**TEACHING ACTIVITY DATA COLLECTION FORM**

This form aims to assist departmental timetable officers with the collection of teaching activity data for the central timetable. The form can be used to record the teaching requirements for each activity, as provided by the Module Co-ordinator, in line with the academic timetable timeline: <https://www.aber.ac.uk/en/timetable/documents/> Departmental timetable officers should then enter the details on the **Teaching Data** **Collection** screen on Apex. The sections below correspond to those on the screen, which can be accessed at myadmin.aber.ac.uk

Copies of this form and the week patterns for the current academic year are available on the **Academic Timetable Documents** page of the Timetabling web site (see link above). If you require any further guidance regarding the teaching activity data collection process, please do not hesitate to contact the Timetable Office at [attstaff@aber.ac.uk](mailto:attstaff@aber.ac.uk)

**1. Teaching Activity Details**

Please specify the unique identifying details of the activity and the expected student numbers in the box below. For the **Activity Types** column, please choose from one of the following: Assessment, Field Trip, Grammar, Help Class, Lecture, Listening, Oral, Practical, Q&A, Revision, Seminar, Translation, Tutorial, Viewing, and Workshop. For the **Activity Reference** column, if the activity is AB17120 Lecture One, for example, please add 1 to column four below. The full Activity Reference will appear on the central timetable, as follows: AB17120/L/1/01.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Module Code** | **Semester** | **Activity Type** | **Activity Reference** | **Expected Size** |
|  |  |  |  |  |

**2. Parent / Child Relationships**

If there are any ‘child modules’ that need to be jointly taught with this activity, please list all of these in the box below.

|  |
| --- |
| **Child modules** |
|  |
|  |
|  |
|  |
|  |
|  |

**3. Teaching Week Pattern**

Please specify the preferred teaching week pattern for the activity in the boxes provided.

**Semester One:**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **6** | **7** | **8** | **9** | **10** | **11** | **12** | **13** | **14** | **15** | **16** |
|  |  |  |  |  |  |  |  |  |  |  |

**Semester Two:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **23** | **24** | **25** | **26** | **27** | **28** | **29** | **30** | **Easter** | **34** | **35** | **36** |
|  |  |  |  |  |  |  |  | **Vacation** |  |  |  |

**4. Duration**

Please specify the preferred duration for the activity in hours: \_\_\_\_\_\_\_\_\_\_

**5. Maximum Number of Students Per Group**

For group activities, such as practicals, seminars, tutorials and workshops, please specify the preferred maximum number of students per group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Group Allocation Method**

For group activities, please specify the preferred allocation method:

|  |  |
| --- | --- |
| Whole class attends single activity |  |
| Manually allocate students to groups |  |
| Automatically allocate students to groups |  |

**7. Location Suitability**

Please specify the most suitable location /room type for the activity:

|  |  |
| --- | --- |
| Teaching Room with Data Projector |  |
| Lecture Room (Seating in Rows) |  |
| Seminar Room (Flexible Seating) |  |
| Computer Room |  |
| Departmental Specialist Room (e.g. Lab) |  |
| No Room Required |  |
| Other |  |

**8. Teaching Staff**

Please specify the member(s) of staff who will be teaching the activity, including the Module Co-ordinator.

**Module Co-ordinator:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Name of Teaching Staff** | **Staff Login** |
|  |  |
|  |  |
|  |  |

**10. Timetable Notes**

Please specify any additional notes for the timetable team:

|  |
| --- |
|  |

**11. Information Checked By:**

|  |  |  |
| --- | --- | --- |
| **Module Co-ordinator** | **Date** | **Signature** |
|  |  |  |