SYLLABUS PLUS COMPLEX FILTERS:

Finding the information you require.

Syllabus Plus

Complex Filters: finding the information you require

When working with Syllabus Plus (referred to throughout this guide as S+), it can sometimes be difficult to find the information you require. This manual describes some of the complex filters which can be used to help you manage your timetable information more efficiently, and to reduce the time you need to spend searching through long lists of information.

The manual focuses on a number of filters in two particular areas – activities and student sets. If the specific filter you want isn't described here, working through the manual may help you to work this out. If you have any difficulty, please contact Programmes & Assessment (Timetabling) on ext. 34009 or timetable@leeds.ac.uk.

This manual assumes that you are familiar with simple features in S+. If this is not the case, please refer to the section on *Filtering* in the **Getting Started** manual.

Contents

Key Principles of Filtering.

- Most data fields in S+ can be filtered.
- Filtering is an iterative "drilling down" process.
- You can filter multiple times within one screen or across two different screens.

Single filters vs. Double filters

Single Filter

Filtering a screen using a single criterion.
- *Example* - filtering an activity screen by department to isolate all the activities belonging to your school.

Double Filters

There are three types of double filter which are explained in more detail below.

Type 1: using one screen
- This is a combination of filtering using a single criterion and then combining this with either the schedule status or particular weeks;
- *Example 1* – all activities belonging to your school which are scheduled in a specific week;
- *Example 2* – unscheduled activities belonging to your school.

Type 2: using one screen
- You "loop" around the filtering process and filter first by one criterion, then select all before filtering again by another criterion.
- *Example* – activities in your department with no location: open a single screen and filter by department (1st criterion), then select all and filter by location "none" (2nd criterion).

Type 3: using two screens
- This method involves filtering between two different screens.
- *Example* – activities belonging to your school which have CTS locations allocated: use an activity screen and a locations screen.

Examples of all these principles are included in our top 5 filters listed below.

Unscheduled activities belonging to your school.

- ***When is this filter used?*** You are half way through data collection and you want to filter to only your unscheduled activities to check what you still have outstanding – this saves toggling down the full list of your activities.

1. Open an **Activities** screen from the **Timetabler** drop-down menu.

2. From the **View** drop-down menu, select **Filter** – this opens a new window.
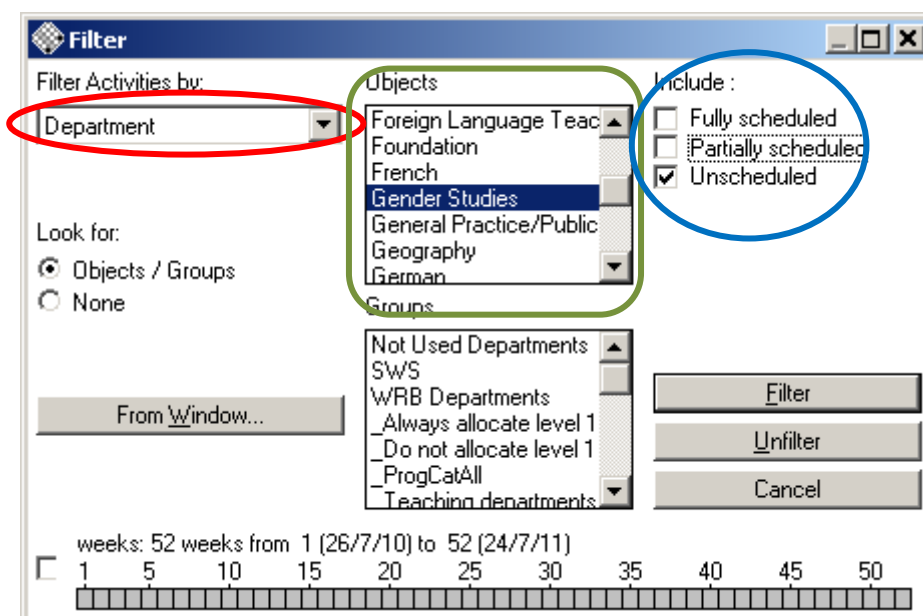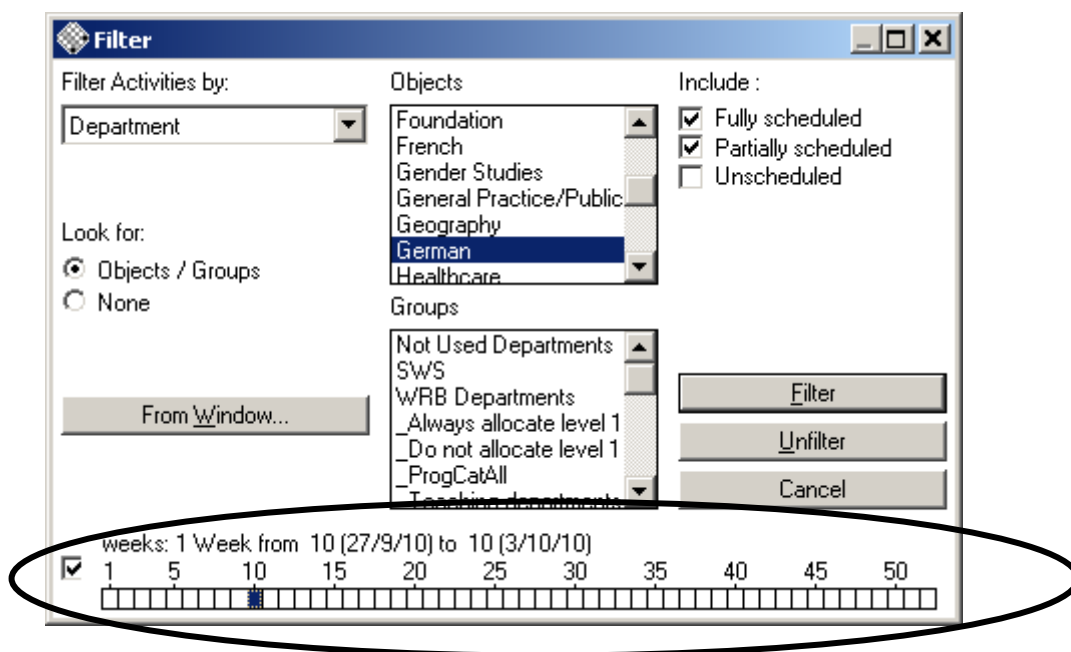
3. Select *Department* in the *Filter Activities by:* drop-down list, followed by **your school** in the *Objects* box, as indicated above. Under *Include:* (circled above), deselect *Fully Scheduled* and *Partially Scheduled* by un-ticking the boxes, leaving only *Unscheduled* selected.

