



SYLLABUS PLUS:
GETTING STARTED

A NEW USER MANUAL

Syllabus Plus

Getting Started

This Syllabus Plus training guide covers everything you need to know to get you started. By the time you reach the end of this guide you will be able to:

- ❖ Access Syllabus Plus (referred to throughout the guide as S+);
- ❖ Navigate around the system;
- ❖ Understand the terminology used in S+;
- ❖ Update and delete activities;
- ❖ Add activities using activity templates.

If you have any questions when you have worked through the guide, please contact the Timetabling & Room Bookings Team on ext. 34009 or timetable@leeds.ac.uk.

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Section 1: Accessing S+

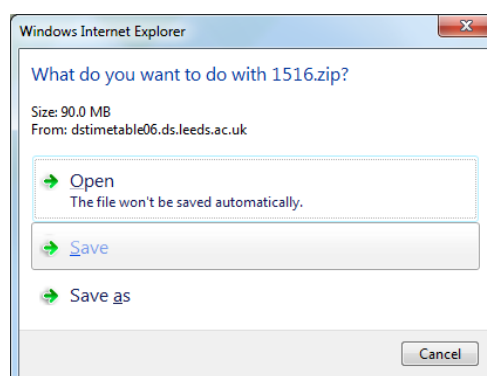
Opening S+ for the first time

You will need to have S+ installed on your PC before you can access it. This is done remotely for schools/departments – email itservicedesk@leeds.ac.uk to request the software be installed on your PC. You will need to ask for the most up-to-date version, together with the license file, and include the REGXP number of your PC in your request – there should be a sticker on the side of your PC displaying the REGXP number or go to <http://mypc.leeds.ac.uk/>.

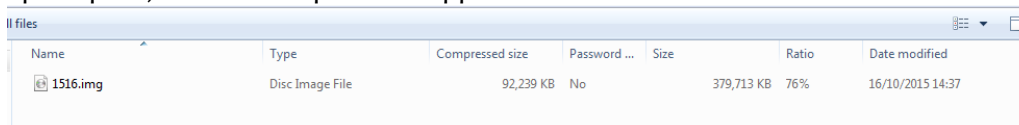
When you access S+ for the first time, you will need to retrieve an “image”. This is a copy of the database which is stored on your PC and updates each time you connect to S+. This image refreshes from the server whilst ever you are connected to it, all the time keeping you in sync with the central database.

The image can be found under the *Timetable downloads* section of the SES website: http://ses.leeds.ac.uk/info/21630/timetabling/890/timetabling_reference_materials.

1. Click on the relevant academic year’s *Image file*. The image is compressed into a zip file to speed up the download to your PC. For example, clicking on the 1516 image file will display the screen below:

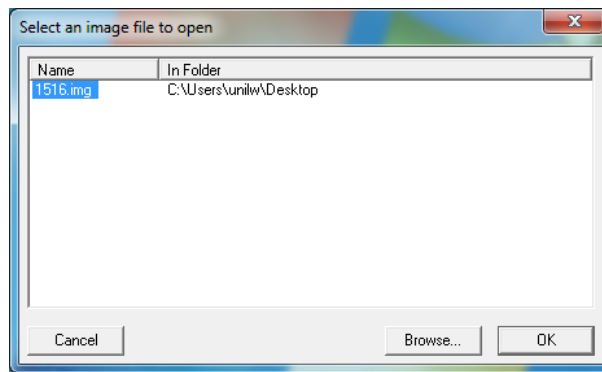


2. When prompted, choose to ‘open’ the zipped file.

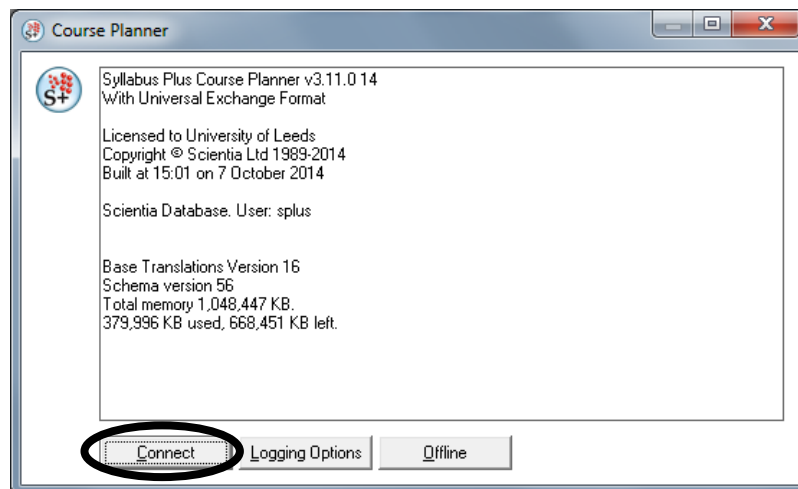


3. Right click on the image file in the folder and select either ‘cut’ or ‘copy’.
4. Select a suitable place on your PC and paste this file into it. We recommend creating a folder such as *c:\Splus backup*. However, this may depend on your PC settings and you might not be able to save to your c:drive. In this case we recommend that you save to another hard disk drive, designated “*local disk*” or to your desktop. **(NB avoid saving your image to a network drive as this may slow down the performance of the software.)**
5. You can now start S+. Go to *Start>Programs>Scientia>Syllabus Plus 3.10.0.9>Syllabus Plus*. This opens the ‘**Select an image file to open**’ window:

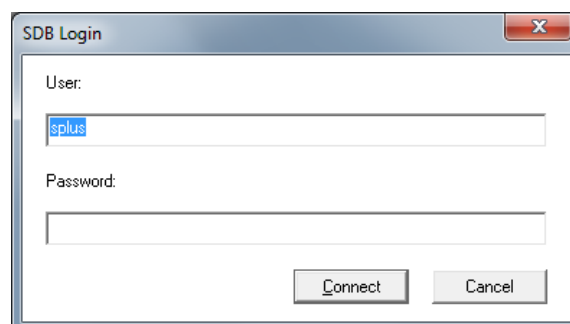
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6. Either double-click the 1516 image file (or whichever image you wish to open) - if it is displayed in the screen - or browse to where you have just saved the image, select and click *ok*.
7. The image file will now open.
8. Click **Connect**

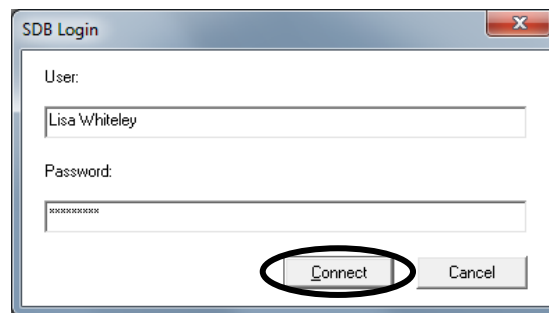


9. Enter your S+ username and password – you will need to overwrite the '**splus**' in the username box on the screen. If you don't know your username and password, please contact the Timetabling & Room Bookings Team as it will not be the same as your IT username and password.

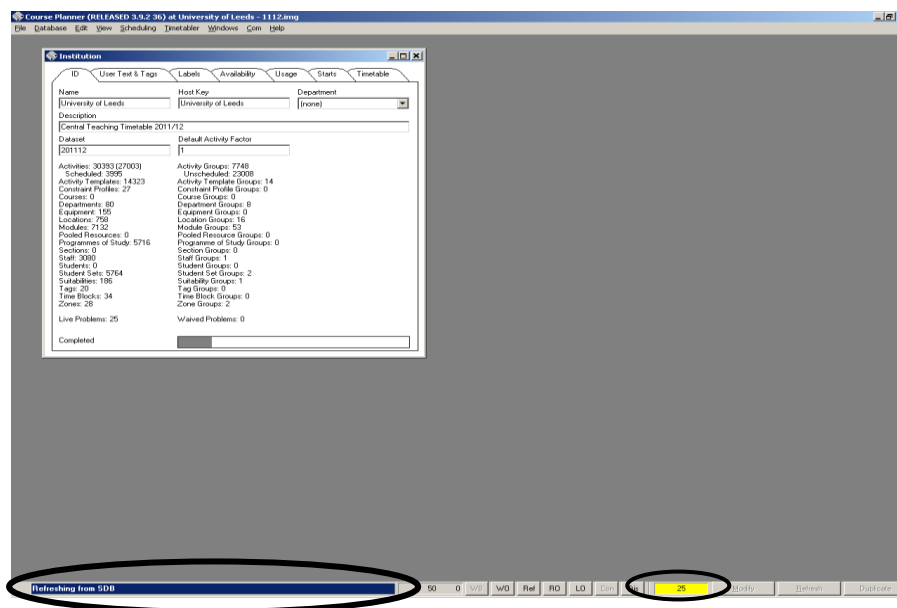


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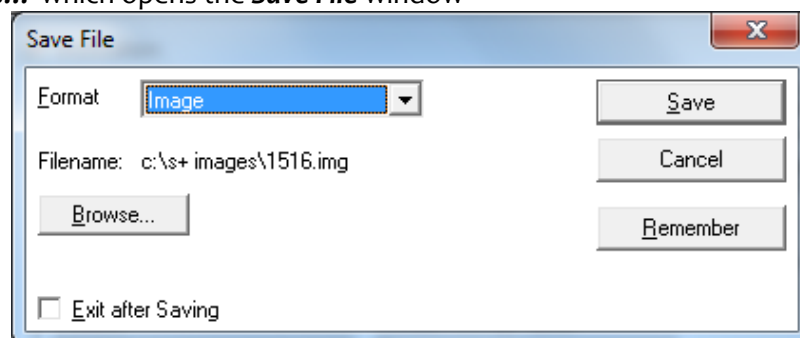
10. Click **Connect** again.



11. The image will then be refreshed with the data that has been saved to the server since the last time you used it. The length of time this takes will depend on the amount of data. If you don't use S+ regularly or it is a while since you last used it, we recommend that you get a new zipped file from the website and save it to your PC as there may be too much data to refresh. While the image is refreshing, the screen will display **Refreshing from SDB**, as shown below. The system is still working while the yellow box (circled below) remains yellow. Once this box becomes red, it means the image is fully refreshed and ready to use.

