

# Syllabus Plus

Faculty Timetable Representative Concise Overview



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SWINBURNE UNIVERSITY  
OF TECHNOLOGY

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# Chapter 24

## Syllabus Plus - Faculty Timetable Representative Concise Overview

### 1 Brief Overview of Syllabus Plus version 3.5.1

This document has been designed to give a brief overview of the most commonly used functions for Timetable Representatives of the Higher Education Division. For further detailed documentation please refer to the following:

- **Connecting to Syllabus Plus Server**
- **How to Print and Save**

The above documents can be downloaded from the Timetable Office web page <http://www.swin.edu.au/hed/timetable/download.html>

### 2 Opening Image Files

1. To connect to Syllabus Plus server you can either:

Click **Start**  
Select **Programs**  
Select **Network**  
Select **Syllabus Plus**

Or

Double click the Syllabus Plus icon on your desktop.

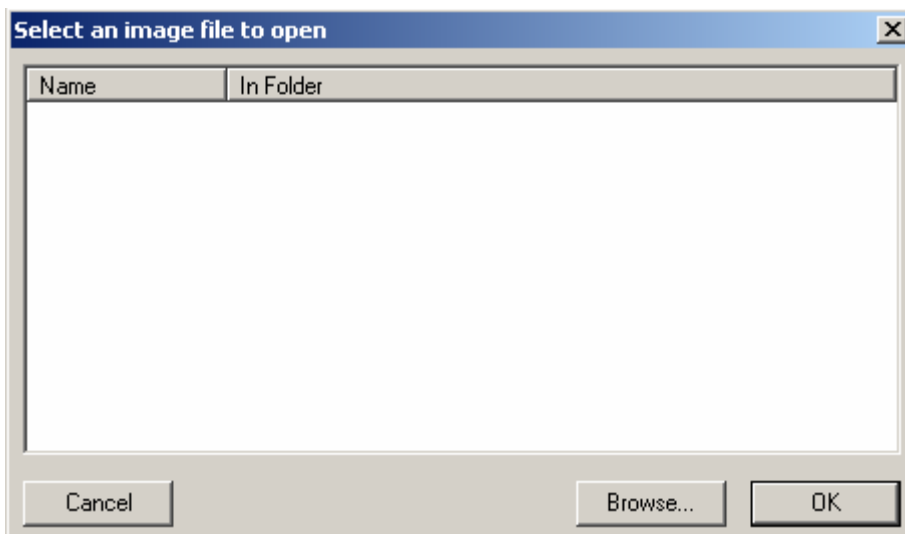
Or

Go to the directory C:\Program Files\Scientia\Syllabus Plus 3.5.1<sup>1</sup>\splus and double click SPlus.exe.

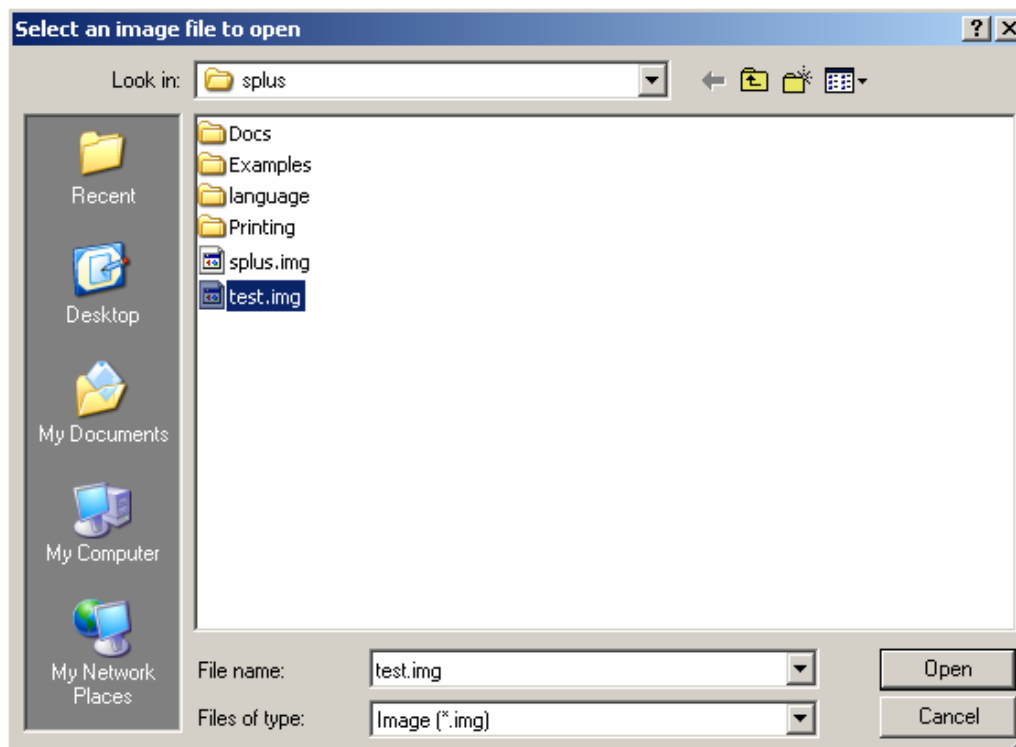
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<sup>1</sup> Where Syllabus Plus 3.5.1 is the current version. File directory name may change with versions

2. The 'Select an Image to Open' Window appears



3. Click on **Browse...** Then select an image file (or "**splus.img**" for a fresh image) and click the **Open** button.

