

CIVICA

Timetabling Maintenance for Administrators



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Contents

1	Introduction	6
1.1	Timetabling Maintenance for Administrators Training Program.....	6
1.2	Training Outcomes	7
1.3	What is Administration Manager?	7
1.4	What is the Timetabling Module?	7
1.5	Logging on	8
1.6	Accessing Help.....	9
2	Introduction to Administration Manager	10
2.1	Staff Details.....	11
2.1.1	<i>Entering Staff Details</i>	11
2.1.2	<i>Making a new staff member available to the timetable</i>	12
2.2	School Details	14
2.3	Student Details	15
2.3.1	<i>Student Find</i>	19
2.3.2	<i>Moving a Student to the Former Roll</i>	22
2.4	Parameters.....	25
3	Introduction to the Timetabling Module	34
3.1	Using the Timetabling Sidebar.....	34
3.2	Timetabling Terminology and Concepts	35
4	Maintaining the Timetable	36
4.1	Course Change Recording	37
4.2	Department Colours	38
4.3	Student Course Maintenance	40
4.3.1	<i>Allocating students to teaching sets</i>	47
4.4	Staff and Room Maintenance	51
4.4.1	<i>Cloning Resources from One Schedule to Another</i>	53
4.4.2	<i>Allocating Teachers & Rooms</i>	55
4.4.3	<i>Changing Teachers & Rooms</i>	56
4.5	Grid Modelling	59
4.5.1	<i>Timetable Grids</i>	59
4.5.2	<i>Making Changes to the Grid</i>	61
4.5.3	<i>Split a Class</i>	64
4.5.4	<i>Move Students between Teaching Sets</i>	66
4.5.5	<i>Take a Snapshot</i>	67
4.5.6	<i>Change Teaching Set</i>	68
4.5.7	<i>Restore a Snapshot</i>	69
4.5.8	<i>Add Band and Teaching Set</i>	70
4.6	Operational and Maintenance Reports	74
4.7	Review:	84
5	Support	87
5.1	Phone (CSC).....	87
5.2	Fax (CSC)	87
5.3	Email (CSC)	87
6	Online Manuals and Training Notes.....	87
6.1	Civica Education.....	87
6.2	STIMS Project	87

1 Introduction

These Training Notes provide a reference during and following Civica Education's Timetabling training. They cover all of the main sections of the Timetabling Module. The Timetabling Manual will provide a comprehensive guide to the software.

During training we will be working with fictitious data and all the exercises contained within this user guide refer to that data.

The training is designed to start with an overview of the parts of Administration Manager which have links to Timetabling and will then progress through the functions and features of the Timetabling module.

1.1 Timetabling Maintenance for Administrators Training Program

Time	Content
8.30 am/12.30 pm	Coffee
8.45 am/12.45 pm	Welcome Introductions
9.00 am/1.00 pm	Logging On Tool Bars And Side Bars School Details Student Details Using Find Staff Details Parameters Faculties Departments Rooms Subjects Timetabling Terminology And Concepts Allocating And Changing Students' Courses
10.15 am/2.15 pm	Morning Tea
10.35 am/2.35 pm	Maintaining The Timetable Changing Teachers And Room Combining Classes Grid Modelling Splitting Classes Changing Classes Adding Bands and Classes Timetabling Reports
11.45 pm/3.45 pm	Finish

1.2 Training Outcomes

At the end of the Timetabling Training Program participants should be able to:

- Navigate their way through the sidebar options in the General, Administration and Timetabling modules of Integris
- Use Timetabling Help
- View and find school, student and staff records
- Locate, add and edit timetabling parameters
- Add, edit and delete students' courses
- Clone resources from one timetabling period to another
- Allocate and re-allocate staff and rooms to teaching sets
- Combine teaching sets
- Split teaching sets
- Move students between teaching sets
- Take and restore grid snapshots
- Add grid bands and band records
- Add teaching sets to timetable grids
- Produce standard timetable reports

1.3 What is Administration Manager?

Administration Manager is a Windows-based database that enables schools to keep detailed student and staff records and use these records to produce a wide range of reports. Student data is stored in three main data sections – Admissions, Current Roll and Former Roll. Each student record is divided into several sections such as personal, address, activities and medical details. There is also an Emergency feature for fast access to student data.

Other functions include Speed Edit, Control functions, the Year End function, Admissions, and Standard and Ad Hoc Reports.

The system is easy to use and maintain. Administration Manager is a powerful tool that gives administrators smooth access to information, ease of use and a well-structured, logical layout.

1.4 What is the Timetabling Module?

The Timetabling Module assists schools to produce and maintain a comprehensive timetable of teaching and learning programs using the information entered in the Administration and Timetabling modules. The system provides a comprehensive set of tools to manage the entry of student subject preferences, construction of grids, creation of school timetables and management of student courses and resource allocation.

The Timetabling module is one component of a suite of modules that comprise the School Information System. The Timetable module both draws information from and provides information to the other SIS modules.

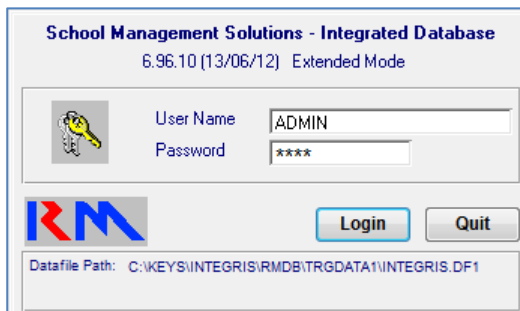
1.5 Logging on

Activity

- To log on, double click on the **Integris Training** icon on the desktop



- Type **ADMIN**
- <Tab>**
- Enter the **Password: keys**

The login screen for 'School Management Solutions - Integrated Database'. It shows the version '6.96.10 (13/06/12)' and 'Extended Mode'. There are input fields for 'User Name' (containing 'ADMIN') and 'Password' (containing '****'). A key icon is next to the password field. Below the fields is a large 'RM' logo. At the bottom, it says 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA1\INTEGRIS.DF1'. There are 'Login' and 'Quit' buttons.

- Click on **Login** or press **<Enter>**

Note: In schools, each user has their own user name and password, which enables access to particular sections of the software as determined by the school administration.

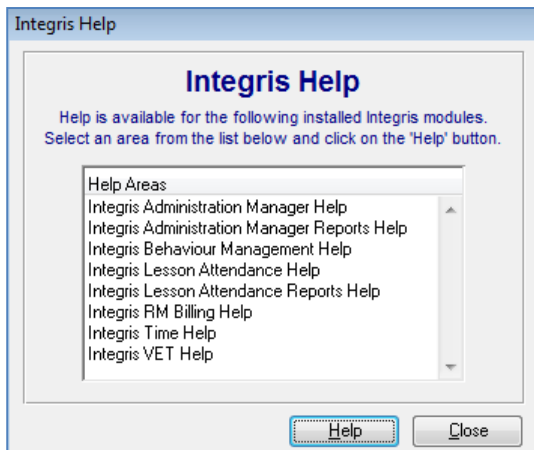
It is strongly recommended that you change your password once the software is installed in your school and once a month thereafter.

1.6 Accessing Help

Activity

Top Toolbar > Help > Help Contents and Index

- Click **Help** in the top toolbar
- Select **Help Contents and Index**



- Highlight **Integris Time Help**
- Click **Help**
- View the **Timetabling** manual
- Close the manual and Help

Note: <Ctrl + F> allows you to search a document for a specific topic.

2 Introduction to Administration Manager

Administration Manager comprising of the Admin and General modules is the basis of the Integris software. Users of the Timetabling module will need to be aware of particular functions within the Administration Manager to be able to work effectively in the Timetabling module.

The functions or sections that timetablers should be familiar with are

- School Details
- Student Details
- Staff Details

Other areas that should be investigated are certain parameters that also impact on the timetabling process. These are:

- Faculties
- Departments
- Room Type
- Rooms
- Subjects
- Subject Area
- Subject Classification
- Subject Type

All of these functions and parameters will be discussed in greater depth over the next few pages.


This section only covers functions that are integral or necessary for a timetable to be created and maintained. If more information is required regarding other functions, attending the Administration Manager training program is recommended.

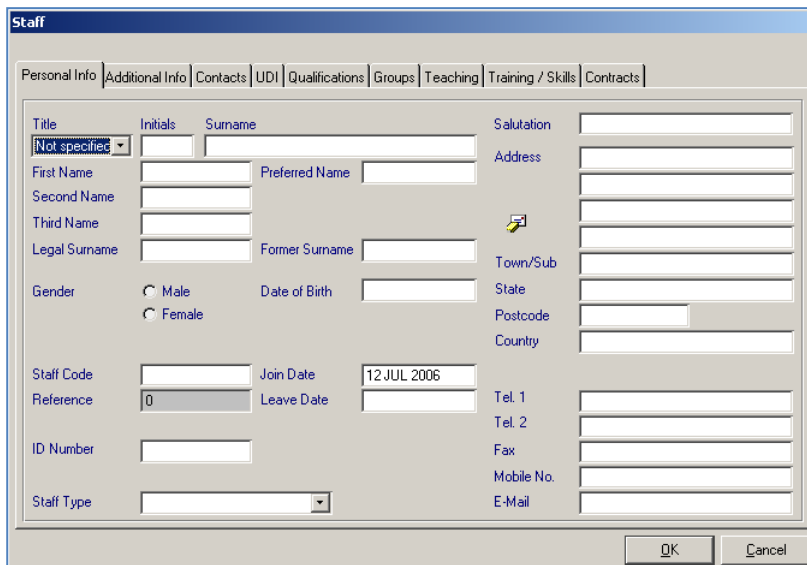
2.1 Staff Details

General > Staff Details

Administration Manager can hold details on both students and staff. The staffing section of the system is accessed via the Staff Details icon on the General side bar. Functionally it is very similar to the student window, using many of the same icons.

2.1.1 Entering Staff Details

To add a new member of staff click on the Add icon.  The following window will appear, enabling users to enter the relevant information.




Mandatory fields are:

- Surname
- First Name
- Gender
- Date of Birth
- ID Number
- Staff Code


It is also good practice to include:

- Title
- Staff Type
- WACOT number for teachers (on the UDI tab)

To edit  a staff member's details, display their record by either scrolling through or using the Find facility and then click on the Edit icon.

Activity

General > Staff Details

- Click Add 
- Enter the following information about yourself, tabbing between the fields:
 - Title
 - Surname *
 - First Name *
 - Gender
 - Date of Birth *
 - Staff Code * (first three letters of your surname and your first initial)
 - ID Number
 - Staff Type
 - WACOT number (on the **UDI** tab)

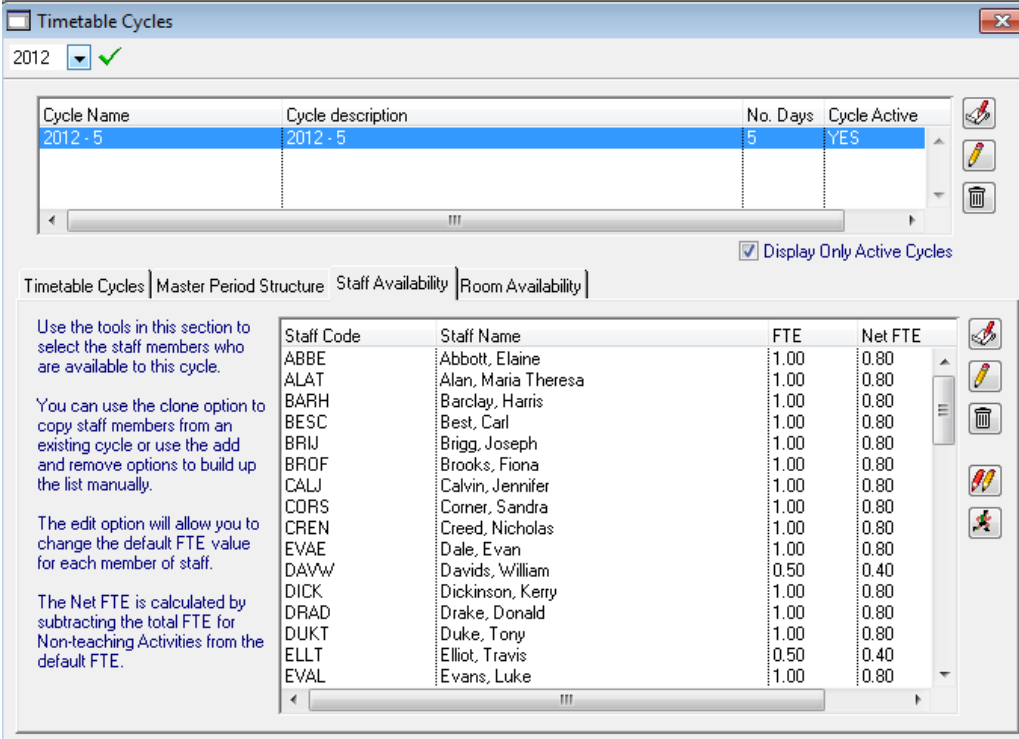
Note: * indicates the field is mandatory

2.1.2 Making a new staff member available to the timetable

Activity:

Timetabling > Timetable Setup > Timetable Cycles

- Click on the **Staff Availability** tab




The screenshot shows the 'Timetable Cycles' window with the 'Staff Availability' tab selected. The window has a title bar 'Timetable Cycles' and a close button. Below the title bar is a dropdown menu showing '2012' with a green checkmark. The main area contains a table with the following data:

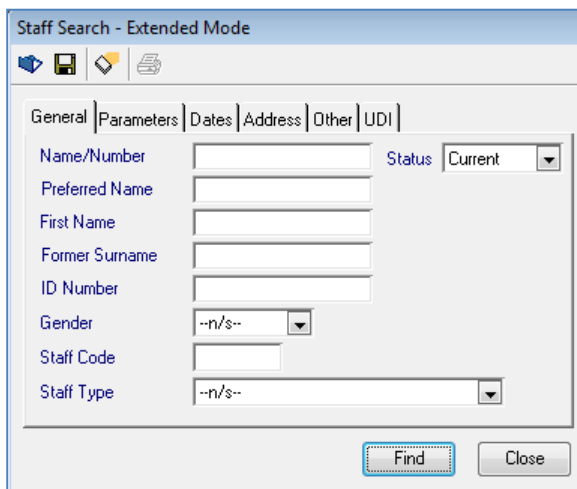
Cycle Name	Cycle description	No. Days	Cycle Active
2012 - 5	2012 - 5	5	YES

Below the table is a checkbox labeled 'Display Only Active Cycles' which is checked. At the bottom of the window, there are four tabs: 'Timetable Cycles', 'Master Period Structure', 'Staff Availability', and 'Room Availability'. The 'Staff Availability' tab is active, showing a list of staff members with their codes, names, FTE, and Net FTE. The list is as follows:

Staff Code	Staff Name	FTE	Net FTE
ABBE	Abbott, Elaine	1.00	0.80
ALAT	Alan, Maria Theresa	1.00	0.80
BARH	Barclay, Harris	1.00	0.80
BESC	Best, Carl	1.00	0.80
BRIJ	Brigg, Joseph	1.00	0.80
BROF	Brooks, Fiona	1.00	0.80
CALJ	Calvin, Jennifer	1.00	0.80
CORS	Cornier, Sandra	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
EVAE	Dale, Evan	1.00	0.80
DAVW	Davidson, William	0.50	0.40
DICK	Dickinson, Kerry	1.00	0.80
DRAD	Drake, Donald	1.00	0.80
DUKT	Duke, Tony	1.00	0.80
ELLT	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80

On the left side of the 'Staff Availability' tab, there is a text box with instructions: 'Use the tools in this section to select the staff members who are available to this cycle. You can use the clone option to copy staff members from an existing cycle or use the add and remove options to build up the list manually. The edit option will allow you to change the default FTE value for each member of staff. The Net FTE is calculated by subtracting the total FTE for Non-teaching Activities from the default FTE.'

- Click **Add Staff Members** 
- Enter the first three letters of your surname in the **Name/Number** field and click **Find**



Staff Search - Extended Mode

General Parameters Dates Address Other UDI

Name/Number Status Current

Preferred Name

First Name

Former Surname

ID Number



Gender --n/s--

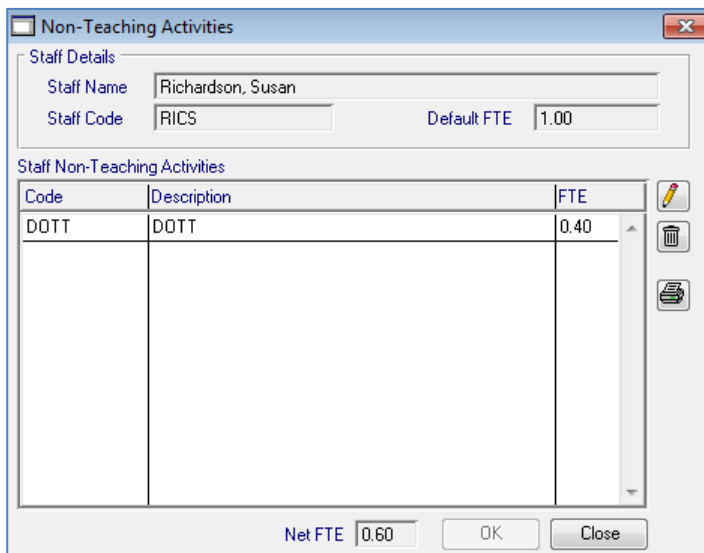
Staff Code

Staff Type --n/s--

- If necessary, highlight your name in the list and click **Select**

Edit your net FTE

- Ensure your name is highlighted
- Click **Non-teaching Activities** 
- Click Edit 
- Enter a **Code**, **Description** and **FTE**



Non-Teaching Activities

Staff Details

Staff Name Richardson, Susan

Staff Code RICS Default FTE 1.00

Staff Non-Teaching Activities

Code	Description	FTE
DOTT	DOTT	0.40

Net FTE 0.60

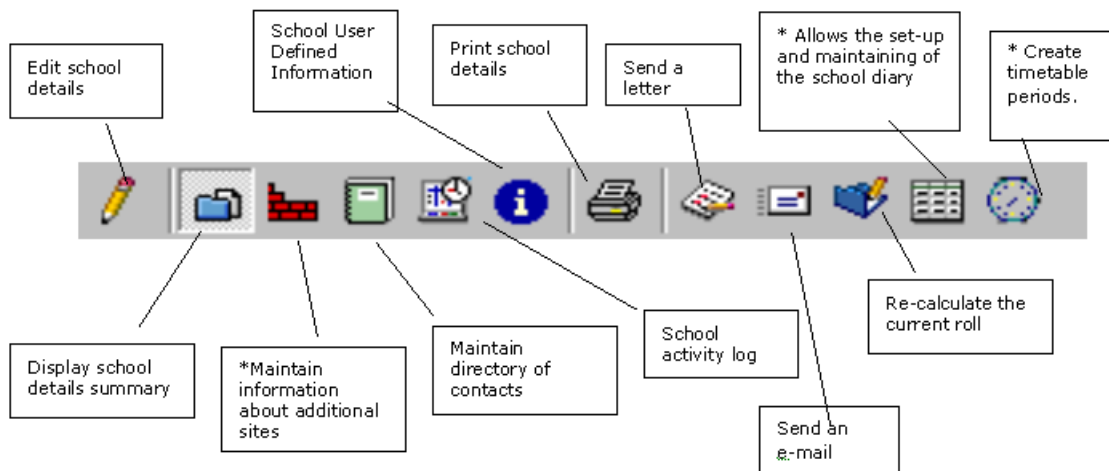
- Click **OK**, **Yes** and **Close**
- Close Timetable Cycles and Timetable Setup

2.2 School Details


General > School Details

School Details provides an overview of general school information. Some of this information is used by the Timetabling Module.