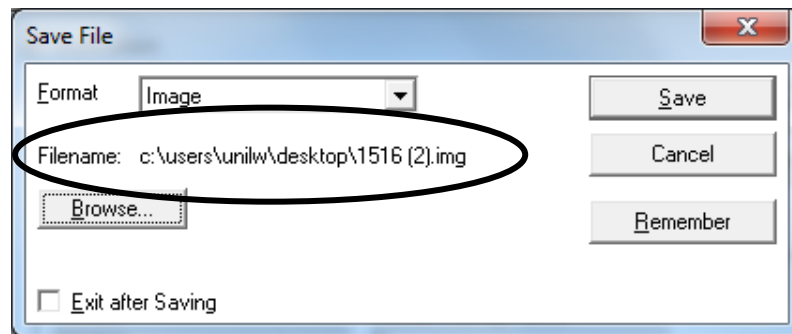


12. You should then save the image before continuing. Go to the **File** drop-down menu and select **Save as...** which opens the **Save File** window



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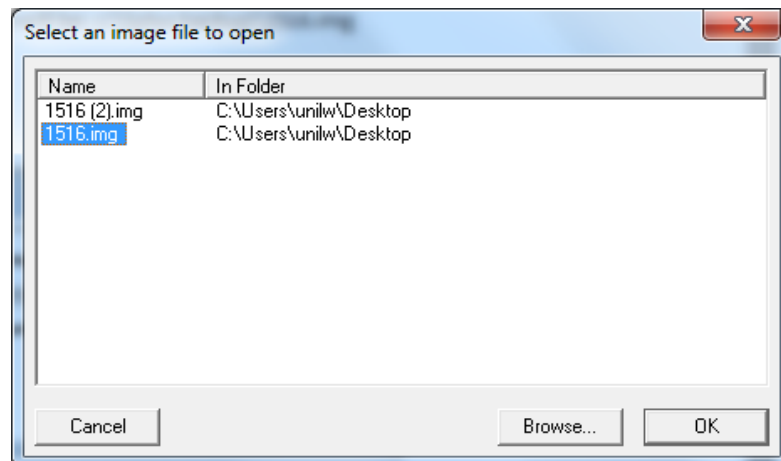
13. Leave the format as **Image** and click **Browse...** to specify the filename. You **cannot** save the image to the filename given here, i.e. `c:\s+images\1516.img`. If you have saved to the c:drive then the filename will be: `c:\Splus backup\1516.img`



14. Click **Save**.
15. S+ will then close and re-open. Click **Connect** to start working.
16. S+ is now ready to use.

Opening a saved image

1. Next time you log into S+, open it by selecting it from the Programs list, or by double-clicking the icon on your Desktop.
2. S+ will ask you to select an image file:



3. If the image that you have previously saved appears in this box, click on it then click on **OK** to open it.
4. If the name of the image doesn't appear in the list, click on the **Browse...** button, open the directory where you have saved the image, and click **OK** when you have selected the correct file.

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5. You will then be asked for your password. Once you have entered it and clicked **OK**, S+ will then “refresh” from the server and you can continue to work on that image. When S+ automatically refreshes from the server, all the data changes which have occurred since the last refresh are downloaded to your PC. This means you are always looking at the current version of the data while connected to the server.

Section 2: Finding your way around Syllabus Plus (S+)

Saving your work

1. S+ has two types of **Save**: **Modify** and **Write-back**:



2. When working on S+ you should click **Modify** each time you make a change – this saves the changes locally to your PC and only you can see them.
3. When you are sure that you want to keep the changes you’ve made, use **Write-back** (the **WB** button at the bottom of the screen) to save the changes to the server. The changes will be permanent and other users of the database will be able to see them. It is advisable to write-back frequently when you are sure you want to keep any changes that you have made. This means that you will not need to repeat work if you make a change that you need to discard or you have to unexpectedly close down your PC.
4. If you do make a change that you don’t want to keep, e.g. if you delete an activity by mistake, click on the cross in the top right-hand corner of the screen to close S+. Choose **Discard** when asked if you want to save changes to your image, and **No** when asked if you want to write-back. S+ will then close and you can simply re-login to continue working from the stage where you last clicked WB. However, S+ cannot distinguish between work you want to keep and that which you want to discard so it is strongly recommended that you write-back every time you want to keep something you have done.
5. If you change something on the screen and realise it is wrong before you click **Modify**, click **Refresh** – this will change the screen back to its original values:



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6. If you want to explore the database and be confident that you will not save your changes by accident, click **Dis**. This disconnects you from the database so that you cannot write-back. When you are ready to re-connect, click **Con** – the changes you made whilst disconnected will still be waiting to be written back. If you have made changes that you don't want to keep, make sure that you exit S+ without writing back, as described in point 4 above.



7. S+ refreshes automatically – the default time period is once per minute. This period can be changed, by clicking on **RO** (i.e. “Refresh options”), although it is unlikely that you’ll need to. It is also possible to refresh your image manually by clicking on **Ref**. This is useful if someone else has written back a change that needs to be displayed on your screen straightaway.

Using the menus



1. The main menus that you will use are circled above.

Timetabler is used to access the different areas of the system. Clicking on **Timetabler** will show the different options available in a drop-down menu. This is your starting point to view *Programmes of Study* and *Modules*, and to start adding and editing the *Activities* that make up your timetable.

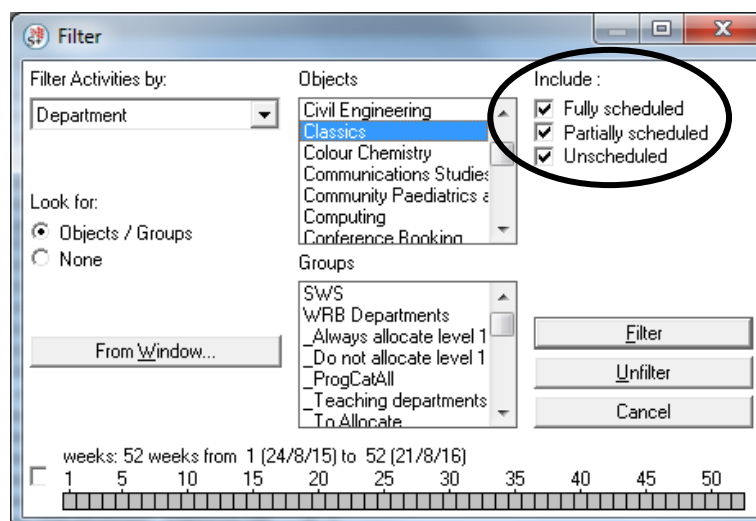
Windows allows you to switch between the different screens you have open, for example if you have two or more screens open and want to return to one “hidden” behind the one at the front. This menu also allows you to open additional screens, for example, if you are viewing an Activity screen and want to open a second to cross-check the details, click **Windows** followed by **New Activity Window** from the drop-down menu.

View gives you access to the **Filter** and **Browse** functions.

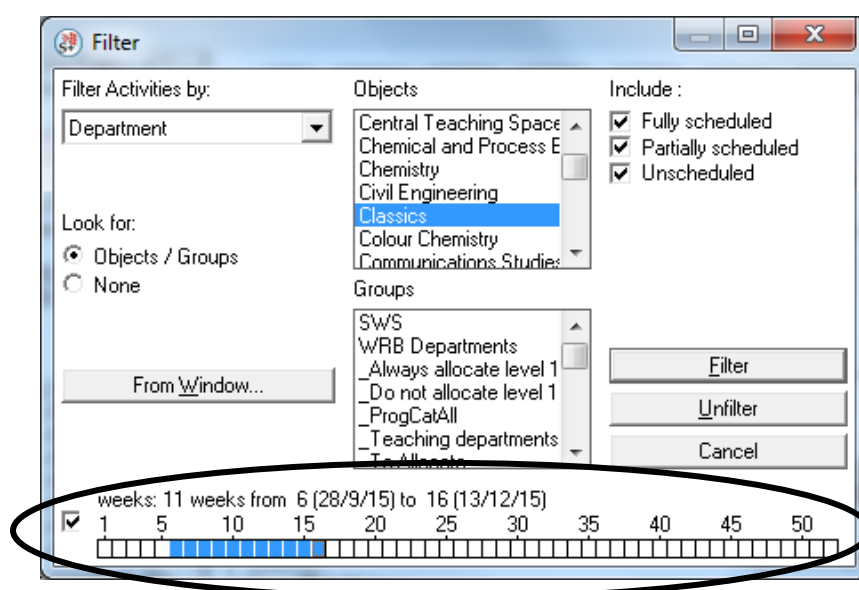
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Filtering

1. In an Activity screen you might want to see only those activities related to your department, for example. Click **View** then select **Filter** from the drop-down menu.
2. Select **Department** from the **Filter Activities by** list, choose your department from the **Objects** list and click **Filter**. In the example shown below, we are choosing to view all activities belonging to Classics.



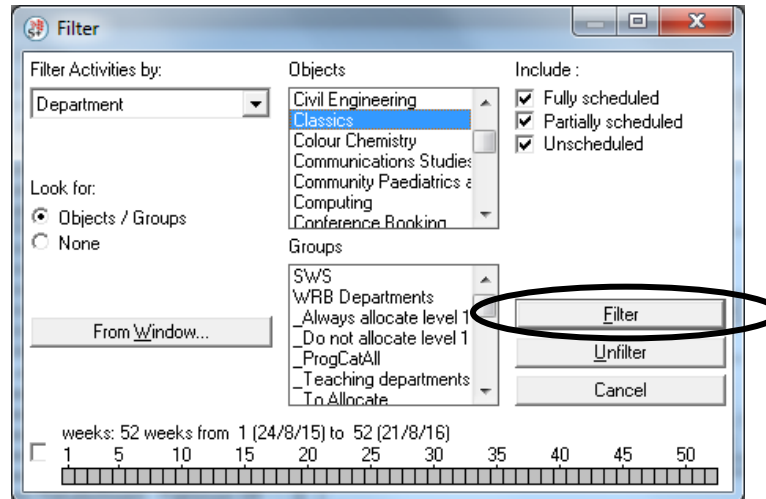
3. In the top right of the **Filter** window, you can choose to filter by whether activities are scheduled or not.
4. There is also a **Week pattern** bar across the bottom of this window. If you wish to filter activities to include only those which occur in a specific week or weeks, click the check box on the left and then select the relevant week(s). To select multiple weeks (for example, you might want to select all Semester 1 weeks) hold down the Ctrl key on your keyboard whilst clicking the boxes:



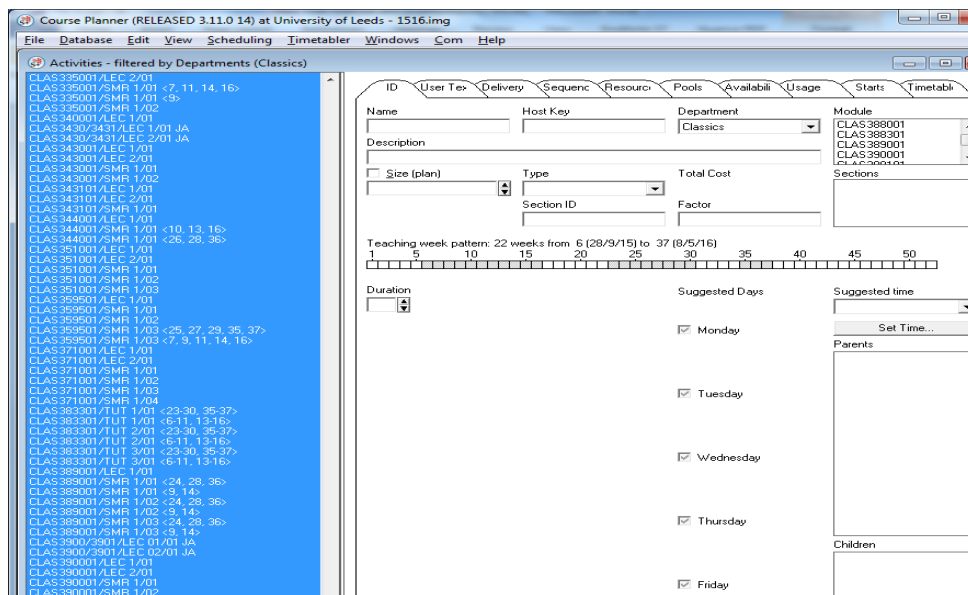
5. You can also filter using criteria from another screen in S+. For example, you might want to find all the activities from your school which are booked into Central Teaching Space rooms.