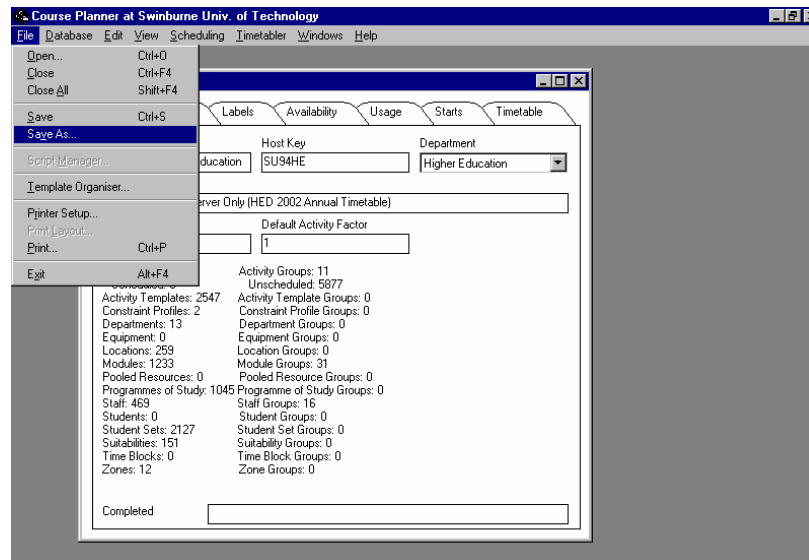


### 3 Saving Image Files

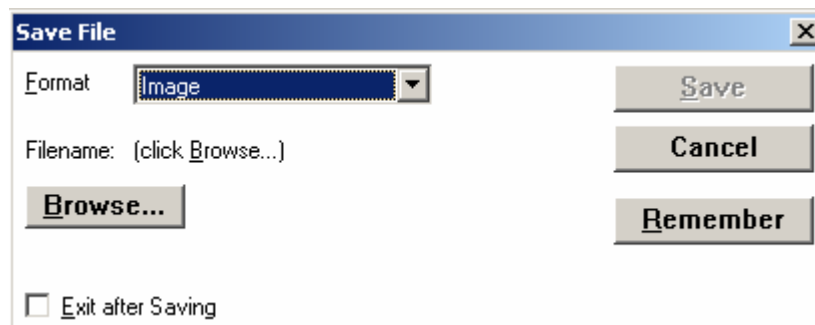
Network users should save an image file at least daily; if the image has not been saved after seven days the user will be required to download a new image again from the server.

To save an Syllabus Plus image file, the following steps are required:

1. From the file menu option in Syllabus Plus, select **“Save As”**:



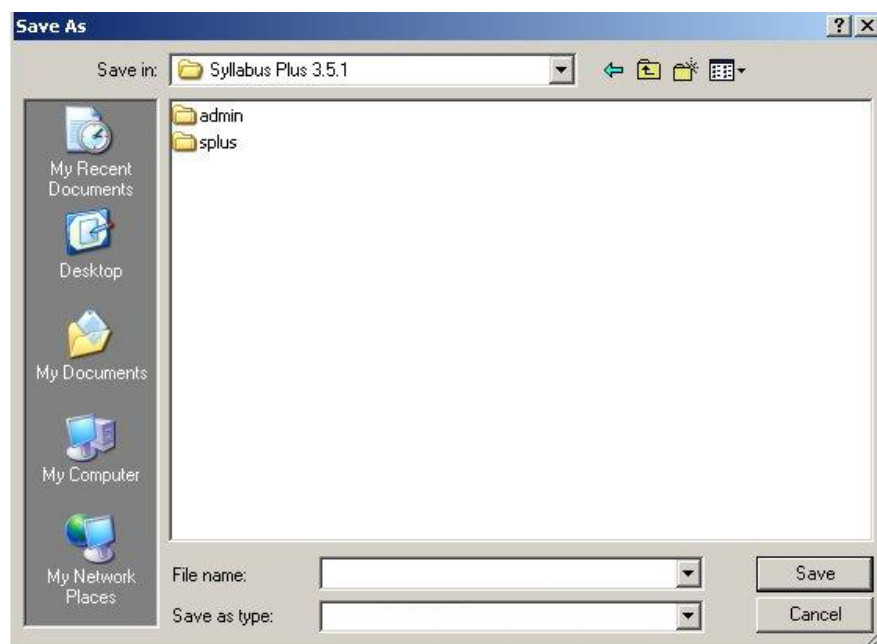
The 'Save File' dialogue box appears



2. In the Format box, select Image, if not already selected

Click **Browse...**

The 'Save As' dialogue box appears.



3. Select the folder/directory location to save the image file.

Type the name of the file in the 'File Name' box e.g. test.img.

**IMPORTANT NOTE: Never save the file as splus.img**

4. Click **Save**.

The system will briefly close whilst the data is being saved.

#### **4 Viewing Modules**

Syllabus Plus allows a viewing of as many selected modules as required and their associated timetables.

From the 'Timetabler' drop-down menu on the top menu bar, select 'Modules'. Click on the required modules. If selecting more than one module (non-consecutive), hold down the "**Ctrl**" key while selecting with the mouse. Holding down the "**Shift**" key will allow selection of consecutive modules in the list.



## 5 Viewing Activities

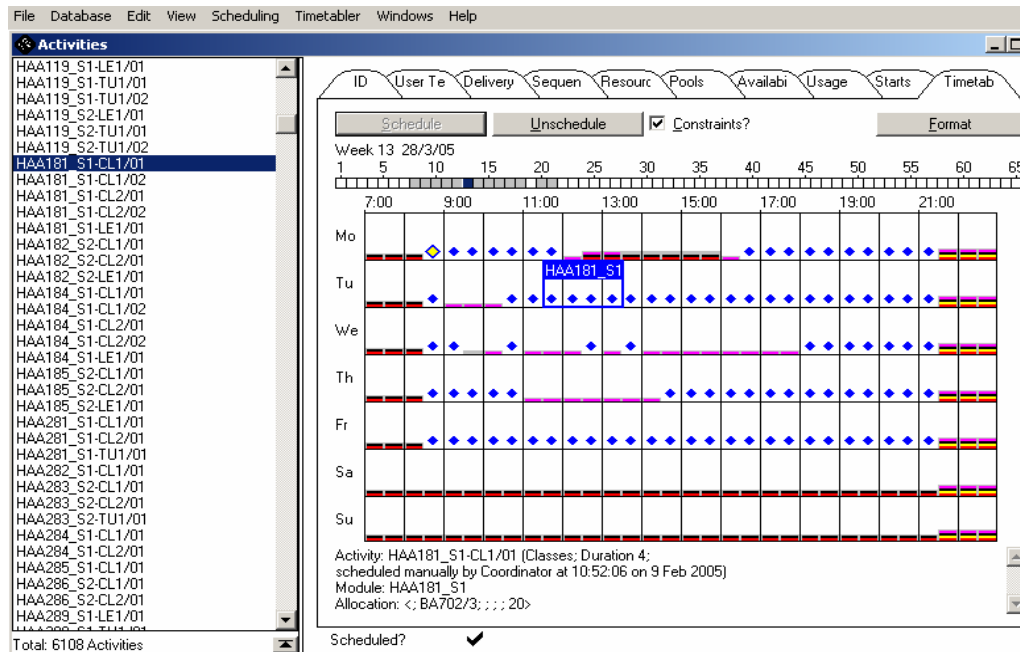
To view individual activities, go to 'Timetabler' on the menu bar and select 'Activities'. Click on the required activities. If selecting more than one activity (non-consecutive), hold down the "Ctrl" key while selecting with your mouse. Holding down the "Shift" key will allow selection of consecutive activities.

