WORKING WITH STUDENTS DOUBLE BOOKED WITH SECOND ACTIVITY REPORT (MODERN VIEW)

The Students Double Booked with 2nd activity report is available to run via the BI Suite (SAP BusinessObjects).
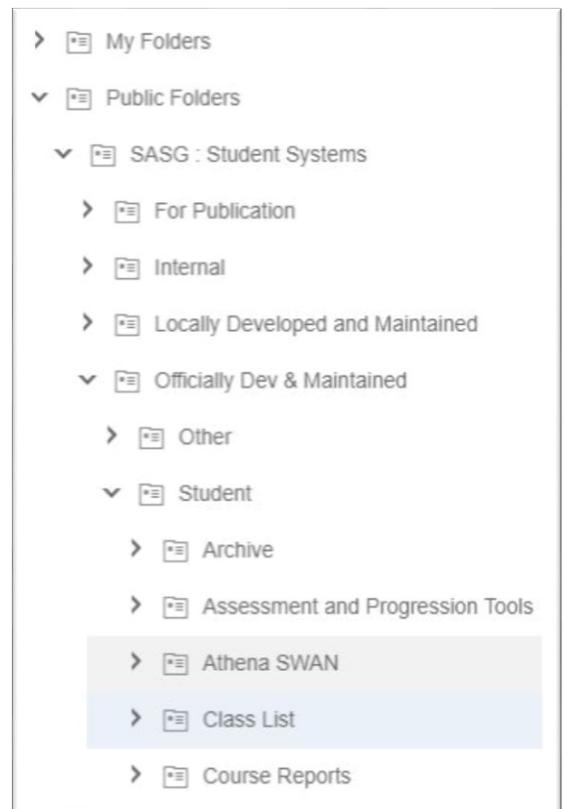
This report provides information on students who have **clashing teaching activities**. It can aid student support staff and personal tutors in identifying clashes and facilitating students' timetable adjustments.

Please note that **Timetabling Unit (TTU) conducts daily checks for sub-groups clashes** for courses managed by TTU and corrects the allocation if necessary. The TTU does not correct whole class clashes (e.g. lecture to lecture).

How to access Double Booked Students report

The report can be accessed via **BI Suite**, through the following pathway: Folders >> Public Folders >> SASG: Student Systems >> Officially Dev & Maintained >> Student >> Class List.
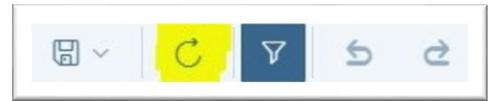
The report is called '**SCH: Students Double booked with 2nd Activity**'.

Refresh the report to open the most up to date version. The Refresh button can be found in the left side of the screen, in the top tools ribbon.

