

## Syllabus Plus Users Information Update – August 2004 Edition 3

### Introduction

Welcome to the third edition of this monthly information sheet. This update is being sent to all users of Syllabus Plus Course Planner across the University of Melbourne. The aim of this sheet is to give you information on what is going on in the world of Syllabus Plus, and to provide you with hints and tips in your everyday usage of the program.

### Current Syllabus Plus Issues

As mentioned in our previous issue, we were forced to ‘rebuild’ the 2004 database due to the Write-Back error in Syllabus Plus. Since doing so, we have had (touchwood) no reports of Write-Back problems. Hopefully, the system will remain stable for a while yet. If you do notice anything odd to do with Write-Backs (see previous issues for an explanation of the problem), please let our office know.

### Syllabus Plus Developments

As discussed in previous editions, we are in the process of upgrading Syllabus Plus from version 3.1.2 on an Ingres based server to 3.3.2 on an Oracle based server.

Testing on the upgrade has taken place over the last couple of weeks by members of the timetable office. The new version performed well, surviving some rather strenuous and unusually heavy workloads. As we were unable to spot any significant problems, we will push ahead with the construction of the database on the 2005 database on the new server.

As mentioned in the previous edition, training in the usage of the updated program will start to take place over the course of the next few months, depending upon what you use the program for. For those who have read-only access, we would expect to be running training in November at this stage, whilst for those who have more extensive access, we will be starting training within the next couple of months. We will get in touch with you on an individual basis to arrange training for you. If you have any queries about our planned training program, please feel free to contact us.

### Handy Tip – Finding Bookings by Locations

In each edition, we include a Handy Tip to assist you in your day to day usage of the Syllabus Plus program.

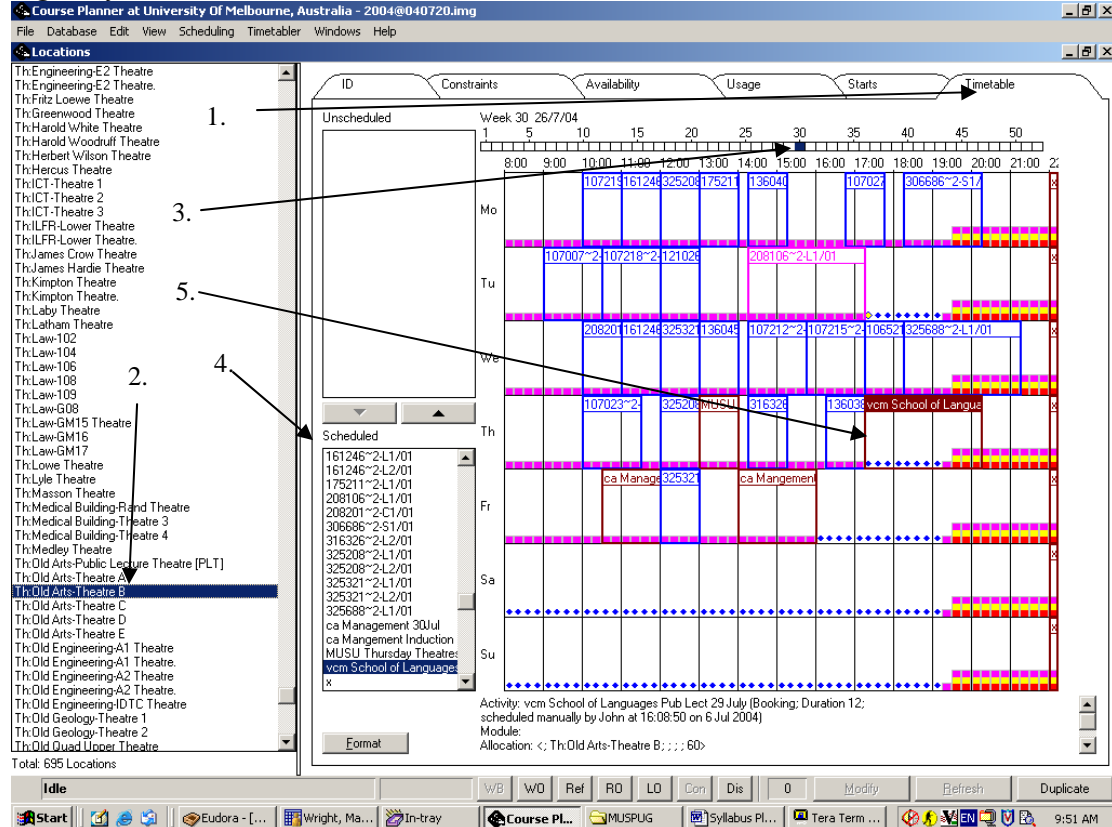
All classes and other bookings on the Syllabus Plus system are listed on the ‘Activities’ screen, found under the ‘Timetabler’ menu. Due to the large number of bookings on the system, it can however be difficult to find a particular booking, especially if you are not quite sure what it might be called. A booking for an Architecture Public Lecture on Building Planning on 12<sup>th</sup> July for example might be listed as ‘Architecture 12<sup>th</sup> July’, ‘Building Planning 12<sup>th</sup> July’ or even as ‘Public Lecture 12<sup>th</sup> July’, depending on who made the booking.