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6. Open an **Activities** screen (select **Activities** from the **Timetabler** menu) and select **Filter** from the **View** menu.
7. Filter activities by your department – in this example, we are using Classics. Select the department in the **Objects** box followed by **Filter**:

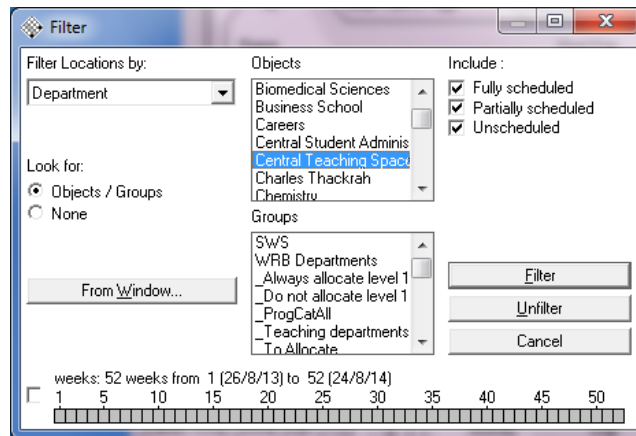


8. Press **Ctrl & A** on your keyboard to select all the activities in the list:

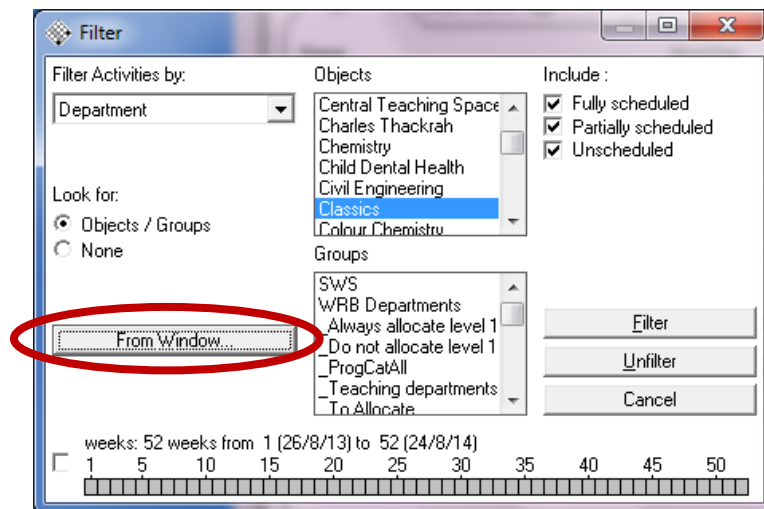


9. Select **Locations** from the **Timetabler** menu to open a **locations** window.
10. Select **Filter** from the **View** menu and filter locations by the department **Central Teaching Space**, as shown below. Click **Filter**.

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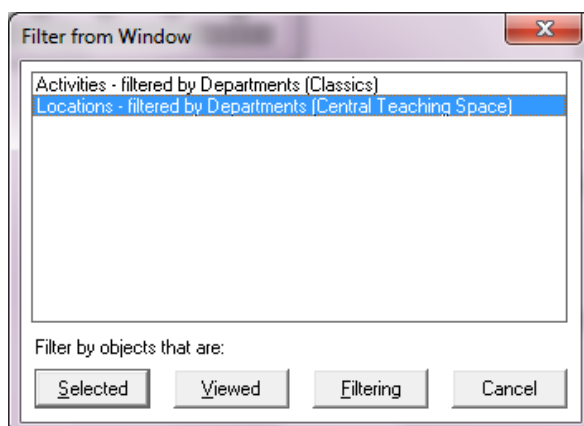


11. Press **Ctrl and A** on your keyboard to select all items in the *Locations* list.
12. Go to the **Windows** menu on your toolbar and select the item “**Activities – filtered by Departments**” (this will be your department, in this example Classics). This will bring the Activities window back to the front of the screen, with all the items still selected.
13. Select **Filter** from the **View** menu (to open the **Filter** window) and click the **From Window...** button on the left (circled below). This will open a **Filter from** window.



14. In the **Filter from** window, select **Locations – filtered by Department (Central Teaching Space)** in the list then click the **Selected** button. This tells S+ to filter by the objects you have highlighted in the Locations screen. Click **Filter**.

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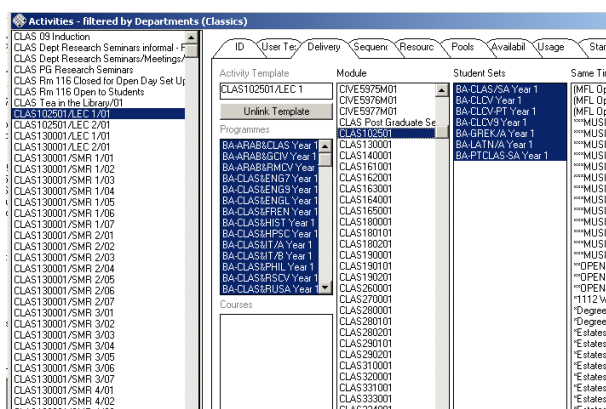


15. You will now see a list of all activities allocated to Central Teaching Space locations. The activities in your department will still be highlighted in the list. To view these activities only, select **Filter** from the **View** menu, and click the **From Window...** button again.
16. This time, select the item which says **Activities – filtered by Locations...** and click **Selected**, followed by **Filter**.
17. A list of your activities which are allocated to Central Teaching Space rooms will then be displayed.
18. You can select **Filter** from the **View** menu and click **Unfilter** to remove all filters at any time.
19. You can also double filter a screen by two criteria. Simply filter by the first one, press **Ctrl and A** to select all, filter by the second, and then filter **From Window...** and **Selected** to reduce the list.

Please note – you will find more information about filters in the “**Complex filters**” manual which can be found in the “*Syllabus Plus Training Materials*” section of the SES website: http://ses.leeds.ac.uk/info/21630/timetabling/911/syllabus_plus_training_materials.

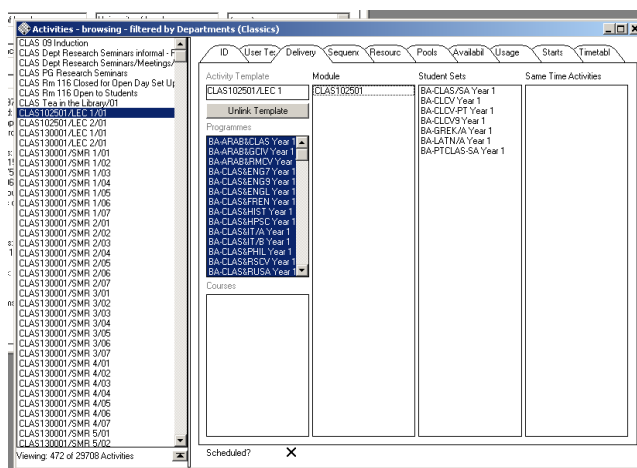
Browsing

1. The **View** menu also contains the **Browse** command. When viewing in normal mode, screens show all available options, with selections highlighted in blue:



2. When you choose the **Browse** option (or press **Ctrl and B** on your keyboard), S+ displays only the options that have been selected:

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- This can make it easier to see what has been selected. However, you cannot make any changes in this mode so you will need to exit **Browse** mode by selecting it again from the **View** drop-down menu (or **Ctrl & B**) to return to Normal mode to make your changes.

Section 3: S+ Terminology

This section contains details of the terminology used in S+.

Programme of study

The highest level of course data. Information about Programmes of Study is taken from Banner. If out-of-date programme information appears in S+, or new programmes don't appear, check that Banner information is correct. **Programmes of study cannot be edited in S+.**

Module

Units of study that combine to form a Programme of Study. Again, information about modules and the students enrolled on particular modules is taken from Banner – it must be correct in Banner to show correctly on S+. **Modules cannot be edited in S+.**

Activity

The learning events that make up a module. These include lectures, seminars, tutorials, practicals and any other learning event.

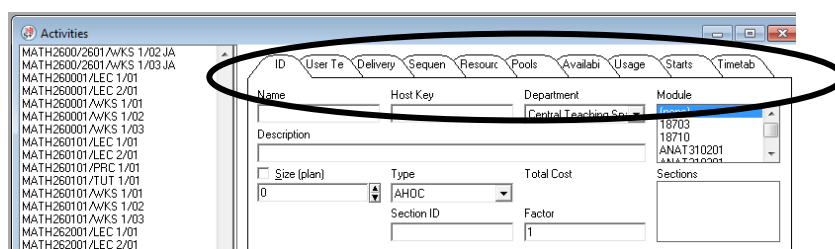
Activity Template

Used to generate the correct number of activities for a module depending on the number of students enrolled, and to allocate students to their groups. If an activity isn't generated from a template, students can't be allocated to the activity.

Tabs

Each screen in S+ has a number of **tabs** across the top as indicated below. Clicking on these allows you to access different parts of the screen.

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Suitabilities

Used to specify the characteristics of resources required for activities, including equipment, room types and zones (see below). These can apply to locations, staff and equipment. Suitabilities are selected on the **Resources tab** of your activity. To make multiple selections, hold down your Ctrl key on your keyboard, ensuring that you click **Modify** after making your choices. It is **very important** that you remember to hold down your Ctrl key whenever you need to select more than one item from a list. If an item is already selected and you click on another without using the Ctrl key, you will lose your original selection.

Zone Suitabilities

Each school has specified a zone which contains the names of centrally-owned teaching rooms that they prefer to use. If you need to request Central Teaching Space for your school's activities, select your school's zone from **Location Suitabilities** to state your preference for those rooms. If you are using your school-owned rooms, these can be added to S+ and a school-owned zone created. This would appear in the **Resources** list as, for example, *ZONE ENGL (SO)* which includes only those rooms owned by the School of English and which can be used only by them. If you have school-owned rooms which are not included in S+ and you would like them to be, please contact the Timetabling & Room Bookings Team. This will allow the room to appear on the timetable. The only zones used are those found within the **Suitabilities** list on the **Resources tab**. **We do not use the Zone drop-down list. If selecting zones, please select a ZONE item within the Suitabilities field.**

Please note that allocation to centrally-owned rooms is now partly automated. You will therefore need to ensure that you have selected the room type and zone suitabilities at the absolute minimum when your data is submitted in May. Failing to do so could result in the wrong type of room in an area of campus not preferred by your school or department being allocated.

Section 4: Creating Activities

How are modules structured?

If the activity you need to work on is not already in the **Activity** list, you will need to create one. This should be done from an **Activity Template**.

