

CIVICA

Integris Timetable Construction Training Notes



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1 Introduction

These training notes provide a reference during and following Civica Education's Timetabling Construction training. During training, we will be working with fictitious data and all the exercises contained within these notes refer to that data.

The training is designed to start with an overview of the Administration Manager, to provide an understanding of the links between Administration Manager and Timetabling. The training will then progress through the functions and features of the Timetabling module. The Timetabling Manual provides a comprehensive guide to the software.

1.1 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.

1.2 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.

1.3 Timetable Training Program

Day 1

8.45 am	Coffee
9.00 am	Welcome Introductions
9.15 am	Logging On Administration Manager Timetabling Terminology and Concepts Review: Timetabling Maintenance Course Change Recording Department Colours Student Course Maintenance Staff and Room Maintenance
10.30 am	Morning Tea
10.50 am	Review: Timetabling Maintenance Grid Modelling Creating a New School Year Defining Timetabling Periods Creating Campuses
12.30 pm	Lunch
1.10 pm	Timetabling Parameters Timetable Set Up Accessing Campuses Creating Cohorts Staff Preferred Subjects and Rooms Subject Preferred Rooms Course Promotion Table Period Types Department Colours Subject Relationship Table Data Entry Creating A Cycle Master Period Structure Allocating Staff to a Cycle Allocating Rooms to a Cycle
2.40 pm	Afternoon Tea
3.00 pm	Review and Questions

Day 2

8:45 am	Coffee
9:00 am	Defining Grids Cohorts Period Structure Subjects and Subject Groups Rooms Staff Band Allocation Student Preferences Individual Entry Bulk Entry Promoting Courses Data Validation Reports
10.30 am	Morning Tea
10.50 am	Subject Load Table Grid Modelling Creating a Fixed Grid Inter-Grid Linkage Time Slot Mapping Grid Constraints Auto-Scheduling
12.30 pm	Lunch
1.10 pm	Grid Modelling Fitting Unplaced Students Balancing Sets Conflict Resolution Re-assigning Student Courses Saving the Grid to the Timetable Allocating Staff and Rooms Manual Allocation Auto-Allocation Timetabling Reports
2.40 pm	Afternoon Tea
3.00 pm	Review and Questions

1.4 Training Outcomes

At the end of the timetabling training program, you will be able to:

- Navigate your way through the sidebar options in the General and Timetabling modules of Integris
- Use Timetabling Help
- View and find school, student and staff records
- Locate, add and edit timetabling parameters
- Create a timetable model
- Create, edit and delete a timetable cycle
- Define timetable cycle properties
- Create a grid and define the grid properties
- Enter student preferences individually and in bulk
- Model a grid manually and use the auto-scheduler
- Manipulate a timetable manually
- Allocate staff and rooms to a created timetable
- Produce standard timetable reports

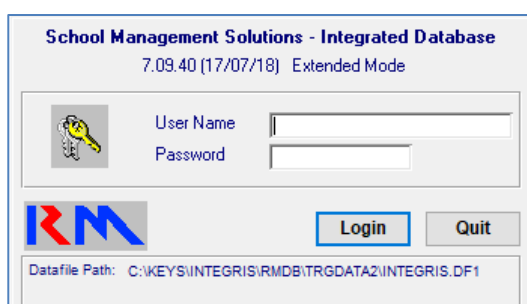
2 Logging On

ACTIVITY

- Double click on the **Integris** icon on your desktop.



- Type **ADMIN** into the **User Name** field
- Press <Tab>
- Type **KEYS** into the **Password** field

The login screen for 'School Management Solutions - Integrated Database'. It shows the version '7.09.40 (17/07/18)' and 'Extended Mode'. There are input fields for 'User Name' and 'Password'. Below these is a 'Login' button and a 'Quit' button. At the bottom, it shows the 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA2\INTEGRIS.DF1'. There is also a logo with the letters 'RM' in blue and red.

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

Note: In schools, each user has his or her 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.

2.1 The File Menu

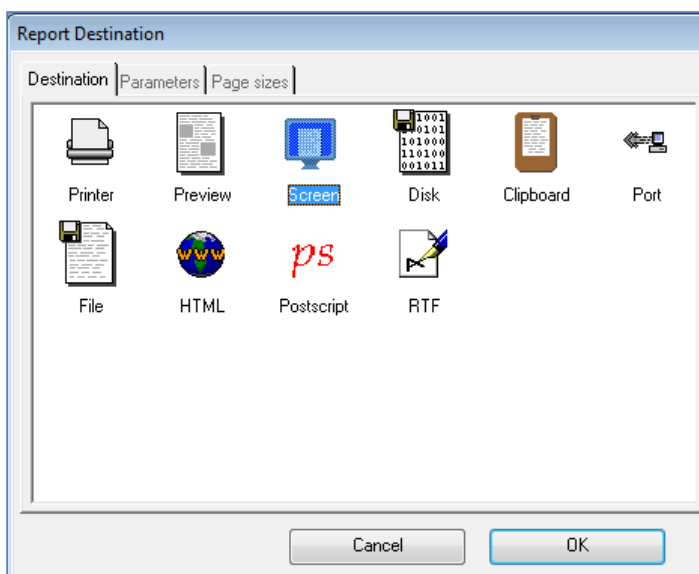
The file menu may be accessed by clicking on File in the top left of your screen.

Password enables the user to change his or her password. For security purposes, it is recommended that this be done regularly.

Change User should be used to ensure that each person accessing Integriss does so under their own user name and with their personal levels of access.

Lock Terminal may be used if the user needs to leave his or her computer temporarily, does not want to log off and does not want to allow access to anyone else. Unlocking the terminal requires the user to enter his or her password again

Report Destination allows the user to choose where to send any report created in Integriss. The options are displayed below.



ACTIVITY

Top Toolbar > File

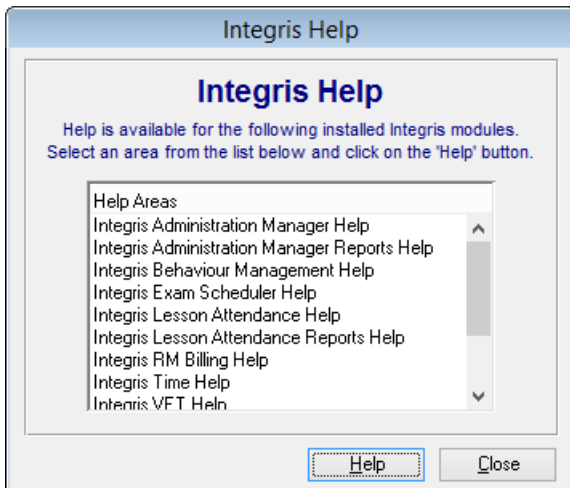
- View each of the following items in the File menu
 - Password
 - Change User
 - Lock Terminal
 - Report Destination

2.2 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**

3 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:

- Departments
- Room Type
- Rooms
- Subjects
- 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.

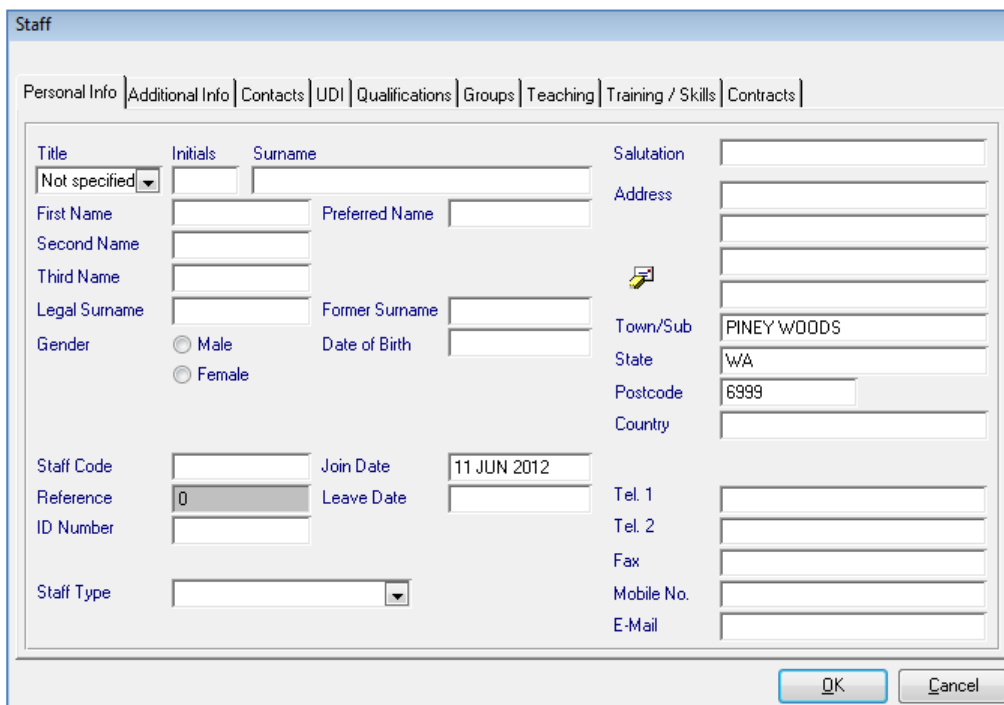
3.1 Staff Details

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.

3.1.1 Entering Staff Details

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



The image shows a screenshot of the 'Staff' details form. The form has a title bar 'Staff' and a tabbed interface with tabs: Personal Info, Additional Info, Contacts, UDI, Qualifications, Groups, Teaching, Training / Skills, and Contracts. The 'Personal Info' tab is active. The form contains various input fields for personal and contact information. Mandatory fields are indicated by an asterisk (*).


Personal Info		Additional Info		Contacts	
Title	Initials	Surname	Salutation		
Not specified					
First Name	Preferred Name	Address			
Second Name					
Third Name					
Legal Surname	Former Surname	Town/Sub			
Gender	Date of Birth	State			
Male		Postcode			
Female		Country			
Staff Code	Join Date	Tel. 1			
Reference	Leave Date	Tel. 2			
ID Number		Fax			
Staff Type		Mobile No.			
		E-Mail			

Mandatory fields are:

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


It is also good practice to include:

- Title
- Staff Type
- TRBWA 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
 - TRBWA number (on the **UDI** tab)

Note: * indicates the field is mandatory

3.1.2 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 '2019' with a green checkmark. The main area contains a table with the following data:

Cycle Name	Cycle description	No. Days	Cycle Active
2019-05	2019-05	5	YES

Below the table is a checkbox labeled 'Display Only Active Cycles' which is checked. At the bottom, there are four tabs: 'Timetable Cycles', 'Master Period Structure', 'Staff Availability' (selected), and 'Room Availability'. The 'Staff Availability' tab contains a list of staff members with the following columns: Staff Code, Staff Name, FTE, and Net FTE.

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
CALJ	Calvin, Jennifer	1.00	0.80
CORS	Corner, Sandra	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
DAVW	Dauids, William	0.50	0.40
DUKT	Duke, Tony	1.00	0.80
ELLT	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80
EVVE	Everage, Edna	1.00	0.80
FISA	Fisher, Amanda	1.00	0.80
GREA	Greaves, Anna	1.00	0.80
AGQA2	Guiseppe, Andre	1.00	0.80


On the left side of the 'Staff Availability' tab, there is instructional text:

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**



The screenshot shows the 'Staff Search - Extended Mode' window. It has a title bar 'Staff Search - Extended Mode' and a close button. Below the title bar are four icons: a magnifying glass, a floppy disk, a document, and a printer. The window contains several tabs: 'General', 'Parameters', 'Dates', 'Address', 'Other', and 'UDI'. The 'General' tab is selected and contains the following fields:

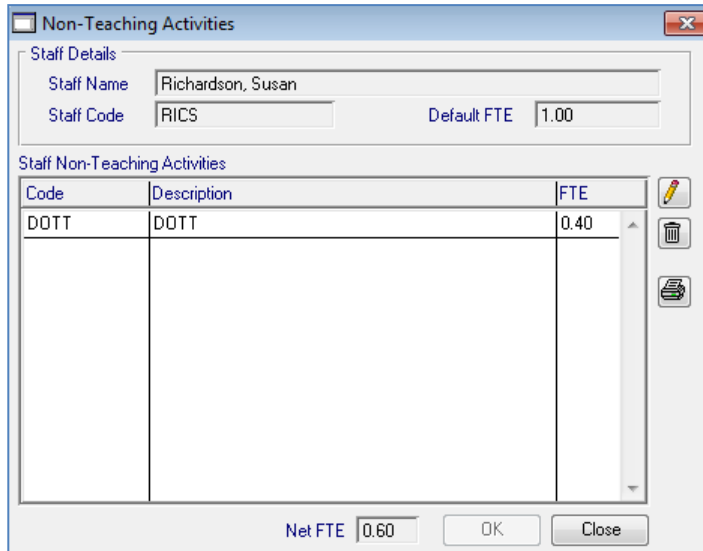
- Name/Number: Status: Current
- Preferred Name:
- First Name:
- Former Surname:
- ID Number:
- Gender: --n/s--
- Staff Code:
- Staff Type: --n/s--

At the bottom of the window are two buttons: 'Find' and 'Close'.

- 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**



The dialog box titled "Non-Teaching Activities" contains two sections. The "Staff Details" section has fields for "Staff Name" (Richardson, Susan), "Staff Code" (RICS), and "Default FTE" (1.00). The "Staff Non-Teaching Activities" section is a table with columns "Code", "Description", and "FTE". It contains one row with "DDTT", "DDTT", and "0.40". To the right of the table are icons for edit, delete, and print. At the bottom, there is a "Net FTE" field showing "0.60" and "OK" and "Close" buttons.

Code	Description	FTE
DDTT	DDTT	0.40

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

3.2 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 Current Year 9 Form 09.1

Adam Alkitik (2)

Date of Birth 9 JAN 2002
Age 13 Yrs 10 Mths
Gender Male
Teacher(s) Ms A Greaves
Room MS5
USI
UPN U123456706005
Student No. 20512349
Central ID 00123456700000886

Address
15 Kentia Close,
PERTH,
WA,
6000
E Mail Address alkitik@optusnet.com.au

Phone 1 9221 6548
Phone 2
Fax
Student Mob.
Family Representative ☒
Car Registration

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, 6000	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	9221 6548	15 Kentia Close, PERTH, WA, 6000	Sibling	n/a	n/a	n/a	0	No	

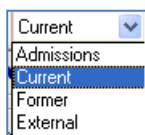
Res - Student Resident Par - Parental Responsibility Mail - Family Mail Marker Emrg - Emergency

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

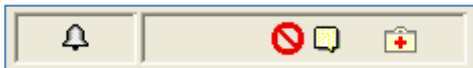


Student timetable



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 data that are more sensitive. 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)



Student Notes



Name Change

Sensitive Status Bar



Educational Support Program

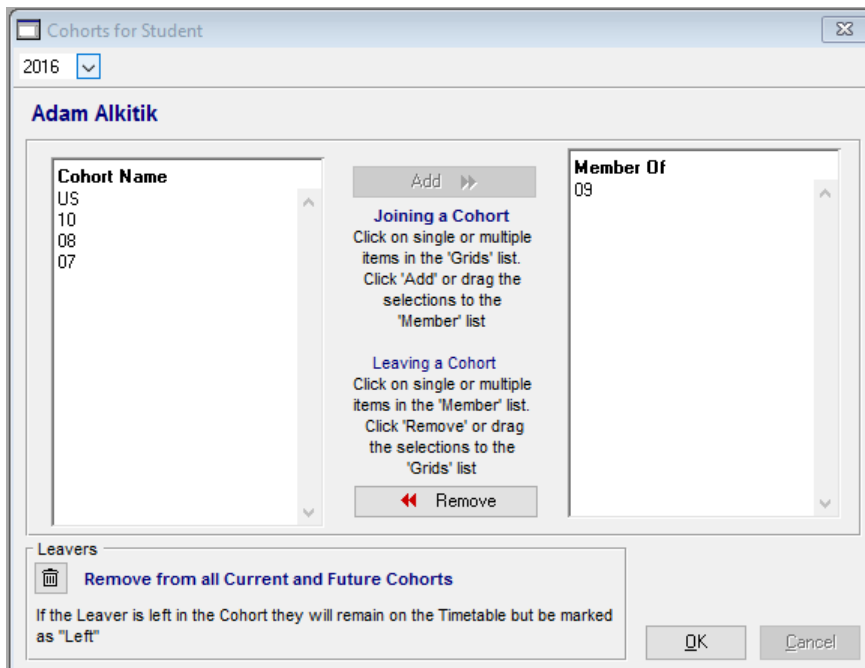


Excluded (Former Roll)


3.2.1 Moving a Student to the Former Roll


General > Student Details > Move Student to Former Roll

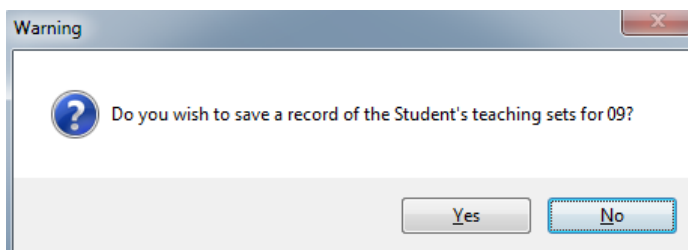
If a student is moved to the former roll, and Timetabling is installed, the following window will be displayed:



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**

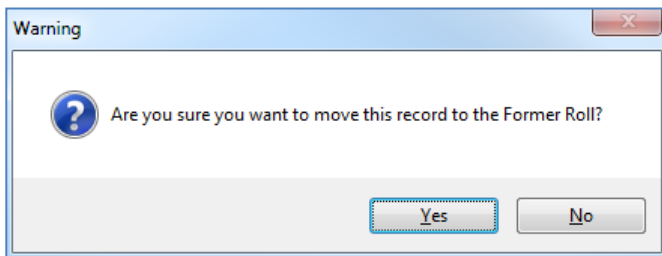
The second option  **Remove from all Current and Future Cohorts** is recommended, as this will enable the option to keep a record on the student's preferences and teaching sets.



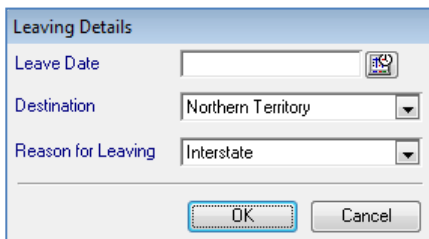
ACTIVITY

General > Student Details

- Click Next Student  to load **Adam Alkitik's** records
- Click Move Student to Former Roll 

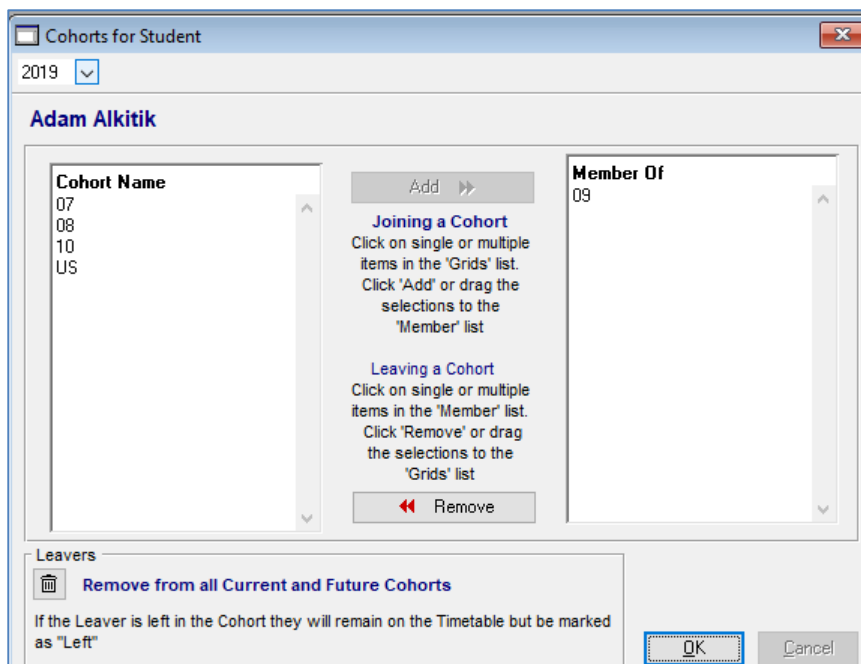



- Click **Yes**
- Enter his **Leave Date** as TODAY, his **Destination Northern** Territory and **his Reason for Leaving** as **Interstate**

A form titled "Leaving Details" with three fields: "Leave Date" with a text input and a calendar icon, "Destination" with a dropdown menu showing "Northern Territory", and "Reason for Leaving" with a dropdown menu showing "Interstate". At the bottom are "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.



- Click  **Remove from all Current and Future Cohorts**
- Click **Yes**, you do wish to save a record of the student's teaching sets
- 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.

3.3 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

Subject Type

Default entry: TEE

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
A	ATAR	ATAR	YES	NO
G	GEN	General	YES	NO
V	VETC	VET Course of Study	YES	NO

☒ Only show active entries 0 record(s) have been hidden Total Active Parameters 9

Close

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 ATAR, General, 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.**

The screenshot shows a 'Subject' form with the following fields and values:

- Subject Name: English ATAR 12
- Subject Code: ATENG
- Short Name: ENG
- Subject Area: (empty)
- Learning Area: (empty)
- Prerequisite: (empty)
- Examinable: ☐
- Exam Duration: (empty)
- Suspended for Exam Period: ☐
- Subject Department:
 - Department: English
 - Faculty: English
 - Head of Dept.: Mr T Duke
- Subject Classification:
 - Type: ATAR
 - Classification: Council Developed Course
 - Active: ☒
 - Literacy: ☐
- Moderating Teacher: (empty)
- Room Type Required: (empty)
- Timetabling Defaults:
 - Frequency: 4
 - Minimum Class Size: 15
 - Maximum Class Size: 25
 - Boys and Girls: ☒
 - Boys only: ☐
 - Girls only: ☐
- Search (by Subject Code): (empty)
- Close button

It may not be necessary to use all of the fields for all subjects. Fields that 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)

Timetabling defaults should be entered here. They can be edited in the Timetabling module but global parameters are entered here.

All Parameters may be added or edited, printed, locked, made active or inactive and/or made the default parameter.

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

ACTIVITY

General > Parameters > Room Type

The school has recently acquired a Performing Arts Centre. Enter as a new room type.

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


School	Code	Description
	PA	Performing Arts

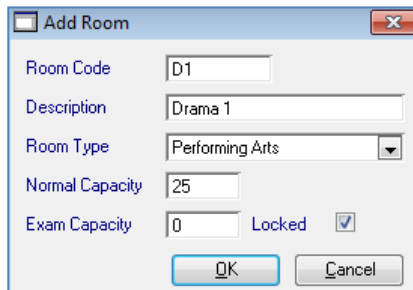
- Click **OK**
- Highlight **Performing Arts** and Lock
- Close the Room Types screen



Add two Performing Arts rooms.


General > Parameters > Rooms

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




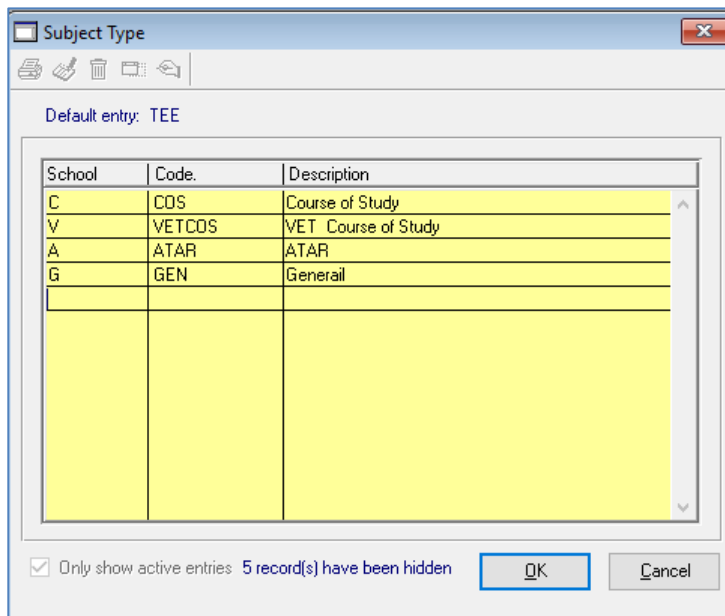
The 'Add Room' dialog box contains the following fields and controls:

- 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 the additional parameters



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

School	Code.	Description
C	COS	Course of Study
V	VETCOS	VET Course of Study
A	ATAR	ATAR
G	GEN	General

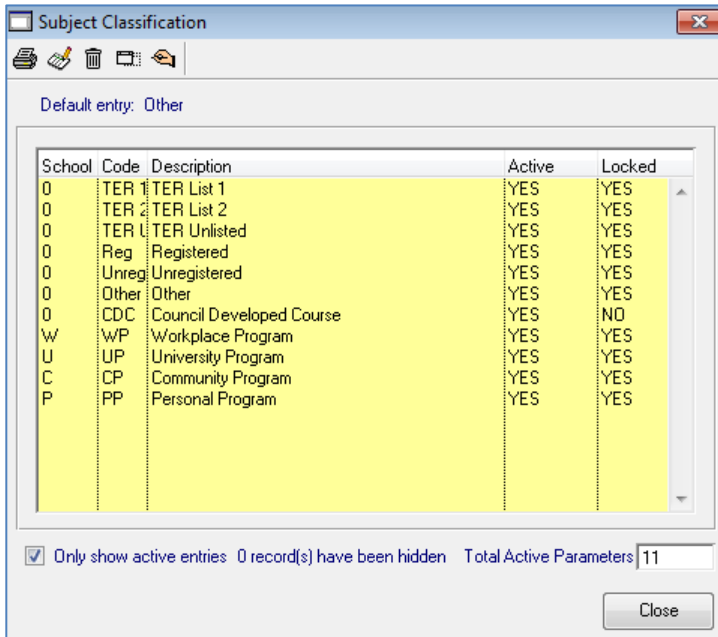
Below the table, there is a checkbox labeled 'Only show active entries' which is checked, followed by the text '5 record(s) have been hidden'. At the bottom are 'OK' and 'Cancel' buttons.

- Click **OK** and close

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

General > Parameters > Subject Classification

- View the parameters



Subject Classification

Default entry: Other

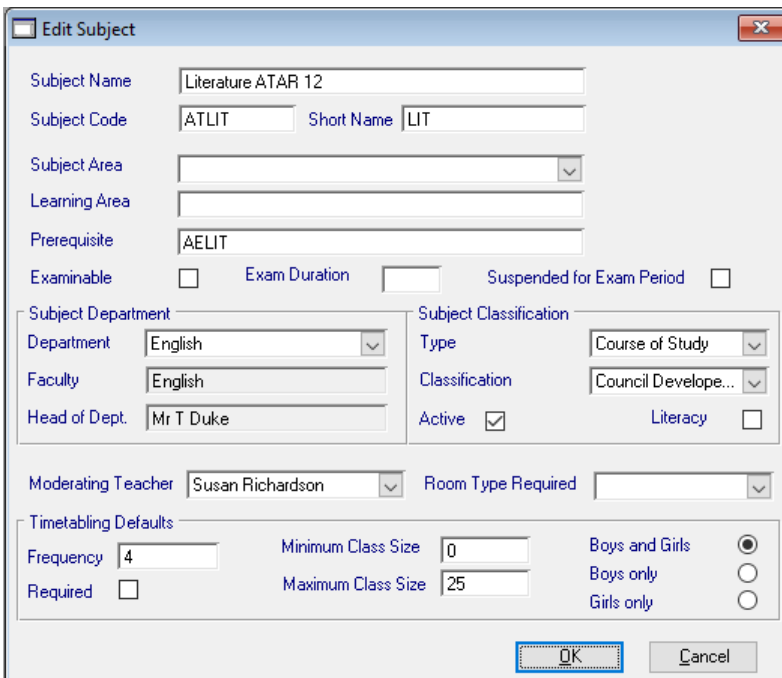
School	Code	Description	Active	Locked
0	TER 1	TER List 1	YES	YES
0	TER 2	TER List 2	YES	YES
0	TER U	TER Unlisted	YES	YES
0	Reg	Registered	YES	YES
0	Unreg	Unregistered	YES	YES
0	Other	Other	YES	YES
0	CDC	Council Developed Course	YES	NO
W	WP	Workplace Program	YES	YES
U	UP	University Program	YES	YES
C	CP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

General > Parameters > Subjects

- Edit  **ATLIT** to show **AELIT** as the prerequisite
- Add yourself as the **Moderating Teacher**



Edit Subject

Subject Name: Literature ATAR 12

Subject Code: ATLIT Short Name: LIT

Subject Area: [dropdown]

Learning Area: [dropdown]

Prerequisite: AELIT

Examable: ☐ 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: Susan Richardson Room Type Required: [dropdown]

Timetabling Defaults: Frequency: 4 Minimum Class Size: 0 Maximum Class Size: 25 Boys and Girls: ☒ Boys only: ☐ Girls only: ☐

Required: ☐

OK Cancel

- Click **OK**

4 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 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.

4.1 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.

Exam Scheduler opens the Exam Scheduler module.

4.2 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.

5 Review: Timetable Maintenance

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.

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

5.1 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.


Note: It is recommended that Course Change Recording is not turned on globally until all grids for a given year are completed.

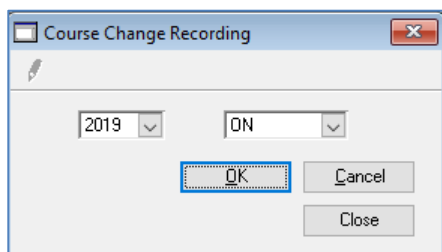
Course Change Recording may also be turned on or off for individual students in Student Course.



ACTIVITY

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

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



- Click **OK**
- When finished, **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.

5.2 Department Colours

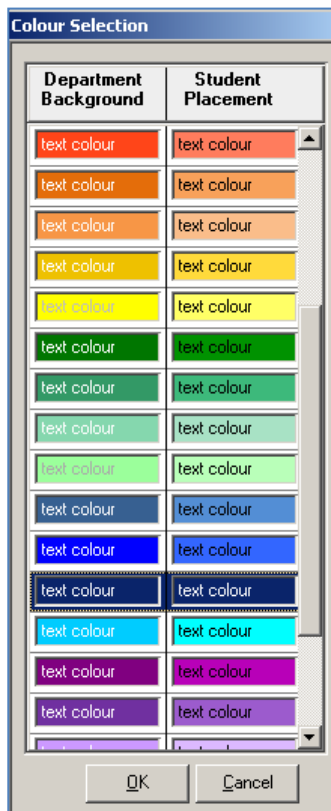
Users have the ability to identify Departments with colour to simplify the identification of the location of Teaching Sets on the grid. Once assigned, these colours will appear wherever a grid view is available, that is in Student Course, Grid Modelling and in reports showing the grid.

ACTIVITY

Timetabling > Timetable Set-up > Department Colours

Code	Department Name	Background Colour	Placement Colour
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		
S&E	Society & Environment		

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



- Select a colour and click **OK**
- Repeat for the **Art** department
- Click **OK** to close

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



5.3 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 student's 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.

Student Course Maintenance


<

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.

Preferences	Timetable	Grid										
Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt Bands	Size	Teacher	Room
Primary	1	10HE	Health Education 10	YES	2	YES	NO	7	6, 8	23	Mr J Peter	SS2
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	22	Mr DJ Trainor	SS8
Primary	1	10Math	Mathematics 10	YES	1	YES	NO	5	2, 3	22	Professor K Dickinson	SS3
Primary	1	10PE	Physical Education 10	YES	1	YES	NO	6	7, 8	23	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	1	10ENG	English 10	YES	1	YES	NO	2	3	22	Mr HJ Barclay	SS4
Primary	8	10Art	Art 10	NO	1	YES	NO	10		12		
Primary	9	10MW	Metalwork 10	NO	1	YES	NO	9		12	Dr N Swiderski	M/W 1
Primary	10	10Ind	Indonesian 10	NO	1	YES	NO	8		29	Mr B Pitt	MS2
Reserve	1	10Food	Food Production 10	NO			NO		9	0		
Reserve	2	10Jew	Jewellery 10	NO			NO		9	0		

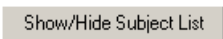
Deleting Preferences

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

Adding Preferences


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

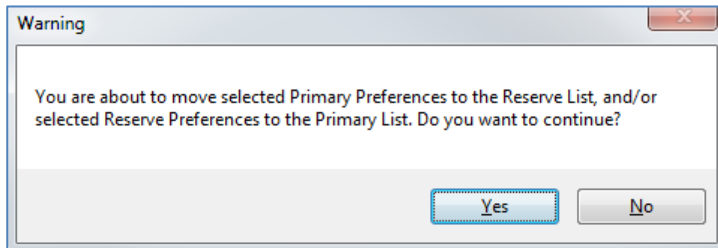
To use the subject selector:

- 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	10REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
GEENG	English General 11
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10HASS	Humanities and Social Sci
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10
10MW	Metalwork 10

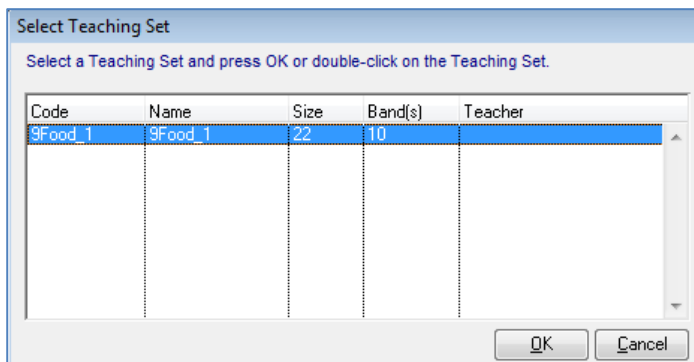
Allocating/Promoting Reserve Preferences

- 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**



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

2016 2016 - 10 - 10

View Results

Student	From	To	Success
Todd Virgil		10PE_1	SUCCESS*
Todd Virgil		10HE_3	SUCCESS
Todd Virgil	10PE_1	10PE_2	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

2016 2016-05

Anderson, Ben (3)

Grid 2016 - 10 - 10 Time Slice 1 FEB 2016 - 8 APR 2016

Preferences Timetable Grid

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
H	Home Room 10 10HR_1 (22) Mr DJ Trainor SS8	Home Room 10 10HR_1 (22) Mr DJ Trainor SS8	Home Room 10 10HR_1 (22) Mr DJ Trainor SS8	Home Room 10 10HR_1 (22) Mr DJ Trainor SS8	Home Room 10 10HR_1 (22) Mr DJ Trainor SS8
1	English 10 10ENG_1 (22) Mr J Brigg SS5	Physical Educa 10PE_1 (21) Ms T O'Reilley GYM3	Humanities and 10HASS_1 (22) Ms A Fisher SS1	Mathematics 10 10Math_1 (22) Ms T Heaven SS8	Science 10 10SCI_1 (22) Ms K Holter SCI 3
2	Science 10 10SCI_1 (22) Ms K Holter SCI 3	English 10 10ENG_1 (22) Mr J Brigg SS5	Health Educatio 10HE_1 (21) Ms T O'Reilley SS2	Humanities and 10HASS_1 (22) Ms A Fisher SS1	Drama 10 10DRA_1 (22) Ms J Calvin GYM3
B					
3	Indonesian 10 10Ind_2 (17) Ms J Calvin SS5	Science 10 10SCI_1 (22) Ms K Holter SCI 3	English 10 10ENG_1 (22) Mr J Brigg SS5	Physical Educa 10PE_1 (21) Ms T O'Reilley GYM3	Mathematics 10 10Math_1 (22) Ms T Heaven SS8
4	Mathematics 10 10Math_1 (22) Ms T Heaven SS8	Drama 10 10DRA_1 (22) Ms J Calvin GYM3	Science 10 10SCI_1 (22) Ms K Holter SCI 3		Humanities and 10HASS_1 (22) Ms A Fisher SS1
L				English 10 10ENG_1 (22) Mr J Brigg SS5	
5	Humanities and 10HASS_1 (22) Ms A Fisher SS1	Mathematics 10 10Math_1 (22) Ms T Heaven SS8	Indonesian 10 10Ind_2 (17) Ms J Calvin SS5		Health Educatio 10HE_1 (21) Ms T O'Reilley SS2

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 subject. If necessary, this can be deleted or marked as a reserve in the preference view.

Grid View

Student Course Maintenance

20162016-05

Grid2016 - 10 - 10

Anderson, Ben (3)

Preferences | Timetable | Grid

Band/ Band Record					
1 [5]			Home Room 10 (F) 10HR_1 (22) Mr DJ Trainor SS8	Home Room 10 (F) 10HR_2 (22) Dr N Swiderski SS9	Home Room 10 (F) 10HR_3 (20) Ms T Lorner SS10
2 [4]			English 10 10ENG_3 (21) Ms J Calvin SS7	Mathematics 10 10Math_1 (22) Ms T Heaven SS8	Science 10 10SCL_2 (21) Dr S Henry SCI 4
3 [4]			English 10 10ENG_2 (21) Ms E Abbott SS6	Humanities and Soc 10HASS_1 (22) Ms A Fisher SS1	Mathematics 10 10Math_2 (21) Ms T Heaven SS9
4 [4]			English 10 10ENG_1 (22) Mr J Brigg SS5	Humanities and Soc 10HASS_2 (21) Mr A Guiseppe SS2	Science 10 10SCL_3 (21) Mr T Duke SCI 5
5 [4]			Humanities and Soc 10HASS_3 (21) Ms A Fisher SS3	Mathematics 10 10Math_3 (21) Dr S Henry SS10	Science 10 10SCL_1 (22) Ms K Holter SCI 3
6 [2]			Health Education 10 10HE_1 (21) Ms T O'Reilley SS2	Physical Education 10PE_2 (21) Mr P Payne GYM4	Physical Education 10PE_3 (22) Ms T Norton GYM1
7 [2]			Health Education 10 10HE_2 (30) Mr P Payne SS3	Indonesian 10 10Ind_1 (17) Mr T Jones SS4	Indonesian 10 (F) 10Ind_2 (17) Ms J Calvin SS5
8 [2]			Health Education 10 10HE_3 (13) Ms T Norton SS4	Italian 10 10ITAL_1 (30) Mr T Jones SS1	Physical Education 10PE_1 (21) Ms T O'Reilley GYM3
9 [2]			Drama 10 (F) 10DRA_1 (22) Ms J Calvin GYM3	Food Production 10 10Food_1 (42) Dr N Swiderski Food 3	
10 [2]			Art 10 10Art_1 (22)	Jewellery 10 (F) 10Jew_1 (7)	Metalwork 10 10MW_1 (13) Woodwork 10 10WW_1 (22)

Grid view presents the selected students course overlaid onto the grid. 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.

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 the **Drop Student out of this Teaching Set button**.



10 [2]		Art 10 (F) 10Art_1 (13) Mr T Jones SS4	Move Student	Woodwork 10 10WW_1 (25) S Stevens SS4
11 [1]		Duke of Edinburgh CDEB_1 (1) Ms E Abbott SS4	Show Teaching Set Members	
			Remove Student	

Move Student

Year: 2016 Cycle: 2016-05 - 2016-05

Grid: 2016 - 10 - 10

Student: Ben Anderson

Move From Teaching Set: 10Art_1 (Art 10)

Move To Teaching Set

Same Band: Unplaced

Band: 10

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
10Jew_1	Jewellery 10	7
10MW_1	Metalwork 10	13
10Ww_1	Woodwork 10	22

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

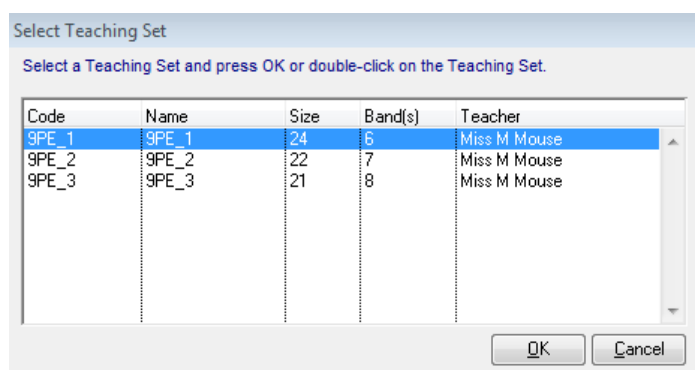
As new students are added to Integrus, the user will be prompted to include the student in an existing cohort. The user must include the student in at least one cohort to add the student to the timetable. Once the student has been entered into the cohort, the student must be assigned subject preferences. 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 displayed 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.

ACTIVITY

Timetabling > Student Course

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

Student Course Maintenance


2019 2019-05

Anderson, Ben (3)





Grid 2019 - 10 - 10 Time Slice 28 JAN 2019 - 12 APR 2019

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	3	2, 5	22	Ms E Abbott	SS5
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	21	Ms A Fisher	SS1
Primary	1	10Math	Mathematics 10	YES	3	YES	NO	4	2, 5	22	Ms C Hollis	SS1
Primary	1	10HASS	Humanities and Social Science 10	YES	1	YES	NO	2	3, 4	23	Ms A Fisher	SS1
Primary	1	10SCI	Science 10	YES	3	YES	NO	5	3, 4	21	Mr N Creed	SCI 2
Primary	6	10HE	Health Education 10	NO	1	YES	NO	8	6, 7	21	Ms T Norton	SS2
Primary	7	10Art	Art 10	NO	1	YES	NO	10		22		
Primary	8	10Food	Food Production 10	NO	3	YES	NO	9	9, 10	21	Dr N Swiderski	Food 1
Primary	9	10Ind	Indonesian 10	NO	2	YES	NO	7	8	21	Mr T Jones	SS2
Primary	10	10PE	Physical Education 10	NO	1	YES	NO	6	7, 8	21	Mr J Peter	GYM1
Reserve	1	10DRA	Drama 10	NO			NO		9	0		
Reserve	2	10WW	Woodwork 10	NO			NO			0		

- Select the **Timetable** tab
- Print  Ben's timetable to the screen

- Select the **Grid** tab
- Click Toggle Student Placement/Department Colour 

9 [2]			Drama 10 10DRA_1 (22) Mr HJ Barclay GYM3	Food Production 10 10Food_2 (43) *Mr DJ Trainor Food 3		
10 [2]			Art 10 10Art_1 (22) Mr M Rosenberg ART 1	Food Production 10 10Food_1 (22) Mr DJ Trainor Food 3	Jewellery 10 (F) 10Jew_1 (9) Dr N Swiderski JEWEL 1	Metalwork 10 10MW_1 (12) Ms T Swindon METAL 2

Colours have been assigned to the Art, 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 **10Food_2** 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
- View his course on the **Preferences** tab
- Click **Show / Hide Subject List**

Search

Subjects	
Code	Subject
GROUP	10REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
GEENG	English General 11
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10HASS	Humanities and Social Sci
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10
10Metw	Metalwork 10

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





Auto-allocate Todd to his required class.

- Click on Generate Suggested Fit 
- Click **OK** to save and accept the suggested fit
- 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_1** and click **Add Student** and **Yes**

7 [2]			Health Education 10 10HE_2 (22) Ms T O'Reilly SS9	Indonesian 10 10Ind_2 (20) Mr T Jones SS2	Physical Education 10PE_2 (22)	
8 [2]			Health Education 10 10HE_1 (21) Ms T Norton SS2	Indonesian 10 10Ind_1 (22) Dr S Henry SS4	Ms J McLaren GYM2	
9 [2]			Drama 10 10DRA_1 (22) Mr HJ Barclay GYM3	Food Production 10 10Food_2 (42) *Mr DJ Trainor Food 3		
10 [2]			Art 10 10Art_1 (22) Mr M Rosenberg ART 1	Food Production 10 10Food_1 (22) Mr DJ Trainor Food 1	Jewellery 10 (F) 10Jew_1 (9) Dr N Swiderski MW 1	Metalwork 10 10MW_1 (11) Ms T Swindon MW 2

- Continue to add Todd to teaching sets on the remaining grid bands

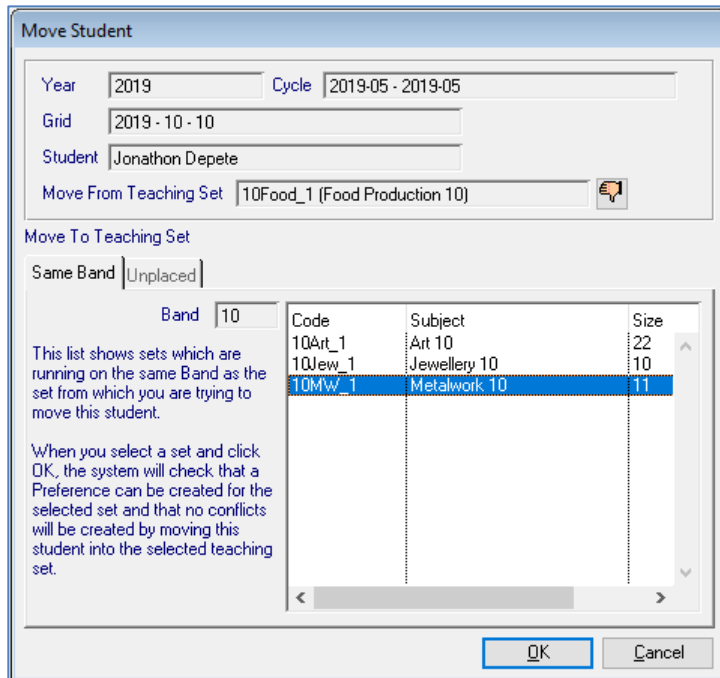
Note: we will be splitting the oversized class later.

- Click on the **Timetable** tab and view Todd's timetable
- Print  Todd's timetable to the screen

Course change in grid and timetable views

Jonathon Depete is moving from Food Production to Metalwork.

- Find **Jonathon Depete's** records
- Click on the **Grid** tab
- Right click in Jonathon's Food class on Band 10 and click **Move Student**
- Select **10MW_1** and click **OK**



Move Student

Year: 2019 Cycle: 2019-05 - 2019-05

Grid: 2019 - 10 - 10

Student: Jonathon Depete

Move From Teaching Set: 10Food_1 (Food Production 10)

Move To Teaching Set:

Same Band: Unplaced

Band: 10

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	22
10Jew_1	Jewellery 10	10
10MW_1	Metalwork 10	11

OK Cancel

- Click on View/Print Course Change History  and print to the screen

- Click on the Preferences tab

- Highlight **10Food** and Delete 

Student Course Maintenance

2019 2019-05

Depete, Jonathon (48) Grid 2019 - 10 - 10 Time Slice 28 JAN 2019 - 12 APR 2019

Preferences Timetable Grid

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands	Size	Teacher	Room
Primary	1	10SCI	Science 10	YES	3	YES	NO	5	3, 4	21	Mr N Creed	SCI 2
Primary	1	10HASS	Humanities and Social Science 10	YES	1	YES	NO	2	3, 4	23	Ms A Fisher	SS1
Primary	1	10Math	Mathematics 10	YES	3	YES	NO	4	2, 5	22	Ms C Hollis	SS1
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	21	Ms A Fisher	SS1
Primary	1	10ENG	English 10	YES	1	YES	NO	3	2, 5	22	Mr HJ Barclay	SS5
Primary	6	10HE	Health Education 10	NO	1	YES	NO	8	6, 7	21	Ms T Norton	SS2
Primary	7	10Food	Food Production 10	NO	NO	NO	NO	9, 10		0		
Primary	8	10ITAL	Italian 10	NO	1	YES	NO	6		22	Mr T Jones	SS1
Primary	9	10DRA	Drama 10	NO	1	YES	NO	9		23	Mr HJ Barclay	GYM3
Primary	10	10PE	Physical Education 10	NO	2	YES	NO	7	6, 8	22	Miss M Mouse	GYM3
Primary	11	10MW	Metalwork 10	NO	1	YES	NO	10		12		


- Close **Student Course**

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.

5.4 Staff and Room Maintenance

Timetabling > Timetable

Timetable - Unlocked						
Functions Switch View						
2016 2016-05 1 FEB 2016 - 8 APR 2016						
Filter						
Grid All Department All						
Periods	2016 - 07			2016 - 08		
Monday - H	Home Room 7 7HR_1 (29) Ms E Everage MS8	Home Room 7 7HR_2 (30) Ms T Norton MS7		Home Room 8 8HR_1 (28) Mr C Best MS2	Home Room 8 8HR_2 (26) Mr J Brigg MS1	
Monday - 1	English 7 7Eng_1 (29) Mr HJ Barclay MS7	Humanities and S 7HASS_2 (30) Ms T Alan MS6		Mathematics 8 8Math_2 (27) Ms K Holter MS1	Mathematics 8 8Math_4 (26) Mr L Ingris MS3	
Monday - 2	English 7 7Eng_2 (30) Ms T Alan MS2	Humanities and S 7HASS_1 (29) Mr J Brigg MS5		Health Education 8HE_1 (27) Ms J McLaren MS8	Health Education 8HE_4 (27) Ms T O'Reilly MS10	
Monday - B						
Monday - 3	Indonesian 7 7Indon_1 (29) Ms T Lerner MS10	Italian 7 7Ital_1 (30) Mr T Jones MS9		English 8 8ENG_1 (27) Mr C Best MS8	English 8 8ENG_3 (27) Mr HJ Barclay MS1	
Monday - 4	Mathematics 7 7Maths_1 (29) Mr L Ingris MS7	Science 7 7Sci_2 (30) Ms F Hind SCI 2		English 8 8ENG_2 (27) Mr HJ Barclay MS9	English 8 8ENG_4 (26) Mr C Best MS10	
Monday - L						
Monday - 5	Mathematics 7 7Maths_2 (30) Ms C Hollis MS8	Science 7 7Sci_1 (29) Ms K Holter SCI 1		Health Education 8HE_2 (28) Ms J McLaren MS1	Indonesian 8 8IND_1 (27) Mr T Jones MS3	

The timetable is displayed in grid order with spaces between the grids. Clicking  will reverse the order of the grids.

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**. 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.

Timetabling Year

Timetable - Unlocked

Functions Switch View

2016 2016-05 1 FEB 2016 - 8 APR 2016

Filter

Grid All Department All

Timeslice

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

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 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.