To view your school details choose School Details from the General side bar. The main tools within School Details are:



** These icons are particularly relevant to timetabling.*

The Edit School Details button  enables the user to maintain information in all areas of the school's details.

School Details

School Name	West Coast District High	District/School	123 / 4567
Principal	Mr Carl Best	District Code	4098
Address	1120 Hay Road		
	PERTH		
State	Western Australia		
Postcode	6005		
Country	Australia		
Telephone 1	9412 3456	Exam Centre Number	
Telephone 2	9423 6897	District Name	West Coast
Fax	9423 6980	Intake Gender	Mixed
E-Mail	wcoastdhs@ozemail.com.au	School Type	District High School
Internet		School Control	DoE
		Curriculum Group	Not specified
		Intake Year	K
		Leavers Year	12
		Max Intake	0
		Number on Roll	511
		Kindergarten	<input checked="" type="checkbox"/>
		Default FTE	1.00

Default FTE of 1.00 is required for Staff FTE in the Timetabling Module

Activity

General > School Details

- View the following windows in School Details

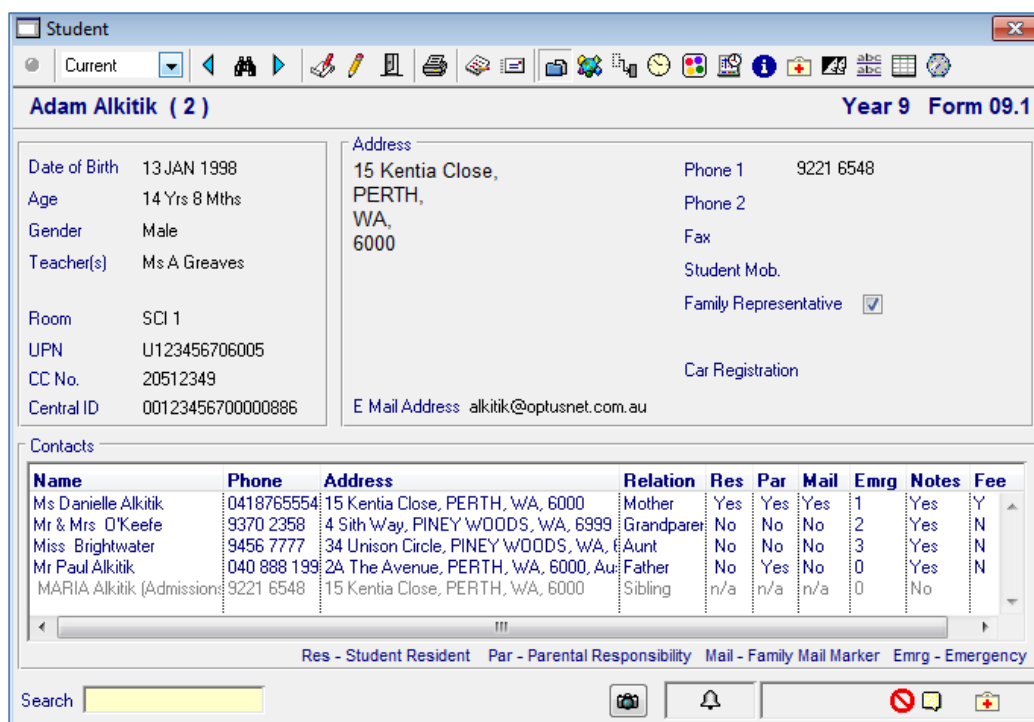
- School Diary 

- Timetabling Periods 

2.3 Student Details

General > Student Details

Student Details display comprehensive information about each student attending the school. From the General side bar choose Student Details. The following window will appear:



Student Adam Alkitik (2) Year 9 Form 09.1

Date of Birth 13 JAN 1998
Age 14 Yrs 8 Mths
Gender Male
Teacher(s) Ms A Greaves
Room SCI 1
UPN U123456706005
CC No. 20512349
Central ID 00123456700000886

Address
15 Kentia Close,
PERTH,
WA,
6000
Phone 1 9221 6548
Phone 2
Fax
Student Mob.
Family Representative ☒
Car Registration
E Mail Address alkitik@optusnet.com.au


Contacts

Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
Ms Danielle Alkitik	0418765554	15 Kentia Close, PERTH, WA, 6000	Mother	Yes	Yes	Yes	1	Yes	Y
Mr & Mrs O'Keefe	9370 2358	4 Sith Way, PINEY WOODS, WA, 6999	Grandparent	No	No	No	2	Yes	N
Miss Brightwater	9456 7777	34 Unison Circle, PINEY WOODS, WA, 6999	Aunt	No	No	No	3	Yes	N
Mr Paul Alkitik	040 888 199	2A The Avenue, PERTH, WA, 6000, Australia	Father	No	Yes	No	0	Yes	N
MARIA Alkitik (Admission)	9221 6548	15 Kentia Close, PERTH, WA, 6000	Sibling	n/a	n/a	n/a	0	No	

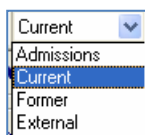
Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

Search

This is the summary window and displays the basic student data and a photograph of the student (where available).

Photos are accessed by clicking on Display Student Photograph  at the bottom right-hand corner of the window.

Student Details Toolbar



This drop-down menu enables the user to decide which of the rolls they wish to view: the Admissions Roll, Current Roll, Former Roll or the External Roll.



The Next Student and Previous Student arrows on either side of the binoculars allow you to scroll through the database either forward or backward in alphabetical order.



The Find Student tool enables users to find individual students or groups of students based on selected criteria.

To view specific areas of a student's record use the buttons on the tool bar at the top of the Student window:



Add a new student



Edit student data



Move a student to the Former Roll



Print student details



Send a letter



Send an e-mail



Summary details



Additional details



Movement History



Attendance History



Groups



Student Activity



User-defined Information



Medical Details



Teaching Sets



Miscellaneous details

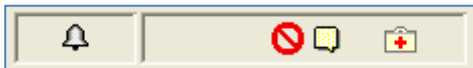


Student timetable



Cohorts

Student Status Bar



The Student Status Bar is designed to be visible from all panes of the window, giving users a view of key student indicators at a glance.

The Status Bar is split into two sections, with the left-hand section reserved for more sensitive data. In both sections, information on the current student is displayed using icons. Hover the pointer over an icon and it will display a description of its meaning.

Normal Bar



Student has a flagged medical condition



Language Background other than English



Access restriction



Part-time student



Accepted (Admissions Roll)



VET Student



Student Notes



Name Change

Sensitive Status Bar





Educational Support Program



Excluded (Former Roll)

Activity

General > Student Details

- Click Next Student  to load Adam Alkitik's records
- Click Print Student Timetable 

Print Student Timetable - Year 2012

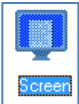
Name:

There are several timetables available for this student in this timetable year.

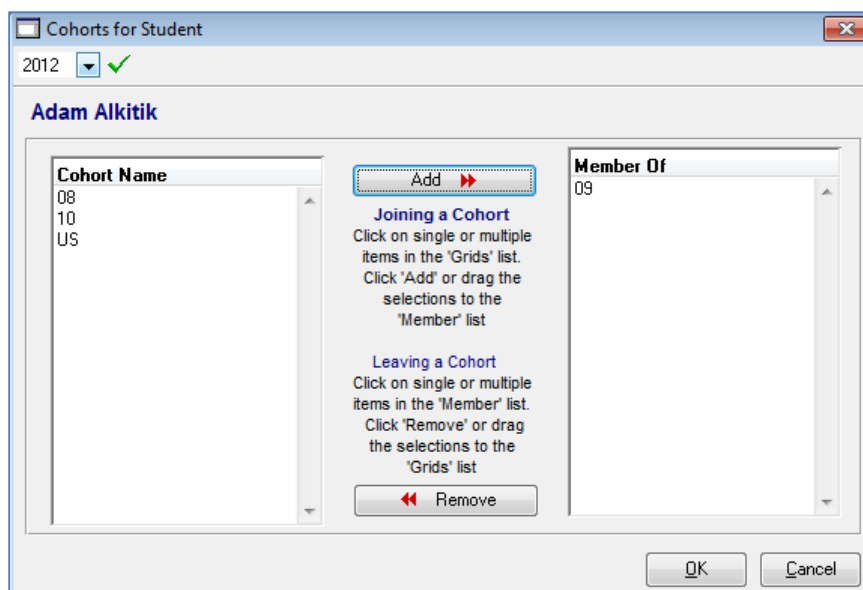
Please use the options below to choose the timetable you want, then click the print button.

Select

Campus	<input type="text" value="1120 Hay Road"/>
Grid	<input type="text" value="2012 - 09"/>
Schedule	<input type="text" value="2012 Semester 2"/>

- Click **Print**
- Double click on 
- View then close the report
- Cancel the Print Timetable window

- Click Change Cohort 





Adam is in the Year 9 cohort.

- Click **Cancel** to close

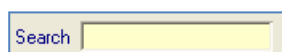
2.3.1 Student Find

General > Student Details

There are four methods of searching for students in Student Details

- Simple Student Search
- Make Siblings a Browse Set**
- The standard Integrus Find function 
- The Advanced Find function 

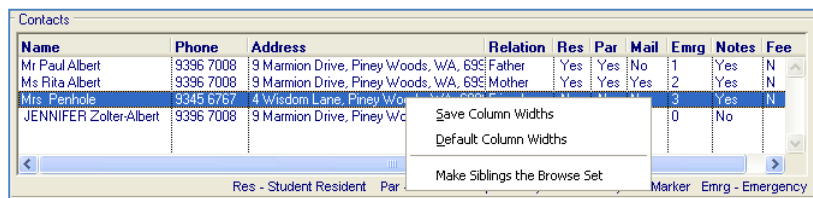
Simple Student Search




The summary screen in Student Details provides a Simple Student Search facility to enable the user to quickly locate and load a specific student's record. It is located at the bottom left corner of the Student window. The search operates on the currently defined browse set (a subset of student records) in the Student Details window. If no browse set is defined, the currently selected roll will be searched.

Make Siblings the Browse Set

Once a student's record is loaded, and any necessary changes have been made, it is easy to create a browse set of the student's siblings so that the siblings' records can be edited. In the Contacts pane, right click and select **Make Siblings the Browse Set**.



Find Student

Another method of finding a student's record is by using the standard Find  function located at the top of the Student window. This function is used in other sections of Administration Manager and in other Integris modules.

Click on Find and the following window appears.

Student Search

General | Parameters | Dates | Address | Other | UDI | T Sets/Cohorts

Surname/Ref. No. Roll Status

Preferred Name Year Group

First Name Form

Legal Surname House

Group Type

Group

Contact Surname

Global Name Search

Terms in School ☒ Not Specified ☐ More than ☐ Less than ☐ Equal to

☐ Show Inactive Parameters in Dropdown Lists


Find Close

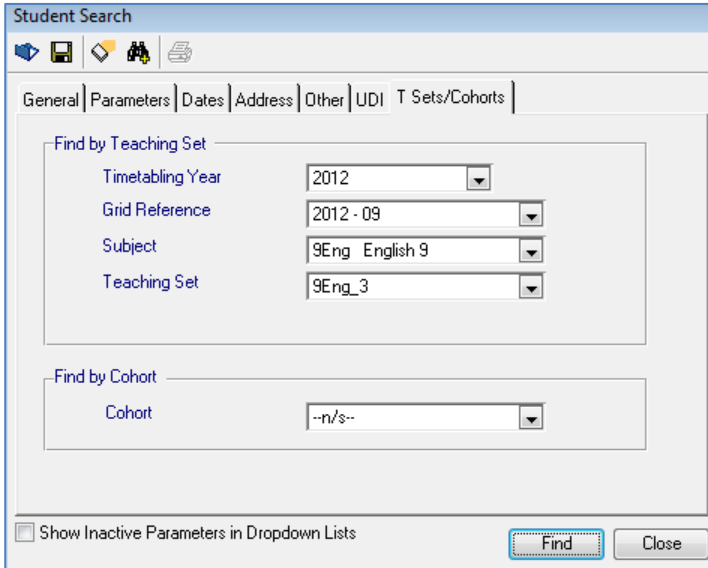
You can find individual students or groups of students by many other criteria such as year group, form, teaching set, group, previous school, indigenous status, dates (including birthdays and students' ages), addresses and user-defined information (UDIs).

The system can save any search criteria you enter - this is called a Query. A query can then be used at a later date to save setting up the search again.


Activity

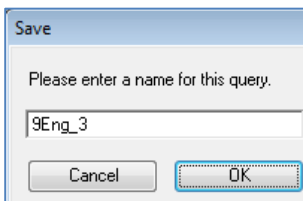
General > Student Details

- Click Find Student 
- Enter the following and click **Find**





The 'Student Search' dialog box has a toolbar with icons for navigation and search. Below the toolbar are tabs for 'General', 'Parameters', 'Dates', 'Address', 'Other', 'UDI', and 'T Sets/Cohorts'. The 'General' tab is active, showing two sections: 'Find by Teaching Set' and 'Find by Cohort'. The 'Find by Teaching Set' section contains four dropdown menus: 'Timetabling Year' (2012), 'Grid Reference' (2012 - 09), 'Subject' (9Eng English 9), and 'Teaching Set' (9Eng_3). The 'Find by Cohort' section contains one dropdown menu: 'Cohort' (n/s). At the bottom, there is a checkbox for 'Show Inactive Parameters in Dropdown Lists' and two buttons: 'Find' and 'Close'.

- Click **Back**
- Save  this query
- Give it an appropriate name and click **OK**



The 'Save' dialog box prompts the user to enter a name for the query. It contains a text input field with '9Eng_3' entered. Below the input field are two buttons: 'Cancel' and 'OK'.

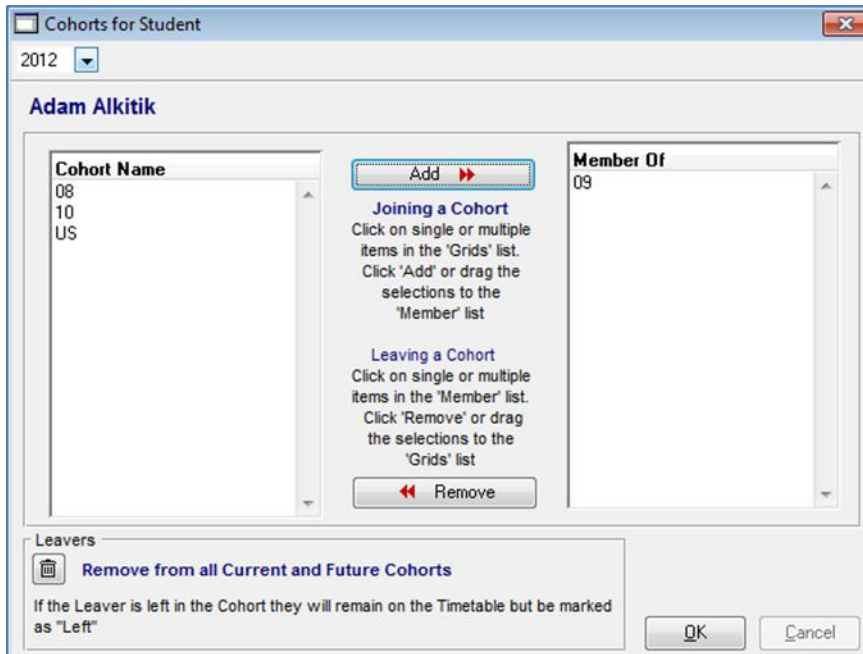
- Clear  your search criteria
- Click **View Query List** 
- Highlight **9Eng_3**
- Click **Load**
- Click **Find** to locate the students matching the query

Note: Saving a query saves the question not the answer. Every time the query is loaded, an up-to-date list of the students matching the search criteria is displayed.


2.3.2 Moving a Student to the Former Roll

General > Student Details > Move Student to Former Roll

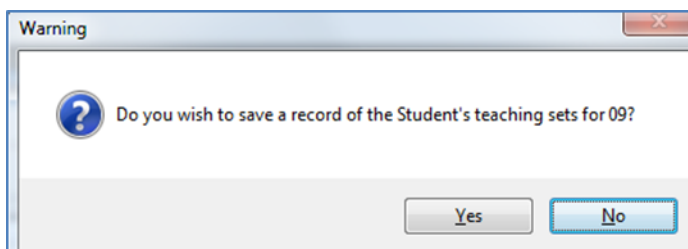
If a student is moved to the former roll, and Timetabling is installed, the following window will be displayed:



Typically, schools will want to remove timetabled students from cohorts or they will continue to be displayed on teaching set lists (although marked as left). There are two ways to remove students from cohorts in this window:

- Highlighting the cohort(s) displayed in the **Member Of** pane and clicking **Remove**
- Clicking  **Remove from all Current and Future Cohorts**

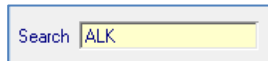
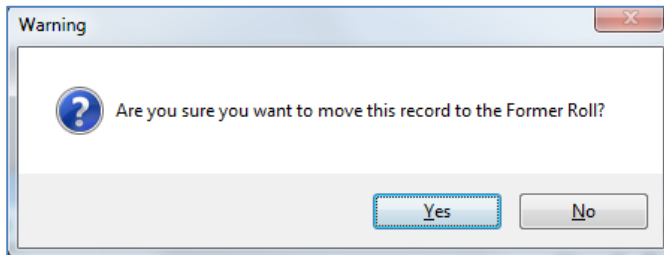
The second option **Remove from all Current and Future Cohorts** is recommended, as this will enable the option to keep a record on the student's preferences and teaching sets.



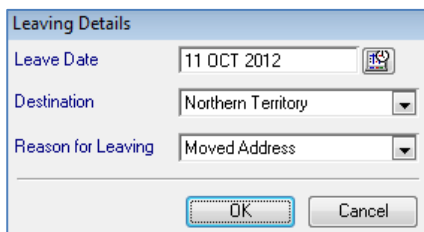
Activity

General > Student Details

- Use the **Search** to locate Adam Alkitik
- Click Move Student to Former Roll

A search bar with the text 'Search' and 'ALK' entered.

- Click **Yes**
- Enter his **Leave Date** as TODAY, his **Destination** as the **Northern Territory** and his **Reason for Leaving** as **Interstate**

A 'Leaving Details' dialog box with fields for 'Leave Date' (11 OCT 2012), 'Destination' (Northern Territory), and 'Reason for Leaving' (Moved Address). It has 'OK' and 'Cancel' buttons.

- Click **OK**
- Click **Yes**, you do want to move the student from his groups
- Click **OK** to the default date for changing the roll status

Note: Daily records for Lesson Attendance have been created until almost the end of the term for training purposes. In schools daily records should be created daily.

Cohorts for Student

2012

Adam Alkitik

Cohort Name

- 08
- 10
- US

Add ➡

Joining a Cohort
Click on single or multiple items in the 'Grids' list. Click 'Add' or drag the selections to the 'Member' list

Leaving a Cohort
Click on single or multiple items in the 'Member' list. Click 'Remove' or drag the selections to the 'Grids' list

Remove ⬅

Member Of

- 09

Leavers

Remove from all Current and Future Cohorts

If the Leaver is left in the Cohort they will remain on the Timetable but be marked as "Left"

OK **Cancel**

- Click **Remove from all Current and Future Cohorts**

Warning

Do you wish to save a record of the Student's teaching sets for 09?

Yes **No**

- Click **Yes**
- Close Student Details

Note: Using Remove from all Current and Future Cohorts, instead of Remove, gives users the option to create a record of the leaving student's current subjects and teaching sets.

2.4 Parameters

General > Parameters

Parameters enable the user to define a list of acceptable options that will be available when data is entered. Appropriate use of parameters will enable the timetabler to search, sort and print data relevant to the school's structure. It is recommended that parameters are locked once they are set.

