

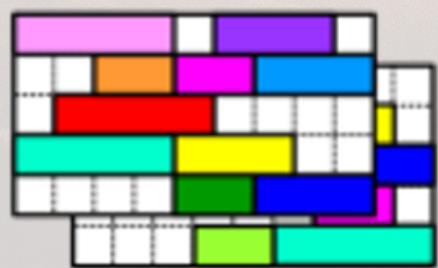


# 2019

The Higher Education Open-Source Conference

Los Angeles, CA June 2-6

Photo by Bart Jaillet on Unsplash



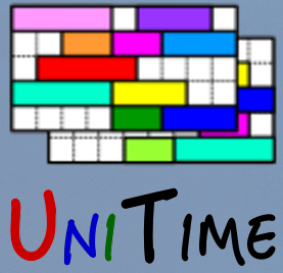
UniTime

## Event Management in UniTime

Tomáš Müller, Zuzana Müllerová



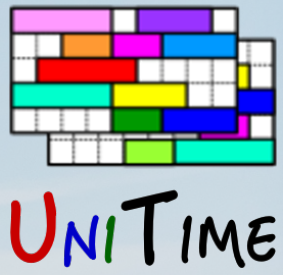




## UniTime

- An open source tool for timetabling in higher education
- Four modules
  - Course timetabling
  - Student scheduling
  - Examination timetabling
  - **Event management**





# Event Management

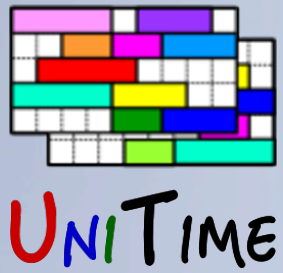
## Event Management

- Management of the remaining classroom space
- Fully distributed, including an approval process
- No billing etc. (just room reservations)

## Events

- Class or examination events (published timetables)
- Other events

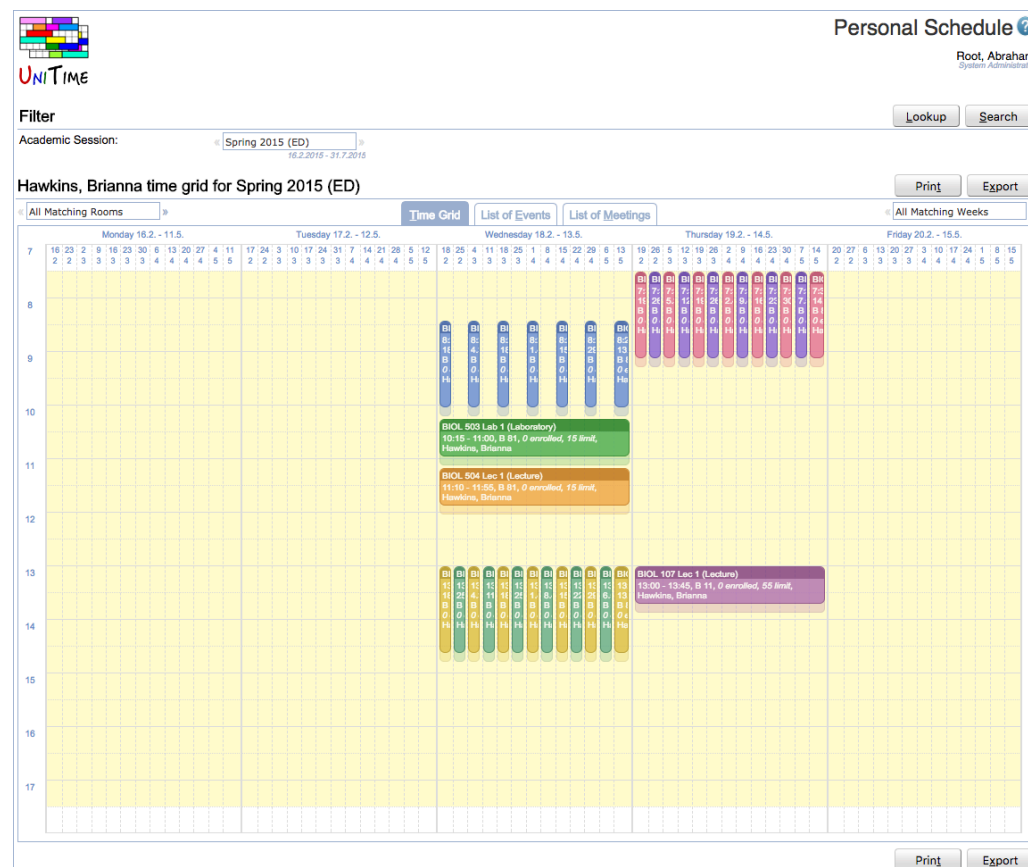




# Classes / Exams

## Published Timetable

- Academic session in Timetable Published state
- Events > Timetable
- Personal Schedule
- PDF, CSV, iCalendar Exports



Subject Timetable ?