Click on the **Timetable** tab at the top right corner of the screen and on the Week Scale bar; select an **active week** associated with the relevant Semester. This will show the timetable for the selected activities.

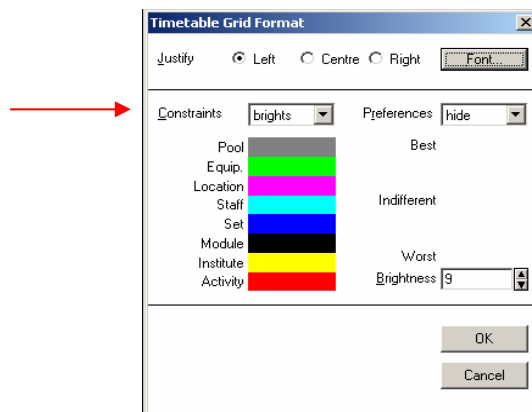
The screenshot shows the 'Activities' window with a list of activities on the left and a timetable grid on the right. The grid displays a week starting on Monday, with time slots from 7:00 to 21:00. Several activities are scheduled, indicated by blue diamonds and lines. For example, 'HAA181\_S1-CL1/01' is scheduled on Monday at 11:00. The window also includes a 'Schedule' tab, a 'Week Scale' bar, and a 'Total: 6104 Activities' label at the bottom left.

Once the individual activity has been selected, the timetable grid may show some blue diamonds and/or a yellow diamond. Blue diamonds indicate other available times, where an activity **can** be scheduled, based on current resource suitability's. Yellow diamonds show the best time, based on all current constraints. If an activity has a preset time, the screen would appear with only a yellow diamond indicating the activity can only be scheduled at this time.

The coloured lines show the user when the activity cannot be scheduled, due to constraints.



To view the guide for constraints, double click on one of the coloured lines. The Timetable Grid Format box will appear which identifies which constraints are stopping the activity from being scheduled at specific times. Note: if all lines are grey, you need to change the 'Constraints' drop down box from 'grey' to 'brights'.




## 6 Enhanced Resource Selection

This enables a user to either manually guide the selection of resources when rescheduling an activity, or to alternatively let the system pick the best resources based upon wildcard constraint preference settings.

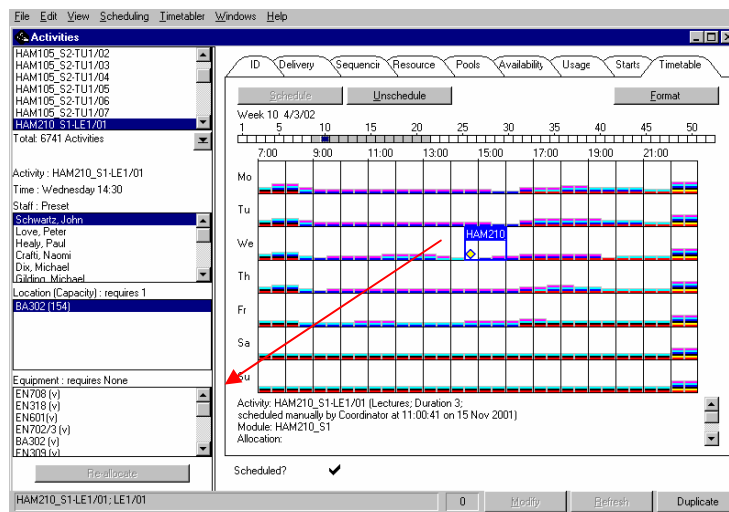
## Syllabus Plus

### Faculty Timetable Representative Concise Overview

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The Enhanced Resource Selection option is viewable by clicking on the button at the bottom of the Activity window home list. 

This then displays the Activity window as below.



Points to note are:

The resources displayed in the respective windows are those resources available at the selected time to schedule i.e. clicking on any time block in the timetable window displays those resources available at that time.

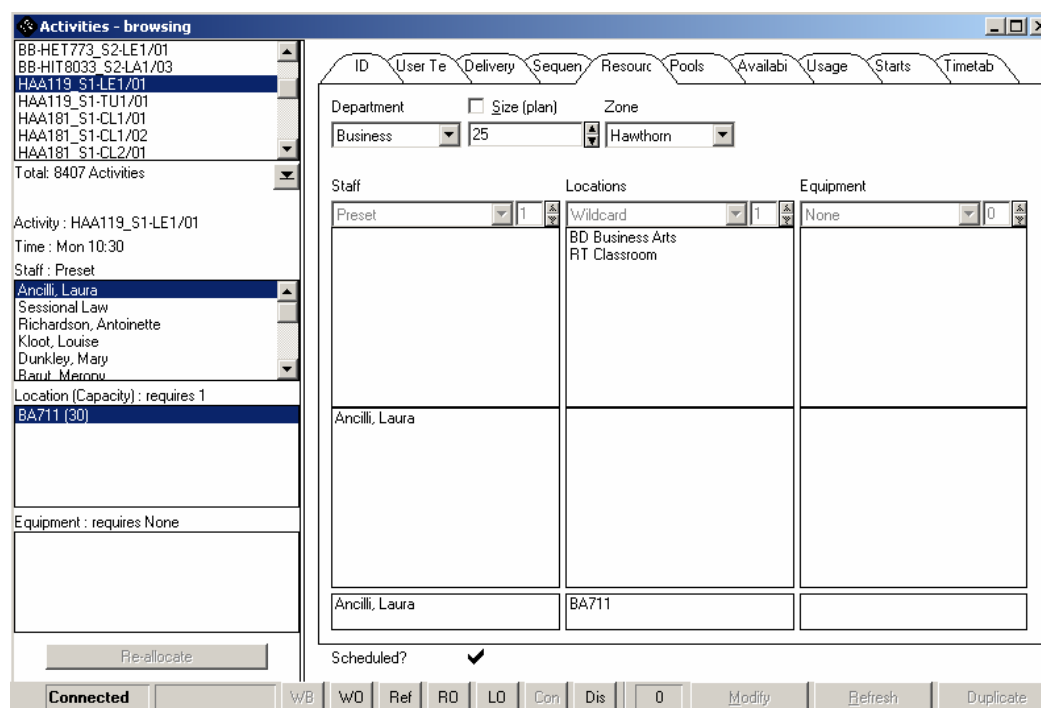
Selecting an Activity from the home list and then selecting the Enhanced Resource Selection mode will not automatically keep the selected Activity in view<sup>2</sup>. To address this just scroll the activity window up so the activity reappears.