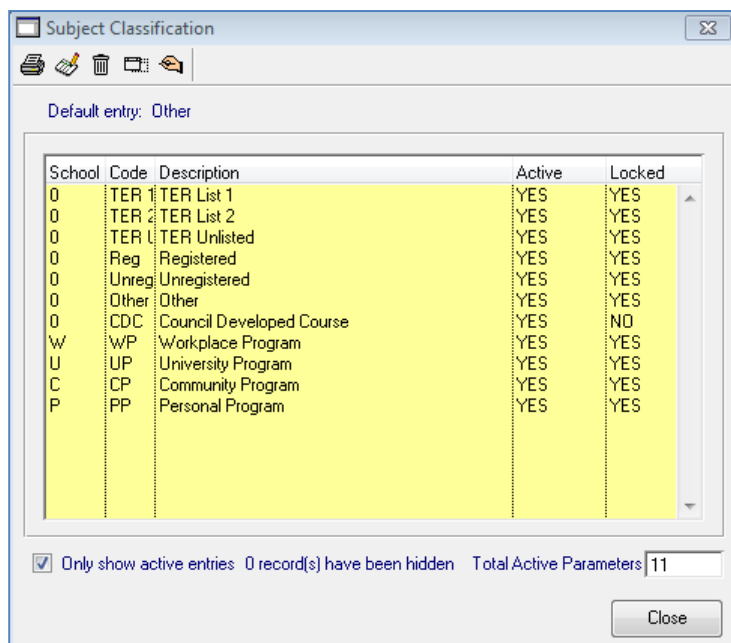
The following parameters will be useful to the Timetabling Module. Secondary schools may need to set up some or all of the parameters below, depending on the structure of each school and other factors, for example migrated data.

Departments provide a secondary organizer for school activity and can be physical or logical entities. Departments can be linked to a faculty but the use of faculties is not mandatory. For example an Arts faculty may contain Art and Drama departments. **This is a mandatory parameter for timetabling purposes.**

Room Types define the different categories of rooms available in the school, for example Science Labs, Art rooms, Classrooms etc. These rooms can be linked to specific subjects. While the Room Types parameter is not mandatory for timetabling, it is very useful and users are recommended to take advantage of it.

Rooms define the actual individual rooms available within the school. The user must enter in all rooms of the school if rooms are to be listed on the timetable. **This is a mandatory parameter for timetabling purposes.**

Subject Classifications are ways of classifying subjects for the School Curriculum and Standards Authority.



Subject Classification

Default entry: Other

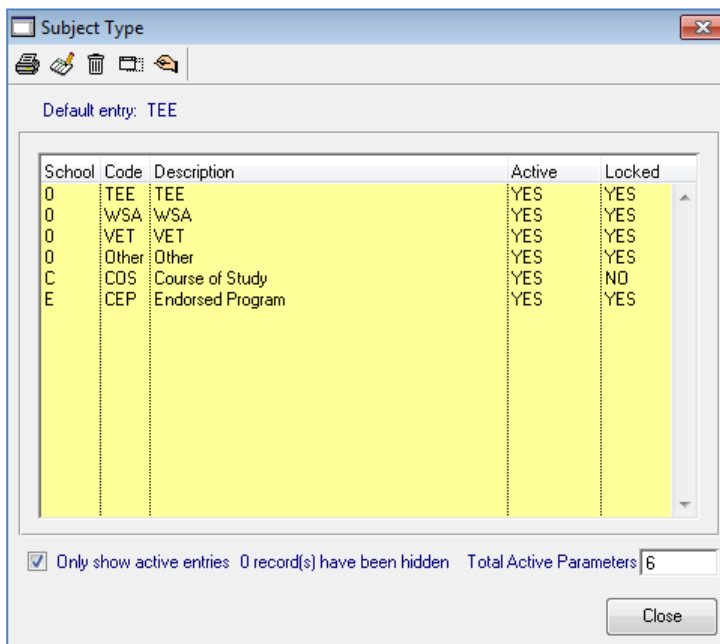
School	Code	Description	Active	Locked
0	TER 1	TER List 1	YES	YES
0	TER 2	TER List 2	YES	YES
0	TER U	TER Unlisted	YES	YES
0	Reg	Registered	YES	YES
0	Unreg	Unregistered	YES	YES
0	Other	Other	YES	YES
0	CDC	Council Developed Course	YES	NO
W	WP	Workplace Program	YES	YES
U	UP	University Program	YES	YES
C	CP	Community Program	YES	YES
P	PP	Personal Program	YES	YES

☒ Only show active entries 0 record(s) have been hidden Total Active Parameters 11

Close

While this parameter is not mandatory for timetabling, it is **essential for reporting to the School Curriculum and Standards Authority.**

Subject Types are ways of identifying subjects for School Curriculum and Standards Authority



The screenshot shows a window titled "Subject Type" with a toolbar at the top. Below the toolbar, it says "Default entry: TEE". The main area contains a table with the following data:

School	Code	Description	Active	Locked
0	TEE	TEE	YES	YES
0	WSA	WSA	YES	YES
0	VET	VET	YES	YES
0	Other	Other	YES	YES
C	COS	Course of Study	YES	NO
E	CEP	Endorsed Program	YES	YES

At the bottom of the window, there is a checkbox labeled "Only show active entries" which is checked. Next to it, it says "0 record(s) have been hidden". To the right, there is a label "Total Active Parameters" followed by a text box containing the number "6". A "Close" button is located at the bottom right of the window.

While this parameter is not mandatory for timetabling, it is **essential for reporting to the School Curriculum and Standards Authority**.

Note: Only subjects with the type COS, VETCOS or CEP will be included when reporting to the School Curriculum and Standards Authority.

Subjects may define an individual subject, for example English, or the components of courses offered by the school. They will contain the default values such as class size, frequency etc. **This is a mandatory parameter for timetabling purposes.**

It may not be necessary to use all of the fields for all subjects. Fields which should be entered are:

- Subject Name
- Subject Code

Note: For School Curriculum and Standards Authority accredited subjects the Code must be the Unit code.

- Short Name

Note: For School Curriculum and Standards Authority accredited subjects the short Name must be the three digit Course code.

- Department, which will also load Faculty and Department Head if these have been entered in Department
- Frequency
- Maximum Class Size

For School Curriculum and Standards Authority accredited subjects, other necessary fields are:


- Subject Type

Note: Only subjects with the type COS, VETCOS or CEP will be included when reporting to the School Curriculum and Standards Authority. Subject Classification

- Moderating Teacher (Contact Teacher in the Subject Register)

The parameters to be created need to be set up in the preceding sequence.

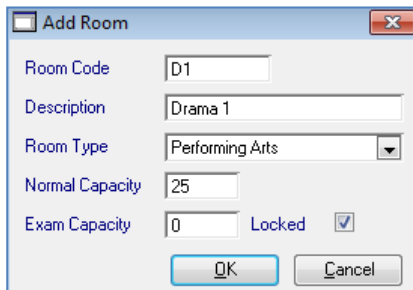
- Right click on the yellow pane
- Select **Add/Edit Parameters**
- Enter a **Code** and **Description**

- Click **OK**
- Highlight **Performing Arts and Lock** 
- Close the Room Types screen

Add two Performing Arts rooms.


General > Parameters > Rooms

- Click **Add** 
- Enter the following details and click **OK**




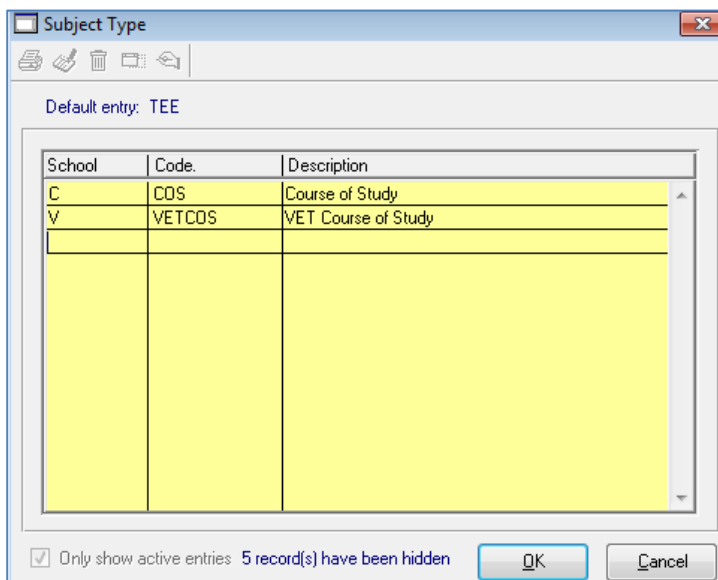
The 'Add Room' dialog box contains the following fields and controls:

- Room Code: D1
- Description: Drama 1
- Room Type: Performing Arts (dropdown menu)
- Normal Capacity: 25
- Exam Capacity: 0
- Locked: ☒
- Buttons: OK, Cancel

- Highlight **D1** and click Copy 
- Enter details for **D2**
- Close

General > Parameters > Subject Type

- Click Modify Parameters 
- Enter **V**, **VETCOS** and **VET Course of Study**



The 'Subject Type' dialog box shows a table with the following data:

School	Code	Description
C	COS	Course of Study
V	VETCOS	VET Course of Study

Default entry: TEE

☒ Only show active entries 5 record(s) have been hidden

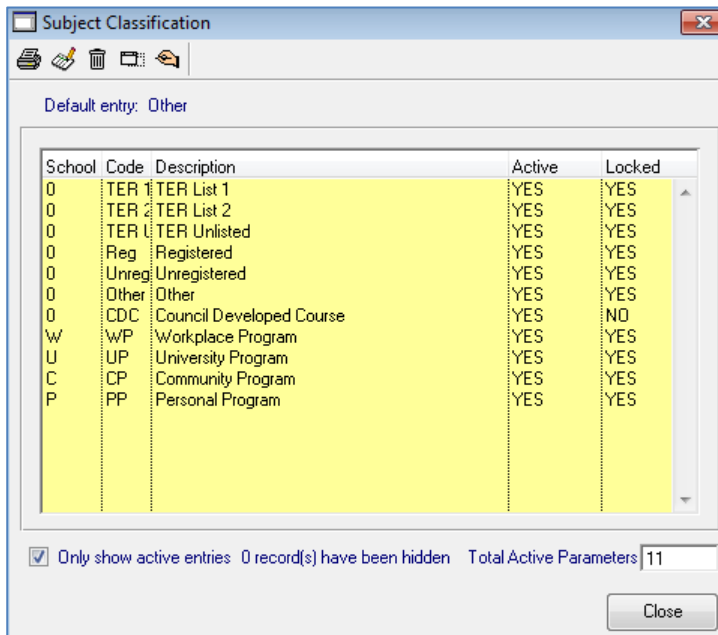
Buttons: OK, Cancel

- Click **OK** and close

Note: Only subjects with the type COS, VETCOS or CEP will be included when reporting to the Curriculum Council.

General > Parameters > Subject Classification

- View the parameters




Subject Classification

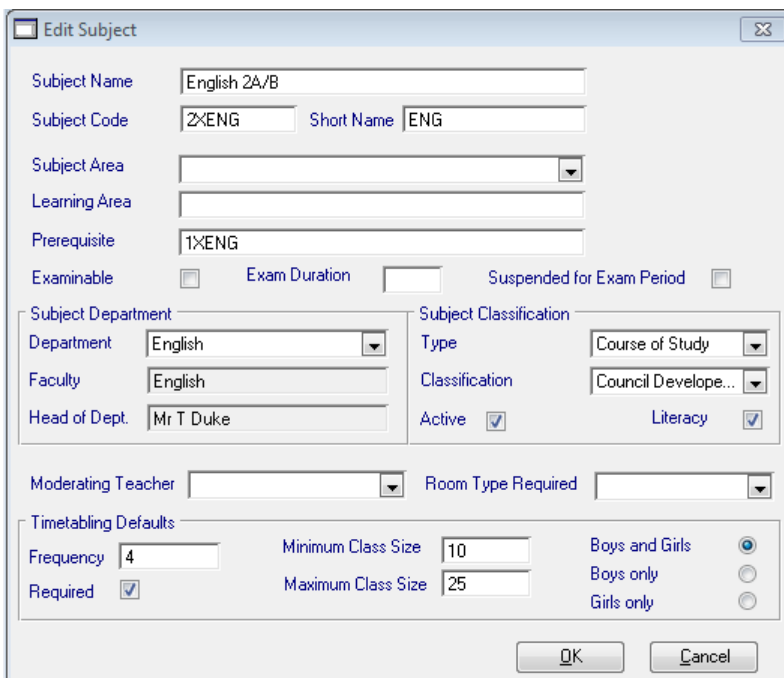
Default entry: Other

School	Code	Description	Active	Locked
0	TER 1	TER List 1	YES	YES
0	TER 2	TER List 2	YES	YES
0	TER U	TER Unlisted	YES	YES
0	Reg	Registered	YES	YES
0	Unreg	Unregistered	YES	YES
0	Other	Other	YES	YES
0	CDC	Council Developed Course	YES	NO
W	WP	Workplace Program	YES	YES
U	UP	University Program	YES	YES
C	CP	Community Program	YES	YES
P	PP	Personal Program	YES	YES

☒ Only show active entries 0 record(s) have been hidden Total Active Parameters 11

Close

- Edit  **2XENG** to show **1XENG** as the prerequisite



Edit Subject

Subject Name: English 2A/B

Subject Code: 2XENG Short Name: ENG

Subject Area: [dropdown]

Learning Area: [dropdown]

Prerequisite: 1XENG

Examinable: ☐ Exam Duration: [text] Suspended for Exam Period: ☐

Subject Department

Department: English

Faculty: English

Head of Dept.: Mr T Duke

Subject Classification

Type: Course of Study

Classification: Council Develop...

Active: ☒ Literacy: ☒

Moderating Teacher: [dropdown] Room Type Required: [dropdown]

Timetabling Defaults

Frequency: 4 Minimum Class Size: 10 Boys and Girls: ☒

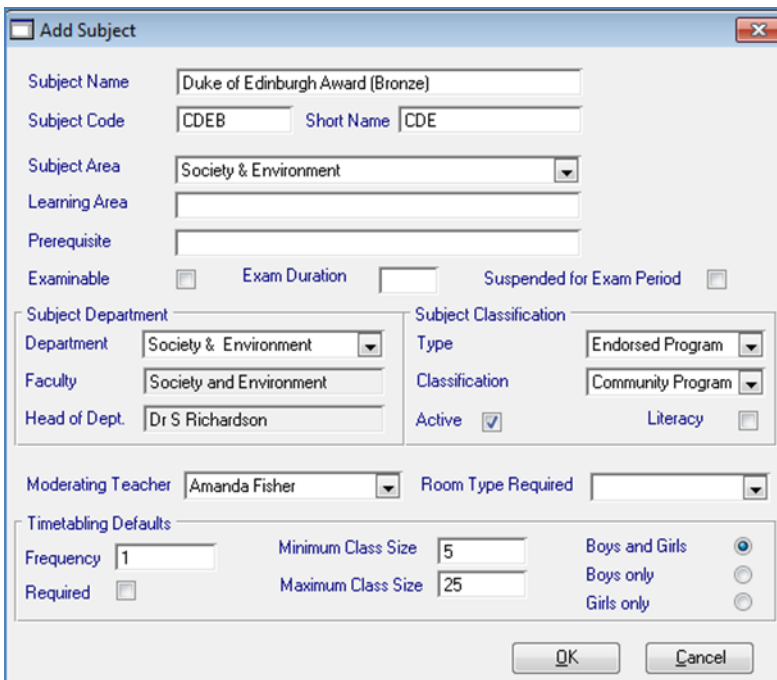
Required: ☒ Maximum Class Size: 25 Boys only: ☐

Girls only: ☐

OK Cancel

General > Parameters > Subjects

- Add  **Duke of Edinburgh Award (Bronze)** (Endorsed Program) as a subject



Add Subject

Subject Name: Duke of Edinburgh Award (Bronze)

Subject Code: CDEB Short Name: CDE

Subject Area: Society & Environment

Learning Area:

Prerequisite:

Examable: ☐ Exam Duration: Suspended for Exam Period: ☐

Subject Department:

Department: Society & Environment

Faculty: Society and Environment

Head of Dept.: Dr S Richardson

Subject Classification:

Type: Endorsed Program

Classification: Community Program

Active: ☒ Literacy: ☐

Moderating Teacher: Amanda Fisher Room Type Required:

Timetabling Defaults:

Frequency: 1 Minimum Class Size: 5 Maximum Class Size: 25

Boys and Girls: ☒ Boys only: ☐ Girls only: ☐

Required: ☐

OK Cancel

Note: This will be timetabled “off grid” and therefore only requires a frequency of one.

Default entries will not remain on saving. Each field to be used must be entered.

Make a Subject available to the Timetable.

Timetabling > Timetable Setup > Individual Grid Parameters

- Select the Year 10 grid and the **Subjects** tab

Grid Parameters

2012 ▾ 2012 - 10 - 10 ▾ ✓

Cohort | Period Structure | **Subjects** | Subject Groups | Rooms | Staff | Band Allocation

Code	Name	Frequency	Required	Available Bands
10Art	Art 10	2	NO	6,7,8,9,10
10CRA	Craft 10	2	NO	6,7,8,9,10
10DRA	Drama 10	2	NO	6,7,8,9,10
10ENG	English 10	4	YES	2,3,4,5
1XENGX	English 1A/B (Y10)	4	YES	2,3,4,5
10Fab	Fabrics 10	2	NO	6,7,8,9,10
10Food	Food Production 10	2	NO	6,7,8,9,10
10HE	Health Education 10	2	YES	6,7,8,9,10
10HR	Home Room 10	5	YES	1
10Ind	Indonesian 10	2	NO	6,7,8,9,10
10ITAL	Italian 10	2	NO	6,7,8,9,10
10Jew	Jewellery 10	2	NO	6,7,8,9,10
10Math	Mathematics 10	4	YES	2,3,4,5
10Mw	Metalwork 10	2	NO	6,7,8,9,10
10MUS	Music 10	2	NO	6,7,8,9,10
10PE	Physical Education 10	2	YES	6,7,8,9,10
10SCI	Science 10	4	YES	2,3,4,5
10S&E	Society & Environment 10	4	YES	2,3,4,5
10Ww	Woodwork 10	2	NO	6,7,8,9,10

Close



- Click **Add**
- Enter the **Subject Code** and click **Find**
- Highlight the **CDEB** line

Subject Search

Search Criteria

Subject Code: CDEB

Subject Name:

Grid: All

Department: All

☒ Find Active Subjects only

Find

Subject Search Results

Code	Short Name	Subject Name
CDEB	CDE	Duke of Edinburgh Award (Bronze)

Total records found: 1

Select **Close**

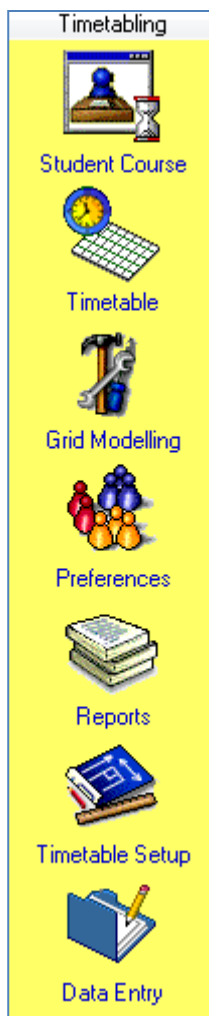
- Click **Select** and **Yes**
- **Close**

3 Introduction to the Timetabling Module

The Timetabling Module must perform two important functions. It must facilitate the creation of a timetable, which satisfies the educational requirements of the school, and also provide an environment for the efficient day-to-day maintenance of the timetable.

This course will examine the functions available for the maintenance for an existing timetable and then look at the processes required to construct a timetable.

3.1 Using the Timetabling Sidebar



The Timetabling sidebar allows users to set up, create and maintain the school's timetable for current and future years.

Student Course displays for each student a list of preferences, the student's timetable and the relevant grid for the student with his or her teaching sets highlighted.

