Transformation Team Timetabling – Requirements Gathering

Professional Services Guide

Contents

Introduction

Welcome to the new Timetabling Data Gathering Forms! These forms help you compile essential information for CMIS.

Form 1 allows you to indicate whether a course will be offered in the upcoming academic session and is easily updated. This form will be sent to the Head of Subject or Programme Leader and the relevant administrator for completion.

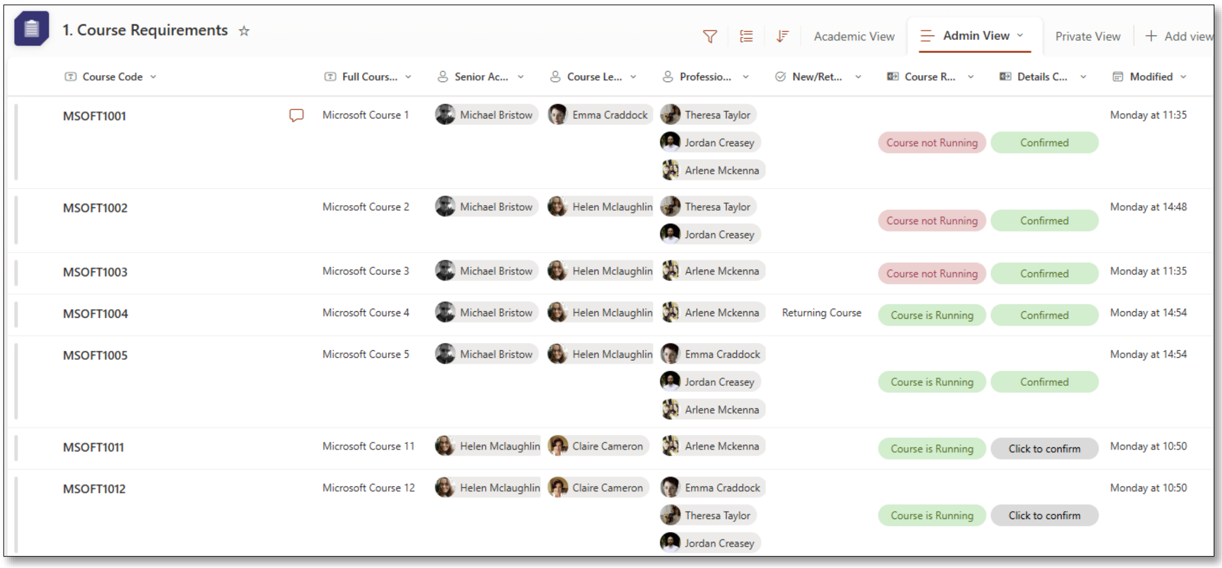
Form 2 collects details about course requirements, assigned staff, and important room features. You can also note any changes from the previous offering. This form will be forwarded to the Course Convener/Lead and the relevant administrator.

The Test & Learn Ambassadors have collaborated with the Schools to compile the course lead / convener names, which have been used to populate the 'Course Lead/ Convener' field on Form 1.

Requirements Gathering Form 1

Form 1 SharePoint Layout

The designated administrator(s) will receive access to Form 1 as agreed with the Schools. Upon accessing the system, you will see the Form 1 SharePoint list (Fig 1), which will display all the courses listed on the system that you are associated with.



(Fig. 1. Screenshot of Form 1 SharePoint list)

There are two viewing tabs on the screen (Fig 2). These are permission restricted.

(Fig. 2. Screenshot of Form 1 SharePoint list view tab options)

Academic View	The only view available to academics. Restricted functionality
Admin View	Shows all associated with you. Full functionality (exports & additional columns)

There are three Key fields that need to be checked and updated on Form 1.

The <u>Senior Academic Contact</u> will be the person responsible for managing the curriculum in their area, this is the person responsible for completing Form 1.

The Course Lead/Convenor is the Academic member of staff responsible for managing that individual course, this is the person responsible for completing form 2.

The Professional Services Contact field will show all of the PS staff with access to the forms, several names can be added to this field.

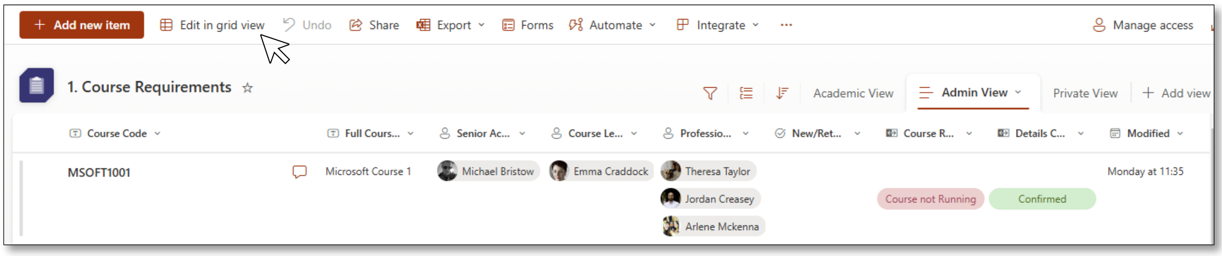
Descriptors of each data field are listed later in this guide – Glossary of Data Fields

Form 1 Editing and Confirming Details

Where the Senior Academic Contact is satisfied with the details, they should switch the value to 'Confirmed'.

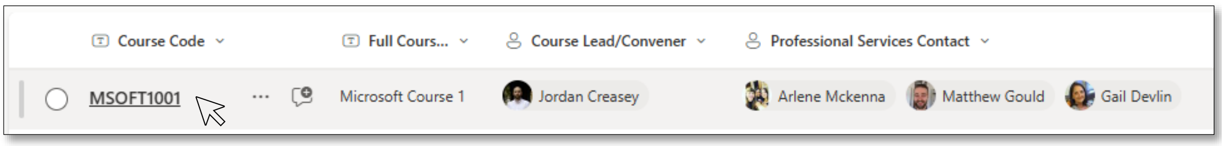
In the event changes are needing to be made to the 'Course Code', 'Full Course Title', 'Course Lead / Convenor' and/or 'Professional Service Contact' fields for a course, then administrators can edit course requirements in one of two ways.

The first is to select the 'Edit in grid view' option from the command bar (or from the dropdown list when right-clicking a data line) whilst in the 'Admin View' tab (Fig 3). This will shift the data to an editable table, similar to Excel, and allow you to edit fields directly as you see them (just click on a field to add, edit and remove values).



(Fig. 3. Screenshot of cursor selecting 'Edit in grid mode' button in the command bar - an option only in the 'Admin View' tab)

The second method is to edit course requirements in the same manner as Senior Academics (e.g. through Form 1 itself). To do this, you will need to open Form 1 by selecting an individual course's 'Course Code' (Fig 4) or by double clicking the line.