---

<sup>2</sup> All this means is that the selected activity in the scroll window is low down on the list, therefore just move the scroll bar so that the activity is in the higher part of the window.

## 6.1 Viewing Location Suitability

To view the Location suitability which have been entered for a particular activity, click on the Resource tab at the top of the screen, and press Ctrl + B. This will set the resource tab to Browsing mode, and will show the suitability in a continuous list which have been selected, eg. Building (BD) Business Arts and Room Type (RT) Classroom.



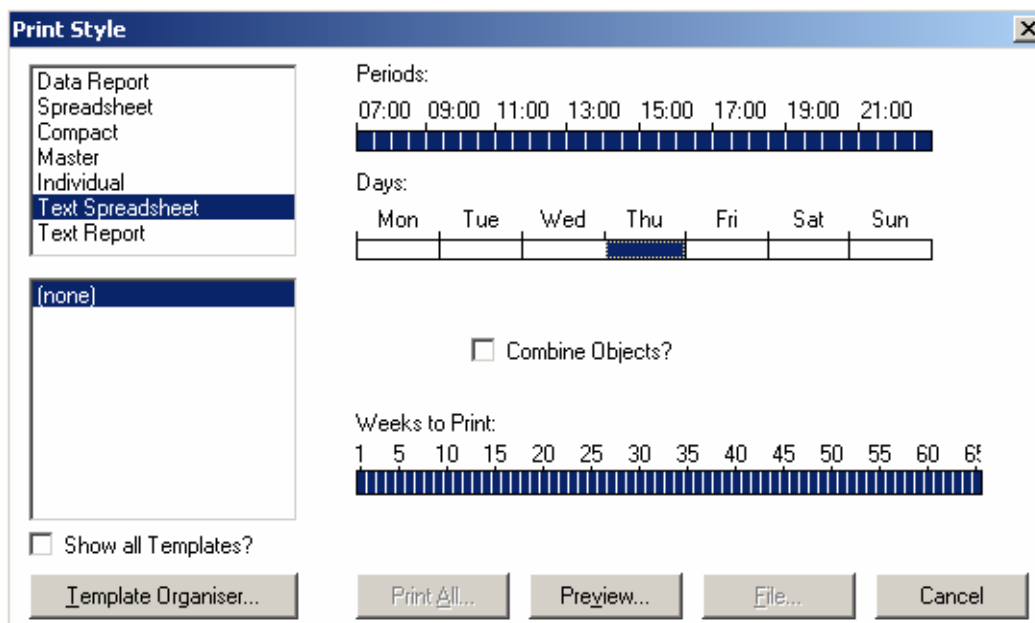
The quickest way of viewing of available locations can only be through Enhanced Resource Selection.

## 7 Printing Options

Open an object window e.g. Activities, Staff, etc (via 'Timetabler' on the menu bar) and select some objects to access the printing module.

Select **File, Print** or alternatively press **Ctrl + P**

Once opened, the printing module will automatically select the relevant templates in the Styles window.



### 7.1 Selecting templates

If there are no templates available, it means; either no templates are loaded, or there are no templates available for the object that was selected and the print style.

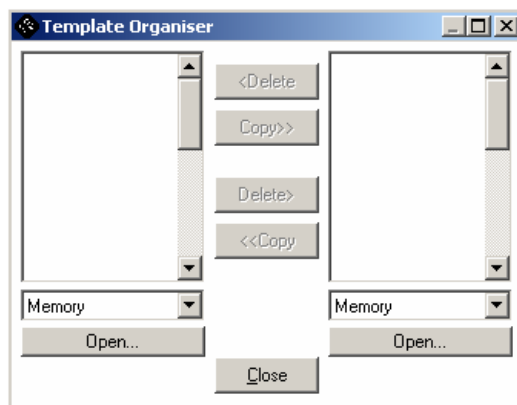
To check which is true, click on the "**Show all templates**" check box and see whether any templates appear at all. If none appear, it means no templates loaded; if some do appear, a new template will need to be created.

### 7.2 Loading Templates

Loading templates is achieved by clicking on the "**Templates Organiser**" button in either the Print Styles window or the File window.

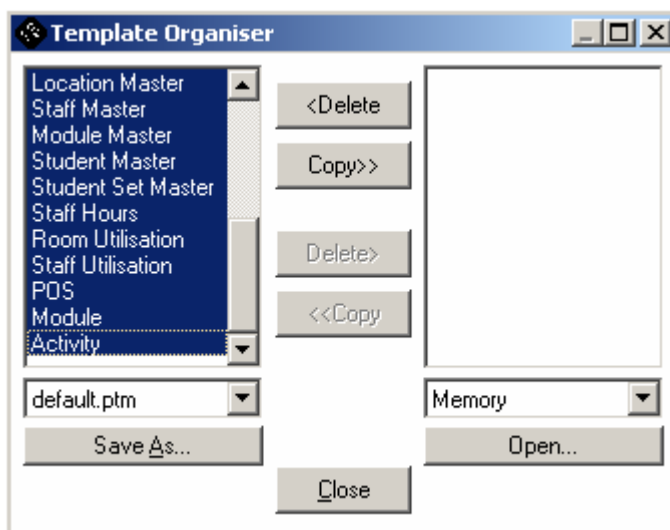
When the dialog comes up, click on the "**Open**" button and browse until you find the required **.ptm** file.

Ptm files are Print Template files and contain single or many templates. One can be created, or the ones provided with Syllabus Plus can be used, either as provided or edited to suit your needs.



