



Autofitting students to Module Groups

CMIS HELPSHEETS

CTU 2023

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Introduction

Student fitting adds students into modules where groups are required, for example in small group tutorials, for Labs or for project groups.

Very Important

- **Student fitting takes place in Facility CMIS Scheduler (TTCMIS) and is done under the supervision of a School Admin Manager as they have responsibility for all work carried out in CMIS/TTCMIS.**
- **TTCMIS is a standalone application and can be used to do bulk work, it is very powerful and if used incorrectly can result in widespread data loss.**

Work in TTCMIS is carried out by taking a data extract from CMIS Live and then opening the extract in TTCMIS. When you have completed autofitting students to the groups in TTCMIS you can re-integrate the file to CMIS Live. This process of Auto fitting students is when you have large cohorts of students enrolled on a module that you need to add into groups for tutorials/labs / small group work.

Preliminary Tasks

There are two activities that need to happen before you can commence the student fitting process.

1. The groups must be set up and attached to the module in Facility CMIS (CMIS) in advance of student fitting. See the helpsheet “**Creating student groups**” on our website for more information.
2. The students must be enrolled on the module before they can be fitted into groups, either through compulsory or Optional enrolment methods.

Summary of Steps

1. Extract timetable and student module data from CMIS.
2. Open the extracted file in TTCMIS.
3. Check and set High-Level settings, and additional settings, in TTCMIS.
4. Define Scope of Fit (include module/s to be fitted).
5. Fit students into groups.
6. Examine fitting.
7. Save the .ttd file.
8. Import extracted file back into CMIS.
9. Add groups to timetable events.

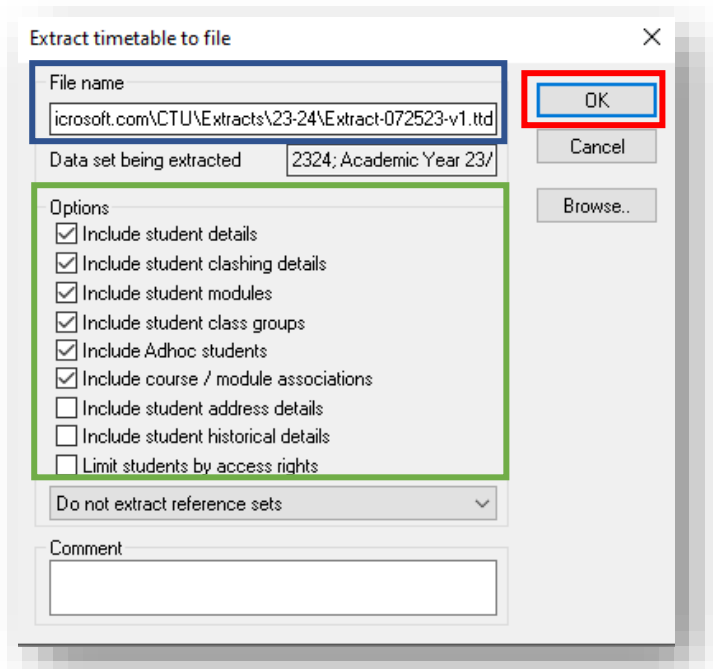
1. Extract timetable and student module data from CMIS.

Open CMIS and go to: **Database -> Extract timetable to file**

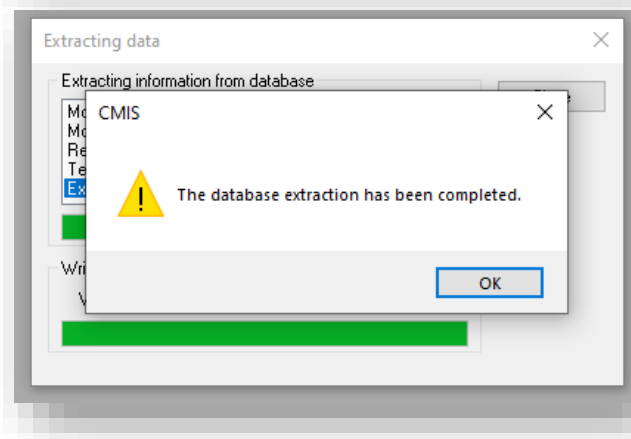
In the **file name field** enter a name for the file, ensuring you keep the .tdd file type and define a location where you will save the file. You can also select browse and select the destination folder.

Please ensure the **checkboxes** are marked as shown.

Click **OK**



Once the file is complete you will get a prompt. The file is now in the location you set above.



2. Open TTCMIS

The TTCMIS shortcut will be on your desktop, it is similar to the CMIS icon but is marked with an S on the logo.

Double-click this and the application will open.

From the command menu **Select File -> Open**

Locate the file you extracted earlier from CMIS.



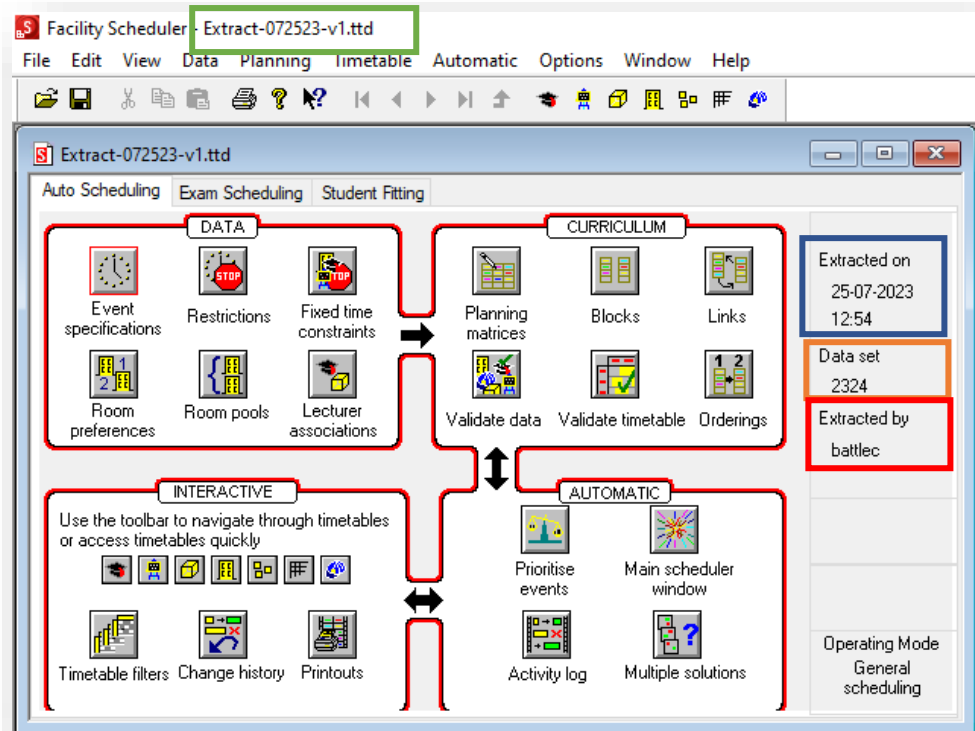
Notes:

You can see the date and time of extract.