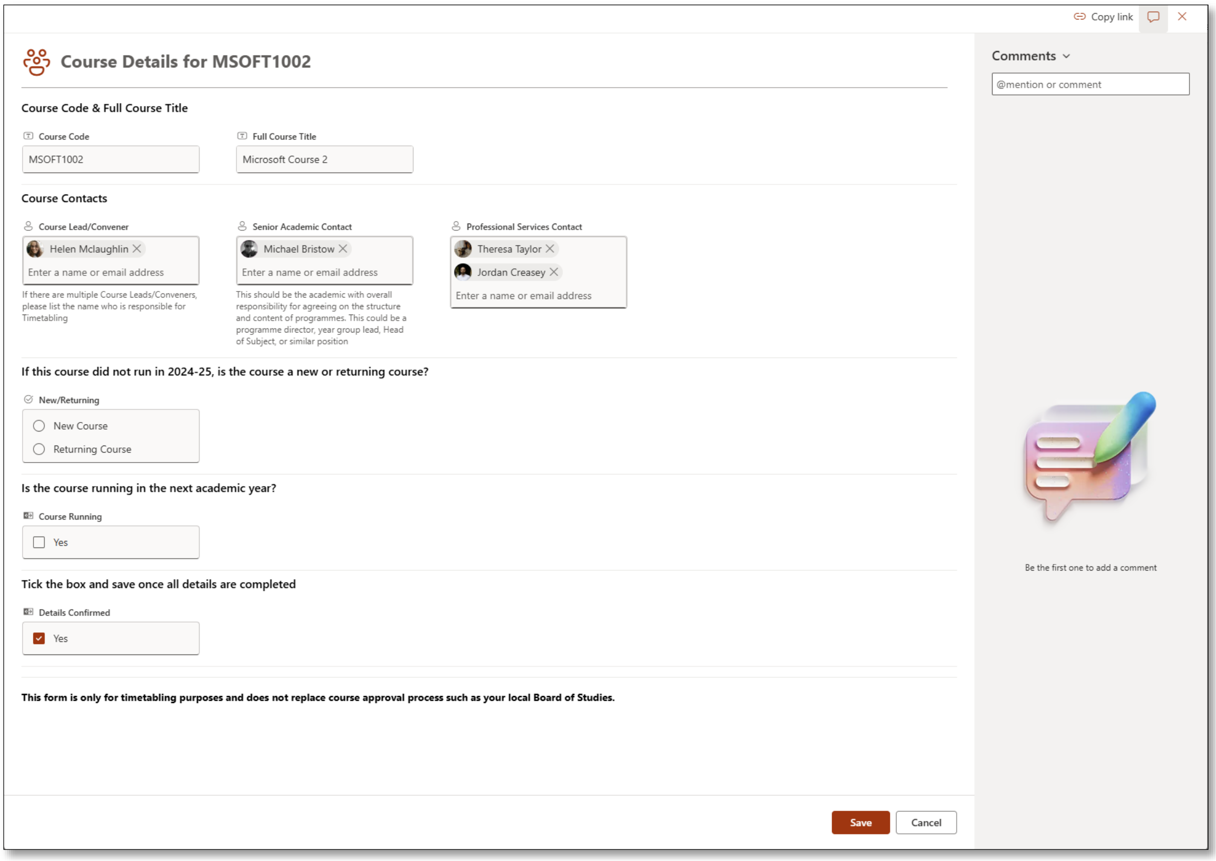


(Fig. 4. Screenshot of cursor selecting a value under field 'Course Code', used to open Form 1)

And selecting 'Edit all' in the top right of Form 1 (Fig 5).

(Fig. 5. Screenshot of cursor selecting 'Edit all' button on Form 2)

In 'Edit Mode' of Form 1 for a course, you can edit all relevant fields (Fig 6). Course contact details will auto-fill with information received from the Schools earlier in the process, but can be updated if needed.

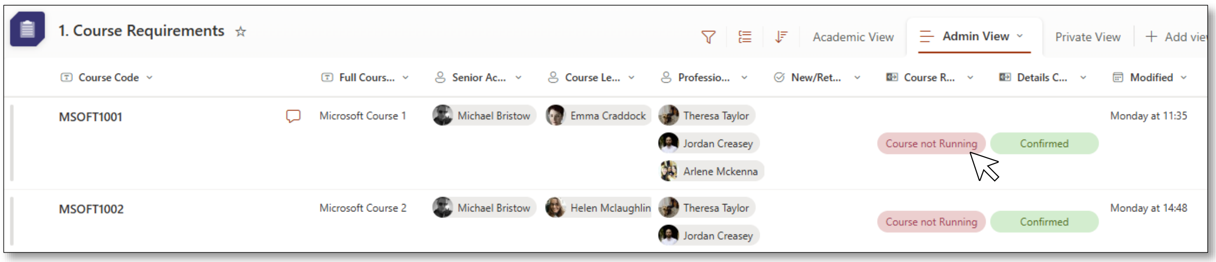


(Fig. 6. Screenshot of an individual course's Form 1, opened in 'Edit Mode')

Whilst in 'Edit Mode' and where you have updated any data fields, ensure you save the details that you have provided by clicking "Save".

It is possible to edit the form without entering edit mode; however, you won't see the additional context in some of the fields.

The 'Course Running' and 'Details Confirmed' can be updated from the list as these fields are toggle columns (Fig 7) that switch between their default values: 'Course is Running' to 'Course not Running', and 'Click to confirm' to 'Confirmed'.



(Fig. 7. Screenshot of cursor selecting 'Course Running' field for an individual course to switch the value to 'Course not running' for that course)

Requirements Gathering Form 1: New and Returning Courses

Introduction

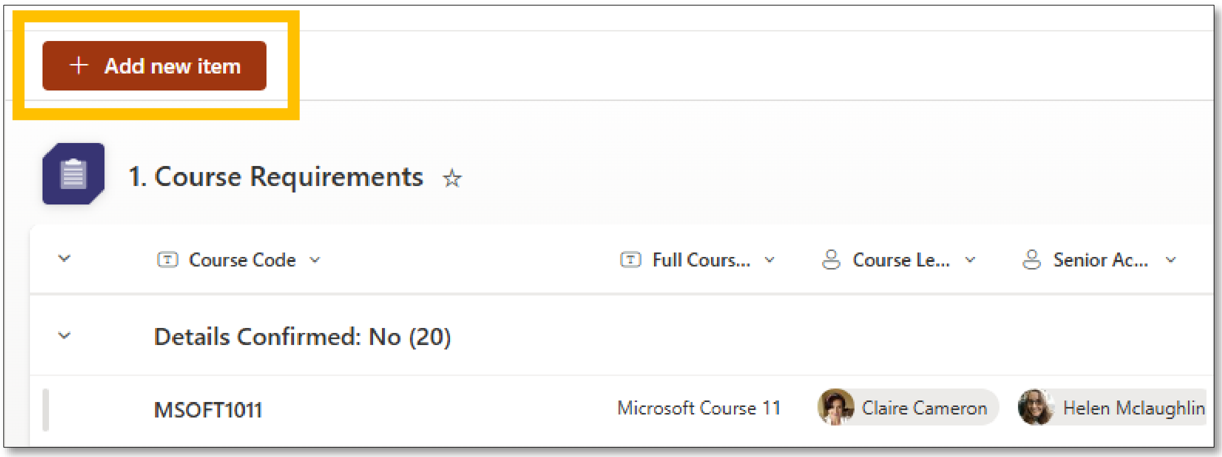
If a course is missing from the School dataset, follow the instructions below to add it. Without a course being confirmed on Form 1, the Course Convener/Lead won't receive Form 2.

Form 1 Add a New/Returning Course

If you're aware of new courses that will be running in the upcoming academic session or courses from the previous academic sessions (e.g. year on, year off courses) that will be offered again, you can add a new course item to the existing SharePoint list for Form 1.

Adding a new course to this dataset will ensure that a Timetabling Requirements Gathering Form 2 is generated for that course and then distributed to the appropriate Course Lead/Convenor during the second stage of this process.

Click on the red 'add new item' button (Fig 8) at the top left side of the screen.



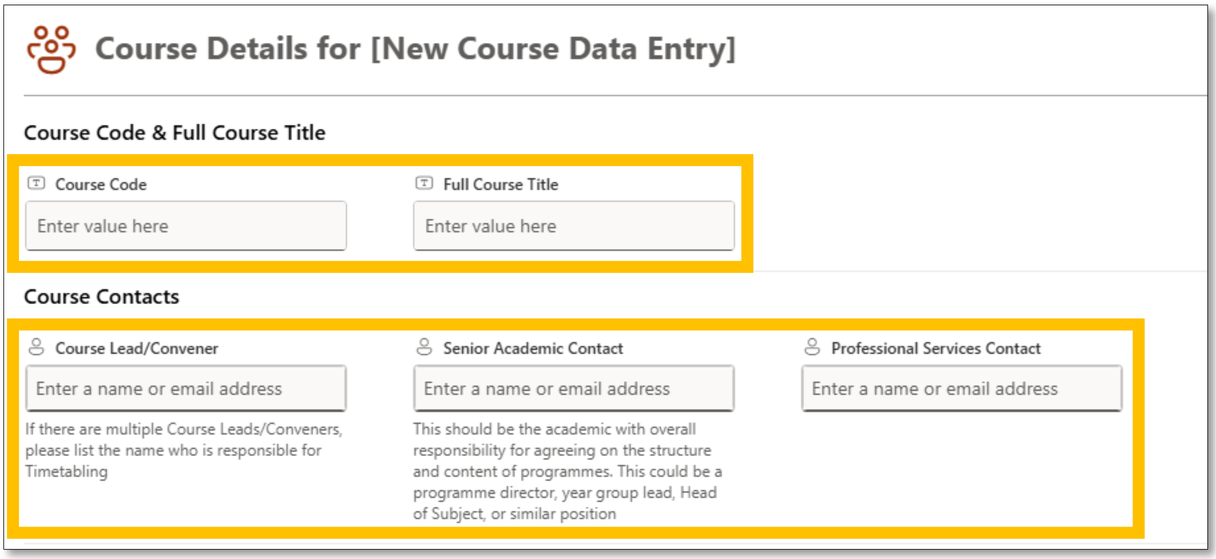
(Fig. 8. Screenshot of 'Add new item' button on SharePoint site for Form 1)

PLEASE NOTE: New courses should only be added if they have or will be approved by your local Board of Studies.

