

Timetable Office

# Syllabus Plus

Connecting to the Server



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SWINBURNE UNIVERSITY  
OF TECHNOLOGY

## Table of Contents

<b>1</b>	<b>CONNECTING TO THE SYLLABUS PLUS SERVER .....</b>	<b>3</b>
1.1	TO CONNECT TO SYLLABUS PLUS SERVER YOU CAN EITHER: .....	3
1.2	NEW INSTALLATION .....	3
<b>2</b>	<b>SAVING YOUR IMAGE FOR THE FIRST TIME .....</b>	<b>3</b>
<b>3</b>	<b>RUNNING SCENARIOS IN SYLLABUS .....</b>	<b>3</b>
3.1	EXTRACTING THE INFORMATION FROM SYLLABUS .....	3
3.1.1	<i>Creating a Syllabus Plus File (SPF)</i> .....	3
3.2	CREATING THE STANDALONE IMAGE .....	3
3.3	LOADING DATA INTO THE STANDALONE .....	3
<b>4</b>	<b>ENTERING SETTINGS INTO WINDOWS FILE .....</b>	<b>3</b>
4.1	SERVICE FILE .....	3
4.2	HOST FILE .....	3
	INDEX.....	3

# Chapter 2

## Connecting via the Server or Standalone Mode

### 1 Connecting to the Syllabus Plus Server

This document is intended for users that will be logging onto the server for the first time and/or for those who have received the message "Image too old"<sup>1</sup>

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\splus** and double click **SPlus.exe**<sup>2</sup>.

#### 1.1 New Installation

New user account request can be found on the ITS web site via

[http://www.its.swinburne.edu.au/forms/account\\_network/H6\\_SyllabusPlus.pdf](http://www.its.swinburne.edu.au/forms/account_network/H6_SyllabusPlus.pdf). This form will need to be filled out so that ITS can keep track of user accounts.

Training for Syllabus is obtained by contacting the HE Timetable Office.

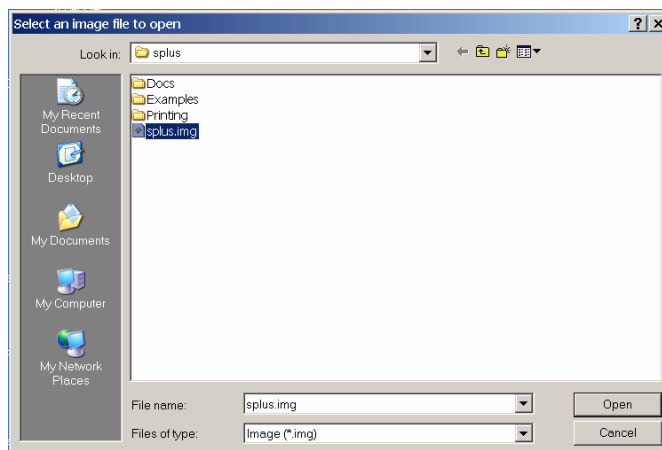
If this is a completely new installation of Syllabus Plus the Timetable Office will need to be contacted to obtain the latest software if it is not available on G:\University\Business System Support and to get the appropriate settings.

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<sup>1</sup> If this is a new installation of Syllabus then setting within the Host and Services file may be required. See information further in this document for information regarding this process

<sup>2</sup> Or the appropriate version as advised by the Timetable Office

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

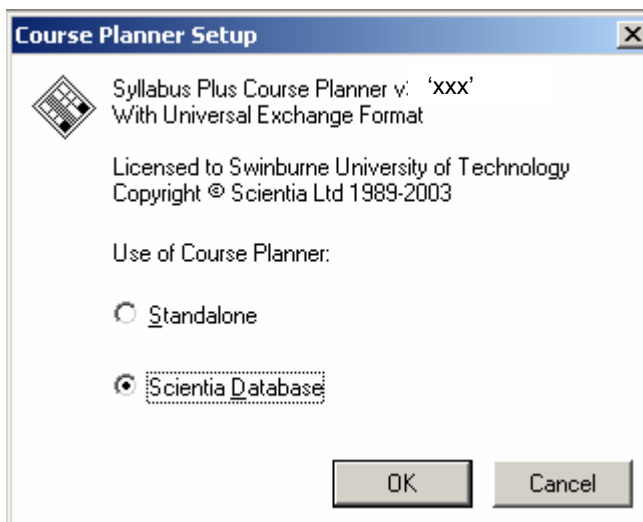


3. Click on **Browse...** Then select "**splus.img**" and click the "**Open**" button.

4. Select the "**English (Australia)**"<sup>3</sup> option from the drop down menu and click "**OK**".



The 'Course Planner Setup' window appears.



