CIVICA

Integris Timetable Construction Training Notes

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Contents

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
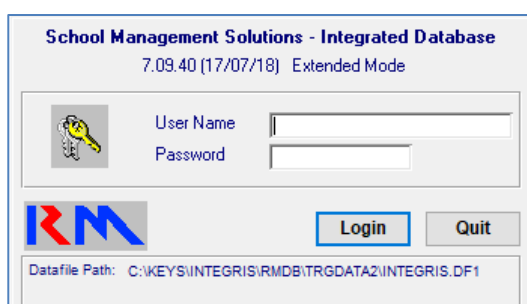
2 Logging On

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

- 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 Integris 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 Integris. The options are displayed below.
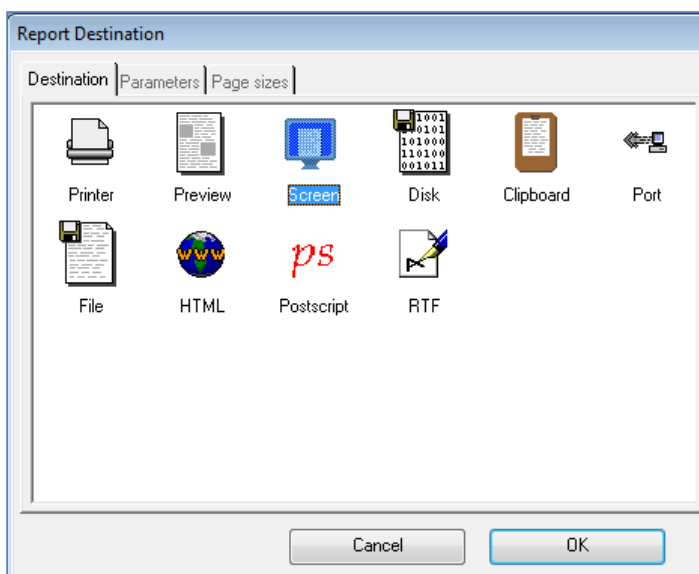
ACTIVITY

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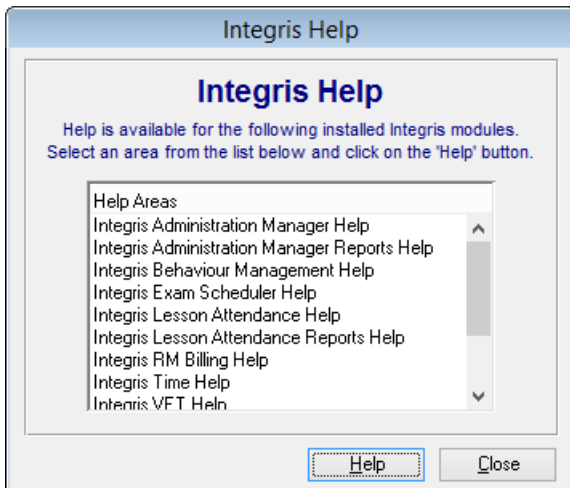
- Highlight *Integris Time Help*
- Click *Help*
- View the Timetabling manual
- Close the manual and *Help*

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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.
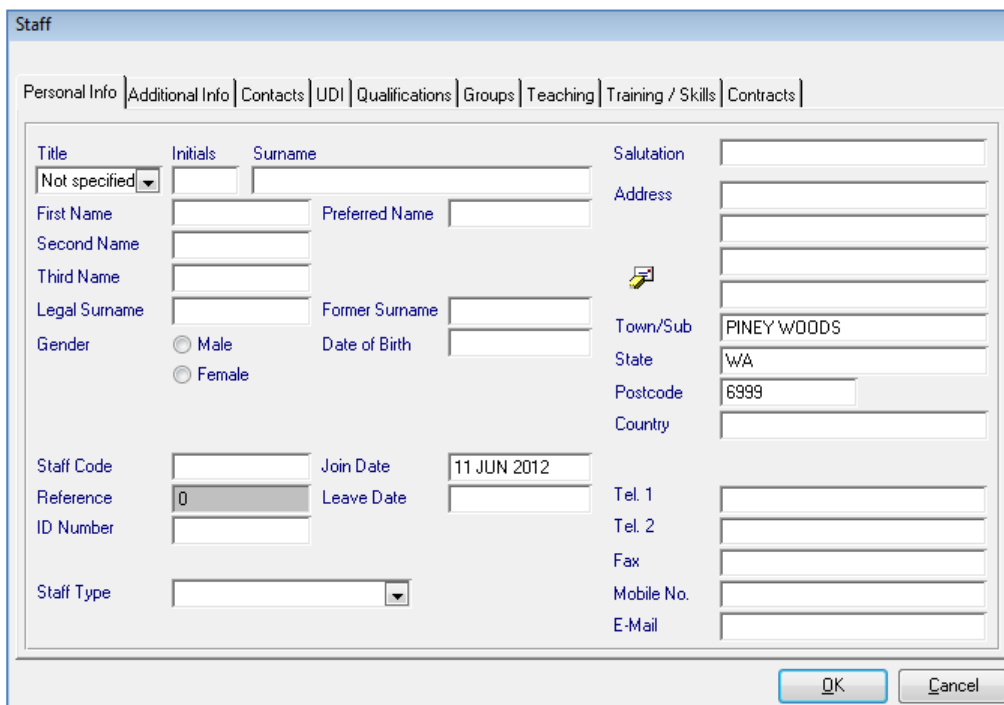
3.1   Staff Details

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.

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:
  o Title
  o Surname *
  o First Name *
  o Gender
  o Date of Birth *
  o Staff Code * (first three letters of your surname and your first initial)
  o ID Number
  o Staff Type
  o 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

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

- 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*

- 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:

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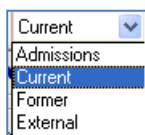
This drop-down menu enables the user to decide which of the rolls they wish to view: the Admissions Roll, Current Roll, Former Roll or the External Roll.

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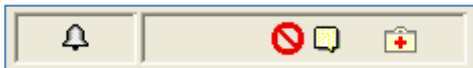
The Student Status Bar is designed to be visible from all panes of the window, giving users a view of key student indicators at a glance.

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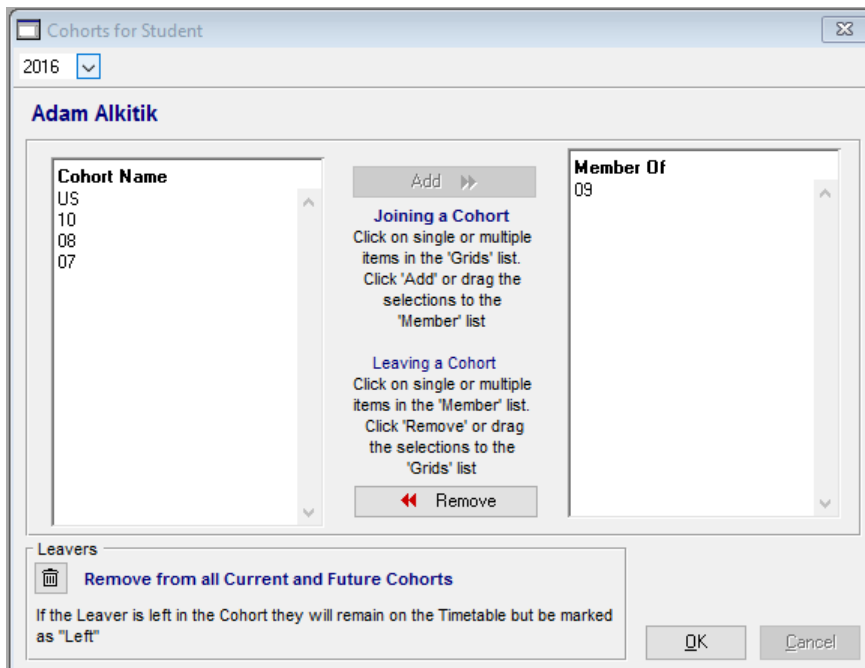
Typically, schools will want to remove timetabled students from cohorts or they will continue to be displayed on teaching set lists (although marked as left). There are two ways to remove students from cohorts in this window:

- Highlighting the cohort(s) displayed in the **Member Of** pane and clicking **Remove**

- Clicking [icon] **Remove from all Current and Future Cohorts**

The second option [icon] **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.
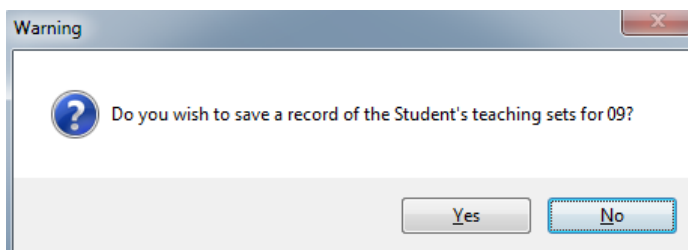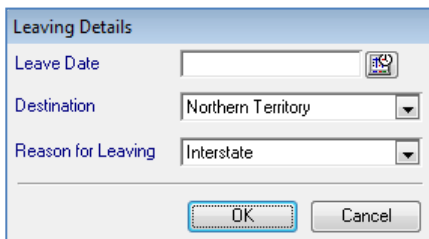
ACTIVITY

General > Student Details

- Click Next Student ▶ to load **Adam Alkitik's** records

- Click Move Student to Former Roll 🚪
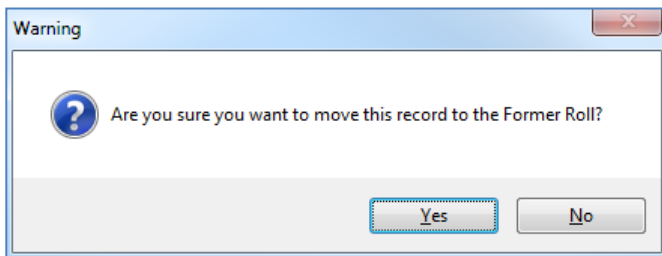
- Click **Yes**
- Enter his **Leave Date** as TODAY, his **Destination Northern** Territory and **his Reason for Leaving** as **Interstate**

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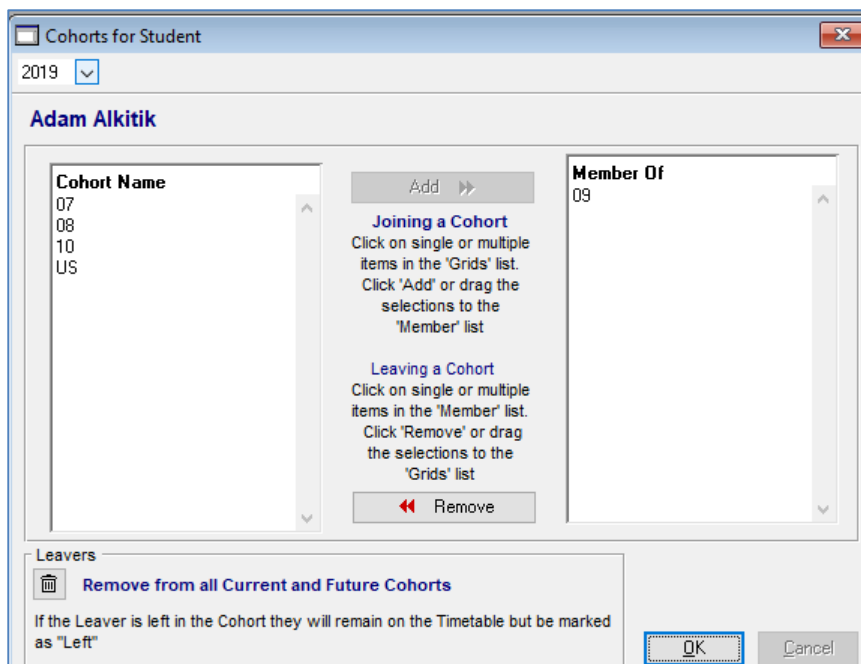
- Click **Remove from all Current and Future Cohorts**
- Click **Yes**, you do wish to save a record of the student's teaching sets
- Close **Student Details**

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.

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

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.**

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

- 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*

- 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*
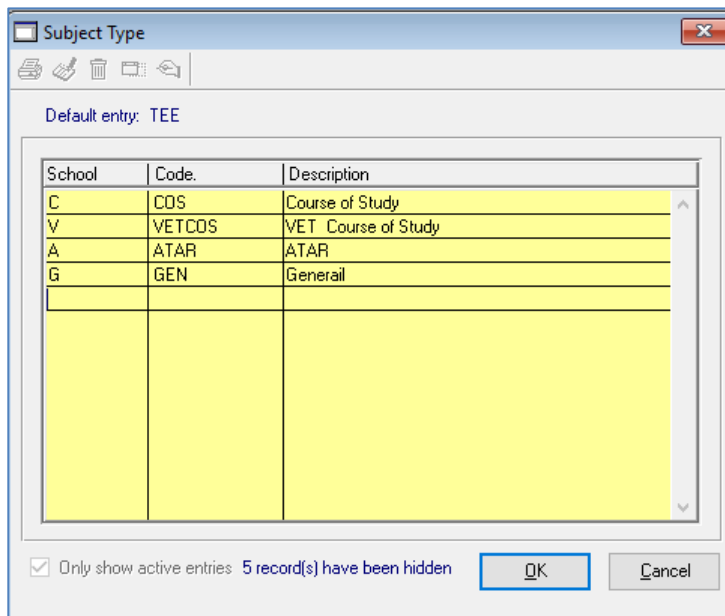
Add Room	
Room Code	D1
Description	Drama 1
Room Type	Performing Arts
Normal Capacity	25
Exam Capacity	0 Locked ☑

OK   Cancel

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

General > Parameters > Subject Type

- Click Modify Parameters
- Enter the additional parameters

Subject Type

Default entry: TEE

School	Code.	Description
C	COS	Course of Study
V	VETCOS	VET Course of Study
A	ATAR	ATAR
G	GEN	Generall
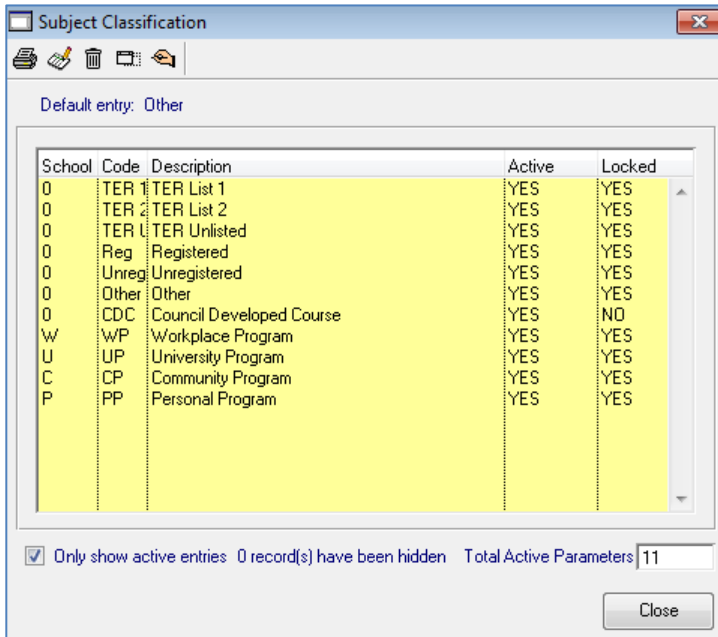
☑ Only show active entries 5 record(s) have been hidden   OK   Cancel

- 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

General > Parameters > Subjects

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

- 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*
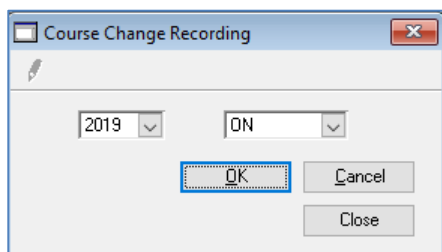
- Click *OK*
- When finished, *Close*

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**

Colour Selection

Department Background	Student Placement
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour
text colour	text colour

OK   Cancel

- 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.

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.

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 Dickinso	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	MW 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		
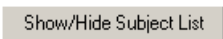
Deleting Preferences

- 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 [Show/Hide Subject List]
- 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.
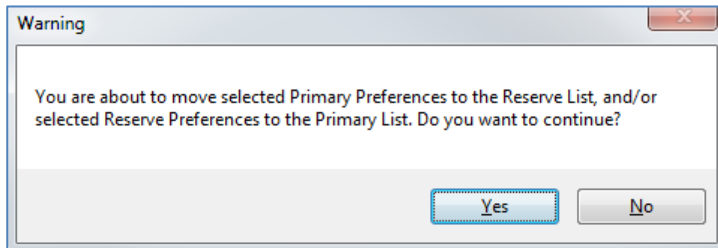
Warning

You are about to move selected Primary Preferences to the Reserve List, and/or selected Reserve Preferences to the Primary List. Do you want to continue?

[Yes] [No]

Fitting the Student into existing Teaching Sets

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

Select Teaching Set

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

Code	Name	Size	Band(s)	Teacher
9Food_1	9Food_1	22	10	

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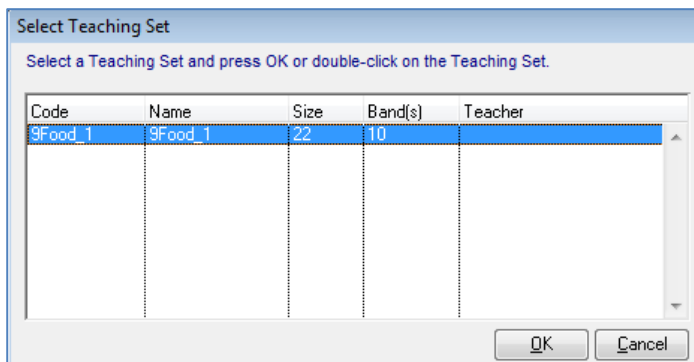
Note: If the teaching set cannot be assigned due to a conflict, a warning message will be displayed.

