

## How to use Timetabling forms

<http://www.latrobe.edu.au/timetable>

### **Course Form**

Schools and Departments should use the Course Form where **new or reintroduced Units** will be introduced to existing courses (i.e. those not listed in the current Timetable). Students' past enrolment choices will determine a clash free scheduling environment. However, re-introduced Units require some manual handling to ensure they are scheduled as the School intends. An example could be where new Units will be included to an existing core course or where new common elective combinations (non-core) should not clash with one another.

### **Resource ID Options Form**

This form provides shortened code versions of audiovisual and teaching pattern requirements to ease any prolonged handwriting. The codes should be applied to the 'New/Reintroduced Unit Form':

- Teaching Pattern
- Start Preference
- Zone
- Activity Requirements (Audio Visual Needs)

### **New/Reintroduced Unit Form**

School Unit Coordinators must complete this form for *new or reintroduced bi-yearly Units where a Timetable requirement exists*. (i.e. Not listed in the current Timetable). Teaching staff should use the "Resource ID Options form" in conjunction with this form. It should be noted that any teaching staff listed to teach a particular activity, such as Lecture, then ALL staff are deemed to teach for the duration of the teaching week specified. Three main teaching staff should be the maximum, not to over constrain the scheduling.

Similarly, where teaching staff are listed to partake in tutorial activities, then each staff member will be 'wild carded' in a 'pool of staff' available to tutor.

### **Staff Unavailability Form** (For New Staff/Existing Staff changing their unavailability)

ALL teaching staff must complete their Unavailability using the Staff Form. Most staff members will complete Page 1 only. Page 2 should be used for extensive unavailability. The form is required to be approved by the Head of School.

### **Unit Alteration Form**

Please distribute these instructions to all teaching staff members.

All forms must be returned to the School Administrative Officer earlier than:

**Friday 20th June 2008.**

**Contact your campus Timetable Coordinator if you have any queries.**