Timetable displays the current whole school timetable that may be filtered by year, cycle, schedule, grid or department.

Grid Modelling allows the user to either manually manipulate the grid or define constraints and use the auto-scheduler to model the grid or a combination of both.

Preferences refers to the entry of student's subject preferences which may be entered either on an individual or group basis.

Reports allows the user to access a list of timetable reports divided into three main areas: Data Validation Reports, Planning and Preparation Reports and Operational and Maintenance Reports.

Timetable Set-up allows the user to define all aspects of the timetable prior to creation of a new timetable. Timetable set up can be completed at any time for future timetables.

Data Entry allows the user to make future Subject recommendations for existing students.

3.2 Timetabling Terminology and Concepts

The **TIMETABLE** is a tool that enables the resource needs of the school to be managed. A school's timetable is a plan of the student's time, which indicates the subject being studied, its location, the teacher taking the class and the frequency of the subject. The subject choices of students need to be satisfied within the constraints imposed by the limited resources of teachers and rooms.

The **TIMETABLING YEAR** holds all of the school's timetabling activity within the school year. Integris will store past, present and future timetables enabling users to move between timetables. Within a timetable year, a **CYCLE** contains information regarding Cycle dates and period structures drawn from the school calendar and connects with the Lesson Attendance module. Cycles can be defined for each logical or physical **CAMPUS**. Students grouped together for timetabling reasons are identified as a **COHORT** and students may belong to multiple cohorts.

GRIDS are the focus of timetabling activity and can be created or cloned from previous years. All staff, rooms and subjects can be made available or unavailable, where required, to a grid. The grid provides the framework within which the teaching sets required to satisfy the selections of students within the grid will be placed.

Grids are made up of **BANDS**, which are similar to gridlines, but are divided up into **BAND RECORDS**. Band records can be individually manipulated and ultimately represent a single occurrence of that combination of teaching sets on the timetable.

Student **PREFERENCES** (subject selections), as well as reserve preferences, may be allocated, individually or in bulk, selected from groups or promoted from the previous year.

Grids may be created manually or by using the **AUTO-SCHEDULER** or using a combination of the two to add some fixed elements. The auto-scheduler can take into account a wide range of constraints when determining the optimal solution.

Grid manipulation is referred to as **MODELLING**, and a comprehensive set of tools is available to assist with the modelling process from horizontal and vertical representations of the grid. Modelling can be used to construct a grid manually, as in Fixed Grid schools or to manipulate the output from the auto-scheduler.

Grids are assigned to one or more **SCHEDULES**. Schedules have a defined period of activity and a **TIMETABLE** will be a combination of all events active at a particular time.

Each period of time for which the timetable remains unchanged is known as a **TIMESLICE**. The timeslices required by the timetable are calculated automatically by the system by examining each of the schedules linked to grids.

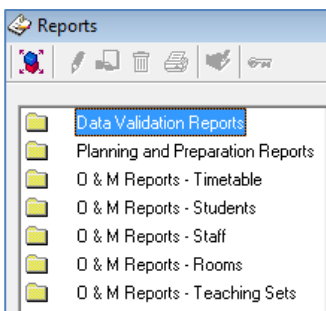
The timetable applicable to any date during the year can be selected by choosing the appropriate timeslice from a list of date ranges provided.

4 Maintaining the Timetable

Once the timetable has been created it may be necessary over its life to make changes. The changes may take the form of staff and/or student movement, new subjects and/or old subjects being dropped, and rooms may become available and/or unavailable for a variety of reasons. The timetabling module is flexible enough to be able to take these changes into account in an operating timetable.

There are Operational and Maintenance reports for:

- The Timetable
- Students
- Staff
- Rooms
- Teaching Sets



Maintaining the timetable has been broken into three areas to make it easier for the user to follow the necessary steps:

- Student Course Maintenance
- Staff and Room Maintenance
- Grid Changes

4.1 Course Change Recording

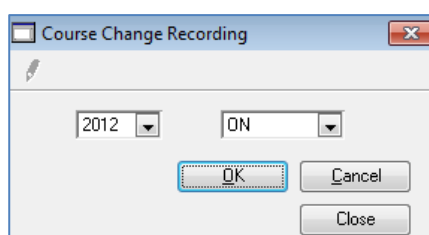
Timetabling > Timetable Set-up > Set Course Change Recording for all Students

It is possible to turn on, or off, Course Change Recording for all students for an entire year.

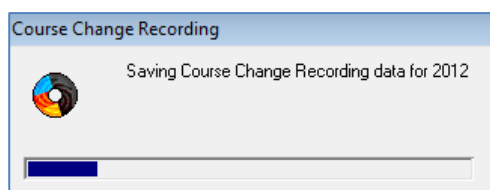
Activity

Timetabling > Timetable Set-up > Set Course Change Recording for all Students

- Click Edit Course Recording Change Default 
- Select **ON**



- Click **OK**



- **Close**

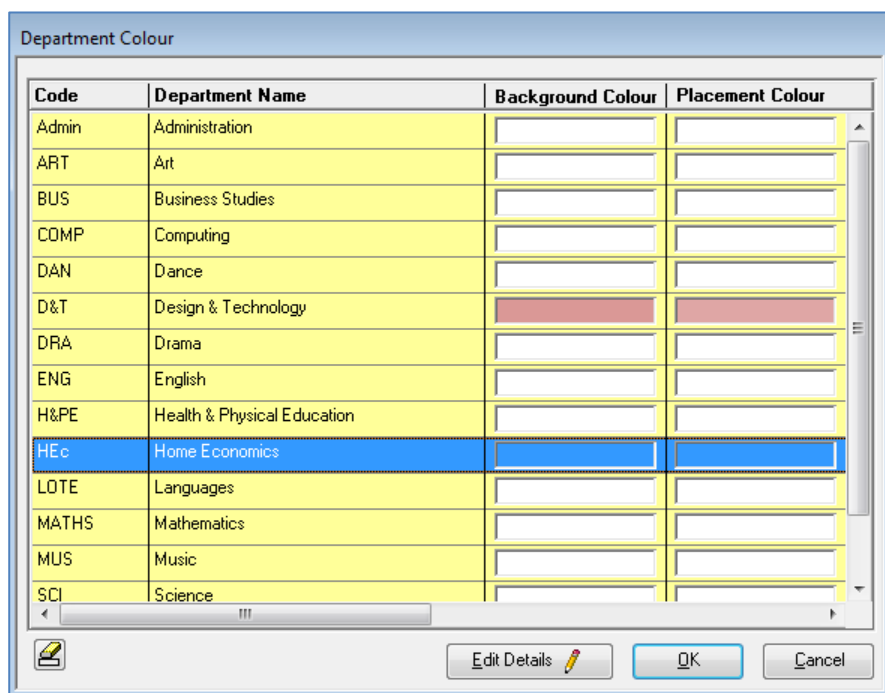
Note: It is recommended that Course Change Recording is not turned on globally until all grids for a given year are completed. Course Change Recording may also be turned on or off for individual students in Student Course.

4.2 Department Colours

Users have the ability to identify Departments with colour to simplify the identification of the location of Teaching Sets on the grid. Once assigned, these colours will appear wherever a grid view is available, that is in Student Course, Grid Modelling and in reports showing the grid.

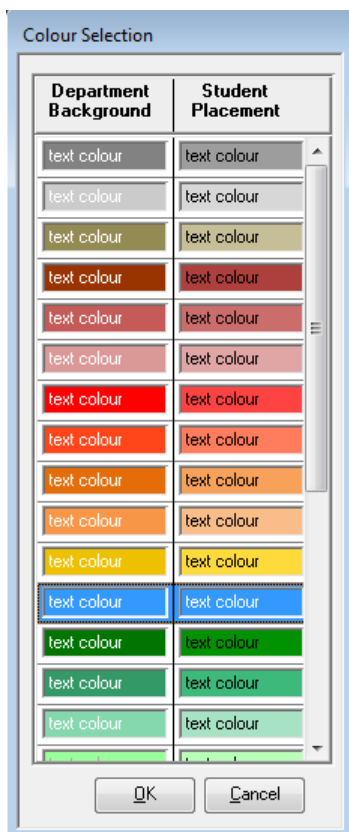
Activity

Timetabling > Timetable Set-up > Department Colours



Code	Department Name	Background Colour	Placement Colour
Admin	Administration		
ART	Art		
BUS	Business Studies		
COMP	Computing		
DAN	Dance		
D&T	Design & Technology		
DRA	Drama		
ENG	English		
H&PE	Health & Physical Education		
HEc	Home Economics		
LOTE	Languages		
MATHS	Mathematics		
MUS	Music		
SCI	Science		

- Highlight **Home Economics** and click **Edit Details**



- Select a colour and click **OK**
- If you wish repeat for the other departments
- Click **OK** to close

Note: The colours may be turned off by clicking **Clear Colour Scheme**.



4.3 Student Course Maintenance

Timetabling > Student Course

There are a number of reasons to update the timetable once it has been produced:

- New students may enrol during the school year and need to be entered onto the timetable
- Students may leave the school and may be deleted from the timetable
- Students may alter their courses after the new timetable is operating
- New subjects may be introduced and students may wish to change their course to take the new subject
- Teaching Sets may be split or collapsed and students will need to alter their course

Student course maintenance functions are performed within the Student Course sidebar. The course for each student is presented in three views. These are:

- **Preferences**
- **Timetable**
- **Grid**

Each view will allow the entry and editing of the students course and will have advantages in different circumstances. The **Timetable** view will only be available when the grid of which the student is a member has been saved to the timetable.

Switching on Course Change Recording  will display a further icon  that will enable the user to **View or Print the Course Change History**.


Note: Course Change Recording may also be turned on globally though Timetabling > Timetable Setup > Set course Change Recording for all Students.

Preferences View

The **Preference** view lists the teaching sets that the student has been allocated to and the grid bands where these have been placed. Any preference that has not been assigned to a teaching set will be highlighted in red and have **NO** in the **Assign** column.

Student Course Maintenance

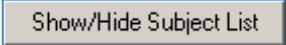
Deleting Preferences

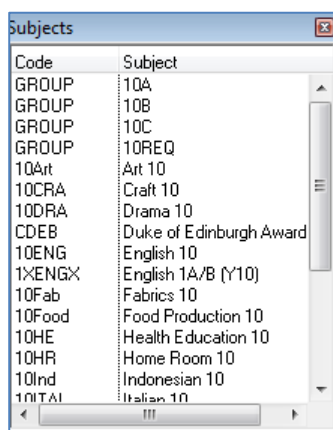
- Highlight the appropriate preference and click Delete 
- Confirm your selection

Adding Preferences

Preferences can be added by dragging and dropping from the subject selector or by keyboard entry.


To use the subject selector:

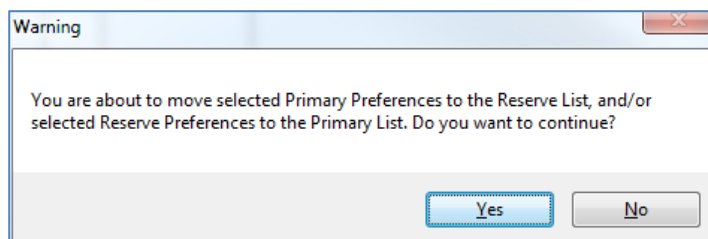
- Click on 
- Click and drag the desired preference from the **Subjects** table and drop into the white area of the preference window




Code	Subject
GROUP	10A
GROUP	10B
GROUP	10C
GROUP	10REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
CDEB	Duke of Edinburgh Award
10ENG	English 10
1XENGX	English 1A/B (Y10)
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10
10ITAL	Italian 10

Allocating/Promoting Reserve Preferences

- Highlight the appropriate Preference
- Click on the Toggle button 
- Confirm your action.



Fitting the Student into existing Teaching Sets

- Highlight the unassigned preference
- Click on Assign Teaching Set 
- Select a Teaching Set and click **OK**


Select Teaching Set

Select a Teaching Set and press OK or double-click on the Teaching Set.

Code	Name	Size	Band(s)	Teacher
10ENG_1	10ENG_1	22	2	Mr J Brigg
10ENG_2	10ENG_2	22	3	Mrs F Brooks

OK Cancel

Note: If the teaching set cannot be assigned due to a conflict, a warning message will be displayed.

Alternatively Suggested Student Fit button  may be used. The following screen will be displayed.

Move Student

2012 2012 - 10 - 10

View Results

Student	From	To	Success
Todd Virgil		10PE_2	SUCCESS*
Todd Virgil		10HE_1	SUCCESS*
Todd Virgil		10MW_1	SUCCESS*
Todd Virgil	10PE_2	10PE_3	SUCCESS
Todd Virgil		10Ind_1	SUCCESS
Todd Virgil		10Art_1	SUCCESS*

Print Log

Clear Log

* indicates direct moves between sets in the same Band Records

☐ Allow Oversize Sets 1 Movements: 10 Attempts: 10 OK Cancel Close

The Suggested Fit may be saved or discarded.

Timetable View

The **Timetable** view displays the selected student's course within the grid and timeslice selected.

Student Course Maintenance

2012 2012 - 5

Anderson, Ben (3) Grid 2012 - 10 - 10 Time Slice 15 OCT 2012 - 19 DEC 20...

Preferences Timetable Grid

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
H	Home Room 10 10HR_1 (22) Ms T Lerner MS9	Home Room 10 10HR_1 (22) Ms T Lerner MS9	Home Room 10 10HR_1 (22) Ms T Lerner MS9	Home Room 10 10HR_1 (22) Ms T Lerner MS9	Home Room 10 10HR_1 (22) Ms T Lerner MS9
1	Health Education 10HE_1 (20) Mr P Payne MS10	Science 10 10SCI_1 (22) Mr J Harpe SCI 3	English 10 10ENG_1 (22) Mr J Brigg MS1	Physical Education 10PE_2 (21) Ms J McLaren MUS2	Society & Environment 10S&E_1 (22) Dr S Richardson LIB3
2	Society & Environment 10S&E_1 (22) Dr S Richardson LIB3	Indonesian 10 10Ind_2 (22) Mr C Pringle MS2	Science 10 10SCI_1 (22) Mr J Harpe SCI 3	English 10 10ENG_1 (22) Mr J Brigg MS1	Mathematics 10 10Math_1 (22) Mr E Dale SS5
B					
3	Mathematics 10 10Math_1 (22) Mr E Dale SS5	Society & Environment 10S&E_1 (22) Dr S Richardson LIB3	Health Education 10HE_1 (20) Mr P Payne MS10	Science 10 10SCI_1 (22) Mr J Harpe SCI 3	Jewellery 10 10Jew_1 (5) Mr P Scott MW 2
4	Physical Education 10PE_2 (21) Ms J McLaren MUS2	Mathematics 10 10Math_1 (22) Mr E Dale SS5	Society & Environment 10S&E_1 (22) Dr S Richardson LIB3		English 10 10ENG_1 (22) Mr J Brigg MS1
L				Indonesian 10 10Ind_2 (22) Mr C Pringle MS2	
5	English 10 10ENG_1 (22) Mr J Brigg MS1	Jewellery 10 10Jew_1 (5) Mr P Scott MW 2	Mathematics 10 10Math_1 (22) Mr E Dale SS5		Science 10 10SCI_1 (22) Mr J Harpe SCI 3

Right clicking on a period presents a number of options to manipulate the student's course. These options are:






























- **Show Teaching Set Members**
- **Show Available Sets** – presents alternate teaching sets available at this time
- **Remove Student** – removes the student from the set

Note: Changing a student to a new subject within the timetable view does not delete the original preference. If necessary this can be deleted or marked as a reserve in the preference view.

Grid View







Grid view presents the selected students course overlayed onto the grid. Clicking  Toggle...Colour enables the display of Department colours.

Note: Department colours are assigned in Timetabling/Timetable Setup/Department Colours.

Student Course Maintenance					
<div> <div>2012</div> <div>2012 - 5</div> <div>Grid</div> <div>2012 - 10 - 10</div> </div>					
Anderson, Ben (3)					
<div> <div>Preferences</div> <div>Timetable</div> <div>Grid</div> </div>					
Band/ Band Record					
2 [4]			English 10 (F) 10ENG_1 (22)  Mr J Brigg MS1	Mathematics 10 (F) 10Math_2 (22)  Mr D Drake SS7	Society & Environm 10S&E_3 (20)  Mr P Gabelich SS1
3 [4]			English 10 (F) 10ENG_2 (22)  Mrs F Brooks SS3	Mathematics 10 (F) 10Math_3 (20)  Mr T Duke SS5	Science 10 (F) 10SCI_1 (22)  Mr J Harpe SCI3
4 [4]			Society & Environm 10S&E_1 (22)  Dr S Richardson LIB3	Science 10 (F) 10SCI_2 (22)  Dr S Henry SCI1	English 1A/B (Y10) 1XENGX_1 (20) Mr HJ Barclay SS3
5 [4]			Mathematics 10 (F) 10Math_1 (22)  Mr E Dale SS5	Society & Environm 10S&E_2 (22)  Ms E Everage SS7	Science 10 (F) 10SCI_3 (20)  Ms M Jamison SCI3
6 [2]			Health Education 10 10HE_1 (20) Mr P Payne MS10	Italian 10 (F) 10ITAL_1 (22) Miss T Roberts MS1	Physical Education 10PE_1 (22) Ms T Norton GYM1
7 [2]			Health Education 10 10HE_2 (23) Mr J Peter SS2	Indonesian 10 (F) 10Ind_1 (20) Ms T Scattini SS1	Physical Education 10PE_2 (21) Ms J McLaren MUS2
8 [2]			Health Education 10 10HE_3 (21) Miss M Mouse SS6	Indonesian 10 (F) 10Ind_2 (22) Mr C Pringle MS2	Physical Education 10PE_3 (21) Ms S Oswald GYM2
9 [2]			Art 10 10Art_1 (12) Mr G Kenny ART1	Craft 10 10CRA_1 (5) Mr T Jones ART2	Fabrics 10 (F) 10Fab_1 (19) Mr DJ Trainor FAB1
10 [2]			Food Production 10 10Food_1 (32) Ms T Swindon Food1	Jewellery 10 (F) 10Jew_1 (5) Mr P Scott MW2	Music 10 10MUS_1 (14) Ms M King ART2
					Woodwork 10 10WW_1 (28) Dr N Swiderski WW1
					Metalwork 10 10MW_1 (13) Ms S Stevens MW1

In this example, colours have been assigned to the D&T and Home Economics departments. The text and background colour vary according to whether or not the student is in the class. This student is in 10Fab_1 and 10Jew_1.

Right clicking on a populated cell enables the student to be removed or moved to an alternate teaching set. A band or band record to which the student is not fitted is highlighted and the student can be added to a selected teaching set.

8 [2]	 	Health Education 10 10HE_3 (21) Miss M Mouse SS6	Indonesian 10 (F) 10Ind_2 (22) Mr C Pringle MS2	Physical Education 10PE_3 (21) Ms S Oswald GYM2	
9 [2]	 	Art 10 10Art_1 (12) Mr G Kenny ART 1	Craft 10 10CRA_1 (5) Mr T Jones ART 2	Fabrics 10 (F) 10Fab_1 (19) Mr DJ Trainor FAB 1	Move Student Show Teaching Set Members Remove Student
10 [2]	 	Food Production 10 10Food_1 (32) Ms T Swindon Food 1	Jewellery 10 (F) 10Jew_1 (5) Mr P Scott MW 2	Music 10 10MUS_1 (14) Ms M King ART 2	10MUS_1 (14) Ms S Stevens MW 1


The **Move Student** function will display a window that will allow users to move the student between teaching sets on the same band or remove the student from their current teaching set by clicking on Drop Student out of this Teaching Set.

