

MMS & Timetabling

MMS Staff Guide

1 Introduction

From the start of semester 2021/2022 MMS and timetabling system Scientia S+ have been integrating allowing MMS to pass student group data to the timetabling system. This allows for more complete personal timetables for students.

Students can only be on one group in a group type, but a module can have multiple group types. For example a module may have a Tutorial group type and a Seminar group type, and therefore a student on that module may be added to one Tutorial group and one Seminar group.

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2 Workflow and Context

2.1 Timetabling Workflow

In early May the Timetabling team release the new instance Academic timetable database which is pre-populated with curriculum data and planned module sizes. Between May and mid-July schools then provide the Timetabling team with data regarding scheduled activities and requirements. At the same time the TEL team activate and rollover modules in MMS, Moodle etc.

By mid-August there is a release of the Central Timetable, after this time school and module administrators can import the group types and groups from the Timetabling system into MMS.

At the start of term, once students are added to groups, either via the signup tool or by staff, the student group assignment data will be passed from MMS, into the Timetabling system and the students will see the events scheduled in their personal timetable.

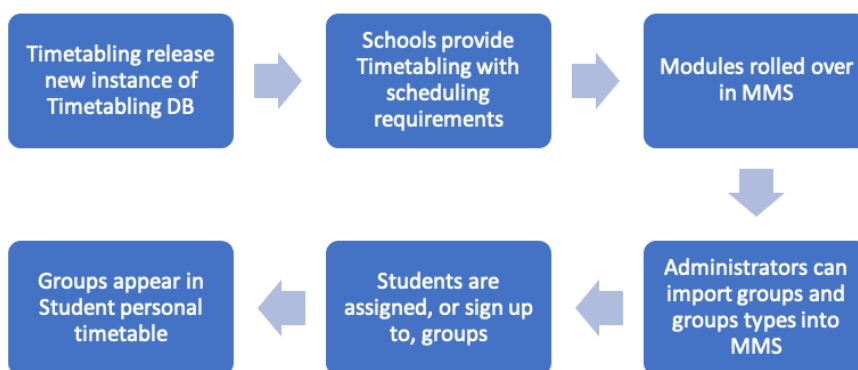


Figure 1: Group and timetabling workflow

2.2 Group and Group types introduction

Undergraduate teaching at the University of St Andrews is usually delivered in courses of lectures given by specialists in particular subjects. However, staff at the University also employ a number of other teaching methods where appropriate, including small group tutorials, laboratory work, fieldwork etc. Small group teaching has many benefits including enhancing student experience and help students develop skills in critical thinking, problem-solving, communication, interpersonal relations, teamwork, team leadership and lifelong learning skills.

Each taught module is represented in MMS can be accessed via the My modules portlet in MySaint or directly from the MMS overview (see Figure 2). For each module MMS has functionality to administer groups, track attendance and link staff with groups. To assist in the administration, MMS defines groups as belonging to a group type, for example Tutorial groups would belong to the Tutorial Group type.

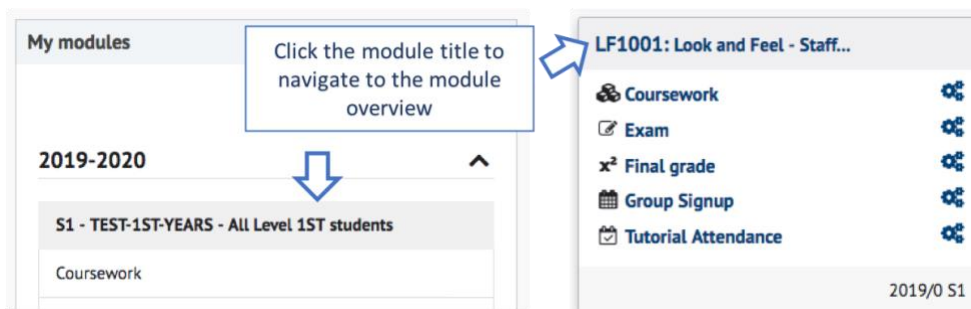


Figure 2: Example screenshots of the My Modules portlet MySaint (left) and the MMS Modules page (right)

Students can only be on one group in a group type, but a module can have multiple group types. For example a module may have a Tutorial group type and a Seminar group type, and therefore a student on that module may be added to one Tutorial group and one Seminar group.