Dataset involved

User name of the person that extracted

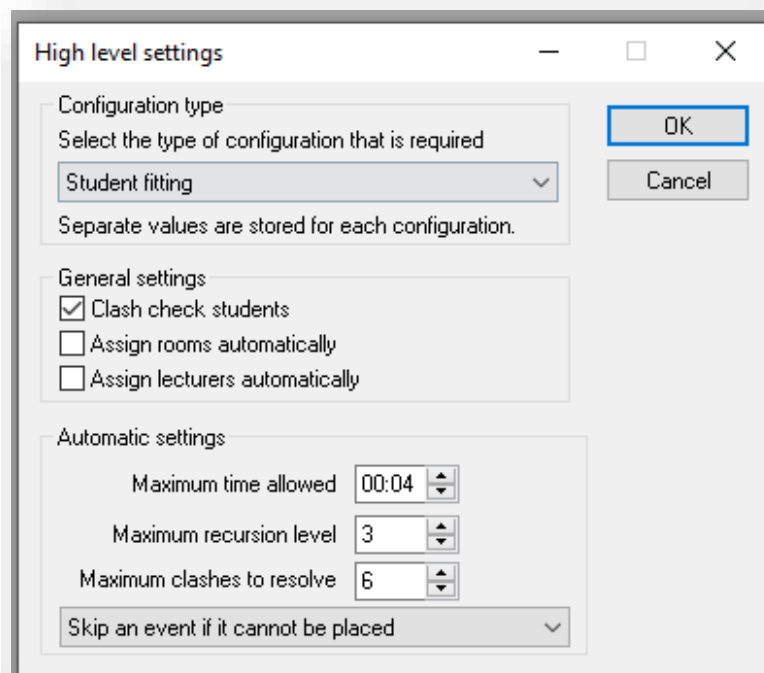
Filename of the extract.



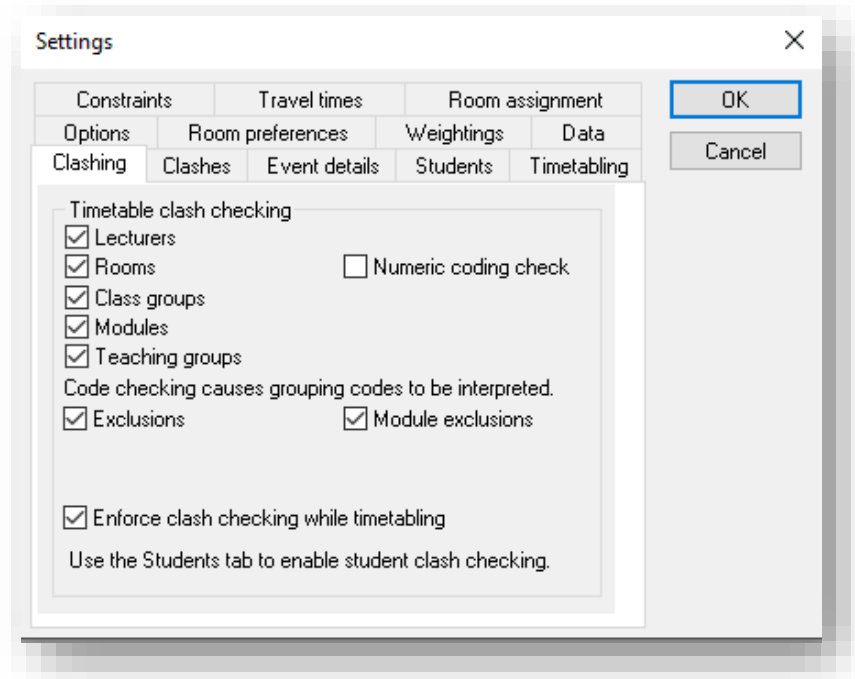
3. Check and set High Level settings, and additional settings, in TTCMIS.

a) From the command menu select **Options -> Configuration -> High Level Settings**.

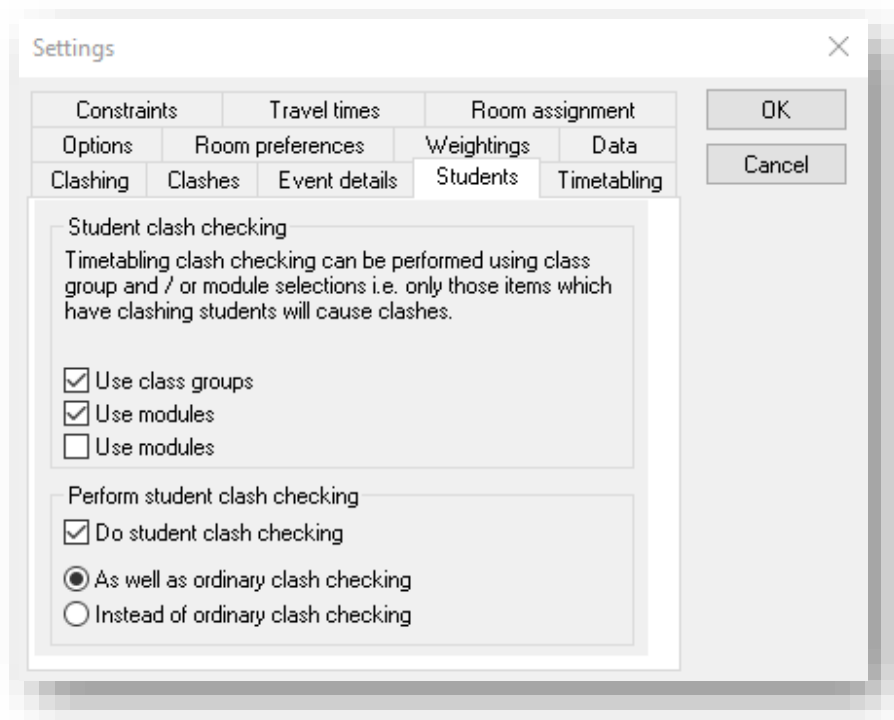
Ensure the settings illustrated are replicated and click OK.