5. Select the '**Scientia Database**' radio button and click "**OK**"<sup>4</sup>.

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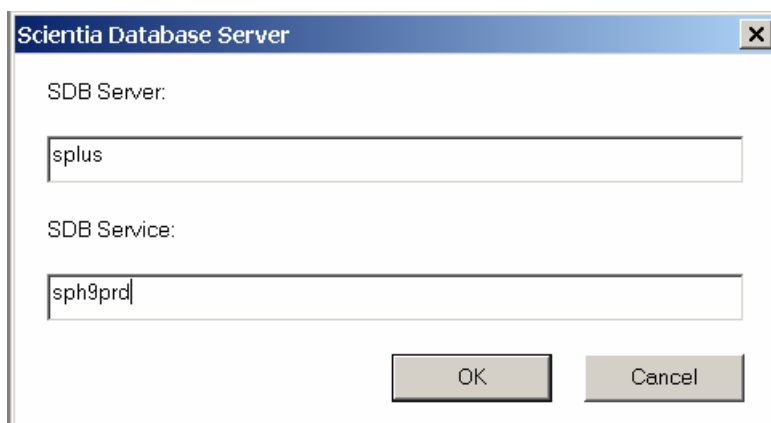
<sup>3</sup> Beware that choosing a different language will effect the pull down menu options as well as the actual language

<sup>4</sup> Make sure the version of Syllabus is the correct one as advised by the Timetable Office

## Syllabus Plus

### Connecting via the Server or Standalone Mode

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The 'Scientia Database Server' window appears.

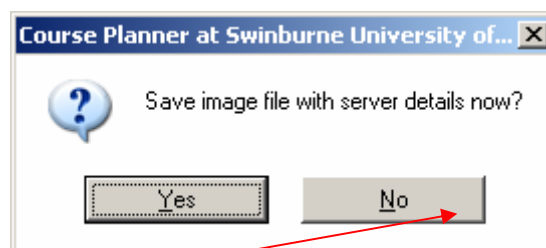
In the 'SDB Server' box, type **splus**<sup>5</sup>

In the 'SDB Service' box, type **sph9 prd**<sup>6</sup> (2009 database)

**NOTE:** The Scientia Database Service name is changed on a yearly basis.

Once the above information has been typed in, click **OK**.

6. A new window appears asking whether you want to save the image file with server details now.



Click **NO**.

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<sup>5</sup> This setting can change – use the one advised by the Timetable Office

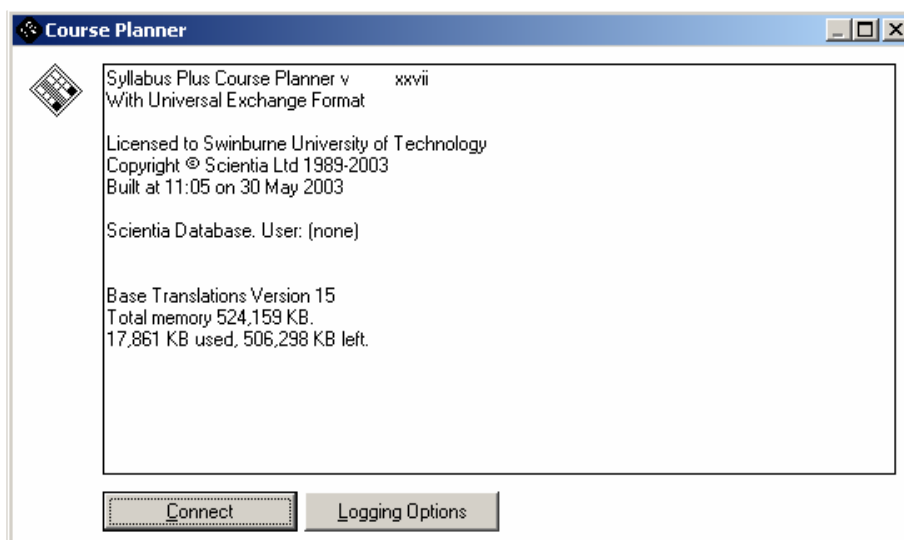
<sup>6</sup> This setting will change on an annual basis so check with the Timetable office

## Syllabus Plus

### Connecting via the Server or Standalone Mode

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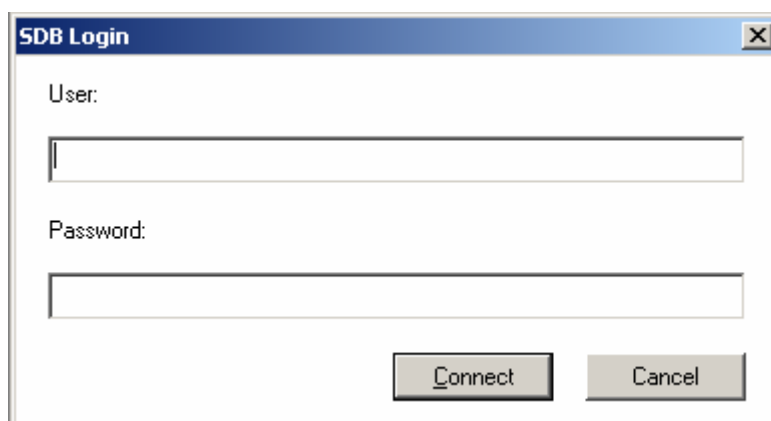
A Course Planner connection window will appear.



