**Publication of Teaching Staff Timetables Guidance for Couse Administrators**

The recommendation to rollout staff timetables for Phase 2, BSc Biomedical Sciences (BMB) and PGT has been approved from 2 January 2024 (as per the paper Publishing Staff Timetables from CELCAT submitted to the UG School Board and UG Science Board in October 2023). The paper has also been submitted and approved by the respective PGT committees (Postgraduate Education Strategic Committee and the Postgraduate Education Board). This rollout will apply to all members of staff who have an Imperial College CID number.

This means from 2nd January 2024, teaching staff (with a CID number) on Phase 2, BMB, and most PGT courses will have their teaching timetables automatically published to their Imperial College Outlook calendars using [Celcat AutoCalEx](https://www.imperial.ac.uk/timetabling/view/autocalex/).

To ensure accuracy in staff timetables, course administrators are advised to review their course(s) timetabling data on CELCAT before the rollout. It is essential to carefully review and make any necessary adjustments to ensure that staff members receive accurate and reliable timetables. This guidance provides insights into potential adjustments, particularly when a single Event ID involves multiple rooms, staff, and groups. However, we recommend a comprehensive check of all timetabling events in CELCAT to ensure compatibility with the staff timetables rollout.

Given the unique requirements of each course, please view this document as a helpful reminder on what aspects to verify. Keep in mind that this guidance is general and not tailored to any specific course. If further assistance is needed, please do not hesitate to contact the Timetabling Team (email [timetabling.feo@imperial.ac.uk](mailto:timetabling.feo@imperial.ac.uk)).

1. **CELCAT Staff field**

* Staff name(s) added to the Staff field in CELCAT will have the event pushed to their Imperial College (IC) calendar. If module leads are also added, they too will see the session in their IC calendar (so please ensure with them that is wanted).
* Any staff details added to the Notes field will not result in the session being added to the staff calendar.
* ‘Staff to be confirmed’ or ‘Guest Speaker’, ‘-‘ for no staff required, ‘See published Notes for details’ or ‘see Teams for details’ means in effect there is no member of staff attached to the session so it will not appear in a member of staff’s IC calendar.
* Some sessions have an AV member or an administrator in the staff field – this means that the attached AV member or administrator will see the session in their calendar.  Check to ensure that there is a member of teaching staff is added.

Please review the data on CELCAT for your course to ensure the fields are correctly populated. A single event (single Event ID) but with multiple rooms, groups, staff may need to be split. Some examples are described below with pointers to check.  These are not exhaustive.

1. **Face to Face Teaching**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Single ID** | **Multiple rooms** | **Multiple staff** | **Multiple groups** | **Pointers** |
| Yes | Yes | Yes | Yes | Consider splitting into single rooms (or open partitioned rooms), with relevant group(s) & staff(s). |
| Yes | No staff | No |
| Yes | TBC | No | Consider adding staff, or if staff not required change to ‘No staff required’. |

1. **Online Teaching**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Single ID** | **No room required (‘-‘) or online room** | **Multiple staff** | **Multiple groups** | **Pointers** |
| Yes | Yes | Single | Yes | Check staff and groups are appropriate |
| Yes | Yes | Yes |
| Yes | No staff | No |
| Yes | No staff | Yes | Check no staff are required |

1. **Imperial College Staff with CID numbers.**

All staff with a CID number should be in CELCAT and if they are not, please contact Central Timetabling (email [timetabling@imperial.ac.uk](mailto:timetabling@imperial.ac.uk) ).

1. **External/guest speakers – those without Imperial College CID numbers.**

Outlook invites will still need to be sent to NHS Trust members or external/guest speakers without CID numbers as these members of staff will not have the timetables published to their calendars.

1. **Graduate Teaching Assistants (GTAs)**

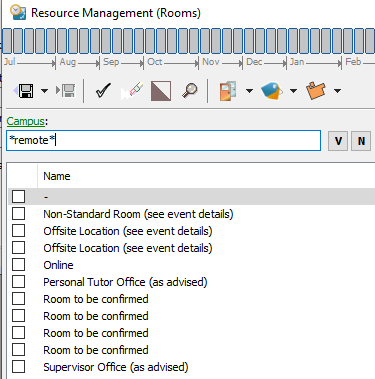
Check to see if the GTA has a staff record in Celcat (using Celcat Live or Celcat Calendar) and contact Central Timetabling (email [timetabling@imperial.ac.uk](mailto:timetabling@imperial.ac.uk) ) if not, to request the record is added, then add to the staff field for the teaching event.