The screenshot shows the 'Timetable - Unlocked' window. At the top, there are tabs for 'Functions' and 'Switch View'. Below this, a filter section allows selection of 'Grid' (All) and 'Department' (All). The main area is a grid with columns for 'Periods' and '2016 - 07' and '2016 - 08'. The grid contains teaching sets for various subjects like English, Mathematics, and Health Education. A context menu is open over the 'Monday - 2' period, listing actions such as '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', and 'Show Teaching Set Members'.

Periods	2016 - 07	2016 - 08
Monday - H	Home Room 7 7HR_1 (29) Ms E Everage MS8	Home Room 8 8HR_1 (28) Mr C Best MS2
Monday - 1	English 7 7Eng_1 (29) Mr HJ Barclay MS7	Mathematics 8 8Math_2 (27) Ms K Holter MS1
Monday - 2	English 7 7Eng_2 (30) Ms T Alan MS2	Health Education 8HE_1 (27) Ms J McLaren MS8
Monday - B		
Monday - 3	Indonesian 7 7Indon_1 (2) Ms T Lorne MS10	English 8 8ENG_1 (27) Mr C Best MS8
Monday - 4	Mathematics 7 7Maths_1 (2) Mr L Ingris MS7	English 8 8ENG_2 (27) Mr HJ Barclay MS9
Monday - L		

Note: Show/Add User Defined Period times enables the user to enter or view period times for the selected teaching set that are different to those entered in the Master Period Structure.

Switch View

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

☐ Timetable - Unlocked

Functions **Switch View**

2017 ☐ : ☒ Period Summary View

Filter ☐ **Timetable View**

Grid ☐ All

5.4.1 Cloning Resources from One Schedule to Another

ACTIVITY

Timetabling > Timetable

☐ Timetable - Unlocked


Functions **Switch View**

2019 ☐ 2019-05 ☒ 28 JAN 2019 - 12 APR 2019 ☐

Filter

Grid ☐ All ☐ Department ☐ All

Periods	2018 - 07				2019 - 08		
Monday - H	Home Room 7 7HR_1 (29) Ms T Alan MS10	Home Room 7 7HR_2 (30) Mr HJ Barclay MS2			Home Room 8 8HR_1 (27) Mr T Duke MS3	Home Room 8 8HR_2 (27) Mr T Elliot MS4	Home Room 8 8HR_3 (27) Mr L Evans MS5
Monday - 1	English 7 7Eng_1 (29) Mr J Brigg MS10	Humanities and S 7HASS_2 (30) Ms T Alan MS6			English 8 8ENG_2 (27) Ms J Calvin MS9	Humanities and S 8HASS_1 (27) Ms A Fisher MS1	Mathematics 8 8Math_4 (26) Ms K Holter MS3
Monday - 2	English 7 7Eng_2 (30) Mr HJ Barclay MS2	Humanities and S 7HASS_1 (29) Ms E Everage MS5			Health Education 8HE_1 (28) Miss M Mouse MS8	Health Education 8HE_4 (27) Ms T O'Reilly MS10	Italian 8 8ITAL_1 (27) Mr T Jones MS1
Monday - B							
Monday - 3	Health and Phy: 7H&PE_1 (29) Ms J McLaren GYM1	Health and Physi: 7H&PE_2 (30) Ms T Norton GYM2			English 8 8ENG_3 (27) Ms T Alan MS10	Humanities and S 8HASS_2 (27) Mr L Evans MS2	Mathematics 8 8Math_1 (27) Dr S Henry MS1
Monday - 4	Mathematics 7 7Maths_1 (29) Ms T Heaven MS7	Science 7 7Sci_2 (30) Mr L Ingris SCI 2			English 8 8ENG_4 (26) Mr J Brigg MS10	Humanities and S 8HASS_3 (27) Ms J Calvin MS6	Mathematics 8 8Math_2 (27) Ms F Hind MS1
Monday - L							
Monday - 5	Mathematics 7 7Maths_2 (30) Ms K Holter MS8	Science 7 7Sci_1 (29) Ms C Hollis SCI 1			Health Education 8HE_2 (27) Mr J Peter MS9	Indonesian 8 8IND_1 (27) Ms T Alan MS3	Italian 8 8ITAL_2 (26) Mr T Jones MS10

The timetable is displayed in grid order with spaces between the grids. Clicking  will reverse the order of the grids.

- 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 '2019', '2019-05', a green checkmark, '14 OCT 2019 - 20 DEC 2019', and a printer icon. Under the 'Filter' section, the 'Grid' dropdown is set to '2019 - 08 - 08' and the 'Department' dropdown is set to 'All'.

- Click **Functions > Clone Resource Allocation**

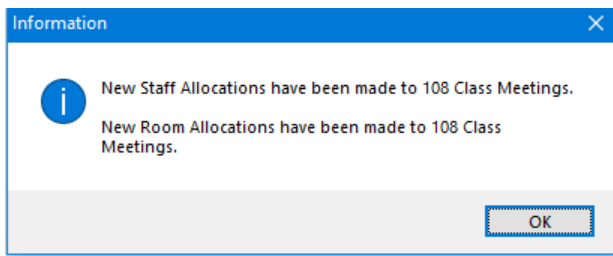
The screenshot shows the 'Timetable - Unlocked' window with the 'Functions' menu open. The menu options are: 'Auto Allocate Staff', 'Auto Allocate Rooms', 'Move Students', 'Remove All Staff', 'Remove All Rooms', 'Clone Resource Allocation from alternative Schedule' (highlighted in blue), and 'Lock Timetable'.

- Read the text and click **OK**

The screenshot shows the 'Clone Resource Allocation' dialog box. It has a 'Select Resource Type' section with 'Grid: 2019 - 08 - 08' and 'Department: All'. Below this, there are two checked checkboxes: 'Clone Staff Resource Allocation' and 'Clone Room Resource Allocation'. At the bottom, there is a text box that says 'Clone Allocations to matching Class Meetings which have neither Staff or Rooms allocated'. At the bottom right, there are 'OK' and 'Cancel' buttons.

- Check **Clone Staff Resource Allocation** and **Clone Resource Room Allocation**
- Click **OK**

- Select to clone from **Term 3**
- Click **OK**



- 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.

ACTIVITY

Timetabling > Timetable

- Scroll down to **Wednesday Lesson 1**

Wednesday - 1 12.1	Art 8 8ART_4 (22)	Design and Tech 8D&T_3 (21)	Home Economics 8HEc_2 (21)	Music 8 8MUS_1 (21)	Music 8 8MUS_5 (22)
-----------------------	----------------------	--------------------------------	-------------------------------	------------------------	------------------------

- 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**

Allocate Staff Member

Options

☐ Allocate Staff Member for the Selected Class Meeting

☒ Allocate Staff Member to ALL Class Meetings for the Teaching Set

OK Cancel

- 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**

Allocate Room

Options

☐ Allocate Room to the Selected Class Meeting Only

☒ Allocate Room to ALL Class Meetings for the Teaching Set

OK Cancel

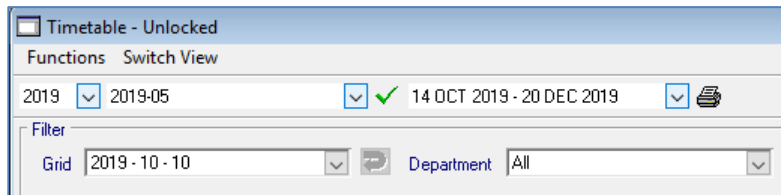
- Select a room and click **OK**
- Repeat for the other teaching sets on at that time

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.

ACTIVITY

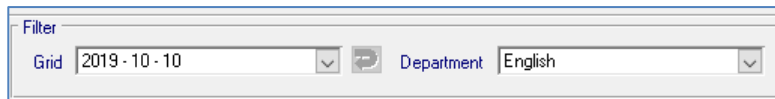
Timetabling > Timetable

- Filter to the **Year 10** grid



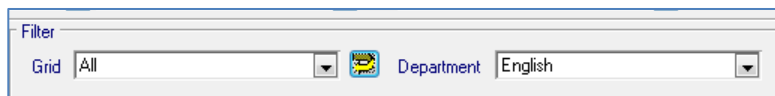
The screenshot shows the 'Timetable - Unlocked' window. At the top, there are tabs for 'Functions' and 'Switch View'. Below this, a date range is set from '2019' to '2019-05' with a green checkmark and a date range of '14 OCT 2019 - 20 DEC 2019'. A 'Filter' section is visible with 'Grid' set to '2019 - 10 - 10' and 'Department' set to 'All'.

- Filter to the **English** department





The screenshot shows the 'Filter' section with 'Grid' set to '2019 - 10 - 10' and 'Department' set to 'English'.

- View **All** of the English classes



The screenshot shows the 'Filter' section with 'Grid' set to 'All' and 'Department' set to 'English'.

- Click **Switch View** and select **Timetable View**
- Find  **Harris Barclay's** timetable
- Select **Room Timetable**
- Find  one of the **Science** classes
- Click **Switch View** and return to **Period Summary View**

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

- Right click on Harris Barclay's **7ENG_2** class

Monday - 1	English 7 7Eng_1 (29) Mr J Brigg MS10		English 8 8ENG_2 (27) Ms J Calvin MS5
Monday - 2	English 7 7Eng_2 Mr HJ Ba MS2	<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 	
Monday - B			
Monday - 3			
Monday - 4			


- Click **Change Teacher**
- Select the third option – **Replace ALL Occurrences of the Selected Staff member-** and click **OK**

Replace Staff Member

Options

☐ Replace Staff Member for the Selected Class Meeting
☐ Replace Staff in ALL Class Meetings for the Selected Teaching Set
☒ Replace ALL Occurrences of the Selected Staff Member

OK
Cancel

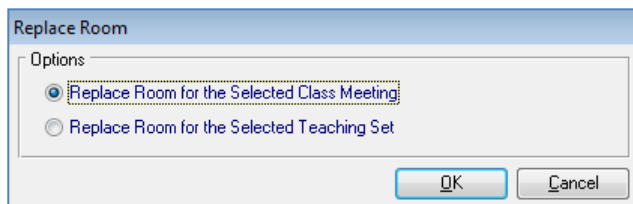
- Click **OK**
- Read the message and click **Yes**
- Highlight **Elaine Abbott** and click **OK**
- **Switch View** to **Timetable View** and find  Elaine Abbott's timetable

Ms Fisher's Year 8 HASS class (8HASS_1) is changing to the library every Monday Period 3

- Filter to the **Year 8** grid
- Filter to the **Humanities** department
- Type **8HASS_3** into **Search** and <Tab>

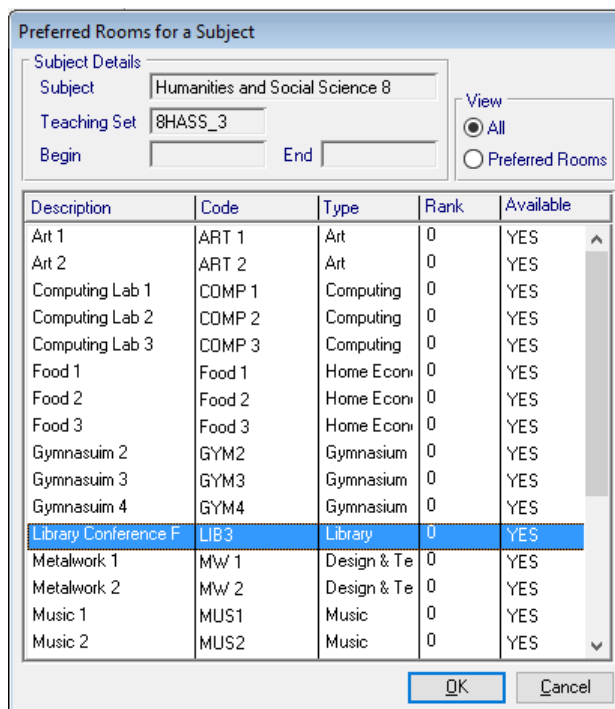
Note: If Departmental colours have been applied, using Search will temporarily turn them off.

- Right click on **8HASS_1**
- Click on **Change Room**
- Select **Replace Room for the Class Meeting** and click **OK**



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

- Select **View All**



The 'Preferred Rooms for a Subject' dialog box has a title bar 'Preferred Rooms for a Subject'. It contains a 'Subject Details' section with fields for 'Subject' (Humanities and Social Science 8), 'Teaching Set' (8HASS_3), 'Begin', and 'End'. To the right is a 'View' section with two radio buttons: 'All' (selected) and 'Preferred Rooms'. Below this is a table with columns: Description, Code, Type, Rank, and Available. The table lists various rooms, with 'Library Conference F' (LIB3) highlighted in blue. 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
Computing Lab 1	COMP 1	Computing	0	YES
Computing Lab 2	COMP 2	Computing	0	YES
Computing Lab 3	COMP 3	Computing	0	YES
Food 1	Food 1	Home Econ	0	YES
Food 2	Food 2	Home Econ	0	YES
Food 3	Food 3	Home Econ	0	YES
Gymnasium 2	GYM2	Gymnasium	0	YES
Gymnasium 3	GYM3	Gymnasium	0	YES
Gymnasium 4	GYM4	Gymnasium	0	YES
Library Conference F	LIB3	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
Music 2	MUS2	Music	0	YES

- Select the **Library Conference Room** and click **OK**

5.4.4 Combining Classes:

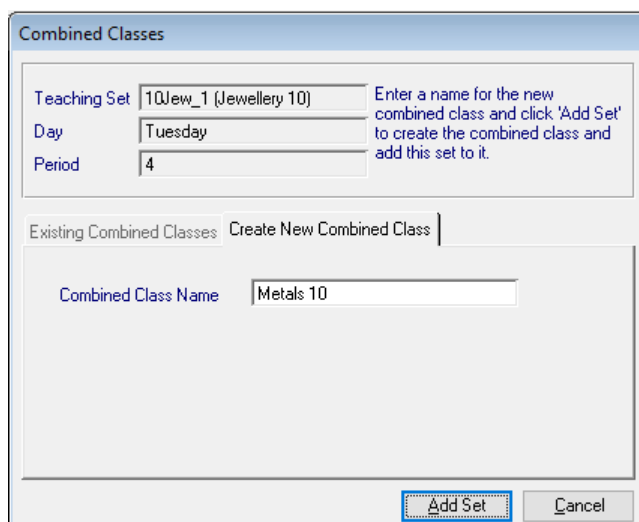
ACTIVITY

Timetabling > Timetable

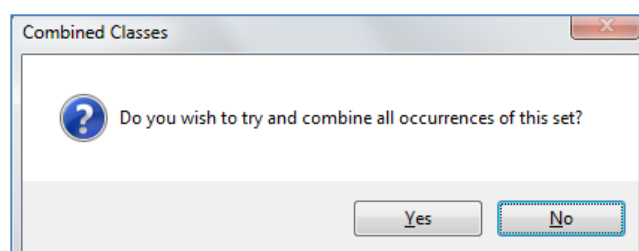
- Filter to Semester 2, the **Year 10** grid and the **Design and Technology** department
- Type **10JEW_1** in **Search** and <**Tab**>

Search

- Right click on **10Jew_1** on Tuesday session 4
- Click **Add to Combined Class**
- Give combined class a suitable name, for example, **Metals 10**



- Click **Add Set**



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

Tuesday - 4 10.1	Jewellery 10 10Jew_1 (10)C Dr N Swiderski MW 1	Metalwork 10 10MW_1 (11)C Dr N Swiderski MW 1
---------------------	---	--

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


- Close Timetable



5.5 Grid Modelling

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					
2016 2016 - 10 - 10					
Students 0 Placed 0 Unplaced 0 Grid positions are fixed					
Band/ Band Record					
1 [5]	+	Home Room 10 (F) 10HR_1 (23) Mr DJ Trainor SS8	Home Room 10 (F) 10HR_2 (22) M Dr N Swiderski SS9	Home Room 10 (F) 10HR_3 (20) M Ms T Lorner SS10	
2 [4]	+	English 10 10ENG_3 (21) Ms J Calvin *SS5	Mathematics 10 10Math_1 (23) Ms T Heaven SS8	Science 10 10SCI_2 (21) *Dr S Henry *SCI4	
3 [4]	+	English 10 10ENG_2 (21) *Ms T Alan SS6	Humanities and Soc 10HASS_1 (23) *Ms A Fisher SS1	Mathematics 10 10Math_2 (21) Ms T Heaven SS9	
4 [4]	+	English 10 10ENG_1 (23) Mr J Brigg SS5	Humanities and Soc 10HASS_2 (21) Mr A Guiseppe *SS4	Science 10 10SCI_3 (21) Mr T Duke SCI5	
5 [4]	+	Humanities and Soc 10HASS_3 (21) Ms A Fisher *SS1	Mathematics 10 10Math_3 (21) Dr S Henry SS10	Science 10 10SCI_1 (23) Ms K Holter SCI3	
6 [2]	+	Health Education 10 10HE_1 (21) Ms T O'Reilly SS2	Physical Education 10PE_2 (22) Mr P Payne GYM4	Physical Education 10PE_3 (22) Ms T Norton GYM1	
7 [2]	+	Health Education 10 10HE_2 (30) Mr P Payne SS3	Indonesian 10 10Ind_1 (18) Mr T Jones SS4	Indonesian 10 (F) 10Ind_2 (17) Ms J Calvin SS5	
8 [2]	+	Health Education 10 10HE_3 (14) Ms T Norton SS4	Italian 10 10ITAL_1 (30) Mr T Jones *SS2	Physical Education 10PE_1 (21) Ms T O'Reilly GYM3	
9 [2]	+	Drama 10 (F) 10DRA_1 (24) Ms J Calvin GYM3	Food Production 10 10Food_1 (41) Dr N Swiderski Food 3		
10 [2]	+	Art 10 10Art_1 (22) Mr M Rosenberg COMP1	Jewellery 10 (F) 10Jew_1 (8) Mr P Scott MW 1	Metalwork 10 10MW_1 (13) Mr P Scott MW 1	Woodwork 10 10WW_1 (22) Ms T Swindon WW 1

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]			Science 7 7Sci_1 (29) Mr T Duke SCI 1	Science 7 7Sci_2 (30) Ms S Corner SCI 3
2.1			Science 7 7Sci_1 (29) Mr T Duke SCI 1	Science 7 7Sci_2 (30) Ms S Corner SCI 3
2.2			Science 7 7Sci_1 (29) Mr T Duke SCI 1	Science 7 7Sci_2 (30) Ms S Corner SCI 3
2.3			Science 7 7Sci_1 (29) Mr T Duke SCI 1	Science 7 7Sci_2 (30) Ms S Corner SCI 3
2.4			Science 7 7Sci_1 (29) Mr T Duke SCI 1	Science 7 7Sci_2 (30) Ms S Corner SCI 3

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 Year		Schedule		Show Overlapping Schedules						
Cycle		All								
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	
2016 - 07	2016	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1	
2016 - 08	Term 1	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	
2016 - 08	Term 2	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	
2016 - 08	Term 3	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	
2016 - 08	Term 4	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1	
2016 - 09	Semester 1	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1	
2016 - 09	Semester 2	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1	
2016 - 10	Semester 1	1.1	1.2	1.3	1.4	1.5	4.1	5.1	7.1	
2016 - 10	Semester 2	1.1	1.2	1.3	1.4	1.5	4.1	5.1	7.1	
2016 - US	2016	1.1	1.2	1.3	1.4	1.5	2.1	3.1	4.1	

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: 2016
 Cycle: 2016-05 - 2016-05

Available Non-Teaching
 Unavailable

Slot No.	Mapped To	Row Code	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						
18	Wednesday - 3						
19	Wednesday - 4						

Save Close

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

English 10 (F)
 10ENG_1 (21) ✕
 Ms T Alan
 SS2


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 be moved neither into nor out of the teaching set through Grid Modelling.

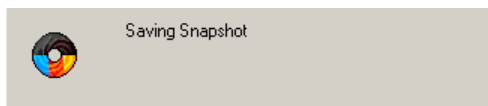
5.5.1 Making Changes to the Grid


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:



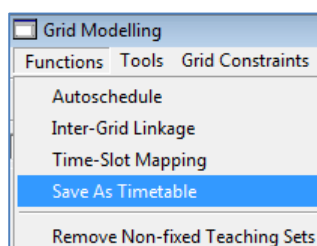
A copy of the grid as it was on unlocking is saved and may be restored by clicking Retrieve 

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

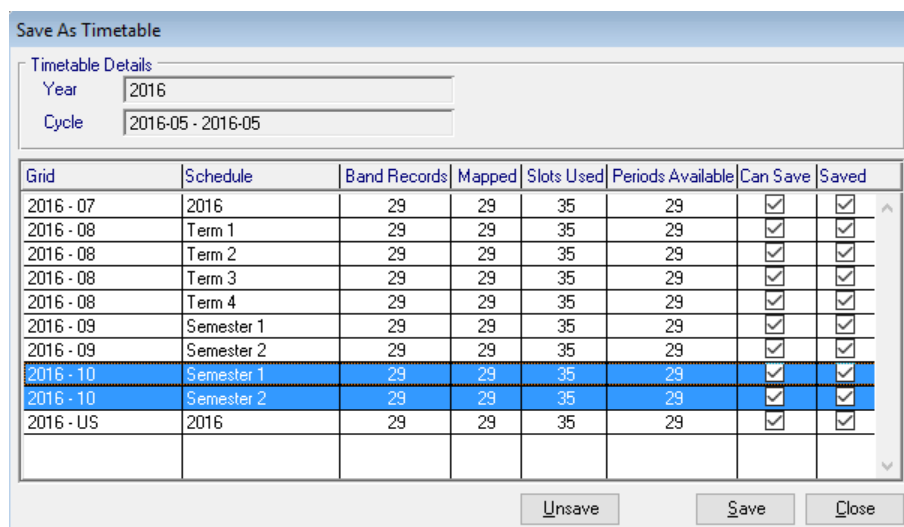
Before the bands of a grid which has been **Saved as Timetable** can be remodelled, the schedule(s) to which the bands are linked must be **Unsaved**. Bands of grids linked to the schedules in the process of being remodelled will be unavailable to the timetable until they are resaved.

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**

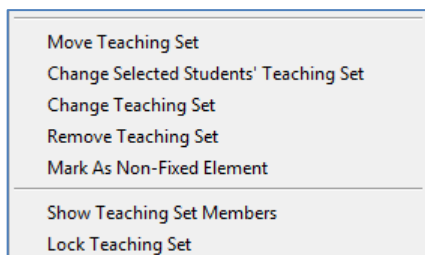


Note: You are advised to unsave the entire grid. This will allow you to restore the system snapshot if required.

- 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.

5.5.2 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
11HR_1	Home Room 11
11HR_2	Home Room 11
11HR_3	Home Room 11
11HR_4	Home Room 11
12HR_1	Home Room 12
12HR_2	Home Room 12
12HR_3	Home Room 12
2ACSC_1	Computer Scien
2ACSC_2	Computer Scien
2AMAT_1	Mathematics 2A
2AMAT_2	Mathematics 2A
2AMAT_3	Mathematics 2A
2AMAT_4	Mathematics 2A
2BCSC_1	Computer Scien
2BCSC_2	Computer Scien
2BMAT_1	Mathematics 2B
2BMAT_2	Mathematics 2B
2BMAT_3	Mathematics 2B
2BMAT_4	Mathematics 2B
2XBIO_1	Biological Scien
2XENG_1	English 2A/B
2XGEO_1	Geography 2A/I
2XISC_1	Integrated Scier
2XPES_1	Physical Educal

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	Students	Placed
7Arts_1	Arts 7		0	0
7Arts_2	Arts 7			
7Arts_3	Arts 7			
7Eng_1	English 7			
7Eng_2	English 7			
7H&PE_1	Health and Phy:			
7H&PE_2	Health and Phy:			
7H&PE_3	Health and Phy:			
7HR_1	Home Room 7			
7HR_2	Home Room 7			
7HR_3	Home Room 7			
7Indon_1	Indonesian 7			
7Ital_1	Italian 7			
7Maths_1	Mathematics 7			
7Maths_2	Mathematics 7			

Band/ Band Record	Students	Placed
1 [5]	0	0
2 [4]	0	0
3 [4]	0	0


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



Locked




Unlocked

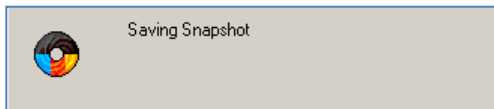
- Click and drag the new teaching set on to the desired (unlocked) band
- Open the **Save as Timetable** window, select the grid schedule and **Save**
- Lock  the grid

ACTIVITY

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

Timetabling > Grid Modelling

- Unlock  the 2019 **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 **2019-10**

Save As Timetable

Timetable Details

Year: 2019

Cycle: 2019-05 - 2019-05

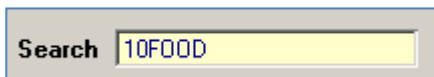
Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2018 - 07	2019	29	29	43	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 1	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 2	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 3	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 4	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 09	Semester 1	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 09	Semester 2	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 10	Semester 1	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 10	Semester 2	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - US	2019	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Unsave Save Close

Note: The entire grid must be unsaved otherwise it will not be possible to retrieve a grid snapshot.

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

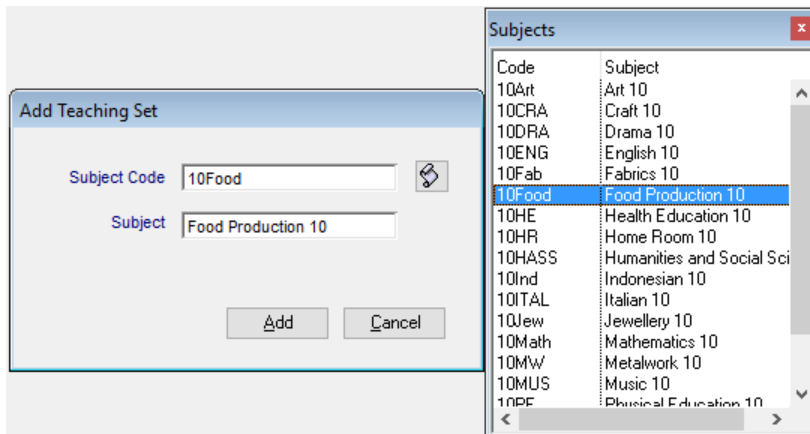
- Type **10FOOD** in **Search** and <Enter>




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
10DRA	Drama 10
10ENG	English 10
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10HASS	Humanities and Social Sci
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10
10Mw	Metalwork 10
10MUS	Music 10
10PE	Physical Education 10

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

- Make sure Band 9 is unlocked by clicking on the padlock on the left of the Band 

Note: If all bands are unlocked, click on Lock All Bands in the Tools menu and then unlock Band 9

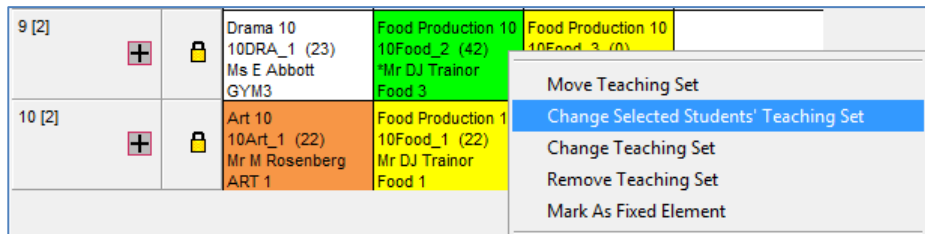
- Click Display Teaching Sets 
- Drag and drop new set - **10 Food_3** - on Band 9

5.5.4 Move Students between Teaching Sets

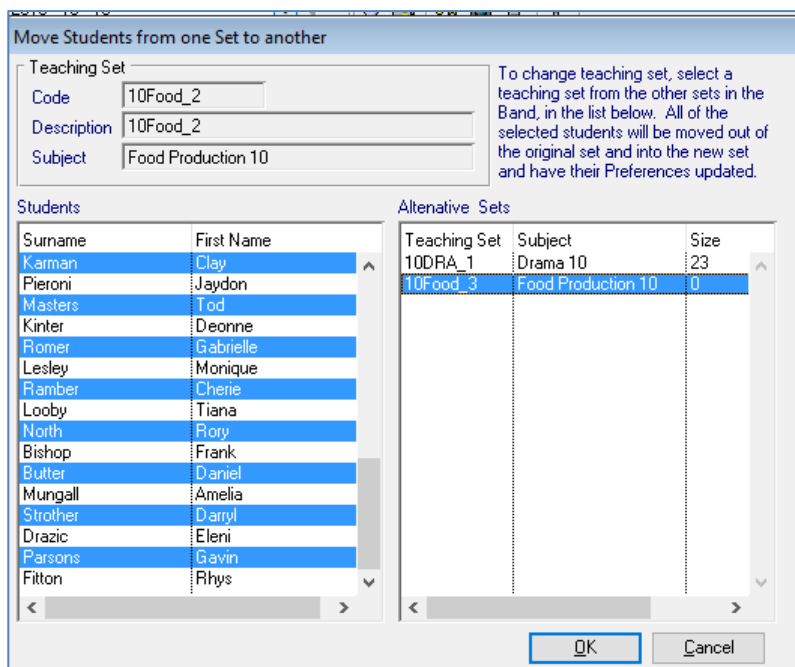
ACTIVITY

Timetabling > Grid Modelling

- Right click on **10Food_2** and select **Change Selected Students' Teaching Set**



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



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

5.5.5 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

SSI Before Art to Craft

Existing Snapshots

Code	Description	Date/Time	Type
SS	System Snapshot	4 JAN 19 12:39:08	SYSTEM

OK Cancel

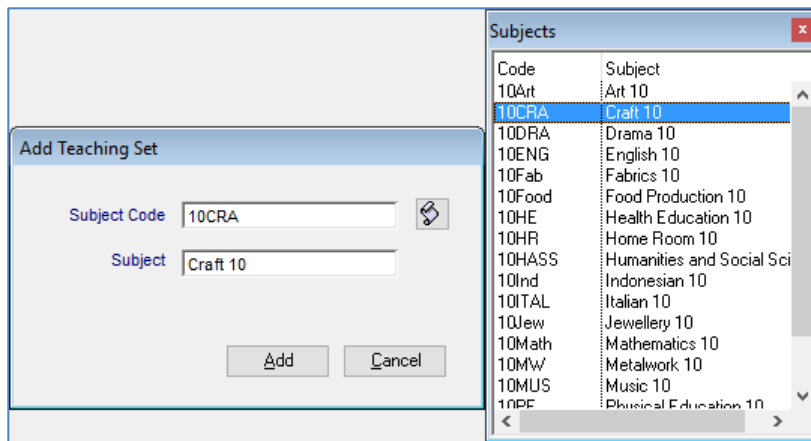
- Enter a **Code** and **Description** and click **OK**

ACTIVITY

Timetabling > Grid Modelling

This activity will change a teaching set from Art to Craft.

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



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

- Ensure Band 10 is unlocked

Note: If all bands are unlocked, click on *Lock All Bands* in the *Tools* menu and then unlock *Band 10*

- Right click on **10Art_1** and select **Change Teaching Set**

Change Teaching Set

Teaching Set

Code: 10Art_1

Description: 10Art_1

Subject: Art 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
Hill	Hanna	10CRA_1	Craft 10
Seddon	Penny		
Kelley	Rohyn		
Rowe	Serena		
Lackie	Bryce		
Lewis	Emily		
Rilton	Angie		
Luck	Jem		
Poole	Margrit		
McKiney	Jack		
Moir	Tagan		
Pauley	Cameron		
Naglazas	Mary		
Ogden	Allan		
Anderson	Ben		
Fullgrabe	Kirsten		

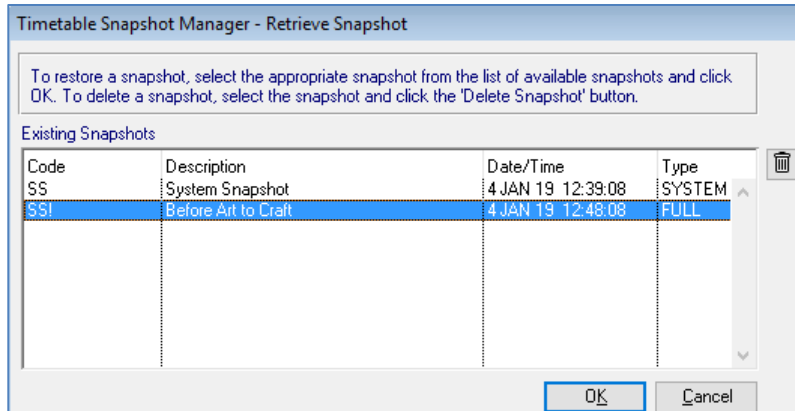
OK Cancel

- Click **OK** and **Yes**
- **Tools > Delete Teaching Set**
- Drag and drop **10Art_1** into **Teaching Set Code**
- Click **Delete** and **OK**

ACTIVITY

Timetabling > Grid Modelling

- Click Retrieve a Snapshot 



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

ACTIVITY

Timetabling > Grid Modelling

Functions > Save as Timetable

Save As Timetable


Timetable Details

Year: 2019

Cycle: 2019-05 - 2019-05

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2018 - 07	2019	29	29	43	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 1	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 2	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 3	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 08	Term 4	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 09	Semester 1	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 09	Semester 2	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2019 - 10	Semester 1	29	29	30	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2019 - 10	Semester 2	29	29	30	30	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2019 - US	2019	29	29	30	30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

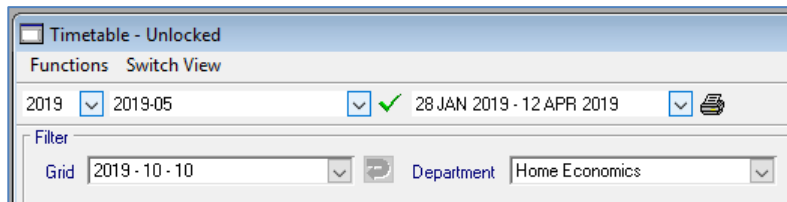
Unsave Save Close

- Highlight the **Year 10** grid for both semesters and click **Save** and **Yes**
- Close and lock  the grid
- Click **Yes** to save the changes
- Close **Grid Modelling**

ACTIVITY

Timetabling > Timetable

- Use the filters to help you locate the new Food class in Semester 1



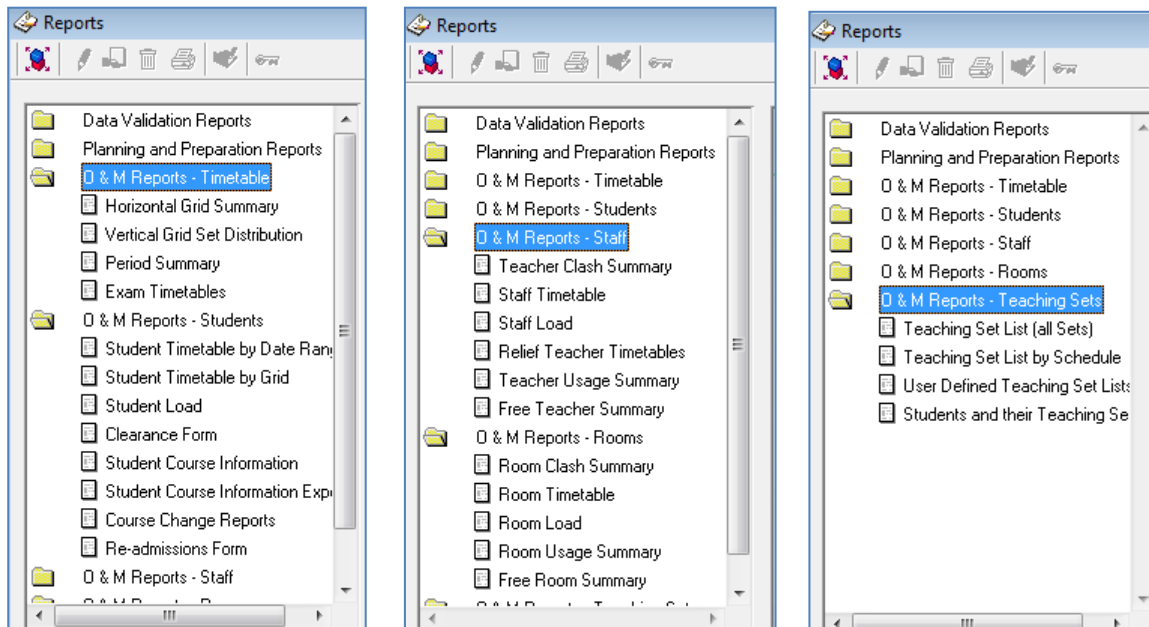
The screenshot shows a software window titled "Timetable - Unlocked". It has a "Functions" menu and a "Switch View" button. Below this, there are several filters: a year dropdown set to "2019", a month dropdown set to "2019-05", a date range "28 JAN 2019 - 12 APR 2019" with a green checkmark and a print icon, and a "Filter" section. The "Filter" section contains a "Grid" dropdown set to "2019-10-10" and a "Department" dropdown set to "Home Economics".

- Allocate a suitable teacher by right clicking and selecting **Allocate Teacher**
- Select **Allocate Staff member to ALL Class Meetings for the Teaching Set**
- Select a staff member from the list and click **OK**
- Allocate a suitable room by right clicking and selecting **Allocate Room**
- Select **Allocate Room to ALL Class Meetings for the Teaching Set**
- Select a room from the list and click **OK**
- Close the timetable

5.6 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 Sets

ACTIVITY

View the following reports.

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

- Find **Ben Anderson** and **Rachael Andrews**
- Check **Include Tutor(s) Names** and **Contact Details**
- **Print** the report to the screen

The screenshot shows the 'Reports' window with the following configuration:

- Titles:**
 - Main Title: Student Timetable by Date Range
 - Page Footer: (empty)
- Select | Sort:**
 - TT Year: 2019
 - Cycle: 2019-05
 - Range: 28 JAN 2019 - 12 AP...
- Selected Students:**
 - Anderson, Ben
 - Andrews, Rachael
- Options:**
 - ☒ Include Tutor Name(s) on Report
 - ☒ Contact Details
 - ☐ Combine Multiple Timetables
 - ☐ Student Reference
 - ☐ Student Number
- Buttons:** Remove, Find, Print, Cancel

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

- Select the current term
- Click **New Query** to find Rachael Andrews
- Check **Show Contact**

The screenshot shows the 'Reports' window. On the left, a tree view lists various report categories, with 'Clearance Form' highlighted under 'O & M Reports - Students'. The main panel on the right is titled 'Clearance Form' and contains several sections: 'Titles' with a 'Main Title' field, 'Sort' with a 'Form Year' dropdown and a 'Sort Field' table, 'Select Timetable Periods' with 'TT Year' (2019) and 'Cycle' (2019-05) dropdowns, and a list of available periods. Below this is the 'Students' section with a 'Selected Subset 1' dropdown, a 'New Query' button, and a 'Show Contact' checkbox. At the bottom, the 'Format' section has radio buttons for 'User Text 1' (selected) and 'User Text 2', along with an 'Edit Text' button. 'Print' and 'Cancel' buttons are at the very bottom of the window.

- Click **Edit Text**
- Edit some other text to reflect the practice in your school

The screenshot shows the 'Edit User Text' dialog box. It has a title bar 'Edit User Text' and a subtitle 'User Text 1'. The main area contains instructional text: '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.' Below the instructions, there's a 'Text for extra column headers:' field with 'Comment/Proposed Grade' and 'Teacher Signature'. The 'Select User Text:' section has radio buttons for 'User Text 1' (selected) and 'User text 2'. The main text area contains a form layout with labels: 'Signature', 'Administration', 'Forwarding Address', 'Library: Approved Y/N', 'Student Files Amended Y/N', 'DCS: Fees Paid Y/N', 'Data Sent: Y/N', 'Deputy Principal', and 'Date of Process'. At the bottom, there are buttons for 'Add UDI Field', 'Undo', 'OK' (highlighted), and 'Cancel'.

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

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

- **Find Year Group 10**

The screenshot shows the 'Reports' application window. On the left is a tree view of report categories: Data Validation Reports, Planning and Preparation Reports, O & M Reports - Timetable, O & M Reports - Students, Student Timetable by Date Range, Student Timetable by Grid, Student Load, Clearance Form, Student Course Information, Student Course Information Export, Course Change Reports (highlighted), Re-admissions Form, O & M Reports - Staff, O & M Reports - Rooms, and O & M Reports - Teaching Sets. The main panel is titled 'Course Change Reports'. It has a 'Titles' section with 'Main Title' set to 'Course Change Reports' and an empty 'Page Footer' field. Below this are 'Select' and 'Sort' tabs. The 'Select' tab is active, showing 'TT Year' as 2019 and 'Cycle' as 2019-05. The 'Course Change Date' section has 'From' as 28 JAN 2019 and 'To' as 20 DEC 2019. A list of 'Selected Students' is shown, including Anderson, Ben; Bailey, Steven; Bishop, Frank; Bloor, Rebecca; Brogan, Michael; Butler, Daniel; Dalton, Cara; Depete, Jonathon; Drazic, Eleni; Em, Lance; and Etheridge, Chloe. There are 'Remove' and 'Find' buttons at the bottom of the student list. At the very bottom of the window are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

A 'Warning' dialog box is displayed. The text inside says: '64 of the selected Students have not changed courses in between the selected dates.' There is an 'OK' button at the bottom right of the dialog.

- 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 the 'Reports' window with a tree view on the left containing various report categories. The 'Re-admissions Form' is selected. The main area contains fields for 'Main Title' (Re-admissions Form), 'Page Footer', 'TT Year' (2018), 'Leaving Date Range' (From: 4 JAN 2019, To: 4 JAN 2019), and a list of 'Selected Students' (2 ALKITIK Adam). Buttons for 'Remove', 'Find', 'Print', and 'Cancel' are visible.

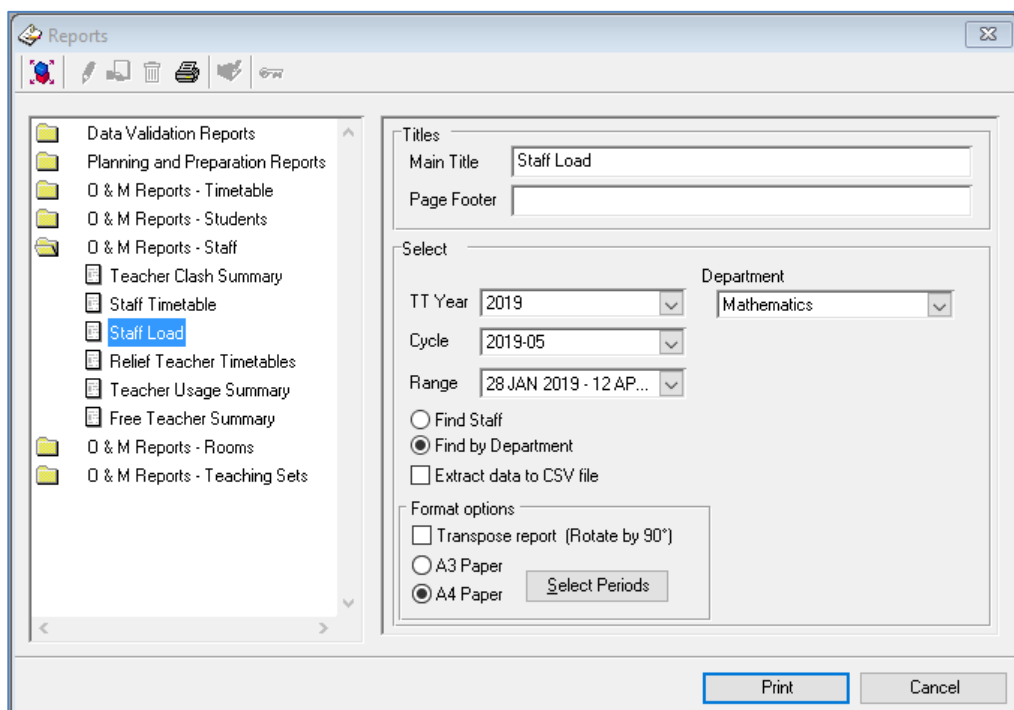
- **Print** the report to the screen

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

The 'Leavers' dialog box contains a button labeled 'Remove from all Current and Future Cohorts' and a text box stating: 'If the Leaver is left in the Cohort they will remain on the Timetable but be marked as "Left"'. There is a small red dot to the right of the text box.

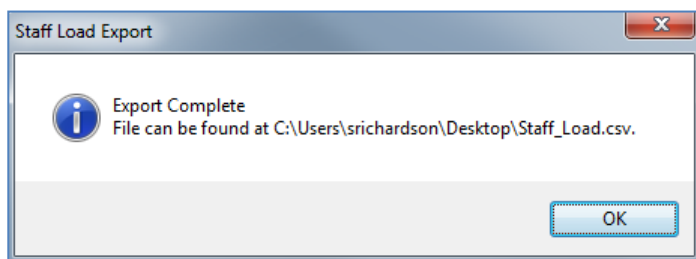
Timetabling Reports > O&M Reports – Staff > Staff Load

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



Note the options to select A3 Paper and Select Periods.

- **Print** the report to the screen
- Select **Transpose report**
- **Print** to the screen again
- Uncheck **Transpose report**
- Select ☒ Extract data to CSV file
- Click **Print**
- **Save** to the **Desktop**



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

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

- **Print** to the screen the **Free Teacher 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 side contains configuration fields for the selected report, "Free Teacher Summary".

Titles

Main Title: Free Teacher Summary

Page Footer:

Select

Timetabling Year: 2019

Cycle: 2019-05

Range: 28 JAN 2019 - 12 APR 2019

Day: Friday

Period: All

Buttons: Print, Cancel

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

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

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 side of the dialog is divided into sections: 'Titles' with 'Main Title' set to 'Room Load' and an empty 'Page Footer' field; 'Select' with dropdowns for 'TT Year' (2019), 'Cycle' (2019-05), and 'Range' (28 JAN 2019 - 12 AP...), and radio buttons for 'Find Room' and 'Find by Department' (the latter is selected); and 'Format options' with checkboxes for 'Transpose report' (unchecked), 'A3 Paper', and 'A4 Paper' (selected), along with a 'Select Periods' button. At the bottom right are 'Print' and 'Cancel' buttons.

Note the options to select A3 Paper and Select Periods.

- **Print** the report to the screen
- Select **Transpose report**
- **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 'Reports' window displays a tree view on the left with 'Free Room Summary' selected. The main area contains the following fields:

- Titles:**
 - Main Title: Free Room Summary
 - Page Footer: (empty)
- Select:**
 - Timetabling Year: 2019
 - Cycle: 2019-05
 - Range: 28 JAN 2019 - 12 APR 2019
 - Day: Friday
 - Period: All

Buttons at the bottom: 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 'Reports' window displays a tree view on the left with 'User Defined Teaching Set Lists' selected. The main area contains the following fields:

- Titles:**
 - Title: User Defined Teaching Set Lists
 - Footer: (empty)
- Select | Sort | Includes:**
 - Timetable:**
 - TT Year: 2019
 - Cycle: 2019-05
 - Date Range: 28 JAN 2019 - 12 APR 2019
 - Day: All
 - Period: All
 - Teacher Selection:**
 - ☒ Teacher (selected)
 - ☐ Department
 - ☐ Subject/Teach Set
 - List: ABBE Abbott, Elaine (selected), ALAT Alan, Maria Theresa, BARH Barclay, Harris, BESC Best, Carl, BRIJ Brigg, Joseph, CALD Caldwell, Jennifer
 - ☐ Use Preferred Name
 - ☐ Show Teaching Sets lists and Period information for all Periods selected.

Buttons at the bottom: 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 following details:

- Titles:**
 - Title: User Defined Teaching Set Lists
 - Footer: (empty)
- Select | Sort | Includes:**
 - ☐ Student Reference Number
 - ☐ Student Year Group
 - ☒ Student Form
 - ☐ Student Gender
 - ☐ Student DOB
 - ☐ Student Address
 - ☐ Student Telephone
 - ☐ Student Mobile
 - ☒ Parent/Guardian Name
 - ☐ Parent/Guardian Address
 - ☐ Parent/Guardian Phone
 - ☒ Parent/Guardian Mobile
 - ☐ Parent/Guardian E-mail
- Check List Columns:**
 - Select the number of columns you would like to appear in the check list. The width of these columns will be calculated by dividing the available space remaining by the number of columns selected. You can select up to 50 columns.
 - Number of Columns: 6
 - Check Column width (cm): 1.12
 - Orientation: Portrait
 - Available space (in cm) remaining: 6.705
- Buttons:** Print, Cancel

- ***Print*** the report to the screen

5.7 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 do not forget the billing implications.)
2. Christabel Norton is taking over 9PE_2 from Minnie Mouse. Make the necessary changes in the timetable.
3. In **Semester 2**, combine Teaching Sets 9Art_1 and 9Craft_1.
4. Move Mr Evans class 9HASS_2 to the library on Mondays only. (*Hint: the library is not a preferred room for Humanities and Social Science.*)
5. In Semester 2, split the teaching set 9MW_1.

6 Timetable Construction

The Timetabling module will allow users to create and maintain timetables for students, staff and rooms for multiple campuses and period structures as required. It is a logical tool for staff to explore the best possible timetable given the resources of the school.

6.1 Preparing a Timetable Model

Prior to beginning creation of a new timetable, it is a good idea to prepare a timetable model. The timetable model will help the user later in creating the best possible timetable for the school. Points that should be considered are:

- Timetable Periods – will the school operate over semesters, terms or other user-defined periods?
- Length of Cycles – how many days will form one cycle of the timetable and is more than one cycle needed?
- The Timetable Day – how many periods will be timetabled per day and the lengths of these periods? What breaks will be included within the day?
- Campuses – will the school operate more than one physical or logical campus?
- Staff – what staff will be available to the timetable and what will be their teaching loads?
- Rooms – what rooms will be available to the timetable?
- Grids – what grids will be used and for what period will these grids operate?
- Schedules – what schedules will apply to each grid?
- Subjects – what subjects will the school offer within each grid?
- Preferences – the number of subjects that must be selected by students within each grid, which of these are required and which are electives? What pathways need to be considered and are there prerequisites or selection patterns?

6.2 Constructing the Timetable

Construction of the timetable may be broken down into the following stages of development.