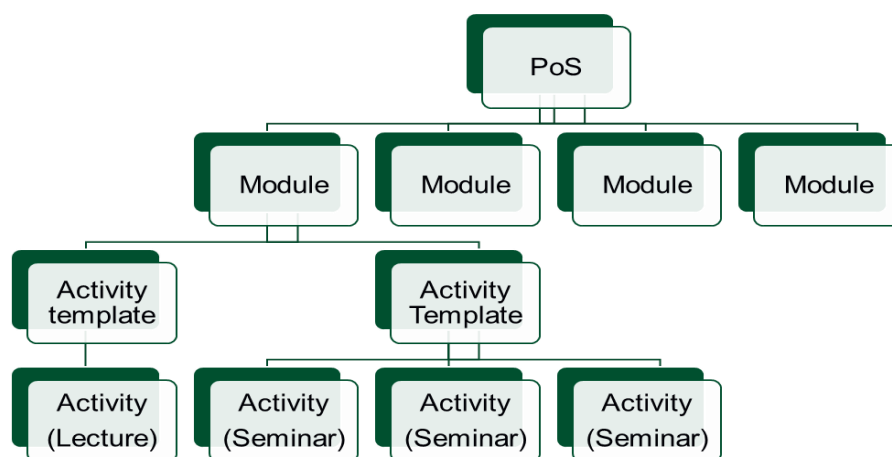
Activity templates are designed to save time in creating activities by:

- Automatically generating enough activities to provide spaces for all of the students expected on the module, depending on the group size specified.

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- Allowing you to update all of the activities related to a template without changing each activity individually.
- Automatically linking students to the template if they are linked to the module, and showing timetable clashes at a glance once the students have been allocated.
- Giving a quick and easy method of allocating students to specific activities, providing a personalised timetable for students.

Activity Templates set out the structure of the module. Linked activities, such as seminars and lectures are then created, and these are the actual teaching events which will appear on the timetable.



To work out how many activity templates you need, consider the structure of your module. For example, a module may have 80 enrolled students. Each week the students should attend two lectures and one practical. You would therefore need three activity templates:

- I. A lecture template with a planned size of 80 students – 1 activity required
- II. A second lecture template with a planned size of 80 students – 1 activity required
- III. A practical template with a planned size of 20 students – S+ will then calculate that four practicals are required in order to fit all the students into a group.

By creating these templates, you are telling S+ that each student enrolled in the module must attend one activity from each template.

Creating an Activity Template

1. If the activity you wish to timetable is not in S+, you should create an activity template to generate it. In S+ go to the **Timetabler** drop-down menu and select **Activity Templates** to open an activity template screen.
2. Before you create a template, check that the appropriate template linked to that module doesn't already exist by checking the list on the left of the screen.
3. Clear the screen of any existing data to create a new template. To do this, look at the bottom right of the **Activity Template** window. If a **New** button is visible (circled below), you are ready to

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create a template. If the same button is labelled **Duplicate**, this means that a template is selected in the list. To deselect it, hold down the Ctrl key and click on the selected template. The **New** button will then become available.



4. When the **New** button is visible, you can enter the details of your new template on the **ID tab**:

Name

The format of the template name should be *module code/activity type* – for example, if you are creating a template for the seminar sessions in module ENGL125001, the name would be ENGL125001/SMR 1. This naming convention will then be carried forward to all activities created through the template.

Module

Select the related module from the list to the top right of the screen. S+ will then link the template automatically to the correct department when the record is saved. It is essential that the correct module is selected from the list otherwise students will see an incorrect timetable.

Description

This field does not appear on the online timetables so it can be left blank. However, you may find it useful to enter either the actual title of the module, e.g. “American Foreign Policy”, or the type of activity, e.g. “Lecture” or “Seminar”.

Planned size

This should be the estimated size of each group – i.e. if you plan to have 80 students split over 4 groups, the **planned size** is 20.

Type

This is the type of activity. Ensure that you select the correct one from the list as this appears on the timetable. If you need students to attend two or more of one type of activity each week – for example, two lectures – you will need to choose different activity types, i.e. LEC 1 and LEC 2, etc. This helps to distinguish between the lectures on the timetable.

Duration

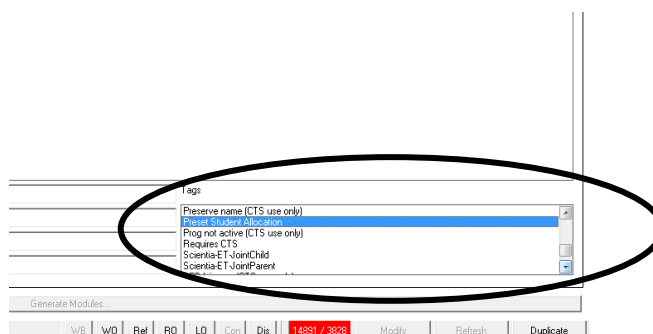
Specify the duration of the activity – a **duration** of 1 is 30 minutes in S+.

Suggested day & time

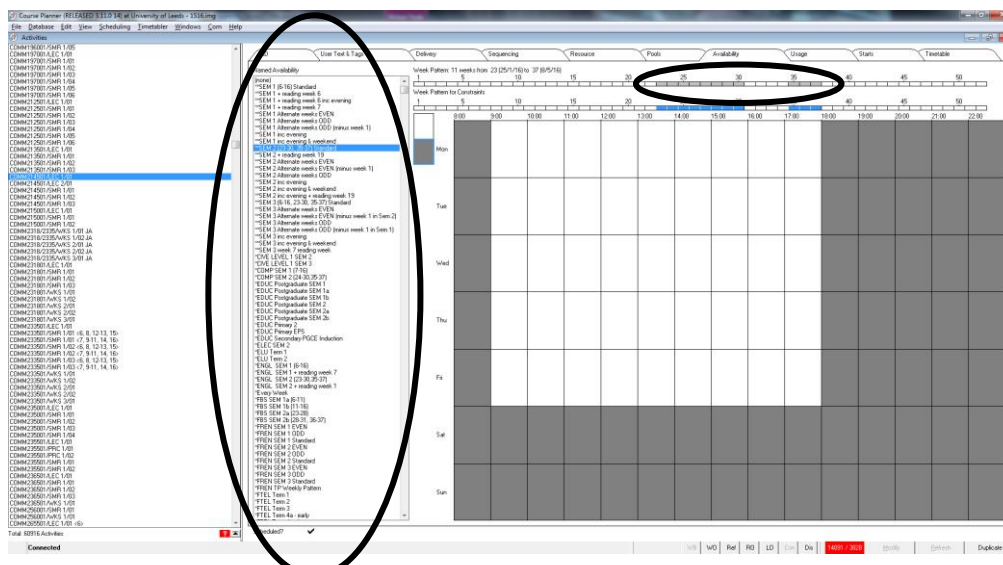
You don't need to set these in the template.

5. Click **New** to save the record.
6. Click on the **User Text & Tags** tab. If you have been informed that student allocations for this set of activities are to be done manually, select the “**Preset Student Allocation**” tag, as shown below, and click **Modify**:

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7. Click on the **Availability** tab. This is where you specify the weeks in which the activities related to the template will be taught. If the activity is due to run for a whole semester or across both semesters, you should use a **Named Availability**, i.e. a preset week pattern. Alternatively, the appropriate weeks can be selected in the **Teaching Week Pattern** bar across the top of the screen.
8. To select a **Named Availability**, click on the appropriate name in the list, as circled below. When you click on an item, the related week pattern is shown in the **Teaching Week Pattern** bar – check that this is correct, and, if so, click **Modify**. (SEM 3 means an activity will take place in all weeks in both semesters 1 & 2.)



9. If you want to specify your own availability pattern, ensure that **[None]** is selected in the **Named Availability** box. Hold down the Ctrl key and click in each week (in the top row - i.e. **Teaching Week Pattern**) in which the activity should take place. Click **Modify** when you have finished. If you wish to select a named availability and then adjust the weeks selected, you must first select the relevant named availability, click **Modify**, and then select **[None]** from the top of the **Named Availability** list. Once you have done this, hold down the Ctrl key and click on the relevant squares in the **Week Pattern** bar to add or remove weeks.
10. If you are trying to change the week pattern and S+ isn't allowing it, check that you are selecting weeks that fall within the teaching pattern specified in the module. To do this, double-click on the module name in the top right of the screen. This opens a module screen and you can view

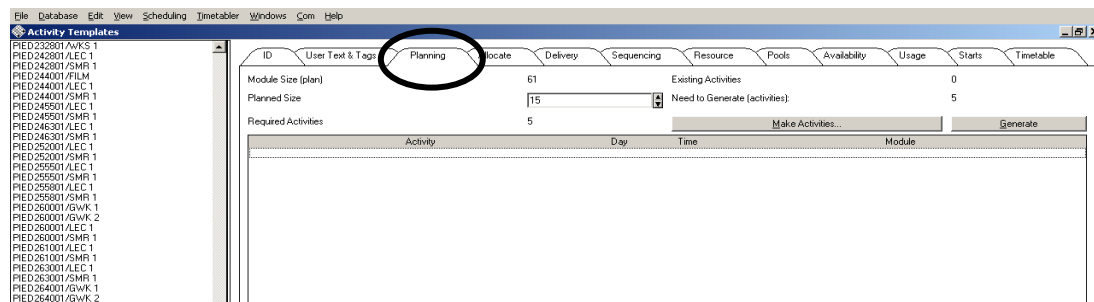
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the **Teaching Pattern** on the **ID tab**. For example, S+ will not let you schedule an activity in semester 1 if the module information states that it is a semester 2 module. **If the teaching week pattern in the module is incorrect, this will need to be updated in Banner in order to feed through to S+.**

11. All activities generated from the template will then have the same week pattern. However, if the activities that you generate from a template should not have the same week pattern, you do not need to specify the week pattern here. Instead you can set the week patterns on the **Availability tab** of each individual activity.
12. The activity template is then complete. If the details are correct, click **WB** to commit the changes to the database.

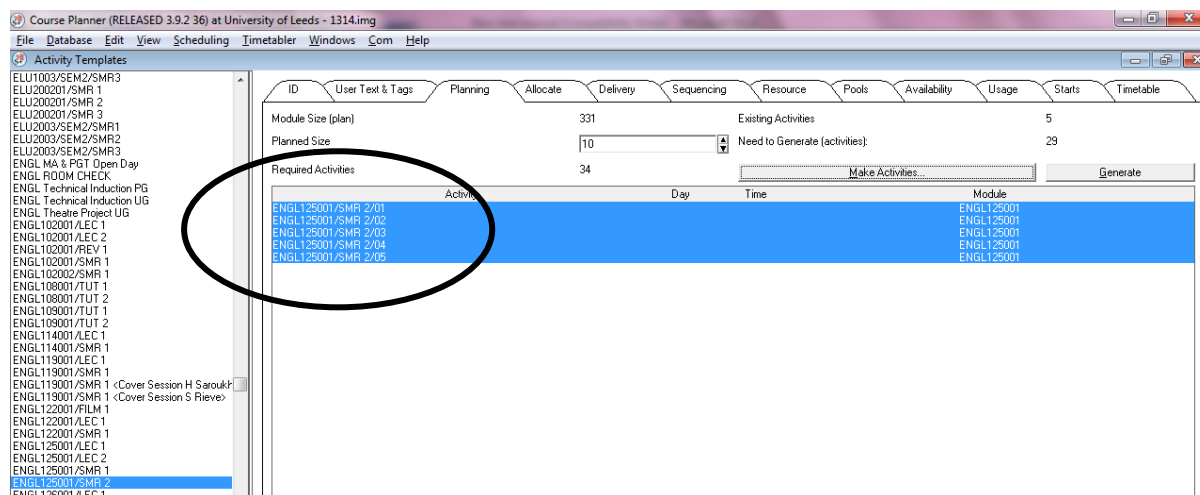
Generating Activities from Activity Templates

1. Once you have created your activity template, you can then use it to generate your activities for the module.
2. Make sure that the correct template is selected from the list on the left of the screen and click on the **Planning tab**



3. At the top of this tab (circled above), S+ calculates how many activities you need to create in order to accommodate all of the students who are taking this module. In this example, the planned module size is 61 students, and the planned group size for this seminar activity is 15. As there are no existing activities on the system for this template, S+ has calculated that 5 seminars are required to allow all students to be allocated to a group.
4. If the number is correct, click **Generate** and S+ will create that number of activities. If you wish to create a different number of activities, click **Make Activities...** instead and specify the number required.
5. The names of the activities you have generated will then be displayed on the screen. Please note that the activities inherit the name of the activity template plus the group number (i.e. 01, 02, etc.) so it is very important that this is correct.

