

CIVICA

Integris Timetabling Manual



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CIVICA

Timetabling Manual

Introduction

1

1 Introduction

1.1 Integris Timetabling Module

The Timetabling Module enables schools to produce the best possible comprehensive student, staff and room timetables using the information entered in the Administration module and Timetabling module. Student preferences may be entered into the system either individually or in bulk. Users may choose to enter many or few constraints and, using the auto-scheduler, the system will produce the best possible timetable given the above constraints. If the timetable does not fit the needs of the school it may be manipulated manually or constraints relaxed or tightened and the auto-scheduler run again to produce the best possible timetable for the school.

1.2 Key Benefits

Integris Timetabling Module contributes to school effectiveness in the following ways.

- It helps teachers and managers to carry out their responsibilities.
- It reduces workloads for busy teaching and administrative staff. Data entry of preferences via the keyboard or mouse is simple and straightforward.
- It avoids the need for time-consuming manual statistical calculations. A range of standard reports is included with the system.

1.3 Key Features

Integris Timetabling Module includes the following key features. It

- Is simple to set up and run
- Supports all aspects of timetabling staff, student and rooms within one simple, easy-to-use interface
- Includes a wide range of standard reports.
- Includes the ability to import information from other software applications, thereby facilitating data sharing where required.
- Can be configured for/by the people using it, including the descriptions of any codes used, for example for subjects, faculties and so on.
- Has seamless links with the other RM Management Solutions products, avoiding the need for any re-entering of school, staff or student data.

1.4 How to Use this Manual

This manual describes the features and facilities available in Integris Timetabling Module, a component of the Integris suite of software.

You should refer to this guide if you are responsible for setting up or maintaining information about your school, staff or students. It describes how to enter information, print reports and keep the timetable up to date. The sections are listed below.

Section 1: Introduction to Integris

This section describes the product and its benefits. It also describes the contents of this guide.

Section 2: Getting Started

This section explains the basic functions with which you need to become familiar as a new user of Administration Manager and the Timetabling Module.

Section 3: Maintaining Parameters

This section explains how to set up and maintain parameters. Use the Parameters functions to define the lists that users see when entering data.

Section 4: Maintaining School Details

This section details how to set up a new academic year in the School Diary, recording events and closed days in the calendar, and printing term/year views of the school diary.

Section 5: Timetable Setup

This section describes how to set up details of your timetable

Section 6: Student Preferences

This section details how to enter either individually or in bulk the subject preferences of students.

Section 7: Grid Modelling

This section defines how to manipulate a grid either manually or by using the auto-scheduling process.

Section 8: Timetable

This section describes how to allocate staff and rooms to a previously saved Timetable.

Section 9: Student Course

This section defines how to maintain a current timetable by adding students to a timetable.

Section 10: Recommendation Data Entry

This section describes how teachers can make future subject recommendations for existing students.

Section 11: Reports

This section describes how to produce the various standard reports that are supplied with the Timetabling Module.

Section 12: Glossary

This section contains a glossary of timetabling terms and concepts.

Section 13: Index

This section provides the location of itemised timetabling functionality outlined throughout this document.

Section 14: Support

This section provides information on accessing support for using the Timetabling module.

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Timetabling Manual

Getting Started

2

2 Getting Started

2.1 Installing Integris

The facilities available in the Timetabling module are covered in this manual. Also included are relevant features, to creating a timetable, of the Administration Manager.

2.2 Logging On and Exiting

2.2.1 Logging On

To log onto the system following the successful installation of the software, either:

- Double-click on the Integris icon on your desktop;



- Click on the Windows Start button;
- Select the **Programs** option;
- Select the **RM Management Solutions** option; and
- Select the **Integris** option.

If you are using Integris for the first time after its initial installation you will be provided with a user name and password to log onto the software. Should you experience any difficulties please contact your support centre.

- In the **User Name** field, enter your User Name.
- In the **Password** field, enter your password.
- Users of the software can be set up with individual user names and passwords. See Administration manual for details.
- Click the **Login** button or press <Enter> on the keyboard. You will now be able to access the system.

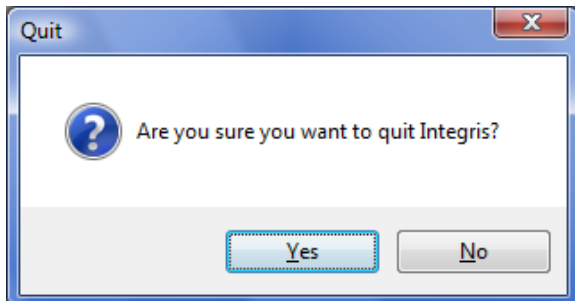
If you are using a new data file, the system displays the School Details window. The main details of the school must be completed before any processing can take place. See the Administration Manager manual for further details.

Note: When you log on to the system, a validation routine is automatically run to ensure that the data file you are using is synchronised with its associated partner file. If there is a discrepancy, a warning message is displayed. If this occurs, contact your support centre for guidance.

2.2.2 Exiting Integris

When you have finished processing your data, use the following procedure to exit the system.

- Click on the File menu in the top left hand corner of the window.
- Click on the Exit option. The system displays a message asking if you are sure.



- Confirm your choice.
-

An alternative to this method is to simply click on the cross (X) in the top right hand corner of the title bar. This acts as a Close button, and also prompts the user to confirm that they wish to exit.

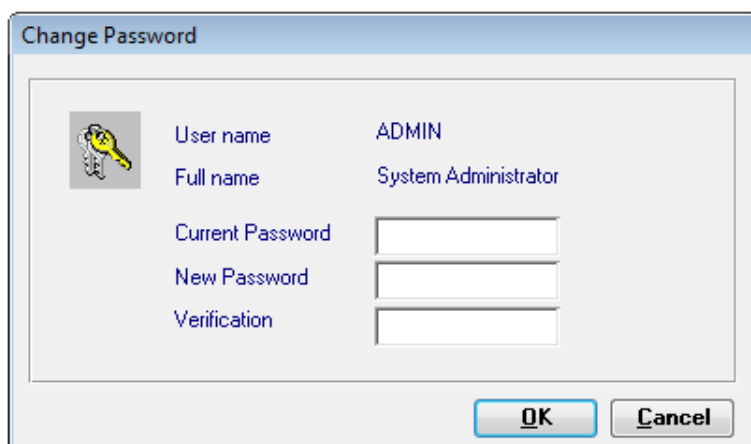


2.2.3 Changing your Password

(File>Password)

You should change your password at regular intervals for security purposes. To change your password

- Click on the **File** menu in the top left hand corner of the window.
- Click on the **Password** option. The Change Password window is displayed.



- Enter your current password.
- Tab to the **New Password** box. Enter the new password you want to use.
- Tab to the **Verification** box and enter the same password again.
- Click **OK** to accept the new password.

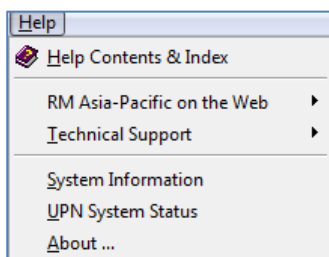
Note: You are warned if the text you enter in the Verification field is not the same as the New Password you entered. If you see the warning message, click OK and re-enter the new password in the New Password and Verification boxes.

2.3 Integris Help Function

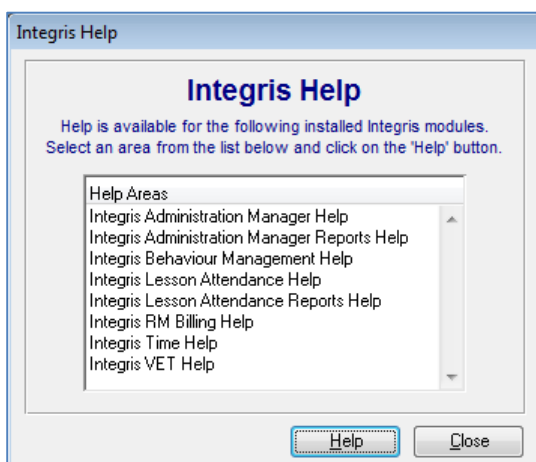
(Help>Help Contents & Index)

The Integris Help system is located at the top of the screen.

- Click on **Help** to open the Help menu.
- Click on Help Contents and Index.



On launching Integris Help, users are presented with a list of Help Areas. These areas relate directly to the currently installed module set.



By selecting a Help Area from the list, users gain access to the related Help files, with content and search facilities available. The system allows you to narrow the field of the search, thus retrieving the necessary information with greater ease.

2.4 General Sidebar Functions

The core features in Integris are grouped on the General sidebar.



- **School Details** – used to enter and maintain information relating to the school, as well as accessing the School Diary.
- **Student Details** – used to enter and maintain information relating to the students associated with the school.
- **Staff Details** – used to enter and maintain information relating to the staff associated with the school.
- **Groups** – used to enter details of staff and student groups.
- **Parameters** – used to set up and maintain a range of Fields, codes and descriptions to be used throughout Integris.
- **Control** – used to set up options for Integris Administration and to import information required from another file or system.

2.5 Timetabling Sidebar Functions

The Timetabling features of Integris are grouped on the Timetabling sidebar.



- **Student Course** - displays for each student a list of preferences, the student's timetable and the relevant grid for the student with member 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 Setup** - allows the user to define all aspects of the timetable prior to creation of a new timetable. Timetable Setup can be completed at any time for future timetables.
- **Exam Scheduler** – is an independent module that allows for school planning / scheduling of extensive invigilated assessments (examinations) in a single exam session. A separate User Manual exists for Exam Scheduler navigation.
- **Data Entry** – allows the user to make future Subject recommendations for existing students.

CIVICA

Timetabling Manual

Maintaining Parameters

3

3 Maintaining Parameters

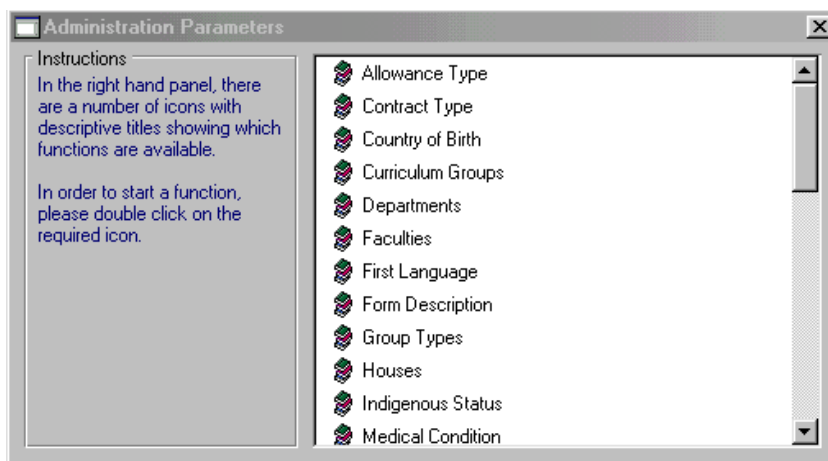
(General>Parameters)

Use the Parameters functions to define the lists that users see when entering data.

This section will only outline parameters that are used by the Timetabling module. These are Faculties, Departments, Room Type, Rooms, Subject Area, Subject Classification, Subject Type and Subjects. For information on all other parameters, please consult the Administration Manager manual.

The Parameters functions are located on the General sidebar. Once you have set up a parameter, you cannot delete it if it is used by any of the existing records in your data file.

To access the parameters, click on the **Parameters** icon. The system displays the Administration Parameters window. To locate a specific parameter, type the first few characters of the parameter name. The system will highlight the parameter on the list. Press <Enter> to open the parameter's window and view parameter details.



Before starting to use the system, you need to set up the parameters you intend to use.

You can use the same procedure to set up many of the parameters used throughout Integris as they consist of a code, a school code and description. Some will have been set up for the school.

WARNING: Changing some parameters will affect the integrity of the school's data.

Some parameters contain a value 'Not Specified'. Do not change any existing 'Not Specified' parameters.

3.1 Maintaining Parameters required by the Timetabling module

(General>Parameters)

You may need to set up some or all of the above parameters, depending on the structure of your school and other factors. These parameters need to be set up in the following sequence, as some require data from another parameter. Those parameters in the list followed by an asterisk * are essential to the Timetabling module.

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

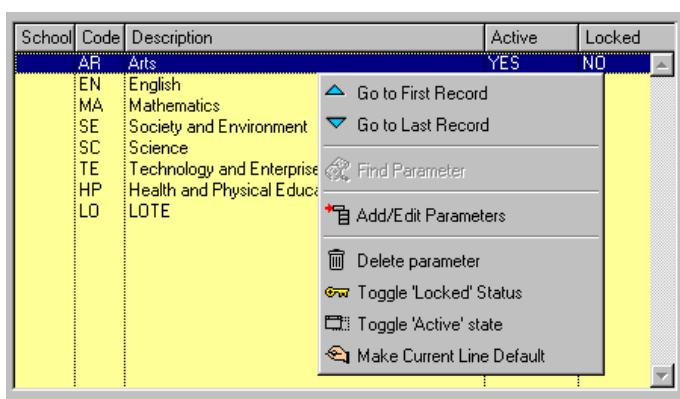
Note: Subject Type and Subject Classification are essential for reporting to the School Curriculum and Standards Authority in Western Australia.


3.1.1 Faculties

(General>Parameters>Faculties)

Some schools have a structure that includes faculties. These can be set up in the software.

- In Parameters, click on **Faculties**.
- The Faculties window will open.
- Right click in the Description column to access the following menu.



- Choose **Add/Edit Parameters** and enter the details of a faculty. Alternatively, use the **Add** function on the menu bar. 

The maximum length of the code is determined by the number entered in the Parameter Code Digits field located in the General sidebar > Control > Preferences > General tab.

Parameter 'code' digits

4

- Add the new faculty. There is no need to enter a School code. Add additional faculties as required.

School	Code	Description
	AR	Arts
	EN	English
	MA	Mathematics
	SE	Society and Environment
	SC	Science
	TE	Technology and Enterprise
	HP	Health and Physical Education
	LO	LOTE
	LIB	Library Studies

3.1.2 Departments

(General>Parameters>Departments)

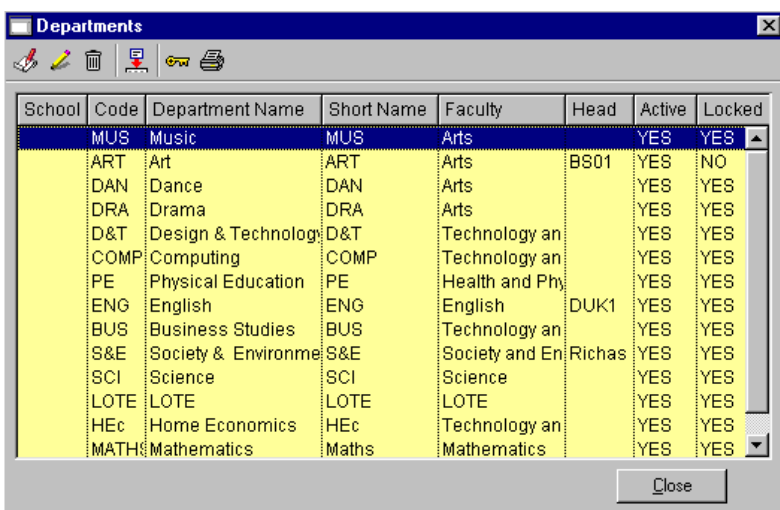
If your school structure includes departments, you may wish to set up details of departments in Parameters. Once they are set up, you can amend or delete them when necessary.

Note: if you wish to record details of the faculties and heads of departments with the departments you add, make sure you have already set up the faculties in your school and entered Staff Details for the heads of departments. See the Administration Manager manual for details about holding staff information. However, there is no requirement to enter faculties, where a school does not have faculties.

Adding a Department

To set up departments:

- In the Parameters window, double click on the **Departments** icon. The system displays the Departments window




School	Code	Department Name	Short Name	Faculty	Head	Active	Locked
	MUS	Music	MUS	Arts		YES	YES
	ART	Art	ART	Arts	BS01	YES	NO
	DAN	Dance	DAN	Arts		YES	YES
	DRA	Drama	DRA	Arts		YES	YES
	D&T	Design & Technology	D&T	Technology an		YES	YES
	COMP	Computing	COMP	Technology an		YES	YES
	PE	Physical Education	PE	Health and Phy		YES	YES
	ENG	English	ENG	English	DUK1	YES	YES
	BUS	Business Studies	BUS	Technology an		YES	YES
	S&E	Society & Environment	S&E	Society and En	Richas	YES	YES
	SCI	Science	SCI	Science		YES	YES
	LOTE	LOTE	LOTE	LOTE		YES	YES
	HEc	Home Economics	HEc	Technology an		YES	YES
	MATHS	Mathematics	Maths	Mathematics		YES	YES

- Click the **Add** button. The Add Department window is displayed.


- Enter the details for the department you are adding. Use the magnifying glass to locate the staff member who is Head of Department. Staff names are set up in Staff Details.
- Click OK to accept the details and add the department to the list.
- Continue to add further entries as required.
- Click **Close** when you have finished adding departments.

Editing or Deleting Departments

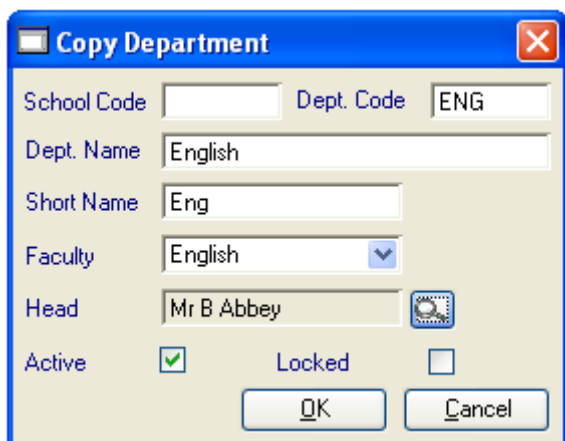
To amend a department, select it in the list in the Departments window and click on the **Edit** button. You can then access its details, make any amendments and accept them

To delete a department, select it in the list and click on the **Delete** button.  You need to confirm the deletion. Once you do that, the department is removed from the list. Departments that are in use cannot be deleted.

Copying a Department Parameter

Use the **Copy Selected Parameter**  button to clone the fields of another department you have set up.

- Click on the name of the department you want to copy and click the **Copy Selected Parameter** button.



The 'Copy Department' dialog box contains the following fields and controls:

- School Code:
- Dept. Code:
- Dept. Name:
- Short Name:
- Faculty: (dropdown menu)
- Head: (with a selection icon)
- Active: ☒
- Locked: ☐
- Buttons: OK, Cancel

- Change any fields as required.
- Click OK to save.

Printing a List of Departments

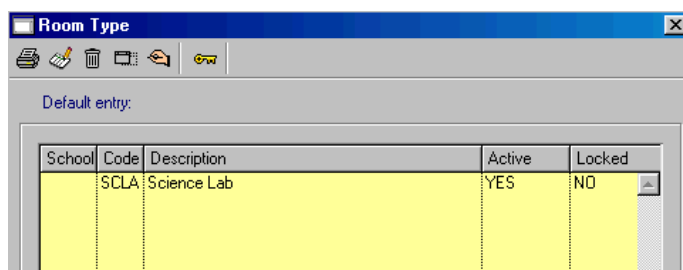
To print a list of departments, click on the **Print** button.

3.1.3 Room Type

(General>Parameters>Room Type)

If you wish to allocate a room type to each of the school's rooms, use Parameters > Room Type to create each type.

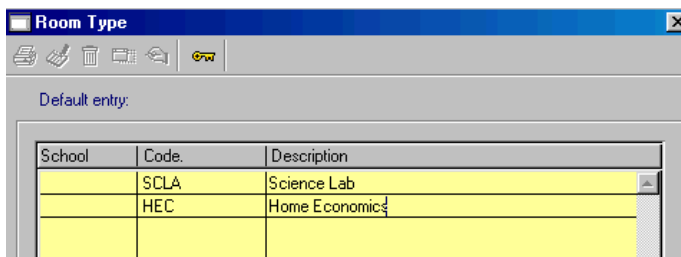
- Use the Add function  to add a room type.



The 'Room Type' window displays a table with the following data:

School	Code	Description	Active	Locked
	SCLA	Science Lab	YES	NO

- Enter the details of the new room type

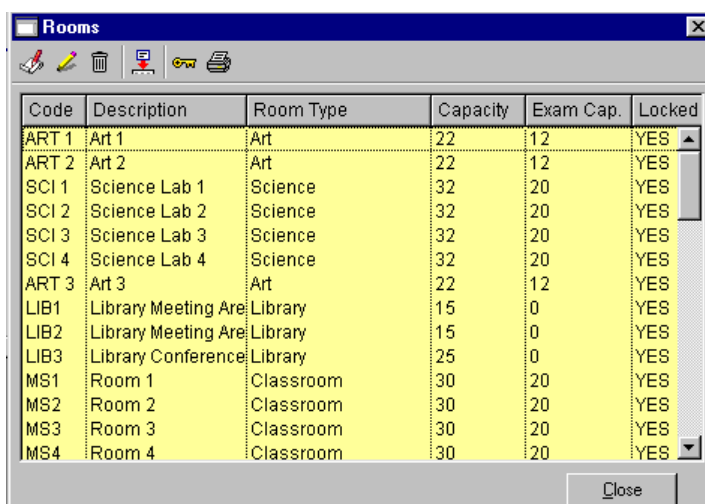


- Click OK to save.

3.1.4 Rooms

(General>Parameters>Rooms)


You will need to set up details of the rooms in your school. Once they are set up, you can amend or delete them when necessary.

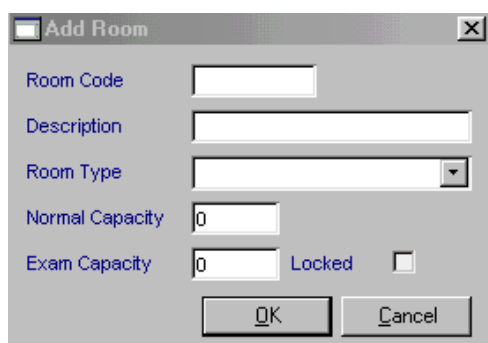


Note: If you wish to record details of the room type with the rooms you add, make sure you have already set up the Room Types in Parameters.

Adding Rooms

To set up/add rooms:

- From the Administration Parameters window, double click on the **Rooms** icon. The Rooms window is displayed.
- Click on the **Add** button.  The Add Room window is displayed.
-



Add Room

Room Code:

Description:

Room Type:

Normal Capacity:

Exam Capacity: Locked: ☐

-
-
- Enter the details for the room you are adding.
- Click **OK** to accept the details and add the room to the list.

Copying a Room Parameter



Use the **Copy Selected Parameter** button to clone the fields of another room you have set up.

- Click on the name of the room you want to copy and click the **Copy Selected Parameter** button.
- Change any fields as required.
- Click **OK** to save.

Printing Details of Rooms



To print a list of rooms, click **Print**. The following is a sample report on rooms.

West Coast District High School					
Parameters - Rooms					
Code	Description	Room Type	Capacity	Exam Cap.	Locked
ART1	Art 1	Art & Design	20	15	NO
ART 2	Art 2	Art & Design	15	10	NO
SCI 1	Science Lab 1	Science	29	20	NO
SCI2	Science Lab 2	Science	35	25	NO
SCI3	Science Lab 3	Science	35	25	NO
SCI4	Science Lab 4	Science	35	25	NO
ART 3	Art 3	Art & Design	15	10	NO
LIB1	Library Meeting ...	Library	10	0	NO
LIB2	Library Meeting ...	Library	10	0	NO
LIB3	Library Conferen...	Library	25	0	NO
GYM	Gymnasium	Gymnasium	275	90	YES

Editing or Deleting Rooms



To amend a room, select it in the list and click on the **Edit** button. You can then access its details, make any amendments and accept them.



To delete a room, select it in the list and click on the **Delete** button. You need to confirm the deletion. Once you do that, the room is removed from the list.

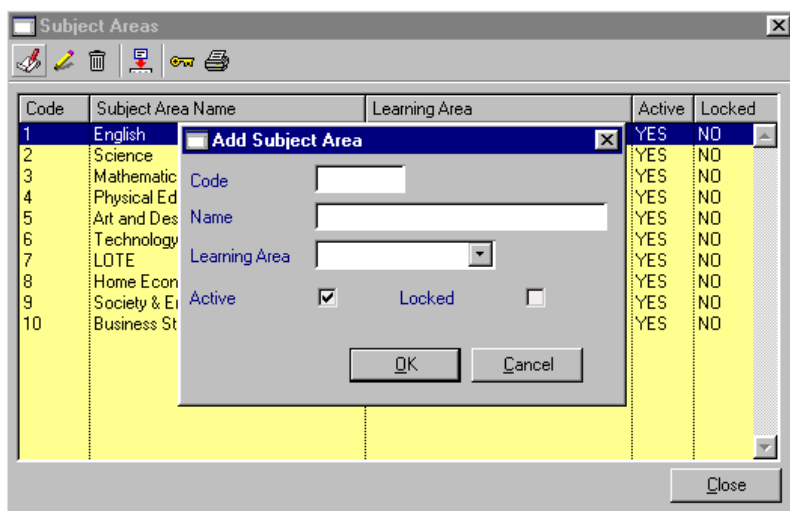
3.1.5 Subject Area

(General>Parameters>Subject Area)

Your school may choose to use Subject Area to group subjects. For example, you may group subjects in Learning Areas.

Adding a Subject Area

- Click on Add 




- Enter the required details
- Click OK

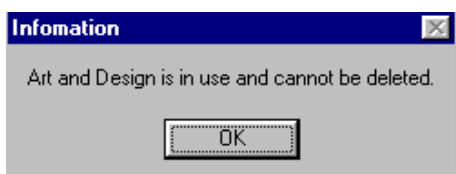
Editing and Deleting Subject Areas

To amend a subject area, highlight the appropriate record and click on the **Edit Record** button.




You can then access its details, make any amendments and accept them.

To delete a subject area, highlight it and click on the **Delete** button.  You will need to confirm the deletion. Once you do that, the subject area is removed. Subject areas that are in use cannot be deleted. If you attempt to delete a subject area that is in use the following message will be displayed.



Copying a Subject Area Parameter

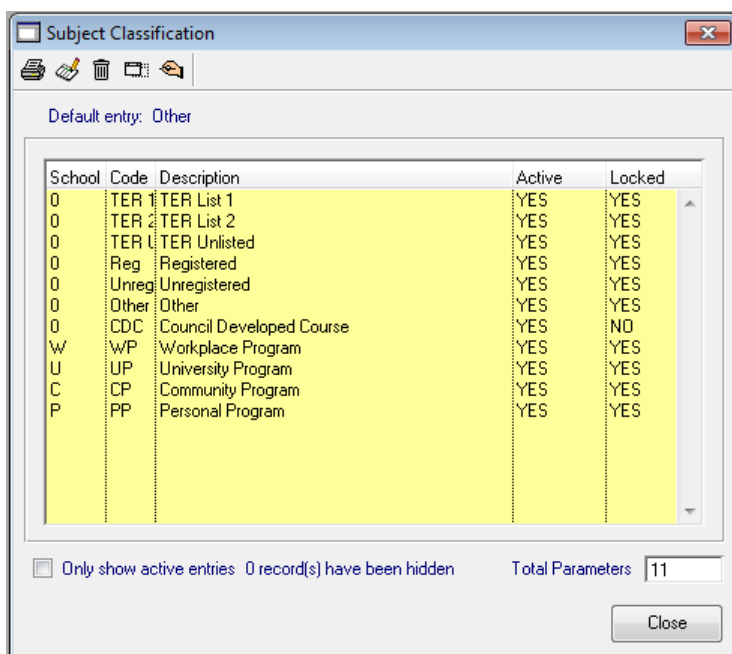
Use the **Copy Selected Parameter** button  to clone the fields of another Subject Area you have set up.

- Click on the name of the Subject Area you want to copy and click the **Copy Selected Parameter** button.
- Change any fields as required.
- Click **OK** to save.

3.1.6 Subject Classification

(General>Parameters>Subject Classification)

Subject Classifications are ways of identifying like subjects. For example, Western Australian users may assign the appropriate classification to all School Curriculum and Standards Authority accredited subjects.



Subject Classification


Default entry: Other

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


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


Close

Adding Subject Classifications

- Click on Modify/Add Parameters button  to add subject classifications.
- Click on the first blank line and enter appropriate details.
- Click OK to save the classification.

Editing/Deleting Subject Classifications

To amend a subject classification click, on the **Modify/Add Parameter** button.  You can then access its details, make any amendments and accept them.

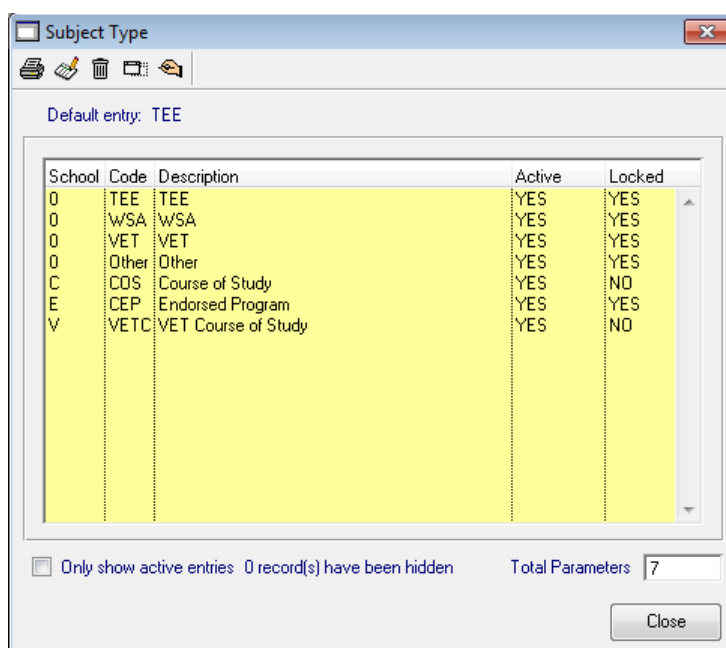
To delete a subject classification, highlight it and click on the **Delete** button.  You will need to confirm the deletion. Once you do that, the subject classification is removed.

Note: Only subject classifications that have been added by users may be edited or deleted.

3.1.7 Subject Type

(General>Parameters>Subject Type)

Subject Type is a further classification of a subject. For example, Western Australian users may classify subjects as COS, CEP or VETCOS. These are essential if users are intending to report to the Western Australian School Curriculum and Standards Authority.




The Subject Type dialog box shows a table of subject types. The table has columns for School, Code, Description, Active, and Locked. The data is as follows:

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

Below the table, there is a checkbox for "Only show active entries" (unchecked), a text field showing "0 record(s) have been hidden", and a "Total Parameters" field showing "7". A "Close" button is at the bottom right.

Adding Subject Types


- Click the **Modify/Add Parameters** button  to add subject types.
- Click on the first blank line and enter appropriate details.
- Click OK to save the subject type.

Editing and Deleting Subject Types

To amend a subject type:

- Click on the **Modify/Add Parameter** button.  You can then access its details, make any amendments and accept them.

To delete a subject type:

- Highlight it and click on the **Delete** button.  You will need to confirm the deletion. Once you do that, the subject classification is removed.

3.1.8 Subjects

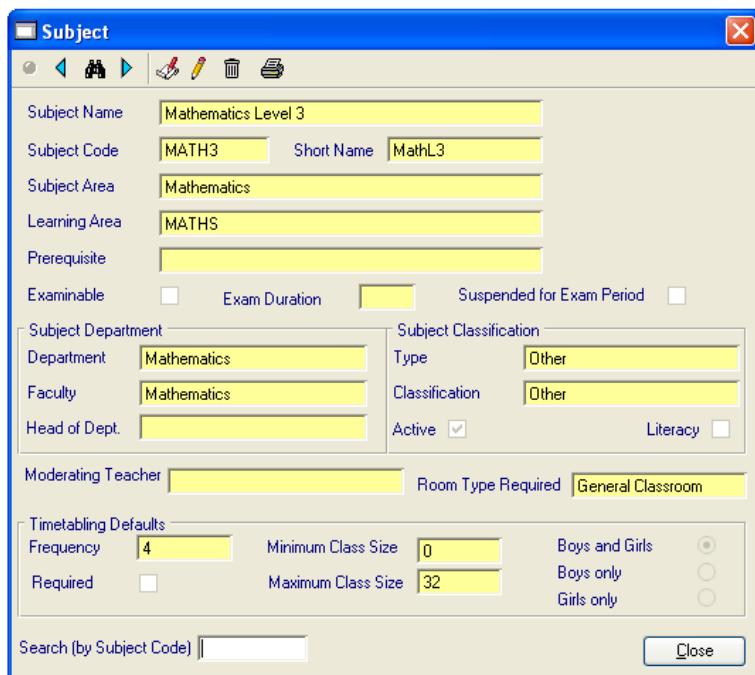
(General>Parameters>Subjects)

You may need to set up details of the subjects taught in your school. Once they are set up, you can amend or delete them when necessary. Each subject can later be linked to one or more teaching sets.

Adding Subjects

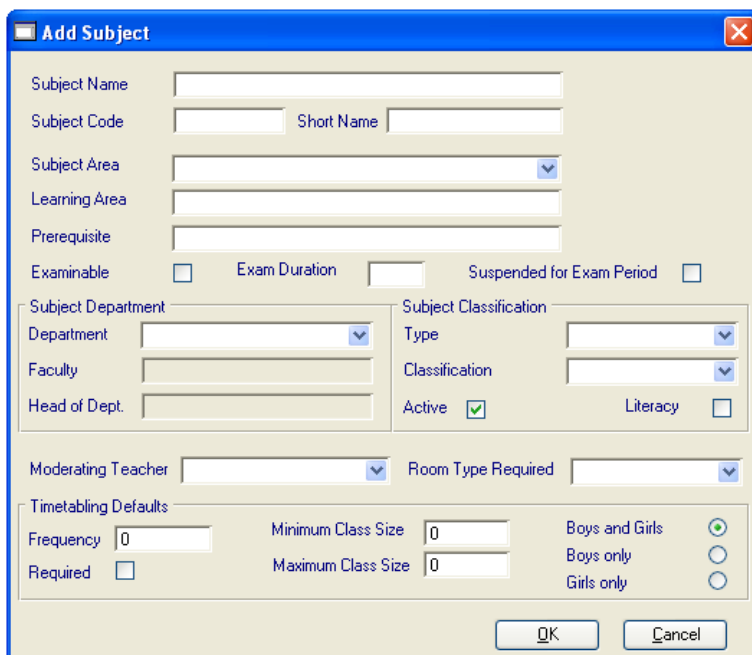
To set up/add subjects:

- From the Administration Parameters window, double click on the **Subjects** icon



Note: In the Northern Territory, this window may also display SSABSA information.

- Click on the **Add Record** button.  The Add Subject window is displayed.







- Enter the details for the subject you are adding.

Note: When you select a department, details of the faculty and head of department are automatically completed if the details have been set up in the Faculties and Departments parameters.





- Click **OK** to accept the details.

Editing and Deleting Subjects

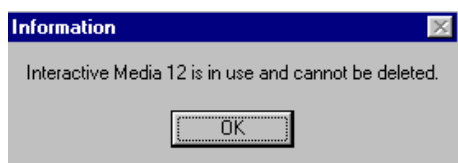
To amend a subject:

- Find it using the **Find Record** button  or the blue **Previous Record/Next Record** arrows  or by typing the subject code in Search (by Subject Code) 
- Click on the **Edit Record** button.  You can then access its details, make any amendments and accept them.

To delete a subject:

- Find it using the **Find Record** button  or the blue **Previous Record/Next Record** arrows  or by typing the subject code in Search (by Subject Code) 
- Click on the **Delete** button.  You need to confirm the deletion. Once you do that, the subject is removed.

Note: Subjects that are in use cannot be deleted. If you attempt to delete a subject that is in use, the following message will be displayed.



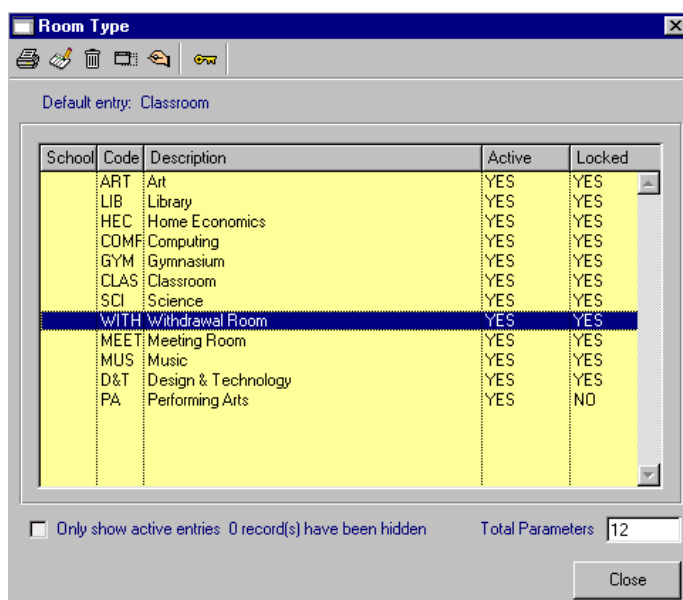
3.1.9 Toggling Locked Status


(General>Parameters)

Parameters cannot be edited or deleted if they are locked. However, they can be unlocked if you need to edit or delete them.

To unlock a parameter:

- When viewing a parameter list, click on the line that you wish to unlock



- Click on the **Toggle Lock Status** button. 
- Alternatively, right click within the pane and click **Toggle locked status**.
- Confirm that you wish to change the locked status. The value in the Locked column changes to NO.

Room Type				
Default entry: Classroom				
School	Code	Description	Active	Locked
	ART	Art	YES	YES
	LIB	Library	YES	YES
	HEC	Home Economics	YES	YES
	COMF	Computing	YES	YES
	GYM	Gymnasium	YES	YES
	CLAS	Classroom	YES	YES
	SCI	Science	YES	YES
	WITH	Withdrawal Room	YES	NO
	MEET	Meeting Room	YES	YES

To change the status back to 'locked', re-select the line and click on the **Toggle Lock Status** button again

Some parameters, for example Departments, have a checkbox to indicate a locked status.

Edit Department	
School Code	Dept. Code ART
Dept. Name	Art
Short Name	ART
Faculty	Arts
Head	Ms T Smith
Active	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Locked
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

3.1.10 Changing Active Properties of Parameters

(General>Parameters)

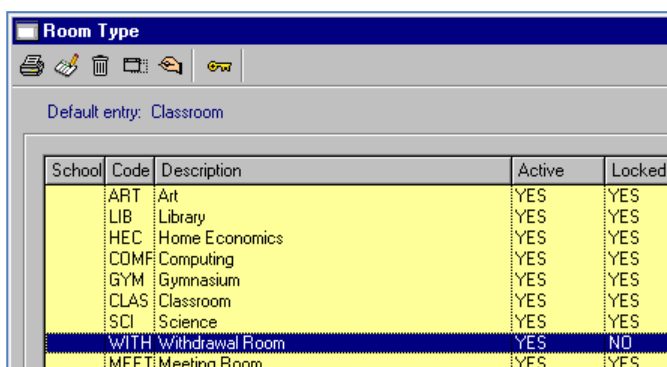
When parameters are first set up, they are active. You are not obliged to use all the parameters. You can make a parameter inactive, thereby switching it off, so it is not available to users. You can make an inactive parameter active again at a later date if required.

Note: You can only make a parameter inactive if it is unlocked and if it is not being used.




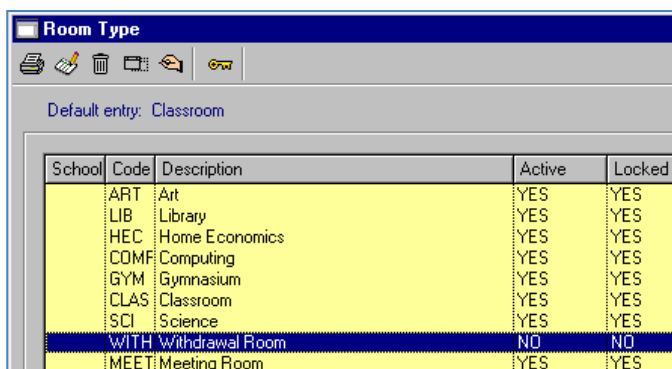
Making a Parameter Inactive

- When viewing a parameter list, click on the line/s that you wish to make inactive.



School	Code	Description	Active	Locked
	ART	Art	YES	YES
	LIB	Library	YES	YES
	HEC	Home Economics	YES	YES
	COMF	Computing	YES	YES
	GYM	Gymnasium	YES	YES
	CLAS	Classroom	YES	YES
	SCI	Science	YES	YES
	WITH	Withdrawal Room	YES	NO
	MEET	Meeting Room	YES	YES

- Click on the **Toggle Active Property** button  or right click on the parameter and select **Toggle Active State** from the menu. The system displays a message asking you to confirm this action.
- Select **Yes** to proceed. The system reverses the Active state of the selected parameter/s. The value No is shown in the Active column.



School	Code	Description	Active	Locked
	ART	Art	YES	YES
	LIB	Library	YES	YES
	HEC	Home Economics	YES	YES
	COMF	Computing	YES	YES
	GYM	Gymnasium	YES	YES
	CLAS	Classroom	YES	YES
	SCI	Science	YES	YES
	WITH	Withdrawal Room	NO	NO
	MEET	Meeting Room	YES	YES

Note: To make the parameter active again, re-select the line and click on the **Toggle Active Property** button/menu item.