Please note that not all of these steps are necessary, as different schools will have different timetabling needs. Mandatory steps are indicated with an asterisk. *

General > School Details

1. Set up Timetabling Year *
2. Define Timetable Periods *
3. Setting Parameters
 - Campuses

General > Parameters

- Faculties
- Departments *
- Room Types and Rooms *
- Subject Areas, Classification and Type, and Subjects *

Timetabling > Set Up

- Campuses
 - Define Cohorts *
 - Staff Preferred Subjects
 - Subject Preferred Rooms
 - Course Promotion Table
 - Period Types
4. Define Cycle
 - Add a Cycle *
 - Master Period Structure *
 - Staff Availability *
 - Room Availability *
 5. Define Grids
 - Grid Cohort of Students *
 - Grid Period Structure
 - Grid Subjects *
 - Grid Subject Groups
 - Grid Rooms
 - Grid Staff

Timetabling > Preferences

6. Student Preferences *
 - Individual Entry
 - Bulk Entry
 - Promote Student Courses
7. Subject Load Table *
 - Edit
8. Manual Teaching Set Allocation

Timetabling > Grid Modelling

9. Grid Modelling *
 - Manual Set Allocation to Grid
 - Enter Constraints
 - Inter-grid Constraints
 - Auto-schedule Process
10. Refining Student Placement *
 - Fit unplaced students
 - Balance sets
11. Map time slots to teaching periods (Functions>Timeslot Mapping) *
12. Save grid to the timetable (Functions>Save As Timetable) *

Timetabling > Timetable

13. Allocate Staff and Rooms *
 - Manual allocation
 - Auto allocation
14. Lock Timetable

6.3 Timetable Year

General > School Details > School Diary

The timetable year must be defined before attempting to create a new timetable. This may be done at any time and for any number of years and does not affect the current school year. A default timetabling year will be created to match the school year. The start and end dates for the timetabling year may differ from the school year but must match the Lesson Attendance year exactly.

It is suggested to enter future timetable years based on the tentative dates released by the Department on a yearly basis.



Note: Creating a new school year automatically creates a default timetable year.

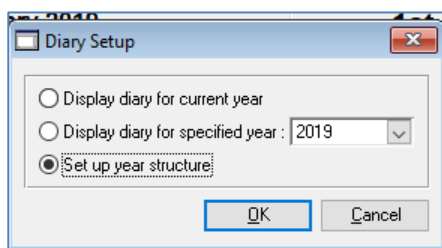
ACTIVITY

Set up a new school year for next year.



General > School Details

Note: You should always back up your data file prior to setting up a new year.


- Click Display School Diary 
- Click Set Up School Year 
- Click **Display Diary for Specified Year** to double check that the following year has not already been set up
- Select **Set up year structure** and click **OK**

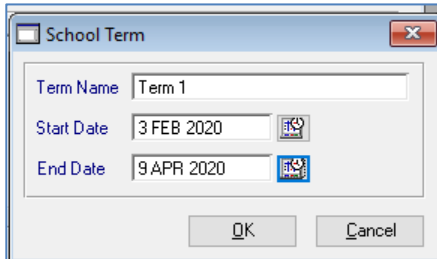


The School Year window will be displayed, showing this year's terms.

- Enter the **2020** in the **School Year** field and <Tab>
- Click **Yes** when asked if you want to discard last year's data
- Change  to  School Development

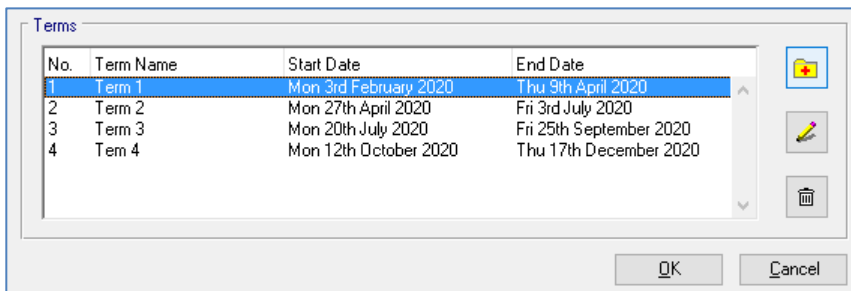
Set up terms for the new year:

- Click Add Term  to add details of terms, one at a time, dates may be typed in or selected via the Activity Calendar button



A dialog box titled "School Term" with a close button (X) in the top right corner. It contains three input fields: "Term Name" with the text "Term 1", "Start Date" with the date "3 FEB 2020", and "End Date" with the date "9 APR 2020". Each date field has a small calendar icon to its right. At the bottom of the dialog are two buttons: "OK" and "Cancel".

- Add the other terms



A dialog box titled "Terms" containing a table with four columns: "No.", "Term Name", "Start Date", and "End Date". The table lists four terms. To the right of the table are three icons: a folder with a plus sign (Add), a pencil (Edit), and a trash can (Delete). At the bottom are "OK" and "Cancel" buttons.

No.	Term Name	Start Date	End Date
1	Term 1	Mon 3rd February 2020	Thu 9th April 2020
2	Term 2	Mon 27th April 2020	Fri 3rd July 2020
3	Term 3	Mon 20th July 2020	Fri 25th September 2020
4	Term 4	Mon 12th October 2020	Thu 17th December 2020

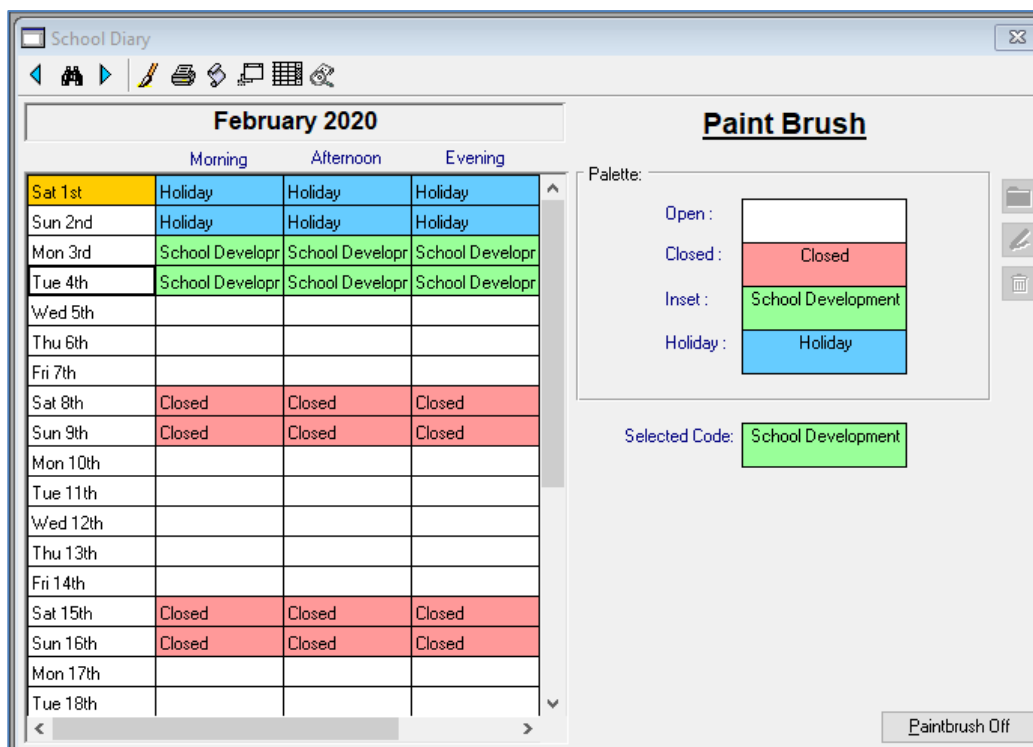
- Click **OK**


Note: It is strongly recommended that Terms are always entered as starting on a Monday. If the school is not open on the Monday, it may be entered as a Close day in the School Diary.

These dates are preliminary only. Please check the DoE's website before creating the 2020 school year.

Identify days in the school year that when school will be closed:

- Click on Toggle Paintbrush 
- Click in the green **School Development** cell
- Click **on Monday 3** and **Tuesday 4** to indicate school development days



- Click Next Month  to move to **March**
- Click in the blue **Holiday** cell
- Click on **Monday March 2** to indicate a public holiday
- Repeat for **27 April** and **1 June**
- Close the school diary

Note: Someone in your school will need to take responsibility for entering all public holidays, school development days and other school activities in School Diary. Close dates are essential for Lesson Attendance but do not affect Timetabling.

6.4 Timetable Periods

General > School Details > Timetabling Periods



Timetable periods define the start and end dates for the operation of a grid or schedule within the timetabling year. For example, a grid or schedule may operate for a term, semester, year or any user definable period.

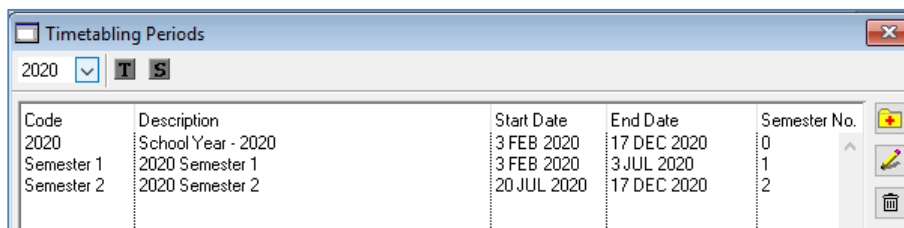
A default timetabling period will be created automatically which spans the whole timetabling year. If the school operates on terms or semesters and these dates have been entered in the school year, default timetabling periods based on the entered dates will be created. The user may accept these defaults or create other timetable periods such as learning blocks. The user must enter the start and finish dates of the timetable periods. Dates must be entered prior to creating a new timetable.

ACTIVITY

Define Semesters 1 and 2

General > School Details

- Click on Timetabling periods 
- Ensure **2020** is selected
- Click on  to create semester periods



The screenshot shows a window titled "Timetabling Periods" with a close button in the top right. Below the title bar, there is a dropdown menu showing "2020" and two buttons labeled "T" and "S". The main area contains a table with the following data:

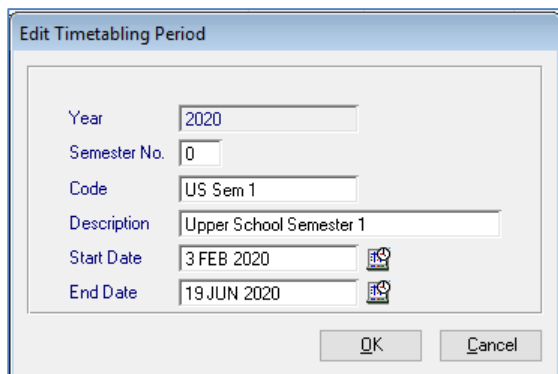
Code	Description	Start Date	End Date	Semester No.
2020	School Year - 2020	3 FEB 2020	17 DEC 2020	0
Semester 1	2020 Semester 1	3 FEB 2020	3 JUL 2020	1
Semester 2	2020 Semester 2	20 JUL 2020	17 DEC 2020	2

On the right side of the table, there are three icons: a plus sign, a pencil, and a trash can.

Add Upper School Semesters

- Click Add  and enter **Code**, **Description** and **Dates**

Note: Use the double arrows in the date selector to take you forward to 2020.

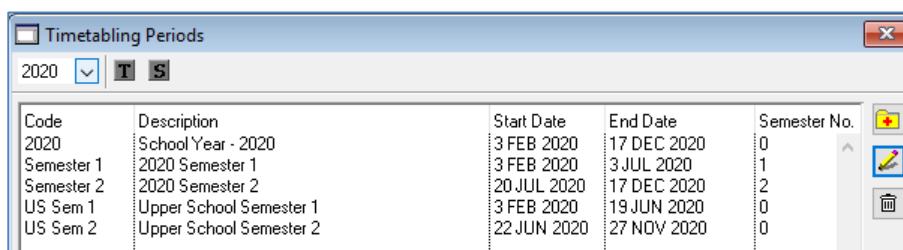


The 'Edit Timetabling Period' dialog box contains the following fields:

Year	2020
Semester No.	0
Code	US Sem 1
Description	Upper School Semester 1
Start Date	3 FEB 2020
End Date	19 JUN 2020

Buttons: OK, Cancel

- Click **OK**
- Add **Upper School Semester 2**



The 'Timetabling Periods' window displays a table of semesters for the year 2020.

Code	Description	Start Date	End Date	Semester No.
2020	School Year - 2020	3 FEB 2020	17 DEC 2020	0
Semester 1	2020 Semester 1	3 FEB 2020	3 JUL 2020	1
Semester 2	2020 Semester 2	20 JUL 2020	17 DEC 2020	2
US Sem 1	Upper School Semester 1	3 FEB 2020	19 JUN 2020	0
US Sem 2	Upper School Semester 2	22 JUN 2020	27 NOV 2020	0

- Close the **Timetabling Periods** window

6.5 Campuses

General > School Details > Sites

Campuses are defined as either physically separate locations of school buildings or logical groups within the school that may employ the same or different timetabling cycles. Physically separate campuses may be stored within school details and accessed through the timetable module. Campuses, either physical or logical, may change from year to year so the campuses are linked to a timetable year and attached to a cycle. The campuses once created may be flagged as inactive and therefore not available to users or deleted. However, a campus cannot be deleted if it has been linked to a grid.




Note: Timetable cycles will be linked to the campus and resources may not be manually shared amongst campuses unless they are using the same cycle and period structure.

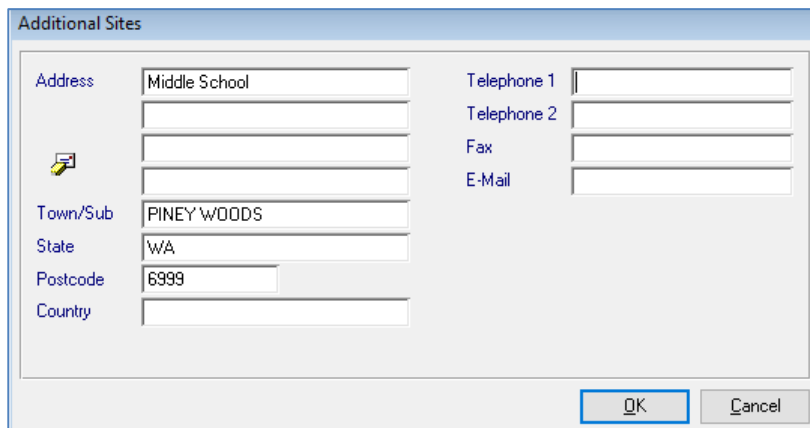
A physical campus should first be defined within school details on the general sidebar before making it accessible to the timetable. Logical campuses should only be created within the Timetabling module as these campuses are only for use within the timetable. Campuses may be added, edited, deleted, made active or inactive and locked.

ACTIVITY

Create a physical campus and make it accessible to the timetable.

General > School Details

- Click Sites  and Edit 
- Click Add  and enter **Middle School** in the **Address** field



Additional Sites

Address	Middle School	Telephone 1	
		Telephone 2	
		Fax	
		E-Mail	
Town/Sub	PINEY WOODS		
State	WA		
Postcode	6999		
Country			

OK Cancel

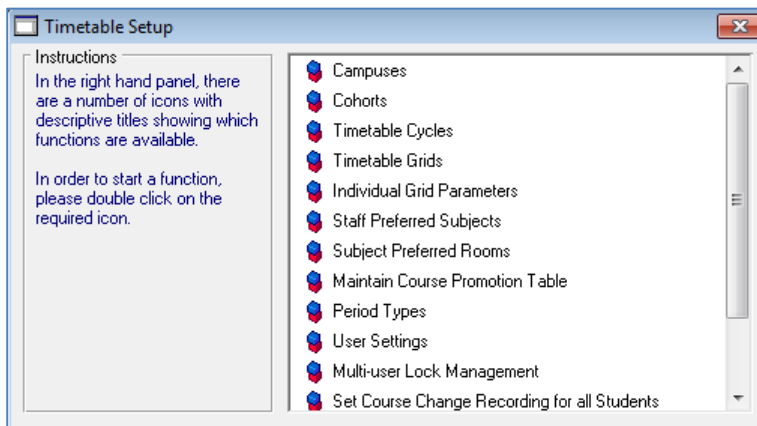
- Click **OK**
- Repeat for the Senior School
- Click **OK** twice and close the **School Details** window

6.6 Timetable Setup

Timetabling > Timetable Setup


Parameters created in **Timetable Set Up** may apply to more than one timetabling year. These parameters need to be entered once and are then modified as required prior to creating a new timetable. These functions may be modified during the year if necessary.

The following screen shows the **Timetable Set-up** menu:




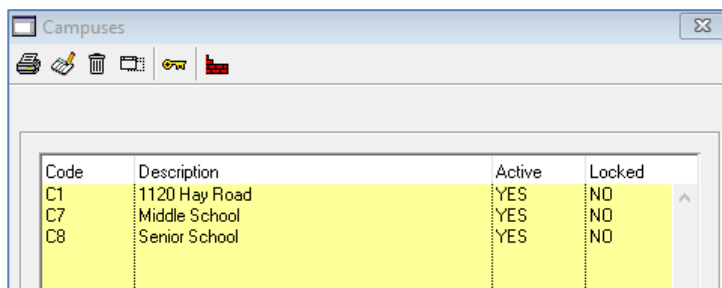
ACTIVITY

Timetabling > Timetable Set-up > Campuses

- Click Create Campuses from School Sites 
- Click **Yes** and **OK**

Any sites that have been entered in the School Details will now be available.

- Highlight **C2** to **C6** and delete them 
- Click **Yes**
- Click **OK**



- Close

6.6.1 Cohorts

Timetabling > Timetable Set-up > Cohorts

A cohort is a group of students who will be timetabled within a grid. Usually a cohort will consist of a year level or class, for example all year eight students may be included in a cohort. However, the students who may be included in a cohort is only limited by the constraints of the school. Cohorts may be associated with more than one timetabling period, for example, the same Year 9 cohort may be associated with Semester 1 and Semester 2.

Students will be selected for a cohort using the Student Find or by cloning a cohort from a previous timetabling period and renaming it.

Students may be added to the cohort as required. They may also be removed from the cohort if necessary. However, if the student has subject preferences or teaching sets attached the user will be warned of this when removing the student. If a student is removed from a cohort, the class totals will reflect this change and the student will be removed from any associated teaching sets.

Students listed on the admissions roll may be added to cohorts at any time. However, as a student is moved from admissions to the current roll, the user will not be prompted to add the student to a cohort even if he or she is not already in a cohort.




Note: Users entering students after the timetable has been created will be prompted to select a cohort at time of enrolment. Users moving students to the former roll will be prompted to remove the student from the cohort. However, the user will also have the option to have the leaving student remain in a current cohort and teaching sets. These students will be highlighted in red on class rolls to distinguish them from current students.

Note: Before creating cohorts, consider the grids that you will be using. For example, many schools have an Upper or Senior School grid that includes both Years 11 and 12.

ACTIVITY

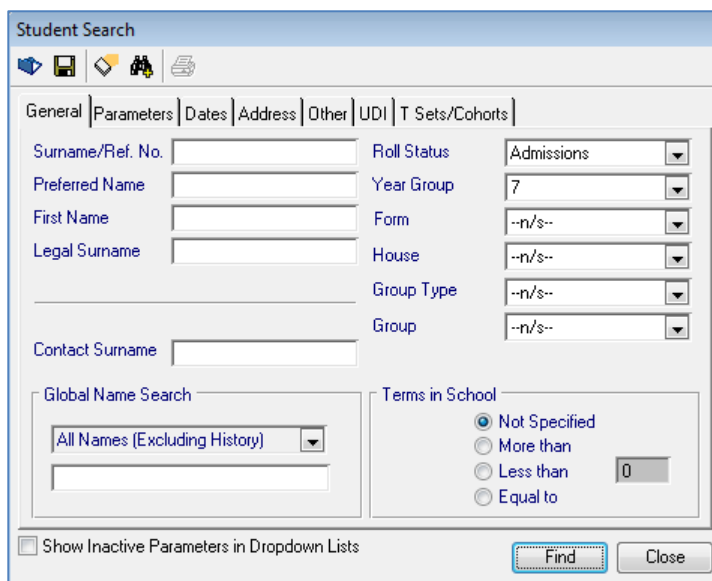
Create a cohort including all Upper School students.

Timetabling > Timetable Set-up > Cohorts

- Select the **2020** school year
- Click on the green tick  to make 2020 the default year for Timetable Setup
- Adjacent to **Cohort Name** click Add 
- Enter the name - **US** - and click **OK**
- Highlight the cohort
- On the right-hand side click Add 
- Find **Years 10 and 11**

Create a Year 7 cohort.

- Adjacent to **Cohort Name** click Add 
- Enter the name - **07** - and click **OK**
- Create a Year 7 cohort from the **Year 6s** on the **Current** roll and **Year 7s** on the **Admissions** roll



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

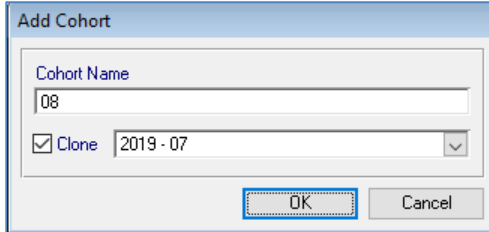
☐ Equal to

☐ Show Inactive Parameters in Dropdown Lists

Find Close

Clone a Year 8 cohort from **2019 Year 7**.


- Add Cohort 
- Type **08** and check **Clone**
- From the drop-down menu, select **2019- 07**

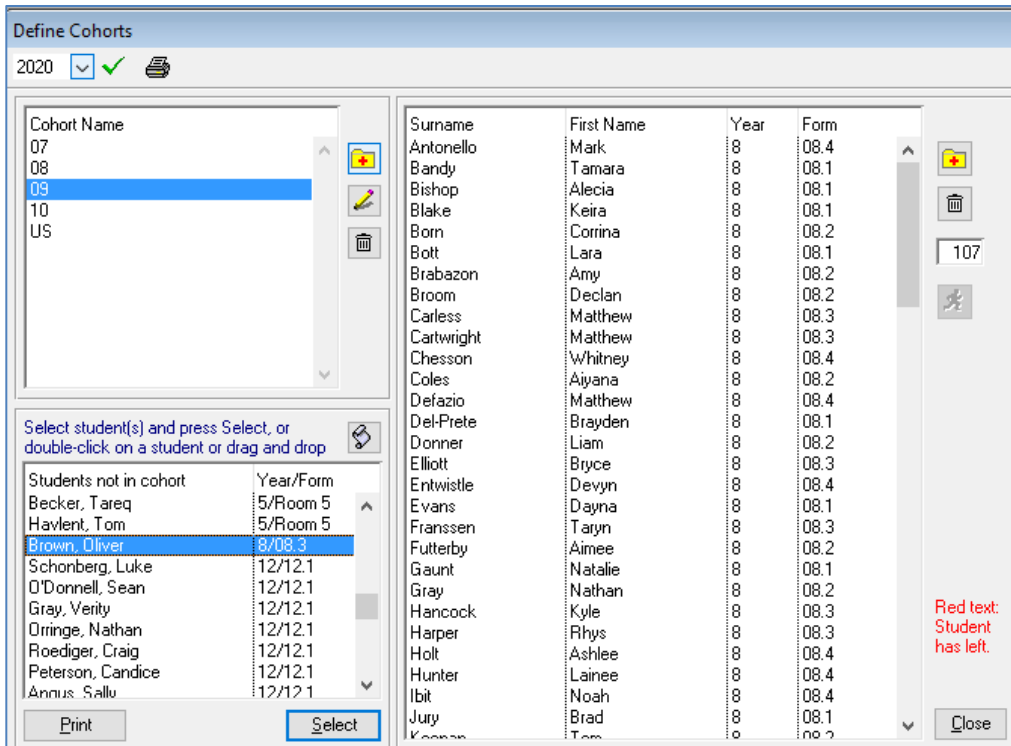


The 'Add Cohort' dialog box shows 'Cohort Name' as '08'. The 'Clone' checkbox is checked, and the dropdown menu is set to '2019 - 07'. There are 'OK' and 'Cancel' buttons at the bottom.

- Click **OK**
- Clone a **Year 9** cohort from **2019 Year 8**
- Clone a **Year 10** cohort from **2019 Year 9**

Check that all students are attached to a cohort.

- Click on Refresh 
- Click on **Year/Form** to order students
- Look for students in Years 7 to 11 who are not in cohorts
- Select **Y09** from **Cohort Name**



The 'Define Cohorts' window shows a list of cohorts on the left with '09' selected. The main area displays a table of students. Below the table, a list of 'Students not in cohort' is shown, with 'Brown, Oliver' selected. The 'Print' and 'Select' buttons are at the bottom left.

Surname	First Name	Year	Form
Antonello	Mark	8	08.4
Bandy	Tamara	8	08.1
Bishop	Alecia	8	08.1
Blake	Keira	8	08.1
Born	Corrina	8	08.2
Bott	Lara	8	08.1
Brabazon	Amy	8	08.2
Broom	Declan	8	08.2
Carless	Matthew	8	08.3
Cartwright	Matthew	8	08.3
Chesson	Whitney	8	08.4
Coles	Aiyana	8	08.2
Defazio	Matthew	8	08.4
Del-Prete	Brayden	8	08.1
Donner	Liam	8	08.2
Elliott	Bryce	8	08.3
Entwistle	Devyn	8	08.4
Evans	Dayna	8	08.1
Franssen	Taryn	8	08.3
Futterby	Aimee	8	08.2
Gaunt	Natalie	8	08.1
Gray	Nathan	8	08.2
Hancock	Kyle	8	08.3
Harper	Rhys	8	08.3
Holt	Ashlee	8	08.4
Hunter	Lainee	8	08.4
Ibit	Noah	8	08.4
Jury	Brad	8	08.1
Kearney	Tom	8	08.2

Students not in cohort	Year/Form
Becker, Tareq	5/Room 5
Havlent, Tom	5/Room 5
Brown, Oliver	8/08.3
Schonberg, Luke	12/12.1
O'Donnell, Sean	12/12.1
Gray, Verity	12/12.1
Orringe, Nathan	12/12.1
Roediger, Craig	12/12.1
Peterson, Candice	12/12.1
Annis, Sally	12/12.1

- Double click on **Oliver Brown**
- Click **Close**

6.6.2 Staff Preferred Subjects

Timetabling > Timetable Set-up > Staff Preferred Subjects

The Timetabling module is able to manage and monitor the allocation of staff to the timetable. This will only be possible if the subjects that a staff member is able to or designated to teach are recorded. This is an optional process.

Staff preferred subjects might be based on qualifications, experience and/or preference. This information may vary from year to year but can be cloned from a previous year and then modified. The preferred subject(s) may be prioritised using a ranking system between 1 and 10. A staff member may also nominate a room as the preferred room. If resource monitoring is enabled, the auto-scheduling process will take into account the preferred subject(s) for staff as an additional factor when determining the placement of subjects on the grid.

Subject Code	Subject Name	Rank
10ENG	English 10	1
7Eng	English 7	1
8ENG	English 8	1
9Eng	English 9	1
9MED	Media 9	2

ACTIVITY

Clone subjects for all staff from a previous year.

Timetabling > Timetable Setup > Staff Preferred Subjects

- Ensure **2020** is selected

- Click on Clone Between Years



- Clone from **2019**



Select School Year

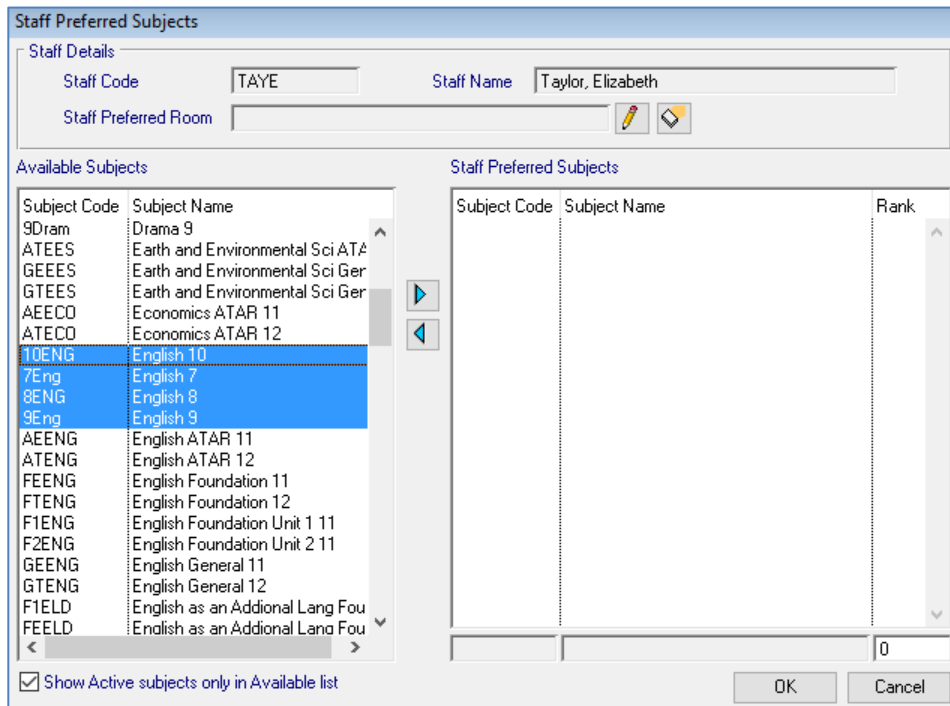
Clone From 2019

OK Cancel

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

Add Years 7 to 10 English as preferred subjects for Elizabeth Taylor.



- Find  Elizabeth Taylor
- Click Edit 
- Check ☒ Show Active subjects only in Available list
- Click on the **Subject Name** column header to organise subjects alphabetically
- Highlight **Years 7, 8, 9 and 10 English** and click on the blue chevron (arrow)



Staff Preferred Subjects

Staff Details

Staff Code: TAYE Staff Name: Taylor, Elizabeth

Staff Preferred Room:  

Available Subjects

Subject Code	Subject Name
9Dram	Drama 9
ATEES	Earth and Environmental Sci ATAR 11
GEEES	Earth and Environmental Sci Ger
GTEES	Earth and Environmental Sci Ger
AEECO	Economics ATAR 11
ATECO	Economics ATAR 12
10ENG	English 10
7Eng	English 7
8ENG	English 8
9Eng	English 9
AEENG	English ATAR 11
ATENG	English ATAR 12
FEENG	English Foundation 11
FTENG	English Foundation 12
F1ENG	English Foundation Unit 1 11
F2ENG	English Foundation Unit 2 11
GEENG	English General 11
GTENG	English General 12
F1ELD	English as an Additional Lang Fou
FEELD	English as an Additional Lang Fou

Staff Preferred Subjects

Subject Code	Subject Name	Rank
--------------	--------------	------

☒ Show Active subjects only in Available list

OK Cancel

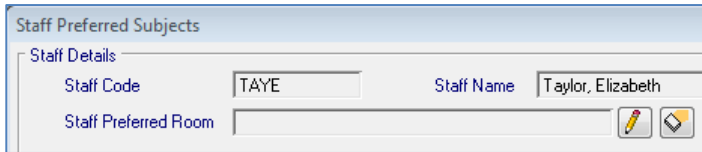
The subjects will appear in the right-hand window.

- In the same way add **Media 9**
- Highlight **Media 9** and in the bottom right hand corner type **2**
- **<Enter>**

Media 9 has a ranking of 2.

Add MS6 as the preferred room for Elizabeth Taylor.



- Click Edit Preferred Room 



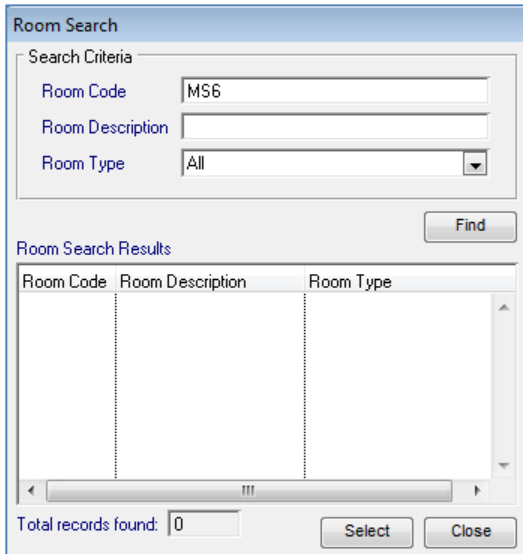
Staff Preferred Subjects

Staff Details

Staff Code: TAYE Staff Name: Taylor, Elizabeth

Staff Preferred Room:  

- Enter the **Room Code MS6**
- Click **Find**



Room Search

Search Criteria

Room Code: MS6

Room Description:

Room Type: All

Find

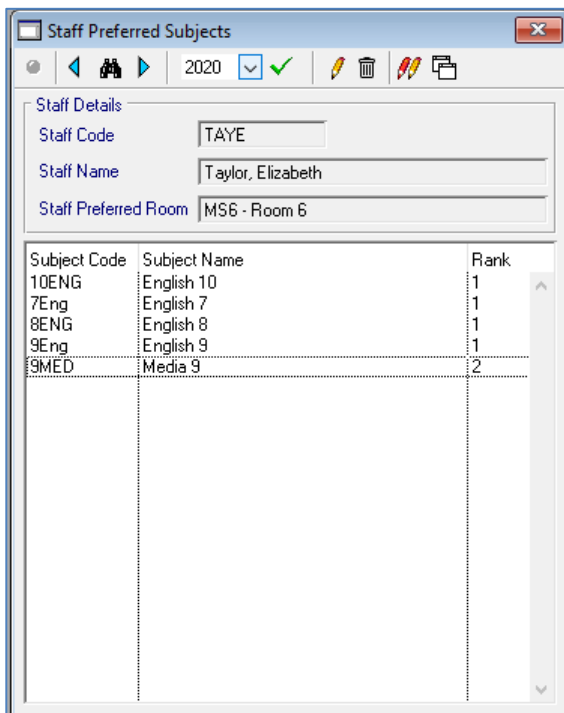
Room Search Results

Room Code	Room Description	Room Type
-----------	------------------	-----------

Total records found: 0

Select Close

- Highlight **MS6**
- Click **Select** and **OK**



Staff Preferred Subjects

2020

Staff Details



Staff Code: TAYE

Staff Name: Taylor, Elizabeth

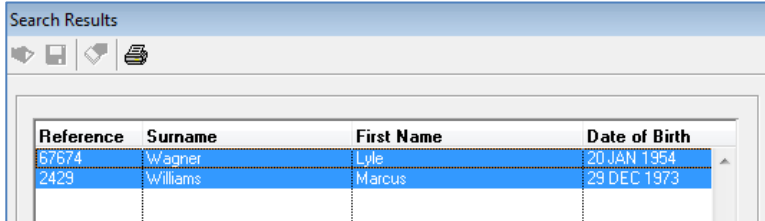
Staff Preferred Room: MS6 - Room 6

Subject Code	Subject Name	Rank
10ENG	English 10	1
7Eng	English 7	1
8Eng	English 8	1
9Eng	English 9	1
9MED	Media 9	2

Add Humanities and Social Sciences Years 7 to 10 to Lyle Wagner and Marcus Williams.

- Click Bulk Allocation 
- Find  Wagner and Williams

Search Results



Reference	Surname	First Name	Date of Birth
67674	Wagner	Lyle	20 JAN 1954
2429	Williams	Marcus	29 DEC 1973

- Click Subject Find  on the right
- **Find** by **Department: Humanities**
- Check **Find Active Subjects only**

Subject Search

Search Criteria

Subject Code

Subject Name

Grid

Department

☒ Find Active Subjects only

Find

Subject Search Results



Code	Short Name	Subject Name
10HASS	HASS 10	Humanities and Social Science 10
7HASS	HASS 7	Humanities and Social Science 7
8HASS	HASS 8	Humanities and Social Science 8
9HASS	HASS 9	Humanities and Social Science 9
AEECO	ECO	Economics ATAR 11
AECEO	GEO	Geography ATAR 11
AEHIM	HIM	Modern History ATAR 11
ATECO	ECO	Economics ATAR 12
ATEES	EES	Earth and Environmental Sci ATAR 12
ATGEO	GEO	Geography ATAR 12
ATHIM	HIM	Modern History ATAR 12

Total records found: 19

Select Close

- Highlight **HASS 7 to 10**
- Click **Select**
- Click **Add Subjects** and **Yes**

Add Elizabeth Taylor's subjects to Wagner and Williams

- Click on Get Subjects from Staff Member  and **Yes**
 - Find **Elizabeth Taylor**
 - Highlight all of the **English** subjects and enter a rank of **2** in the bottom right-hand corner of the window
 - Click 
 - Click **Add Subjects** and **Yes**
 - **Close**
-
- Find **Marcus Williams** and view his preferred subjects
 - Close

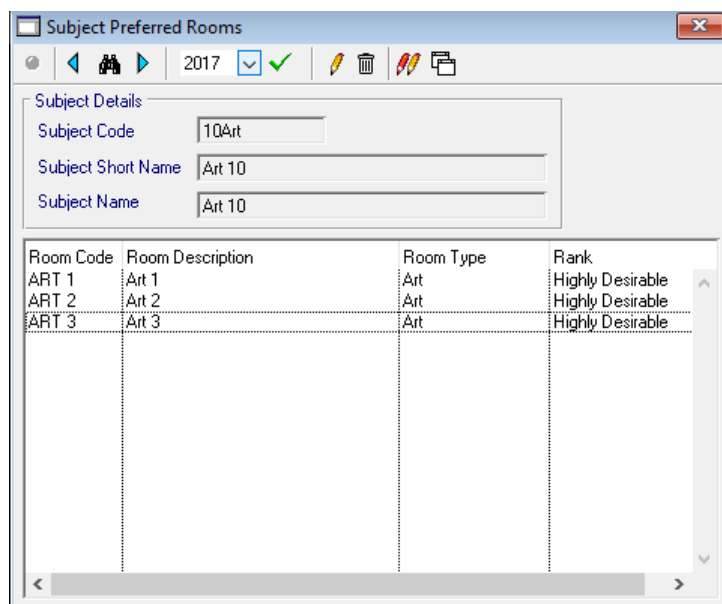
6.6.3 Subject Preferred Rooms

Timetabling > Timetable Set-up > Subject Preferred Rooms

The user may wish to define one or more preferred rooms for a subject. If preferred rooms are assigned to a subject, the room allocation process will offer these rooms for manual allocation, automatically assigning those flagged as 'must have' first. Only one room for each subject may be flagged as 'Must have'. Rooms that are allocated 'Must not have' will not be allocated to the linked subject. Preferred rooms may be cloned and/or edited for use in future timetables.

Preferred rooms may be ranked as

1. Must Have
2. Highly Desirable
3. Desirable
4. Take if Necessary
5. Must Not Have




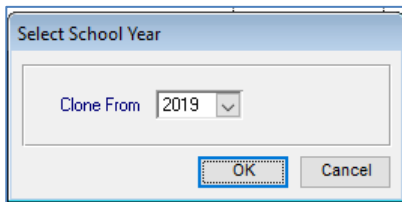
Room Code	Room Description	Room Type	Rank
ART 1	Art 1	Art	Highly Desirable
ART 2	Art 2	Art	Highly Desirable
ART 3	Art 3	Art	Highly Desirable

ACTIVITY

Clone subject preferred rooms from a previous year.

Timetabling > Timetable Set-up > Subject Preferred Rooms

- Select **2020**
- Click on Clone Between Years 
- Select **2019**

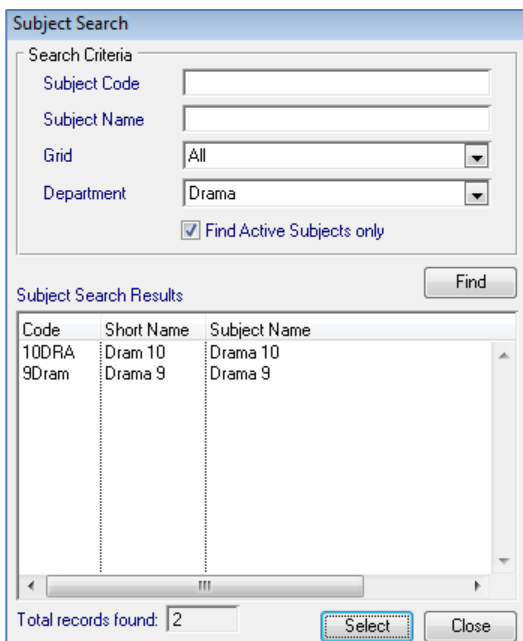


A dialog box titled "Select School Year". It contains a "Clone From" label followed by a dropdown menu showing "2019". At the bottom are "OK" and "Cancel" buttons.

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

Allocate D1 and 2 as *Highly Desirable* for all Drama subjects.

- Click Bulk Allocation 
- **Find**  the **Active Drama** subjects



A dialog box titled "Subject Search". It has a "Search Criteria" section with fields for "Subject Code", "Subject Name", "Grid" (set to "All"), and "Department" (set to "Drama"). There is a checked checkbox for "Find Active Subjects only". A "Find" button is to the right. Below is a "Subject Search Results" section with a table:

Code	Short Name	Subject Name
10DRA	Dram 10	Drama 10
9Dram	Drama 9	Drama 9

At the bottom, it says "Total records found: 2" and has "Select" and "Close" buttons.

- Find  the **Performing Arts** rooms

Room Search

Search Criteria

Room Code

Room Description


Room Type

Find

Room Search Results

Room Code	Room Description	Room Type
D1	Drama 1	Performing Arts
D2	Drama 2	Performing Arts

Total records found: **Select** **Close**

- Highlight both the Drama rooms
- Change the rank of both to **Highly Desirable**
- Click on the green tick 
- Click **Add Rooms** and **Yes**
- Close**

6.6.4 Promoting Student Courses

Timetabling > Timetable Set-up > Maintain Course Promotion Table

Promotion of a student's course is a tool designed to make entry of subject preferences easier. Students who studied a pre-requisite subject in one timetabling period may want to list the subsequent subject as a preference for the next timetabling period. By using the promote student course function entry of the preference is automatically updated for selected students.

If you want to promote a student's courses from one timetabling period to another, the promotion path for the subject must be defined showing how students will be moved from a subject in one timetabling period to a subject in a subsequent period. The **Course Promotion Table** performs this function and will need to be set up prior to the course promotion function being run. The **Course Promotion Table** will apply to all timetabling years and grids so need only be set up once and then edited as required.

The table will be used to take all students studying a subject in one timetabling year. For example, Year 8 English to be promoted based on user choice, to a different subject, for example Year 9 English, in the next timetabling year. Not all subjects within a student's course need be promoted. When applying the course promotion table, the timetabler is able to selectively enable or disable the promotion of each subject or, if appropriate, individual students within each subject.

Editing the Course Promotion Table



The **Course Promotion Table** is accessed from the Timetabling > Timetable Set-up > Maintain Course Promotion Table.

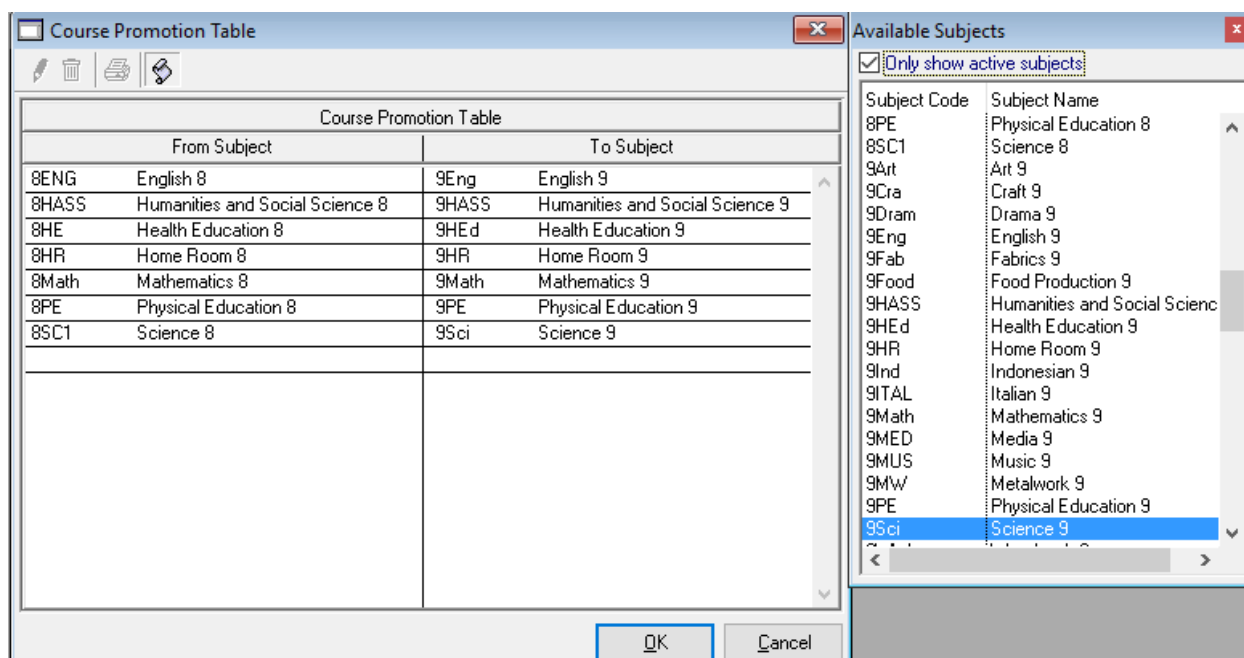
Note: Only those subjects used for promotion need be defined. The Promote Student Course function is only available and initiated from the Bulk Student Preference window.

ACTIVITY

Enable the promotion of students of Year 8 English, Home Room, Maths, Phys Ed, Science, and Society and Environment to the same subjects in Year 9.

Timetabling > Timetable Setup > Maintain Course Promotion Table

- Click Edit 
- Click Show available subjects 
- Drag the **Available Subjects** window to the right of the **Course Promotion Table**
- Check **Only show active subjects**
- Drag and drop **English 8** into the **From** column
- Drag and drop **English 9** into the **To** column
- Repeat for the other subjects



The screenshot shows two windows. The 'Course Promotion Table' window has a table with two columns: 'From Subject' and 'To Subject'. The 'Available Subjects' window is open to the right, showing a list of subjects with 'Only show active subjects' checked. The subject '9Sci' (Science 9) is highlighted in the list.

Course Promotion Table	
From Subject	To Subject
8ENG English 8	9Eng English 9
8HASS Humanities and Social Science 8	9HASS Humanities and Social Science 9
8HE Health Education 8	9HEd Health Education 9
8HR Home Room 8	9HR Home Room 9
8Math Mathematics 8	9Math Mathematics 9
8PE Physical Education 8	9PE Physical Education 9
8SC1 Science 8	9Sci Science 9

Subject Code	Subject Name
8PE	Physical Education 8
8SC1	Science 8
9Art	Art 9
9Cra	Craft 9
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HASS	Humanities and Social Science 9
9HEd	Health Education 9
9HR	Home Room 9
9Ind	Indonesian 9
9ITAL	Italian 9
9Math	Mathematics 9
9MED	Media 9
9MUS	Music 9
9MW	Metalwork 9
9PE	Physical Education 9
9Sci	Science 9

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

6.6.5 Period Types

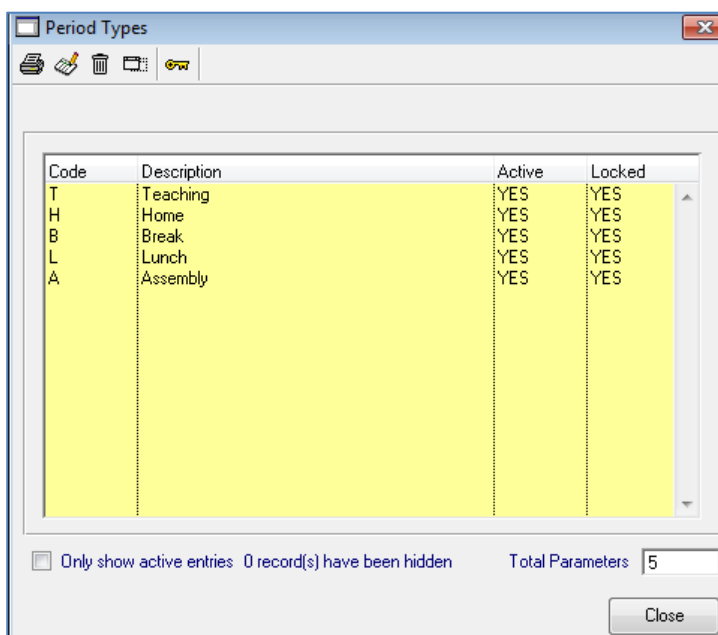
Timetabling > Timetable Set-up > Period Types

Period types are used to define teaching and non-teaching periods. A default set is provided and includes:

T – Teaching Period
H – Home
L – Lunch
B – Break

The user must NOT edit or delete the **T** or **H** codes as the auto scheduling process only works on teaching periods, for which a standard code must be available. Lesson Attendance also requires **T** and **H** as fixed codes. However, the *labels* for **T** and **H** may be renamed if it is required.




Before editing, deleting or changing the status of a period type, the codes must be unlocked. Additional period types may be added or edited and the other defaults may be edited as required as these are only used for reporting purposes and shown on timetable printouts. However, a period type may not be deleted if it has been used in a period structure. Apart from **T** and **H** period types may be flagged as inactive and consequently will not appear on selection lists.