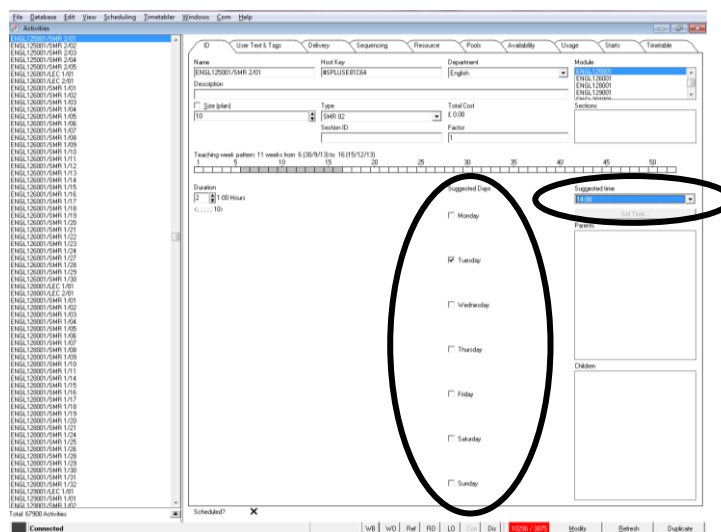
Syllabus Plus: Getting Started



6. Click **WB** to save your changes so far to the database.
7. You will now need to edit each activity individually. On the **Planning** tab, double-click on an activity name to open the activity screen. The following section (“Scheduling the Activity”) gives the process in detail.

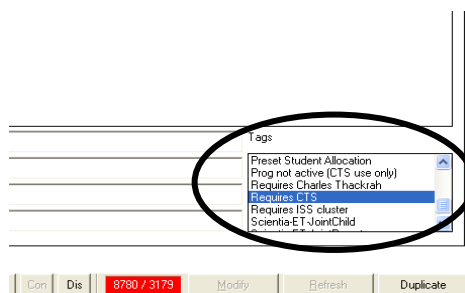
Scheduling the Activity

1. When scheduling an activity, it is recommended that you start on the **ID** tab, on the left, and work across the tabs from left to right. This will help you to remember to enter all required details.
2. On the **ID** tab you should check the **Size (plan)**, **Type** and **Duration** fields are all correct. Click **Modify** if you make any changes although they should be correct as they have been pulled through from the **Activity Template** if they have been set there.
3. If you know the day and time of the activity, enter it in the **Suggested Day** and **Suggested Time** (as indicated below) and click **Modify**

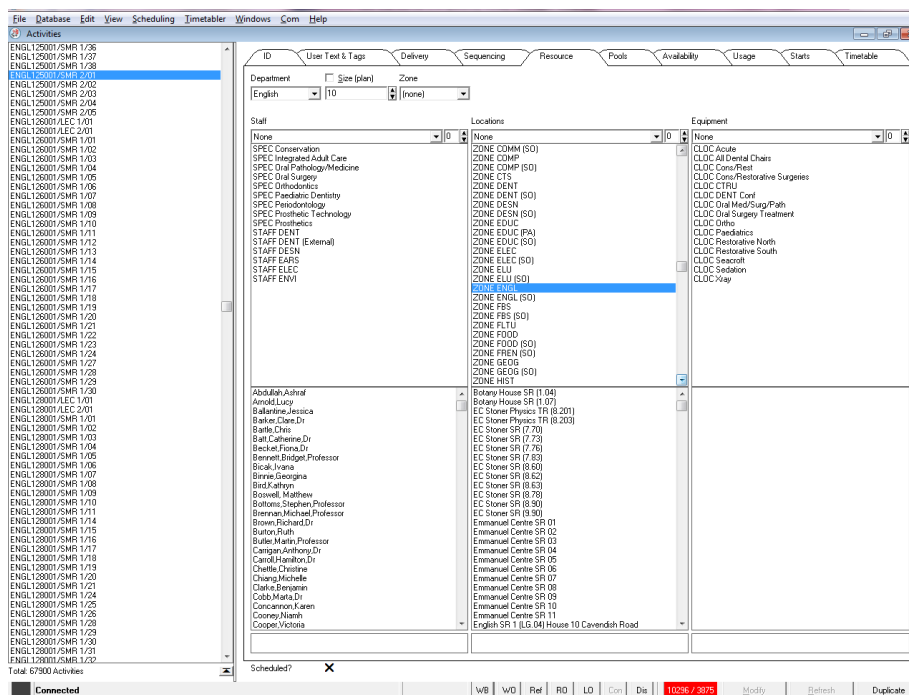


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- Click on the **User Text & Tags** tab. If you want to request Central Teaching Space, including IT clusters, for the activity, select **Requires CTS** in the **Tags** field, as shown below. **Please note – this is very important as, without this tag, a room will not be allocated.**



- Hold down the Ctrl key while selecting the tag if other tags have already been added to the activity. If you forget to hold down the Ctrl key, and lose the previous selections, do not click **Modify!** Click the **Refresh** button and the original selections will be displayed on the screen. You can then hold down the Ctrl key, and add your tag.
- Click **Modify** to save your changes.
- Click on the **Resource** tab



- On this screen you can specify your **Staff**, **Location** and **Equipment** requirements.
- To select a specific member of staff, click on their name in the **Staff list** in the bottom left column. Click **Modify** to save.
- Locations are specified in the central column
 - To allocate a school-owned room**
If any of your school-owned rooms are large enough for the class size specified, you should select **ZONE [school name] (SO)** from the suitability list in the top half of the central column. The names will appear beneath, and you can select a specific room. If the room you

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want isn't in S+, please contact the *Timetabling & Room Bookings Team* and we can add it for you.

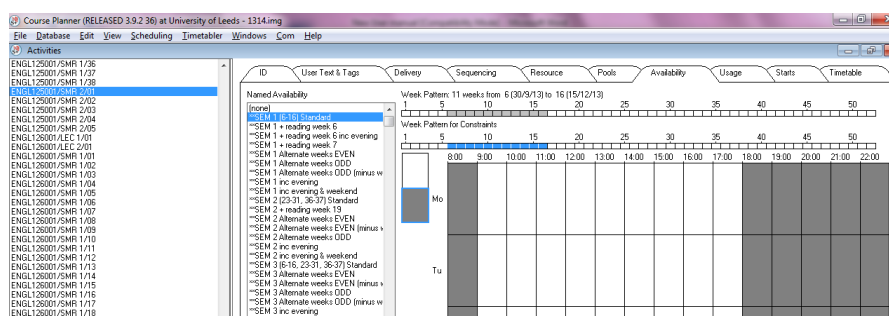
- **To request Central Teaching Space**

Ensure that the drop-down list on the **Locations** column is set to **None** (if the drop-down list is set to **Wildcard**, you will need to change it to **None** otherwise you will allocate a room), and select the suitabilities you require from the top half of the column. If you want to choose more than one item from the list, hold down the Ctrl key whilst making your selections. **Suitabilities** are the characteristics of a location, and should be used to specify your requirements for each activity. Please ensure that you select only those suitabilities that are genuinely required – selecting lots of items on a “just in case” basis will limit the number of rooms from which the *Timetabling & Room Bookings Team* can allocate. There are 3 key categories of suitability: **EQP** (equipment in a room, e.g. Acetate projector, chalkboard, etc.); **TYPE** (room type, e.g. lecture theatre, flat-floored room, etc.); **ZONE** (preferred campus area – ensure you specify the correct zone for your school). All centrally-owned rooms are equipped with a PC and computer projection. It is vital that you find out teaching requirements from academic staff and enter this into S+ prior to the start of room allocation – otherwise it is possible that the room allocated will not have the required facilities. Please don't make assumptions about what comprises “standard equipment”. **As the room allocation is now partly automated you will need to select TYPE & ZONE as an absolute minimum.** If allocating a school-owned room, you don't need to make selections in this column, other than the room itself.

11. When central room allocations are done, a room will be allocated based on the data entered here and if you have requested Central Teaching Space.

Important – you must not allocate a Central Teaching Space room to your own activities. Room allocation follows a strict procedure!

12. The **Equipment** column on the right is only used for specialist items particularly related to dental and medical courses.
13. Once you have made all your choices with regard to location, ensure that you have clicked **Modify** before moving on to the **Availability** tab.
14. This tab is used to specify the weeks in which the activity takes place

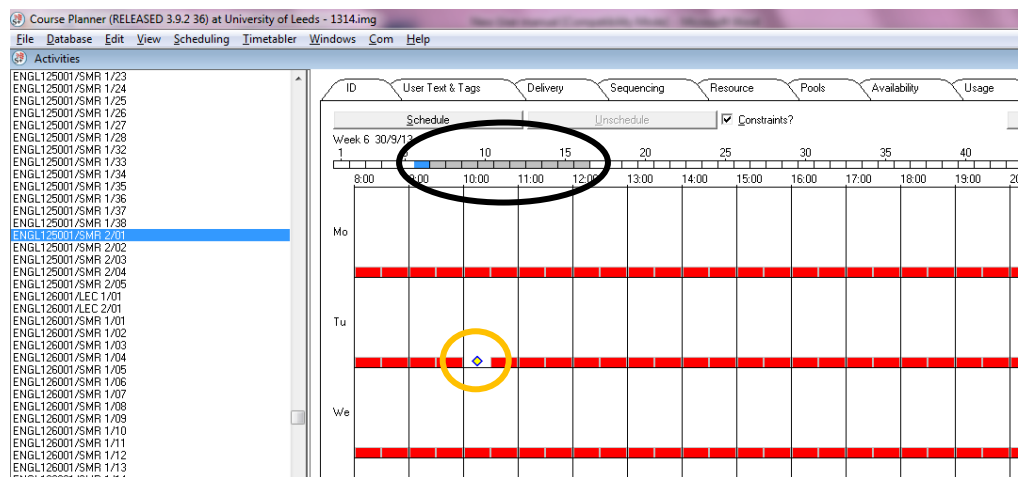


15. If you set the week pattern in the template these details will have been pulled through. However, if the week pattern is not the same for all activities attached to the template, you will need to specify it here.
16. The **Availability** screen on the activity works in exactly the same way as in the template. You can either select a **Named Availability** from the list on the left (which is preferred if one exists for the

