

Timetable and Resource Unit

SDICS User Manual

Syllabus+ Data Input Collection System



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SDICS User Manual

Conventions used within manual:



Indicates some action required by the user



Hopefully a helpful hint!



Topic is only looked at – no exercises to do



User has no access rights to perform this function



Anticipated question on behalf of user

Indicates the end of user input

Introduction

The Syllabus+ Data Input Collection System (SDICS) is a web based data collection system that has been designed to simplify the annual collection process of timetable scheduling requirements.

The data gathered in SDICS is loaded into the upcoming year's Syllabus Plus image and is used to schedule the timetable.

User Levels

SDICS has different levels of access depending on the type of user and the stage of data checking.

1. **Timetable Representative (TTR)** - can enter/modify data.

- **Responsibilities:** Communicating with academic staff of their Faculty to gather data about teaching delivery for their Units of Study and accurately entering this information into SDICS to ensure the correct timetable setup for the upcoming year.¹

2. **Timetable Academic (TTA)** - can only view data.

- **Responsibilities:** Reviewing SDICS data relating to the Units they teach, and informing the TTR for their Faculty of any changes that need to be made for the upcoming year.

SDICS Stages

SDICS has different stages of opening during the data collection period:

1. **Confirmation Stage** - which will allow modifications to data that has come from the current year's timetable as indicated below.

User Level	Tables	E di t	Del ete	Ad d
TTR	POS	✓	✓	✓
	Staff	✓	✓	X
	Same Time Activities	X	X	X
	Meetings	✓	✓	✓
	Modules	✓	✓	X
	Activity Templates	✓	✓	✓
	Activity	X	X	X
	Named Availability	X	X	✓

¹ See Appendix 1 for a detailed check list of what needs to be reviewed by TTR.

2. **Review Stage** - which allows changes to data in the system as indicated below once activities are generated.

User Level	Tables	E di t	Del ete	Ad d
TTR	POS	X	X	X
	Staff	X	X	X
	Same Time Activities	✓	✓	✓
	Meetings	✓	✓	✓
	Modules	X	X	X
	Activity Templates	X	X	X
	Activity	✓	✓	X
	Named Availability	X	X	✓

Reports can be exported from SDICS during both stages by all access levels. Dates of the different stages can be viewed on the Timetable timeline via the following link.
<http://www.swinburne.edu.au/corporate/registrar/timetable/office/timeline.htm>

Logging In

SDICS Login

Enter User Id:

Enter Password:

User Type: ▼

Select your User Type from the drop-down box by clicking on this arrow.

For further information and help 

SDICS Test Site

This site is a copy of the live SDICS site; however it is set up specifically for training purposes. Any changes made in this site will not be reflected in the live SDICS site; therefore users can play with it as much as they need.

HED is <http://aplus-app-2.cc.swin.edu.au/sdics-prod/>

TAFE is <http://aplus-app-2.cc.swin.edu.au/sdics-tafe/>

User names, passwords and types will be issued by the Timetable Office during training sessions.

SDICS Live Site

This site is live and any changes made will be permanent and reflected in the upcoming year's timetable. Users are encouraged to use the Report tool to analyse data before making any changes on this site.

HED URL: <http://allocate.swin.edu.au/sdics-prod/index.jsp>

TAFE URL: <http://allocate.swin.edu.au/sdics-tafe/index.jsp>

User names, passwords and types will be issued by the Timetable Office prior to the opening of this site. These will be different to the SDICS Test Site.

A Quick Overview of the Teaching Activity Structure

Data entered into SDICS is set up in the same structure that is required for Syllabus Plus. This structure is explained below.

Module

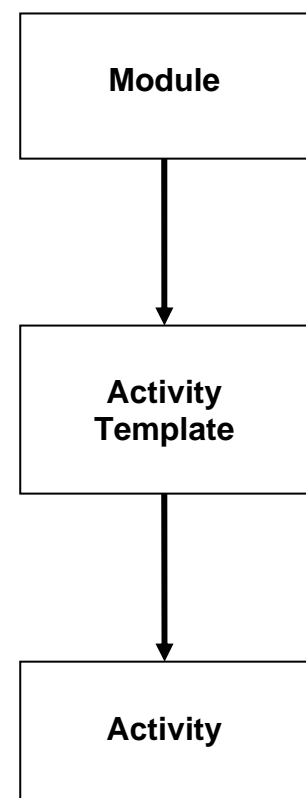
A module refers to a Unit. It is a Unit that a student will be enrolled in for a teaching period. E.g. HAA119_S1, HAA119_S2 or DCN1D_S1. It is the highest in the structure and all data entered for the module should reflect the entire Unit, i.e. size = enrolled size for the Unit², etc. Two new fields have been added for this year at module level, "Delivery Hours" and "Nominal Hours". Delivery Hours will be those detailed on course finder, Nominal Hours will be those to be scheduled.

Activity Template

Activity Templates are the structure in which the Unit is to be delivered. E.g. a Unit could consist of a lecture (LE1), tutorial (TU1) and lab (LA1). The total hours of these add up to the total contact hours of the Unit per week. The data entered for each Activity Template will be passed down to all generated activities.

Activity

An activity is the actual teaching event that a student attends. It can be a lecture, tutorial or workshop etc. Activities are generated from



² Equates to ASCOL Unit occurrence dates

the information gathered from the Template. A template can generate many activities³ e.g. students can select either LE1/01, LE1/02, LE1/03, etc. Data entered in to an Activity relates only to that activity. i.e. if LE1/01 has a certain staff member attached to it, this information will need to be re-entered if the staff member also teaches LE1/02, etc.

³ Depending of the size entered for the Template and the total size of the module. Eg Labs of size 20 are requested with an expected enrolment of 100 would generate 5 labs, LA1/01, LA1/02, LA1/03, LA1/04, LA1/05.

Modules

A module is the same as a Unit. It is a unit that a student will be enrolled in for a teaching period, 12 or 6 weeks. A unit must comply with the current HESA regulations and appropriate Divisional Calendar.



Click on the desired module (e.g. HAA119_S1 or DCN1D_S1) from the module list on the left hand frame. Once selected, all information relating to the selected module will be displayed. The module information frame outlines all current data for the selected module, (template and activity data is also displayed where it has been generated).



This information has been taken from the previous years' timetable, so as little as possible data entry needs to be addressed by the user.

Module Outline	Edit module	
Module Name:	HAA184_S1	
Module Description:	Advanced Italian 1A	
Unit:	Faculty of Business and Enterprise	
Discipline:	Japaneses/Italian	
Named Availability:	Semester One	
Semester Offered:	S1	
Year Offered:	2008	
Enrolled Size:	30	
Size Previous Year:	0	

Editing a Module



Clicking on the 'Edit Module' link (next to Module Outline) will open the Edit Module frame.

Edit Module

Module Name:	HAA184_S1
Module Description:	<input type="text" value="Advanced Italian 1A"/>
Unit:	SU94HEEB
Discipline:	<input type="text" value="Japaneses/Italian"/>
Named Availability:	<input type="text" value="Semester One"/>
Semester Offered:	S1
Year Offered:	2008
Enroled Size:	<input type="text" value="30"/>
Size Previous Year:	0
<input type="button" value="Save"/>	

This screen allows the user to edit the following aspects of the module data:

- Module Description
- Discipline
- Named Availability
- Enrolled Size



If the Unit has classes on alternative weeks for example, still choose the complete semester named availability pattern as this will allow this flexibility at activity level.



Other data fields can be viewed but not edited by the user.
(Any changes that are required to these “view only” fields need to be communicated to the Timetable Office via email on timetable@swin.edu.au)

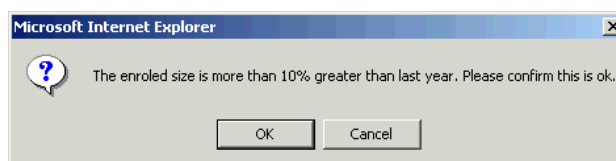
Once a change is made to any (or all) of the fields that can be edited, the updates will need to be saved.

The Save button is found at the bottom of the Edit Module table.

Edit Module

Module Name:	HAA119_S1
Module Description:	Post-War Italy
Unit:	SU94HEEB
Discipline:	Law
Named Availability:	Semester One
Semester Offered:	S1
Year Offered:	2008
Enroled Size:	40
Size Previous Year:	0
<input type="button" value="Save"/>	

The Save process performs a validation check on the current Enrolled Size against the Size from the Previous year. If these values vary by more than ten percent a warning message appears to the user.



Once the Save is made the frame returns to the Module Outline.

*If a unit is not offered for this year, please change the enrolment size to '1' and add to the description *Not Offered. This way we can keep the information for the forthcoming year if needed.*



Templates

Activity Templates are the structure in which the Unit is to be delivered.

Templates define what types of classes or teaching material (activity) a student must attend. For example a Lecture (LE1), and two lots of tutorials (TU1, TU2), irrespective of whether there are multiple time offerings of these class types (e.g. LE1/01, LE1/02, TU1/01 - TU1/08, TU2/01 - TU2/08) or not.

Accessing Template information will give the option of showing or editing data, depending on the user's rights.



By selecting the desired module (e.g. HAA119_S1 or DCN1D_S1) from the module list on the left hand frame list, module, template and activity data (where data exists) will be displayed in the main frame.

The screenshot shows a web interface with a left-hand navigation pane containing a list of module codes and their associated activity types, such as HAA387_S2, HAA388_S1, HAC0001_S1, etc. The main content area is titled 'Templates' and includes a link to 'Add a template' and a help icon. Below this is a table with two columns: 'Template Name' and 'Functions'. The table lists three templates for the selected module: HAA119_S1-LE1, HAA119_S1-TU1, and HAA119_S1-TU2, each with 'Show' and 'Delete' links. Below the templates section is an 'Activities' section, also with a help icon, containing a table with 'Activity Name' and 'Functions' columns, listing HAA119_S1-LE1/01 with 'Show' and 'Delete' links.

Template Name	Functions
HAA119_S1-LE1	Show Delete
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

Activity Name	Functions
HAA119_S1-LE1/01	Show Delete

Any existing template name (for the selected module) can be viewed in the main frame of the browser window. Template details can be viewed by selecting the show function next to the template name (e.g. HDMD102_S0-LE1).



The 'Show' button will open the Show Activity Template frame, as illustrated in the second image on the following page.

HAA387 S2	
HAA388 S1	
HAA388 S2	
HAC0001 S1	
HAC0001 S2	
HAC440 S1	
HAC441 S2	
HAF440-HAI440 S1	
HAF441-HAI441 S2	
HAF445 S1	
HAH100 S1	
HAH100 S2	
HAH101 S2	
HAH103-HAH401 S1	
HAH103-HAH401 S2	
HAH103 TA	

Templates [Add a template](#) ?

Template Name	Functions
HAA119_S1-LE1	Show Delete
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

Activities ?

Activity Name	Functions
HAA119_S1-LE1/01	Show Delete

Details of the template can be viewed in the Show Activity Template frame within the browser window. At this stage the template cannot be edited. The information is displayed to allow the user to check the template data.