A new window will open asking you to provide the details of your new or returning course.

You should fill out the fields as required. Please note that when adding staff members to Form 2 fields, they must have a Microsoft365 account.

The 'Senior Academic Contact' should be the academic with the overall responsibility for the agreeing on the structure and content of programmes (e.g. Programme Directors, Year Group Lead, Head of Subject etc), and where there are multiple Course Leads/Convenors, list the name of the person who is responsible for timetabling.

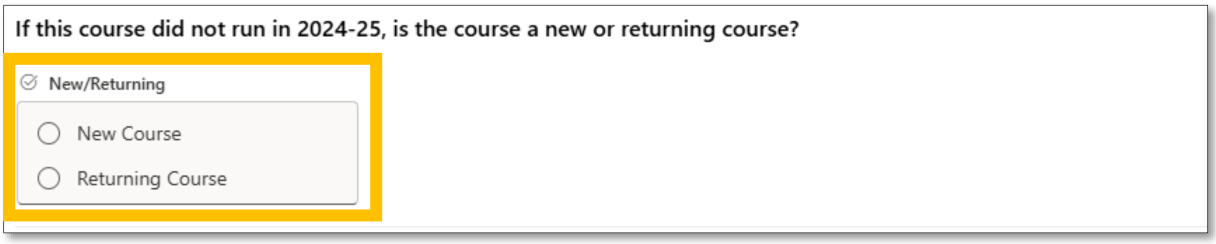


(Fig. 9. Screenshot of 'Add new item' Form 1 fields 'Course Code', 'Full Course Title', 'Course Lead/Convener', 'Senior Academic Contact' and 'Professional Services Contact')

PLEASE NOTE: If the course is new and is yet to be assigned a course code, please leave the 'Course Code' field blank.

Please indicate in the field 'New/Returning' (Fig 10) whether the course is new for 2025/26 or is a returning course.

Indicating whether this is a new or returning course helps the Professional Service Team in your area with the course timetabling process.



(Fig. 10. Screenshot of 'Add new item' Form 1 field 'New/Returning')

The field 'Course Running' will by default be set to 'Yes' (Fig 11):

(Fig. 11. Screenshot of 'Add new item' Form 1 field 'Course Running')

Finally, the field 'Details Confirmed' (Fig 12) is the last check box on Form 1, and is for you to confirm that all the details for the course are accurate / correct to the best of your knowledge:

(Fig. 12. Screenshot of 'Add new item' Form 1 field 'Details Confirmed')

PLEASE NOTE: Form 1 is only for timetabling purposes. It does not replace course approval process such as your local Board of Studies.

When you are satisfied that all the details are accurate / correct, please ensure that you click "Save" or your progress will be lost.

When you save the new course, it will appear on Form 1. The data will be visible in the SharePoint list for those named in the 'Professional Service Contact' and 'Senior Academic Contact' fields.

Requirements Gathering Form 2

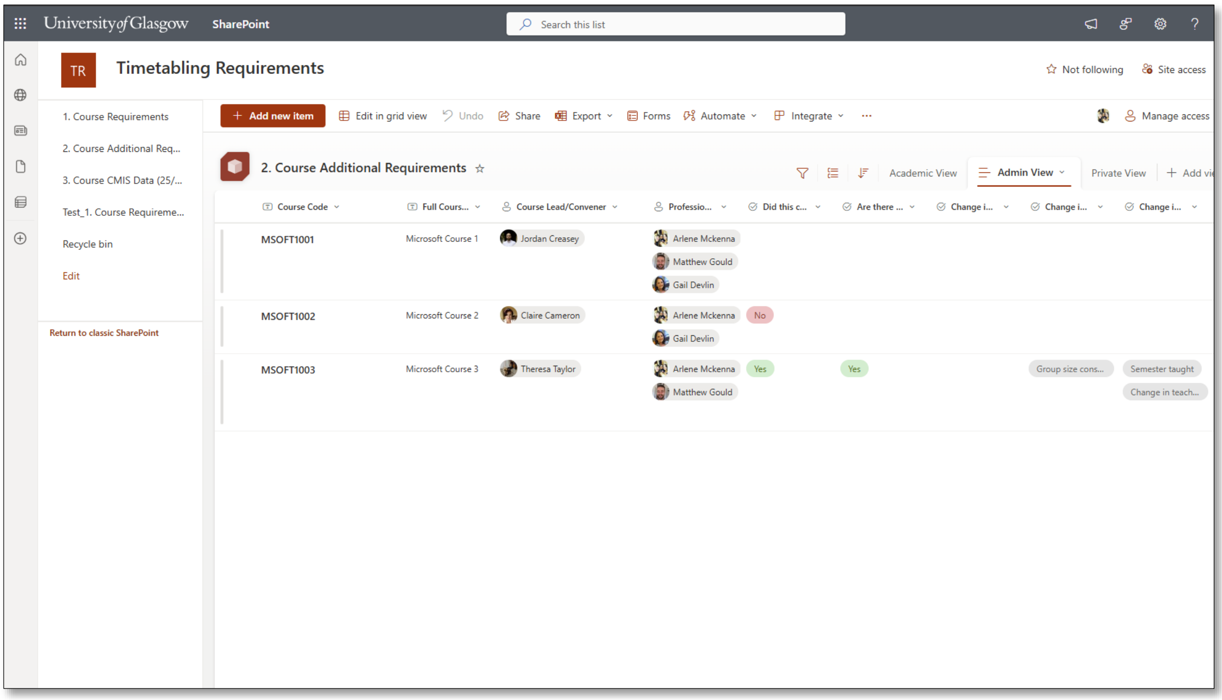
Introduction

Form 2 will be sent to the Course Lead/Convenor that was allocated on Form 1. The course Lead/Convenor will then have to populate the form with the course delivery details and confirm the details once complete.

Form 2 will provide you with the necessary information for inputting into CMIS and will help you determine whether a planning meeting with specific course conveners is required.

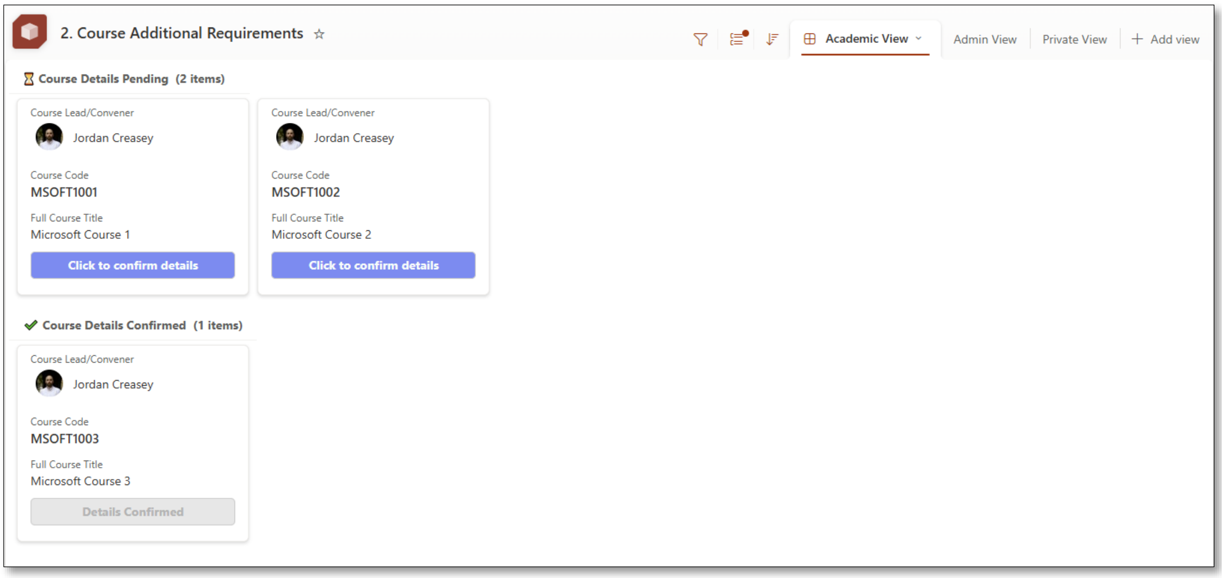
Form 2 SharePoint Layout

Upon accessing the system, you will see the screen shown below (Fig 13), which will display all the courses listed on the system that are relevant to you. If there are any courses missing, then you are either not allocated to this course (and you will need to resolve with your team) or you will need to add the course following the instructions later in this guide – Form 2 (Editing Values).



