Course Objectives:

1. Schedule Classes in School rooms
2. Understand and Modify Activity Constraints
3. Amend Scheduled Activities
4. Amend Activities Using Other Functions

ET
Test environment
Live environment
http://dev.splus.uq.edu.au/Scientia/portal
https://splus.uq.edu.au/Scientia/Portal/
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Enterprise Timetabler

Introduction

The Enterprise Timetabler in Syllabus Plus is used to display, edit and manage the timetabled activities from all Schools and Faculties across the University of Queensland.

Syllabus Plus is not compatible with all web browsers. Please use Internet Explorer 8 and above.
In the training please access the Test environment below:
http://dev.splus.uq.edu.au/Scientia/portal

The scheduling of centrally controlled rooms is performed by Teaching Space Management and the scheduling of school rooms is performed by timetabling staff in each school. As each semester commences the scheduled timetable may need to be modified to accommodate changes in student enrolments, staff requirements and curriculum changes. Enterprise timetabler will provide timetabling staff with the tools to perform these changes either themselves or with the assistance of Teaching Space Management.

Access to Enterprise Timetabler

Exercise 1. Direct Access to ET

   Note: In training please go to http://dev.splus.uq.edu.au/Scientia/portal

2. Enter your UQ credentials

3. Click on Login
   or
   Press Enter

   Note: The applications available to staff from Syllabus Plus will be displayed on screen.

4. Click on the Enterprise Timetabler icon

   Note: Syllabus Plus will commence installation on your workstation. The first time ET is installed it may take up to 5 mins due to the large volume of data.

   Note: Only one instance of Enterprise Timetabler can be open at any time. Look for the TT icon in the taskbar.
Exercise 2. Login via Teaching Space website

2. Click on Timetable Support

3. Enter your UQ credentials
4. Click on Login
   or
   Press Enter

*Note:* The Timetable Support page will be displayed.

5. Click the Syllabus Plus Button

*Note:* The Timetable Data Collector Login will be displayed.

6. Enter your UQ credentials
7. Click on Login
   or
   Press Enter

*Note:* The applications available to staff from Syllabus Plus will be displayed on screen.

8. Click on the Enterprise Timetabler icon

*Note:* Syllabus Plus will commence installation on your workstation. The first time ET is installed it may take up to 5 mins due to the large volume of data.

9. Select “Reload data from the server”
10. Click on OK
Screen Overview

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**Exercise 3.**

Set **Automatic refresh**

Enterprise Timetabler can be set to automatically refresh to ensure the data users are working with is the most up to date. Be aware this is NOT an automatic update which will write back or save your changes.

1. Click on **Tools**
2. Select **Options**
3. Tick the **Auto SDB Refresh** checkbox
4. Enter appropriate refresh settings
5. Click on **OK**

**Note:** If you set the **SDB refresh countdown** to 0 it should refresh without causing any significant interruption.

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## Scheduling

### Limitations

The exercises presented in this manual are intended to apply to UQ **School Rooms** only. Staff with full permission to school rooms can make any changes to activities in these rooms as required.

### Changes to activities in Centrally Controlled Rooms

Any changes to activities in **Centrally Controlled Rooms** can only made by Teaching Space Management staff and are not accessible to other staff. If the settings of an activity in a central room need to be modified after it has been scheduled the process followed depends on what stage timetabling has reached:

- **Changes Before Publication**
  - Send an email to Teaching Space Management to request changes
  - **teachingspace@uq.edu.au**

- **Changes After Publication**
  - Please use the “**Change to Published Timetable Form**” available on the Teaching Space website. ([http://www.uq.edu.au/teachingspace](http://www.uq.edu.au/teachingspace))

### Exercise 4. Schedule an activity

If there are **no constraints** to scheduling an activity, a blue diamond will appear in the timetable grid. These will be displayed for available school rooms in your own department.