Show Activity Template
[Edit activity template](#)

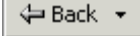
Template Name:	HAA119_S1-TU1
Module:	HAA119_S1
Activity Type:	Tutorials
Template Size:	20
Named Availability:	Semester One
Duration:	60
Required # Locations:	1
Required # Staff:	0
Teaching Period:	Day
Zone:	Hawthorn
Suitabilities:	<ul style="list-style-type: none"> • BD Business Arts • RT Classroom
Requested Deliveries:	

The next section will look at Editing a Template a link to the 'Edit activity template' screen is located under the Show Activity Template title.

Editing a Template



If the template needs to be edited or updated the user can select the 'Edit activity template' link located under the Show Activity Template.

Where edits or updates are not required then hit the back button  and return to the previous screen.

Edit Activity Template

Template Name:	HAA119_S1-TU1
Module:	HAA119_S1
Activity Type:	Tutorials
Template Size:	<input type="text" value="20"/>
Named Availability:	<input type="text" value="Semester One"/>
Duration:	<input type="text" value="60"/>
Required # Locations:	<input type="text" value="1"/>
Required # Staff:	<input type="text" value="0"/>
Teaching Period:	<input type="text" value="Day"/>
Zone:	<input type="text" value="Hawthorn"/>
Suitabilities:	<ul style="list-style-type: none">AM ChairAM Chair - FixedAM Chair - MoveableAM Chair - StoolAM Desk ChairAM Floor - CarpetAM Floor - ConcreteAM Floor - FlatAM Floor - LinoAM Floor - Sloping
Requested Deliveries:	<ul style="list-style-type: none">Category 3 Room RequestFollow: Labs immediately after TutesFollow: Tute immediately after LabsNight: Block ActivitiesOther: Please contact TT OfficeSetup: Lab Time AllowanceStream: Labs and TutorialsStream: Lectures
<input type="button" value="Save"/>	

The Edit Activity Template screen allows the user to edit the following aspects of the template data:

- Template Size
- Named Availability
- Duration
- Required Number of Locations
- Required Number of Staff
- Teaching Period
- Zone
- Suitabilities
- Requested Delivery



Zones are primarily used to work out travel time between campuses

Up to three Requested Deliveries can be chosen. If attached at Template level (where applicable) they will be copied down to Activity Level. See Appendix



Other data fields can be viewed but not edited by the user.

In more detail the fields that can be edited comprise:-

- Template Size - can be set to the required number by the user
- Named Availability - filtered by the relevant Teaching Period, e.g. S2 and accessed via a drop down menu.



If all of a Unit's labs are to be alternated over each week at the same time with all of the labs of another Unit, choose the appropriate alternate named availability here as this will filter through to all activities later.

Template Name:	HAA119_S1-LE1
Module:	HAA119_S1
Activity Type:	Lectures
Template Size:	40
Named Availability:	Semester One
Duration:	Sem 1 Even Wk 10 12 14 18 20 22 Sem 1 Odd Wk 11 13 15 17 19 21
Required # Locations:	Semester One Semester One - 2nd Week Start Semester One Night
Required # Staff:	
Teaching Period:	Day
Zone:	Hawthorn
Suitabilities:	AM Chair AM Chair - Fixed AM Chair - Moveable AM Chair - Stool AM Desk Chair AM Floor - Carpet AM Floor - Concrete AM Floor - Flat AM Floor - Lino AM Floor - Sloping

- Duration - in minutes and selected via a drop down menu
- Required Number of Locations - can be set to the number by the user
- Required Number of Staff - can be set to the number by the user



Customized Named Availabilities should only be attached at Activity Level, unless they apply to all activities within the activity group

- Teaching Period - selected via a drop down menu and consists of the following options: Day, Night, Sat and Sun.



The University's standard weekday is between 08:30 and 21:30

Required # Locations:	1
Required # Staff:	1
Teaching Period:	Sat
Zone:	
Suitabilities:	AM Chair - Fixed AM Chair - Moveable AM Chair - Stool AM Desk Chair AM Floor - Carpet AM Floor - Concrete AM Floor - Flat AM Floor - Lino AM Floor - Sloping

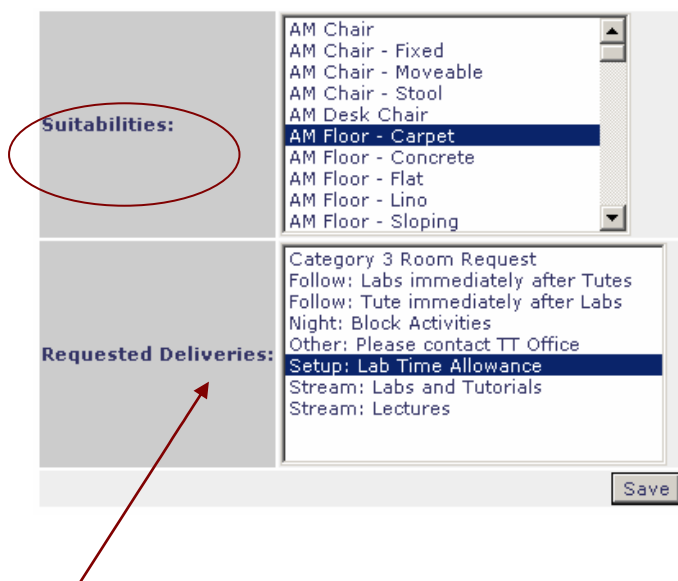
- Zone - the teaching zone, such as a particular campus, can be selected from a set of options under a drop down menu.

Required # Staff:	1
Teaching Period:	Sat
Zone:	Hawthorn
Suitabilities:	AM Floor - Carpet AM Floor - Concrete AM Floor - Flat AM Floor - Lino AM Floor - Sloping

- Suitabilities – up to ten suitabilities can be selected from the Suitability menu.



Use the Ctrl Key to make multiple selections.



Requested Deliveries – up to three requested deliveries can be selected from the Suitability menu.



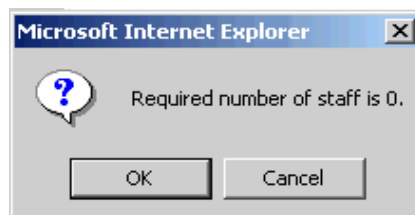
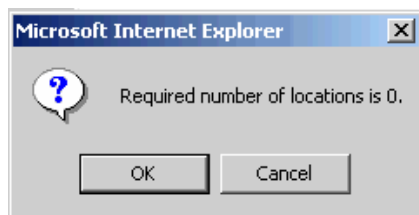
The Requested Deliveries list is grouped to help with searching



Once all edits have been made to the template then they must be saved.

There are several inbuilt validations that alert the user to invalid or inconsistent data entry in the Locations and Staff fields.

Users will receive warning messages if they set Locations or Staff to zero.



The dialog-warning messages are simply to alert the user to the fact that no data has been entered in the location and staff field. Why?

Because, there are legitimate reasons why locations are not chosen, e.g. students attending field placements and sometimes only unknown sessional teaching staff will be used.

These messages will not prevent changes from saving!

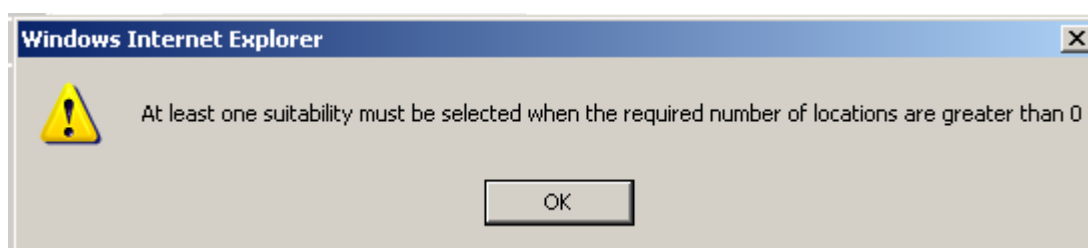


Some messages will not let the user out! If locations are requested, then at least one suitability must be chosen. Using suitabilities is the only way to get a location with the desired requirements, (if available)!! If there are no locations with the required suitabilities, an error will appear and return you to the previous window:

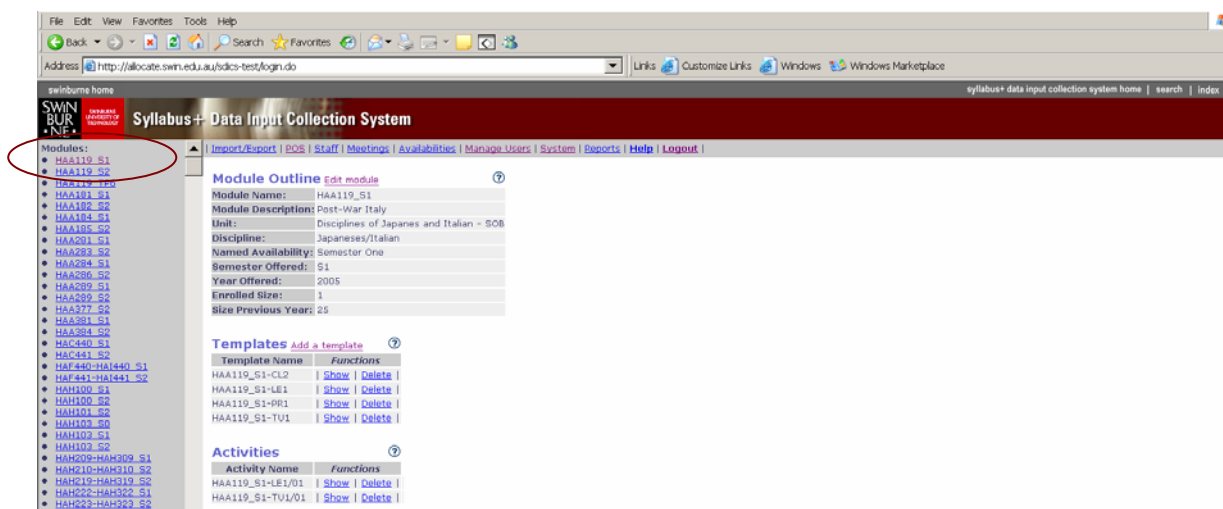
SDICS Error

java.lang.Exception: No locations match the requested list of suitabilities. This transaction has been rejected

[Back](#)



The Show Activity Template screen will reappear, allowing the user to check changes that have been made.



From the Show Activity Template Screen users can return to the main screen by selecting the module for which they are entering data, e.g. HAA119_S1.

Deleting a Template



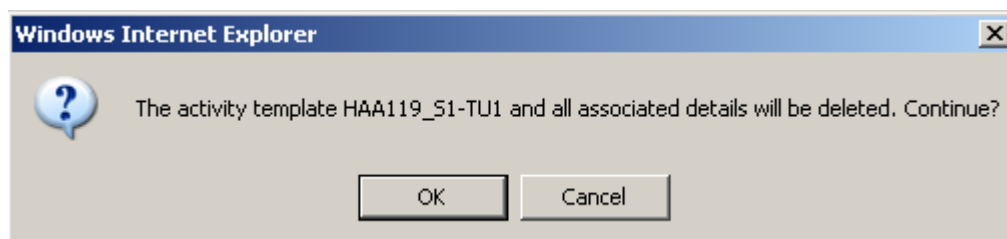
To delete a template it is as straight-forward as clicking on the delete button next to the template that is to be deleted.

