Overall Procedure

For departments that have their data rolled over from the previous year, information sent to schools to update either via Syllabus Plus or spreadsheets.

For modular courses, Schools enter timetable information to Activity Templates and Course Structures via Saturn. Input of module entry forms by Schools/Courses Office for returning students choosing their options

Data download from Saturn into S+. Update/amend Syllabus Plus rolled over activities from previous year

Create Pathways* for Year 1 courses via intended student numbers information from the Planning Department

* Pathway is a route within a course that can be taken to achieve an end qualification

Create Student Sets** for all returning students (downloaded via Saturn to S+)

** Students sets allows us to define which student attends a specific activity and indicates if there is a clash

Create activities for all modules via activity templates and allocate student sets to individual activities

Schedule Practicals/Lab Sessions/Large Lecture Activities

Schedule Core Module Activities

Schedule Optional Module Activities

Schedule Free Options (Not allocated to Course Structures)

Manage changes made to course structures, module data, student choices extracted from Saturn to S+

Schools to request changes via email

School Timetables issued for checking purposes via the web (DRAFT format)

Timetabling Office to manage the requested changes

Integrated Timetable issued via the web