

Syllabus Plus Users Information Update – November/December 2004 Edition 6

Introduction

Welcome to this year's final edition of this 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

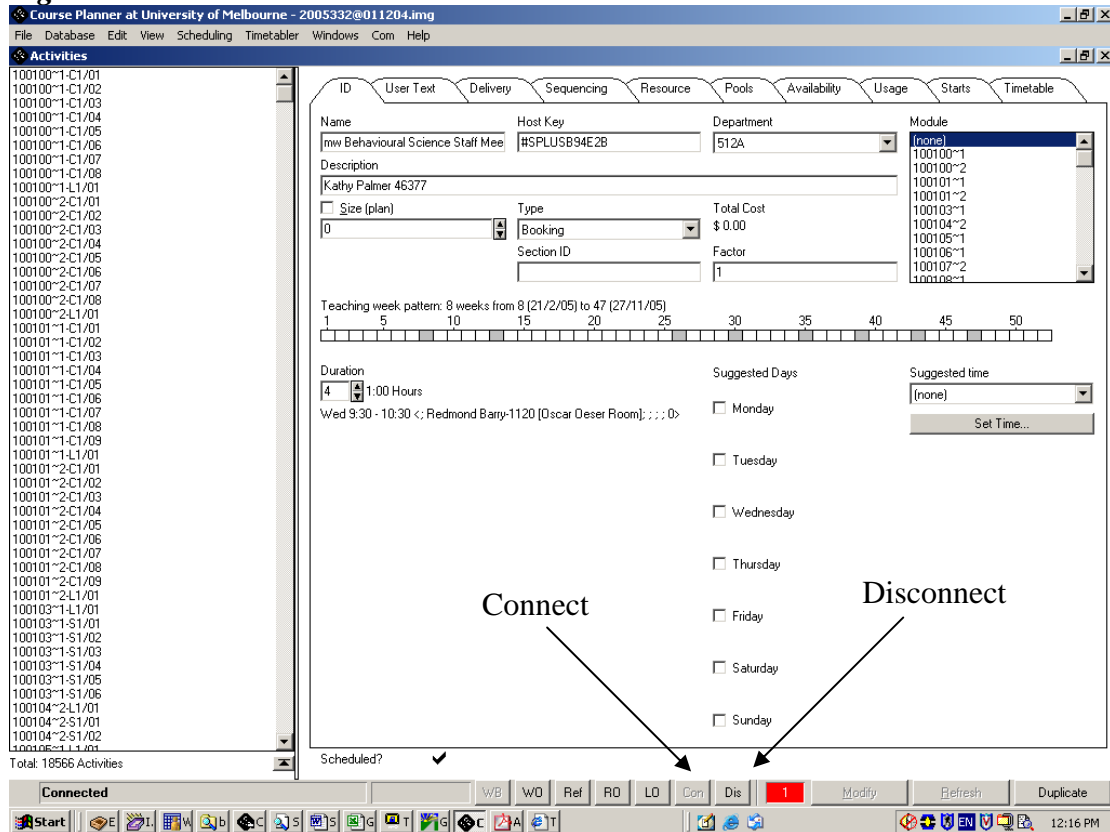
New Syllabus Plus Version (3.3.2)

Our office has now completed the construction of the 2005 timetable on the new version of the Syllabus Plus database. For the most part the program appears to be running successfully. We have however encountered one minor problem. For reasons unknown at this stage, Syllabus Plus is not refreshing properly.

A 'refresh' refers to the action of the server sending out updated information to all machines using the system (i.e. When one user makes a change, and writes it back to the server, it is then sent on to all other users by via a refresh).

At the moment the 'refreshes' are not flowing through properly. At the moment it is therefore necessary to force the refresh to take place. You can do this by hitting the 'Dis' (Disconnect) button followed by 'Con' (Connect) (See Figure 1 below). A refresh will then occur.

Fig 1: Disconnect and Connect Buttons



Password Changes

As a result of there being a larger number of users across campus, Networks have relaxed the requirement for the IP addresses (computer's internet number) of machines using the program to be set up with 'secure' access to the Syllabus Plus server. Syllabus Plus can therefore be installed and run on any machine at the University. The tradeoff for greater flexibility however is less security. As a result of this alteration, it is necessary for you to alter your Syllabus Plus password to something other than that initially issued by the timetable office. An explanation of how to do this can be found in the 'Handy Tip' section below.

Handy Tip – Altering your Syllabus Plus Password

The Syllabus Plus password that you are initially issued by the Timetabling office is usually quite simple. To ensure that the system remains secure, we need you to alter your Syllabus Plus password to something more complex. This can be done as follows:

1. Open Syllabus Plus and select 'Users' from the 'Timetabler' menu (refer to Figure 2 below).
2. Select your user name (See Figure 3, 1.) and click on 'Change Password' (2.).
3. You should now be given the opportunity to reset your password.