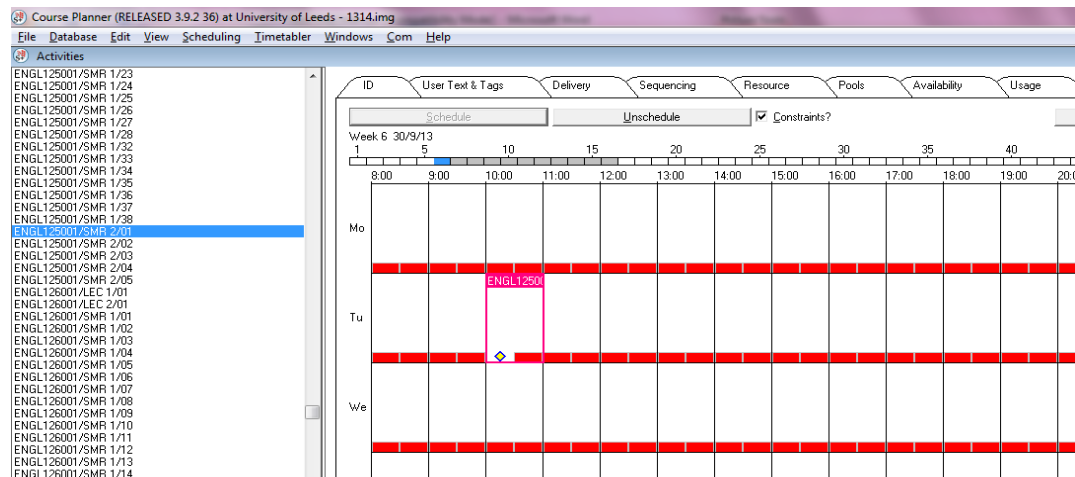
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relevant week pattern), or ensure that **Named Availability** is set to **[none]** and click in the boxes on the **Teaching Week Pattern** bar to specify your own pattern. Click **Modify** to save. If you frequently use a particular non-standard week pattern and would like to use a preset **Named Availability**, contact the **Timetabling & Room Bookings Team** and this can be set up for you.

17. Click the **Timetable** tab, and click into one of the grey boxes in the week pattern bar across the top – the grey boxes indicate the weeks in which the activity is set to run.



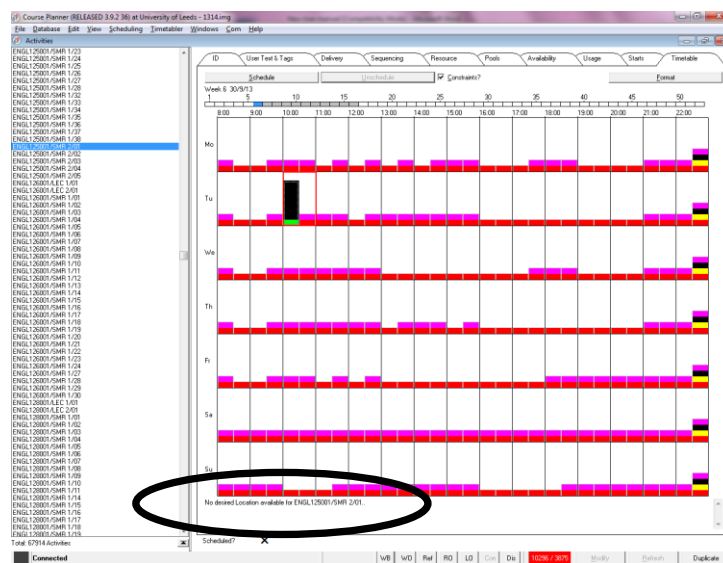
18. If there are no clashes on the timetable, you will see a **yellow diamond** on the grid (as shown above) at the suggested day and time you have entered. Simply click **Schedule** and the event will be added to the timetable.



19. As long as you are happy with your work, click the **WB** button to commit your changes to the database. This will allow other users to see the information immediately.
20. If the **yellow diamond** doesn't appear on the screen, first check that you have selected one of the grey boxes in the **Week Pattern** bar. If not, click on one of the grey boxes to select it.

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21. If the diamond still doesn't show, this means there is a **clash** for one of your resources. Click on the box for the suggested day and start time that you have specified, and look at the bottom of the screen. The notes there will tell you with which resource you have a problem.



22. In this example, there is no location available. Return to the **Resource tab** and check that you have selected **None** in the location column, or that you have selected the correct school-owned room. Once you have modified any changes, you should then be able to schedule your activity.
23. Depending on when you are creating activities, you may not be able to schedule an activity due to the pathway planning or because students are allocated to it. You might not be able to schedule the activity because it would cause a clash for one of the compulsory elements of a programme. If this is the case, you will see on the screen which activities would clash. The clash must be resolved before the activity is scheduled. If the clash is between two activities in your school, you must find an alternative timeslot for one of the activities (see next section). If the clash is with another school's activity, please contact the *Timetabling & Room Bookings Team*.
24. If you are scheduling an activity to run for more than one day (e.g. to schedule a week-long module which has the same length lecture each day in the week), simply select all of the days you need on the **ID tab**. You will then see a yellow diamond together with some blue diamonds on the **Timetable tab**. Click **schedule** and the activity will be scheduled on all of the days you have selected.
25. If the activity has previously been scheduled for the wrong time, click **Unschedule** to remove it from the timetable. You will need to amend the day/time on the **ID tab**. S+ will then display a **yellow diamond** to indicate availability, and you can click **Schedule** to put the activity into the correct place in the timetable.
26. If an activity appears to have a clash, but you don't think it should, check that the week pattern is correct – if week patterns overlap for even one week when the activities are at the same time, S+ sees this as a clash and will not allow you to schedule.

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Jointly-taught activities

You may be asked to schedule at the same time two or more activities which are taught by the same person and for which one room is required. It isn't possible to double-book the room so you'll need to contact the *Timetabling & Room Bookings Team* to ask for a **jointly-taught activity** (or JA) to be created.

You'll need to set up the activities first (they may already be in S+; generating them from templates if not). The activities will need to be identical in terms of

- Day
- Time
- Duration
- Week pattern.

JAs are carried forward from one year to the next so you'll need to let us know if there are any changes.

Once a JA has been created the individual activities (the **parent** activities) which make up the JA cannot be amended in any way – any changes need to be made to the JA.

As JAs are created in **Enterprise**, changes to week patterns also need to be made in Enterprise – contact the Timetabling & Room Bookings Team. All other changes can be made in the usual way.

Variant activities

Occasionally a class needs to be rearranged, different staff are teaching across the semester or a different room is being used in some of the weeks. Rather than creating separate activities you can contact the *Timetabling & Room Bookings Team* to ask for a **variant** to be created. This will appear on the timetable and you don't need to worry about copying student allocation.

Once a variant has been created the original activity (the **parent**) cannot be amended in any way – any changes need to be made to the **variant**.

Changes to the week pattern of a variant need to be made in Enterprise – please contact the *Timetabling & Room Bookings Team*. All other changes can be made in the usual way.

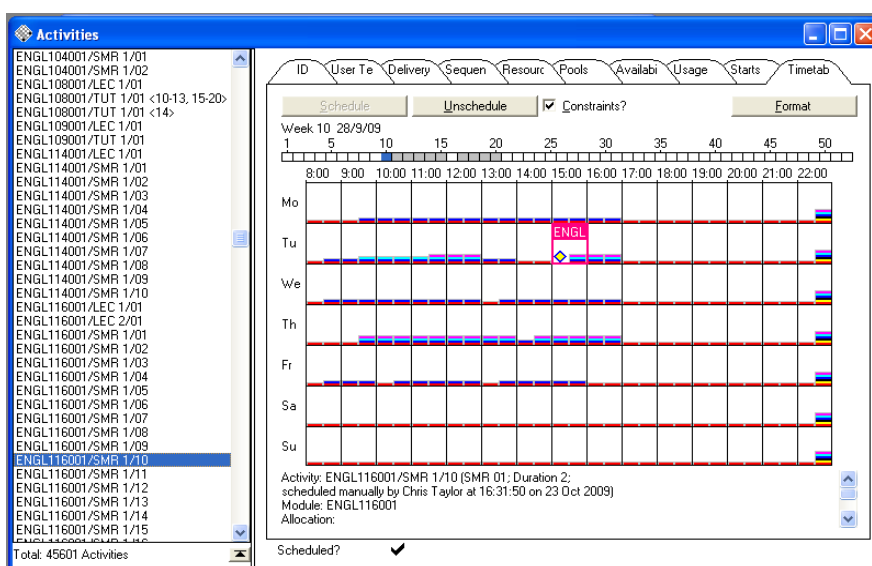
Section 5: Finding new timeslots for activities

If a clash occurs between two compulsory elements of a programme, you can use S+ to identify timeslots to which the activity could be moved without causing further clashes.

1. Before you start, click **WB** to ensure that all changes up to this point are saved. This allows you to close S+ without saving if you make changes here that you don't wish to keep.
2. Make sure that you have the **Activity** screen open (**NOT** Activity Template), and that you have selected the correct activity.

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3. If you are looking for a new timeslot early in the scheduling process (i.e. before the *Timetabling & Room Bookings Team* has begun allocating rooms), you only need to take locations into consideration if you want to use a school-owned room for the activity. If this is the case, click the **Resource tab** and make sure that the room you want is selected or, if you want S+ to check all your school-owned rooms, select the suitability relating to your school, e.g. ZONE LUBS (SO), from the list in the top half of the **Location** column. The **(SO)** indicates **school-owned** – if you don't have this suitability set up for your school and would like to be able to use this method of identifying your school-owned rooms, contact the *Timetabling & Room Bookings Team*. These rooms can then be allocated to your teaching activities and will appear on the timetable – only you will be able to allocate to them!
4. If it is essential that a specific school-owned room is used for an activity, leave the drop-down menu at the top of the **Location** column set to **Preset**.
5. If you are requesting Central Teaching Space for the activity make sure that **None** is selected at the top of the **Location** column.
6. Click the **Timetable tab** and make sure that you have selected a week in which the activity is scheduled.
7. The **Timetable grid** will be displayed as shown:

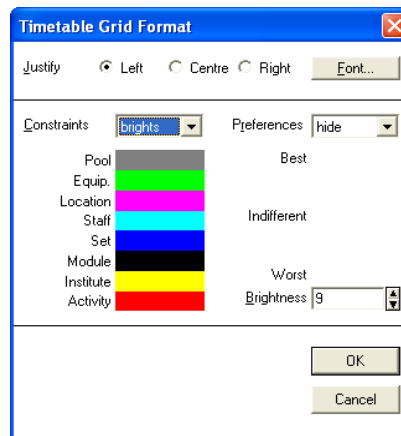
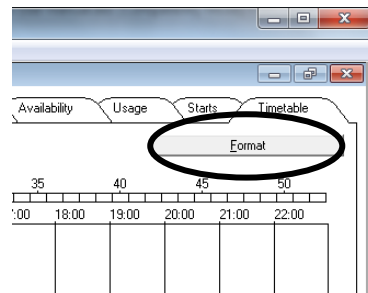


8. The **red** bar represents an **activity constraint**. If the red bar is the only constraint that appears in one box of the timetable, you will be able to reschedule the activity to that time – staff, location & students will all be available. You will need to amend the **scheduled day & time** to the new requirements (on the ID tab).
9. Go back to the **Timetable tab**. You should see a yellow diamond in the new timeslot. If so, click **Unschedule** and then **Schedule** (you can also drag and drop the activity to the new timeslot).
10. If you have **preset** a school-owned room and there are boxes in the timetable with a **pink** bar, this means that the school-owned room isn't available at those times. In this instance, you could

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move an activity to that time and request a Central Teaching Space room by adding the required suitabilities and **requires CTS** tag.

