

Timetabling Manual – Data Entry

To log on to the application, go to www.smas.purdue.edu, click on Apps & Reports, then on Secure Applications. To log on, use your career account.

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This manual is written in the order in which you might like to proceed when entering your data.

1. Rooms

Click on Rooms in the left hand side menu. This takes you to the **Rooms** screen.

Select the department whose rooms you want to see.

To view LLR rooms, select “1994 – Smas – University Shared (Large Lecture Room Manager)”.

To view LAB rooms, select “1978 – Smas – Academic Laboratories (Computer Lab Manager)”.

To view the rooms that your department can use for the departmental part of timetabling, select your department in the list.

After you select the department, you will see a list of available rooms for that department.

The screenshot shows the 'Rooms' screen with the following details:

- Department:** 1155 - Botany And Plant Pathology
- Additional Rooms:** 1155 - Botany And Plant Pathology (selected), 1978 - Smas - Academic Laboratories (Computer Lab Manager), 1994 - Smas - University Shared (Large Lecture Room Manager)
- Additional Instructional Rooms Table:**

Bldg	Room	Capacity	Availability	Departments	Control	Groups	1-10 Ft.	10-12 Ft.	13-20 Ft.	21-30 Ft.	31 Ft.
HAAS	G056	24	[Grid]	Bot&PP C S			Chalkboard	Chalkboard	Chalkboard	Chalkboard	Chalkboard
LILY	1135	24	[Grid]	Bot&PP	✓						
LILY	1410	30	[Grid]	Bot&PP	✓						

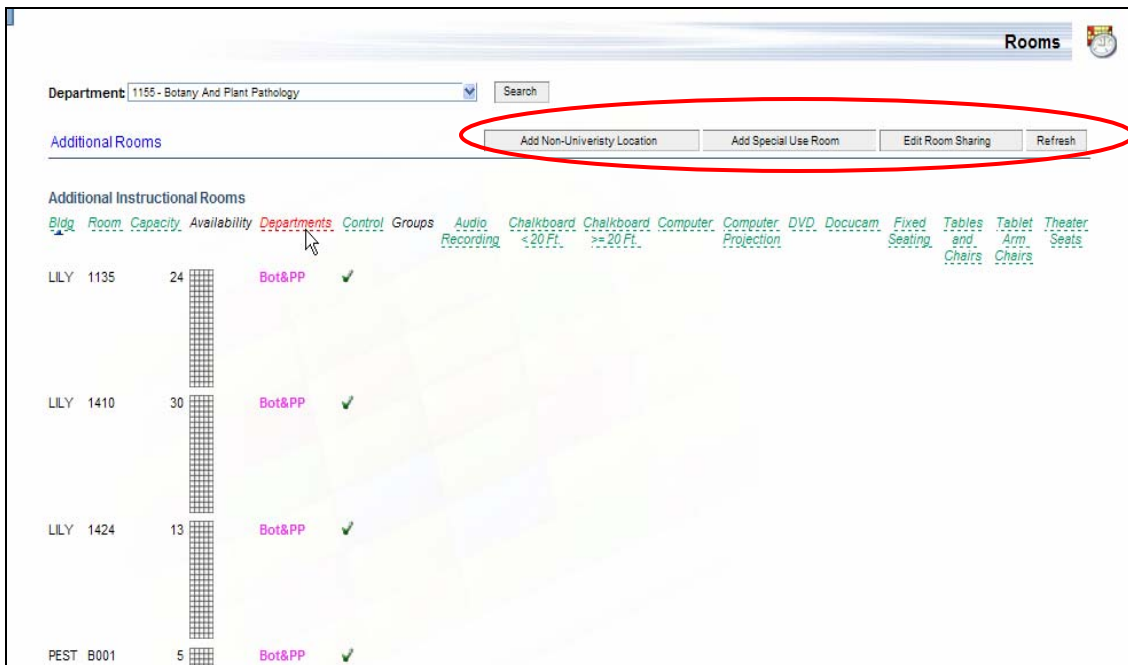
The rest of this chapter is about departmental rooms.

The **Rooms** screen has multiple sections. Each section is displayed only if it has at least one room in it. The possible sections are:

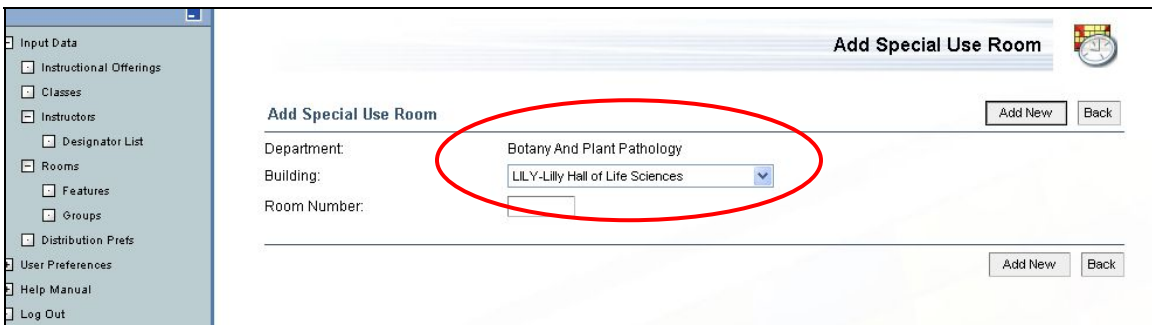
- Classrooms – instructional rooms assigned to your department by SMAS
- Additional Instructional Rooms – instructional rooms that are not assigned by SMAS (these belong to the department)
- Special Use Rooms – rooms that belong to the department, exist in the room depository, but not as instructional rooms – e.g., conference rooms or offices
- Non-University Locations – locations that are not in the room depository, e.g., a hospital in Lafayette

If you cannot see the rooms you want to use, proceed as follows:

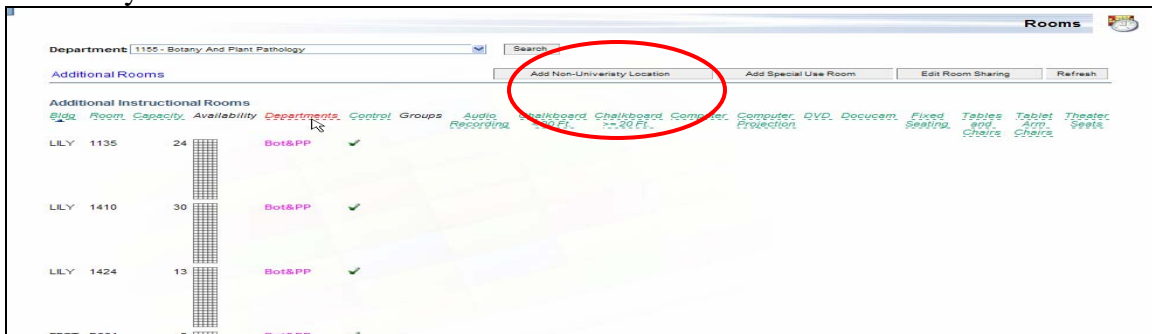
- Room assigned from SMAS is missing -- Contact SMAS (choran@purdue.edu).
- Room owned by your department in your building(s) is missing -- Add a room by clicking on Add Special Use Room. These buttons are located on the right hand side of the screen (you will need to scroll to the far right to see these).



In the screen that displays, the room number will be validated against SMAS's inventory of rooms.



- Location outside your department or the university that is not listed -- Click Add Non-University Location.



In the **Add Non University Location** screen you will need to enter the name for your location (can be anything you choose) and the capacity (this is required - if unknown just put a number that is large enough so that the classes you want to have at that location can be placed there). If applicable, check the box for Ignore Too Far Distances and Ignore Room Checks. Click Add New.

Room sharing

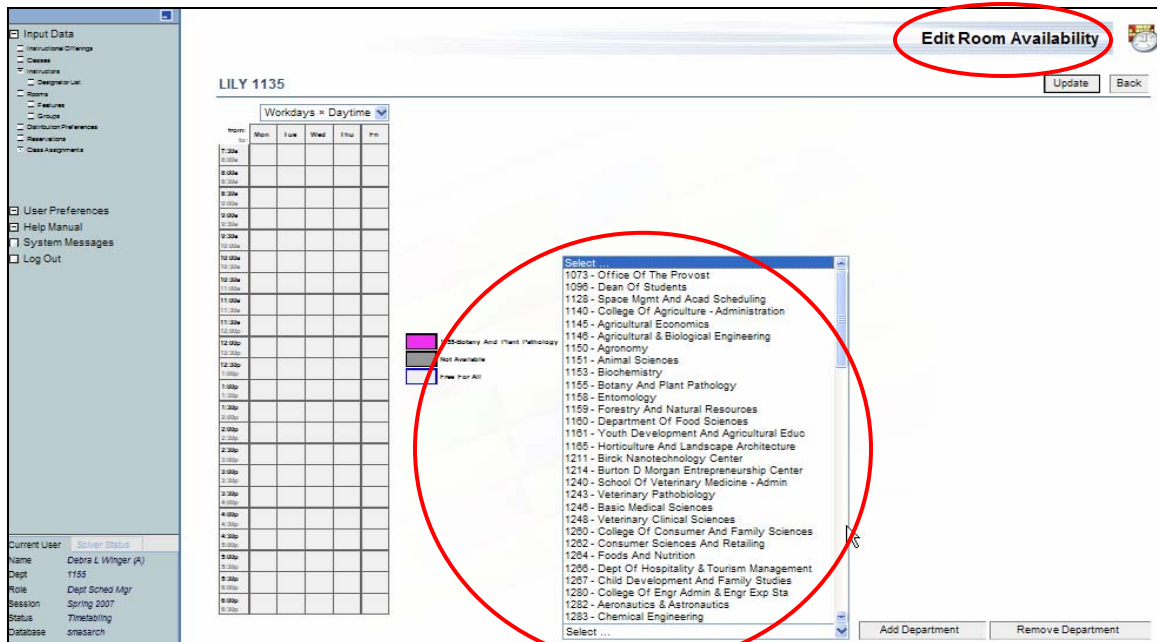
It is possible to share a room or a certain time in the room with another department. To share a room:

1. In the **Rooms** screen, click on the room that you want to share with another department.

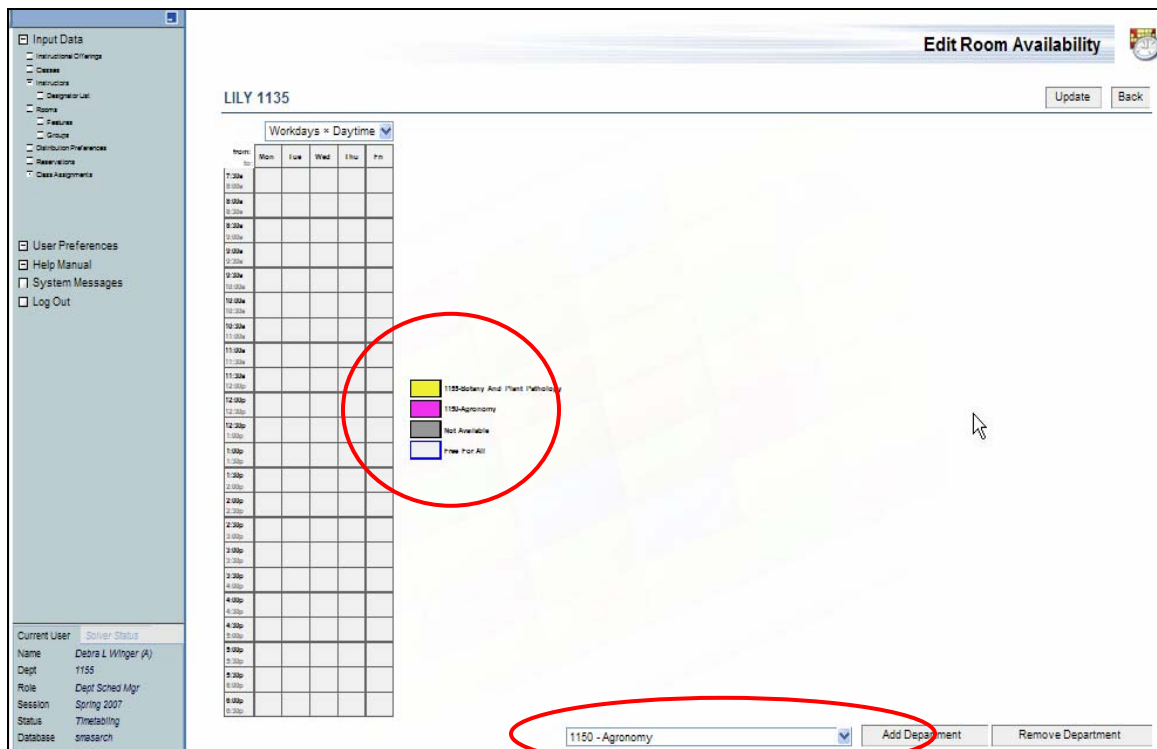
Bldg	Room	Capacity	Availability	Departments	Control	Groups	1-10	10-12	13-20	21-30	31-80
HAAS	G056	24	[Colorful bars]	Bot&PP C S			Chalkboard	Chalkboard	Chalkboard	Chalkboard	Chalkboard
LILY	1135	24	[Colorful bars]	Bot&PP							

2. That takes you to the **Room Detail** screen. Click on the Edit Room Availability button.

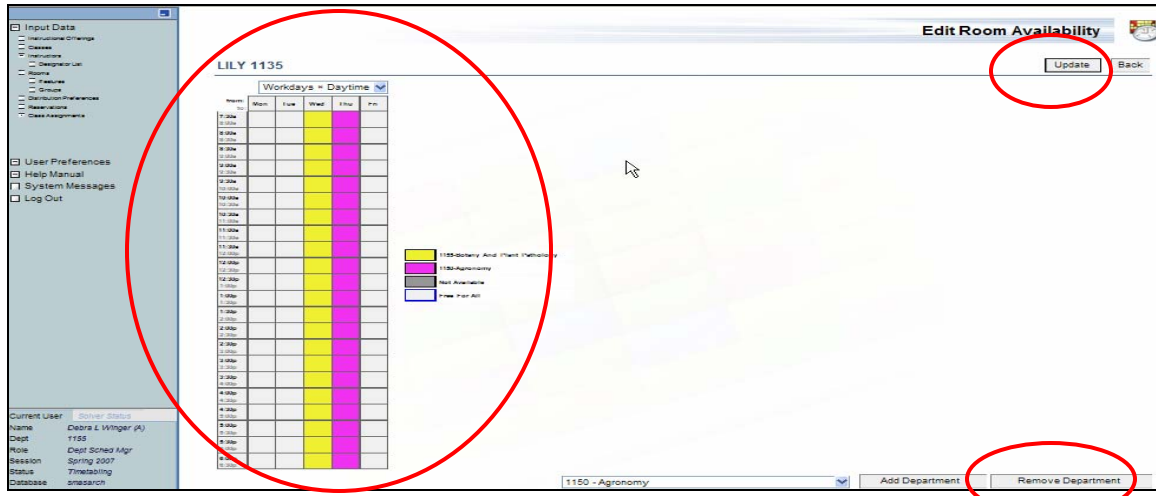
- That takes you to the **Edit Room Availability** screen. Select the department with which you want to share the room in the drop down list under the time grid.



