MIT Registrar's Office

Subject Planning User Guide

OVERVIEW

Department Schedulers will use Subject Planning to enter and change current and upcoming terms' classroom scheduling requests.

Subject Planning for upcoming terms begins with a rollover process: Data from the last like-term is copied into upcoming terms. For example, data from the previous Fall's subject offerings populate the coming Fall semester subject offerings.

For all terms there is a **Data Entry phase**, and a **Request Changes phase**. Department Schedulers can do most of the same tasks in both phases, but what you will see during each phase may change. Differences between the phases will be noted within each section of this guide.
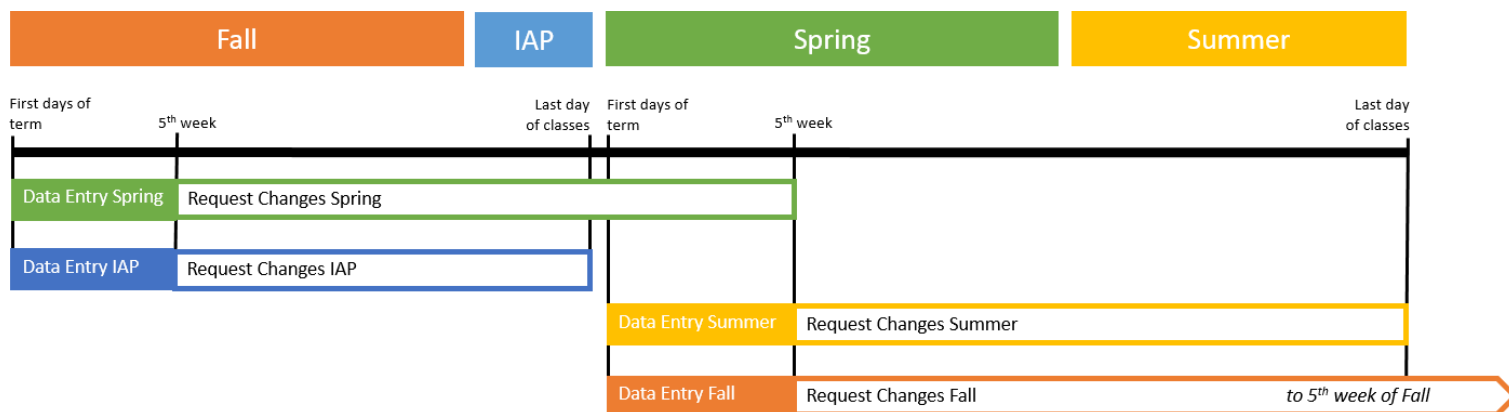
Data Entry:

> *Begins* on the first days of the previous major term (Fall, IAP, Spring, Summer)
> *Ends* at the 5th week of the previous major term (Fall, IAP, Spring, Summer)

Request Changes:

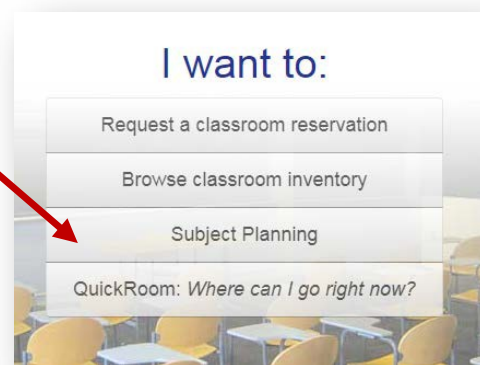> *Begins* after the 5th week of the previous major term (Fall, IAP, Spring, Summer)
> *Ends* at the 5th week of the current term (Fall and Spring), and on the last day of classes for current term (IAP and Summer)

Fall	IAP	Spring	Summer

| First days of term | 5th week | Last day of classes | First days of term | 5th week | | | Last day of classes |

Data Entry Spring | Request Changes Spring

Data Entry IAP | Request Changes IAP

Data Entry Summer | Request Changes Summer

Data Entry Fall | Request Changes Fall | *to 5th week of Fall*

GETTING STARTED

Open your browser to **https://classrooms.mit.edu** and select **Subject Planning**.

