

How to Change the Lecturer allocated to an Activity in Syllabus+

1. Click on the activity you want to change and click on the Resources tab

The screenshot shows the Syllabus+ interface. At the top, there is a list of activities with columns for activity ID, name, and status. Below this is a timetable view with tabs for 'Combined Timetable', 'Master Timetable', 'Resources', and 'Multi-view Timetable'. The 'Resources' tab is highlighted with a red circle. The timetable shows a grid of activities across days and times. A red line is drawn across the bottom of the timetable.

2. Click on + sign in Staff to allow you to manually select a lecturer.

	Requirements
Day/Time	+ Wednesday
Location	+ BST392 Computation Lab
Staff	+ Bedri, Zeinab

3. Type the name of the new lecturer and select it (highlighted in blue), Click on Change Requirement to save

The screenshot shows a dropdown menu for selecting a lecturer. The dropdown list is open, showing a list of names: 'Bedri, Zeinab', 'Beecher, Donal', 'Beggan, David', and 'Behan, Avril'. The first name, 'Bedri, Zeinab', is highlighted in blue. Below the dropdown menu is a button labeled 'Change Requirement', which is also highlighted with a red circle.