ACTIVITY

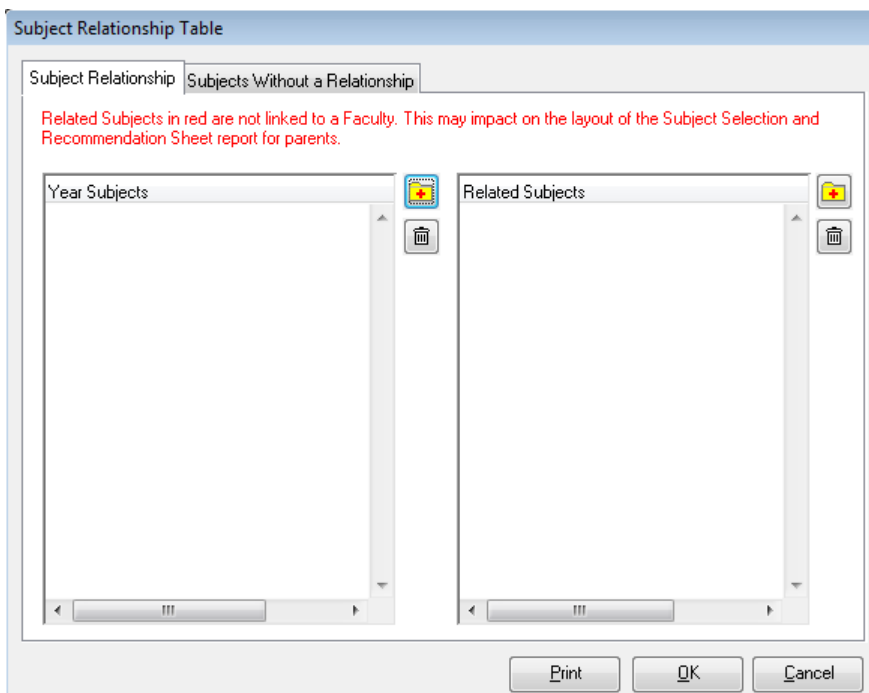
Unlock and rename **Home** and **Break** and lock them again.

Timetabling > Timetable Set-up > Period Types

- Highlight Home and Break
- Click Unlock 
- Click **Yes**
- Click Modify/Add 
- Rename **Home** and **Break** with the terms used in your school (but do not change the code)
- Click **OK**
- Lock  both parameters


6.6.6 Subject Relationship Table

The Subject Relationship Table allows users to link single or multiple subjects between years and to make recommendations about students' future subjects.



ACTIVITY

Timetabling > Timetable Set-up > Subject Relationship Table

- Click Add Year Subject  (in the centre)
- Find **AELIT**

Subject Search

Search Criteria

Subject Code

ael

Subject Name

Grid

All

Department

All

☒ Find Active Subjects only

Find

Subject Search Results


Code	Short Name	Subject Name
AELIT	LIT	Literature ATAR 11

Total records found: 1

Select

Close

- Click **Select**

- Highlight **AELIT** in the pane on the left and click Add Related Subjects  on the right
- **Find** the **ATLIT** and **GTLIT**

Subject Search

Search Criteria

Subject Code

Subject Name

Grid

Department

☒ Find Active Subjects only

Find

Subject Search Results

Code	Short Name	Subject Name
F1ENG	ENG	English Foundation Unit 1 11
F2ELD	ELD	English as an Additional Lang Found 2 1
F2ENG	ENG	English Foundation Unit 2 11
FEELD	ELD	English as an Additional Lang Found 11
FEENG	ENG	English Foundation 11
FEELD	ELD	English as an Additional Lang Found 12
FTENG	ENG	English Foundation 12
GEENG	ENG	English General 11
GELIT	LIT	Literature General 11
GTENG	ENG	English General 12
GTLIT	LIT	Literature General 12

Total records found: 21

Select **Close**

- **Click Select**

Subject Relationship Table

Subject Relationship Subjects Without a Relationship



Related Subjects in red are not linked to a Faculty. This may impact on the layout of the Subject Selection and Recommendation Sheet report for parents.

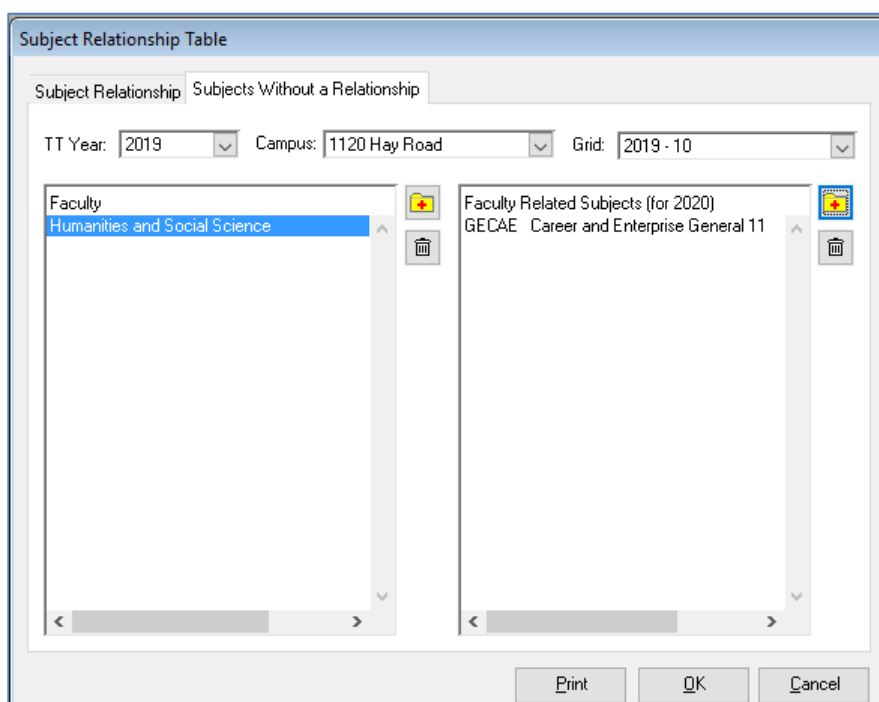
Year Subjects	Related Subjects
AELIT Literature ATAR 11	ATLIT Literature ATAR 12
	GTLIT Literature General 12

Print **OK** **Cancel**

- **Click OK**

Timetabling > Timetable Set-up > Subject Relationship Table

- Click on the **Subjects Without a Relationship** tab
- Select the **Year 10** grid for the current year
- Click Add Faculty  (in the centre)
- Highlight **Humanities and Social Science** and click **OK**
- Highlight **Humanities and Social Science** in the pane on the left and click Add  Faculty Related Subjects on the right
- Click on the **Subject Name** column header
- Select **GECAE** and click **OK**




- Click **OK** again

6.6.7 Data Entry

The Data Entry window allows users to make future Subject recommendations for existing students.


ACTIVITY

Timetabling > Data Entry

- Find  **Carl Best**
- Select the **Upper School** grid and **AELIT_1**
- Select multiple cells by clicking in each one
- Right click in one of the selected cells and choose a recommendation

Recommendation Data Entry

Filter

Staff Member: Best, Carl 

Grid: 2019 - US

Teaching Set: AELIT_1

Key

- 1 Likely to succeed.
- 2 May succeed with application.
- 3 Not recommended.
- 4 No recommendation.

RECOMMENDATION

STUDENT NAME	ATENG	GTLIT
Rachael Andrews	1	
Jenny Black	2	
Ryan Cooper		1
Stephanie Gold		2
Josh Johnston	1	2
Chelsea Kraft		1
Nathan Leslie	2	
Amber Luong	1	
Lauren Marston		2
Mitchell Melville	1	1
Kelly-Ann Mojo		
Khalid Moor		1
Alexandria Mungall	1	
Matthew O'bert		

Clear OK Cancel

- Repeat with different recommendations for some other students
- Click **OK** twice
- Click **Cancel** to close the window

ACTIVITY

Timetabling > Reports > Data Validation Reports > Subject Recommendation and Selection Sheet

- Select this year's upper school grid
- Enter an ***Instruction to Parents***
- Check ***Print each Student*** on a fresh sheet
- ***Find*** the students in ***Form 11.1***

Reports

Data Validation Reports

- Student Course Summary
- TEE Subject Summary
- Students Choosing a Subject
- Students Choosing a Combination
- Students with Less than a Given
- Preferences for Students Choosing
- Subject Recommendation and Selection Sheet**
- Subject Recommendation and Selection Sheet

Planning and Preparation Reports

- O & M Reports - Timetable
- O & M Reports - Students
- O & M Reports - Staff
- O & M Reports - Rooms
- O & M Reports - Teaching Sets

Titles

Main Title: Subject Recommendation and Selection Sheet

Page Footer:

Select | Sort

TT Year: 2019

Campus: 1120 Hay Road

Grid: 2019 - US

Instructions to Parents: Please read carefully

☐ Print each Student on a fresh sheet of paper

☒ Portrait ☐ Landscape

Selected Students

4	ANDREWS Rachael
878	BLACK Jenny
39	COOPER Ryan
79	GOLD Stephanie
99	JOHNSTON Josh
124	KRAFT Chelsea
139	LESLIE Nathan
159	LUONG Amber
174	MARSTON Lauren
189	MELVILLE Mitchell
204	MOJO Kelly-Ann
207	MOOR Khalid

Remove Find

Print Cancel

- ***Print*** to the screen

6.7 Timetable Cycles

Timetabling > Timetable Set-up > Timetable Cycles

At least one timetable cycle must be defined for each timetabling year. This must contain the details of the cycle dates and period structures the school will use. The timetable cycle draws details from the school calendar and forms the connection to the Lesson Attendance Year.

- Cycles may remain in use for a number of years or may change from year to year.
- A cycle will be linked to the timetabling year via the grids that use it and may be cloned and/or edited for use in future years.
- The number of days within a cycle is unlimited. If a five-day cycle is chosen, the day names will default to Monday, Tuesday etc. If any other cycle is chosen, the day names will default to Day 1, Day 2 etc. The day names are editable if required.
- Cycle details may be added progressively over time.
- A row refers to a line on the timetable and this may be a teaching period or a break, for example lunch. Therefore, five rows per day may indicate five teaching periods or any combination of teaching periods and breaks for example, three teaching periods, recess, and lunch.


The screenshot shows the 'Timetable Cycles' window. At the top, there is a dropdown menu for the year '2017' with a green checkmark icon. Below this is a table with the following columns: 'Cycle Name', 'Cycle description', 'No. Days', and 'Cycle Active'. The first row is highlighted in blue and contains the values '2017-5', '2017-5', '5', and 'YES'. To the right of the table are icons for adding, editing, and deleting cycles. Below the table is a checkbox labeled 'Display Only Active Cycles' which is checked. At the bottom, there are four tabs: 'Timetable Cycles', 'Master Period Structure', 'Staff Availability', and 'Room Availability'. The 'Timetable Cycles' tab is selected, showing a list of 16 rows. Each row has four columns: 'Week/Cycle No.', 'Start Date', 'Start Day', and 'Description'. The rows are numbered 1 to 16, with the first 10 rows corresponding to Term 1 and the last 6 rows to Term 2. The start dates range from Mon 30 JAN 17 to Mon 29 MAY 17, and all start days are Monday. The descriptions are 'Term 1 - Week 1' through 'Term 2 - Week 6'.

Week/Cycle No.	Start Date	Start Day	Description
1	Mon 30 JAN 17	Monday	Term 1 - Week 1
2	Mon 6 FEB 17	Monday	Term 1 - Week 2
3	Mon 13 FEB 17	Monday	Term 1 - Week 3
4	Mon 20 FEB 17	Monday	Term 1 - Week 4
5	Mon 27 FEB 17	Monday	Term 1 - Week 5
6	Mon 6 MAR 17	Monday	Term 1 - Week 6
7	Mon 13 MAR 17	Monday	Term 1 - Week 7
8	Mon 20 MAR 17	Monday	Term 1 - Week 8
9	Mon 27 MAR 17	Monday	Term 1 - Week 9
10	Mon 3 APR 17	Monday	Term 1 - Week 10
11	Mon 24 APR 17	Monday	Term 2 - Week 1
12	Mon 1 MAY 17	Monday	Term 2 - Week 2
13	Mon 8 MAY 17	Monday	Term 2 - Week 3
14	Mon 15 MAY 17	Monday	Term 2 - Week 4
15	Mon 22 MAY 17	Monday	Term 2 - Week 5
16	Mon 29 MAY 17	Monday	Term 2 - Week 6

ACTIVITY

Create the 2020Cycle for the school (Years 7 to 12) with a five-day cycle.

Timetabling > Timetable Setup > Timetable Cycles

- Ensure the **2020** school year is selected
- If necessary, click on the green tick to make 2020 the default
- Click Add 
- Enter the following information

Add Timetabling Cycle

Cycle Properties

Year: 2020

Cycle Name: 2020-5

Cycle Description: 2020-5

Number of Days: 5

Cycle Active: ☒

Clone From:

Clone Cycle Days: ☐ Clone Days Open: ☐ Clone Periods: ☐ Clone Row Labels: ☐

Cycle Days

No.	Day Name	Short	No. of Rows
1	Monday	Mon	8
2	Tuesday	Tue	8
3	Wednesday	Wed	8
4	Thursday	Thu	7
5	Friday	Fri	8

Days Open

Monday: ☒

Tuesday: ☒

Wednesday: ☒

Thursday: ☒

Friday: ☒

Saturday: ☐

Sunday: ☐

OK Cancel

Note: Thursday is an early finish day

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

6.7.1 Master Period Structure

Timetabling > Timetable Setup > Timetable Cycles > Master Period Structure

The maximum number of periods and the timing of the periods required by any cohort using the cycle must be defined. Where cohorts use variations on the default structure, grid definition will allow masking of unused periods for a particular cohort.

Note: The master period structure can be edited at the time of cycle creation or at a later point if required.

If you would like to show breaks for example, lunch, recess and/or sporting activities, these must be included when calculating the number of rows per day and then include these breaks and/or activities when inserting the timing of periods. Rows may be added to the Master Period Structure following the creation of the timetable to accommodate breaks, form or other changes using the Add Above or Add Below buttons.



Cycle Name	Cycle description	No. Days	Cycle Active
2017-5	2017-5	5	YES


Day Name	Row	Start	End	Duration	Type	AM/PM
Monday	1	08:15	08:30	00:15	H	A
Monday	2	08:30	09:35	01:05	T	A
Monday	3	09:35	10:40	01:05	T	A
Monday	4	10:40	11:10	00:30	B	A
Monday	5	11:10	12:15	01:05	T	A
Monday	6	12:15	13:20	01:05	T	P
Monday	7	13:20	13:50	00:30	L	P
Monday	8	13:50	14:55	01:05	T	P
Tuesday	1	08:15	08:30	00:15	H	A
Tuesday	2	08:30	09:35	01:05	T	A
Tuesday	3	09:35	10:40	01:05	T	A
Tuesday	4	10:40	11:10	00:30	B	A
Tuesday	5	11:10	12:15	01:05	T	A
Tuesday	6	12:15	13:20	01:05	T	P
Tuesday	7	13:20	13:50	00:30	L	P
Tuesday	8	13:50	14:55	01:05	T	P

Row	Code	Label
1	H	Home Room
2	1	Lesson 1
3	2	Lesson 2
4	B	Recess
5	3	Lesson 3
6	4	Lesson 4
7	L	Lunch
8	5	Lesson 5

ACTIVITY

Create a master period structure

Timetabling > Timetable Set-up > Timetable Cycles

- Ensure **2020** is selected
- Click on the **Master Period Structure** tab
- Click Edit  to the right of the **Master Period Structure** pane
- Enter **Monday's** period times.

Note: The correct codes for Period Type and AM and PM are essential for Lesson Attendance.

Edit Period Details

Timetable Cycles | Master Period Structure | Row Labels | Staff Availability

You can change the start and end times for periods by typing directly into the 'Start Time' and 'End Time' fields. The duration of each period will be calculated automatically.

If the 'Ripple' checkbox is selected and a period start time is changed, the change will be rippled through to the end of the day without changing period duration.


Period type can either be typed in directly or you can right click to view a list of available period types.

You can use the 'Copy' button to copy period details between days in the cycle.

Day	Row No.	Start Time	End Time	Duration	Type	AM/PM
Monday	1	08:15	08:30	00:15	H	A
Monday	2	08:30	09:35	01:05	T	A
Monday	3	09:35	10:40	01:05	T	A
Monday	4	10:40	11:10	00:30	B	A
Monday	5	11:10	12:15	01:05	T	P
Monday	6	12:15	13:20	01:05	T	P
Monday	7	13:20	13:50	00:30	L	P
Monday	8	13:50	14:55	01:05	T	P
Tuesday	1				T	A
Tuesday	2				T	A
Tuesday	3				T	A
Tuesday	4				T	A

☐ Ripple on period time change

OK Cancel

- Click Copy Periods 
- Highlight rows **1 to 8** and **Tuesday** to **Friday**

Copy Period Details Between Days

Copy From Day:
Monday

Copy Selected Period Details:

Row No.	Time	Type	AM/PM
1	08:15 - 08:30	H	A
2	08:30 - 09:35	T	A
3	09:35 - 10:40	T	A
4	10:40 - 11:10	B	A
5	11:10 - 12:15	T	P
6	12:15 - 13:20	T	P
7	13:20 - 13:50	L	P
8	13:50 - 14:55	T	P

Copy to Selected Days:

Day Name

Tuesday
Wednesday
Thursday
Friday

OK Cancel

- Click **OK**
- Edit the period times and codes for **Thursday**

Edit Period Details

Timetable Cycles Master Period Structure Row Labels Staff Availability

You can change the start and end times for periods by typing directly into the 'Start Time' and 'End Time' fields. The duration of each period will be calculated automatically.

If the 'Ripple' checkbox is selected and a period start time is changed, the change will be rippled through to the end of the day without changing period duration.

Period type can either be typed in directly or you can right click to view a list of available period types.

You can use the 'Copy' button to copy period details between days in the cycle.


☐ Ripple on period time change

Day	Row No.	Start Time	End Time	Duration	Type	AM/PM
Wednesday	6	12:15	13:20	01:05	T	P
Wednesday	7	13:20	13:50	00:30	L	P
Wednesday	8	13:50	14:55	01:05	T	P
Thursday	1	08:15	08:30	00:15	H	A
Thursday	2	08:30	09:40	01:10	T	A
Thursday	3	09:40	10:50	01:10	T	A
Thursday	4	10:50	11:20	00:30	B	A
Thursday	5	11:20	12:30	01:10	T	P
Thursday	6	12:30	13:00	00:30	L	P
Thursday	7	13:00	14:10	01:10	T	P
Friday	1	08:15	08:30	00:15	H	A
Friday	2	08:30	09:35	01:05	T	A

OK Cancel

- Click **OK**

Edit the row labels

- Click Edit  on the right
- Edit the row labels as shown

Edit Row Labels

Timetable Cycles | Master Period Structure | **Row Labels** | Staff Availability

Row labels will be used for screen and report display purposes.

You can change row labels by typing directly into the 'Short Label' and 'Label' fields.

A preview of the row labels can be generated by clicking the 'Preview' button. This will also show any period types defined in the 'Master Period Structure'.

Row Number	Short Label	Label
1	H	Home Room
2	1	Lesson 1
3	2	Lesson 2
4	B1	Break 1
5	3	Lesson 3
6	4	Lesson 4
7	B2	Break 2
8	5	Lesson 5

OK Cancel

- Click **OK**
- Click Display Preview 

Your cycle should appear like this.

Cycle Preview

Preview Information

Cycle Name: 2020-5

Cycle Description: 2020-5

Row Code	Row Label	Mon	Tue	Wed	Thu	Fri
H	Homeroom	T	T	T	T	T
1	Lesson 1	T	T	T	T	T
2	Lesson 2	T	T	T	T	T
B1	Break 1	B	B	B	B	B
3	Lesson 3	T	T	T	T	T
4	Lesson 4	T	T	T	L	T
B2	Break 2	L	L	L	T	L
5	Lesson 5	T	T	T		T

- Close **Preview**

6.7.2 Staff Availability

Timetabling > Timetable Set-up > Timetable Cycles > Staff Availability

Staff must be made available to the cycle to be allocated classes within the grids. The Full Time Equivalency (FTE) of the staff must be added, edited or cloned in this window. The FTE is drawn from the Default FTE in School Details that should be marked as 1.00. Non-teaching activities, for example, DOTT may be defined for staff and are used to calculate Net FTE that is used by the auto-scheduling process. The Net FTE is important as the auto-scheduling process takes this into account when allocating classes to staff. Net FTE for timetabling purposes is defined as the contact time for each teacher that has a Net FTE of 1.00 means that the teacher is available to teach all teaching periods.

Note: If any staff member has an FTE of 0.00, the auto-schedule process will not be able to allocate that staff member to any class.

Timetable Cycles

2016 ☒ ☒

Cycle Name	Cycle description	No. Days	Cycle Active
2016-5	2016-5	5	YES

☒ Display Only Active Cycles

Timetable Cycles | Master Period Structure | Staff Availability | Room Availability

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.

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
CALJ	Calvin, Jennifer	1.00	0.80
CORS	Corner, Sandra	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
DAVW	Dauids, William	0.50	0.40
DUKT	Duke, Tony	1.00	0.80
ELLT	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80
EVEE	Everage, Edna	1.00	0.80
FISA	Fisher, Amanda	1.00	0.80
GREA	Greaves, Anna	1.00	0.80
AGQA2	Guiseppa, Andre	1.00	0.80

ACTIVITY

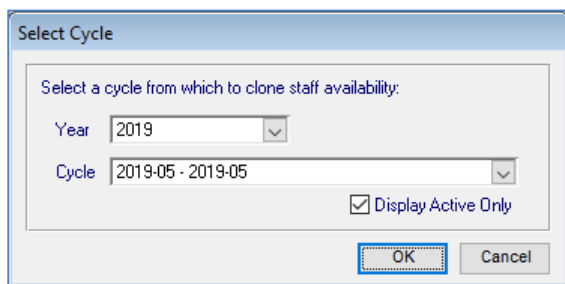
Allocate all staff except for Marie Theresa Alan, Sandra Corner and Tony Duke to 2020

Timetabling > Timetable Setup > Timetable Cycles > Staff Availability

- To clone staff's FTE from a previous year, click Clone 

Note: It is highly recommended that, whenever possible, staff availability is cloned from one cycle to the next so that the Net FTE does not need to be entered again.

- Select **2019** and click **OK**



Select Cycle

Select a cycle from which to clone staff availability:


Year: 2019

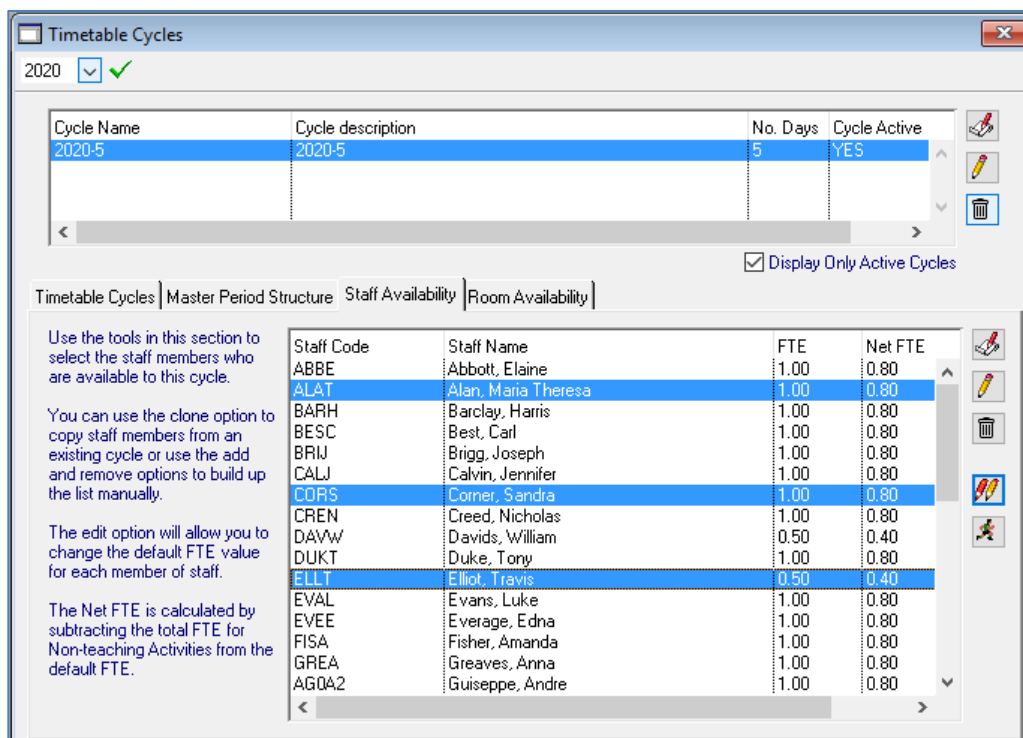
Cycle: 2019-05 - 2019-05

☒ Display Active Only



OK Cancel

All staff available to the chosen cycle will be cloned for the current cycle.

- Highlight the three teachers who are leaving and click Delete  and **Yes**



Timetable Cycles

2020  

Cycle Name	Cycle description	No. Days	Cycle Active
2020-5	2020-5	5	YES

☒ Display Only Active Cycles

Timetable Cycles | Master Period Structure | Staff Availability | Room Availability

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.

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
CALJ	Calvin, Jennifer	1.00	0.80
CORS	Corner, Sandra	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
DAVW	Dauids, William	0.50	0.40
DUKT	Duke, Tony	1.00	0.80
ELLY	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80
EVVE	Everage, Edna	1.00	0.80
FISA	Fisher, Amanda	1.00	0.80
GREA	Greaves, Anna	1.00	0.80
AGQA2	Guiseppe, Andre	1.00	0.80

Harris Barclay will only be working part-time next year.

- Click on edit FTE  and give **Harris Barclay** an **FTE** of **0.80**

Edit Staff FTE



Timetable Cycles | Master Period Structure | Row Labels | Staff Availability |

You can change the teaching FTE for each member of staff by typing directly into the 'FTE' field.

This value along with the FTE for any Non-teaching Activities will be used to generate a Net FTE which will be used by the autoscheduler for staff resource monitoring.

Staff Code	Staff Name	FTE	Net FTE
ABBE	Abbott, Elaine	1.00	0.80
BARH	Barclay, Harris	0.80	0.60
BESC	Best, Carl	1.00	0.80
BRIJ	Brigg, Joseph	1.00	0.80
CALJ	Calvin, Jennifer	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
DAVW	Davids, William	0.50	0.40
ELLT	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80
EVEE	Everage, Edna	1.00	0.80
FISA	Fisher, Amanda	1.00	0.80
GREA	Greaves, Anna	1.00	0.80
AGDA?	Guiseppe, Andre	1.00	0.80

OK Cancel

- Click **OK**
- Highlight **Harris Barclay** and click on Non-teaching Activities 
- Click on Edit  and reduce his **DOTT** to **0.16**

☒ **Non-Teaching Activities**

Staff Details

Staff Name: Barclay, Harris

Staff Code: BARH Default FTE: 0.80



Staff Non-Teaching Activities

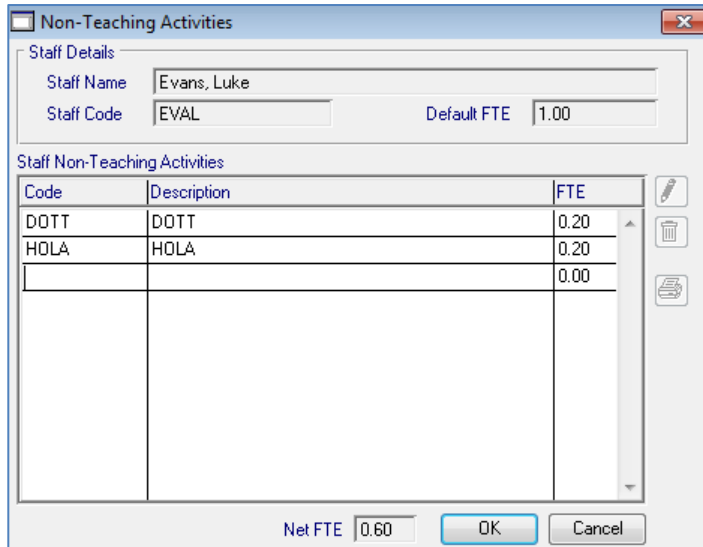
Code	Description	FTE
DOTT	DOTT	0.16
		0.00

Net FTE: 0.64 OK Cancel

- Click **OK**, **Yes** and **Close**

Allocate non-teaching activities of 0.20 FTE for Head of Learning Area duties to Luke Evans

- Highlight **Luke Evans**
- Click on Non-teaching Activities 
- Click Edit 
- Enter the appropriate information including the **FTE**



The dialog box titled "Non-Teaching Activities" contains a "Staff Details" section with fields for "Staff Name" (Evans, Luke) and "Staff Code" (EVAL), and a "Default FTE" field (1.00). Below this is a "Staff Non-Teaching Activities" table with columns for "Code", "Description", and "FTE". The table contains three rows: "DOTT" with "DOTT" and "0.20", "HOLA" with "HOLA" and "0.20", and an empty row with "0.00". To the right of the table are icons for edit, delete, and print. At the bottom, there is a "Net FTE" field showing "0.60" and "OK" and "Cancel" buttons.

Code	Description	FTE
DOTT	DOTT	0.20
HOLA	HOLA	0.20
		0.00

- Click **OK**, **Yes** and **Close**

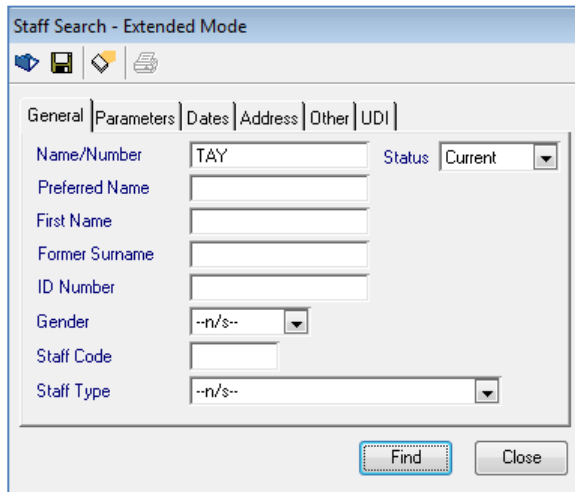
Note: Non-teaching activities may also be entered through Timetabling > Timetable Set-up > Individual Grid Parameters > Staff.

ACTIVITY

Timetabling > Timetable Setup > Timetable Cycles > Staff Availability

Elizabeth Taylor will be a new teacher in the school next year.

- Click Add 
- Enter **TAY** in the **Name/Number** field and click **Find**



Staff Search - Extended Mode

General | Parameters | Dates | Address | Other | UDI

Name/Number: TAY Status: Current

Preferred Name:

First Name:

Former Surname:

ID Number:



Gender: --n/s--

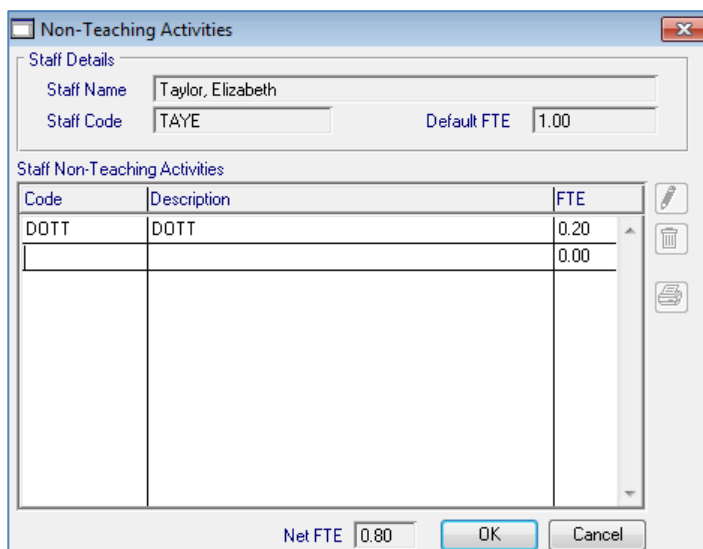
Staff Code:

Staff Type: --n/s--

Find Close

Edit Elizabeth Taylor's net FTE

- Click Non-teaching Activities 
- Click Edit 
- Enter a **Code**, **Description** and **FTE**



Non-Teaching Activities

Staff Details

Staff Name: Taylor, Elizabeth

Staff Code: TAYE Default FTE: 1.00

Staff Non-Teaching Activities

Code	Description	FTE
DDTT	DDTT	0.20
		0.00

Net FTE: 0.80 OK Cancel

- Click **OK** and **Close**

6.7.3 Room Availability

Timetabling > Timetable Setup > Timetable Cycles > Room Availability

A set of rooms must be made available to the cycle. They may be shared between campuses using the same cycle. Rooms must first be entered within the Administration Manager to be able to be allocated to a cycle. Rooms may be cloned from one cycle to another. Rooms cannot be shared between cycles in the same timetabling year.

Note: The usual practice in schools will be to make all staff and all rooms available to the cycle.

The screenshot shows the 'Timetable Cycles' window with the 'Room Availability' tab selected. The window title is 'Timetable Cycles'. At the top, there is a dropdown for the year '2016' and a green checkmark icon. Below this is a table with the following data:

Cycle Name	Cycle description	No. Days	Cycle Active
2016-5	2016-5	5	YES

Below the table is a checkbox labeled 'Display Only Active Cycles' which is checked. The 'Room Availability' tab is selected, and the following table is displayed:

Room Code	Room Description	Room Type
ART 1	Art 1	Art
ART 2	Art 2	Art
COMP 1	Computing Lab 1	Computing
COMP 2	Computing Lab 2	Computing
COMP 3	Computing Lab 3	Computing
Food 1	Food 1	Home Economics
Food 2	Food 2	Home Economics
Food 3	Food 3	Home Economics
GYM1	Gymnasium 1	Gymnasium
GYM2	Gymnasium 2	Gymnasium
GYM3	Gymnasium 3	Gymnasium
GYM4	Gymnasium 4	Gymnasium
LIB3	Library Conference Room	Library
MW 1	Metalwork 1	Design & Technology
MW 2	Metalwork 2	Design & Technology
MUS1	Music 1	Music

On the left side of the 'Room Availability' tab, there is a text box with the following instructions:


Use the tools in this section to select the rooms which are available to this cycle.

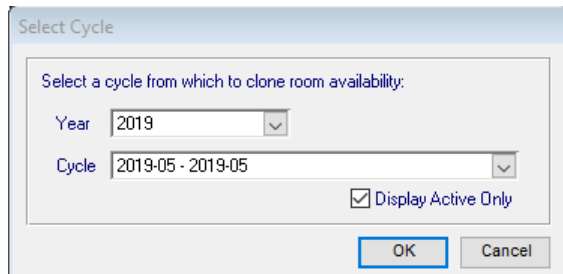
You can use the clone option to copy rooms from an existing cycle or use the add and remove options to build up the list manually.

ACTIVITY

Allocate rooms to the 2020-5 cycle.

Timetabling > Timetable Setup > Timetable Cycles

- Select the **Room Availability** tab
- Click Clone Rooms 
- Select **2019**



Select Cycle

Select a cycle from which to clone room availability:

Year: 2019

Cycle: 2019-05 - 2019-05

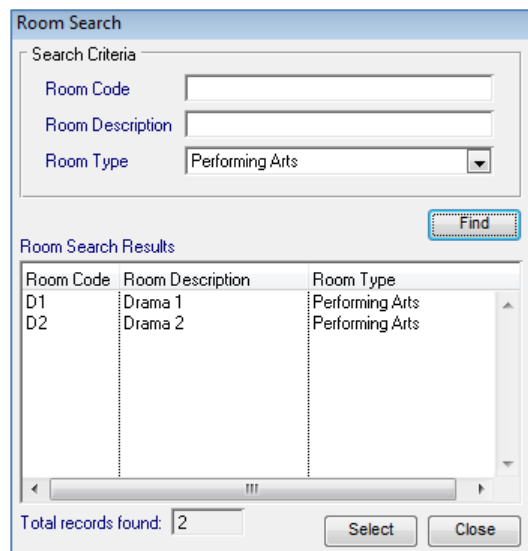
☒ Display Active Only

OK Cancel

- Click **OK**

Make the new rooms available to the timetable:

- Click Add 
- **Find by Room Type: Performing Arts**



Room Search

Search Criteria

Room Code:

Room Description:

Room Type: Performing Arts

Find

Room Search Results

Room Code	Room Description	Room Type
D1	Drama 1	Performing Arts
D2	Drama 2	Performing Arts

Total records found: 2

Select Close

- Click **Select** and **Yes**
- Close **Timetable Cycles** and **Timetable Set Up**

6.8 Review

ACTIVITY

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

1. Add term long timetabling periods for 2020.
2. Change the frequency of Year 10 Art to two.
3. Add the Year 9 students on the Admissions Roll to the Year 9 cohort for 2020.
4. Minnie Mouse, Christabel Norton and Penelope O'Reilly are all qualified to teach GTOED. Bulk add this to their preferred subjects.
5. Make Drama 1 the preferred room for Jill Lerner.

6. Make the Metalwork rooms “Highly Desirable” for 10 Jewellery.

7. Anna Greaves will be a Year Co-ordinator next year. Allocate her an additional 0.2 DOTT.

8. Room SS10 is to be refurbished next year. Make it unavailable to the 2020 cycle.

6.9 Defining Grids

Timetabling > Timetable Setup > Timetable Grids

Grids are the frameworks for development of the whole-school timetable for a timetabling year, ensuring the best use of available resources. Grids may be created or cloned from a previous year and renamed, and linked to a campus, a cycle, staff, rooms and subjects. The grid is linked to a timetable period that identifies the length of time the grid remains active. Grids may be linked to one or more schedules, for example, the Year 12 grid may be linked to the Semester 1 and 2 schedules.

Timetable Grids								
2017 ✓ 🖨 ✎ 🗑 🔍								
Grid Code	Gridname	TTPeriod	Campus	Cycle	Cohort	Bands	Upp Sch	Usr Display
2017 - 07	07	School Year - 2017	Middle School	2017-5	07	3	NO	NO
2017 - 08	08	School Year - 2017	Middle School	2017-5	08	12	NO	NO
2017 - 09	09	School Year - 2017	Middle School	2017-5	09	10	NO	NO
2017 - 10	10	School Year - 2017	Senior School	2017-5	10	10	NO	NO

☒ Show Teachers and Rooms on Grids Close

Note the option to display teachers and rooms on the grid.

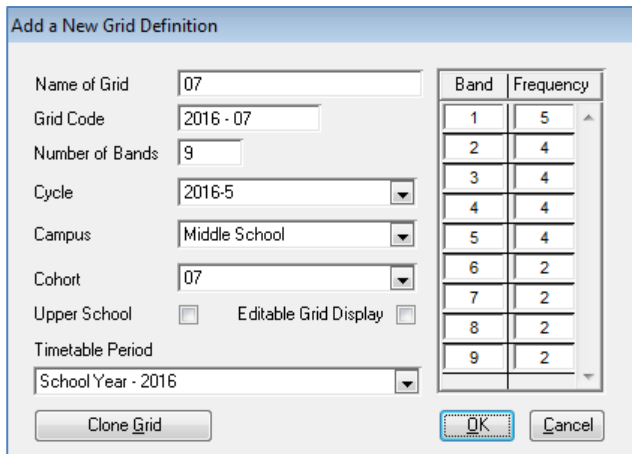
6.9.1 Adding or Cloning a Grid

Timetabling > Timetable Setup > Timetable Grids

Grids may be created or cloned from previously defined grids.

Adding a Grid

- Click Add 



Band	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2

- Enter the **Name of Grid**, **Grid Code** and **Number of Bands**

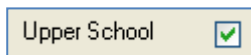
The number of bands will usually reflect the number of subjects students study during the timetabling period linked to the grid. This is a starting value only and may be changed later, provided teaching sets have not yet been placed on the grid concerned. The frequency for the bands should relate to the number of times students will attend the classes placed on that band during a cycle, for example, four times per week

Note: These values may also be edited later, provided teaching sets have not yet been placed on the grid concerned.

- Select the appropriate **Cycle**, **Campus**, **Cohort** and **Timetabling Period** using the drop-down boxes

It is strongly recommended that a timetable period of the school year is always selected, at least initially, to allow for maximum flexibility

- Indicate whether this grid is linked to Upper school by checking the **Upper School** tick box




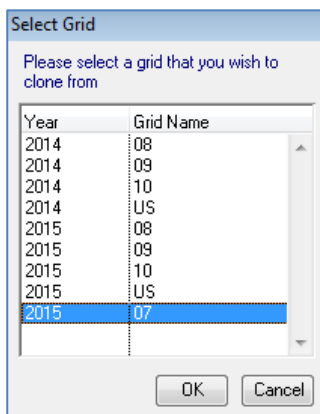
- To have the ability to leave Teaching Sets on the Grid in the positions in which they are placed in Grid Modelling tick the box next to the field **Editable Grid Display**



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

Cloning a Grid

- Click Add 
- Click **Clone Grid** and select an appropriate grid




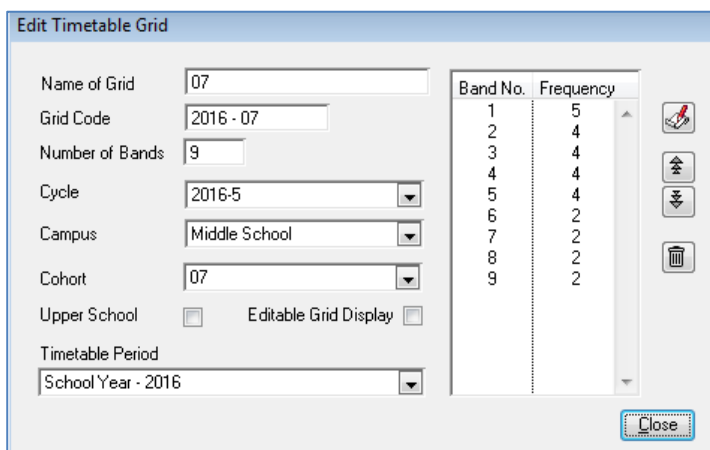
- Change the **name**, **cycle** etc. for the new grid
- Click **OK**
- Click **Yes**

6.9.2 Editing a Grid

Timetabling > Timetable Set-up > Timetable Grids

Note: Grids may be edited in this view only before teaching sets have been placed on the grid concerned. After this, grids may still be edited in Grid Modelling.

- Highlight the appropriate grid
- Click Edit 



The 'Edit Timetable Grid' dialog box contains several input fields and a table. The fields are: 'Name of Grid' (07), 'Grid Code' (2016 - 07), 'Number of Bands' (9), 'Cycle' (2016-5), 'Campus' (Middle School), 'Cohort' (07), 'Upper School' (checkbox), 'Editable Grid Display' (checkbox), and 'Timetable Period' (School Year - 2016). The table has two columns: 'Band No.' and 'Frequency'. It lists 9 bands with frequencies: 5, 4, 4, 4, 4, 2, 2, 2, 2. At the bottom right is a 'Close' button.

Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2

- Amend fields as required
- Click **Close**

Adding a Band

- Click Edit 

Edit Timetable Grid


Name of Grid: 07
 Grid Code: 2016 - 07
 Number of Bands: 10
 Cycle: 2016-5
 Campus: Middle School
 Cohort: 07
 Upper School: ☐ Editable Grid Display: ☐
 Timetable Period: School Year - 2016

Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2
10	2



Close

- Change the number of bands to the new value
- Highlight the new band in the pane on the right
- Enter the appropriate frequency by clicking on the grey arrows to the right
- Click Close

Deleting a Band

- Highlight a band
- Click Delete 
- Confirm your selection


Increasing/Decreasing a Frequency of a Band

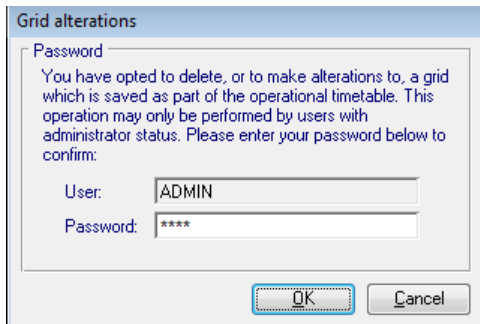
- Highlight a band.
- Click on  to increase the frequency
- Click on  to decrease the frequency

Note: Band frequencies can only be edited within this screen prior to the placement of teaching sets on the grid. Following this, changes can only be made within the Grid Modelling screen. It is suggested that where possible, the band frequencies be defined at this point.

6.9.3 Deleting a Grid

Timetabling > Timetable Setup > Timetable Grids

- Highlight the appropriate grid
- Click Delete 
- If the highlighted grid has been saved to the timetable you will be required to enter a password



Grid alterations

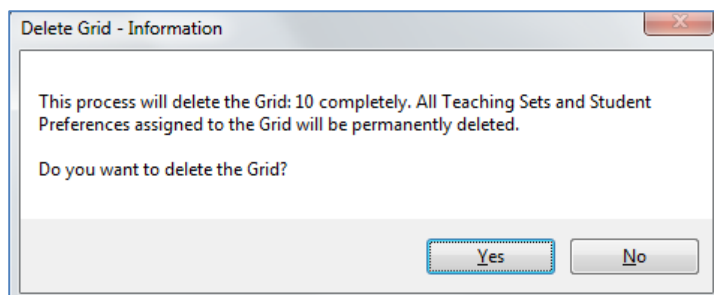
Password

You have opted to delete, or to make alterations to, a grid which is saved as part of the operational timetable. This operation may only be performed by users with administrator status. Please enter your password below to confirm:

User:

Password:

- Enter the **Password** and click **OK**

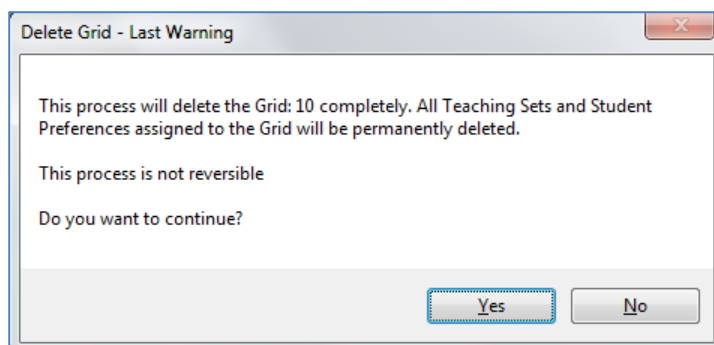


Delete Grid - Information

This process will delete the Grid: 10 completely. All Teaching Sets and Student Preferences assigned to the Grid will be permanently deleted.

Do you want to delete the Grid?

- If you click **Yes**, another warning message will appear:



Delete Grid - Last Warning

This process will delete the Grid: 10 completely. All Teaching Sets and Student Preferences assigned to the Grid will be permanently deleted.

This process is not reversible

Do you want to continue?


- Click **Yes** to delete the grid
- Click **No** to cancel the selection

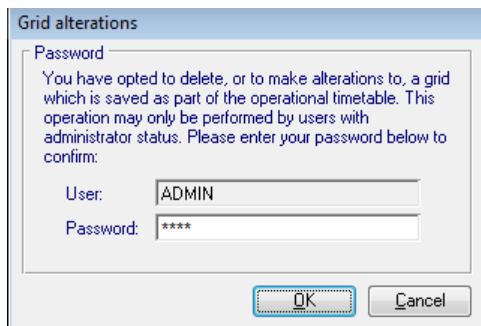
Note: If the Grid has been saved to the timetable, only those users with an administrator status may delete the grid. The user will be asked to confirm their password before continuing with the above process.

Deleting a grid will remove all grid elements including subjects allocated to the grid and student preferences, as well as the placement of these in grid modelling.

6.9.4 Remove Non-fixed Teaching sets

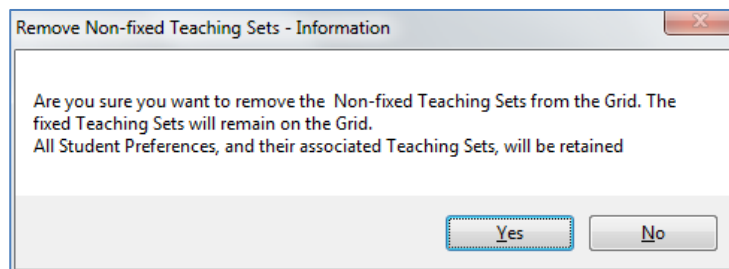
This feature allows any non-fixed teaching sets to be removed from a grid. They will not be deleted and will retain their students.

- Highlight the appropriate grid
- Click on Remove Non-fixed Teaching Sets 
- If the highlighted grid has been saved to the timetable you will be required to enter a password



The 'Grid alterations' dialog box contains a 'Password' section. It includes a text area with the following text: 'You have opted to delete, or to make alterations to, a grid which is saved as part of the operational timetable. This operation may only be performed by users with administrator status. Please enter your password below to confirm:'. Below this text are two input fields: 'User:' with the text 'ADMIN' and 'Password:' with four asterisks '****'. At the bottom right are 'OK' and 'Cancel' buttons.

- Enter the **Password** and click **OK**
- The following message will display



The 'Remove Non-fixed Teaching Sets - Information' dialog box contains the following text: 'Are you sure you want to remove the Non-fixed Teaching Sets from the Grid. The fixed Teaching Sets will remain on the Grid. All Student Preferences, and their associated Teaching Sets, will be retained'. At the bottom right are 'Yes' and 'No' buttons.

- Click **Yes** to remove Non-fixed Teaching Sets from the Grid
- Click **No** to cancel the selection

Note: If the grid selected had been saved to a timetable, only those teaching sets that were fixed on the grid would still maintain staffing and room allocations on the timetable.

6.9.5 Displaying Teachers and Rooms on Grids

The screenshot shows the 'Timetable Grids' window. At the top, there is a header bar with the title 'Timetable Grids' and a toolbar containing icons for selection, confirmation, printing, editing, deletion, and refresh. Below the toolbar is a table with the following columns: Grid Code, Gridname, TTPeriod, Campus, Cycle, Cohort, Bands, Upp Sch, and Ustr Display. The table contains four rows of data. The first row is highlighted in blue. At the bottom of the window, there is a checkbox labeled 'Show Teachers and Rooms on Grids' which is checked, and a 'Close' button.

Grid Code	Gridname	TTPeriod	Campus	Cycle	Cohort	Bands	Upp Sch	Ustr Display
2017 - 07	07	School Year - 2017	Middle School	2017-5	07	9	NO	NO
2017 - 08	08	School Year - 2017	Middle School	2017-5	08	12	NO	NO
2017 - 09	09	School Year - 2017	Middle School	2017-5	09	10	NO	NO
2017 - 10	10	School Year - 2017	Senior School	2017-5	10	10	NO	NO

☒ Show Teachers and Rooms on Grids Close


Checking **Show Teachers and Rooms** in the **Timetable Grids** window enable to display of teachers and rooms in grids. This will apply to all grids for all years.