4. Click *Filter*. You will then be viewing all unscheduled activities for your department.

5. Alternatively, you can filter to only your *scheduled* activities should you wish to check through the work you have done so far – tick the *Fully Scheduled* box and un-tick the *Partially scheduled* & *Unscheduled* boxes.

    Please note: Next time you carry out a filter, make sure you tick all three boxes under *Include:*, or you will only see unscheduled activities.

All activities belonging to your school scheduled in a specific week.

- *When is this filter used?* You need to isolate events taking place in a specific week or range of weeks, e.g. Induction week bookings.

1. Open an *Activities* window from the *Timetabler* drop-down menu.

2. From the *View* drop-down menu, select *Filter*.

3. Select **Department** in the **Filter Activities by:** drop-down list, followed by your school in the **Objects** box. Remove the tick from the **Unscheduled** box (top right of the **Filter** window).

4. Click in the check box (bottom left), and select the week(s) you want to look at in the week pattern bar, indicated above. In this example, we are filtering to scheduled activities in S+ week 10.

5. Click **Filter**. You will then be viewing all scheduled activities for your school which are due to take place in the selected week.

   Please note: Next time you carry out a filter, make sure you reselect all the weeks in the week pattern bar and remove the week from the check box, or your results will be restricted to the week you had previously selected. You will also need to tick the **Unscheduled** box if you want to see all activities.

Activities belonging to your school which have CTS locations allocated.

When is this filter used? When Programmes & Assessment (Timetabling) asks all schools to check central teaching space room allocations you can isolate just the activities where rooms have been allocated. *Please note* – a similar filter can also be used to find *Activities belonging to your school tagged with Requires CTS but with no location allocated* (see following section for detail).