7. Click **Connect**

The 'Scheduling Database Login' window appears. Syllabus Plus now prompts you to login.

8. Type in the user name and password that were assigned to you, and click **Connect**



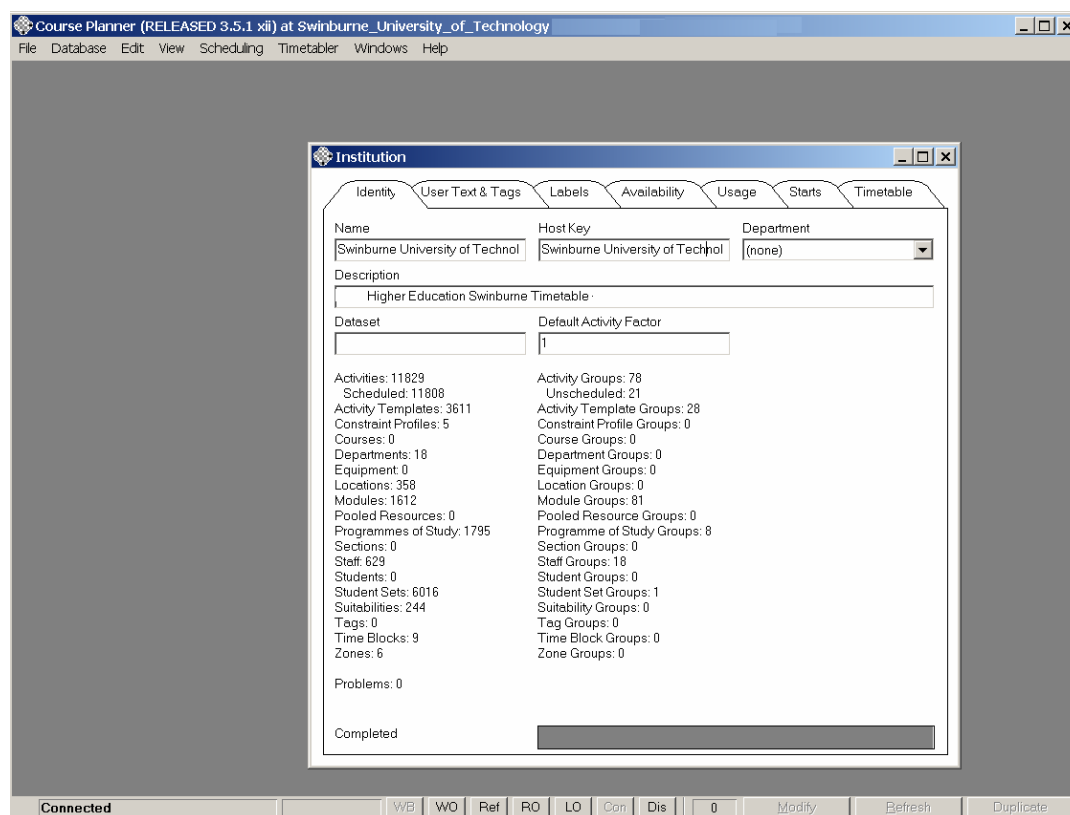
**NOTE: The username and password are case sensitive**

At this stage, your computer will try to connect to the Syllabus Plus database server. If the connection is successful, the server will automatically start downloading all the data onto your workstation.

## Syllabus Plus

### Connecting via the Server or Standalone Mode

Once the download is complete, make sure you save your image with a NEW filename.



The image has completed downloading when the 'problem indicator' which changes from red to yellow finally sits with 'zero' and no colour appears and the word 'Connected' appears on the left hand side of the screen.

NOTE: You must save your image under a new file name. Do not save your image file on top of the 'splus.img' image file.<sup>7</sup>

When the file name is saved, make sure the img extension is used, eg May152009.img as Syllabus will not recognize the image file to load at a later date.

