

Assigning teaching



Changes

- V1.1
 - Updates by Kris (formatting, re-structuring)
- v1.0
 - Initial Document by Hannah

Contents

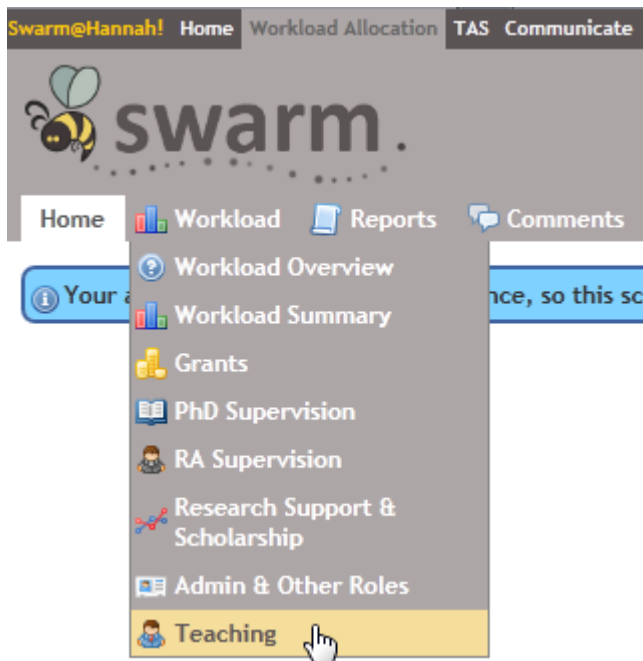
Assigning teaching	1
Changes	2
Contents	2
Assigning teaching	3
Allocating Teaching: Method 1 (Drag & Drop Interface)	4
[1] The Toolbar	4
[2] The Module List	4
[3] The User List	5
Drag & Drop Teaching Allocation	6
Allocating Lecturing time:	7
Marking a module as complete	9
Switching from the drag&drop interface to a regular interface:	9
Allocating Teaching:Method 2 (the regular user-interface)	10
Adding new teaching:	11



Assigning teaching

Users need to be assigned to modules and student projects so that their Workload can be accurately monitored. *Before you start, all module data should be up to date and each module's Load figures should be correct as this directly affects the workload when users are assigned to it.*

To assign users to modules click on *Workload Allocation* along the top menu bar. Once *Workload Allocation* has loaded, hover over the *Workload* tab and scroll down and click on *Teaching*.



When *Teaching* has loaded, a table will be displayed that shows your teaching status across all groups. It shows the number of modules that have been marked as complete, the number of modules in progress and the number of modules remaining.

#	Group Name	Number of Modules	Modules Completed	Modules in progress	Modules Remaining
1	School Of Science	0	0	0	0
3	School Of Science - Mathematics	22	0	0	22
4	School Of Science - Engineering	19	0	0	19

In order to start the assignment process using the drag&drop interface, you need to select a group either using the drop down selection box and pressing *Go* or by clicking on the name of the group in the *Group Name* column.