You can change the active setting for more than one parameter at a time.

- To select all parameters click on the first entry, hold down the <Shift> key and then click on the last entry.


OR

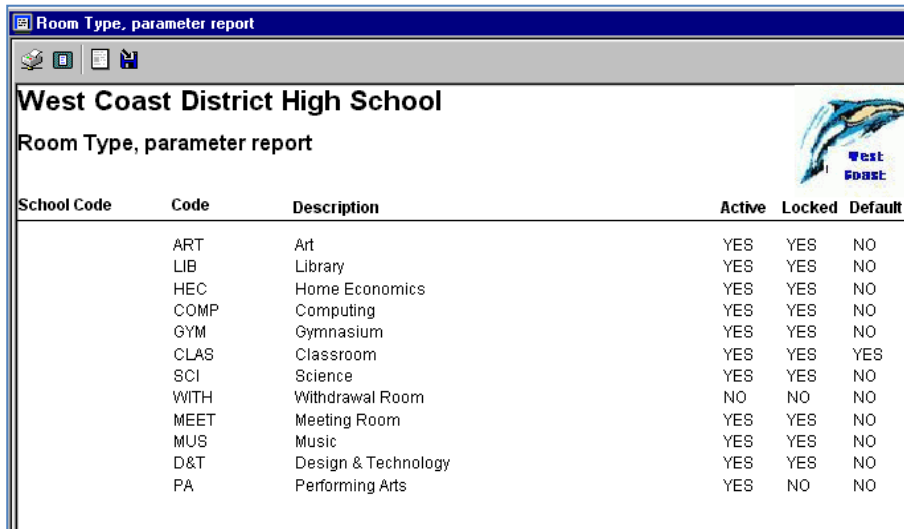
- To choose selected parameters hold down the <Ctrl> key and click on the required parameters.
- Click on the **Toggle Active Property** button/menu item.

3.1.11 Printing Parameters

(General>Parameters)

To print a Parameters list:

- When viewing a parameter list, click on the **Print Parameters** button.  The system displays the Report Destination window.
- Select the destination for the printed report.




School Code	Code	Description	Active	Locked	Default
	ART	Art	YES	YES	NO
	LIB	Library	YES	YES	NO
	HEC	Home Economics	YES	YES	NO
	COMP	Computing	YES	YES	NO
	GYM	Gymnasium	YES	YES	NO
	CLAS	Classroom	YES	YES	YES
	SCI	Science	YES	YES	NO
	WITH	Withdrawal Room	NO	NO	NO
	MEET	Meeting Room	YES	YES	NO
	MUS	Music	YES	YES	NO
	D&T	Design & Technology	YES	YES	NO
	PA	Performing Arts	YES	NO	NO

3.1.12 Setting a Parameter as the Default

(General>Parameters)

A default parameter will appear automatically in the chosen field.

- Highlight the appropriate parameter
- Click on Default. 

CIVICA

Timetabling Manual

Maintaining School Details

4

4 Maintaining School Details

(General>School Details)



The School Details function enables users to enter details relating to the school and the timetable. It holds, among other things, details of school sites, the school calendar and timetable cycles. The School Details function is found on the General sidebar. To access school details click on the School Details icon in the General sidebar. The School Details window is displayed.

School Details

School Name	West Coast District High School	District/School	123 / 4567
Principal	Dr Tania O'Regan	District Code	1234
Address	1120 Hay Road	Exam Centre Number	
		District Name	Not specified
		Intake Gender	Mixed
		School Type	District High School
Town/Sub	Perth	School Control	Education Dept.
State	Western Australia	Curriculum Group	Not specified
Postcode	6001	Intake Year	K
Country	Australia	Leavers Year	12
Telephone 1	9412 3456	Max Intake	0
Telephone 2	9423 6897	Number on Roll	515
Fax	9423 6980	Kindergarten	<input checked="" type="checkbox"/>
E-Mail	wcoastdhs@ozemail.com.au	Default FTE	0.00

By default, this window shows the Summary details of the school. Click on the other buttons at the top of the window to view more details.



Sites



Directory



School Activity



UDIs (User-defined Information)



Print school details



Send a letter



Send an e-mail



Calculate the Current Roll



Display the school calendar



Timetabling Periods

Only Sites, School Calendar and Timetabling Periods will be discussed here as these relate to creating a timetable. For more information on other areas, please refer to the Administration Manager manual.


4.1 Maintaining Site Details

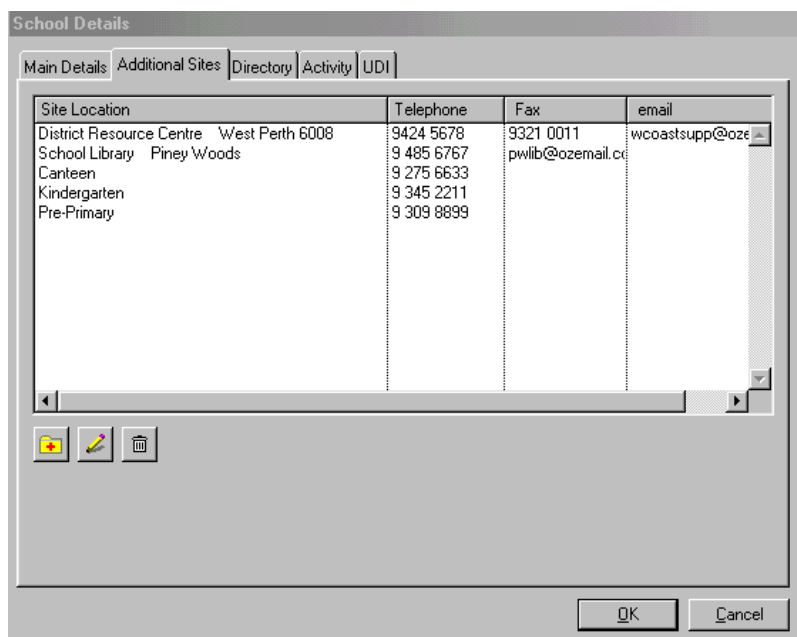
(General>School Details>Sites)

Some schools are located on more than one site. Use the Additional Sites tab to record the details of any further sites at which your school is located, or details of affiliated organisations. Any sites that are defined in School Details may be made available to the Timetabling module as a separate campus. It is suggested that only separate sites are defined in School Details.

4.1.1 Adding an Additional Site

(General>School Details>Sites)

- Click on **Edit School Details.** 
- Click on the **Additional Sites** tab.



Site Location	Telephone	Fax	email
District Resource Centre West Perth 6008	9424 5678	9321 0011	wcoastsupp@oze
School Library Piney Woods	9 485 6767	pwlilb@ozemail.c	
Canteen	9 275 6633		
Kindergarten	9 345 2211		
Pre-Primary	9 309 8899		

- Click **Add.** 

Additional Sites

Address	<input type="text"/>	Telephone 1	<input type="text"/>
	<input type="text"/>	Telephone 2	<input type="text"/>
	<input type="text"/>	Fax	<input type="text"/>
	<input type="text"/>	E-Mail	<input type="text"/>
Town/Sub	<input type="text"/>		
State	<input type="text"/>		
Postcode	<input type="text"/>		
Country	<input type="text"/>		


OK Cancel

- Enter data in the fields as required.
- Click on **OK**.

4.1.2 Editing Sites

(General>School Details>Sites)



To edit the details of a site:

- Click **Edit School Details**. 
- Click on the **Additional Sites** tab.
- Click on the site record you wish to edit.
- Click on the **Edit** button.
- Edit the record as required.
- Click on **OK** to save the changes.

4.1.3 Deleting a Site

(General>School Details>Sites)

Additional sites can be deleted if they are no longer required. To delete a site



- Click on the **Edit School Details** button. 
- Click on the **Additional Sites** tab.
- Click on the site record to be deleted.
- Click on the **Delete** button 
- Confirm the deletion.

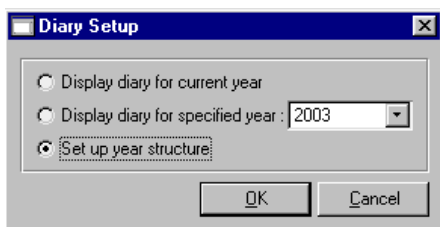
4.2 Setting up the School Year

(General>School Details>School Diary>Set up School Year))

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

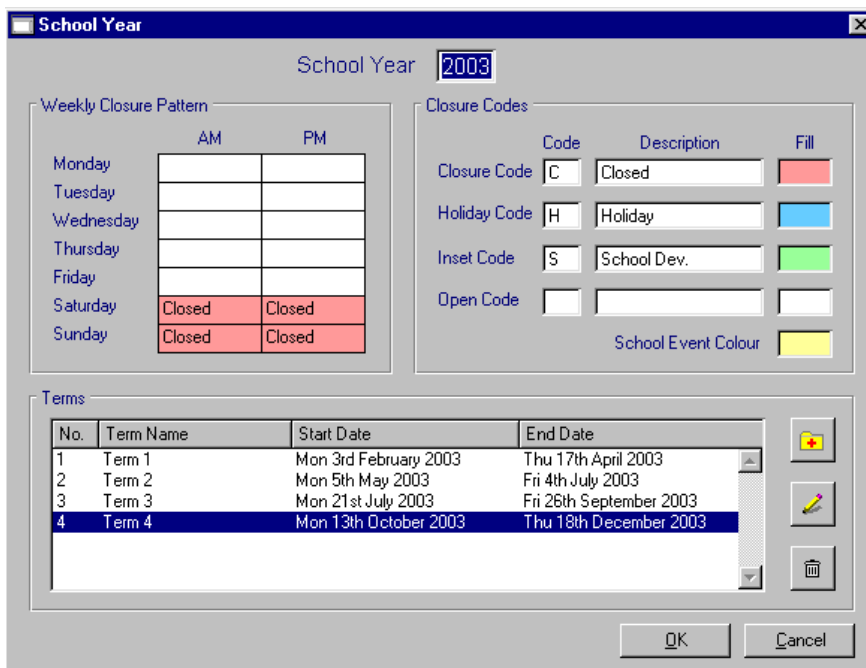
Note: Before creating a new school year it is essential that you back up your data file and check that no-one else has already created that year.

- Click on **Display School Diary**. 
- Click on **Set up School Year**.  The Diary Setup window will open. It contains three functions



- Select Set up year structure.
- Click OK.

The School Year window will open. It displays fields where you can enter the school year, closure codes and descriptions, and term dates.



School Year 2003

Weekly Closure Pattern

	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday	Closed	Closed
Sunday	Closed	Closed

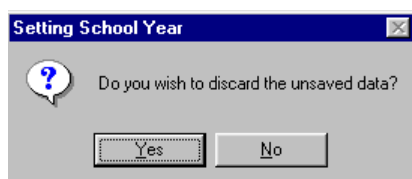
Closure Codes

	Code	Description	Fill
Closure Code	C	Closed	Red
Holiday Code	H	Holiday	Blue
Inset Code	S	School Dev.	Green
Open Code			
School Event Colour			Yellow

Terms

No.	Term Name	Start Date	End Date
1	Term 1	Mon 3rd February 2003	Thu 17th April 2003
2	Term 2	Mon 5th May 2003	Fri 4th July 2003
3	Term 3	Mon 21st July 2003	Fri 26th September 2003
4	Term 4	Mon 13th October 2003	Thu 18th December 2003

- Enter the *next year's* school year in the **School Year** field and <Tab>. This prompt will appear.



- Click **Yes**. The new year will now be displayed.

 A window titled "School Year" showing the configuration for the school year 2005. It includes a "Weekly Closure Pattern" table, "Closure Codes" for various events, and a "Terms" table.


Weekly Closure Pattern		
	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday	Closed	Closed
Sunday	Closed	Closed

	Code	Description	Fill
Closure Code	C	Closed	Red
Holiday Code	H	Holiday	Blue
Inset Code	I	Inset	Green
Open Code			

School Event Colour: Yellow

No.	Term Name	Start Date	End Date

The "I: Inset" closure code and description can be changed to reflect terminology used in your school, for example to "S: School Dev." If you are using an Integrus Attendance or Lesson Attendance module, do not change the Closure, Holiday and Open codes or descriptions.

- Click on the **Add Term** button  to enter the first term's details. The School Term window will open.
- Add details of terms, one at a time.

 A window titled "School Term" for configuring a term. It has fields for Term Name, Start Date, and End Date, each with a calendar icon.

Term Name: Term 1

Start Date: 4 FEB 2002


End Date: 19 APR 2002

Either

- type the date in the format DD/MM/YYYY

Or

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- Use the Activity Calendar button  to open the date selector. Locate the appropriate date. Use the blue arrows to advance/go back a month. Double click on the required date to enter it in the School Term window.
- Press **OK** to save the term's data.
- Continue adding terms until *all* terms are entered for the following year.

Terms

No.	Term Name	Start Date	End Date
1	Term 1	Mon 4th February 2002	Tue 19th February 2002
2	Term 2	Mon 6th May 2002	Fri 5th July 2002
3	Term 3	Mon 22nd July 2002	Fri 27th September 2002
4	Term 4	Mon 14th October 2002	Thu 19th December 2002

If you make a mistake in entering a term's details, highlight the term and click on the **Edit** button. Amend the details and press **OK** to save the amendment.


- Click on **OK** to save the new school year set-up.

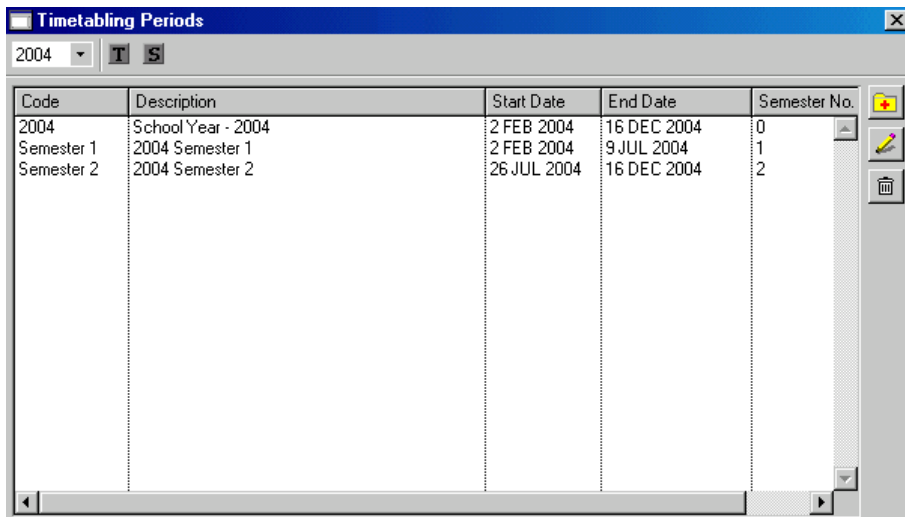
The system generates the next year's calendar and displays it so the user can enter any known professional development days, closed days, and holidays. **It is important that holidays and other closed (student-free) days are entered in the diary as soon as they are known.** The data is used in other modules such as Lesson Attendance and Timetabling.

4.3 Creating Timetable Periods

(General>School Details>Timetabling Periods)

A default timetabling period will be created automatically which spans the whole timetabling year. Other timetable periods such as terms, semesters, learning blocks etc may be created. The user must enter the start and finish dates of the timetable periods. Dates must be entered prior to creating a new grid if the school has timetable periods other than the entire year.




- Click on Timetabling periods button  will display the following window

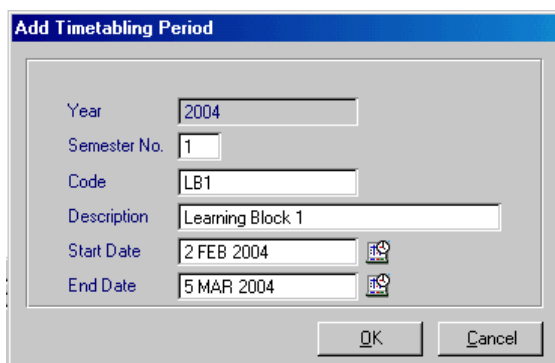


The screenshot shows a window titled "Timetabling Periods" with a dropdown menu set to "2004". Below the menu are two buttons labeled "T" and "S". The main area contains a table with the following data:

Code	Description	Start Date	End Date	Semester No.
2004	School Year - 2004	2 FEB 2004	16 DEC 2004	0
Semester 1	2004 Semester 1	2 FEB 2004	9 JUL 2004	1
Semester 2	2004 Semester 2	26 JUL 2004	16 DEC 2004	2

On the right side of the table, there are icons for adding, editing, and deleting records.


- Click on  to create semester periods
- Click on  to create term periods
- Other timetable periods may be created by clicking Add 




The screenshot shows a dialog box titled "Add Timetabling Period" with the following fields:

- Year: 2004
- Semester No.: 1
- Code: LB1
- Description: Learning Block 1
- Start Date: 2 FEB 2004
- End Date: 5 MAR 2004


At the bottom, there are "OK" and "Cancel" buttons.

- Enter an appropriate Code and Description
- Either type the dates in the format DD/MM/YYYY or use the Activity Calendar button  to open the date selector. Locate the appropriate date. Use the blue arrows to advance/go back a month. Click on the required date and then OK
- Press **OK** to save the term's data.

Editing a Timetabling Period

- Highlight the appropriate period and click on Edit. 
- Edit the appropriate fields.
- Click OK.

Deleting a Timetabling Period

- Highlight the appropriate period and click on Delete .
- A warning message will appear asking if you are sure.
- Click the appropriate answer.

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Timetabling Manual

Timetable Setup

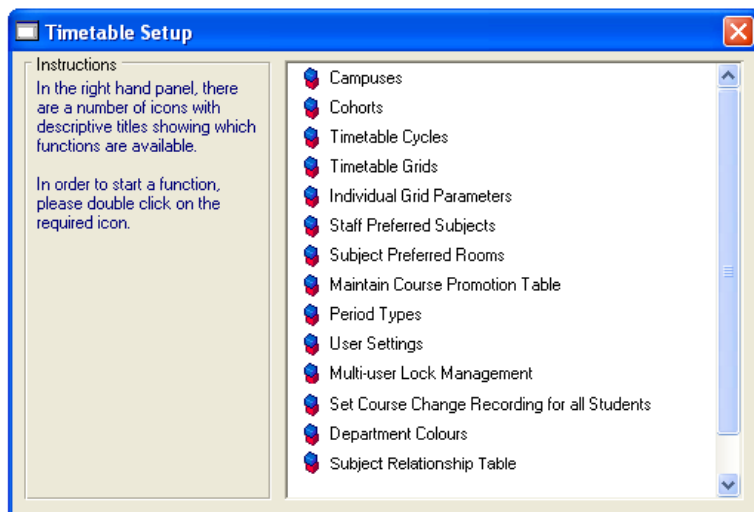
5

5 Timetable Setup

(Timetabling>Timetable Setup)

Many of the following functions, that need to be completed before creating a new timetable, will only need to be done once a year and may only require checking at the commencement of a new timetable year. These functions may be modified during the year if necessary.

The set up functions are contained within Timetable Setup on the Timetabling sidebar. The following screen shows the Timetable Setup menu:



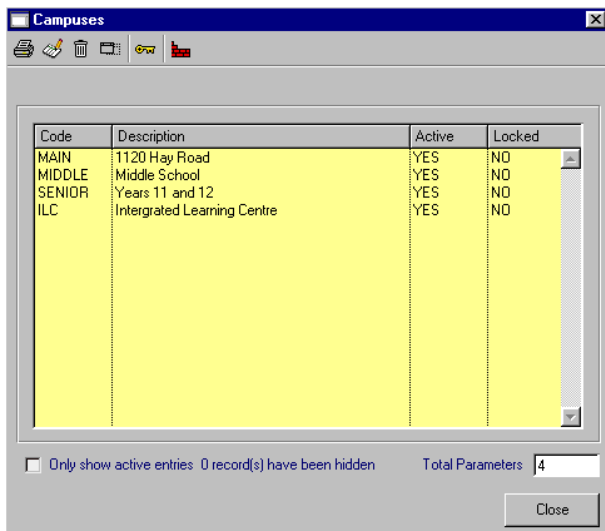
5.1 Campuses

(Timetabling>Timetable Setup>Campuses)

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


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

Clicking on **Campuses** will display the following window



5.1.1 Adding a Physical Campus


(Timetabling>Timetable Setup>Campuses)

- Click on sites. 
- Click Yes.

Any sites that have been entered in the School Details will now be available. Any that are not required for Timetabling purposes may be deleted.


5.1.2 Adding a Logical Campus

(Timetabling>Timetable Setup>Campuses)

- Click on Modify/Add parameters. 
- Enter appropriate information.
- Click OK.

5.1.3 Editing a Campus


(Timetabling>Timetable Setup>Campuses)

- Click on Modify/Add parameters. 
- Amend appropriate information.
- Click OK.

-


5.1.4 Deleting a Campus

(Timetabling>Timetable Setup>Campuses)

- Highlight the appropriate parameter.
- Click on Delete .
- Confirm your choice.

5.1.5 Making the School Year the Default

To save selecting the appropriate school year every time the Campus screen is opened, the user can make a particular school year the default, so that the chosen school year is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list
- Click on the green tick. .

5.2 Cohorts

(Timetabling>Timetable Setup>Cohorts)

A cohort is a group of students who will be timetabled within a grid. A cohort may consist of a year level (for example Year 8), a combination of year levels (for example the Upper School) or another specific group (for example an ESL group). 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 may also be assigned to more than one cohort.

Students will be selected for a cohort using the student FIND tool 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/she is not already in a cohort. Student preferences may also be added for students on the admissions roll through Preferences provided the student has been included in a cohort.

Note: *Users entering students on the current roll will be prompted to select a cohort at time of enrolment. Users moving students to the former roll will be prompted to remove the student from the cohort. However, the user will also have the option to have the leaving student remain in a current cohort and these students will be highlighted in red to distinguish them from current students.*

Former roll students who are due to come back to the school the following year are able to be added to a cohort and provided with a timetable. They will be labelled as “left”, and will appear in red text in the Cohorts window, and in the Student preferences window. This is in effect the same


situation as that which arises when a student leaves, but the user opts to leave them in their Cohort. When a Former student is re-instated, the “left” label will be removed. Checks will be made to ensure that when the student is re-instated, the attendance is updated appropriately, if the Lesson Attendance module is installed

5.2.1 Adding, Editing or Deleting Cohort Names

(Timetabling>Timetable Setup>Cohorts)


Before students can be added to a cohort, the Cohort Name must be defined.

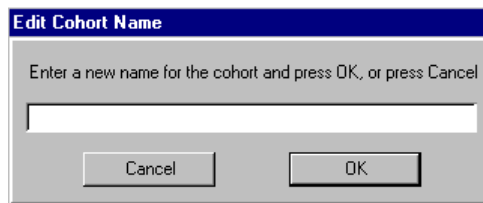
Adding a Cohort Name

- Select the appropriate School Year.
- Adjacent to Cohort Name click on Add. 

-
- Enter the name and click OK.

Editing a Cohort Name

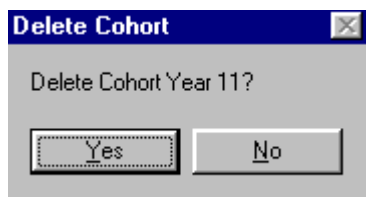
- Select the appropriate School Year.
- Highlight the Cohort Name.
- Click Edit. 



-
- Enter new Cohort Name.
- Click OK.

Deleting a Cohort

- Select the appropriate School Year.
- Highlight the Cohort Name.
- Click on Delete.



-
- Click Yes.


Note: A Cohort cannot be deleted if it is linked to a timetabling grid. A warning message will appear if you try to delete a linked Cohort.

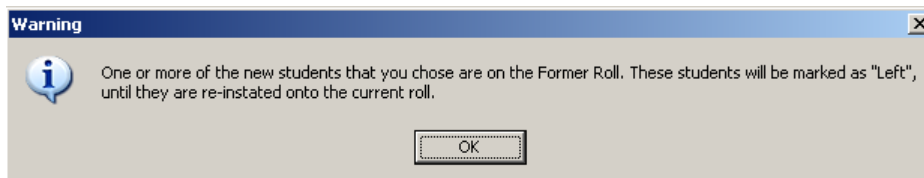
5.2.2 Adding or Deleting students in a Cohort

Once a cohort name has been defined, students may be added to the cohort.

(Timetabling>Timetable Setup>Cohorts)


Adding Students to a Cohort

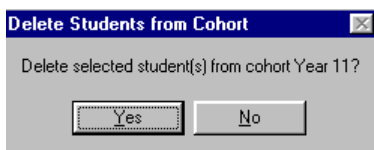
- Select the appropriate School Year.
- Highlight the appropriate Cohort name.
- On the right hand side click on Add. 
- Using the FIND tool find the appropriate students to add to the Cohort.
- If the selected students are, or student is, on the former roll then the following message will appear



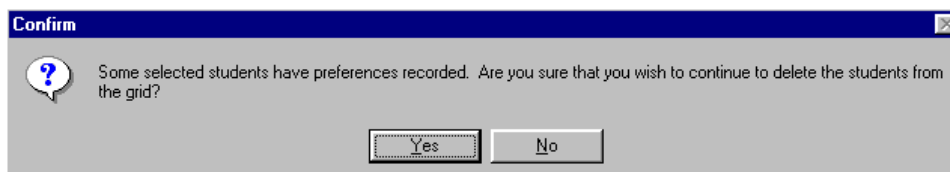
- Click on OK and the added students or student will appear in red.

Deleting Students from a Cohort

- Select the appropriate School Year.
- Highlight the appropriate Cohort name.
- Highlight some or all of the students listed on the right hand side.
- Click on Delete. 



- Answer as appropriate.
- If the selected students have subject preferences recorded the following warning message will appear




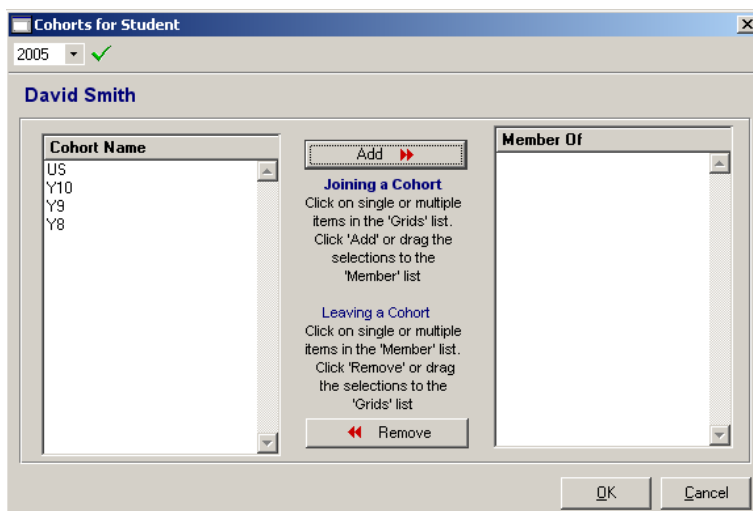
- Answer as appropriate.


OR

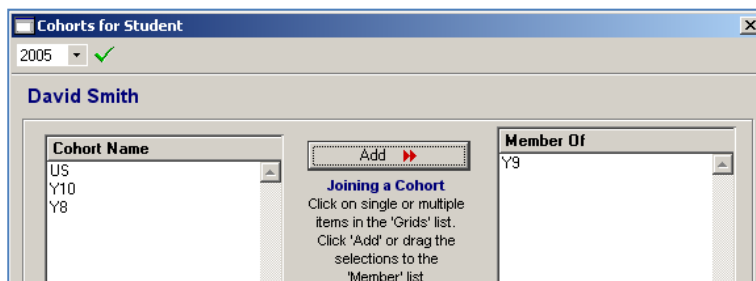
(General > Student details > Cohorts)

Adding Students to a Cohort

- Select the appropriate student – it is possible to add a student from the current, admissions or former roll
- Click on Change cohort 
- The following window will appear
-




-
-
- Highlight the cohort you wish to place the student in and click on 
-



-
-
- Click on 

-

Deleting Students from a Cohort

- Select the appropriate student
- Click on Change cohort 
- Highlight the cohort you wish to remove the student from in the “Member of” list and click




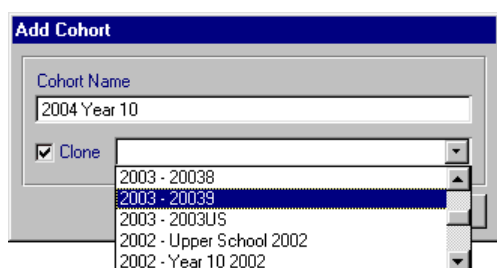
Note: *If a student is removed from a cohort in this way they will be removed from all preferences and teaching sets.*

5.2.3 Cloning a Cohort

(Timetabling>Timetable Setup>Cohorts)

Cohorts may be cloned from previous or future School Years as required. The user will be prompted to enter a cohort name; students from the cloned cohort will automatically be added to the new Cohort.

- Select the appropriate School Year.
- Adjacent to Cohort Name click on Add. 

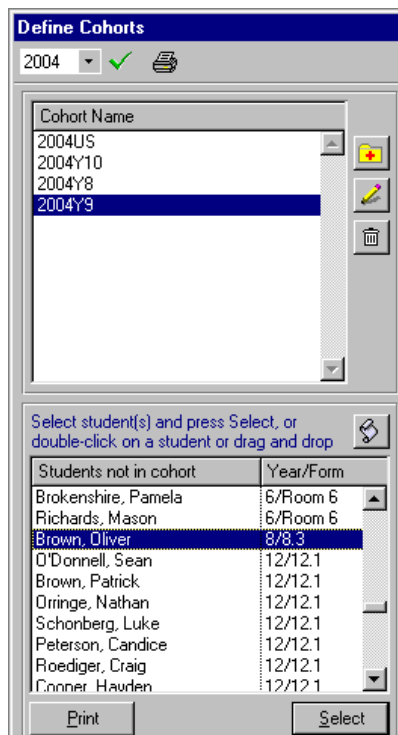


- Check the Clone box.
- From the drop down list (includes all current, future and previous Cohorts), highlight a Cohort.
- Enter a Cohort Name and click OK.


5.2.4 Students not in a Cohort

(Timetabling>Timetable Setup>Cohorts)

Users are able to check that all students have been assigned to a cohort. When entering new students the user will be prompted to add the student to a cohort but may choose not to do so at that time.



Adding Students not already in a Cohort to a Cohort


- Click on Refresh list of students without a Cohort .
- Highlight student(s) from the list
- Highlight a Cohort.
- Click Select. The students will be added to the selected cohort.

The list of students without a cohort may be printed by selecting the Print button.

5.2.5 Printing a Cohort List

(Timetabling>Timetable Setup>Cohorts)

Cohort lists may be printed at any time after they have been defined.

- Select the appropriate School Year.
- Highlight the appropriate Cohort.
- Click on Print .

- Choose the destination of the report.

5.3 Timetable Cycles

(Timetabling>Timetable Setup>Timetable Cycles)

A timetable cycle is defined for each timetabling year and contains the details of the cycle dates and period structures the school will use. The timetable cycle draws details from the school calendar and forms the connection to the Lesson Attendance Year.

- Cycles may remain in use for a number of years or may change from year to year.
- A cycle will be linked to the timetabling year via the grids that use it and may be cloned and/or edited for use in future years.
- The number of days within a cycle is unlimited. If a 5 day cycle is chosen the day names will default to Monday, Tuesday etc. If any other cycle is chosen the day names will default to Day 1, Day 2 etc. The day names are editable if required.
- Cycle details may be added progressively over time.
- A row refers to a line on the timetable and this may be a teaching period or a break like recess or lunch. Therefore, six rows per day may indicate six teaching periods or any combination of teaching periods and breaks, for example four teaching periods and lunch and recess.

The screenshot shows the 'Timetable Cycles' window. At the top, there is a dropdown menu set to '2001' with a green checkmark. Below this is a table with the following data:

Cycle Name	Cycle description	No. Days	Cycle Active
2001 Whole school	Year 8-12 2001 Cycle	5	YES

Below the table, there is a checkbox labeled 'Display Only Active Cycles' which is checked. At the bottom, there are four tabs: 'Timetable Cycles', 'Master Period Structure', 'Staff Availability', and 'Room Availability'. The 'Timetable Cycles' tab is selected, showing a detailed view of the cycle with the following data:

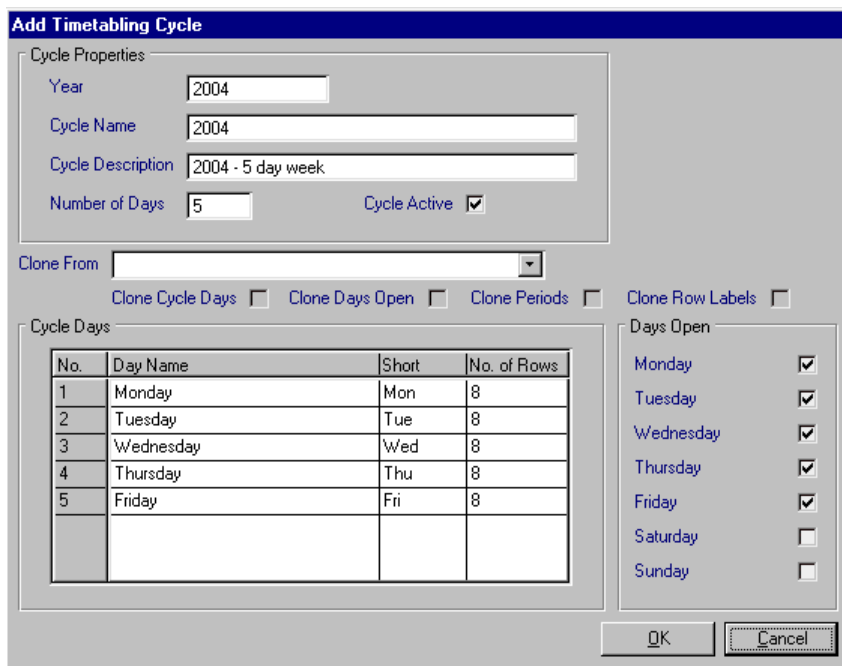
Week/Cycle No.	Start Date	Start Day	Description
1	Mon 5 FEB 01	Monday	Term 1 - Week 1
2	Mon 12 FEB 01	Monday	Term 1 - Week 2
3	Mon 19 FEB 01	Monday	Term 1 - Week 3
4	Mon 26 FEB 01	Monday	Term 1 - Week 4
5	Mon 5 MAR 01	Monday	Term 1 - Week 5
6	Mon 12 MAR 01	Monday	Term 1 - Week 6
7	Mon 19 MAR 01	Monday	Term 1 - Week 7
8	Mon 26 MAR 01	Monday	Term 1 - Week 8
9	Mon 2 APR 01	Monday	Term 1 - Week 9
10	Mon 9 APR 01	Monday	Term 1 - Week 10
11	Mon 30 APR 01	Monday	Term 2 - Week 1
12	Mon 7 MAY 01	Monday	Term 2 - Week 2
13	Mon 14 MAY 01	Monday	Term 2 - Week 3
14	Mon 21 MAY 01	Monday	Term 2 - Week 4
15	Mon 28 MAY 01	Monday	Term 2 - Week 5
16	Mon 4 JUN 01	Monday	Term 2 - Week 6

5.3.1 Adding a Timetable Cycle

(Timetabling>Timetable Setup>Timetable Cycles)

You may have as many timetable cycles as you require, but at least one must be defined for a school to create a timetable.

- Select the appropriate school year.
- Click on Add .



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

- Cycle Properties:**
 - Year: 2004
 - Cycle Name: 2004
 - Cycle Description: 2004 - 5 day week
 - Number of Days: 5
 - Cycle Active: ☒
- Clone From:** (Dropdown menu)
- Clone Options:**
 - Clone Cycle Days: ☐
 - Clone Days Open: ☐
 - Clone Periods: ☐
 - Clone Row Labels: ☐
- Cycle Days Table:**

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

- Days Open:**
 - Monday: ☒
 - Tuesday: ☒
 - Wednesday: ☒
 - Thursday: ☒
 - Friday: ☒
 - Saturday: ☐
 - Sunday: ☐

Buttons: OK, Cancel


- Enter a Cycle Name and Cycle Description. The Number of Days refers to the number of days in the cycle. Ensure that you fill in the number of rows per cycle day.
- Click OK.

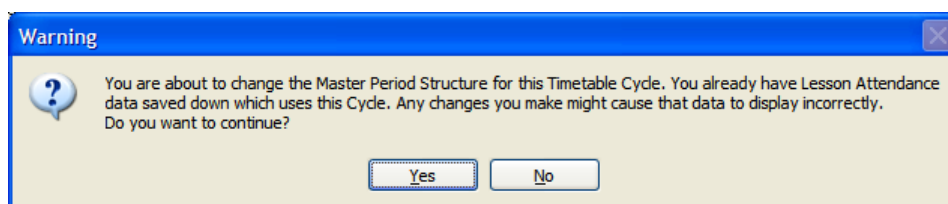
5.3.2 Editing or Deleting a Timetable Cycle

(Timetabling>Timetable Setup>Timetable Cycles)

Timetable Cycles may be edited or deleted after they have been defined, but only before teaching sets have been placed in any grids linked to the cycle if editing or before linking grids to the cycle if deleting.

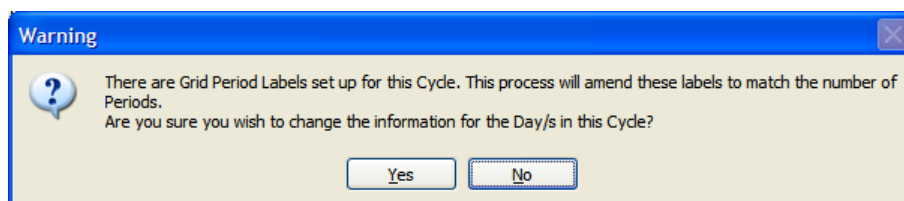
Editing a Timetable Cycle Definition

- Highlight the appropriate cycle.
- Click Edit. 
- Amend the appropriate field(s).
- Click OK. If you have Lesson attendance data attached to the cycle the following displays:



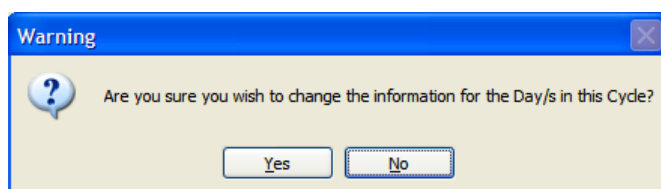
- Click Yes to continue or No to cancel.

If you click Yes, the following message appears.



- Click Yes to continue or No to cancel.


If you **do not** have Lesson attendance data attached to the cycle the following displays:



- Click Yes to continue or No to cancel.

Editing Timetable Cycles

Timetable Cycles may be edited if the cycle dates differ to the school calendar only for future weeks. You cannot edit weeks in the past.

- Highlight the appropriate Timetable Cycle.
- Click on the Timetable Cycle tab.
- Click Edit. 

Edit Individual Cycles

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

Use the table to the right to update cycle weeks that have not yet commenced in the timetabling year.


You can change the start date for a cycle week by clicking on the date selection button and selecting a date from the calendar. The system will ripple the change forward to the end of the timetabling year.

You can change the start day by either typing in the day name or right clicking in the 'Start Day' field to display a list of available days.


You may also change the cycle week description.

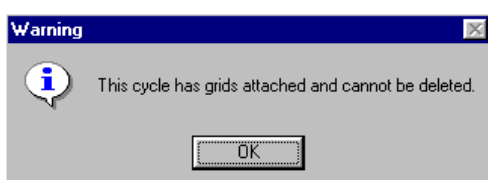
Cycle/Week No.	Start Date	Start Day	Description
1	Mon 5 FEB 01	Monday	Term 1 - Week 1
2	Mon 12 FEB 01	Monday	Term 1 - Week 2
3	Mon 19 FEB 01	Monday	Term 1 - Week 3
4	Mon 26 FEB 01	Monday	Term 1 - Week 4
5	Mon 5 MAR 01	Monday	Term 1 - Week 5
6	Mon 12 MAR 01	Monday	Term 1 - Week 6
7	Mon 19 MAR 01	Monday	Term 1 - Week 7
8	Mon 26 MAR 01	Monday	Term 1 - Week 8
9	Mon 2 APR 01	Monday	Term 1 - Week 9
10	Mon 9 APR 01	Monday	Term 1 - Week 10
11	Mon 30 APR 01	Monday	Term 2 - Week 1
12	Mon 7 MAY 01	Monday	Term 2 - Week 2
13	Mon 14 MAY 01	Monday	Term 2 - Week 3

OK Cancel

- Click on the pencil  next to any date in the future.
- Select a new date using the calendar.
- All future weeks will be adjusted accordingly.
- Click OK.

Deleting a Timetable Cycle

- Highlight the appropriate cycle.
- Click on Delete. 
- Confirm your selection.
- If the cycle has been attached to a timetable grid(s) the following warning message will appear.



5.3.3 Defining Additional Cycle Information

(Timetabling>Timetable Setup>Timetable Cycles)

Once a Timetable Cycle has been defined, the user must add additional information to the cycle. Timetable Cycles are added automatically and come from the school calendar that was defined for the school year in General>School Details. The user must define Master Period Structure, Room and Staff Availability.

Master Period Structure

(Timetabling>Timetable Setup>Timetable Cycles>Master Period Structure)

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

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

If the user would like to show breaks (for example lunch, recess and/or before or after school activities) these must be included when calculating the number of rows per day and then included when entering the timing of periods.

Staggered lunch breaks across cohorts are allowed by defining those periods where some cohorts have lessons and some have lunch as teaching periods 'T'.