Filter

Academic Session: Spring 2015 (ED)  
02/16/2015 - 07/31/2015

Event Filter:

Room Filter:

Resource Type: Subject Timetable

Subject: ENG

English Language and Literature events for Spring 2015 (ED)

All Matching Rooms

Time Grid

List of Events

List of Meetings

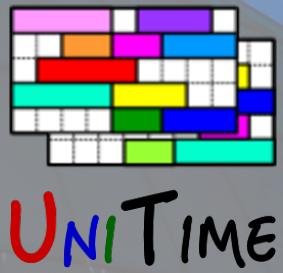
All Matching Weeks

Name	Section Type	Title	Date	Published Time	Location	Capacity	Instructor / Sponsor
ENG 101L	1 Lecture	Phonetics and Phonology B	Mon 02/16, 2015	10:15a - 11:00a	A 60	56	Johnston, P
			Mon 03/02, 2015	10:15a - 11:00a	A 60	56	
			Mon 03/16, 2015	10:15a - 11:00a	A 60	56	
			Mon 03/30, 2015	10:15a - 11:00a	A 60	56	
			Mon 04/20, 2015	10:15a - 11:00a	A 60	56	
			Mon 05/04, 2015	10:15a - 11:00a	A 60	56	
ENG 101L	2 Lecture	Phonetics and Phonology B	Mon 02/23, 2015	10:15a - 11:00a	A 57	38	Johnston, P
			Mon 03/09, 2015	10:15a - 11:00a	A 57	38	
			Mon 03/23, 2015	10:15a - 11:00a	A 57	38	
			Mon 04/13, 2015	10:15a - 11:00a	A 57	38	
			Mon 04/27, 2015	10:15a - 11:00a	A 57	38	
			Mon 05/11, 2015	10:15a - 11:00a	A 57	38	
ENG 107	1 Lecture	Phonetics and Phonology B	Mon 02/23, 2015	10:15a - 11:00a	A 57	38	Johnston, P
			Mon 03/09, 2015	10:15a - 11:00a	A 57	38	
			Mon 03/23, 2015	10:15a - 11:00a	A 57	38	
			Mon 04/13, 2015	10:15a - 11:00a	A 57	38	
			Mon 04/27, 2015	10:15a - 11:00a	A 57	38	
			Mon 05/11, 2015	10:15a - 11:00a	A 57	38	
ENG 117	1 Lecture	Phonetics and Phonology B	Thu 02/19 - 05/14, 2015	4:40p - 5:25p	B 5	68	Johnston, P Soto, R
ENG 225	1 Lecture	History and Culture of Great Britain	Tue 02/17 - 05/12, 2015	12:05p - 12:50p	B 5	68	Porter, N
ENG 226	1 Lecture	British literature	Thu 02/19 - 05/14, 2015	11:10a - 11:55a	B 5	68	Wood, L
ENG 236	1 Lecture	Syntax B	Tue 02/17 - 05/12, 2015	9:20a - 10:05a	A 53	26	Fuller, L
ENG 102L	1						

Instructors may

- Cancel or reschedule individual class meetings
- See enrolled students and their conflicts





# Published Schedule

## Timetable Managers

- Can use the Events pages to see a schedule once it is committed

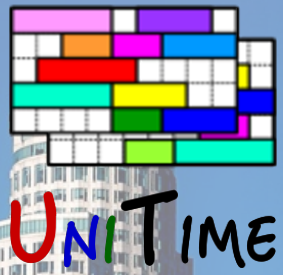
## Other Users

- Students, Instructors, No Role (authenticated users without a UniTime role), or even Anonymous users (no authentication)
- Schedule must be committed
- Class Schedule: **session status** must allow for Class Schedule
- Examination Schedule: allow Final/Midterm Examination Schedule
- See Administration > Other > Status Types
- Permissions: **user role** must have Events **permission**

### Event Management

Events:	<input checked="" type="checkbox"/> <i>Event management is available to non-administrative users (when not set, all rooms are treated as with No Event Management status).</i>
Class Schedule:	<input checked="" type="checkbox"/> <i>Class schedule can be presented to unauthenticated users or authenticated users without a role.</i>
Final Examination Schedule:	<input checked="" type="checkbox"/> <i>Final examination schedule can be presented to unauthenticated users or authenticated users without a role.</i>
Midterm Examination Schedule:	<input checked="" type="checkbox"/> <i>Midterm examination schedule can be presented to unauthenticated users or authenticated users without a role.</i>