1. Open a **Locations** window from the **Timetabler** drop-down menu.
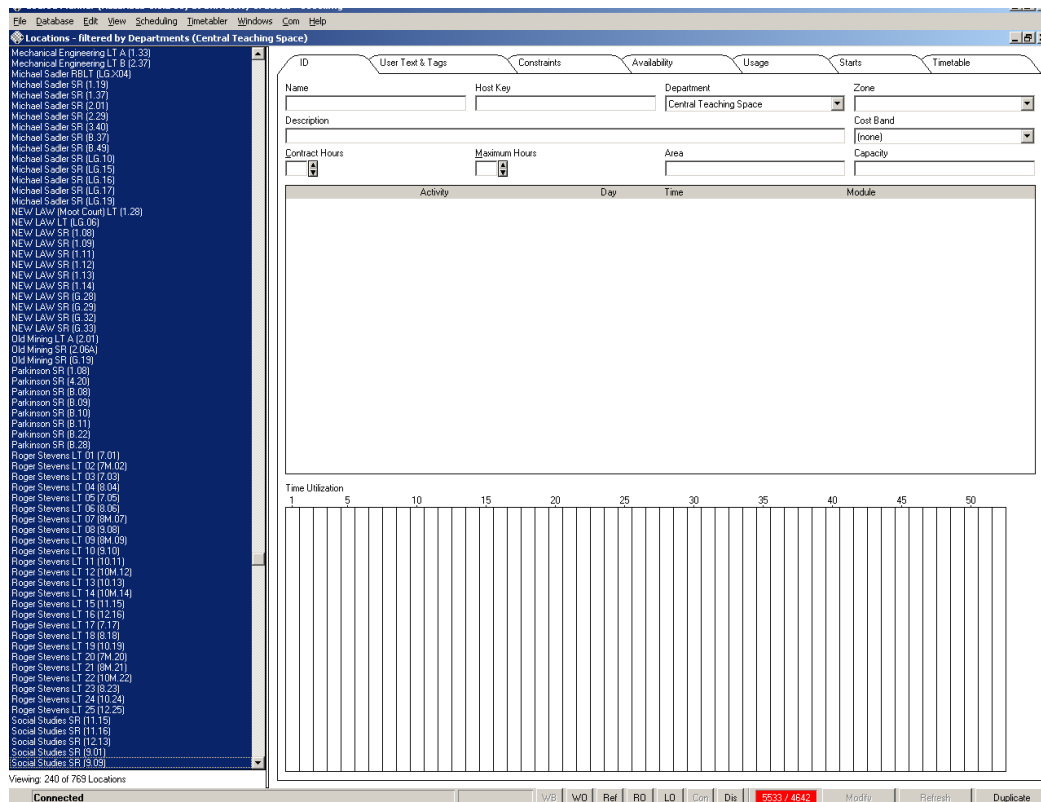
2. From the **View** drop-down menu, select **Filter**.
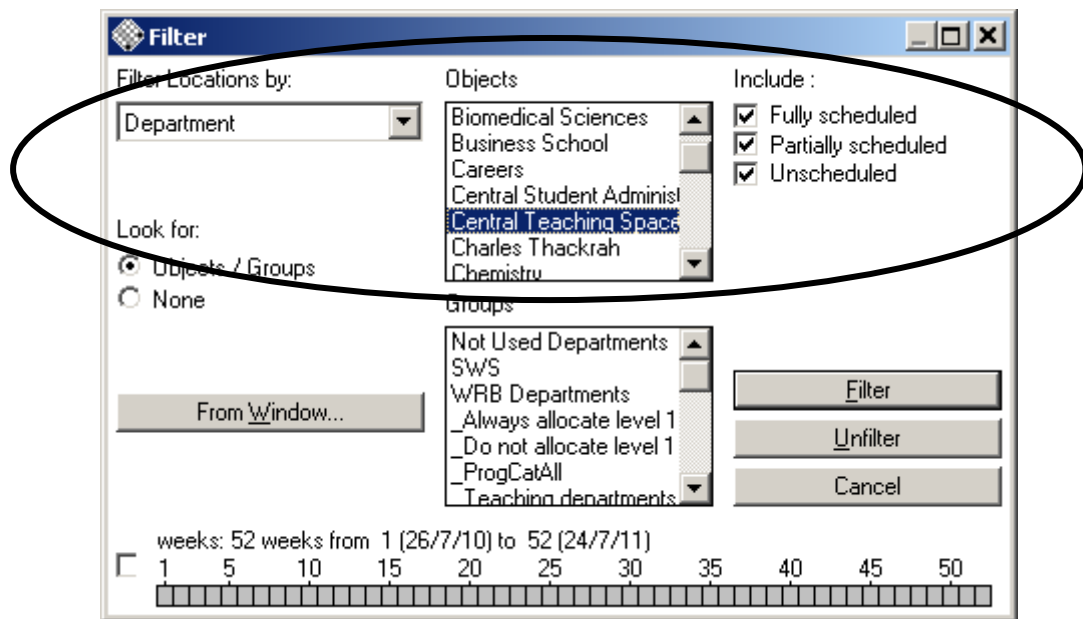
3. Select **Department** from the **Filter Locations by:** menu followed by **Central Teaching Space** in the **Objects** box as shown above. Click **Filter**. The **Locations** window will now only show rooms belonging to **Central Teaching Space**.

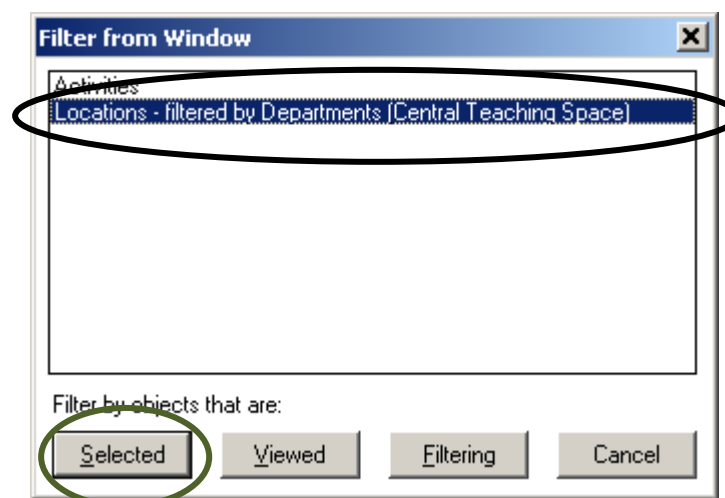4. Press *Ctrl and A* on your keyboard to select all the items in the list.

5. Without closing this window, select **Activities** from the **Timetabler** drop-down menu to open another window.

6. From the **View** drop-down menu, select **Filter**.
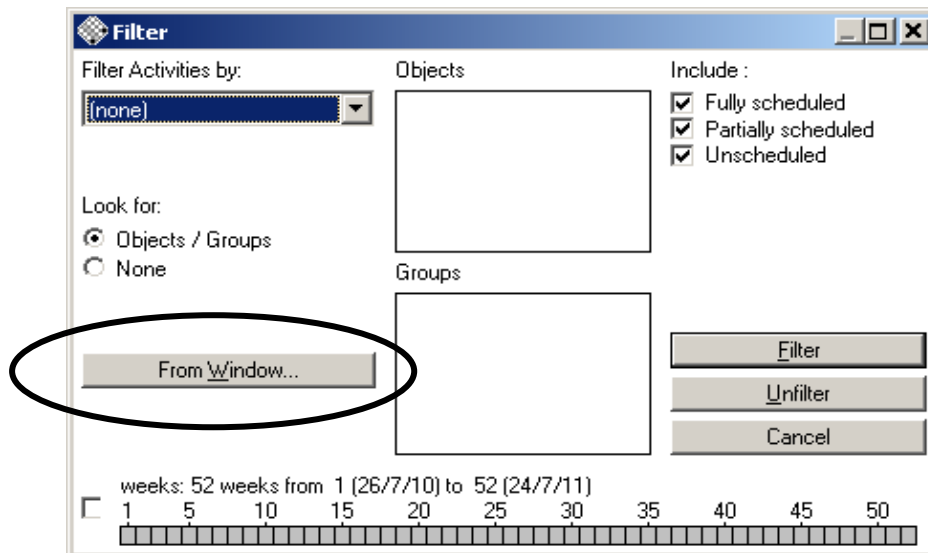
7. Click the **From Window…** button (circled above). This opens the **Filter from** Window.