Adding or Editing Master Period Structure

(Timetabling>Timetable Setup>Timetable Cycles>Master Period Structure)

- Highlight the appropriate Timetable Cycle.
- Click on the Master Period Structure tab.

Day Name	Row	Start	End	Duration	Type	AM/PM
Monday	1	09:00	10:00	01:00	T	A
Monday	2	10:00	11:00	01:00	T	A
Monday	3	13:00	14:00	01:00	T	P
Monday	4	14:00	15:00	01:00	T	P
Tuesday	1	09:00	10:00	01:00	T	A
Tuesday	2	10:00	11:00	01:00	T	A
Tuesday	3	11:00	12:00	01:00	T	A
Tuesday	4	13:00	14:00	01:00	T	P
Tuesday	5	14:00	15:00	01:00	T	P
Wednesday	1	09:00	10:00	01:00	T	A
Wednesday	2	10:00	11:00	01:00	T	A
Wednesday	3	11:00	12:00	01:00	T	A
Wednesday	4	13:00	14:00	01:00	T	P
Wednesday	5	14:00	15:00	01:00	T	P
Thursday	1	09:00	10:00	01:00	T	A
Thursday	2	10:00	11:00	01:00	T	A

Row	Code	Label
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5

- Click Edit.

Timetable Cycles Master Period Structure Row Labels Staff Availability

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

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

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

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

Day	Row No.	Start Time	End Time	Duration	Type	AM/PM
Monday	1				T	A
Monday	2				T	A
Monday	3				T	A
Monday	4				T	A
Monday	5				T	A
Tuesday	1				T	A
Tuesday	2				T	A
Tuesday	3				T	A
Tuesday	4				T	A
Tuesday	5				T	A
Wednesday	1				T	A
Wednesday	2				T	A

☐ Ripple on period time change

OK Cancel

- Enter the start and finish times for each period or break (if you included breaks) for the first cycle day. Make sure that any breaks are given the appropriate period type (B for break or recess and L for lunch) and periods that are in the afternoon are changed to PM. This is essential for the correct functioning of the Lesson Attendance module.

Note: A twenty-four hour clock is used to enter start and finish times of periods/breaks.

If subsequent cycle days have the same start and finish times for periods/breaks,

- Click on Copy Periods between Days .

Copy Period Details Between Days

Copy From Day:
Monday

Copy Selected Period Details:

Row No.	Time	Type	AM/PM
1	09:00 - 10:00	T	A
2	10:00 - 11:00	T	A
3	11:00 - 12:00	T	A
4	13:00 - 14:00	T	P
5	14:00 - 15:00	T	P

Copy to Selected Days:

Day Name


Tuesday
Wednesday
Thursday
Friday

OK Cancel

- Highlight the appropriate period details and the days you want to have copied.
- Click OK.

Deleting a Period/Break

Periods or Breaks may be deleted only if they are not being used by the timetable.



- Highlight the appropriate period/break.
- Click Delete. 
- Confirm your selection.

If the period/break is in use in the timetable the following warning message will appear.

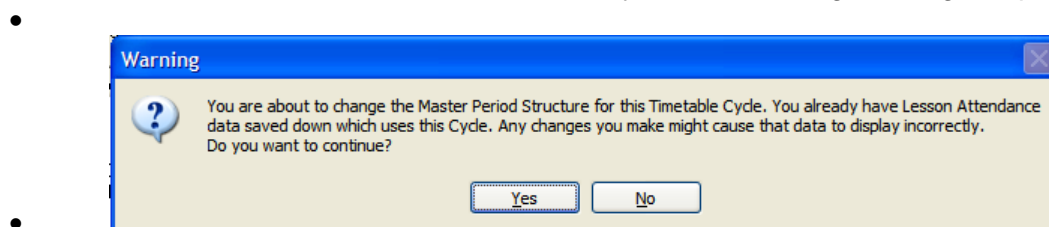


Add a Period Before or After

Periods or Breaks may be added at any time before or after a selected period or break.

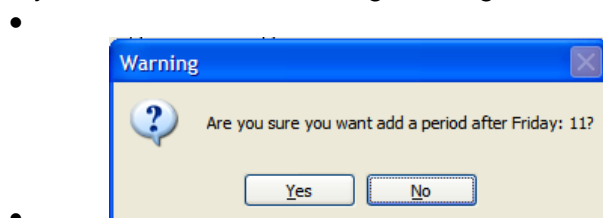
- Highlight the appropriate period/break.
- Click on Add Period Before  or Add Period After  as appropriate.


If Lesson Attendance data is detected for that cycle the following message displays:



- Click Yes to continue or No to cancel.

If you click Yes, the following message will display:

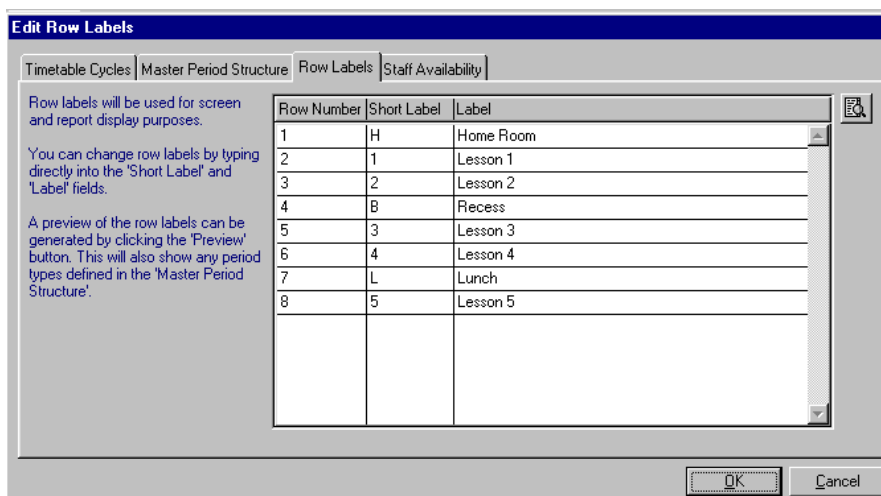


- Click Yes to continue or No to cancel.
- Click Edit. 
- Add start and finish times for the new period/break.
- Click OK.

Note: If rows need to be added after the initial master period structure has been set up, the **Copy Period Between Days** button will not automatically insert a row. For example, if a user adds a row in on Monday after Row 3 and wishes to have this change reflected for other days within the cycle, then this will have to be done manually. It is important to ensure that the new row is inserted in exactly the right position

Editing Row Labels

- Click Edit. 
- Amend the Short Label or Label as required.



Edit Row Labels

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

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

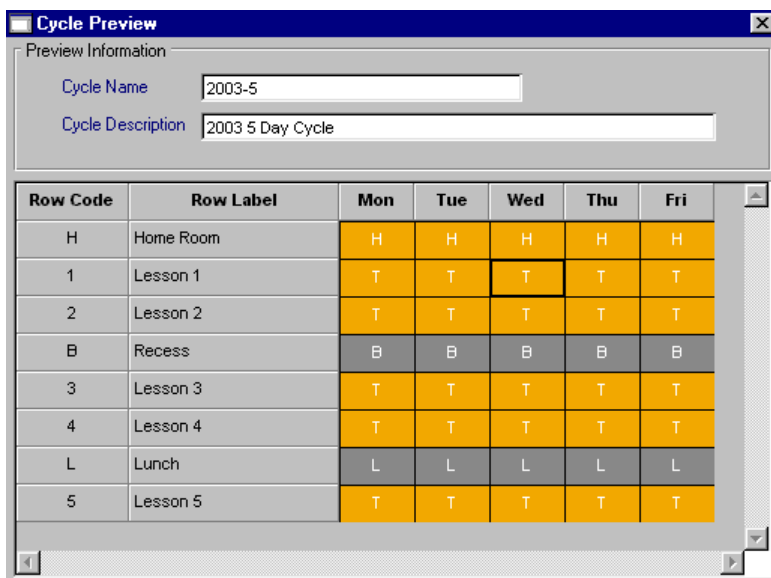
You can change row labels by typing directly into the 'Short Label' and 'Label' fields.

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

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

OK Cancel

- Click on Generate Preview  to view the results of your changes.



Cycle Preview

Preview Information

Cycle Name: 2003-5

Cycle Description: 2003 5 Day Cycle

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

- Click on X in the top right hand corner to close the preview.
- Make any other changes as necessary.
- Click OK.


5.3.4 Staff Availability

(Timetabling>Timetable Setup>Timetable Cycles>Staff Availability)

Staff must be made available to the cycle to be able to be allocated classes. The Full Time Equivalency (FTE) and the Net FTE of the staff may be added, edited or cloned in this window. The FTE will default to 1.00 and may be edited for part time staff. The Net FTE is important as the auto-scheduling process, if used, takes this into account when allocating classes to staff. The Net FTE for timetabling purposes is defined as the contact time for each teacher. That is, an FTE of 1.00 means that the teacher is available to teach all teaching periods. As this is not usually the case, a net FTE of less than 1.00 should be entered.

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


Adding Staff to the Timetable Cycle

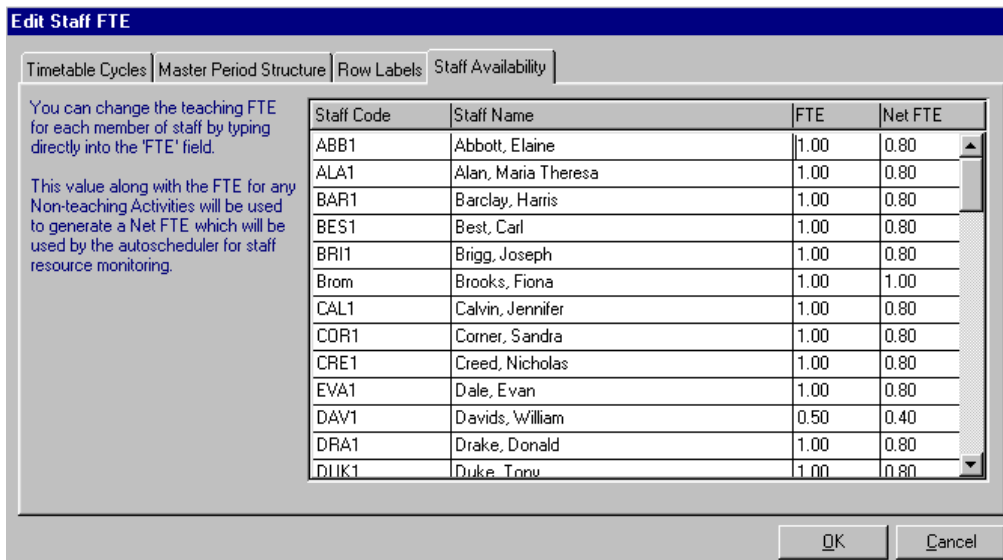
- Highlight the appropriate cycle.
- Click on the Staff Availability tab.
- Click Add. 
- Use the FIND tool to select appropriate staff.

Note: *Staff may only be attached to one cycle within a timetable year.*

Editing Staff FTE

An FTE of 1.00 indicates a full time teacher. FTEs for part-time staff need to be entered.

- Click Edit. 



The 'Edit Staff FTE' dialog box has four tabs: 'Timetable Cycles', 'Master Period Structure', 'Row Labels', and 'Staff Availability'. The 'Staff Availability' tab is active. On the left, there is instructional text: 'You can change the teaching FTE for each member of staff by typing directly into the 'FTE' field.' and 'This value along with the FTE for any Non-teaching Activities will be used to generate a Net FTE which will be used by the autoscheduler for staff resource monitoring.' On the right is a table with four columns: 'Staff Code', 'Staff Name', 'FTE', and 'Net FTE'. The table contains 14 rows of staff data. At the bottom are 'OK' and 'Cancel' buttons.

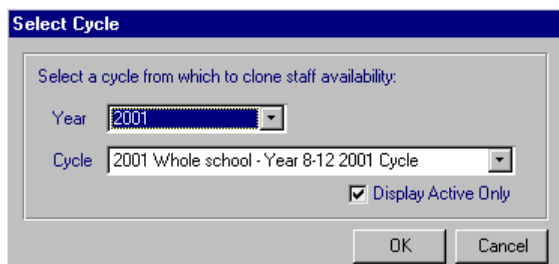
Staff Code	Staff Name	FTE	Net FTE
ABB1	Abbott, Elaine	1.00	0.80
ALA1	Alan, Maria Theresa	1.00	0.80
BAR1	Barclay, Harris	1.00	0.80
BES1	Best, Carl	1.00	0.80
BRI1	Brigg, Joseph	1.00	0.80
Brom	Brooks, Fiona	1.00	1.00
CAL1	Calvin, Jennifer	1.00	0.80
COR1	Corner, Sandra	1.00	0.80
CRE1	Creed, Nicholas	1.00	0.80
EVA1	Dale, Evan	1.00	0.80
DAV1	Davids, William	0.50	0.40
DRA1	Drake, Donald	1.00	0.80
DUK1	Duke, Tony	1.00	0.80

- Enter appropriate FTE for staff member concerned. (The Net FTE will need to be edited separately.)
- Click OK.

Cloning Staff to a Cycle

Note: This is recommended wherever possible, as FTEs and Net FTEs are also cloned and therefore do not need to be re-entered.


- Click Clone Staff. 
- Select the Year and Cycle from which to clone.

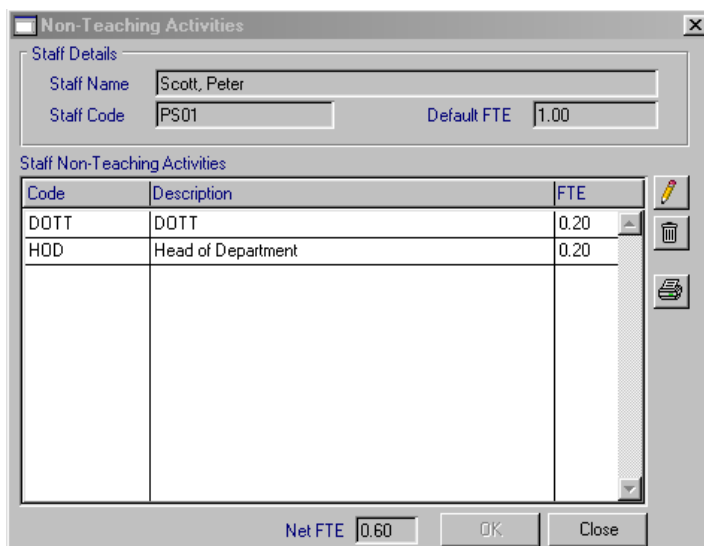


The 'Select Cycle' dialog box contains the text 'Select a cycle from which to clone staff availability:'. It has two dropdown menus: 'Year' with '2001' selected and 'Cycle' with '2001 Whole school - Year 8-12 2001 Cycle' selected. There is a checked checkbox labeled 'Display Active Only'. At the bottom are 'OK' and 'Cancel' buttons.

- Click OK.


Editing Net Staff FTE

- Highlight an appropriate staff member.
- Click on Non-Teaching Activities. 



The dialog box titled "Non-Teaching Activities" contains a "Staff Details" section with fields for "Staff Name" (Scott, Peter), "Staff Code" (PS01), and "Default FTE" (1.00). Below this is a table titled "Staff Non-Teaching Activities" with columns "Code", "Description", and "FTE". The table contains two rows: "DOTT" with description "DOTT" and FTE "0.20", and "HOD" with description "Head of Department" and FTE "0.20". To the right of the table are icons for Edit, Delete, and Print. At the bottom, there is a "Net FTE" field showing "0.60" and "OK" and "Close" buttons.

Code	Description	FTE
DOTT	DOTT	0.20
HOD	Head of Department	0.20

- Click on Edit .
- Enter a non-teaching activity as appropriate.

The Net FTE will reduce.

- Click OK.

Note: *Non-Teaching Activities may be deleted by highlighting the appropriate activity and clicking Delete. The Non-Teaching Activities may also be printed on a teacher-by-teacher basis by clicking on Print.*

5.3.5 Room Availability

(Timetabling>Timetable Setup>Timetable Cycles>Room Availability)

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

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





Adding Rooms to a Cycle

- [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

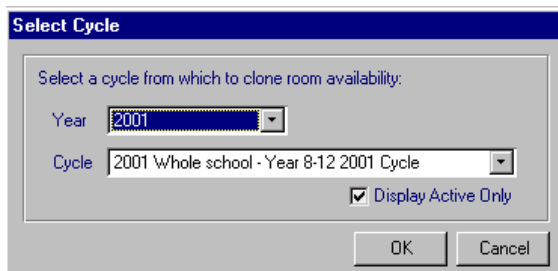
Tools:    

-
- The screenshot displays a software window titled "Room Search". It features a "Search Criteria" section with three input fields: "Room Code", "Room Description", and "Room Type" (which has a dropdown menu currently set to "All"). A "Find" button is located to the right of these fields. Below the search section, the text "Room Search Results" is displayed. Underneath this text is a table with three columns: "Room Code", "Room Description", and "Room Type". The table is currently empty. At the bottom left, a label "Total records found:" is followed by a text box containing the number "0". To the right of this are two buttons: "Select" and "Close".
- Room Search**
- Search Criteria
- Room Code
- Room Description
- Room Type
- Find**
- Room Search Results
- | Room Code | Room Description | Room Type |
|-----------|------------------|-----------|
| | | |
- Total records found:
- Select** **Close**

- Note: Only rooms that have not already been added to another cycle in the same school year will be added.**

Cloning Rooms

- Click Clone. 




The 'Select Cycle' dialog box has a title bar 'Select Cycle'. Below the title bar is a text label 'Select a cycle from which to clone room availability:'. There are two dropdown menus: 'Year' with '2001' selected and 'Cycle' with '2001 Whole school - Year 8-12 2001 Cycle' selected. Below the dropdowns is a checkbox labeled 'Display Active Only' which is checked. At the bottom are 'OK' and 'Cancel' buttons.

-
- Select a Year and Cycle from which to clone.
- Click OK.

Note: Only rooms that have not already been added to another cycle in the same school year will be cloned.

Deleting Rooms


- Highlight the selected room(s).
- Click on Delete .
- Confirm your selection.

Note: Only rooms that are not in use in the timetable may be deleted.

5.3.6 Cloning Timetable Cycles

(Timetabling>Timetable Set-up>Timetable Cycles)

Timetable Cycles may be cloned from previously defined cycles.

- Click Add. 
- Enter Cycle Name, Description and Number of Days.
- In the Clone From field select the Cycle to clone from the drop down list.

Add Timetabling Cycle

Cycle Properties

Year: 2004

Cycle Name: 2004 US

Cycle Description: 2004 Upper School

Number of Days: 5

Cycle Active: ☒

Clone From: 2004 - 2004 - 5

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

Cycle Days

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

Days Open

Monday: ☒

Tuesday: ☒

Wednesday: ☒

Thursday: ☒

Friday: ☒

Saturday: ☐

Sunday: ☐

OK Cancel

- Select from Clone Cycle Days, Clone Days Open, Clone Periods and Clone Row Labels by checking the box as appropriate. Messages will appear when cloning Periods and Row Labels, click OK to the message.
- Confirm your selection.
- Click OK

Note: You must still add Staff and Room Availability to the cycle and any other fields you chose not to clone.

5.4 Define the Grid

(Timetabling>Timetable Set-up>Timetable Grids)

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

Timetable Grids

2009

Grid Code	Gridname	TTPeriod	Campus	Cycle	Cohort	Bands	Upp Sch	Ust Display
Yr 10 2009	Yr 10	School Year - 2009	Esperance	2009	Year 10 2009	18	NO	NO
Yr 11 2009	Yr 11	School Year - 2009	Esperance	2009	Year 11 2009	14	YES	NO
Yr 12 2009	Yr 12	School Year - 2009	Esperance	2009	Year 12 2009	14	YES	NO
Yr 8 2009	Yr 8	School Year - 2009	Esperance	2009	Year 8 2009	14	NO	NO
Yr 9 2009	Yr 9	School Year - 2009	Esperance	2009	Year 9 2009	14	NO	NO

☒ Show Teachers and Rooms on Grids Close

Note: There is an option to show teachers and rooms on grids.

5.4.1 Adding or Cloning a Grid

(Timetabling>Timetable Set-up>Timetable Grids)

Grids may be created or cloned from previously defined grids.

Adding a Grid

- Click on Add

Add a New Grid Definition

Name of Grid:

Grid Code:

Number of Bands:

Cycle:

Campus:

Cohort:

Upper School: ☐ Editable Grid Display: ☐

Timetable Period:

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

- Enter the Name of the Grid and Grid Code.
- The number of bands will usually reflect the number of subjects students study during the timetabling period linked to the grid. This is a starting value only and may be changed later, provided teaching sets have not yet been placed on the grid concerned.
- The frequency for the bands should relate to the number of times students will attend the classes placed on that band during a cycle. For example, four times per week. These values may also be edited at a later date, provided teaching sets have not yet been placed on the grid concerned.
- Select the appropriate Cycle, Campus, Cohort and Timetabling Period using the drop down boxes.

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

- Indicate whether this grid is linked to Upper school by checking the 'Upper school' tick box.

• ☐ Upper School ☒

Editable Grid Display

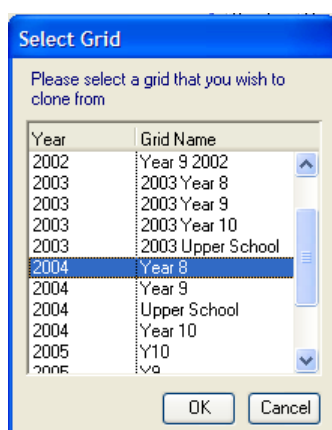
- To have the ability to leave Teaching Sets on the Grid in the positions in which they are placed in Grid Modelling tick the box next to the field 'Editable Grid Display'.

☐ Editable Grid Display ☒

- Click OK and then click Yes.

Cloning a Grid

- Click on Add. 
- Click Clone Grid and select an appropriate grid.




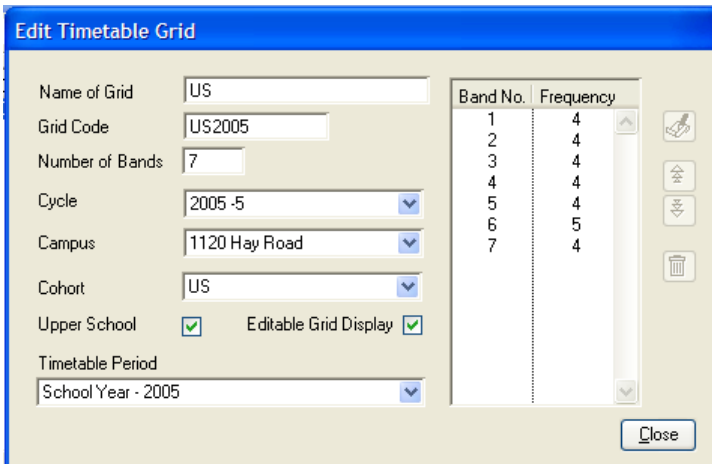
- Change the name, cycle etc. for the new grid.
- Click OK.
- Click Yes.

5.4.2 Editing a Grid

(Timetabling>Timetable Set-up>Timetable Grids)

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


- Highlight the appropriate grid.
- Click on Edit. 

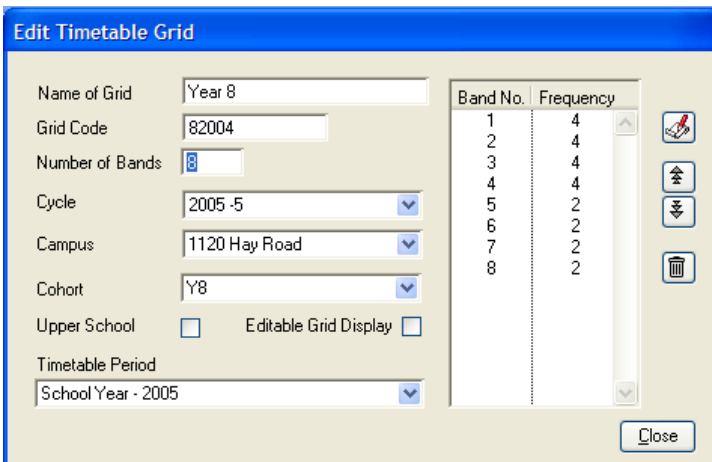


Band No.	Frequency
1	4
2	4
3	4
4	4
5	4
6	5
7	4

- Amend fields as required.
- Click Close.

Adding a Band

- Click on Edit. 




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



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

- Click Close.

Deleting a Band


- Highlight a band.
- Click on Delete. 
- Confirm your selection.

Increasing/Decreasing a Frequency of a Band

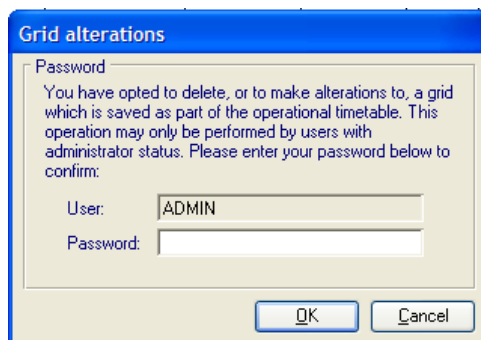
- Highlight a band.
- Click on  to increase the frequency.
- Click on  to decrease the frequency.

5.4.3 Deleting a Grid

(Timetabling>Timetable Set-up>Timetable Grids)

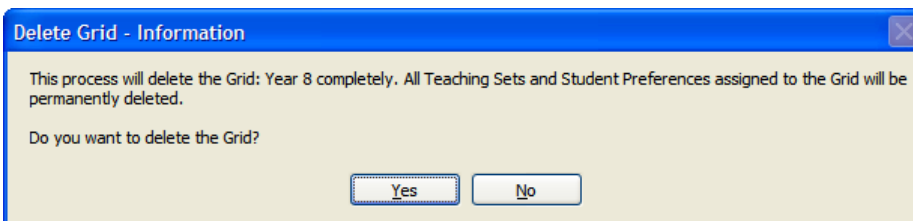
- Highlight the appropriate grid.
- Click on Delete. 

If the highlighted grid has been saved to the timetable you will be required to enter a password.

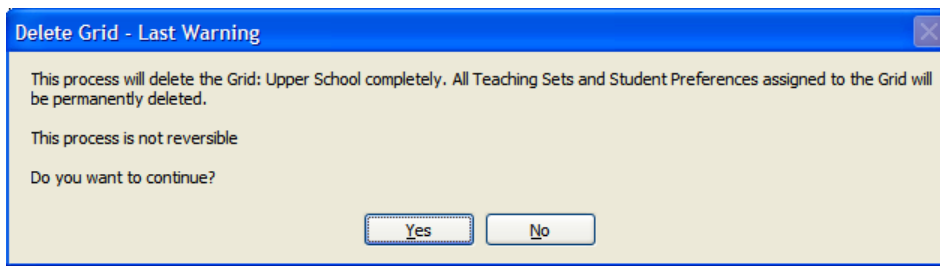


-
- Enter the password and click OK.

The following message will appear:



If you click 'Yes' another warning message will appear:




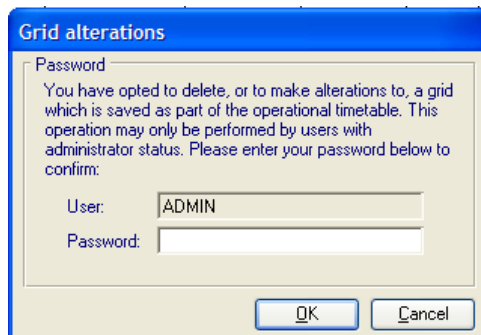
- Click Yes to delete the grid.
- Click No to cancel the selection.

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

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

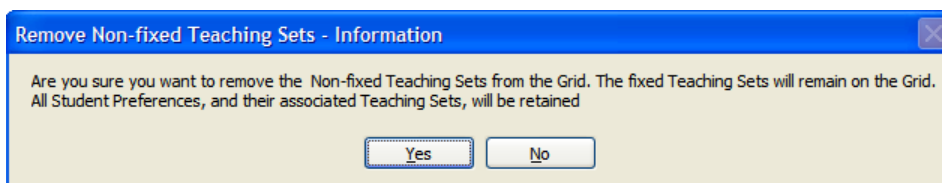
5.4.4 Remove Non-fixed Teaching sets

- This feature allows for any non-fixed teaching sets to be removed from a grid. They will not be deleted and will retain their students.
- Highlight the appropriate grid.
- Click on Remove Non-fixed Teaching Sets. 
- If the highlighted grid has been saved to the timetable you will be required to enter a password.



-
-
- Enter the password and click OK.

The following message will display:




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

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

5.4.5 Printing a Grid List

(Timetabling>Timetable Set-up>Timetable Grids)


- Click on Print. 
- Select a destination.

The following report will be displayed.

West Coast District High School						
Grid List						
Grid Code	Grid Name	TT Period	Cycle	Campus	Cohort	No. Bands
Y112001	Y11	School Year - ...	2001 Whole sc...	1120 Hay ...	Year 11	6
Y122001	Y12	School Year - ...	2001 Whole sc...	1120 Hay ...	Year 12	6
Y82001	Y8	School Year - ...	2001 Whole sc...	1120 Hay ...	Year 8	8
Y92001	Y9	School Year - ...	2001 Whole sc...	1120 Hay ...	Year 9	8
Y102001	year10	School Year - ...	2001 Whole sc...	1120 Hay ...	Year 10	8

5.4.6 Making the School Year the Default







To save select the appropriate school year every time the Timetable Grid screen is opened, the user can make a particular school year the default, so that the chosen school year is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list.
- Click on the green tick .

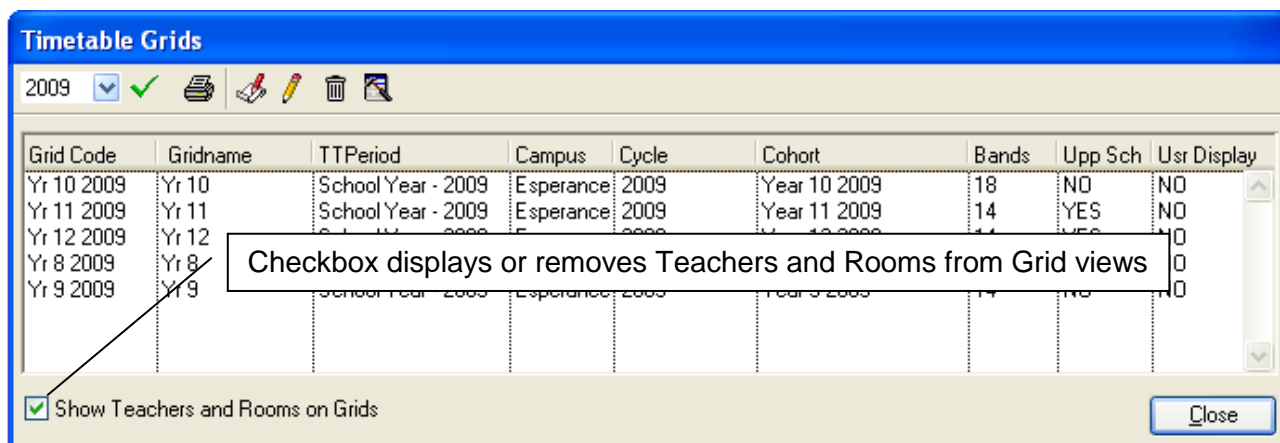
5.4.7 Show Teachers and Rooms on Grids

(Timetabling>Timetable Set-up>Timetable Grids)

Grids contain information on Subjects and Teaching Sets. When the ☒ Show Teachers and Rooms on Grids checkbox is ticked, all Grids will be expanded to also include appropriate Teacher Name and Room information (similar to the Timetable view)

Band/ Band Record						
1 [4]			ENGLISH 1AENG_1 (16) Mrs Field ART	MEDIA 1AMPA_1 (14) Mr Dorse LAB	PHYSICAL EDUCAT 1APESF_1 (12) Mrs Fall LAB4	FOUNDATION OF M. D501_1 (17) Mr Coop HEC1
2 [4]			ENGLISH 2A 2AENG_1 (26) Ms Hall	DRAMA 1A 1ADRA_1 (14) Miss Burke G1	MEDIA 1AMPA_2 (21) Mr Dent MED1	Physical Education S 1APES_1 (11) Mr Harris
3 [4]			ENGLISH 1A 1AENG_2 (22) Mr Coop	DRAMA 2A 2ADRA_1 (17) Mrs Fa	11 ART D630_1 (0) Mr Harris	FOUNDATION OF M. D501_2 (10) 11 EARLY CHILDH D656_1 (12) Mr Bott GYM2

Deselecting this checkbox will revert Grid displays to show only Subject and Teaching Set data.



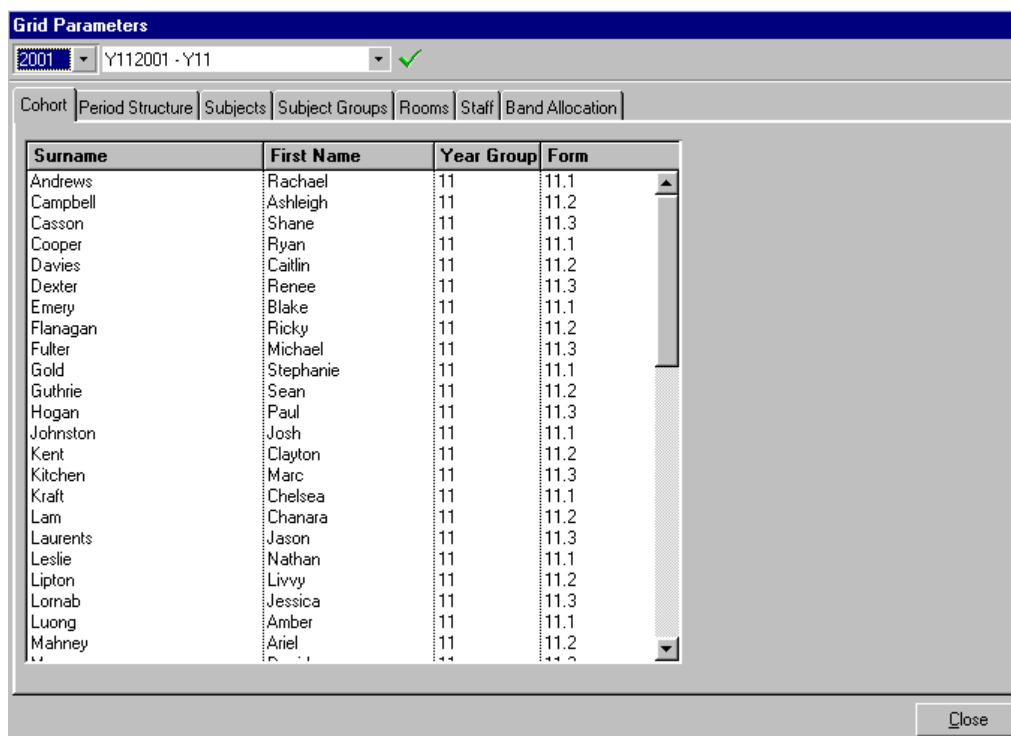
Whatever option you select, it will apply to all Grids for all Years.

Although this functionality allows you to view teachers and rooms on the Grid, teachers and rooms can only be added or modified through the Timetable.

5.5 Individual Grid Parameters

(Timetabling>Timetable Set-up> Individual Grid Parameters)

Once the user has created or cloned a grid, the following grid parameters can be viewed.



The screenshot shows a software window titled "Grid Parameters". At the top, there is a dropdown menu set to "2001" and a text field containing "Y112001 - Y11" with a green checkmark icon to its right. Below this is a tabbed interface with tabs for "Cohort", "Period Structure", "Subjects", "Subject Groups", "Rooms", "Staff", and "Band Allocation". The "Cohort" tab is currently selected. The main area of the window displays a table with the following data:

Surname	First Name	Year Group	Form
Andrews	Rachael	11	11.1
Campbell	Ashleigh	11	11.2
Casson	Shane	11	11.3
Cooper	Ryan	11	11.1
Davies	Caitlin	11	11.2
Dexter	Renee	11	11.3
Emery	Blake	11	11.1
Flanagan	Ricky	11	11.2
Fulter	Michael	11	11.3
Gold	Stephanie	11	11.1
Guthrie	Sean	11	11.2
Hogan	Paul	11	11.3
Johnston	Josh	11	11.1
Kent	Clayton	11	11.2
Kitchen	Marc	11	11.3
Kraft	Chelsea	11	11.1
Lam	Chanara	11	11.2
Laurents	Jason	11	11.3
Leslie	Nathan	11	11.1
Lipton	Livvy	11	11.2
Lornab	Jessica	11	11.3
Luong	Amber	11	11.1
Mahney	Ariel	11	11.2

At the bottom right of the window is a "Close" button.

5.5.1 Grid Cohort of Students

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

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

5.5.2 Grid Period Structure

(Timetabling>Timetable Set-up> Individual Grid Parameters> Period Structure)

The period structure for the selected cohort will be displayed. This may be edited if desired. The Period Mask is available to be placed over the default structure to allow certain periods to be made unavailable for the linked cohort. The period mask function is available at any time however, if the timetable has been created and a period has been made available, it must be populated manually.

The auto-scheduling process will populate only teaching periods (T) and Home Rooms (H) but other non-teaching periods will be displayed on the finished timetable.

Grid Parameters

2004 92004 - 2004 Year 9 ✓

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

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

Edit Grid Period Labels Edit Grid Period Times

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

Making a Teaching Period Unavailable

- Select the appropriate school year and grid.
- Click on the Period Structure tab.
- Click on any 'T' or 'H' period to make it unavailable. An asterisk * will be displayed to indicate the period is unavailable. To make an unavailable period available click on any asterisked * period, it will then be displayed with a 'T' or 'H' to indicate it is available.

Editing Grid Period Times

- Select the appropriate school year and grid.
- Click on the Period Structure tab.
- Click Edit Grid Period Times
- Enter the period times for the linked cohort for one day

Grid Period Times

Grid Details

Year 2004


Cycle 2004-5 - 2004-5

Grid 92004 - 2004 Year 9

Day	Row	Master Start Time	Master End Time	Type	Grid Start Time	Grid End Time
Monday	1	08:30	08:50	H	08:30	09:00
Monday	2	08:50	09:50	T	09:00	09:55
Monday	3	09:50	10:50	T	09:55	10:50
Monday	4	10:50	11:10	B		
Monday	5	11:10	12:15	T		
Monday	6	12:15	13:15	T		
Monday	7	13:15	13:55	L		
Monday	8	13:55	15:00	T		
Tuesday	1	08:30	08:50	H		
Tuesday	2	08:50	09:50	T		
Tuesday	3	09:50	10:50	T		
Tuesday	4	10:50	11:10	B		
Tuesday	5	11:10	12:15	T		

☐ Ripple on period time change

OK Cancel

- Click on the copy button  to copy the grid period times to other days

- Highlight the times to be copied and the days they are to be copied to

Copy Grid Period Times Between Days

Copy From Day:
Monday

Copy Grid Period Times

Row No.	Time	Type
1	08:30 - 09:00	H
2	09:00 - 09:55	T
3	09:55 - 10:50	T
4	10:50 - 11:10	B
5	11:10 - 12:15	T
6	12:15 - 13:15	T
7	13:15 - 13:55	L
8	13:55 - 15:00	T

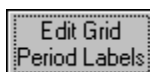
Copy to Selected Days:

Day Name

Tuesday
Wednesday
Thursday
Friday

OK Cancel

- Click OK
- Click OK again



Editing Grid Period Labels

- Select the appropriate school year and grid.
- Click on the Period Structure tab.
- Click on Edit Grid Period Labels.

Edit Grid Period Labels

Grid: 92004 - 2004 Year 9

Row Number	Short Label	Label
1	C	Contact
2	1	P1
3	2	P2
4	R	R
5	3	P3
6	4	P4
7	L	L
8	5	P5

OK Cancel

- Enter desired labels.

- Click OK and Yes.

5.5.3 Grid Subjects

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subjects)

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

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

Aspects of subject information that ideally was entered in General>Parameters>Subjects but may be edited here for a specific grid includes:

- **Subject Frequency** - the subject frequency will usually indicate the number of times a teaching set will meet during a cycle.


Note: The frequency may be greater if the teaching set is to be placed onto bands that relate to more than one schedule.

- **Required Subject** - ensure that the required box is checked however if the subject is optional leave this box unchecked.

A required subject means any student with this subject listed as a preference must be allocated the subject, examples of required subjects could be English or Maths.

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

Adding Subjects to the Grid

- Select the appropriate school year and grid.
- Click on the Subjects tab.
- Click on add .
- Find the appropriate subjects.
-

Subject Search

Search Criteria

Subject Code: 9

Subject Name:

Grid: All

Department: All

☐ Find Active Subjects only

Find

Subject Search Results

Code	Short Name	Subject Name
9Art	Art 9	Art 9
9Dram	Drama 9	Drama 9
9ESL	ESL 9	English as a Second Language 9
9Eng	Eng 9	English 9
9FRE	Fren 9	French 9
9Fab	Fab 9	Fabrics 9
9Food	Food 9	Food Production 9
9HR	HR 9	Home Room 9
9ITAL	ITAL 9	Italian 9
9Ind	Ind 9	Indonesian 9
9MED	Media 9	Media 9


Total records found: 18

Select **Close**

-
-
- Highlight the desired subjects.
- Click on Select.
- Click on Yes.
- Click OK.

