

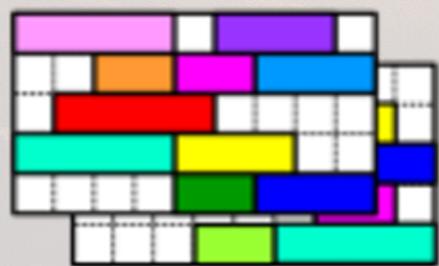
OPEN APEREO

2019

The Higher Education Open-Source Conference

Los Angeles, CA June 2-6

Photo by Bart Jaillet on Unsplash

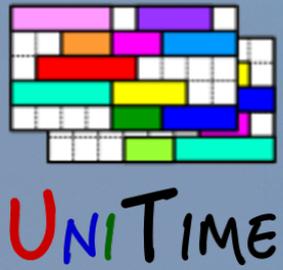


UNI**T**IME

Event Management in UniTime

Tomáš Müller, Zuzana Müllerová

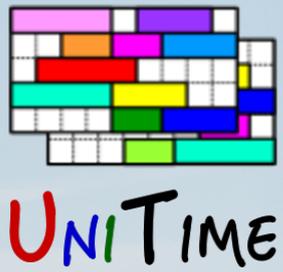




UniTime

- An open source tool for timetabling in higher education
- Four modules
 - Course timetabling
 - Student scheduling
 - Examination timetabling
 - **Event management**

This presentation is available at www.unitime.org/present/apereo19-events.pdf



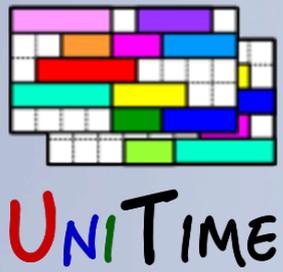
Event Management

Event Management

- Management of the remaining classroom space
- Fully distributed, including an approval process
- No billing etc. (just room reservations)

Events

- Class or examination events (published timetables)
- Other events



Classes / Exams

Published Timetable

- Academic session in Timetable Published state
- Events > Timetable
- Personal Schedule
- PDF, CSV, iCalendar Exports

Personal Schedule
Root, Abraham
System Administrator

Filter
Academic Session: Spring 2015 (ED)
Event Filter:
Room Filter:
Resource Type: Subject Timetable
Subject: ENG

Hawkins, Brianna time grid for Spring 2015 (ED)

Time Grid | List of Events | List of Meetings

Monday 16.2. - 11.5. | Tuesday 17.2. - 12.5. | Wednesday 18.2. - 13.5. | Thursday 19.2. - 14.5. | Friday 20.2. - 15.5.

BIOL 503 Lab 1 (Laboratory)
10:15 - 11:00, B 01, 0 enrolled, 15 limit,
Hawkins, Brianna

BIOL 504 Lec 1 (Lecture)
11:10 - 11:55, B 11, 0 enrolled, 15 limit,
Hawkins, Brianna

BIOL 107 Lec 1 (Lecture)
13:00 - 13:45, B 11, 0 enrolled, 55 limit,
Hawkins, Brianna

Subject Timetable
Tomáš

Lookup Classes | Lookup Examinations | Timetable

Filter
Academic Session: Spring 2015 (ED)
Event Filter:
Room Filter:
Resource Type: Subject Timetable
Subject: ENG

English Language and Literature events for Spring 2015 (ED)

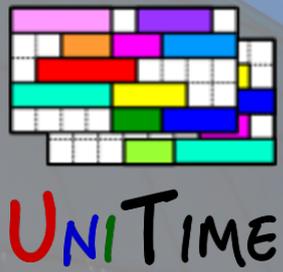
All Matching Rooms | Time Grid | List of Events | List of Meetings | All Matching Weeks