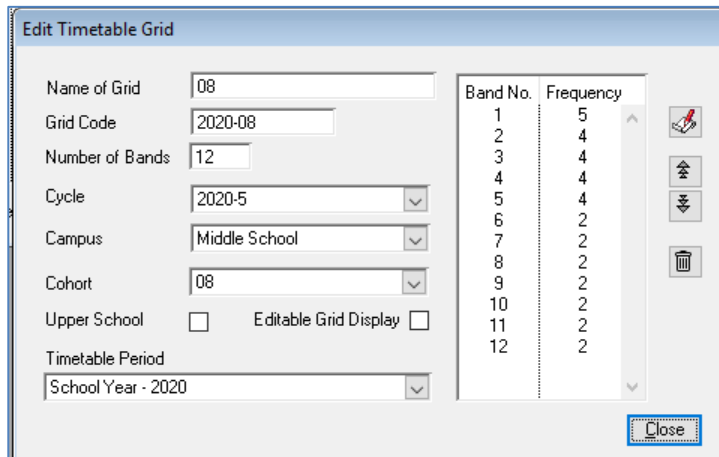
Note: Once this option is selected, it may take more time for grids to load.

ACTIVITY

Define the grid for Year 8.

Timetabling > Timetable Setup > Timetable Grids

- Make sure **2020** is selected
- Click Add 
- Enter the following information



Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2
10	2
11	2
12	2

Note: The *Edit Timetable Grid* screen rather than the *Add Timetable Grid* screen is displayed above only because it is easier to read.

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

It is strongly recommended that all grids are, at least initially, assigned to the whole school year. Grids may be reallocated to a shorter timetabling period but never a longer one.


Define a grid for Year 9.

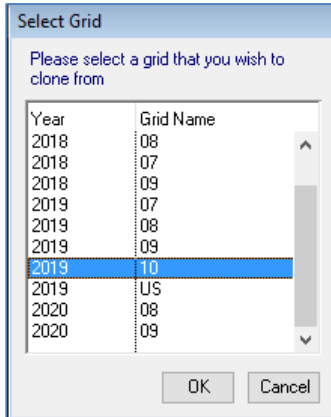
Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2
10	2

Note: The Edit Timetable Grid screen rather than the Add Timetable Grid screen is displayed above only because it is easier to read.

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

Cloning a grid

- Click Add 
- Click **Clone Grid**
- Select **2019 10**



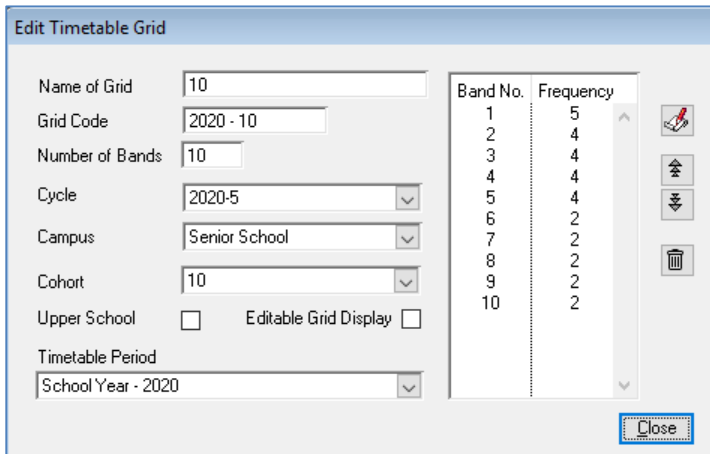
Select Grid

Please select a grid that you wish to clone from

Year	Grid Name
2018	08
2018	07
2018	09
2019	07
2019	08
2019	09
2019	10
2019	US
2020	08
2020	09

OK Cancel

- Click **OK**
- Amend for **2020 10**



Edit Timetable Grid

Name of Grid: 10

Grid Code: 2020 - 10

Number of Bands: 10

Cycle: 2020-5

Campus: Senior School

Cohort: 10

Upper School: ☐ Editable Grid Display: ☐

Timetable Period: School Year - 2020

Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2
10	2

Close

Note: The Edit Timetable Grid screen rather than the Add Timetable Grid screen is displayed above only because it is easier to read.

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

6.10 Individual Grid Parameters

Timetabling > Timetable Setup > Individual Grid Parameters

Once the user has created or cloned a grid, parameters for each individual grid can be viewed and refined further. If the parameters have not been previously selected in the grid definition screen, the panes will appear blank.

6.10.1 Grid Cohort of Students

Timetabling > Timetable Set-up > Individual Grid Parameters > Cohort

A list of member students in the cohort will be displayed. A cohort may be linked to several grids in one year. However, only one grid may be attached to one cohort.

Grid Parameters

2016 2016 - 07 - 07

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

Surname	First Name	Year Group	Form
Baker	Reuben	6	Room 6
Barbour	Ross	6	Room 6
Born	Tanya	6	Room 6
Chum	Nora	6	Room 6
Ellard	Kate	6	Room 6
Jones	Keith	6	Room 6
Loxton	Katherine	6	Room 6
Luck	Martin	6	Room 6
Mills	Mark	6	Room 6
Murphy	Tamara	6	Room 6
Richards	Mason	6	Room 6
Tep	Josh	6	Room 6
Angus	Hamish	7	Not specified
Baverstock	Adrian	7	Not specified
Farmer	Krystle	7	Not specified
Jamilla	Jacob	7	Not specified
Ramsden	Susan	7	Not specified
Woo	Tom	7	Not specified

Close

Note: If students have not been added to the cohort, this pane will be blank. Students cannot be added or removed from the cohort within this screen. This function is performed within Timetable Setup > Cohorts.

6.10.2 Grid Period Structure

Timetabling > Timetable Setup > Individual Grid Parameters > Period Structure

The master period structure defined within the cycle associated with the grid will be made available to the grid and is displayed here. Grid period times and labels for individual grids may be edited in this window.

Grid Parameters

2016 2016 - 07 - 07

Cohort Period Structure Subjects Subject Groups Rooms Staff Band Allocation

Click on a Teaching period to make it unavailable for the grid.
Click on an Unavailable period to change it back to a Teaching Period.

Edit Grid Period Labels Edit Grid Period Times

Row Code	Row Label	Mon	Tue	Wed	Thu	Fri
H	Home Room	H	H	H	H	H
1	Lesson 1	T	T	T	T	T
2	Lesson 2	T	T	T	T	T
B1	Break 1	B	B	B	B	B
3	Lesson 3	T	T	T	T	T
4	Lesson 4	T	T	T	L	T
B2	Break 2	L	L	L	T	L
5	Lesson 5	T	T	T		T

Close

Only teaching periods (T) will be populated by the auto-scheduling process but other non-teaching periods will be displayed on the finished timetable.

6.10.3 Grid Subjects

Timetabling > Timetable Setup > Individual Grid Parameters > Subjects

A list of subjects should be made available to the grid so that student subject preferences are validated upon data entry.

The subject tab will allow a list of subjects to be selected using a Subject Find tool and linked to the grid. For subjects to be available they must have been previously defined in the Administration module (General > Parameters > Subjects). The subjects may be selected for the grid at any time prior to the entry of subject preferences. Subjects may be cloned or edited for use with future grids. Subjects may be deleted from the grid subject list if no preferences have been recorded for that particular subject.

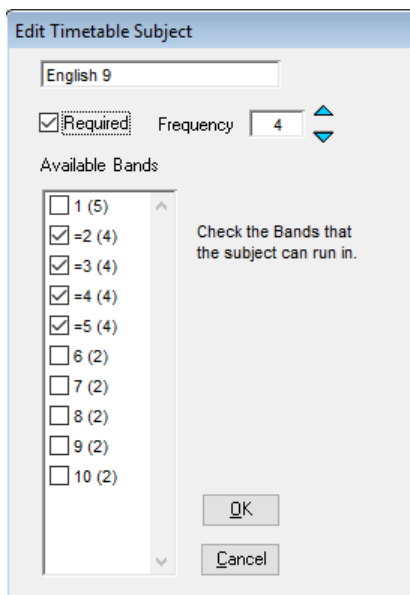
Subjects made available to the grid will inherit default information from the subject parameter table or grid from which they are cloned. This information will need to be verified and modified where there are differences applicable to an individual grid.

Aspects of subject information that should be checked are:

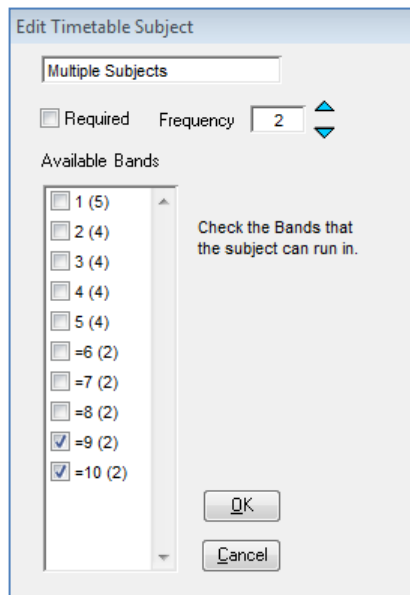
- Subject Frequency - indicates the number of times a teaching set will meet during a cycle
- Minimum and maximum class sizes
- Gender mix
- Required Subject - means any student with this subject listed as a preference must be allocated the subject

To Edit Subject Parameters

- Select the subject or subjects to be edited and click 



The dialog box is titled "Edit Timetable Subject". It contains a text field with "English 9". Below it, the "Required" checkbox is checked, and the "Frequency" is set to 4. A list of "Available Bands" is shown, with checkboxes for bands 1 through 10. Bands 2, 3, 4, and 5 are checked. To the right of the list is the text "Check the Bands that the subject can run in." At the bottom are "OK" and "Cancel" buttons.



The dialog box is titled "Edit Timetable Subject". It contains a text field with "Multiple Subjects". Below it, the "Required" checkbox is unchecked, and the "Frequency" is set to 2. A list of "Available Bands" is shown, with checkboxes for bands 1 through 10. Bands 9 and 10 are checked. To the right of the list is the text "Check the Bands that the subject can run in." At the bottom are "OK" and "Cancel" buttons.

- Make the desired changes and click **OK**

Note: If any of the above defaults are edited, they will only affect the selected grid. If the changes are to be global the information should be edited in General >Parameters > Subjects.

Grid Parameters

2017 2017-09-09 ☒

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

Code	Name	Frequency	Required	Available Bands
9Art	Art 9	2	NO	9,10
9Cra	Craft 9	2	NO	9,10
9Dram	Drama 9	2	NO	9,10
9Eng	English 9	4	YES	2,3,4,5
9Fab	Fabrics 9	2	NO	9,10
9Food	Food Production 9	2	NO	9,10
9HEd	Health Education 9	2	YES	6,7,8
9HR	Home Room 9	5	YES	1
9HASS	Humanities and Social Science 9	4	YES	2,3,4,5
9Ind	Indonesian 9	2	YES	6,7,8
9ITAL	Italian 9	2	YES	6,7,8
9Math	Mathematics 9	4	YES	2,3,4,5
9MED	Media 9	2	NO	9,10
9MW	Metalwork 9	2	NO	9,10
9MUS	Music 9	2	NO	9,10
9PE	Physical Education 9	2	YES	6,7,8
9Sci	Science 9	4	YES	2,3,4,5
9WW	Woodwork 9	2	NO	9,10

Grid subjects will be made available to bands that have a frequency that matches the subject frequency. The available bands for the subject can then be individually edited. Planning of band and subject frequencies prior to selecting subjects for a grid will simplify this process.

Note: Subjects cannot be deleted from this list if preferences have been recorded for the subject.

ACTIVITY

Timetabling > Timetabling Setup > Individual Grid Parameters > Period Structure

- Select **2020** and the **Year 8** grid
- Click on the green tick to make this grid the default
- View the **Cohort** and **Period Structure** tabs

Note: We could edit Grid Period Times and Grid Period Labels if we wished. It is also possible to make particular periods unavailable to the selected grid by clicking in the relevant cell

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

Click on a Teaching period to make it unavailable for the grid.
Click on an Unavailable period to change it back to a Teaching Period.

Edit Grid
Period Labels


Edit Grid
Period Times

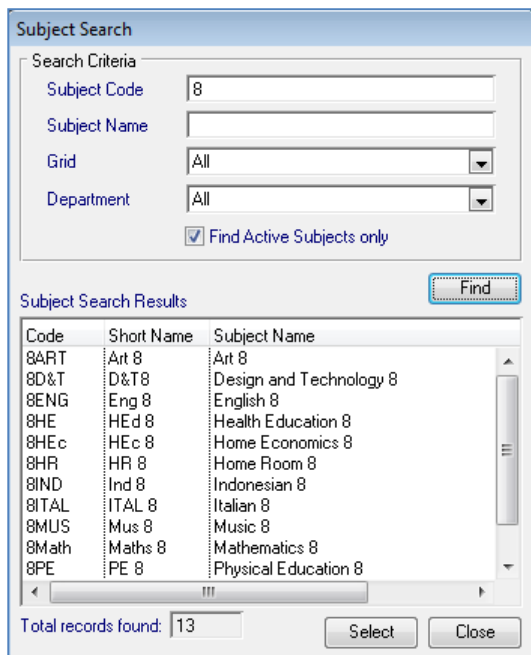
Row Code	Row Label	Mon	Tue	Wed	Thu	Fri
H	Home Room	H	H	H	H	H
1	Lesson 1	T	T	T	T	T
2	Lesson 2	T	T	T	T	T
B	Recess	B	B	B	B	B
3	Lesson 3	T	T	T	T	T
4	Lesson 4	T	T	T	L	T
L	Lunch	L	L	L	T	L
5	Lesson 5	T	T	T		T

ACTIVITY

Add subjects to the Year 8 grid.

Timetabling > Timetabling Setup > Individual Grid Parameters > Subjects

- Select the **Year 8** grid
- Click on the **Subjects** tab
- Click Add 
- Enter **8** into the **Subject Code** field
- Check Find Active Subjects only
- Click **Find**



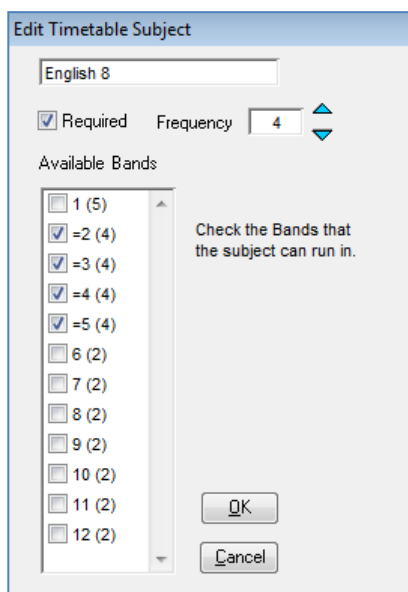
The Subject Search dialog box is shown. It has a 'Search Criteria' section with fields for 'Subject Code' (containing '8'), 'Subject Name', 'Grid' (set to 'All'), and 'Department' (set to 'All'). There is a checkbox for 'Find Active Subjects only' which is checked. A 'Find' button is located to the right of the search criteria. Below this is the 'Subject Search Results' section, which contains a table with three columns: 'Code', 'Short Name', and 'Subject Name'. The table lists 13 subjects. At the bottom of the dialog, there is a 'Total records found: 13' label, a 'Select' button, and a 'Close' button.

Code	Short Name	Subject Name
8ART	Art 8	Art 8
8D&T	D&T8	Design and Technology 8
8ENG	Eng 8	English 8
8HE	HEd 8	Health Education 8
8HEc	HEc 8	Home Economics 8
8HR	HR 8	Home Room 8
8IND	Ind 8	Indonesian 8
8ITAL	ITAL 8	Italian 8
8MUS	Mus 8	Music 8
8Math	Maths 8	Mathematics 8
8PE	PE 8	Physical Education 8



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

Edit subject defaults

- Highlight **English**
- Click Edit 



English 8

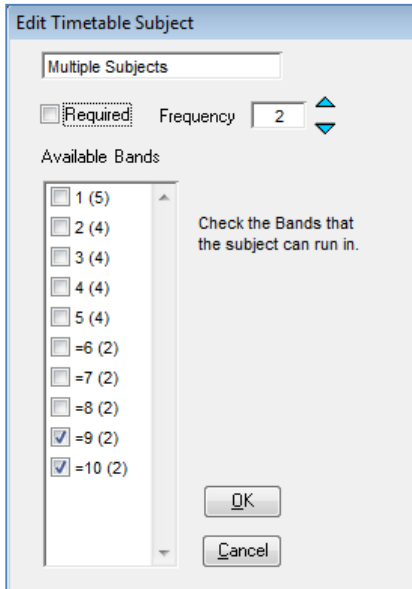
☒ Required Frequency  

Available Bands

<input type="checkbox"/> 1 (5)	<p>Check the Bands that the subject can run in.</p> <p>OK</p> <p>Cancel</p>
<input checked="" type="checkbox"/> =2 (4)	
<input checked="" type="checkbox"/> =3 (4)	
<input checked="" type="checkbox"/> =4 (4)	
<input checked="" type="checkbox"/> =5 (4)	
<input type="checkbox"/> 6 (2)	
<input type="checkbox"/> 7 (2)	
<input type="checkbox"/> 8 (2)	
<input type="checkbox"/> 9 (2)	
<input type="checkbox"/> 10 (2)	
<input type="checkbox"/> 11 (2)	
<input type="checkbox"/> 12 (2)	

- Use the blue arrow keys to decrease the frequency to four
- Click **OK**
- Decrease the frequency of **Italian** to two
- Increase the frequency of **Mathematics** to four

- Change to the Year 9 grid
- Add  the active **Year 9** subjects
- Edit  **Art, Craft, Drama, Fabrics, Food, Media, Metalwork, Music** and **Woodwork** so that they can only be placed in Bands 9 and 10



Multiple Subjects

☐ Required Frequency 2

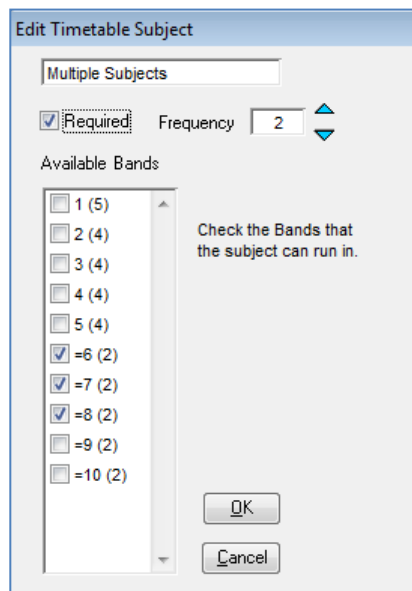
Available Bands

1 (5)
2 (4)
3 (4)
4 (4)
5 (4)
=6 (2)
=7 (2)
=8 (2)
☒ =9 (2)
☒ =10 (2)

Check the Bands that the subject can run in.

OK
Cancel

- Edit **Health Education, Indonesian, Italian** and **Physical Education** so that it can only be placed on Bands 6,7 and 8



Multiple Subjects

☒ Required Frequency 2


Available Bands

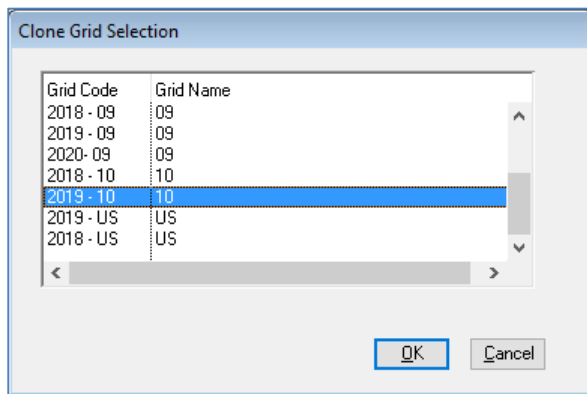
1 (5)
2 (4)
3 (4)
4 (4)
5 (4)
☒ =6 (2)
☒ =7 (2)
☒ =8 (2)
☐ =9 (2)
☐ =10 (2)

Check the Bands that the subject can run in.

OK
Cancel

Note: Editing subject frequencies in Timetabling > Timetable Setup > Individual Grid Parameters only makes the changes for the selected grid. Global changes need to be made in General > Parameters > Subjects.

- Filter to the 10 grid
- Click Clone 



- Highlight **2019-10** and click **OK**

6.10.4 Grid Subject Groups

Timetabling > Timetable Setup > Individual Grid Parameters > Subject Groups

A Subject Group defines a set of subjects that may be allocated to students therefore making bulk allocation of preferences easier. This tab allows the user to set up groups of subjects already made available to the grid in the previous screen for bulk allocation to groups of students or individuals. Subject groups may be deleted at any time without affecting the timetabling process.

Grid Parameters

2016 2016 - 08 - 08

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

Code	Subject
8ART	Art 8
8D&T	Design and Technology 8
8ENG	English 8
8HE	Health Education 8
8HEc	Home Economics 8
8HR	Home Room 8
8IND	Indonesian 8
8ITAL	Italian 8
8Math	Mathematics 8
8MUS	Music 8
8PE	Physical Education 8
8SC1	Science 8
8S&E	Society & Environment 8

Subject Group

08REQ

Subjects in Group

8ART - Art 8
8D&T - Design and Technology 8
8ENG - English 8
8HE - Health Education 8
8HEc - Home Economics 8
8HR - Home Room 8
8MUS - Music 8
8Math - Mathematics 8
8PE - Physical Education 8
8S&E - Society & Environment 8
8SC1 - Science 8

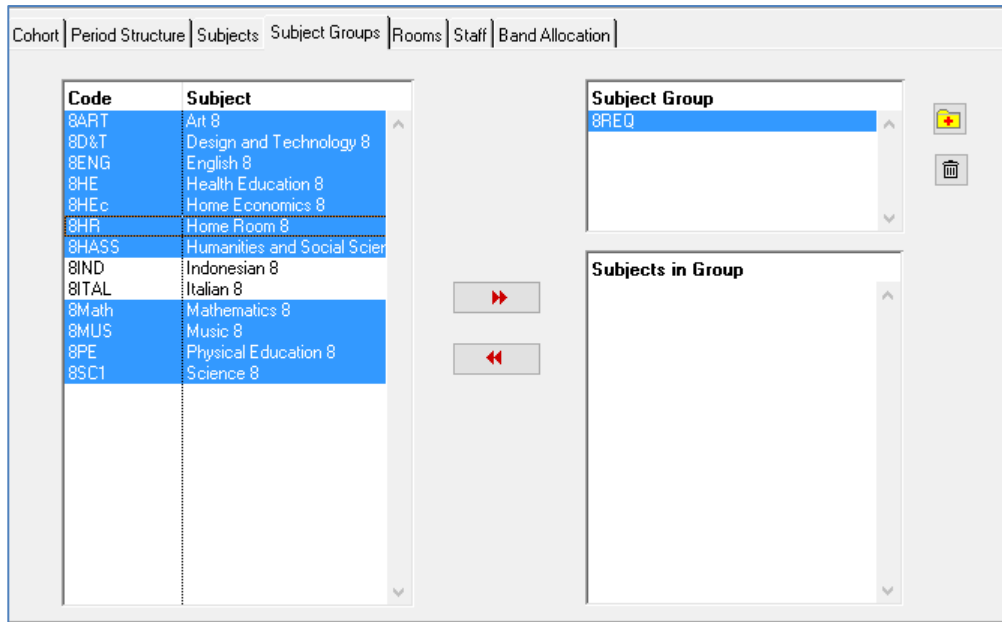
Close

ACTIVITY

Set up a group of required subjects for Year 8 students.

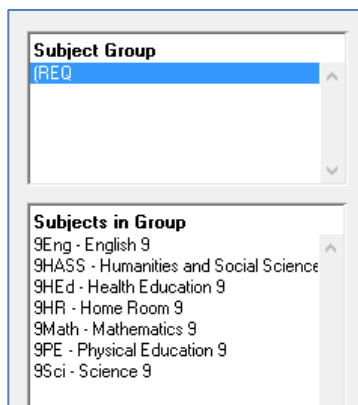
Timetabling > Timetable Setup > Individual Grid Parameters > Subject Groups

- Select Year 8 grid
- Click Add 
- Enter the **Subject Group** name – **8REQ** - and click **OK**



Code	Subject
8ART	Art 8
8D&T	Design and Technology 8
8ENG	English 8
8HE	Health Education 8
8HEc	Home Economics 8
8HR	Home Room 8
8HASS	Humanities and Social Science 8
8IND	Indonesian 8
8ITAL	Italian 8
8Math	Mathematics 8
8MUS	Music 8
8PE	Physical Education 8
8SC1	Science 8

- Highlight all subjects, except, Indonesian and Italian, and click on the red chevrons (arrows) pointing right
- Add the following subjects to **9REQ**



Subject Group
9REQ

Subjects in Group
9Eng - English 9
9HASS - Humanities and Social Science
9HEd - Health Education 9
9HR - Home Room 9
9Math - Mathematics 9
9PE - Physical Education 9
9Sci - Science 9

Grid Rooms

Timetabling > Timetable Setup > Individual Grid Parameters > Rooms

All rooms previously entered in the Administration module and made available to the cycle will appear here to be selected unless already dedicated to another grid. A dedicated room is defined as a room that has been linked exclusively to a particular grid and, once the room has been dedicated, it cannot be used in another grid. Rooms may be made unavailable to a grid if desired. The rooms once selected must be defined as either dedicated (only available to this grid) or shared with other grids.

Grid Parameters
2016
2016 - 09 - 09
Cohort | Period Structure | Subjects | Subject Groups | Rooms | Staff | Band Allocation

Room Code	Room Description	Room Type	Dedicated	Availability
ART 1	Art 1	Art	NO	YES
ART 2	Art 2	Art	NO	YES
COMP 1	Computing Lab 1	Computing	NO	YES
COMP 2	Computing Lab 2	Computing	NO	YES
COMP 3	Computing Lab 3	Computing	NO	YES
D1	Drama 1	Performing Arts	NO	YES
D2	Drama 2	Performing Arts	NO	YES
Food 1	Food 1	Home Economics	NO	YES
Food 2	Food 2	Home Economics	NO	YES
Food 3	Food 3	Home Economics	NO	YES
GYM1	Gymnasium 1	Gymnasium	NO	YES
GYM2	Gymnasium 2	Gymnasium	NO	YES
GYM3	Gymnasium 3	Gymnasium	NO	YES
GYM4	Gymnasium 4	Gymnasium	NO	YES
LIB3	Library Conference Room	Library	NO	YES
MW 1	Metalwork 1	Design & Technolo	NO	YES
MW 2	Metalwork 2	Design & Technolo	NO	YES
MUS1	Music 1	Music	NO	YES
MUS2	Music 2	Music	NO	YES
MS1	Room 1	Classroom	NO	YES
MS10	Room 10	Classroom	NO	YES
SS1	Room 11	Classroom	NO	YES
SS2	Room 12	Classroom	NO	YES
SS3	Room 13	Classroom	NO	YES

Toggle Availability
Hide Unavailable
Toggle Dedicated
Close

Note: A room may not be deleted from the list and can only be made unavailable. If a room will not be used by any grid during the timetabling year, it can be deleted from the cycle.

ACTIVITY

Make classrooms MS1 to MS10 unavailable the 10 grid.

Timetabling > Timetable Setup > Individual Grid Parameters > Rooms

- Select the **Year 10** grid
- Click on the **Rooms** tab
- Click on the **Room Code** column header
- Highlight **MS1 to MS8** and click **Toggle Availability**

Cohort Period Structure Subjects Subject Groups Rooms Staff Band Allocation					
Room Code	Room Description	Room Type	Dedicated	Availability	
GYM2	Gymnasium 2	Gymnasium	NO	YES	
GYM3	Gymnasium 3	Gymnasium	NO	YES	
GYM4	Gymnasium 4	Gymnasium	NO	YES	
LIB2	Library Conference Room	Library	NO	YES	
MS1	Room 1	Classroom	NO	YES	
MS2	Room 2	Classroom	NO	YES	
MS3	Room 3	Classroom	NO	YES	
MS4	Room 4	Classroom	NO	YES	
MS5	Room 5	Classroom	NO	YES	
MS6	Room 6	Classroom	NO	YES	
MS7	Room 7	Classroom	NO	YES	
MS8	Room 8	Classroom	NO	YES	
MUS1	Music 1	Music	NO	YES	
MUS2	Music 2	Music	NO	YES	

Toggle Availability

Hide Unavailable

Toggle Dedicated

Make classrooms SS1 to SS10 unavailable the Year 8 grid

- Select the **Year 8** grid
- Click on the **Room Code** column header twice
- Highlight **SS1 to SS9** and **Toggle Availability**

Cohort Period Structure Subjects Subject Groups Rooms Staff Band Allocation					
Room Code	Room Description	Room Type	Dedicated	Availability	
WW 1	Woodwork 1	Design & Technology	NO	YES	
SS9	Room 19	Classroom	NO	YES	
SS8	Room 18	Classroom	NO	YES	
SS7	Room 17	Classroom	NO	YES	
SS6	Room 16	Classroom	NO	YES	
SS5	Room 15	Classroom	NO	YES	
SS4	Room 14	Classroom	NO	YES	
SS3	Room 13	Classroom	NO	YES	
SS2	Room 12	Classroom	NO	YES	
SS1	Room 11	Classroom	NO	YES	
SCI 5	Science Lab 5	Science	NO	YES	
SCI 4	Science Lab 4	Science	NO	YES	

Toggle Availability

Hide Unavailable

Toggle Dedicated

6.10.5 Grid Staff

Timetabling > Timetable Setup > Individual Grid Parameters > Staff

The list of teaching staff to be made available to the grid will appear on this screen. The list will initially default to all staff made available to the cycle excluding teachers already dedicated to another grid. A dedicated staff member is defined as a staff member that has been linked exclusively to a particular grid and once the staff member has been dedicated he or she cannot be used in another grid. Teachers on the list may be flagged as available/unavailable and dedicated/shared. Once the list of staff has been defined, each member may have non-teaching activities recorded against their FTE as defined in Staff Availability to the cycle. A staff availability mask is available to define those periods in the structure the teacher is available to teach.

Grid Parameters
2016
2016 - 08 - 08

Cohort
Period Structure
Subjects
Subject Groups
Rooms
Staff
Band Allocation

Staff Code	Staff Name	Net FTE	Dedicated	Availability
ABBE	Abbott, Elaine	0.80	NO	FULL
BARH	Barclay, Harris	0.64	NO	FULL
BESC	Best, Carl	0.80	NO	FULL
BRIJ	Brigg, Joseph	0.80	NO	FULL
CALJ	Calvin, Jennifer	0.80	NO	FULL
CREN	Creed, Nicholas	0.80	NO	FULL
DAVW	Davids, William	0.40	NO	FULL
ELLT	Elliot, Travis	0.40	YES	PARTIAL
EVAL	Evans, Luke	0.60	NO	FULL
EVEE	Everage, Edna	0.80	NO	FULL
FISA	Fisher, Amanda	0.80	NO	FULL
GREA	Greaves, Anna	0.60	NO	FULL
AGQA2	Guiseppe, Andre	0.80	NO	FULL
HEAT	Heaven, Tristen	0.80	NO	FULL
HENS	Henry, Shauna	0.80	NO	FULL
HINF	Hind, Franka	0.80	NO	FULL
HOLC	Hollis, Christine	0.60	NO	FULL
HOLK	Holter, Kate	0.80	NO	FULL
INGL	Ingris, Luke	0.60	NO	FULL
JONT2	Jones, Tim	0.80	NO	FULL
JONT	Jones, Tom	0.80	NO	FULL
LORT	Lomer, Jill	0.80	NO	FULL
MCLJ	McLaren, Julie	0.80	NO	FULL
MNIIM	Mouse, Minnie	0.60	NO	FULL

Edit Grid Availability
Non-Teaching Activities
Toggle Availability
Hide Unavailable

Close

ACTIVITY

Joseph Brigg, Jennifer Calvin, Nicholas Creed, Travis Elliot, Luke Evans, Edna Everage and Amanda Fisher are all Middle School specialists. Make them unavailable to the 10 grid.

- Filter to the **Year 10** grid
- Click on the **Staff** tab
- Highlight the names of the Middle School specialists
- Click **Toggle Availability**

Cohort	Period Structure	Subjects	Subject Groups	Rooms	Staff	Band Allocation
Staff Code	Staff Name	Net FTE	Dedicated	Availability		
ABBE	Abbott, Elaine	0.80	NO	FULL	<div>Edit Grid Availability </div> <div>Non-Teaching Activities </div> <div>Toggle Availability</div> <div>Hide Unavailable</div>	
BARH	Barclay, Harris	0.64	NO	FULL		
BESC	Best, Carl	0.80	NO	FULL		
BRIJ	Brigg, Joseph	0.80	NO	UNAVAILABL		
CALJ	Calvin, Jennifer	0.80	NO	UNAVAILABL		
CREN	Creed, Nicholas	0.80	NO	UNAVAILABL		
DAVW	Davids, William	0.40	NO	FULL		
ELLT	Elliot, Travis	0.40	NO	UNAVAILABL		
EVAL	Evans, Luke	0.60	NO	UNAVAILABL		
EVEE	Everage, Edna	0.80	NO	UNAVAILABL		
FISA	Fisher, Amanda	0.80	NO	UNAVAILABL		
GREB	Greaves, Anna	0.80	NO	FULL		

Travis Elliott will be dedicated to the Year 8 grid and unavailable on Fridays.

- Filter to the **Year 8** grid
- Highlight **Travis Elliot** and click **Edit Grid Availability**
- Check the **Dedicate to Grid** box

Edit Staff Availability to the Grid

Staff Details

Staff Name
Elliot, Travis

Staff Code
ELLT
☒ Dedicated to Grid

Row Code	Row Label	Mon	Tue	Wed	Thu	Fri
H	Home Room	H	H	H	H	H
1	Lesson 1	T	T	T	T	-
2	Lesson 2	T	T	T	T	-
B	Recess	B	B	B	B	B
3	Lesson 3	T	T	T	T	-
4	Lesson 4	T	T	T	L	-
L	Lunch	L	L	L	T	L
5	Lesson 5	T	T	T		-

Close

- Click on each of Friday's teaching periods
- Click **Close**

The selected teacher will now show **Partial Availability**.


6.10.6 Grid Band Allocation

Timetabling > Timetable Setup > Individual Grid Parameters > Band Allocation

Band Allocation allows the user to change or add schedules to the grid. Once the grid has been saved to the timetable, band allocation may not be changed. Common band allocation may show two semesters or four terms within the same grid.

Band	Term 1	Term 2	Term 3	Term 4
1	✓	✓	✓	✓
2	✓	✓	✓	✓
3	✓	✓	✓	✓
4	✓	✓	✓	✓
5	✓	✓	✓	✓
6	✓	✓	✓	✓
7	✓	✓	✓	✓
8	✓	✓	✓	✓
9	✓			
10		✓		
11			✓	
12				✓

Changing Schedules

- Select the appropriate school year and grid
- Click **Band Allocation** tab
- Click on 
- Confirm your intention

Warning

Changing Schedules will overwrite any Band unavailability settings already made. Are you sure you wish to change the schedules for this grid?

Yes No

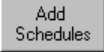
- Highlight an appropriate schedule

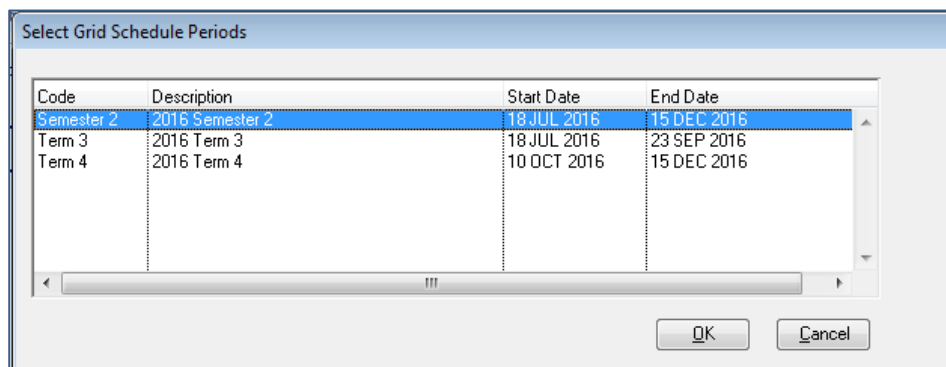
Code	Description	Start Date	End Date
Semester 2	2016 Semester 2	18 JUL 2016	15 DEC 2016
USSem1	Upper School Sem 1	1 FEB 2016	4 JUN 2016
USSem2	Upper School Sem 2	13 JUN 2016	15 DEC 2016
Term 1	2016 Term 1	1 FEB 2016	8 APR 2016
Term 2	2016 Term 2	25 APR 2016	1 JUL 2016
Term 3	2016 Term 3	18 JUL 2016	23 SEP 2016
Term 4	2016 Term 4	10 OCT 2016	15 DEC 2016

OK Cancel

- Click **OK**

Adding Schedules

- Select the appropriate school year and grid
- Click on the **Band Allocation** tab
- Click 
- Highlight an appropriate schedule



- Click **OK**
- Click on the bands you want to make available or unavailable to a given schedule

Band	Semester 1	Semester 2
1	✓	✓
2	✓	✓
3	✓	✓
4	✓	✓
5	✓	✓
6	✓	✓
7	✓	✓
8	✓	✓
9	✓	
10		✓

Note: You may only add future schedules to Band Allocation. Bands may be allocated to all schedules or to one only.

ACTIVITY

Timetabling > Timetable Setup > Individual Grid Parameters > Band Allocation

- Ensure the **Year 8 grid** is still selected
- Click **Change Schedules**
- Click Yes
- Select **Terms 1 to 4**

Select Grid Schedule Periods

Code	Description	Start Date	End Date
2020	School Year - 2020	3 FEB 2020	17 DEC 2020
Term 1	2020 Term 1	3 FEB 2020	9 APR 2020
Term 2	2020 Term 2	27 APR 2020	3 JUL 2020
Term 3	2020 Term 3	20 JUL 2020	25 SEP 2020
Term 4	2020 Term 4	12 OCT 2020	17 DEC 2020
Semester 1	2020 Semester 1	3 FEB 2020	3 JUL 2020
Semester 2	2020 Semester 2	20 JUL 2020	17 DEC 2020
IIS Sem 1	IIS Sem 1	3 FEB 2020	19 JUN 2020

OK Cancel

- Click **OK**
- Allocate bands to the desired schedules by clicking in the appropriate cells

Cohort	Period Structure	Subjects	Subject Groups	Rooms	Staff	Band Allocation
Band	Term 1	Term 2	Term 3	Term 4		
1	✓	✓	✓	✓		
2	✓	✓	✓	✓		
3	✓	✓	✓	✓		
4	✓	✓	✓	✓		
5	✓	✓	✓	✓		
6	✓	✓	✓	✓		
7	✓	✓	✓	✓		
8	✓	✓	✓	✓		
9	✓					
10		✓				
11			✓			
12				✓		

- Change the **Year 9** grid band allocation to **Semesters 1 and 2**
- Allocate **Band 9** to **Semester 1** only and **Band 10** to **Semester 2** only

Band	Semester 1	Semester 2
1	✓	✓
2	✓	✓
3	✓	✓
4	✓	✓
5	✓	✓
6	✓	✓
7	✓	✓
8	✓	✓
9	✓	
10		✓

6.11 Review

ACTIVITY

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

1. Clone the Year 7 grid from 2019 and make the following changes.

Edit Timetable Grid

Name of Grid: 07

Grid Code: 2020 - 07

Number of Bands: 9

Cycle: 2020-5

Campus: Middle School

Cohort: 07

Upper School: ☐ Editable Grid Display: ☐

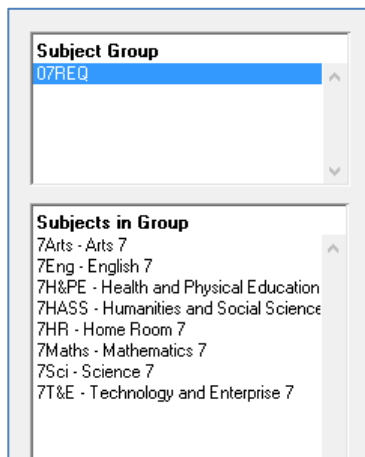
Timetable Period: School Year - 2020

Band No.	Frequency
1	5
2	4
3	4
4	4
5	4
6	2
7	2
8	2
9	2

Close

2. Clone all the Year 7 subjects from 2019 to the 2020 - Year 7 grid.

3. Create a Subject Group called 07REQ



4. Make the Senior School classrooms unavailable to the Year 7 grid.

5. Show Nora Swiderski as only available to the Year 7 grid and unavailable on Wednesday afternoons.

6. Change Schedules for the Year 10 grid

Band	Semester 1	Semester 2
1	✓	✓
2	✓	✓
3	✓	✓
4	✓	✓
5	✓	✓
6	✓	✓
7	✓	✓
8	✓	✓
9	✓	
10		✓

6.12 Student Preferences

Timetabling > Preferences

Student Preferences are a list of subjects in a ranked order that a student has selected to study.

Preferences may be entered and maintained for either individual students or groups of students. Once the timetable has been created student courses may be altered individually if required. Preferences will be ranked by the following classifications:

- Required – all ranked as 1 and must be allocated
- Primary Electives – ranked in ascending order
- Reserve Electives – those subjects nominated by the student in case any of his or her primary electives are disallowed

Preferences for a student will apply to a grid. If a student is a member of more than one cohort, preferences will have to be entered for each grid. Student preferences may be allocated via a combination of both bulk and individual entry. For example, all required subjects may be entered via the bulk entry screen and electives may be entered individually.

Student Preferences

2017 2017-09-09

Preferences by Student | Subject Load Table | Bulk Student Preferences | Teaching Sets

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
6	Antonello, Mark	8	08.4	M	10	
37	Antonello, Valentine	9	Not spec	F	10	
9	Bandy, Tamara	8	08.1	F	10	
14	Bishop, Alecia	8	08.1	F	10	
16	Blake, Keira	8	08.1	F	10	
19	Born, Corrina	8	08.2	F	10	
20	Bott, Lara	8	08.1	F	10	
21	Brabazon, Amy	8	08.2	F	10	
24	Broom, Declan	8	08.2	M	10	
26	Brown, Oliver	8	08.3	M	10	
31	Carless, Matthew	8	08.3	M	10	
33	Cartwright, Matthew	8	08.3	M	10	
36	Chesson, Whitney	8	08.4	F	10	
38	Coles, Aiyana	8	08.2	F	10	
45	Defazio, Matthew	8	08.4	M	10	
46	Del-Prete, Brayden	8	08.1	M	10	
51	Donner, Liam	8	08.2	M	10	
56	Elliott, Bryce	8	08.3	M	10	
61	Entwistle, Devyn	8	08.4	M	10	
64	Evans, Dayna	8	08.1	F	10	
71	Franssen, Taryn	8	08.3	F	10	

Total Students 111

Red text: - Student has left.

View Details

TEE Analysis

Learning Area Analysis

Note: Prior to entry of student preferences, subjects and/or subject groups must be defined for the associated grid. If no subjects have been defined for the grid, the user will be unable to enter student preferences.

Learning Area Analysis reports may also be viewed from the student preference screen.

Student Preferences may be entered by

- Individual entry
- Bulk entry of preferences
- Promotion of some or all of a student course from any earlier grid

6.12.1 Individual Entry of Preferences

Timetabling > Preferences > Preferences by Student

To select one or more students for individual entry of preferences, highlight the students within the Preferences by Student window and click on the View Details icon.

For each student individual preferences are entered by dragging subjects from the subject list or typing the subject code and ticking the required box as necessary. Preference order may be changed up or down as required. If a browse set has been chosen i.e. a group of students highlighted from the cohort list, use the blue arrows to move between the selected students.

Individual Student Preferences

Antonello, Mark (6)








Grid 09 Year 2016

Type	Rank	Code	Preference	Req	Se
Primary	1	9Eng	English 9	YES	
Primary	1	9HEd	Health Education 9	YES	
Primary	1	9Math	Mathematics 9	YES	
Primary	1	9PE	Physical Education 9	YES	
Primary	1	9Sci	Science 9	YES	
Primary	1	9S&E	Society & Environment 9	YES	
Primary	7	9Art	Art 9	NO	
Primary	8	9Food	Food Production 9	NO	
Reserve	1	9MW	Metalwork 9	NO	
Reserve	2	9MUS	Music 9	NO	

Subjects

Code	Subject
GROUP	09REQ
9Art	Art 9
9Cra	Craft 9
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEd	Health Education 9
9HR	Home Room 9
9Ind	Indonesian 9
9ITAL	Italian 9
9Math	Mathematics 9
9MED	Media 9
9MW	Metalwork 9
9MUS	Music 9
9PE	Physical Education 9

Show/Hide Subject List

-  Add preference
-  Edit Preference
-  Add subject group
-  Delete preference
-  Toggle Reserve/Primary
-  Place in T-set
-  Remove from T-set

Note: Students must be included in a cohort and subjects allocated to the grid prior to entry of preferences.

ACTIVITY

Enter the subject preferences for the following students in Year 9 in 2020. English, Maths, Physical Education, Science, and Society and Environment are required subjects. Their electives are listed below.

Timetabling > Preferences > Preferences by Student

Mark Antonello: Art and Food, and in reserve Metalwork and Music

Alecia Bishop: Food and Woodwork, and in reserve Drama and Music

- Ensure **2020** is selected
- Select the **Year 9** grid.
- Highlight **Mark** and **Alecia** to create a browse set

Preferences by Student Subject Load Table Bulk Student Preferences Teaching Sets						
Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
6	Antonello, Mark	8	08.4	M	0	
37	Antonello, Valentine	9	Not spec	F	0	
1	Atkins, Aaron	8	08.5	M	0	
9	Bandy, Tamara	8	08.1	F	0	
11	Baverstock, Helen	8	08.5	F	0	
14	Bishop, Alecia	8	08.1	F	0	
16	Blake, Keira	8	08.1	F	0	
19	Born, Corrina	8	08.2	F	0	

[View Details](#) 

- Click **View Details**
- Click on **Show/Hide Subject List**
- Highlight the group **9REQ** and drag onto the preferences window

- Drag and drop the other preferences

Individual Student Preferences

Antonello, Mark (6)

Type	Rank	Code	Preference	Req	Set No
Primary	1	9Eng	English 9	YES	
Primary	1	9HEd	Health Education 9	YES	
Primary	1	9HR	Home Room 9	YES	
Primary	1	9HASS	Humanities and Social Science 9	YES	
Primary	1	9Math	Mathematics 9	YES	
Primary	1	9PE	Physical Education 9	YES	
Primary	1	9Sci	Science 9	YES	
Primary	8	9Art	Art 9	NO	
Primary	9	9Food	Food Production 9	NO	
Reserve	1	9MW	Metalwork 9	NO	
Reserve	2	9MUS	Music 9	NO	

Subjects

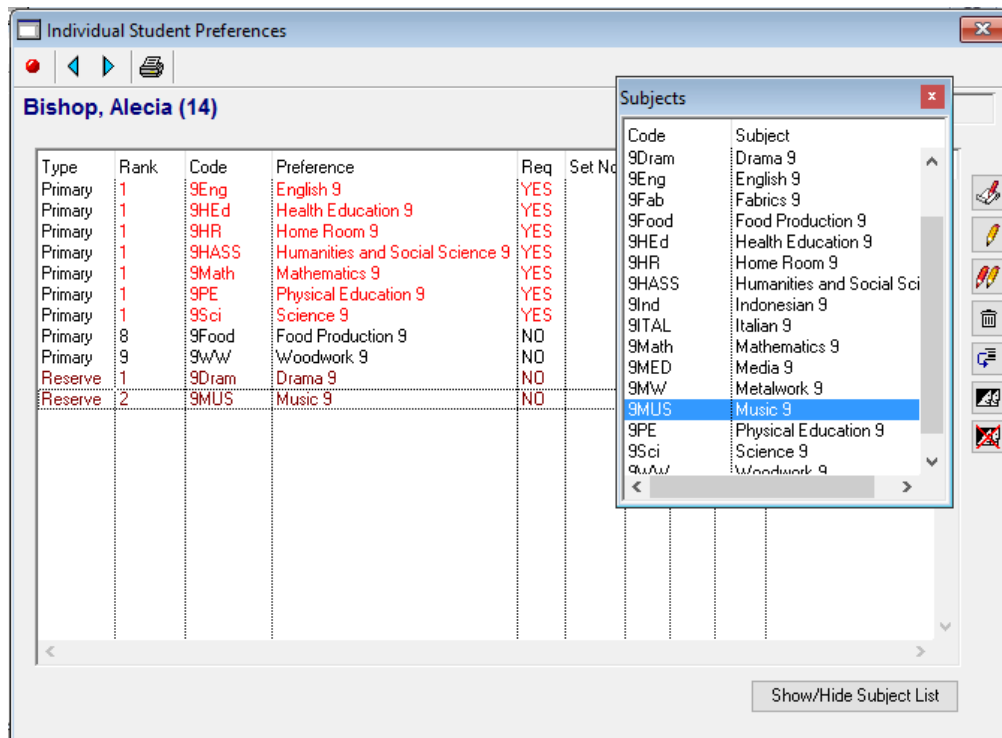
Code	Subject
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEd	Health Education 9
9HR	Home Room 9
9HASS	Humanities and Social Sci
9Ind	Indonesian 9
9ITAL	Italian 9
9Math	Mathematics 9
9MED	Media 9
9MW	Metalwork 9
9MUS	Music 9
9PE	Physical Education 9
9Sci	Science 9
9W	Woodwork 9

Show/Hide Subject List

- Highlight the reserve subjects and click on the Toggle Reserve/Primary button



- Use the blue chevron  to move to **Alecia** and add her preferences.



Individual Student Preferences

Bishop, Alecia (14)

Type	Rank	Code	Preference	Req	Set No
Primary	1	9Eng	English 9	YES	
Primary	1	9HEd	Health Education 9	YES	
Primary	1	9HR	Home Room 9	YES	
Primary	1	9HASS	Humanities and Social Science 9	YES	
Primary	1	9Math	Mathematics 9	YES	
Primary	1	9PE	Physical Education 9	YES	
Primary	1	9Sci	Science 9	YES	
Primary	8	9Food	Food Production 9	NO	
Primary	9	9wW	Woodwork 9	NO	
Reserve	1	9Dram	Drama 9	NO	
Reserve	2	9MUS	Music 9	NO	

Subjects

Code	Subject
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEd	Health Education 9
9HR	Home Room 9
9HASS	Humanities and Social Sci
9Ind	Indonesian 9
9ITAL	Italian 9
9Math	Mathematics 9
9MED	Media 9
9MW	Metalwork 9
9MUS	Music 9
9PE	Physical Education 9
9Sci	Science 9
9wW	Woodwork 9

Show/Hide Subject List

Note: Reserve, and unallocated, preferences are displayed in red.