Move Student

Year: 2012 Cycle: 2012 - 5 - 2012 - 5

Grid: 2012 - 10 - 10

Student: Ben Anderson

Move From Teaching Set: 10Fab_1 (Fabrics 10) 

Move To Teaching Set

Same Band: Unplaced

Band: 9

This list shows sets which are running on the same Band as the set from which you are trying to move this student.

When you select a set and click OK, the system will check that a Preference can be created for the selected set and that no conflicts will be created by moving this student into the selected teaching set.

Code	Subject	Size
10Art_1	Art 10	12
10CRA_1	Craft 10	5
10WW_1	Woodwork 10	28

OK Cancel

Note: Changing a student to a new subject within the grid view does not delete the original subject. If necessary this can be deleted or marked as a reserve in the preference view.



New Students

As new students are added to Integr8 the user will be prompted to include the student in an existing cohort. The user must include the student in at least one cohort to add the student to the timetable. Once the student has been entered into the cohort the student must be assigned subject preferences. Preferences may be entered in one of two places: Timetabling > Preferences or Timetabling > Student Course.

The **Student Course** window displays the student's subject preferences, their individual timetable and the relevant grid with the student's teaching sets highlighted. Selecting **Student Courses** from the Timetabling sidebar will display the **Student Course Maintenance** window.

For a new student the preference screen will be blank and subject preferences may be entered in the same way as described earlier.

After the preferences have been added the student must be added to existing teaching sets. This may be done in one of two ways:

- Manually, by highlighting the subject, clicking the Place in T-Set button  and selecting the appropriate teaching set from the list displayed
- Automatically, using Generate Suggested Fit icon  from the **Student Course** screen, this will place the student in acceptable teaching sets if it can do so without clashes

Once the student has been added in either way to teaching sets, the student will now have a timetable which will be shown in Timetabling > Student Course > Timetable.

A student's course may also be entered within the **Grid** or **Timetable** views.

Leaving Students

Students who leave the school may be removed from the current timetable. Moving a student to the former roll will prompt the user to remove the student from any cohorts. Once students are removed from their cohorts they are removed from the timetable. Users do have an option to leave student in their current cohorts and they will remain in their teaching sets but will be highlighted in red to show they are no longer current students.

Change of Course

Students may alter their subject selections after the current timetable has begun operating. The student must be deleted from current teaching sets and their preferences must be altered to reflect their new course. The student then needs to be placed in the new teaching sets as discussed above for new students.

4.3.1 Allocating students to teaching sets

Activity

Timetabling > Student Course

- Use Search to locate **Ben Anderson's** records
- View his course on the **Preferences** tab

Student Course Maintenance


2012 2012 - 5

Anderson, Ben (3)




Grid 2012 - 10 - 10 Time Slice 15 OCT 2012 - 19 DEC 20...

Preferences | Timetable | Grid

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands	Size	Teacher	Room
Primary	1	10ENG	English 10	YES	1	YES	NO	2	3	22	Mr J Brigg	MS1
Primary	1	10HE	Health Education 10	YES	1	YES	NO	6	7, 8	20	Mr P Payne	MS10
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	22	Ms T Lomer	MS9
Primary	1	10Math	Mathematics 10	YES	1	YES	NO	5	2, 3	22	Mr E Dale	SS5
Primary	1	10PE	Physical Education 10	YES	2	YES	NO	7	6, 8	21	Ms J McLaren	MUS2
Primary	1	10S&E	Society & Environment 10	YES	1	YES	NO	4	2, 5	22	Dr S Richardson	LIB3
Primary	1	10SCI	Science 10	YES	1	YES	NO	3	4, 5	22	Mr J Harpe	SCI 3
Primary	8	10Art	Art 10	NO	1	YES	NO	9		13		
Primary	9	10Ind	Indonesian 10	NO	2	YES	NO	8	7	22	Mr C Pringle	MS2
Primary	10	10Jew	Jewellery 10	NO	1	YES	NO	10		5	Mr P Scott	MW 2
Reserve	1	10MW	Metalwork 10	NO		NO	NO	10		0		
Reserve	2	10WW	Woodwork 10	NO		NO	NO	9		0		

- Select the **Timetable** tab
- **Print** Ben's timetable to the screen
- View his course on the **Grid** tab
- Click **Toggle Student Placement/Department Colour** 

Note: Department colours are assigned in Timetabling/Timetable Setup/Department Colours.

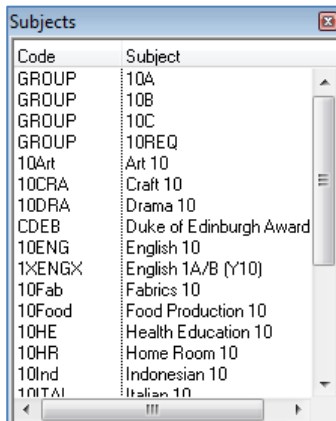
9 [2]			Art 10 10Art_1 (13) Mr G Kenny ART 1	Craft 10 10CRA_1 (5) Mr T Jones ART 2	Fabrics 10 (F) 10Fab_1 (18) Mr D Trainor FAB 1	Woodwork 10 10WW_1 (28) Dr N Swiderski WW 1
10 [2]			Food Production 10 10Food_1 (32) Ms T Swindon Food 1	Jewellery 10 (F) 10Jew_1 (5) Mr P Scott MW 2	Music 10 10MUS_1 (14) Ms M King ART 2	Metalwork 10 10MW_1 (13) Ms S Stevens MW 1

Colours been assigned to the D&T and Home Economics departments. The text and background colour vary according to whether or not the student is in the class. Ben is in **10Jew_1** and **10Art_1**.

Todd Virgil is a new student and has been added to the Year 10 cohort. Enter his preferences.


- Find **Todd Virgil's** records
- Select the **Preferences** tab

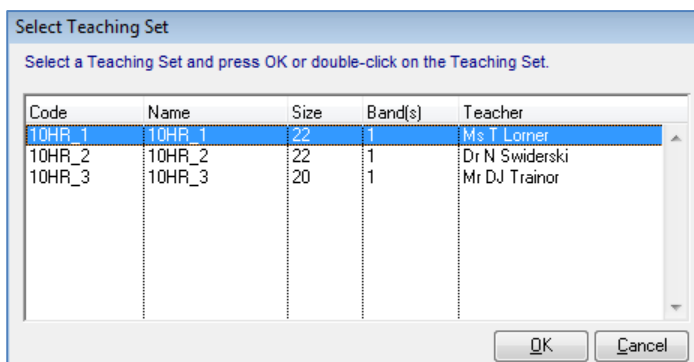
- Click 



- Drag and drop the Subject Group **10REQ** onto the white screen
- Close **Subject s**

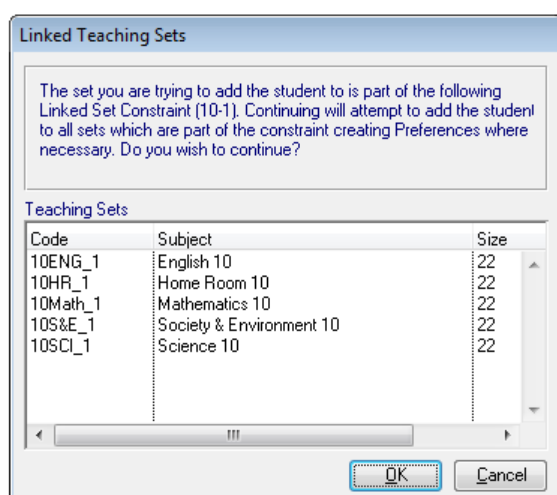
Manually allocate Todd Virgil to a Home Room class

- Highlight **Home Room 10** and click **Select Teaching Set** 



- Select **10HR_1**, click **OK**


- View the teaching sets to which Todd will be added



Note: As there are linked teaching sets, placing a student into one means he or she is automatically placed into the others.

- Click **OK**

Auto-allocate Todd to his other required classes.

- Click on Generate Suggested Fit For Student 
- Click **OK** to save and accept the suggested fit for student
- Close** the Move Student window
- Click on the **Grid** tab

Each of the grid bands where Todd does not have preferences are highlighted in red.

- Right click in the red cell containing **10Ind_2** and click **Add Student** and **Yes**

7 [2]			Health Education 10 10HE_2 (23) Mr J Peter SS2	Indonesian 10 (F) 10Ind_1 (20) Ms T Scattini SS1	Physical Education 10PE_2 (22) Ms J McLaren MUS2	
8 [2]			Health Education 10 10HE_3 (21) Miss M Mouse SS6	Indonesian 10 (F) 10Ind_2 (22) Mr C Pringle MS2	Physical Education 10PE_3 (21)	
9 [2]			Art 10 10Art_1 (13) Mr G Kenny ART 1	Craft 10 10CRA_1 (5) Mr T Jones ART 2	<div> Show Teaching Set Members </div> <div> Add Student </div>	
10 [2]			Food Production 10 10Food_1 (32) Ms T Swindon Food 1	Jewellery 10 (F) 10Jew_1 (5) Mr P Scott MW 2	Music 10 10MUS_1 (14) Ms M King ART 2	Metalwork 10 10MW_1 (13) Ms S Stevens MW 1

- Continue to add Todd to teaching sets until he has a class on each band in the grid
- Click on the **Timetable** tab and view Todd's timetable
- Close

Course change in grid and timetable views

Jonathon Depete is moving from Craft to Art.

- Find **Jonathon Depete's** records
- Click on the **Grid** tab
- Right click in Jonathon's **Craft** class on Band 9 and click **Move Student**

Move Student

Year: 2012 Cycle: 2012 - 5 - 2012 - 5

Grid: 2012 - 10 - 10

Student: Jonathon Depete

Move From Teaching Set: 10CRA_1 (Craft 10)

Move To Teaching Set

Same Band: Unplaced

Band: 9


Code	Subject	Size
10Art_1	Art 10	14
10Fab_1	Fabrics 10	18
10wW_1	Woodwork 10	28

This list shows sets which are running on the same Band as the set from which you are trying to move this student.

When you select a set and click OK, the system will check that a Preference can be created for the selected set and that no conflicts will be created by moving this student into the selected teaching set.

OK Cancel

- Select **10ART_1** and click **OK**
- Click on **View/Print Course Change History**  and print to the screen

- Click on the **Preferences** tab
- Highlight **Craft 10** and Delete 
- Click **Yes** to the message

Note: When students change courses, it is important to toggle to reserve or delete the subject that they have dropped otherwise they will be billed for both the old and new subject.

4.4 Staff and Room Maintenance

Timetabling > Timetable

Maintenance of Staff and Room timetables may be necessary from time to time due to staff turnover or leave and/or the addition or restricted use of rooms for whatever reason.

Allocation and maintenance of staff and room details is performed within the **Timetable** sidebar function. Selection of this function will open the timetable that applies to the current date. The timetabling year and timeslice can be selected to view the timetable to be staffed and roomed.

Only grids that have been saved as Timetable will be visible.

Timetable - Unlocked										
Functions Switch View										
2011 2011 - 5 25 JUL 2011 - 30 SEP 2011										
Filter										
Grid All Department All										
Periods	2011 - 08					2011 - 09				
Monday - H	Home Room 8 8HR_4 (27) Mr L Evans MS3	Home Room 8 8HR_5 (27) Mr W Davids SS6	Home Room 8 8HR_1 (28) Mr C Best SS4	Home Room 8 8HR_2 (26) Mr J Brigg MS1	Home Room 8 8HR_3 (26) Ms J Calvin SS9				Home Room 9 9HR_3 (30) Mr N Creed MS4	Home Room 9 9HR_1 (29) Ms A Greaves SCI 1
Monday - 1	English 8 8ENG_5 (27) Ms J Calvin SS9	English 8 8ENG_1 (28) Ms T Western SS4	Mathematics 8 8Math_4 (27) Mr W Davids SS6	Society & Environ 8S&E_3 (26) Mr P Gabelich SS5	Science 8 8SC1_2 (26) Mr L Ingris SCI 2				English 9 9Eng_2 (9) Ms T Alan SS1	Mathematics 9 9Math_3 (30) Mr E Dale SS3
Monday - 2	English 8 8ENG_2 (26) Mrs F Brooks SS6	Mathematics 8 8Math_5 (27) Mr E Dale SS5	Mathematics 8 8Math_1 (28) Professor K Dick SS8	Society & Environ 8S&E_4 (27) Ms E Everage SS9	Science 8 8SC1_3 (26) Mr J Harpe SCI 3				Health Education 9HEd_1 (19) Miss M Mouse MS2	Italian 9 9ITAL_1 (21) Ms T Scattini SS1

The **Period Summary** view provides a period-by-period view of the total timetable activity.

Note: When all grids are selected, spaces are left between each of the grids displayed.

The appropriate component of the timetable is selected using the Timetabling Year and Timeslice selections.

The Timeslice is calculated by the system following examination of grids and schedules as a period of time that the timetable will operate unchanged.

The **Period Summary** view can be filtered to show activities associated with an individual grid or subjects linked to a department.

Manual Placement or Editing of Staff and Rooms

Manual placement or editing of teaching staff and rooms are allocated by highlighting an appropriate teaching set, right clicking and selecting from the list of functions.

Timetable - Unlocked

Functions Switch View

2012 2012 - 5 15 OCT 2012 - 19 DEC 2012

Filter
Grid All Department All

Periods	2012 - US				
Monday - H	Home Room 12 12HR_2 (22) Mr HJ Barclay SS3	Home Room 12 12HR_1 (22) Ms T Alan SS2	Home Room 11 11HR_3 (22) Ms S Oswald SS1	Home Room 11 11HR_2 (21) Mr A Guiseppe SCI 2	Home Room 11 11HR_1 (22) Ms S Corner SS5
Monday - 1	Computer Sci 2ACSC_1 (22) Ms T Swindon COMP 1	<ul style="list-style-type: none"> Allocate Teacher Change Teacher Remove Teacher Allocate Room Change Room Remove Room Change Set Add to Combined Class Show/Add User Defined Period times Lock Teacher Show Teaching Set Members 		Scienc (21) aven	Chemistry 2A/B 2XCHE_1 (25) Dr S Henry SCI 3
Monday - 2	English 1A/B 1XENG_2 (22) Mr J Brigg MS1			cs 3A/B 1 (25) seppe	Biological Scienc 2XBIO_1 (16) Mr L Ingris SCI 2
Monday - B					
Monday - 3	English 1A/B 1XENG_1 (21) Ms J Calvin SS9			d Scienc (24) oe	Modern History 3/ 3XHIM_1 (25) Mr A Guiseppe SS2

Switch View

The **Switch View** function enables the timetable for a teacher and room to be displayed.

Timetable - Unlocked

Functions Switch View

2012 ✓ Period Summary View

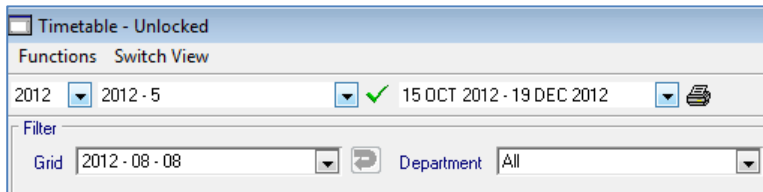
Filter Timetable View

4.4.1 Cloning Resources from One Schedule to Another

Activity

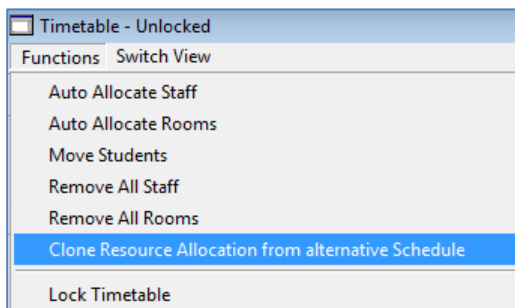
Timetabling > Timetable

- Filter to the Year 8 grid and Term 4



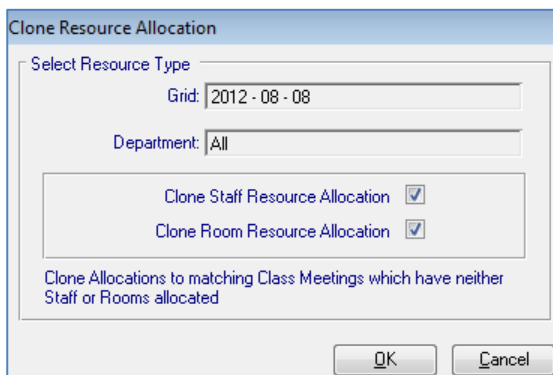
The screenshot shows the 'Timetable - Unlocked' window. At the top, there are tabs for 'Functions' and 'Switch View'. Below this, there are dropdown menus for '2012' and '2012 - 5', a green checkmark icon, and a date range '15 OCT 2012 - 19 DEC 2012'. A 'Filter' section contains a 'Grid' dropdown set to '2012 - 08 - 08' and a 'Department' dropdown set to 'All'.

- Click **Functions > Clone Resource Allocation**



The screenshot shows the 'Functions' menu in the 'Timetable - Unlocked' window. The menu items are: 'Auto Allocate Staff', 'Auto Allocate Rooms', 'Move Students', 'Remove All Staff', 'Remove All Rooms', 'Clone Resource Allocation from alternative Schedule' (which is highlighted in blue), and 'Lock Timetable'.

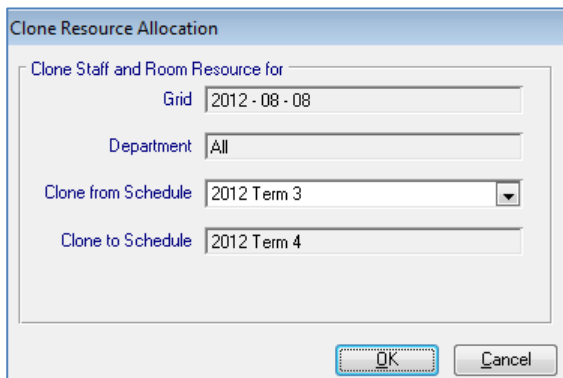
- Read the text and click **OK**
- Check **Clone Staff Resource Allocation** and **Clone Resource Room Allocation**



The screenshot shows the 'Clone Resource Allocation' dialog box. It has a 'Select Resource Type' section with 'Grid: 2012 - 08 - 08' and 'Department: All'. Below this are two checkboxes: 'Clone Staff Resource Allocation' and 'Clone Room Resource Allocation', both of which are checked. At the bottom, there is a text box containing the text 'Clone Allocations to matching Class Meetings which have neither Staff or Rooms allocated' and two buttons: 'OK' and 'Cancel'.

- Click **OK**

- Select to clone from **Term 3**



The image shows a 'Clone Resource Allocation' dialog box. It has a title bar with the same text. Inside, there's a section titled 'Clone Staff and Room Resource for'. Below this, there are four input fields: 'Grid' with the value '2012 - 08 - 08', 'Department' with the value 'All', 'Clone from Schedule' with a dropdown menu showing '2012 Term 3', and 'Clone to Schedule' with a dropdown menu showing '2012 Term 4'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

- Click **OK**
- Read the prompt and click **OK**

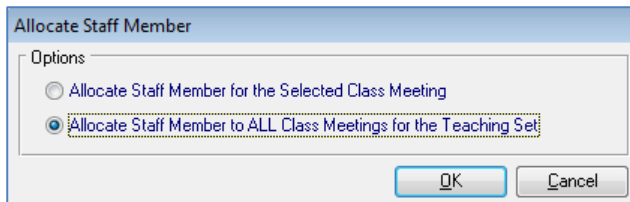
Note: Staff and Rooms will only be copied from one Timeslice to another for Teaching Sets with identical codes scheduled at exactly the same time.