- Click Add Department. This adds the department to the list of departments who share the room – this list is displayed to the right from the time grid.



- If needed, assign particular times to the other department and keep the rest for yourself. You assign a time to a department if you click on the department in the list to the right from the time grid and then click on times that the department should use. An example of this kind of sharing is in the picture below.



If you do not assign times explicitly, both of the departments will be able to timetable their classes at any times (that is the “free for all” color) and the department which commits the timetable first gets the requested time. The other department will need to use the times that are left.

- Click Update.

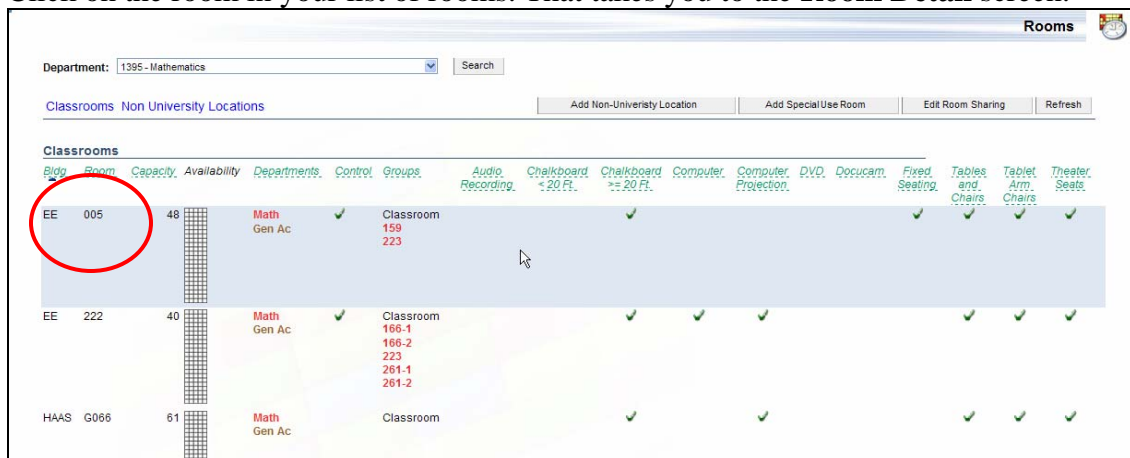
Note: When you set up sharing of a room with another department, you cannot take the room back from the department. You will need to ask the other department to give up that room (in a similar way as setting up room sharing – they would just select their department from the list and click Remove Department, then Update), or you will need to contact SMAS.

Room preferences set on rooms

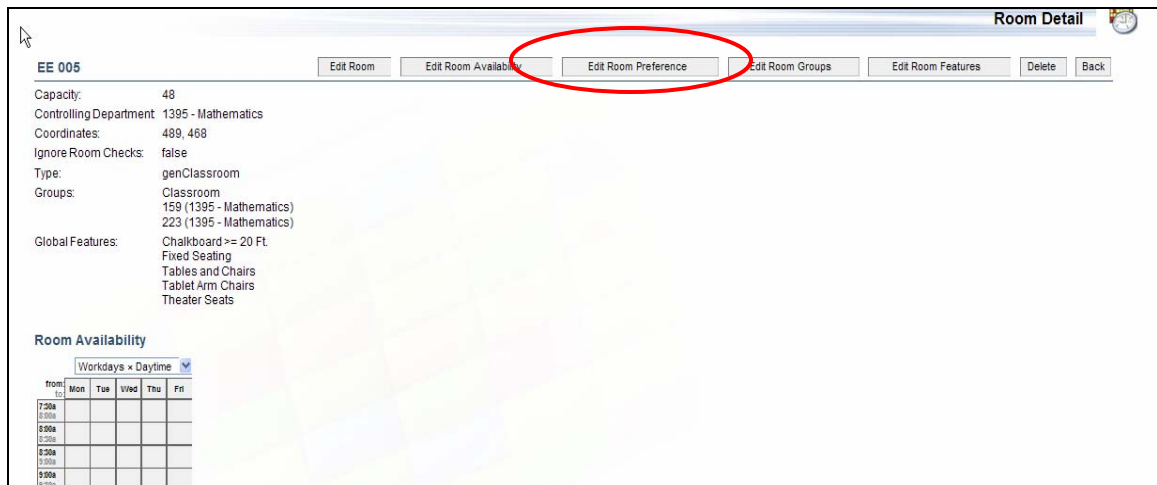
Room preference on a particular room allows the user to exclude some of his/her rooms from the timetabling process, or use that room only if absolutely necessary (for example, if the department wants to keep one of its rooms empty for unexpected events).

To set up room preference

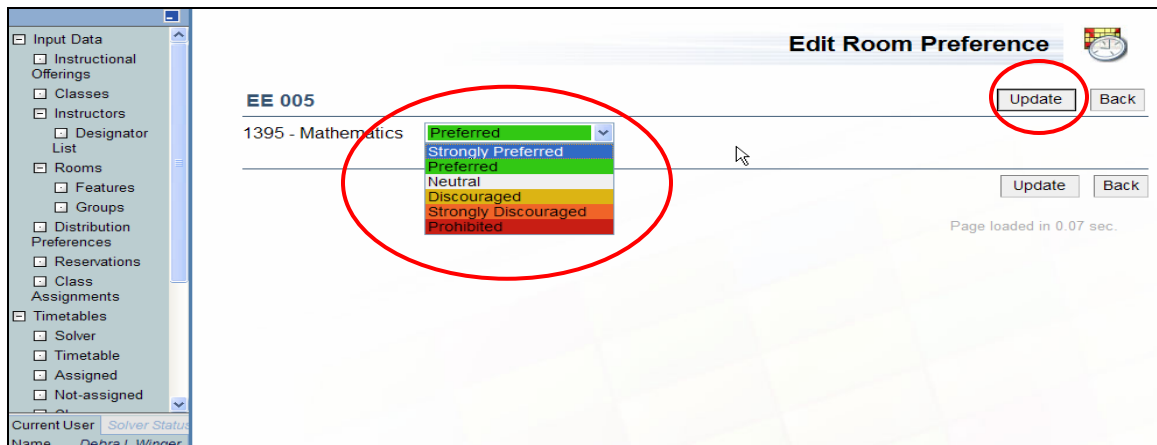
- Click on the room in your list of rooms. That takes you to the **Room Detail** screen.



- Click on the Edit Room Preference button. That takes you to the **Edit Room Preference** screen.



- Set the room preference. The meaning of the preference levels is as follows:



- Prohibited – never ever use this room (even if required on a class)
- Strongly discouraged – this room is used only if either
 - The room is required for a class, or
 - The room is preferred or strongly preferred for a class and the solver is not able to put this class into another room
- Discouraged – this room is used if either
 - The room is required for a class, or
 - The solver is not able to put this class into another room

The difference between Strongly Discouraged and Discouraged is that for Strongly Discouraged, you need to say that it is preferred that this class uses the room (set a preference on the class for this room), while with Discouraged, the room can be used no matter whether you prefer it on the class or not

- Neutral – the default value for room preference.

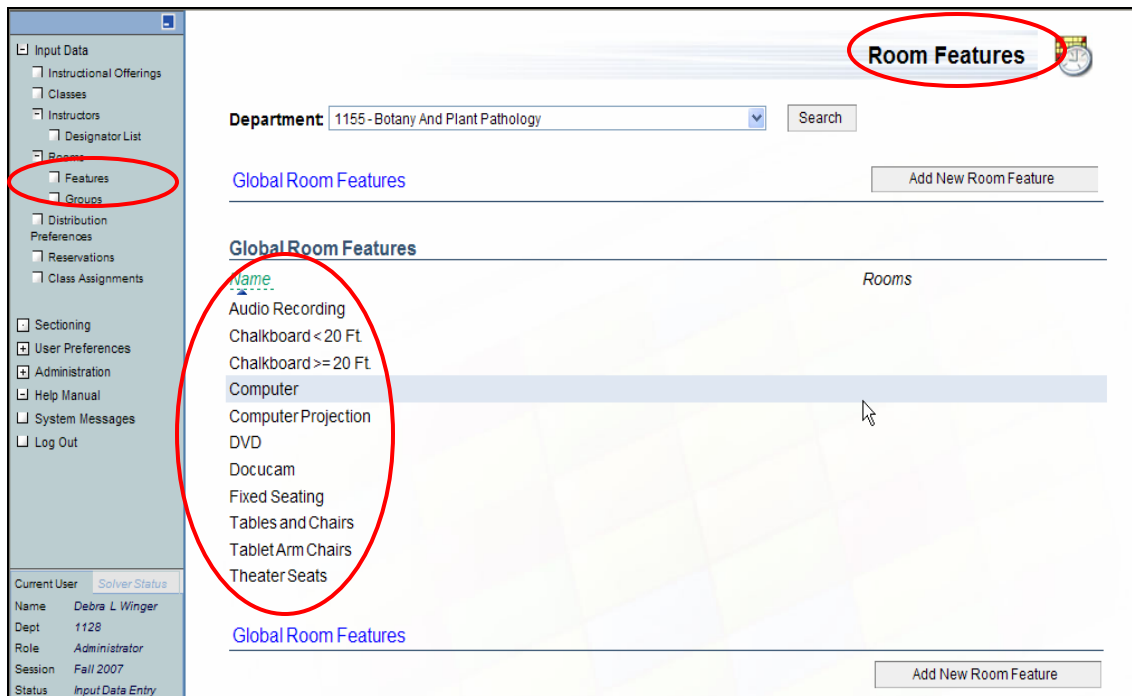
It is not recommended that you use any other preference level on the room itself (if you want to use Preferred or Strongly Preferred, please, contact SMAS first)

- Click Update.

1.1 Room Features

In your rooms, there might be special features by which you want to choose the room (for large lectures there was e.g. Audio Record or for computing labs there was Mac computers). To set up a feature and indicate which rooms have this feature:

- a. Click on Features under Rooms in the left hand side menu. That takes you to the **Room Features** screen. Here is where you will see the features currently listed as your room features, as well as a list of your rooms which have been flagged as having that feature.



The screenshot shows the 'Room Features' interface. On the left, a navigation menu has 'Features' under 'Rooms' circled in red. The main content area is titled 'Room Features' (also circled in red) and shows a department dropdown set to '1155 - Botany And Plant Pathology'. Below this, there are two sections for 'Global Room Features'. The first section has a table with the following data:

Name	Rooms
Audio Recording	
Chalkboard < 20 Ft	
Chalkboard >= 20 Ft	
Computer	
Computer Projection	
DVD	
Docucam	
Fixed Seating	
Tables and Chairs	
Tablet Arm Chairs	
Theater Seats	

The 'Computer' row is highlighted. A second 'Add New Room Feature' button is visible at the bottom right of the table area.

- b. If you have other features that you want to add:
Click Add New Room Feature.



The screenshot shows the 'Room Features' interface after clicking 'Add New Room Feature'. The 'Add New Room Feature' button is circled in red. The main content area shows a department dropdown set to '1155 - Botany And Plant Pathology'. Below this, there are two sections for 'Department Room Features'. The first section has a table with the following data:

Name	Department	Rooms
tables & chairs	1155	

A second 'Add New Room Feature' button is visible at the bottom right of the table area.

Set up the feature, this can be named whatever is helpful to you, but it must be named. (Ignore the Global checkbox, this is for administrative use only.) Click Add New.

Input Data

- Instructional Offerings
- Classes
- Instructors
 - Designator List
- Rooms
 - Features
 - Groups
- Distribution Preferences
 - Reservations
 - Class Assignments
- Sectioning
- User Preferences
- Administration
- Help Manual
- System Messages
- Log Out

Add Room Features

Name: *

Global:

Department:

Page loaded in 0.02 sec.

Now you are back in the **Room Features** screen. Click on the name of the room feature you just created. This takes you to the **Edit Room Feature** Screen.

Input Data

- Instructional Offerings
- Classes
- Instructors
 - Designator List
- Rooms
 - Features
 - Groups
- Distribution Preferences
 - Reservations
 - Class Assignments
- Sectioning
- User Preferences
- Administration
- Help Manual
- System Messages
- Log Out

Room Features

Department:

[Global Room Features](#) [Department Room Features](#)

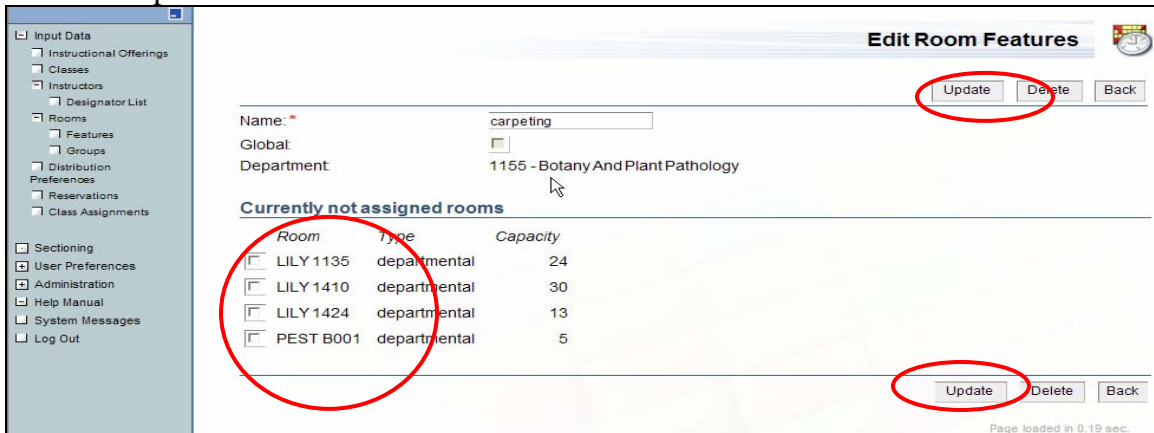
Global Room Features		Rooms
Name		
Audio Recording		
Chalkboard < 20 Ft		
Chalkboard >= 20 Ft		
Computer		
Computer Projection		
DVD		
Docucam		
Fixed Seating		
Tables and Chairs		
Tablet Arm Chairs		
Theater Seats		

Department Room Features		Department	Rooms
Name			
carpeting		Bot&PP	

Current User:

Name: Debra L. Winger
 Dept: 1128
 Role: Administrator
 Session: Fall 2007
 Status: Input Data Entry
 Database: spawdy

In the **Edit Room Feature** screen, you will have a list of rooms from your room list set up in the previous section. Click the box for all the rooms that have this feature. Click Update.