- Close **Individual Student Preferences**

6.12.2 Bulk Entry of Student Preferences

Timetabling > Preferences > Bulk Student Preferences

Preferences may be entered in bulk by defining a list of subjects or subject group and groups of students to which they may be allocated.

Courses may be promoted from last year via the course promotion screen. To be promoted these courses must have been previously defined in Timetabling > Timetable Set-up > Maintain Course Promotion Table. Courses may be promoted from a previous year or semester grid.

Student Preferences

2017 2017-09-09

Preferences by Student | Subject Load Table | Bulk Student Preferences | Teaching Sets

Cohort

Name	Form	No. Prefs
Antonello, Mark	08.4	10
Antonello, Valentine	Not spe	10
Bandy, Tamara	08.1	10
Bishop, Alecia	08.1	10
Blake, Keira	08.1	10
Born, Corrina	08.2	10
Bott, Lara	08.1	10
Brabazon, Amy	08.2	10
Broom, Declan	08.2	10

Selected Students

Name	Form	No. Prefs
------	------	-----------

Subjects and Subject Groups

Code/Group	Name
GROUP	9A
GROUP	9B
GROUP	9C
GROUP	9D
GROUP	9REQ
9Art	Art 9
9Cra	Craft 9

Selected Subjects and Subject Groups

Code/Group	Name
------------	------

Promote Courses from a Previous Grid Add Remove

Adding preferences in bulk to a group of students

- Highlight students in the cohort and click on the arrows
- Highlight the required subjects and click on the arrows
- Click **Add**


Removing preferences in bulk from a group of students

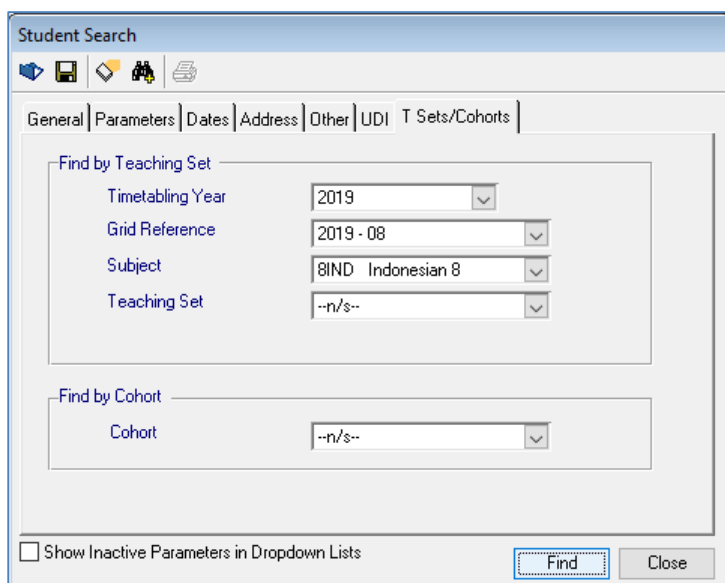
- Highlight students in the cohort and click on the arrows
- Highlight the required subjects to be removed and click on the arrows
- Click **Remove**

ACTIVITY

Allocate **Indonesian 9** to selected Year 8 students moving into Year 9 in 2020.

Timetabling > Preferences > Bulk Student Preferences

- Ensure **2020 School Year** and **Grid 2020-09-09**
- Click Select Students 
- Find those students studying Indonesian this year



Student Search

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

Find by Teaching Set

Timetabling Year: 2019

Grid Reference: 2019 - 08

Subject: 8IND Indonesian 8

Teaching Set: --n/s--

Find by Cohort

Cohort: --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Click **Find**, **Select** and **Yes**
- Move the selected students to the right
- Move **Indonesian 9** to the right
- Click **Add**

Add Italian 9 as a preference to all students who studied Italian this year

Student Search

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

Find by Teaching Set

Timetabling Year: 2019

Grid Reference: 2019 - 08

Subject: 8ITAL Italian 8

Teaching Set: --n/s--



Find by Cohort

Cohort: --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find Close

Allocate the required subjects 8REQ to all Year 7 students.

- Select the **Year 8** grid
- Highlight all of the students
- Click on the arrow 
- Highlight Year 8 Required Subjects
- Click on the arrow 

Selected Students

Name	Form	No. Prefs
Alkitik ,Maria	Not spe	0
Amber ,Kylie	Not spe	0
Andrews ,Guy	Not spe	0
Angus ,Hamish	Not spe	0
Arrowsmith ,David	Room 7	0
Arrowsmith ,William	Not spe	0
Avery ,Roslyn	Not spe	0
Bandy ,Brandy	Not spe	0
Baverstock ,Adrian	Not spe	0

Selected Subjects and Subject Groups

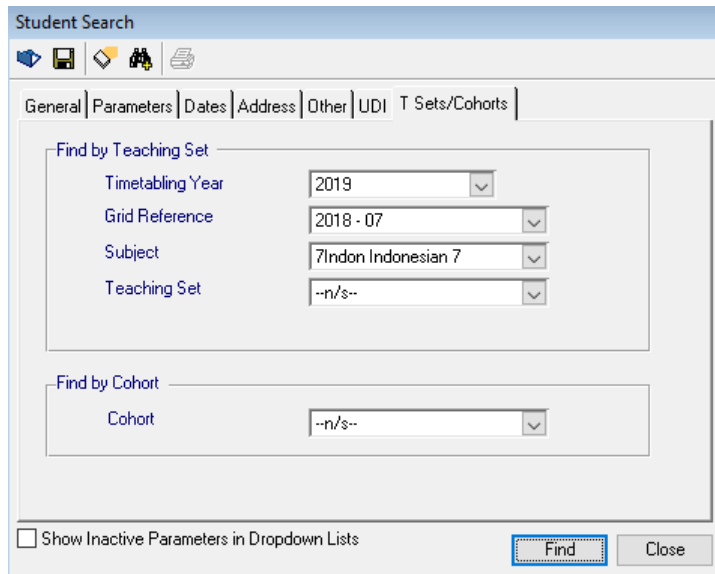
Code/Group	Name
GROUP	8REQ

Add Remove

- Click **Add**

Allocate a language to all Year 7 students

- Find the students who have studied Indonesian this year and move them to the right

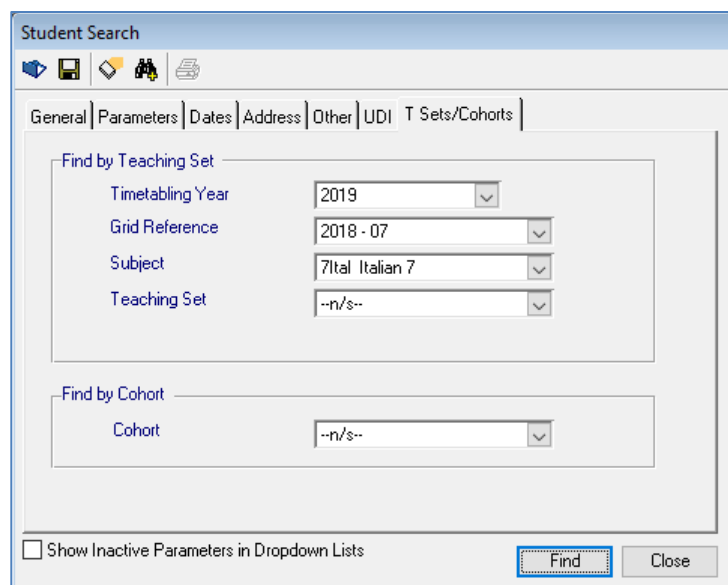


The screenshot shows the 'Student Search' dialog box with the 'General' tab selected. The 'Find by Teaching Set' section has the following values: Timetabling Year (2019), Grid Reference (2018 - 07), Subject (7Indon Indonesian 7), and Teaching Set (--n/s--). The 'Find by Cohort' section has the Cohort set to --n/s--.

☐ Show Inactive Parameters in Dropdown Lists

Find Close

- Move **Indonesian 8** to the right
- Click **Add**
- Allocate **Italian 8** to the students who studied Italian this year



The screenshot shows the 'Student Search' dialog box with the 'General' tab selected. The 'Find by Teaching Set' section has the following values: Timetabling Year (2019), Grid Reference (2018 - 07), Subject (7Ital Italian 7), and Teaching Set (--n/s--). The 'Find by Cohort' section has the Cohort set to --n/s--.

☐ Show Inactive Parameters in Dropdown Lists

Find Close

Promoting Student Courses

The promotion of student courses from a previous grid is initiated from within the Student Preference > Bulk Entry Window

- Click **Promote Courses from a Previous Grid**

The screenshot shows the 'Bulk Student Preferences' window with the following data:

Cohort		
Name	Form	No. Prefs
Brabazon ,Amy	08.2	1
Broom ,Declan	08.2	1
Brown ,Oliver	08.3	0
Carless ,Matthew	08.3	1
Cartwright ,Matthew	08.3	1
Chesson ,Whitney	08.4	1
Coles ,Aiyana	08.2	1
Corey ,Jordan	08.5	1
Defazio ,Matthew	08.4	1

Subjects and Subject Groups	
Code/Group	Name
GROUP	9REQ
9Art	Art 9
9Cra	Craft 9
9DRA	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEA	Health Education 9

Buttons: >>, <<, Clear, Promote Courses from a Previous Grid

- Highlight the appropriate grid and click **OK**

The 'Select Grid' dialog box contains the following information:

Select the Grid from which you want to promote the courses

☐ Retain all teaching set groups

Year	Grid Name
2015	07
2015	US
2015	10
2015	09
2015	08
2016	US
2016	10
2016	09
2016	08
2016	07

Buttons: OK, Cancel

Note: There is an option to retain all teaching sets.

Promoted Subjects

Subjects to be Promoted

Previous Grid		Current Grid		
Code	Subject Name	Code	Subject Name	Save
8ENG	English 8	9Eng	English 9	YES
8HASS	Humanities and Social Science 8	9HASS	Humanities and Social Science 9	YES
8HE	Health Education 8	9HEd	Health Education 9	YES
8HR	Home Room 8	9HR	Home Room 9	YES
8Math	Mathematics 8	9Math	Mathematics 9	YES
8PE	Physical Education 8	9PE	Physical Education 9	YES
8SC1	Science 8	9Sci	Science 9	YES

OK Cancel

- Edit as required
- Click **OK**



Allows the user to deselect students from course promotion

Allows the user to deselect subject from course promotion

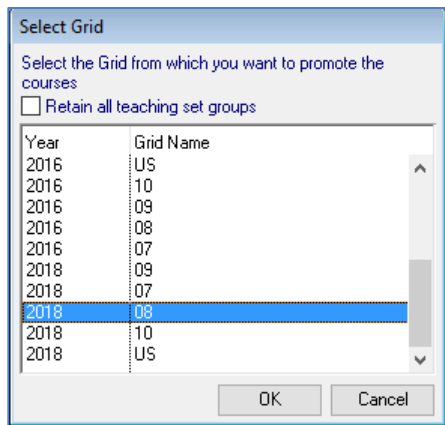
Allows the user to select which teaching sets are to be retained

ACTIVITY

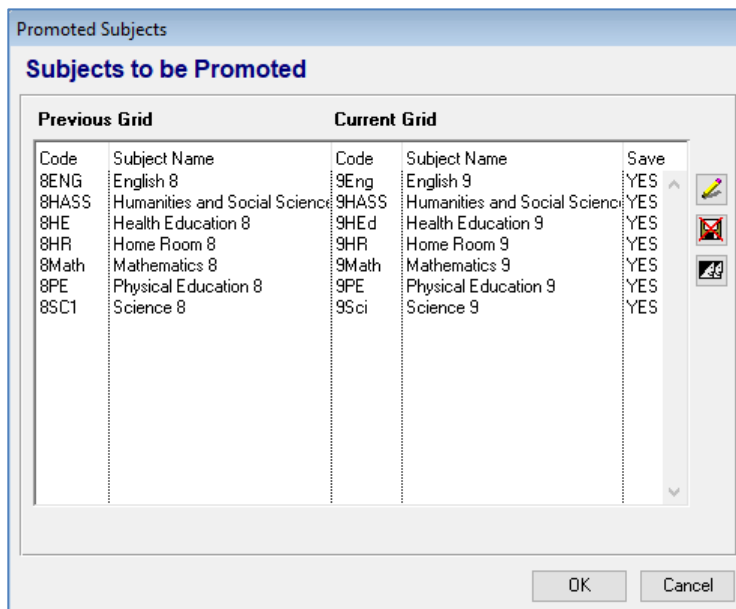
Promote all Year 8 students to selected Year 9 courses.


Timetabling > Preferences > Bulk Student Preferences tab

- Select **Year 9** grid
- Click on **Promote Courses from a Previous Grid**
- Highlight **2019 08**



- Click **OK**
- Click on each of the toolbar buttons to see what they do



- Select Home Room and click Retain Teaching Set Groups 
- Check ***Retain Group*** for each Set
- Click ***OK***

Retain Teaching Set Groups

From Grid 2018 - 2018 - 08

From Subject 8HR - Home Room 8

To Grid 2019 - 2019 - 09

To Subject 9HR - Home Room 9

Teaching Sets (Right click to show members)

Teaching Set Code	Retain Group
8HR_1	<input checked="" type="checkbox"/>
8HR_2	<input checked="" type="checkbox"/>
8HR_3	<input checked="" type="checkbox"/>
8HR_4	<input checked="" type="checkbox"/>

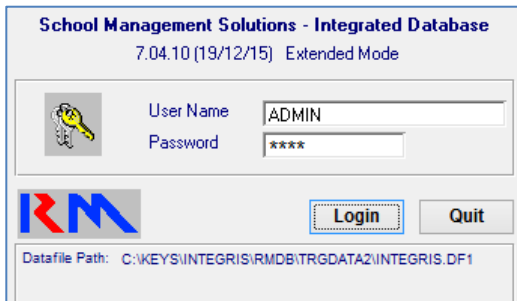
OK Cancel

- To promote all courses, click ***OK***
- Close the ***Preferences*** window

ACTIVITY

**File > Change Datafile > Open existing
datafile\C:\keys\Integris\RMDB\TrgData2\Integris.df2**

- Log in with **User Name Admin**
- **Password Keys**




School Management Solutions - Integrated Database
7.04.10 (19/12/15) Extended Mode

User Name: ADMIN
Password: *****

RM Login Quit

Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDAT2\INTEGRIS.DF1

- 

6.13 Validating and Verifying Preference Entry

A number of tools are available to validate student preference entry prior to initiating the Grid Modelling process.

The **Preference by Student** window displays the number of preferences entered for each student. This list can be sorted on column headers so that students with too few or too many preferences can be examined.

The screenshot shows the 'Student Preferences' window with the 'Preferences by Student' tab selected. The table lists students with columns for Reference, Student, Year, Form, Gender, No. Prefs, and Unplaced. A 'View Details' button is next to the table. At the bottom, it shows 'Total Students: 59' and a red text message: 'Red text: - Student has left.'

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
879	Alkitik, Maria	7	07.1	F	12	✓
890	Amber, Kylie	7	07.1	F	12	✓
880	Andrews, Guy	7	07.1	M	12	✓
875	Arrowsmith, David	7	07.1	M	12	✓
881	Arrowsmith, William	7	07.1	M	12	✓
1	Atkins, Aaron	7	07.1	M	12	✓
891	Avery, Roslyn	7	07.2	F	12	✓
882	Bandy, Brandy	7	07.1	F	12	✓
11	Baverstock, Helen	7	07.1	F	12	✓
883	Black, Mary	7	07.1	F	12	✓
774	Brown, Lana	7	07.1	F	12	✓
892	Brown, Roberta	7	07.2	F	12	✓
884	Cooper, Marianne	7	07.1	F	12	✓
41	Corey, Jordan	7	07.2	M	12	✓
821	Davids, Chelsea	7	07.1	F	12	✓
54	Ducker, Patrick	7	07.2	M	12	✓
831	Dudney, Jenna	7	07.1	F	12	✓
841	Etheridge, Kirsty	7	07.1	F	12	✓
66	Fall, Jarrad	7	07.2	M	12	✓
885	Farnton, Stephanie	7	07.1	F	12	✓
805	Goddard, Tim	7	07.1	M	12	✓

Total Students: 59

Red text: - Student has left.

Other reports are available from **Timetabling > Reports > Data Validation Reports**. Samples of all of these reports may be viewed in the Timetabling Manual.

ACTIVITY

Timetabling > Preferences > Bulk Student Preferences

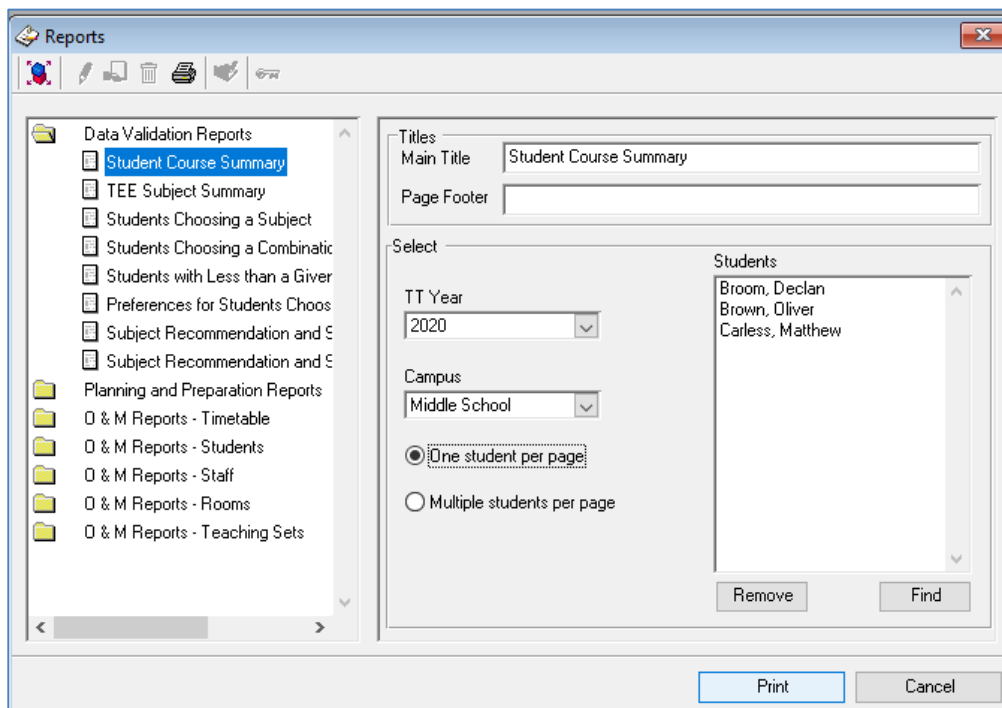
- Select **2020-09** and **Bulk Student Preferences**
- Click on to column heading **No.Prefs**

Name	Form	No. Prefs
Antonello ,Valentine	Not spe	2
Brown ,Oliver	08.3	2
Hammond ,Grant	Not spe	2
Winters ,Craig	Not spe	2
Antonello ,Mark	08.4	10
Atkins ,Aaron	08.5	10
Bandy ,Tamara	08.1	10
Baverstock ,Helen	08.5	10
Bishop ,Alecia	08.1	10

- Highlight the students with fewer than 10 preferences and move them to the right
- Highlight the **9REQ** subject group and a language and move them to the right
- Click **Add**

Timetabling > Reports > Data Validation Reports > Student Course Summary

- Select the **TT Year 2020**
- Select the **Middle School Campus**
- Select **One student per page**
- Use **Find** to select three Year 8 students



- **Print** the report to the screen
- Repeat but select **Multiple students per page**

Timetabling > Reports > Data Validation Reports > Students Choosing a Subject

- Select the **TT Year 2020**
- Select the **Middle School Campus** and **2020-09 Grid**
- Check **Include Reserve Preferences**
- Find to select the **Active** subjects attached to the **Art** department

The screenshot shows the 'Reports' window with the following details:

- Titles:** Main Title: Students Choosing a Subject, Page Footer: (empty)
- Select:** TT Year: 2020, Campus: Middle School, Grid: 2020-09
- Subjects Table:**

Code	Subject
9Art	Art 9
9Cra	Craft 9
- Include Reserve Preferences:** ☒
- Buttons:** Remove, Find, Print, Cancel

- **Print** a report on students choosing an Art subject

Timetabling > Reports > Data Validation Reports > Preferences for Students Choosing a Subject

- Select the **TT Year 2020**
- Select the **Middle School Campus** and **2020-09 Grid**
- Check **Include Reserve Preferences**
- Find to select the **Active** subjects attached to the **Art** department

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The main area on the right contains configuration options for a specific report.

Titles

Main Title: Preferences for Students Choosing a Subject
Page Footer:

Select

TT Year: 2020
Campus: Middle School
Grid: 2020-09

☒ Include Reserve Preferences

Subjects

Code	Subject
9Art	Art 9
9Cra	Craft 9

Buttons: Remove, Find, Print, Cancel

- **Print** a report on students choosing an Art subject

6.14 Subject Load Table

Timetabling > Preferences > Subject Load Table

A subject load table is maintained for each grid and contains a summary of the information relating to each subject made available to the grid.

The major function of the Subject Load Table is to present information that will allow the number of sets for each subject to be appropriately set. This decision will be based upon the number of primary and reserve preferences selected by students and the availability of staff and room resources. Non-viable subjects may also be identified in this process with the resultant need to refit affected students.

Note: Grid modelling of teaching sets is not possible until the number of teaching sets to be made available has been defined

By default, the table will display subjects made available to the grid that have student preferences recorded. By clicking on the Show/Hide No Preferences button all subjects made available to the grid will be displayed.

Student Preferences

2017 2017-09-09

Preferences by Student Subject Load Table Bulk Student Preferences Teaching Sets

Code	Name	Primary	Reserve	T Sets	Ave Size	Min	Max	Frequency	Periods	UnAlloc	Req'd
9Art	Art 9	43	16	2	22	10	22	2	4	0	<input type="checkbox"/>
9Cra	Craft 9	22	5	1	22	10	22	2	2	0	<input type="checkbox"/>
9Dram	Drama 9	21	37	1	21	10	24	2	2	0	<input type="checkbox"/>
9Eng	English 9	111	0	4	28	10	30	4	16	0	<input checked="" type="checkbox"/>
9Food	Food Production 9	32	26	2	16	10	22	2	4	0	<input type="checkbox"/>
9HASS	Humanities and Social Scier	111	0	4	28	10	30	4	16	0	<input checked="" type="checkbox"/>
9HEd	Health Education 9	111	0	4	28	10	30	2	8	0	<input checked="" type="checkbox"/>
9HR	Home Room 9	111	0	4	28	5	30	5	20	0	<input checked="" type="checkbox"/>
9Ind	Indonesian 9	58	0	2	29	10	30	2	4	0	<input checked="" type="checkbox"/>
9ITAL	Italian 9	53	0	2	27	10	30	2	4	0	<input checked="" type="checkbox"/>
9Math	Mathematics 9	111	0	4	28	10	30	4	16	0	<input checked="" type="checkbox"/>
9MED	Media 9	51	33	2	26	10	25	2	4	0	<input type="checkbox"/>
9MW	Metalwork 9	13	40	1	13	10	22	2	2	0	<input type="checkbox"/>
9PE	Physical Education 9	111	0	4	28	10	30	2	8	0	<input checked="" type="checkbox"/>
9Sci	Science 9	111	0	4	28	10	30	4	16	0	<input checked="" type="checkbox"/>

Totals

Number of Students 111 Number of Subjects 18 Number of Proposed Sets 44

Students with no Preferences 0 Singletons 4 Number of Proposed Periods 132

Underloaded Students 0 Multi-Set 13

Show/Hide No Preferences Print Edit OK Cancel

The table will display all defined subjects for the grid including such information as how many students have elected the subject as a primary or reserve preference, the default minimum and maximum class size, the default frequency, whether it is a required subject and a number of unallocated places left in the class. Using this information, the number of teaching sets for each subject may be planned and edited. From this screen, the number of teaching sets required, default class sizes, frequency of the classes and whether the subjects are required, may also be edited. The other fields are populated based on information from this screen and the student preferences screens.

Next to the number of teaching sets for a subject is a button which if clicked will display a list of teaching sets for that subject. The maximum and minimum class size for each set can be

individually edited. To edit the subject details, click on the Edit button and type information into a selected cell.

At the bottom of the screen a series of totals are displayed. The number of students is the total of students defined in the cohort. **Students with no preferences** shows the number of students in the cohort but with no preferences listed. **Underloaded students** lists the number of students who do not have a full study load. Number of subjects lists the total number of subjects defined for the grid. **Singletons** lists the number of subjects with only one teaching set. **Multi-set** shows the number of subjects with more than one teaching set. **Number of proposed sets** lists the number of all teaching sets defined for this grid. **Number of proposed periods** shows the number of all teaching periods defined for this grid.

The confirmation or editing of subject frequencies may be defined in one of three places. The frequency may be entered when defining the subjects for a particular grid (Timetabling > Timetable Set-up > Individual Grid Parameters > Subjects) or it may be edited in the subject load table (Timetabling > Preferences > Subject Load Table) or within the vertical grid view of grid modelling (Timetabling > Grid Modelling > Vertical View).

Note: The Auto scheduler makes use of maximum and minimum teaching set sizes to determine the placement of teaching sets on the grid. Always check that entered values are correct. Once the grid has been modelled and saved as a timetable, changes made to the minimum and maximum class sizes will not affect the number of teaching sets. Any changes to class sizes must be completed prior to grid modelling either manually or using the auto-schedule process.

6.14.1 Collapsing Non-Viable Subjects

The timetabler may identify subjects that have been made available to the grid but are considered not viable to operate within the timetable being constructed. A number of factors will be considered, one of which is the number of students selecting the subject as a primary or reserve preference.

If the number of sets for these subjects is set to zero within the load table, then teaching sets of these subjects will not be available to the grid modelling process for manual or auto scheduler placement. However, if student preferences are not adjusted then the student will ultimately remain unplaced. To identify the students involved, print the report **Students Choosing a Subject** from the Reports menu within the timetabling sidebar. These students can then be individually selected and edited within the Preference function or the subject can be removed from all students using Bulk Allocation > Remove.

ACTIVITY

Timetabling > Preferences > Subject Load Table

- View Teaching Sets entered for the subject load table for Year 8
- Filter to the Year 9 grid
- Click **Edit**
- Enter the required number of teaching sets for all subjects (<Tab> to navigate to the next teaching set)

Student Preferences

2020 2020-09-09

Preferences by Student Subject Load Table Bulk Student Preferences Teaching Sets

Code	Name	Primary	Reserve	T Sets	Ave Size	Min	Max	Frequency	Periods	UnAlloc	Req'd
9Eng	English 9	111	0	4	28	10	30	4	16	111	<input checked="" type="checkbox"/>
9Fab	Fabrics 9	20	36	1	20	10	24	2	2	20	<input type="checkbox"/>
9Food	Food Production 9	27	28	2	14	10	22	2	4	27	<input type="checkbox"/>
9HASS	Humanities and Social Scier	111	0	4	28	10	30	4	16	111	<input checked="" type="checkbox"/>
9HEd	Health Education 9	111	0	4	28	10	30	2	8	111	<input checked="" type="checkbox"/>
9HR	Home Room 9	111	0	4	28	5	30	5	20	6	<input checked="" type="checkbox"/>
9Ind	Indonesian 9	58	0	2	29	10	30	2	4	58	<input checked="" type="checkbox"/>
9ITAL	Italian 9	53	0	2	27	10	30	2	4	53	<input checked="" type="checkbox"/>
9Math	Mathematics 9	111	0	4	28	10	30	4	16	111	<input checked="" type="checkbox"/>
9MUS	Music 9	34	24	2	17	10	22	2	4	34	<input type="checkbox"/>
9MW	Metalwork 9	36	21	2	18	10	22	2	4	36	<input type="checkbox"/>
9PE	Physical Education 9	111	0	4	28	10	30	2	8	111	<input checked="" type="checkbox"/>
9Sci	Science 9	111	0	4	28	10	30	4	16	111	<input checked="" type="checkbox"/>
9WW	Woodwork 9	31	23	2	16	10	22	2	4	31	<input type="checkbox"/>

Totals

Number of Students 111 Number of Subjects 18 Number of Proposed Sets 4

Students with no Preferences 0 Singletons 0 Number of Proposed Periods 20

Underloaded Students 0 Multi-Set 1

Show/Hide No Preferences Print Edit OK Cancel

Note: Minimum and maximum class sizes may be edited. Use <Tab> to navigate through the screen.

- Click **OK** and **Yes**
- **Print** to screen and view the report

6.15 Review

ACTIVITY

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

1. Promote the following subjects from Year 9 to Year 10.

9Eng	English 9	10ENG	English 10
9HASS	Humanities and Social Science 9	10HASS	Humanities and Social Science 10
9HR	Home Room 9	10HR	Home Room 10
9Math	Mathematics 9	10Math	Mathematics 10
9PE	Physical Education 9	10PE	Physical Education 10
9Sci	Science 9	10SCI	Science 10

2. Promote these subjects from 2020 Year 9 to 2020 Year 10. Retain the Home Room groups.
3. Add Health Education as a subject for next year for all next year's Year 10s (the current Year 9s).
4. Add Indonesian and Italian 10 as subjects for next year to all of the current Year 9s who are studying those languages this year.
5. Enter the number of teaching sets required for the 2020 – 10 grid

6.16 Grid Modelling

Timetabling > Grid Modelling

Construction and manipulation of the grid is referred to as grid modelling.

A comprehensive set of tools is available to the user to assist with the modelling process. The Grid Modelling screen will allow definition of constraints to be applied to a particular grid and the construction of the grid allowing for defined constraints.

The grid may be developed in one of three ways:

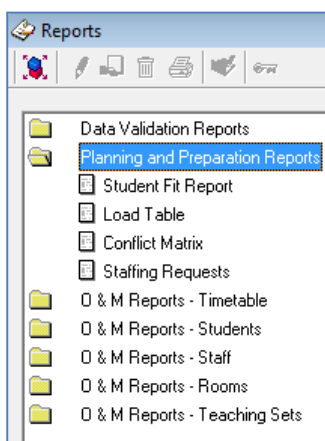
- Manually placing all elements on the grid and generating nothing (that is creating a fixed grid)
- Manually placing some elements on the grid and automatically generating the rest of the grid around the fixed elements or
- Automatically generating the entire grid

Although each grid is modelled individually, the grid modelling process will also consider the links between different grids and the allocation of grids to schedules. Each of these processes can be manually controlled or in some cases can be left to the auto scheduler and then edited.

Timetablers constructing a Fixed Grid Timetable will create the grid using manual construction without the need for the auto scheduler and many of the features described below will not be needed.

The following reports may be useful in the execution of grid modelling:

- Student Fit Report
- Load Table
- Conflict Matrix Report



6.16.1 Unlocking the Grid

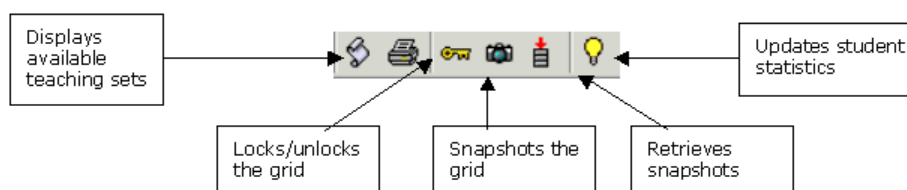
Timetabling > Grid Modelling > Unlock Grid

Upon entry of the grid-modelling screen, the user will be prompted to unlock the grid. No changes may be made to the grid until it is unlocked. Unlocking the grid takes a snapshot of the grid so that the timetabler can revert to the initial position.

Multiple snapshots may be taken of the grid at any time and then changes made. The user may later retrieve a snapshot and revert to a previous snapshot if required. Student Fit Statistics may be viewed to note the effect of changes and to highlight problem bands and/or subjects.

The screen will open in the Horizontal View

Grid Modelling				
Functions Tools Grid Constraints Switch View				
2016 2016 - 07 - 07				
Students 0 Placed 0 Unplaced 0				
Band/ Band Record				
1 [5]	+	Home Room 7 (F) 7HR_1 (29) Ms E Everage MS8	Home Room 7 (F) 7HR_2 (30) Ms T Norton MS7	
2 [4]	-	English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
2.1		English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
2.2		English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
2.3		English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
2.4		English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
3 [4]	+	English 7 (F) 7Eng_2 (30) Ms T Alan MS2	Humanities and Soc 7HASS_1 (29) Mr J Brigg MS5	
4 [4]	+	Mathematics 7 (F) 7Maths_1 (29) Mr L Ingris MS7	Science 7 (F) 7Sci_2 (30) Ms F Hind SCI2	
5 [4]	+	Mathematics 7 (F) 7Maths_2 (30) Ms C Hollis MS8	Science 7 (F) 7Sci_1 (29) Ms K Holter SCI1	
6 [2]	+	Indonesian 7 7Indon_1 (29) Ms T Lerner MS10	Italian 7 7Ita_1 (30) Mr T Jones MS9	



Band/ Band Record	
1	
2	
3	
3.1	

Indicates the band is locked

Indicates the band is unlocked

Allows bands to be expanded to band records



Indicates that the grid has been saved to the timetable

Timetabling > Grid Modelling > Display Teaching Sets

Teaching sets may be manually placed on the Bands or Band Records. To display a list of available teaching sets, click on Display Teaching Sets.

Grid Modelling
Functions Tools Grid Constraints Switch View
2016 2016 - 07 - 07
Assign sets by dragging to the grid.
Blue text = Part Assigned
Red text = Fully Assigned

Code	Subject	Band/ Band Record	Students	Placed	Unplaced
7Arts_1	Arts 7	1 [5]	Home Room 7 (F) 7HR_1 (29) Ms E Everage MS8	Home Room 7 (F) 7HR_2 (30) Ms T Norton MS7	
7Arts_2	Arts 7	2 [4]	English 7 (F) 7Eng_1 (29) Ms E Abbott MS7	Humanities and Soc 7HASS_2 (30) Ms T Alan MS6	
7Arts_3	Arts 7	3 [4]	English 7 (F) 7Eng_2 (30) Ms T Alan MS2	Humanities and Soc 7HASS_1 (29) Mr J Brigg MS5	
7Eng_1	English 7	4 [4]	Mathematics 7 (F) 7Maths_1 (29) Mr L Ingris MS7	Science 7 (F) 7Sci_2 (30) Ms F Hind SCI2	
7Eng_2	English 7	5 [4]	Mathematics 7 (F) 7Maths_2 (30) Ms C Hollis MS8	Science 7 (F) 7Sci_1 (29) Ms K Holter SCI1	

A list of teaching sets will appear on the left-hand side of the window.

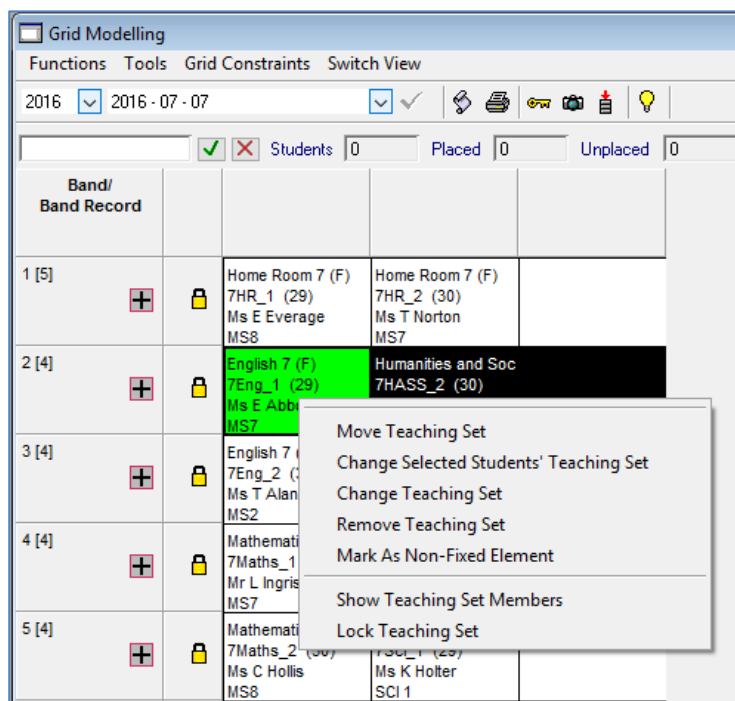
Note: If no teaching sets appear, check that the number of teaching sets required for each has been entered in the Subject Load Table.

Teaching Sets may be dragged and dropped onto relevant bands or band records. The action of placing sets onto the grid in a particular cell will fill the band records up to the subject frequency if the subject frequency is less than or equal to the band frequency. If the subject frequency of the set is greater than the band record, the user will still be able to place the teaching set but a warning message will occur and the user may decide to either change to another band record with a greater frequency or change the frequency of the band or subject.

Teaching sets may also be typed into the box and a band or band record selected by clicking in the cell and clicking the green tick to place the teaching set.

All manually placed teaching sets will be marked as Fixed Elements (**F**) and as such will not be moved by any auto scheduling process unless marked as not fixed (see below).

Once a teaching set has been allocated to a band or band record, right clicking on the cell will produce a menu listing the following options:



The first three options will only be available if the band/band record is unlocked.

Adding a Teaching Set within Grid Modelling

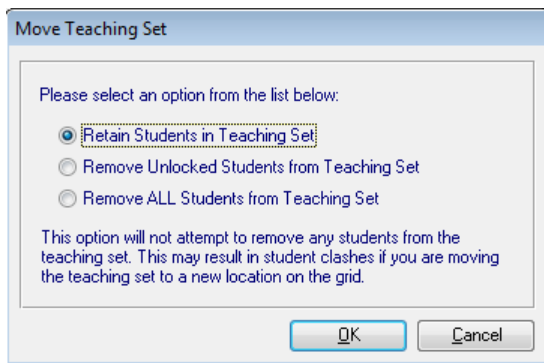
If additional teaching sets are needed once the grid modelling process has begun, it is not necessary to return to the Subject Load Table. Additional teaching sets may be added or deleted by selecting **Tools > Add Teaching Set** or **Delete Teaching Set**. Subject Load Table details will be automatically updated. At the time of adding a teaching set, the user will be prompted to add students to the teaching set. The students may be added here or later through the Move Student function.

Moving a Teaching Set

Moving teaching sets from one band to another may be necessary to resolve an unrecognised resource conflict or to improve the fit of students. Any movement of a teaching set is likely to result in students who previously fitted the subject becoming unfitted due to a clash and students who did not previously fit the grid to now fit. The timetabler must ensure that students affected by this move are refitted prior to closing the grid. Several moves can be made prior to identifying and resolving these clashes.

To move a teaching set

Right click on the selected set, and choose **Move Teaching Set**
Select the appropriate option and then click on **OK**



Move Teaching Set

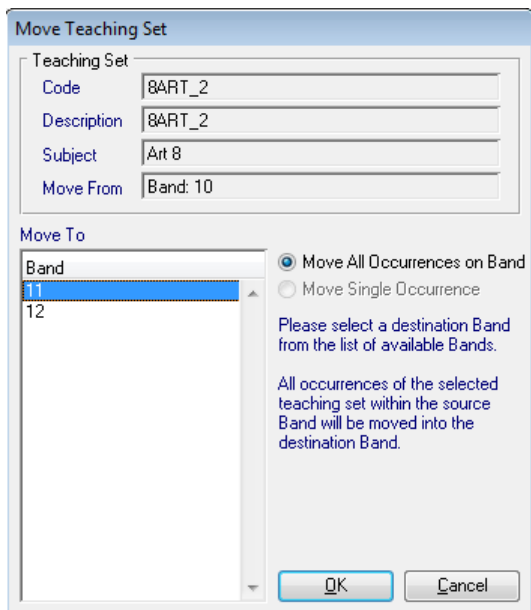
Please select an option from the list below:

- ☒ Retain Students in Teaching Set
- ☐ Remove Unlocked Students from Teaching Set
- ☐ Remove ALL Students from Teaching Set

This option will not attempt to remove any students from the teaching set. This may result in student clashes if you are moving the teaching set to a new location on the grid.

OK Cancel

- Select the band that the teaching set is to be moved to and then click on **OK**



Move Teaching Set

Teaching Set

Code: 8ART_2

Description: 8ART_2

Subject: Art 8

Move From: Band: 10

Move To

Band

11

12

☒ Move All Occurrences on Band

☐ Move Single Occurrence

Please select a destination Band from the list of available Bands.

All occurrences of the selected teaching set within the source Band will be moved into the destination Band.

OK Cancel

The teaching set will be moved and placed onto the band selected.

6.16.2 Placement of Students

Timetabling > Grid Modelling > Tools > Move Students

Once teaching sets have been manually placed on the grid, the user may choose to automatically allocate students to teaching sets based on their previously entered preferences or to manually place students as the user sees fit.

Manual Placement of Students is completed by choosing **Tools > Move Students > Unplaced Students**, highlighting the appropriate teaching set, selecting the relevant students and selecting **Place**.

Move Student

2016 2016 - 07 - 07

Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | Unplaced Students

Teaching Sets

Code	Subject	No.	Max
7Arts_1	Arts 7	20	22
7Arts_2	Arts 7	20	22
7Arts_3	Arts 7	19	22
7Eng_1	English 7	29	30
7Eng_2	English 7	30	30
7H&PE_1	Health and Physical Educa	29	30
7H&PE_2	Health and Physical Educa	30	30
7HASS_1	Humanities and Social Scie	29	30
7HASS_2	Humanities and Social Scie	30	30
7HR_1	Home Room 7	29	30
7HR_2	Home Room 7	30	30
7Indon_1	Indonesian 7	29	30
7Ital_1	Italian 7	30	30
7Maths_1	Mathematics 7	29	30
7Maths_2	Mathematics 7	30	30
7Sci_1	Science 7	29	30
7Sci_2	Science 7	30	30
7T&E_1	Technology and Enterprise	19	22
7T&E_2	Technology and Enterprise	20	22
7T&E_3	Technology and Enterprise	20	22

Students

Name	Form	
Arrowsmith, David	7/07.1	Y
Atkins, Aaron	7/07.1	Y
Brown, Roberta	7/07.2	Y
Brown, Lana	7/07.1	Y
Davids, Chelsea	7/07.1	Y
Dudney, Jenna	7/07.1	Y
Etheridge, Kirsty	7/07.1	Y
Green, Theresa	7/07.2	Y
Hardley, Todd James	7/07.1	Y
Knowles, Bianca	7/07.2	Y
Martine, Liam	7/07.2	Y
Milenovich, Andrew	7/07.2	Y
Oppeal, Craig	7/07.2	Y
Paterson, Erin	7/07.2	Y
Phelps, Ryan	7/07.2	Y
Richardson, Ben	7/07.1	Y
Robson, Zoe	7/07.2	Y
Smith, Thy	7/07.1	Y
Sullivan, Hannah	7/07.2	Y
Zilker, Susan	7/07.2	Y
Alkitik, Maria	7/07.1	
Amber, Kylie	7/07.1	
Andrews, Guy	7/07.1	

Destination Teaching Sets

Code	No.
7Arts_2	20
7Arts_3	19

Move Student(s)

Redistribute

Remove

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5

OK Cancel Close

Checking for Conflicts

To check the fit of students to the grid following one or more moves on the grid: select **Check for Conflicts** from the **Tools** menu. Select students to be checked and click **Check for Conflicts**. Conflicts will be identified.

Grid Modelling

Functions | Tools | Grid Constraints | Switch View

2016

Add Teaching Set

Delete Teaching Set

Move Students

Lock All Bands

Unlock All Bands

Check for Conflicts

Fit All Students

Placed 0

Home Room 7 (F)

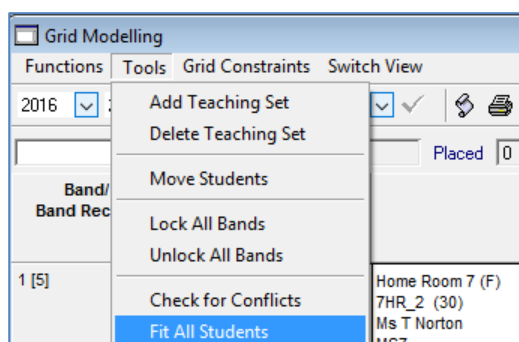
7HR_2 (30)


Ms T Norton

MS7

Conflicts are resolved by clicking on **Resolve Conflicts**. This could result in students with clashing teaching sets being removed from one of the teaching sets and being placed in another or becoming unfitted.

Unfitted students should then be placed by choosing the **Fit All Students** function from the tools menu. A summary of moves made will be displayed at the end of the Fit process and the timetabler can accept or cancel the changes.



The Update Student Fit Statistics  is a useful tool for determining the effect of students moving teaching sets. The number of students fitted to each band or band record as well as student placement statistics are available when this option is selected.

6.16.3 Locking/Unlocking Bands

Timetabling > Grid Modelling > Tools

Bands may be locked or unlocked at any time by selecting **Tools > Lock all Bands** or **Unlock all Bands**. Once a band has been locked only limited functions are available and the contents of the band are protected. For a full selection of tools to be available the band must be unlocked.

6.16.4 Horizontal View

Timetabling > Grid Modelling

There are two ways of viewing the Grid Modelling screen – Horizontal and Vertical. Some tools and functions are available from both views, others only from one view. From the Timetabling sidebar, select **Grid Modelling** and the following window will appear:

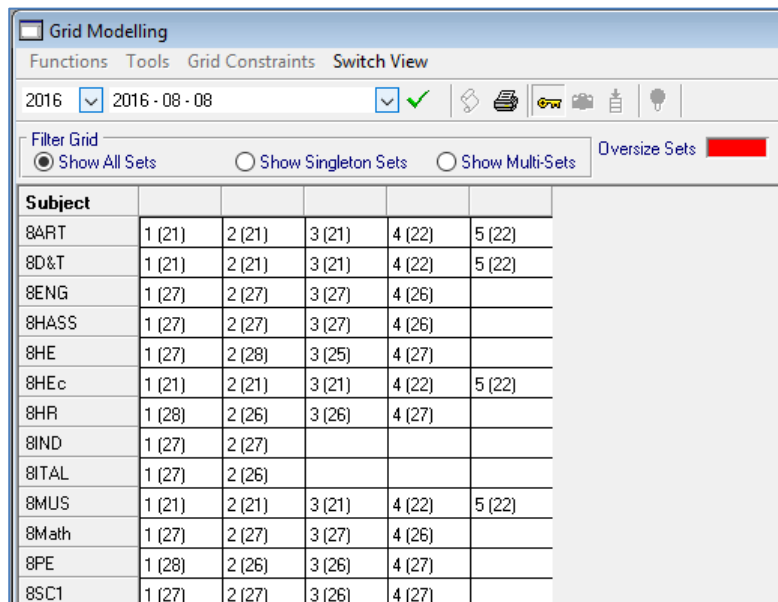
Grid Modelling						
Functions Tools Grid Constraints Switch View						
2016	2016 - 08 - 08	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Students	Placed	Unplaced	Grid positions are fixed		
Band/ Band Record						
1 [5]		Home Room 8 (F) 8HR_1 (28) Mr C Best MS2	Home Room 8 (F) 8HR_2 (26) Mr J Brigg MS1	Home Room 8 (F) 8HR_3 (26) Ms J Calvin MS10	Home Room 8 (F) 8HR_4 (27) Mr L Evans MS3	
2 [4]		Mathematics 8 (F) 8Math_1 (27) Ms S Corner MS1	Mathematics 8 (F) 8Math_3 (27) Ms C Hollis MS2	Science 8 (F) 8SC1_1 (27) Ms S Stevens SCI 4	Science 8 (F) 8SC1_3 (26) Mr T Duke SCI 3	
3 [4]		Mathematics 8 (F) 8Math_2 (27) Ms K Holter MS1	Mathematics 8 (F) 8Math_4 (26) Mr L Ingris MS3	Science 8 (F) 8SC1_2 (27) Ms S Stevens SCI 1	Science 8 (F) 8SC1_4 (27) Ms F Hind SCI 2	
4 [4]		English 8 (F) 8ENG_1 (27) Mr C Best MS8	English 8 (F) 8ENG_3 (27) *Mr T Elliot *MS1	Humanities and Soc 8HASS_2 (27) Mr L Evans MS5	Humanities and Soc 8HASS_4 (26) Mr J Brigg MS2	
5 [4]		English 8 (F) 8ENG_2 (27) *Ms E Abbott MS9	English 8 (F) 8ENG_4 (26) Mr C Best MS10	Humanities and Soc 8HASS_1 (27) Mr A Guiseppe MS4	Humanities and Soc 8HASS_3 (27) Ms A Greaves *MS6	
6 [2]		Health Education 8 (F) 8HE_1 (27) Ms J McLaren MS8	Health Education 8 (F) 8HE_4 (27) Ms T O'Reilly MS10	Italian 8 8ITAL_1 (27) Mr T Jones MS1	Physical Education 8 (F) 8PE_2 (26) Mr P Payne GYM1	

6.16.5 Vertical View

Timetabling > Grid Modelling > Switch View

To change to Vertical view, click on **Switch View** and **Vertical** view.

The following window will appear:



The screenshot shows the 'Grid Modelling' window with the 'Switch View' tab selected. The window displays a table of teaching sets with columns for Subject, and five columns for teaching sets (1 to 5). The first number in each cell indicates the teaching set number, and the number in brackets indicates the number of students.