(Fig. 13. Screenshot of Form 2 SharePoint site)

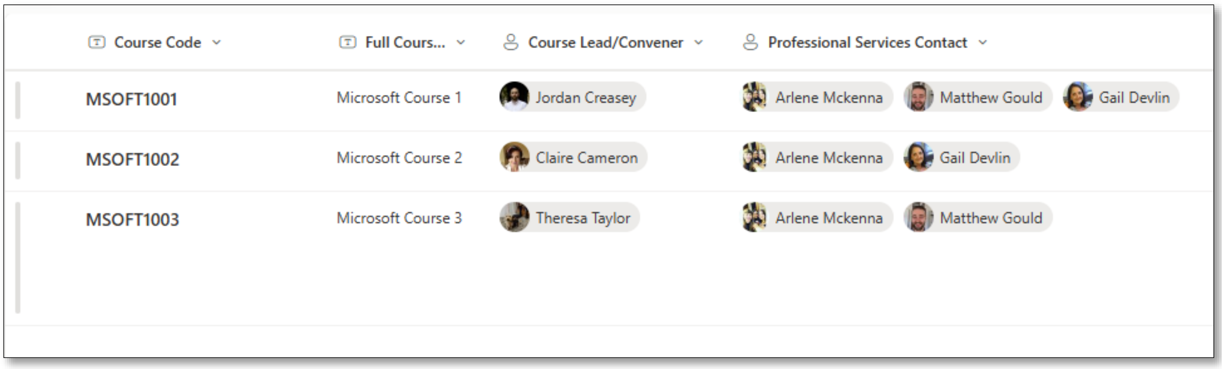
The tab 'Academic View' is the view that the Course Lead/Convener will see (Fig 14). Administrators will also have permissions to access this tab to see the (the administrator's) data in the same format that academics will see..



(Fig. 14. Screenshot of Form 2 'Academic View' tab)

Form 2 'Admin View' Tab

Within the 'Admin View' tab, you can quickly view the course code and course name of the items relevant to you. You will also be able to see the attached Senior Academic Contact, Course Lead/Convener and the key Professional Services staff (usually up to three persons) for those courses (Fig 15). **These data fields (see below) were confirmed via Form 1 and so will be pre-populated when you receive access to Form 2.**



Course Code	Full Cours...	Course Lead/Convener	Professional Services Contact
MSOFT1001	Microsoft Course 1	Jordan Creasey	Arlene Mckenna, Matthew Gould, Gail Devlin
MSOFT1002	Microsoft Course 2	Claire Cameron	Arlene Mckenna, Gail Devlin
MSOFT1003	Microsoft Course 3	Theresa Taylor	Arlene Mckenna, Matthew Gould

(Fig. 15. Screenshot of Form 2 fields which are pulled from Form 1 data)

The Course Lead/Convener completes Form 2 for each individual course. The information related to course requirements will display in the fields below and include the following information:

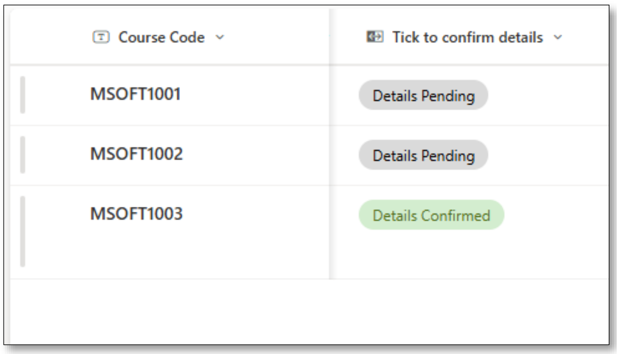
- Did this course run in 2024-2025.
  - If 'No', what are the preferred teaching delivery details.

- If 'Yes', are there any changes to be made to the course.

  and if there are changes:

  - Does this include a change to the lecturer details.
  - Does this include a change to the course size.
  - Does this include a change to the teaching format.
  - Is there any further detail to add to the changes specified.
  - Is the Head of Subject/ Programme Director aware of the changes.

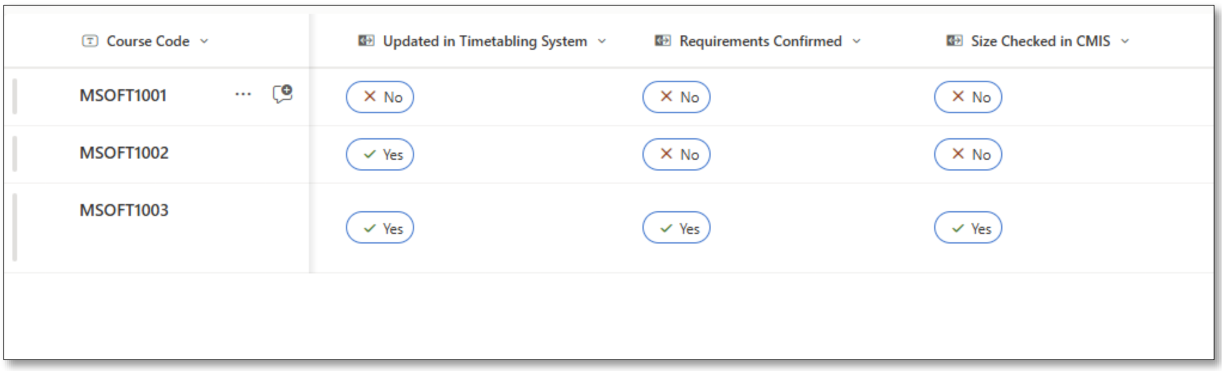
After the Course Lead/Convener saves Form 2 for the course, the 'Tick to confirm details' field will change to 'Details Confirmed' (Fig 16).



(Fig. 16. Screenshot of Form 2 field 'Tick to confirm details' and associated values)

The administrator has access to three columns they can use to help track their progress (Fig 17):

- Updated on Timetabling System.
- Requirements Confirmed.
- Size Checked in CMIS.



(Fig. 17. Screenshot of additional 'tracking' fields, viewable only to professional service colleagues)

These fields are exclusive to administrative staff, visible only in the 'Admin View' tab, and are optional for tracking administrative actions.

The final fields on the 'Admin View' tab show when, and by whom, data for a course listed on Form 2 was last modified and created (Fig 18).