Rather than trying to find a specific booking by its name, an easier method is to find the particular booking by the location that it is running in.

In this example, we will find a booking for ‘Languages’ in Old Arts Theatre B sometime in the evening on 29<sup>th</sup> July

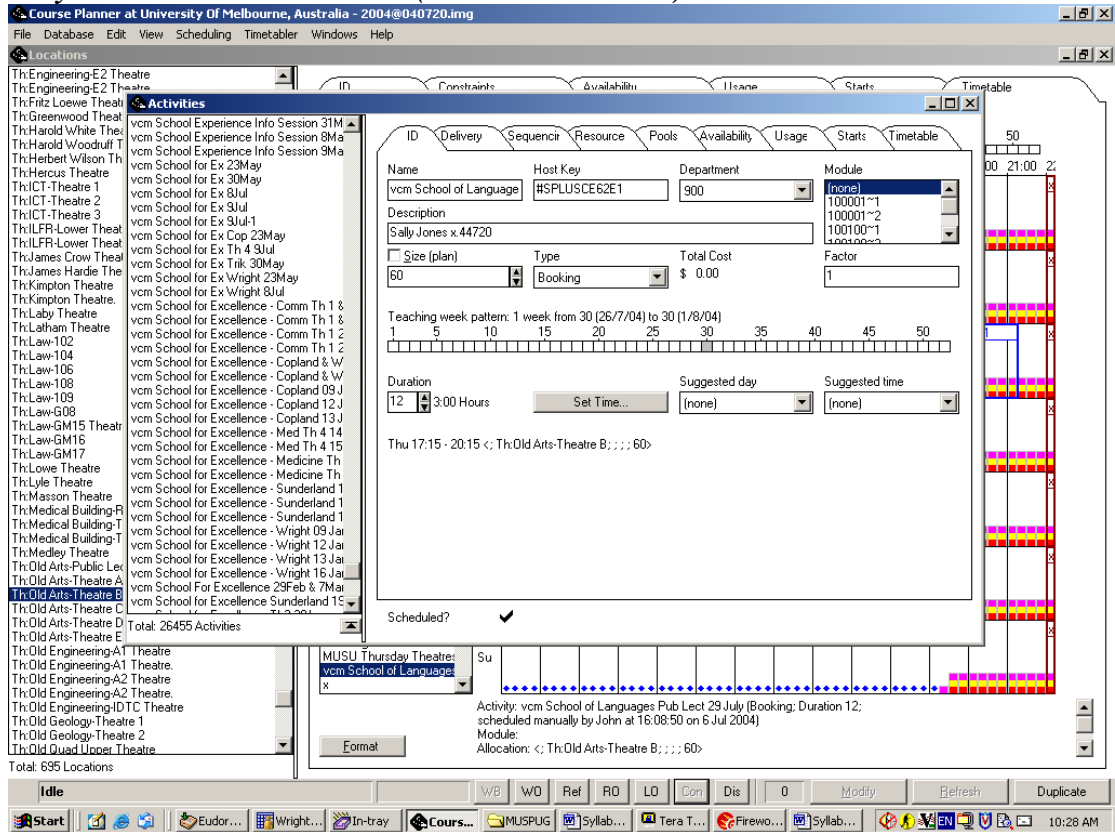
1. Select ‘Locations’ from the ‘Timetabler’ menu
2. Select the Location that the booking is running in\*
3. Select the ‘Timetable’ tab (1.) , and the week that the booking is running in (See Figure 1 below).
4. Select the Location that you are after (in this case Old Arts Theatre B) (2.)  
*Note that all theatres are listed under the prefix Th:Theatre Name, and then alphabetically, allowing them to be more easily found.*
5. Select the week that the booking is running in (3.)

**Fig 1: Syllabus Plus Locations Window**



6. You should now be able to ‘see’ the booking. You can now select the booking by either ‘double-clicking’ on the booking in the ‘Scheduled’ box (4.), or by ‘double-clicking on the *extreme left edge* of the actual booking on the ‘Timetable’ tab itself (5.). Either of these actions will ‘jump’ you into the Activities screen, from which you can view extra details or make changes to the booking if you wish (see Figure 2 below).

**Fig 2: Syllabus Plus Activities screen (via Locations screen)**



## Contact Us

If you have any questions, or would like to give us some feedback, please feel free to get in touch with us. You can email us at [sa-timetable@unimelb.edu.au](mailto:sa-timetable@unimelb.edu.au) or give us a call:

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