11. You can also see where there are staff (**light blue**) and student (**dark blue**) constraints. However, this can only be used for checking staff and/or student availability if they have been allocated to the relevant activities in S+.
12. If you want a reminder of what the colours mean when you are in S+, go to the **Format** button on the **Timetable tab** to open the **Timetable Grid Format** box:



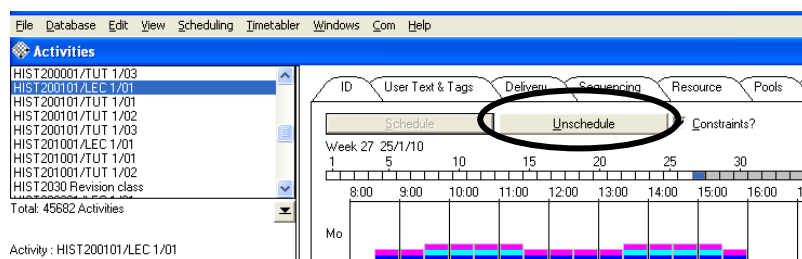
PLEASE NOTE: if you are checking for available timeslots after room allocations have been done, and you will be requesting Central Teaching Space for the activity, please contact the Timetabling & Room Bookings Team before rescheduling the activity so that we can check that a room is available. Please **do not** allocate your activity to a Central Teaching Space room without prior permission, or it may be unallocated. If you want to check for availability and request a particular room, that is fine, but do not write-back your work with the activity scheduled into the room.

Section 6: Updating Activities

You will find that the majority of activities for the new timetable, including **jointly taught activities**, are already in S+ as they are carried forward from year to year. All activities are unscheduled in S+ when you start updating your timetable information. The specified times and suitabilities selected in the previous year will remain on the activity record, and week patterns should be the same. Where **variants** have been created to accommodate different rooms or times, these will be deleted and the full semester activity reinstated.

Removing Activities from the Timetable

1. If an activity which ran last year is no longer running, you can either leave it unscheduled or delete it. If the structure of your programme has changed and the activity is no longer required then you can delete it. If you are likely to use the activity again, you may wish to unschedule it so that it remains on the system for future years.
2. To delete an activity, open an **Activities** window from the **Timetabler** drop-down menu.
3. Select the relevant activity by clicking on it in the list on the left-hand side of the screen. Press the **Delete** key on your keyboard. You will then be asked to confirm – click **Yes** to continue, or **No** to cancel. If you delete an activity by mistake, remember that you can exit S+ without writing back and it will be reinstated.
4. If an activity is scheduled, and you wish to unschedule it without deleting it, select the **Activity** and go to the **Timetable tab**. Click the **Unschedule** button:



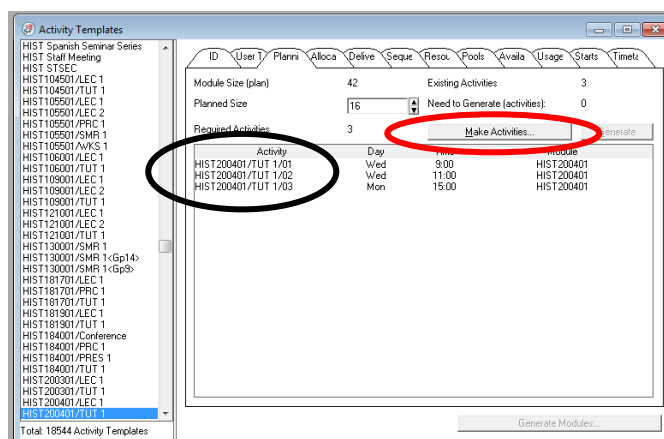
5. You don't need to click **Modify** for this change, but remember to **write-back** the change once you have checked it is correct.

Checking and Correcting Activities

1. When checking and rescheduling activities, you should start by checking the **Activity Template**.
2. Select **Activity Templates** from the **Timetabler** drop-down menu to open a template screen.
3. **Filter** the templates list by **Department**.
4. Find template linked to the module you are working on in the list on the left of the screen, and click to select it.

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5. Go to the **Planning** tab and check the names of the activities attached to the template (circled below):



6. When student allocation is carried out, students will be divided between all activities attached to this template. Check that the activities are linked together correctly, i.e. are on the correct template. If they are incorrectly linked, email timetable@leeds.ac.uk, giving the name of the template and the activities, and ask for them to be split onto separate templates.
7. Check that you have enough activities on the template. If not, click on **Make activities** (circled above) and specify the number of activities you want to create. You should only create activities this way if you want to link them to the existing template. If you will need to allocate individual students to more than one of the activities, you will need a separate template.
8. Double-click on the name of the activity on the **Planning tab** to open an **Activity** screen – the correct activity should be selected for you. If, at any time, you want to return to the activity template, go to the **Delivery** tab and double-click on the name of the activity template, which can be found in the top left of the screen. **Do not** click the **Unlink Template** button, as this removes the activity from its template and will cause problems with student allocation.
9. As described in the section on creating activities, work through the activity, checking:
 - **ID Tab:** Name, Size (plan), type, duration, Suggested Day & Suggested Time (if the type is incorrect, check the template as this is where the 'type' on the online timetable is drawn from).
 - **User Text & Tags:** **Requires CTS** tag selected if requesting Central Teaching Space.
 - **Resource:** member of staff selected, and either school-owned room allocated or suitabilities selected for location.
 - **Availability:** correct teaching week pattern is selected.
10. Once you have checked all of these details go to the **Timetable tab** and schedule the activity. Each activity will need to be scheduled individually. However, they remain linked through the **activity template**, and the **Timetable tab** on the **activity template** screen will show all of the scheduled activities. If you make any changes to the activity template, e.g. if you change the duration on the template, all related activities should be updated. However, it is recommended that you also check the individual activities.

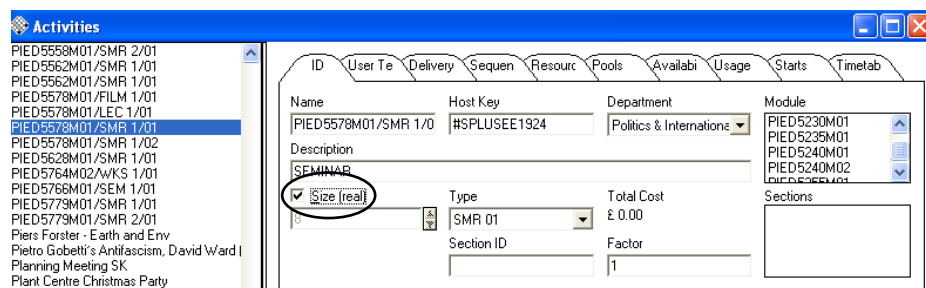
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11. When you have scheduled this activity, you will be able to find the other activities for the template in the list on the left of the screen. Click on the name of one to edit it, working through the checklist above.

Section 7: Allocating Students to Activities

Students must be allocated to their specific activities in S+ in order to provide them with an accurate personalised timetable. The majority of student allocation will be done and updated centrally, but you will need to keep allocations up to date in two areas:

1. **Manual allocations** – where the tutor has specified that group allocations must be done manually for academic reasons, it will be your responsibility to update these in S+, and to make sure that they are kept up to date when students change modules. You will need to ensure that the **Preset Student Allocation** tag is selected on the **Activity Template**. You can carry out a filter to find the templates which have students to be manually allocated (see below).
2. **Requested group changes** – where students have been allocated automatically to groups and then request a specific change to another group, you will need to update these in S+.
3. Prior to starting student allocation, make sure that the **Planned size** field in your activities **does not** have the **real** box ticked. If this box is ticked, S+ will not allow students to be allocated to the activity. The **real** checkbox can be useful if you want to know exactly how many students are allocated to an activity, but it shouldn't be left ticked.



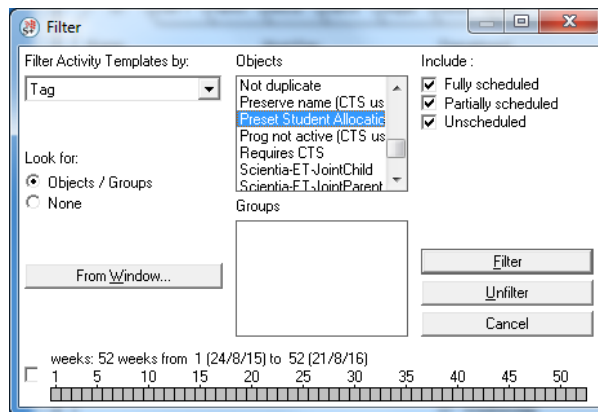
Manual allocations

To find templates which need to be manually allocated, you will need to carry out a filter. You should already have tagged the relevant templates with **Preset student allocation**.

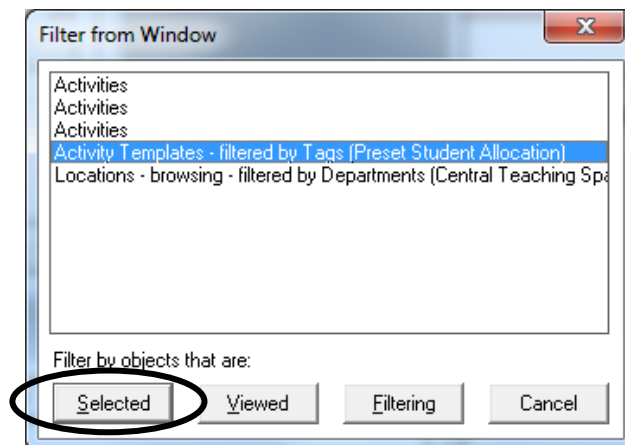
1. Select **Activity Templates** from the **Timetabler** menu to open a window.
2. Select **Filter** from the **View** menu, and filter to show only the templates belonging to your department.
3. Press **Ctrl + A** on your keyboard to select all the items in the list.
4. Select **Filter** from the **View** menu.