Name	Section Type	Title	Date	Published Time	Location	Capacity	Instructor / Sponsor
ENG 101L	1 Lecture	Phonetics and Phonology B	Mon 02/16, 2015 Mon 03/02, 2015 Mon 03/16, 2015 Mon 03/30, 2015 Mon 04/20, 2015 Mon 05/04, 2015	10:15a - 11:00a	A 60	56	Johnston, P
ENG 101L	2 Lecture	Phonetics and Phonology B	Mon 02/23, 2015 Mon 03/09, 2015 Mon 03/23, 2015 Mon 04/13, 2015 Mon 04/27, 2015 Mon 05/11, 2015	10:15a - 11:00a	A 57	38	Johnston, P
ENG 107	1 Lecture	Phonetics and Phonology B	Mon 02/23, 2015 Mon 03/09, 2015 Mon 03/23, 2015 Mon 04/13, 2015 Mon 04/27, 2015 Mon 05/11, 2015	10:15a - 11:00a	A 57	38	Johnston, P
ENG 117	1 Lecture	Phonetics and Phonology B	Thu 02/19 - 05/14, 2015	4:40p - 5:25p	B 5	68	Johnston, P Soto, R
ENG 225	1 Lecture	History and Culture of Great Britain	Tue 02/17 - 05/12, 2015	12:05p - 12:50p	B 5	68	Porter, N
ENG 226	1 Lecture	British literature	Thu 02/19 - 05/14, 2015	11:10a - 11:55a	B 5	68	Wood, L
ENG 236	1 Lecture	Syntax B	Tue 02/17 - 05/12, 2015	9:20a - 10:05a	A 53	26	Fuller, L
ENG 102L	1						

Instructors may

- Cancel or reschedule individual class meetings
- See enrolled students and their conflicts





Published Schedule

Timetable Managers

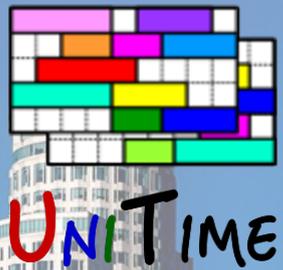
- Can use the Events pages to see a schedule once it is committed

Other Users

- Students, Instructors, No Role (authenticated users without a UniTime role), or even Anonymous users (no authentication)
- Schedule must be committed
- Class Schedule: **session status** must allow for Class Schedule
- Examination Schedule: allow Final/Midterm Examination Schedule
- See Administration > Other > Status Types
- Permissions: **user role** must have Events **permission**

Event Management

- | | |
|-------------------------------|--|
| Events: | <input checked="" type="checkbox"/> <i>Event management is available to non-administrative users (when not set, all rooms are treated as with No Event Management status).</i> |
| Class Schedule: | <input checked="" type="checkbox"/> <i>Class schedule can be presented to unauthenticated users or authenticated users without a role.</i> |
| Final Examination Schedule: | <input checked="" type="checkbox"/> <i>Final examination schedule can be presented to unauthenticated users or authenticated users without a role.</i> |
| Midterm Examination Schedule: | <input checked="" type="checkbox"/> <i>Midterm examination schedule can be presented to unauthenticated users or authenticated users without a role.</i> |



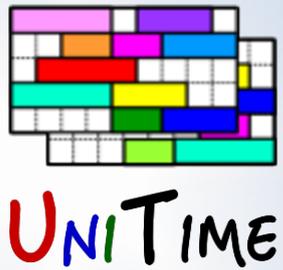
Other Events

Event

- Name and type
- Main contact (+ additional contacts / emails)
- One or more meetings (date, time, room)
- Sponsoring organization, expected attendance, required services, expiration, attachment, additional information, ...
- Approval workflow / event history (notes)

Event Types

- Special Events (anybody - name, contact(s), meetings)
- Course-Related Events (checks for student conflicts)
 - One or more classes or courses, may require attendance
- Not-Available Events (only by event managers)



Event Setup

Event Departments

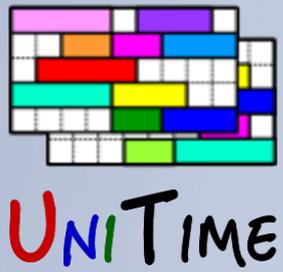
- Academic session status must allow for Event Management
- Department must allow for events (Departments page)
- Rooms must be associated with an event department (Rooms page)
- Event status not *No Event Management* (Event Statuses, Rooms page)

Event Manager

- Event Manager role (usually related to one or more departments)
- May delegate other users (instructors) from the department

Other Properties

- Event confirmation emails (Application Configuration page)
- Can edit / approve past events (Permissions page)
- Allow for double booking (Permissions page)
- Allow modification of class or examination events (Permissions page)



Event Status

Event Status

- Defined for <department, room type>, can be overridden on rooms
- No event management
- Request: authenticated user, departmental user, event manager
- Approve: no approval, event manager, automatic

Other Properties

- Event message
- Default break time
- Available times

Event Department:

Event Status:

Event Message:

Break Time: Default break time is used when left empty.