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

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.

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

Grid view presents the selected students course overlayed 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.**

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 Integris, 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
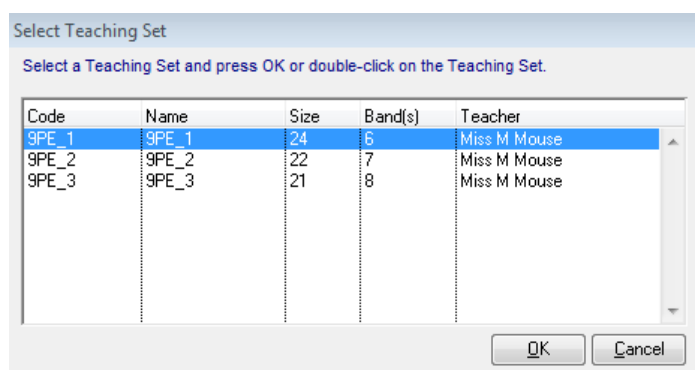
- Automatically, using Generate Suggested Fit icon from the Student Course screen, this will place the student in acceptable teaching sets if it can do so without clashes

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

- Select the *Timetable* tab
- Print ![printer icon] Ben's timetable to the screen

- Select the *Grid* tab
- Click Toggle Student Placement/Department Colour ![icon]

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   Search VIR,T
- View his course on the **Preferences** tab
- Click **Show / Hide Subject List**

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

- 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*

- Continue to add Todd to teaching sets on the remaining grid bands
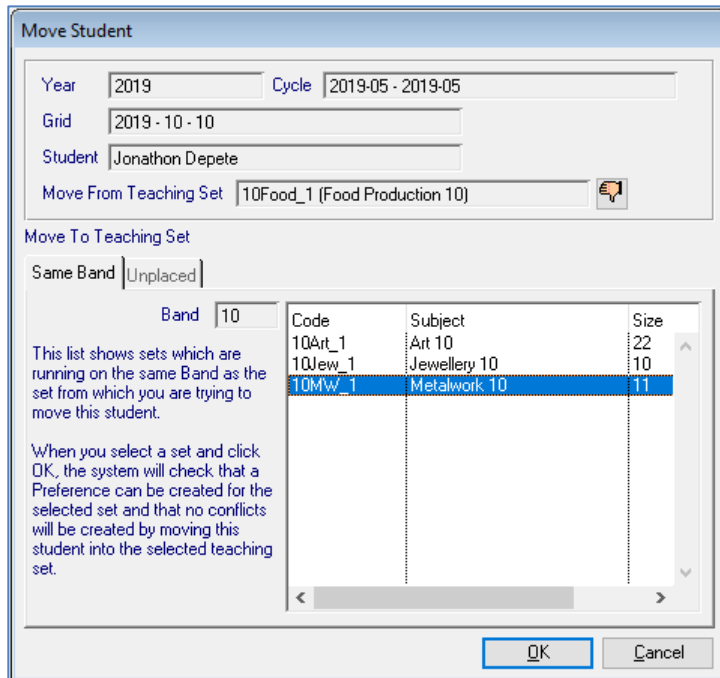
Note: we will be splitting the oversized class later.

- 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*

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

- Click on the Preferences tab
- Highlight *10Food* and Delete 🗑

- 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

The timetable is displayed in grid order with spaces between the grids. Clicking [icon] 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.

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.

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.

5.4.1 Cloning Resources from One Schedule to Another

<table>
<tr><td colspan="4">

ACTIVITY

</td></tr>
<tr><td colspan="4">

Timetabling > Timetable

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

</td></tr>
</table>

- Filter to the *Year 8* grid and *Term 4*

- Click *Functions > Clone Resource Allocation*

- Read the text and click *OK*

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

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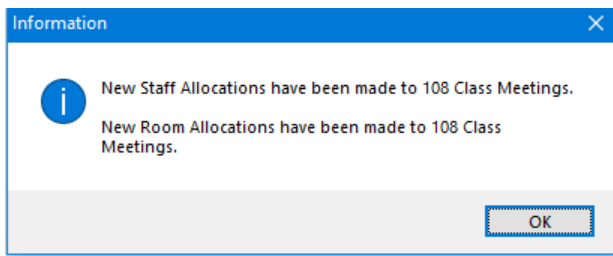
- Click **OK**

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.

5.4.2   Allocating Teachers & Rooms

ACTIVITY

Timetabling > Timetable

- Scroll down to *Wednesday Lesson 1*

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

- Select a teacher and click *OK*
- Right click in the same cell again and select *Allocate Room*
- Choose *Allocate Room to ALL Class Meetings for the Teaching Set* and click *OK*
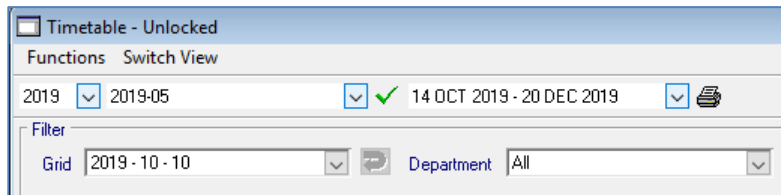
- Select a room and click *OK*
- Repeat for the other teaching sets on at that time

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

5.4.3   Changing Teachers & Rooms

ACTIVITY
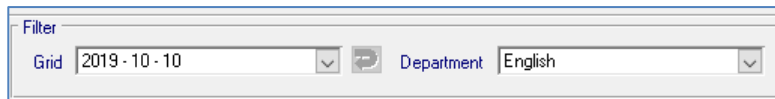
Timetabling > Timetable

- Filter to the *Year 10* grid
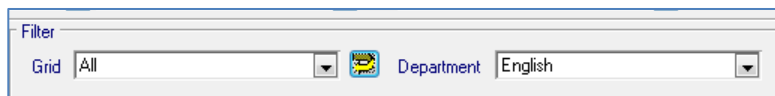
- Filter to the *English* department

- View *All* of the English classes

- Click *Switch View* and select *Timetable View*
- Find [icon] *Harris Barclay's* timetable
- Select *Room Timetable*
- Find [icon] 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

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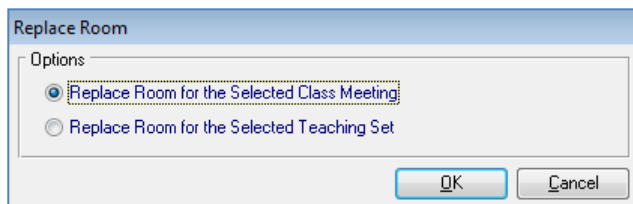
- Click **OK**
- Read the message and click **Yes**

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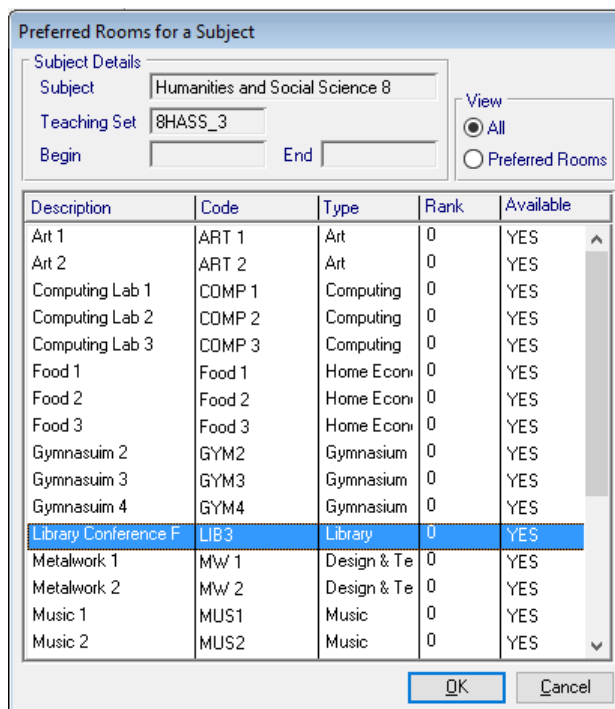
Note: If Departmental colours have been applied, using Search will temporarily turn them off.

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

- Select *View All*

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

5.4.4 Combining Classes:
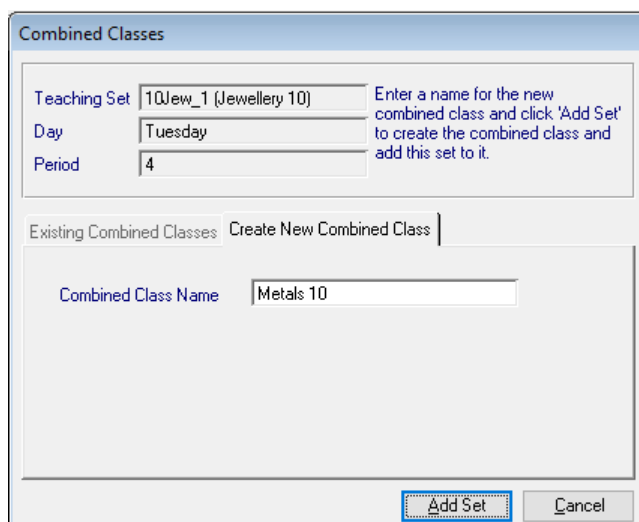
ACTIVITY

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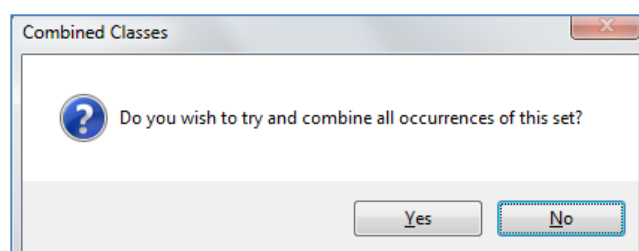
- Filter to Semester 2, the *Year 10* grid and the *Design and Technology* department
- Type *10JEW_1* in Sea*rch* and <*Tab*>

Search 10JEW_1

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

Combined Classes

Teaching Set 10Jew_1 (Jewellery 10)   Enter a name for the new
Day   Tuesday   combined class and click 'Add Set'
Period   4   to create the combined class and
                                         add this set to it.

Existing Combined Classes | Create New Combined Class

Combined Class Name   Metals 10

Add Set   Cancel

- Click *Add Set*

Combined Classes

? Do you wish to try and combine all occurrences of this set?

Yes   No

- Click *Yes*

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

CIVICA

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.

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.

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 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

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.*

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

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

¤ This symbol indicates that the teaching set is locked, that is students can 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:
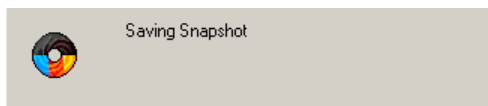
A copy of the grid as it was on unlocking is saved and may be restored by clicking Retrieve
Snapshot.

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

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

To ***Unsave*** a grid for remodelling:
- If necessary, unlock the Timetable
- Select ***Grid Modelling*** from the Timetabling sidebar
- Select the Grid required
- Unlock the grid
- Select ***the Function*** menu and click on ***Save as Timetable***
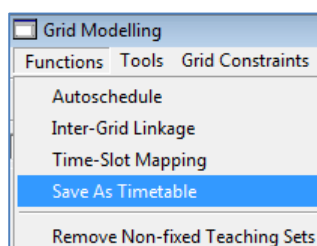
- Highlight the schedule of the grid to be unsaved for remodelling and click on ***Unsave***
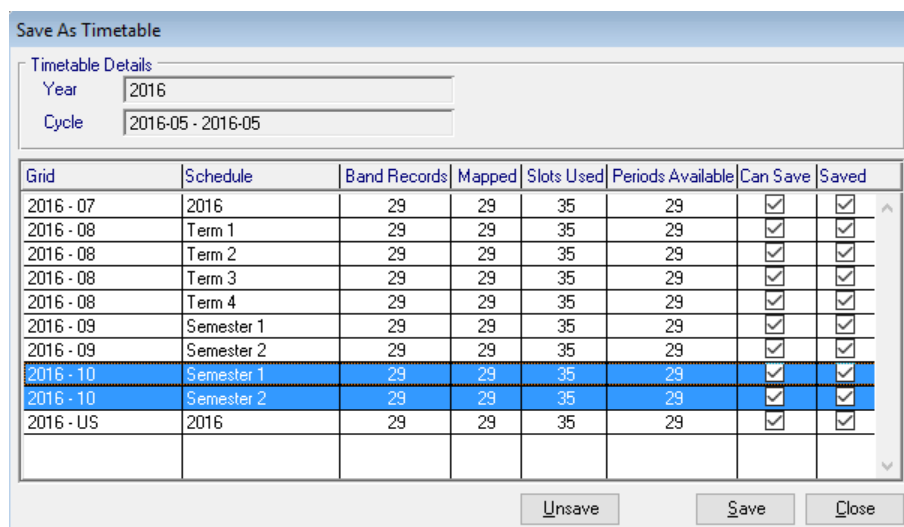
> *Note: You are advised to unsave the entire grid. This will allow you to restore the system snapshot if required.*

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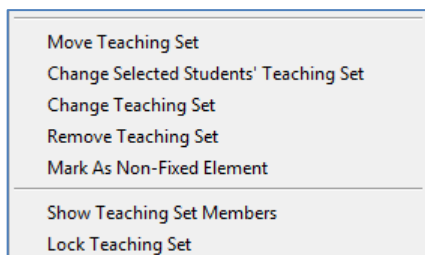
Move Teaching Set allows the user to move the teaching set to another band or band record.

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

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.

- 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

5.5.3 Split a Class

ACTIVITY

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

Timetabling > Grid Modelling

- Unlock [🔑] the 2019 *Year 10* grid

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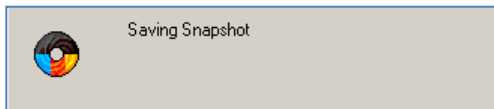
A copy of the current grid is saved and may be retrieved if required.

- Click *Functions*
- Select *Save As Timetable*
- Highlight grid *2019-10*

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
2018 - 07	2019	29	29	43	30	☑	☑
2019 - 08	Term 1	29	29	30	30	☑	☑
2019 - 08	Term 2	29	29	30	30	☑	☑
2019 - 08	Term 3	29	29	30	30	☑	☑
2019 - 08	Term 4	29	29	30	30	☑	☑
2019 - 09	Semester 1	29	29	30	30	☑	☑
2019 - 09	Semester 2	29	29	30	30	☑	☑
2019 - 10	Semester 1	29	29	30	30	☑	☑
2019 - 10	Semester 2	29	29	30	30	☑	☑
2019 - US	2019	29	29	30	30	☑	☑

Timetable Details
Year 2019
Cycle 2019-05 - 2019-05

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
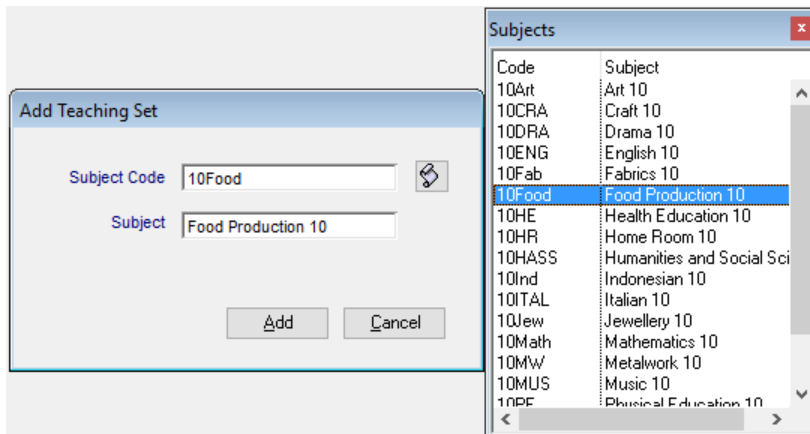
- Type 1**0FOOD** in **Search** and **<Enter>**

Search `10FOOD`

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 `10Food`

Subject `Food Production 10`

Add   Cancel

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

- Check *Full Snapshot* and click *OK*

- 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*

- Click *OK* and *Yes*

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

5.5.7 Restore a Snapshot

ACTIVITY

Timetabling > Grid Modelling

- Click Retrieve a Snapshot

- Select *SS1* and click *OK*

5.5.8 Save as Timetable

ACTIVITY

Timetabling > Grid Modelling

Functions > Save as Timetable

- 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*

5.5.9   Allocate Teachers and Rooms

ACTIVITY

Timetabling > Timetable

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

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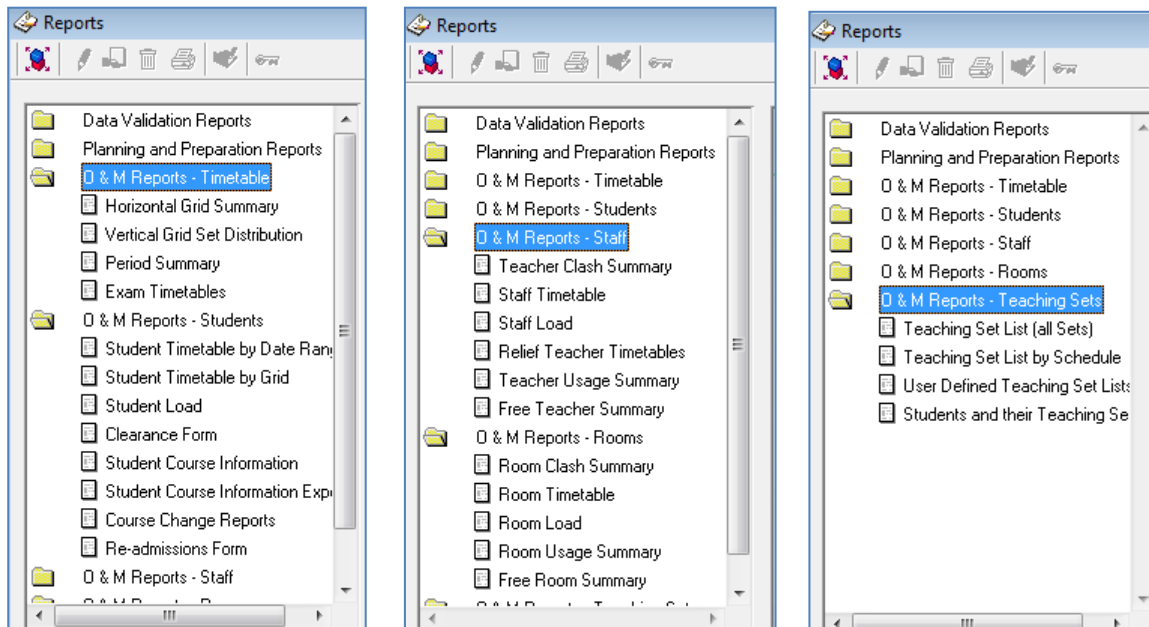
Operational and Maintenance reports are of greatest use once the timetable is operational. There are Operational and Maintenance reports on:

- 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

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

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

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

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

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

- *Find Year Group 10*

- *Print* the report to the screen

- Click *OK* twice

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

- Leave the date range as **TODAY**
- Click *Find*, *OK* and *Yes*
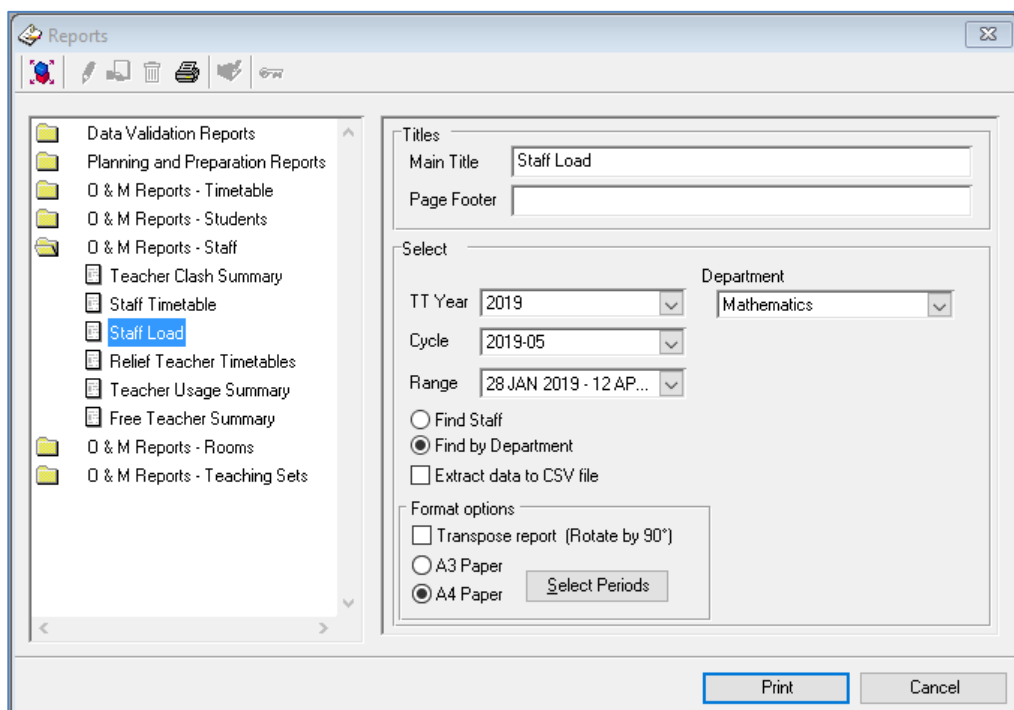
- *Print* the report to the screen

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

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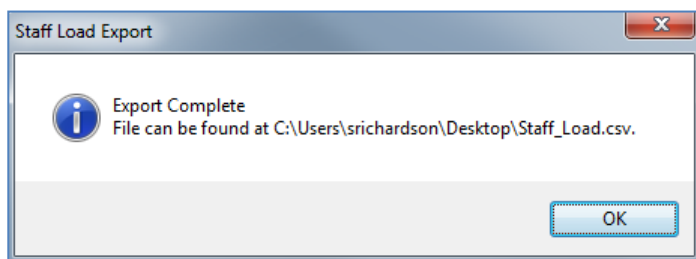
- Click *OK*
- Minimize Integris and double click on *Staff_Load.csv* on the desktop
- View, then close
- Maximize *Integris*

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

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

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

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

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

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*

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

- *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

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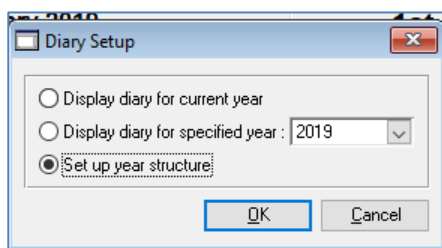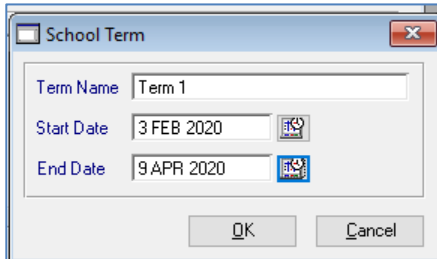
The School Year window will be displayed, showing this year's terms.

- Enter the *2020 i*n the *School Year* field and *<Tab>*

- Click *Yes* when asked if you want to discard last year's data

- Change Inset Code [I] [Inset] to Inset Code [S] [School Development]
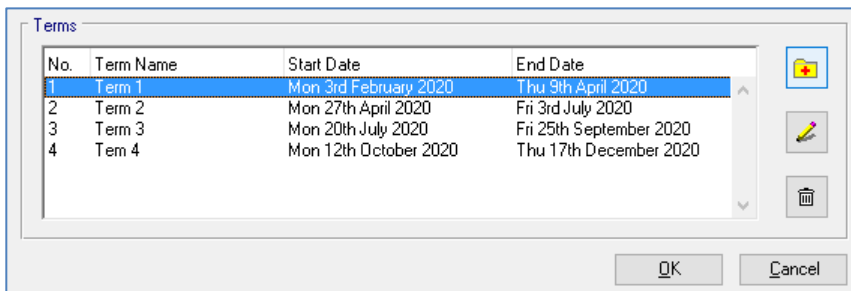
Set up terms for the new year:

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

- Add the other terms

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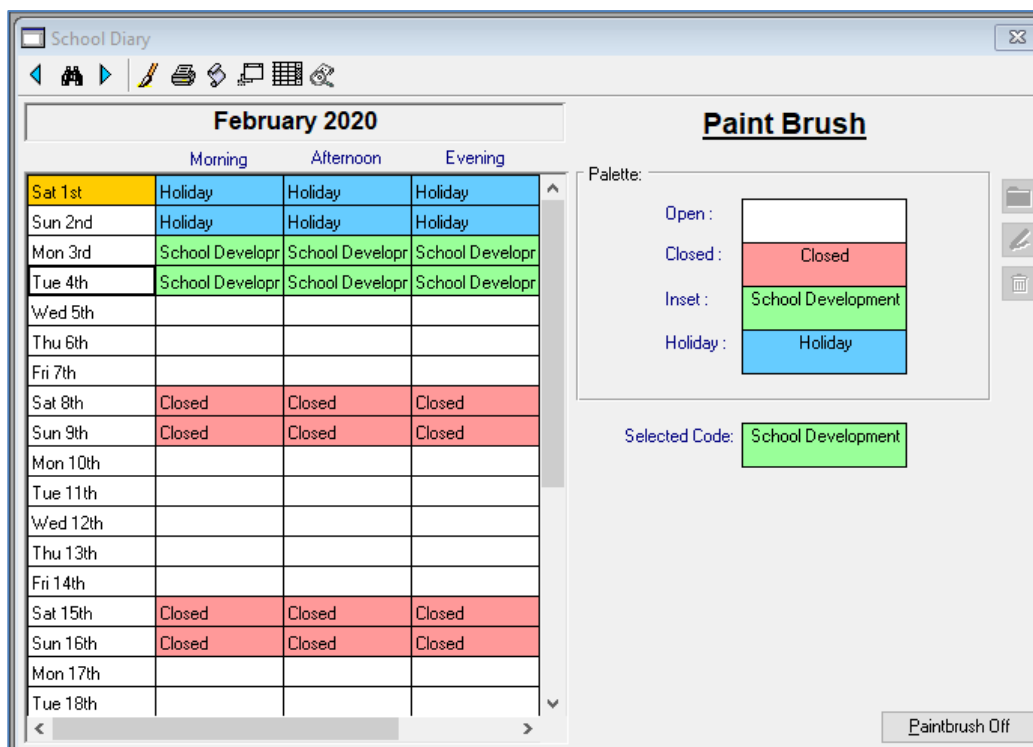
- Click Next Month to move to *March*
- Click in the blue *Holiday* cell
- Click on *Monday March 2* to indicate a public holiday
- Repeat for *27 April* and *1 June*
- Close the school diary

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.
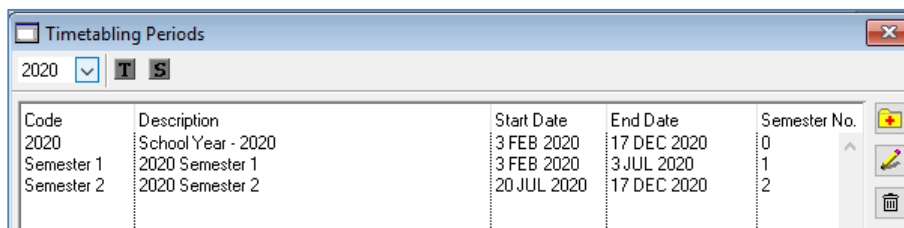
A default timetabling period will be created automatically which spans the whole timetabling year. If the school operates on terms or semesters and these dates have been entered in the school year, default timetabling periods based on the entered dates will be created. The user may accept these defaults 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
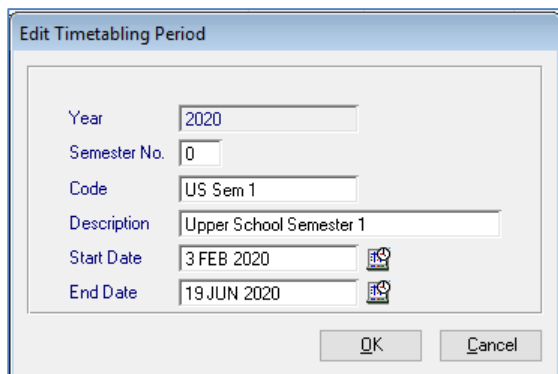
Code	Description	Start Date	End Date	Semester No.
2020	School Year - 2020	3 FEB 2020	17 DEC 2020	0
Semester 1	2020 Semester 1	3 FEB 2020	3 JUL 2020	1
Semester 2	2020 Semester 2	20 JUL 2020	17 DEC 2020	2

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.
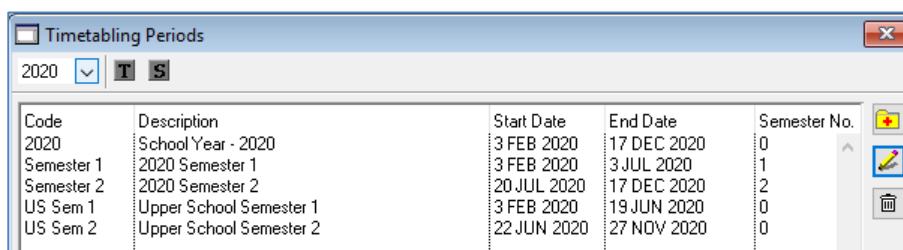
Edit Timetabling Period

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

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

Timetabling Periods

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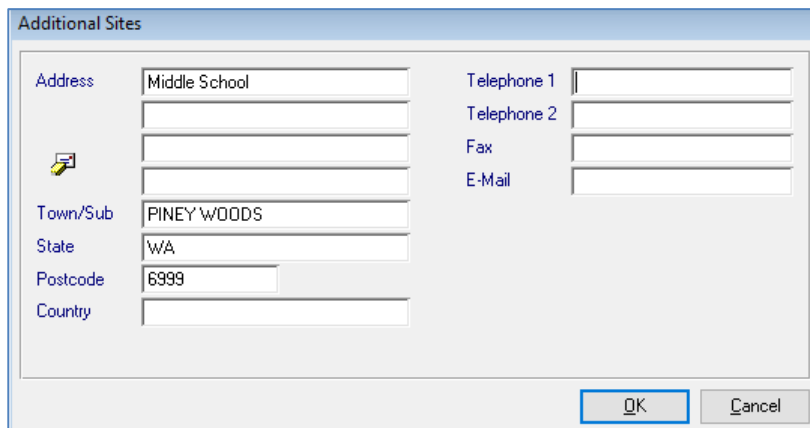
A physical campus should first be defined within school details on the general sidebar before making it accessible to the timetable. Logical campuses should only be created within the Timetabling module as these campuses are only for use within the timetable. Campuses may be added, edited, deleted, made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

- 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:
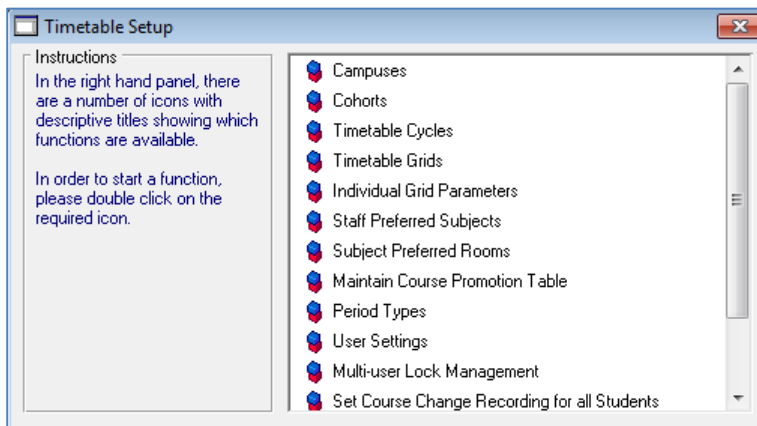
ACTIVITY

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*
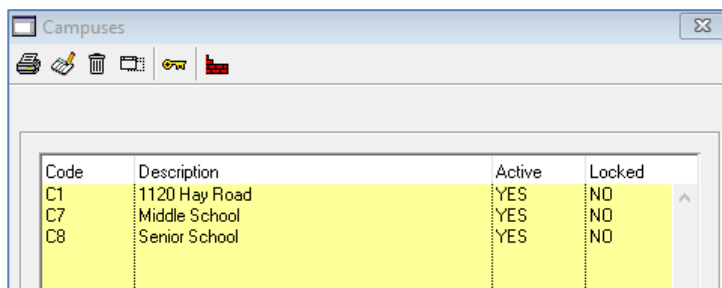
- Close

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
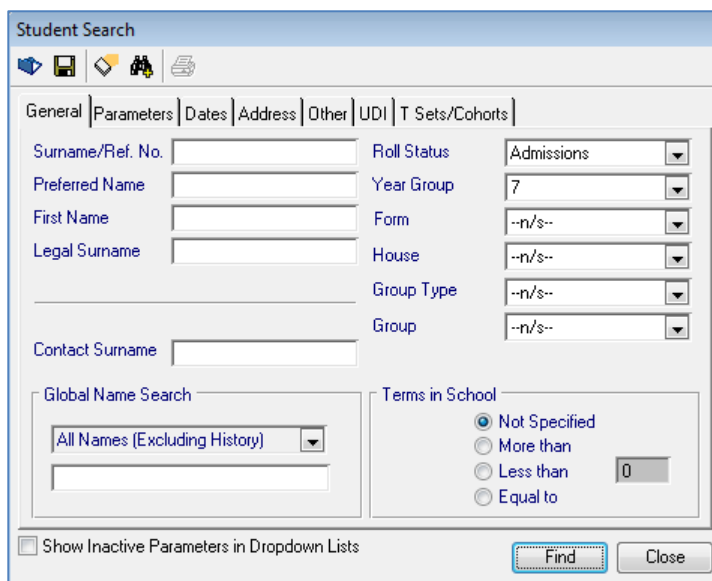
Create a cohort including all Upper School students.

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

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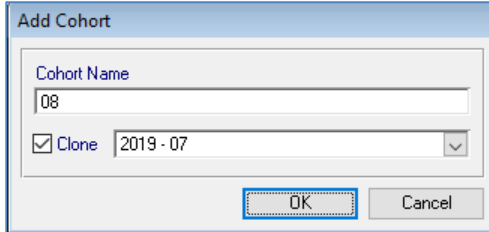
Clone a Year 8 cohort from *2019 Year 7.*

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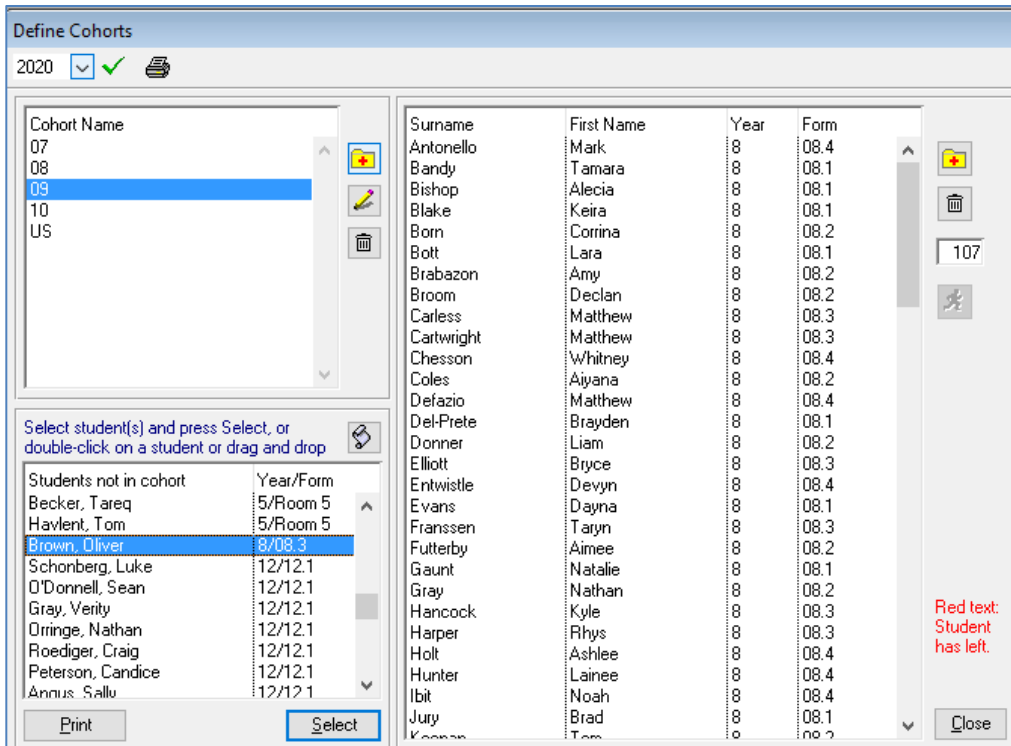
- Click *OK*

- 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*

- 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.