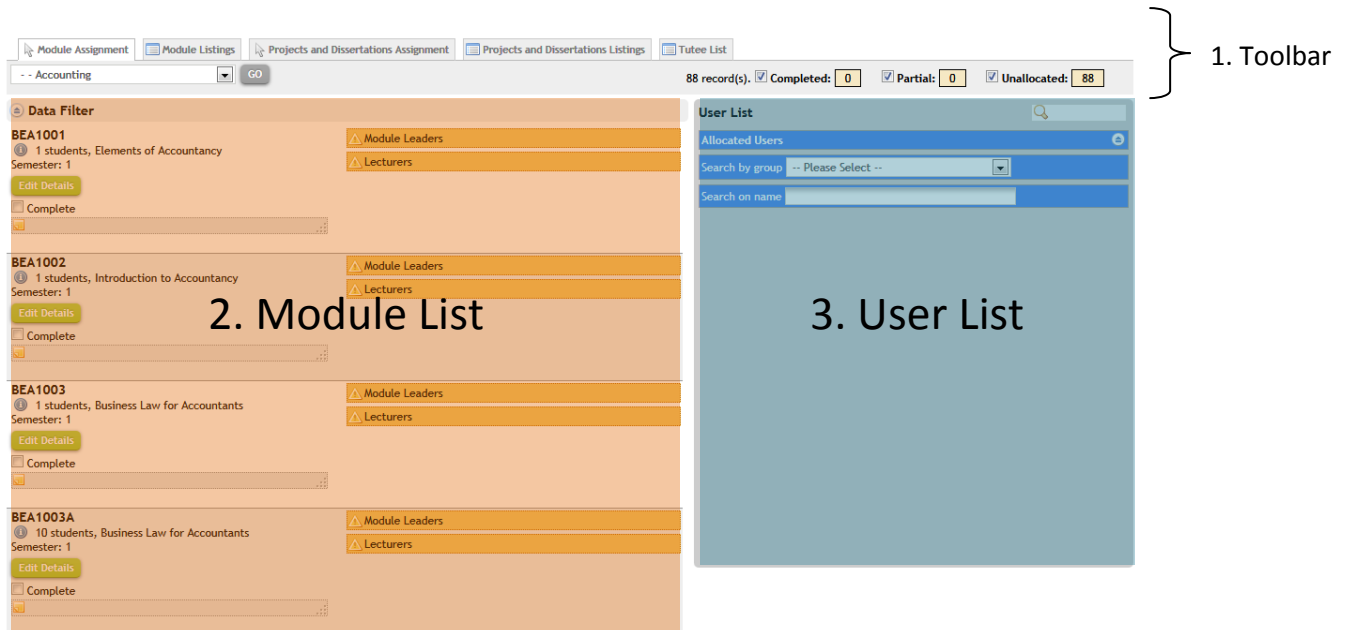
#	Group Name	Number of Modules	Modules Completed	Modules in progress	Modules Remaining
1	School Of Science	0	0	0	0
3	School Of Science - Mathematics	22	0	0	22
4	School Of Science - Engineering	19	0	0	19



Allocating Teaching: Method 1 (Drag & Drop Interface)

When a group has been selected, you will be able to see a list of modules that are within that group.

This screen is split into 3 main areas:



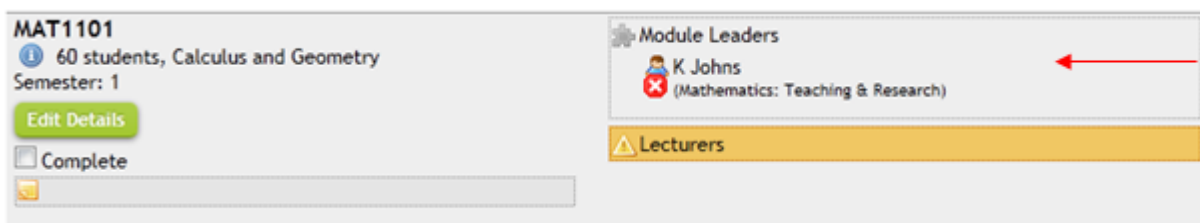
[1] The Toolbar

The toolbar shows you which group you are editing, along with some simple status information and some filters. Each module has a status of

- Unallocated (i.e. nothing has been done yet to this module)
- Partial / in-progress (i.e. some teaching has been assigned)
- Completed (the module has been marked as completed)

[2] The Module List

This shows the available modules in the group you have chosen.



In the first column, some simple information about the module is shown along with a free-text notes area.