# Other Events

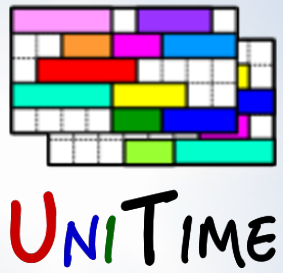
## Event

- Name and type
- Main contact (+ additional contacts / emails)
- One or more meetings (date, time, room)
- Sponsoring organization, expected attendance, required services, expiration, attachment, additional information, ...
- Approval workflow / event history (notes)

## Event Types

- Special Events (anybody - name, contact(s), meetings)
- Course-Related Events (checks for student conflicts)
  - One or more classes or courses, may require attendance
- Not-Available Events (only by event managers)





# Event Setup

## Event Departments

- Academic session status must allow for Event Management
- Department must allow for events (Departments page)
- Rooms must be associated with an event department (Rooms page)
- Event status not *No Event Management* (Event Statuses, Rooms page)

## Event Manager

- Event Manager role (usually related to one or more departments)
- May delegate other users (instructors) from the department

## Other Properties

- Event confirmation emails (Application Configuration page)
- Can edit / approve past events (Permissions page)
- Allow for double booking (Permissions page)
- Allow modification of class or examination events (Permissions page)



## Event Status

- Defined for <department, room type>, can be overridden on rooms
- No event management
- Request: authenticated user, departmental user, event manager
- Approve: no approval, event manager, automatic

## Other Properties

- Event message
- Default break time
- Available times

Event Department:

Event Status:

Event Message:

Break Time:  Default break time is used when left empty.

**Room Groups**

Groups:

**Room Features**

Features:

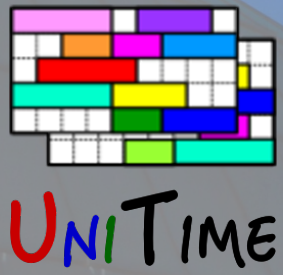
**Event Availability**

Workdays × Daytime

from: to:	Mon	Tue	Wed	Thu	Fri
7:30a 8:00a	N/A	N/A	N/A	N/A	N/A
8:00a 8:30a	N/A	N/A	N/A	N/A	N/A
8:30a 9:00a					
9:00a 9:30a					
9:30a 10:00a					
10:00a 10:30a					

☐ Available  
☒ **N/A** **Not Available**





# Roles & Permissions

## Event Managers

- Can setup event statuses, notes, and room availabilities (for rooms of his/her department)
- Create events on behalf of other users
- Approve/reject events
- Can delegate roles to other departmental users

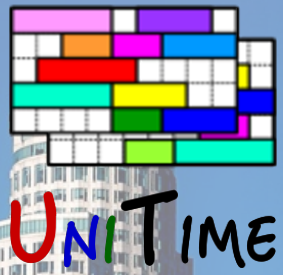
## Instructors

- Can see his/her classes and/or exams, including enrollments
- May cancel or re-schedule individual class meetings (when allowed)
- Can request special and course-related events