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
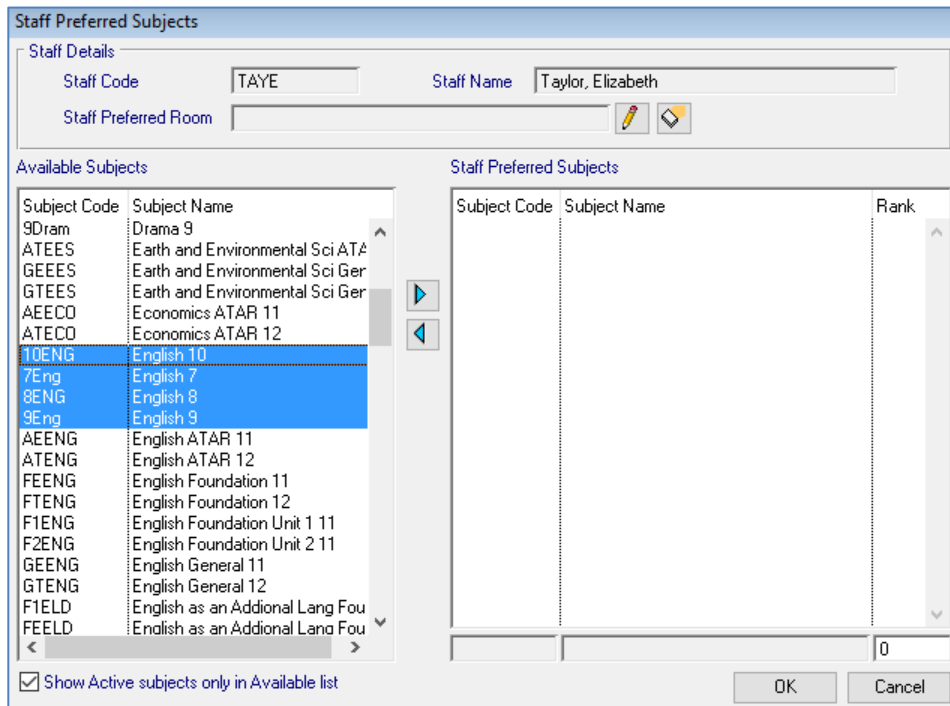
Clone From 2019

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)

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 ✏️

- Enter the *Room Code MS6*
- Click *Find*
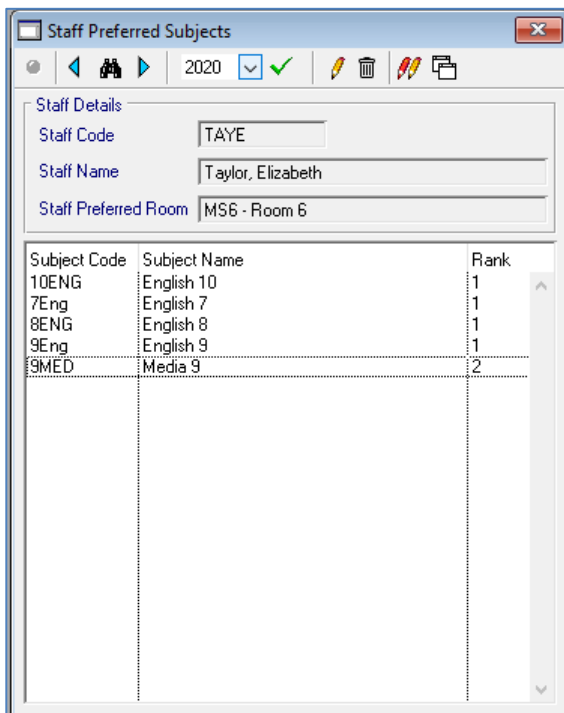
- Highlight *MS6*
- Click *Select* and *OK*

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
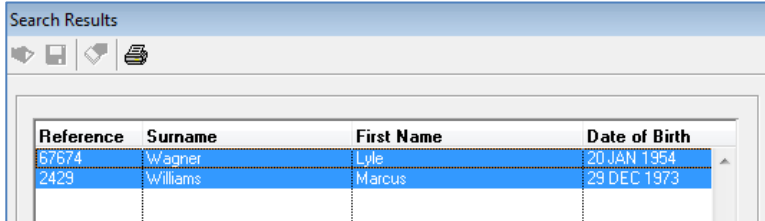
Subject Code	
Subject Name	
Grid	All
Department	Humanities

☑ Find Active Subjects only

Find

Subject Search Results

Code	Short Name	Subject Name
10HASS	HASS 10	Humanities and Social Science 10
7HASS	HASS7	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
AEGEO	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*

<div style="border: 1px solid black; padding: 10px;">

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

</div>
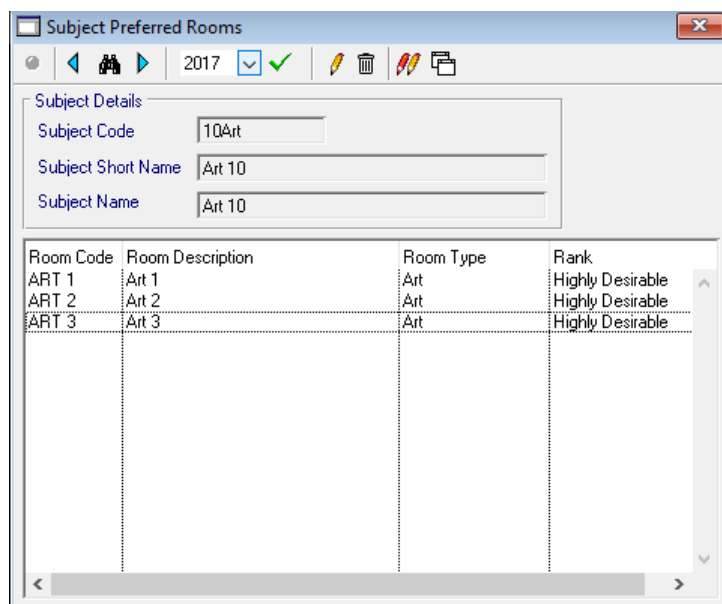
6.6.3   Subject Preferred Rooms

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
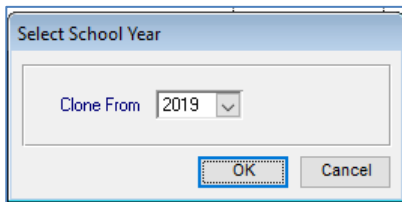
ACTIVITY

Clone subject preferred rooms from a previous year.

Timetabling > Timetable Set-up > Subject Preferred Rooms

- Select *2020*

- Click on Clone Between Years

- Select *2019*
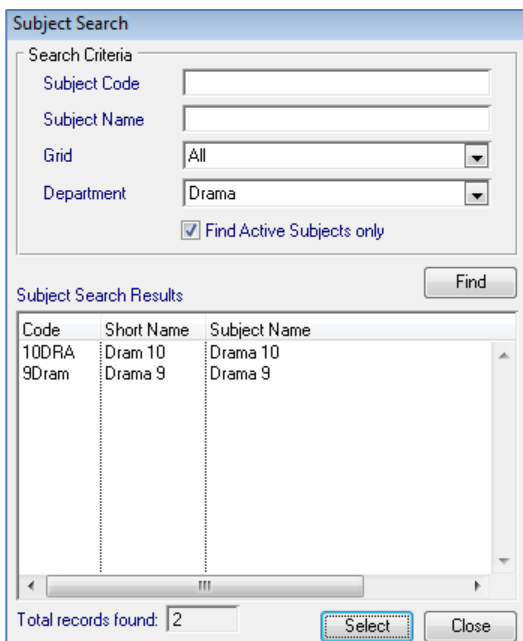
- *OK* and *Yes*

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

- Click Bulk Allocation

- *Find* the *Active Drama* subjects

- Find 🔍 the *Performing Arts* rooms

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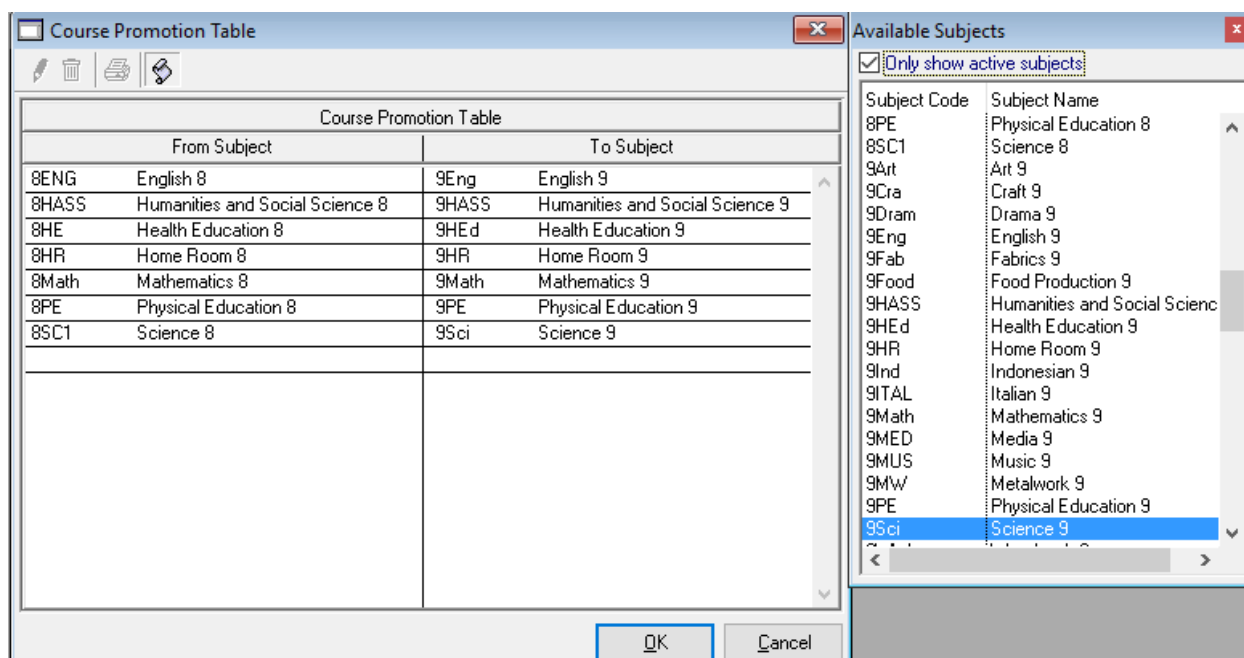
> *Note: Only those subjects used for promotion need be defined. The* **Promote Student Course** *function is only available and initiated from the* **Bulk Student Preference** *window.*

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

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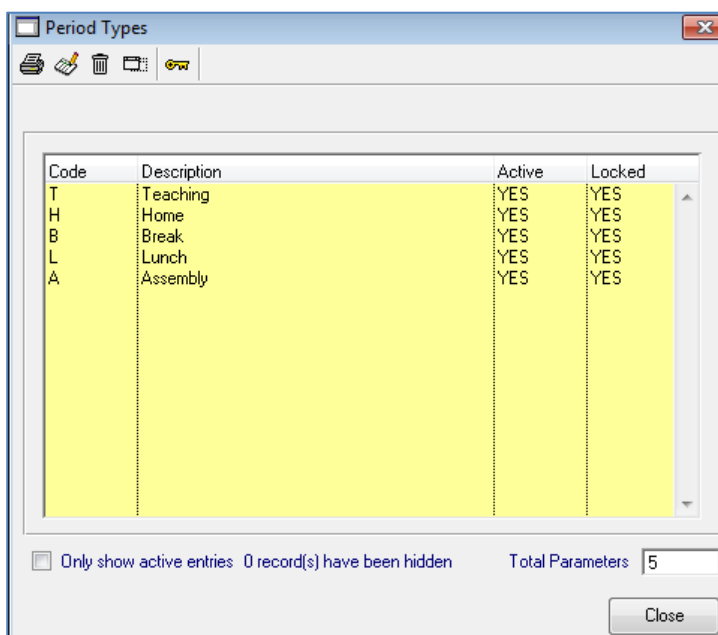
ACTIVITY
Unlock and rename *Home* and *Break* and lock them again.

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*

- Click *Select*

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

- **Click *Select***

- 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 [icon] (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 [icon] Faculty Related Subjects on the right
- Click on the *Subject Name* column header
- Select *GECAE a*nd click *OK*
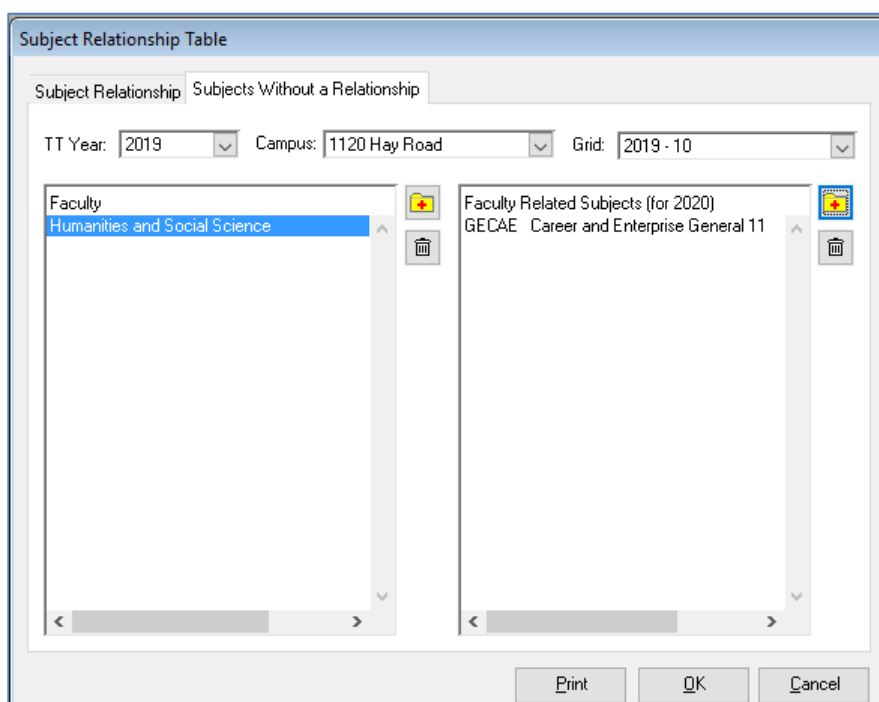
- Click *OK* again

6.6.7　Data Entry

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

ACTIVITY

Timetabling > Data Entry

- Find ![binoculars icon] *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

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

6.6.8   Subject Recommendation and Selection Sheet

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*

- *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.

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

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.

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 [icon] 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]

CIVICA

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

- Click **OK**

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

- Click **OK**

Edit the row labels

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

- Click **OK**
- Click Display Preview 📇

Your cycle should appear like this.

- Close **Preview**

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.*

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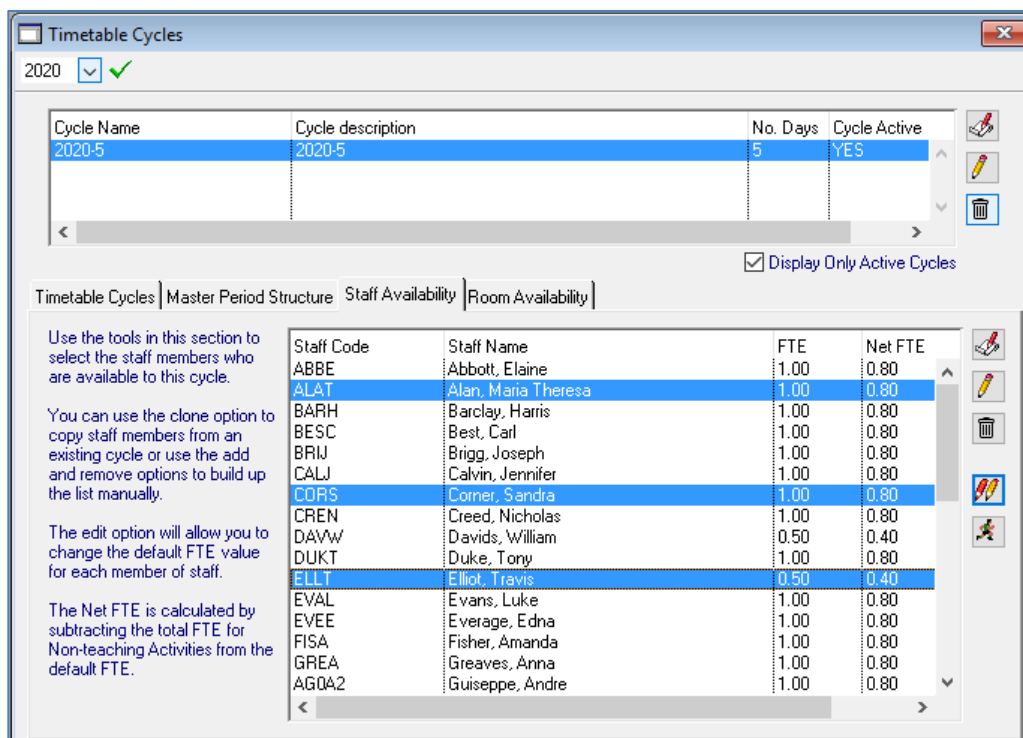
All staff available to the chosen cycle will be cloned for the current cycle.