Fig 2: Activation of the Users Window

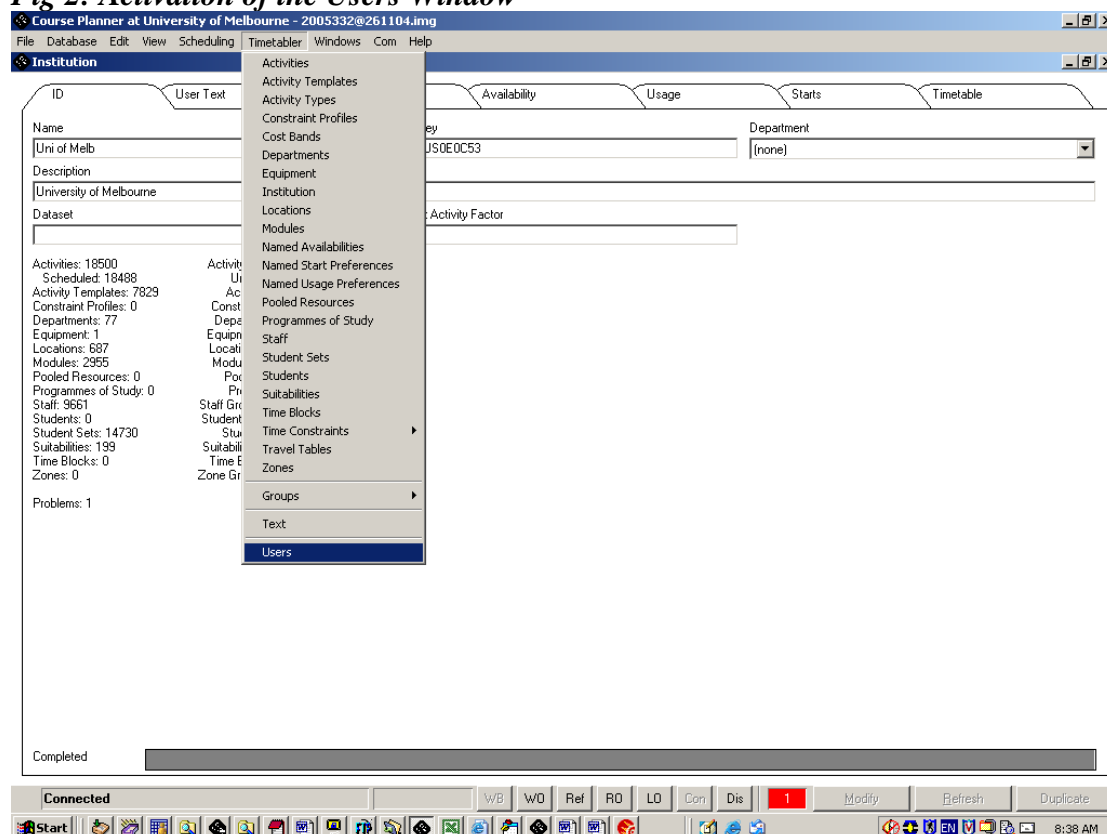
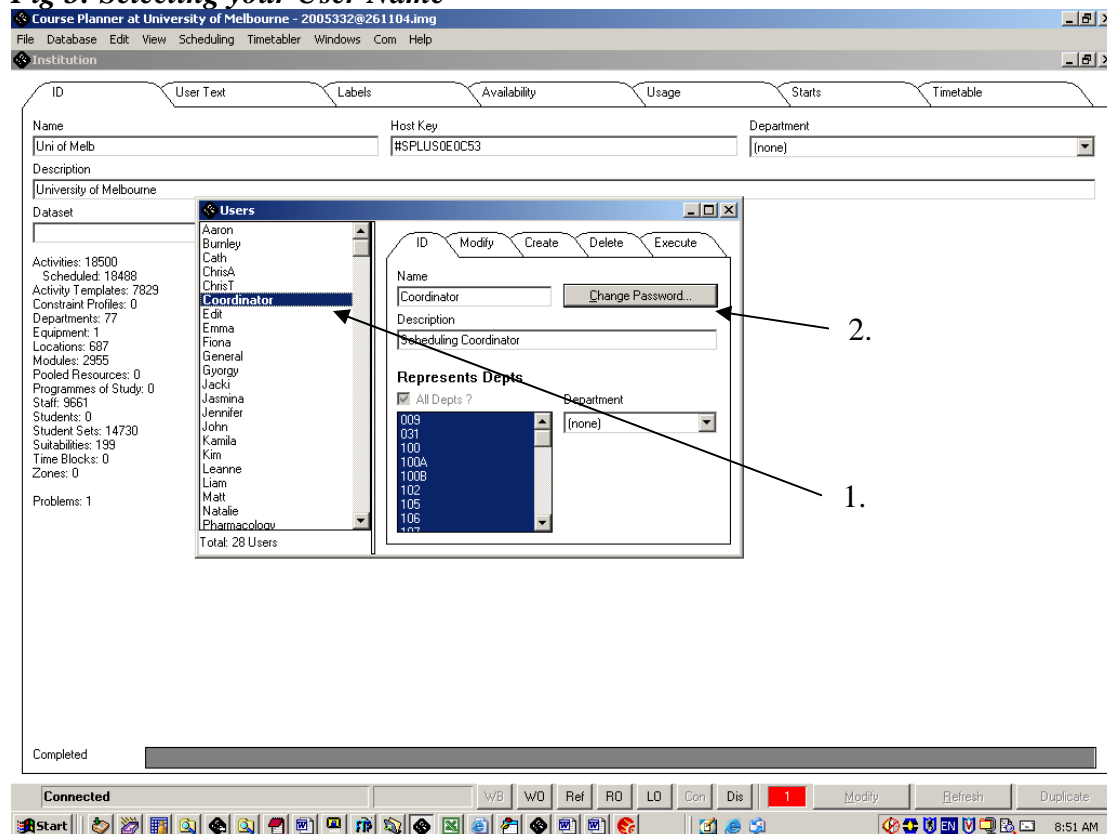


Fig 3: Selecting your User Name



Things to note about changing your password:

- If you forget your password, or have problems changing it, you will need to contact the timetable office. Our details are listed below.
- If you have a group of people under the same user name (i.e TSS & Burnley), you will need to liaise with the remainder of the group to choose a suitable password.

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.

Sandi Robertson – Timetable Coordinator x49689

Matt Wright - Timetabling Systems Support x43690

Kamila Kaniski – Timetable Officer x47699

Chris Thornton – Manager, Timetabling, Venue & Conference Management x48858