Overview
This document sets out the procedure in Syllabus Plus for Schools to schedule Activities where students from more than one module take the same Core Activity class. It is recognised that some Schools have used a different procedure in the past, but our aim is to standardise the process as set out below.

If a student is to see details of a Core Activity in their Personal Timetable in MySaint, the Activity must be linked to an Activity Template to which all the students on the module are attached. This process is carried out by the Timetabling Services Team on the basis of information supplied by Schools.

In the current Syllabus Plus database, an Activity or Activity Template can be attached to only one module. Therefore, where two or more modules are taught as one class a separate Activity must be set up for each module in the group to enable all the students to see the information on their Personal Timetable.

Procedure
- Set up an Activity in the usual way, with the name showing all the modules involved and linked to the largest module (e.g. for a joint activity for modules LT2001, LT2003 and LT3017 - LT2001/2003/3017_S1/Lecture/, linked to LT2001 on the ‘Delivery’ tab). If appropriate, schedule as required.

- For the second and any subsequent modules:
  - set up a new Activity with the same day, time and week details;
  - link it to appropriate smaller module;
  - leave the Activity Name in the same module order, so that all instances will appear together in the Syllabus Plus activity list.
  - include details of the location in the Activity Name (e.g. LT2001/2003/3017_S1/Lecture/-UCO Sch V, linked to LT2003 on the ‘Delivery’ tab);
  - on the Resources tab, set the number of locations to ‘None’/’0’;
  - schedule the Activity.

This will allow students to see details of the Activity in their personal timetable without creating a double-booking of the location in Syllabus Plus.

- Where a joint activity is being scheduled as part of the central allocation process, you will need to add the location to the name of Activity linked to the smaller module once the first Activity has been scheduled and the venue is known.

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