Course Code	Modified	Modified By	Created	Created By
MSOFT1001	About an hour ago	Jordan Creasey	January 20	Jordan Creasey
MSOFT1002	About a minute ago	Jordan Creasey	January 20	Jordan Creasey
MSOFT1003	About a minute ago	Jordan Creasey	January 20	Jordan Creasey

(Fig. 18. Screenshot of Form 2 metadata fields 'Modified', 'Modified By', 'Created' and 'Created By')

Descriptors of each data field are listed later in this guide – Glossary of Data Fields

Form 2 (Input Form)

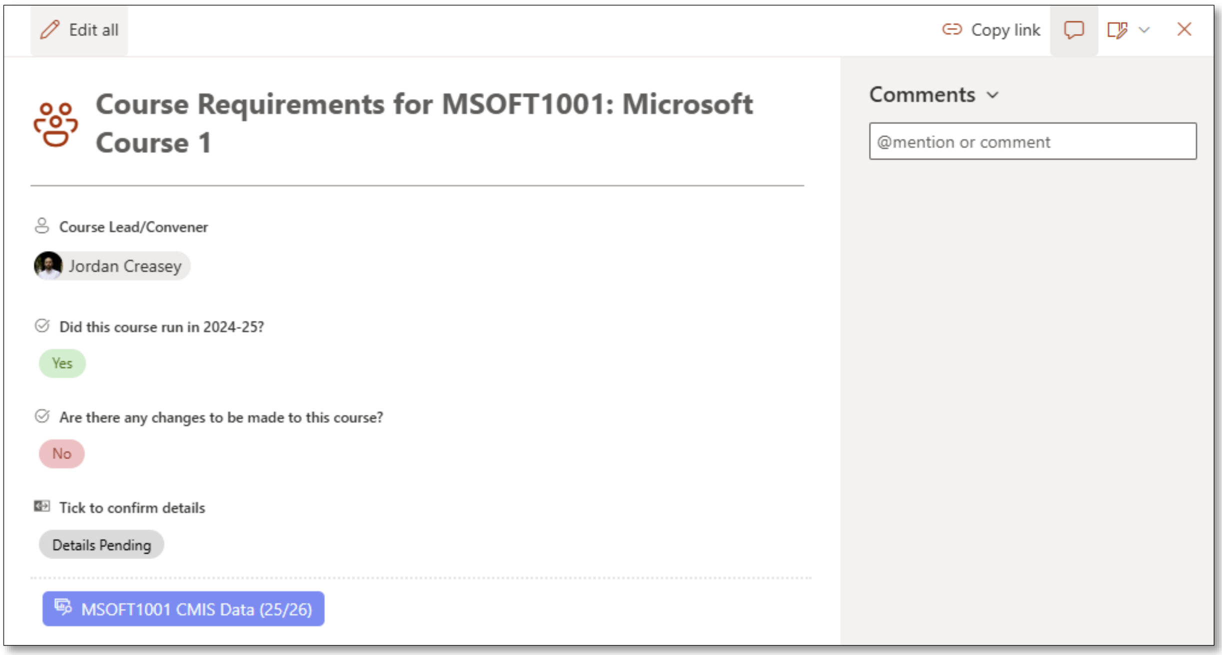
Within the 'Admin View' tab, you can open up Form 2 by clicking on an individual course's 'Course Code' (Fig 19):

Course Code	Full Cours...	Course Lead/Convener	Professional Services Contact
MSOFT1001	Microsoft Course 1	Jordan Creasey	Arlene Mckenna, Matthew Gould, Gail Devlin
MSOFT1002	Microsoft Course 2	Claire Cameron	Arlene Mckenna, Gail Devlin
MSOFT1003	Microsoft Course 3	Theresa Taylor	Arlene Mckenna, Matthew Gould

(Fig. 19. Screenshot of cursor selecting a value under field 'Course Code', used to open Form 2)

Form 2 will open in 'View Mode' (Fig 20) and you will see the course's current Form 2 data in the fields listed in the pane.

PLEASE NOTE: Form 2 may display additional or fewer questions based on the Course Lead/Convener's selections, such as showing more fields if 'Yes' is selected for changes to the course.



(Fig. 20. Screenshot of 'View Mode' of Form 2, with data fields on the left side and comments field on the right side)

You can switch between 'View Mode' and 'Edit Mode' by selecting the 'Edit all' button (Fig 21).

(Fig. 21. Screenshot of cursor selecting 'Edit all' button on Form 2)

When in 'View Mode' edited values are saved automatically upon clicking off from the field being edited. When in 'Edit Mode', please make sure you click "Save" before exiting or you will lose your updates!

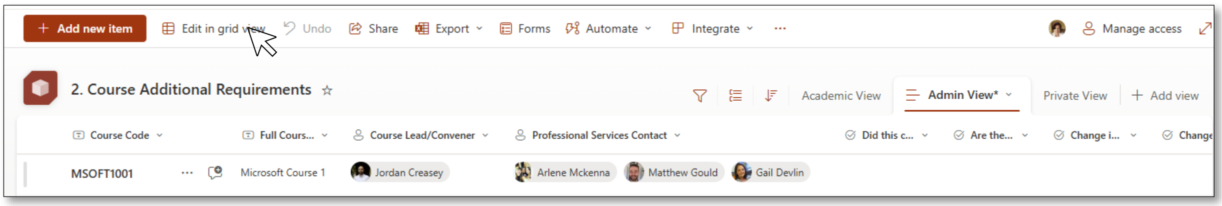
PLEASE NOTE: Form 2 is set to open in 'Edit Mode' by default for Course Leads/Convenors through the 'Academic View' tab.

Finally, Form 2 also contains a link to the course's teaching events in the 25/26 CMIS dataset. Please see section later in this guide for further information - CMIS Data (Linked to Form 2).

Form 2 (Editing Values)

Administrators can edit course requirements for a particular course in one of two ways.

To edit data more easily, select 'Edit in grid view' (Fig 22) from the command bar or right-click a data line in the 'Admin View' tab. This opens an editable table where you can directly modify fields by clicking on them.

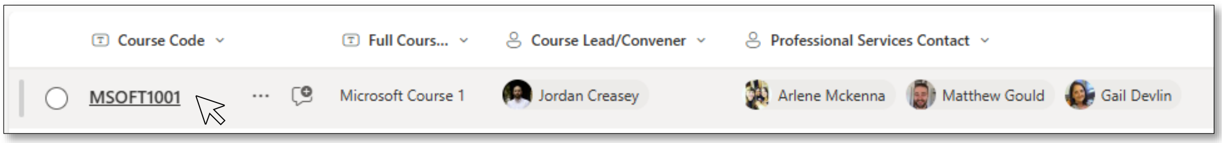


(Fig. 22. Screenshot of cursor selecting 'Edit in grid mode' button in the command bar - an option only in the 'Admin View' tab)

'Edit in grid view' allows you to edit fields not seen on Form 2 (i.e. the values not required for the Course Lead/Convener to input) such as the course name and course code etc.

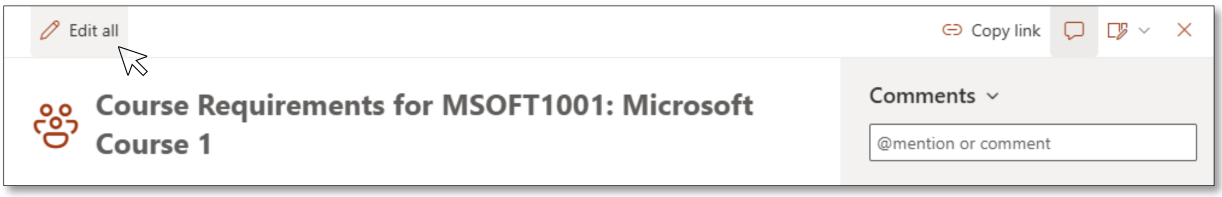
'Edit in grid view' also allows you to add missing courses to the dataset. If you need to add a missing course, scroll to the bottom of your SharePoint data table whilst in 'Edit in grid view' and you will see the option to 'Add new item'; clicking this will let you add the course details to the dataset.

The second method to edit course requirements is to do so in the same manner as Course Leads/Convenors. To do this, you will need to open Form 2 by selecting an individual course's 'Course Code' (Fig 23) or by double clicking on the row.



