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

This document is designed to guide you through the process of allocating students to teaching activities.

The Scientia platform was recently upgraded and as a result, the way the software is accessed to allocate students has changed. Enterprise Course Planner is now accessed via Enterprise Timetabler.

A training video can be found here (S:\Resources\Academic_Administration_Resources\Academic Timetabling\User guides) to go alongside this guide. Please watch it the first time you allocate students to teaching activities.

Login

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

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

Note: All user accounts will be created centrally by the Timetabling Team, and each account is linked to a person’s college username. Therefore, accounts cannot be shared.
After logging in, you will see the main Enterprise screen with one or more tabs at the top displaying the academic year's databases. Click on the year you wish to use and single click on Enterprise Foundation.

Tab for the academic year's database (ensure to click the correct one, if more than one tab is displayed)

The first time you open Enterprise Foundation, you may get a notice asking you to install the programme. Click Run to install. Otherwise, you will get a pop-up asking to open the application, as below. Click Open.

Next you will see the below screen. Always ensure “Reload data from the server” is selected and click OK. **Note: The application will load automatically after the countdown if you do not click anything.**

Enterprise Foundation will begin to load. You will see a series of screens showing that the system is loading; this may take a couple of minutes.
Refer to the Trouble Shooting section if you are having problems accessing Enterprise Foundation.

**Setting Up Enterprise Timetabler**

Once the application has loaded you will see the Enterprise Timetabler (ET) screen.

In the Views pane to the right, select Activity Templates from the drop-down selection.

The activity templates will only display the departments within your school.

Find the activity template you require by either scrolling the list or right clicking on the column heading and selecting Show Find Panel. You can then type the module code you need and click Find.
Click on the activity template you require. A list of activities on the selected activity template will be displayed in the Activities pane to the right.

*The first time you open ET you may not see much in the Activities pane. You will need to select the columns for the information you would like to display for the Activities. Once done these columns will display every time you open ET unless changed.

Right click on a header in the Activities pane and select Column Chooser.

A Customization window will open. You will need to click and drag (or double click) on the column headings you require. The suggested minimum headers to display the information you would require is shown below.

From this information you should be able to find out the following:

- The group number of the group the student has requested to move to (if not already known).
- The allocated location of the teaching and the real size of the group (number of students allocated to the group) to make sure the room will be large enough to accommodate the extra student(s). *Changing the View pane to Location and selecting the column Capacity from the Column Chooser list will let you know the capacity of the allocated location so you can check it is large enough.*
- The activity type and the weeks the activity is scheduled in to make sure you are moving the student on the correct term’s activity template, and to a full-term activity as opposed to a rescheduled activity that occurs in one week, for example.
- If the real size of all the activities is 0 then the activity template has not been allocated yet.
Allocating Students

Once you have set up ET as above, you are ready to allocate students. There are two ways you can do this, depending on which task you are completing. If you are changing a student’s group allocation on a single template, follow the below steps for **changing a student’s group allocation**. If you are allocating students to activities for templates which your School manage, including needing to use the ‘copy pattern’ function or moving students on multiple activity templates then follow the steps in the **Allocating students to activities** section.

**Changing a student’s group allocation**

In ET select the activity template you require and check the information in the Activities pane to ensure you are moving the student on the correct template, there is space in the allocated location, and that the student is being moved into the correct group.

Right click on the activity template and select View Activity Template.

This will bring up the Activity Template Editor window. Click on the activity template and select Template Allocator.

This will bring up the Activity Template Allocator window. *If there are a lot of students on the template it might take some time to load the information, so please be patient.*
The student names will be displayed on the left-hand side under the Name column and the activity groups will be listed to the right in number order. You may need to expand the window if there are numerous groups.

A tick in a box indicates that the student is allocated to that group. To change a student to a different group, first find the student in the list of names, either by scrolling or using the Show Find Panel selection (right click). *If there is more than one student with the same name you can right click and bring up Column Chooser, then select Host Key from the Customization window. This will display the student ID numbers, so you can make sure you are moving the correct student.* Untick the check box for the group the student is currently allocated to (the student’s name will appear in **bold**) then click the check box of the group you want to move the student to. The **bold** formatting should remove from the student’s name once allocated.

