How to Submit Course Scheduling Information Using the Data Capture Utility (DCU) Web Tool

Winter Timetable Information

The Data Capture Utility (DCU) allows users to submit their timetable information to the Academic Timetable and Scheduling unit using a web-tool, instead of submitting the information on spreadsheets.

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Logging on and navigating within the DCU

1. Open a new browser window in Firefox or Chrome. *You may encounter problems when using other browsers.

2. Navigate to the DCU web tool using the URL: https://suitewinter.uvic.ca/dcu81/.

3. Enter your netlink ID and password on the log-in screen and click Submit.  
   * A pop-up blocker message may open. Click Options – Edit Pop-up Blocker Options.  
   Type suitewinter.uvic.ca into the Address box and click the Allow button.

4. The DCU will open to the Home Screen.
Log-out by clicking your name in the top right-hand corner, then Log out.

Access vendor-created instructions by clicking the Help link in the bottom right corner of the screen.

View information about your courses by clicking the Courses link on the left side menu.

Get back to the Home page by clicking the Home link in the breadcrumb trail along the top of the screen.
Enable the sections of courses you want to offer

Note: If you have a new course or course change that has not yet been approved by curriculum, please do not enter the information into the DCU. Once curriculum has been approved, please send the details to ttadmin@uvic.ca.

1. Click the Courses tab on the left side menu. A list of all the courses available for you to offer will display on the left side menu and also on the main screen.
   - Click Show the drop-down menu on the top-right of the screen to alter the number of sections that appear.
   - You can also expand each course on the left side menu, using the (+) signs, to see every section for every course available for you to offer.

When you first log in to the DCU each academic session, all the sections will be ‘disabled’ except for the co-op work term sections. Disabled sections will have a red circle beside them; enabled sections will have a green circle.

Only sections that are marked as enabled (green circle) will be roomed and displayed on the online timetable.
*Even if the Course or PT-ID has a green circle, if the Section doesn’t have a green circle it won’t be offered.

2. On the left side menu, click the (+) sign beside the course name to drill down to the PT-ID and then to the section you want to offer. What is a PT-ID? Read about it in the Glossary.

Click on the section name and the Section Editing page will open where you can modify information about this particular section.
In the top right corner of the page, remove the top check mark beside the red circle. The circle will change from red to green.

When the top box is checked, the section is disabled. When the top box is un-checked, the section is enabled.

Optional: For your own reference, when you are finished editing all the required information about this section, you can mark it as ‘done’ using the bottom check box.

3. Click Save at the top of the form.

Enter the details for each section you want to offer
If you are not already on the Section Editing page, on the left side menu click the (+) sign beside the course name to drill down to the PT-ID and then to the section you want to offer. What is a PT-ID? Read about it in the Glossary.

Click on the section name (i.e. A01) and the Section Editing page will open for that particular section.
Banner by Ellucian

Enter the following information in the fields under the ‘Banner by Ellucian’ heading:

Part of Term
In the Winter Session there is only 1 term, so select it form the drop-down menu. If the section will not be following the standard dates, leave this field blank. *Most courses should follow standard UVic dates. Only use non-standard dates in exceptional circumstances.

1Y = Year-long courses –these courses continue through fall and spring and are graded in the spring term.
1L = Law courses only
1Z = Year-long Law courses only

Status Code
Most courses will be A-Active.
R – reserved sections. Reserved sections will not be displayed on the online timetable.
Z – sections that are closed for registration. Closed sections will not be displayed on the online timetable.
**Do not use C,N, or X.

Campus Code
Most sections will be M-Main as they meet here on campus.
If the section will be meeting at a different location, choose the corresponding location from the drop-down menu.
If the section is not meeting on any of the listed campuses, choose off-campus.
If the section is delivered online, choose online.

Grade Mode Code
This field is not editable – no action required.

Special Approval Code
Leave blank unless the section requires dept. permission, then choose PM - Departmental Permission Required. Using this code means all students will need to contact your office to request permission to be in this section, and the appropriate override put on for each student via the Banner form SFASRPO. If you use the PM code, also copy and paste the standard timetable comment into the Timetable Comments field.

** Do not use CI, EW, or WT.
** Do not use PF – Pro Forma. Pro Forma courses are not entered into the DCU - please continue to use the undergraduate and graduate forms.

Instructional Method
Choose an option that corresponds with the Campus Code for the section i.e. if Campus Code is 'M' for on-campus, choose F2F - Face to Face. Select FIELD if the section has a field component.