In the second column, you can see the available teaching slots for the module. This is typically comprised of

- Module Leader
- Lecturers
- Postgraduate Support (*optional*)
- Admin Support (*optional*)



[3] The User List

User List

Allocated Users

Name	Actual Workload	Target Workload
C Allen (Mathematics: Teaching & Research)	89	1611
P Dwyer (Mathematics: Teaching & Research)	79	1509
K Johns (Mathematics: Teaching & Research)	10	1482
S Lennox (Mathematics: Teaching & Research)	41	1614
G Paterson (Mathematics: Teaching & Research)	136	1157
A Voight (Mathematics: Teaching & Research)	30	1493

Search by group - Engineering

All Job Families

- Teaching Fellow
- Teaching & Research
- Research
- Support Staff
- Postgraduate

Francis Clark (Teaching Fellow), M Elstone (Teaching & Research), T Fleming (Teaching & Research), E Jenner (Teaching & Research), J Loosemore (Teaching & Research), F Owens (Teaching & Research), P Searle (Teaching & Research), R Shepherd (Teaching & Research), H Stephenson (Teaching & Research), S Baldwin (Research), Andrew Balfour (Research), A Blanche (Research), E Bowman (Research), L Chamberlain (Research), A Cleave (Research), J Cobley (Research), B Disreali (Research), W Haynes (Research), C Lowe (Research), E Major (Research)

Search on name

Allocated Users (which is hidden by default – click the title to show/hide it) is a panel which shows you the current teaching loads for people who have been assigned teaching in the current group. This is a quick way to get access to people who are already teaching, plus it also shows you the amount of available time on their workload.

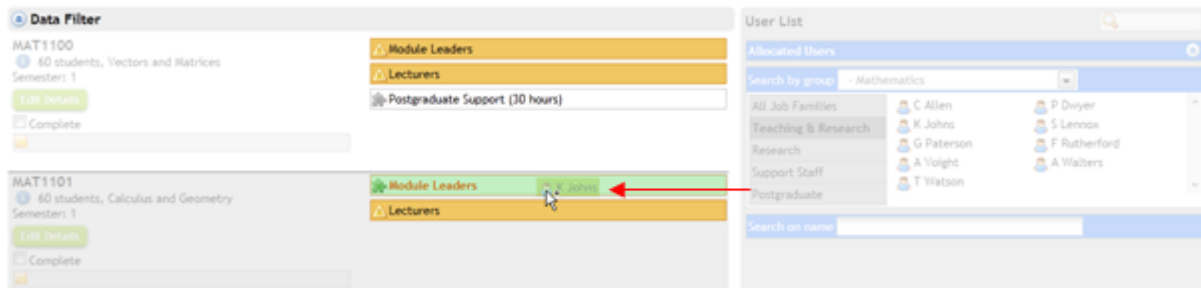
Search by Group is a panel where you can list people based on their group and/or job family.



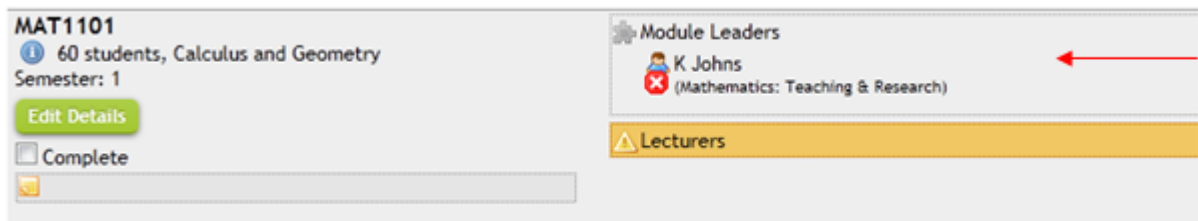
Drag & Drop Teaching Allocation

To assign a user to a module, first locate them in the right-hand side user list, then click and hold on their name then drag and drop them into the available area (i.e. Module Leader, Lecturer, etc).

When you start dragging a user, valid drop targets will be made visually distinct as the rest of the interface greys out. Valid drop targets will also turn green whilst you hold a user above them.



In this example, the user *K Johns* has been dragged into the *Module Leader* of MAT1101.



