

CIVICA

Timetabling Maintenance for School Officers



Document Control

Ver.	Reason	Who	Date
1.0	Original document	Susan Richardson (RMA-WA)	28/02/06
1.1	Update for Semester 2	Susan Richardson (RMA-WA)	04/07/06
1.2	Updated for 2007	Susan Richardson (RMA-WA)	16/04/07
1.3	Checked and amended	Sidney Loke (RMA-VIC)	26/04/07
1.4	Updated to include Endorsed Programs and reformatted	Susan Richardson (RMA-WA)	23/07/07
1.5	Updated for 2008	Susan Richardson (RMA-WA)	29/11/07
1.6	Updated for Time and Time Reports 6.81.00	Susan Richardson (RMA-WA)	04/12/07
1.7	Proofed and amended	Shauna Henry (RMA-WA)	12/12/07
1.8	Updated for 2009	Susan Richardson (RMA-WA)	25/11/08
1.9	Proofed and amended	Joshua Kragt (RMA-WA)	05/12/08
2.0	Further corrections	Susan Richardson (RMA-WA)	19/12/08
2.1	Amendments requested by DET	Susan Richardson (RMA-WA)	21/01/09
2.2	Updated following training	Susan Richardson (RMA-WA)	03/03/09
3.0	Updated for v6.82	Susan Richardson (RMA-WA)	06/08/09
4.0	Minor amendments	Susan Richardson (RMA-WA)	16/09/09
4.1	Updated for 2010	Joshua Kragt (RMA-WA)	03/02/10
5.0	Proofed and amended	Sandy Bracher (RMA-WA)	17/02/10
5.1	Updated following changes to the datafile	Kerry Dickinson (RMA-WA)	28/04/10
6.0	Proofed with minor corrections	Shauna Henry (RMA-WA)	07/05/10
7.0	Reviewed and amended	Susan Richardson (RMA-WA)	22/06/10
7.6	Updated for Time and Time Reports 6.83	Susan Richardson (RMA-WA)	25/06/10
8.0	Published	Susan Richardson (RMA-WA)	01/07/10
9.0	Updated for 2011 and the new styles template	Susan Richardson (RM Ed)	08/12/10
10.0	STIMS web address updated	Susan Richardson (RM Ed)	11/01/11
11.0	Updated for Time 6.84	Susan Richardson (RM Ed)	6/10/11
11.1-2	Updated for 2012 and Time 6.85	Susan Richardson (Civica Education)	26/07/12
12.0	Proofed and Published	Derek Mathieson (Civica Ed)	15/08/12
12.1	Updated for v7.00.10 and 2014	Shauna Henry (Civica Ed)	24/07/14
13.0	Proofed and Published for 2014	Derek Mathieson (Civica Ed)	25/07/14

13.1	Updated for 2018	Susan Richardson (TimeOut Training and Consultancy)	4/10/18
13.2	Updated for 2019	Susan Richardson (TimeOut Training and Consultancy)	15/01/19

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1 Introduction

These Training Notes provide a reference during and following Civica Education's Timetable Maintenance for School Officers training. The Timetabling Manual provides a comprehensive guide to the software.

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

1.1 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 Integrus modules including Administration Manager, Lesson Attendance and Transitional Reporting.

1.2 Training Program

Time		Content
8.30 am	12.30 pm	Coffee/Registration
8.45 am	12.45 pm	Introduction File Menu Help Administration Manager Staff Details Student Details Parameters Timetable Maintenance Student Course Maintenance Staff and Room Maintenance Operational and Maintenance Reports
10.15 am	2.15 pm	Morning/Afternoon Tea
10.30 am	2.30 pm	Data Entry for Timetable Construction Cohorts Course Promotion Student Preferences Data Validation Reports
11.45	3.45	Close

1.3 Training Outcomes

At the end of the training, participants will be able to:

- Enter Staff Details and make a staff member available to a timetable cycle
- Locate students' records
- Add and remove students from timetabling cohorts
- Add and edit timetabling parameters
- Add and change students' courses
- Add and change teachers and rooms allocated to teaching sets
- Produce Operational and Maintenance Timetabling Reports
- Create cohorts and add students to them
- Edit the Course Promotion Table
- Enter student preferences individually, in bulk and through course promotion
- Produce Data Validation Reports

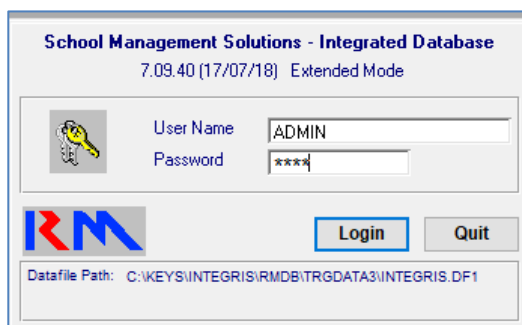
1.4 Logging On

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

A screenshot of the 'School Management Solutions - Integrated Database' login window. The window title is 'School Management Solutions - Integrated Database'. Below the title, it says '7.09.40 (17/07/18) Extended Mode'. There are two input fields: 'User Name' with 'ADMIN' entered and 'Password' with '****' entered. To the left of the input fields is a key icon. Below the input fields is a logo with the letters 'RM' in red and blue. To the right of the logo are two buttons: 'Login' and 'Quit'. At the bottom, it says 'Datafile Path: C:\KEYS\INTEGRIS\RMDB\TRGDATA3\INTEGRIS.DF1'.

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

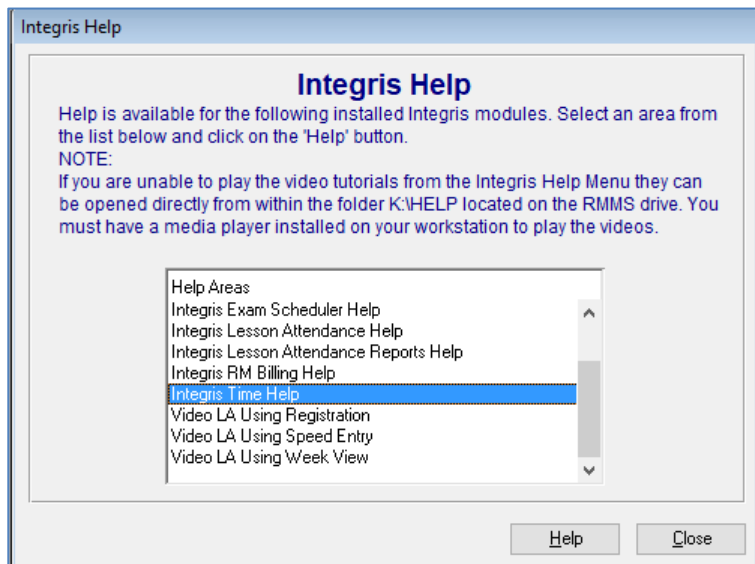
Note: In schools, each user has his or her own user name and password, which enables access to particular sections of the software as determined by the school administration.

It is strongly recommended that you change your password regularly.

1.5 Help Contents and Index

Activity:

Help > Help Contents and Index



- Select Integris Time Help
- Click **Help**

The Timetabling Manual will be displayed.

- Scroll down to view the **Table of Contents**
- Close the **Help** window

2 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 relate to the timetable are:

- School Details
- Student Details
- Staff Details

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

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

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

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

2.1 Using the Side Bars

Once you have logged onto the system a blank window with a control panel (side bar) appears on down the right-hand side of the screen. The General side bar is displayed.



The Administration module comprises of two sidebars. The one displayed on the left of this page is the **General** side bar. This provides access to the core functions. From here you can enter school details, view and enter student and staff details and create groups of students and staff.

It is also where schools set up their own parameters for the system and use the Control function to add new modules at a later date, and set up new users and passwords.

By clicking on the **Admin** tab on the bottom of the side bar a second bar is revealed over the General side bar. This is the **Admin** side bar provides an emergency report function, enables users to speed edit information in students' records, carry out Year End procedures and produce reports.

Other sidebars will be available dependent on your school and level of access.




2.2 Staff Details

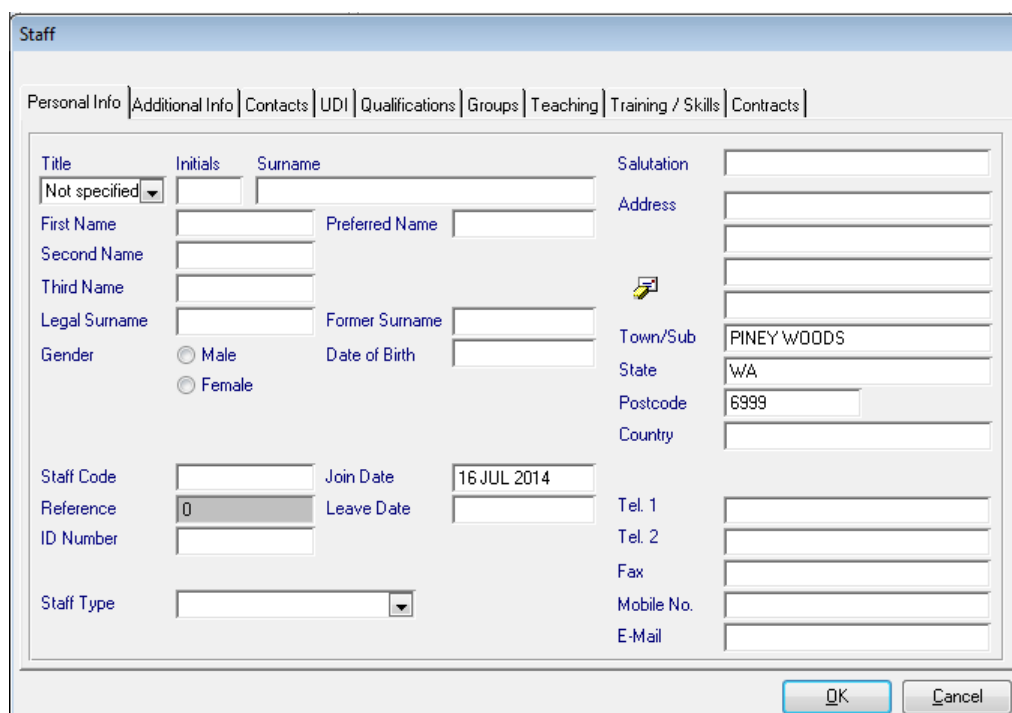
General > Staff Details

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

2.2.1 Entering Staff Details

General > Staff Details > Add

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



The image shows a software window titled "Staff" with a tabbed interface. The "Personal Info" tab is selected. The form contains the following fields:

- Title:** A dropdown menu with "Not specified" selected.
- Initials:** A text input field.
- Surname:** A text input field.
- Salutation:** A text input field.
- First Name:** A text input field.
- Second Name:** A text input field.
- Third Name:** A text input field.
- Legal Surname:** A text input field.
- Former Surname:** A text input field.
- Gender:** Radio buttons for "Male" and "Female".
- Date of Birth:** A date input field.
- Address:** A multi-line text input field.
- Town/Sub:** A text input field with "PINEY WOODS" entered.
- State:** A text input field with "WA" entered.
- Postcode:** A text input field with "6999" entered.
- Country:** A text input field.
- Staff Code:** A text input field.
- Join Date:** A date input field with "16 JUL 2014" entered.
- Reference:** A text input field with "0" entered.
- Leave Date:** A date input field.
- ID Number:** A text input field.
- Staff Type:** A dropdown menu.
- Tel. 1:** A text input field.
- Tel. 2:** A text input field.
- Fax:** A text input field.
- Mobile No.:** A text input field.
- E-Mail:** A text input field.

At the bottom right of the window are "OK" and "Cancel" buttons.

Mandatory fields are:

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

It may also good practice to include:

- Title
- Staff Type
- TRBWA number (Teacher's Registration Board of WA - for teachers)

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

- Enter yourself as a new member of staff, complete the fields:
 - Title
 - Surname
 - First Name, Gender, Date of Birth
 - ID Number
 - Staff Code
 - Staff Type
- On the **UDI** tab enter the **TRBWA** number

2.2.2 Making a new staff member available to the timetable

Activity:

Timetabling > Timetable Setup > Timetable Cycles

- Select the cycle for the current year
- Click on the Staff Availability tab

Timetable Cycles

2019 ☒

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

☒ Display Only Active Cycles

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


Use the tools in this section to select the staff members who are available to this cycle.

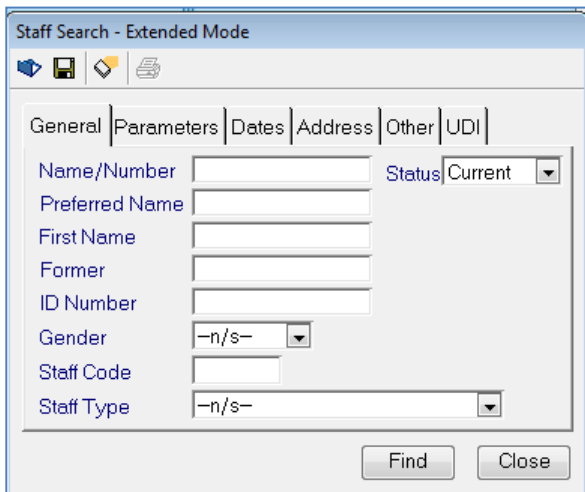
You can use the clone option to copy staff members from an existing cycle or use the add and remove options to build up the list manually.

The edit option will allow you to change the default FTE value for each member of staff.

The Net FTE is calculated by subtracting the total FTE for Non-teaching Activities from the default FTE.

Staff Code	Staff Name	FTE	Net FTE
ABBE	Abbott, Elaine	1.00	0.80
ALAT	Alan, Maria Theresa	1.00	0.80
BARH	Barclay, Harris	1.00	0.80
BESC	Best, Carl	1.00	0.80
BRIJ	Brigg, Joseph	1.00	0.80
CALJ	Calvin, Jennifer	1.00	0.80
CORS	Cornier, Sandra	1.00	0.80
CREN	Creed, Nicholas	1.00	0.80
DAVW	Dauids, William	0.50	0.40
DUKT	Duke, Tony	1.00	0.80
ELLT	Elliot, Travis	0.50	0.40
EVAL	Evans, Luke	1.00	0.80
EVEE	Everage, Edna	1.00	0.80
FISA	Fisher, Amanda	1.00	0.80
GREa	Greaves, Anna	1.00	0.80
AGQA2	Guisepppe, Andre	1.00	0.80

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



Staff Search - Extended Mode

General | Parameters | Dates | Address | Other | UDI

Name/Number Status Current

Preferred Name

First Name

Former

ID Number



Gender

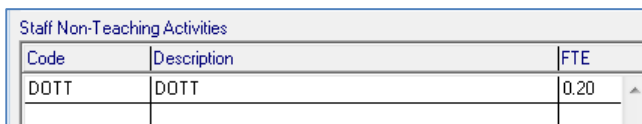
Staff Code

Staff Type

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

Edit your net FTE

- Highlight your name and click **Non-teaching Activities** 
- Click Edit Non-teaching Activities 
- Enter a **Code**, **Description** and **FTE**



Code	Description	FTE
DOTT	DOTT	0.20

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

2.3 Student Details

General > Student Details

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

Student [X]

Current [v] [Icons]

Jackie Albert (766) **Year 4 Form Room 4**

Date of Birth 4 OCT 2008
Age 10 Yrs
Gender Female
Teacher(s) Ms J Garden

Room
USI
UPN E123456706004
Student No. 00000000
Central ID 99123456700000151

Address
9 Marmion Drive,
PINEY WOODS,
WA,
6999

Phone 1 9396 7008
Phone 2
Fax
Student Mob.
Family Representative ☐
Car Registration

E Mail Address albert@inet.net.au


Contacts

Name	Phone	Address	Relation	Res	Par	Mail	Emrg	Notes	Fee
Mr Paul Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Father	Yes	Yes	No	1	Yes	N
Ms Rita Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Mother	Yes	Yes	Yes	2	Yes	Y
Mrs Penhole	9345 6767	4 Wisdom Lane, PINEY WOODS, WA, 6	Friend	No	No	No	3	Yes	N
JENNIFER Zolter-Albert	9396 7008	9 Marmion Drive, PINEY WOODS, WA, 6	Sibling	n/a	n/a	n/a	0	No	

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

Search [] [Icons]

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, or the Former Roll.