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

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

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

- Click *OK*

- Highlight *Harris Barclay* and click on Non-teaching Activities 🏃

- Click on Edit ✏️ and reduce his *DOTT* to *0.16*

- 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*

```
Non-Teaching Activities                                    [x]
┌─ Staff Details ─────────────────────────────────────────┐
│  Staff Name   │Evans, Luke                           │   │
│  Staff Code   │EVAL        │   Default FTE │1.00      │   │
└──────────────────────────────────────────────────────────┘
Staff Non-Teaching Activities
 Code      Description              FTE
 DOTT      DOTT                     0.20
 HOLA      HOLA                     0.20
                                    0.00



                  Net FTE │0.60│    [ OK ]   [ Cancel ]
```
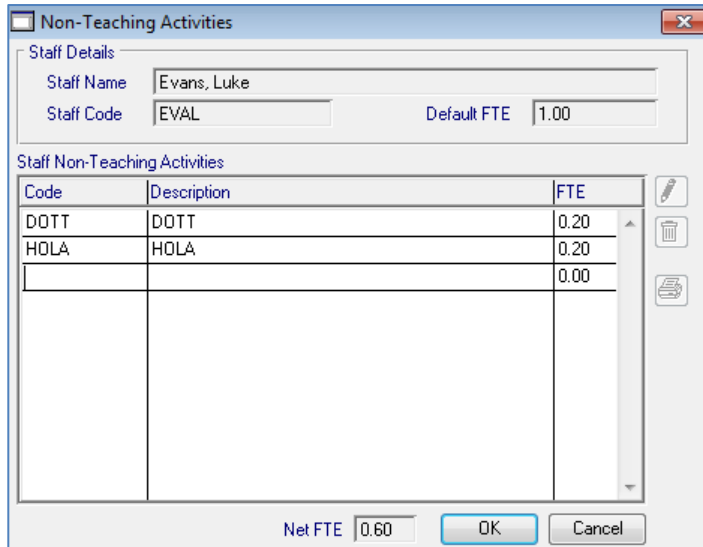
- Click *OK, Yes* and *Close*
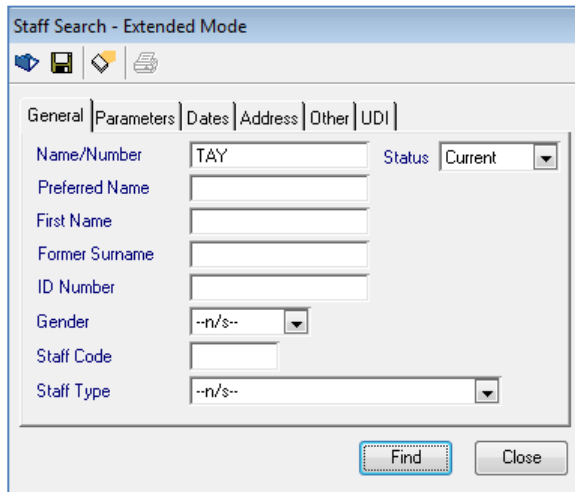
Note: Non-teaching activities may also be entered through Timetabling > Timetable Set-up > Individual Grid Parameters > Staff.

CIVICA

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*
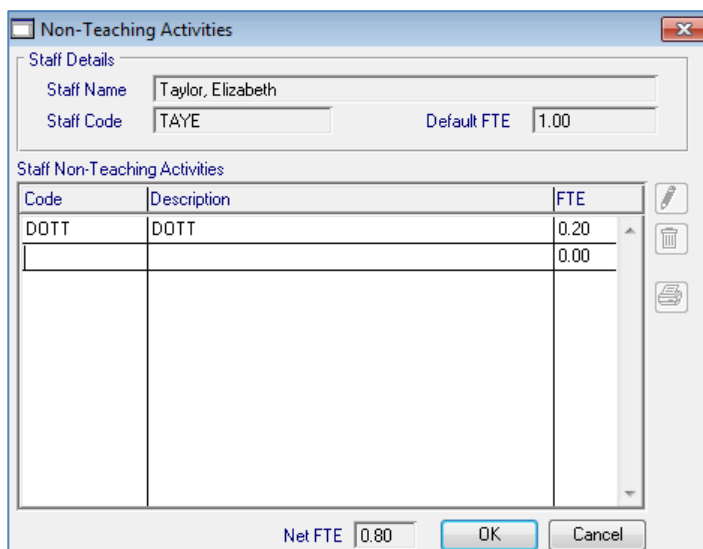
Edit Elizabeth Taylor's net FTE

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

- 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.*

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:
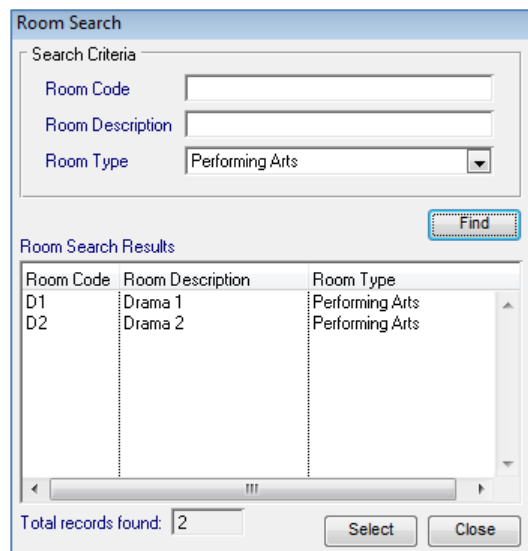
Year | 2019

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 Lorner.

---

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.

Note the option to display teachers and rooms on the grid.
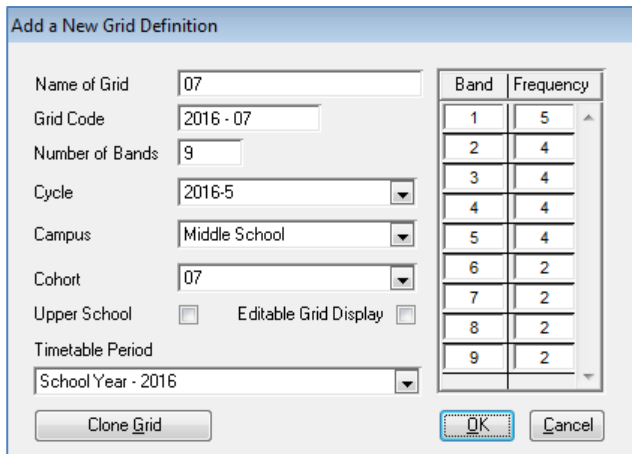
6.9.1 Adding or Cloning a Grid

Timetabling > Timetable Setup > Timetable Grids

Grids may be created or cloned from previously defined grids.

Adding a Grid

- Click Add

- Enter the *Name of Grid, Grid Code* and *Number of Bands*
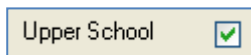
The number of bands will usually reflect the number of subjects students study during the timetabling period linked to the grid. This is a starting value only and may be changed later, provided teaching sets have not yet been placed on the grid concerned. The frequency for the bands should relate to 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
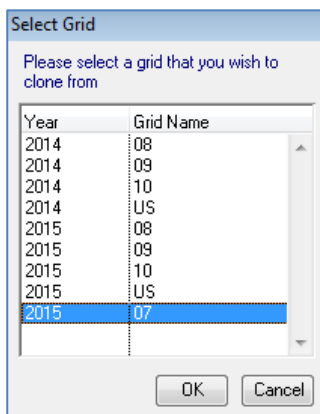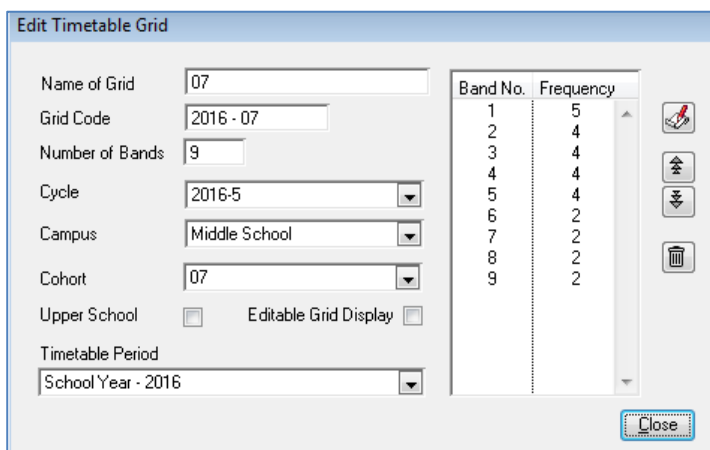
- Change the **name**, **cycle** etc. for the new grid
- Click **OK**
- Click **Yes**

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

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

Adding a Band

- Click Edit ✏️

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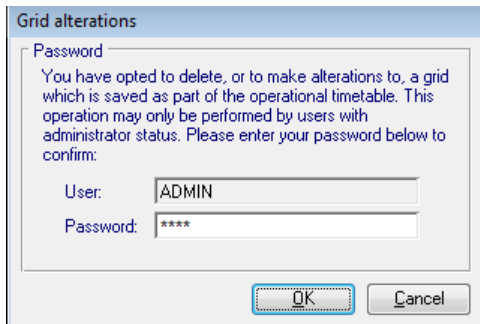
- Highlight a band.
- Click on ⬆ to increase the frequency
- Click on ⬇ to decrease the frequency

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

- Enter the *Password* and click *OK*

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

- Click *Yes* to delete the grid
- Click *No* to cancel the selection
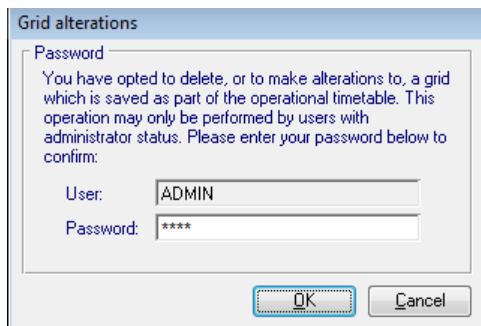
Note: If the Grid has been saved to the timetable, only those users with an administrator status may delete the grid. The user will be asked to confirm their password before continuing with the above process.

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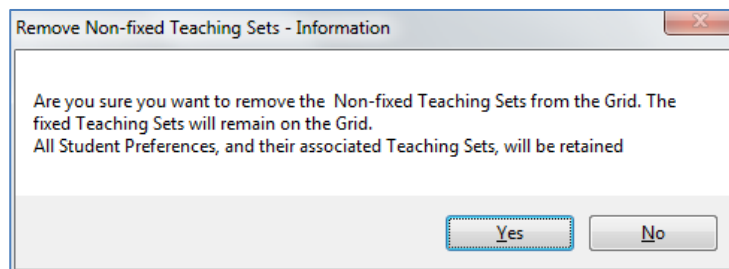
This feature allows any non-fixed teaching sets to be removed from a grid. They will not be deleted and will retain their students.

- 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

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

- 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

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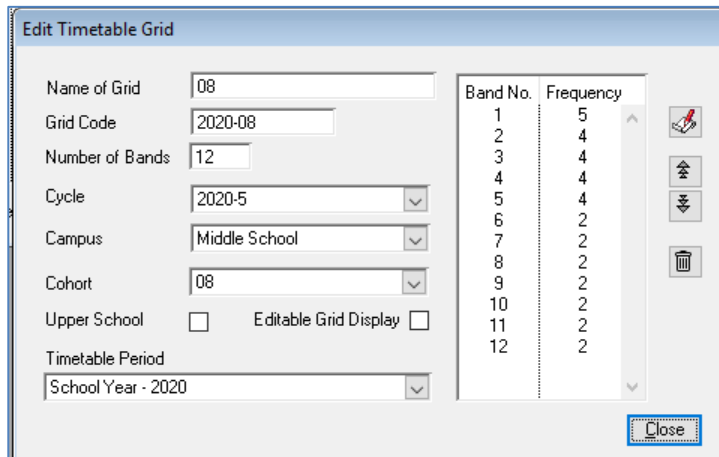
Note: Once this option is selected, it may take more time for grids to load.

ACTIVITY

Define the grid for Year 8.

Timetabling > Timetable Setup > Timetable Grids

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

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.
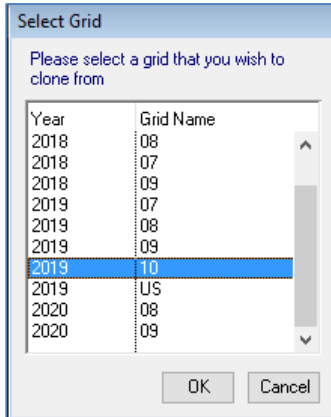
Define a grid for Year 9.

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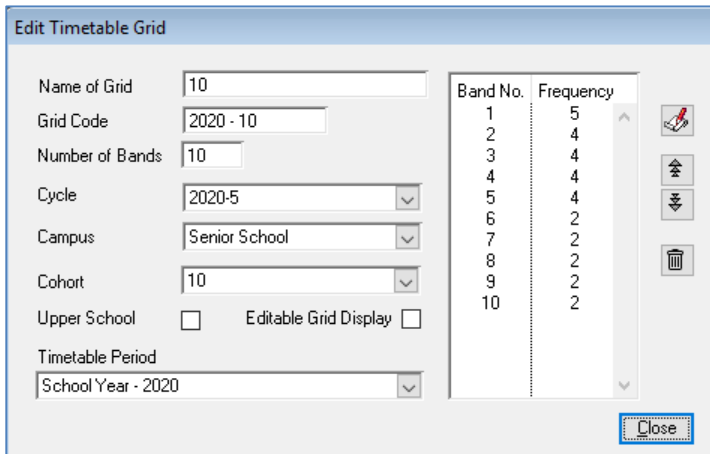
- Click Add
- Click *Clone Grid*
- Select *2019 10*

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

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.

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.

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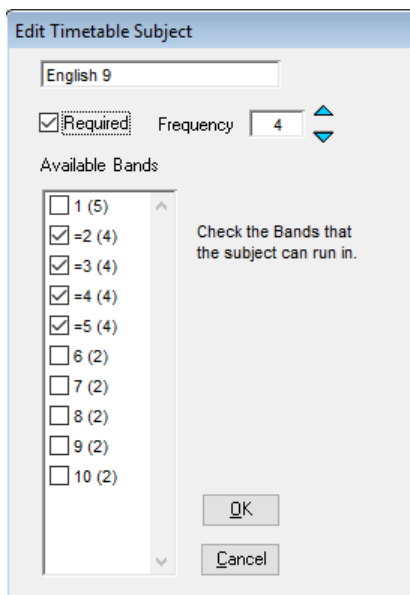
Subjects made available to the grid will inherit default information from the subject parameter table or grid from which they are cloned. This information will need to be verified and modified where there are differences applicable to an individual grid.