8. Select **Locations – filtered by Departments (Central Teaching Space)**, as indicated above, and click the **Selected** button.

9. This will then take you back to the **Filter** screen, where you should click **Filter**.

10. You will now see a list of all activities booked into Central Teaching Space rooms. Select them all by pressing *Ctrl and A* on your keyboard.

11. Go to the **View** drop-down menu again and select **Filter**.

12. Select **Department** from the **Filter Activities by:** list, and your school from the **Objects** list as illustrated above. Click **Filter**.

13. On the left of the screen, you will now see a list of all your activities. Those highlighted in blue are the ones booked into Central Teaching Space rooms.

14. To display only these activities, select **Filter** from the **View** drop-down menu again.

15. Click the **From Window...** button.
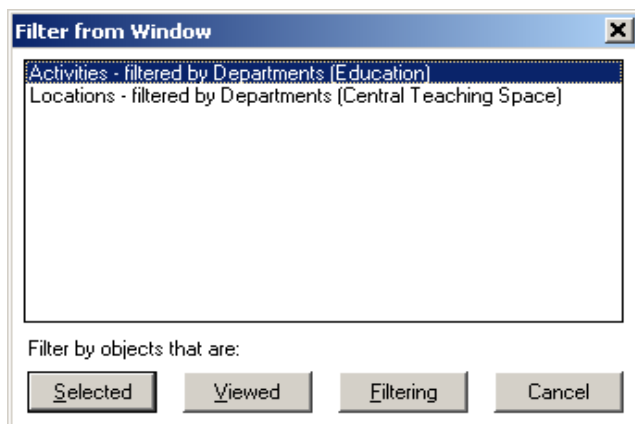
16. This time, select **Activities – filtered by Departments (your school)** (in this example, this is Education) and click **Selected**.

17. This will take you back to the **Filter** window, where you should click **Filter**.

18. You are now viewing all activities belonging to your school, which are booked into Central Teaching Space rooms.

    Please note: If you want to view all activities booked into rooms belonging to your school, at point 3 above, filter the Locations window by your school rather than Central Teaching Space, and continue as above.

Activities belonging to your school tagged "Requires CTS" but with no location allocated.

When is this filter used? In conjunction with the previous filter - when asked by Programmes & Assessment (Timetabling) to check room allocations it allows you to check the activities awaiting a room.

1. Open an **Activities** window from the **Timetabler** drop-down window.

2. From the **View** drop-down menu select **Filter**.

3. Select **Department** in the **Filter Activities by:** list and your school in the **Objects** box.
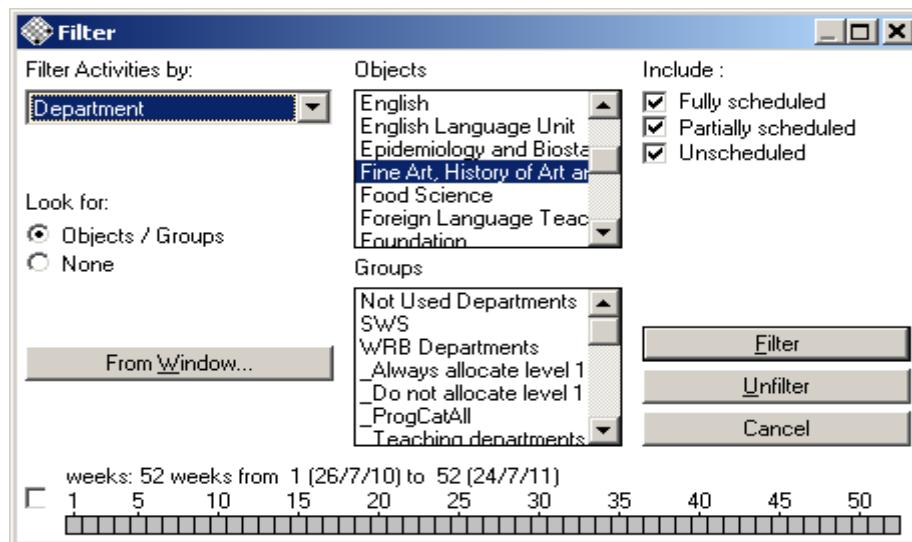
4. Click *Filter*.

5. You will now have a list of activities filtered by your school. Press *Ctrl and A* on your keyboard to select all the items in the list.