Note: Appropriate naming conventions will make sorting and searching easier

Cloning subjects

- Select the appropriate school year and grid.
- Click on the Subject tab.
- Click on Clone. 
-

Clone Grid Selection

Grid Code	Grid Name
US2003	2003 Upper School
102003	2003 Year 10
82003	2003 Year 8
92003	2003 Year 9
US2007	US
US2006	US
US2005	US
US2004	Upper School

OK **Cancel**

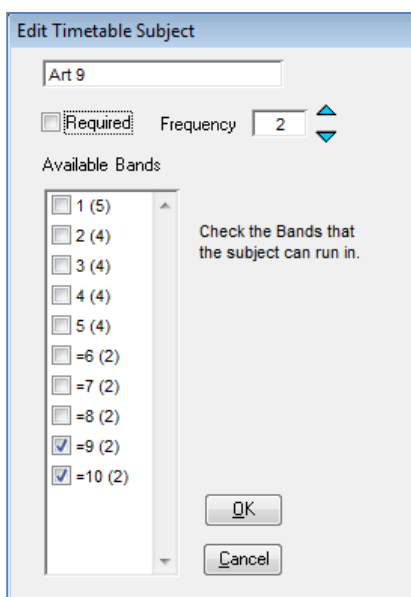
-
-
- Select an appropriate grid to clone.
- Click OK.

Editing Subject details

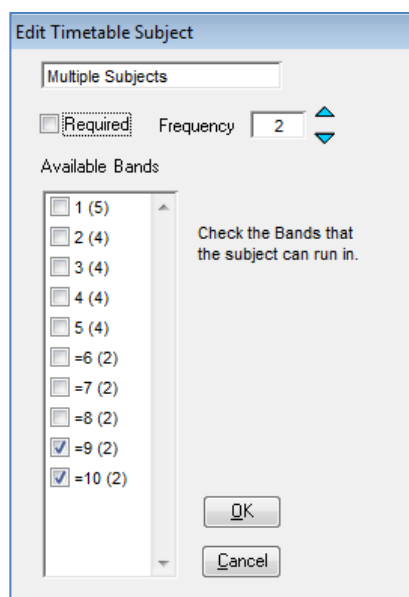
- Select the appropriate school year and grid
- Click on the **Subject** tab
- Highlight the appropriate subject or subjects

Note: The ability to edit multiple subjects is available from Time 6.85. However, this is only possible for subjects with the same frequency.

- Click Edit 



The dialog box is titled "Edit Timetable Subject". It has a text field containing "Art 9". Below it is a checkbox labeled "Required" which is checked. To the right of the checkbox is a "Frequency" field with the value "2" and up/down arrows. Below these is a section titled "Available Bands" with a list of bands: 1 (5), 2 (4), 3 (4), 4 (4), 5 (4), =6 (2), =7 (2), =8 (2), =9 (2), and =10 (2). The last two bands are checked. To the right of the list is the text "Check the Bands that the subject can run in." At the bottom are "OK" and "Cancel" buttons.

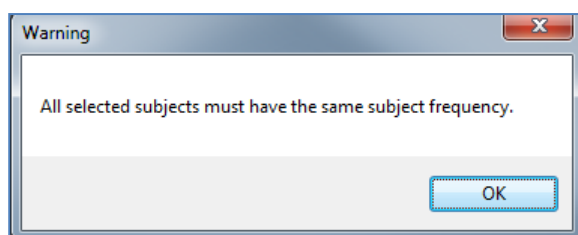



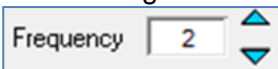
The dialog box is titled "Edit Timetable Subject". It has a text field containing "Multiple Subjects". Below it is a checkbox labeled "Required" which is checked. To the right of the checkbox is a "Frequency" field with the value "2" and up/down arrows. Below these is a section titled "Available Bands" with a list of bands: 1 (5), 2 (4), 3 (4), 4 (4), 5 (4), =6 (2), =7 (2), =8 (2), =9 (2), and =10 (2). The last two bands are checked. To the right of the list is the text "Check the Bands that the subject can run in." At the bottom are "OK" and "Cancel" buttons.

Single subject selected

Multiple subjects selected


If the selection includes subjects with different frequencies, then the following is displayed.



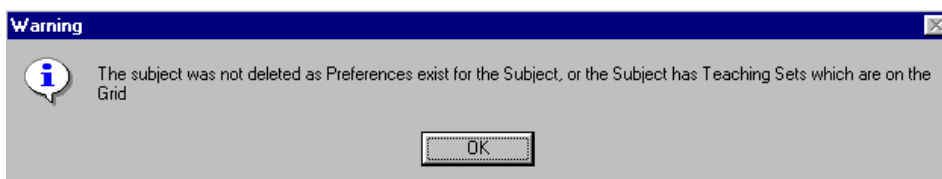
- Edit the **Required** flag by checking or unchecking the box 
- Edit **Frequency** by using the arrows. 
- Make subjects available or unavailable to certain Bands by checking or unchecking the appropriate Bands
- Click **OK**

Note: All changes made to subject parameters in this view will apply only to the selected grid. Global changes must be made in General>Parameters>Subjects.

Deleting Subjects

- Select the appropriate school year and grid.
- Click on the Subject tab.
- Highlight the appropriate subject.
- Click on Delete 

Note: If the subject has Preferences recorded or has been assigned Teaching Sets, the subject cannot be deleted and the following warning will be displayed.

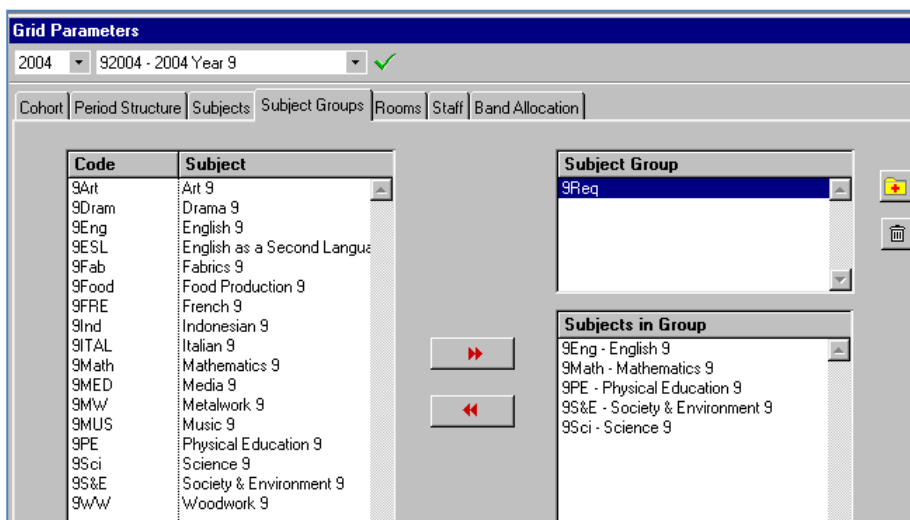


5.5.4 Grid Subject Groups

(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.

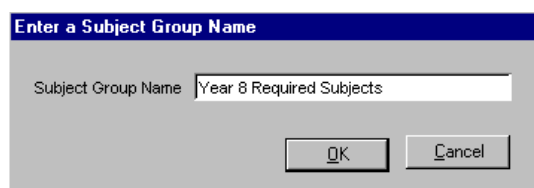
This tab allows the user to set up groups of subjects already made available to the grid in the previous screen, for bulk allocation to groups of students or individuals. Subject groups may be deleted at any time without impacting on the timetabling process.



Adding a New Subject Group

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subject Groups)


- Select the appropriate school year and grid.
- Click on the Subject Groups tab.
- Click on Add. 



-
-
- Enter the Subject Group name.
- Click OK.


Adding Subjects to a Group

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subject Groups)

- Highlight the appropriate subject group.
- Highlight the appropriate subjects on the left hand window to include in the group.
- Click on the arrows. 


Removing Subjects from a Group

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subject Groups)

- Highlight the appropriate subject group.
- In the bottom right hand window, highlight the appropriate subject(s).
- Click on the arrows. 

Deleting a Subject Group

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subject Groups)

- Highlight the appropriate subject group.
- Click on Delete. 
- Confirm your selection.

5.5.5 Grid Rooms

(Timetabling>Timetable Set-up> Individual Grid Parameters>Rooms)

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

Note: A room may not be deleted from the list, it may only be made unavailable.

Grid Parameters

2004 82004 - 2004 Year 8

CohortPeriod StructureSubjectsSubject GroupsRoomsStaffBand Allocation

Room Code	Room Description	Room Type	Dedicated	Availability
WW 2	Woodwork 2	Design & Technolo	NO	YES
WW 1	Woodwork 1	Design & Technolo	NO	YES
SS9	Room 19	Classroom	NO	NO
SS8	Room 18	Classroom	NO	NO
SS7	Room 17	Classroom	NO	NO
SS6	Room 16	Classroom	NO	NO
SS5	Room 15	Classroom	NO	NO
SS4	Room 14	Classroom	NO	NO
SS3	Room 13	Classroom	NO	NO
SS2	Room 12	Classroom	NO	NO
SS10	Room 20	Classroom	NO	NO

Toggle Availability

Hide Unavailable

Toggle Dedicated

Make a Room Unavailable to the Grid

(Timetabling>Timetable Set-up> Individual Grid Parameters>Rooms)

- Select appropriate school year and grid.
- Click on Rooms tab.
- Highlight a room.
- Click on the Toggle Availability button.

Note: To make the room available again, click on Toggle Availability.

Make a Room Dedicated to the Grid

(Timetabling>Timetable Set-up> Individual Grid Parameters>Subject Groups)

- Select appropriate school year and grid.
- Click on Rooms tab.
- Highlight a room.
- Click on the Toggle Dedicated button.

Note: This room is now only available to be used for this grid.

5.5.6 Grid Staff

(Timetabling>Timetable Set-up> Individual Grid Parameters>Staff)

The list of teaching staff to be made available to the grid will appear on this screen. The list will initially default to all staff made available to the cycle excluding teachers already dedicated to another grid. A dedicated staff member is defined as a staff member that has been linked exclusively to a particular grid and once the staff member has been dedicated, he or she cannot be used in another grid. Teachers on the list may be flagged as available/unavailable and dedicated/shared.

Grid Parameters

200482004 - 2004 Year 8

CohortPeriod StructureSubjectsSubject GroupsRoomsStaffBand Allocation

Staff Code	Staff Name	Net FTE	Dedicated	Availability
ABB1	Abbott, Elaine	0.80	NO	FULL
BAR1	Barclay, Harris	0.64	NO	FULL
BES1	Best, Carl	0.80	NO	FULL
BRI1	Brigg, Joseph	0.80	NO	FULL
Brom	Brooks, Fiona	1.00	NO	FULL
CAL1	Calvin, Jennifer	0.80	NO	FULL
CRE1	Creed, Nicholas	0.80	NO	FULL
EVA1	Dale, Evan	0.40	NO	FULL
DAV1	Davids, William	0.40	NO	FULL
DRA1	Drake, Donald	0.80	NO	FULL
ELL1	Elliot, Travis	0.20	YES	PARTIAL
EVA2	Evans, Luke	0.80	NO	FULL
EVE1	Everage, Edna	0.60	NO	FULL
FIS1	Fisher, Amanda	0.80	NO	FULL
Gabp	Gabelich, Paul	1.00	NO	FULL
AG01	Greaves, Anna	0.80	NO	UNAVAILABL
AG02	Guiseppe, Andre	0.80	NO	UNAVAILABL
JH01	Harpe, Jeffery	0.80	NO	FULL
TH01	Heaven, Tristen	0.80	NO	FULL

Edit Grid Availability

Non-Teaching Activities

Toggle Availability

Hide Unavailable


Making a Teacher Unavailable to a Grid

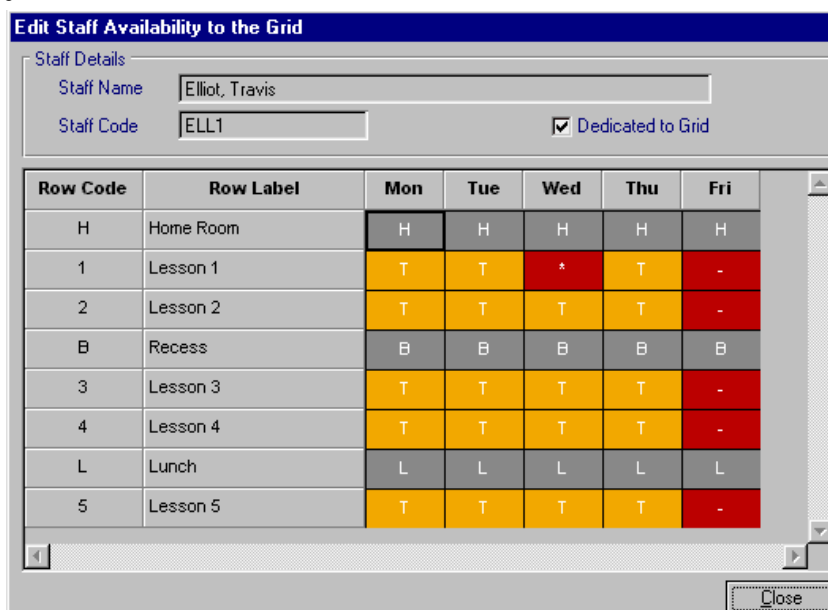
(Timetabling>Timetable Set-up> Individual Grid Parameters>Staff)

- Select the appropriate school year and grid.
- Click on the Staff tab.
- Highlight the required staff member.
- Click on Toggle Availability. The teacher is now unavailable to the grid.

Editing a Teacher's Availability to the Grid

(Timetabling>Timetable Set-up> Individual Grid Parameters>Staff)

- Select the appropriate school year and grid.
- Click on the Staff tab.
- Highlight the required staff member.
- Click on. 



Edit Staff Availability to the Grid

Staff Details

Staff Name:

Staff Code: ☒ Dedicated to Grid

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

- Click on each period the teacher is unavailable.
- Click the Dedicated to Grid box if required.



Note: Clicking the Dedicated box will ensure that this teacher may only teach in this grid and no other.

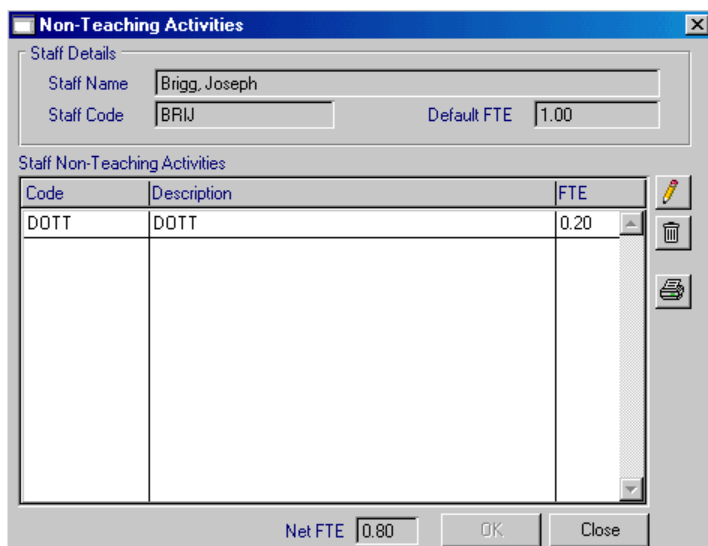
- Click Close.

Note: The selected teacher will now show Partial Availability.

Editing Net FTE for a member of staff

(Timetabling>Timetable Set-up> Individual Grid Parameters>Staff)

- Highlight the selected staff member.
- Click on the Non-teaching Activities button .
- Click on edit .



The dialog box titled "Non-Teaching Activities" contains a "Staff Details" section with fields for "Staff Name" (Brigg, Joseph) and "Staff Code" (BRIJ), and a "Default FTE" field (1.00). Below this is a "Staff Non-Teaching Activities" table with columns "Code", "Description", and "FTE". The table contains one row with "DOTT" in both the Code and Description columns, and "0.20" in the FTE column. To the right of the table are icons for edit, delete, and print. At the bottom, there is a "Net FTE" field (0.80) and "OK" and "Close" buttons.

Code	Description	FTE
DOTT	DOTT	0.20

- Enter the appropriate information
- Click OK and click Close. The net FTE should now take into account the non-teaching activities for the staff member.

Note: Non-teaching activities may also be entered through Timetabling>Timetable Setup>Timetable Cycles>Staff Availability.

5.5.7 Grid Band Allocation

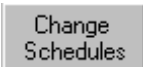
(Timetabling>Timetable Set-up> Individual Grid Parameters>Band Allocation)

Band Allocation allows the user to change schedules to which a grid is linked. Once the grid has been saved to the timetable band allocation may not be changed. Common band allocation may show two semesters within the same grid.

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

Changing Schedules

(Timetabling>Timetable Set-up> Individual Grid Parameters>Band Allocation)

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

Confirm

Changing Schedules will overwrite any band unavailability settings already made. Change Schedules?

Yes No

- Highlight the appropriate schedule(s).

Note: Only those schedules contained within the timetabling period to which the grid was originally allocated will be available to the grid.

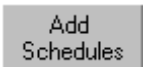
Code	Description	Start Date	End Date
2004	School Year - 2004	2 FEB 2004	17 DEC 2004
Semester 1	2004 Semester 1	2 FEB 2004	9 JUL 2004
Semester 2	2004 Semester 2	26 JUL 2004	17 DEC 2004
LB1	Learning Block 1	2 FEB 2004	5 MAR 2004

- Click OK.

Adding Schedules

(Timetabling>Timetable Set-up> Individual Grid Parameters>Band Allocation)

- Select the appropriate school year and grid.
- Click on the Band Allocation tab.

- Click on .
- Highlight an appropriate schedule.

Code	Description	Start Date	End Date
Term 2	2002 Term 2	6 MAY 2002	5 JUL 2002

- Click OK.


Note: You may only add future schedules that fall within the timetabling period to which the grid was originally linked, to Band Allocation.

5.5.8 Making Grid Bands Available or Unavailable to Schedules

To make a band unavailable to a Schedule, click in the appropriate band under the relevant schedule. Clicking again will restore that band to the schedule.

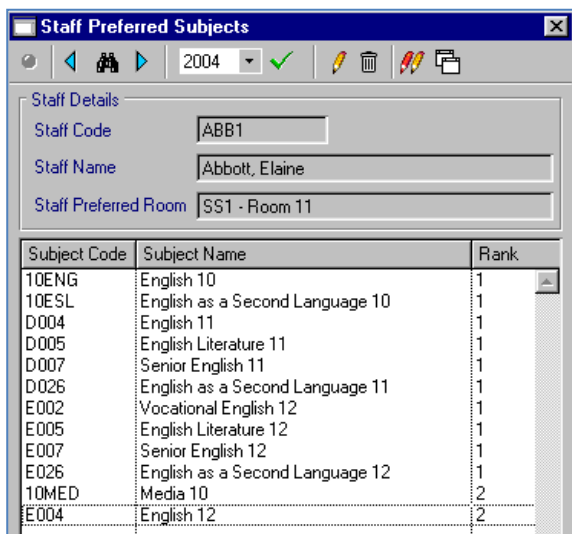
5.5.9 Making the School Year and Grid the Default

To make a particular school year and grid open as the default whenever Individual Grid Parameters is opened:

- Select the appropriate School Year from the drop down list
- Select the appropriate Grid from the drop down list.
- Click on the green tick .

5.6 Staff Preferred Subjects

(Timetabling>Timetable Set-up> Staff Preferred Subjects)



Subject Code	Subject Name	Rank
10ENG	English 10	1
10ESL	English as a Second Language 10	1
D004	English 11	1
D005	English Literature 11	1
D007	Senior English 11	1
D026	English as a Second Language 11	1
E002	Vocational English 12	1
E005	English Literature 12	1
E007	Senior English 12	1
E026	English as a Second Language 12	1
10MED	Media 10	2
E004	English 12	2

Users may indicate which subjects a particular staff member may be allocated to teach within a particular year and flag preferred subject(s) using a ranking system between 1 and 10. Rooms can also be listed as preferred by staff members. Staff preferred subjects may be copied from one staff member to another for the current year and/or cloned and edited for use in future timetables.


Note: When automatically allocating subjects and rooms, if a staff member has no preferred subjects recorded, he/she will be deemed by the system to be unavailable to teach all subjects. Therefore, while this is optional, it is practical to allocate preferred subjects if the Auto-Allocate Staff is to be used.

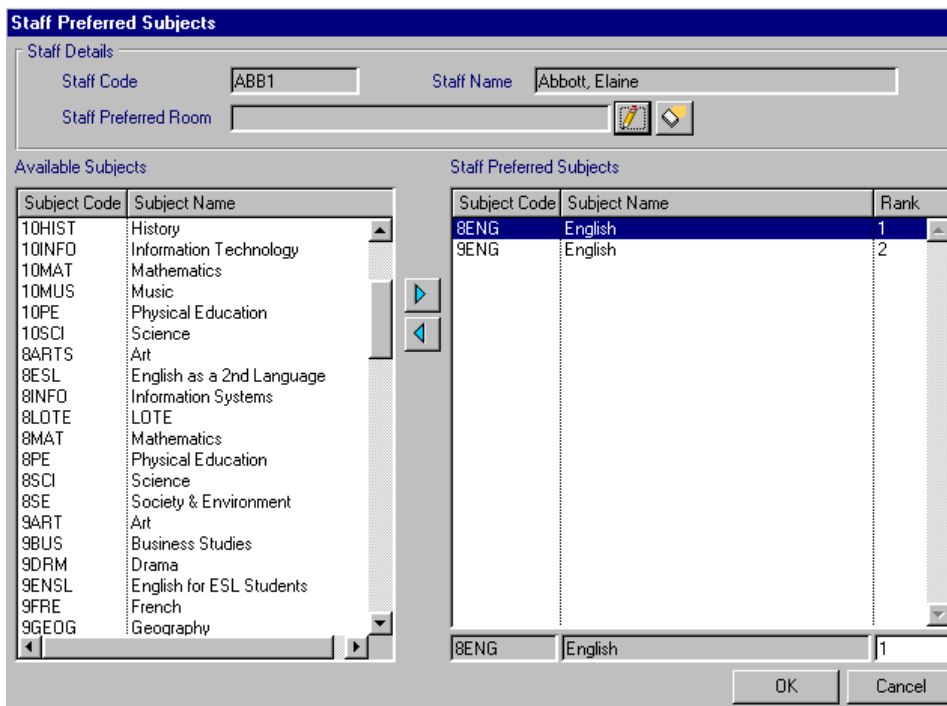
5.6.1 Adding Staff Preferred Subjects

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

Staff Preferred Subjects may be added for individual teachers or a group of teachers or may be cloned from previous school years.

Individual Allocation of Staff Preferred Subjects

- Use the FIND tool to find the selected staff member.
- Click on Edit. 




Subject Code	Subject Name
10HIST	History
10INFO	Information Technology
10MAT	Mathematics
10MUS	Music
10PE	Physical Education
10SCI	Science
8ARTS	Art
8ESL	English as a 2nd Language
8INFO	Information Systems
8LOTE	LOTE
8MAT	Mathematics
8PE	Physical Education
8SCI	Science
8SE	Society & Environment
9ART	Art
9BUS	Business Studies
9DRM	Drama
9ENSL	English for ESL Students
9FRE	French
9GEOG	Geography

Subject Code	Subject Name	Rank
8ENG	English	1
9ENG	English	2

8ENG English 1

OK Cancel

- Highlight the appropriate subjects.
- Click on the arrow. 
- The subjects will appear in the right hand window. To apply a rank to a subject, highlight an appropriate subject.
- In the bottom right hand corner type in a rank between 1 and 10.
- Press <Enter>.
- Click OK.

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

-

Bulk Allocation : Staff Preferred Subjects

Year: Use the Add/Remove buttons to build up a list of staff members and a list of subjects. You can then choose whether to Add/Remove the subjects as preferred subjects for the staff members.

Staff Members		Subjects		
Staff Code	Staff Name	Subject Code	Subject Name	Rank

Subject Rank:

-

OR

- 

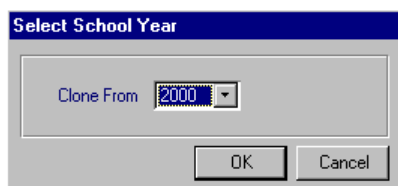
Note: Subjects or Staff may be removed from their respective lists by clicking Delete.



Cloning Staff Preferred Subjects

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

- Select the appropriate school year.
- Click on Clone between Years.
- Select a school year from the drop down list from which to clone.

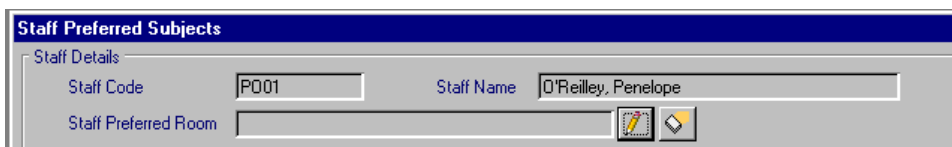


- Click OK.
- Confirm your selection.
- All staff member's previous preferred subjects will be cloned to the selected school year.

5.6.2 Allocation of Staff Preferred Rooms

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

- Use the FIND tool to find the selected staff member.
- Click on Edit.
- Near the top of the Edit window, click Edit again.



- Use the Room Search to select the appropriate room.
- Click OK.


Clear the Staff Preferred Room

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

- Use the FIND tool to find the selected staff member.
- Click on Edit.
- Click on Clear Preferred Room.
- Confirm your selection.


5.6.3 Removing Staff Preferred Subjects

(Timetabling>Timetable Set-up> Staff Preferred Subjects)

- Select the appropriate school year.
- Use the FIND tool to select the appropriate staff member.
- Highlight in the pane on the right the subject(s) to be removed.
- Click on the arrow pointing left 
- Save by clicking OK.

5.6.4 Making the School Year the Default

To make a particular school year open as the default whenever the Staff Preferred Subjects screen is activated:

- Select the appropriate School Year from the drop down list.
- Click on the green tick. 

5.7 Subject Preferred Rooms

(Timetabling>Timetable Set-up> Subject Preferred Rooms)

The user may wish to define one or more preferred rooms for a subject. If preferred rooms are assigned to a subject and Auto Allocate Rooms is used, only those rooms designated as at least “Desirable” will be allocated. Similarly, the room allocation process will offer these rooms for manual allocation first, automatically assigning those flagged as ‘must have’ first. Only one room for each subject may be flagged as ‘Must Have’. Rooms that are allocated ‘Must Not Have’ will not be allocated to the linked subject. Preferred rooms may be cloned and/or edited for use in future timetables.

Preferred rooms may be ranked as

- 1 - Must Have
- 2 - Highly Desirable
- 3 – Desirable
- 4 - Take If Necessary
- 5 - Must Not Have

Note: When auto-allocating rooms, if no preferred room is defined for a subject the system will not allocate any room to that subject.

Subject Preferred Rooms

2004 ✓ ✎ ✖ 📄

Subject Details

Subject Code: 10Art

Subject Short Name: Art 10

Subject Name: Art 10

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

5.7.1 Adding Subject Preferred Rooms

(Timetabling>Timetable Set-up> Subject Preferred Rooms)

Subject Preferred Rooms may be added for individual subjects, or a group of subjects, or may be cloned from previous school years.

Individual Allocation of Subject Preferred Rooms

- Use the FIND tool to find the selected subject.
- Click on Edit. ✎

Subject Preferred Rooms

Subject Details

Subject Code: 10WW Subject Short Name: WW 10

Subject Name: Woodwork 10

Available Rooms

Room Code	Room Description
ART 1	Art 1
ART 2	Art 2
ART 3	Art 3
COMP 1	Computing Lab 1
COMP 2	Computing Lab 2
FAB 1	Fabrics 1
FAB 2	Fabrics 2
Food 1	Food 1
Food 2	Food 2
Food 3	Food 3
GYM1	Gymnasium 1
GYM2	Gymnasium 2
GYM3	Gymnasium 3
GYM4	Gymnasium 4
GYM5	Gymnasium 5
GYM6	Gymnasium 6
LIB1	Library Meeting Area 1
LIB2	Library Meeting Area 2
LIB3	Library Conference Room
MS1	Room 1

Subject Room Preferences

Room Code	Room Description	Rank
WW 1	Woodwork 1	Highly Desirable
WW 2	Woodwork 2	Highly Desirable


WW 1 Woodwork 1 2 - Highly Desira...

OK Cancel

- Highlight the appropriate room(s).
- Click on the arrow. ➡
- The room(s) will appear in the right hand window.
- Highlight an appropriate room and in the bottom right hand corner select a rank between 1 and 5 from the drop down list.
- Click OK.







Bulk Allocation of Subject Preferred Rooms

(Timetabling>Timetable Set-up> Subject Preferred Rooms)



- Select the appropriate school year.
- Click on Bulk Allocation. 

Bulk Allocation : Subject Preferred Rooms


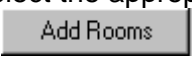

Year Use the Add/Remove buttons to build up a list of subjects and a list of rooms. You can then choose whether to Add/Remove the rooms as preferred rooms for the subjects.

Subjects		Rooms		
Subject Code	Subject Name	Room Code	Room Description	Rank
  		  		

Room Rank

- Select the appropriate subject(s) by using the Find tool  available to the right of the Subject pane.
- Select the appropriate room(s) by using the Find tool  available to the right of the Room pane.


OR

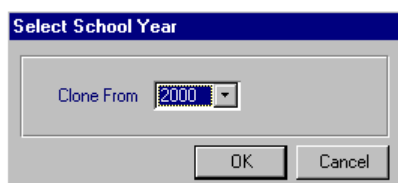
- Click on the Get Rooms from Subject. 
- Confirm your selection.
- Use the FIND tool to select the appropriate subject.
- Click on **Add Rooms**  to add the listed rooms to the subjects displayed in the list
- Confirm your selection.
- Click on **Remove Rooms**  to remove the listed rooms from the subjects displayed in the list.

Note: Subjects or Rooms may be removed from their respective lists by clicking on Delete.

Cloning Subject Preferred Rooms

(Timetabling>Timetable Set-up> Subject Preferred Rooms)



- Select the appropriate school year.
- Click on Clone between Years. 



- Select a school year from the drop down list from which to clone.
- Click OK.
- Confirm your selection.
- All subjects' preferred rooms will be cloned to the selected school year.


5.7.2 Removing Subject Preferred Rooms

(Timetabling>Timetable Set-up> Subject Preferred Rooms)

- Select the appropriate school year.
- Use the Find tool to select the appropriate subject.
- Click Edit. 
- Highlight the room to be removed in the pane on the right.
- Click on the arrow pointing left. 
- Save by clicking OK.

5.7.3 Making the School Year the Default

To save selecting the appropriate school year every time the Staff Preferred Subjects screen is opened, the user can make a particular school year the default, so that the chosen school year is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list.
- Click on the green tick. 

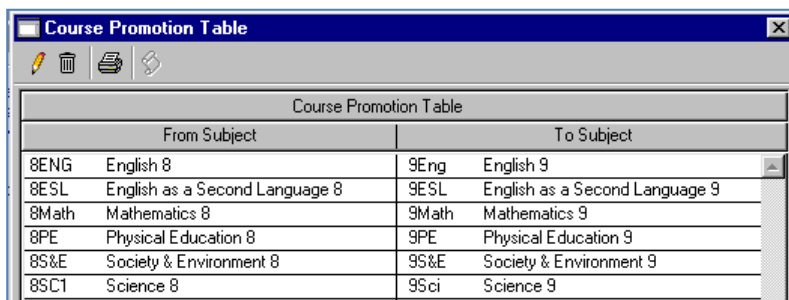
5.8 Maintain Course Promotion Table

(Timetabling>Timetable Set-up> Maintain Course Promotion Table)

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

If the user wishes to promote student courses from one timetabling period to another, it must be defined, showing how students will be moved from a subject in one timetabling period to a subject in a subsequent period. The table is used to promote all students studying a subject in one timetabling period, for example Year 8 English, to a different subject, for example Year 9 English, in the next timetabling period.



Note: Only those subjects used for promotion need be defined. The Promote Courses from a Previous Grid function is only available from the bulk student preference window.

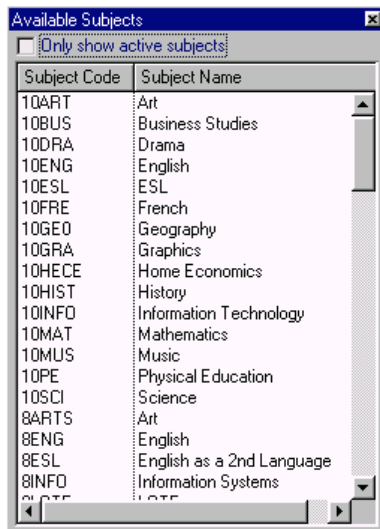


From Subject		To Subject	
8ENG	English 8	9Eng	English 9
8ESL	English as a Second Language 8	9ESL	English as a Second Language 9
8Math	Mathematics 8	9Math	Mathematics 9
8PE	Physical Education 8	9PE	Physical Education 9
8S&E	Society & Environment 8	9S&E	Society & Environment 9
8SC1	Science 8	9Sci	Science 9

5.8.1 Add/Edit Course Promotion Table

(Timetabling>Timetable Set-up> Maintain Course Promotion Table)

- Click on Edit. 
- Click on show available subjects. 



-
-
- From the available subjects drag and drop an appropriate subject into the 'From' column.


OR

- Type the appropriate subject code into the 'From' column.
- Repeat for the 'To' column.
- Repeat as desired
- Click OK.
- Click Close.

Note: Checking the Only show active subjects box will display subjects that are checked active in General>Parameters>Subjects.

5.8.2 Delete Subjects from the Course Promotion Table

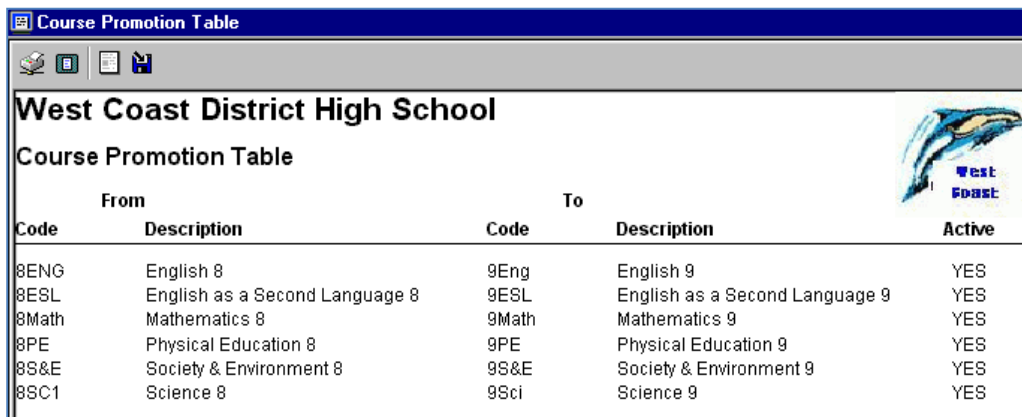
(Timetabling>Timetable Set-up> Maintain Course Promotion Table)

- Highlight the selected record.
- Click on Delete. 
- Confirm your selection.

5.8.3 Print Course Promotion Table

(Timetabling>Timetable Set-up> Maintain Course Promotion Table)

- Click on Print. 
- Select the destination for the report.
- The following report will be displayed.



Code	From Description	To Code	To Description	Active
8ENG	English 8	9Eng	English 9	YES
8ESL	English as a Second Language 8	9ESL	English as a Second Language 9	YES
8Math	Mathematics 8	9Math	Mathematics 9	YES
8PE	Physical Education 8	9PE	Physical Education 9	YES
8S&E	Society & Environment 8	9S&E	Society & Environment 9	YES
8SC1	Science 8	9Sci	Science 9	YES

5.9 Period Types

(Timetabling>Timetable Set-up> Period Types)

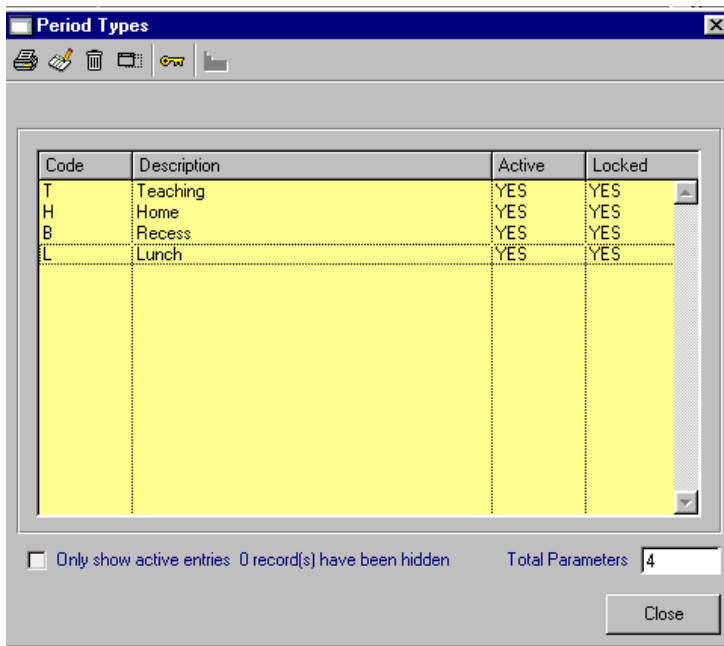
Period types are used to define teaching and non-teaching periods. A default set will be provided and includes:

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

The user cannot edit or delete the codes 'T' or 'H' as the auto-scheduling process only works on teaching periods, for which a standard code must be available. Lesson Attendance also requires 'T' and 'H' as fixed codes. However, the labels for 'T' (Teaching Period) and 'H' (Home) may be renamed if required.


Before editing, deleting or changing the status of a period type the codes must be unlocked. Additional period types may be added or edited and the other defaults may be edited as required as these are only used for reporting purposes and shown on timetable printouts.

Note: a period type may not be deleted if it has been used in a period structure. Apart from 'T' and 'H', period types may be flagged as inactive and consequently will not appear on selection lists.



5.9.1 Adding a Period Type

(Timetabling>Timetable Set-up> Period Types)


- Click on Add/Modify Parameters. 
- Enter a code and a description.

Note: The code has only one letter.

- Click OK.

5.9.2 Editing a Period Type


(Timetabling>Timetable Set-up> Period Types)

- Highlight the selected period type.
- Click on Add/Modify Parameters. 
- Amend the code or description as required.
- Click on OK.

Note: The Codes for Teaching and Home may not be edited but their descriptions may.

5.9.3 Locking or Unlocking a Period Type



(Timetabling>Timetable Set-up> Period Types)

- Highlight selected period type.
- Click on unlock. 
- Click on Yes.

Note: To lock the period type, reverse the above procedure.

5.9.4 Making a Period Type Active or Inactive

(Timetabling>Timetable Set-up> Period Types)

- Highlight the selected period type.
- Click on unlock. 
- Click on Yes.
- Click on Toggle Active Property. 
- Click on Yes.
- Click on Close.

Note: The Period Types, Teaching and Home cannot be made inactive, as these are required for the auto-scheduling process and Lesson Attendance module.

5.10 User Settings

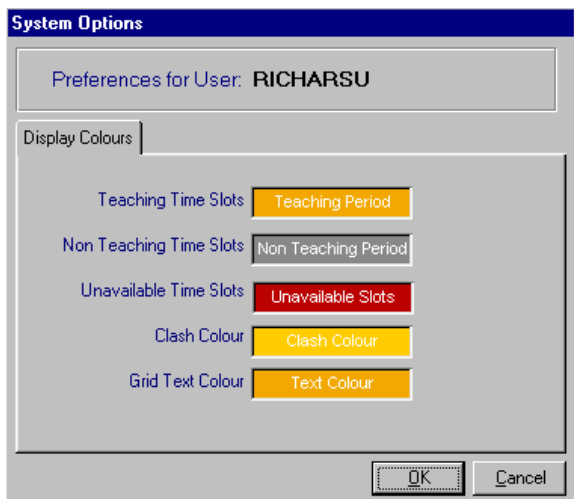
(Timetabling>Timetable Set-up>User Settings)

User settings allow each user to set up various colours to highlight the following situations:

- Teaching Time Slots;
- Non-teaching periods;
- Unavailable time slots;
- Clash colour; and
- Grid text colour.

These colours are unique to each user and may be changed at any time without any effect on a created timetable.

- From the Timetabling sidebar, select Timetable Setup and User Settings. The following window will appear:



5.10.1 Changing Setting Colours

(Timetabling>Timetable Set-up>User Settings)

- Click in the coloured area of the setting to be changed

- To change the colour click on the coloured box
- Click on another colour from the chart.
- Click on the door.
- Continue with other settings if required.
- Click OK.