If you are wanting to move a student to a different group but the check box is greyed out, as shown below, this means the move is not possible as the student is already attending another teaching activity on this day and time. See the [Resolving student clashes](#) section for more information.

Click the Apply button and wait for the red/yellow icon on the bottom left of the Activity Template Allocator window to disappear. This is saving the change. Repeat if any further student changes on the template. Once finished click the OK button to close the window and return to the Activity Template Editor window. The red/yellow icon will appear in the bottom left of the Activity Template Editor window.

When the icon has disappeared, click the OK button on the Activity Template Editor window to return to ET. Commit your changes to the database by clicking the Writeback icon at the top left of ET. This is important otherwise other users will not see the changes you have made.
If you have lots of group allocation changes to make or have opened ET but not worked in it for a while, it is best to regularly Refresh the data to pick up any changes by others. To do this click on the Refresh icon at the top left of ET and wait for the red/yellow icon in the bottom right to disappear.

Wait for the red/yellow icon on the bottom right of ET to disappear before closing ET. See Closing Enterprise Timetabler section.

Allocating students to activities

In order to allocate multiple students to their teaching activities, you can either follow the instructions for changing a student’s group allocation or you can go through the Course Planner Dashboard. *You will also need to use the Dashboard if you are wanting to copy any allocations from one activity template to another. See copying allocations from one template to another section.*

To open the Course Planner dashboard, click on the Course Planner heading in ET and select Planning, Dashboard.

The dashboard will be blank initially until you select your department from the drop-down list.

To select your department, click on the drop-down arrow next to Departments at the top of the dashboard, 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 department’s information. *You will be able to view other department’s information, but you should only allocate students to activities belonging to your department.*
Click the Show button on the Templates tile.

The Activity Template Editor window will open, showing all the activity templates within your selected department.
As in ET, you can customise the displayed headers by right clicking on the column headers and selecting Column Chooser.

The suggested headers are:

<table>
<thead>
<tr>
<th>Name</th>
<th>Activity Type</th>
<th>Duration</th>
<th>Planned Size</th>
<th>Module Site</th>
<th>Existing Activities</th>
<th>Weeks</th>
</tr>
</thead>
</table>

To find the required activity template, you can either scroll down the list or type the module code in the Find box under the column headers.
Click on the activity template you want to allocate, checking the Activity Type and Weeks columns to make sure you have the correct activity template. Click on the Template Allocator button at the top of the window.

This will bring up the Activity Template Allocator screen. You can see the names of all students registered on the module in the left column followed by the activities, each with a tick box. *If there are a lot of students on the activity template this can take some time to load so be patient.*

Students indicated in bold are unallocated. Once allocated to an activity they will revert to regular font.
You will see the total size at the bottom of the activity, which is the planned size you have indicated. Next to it (currently 0 in the picture above) is the real size, and this will change to show how many students have been allocated to that group once you have begun to allocate. You will need to keep an eye on the real size of the activity to ensure **you don’t exceed the planned size, unless you have checked the room the activity is scheduled in is large enough for the number of students you are allocating.** See [Real size exceeds planned size](#) section for more information.

Again, the column headers can be changed via Column Chooser so it is advised to add in Programme Name (if you allocate students specifically by programme).

To manually allocate a student to an activity, tick the box under the activity number you require. This is a lengthy process so it is not suggested for bulk allocating a lot of students. However, it can be used if, for example, you don’t require all students on the template to be allocated to the activities, or if you have specific groupings for students on a separate document you are following. You also have the option to filter by a Programme of Study and allocate students manually to an activity, by programme.

For example, if you would like all joint students to be in a particular activity together, you can manually allocate them before auto allocating the remaining students.

To allocate all students on the template in bulk, select a student in the list and click the allocate button on the top right of the Activity Template Allocator window. 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. Also check you are happy with the distribution of students between activities.

![Allocation screenshot](image)

If a student is unable to be allocated to an activity there will be no check box for the activity and the student will remain unallocated.
This means the student is already attending other activity/activities at the same 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. See **Resolving student clashes** section.

To unallocate all students, select all by pressing CTRL A and clicking 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 the Apply button at the bottom of the window and wait for the red/yellow icon on the bottom left of the Activity Template Allocator window to disappear. This is saving the change. Once finished click the OK button to close the window and return to the Activity Template Editor window. The red/yellow icon will appear in the bottom left of the Activity Template Editor window.

