

COORDINATION SYSTEMS

Toolbox

	Systems	What is the system for?	Direct Links	Done?
1.	AKARI / Sydney curriculum	<p>For editing, rolling over and submitting Units of Study</p> <p>And For finalising Unit of Study outlines</p> <p>See email Norlela Husen Monday, 19 July 2021 at 14:52</p> <p>To change assessment requirements: see email From: Norlela Husen <norlela.husen@sydney.edu.au> Date: Wednesday, 21 July 2021 at 12:03</p>	https://curriculum.sydney.edu.au/curriculum/	
2.	SEAMS	<p>Roll over the Canvas page and update it here.</p> <p>Also use SEAMS to add staff and students to the CANVAS site.</p> <p>How to Use it: https://sydneyuni.service-now.com/sm?id=kb_article_view&sysparm_article=KB0013902&sys_kb_id=333a9ef21bb6c8108fdc33fccc4bcb59&spa=1</p>	https://seams.sydney.edu.au/cgi-bin/auth/staEntry.pl	
3.	Foundation Staffing Table: Academics and Techs	<p>Work out dates for delivery of all projects in the unit, who will deliver it, and how long it will take them.</p>	https://unisyd-my.sharepoint.com/:x:/g/personal/sanne_mestrom_sydney.edu.au/ESo2191xSxtKraoib_VUC6YBjU3XD8Fm8kHnUgBcxMoXQ?e=22tXs0	
4.	Casual Contracts	<p>Casual contracts then need to be formally requested through sharepoint.</p> <p>When a someone is already in the system: need to create a new schedule for CASF1001 by clicking on “new item” on SharePoint. (email tien.pham@sydney.edu.au for support)</p> <p>Staff contracts for Foundation (see email Julie Tuesday, 20 July 2021 at 11:18)</p>	https://intranet.sydney.edu.au/arts/faculty-support/human-resources/recruitment.html	
5.	SLAM Sysetms	<p>HBK002 UoS Latest Enrolments report / Unit of Study Enrolments</p> <p>(See email from Slam Systems on Monday, 26 July 2021 at 09:27)</p> <p>Get an <i>HBK001 Report</i></p> <p>The University has the HBK002 UoS Latest Enrolments report to replace the department summaries you used to be able to access in the old timetable. This report also replaces the workaround summaries I have been sending you for the past fortnight, so please refer to the link below from now on to view your current enrolment figures:</p> <p>UoS latest enrolments report in Power BI</p>	https://app.powerbi.com/groups/me/reports/8b4b97d2-d7bd-44c1-ac3e-83e5152c8296/hbk002	
6	Timetabling/ Allocate/ 'Sydney Timetable'	<p>Getting student information and downloading a class list from Sydney Timetable</p> <p>Getting student information and downloading a class list Download the QRG (PDF, 777KB)</p>	https://intranet.sydney.edu.au/services/student-admin/processes/timetables.html	

		Watch the video (7:33)		
7.	Material Levy	Order Art Kit for students	Via Art Basics (Adriana)	
8.	Material Inventory List	Ask all staff & tech staff to place their requests in this table	https://unisyd.sharepoint.com/:x:/r/teams/2021Foundation/_layouts/15/Doc.aspx?sourcedoc=%7B3DB440DF-7069-444A-86C7-4EE224912E06%7D&file=Studio%20Foundation%20Materials%20Inventory%20List%20-%20Copy.xlsx&action=default&mobileredirect=true	
9.	SCASS	How can they be supported?		
10.	Class Lists	Prior to Week 1 Finalise all class lists which are used in the following: <ul style="list-style-type: none"> - Live attendance sheet - Padlet pages for XD/ 2D/ 3D/ 4D - Padlet pages for all 8 workshops - pre-assigned-breakout rooms - Tech Workshops: <ul style="list-style-type: none"> - small groups of 8 students - weekly tech staff attendance sheets 		
10a		Live attendance sheet (Studio) – to be updated weekly	https://unisyd.sharepoint.com/:x:/r/teams/2021Foundation/_layouts/15/Doc.aspx?sourcedoc=%7BFD43F189-E468-43A5-A2DC-20D2BD30BD13%7D&file=2021%20Sem%201%20CASF1001%20Classlist%20All.xlsx&action=default&mobileredirect=true	
10b		Live attendance sheet (Tech Workshops) – to be updated weekly	https://unisyd.sharepoint.com/:x:/r/teams/2021Foundation/_layouts/15/Doc.aspx?sourcedoc=%7BC32146D7-AFF4-48BC-B995-B6AE0FB3792D%7D&file=2021%20Tech%20Workshops.xlsx&action=default&mobileredirect=true	
11	Room Bookings	Find which rooms are available and when https://resourcebooker.sydney.edu.au/ This should update in Sydney Timetable from 12:45pm today. Note that these are hidden from students. You can check this on Sydney Timetable by searching for the unit under 'Subjects' and then selecting 'Manage Subject'. They will be in Activity Group: EB-IGN – Extra Booking. (see email from Danielle Friday, 23 July 2021 at 11:16)	Timetabling Team: Marah Weston marah.weston@sydney.edu.au DANIELLE GERACITANO E danielle.geracitano@sydney.edu.au or sas.timetabling@sydney.edu.au	
12	Timetabling Support	Use this to book specific rooms?? See email from Marah: Wednesday, 21 July 2021 at 09:13 Or email Gulnara & Danielle Geracitano danielle.geracitano@sydney.edu.au ☺	https://sydneyuni.service-now.com/sm?id=sc_cat_item&sys_id=91a298131b3e50104c69bbbdc4bcbda&sysparm_category=32c89fd91b4f50104c69bbbdc4bcbda8	
13	Final Rooms	Which rooms are booked for what, where and when?	A22 OTC / 222A / 222B – badham on Thursdays 9-12am	
14	STUDENT RESULTS FOR BOE	Activate VPN via the application CISCO AnyConnect If connecting for the first time, type vpn.sydney.edu.au in the 'Connect to' field.	https://sydneyuni.service-now.com/sm?id=kb_article_view&sysparm_article=KB0011056&sys_kb_id=d74569afdb9f0c50e35b89e4059619d8&spa=1	
15	Submit change of result in RPS	Results must be transferred from Gradebook into the Results Processing System	https://rp.fass.sydney.edu.au/	