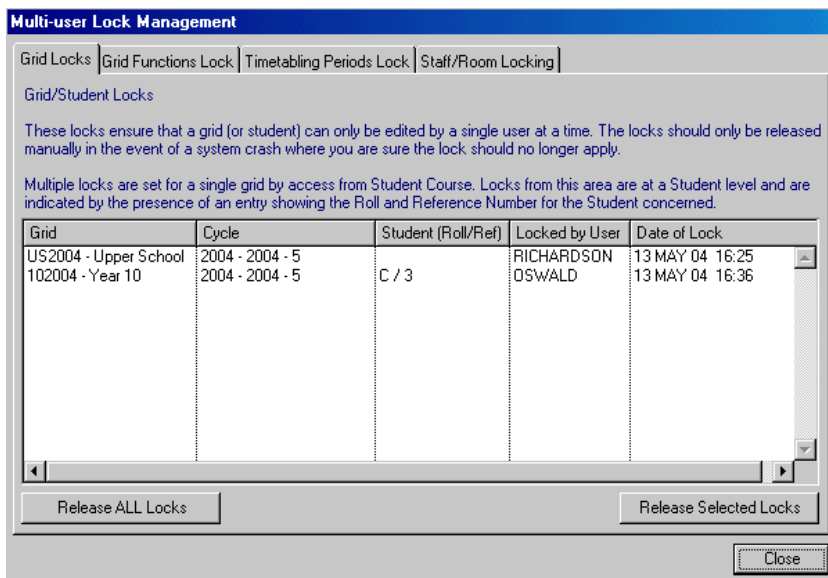
5.11 Multi-User Lock Management

(Timetabling>Timetable Set-up> Multi-User Lock Management)

There is a general system of grid level multi-user locking which prevents a second user from editing detail for a grid (or in some cases, the related cycle) in any of the following areas when another user is already accessing the same grid from one of the listed areas:

- Grid Modelling
- Timetable setup > Individual Grid Parameters
- Timetable >Grid Functions>Move Student
- Preferences
- Timetable setup > Timetable Grids>Edit/Delete Grid
- Timetable >Context Menu>Change Set
- Timetable >Context Menu (from Period Name)>Move all Teaching Sets for Period
- Timetable setup > Cohorts >Delete Selected Students
- Timetable setup > Timetable Cycles>Edit Functions

However, multiple users may edit details for different students on the same grid in the Timetabling>Student Course area unless a grid is locked from an area other than Student Course, then locking in Student Course will continue to operate at the grid level.



Note: the locks exist to protect data integrity and in normal circumstances should not be released. However, in the event of a system crash it may be necessary to release locks manually.

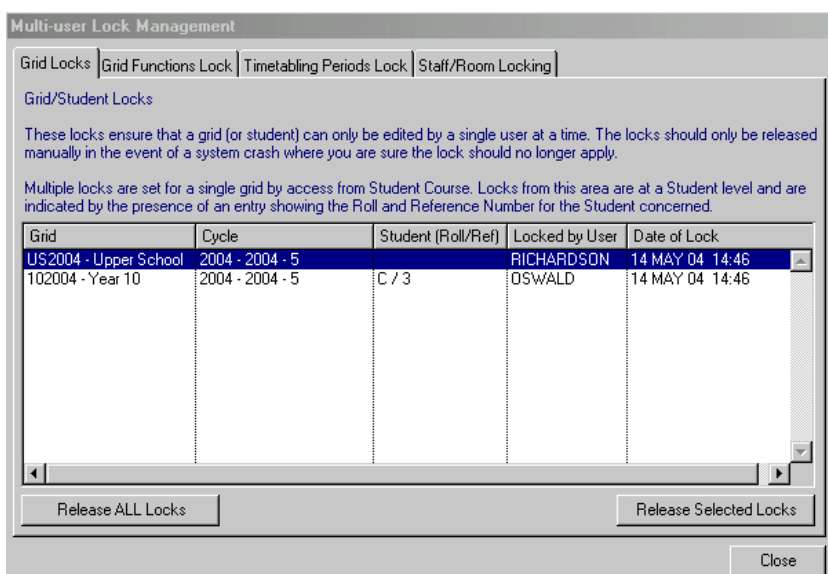
5.11.1 Grid Locks

(Timetabling>Timetable Set-up> Multi-User Lock Management>Grid Locks)

These locks are applied to prevent more than one user editing a grid or a student's course at the same time. After a system crash, it may be necessary to release them manually.

To release grid locks:

- Navigate to Timetabling>Timetable Setup>Multi-user Lock Management>Grid Locks



- If you wish to release all locks, click **Release ALL Locks** and **Yes** to confirm your action.

- If you wish to release the lock on only some grids, highlight the desired grid(s) and click **Release Selected Locks** and **Yes** to confirm your action.

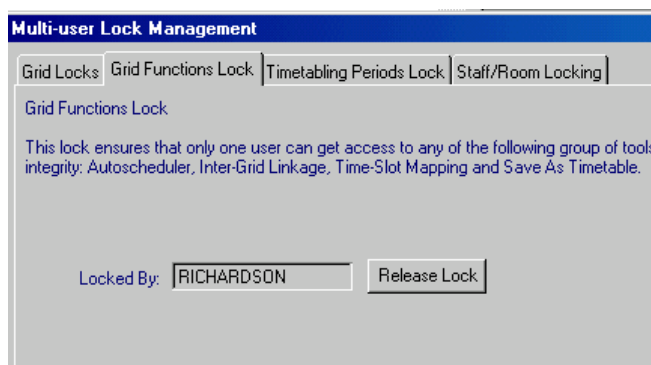
5.11.2 Grid Functions Lock

(Timetabling>Timetable Set-up> Multi-User Lock Management>Grid Functions Lock)

This lock is applied to prevent users accessing a grid when any of the functions in Timetabling>Grid Modelling>Functions are in operation for that grid. After a system crash, it may be necessary to release it manually.

To release the lock:

- Navigate to Timetabling>Timetable Setup>Multi-user Lock Management>Grid Functions Lock



- Click **Release Lock**
- Click **Yes** to confirm your action

5.11.3 Timetabling Periods Lock

(Timetabling>Timetable Set-up> Multi-User Lock Management>Timetabling Periods Lock)

This lock is applied to prevent users accessing a grid the timetabling periods associated with that grid are being edited in either General>School Details>Timetabling Periods or Timetabling>Timetable Setup>Individual Grid Parameters>Band Allocation. After a system crash, it may be necessary to release it manually.

To release the lock:

- Navigate to Timetabling>Timetable Setup>Multi-user Lock Management>Timetabling Periods Lock

Multi-user Lock Management

Grid Locks | Grid Functions Lock | Timetabling Periods Lock | **Staff/Room Locking**

Timetabling Periods Lock

This lock ensures that timetabling periods can only be accessed by one user at a time. The areas which make use of this lock are General > School Details > Timetabling Periods and Timetabling > Timetable Setup > Individual Grid Parameters > Band Allocation.

Locked By:

- Click **Release Lock**
- Click **Yes** to confirm your action

5.11.4 Staff/Room Locking

(Timetabling>Timetable Set-up> Multi-User Lock Management>Staff/Room Locking)

These locks prevent more than one user allocating staff or rooms at the same time. After a system crash, it may be necessary to release it manually.

To release the lock:

- Navigate to Timetabling>Timetable Setup>Multi-user Lock Management>Staff/Room Locking
- If you wish to release all locks, click **Release ALL Locks** and **Yes** to confirm your action.
- If you wish to release the lock on only some grids, highlight the desired grid(s) and click **Release Selected Locks** and **Yes** to confirm your action.

Multi-user Lock Management

Grid Locks | Grid Functions Lock | Timetabling Periods Lock | **Staff/Room Locking**

Timetabling Staff and Room Allocation Locks

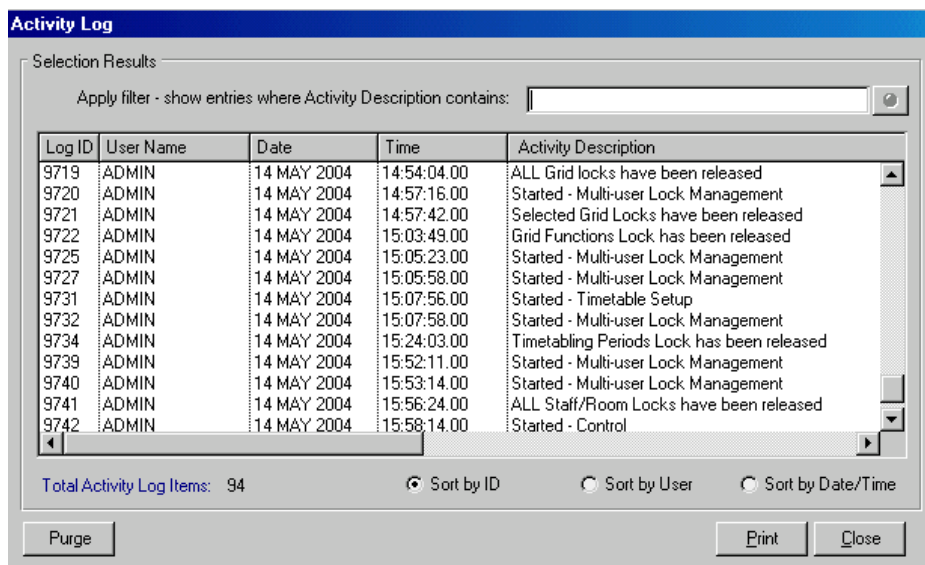
These locks ensure that only one user can be performing staff or room allocation for each timetable cycle at any one time. This ensures that an accurate representation of Staff and Room resources are maintained in a multi-user environment.

Cycle	Lock Type	Locked by User	Date of Lock
2004 - 2004 - 5	Staff	OSWALD	14 MAY 04 15:51
2004 - 2004 - 5	Room	RICHARDSON	14 MAY 04 15:53

5.11.5 Auditing Releasing Locks

(General>Control>Audit)

The system adds a message to the audit log whenever the 'Release ... Locks' buttons are used. The message text is similar to that used by the OK message generated on completion of the Locks being released.



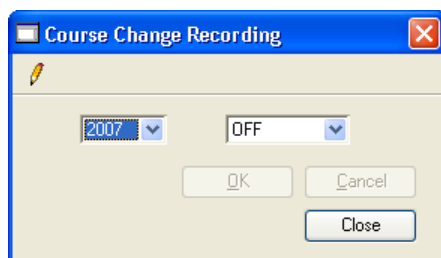
5.12 Set Course Change Recording for all Students

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

An option exists in the system to track any timetable course changes all students might make. The default for this option is **OFF**, but it will be possible to switch **ON** the recording for **all** students for a particular year.

The way in which this will work in practice is, for a new year, the default course change recording will initially be set to **OFF**. Once the timetable for that year has been set up, and is reasonably stable, the user can decide to set it to **ON** for all students.


The menu option, when selected, will provide a simple screen as follows.




The year drop-down list will simply display the course change setting for the year and is not modifiable until the **Edit** pencil is clicked. The change made in the Course Change Recording screen is not put into effect until the user clicks on **OK**. Those students who previously had individual settings for the selected year will be allocated the overall setting at this point. Example: if

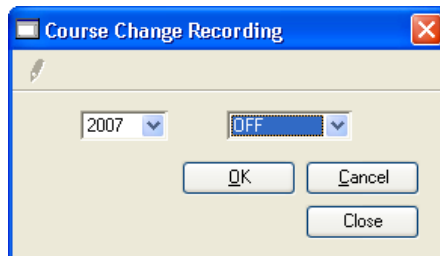
the user changes **OFF** to **ON**, then course change recording is switched **ON** for **all** students. It will still be possible to switch **OFF** course change recording for individuals as required in Student Course Maintenance. See section 9.5.3. If the user clicks on **Cancel**, then the modification is dropped, and the user is returned to read-only mode.

Note: Course Change Recording can still be toggled on or off for individual students by going to **Timetabling>Student Course>Student Course Maintenance>Switch OF/ON Course**

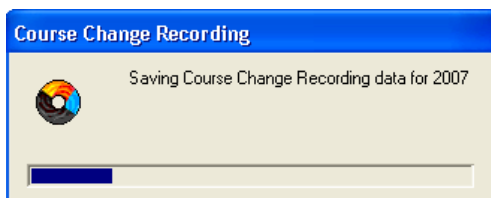
Change Recording.  See section 9.5.3

Toggle Course Change Recording

- Click on the Edit pencil. 
- Select the required year. The drop-down list will contain ON and OFF, and the screen will automatically display the current setting for that year.



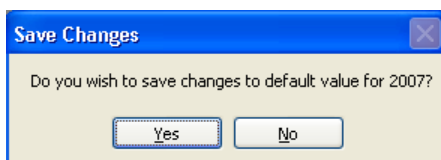
- Choose course change setting as ON or OFF as required.
- Click OK to save.



Or

- Click **Cancel**. No change will be effected and the screen will revert back to read only mode.

If the user makes a modification and then attempts to exit the screen without clicking on either **OK** or **Cancel**, they will be prompted with the following message:

























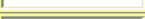
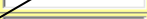
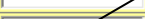
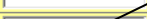





- Click **Yes** to save the changes before the screen is closed.
- Or
- Click **No** to drop the changes before the screen is closed

5.13 Department Colours

(Timetabling>Timetable Set-up> Department Colours)

Department Colour

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

Only used to show student placement in Student Course
 Used in all Grids
 Clear selected Departmental Colours
 Opens the colour Selection window
 Saves any changes made
 Cancels any changes made

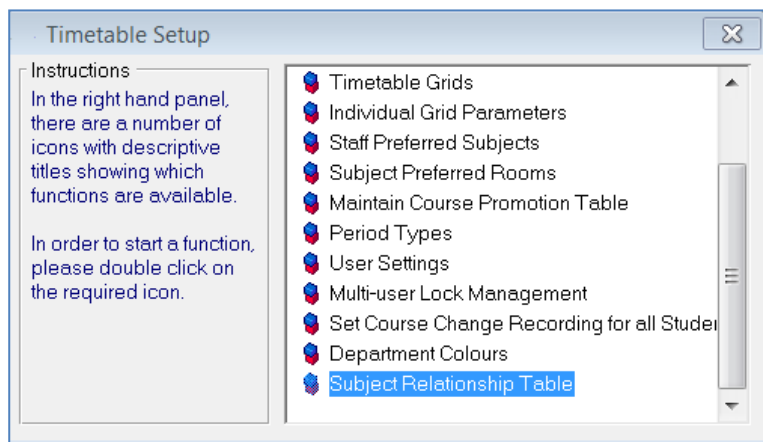
To assign a colour to a department, select the Department and click on Edit Details. This will open the colour Selection window.

[illegible]

5.14 Subject Relationship Table

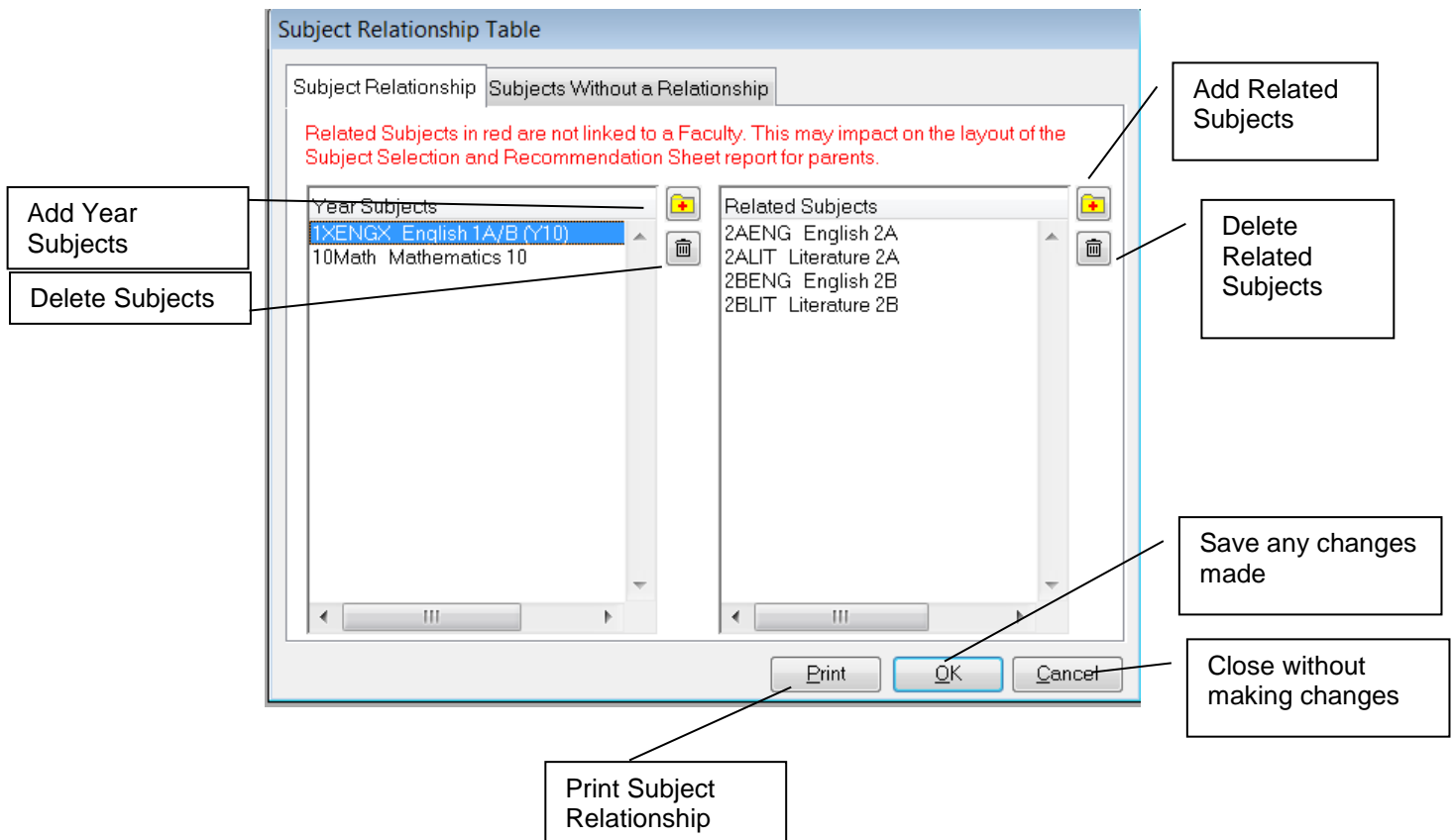
(Timetabling>Timetable Set-up> Subject Relationship Table)

The Subject Relationship Table exists in the Timetable Setup window:



Selecting this item will cause the Subject Relationship Table window to appear. This window allows users the flexibility of linking single or multiple Subjects between Years.

5.14.1 Subject Relationship



Displaying Related Subjects

Only a single Year Subject can be selected. Click on any single Year subject and any associated subjects will be displayed in the Related Subjects list. If there are no related Subjects, the Related Subjects list will remain blank.

Note: Related Subjects which have a blank Faculty Description in the General > Parameters > Subjects window will display in red font, otherwise all Subjects will display in black font. This may impact on the layout of the Subject Selection and Recommendation Sheet report for parents.

Sorting Year Subjects

- Click on the Year Subject header

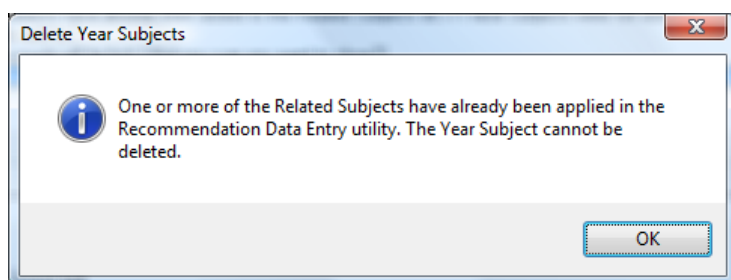
The list of Year Subjects will sort in descending order. A subsequent click will re-sort the list in ascending order.



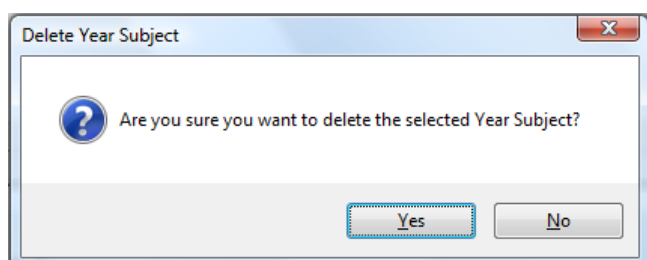
Delete Year Subjects

In order for Year Subjects to be deleted, the user must first select a Year Subject and then press the Delete button.

If a Year Subject is selected and any of the associated Related Subjects have been used by the Recommendation Data Entry utility, no row will be deleted and the following message will appear:



If the Related Subjects are not in use, the following message will appear:



- Select **Yes** to remove the Year Subject, and all the Subjects related to it.
- Select **No** to terminate the request for deletion.



Add Year Subjects

When selecting this button, the Subject Search window will appear.

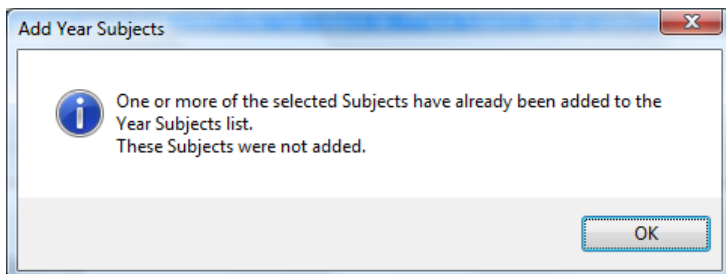
A window titled "Subject Search" with a blue header bar. It contains a "Search Criteria" section with fields for "Subject Co:", "Subject Name", "Grid" (dropdown menu set to "All"), and "Departmen" (dropdown menu set to "All"). There is a checkbox for "Find Active Subjects only". Below this is a "Find" button. The "Subject Search Resu" section contains a table with columns "Code", "Short Name", and "Subject Name". The table is currently empty. At the bottom, there is a "Total records fou" field showing "0", and "Select" and "Close" buttons.

Search by utilising any combination of Subject Code, Subject Name, Grid and Department and then clicking on the **Find** button.

Select will populate selected Subject Search Result rows to the Year Subjects list.

Close will close the Subject Search window with no Subject added.

If any selected rows already exist, the duplicates will not be added, and a message will appear stating:

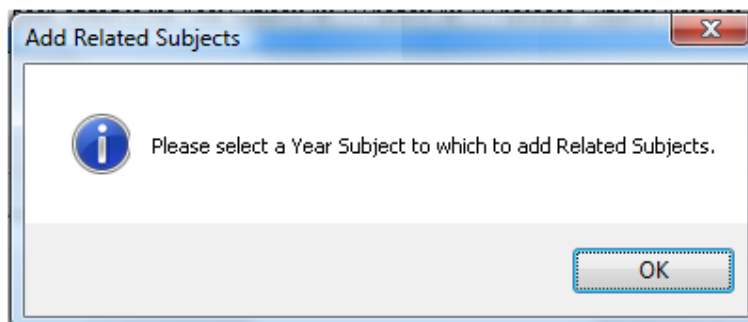


- Click **OK**.

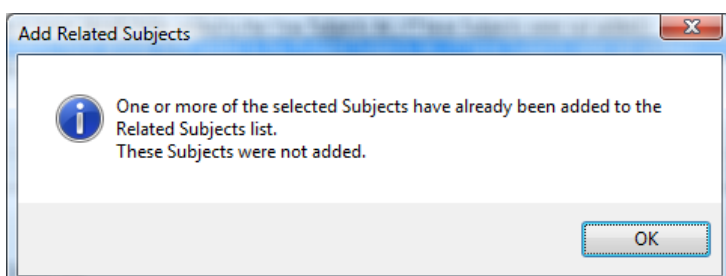


Add Related Subjects

At least one Year Subject must be selected to use this button. If a Year Subject has not been selected first, a message will appear stating:



If a Year Subject has been selected, the Subject Search window opens. See Add Year Subjects above. Any selected Subject Search Results will be added to the Related Subjects list. If any selected rows already exist, the duplicates will not be added, and a message will appear stating:

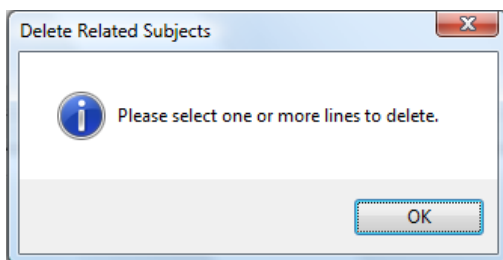


- Click **OK**.

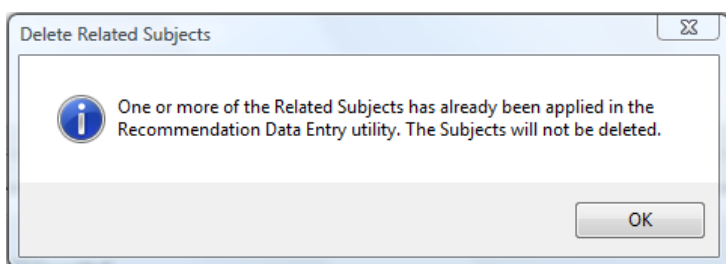


Delete Related Subjects

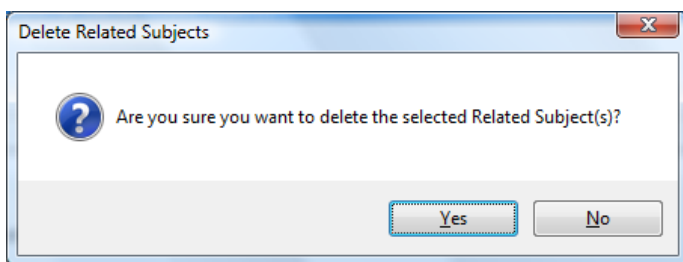
Multiple Related Subjects can be selected. If no Related Subjects have been first selected, the following message will appear:



If any of the Related Subjects [to be deleted] are being used by the Recommendation Data Entry utility, they will not be deleted and the following message will appear:





If the Related Subjects are not in use, the following message will appear:



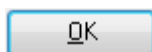
- Select **Yes** to remove the Year Subject, and all the Subjects related to it.
- Select **No** to terminate the request for deletion.

Print Course Selection – Related Subject Table

Clicking  will produce a Course Selection report listing all entered Subjects and the Related Subjects. All report information is derived from data on the Subject Relationship Table.

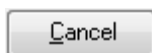
West Coast District High School			
Course Selection - Related Subject Table			
Related Subjects with an asterisk (*) are not linked to a Faculty. This may impact on the layout of the Subject Selection and Recommendation Sheet report for parents.			
			
Code	Description	Related Subject Code	Related Subject Description
10Math	Mathematics 10	1AMAT	Mathematics 1A
		1BMAT	Mathematics 1B
		2AMAT	Mathematics 2A
		2BMAT	Mathematics 2B
1ACSC	Computer Science 1A	*1BCSC	Computer Science 1B
		*2ACSC	Computer Science 2A
		*2BCSC	Computer Science 2B
1XENGX	English 1A/B (Y10)	2AENG	English 2A
		2ALIT	Literature 2A
		2BENG	English 2B
		2BLIT	Literature 2B

Note: Related Subjects which have a blank Faculty Description in the 'General > Parameters > Subjects' window will display with an asterisk (*). These same Subjects will appear in red font on the Subject Relationship Table window. This may impact on the layout of the Subject Selection and Recommendation Sheet report for parents.



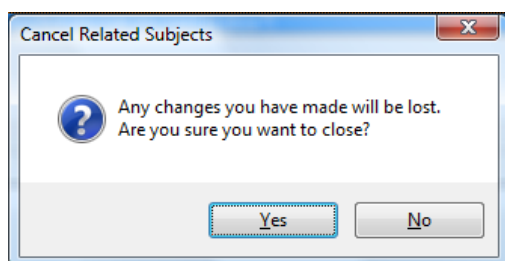
The OK Button

Select **OK** and any changes made through adding or deleting will be saved.



The Cancel Button

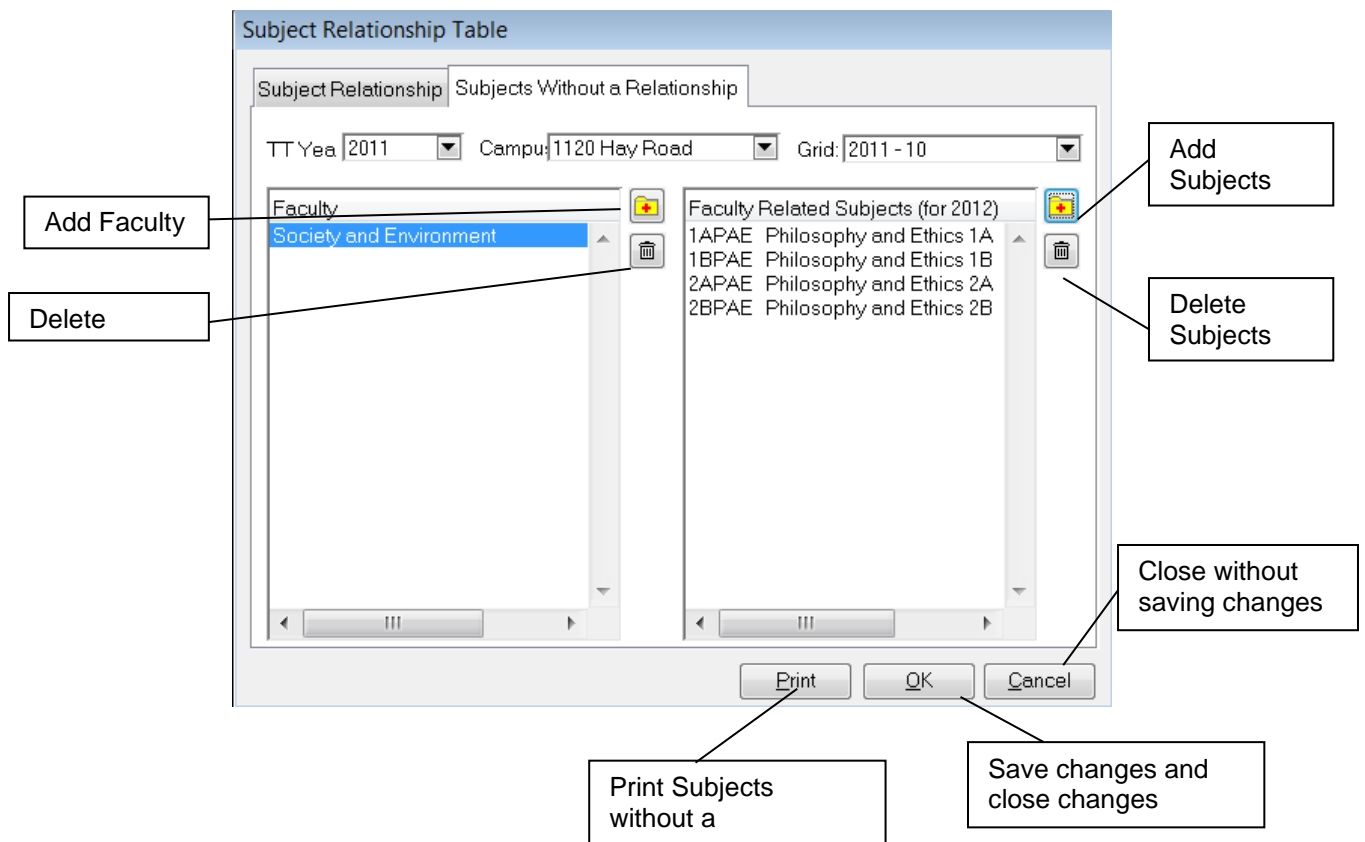
- Select Cancel and the following pop-up message will appear:



Selecting **Yes** will close the Subject Relationship Table window and any changes made to be lost. Selecting **No** will keep the Subject Relationship Table window open.

5.14.2 Subjects without a Relationship

This tab shows subjects without any obvious relationships to their current subjects that the students from the selected grid could be taking in the next academic year.



The **Add**, **Delete**, **Print**, **OK** and **Cancel** buttons all operate in a similar way to those described in the previous section 5.14.1.

CIVICA

Timetabling Manual

Student Preferences

6

6 Student Preferences

(Timetabling>Preferences)

Student Preferences are a list of subjects in a ranked order that a student would like to study.

Preferences may be entered and maintained either for individual students or groups of students through Timetabling>Preferences. 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'. Required subjects, for example English, must be allocated to a student.
- Primary Preferences – ranked in ascending order. Primary Preferences are those the student considers most important.
- Reserve Preferences – ranked in ascending order. Reserve Preferences are those subjects nominated by the student in case any of his/her primary electives are disallowed.

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

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

6.1 Individual Entry of Student Preferences

(Timetabling>Preferences>Preferences by Student)

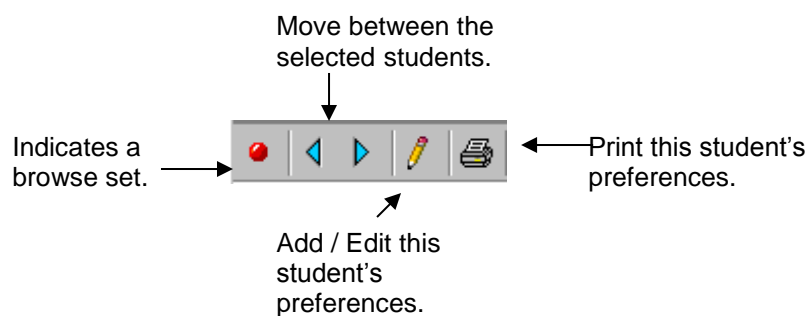
One or more students from the cohort may be highlighted to enter their student preferences individually. For each student, individual preferences are entered by dragging subjects from the subject list or typing the subject code and ticking the required box as necessary. Preference order may be changed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

Individual Student Preferences

Casson, Shane (34) Grid **US** Year **2005**

Type	Rank	Code	Preference	Req	Set No	Assg	Lock	Band	Alt.Bands
Primary	1	D004	English 11	YES	1	YES	NO	4	
Primary	1	D236	Digital Media 11	YES	1	YES	NO	5	2, 3
Primary	3	D306	History 11	NO	1	YES	NO	2	1, 7
Primary	4	D403	Chemistry 11	NO	1	YES	NO	3	
Primary	5	D409	Physics 11	NO	1	YES	NO	6	
Primary	6	D505	Introductory Calculus	NO	1	YES	NO	1, 7	
Primary	7	USS	Upper School Sport	NO	1	YES	NO	6	6
Reserve	1	D631	Art & Design 11	NO			NO		

Show/Hide Subject List




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

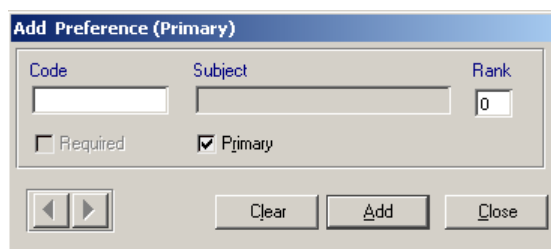
6.1.1 Add Individual Student Preferences

(Timetabling>Preferences>Preferences by Student)

- Select the appropriate school year and grid.
- Highlight individual students to create a browse set.
- Click on the View Details button.
- Click on the Show/Hide Subject List button and drag and drop subjects on the preference screen.

OR

- Click on Add Preferences. 
- The *Primary* checkbox is ticked as default
-



The dialog box is titled "Add Preference (Primary)". It contains three input fields: "Code", "Subject", and "Rank". The "Rank" field has a value of "0". Below these fields are two checkboxes: "Required" (unchecked) and "Primary" (checked). At the bottom, there are three buttons: "Clear", "Add", and "Close". To the left of the "Clear" button are two arrow buttons (left and right).


-
-
- Type the subject code into the box.
- If the preference is a reserve preference, uncheck the *Primary* checkbox.
- The *Rank* box displays the rank value this preference will be allocated when added – this can be changed if required.
- If it is a Required subject then the Rank will display as “1” and cannot be edited.
 - The Rank value in this box changes accordingly if the “Required” checkbox is unchecked and only then becomes available for editing.
- Click the Add button.
- Use the arrows at the bottom of the Add Preference dialogue box to add preferences for other members of the browse set. The next and previous student can also be found using the keyboard shortcuts Alt +N and Alt +P.
- Click Close when finished adding preferences.

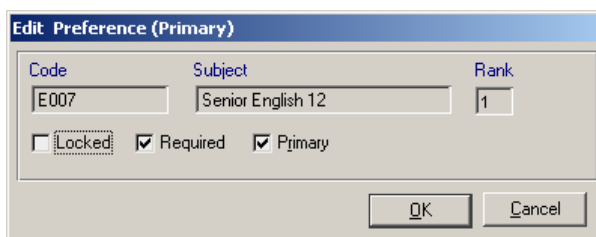
Note: Reserve preferences are displayed in reddish brown.

6.1.2 Edit Individual Preferences

(Timetabling>Preferences>Preferences by Student)

To adjust the ranking, required and locked status for preferences:

- Highlight the appropriate subject.
- Click Edit Preferences. 
- The Edit Preference (Primary) or Edit Preference (Secondary) window is displayed depending on the preference highlighted.
-

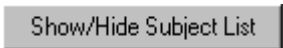


The dialog box is titled "Edit Preference (Primary)". It contains three input fields: "Code" with the value "E007", "Subject" with the value "Senior English 12", and "Rank" with the value "1". Below these fields are three checkboxes: "Locked" (unchecked), "Required" (checked), and "Primary" (checked). At the bottom right are "OK" and "Cancel" buttons.


-
-
- Make the desired changes
- Click OK.

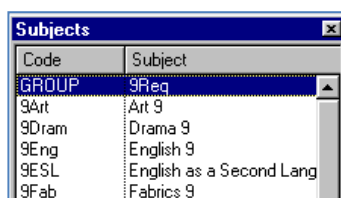
6.1.3 Add a Subject Group

(Timetabling>Preferences>Preferences by Student)

- Click 
- Drag the desired subject group from the list and drop onto the screen.

OR

- Click on Add Subject Group. 
- Highlight the appropriate subject group.
-



The "Subjects" window displays a list of subject groups. The first row is highlighted in blue and labeled "GROUP" in the "Code" column and "9Req" in the "Subject" column. Other rows include "9Art", "9Dram", "9Eng", "9ESL", and "9Fab" with their respective subject names.


Code	Subject
GROUP	9Req
9Art	Art 9
9Dram	Drama 9
9Eng	English 9
9ESL	English as a Second Lang
9Fab	Fabrics 9

-
-
- Click OK.

Note: Subject Groups must have previously defined in Timetable Setup>Individual Group Parameters>Subject Groups.

6.1.4 Toggling Preference Status

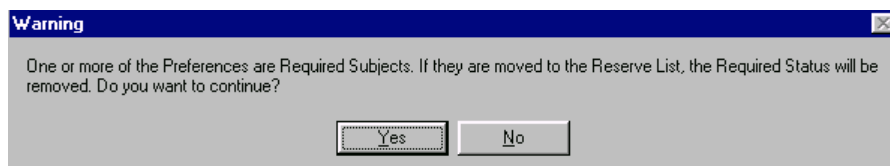
(Timetabling>Preferences>Preferences by Student)

- Highlight the appropriate preference(s).
- Click on Toggle Reserve/Primary. 

OR

- Use the Keyboard shortcut Alt + R
- Confirm your selection. If the preference is a primary preference, it will change to a reserve preference and vice versa.

Note: If the subject was a required subject a further warning will be issued as displayed below.




6.1.5 Deleting Preferences

(Timetabling>Preferences>Preferences by Student)

- Highlight the appropriate preference(s).
- Click Delete. 
- Confirm your selection.

6.1.6 Printing Preferences for Individual Students

(Timetabling>Preferences>Preferences by Student)

- Click Print. 
- Confirm the destination for the report. The following report will be displayed.

West Coast District High School					
Individual Student Preferences					
Lara Bott		Year: 2004	Grid: 2004 Year 9		
Rank	Code	Preferences	Required	Teaching Set	Type
1	9S&E	Society & Environment 9	YES		Primary
1	9Sci	Science 9	YES		Primary
1	9PE	Physical Education 9	YES		Primary
1	9Math	Mathematics 9	YES		Primary
1	9Eng	English 9	YES		Primary
6	9FRE	French 9	NO		Primary
7	9Art	Art 9	NO		Primary
8	9Food	Food Production 9	NO		Primary

6.2 Bulk Entry of Preferences

(Timetabling>Preferences>Bulk Student Preferences)

Preferences may be entered in bulk by defining a list of subjects or a subject group and groups of students to which they may be allocated. Preferences entered in bulk are defaulted to Primary but can be edited later.

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

Useful reports to view after student preferences have been entered either individually or in bulk are Student Course Summary, TEE Subject Summary and Students Choosing a Subject. These reports may be found in Timetabling>Reports>Data Validation.


Name	Form	No. Prefs
Andrews, Rachael	11.1	9
Angus, Sally	12.1	8
Bates, Carl	12.2	8
Black, Joel	12.3	8
Brown, Patrick	12.1	8
Campbell, Ashleigh	11.2	8
Carey, Courtney	12.2	8
Casson, Shane	11.3	8
Caterer, Jessica	12.3	8


Code/Group	Name
D002	Vocational English 11
D004	English 11
D005	English Literature 11
D092	Senior English 11 A
D093	Senior English 11 B
D200	Accounting 11
D231	Business Information Technology 1

6.2.1 The Matching and Not Matching tool

(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)
(Timetabling>Grid Modelling>Tools>Move Students> Unplaced Students)
(Timetabling>Preferences>Bulk Student Preferences)
(Timetabling>Preferences>Teaching Sets)

This tool consists of two buttons.

One button called 'Select those students matching specified criteria'  will select matching students.

Select those students not matching specified criteria  will select students who do not match.


When you click on the Buttons, the Student Find window opens. You then select which fields to search on. When you click OK, the Student Find closes, any previous highlighted lines in the list will be un-highlighted, and, if you had chosen the “Match” button, all items in the relevant list that match the search parameters will be highlighted. If you had chosen the “Not Matching” button, all items in the relevant list other than those that match the search parameter will be highlighted.

