Event Management

December 2018   Tomáš Müller, Zuzana Müllerová
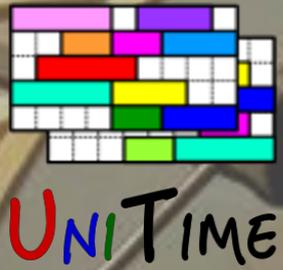
UniTime

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

This presentation is available at https://www.unitime.org/present/events.pdf
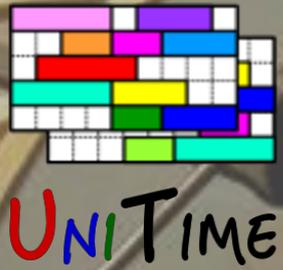
Event Management

- 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
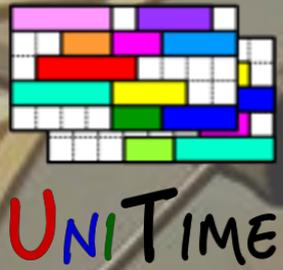
Published Timetable

- Academic session in Timetable Published state

- Events > Timetable

- Personal Schedule

- PDF, CSV, iCalendar Exports

Instructors may
- Cancel or reschedule individual class meetings
- See enrolled students and their conflicts
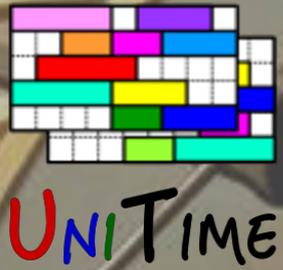
Timetable Managers

- 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:	☑ *Event management is available to non-administrative users (when not set, all rooms are treated as with No Event Management status).*
Class Schedule:	☑ *Class schedule can be presented to unauthenticated users or authenticated users without a role.*
Final Examination Schedule:	☑ *Final examination schedule can be presented to unauthenticated users or authenticated users without a role.*
Midterm Examination Schedule:	☑ *Midterm examination schedule can be presented to unauthenticated users or authenticated users without a role.*
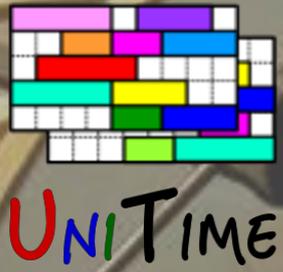
Event

- 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)
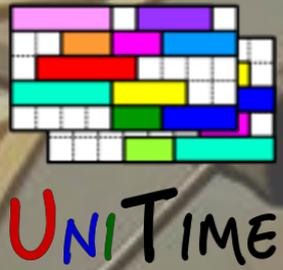
Event Departments

- 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)
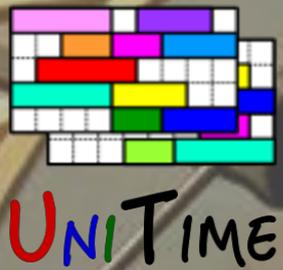
Event Status

- 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:	0100 - Central Office
Event Status:	Authenticated Users Can Request Events Managers Can Approve
Event Message:	

Break Time:	10	*Default break time is used when left empty.*

Room Groups

Groups:	Classroom

Room Features

Features:	Chalkboard >= 20 Ft.	Computer Projection

Event Availability

Workdays × Daytime   ☐ Horizontal

from: to:	Mon	Tue	Wed	Thu	Fri		
							Available
7:30a 8:00a	N/A	N/A	N/A	N/A	N/A	N/A	Not Available
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							
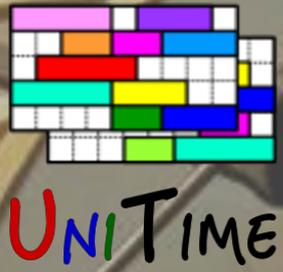
Event Managers