The screenshot shows a web interface for managing templates. On the left, there is a list of template names with blue hyperlinks: HAA387_S2, HAA388_S1, HAA388_S2, HAC0001_S1, HAC0001_S2, HAC440_S1, HAC441_S2, and HAF440-HAI440_S1. On the right, there is a section titled 'Templates' with a link 'Add a template' and a help icon. Below this is a table with two columns: 'Template Name' and 'Functions'. The table contains two rows of data:

Template Name	Functions
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

The 'Delete' buttons in both rows are circled in red.

A warning message will alert the user to the fact that they are about to delete a template. This prevents accidental deletion of templates.



If OK'd by the user then the template is deleted.



If a template is accidentally deleted it will need to be recreated, there is no recycle bin in SDICS.

Adding a Template



If a new template is required the user can select the 'Add a Template link located next to 'Templates' in the main module information frame for the selected module e.g. HAA119_S1.

The screenshot shows a list of templates on the left and a 'Templates' section on the right. The 'Add a template' link is circled in red. Below the 'Templates' section is an 'Activities' section.

Template Name	Functions
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

Activity Name	Functions
HAA119_S1-LE1/01	Show Delete

By selecting the 'Add a template' link the Add Activity Template screen will open in the main frame.



Some information is already displayed in the new template, such the module name and the module description. This is because the template is linked to the module and the system allows for the module name and the module description to filter down from the information entered for the module.

All other fields may be edited by the user, these fields are:

- Activity Type
- Iteration
- Template Size
- Named Availability
- Duration
- Required Number of Locations
- Required Number of Staff
- Teaching Period
- Zone
- Suitabilities
- Requested Deliveries

The fields that can be edited are now explained in more detail.

Select Activity Type – e.g. Classes, Lectures, Tutorials, and Labs etc.



Add Activity Template

Module:	HAA119_S1
Module Description:	Post-War Italy
Activity Type:	Classes
Iteration:	Classes
Template Size:	Exams
Named Availability:	Labs
Duration:	Lectures
Required # Locations:	Practicals
Required # Staff:	Presentations
Teaching Period:	Seminars
Zone:	Studios
	Tutorials
	Workshops
	Day
	Hawthorn



Iteration⁴(compulsory) – which number? e.g. 1 would give CL1 or LE1, 2 gives CL2 or TU2, 3 gives CL3 etc. The iteration value will be calculated by the number of times students attend an activity. If students has to attend two lectures e.g. a lecture series, then the user will need to create an LE1 and LE2 template and so on and so forth.

Add Activity Template

Module:	HAA119_S1
Module Description:	Post-War Italy
Activity Type:	Classes
Iteration:	1
Template Size:	1
Named Availability:	3
Duration:	4
Required # Locations:	5
Required # Staff:	6
Teaching Period:	7
Zone:	8
	9
	10
	Day
	Hawthorn

Template Size - can be set to the required number by the user

The size will dictate the size of all activities generated from this 'blue print'

⁴ This is used to identify if there is more than one compulsory type of teaching activity a student must attend. eg LE1, LE2, LE3. A student must attend each one of these lectures, as the teaching material in each one is different. However once activities are generated there may be more than one time choice for the student to pick from. Eg LE1/01, LE1/02, LE1/03, LE2/01, LE2/02, LE2/03, LE3/01, LE3/02, LE3/03.

- Named Availability – this is filtered by the relevant Teaching Period, e.g. S1. This can be accessed via a drop down menu

The screenshot shows a form with several fields. The 'Named Availability:' field is circled in red and has a dropdown menu open. The dropdown menu is titled 'Semester One' and contains a list of teaching periods such as 'S1 10, 12, 14, 16, 18, 20', 'S1 11, 13, 16, 18', 'S1 11-12', 'S1 11-12, 17-18', 'S1 11-17', 'S1 12, 14, 16, 18', 'S1 12, 14, 17, 19', 'S1 12-13', 'S1 12-18', 'S1 12-21', 'S1 16, 19', 'S1 18,19', 'S1 18-21', 'S1 9, 11, 13, 17, 19, 21', 'S1 9,10,13-16, 20,21', 'S1 9-11, 14-21', 'S1 9-17', 'S1 9-17, 20-21', 'Sem 1 (Wk 11-21)', 'Sem 1 (Wk 14, 17, 19, 21)', 'Sem 1 (Wk 16-22)', 'Sem 1 (Wk 9-15)', 'Sem 1 Block: Wks 9,11,14,16,19,21', 'Sem 1 Even Wk 10, 12, 14, 16, 18, 20', 'Sem 1 Odd Wk 9, 11, 13, 17, 19, 21', 'Sem 1 Weeks 15-22', 'Sem 1 Wk 9-15', 'Sem 1 Wk: 10,13,15', 'Sem 1 Wk: 16,19,21', and 'Sem 1 Wks 9,11,14'. A mouse cursor is pointing at 'S1 11-17'.

- Duration – this is given in minutes and can be selected via a drop down menu

The screenshot shows a form with several fields. The 'Duration:' field is circled in red and has a dropdown menu open. The dropdown menu is titled '60' and contains a list of durations: '60', '90', '120', '150', '180', '210', '240', '270', '300', '330', '360', '390', '420', '450', '480', '510', '540', '570', '600', '660', '690', and '720'. A mouse cursor is pointing at '120'. Below the dropdown menu, there is a list of suitabilities: 'air', 'air - Fixed', 'air - Moveable', 'air - Stool', 'k Chair', 'r - Carpet', 'r - Concrete', 'r - Flat', 'r - Lino', 'r - Sloping', 'r - Tiered', 'pl', 'ry 3 Room Request', 'Follow: Labs immediately after Tutes', and 'Follow: Tute immediately after Labs'.

- Required Number of Locations - can be set to required number by the user
Number of locations define the number of locations attached to each class generated,



if 10 are chosen here, then each class will have 10 locations!!.

- Required Number of Staff – enter in the appropriate number of staff⁵.



Staff numbers relate to the number of staff present at each class for the entire duration of the Teaching Period

- Teaching Period - selected via a drop down menu and consists of the following options: Day, Night, Sat and Sun

- Zone - teaching zone, such as a particular campus⁶. This is selected from a set of options via a drop down menu

⁵ Team teaching is not supported in Syllabus+. By choosing multiple staff, these staff must be available every week, even if they only teach three weeks!

⁶ Zones are primarily used later in Syllabus to work out the travel time between campuses

- Suitabilities – Up to 10 suitabilities can be selected from the Suitability menu.



Use the Ctrl Key to make multiple selections. Remember if a location is required at least on suitability must be chosen.

Zone: Hawthorn

Suitabilities:

- AM Chair
- AM Chair - Fixed
- AM Chair - Moveable
- AM Chair - Stool
- AM Desk Chair
- AM Floor - Carpet
- AM Floor - Concrete
- AM Floor - Flat
- AM Floor - Lino
- AM Floor - Sloping
- AM Floor - Tiered
- AM Stool

- Requested Deliveries – caters for other arrangements requested for the delivery of the activities. E.g. Night: Block Activities

Requested Deliveries:

- Category 3 Room Request
- Follow: Labs immediately after Tutes
- Follow: Tute immediately after Labs
- Night: Block Activities
- Other: Please contact TT Office
- Setup: Lab Time Allowance
- Stream: Labs and Tutorials
- Stream: Lectures

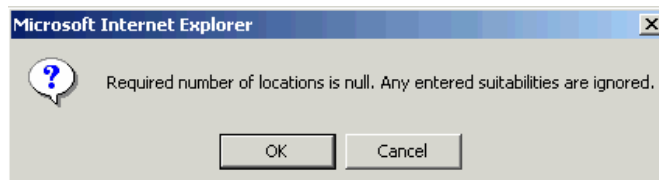
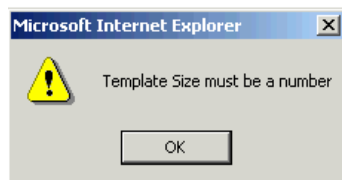
Submit Template



Once all required fields have been entered then the template will need to be saved by selecting the **Submit Template** button.


There are several inbuilt validations that alert users to invalid or inconsistent data entry.

Users will receive warning messages if they do not enter data in the fields for Template Size, Locations and Staff, such as the ones outlined, below.




Confused? No, null and zero are two different things. If no locations are required enter zero



The dialog-warning messages marked with the  symbol are simply to alert the user to the fact that no data has been entered into a particular field and to advise of the outcome.



The dialog-warning messages marked with the  symbol advise the user that further action is required in order for the save to proceed.

If all required data has been successfully entered, selecting the 'Submit Template Button will save the Activity Template.



The Show Activity Template screen will be displayed allowing the user to check changes, which have been made.

Templates [Add a template](#)

Template Name	Functions
HAA119_S1-CL2	Show Delete
HAA119_S1-LE1	Show Delete
HAA119_S1-PR1	Show Delete
HAA119_S1-TU1	Show Delete

Activities

An activity is the actual teaching and learning event that a student attends. It can be a lecture, tutorial or workshop etc. The number of activities are generated from the information input by the user to the Template, based on the Unit (module) size.



Activities will only appear when SDICS is in the 2nd stage of Data Collection and Review



By selecting the desired module (e.g. HAA119_S1) from the module list on the left hand frame list, module, template and activity data (where data exists) are displayed in the main frame.

The screenshot shows a web interface with a left-hand navigation pane containing a list of module codes with blue hyperlinks. The main content area is divided into two sections. The top section is titled 'Templates' and includes a link 'Add a template' and a help icon. Below it is a table with two columns: 'Template Name' and 'Functions'. The bottom section is titled 'Activities' and also has a help icon. Below it is a table with two columns: 'Activity Name' and 'Functions'. In the 'Activities' table, the 'Show' link for the first row is circled in red.

Template Name	Functions
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

Activity Name	Functions
HAA119_S1-LE1/01	Show Delete
HAA119_S1-TU1/01	Show Delete
HAA119_S1-TU1/02	Show Delete

Any existing activity (for the selected module) can be viewed in the main frame of the browser window. Activity details can be viewed by selecting the show function next to the Activity name (e.g. HAA119_S1-LE1/01).



Once activities appear, access to Modules, Template, Pos are restricted to Read Only. To view the activity details, click "Show"

[Show Activity](#)
[Edit activity](#)

Activity Name:	HAA119_S1-LE1/01
Activity Size:	40
Named Availability:	Semester One
Duration:	120
Required # Locations:	1
Required # Staff:	1
Activity Template:	HAA119_S1-LE1
Teaching Period:	Day
Suggested Day:	
Suggested Time:	
Preferred Location:	null
Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities:	<ul style="list-style-type: none">• RT Post Grad Room
Requested Deliveries:	
Staff:	<ul style="list-style-type: none">• Battiston, Simone
Same Time Activities:	<ul style="list-style-type: none">• HAA119_S1-TU1/01

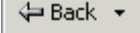
Details of the activity can be viewed in the Show Activity frame within the browser window. At this stage the activity cannot be edited, the information displayed is to allow the user to check the activity data.

