

Syllabus Plus Users Information Update – March/April 2005 Edition 8

Introduction

Welcome to the second edition of the Syllabus Plus newsletter for the year. It has already been a rather busy one - thankfully Easter is just around the corner.

Current Syllabus Plus Issues

Syllabus Plus Performance

Syllabus Plus seems to be behaving itself for the most part at the moment, although the network does appear to be running rather poorly sometimes. There are a number of potential reasons as to why this is occurring, including:

- Increased number of users on the Syllabus Plus network at any given time.
- The connection speed of users' computers to the network
- The speed of user computers.

As a user, you can therefore improve the performance of the network by:

- Exiting from Syllabus Plus when you're not using the program
- Hassling your manager for a better machine

Syllabus Plus is a greedy program. It tends to use up heaps of available memory. Besides being of benefit to the network overall, you will find that your other programs work far better if you shut down Syllabus Plus when you are not using the program on your machine. If you want to keep Syllabus Plus open, but aren't using it, you can always just hit the 'Dis' button to temporarily disconnect from the Syllabus Plus network (You can hit 'Con' to reconnect)

An easy way to tell that your machine and/or network connection isn't good enough is by the duration of time that it takes to download a fresh image from the server. This should take a maximum of 5-10minutes. Anything beyond that is too slow.

You are unlikely to be able to do too much about the network connection from your building (this is a big issue), but you may wish to point out to your manager the benefits of upgrading your machine.

Syllabus Plus Tip – Syllabus Plus Shortcuts

There are a number of 'shortcuts' in Syllabus Plus that can make your navigation around the program a lot quicker and easier.

Standard Functions

Ctrl + C: Copies selected text

Ctrl + X: Cuts selected text (Rarely used)

Ctrl + V: Pastes selected text

Ctrl + O: Opens up a Syllabus file

Ctrl + S: Save Syllabus Plus file

Ctrl + P: Printing options

Ctrl + F4: Close Active window

Shift + F4: Close all Active windows in Syllabus Plus

Alt + F4: Shut down Syllabus Plus

Ctrl + Z: Undoes certain actions (provided they have not been written back)

Ctrl + A: Select all items in active pane

Syllabus Plus Functions

Ctrl + R: Opens Location Booking screen.

Ctrl + B: Puts Syllabus Plus in 'Browse' mode (allows you to see only those suitabilityes that have been selected, rather than having to scroll through a long list.

Click 'Ctrl + B' again to exit from this mode.)

Ctrl + M: Modify

Ctrl + D: Duplicate

Advanced Functions

Ctrl + I: Gives access to Syllabus Plus filtering options

Ctrl + G: Sets up a group for selected items

Ctrl + U: Unschedule an Activity

Ctrl + H: Schedule an Activity

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