1. Select an activity in the **Activities Pane**
   
   **Note:** The timetable grid will display availability with blue diamonds

2. Right click on a blue diamond

3. Select **Schedule Here**

   **Note:** **Schedule Here (suggested day/time)** will hard-code or set the day/time to the activity which locks it into a particular day/time. The activity will have to be **unset** to allow it to be moved again.

### Exercise 5. Unschedule an activity

If an activity is no longer required it can be removed from the timetable by unscheduling.
1. Right click on an activity in the Activities Pane or Timetable Grid
2. Select Unschedule

Note: The activity will be removed from the timetable grid but will still be listed in the activities pane to be scheduled again, if necessary.

Constraints

As soon as an activity has a specific day/time, location or staff member added to its requirements via resources this becomes a constraint which will limit its flexibility for scheduling. Other constraints which will have an impact on scheduling include duration, teaching weeks and sequencing. Although these are often required to work with other associated activities, if changes are necessary, any constraints may need to be identified and modified or removed before implementing the required change. Requirements tend to be added before scheduling but current settings will show when the activity is scheduled.

Exercise 6. Displaying Colour Violations and Reasons

If there are constraints relating to scheduling or rescheduling an activity, the timetable grid pane will display a conflict using violation colours and the Reasons pane will indicate what the conflict actually is.

1. Click on the activity to be moved either from the Timetable Grid or the Activities Pane

Note: Violations will display either as grey or coloured bands. The coloured bands will identify what the conflict is. If the bands are grey the colours can be displayed by clicking the show colours button
2. Right click on a new proposed time slot with colour violations.

**Note:** "Show moveable activities" will display but this is not relevant at this stage and should not be used.

**Note:** Reasons will be displayed in the reasons pane to explain why the change cannot be made or what will be affected if the change is made. There will be a maximum of 8 reasons displayed in this pane.

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Exercise 7. **View hard-coding constraints via Resources tab**

If the day/time, location or staff member have been hard-coded to an activity, no changes can be made until these are removed. To determine any hard-coding in place you can view the Resources tab.

1. Click on any Activity in the Activities Pane
2. Click on the Resources tab

**Note:** Any details in the Requirements section will be the hard-coding in place for the selected activity: Please see sample shown:

- **Day/Time**: Hard coded for Thursday
- **Location**: (only hard-coded for a specific location if a room number is shown)
- **Staff**: Hard coded for 1 named staff member

**Note:** Any information in the "Current" section will be the settings in place for the scheduled activity

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Exercise 8. **View hard-coding constraints via Activities pane**

*Hard-coding can also be viewed by customising the columns displayed in the Activities Pane. Any column heading prefixed with Required or Suggested will indicate the hard coded applied. Any column prefixed with Allocated or Scheduled will indicate the settings for the scheduled activity.*

1. Right click beside any column name in the Views Pane
2. Select Column Chooser
3. Click on the column heading ‘Required Location Name’ in the column chooser

4. Drag and drop this column heading alongside existing columns

Note: Arrow markers indicate the location of the new column heading

5. Repeat for other column headings in the column chooser:
   - Allocated Location Name,
   - Required Staff Name, Allocated Staff name,
   - Suggested Day, Scheduled Day,
   - Suggested Time, Scheduled Start Time,
   - Has Problems

6. Click the cross to close the Column Chooser

Exercise 9. Change suitabilities to enable scheduling

Staff are limited to scheduling and amending activities in **school rooms** only. To be able to schedule activities into school rooms the suitabilities may need to be changed.

1. Select the Activities to be changed
   (CTRL + click will select multiple entries)

2. Click on the Resources tab

3. Click the + at the Location section

4. Select Suitabilities panel

5. Double Click on an Available suitability to add it
   OR
   Double click a Selected suitability to remove it.

6. Close Suitabilities panel

7. Click Change Requirement

8. Click Writeback

9. Click Refresh
Exercise 10. Change Day/Time constraints on a scheduled activity

Hard coding is generally best applied to activities that have not been scheduled. If hard coding is applied to a scheduled activity, it will need to be rescheduled to ensure the required resources are taken into consideration.