Select the term and department. NOTE: You will only see—and be able to select—terms that are currently in either the Data Entry or Request Changes phase. Once you have selected a term and department, the **Subject List** page will display.

I want to:

Request a classroom reservation

Browse classroom inventory

Subject Planning

QuickRoom: *Where can I go right now?*

QUICKSTART

This section is a shortcut to the basic steps for common tasks. More detailed information follows this QuickStart section; please see the Table of Contents.

How to set up a new subject

New subjects, by default, come over from the catalog as a Thesis or Unscheduled subject, with one section (T1). They will also have a message *Requires Template Update* in the message column. If the new subject is a Thesis or Unscheduled subject, you don't need to do anything. If it is something else, set up the new subject as follows:

1. From the Subject List, open the subject (by clicking on its number or title) to display the Subject Details page.*
2. Click on the Subject Template tab.
3. Click the **Edit Template** button. An overlay window appears.
4. Add the instructional type(s) for this subject by selecting the appropriate radio button, entering the number of hours per week, the date pattern, and number of sections, then click the **plus** button. Do this for each instructional type you need.
   NOTE: After adding the first instructional type, the T1 section will be automatically deleted.
5. When finished with your edits to the instructional types, click **Apply** to close the overlay.
6. Click the Sections tab to edit the section(s) for schedule and preferred room. Click the pencil icon to open the overlay window for the section.
7. Change or add schedule information and room choices.
8. When finished making edits, click **Apply** to close the overlay.
9. If you are done with all editing, click **Save to schedules.**
10. Use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

*If you see NO sections listed on the Sections tab, you will need to contact Schedules for assistance with setting up this subject.

How to edit the subject template

1. From the Subject List, click on a subject number or title to open the Subject Details page.
2. Click on the Subject Template tab.
3. Click the **Edit Template** button. An overlay window appears.
4. To make changes to any instructional type listed, click into that field in the table and make the edits as needed.
   To add an instructional type, select the appropriate radio button, enter the number of hours per week, the date pattern, and number of sections, then click the **plus** button.
   To delete an instructional type, click the **X** on the item in the table you wish to delete.
   When finished with your edits, click **Apply**.
   NOTE: If you add a particular instructional type more than once, it automatically becomes a "nested" section. See *About "nested" sections*, page 8 for details.
5. If you are done editing the template, click **Save to schedules** (Data Entry phase), or **Submit Request** or **Save as Draft** (Request Changes phase).

6. If you added an instructional type, return to the Sections tab to complete this section with a schedule and preferred room (see *Editing a Section,* page 9). Otherwise, use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

How to add a section

1. From the Subject List, click on a subject number or title to open the Subject Details page.
2. Click the **+Add section** button below the type of section you wish to add. For example, to add a Lecture section, click the **+Add lecture section** button below the current lectures. *NOTE: If there is no button for the type of section you wish to add, you must edit the Subject Template to add that type of section first; see **Edit the Subject Template,** above.*
3. If you are done editing, click **Save to schedules** (Data Entry phase), or **Submit Request** or **Save as Draft** (Request Changes phase).
4. Use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

NOTE: To add a nested section, you need to edit the Subject Template to add an instructional type. See p.8 for more information on why you would use a nested section.

How to edit a section

1. From the Subject List, click on a subject number or title to open the Subject Details page.
2. On the Sections tab, locate the section you want to edit, and click the pencil icon. An overlay window appears for that section.
3. Change or add schedule information and room choices.
4. When finished making edits, click **Apply**.
5. If you are done editing the template, click **Save to schedules** (Data Entry phase), or **Submit Request** or **Save as Draft** (Request Changes phase).
6. Use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

How to delete a section

1. From the Subject List, click on a subject number or title to open the Subject Details page.
2. On the Sections tab, locate the section you want to delete, and click the **X** in the Delete column. NOTE: You cannot delete the last/only section of an instructional type. To delete the instructional type, see *How to edit the subject template*, above.
3. A confirmation message appears. Click **Yes, delete** if you are sure you wish to delete the section.
4. If you are done editing the template, click **Save to schedules** (Data Entry), or **Submit Request** or **Save as Draft** (Request Changes).
5. Use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

How to see your outstanding change requests

1. From the top menu, select Change Requests.
2. Select the term and department.
3. Changes that have been requested for that term and department will be displayed in a table. Use the checkboxes to restrict the view to only pending or resolved requests, if desired.