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



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

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



Add a new student



Edit student data



Move a student to the Former Roll



Print student details



Send a letter



Send an e-mail



Summary details



Additional details



Movement History



Attendance History



Groups



Student Activity



User-defined Information



Medical Details



Teaching Sets



Miscellaneous details

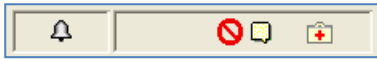


Student timetable



Cohorts

Student Status Bar



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

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

Normal Bar



Student has a flagged medical condition



Language Background other than English



Access restriction



Part-time student



Accepted (Admissions Roll)



Student Notes



Name Change

Sensitive Status Bar



Educational Support Program

Activity:

General > Student Details

- Find Merika Bloggs

Search

- Click Print Student Timetable



Print Student Timetable - Year 2019

Name:

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

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

Select


Campus	<input type="text" value="1120 Hay Road"/>	▼
Grid	<input type="text" value="2019 - 09"/>	▼
Schedule	<input type="text" value="2019 Semester 1"/>	▼

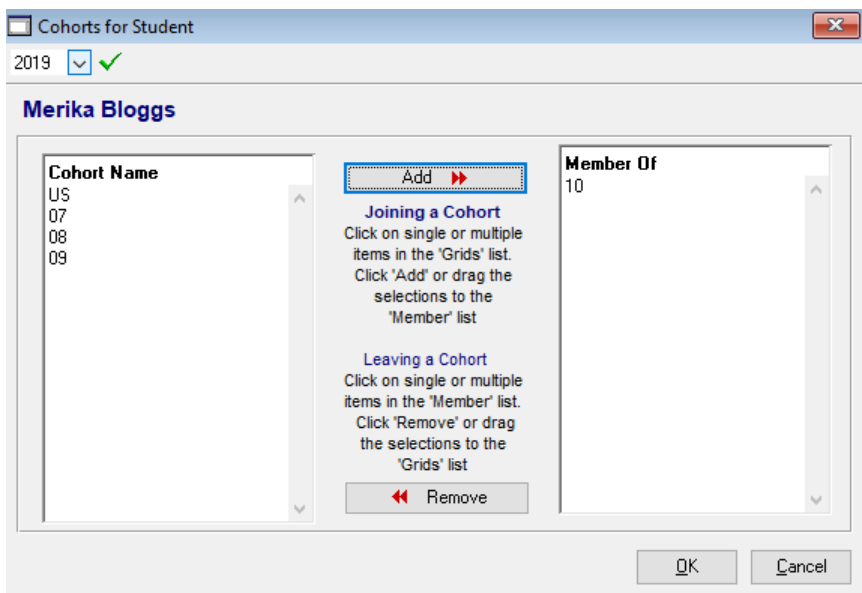
- Click **Print**
- Click **OK** to print to screen
- View then close the report

Note: There is an early lunch and early finish on Thursdays.

- Cancel the Print Timetable window

- Click Cohort 
- Ensure the current year is selected

Note: Once the current year has been selected, click on the green tick  to make this year the default year for Timetable Setup.



- View that Merika is in the Year 9 cohort
- Click **Cancel** to close

2.3.1 Entering a new student's details

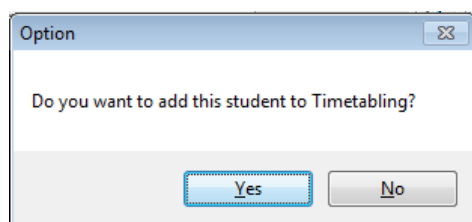
General > Student Details



Students can also be entered into the Current, Admissions, Former or External rolls by selecting the appropriate roll and clicking Add Student.

The minimum information the system requires is Surname, First Name, Date of Birth, Reference Number (automatically generated if Auto Number is selected in Control > Preferences > Defaults) and Entry Date. Any other information can be added at a later date by editing the record.

Where Timetabling is also loaded, the following window will appear at the conclusion of the Add Student process:




Click **No** for primary students and **Yes** for secondary students where the Timetabling module is being used and allocate the students a cohort. This prompt does not appear when adding students

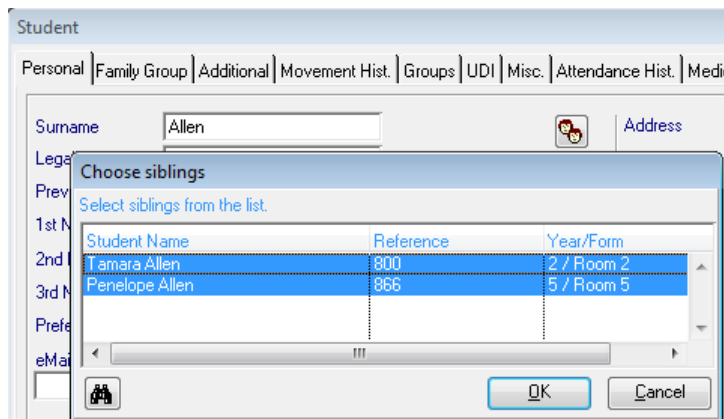
to the Admissions Roll. The timetabler may place children on the Admissions Roll into a cohort via Timetabling > Timetable Setup.

Activity:

General > Student Details


David Allen has transferred from another school. Add his details to the Current Roll with today as the Entry Date. We will be able to copy much of his data from his sisters' records.


- Click Add Student 
- Type **Allen** and <Tab>





Student


Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medi


Surname: Allen Address: 


Legal: 


Prev: 

1st N: 

2nd N: 

3rd N: 

Prefer: 

eMail: 

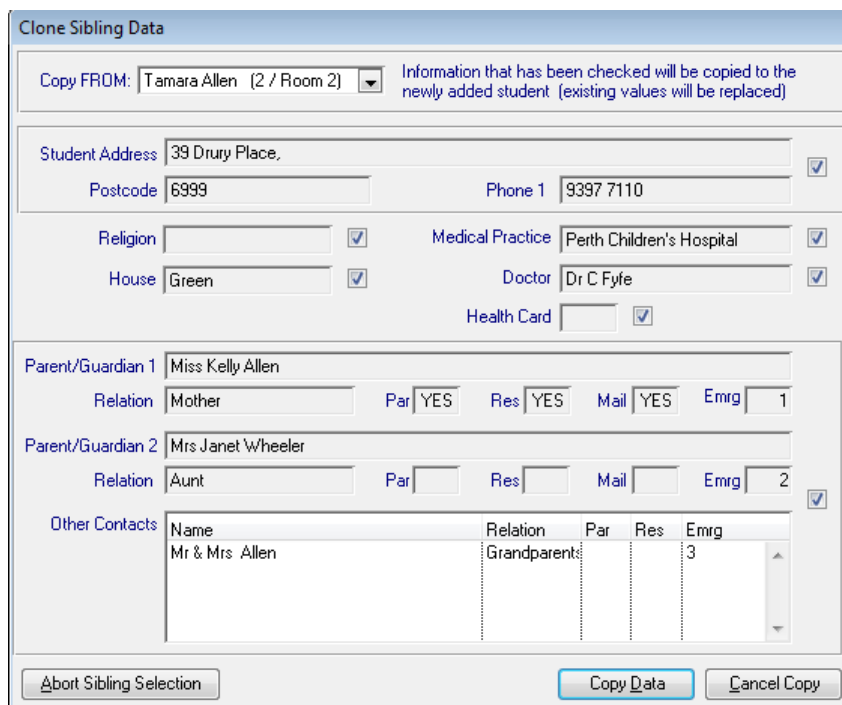
Choose siblings

Select siblings from the list.

Student Name	Reference	Year/Form
Tamara Allen	800	2 / Room 2
Penelope Allen	866	5 / Room 5

OK Cancel

- Highlight **Tamara** and **Penelope Allen** and click **OK**



Clone Sibling Data

Copy FROM: Tamara Allen (2 / Room 2) Information that has been checked will be copied to the newly added student (existing values will be replaced)

Student Address: 39 Drury Place, Postcode: 6999 Phone 1: 9397 7110

Religion: Medical Practice: Perth Children's Hospital

House: Green Doctor: Dr C Fyfe Health Card:

Parent/Guardian 1: Miss Kelly Allen Relation: Mother Par: YES Res: YES Mail: YES Emrg: 1

Parent/Guardian 2: Mrs Janet Wheeler Relation: Aunt Par: YES Res: YES Mail: YES Emrg: 2

Other Contacts:

Name	Relation	Par	Res	Emrg
Mr & Mrs Allen	Grandparents	YES	YES	3

Abort Sibling Selection Copy Data Cancel Copy

- 

- Enter David's personal details

Student

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

Surname: Allen
 Legal Surname: Allen
 Prev. Surname:
 1st Name: David
 2nd Name:
 3rd Name:
 Preferred Name: David
 eMail Address:
 Year: 8
 Form: 08.1
 House: Green
 Reference: 0
 Central ID:
 Temp UPN: ☐
 UPN:
 Student No.: 00000000
 USI:
 Address: 39 Drury Place
 Town/Sub: PINEY WOODS
 State: WA
 Postcode: 6999
 Country:
 Tel. 1: 9397 7110
 Tel. 2:
 Fax:
 Student Mob.:
 Car Registration:
 Family Representative: ☐

OK Cancel

- On the Additional tab, check Permanent Resident and Birth Certificate Seen
- Enter Australia as the Country of Birth
- Enter TODAY as the **Date Checked** and **Entry Date**

Student

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

Nationality: Not specified
 Religion:
 First Language: English
 Indigenous Status: Not Aboriginal...
 Study Type:
 Main Lang OTE SAH: English
 Mainly speak English at home? ☐
 LBOTE ☐
 Out of State ☐
 Out of Area ☐
 Access Restriction ☐
 Entered in SLP Program ☐
 Educational Support Program ☐
 EAL/D Stage ☐
 Documented Plan Completed ☐
 In Care of DCP ☐
 Risk Management Plan ☐
 Australian Citizen / Permanent Resident ☒
 In Receipt of Allowance ☐
 Allowance Type: Not specified
 Visa Sub Class No.:
 Int. Fee Paying:
 Date Arrival Australia:
 Visa Grant No.:
 Visa SC No. Expiry Date:
 Birth Certificate Seen ☒
 Date Checked: 14 FEB 2019
 Country of Birth: Australia
 Passport Sighted ☐
 Passport Number:
 Entry Date: 14 FEB 2019
 Prev. School:
 Leave Date:
 Destination:
 Records Sent:
 Attendance: Current (Single registr...
 Terms in this school: 0
 Boarder ☐
 Terms in other school(s): 0
 Excluded ☐
 FTE: 1.00
 Part Time Status: ☐ am ☐ pm ☒ n/a ☐ Custom
 Documented Plan Review Date:
 Documented Plan forwarded to DCP:
 OK Cancel

On the **Misc** tab,

- Enter Immunisation Details

The screenshot shows the 'Student' form with the 'Misc' tab selected. The 'Immunisation Details' section is expanded, showing fields for 'Evidence provided' (checked), 'Date Checked' (14 FEB 2019), and 'Vaccination Schedule' (Fully Completed). Below this, there are sections for 'Measles Vaccination' and 'Diphtheria, Tetanus and Pertussis Vaccinations'. The 'Measles Vaccination' section includes fields for 'MMR (1st dose at 12 months)', 'MMR (2nd dose at 4 years)', and 'Measles Exclusion' (checked). The 'Diphtheria, Tetanus and Pertussis Vaccinations' section includes checkboxes for 'DTPa (Immunisation completed to school entry)' and 'DTPa (Year 7)', and a field for 'Date of last Tetanus vaccination'. At the bottom of the form, there is a section for 'Other Information' with checkboxes for 'RI Withdrawn' and 'Repeating Current Year', and a field for 'Religion'. The 'Visa Sub Class No' field is also present. The form has 'OK' and 'Cancel' buttons at the bottom right.

Student

Personal | Family Group | Additional | Movement Hist. | Groups | UDI | Misc. | Attendance Hist. | Medical | Activities

Disabilities Information

Disability Detail

Other Disability Detail

Other Disability Detail

[Click here for information about funding for students with disability](#)

Immunisation Details

Evidence provided ☒ Date Checked 14 FEB 2019 Vaccination Schedule Fully Completed

Measles Vaccination

MMR (1st dose at 12 months)

MMR (2nd dose at 4 years)

Measles Exclusion ☒

Diphtheria, Tetanus and Pertussis Vaccinations

DTPa (Immunisation completed to school entry) ☐

DTPa (Year 7) ☐

Date of last Tetanus vaccination

Other Information

RI Withdrawn ☐

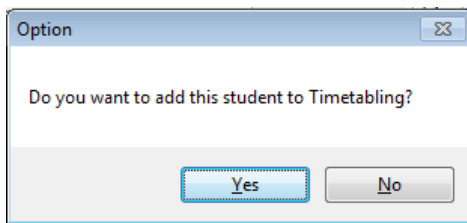
Religion

Repeating Current Year ☐

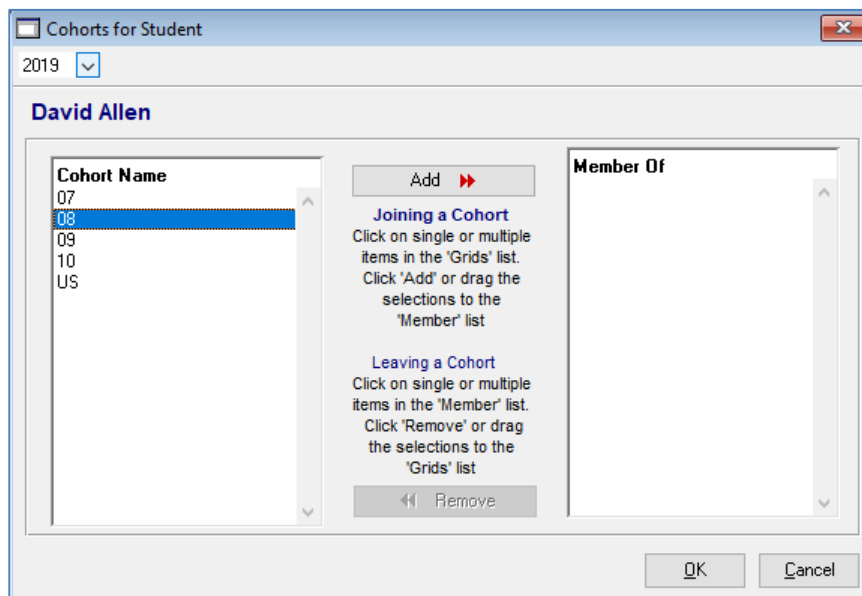
Visa Sub Class No

OK Cancel

- Click **OK**



- Click **Yes**
- Highlight **08**

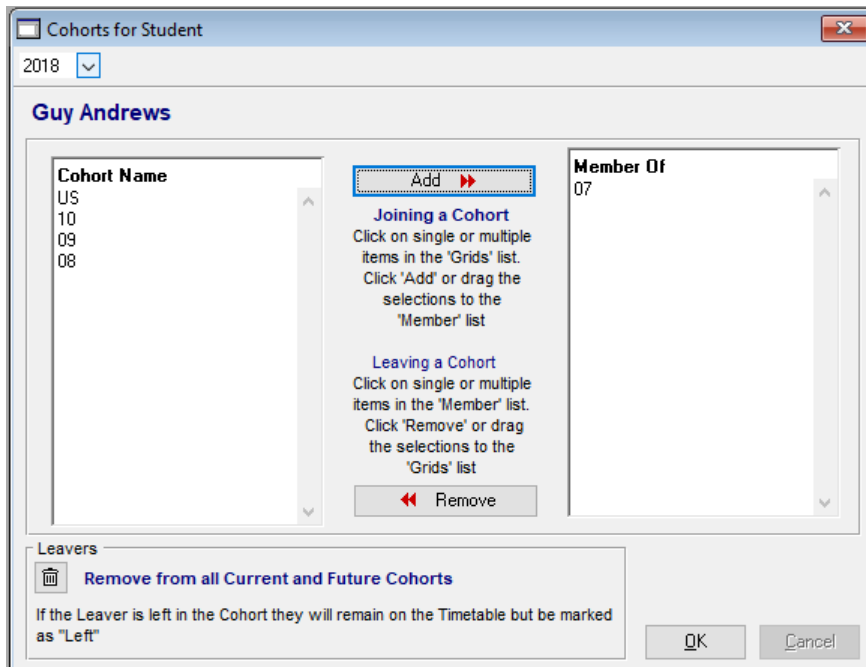


- Click **Add ➡**
- Click **OK**


2.3.2 Moving a student to the former roll


General > Student Details > Move Student to Former Roll

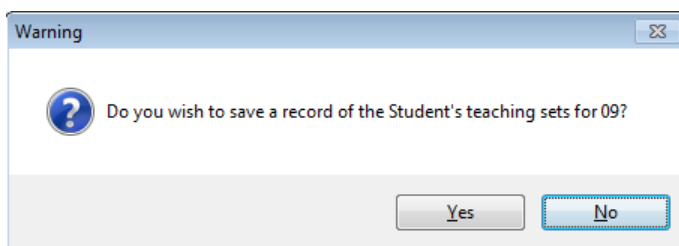
If a student is moved to the former roll, and Timetabling is installed, the following window will be displayed:



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


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

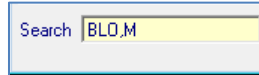
The second option  **Remove from all Current and Future Cohorts** is recommended, as this will enable the option to keep a record on the student’s preferences and teaching sets.



