Overview

This document sets out the procedure in Syllabus Plus for Schools to schedule Activities into rooms that are not listed in Syllabus Plus – for example, staff offices. Using this method will allow:

- staff and students to see details of the Activity via Web Timetables, if they search by Module;
- students to see the details on their Personal Timetables via MySaint if the Activity is a Core Activity;
- Timetabling staff in Schools to see all their teaching Activities in Syllabus Plus.

Procedure

- Set up an Activity in the usual way and link it to the appropriate module.
- Include the relevant room name and/or number in the Activity Name e.g., IR3302_S2/Tutorial/01/[Room Number] or BL4254_S2/lectures/CREEM Seminar room
- **Staff Office** - On the ‘Resources’ tab, select Suitability ‘2. Staff Office’, and set Location to ‘None/0’
- **Non-S+ Room** - On the ‘Resources’ tab, set Location to ‘None/0’
- On the ‘Timetable’ tab, schedule as normal. This will show the Activity as scheduled, but does not assign it to a bookable room in the system.

If you have any queries about the procedure or specific instances of its implementation, please do not hesitate to contact us.

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