6. Select *Filter* from the *View* drop-down list again.

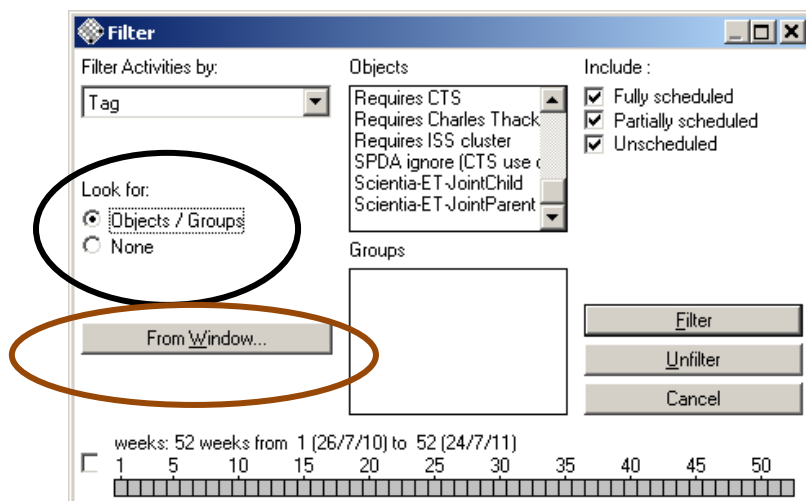7. Select *Tag* from the *Filter Activities by:* list, and *Requires CTS* in the *Objects* box. Click *Filter*.
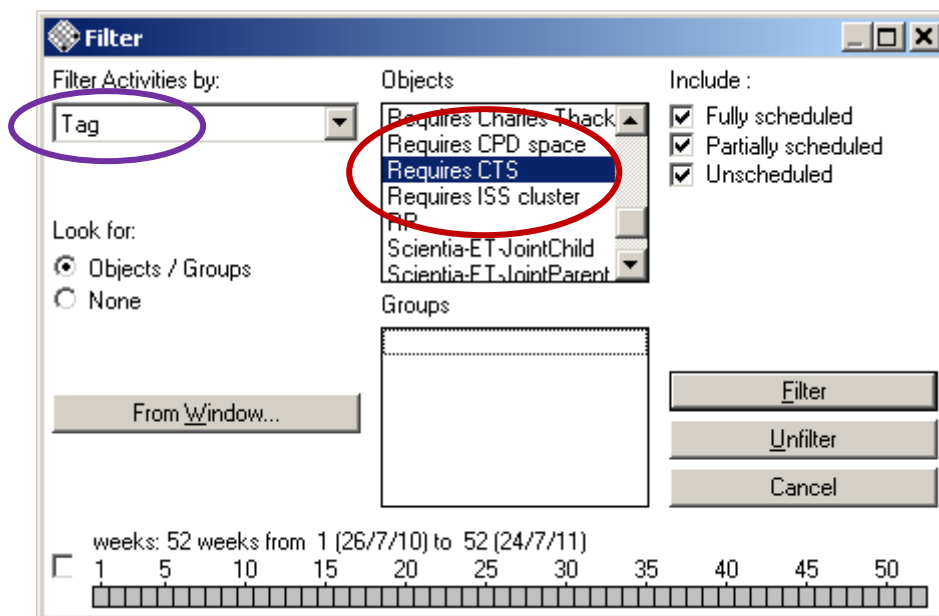
8. Select **Filter** from the *View* drop-down list.

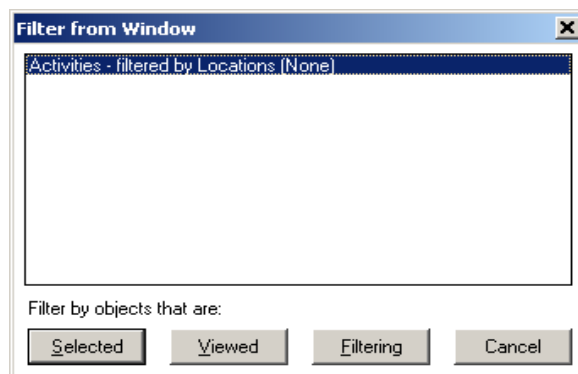9. Select *Location* in the *Filter Activities by:* list**,** and *None***,** both as indicated below. Click *Filter*.
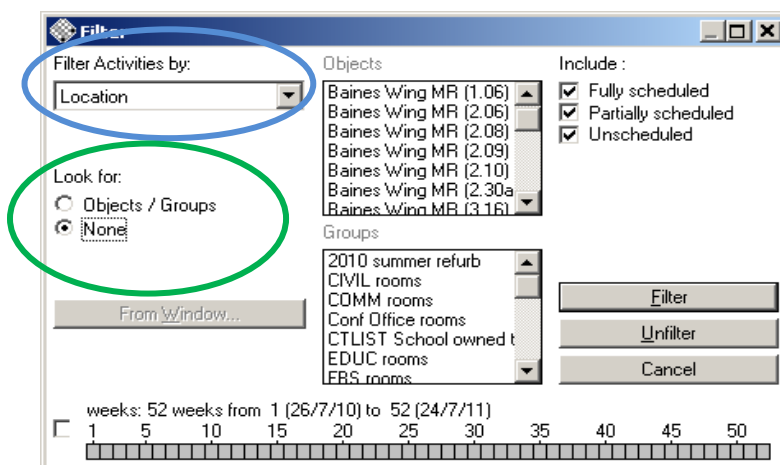
10. Select *Filter* from the *View* drop-down menu again**.**

11**.** Change *None* to *Objects/Groups* and click *From Window…*

12. Select *Activities – filtered by Locations (None)* and click *Selected.*

13. This will take you back to the **Filter** window – click **Filter.**

14. You are now viewing all activities for which you have requested CTS, but which don't have a CTS room allocated.

Please note: If you simply want to view all activities for your school which have no location allocated (without filtering by the **Requires CTS** tag), omit steps 6 & 7 above. This will allow you to assess whether you need to allocate a school-owned room or add the **Requires CTS** tag.