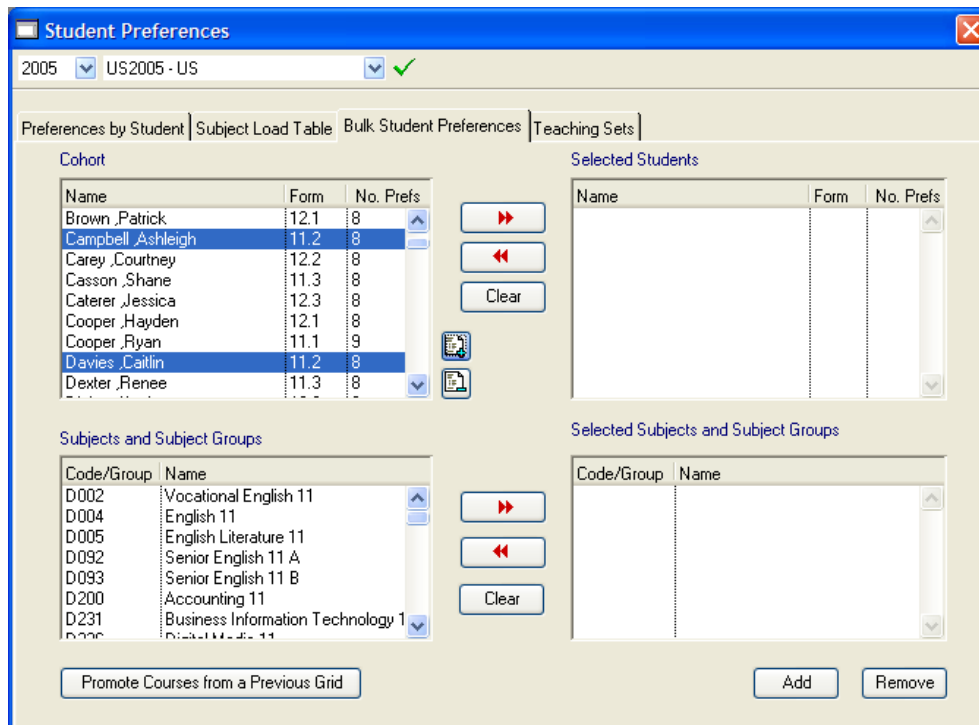
Using Matching tool – Example in Timetable>Preferences>Bulk Student Preferences

- Select the appropriate school year and grid.
- Click on ‘Select those students matching specified criteria’.
-

-
-
- Select the required criteria.

- Click Find and Select.
- Only the students matching the criteria selected will be highlighted in the list.
-

If we had the selected the button 'Select those students not matching specified criteria'  then only the students not matching the criteria would be highlighted in the list.



Student Preferences

2005 US2005 - US

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

Cohort

Name	Form	No. Prefs
Brown, Patrick	12.1	8
Campbell, Ashleigh	11.2	8
Carey, Courtney	12.2	8
Casson, Shane	11.3	8
Caterer, Jessica	12.3	8
Cooper, Hayden	12.1	8
Cooper, Ryan	11.1	9
Davies, Caitlin	11.2	8
Dexter, Renee	11.3	8

Subjects and Subject Groups



Code/Group	Name
D002	Vocational English 11
D004	English 11
D005	English Literature 11
D092	Senior English 11 A
D093	Senior English 11 B
D200	Accounting 11
D231	Business Information Technology 1

Promote Courses from a Previous Grid

Add Remove



6.2.2 Adding Subjects in Bulk

(Timetabling>Preferences>Bulk Student Preferences)

- Select the appropriate school year and grid.
- Click on the Bulk Student Preferences tab
- Highlight students to be allocated subjects and click on the arrows. 
- Highlight the required subjects and click on the arrows. 
- Click Add.
-

6.2.3 Removing Subjects in Bulk

(Timetabling>Preferences>Bulk Student Preferences)

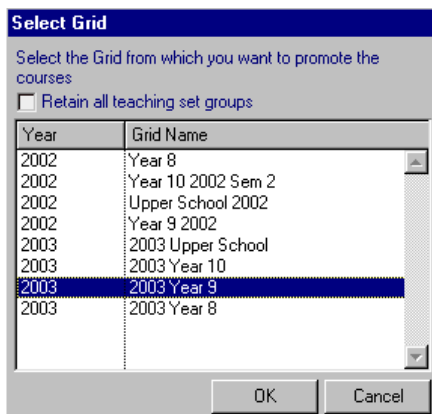
- Select the appropriate school year and grid.
- Click on the Bulk Student Preferences tab
- Highlight students to have subjects removed and click on the arrows. 
- Highlight the required subjects to be removed and click on the arrows. 
- Click Remove.

6.2.4 Promote Courses from a Previous Grid

(Timetabling>Preferences>Bulk Student Preferences)

- Select the appropriate school year and grid.
- Click on the Bulk Student Preferences tab
- Click on the Promote Courses from Previous Grid button.
- Select the grid from which courses are to be promoted (and tick *Retain all teaching set groups* if required).

Promote Courses from a Previous Grid



Select Grid

Select the Grid from which you want to promote the courses

☐ Retain all teaching set groups

Year	Grid Name
2002	Year 8
2002	Year 10 2002 Sem 2
2002	Upper School 2002
2002	Year 9 2002
2003	2003 Upper School
2003	2003 Year 10
2003	2003 Year 9
2003	2003 Year 8

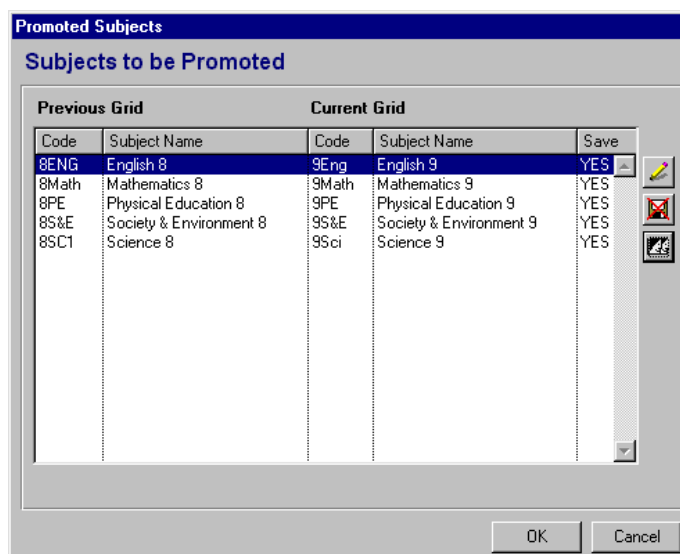
OK Cancel

- Click OK.

Note: All subjects listed to be promoted, indicated as 'Yes' in the Save column, will be added to the relevant students preference lists

To View a List of Students to be Promoted

- Highlight the appropriate subject.



Promoted Subjects

Subjects to be Promoted

Previous Grid		Current Grid		Save
Code	Subject Name	Code	Subject Name	
8ENG	English 8	9Eng	English 9	YES
8Math	Mathematics 8	9Math	Mathematics 9	YES
8PE	Physical Education 8	9PE	Physical Education 9	YES
8S&E	Society & Environment 8	9S&E	Society & Environment 9	YES
8SC1	Science 8	9Sci	Science 9	YES


OK Cancel

- Click Check Students.
-

Reference	Student Name	Save
204	Mojo, Kelly-Ann	<input checked="" type="checkbox"/>
319	Rumble, Simon	<input checked="" type="checkbox"/>
334	Scholten, Drew	<input checked="" type="checkbox"/>
339	Sharp, Robert	<input checked="" type="checkbox"/>

Note: If you do not want to allocate the subject for a particular student, uncheck the Save Box and Click OK

To Mark a Listed Subject as not to be Promoted

- Highlight the appropriate subject.
- Click on Toggle Save Subject Preference 

Note: The 'Yes' in the Save column will change to a 'No' and the subject preferences will not be recorded against the appropriate students

Promoted Subjects				
Subjects to be Promoted				
Previous Grid		Current Grid		
Code	Subject Name	Code	Subject Name	Save
8ENG	English 8	9Eng	English 9	YES
8Math	Mathematics 8	9Math	Mathematics 9	YES
8PE	Physical Education 8	9PE	Physical Education 9	NO
8S&E	Society & Environment 8	9S&E	Society & Environment 9	YES
8SC1	Science 8	9Sci	Science 9	YES

6.3 Subject Load Table

(Timetabling>Preferences> Subject Load Table)

A subject load table will be maintained for each grid. The table will display all defined subjects for the grid including information such as how many students have elected the subject as a primary or reserve preference, the default minimum and maximum class size, the default frequency, whether it is a required subject and an amount of unallocated places left in the class. Using this information the number of teaching sets for each subject may be planned and edited. From this screen, the number of teaching sets required, default class sizes, frequency of the class and whether the subject is a required subject, may be edited. The other fields are populated based on information from this screen and the student preferences screens. Changes made in Grid Modelling, for example “Add Teaching Set”, are also updated automatically in the load table.

Next to the number of teaching sets for a subject is a button which if clicked will display a list of teaching sets for that subject. The maximum and minimum class size for each set can be individually edited. If the maximum number of students in a subject is not set to above zero, then the “Fit Student” or auto scheduling process will not allocate students to that subject.

Code	Name	Primary	Reserve	T Sets	Ave Size	Min	Max	Frequency	Periods	UnAlloc	Req'd
9Art	Art 9	30	3	2	15	10	22	2	4	1	<input type="checkbox"/>
9Dram	Drama 9	28	0	2	14	10	22	2	4	0	<input type="checkbox"/>
9Eng	English 9	123	0	5	25	10	30	4	20	123	<input checked="" type="checkbox"/>
9ESL	English as a Second Language 9	13	0	1	13	5	15	4	4	0	<input checked="" type="checkbox"/>
9Food	Food Production 9	81	3	4	21	10	22	2	8	1	<input type="checkbox"/>
9FRE	French 9	27	2	1	27	10	30	2	2	1	<input type="checkbox"/>
9Ind	Indonesian 9	56	0	2	28	10	30	2	4	0	<input type="checkbox"/>
9ITAL	Italian 9	26	12	1	26	10	30	2	2	0	<input type="checkbox"/>
9Math	Mathematics 9	136	0	5	28	10	30	4	20	136	<input checked="" type="checkbox"/>
9MED	Media 9	30	7	2	15	10	22	2	4	0	<input type="checkbox"/>
9MUS	Music 9	27	6	2	14	10	22	2	4	0	<input type="checkbox"/>
9MW	Metalwork 9	52	4	3	18	10	22	2	6	0	<input type="checkbox"/>
9PE	Physical Education 9	136	0	5	28	10	30	2	10	136	<input checked="" type="checkbox"/>
9S&E	Society & Environment 9	136	0	5	28	10	30	4	20	136	<input checked="" type="checkbox"/>
9Sci	Science 9	136	0	5	28	10	30	4	20	136	<input checked="" type="checkbox"/>

Totals			
Number of Students	137	Number of Subjects	17
Students with no Preferences	0	Singletons	3
Underloaded Students	1	Multi-Set	13
		Number of Proposed Sets	48
		Number of Proposed Periods	138

At the bottom of the screen a series of totals are displayed. The **number of students** is the total of students in the cohort. **Students with no Preferences** shows the number of students in the cohort with no preferences listed. **Underloaded Students** lists the number of students who do not have a full study load. **Number of Subjects** lists the total number of subjects defined for the grid. **Singletons** lists the number of subjects with only one teaching set. **Multi-Set** shows the number of subjects with more than one teaching set. **Number of Proposed Sets** lists the number of all teaching sets defined for this grid. **Number of Proposed Periods** shows the number of all teaching periods defined for this grid. **Show/Hide No Preferences** will display in the list subjects with and without subject preferences recorded.

The confirmation or editing of subject frequencies may be done in one of three places.

- The frequency may be entered when defining the subjects for a particular grid (Timetabling>Timetable Setup>Individual Grid Parameters>Subjects).
- It may be edited in the subject load table (Timetabling>Preferences>Subject Load Table).
- Within the vertical grid view of grid modelling (Timetabling>Grid Modelling>Vertical View).

Note: Once the grid has been modelled and saved as a timetable, changes made to the minimum and maximum class sizes will not affect the number of teaching sets. Any changes to class sizes must be completed prior to grid modelling either manually or using the auto-schedule process.

6.3.1 Edit Teaching Sets

(Timetabling>Preferences> Subject Load Table)

The number of teaching sets will default to zero and must be edited if any subjects are to be assigned to the grid either manually or through the auto-scheduling process.

- Click on Edit.
- Click on the first Teaching Set in the T Sets column.
- Change the number to one thought appropriate by the user.
- <Tab> to the next Teaching Set as required.
- Click OK.

Note: Teaching Sets may be added or deleted during Grid Modelling if required.

6.3.2 Edit Minimum and Maximum Class Sizes

(Timetabling>Preferences> Subject Load Table)

The minimum and maximum class sizes are determined by the values that were entered for the specific subject in General>Parameters>Subjects>Timetabling Defaults. Any change that is made in the Subject Load table will not change any information in the Parameters area, and so will be valid for this grid only.

- Click on Edit.
- Click on the first number in the Min (minimum) column.
- Change the number to one thought appropriate by the user.
- <Tab> to Max (maximum) as required.
- Click OK.

Note: The Minimum amount cannot be greater than the Maximum class sizes. There may be instances when the Maximum must be changed before the Minimum class size.

6.3.3 Edit Frequency of Teaching Sets

(Timetabling>Preferences> Subject Load Table)

The frequency of any given class is determined by the values that were entered for the specific subject in General>Parameters>Subjects>Timetabling Defaults. Any change that is made in the Subject Load table will not change any information in the Parameters area and so will be valid for this grid only.

- Click on Edit.
- Click on the first class frequency in the Frequency column.
- Change the number to one thought appropriate by the user.
- <Tab> to the next Frequency as required.
- Click OK.

6.3.4 Edit Required Subjects

(Timetabling>Preferences> Subject Load Table)

Required subjects are those deemed by the user as subjects that students must study. The preference ranking for required subjects will be '1' meaning that these are 'must have' subjects and will be populated first if the students are assigned teaching sets automatically. Required subjects are determined by the values that were entered for the specific subject in General>Parameters>Subjects>Timetabling Defaults. Any change that is made in the Subject Load table will not change any information in the Parameters area and so will be valid for this grid only.

- Click on Edit.
- Click on the check box in the Req'd (required) column.
- <Tab> to the next subject as required.
- Click OK.

Note: If the Required box is already checked, checking it again will remove the required function and vice versa.

6.4 Manual Teaching Set Allocation

(Timetabling>Preferences> Teaching Sets)

Teaching set allocation may be performed by the auto-scheduling process, or using Student Fit functions within Grid Modelling. However, students may be manually placed and locked into teaching sets. This will be respected by the auto-scheduling process and student fit functions and will not be re-allocated. Students must have been allocated preferences before being manually placed in teaching sets.

Teaching set allocation may be completed in one of three ways:

- Completely allocated by the auto-scheduler or Student Fit functions.
- All teaching sets manually allocated.
- A combination of manually allocated teaching sets and using the auto-scheduler.

Students may also be manually deleted from a teaching set if required by highlighting the appropriate student and clicking on delete. At the bottom of the screen, totals for the displayed teaching set will be shown; a group total and male and female totals will be displayed to help the user achieve gender balance if required. The student list for the highlighted teaching set may be printed from this screen.

Student Preferences

2001 Y102001 - Y10

Preferences by Student Subject Load Table Bulk Student Preferences Teaching Sets

Teaching Sets

Timetabling Period

School Year - 2001

Subject

10ART_Art

10ART_1 - 10ART_1

Ref. No.	Surname	First Name	Year/Form
193	Mew	Daytona	10/10.2
88	Hill	Hanna	10/10.1
83	Guester	Kea	10/10.3
78	Gold	Emily	10/10.2
73	Fullgrabe	Kirsten	10/10.1
68	Fitton	Rhys	10/10.3
63	Etheridge	Chloe	10/10.2
58	Em	Lance	10/10.1
53	Drazic	Eleni	10/10.3
48	Depete	Jonathon	10/10.2
43	Dalton	Cara	10/10.1
28	Butler	Daniel	10/10.3
23	Brogan	Michael	10/10.2
18	Bloor	Rebecca	10/10.1
13	Bishop	Frank	10/10.3
8	Bailey	Steven	10/10.2
3	Anderson	Ben	10/10.1

Student Total 17 Male Total 9 Female Total 8


Note: There are two further opportunities within the Move Students function to manually place students in teaching sets. These are:

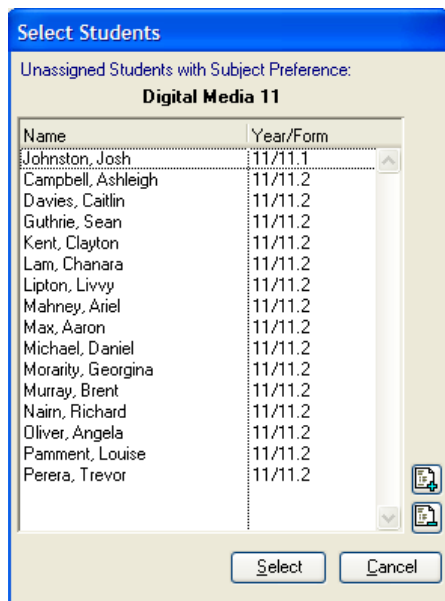
- Timetabling>Grid Modelling>Tools>Move Students.
- Timetabling>Timetable>Functions>Move Students.

6.4.1 Add Students to a Teaching Set

(Timetabling>Preferences> Teaching Sets)

Students may not be added to teaching sets through Preferences after these teaching sets have been placed on the grid. Students may be added later if necessary in Grid Modelling.

- In Preferences > Student Preferences > Teaching Sets, select the subject using the drop down menu or directly type the subject code into the field.
- Highlight the teaching set (if more than one).
- Click on Add. 




-
-
- Highlight the appropriate students. Use the matching/not matching tool to filter the list if required. Refer Section 6.2.1 for further details on how to use this tool.
- Click on Select.

Note: Only those students who have a previously recorded preference for the selected subject and have not been assigned to a teaching set will be displayed.

6.4.2 Delete Students from a Teaching Set

(Timetabling>Preferences> Teaching Sets)

Students may be deleted from a teaching set at any time even after the teaching set has been placed on the grid.

- Select the subject using the drop down menu or directly type the subject code into the field.
- Highlight the teaching set (if more than one).
- Highlight the appropriate student(s).
- Click on Delete. 
- Confirm your selection.
-

CIVICA

Timetabling Manual

Grid Modelling

7

7 Grid Modelling

(Timetabling> Grid Modelling)

Construction and manipulation of the grid is referred to as grid modelling. A comprehensive set of tools is available to the user to assist with the modelling process.

The Grid Modelling screen will allow definition of constraints to be applied to a particular grid and the construction of that grid allowing for defined constraints. The grid may be developed in one of three ways:

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

Note: If you have opted for the User Defined Grid Display by ticking the 'Editable Grid Display' option in Timetable>Timetable Setup>Timetable Grids, when a Grid is first opened, the system will take slightly longer than usual to open the Grid, as it will be assigning default grid positions for each Teaching Set. The default positions of the teaching sets will be in Teaching Set code alphabetical order if you opt not to use the User Defined Grid Display.

7.1 Opening the Grid









(Timetabling> Grid Modelling)

Once the grid has been defined through Timetable Setup, preferences assigned to students, and the Subject Load Table completed, the grid can be modelled through Timetabling>Grid Modelling to produce a timetable ensuring maximum use of resources.







7.1.1 Grid Display – Teacher Names and Rooms

An option to “Show Teachers and Rooms on Grids” exists within the Timetable Setup > Timetable Grid window. Activation or de-activation of this option will determine whether the Grid window is populated with the teachers and rooms as assigned on the Timetable.

‘Show Teachers and Rooms on Grids’ option is not activated.





Band/ Band Record					
1 (136)			English 9 9Eng_1 (25)	English 9 9Eng_3 (25)	English as a Second 9ESL_1 (13)
2 (136)			English 9 9Eng_4 (24)	Mathematics 9 9Math_1 (28)	Mathematics 9 9Math_4 (28)
3 (136)			English 9 9Eng_5 (25)	Mathematics 9 9Math_5 (26)	Society & Environme 9S&E_1 (30)
4 (136)			English 9 9Eng_2 (24)	Mathematics 9 9Math_2 (29)	Society & Environme 9S&E_3 (28)

Show Teachers and Rooms on Grids option is activated

Band/ Band Record						
1 [4]	 	English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 8SC1_5 (27) *Ms E Everage *SCI 4
2 [4]	 	English 8 (F) 8ENG_4 (26) Mr J Brigg *MS4	Mathematics 8 (F) 8Math_3 (27) Mr L Evans *MS8	Society & Environm 8S&E_2 (28) Ms J Calvin *MS2	Science 8 8SC1_1 (27) Ms S Stevens *SCI 5	Science 8 8SC1_4 (27) Mr T Elliot *SCI 4
3 [4]	 	English 8 (F) 8ENG_1 (27) Mr N Creed *MS2	English 8 (F) 8ENG_5 (27) Ms S Corner *MS5	Mathematics 8 (F) 8Math_4 (26) Mr T Elliot *MS9	Society & Environm 8S&E_3 (28) Mr J Brigg *MS6	Science 8 8SC1_3 (27) Ms S Stevens SCI 6
3.1		English 8 (F) 8ENG_1 (27) Mr N Creed MS2	English 8 (F) 8ENG_5 (27) Ms S Corner *MS5	Mathematics 8 (F) 8Math_4 (26) Mr T Elliot MS9	Society & Environm 8S&E_3 (28) Mr J Brigg MS6	Science 8 (F) 8SC1_3 (27) Ms S Stevens SCI 6

7.1.2 Grid Display – Colour by Department

An option to setup colours by Department exists within the 'Timetable Setup > Department Colours' window. Application of colours by department will impact on the Grid view when you open up the Grid, as follows:


2004	 US2004 - Upper School									
		<input checked="" type="checkbox"/> <input type="checkbox"/> Students	0	Placed	0	Unplaced	0	Grid positions are fixed		
Band/ Band Record										
1 [4]	 	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculu D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelich SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus E506_1 (9) Mr T Duke MS10		
1.1		Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculu D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelich SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus E506_1 (9) Mr T Duke MS10		
1.2		Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculu D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelich SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus E506_1 (9) Mr T Duke MS10		
1.3		Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculu D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelich SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus E506_1 (9) Mr T Duke MS10		
1.4		Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculu D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelich SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus E506_1 (9) Mr T Duke MS10		
2 [4]	 	English 11 D004_2 (18) Mr SS7	English Literature 11 D005_1 (9) Mrs F Brooks SS5	Senior English 11 A D092_1 (15) Dr MK Schmidt SS3	Information Systems D238_1 (22) Mr E Dale COMP 2	Business Informatio E231_1 (10) Mr B Pitt COMP 1	Biology 12 E402_1 (21) Ms T Heaven SCI 1	Physics 12 E409_1 (9) Ms A Greaves SCI 5	Senior Science 12 E411_1 (24) Mr J Harpe SCI 2	
3 [4]	 	Accounting 11 D200_1 (8) Ms S Oswald SS2	Digital Media 11 D236_2 (19) Ms M Rattigan COMP 2	Information Systems D238_2 (6) Ms F Hind LIB1	Physics 11 D409_1 (17) Ms A Greaves SCI 4	Senior Science 11 D411_1 (8) Mr A Guiseppe SCI 5	Structured Workpla D962_4 (1) Miss A Moore LIB2	Business Informatio E231_3 (22) Mr B Pitt COMP 1	History 12 E306_1 (24) Dr S Richardson SS10	Physical Educat E600_1 (23) Mr P Payne GYM3
4 [4]	 	English 11 D004_1 (22) Mr SS5	Food Technology 11 D291_1 (15) Ms T Western Food 1	Chemistry 11 D403_2 (6) Mr A Guiseppe SCI 3	Foundations of Math D501_1 (21) Ms T Swindon SS8	Information System E238_1 (12) Ms S Oswald COMP 1	History 12 E306_2 (19) Ms C Hollis SS1	Chemistry 12 E403_1 (19) Ms A Greaves SCI 1	Modelling with Math E511_1 (14) Mr E Dale SS6	
5 [4]	 	Economics 11 D304_2 (23) Ms C Hollis SS6	Geography 11 D305_1 (12) Ms T Western SS1	Mathematics In Prac D510_1 (15) Ms T Swindon SS3	Physical Education D600_1 (12) Mr T Peter GYM2	Accounting 12 E200_1 (9) Ms S Oswald SS2	Business Informatio E231_2 (19) Mr T Pringle COMP 2	Economics 12 E304_1 (9) Ms K Holter SS9	Discrete Mathematic E502_1 (20) Mr W Davids SS10	Art & Design 11 E631_1 (9) Ms M King *ART 1

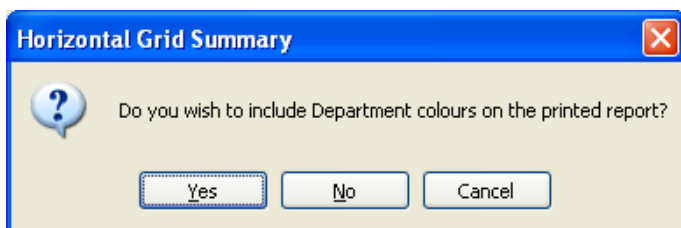
These colours will remain and update according to any action you take. They will only be removed if you utilise the functionality to do a Quick Search (for Teaching Sets).

Updates to these colours may be impacted when:

- Unlocking the Grid
- Adding and removing Teaching Sets
- Changing the Grid positions (if that option has been turned on)

7.1.3 Horizontal Grid Summary Report

Users can print the horizontal grid by clicking on the  Print icon. A choice will be given whether to include Department Colours on the Report.

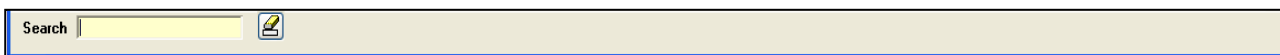


- Clicking YES will print the Horizontal Grid Summary report and include colours by department.
- Clicking NO will print the Horizontal Grid Summary report and will not include department colours.
- Clicking CANCEL will terminate the generation of the report.

Refer to Section 11.4.1 for examples of report appearance.

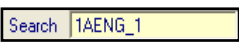
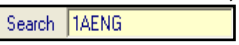
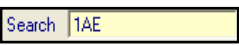
7.1.4 Quick Search – Teaching Set

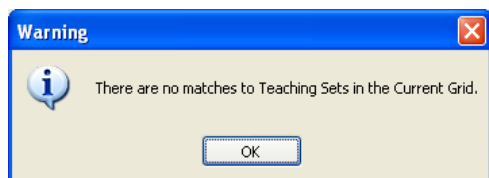
A Quick Search option is available, to enable easy identification of a single Teaching Set (or range of Teaching Sets).



The search operates on the Grid currently displayed (either in a locked or unlocked state).

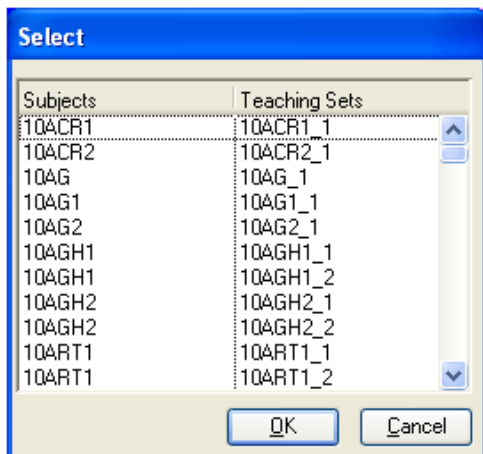
To perform a Teaching Set search users must enter either:

- The full Teaching Set name ; or
- A partial Teaching Set name ; or
- The first few letters of Teaching Set (or range of Teaching Sets). 
- Press <Tab> or <Enter> to initiate a search on entered data. If no matching Teaching Sets are found, a warning message will appear.

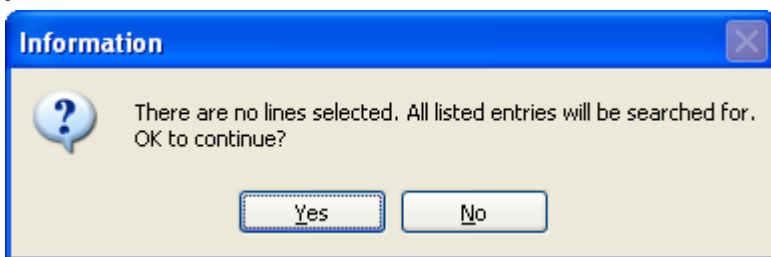


- Click **OK**.

If exactly one Teaching Set is found, any reference to that matching Teaching Set will be automatically displayed in the Grid Modelling window. If more than one potential Teaching Set is found the system displays a list of the matching names.




- A single Teaching Set or variety of T-Sets can be selected within this window through:
 - Using the Ctrl keyboard button clicking with the mouse;
 - Using the Shift keyboard button and clicking with the mouse (or using the up/down arrow keyboard buttons);
- Once highlighting the desired Teaching Set/s, to display the results, press <Enter> or click **OK**. Single record selections can also be double-clicked.
- Clicking on Cancel will close the window with no Search selections highlighted.
- Clicking on OK without having first made a selection will cause the following window to appear.



- Clicking YES will cause all possible results to be highlighted on the Grid.
- Clicking NO will close the window with no Search selections highlighted.

Note: Any Department Colours that are actively displayed on the Grid will be cleared and replaced with the highlighted Search Results. Clearing the Search will re-enable the Department Colour view.

Clicking on the Clear Search  button will clear any active search results instantly.

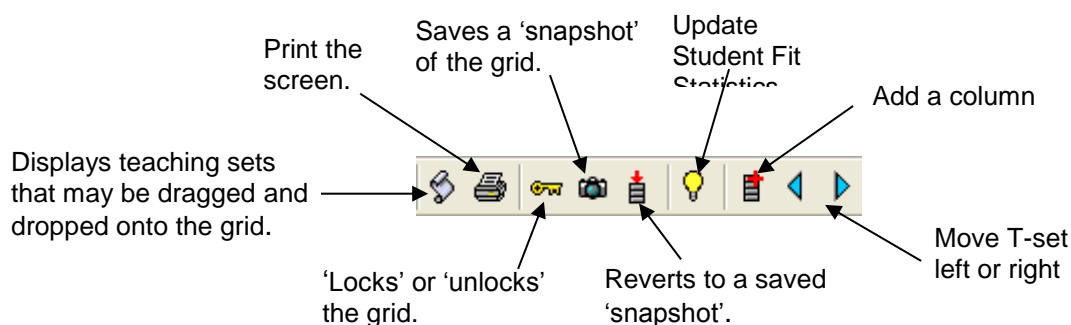
7.1.5 Unlocking the Grid

Upon entry of the grid modelling screen, select the appropriate year and grid to be manipulated. No changes may be made to the grid until it is 'unlocked' by clicking on the key.

A 'snapshot' of the grid is taken when the grid is unlocked. Users may also take 'snapshots' of the grid at any time. After changes have been made to the grid, the user may retrieve a 'snapshot' and revert to a previous 'snapshot' if required.

In a User Defined Grid, if the system restores from a Snapshot, any display positions will be restored along with the rest of the data. This applies to full snapshots and grid maps. Refer section 7.1.6

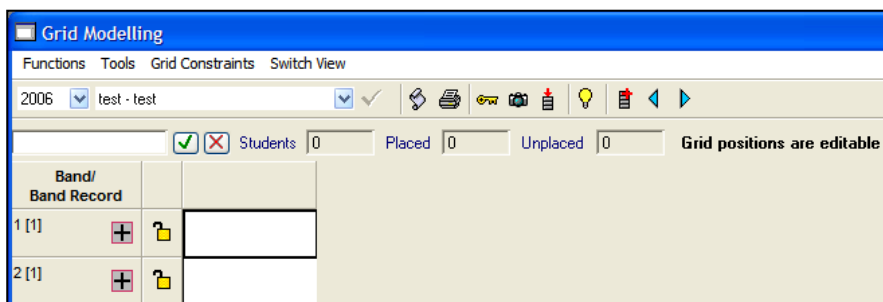
Student Fit Statistics may be viewed to note the effect of changes and to highlight 'problem' bands and/or subjects.



- Select the appropriate school year and grid.
- Click on Unlock. 

The screen will open in the Horizontal View.


Note: The Add column and Move T-set left or right functionality only exists in Editable Grid Displays. Refer Section 7.1.15.

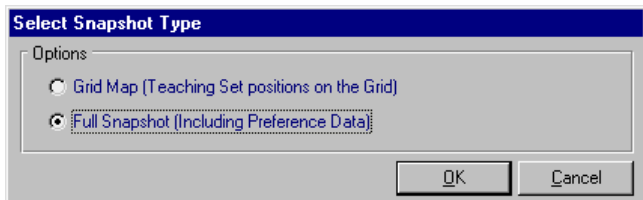


7.1.6 Taking a Snapshot of the Grid

(Timetabling> Grid Modelling> Take a Snapshot)

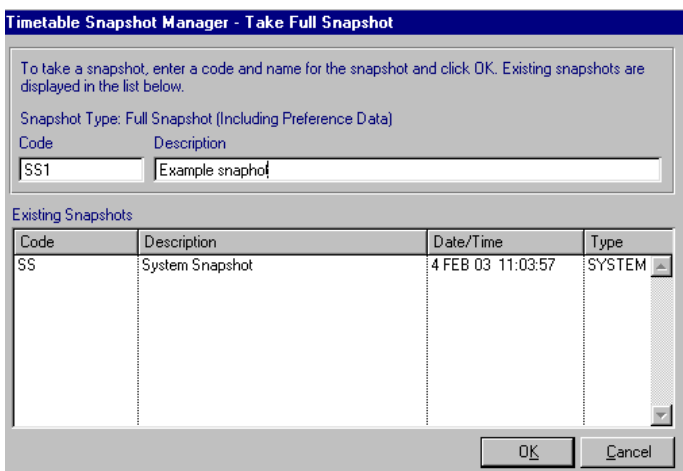
This may be done at any time the user would like to save the current state of the grid.

- Click on Take a Snapshot. 
- Select the Snapshot Type required



Note: a Full Snapshot is recommended.

- Click OK
- Enter a snapshot code and description



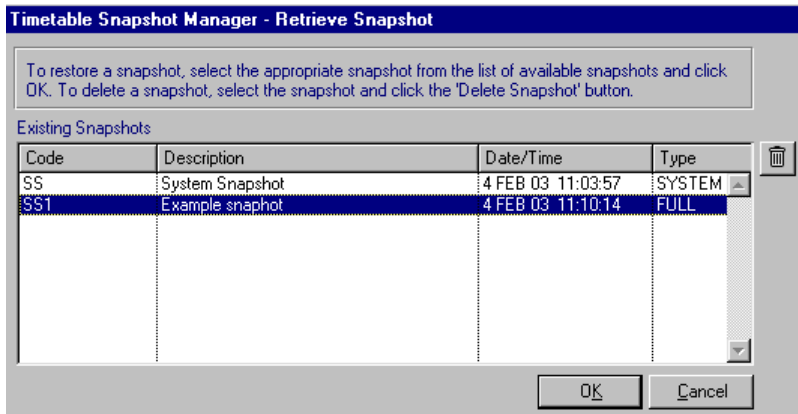
- Click OK.

Note: the date and time of the snapshot will be recorded automatically.

7.1.7 Reverting to a Previous Snapshot

(Timetabling> Grid Modelling> Retrieve a Snapshot)

- Click on Retrieve a Snapshot. 



- Highlight the appropriate snapshot.
- Click OK.

7.1.8 Displaying Band Records



(Timetabling> Grid Modelling)

Indicates the number of 'placed' students in the band

Shows the band

Clicking on the + will expand the band record.

Indicates the Band is unlocked

Band/ Band Record	
3 [3]	 
ENGLISH 10ENG_5 (31) *Ms I Klein *15	

Shows the full name and code of the subject and teaching set number.

Indicates the number of students in the set.

Shows the Teacher / Room for the Teaching Set. An asterisk denotes Multiple teachers / rooms.



Indicates an unlocked band record





Indicates a locked band record



Indicates that the grid has been saved to the timetable

To open up the Band to display the Band Records click on the plus. 

Band/ Band Record				
2 [2]	 	ENGLISH 10ENG_1 (29) Miss J Baldock 204	ENGLISH 10ENG_2 (25) Mrs G Allen 102	ENGLISH 10ENG_3 (27) Mr D Ellefsen 103
2.1		ENGLISH 10ENG_1 (29) Miss J Baldock 204	ENGLISH 10ENG_2 (25) Mrs G Allen 102	ENGLISH 10ENG_3 (27) Mr D Ellefsen 103
2.2		ENGLISH 10ENG_1 (29) Miss J Baldock 204	ENGLISH 10ENG_2 (25) Mrs G Allen 102	ENGLISH 10ENG_3 (27) Mr D Ellefsen 103

7.1.9 Locking/Unlocking Bands

(Timetabling> Grid Modelling)

Bands may be locked or unlocked at any time. Once a band has been locked, only limited functions are available. For a full selection of tools to be available, the band must be unlocked.

Locking/Unlocking All Bands

- Select Tools from the top line menu.
- Select Lock All Bands or Unlock all Bands.

Locking/Unlocking individual Bands

- Click on the padlock next to the band to be locked or unlocked.



Unlocked



Locked

7.1.10 Switching Grid Views

(Timetabling> Grid Modelling>Switch View)

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

Grid Modelling					
Functions Tools Grid Constraints Switch View					
2004 92004 - 2004 Year 9					
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Students 137 Placed 137 Unplaced 0					
Band/ Band Record					
1 (136)		English 9 9Eng_1 (25)	English 9 9Eng_3 (25)	English as a Second 9ESL_1 (13)	Mathematics 9 9Math_3 (25)
2 (136)		English 9 9Eng_4 (24)	Mathematics 9 9Math_1 (28)	Mathematics 9 9Math_4 (28)	Society & Environme 9S&E_5 (28)
3 (136)		English 9 9Eng_5 (25)	Mathematics 9 9Math_5 (26)	Society & Environme 9S&E_1 (30)	Society & Environme 9S&E_2 (28)
4 (136)		English 9 9Eng_2 (24)	Mathematics 9 9Math_2 (29)	Society & Environme 9S&E_3 (28)	Science 9 9Sci_2 (28)
5 (136)		Drama 9 9Dram_1 (13)	Food Production 9 9Food_2 (21)	Italian 9 9ITAL_1 (26)	Media 9 9MED_1 (9)

This is the horizontal view. To change to vertical view, click on Switch View and Vertical view, and the following window will appear:

Grid Modelling							
Functions Tools Grid Constraints Switch View							
2005 082005 - Y8							
Filter Grid <input checked="" type="radio"/> Show All Sets <input type="radio"/> Show Singleton Sets <input type="radio"/> Show Multi-Sets <input type="button" value="Oversize Sets"/>							
Subject							
8ART	1 (18)	2 (19)	3 (20)	4 (19)	5 (21)	6 (20)	7 (19)
8D&T	1 (20)	2 (19)	3 (16)	4 (21)	5 (21)	6 (19)	7 (20)
8ENG	1 (29)	2 (28)	3 (28)	4 (25)	5 (26)		
8HEc	1 (19)	2 (19)	3 (20)	4 (21)	5 (20)	6 (19)	7 (18)
8IND	1 (28)	2 (27)	3 (28)	4 (27)	5 (26)		
8ITAL	1 (28)	2 (26)	3 (28)	4 (27)	5 (27)		
8MUS	1 (20)	2 (20)	3 (19)	4 (18)	5 (18)	6 (21)	7 (20)
8Math	1 (28)	2 (25)	3 (28)	4 (27)	5 (28)		
8PE	1 (25)	2 (29)	3 (28)	4 (27)	5 (27)		
8S&E	1 (29)	2 (26)	3 (28)	4 (26)	5 (27)		
8SC1	1 (28)	2 (29)	3 (28)	4 (26)	5 (25)		
A	1 (136)						

Indicates the number of the teaching set

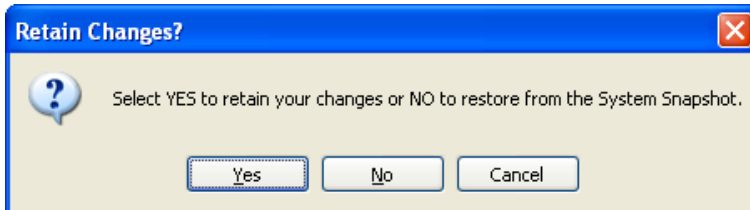
(Brackets) Displays the number of students in the teaching set.

7.1.11 Locking the Grid

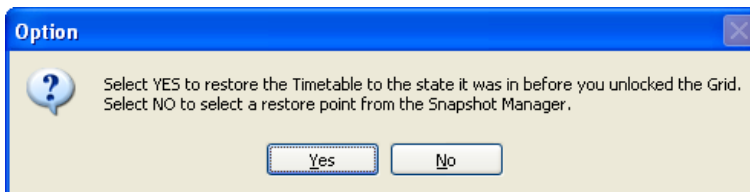
(Timetabling> Grid Modelling> Lock the Grid)

Upon exiting the grid modelling screen the user will be prompted to 'lock' the timetable and to save or discard the changes made. The user must 'lock the timetable prior to exiting this window.

- Click on Lock Grid. 
- Confirm your choice regarding saving changes or not.

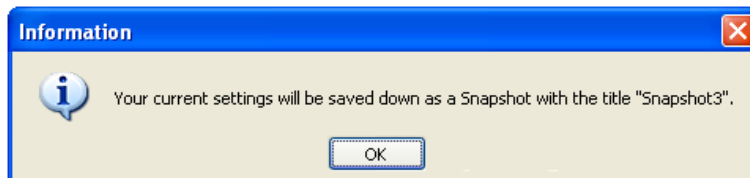


- Clicking Yes will save the changes made to the grid.
- Clicking No will result in a second dialogue box being displayed.



