

Introduction

As the year seems to be rapidly drawing to a close, we wanted to ensure that we took the opportunity to touch base with the Syllabus+ Users throughout our Melbourne University campus before we commence 2008. As most of you will be aware the vast majority of our recent time and focus in the Timetabling Office has been directed towards constructing the 2008 timetable. Given that there have been various factors to incorporate, none less so than implementing the new Melbourne Model courses – it has been a demanding challenge! However, with the assistance and co-operation of many people - including a significant number of Syllabus+ Users - we have been able to complete this task. Thankyou to those of you who have helped us to reach this goal!

2008

Now that the timetable is complete the time has come (if you would like to) to download your 2008 images. In case you are a little unsure about how to do this, here's a few instructions:

- Launch S+, click on browse
- Double click on splus.img
- Select Language (Australian)
- Select Scientia Database
- Under Scientia Database Server enter: runny.its.unimelb.edu.au
- Under Scientia Database Service enter: sdbeven
- When prompted to save image file with server details, select 'no'
- Enter your user name and password and connect

The 2008 database will take approx 15 minutes to download.

Once you have a copy, please make sure that you save it once per week. If you don't save the image it will expire and you will then need to download a fresh image once again. As this is often inconvenient (for you the user), it is recommended to save on a weekly basis. If you have any problems with the above, please contact our office.

S+ Spotlight

Introducing Shabana Ahmed

How long have you been working at the University?

6 months

And in which dept/area do you work in?

**School of Behavioural Science,
(Enquiries Officer)**

How long have you been using Syllabus+?

6 months

What were your first impressions of Syllabus+

I found the interface off putting, it was difficult to find things...

Have your impressions changed over this period of time?

Yes!! It's lots easier now, I guess it just has to do with familiarity and confidence

What is the most annoying thing that you find about using S+?

When you go to make duplicate bookings and it *always* seems to default to 8am!

Is there anything good about using S+?!

Yes, well I guess it is good to be able to actually 'book' rooms

If you find that you are having problems using the program, what do you do?

Contact Timetabling

Do you ever ask a fellow S+ user?

Yes, there are 2 other staff in my area who can use it too

Are there any other comments about S+ that you'd like to contribute?

Not yet, but I think that they will come up as I use it more

And what does Shabana enjoy aside from using S+?!

Music! She loves her drum and bass and her workstation testifies to this!

S+ Handy Hints

Owing to Sandi's somewhat extensive experience with S+, we've asked her to suggest a little handy hint for making changes to an existing booking!

When you change the date/venue/duration of a venue, often an error occurs in the form of a red question mark, the easiest way to fix this is to:

*Go to the duration of the booking, reduce by 15 minutes, modify.

*Now increase the duration by 15 minutes, (back to original duration) and modify.

This will force a refresh and in the vast majority of instances it will clear the error.

If the error persists, the change will require further investigation as it may not actually be possible given the constraints/requirements you have selected.

Staff News

For those of you who don't know, Chris Thornton (who is currently on maternity leave from her role as Manager for Timetabling & Venue Management) has indeed had a son! Samuel is doing very well and both he and Chris dropped in to visit recently and we're glad to say that Chris is acclimatising with apparent ease and enjoying her new role as a Mum.

As many of us seem to spend more time interacting with our computer screens than actual people whilst at work, the Timetabling Office is hopefully(!) going to have a social get together next month for S+ Users. As yet we are unable to confirm details, however we shall be in touch so watch this space!

As this is the time of year when it is most feasible for us Timetablers to take some leave – we all seem to be taking the opportunity to do so!

Matt has recently been to WA, Chakri is in India, Sarah is going to Tassie and Sandi will be taking leave throughout January.

Should you ever have any queries/questions/concerns about S+, we would like to encourage all users to contact us. Please note that often email is the best way to get in touch, however feel free to phone if you need to. Just in case you need our contact details, please see below.

Hopefully we might have the chance to see many of you soon!

Regards,
Timetabling

Our email address is: sa-timetable@unimelb.edu.au, or give us a call:

Sandi Robertson – Timetable Coordinator sandi@unimelb.edu.au x49689

Sarah Nowlan – Timetable Officer snowlan@unimelb.edu.au x47699

Chakri Morisetty Timetabling Systems Support cmori@unimelb.edu.au x43690

Matt Wright - Manager, Timetabling & Venue Management
mwig@unimelb.edu.au x48858

Check out the Syllabus Plus web pages at

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