(Fig. 23. Screenshot of cursor selecting a value under field 'Course Code', used to open Form 2)

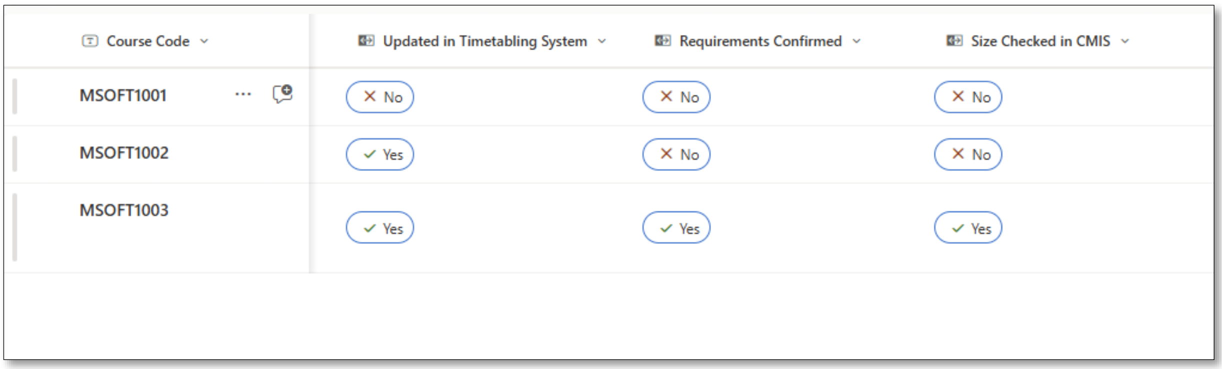
And selecting 'Edit all' in the top right of Form 2 (Fig 24).



(Fig. 24. Screenshot of cursor selecting 'Edit all' button on Form 2)

PLEASE NOTE: some values can only be edited in the 'Admin View' tab whilst in 'Edit in grid mode'. Such as 'Course Code', 'Course Name' and 'Professional Services Contact' etc.

The three additional fields for Professional Service colleagues are toggle columns (Fig 25) that can be changed from 'No' (default) to 'Yes' by clicking them. You can also edit these values in 'Edit in grid mode' like other fields.



Course Code	Updated in Timetabling System	Requirements Confirmed	Size Checked in CMIS
MSOFT1001	No	No	No
MSOFT1002	Yes	No	No
MSOFT1003	Yes	Yes	Yes

(Fig. 25. Screenshot of additional fields 'Updated on Timetabling System', 'Requirements Confirmed' and 'Size Checked in CMIS', viewable only to professional service colleagues)

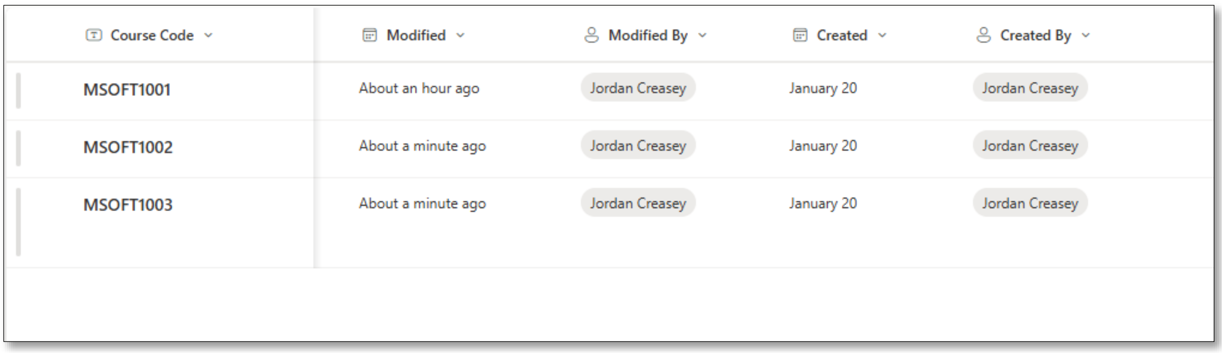
Form 2 (Exporting Data)

Administrators can export data for local use using the 'Export' option in the 'Admin View' tab; this option is unavailable in the 'Academic View' tab.

We recommend downloading the data once you're fully satisfied that all the data is complete in the Forms (as you may miss some information otherwise!). To do this, click "Export" and then "Export to CSV" – this will create a local copy of the data for your records and internal reporting.

Form 2 (Version History)

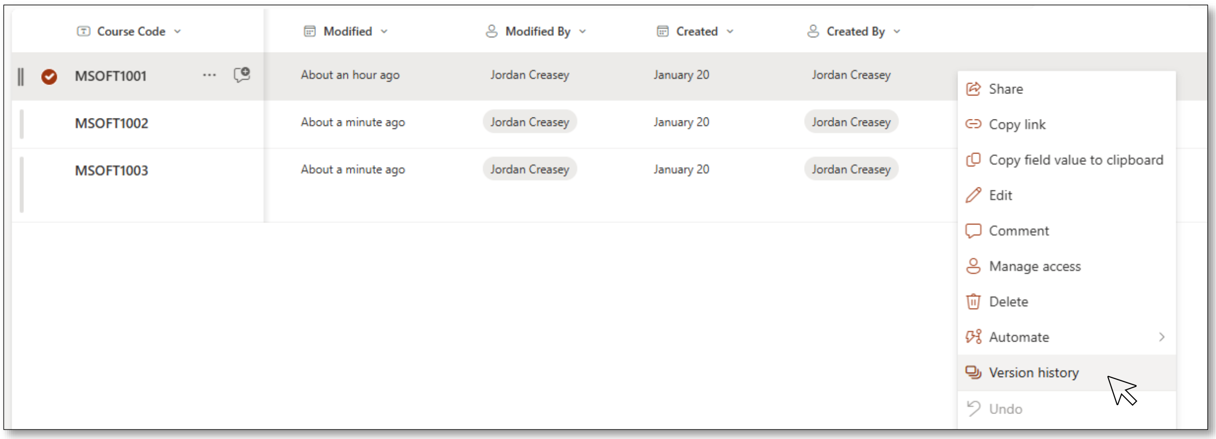
Administrators can quickly see who the last person was to modify an individual course's data and the time/date of said modification via the relevant fields on the 'Admin View' tab (Fig 26).



Course Code	Modified	Modified By	Created	Created By
MSOFT1001	About an hour ago	Jordan Creasey	January 20	Jordan Creasey
MSOFT1002	About a minute ago	Jordan Creasey	January 20	Jordan Creasey
MSOFT1003	About a minute ago	Jordan Creasey	January 20	Jordan Creasey

(Fig. 26. Screenshot of Form 2 metadata fields 'Modified', 'Modified By', 'Created' and 'Created By')

For full details on changes to individual course data, administrators can also access a data line's version history by right-clicking anywhere on a data entry and clicking 'Version History' (Fig 27).



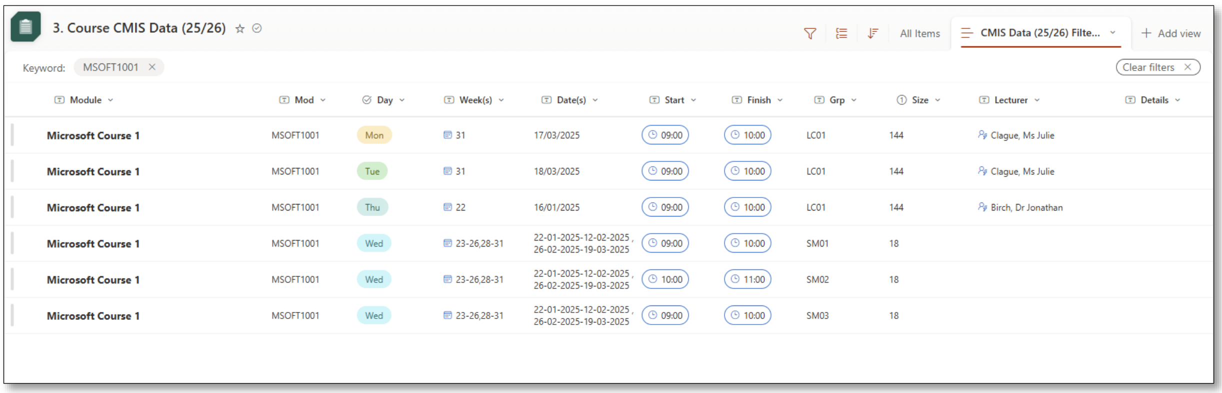
(Fig. 27. Screenshot of cursor selecting 'Version History' from dropdown list, which is accessed by right clicking on an individual course's Form 2 data line)

Form 2 (CMIS Data)

Form 2 contains a link to the individual course's teaching events in the 25/26 CMIS dataset (Fig 28).