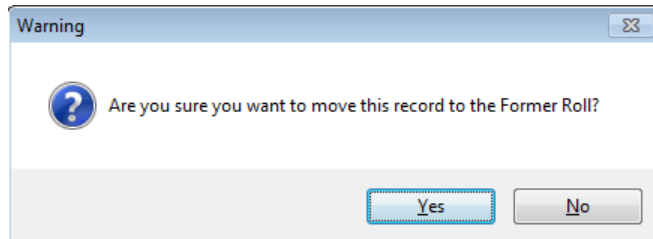
Activity:

General > Student Details

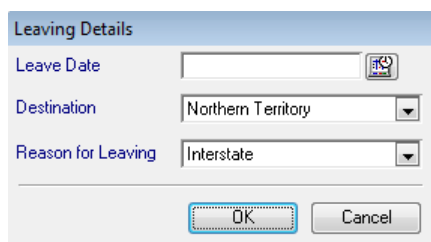
- Use **Search** to locate Merika Bloggs
- Click Move Student to Former Roll 



Search BLO,M



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



Leaving Details

Leave Date

Destination Northern Territory

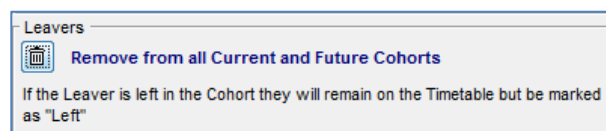
Reason for Leaving Interstate

OK Cancel

- 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 only been created until 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.

2.4 Parameters

General > Parameters

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

The following parameters will be useful to the Timetabling Module. Schools may need to set up some or all of the parameters below.

Departments provide a secondary organizer for school activity and can be physical or logical entities. For example, an Arts faculty may contain Art and Drama departments. Departments can be linked to a faculty but the use of faculties is not mandatory. ***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 identifying subjects for Schools Curriculum and Standards Authority purposes, for example Council Developed Course or Workplace Program. 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 Curriculum Council purposes, for example Course of Study or Endorsed Program. While this parameter is not mandatory for timetabling, it is ***essential for reporting to the School Curriculum and Standards Authority.***

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

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

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

- Subject Name: Literature ATAR 11
- Subject Code: AELIT
- Short Name: LIT
- Subject Area: (empty)
- Learning Area: (empty)
- Prerequisite: (empty)
- Examable: ☐
- Exam Duration: (empty)
- Suspended for Exam Period: ☐
- Subject Department:
 - Department: English
 - Faculty: English
 - Head of Dept.: Mr T Duke
- Subject Classification:
 - Type: ATAR
 - Classification: Council Developed Course
 - Active: ☒
 - Literacy: ☐
- Moderating Teacher: Tony Duke
- Room Type Required: (empty)
- Timetabling Defaults:
 - Frequency: 4
 - Minimum Class Size: 0
 - Maximum Class Size: 25
 - Boys and Girls: ☐
 - Boys only: ☐
 - Girls only: ☐
- Search (by Subject Code): (empty)
- Close button

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

- Subject Name
- Subject Code
- Short Name

Note: For Courses the Short Name should 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 Schools 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.

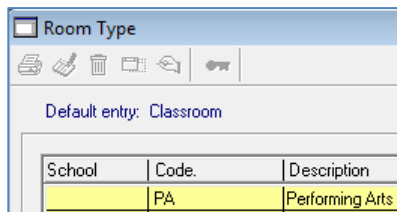
The parameters to be created need to be set up in the preceding sequence.


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

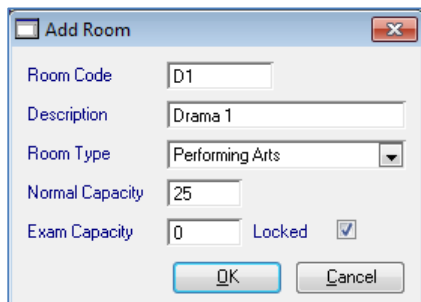



- Click **OK**
- Highlight **Performing Arts** and Lock  and **Yes**
- Click **Close**

General > Parameters > Rooms

Add two Performing Arts rooms.

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



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

To make the new rooms available to the current timetable:

Timetabling > Timetable Setup > Timetable Cycles

- Select the Room Availability tab
- Ensure the current year is selected

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

☒ Display Only Active Cycles

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

Use the tools in this section to select the rooms which are available to this cycle.
You can use the clone option to copy rooms from an existing cycle or use the add and remove options to build up the list manually.

Room Code	Room Description	Room Type
ART 1	Art 1	Art
ART 2	Art 2	Art
COMP 1	Computing Lab 1	Computing
COMP 2	Computing Lab 2	Computing
COMP 3	Computing Lab 3	Computing
FAB 1	Fabrics 1	Home Economics
FAB 2	Fabrics 2	Home Economics
Food 1	Food 1	Home Economics
Food 2	Food 2	Home Economics
Food 3	Food 3	Home Economics
Food 4	Food 4	Home Economics
GYM1	Gymnasium 1	Gymnasium
GYM2	Gymnasium 2	Gymnasium
GYM3	Gymnasium 3	Gymnasium
GYM4	Gymnasium 4	Gymnasium
LIB3	Library Conference Room	Library

- Click Add Rooms 
- Select by Room Type: **Performing Arts** and click **Find**

Room Search

Search Criteria

Room Code:

Room Description:

Room Type:

Find

Room Search Results

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

Total records found: 2

Select **Close**

- Click **Select** and **Yes**
- Close Timetable Cycles and Timetable Setup

3 The Timetabling Module

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

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

3.1 Using the Timetabling Sidebar



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

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

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

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

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

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

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

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

3.2 Timetabling Terminology and Concepts

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

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

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

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

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

Grids may be created manually or by using the **AUTO-SCHEDULER** or using a combination of the two to add some fixed elements. The auto-scheduler can consider 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.

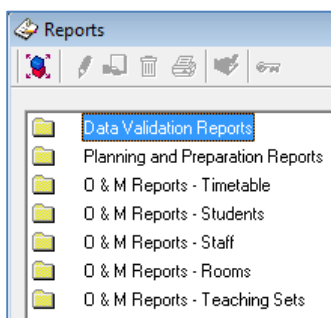
The timetable applicable to any date during the year can be selected by choosing the appropriate timeslice from a list of date ranges provided.

3.3 Maintaining the Timetable

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

There are Operational and Maintenance reports for:

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



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

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

3.1.1 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.

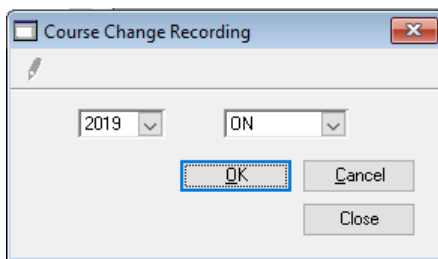
Course Change Recording may also be turned on or off for individual students in Student Course.



Activity:

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

- Click Edit 
- Select **ON**



- Click **OK**

Course Change Recording is enabled.

- 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.



3.1.2 Student Course Maintenance

Timetabling > Student Course

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

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

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

- Preferences
- Timetable
- Grid

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



Student Course Maintenance

20142014-05

Grid2014 - 10 - 10Time Slice3 FEB 2014 - 11 APR 2014

PreferencesTimetableGrid

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands	Size	Teacher	Room
Primary	1	10ENG	English 10	YES	1	YES	NO	3	4	23	Ms T Alan	SS2
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	23	Mr DJ Trainor	SS8
Primary	1	10Math	Mathematics 10	YES	1	YES	NO	5	2, 3	23	Ms S Corner	SS5
Primary	1	10S&E	Society & Environment 10	YES	1	YES	NO	4	2, 5	23	Ms F Hind	SS6
Primary	1	10SCI	Science 10	YES	1	YES	NO	2	3, 5	23	Ms A Greaves	SCI 2
Primary	6	10HE	Health Education 10	NO	1	YES	NO	6, 10	7, 8, 11, 12	22	Mr P Payne	MS4
Primary	7	10PE	Physical Education 10	NO	2	YES	NO	7, 11	6, 8, 10, 12	20	Mr P Payne	GYM4
Primary	8	10Art	Art 10	NO	1	YES	NO	13		16		
Primary	9	10Ind	Indonesian 10	NO	2	YES	NO	8, 12	7, 11	21	Mr T Jones	SS9
Primary	10	10Jew	Jewellery 10	NO	1	YES	NO	9		7	Ms S Stevens	MW 1
Reserve	1	10MW	Metalwork 10	NO			NO		9	0		
Reserve	2	10Ww	Woodwork 10	NO			NO		13	0		


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

Preferences View

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

Preferences Timetable Grid												
Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands	Size	Teacher	Room
Primary	1	10ENG	English 10	YES	1	YES	NO	3	4	23	Ms T Alan	SS2
Primary	1	10HR	Home Room 10	YES	1	YES	NO	1	1	23	Mr DJ Trainor	SS8
Primary	1	10Math	Mathematics 10	YES	1	YES	NO	5	2, 3	23	Ms S Corner	SS5
Primary	1	10S&E	Society & Environment 10	YES	1	YES	NO	4	2, 5	23	Ms F Hind	SS6
Primary	1	10SCI	Science 10	YES	1	YES	NO	2	3, 5	23	Ms A Greaves	SCI 2
Primary	6	10HE	Health Education 10	NO	1	YES	NO	6, 10	7, 8, 11, 12	22	Mr P Payne	MS4
Primary	7	10PE	Physical Education 10	NO	2	YES	NO	7, 11	6, 8, 10, 12	20	Mr P Payne	GYM4
Primary	8	10Art	Art 10	NO	1	YES	NO	13		16		
Primary	9	10Ind	Indonesian 10	NO	2	YES	NO	8, 12	7, 11	21	Mr T Jones	SS9
Primary	10	10Jew	Jewellery 10	NO	1	YES	NO	9		7	Ms S Stevens	MW 1
Reserve	1	10MW	Metalwork 10	NO			NO		9	0		
Reserve	2	10Ww	Woodwork 10	NO			NO		13	0		

Deleting Preferences

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

Adding Preferences


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

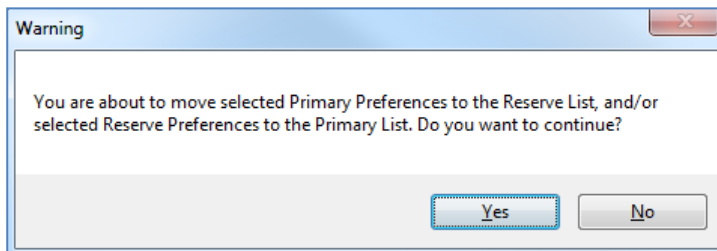
To use the subject selector:

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


Subjects	
Code	Subject
GROUP	10 REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
1XENGX	English 1A/B (Y10)
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10
10MW	Metalwork 10
10MUS	Music 10

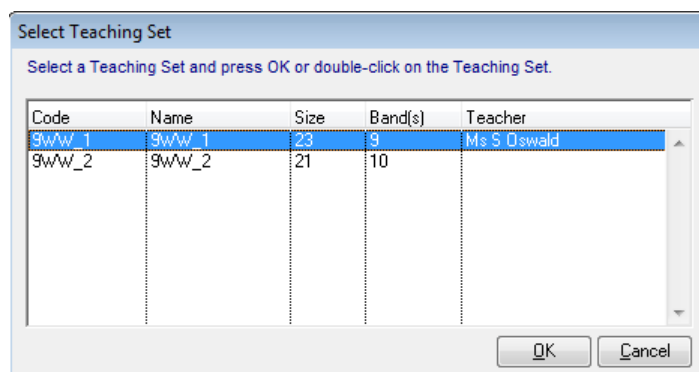
Allocating/Promoting Reserve Preferences

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




Fitting Students into existing Teaching Sets

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



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

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

Move Student

2014 ▾ 2014 - 09 - 09 ▾ ✓

View Results |

Student	From	To	Success
Kristy Kurtes		9ww_2	SUCCESS*

Print Log

Clear Log

* indicates direct moves between sets in the same Band Records

☐ Allow Oversize Sets 2 Movements: 10 Attempts: 10 OK Cancel Close

The Suggested Fit may be saved or discarded.

Timetable View

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


Preferences		Timetable	Grid		
Periods	Monday	Tuesday	Wednesday	Thursday	Friday
H	Home Room 9 9HR_3 (30) Mr Creed MS4	Home Room 9 9HR_3 (30) Mr Creed MS4	Home Room 9 9HR_3 (30) Mr Creed MS4	Home Room 9 9HR_3 (30) Mr Creed MS4	Home Room 9 9HR_3 (30) Mr Creed MS4
1	Mathematics 9 9Math_3 (30) Mr Dale SS3	Society & Envir 9S&E_3 (30) Mr Evans MS1	Drama 9 9Dram_1 (23) Ms Kennerley GYM1	Science 9 9Sci_3 (30) Ms Heaven SCI 5	Health Educat 9HEd_3 (30) Ms O'Reilly MS4
2	Physical Educa 9PE_1 (28) Ms Norton GYM2	Mathematics 9 9Math_3 (30) Mr Dale SS3	Society & Envir 9S&E_3 (30) Mr Evans MS1	Indonesian 9 9Ind_1 (24) Ms Rattigan MS10	English 9 9Eng_3 (30) Mr Brigg SS2

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

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

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

Grid View

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

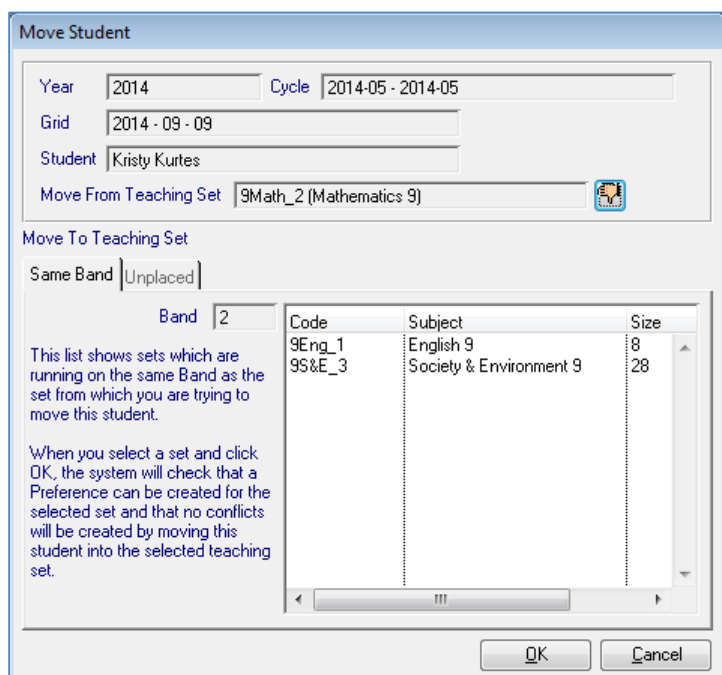
Note: Department colours are assigned in Timetabling/Timetable Setup/Department Colours.

