Personal Tutor Guidance

Background

The introduction of the Timetabling System has provided access to live class schedule information on a week-by-week basis. This means that the way in which students are presented information on their studies and the way that Personal Tutors advise students is changing. The major changes for Personal Tutors are:

1. The introduction of the combined course timetable (for course selection planning)
2. The introduction of personalised student timetables (showing, at minimum, sessions where the whole class attends - whole class sessions)
3. Course information in EUCLID no longer displays timetable information, but instead includes a link to data held in the Timetabling System

1. Combined Course Planning Tool

The Combined Courses planning tool offers access to live class schedule information about courses running at The University. This tool allows users to view a combination of courses to assist in choosing a selection of courses with your tutees that will be clash free.

Combined Courses is available as an option on the Web Timetables (SWS), which is launched from the Timetabling@Ed (Staff) channel in MyEd.

Enhanced filtering allows refinement of the list of "Select Course(s)"

Entering a list of course names, codes or partial names allows you to refine the search to common combinations.

Pasting in a list of courses will return these when clicking "Search"

Select the course(s) you require and click "Add" to include in request

Select the Weeks or Semester and time range you wish to view and click "View Timetable" to return the combined courses view

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The combined courses view will be returned after a few seconds showing the classes being run as part of the selected courses.

The list view of the timetable present all the classes that have been scheduled for the courses selected on the first page. In this example there is a clash between two lectures on a Monday 9:00 to 9:50 for the majority of semester 1 and 2. In this instance the student should be advised that they cannot complete both courses as they cannot attend all the lectures.

2.   Completing Course Enrolments - EUCLID

The normal process for entering course enrolments for students has not changed; this should still be carried out in EUCLID once the student and tutor have agreed the choice of courses.

Once a student has been enrolled on courses the semester 1 and semester 2 timetable links in the EUCLID Student Hub will lead to a combined course view for all the courses the student is enrolled on for the current academic year.

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3. Student's Personalised Timetables

When students are enrolled on course in EUCLID, these are sent to Timetabling for allocation of students to classes. For this year the Timetabling Unit will be carrying out all Whole Class Session allocations, so that at a minimum students will be able to see their main classes that they must attend. Some schools will be using Timetabling to allocate classes with choices (e.g. tutorials and Labs); however, the level of this will vary between schools, and courses within schools.

As students are allocated to classes in Timetabling their Personalised Timetable will start to present information on classes that they have been allocated to attend. Students can access their "My Timetable" by launching Web Timetables from the Timetabling@Ed (Student) channel in MyEd, displaying the results for a specific week, or weeks, or for a whole semester.

Important guidance for your personal tutees

When enrolling students on courses, or changing their existing course enrolments, they should be advised that their personal timetable view will update to reflect their latest course choices the **following** day.

Once the student has selected the semester or week and day and time ranges. Clicking "View Timetable" will return the grid view (below) or a list view similar to the combined course view

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Each grid contains details of the class including the class time, the type of class, the location and building and the weeks the class is running for.

This guidance document, as well as a short accompanying video tutorial, can be accessed via the Personal Tutors section at:

http://www.ed.ac.uk/schools-departments/registry/timetabling/staff

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