The next section will look at Editing an Activity; a link to the 'Edit activity' screen is located under the Show Activity title.

Editing an Activity



If the activity needs to be edited or updated the user can select the 'Edit activity' link located under the Show Activity title.

Where edits or updates are not required then hit the back button  and return to the previous screen.

Edit Activity

Activity Name:	HAA119_S1-LE1/01
Activity Size:	40
Named Availability:	Semester One
Duration:	120
Required # Locations:	1
Required # Staff:	1
Activity Template:	HAA119_S1-LE1
Teaching Period:	Day
Suggested Day:	---
Suggested Time:	---
Preferred Location:	---
Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities (click here)	Suitabilities: AM Chair AM Chair - Fixed AM Chair - Moveable AM Chair - Stool AM Desk Chair AM Floor - Carpet AM Floor - Concrete AM Floor - Flat AM Floor - Lino AM Floor - Sloping
Requested Deliveries (click here)	
Staff (click here)	
Same Time Activities (click here)	
	<input type="button" value="Save"/>

The Edit Activity screen allows the user to edit the following aspects of the activity data:

- Lecture Size
- Named Availability
- Required Number of Locations
- Required Number of Staff
- Teaching Period
- Suggested Day
- Suggested Time
- Preferred Location
- Zone
- Suitabilities
- Requested Deliveries
- Staff
- Same Time Activities



Only lectures sizes can be changed to accommodate the difference in sizes for day and night delivery. All other activity sizes remain the size defined at template level.

In more detail the fields that can be edited comprise:-

- Named Availability - filtered by the relevant Teaching Period, e.g. S1 and it can be accessed via a drop down menu

This is where the appropriate week pattern can be chosen for each activity.

Activity Name:	HAA119_S1-LE1/01
Activity Size:	40
Named Availability:	Semester One
Duration:	S1 10, 12, 14, 16, 18, 20
Required # Locations:	S1 11, 13, 16, 18
Required # Staff:	S1 11-12
Activity Template:	S1 11-12, 17-18
Teaching Period:	S1 11-17
Suggested Day:	S1 12, 14, 16, 18
Suggested Time:	S1 12, 14, 17, 19
Preferred Location:	S1 12-13
Module Name:	S1 12-18
Zone:	S1 12-21
Suitabilities	S1 16, 19
Requested Deliveries	S1 18,19
Staff	S1 18-21
Same Time Activities	S1 9, 11, 13, 17, 19, 21
	S1 9,10,13-16, 20,21
	S1 9-11, 14-21
	S1 9-17
	S1 9-17, 20-21
	Sem 1 (Wk 11-21)
	Sem 1 (Wk 14, 17, 19, 21)
	Sem 1 (Wk 16-22)
	Sem 1 (Wk 9-15)
	Sem 1 Block: Wks 9,11,14,16,19,21
	Sem 1 Even Wk 10, 12, 14, 16, 18, 20
	Sem 1 Odd Wk 9, 11, 13, 17, 19, 21
	Sem 1 Weeks 15-22
	Sem 1 Wk 9-15
	Sem 1 Wk: 10,13,15
	Sem 1 Wk: 16,19,21
	Sem 1 Wks 9,11,14



If requirements that have been filtered from the Template to the Activity need changes then:

- Required Number of Locations - can be set to the required number by the user
- Required Number of Staff - can be set to the required number by the user



Indicating multiple staff will mean that all teaching staff will need to be available for the entire teaching period.

- Teaching Period – can be selected via a drop down menu and consists of the following options: Day, Night, Sat and Sun.

Activity Template:	HAA119_S1-LE1
Teaching Period:	Day
Suggested Day:	Day
Suggested Time:	
Preferred Location:	---
Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities:	

- Suggested Day –The user can select a preferred day of the week for the specified activity from a drop down menu



Days and Times will only be considered for Summer School Activities or Post Graduate Activities

Teaching Period:	Day
Suggested Day:	---
Suggested Time:	Monday
Preferred Location:	---
Module Name:	
Zone:	
Suitabilities	
(click here)	AM Chair
Requested Delivery:	AM Chair - Fixed
	AM Chair - Movable

- Suggested Time –a preferred time of the day for the delivery of the activity from a drop down menu. Times range from 07:30 to 23:00. Classes are to be scheduled on the half hour only unless there is a justifiable reason e.g. for apprentices.



To define an activity that is to be delivered any time at night use the Teaching Period option.

- Preferred Location –The user can select a preferred or specialist location for the delivery of the specified activity from a drop down menu

Suggested Time: ---
Preferred Location: ---
Module Name: AGSE103
Zone: AGSE104
Suitabilities (click here) AGSE113, AGSE114, AGSE202, AGSE203, AGSE204, AGSE207, AGSE208, AGSE209, AGSE210, AGSE211, AGSE213
Requested Deliveries (click here) AS207, AS225, AS309A, AS318, AS332, AS405, AS407, AS409, AS411, BA Org Behav Room, BA201, BA202, BA203, BA204, BA210, BA302, BA305
Staff (click here)
Same Time Activities (click here)
Save

- Zone - the teaching zone, such as a particular campus

Zone: Hawthorn
Suitabilities (click here)
Requested Deliveries (click here)
Staff (click here)
Same Time Activities (click here)
Save

- Suitabilities – up to 10 suitabilities can be selected from the Suitability menu.



Use the Ctrl Key to make multiple selections.

Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities (click here)	Suitabilities:
Requested Deliveries (click here)	AM Chair
Staff (click here)	AM Chair - Fixed
Same Time Activities (click here)	AM Chair - Moveable
	AM Chair - Stool
	AM Desk Chair
	AM Floor - Carpet
	AM Floor - Concrete
	AM Floor - Flat
	AM Floor - Lino
	AM Floor - Sloping
	<input type="button" value="Save"/>



To change all suitabilities for an activity click on one of the already selected suitabilities, hold the Ctrl Key down and click on the suitability again. This removes all previously selected suitabilities. Remember one suitability must be selected if a location is required!

- Requested Deliveries – caters for other arrangements requested for the delivery of the activities. E.g. Night: Block Activities. Up to three can be selected.

Preferred Location:	---
Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities (click here)	Requested Deliveries:
Requested Deliveries (click here)	Category 3 Room Request
Staff (click here)	Follow: Labs immediately after Tutes
Same Time Activities (click here)	Follow: Tute immediately after Labs
	Night: Block Activities
	Other: Please contact TT Office
	Setup: Lab Time Allowance
	Stream: Labs and Tutorials
	Stream: Lectures
	<input type="button" value="Save"/>



Clicking the mouse over Suitabilities, Requested Delivery or Staff will change the contents of the list box display.

- Same Time Activity – are when a number of activities are to be taught at exactly the same time but in different locations.

Suitabilities (click here)	Same Time Activities:
Requested Deliveries (click here)	HAA119_S1-TU1/01
Staff (click here)	HAA119_S1-TU1/02
Same Time Activities (click here)	HAA119_S2-LE1/01
	HAA119_S2-TU1/01
	HAA119_S2-TU1/02
	HAA119_S2-TU2/01
	HAA119_S2-TU2/02
	HAA181_S1-CL1/01
	HAA181_S1-CL1/02
	HAA181_S1-CL1/03
	<input type="button" value="Save"/>



If there is more than one activity to be “same timed”, hold the Ctrl key down. The activity where selection is taking place does not need to be selected as SDICS will automatically add this to the list.

Once an activity has been “same timed” with another, this will show for each of the activities involved – there is no need to go in and repeat the process for each related activity.

Staff – the name of the staff member who will teach the activity should be selected from the menu. This is primarily the person(s) who will be taking the class.



Take care if the convenor or multiple staff are attached to a large numbers of activities, their availability and commitments may stop the activity from scheduling.



Use the Ctrl Key to make multiple selections.

Module Name:	HAA119_S1
Zone:	Hawthorn
Suitabilities (click here)	Staff:
Requested Deliveries (click here)	Abi-Raad, Maurice
Staff (click here)	Alabaster, Peter
Same Time Activities (click here)	Allbutt, Julie
	Allen, Rob
	Allport, Neville
	Anca, Jose
	Ancilli, Laura
	Anderson, Lyndon
	Angelucci, Enzo
	Annakis, John

Save



If you don't know the name of a sessional staff or can't see a staff member's name - let the Timetable Office know, and the name will be added into the system.

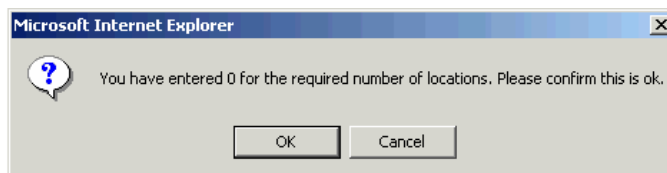


Unknown Sessional staff can still be added if you know the number of hours they will teach by adding a generic name, for example "Accounting Sessional 1" and "Accounting Sessional 2"

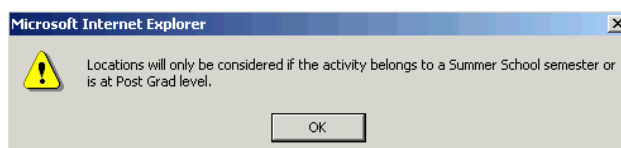
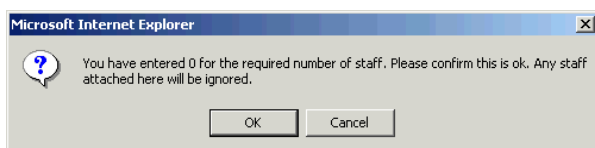


Once all edits have been made to the activity then it must be saved by clicking the  button.

There may be several inbuilt validations that alert the user to invalid or inconsistent data entry in various fields.



Users will receive warning messages if they do not enter data, or data entry is inconsistent, for fields such as Locations, Staff or Suitabilities



The dialog-warning messages are marked with alerts. These alerts are in the categories below:



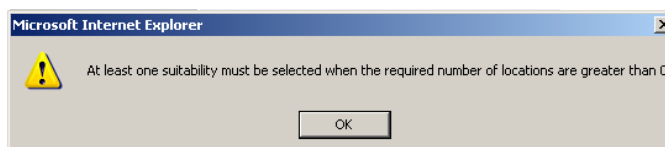
Indicates that no data has been entered.




Indicates that the data entered may be ignored.



But on some occasions the system won't let you out until you have fixed the problem!



The Show Activity screen will be displayed after clicking the  button allowing the user to check changes, which have been made.

From the Show Activity Screen users can return to the main screen by selecting the module for which they are entering data, e.g. HAA119_S1 from the list on the left hand frame.

Deleting an Activity



In order to delete an activity it is as straight-forward as clicking on the 'Delete' Function button next to the activity which is to be deleted.