Click on the **Open** button at the bottom of the left-hand column. Locate **Default.ptm** (this template can be found in the directory **C:\Program Files\Scientia\Syllabus Plus 3.5.1\spplus\Printing**). Click **Open** once selected.

In the Template Organiser dialog, select specific templates, or drag the mouse pointer down all the templates to select them all. Then press the "**Copy >>**" button to transfer the templates to the PC's memory<sup>3</sup>. This copies the templates you have selected into the other column in the window.



When the dialog box is closed, the templates will appear, with the default being the templates that are relevant to the objects and print Style you have selected. Choose one to work with, and it will be displayed in the **Preview** and **Edit** window as required.

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<sup>3</sup> To retain this print template in your current image for future use you will have to save the image. If you download a new image, then the print template will also have to be downloaded again

### 7.3 Individual

Individual reports focus on objects singly. If one or more object is chosen to report on, the Individual report style will print timetables for each object separately:

**Staff**

Bryant, Janet  
Busija, Lucy  
Buzwell, Simone  
**Cadush, Peter**  
Calway, Bruce  
Carter, Nanette  
Chakraborty, Aspriha  
Champion, Eric  
Chan, Jit  
Chapman, Robert  
Chen, Chen Lee  
Chow, Geoff  
Christie, Gregor  
Chruchill, Chris  
Ciorciari, Joseph  
Ciszewski, Peter  
Clark, David  
Clarke, Bruce  
Clarke, Kaye  
Clarke, Steve  
Clulow, Val  
Cook, Roger  
Cooke, Matthew  
Cooper, R  
Crafti, Naomi  
Cricenti, Tony  
Critchley, Christine  
Cross, Reg  
Crawford, P  
Total: 452 Staff

**Staff Details for Cadush, Peter:**

ID	User Text	Constraint	Availability	Usage	Starts	Timetable
	Name	Host Key	Department	Preferred Zone		
	Cadush, Peter	Cadush, Peter	BSEE	(none)		
	Description		Cost Band			
			(none)			
	Contract Hours	Maximum Hours	<input type="checkbox"/> Part Time	Email Address		
	224 112:00	224 112:00				
Activity	Day	Time	Module			
HET128_S1-LE2/01	Tue	8:30	HET128_S1	*		
HET128_S1-LE4/01	Fri	12:30	HET128_S1	*		
HET316_S1-LE1/01	Mon	11:30	HET316_S1	*		
HET316_S1-LE2/01	Tue	12:30	HET316_S1	*		
HET316_S1-LE3/01	Fri	10:30	HET316_S1	*		
HET329_S2-LE1/01	Tue	9:30	HET329_S2	*		

Time Utilization: in use 278 periods (139:00 Hours)

1 5 10 15 20 25 30 35 40 45 50 55 60 65

**Individual Print Staff**

Timetable for: **Cadush, Peter**

Department BSEE

	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00
<b>Mon</b>						HET316_S1-LE1/01 EN616									
<b>Tue</b>	HET128_S1-LE2/01 EN7046						HET316_S1-LE2/01 EN309								

