

INSIDE THIS ISSUE:

Open Scheduling and Important Dates	1
Spring 2015/ Winter 2014	2
Event Scheduling Process	3
Panopto	4

RCS Staff:

Fernando Chavez—
*Assistant Registrar,
Courses & Scheduling*

Abigail Sorg—
*Program Coordinator Sr.
Course Approval*

Denielle Swartz—
Database Specialist

Rebecca Drake—
Office Specialist Sr.

Osvaldo Macias—
Office Specialist Sr.

Staff Assistants:

Aaron Valdez

Alexis Cibrian

Cristina Curran

Dawnis Tate

Elisa Jauregui

Erick Gamez

Fabian Sandez

Jose Valdez

Marco Quintero

Nicolette King

Riley Barr

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Open Scheduling for Fall 2015 ends Sunday, January 4th, 2015.

Important Dates:

12/22/2014-01/13/2015: 2145 Winter session

01/02/2015: Fall 2015 Open Labs in ILC 125 from 9:00am-11:00am

01/02/2015 by 5pm: All Common Final Exam Request forms, Room Grids for priority scheduling and Class Permission Number Opt In/Out request forms are due.

As you complete your Fall 2015 Schedule of Classes please notify RCS by email if:

- any sections are meeting together that are both cross-listed and co-convened that need to be in two separate combinations
- you have any courses with components which should be optional for students
- you want to submit component unit template to adjust the workload units attached to your class components

—[Component Unit Assignment Template](#)

- Submit the Class Permissions Opt-In/Out form to be included or excluded in the batch process creating Permission Numbers for each semester

—[Class Permissions Opt-In Form](#)

- If you wish to offer Common Final Exams (may be scheduled for courses which have four or more sections).

—[Common Final Exam Request Form](#)

Spring 2015

With the beginning of the Spring 2015 semester only a few weeks away, now is a great time to review your department's sections. Please take a few moments to share with your faculty their room assignments, and submit any necessary change requests to our office as soon as possible. Every semester Room and Course Scheduling receives a large number of requests during the first week of classes for instructors wanting to change rooms. This large influx of requests can cause delays in changing the location of sections. The sooner we have your change request, the sooner we will be able to process it, and the more likely we will be able to find a desired room for your faculty.

As you review your sections for Spring 2015, please also promptly notify RCS if you will be cancelling any sections with room assignments. This will help us to accommodate change requests in a more timely manner.



Winter Session

Winter Session begins next week, and although faculty are busy with finals and grades right now, it is very important to think ahead. Because the Winter Session is so short, the impact of being scheduled into a room that doesn't fill the needs of the class for even a day or two can be detrimental to the success of the students in the course. Please have your instructors check their room assignments to make sure they will be adequate for the course so that any necessary changes can be made before the beginning of the term. Room and Course Scheduling will be open for calls through Tuesday, December 23rd. UTC will be available at 621-3852 during Winter Session for classroom technology needs or locked rooms. Instructors may also call Security at 621-8273 if they encounter a locked classroom.

RCS will be closed from December 24, 2014 to January 1, 2015, but we'll be back on January 2, 2015

Event Scheduling Process

How and when does Room and Course Scheduling process special events (course and department)? First of all, keep in mind that we must accommodate the constant movement of classes during the first few weeks of school. Therefore, we begin by scheduling requests for weekends and events that begin after 5:00pm on weekdays. Then, after school has begun and the majority of classes have been placed, we begin to schedule requests for events that will take place from 8am-5pm Monday through Friday. The scheduling of the 8am-5pm events usually does not occur until a week or two into the semester, when we feel that most courses have stabilized. So, what if you have requested an event during the prime 8am-5pm time during the first two weeks of school? We cannot guarantee that any event requested during the first two weeks of classes will be accommodated. We usually receive hundreds of requests to move and change class locations and times during that period and our first priority must be the placement of classes. Your best bet is to request a room beginning the 3rd week of school. When will you hear back about your evening or weekend request? We usually begin to schedule these events about a month prior to the first day of school and process them in the order in which they were received.

- Scheduling priority for centrally scheduled classrooms is as follows:
 1. Courses
 2. Course Events
 3. Department Events
 4. Club Events



Course Cancel Form

As a reminder to department representatives, if you ever need to add any comments to your Cancel form, the Course Cancel form does have a text box. The text box will appear once the box labeled “Other” is checked on. Please use this box to indicate if the cancellation reason is anything other than the other options available on the form i.e. Low enrollment, No instructor, No funding.

Panopto

Panopto is a presentation capture platform that allows you to capture, edit, stream, archive and share recordings. Faculty can use Panopto in a number of ways to capture classroom interactions, lecture, presentations, student demonstrations and role-playing scenarios. It can also be used to create learning modules to deliver ancillary content or pre-lecture information. The recorded content can easily be edited in the web-based media editor. Instructions on how to edit content and use the software are available from the [Office of Instruction and Assessment](#) and the [University Information Technology Services](#) websites. Panopto software has been installed in all Centrally-Scheduled classrooms. Panopto can be used with any webcam, whether it's a University installed webcam or a personal webcam. Panopto is free for instruction and use for department events.

After recordings are published within the system, students can view recordings from the Internet to review classroom content, assess their peers' work as well as their own, and create recordings for course work.

Beginning with the Fall 2015 semester, two new characteristics will be available for you to request. These new characteristics are in UAccess as codes 33(Lecture Capture-Audio + Screen Cap) and 34(Lecture Capture- Webcam + Screen Cap). Click [here](#) for a more detailed description of Room Characteristics 33 and 34.

Services are available to help your faculty incorporate this technology in their instructions by contacting the [Office of Instruction and Assessment](#). Please feel free to pass this information along to your faculty so they can take advantage of this technology.

Room & Course Scheduling

Modern Languages rm. 347

Phone: (520) 621-3313

Fax: (520) 626-9301

E-mail: rcschedule@list.arizona.edu