4. Click on any change to display a detail box on the right. The requested change(s) will be highlighted in yellow. Tip: Move through the list of changes using the arrow buttons at the bottom corners of the detail box.

THE SUBJECT LIST PAGE

The Subject List page is what displays after you select a Term and Department.

Department 24: Spring 2017-2018

☐ Hide checked   ☐ Expand to show sections   ☐ Hide subject titles

Show only: ☐ Undergrad   ☐ Grad   ☐ Master subjects   ☐ Special seminar   ☐ TBA subjects   ☐ Requires attention

⊕ Download CSV   [Search]

☐	Subj# ▲	Title ▽▲	Managed as	Last ▽▲	Units	Message ▽▲
☐	24.954	Pragmatics in Linguistic Theory			3-0-9 G	
☐	24.956	Topics in Syntax			G	⚠ Requires template update
☐	24.962	Advanced Phonology		10		
☐	24.963	Linguistic Phonetics				
☐	24.964	Topics in Phonology				
☐	24.966J	Laboratory o				
☐	24.973	Advance				
☐	24.979	Topics in Se				
☐	24.991	Workshop i				
☐	24.993	Tutorial in Linguistics and Related Fields		5	0-0-0 G	

[10 ▾]   << < 2 3 4 **5** 6 >

> Checkboxes in front of subjects can be used to keep track of items you have reviewed/worked on Use this in conjunction with the **Hide checked** filter. *Data Entry phase only.*

> Filters above the list allow you to customize the display, and a Search field can be used to find a specific subject by number, title, or master subject number. The **Download CSV** button will download the complete subject list for the selected term and department to a file that can be opened with Excel.

Display sections

Click anywhere on a subject line <u>except</u> on the blue subject number or title links to display the sections for that subject. (TIP: Expand all subjects at once by using the *Expand to show sections* checkbox above the list.) Clicking directly on a subject number or title will display the **Subject Details** page (see page 7).

	24.07	The Ethics of Climate Change				0	3-0-9 U

	24.118	Paradox and Infinity				66	3-0-9 U

Section	Schedule	Est Enr	Preferred	Assigned	Link
L1	M W 11:00 AM - 12:00 PM	72	32-141	◄	
R1	F 11:00 AM - 12:00 PM	18	66-154		
R2	F 11:00 AM - 12:00 PM	18	66-156		
R3	F 12:00 PM - 1:00 PM	18	8-205		
R4	F 1:00 PM - 2:00 PM	18	8-205		

During the Data Entry phase, there will be no room listed in the Assigned column. Room assignments are displayed once the Schedules group makes them available, during the Request Changes phase.

Columns

Click on any column heading displaying double arrows to sort the list in ascending or descending order for that column.

- *Managed as:* When a subject is managed by another department, you will see the Master subject number displayed here.
- *Last:* This column displays the number of students enrolled in the subject from the last-like term.
- *Message*: This column will display a message if something about the subject needs attention. You can use the 'Requires attention' filter (see *Filters*, next page), to only display subjects that display a message. See below for common messages.

Common Messages

- *Requires template update*: The subject is missing template information, and/or may be a new subject from the catalog.

- *Request Submitted*: Changes have been submitted to Schedules but have not been processed yet (only seen during Request Changes phase).
- *Draft*: Changes have been saved as a draft, and not yet submitted to Schedules (only seen during Request Changes phase).
- *Assigned room other than requested*: The room assigned on the schedule is not the one requested during Data Entry (only seen during Request change phase.)