(Fig. 28. Screenshot of the link, shown on Form 2, to a course's 25/26 CMIS data)

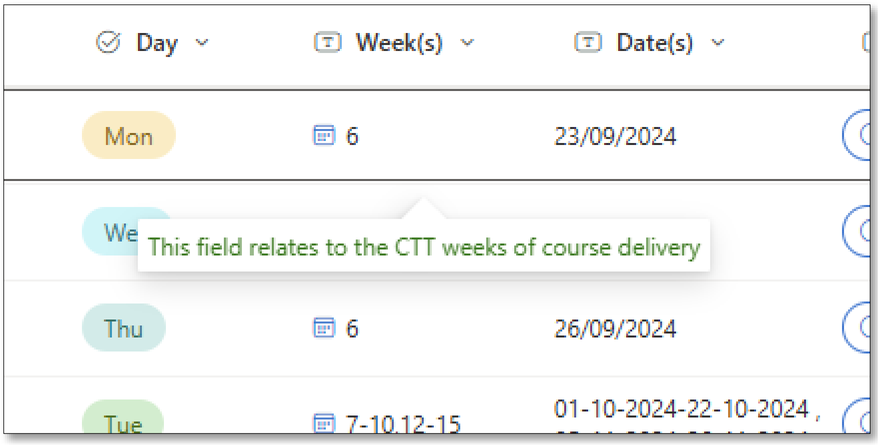
Clicking this link will open a new bowser tab and will display the teaching events associated with that individual course currently in the 25/26 CMIS dataset (Fig 29). The dataset is filtered only to the individual course and is presented in the same format as a usual CMIS data export (the only exception being CMIS header 'Weeks2' has been changed to 'Dates).



(Fig. 29. Screenshot of the link, shown on Form 2, to a course's 25/26 CMIS data)

Please note that if no data is shown on this tab, this is likely due to the course not being included in the 25/26 CMIS dataset (e.g. new courses will not have data in this dataset due to them never being included on the timetabling system – thus, following this link for a new course will result in no data being shown).

For users less familiar with CMIS data, descriptors of each field are included in the SharePoint list (Fig 30). To bring up the field descriptors, left click on a value and it will appear in a pop-up; these descriptors are also listed later in this guide – Glossary of Data Fields.



(Fig. 30. Screenshot of the pop-up descriptor, shown on a course's data line in the 25/26 CMIS dataset)

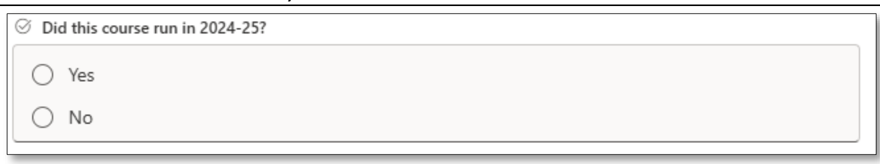
Adding Comments

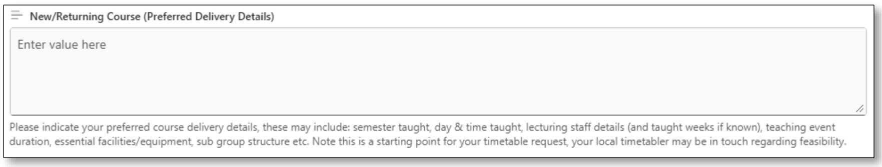
Users can add comments alongside Form 1 and 2 data fields for personal notes or for other colleagues assigned to the course. To notify someone of a comment, type @ followed by their name before saving. Note that only individuals assigned to the course can view the comments; if you @mention someone not associated with the course, they won't see the comment or data – associated individuals are the Senior Academic Contact and Professional Services Contact for Form 1 and the Course Lead/Convener and Professional Services Contact for Form 2.

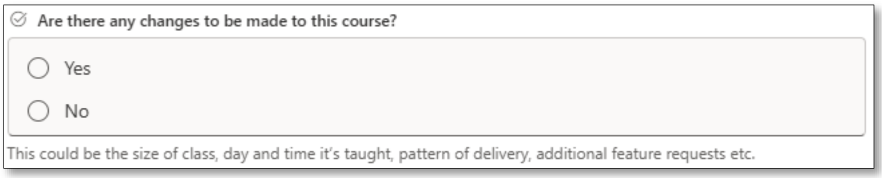
Glossary of Data Fields

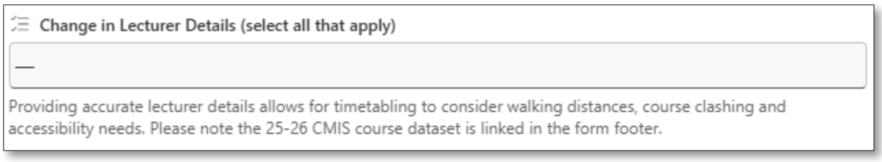
Form 1 & 2 Data Field Descriptors

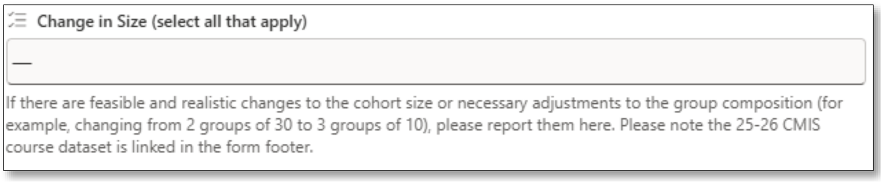
The following data fields are available/visible on the Forms for Professional Service colleagues.

1. Course Code **FORM 1 & FORM 2**	Unique course code of an individual data line (i.e. ACCFIN1001). This field is confirmed via Form 1 and so will be pre-populated. Editing this value can be done through 'Edit in grid view'.
2. Full Course Title **FORM 1 & FORM 2**	Full course title of an individual data line (e.g., 'Advanced Practice', not 'Adv Prc'). Confirmed via Form 1 and pre-populated, but can be edited via "Edit in grid view".
3. Senior Academic Contact **FORM 1**	The 'Senior Academic Contact' is the person responsible for managing the curriculum in their area. They are the person responsible for completing Form 1.
4. Course Lead/Convener **FORM 1 & FORM 2**	Course Lead/Convener responsible for the course (where multiple exist, the person responsible for timetabling). This field is confirmed via Form 1 and so will be pre-populated. Editing this value can be done through 'Edit in grid view' and by assigning a person (must have Microsoft365 Account).
5. Professional Services Contact **FORM 1 & FORM 2**	Professional Services contact(s), usually up to ~3, who require sight of timetabling requirements. This field is confirmed via Form 1 and so will be pre-populated. Editing this value can be done through 'Edit in grid view' on Form 2 and by assigning a person (must have Microsoft365 Account).
6. Did this course run in 2024-25? **FORM 2**	 *(Fig. 31. Screenshot of field 'Did this course run in 2024-25?' on Form 2)* If the course ran in 2024-2025, check the 'Yes' value. Else, check the 'No' value. 'Yes' value opens branched question (8). 'No' Value opens branched question (7).

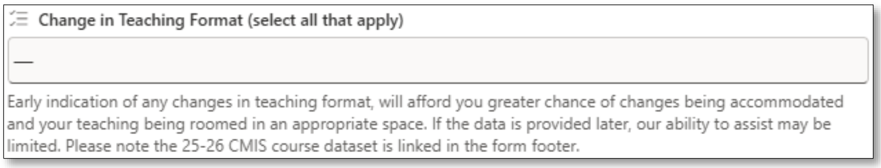
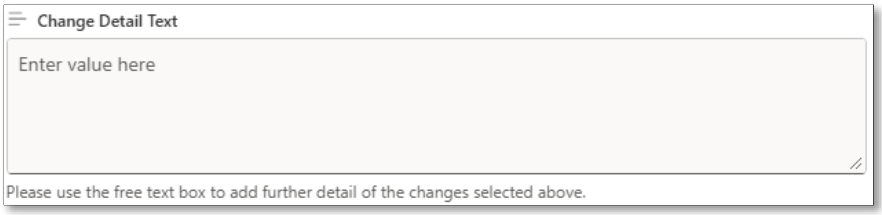
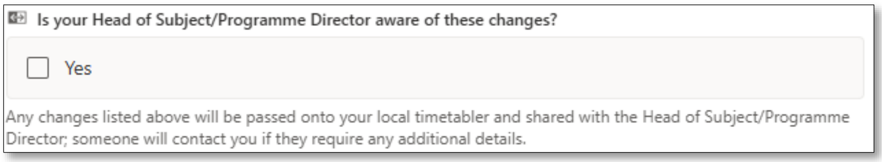
<table>
<tr>
<td>7. New/Returning Course (Preferred Delivery Details).
FORM 2</td>
<td>