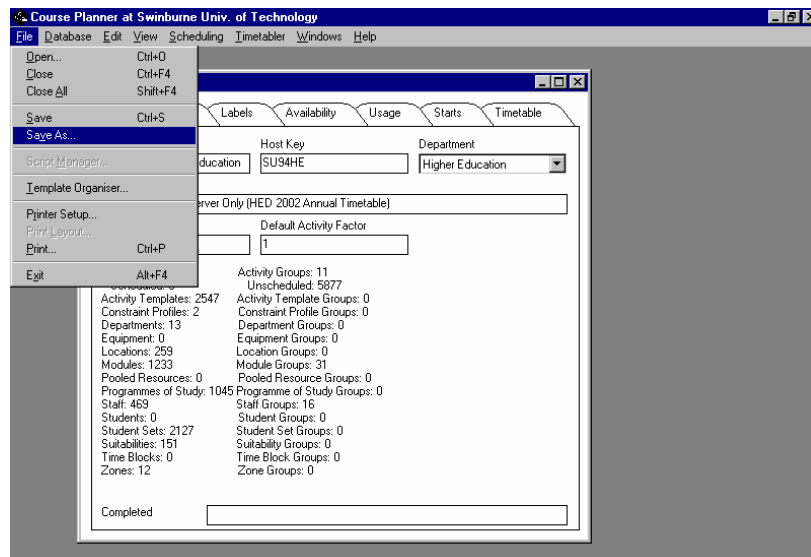
Users should save an image file daily, otherwise the image will expire after a set period and Syllabus will display the message "Image too old". This will the server download process will be required again.

<sup>7</sup> If the file is accidentally saved as splus.img then the Syllabus application must be removed from the computer and re-installed due to the corruption on splus.img

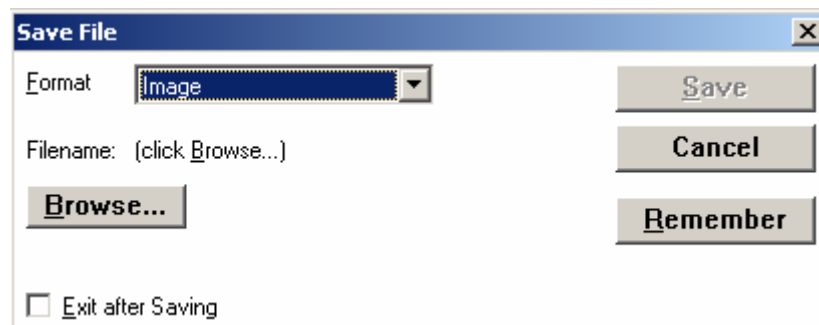
## 2 Saving Your Image for the First Time

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

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



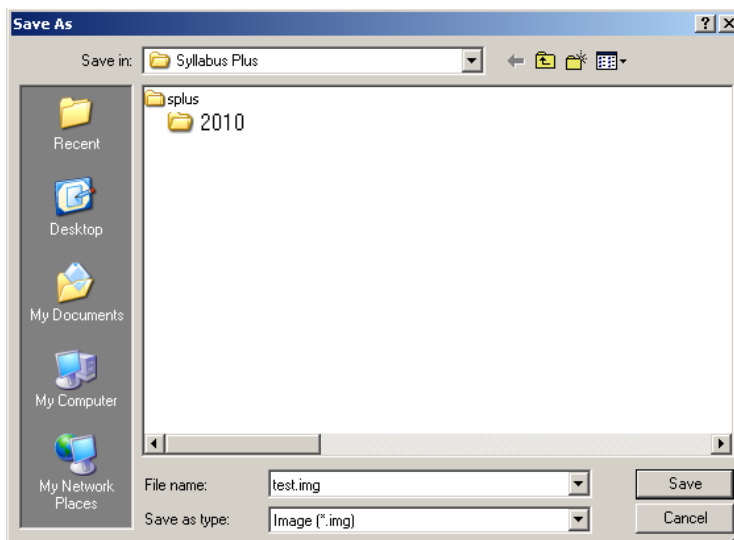
The ‘Save File’ dialogue box appears



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

Click **Browse...**

The 'Save As' dialogue box appears.

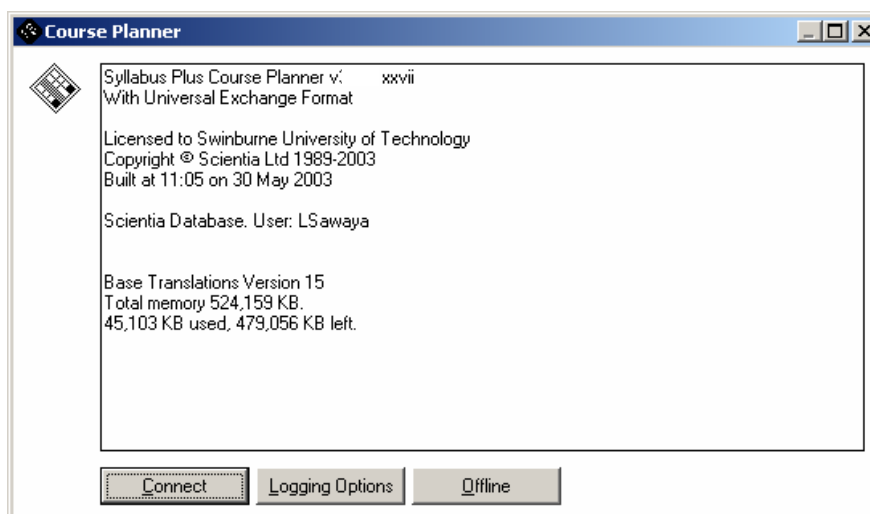


3. Select the folder/directory location where you want your image file saved to. It is advised that a separate sub directory is created for the appropriate year of the data within the image eg if the use is connected to the 2010 database then a subdirectory of that name should be created