Music 10 10MUS_3 (15) Mr G Kenny ART 1	Metalwork 10 10MWV_1 (15) Ms T Swindon SS8	Woodwork 10 10WWV_1 (17) Ms B Smith vWWV 2
Jewellery 10 10Jew_1 (11) Ms S Stevens MWV 2	Music 10 10MUS_1 (13) Mr G Kenny ART 1	Metalwork 10 10MWV_2 (7) Ms B Smith MWV 1

In this example, colour been assigned to the D&T department. The text and background colour vary according to whether or not the student is in the class. This student is in 10WWV_1.

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

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 **Move From Teaching Set**.



Move Student

Year: 2014 Cycle: 2014-05 - 2014-05

Grid: 2014 - 09 - 09

Student: Kristy Kurtes

Move From Teaching Set: 9Math_2 (Mathematics 9)

Move To Teaching Set

Same Band: Unplaced

Band: 2

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

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

Code	Subject	Size
9Eng_1	English 9	8
9S&E_3	Society & Environment 9	28

OK Cancel

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


New Students

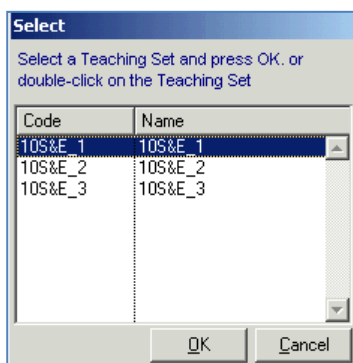
As new students are added to Integris, the user will be prompted to include the student in an existing cohort. The user must include the student in at least one cohort to add the student to the timetable. Once the student has been entered into the cohort, the student must be assigned subject preferences. 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, which 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 students in their current cohorts and they will remain in their teaching sets, but will be highlighted in red to show they are no longer current students.

Change of Course

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



Activity:

Timetabling > Student Course





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

Search AND,B

Student Course Maintenance

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

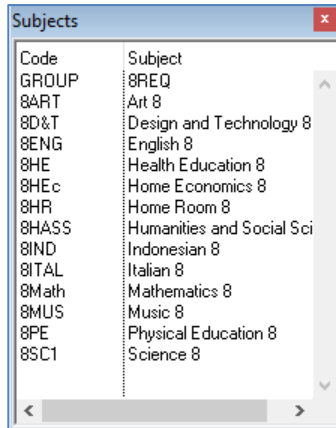
Note: Department colours are assigned in Timetabling/Timetable Setup/Department Colours.

9 [2]			Drama 10 10DRA_1 (23) Ms E Abbott GYM3	Food Production 10 10Food_2 (21) Mr D J Trainor Food 3	Food Production 10 10Food_3 (21) Dr N Swiderski Food 1	
10 [2]			Art 10 10Art_1 (22) Mr M Rosenberg ART 1	Food Production 10 10Food_1 (22) Mr D J Trainor Food 1	Jewellery 10 (F) 10Jew_1 (10) Dr N Swiderski MW 1	Metalwork 10 10MW_1 (11) Dr N Swiderski MW 1

Colours have been assigned to the Design and Technology (D&T), Art and Home Economics departments. The text and background colour vary according to whether or not the student is in the class. Ben is in **10JFood_3** and **10Art_1**

David Allen is a new student and has been added to the Year 8 cohort. Enter his preferences.

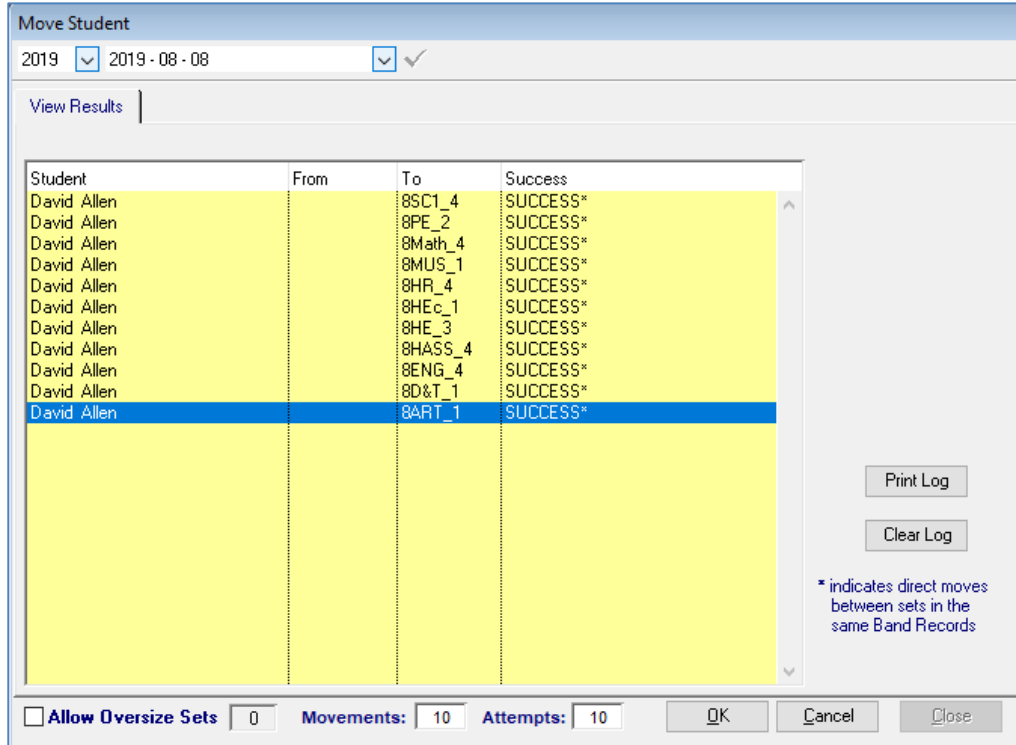
- Find **David's** records
- Return to the **Preferences** tab
- Click **Show / Hide Subject List** (Hint: Bottom right of screen)



- Drag and drop the Subject Group **8REQ** onto the white screen
- Close the **Subject** box

Allocate David to a Teaching Sets

- Click on Generate Suggested Fit  for Student



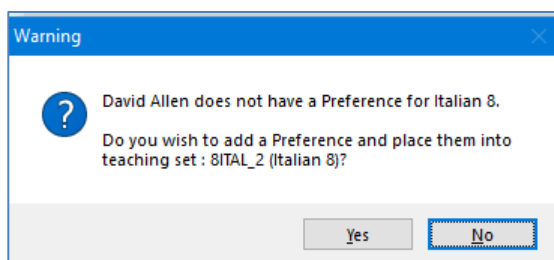
- Click **OK** to save and accept the suggested fit
- **Close** the Move Student window

- Click on the **Grid** tab

Each of the grid band where David does not have preferences are highlighted in red.

- Right click in the cell containing **10ITAL_2** and click **Add Student**

7 [2]			Health Education 8 8HE_2 (27) Mr J Peter *MS7	Indonesian 8 (F) 8IND_1 (27) Ms T Alan *MS2	Italian 8 (F) 8ITAL_2 (26) Mr T Jones MS10	Physical Education 8 8PE_3 (27) Mr T Jones MS10	
8 [2]			Health Education 8 8HE_3 (26) Ms T Norton *MS8	Indonesian 8 (F) 8IND_2 (27) Mr T Jones *MS3	Physical Education 8 8PE_1 (28) Ms J McLaren GYM1	Miss M Mouse GYM4	
9 [2]			Art 8 (F) 8ART_1 (22) Ms T Lerner ART 1	Art 8 (F) 8ART_5 (22) Mr M Rosenberg ART 2	Design and Technology 8D&T_4 (22) Mr DJ Trainor MW 1	Home Economics 8 8HEc_3 (21) Dr N Swiderski Food 1	Music 8 (F) 8MUS_2 (21) Ms T Swindon MUS1



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

Jonathon Depete is moving from Drama to Art.

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

10 [2]			Art 10 10Art_1 (22) Mr M Rosenberg ART 1	Food Production 10 10Food_1 (22) Mr DJ Trainor Food 1	Jewellery 10 (F) 10Jew_1 (10)	Metalwork 10 10MW_1 (11)
<div> <div>Move Student</div> <div>Show Teaching Set Members</div> <div>Remove Student</div> </div>						

- Select **10Art_1** and click **OK**

Move Student

Year 2019 Cycle 2019-05 - 2019-05

Grid 2019 - 10 - 10

Student Jonathon Depete

Move From Teaching Set 10Food_1 (Food Production 10)

Move To Teaching Set

Same Band Unplaced

Band 10

Code	Subject	Size
10Art_1	Art 10	22
10Jew_1	Jewellery 10	10
10MW_1	Metalwork 10	11

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

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

OK

Cancel

- Right click on **10DRA_1** on Band **9** and click **Move Student**
- Select one of the Food classes and click OK
- Click on **View/Print Course Change History** and print to the screen
- Close the report

3.1.3 Staff and Room Maintenance

Timetabling > Timetable

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

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

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

Timetable - Unlocked										
Functions Switch View										
2014 2014-05 21 JUL 2014 - 26 SEP 2014										
Filter										
Grid All Department All										
Periods	2014 - 08					2014 - 09				
Monday - H	Home Room 8 8HR_1 (28) Mr C Best MS2	Home Room 8 8HR_2 (26) Mr J Brigg MS1	Home Room 8 8HR_3 (26) Ms J Calvin MS10	Home Room 8 8HR_4 (27) Mr L Evans MS3	Home Room 8 8HR_5 (26) Mr W Davids MS4			Home Room 9 9HR_1 (8) Ms A Greaves MS5	Home Room 9 9HR_2 (30) Ms K Holter MS9	Home Room 9 9HR_3 (28) Mr N Creed MS6
Monday - 1	English 8 8ENG_1 (28) Ms E Abbott SS3	English 8 8ENG_5 (26) Mr J Brigg MS3	Mathematics 8 8Math_4 (27) Mr T Elliot MS1	Society & Environ 8S&E_3 (26) Mr N Creed MS6	Science 8 8SC1_2 (26) Ms S Stevens SCI 2			English 9 9Eng_2 (30) Ms S Corner SS1	Mathematics 9 9Math_3 (28) Ms A Fisher SS5	Science 9 9Sci_1 (8) Ms E Everage SCI 1
Monday - 2	English 8 8ENG_2 (26) Mr N Creed SS9	Mathematics 8 8Math_1 (28) Ms A Fisher MS3	Mathematics 8 8Math_5 (26) Ms E Everage MS5	Society & Environ 8S&E_4 (27) Ms S Corner MS9	Science 8 8SC1_3 (26) Ms T Heaven SCI 3			Health Education 9HEd_1 (20) Ms T Norton MS2	Italian 9 9ITAL_1 (23) Mr T Jones MS1	Physical Education 9PE_1 (23) Miss M Mouse GYM4

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 of time that the timetable will operate unchanged.

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

Manual Placement or Editing of Staff and Rooms

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

English 8 8ENG_1 (28) Ms Western SS4	Allocate Teacher Change Teacher Remove Teacher
English 8 8ENG_2 (26) Mrs Brooks SS6	Allocate Room Change Room Remove Room
	Change Set
Health Educat 8HE_1 (29) Miss Mouse MS2	Add to Combined Class
	Lock Teacher Show Teaching Set Members

Switch View

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

☐ Timetable - Unlocked

Functions

Switch View

2014

▼

☒ Period Summary View

Filter

Timetable View

Staff Timetable		Room Timetable		Subject Filter	
Staff Member		Mr Harris Barclay		All	
Periods	Monday	Tuesday	Wednesday	Thursday	Friday
H	Home Room 12 12HR_2 (22) Mr Barclay SS3	Home Room 12 12HR_2 (22) Mr Barclay SS3	Home Room 12 12HR_2 (22) Mr Barclay SS3	Home Room 12 12HR_2 (22) Mr Barclay SS3	Home Room 12 12HR_2 (22) Mr Barclay SS3
1	English 2A 2AENG_1 (20) Mr Barclay SS2		English 10 10ENG_1 (23) Mr Barclay SS4	English 8 8ENG_3 (26) Mr Barclay SS3	English 1A/B (Y 1XENGX_1 (20) Mr Barclay SS3
2	English 1A/B (Y 1XENGX_1 (20) Mr Barclay SS3	English 2A 2AENG_1 (20) Mr Barclay SS2		English 10 10ENG_1 (23) Mr Barclay SS4	
B					
3	English 2A 2AENG_2 (22) Mr Barclay SS1	English 1A/B (Y 1XENGX_1 (20) Mr Barclay SS3	English 2B 2BENG_1 (21) Mr Barclay MS3		English 8 8ENG_3 (26) Mr Barclay SS3
4	English 8 8ENG_3 (26) Mr Barclay SS3	English 2A 2AENG_2 (22) Mr Barclay SS7	English 1A/B (Y 1XENGX_1 (20) Mr Barclay SS3		English 10 10ENG_1 (23) Mr Barclay SS4
L				English 2B 2BENG_1 (21) Mr Barclay MS3	
5	English 10 10ENG_1 (23) Mr Barclay SS4	English 8 8ENG_3 (26) Mr Barclay SS3		Duke of Edinbu CDEB_1 (1) Mr Barclay SS1	

Activity:

Timetabling > Timetable

- Filter to the **English** department

Timetable - Unlocked

Functions Switch View

2019 2019-05 28 JAN 2019 - 12 APR 2019

Filter

Grid All Department English

- Switch View to Timetable View**
- Find Elaine Abbott's timetable
- Click on the **Room Timetable** tab
- Click on , type **SC** in the room code and click **Find**
- Highlight **SCI 1** in the results window and click **Select**

Room Search

Search Criteria

Room Code SC

Room Description

Room Type All

Find

Room Search Results

Room Code	Room Description	Room Type
SCI 1	Science Lab 1	Science
SCI 2	Science Lab 2	Science
SCI 3	Science Lab 3	Science
SCI 4	Science Lab 4	Science
SCI 5	Science Lab 5	Science
SCI 6	Science Lab 6	Science

Total records found: 6

Select Close

Elaine Abbott is going on long service leave. Allocate a suitable member of staff to take her classes.