1. Click on a scheduled Activity in the Activities Pane
2. Click on the Resources Tab
3. Click on + symbol next to Day/Time
4. Select a day and/or time

**Note:** To de-select any day/time options, please use the CTRL key and click the selected day/time. This should remove any blue highlighting

5. Click the Change Requirement button

6. Click Writeback
7. Click Refresh

8. Click on Combined Timetable tab

9. Right click on the activity
10. Select Reschedule

Exercise 11. Remove hard-coded Day/Time constraints

When an activity is scheduled it can be just Scheduled, which means it will be flexible for any future time changes or it can be Scheduled (Suggested Day/Time) which means the day/time will be set. It becomes hard-coded and the activity cannot be moved to another day/time unless this is removed or unset.

1. Right click on Activity
2. Hover over Suggested Day/Time
3. Select Unset

**Note:** This DOES NOT unschedule the activity, it removes the day/time setting to make it flexible to move
Exercise 12. Remove hard-coded STAFF constraints

If a staff member is attached to an activity, the activity cannot move to another day and time if:

a. The staff member is teaching another activity at the required timeslot.
b. The staff member is attending a pre-determined school meeting at the required timeslot or
c. The staff member has submitted a staff unavailability form for the required timeslot.

1. Click on any Activity in the Activities Pane
2. Click on the Resources tab
3. Click the + at the Staff section
4. Hold CTRL and click on selected staff name
   Note: This will deselect the hard-coded staff member.
5. Change the Number of staff to 0
6. Click Change Requirement
   Note: The consequence of completing this task is that the activity, although flexible to be moved, will no longer have a requirement for a staff member to teach it. This is fine if casual staff may later be assigned take the activity. Do Not leave as 1 with no named staff as a random member of staff will be assigned the activity.
7. Click Writeback
Exercise 13. Change hard-coded STAFF constraints

After removing a hard coding for a staff member to make a scheduled activity flexible, you can add an alternative staff member before or after changing the day/time.

- If you select a new staff member before rescheduling, you will be limited to timeslots with blue diamonds when the new staff member is available. (STAFF priority)
- If you select a new staff member after rescheduling, the staff listed in the “manual selection” list will be limited by those available at the rescheduled time. (TIME Priority)

1. Select an Activity
2. Click the Resources tab
3. Click + symbol next to Staff
4. Click on the Search button
5. Select a member of staff listed.

Note: Anyone on the list is available at the scheduled time.

Exercise 14. Change hard-coded LOCATION constraints

If a specific location has been hard-coded the activity will not be able to move to a different day/time if the location is not available. Removing a hard-coded location will allow the system to look for alternative locations which will meet the required suitabilities.

1. Click on any Activity in the Activities pane
2. Click on the Resources tab
3. Click the + at the Location section
4. Hold CTRL and click on the selected location name

Note: This will deselect the hard-coded location
5. Click Change Requirement
6. Click Writeback
7. Click Refresh
Exercise 15. Remove hard-coded STUDENT SET constraints

Student sets are allocated to activities to represent a group of students attending an identical set of activities, usually determined by the POS. These must therefore be kept clash free. It is the allocation of student sets that set constraints on when activities can be scheduled. Where there are repeat activities which do clash, student sets may be removed. i.e. Tutorial 1/01 clashes with Tutorial 2/05

1. This shouldn’t be applied to CORE activities
2. This process can invalidate established clash rules
3. This should not be used if there are no repeat/alternative activities for students to attend
4. Student sets can only be allocated by TSM staff. Please email them following a change and indicate the module and activity student sets have been removed from.

1. Click on any activity
2. Click Edit in the menu bar
3. Select Edit Student Sets
4. Click on a student set not required in the Selected column
5. Click the arrow to move to the Available column
6. Click Apply
7. Close window

Note: To re-allocate the student sets removed to another instance of that activity type, please email teachingspace@uq.edu.au
8. Click Apply
9. Click Writeback
10. Click Refresh

NOTE: If the removed student set needs to be reallocated to another instance of the activity, please contact Teaching Space Management. The will determine whether this is viable.
Amendments

Any amendments to activities can only be carried out directly on activities scheduled in Faculty/school rooms. Any changes required on an activity in a centrally controlled location must be performed by TSM staff.