Attendance Method
This field is only used for year-long courses. If this section will be offered in the fall term, select F1. If this section will be offered in the spring term, select F2. If the course is not a year-long course, leave this field blank.
Waitlist Maximum
Enter the maximum number of students allowed on the waitlist for this section.
Note: if the course has non-standard dates you will not be able to enter the waitlist maximum. Please contact ttadmin@uvic.ca with the details.

Credit Hours
This field is not editable. If the hours/units are not displaying correctly please contact ttadmin@uvic.ca.

Billing Hours
This field is not editable. If the hours/units are not displaying correctly please contact ttadmin@uvic.ca.

Publish to web
Most sections should have this box checked.

Gradable
Typically lab sections are not gradable so leave unchecked for those.

Section Topic
This field is only used for topics courses. There is a character limit on this field. Please enter the course title as it appears on the Course Editing page (all upper case), followed by a colon, then the topic (mixed case). For example: SEM ISSUES IN POLITICS: Politics of the Middle East.

Timetable Comments
This is a comments field that will display text on the online timetable. Please use one of the standard comments. *Please remember to change the dates in the comments so they are accurate each session.

Click Save when you have completed entering the details about the section.

Deliveries
Enter the following information in the fields under the ‘Deliveries’ heading:

Start Date/End Date
These are the term dates or part of term dates. These are not the first/last day the class meets, unless the section is following non-standard dates. Registration deadlines and the corresponding fees are calculated using these dates. Please enter the term dates so students are charged the appropriate fees. If the section of the course is not following standard term dates, please enter the specific start and end dates. *Most courses should follow standard UVic dates. Only use non-standard dates in exceptional circumstances.
Time Requests

1. If the section is following UVic Standard Time Blocks for Winter Session, choose 'Forced Pattern Time' from the drop-down menu. If the section is not following Uvic Standard Time Blocks, i.e. labs or tutorials choose 'Forced Time' from the drop-down menu. A message may pop up warning you that existing time requests will be lost, which is fine. Click OK to dismiss the warming box.

2. Click the (+) sign and specify the days and times the section will be offered.

*If the class will meet on different days of the week, **but at the same time each day**, add all the days and times under the **same delivery**.

*If the class will meet on different days of the week **and at different times**, create a **new delivery** for every different day/time.

For example, this section meets Monday and Wednesday at the same time both days, so that information can all be on delivery #1.
In contrast, this section meets from 8:30-10:00am on Monday but then from 13:30-15:00 on Wednesday, so the Monday information will be on delivery #1 and the Wednesday information will be on delivery #2. Click the ‘Add’ button to add a new delivery.

**Time Requirement Notes for ATS**
This is an optional comment field to tell the Academic Timetable and Scheduling team about particular scenarios i.e. if the lab will meet alternating weeks. *Please use this space to indicate if this section meets together with another section/course i.e. cross-listed or valid double bookings.*

**Room Requests**
**IMPORTANT:** If you want a section roomed, you must create a room request where at a minimum, you select a Room Type and Building.
*If you have priority or restricted room access, you will be able to enter more specific information in the DCU.

You must select at a minimum a Room Type and Building if you want the section roomed.

Click the (+) sign button to add room information for the section.
**Room Type:** Please select one of the following:

A/R S - for EPHE courses only  
CLAS – classroom  
LAB – laboratory  
PRIO – priority *Choose this room type if you want to select a room that your department has priority access to.*  
SEM - seminar room  
RSTR – restricted *Choose this room type if you want to select a room that is only available to your department. You will see a list of all rooms in the particular building that are coded as restricted, but only those rooms which are highlighted are your department’s restricted rooms. Please only choose one of the highlighted rooms.*

**Building**  
Select a building from the drop-down list. This is the building where the system will start looking for a room for this section.

**Room**  
You will only have the option to select a room when you have chosen the Room Type as RSTR – meaning those buildings and rooms assigned to your department, PRIO – meaning those buildings and rooms that your department has priority access to, or LAB.

**Equipment Requests**  
In this area you can request what equipment or characteristics the room should have. Click the ‘Add characteristic’ button to add an equipment request. **All lecture rooms are now equipped with video data projectors (VDPs).**  
*Academic Timetable and Scheduling will attempt to satisfy these requests if possible. However, unless the equipment is marked as required, it may not be able to be fulfilled. Equipment requests are only marked as required if there is a medical accommodation.*

*Keep in mind, the more equipment requests you make for a section, the harder it will be to find a room that has all those characteristics on the days/times you require.*

**Room Requirement Notes for ATS**  
This is an optional comment field to tell the Scheduling team about other room requirement details.
Instructors

Click the (+) sign button to add an instructor (for all sections including labs). Choose an instructor from the list. If you don’t see the instructor listed, select ‘All’ from the drop-down menu.

