

Introduction

Mid year is amongst us and the Timetabling Office is busily working away to accommodate the Timetabling requirements of the University. Our focus is very quickly drawing in on the construction of the 2009 Timetable and many aspects of this exercise are already being addressed. The number of Syllabus+ users throughout the University is continually increasing and our office is providing ongoing support to these 100+ users. We have been making a few visits to S+ users of late who are both new to the program or those users who would benefit from knowing a little more about the program. If you do have any queries about S+ or would like to arrange a visit from us in order to develop your S+ skills, please do not hesitate to get in touch – our contact details can be found at the end of this newsletter.

2009 Syllabus Plus image

The construction of the 2009 timetable will begin in around about a month or so in the middle of July. Depending on what you use Syllabus+ for, we will progressively give all users of Syllabus Plus access to the 2009 image between mid July to early October. We will be in touch over the coming months to advise all users exactly when they will have access to schedule classes and make bookings for 2009.

Syllabus Plus and Student One

In case you have missed it, a new student system, (at this stage known as Student One) is being implemented over the coming months. This will have a significant impact on many systems and processes at the institution, including Syllabus Plus.

The changes to Syllabus Plus will flow through from the 2009 timetable onwards. For those of you who mainly use Syllabus Plus for venue bookings, you will not notice that much alteration. For those of you who use Syllabus Plus to check and/or schedule classes, there are a number of changes ahead. The most notable of these are:

- **Subject Code Changes:** Under the new student system, Subject codes will be altered from six numeric characters to a mix of nine alpha-numeric characters. Other information relevant to the where and when any particular class will be run will also need to be listed adjacent to the subject code. All up this will mean that instead of 'defining' a subject using approx 8 characters, it will instead need to be defined using approx 20.
- **Uploading to the Student System:** We have previously not needed to upload timetabling information into the student system under Merlin. This will all change under Student One however. Under the new student system we will need to send timetabling information into the new student system in very specific formats. This will mean that everybody (including the Timetabling office) will need to have their S+ access levels altered in order to ensure that information can be correctly uploaded.

Our office will be in contact with those of you who schedule classes in the coming weeks to arrange a training/information session on the changes to Syllabus Plus for 2009.

Syllabus Plus Conference

We apologise for the rather late notice, but if by chance you are interested in attending the Syllabus Plus conference in Sydney on 25th-28th June, please advise our office ASAP. This year Chakri will be representing our Timetable office. The conference could be a useful opportunity for you to learn a bit more about Syllabus Plus and develop your skills in the usage of the program. Please note that we will unfortunately not be able to pay your way there, however if you would like to go along, you will need to hunt about for some funds from somewhere else.

S+ Spotlight

Introducing Alex Findlay

How long have you been working at the University?

7-8 months

And in which dept/area do you work in?

Architecture

How long have you been using

Syllabus+?

6 months

What were your first impressions of

Syllabus+

Complex

Have your impressions changed over this period of time?

No!

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

Slow refreshing speed...

Is there anything good about using S+?!

It is a really useful tool to see what's going on in the various locations

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

Ring Timetabling!

Do you ever ask a fellow S+ user?

No, don't know any

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

When you do know how to use it, it really is quite good

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

Dreaming about his sporting triumphs! (he enjoys his cricket and golf)

S+ Handy Hints

Booking Multiple Weeks:

If you have a booking which is repeated on the same day of the week, in the same venue and at the same time for repeated weeks, you may not know that you only need to make 1 booking!

*In the Location Booking screen select the week pattern for the first instance of your booking.

*Go ahead with selecting the remaining info for your booking eg location/duration

*Press and hold down the control key and then select the additional weeks that you would also like to book (they do not need to be consecutive)

*Click on 'book'

*If you open the locations screen and check the Timetable tab for the location you have booked, click on the different weeks you have booked and you will see that your booking has been made!

Should you have any queries with doing the above, give us a call and someone will be able to talk you through the steps.

Staff News

We have all been managing to keep ourselves busy enough both in and out of the office, however the most exciting news to report this edition is the arrival of Matt's son! Jack Timothy is doing well although he arrived rather unexpectedly early, obviously keen to get on with things.

On the work front Matt and Chakri have been quite involved working with the Student System and Sarah too has sported a few days helping out the SSP Timetabling team as well. Sandi has been working on preparing for the 2009 Timetable and dealing with the size issues for semester 2 2008 (where venues allocated are not big enough for the number of students enrolled).

The fun news is that Chakri (as you know) is off to Sydney for the national Syllabus+ conference at the end of June and Sarah's got some leave coming up before we all knuckle down to start scheduling for 2009 in July.

Regards,
Timetabling

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

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Check out the Syllabus Plus web pages at

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