- **Switch View** to **Period Summary View**
- Right click on **Elaine's 7ENG_1** class
- Click **Change Teacher**

Monday - 1	English 7 7Eng_1 (29) Mr J Brigg MS10		English 8 8ENG_2 (27) Ms J Calvin MS9
Monday - 2	English 7 7Eng_2 (30) Ms E Abbott MS2		
Monday - B		Allocate Teacher Change Teacher Remove Teacher Allocate Room	
Monday - 3			

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

Replace Staff Member

Options

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

- Highlight **Harris Barclay** and click **OK**

Staff Preferred Subjects

Subject Details

Subject: English 7

Teaching Set: 7Eng_2

Begin: End:


View

☐ All

☒ Preferred Staff

Surname	First Name	Rank	Available	Net FTE	Allocated FTE
Barclay	Harris	1	YES	0.80	0.00
Evans	Luke	1	YES	0.80	0.51
Fisher	Amanda	1	YES	0.80	0.51
Greaves	Anna	1	YES	0.80	0.66
Guiseppe	Andre	1	YES	0.80	0.50

OK Cancel

- Switch View to **Timetable View** and select **Staff Timetable** tab
- Find  Harris Barclay's timetable

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

- Return to Period Summary View
- Filter to the **Drama** department

Filter

Grid: All Department: Drama

- Scroll down to find a Drama class and right click on first occurrence of that class
- Click on Change Room

Tuesday - 4			Drama 10 10DRA_1 (22) Mr HJ Bardlay GYM3	Allocate Teacher Change Teacher
Tuesday - L				Remove Teacher
Tuesday - 5	Drama 9 9Dram_1 (23) Ms T Alan GYM4			Allocate Room Change Room Remove Room
Wednesday - H				Change Set

- **Select Replace Room for the Selected Teaching Set** and click **OK**
- Click the **All** radio button
- Select a Drama room

Preferred Rooms for a Subject

Subject Details

Subject: Drama 10

Teaching Set: 10DRA_1

Begin: End:

View: ☒ All ☐ Preferred Rooms

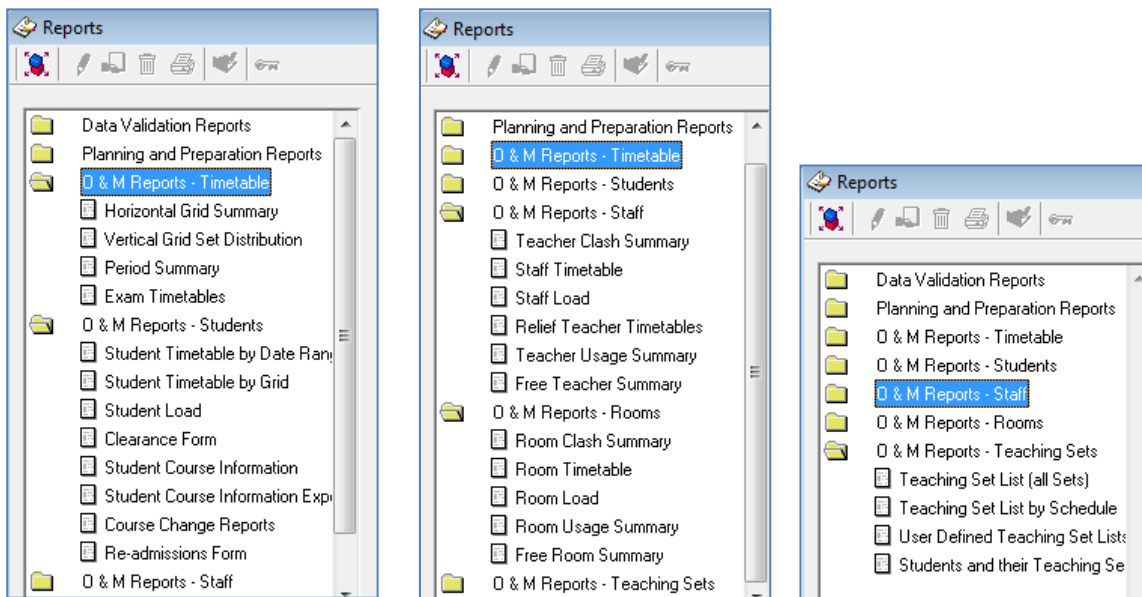
Description	Code	Type	Rank	Available
Art 1	ART 1	Art	0	YES
Art 2	ART 2	Art	0	YES
Computing Lab 3	COMP 3	Computing	0	YES
Drama 1	D1	Performing A	0	YES
Drama 2	D2	Performing A	0	YES

- Click **OK**
- Repeat for the other Drama Teaching Set

3.2 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:

- Timetable
- Students
- Staff
- Rooms
- Teaching Sets

Activity:

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

- Find Rachael Andrews and Ben Anderson
- Check Include Tutors Name(s) and Contact Details
- Deselect Combine Multiple Timetables
- **Print** the report to the screen

The screenshot shows the 'Reports' window in the Timetabling software. The left pane displays a tree view of report categories, with 'Student Timetable by Date Range' selected under 'O & M Reports - Students'. The main pane contains the following fields and options:

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

Timetabling > Reports > O&M Reports – Students > Student Load

- **Find** some students in Year 12
- Select **A3 Paper**
- **Print** to the screen
- Check Extract data to CSV file
- Print
- Select **Desktop** and click **Save**
- Click **OK**
- Double click on **Student Load** on your desktop
- View then close

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

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

The screenshot shows the 'Reports' window with a tree view on the left containing various report categories. The 'Clearance Form' is selected. The main area contains configuration options for the report, including titles, sort fields, timetable periods, and student selection options.

Titles
 Main Title: Clearance Form
 Page Footer:

Sort
 Form
 Year

Select Timetable Periods
 TT Year: 2019
 Cycle: 2019-05
 28 JAN 2019 - 12 APR 2019
 29 APR 2019 - 5 JUL 2019
 22 JUL 2019 - 27 SEP 2019
 14 OCT 2019 - 20 DEC 2019

Students
 Selected Subset 1 ...
 New Query
 Show Contact

Format
☒ User Text 1 ☐ User Text 2
 Edit Text

Print Cancel

- Click **Edit Text** and edit to reflect the practice in your school

The screenshot shows the 'Edit User Text' window for 'User Text 1'. It contains instructions on how to edit the text and a preview of the form layout.

User Text 1
 Edit the text that you would like to appear at the bottom of the Clearance Form. You can use standard text editing methods to format the text. The text will appear on the Form exactly as you have set it out here, except where you have added UDI fields.
 If you have added UDI fields, you can move the fields around, using copy and paste, or other editing methods, but the field must be contained within the "< >" characters, and must not be altered.

Text for extra column headers: Comment/Proposed Grade Teacher Signature

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

Signature Administration Forwarding Address

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

DCS: Fees Paid Y/N Data Sent: Y/N

Deputy Principal Date of Process / /

Add UDI Field Undo OK Cancel

- **Print** the report to the screen

Timetabling > Reports > O&M Reports – Students > Student Course Information

- **Find** some students in Year 8

The screenshot shows the 'Reports' application window. On the left is a tree view of report categories. The 'O & M Reports - Students' folder is expanded, and 'Student Course Information' is selected. The main area contains configuration options for the report. The 'Titles' section has 'Main Title' set to 'Student Course Information'. The 'Select' section has 'TT Year' set to '2019', 'Campus' set to '1120 Hay Road', and 'Grid' set to '2019 - 08'. There is an unchecked checkbox for 'Print each student on a new page'. The 'Selected Students' list on the right contains the following names: Born, Corina; Bott, Lara; Brabazon, Amy; and Broom, Declan. At the bottom are 'Remove', 'Find', 'Print', and 'Cancel' buttons.

Reports

Titles

Main Title: Student Course Information

Page Footer:

Select

TT Year: 2019

Campus: 1120 Hay Road

Grid: 2019 - 08

☐ Print each student on a new page

Selected Students

- Born, Corina
- Bott, Lara
- Brabazon, Amy
- Broom, Declan

Remove Find

Print Cancel

- **Print** to the screen

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

- **Find** all students
- Leave the date range as displayed

The screenshot shows the 'Reports' application window. On the left is a tree view of report categories: Data Validation Reports, Planning and Preparation Reports, O & M Reports - Timetable, O & M Reports - Students, Student Timetable by Date Range, Student Timetable by Grid, Student Load, Clearance Form, Student Course Information, Student Course Information Export, **Course Change Reports**, Re-admissions Form, O & M Reports - Staff, O & M Reports - Rooms, and O & M Reports - Teaching Sets. The 'Course Change Reports' category is selected. The main panel displays the configuration for this report. It includes a 'Titles' section with 'Main Title' set to 'Course Change Reports' and an empty 'Page Footer' field. Below this are tabs for 'Select' and 'Sort'. The 'Select' tab is active, showing a list of 'Selected Students' with names like Anderson, Ben, Bailey, Steven, etc. There are also dropdowns for 'TT Year' (2019) and 'Cycle' (2019-05), and date pickers for 'Course Change Date' (From: 28 JAN 2019, To: 20 DEC 2019). At the bottom of the main panel are 'Remove' and 'Find' buttons. At the bottom of the window are 'Print' and 'Cancel' buttons.

- **Print** the report to the screen

A warning dialog box with a blue header and a close button. The text inside reads: "255 of the selected Students have not changed courses in between the selected dates." At the bottom right is an "OK" button.

- Click **OK** twice

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

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

The screenshot shows a software window titled "Reports". On the left is a tree view of report categories. The "Re-admissions Form" is selected under "O & M Reports - Students". The main area contains the following fields:

- Titles:**
 - Main Title: Re-admissions Form
 - Page Footer: (empty)
- Select:**
 - TT Year: 2019
 - Leaving Date Range:
 - From: 14 FEB 2019
 - To: 14 FEB 2019
- Selected Students:**
 - 17 BLOGGS Merika

At the bottom right of the main area are "Remove" and "Find" buttons. At the bottom of the window are "Print" and "Cancel" buttons.

- **Print** the report to the screen

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

The screenshot shows a dialog box titled "Leavers". It contains a trash can icon and the text "Remove from all Current and Future Cohorts". Below this, it says: "If the Leaver is left in the Cohort they will remain on the Timetable but be marked as 'Left'".

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

- Select **Harris Barclay**

Reports

Data Validation Reports
Planning and Preparation Reports
O & M Reports - Timetable
O & M Reports - Students
O & M Reports - Staff
O & M Reports - Rooms
O & M Reports - Teaching Sets
Teaching Set List (all Sets)
Teaching Set List by Schedule
User Defined Teaching Set Lists
Students and their Teaching Set

Titles
Title: User Defined Teaching Set Lists
Footer:

Select | Sort | Includes

Timetable
TT Year: 2019 Cycle: 2019-05
Date Range: 28 JAN 2019 - 12 APR 2019
Day: All Period: All

☒ Teacher
☐ Department
☐ Subject/Teach Set

ABBE Abbott, Elaine
ALAT Alan, Maria Theresa
BARH Barclay, Harris
BESC Best, Carl
BRIJ Brigg, Joseph
CALI Calin, Jennifer

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

Print Cancel

- Click the **Includes** tab
- Check **Student Form, Parent/Guardian Name, Parent/Guardian Mobile**
- Enter **5** in **Number of Columns**

Reports

Data Validation Reports
Planning and Preparation Reports
O & M Reports - Timetable
O & M Reports - Students
O & M Reports - Staff
O & M Reports - Rooms
O & M Reports - Teaching Sets
Teaching Set List (all Sets)
Teaching Set List by Schedule
User Defined Teaching Set Lists
Students and their Teaching Set

Titles
Title: User Defined Teaching Set Lists
Footer:

Select | Sort | Includes

☐ Student Reference Number
☐ Student Year Group
☒ Student Form
☐ Student Gender
☐ Student DOB
☐ Student Address
☐ Student Telephone
☐ Student Mobile
☒ Parent/Guardian Name
☐ Parent/Guardian Address
☐ Parent/Guardian Phone
☒ Parent/Guardian Mobile
☐ Parent/Guardian E-mail

Check List Columns
Select the number of columns you would like to appear in the check list. The width of these columns will be calculated by dividing the available space remaining by the number of columns selected. You can select up to 50 columns

Number of Columns: 5
Check Column width (cm): 1.34
Orientation: Portrait
Available space (in cm) remaining: 6.705

Print Cancel

- **Print** the report to the screen

- Go back to the **Select** Tab and repeat for a Teaching Set

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

- Titles:**
 - Title: User Defined Teaching Set Lists
 - Footer: (empty)
- Select | Sort | Includes:**
 - Timetable:**
 - TT Year: 2019
 - Cycle: 2019-05
 - Date Range: 28 JAN 2019 - 12 APR 2019
 - Day: All
 - Period: All
 - Selection:**
 - ☐ Teacher
 - ☐ Department
 - ☒ Subject/Teach Set
 - Teaching Sets List:**
 - 10Art - 10Art_1
 - 10DRA - 10DRA_1** (selected)
 - 10ENG - 10ENG_1
 - 10ENG - 10ENG_2
 - 10ENG - 10ENG_3
 - 10F... - 10F..._1
 - ☐ Use Preferred Name
 - ☐ Show Teaching Sets lists and Period information for all Periods selected.
- Buttons:** Print, Cancel

- Print** the report to the screen

3.3 Review 1

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. Change his course. (Hint: This swap will require his PE classes to be swapped as well. There may also be billing implications).
2. Peter Payne is taking over Home Room Class (11HR_1) from Mr Fisher. Make the necessary changes in the timetable. (Hint: View should be Period Summary View and the Upper School US Grid)
3. Move Ms Fisher's Year 11 Geography class (AEGEO_1) to Library on Mondays only. (Hint: the Library is not a preferred room for Humanities.)

3.4 Data Entry for 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.

3.4.1 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

- Set up Timetabling Year *
- Define Timetable Periods *
- 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
- Define Cycle
 - Add a Cycle *
 - Master Period Structure *
 - Staff Availability *
 - Room Availability *
- Define Grids
 - Grid Cohort of Students *
 - Grid Period Structure *
 - Grid Subjects *
 - Grid Subject Groups
 - Grid Rooms
 - Grid Staff

Timetabling > Preferences

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

Timetabling > Grid Modelling

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

Timetabling > Timetable

- Allocate Staff and Rooms *
 - Manual allocation
 - Auto allocation
- Lock Timetable

In this course, we will work on only parts of this process.

1.1.2 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.

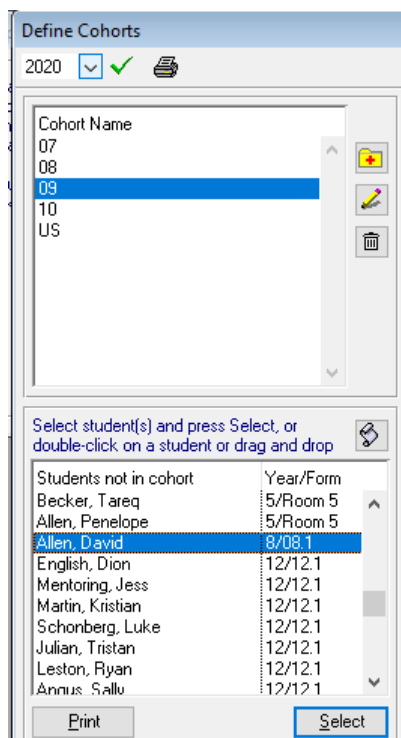
Students listed on the admissions roll may be added to cohorts at any time. However, as a student is moved from admissions to the current roll, the user will not be prompted to add the student to a cohort even if he or she is not already in a cohort.

Activity

All students must be attached to a cohort. David Allen has only just enrolled at school and has not yet been allocated a cohort for next year.

Timetabling > Timetable Setup > Cohorts

- Select **2020**
- Click on the green tick to make 2020 the default year for Timetable Setup
- Click on Refresh list 
- Click on **Year/Form** to order students
- Look for students in Years 7 to 12 who are not in cohorts.




Students not in cohort	Year/Form
Becker, Tareq	5/Room 5
Allen, Penelope	5/Room 5
Allen, David	8/08.1
English, Dion	12/12.1
Mentoring, Jess	12/12.1
Martin, Kristian	12/12.1
Schonberg, Luke	12/12.1
Julian, Tristan	12/12.1
Leston, Ryan	12/12.1
Annus, Sally	12/12.1

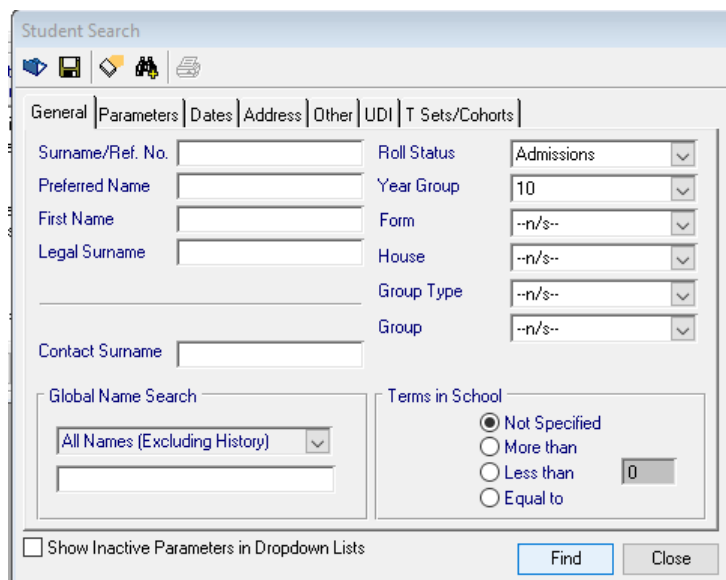
- Select **09** from **Cohort Name**
- Double click on **David Allen**

He is added to the Year 9 cohort for 2020.