- b) Go to **Options -> Configuration -> Settings - Clashing tab** (ensure items below are ticked)

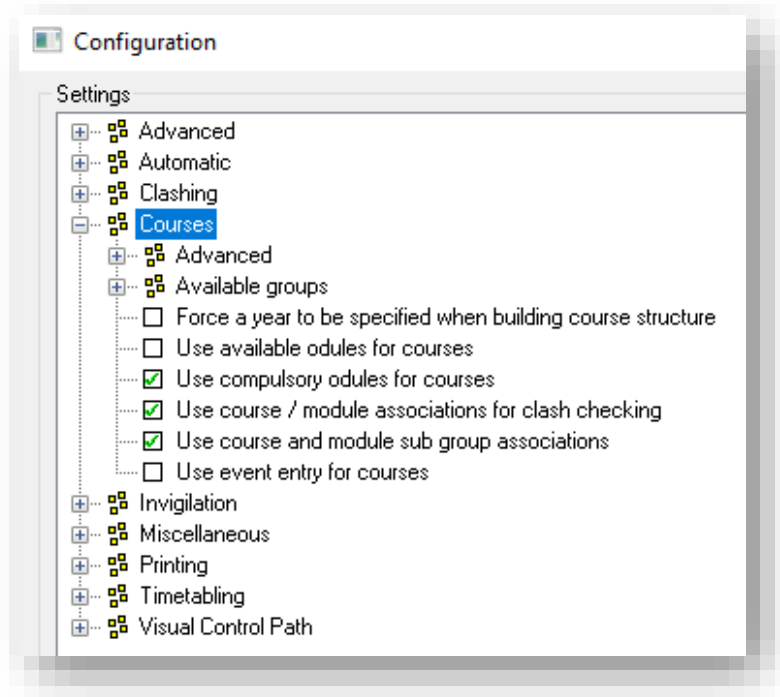


- c) Go to **Students tab** (ensure items below are ticked)



Click OK to save any changes.

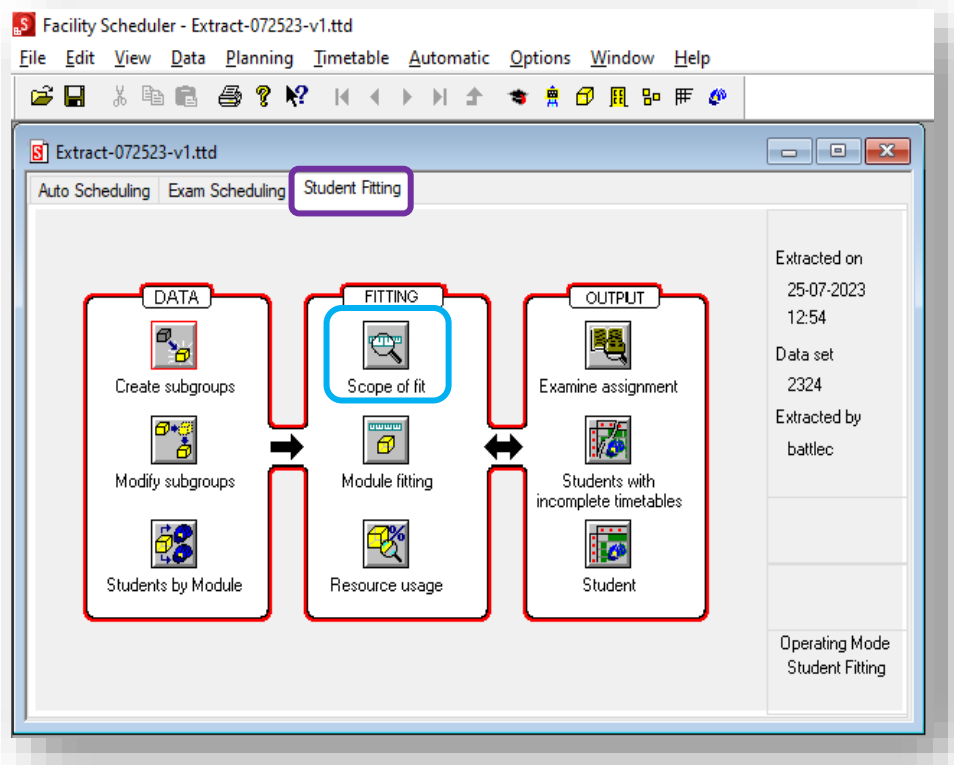
- d) Go to **Options -> Configuration -> Additional Settings** (ensure items below are ticked)



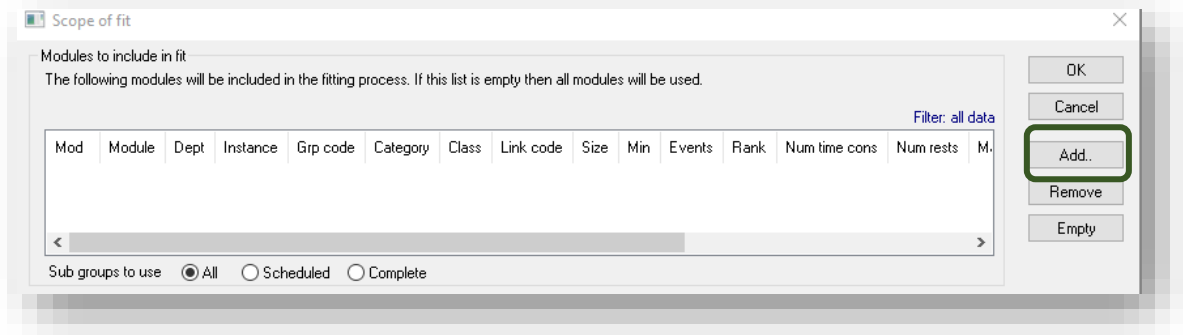
Once the above settings match your setup you can then begin the process of student fitting using TCCMIS.