When the icon has disappeared, either select your next activity template to repeat the process or if finished, click the OK button on the Activity Template Editor window to return to the dashboard.
The dashboard will be greyed on returning. Click Refresh and Refresh All to refresh the dashboard before closing the dashboard. This is important otherwise other users will not see the changes you have made. See Closing Enterprise Timetabler.

**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, for example term 1 allocations copied to term 2, find the activity template you wish to copy the allocations from in the list on the Activity Template Editor window, select it and press the Template Allocator button. In the Activity Template Allocator window click on Copy Pattern. In the Activity Template drop down, select the template you would like to copy the pattern to and wait for the window to load the student names. 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. Click the Paste Pattern button and wait for the window to update. **Note: all students must be unallocated on the template you are copying the pattern to for this to work.**

Click the Apply button and wait for the red/yellow icon on the bottom left of the Activity Template Allocator window to disappear. This is saving the change. Once finished click the OK button to close the window and return to the Activity Template Editor window. The red/yellow icon will appear in the bottom left of the Activity Template Editor window. Once this has disappeared press OK to return to the dashboard or ET.

See Closing Enterprise Timetabler
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 can 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 and by how many students.

To check which room has been allocated for an activity go back to ET, select the activity template in the Views pane and check the column Allocated Location Name in the Activities pane for the corresponding activity. You can then check the capacity of the location by changing the Views pane to Location and selecting the column Capacity from the Column Chooser list. Alternatively, it is possible to see the room that an activity is scheduled into via the Web Timetables and then check the locations capacity document on our webpage. See Location Capacities section.

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

If a student you are trying to allocate has no tick boxes (i.e. greyed out) it means they are already undertaking a different activity/activities at the same time. To find out what other activity/activities the student is taking, go to ET and find the student under the Student Sets section in the Views pane. The Activities pane will display the list of activities the student is attending, and the Combined Timetable grid shows a visual of what the student is attending.

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 student’s allocations, you can proceed with resolving the clash. Otherwise, you will have to contact the department concerned and discuss options for the student.

Alternatively, view the student’s personal timetable through Web Timetables.

If you have any problems investigating a clash, please contact Timetabling Team and we will help you look into it.
Closing Enterprise Timetabler

To close ET, **ensure you have saved all your allocations** by clicking Apply and OK on all open windows. If you have been using the dashboard, click the Refresh All button before closing it using the X in the top right corner.

To close ET click the save button on the top left to commit all your changes to the database. If it is already greyed out, there are no changes to be saved.

Click the X in the top right corner of ET and ensure **YES** is selected on the following window. Click OK.

If you try to exit without saving all your changes you will see the following message. Ensure **YES** is selected on both questions and press OK.
Location Capacities

Refer to Location Capacities at: https://intranet.royalholloway.ac.uk/staff/teaching/timetable/tools-faqs-and-help-guides.aspx

Alternatively, change the View pane in ET to Location and select the column Capacity from the Column Chooser list to show the capacity of a location.

Trouble Shooting

Access problems could be due to the following:

1. Which browser are you using? It must be launched from Microsoft Edge.

2. What PC are you trying to open Scientia on? It will only work on a college desktop PC (or a remote desktop connection to a college PC) that has the licence installed. It will not work on laptops or personal PCs. You will get this message:

   ![Enterprise Course Planner Licence Error](image)

   If you are using a college desktop and get this error message, please contact IT to get the Scientia licence installed.

3. If you are working on a college PC with the licence but it gets stuck trying to open Enterprise Foundation, it may be a folder issue that it can sometimes get.

   If that is the case you need to delete the 2.0 folder which can be found as follows:
   
   Go to Computer\Windows\Users\YOURUSERNAME\AppData\Local\Apps\2.0
   
   Delete the folder 2.0
   
   Log out of the Enterprise Portal and back in again. You will be asked to re-install the application.
4. Can you get into the Scientia Portal but can’t see the icons you expect?

In which case contact timetabling@rhul.ac.uk as your access is likely to be incorrect or you haven’t been given permission to use the applications.

5. If you cannot see the Activity Templates relating to your department(s) contact timetabling@rhul.ac.uk as your access is likely to be incorrect.