Add Students on the Admissions Roll to a cohort

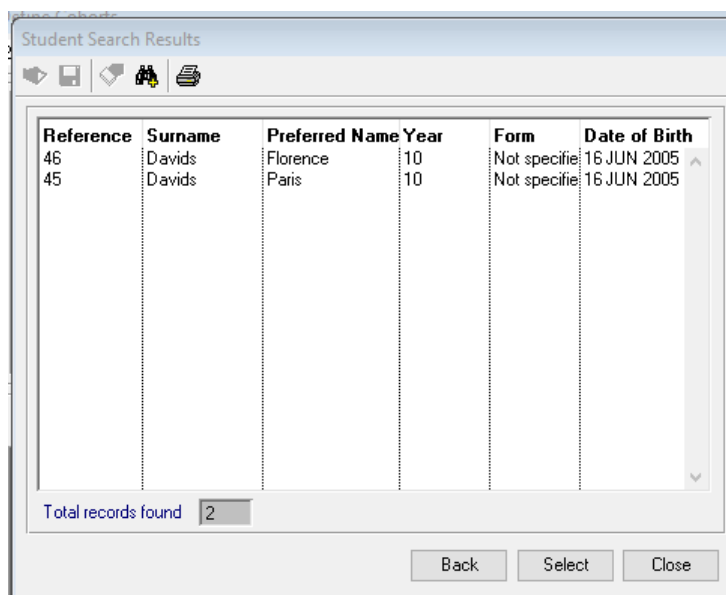
Florence and Paris Davids are currently on the Admissions Roll. They will be starting school next Year. We would like to add them to their cohort in preparation for next year's timetable.

- Select **2020**
- Select **Cohort Name 10**
- Click Add  on the right-hand side of the student list
- Change the Roll Status to Admissions
- Select Year 10 from the Year Group menu



The 'Student Search' dialog box has tabs for General, Parameters, Dates, Address, Other, UDI, and T Sets/Cohorts. The 'General' tab is active, showing fields for Surname/Ref. No., Preferred Name, First Name, Legal Surname, Contact Surname, Roll Status (set to 'Admissions'), Year Group (set to '10'), Form, House, Group Type, and Group. There is also a 'Global Name Search' section with a dropdown set to 'All Names (Excluding History)' and a text input field. A 'Terms in School' section has radio buttons for 'Not Specified' (selected), 'More than', 'Less than', and 'Equal to', with a numeric input field set to '0'. At the bottom, there is a checkbox for 'Show Inactive Parameters in Dropdown Lists' and 'Find' and 'Close' buttons.

- Click 



The 'Student Search Results' dialog box displays a table with the following data:

Reference	Surname	Preferred Name	Year	Form	Date of Birth
46	Davids	Florence	10	Not specified	16 JUN 2005
45	Davids	Paris	10	Not specified	16 JUN 2005

Below the table, it says 'Total records found 2'. At the bottom are 'Back', 'Select', and 'Close' buttons.

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

Florence and Paris have now been placed in the Year 10 cohort for next year

3.4.2 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 the preference is automatically updated for selected students.

If the user wishes to promote a student's course 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 invoked. 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.

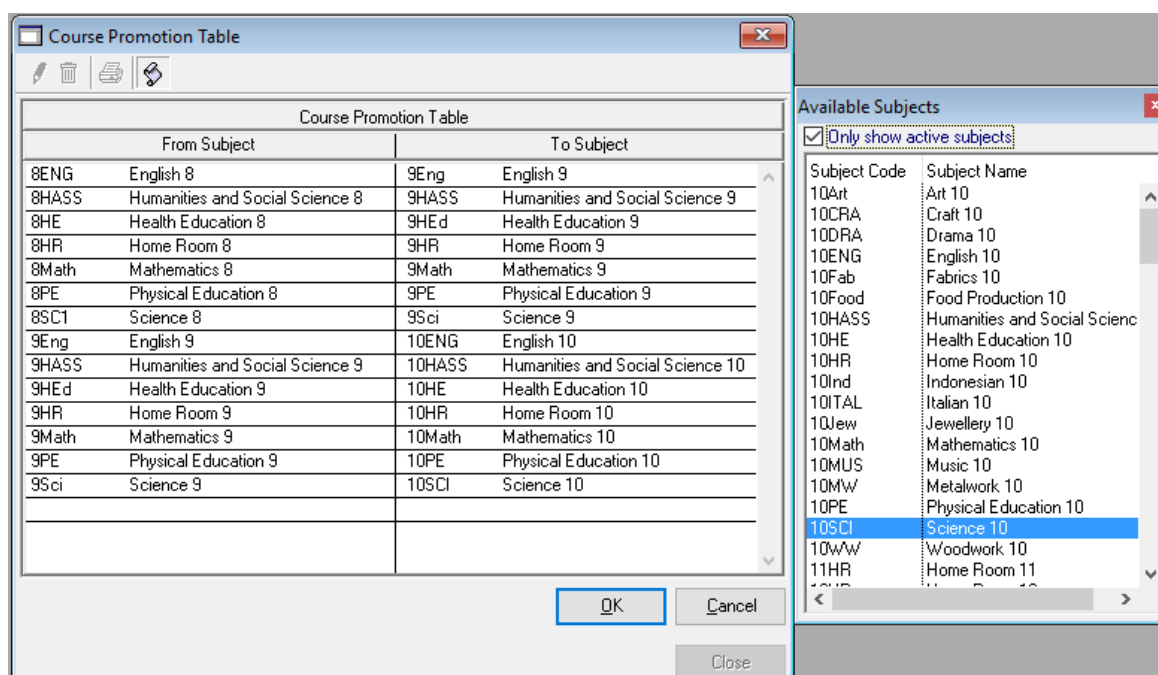
Activity

Enable the promotion of students of Year 9 English Home Room, Maths, Science, and Society and Environment to the same subjects in Year 10.

Timetabling > Timetable Set-up > 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 9** into the **From** column (A black rectangle will appear once cursor is positioned correctly in the cell)
- Drag and drop **English 10** into the **To** column
- Repeat for the other subjects as shown below

Hint: Click into the row first before you drag and drop the subject



The screenshot shows two windows. The 'Course Promotion Table' window has a table with two columns: 'From Subject' and 'To Subject'. The 'Available Subjects' window is open to the right, showing a list of subjects for Year 10. The 'Only show active subjects' checkbox is checked. The subject 'Science 10' is selected in the list.

Course Promotion Table	
From Subject	To Subject
8ENG English 8	9Eng English 9
8HASS Humanities and Social Science 8	9HASS Humanities and Social Science 9
8HE Health Education 8	9HEd Health Education 9
8HR Home Room 8	9HR Home Room 9
8Math Mathematics 8	9Math Mathematics 9
8PE Physical Education 8	9PE Physical Education 9
8SCI Science 8	9Sci Science 9
9Eng English 9	10ENG English 10
9HASS Humanities and Social Science 9	10HASS Humanities and Social Science 10
9HEd Health Education 9	10HE Health Education 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

Subject Code	Subject Name
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
10Fab	Fabrics 10
10Food	Food Production 10
10HASS	Humanities and Social Science 10
10HE	Health Education 10
10HR	Home Room 10
10Ind	Indonesian 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10
10MUS	Music 10
10MW	Metalwork 10
10PE	Physical Education 10
10SCI	Science 10
10wW	Woodwork 10
11HR	Home Room 11

- Click **OK** and **Yes**
- Close the window

1.1.4 Grid Subject Groups

Timetabling > Timetable Set-up > 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 impacting on the timetabling process.

Grid Parameters

2014 2014 - 09 - 09

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

Code	Subject
9Art	Art 9
9Cra	Craft 9
9Dram	Drama 9
9Eng	English 9
9Fab	Fabrics 9
9Food	Food Production 9
9HEd	Health Education 9
9HR	Home Room 9
9Ind	Indonesian 9
9ITAL	Italian 9
9Math	Mathematics 9
9MED	Media 9
9Mw	Metalwork 9
9MUS	Music 9
9PE	Physical Education 9
9Sci	Science 9
9S&E	Society & Environment 9
9wW	Woodwork 9

Subject Group

9REQ



Subjects in Group

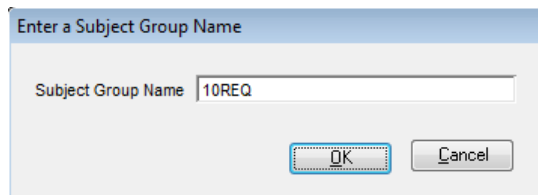
- 9Eng - English 9
- 9HEd - Health Education 9
- 9HR - Home Room 9
- 9Math - Mathematics 9
- 9PE - Physical Education 9
- 9S&E - Society & Environment 9
- 9Sci - Science 9

Close

Activity


Timetabling > Timetable Set-up > Individual Grid Parameters

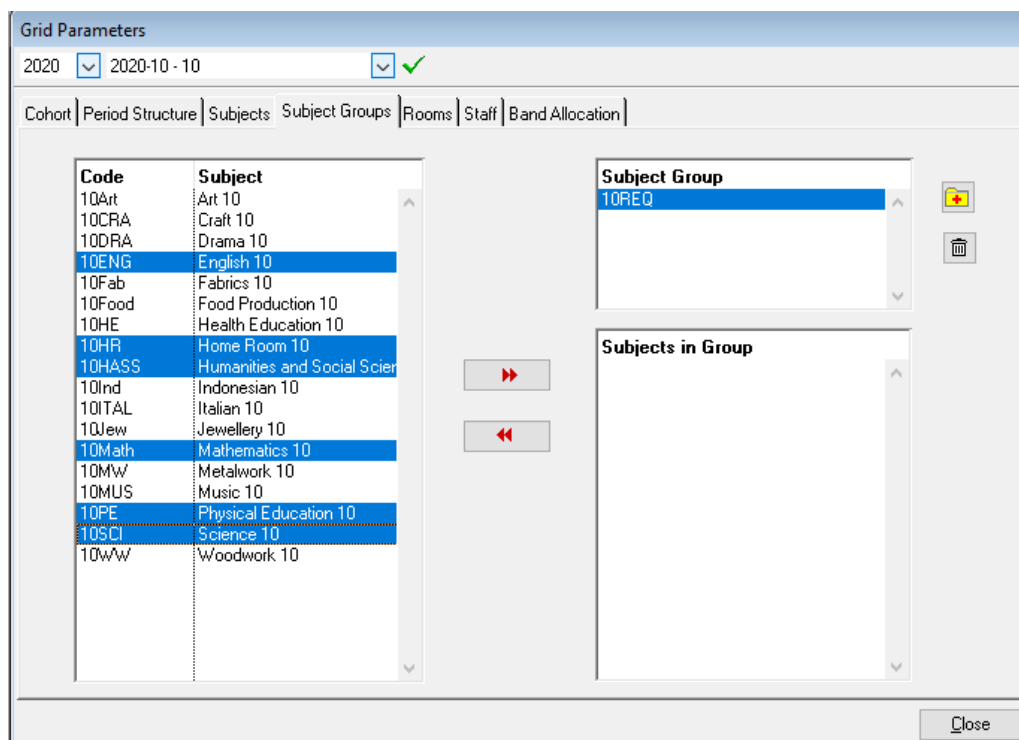
- Select **2020** and the **Year 10** grid
- Click on the green tick  to make this grid the default
- Select the **Subject Groups** tab
- Click **Add** 
- Enter the Subject Group name – **10REQ** - and click **OK**




Enter a Subject Group Name

Subject Group Name

- Highlight English, HASS, Home Room, Maths, Phys Ed and Science
- Click on the red chevrons (arrows)  pointing right





Grid Parameters



2020 2020-10 - 10 

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

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
10SCI	Science 10
10w/w	Woodwork 10

Subject Group

10REQ  

Subjects in Group

- Click **Close**
- Close Timetable Setup

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

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

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

Student Preferences

2015 2015 - 10 - 10

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

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
7	Aspinall, Simone	9	09.2	F	0	
12	Bennett, Tracey	9	09.3	F	0	
22	Braddon, Braydie	9	09.2	M	0	
27	Busuttil, Sacha	9	09.3	F	0	
32	Carter, Christine	9	09.1	F	0	
37	Clark, Gemma	9	09.2	F	0	
42	Cunliffe, Aaron	9	09.3	M	0	
47	Dent, Kaitlyn	9	09.1	F	0	
52	Douglas, Mathew	9	09.2	M	0	
57	Ellis, Jessica	9	09.3	F	0	
62	Eren, Aidan	9	09.1	M	0	
67	Fawkes, Ryan	9	09.2	M	0	
72	Fricker, Chloe	9	09.3	F	0	
77	George, Ellena	9	09.1	F	0	
82	Green, William	9	09.2	M	0	
87	Hiddern, Travis	9	09.3	M	0	
92	Hubble, Regan	9	09.1	F	0	
97	Isacc, Brendan	9	09.2	M	0	
102	Kafter, Brad	9	09.3	M	0	
107	Keil, Ethan	9	09.1	M	0	
112	Kilpatrick, Chloe	9	09.2	F	0	

Total Students 67

Red text: - Student has left.

View Details

TEE Analysis

Learning Area Analysis

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

Individual Entry of Preferences

Timetabling > Preferences > Preferences by Student

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

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

Individual Student Preferences

Angus, Sally (5)

Type	Rank	Code	Preference	Req	S
Primary	1	2AENG	English 2A	YES	2
Primary	1	2BENG	English 2B	YES	2
Primary	1	12HR	Home Room 12	YES	3
Primary	4	1CWPL	Workplace Learning 1C	NO	1
Primary	5	1DWPL	Workplace Learning 1D	NO	1
Primary	6	2ACSC	Computer Science 2A	NO	2
Primary	7	2AMAT	Mathematics 2A	NO	3
Primary	8	2BCSC	Computer Science 2B	NO	2
Primary	9	2BMAT	Mathematics 2B	NO	3
Primary	10	2XCFCL	Children, Family and Community 2A	NO	1
Primary	11	2XGED	Geography 2A/B	NO	1

Subjects

Code	Subject
GROUP	11H
GROUP	11Q
GROUP	11V
GROUP	12H
GROUP	12Q
GROUP	12V
2XBIO	Biological Sciences 2A/B
3ABIO	Biological Sciences 3A
3XBIO	Biological Sciences 3A/B
3BBIO	Biological Sciences 3B
CALM1	CALM Bushrangers Level
2XCHE	Chemistry 2A/B
3ACHE	Chemistry 3A
3XCHE	Chemistry 3A/B
3BCHE	Chemistry 3B
1XCFL	Children, Family and Community 1A

Show/Hide Subject List

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

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

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.

The screenshot shows the 'Student Preferences' window with the 'Bulk Student Preferences' tab selected. The window has a top bar with '2014' and '2014 - 08 - 08'. Below the tabs, there are four main sections: 'Cohort', 'Selected Students', 'Subjects and Subject Groups', and 'Selected Subjects and Subject Groups'. The 'Cohort' section contains a table with columns 'Name', 'Form', and 'No. Prefs'. The 'Selected Students' section is empty. The 'Subjects and Subject Groups' section contains a table with columns 'Code/Group' and 'Name'. The 'Selected Subjects and Subject Groups' section is empty. There are arrows and a 'Clear' button between the 'Cohort' and 'Selected Students' sections, and between the 'Subjects and Subject Groups' and 'Selected Subjects and Subject Groups' sections. At the bottom, there is a 'Promote Courses from a Previous Grid' button and 'Add' and 'Remove' buttons.

Name	Form	No. Prefs
Alkitik, Adam	09.1	0
Allen, David	08.1	0
Antonello, Mark	08.4	12
Bandy, Tamara	08.1	12
Baverstock, Helen	08.5	12
Bishop, Alecia	08.1	12
Blake, Keira	08.1	12
Born, Corrina	08.2	12
Bott, Lara	08.1	12

Code/Group	Name
GROUP	08 REQ
8ART	Art 8
8D&T	Design and Technology 8
8ENG	English 8
8HE	Health Education 8
8HEc	Home Economics 8
8HR	Home Room 8

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**

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

Preferences by Student | Subject Load Table | Bulk Student

Cohort

Name	Form	No. Prefs
Drazic ,Eleni	10.3	10
Em ,Lance	10.1	10
Etheridge ,Chloe	10.2	10
Filton ,Rhys	10.3	10
Fullgrabe ,Kirsten	10.1	10
Gold ,Emily	10.2	10
Guester ,Kea	10.3	10
Hill ,Hanna	10.1	10
Istan ,Kevin	10.2	10

Subjects and Subject Groups

Code/Group	Name
GROUP	10REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
10Fab	Fabrics 10
10Food	Food Production 10
10HE	Health Education 10

Promote Courses from a Previous Grid

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

Select Grid

Select the Grid from which you want to promote the courses

☐ Retain all teaching set groups

Year	Grid Name
2013	08
2013	09
2013	10
2013	US

OK Cancel

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

Promoted Subjects

Subjects to be Promoted

Previous Grid		Current Grid		Save
Code	Subject Name	Code	Subject Name	
9Eng	English 9	10ENG	English 10	YES
9HASS	Humanities and Social Science 9	10HASS	Humanities and Social Science 10	YES
9HEd	Health Education 9	10HE	Health Education 10	YES
9HR	Home Room 9	10HR	Home Room 10	YES
9Math	Mathematics 9	10Math	Mathematics 10	YES
9PE	Physical Education 9	10PE	Physical Education 10	YES
9Sci	Science 9	10SCI	Science 10	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 9 students to selected Year 10 courses.

