What is the Timetable Data Collector?

The Timetable Data Collector (TDC) is the web front-end of Syllabus Plus used by College timetabling staff to enter information such as class sizes, jointly taught classes (combined classes), class sequencing, same time classes, room type, equipment requirements and staff. The information entered in the TDC is used for timetable generation.

How do I request Breakout Room/s?

If a breakout room/s is required firstly enter the details for the Lecture/Tutorial in the TDC. The breakout rooms can then be requested via the Special Request form. The Timetable Office will schedule the additional rooms.

How do I assign Lecturer A to weeks 5, 8, 3 and Lecturer B to the remaining weeks of the semester?

Create the class in TDC with whatever the most common reoccurring information is. From there you will need to complete a Special Request form. The Timetable office will then create instances of a lecture and update the information as required. This will ensure that when a student enrols in the lecture he is automatically enrolled in all.

When will changes in SMS be available in TDC?

Any change in SMS, for example Planned Sizes or additional tuition patterns will take overnight to flow

Why can't I see my staff member?

Where a staff member does not exist for you to select it could be because:

a. The staff member does not have a teaching role associated to them in TRBD. You will need to update this information in TRDB and wait for it to flow through to TDC overnight.

b. The staff member primary department is not your college. Contact the timetable office so that they can share that lecture with your college.

Who approves Staff Unavailability?

There will be a form for staff to complete which should be signed off by the Dean or their nominee. This information should then be entered to the TDC. Once you have entered the information to TDC, The approved formed should be forwarded to the Timetable Office.

I have noticed a room is not appearing correctly – how can I get this fixed?

Where you believe a location does not accurately reflect the capacity or is wrongly named, you will need to advise the Estate Office. This information is updated in the Universities Facility Management system and is integrated to Syllabus PLUS.

Can guest lecturers be added to TDC?

Guest lecturers can be added to the system as required. Please notify the Timetable Team.

Why are there Virtual Staff in TDC?

The virtual staff should be used where it is known that a sessional or guest lecturer will be engaged but final details are not yet available. Keep track of the virtual staff used to ensure they are not over-allocated which will cause problems with scheduling.

If you require additional virtual staff please contact the Timetable Team.

What if a subject has a teaching pattern outside the set Study Periods?

If a subject is running outside the set Study Period that has been provided through SMS this can be updated by selecting 'Subject' on the main menu and updating the weeks the subject will run BEFORE going to 'Classes' to do data entry and generate classes.

Where can I update Planned Size?

Planned Size can only be updated in SMS. If a subject coordinator indicates that they expect a change in enrolment numbers than previously forecasted change the planned size in SMS and the information will be imported to Syllabus Plus.

If Planned Size does change can additional classes be created?

Yes - If planned enrolment numbers for the subject are increased after classes have been created, click on the **Create Classes** button to create the required number of additional classes.

Can I select a specific room in TDC?

No - rooms CANNOT be selected, but there is an opportunity to view the rooms that will suit the selected suitabilites.

Can I arrange a video conference in TDC?

Yes - Where a class is to be video conferenced you should select the video conference option for each room. The lecturer should be added to the room in the location the presentation will be held.

NOTE: The Video Conferencing Form will still need to be completed.

How can I view the total number of spaces available in all classes for an activity?

The total number of spaces available in all classes for a topic activity can be viewed by clicking on the Summarise Classes link on the Edit Activities and Create Classes window.

Can I add more than one staff member to a Lecture?

No - Only one staff member can be selected. - If an existing staff member does not display in the All Staff list, contact the Timetable Project Team.

How can I manage a subject that has specific requirements that cannot be specified in the TDC?

If classes have special requirements that cannot be specified on this window and that need to be considered for timetabling purposes, complete a Special Requirements Form and forward to the Timetable Team.

I have accidently deleted my classes – can this be fixed?

If a class is deleted in error, click on the **Generate** button and the system will automatically work out how many extra classes need to be created.

Need Help

Send an email to timetable@jcu.edu.au