The screenshot shows a web interface with two main sections: 'Templates' and 'Activities'. On the left, there is a vertical list of activity codes with blue hyperlinks. The 'Templates' section has a table with two columns: 'Template Name' and 'Functions'. The 'Activities' section has a table with two columns: 'Activity Name' and 'Functions'. In the 'Activities' table, the 'Delete' link for the first row is circled in red.

Template Name	Functions
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete

Activity Name	Functions
HAA119_S1-LE1/01	Show Delete
HAA119_S1-TU1/01	Show Delete
HAA119_S1-TU1/02	Show Delete

A warning message will alert the user to the fact that they are about to delete a Template. This prevents accidental deletion of Templates. If OK'd by the user then the Template is deleted. But once gone, it can not be recreated or undone

Creating an Activity



Activities can only be created by the Timetable Office, please send a request by email if an activities needs to be added or recreated!

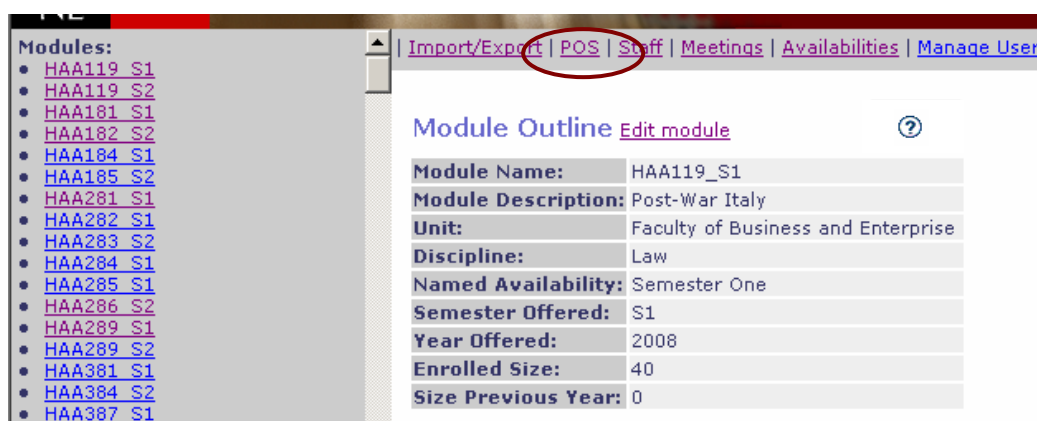
Program of Study (POS)

A Program of Study (POS) is very similar to a Program Outcome, except that it looks at the core or popular Unit selections that students do over each semester and year to finally gain their degree/diploma etc. It is used in scheduling to allow students to attend a class of all the Units within the Programs of Study.



Programs of Study are not normally used for Summer Term; however this may change as both Summer and Winter terms become more formal within the Academic Year.

'POS' is selected from the main menu bar at the top of the screen as outlined in the image below.



Selecting the 'POS' link will allow the user to view any existing Program as illustrated below:

Programs of Study

[Add a program](#)

POS Name	Description	Functions
A003-4_S1	Doctor Of Philosophy(Business)	show delete
A007-1_S1	Doctor Of Business Administration	show delete
A007-1_S2	Doctor Of Business Administration	show delete
A042-1A_S1	Bachelor Of Business(Accounting)	show delete
A042-1A_S2	Bachelor Of Business(Accounting)	show delete
A042-1B_S2	Bachelor Of Business(Accounting)	show delete
A042-1C_S2	Bachelor Of Business(Accounting)	show delete
A042-1_S1	Bachelor Of Business(Accounting)	show delete
A042-1_S2	Bachelor Of Business(Accounting)	show delete
A042-2B_S1	Bachelor Of Business(Accounting)	show delete
A042-2C_S1	Bachelor Of Business(Accounting)	show delete



The 'Show' Function button will open the Show Program of Study frame.

Show Program of Study

[Edit program](#)

POS Name:	A042-1A_S2
Unit:	Faculty of Business and Enterprise
Description:	Bachelor Of Business(Accounting)
Year Level:	1
Semester:	S2
Modules:	<ul style="list-style-type: none">• HBC220_S2• HBE110_S2• HBH110_S2• HBL111-HBSL100_S2
POS Size:	6
Previous POS Size:	0

Details of the POS can be viewed in the Show Program of Study frame within the browser window. At this stage the POS cannot be edited. The information is displayed to allow the user to check the POS data.



Some Programs may have multiple entries, which define the different module combinations for the same year and teaching period. These combinations are usually a combination of the popular Electives and Core Units

Show Program of Study

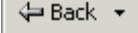
[Edit program](#)

POS Name:	A042-1B_S2
Unit:	Faculty of Business and Enterprise
Description:	Bachelor Of Business(Accounting)
Year Level:	1
Semester:	S2
Modules:	<ul style="list-style-type: none">• HBC110_S2• HBE110_S2• HBH110_S2
POS Size:	6
Previous POS Size:	0

Editing a POS



If the POS needs to be edited or updated the user can select the 'Edit program' link located under the Show Program of Study title.

Where edits or updates are not required then hit the back button  and return to the previous screen.

Edits and updates can be made on the Edit Program of Study frame.

Edit Program of Study

POS Name:	A042-1B_S2
Unit:	SU94HEEB
Description:	Bachelor Of Business(Accounting)
Year Level:	1
Semester:	S2
Modules:	HAA119_S2 Post-War Italy HAA182_S2 Italy and its Language 2 HAA185_S2 Advanced Italian 1B HAA283_S2 Italian 2Z HAA286_S2 Advanced Italian 2C HAA289_S2 Comparative European Politics HAA384_S2 Individual Project HAA387_S2 Advanced Business Italian *Not Offered HAA388_S2 Contemporary Italy *Not offered HAC0001_S2 Careers in the Curriculum HAC441_S2 Media & Cultural Studies Seminar B HAF441-HA1441_S2 Social Science Seminar B
POS Size:	6
Previous POS Size:	0
<input type="button" value="Save"/>	

The Edit Program of Study screen allows users to edit the following aspects of the POS data:

- POS Description – this field can be completely edited by the user (see image above).
- Module –The Units that make up the POS for any given semester and/or year.

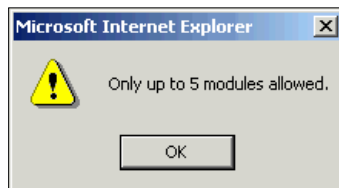


Multiple modules (up to 5) can be selected by holding the Ctrl key when making selections.

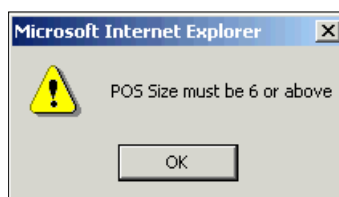
Edit Program of Study

POS Name:	A042-1A_S1
Unit:	SU94HEEB
Description:	Bachelor Of Business(Accounting)
Year Level:	1
Semester:	S1
Modules:	HAYG411_S1 Statistics & Research Methods HAYG420_S1 Developmental Psychology HAYG421_S1 Design & Measurement 2 HAYG430_S1 The Psychology of Personality HAYG431_S1 Psychological Measurement HBC110_S1 Accounting for Success HBC220_S1 Financial Information Systems HBC221_S1 Corporate Accounting HBC222_S1 Management Decision Making HBC223_S1 Analysis for Competitive Advantage HBC224_S1 Financial Management HBC225_S1 Auditing
POS Size:	6
Previous POS Size:	0
<input type="button" value="Save"/>	

A maximum of 5 modules can be entered for any given Program of Study; if a user attempts to enter more than 5 modules a warning message will alert the user, any extra modules are automatically deselected.



An average student enrolls in four Units for a 12 week period. There are very few who are allowed to enroll in another, so the Program reflects the number of practical Unit combinations rather than program outcome combinations.




- POS Size – This is the anticipated number of students who will enroll in the course, the POS size must be 6 or greater.



If the Program size entered is less than six, an error message will alert users and advise that the value must be at least six.



Once all edits have been made to the activity then it must be saved, by selecting 

The Show Program of Study screen will be displayed allowing the user to check changes, which have been made.

Show Program of Study

[Edit program](#)

POS Name:	A042-1A_S2
Unit:	Faculty of Business and Enterprise
Description:	Bachelor Of Business(Accounting)
Year Level:	1
Semester:	S2
Modules:	<ul style="list-style-type: none">• HBC220_S2• HBE110_S2• HBH110_S2• HBL111-HBSL100_S2
POS Size:	6
Previous POS Size:	0

From the Show Program of Study Screen users can return to the main Program screen by selecting the 'POS' link from the main menu bar at the top of the screen.



Deleting a POS

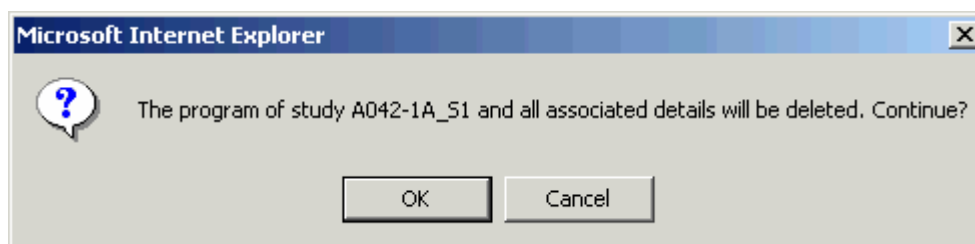
To delete a POS is as straight-forward as clicking on the delete button next to the POS that is to be deleted.

Programs of Study

[Add a program](#)

POS Name	Description	Functions
A003-4_S1	Doctor Of Philosophy(Business)	show delete
A007-1_S1	Doctor Of Business Administration	show delete
A007-1_S2	Doctor Of Business Administration	show delete
A042-1A_S1	Bachelor Of Business(Accounting)	show delete
A042-1A_S2	Bachelor Of Business(Accounting)	show delete
A042-1B_S2	Bachelor Of Business(Accounting)	show delete
A042-1C_S2	Bachelor Of Business(Accounting)	show delete
A042-1_S1	Bachelor Of Business(Accounting)	show delete
A042-1_S2	Bachelor Of Business(Accounting)	show delete

A warning message will alert the user to the fact that they are about to delete a template. This prevents accidental deletion of templates.



If OK'd by the user then the Template is deleted.



The only way to get back a deleted POS is to recreate it!

Adding a POS

If a new POS is required the user can select the 'Add a Program' link located under the Programs of Study in the main POS information frame.