Group types are a way of grouping students and the administration of group types is handled on the **Students** tab in a module (see Figure 4). Once a group type has been activated a tab representing the group type will appear on the **Module overview** (see Figure 3).

An example of a group type tab is given in Figure 3. The top table lists the groups that have already been activated and has the following columns:

- **Group Name:** This column lists the group name and indicates if the group is present in the Timetable system. This column also includes a link for sending an email to all students in the group.
- **Students:** This column lists the students on the group.
- **Tutors:** This column lists the Tutors that have been assigned to the group.
- **Total Students:** The number of students currently on the group
- **Day:** The day of the week the group meets. Text will indicate if this matches the timetable.
- **Time:** The start time of the group meeting. Text will indicate if this matches the timetable.
- **Location:** The location of the group meeting. Text will indicate if this matches the timetable.
- **Delete:** This column contains a checkbox that can be used to select groups to delete them.

Modules > 2021/2-S1 Demo (Demo Module) > Groups

Overview Students Courses Self Certs Disabilities Tutorial Groups Seminar Groups Staff Academic Alerts

This group type matches with Timetabling data Download as PDF (landscape) / XLS

Group Name	Students	Tutors	Total Students	Meeting			Delete?
				Day	Time	Location	
Group 1 Send email Not present to Timetabling	Student 1	Tutor 1	1	Monday	09:00	ABC:Room 1	<input type="checkbox"/>
Group 2 Send email Group matched to Timetabling	Student 2	Tutor 1	1	Tuesday Matched Timetabling day	09:00 Matched Timetabling time	Loc02 Matched Timetabling location	<input type="checkbox"/>
Unassigned Send email			0	N/A			N/A
			2				

Groups known to Timetabling, but not present here. Note that it may be more appropriate to rename an existing group, rather than import a new one (if e.g. staff and students are already assigned)

Group 01	+ Import
Group 03	+ Import

Group name:

Figure 3: Example Group type tab, with labels indicating groups that have a match in the timetable, where to import groups from the timetable and where to create new groups that are not in the timetable.

Beneath the groups, if the group type is in the timetable, a section will list any groups of that group type that are in the timetable but not yet activated in MMS. The matching is done by name and is case sensitive.

3 Viewing and importing Groups

3.1 Viewing group types

To view the group types in a module:

1. Select the module title from the MMS **Modules page** or from the **Academic activities** workspace in **MySaint** (see Figure 2).
2. Select the **Students** tab (see Figure 4).

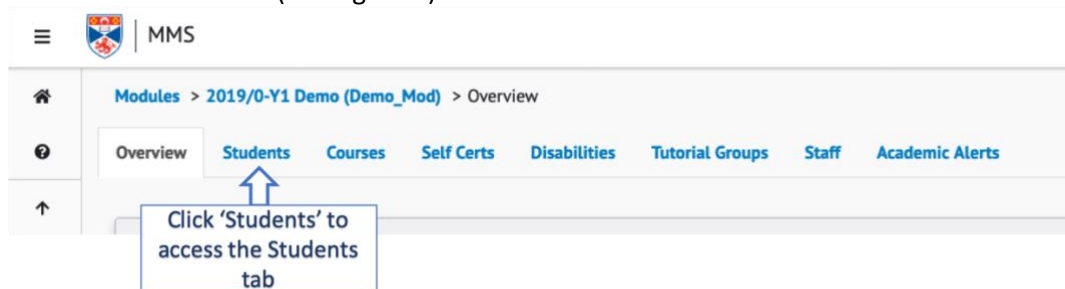


Figure 4: Example Module Overview with the Students tab indicated.

3. Scroll down to the **Group Types** section (see Figure 5).

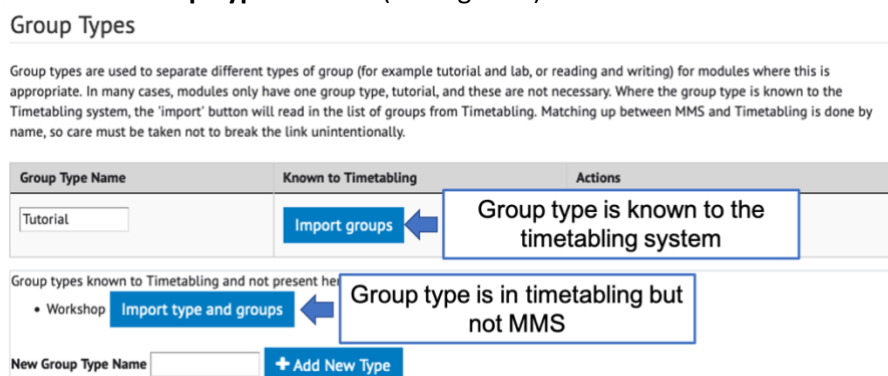


Figure 5: Example Group Types section on the Students tab indicating Group Types in MMS and Timetabling.