4. Define Scope of Fit (include module/s to be fitted).

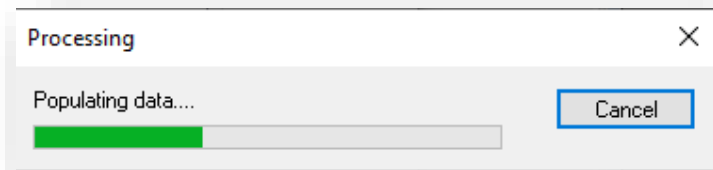
Go to the **Student Fitting** tab and click the **Scope of Fit** icon



In the **Scope of Fit** window – click **Add**

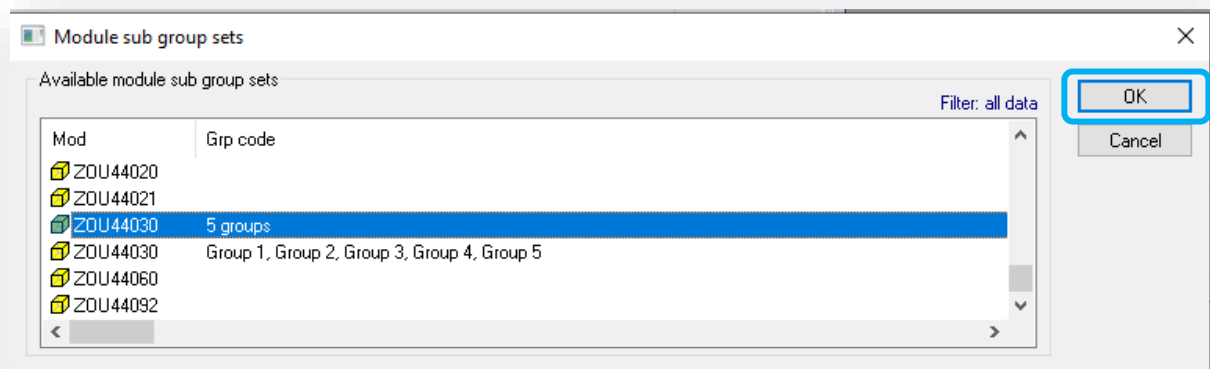


This will populate the list of modules scheduled in CMIS

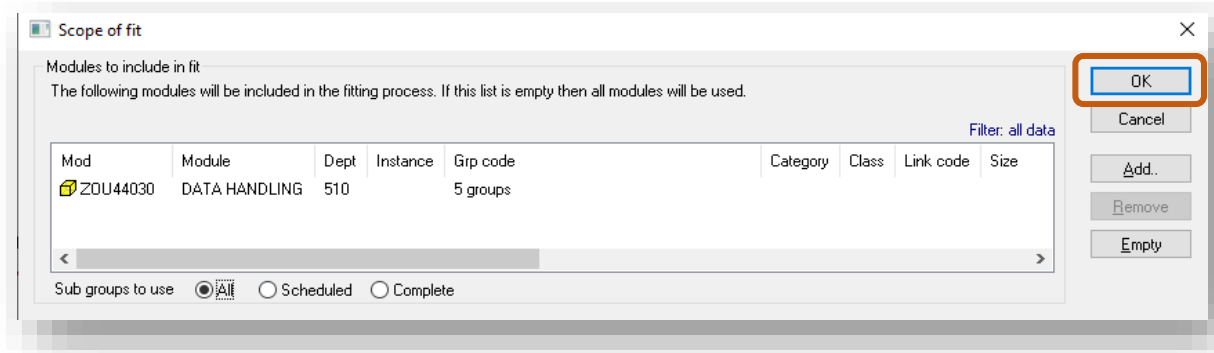


Scroll (or type) to find the module you have created groups for and wish to run the autofitting on and click **OK**

Note: if a module has multiple groups created, it will appear multiple times, select the version that shows how many groups are created for the module, see below.

