

How to Create a Module Activity in Syllabus+

1. You can only create a module activity from the module view. Filter the module view to the module you wish to create the activity for. You must have the module highlighted in blue

Views		
Modules		
	Name	Programmes Of Study (All)
	fren	
>	FREN 1021(31195C)	DT555A/1

2. Click on Edit and Create Activity to open the Activity Editor and complete as follows:

Name: Use format Module Code(CRN)/Module Name/Activity Type/Semester

Host Key: Leave blank

Description: Module Name

Duration: In blocks of 15 minutes (e.g. 4 = 1 hour)

Activity Type: Please select from the drop down menu

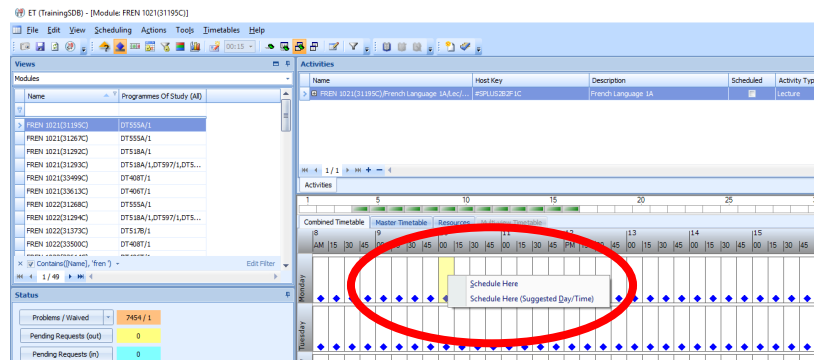
Planned Size: The number of student who will attend

Availability: Named Availability Pattern

Click on Ok

The screenshot shows the 'Activity Editor' window with the 'General' tab selected. The 'Details' section contains fields for Name (FREN 1021(31195C)), Host Key, Description, Duration (1 00:15), Activity Type (Clinical), Planned Size (0), and Zone ([None]). The 'Sections' section has a Section Id field. The 'Delivery' section includes Module (FREN 1021(31195C)), Department (Languages, Law And Society), Course ([None]), Programmes ([None]), Template, Real Size (0), and Availability ([Custom...]). The 'Group' section shows Block A, DT001/1, and a checkbox for 'Keep'. The 'Tags' section lists 'Export' and 'Scientia-ET-JointChild'. The 'User Text' section has five text input fields labeled User Text 1 through User Text 5. The window has 'OK' and 'Cancel' buttons at the bottom right.

3. To schedule the activity for a day and time, right click on the blue diamond of the day and time in the graphical view and click on Schedule



4. Click on the Resources tab to allocation both a lecturer and location by clicking on the plus sign beside both and selecting from the dropdown menu. Click on Change Requirement

Location	Number	Suitabilities	Manual selection									
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Change Requirement

5. Add the student set – See How to Edit Student Sets in an Activity in Syllabus+

Don't forget to Writeback (Save)