Activity Templates tagged for manual student allocation but with unallocated students.

When is this filter used? It allows you to quickly and easily keep your student allocations up-to-date. It should be carried out daily if you have templates with this tag.

1. From the **Timetabler** drop-down menu select **Activity Templates.**

2. Select **Filter** from the **View** drop-down menu.

3. Select **Department** from the **Filter Activity Templates by:** list, and select your school in the **Objects** box. Click **Filter.**
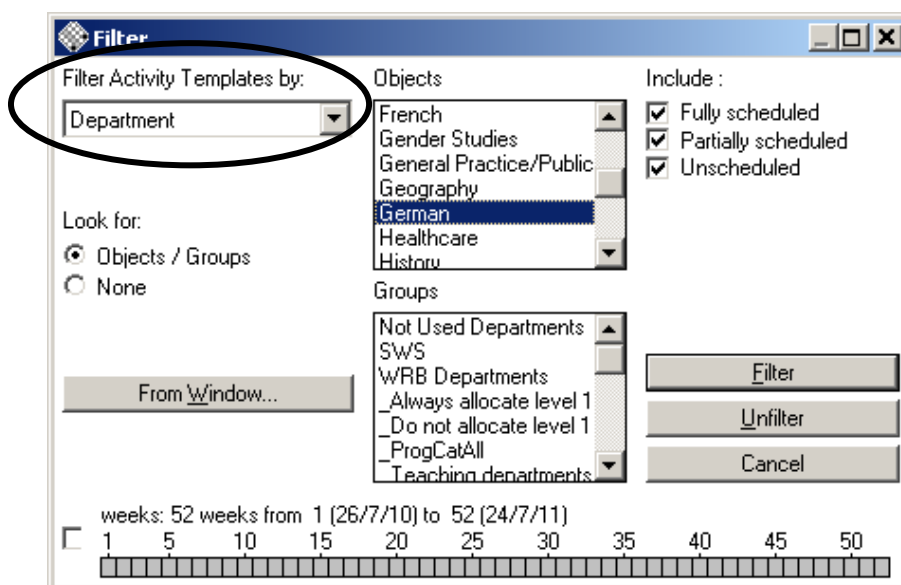
4. To select all the items in the resulting filtered list, press *Ctrl and A* on your keyboard.

5. Select **Filter** from the **View** drop-down menu again.

6. Select *Tag* from the ***Filter Activity Templates by:*** list, and choose ***Preset Student Allocation*** in the ***Objects*** box as illustrated below. Click ***Filter.***
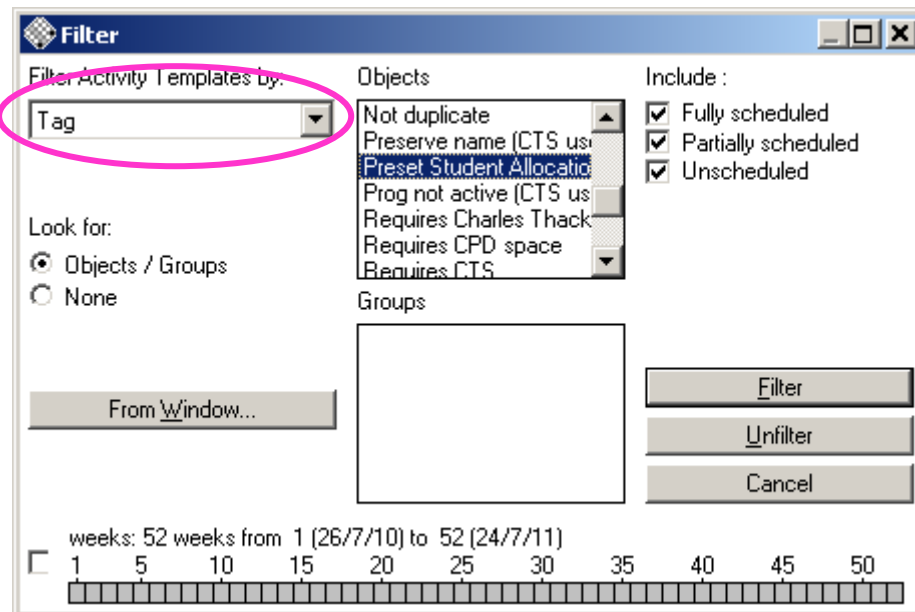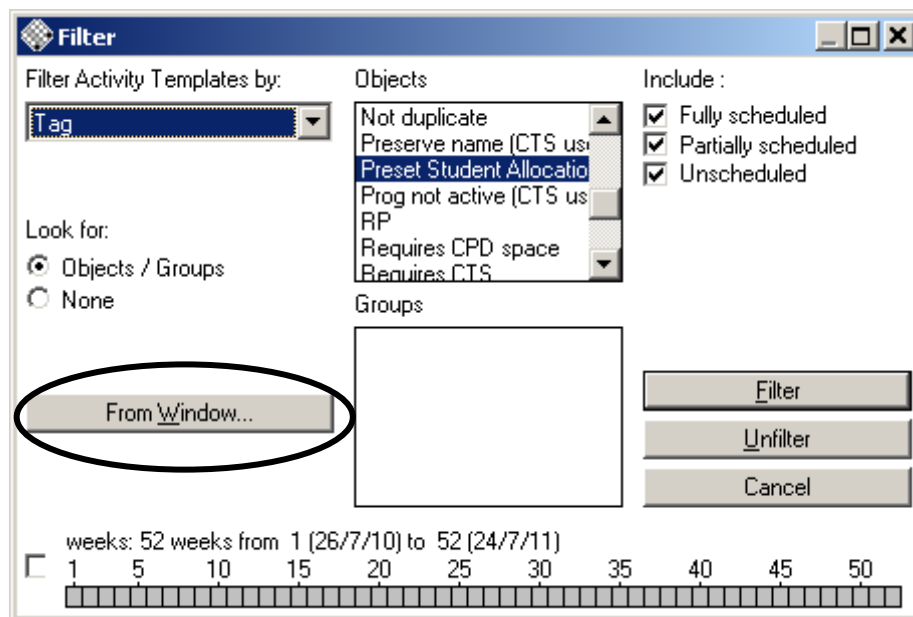

