

## **Syllabus Plus Users Information Update – Sep/Oct 2007 Edition 17**

### **Introduction**

Hullo all. I must apologise for the lateness of this edition. It is amazing how hectic things can get. Just when you think things can't get any busier, they suddenly do!

### **Current Syllabus Plus Issues**

#### ***Construction of the 2007 Database***

Construction of the 2007 database is almost complete. We are currently in the final stages of putting together changes to the database. Student planning was pushed back two weeks, which meant that we had this extended period of time to work on the timetable. Considering we are still flat out sorting finalising requests for changes, it is fortunate that we had a little extra time to finish it off!

As a consequence, access to the 2007 database for those that do not already have it will take place from October 13th onwards. You should be able to download a 2007 image after this date (remember that the database is called 'sdbodd' for 2007 and not 'sdseven'). Your password in 2007 should be the same as it is in 2006. If you have any problems downloading your 2007 image, you should contact our office.

#### ***Upgrade Process – Where is it at?***

As you would recall, Syllabus Plus was meant to be upgraded earlier in this year to a new version. The upgrade failure was caused by unexpected conflicts between the operating system and Syllabus Plus on the server on which the Syllabus Plus program is housed. Progress towards a resolution to this problem is currently somewhat slower than envisaged. We were hopeful that we would be able to release this year's timetable on the upgraded version of the program, but that is obviously not going to occur. At this stage the best that we would appear to be able to hope for is that the upgrade be set to take place early in next year. We will pass on more information about this when we become aware of it.

### **Other News**

#### ***VCA Integration***

With the VCA becoming a faculty of the university, all of their systems need to match up with those systems used by the remainder of the university. The Timetabling system is no exception. The Timetable Office has been working closely with their counterparts in the VCA to facilitate the translation of VCA timetable information (on a system called Celcat) into Syllabus Plus. We are hopeful that this process will run smoothly when they fully swap over to Syllabus Plus at the start of 2007.

#### ***Syllabus Plus Tip – How best to name bookings?***

*This issue has been raised previously in this newsletter (Sep 2004 edition). The names that ad-hoc bookings were given by users in the 2006 database was however somewhat, well, ad-hoc. It would be great if we could all make an effort to follow the procedure below when making bookings in the 2007 Syllabus Plus database to help keep it as uniform as possible.*

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 12thMar

1. First put your or your department's 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.
4. There is no need to include the year of the booking in your date, as the database only runs for the course of a calendar year.

*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. If you always put your initials first in an ad-hoc booking, you can't go wrong. When making an ad-hoc booking for a class, the correct way to name it is:  
mw 820001 Extra class 12thMar
2. Please do not include hyphens (-) in the name of your booking. This has the potential to interfere with the loading of the timetable up onto the web.

### ***And Finally***

Matt is going away on holiday from Monday 16th Oct for the rest of the year. You will most likely notice that your dealings with the timetable office are much smoother without him being around causing problems. In his absence you can contact Sandi, Sarah or Chris if you have any queries or problems.

### **Contact Us**

Please feel free to get in touch with us if you have any feedback [sa-timetable@unimelb.edu.au](mailto:sa-timetable@unimelb.edu.au), or give us a call.

Sandi Robertson – Timetable Coordinator x49689

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Check out the Syllabus Plus web pages at

<http://www.services.unimelb.edu.au/timetabling/syllabus/index.html>