4.4.2 Allocating Teachers & Rooms

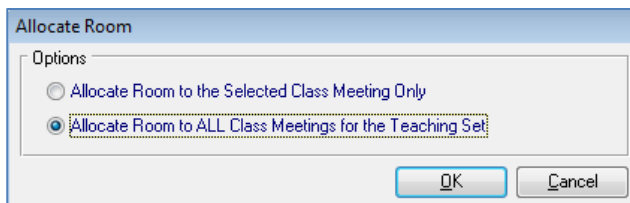
Activity

Timetabling > Timetable

- Scroll down to **Wednesday** Lesson 2
- Right click in the first cell and select **Allocate Teacher**
- Select **Allocate Staff Member to ALL Class Meetings for the Teaching Set** and click **OK**



- Select a teacher and click **OK**
- Right click in the same cell again and select **Allocate Room**
- Choose **Allocate Room to ALL Class Meetings for the Teaching Set** and click **OK**



- Select a room and click **OK**
- Repeat for the other teaching sets on at that time

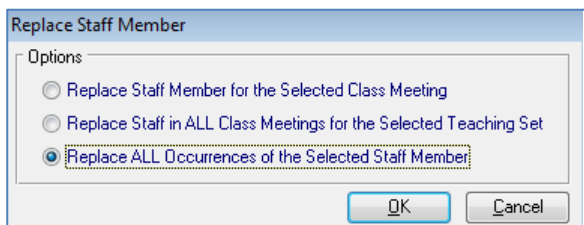
Note: If a teacher has a preferred room, then the room will be allocated to the teaching set at the same time as the teacher.

4.4.3 Changing Teachers & Rooms

Activity

Harris Barclay is going on long service leave. Allocate a suitable member of staff to take his classes.

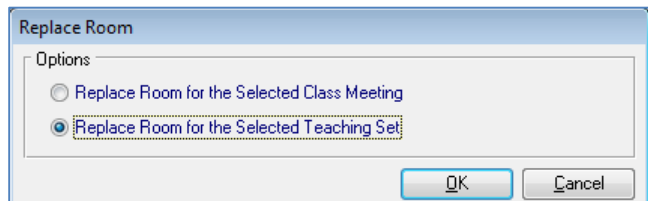
- Filter to the **English** department
- Filter to **All** grids
- **Switch View** to **Timetable View**
- Find **Harris Barclay's** timetable
- **Switch View** to **Period Summary View**
- Right click on one of **Harris Barclay's** classes
- Click **Change Teacher**
- Select the third option – **Replace ALL Occurrences** - and click **OK** and **Yes**



- Highlight **Elaine Abbott** and click **OK**
- **Switch View** to **Timetable View**
- Find **Elaine Abbott's** timetable
- Return to **Period Summary View**

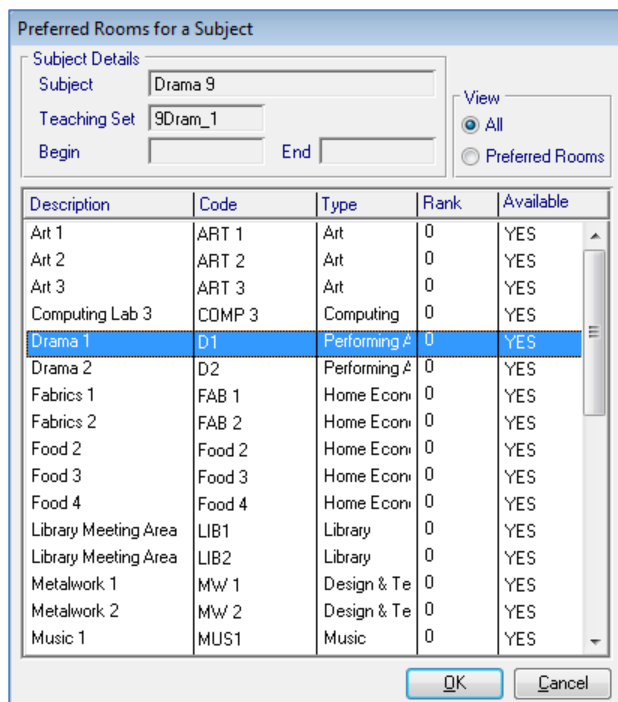
Drama classes can now be located in the new Performing Arts rooms.

- Ensure **All Grids** is selected
- Filter to the **Drama** Department
- Scroll down to **Wednesday 1**
- Right click on the Drama class and select **Change Room**



The 'Replace Room' dialog box has a title bar 'Replace Room'. Below it is a section labeled 'Options' containing two radio buttons. The first is 'Replace Room for the Selected Class Meeting' and the second is 'Replace Room for the Selected Teaching Set', which is selected. At the bottom are 'OK' and 'Cancel' buttons.

- Select **Replace Room for the Selected Teaching Set** and click **OK**
- Click in **ALL** to view all rooms
- Select **Drama 1**



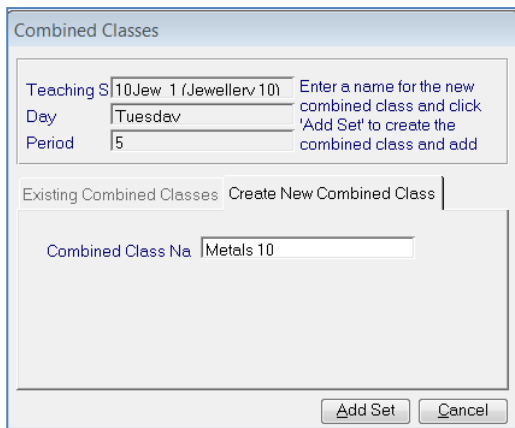
The 'Preferred Rooms for a Subject' dialog box has a title bar 'Preferred Rooms for a Subject'. It contains a 'Subject Details' section with 'Subject' set to 'Drama 9', 'Teaching Set' set to '9Dram_1', and empty 'Begin' and 'End' fields. To the right is a 'View' section with 'All' selected and 'Preferred Rooms' unselected. Below is a table with columns: Description, Code, Type, Rank, and Available. The table lists various rooms, with 'Drama 1' highlighted. At the bottom are 'OK' and 'Cancel' buttons.

Description	Code	Type	Rank	Available
Art 1	ART 1	Art	0	YES
Art 2	ART 2	Art	0	YES
Art 3	ART 3	Art	0	YES
Computing Lab 3	COMP 3	Computing	0	YES
Drama 1	D1	Performing A	0	YES
Drama 2	D2	Performing A	0	YES
Fabrics 1	FAB 1	Home Econ	0	YES
Fabrics 2	FAB 2	Home Econ	0	YES
Food 2	Food 2	Home Econ	0	YES
Food 3	Food 3	Home Econ	0	YES
Food 4	Food 4	Home Econ	0	YES
Library Meeting Area	LIB1	Library	0	YES
Library Meeting Area	LIB2	Library	0	YES
Metalwork 1	MW 1	Design & Te	0	YES
Metalwork 2	MW 2	Design & Te	0	YES
Music 1	MUS1	Music	0	YES

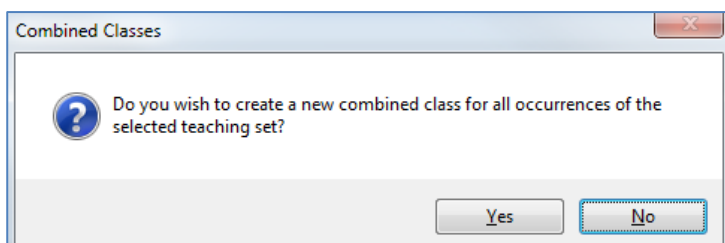
- Click **OK**
- Repeat for the other Drama class

Combining classes:

- Filter to the **Year 10** grid and the **Design and Technology** department
- Find **10Jew_1** on **Tuesday 5**
- Right click on **10Jew_1**
- Click **Add to Combined Class**
- Give combined class a suitable name: for example, **Metals 10**



- Click on **Add Set**



- Click **Yes**
- Right click on **10MW_1**
- Click **Add to Combined Set**
- Select **Metals 10**
- Click **Add Set** and **Yes**

Note: The **C** after the teaching set codes indicate that they belong to a combined set.

- Right click on **10MW_1** and select **View Combined Class Details**
- Close the Combined Class Details window
- Close the Timetable

4.5 Grid Modelling



4.5.1 Timetable Grids

Timetabling > Grid Modelling

GRIDS are the focus of timetabling activity and can be created or cloned from previous years. All staff, rooms and subjects can be made available or unavailable, where required, to a grid. The grid provides the framework within which the teaching sets required to satisfy the selections of students within the grid will be placed.

Grid Modelling				
Functions Tools Grid Constraints Switch View				
2011 2011 - 10 - 10				
<input checked="" type="checkbox"/> <input type="checkbox"/> Student 0 Place 0 Unplace 0 Grid positions are fixed				
Band/ Band Record				
1 [5]		Home Room 10 10HR_1 (23) Mr DJ Trainor	Home Room 10 10HR_2 (22) Dr N Swiderski	Home Room 10 10HR_3 (20) Ms T Lomer
2 [4]		English 10 (F) 10ENG_1 (23) Ms E Abbott	Mathematics 10 10Math_2 (22) Mr D Drake	Society & Enviro 10S&E_3 (20) Mr P Gabelich
3 [4]		English 10 (F) 10ENG_2 (22) Mrs F Brooks	Mathematics 10 10Math_3 (20) Mr T Duke	Science 10 (F) 10SCI_1 (23) Mr J Harpe
4 [4]		Society & Enviro 10S&E_1 (23) Dr S Richardson	Science 10 (F) 10SCI_2 (22) Dr S Henry	English 1A/B (Y) 1XENGX_1 (20) Ms E Abbott
5 [4]		Mathematics 10 10Math_1 (23) Professor K Dick	Society & Enviro 10S&E_2 (22) Ms E Everage	Science 10 (F) 10SCI_3 (20) Ms M Jamison
6 [2]		Health Education 10HE_1 (24) Mr P Payne	Italian 10 (F) 10ITAL_1 (17) Mr G Reid	Physical Educat 10PE_1 (24) Ms J McLaren
7 [2]		Health Education 10HE_2 (23) Mr J Peter	Italian 10 (F) 10ITAL_2 (19) Ms T Scattini	Physical Educat 10PE_2 (23) Ms S Oswald
8 [2]		Health Education 10HE_3 (18) Ms T Norton	Indonesian 10 (F) 10Ind_1 (29) Mr B Pitt	Physical Educat 10PE_3 (18) Miss M Mouse
9 [2]		Food Production 10Food_1 (26) Dr M Spock	Jewellery 10 (F) 10Jew_1 (6) Mr DJ Trainor	Music 10 (F) 10MUS_1 (21) Mrs S Maxwell
10 [2]		Art 10 (F) 10Art_1 (13) Mr T Jones	Craft 10 (F) 10CRA_1 (5) Ms M King	Fabrics 10 (F) 10Fab_1 (21) Mr P Scott
				Metalwork 10 (F) 10MW_1 (12) Mr DJ Trainor
				Woodwork 10 10WW_1 (26) Ms S Stevens

Grids are made up of **BANDS** and are divided up into **BAND RECORDS**. The frequency of a band (indicated in brackets after the number of the band) indicates the number of band records associated with that band. The band records may be viewed by clicking on the Plus icon on the band.

2 [4]	 	English 10 (F) 10ENG_1 (21) x Ms T Alan SS2	Mathematics 10 (F) 10Math_2 (22) x Ms S Corner MS3	Society & Environme 10S&E_3 (22) x Mr L Evans MS10
2.1		English 10 (F) 10ENG_1 (21) x Ms T Alan SS2	Mathematics 10 (F) 10Math_2 (22) x Ms S Corner MS3	Society & Environme 10S&E_3 (22) x Mr L Evans MS10
2.2		English 10 (F) 10ENG_1 (21) x Ms T Alan SS2	Mathematics 10 (F) 10Math_2 (22) x Ms S Corner MS3	Society & Environme 10S&E_3 (22) x Mr L Evans MS10
2.3		English 10 (F) 10ENG_1 (21) x Ms T Alan SS2	Mathematics 10 (F) 10Math_2 (22) x Ms S Corner MS3	Society & Environme 10S&E_3 (22) x Mr L Evans MS10
2.4		English 10 (F) 10ENG_1 (21) x Ms T Alan SS2	Mathematics 10 (F) 10Math_2 (22) x Ms S Corner MS3	Society & Environme 10S&E_3 (22) x Mr L Evans MS10




Teaching sets placed on a band record meet concurrently. Band records can be individually manipulated.

Note: If band records are left empty, then some students at least will have blanks in their timetables.

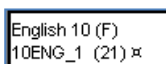
Band records are mapped to the Inter-grid Linkage Table: **Timetabling > Grid Modelling > Functions > Inter-grid Linkage Table.**

Inter-Grid Linkage													
Timetabling Yr 2011		Schedule All <input type="checkbox"/> Show Overlapping Sche											
Cycle 2011 - 5													
Grid	Schedule	Slot 1 Mon - H	Slot 2 Tue - H	Slot 3 Wed - H	Slot 4 Thu - H	Slot 5 Fri - H	Slot 6 Mon - 1	Slot 7 Mon - 2	Slot 8 Mon - 3	Slot 9 Mon - 4	Slot 10 Mon - 5	Slot 11 Tue - 1	Slot 12 Tue - 2
2011 - 00	Term 1	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1	4.1	5.1	7.1	2.2
2011 - 00	Term 2	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1	4.1	5.1	7.1	2.2
2011 - 00	Term 3	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1	4.1	5.1	7.1	2.2
2011 - 00	Term 4	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1	4.1	5.1	7.1	2.2
2011 - 00	Semester 1	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	5.1	7.1	2.2	3.2
2011 - 00	Semester 2	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	5.1	7.1	2.2	3.2
2011 - 10	Semester 1	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1	7.1	2.2	3.2	8.1
2011 - 10	Semester 2	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1	7.1	2.2	3.2	8.1
2011 - UL	2011	1.1	1.2	1.3	1.4	1.5	2.1	3.1	4.1	5.1	6.1	7.1	2.2

Each slot in the Inter-Grid Linkage Table is linked to a single period in the Timetable Cycle. This is done in **Timetabling > Grid Modelling > Functions > Time-Slot Mapping.**

Time-Slot Mapping						
Timetable Details		Year 2011 Cycle 2011 - 5 - 2011 - 5				
		Available  Non-Teachi  Unavailabl 				
Slot No Mapped To	row Cod	Mon	Tue	Wed	Thu	Fri
1 Monday - H	H	Slot 1	Slot 2	Slot 3	Slot 4	Slot 5
2 Tuesday - H	1	Slot 6	Slot 11	Slot 16	Slot 21	Slot 25
3 Wednesday - H	2	Slot 7	Slot 12	Slot 17	Slot 22	Slot 26
4 Thursday - H	B	B	B	B	B	B
5 Friday - H	3	Slot 8	Slot 13	Slot 18	Slot 23	Slot 27
6 Monday - 1	4	Slot 9	Slot 14	Slot 19	L	Slot 28
7 Monday - 2	L	L	L	L	Slot 24	L
8 Monday - 3	5	Slot 10	Slot 15	Slot 20		Slot 29
9 Monday - 4						
10 Monday - 5						
11 Tuesday - 1						
12 Tuesday - 2						
13 Tuesday - 3						
14 Tuesday - 4						
15 Tuesday - 5						
16 Wednesday - 1						
17 Wednesday - 2						

All teaching sets placed on a band record will meet in the period to which the band record has been mapped.




An **(F) (Fixed)** after the subject name on the grid, indicates that the teaching set has been placed on the band manually and can only be moved or removed manually, unless its status is changed to **Unfixed**.

⌘ This symbol indicates that the teaching set is locked, that is students can neither be moved into or out of the teaching set through Grid Modelling.

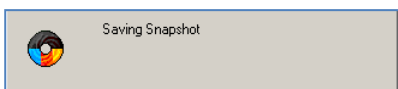
4.5.2 Making Changes to the Grid


Timetabling > Grid Modelling

Changes within the school may require changes to the grids that make up the timetable.

- Unlock the grid by clicking on the key 

The following will be displayed:



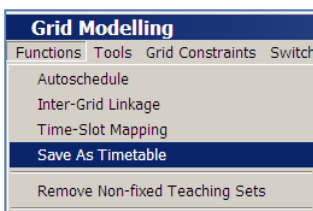
A copy of the grid as it was on unlocking is saved and may be restored by clicking  Retrieve Snapshot.

Note: Users may also take snapshots  of the grid at any time it is unlocked.

Before the bands of a grid which has been **Saved as Timetable** can be remodelled, the schedule(s) to which the bands are linked must be **Unsaved**. Bands of grids linked to the schedules in the process of being remodelled will be unavailable to the timetable until they are resaved.

To **Unsave** a grid for remodelling:

- If necessary, unlock the Timetable
- Select **Grid Modelling** from the **Timetabling** sidebar
- Select the Grid required
- Unlock the grid
- Select the **Function** menu and click on **Save as Timetable**



- Highlight the schedule of the grid to be unsaved for remodelling and click on **Unsave**

Save As Timetable

Timetable Details

Year: 2011

Cycle: 2011 - 5 - 2011 - 5

Grid	Schedule	Band	Record	Mapped	Plots	Use	Periods	Available	Can	Save	Saved
2011 - 08	Term 1	29	29	31	30						
2011 - 08	Term 2	29	29	31	30						
2011 - 08	Term 3	29	29	31	30						
2011 - 08	Term 4	29	29	31	30						
2011 - 09	Semester 1	29	29	31	30						
2011 - 09	Semester 2	29	29	31	30						
2011 - 10	Semester 1	29	29	31	30						
2011 - 10	Semester 2	29	29	31	30						
2011 - US	2011	29	29	31	30						

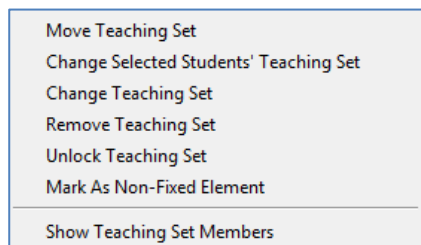
Unsave Save Close

Note: It is advisable to Unsave the entire grid. This will enable restoration of the system snapshot if required.

- **Close** the Save as Timetable window

Note: While a grid schedule has been Unsaved, the bands associated with the schedule will not be available to the Timetable or Timetable view of Student Course.

Once the grid is unsaved, the following menu is available through a right click in a cell:



Move Teaching Set allows the user to move the teaching set to another band or band record.

Change Selected Students' Teaching Set allows the user to move one or more selected students from one teaching set to another on the same band.

Change Teaching Set allows the user to change the set from one subject to another, for example from Art to Craft.


Remove Teaching Set allows the user to remove the teaching set from the grid.

Mark As Non-Fixed Element allows the user to change the status of the set from **Fixed** – may only be moved manually – to **Unfixed** – may be moved automatically.

Show Teaching Set Members allows the user to view a list of students in the set.

Lock Teaching Set prevents students being moved or out of that teaching set in Grid Modelling.

Grid Modelling Example: To Add a Teaching Set to the Grid

- Define subjects through **Admin > Parameters > Subjects**
- Make subjects available to the grid (**Timetabling > Timetable Set-up > Individual Grid Parameters > Subjects**)
- **Unsave** the grid (**Timetabling > Grid Modelling > Functions > Save as Timetable**)
- Add a teaching set for the new subject (**Tools > Add A Teaching Set**)
- Click on the scroll in the top tool bar  to display a list of the available teaching sets

Assign sets by dragging to the grid.
 ---- Blue text = Part Assigned ----
 ---- Red text = Fully Assigned ----

Code	Subject
9Art_1	Art 9
9Art_2	Art 9
9Art_3	Art 9
9Cra_1	Craft 9
9Dram_1	Drama 9
9Dram_2	Drama 9
9Dram_3	Drama 9
9Eng_1	English 9
9Eng_2	English 9
9Eng_3	English 9
9Food_1	Food Production 9
9Food_2	Food Production 9
9Food_3	Food Production 9
9HR_1	Home Room 9
9HR_2	Home Room 9
9HR_3	Home Room 9
9ITAL_1	Italian 9
9Ind_1	Indonesian 9
9Ind_2	Indonesian 9
9MUS_1	Music 9
9MUS_2	Music 9
9MW_1	Metallwork 9
9MW_2	Metallwork 9

Teaching sets displayed in red have been fully assigned to the grid. That is the number of band records onto which the teaching set has been placed is equivalent to the frequency for that subject. Subject frequencies are determined by the number of times classes for that subject will meet during one rotation of the timetable cycle.

