

## Syllabus Plus Users Information Update – October 2004 Edition 5

### Introduction

Welcome to this month's edition of this monthly information sheet. This update is being sent to all users of Syllabus Plus Course Planner across the University of Melbourne. The aim of this sheet is to give you information on what is going on in the world of Syllabus Plus, and to provide you with hints and tips in your everyday usage of the program.

### Current Syllabus Plus Issues

The timetable office has now completed construction of the 2005 timetable using the updated Syllabus Plus software. At this stage (touchwood) we have not encountered any major problems with the new version.

As such, for those of you who are yet to have access to the new system, we will be contacting you shortly in order to arrange a suitable time to set you up.

### Job Opportunity

There is currently a position as a Timetable Officer currently on offer in our area. You can check it out at <http://www.hr.unimelb.edu.au/jobs/>. At a HEW 4 level, you would be working in the fast paced, action packed world of timetabling, and be located in the Old Physics building in the heart of campus. Any experience with Syllabus Plus would be extremely advantageous in securing the job.

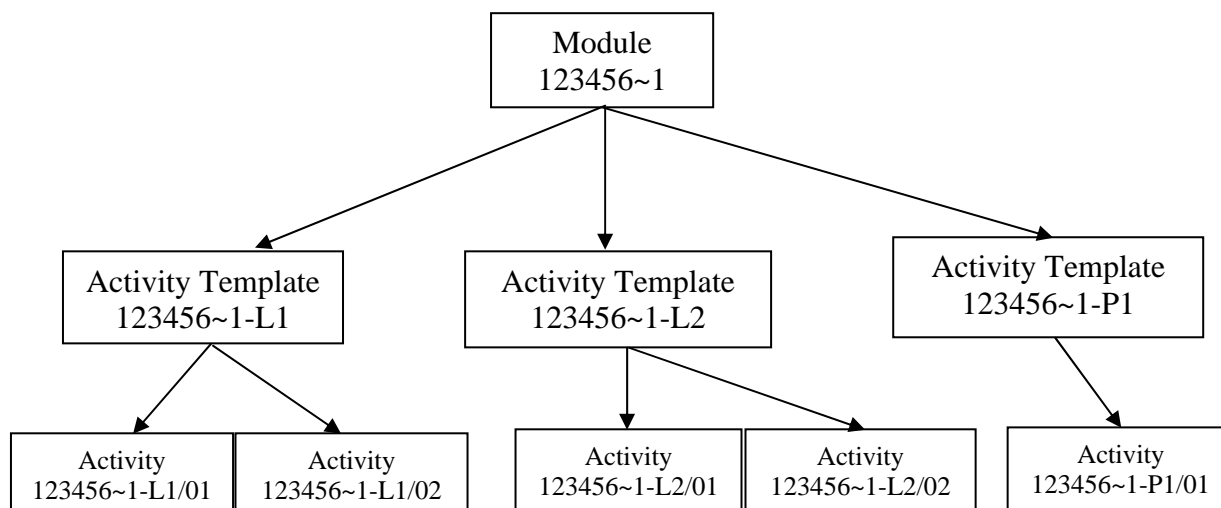
If you have any queries about this position, please feel free to contact Christine Thornton on 8344 8858

### Handy Tip – Subject Structure: Modules, Templates and Activities

Syllabus Plus terminology can often be rather confusing. As such, here is a brief explanation of exactly what some of the more common entities relating to subjects are called, and how they are used in the Syllabus Plus program (hopefully this explanation will clear things up, rather than cloud matters further.)

Each subject is set up in Syllabus Plus with the following hierarchy. In Fig 1 below, subject with code 123456 is running in semester 1 (represented by the ~1).

*Figure 1. Structure of a Subject in Syllabus Plus*



### ***Module (=Subject) 123456~1***

The main role of the module is as a reference point – all of the Activity Templates and Activities in a specific subject are grouped under the one Module.

The Module also contains information about the subject like its name, the total number of students expected to take the subject, and which semester it is running in. There is one module for each semester that a subject is running in.

### ***Activity Template (=Subject Information) 123456~1-L1***

Activity Templates contain all the generic data about how a type of class (lecture, tute or prac) is going to be taught. They contain information relating to:

- The size of each of the classes
- The type of room required
- Audio visual equipment required
- What weeks the class is running over
- Who will be teaching the class

There is one Activity Template for each different activity type i.e. Lecture 1, Lecture 2 and Prac 1 for a subject will each have an Activity Template. Please note though (and this is where things can get confusing), if you are running repeat classes for a subject, they both sit under the one Activity Template, and are referred to as streams. In Fig 1, Lecture 1 has two streams, and Lecture 2 has two streams, whilst the Prac only has one stream. There is no limit to the number of streams a class can have.

### ***Activity (=Prac, Lecture, Tute etc) 123456~1-L1/01***

Activities are generated from Activity Templates. Working with the parameters set out in the Activity Templates, they contain the specific information on where and when a class will be run.

### **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](mailto:sa-timetable@unimelb.edu.au) or give us a call:

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