POS Name	Description	Functions
A066-1A_S1	Bachelor of Information Systems	show delete
A066-1A_S2	Bachelor of Information Systems	show delete
A066-1B_S2	Bachelor of Information Systems	show delete
A066-1C_S2	Bachelor of Information Systems	show delete
A066-1D_S2	Bachelor of Information Systems	show delete
A066-1E_S2	Bachelor of Information Systems	show delete
A066-1_S1	Bachelor of Information Systems	show delete
A066-1_S2	Bachelor of Information Systems	show delete
A066-2A_S1	Bachelor of Information Systems	show delete
A066-2A_S2	Bachelor of Information Systems	show delete

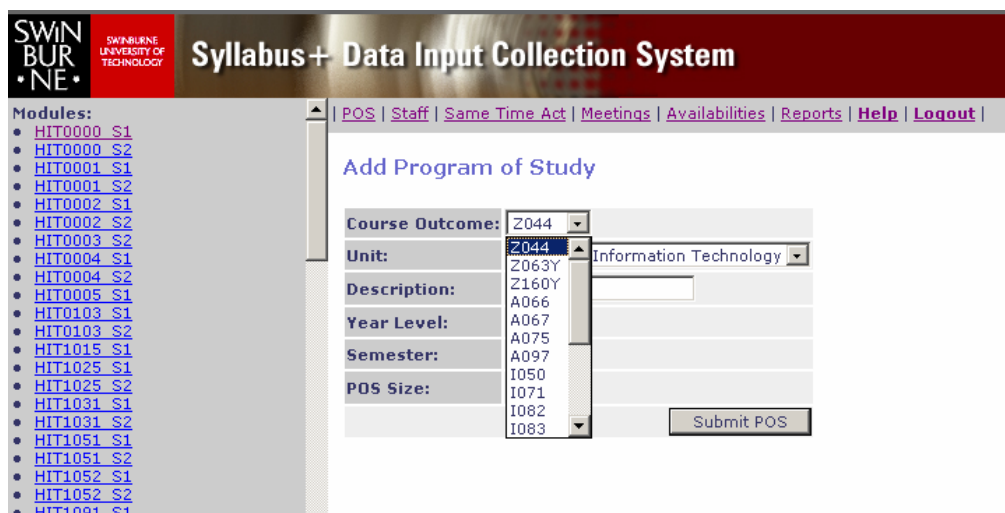


By selecting the 'Add a Program' link the Add Program of Study screen will open in the main frame.

Add Program of Study

Course Outcome:	DBID10
Unit:	Higher Education Hawthorn/Prahran
Description:	Bachelor of Business (S
Year Level:	1
Semester:	S1
POS Size:	35
<input type="button" value="Submit POS"/>	

All of the fields in the new POS can be edited/selected by the user. However only those Course Outcome codes owned by the Faculty will be displayed.





The new POS must be saved using the  button.



A new frame opens 'Add Program of Study Modules' which lists the available modules that can be selected for the new POS.

Add Program of Study Modules



Once all the required modules are selected by the user (use the Ctrl key to make multiple selections) the POS must be saved. Changes must be saved using the  button.

The POS is now saved and the frame will return to the Programs of Study screen with the new POS included.



If the Program code already exists the system will modify the code, with 'A', 'B' 'C' etc so that it is unique and identifies a different combination of Units.

[View Program](#) ?

P05 Name	Description	Functions
A003-4_S1	Doctor Of Philosophy(Business)	show delete
A007-1_S1	Doctor Of Business Administration	show delete
A007-1_S2	Doctor Of Business Administration	show delete
A042-1A_S1	Bachelor Of Business(Accounting)	show delete
A042-1A_S2	Bachelor Of Business(Accounting)	show delete
A042-1B_S2	Bachelor Of Business(Accounting)	show delete
A042-1C_S2	Bachelor Of Business(Accounting)	show delete
A042-1_S1	Bachelor Of Business(Accounting)	show delete
A042-1_S2	Bachelor Of Business(Accounting)	show delete
A042-2B_S1	Bachelor Of Business(Accounting)	show delete
A042-2C_S1	Bachelor Of Business(Accounting)	show delete

Staff Availability

Staff availability allows some restricting of times when staff is available for teaching. It enables the availability to be “blocked out” for legitimate reasons such research or allows for none availability of staff for evening teaching.

‘Staff’ should be selected from the main menu bar at the top of the screen as outlined in the image below.

The screenshot shows a web interface with a top navigation bar containing links: [Import/Export](#), [POS](#), [Staff](#) (circled in red), [Meetings](#), [Availabilities](#), and [Manage Us](#). Below the navigation bar is a 'Module Outline' section for 'HAA119_S1' with details such as 'Module Description: Post-War Italy', 'Unit: Faculty of Business and Enterprise', 'Discipline: Law', 'Named Availability: Semester One', 'Semester Offered: S1', 'Year Offered: 2008', 'Enrolled Size: 40', and 'Size Previous Year: 0'. At the bottom, there is a 'Templates' section with a table:

Template Name	Functions
HAA119_S1-TU1	Show Delete
HAA119_S1-TU2	Show Delete



Selecting the ‘Staff’ link allows the user to view all the names of existing staff members in the main frame of the browser window, as illustrated.

Staff

Staff Id	First Name	Last Name	Unit	Unit Shared	Teaching Commit	Functions
Abi-Raad M	Maurice	Abi-Raad	Swinburne Lilydale	Swinburne Lilydale	Full Time	Availability
Alabaster P	Peter	Alabaster	Faculty of Life and Social Sciences	Faculty of Engineering and Industrial Sciences	Full Time	Availability
Allbutt J	Julie	Allbutt	Faculty of Design	Faculty of Design	Full Time	Availability
Allen R	Rob	Allen	Faculty of Information and Communication Technologies	Faculty of Information and Communication Technologies	Full Time	Availability
Allport N	Neville	Allport	Faculty of Business and Enterprise	Faculty of Business and Enterprise	Full Time	Availability
Anca J	Jose	Anca	Faculty of Engineering and Industrial Sciences	Faculty of Engineering and Industrial Sciences	Full Time	Availability
Ancilli L	Laura	Ancilli	Faculty of Business and Enterprise	Faculty of Business and Enterprise	Full Time	Availability
Anderson L	Lyndon	Anderson	Faculty of Design	Faculty of Design	Full Time	Availability
Angelucci E	Enzo	Angelucci	Faculty of Design	Faculty of Design	Full Time	Availability
Annakis J	John	Annakis	Faculty of Business and Enterprise	Faculty of Business and Enterprise	Full Time	Availability
Armitage G	Grenville	Armitage	Faculty of Information and Communication Technologies	Faculty of Information and Communication Technologies	Full Time	Availability
Arnold J	Josie	Arnold	Swinburne Lilydale	Swinburne Lilydale	Full Time	Availability

This frame lists all staff members by name with the unit to which they belong, any shared unit and their teaching commitments are also listed.



Selecting the ‘Availability’ function button will open the Show Staff Availability frame.

In the Show Staff Availability frame a shared teaching unit can be added for a staff member where they can share their time between org-units, e.g. Business Enterprise and Life and Social Sciences.

Show Staff Availability

Staff ID:	Abi-Raad M		
Last Name:	Abi-Raad		
First Name:	Maurice		
Unit:	Swinburne Lilydale		
Unit Shared:	Swinburne Lilydale		
Teaching Commit:	Full Time		

Semester S1				Semester S2				Semester T1			
Day	Start	End	None	Day	Start	End	None	Day	Start	End	None
Monday	8:00	17:30	<input type="checkbox"/>	Monday	8:00	17:30	<input type="checkbox"/>	Monday	8:00	17:30	<input type="checkbox"/>
Tuesday	8:00	17:30	<input type="checkbox"/>	Tuesday	8:00	17:30	<input type="checkbox"/>	Tuesday	8:00	17:30	<input type="checkbox"/>
Wednesday	8:00	17:30	<input type="checkbox"/>	Wednesday	8:00	17:30	<input type="checkbox"/>	Wednesday	8:00	17:30	<input type="checkbox"/>
Thursday	8:00	17:30	<input type="checkbox"/>	Thursday	8:00	17:30	<input type="checkbox"/>	Thursday	8:00	17:30	<input type="checkbox"/>
Friday	8:00	17:30	<input type="checkbox"/>	Friday	8:00	17:30	<input type="checkbox"/>	Friday	8:00	17:30	<input type="checkbox"/>
Saturday	8:00	14:00	<input type="checkbox"/>	Saturday	8:00	14:00	<input type="checkbox"/>	Saturday	8:00	14:00	<input type="checkbox"/>
Sunday	7:30	7:30	<input checked="" type="checkbox"/>	Sunday	7:30	7:30	<input checked="" type="checkbox"/>	Sunday	7:30	7:30	<input checked="" type="checkbox"/>

Update Availability



Staff member works between more than one other Faculty? – Let the Timetable office know as this is uncommon and is only setup in Syllabus Plus.

Teaching Commit can also be modified to either Part Time or Full Time whilst in the Show Staff Availability screen.

The availability of the staff member to teach can be set for each Teaching Period by day, using the drop down menu of times. If, for a particular day, the staff member is not available then the option for 'None' should be checked.

Data Input Collection System

[Import/Export](#) | [POS](#) | [Staff](#) | [Same Time Act](#) | [Meetings](#) | [Availabilities](#) | [Manage Users](#) | [System](#) | [Reports](#) | [Help](#) | [Logout](#)

Show Staff Availability

Staff ID:	Abi-Raad M		
Last Name:	Abi-Raad		
First Name:	Maurice		
Unit:	Swinburne Lilydale Campus		
Unit Shared:	----		
Teaching Commit:	Part Time		

Semester S1				Semester S2				Semester S0				Semester TP1	
Day	Start	End	None	Day	Start	End	None	Day	Start	End	None	Day	Start
Monday	16:30	17:30	<input type="checkbox"/>	Monday	8:30	17:30	<input type="checkbox"/>	Monday	8:30	17:30	<input type="checkbox"/>	Monday	7:30
Tuesday	8:30	17:30	<input type="checkbox"/>	Tuesday	8:30	17:30	<input type="checkbox"/>	Tuesday	8:30	17:30	<input type="checkbox"/>	Tuesday	7:30
Wednesday	8:30	17:30	<input type="checkbox"/>	Wednesday	8:30	17:30	<input type="checkbox"/>	Wednesday	8:30	17:30	<input type="checkbox"/>	Wednesday	7:30
Thursday	8:30	17:30	<input type="checkbox"/>	Thursday	8:30	17:30	<input type="checkbox"/>	Thursday	8:30	17:30	<input type="checkbox"/>	Thursday	7:30
Friday	8:30	17:30	<input type="checkbox"/>	Friday	8:30	17:30	<input type="checkbox"/>	Friday	8:30	17:30	<input type="checkbox"/>	Friday	7:30
Saturday	7:30	7:30	<input checked="" type="checkbox"/>	Saturday	7:30	7:30	<input checked="" type="checkbox"/>	Saturday	7:30	7:30	<input checked="" type="checkbox"/>	Saturday	7:30
Sunday	7:30	7:30	<input checked="" type="checkbox"/>	Sunday	7:30	7:30	<input checked="" type="checkbox"/>	Sunday	7:30	7:30	<input checked="" type="checkbox"/>	Sunday	7:30

Update Availability



Default availability times are automatically put in by system and only need to be changed where necessary.



Once the availability has been entered the  button will save any changes.

Return to the main staff screen by selecting 'Staff' from the main menu bar at the top of the screen.



- *If a staff name is not showing – contact the Timetable Office*
- *If a staff member is to be removed – please set all their availability to 'None'*
- *Sessional staff can still be added with a temporary generic name, and the number or hours available*

Meetings

The recording of meetings, or 'green time', relates only to those that are official meetings of the Faculty or discipline, e.g. staff weekly seminars. Ad hoc meetings are not recorded via the meeting function or taken into consideration.