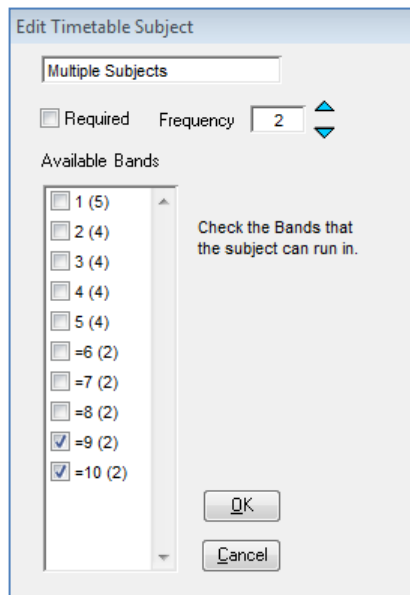Aspects of subject information that should be checked are:

- 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

- 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 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
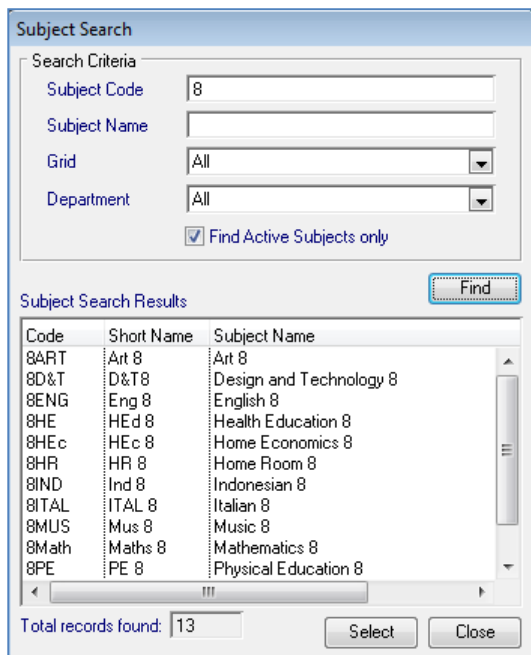
ACTIVITY

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*

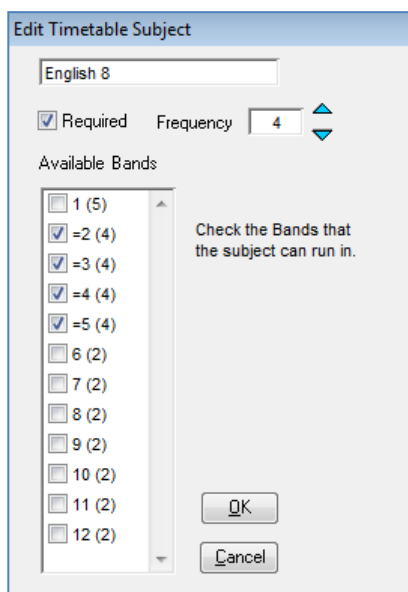- Click *Select* and *Yes*

Edit subject defaults

- Highlight *English*
- Click Edit
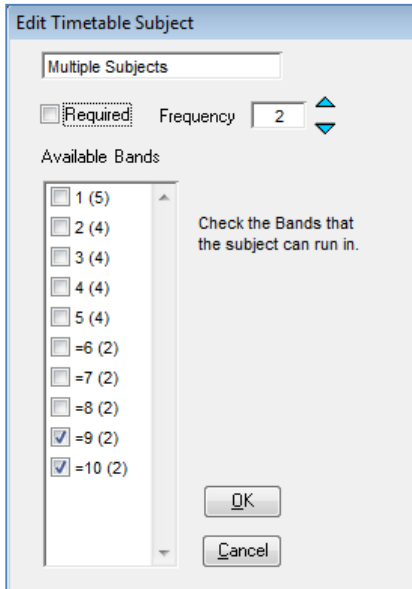
- Use the blue arrow keys to decrease the frequency to four
- Click *OK*

- 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
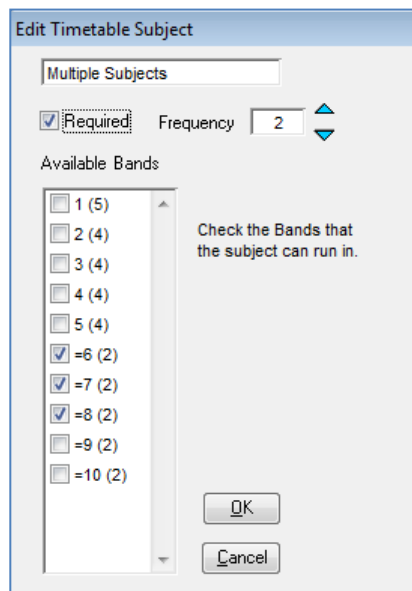
Edit Timetable Subject

Multiple Subjects

☐ Required   Frequency 2 ▲▼

Available Bands

Check the Bands that the subject can run in.

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

OK   Cancel

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

Edit Timetable Subject

Multiple Subjects

☑ Required   Frequency 2 ▲▼

Available Bands

Check the Bands that the subject can run in.

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

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 🖋

Clone Grid Selection

Grid Code	Grid Name
2018 - 09	09
2019 - 09	09
2020- 09	09
2018 - 10	10
2019 - 10	10
2019 - US	US
2018 - US	US

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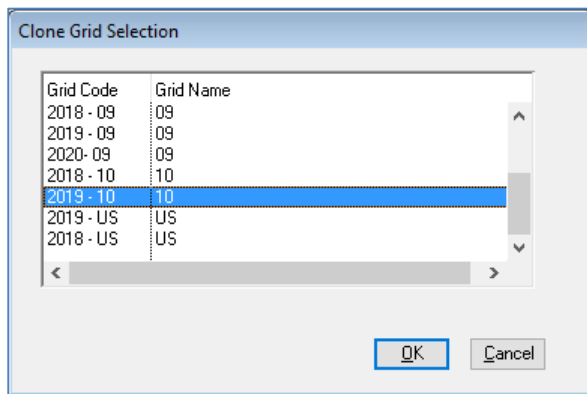
- Highlight *2019-10* and click *OK*

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.
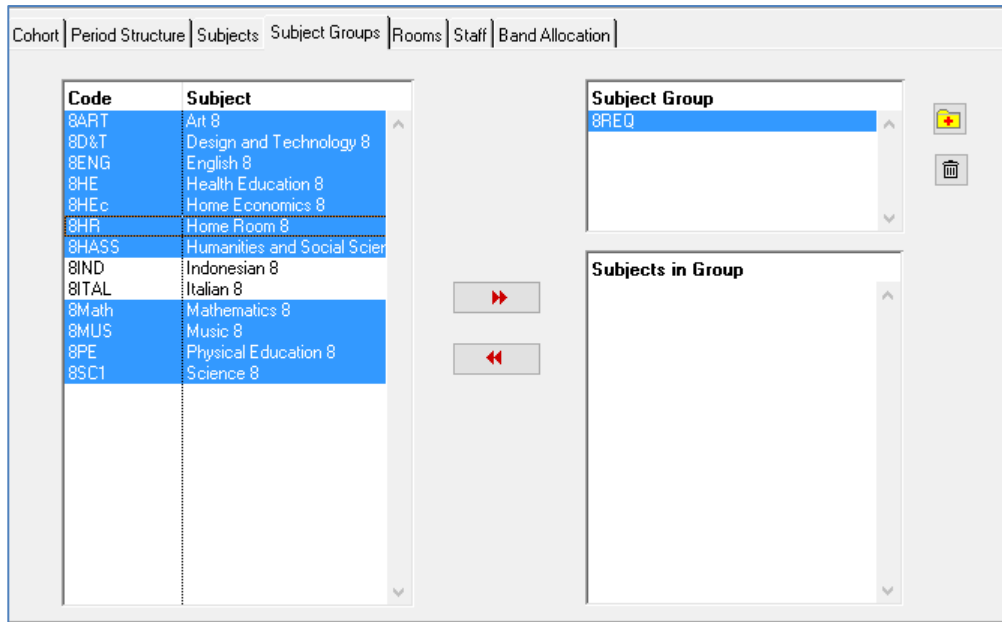
ACTIVITY

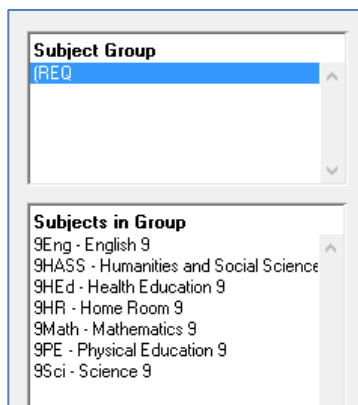**Set up a group of required subjects for Year 8 students.**

Timetabling > Timetable Setup > Individual Grid Parameters > Subject Groups

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

- Highlight all subjects, except, Indonesian and Italian, and click on the red chevrons (arrows) pointing right

- Add the following subjects to *9REQ*

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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.

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*

Make classrooms SS1 to SS10 unavailable the Year 8 grid

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

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.

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*

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

- 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.

Changing Schedules

- Select the appropriate school year and grid
- Click *Band Allocation* tab
- Click on ![Change Schedules]
- Confirm your intention

- Highlight an appropriate schedule

- Click **OK**

Adding Schedules

- Select the appropriate school year and grid
- Click on the **Band Allocation** tab
- Click ![Add Schedules button]
- Highlight an appropriate schedule
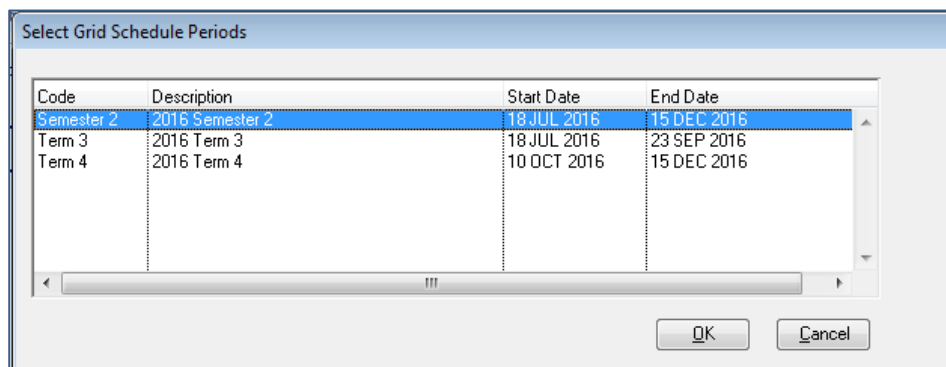
- Click **OK**

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

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*

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

- 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

Subject Group
07REQ

Subjects in Group
7Arts - Arts 7
7Eng - English 7
7H&PE - Health and Physical Education
7HASS - Humanities and Social Science
7HR - Home Room 7
7Maths - Mathematics 7
7Sci - Science 7
7T&E - Technology and Enterprise 7
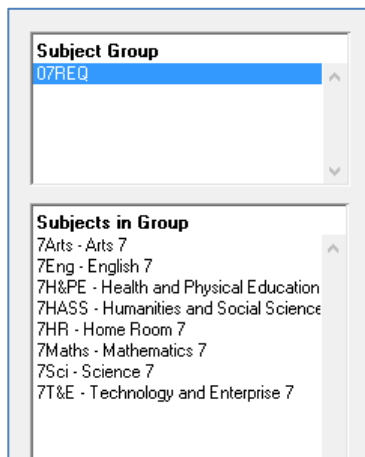
4. Make the Senior School classrooms unavailable to the Year 7 grid.

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.

> **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.

	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

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
6	Antonello, Mark	8	08.4	M	0	
37	Antonello, Valentine	9	Not spe	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	

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

View Details

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

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- Drag and drop the other preferences

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	

Antonello, Mark (6)
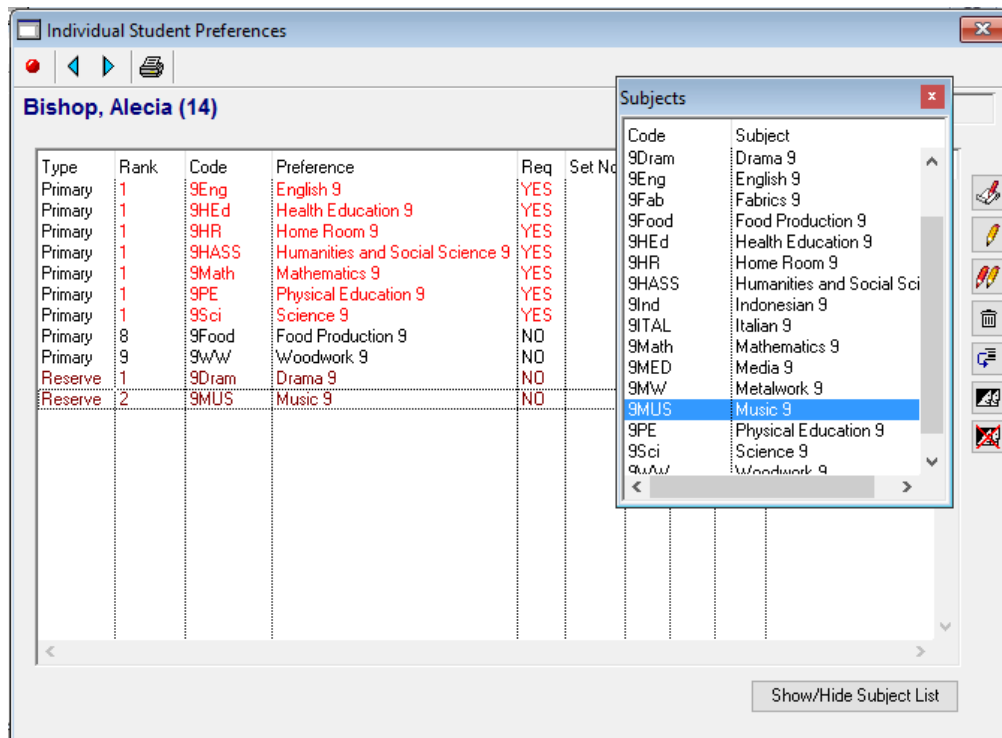
Subjects

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

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

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

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.

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*
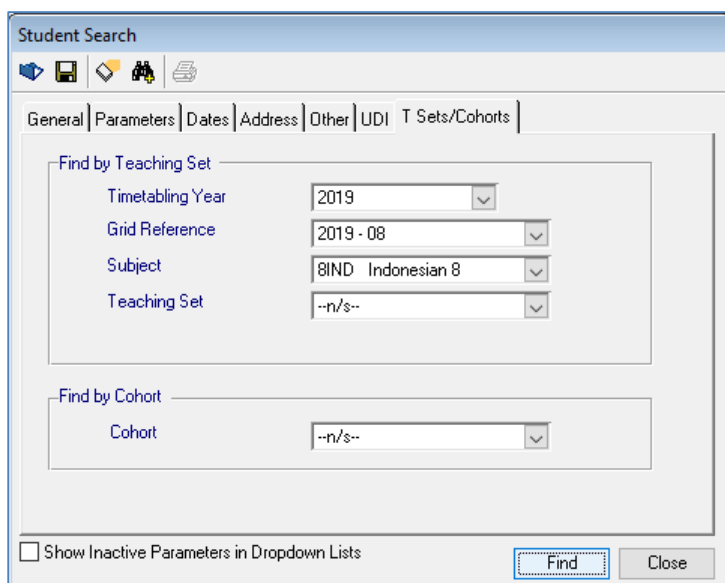

Removing preferences in bulk from a group of students

- 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

- 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

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 [▶▶]
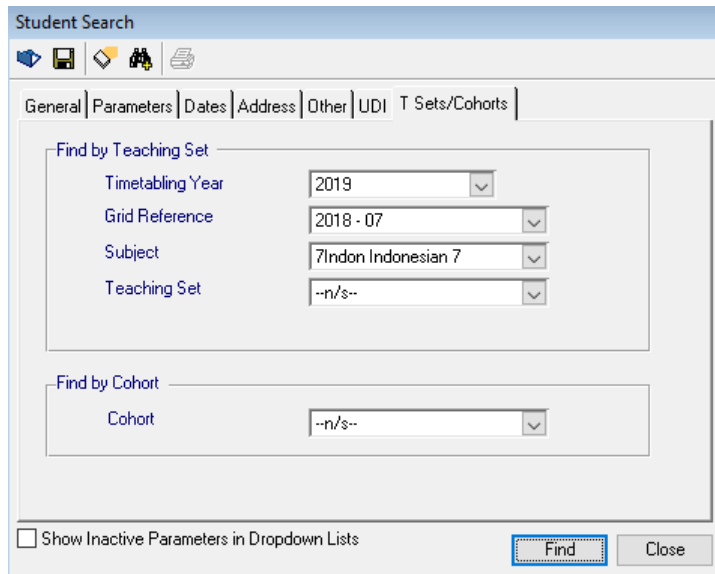
- Click *Add*

Allocate a language to all Year 7 students

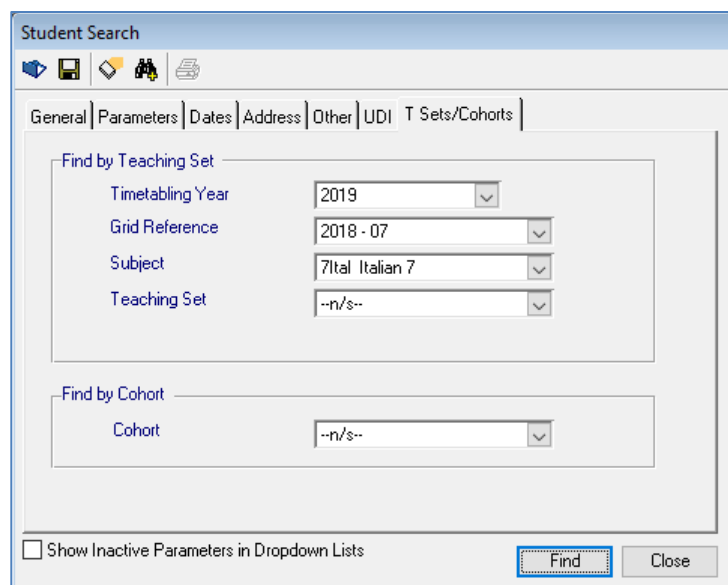- Find the students who have studied Indonesian this year and move them to the right

- Move *Indonesian 8* to the right
- Click *Add*

- Allocate *Italian 8* to the students who studied Italian this year

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*

- Highlight the appropriate grid and click *OK*

> *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	9HASS	Humanities and Social Science	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*
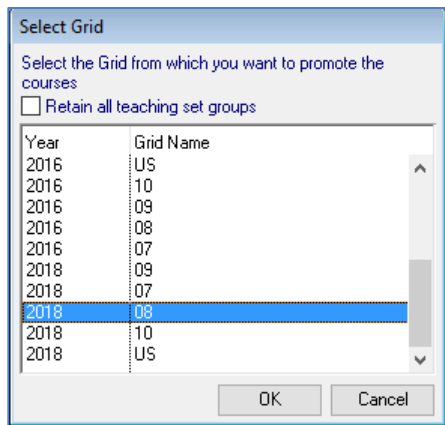
- Click *OK*
- Click on each of the toolbar buttons to see what they do
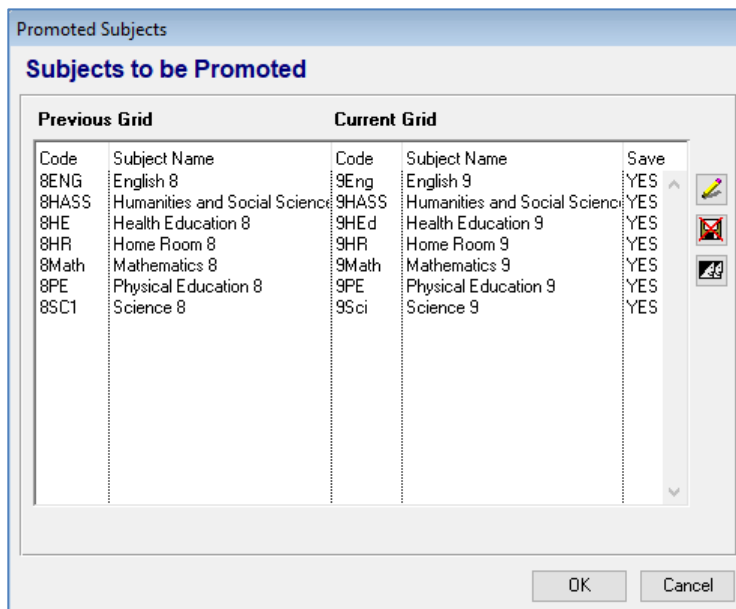
- Select Home Room and click Retain Teaching Set Groups
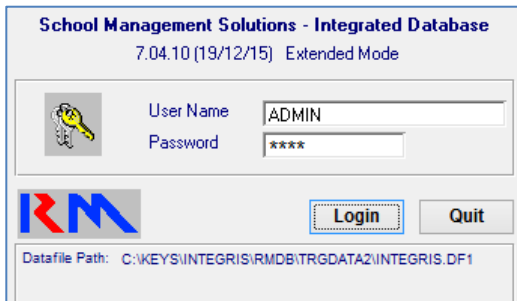- Check **Retain Group** for each Set
- Click **OK**

- 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*

-

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.

