Schedule documentation in Kopps

A large share of the information which is added in the schedule documentation is read automatically in our scheduling system and therefore it is important that the documentation is filled in carefully!

Default values and addition of the scope of teaching are only displayed when you have saved the document.

The schedule documentation has several different statuses: draft, ready for modular schedule, approved and locked. “Draft” means that the documentation is under processing, “approved” marks that the order is ready for the schedulers to start working on and “locked” means that the schedule group has received the order and started the work. If the documentation has received the status “locked” or exported, contact schedule, schema@admin.kth.se, to make changes.

Modular schedule is new for courses at Master's level for autumn semester 2015 based on a decision by the President.
When the schedule documentation for Master’s courses is complete, the status is set to READY FOR MODULAR SCHEDULE so that the module coordinator can access and fill in modules and change the status to APPROVED.
Courses which are not included in the modular schedule are set directly in status APPROVED.

Only schedule documentation with status “approved” will be scheduled. Do not forget to click on save when everything is complete.

For copying of documentation of the previous year, it is important to update information, for example, weekly information and comments. It is thus necessary to check all copied documentation carefully.

Manual for schedule documentation
Log into Kopps, go to schedule documentation (through the first page in Kopps), select semester and find the course for which schedule documentation is to be created (through course code or department code). You will obtain an overview of your search selection. Click on the right date for the course for which you want to create schedule documentation and you will directly access the schedule documentation.

In cases where the course covers several semesters, documentation for each semester needs to be filled in. You can switch semesters by the tabs right at the top of the documentation.

Step by step review of fields in the schedule documentation
BOX 1 - COURSE DATE AND ACADEMIC SEMESTER THIS DOCUMENTATION APPLIES TO
The information in this box is retrieved automatically from the course date and academic year plan in Kopps.
BOX 2 - READ
Connected programs: Retrieved automatically from the current academic year plan.

OLD ASSIGNMENT
Ensure that connected programs from academic year plans are correct – then empty this field. When you have done this, this field will disappear as this is an old assignment.

NUMBER OF STUDENTS
Fill in the estimated number of students.

NUMBER OF GROUPS
Number of groups – how many groups the number of students on the course will be divided into based on scheduling and hall needs.

NUMBER OF PARALLEL GROUPS
Parallel groups – number of groups which will have teaching at the same time, for example, during exercises. If there are 3 groups, 1 parallel means that 3 separate dates and one hall is booked per date. For 3 groups, 3 parallel are booked on one date with 3 halls.

BOX 3 – DIRECTOR OF STUDIES
Name and contact information for Director of Studies.

Anders Andersson
123456
andersand@kth.se
BOX 4 – COURSE COORDINATOR
Information on course coordinator/teacher is retrieved from the course date in KOPPS. Connected persons can then quickly be chosen as teachers for each activity in the box “course dates.”

BOX 5 - MODULAR SCHEDULE
This is filled in by the module coordinator after the schedule documentation for Master's courses is complete and the status has been set to READY FOR MODULAR SCHEDULE.

BOX 6 – COURSE DATES
Here ALL course dates (including lab and examination) which will be provided during the course should be filled in. That is, 1 row per item.

Note! Course dates which are not added here will not be created and will thereby neither be scheduled.

You can change the order of added items by dragging and releasing each activity through the light blue arrows on the left.
**Week** –
State which week the item will cover by clicking on the drop-down list. **Week must be stated on each activity!** Link to division of academic year can be found at the top of the information box in the documentation.

**Item** –
State whether it is a lecture, exercise, lab etc. which will be scheduled. The selection can be made from the drop-down list.

**Groups** –
For lectures the default value is 1 group, unless stated otherwise. For other items the group value stated in box 2 is retrieved – Read. The retrieval takes place when you save.

**Parallel groups** –
Parallel groups – number of groups which will have teaching at the same time, for example, during exercises. Default value is all groups. Remember to correct if different group divisions exist for different items.

**Hours** –
The number of hours of the item, the default value is 2.

**Teachers** –
Add teacher here to prevent double booking of the teacher if teaching takes place on several courses. You can choose between the teachers specified on the course date.

In order to add more teachers on an activity, separate with commas.

**Comments** –
Other information to the scheduler
Own hall –
State here whether the course should be provided in an own hall. If you know exactly which premises it should be, state the room number and popular name in the comments field. This will prevent double booking of the hall and students will then find it easier to locate the premises.

BOX 7 – SCOPE OF COURSE IN TOTAL NUMBER OF HOURS
Added automatically based on values in the previous box when the document is saved. Here it is important to ensure that hours and number are correct.

BOX 8 – LAB SESSIONS/COMPUTER LAB SESSIONS
Here more detailed information is provided for lab sessions, for example, the number of lab dates per student and whether they will be separated from lab sessions of other courses. Note that lab sessions also need to be included in the items in box 5 – course dates so that they can be scheduled.

BOX 9 – TEACHING TOGETHER WITH OTHER COURSES
State courses which are joint with this course and during which period, which items and estimated TOTAL number of students.

BOX 10 – TEACHERS WITH TEACHING ON THIS COURSE AND ANOTHER COURSE
Here there is room to list which courses and items teachers should teach.

Note that the teacher must also be included in the right item in box 5 – course dates on documentation of both courses so that they can be separated by the system.
BOX 11 – EXAMINATION
Here there is room for more information about the examination, for example, if it should be separated from examinations on other courses or if it is provided as per agreement with the students.

Note that examinations also need to be included in the items in box 5 – course dates so that they can be scheduled.

BOX 12
Other information to the scheduler is briefly stated here. The course items and sequence of items should not be included here but should be added in box 5.