



Scientia®

ENTERPRISE

Improved Student Service + Control + Flexibility

Student Allocator System Overview

- ⊕ On-line choices improve the student experience
- ⊕ Configurable rules and approval help maintain standards
- ⊕ Self-service capability reduces administration workload

Student Allocator

Ensures control over tutorial or module choices

... Student Allocator helps you to manage the choices made by students, in particular those with external commitments and other demands on their time. It can be used for different aspects of your business, including tutorial allocation and module selection ...

Students avoid timetable clashes and travel problems

... Student Allocator complements the timetabling and resource management capabilities of Syllabus Plus. It is more cost-effective than any manual mechanism, offering both students and staff greater direct control over the choices made, while avoiding timetable clashes ...

Increases student and staff satisfaction

... Students have increased expectations of the service they should receive in return for their fees. Meeting these demands will result in improved student retention, and hence increased revenue for the institution ...

Improves communication of information

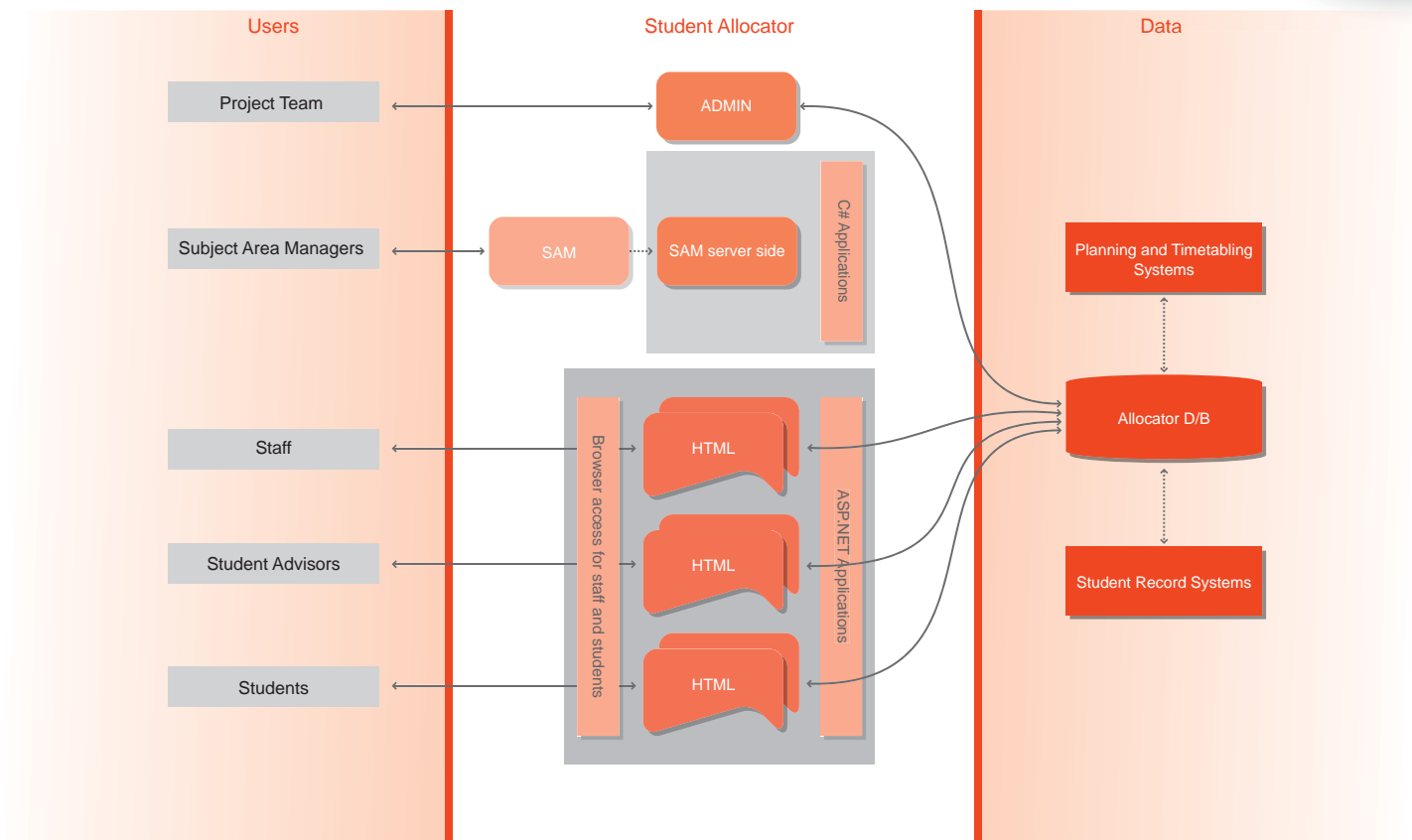
... The reporting capabilities allow production of up-to-date class lists for academics, enabling a more accurate analysis of attendance. Hence room usage can be continually reassessed, ensuring the best fit at all times and improving room utilisation and seat occupancy. Student Allocator also enables early identification of popular and unpopular choices ...

Provides accurate measure of demand

... When used to collect module choices, Student Allocator can provide Syllabus Plus Course Planner with the data required to generate a timetable that meets everyone's needs ...

System Overview

Student Allocator comprises a number of different components which can be used by staff and students across the institution. The quality and integrity of data is maintained through links with timetabling, student records, and other systems.



