

Syllabus Plus Users Information Update – Jan/Feb 2007 Edition 18

Introduction

Welcome to the first edition of the Syllabus Plus update for 2007! An especially big welcome to those of you who are receiving this for the first time, and there are quite a few of you, including all those from the VCA and the Faculty of Economics and Commerce who are new to the program.

Current Syllabus Plus Issues

Problems with tequila – Syllabus Plus Server Issues

You may have seen some emails from our office the other day informing you all of the fluctuating online status of Syllabus Plus. The server was running into problems all day. This was apparently being caused by a piece of malfunctioning hardware. This piece of hardware was replaced on Monday, so hopefully we will not have any further problems with the server for the time being (touchwood!).

Other News

Upgrade Process – Where is it at now?

For those of you who are new to the program, we attempted to upgrade Syllabus Plus last year to a newer version with lots of ‘whiz-bang’ features. Unfortunately, we unexpectedly ran into problems with the version of the operating system on the server (tequila) on which Syllabus Plus is housed. These problems remain unresolved, and will remain so until the server on which Syllabus Plus is housed is upgraded (something that is out of our control). We are hopeful that this will happen sooner rather than later this year, as it is likely we will run into some rather sticky problems if we are unable to construct the 2008 timetable using a newer version of the program.

VCA Integration

We are very happy to welcome the new faculty of the VCA onto the Syllabus Plus timetabling system. The timetabling information from the VCA has been successfully transferred from their former system (Celcat) to Syllabus Plus. Due to the fact that the current approach to timetabling at the VCA is somewhat different to that of Burnley and Parkville, the VCA timetable is currently housed on a different database. Naturally, there are some differences in the look and operation of Celcat and Syllabus Plus. The timetable office is currently working closely with the VCA to help iron out the inevitable transition problems as best we can.

Timetable Office Assistance

The timetable office is responsible for providing support to all users of Syllabus Plus at the university, and is always more than willing to do so. As all of you would know, Syllabus Plus is not the most ‘user-friendly’ of programs. However, with a bit of inside knowledge and coaxing, you can usually get it to do what you want it to do. In case we did not emphasise it enough at our recent training sessions, or in case you have forgotten, if you have any problems at all with Syllabus Plus, or would like to discuss means of inputting, extracting, viewing and analysing information from the program, we at the timetable office are always ready to provide advice and assistance. For more information on how to contact us, please refer to the end of this newsletter.

Syllabus Plus Tip – Summary of Tips for New Users

For those of you who are new to the Syllabus Plus program, you will soon become aware (if you are not already) that Syllabus Plus has some rather interesting ‘features’. Some of these ‘features’ are quite helpful, whilst others are pretty much downright annoying.

In order to assist you in your usage of Syllabus Plus we include a tip in each edition of this newsletter. You will find these helpful tips within these editions of the newsletter

- [Am I connected to the Database \(Edition 1\)](#)
- [Using Filters \(Edition 2\)](#)
- [Finding bookings by Location \(Edition 3\)](#)
- [Naming protocols for bookings \(Edition 4\)](#)
- [Structure of a Subject in Syllabus Plus \(Edition 5\)](#)
- [Altering your Syllabus Plus Password \(Edition 6\)](#)
- [Syllabus Plus Shortcuts \(Edition 8\)](#)
- [Problems in Syllabus Plus \(Edition 9\)](#)
- [Invert selection \(Edition 10\)](#)
- [User Text Fields \(Edition 11\)](#)
- [Color Coded Scheduling \(Edition 12\)](#)
- [Using the Mouse wheel in Syllabus Plus \(Edition 13\)](#)
- [Browse Mode \(Edition 14\)](#)
- [Equipment bookings \(Edition 15\)](#)
- [Automation of Timetabling Processes \(Edition 16\)](#)
- [Naming protocols for bookings – Revisited \(Edition 17\)](#)

Rather than accessing each newsletter individually to access the tips, they have been collated in one file. This can be accessed at

<http://www.services.unimelb.edu.au/timetabling/downloads/splusud/tipscoll.pdf>

The best tip of all that we can give you however is to contact our office if you think that you should be able to do something more easily in Syllabus Plus and would like to know how, or if you come across something in the program that just does not make sense to you. We are always happy to answer any queries that you may have!

Contact Us

Please feel free to get in touch with us if you have any feedback

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>