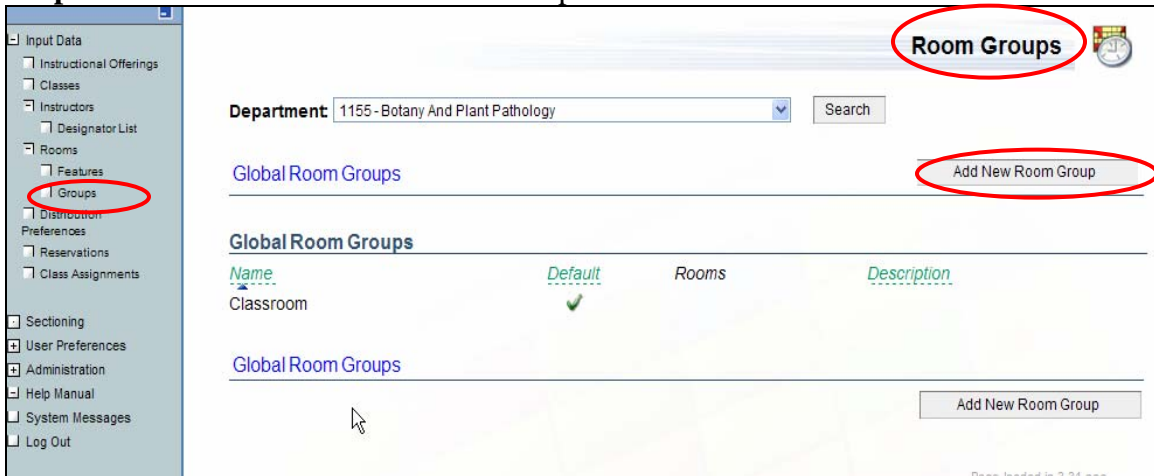


1.2 Room Groups

With **Room Groups**, you can categorize multiple rooms/labs under one name e.g., if you have multiple laboratories for Biochemistry, you can create a room group named Biochem Labs (this can be named anything helpful to you).

To create a room group

- Click on Groups under Rooms in the left hand side menu. That takes you to **Room Groups** screen. Click Add New Room Group



- b. Enter the name of the group. A name is required. (This can be whatever is helpful to you. There is also a description that can be used for further comments for your information only.)
- c. Click Add New (This takes you to the **Edit Room Groups** screen.).

Add Room Groups

Name: * wetlab

Global:

Department: 1155 - Botany And Plant Pathology

Description:

Add New Back

Page loaded in 0.02 sec.

- d. Click on the name of the group
- e. Check all rooms that should belong to the group (a room can belong to more than one group). Click Update

Edit Room Groups

Name: * wetlab

Global:

Default:

Description:

Department: 1155 - Botany And Plant Pathology

Update Delete Back

Currently not assigned rooms

Room	Type	Capacity	Audio Recording	Chalkboard < 20 Ft.	Chalkboard >= 20 Ft.	Computer	Computer Projection	DVD	Docucam	Fixed Seating	Tables and Chairs	Tablet Arm Chairs	Theater Seats	carpeting
<input type="checkbox"/> LILY 1135	departmental	24												
<input type="checkbox"/> LILY 1410	departmental	30												
<input type="checkbox"/> LILY 1424	departmental	13												
<input type="checkbox"/> PEST B001	departmental	5												

Update Delete Back

2. Instructors

You will see the list of your instructors when you click on Instructors in the left-hand side menu. Before you start working on classes, make sure that the instructor list is complete. If not complete,

- a. Click Manage Instructor List. It has two parts – **Instructors in the Department List** and **Instructors not in the Department List**. You can check or uncheck any names to add or remove them from the list (the checked ones will be in your list). Hit Update.
- b. To add a new instructor who is not in the Manage Instructor List, return to Instructors initial page. Click the button **Add New Instructor**. For a new instructor, the only mandatory field is his/her last name. However, if you know the career account (= purdue e-mail) of this instructor, enter it in the Career Account field and look up his Purdue ID by clicking the Lookup button. This way, the instructor's name will be matched with the Purdue ID, which is necessary to e.g. get the instructor's name to SIS.

It is sufficient to enter instructors that should be assigned to a class. After the schedule is “committed” and subscription begins, updates to instructor names will revert to entry via SIS.

You can set preferences of instructors in this section. These preferences are then inherited on any class to which you assign this instructor.

Below describes how to set an instructor's Time, Building, and Room Feature preferences.

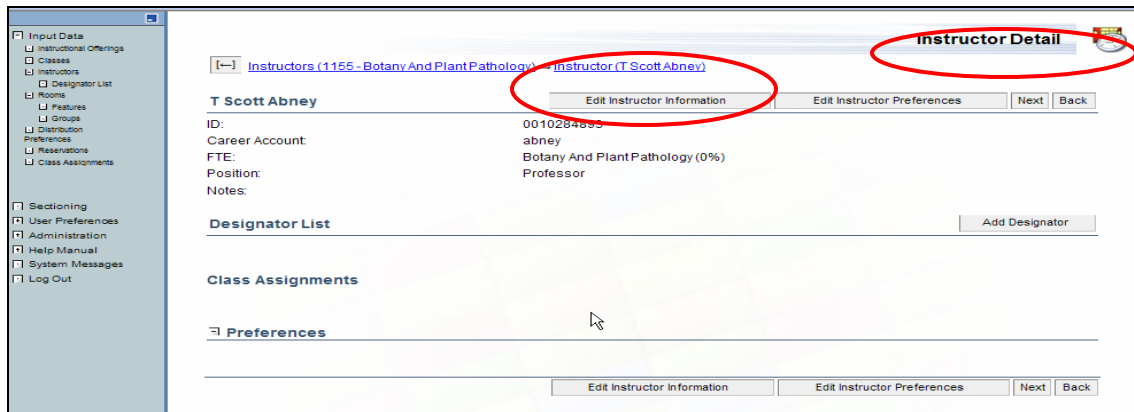
To set instructor's preferences

- a. In the Instructor List, click on the name of the person whose preferences you want to enter. That takes you to the **Instructor Detail** screen.

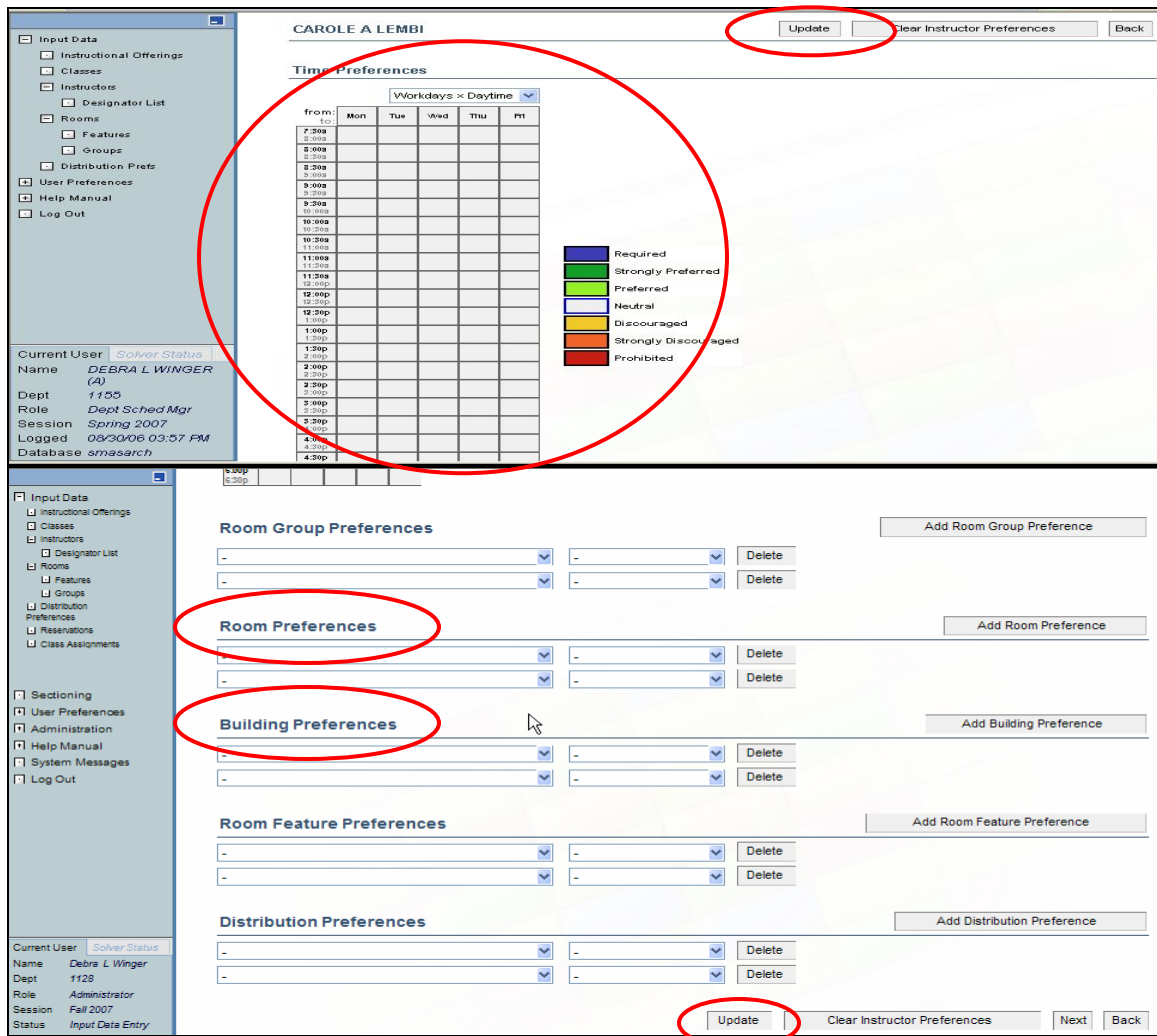
The screenshot displays the 'Instructors' management page. On the left, a navigation menu has 'Instructors' selected. The main content area shows a table of instructors for the department '1155-Botany And Plant Pathology'. The 'Name' column is circled in red, and the 'Name' of 'Abney, T S' is also circled in red. The table includes columns for ID, Name, Position, FTE, Note, Preferences Time, Room, Distribution, and Class Assignments.

ID	Name	Position	FTE	Note	Preferences Time	Room	Distribution	Class Assignments
0010284293	Abney, T S	Professor	0%					
0010026590	Banks, J A	Professor	100%					
0010251488	Bauman, T T	Professor	100%					
0016093750	Beckerman, J L	Assistant Professor	100%					BTNY 301 Lab 1 BTNY 301 Lab 2 BTNY 301 Lec 1
0016838086	Bertolo, A	Visiting Faculty	0%					
0010312601	Bluhm, B H	Post Doctoral	0%					
0010035913	Carpita, N C	Professor	100%					BTNY 101 Lec 1
0014472279	Chen, Z	Associate Professor	100%					
0016182421	Chintamanani, S P	Post Doctoral	100%					
0010338571	Coolbaugh, R C	Professor	100%					
0015988826	Cui, X	Post Doctoral	100%					
0015605142	Ding, S	Post Doctoral	100%					
0010336254	Dunkle, L D	Professor	0%					

b. Click Edit Instructor Preferences

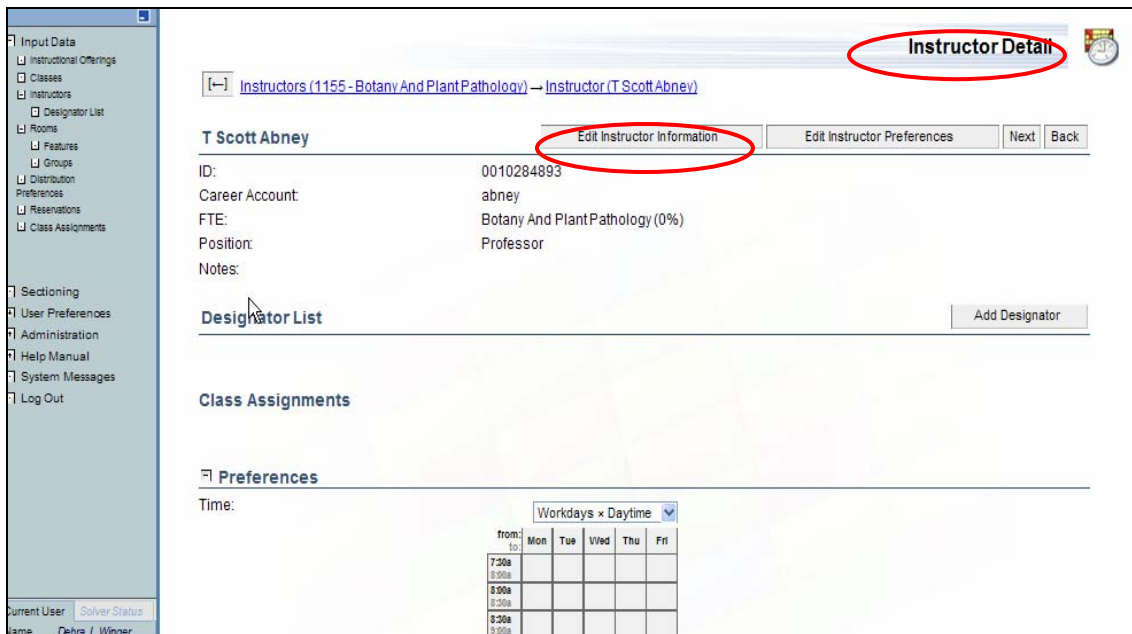


c. Edit the preferences. There are Time, Room Group, Room, Building, Room Feature, and Distribution preferences you can enter, just like on scheduling subparts or classes as described in the section on preferences.



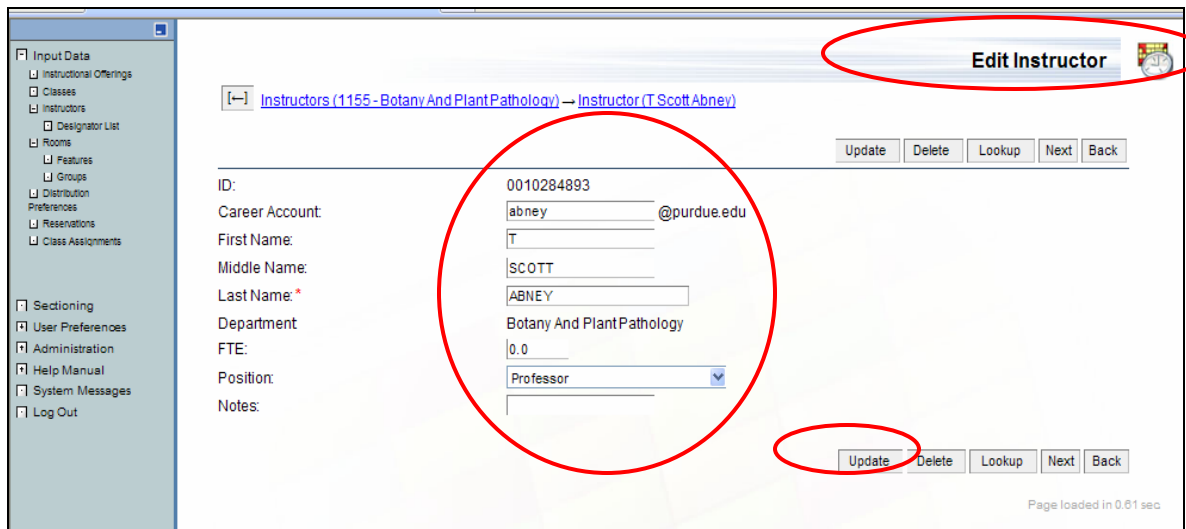
d. When finished entering instructor preferences, Click Update. It is not necessary to have an entry in every preference.

