

Syllabus Plus Users Information Update – September 2004 Edition 4

Introduction

Welcome to the fourth 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.

We apologise for the brevity of this edition, but as the Timetable Office is in the middle of scheduling for the 2005 timetable, we have little time to devote to other tasks (as much as we might like to get away from scheduling for a while).

Current Syllabus Plus Issues

The timetable office is currently building the 2005 timetable on the updated version of Syllabus Plus. So far, the move from Syllabus Plus version 3.1.2 to 3.3.2 has been successful. As discussed previously, the two big advantages of moving to the updated version are:

- The new version is compatible with Windows XP.
- The ability to automate tasks using Visual Basic code (COMS).

We have now started setting up version 3.3.2 of Syllabus Plus on machines across the university. Depending on what you use Syllabus Plus for, your machine will be set up in the following time frames:

- If you are involved in scheduling subjects, you should have already been approached.
- If you are involved in making ad-hoc bookings, you will be set up after the timetable has been completed in mid-October.
- If you have Read-Only access, your machine will be set up in November/December.

Most users will not see in major changes in the new version of the program. There are a couple of minor differences that will be clarified during the upgrade process.

If you have any queries about the rollout schedule, please feel free to contact our office.

Handy Tip – Naming of Bookings

When making a booking, Syllabus Plus will let you name it pretty much anything you like. This can however cause problems if you're making heaps of bookings, and need to find a specific one. If you've called each of your 50 bookings 'Departmental Meeting', you are likely to have a little bit of trouble finding one on a specific day, (especially if other Syllabus Plus users have been calling their bookings 'Departmental Meeting' as well.)

When making an ad-hoc booking, we therefore recommend the following format, to avoid confusion:

mw Timetable Office Monthly Meeting 12/03/04

1. First come your initials i.e. I put 'mw' before my ad-hoc bookings.
2. Next is the title of the booking. In this case it is 'Timetable Office Monthly Meeting'. Try your best to make each booking title original where practical.
3. The Date should be the last part of the booking name. Including the date is the best way to distinguish between bookings that are similar.

It is also a good idea when you are making your booking to fill out the 'Description' field in the 'Location Booking' screen with the name and phone number of the person who has asked you to make the booking. That way, any Syllabus Plus user has another point of contact other than yourself should there be any problem with the booking.

There are a couple of big no-no's when naming bookings:

1. Never start your ad-hoc booking name with a number, even if it is for a class. Doing so interferes with the uploading of the timetable on the web. When making an ad-hoc booking for a class, the correct way to name it is:

mw 820001 Extra class 12/03/04

If you always put your initials first in an ad-hoc booking, you can't go wrong

2. Including hyphens (-) in the name of your booking. Please don't do this as this can also stuff up the loading of the timetable to the web.

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 or give us a call:

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