Timetabling > Preferences > Bulk Student Preferences tab

- Select **2020**, Year **10** grid and the **Bulk Preferences** tab

Student Preferences

2020 2020-10 - 10

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

Cohort

Name	Form	No. Prefs
Alkitik, Adam	09.1	0
Aspinall, Simone	09.2	0
Bennett, Tracey	09.3	0
Braddon, Braydie	09.2	0
Busuttil, Sacha	09.3	0
Carter, Christine	09.1	0
Clark, Gemma	09.2	0
Cunliffe, Aaron	09.3	0
Davids, Florence	Not spe	0

Selected Students

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

Subjects and Subject Groups

Code/Group	Name
GROUP	10REQ
10Art	Art 10
10CRA	Craft 10
10DRA	Drama 10
10ENG	English 10
10Fab	Fabrics 10
10Food	Food Production 10
10HACC	Humanities and Social Sciences 10

Selected Subjects and Subject Groups

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

Promote Courses from a Previous Grid

Add Remove

- Click on Promote Courses from a Previous Grid

Promote Courses from a Previous Grid

- Highlight **2019 09**

Select Grid

Select the Grid from which you want to promote the courses

☐ Retain all teaching set groups

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

OK Cancel

- Click **OK**


- Select Home Room

Promoted Subjects

Subjects to be Promoted

Previous Grid		Current Grid		
Code	Subject Name	Code	Subject Name	Save
9Eng	English 9	10ENG	English 10	YES
9HASS	Humanities and Social Science 9	10HASS	Humanities and Social Science 10	YES
9HEd	Health Education 9	10HE	Health Education 10	YES
9HR	Home Room 9	10HR	Home Room 10	YES
9Math	Mathematics 9	10Math	Mathematics 10	YES
9PE	Physical Education 9	10PE	Physical Education 10	YES
9Sci	Science 9	10SCI	Science 10	YES

OK Cancel

- Click Retain Teaching Set Groups 

Retain Teaching Set Groups

From Grid: 2019 - 2019 - 09

From Subject: 9HR - Home Room 9

To Grid: 2020 - 2020-10

To Subject: 10HR - Home Room 10


Teaching Sets (Right click to show members)

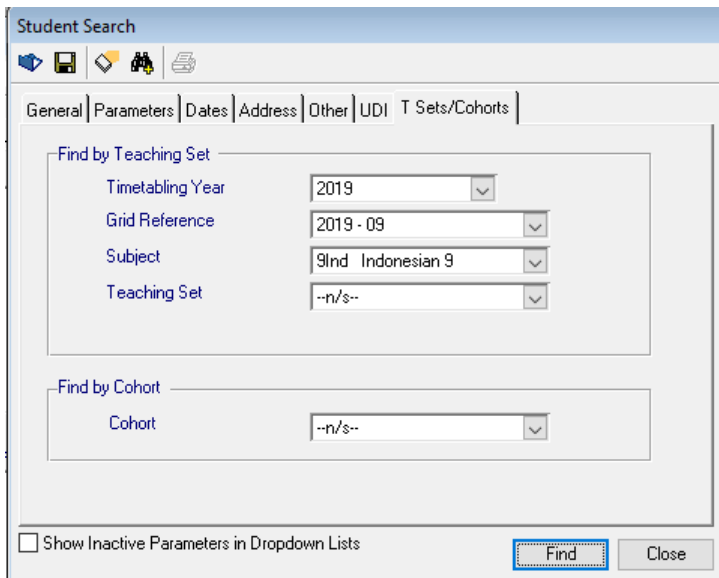
Teaching Set Code	Retain Group
9HR_1	<input checked="" type="checkbox"/>
9HR_2	<input checked="" type="checkbox"/>
9HR_3	<input checked="" type="checkbox"/>

OK Cancel

- Check each box and click **OK**
- To promote all courses, click **OK**

Allocate Indonesian to selected students

- Click  Select those students matching specified criteria
- Find those students studying Indonesian this year



Student Search

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

Find by Teaching Set

Timetabling Year: 2019

Grid Reference: 2019 - 09

Subject: 9Ind Indonesian 9

Teaching Set: --n/s--

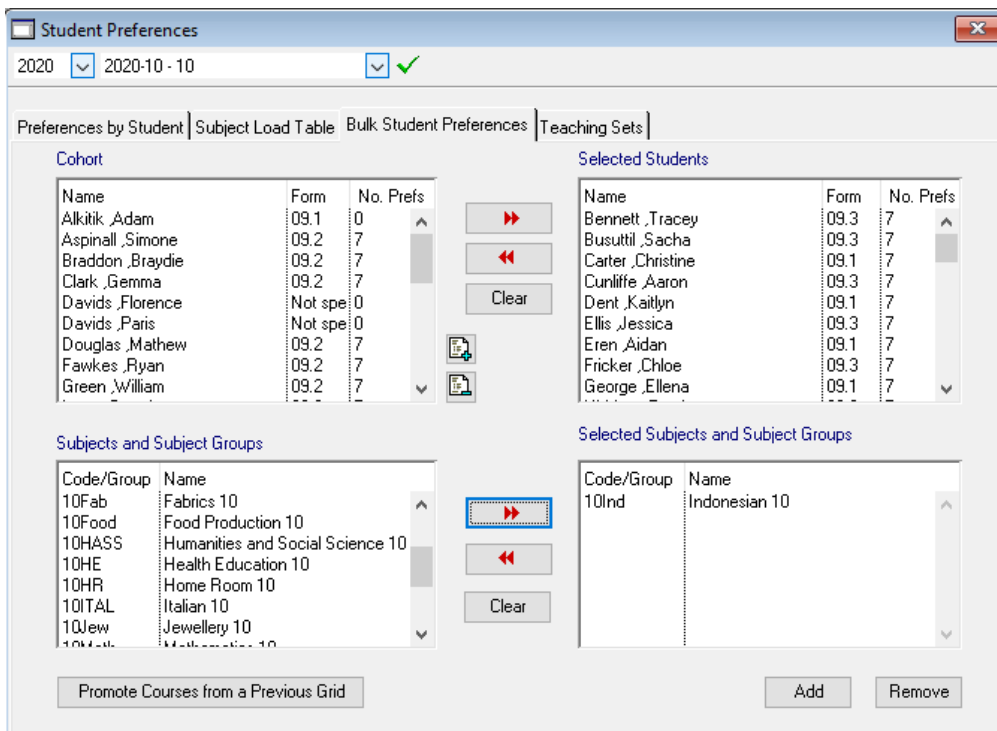
Find by Cohort

Cohort: --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find **Close**

- Click **Find**, **Select** and **Yes**
- Move the selected students to the right
- Move **Indonesian 10** to the right



Student Preferences

2020 ☐ 2020-10 - 10 ☒ ☒

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

Cohort

Name	Form	No. Prefs
Alkitik ,Adam	09.1	0
Aspinall ,Simone	09.2	7
Braddon ,Braydie	09.2	7
Clark ,Gemma	09.2	7
Dauids ,Florence	Not spe	0
Dauids ,Paris	Not spe	0
Douglas ,Mathew	09.2	7
Fawkes ,Ryan	09.2	7
Green ,William	09.2	7

Selected Students

Name	Form	No. Prefs
Bennett ,Tracey	09.3	7
Busuttil ,Sacha	09.3	7
Carter ,Christine	09.1	7
Cunliffe ,Aaron	09.3	7
Dent ,Kaitlyn	09.1	7
Ellis ,Jessica	09.3	7
Eren ,Aidan	09.1	7
Fricke ,Chloe	09.3	7
George ,Ellena	09.1	7

Subjects and Subject Groups

Code/Group	Name
10Fab	Fabrics 10
10Food	Food Production 10
10HASS	Humanities and Social Science 10
10HE	Health Education 10
10HR	Home Room 10
10ITAL	Italian 10
10Jew	Jewellery 10
10Math	Mathematics 10

Selected Subjects and Subject Groups

Code/Group	Name
10Ind	Indonesian 10

Promote Courses from a Previous Grid

Add **Remove**

- Click **Add**

- Allocate **Italian** to all students who studied it this year

Student Search

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

Find by Teaching Set

Timetabling Year: 2019

Grid Reference: 2019 - 09

Subject: 9ITAL Italian 9

Teaching Set: --n/s--

Find by Cohort

Cohort: --n/s--

☐ Show Inactive Parameters in Dropdown Lists

Find Close

Timetabling > Preferences > Preferences by Student

- Click on the column heading **No.Prefs**

Student Preferences

2020 2020-10-10

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

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
46	Davids, Florence	10	Not spec	F	0	
45	Davids, Paris	10	Not spec	F	0	
7	Aspinall, Simone	9	09.2	F	8	✓
12	Bennett, Tracey	9	09.3	F	8	✓
22	Braddon, Braydie	9	09.2	M	8	✓
27	Busuttill, Sacha	9	09.3	F	8	✓
32	Carter, Christine	9	09.1	F	8	✓
37	Clark, Gemma	9	09.2	F	8	✓
42	Cunliffe, Aaron	9	09.3	M	8	✓
47	Dent, Kaitlyn	9	09.1	F	8	✓
52	Douglas, Mathew	9	09.2	M	8	✓
57	Ellis, Jessica	9	09.3	F	8	✓
62	Eren, Aidan	9	09.1	M	8	✓
67	Fawkes, Ryan	9	09.2	M	8	✓
72	Fricke, Chloe	9	09.3	F	8	✓
77	George, Ellena	9	09.1	F	8	✓
82	Green, William	9	09.2	M	8	✓
87	Hiddern, Travis	9	09.3	M	8	✓
92	Hubble, Regan	9	09.1	F	8	✓
97	Isacc, Brendan	9	09.2	M	8	✓
102	Kalter, Brad	9	09.3	M	8	✓

Total Students 69

Red text: - Student has left.

View Details

TEE Analysis

Learning Area Analysis

- Highlight the students with no preferences and click **View Details**
- Click Show/Hide Subject List
- Drag and drop the **GROUP 10 Req** onto the white screen
- Add the other preferences in the same way



Individual Student Preferences

Davids, Florence (46)

Grid 10 Year 2020

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands
Primary	1	10ENG	English 10	YES		NO	NO		
Primary	1	10HR	Home Room 10	YES		NO	NO		
Primary	1	10HASS	Humanities and Social Science 10	YES		NO	NO		
Primary	1	10Math	Mathematics 10	YES		NO	NO		
Primary	1	10SCI	Science 10	YES		NO	NO		
Primary	6	10PE	Physical Education 10	NO		NO	NO		
Primary	7	10Ind	Indonesian 10	NO		NO	NO		
Primary	8	10Jew	Jewellery 10	NO		NO	NO		
Primary	9	10MUS	Music 10	NO		NO	NO		
Reserve	1	10w/w	Woodwork 10	NO		NO	NO		
Reserve	2	10Food	Food Production 10	NO		NO	NO		

Show/Hide Subject List

- Highlight Woodwork and Food Production
- Click Toggle to Reserve  and **Yes**
- Click Next Student  and enter the following preferences

Individual Student Preferences

Grid 10 Year 2020

Dauids, Paris (45)

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands
Primary	1	10ENG	English 10	YES		NO	NO		
Primary	1	10HR	Home Room 10	YES		NO	NO		
Primary	1	10HASS	Humanities and Social Science 10	YES		NO	NO		
Primary	1	10Math	Mathematics 10	YES		NO	NO		
Primary	1	10SCI	Science 10	YES		NO	NO		
Primary	6	10PE	Physical Education 10	NO		NO	NO		
Primary	7	10ITAL	Italian 10	NO		NO	NO		
Primary	8	10Art	Art 10	NO		NO	NO		
Primary	9	10Food	Food Production 10	NO		NO	NO		
Reserve	1	10Jew	Jewellery 10	NO		NO	NO		
Reserve	2	10Ww	Woodwork 10	NO		NO	NO		

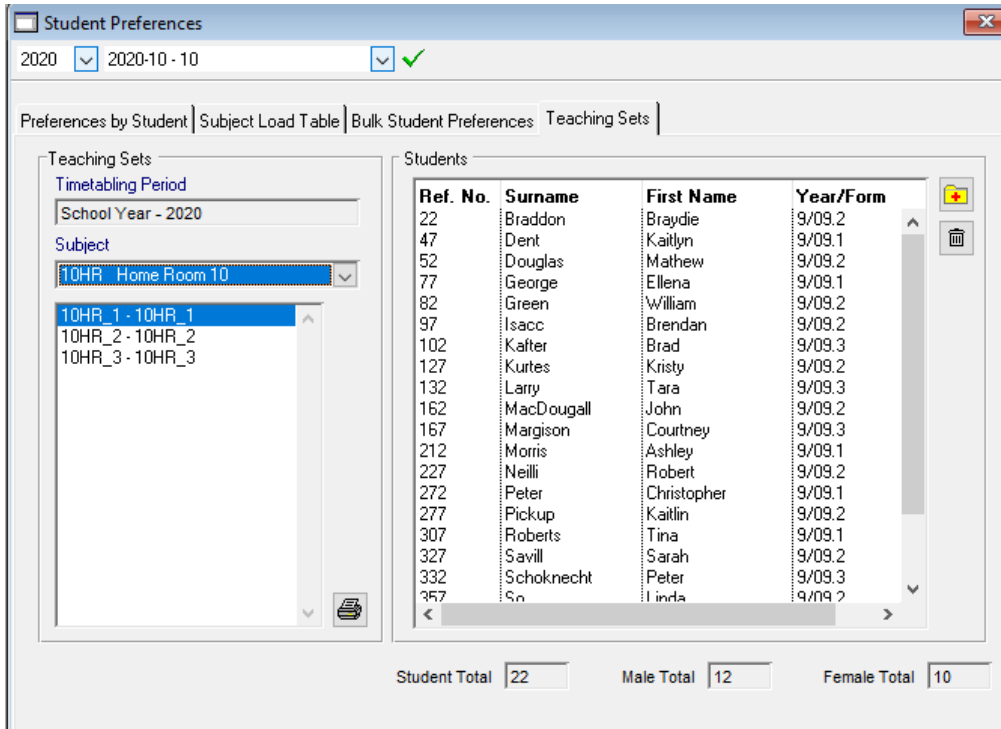
Show/Hide Subject List

- Close Individual Student Preferences

Timetabling > Preferences > Teaching Sets

Assign the Davids twins to a Home Room

- Select Home Room from the **Subject** menu
- Highlight **10HR_1**



Student Preferences

2020 2020-10 - 10

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

Teaching Sets

Timetabling Period

School Year - 2020

Subject

10HR Home Room 10

10HR_1 - 10HR_1

10HR_2 - 10HR_2

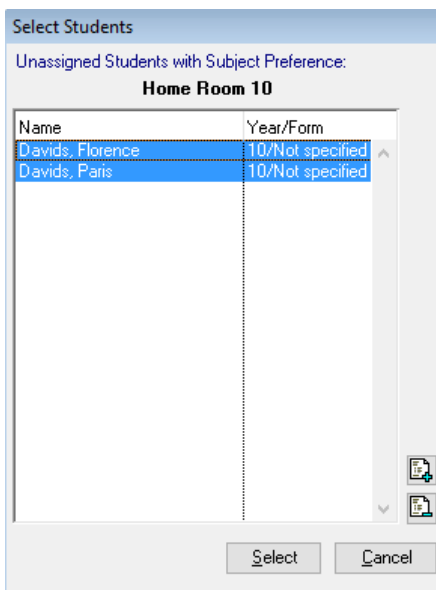
10HR_3 - 10HR_3

Students

Ref. No.	Surname	First Name	Year/Form
22	Braddon	Braydie	9/09.2
47	Dent	Kaitlyn	9/09.1
52	Douglas	Mathew	9/09.2
77	George	Ellena	9/09.1
82	Green	William	9/09.2
97	Isacc	Brendan	9/09.2
102	Kalter	Brad	9/09.3
127	Kurtes	Kristy	9/09.2
132	Larry	Tara	9/09.3
162	MacDougall	John	9/09.2
167	Margison	Courtney	9/09.3
212	Morris	Ashley	9/09.1
227	Neilli	Robert	9/09.2
272	Peter	Christopher	9/09.1
277	Pickup	Kaitlin	9/09.2
307	Roberts	Tina	9/09.1
327	Savill	Sarah	9/09.2
332	Schoknecht	Peter	9/09.3
357	Sn	Linda	9/09.2

