PRIOR TERM COPY PROCESS

Automatically scheduling alternate year classes

The problem
The Prior Term Copy process (PTC process) is run in SI-net by Student Functional Group staff to copy all courses that ran in a previous term to another new term, unless specifically excluded. The process copies all characteristics of the previous class to the new one, including the class attributes.

However this has meant that classes that run in alternate years have had to be excluded from the process, and manually scheduled when required to avoid them being scheduled every year by the PTC process.

The solution
From June 2014, it is now possible for alternate year courses to be scheduled automatically, through the addition of a class attribute and a modification to the PTC process.

The new class attribute, SCHD (with values of either SCHD-ODD or SCHD-EVEN), should be added to entries in the Schedule of Classes. In late 2013, the Student Functional Group put out a series of requests for classes that should be configured in this way. All requests received were set up in the Schedule of Classes.
Config changes

Course Catalog

Navigation: Curriculum Management > Course Catalog (Offerings tab)

For any class to be considered for the PTC process, the Course Catalog entry must have two boxes ticked: Allow Course to be Scheduled and Schedule Term Roll.

In the past, to prevent the PTC process copying alternate year courses into the following year, the Schedule Term Roll box was left unticked. Make sure that both boxes are ticked from now on so that the PTC process can include them.
Schedule of Classes

Navigation: Curriculum Management > Maintain Schedule of Classes (Basic Data tab)

Classes scheduled in alternate years should be configured as such by the addition of a Class Attribute SCHD, with a value of SCHD-ODD or SCHD-EVEN to specify if they are to be scheduled in odd or even years only. The PTC process only looks for attributes in the Schedule of Classes (and will copy all of the attributes it finds there to the newly-copied class), so the new attribute must be present in the schedule for the term it’s copying from.

In 2015, it will be copying odd-year classes from the 2013 schedule, so the 2013 schedule (first and second semester) should be updated with the new SCHD-ODD attribute. Similarly, the 2014 schedule should be updated with the new SCHD-EVEN attribute in preparation for the 2016 PTC process.
Limitations

New courses
If a new course is created that runs in alternate years, it will need to be manually scheduled. It would be worth adding the SCHD attribute to the Course Catalog so that new classes take on the attribute automatically.

Courses that change from odd to even years (or vice versa)
Courses that run in odd years that change to even years (or vice versa) will need to be manually scheduled, and configured so that they can be automatically scheduled in the future.

Don't configure classes that run in an odd year as an even year class (or vice versa)
The process will only look for odd-year configured classes that ran in the last odd year, and for even-year configured classes that ran in the last even year. If you configure a class that ran in an even year as SCHD-ODD or a class that ran in an even year as SCHD-EVEN, the process will not pick these up and they will not be scheduled automatically.

What happens from here
The next PTC process will take place on Monday July 14. It will populate the Schedule of Classes for first semester 2015 (6520) with annual classes copied from first semester 2014 (6420). It will then be run a second time for classes configured as SCHD-ODD from first semester 2013 (6320).

We will then repeat the process to populate the Schedule for second semester 2015 (6560) from second semester 2014, and then SCHD-ODD classes from second semester 2013 (6360).

Before then, it is recommended that, as a priority, Schools and Faculties:

1. Modify the Course Catalog
   Ensure that all alternate-year courses are configured with Schedule Term Roll ticked.

2. Make sure the Schedule of Classes is up-to-date with SCHD attributes
   Check that courses scheduled in 6320 and 6360 that are odd-year courses have the SCHD-ODD attribute.

While making these checks, it will be worth bearing in mind that next year the PTC process will be run to generate 2016 (6620 and 6660) classes, and the SCHD-EVEN attribute will need to be in place in the 2014 schedule (6420 and 6460).
Questions and further support
For further questions or clarification, please contact the Student Functional Group.

**Phone**  07 336 58844  
**Email**   si-nethelp@uq.edu.au  
**Web**     www.uq.edu.au/sinet-support