Type the name of the file in the 'File Name' box, eg 12May2009.img.

4. Click **Save**.

The system will briefly close whilst the data is being saved<sup>8</sup>.



5. Click **Connect**. This will allow Syllabus Plus to re-establish a connection to the server.

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<sup>8</sup> Unless the 'Exit after Saving' option has been selected.

### 3 Running Scenarios in Syllabus

It is sometime useful to be able to try out solutions or check the impact of adding new courses or removing locations from use. As users have 'read only' a 'snap shot' of the database needs to be saved to all the activation of editing features in Syllabus. This is known as a 'standalone version'

Once note of warning must be made however. When opening and image file in a standalone version, particularly in a busy period of the timetable year, the data will become out of date quiet quickly if used beyond its requirement of that day.

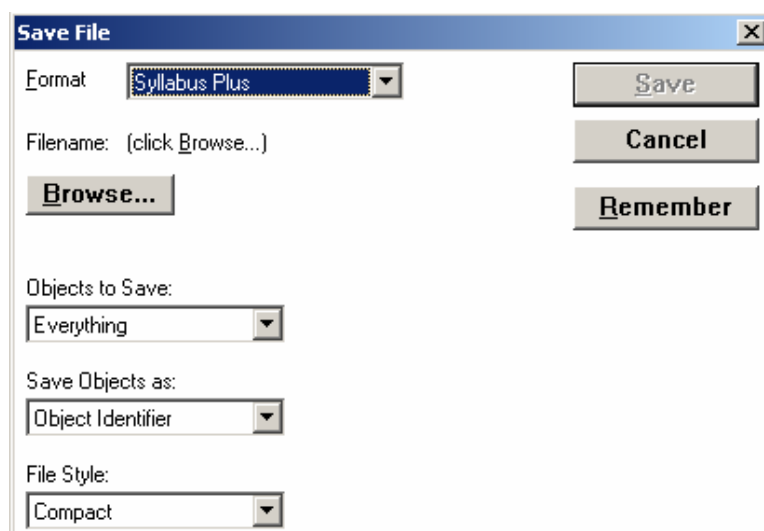
#### 3.1 Extracting the Information from Syllabus

The Extracted data from Syllabus for this purpose is known as a 'SPF' file. This is the particular format that Syllabus use and easily load into a standalone version of the software

##### 3.1.1 Creating a Syllabus Plus File (SPF)

1. To create a SPF<sup>9</sup> you need to select the "File" menu and then "Save As". This will bring up a "Save File" option box (as on page 7).

2. Under the "Format" drop down box select "Syllabus Plus". This is the only option that needs to be changed, and the box will change to appear as in the figure below.



3. Once this has been selected, click on **Browse...** and enter a file name, making sure to include **.spf** as the extension, eg test.spf .

Click **Save** in the Save As box and then again in the Save File box.

The file may take some time to save – progress will be shown on the screen. Close this box once saving is complete.

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<sup>9</sup> This allows the user to experience moving activities around in their own standalone version, with a 'what if' scenario

## Syllabus Plus

### Connecting via the Server or Standalone Mode

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4. Once this file has been saved, your network version of Syllabus Plus is to be saved in the normal fashion upon exiting the application.

### 3.2 Creating the Standalone Image

A standalone image is an independent and self-contained file giving the user the ability to use current information that is not connected to the Syllabus Database (SDB). If possible major changes to the timetable or course structure are required, it allows the user to test scenarios without the risk of changing current data on the network.

A standalone version can not be written back or contacted to the network version at all.

A standalone version of Syllabus must be created before a SPF file can be loaded in.