*If the instructor you want is not listed, please add a comment for the Scheduling team in the Room Requirements Notes for ATS box above.

% Assignment and Primary Instructor

Click the (%) button to indicate the percentage of responsibility for each instructor on the section - for a total of 100%. Enter the percentages in both the Responsibility and the Session column. You must mark one instructor as primary. The primary instructor is the individual in charge of the section and has responsibility for exams.

Save your work.

Repeat the above steps for all sections that you want to offer this academic session.

Each time you log-out, you will be asked if you have completed your data entry for the year. When you have enabled all the courses and sections you want to offer this session, as well as entered all the relevant information for each section, click Yes. If you haven’t finished entering that information, click No.
How to add a new section to a course

When adding a new section to a course, there must be a corresponding PT-ID **before** you can add the section.

What is a PT-ID? It's a part-of-term ID. **Read about it in the Glossary.**

- If the section you want to add will be offered in a term that is currently listed for that course i.e. there is already a PT-ID for that term, follow the instructions below.

- If the section you want to add will be offered in a term not yet listed for that course, follow these instructions on adding new terms first. You need to add a new PT-ID for those term dates first before you can add a new section to the course.

- If the section you want to offer is already listed, but under the wrong PT-ID i.e. for a different term, follow these instructions to move a section to a different PT-ID.

1. Click the PT-ID that corresponds with the term the section will be offered in. The PT-ID Editing Page will open.
2. Under the Sections heading, click the (+) sign button. The Section Editing page will open.
HINT: you can also duplicate an existing section. Tick the box beside the section you want to duplicate then click the ‘Duplicate’ button.

3. Enter the section number in the ‘Number’ field. Use the next consecutive number i.e. if there are already sections A01-A03 being offered this session, make the new section A04.

4. Choose the appropriate section type from the drop-down menu.
5. Enter the Max Enrollment.
6. Enter the details under the Banner by Ellucian heading. See instructions above.
7. Enter the details under the Deliveries heading, including a Time Request, Room Request, and Instructor information.
8. Save your changes.
How to add a new PT-ID (a new part-of-term ID) to a Course

Sections are organized under PT-IDs, depending on which term they will be offered in. If there is no PT-ID listed for the term when you want to offer the section, use the instructions below to add a new PT-ID that corresponds with that term.

Highlight the course name on the left menu. The Course Editing screen/page will open.

1. Click the Add button. The PT-ID Editing page will open.

2. Enter the name of the new PT-ID in the ‘PT-ID’ field
   *If the PT-ID will correspond with:
   - Fall term dates e.g. Sep 6/2017 – Dec 1/2017 enter FA-1-01
   - Spring term e.g. Jan 3/2018 – Apr 6/2018 enter SP-1-01
   - Neither of these sets of dates and will be using non-standard dates, enter NS-1-01

3. Choose the corresponding term from the drop-down menu.

4. Click Save at the top of the page.

The new PT-ID will now be listed on the Course Editing page for this course as well as under the course name on the left hand menu.

You are now ready to add sections to this new PT-ID. See the instructions above on how to add a new section to a course.
How to move a section to a different PT-ID if it will be offered in a different term.

*If the section will be offered in a term that is not listed yet, read these instructions to add a new PT-ID first. Then, follow these steps to move the section to that PT-ID.

1. Click on the section name on the left hand menu. The Section Editing page will open.

2. Select which PT-ID you want to move the section to, by clicking the ‘Move to PT-ID’ drop-down list.

3. Click Save at the top of the screen. The page will refresh and you will see the section has moved under the new PT-ID on the left hand menu.
Glossary

PT-ID: part-of-term IDs.

PT-IDs are used to organize groups of sections within the DCU depending on what term dates or part of term dates they follow. In the Winter session there is only 1 set of standard term dates, compared to the Summer session where there are 7 standard parts of term.

In the Fall Term (Sept-Dec) there is only 1 term so the PT-ID is named FA-1-01.
In the Spring Term (Jan-April) there is only 1 term, so the PT-ID is named SP-1-01.

Example: the course NURS 470 has 3 lecture sections

A01 is offered in the fall term, so is grouped under the PT-ID named FA-1-01.
A01 is offered in the spring term, so is grouped under the PT-ID named SP-1-01.
A02 is offered in the spring term, but using non-standard dates, so is grouped under the PT-ID named NS-1-01

Timetable Comments: This is a comments field that will display text to students on the online timetable. Please use one of the standard comments.

Student FAST Report:
Review the information you’ve entered in the DCU using the DCU Timetable report in FAST-Student Reporting (an overnight refresh is required). Read about the details and instructions here.

Questions? ttadmin@uvic.ca or stutrain@uvic.ca