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*

- 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
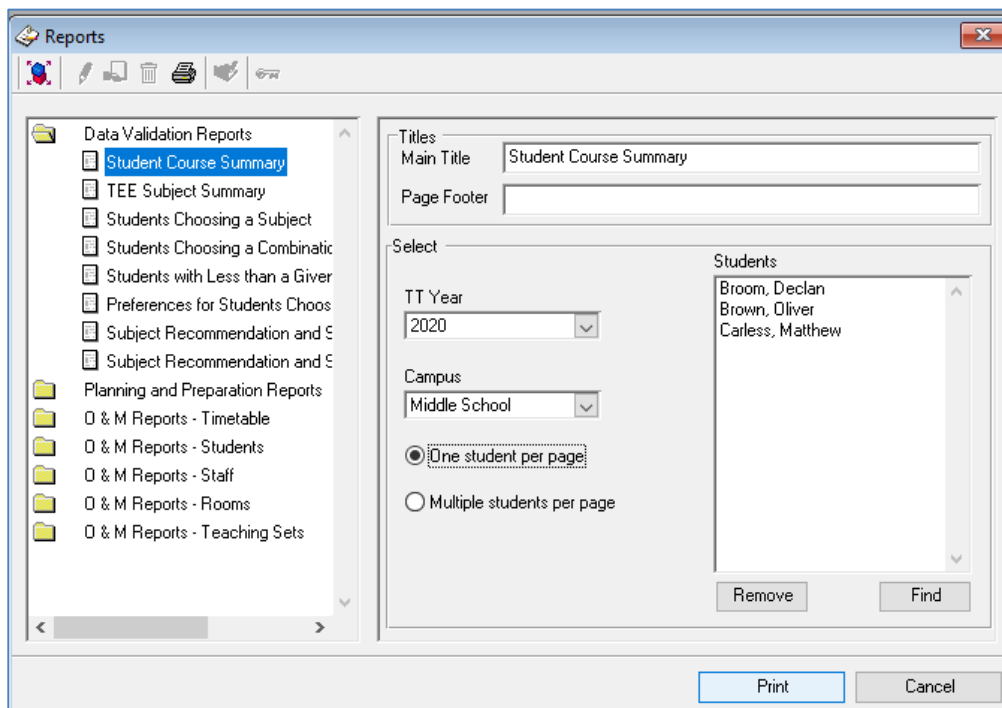
- *Print* the report to the screen

- 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

- *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

- *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.

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

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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	☑
9Fab	Fabrics 9	20	36	1	20	10	24	2	2	20	☐
9Food	Food Production 9	27	28	2	14	10	22	2	4	27	☐
9HASS	Humanities and Social Scier	111	0	4	28	10	30	4	16	111	☑
9HEd	Health Education 9	111	0	4	28	10	30	2	8	111	☑
9HR	Home Room 9	111	0	4	28	5	30	5	20	6	☑
9Ind	Indonesian 9	58	0	2	29	10	30	2	4	58	☑
9ITAL	Italian 9	53	0	2	27	10	30	2	4	53	☑
9Math	Mathematics 9	111	0	4	28	10	30	4	16	111	☑
9MUS	Music 9	34	24	2	17	10	22	2	4	34	☐
9MW	Metalwork 9	36	21	2	18	10	22	2	4	36	☐
9PE	Physical Education 9	111	0	4	28	10	30	2	8	111	☑
9Sci	Science 9	111	0	4	28	10	30	4	16	111	☑
9WW	Woodwork 9	31	23	2	16	10	22	2	4	31	☐

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
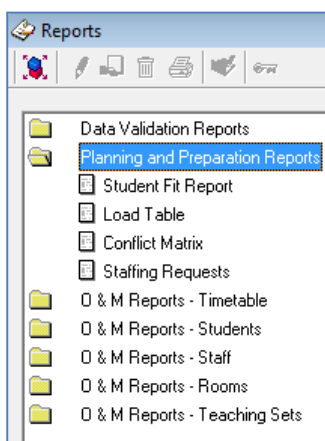
6.16.1   Unlocking the Grid

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

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.

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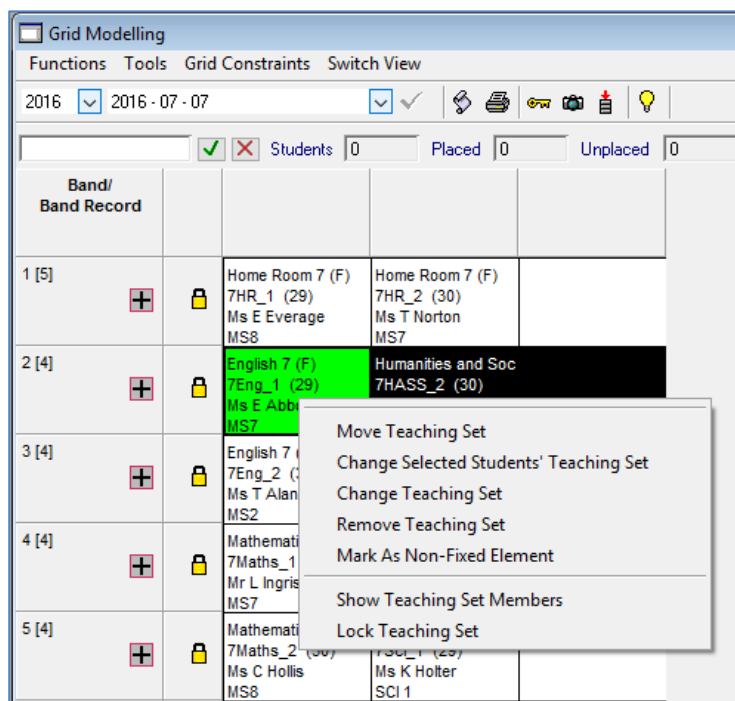
The first three options will only be available if the band/band record is unlocked.

Adding a Teaching Set within Grid Modelling
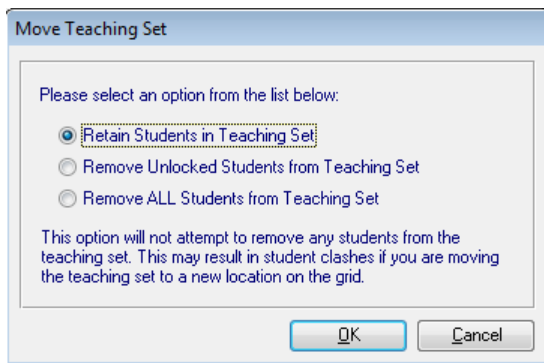
If additional teaching sets are needed once the grid modelling process has begun, it is not necessary to return to the Subject Load Table. Additional teaching sets may be added or deleted by selecting *Tools > Add Teaching Set* or *Delete Teaching* Set. Subject Load Table details will be automatically 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*

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

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**.

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.

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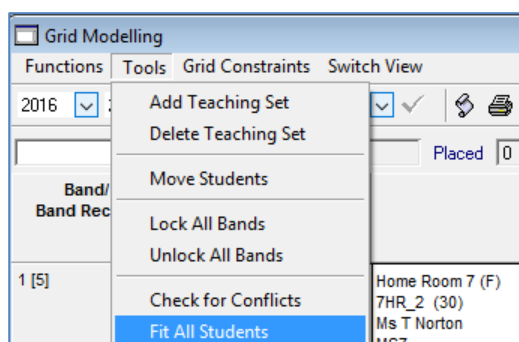
The Update Student Fit Statistics is a useful tool for determining the effect of students moving teaching sets. The number of students fitted to each band or band record as well as student placement statistics are available when this option is selected.

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:

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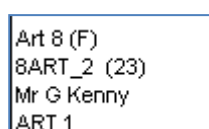
Teaching sets may be manually fixed so that they cannot be moved unless marked as a non-fixed element later. This option is particularly useful if manually placing some teaching sets and then auto-scheduling the rest.

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 (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 ![key icon] the grid prior to exiting this window.


ACTIVITY

Timetabling > Grid Modelling

- Filter to the *Year 8* grid for *2020*
- Unlock the grid ![key icon]
- Click Display Teaching Sets ![icon]
- 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 (8HE_1 (0)	Physical Education 8PE_2 (0)	
7 [2]	➕	🔓	Indonesian 8 (F) 8IND_1 (0)	Italian 8 (F) 8ITAL_1 (0)	
8 [2]	➕	🔓	Health Education 8 (8HE_2 (0)	Physical Education 8PE_1 (0)	
9 [2]	➕	🔓	Art 8 (F) 8ART_1 (0)	Design and Technol 8D&T_2 (0)	Home Economics 8 8HEc_3 (0)	Music 8 (F) 8MUS_4 (0)
10 [2]	➕	🔓	Art 8 (F) 8ART_2 (0)	Design and Technol 8D&T_3 (0)	Home Economics 8 8HEc_4 (0)	Music 8 8MUS_1 (0)
11 [2]	➕	🔓	Art 8 (F) 8ART_3 (0)	Design and Technol 8D&T_4 (0)	Home Economics 8 8HEc_1 (0)	Music 8 (F) 8MUS_2 (0)
12 [2]	➕	🔓	Art 8 (F) 8ART_4 (0)	Design and Technol 8D&T_1 (0)	Home Economics 8 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*
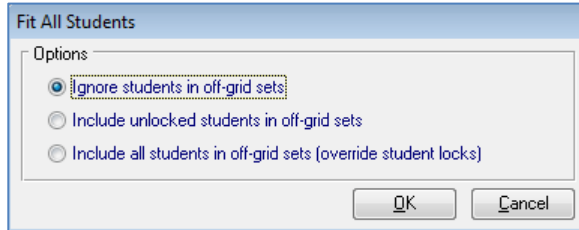
- Accept changes by clicking *OK*
- Close *Move Student* window
- Click Update Statistics 💡 to check that all students have been placed

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:

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.

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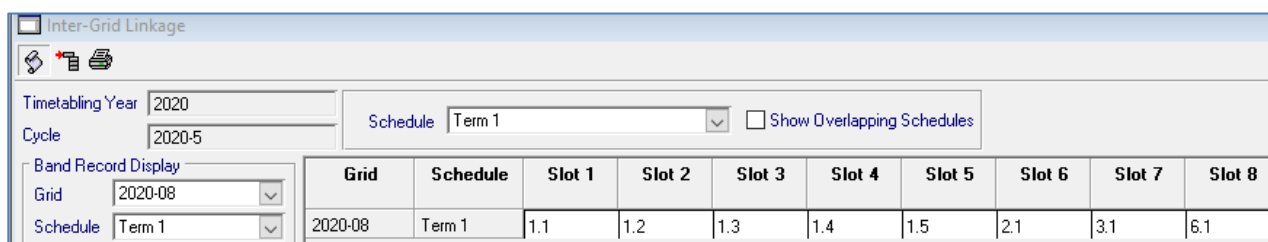
The last three functions will only be available if the grid has not been saved to a timetable.

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.

<table>
<tr><td colspan="2">ACTIVITY</td></tr>
<tr><td colspan="2">

Timetabling > Grid Modelling > Functions > Inter-grid Linkage

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

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

(See the table below for an explanation of how Band Records are to be assigned to Slots1 to 29.)

- Close the window

</td></tr>
</table>

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*.

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.

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
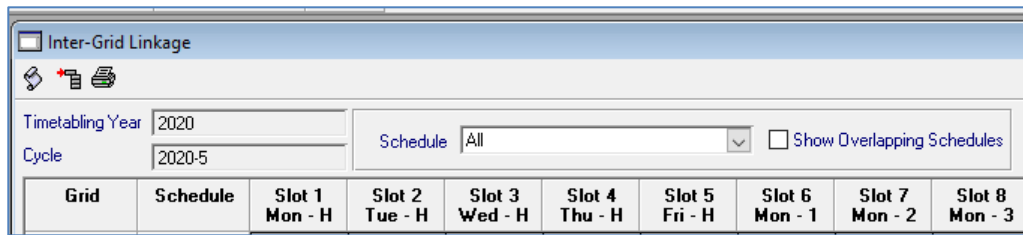
Map slots to the period structure.

- 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.
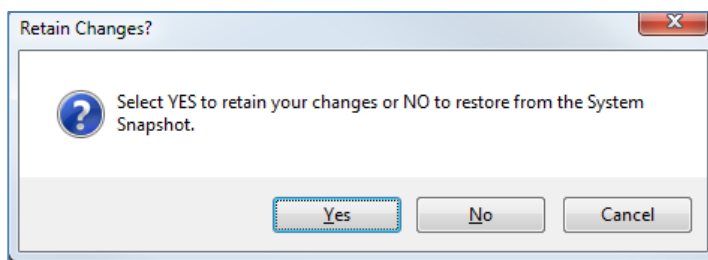
CIVICA

Timetabling > Grid Modelling > Functions > Inter-Grid Linkage Table

The slots in the inter-grid linkage table are mapped to the period structure.

- Close the window

- Lock [key icon] the Year 8 grid

- 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
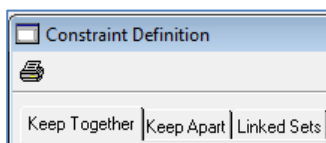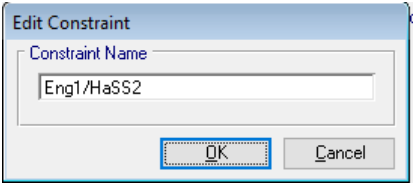
ACTIVITY

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*
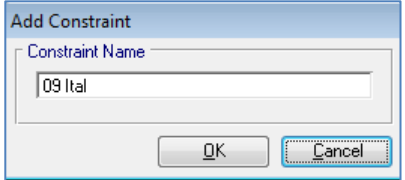
Edit Constraint

Constraint Name

Eng1/HaSS2

[OK] [Cancel]

- 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*

Add Constraint

Constraint Name

09 Ital

[OK] [Cancel]

- 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 S*ets 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
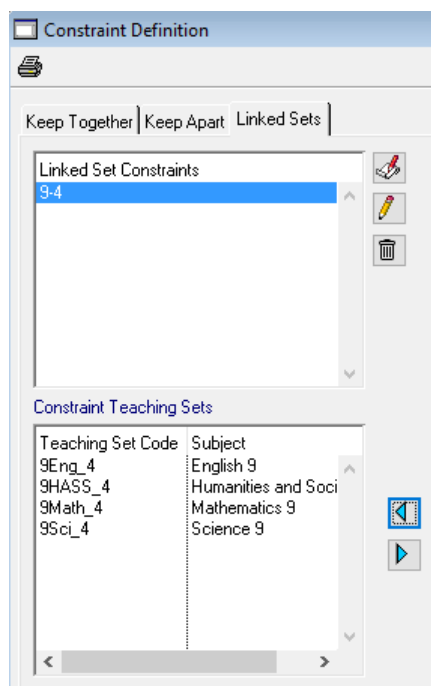
- *Close* Constraints

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

			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)
1 [5]	+	🔓				
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

- Click Select Students
- Find the students in *Form 8.4*

- 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.

- 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**
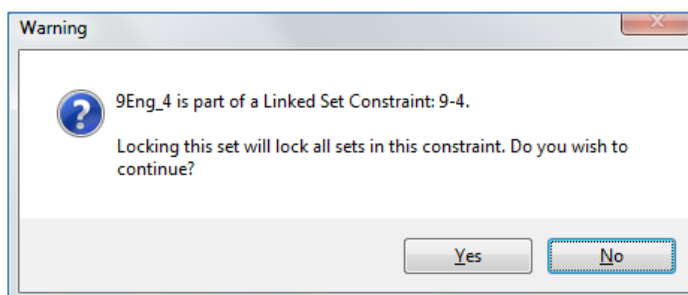
- Read the message and click **Yes**

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

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.

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.

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.