Teaching sets displayed in blue have been partially assigned to the grid. That is the number of band records onto which the teaching set has been placed is less than the frequency for the subject.

Teaching sets displayed in black have not been assigned to the grid.

Note: Teaching sets may not be placed onto more band records than the subject frequency, unless the grid bands have been assigned to more than one schedule (timetabling period).

In the example below, **2XECO** has a frequency of two. However, teaching sets for this subject may be placed onto four band records because Band 1 has been assigned to Semester 1 and Band 2 to Semester 2.

Assign sets by dragging to the grid.
 ---- Blue text = Part Assigned ----
 ---- Red text = Fully Assigned ----

Code	Subject	Band/ Band Record		
2XBIO_2	Biological Sciences	1 [2]		Economics 2A/B (F) 2XECO_2 (0)
2XCHE_2	Chemistry 2A/B			
2XECO_2	Economics 2A/B	1.1		Economics 2A/B (F) 2XECO_2 (0)
2XGEO_2	Geography 2A/B			
2XHIM_3	Modern History	1.2		Economics 2A/B (F) 2XECO_2 (0)
2XPES_2	Physical Education			
2XPHY_2	Physics 2A/B			
3AENG_1	English 3A			
3BENG_1	English 3B	2 [2]		Economics 2A/B (F) 2XECO_2 (0)
3XCFCL_1	Children, Family			
3XHBS_1	Human Biology	2.1		Economics 2A/B (F) 2XECO_2 (0)
3XPES_1	Physical Education			
E005_2	English Literature			
E304_1	Economics 12	2.2		Economics 2A/B (F) 2XECO_2 (0)
E305_2	Geography 12			

- Unlock the Band on which the teaching set is to be placed by clicking on the padlock.



Locked



Unlocked


- Click and drag the new teaching set on to the desired (unlocked) band
- Open the **Save as Timetable** window, select the grid schedule and **Save**
- Lock the grid

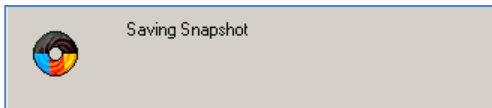
4.5.3 Split a Class

Activity

This activity will split a Year 10 Food Production class and re-allocate students.

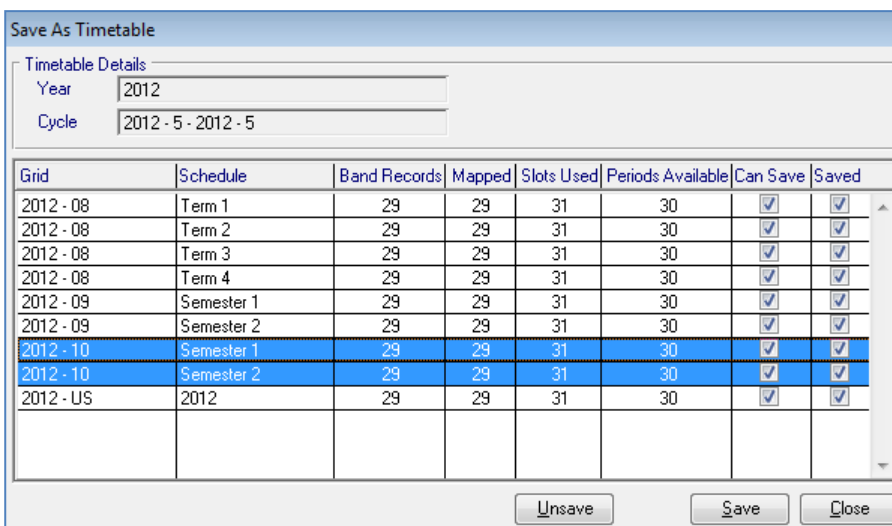
Timetabling > Grid Modelling

- Unlock  the **2012 Year 10** grid



A copy of the current grid is saved and may be retrieved if required.

- Click **Functions**
- Select **Save As Timetable**
- Highlight grid **2012-10**

A screenshot of the "Save As Timetable" dialog box. It has a "Timetable Details" section with "Year" set to "2012" and "Cycle" set to "2012 - 5 - 2012 - 5". Below is a table with columns: Grid, Schedule, Band Records, Mapped, Slots Used, Periods Available, Can Save, and Saved. The table lists various grids, with "2012 - 10 Semester 1" and "2012 - 10 Semester 2" highlighted in blue. At the bottom are "Unsave", "Save", and "Close" buttons.

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2012 - 08	Term 1	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 08	Term 2	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 08	Term 3	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 08	Term 4	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 09	Semester 1	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 09	Semester 2	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 10	Semester 1	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - 10	Semester 2	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2012 - US	2012	29	29	31	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click **Unsave**
- Click **Yes**, then click **Close** when the grid is unsaved

- Type **10FOOD** in **Search** and <Enter>

Search

Note: If Departmental colours have been applied, using Search will temporarily turn them off.

- From **Tools** select **Add Teaching Set**
- Highlight **10Food**, drag and drop into **Subject Code** field and click **Add**



Add Teaching Set

Subject Code

Subject

Subjects

Code	Subject
10Art	Art 10
10CRA	Craft 10
CDEB	Duke of Edinburgh A
10ENG	English 10
1XENGX	English 1A/B (Y10)
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10

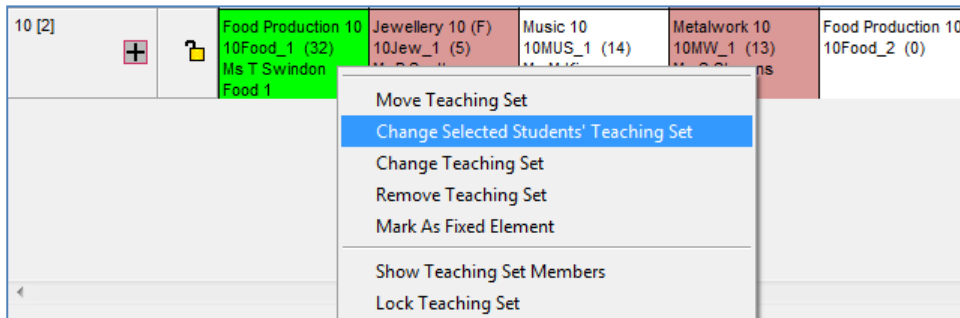
- Click **No** as you do not wish to add students yet
- Make sure Band **10** is unlocked by clicking on the padlock on the left of the Band 
- Click **Display Teaching Sets** 
- Drag and drop new set - **10 Food_2-** on Band 10

4.5.4 Move Students between Teaching Sets

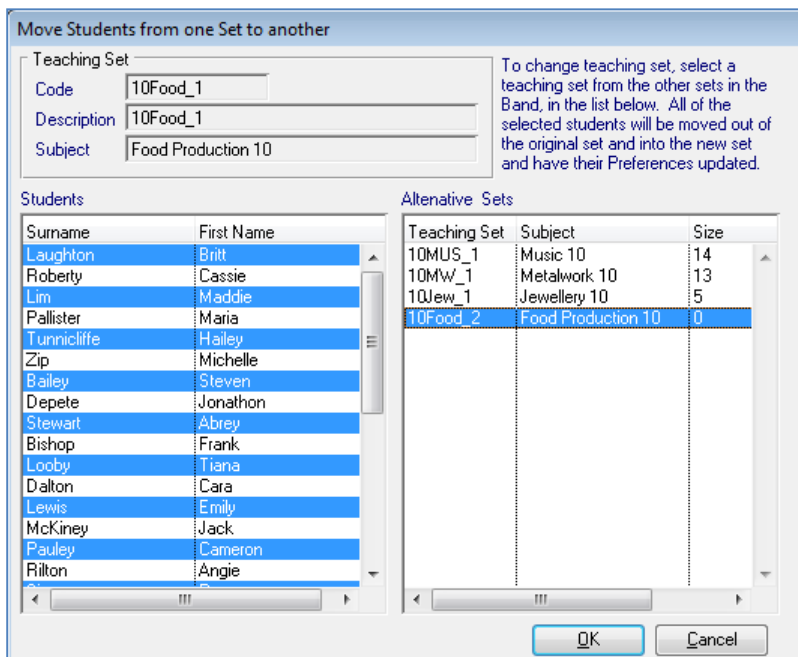
Activity

Timetabling > Grid Modelling

- Right click on **10Food_1** and select **Change Selected Students' Teaching Set**



- Select **10Food_2** and the students you wish to move



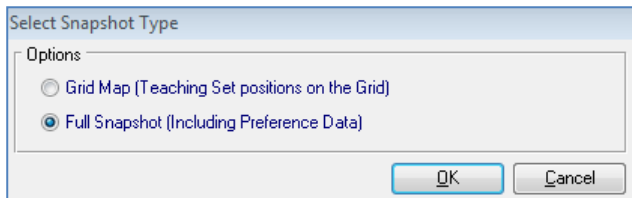
- Click **OK** and **Yes**

4.5.5 Take a Snapshot

Activity

Timetabling > Grid Modelling

- Click **Take a Snapshot** 



Select Snapshot Type

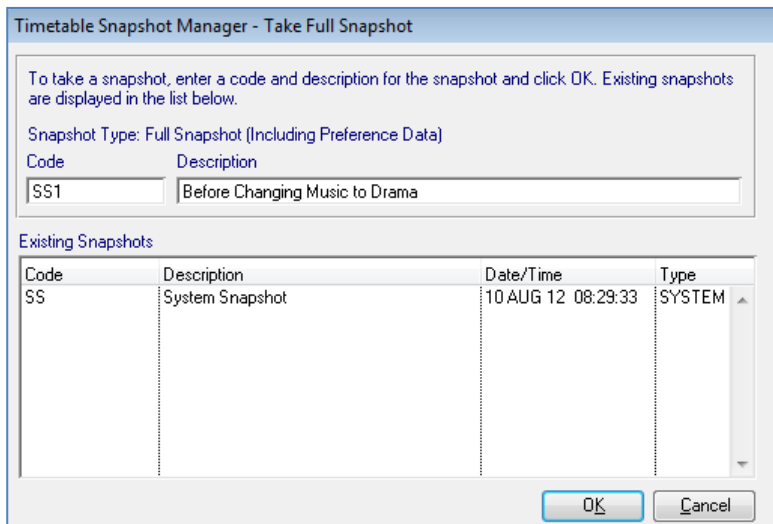
Options

☐ Grid Map (Teaching Set positions on the Grid)

☒ Full Snapshot (Including Preference Data)

OK Cancel

- Check **Full Snapshot** and click **OK**



Timetable Snapshot Manager - Take Full Snapshot

To take a snapshot, enter a code and description for the snapshot and click OK. Existing snapshots are displayed in the list below.

Snapshot Type: Full Snapshot (Including Preference Data)

Code Description

SS1 Before Changing Music to Drama

Existing Snapshots

Code	Description	Date/Time	Type
SS	System Snapshot	10 AUG 12 08:29:33	SYSTEM

OK Cancel

- Enter a **Code** and **Description** and click **OK**

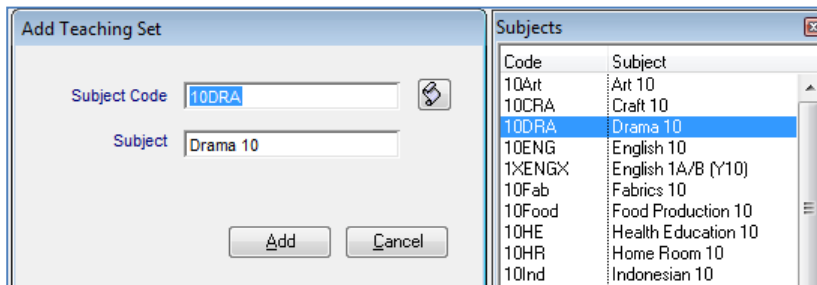
4.5.6 Change Teaching Set

Activity

Timetabling > Grid Modelling

This activity will change a teaching set from Music to Drama.

- From **Tools** select **Add Teaching set**
- Highlight **Drama 10**, drag and drop into **Subject Code** field



The screenshot shows two windows. The 'Add Teaching Set' window on the left has a 'Subject Code' field containing '10DRA' and a 'Subject' field containing 'Drama 10'. There are 'Add' and 'Cancel' buttons at the bottom. The 'Subjects' window on the right is a list box with two columns: 'Code' and 'Subject'. The list contains the following items:

Code	Subject
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
1XENGX	English 1A/B (Y10)
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10

- Click **Add**
- Click **No** as you do not wish to add students yet

- Ensure Band **10** is unlocked
- Right click on **10MUS_1** and select **Change Teaching Set**

Change Teaching Set

Teaching Set

Code: 10MUS_1

Description: 10MUS_1

Subject: Music 10

To change teaching set, select an empty teaching set from the list below. All of the displayed students will be moved out of the original set and into the new set and have their Preferences updated.

Students		Empty Sets	
Surname	First Name	Teaching Set	Subject
Slocum	Phillip	10DRA_1	Drama 10
Saxby-Walsh	Dylan		
Karman	Clay		
Pieroni	Jaydon		
Masters	Tod		
Romer	Gabrielle		
Lesley	Monique		
Ramber	Cherie		
North	Rory		
Butler	Daniel		
Mungall	Amelia		
Strother	Darryl		
Parsons	Gavin		
Fitton	Rhys		

OK Cancel

- Click **OK** and **Yes**
- **Tools > Delete Teaching Set**
- Drag and drop **10MUS_1** into **Teaching Set Code**
- Click **Delete** and **OK**

4.5.7 Restore a Snapshot

Activity

Timetabling > Grid Modelling

- Click **Retrieve a Snapshot**



Timetable Snapshot Manager - Retrieve Snapshot

To restore a snapshot, select the appropriate snapshot from the list of available snapshots and click OK. To delete a snapshot, select the snapshot and click the delete icon.

Existing Snapshot

Code	Description	Date/Time	Type
SS	System Snapshot	25 NOV 10 11:13:3	SYSTEM
SS1	Before changing Art to Craft	25 NOV 10 11:20:5	FULL

OK Cancel

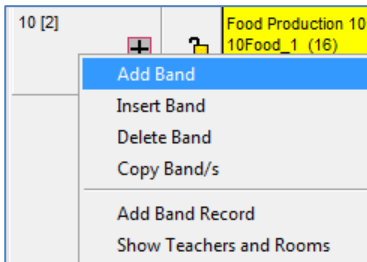
- Select **SS1** and click **OK**

4.5.8 Add Band and Teaching Set

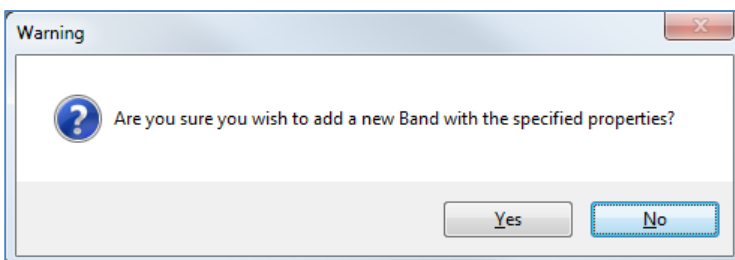
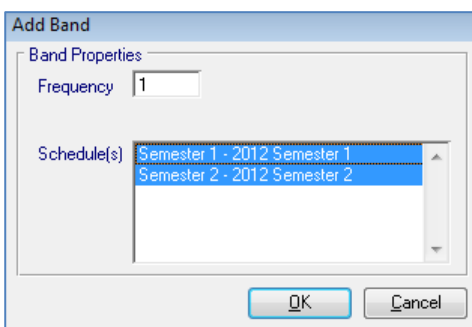
Activity

Some Year 10 students will be working towards the Duke of Edinburgh Award on Thursday afternoons.

- Right click to the left of Band **10** and select **Add Band**

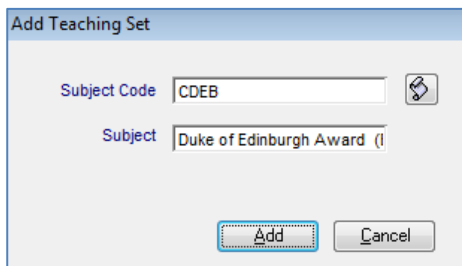


- Highlight both semesters and click **OK**



- Click **Yes**

- Go to **Tools > Add Teaching Set**
- Drag **CDEB** from the **Subjects** list to the **Subject Code** field and click **Add**



The screenshot shows a dialog box titled "Add Teaching Set". It has two input fields: "Subject Code" with the value "CDEB" and "Subject" with the value "Duke of Edinburgh Award (I)". To the right of the "Subject Code" field is a small icon of a hand pointing to a document. At the bottom of the dialog are two buttons: "Add" and "Cancel".

- Click **No** as you do wish to add students yet
- From the **Left** hand pane, drag **CBDE_1** onto Band **11**

- Go to **Functions > Inter-Grid Linkage**



- Click Show Band Records
- Select **2012-10** and **Semester 1**

Band Record Display

Grid: 2012 - 10

Schedule: Semester 1

One Band Record (**11.1**) has not yet been mapped to a timeslot.