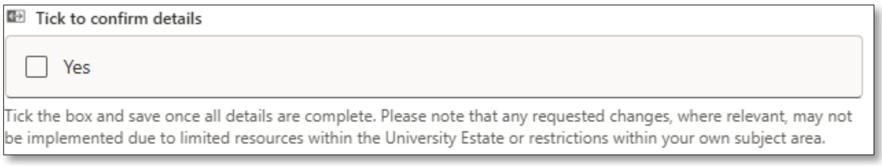
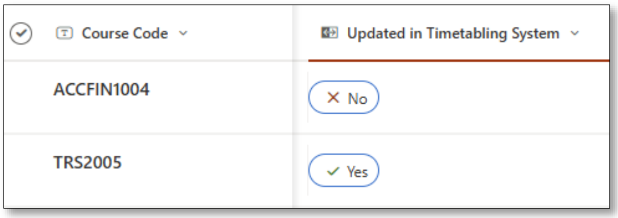
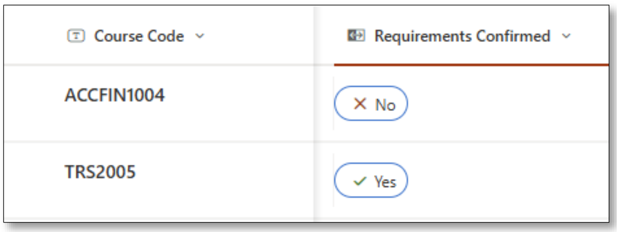
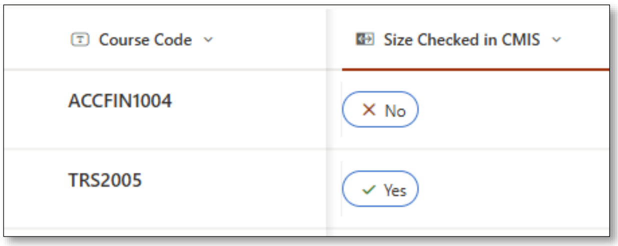
(Fig. 32. Screenshot of field ‘New/Returning (Preferred Delivery Details)’ on Form 2)
If the course did not run in the last session, users should indicate their preferred course delivery details (i.e. semester taught, day & time taught, lecturing staff details (and taught weeks if known), teaching event duration, essential facilities/equipment, sub group structure etc). Note this is a starting point for your timetable request, your local timetabler may be in touch regarding feasibility.
</td>
</tr>
<tr>
<td>8. Are there any changes to be made to this course?
FORM 2</td>
<td>


(Fig. 33. Screenshot of field ‘Are there any changes to be made to this course?’ on Form 2)
If there are changes to be made to this course (i.e. size of the class, day and time it’s taught, pattern of delivery, additional feature requests etc), then check the ‘Yes’ value. Else, check the ‘No’ value. ‘Yes’ value opens branched questions (9-13). ‘No’ Value ends Form 2 and the user will be directed to “Confirm Details”.
</td>
</tr>
<tr>
<td>9. Change in Lecturer details (select all that apply)
FORM 2</td>
<td>


(Fig. 34. Screenshot of field ‘Change in Lecture details (select all that apply)’ on Form 2)
If there are changes to the Lecturer details, then from the drop-down, select the value(s) applicable to the change. Else, leave the selection blank. Values which can be selected include (you can select more than one option if applicable):
Lecturing Staff Details (and the weeks they teach if known).
</td>
</tr>
<tr>
<td>10. Change in Size (select all that apply)
FORM 2</td>
<td>


(Fig. 35. Screenshot of field ‘Change in Size (select all that apply)’ on Form 2)
If there are changes to the cohort size or group composition (e.g., shifting from 2 groups of 30 to 3 groups of 10), select the relevant
</td>
</tr>
</table>

	value(s). Otherwise, leave the selection blank. You may select multiple options if applicable: ➢ Change in cohort size (e.g. you believe there is a significant change in size to your course for 2025/26). ➢ Group size constraints (e.g. number of lab benches, computers, or a change of size to seminar groups).
11. Change in Teaching Format (select all that apply) **FORM 2**	 *(Fig. 36. Screenshot of field 'Change in Teaching Format (select all that apply)' on Form 2)* If there are changes to the teaching format, select the value(s) applicable to the change. Else, leave the selection blank. Values which can be selected include (you can select more than one option if applicable): ➢ Semester taught. ➢ Day & Time taught. ➢ Duration of teaching events. ➢ Add or remove teaching events. ➢ Change in teaching practices/facilities/equipment. ➢ Other change in teaching format.
12. Change Detail Text **FORM 2**	 *(Fig. 37. Screenshot of field 'Change Detail Text' on Form 2)* Where a change in lecturer details, size, and/or a change in teaching format, has been indicated, further detail can be provided in the free text box.
13. Is your Head of School/Programme Director aware of the changes? **FORM 2**	 *(Fig. 38. Screenshot of field 'Is your Head of Subject/Programme Director aware of these changes?' on Form 2)* Where any change to the course has been indicated, confirm that the Head of Subject/Programme Manager is aware of these changes by selecting the 'Yes' value.

14. Tick to confirm details **FORM 2**	 *(Fig. 39. Screenshot of field 'Tick to confirm details' on Form 2)* Once all other sections of Form 2 have been completed, the requirements can be confirmed by selecting the "Yes" value. This will indicate that the Course Lead/Convener has confirmed the requirements for the course.
15. Updated in Timetabling System **FORM 2 ADMIN ONLY**	 *(Fig. 40. Screenshot of field 'Updated in Timetabling System' on Form 2)* This optional field helps track updates to individual course requirements in the timetabling system and is hidden from the 'Academic View' tab. You can edit it via 'Edit in grid view' or by clicking the value.
16. Requirements Confirmed **FORM 2 ADMIN ONLY**	 *(Fig. 41. Screenshot of field 'Requirements Confirmed' on Form 2)* This optional field aids in tracking requirement confirmations in the timetabling system after course updates. It is not visible in the 'Academic View' tab. Edit it via 'Edit in grid view' or by clicking the value.
17. Size Checked in CMIS **FORM 2 ADMIN ONLY**	 *(Fig. 42. Screenshot of field 'Size Checked in CMIS' on Form 2)* This optional field helps track course size checks after updates in the timetabling system. It is not visible on the 'Academic View' tab and can be edited in grid view or by clicking the value.
18. Modified	*SharePoint will automatically populate this value.*

FORM 1 & 2 **ADMIN ONLY**	
19. Modified By **FORM 1 & 2** **ADMIN ONLY**	*SharePoint will automatically populate this value.*
20. Created **FORM 1 & 2** **ADMIN ONLY**	*SharePoint will automatically populate this value.*
21. Created By **FORM 1 & 2** **ADMIN ONLY**	*SharePoint will automatically populate this value.*

CMIS Data Field Descriptors

The following data fields are available/visible on the SharePoint CMIS dataset for Professional Service colleagues.

Module	This field relates to the course title.
Mod	This field relates to the course code.
Day	This field relates to the day of course delivery.
Week(s)	This field relates to the CTT weeks of course delivery.
Date(s)	This field relates to the calendar weeks of course delivery.
Start	This field relates to the start time of the course (24hr format).
Finish	This field relates to the finish time of the course (24hr format)..
Grp	This field relates to the group code.
Size	This field relates to the cohort size of the Grp (group) field.
Lecturer	This field relates to the lecturer attached to the course.
Details	This field relates to further details relevant to the course.
Equipment	This field relates to the equipment requirements of the course.
Features	This field relates to the room feature requirements of the course.
Source	This field relates to the source of the course.
Category	This field relates to the category of the course.
Type	This field relates to the type of space booked for the course.
Classif	This field relates to the classification of the course.
Event ID	This field relates to the unique identifier (ID) associated with the course.

Document Control	
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