- 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
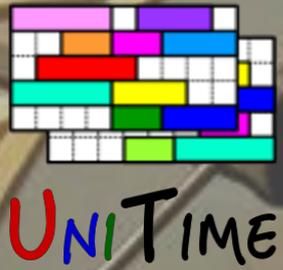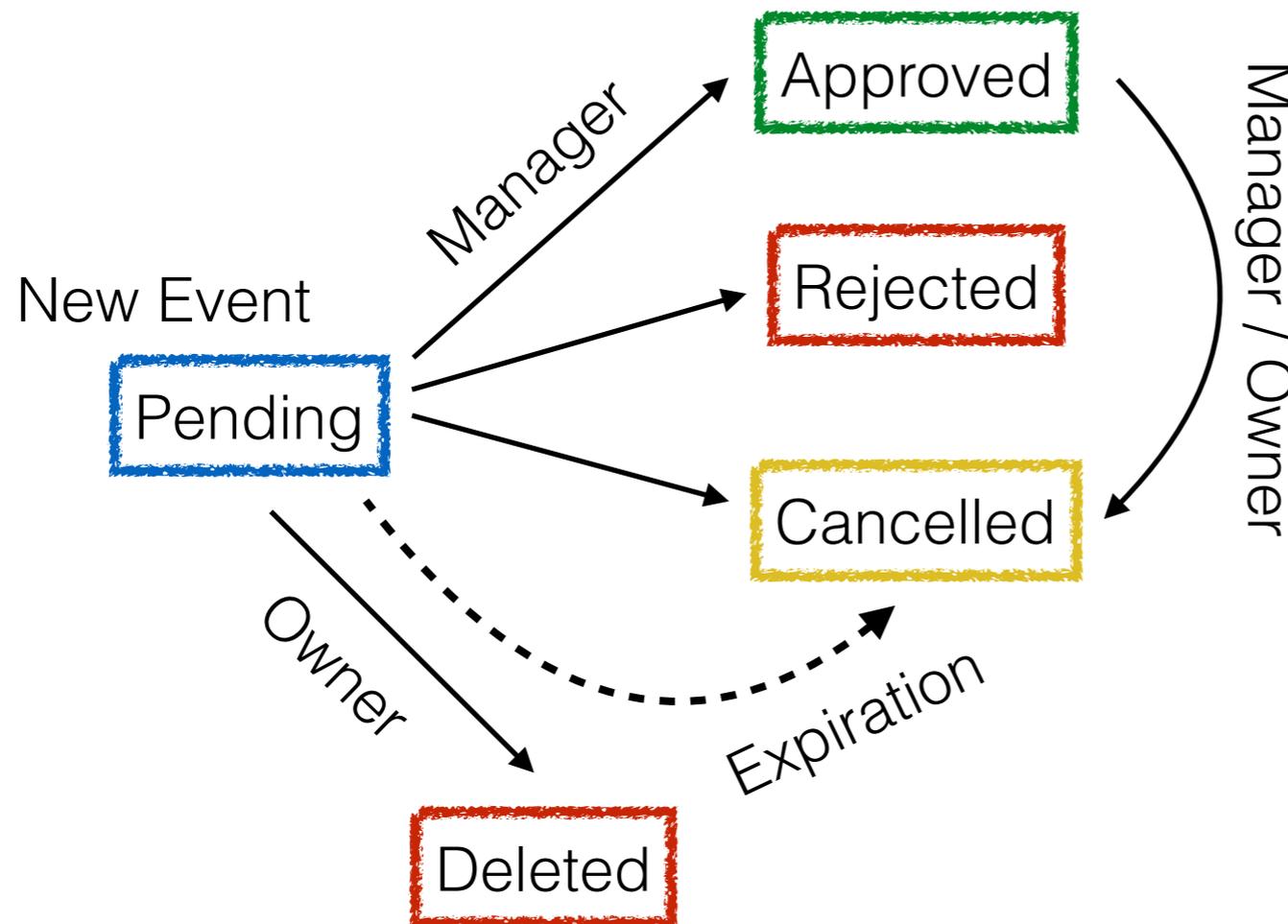
- New event is *pending*
  - Space is blocked, but not for classes or exams
- Approved
  - Space is blocked, cannot be deleted (only cancelled)
- Rejected / Cancelled
  - Space is released

- Applies to individual meetings
- Manager can inquire about the event without changing the state
- Changes are tracked in the event notes
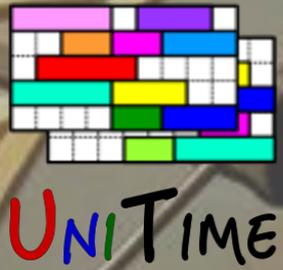
Sponsoring Organizations

- 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
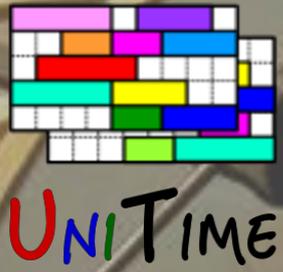
Examples

- Display schedule of a room, and a personal schedule

- Request a special event

- Approve an event

More Details

- 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