- Scroll across until you can see **Slot 30**
- Right click on **Unavailable** in the slot for **10 Semester 1** and select **Mark as Available**

Grid	Schedule	Slot 29 Fri - 5	Slot 30 Thu - 5	Slot 31
2012 - 08	Term 1	9.2	Unavailable	Unavailable
2012 - 08	Term 2	10.2	Unavailable	Unavailable
2012 - 08	Term 3	11.2	Unavailable	Unavailable
2012 - 08	Term 4	12.2	Unavailable	Unavailable
2012 - 09	Semester 1	2.1	Unavailable	Unavailable
2012 - 09	Semester 2	2.1	Unavailable	Unavailable
2012 - 10	Semester 1	3.1		Unavailable
2012 - 10	Semester 2	3.1	Unavailable	
2012 - US	2012	7.4	Unavailable	

Display Teaching Sets
 Mark As Unavailable
Mark As Available
 Unlink All Slots in Schedule

- Repeat for **Semester 2**
- Drag and drop Band Record **11.1** into **Slot 30** for **2012-10, Semester 1**
- Change the **Schedule** to **Semester 2**
- Drag and drop Band Record **11.1** into **Slot 30** for **2012-10, Semester 2**



2012 - 09	Semester 2	2.1	Unavailable	Unavailable
2012 - 10	Semester 1	3.1	11.1	Unavailable
2012 - 10	Semester 2	3.1	11.1	Unavailable
2012 - US	2012	7.4	Unavailable	Unavailable


- Close the Inter-Grid Linkage Table

- Go to **Functions > Time-Slot Mapping**
- Drag and drop **Slot 30** into **Thu 5**

Time-Slot Mapping


Timetable Details

Year: 2012 Available  Non-Teaching 

Cycle: 2012 - 5 - 2012 - 5 Unavailable 

Slot No.	Mapped To	Row Code	Mon	Tue	Wed	Thu	Fri
13	Tuesday - 3	H	Slot 1	Slot 2	Slot 3	Slot 4	Slot 5
14	Tuesday - 4	1	Slot 6	Slot 11	Slot 16	Slot 21	Slot 25
15	Tuesday - 5	2	Slot 7	Slot 12	Slot 17	Slot 22	Slot 26
16	Wednesday - 1	B	B	B	B	B	B
17	Wednesday - 2	3	Slot 8	Slot 13	Slot 18	Slot 23	Slot 27
18	Wednesday - 3	4	Slot 9	Slot 14	Slot 19	L	Slot 28
19	Wednesday - 4	L	L	L	L	Slot 24	L
20	Wednesday - 5	5	Slot 10	Slot 15	Slot 20	Slot 30	Slot 29
21	Thursday - 1						
22	Thursday - 2						
23	Thursday - 3						
24	Thursday - L						
25	Friday - 1						
26	Friday - 2						
27	Friday - 3						
28	Friday - 4						
29	Friday - 5						
30	Thursday - 5						
31	Not Mapped						

Save Close

- Click **Save** and **Close**
- Go to **Functions > Save As Timetable**
- Highlight both **2012-10** grids, click **Save** and **Yes**
- **Close**
- Lock  the grid and click **Yes** to save
- Close Grid Modelling

Timetabling > Timetable

- **Search** for **10Food_2**
- **<Enter>**
- Allocate a suitable teacher and room
- Repeat for the Duke of Edinburgh (**CDEB_1**) class – in both semesters
- Close the timetable

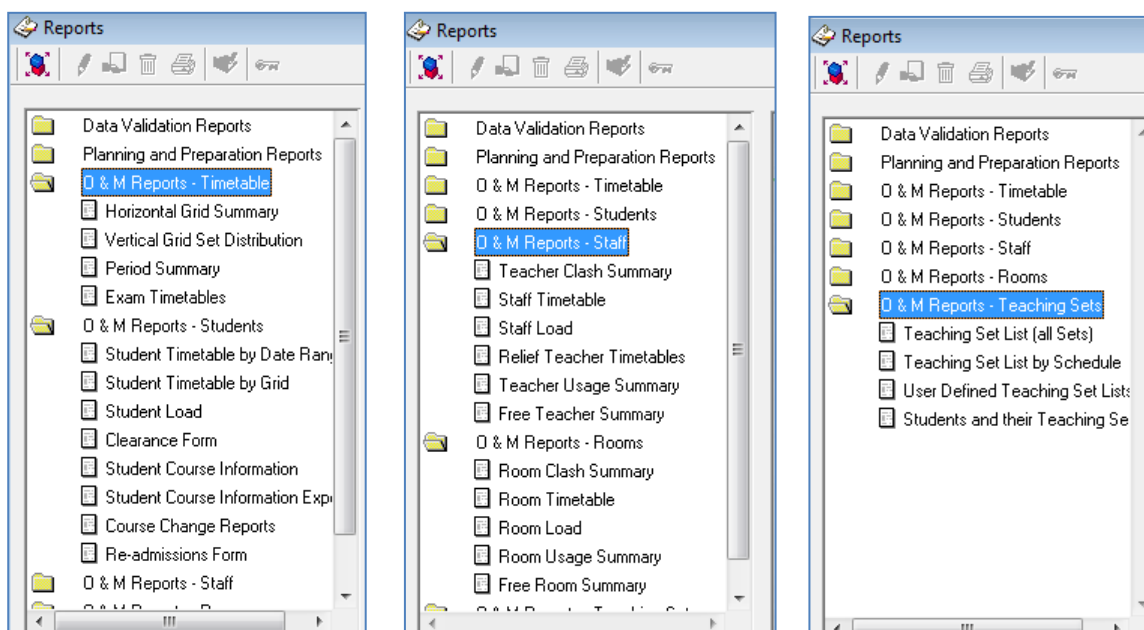
Timetabling > Student Course

- Find **Ben Anderson**
- Select the **Grid** tab
- On Band 11, **right-click** and **Add student** to the Duke of Edinburgh subject
- Click **Yes**
- Repeat for **Todd Virgil**
- Close Student Course

4.6 Operational and Maintenance Reports

Timetabling > Reports

Timetabling reports are located within the Report sidebar option.



Operational and Maintenance reports are of greatest use once the timetable is operational. There are Operational and Maintenance reports on:

- the Timetable
- Students
- Staff
- Rooms
- Teaching Set

Activity

View the following reports.

Timetabling > Reports > O&M Reports – Students > Student Timetable by Date Range

- **Find Ben Anderson** and **Rachael Andrews**
- Include **Tutors' Names** and **Contact Details**
- Deselect **Combine Multiple Timetables**
- **Print** the report to the screen

The screenshot shows the 'Reports' window in the Integris Timetable Maintenance software. The window has a title bar with 'Reports' and a close button. Below the title bar is a toolbar with icons for file operations. The main area is divided into two panes. The left pane is a tree view showing the report structure, with 'Student Timetable by Date Range' selected. The right pane contains the report configuration options. It includes a 'Titles' section with 'Main Title' (Student Timetable by Date Range) and 'Page Footer'. Below this is a 'Select | Sort' section with 'TT Year' (2012), 'Cycle' (2012 - 5), and 'Range' (23 JUL 2012 - 28 SEP...). There are three checkboxes: 'Include Tutor Name(s) on Report' (checked), 'Contact Details' (checked), and 'Combine Multiple Timetables' (unchecked). To the right of these is a 'Selected Students' list containing 'Anderson, Ben' and 'Andrews, Rachael'. At the bottom of the right pane are 'Remove' and 'Find' buttons. At the bottom of the window are 'Print' and 'Cancel' buttons.

Timetabling > Reports > O&M Reports – Students > Clearance Form

- Select the current term
- Click **New Query** to find **Rachael Andrews**
- Check **Show Contact**
- Click **Edit Text**
- Click **Add UDI Field**
- Drag and drop a UDI field into the text box and enter a suitable label
- Edit some other text to reflect the practice in your school

Edit User Text

User Text 1

Edit the text that you would like to appear at the bottom of the Clearance Form. You can use standard text editing methods to format the text. The text will appear on the Form exactly as you have set it out here, except where you have added UDI fields. If you have added UDI fields, you can move the fields around, using copy and paste, or other editing methods, but the field must be contained within the "< >" characters, and must not be altered.

Text for extra column headers:

Select User Text: ☒ User Text 1 ☐ User text 2

Signature Administration Forwarding Address

Library: Approved Y/N _____ Student Files Amended Y/N _____

Business Manager: Fees Paid Y/N _____ Data Sent: Y/N _____

Deputy Principal _____ Date of Process ____/____/____

Senior School Engagement Program: <Senior School Engagement Programs>

- Click **OK**
- **Print** the report to the screen

Timetabling > Reports > O&M Reports – Students > Course Change Report

- Click **Find** twice, **Select** and **Yes**

The screenshot shows a software window titled "Reports". On the left is a tree view of report categories, with "Course Change Reports" selected. The main area contains fields for "Main Title" (set to "Course Change Reports") and "Page Footer". Below these are tabs for "Select" and "Sort". Under the "Select" tab, there are dropdowns for "TT Year" (2012) and "Cycle" (2012 - 5). There are also date pickers for "Course Change Date" with "From" (30 JAN 2012) and "To" (10 AUG 2012). A list titled "Selected Students" contains names: Albert, Jackie; Allen, Penelope; Allen, Tamara; Amber, Kyle; Anderson, Ben; Anderson, Kurt; Andrews, Luke; Andrews, Rachael; Angus, Sally; Antonello, Mark; and Arrowsmith, David. At the bottom of the window are "Print" and "Cancel" buttons.

- Print** the report to the screen

A "Warning" dialog box with the text: "255 of the selected Students have not changed courses in between the selected dates." and an "OK" button.

- Click **OK** twice

Timetabling > Reports > O&M Reports – Students > Re-admission Form

- Leave the date range as **TODAY**
- Click **Find**, **OK** and **Yes**

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The 'O & M Reports - Students' folder is expanded, and 'Re-admissions Form' is selected. The main area on the right contains the following fields and controls:

- Titles:**
 - Main Title: Re-admissions Form
 - Page Footer: (empty)
- Select:**
 - TT Year: 2012 (dropdown menu)
 - Leaving Date Range:
 - From: 10 AUG 2012
 - To: 10 AUG 2012
- Selected Students:** A list box containing '2 ALKITIK Adam'.
- Buttons: 'Remove' and 'Find' are located below the 'Selected Students' list.

At the bottom of the window are 'Print' and 'Cancel' buttons.

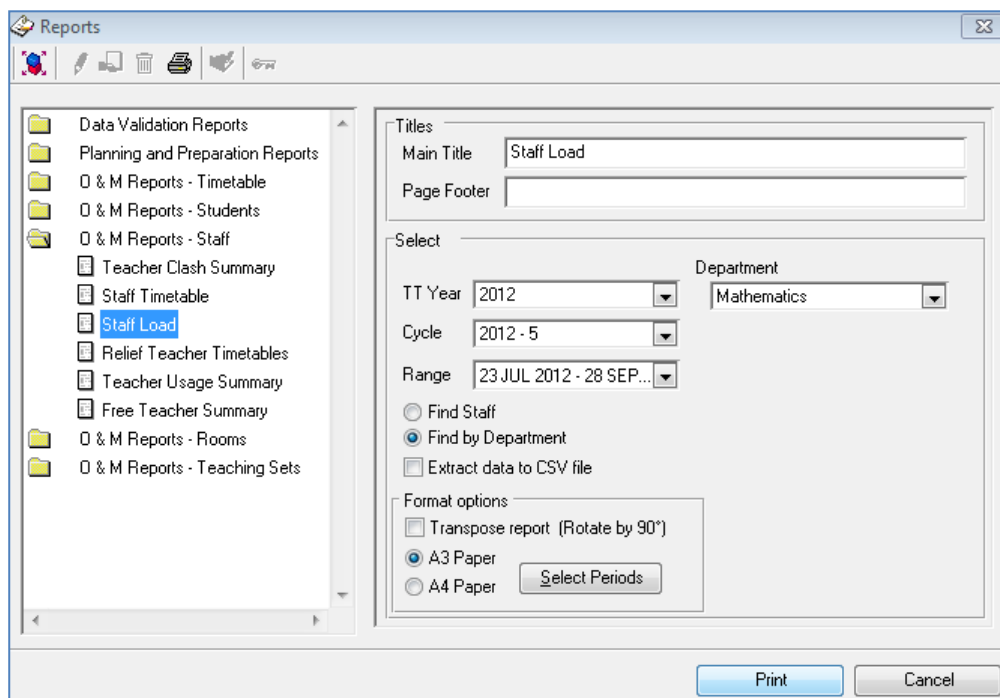
- **Print** the report to the screen

Note: This report will only be available in the reports menu if students have been moved to the former roll during the selected Timetable Year and Leave Date range using

A button with a trash can icon and the text 'Remove from all Current and Future Cohorts'.

Timetabling Reports > O&M Reports – Staff > Staff Load

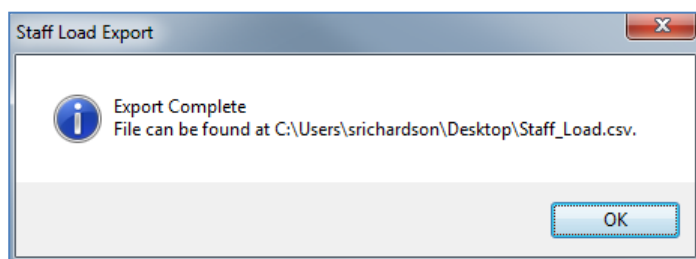
- Click **Find by Department**
- Select **Mathematics**
- Select **A3 Paper**



Note the option to Select Periods.

- **Print** the report to the screen
- Select **Transpose report layout**
- **Print** to the screen again

- Select ☒ Extract data to CSV file
- Click **Print**
- **Save** to the **Desktop**



- Click **OK**
- Minimize Integrus and double click on **Staff_Load.csv** on the desktop
- View, then close
- Maximize Integrus

Timetabling > Reports > O&M Reports – Staff > Free Teacher Summary

- **Print** to the screen the **Free Teacher Summary** for **All** periods TODAY

The screenshot shows the 'Reports' window in the Civica Timetabling software. The window has a title bar with 'Reports' and a close button. Below the title bar is a toolbar with icons for various report functions. The main area is divided into two panes. The left pane is a tree view showing the hierarchy of reports: 'Data Validation Reports', 'Planning and Preparation Reports', 'O & M Reports - Timetable', 'O & M Reports - Students', 'O & M Reports - Staff', 'Teacher Clash Summary', 'Staff Timetable', 'Staff Load', 'Relief Teacher Timetables', 'Teacher Usage Summary', 'Free Teacher Summary' (highlighted), 'O & M Reports - Rooms', and 'O & M Reports - Teaching Sets'. The right pane contains two sections: 'Titles' and 'Select'. The 'Titles' section has two text boxes: 'Main Title' (containing 'Free Teacher Summary') and 'Page Footer' (empty). The 'Select' section has five dropdown menus: 'Timetabling Year' (2012), 'Cycle' (2012 - 5), 'Range' (23 JUL 2012 - 28 SEP 2012), 'Day' (Friday), and 'Period' (All). At the bottom of the window are two buttons: 'Print' and 'Cancel'.

Timetabling > Reports > O&M Reports –Rooms > Room Load

- Click **Find by Department**
- Select **Science**
- Select **A3 Paper**

The screenshot shows the 'Reports' dialog box. On the left, a tree view lists various report categories, with 'Room Load' highlighted under 'O & M Reports - Rooms'. The right-hand panel contains configuration options. The 'Titles' section has 'Main Title' set to 'Room Load' and an empty 'Page Footer' field. The 'Select' section includes dropdowns for 'TT Year' (2012), 'Cycle' (2012 - 5), and 'Range' (23 JUL 2012 - 28 SEP...), along with a 'Department' dropdown set to 'Science'. Two radio buttons are present: 'Find Room' and 'Find by Department' (which is selected). The 'Format options' section has a 'Transpose report (Rotate by 90°)' checkbox (unchecked), 'A3 Paper' selected, and 'A4 Paper' as an option. A 'Select Periods' button is located next to the paper size options. At the bottom of the dialog are 'Print' and 'Cancel' buttons.

Note the option to Select Periods.

- **Print** the report to the screen
- Select **Transpose report layout**
- **Print** to the screen again

Timetabling > Reports > O&M Reports –Rooms > Free Room Summary

- **Print** to the screen the **Free Room Summary** for **All** periods TODAY

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The right pane contains configuration fields for the 'Free Room Summary' report.

Titles

Main Title: Free Room Summary

Page Footer:

Select

Timetabling Year: 2012

Cycle: 2012 - 5

Range: 23 JUL 2012 - 28 SEP 2012

Day: Friday

Period: All

Buttons: Print, Cancel

Timetabling > Reports > O&M Reports –Teaching Sets > User Defined Teaching Set Lists

- Click each of the radio buttons: **Teacher**, **Department**, **Subject/Teach Set**
- Select **Teacher** and **Elaine Abbott**

The screenshot shows the 'Reports' window with the 'User Defined Teaching Set Lists' report selected. The configuration fields are as follows:

Titles

Title: User Defined Teaching Set Lists

Footer:

Select | Sort | Includes

Timetable

TT Year: 2012

Cycle: 2012 - 5

Date Range: 23 JUL 2012 - 28 SEP 2012

Day: All

Period: All

☒ Teacher

☐ Department

☐ Subject/Teach Set

Teacher list: ABBE Abbott, Elaine; ALAT Alan, Maria Theresa; BARH Barclay, Harris; BESC Best, Carl; BRIJ Brigg, Joseph; BROS Brooks, Fiona

☐ Use Preferred Name

☐ Show Teaching Sets lists and Period information for all Periods selected.

Buttons: Print, Cancel

- Click the **Includes** tab
- Check **Student Form, Parent/Guardian Name, Parent/Guardian Phone**
- Enter **6** in **Number of Columns**

The screenshot shows the 'Reports' window with the 'Includes' tab selected. The left pane shows a tree view of report categories, with 'User Defined Teaching Set Lists' selected. The right pane shows the 'Titles' section with 'Title' set to 'User Defined Teaching Set Lists'. Below this, the 'Select' tab is active, showing a list of fields to include. The 'Check List Columns' section is expanded, showing the 'Number of Columns' set to 6, 'Check Column width (cm)' set to 1.12, and 'Available space (in cm) remaining' set to 6.705. The 'Print' button is highlighted.

Print the report to the screen

4.7 Review:

Activity

Note the pathway you took to complete each of the following tasks

1. Steven Bailey (Year 10) has decided he wants to do Indonesian instead of Italian. (Hint: This is a two-way swap, and don't forget the billing implications.)
2. Jeffrey Peter is taking over 9PE_3 from Peter Payne. Make the necessary changes in the timetable.
3. In Semester 1, combine Teaching Sets 10Art_1 and 10Craft_1.
4. Move Mr Gabelich's Year 8 Society and Environment class (8S&E_3) to the library on Mondays only. (*Hint: the library is not a preferred room for Society and Environment.*)
5. In Semester 1, split the teaching set 10WW_1.

Index

A

Add Band	69
Add Teaching Set	69
Adding Preferences	40
Adding Preferences for New Students.....	44
Allocating students to teaching sets.....	46
Allocating Teachers & Rooms	54
AUTO-SCHEDULER	34

B

BAND RECORDS	34, 58
BANDS	34, 58

C

CAMPUS	34
change a teaching set	67
Change of Course.....	45
Change Teaching Set	67, 68
Changing Teachers & Rooms	55
Clearance Form.....	75
Cloning Resources from One Schedule to Another	52
COHORT	34
Combining classes	57
Course change	49
Course Change Recording.....	36
CYCLE	34

D

Data Entry.....	33
Deleting Preferences	40
Department colours	43
Department Colours	37
Departments	24

E

Entering Staff Details	10
------------------------------	----

F

Find Student	19
Fitting the Student into existing Teaching Sets	41
Former Roll	21
Free Room Summary	81
Free Teacher Summary.....	79

G

Grid Modelling.....	33, 58
GRID MODELLING	34
GRIDS	34, 58

H

Help	8
------------	---

L

Leaving Students	45
Logging on to the System.....	7

M

Maintaining the Timetable.....	35
Make a Subject available to the Timetable	31
Make Siblings the Browse Set	19
Making a new staff member available to the timetable	11
Manual Placement or Editing of Staff and Rooms	51
Move Students between Teaching Sets	65
Moving a Student to the Former Roll.....	21

O

Operational and Maintenance Reports.....	73
--	----

P

Parameters.....	24
Preferences	33
PREFERENCES	34
Preferences View	39

R

Re-admission Form	77
Reports.....	33
Reserve Preferences	40
Restore a Snapshot	68
Room Load	80
Room Types	24
Rooms	24

S

SCHEDULES	34
School Details	13
Simple Student Search	18
split a class	63
Staff and Room Maintenance	50
Staff Details.....	10
Staff Load	78
Student Course	33
Student Course Maintenance	39
Student Details.....	14
Student Find.....	18
Student Preferences	
Grid View.....	43
Timetable View	42
Student Search	18
Student Timetable by Date Range	74
Subject Classifications	24
Subject Types	25
Subjects	26
Switch View.....	51

T

Take a Snapshot.....	66
Timeslice.....	50
<i>TIMESLICE</i>	34
Timetable.....	33
<i>TIMETABLE</i>	34
Timetable Set-up	33

Timetabling Sidebar	33
Timetabling Terminology and Concepts	34

U

Unsaving a grid.....	60
User Defined Teaching Set Lists	81

5 Support

Should you require support please contact the **Customer Service Centre (CSC)** at the Department of Education.

Contact details below:

5.1 Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your *ID number, contact details* and a *brief description* of the problem.

5.2 Fax (CSC)

9264 4701

Please include your *ID number, contact details* and a *brief description* of the problem.

5.3 Email (CSC)

customer.servicecentre@det.wa.edu.au

Please include your *ID number, contact details* and a *brief description* of the problem.

6 Online Manuals and Training Notes

6.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

<http://www.civicaeducation.com.au/>

Select **Integris Support**.

Log in to **Western Australian SIS Schools**.

Username: **school**

Password: **help**

6.2 STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous factsheets and support documents for all SIS Administration modules.

<http://www.det.wa.edu.au/intranet/stims>

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.