- Clicking Yes will result in the system snapshot taken when the grid was unlocked being restored.
- Clicking No will automatically save the current version of the unlocked grid. This is a safeguard in case users decide to recall the existing grid layout.

•

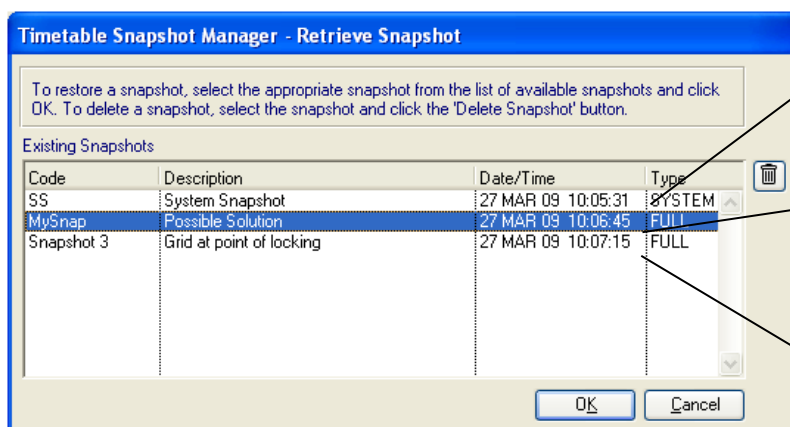


•

•

- Clicking OK will return users to the unlocked Grid Modelling window and the Timetable Snapshot Manager will be open, allowing users to select and review other snapshots.

•



The Grid at the point of unlocking

A User snapshot, taken at some point during the Grid edit

The Grid as it was when locking occurred

-
-
- Selecting a row and clicking OK will restore that snapshot to the unlocked Grid.
-
- Clicking Cancel return users to the unlocked Grid window which still contains the recent changes made before attempting to lock the Grid
-
-

7.1.12 Manual Teaching Set Placement

(Timetabling> Grid Modelling)


Teaching sets may be manually placed on the Bands or Band Records. The action of placing sets onto the grid in a particular cell will fill the band records up to the subject frequency if the subject frequency is less than or equal to the band frequency.

If the subject frequency of the set is greater than the band record, the user will still be able to place the teaching set but a warning message will occur and the user may decide to either change to another band record with a greater frequency or change the frequency of the band or subject.

If the teaching set is placed on a band with the same frequency as the subject frequency or if it is assigned to two different bands in the same schedule whose frequencies add up to the subject frequency it is regarded as fully assigned. A partially assigned set is one where the number of teaching sets placed is less than the subject frequency.

7.1.13 To Display a List of Available Teaching Sets

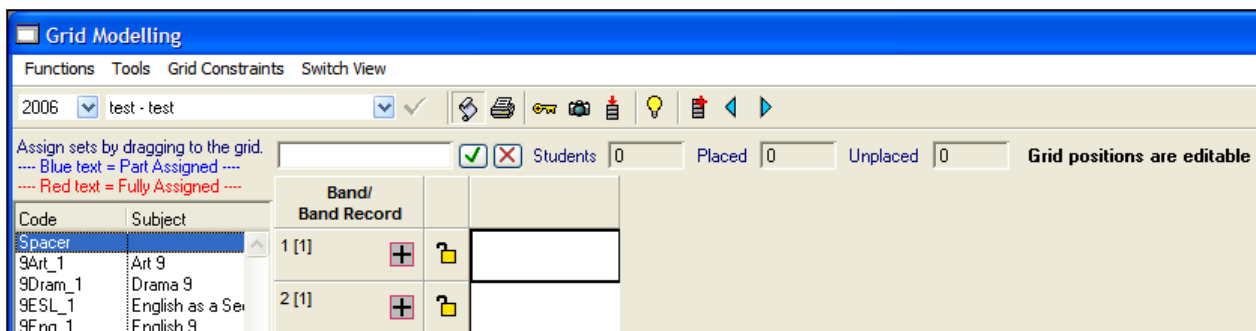
(Timetabling> Grid Modelling> Display Teaching Sets)

- Click on Display Teaching Sets.  A list of teaching sets correlating with the number of teaching sets indicated in the subject load table will appear on the left hand side of the window.

Note: If no teaching sets appear check that the Subject Load Table has been updated with the number of teaching sets for each subject.

If this is a User Defined Grid (Refer Section 7.1.15) a 'Spacer' will appear as the first entry of the teaching set list. This will allow the user to create spaces (blank cells) in both the Band and Band Records.

•



The screenshot shows the 'Grid Modelling' window. At the top, there's a menu bar with 'Functions', 'Tools', 'Grid Constraints', and 'Switch View'. Below it, a toolbar contains various icons. The main area is divided into two panes. The left pane, titled 'Assign sets by dragging to the grid.', contains a list of teaching sets with columns 'Code' and 'Subject'. The sets listed are 'Spacer', '9Art_1', '9Dram_1', '9ESL_1', and '9Eng_1'. The right pane shows a grid with columns 'Band/ Band Record', 'Students', 'Placed', and 'Unplaced'. The 'Students' column has a value of 0. The 'Placed' and 'Unplaced' columns have values of 0. The grid is currently empty.

7.1.14 Non User Defined Grid Display

(Timetabling > Grid Modelling)

- Teaching Sets may be dragged and dropped onto relevant bands or band records. When you drag a Teaching Set onto the Grid, it is placed into the furthest available column to the right.

OR

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

Note: The number of teaching sets stipulated in the load table for a given subject will be available to be placed on the grid.

Grid Modelling

Functions Tools Grid Constraints Switch View

2006 US2006 - US

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

Students 0 Placed 0 Unplaced 0

Code	Subject	Band/ Band Record				
D236_2	Digital Media 11	1 [4]	+	?	Vocational English 1 D002_1 (0)	English 11 (F) D004_1 (0)
D236_3	Digital Media 11	2 [4]	-	?	Geography 11 (F) D305_1 (0)	History 11 (F) D306_1 (0)
D290_1	Fabrics, Design	2.1			History 11 (F) D306_2 (0)	English Literature 11 D005_1 (0)
D305_1	Geography 11	2.2			History 11 (F) D306_1 (0)	Structured Workplac D962_1 (0)
D306_1	History 11	2.3			History 11 (F) D306_2 (0)	
D306_2	History 11	2.4			History 11 (F) D306_1 (0)	
D402_1	Biology 11	3 [4]	+	?		
D403_1	Chemistry 11	4 [4]	+	?		
D409_1	Physics 11	5 [4]	+	?		
D411_1	Senior Science	6 [4]	+	?		
D500_1	Vocational Math					
D501_1	Foundations of h					
D505_1	Introductory Calc					
D510_1	Mathematics In					
D600_1	Physical Educat					
D631_1	Art & Design 11					
D631_2	Art & Design 11					
D962_1	Structured Work					
D962_2	Structured Work					
D962_3	Structured Work					
D962_4	Structured Work					
D962_5	Structured Work					
D962_6	Structured Work					
E004_1	English 12					
E004_2	English 12					

Fully assigned teaching sets will appear in red and partially assigned teaching sets will appear in blue.

Note: If an occurrence of a fully placed teaching set is moved to a band record in a different schedule the placement indicator colour will change to blue to indicate an incomplete placement (partially assigned) for that schedule.

7.1.15 User Defined / Editable Grid Display


- (Timetabling> Grid Modelling)
 - When creating or editing a grid definition (refer Section 5.4.1) and checking the box Editable Grid Display ☒ User Defined grid functionality becomes available for that grid.
 - Teaching Sets may be dragged and dropped onto relevant bands or band records.
- OR**
- Teaching sets may also be typed into the box and a band or band record selected by clicking in the cell and clicking the green tick to place the teaching set.

Note: The number of teaching sets stipulated in the load table for a given subject will be available to be placed on the grid. A Spacer will also be available for placement on the grid refer 7.1.13

Add a column

- A new empty column can be added to the right of the existing grid display. You can then place Teaching Sets in positions other than Column 1 when starting a new grid or expanding an existing grid.

•

- Click on 'Add a Column' . An extra column will be added to the far right of the grid. When the grid is saved, any extra blank columns on the far right will disappear.

•

Grid Modelling						
Functions Tools Grid Constraints Switch View						
2005 102005 - Y10						
<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Students 0 Placed 0 Unplaced 0 Grid positions are editable						
Band/ Band Record						
1 [4]			Mathematics 10 10Math_1 (20)	Society & Environm 10S&E_2 (23)	Science 10 10SCI_3 (21)	
2 [4]			English 10 10ENG_3 (18)	Society & Environm 10S&E_3 (24)	Science 10 10SCI_1 (22)	
3 [4]			English 10 10ENG_2 (21)	Mathematics 10 10Math_3 (22)	Science 10 10SCI_2 (21)	
4 [4]			English 10 10ENG_1 (17)	English as a Secon 10ESL_1 (8)	Mathematics 10 10Math_2 (22)	Society & Environm 10S&E_1 (17)
5 [2]			Drama 10 10Dram_1 (25)	Jewellery 10 (F) 10Jew_1 (6)	Music 10 10MUS_1 (19)	Metalwork 10 10MW_3 (14)

•

•

- When you drag a Teaching Set onto the Grid with User Defined Grid Display turned on, it is placed at the mouse position on the grid. Any teaching sets to the right of that new teaching set will be moved one place to the right. In the underlying Band Records, that Teaching Set will be placed in the same column. See example below:

•

- Before a new set is added:

•

Band/ Band Record					
1 [4]			Senior English 11 A D092_1 (21)	History 11 (F) D306_1 (22)	Introductory Calculu D505_1 (22)
1.1			Senior English 11 A D092_1 (21)	History 11 (F) D306_1 (22)	Accounting 12 E200_1 (20)
1.2			Senior English 11 A D092_1 (21)	History 11 (F) D306_1 (22)	Introductory Calculu D505_1 (22)
1.3			Senior English 11 A D092_1 (21)	History 11 (F) D306_1 (22)	Accounting 12 E200_1 (20)
1.4			Senior English 11 A D092_1 (21)	History 11 (F) D306_1 (22)	Introductory Calculu D505_1 (22)

•

•

After a new set is added to column 2:





•

Band/ Band Record					
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	History 11 (F) D306_1 (22)
1.1			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	Introductory Calculu D505_1 (22)
1.2			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	Introductory Calculu D505_1 (22)
1.3			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	Introductory Calculu D505_1 (22)
1.4			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	Introductory Calculu D505_1 (22)





•

- If you add a Set and the underlying cells are empty, the empty cell will be filled, and the Sets to the right will not be moved. See example below:





- Before a new set is added:

Band/ Band Record				
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)
2 [4]			Digital Media 11 D236_3 (22)	Structured Workpla D962_2 (20)
2.1			Digital Media 11 D236_3 (22)	Structured Workpla D962_2 (20)
2.2			Digital Media 11 D236_3 (22)	Structured Workpla D962_2 (20)
2.3			Digital Media 11 D236_3 (22)	
2.4			Digital Media 11 D236_3 (22)	

- After a new set is added to column 2:

Band/ Band Record					
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	History 11 (F) D306_1 (22)
2 [4]			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Structured Workpla D962_2 (20)
2.1			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Structured Workpla D962_2 (20)
2.2			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Structured Workpla D962_2 (20)
2.3			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Biology 12 E402_1 (22)
2.4			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Biology 12 E402_1 (22)

- If a teaching set is removed from the band, a blank space will be left. There will be no change to the positions of sets to the right. See example below.

Band/ Band Record					
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	History 11 (F) D306_1 (22)
2 [4]			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Structured Workpla D962_2 (20)
2.1			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Structured Workpla D962_2 (20)
2.2			Digital Media 11 D236_3 (22)		Structured Workpla D962_2 (20)
2.3			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Biology 12 (F) E403_1 (20)
2.4			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Biology 12 (F) E403_1 (20)

- Drag the Spacer from the T-set list if you wish to create a blank cell on a band or band record. If you select “Spacer” from the teaching set list, and drag it onto the grid, all sets to the right of that teaching set will be move one space to the right, leaving a blank space.

When you add a spacer or a new teaching set to the grid, if there are not enough columns to the right to accommodate the change, a new column will be added to the Grid.

Band/ Band Record				
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17) History 11 (F) D306_1 (22)
1.1			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17) History 11 (F) D306_1 (22)
1.2			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17) History 11 (F) D306_1 (22)
1.3			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17) History 11 (F) D306_1 (22)
1.4			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17) History 11 (F) D306_1 (22)

Move T-sets on the grid.

- Highlight the T-set you wish to move by clicking in the cell on the grid.

Grid Modelling

Functions Tools Grid Constraints Switch View

2006 test - test

Students 0 Placed 0 Unplaced 0 Grid positions are editable

Band/ Band Record				
1 [2]			Art 9 (F) 9Art_1 (0)	English as a Second 9ESL_1 (0)
2 [2]			Drama 9 (F) 9Dram_1 (0)	

- Click on Move T-set left . The Teaching Set will be moved left. If there is already an existing teaching set on the left of the highlighted teaching-set then this will take its place. You can keep doing this until there are no more columns to move into.

Grid Modelling

Functions Tools Grid Constraints Switch View

2006 test - test

Students 0 Placed 0 Unplaced 0 Grid positions are editable

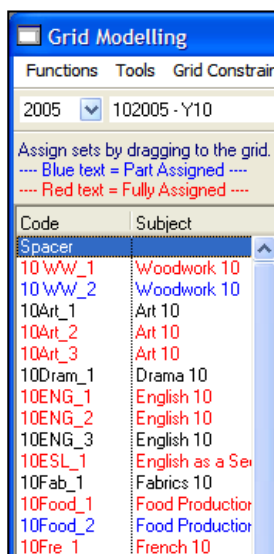
Band/ Band Record				
1 [2]			English as a Second 9ESL_1 (0)	Art 9 (F) 9Art_1 (0)
2 [2]			Drama 9 (F) 9Dram_1 (0)	

- Similarly you can click on Move T-sets right . T-sets will only move right if a column space exists.

Note: When you move T-sets at the Band Level, the system will nudge the sets in the underlying cells in the direction you specify. The system does not take note of the contents in the cell on the Band, but rather its position. The formatting of the Band is dependent on the changes made to the individual Band Records. If you have an irregular distribution of Teaching Sets in the underlying Band Records, the resulting arrangement of Sets at Band level might not be what was expected.

Fully assigned teaching sets will appear in red and partially assigned teaching sets will appear in blue.

-



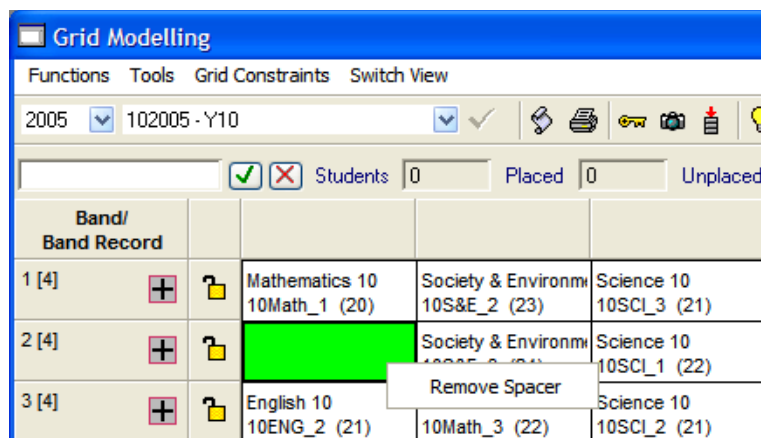
-

Note: If an occurrence of a fully placed teaching set is moved to a band record in a different schedule the placement indicator colour will change to blue to indicate an incomplete placement (partially assigned) for that schedule.

Delete a Space on grid

- Right click in a blank cell on the Band; a context menu will pop up allowing you to remove the space. All teaching sets to the right of the space will be re-positioned one space to the left.

-



-

Formatting of the Band when there are variations in the underlying Band Records;

- Each band column will be populated with the most frequent teaching set to be found in the equivalent band record column as shown below.
- If there are teaching sets with equal frequency, the band will display the one that is first encountered as you read downwards as shown below.

-

- Other Sets that appear in that column will be displayed in the first available blank column to the right.
-
- These features are illustrated in the display below.
-

Band/ Band Record								
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)	History 11 (F) D306_1 (22)	Introductory Calculu D505_1 (22)	Accounting 12 E200_1 (20)	Business Informatio E231_2 (22)
2 [4]			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Chemistry 12 E403_1 (20)	Drama 12 (F) E634_4 (11)	Structured Workplai D962_2 (20)	
2.1			Digital Media 11 D236_3 (22)	Chemistry 12 E403_1 (20)	Structured Workplai D962_2 (20)			
2.2			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Chemistry 12 E403_1 (20)	Structured Workplai D962_2 (20)	Drama 12 (F) E634_4 (11)	
2.3			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Chemistry 12 E403_1 (20)	Drama 12 (F) E634_4 (11)	Structured Workplai D962_2 (20)	
2.4			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)	Chemistry 12 E403_1 (20)	Drama 12 (F) E634_4 (11)	Structured Workplai D962_2 (20)	
3 [4]			Digital Media 11 D236_2 (20)	Biology 11 D402_1 (21)	Chemistry 11 D403_1 (22)	Structured Workplai D962_3 (1)	Applicable Mathema E504_1 (20)	Drama 12 E634_1 (16)
								SWL Info Tech (F) E808_3 (11)

First available cell

Note: A Teaching Set can only appear once in the Band, even when it occurs in a number of different Band record columns

- For each Band column, if all the Cells in the underlying Band Record are blank, a blank cell will appear in the Band for that column. Otherwise, the most frequent Set will appear
-



Band/ Band Record				
1 [4]			Senior English 11 A D092_1 (21)	Art & Design 12 (F) E631_1 (17)
2 [4]			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)
2.1			Digital Media 11 D236_3 (22)	Chemistry 12 E403_1 (20)
2.2			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)
2.3			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)
2.4			Digital Media 11 D236_3 (22)	History 12 (F) E306_2 (22)

- Below is another example of band formatting when manipulating teaching sets on a user defined grid.
-



Original display:

Band/ Band Record				
1 [4]			English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)
1.1			English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)
1.2			English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)
1.3			English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)
1.4			English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)





Insert a new teaching set on band record 1.2. The following is the resulting display:

Band/ Band Record							
1 [4]	 	English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		Media 9 (F) 9MED_2 (15)
1.1		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		
1.2		Media 9 (F) 9MED_2 (15)	English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)	
1.3		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		
1.4		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		

Highlight the first T-set on band record 1.2 and click on Move TSet Right. 

Band/ Band Record							
1 [4]	 	English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		Media 9 (F) 9MED_2 (15)
1.1		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		
1.2		English 9 (F) 9Eng_1 (22)	Media 9 (F) 9MED_2 (15)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)	
1.3		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		
1.4		English 9 (F) 9Eng_1 (22)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)		

Remove the T-set on Band Record 1.2 and add Spacers to line up teaching sets.

				Students	0	Placed	0	Unplaced	0	Grid positions are editable
Band/ Band Record										
1 [4]	 	English 9 (F) 9Eng_1 (22)	Media 9 (F) 9MED_2 (15)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)				
1.1		English 9 (F) 9Eng_1 (22)		Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)				
1.2			Media 9 (F) 9MED_2 (15)	Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)				
1.3		English 9 (F) 9Eng_1 (22)		Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)				
1.4		English 9 (F) 9Eng_1 (22)		Mathematics 9 (F) 9Math_2 (23)	Society & Environm 9S&E_3 (23)	Science 9 (F) 9Sci_3 (23)				

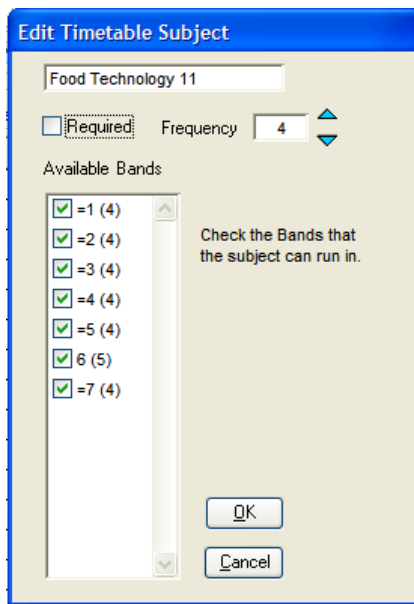
7.1.16 Adjust subject frequency


(Timetabling>Grid Modelling> Switch View > Vertical Grid View)

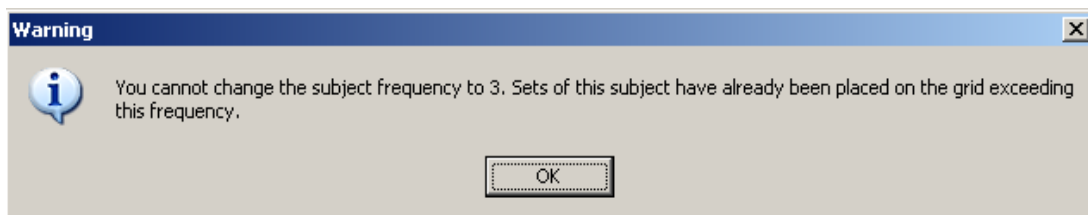
Right click in the grey area next to the subject name

Subject						
D004	1 (22)					
D005	1 (21)					
D092	1 (21)					
D093	Adjust Subject Frequency					
D236	1 (22)	2 (20)	3 (22)			
D291	1 (21)					
D305	1 (21)					

-
- Click on Adjust Subject Frequency
-



-
- Click on the blue arrows  to adjust the frequency
- Click OK
- If you try to decrease the frequency to lower than the amount of T-sets already placed, you will get the following message.
-



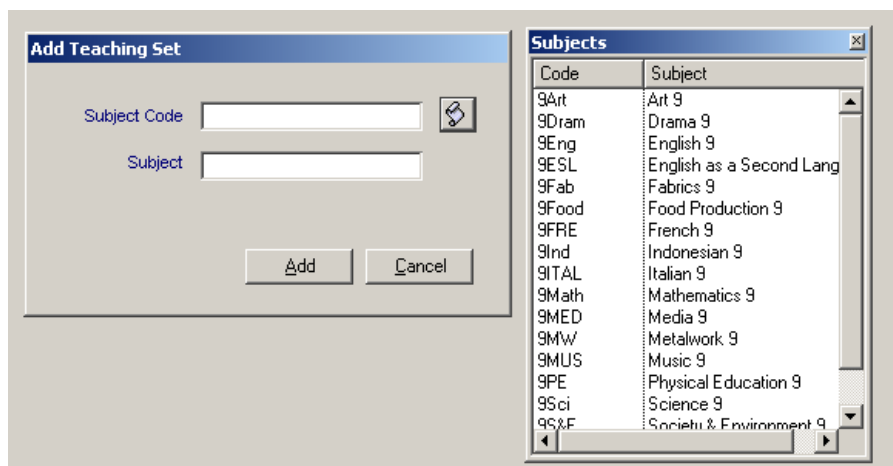
Any teaching set that had displayed in red previously in the horizontal grid i.e. it was fully assigned, whose subject frequency was increased in the vertical grid view, will now display as partially assigned in the horizontal grid view.

7.1.17 Adding or Deleting a Teaching Set

(Timetabling> Grid Modelling>Tools>Add / Delete Teaching Set)

Teaching sets may be added or deleted from the grid by selecting Tools>Add Teaching Set or Delete Teaching Set. At the time of adding a teaching set, the user will be prompted to add students to the teaching set. The students may be added here or later through the Move Student function.

Adding a Teaching Set



- Select Tools from the top line menu.
- Select Add Teaching Set from the menu.
- Enter a teaching set code.


OR

- Click on Display Teaching Sets and drag and drop a teaching set into the Subject Code field.
- Click on Add.
- Students may be added now or later.

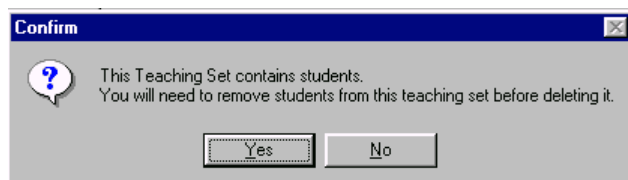
Deleting a Teaching Set

- Select Tools from the top line menu.
- Select Delete Teaching Set from the menu.
- Enter a teaching set code.

OR

- Click on Display Teaching Sets  and drag and drop a teaching set code into the box.
- Click on Delete.
- Click OK.

Note: If the teaching set contains students they must be removed prior to deleting the teaching set. The system will try to fit the students into other teaching sets but if it can't these students will become dropouts.



7.1.18 Additional Grid Modelling Functions

(Timetabling> Grid Modelling)

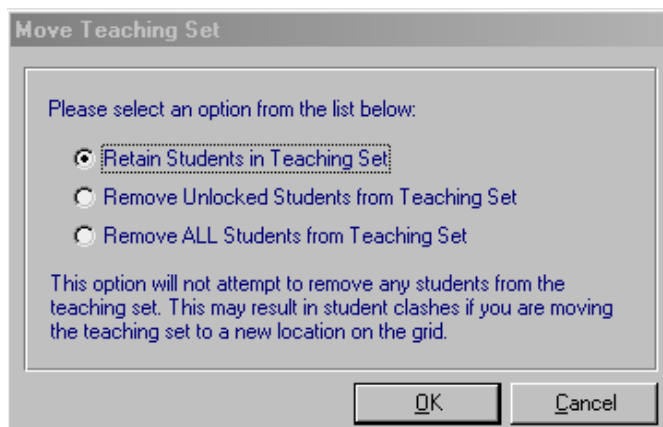
Once a teaching set has been allocated to a band or band record right clicking on the cell will produce a menu listing the following options:

- Move Teaching Set.
- Change Teaching Set.
- Remove Teaching Set.
- Mark as Fixed Element.
- Show Teaching Set Members.
- Show Teachers and Rooms (*conditional option*)
- Lock Teaching Set.

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

Moving a Teaching Set

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Move Teaching Set from the menu.
- Select the appropriate option from the menu provided.
-



Note: if the user opts to leave students in the teaching set, then after the set has been moved, it is advisable to check for conflicts through Tools>Move Students>Conflict Resolution.

- Highlight the appropriate band to move the teaching set.
-

Move Teaching Set

Teaching Set

Code: 9Food_3

Description: 9Food_3

Subject: Food Production 9

Move From: Band: 6

Move To

Band

2

3

4

5

7

8

☒ Move All Occurrences on Band

☐ Move Single Occurrence

Please select a destination band from the list of available bands.

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

OK Cancel

-
-
- Click OK.

Note: Only bands that correspond to the subject frequency will be displayed.

Change Selected Students' Teaching Set

Users may move one or more selected students from one teaching set to another provided that the grid, and relevant grid band, is unlocked, the grid is unsaved from the timetable and both sets are in the same band.

- Right-click on the teaching from which the students are to be moved

8 [2]			Health Education 10 10HE_3 (20) Miss M Mouse SS6	Indonesian 10 (F) 10Ind_2 (23) Mr C Pringle MS2	Physical Education 10PE_3 (21) Ms S Oswald GYM2
9 [2]			Art 10 10Art_1 (14) Mr G Kenny ART 1		
10 [2]			Food Production 10Food_1 (32) Ms T Swindon SS8		

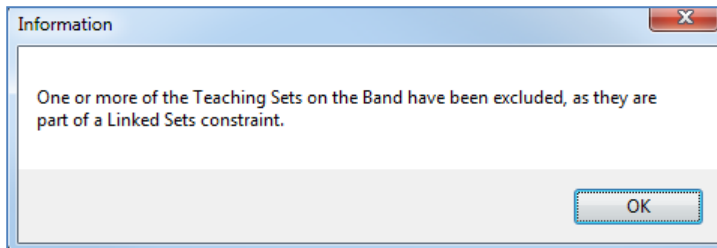
If the teaching set selected is part of a linked set, then the following will be displayed.

Warning

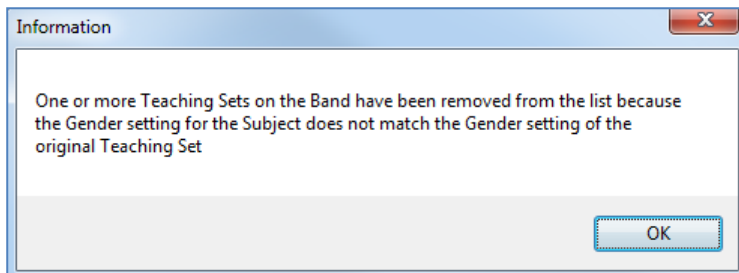
10ENG_1 is part of a Linked Set constraint (10-1) and must be manipulated manually.

OK

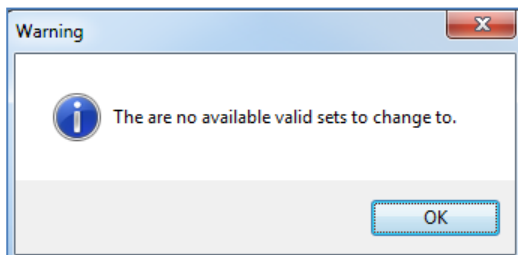
If other teaching sets on the same band are part a linked set, then those sets will be excluded from the list of available teaching sets.



Similarly, if there are teaching sets on the band for gender-specific subjects, then only those sets for the same gender will be available for transfer.



If all sets have been excluded, the following message will be displayed.



If there are teaching sets available for transfer, these will be displayed.

Move Students from one Set to another

Teaching Set
 Code: 10MW_1
 Description: 10MW_1
 Subject: Metalwork 10

To change teaching set, select a teaching set from the other sets in the Band, in the list below. All of the selected students will be moved out of the original set and into the new set and have their Preferences updated.

Students		Alternative Sets		
Surname	First Name	Teaching Set	Subject	Size
Anderson	Ben	10Food_1	Food Production 10	32
Bloor	Rebecca	10MUS_1	Music 10	14
Em	Lance	10Jew_1	Jewellery 10	4
Hill	Hanna			
Lackie	Bryce			
Luck	Jem			
Moir	Tagan			
Ogden	Allan			
Poole	Margrit			
Rowe	Serena			
Seddon	Penny			
Smithers	Emma			
Swiderski	Corrie			
Wheeler	Margaret			

OK Cancel

- Select the students to be moved and the teaching to move them into and click **OK**

A prompt will be displayed.

Warning

Are you sure you wish to change teaching set for these students?

This will remove the selected students from 10WW_1, placing them in Set 10Art_1 and update the student Preferences.

Yes No

- Click **Yes** to continue

If, on moving the students to the new set, the total number of students in the set exceeds the maximum for that subject, then a warning will be displayed.

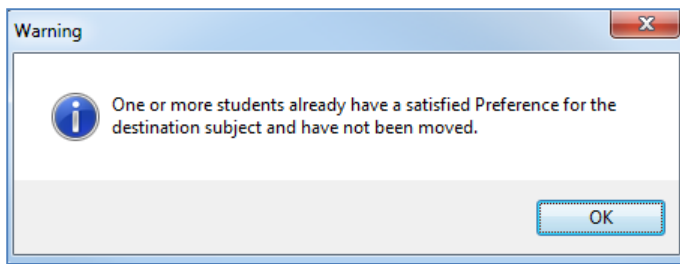
Warning

The number of Students in this Teaching Set will exceed the Teaching Set Maximum Size
 Do you wish to continue?

Yes No

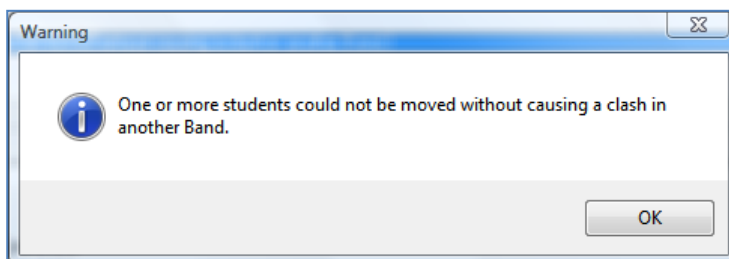
- Click **Yes** to continue

If any student has already been placed in a teaching set for that subject, then a warning will be displayed.



- Click **OK**

If a teaching set has been placed on more than one grid band, and moving students into that set will cause a clash on another band, then a warning will be displayed.



- Click **OK**

Once all of these checks have been run, the selected, valid students will be moved and their preference updated.

If, after the move, the original teaching set is completely empty of students, it will not be removed from the grid, as users may wish to move other students into it.

Change Teaching Set

(Timetabling> Grid Modelling)

Change Teaching Set allows the user to remove all students from the highlighted teaching set to a selected empty teaching set.

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Change Teaching Set from the menu.
-

Change Teaching Set

Teaching Set
 Code: D600_1
 Description: D600_1
 Subject: Physical Education Studies 11

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

Students		Empty Sets	
Surname	First Name	Teaching Set	Subject
Blake	McLaren	D962_1	Structured Workplace Le...
Aaron	Max		
Livvy	Lipton		
Damien	Lambert		
Chanara	Lam		
Clayton	Kent		
Richard	Nairn		
Brent	Murray		
Nigel	Orr		
Bradley	Uifelean		
Ashleigh	Campbell		
Sarah	Simple		
Sean	Guthrie		
Caitlin	Davies		
Jillian	Sorrell		
Kristian	Martin		

OK Cancel

-
-
- Select a Teaching set from the list.
- Click OK.
- Confirm your selection.

The selected teaching set will now replace the original teaching set on the grid. All students who were listed in the previous teaching set will now become a member of the selected teaching set.

Note: the Empty Sets list will consist of all teaching sets allocated to the grid but not yet placed on a grid band. The use of this function will delete the students from their original teaching set and may impact on school reporting

Remove Teaching Set

(Timetabling> Grid Modelling)

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Remove Teaching Set from the menu.
-

Remove Teaching Set

Please select an option from the list below:

☒ Retain Students in Teaching Set

☐ Remove Unlocked Students from Teaching Set

☐ Remove ALL Students from Teaching Set

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

OK Cancel

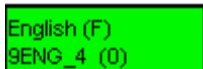
-
-
- Select the appropriate option
- Click OK

The Teaching set will be removed from the grid.

Mark as Fixed Element

(Timetabling> Grid Modelling)

Teaching sets may be manually fixed so that they can't be moved unless marked as a non-fixed element at a later date.

- Highlight the appropriate teaching set.
- 
- Right click in the cell.
- Select Mark As Fixed Element from the menu.

Note: manually placing a teaching set on the grid automatically fixes it. To remove the fixed element follow the above steps but select from the Mark as Non-Fixed Element from the menu.

Show Teaching Set Members

(Timetabling> Grid Modelling)

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select **Show Teaching Set Members** from the menu.
-



Note: The Required column will be checked if the subject is required. Students may be locked into the teaching set so that they can't be moved, by checking the locked box for the appropriate students.

Clicking **Print** will generate a report that display(s) teachers and room(s) as well as teaching set members.

West Coast District High School			
Students in Teaching Set - 8Math_5 : 8Math_5			
Timetabling Year: 2012 Grid: 2012 - 08 - 08			
Teacher: Mr N Creed		Room: MS4	
Surname	First Name	Year Group	Form
Antonello	Mark	8	08.4
Atkins	Aaron	8	08.5
Carless	Matthew	8	08.3
Cartwright	Matthew	8	08.3
Futterby	Aimee	8	08.2
Gaunt	Natalie	8	08.1
Knowles	Bianca	8	08.5
Kong	Mitchell	8	08.2
Magan	Shaylee	8	08.2
Mappin	Phill	8	08.3
Middleton	Sarah	8	08.4
Milenovich	Andrew	8	08.5
Narkle	Zoe	8	08.5
Noakes	Baron	8	08.3
Peel	Pamela	8	08.1
Pendlebury	Stacey	8	08.5
Richards	Lia	8	08.1
Ritchie	Candice	8	08.4
Ross	Hayley	8	08.2
Rossi	Curtis	8	08.4
Shifter	Natalie	8	08.4
Sintar	Karl	8	08.5
Sniffen	Megan	8	08.2
Sok	Glen	8	08.3
Wansbrough	Justin	8	08.2
Watson	Tom	8	08.3

26 Records Found

Show Teachers and Rooms











(Timetabling> Grid Modelling)

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Show Teachers and Rooms from the menu.

Note: This option will be made available only to Class Meetings that have multiple Teachers and/or Rooms assigned. These instances will be visually identified by an asterisk (*) positioned next to the Teacher or Room.

There are various circumstances whereby multiple teachers or rooms might be present.

In the case of the Band Header:

1 [4]	 	English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 8SC1_5 (27) *Ms E Everage *SCI 4	
1.1		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.2		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.3		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.4		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
2 [4]	 	English 8 (F) 8ENG_4 (28) Mr J Brigg *MS4					
3 [4]	 	English 8 (F) 8ENG_1 (27) *Ms J Calvin *MS2					
4 [4]	 	English 8 (F) 8ENG_2 (28) *Ms S Corner *MS3					
5 [2]	 	Art 8 8ART_3 (22) Mr G Kennv					

Teachers and Rooms

Staff allocated to the selected Band Record are displayed in the list below.

TT Period	Record No.	Surname	First Name	Room	Primary
Semester 1	3	Creed	Nicholas	MS5	YES
Semester 1	3	Richardson	Susan	MS5	NO
Semester 2	3	Creed	Nicholas	MS2	YES

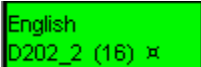
Close

- There may be multiple teachers attached to the Band Record, one of whom will be shown as Primary. The Primary teacher is determined when multiple teachers are assigned in the Timetable section.
-
- There may be different teachers used in different Terms, or Semesters (in the instance that a particular Band appears in more than one Term/Semester).
- There may be different rooms used in different Terms, or Semesters (in the instance that a particular Band appears in more than one Term/Semester).

Lock Teaching Set

(Timetabling> Grid Modelling)

Students who are members of locked teaching sets cannot be moved from the teaching set. No students may be added to locked teaching sets either.

- Highlight the appropriate teaching set.
- 
- Right click in the cell.
- Select Lock Teaching Set from the menu.
- An icon will be displayed to indicate that it is a locked set.

7.2 Placement of Students

(Timetabling> Grid Modelling>Tools>Move Students)

Once teaching sets have been manually placed on the grid, the user may choose to automatically allocate students to teaching sets based on their previously entered preferences, or manually place students as required, or a combination of both manual and automatic placement.

7.2.1 Manual Placement of Students

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

Manual placement of students is based on the previously entered subject preferences but the user has control over placing individuals in appropriate teaching sets. Students may be manually assigned to teaching sets either before or after the teaching sets have been placed on the grid. If the user decides to assign students to teaching sets prior to placement on the grid this must be done in Preferences>Teaching Sets as previously described.

To manually place students in teaching sets placed on the grid (unlock the grid and unsave from the timetable):

- Select Tools from the top line menu.
- Select Move Students from the menu.
- Click on the Unplaced Students tab.
- Highlight the required subject.

Note: All subjects that have students with unplaced preferences will be highlighted in red.

- Highlight required students and teaching set.

Note: All students that have a listed preference for the subject and are unplaced in a teaching set will be highlighted in red.

- Click on Place.

Move Student

2005 US2005 - US

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

Subjects

Code	Name	U	P
D002	Vocational English 11	128	0
D004	English 11	0	22
D005	English Literature 11	0	21
D092	Senior English 11 A	0	21
D093	Senior English 11 B	0	21
D200	Accounting 11	0	0
D231	Business Information Technology	0	0
D236	Digital Media 11	0	64
D290	Fabrics, Design & Technology	0	0
D291	Food Technology 11	0	21
D304	Economics 11	0	0
D305	Geography 11	0	21
D306	History 11	0	43
D402	Biology 11	0	21
D403	Chemistry 11	0	22
D409	Physics 11	0	22
D411	Senior Science 11	0	21
D500	Vocational Mathematics 11	0	0
D501	Foundations of Mathematics	0	21
D505	Introductory Calculus	0	22
D510	Mathematics In Practice	0	21
D600	Physical Education Studies 11	0	0
D630	Art 11	0	0

Students

Name	Form	U	P
Nairn, Richard	11/11.2	U	
Nixon, Tania	12/12.1	U	
O'Brien, Mike	12/12.2	U	
O'Donnell, Sean	12/12.1	U	
Ober, Matthew	11/11.1	U	
Oliver, Angela	11/11.2	U	
Ortas, Martin	12/12.3	U	
Orringe, Nathan	12/12.1	U	
Oscar, Jillian	12/12.2	U	
Osterburg, Kate	11/11.1	U	
Otter, Lauren	12/12.2	U	
Pamment, Louise	11/11.2	U	
Pearce, Kyle	11/11.1	U	
Perera, Trevor	11/11.2	U	
Peroni, Adam	12/12.3	U	
Peterson, Candice	12/12.1	U	
Max, Aaron	11/11.2	U	
McAlindon, Dean	12/12.2	U	
McLiffe, Jason	12/12.3	U	
Melville, Mitchell	11/11.1	U	
Mentoring, Jess	12/12.1	U	
Michael, Daniel	11/11.2	U	
Mirtle, Abigail	12/12.2	U	

Destination Teaching Sets

Code	No.
------	-----

Place
Remove
Fit All
Auto Promote

U = Unplaced
P = Placed
Red text indicates unplaced students

☒ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

- The View Results tab will automatically display showing the results of the placement. This may be printed if desired.

Move Student

2004 US2004 - 2004 Upper School

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

Student	From	To	Success
Corrie Swiderski		D500_1	SUCCESS*
Angie Rilton		D500_1	SUCCESS*
Margrit Poole		D500_1	SUCCESS*
Mary Naglazas		D500_1	SUCCESS*
Bryce Lackie		D500_1	SUCCESS*
Kea Guester		D500_1	SUCCESS*
Jonathon Depete		D500_1	SUCCESS*

Print Log
Clear Log

* indicates direct moves between sets in the same band records

☒ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

- Click OK to accept the changes or Cancel to disregard the changes.
-

Note: This may be repeated as many times as the user wishes.

