



## Event Management

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## UniTime

#### UniTime

- An open source tool for timetabling in higher education
- Four modules
  - Course timetabling
  - Student scheduling
  - Examination timetabling
  - Event management

This presentation is available at https://www.unitime.org/present/events.pdf



## Event Management

#### **Event Management**

- Management of the remaining classroom space
- Fully distributed, including an approval process
- No billing etc. (just room reservations)

#### **Events**

- Class or examination events (published timetables)
- Other events

### Classes / Exams

### **Published Timetable**

- Academic session in Timetable Published state
- Events > Timetable

IME

- Personal Schedule
- PDF, CSV, iCalendar Exports

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ENG 101L	1 Lecture	Phonetics and Phonology B		10:15a - 11:00a		56 Johnston, P	
			Mon 03/02, 2015	10:15a - 11:00a	A 60	56	
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			Mon 04/20, 2015	10:15a - 11:00a	A 60	56	
			Mon 05/04, 2015	10:15a - 11:00a	A 60	56	
ENG 101L	2 Lecture	Phonetics and Phonology B	Mon 02/23, 2015	10:15a - 11:00a	A 57	38 Johnston, P	
			Mon 03/09, 2015	10:15a - 11:00a	A 57	38	
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			Mon 04/27, 2015	10:15a - 11:00a	A 57	38	
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ENG 107	1 Lecture	Phonetics and Phonology B	Mon 02/23, 2015	10:15a - 11:00a	A 57	38 Johnston, P	
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				10:15a - 11:00a		38	
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				10:15a - 11:00a		38	
ENG 117	1 Lecture	Phonetics and Phonology B	Thu 02/19 - 05/14, 2015	4:40p - 5:25p	B 5	68 Johnston, P Soto, R	
ENG 225	1 Lecture	History and Culture of Great Britain	Tue 02/17 - 05/12, 2015	12:05p - 12:50p	B 5	68 Porter, N	
ENG 226	1 Lecture	British literature	Thu 02/19 - 05/14, 2015	11:10a - 11:55a	B 5	68 Wood, L	
ENG 236	1 Lecture	Svntax B	Tue 02/17 - 05/12, 2015	9:20a - 10:05a	A 53	26 Fuller, L	
ENG 102L	ln	structors may		,			
	•	Cancel or resche	edule individua	al clas	ss n	neeting	S

## **Published Schedule**

### **Timetable Managers**

• Can use the Events pages to see a schedule once it is committed

#### **Other Users**

IME

- Students, Instructors, No Role (authenticated users without a UniTime role), or even Anonymous users (no authentication)
- Schedule must be committed
- Class Schedule: session status must allow for Class Schedule
- Examination Schedule: allow Final/Midterm Examination Schedule
- See Administration > Other > Status Types
- Permissions: user role must have Events permission

Event Management		
Events:	<ul> <li>Image: A start of the start of</li></ul>	Event management is available to non-administrative users (when not set, all rooms are treated as with No Event Management status).
Class Schedule:	<ul> <li></li> </ul>	Class schedule can be presented to unauthenticated users or authenticated users without a role.
Final Examination Schedule:	<ul> <li></li> </ul>	Final examination schedule can be presented to unauthenticated users or authenticated users without a role.
Midterm Examination Schedule:	<ul> <li>Image: A start of the start of</li></ul>	Midterm examination schedule can be presented to unauthenticated users or authenticated users without a role.

# Other Events

### Event

IME

- Name and type
- Main contact (+ additional contacts / emails)
- One or more meetings (date, time, room)
- Sponsoring organization, expected attendance, required services, expiration, attachment, additional information, ...
- Approval workflow / event history (notes)

### **Event Types**

- Special Events (anybody name, contact(s), meetings)
- Course-Related Events (checks for student conflicts)
  - One or more classes or courses, may require attendance
- Not-Available Events (only by event managers)

## **Event Setup**

#### **Event Departments**

IME

- Academic session status must allow for Event Management
- Department must allow for events (Departments page)
- Rooms must be associated with an event department (Rooms page)
- Event status not No Event Management (Event Statuses, Rooms page)

#### **Event Manager**

- Event Manager role (usually related to one or more departments)
- May delegate other users (instructors) from the department