In this **Instructor Detail** screen you can also edit instructor information and change to your own personal preferences. Click Edit Instructor Information.



This takes you to the **Edit Instructor** screen. Here you can change any information for this instructor, i.e. notes, email, etc.

NOTE: ID cannot be changed as this is the key field that ties to payroll.

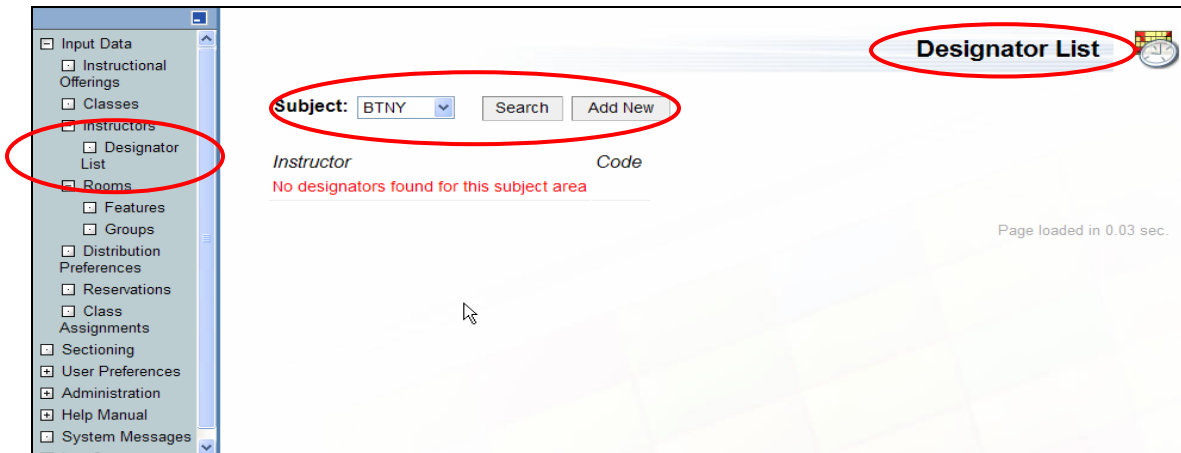


When you are done, click Update.

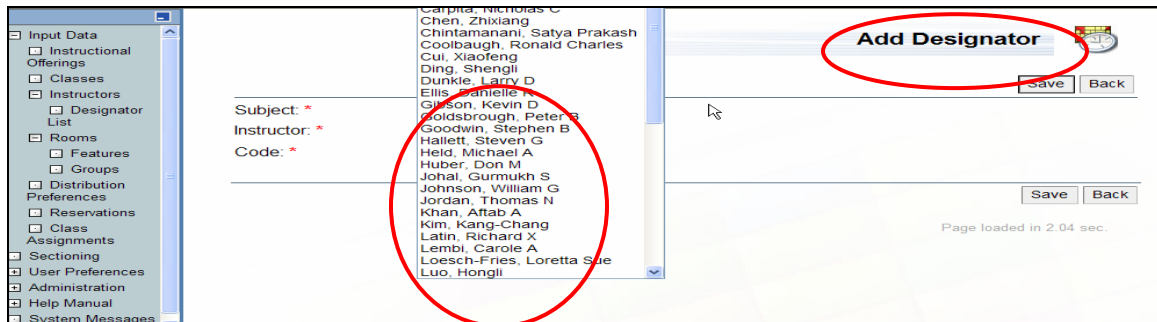
Designator List

To create/update the list

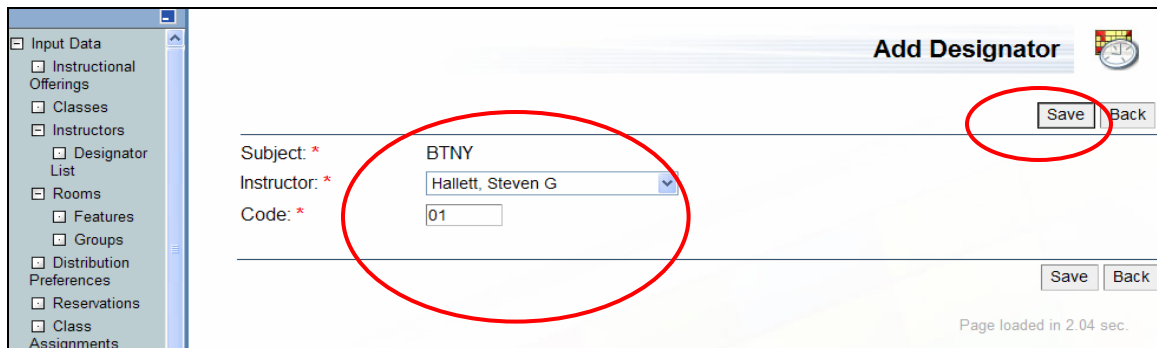
- a. Click on Designator List under Instructors in the left hand side menu. That takes you to the **Designator List** screen.
- b. Select the Subject Area and click View to see your list of designators.



- c. To add a designator to the designator list click Add New. That takes you to **Add Designator** screen.
 - i. Select the instructor from the drop down menu



- ii. Enter the Code for that instructor (the designator code).
 - iii. Click Save



Note: Please contact SMAS to indicate if there has been a change in the “designator required” property of the course.

3. Instructional Offerings

Note: In most cases, an instructional offering is an equivalent of a course.

To see the list of instructional offerings, click on **Instructional Offerings** in the left-hand side menu.

If you have more than one subject area, select the subject area you want to work with from the **drop down menu** and click Search. If you have only one subject area, it will display automatically.

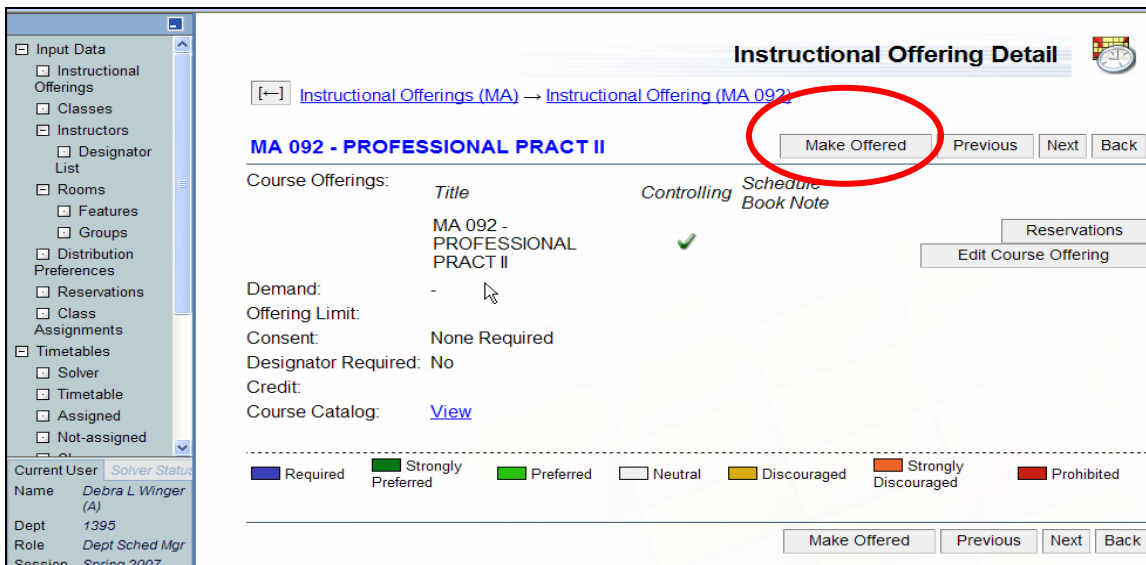
	Demand	Projected Demand	Mins Per Week	Room Limit	Ratio	Manager	Date Pattern	Time Pattern	Time	Room	Distribution	Instructor	Note
CHNS 101		135	0	144									
Laboratory			100	144		FLL							
Lecture			150	144		FLL							
Lab 1			100	36		FLL		2 x 50		SC G030			
Lec 1			150	18		FLL		3 x 50		SC G064			
Lec 2			150	18		FLL		3 x 50		SC G060			
Lab 2			100	36		FLL		2 x 50		SC G030			
Lec 3			150	18		FLL		3 x 50		SC G064			
Lec 4			150	18		FLL		3 x 50		SC G060			

3.1 Adding/Removing Courses

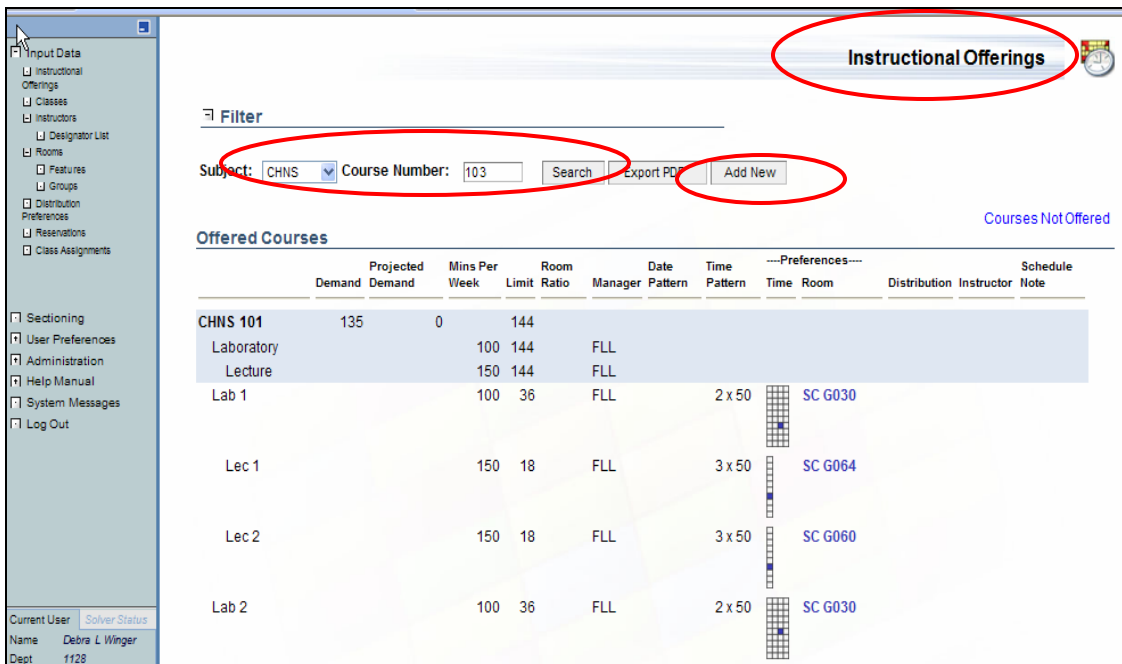
Check if all the courses that should be offered for this semester are in the list of **Offered Courses**. If not, scroll down to the **Courses Not Offered** list in the lower part of this screen or use the **Courses Not Offered** shortcut located at the top right corner of this page to get to the list quickly.

	Demand	Projected Demand	Mins Per Week	Room Limit	Ratio	Manager	Date Pattern	Time Pattern	Time	Room	Distribution	Instructor	Note
CHNS 101		135	0	144									
Laboratory			100	144		FLL							
Lecture			150	144		FLL							
Lab 1			100	36		FLL		2 x 50		SC G030			
Lec 1			150	18		FLL		3 x 50		SC G064			
Lec 2			150	18		FLL		3 x 50		SC G060			
Lab 2			100	36		FLL		2 x 50		SC G030			
Lec 3			150	18		FLL		3 x 50		SC G064			
Lec 4			150	18		FLL		3 x 50		SC G060			

If the course is displayed in the Not Offered Courses list, click on the course you wish to offer. This will take you to the **Instructional Offering Detail** screen. Click the Make Offered button which takes you to the **Instructional Offering Configuration** screen. This screen is discussed in the Instructional Offering Configuration section of this manual (Section 3.2).



If the course is not displayed in either section of this page, click inside the Course Number box. Enter the course number and click Add New. This takes you to the **Instructional Offering Detail** screen discussed in the next section (Instructional Offering Configuration).



If an instructional offering is on the list of offered courses, but it is not to be offered this term, click on the instructional offering (the line with the course number). This takes you to the **Instructional Offering Detail**, where you need to click on Make NOT Offered.

Instructional Offering Detail

[-] [Instructional Offerings \(CHNS\)](#) → [Instructional Offering \(CHNS 101\)](#)

CHNS 101 - Chinese Level I Add Configuration Cross Lists **Make NOT Offered** Next Back

Course Offerings: Title Controlling Schedule Book Note

CHNS 101 - Chinese Level I ✓

Reservations Edit Course Offering

Demand: 135

Projected Demand:

Offering Limit: 144

Consent: None Required

Designator Required: No

Credit: 4.0 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

Configuration 1 Edit Configuration Class Setup Assign Instructors Duplicate

		Mins		Room	Date	Time	---Preferences---		-----Timetable-----					
Div	Per	Sec	Week	Limit	Ratio	Manager	Pattern	Time	Room	Instructor	Time	Room	Room Cap	Credit
Laboratory			100	144		FLL								1.0 Semester Hours of Collegiate Credit
Lecture			150	144		FLL								3.0 Semester Hours of

Current User: [Solver Status](#)
Name: Debra L Winger

3.2 Instructional Offering Configuration

To set up the configuration of an instructional offering (with the exception of arranged hours offerings – those are described later in this section),

- a. In the list of Instructional Offerings, click on the line that contains the number of the course you want to work on.
- b. That takes you to the **Instructional Offering Detail** screen. Click Edit Configuration.

Instructional Offering Detail

[-] [Instructional Offerings \(CHNS\)](#) → [Instructional Offering \(CHNS 201\)](#)

CHNS 201 - Chinese Level III Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Controlling Schedule Book Note

CHNS 201 - Chinese Level III ✓

Reservations Edit Course Offering

Demand: 78

Projected Demand:

Offering Limit: 92

Consent: None Required

Designator Required: No

Credit: 4.0 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

Configuration 1 **Edit Configuration** Class Setup Assign Instructors Duplicate

		Mins		Room	Date	Time	---Preferences---		-----Timetable-----					
Div	Per	Sec	Week	Limit	Ratio	Manager	Pattern	Time	Room	Instructor	Time	Room	Room Cap	Credit
Laboratory			100	92		FLL								1.0 Semester Hours of Collegiate Credit
Lecture			150	92		FLL								3.0 Semester Hours of Collegiate Credit

Current User: [Solver Status](#)
Name: Debra L Winger
Dept: 1128
Role: Administrator

- c. That takes you to the **Instructional Offering Configuration** screen.