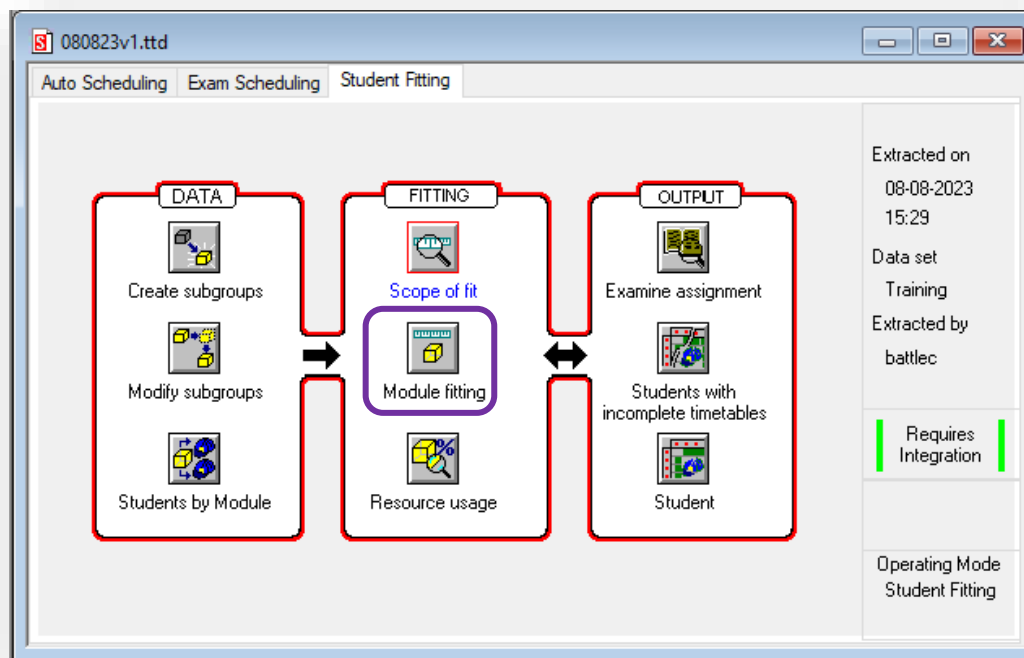


Confirm the module selected and click **OK**

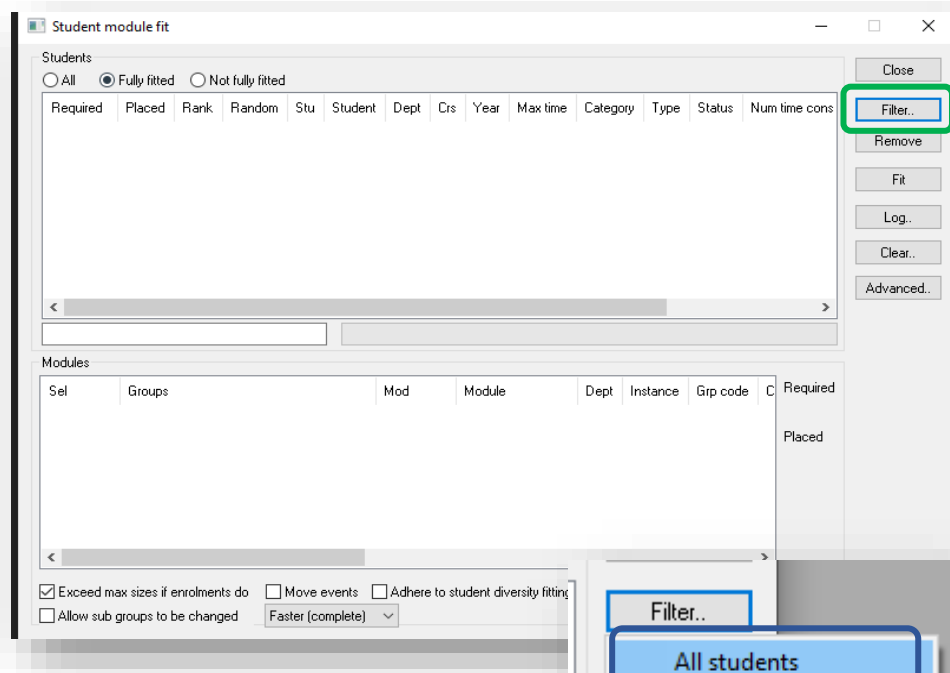


5. Fit students into groups.

On the student fitting tab, select the **Module fitting** icon



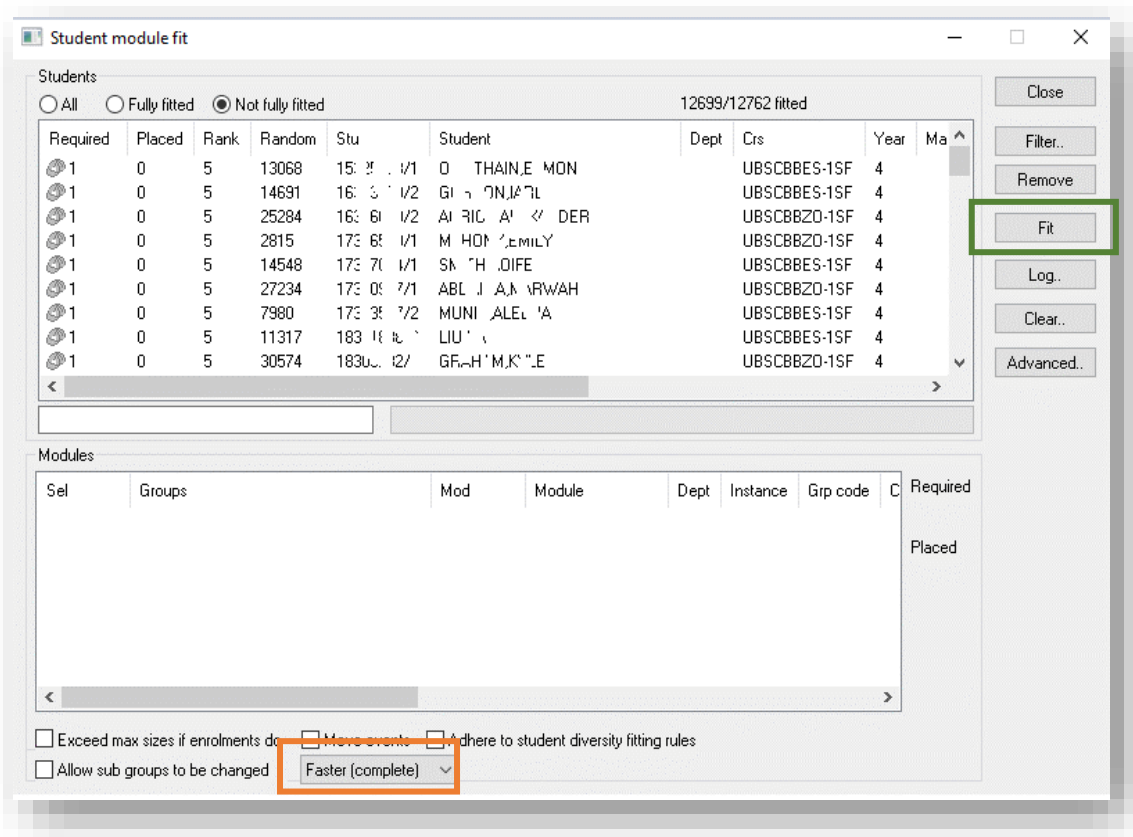
The student module fitting window will then open, on the right, click **Filter**



Select **All Students** from the dropdown menu

You will see three options available across the top – **All**, **Fully fitted**, **Not fully fitted**. Choose the option you prefer to work with (in this case the Not fully fitted option has been selected)

This will give a list of all the students who have been enrolled on this module but haven't been fitted to a group already.



- Ensure that the **Faster (Complete)** is selected.
- Leave all other boxes un-ticked in the first instance. This will attempt to place students in groups in the quickest way without moving events or exceeding group sizes.

Click the **Fit** button.

Note: it is also possible to manually assign a group to a student on an individual basis.