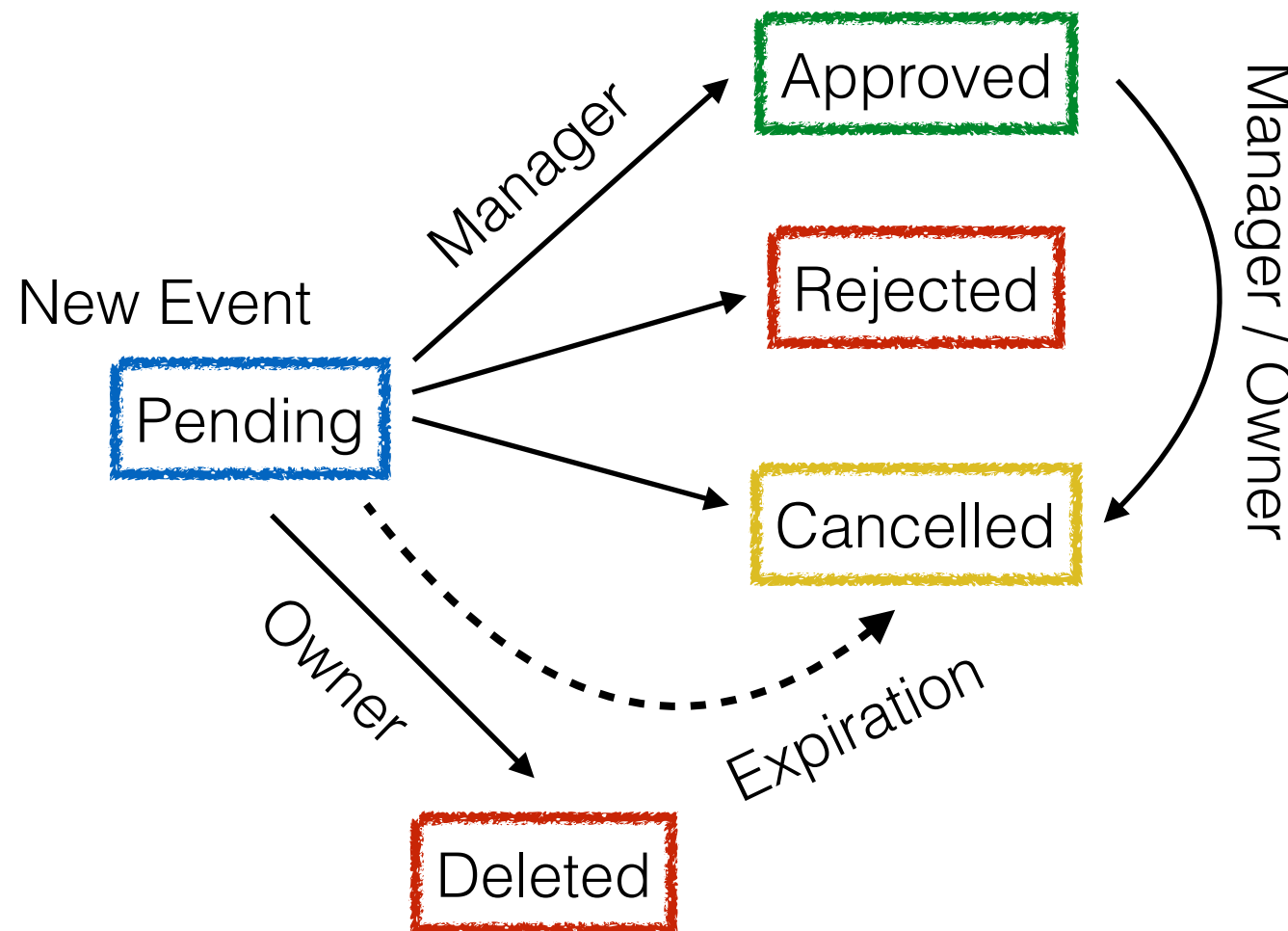
## Students (and other authenticated users)

- Can see their schedules, may request special events



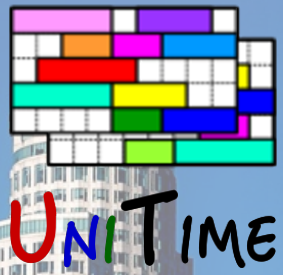


# Approval Workflow



- New event is *pending*
  - Space is blocked, but not for classes or exams
- Approved
  - Space is blocked, cannot be deleted (only cancelled)
- Rejected / Cancelled
  - Space is released
- Applies to individual meetings
- Manager can inquire about the event without changing the state
- Changes are tracked in the event notes





# Other Features

## Sponsoring Organizations

- Automatically notified about the event
- Events can be searched by organizations

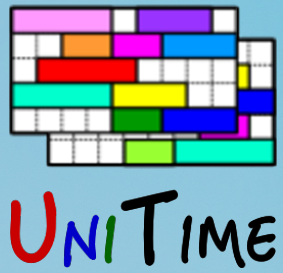
## Standard Notes

- Notes that event managers can use
- May include HTML tags (e.g., a link to a form that must be filled in)
- Global, academic session, or departmental

## Service Providers

- Catering, video recording, security, etc. that can be requested for an event
- Automatically notified about when the event is approved
- Global, for a department, or associated only with particular rooms
- Events can be searched by services



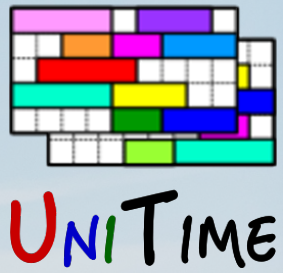


# Demo

## Examples

- Display schedule of a room, and a personal schedule
- Request a special event
- Approve an event





# Conclusion

## Documentation

- Event Manual <http://bit.ly/unitime-events>
- Administration <http://bit.ly/unitime-events-admin>
- Event instruction sheet from Purdue University  
<http://www.purdue.edu/registrar/documents/scheduling/Instructions-Sheet.pdf>

## For more details, please see us at the conference

- ~~Introducing UniTime (Sunday, 1:30pm - 4:30pm in Crocker)~~
- ~~UniTime: State of the Project (Monday, 11:15am - 12:00pm in Watercourt A)~~
- ~~UniTime at Faculty of Medicine (Monday, 1:30pm - 2:15 pm in Watercourt A)~~
- ~~Student Scheduling at Purdue (Tuesday, 11:15am - 12:00pm in Watercourt A)~~
- **Event Management in UniTime (Wed, 11:00am - 11:45am in Watercourt A)**
- Or visit [www.unitime.org](http://www.unitime.org)

An online demo is available at <https://demo.unitime.org>