The group types are listed in the **Group Types** section. If a group type exists in the timetabling system there will be a button labelled **Import groups** in the **Known to Timetabling** column (the button will say **Import Groups** even if the groups have already been imported from timetabling).

The section under the **Group Types** table lists any group types that are listed in the timetabling system but are not currently in the module (see Figure 5).

3.2 Importing Group Types from the timetable

To import group types from the timetable:

1. Access the module from **MMS** or **MySaint** (see Figure 2).
2. Select the **Students** tab (see Figure 4).
3. Scroll down to the **Group Types** section (see Figure 5).
4. Locate the group type in the **New Group Types** section (see Figure 5).
5. Select the **Import type and groups** button. This will create a new row in the **Group Types** table and a new tab will appear on the **Module overview** (see Figure 6).



Figure 6: Example screenshot of a module overview with two group type tabs: Tutorial Groups and Seminar Groups.

When group types are imported from the timetable, if MMS can find any group data it will also import the groups, group day, group times and group locations.

3.3 Importing and updating groups from the timetable

Note: When a group type is imported from the timetable, any associated groups will also be imported into MMS, however it may sometimes be necessary to update the data in MMS from the timetabling system.

There are two ways to import and update groups from the timetable: from the **Students** tab or the **Group Type** tab.

- a. From the Students tab:
 1. Access the module from **MMS** or **MySaint** (see Figure 2).
 2. Select the **Students** tab (see Figure 4).
 3. Scroll down to the **Group Types** section (see Figure 5).
 4. Locate the group type in the table.
 5. Select the **Import groups** button (see Figure 5).

This will update all the groups in the group type - importing day, time and location from the timetable.

- b. From the Group type tab:
 1. Access the module from **MMS** or **MySaint** (see Figure 2).
 2. Select the **Group type** tab (see Figure 3).
 3. Scroll down to the **Groups known to Timetabling** section
 4. Locate the group to import/update.
 5. Select the **Import** button

This will import the group, group day, time and location for an individual group.

4 Adding Students to Groups

Once a student has been added to a group, MMS will update the timetabling system and the group will appear in the student's timetable.

Students can be added to groups in the following ways:

1. Assigned individually
2. Spreadsheet upload
3. Student Sign-up

4.1 Assigning students to groups individually

To add students individually to a group:

1. Select the module title from the MMS **Modules page** or from the **Academic activities** workspace in **MySaint** (see Figure 2).
2. Select the tab corresponding to the group type. For example, to add the students to Tutorial groups select the Tutorial Groups tab (see Figure 6).
3. Scroll down to the **Assign students** section (see Figure 7).

Assign students

Student ID	Forename	Surname	Tutorial Group			Notes
			N/A	Group 1	Group 2	
000000001	Student Forename	Student Surname	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	[Add]

Filter

Save Students' Groups

if selected, the N/A column indicates student is not assigned to any groups

Student assigned to this group

Select to assign student to this group

of 1 rows

Figure 7: Example **Assign students** table. Each column corresponds to a group in the group type. The selected radio button indicates which group the student is in. If the N/A column is selected the student has not been assigned to a group.

4. Locate the student in the table.
5. Select the checkbox in the column corresponding to the required group (Steps 4 and 5 can be repeated if multiple students need assigned)
6. Select the **Save Students' Groups** button.

4.2 Assigning students to groups by CSV upload

To assign students to a group using the CSV upload:

1. Prepare a CSV file to upload. The file needs two columns with headings:
 - **Student ID:** Username or matric number
 - **Group name:** The group names need to match and are case sensitive. If this column is left blank then the student will be removed from any groups.

An example of the formatting is given Figure 8. Create a new row for each student to be updated (the upload will not affect students who are not in the list). Save as a CSV file.