1. To create a Syllabus Plus standalone image follow the steps below:

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

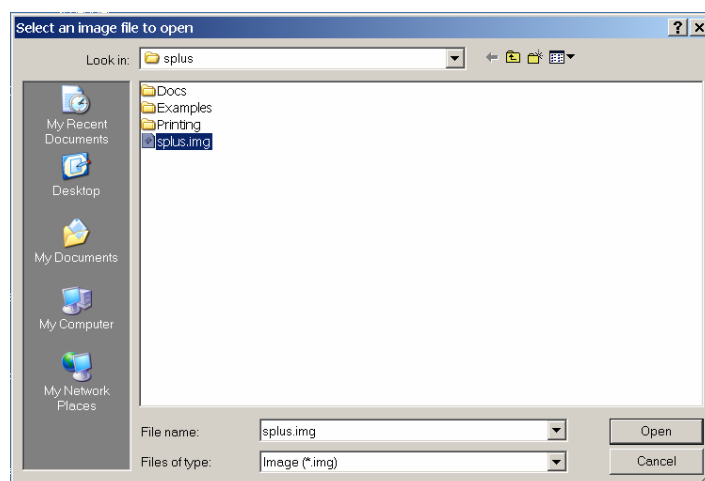
Or

Double click the Syllabus Plus icon on your desktop.

Or

Go to the directory **C:\Program Files\Scientia\Syllabus Plusv'xxx'\splus<sup>10</sup>** and double click **SPlus.exe**.

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



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<sup>10</sup> The correct version of Syllabus will be advised by the Timetable Office

## Syllabus Plus

Connecting via the Server or Standalone Mode

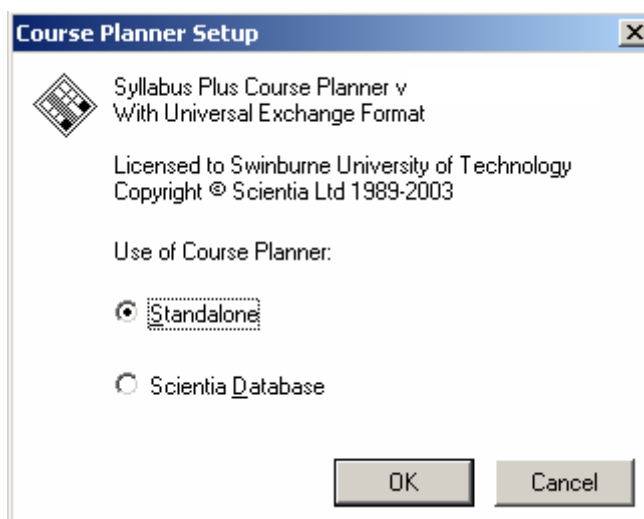
---

3. Click on **Browse...** Then select “**splus.img**” and click the “**Open**” button.

4. Select the “**English (Australia)**” option from the drop down menu and click “**OK**”.



5. When the “Course Planner Setup” box appears click on the **Standalone** radio button as shown below:



Once you have selected the **Standalone** option a **Setup** box will appear showing the following:



6. Click **OK**.

## Syllabus Plus

### Connecting via the Server or Standalone Mode

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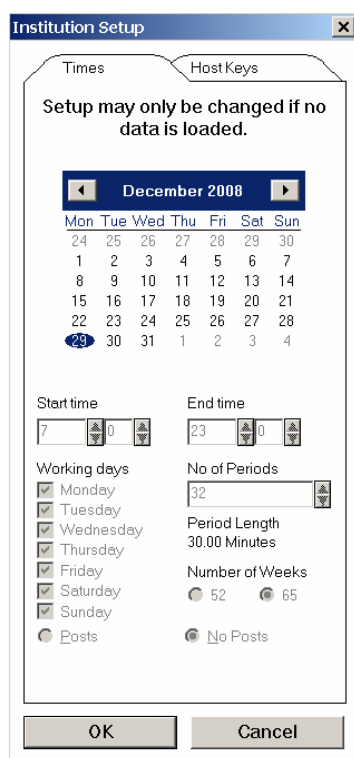
A password can be entered<sup>11</sup> when prompted. The password fields can be left blank if no password is required for the standalone image.



The 'Set Password' dialog box contains two text input fields. The first is labeled 'New Password:' and the second is labeled 'Verify New Password:'. To the right of the first field is an 'OK' button, and to the right of the second field is a 'Cancel' button.

When you have completed the setting up of your password the **Institution Setup** box will appear.

This is where all information is entered to create the constraints on the image eg; Days available for institution, number of weeks (this must always be set to 65<sup>12</sup>), Start time - this indicates when rooms, activities etc are available from.<sup>13</sup>



The 'Institution Setup' dialog box has two tabs: 'Times' and 'Host Keys'. The 'Times' tab is active. A message at the top states: 'Setup may only be changed if no data is loaded.' Below this is a calendar for December 2008. The calendar shows days from the 24th to the 31st of the previous month, and the 1st to the 4th of the current month. The 28th is highlighted. Below the calendar are fields for 'Start time' (7:00) and 'End time' (23:00). There are checkboxes for 'Working days' (Monday through Sunday) and 'Posts'. The 'No of Periods' is set to 32, 'Period Length' is 30.00 Minutes, and 'Number of Weeks' is set to 65. There are 'OK' and 'Cancel' buttons at the bottom.