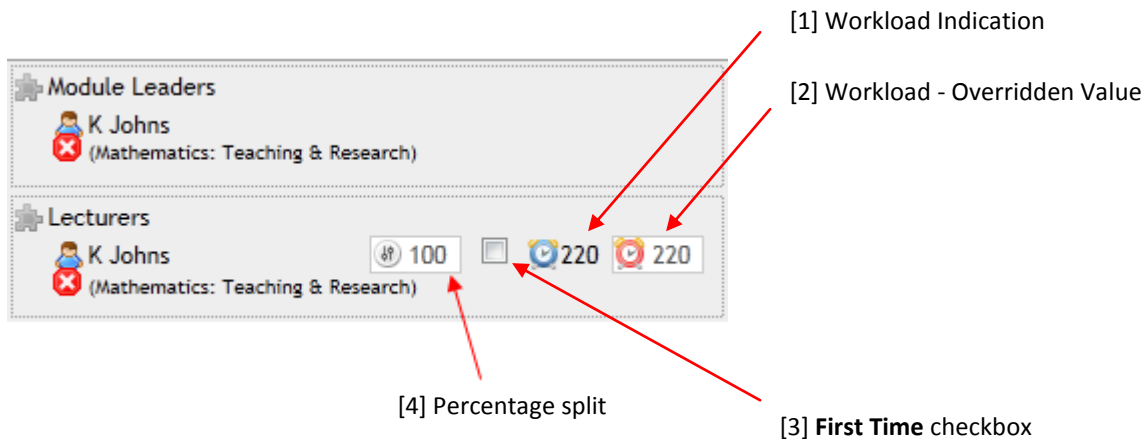
*Note: you have to add users into the **Module Leaders** and **Lecturers** categories separately they do not automatically appear in both.*

Once a user is listed anywhere on the screen, they can be dragged to other areas – i.e. you do not have to keep dragging people from the right hand side user-list.



Allocating Lecturing time:

When a user is added as a *Lecturer*, you have the option to change some details about the amount of time they are allocated to the module. There are also some more icons and buttons available which influence the workload.



1. Workload Indication

This lets you know how many workload hours this module has generated for the user.

2. Workload Override

If the suggested workload hours are not a good match, you have the ability to override the workload generated for this module by typing in a number into this box. This may be useful (when set to 0) where you want to indicate that someone does 100% of the teaching on a module but it should not affect their workload.

3. First Time checkbox

Swarm has multiplication factors which can increase the workload hours for people who have not delivered this module before. Clicking this box will indicate that this user is doing this module for the 'first time', and thus his workload will be automatically adjusted to compensate for the extra time it will take them to perform their teaching duties.

4. Percentage split

This allows you to allocate multiple lecturers and to divide the teaching load between them (see next page).



You can change the *Percentage Split* to decrease the amount of time a user is allocated to a module – this is useful for when multiple people are teaching on a module.

A 100% Split means they are allocated as the only lecturer on this module and have all lecturing related workload on the module allocated to them. This example shows a second lecturer having been added:

The screenshot shows a 'Lecturers' panel with two entries. K Johns has a percentage split of 100, and T Watson has a percentage split of 0. Both have a total workload of 220. A red arrow points to the '0' in T Watson's percentage split box.

Lecturer	Percentage Split	Teaching & Research	Research	Teaching
K Johns	100	220	220	0
T Watson	0	0	0	0

The percentage split must equal 100% otherwise the box will go yellow to indicate an error. The split between the users can be whatever you want, but it must total 100%.

The screenshot shows a 'Lecturers' panel with a yellow background, indicating an error. K Johns has a percentage split of 50, and T Watson has a percentage split of 25. Their total workload is 110. A red arrow points to the '50' in K Johns's percentage split box, and another red arrow points to the '25' in T Watson's percentage split box.

Lecturer	Percentage Split	Teaching & Research	Research	Teaching
K Johns	50	110	110	0
T Watson	25	55	55	0

Above: a total split of 75% will result in a yellow box.

The screenshot shows a 'Lecturers' panel with a grey background. K Johns has a percentage split of 75, and T Watson has a percentage split of 25. Their total workload is 165. A red arrow points to the '55' in T Watson's research workload box.

Lecturer	Percentage Split	Teaching & Research	Research	Teaching
K Johns	75	165	165	0
T Watson	25	55	55	0

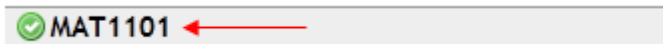


Marking a module as complete

Once all the information that is required is entered you can mark this module as complete. This is done by using the *Complete* checkbox. Notes can also be added into the field below this checkbox.

