Allocating Students via Enterprise Course Planner (ECP)
User Guide 2017/18
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Introduction

Enterprise Course Planner (ECP) is an application within the Scientia platform. It has many functions, but this document is designed to guide you through the process of allocating students to teaching activities.

Note: All Scientia software should be opened using Internet Explorer. It is not compatible with Chrome or Firefox.

Login

Log onto the Enterprise portal (https://timetabling.royalholloway.ac.uk/scientia/portal) using your College username and password.

Please note, only users who have attended a training session will be given access to Enterprise Course Planner. All user accounts will be created centrally in the Timetabling team and each is linked to a person’s college username, therefore accounts cannot be shared. Each user’s account is setup to edit only the information relating to the Department they work for.
After logging in you will see the main Enterprise screen, with one or more tabs depicting the academic year’s databases. Please click on the year you wish to use and single click on Enterprise Course Planner. Also open Enterprise Timetabler as you may need it to interrogate clashes/allocated rooms (covered later in this document).

The first time you open Enterprise Course planner you may get a notice asking you to install the programme, please click Run to install.

If you don’t already have Enterprise Timetabler open then you will see the following screen. Always ensure “Reload data from the server” is selected and click ok.
Enterprise Course Planner will begin to load. You will see a series of screens showing that the system is loading, which may take a couple of minutes.

The Dashboard

Once loaded you will see the following screen, which is called a dashboard. The dashboard will be blank initially until you select your department from the drop down list.
Click on the drop down arrow next to Departments, select your department from the list and click on >> to move your department into the right hand box. **Click anywhere on the dashboard to exit this box.** The dashboard will refresh to show your departments information.

**Note:** You will be able to view other department’s information but you will only be able to allocate students to activities belonging to your department.
Allocating students to activities

To allocate students to their activities you will be using the Templates section of the dashboard.

The first time you allocate students you will using the show button next to the total. This shows you all templates irrespective of whether students are already allocated on them or not.

**Note:** Templates with a single activity, i.e. one lecture should already have all students registered on that module allocated. This is an automated process done by the Timetabling team, but relies on you having signed off your mandatory CAPP structure.

Click the “Show” button next to the total. You will see the following screen “Activity Template Editor” showing all the activity templates for your department.
As in Enterprise Timetabler by right clicking on the column headers you can select column chooser and customise the headers you see.

The headers suggested are:

*Name, Activity type, Duration, Planned size, Module size, Existing activities and Tags*

Click and drag from the customisation list into the headers row to add headers. To remove unwanted headers click and drag down until an X appears.
Once you have all your headers in place you can filter the templates by the number of Existing Activities column.

As mentioned previously the templates with one activity will already have students allocated. You can check these but you will mainly be concerned with the templates with multiple activities.

Select the templates with the least amount of activities first so you can deal with these allocations where there are only a couple of student options, before moving on to activities with more options. This will give you the greatest flexibility to try to avoid clashes.
Select the first template you would like to allocate and click on Template allocator

This will bring up the Activity Template Allocator screen. You can see the names of all students registered on the module to the left followed by the 2 activities, each with a tick box.

**Note:** Students indicted in bold are unallocated. Once allocated to an activity they revert to standard.
You will also see the total size at the bottom of the activity, which is the planned size you have indicated. Next to it (Currently 0) is the real size, this will change to show how many students have been allocated to that particular group once you have begun to allocate. This will give you an idea if you have too many students than you planned for or two few and are able to reduce the number of activities required.

Again the column headers can be changed via column chooser so it is advised to add in Programme Name.

To manually allocate a student to an activity just tick the box under the activity you require. This is a lengthy process so is not suggested for the first time you allocate, but can be used to make swaps of students between groups. You also have the option to filter by a Programme of study and allocate students manually to an activity. For example if you would like all joint students to be in a particular activity together, you can manually allocate them before then auto allocating the remaining students.
To allocate all students on the template as a whole, select a student in the list and click the allocate button on the top right (circled). The following options will appear:

The preferred choice to use for an automated allocation is “Allocate By Module Choices”. This allocates students together that have modules in common and will result in considerably fewer constraints on that activity. The second best choice is “Allocate By Name” which allocates in alphabetical order. This is best used when you have filtered by a Programme of study. You are advised to not use “Allocate Evenly” and “Allocate Randomly”. Allocate evenly will not keep students with modules in common together and when there are a lot of students on the activity can take a very long time to complete because of the extra checking done by the system after each student is allocated. Allocate randomly has little benefit and could result in an activity being excessively constrained unnecessarily.

**Note: Do not change Min Fill as it can complicate the allocation process.**

Once you have selected an option, click on the “Allocate” button.