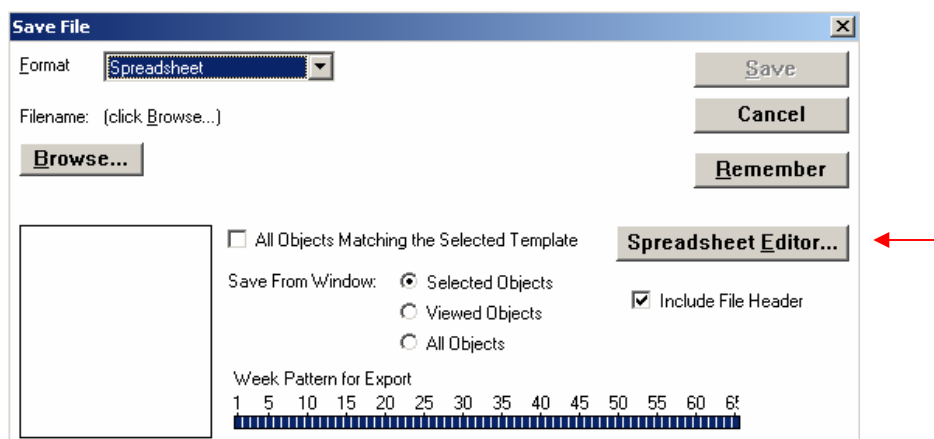
9-19, 21-22

Edit Printer Setup... Cadush, Peter 1 Print... Print All Cancel

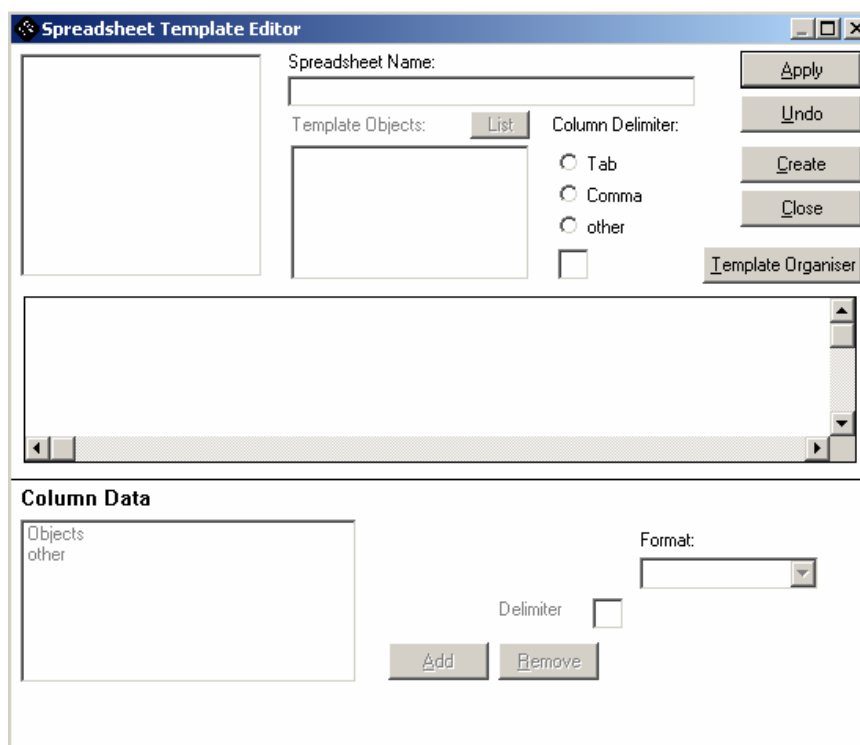
Click to see more pages

## 8 The Spreadsheet Editor

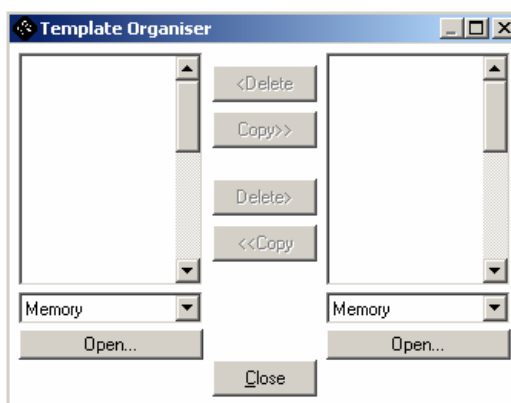
The Spreadsheet Editor allows the downloading of Syllabus Plus data for further analysis and reporting (including sorting). To extract data, it is needed to make an appropriate object selection (such as a group of activities). Select **File, Save As**, and then select **Spreadsheet** as the format.



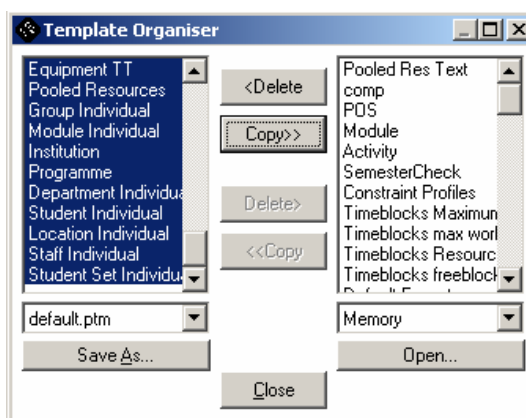
If this is a new installation, Syllabus Plus will need to be told where to find the default spreadsheet templates - click on the **Spreadsheet Editor** button as shown above. The following screen will now appear. Then click on the **Template Organiser** button:



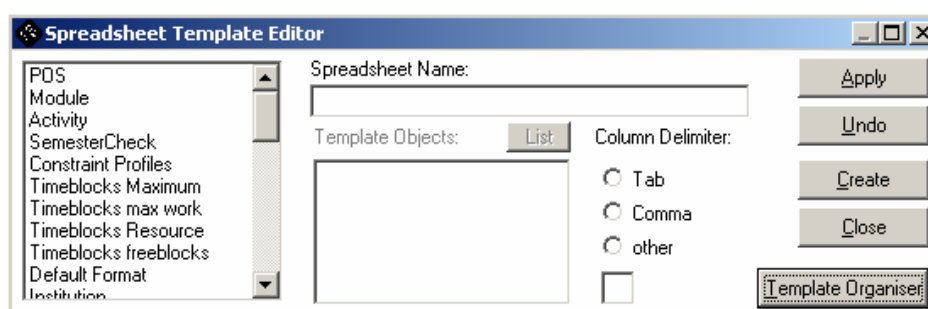
The following Template Organiser window will appear:



Click on the **Open** button at the bottom of the left-hand column (note that Print Templates may still be displayed). Locate **Default.stm** (this template can be found in the directory **C:\Program Files\Scientia\Syllabus Plus 3.5.1<sup>4</sup>\splus\Printing**). Click **Open** once selected, and then select all of the new templates and **Copy>>** across to the right-hand column, and **Close**.



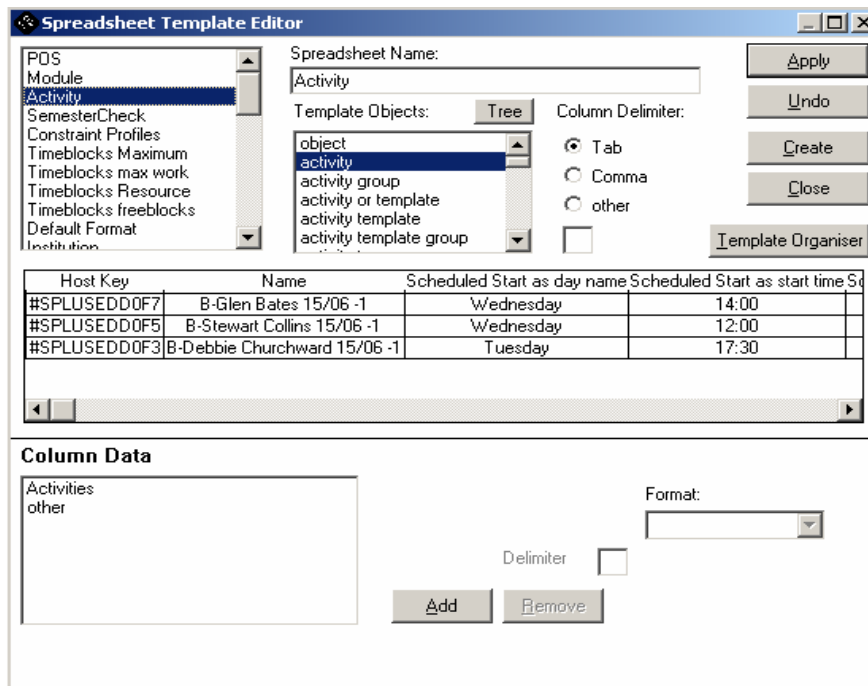
The selected template(s) appear in the list on the left-hand side of the Spreadsheet Template Editor window:



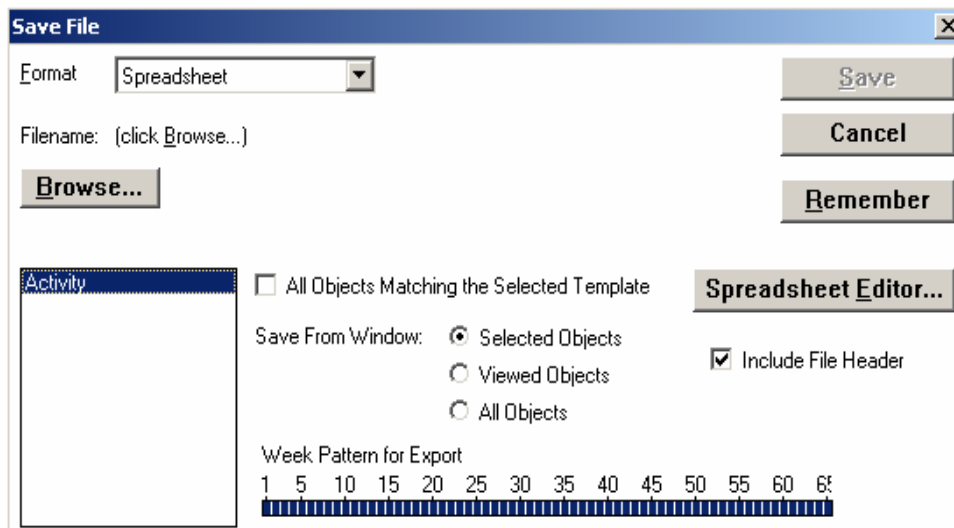
Clicking on the name of a template activates its components, and produces a sample data set:

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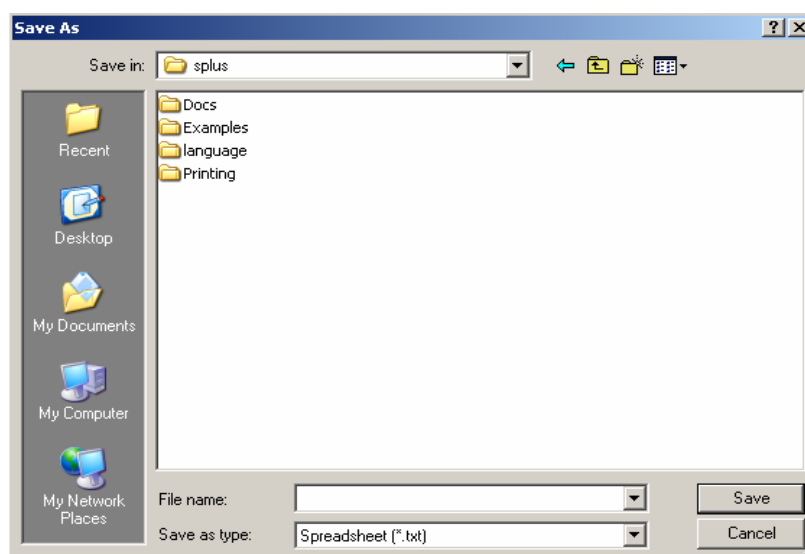
<sup>4</sup> This directory defined as the version number may change due to upgrades



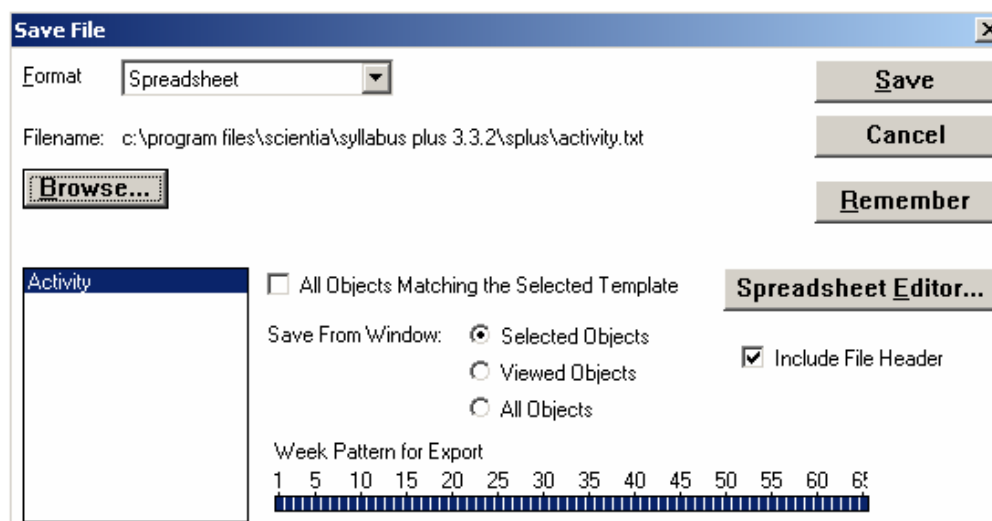
By clicking **Apply** and **Close**, the original dialog reappears, with the template listed in the bottom left-hand corner:



Ensure that the correct template is selected in the bottom left hand corner box (in this case *Activity* template) and then click on the **Browse...** button.



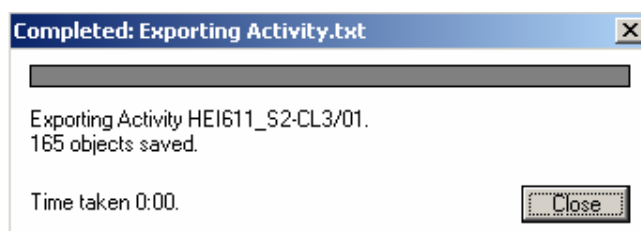
It will ask to name the file the data is to be extracted to (note that the default extension is *.txt*<sup>5</sup>), and then you will be returned to the **Save File** dialog.



The **Save** button will now be enabled - click on it and you will receive a message saying that the file is being created.

---

<sup>5</sup> When opening Excel, select the file to open the saved spreadsheet. The reason for selecting the txt file to use in Excel is due to the template initially created in a txt format. Once it has been opened, the file can then be saved as an xls file.



Click on **Close** once finished, then access the data through spreadsheet software. If this window is not closed, the file will not open.