After you hit refresh, you will be invited to **fill in the prompts**. The prompts allow you to condense the report to show information you require. There are two prompts, and both are optional. You can either choose the report to return data from specific **student's department** (Enter value(s) for Student Dep) or return data based on **module's department** (Enter value(s) for Module Dep).
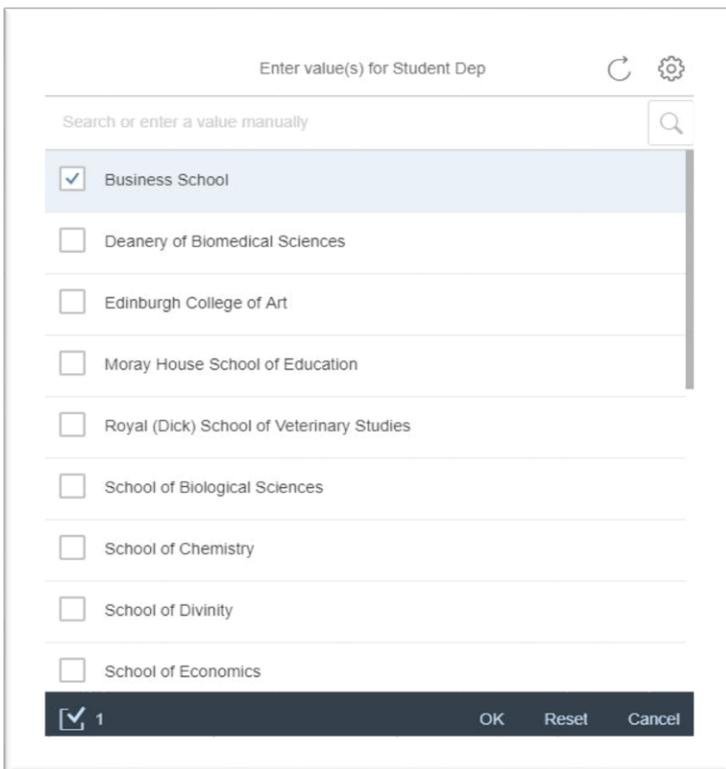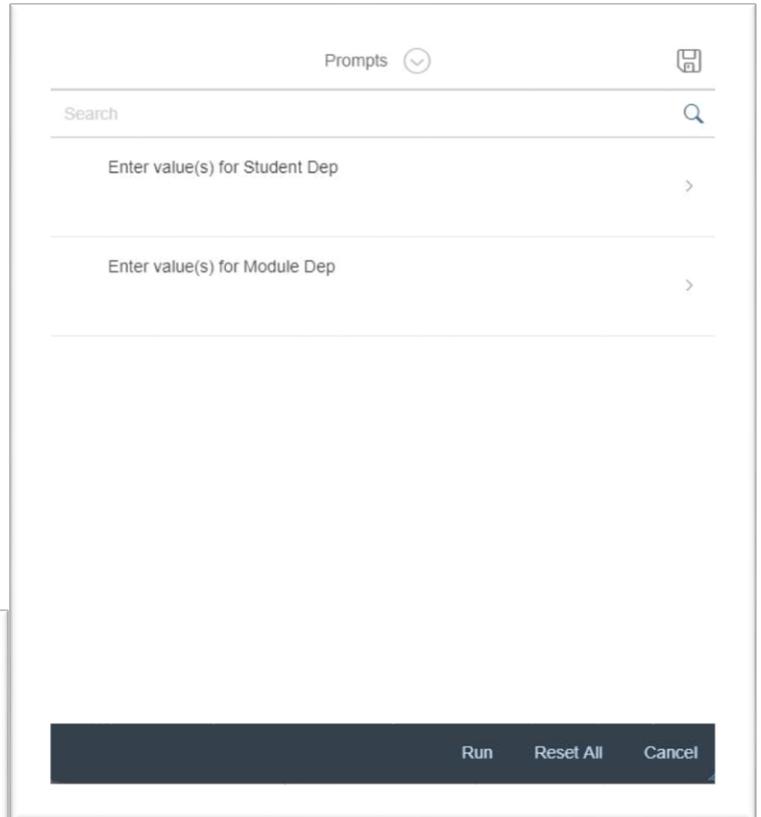
You can manually **enter the values for departments**, or select from a list. To select from a list, click refresh in the top right corner of the pop-up.

Click **OK,** followed by **Run** to run the report based on your selections.

How to work with Double Booked Students report

The report will return information on all activities that are clashing either within your Student or Module department, or both (depending on your prompt choice). It will have the name/UUN of the student, the module and activity names of both clashing activities, their types, days, start and end times, as well as weeks when the activities are running.

Activity Name	Activity Type	Day	Start Time	End Time	Other Module Name
Entrepreneurial Finance - Tutorial	*Tutorial	Wednesday	11:00	13:00	Entrepreneurship and New Venture Creation in Context (MSc)
Entrepreneurship and New Venture Creation in Context - Tutorial	*Tutorial	Wednesday	11:00	12:00	Entrepreneurial Finance
Entrepreneurial Finance - Tutorial	*Tutorial	Wednesday	11:00	13:00	Entrepreneurship and New Venture Creation in Context (MSc)
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Entrepreneurial Finance - Tutorial	*Tutorial	Wednesday	11:00	13:00	Entrepreneurship and New Venture Creation in Context (MSc)
Entrepreneurship and New Venture Creation in Context - Tutorial	*Tutorial	Wednesday	11:00	12:00	Entrepreneurial Finance
Accountancy 2B - Lecture	*Lecture	Monday	15:00	17:00	The Business of Edinburgh
Business of Edinburgh - Lecture	*Lecture	Monday	15:00	16:00	Accountancy 2B

You can use this information to **identify students within your school that have clashes**, in particular whole class to whole class clashes (e.g. lecture to lecture) and facilitate the optimisation of their timetable.

If your sub-group allocation is managed by the TTU, the sub-group clash check will be carried out by the TTU. For example, if a student's new enrolment in an optional class is clashing with their previously allocated tutorial group, the TTU will move the student to another tutorial group to ensure there is no clash. However, the TTU are unable to make such decision for whole-class activities since they are assumed to be the core element of the course. It is up to the School and the student to identify these clashes and take measures preventing them.

You can either work with the report in the BI Suite environment, or download it in a different format, e.g. **Excel**. Click the three dots in the top ribbon and choose Export >> Export to Excel.

You can use the filtering and/or search options in Excel, or other functionalities to facilitate your interaction with the report.

If you have any further questions on the contents of these reports or how to use them, please get in touch with timetabling@ed.ac.uk