Filters

- *Hide checked* limits the view to just those subjects that have not been checked by you as "done". The checkboxes, and this filter, only appear during the Data Entry phase for a term.
- *Expand to* show *sections* expands all subject lines to display the sections for each.
- *Requires attention* will filter to display only the subjects that display an alert in the *Message* column (see above for common message types).

SUBJECT DETAILS PAGE

The **Subject Details** page is where you will make edits to the subject. General information (view only) about the subject displays just under the title.

> *Estimated enrollment* is the number of students expected to take the subject in the term being worked on.

> *Last Enrollment* is the final enrollment from the last like term.

> *Units* is the credit units for the subject.

> *Notes* refers to a schedule note that will display on the online subject listing.

Sections tab

By default, the Subject Details page opens to the **Sections** tab. This is where you can make changes to sections, add additional sections for existing instructional types, or delete sections. NOTE: You cannot delete the only line item for a particular instructional type here. If you need to remove the only section of an instructional type, you must do so on the Subject Template tab (see page 10).

LECTURE

Sec	Schedule	Est Enr	Date Pattern	Preferred	Assigned	Edit	Delete	Message
L1	M W 10:00 AM - 11:00 AM	72	Full Term	2-105, 2-105	N/A	✎	✖	

[+ Add lecture section]

RECITATION

Sec	Schedule	Est	Date Pattern	Preferred	Assigned	Edit	Delete	Message
R1	F 10:00 AM - 11:00 AM	18		56-167	N/A	✎	✖	
R2	F 11:00 AM - 12:00 PM	18	Full T...	...7	N/A	✎	✖	
R3	N/A	18						
R4	F 1:00 PM - 2:00 PM	18						

[+ Add recitation section]

Edit or Delete a section using the pencil or **X** icons.

Add a new section for an instructional type already listed by clicking the **+Add section** button below that instructional type. If you wish to add a section for an instructional type not listed here, you'll need to edit the Subject Template (page_____)

About "nested" sections

Below is an example of a "nested" section. Nested sections are indicated by fact there is no section number (e.g., L2), and no delete icon (Subject Details page).

A nested section is created for certain situations, such as when an instructional type has different meeting times, meets in different rooms, or meets with another class on different days of the week.

Sections	Subject Template							

LECTURE

Sec	Schedule	Lim	Date Pattern	Preferred	Assigned	Edit	Delete	Message
L1	M W 10:00 AM - 11:00 AM	25	Full Term	2-103	N/A	✎	✖	
	F 2:00 PM - 3:00 PM	25	Full Term	2-103	N/A	✎		

Examples:

- A lecture that meets on M/W from 10-11AM, and F from 2-3PM.
- A recitation that meets in room 2-103 on Mondays, but in room 1-115 on Thursdays.
- A lecture that meets Mon, Wed and Friday from 9-11AM, in the same room, however Wednesday's lecture meets with a class from a different subject.

The Subject Template is where you add or delete a nested section. When an instructional type is added more than once, as shown in the example below, a nested section is automatically created.

Edit subject template: 24.07   ✕

Instructional Type

○ Lecture ○ Recitation ○ Lab ○ Design

Time   **Date pattern**   **Sections**

[   ] hrs/wk   [Select ...   ▼]   [   ]   [+]

Each section of 24.07 must have:

Type	Time	Date pattern	# sections	Delete
Lecture	2 hr/wk	Full Term	1	✖
Lecture	1 hr/wk	Full Term	1	✖

[Cancel] [Apply]

Editing a Section

Clicking the pencil icon for any section opens the Edit section overlay, shown above. To edit a section:

1. Use the check boxes to select the days of the week, and use the pulldown menus to select the start and end times.
2. Select the date pattern, and enter an enrollment estimate.
3. *Link type* refers to a subject that has a connection with another subject. If this applies, select the appropriate link type* from the pulldown menu (see below) and then select the Subject and Section. When finished, click **Add link**. Repeat these steps if you have multiple link types to add.
4. In the shaded area, enter up to three specific room choices. In addition (or instead), you may use the *Building* and *Room group*, *Layout/furnishings*, and *Equipment* fields to specify preferences if your room choices cannot be met (or you did not make room choices). You may enter multiple selections in these fields.
5. When finished with your edits, click **Apply**. (Clicking Cancel will leave this overlay screen without saving your changes.)
6. Returning to the Subject Details page, you will see the changes you made, but you must still save your changes for them to be completed. Click **Save to schedules, Submit Request** or **Save as Draft** (see *Saving Changes*, next page).

*Link types:
Back-to-back & Same Room: Classes meet at times that follow one another, in the same room.
Meet Together: Classes meet in the same room at the same time.

Saving Changes

Depending on whether you are currently in the Data Entry or Request Changes phase for the term you're working with, you will see different save buttons on this page.

Save to schedules (Data Entry): Information can be saved as often as needed throughout the Data Entry phase.

Submit Request (Request Changes): The change(s) will be sent to Schedules as a request, and they will notify you when complete, or if they need additional information.

Save as Draft (Request Changes): The change(s) will be saved as a draft, and not yet submitted to Schedules.

Subject Template tab

The Subject Template is where you will add or change a subject's instructional type(s), i.e., lecture, recitation, lab, design. On the Subject Detail page, select the **Subject Template** tab to view the template for the subject, shown below. To edit the template, click the **Edit template** button just below the instructional type(s).

24.04J: Justice

Estimated enrollment: 72
Last Enrollment: 56
Units: 3-0-9
Master subject for: 17.01
Notes:

Sections | Subject Template

Instruction Type	Time	Date pattern	# sections
Lecture	2 hrs/wk (120 min)	Full Term	1
Recitation	1 hrs/wk (60 min)	Full Term	4
Lab	1 hrs/wk (60 min)	Full Term	5

✎ Edit template

Editing the Subject Template

Clicking the Edit template button will open the **Edit subject template** overlay, shown above. This is where you can add, modify or delete the instructional types for a subject.

1. To **change** the time, date pattern, number of sections, or estimated enrollment for any instructional type listed, click into that field in the table and make the edits as needed.
   To **add a new instructional type** to the subject, select the appropriate radio button, enter the number of hours per week, date pattern, and number of sections, and then click the **plus** button. This places the new instructional type in the list.
   To **delete** an instructional type, click the **x** in the Delete column next to that instructional type. NOTE: You cannot delete all instructional types for a template.
2. When finished editing the template, click the **Apply** button. (Cancel would exit this overlay without saving your changes at all.)
3. Returning to the Subject Details page, you will see the changes you made on the Subject Template tab, and the Sections tab.* However, you must still save your changes for them to be completed. Click **Save to schedules, Submit Request** or **Save as Draft** (available buttons will depend on phase; see p.10 for more information).

*NOTE: If you added an instructional type into the template, you will need to go to the Sections tab to add the schedule and a preferred room.

Setting up a new subject

New subjects, by default, come over from the catalog as a Thesis or Unscheduled subject, with one section (T1). They will have a message *Requires Template Update* in the message column, and when you expand to display the sections you'll see "Thesis or Unscheduled subject" in the schedule field.

If the new subject <u>is</u> a Thesis or Unscheduled subject, you don't need to do anything. (You may wish to check the box in front of that subject in the list, and use the "Hide checked" filter to stop displaying it in your view.)

If the subject is not a Thesis or Unscheduled subject, set it up as follows:

1. From the Subject List, open the subject (by clicking on its number or title) to display the Subject Details page.*
2. Click on the Subject Template tab.
3. Click the **Edit Template** button. An overlay window appears.
4. Add the instructional type(s) for this subject by selecting the appropriate radio button, entering the number of hours per week, the date pattern, and number of sections, then click the **+**. Do this for each instructional type you need.
   NOTE: After adding the first instructional type, the T1 section will be automatically deleted.
5. When finished with your edits to the instructional types, click **Apply** to close the overlay.
6. Click the Sections tab to edit the section(s) for schedule and preferred room. Click the pencil icon to open the overlay window for the section.
7. Change or add schedule information and room choices.
8. When finished making edits, click **Apply**.
9. If you are done with all editing for this subject, click **Save to schedules.**
10. Use the **Back To List** link at the bottom, or the breadcrumbs at the top of the page, to return to the Subject List.