7. You are now viewing all templates in the database with the ***Preset Student Allocation*** tag, and those belonging to your school are highlighted.
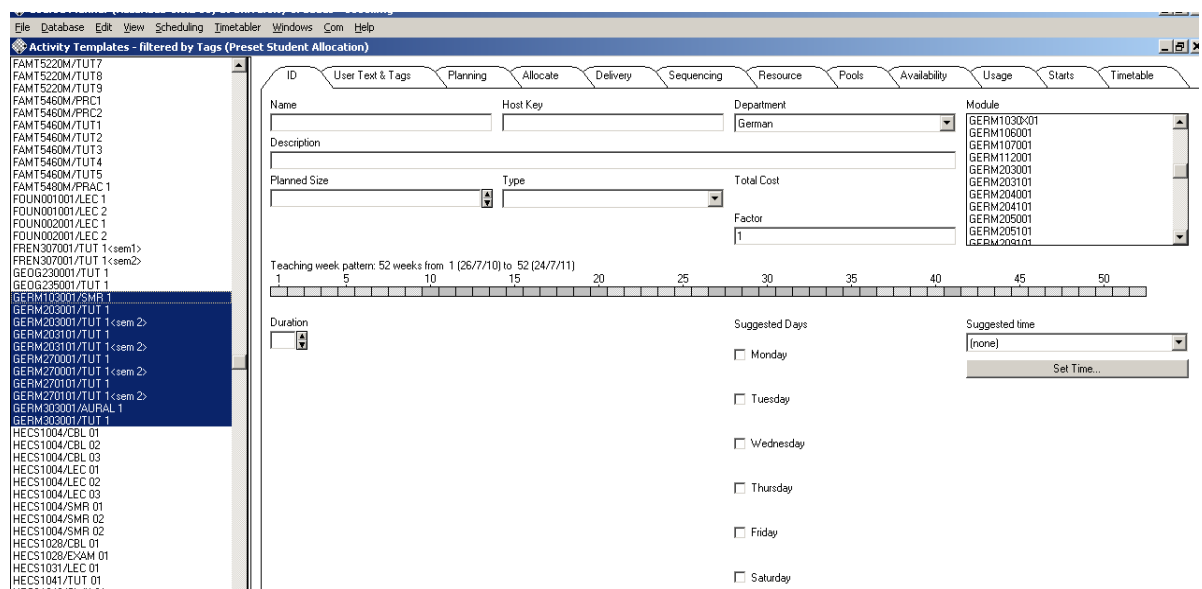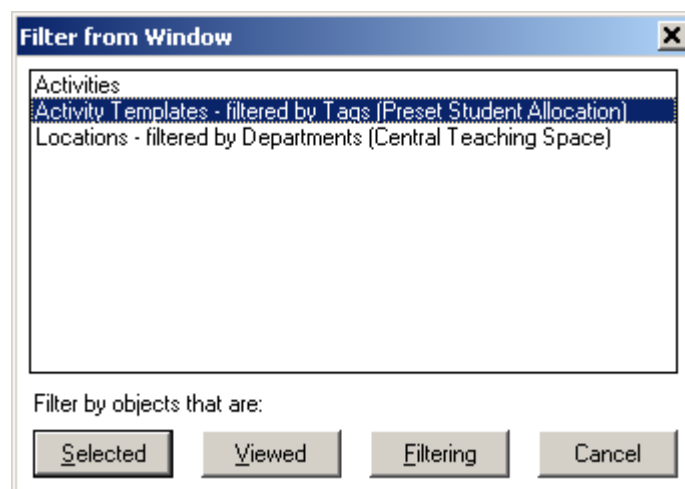

8. Select ***Filter*** from the ***View*** drop-down menu.

9. Click *From Window...*

10. The *Filter from* Window will now open. Select *Activity Templates – filtered by Tag (Preset Student Allocation)* from the list and click the *Selected* button.

11. This will take you back to the *Filter* window. Click *Filter.*

12. In the **Activity Template** screen**,** make sure you are viewing the **ID** tab. Click the *Select…* button towards the bottom left of the screen.