## 9 Moving around Syllabus

### 9.1 How to get to an Object Quickly

Open any widow of Syllabus eg Modules  
Click into the left pane of the home window  
Hit the Space Bar  
Type the module Code (no new window will appear)

### 9.2 How to Filter on Multiple Conditions<sup>6</sup>

Open a Window eg Modules  
Select random Modules  
Open the Activity Window  
Go to Edit Select Filter  
In the Filter Window select From Window  
Select Modules  
Select 'Selected'<sup>7</sup>  
Click Filter

### 9.3 How can I filter activities by Faculty<sup>8</sup>

Go to 'Timetabler' on the menu bar  
Select Activities  
Go to 'View' on the menu bar  
Select Filter  
Select 'Module' in the "Filter Activities By" drop-down box.  
Select the required Faculty name from the Object window  
Click on the 'Filter' button

---

<sup>6</sup> This will work on any window

<sup>7</sup> Could also used viewed. This process can be used over and over ie you can filter over various 'from window'

<sup>8</sup> This filtering may change as Faculties are defined as a 'Department' in Syllabus rather than under a module group

## 9.4 How can I filter activities by Discipline<sup>9</sup> (if applicable to your Faculty)

Go to 'Timetabler' on the menu bar

Select Activities

Go to 'View' on the menu bar

Select Filter

Select 'Module' in the "Filter Activities By" drop-down box.

Select the required discipline from the Object window, eg. Organisational Behaviour

Click on the 'Filter' button

## 9.5 How can I filter Modules/Activities by Semester and Faculty

Go to 'Timetabler' on the menu bar

Select Modules (or select Activities, should you wish to filter on Activities)

Click 'View' on the menu bar and select 'Filter'

Select Module from the 'Filter Modules by' and select either Semester One, Winter Term etc for relevant semester in the 'Groups' box.

Click 'Filter'

Highlight all Modules (Ctrl+A) once they have been filtered by semester

Click 'View' on the menu bar

Click 'Filter'

Select Module from the 'Filter Modules by' and click on relevant Faculty name.

Click 'Filter'

Select 'Windows' from the menu bar at the top of the screen.

Select 'New Module' window

Click 'View'

Click on the button 'From Window..'

Click 'Modules filtered by .... the relevant Faculty name will appear here'.

Click the 'Selected' button and then 'Filter'

## 9.6 How do I find out what is the capacity of a room

Go to 'Timetabler'

Select Locations

Scroll down to select the Location required

Make sure that the 'Tab' ID is active

Look on the right hand side window to capacity

## 9.7 How do I find out if a room is available

Go to 'Timetabler' menu and select 'Locations'

Click on the desired location

Select the 'Tab' called 'Timetable'

Click on the 'Week Scale' for the required week

Look at the Timetable Grid.

All clear spaces indicate free time

If the Timetable Grid is 'greyed out' then the location is unavailable for that week

---

<sup>9</sup> Similar to above Disciplines may be defined as a 'Department' or alternatively be part of a Module Group

**Tip:** When checking the availability of a room for an activity, check all weeks that the activity will be scheduled as general bookings may be amongst the semester week pattern.

### **9.8 How do I find the time and location of an activity**

Go to 'Timetabler' on the menu bar

Select Activities

Click on the activity that the information is required from

(The window can be filtered to the 'Faculty' or discipline if needed – see page 15)

Select the 'Tab' called ID

Look to the left side window to the 'Duration' box

Syllabus periods are translated to hours:minutes to the right

Below the 'Duration' box is the day, time and in brackets "< >", the location

If no location is showing, the activity is either not scheduled or allocated no location

To check select the 'Tab' called 'Resource'

Look at the very bottom centre window, a location name should appear

If not, look above the window pane under locations - does it say none?

If so, the activity has no location requirements

If the location is set to 'wildcard' or 'preset' then the activity is not yet scheduled and a cross "X" will be shown at the bottom of the screen.

### **9.9 How do I see which staff member is allocated to an activity**

Similar to above

Go to 'Timetabler' on the menu bar

Select Activities

Click on the activity that the information is required from

(The window can be filtered to the 'Faculty' if needed – see above)

Select the 'Tab' called ID

Look in the brackets "< >", a staff name may appear

If no staff member is showing, select the 'Tab' called 'Resource'

Is 'Staff' defined as none, preset or wildcard?

If preset or wildcard, and no staff member is highlighted then activity is not yet scheduled

### **9.10 How do I see what a staff member is teaching**

Go to 'Timetabler' on the menu bar

Select Staff

Select the staff member you require

Click on the 'Tab' called ID

Look at the activities box in the centre of the screen and all of the activities being taught by that staff member should appear.

## 9.11 How do I move around windows

Go to 'Windows' in the menu bar at the top of the screen. Any active windows that was previously opened will appear.

From the Activities window activate the 'Delivery' 'Tab'. Double click in the Activity Template window (yes it is greyed out) but it will take you to the Activity Template.

From the Activity Template window, with the ID 'Tab' active, double click on the Module to go to the module.

From the Activities window activate the 'Resource' Tab. Double click on location or staff, which will take you to the location or staff member. This is useful if it is quickly needed to check the capacity of a location.

In the Template or Module window select the 'Timetable Tab' then in the 'Scheduled' window double click on the activity to go back to the activity

## 10 Getting Data out of Syllabus

### 10.1 How do I print reports

Select the objects needed to report on ie activities, modules, staff or location etc.

Go to File → 'Save As'

Choose the file format 'Spreadsheet'

CLICK 'BROWSE' AND GIVE THE SPREADSHEET A FILE NAME

**(Tip:** When saving a spreadsheet file give it an 'xls' extension so that only one copy of the file remains on the computer instead of both '.txt' and '.xls' versions)

Click on Spreadsheet Editor

Select a template that matches the selected window, ie 'Activities' for activity window, 'Staff' for staff window.

Edit Template fields by removing, adding or changing

Click Apply and then close

Select the same template in the box at the bottom left-hand corner, to that which is selected in the Spreadsheet Editor window

Save File

OR

As above, but go to File → Print

Select template

Choose week

Click Print

**MORE DETAILS:** cf. "How to Print and Save" document

## 10.2 Working in a Standalone

Go to File Save As  
Select File format – Syllabus Plus  
Click Browse and enter a file name.  
Save and close the current image of Syllabus Plus  
Open Splus.img  
Choose Standalone  
Click OK to all option in screens.  
Go to File Open  
Choose Format – Syllabus Plus  
Select the file previously saved from above steps<sup>10</sup>  
Wait for the file to be loaded into the standalone image  
Save the with a unique name to distinguish it from the network version<sup>11</sup>

**MORE DETAILS:** cf. “Connecting to a Syllabus Plus Server” document

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<sup>10</sup> This file will have a file extension of .spf

<sup>11</sup> This Syllabus image can not be connected to the server

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