You will see the students have been allocated to one of the activities and the real sizes at the bottom show the split. Remember to scroll down and ensure all students have been allocated to an activity. Unallocated students will remain in Bold. The reason not all students may be allocated is if the real number of students exceeds the planned size. You may wish to manually allocate the rest of the students if you are confident the room you have been allocated can accommodate the extra students. More information regarding this is covered later in the document. Also please check you are happy with the distribution of students between activities.
If a student is unable to be allocated to an activity there will be no check box for the activities and the student will remain unallocated.
This means the student is already attending another activity on this day and time. If there is another activity option the student is able to attend the system will allocate them to another one. If all activity options are greyed out it means the student has clashes which need to be investigated. This is something you can do yourself through Enterprise Timetabler. Instructions can be found here.

To unallocate all students as a whole, select all by CTRL A and click the “Unallocate” button.

**Note:** Never use the Reallocate button, the system takes a long time to process this request. If you accidently click it please be patient and wait for the system to completely finish what it is doing.

Once you are happy that all students are allocated as required, click OK to return to the Activity Template Editor screen and click on the next activity to follow the process again.

Once all the templates of that size are allocated, filter by the next size and repeat the process. Repeat until all templates have allocated students.

Once completed press OK on the Activity Template Editor screen to return to the dashboard. The dashboard will be greyed on returning. Click on Dashboard and Refresh All to refresh the dashboard.
You should see that the percentage of templates with unallocated student sets has decreased. This is the figure you will need to keep an eye on as if it increases it means more students have been registered to their modules and are now unallocated. To go in and check these allocations click the Show button next to “With unallocated student sets”. This will give you a list of templates with unallocated students. You can then go into each template as you did the first time around and manually allocate the students in bold.

**Copying allocations from one template to another**

If you would like to copy the allocations you have made for one template to those of another template, click on Copy Pattern, then OK, which will return you to the Activity Template Editor screen. Select the template you would like to copy the pattern to and click Template Allocator. If the template is valid to allow copying, i.e. exactly the same student names and number of activities; the Paste Pattern button will be available to click.

**Note:** all students must be unallocated on the template you are copying the pattern to.
Showing jointly taught students

For jointly taught activities by clicking the “Show Jointly Taught Students Sets”, you are able to see easily whether students from the other modules have been imported, without having to exit your current template and navigate to the other parent templates of the activity. You are able to judge the number of students imported and whether any have greyed out boxes. This will aid in your decision making on how to allocate the students. The students from the other templates will be highlighted in grey.

Note: You will not be able to change their allocations on this screen, you would have to go back to the template they are allocated on to change.
Real size exceeds planned size

When allocating students to activities automatically the system will only allocate the number of students that match the planned size of the activity. For example if you have two activities, each with a planned size of 20, but have 50 students, 10 students will be left unallocated. You are able to manually allocate the remaining students if you are confident that the room you have been allocated can hold the extra students. This will then cause the planned/real size to turn red, highlighting you have over allocated.

To check which room you have been allocated for an activity go back to the Activity Template Editor and right click on the activity template you are interested in. Select Show Timetable. **Note: You must have Enterprise Timetabler open for this to work.**
Click on the TT icon on the bottom of your screen and you will see that Enterprise Timetabler is displaying the information of the activity template you selected. You will be able to see the location allocated to each of the templates activities, with capacity in brackets in the “Allocated location name” column (may have to be selected from column chooser).

If the capacity of the allocated room is large enough for the extra students you can manually allocate them. If however none of the rooms you have been allocated are large
enough to hold extra students, you must inform Timetabling at your earliest convenience of the need for a larger room or an extra seminar group, if applicable.

Finding scheduled activities via ET

If you need to know when an activity is taking place in order to schedule your students. You can use the above method of “Show Timetable” and link to the activity in Enterprise Timetabler. Using the column chooser function you can select “Scheduled Days”, “Scheduled Start time” and “Scheduled Duration” to provide you with the relevant information.

Resolving student clashes via ET

If a student you are trying to allocate has no options for activities it means they are already undertaking a different activity at the same time. To find out what other activity the student is taking you can right click on the students name and click “Show Timetable”. 

**Note: You must have Enterprise Timetabler open for this to work.**
Click on the icon on the bottom of your screen and you will see that Enterprise Timetabler is displaying the information of the student you selected.

You will be able to see from the Combined Timetable grid what other activity the student is attending at the same time. If it is one of your own activities and you are able to change that students allocations, you can. Otherwise you would have to contact the department concerned and discuss options for the student.
Closing ECP

To close Enterprise Course Planner, ensure you have saved all your allocations by clicking OK on all open windows. On the dashboard click the X in the top right corner and ensure you click YES on the following window which asks you to “Save the Syllabus Plus image”.

If you try to exit without saving all your changes you will see the following message. Please click Cancel and save your changes by pressing the save button before exiting.