

# **Workload Reporting System**

## **User Guide**

**Faculty of Architecture**

**27<sup>th</sup> August 2013**

# WORKLOAD REPORTING SYSTEM USER GUIDE

## 1. STRUCTURE

Workload reporting system is structured into three sections as follows (Figure-01):

1. Academic Workload  
This sheet is used to enter student contact hours and students credits
2. Academic Coordination  
This sheet is used to enter academic coordination contact hours
3. Report  
This sheet provides the summery report of student contact hours and students credits

23										
24								0		
25	<b>Sub Totals</b>				<b>40</b>			<b>215</b>		<b>0</b>
26										
27	<b>Note: Instructions to fill the form are available in the Dean's Office</b>									

Ready | Academic Workload | Academic Coordination | Report

Figure -01

## 2. DATA ENTERING: ACADEMIC WORKLOAD (Figures -02a and 02b)

- Step 1- Select “Academic Workload” worksheet
- Step 2 -Enter data into marked fields
  - Module code (column-1)
  - Total Credit Value (column-2)
  - Intake & Semester (column-3)
  - Lectures (columns 4, 5, 6, 7)
  - Tutorials (columns 8, 9, 10, 11)
  - Labs (columns 12, 13, 14, 15)
  - and Field work/Project work/CPD (columns 16, 17, 18, 19)

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11 Academic Instruction			
12 1	2	3	4
13 Module Code	Total Credit Value	Intake & Semester	Proportional contribution (P <sub>c</sub> )
14 XY1022	2	2009, S1	0.7

Figure -02a

Enter data in to column from 4 to 19

Intake & Semester	A					B					C					D				
	4 Proportional contribution (P <sub>c</sub> )	5 Assigned student contact hours	6 Number of students	7 Credit Value (CW)	8 Student Credits (Formula 1)	9 Proportional contribution (P <sub>c</sub> )	10 Assigned student contact hours	11 Number of students	12 Credit Value (CW)	13 Student Credits (Formula 1)	14 Proportional contribution (P <sub>c</sub> )	15 Assigned student contact hours	16 Number of students	17 Credit Value (CW)	18 Student Credits (Formula 2)	19 Proportional contribution (P <sub>c</sub> )	20 Assigned student contact hours	21 Number of students	22 Credit Value (CW)	23 Student Credits (Formula 2)
9, S1	0.75	18	45	2	75					0										0
L3S1	1.00	22	90	2	140					0										0
6, 14					0					0										0

Figure -02b

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## 3. DATA ENTERING: ACADEMIC COORDINATION (Figure- 03)

- Step 3  
Select “Academic Coordination” worksheet
- Step 4  
Select respective coordination work from the given table; “Type of Coordination” (if relevant)

Click here to select the “type of coordination work”

No	Type of Cordination Work	Contact Hrs	Type of Coordination Work
1	None	0	None
2	None	0	----- Faculty Level Coordination -----
3	None ----- Faculty Level Coordination -----	0	Director Undergraduate Studies
4	Director Undergraduate Studies Director Postgraduate Studies	0	Director Postgraduate Studies
5	Director Quality Assurance	0	Director Quality Assurance
6	Director - Faculty of Architecture Research Unit Director Industrial Training Chairperson of Faculty Academic Committee	0	Director - Faculty of Architecture Research Unit
7	None	0	Director Industrial Training
8	None	0	Chairperson of Faculty Academic Committee
	<b>Total Contact Hrs</b>	<b>0</b>	Chairperson - Faculty Curriculum & Evaluation Chairperson - Media and Publicity Committee

Figure -03

## 4. GETTING SUMMERY REPORT (Figure- 04)

- Step 5  
Select “Report” worksheet
- Step 6  
Click “Print” Button to get the printed summery Report

To print

<u>Academic Workload Report</u>	
<u>Academic Accountability &amp; Workload</u>	
<u>Faculty of Architecture</u>	
<b>Name :</b>	Dr. ABC Perera
<b>Designation :</b>	Senior Lecturer Gr II
<b>Department :</b>	Architecture
<b>Total Student Contact Hrs :</b>	<b>42.3</b>
<b>Total Student Credits :</b>	<b>215</b>
<a href="#" style="background-color: #e1e5e7; padding: 5px;">Print</a>	<input type="text"/>

Figure -04