If the staff meeting is for a select number of Units within a discipline, then a list of the Units involved will need to be given to the Timetable Office.

A Faculty can have up to two hours per week for staff meetings, which can then be attached to the Faculty's Unit as a time constraint.

'Meetings' are selected from the main menu bar at the top of the screen

The screenshot shows a web-based interface. At the top, a navigation menu includes 'Import/Export', 'POS', 'Staff', 'Meetings' (circled in red), 'Availabilities', 'Manage Users', 'System', 'Reports', 'Help', and 'Log'. On the left, a 'Modules' list contains various unit codes like HAA119_S1, HAA181_S1, etc. The main content area displays the 'Module Outline' for 'HAA119_S1', showing details such as 'Module Description: Post-War Italy', 'Unit: Faculty of Business and Enterprise', 'Discipline: Law', 'Named Availability: Semester One', 'Semester Offered: S1', 'Year Offered: 2008', 'Enrolled Size: 40', and 'Size Previous Year: 0'. Below this is a 'Templates' section with a table:

Template Name	Functions
HAA119_S1-TU1	Show Delete



Add a New Meeting

Adding a new meeting is accomplished by first selecting the 'Add a meeting' link.

Staff Meetings

[Add a meeting](#)

Meeting Id	Unit	Day	Start Time	End Time	Co
Faculty Meeting	Faculty of Design	Friday	15:00	17:00	
AEFL	Faculty of Business and Enterprise	Wednesday	11:30	13:30	"Accounting, Eco, Finance
ME Group	Faculty of Business and Enterprise	Monday	9:30	11:30	Mgmt and Entrepreneur
MIS Group	Faculty of Business and Enterprise	Monday	13:30	15:30	"MIS Group-Mktg, Jap, I
Faculty of ICT Staff meeting	Faculty of Information and Communication Technologies	Thursday	12:30	14:30	
FEIS Staff Meeting	Faculty of Engineering and Industrial Sciences	Friday	14:00	17:30	
Staff Meetings	Faculty of Life and Social Sciences	Friday	14:30	16:30	To allow discipline group meetings

The 'Add Staff Meeting' frame opens a new meeting can be added by entering data for: -

- Meeting Name – this can be whatever name is suitable, and is chosen by the user.
- Unit - e.g. Faculty of Business Enterprise, chosen from the drop down menu, field will be filtered so as to show only those relevant to the Unit of the user.
- Day – e.g. Monday, chosen from the drop down menu.
- Start Time - chosen from the drop down menu.
- End Time - chosen from the drop down menu.
- Comment – this can be as required, and is chosen by the user.

Add Staff Meeting

Meeting Name:	<input type="text"/>
Unit:	Higher Education Hawthorn/Prahran ▾
Day:	Monday ▾
Start Time:	7:30 ▾
End Time:	7:30 ▾
Comment:	<input type="text"/>
	<input type="button" value="Add Meeting"/>



The meeting will need to be saved by pressing the



button. This meeting will now be visible on the main window.

Staff Meetings

[Add a meeting](#)

Meeting Id	Unit	Day	Start Time	End Time
Faculty Meeting	Faculty of Design	Friday	15:00	17:00
AEFL	Faculty of Business and Enterprise	Wednesday	11:30	13:30
ME Group	Faculty of Business and Enterprise	Monday	9:30	11:30
MIS Group	Faculty of Business and Enterprise	Monday	13:30	15:30
Faculty of ICT Staff meeting	Faculty of Information and Communication Technologies	Thursday	12:30	14:30
FEIS Staff Meeting	Faculty of Engineering and Industrial Sciences	Friday	14:00	17:30
Staff Meetings	Faculty of Life and Social Sciences	Friday	14:30	16:30

Editing a Meeting



To edit an existing meeting, which has already been entered into SDICS, simply select the 'Edit' function button, as outlined.

Staff Meetings

[Add a meeting](#)



Meeting Id	Unit	Day	Start Time	End Time	Comment	Functions
Faculty Meeting	Faculty of Design	Friday	15:00	17:00		Delete Edit
AEFL	Faculty of Business and Enterprise	Wednesday	11:30	13:30	"Accounting, Eco, Finance & law Group"	Delete Edit
ME Group	Faculty of Business and Enterprise	Monday	9:30	11:30	Mgmt and Entrepreneurship Group	Delete Edit
MIS Group	Faculty of Business and Enterprise	Monday	13:30	15:30	"MIS Group-Mktg, Jap, Italian & IB"	Delete Edit
Faculty of ICT Staff meeting	Faculty of Information and Communication Technologies	Thursday	12:30	14:30		Delete Edit
FEIS Staff Meeting	Faculty of Engineering and Industrial Sciences	Friday	14:00	17:30		Delete Edit
Staff Meetings	Faculty of Life and Social Sciences	Friday	14:30	16:30	To allow discipline groups within faculty to hold their meetings	Delete Edit



Once the applicable fields have been amended the button will save any changes and return the screen back to the main 'Staff Meetings' frame.

Deleting a Meeting



To delete a staff meeting is as straight-forward as clicking on the 'delete' function button next to the meeting which is to be deleted.

Staff Meetings

[Add a meeting](#)



Meeting Id	Unit	Day	Start Time	End Time	Comment	Functions
Faculty Meeting	Faculty of Design	Friday	15:00	17:00		Delete Edit
AEFL	Faculty of Business and Enterprise	Wednesday	11:30	13:30	"Accounting, Eco, Finance & law Group"	Delete Edit
ME Group	Faculty of Business and Enterprise	Monday	9:30	11:30	Mgmt and Entrepreneurship Group	Delete Edit
MIS Group	Faculty of Business and Enterprise	Monday	13:30	15:30	"MIS Group-Mktg, Jap, Italian & IB"	Delete Edit
Faculty of ICT Staff meeting	Faculty of Information and Communication Technologies	Thursday	12:30	14:30		Delete Edit
FEIS Staff Meeting	Faculty of Engineering and Industrial Sciences	Friday	14:00	17:30		Delete Edit
Staff Meetings	Faculty of Life and Social Sciences	Friday	14:30	16:30	To allow discipline groups within faculty to hold their meetings	Delete Edit

Availabilities

Customized availabilities allow Faculties to tailor teaching delivery weeks, e.g. alternating or more specific Summer School Delivery.

A large number of default or popular week patterns will still be available for each Teaching Period.

The screenshot displays the SDICS (Syllabus Plus Data Input Collection System) interface. On the left, a list of modules is shown, including HAA110N S1, HAA119-HAA311N S1, HAA119-HAA311N S2, HAA181-HAA181N S1, HAA182-HAA182N S2, HAA184-HAA184N S1, HAA185-HAA185N S2, HAA201N S1, HAA201N S2, HAA202N S1, HAA202N S2, HAA281-HAA281N S1, HAA282-HAA282N S1, HAA282N-HAA283 S2, HAA284-HAA284N S1, HAA285-HAA286N S1, HAA285N-HAA286 S2, HAA289-HAA289N S1, HAA289-HAA289N S2, HAA3012N S1, HAA301N S1, HAA301N S2, HAA302N S1, HAA302N S2, HAA310N S1, HAA310N S2, HAA312N-HAA387 S2, HAA381-HAA381N S1, HAA384-HAA384N S1, HAA384-HAA384N S2, HAA387 S2, HAA388-HAA388N S2, HAC0001-HBG0004-HES0000-HIT0004 WT, HAC0001 S1, HAC0001 S2, and HAC0001 WT. The main window shows a grid with columns for 'Sem.' and 'Weeks'. A table below the grid lists 'Named Availability' and 'Sem. Weeks' for various patterns like AAA1, ATEST1, ATEST2, Semester One, Semester One - 2nd Week Start, Semester One Even, Semester One Odd, Semester Two, Semester Two - 2nd Week Start, Semester Two Even, Semester Two Odd, Summer Term, Term Four, Term One, Term Three, Term Two, Test 2, Week 10,11,17,18,19, Week 15-18, Week 31-35, 42, 43, Week 41, Weeks 10 and 11, Weeks 12 - 20, Weeks 16 and 17, Weeks 17,19,20, Weeks 18 and 19, and Weeks 54,56,58,59. The grid shows blue blocks representing availability for each module and semester combination. The interface includes a menu bar with options like Import/Export, POS, Staff, Meetings, Availabilities, Manage Users, System, Reports, Help, and Logout. The taskbar at the bottom shows the Start button, Novell G..., SDICS, 2 Sylla..., 1 - ASCOL, Microsof..., Other in..., 3 Micr..., and the system clock at 8:35 AM.

Reports



There are several reports available within SDICS that will allow a staff member to check and or record the data that they have entered.

'Reports' are accessed from the main menu bar at the top of the screen as outlined in the following image.

The screenshot shows a horizontal menu bar with the following items: POS | Staff | Meetings | Availabilities | **Reports** | Help | Logout. The 'Reports' item is circled in red. Below the menu bar, the word 'Reports' is displayed in blue text. To the right of 'Reports' is a question mark icon. Below this is a table with the following content:

Report	
Same Time Activities Provides a total list of all same time activity requests and their related activities.	Run
Requested Deliveries Provides a list of all requested deliveries registered against activities.	Run
Staff Availability Provides staff availability information.	Run
Activity Templates Provides a listing of all activity templates.	Run
Activities Provides a listing of all activities	Run
Programs of Study Provides a list of all Programs of Study and the associated modules.	Run
Module Provides a list of all modules and their details	Run
Staff Provides a list of staff and associated details.	Run

The reports that are available to Timetable Representative and Timetable Academic Users are:

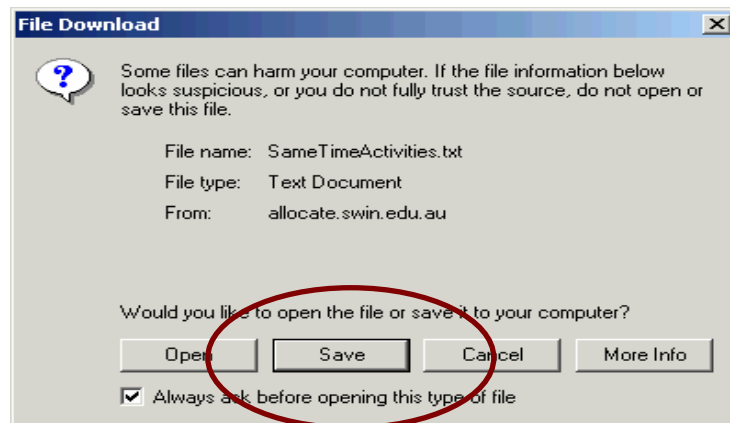
- Same Time Activities - Provides a total list of all same time activity requests and their related activities.
- Requested Deliveries - Provides a list of all requested deliveries registered against activities.
- Staff Availability - Provides staff availability information.
- Activity Templates - Provides a listing of all activity templates.
- Activities - Provides a listing of all activities.
- Programs of Study - Provides a list of all Programs of Study and the associated modules.
- Module - Provides a list of all modules and their details.
- Staff - Provides a list of staff and associated details.