Changes Before Publication

Any required changes can be made to school room activities

Changes After Publication

Please use the “Change to Published Timetable Form” available on the Teaching Space website. (http://www.uq.edu.au/teachingspace)

Change when activities take place:

Exercise 16. Moving to a different day/time

You can only change the day/time of an activity scheduled in faculty/school room. To see if an alternative central location is available you can use request mode. Please see Exercise 24 on page 21.

1. Select any activity in the Activities Pane

Note: The timetable grid will display availability with blue diamonds. If violations are displayed, right click on any square in the grid and check the reasons pane. This will help explain why a booking cannot be made.

2. Drag and drop the activity, in the timetable grid, over a blue diamond

3. Click Writeback

4. Click Refresh
Exercise 17.  
Change the Duration

You can only change the duration of an activity scheduled in faculty/school room. 

Prior to commencing you may need to:
1. Unset the day/time hard coding
2. You need to look for a blue diamond if extending the duration

1. Select any activity in the Timetable Grid Pane
   
   Note: The timetable grid will display availability with blue diamonds. If violations are displayed, right click on any square in the grid and check the reasons pane. This will help explain why a booking cannot be made.

2. Click and Drag the right border of the activity to the appropriate timeframe
   
   Note: Green arrows will display

3. Click Writeback
4. Click Refresh

Exercise 18.  
Change the teaching weeks

You can only change the teaching weeks of an activity scheduled in faculty/school room. DO NOT attempt this with an activity in a centrally controlled location as it will be unscheduled.

1. Right Click any activity in the Activities Pane
2. Select Edit Weeks

3. Select Keep current resources
   
   Note: this will retain the location and day/time settings

4. Click on any week to add or remove it.
5. Click on OK
Note: The Week selector will update to display the added/removed weeks

6. Click Writeback
7. Click Refresh

Change where activities take place

Exercise 19.

1. Click on any scheduled Activity in the Activities Pane

2. Click on the Resources tab
3. Click the + symbol next to Location
   Note: The current section will display current settings for the scheduled activity

4. Click the Search button
   Note: this will display other locations which match activity requirements

5. Select an alternative location
6. Click on Accept
   Note: The Activities Pane will update to display the amended location

7. Click Writeback
8. Click Refresh
Exercise 20.  

*Change the suitabilities of a scheduled activity*

Specific requirements may emerge after scheduling. These can be changed but the activity will require rescheduling if the changes create any problems.

1. Select **activities** in the **Activities Pane**
2. Click on the **Resources** tab
3. Click + symbol next to Location
4. Select **Suitabilities** panel
5. Double Click on an **Available** suitability to add it
   OR
   Double click a **Selected** suitability to remove it.
6. Close **Suitabilities** panel

**Note:** As suitabilities are added the available locations is likely to reduce. Any suitabilities removed are likely to increase available locations.

7. Click on **Change Requirement**
   **Note:** The problem count will display here as the requirements for a scheduled activity have changed. The activity will need to be rescheduled to accommodate the new settings
   Reasons will also be displayed to indicate problems with the suitabilities change.
   The activities pane will indicate any problems from the "Has Problems" Column

8. Right click on the activity
9. Select **Reschedule**
10. Click **Writeback**
11. Click **Refresh**
Exercise 21. Schedule and Unschedule for Direct Room Swaps

Often the locations for 2 scheduled activities would be better swapped. This room swap is carried out in 3 steps:

1. Unschedule Activity 1
2. Amend Activity 2 to schedule in the now available location
3. Schedule Activity 1 in the remaining available location

Before you begin, check for sequencing which may have an impact on the swap and note the original date/time and location.

Display the “scheduled” column in the Activities Pane to see whether activities are scheduled or not.

Step 1
1. Right click on Activity 1
2. Select Unschedule

Note: The activity will be removed for the timetable grid but is available in the activities Pane to be scheduled again when required.