MAT1101
60 students, Calculus and Geometry
Semester: 1
[Edit Details](#)
☐ Complete

Once a module has been marked as being completed, it will shrink and show a green tick next to it.



If you need to change or view the details about a completed module, click on the name of the module and it will expand again. To make it shrink again, click on the module name again and it will shrink.

When a module is marked as complete the toolbar status area updates .

22 record(s). ☒ Completed: 1 ☒ Partial: 0 ☒ Unallocated: 21

To change the modules that are shown based on their status click on the check boxes next to the state.

Switching from the drag&drop interface to a regular interface:

If details about a module need to be edited, click on *Edit Details*.

✓ MAT1101
60 students, Calculus and Geometry
Semester: 1
[Edit Details](#)

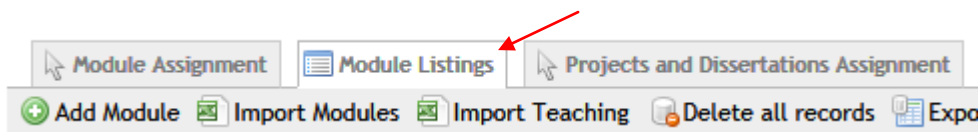
- You will be shown details about the modules, including which users are assigned to the module and the breakdown of the total number of hours allocated for the module.



Allocating Teaching: Method 2 (the regular user-interface)

We provide a standard interface for editing module data and allocating teaching, as the drag and drop interface may not be suitable in all areas (e.g. when on handheld devices).

You can navigate to a module either from the drag&drop GUI, or by clicking the 'Listings' tab at the top of the screen, rather than the 'Assignment' tab.



Once you have selected a module, you will get a screen similar to the following:

The screenshot shows the 'Edit Module Details' screen for the module 'Vectors and Matrices'. The left panel contains module details, and the right panel shows 'People assigned to this module' and a workload table.

Module Details:

Module Name	Vectors and Matrices
Code	MAT1100
Group	School of Science - Mathematics
Credits	15
Year	1
Semester	1
Students	55
International Students	5
Is a new module	No
Notes	<div></div>

People assigned to this module:

User Details	Group	Split	User's Load	Actions
K Johns	Mathematics (Teaching & Research)	0	Module Leader	10
G Paterson	Mathematics (Teaching & Research)	77	Lecturer	136.29
S Lennox	Mathematics (Teaching & Research)	23	Lecturer	40.71
A Voight	Mathematics (Teaching & Research)	30	PGR Support	30

Workload Table:

	Lec /Sem	Tut	Wrk /Lab	Coursework	Exams	Other	Tut Pgr	Wrk /Lab Pgr	CA Pgr	Tech Sup Staff
Preparation		33.0		10.0	12.0					
Delivery/Marking	38.0	60.0	0.0			0.0	0.0			0
Marking				1.0	3.0				5.0	
Administration						10.0				
Totals				167			5			0

The top right box is the one we are interested in – this shows the people on the module and their activities. We can edit an individual by clicking on them, or we can add teaching to the module by clicking the 'Assign User' button.



Adding new teaching:

Clicking the 'Assign User' button will bring up a dialog which lets you set the same options as the drag & drop user interface.

Add Lecturer/Leader to this module

User Details

Find a User ...
John Smith

Browse for a User ...
Find users in group Show users from all jobs

% Split
100

☐ First Time
☒ Module Leader
☒ Lecturer
☐ Postgraduate Support
☐ Admin Support

Assign User

This time, we have to search for our user, then use tickboxes to select what activities the user is involved with. The split is automatically set to 100% as usual, but you can change this if you know that you are going to split teaching between multiple people.

For more information on what the checkboxes mean, please see the drag&drop user interface section.

Once done, the module screen is updated to show the changes:

People assigned to this module					
Assign User					
User Details	Group	Split	User's Load	Actions	
John Smith	Engineering (Teaching & Research)	0	Module Leader	10	
John Smith	Engineering (Teaching & Research)	100	Lecturer	177	