To allow the week patterns in Syllabus to display correctly the start week of the year is according to the ISO standard which is the defined as the first Monday of the new year<sup>14</sup>

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<sup>11</sup> Unless the information in the standalone is vital and there is a serious security reason, the password can be ignored – just click OK

<sup>12</sup> This is to allow the scheduling of Summer Units which go over two years to appear in one database

<sup>13</sup> If a SPF is to be loaded into a standalone these settings can be ignored as the settings in the spf file will override anything that has been entered here.

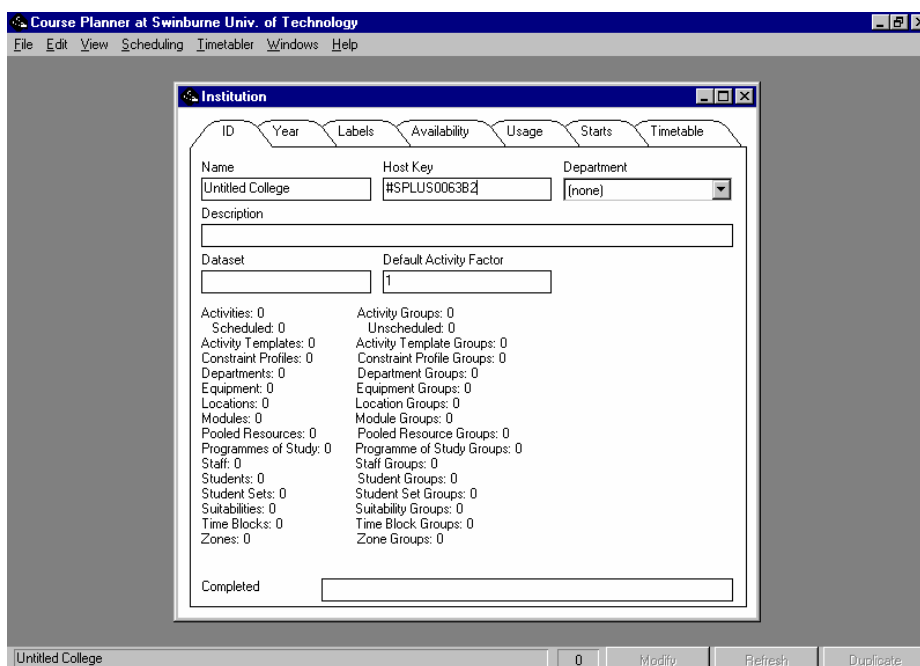
<sup>14</sup> This definition is more complex so check the settings in the network version of Syllabus or contact the Timetable Office

## Syllabus Plus

### Connecting via the Server or Standalone Mode

7. When all required information has been entered Click **OK**.

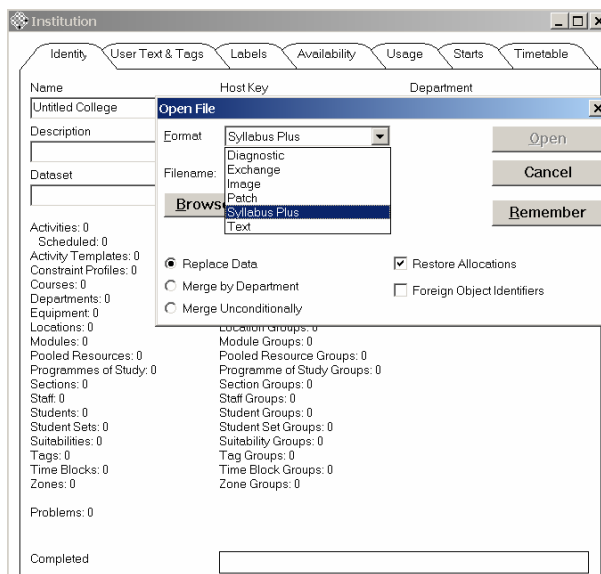
This will now create an empty image for you to work with as shown in the figure below:



