

How to Edit the Named Availability (Week Range) for an Activity in Syllabus+

1. Double click on the activity you wish to edit to open the Activity Editor and click on the drop down menu for Availability. If you are changing the semester, please remember to edit the name.

The screenshot shows the 'Activity Editor' window with the 'General' tab selected. The 'Details' section contains fields for Name, Host Key, Description, Duration, Activity Type, Planned Size, and Zone. The 'Delivery' section contains fields for Module, Department, Course, Programmes, Template, Real Size, and Availability. The 'Availability' dropdown menu is highlighted with a red circle, showing 'Semester 1' selected. The 'Group' section contains a dropdown for Group and a checkbox for 'Keep'. The 'Tags' section contains a list of tags and a dropdown for 'And add to'. The 'User Text' section contains five text boxes labeled 'User Text 1' through 'User Text 5'.

2. Untick the Use Custom Availability box and select the Named Availability (week range) from the list, click on OK. This list is alphabetical not numerical.

The screenshot shows the 'Activity Editor' window with the 'Sequencing' tab selected. The 'Use custom availability' checkbox is unchecked. The 'Availability' dropdown menu is highlighted with a red circle, showing 'Semester 1' selected. The 'Teaching week pattern' section shows a grid for selecting days and times. The 'Week Pattern for Constraints' section shows a grid for selecting days and times. The 'Sections' section shows a list of sections. The 'Delivery' section contains fields for Module, Department, Course, Programmes, Template, Real Size, and Availability. The 'User Text' section contains five text boxes labeled 'User Text 1' through 'User Text 5'.

To see the named availability in your Activity List View or Activity Layout, you must select Named Availability from the Column Chooser.

PLEASE DO NOT USE ANY OTHER METHOD TO EDIT NAMED AVAILABILITY