

Professional Services Tasks

Helping service areas migrate to the new academic year

Ron Riley

Enterprise Technologies Manager
Information Management and Technology



Information Management
and Technology



The LSE's Academic Year is Changing

2014/15:

3 x 10 week terms

2015/16:

2 x 11 wks., 1 x 7 wks.

its a big change!

new structure starts in August!!



Some Changes

A new examination period in Lent

Reading weeks (or not)

MT: Thursday 2 October – Friday 12 December

-> Thursday 24 September



What could possibly go wrong?

First time the academic year has changed in living memory

We roll the academic year forward in LFY in mid August

Admissions send out invites to new intake in late August



We need to gather some information

Know **what** we do for our customers

Know **why** we do it

Know **when** we do it



We need to gather some information

Know **what** we do for our customers

- increment academic year in admissions system

Know **why** we do it

- admissions are going to contact applicants for next session

Know **when** we do it

- Monday of week 16



Planning for the new year structure

Know **what** we do for our customers

Know what is going to **change**

Know **why** we do it

Know **why** it is changing

Know **when** we do it

Know that we can meet **the new schedule**



Where is the 'as is' information?

Nowhere

People's heads

Spreadsheets

Calendars



Useful features...

Have '**as is**' and '**to be**' schedule of tasks to be able to compare

Map current tasks into the Reformed Academic Year
- **automatically**

Make your tasks viewable by others
- **alert third parties when you re-schedule a task**

Spreadsheets Calendars

The screenshot shows a web browser window displaying a SharePoint calendar. The browser's address bar shows the URL: https://lsecloud.sharepoint.com/sites/new_academic_year/_layouts/15/sta. The page title is "School-Wide Current Academic Year". The calendar is for December 2014, with the current date being 08 December 2014. The calendar shows a grid of dates from 1 to 31. Red bars indicate specific weeks and closures: "MT - Week 9" (Dec 1-5), "MT - Week 10" (Dec 8-12), and "Christmas Closure" (Dec 24-28 and Dec 29-31). The left sidebar shows a list of calendars in view, including "School-Wide Current Academic Year", "eDev Tasks - Current", "Dev Tasks - Current", "Database Services Tasks - Current", and "PMO Tasks - Current".

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
MT - Week 9						
8	9	10	11	12	13	14
MT - Week 10						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
Christmas Closure						
29	30	31	1	2	3	4
Christmas Closure						



Information Management
and Technology

Tasks

The screenshot shows a web browser window with multiple tabs. The active tab is 'eDev Tasks - Curr...'. The address bar shows the URL: https://lsecloud.sharepoint.com/sites/new_academic_year/_layouts/15/sta. The browser toolbar includes a search bar with 'osx screen capture' and various navigation icons.

The background is an Office 365 interface. The top navigation bar includes 'Office 365' and tabs for 'BROWSE', 'TASKS', 'LIST', and 'CALENDAR'. The 'TASKS' tab is selected. Below the navigation bar are icons for 'New', 'Manage', 'Hierarchy', 'Actions', 'Share & Workflows', and 'Track'. The main content area shows a calendar for December 2014. The calendar grid has columns for 'MONDAY', 'TUESDAY', 'WEDNESDAY', 'THURSDAY', 'FRIDAY', 'SATURDAY', and 'SUNDAY'. The dates 1 through 31 are visible. The current date is '08 December 2014'. The calendar shows a task 'Switch of Undergraduate Course Choice' scheduled for Monday, 8th December 2014, at 8:00 AM.

Overlaid on the calendar is a 'New Item' form for 'eDev Tasks - Current'. The form has tabs for 'EDIT', 'FORMAT TEXT', and 'INSERT'. The 'EDIT' tab is selected. The form fields are as follows:

- Task Name ***: Switch of Undergraduate Course Choice
- Start Date**: 30-OCT-14. Below the date field is a red error message: 'You must specify a valid date within the range of 01/01/1900 and 31/12/8900.'
- Due Date**: 30-OCT-14. Below the date field is a red error message: 'You must specify a valid date within the range of 01/01/1900 and 31/12/8900.'
- Assigned To**: eDev Team x
- % Complete**: 0 %
- Description**: switch off at noon
- Predecessors**: Two empty boxes with 'Add >' and '< Remove' buttons.
- Priority**: (2) Normal
- Task Status**: Not Started

At the bottom of the form are 'Save' and 'Cancel' buttons.

View your tasks and
your customer's tasks

The screenshot shows a web browser window displaying an Office 365 SharePoint calendar. The browser's address bar shows the URL https://lsecloud.sharepoint.com/sites/new_academic_year/_layouts/15/start.a. The Office 365 navigation bar at the top includes links for Outlook, Calendar, People, and Tasks. The main content area is titled "New Academic Year Project" and "eDev Aggregated Calendar - Current". On the left, there is a "SharePoint" logo and a "Calendars in View" section with three items: "eDev Aggregated Calendar - Current" (highlighted in red), "LTI Tasks - Current" (highlighted in green), and "eDev Tasks - Current" (highlighted in orange). Below this is a "Home" section with links to "School-Wide Current Academic Year", "School-Wide New Academic Year", and "School-Wide Academic Year Comparison". The calendar itself is a monthly view for September 2014. It shows a grid of days with various tasks and events. Notable events include "00:00 - 00:00 Reset Moodle (Some of it)" on Wednesday, September 3rd, and "set up moodle data exchange" on Thursday, September 18th, Friday, September 19th, and Saturday, September 20th. The URL at the bottom of the browser window is <https://outlook.office365.com/owa/?realm=lse.ac.uk&exsvurl=1&ll-cc=1033&modurl=3>.



Information Management
and Technology

Compare current and new calendars years alongside each other.

Office 365 Outlook Calendar interface showing two side-by-side calendar views for December 2014 and December 2015.

School-Wide Current Academic Year (December 2014)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1	2	3	4	5	6	7
eDev Task - set up moodle data exchange						
8	9	10	11	12	13	14
eDev Task - set up moodle data exchange						
00:00 - 00:00 eDev Task - test task 1						
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

School-Wide New Academic Year (December 2015)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	1	2	3	4	5	6
eDev Task - set up moodle data exchange						
7	8	9	10	11	12	13
eDev Task - set up moodle data exchange						
00:00 - 00:00 eDev Task - test task 1						
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3



What to do now

Start thinking in terms of annual tasks

- **What you do, when, why**

Meet with your customers, talk about the new academic year

- **Ask them what they expect to change**

Think about your systems:

Do you have any that map the academic year?

- course choice
- office hours

Start **securing resources**

Schedule - proposed by the AYR committee:

Jan: - **identify** your annual tasks

Feb 2: - **enter** your tasks in your team calendar
- ask your customers to enter tasks in their calendar

Feb 16: - ensure that your calendar and your customers **calendars are complete**
- **subscribe** to any tasks you want to be notified about should they be re-scheduled

Mar : - **allow tasks to be re-scheduled and/or added to the new academic year**

Mar 31: - **target date for completion**



Annual tasks

Set up new network accounts

Switch on Undergraduate Course Choice

Print ID cards

Publish course guides

~~team meeting~~

things that you do for other people, that are scheduled to fit with the academic year



Looking ahead

An institutional calendar

Copy the current calendar into next year

[SharePoint Calendar Site](#)

lfy@lse.ac.uk