Instructional Offering Configuration

[<-] [Instructional Offerings \(MA\)](#) → [Instructional Offering \(MA 001\)](#)

MA 001 Update Back

Configuration Name:

Unlimited Enrollment:

Configuration Limit: *

Instructional Type:

	Min Limit per Class	Max Limit per Class	Number of Classes	Minutes per Week	Number of Rooms	Room Ratio	Managing Department
Lecture <input type="checkbox"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="2"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="Department"/>
Laboratory <input type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="4"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="Department"/>
Recitation <input type="checkbox"/>	<input type="text" value="15"/>	<input type="text" value="15"/>	<input type="text" value="4"/>	<input type="text" value="100"/>	<input type="text" value="1"/>	<input type="text" value="1.0"/>	<input type="text" value="Department"/>

Update Back

Description of the fields:

- Configuration Name: Descriptive name of configuration. System allows multiple configurations. Can be left blank.
- Configuration Limit: Controls how many students can enroll in a configuration of the offering. This field is the Master control for the configuration limit and may only be set manually. **This will need careful attention on your part.**
- Instructional Type:
 - Add - Select from drop down menu the instructional type you need for this course offering, then click Add.
 - Delete - Trash bin next to instructional type already listed removes that particular instructional type.
- Min Limit per Class and Max Limit per Class: Number of students per class
 - If you want the limit to be the same for all classes within this instructional type, both columns should have the same number.
 - If a range of room sizes are possible for all classes within this instructional type, e.g., you want 10 computing labs that seat a range of 17-23 students each, set the Min Limit to 17 and the Max Limit to 23. **In most cases, you will never use a range.** This option adds flexibility where applicable.
- Number of Classes: How many classes of this instructional type you want to offer.
- Minutes per Week: Total number of minutes class meets per week. It is important that your large lectures or labs have the correct number of minutes per week in this screen as this will determine the time patterns that are available for you to use for this class.

- **Number of Rooms:** number of rooms you require per class. The default is 1. If you want to change it, please contact us.
- **Room Ratio:** Used to indicate when you need a room with a capacity different from the size of the class. The default is 1.0 which means the room should seat the number of students in your class. This can be decreased or increased. Please contact us if you have questions concerning this.

Besides filling in the fields, you need to set up **grouping** in this screen if it is necessary for the instructional offering.

If an attendance relationship must be maintained across types of instructions within a course you will need to do a grouping i.e. Lec 01 with Rec 01 with Lab 01. Grouping should be used only when necessary as student scheduling flexibility is reduced when grouping is used.

If you want to group Lecture and Lab, click on the arrow located next to the Lab subpart.

Instructional Offering Configuration

[←] [Instructional Offerings \(MA\)](#) → [Instructional Offering \(MA 001\)](#)

Update Back

Configuration Name: 1

Unlimited Enrollment:

Configuration Limit: * 60

Instructional Type: Select ... Add

	Min Limit per Class	Max Limit per Class	Number of Classes	Minutes per Week	Number of Rooms	Room Ratio	Managing Department
Lecture	25	25	2	100	1	1.0	Department
Laboratory	25	25	2	100	1	1.0	Department

Update Back

Consequently each of the two lectures will have one lab. Students in the first lecture will be scheduled to the first lab, students in the second lecture will be scheduled to the second lab.

Instructional Offering Configuration

[←] [Instructional Offerings \(MA\)](#) → [Instructional Offering \(MA 001\)](#)

Update Back

Configuration Name: 1

Unlimited Enrollment:

Configuration Limit: * 60

Instructional Type: Select ... Add

	Min Limit per Class	Max Limit per Class	Number of Classes	Minutes per Week	Number of Rooms	Room Ratio	Managing Department
Lecture	25	25	2	100	1	1.0	Department
Laboratory	25	25	2	100	1	1.0	Department

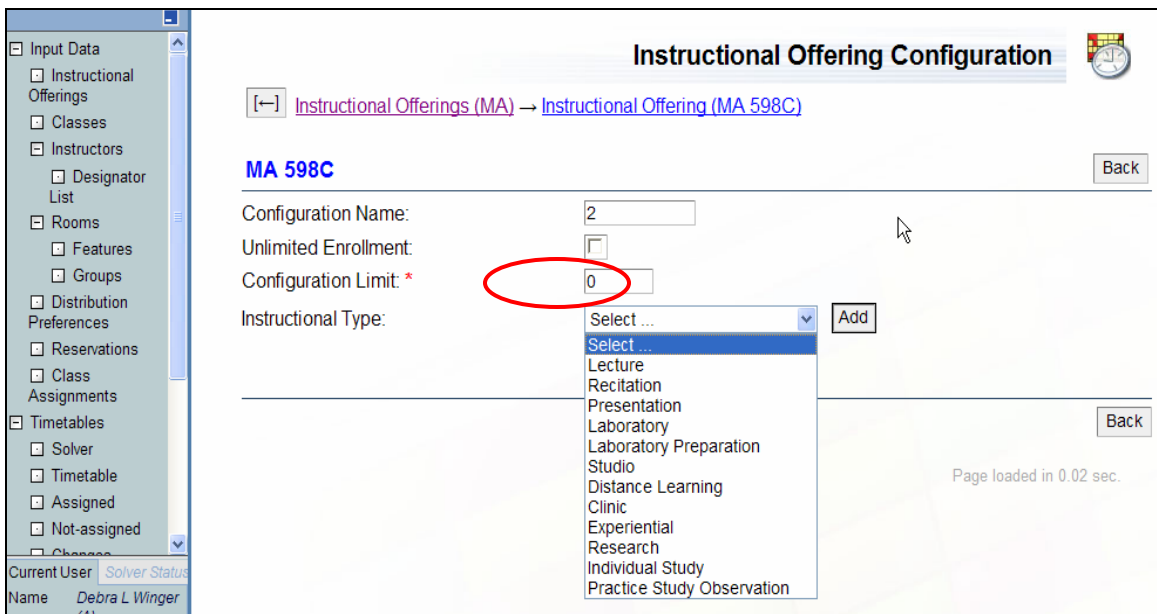
Update Back

In the terminology of this manual (and the terminology of the authors of the application), the instructional type that is more to the left is called a parent and the instructional type that is indented relative to the other type (after the arrow to the right has been clicked) is called a child.

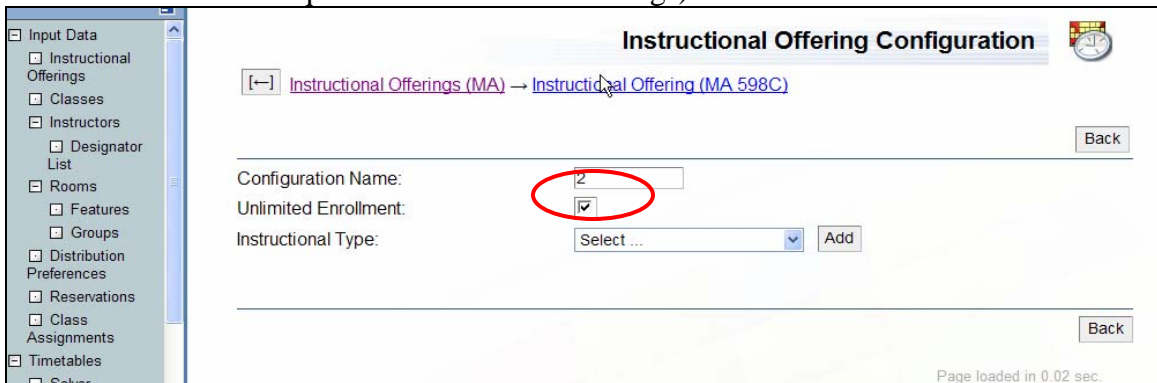
Configuration of Individual Study/Research Courses

For independent study courses there are two options

- a. The course requires a room for meetings:
In this case, you need to set a limit for that offering and proceed as you would for any other course - select and add the correct instructional types, set limits per class, number of classes, then set up preferences.



- b. The course does not require a room for meetings
Click the checkbox next to Unlimited Enrollment; in this case, select the right instructional type, add it, and then you only have to set the number of minutes per class; for preferences, you can only specify meeting times (if the instructor wants some time reserved but doesn't request a room for the meetings)



When you are done with settings in the Instructional Offering Configuration screen, click Update. That takes you back to the **Instructional Offering Detail**. If you have done any grouping, you will see that one of the subparts is indented, indicating the grouping relationship.

Instructional Offering Detail

[-] Instructional Offerings (MA) → Instructional Offering (MA.001)

MA 001 Add Configuration Cross Lists Make NOT Offered Next Back

Course Offerings: Title Controlling Schedule Book Note
 MA 001 ✓

Demand: - Reservations Edit Course Offering

Offering Limit: 60
 Consent: None Required
 Designator Required: No
 Credit: [View](#)

Configuration 1 Edit Configuration Class Setup Assign Instructors Duplicate

	Div- Sec	Mins Per Week	Room Limit Ratio	Manager	Date Pattern	Time Pattern	---Preferences---		-----Timetable-----			
							Time	Room	Instructor	Time	Room	Room Cap
Lecture		100	60	Math	Full Term	2 x 50	Tablet Arm Chairs Classroom					
Laboratory		100	60	Math	Full Term	1 x 100	Classroom					
Recitation		100	60	Math	Full Term	2 x 50	Classroom					
Lec 1		100	30	Math	2nd 14wks	2 x 50	Tablet Arm Chairs Classroom	Avramov, Lucezar Davis, Burgess				
Lab 1		100	15	Math	2nd 14wks	1 x 100	Classroom	Bell, Steven				

Note: it is important that you set up the configuration before you start adding time/room preferences on the classes, since a change in configuration could result in deleting the preferences from your classes. If a course has large lecture needs and computing labs, please contact us before entering any data for the course.

The application does not check if the configuration that you entered is the same configuration as in the course catalog. However, you can find approved configurations for the course by clicking View next to the course catalog line. You can see all of your course catalog at <http://www.courses.purdue.edu/cgi-bin/relay.exe/query?qid=courseCatalogSubjectList>.

3.3 Setting Managing Department and Other Class-specific Parameters

Large Lecture and Computing Lab timetables are created and solved separately from departmental timetables. The Managing Department determines which timetable the class is a part of.

To change the Managing Department and/or change limits on specific classes of the same instructional type (from the same scheduling subpart) click on the Class Setup button on the **Instructional Offering Detail** screen located on the right side.

Instructional Offering Detail

[-] [Instructional Offerings \(CHNS\)](#) → [Instructional Offering \(CHNS201\)](#)

CHNS 201 - Chinese Level III Add Configuration Cross Lists Make NOT Offered Previous Next Back

Course Offerings: Title Controlling Schedule Book Note

CHNS 201 - Chinese Level III ✓ Reservations Edit Course Offering

Demand: 78

Projected Demand: 92

Offering Limit: 92

Consent: None Required

Designator Required: No

Credit: 4.0 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

Configuration 1 Edit Configuration **Class Setup** Assign Instructors Duplicate

Mins	Div	Per	Sec	Week	Limit	Room	Ratio	Manager	Date	Time	Pattern	Time	Room	Instructor	Time	Room	Room Cap	Credit
					100	92		FLL										1.0 Semester Hours of Collegiate Credit
					150	92		FLL										3.0 Semester Hours of Collegiate Credit

Current User: [Solver Status](#)
 Name: Debra L. Winger
 Dept: 1128
 Role: Administrator

This takes you to the **Multiple Class Setup** screen.

Managing Department: Used to indicate who is going to timetable the classes of this scheduling subpart (instructional type). Select from the drop down menu.

For LLR requests, set the Managing Department to Large Lecture Room Manager, for LAB requests, set it to Computer Lab Manager.

Date Pattern: Used to indicate when a class meets during the term. If other than default, select from pull-down menu.

Display Instructors and Display in Schedule Book are future enhancements and are not being used at this time.

Multiple Class Setup

BTNY 301 - INTRO PLANT PATHOLOGY Update Back

Configuration Limit:

	Limit		Room Ratio	Number of Rooms	Managing Department	Date Pattern	Display Instructors	Display in Schedule Book		
	Min	Max							Update	Delete
Lec 1	50	50	1.0	1	Large Lecture Room Manager	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab 1	25	25	1.0	1	Department	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab 2	25	25	1.0	1	Computer Lab Manager	Default	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update Back

Change what is necessary on the individual class and click Update.

3.4 Preferences

Preferences for a Scheduling Subpart

To set preferences for the whole scheduling subpart, that is, for **all classes in that scheduling subpart**, click on the line with the name of the subpart in the Instructional Offering Detail screen. That takes you to the **Scheduling Subpart Detail** screen.

The screenshot shows the 'Instructional Offering Detail' screen for 'CHNS 201 - Chinese Level III'. The left sidebar contains a navigation menu with options like 'Input Data', 'Sectioning', 'User Preferences', 'Administration', 'Help Manual', 'System Messages', and 'Log Out'. The main content area displays course information and a configuration table. The 'Laboratory' row in the configuration table is circled in red.

	Mins	Div- Per	Room	Date	Time	Preferences	Room	Instructor	Time	Room	Room Cap	Credit
	Sec	Week	Limit	Pattern	Pattern							
Laboratory	100		92	FLL								1.0 Semester Hours of Collegiate Credit
Lecture	150		92	FLL								3.0 Semester Hours of Collegiate Credit

Note: Individual class preferences may be set using the Class Edit feature discussed later in this document.

In the **Scheduling Subpart Detail** screen, you see information about the subpart. Click Edit Subpart. That takes you to the **Edit Scheduling Subpart** Screen.

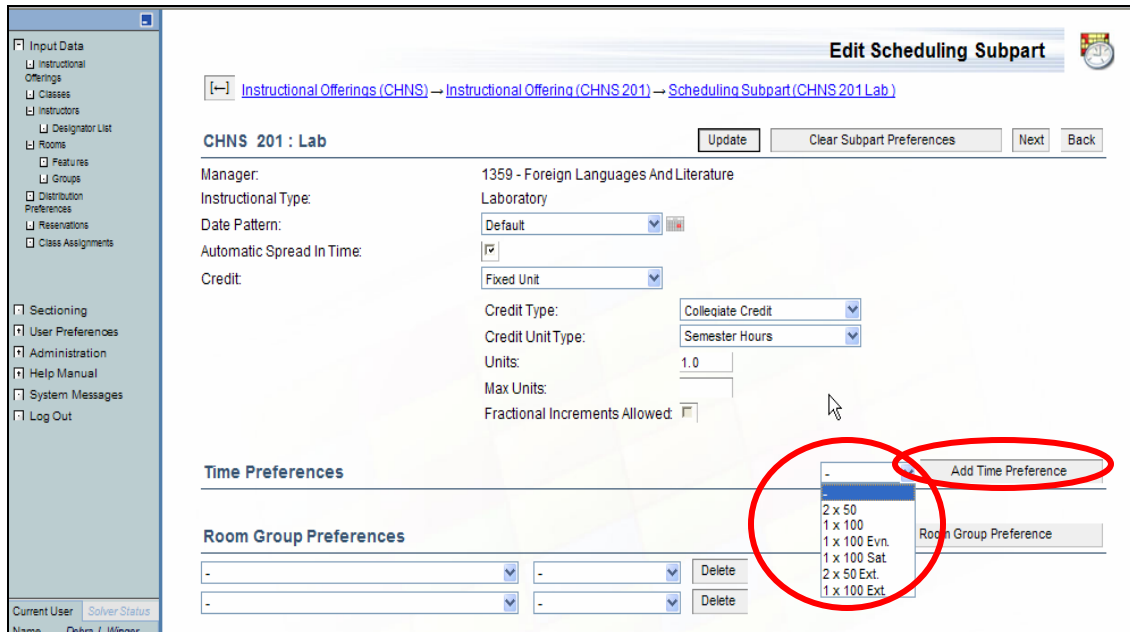
The screenshot shows the 'Scheduling Subpart Detail' screen for 'CHNS 201 : Lab'. The left sidebar is the same as in the previous screenshot. The main content area displays subpart information and a table of classes. The 'Edit Subpart' button and the 'Scheduling Subpart Detail' title are circled in red.