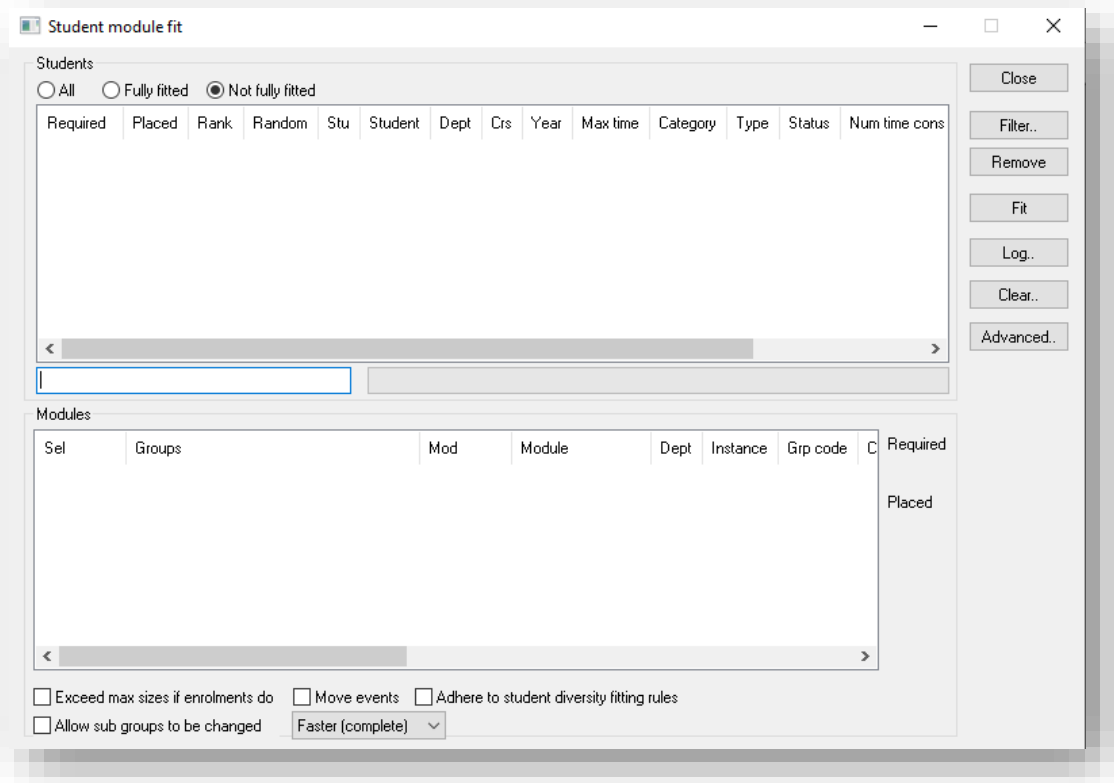
Filter to a particular student (in the top Student screen).

In the bottom Module screen, select the module and right-click.

The option to fit the student into one of the available groups will be presented.

Select the required group.

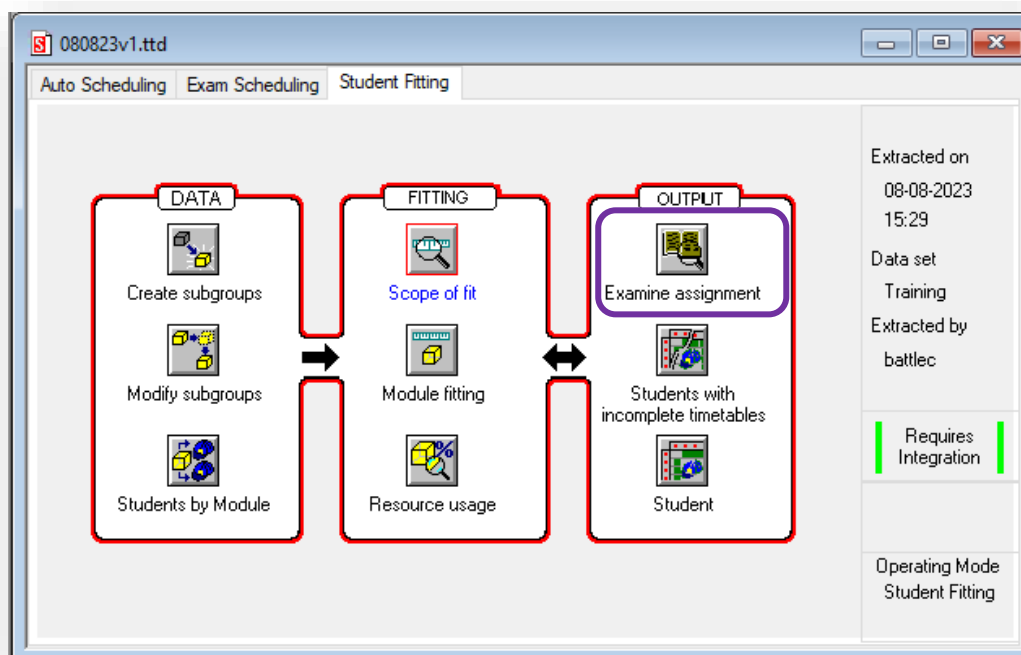
The process will then run and assign the students to the group clash-free. When the process has finished and all students have been fitted successfully the window will appear blank, indicating that all the students have been fitted.



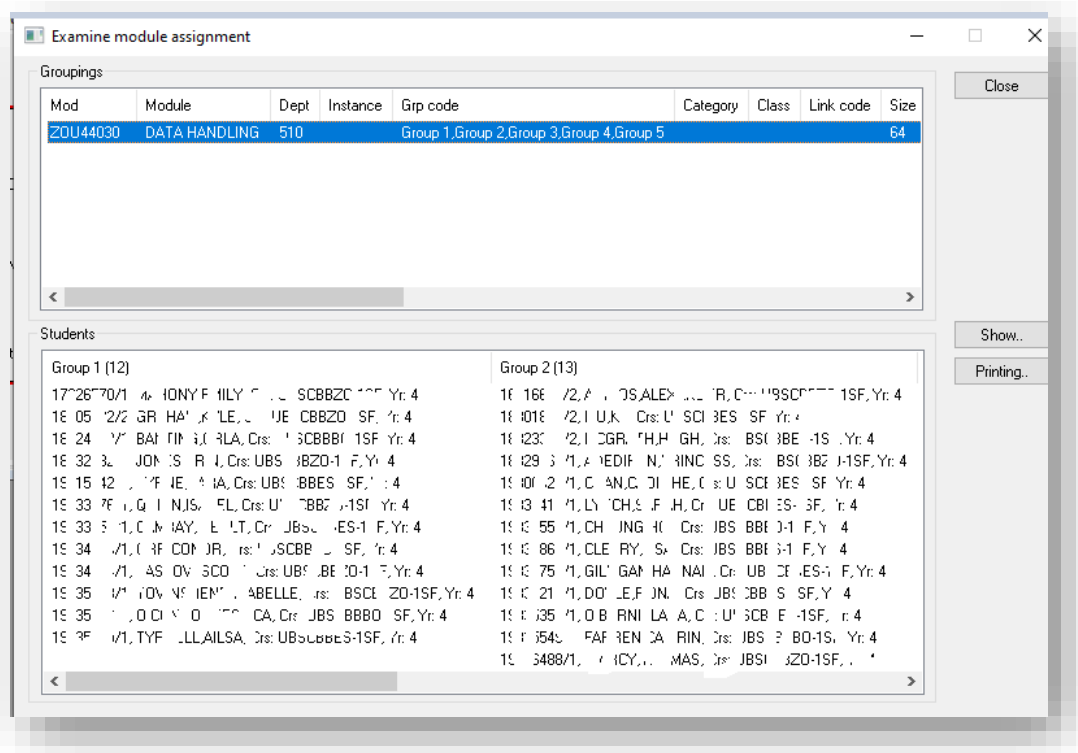
Note: if some students have not been fitted the students will remain in the top window. You will have to manually fix these after you integrate the file into CMIS live. They may not have been fitted because of clashes.