1. **MS Teams channel**

If an MS Teams channel has been used for managing the timetables, this may result in double bookings when then CELCAT timetabling data is pushed to the staff member’s Outlook calendar. If you wish to continue to use both you may wish to flag this with staff members.

1. **Rooms not in CELCAT**

Any rooms that are not in CELCAT should be added to the Notes field in the booking in CELCAT (and choose the ‘non-standard room see events detail’ for the room option). To see the list of non-physical rooms in CELCAT choose ‘remote’ for campus as shown in the screen shot below.



1. **Advance Speaker Invitations**

For IC speakers that have been secured well in advanced and sent Outlook invitations to protect the commitment in their calendar, we recommend the corresponding teaching session is added to CELCAT with that member of staff attached, so the teaching event will be published to their calendar. To prevent duplication, you can then remove the original Outlook invitation.

1. **Publication Window – 2 January to end of June 2024**

From 2 January BMB, Phase 2 and PGT teaching staff with an IC CID number will receive their timetables in their Imperial College calendars to the end June. The publication is updated yearly from the beginning of July to the end of June. We recommend Course Admin liaise with teaching staff to ensure they are aware of this window and flag any issues (such as timetables beyond a certain point are in draft and to be confirmed, and that rolled over events with staff members attached may need to be updated).

1. **Past Teaching Events**

Please note that past teaching events (prior to the 2 January) that have staff attached will also be pushed into staff Imperial College Calendars (from July – December 2023).

1. **Reviewing the content visible to teaching staff in their Imperial College calendars**

Using [CELCAT Calendar](https://www.imperial.ac.uk/timetabling/calendar/rooms/) or [CELCAT Live](https://www.imperial.ac.uk/timetabling/live/) are the easiest ways for Course Admin to check to verify the scheduled teaching in their staff calendars. We suggest performing this check both before and after the rollout date to verify the accuracy of information and make any necessary adjustments in CELCAT.

1. **First week of the spring term**

The rollout will happen on 2 January, and on that day, staff will receive their timetables published to their calendars. Some courses may have events in this first week. During the initial week and thereafter, please verify with them to confirm that they have access to all the scheduled events. To proactively address any potential concerns before the rollout, consider sending them a CELCAT calendar link showing their events. This precaution is particularly helpful in the first week to address any unforeseen issues with the rollout.

Using [CELCAT Calendar](https://www.imperial.ac.uk/timetabling/calendar/rooms/), choose Type: Staff, then for Resources: add a staff name (e.g., Michele Foot, for demo purposes), choose from 2 January onwards, copy and paste the URL link and add their name [CELCAT Calendar Michele Foot (imperial.ac.uk)](https://www.imperial.ac.uk/timetabling/calendar/cal?vt=month&dt=2024-01-01&et=staff&fid0=00409681) and send to the staff member.

1. **Helpful links**

[Celcat Live Training Sessions & Resources | Administration and support services | Imperial College London](https://www.imperial.ac.uk/timetabling/staff-training-learning/live/)

1. **Drop-In meeting**

A Drop-In online meeting will be held on 3 January 2023 9.30-10.30am. Please let us know (email [timetabling@imperial.ac.uk](mailto:timetabling@imperial.ac.uk)) if you would like to attend and we will add you to the invite.

1. **Timetabler AutoCalEX tips**

For helpful tips from Central Timetabling please see [Timetabler-AutoCalEX-for-FoM-staff.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.imperial.ac.uk%2Fmedia%2Fimperial-college%2Fmedicine%2Ffacilities%2Ftimetabling-feo%2FTimetabler-AutoCalEX-for-FoM-staff.docx&wdOrigin=BROWSELINK)

For FoM Staff.

1. **CELCAT updates**

Any changes made in CELCAT should be refreshed via AutoCalEx within 30 mins and should be reflected on their Imperial College Outlook calendars.

For same day changes, please notify staff and students of these changes. Otherwise the AutoCalEx refresh should be sufficient.

1. **Rollover**

Course administrators will be offered the choice of asking for staff to be rolled over for their course or ask for them to be removed when the yearly CELCAT rollover takes place (in February). AutoCalEx will be activated in early June/July 2024 for the next academic year.