Student Total 22 Male Total 12 Female Total 10

- Click **Add** 
- Highlight both names and click **Select**



Select Students

Unassigned Students with Subject Preference:

Home Room 10

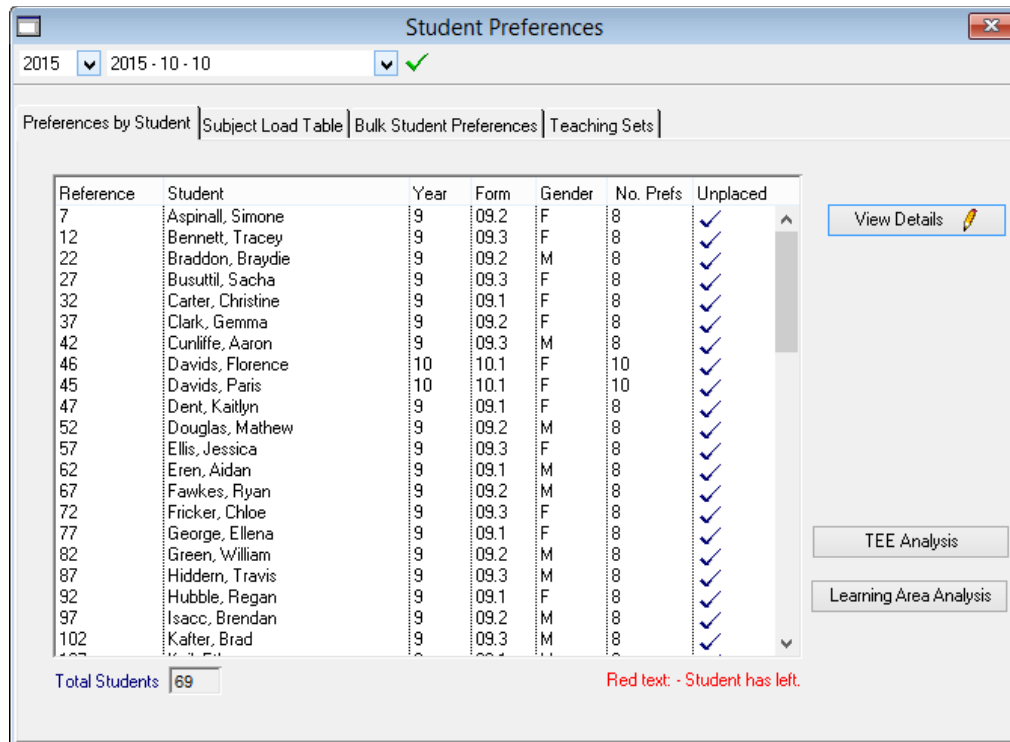
Name	Year/Form
Dauids, Florence	10/Not specified
Dauids, Paris	10/Not specified

Select Cancel

3.4.4 Validating and Verifying Preference Entry

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

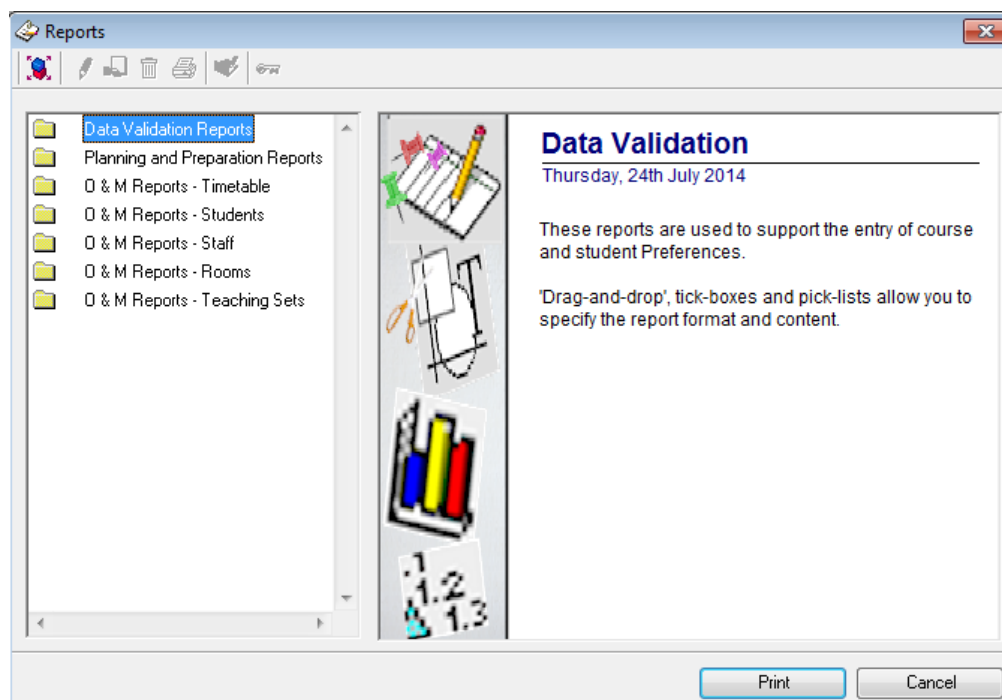
The **Preference by Student** window displays the number of preferences entered for each student. This list can be sorted on column headers so that students with too few or too many preferences can be examined.



The screenshot shows the 'Student Preferences' window with a table of student preferences. The table has columns for Reference, Student, Year, Form, Gender, No. Prefs, and Unplaced. The 'Unplaced' column contains blue checkmarks. A 'View Details' button is visible on the right. Below the table, there is a 'Total Students' field showing 69 and a red text note: 'Red text: - Student has left.'

Reference	Student	Year	Form	Gender	No. Prefs	Unplaced
7	Aspinall, Simone	9	09.2	F	8	✓
12	Bennett, Tracey	9	09.3	F	8	✓
22	Braddon, Braydie	9	09.2	M	8	✓
27	Busuttill, Sacha	9	09.3	F	8	✓
32	Carter, Christine	9	09.1	F	8	✓
37	Clark, Gemma	9	09.2	F	8	✓
42	Cunliffe, Aaron	9	09.3	M	8	✓
46	Davids, Florence	10	10.1	F	10	✓
45	Davids, Paris	10	10.1	F	10	✓
47	Dent, Kaitlyn	9	09.1	F	8	✓
52	Douglas, Mathew	9	09.2	M	8	✓
57	Ellis, Jessica	9	09.3	F	8	✓
62	Eren, Aidan	9	09.1	M	8	✓
67	Fawkes, Ryan	9	09.2	M	8	✓
72	Fricker, Chloe	9	09.3	F	8	✓
77	George, Ellena	9	09.1	F	8	✓
82	Green, William	9	09.2	M	8	✓
87	Hiddern, Travis	9	09.3	M	8	✓
92	Hubble, Regan	9	09.1	F	8	✓
97	Isacc, Brendan	9	09.2	M	8	✓
102	Kafer, Brad	9	09.3	M	8	✓

Other reports are available from **Timetabling > Reports > Data Validation Reports**.



Activity:

Timetabling > Reports > Data Validation Reports > Student Course Summary

- Select the **TT Year 2020** and the **Senior School Campus** and **Multiple students per page**
- Use **Find** to locate a few Year 9 students

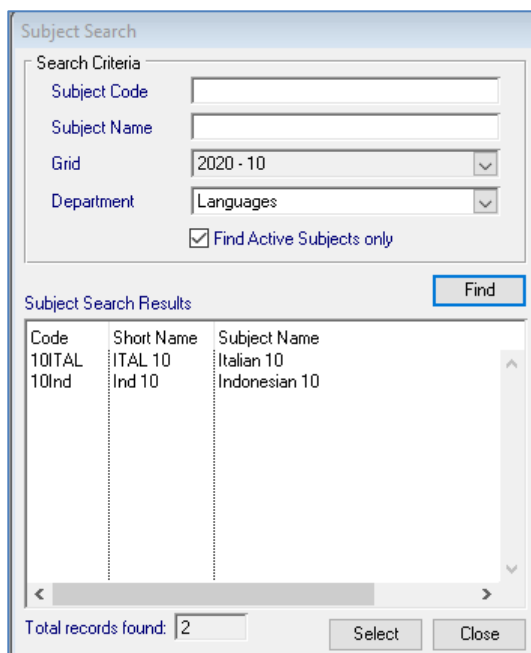
The screenshot shows the 'Reports' window with the 'Data Validation Reports' folder expanded. The 'Student Course Summary' report is selected. The 'Titles' section shows 'Main Title' as 'Student Course Summary' and 'Page Footer' as an empty field. The 'Select' section shows 'TT Year' as '2020' and 'Campus' as an empty field. The 'Students' list is empty. The 'Multiple students per page' radio button is selected. The 'Find' button is highlighted.

Students
Braddon, Braydie
Busuttil, Sacha
Carter, Christine
Clark, Gemma

- **Print** the report to the screen

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

- Select the **TT Year 2020, Campus Middle School** and **Grid 2020-09**
- Click **Find**
- Select Department – **Languages**, check **Find Active Subjects only** and click **Find**

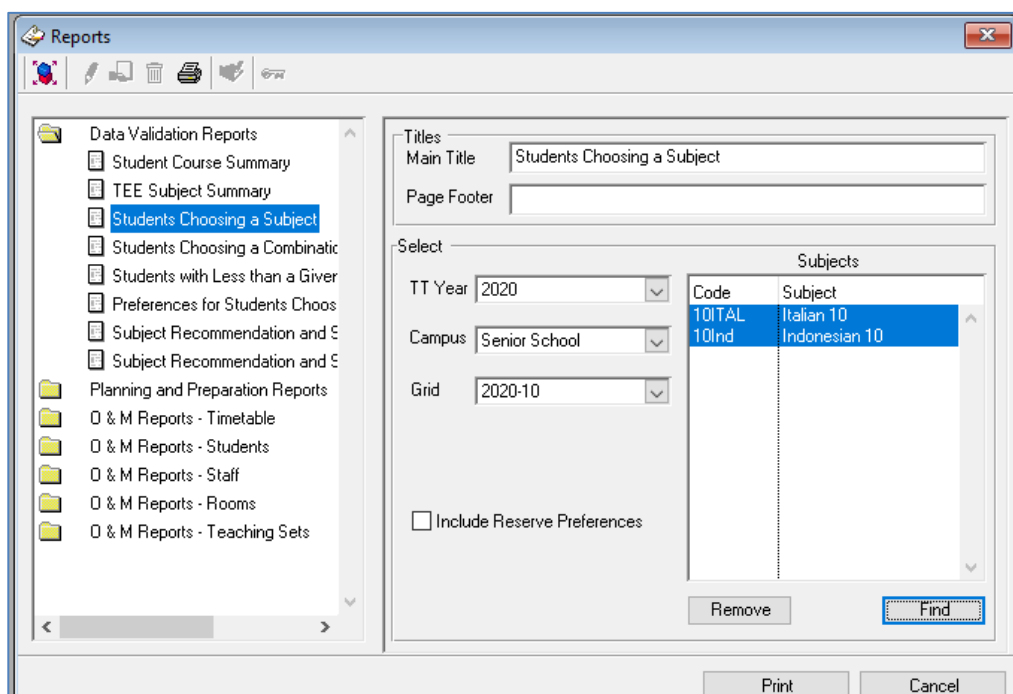


The Subject Search dialog box contains the following fields and controls:

- Search Criteria:**
 - Subject Code: [Empty text box]
 - Subject Name: [Empty text box]
 - Grid: [2020 - 10 (dropdown)]
 - Department: [Languages (dropdown)]
 - ☒ Find Active Subjects only
- Find:** [Find button]
- Subject Search Results:**

Code	Short Name	Subject Name
10ITAL	ITAL 10	Italian 10
10Ind	Ind 10	Indonesian 10
- Total records found:** [2]
- Select:** [Select button]
- Close:** [Close button]

- Highlight the Languages and click, **Select**
- Click **Print**



The Reports dialog box contains the following fields and controls:

- Titles:**
 - Main Title: [Students Choosing a Subject]
 - Page Footer: [Empty text box]
- Select:**
 - TT Year: [2020 (dropdown)]
 - Campus: [Senior School (dropdown)]
 - Grid: [2020-10 (dropdown)]
 - ☐ Include Reserve Preferences
- Subjects:**

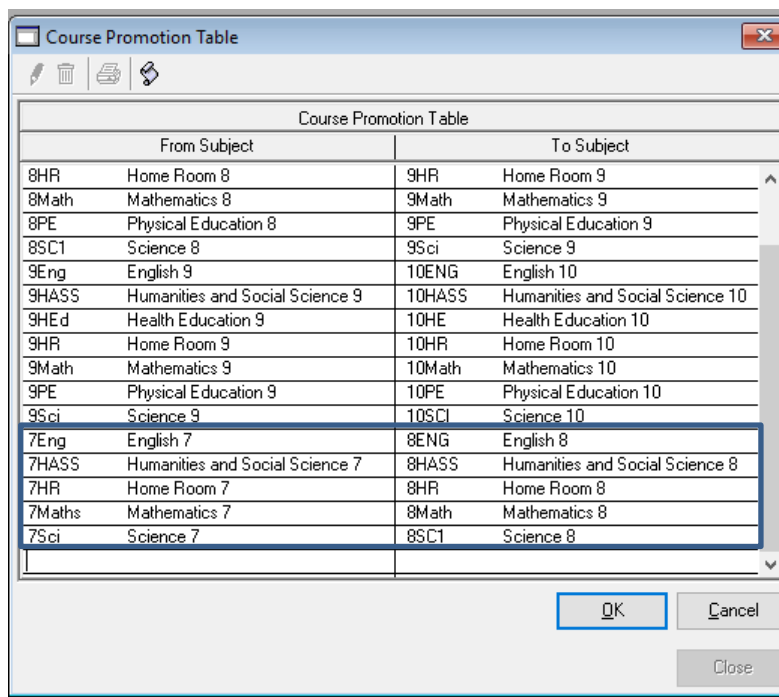
Code	Subject
10ITAL	Italian 10
10Ind	Indonesian 10
- Remove:** [Remove button]
- Find:** [Find button]
- Print:** [Print button]
- Cancel:** [Cancel button]

3.5 Review 2

Activity:

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

1. Search for the Year 12 student George Pyatt on the Admissions roll and add to the Upper School cohort for 2020.
2. Add the following subjects to the Course Promotion Table.



Course Promotion Table	
From Subject	To Subject
8HR Home Room 8	9HR Home Room 9
8Math Mathematics 8	9Math Mathematics 9
8PE Physical Education 8	9PE Physical Education 9
8SC1 Science 8	9Sci Science 9
9Eng English 9	10ENG English 10
9HASS Humanities and Social Science 9	10HASS Humanities and Social Science 10
9HEd Health Education 9	10HE Health Education 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
7Eng English 7	8ENG English 8
7HASS Humanities and Social Science 7	8HASS Humanities and Social Science 8
7HR Home Room 7	8HR Home Room 8
7Maths Mathematics 7	8Math Mathematics 8
7Sci Science 7	8SC1 Science 8

3. Tracey Bennett wants to do Music and Fabrics with Craft and Art in reserve. Add these to her preferences.

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4 Support

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

Contact details below:

4.1 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.

4.2 Fax (CSC)

9264 4701

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

4.3 Email (CSC)

customer.service.centre@education.wa.edu.au

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

5 Online Manuals and Training Notes

5.1 Civica Education

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

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

Select **Integris Support**.

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

Username: **school**

Password: **help**

5.2 STIMS Project

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

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

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