### 3.3 Loading Data into the Standalone

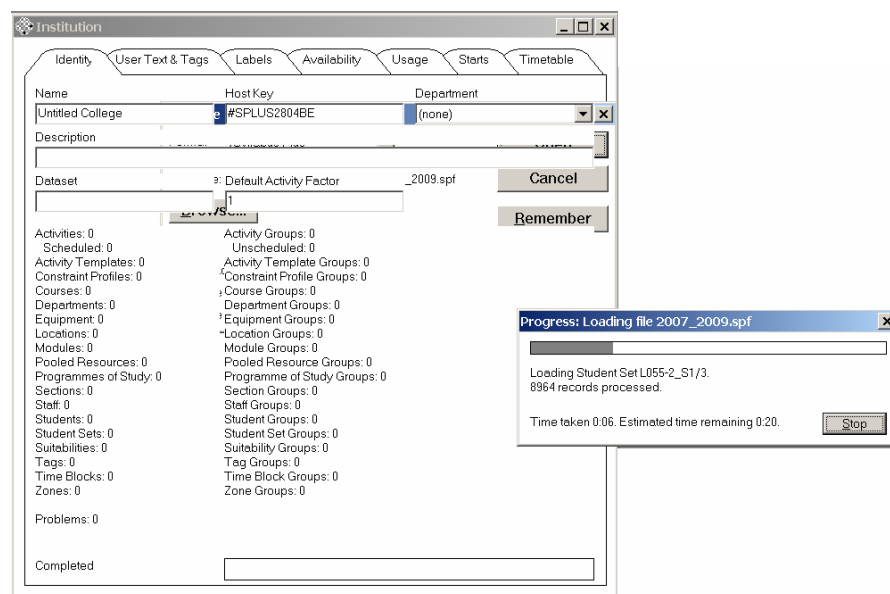
This empty database can now be populated with the information that was earlier save by the SPF file.

Go To File Open



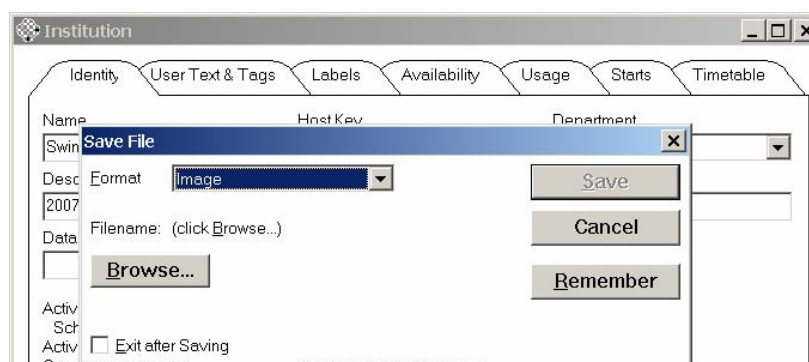
In File Format select "Syllabus Plus" if not already selected, then go to the subdirectory where the SPF file was earlier saved to:

The data will be progressively loaded in by Syllabus as shown below.



Once it is finished the red/yellow problem indicator will be dulled out with zero displaying<sup>15</sup>

When the image is finally populated the final step is to Go to **File** in the Menu Bar and select **Save As**.



Give the File an appropriate name and save. The image will now open up with that file name in its header and is ready to work on as a standalone.

<sup>15</sup> If the problem indicator is red with a number displayed, contact the Timetable Office

## 4 Entering Settings into Windows File

Each year with the distribution of a new database the Windows Service File must be updated to reflect this information.

### 4.1 Service File

The steps to update the Service File are:

Go to Windows Explorer<sup>16</sup> and work down to the following directory

[d]:\Windows\System32\Drivers\etc

Right click on the Service File (it will have no file extension) and use windows option of 'Open With'. Choose Notepad.

Near the end of the file will be existing entries relating to Syllabus as show below.

```
# Copyright (c) 1993-1999 Microsoft Corp.
# This file contains port numbers for well-known services defined by IANA
#
# Format:
# <service name> <port number>/<protocol> [aliases...] [#<comment>]
#
echo          7/tcp
echo          7/udp
.....
sp07prd       3007/tcp          #HE Timetable 2007
sp08prd       3008/tcp          #HE Timetable 2010
.....
man           9535/tcp         #Remote Man Server
```

Add a new line and enter in the TCP information that has been supplied by the Timetable Office  
Save the File.

### 4.2 Host File

On a less frequent occurrence it may be nessary to update the setting in the Host file of Windows. This may be due to the new service or change over.

Again due the following

Go to Windows Explorer and work down to the following directory

[d]:\Windows\System32\Drivers\etc

Right click on the Hosts File (it will have no file extension) and use windows option of 'Open With'. Choose Notepad.

```
# Copyright (c) 1993-1999 Microsoft Corp.
#
136.186.3.132 sph9prd        # SyllabusPlus PROD HED 2009
136.186.3.10  splus          # SyllabusPlus PROD HED 2008
```

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<sup>16</sup> This is not Internet Explorer

## Index

### *A*

**Australia** .....4, 12

### *I*

icon .....3, 11

ISO standard .....13

### *N*

Notepad .....16

### *P*

**password** .....6, 13

problem indicator .....7, 15

### *S*

**Scientia Database** .....4, 5

**Scientia\Syllabus Plus** .....3

#### SDB

    Syllabus Database .....5, 11

SDB Server .....5

SPF .....10, 11, 13, 14, 15

### *W*

Windows\System32\Drivers\etc .....16