Overview

This document sets out the procedure in Syllabus Plus for Schools to schedule Activities into Locally Allocated or School-prioritised space on behalf of another School. Using this method will allow:

- the Activity to be scheduled initially by the School controlling the location.
- a clear Activity Name to appear in web timetables, students’ Personal Timetables as appropriate, and the Syllabus Plus record.
- the correct School and, if relevant, module code to be assigned to the Activity.
- the appropriate School to maintain the Activity record in Syllabus Plus.
- the School controlling the space to view all scheduled activities via the SPlus Location screen.

Procedure

- The School/Unit requesting use of the location gives details of the Activity to the School controlling the space, including an activity name in accordance with the normal conventions, e.g. Module No_S1/Lecture or School prefix_S1/Project Meeting/Date.

- The School controlling the space:
  - sets up the Activity including the name of the requested Activity and other details.
  - does not use its own School prefix in the Activity Name.
  - enters the name of the requesting School and any contact details in the Description field.
  - does not attempt to attach a module to the Activity.
  - on the ‘User Text’ tab, attaches the User tag *Other School to the Activity.
  - schedules the Activity into the agreed location.
  - notifies the booking School accordingly.

- The Timetabling Services Team will monitor activities with the *Other School User tag on a regular basis and assign the correct School and, where appropriate, module code to each Activity record.

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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