	Limit	Room Ratio	Date Pattern	Time Pattern	Time	Room	Instructor	Schedule Note
CHNS 201 Lab 1	46			2 x 50		REC 122		
CHNS 201 Lab 2	46			2 x 50		REC 122		

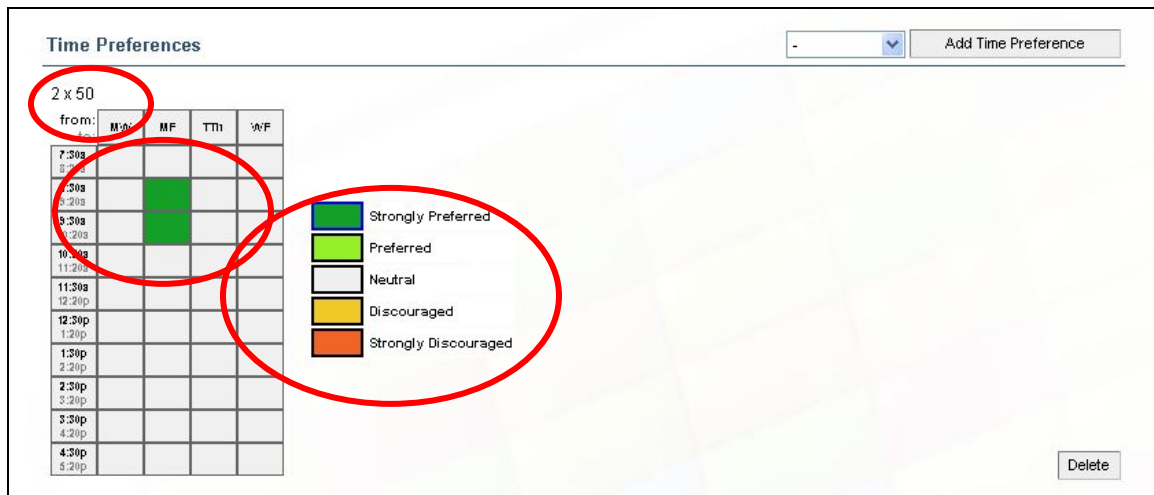
Here you can set preferences that will apply to all classes in that subpart.

- Time Preferences

It is essential that you select the appropriate time pattern from the drop down menu and click “Add Time Preference.” You will see an error message if no time pattern is selected (“Time pattern not selected”). The options you can see reflect the Minutes per Week that can be setup in the Configuration. If you have the correct number of Minutes per Week but cannot see the time pattern that you need, please contact us.



After you click “Add Time Preference,” a time grid appears where you can mark your time slot according to your preferences. So, for example, if you prefer the class to be MF morning, you click on Strongly Preferred, and then click on the time slots corresponding to MF morning.



- Room Group Preferences

The default room group for departmental classes is Classroom, but you can change that to any room group you have created, or just delete the default room group.

- Room Preferences

In the first column use the drop down menu to choose the room (the list will reflect which manager you are working with) you prefer and in the second column, you must select a preference. You can have more than two rooms by clicking on Add Room Preference for each additional room you want to add.

Note: If you had a room preference for a room that you had last-like semester but which you don't get this semester, this preference is not rolled forward.

- Building Preferences

Similar to Room Preferences, except only buildings are listed. Note: You do not need to list all buildings close to your departmental building for the large lecture request. The timetabling application already attempts to schedule within a set of near-by buildings.

- Room Feature Preferences

With this drop down menu you have the capability to request rooms with specific equipment, i.e. audio recording in the lecture rooms or Mac computers in the computing lab.

When you are done with preferences, click **Update** at the top or bottom of this page to save **all of your preferences** for the scheduling subpart. This takes you back to the **Scheduling Subpart Detail** screen. This allows you to verify your changes.

b. Preferences for an Individual Class

To set up preferences on an individual class, click on the class you wish to adjust.

Scheduling Subpart Detail

Instructional Offerings (CHNS) → Instructional Offering (CHNS 201) → Scheduling Subpart (CHNS 201 Lab)

CHNS 201 : Lab [Edit Subpart] [Add Distribution Preference] [Next] [Back]

Manager: 1359 - Foreign Languages And Literature
 Instructional Type: Laboratory
 Date Pattern: Default
 Credit: 1.0 Semester Hours of Collegiate Credit

Preferences
 Time: 2 x 50

From	To	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
Mon	Tue								
Wed	Thu								
Fri	Sat								
Sun									

Legend: Required (blue), Strongly Preferred (green), Preferred (light green), Neutral (white), Discouraged (yellow), Strongly Discouraged (orange), Prohibited (red)

Class	Limit	Room Ratio	Date Pattern	Time Pattern	Time	Room	Instructor	Schedule Note
CHNS 201 Lab 1	46			2 x 50		REC 122		
CHNS 201 Lab 2	46			2 x 50		REC 122		

[Edit Subpart] [Add Distribution Preference] [Next] [Back]

Page loaded in 0.11 sec.

This takes you to the **Class Detail** screen. Click Edit Class to get to the **Edit Class** screen. There are several more preferences you can set on a class than on a subpart. This is where you will set the instructor's name, notes for the manager, and any other individual choices for the class. This screen works just like the subpart screens listed above. (Time, Room, Building, and Room Feature Preferences)

Class Detail

Instructional Offerings (CHNS) → Instructional Offering (CHNS 201) → Scheduling Subpart (CHNS 201 Lab) → Class (CHNS 201 Lab 1)

CHNS 201 Lab 1 [Edit Class] [Add Distribution Preference] [Next] [Back]

Manager: 1359 - Foreign Languages And Literature
 Class Limit: 46
 Number of Rooms: 1
 Room Ratio: 1.0 (Minimum Room Capacity: 46)
 Date Pattern: Default
 Display Instructors:
 Display in Schedule Book:
 Schedule Print Note:

Preferences
 Time: 2 x 50

From	To	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
Mon	Tue								
Wed	Thu								
Fri	Sat								
Sun									

Rooms: REC 122
 Available Rooms: **No rooms are available.**

Legend: Required (blue), Strongly Preferred (green), Preferred (light green), Neutral (white), Discouraged (yellow), Strongly Discouraged (orange), Prohibited (red)

[Edit Class] [Add Distribution Preference] [Next] [Back]

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- To add Instructors, click Add Instructor. This will give you a drop down list of available instructors which was set up in section 2 of this manual
- Notes to Schedule Manager: for LLR or LAB classes, put in anything that you cannot express by preferences that you see in this screen. For your departmental classes, these notes will just be notes to yourself.

CHNS 201 Lab 1

Manager: 1359 - Foreign Languages And Literature
 Class Limit: 46
 Number of Rooms: 1
 Room Ratio: 1.0 (Minimum Room Capacity: 46)
 Date Pattern: Default
 Display Instructors:
 Display In Schedule Book:
 Schedule Print Note:

Requests / Notes to Schedule Manager

Instructors

Name	% Share	Lead	
Fauber, Chad M	100	<input type="checkbox"/>	Delete

Time Preferences

2 x 50

from	to	1:30a	2:30a	3:30a	4:30a	5:30a	6:30a	7:30a	8:30a	9:30a	10:30a	11:30a	12:30p	1:30p	2:30p	3:30p	4:30p
MW																	
W*																	
Th*																	

Legend:
 Required (Blue)
 Strongly Preferred (Green)
 Preferred (Light Green)
 Neutral (White)
 Discouraged (Yellow)
 Strongly Discouraged (Orange)
 Prohibited (Red)

As always, when making any changes, click the Update button to save.

4. Cross-listed Courses

Any courses which meet together for part or all of their time need to be set-up as a cross-listed offering. This insures student course information will reflect the total demand as well as insure the same time(s) and location(s) are assigned for all courses in the cross list.

In the **Instructional Offering Detail** screen.

- a. Click on Cross Lists

To set up cross listing of courses from your department(s)

Instructional Offering Detail

Instructional Offerings (CHNS) → Instructional Offering (CHNS 201)

CHNS 201 - Chinese Level III Add Configuration **Cross Lists** Make NOT Offered Previous Next Back

Course Offerings: Title Controlling Schedule Book Note

CHNS 201 - Chinese Level III ✓

Demand: 78

Projected Demand:

Offering Limit: 92

Consent: None Required

Designator Required: No

Credit: 4.0 Semester Hours of Collegiate Credit

Course Catalog: [View](#)

Reservations Edit Course Offering

Configuration 1 Edit Configuration Class Setup Assign Instructors Duplicate

	Div- Sec	Mins Per Week	Room Limit Ratio	Room Manager	Date Pattern	Time Pattern	—Preferences—		—Timetable—					
							Time	Room	Instructor	Time	Room	Room	Cap	Credit
Laboratory		100	92	FLL		2 x 50								1.0 Semester Hours of Collegiate Credit
Lecture		150	92	FLL										3.0 Semester Hours of Collegiate Credit
Lab 1		100	46	FLL		2 x 50		REC 122		Fauber, C M				
Lec 1		150	23	FLL		3 x 50				SC G060				
Lab 2		100	46	FLL		2 x 50				REC 122				
Lec 3		150	23	FLL		3 x 50				KNOY B042				
Lec 4		150	23	FLL		3 x 50								

Current User Solver Status

Name Debra L Winger

Dept 1128

Role Administrator

Session Fall 2007

Status Input Data Entry

Database smssdev

Version 2.4.6

Add Configuration Cross Lists Make NOT Offered Previous Next Back

- b. This takes you to the **Instructional Offering Cross Lists** screen.

Instructional Offering Cross Lists

Instructional Offerings (CHNS) → Instructional Offering (CHNS 201)

CHNS 201 - Chinese Level III

Course Offering: Select ... Add

Instructional Offering:

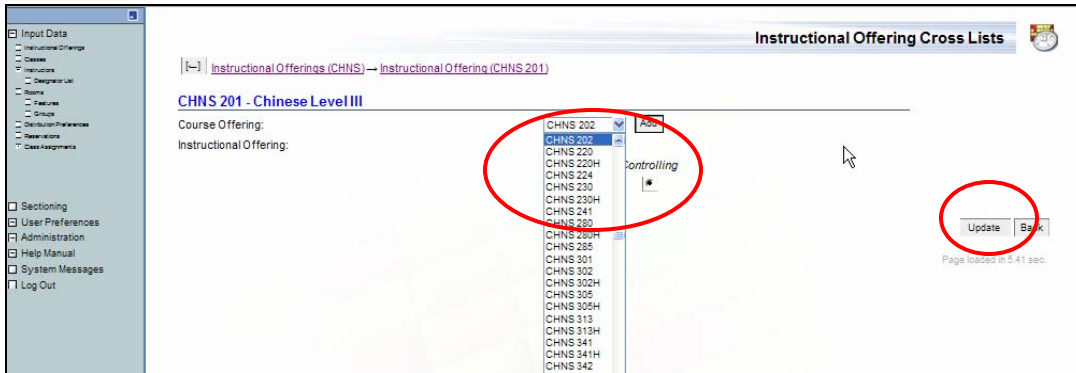
Offering Controlling

CHNS 201 *

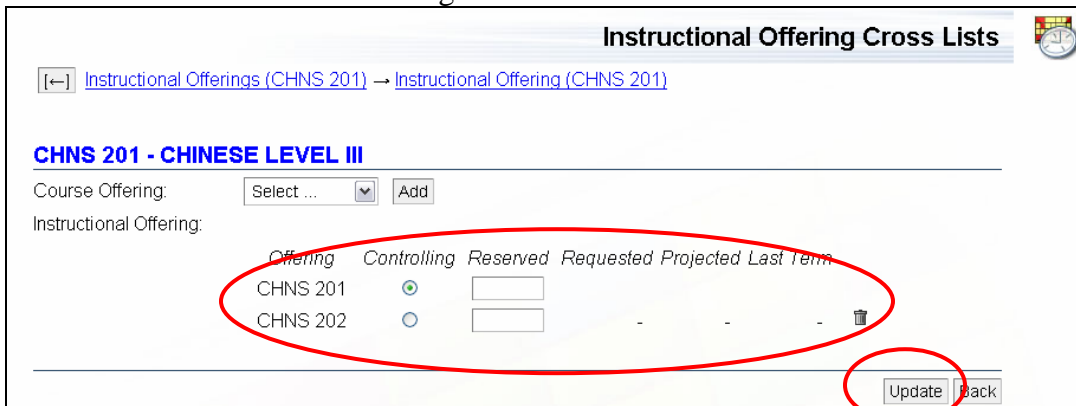
Update Back

Page loaded in 5.41 sec.

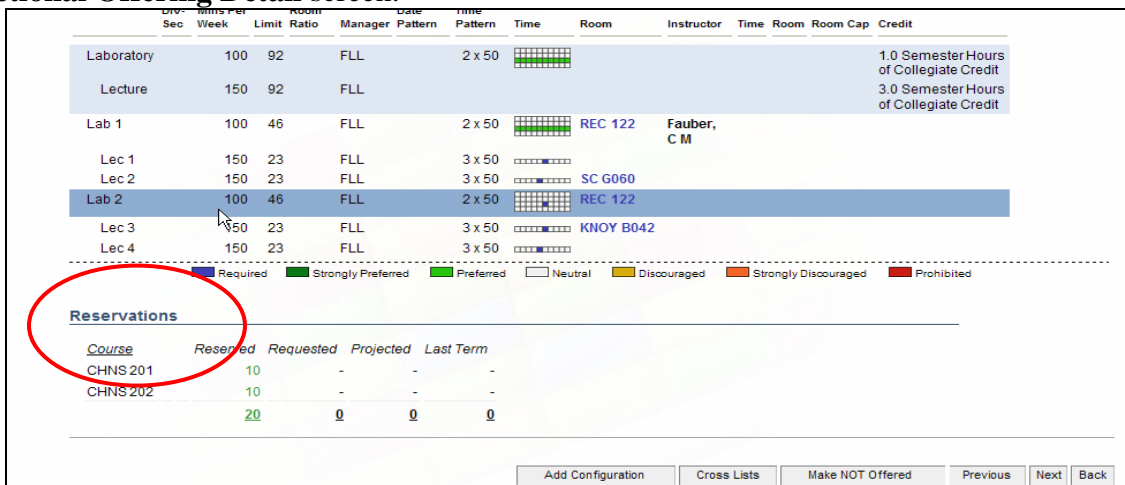
c. Select the other course that you want to cross list from the drop down menu, click Add.