Room Groups

Groups:

Room Features

Features:

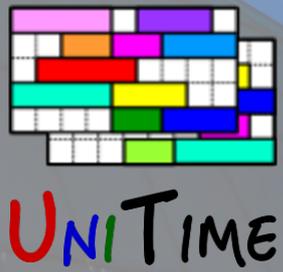
Event Availability

Horizontal

from: to:	Mon	Tue	Wed	Thu	Fri
7:30a 8:00a	N/A	N/A	N/A	N/A	N/A
8:00a 8:30a	N/A	N/A	N/A	N/A	N/A
8:30a 9:00a					
9:00a 9:30a					
9:30a 10:00a					
10:00a 10:30a					

Available
 N/A Not Available





Roles & Permissions

Event Managers

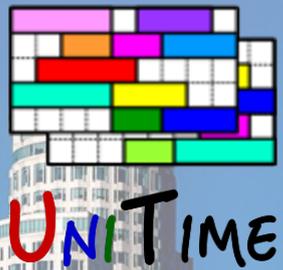
- Can setup event statuses, notes, and room availabilities (for rooms of his/her department)
- Create events on behalf of other users
- Approve/reject events
- Can delegate roles to other departmental users

Instructors

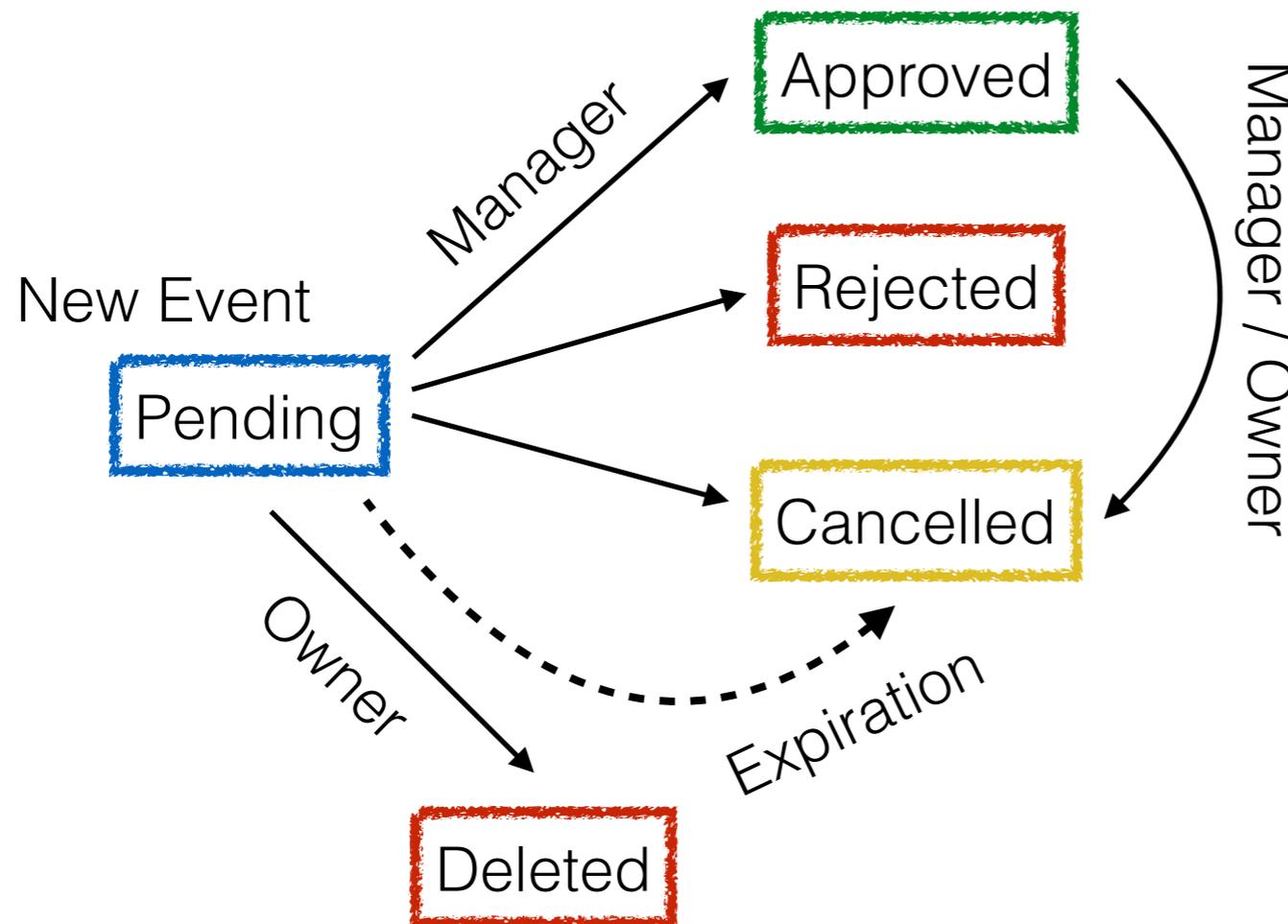
- Can see his/her classes and/or exams, including enrollments
- May cancel or re-schedule individual class meetings (when allowed)
- Can request special and course-related events