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.
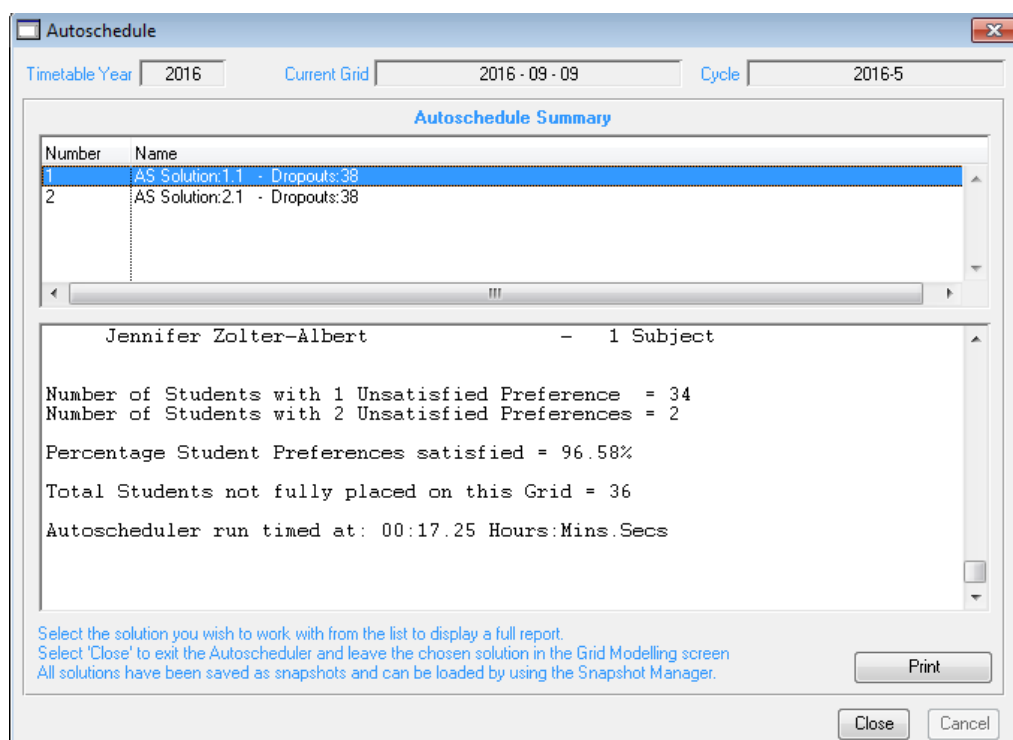
Note: The time taken for the auto-schedule process is dependent on the size of the school, number of constraints used and the processing capacity of your hardware.

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

- Click *Next*

- Include only the **Term 1 Year 8** grid in resource monitoring and click **Next**

- 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.

- 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.

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.

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.
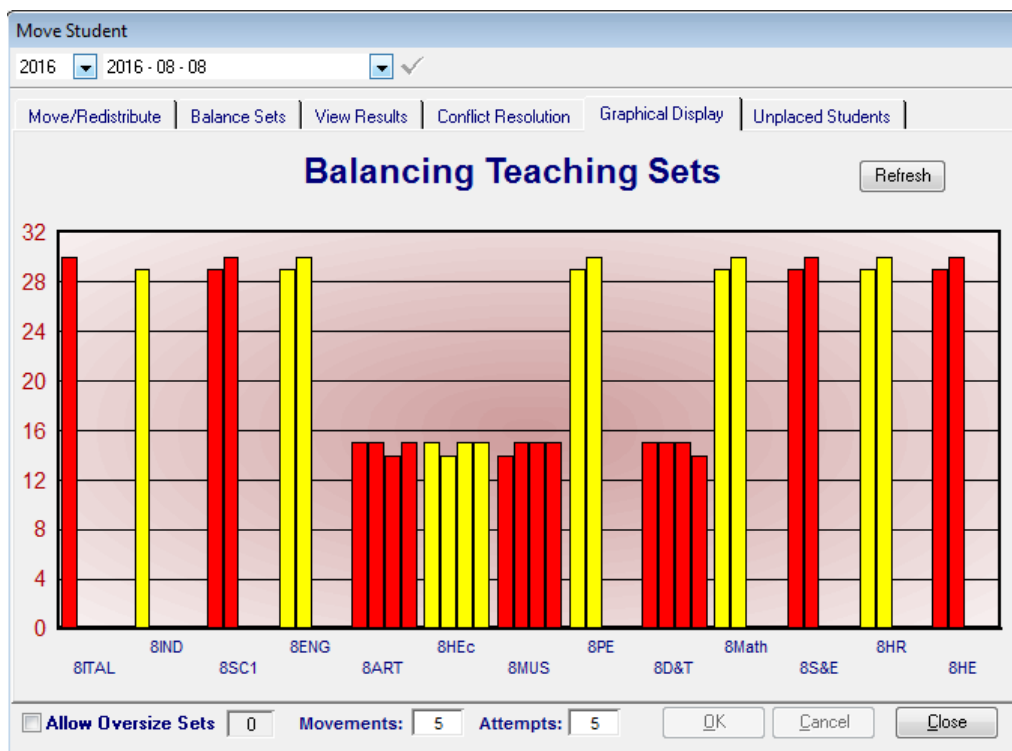
Conflict Resolution allows the user to select some or all students for a grid and *Check for Conflicts*, that is, check for student clashes. Any clashes will be listed and the user may *Resolve Conflicts* from this screen.

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.

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**.
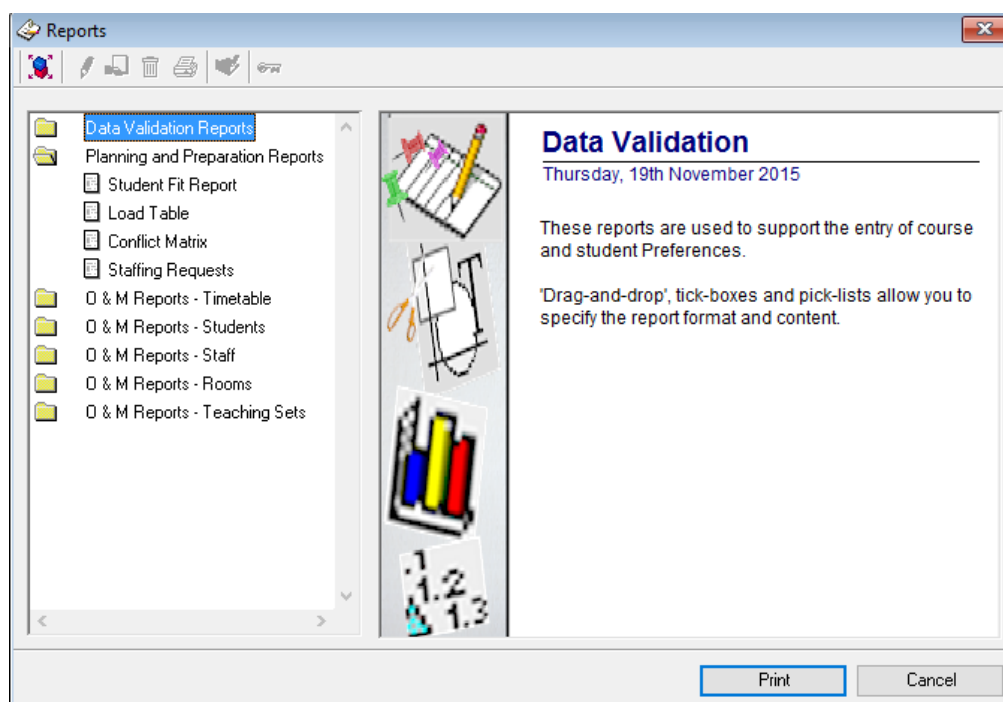
ACTIVITY

To fit as many students as possible to the *Year 9* grid:

Timetabling > Grid Modelling

- Click Update Student Statistics

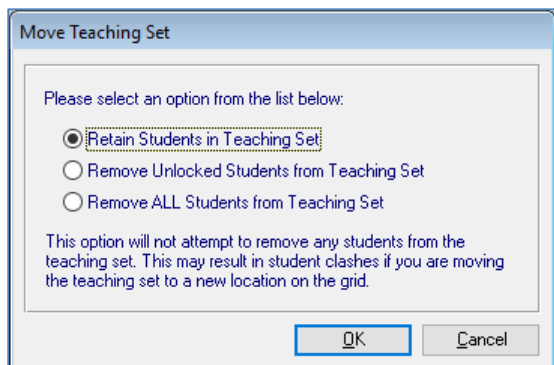This will indicate how many students are unplaced overall and for each band record.

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) | Move Teaching Set | |
| | | | | | | Change Selected Students' Teaching Set | |

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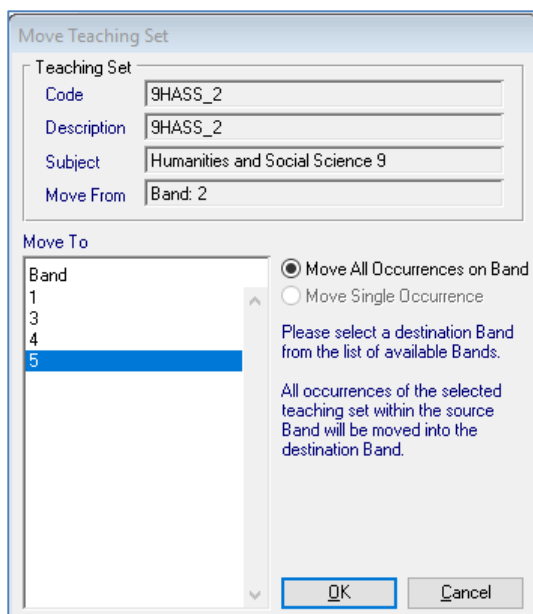
This option will not attempt to remove any students from the teaching set. This may result in student clashes if you are moving the teaching set to a new location on the grid.

[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*

- 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.

- 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

- 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	Befroe 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) ¤
9Fab	1 (20)			
9Food	2 (22)			
9HASS	1 (28)	2 (26)	3 (30)	4 (27) ¤
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) ¤
9PE	1 (29)	2 (28)	3 (25)	4 (29)
9Sci	1 (29)	2 (26)	3 (29)	4 (27) ¤
9WW	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

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*

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.

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.

Note: This view is only available once the grid has been saved as timetable.

Grid View

Grid View presents the selected student's course overlayed 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.

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.

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

- 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.

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.
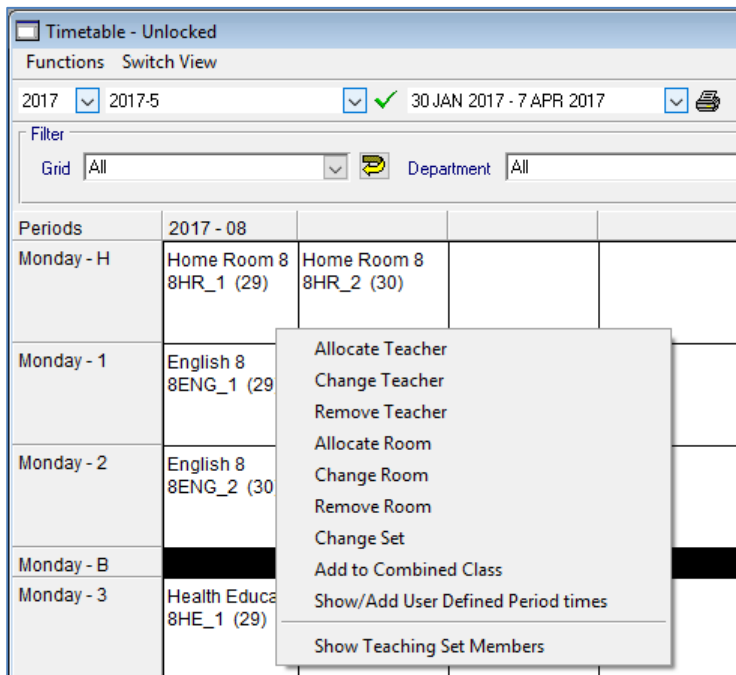
6.24.2 Auto-allocation of Staff and Rooms

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.
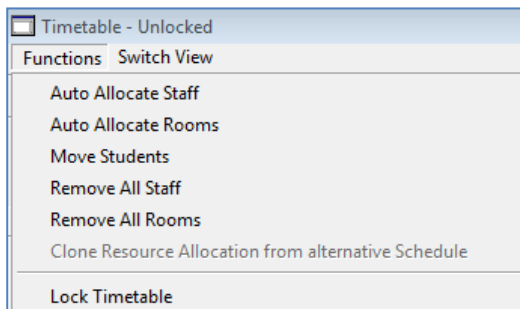
Auto-Allocate Staff

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*
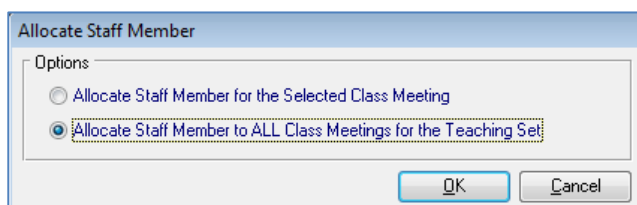
A list of preferred staff for the subject will be displayed.

- 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.
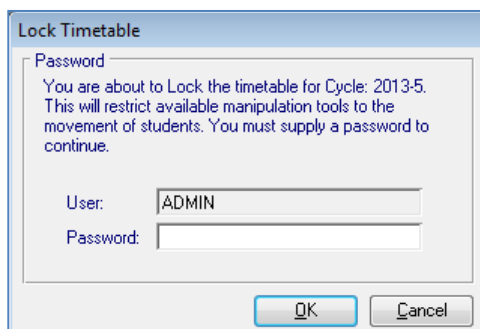
- Manually allocate teachers and rooms to classes still requiring them

6.25 Lock Timetable

ACTIVITY

Timetabling > Timetable

- Go to the *Functions* menu and click *Lock Timetable*
- Enter your password and click *OK*

Lock Timetable

Password

You are about to Lock the timetable for Cycle: 2013-5. This will restrict available manipulation tools to the movement of students. You must supply a password to continue.

User: ADMIN

Password:

[OK]   [Cancel]

- 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
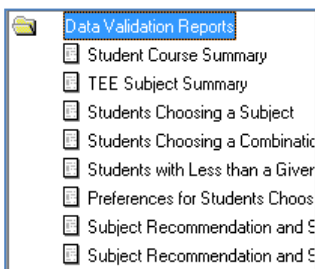
These reports allow the user to identify that correct subjects have been entered and allocated to the relevant students.

Planning and Preparation Reports
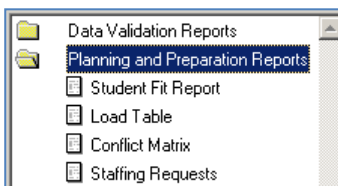
These reports assist the user in the planning and preparation of timetables.

Operational and Maintenance Reports – Timetable
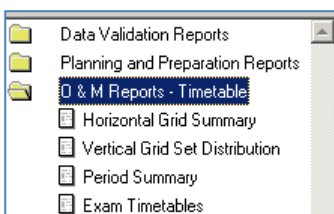
Operational and Maintenance Reports – Students
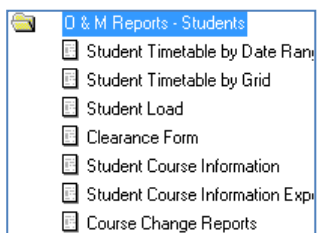
Operational and Maintenance Reports – Staff
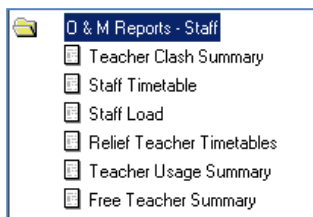
Operational and Maintenance Reports – Rooms
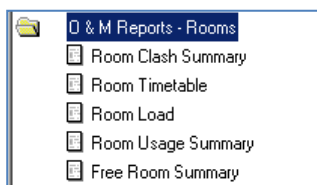
Operational and Maintenance Reports – Teaching Sets
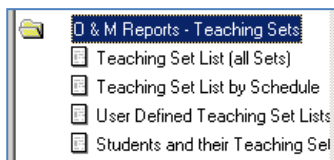
ACTIVITY

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

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

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

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

Timetabling > Reports > O&M Reports-Staff > Staff Timetable

- Select *2020*
- Use *Find* to locate some teachers
- *Print* the report to the screen
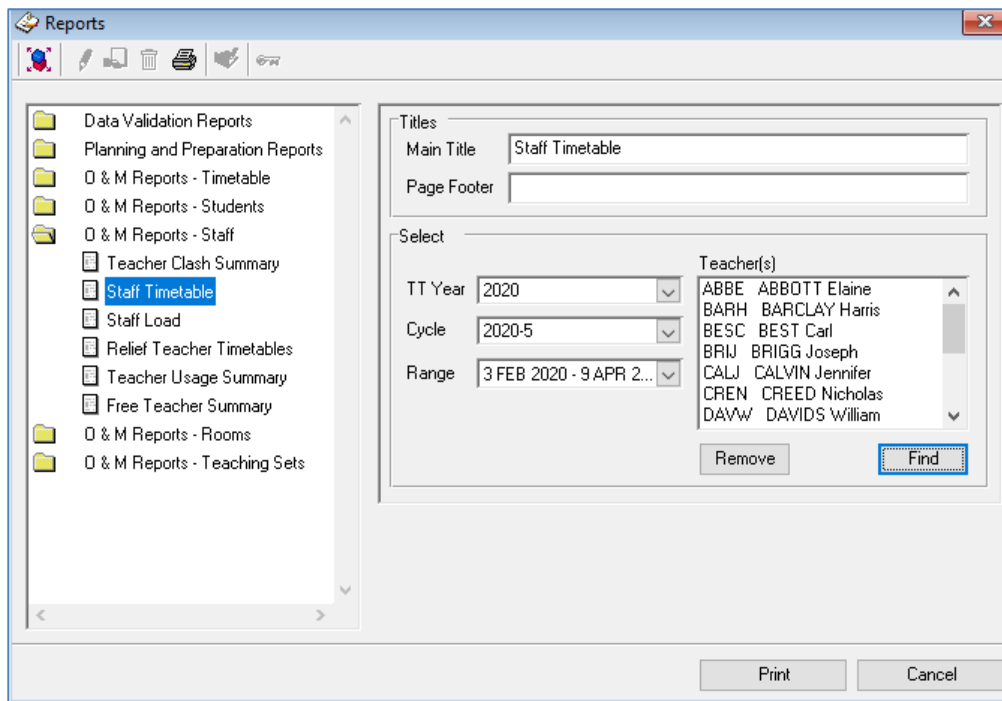
Timetabling > Reports > O&M Reports-Teaching Sets > Teaching Set List (all Sets)

- Select *2020* and the *English Department*
- *Print* the report to the screen

- 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

Index

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.