

Promoting complementary and enriching activities to students outside of the teaching and learning timetable

Enhancements in recent years mean that the UoR student MS Outlook Calendar brings together a student's teaching and learning timetable with appointments, meetings, and events that have been sent to their UoR account. MS Outlook therefore provides students with a comprehensive calendar of all their commitments (to which they can also add their own personal commitments) which they can then choose to view via an app or platform of their choice.

There is no longer a need to include complementary and enriching activities within the teaching and learning timetable. The guidance below identifies a number of options to facilitate the notification and promotion of these activities.

The Student App

The preferred way for students to access their teaching and learning timetable is via the Student App.

[Essentials](#) has guided students to use the Student App to access their teaching and learning timetable since the 2021/2 academic year¹. All current students have received a briefing about using the Student App to access their teaching and learning timetable as part of their Welcome Week briefing from their Head of School.

The Student App renders any items which appear in students' MS Outlook calendars. Students' teaching and learning timetables are sent to their MS Outlook calendars and therefore their teaching and learning events appear in the Student App alongside any other appointments which have been sent to their UoR accounts. Calendared appointments display in the Student App regardless of whether the appointment has been accepted.

The two images below show how the following events appear in MS Outlook and in the Student App:

- Timetabled teaching and learning activities sent directly from CMIS (the timetabling software)
- An appointment made via MS Bookings
- An invitation sent via an MS Outlook calendar

¹ While information about CMISGo (the staff and student timetable viewing platform) is included on Essentials, it is buried a long way down the page and is provided as a backup option to students.

Figure 1: Student view in MS Outlook Calendar

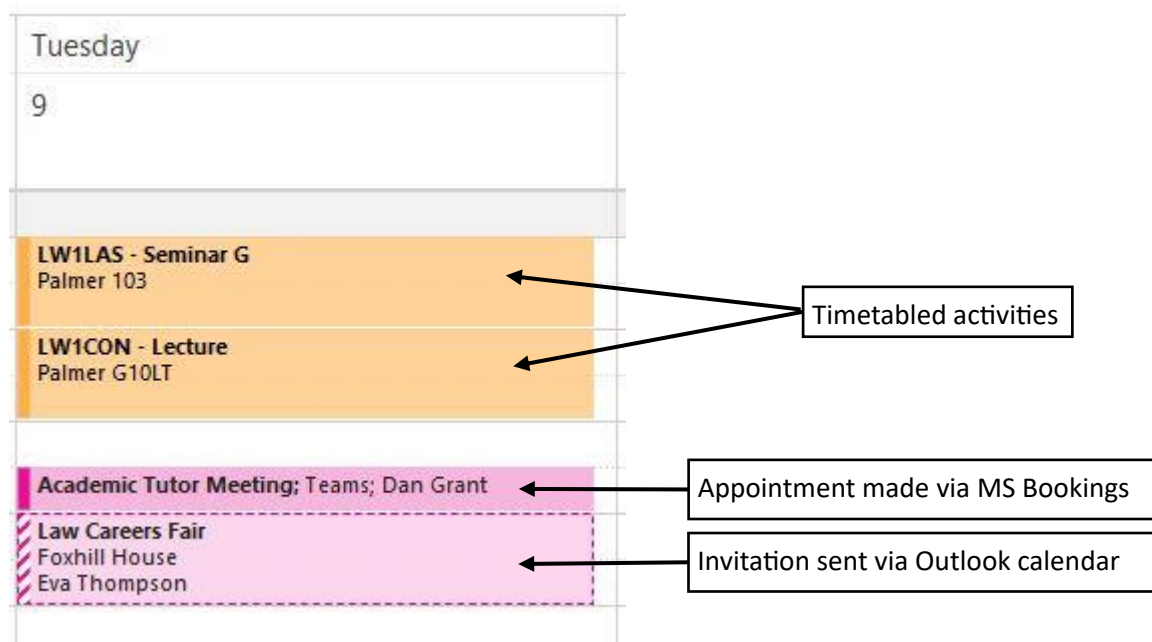
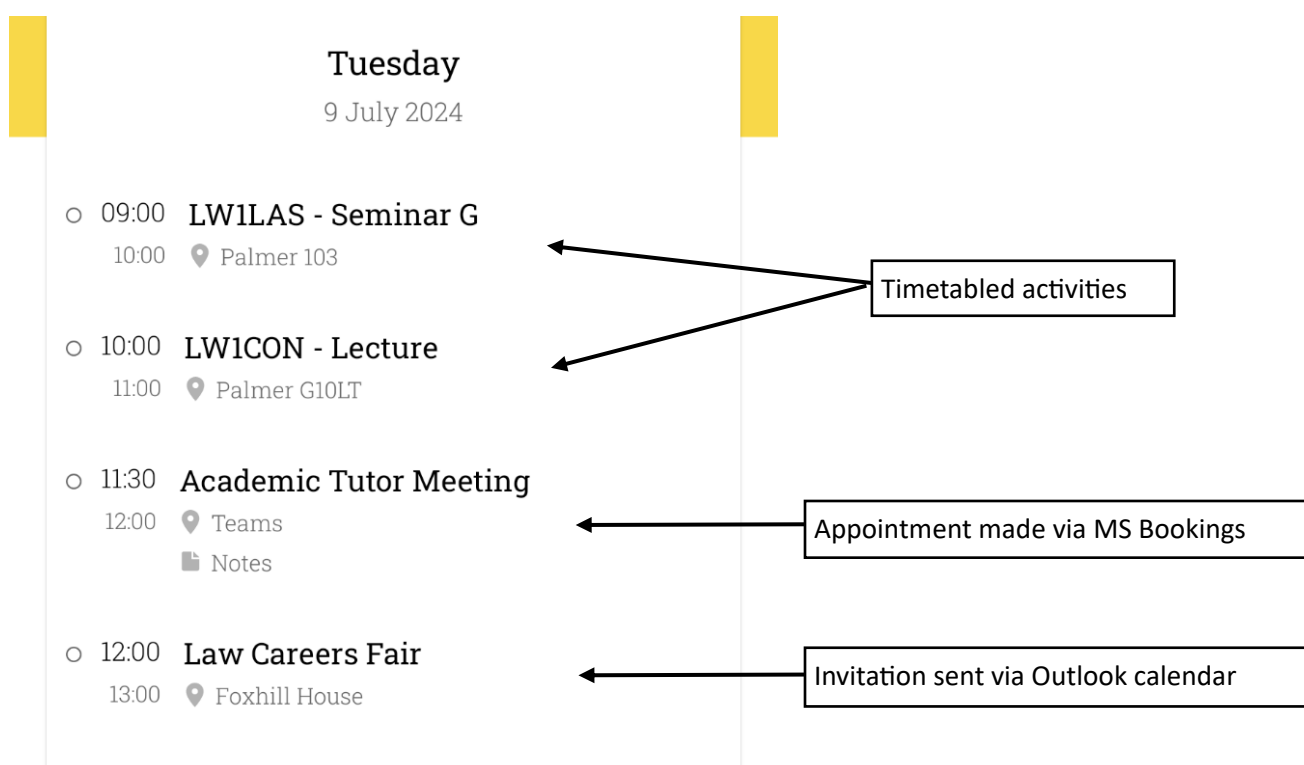