Subject	1	2	3	4	5
8ART	1 (21)	2 (21)	3 (21)	4 (22)	5 (22)
8D&T	1 (21)	2 (21)	3 (21)	4 (22)	5 (22)
8ENG	1 (27)	2 (27)	3 (27)	4 (26)	
8HASS	1 (27)	2 (27)	3 (27)	4 (26)	
8HE	1 (27)	2 (28)	3 (25)	4 (27)	
8HEc	1 (21)	2 (21)	3 (21)	4 (22)	5 (22)
8HR	1 (28)	2 (26)	3 (26)	4 (27)	
8IND	1 (27)	2 (27)			
8ITAL	1 (27)	2 (26)			
8MUS	1 (21)	2 (21)	3 (21)	4 (22)	5 (22)
8Math	1 (27)	2 (27)	3 (27)	4 (26)	
8PE	1 (28)	2 (26)	3 (26)	4 (27)	
8SC1	1 (27)	2 (27)	3 (26)	4 (27)	

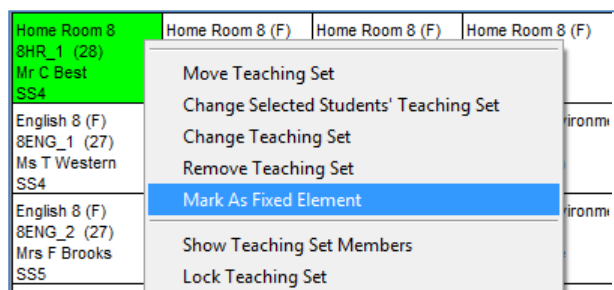
The first number indicates the number of the teaching set. The number in brackets shows how many students there are in that teaching set.

6.16.6 Fixed Grid Elements

Timetabling > Grid Modelling

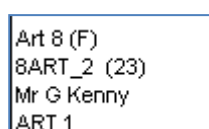
Teaching sets may be manually fixed so that they cannot be moved unless marked as a non-fixed element later. This option is particularly useful if manually placing some teaching sets and then auto-scheduling the rest.

To fix a teaching set on the relevant band/band record: right click and from the menu select **Mark as a Fixed Element** the teaching set will be marked as below.



The screenshot shows a context menu for a teaching set. The menu options are:

- Move Teaching Set
- Change Selected Students' Teaching Set
- Change Teaching Set
- Remove Teaching Set
- Mark As Fixed Element** (highlighted)
- Show Teaching Set Members
- Lock Teaching Set



The screenshot shows a teaching set entry in the Grid Modelling window. The entry is:


Art 8 (F)
8ART_2 (23)
Mr G Kenny
ART 1

The (F) indicates this teaching set is a fixed element.

6.16.7 Locking the Grid



Timetabling > Grid Modelling > Lock Grid
























Upon exiting the grid-modelling screen, the user will be prompted to lock the grid and to save changes made or not.

The user must lock  the grid prior to exiting this window.

ACTIVITY

Timetabling > Grid Modelling

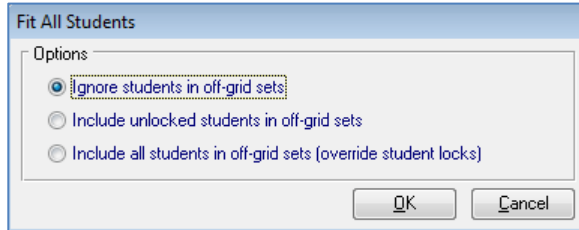
- Filter to the **Year 8** grid for **2020**
- Unlock the grid 
- Click Display Teaching Sets 
- Click on, drag and drop teaching sets onto the grid


1 [5]			Home Room 8 (F) 8HR_1 (0)	Home Room 8 (F) 8HR_2 (0)		
2 [4]			English 8 (F) 8ENG_1 (0)	Humanities and Soc 8HASS_2 (0)		
3 [4]			English 8 (F) 8ENG_2 (0)	Humanities and Soc 8HASS_1 (0)		
4 [4]			Mathematics 8 (F) 8Math_1 (0)	Science 8 (F) 8SC1_2 (0)		
5 [4]			Mathematics 8 (F) 8Math_2 (0)	Science 8 (F) 8SC1_1 (0)		
6 [2]			Health Education 8 (F) 8HE_1 (0)	Physical Education 8 (F) 8PE_2 (0)		
7 [2]			Indonesian 8 (F) 8IND_1 (0)	Italian 8 (F) 8ITAL_1 (0)		
8 [2]			Health Education 8 (F) 8HE_2 (0)	Physical Education 8 (F) 8PE_1 (0)		
9 [2]			Art 8 (F) 8ART_1 (0)	Design and Technology 8 (F) 8D&T_2 (0)	Home Economics 8 (F) 8HEc_3 (0)	Music 8 (F) 8MUS_4 (0)
10 [2]			Art 8 (F) 8ART_2 (0)	Design and Technology 8 (F) 8D&T_3 (0)	Home Economics 8 (F) 8HEc_4 (0)	Music 8 (F) 8MUS_1 (0)
11 [2]			Art 8 (F) 8ART_3 (0)	Design and Technology 8 (F) 8D&T_4 (0)	Home Economics 8 (F) 8HEc_1 (0)	Music 8 (F) 8MUS_2 (0)
12 [2]			Art 8 (F) 8ART_4 (0)	Design and Technology 8 (F) 8D&T_1 (0)	Home Economics 8 (F) 8HEc_2 (0)	Music 8 (F) 8MUS_3 (0)

Placing Students

Timetabling > Grid Modelling > Tools > Move Students > Unplaced Students

- Click **Fit All Students**
- Select **Ignore students in off-grid sets** and click **OK**



- Accept changes by clicking **OK**
- Close **Move Student** window
- Click Update Statistics  to check that all students have been placed

6.17 Inter-grid Linkage

Timetabling > Grid Modelling > Functions > Inter-grid Linkage

The Inter-grid Linkage table is used to link band records from different grids into common time slots. Time slots link to the period structure that was previously created for the cycle and grid.

The user may populate the inter-grid linkage table in one of three ways:

- Manually linking all bands on the table and generating nothing
- Manually linking some bands containing fixed elements on the table and automatically generating the rest of the table around the manually placed bands
- Automatically generating the entire table

If the Inter-grid Linkage table is being manually populated, this may be done prior to or after the population of grids with teaching sets. Completing the Inter-grid Linkage table early will enable the timetabler's plans to be recorded and resources more readily tracked.

The Inter-grid Linkage table will be created for the entire timetabling year, with each schedule appearing within it. The table may be filtered by schedule so that all grids with concurrent band records may be displayed in isolation.

Selecting **Timetabling > Grid Modelling** and unlocking the grid and then clicking on the **Functions** menu and choosing **Inter-grid Linkage table** will display the following screen:

Inter-Grid Linkage

Timetabling Year

2016

Cycle

2016-05

Schedule

All

Show Overlapping Schedules

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
2016 - 07	2016	1.1	1.2	1.3	1.4	1.5	2.1	3.1	6.1
2016 - 08	Term 1	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1
2016 - 08	Term 2	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1
2016 - 08	Term 3	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1
2016 - 08	Term 4	1.1	1.2	1.3	1.4	1.5	3.1	6.1	4.1
2016 - 09	Semester 1	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1
2016 - 09	Semester 2	1.1	1.2	1.3	1.4	1.5	6.1	4.1	5.1
2016 - 10	Semester 1	1.1	1.2	1.3	1.4	1.5	4.1	5.1	7.1
2016 - 10	Semester 2	1.1	1.2	1.3	1.4	1.5	4.1	5.1	7.1
2016 - US	2016	1.1	1.2	1.3	1.4	1.5	2.1	3.1	4.1

To add another time slot, click on add a slot.  A time slot will be added onto the end of the existing slots. The new slot will be available for all grids.

Right clicking on an individual cell will produce the following menu.

Slot 6 Mon - 1	Slot 7 Mon - 2	Slot 8 Mon - 3	Slot 9 Mon - 4
2.1	3.1	6.1	4.1
2.1			
2.1			
2.1			
3.1			
3.1			

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

Display Teaching Sets will list all teaching sets associated with the band record.

Mark as Unavailable will highlight the slot as unavailable and no band record will be able to be placed on the slot until it is made available by right clicking and selecting **Make Available**.

Unlink Slot will delete any band record linked to the slot


Unlink All Slots in Schedule will delete any band record linked to all slots

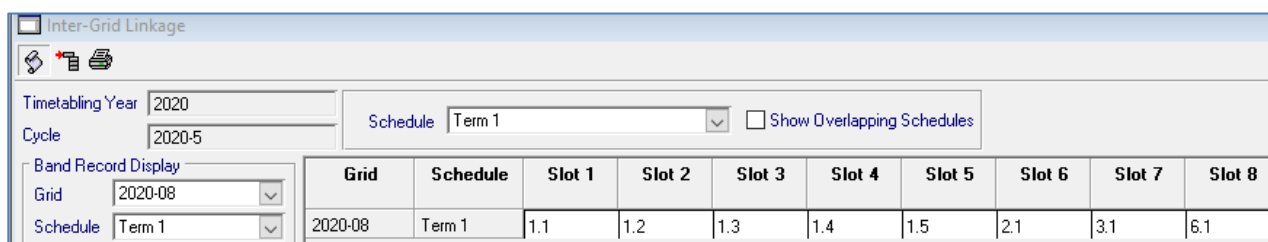
The last three functions will only be available if the grid has not been saved to a timetable.

Note: Best practice would indicate that all schedules be completely linked together before saving so that the user can check that the timetable can be resourced.

ACTIVITY

Timetabling > Grid Modelling > Functions > Inter-grid Linkage

- Click on Show Band Record Display 
- Select **2020-08** and **Term 1**
- Filter to **Term 1**
- Drag the Band Record into the desired slot, as shown below



The screenshot shows the 'Inter-Grid Linkage' window. It has a 'Timetabling Year' dropdown set to '2020' and a 'Cycle' dropdown set to '2020-5'. There is a 'Schedule' dropdown set to 'Term 1' and a checkbox for 'Show Overlapping Schedules'. Below these are two more dropdowns: 'Band Record Display' (set to 'Grid') and 'Grid' (set to '2020-08'). At the bottom, there is a table with columns: 'Grid', 'Schedule', 'Slot 1', 'Slot 2', 'Slot 3', 'Slot 4', 'Slot 5', 'Slot 6', 'Slot 7', and 'Slot 8'. The table contains one row with the following values: '2020-08', 'Term 1', '1.1', '1.2', '1.3', '1.4', '1.5', '2.1', '3.1', and '6.1'.

- Complete mapping band record to slots by dragging the band records and dropping them into the desired slots

(See the table below for an explanation of how Band Records are to be assigned to Slots 1 to 29.)

- Close the window

Inter-Grid Linkage Table/Timeslot Mapping for Year 8

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Slot	Band Record	Slot	Band Record	Slot	Band Record	Slot	Band Record	Slot	Band Record
Home Room	1	1.1	2	1.2	3	1.3	4	1.4	5	1.5
Lesson 1	6	2.1	11	7.1	16	5.2	21	4.3	25	3.4
Lesson 2	7	3.1	12	2.2	17	9.1	22	5.3	26	8.2
Lesson 3	8	6.1	13	3.2	18	2.3	23	7.2	27	4.4
Lesson 4	9	4.1	14	8.1	19	3.3	24	2.4	28	5.4
Lesson 5	10	5.1	15	4.2	20	6.2			29	9.2

6.18 Time Slot Mapping

Timetabling > Grid Modelling > Functions > Time Slot Mapping

Time Slot Mapping is the act of mapping **Band Records** to the **Period Structure**.

The Time-Slot Mapping window displays a grid where time slots are mapped to specific days and periods. The left pane lists 'Slot No.' and 'Mapped To' (e.g., 1 Monday - H, 2 Tuesday - H, etc.). The main grid has columns for days (Mon, Tue, Wed, Thu, Fri) and rows for different periods (H, 1, 2, B1, 3, 4, B2, 5). Cells are color-coded: yellow for 'Available', grey for 'Non-Teaching', and red for 'Unavailable'. For example, Slot 1 is mapped to Monday - H (Available), Slot 2 to Tuesday - H (Available), Slot 3 to Wednesday - H (Available), Slot 4 to Thursday - H (Available), and Slot 5 to Friday - H (Available). Slot 6 is mapped to Monday - 1 (Non-Teaching), Slot 7 to Monday - 2 (Non-Teaching), Slot 8 to Monday - 3 (Non-Teaching), Slot 9 to Monday - 4 (Non-Teaching), Slot 10 to Monday - 5 (Non-Teaching), Slot 11 to Tuesday - 1 (Non-Teaching), Slot 12 to Tuesday - 2 (Non-Teaching), Slot 13 to Tuesday - 3 (Non-Teaching), Slot 14 to Tuesday - 4 (Non-Teaching), Slot 15 to Tuesday - 5 (Non-Teaching), Slot 16 to Wednesday - 1 (Non-Teaching), Slot 17 to Wednesday - 2 (Non-Teaching), Slot 18 to Wednesday - 3 (Non-Teaching), Slot 19 to Wednesday - 4 (Non-Teaching), Slot 20 to Thursday - 1 (Non-Teaching), Slot 21 to Thursday - 2 (Non-Teaching), Slot 22 to Thursday - 3 (Non-Teaching), Slot 23 to Thursday - 4 (Non-Teaching), Slot 24 to Thursday - 5 (Non-Teaching), Slot 25 to Friday - 1 (Non-Teaching), Slot 26 to Friday - 2 (Non-Teaching), Slot 27 to Friday - 3 (Non-Teaching), Slot 28 to Friday - 4 (Non-Teaching), and Slot 29 to Friday - 5 (Non-Teaching). The 'Save' and 'Close' buttons are at the bottom right.

Time slots may be dragged and dropped around the period structure. If the time slot is dragged to an already populated cell, a warning message will appear before swapping the contents of the cell. Right clicking on the time slot will display **View Slot Details**; if this is clicked a window will appear that allows the user to view information about the grid, schedule and band record for that particular time slot.

The Slot Information window displays details for a selected time slot. It includes fields for 'Year' (2016), 'Cycle' (2016-05 - 2016-05), 'Slot Number' (6), and 'Teaching Period' (Monday - Lesson 1). Below these fields is a table with three columns: 'Grid', 'Schedule', and 'Band Record'. The table lists various grid and schedule entries, with the selected slot (2016 - US, 2016, 2.1) highlighted in blue.

Grid	Schedule	Band Record
2016 - 07	2016	2.1
2016 - 08	Term 1	3.1
2016 - 08	Term 2	3.1
2016 - 08	Term 3	3.1
2016 - 08	Term 4	3.1
2016 - 09	Semester 1	6.1
2016 - 09	Semester 2	6.1
2016 - 10	Semester 1	4.1
2016 - 10	Semester 2	4.1
2016 - US	2016	2.1

Saving the time slots will store the row labels, days and row numbers for this grid.

Note: The time slots may be changed at any time and can be completed before the grid has been completely modelled.

ACTIVITY

Timetabling > Grid Modelling > Functions > Time Slot Mapping

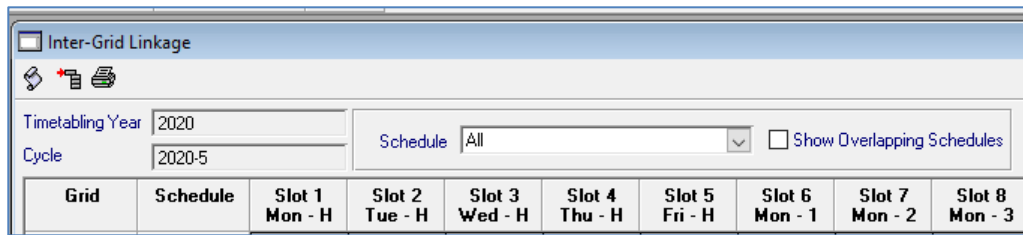
Map slots to the period structure.

- Click on an unmapped time slot
- Drag it to an appropriate cell
- Repeat until all slots are mapped
- Click **Save** and **Close**

Row Code	Mon	Tue	Wed	Thu	Fri
H	Slot 1	Slot 2	Slot 3	Slot 4	Slot 5
1	Slot 6	Slot 11	Slot 16	Slot 21	Slot 25
2	Slot 7	Slot 12	Slot 17	Slot 22	Slot 26
B	B	B	B	B	B
3	Slot 8	Slot 13	Slot 18	Slot 23	Slot 27
4	Slot 9	Slot 14	Slot 19	L	Slot 28
L	L	L	L	Slot 24	L
5	Slot 10	Slot 15	Slot 20		Slot 29

Please note: Consideration will need to be given to the subjects placed onto bands and the inter-grid linkage table when planning how to map timeslots.

Timetabling > Grid Modelling > Functions > Inter-Grid Linkage Table




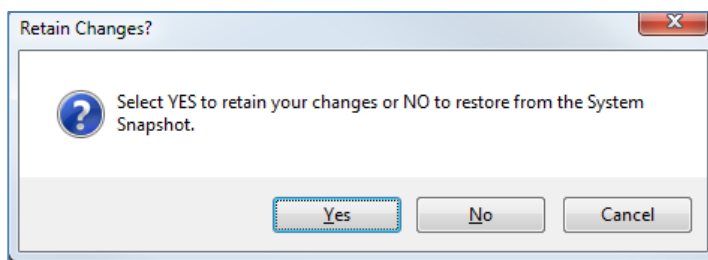
The Inter-Grid Linkage window contains the following elements:

- Timetabling Year:** 2020
- Cycle:** 2020-5
- Schedule:** All (dropdown menu)
- ☐ Show Overlapping Schedules
- Table:**

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
------	----------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

The slots in the inter-grid linkage table are mapped to the period structure.

- Close the window
- Lock  the Year 8 grid



Retain Changes?

Select YES to retain your changes or NO to restore from the System Snapshot.

- Click **Yes**

6.19 Entering Auto-scheduling Constraints

Timetabling > Grid Modelling

The following constraints are only useful if the auto-scheduling process is to be used. The constraints are optional but if used, may produce a better timetable with optimal use of fixed resources.

6.19.1 Fixing Grid Elements

It is possible to fix and lock Teaching sets and Bands manually. The effect of fixing and locking will signal to the auto-scheduling process to work around these fixed elements while continuing to assess conflicts by placing teaching sets and students around these elements.

Teaching sets may be filled manually through Grid Modelling > Tools > Move Students. Students will be able to be added to a set either from an existing set or from the cohort list. Once students have been added to a set they may then be locked into the set. If a student is locked into a set they cannot be moved out of the set either manually (unless the set is unlocked) or by the auto-scheduling process. Teaching sets may also be filled automatically through the Tools > Fit All Students function.

Note: Students may be manually added to Teaching Sets in two other areas:
Timetabling > Preferences > Teaching Sets or
Timetabling > Timetable > Functions > Move Student.

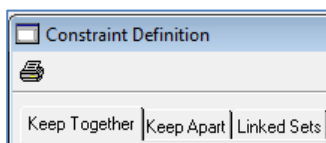
6.19.2 Subject Constraints

Timetabling > Grid Modelling > Grid Constraints

Users may define subject constraints before a timetable is generated. Constraints are used by the auto-schedule process, but will also be used for validation during manual placement of fixed elements.

Constraint categories are:


- **Keep Together Sets** – sets which must occur at the same time
- **Keep Apart Sets** – sets which must not occur at the same time
- **Linked sets** – sets that must have the same membership of students

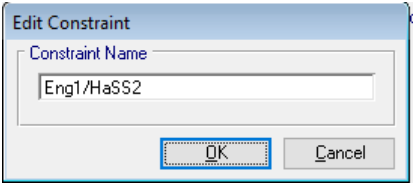


ACTIVITY


Timetabling > Grid Modelling > Grid Constraints > Keep Together

9Eng_1 and **9HASS_2** are to be scheduled at the same time.

- Filter to the **Year 9** grid and tick the green tick to make it the default grid
- Unlock
- Select **Grid Constraints** and **Keep together**
- Click Add Constraint 
- Give the constraint a name and click **OK**




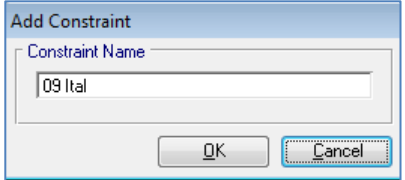
Dialog box titled "Edit Constraint". It contains a text field labeled "Constraint Name" with the text "Eng1/HaSS2". Below the text field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border.

- Highlight **9Eng_1** and **9HASS_2** in the Available Teaching Sets list
- Click Add Selected Teaching Sets 


Timetabling > Grid Modelling > Grid Constraints > Keep Apart

9ITAL_1 and **9ITAL_2** are to be scheduled at different times.

- Click Add Constraint 
- Give the constraint a name and click **OK**





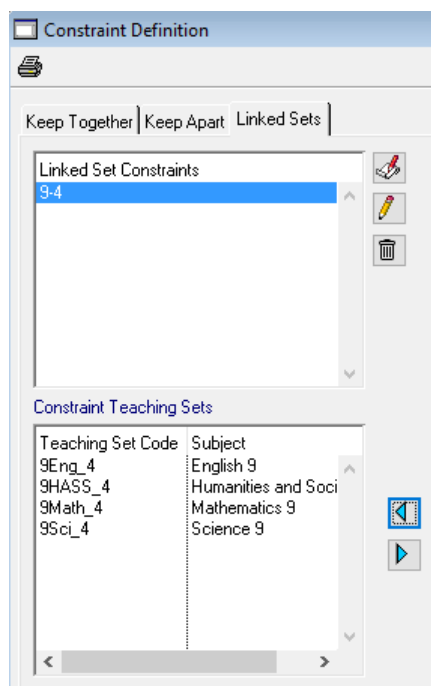
Dialog box titled "Add Constraint". It contains a text field labeled "Constraint Name" with the text "09 Ital". Below the text field are two buttons: "OK" and "Cancel". The "OK" button is highlighted with a red border.

- Highlight **9ITAL_1** and **9ITAL_2 in** the Available Teaching Sets list
- Click Add Selected Teaching Sets 

Timetabling > Grid Modelling > Grid Constraints > Linked Sets

9-4 is a TAGS group. We want to ensure that these students are in the same teaching set for each of their MESH subjects.

- Select the **Linked Sets** tab
- Click Add Constraint 
- Give the constraint a name and click **OK**
- Highlight **9Eng_4**, **9Math_4**, **9HASS_4**, and **9Sci_4** in the **Available Teaching Sets** list
- Click Add Selected Teaching Sets 



- **Close** Constraints

6.19.3 Fixing Grid Elements

It is possible to fix and lock Teaching sets and Bands manually. The effect of fixing and locking will signal to the auto-scheduling process to work around these fixed elements while continuing to assess conflicts by placing teaching sets and students around these elements.

ACTIVITY

Timetabling > Grid Modelling



- Click Display Teaching Sets
- Drag and drop the **HR** teaching sets onto Band 1
- Drag and drop the **9-4** teaching sets onto Bands 2 to 5

1 [5]			Home Room 9 (F) 9HR_1 (27)	Home Room 9 (F) 9HR_2 (26)	Home Room 9 (F) 9HR_3 (26)	Home Room 9 (F) 9HR_4 (26)
2 [4]			English 9 (F) 9Eng_4 (0)			
3 [4]			Humanities and Soc 9HASS_4 (0)			
4 [4]			Mathematics 9 (F) 9Math_4 (0)			
5 [4]			Science 9 (F) 9Sci_4 (0)			

6.19.4 Manual Teaching Set Allocation

Timetabling > Preferences > Teaching Sets

Teaching set allocation will often be performed by the auto-scheduling process, or using Student Fit functions within Grid Modelling. However, students may be manually placed in a teaching set and locked. These will be respected by the auto-scheduling process and student fit functions and will not be re-allocated. Students must have been allocated preferences before being manually placed in a related teaching set.

Teaching set allocation may be completed in one of three ways:

- Completely allocated by the auto-scheduler or Student Fit functions
- All teaching sets manually allocated
- A combination of manually allocated teaching sets and using the auto-scheduler

Note: There are two further opportunities within the Move Students function to manually place students in teaching sets:

Timetabling > Grid Modelling > Tools > Move Students

Timetabling > Timetable > Functions > Move Students

ACTIVITY

Timetabling > Grid Modelling > Tools > Move Students > Unplaced Students

- Select **English 9** in the left-hand pane

Move Student

2020 2020-09-09


Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | **Unplaced Students**

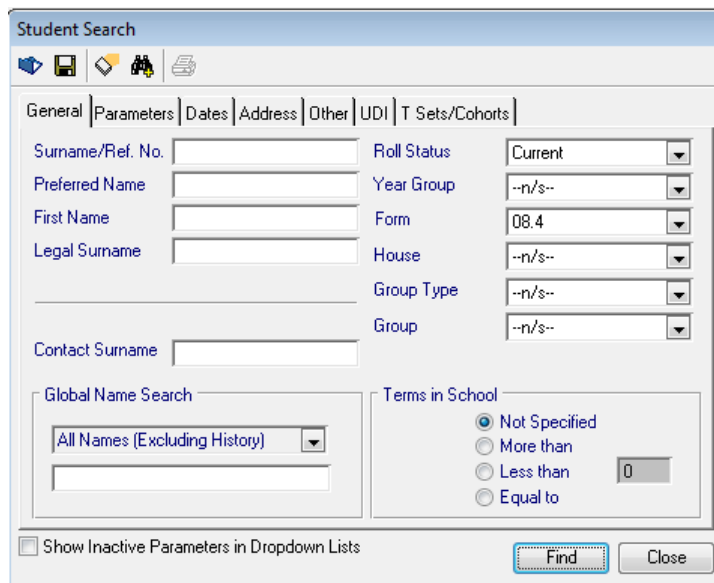
Subjects				Students			Destination Teaching Sets	
Code	Name	U	P	Name	Form		Code	No.
9Eng	English 9	111	0	Parker, Michael	8/08.2	U	9Eng_4	0
9HASS	Humanities and Social Science 9	111	0	Parkey, Bronson	8/08.4	U		
9HEd	Health Education 9	111	0	Pate, Francine	8/08.3	U		
9Math	Mathematics 9	111	0	Pearson, Tamara	8/08.4	U		
9PE	Physical Education 9	111	0	Peel, Pamela	8/08.1	U		
9Sci	Science 9	111	0	Peter, Blake	8/08.2	U		
9Ind	Indonesian 9	58	0	Phelps, Kimberley	8/08.3	U		
9ITAL	Italian 9	53	0	Pol, Louis	8/08.1	U		
9MW	Metalwork 9	36	0	Price, Bernard	8/08.4	U		
9MUS	Music 9	34	0	Ramsden, Grant	8/08.3	U		
9wW	Woodwork 9	31	0	Rath, Hugh	8/08.1	U		
9Art	Art 9	30	0	Richards, Lia	8/08.1	U		
9Food	Food Production 9	27	0	Ritchie, Candice	8/08.4	U		
9Cra	Craft 9	22	0	Ouk, Joel	8/08.3	U		
9Dram	Drama 9	22	0	Monneron, Thomas	8/08.1	U		
9Fab	Fabrics 9	20	0	Moore, Gregory	8/08.1	U		
9HR	Home Room 9	6	105	Morna, Martyn	8/08.2	U		
9MED	Media 9	0	0	Mosdale, Vanessa	8/08.3	U		
				Mulroney, Todd	8/08.2	U		
				Murphy, Dale	8/08.4	U		
				Nankivell, Peter	8/08.3	U		
				Noakes, Baron	8/08.3	U		
				Noakes, Scott	8/08.1	U		

Place
Remove
Fit All
Auto Promote

U = Unplaced
P = Placed
Red text indicates unplaced students

☐ Allow Oversize Sets 0 Movements: 10 Attempts: 10 OK Cancel Close

- Click Select Students 
- Find the students in **Form 8.4**



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

Contact Surname Group

Global Name Search

Terms in School

☒ Not Specified

☐ More than

☐ Less than

☐ Equal to

☐ Show Inactive Parameters in Dropdown Lists

- Click **Select** and **OK** when asked if you want to continue
- Click **Place** and **OK**

- On the **Unplaced Students** tab, select **Home Room 9** in the left-hand pane

Most students have been promoted into their Home Rooms.

Move Student

2020 2020-09-09

Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | **Unplaced Students**

Subjects

Code	Name	U	P
9HEd	Health Education 9	111	0
9PE	Physical Education 9	111	0
9Eng	English 9	84	27
9HASS	Humanities and Social Scienc	84	27
9Math	Mathematics 9	84	27
9Sci	Science 9	84	27
9Ind	Indonesian 9	58	0
9ITAL	Italian 9	53	0
9MW	Metalwork 9	36	0
9MUS	Music 9	34	0
9WW	Woodwork 9	31	0
9Art	Art 9	30	0
9Food	Food Production 9	27	0
9Cra	Craft 9	22	0
9Dram	Drama 9	22	0
9Fab	Fabrics 9	20	0
9HR	Home Room 9	6	105
9MED	Media 9	0	0

Students

Name	Form	Status
Hammond, Grant	9/Not sp	U
Brown, Oliver	8/08.3	U
Antonello, Valentine	9/Not sp	U
Bishop, Alecia	8/08.1	U
Winters, Craig	9/Not sp	U
Antonello, Mark	8/08.4	U
Morna, Martyn	8/08.2	Y
Mosdale, Vanessa	8/08.3	Y
Mulroney, Todd	8/08.2	Y
Nankivell, Peter	8/08.3	Y
Noakes, Baron	8/08.3	Y
Noakes, Scott	8/08.1	Y
Orwin, Bernadette	8/08.2	Y
Pate, Francine	8/08.3	Y
Ossey, Jane	8/08.1	Y
Duk, Joel	8/08.3	Y
Parker, Michael	8/08.2	Y
Leng, Ryan	8/08.3	Y
Leoncio, Jaymee	8/08.1	Y
Lively, Nicole	8/08.1	Y
Lucev, Michael	8/08.1	Y
Lynn, Jade	8/08.2	Y
Magan, Shaylee	8/08.2	Y

Destination Teaching Sets

Code	No.
9HR_1	27
9HR_2	27
9HR_3	26
9HR_4	25

Place
Remove
Fit All
Auto Promote

U = Unplaced
P = Placed
Red text indicates unplaced students

☐ Allow Oversize Sets 0 Movements: 10 Attempts: 10 OK Cancel Close

- Select **Oliver Brown** in the centre pane and **9HR_3** in the right-hand pane
- Click **Place**
- Repeat until all students have been placed in a Home Room
- Save then **Close Move Students**

6.19.5 Locking Sets

Students may be locked into teaching sets, which they cannot be moved from those sets during auto-scheduling, or the sets themselves may be locked so that no one can be moved in or out.

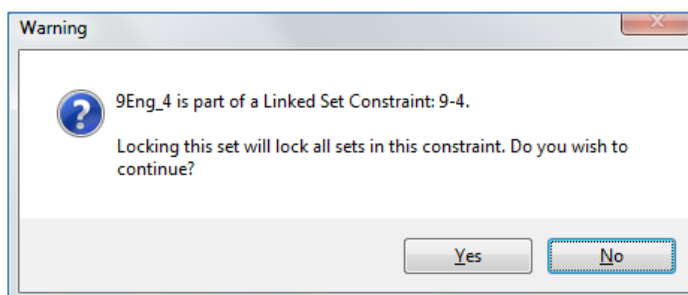
ACTIVITY

Timetabling > Grid Modelling

- Right click in the cell containing **9Eng_4**
- Select **Show Teaching Set Members**

The students may be locked into this teaching set. This would mean that that the auto-scheduler could not remove them from this set or the linked sets. It could, however, place other students into the linked sets.

- Close Teaching Set Members
- Right click in the cell containing **9Eng_4**
- Select **Lock Teaching Set**



- Read the message and click **Yes**

Now the auto-scheduler cannot move students into or out of the linked sets.

6.19.6 Locking Bands

Locking an entire band ensures that no changes may be made to that band during auto-scheduling.

ACTIVITY

Timetabling > Grid Modelling

- Click on the padlock on Band 1 to close it

1 [5]		Home Room 9 (F) 9HR_1 (28)	Home Room 9 (F) 9HR_2 (28)	Home Room 9 (F) 9HR_3 (27)	Home Room 9 (F) 9HR_4 (28)
-------	--	-------------------------------	-------------------------------	-------------------------------	-------------------------------

No changes can now be made to that band.

6.20 Auto-schedule Process

The auto-schedule process will create a grid that optimises the fit of student preferences, taking into account user nominated constraints on subjects and teacher and room resources.

The following constraints can be selectively applied during the auto scheduling process:

	Mandatory	Desirable	Optional
Number of Sets of a Subject	✓		
Maximum and Minimum Class Sizes	✓		
Matching Subject and Band Frequencies	✓		
Resource Usage of other Grids		✓	
Staff Preferred Subjects		✓	
Subject Preferred Rooms		✓	
Inter-Grid Linkage		✓	
Keep Apart Sets			✓
Keep Together Sets			✓
Linked sets			✓
Locking students in Sets			✓
Locking Sets			✓
Locking Bands			✓

Note: The mandatory constraints will be applied, and should be checked by the timetabler prior to initiating the auto scheduling process. Incorrect or incomplete constraints may result in unacceptable solutions.

The auto-schedule process will function as a wizard requiring the user to nominate various settings within three screens before the process begins. The fourth screen is displayed while the auto-scheduler is in process. A user may cancel the auto-schedule process at any time by clicking **Cancel** from any of the first three screens or **<Ctrl + Break>** and then clicking **Cancel** in the fourth screen. At certain stages of the auto-schedule process cancelling may corrupt the data file, if this is the case a warning will be displayed on the screen to that effect.

In screen one the user may select previously defined constraint settings (that is linked sets, keep apart sets or keep together sets). The user may also elect to use threshold settings and resource monitoring for teachers and rooms. **Resource monitoring** can only be selected if staff preferred subjects and/or subject preferred rooms has been entered. **Threshold settings** allow the user to fit the timetable even if teachers and/or rooms are a nominated amount short. **Resource monitoring**, if ticked, will allow the user to monitor the placing of teachers and/or rooms.

Autoschedule

Timetable Year: 2016 Current Grid: 2016 - 09 - 09 Cycle: 2016-5

Constraint Settings

Linked Sets

9-4

Keep Apart Sets

Ital

Keep Together Sets

EN1SE2

Constraint Groups that will be applied during this Autoscheduler run are shown above.
To review and change constraints, use the 'Edit Constraints' button.

Edit Constraints

Resource Reporting and Thresholds

Select required reporting area(s) and threshold levels

Risk Threshold Modifiers

Staff ☒ 0

Room ☒ 0

Teaching Set Placement Factors

Set weighting factors for use in the placement process

Relative Weightings

Student Preference 50 50 Resource Availability

Staff Resource 50 50 Room Resource

Previous Next Cancel

Screen 2 will display a list of related grids that have the potential to share resources with the current grid. If the user wishes, the auto-schedule process to take into account resources from other grids the relevant grids must be included. The inter-grid linkage table may be edited by clicking on the **Edit Grid Links** button.

Autoschedule

Timetable Year: 2016 Current Grid: 2016 - 09 - 09 Cycle: 2016-5

Related Grids

The list displays related Grids that have the potential to share resource with the current Grid. A ticked checkbox indicates that a Grid will be included when applying resource monitoring (with the selection of Grids saved to Timetable being mandatory).

Un-check a box to ignore the grid during this run of the Autoscheduler.

Schedule Period	Grid Name	Grid Period	Campus	Include
2016	07		Middle School	<input type="checkbox"/>
Term 1	08		Middle School	<input checked="" type="checkbox"/>
Term 2	08		Middle School	<input type="checkbox"/>
Term 3	08		Middle School	<input type="checkbox"/>
Term 4	08		Middle School	<input type="checkbox"/>
Semester 1	10		Senior School	<input type="checkbox"/>
Semester 2	10		Senior School	<input type="checkbox"/>

Edit Grid Links

Grid Links are an essential consideration when monitoring resource usage.
Where required, use the Edit Grid Links button to examine and update the Grid Linkage table.

Previous Next Cancel

Screen 3 allows the user to view the number of available Timetable Cycle slots. The user may also indicate the number of possible solutions required and the variants of the main solution may also be requested if required.

Autoschedule

Timetable Year: 2016 Current Grid: 2016 - 09 - 09 Cycle: 2016-5

Timetable Cycle Slots

The Autoscheduler will position Band Records on the assumption that the number of slots in the Timetable Cycle is as shown. The default value is based on all existing Grids associated with the Cycle, the Grid Linkage table and any existing period structure.

Number of *Available Slots* in a single rotation of the Timetable Cycle: 29

Number of Main Solutions

The Autoscheduler can be set to generate multiple solutions for the same grid:-

Optimisation depends upon making sensible decisions, but in complex problems like timetabling, the results of different runs will vary due to the need to select many times on the basis of two equal choices.

Each solution requires a significant time to generate, so at this point you can choose the number of results to produce.

Please remember that increasing the number required will result in increased time taken, but provide a greater probability of producing a better solution.

Number of possible solutions to generate: 2

Generate Variants

For each main solution, it is possible to generate variants, with the time required for each of these being less than that needed for a main solution. When Generate Variants is selected, a total of up to twenty variants will be generated for each solution, this will of course mean a noticeable increase in the overall time required.

As with main solutions, identical results will be generated

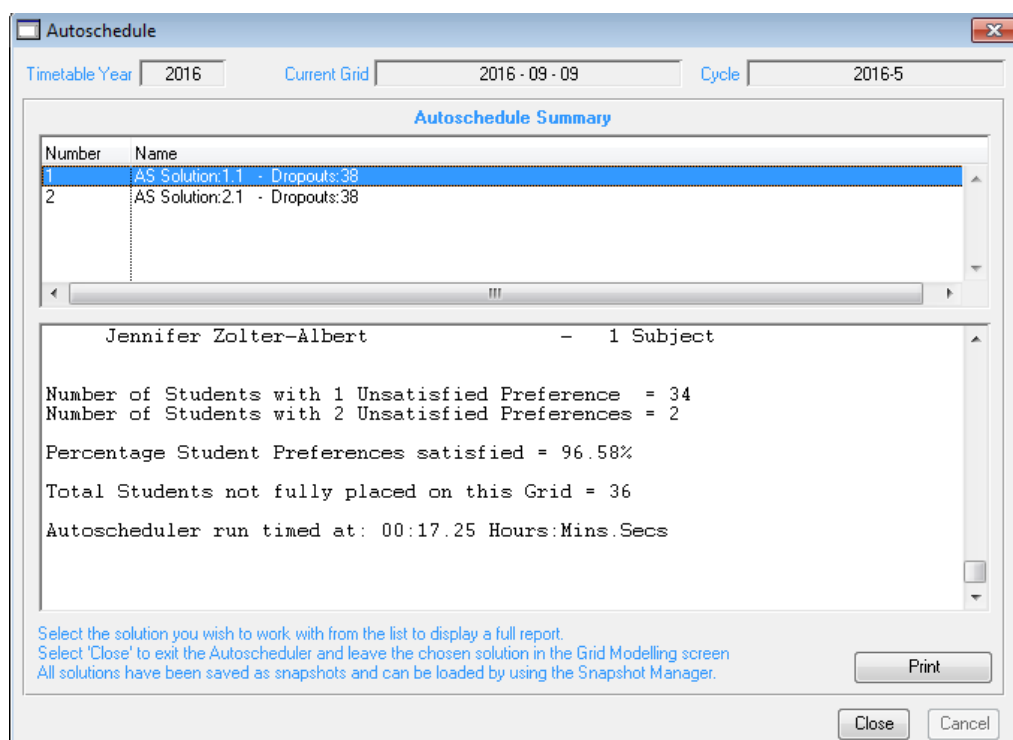
Generate variants for each solution: ☐

Previous Next Cancel

The auto-schedule process completes the following functions in the listed order:

- Examining Teacher and Room preferences
- Calculating possible teacher use – Selected Schedules
- Calculating possible room use – Selected Schedules
- Making initial allocation of students to teaching sets
- Assessing initial allocation of students to teaching sets
- Improving student allocations to teaching sets
- Examining current Teaching Set to Band assignments
- Saving newly created timetable details

A completion report is displayed at the end of the auto-schedule process showing any conflicts and/or student dropouts created by the process. The user may then relax or tighten constraints and run the auto-scheduler again or accept the result and manually manipulate the grid to produce a better grid.



Note: The time taken for the auto-schedule process is dependent on the size of the school, number of constraints used and the processing capacity of your hardware.

Manipulation of Auto scheduler Solutions

Solutions produced by the Auto scheduler can continue to be manipulated using the functions available within grid modelling. Alternatively, constraints and fixed elements may be adjusted and the auto scheduler restarted.

ACTIVITY

Timetabling > Grid Modelling > Functions > Autoschedule

Use the Autoschedule wizard to complete the Year 9 grid

- Click **Functions** and **Autoschedule**
- In the first screen view edit, if necessary, previously defined constraint settings, threshold settings and resource monitoring

The screenshot shows the 'Autoschedule' window with the following details:

- Header:** Timetable Year: 2020, Current Grid: 2020-09-09, Cycle: 2020-5
- Constraint Settings:**
 - Linked Sets:** 9.4
 - Keep Apart Sets:** 9I
 - Keep Together Sets:** E/H2

Constraint Groups that will be applied during this Autoscheduler run are shown above. To review and change constraints, use the 'Edit Constraints' button.
- Resource Reporting and Thresholds:**
 - Risk Threshold Modifiers:** Staff (checked), Room (checked). Both have a slider set to 0.
- Teaching Set Placement Factors:**
 - Relative Weightings:** Student Preference (54), Staff Resource (54), Resource Availability (46), Room Resource (46).
- Buttons:** Previous, Next (highlighted), Cancel.

- Click **Next**

Autoschedule

Timetable Year: 2020 Current Grid: 2020-09-09 Cycle: 2020-5

Related Grids

The list displays related Grids that have the potential to share resource with the current Grid. A ticked checkbox indicates that a Grid will be included when applying resource monitoring (with the selection of Grids saved to Timetable being mandatory).

Un-check a box to ignore the grid during this run of the Autoscheduler.

Schedule Period	Grid Name	Grid Period	Campus	Include
2020	07		Middle School	<input type="checkbox"/>
Term 1	08		Middle School	<input checked="" type="checkbox"/>
Term 2	08		Middle School	<input type="checkbox"/>
Term 3	08		Middle School	<input type="checkbox"/>
Term 4	08		Middle School	<input type="checkbox"/>
Semester 1	10		Senior School	<input type="checkbox"/>
Semester 2	10		Senior School	<input type="checkbox"/>

[Edit Grid Links](#)

Grid Links are an essential consideration when monitoring resource usage.
Where required, use the Edit Grid Links button to examine and update the Grid Linkage table.

Previous Next Cancel

- Include only the **Term 1 Year 8** grid in resource monitoring and click **Next**

Autoschedule

Timetable Year Current Grid Cycle

Timetable Cycle Slots

The Autoscheduler will position Band Records on the assumption that the number of slots in the Timetable Cycle is as shown. The default value is based on all existing Grids associated with the Cycle, the Grid Linkage table and any existing period structure.

Number of *Available Slots* in a single rotation of the Timetable Cycle

Number of Main Solutions

The Autoscheduler can be set to generate multiple solutions for the same grid:-

Optimisation depends upon making sensible decisions, but in complex problems like timetabling, the results of different runs will vary due to the need to select many times on the basis of two equal choices.

Each solution requires a significant time to generate, so at this point you can choose the number of results to produce.

Please remember that increasing the number required will result in increased time taken, but provide a greater probability of producing a better solution.

Number of possible solutions to generate

Generate Variants

For each main solution, it is possible to generate variants, with the time required for each of these being less than that needed for a main solution. When Generate Variants is selected, a total of up to twenty variants will be generated for each solution, this will of course mean a noticeable increase in the overall time required.

As with main solutions, identical results will be generated

Generate variants for each solution ☐

Previous Next Cancel

- Enter **Number of Possible solutions to generate** as **2** and click **Next**

The Auto-schedule process will commence. Once completed, you may one report per solution on the screen or you may print these reports.

Autoschedule

Timetable Year Current Grid Cycle

Autoschedule Summary

Number	Name
1	AS Solution:1.1 - Dropouts:43
2	AS Solution:2.1 - Dropouts:27

AS Solution:2.1 - Dropouts:27

There are insufficient teachers to staff Teaching Set 8HR_1 in Slot 1 of 2020-08.

There are insufficient teachers to staff Teaching Set 8HR_1 in Slot 2 of 2020-08.

There are insufficient teachers to staff Teaching Set 8HR_1 in Slot 3 of 2020-08.

There are insufficient teachers to staff Teaching Set 8HR_1 in Slot 4 of 2020-08.

There are insufficient teachers to staff Teaching Set 8HR_1 in Slot 5 of 2020-08.

Select the solution you wish to work with from the list to display a full report.
Select 'Close' to exit the Autoscheduler and leave the chosen solution in the Grid Modelling screen
All solutions have been saved as snapshots and can be loaded by using the Snapshot Manager.

Print

Close Cancel

- Click **Close**

Note: The user may manually resolve conflicts or tighten/relax constraints and run the auto-scheduler again.

6.21 Refining Student Placement

Once all teaching sets are in place, it is now time to refine student placement for the timetable. Student Placement involves ensuring that all students are placed in a teaching set at any one time and there are no clashes or unplaced preferences.

This process will involve the use of the **Move Student Function** to manipulate the placement and balance of students within sets of multi-set subjects and the use of the **Student Course** function to manipulate and fit individual students.

6.21.1 Move Student Function

The Move Student function is available in two places:

- Timetabling > Grid Modelling > Tools > Move Students
- Timetabling > Timetable > Functions > Move Students

The **Move Student** function allows the user to move or redistribute teaching sets, balance all sets, view the results of any moves, resolve conflicts and place unplaced students.

Move/Redistribute allows the user to highlight any teaching set and students in the teaching set will then be automatically highlighted. The **Move Students** option allows the user to highlight any or all students and move them to another teaching set for the same subject. If there is more than one destination teaching set available, using the **Redistribute** function will try to place students with the minimum of dropouts. **Remove** will remove the teaching set from the grid and any students in that set will become unplaced students.

The screenshot shows the 'Move Student' dialog box with the following components:

- Header:** 'Move Student' title bar, year '2017', and date '2017 - 08 - 08'.
- Tabs:** 'Move/Redistribute' (selected), 'Balance Sets', 'View Results', 'Conflict Resolution', 'Graphical Display', and 'Unplaced Students'.
- Teaching Sets Table:**

Code	Subject	No.	Max
8ART_1	Art 8	15	22
8ART_2	Art 8	15	22
8ART_3	Art 8	15	22
8ART_4	Art 8	14	22
8D&T_1	Design and Technology 8	15	22
8D&T_2	Design and Technology 8	15	22
8D&T_3	Design and Technology 8	15	22
8D&T_4	Design and Technology 8	14	22
8ENG_1	English 8	29	30
8ENG_2	English 8	30	30
8HASS_1	Humanities and Social Scie	29	30
8HASS_2	Humanities and Social Scie	30	30
8HE_1	Health Education 8	29	30
8HE_2	Health Education 8	30	30
8HEc_1	Home Economics 8	15	22
8HEc_2	Home Economics 8	15	22
8HEc_3	Home Economics 8	15	22
8HEc_4	Home Economics 8	14	22
8HR_1	Home Room 8	29	30
8HR_2	Home Room 8	30	30
8IND_1	Indonesian 8	29	31
8ITAL_1	Italian 8	30	30
8MUS_1	Music 8	15	22
- Students Table:**

Name	Form	
Arrowsmith, David	7/07.1	Y
Arrowsmith, William	7/07.1	Y
Brown, Roberta	7/07.2	Y
Cooper, Marianne	7/07.1	Y
Etheridge, Kirsty	7/07.1	Y
Fall, Jarrad	7/07.2	Y
James, Kendell	7/07.1	Y
Karp, Lee	7/07.2	Y
Milenovich, Andrew	7/07.2	Y
Mohammad, Cameron	7/07.2	Y
Peters, Darryl	7/07.2	Y
Scanty, Janelle	7/07.2	Y
Sintar, Karl	7/07.2	Y
Ward, Simon	7/07.1	Y
Ziller, Susan	7/07.2	Y
Alkitik, Maria	7/07.1	
Amber, Kylie	7/07.1	
Andrews, Guy	7/07.1	
Atkins, Aaron	7/07.1	
Avery, Roslyn	7/07.2	
Bandy, Brandy	7/07.1	
Baverstock, Helen	7/07.1	
Black, Mary	7/07.1	
- Destination Teaching Sets Table:**

Code	No.
8ART_2	15
8ART_3	15
8ART_4	14
- Buttons:** 'Move Student(s)', 'Redistribute', and 'Remove'.
- Footer:** 'Allow Oversize Sets' (checkbox), 'Movements: 5', 'Attempts: 5', and 'OK', 'Cancel', 'Close' buttons.

After any attempted change, the **View Results** tab will be shown to display the success or failure for individual students of any move.

The report may be printed from this screen by selecting **Print Log**. If **Success** is listed, the student has been successfully moved to the destination teaching set. If **Failed** is listed, the student has not been moved but remains in their original teaching set. If **Dropout** is listed, the student is now not placed in any teaching set for that subject and remains unplaced.

Balance all Sets attempts to redistribute students to allow more equitable teaching sets. Users can select some or all teaching sets to be balanced. Highlighting the relevant teaching sets and clicking on **Balance Sets** will attempt to redistribute the students.