*If you see NO sections listed on the Sections tab, you will need to contact Schedules for assistance with setting up this subject.

VIEW SCHEDULES

Once schedules are available, Department Schedulers can view current and past (starting with 2014FA) classroom assignment information using **View Schedules**. Information can be viewed for all departments, not just your own.

1. From the main menu at the top of any page, select **View Schedules.**
2. Select the starting and ending terms, and the department, and click **Go**.
3. Refine the search, if desired, by using the filters. Filters (shown below) appear <u>after</u> the initial term/department search displays.

Enrollment numbers

The Enrollment numbers listed for a subject include:

Pre – Pre-registration
Wk1 – end of first week
Wk5 – end of fifth week
Final – end of term

Note that if a child subject is listed, those numbers are shown separately, but included in the top total number (see example below).

Filters & Searching

As you select filters, the results will update automatically. You may combine any filters as needed. Note that filtering on a building and/or room will display only the sections of a subject that match the building/room. There may be other sections in that subject that are held in a different building/room.

Use the Search field at the top of the results to find a specific item, such as a subject number or Instructor. Columns with a double arrow can be sorted in ascending or descending order by clicking on the column heading.

BROWSE CLASSROOMS

The **Browse Classrooms** link allows you to search for classrooms, labs, and outside locations used by the Registrar for classroom assignments. You can search for classrooms by building, size, or feature/equipment.

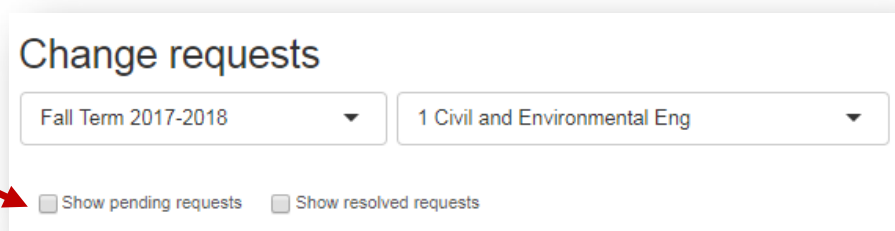There are multiple photographic views of the spaces, information on capacity limits, and room features. *Note: Photo information is not available for non-Registrar classrooms and outside locations.*

CHANGE REQUESTS

The **Change Requests** link allows you to see all changes requested to subjects for a department and term in one place. Select the term and department (note that you will only be able to select your authorized department(s).

Use the checkboxes to filter the list to show only pending or resolved requests, if desired.

To see the details of a change request, click on it in the table. It will display to the right, with the requested change highlighted in yellow.

Change requests

Fall Term 2017-2018 ▼   1 Civil and Environmental Eng ▼

☐ Show pending requests   ☐ Show resolved requests

Subj ▾▴	Sec	Requested	Title
18.085	L1	08/01/2017	Computational Science and Engineering I
18.100Q	R1	08/01/2017	Real Analysis
18.100Q	R2	08/01/2017	Real Analysis

10 ▼   1

18.085 Computational Science and Engineering I
Section L1

Assigned
T Th 11:00 AM - 12:30 PM
Full Term
Est enrollment: 40
Room: 4-270

Requested
T Th 11:00 AM - 12:30 PM
Full Term
Est enrollment: 40
Room: 4-270
Meet Together 18.0851 L1

Preferences
None entered

Requested by
revathy (revathy@mit.edu)

➕ Pending Resolution

‹   ›

You can use the arrows in the detail box to move through the list of change requests.

The status of the request will be displayed here.