Figure 2: Timetable view in Student App

This image demonstrates that an activity which has been notified to the student via an MS Outlook Calendar invitation is displayed alongside timetabled teaching in the Student App, even though the student has not accepted the invitation.



There is therefore no need to request that the Timetabling Team includes complementary and enriching activities on the teaching and learning timetable as a means of ensuring that students know that they are

happening. By planning such activities outside of the teaching and learning timetable, it will protect timetabled slots for modular teaching or assessment and help to create a consistent weekly teaching timetable for students and staff.

Placing complementary and enriching activities into students' calendars

There are two means of placing an event into students' calendars: MS Outlook calendar invitations and MS Bookings appointments.

MS Outlook calendar invitations

Students can be notified about and invited to activities via an MS Outlook calendar invitation. DTS provide user guides for email and [calendaring](#).

Activities where this may be a suitable approach include activities not part of a module for all invited students such as showcases or exhibitions, careers events, film showings, guest speakers or research seminars, study skills or Life Tools sessions, as well as School social events.

If the group is relatively small and you wish to place this when students have no other teaching commitments at the time, you can:

- Agree the date and time with the students beforehand
- Arrange the activity on a Wednesday after 1pm
- Review students' teaching and learning timetables using CMISGo

The Timetabling & Room Booking webpage contains a set of [user guides](#) to aid individuals in using CMISGo. The 'Staff' user guide contains a section on checking programme and module timetables. Simply click on the relevant header in the user guide and follow the instructions to see programme timetables and identify a slot that might work.

The 'Staff' user guide also contains a section on booking a room using CMISGo. Staff can use CMISGo to book a room of any size for up to 3 hours. Bookings made via CMISGo are approved or declined by the Timetabling & Room Booking Team, usually within 24 hours of the booking being made. Bookings are generally only declined when the number of predicted participants is significantly lower than the room size; in this instance, an alternative room will be provided.

For any queries about booking a room, please email rooms@reading.ac.uk.

Lists of students enrolled on programmes can be sourced from RISIS. At the bottom of the programme class list, there are buttons to enable you to download the data, and to email all students:

[Download this data \(open in Excel\)](#)

[Email all students](#)

MS Bookings appointments

For individual or small group meetings e.g. academic tutor meetings, students can be invited to pick from a range of slots using MS Bookings. MS Bookings provides the facility to be able to offer a range of dates which match the available slots in your own MS Outlook calendar. DTS has a webpage dedicated to setting up and promoting [MS Bookings](#).