Students (and other authenticated users)

- Can see their schedules, may request special events

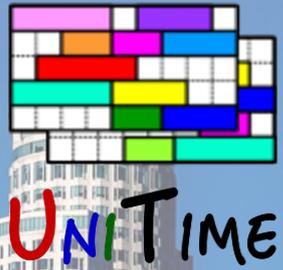


Approval Workflow



- New event is *pending*
 - Space is blocked, but not for classes or exams
- Approved
 - Space is blocked, cannot be deleted (only cancelled)
- Rejected / Cancelled
 - Space is released
- Applies to individual meetings
- Manager can inquire about the event without changing the state
- Changes are tracked in the event notes

Other Features



Sponsoring Organizations

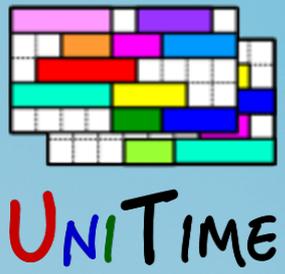
- Automatically notified about the event
- Events can be searched by organizations

Standard Notes

- Notes that event managers can use
- May include HTML tags (e.g., a link to a form that must be filled in)
- Global, academic session, or departmental

Service Providers

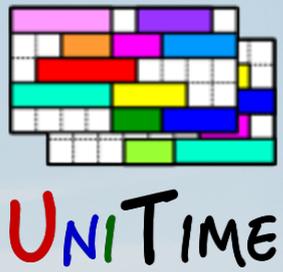
- Catering, video recording, security, etc. that can be requested for an event
- Automatically notified about when the event is approved
- Global, for a department, or associated only with particular rooms
- Events can be searched by services



Demo

Examples

- Display schedule of a room, and a personal schedule
- Request a special event
- Approve an event



Conclusion

Documentation

- Event Manual <http://bit.ly/unitime-events>
- Administration <http://bit.ly/unitime-events-admin>
- Event instruction sheet from Purdue University
<http://www.purdue.edu/registrar/documents/scheduling/Instructions-Sheet.pdf>

For more details, please see us at the conference

- ~~Introducing UniTime (Sunday, 1:30pm - 4:30pm in Crocker)~~
- ~~UniTime: State of the Project (Monday, 11:15am - 12:00pm in Watercourt A)~~
- ~~UniTime at Faculty of Medicine (Monday, 1:30pm - 2:15 pm in Watercourt A)~~
- ~~Student Scheduling at Purdue (Tuesday, 11:15am - 12:00pm in Watercourt A)~~
- **Event Management in UniTime (Wed, 11:00am - 11:45am in Watercourt A)**
- Or visit www.unitime.org

An online demo is available at <https://demo.unitime.org>