
Instructional Scheduling Assistant (ISA)

Advisory Committee Meeting
August 21, 2017

Agenda:

- 1) Out-of-Class Exams
 - 2) Class Subtitles
 - 3) Proxying
 - 4) Admin. Page
 - 5) Faculty Feedback on Notifications
 - 6) Roll-out Activities
 - 7) Timeline
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Out-of-Class Exams

- 1) Do you want Instructors to submit this info on this page?
(In previous process, schedulers submitted this info.)
 - a) What % of current instructors actually have a need for out-of-class exams?
 - b) Reason for out-of-class exams?
 - 2) Wording on Out-of-Class Exams
 - a) Capacity vs. Room Size
 - b) Listing policy on exam duration in description, (as opposed to the link).
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Class Subtitles

1) How are you using subtitles?

1) How are these subtitles relating to subtitles on CAF?

Proxying

- This is the ability to edit on behalf of an instructor for the Teaching Acknowledgements and the Instructor Scheduling Preferences (ISPs).
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Admin. Pages

- These are the pages where Schedulers will be able to view status of Teaching Acknowledgements and Instructor Scheduling Preferences (ISPs).
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Faculty Feedback

- 1) Teaching Acknowledgement
 - a) Confirmation step
 - b) Where does it go?
 - 2) Instructor Scheduling Preferences (ISPs)
 - a) Multiple Instructors
 - b) Links launch in new tab
 - c) Out-of-class exams
 - d) Class requirement info - how are you doing this now?
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Roll-out

- Faculty Demo and Roll-out Activities
 - Zoom Demo
 - Screencast
 - Scheduler Demo and Roll-out Activities
 - Thursday, September 7
 - Monday, September 11
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Timeline

Version 1:

Phase 1: Course List, Instructor List, Annual
Schedule Build

Phase 2: Instructor Scheduling Preferences (ISP),
Teaching Acknowledgements, Unit Settings,
Admin. Page

Version 2: Winter 2018

THANK YOU!