After selecting/adding a Course Offering you can see that one of the courses is the controlling course. You may choose which of these you prefer to be the controlling course by clicking on the controlling button for that course. The two courses will now be treated as one class and both courses will be listed under the controlling course.



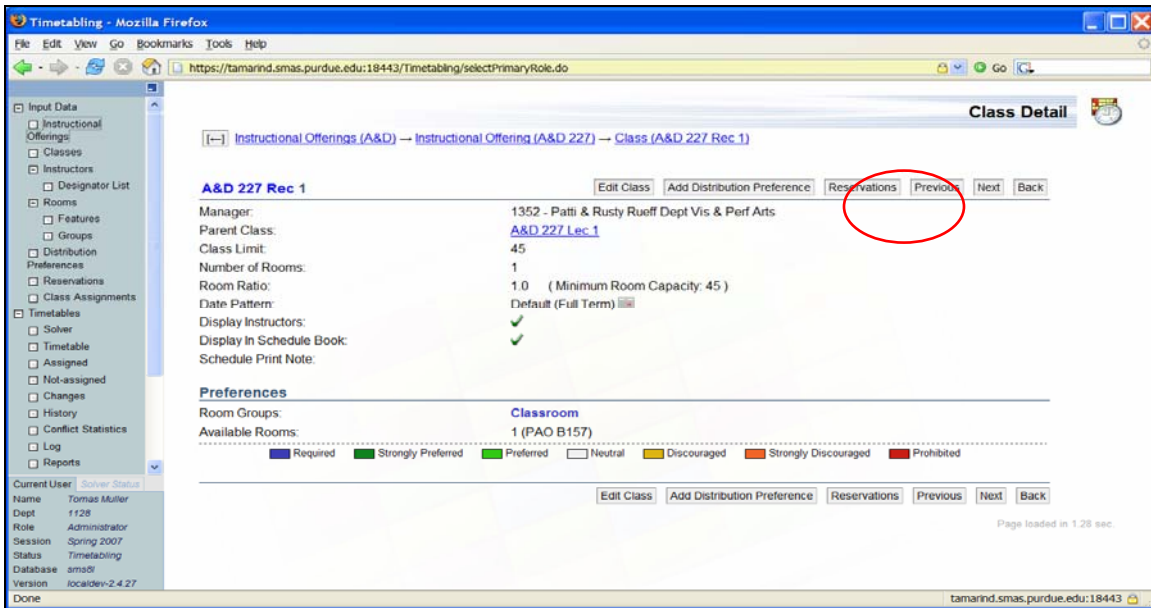
When finished click Update. This takes you back to the **Instructional Offering Detail** screen. The non-controlling course will now appear directly under the controlling course in the **Instructional Offering Detail** screen. It is necessary to enter the appropriate limit on each course. The sum of these limits must be equal to the instructional offering limit. Individual course limits are displayed as course reservations in the Reservations section at the bottom of the **Instructional Offering Detail** screen.



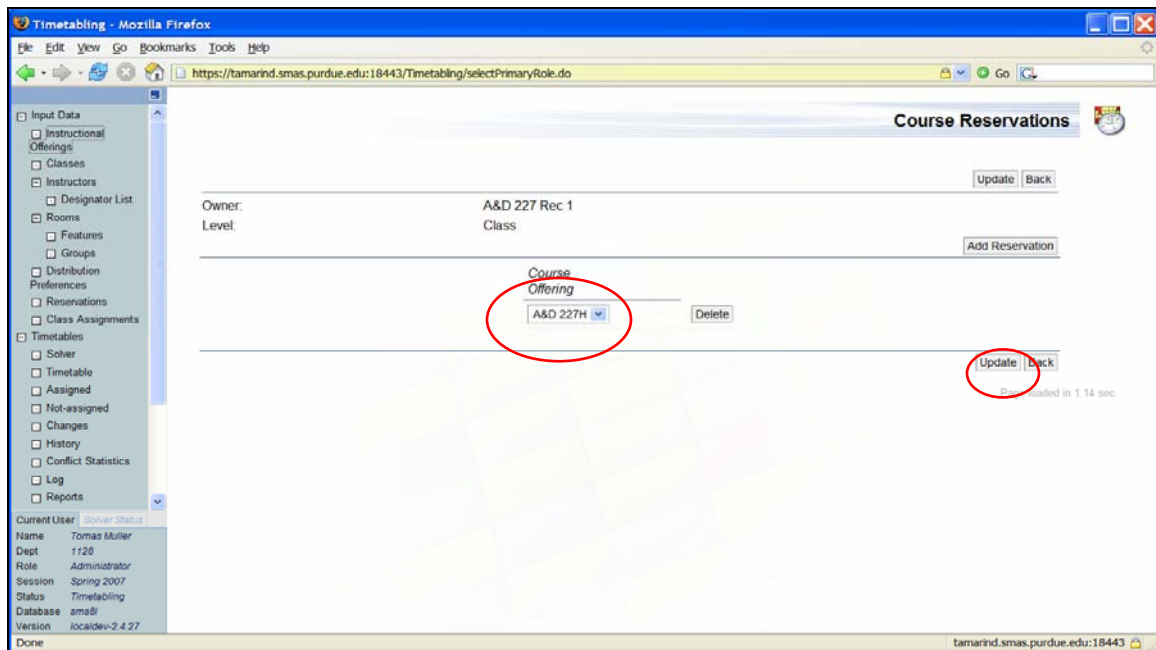
Note - To cross list or undo a cross list with a course from another department, contact SMAS (choran@purdue.edu).

When you undo a cross list between classes from your department, the courses that you removed from the list of cross-listed courses (in the **Instructional Offering Cross Lists** screen) will appear in the Not Offered Courses part of the **Instructional Offerings** screen.

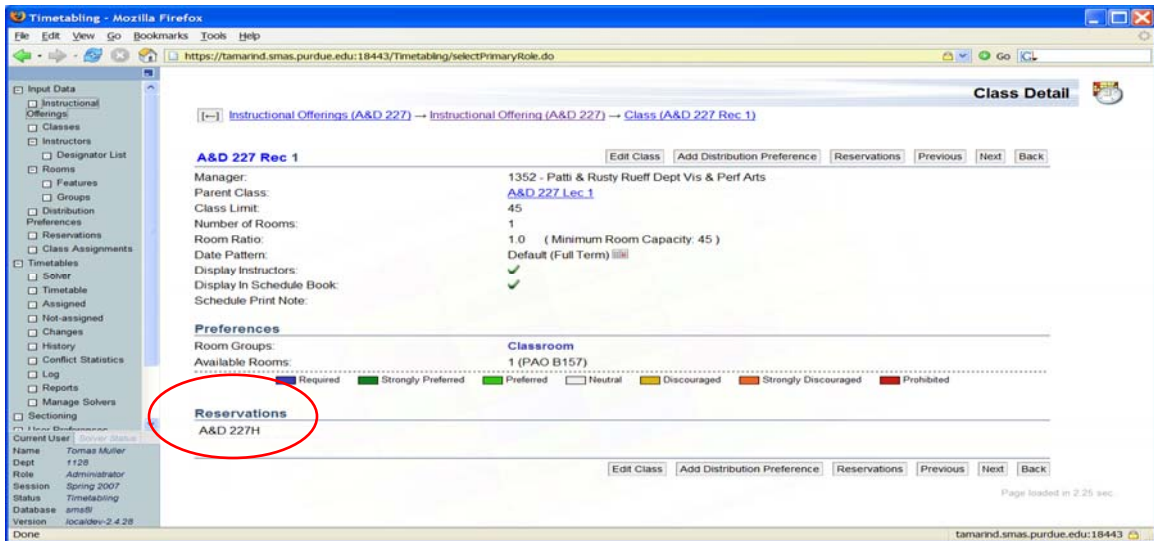
- d. If there is a need to restrict students from one of the cross-listed courses so that they can attend only specific classes, a course reservation can be set on those specific classes. To set such a reservation, click the Reservations button on the **Class Detail** screen.



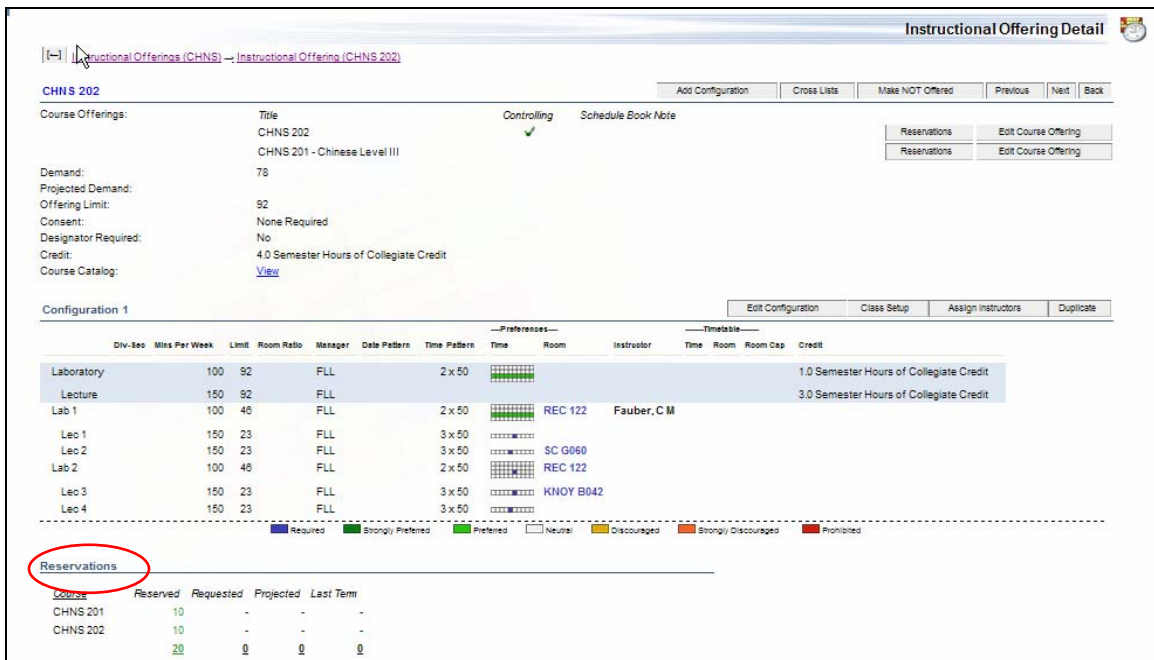
Select the appropriate cross-listed course and click Update.



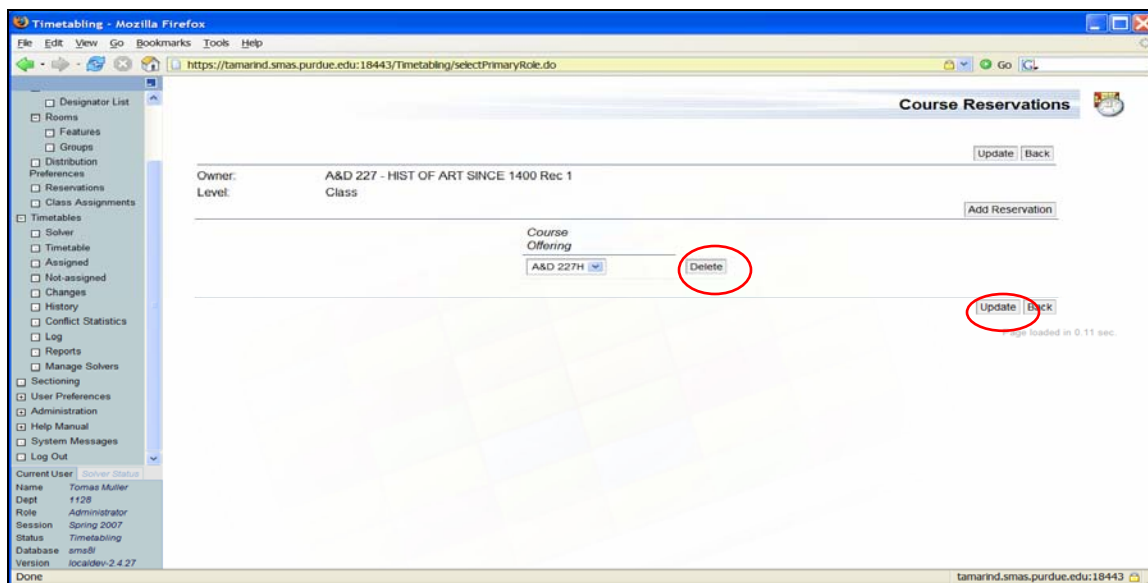
The course reservation is displayed in the Reservations section at the bottom of the **Class Detail** screen



and in the Reservations section at the bottom of the **Instructional Offering Detail** screen.



To delete a course reservation, click on the appropriate reservation, click Delete on the **Course Reservation** page and click Update.



The following example provides further explanation of setting course reservations on classes:

Lecture	<i>2 classes of limit 40</i>
Recitation	<i>4 classes of limit 20</i>
Laboratory	<i>8 classes of limit 10</i>
Individual Study	<i>1 class of limit 80</i>
<hr/>	
Lec 1	
Rec 1	<i>reserved for course A</i>
Lab 1	
Lab 2	
Rec 2	
Lab 3	
Lab 4	
Lec 2	
Rec 3	
Lab 5	
Lab 6	
Rec 4	
Lab 7	
Lab 8	
Ind 1	

A cross-listed offering consists of 2 lectures, 4 recitations, 8 labs, and an individual study. Recitations are grouped under lectures, and labs are grouped under recitations (students from Lec 1 must be assigned to either Rec 1 or Rec 2 but not Rec 3 or Rec 4 etc.). All lectures have a limit of 40, recitations 20, labs 10, and the offering is cross-listed between courses A and B with limits of 20 and 60 respectively.

Setting a course reservation on a class or a set of classes for a cross-listed course means that students from this course can only attend this class (or set of classes) among all the classes

of the same scheduling subpart. For instance, if there is a course reservation for course A on Rec 1, this means that students of course A must attend Rec 1, and they cannot attend Rec 2, Rec 3 or Rec 4.