Step 2
1. Click on Activity 2 in the Activities Pane
2. Click on the Resources tab
3. Click the + symbol next to Location

Note: The current section will display current settings for the scheduled activity

4. Click the Search button

Note: this will display other locations which match activity requirements

5. Select the location available from unscheduling Activity 1
6. Click on Accept
Note: The Activities Pane will update to display the amended location.

7. Click **Writeback**
8. Click **Refresh**

**Step 3**

1. Right click on **Activity 1**
2. Select **Schedule**

**Note:** The activities used will now be in different locations.
Other timetable functions

**Exercise 22. Create Variant Activities**

Variants should be actioned with caution. Variants should only be used in **exceptional** circumstances when an activity needs to move to another location or timeslot. (e.g. location unavailable on a particular week due to urgent maintenance) This can **only** take place within the specified teaching pattern and will not be carried over each year. Timetable co-ordinators can only carry this out on activities in school rooms. If the activity is in a central location please use the [Change to Published Timetable Form](http://www.uq.edu.au/teachingspace) and TSM will make the required change.

1. Select any **activity** in the **Activities Pane**

2. Click the ‘**Variant Mode**’ button in the toolbar

3. Select the week to change from the **Week Selector**

   **Note:** The week to vary should be green, other weeks, to remain intact, should be red

Make the necessary change for the variant activity:

4. Click the **Resources** tab

5. Click the + beside Location

6. Change the Location number to **0**

7. Click the **Change Requirement** button

   **Note:** Allow the system a few moments to create the variant. Variant activities will have “<Week No>” added to the end of the name

8. Click **Writeback**

9. Click **Refresh**

10. Click the **Variant Mode** button in the toolbar to exit “**Variant Mode**”
Exercise 23. **Amendments via the Activity editor**

1. Right Click any **activity** in the **Activities Pane**
2. Select **Edit Activity**

**Note:** The activity editor will open. Only limited amendments are recommended here:

- **Name:** Must adhere to the naming convention or Si-Net feed will be broken and will not appear in published timetable
- **Naming convention:** Course/Semester/Campus/Mode/Class Type/Instance/Class No.
- **Description:** taken from course catalogue but can be edited to suit
- **Activity Type:** must be same as in “Name”
- **Planned size:** Class size – Only reduce, **DO NOT** increase
- **User Text 3:** Free text field which appears as a Student note on Si-Net

3. Click **Writeback**
4. Click **Refresh**

Exercise 24. **Use Request Mode for central location availability**

To change a booking in a central location you can use **request mode** to see if another central location is available. This will indicate when a central location is available but it will not identify the actual room. Please ensure you refresh ET before using this tool.

1. Select any **activity** in a central location in the **Activities Pane**

**Note:** The location colour violation will display. (Pink)

2. Click on the **Request Mode** button in the toolbar
Note: This screen is for information only. Yellow triangles will be displayed in the timetable grid to indicate an available central location which matches existing suitabilities. If there is a location in the required timeslot, request this timeslot via the change to published timetable form.

3. Go to Teaching Space Website
   http://uq.edu.au/teachingspace/

4. Select “Change to Published Timetable Form”

5. Complete form and Submit

6. Click on the Request Mode button in the toolbar to exit “Request Mode”
Double Bookings

The Enterprise Timetabler software will not allow double booking by default and is set to always avoid double booking student sets, locations and staff members. Occasionally there are situations where one of these categories does require double booking and the constraints can be manipulated to allow this.

Manipulate Constraints
The following actions will only be required during the scheduling process. This will over-ride particular constraints on a specific activity to allow scheduling to take place. Basically this process allows double booking to take place in a location, for a student set or with a staff member. It is important to inform TSM of the changes to be carried out by breaking constraints. When these changes are carried out the system will log them as problems, these are monitored and managed by Teaching Space Management. They may try to resolve your problem unless you advise them otherwise. Manipulating constraints can and should only occur in very limited circumstances and it is CRUCIAL that when the scheduling is complete the Constraint Breaking Mode is switched OFF.