6. Examine fitting.

To verify the fitting, click on the **Examine assignment** button under Output.



Click on the **module** in the top window and you will see the list of students applied to each group. Scroll across the bottom window to see all groups.



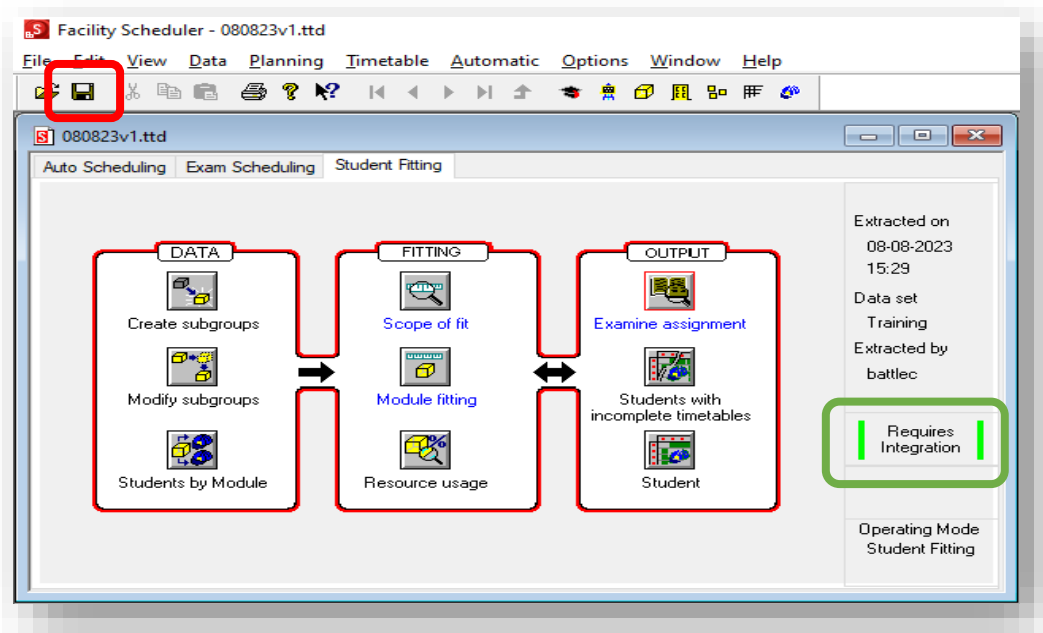
Note: Validate Timetable: If you already have events for each group set up then you can validate the timetable at this point to ensure no clashes occur.

To perform the validation from the main menu bar, select **Automatic -> Validate timetable**. Ensure Module clashes and Student clashes are selected in the Items to Validate dialogue box.

7. Save extracted .ttd file

Ensure you **save** the .ttd file before re-integrating, by hitting the save button.

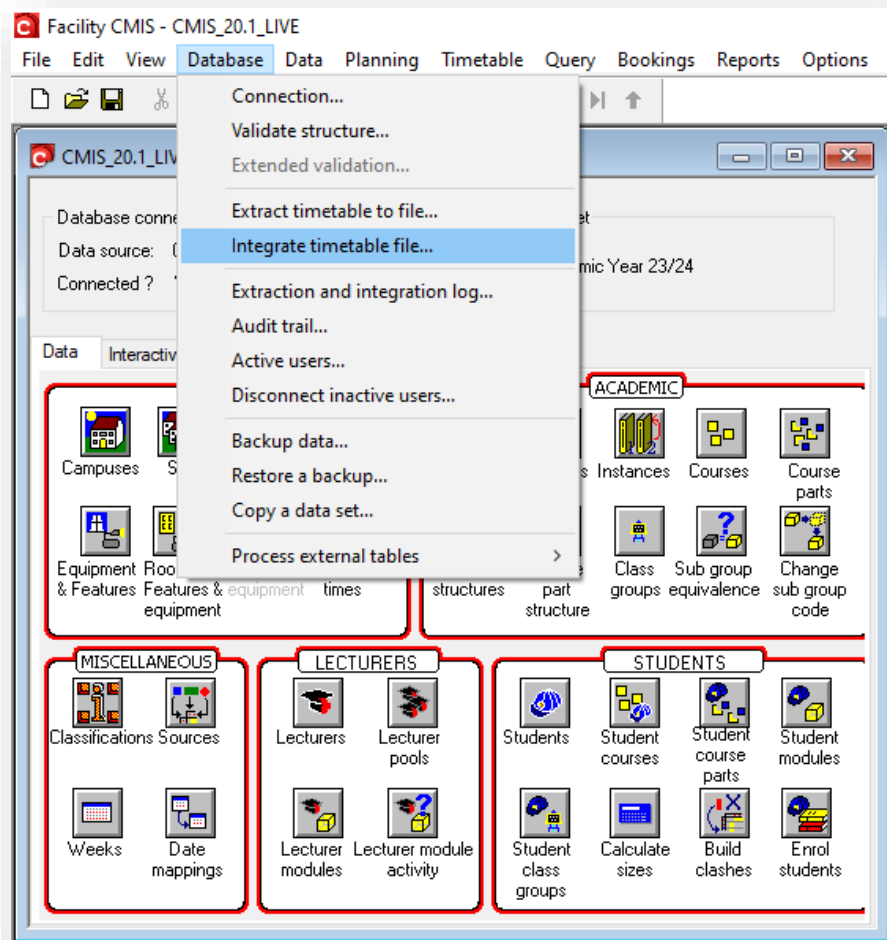
You will see from the file information on the right that the file has work that **requires integration**.