Move Student
2016 2016 - 09 - 09

Move/Redistribute | **Balance Sets** | View Results | Conflict Resolution | Graphical Display | Unplaced Students

Subjects

Code	Name
9Art	Art 9
9Cra	Craft 9
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEd	Health Education 9
9HR	Home Room 9
9ITAL	Italian 9
9Ind	Indonesian 9
9MED	Media 9
9MUS	Music 9
9MW	Metalwork 9
9Math	Mathematics 9
9PE	Physical Education 9
9S&E	Society & Environment 9
9Sci	Science 9
9WW	Woodwork 9

Teaching Sets

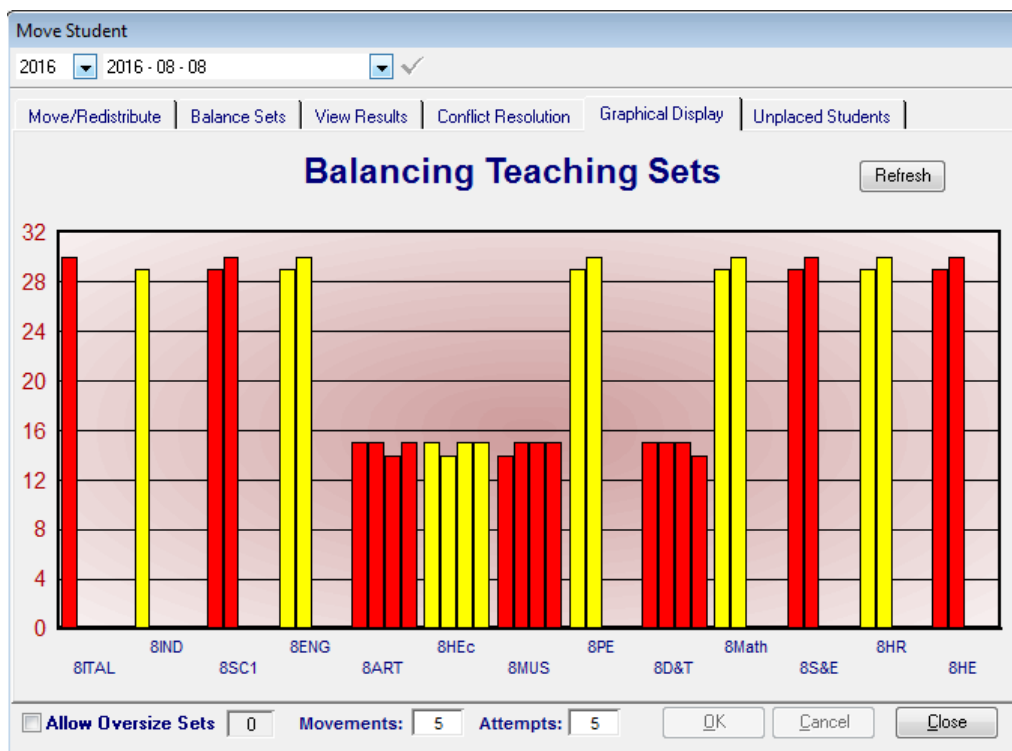
Code	Subject	No.	Max
9Art_1	Art 9	22	22
9Cra_1	Craft 9	14	22
9Dram_1	Drama 9	22	22
9Eng_1	English 9	27	30
9Eng_2	English 9	27	30
9Eng_3	English 9	30	30
9Eng_4	English 9	27	30
9Fab_1	Fabrics 9	26	22
9Food_1	Food Production 9	24	22
9Food_2	Food Production 9	15	22
9HEd_1	Health Education 9	30	30
9HEd_2	Health Education 9	30	30
9HEd_3	Health Education 9	28	30
9HEd_4	Health Education 9	23	30
9HR_1	Home Room 9	28	30
9HR_2	Home Room 9	28	30
9HR_3	Home Room 9	28	30
9HR_4	Home Room 9	27	30
9ITAL_1	Italian 9	30	30
9ITAL_2	Italian 9	21	30
9Ind_1	Indonesian 9	30	30
9Ind_2	Indonesian 9	30	30
9MED_1	Media 9	19	22
9MUS_1	Music 9	17	22

Balance Sets

Select the teaching sets that you wish to balance.
Note that other sets may be adjusted in this process, and that occasionally the situation may appear to get worse before it gets better.

☐ Allow Oversize Sets 2 Movements: 5 Attempts: 5 OK Cancel Close

Once the balancing of the sets has been set in motion, the **Graphical Display** of teaching sets will be automatically displayed. If the system could balance teaching sets without allowing any dropouts, the graph will automatically adjust to reflect the balancing.



Conflict Resolution allows the user to select some or all students for a grid and **Check for Conflicts**, that is, check for student clashes. Any clashes will be listed and the user may **Resolve Conflicts** from this screen.

Students

Name	Form
Mohammad, Cameron	7/07.2
Narkle, Zoe	7/07.2
Nichols, Tanya	7/07.1
Oliver, Nancy	7/07.1
Oppeal, Craig	7/07.2
Paterson, Erin	7/07.2
Pendlebury, Stacey	7/07.2
Peters, Darryl	7/07.2
Phelps, Ryan	7/07.2
Rafferty, Eleanor	7/07.2
Richardson, Ben	7/07.1
Robson, Zoe	7/07.2
Sampson, Nora	7/07.2
Scanty, Janelle	7/07.2
Sintar, Ellen	7/07.1
Sintar, Karl	7/07.2
Smith, Thy	7/07.1
Sullivan, Hannah	7/07.2
Taylor, Cass	7/07.1
Wansbrough, Brandon	7/07.2
Ward, Guy	7/07.1
Ward, Simon	7/07.1
Zitter, Susan	7/07.2

List of Conflicts

Name	Set 1	Set 2
Keo, Mitchell	8ART_2	8MUS_3
Martine, Liam	8ART_2	8MUS_3
Narkle, Zoe	8ART_2	8MUS_3
Pendlebury, Stacey	8ART_2	8MUS_3
Phelps, Ryan	8ART_2	8MUS_3
Sampson, Nora	8ART_2	8MUS_3
Sintar, Ellen	8ART_2	8MUS_3
Ward, Guy	8ART_2	8MUS_3

Check for Conflicts

Resolve Conflicts ☐ Retain Locked Preferences

Deselect All Select All

Allow Oversize Sets: 0 Movements: 5 Attempts: 5 OK Cancel Close

Unplaced Students displays any subjects in red that have any unplaced students. All other subjects and placed students are also listed. Students who are unplaced are listed in red and have a **U** placed next to their name. The third column displays associated teaching sets for the highlighted subject. Highlighting the appropriate subject(s), student(s) and teaching set(s) and clicking **Place** will attempt to move students into teaching sets. The **Remove** function will move a placed student from a teaching set. The **Fit All** function will attempt to place all unplaced students

into relevant teaching sets. **Auto Promote** promotes students' reserve preference, after which **Fit All** may be attempted again. The success or failure of the attempted placements will be shown on the **View Results** tab that will display automatically.

Move Student

2016 2016 - 08 - 08

Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | Unplaced Students

Subjects

Code	Name	U	P
8ART	Art 8	9	50
8D&T	Design and Technology 8	0	59
8ENG	English 8	0	59
8HE	Health Education 8	0	59
8HEc	Home Economics 8	0	59
8HR	Home Room 8	0	59
8IND	Indonesian 8	0	29
8ITAL	Italian 8	0	30
8MUS	Music 8	0	59
8Math	Mathematics 8	0	59
8PE	Physical Education 8	0	59
8S&E	Society & Environment 8	0	59
8SC1	Science 8	0	59

Students

Name	Form	
Pendlebury, Stacey	7/07.2	U
Brown, Lana	7/07.1	U
Sampson, Nora	7/07.2	U
Sintar, Ellen	7/07.1	U
Dudney, Jenna	7/07.1	U
Farrington, Stephanie	7/07.1	U
Iris, Megan	7/07.2	U
Atkins, Aaron	7/07.1	U
Ward, Guy	7/07.1	U
Longmire, Ragbir	7/07.2	Y
Lithgow, Jared	7/07.2	Y
Litter, Alex	7/07.2	Y
Lesley, Codie	7/07.1	Y
Koehler, Bronson	7/07.1	Y
Knowles, Bianca	7/07.2	Y
Keo, Mitchell	7/07.2	Y
Hardley, Todd James	7/07.1	Y
Martine, Liam	7/07.2	Y
Wansbrough, Brandon	7/07.2	Y
Taylor, Cass	7/07.1	Y
Sullivan, Hannah	7/07.2	Y
Smith, Thy	7/07.1	Y
Robson, Zoe	7/07.2	Y

Destination Teaching Sets

Code	No.
8ART_2	0
8ART_3	15
8ART_4	20

Place Remove Fit All Auto Promote

U = Unplaced
P = Placed
Red text indicates unplaced students

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

If the move has been successful, clicking **OK** will save the move. If the move has been unsuccessful and the user wants to return all students to their original teaching sets, clicking **Cancel** at any time will not save any changes. If the user is in the **Grid Modelling** screen, the use of snapshots may be advantageous to check the results of any moves.

Allow Oversize Sets if checked will create teaching sets that are larger than the maximum listed in the Subject Load table if this will allow more students to be fitted into the teaching sets.

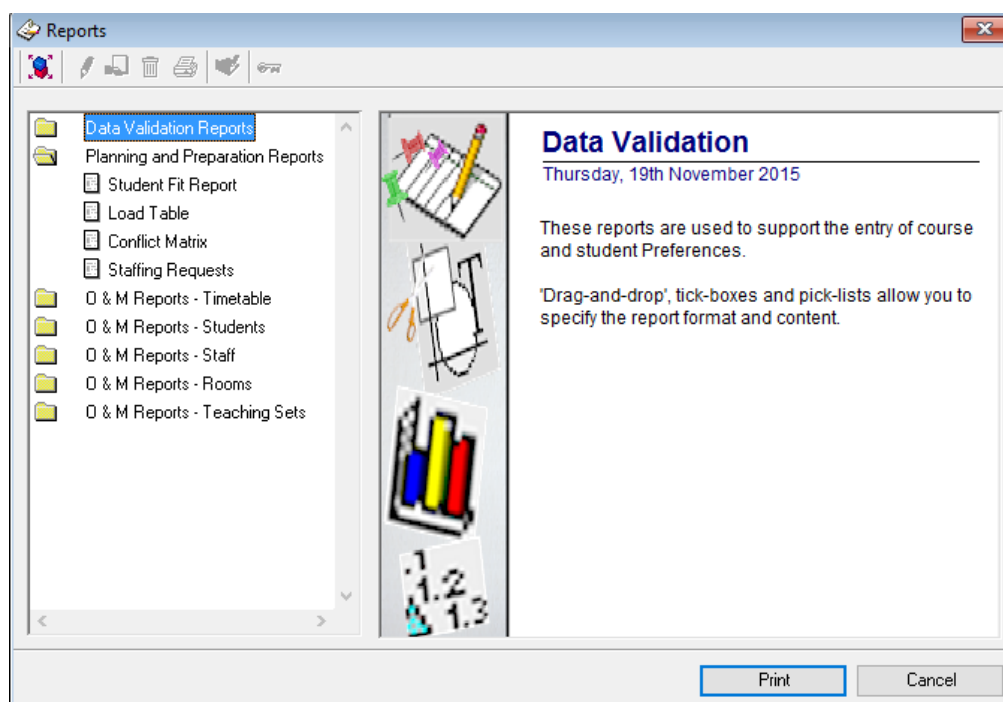
Movements shows the number of student moves that have been allowed for this grid. **Attempts** displays the number of attempted moves to place students on the grid.

The **Timetable Year** and/or **Grid** may be changed at any time while working within the Move Students function.

Useful reports to view while analysing student fit are the

- Auto-scheduler Completion Report
- Student Fit Report
- Load Table Report
- Conflict Matrix Report

These reports except for the auto-scheduler completion report are found in **Timetabling > Reports > Planning and Preparation**.



ACTIVITY

To fit as many students as possible to the **Year 9** grid:

Timetabling > Grid Modelling

- Click Update Student Statistics 

This will indicate how many students are unplaced overall and for each band record.

Grid Modelling

Functions Tools Grid Constraints Switch View

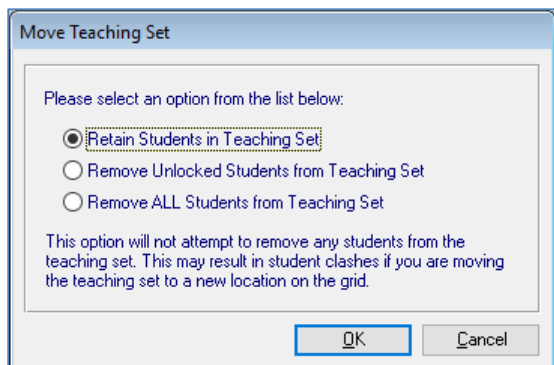
2020 2020-09-09

It is likely that one of the Bands between 2 and 5 will contain five teaching sets and another will have only three.

- Ensure all grid bands are unlocked, then right click on the smallest teaching set on the longest band and click **Move Teaching set**

2 (111) [4]		English 9 9Eng_1 (20)	English 9 (F) 9Eng_4 (27) ▾	Humanities and Soc 9HASS_2 (10)	Mathematics 9 9Math_1 (26)	Science 9 9Sci_1 (28)	
3 (111) [4]		English 9 9Eng_3 (30)	Humanities and Soc 9HASS_4 (27) ▾	Mathematics 9 9Math_3 (28)	<div>Move Teaching Set</div> <div>Change Selected Students' Teaching Set</div>		

- Choose **Retain Students in Teaching Set** and click **OK** twice



Move Teaching Set

Please select an option from the list below:

☒ Retain Students in Teaching Set

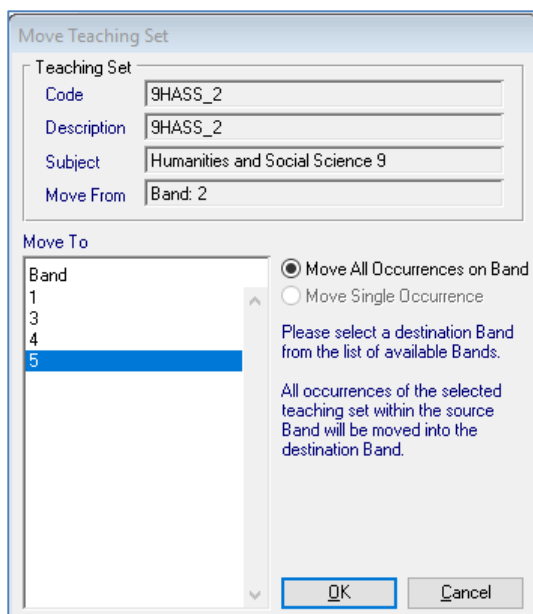
☐ Remove Unlocked Students from Teaching Set

☐ Remove ALL Students from Teaching Set

This option will not attempt to remove any students from the teaching set. This may result in student clashes if you are moving the teaching set to a new location on the grid.

OK Cancel

- Select the shortest Band between 2 and 5 and click OK



Move Teaching Set

Teaching Set

Code: 9HASS_2

Description: 9HASS_2

Subject: Humanities and Social Science 9

Move From: Band: 2

Move To

Band

1

3

4

5

☒ Move All Occurrences on Band

☐ Move Single Occurrence

Please select a destination Band from the list of available Bands.

All occurrences of the selected teaching set within the source Band will be moved into the destination Band.

OK Cancel

This is likely to create conflicts.

- Click on **Tools > Move Students** and select **Conflict Resolution**
- Click on **Select All** and **Check for Conflicts**

Move Student

2020 ☐ 2020-09-09 ☒


Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | Unplaced Students

Name	Form
Sango, Andrew	8/08.3
Santoso, Jennifer	8/08.4
Saunders, Tiffany	8/08.1
Schluter, Samuel	8/08.2
Scholar, Imogen	8/08.2
Scott, Mark	8/08.3
Shifter, Natalie	8/08.4
Smith, David	8/08.1
Smith-Carter, Ben	8/08.1
Sniffen, Megan	8/08.2
Sok, Glen	8/08.3
Stanczyk, Josh	8/08.3
Stewart, Joanne	8/08.1
Stoddart, Grant	8/08.4
Thorne, Chanton	8/08.1
Trinder, Aiden	8/08.4
Vanderlan, Alison	8/08.2
Wansbrough, Justin	8/08.2
Watson, Tom	8/08.3
Williams, Sandra	8/08.4
Winters, Craig	9/Not sp
Young, Eileen	8/08.3
Zolter-Albert, Jennifer	8/08.4

Name	Set 1	Set 2
King, Jared	9HASS_2	9Math_2
Lang, Jade	9HASS_2	9Math_2
Magan, Shaylee	9HASS_2	9Math_2
Monneron, Thomas	9HASS_2	9Math_2
Mosdale, Vanessa	9HASS_2	9Math_2
Nankivell, Peter	9HASS_2	9Math_2
Smith-Carter, Ben	9HASS_2	9Math_2
Vanderlan, Alison	9HASS_2	9Math_2

Check for Conflicts

Resolve Conflicts ☐ Retain Locked Preferences



Deselect All

Select All

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5

OK Cancel Close

- Click **Resolve Conflicts** and then select the **View Results** tab to see how the conflicts were resolved.
- Click **OK** to save the changes

Now some unplaced students may be placed.

- On the **Unplaced Students** tab, click **Fit All**

Any subjects highlighted in red have unplaced students. The students highlighted in red are the unplaced students for the selected subject.

Move Student

2020 2020-09-09

Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | Unplaced Students

Subjects				Students		Destination Teaching Sets	
Code	Name	U	P	Name	Form	Code	No.
9HASS	Humanities and Social Scienc	20	91	Mappin, Phill	8/08.3	9HASS_1	30
9WW	Woodwork 9	10	21	Lynn, Jade	8/08.2	9HASS_2	4
9Food	Food Production 9	8	19	Stanczyk, Josh	8/08.3	9HASS_3	30
9Eng	English 9	4	107	Bandy, Tamara	8/08.1		
9Ind	Indonesian 9	3	55	Bishop, Alecia	8/08.1		
9Art	Art 9	0	30	Sniffen, Megan	8/08.2		
9Cra	Craft 9	0	22	Broom, Declan	8/08.2		
9Dram	Drama 9	0	22	Ossey, Jane	8/08.1		
9Fab	Fabrics 9	0	20	Elliott, Bryce	8/08.3		
9HEd	Health Education 9	0	111	Evans, Dayna	8/08.1		
9HR	Home Room 9	0	111	Peter, Blake	8/08.2		
9ITAL	Italian 9	0	53	Futterby, Aimee	8/08.2		
9MED	Media 9	0	0	Ross, Hayley	8/08.2		
9MUS	Music 9	0	34	Watson, Tom	8/08.3		
9MW	Metalwork 9	0	36	Born, Corrina	8/08.2		
9Math	Mathematics 9	0	111	Marlin, Haylee	8/08.2		
9PE	Physical Education 9	0	111	McArthur, Aimee	8/08.1		
9Sci	Science 9	0	111	McMame, Leila	8/08.2		
				Wansbrough, Justin	8/08.2		
				Thorne, Chanton	8/08.1		
				Pate, Francine	8/08.3		
				Pearson, Tamara	8/08.4		
				Mosdale, Vanessa	8/08.3		

Place Remove Fit All Auto Promote

U = Unplaced
P = Placed
Red text indicates
unplaced students

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

- Select **Ignore students in off-grid sets** and click **OK**

Some students will be placed.

- Click **OK** to save the changes and close the **Move Students** window
- View the stats again

- Click on **Tools > Move Students**
- Click on the **Unplaced Students** tab

Move Student

2020 2020-09-09

Move/Redistribute | Balance Sets | View Results | Conflict Resolution | Graphical Display | **Unplaced Students**

Subjects				Students			Destination Teaching Sets	
Code	Name	U	P	Name	Form		Code	No.
9wW	Woodwork 9	9	22	Jury,Brad	8/08.1	U	9wW_1	22
9Food	Food Production 9	5	22	Broom,Declan	8/08.2	U		
9Art	Art 9	0	30	Brabazon,Amy	8/08.2	U		
9Cra	Craft 9	0	22	Blake,Keira	8/08.1	U		
9Dram	Drama 9	0	22	Rath,Hugh	8/08.1	U		
9Eng	English 9	0	111	Pol,Louis	8/08.1	U		
9Fab	Fabrics 9	0	20	Monneron,Thomas	8/08.1	U		
9HASS	Humanities and Social Scienc	0	111	Bandy,Tamara	8/08.1	U		
9HEd	Health Education 9	0	111	Mulroney,Todd	8/08.2	U		
9HR	Home Room 9	0	111	King,Jared	8/08.1	Y		
9ITAL	Italian 9	0	53	Noakes,Scott	8/08.1	Y		
9Ind	Indonesian 9	0	58	Ossey,Jane	8/08.1	Y		
9MED	Media 9	0	0	Peter,Blake	8/08.2	Y		
9MUS	Music 9	0	34	Rivers,Allan	8/08.2	Y		
9MW	Metalwork 9	0	36	Scholar,Imogen	8/08.2	Y		
9Math	Mathematics 9	0	111	Smith,David	8/08.1	Y		
9PE	Physical Education 9	0	111	Stewart,Joanne	8/08.1	Y		
9Sci	Science 9	0	111	Thorne,Chanton	8/08.1	Y		
				Born,Corrina	8/08.2	Y		
				Gray,Nathan	8/08.2	Y		
				Lang,Jade	8/08.2	Y		
				Leoncio,Jaymee	8/08.1	Y		
				Lucey,Michael	8/08.1	Y		

Place
Remove
Fit All
Auto Promote

U = Unplaced
P = Placed
Red text indicates unplaced students

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

- Click **Auto Promote**, then **Fit All**
- Select **Ignore students in off-grid sets** and click **OK**
- Click **OK** to accept changes and close the **Move Students** window

Allow Oversized Sets

- Take a **FULL Snapshot** of your grid 

Select Snapshot Type

Options

☐ Grid Map (Teaching Set positions on the Grid)

☒ Full Snapshot (Including Preference Data)

OK Cancel

- Enter a **Code** and **Description** for your snapshot

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 oversized sets

- Return to the Tools > Move Students > Unplaced Students**
- Select **Allow Oversize Sets** and then click on **Fit All** again.
- Click **OK** to accept any changes and close the window

Switch View > Vertical Grid View

- Identify oversized sets

Subject				
9Art	1 (22)	2 (11)		
9Cra	1 (22)			
9Dram	1 (32)			
9Eng	1 (27)	2 (30)	3 (27)	4 (27) x
9Fab	1 (20)			
9Food	2 (22)			
9HASS	1 (28)	2 (26)	3 (30)	4 (27) x
9HEd	1 (30)	2 (26)	3 (26)	4 (29)
9HR	1 (28)	2 (27)	3 (28)	4 (28)
9ITAL	1 (23)	2 (30)		
9Ind	1 (30)	2 (28)		
9MUS	1 (19)	2 (15)		
9Mw	1 (22)	2 (15)		
9Math	1 (28)	2 (28)	3 (28)	4 (27) x
9PE	1 (29)	2 (28)	3 (25)	4 (29)
9Sci	1 (29)	2 (26)	3 (29)	4 (27) x
9w/w	1 (22)			


- If the oversized set is too big, retrieve your snap shot by clicking  and selecting your snapshot

- Continue to attempt to place students and to balance sets

Depending on your placement of teaching sets on the grid you may also wish to:

- **Add Teaching sets** through the **Tools** menu
- **Delete Teaching sets** through the **Tools** menu

Note: You can revert to an earlier snapshot at any time.

- Note the names of three unfitted students
- Close **Move Students**
- Lock  grid
- Click **Yes** to save the changes

6.22 Student Counselling

Once a grid has been created, it may be necessary to counsel students regarding changes to their preferences to allow them a full study load within the constraints of the timetable and the resources of the school.

After consultation with the student, it will probably be necessary to alter their preferences or promote reserve preferences and create a new timetable for the affected student. This would usually be done through Timetabling > Student Courses. The course for each student is presented in three views. These are Preferences, Timetable and Grid. Each view will allow the entry and editing of the student's course and will have advantages in different circumstances. The timetable view will only be available when the grid to which the student is a member has been saved to the timetable.

To help in the counselling of students the Student Fit Report (Timetabling > Reports > Planning and Preparation Reports) may be of use.

Preferences View


Student Course Maintenance

<


Any preference that has not been assigned to a teaching set will be highlighted in red and have **NO** in the **Assign** column. In order to fit a student to a grid, preferences may have to be added, deleted or promoted from Reserve.

To add preferences, click on **Show/Hide Subject List** to bring up the subject list. Then click on the required subject and drag and drop it onto the student preferences window.

To delete a preference, highlight it and click on Delete. 

To promote a preference, highlight it and click on the Toggle button. 

Fitting the Student into existing Teaching Sets

- Highlight the unassigned preference 
- Click on Assign Teaching Set
- Highlight the appropriate 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
10PE_1	10PE_1	20	6, 10	Ms T Norton
10PE_2	10PE_2	20	7, 11	Mr P Payne
10PE_3	10PE_3	23	8, 12	Mr J Peter

OK Cancel

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

Alternatively, suggested Student Fit may be used.  The following screen will be displayed.

Move Student

2016 2016 - 10 - 10 ☒

View Results

Student	From	To	Success
Ben Anderson		10PE_1	SUCCESS*
Ben Anderson		10Ind_2	SUCCESS*
Ben Anderson		10HE_3	SUCCESS
Ben Anderson	10PE_1	10PE_2	SUCCESS

Print Log

Clear Log

* indicates direct moves between sets in the same Band Records

☐ Allow Oversize Sets Movements: Attempts: OK Cancel Close

The Suggested Fit may be saved or cancelled.

Timetable View

The **Timetable View** displays the selected student's course within the grid and timeslice selected. Right clicking on a period presents a number of options to manipulate the student's course.

Student Course Maintenance

2016 2016-05

Anderson, Ben (3)

Grid 2016 - 10 - 10 Time Slice 1 FEB 2016 - 8 APR 2016

Preferences Timetable Grid

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
H	Home Room 10 10HR_1 (23) Mr DJ Trainor SS8	Home Room 10 10HR_1 (23) Mr DJ Trainor SS8	Home Room 10 10HR_1 (23) Mr DJ Trainor SS8	Home Room 10 10HR_1 (23) Mr DJ Trainor SS8	Home Room 10 10HR_1 (23) Mr DJ Trainor SS8
1	English 10 10ENG_1 (23) Mr J Brigg SS5	Health Education 10HE_3 (15) Ms T Norton SS4	Humanities and 10HASS_1 (23) Ms A Fisher SS1	Mathematics 10 10Math_1 (23) Ms T Heaven SS8	Science 10 10SCI_1 (23) Ms K Holter SCI 3
2	Science 10 10SCI_1 (23) Ms K Holter SCI 3	English 10 10ENG_1 (23) Mr J Brigg SS5	GYM4	SS1	Drama 10 10DRA_1 (24) Mr J Calvin GYM3
B					
3	Indonesian 10 10Ind_2 (17) Ms J Calvin SS5	Science 10 10SCI_1 (23) Ms K Holter SCI 3	English 10 10ENG_1 (23) Mr J Brigg SS5	Health Education 10HE_3 (15) Ms T Norton SS4	Mathematics 10 10Math_1 (23) Ms T Heaven SS8
4	Mathematics 10 10Math_1 (23) Ms T Heaven SS8	Drama 10 10DRA_1 (24) Ms J Calvin GYM3	Science 10 10SCI_1 (23) Ms K Holter SCI 3		Humanities and 10HASS_1 (23) Ms A Fisher SS1
L				English 10 10ENG_1 (23) Mr J Brigg SS5	
5	Humanities and 10HASS_1 (23) Ms A Fisher SS1	Mathematics 10 10Math_1 (23) Ms T Heaven SS8	Indonesian 10 10Ind_2 (17) Ms J Calvin SS5		Physical Education 10PE_2 (23) Mr P Payne GYM4

Right-click context menu options:

- Show Teaching Set Members
- Show Available Sets
- Remove Student

Note: This view is only available once the grid has been saved as timetable.

Grid View

Grid View presents the selected student's course overlaid onto the grid. 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) Ms T O'Reilly SS4	Indonesian 10 (F) MW 1	Physical Education MUS1	
9 [2]			Drama 10 10DRA_1 (34) Mr C Best GYM1	Italian 10 10ITAL_1 (22) Mr T Jones SS2	Physical Education 10PE_1 (21) Ms T Norton GYM3	etahwork 10 10MW_1 (11) Mr P Scott MW 2
10 [2]			Health Education 10 10HE_1 (21) Mr P Payne MS4	Indonesian 10 10Ind_1 (22) Mr T Jones SS8	Physical Education 10PE_2 (20) Mr P Payne GYM4	
11 [2]			Health Education 10 10HE_2 (22) Mr J Peter MS5			

Move Student
Show Teaching Set Members
Remove Student

ACTIVITY

Timetabling > Student Course

- Find the unfitted students
- Filter to **2020**
- Reassign the preferences of these students in your preferred view
- Close

6.23 Save as Timetable

Timetabling > Grid Modelling > Functions > Save as Timetable

Saving the grid as a timetable will incorporate the grid into the total overview of the school's use of resources, that is, the timetable. The action of saving locks the band records in the saved schedule into the grid. Once the grid has been saved, it may not be re-modelled. However, a grid may be unsaved if necessary and then may be re-modelled.

Unlocking the grid, clicking on the **Functions** menu and choosing **Save as Timetable** from the menu will display the following screen.

Save As Timetable

Timetable Details

Year2016
Cycle2016-05 - 2016-05

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2016 - 07	2016	29	29	35	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2016 - 08	Term 1	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 08	Term 2	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 08	Term 3	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 08	Term 4	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 09	Semester 1	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 09	Semester 2	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 10	Semester 1	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - 10	Semester 2	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2016 - US	2016	29	29	35	29	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Unsave

Save

Close

Highlight the grid to be saved and click the **Save** button.

ACTIVITY

Save the Semesters 1 Year 8 and 9 grids to the timetable.

Timetabling > Grid Modelling > Functions > Save as Timetable

- Highlight the **Term 1** for the **Year 8** grid and **Semesters 1** and **2** for the **Year 9** grid

Save As Timetable

Timetable Details

Year: 2020

Cycle: 2020-5 - 2020-5

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2020-08	Term 1	29	29	29	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2020-08	Term 2	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>
2020-08	Term 3	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>
2020-08	Term 4	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>
2020-09	Semester 1	29	29	29	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2020-09	Semester 2	29	29	29	29	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2020-10	Semester 1	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>
2020-10	Semester 2	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>
2020-07	2020	29	0	0	29	<input type="checkbox"/>	<input type="checkbox"/>

Unsave Save Close

- Click **Save**
- Click **Yes**
- Close the window and lock the grid
- Click **Yes** you do wish to save

6.24 Allocating Staff and Rooms

Allocate Staff and Rooms allows the user to indicate which teacher and room will be used for each occurrence of a teaching set on the timetable.

Allocation and maintenance of staff and room details is performed within the **Timetable**. 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.

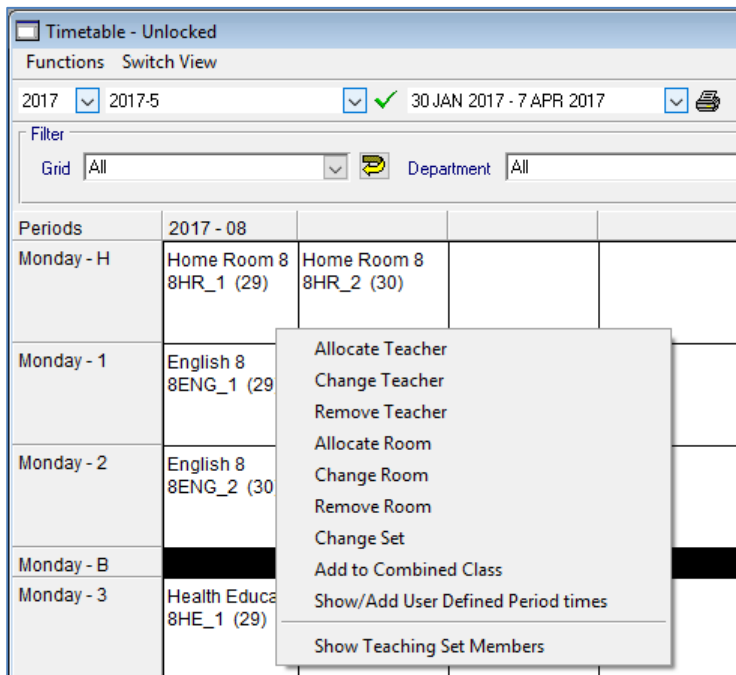
Timetable - Unlocked									
Functions Switch View									
2017 2017-5 30 JAN 2017 - 7 APR 2017									
Filter									
Grid All Department All									
Periods	2017 - 08				2017 - 09				
Monday - H	Home Room 8 8HR_1 (29)	Home Room 8 8HR_2 (30)			Home Room 9 9HR_1 (27)	Home Room 9 9HR_2 (28)	Home Room 9 9HR_3 (28)	Home Room 9 9HR_4 (28)	
Monday - 1	English 8 8ENG_1 (29)	Humanities and S 8HASS_2 (30)			English 9 9Eng_3 (29)	Humanities and S 9HASS_4 (27)	Mathematics 9 9Math_3 (26)	Science 9 9Sci_2 (29)	
Monday - 2	English 8 8ENG_2 (30)	Humanities and S 8HASS_1 (29)			Health Education 9HEd_4 (28)	Italian 9 9ITAL_2 (24)	Physical Education 9PE_1 (30)	Physical Education 9PE_2 (29)	
Monday - B									
Monday - 3	Health Education 8HE_1 (29)	Physical Education 8PE_2 (30)			English 9 9Eng_2 (27)	Humanities and S 9HASS_2 (30)	Mathematics 9 9Math_4 (27)	Science 9 9Sci_3 (27)	
Monday - 4	Mathematics 8 8Math_1 (29)	Science 8 8SC1_2 (30)			Humanities and S 9HASS_1 (24)	Humanities and S 9HASS_3 (30)	Mathematics 9 9Math_1 (30)	Science 9 9Sci_4 (27)	

Staff and rooms may be allocated to subjects on the timetable in one of three ways:

- Manually placing staff and rooms for every occurrence of a teaching set on the grid
- Auto-allocate all staff and rooms
- Manually allocate staff and/or rooms for some teaching sets and then auto-allocate staff and/or rooms to the remaining teaching sets

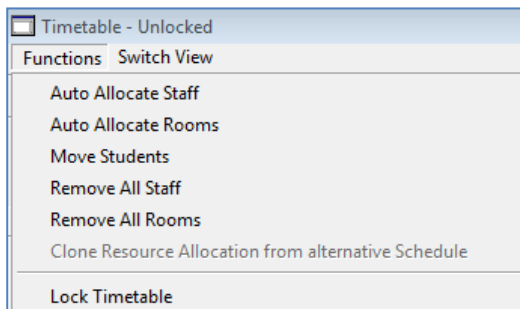
6.24.1 Manual Placement of Staff and Rooms

Teaching staff and rooms are allocated manually by highlighting an appropriate teaching set, right clicking and selecting from the list of functions.



6.24.2 Auto-allocation of Staff and Rooms

Auto-allocation of staff and rooms relies on subject-preferred rooms and staff preferred subject and rooms. The auto-allocate staff and room function are available from the **Function** menu item within the Timetable.



Auto-Allocate Staff

The **Auto Allocate Staff** attempts to assign staff to all class meetings that are currently displayed in the Timetable window.

Note That the Auto Staff Allocation function will only allocate staff to subjects in their list of preferences. No allocations will be made where staff/subject preferences have not been made.

If a set has been partially allocated to a single teacher, that teacher has the subject of the set in their list of preferences, **and** it can allocate the remaining meetings to the same teacher **then** it will allocate the remaining meetings to the same teacher.

If a set has no teacher allocations, it can be taught by a single teacher, **and** the teacher has the subject of the set in their preferences, **then** the teacher may be allocated to teach the set (this also takes account of preference rank). It will do this first for staff who only have one subject preference, and then for remaining staff. Over allocation of staff is not allowed at this stage (that is, staff will not be timetabled above specified Net FTE).

If any class meetings remain to be allocated, then you will be asked if over-allocation of staff is allowed. If it is then the previous step is repeated allowing over-allocation of staff.

If a Combined Class has class meetings relating to two or more subjects, then a staff/subject preference for either subject will be sufficient for an allocation to be made. Note that this means that some subjects may therefore be allocated to non-preferred staff.

If a displayed class meeting is part of a Combined Class and is linked to a class meeting that is not displayed, then it will still attempt to allocate staff to the class meeting. If successful then the allocation will apply to all class meetings that make up the Combined Class.

Auto-Allocate Rooms

The **Auto Room Allocation** will attempt to assign rooms to all class meetings that are currently displayed in the Timetable window.

Note: The Auto Room Allocation function will only allocate rooms to subjects in their list of preferences. No allocations will be made where room/subject preferences have not been made.

Rooms are allocated to class meetings for a set where the set is already partially allocated to a single room, as long as all of the remaining meetings can be allocated to the same room.

Sets that are linked to a room by a **Must Have** preference will be allocated to the **Must Have** room as long as the room can be used for all meetings of the set.

Sets that are linked to a room by a positive preference (**Highly Desirable, Desirable, Take if Necessary**) will be allocated to an appropriate room as long as the room can be used for all meetings of the set. This will take account of the rank of the preference.

The previous step is repeated on an individual class-meeting basis – that is it does not check that all meetings of a set will be allocated to the same room. Some meetings for a set may be allocated whilst others remain unallocated.

Room allocation is then repeated on an individual class-meeting basis.

Before proceeding, users will be asked if they wish to proceed or to skip room allocation on an individual class-meeting basis.

If a Combined Class has class meetings relating to two or more subjects, then a room/subject preference for either subject will be sufficient for an allocation to be made. Note that this means that some subjects may therefore be allocated to non-preferred rooms.

If a displayed class meeting is part of a Combined Class and is linked to a class meeting that is not displayed, then it will still attempt to allocate rooms to the class meeting. If successful then the allocation will apply to all class meetings that make up the Combined Class. For instance, if the Combined Class includes a Science class and a Maths class, and the Science class has Lab 1 as preferred room and Maths class has M1 as a preferred room, then if the auto room allocation

function is run with Maths classes only, it will select M1 for the Combined Class, whereas if the Science filter is applied then Lab 1 will be chosen.

Staffing and Rooming Reports

Some reports that may be of use are:

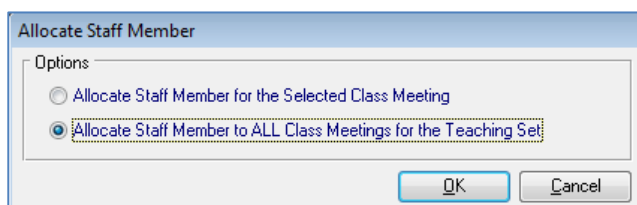
- Period Summary
- Teacher Clash Summary
- Staff Load
- Room Clash Summary Report
- Room Load

ACTIVITY

Manually allocate *Elizabeth Taylor* to one of the English teaching sets on the 2020 timetable

Timetabling > Timetable

- Open the **2020** timetable
- Right click on an **English** class and from the menu select **Allocate Teacher**
- Select **Allocate Staff Member To All Class Meetings** and click **OK**



A list of preferred staff for the subject will be displayed.

- Highlight ***Elizabeth Taylor*** and click **OK**

Note that Elizabeth's preferred room has also been allocated.

Auto-allocate staff and rooms for the remaining teaching sets for the Year 8 and 9 grids.

- Click **Functions**
- Select **Auto-allocate staff**
- Click **Yes** twice
- Click on **Functions** again and select **Auto-allocate rooms**
- Click **Yes** twice

Note: If there are teaching sets that cannot be allocated a teacher or room, users will be given the option to display an exception report to the screen (that may be printed). These teaching sets may be allocated manually or constraints relaxed and the auto-allocate process run again.

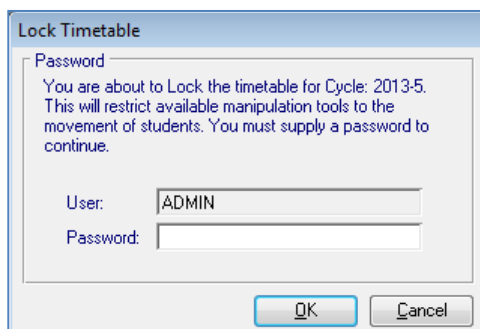
- Manually allocate teachers and rooms to classes still requiring them

6.25 Lock Timetable

ACTIVITY

Timetabling > Timetable

- Go to the **Functions** menu and click **Lock Timetable**
- Enter your password and click **OK**



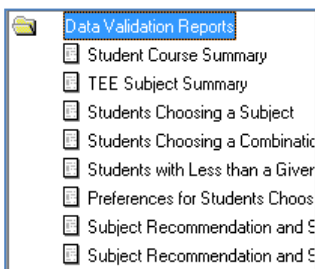
- Click **Yes**
- Close the timetable

7 Timetabling Reports

The current timetabling reports are available from **Timetabling>Reports**. Most reports are also available by printing of the relevant screens within the Timetabling module. The following list of reports may change in the future to meet the changing needs of users. Samples of the available reports may be viewed in Timetabling Manual.

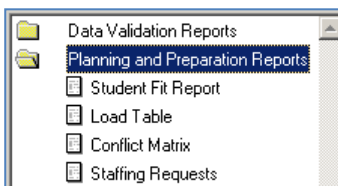
Timetabling Reports have been broken up into three areas: **Data Validation**, **Planning and Preparation**, and **Operational and Maintenance**.

Data Validation Reports



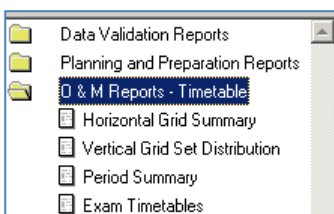
These reports allow the user to identify that correct subjects have been entered and allocated to the relevant students.

Planning and Preparation Reports

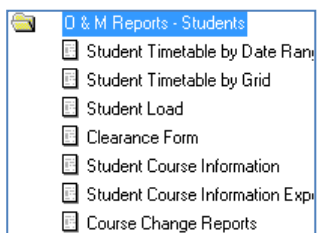


These reports assist the user in the planning and preparation of timetables.

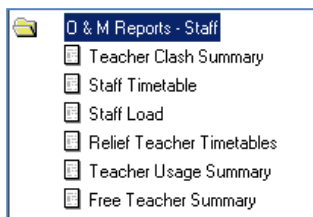
Operational and Maintenance Reports – Timetable



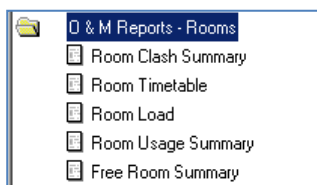
Operational and Maintenance Reports – Students



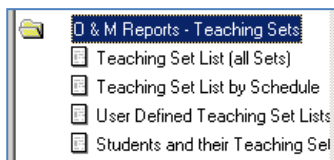
Operational and Maintenance Reports – Staff



Operational and Maintenance Reports – Rooms



Operational and Maintenance Reports – Teaching Sets



ACTIVITY

View the following reports

Timetabling > Reports > Planning and Preparation Reports > Conflict Matrix

- Select **2020**, the **Middle School** and the **2020-09** grid
- Use **Find** to select all **Active Year 9** subjects

The screenshot shows a software window titled "Reports" with a toolbar at the top. On the left is a tree view of report categories. The "Conflict Matrix" report is selected under the "Planning and Preparation Reports" category. The main area of the window contains configuration fields for the report. The "Titles" section has a "Main Title" field set to "Conflict Matrix" and an empty "Page Footer" field. The "Select" section has three dropdown menus: "TT Year" set to "2020", "Campus" set to "Middle School", and "Grid" set to "2020-09". To the right of these is a list of subjects under the heading "Subjects". The subjects listed are: 9Art Art 9, 9Cra Craft 9, 9Dram Drama 9, 9Eng English 9, 9Fab Fabrics 9, 9Food Food Production 9, 9HEd Health Education 9, 9HR Home Room 9, and 9HASS Humanities and Social Scienc. Below the subject list are "Remove" and "Find" buttons. At the bottom of the window are "Print" and "Cancel" buttons.

Reports

Titles

Main Title: Conflict Matrix

Page Footer:

Select

TT Year: 2020

Campus: Middle School

Grid: 2020-09

Subjects

- 9Art Art 9
- 9Cra Craft 9
- 9Dram Drama 9
- 9Eng English 9
- 9Fab Fabrics 9
- 9Food Food Production 9
- 9HEd Health Education 9
- 9HR Home Room 9
- 9HASS Humanities and Social Scienc

Remove Find

Print Cancel

Timetabling > Reports > Planning and Preparation Reports > Staffing Requests

- Check **Combined Staffing Report**
- Enter **24** as the number of periods taught by a full-time teacher
- Enter **4** as the number of periods in a standard unit
- **Print** the report to the screen

Reports

Titles

Main Title: Staffing Requests

Page Footer:

Select

☒ Combined Staffing Report

Timetabling Year: 2019

Cycle: 2019-05

Department: Art

Number of periods taught by a full time teacher: 24

Number of periods in a Standard Unit: 4

Note

Number of periods taught by a full time teacher:

This figure defaults to the sum of all the periods in the Timetable cycle. Please adjust this figure to take into account non-teaching periods, breaks, extended days, etc. The figure should represent the number of periods comprising a full load.

Print Cancel

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

- Select **2020**
- Use **Find** to locate students currently in **Years 7** and **8** whose surnames begin with **A**
- **Print** the report to the screen

The screenshot shows the 'Reports' window with the following configuration:

- Titles:**
 - Main Title: Student Timetable by Date Range
 - Page Footer: (empty)
- Select | Sort:** (empty)
- TT Year:** 2020
- Cycle:** 2020-5
- Range:** 3 FEB 2020 - 9 APR 2...
- Selected Students:**
 - Antonello, Mark
 - Avery, Roslyn
- Options:**
 - ☐ Include Tutor Name(s) on Report
 - ☐ Contact Details
 - ☐ Combine Multiple Timetables
 - ☐ Student Reference
 - ☐ Student Number
- Buttons:** Remove, Find (highlighted), Print, Cancel

Timetabling > Reports > O&M Reports-Students > Student Course Information

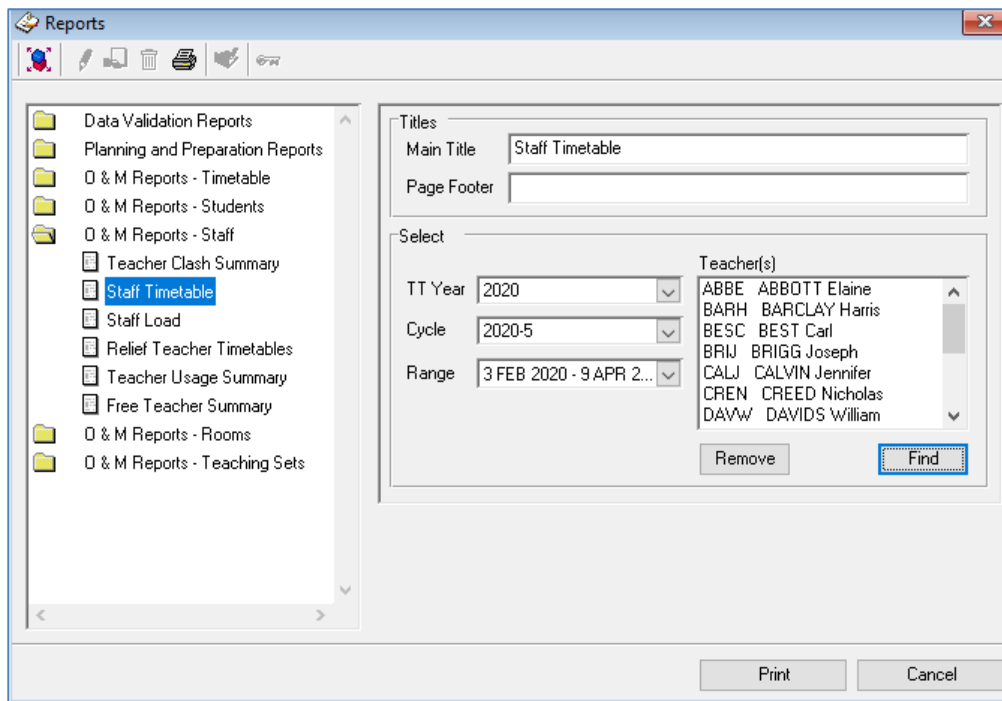
- Select **2020**, the **Middle School Campus** and the **2020-09** Grid
- Find three students
- **Print** the report to the screen

The screenshot shows the 'Reports' window with the following details:

- Titles:**
 - Main Title: Student Course Information
 - Page Footer: (empty)
- Select:**
 - TT Year: 2020
 - Campus: Middle School
 - Grid: 2020-09
 - ☐ Print each student on a new page
- Selected Students:**
 - Broom, Declan
 - Brown, Oliver
 - Carless, Matthew
- Buttons:** Remove, Find, Print, Cancel

Timetabling > Reports > O&M Reports-Staff > Staff Timetable

- Select **2020**
- Use **Find** to locate some teachers
- **Print** the report to the screen



Timetabling > Reports > O&M Reports-Teaching Sets > Teaching Set List (all Sets)

- Select **2020** and the **English Department**
- **Print** the report to the screen

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The 'O & M Reports - Teaching Sets' folder is expanded, and 'Teaching Set List (all Sets)' is selected. The main area on the right is divided into 'Titles' and 'Options' sections. The 'Titles' section has a 'Main Title' field containing 'Teaching Set List (all Sets)' and an empty 'Page Footer' field. The 'Options' section contains three radio buttons: 'TS Headers only' (unselected), 'List Students' (selected), and 'Use Preferred Name' (unselected). To the right of these are five dropdown menus: 'Timetabling Year' (set to 2020), 'Grid' (set to All), 'Department' (set to English), 'Subject' (set to All), and 'Teaching Set' (set to All). At the bottom right are 'Print' and 'Cancel' buttons.

Titles	
Main Title	Teaching Set List (all Sets)
Page Footer	

Options	
<input type="radio"/> TS Headers only	Timetabling Year: 2020
<input checked="" type="radio"/> List Students	Grid: All
<input type="checkbox"/> Use Preferred Name	Department: English
	Subject: All
	Teaching Set: All

- Close the report
- Select **TS Headers only**
- **Print** the report to the screen again

8 Final Review

ACTIVITY

Where would you go to complete each of these tasks in the timetabling process?

1. Set up the school year
2. Add a new room type and room
3. Edit a subject frequency
4. Set up cohorts
5. Edit staff preferred subjects
6. Make members of staff available to a timetable cycle
7. Set up a grid
8. Make subjects available to a grid

9. Enter students' preferences in bulk

10. Edit a subject load table

11. Manually place teaching sets on the grid

12. Edit the inter-grid linkage table

13. Balance teaching sets

14. Map time slots to teaching periods

15. Save a grid to the timetable

16. Auto-allocate staff and rooms

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9 Support

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

Contact details below:

9.1 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.

9.2 Fax (CSC)

9264 4701

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

9.3 Email (CSC)

customer.service.centre@education.wa.edu.au

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

10 Online Manuals and Training Notes

10.1 Civica Education

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

www.civicaeducation.com.au.

Select online manual login.

Username: school

Password: help

10.2 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.