### **Other Properties**

- Event confirmation emails (Application Configuration page)
- Can edit / approve past events (Permissions page)
- Allow for double booking (Permissions page)
- Allow modification of class or examination events (Permissions page)

### **Event Status**

### **Event Status**

IME

- Defined for <department, room type>, can be overridden on rooms
- No event management
- Request: authenticated user, departmental user, event manager
- Approve: no approval, event manager, automatic

#### **Other Properties**

- Event message
- Default break time
- Available times

Event De	epartme	ent:	0100 - Central Office							
Event Sta	atus:		Authenticated Users Can Request Events Managers Can Approve							
Event Me	essage	:								
Break Time:			10 Default break time is used when left empty.							
Room	Grou	ips								
Groups:			Class	room						
Room	Feat	ures								
Features	:		Chalk	board >	•= 20 Ft	. Computer Projection				
Event	Avail	ability	,							
Workday	ys × Da	aytime 🛊	)			Horizontal				
from: to:	Mon	Tue	Wed	Thu	Fri	Available				
7:30a 8:00a	N/A	N/A	N/A	N/A	N/A	N/A Not Available				
8:00a 8:30a	N/A	N/A	N/A	N/A	N/A					
8:30a 9:00a										
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# **Roles & Permissions**

### **Event Managers**

IME

- Can setup event statuses, notes, and room availabilities (for rooms of his/her department)
- Create events on behalf of other users
- Approve/reject events
- Can delegate roles to other departmental users

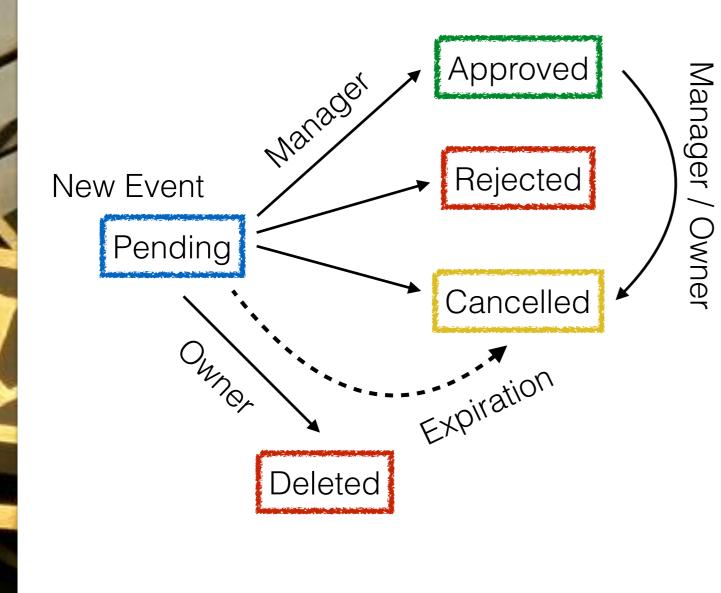
#### Instructors

- Can see his/her classes and/or exams, including enrollments
- May cancel or re-schedule individual class meetings (when allowed)
- Can request special and course-related events

### Students (and other authenticated users)

• Can see their schedules, may request special events

# **Approval Workflow**



IME

- New event is pending
  - Space is blocked, but not for classes or exams
- Approved
  - Space is blocked, cannot be deleted (only cancelled)
- Rejected / Cancelled
  - Space is released
- Applies to individual meetings
- Manager can inquire about the event without changing the state
- Changes are tracked in the event notes

## **Other Features**

### **Sponsoring Organizations**

- Automatically notified about the event
- Events can be searched by organizations

### **Standard Notes**

IME

- Notes that event managers can use
- May include HTML tags (e.g., a link to a form that must be filled in)
- Global, academic session, or departmental

### **Service Providers**

- Catering, video recording, security, etc. that can be requested for an event
- Automatically notified about when the event is approved
- Global, for a department, or associated only with particular rooms
- Events can be searched by services

### Examples

### Examples

IME

- Display schedule of a room, and a personal schedule
- Request a special event
- Approve an event

### **More Details**

- Event Manual http://bit.ly/unitime-events
- Administration http://bit.ly/unitime-events-admin
- Event instruction sheet from Purdue University http://www.purdue.edu/registrar/documents/scheduling/Instructions-Sheet.pdf