If subparts are grouped, a course reservation automatically applies to the parent class as well as the child classes (reservations only need to be set on one level). In the above example, this means that students enrolling in course A must attend Lec 1 (they have no other choice since they must attend Rec 1, however, only 20 spaces are available to them) and either Lab 1 or Lab 2. They must also attend Ind 1. The same result is achieved by setting a course reservation for course A on Rec 1, or setting it on Lab 1 and Lab 2 (students must attend either Lab 1 or Lab 2, therefore they have to attend Rec 1 and Lec 1 as well). Reservations could also be set on Rec 1 and Lab 1 and Lab 2 with the same effect. It also makes no difference extending the reservation for course A to contain Lec 1 as well (students of course A cannot attend Lec 2 because they have to attend Rec 1).

Course reservations restrict what classes students of a cross-listed course can and can not attend; however, they do not necessarily restrict students from other courses in the cross-listed set from taking those classes if there is additional space. This means that only the appropriate number of seats given by the limit set on the cross-listed course is reserved. In the above example, since the limit on course A is equal to the limit of the reserved class Rec 1, no other students can attend Rec 1. This automatically means that students of course B are restricted to take either Rec 2, Rec 3 or Rec 4 (and appropriate lecture Lec 1 or 2 and laboratory Lab 3-8). However, if we set a course reservation for course A on Rec 2 as well (students from course A can now attend either Rec 1 or Rec 2), up to 20 students enrolling in course A will be split between Rec 1 and Rec 2 (using the built-in student sectioning algorithm that minimizes the student conflicts), leaving the remaining spaces in Rec 1 and Rec 2 for students of course B.

5. Distribution Preferences

To have your classes distributed a certain way throughout the week (back-to-back or same time/same room) go to Distribution Preferences on the left-hand-side menu. This takes you to the **Distribution Preferences** screen. To add a new distribution preference

- a. Click on Add Distribution Preference

The screenshot shows the 'Distribution Preferences' interface. On the left is a navigation menu with 'Distribution Preferences' selected. The main area has a search bar with 'Subject: MA' and 'Number:' fields. Below is a table of preference types:

Type	Structure	Owner	Class
Same Room	All Classes	Math	MA 162M Lec MA 162M Rec
Back-To-Back	All Classes	Math	MA 643 Lec 1 MA 261 Lec 3 MA 538 Lec 1 STAT 695Z Lec 1
Different Time	All Classes	Math	MA 538 Lec 1 STAT 695V Lec 1
Different Time	All Classes	Math	MA 425 Lec 1 MA 442 Lec 1 MA 453 Lec MA 454 Lec 1
Same Start Time	Progressive	Math	MA 182 Lec MA 182 Rec
Same Start Time	All Classes	Math	MA 162M Lec MA 162M Rec
At Least 1 Hour Between	All Classes	Math	MA 174 Lec 1

The 'Add Distribution Preference' button is located at the top right of the table area.

- b. Select the Distribution Type from the drop down menu. When you select one, a description will appear under the drop down box. A detailed description for each distribution type is also available in the glossary (Section 7).

The screenshot shows the 'Add Distribution Preference' form. The 'Distribution Type' dropdown is set to 'Back-To-Back'. Below the dropdown, a detailed description is displayed:

Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged, no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

The 'Structure' dropdown is set to '-' and the 'Preference' dropdown is empty. There are 'Add New' and 'Back' buttons at the top and bottom of the form.

- c. Select the Structure from the drop down menu. After you select the structure, a description of the structure will appear under the drop down box. A detailed description of each type of structure is also available in the glossary (Section 7).

Distribution Preferences

[<-] [Distribution Preferences](#) → [Instructional Offering \(MA001\)](#)

Add Distribution Preference Add New Back

Distribution Type:* -

Structure:* **Groups of Two**
 The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference:* -

Classes in Distribution Add Class

Add New Back

- d. Select the Preference Level.

Distribution Preferences

[<-] [Distribution Preferences](#) → [Instructional Offering \(MA001\)](#)

Add Distribution Preference Add New Back

Distribution Type:* Back-To-Back

Structure:* Groups of Two

Preference:* **Required**
 Strongly Preferred
 Preferred
 Neutral
 Discouraged
 Strongly Discouraged
 Prohibited

Classes in Distribution Add Class

Add New Back

- e. Click Add Class to add the first classes to this distribution preference.
 - Select the subject area in the first column,
 - Select the course number in the second column,
 - Select the scheduling subpart in the third column,
 - Select whether you want to include all classes from that scheduling subpart or only a particular class (that is done in the last column) Click Add New.
- f. Repeat step e until you have all the classes you need in this Distribution Preference.
- g. Click Add New to add this new distribution preference to your list.

Distribution Preferences

[-] [Distribution Preferences](#) → [Instructional Offering \(MA001\)](#)

Add Distribution Preference Add New Back

Distribution Type: * Back-To-Back
 Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.

Structure: * Groups of Two
 The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: * Preferred

Classes in Distribution

MA 001 Lec All Delete Add Class

Add New Back

To edit an existing distribution preference, click on the distribution preference line you want to edit in the list of distribution preferences and edit.

Distribution Preferences Add Distribution Preference

Subject: MA Number: Search Export PDF

Type	Structure	Owner	Class
Same Room	All Classes	Math	MA 162M Lec MA 162M Rec
Back-To-Back	All Classes	Math	MA 643 Lec 1 MA 261 Lec 3 MA 538 Lec 1 STAT 695Z Lec 1
Different Time	All Classes	Math	MA 538 Lec 1
Different Time	All Classes	Math	STAT 695V Lec 1
Different Time	All Classes	Math	MA 425 Lec 1 MA 442 Lec 1

Click Update when you are finished editing.

Distribution Preferences

Edit Distribution Preference

Distribution Type: 1 Hour Between

Given classes must have exactly 1 hour in between the end of one and the beginning of another. As with the *back-to-back time* constraint, given classes must be taught on the same days.
When prohibited or (strongly) discouraged: classes can not have 1 hour in between. They may not overlap in time but must be taught on the same days.

Structure: Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Preference: Preferred

Classes in Distribution

BTNY	201	Lec	All	Delete
------	-----	-----	-----	--------

Update Delete Back

Update Delete Back

Current User: Solver Status
Name: DEBRA L WINGER (A)
Dept: 1234
Role: Administrator

6. Tips And Tricks

- To print out your list of classes with preferences, use the Export PDF button available in the Classes or Instructional Offerings screen.
- There are shortcut keys in most screens – just roll your mouse over a button or link and you will see what the shortcut keys for that action are. A list of basic ones:
 - Update: Alt +U
 - Back: Alt +B
 - Next: Alt +N
 - Previous: Alt +P
 - Edit Subpart (in Subpart Detail screen): Alt +E
- Click on day of the week in a time grid to put preference in for all day.
- After selecting in a drop down menu click outside of drop down to insure mouse wheel does not change selection.

Comments about Class Edit

- For the departmental classes, the Notes to Schedule Manager no longer go to Carol or Larry, as the person who creates the timetable for your departmental classes is you, not Carol nor Larry.
- Instructors preferences are applied to class when you are adding a new instructor and select “OK” as the answer to “Do you want to inherit preferences?”. If you later update the preferences of this instructor, the preferences on your departmental class will also be updated (unless you put some particular preferences on the class itself – in that case, the class preferences have the top priority and cannot be overwritten by instructor’s preferences).

Order of priority in the instructor preferences and/or the room preferences:

- Class
- Instructor
- Subpart

7. Glossary

Distribution Type Definitions:

Back-To-Back Day	Classes must be offered on adjacent days and may be placed in different rooms. When prohibited or (strongly) discouraged: classes can not be taught on adjacent days. They also can not be taught on the same days. This means that there must be at least one day between these classes.
Minimize Use Of 1h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 10 groups of one hour: 7:30a-8:30a, 8:30a-9:30a, 9:30a-10:30a, 4:30p-5:30p.
Minimize Use Of 2h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 5 groups of two hours: 7:30a-9:30a, 9:30a-11:30a, 11:30a-1:30p, 1:30p-3:30p, 3:30p-5:30p.
Minimize Use Of 3h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 3 groups: 7:30a-10:30a, 10:30a-2:30p, 2:30p-5:30p.
Minimize Use Of 5h Groups	Minimize number of groups of time that are used by the given classes. The time is spread into the following 2 groups: 7:30a-12:30a, 12:30a-5:30p.
Same Students	Given classes are treated as they are attended by the same students, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (student limit is used).
Same Instructor	Given classes are treated as they are taught by the same instructor, i.e., they cannot overlap in time and if they are back-to-back the assigned rooms cannot be too far (instructor limit is used). If the constraint is required and the classes are back-to-back, discouraged and strongly discouraged distances between assigned rooms are also considered.
Can Share Room	Given classes can share the room (use the room in the same time) if the room is big enough.
Spread In Time	Given classes have to be spread in time (overlapping of the classes in time needs to be minimized).
Minimize Number Of Rooms Used	Minimize number of rooms used by the given set of classes.
Precedence	Given classes have to be taught in the given order (the first meeting of the first class has to end before the first meeting of the second class etc.). When prohibited or (strongly) discouraged: classes have to be taught in the order reverse to the given one
Back-To-Back	Classes must be offered in adjacent time segments but may be placed in different rooms. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: no pair of classes can be taught back-to-back. They may not overlap in time, but must be taught on the same days. This means that there must be at least half-hour between these classes.
Back-To-Back & Same Room	Classes must be offered in adjacent time segments and must be placed in the same room. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: classes cannot be back-to-back. There must be at least half-hour between these classes, and they must be

taught on the same days and in the same room.

Same Time	Given classes must be taught at the same time of day (independent of the actual day the classes meet). For the classes of the same length, this is the same constraint as same start. For classes of different length, the shorter one cannot start before, nor end after, the longer one. When prohibited or (strongly) discouraged: one class may not meet on any day at a time of day that overlaps with that of the other. For example, one class can not meet M 7:30 while the other meets F 7:30. Note the difference here from the different time constraint that only prohibits the actual class meetings from overlapping.
Same Days	Given classes must be taught on the same days. In case of classes of different time patterns, a class with fewer meetings must meet on a subset of the days used by the class with more meetings. For example, if one class pattern is 3x50, all others given in the constraint can only be taught on Monday, Wednesday, or Friday. For a 2x100 class MW, MF, WF is allowed but TTh is prohibited. When prohibited or (strongly) discouraged: any pair of classes cannot be taught on the same days (cannot overlap in days). For instance, if one class is MFW, the second has to be TTh.
1 Hour Between	Given classes must have exactly 1 hour in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 1 hour in between. They may not overlap in time but must be taught on the same days.
2 Hours Between	Given classes must have exactly 2 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 2 hours in between. They may not overlap in time but must be taught on the same days.
3 Hours Between	Given classes must have exactly 3 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 3 hours in between. They may not overlap in time but must be taught on the same days.
4 Hours Between	Given classes must have exactly 4 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 4 hours in between. They may not overlap in time but must be taught on the same days.
5 Hours Between	Given classes must have exactly 5 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 5 hours in between. They may not overlap in time but must be taught on the same days.
6 Hours Between	Given classes must have exactly 6 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 6 hours in between. They may not overlap in time but must be taught on the same days.
7 Hours Between	Given classes must have exactly 7 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes

must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 7 hours in between. They may not overlap in time but must be taught on the same days.

8 Hours Between	Given classes must have exactly 8 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 8 hours in between. They may not overlap in time but must be taught on the same days.
Different Time	Given classes cannot overlap in time. They may be taught at the same time of day if they are on different days. For instance, MF 7:30 is compatible with TTh 7:30. When prohibited or (strongly) discouraged: every pair of classes in the constraint must overlap in time.
90 Minutes Between	Given classes must have exactly 90 minutes in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 90 minutes in between. They may not overlap in time but must be taught on the same days.
4.5 Hours Between	Given classes must have exactly 4.5 hours in between the end of one and the beginning of another. As with the back-to-back time constraint, given classes must be taught on the same days. When prohibited or (strongly) discouraged: classes can not have 4.5 hours in between. They may not overlap in time but must be taught on the same days.
Same Room	Given classes must be taught in the same room. When prohibited or (strongly) discouraged: any pair of classes in the constraint cannot be taught in the same room.
At Least 1 Hour Between	Given classes have to have 1 hour or more in between. When prohibited or (strongly) discouraged: given classes have to have less than 1 hour in between.
Same Start Time	Given classes must start during the same half-hour period of a day (independent of the actual day the classes meet). For instance, MW 7:30 is compatible with TTh 7:30 but not with MWF 8:00. When prohibited or (strongly) discouraged: any pair of classes in the given constraint cannot start during the same half-hour period of any day of the week.
Less Than 6 Hours Between	Given classes must have less than 6 hours from end of first class to the beginning of the next. Given classes must also be taught on the same days. When prohibited or (strongly) discouraged: given classes must have 6 or more hours between. This constraint does not carry over from classes taught at the end of one day to the beginning of the next.
Meet Together	Given classes are meeting together (same as if the given classes require constraints Can Share Room, Same Room, Same Time and Same Days all together).

Structure Definitions:

All Classes

The constraint will apply to all classes in the selected distribution set. For example, a Back-to-Back constraint among three classes seeks to place all three classes sequentially in time such that there are no intervening class times (transition time between classes is taken into account, e.g., if the first class ends at 8:20, the second has to start at 8:30).

Progressive

The distribution constraint is created between classes in one scheduling subpart and the appropriate class(es) in one or more other subparts. This structure links child and parent classes together if subparts have been grouped. Otherwise the first class in one subpart is linked to the first class in the second subpart, etc. For example, if there is a distribution constraint between subpart S1 (having classes A1, A2) and subpart S2 (having classes B1, B2, B3, B4), individual class constraints will be created as follows:

If S1 is the parent of S2 (e.g., recitations B1 and B2 belong to lecture A1, and recitations B3 and B4 belong to lecture A2):

- Constraint posted between classes A1 and B1
- Constraint posted between classes A1 and B2
- Constraint posted between classes A2 and B3
- Constraint posted between classes A2 and B4

If there is no parent/child relation between subparts S1 and S2 (e.g., they are from different offerings or the scheduling subparts are on the same level):

- Constraint posted between classes A1 and B1
- Constraint posted between classes A2 and B2
- Constraint posted between classes A1 and B3
- Constraint posted between classes A2 and B4

Groups of Two

The distribution constraint is applied only on subsets containing two classes in the selected distribution set. A constraint is posted between the first two classes (in the order listed), then between the second two classes, etc.

Groups of Three

The distribution constraint is applied only on subsets containing three classes in the selected distribution set. A constraint is posted between the first three classes (in the order listed), then between the second three classes, etc.

Groups of Four

The distribution constraint is applied only on subsets containing four classes in the selected distribution set. A constraint is posted between the first four classes (in the order listed), then between the second four classes, etc.

Groups of Five

The distribution constraint is applied only on subsets containing five classes in the selected distribution set. A constraint is posted between the first five classes (in the order listed), then between the second five classes, etc.

Pairwise

The distribution constraint is created between every pair of classes in the selected distribution set. Therefore, if n classes are in the set, $n(n-1)/2$ constraints will be posted among the classes. This structure should not be used with \required\ or \prohibited\ preferences on sets containing more than a few classes.