WARNING! Always toggle the “Constraint Breaking Mode” to OFF when a scheduling task is complete. If this mode is not switched off it could cause irreparable damage to the timetable as you are in effect creating double bookings.

Exercise 25. Break Constraints for Locations
Break constraints for a location when you need to double-book a school/faculty location. You will need to break constraints if there is a “Pink” violation line in the timeslot you require. This essentially allows multiple separate activities to be timetabled into the same room.

If a location has been hard coded you will not be able to move the activity to a different day and time if the specified location is not available.

After making your changes you must email TSM (teachingspace@uq.edu.au) to advise them of the double booking. This will prevent issues with activities appearing as problems in the system.

1. Click on Tools
2. Select Constraints…
3. Change **Location** constraint to **Usually**
4. Click on **OK**

5. Click **Constraint Breaking Mode** button
   **Note:** This is a toggle button and this should switch this mode ON
   Check the status bar at the bottom of the screen for an indicator “**Constraint Breaking Mode**” is on

6. Select any **activity** in the **Activities Pane**
   **Note:** The timetable grid will display availability with blue diamonds. If violations are displayed, right click on any square in the grid and check the reasons pane. This will help explain why a booking cannot be made.

7. Right click on a blue diamond
8. Select **Schedule Here**
   **Note:** **Schedule Here** (suggested day/time) will hard-code the day/time to the activity which locks it into that particular day/time. This will have to be **unset** to allow it to be moved again.

9. Click **Constraint Breaking Mode** button
   **Note:** This is a toggle button and should switch this mode **OFF**. Check the status bar at the bottom of the screen “**Constraint Breaking Mode**” should not be displayed

10. Click on **Tools**
11. Select **Constraints**…
12. Change **Location** constraint to **Always**
13. Click on **OK**
Exercise 26. Break Constraints for Staff

Break constraints for a staff when you need to double-book a staff member. You will need to break constraints if there is a “turquoise” violation line in the timeslot you require.

This is only available for classes where the staff member teaches different activities over separate weeks, therefore isn’t a true double booking. After making your changes you must email TSM (teachingspace@uq.edu.au) to advise of the “permitted” double-booking.

1. Click on Tools
2. Select Constraints…
3. Change the Staff Member constraint to Usually
4. Click on OK
5. Click Constraint Breaking Mode button
   Note: This is a toggle button and should switch this mode ON
6. Select any activity in the Activities Pane
   Note: The timetable grid will display availability with blue diamonds
7. Right click on a blue diamond
8. Select Schedule Here
9. Click Constraint Breaking Mode button
   Note: This is a toggle button and this should switch this mode OFF. Check the status bar at the bottom of the screen “Constraint Breaking Mode” should not be displayed
10. Change Staff Member constraint to Always
11. Click on OK
Exercise 27.  

**Break Constraints for Student Sets**

Break constraints for student sets when you need to double-book a group of students. You will need to break constraints if there is a "Blue" violation line in the timeslot you require.

**WARNING!** Use this with caution. This can have serious implications for students. Email TSM (teachingspace@uq.edu.au) to check whether student sets can be re-allocated. TSM will confirm that the change can proceed.

12. Click on **Tools**
13. Select **Constraints**...

14. Change the **Student Set** constraint to **Usually**
15. Click on **OK**

16. Click **Constraint Breaking Mode** button

**Note:** This is a toggle button and should switch this mode **ON**

Check the status bar at the bottom of the screen for an indicator “Constraint Breaking Mode” is on.

17. Select any **activity** in the **Activities Pane**

**Note:** The timetable grid will display availability with blue diamonds. If violations are displayed, right click on any square in the grid and check the reasons pane. This will help explain why a booking cannot be made.

18. Right click on a blue diamond
19. Select **Schedule Here**

20. Click **Constraint Breaking Mode** button

21. Click on **Tools**
22. Select **Constraints**...
23. Change **Student Set** constraint to **Always**
24. Click on **OK**