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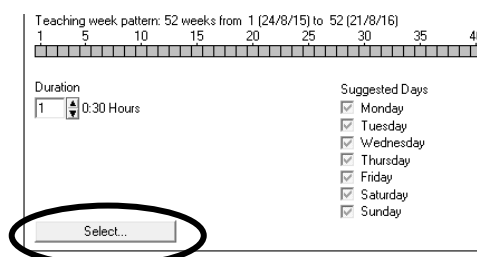
5. Select **Tag** from the **Filter Activity Templates by...** drop-down list, then select **Preset Student Allocation** in the **Objects** box.



6. Click **Filter**.
7. Select **Filter** from the **View** menu again, and click the **From Window...** button.
8. In the pop-up list, click on **Activity Templates – filtered by Tags (Preset Student Allocation)**.
9. Click the **Selected** button in the bottom left of the screen

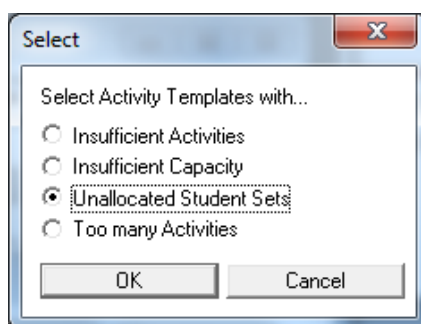


10. Click **Filter**.
11. You are now viewing all Activity Templates from your department which require manual allocation.
12. If you want to narrow this down to find the templates with students who have not yet been allocated, click the ID tab of the Activity Template you are viewing.
13. Click the **Select...** button in the bottom left of the screen.

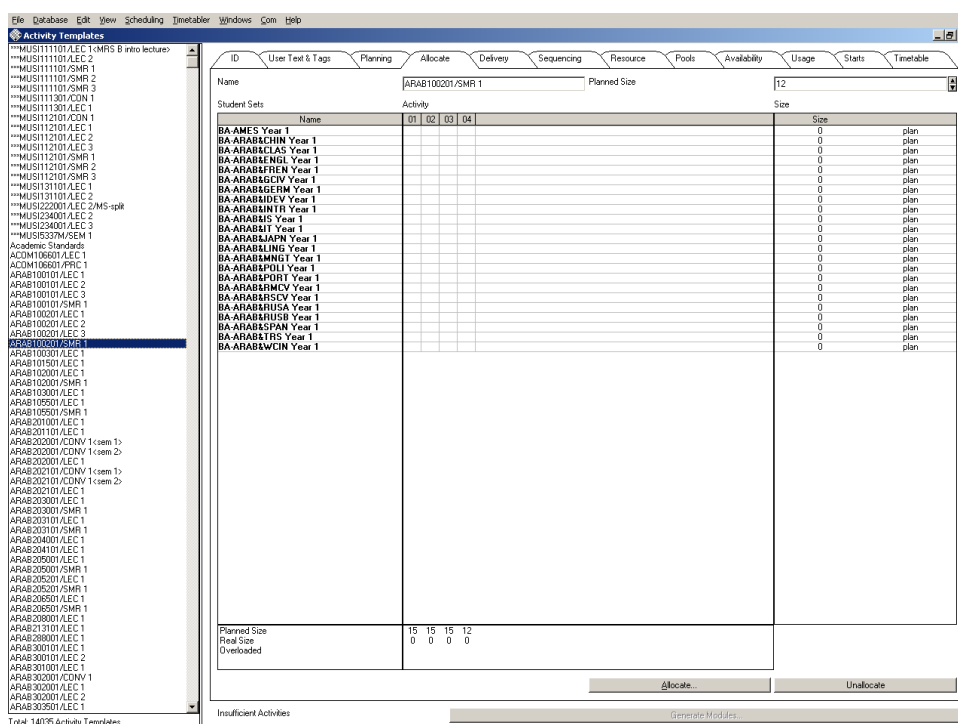


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14. Select **Unallocated Student Sets** and click **OK**.



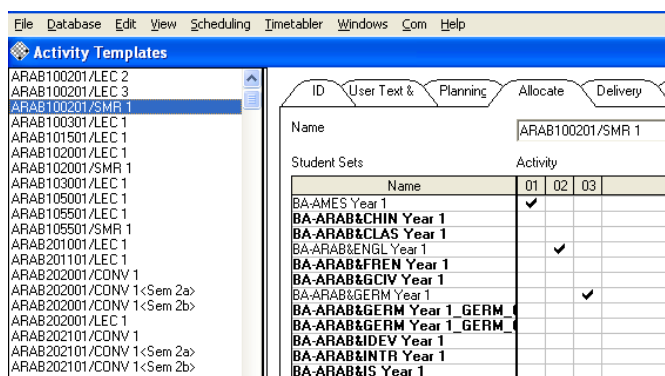
15. All relevant templates will be highlighted in the resulting list. Select **Filter** from the **View menu** again, and click the **From Window...** button.
16. In the list, click on **Activity Templates – filtered by Activity Templates (...)**.
17. Click the **Selected** button in the bottom left.
18. Click **Filter**.
19. You have now isolated the Activity Templates which need to be updated.
20. Click on the first one in your list, and go to the **Allocate tab**.
21. You will see a list of **student sets** on the left of the screen – these are in the format **Surname, First Initials, (Student ID number)**.



22. Each column represents an activity. For each student (in this example, the programme pathways are shown, rather than students), double click in the column representing the group to which you want them to be allocated.

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23. The student name/number will change from bold to normal text and a tick will appear in the relevant activity column.



24. Scroll down the list of students to ensure they are all allocated.
25. If a grey box appears in a column, this means that the student is already allocated to another activity at this time. You will therefore have to allocate the student to another group. If you need to check which activity is blocking the allocation, double-click on the student's name to open the **Student Set** screen. Go to the **Timetable tab** and check the relevant timeslot. If the "blocking" activity is one where alternative timeslots are available, it may be possible for the student to change groups in order to accommodate the activity you trying to allocate. This should be done in consultation with the student if teaching has already begun.
26. Make sure you write-back your changes when you have finished.

Group change

1. Select **Activity Templates** from the **Timetabler** menu.
2. In the list on the left, find the activity template that will be affected by the change, and click on the name.
3. Go to the **Allocate tab**.
4. Find the student's name in the list. If they do not have a grey box in the column for the group they wish to move into, simply double-click in the box to carry out the change. If they do have a blocking activity, you should investigate it as described in point 25 above.
5. Make sure you write-back the change when you have made it.

S+ will allow you to overload a group (this is indicated by an exclamation mark on a yellow background at the bottom of the column), but this isn't recommended, particularly if room allocation is underway.

| | |
|--------------|----|
| Planned Size | 30 |
| Real Size | 55 |
| Overloaded | ! |

If you find that you need to overload one or more groups, you should try the following solutions:

1. Move other students into different groups to create capacity – this should only be done before the semester has started. However, this is the best possible solution as it allows the groups to remain at the desired capacity.

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- If you are making changes after locations have been allocated, change the planned size of your activity or activities *but only up to the capacity of your location*.
- If you still do not have enough capacity, you should then consider whether you should create an additional group, or request a larger room. The decision will be based on other timetable commitments of the tutor, but you should also discuss this with the *Timetabling & Room Bookings Team* (if using Central Teaching Space) to find out the availability of rooms before you make the decision.

Do not overload a group (or increase its planned size) beyond the capacity of the allocated room without informing the Timetabling & Room Bookings Team – a larger room will not automatically be allocated. If you are making these changes before locations are allocated, you should change the planned size in order to be allocated a location with the correct capacity.

If you wish to remove all of the students from their groups, click the **Unallocate** button. To remove an individual student, double-click on the tick in their activity group column.

Section 7: Making an ad hoc booking

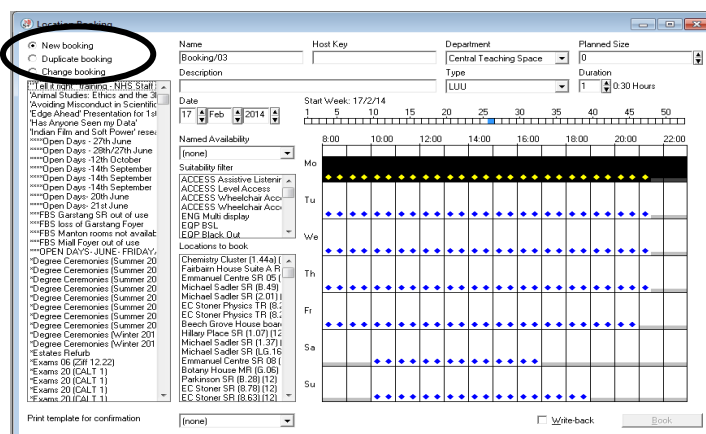
If you need to make a room booking that is not a teaching activity in a school-owned room, this can be done through S+.

Please note: when making room bookings, you will be able to see the availability of Central Teaching Space rooms. You should continue to make requests for these rooms via the Web Room Booking system, or by emailing timetable@leeds.ac.uk. If you book an event into a Central Teaching Space room without permission, it will be removed.

To make the booking process easier for you, the Timetabling & Room Bookings Team can add a **location** suitability linked to all of your school-owned rooms – you can then select this suitability, and the system will offer you only your own rooms for booking. To request this, email timetable@leeds.ac.uk requesting a suitability called ZONE SchoolName(SO), containing your school-owned rooms.

To make a booking

- From the **Scheduling menu** at the top of the screen select **Location Booking**.



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2. **New booking** is selected by default (circled above).
3. Change the name of the booking to the relevant name – this should start with the 4-letter code for your school (e.g. LUBS, HIST, etc.), followed by the week number and then the detail of the activity e.g. HIST 19 Staff-Student Committee. This makes bookings easier to find.
4. Fill in the details of the booking:
 - **Department** – link this to your department.
 - **Planned size** – number of attendees at the event. This will help you to ensure that a large enough location is selected. If you have a specific room in mind you'll need to ensure that the planned size relates to the capacity of the room in S+.
 - **Description** – enter the name & the phone extension of the person making the booking.
 - **Type** – this should always be **IBK**.
 - **Duration** – the length of the booking (remember in S+, a duration of 1 = 30 minutes).
 - **Date** - Select the date, either by entering the date in the date field, or clicking into the correct week in the week pattern bar and selecting a day on the grid.
 - **Named Availability** - If you are booking an event which takes place at the same day & time over a number of weeks you can select a **Named Availability**, or select the required weeks in the week pattern bar. To do this, hold down the Ctrl key and click in the boxes for the relevant weeks.
 - **Suitabilities** – select any which are relevant but specifically your school-owned room suitability if this has been created. Unless your school-owned rooms have had equipment (e.g. OHP, whiteboard, etc) added to their profiles, you don't need to select anything else.
 - Click into a box on the **timetable grid** to choose your start time.
 - Available rooms, based on all the criteria you have selected, will appear in the **Locations available to book** box just to the left of the grid. Click on a room in the list of locations.
 - Click the **Book** button (bottom right), followed by write-back to save the changes to the database.
5. If you highlight a booking in the column on the left, S+ automatically selects **Duplicate Booking**. This allows you to make a copy of an existing booking and change the details. With **Duplicate Booking** selected, change the name of the booking, and click **Book**. You can then make any further changes and book your new event.
6. If you need to change the details of an existing booking, select the booking in the column on the left and click **Change Booking**. Any alterations you make will be applied to that booking once you have clicked **Book**.