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

14. S+ will now select all templates with unallocated student sets, which will be highlighted in the list. This will take a few seconds.
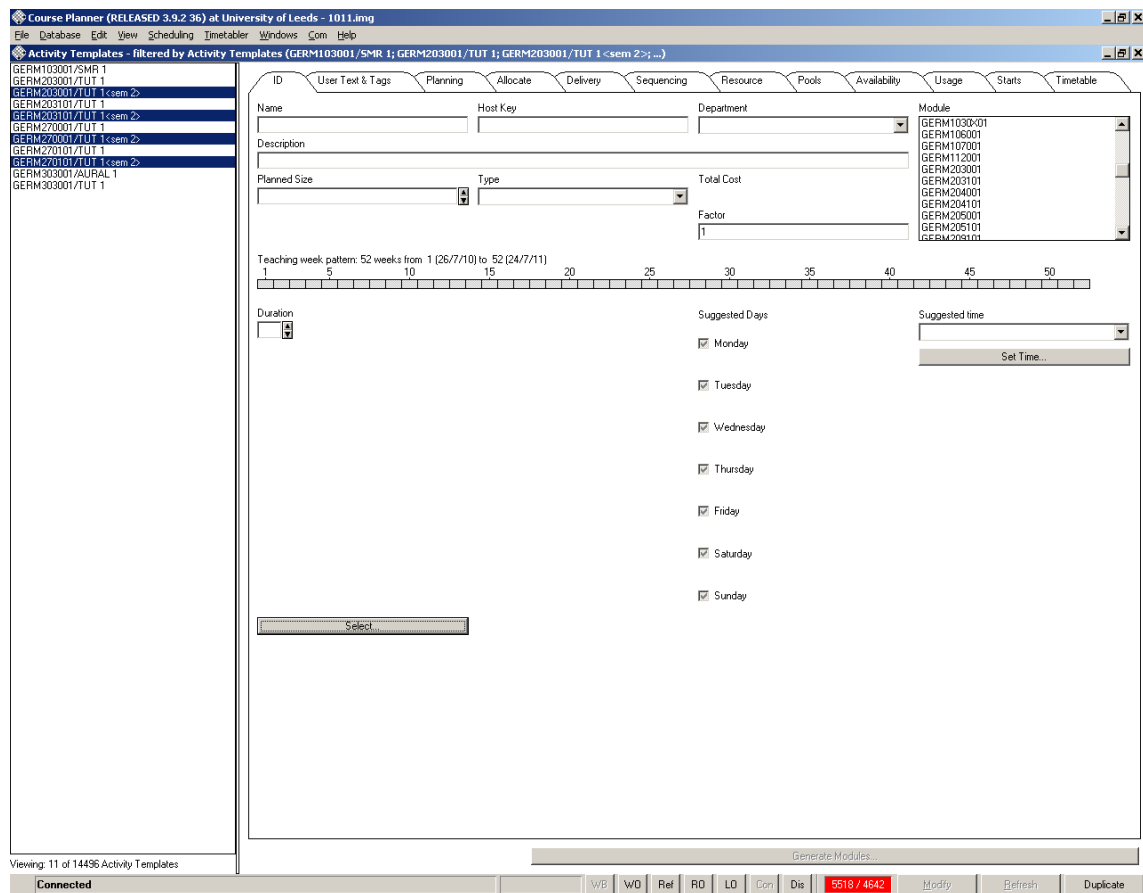
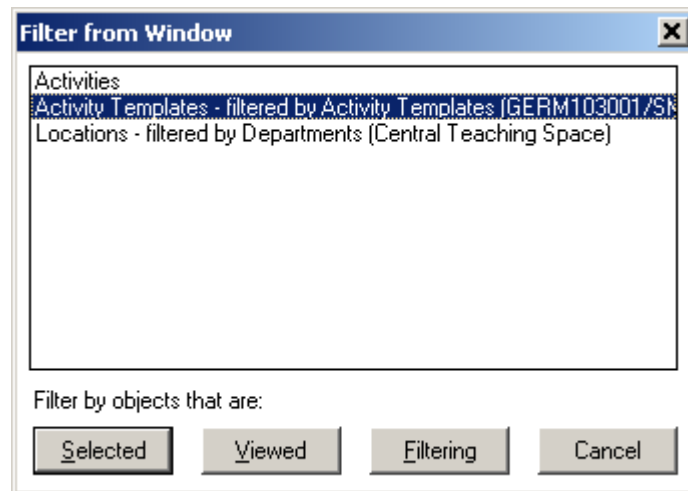15. To reduce the list to show these only, go to the **View** drop-down menu and select **Filter**.

16. Click **From Window…**
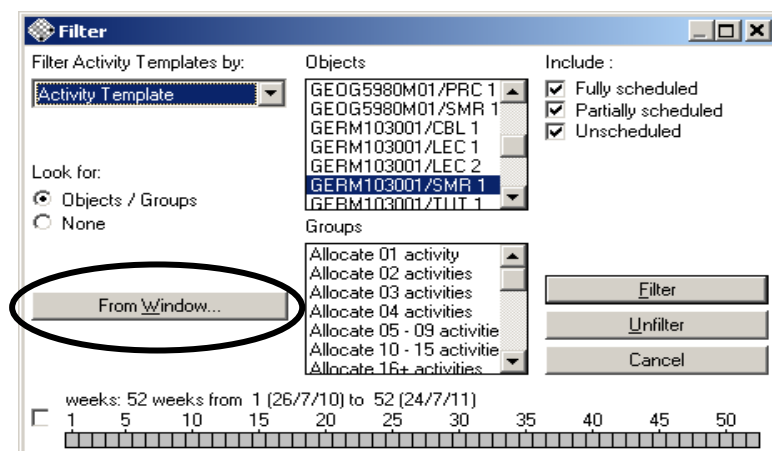
17. Select **Activity Templates – filtered by…** from the list and click the **Selected** button.

18. You can now work through the resulting list of templates and complete the outstanding allocations.