The reports are simple to run and produce text files that can easily be imported into Microsoft Excel for further analysis, if required.



Choose the report that you are interested in by clicking on the blue 'Run' next to the report description.

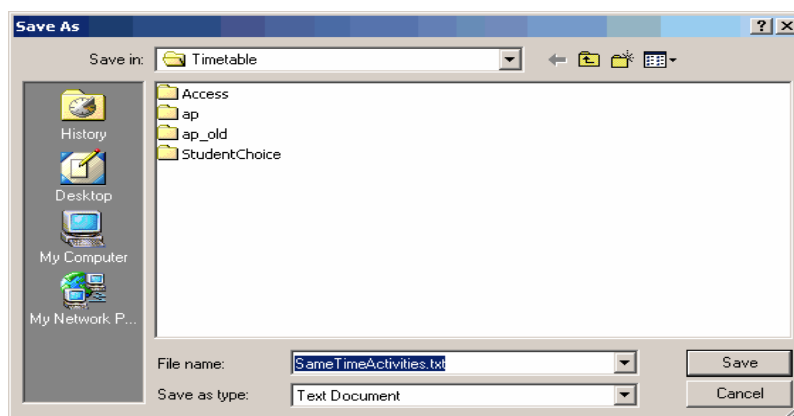
The system will open a File Download dialog box, choose to 'Save' the file to disk by selecting the Save option.



Users of Netscape will have to right click on the word 'Run' and 'Save Link Target as'

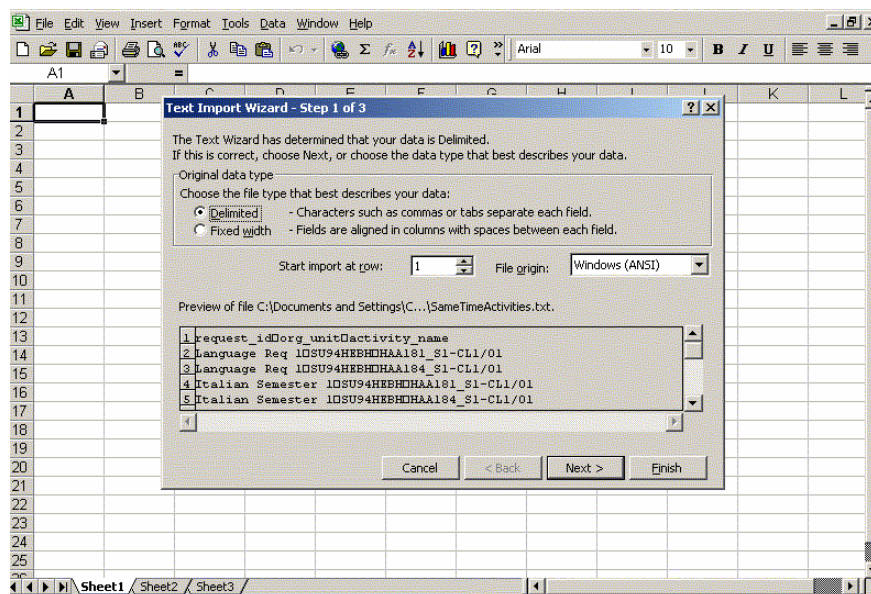


Next choose a location to save the file to. e.g.



The file can be opened in Microsoft Excel via the Wizard, remember to change the file type to Text in Excel.

Follow the steps of the Excel Text Import Wizard as per normal and manipulate the data as required.



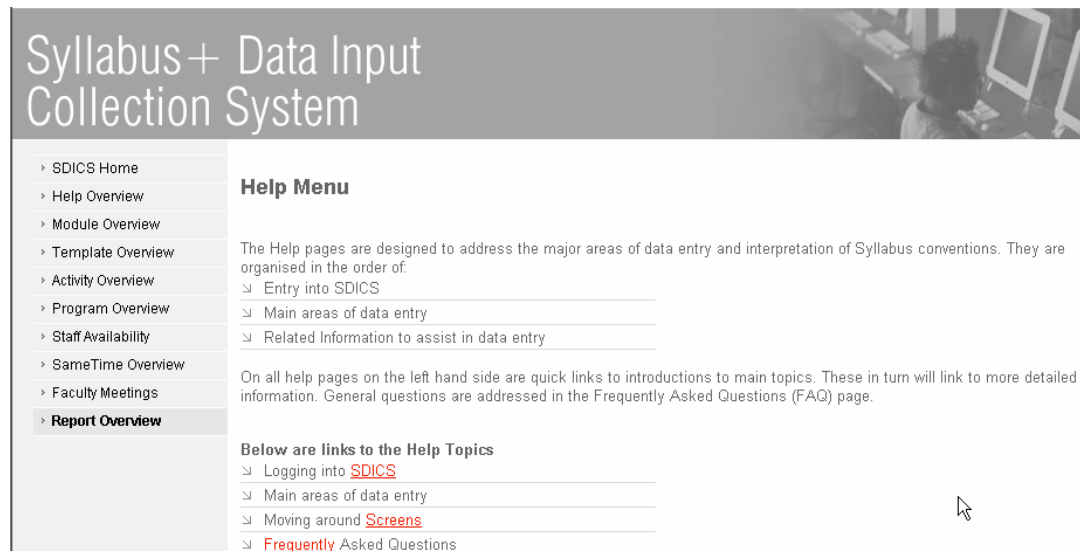
When working through the Wizard, choose 'tab delimited' and all column formats to "text" for better importing.

Microsoft Excel - Activity.txt

	A	B	C	D	E	F	G	H	I	J	K	L
	activity_name	size	named_availability	duration_ minutes	required_num ber_of_locs	required_nu mber_of_st aff	teaching_ period	day	time	location	zone	unit
1	HIT0000_S1-CL1/01	50	Semester One Day IT	60	1	1	Day	1	840	SE413	Hawthorn	SU94HEIT
2	HIT0000_S2-CL1/01	50	Semester Two Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
3	HIT0001_S1-CL1/01	50	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
4	HIT0001_S2-CL1/01	50	Semester Two Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
5	HIT0002_S1-LE1/01	150	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
6	HIT0002_S2-LE1/01	150	Semester Two Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
7	HIT0004_S1-CL1/01	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
8	HIT0004_S1-CL1/02	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
9	HIT0004_S1-CL1/03	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
10	HIT0004_S1-CL1/04	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
11	HIT0004_S1-CL1/05	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT
12	HIT0004_S1-CL1/06	25	Semester One Day IT	60	1	1	Day	null	null	null	Hawthorn	SU94HEIT

Help

Further assistance is available via the Help Link which goes to the SDICS Help Page and is also found off the Timetable webpage (<http://www.swin.edu.au/hed/timetable/sdics/help.htm>).



Syllabus+ Data Input Collection System

- SDICS Home
- Help Overview
- Module Overview
- Template Overview
- Activity Overview
- Program Overview
- Staff Availability
- SameTime Overview
- Faculty Meetings
- Report Overview**

Help Menu

The Help pages are designed to address the major areas of data entry and interpretation of Syllabus conventions. They are organised in the order of:

- Entry into SDICS
- Main areas of data entry
- Related Information to assist in data entry

On all help pages on the left hand side are quick links to introductions to main topics. These in turn will link to more detailed information. General questions are addressed in the Frequently Asked Questions (FAQ) page.

Below are links to the Help Topics

- Logging into [SDICS](#)
- Main areas of data entry
- Moving around [Screens](#)
- [Frequently](#) Asked Questions

Logout

The logout function will simply log the user out of SDICS and take them back to the SDICS login screen. It is recommended that you logout of the system this way.

SDICS Login

Enter User Id:

Enter Password:

User Type:

For further information and help [?](#)

Appendix 1 – Check List

It is hoped that this list will assist in verifying that all required data has been collected or the existing data has been checked. To print this form, simply go to File – Print.

Data Group	Item	Checked	
Module	Unit Code		
	Unit Name		
	Size		
	Current Semester Pattern (Named Availability)		
	Faculty offering Unit		
	Year being offered		
	Delivery Hours		
	Nominal Hours		
Activity Template	Type (LE, TU etc)		
	Size		
	Duration in minutes		
	Room Type and/or suitabilities		
	Preferred teaching period (Day/Night/Sat/Sun)		
	No. required staff and locations		
	Location zone		
	Named Availability		
Activity	Is there a different Named Availability pattern		
	Is it a Sametime Activity		
	Staff Member(s)		
	Special Request for delivery		
Program of Study	POS Name		
	Modules included		
	Responsible Faculty		
	Size		
	Year level		
	Semester		
Staff	Name		
	Main Teaching Department		
	Full time or part time		
	Shared with other Faculty		
	Availability over semester		
	Will they be attending department meetings		
Official Faculty Meetings	Meeting name		
	Responsible Faculty		
	Day of meeting		
	Start and end time		
	Have the Discipline Units been identified		
	Has the semester of the meeting been specified		

Appendix 2 – Requested Deliveries

Request Type	Process
Follow: Labs immediately after Tutes	Specific activities must immediately follow one. eg LA2/01 and TU2/01 will be scheduled one after the other. Convention used will keep same stream number together eg LA2/01 and TU2/01, LA2/02 and TU2/02 will be paired
Follow: Tute immediately after Labs	Similar to above, only reverse order.
Night: Block Activities	Many night activities are delivered in a block, i.e. one activity immediately after another. The convention used will place Lectures first, followed by general classroom event eg tutorial, class or seminar, followed lastly by a lab.
Other: Please contact TT Office	Alerts the Timetable Office to expect to be contacted.
Setup: Lab Time Allowance	Allows one hour/late start for labs where preparation is needed.
Stream: Labs and Tutorials	The streams of the tutorials and Lab series will be matched in allocation of student sets. Eg LA/01 and TU1/01 LA/02 and TU1/02 will be matched. Please note this is highly constrains the timetable and is only done for those activities that must be multiparted in Allocate+. Any new requests for this will be reviewed in detail.
Schedule: Consecutive Activity type	This allows a lab to follow a tutorial eg LA1/01 must be followed by TU1/01.
Stream: Lectures	The streams of the lecture series will be matched in allocation of student sets. Eg LE1/01, LE2/01, LE3/01 will be matched. Please note this is highly constrains the timetable and is only done for those activities that must be multiparted in Allocate+. Any new requests for this will be reviewed in detail.

Streamed Activities

Streamed Activities are where some subjects must be offered in a particular way that is part of the teaching delivery of the subject. For example, if a student attends LE1/01 they are then forced to attend LE2/01 and not LE2/02. These are multipart activities.

Activities may also be restricted at the request of a faculty by day/night for e.g. if a student attend a night lecture they must attend a night tutorial.

These requests are not processed automatically by SDICS so the faculty TTR must inform the Timetable Office if any units of study require such restrictions.

- *This Manual has been designed to give a general overview of data collection for timetabling.*
- *If you have any questions about the use of SDICS or how the data will be interpreted for timetabling purposes please do not hesitate to contact the Timetable Office at timetable@swin.edu.au*

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