8. Import extracted file back into CMIS.

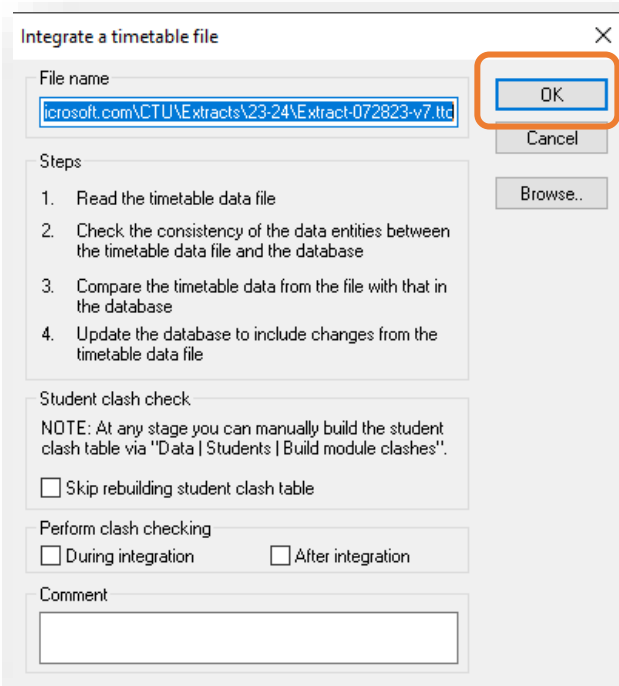
Close TTCMIS and open CMIS LIVE

In the main menu bar, select **Database -> Integrate timetable file**



Ensure the file is the one you worked on, it will load the last file extracted by default.

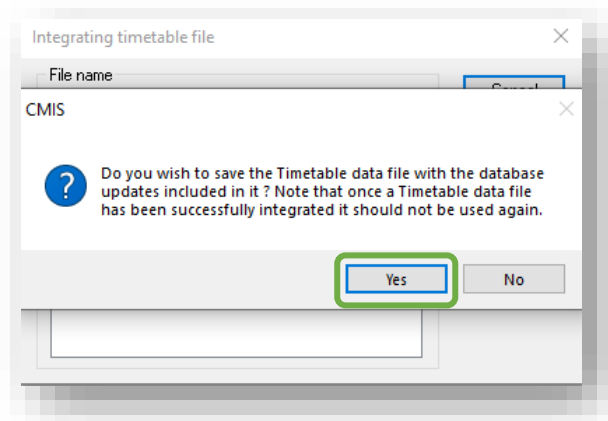
Click **OK** to begin the integration process.



The integration process can take a few minutes depending on how many students were grouped. It should then flag the changes you made in TTCMIS, select **Start**, the process will then run.



Once done it will give you a final prompt to save the file, click **Yes**



You have now successfully auto fitted students to their module groups.

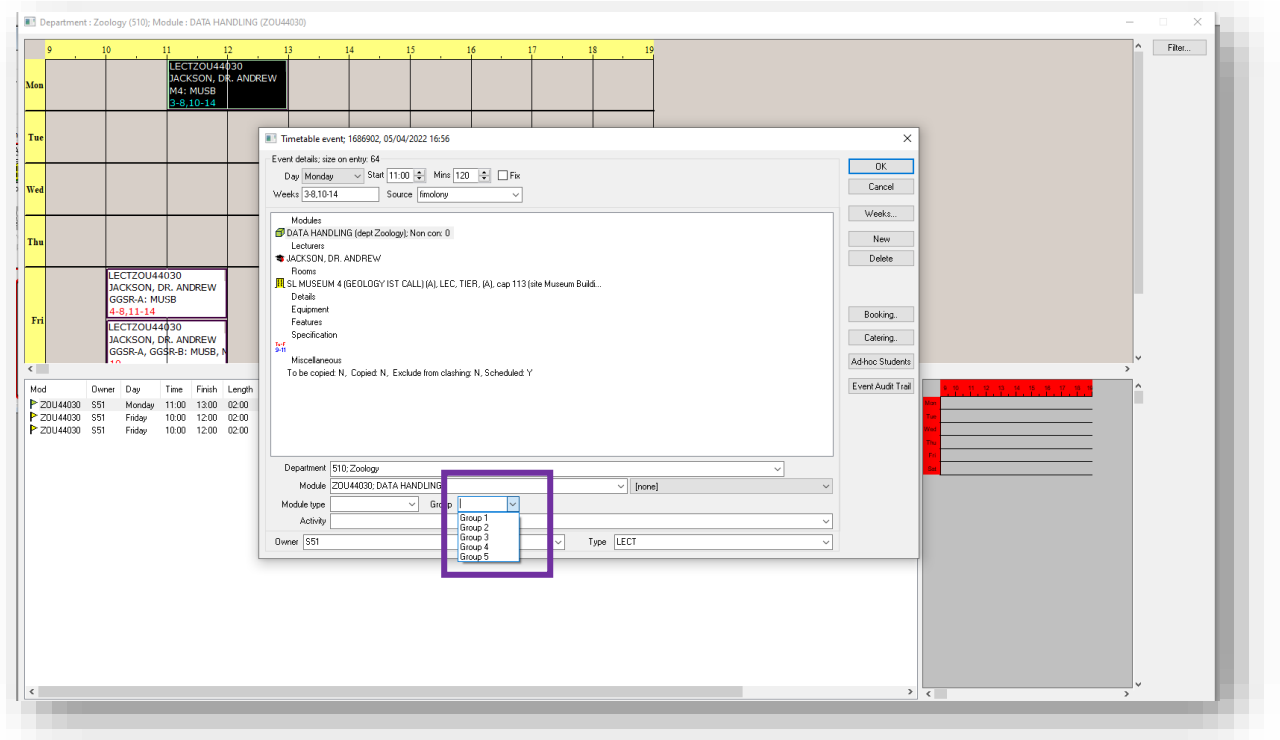
9. Add groups to timetable events.

You can now apply a group to a timetabled event - this will mean that the event will only show up on the timetable of the students in the group, and that small group teaching can be scheduled at the same time as they are for non-clashing groups of students.

In CMIS Live open the timetable for the module you were working on.

If there are events created already that you wish to apply groups to, open the event by double-clicking it.

In the Module information, you will see a dropdown for **Group**, click this and select one of the groups created to apply it to the event.



Advanced Users:

You can also run a report to check group allocation and timetable details.

This is done from Reports in the main menu bar.

Reports -> Generate.

Select Report type = **Module sub group.**

Select **TCD Students by Module by Group – new – new.**

Ensure you select preview to view or save the report in PDF.