RMIT Timetablers Quarterly Meeting
November 2010
Emily Macpherson Building 13
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Open Access Study Area
Emily Macpherson Building 13

Collaborative Teaching Space
Emily Macpherson Building 13

- Purpose built for postgraduate students and staff, including study areas and lounges.
- Open to all Postgraduate activities.
- All catering in the building must be through the building’s caterer ‘Artistic Catering’.
- Schools other than the Graduate School of Business should contact Joanne Farrugia or myself to arrange to move any classes into the building.
Holding Space/Dummy Bookings

The pitfalls of holding space:
If everybody has “two rooms up their sleeve” that’s

70 rooms unavailable!

• We know this is widespread practice, and it must stop. Three schools have been discovered in the past month holding space.
• It’s counter-productive and unfair to other users.
• All activities for a valid event to be generated from a module (unless ad hoc).
Capacity and Enrolments

- Please set your size in activities. This assists in sourcing the most appropriate space for any outstanding activities.

- Use your previous years enrolment figures as a guide if you are unsure.
User Text Fields

- Confused as to why a room seems available, but you can’t book it? Check the User Text Field.

- From now, all room blockages will be explained in the User Text Field to give you a better picture of what’s under development around the University.
MyRMIT Calendar

- MyRMIT picks up timetable data from STS and produces a day-by-day calendar for students, once they’ve scheduled their classes.

- The student can then print a weekly timetable. Keep this in mind if you change the day or start time of a course.
ET Go-Live 2011

- Version 3 of Enterprise to be installed into production next month.
- RMIT specific manual with ITS training to develop a training package for new and existing users.
- Training to commence early 2011.
- Users will be given access to the new system upon completion of the course.
- Enterprise will be run in tandem with Syllabus Plus Classic, to ensure a smooth transition for all users.
- How to videos will be added to a support web site for most functions within the new system.
Tricks and Tips

- Using the Cell Editor when printing timetables
Next Meeting

• Date to be advised, though most likely in February.

• Suggestions for topics of discussion? This is YOUR forum to discuss the timetabling process, what’s working, what isn’t etc.

• Do you have something you can present to the group, to assist other Timetablers?

• Questions?
Merry Christmas
and a safe and exciting
New Year
From the Central Timetabling Office