	A	B	C
1	Student ID	Group name	
2	abc1	Group 2	
3	abc2	Group 1	
4			
5			
6			

Figure 8: Example CSV Group upload

2. Select the module title from the MMS **Modules** page or from the **Academic activities** workspace in **MySaint** (see Figure 2).
3. Select the tab corresponding to the group type (see Figure 6).
4. Scroll down to the **Import Students' Groups From Spreadsheet** section.
5. Select **Browse** to locate and select the file.
6. Select **Import Groups from CSV**.
7. On the next page review the proposed changes.
8. Select the **Submit** button.

4.3 Student Sign-up

A Student Sign-up tool can be created for each group type in a module. These can be set up to allow students to sign up directly to a group. See the Student Sign-up tool guide for more details.

5 FAQ

5.1 Why have none of my groups or group types been imported from timetabling?

This is not currently automatic as all not schools use the group functionality in MMS. An administrative member of staff, either at the module or unit level, will need to ensure there is a group type in MMS that matches the group type in timetabling and that the groups have been imported. See section **3.2 Importing Group Types from the timetable** for details.

5.2 The group types in MMS and Timetabling do not match.

In order to sync correctly between the two systems the group types need to have the same name. The easiest way to do this is change the name in MMS to match the name in timetabling. This can be done by:

1. Select the module title from the MMS **Modules page** or from the **Academic activities** workspace in **MySaint**
2. Select the **Students** tab.
3. Scroll down to the **Group Types** section.
4. Locate the module type in the Group Types table.
5. Select the text box containing the group type name and enter a new name.
6. Select the **Save** button in the **Actions** column.
7. A **Import groups** button should then appear in the **Known to Timetabling** column.

5.3 I want to change the names of the group types/groups

In order to sync correctly between the two systems the group types need to have the same name. The easiest way to do this is change the name in MMS to match the name in timetabling. If the name of the group/group type in timetabling is not as required there is usually a member of the School administration team who has the ability to update details in the Timetabling system – ask your School administration team for details.

5.4 Can I create a group type that isn't in timetabling?

Yes, groups and group types can be created as the module requires. Groups and Group types need to be in the timetabling system to appear in the student's personal timetable, however groups and group types can be created independently in MMS as needed.

5.5 My Students cannot see their groups in their personal timetables

If student's report any issues regarding the timetable to school staff there are a few things the school can do:

- Check the group types and groups match between MMS and the Timetabling system (see **section 0** of this guide)
- Check the student is on a group (see **section 4** of this guide)

If the above do not work, or the students has any other technical issues they should be advised to contact itservicedesk@st-andrews.ac.uk so that the ticket can be passed to the right team. This also helps the institution identify any areas that need improved upon which is essential for continual product improvement.

5.6 How should I contact if I need help with MMS Groups and Timetabling?

Both staff and students should email the itservicedesk@st-andrews.ac.uk account from their personal accounts outlining the issue (if you are using a generic account please include your username in the email). This will create a ticket that will be passed to the correct team.

5.7 The group names, dates or locations are not pulling through from Timetabling

If only a partial set of data is being imported into MMS from the timetabling system please email the itservicedesk@st-andrews.ac.uk account with the module code (e.g. AB1001), semester and the group type with the issue.

5.8 The groups in timetabling have changed but not updated in MMS

Currently there is no automatic sync in terms of groups types and groups between the Timetabling system and MMS (there is an automatic update between students on groups and Timetabling) as not all schools are using the MMS group functionality.

If groups have changed in Timetabling the groups can be updated in MMS by locating the group type in the **Group Types** section of the **Students** tab on the module and selecting the **Import Groups** button.

5.9 What is a group type and why do I need them?

Group types are used by MMS to collect together groups of the same kind. The default group type for most modules is the Tutorial group type. This means a Tutorial tab will appear on the module overview, and on that tab Tutorial groups can be created and configured. Students can only be on one group in a group type e.g. we would only expect students to be in one tutorial group.

Sometimes, however, modules have more than one type of group, for example a module may have Tutorial groups and separate Lab groups. In this case another type of group (or 'group type') can be created.

Groups are not always used, particularly if for small modules, and staff do not need to use the functionality in MMS if it is not needed.

5.10 I have set up my groups in Moodle, will these appear in the timetable?

Apologies, but groups created in Moodle will not sync with the timetable.

5.11 I have set up my groups in Moodle, will MMS automatically pick these up?

The link between MMS and Moodle is just at the module/course level and it is not currently possible for Moodle to pass MMS the group data. It is possible to download a spreadsheet containing the students on a group from Moodle and upload the data to MMS.