“The system is flexible and easy to use and allows students to make and change their selections in a controlled and efficient way, whilst also ensuring that staff are able to set constraints, thresholds and approval levels in a way which is appropriate to individual programmes.”

Chris Cobb, Pro Vice-Chancellor, Roehampton University

The SAM (Subject Area Manager) component

- ⊕ Builds academic programme structures. With its focus on flexibility, it can reflect the institution's award and delivery rules.
- ⊕ Includes a graphical user interface to provide visual feedback on the structures being built.
- ⊕ Rule 'tokens' can be based on credit values, module options, or on the total time a student needs to spend on certain activities.
- ⊕ Ability to specify sizes, including spaces reserved for booking by staff.

The Student component

- ⊕ Students can make valid individual choices via a browser, e.g. modules, tutorials or practicals.
- ⊕ Can be used to swap onto other modules or activities as long as they stay within the rules and there is available capacity.
- ⊕ The browser interface can be styled to fit institution requirements.

The Student Advisor component

- ⊕ Staff users, e.g. tutors or student advisors, can make choices on behalf of individual students using a simple browser interface.
- ⊕ Ability to waive some of the rules to cater for individual circumstances.

Configuration

The browser screens presented to students and student advisors can be extensively configured via XML and CSS.

"In previous years, 50% of students would submit option choices by the deadline. This year 75% of students had made a selection. The early collection of module information was felt to have been of huge benefit and culling decisions were made with greater certainty. The number of faculty staff involved in administering the collection process was reduced from 6 to 1 (FTE). All staff involved with the project have unanimously requested to continue with the online module collection process."

Karen West, Head of Timetabling, Examinations and Space Management, University of West of England

Approval mechanism

- ⊕ Control over those levels of the programme structure, (e.g. modules, activities) for which staff need to approve student choices.
- ⊕ Ability to vary approval requirements across different faculties and departments within the institution.
- ⊕ Option for automatic approval of choices provided all the rules have been obeyed (e.g. student has chosen required number of optional modules).

The Staff component

- ⊕ Allows academic or administrative staff to allocate or move groups of students between lectures, tutorials, etc.
- ⊕ Filtering features allow (for example) groups of students on similar programmes to be kept together.
- ⊕ A full audit trail is kept of all allocations.

The Reporting component

- ⊕ Accessible from SAM and Staff components.
- ⊕ Examples include up-to-date class lists, student status reports and management information.



Scenario 1 - Use of Student Allocator for Tutorial Allocation

Typical challenges faced by institutions include

- ⊕ Students swap classes and it is difficult to keep track.
- ⊕ This leads to a heavy administration load for faculty/departmental staff keeping track of students or administering change requests.
- ⊕ Inaccurate class lists also make attendance monitoring difficult, which can lead to increased drop-out rates or poor results.
- ⊕ This in turn leads to less revenue for the institution.

By using Student Allocator

- ⊕ Student Allocator makes it easy for students to make their own changes in class (tutorials, practicals, etc.) or for faculty/departmental staff to make changes on their behalf.
- ⊕ While these changes are being made, the system ensures that there are no clashes for the student.
- ⊕ The institution can control the level of access provided.
- ⊕ The data can be fed back into the timetabling system, so that it reflects the reality of who is attending what.

“The students who have used it seem to be finding their way around without assistance. And the queues to the faculty office have been greatly reduced on account of all the students not needing to sign-up manually.”

Carolyn Heath, Faculty Administrator, SOAS

Scenario 2 – Use of Student Allocator for Module selection

Typical challenges faced by institutions include

- ⊕ When selecting modules, although the data is ultimately held in the student record system, the process of gathering choices from students either involves paper forms or on-line screens.
- ⊕ Ensuring that students make a 'valid' set of choices in line with the rules of their programme is difficult.
- ⊕ Students also change their minds (sometimes because of timetable constraints of one of their chosen courses).
- ⊕ The timetable is not optimised to take account of individual student demand.
- ⊕ Administering changes is time consuming for staff.

By using Student Allocator

- ⊕ Student Allocator makes it easy for students to make their on-line selection of modules.
- ⊕ Since the rules of the programme can be built into the system, the institution can ensure that choices are valid.
- ⊕ Also, if the timetable is available at the time that they make their selection, this can be taken into account when choices are made.
- ⊕ The timetabling system can efficiently re-allocate students to activities, with Student Allocator allowing them to make changes later on-line.
- ⊕ The data can be fed back into the student record system.



“Roehampton’s partnership with Scientia has enabled us to introduce this intuitive module and timetable selection system which is robust enough to cater for the many intricacies of our curriculum and academic rules. With strong collaboration and support from our academic staff we feel that this system is not only satisfying our short-term registration needs but will continue to improve to achieve our long-term strategic goals.”

Marina Lim, Student Information Systems Project Manager, Roehampton University

Scientia – the company

Scientia Ltd was formed in 1989 and has built an enviable reputation as a global market leader in scheduling and planning software, with over 450 higher and further education institutions in 24 countries crossing 4 continents worldwide.

The company is committed to developing and delivering advanced Enterprise resource optimisation solutions that meet the needs of our customers.

To find out more about our range of web-deployed applications and custom solutions, including the Scientia Enterprise suite, click on www.scientia.com to register your details and receive updates/news.

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