- Click Close to return to the grid.

Update Student Fit Statistics

(Timetabling> Grid Modelling> Update Student Fit Statistics)

The Update Student Fit Statistics can be a useful tool to see the immediate effect of moving a teaching set once all or some students have been assigned teaching sets.

- Click on Update Student Fit Statistics in the top tool bar. 

Indicates the total number of students in the cohort linked to the



Students 65 Placed 61 Unplaced 4

Indicates the number of students with all primary preferences placed.

Indicates the number of students with one or more primary preferences unplaced.

Most users would be aiming for the number in the Placed field equalling the number of students in the cohort. This may not be possible without changes to the grid or the students' preferences.

To enable users to further identify problem bands, numbers of placed students for each band/band record will be indicated in brackets alongside each band.

Band/ Band Record	
1 (58)	
2 (63)	

Note: The Student Fit statistics must be updated after each move to reflect any changes made.

7.2.2 Automatic Placement of Students

(Timetabling> Grid Modelling> Fit All Students)

Automatic placement of students is based on previously entered preferences and may be completed as part of the auto-scheduling process or from the Tools menu for manually constructed grids.

- Select Tools from the top line menu.
- Select Fit All Students from the menu.
- The system will attempt to fit all students with unplaced preferences into existing teaching sets. At the end of the action a results screen will be displayed listing the success or failure of the placement. This may be printed if required.

Move Student

2004 US2004 - 2004 Upper School

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

Student	From	To	Success
Serena Rowe		D501_1	SUCCESS*
Cameron Pauley		D501_1	SUCCESS*
Allan Ogden		D501_1	SUCCESS*
Tagan Moir		D501_1	SUCCESS*
Jack McKinney		D501_1	SUCCESS*
Jem Luck		D501_1	SUCCESS*
Emily Lewis		D501_1	SUCCESS*
Rohyn Kelley		D501_1	SUCCESS*
Lance Em		D501_1	SUCCESS*
Rebecca Bloor		D501_1	SUCCESS*
Ben Anderson		D501_1	SUCCESS*
Corrie Swiderski		D500_1	SUCCESS*
Angie Rilton		D500_1	SUCCESS*
Margrit Poole		D500_1	SUCCESS*
Mary Naglazas		D500_1	SUCCESS*
Bryce Lackie		D500_1	SUCCESS*
Hanna Hill		D500_1	SUCCESS*
Kea Guester		D500_1	SUCCESS*
Kirsten Fullgrabe		D500_1	SUCCESS*
Jonathon Depete		D500_1	SUCCESS*
Cara Dalton		D500_1	SUCCESS*
Daniel Butter		D500_1	SUCCESS*
Michael Brogan		D500_1	SUCCESS*

Print Log
Clear Log

* indicates direct moves between sets in the same band records

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

- Click OK to accept the changes
- Click Close to close the Move Student window.

Note: The time taken for this action will depend on the number of unplaced students and preferences.

7.3 Remove Non - Fixed Teaching Sets

(Timetabling> Grid Modelling>Functions>Remove Non-fixed Teaching Sets)
(Timetabling>Timetable Setup>Grids>Remove Non-fixed Teaching Sets)

-
- This feature allows for any non-fixed teaching sets to be removed from a grid. They will not be deleted and will retain their students.
-
- Highlight the appropriate grid.
- Click on Functions> Remove Non-fixed Teaching Sets
- If the highlighted grid has been saved to the timetable you will be required to enter a password.
-

Grid alterations

Password

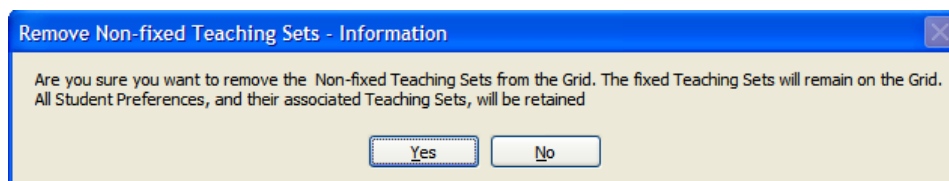
You have opted to delete, or to make alterations to, a grid which is saved as part of the operational timetable. This operation may only be performed by users with administrator status. Please enter your password below to confirm:

User: ADMIN

Password:

OK Cancel

-
- Enter the password if required and click OK.
- The following message will display:
-



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

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

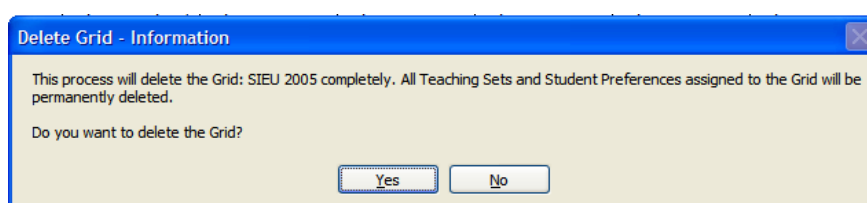
7.4 Deleting a Grid

(Timetabling> Grid Modelling>Functions>Delete Grid)

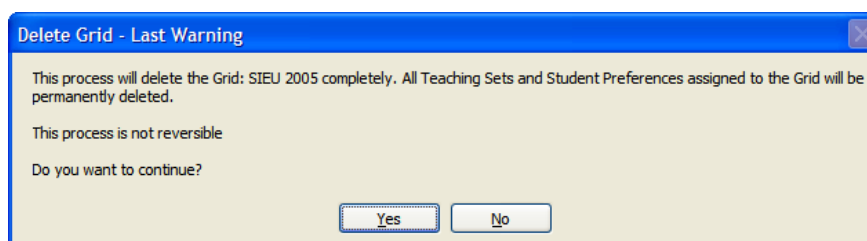
Note: This function is disabled for Western Australian Education Department schools.

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

- Select Functions from the top line menu.
- Select Delete Grid from the menu. A message will appear:
-

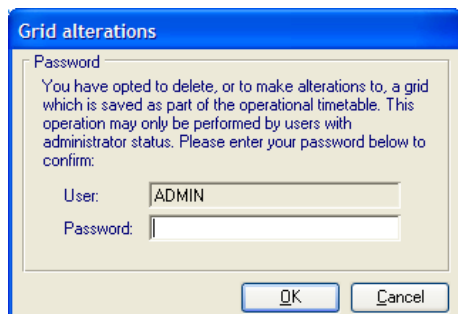


-
-
- Click Yes and a second warning message will display
-



- Click Yes to continue or No to cancel. After clicking Yes the grid and all associated elements will be removed.


Note: this is an extreme measure and all caution should be taken before proceeding. If the grid has been saved to the timetable the user must have Administrator status and enter their Integr8 password after selecting Delete Grid before progressing any further.



The image shows a Windows-style dialog box titled "Grid alterations". Inside, there is a section labeled "Password" with a message: "You have opted to delete, or to make alterations to, a grid which is saved as part of the operational timetable. This operation may only be performed by users with administrator status. Please enter your password below to confirm:". Below the message are two input fields: "User:" with the text "ADMIN" and "Password:" which is empty. At the bottom right are "OK" and "Cancel" buttons.

7.5 Making the School Year and Grid the Default

To save selecting the appropriate school year and grid every time the Grid Modelling screen is opened, the user can make a particular school year and grid the default, so that the chosen school year and grid is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list
- Select the appropriate Grid from the drop down list.
- Click on the green tick. 

7.6 Inter-Grid Linkage

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

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

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

- Manually linking all bands on the table and generating nothing.
- Manually linking some bands containing fixed elements on the table and automatically generating the rest of the table around the manually placed bands.
- Automatically generating the entire table. This is only available with Timetabling Auto-scheduler.

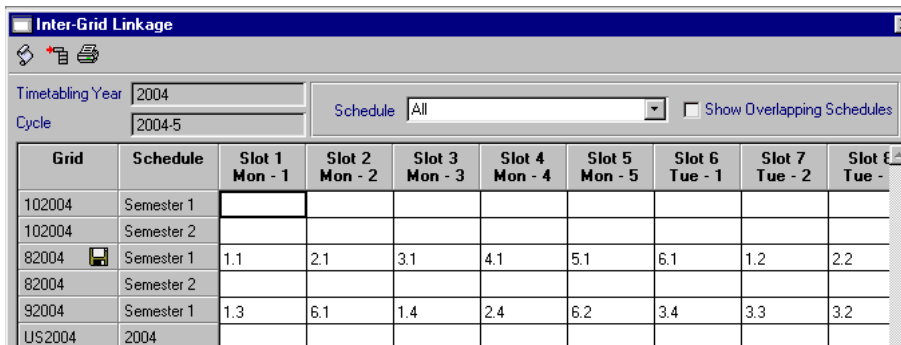
The Inter-Grid Linkage Table will be created for the entire timetabling year, with each schedule appearing within it. The table may be filtered by schedule so that all grids with concurrent band records may be displayed in isolation.

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


7.6.1 Manually Linking Band Records

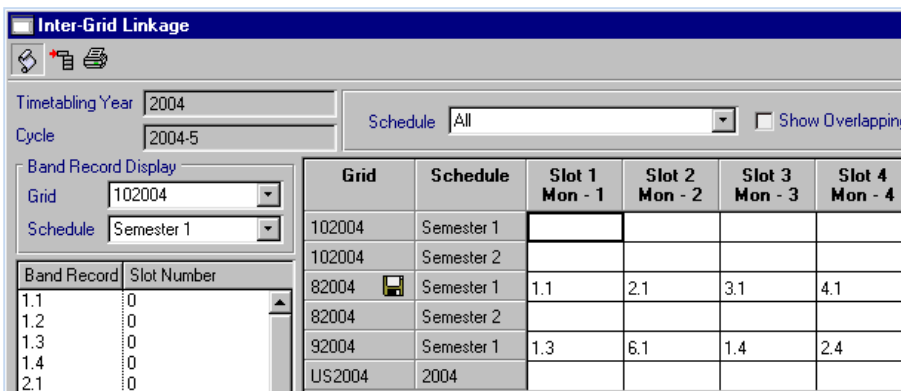
(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

- Select Functions from the top line menu.
- Select Inter- Grid Linkage from the menu.



Grid	Schedule	Slot 1 Mon - 1	Slot 2 Mon - 2	Slot 3 Mon - 3	Slot 4 Mon - 4	Slot 5 Mon - 5	Slot 6 Tue - 1	Slot 7 Tue - 2	Slot 8 Tue - 3
102004	Semester 1								
102004	Semester 2								
82004	Semester 1	1.1	2.1	3.1	4.1	5.1	6.1	1.2	2.2
82004	Semester 2								
92004	Semester 1	1.3	6.1	1.4	2.4	6.2	3.4	3.3	3.2
US2004	2004								

- Click on Show Band Record Display. 
- Select the required grid and schedule from the drop down menus.




Grid	Schedule	Slot 1 Mon - 1	Slot 2 Mon - 2	Slot 3 Mon - 3	Slot 4 Mon - 4
102004	Semester 1				
102004	Semester 2				
82004	Semester 1	1.1	2.1	3.1	4.1
82004	Semester 2				
92004	Semester 1	1.3	6.1	1.4	2.4
US2004	2004				

Band Record	Slot Number
1.1	0
1.2	0
1.3	0
1.4	0
2.1	0

- Drag and drop Band Records to the appropriate slot.


Add a Slot

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

- Click on Add a Slot.  An extra slot will now be available for all grids.

Print the Inter-grid Linkage Table

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

- Click on Print. 
- Confirm the destination of the report.
- The following report will be displayed.

West Coast District High School								
Grid Linkage Map								
Timetabling Year: 2004 Cycle: 2004-5 - 2004-5								
Campus: SS - Senior School								
Grid	Schedule	Slot 1 Mon - 1	Slot 2 Mon - 2	Slot 3 Mon - 3	Slot 4 Mon - 4	Slot 5 Mon - 5	Slot 6 Tue - 1	Slot 7 Tue - 2
102004	Semester 1							
102004	Semester 2							
82004	Semester 1	1.1	2.1	3.1	4.1	5.1	6.1	1.2
82004	Semester 2							
92004	Semester 1	1.3	6.1	1.4	2.4	6.2	3.4	3.3
US2004	2004							

7.6.2 Additional Functions in Inter-Grid Linkage

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

Right clicking on a linked cell in the Inter-Grid Linkage Table will produce the following menu

- Display Teaching Sets
- Mark as Unavailable
- Unlink Slot.

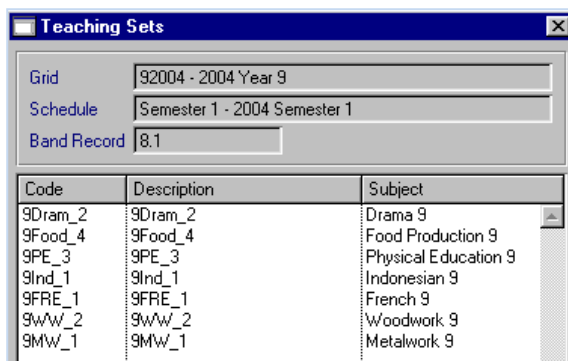
The last two functions will only be available if the grid has not been saved to a timetable. If the slot has not been linked to a band/band record only the Mark as Unavailable function will be available.

Display Teaching Sets

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

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

- Select an appropriate slot.
- Right click in the cell
- Select Display Teaching Sets from the menu.
-



The system will display all teaching sets listed on the band/band record that are now linked to the time slot.

Mark as Unavailable

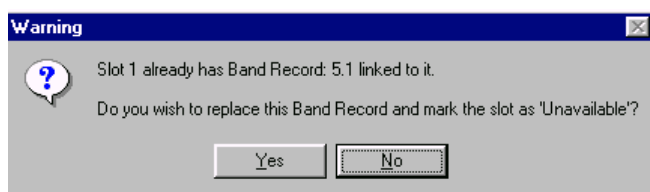
(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

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

- Select the appropriate slot.
- Right click and from the menu select Mark as Unavailable.

Grid	Schedule	Slot 1	Slot 2	Slot 3
102002	Term 1	5.1	Unavailable	2.1

Note: If the slot was already linked the following warning message will be displayed, confirm as appropriate.



Unlink Slot

(Timetabling> Grid Modelling>Functions>Inter-Grid Linkage)

Unlink Slot will delete any band record linked to the slot.

- Select the appropriate slot.
- Right click and from the menu select Unlink Slot. The slot will be cleared.

7.7 Grid Constraints

(Timetabling> Grid Modelling> Grid Constraints)

Constraint categories are:

- Keep Together Sets – sets that must be placed on the same band.
- Keep Apart Sets – sets that must not be placed on the same band.
- Linked sets – sets that must have the same membership of students and must be populated by the user.

The Keep Together and Keep Apart constraints are useful if the auto-scheduling process is to be used. The constraints are optional, but if used may produce a better timetable with optimal use of fixed resources.

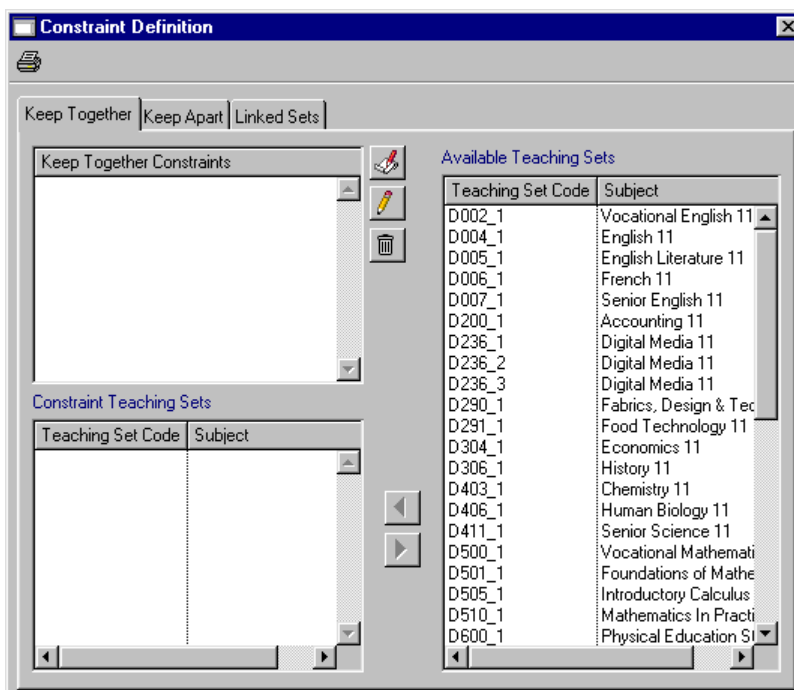
The Linked Sets constraint ensures that if a student is placed in one of the linked sets, he or she is automatically placed into all of them.


Users may define constraints before a timetable is generated. Constraints are used by the auto-schedule process and will also be used for validation during manual placement of fixed elements.

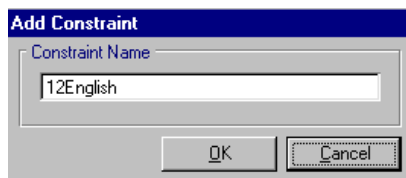
7.7.1 Keep Together Sets


(Timetabling> Grid Modelling> Grid Constraints> Keep Together)

- Select Grid Constraints from the top line menu.
- Select Keep Together from the menu.



- Click on Add. 
- Enter a Constraint Name.
-

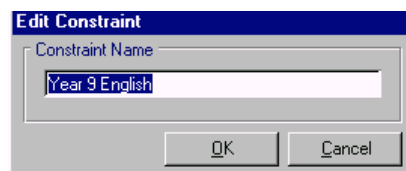


-
-
- Click OK.
- Highlight the required teaching sets in the Available Teaching Set List.
- Click on the Add arrow. 

Edit a Keep Together Set

(Timetabling> Grid Modelling> Grid Constraints> Keep Together)


- Highlight the appropriate Keep Together Set.
- Click on Edit.
- Edit the name as appropriate.
-



-
-
- Click OK.


Remove Teaching Sets from a Keep Together Set

(Timetabling> Grid Modelling> Grid Constraints> Keep Together)

- Highlight the relevant Keep Together Set.
- Highlight the teaching sets to be removed.
- Click on the Remove Selected Teaching Sets arrow. 

Delete a Keep Together Set

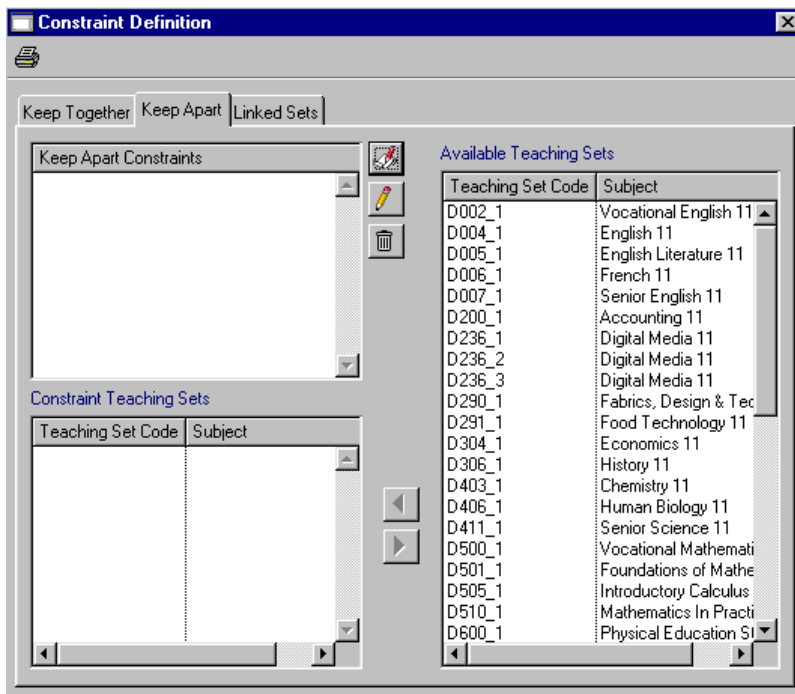
(Timetabling> Grid Modelling> Grid Constraints> Keep Together)


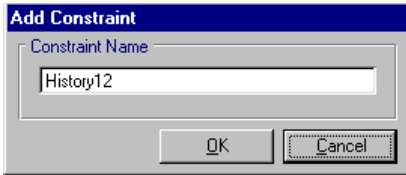
- Highlight the Keep Together Set you wish to delete.
- Click on Delete. 
- Confirm your selection.


7.7.2 Keep Apart Sets

(Timetabling> Grid Modelling> Grid Constraints> Keep Apart)

- Select Grid Constraints from the top line menu.
- Select Keep Apart from the menu.



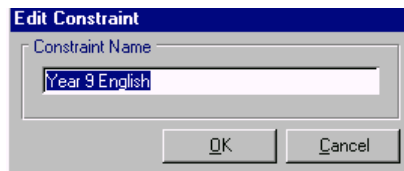
- Click on Add. 
- Enter a Constraint Name.
- 

The 'Add Constraint' dialog box shows the 'Constraint Name' field with the text 'History12' entered. The 'OK' and 'Cancel' buttons are at the bottom.
- Click OK.
- Highlight the appropriate teaching sets in the Available Teaching Set list.
- Click on the Add arrow. 

Edit a Keep Apart Set

(Timetabling> Grid Modelling> Grid Constraints> Keep Apart)


- Highlight the appropriate Keep Apart Set.
- Click on Edit.
- Edit the name as appropriate.
-



-
-
- Click OK.

Remove Teaching Sets from a Keep Apart Set

(Timetabling> Grid Modelling> Grid Constraints> Keep Apart)

- Highlight the appropriate Keep Apart Set.
- Highlight the teaching sets to be removed.
- Click on the Remove Selected Teaching Sets arrow. 

Delete a Keep Apart Set

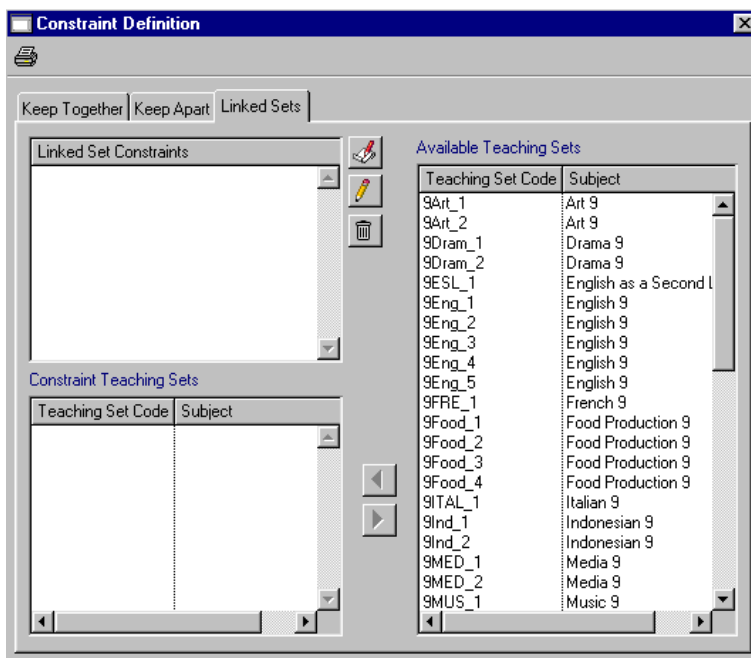
(Timetabling> Grid Modelling> Grid Constraints> Keep Apart)


- Highlight the appropriate Keep Apart Set.
- Click on Delete. 
- Confirm your selection.

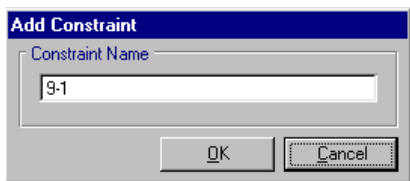
7.7.3 Linked Sets

(Timetabling> Grid Modelling> Grid Constraints> Linked Sets)


- Select Grid Constraints from the top line menu.
- Select Linked Sets from the menu.



- Click on Add. 
- Enter a Constraint Name.
-



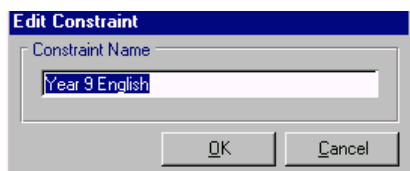
The 'Add Constraint' dialog box has a title bar 'Add Constraint'. Below it is a text field labeled 'Constraint Name' containing the text '9-1'. At the bottom are 'OK' and 'Cancel' buttons.

-
-
- Click OK.
- Highlight the appropriate teaching sets in the Available Teaching Set list.
- Click on the Add arrow. 

Edit a Linked Set

(Timetabling> Grid Modelling> Grid Constraints> Linked Sets)

- Highlight the appropriate Linked Set.
- Click on Edit.
- Edit the name as appropriate
-




The 'Edit Constraint' dialog box has a title bar 'Edit Constraint'. Below it is a text field labeled 'Constraint Name' containing the text 'Year 9 English'. At the bottom are 'OK' and 'Cancel' buttons.

-
-
- Click OK.


Remove Teaching Sets from a Linked Set

(Timetabling> Grid Modelling> Grid Constraints> Linked Sets)

- Highlight the appropriate Linked Set.
- Highlight the teaching sets to be removed.
- Click on the Remove Selected Teaching Sets arrow. 

Delete a Linked Set

(Timetabling> Grid Modelling> Grid Constraints> Linked Sets)

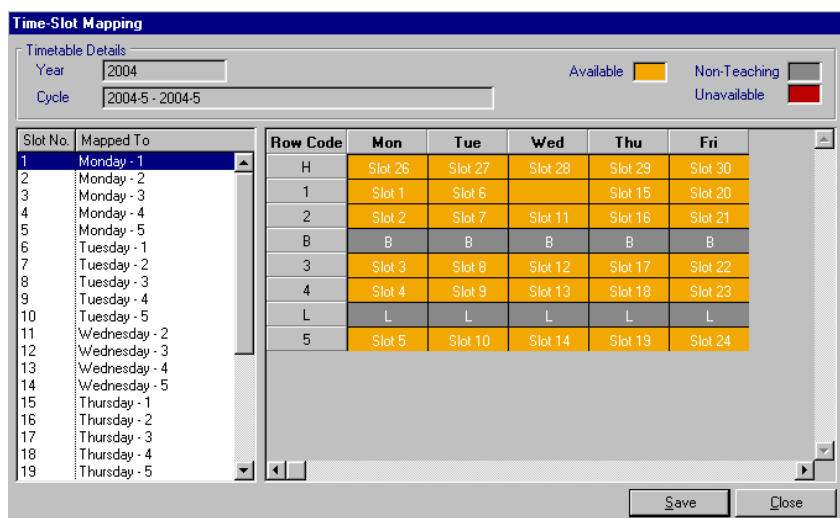
- Highlight the appropriate Linked Set.
- Click on Delete. 
- Confirm your selection.

7.8 Time Slot Mapping

(Timetabling> Grid Modelling>Functions> Time Slot Mapping)

Time slot mapping is the act of mapping time slots to the Period Structure. The band records from each grid that form a slot are defined in the Intergrid Linkage Table.

The available slots are listed in the left hand window and the period structure defined for the cycle to the right.



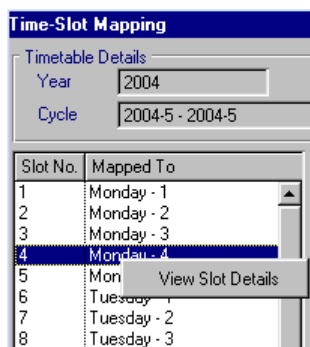
Time slots may be dragged and dropped in the period structure until the user is satisfied with the result. If the time slot is dragged to an already populated cell, a warning message will appear before swapping the contents of the cell.

Note: The time slots may be changed at any time.

7.8.1 Mapping Time Slots

(Timetabling> Grid Modelling>Functions> Time Slot Mapping)

- Select Functions from the top line menu.
- Select Time Slot Mapping from the menu.



- Drop and drag slots to appropriate teaching periods.
- Click Save.

7.8.2 Viewing Time Slot Details

(Timetabling> Grid Modelling>Functions> Time Slot Mapping)

- Right click on a slot in the list in the left hand pane.
- Click on View Slot Details. The Band Records, from each grid, that are associated with that slot will be displayed.

Grid	Schedule	Band Record
82004	Semester 1	3.1
92004	Semester 1	1.4

7.9 Auto-schedule Process

(Timetabling> Grid Modelling>Functions> Auto-schedule)

Note that this function is only available with Timetabling Auto-scheduler.

Automatic generation involves placement of teaching sets on the grid, and population of these teaching sets, based on recorded student preferences and without any student conflicts. If a student cannot be fitted without creating a conflict, the affected student will be 'dropped out' and reported on. Fixing elements and the auto-schedule process will create band records and timeslots in the linkage map required by the grid definition to enable teaching sets to be placed.

The auto-schedule process creates a grid taking into account user nominated constraints on nominated teacher and room resources.

The auto-schedule process functions as a 'wizard' requiring the user to nominate various settings within three screens before the process will begin. The fourth screen is displayed while the auto-schedule process is completing. A user may cancel the auto-schedule process at any time by clicking Cancel from any of the first three screens or Ctrl + Break and then clicking Cancel in the fourth screen.

Note: at certain stages of the auto-schedule process, cancelling may corrupt the datafile. If this is the case, a warning to that effect will be displayed on the screen.

In screen 1, the user may select previously defined constraint settings (that is linked sets, keep apart sets or keep together sets). The user may also elect to use threshold settings and resource monitoring for teachers and rooms. Threshold settings allow the user to fit the timetable even if teachers and/or rooms are a nominated amount short. Resource monitoring, if ticked, will instruct the auto-scheduler to consider the availability of teacher and/or rooms when determining the placement of teaching sets onto the grid.

Autoschedule

Timetable Year: 2004 Current Grid: US2004 - 2004 Upper School Cycle: 2004-5

Constraint Settings

Linked Sets

Keep Apart Sets

History12

Keep Together Sets

12English

Constraint Groups that will be applied during this Autoscheduler run are shown above.
To review and change constraints, use the 'Edit Constraints' button.

Threshold Settings

Teacher Threshold: 0

Room Threshold: 0

Resource Monitoring

Monitor Teacher Resource when scheduling: ☒

Monitor Room Resource when scheduling: ☒

Previous Next Cancel

Note: if resource monitoring is to be turned on, Staff Preferred Subjects and Subject Preferred Rooms should have been completed in Timetabling>Timetable Set-up.

Screen 2 displays a list of related grids that have the potential to share resources with the current grid. If the user wishes the auto-schedule process to take into account resources from other grids, the relevant grids must be included. The inter-grid linkage table may be edited by clicking on the Edit Grid Links button.

Autoschedule

Timetable Year: 2004 Current Grid: US2004 - 2004 Upper School Cycle: 2004-5

Related Grids

The list displays related Grids that have the potential to share resource with the current Grid. A ticked checkbox indicates that a Grid will be included when applying resource monitoring (with the selection of Grids saved to Timetable being mandatory).

Un-check a box to ignore the grid during this run of the Autoscheduler.

Schedule Period	Grid Name	Grid Period	Campus	Include
Semester 1	2004 Year 10		Senior School	<input checked="" type="checkbox"/>
Semester 2	2004 Year 10		Senior School	<input checked="" type="checkbox"/>
Semester 1	2004 Year 8		Middle School	<input checked="" type="checkbox"/>
Semester 2	2004 Year 8		Middle School	<input checked="" type="checkbox"/>
Semester 1	2004 Year 9		Middle School	<input checked="" type="checkbox"/>

Edit Grid Links

Grid Links are an essential consideration when monitoring resource usage.
Where required, use the Edit Grid Links button to examine and update the Grid Linkage table.

Previous Next Cancel

Note: if another grid has been saved to the timetable, and resource monitoring is turned on, then the user will not have the option of not including consideration of the resources required for that grid during the auto-scheduling process.

Screen 3 allows the user to view the number of available Timetable Cycle slots, enter the number of solutions to be generated and if variant solutions should be generated.

Autoschedule

Timetable Year: 2002 Current Grid: 92002 - Year 9 Cycle: Whole School

Timetable Cycle Slots

The Autoscheduler will position band records on the assumption that the number of slots in the Timetable Cycle is as shown. The default value is based on all existing Grids associated with the Cycle, the Grid Linkage table and any existing period structure.

Number of **Available Slots** in a single rotation of the Timetable Cycle: 25

Number of Main Solutions

The Autoscheduler can be set to generate multiple solutions for the same grid:-

Optimisation depends upon making sensible decisions, but in complex problems like timetabling, the results of different runs will vary due to the need to select many times on the basis of two equal choices.

Each solution requires a significant time to generate, so at this point you can choose the number of results to produce.

Please remember that increasing the number required will result in increased time taken, but provide a greater probability of producing a better solution.

Number of possible solutions to generate: 1

Generate Variants

For each main solution, it is possible to generate variants, with the time required for each of these being significantly less than that needed for a main solution. When Generate Variants is selected, a total of twenty variants will be generated for each solution, this will of course mean a noticeable increase in the overall time required.

As with main solutions, identical results will be generated

Generate variants for each solution: ☐

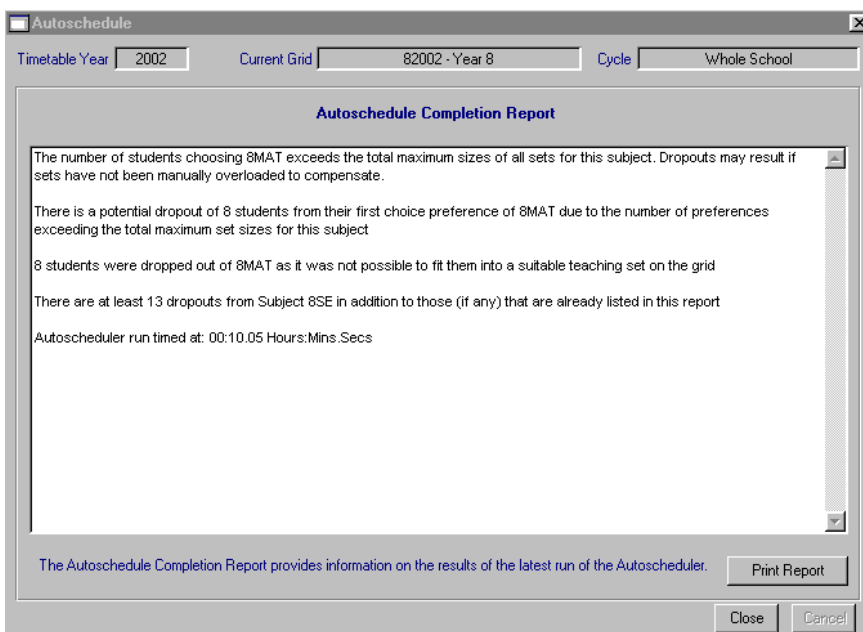
Previous Next Cancel

The auto-schedule process completes the following functions in the listed order:

- Examining Teacher and Room preferences.
- Calculating possible teacher use – Selected Schedules.
- Calculating possible room use – Selected Schedules.
- Making initial allocation of students to teaching sets.
- Assessing initial allocation of students to teaching sets.
- Improving student allocations to teaching sets.
- Examining current Teaching Set to Band assignments.
- Saving newly created timetable details.



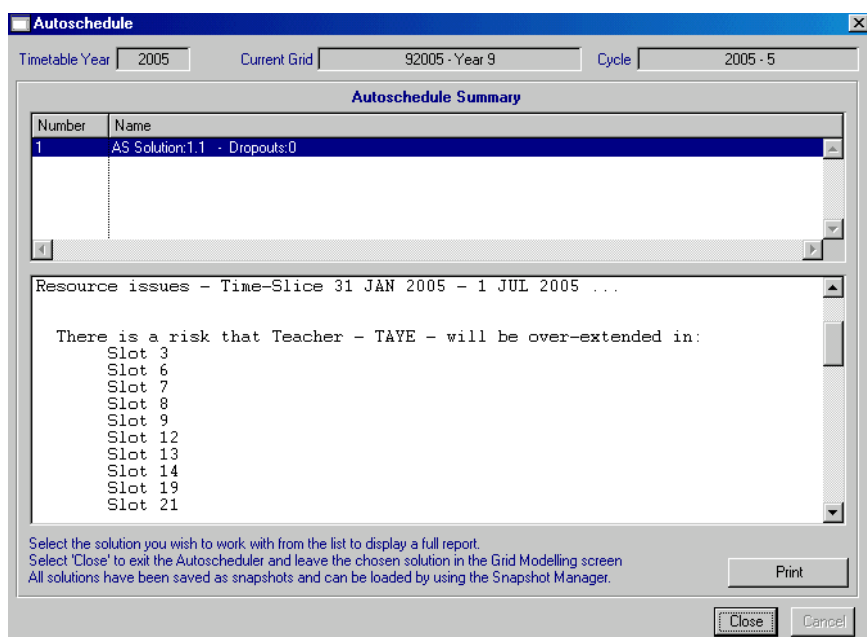
A completion report is displayed at the end of the auto-schedule process showing any conflicts and/or student dropouts created by the process. The user may then relax or tighten constraints and run the auto-scheduler again or accept the result and manually manipulate the grid to produce a better fit.



7.9.1 Staff Resource Messaging

(Timetabling> Grid Modelling>Functions> Auto-schedule)

Where the Autoscheduler predicts a risk that a teacher is to be required for more than one lesson in a single slot, then a message will be added to the Autoscheduler Completion Report. The message provided indicates the Teacher, Time Slice and Slot Number to which the risk relates. The message appears in the following format:-



Please note that the reported risk cannot be a definitive indication that staffing is impossible, as it is based on availability of staff to subjects where allocations have not yet been made. The message should be treated as a warning that the requirement for the staff member may be impossible to fulfil and as a minimum, careful allocation will be needed for them across all related grids.

7.9.2 Room Resource Messaging

(Timetabling> Grid Modelling>Functions> Auto-schedule)

The message has a similar format and meaning to that used for Staff.

Note: In the Autoscheduler if a subject has one or more room preferences, then the remaining rooms will be treated as Must Not Have.

To assist users in distinguishing where a resource risks is more significant a ' – high risk' comment is added for slots where the potential for difficulty is above a higher threshold.

7.9.3 Using the Auto-scheduler

(Timetabling> Grid Modelling>Functions> Auto-schedule)

- Select Functions from the top line menu.
- Select Autoschedule from the menu.
- Check the Subject Constraints you want to apply to the grid.
- Check Resource Monitoring for Teacher and Rooms if you want the auto-schedule process to take these into account when creating grids.
- Enter Threshold Settings for Teachers and Rooms to allow the auto-schedule process to fit the timetable even if teachers and/or rooms are a nominated amount short.
- Click Next.
- Select all or some of the grids to include in the auto-schedule process. The user may edit inter-grid linkage from this screen by clicking on Edit Grid Links.
- Click Next.

- Enter the number of solutions required, and tick Generate Variants for each solution if these are desired.

Note: the more solutions requested the longer the autoscheduling process will take.

- Click Next.
- The auto-schedule process will begin. The process may be interrupted at any time by pressing <Ctrl> + <Break> and then clicking Cancel.

Note: the time taken for the auto-schedule process is dependent on the size of the school and number of constraints used.

7.9.4 Placement of Teaching Sets using the Auto-scheduler

When a new Grid is created using the Auto-scheduler, by default the teaching sets in the band records will not be given positions. When you open the Grid in Grid Modelling, the Teaching Sets will be given initial positions based on their alphabetical order.

If a User Defined Grid has been partially created and then more Teaching Sets are added via the Autoscheduler, when the grid is displayed, those sets will be given positions to the right of the sets already in place, in alphabetical order.

7.10 Student Placement

(Timetabling>Grid Modelling>Tools>Move Students)
(Timetabling>Timetable>Functions>Move Students)

Once all teaching sets are placed on the grid, student placement may be refined. Student placement involves ensuring that all students are placed in appropriate teaching sets and there are no clashes or dropouts.

The Move Student function is available in two places:

- Timetabling>Grid Modelling>Tools>Move Students.
- Timetabling>Timetable>Functions>Move Students.

The Move Student function includes

- Move/Redistribute Teaching Sets
- Balance Sets
- View the Results of any moves
- Conflict Resolution
- Graphical Display of teaching sets
- Unplaced Students.

7.10.1 Move/Redistribute

(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)
(Timetabling>Timetable>Functions>Move Students> Move/Redistribute)

The Move Students option allows the user to highlight any or all students and move them to another teaching set for the same subject. If there is more than one destination teaching set available, using the Redistribute function will try to place students with the minimum of dropouts. Remove will remove the teaching set from the grid and any students in that set will become unplaced students.

Move Student

2005 US2005 - US

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

Teaching Sets

Code	Subject	No.	Max
D004_1	English 11	22	25
D005_1	English Literature 11	21	25
D092_1	Senior English 11 A	21	25
D093_1	Senior English 11 B	21	25
D236_1	Digital Media 11	22	22
D236_2	Digital Media 11	20	22
D236_3	Digital Media 11	22	22
D291_1	Food Technology 11	21	22
D305_1	Geography 11	21	25
D306_1	History 11	22	25
D306_2	History 11	21	25
D402_1	Biology 11	21	25
D403_1	Chemistry 11	22	25
D409_1	Physics 11	22	25
D411_1	Senior Science 11	21	25
D501_1	Foundations of Mathematics	21	25
D505_1	Introductory Calculus	22	25
D510_1	Mathematics In Practice	21	25
D962_2	Structured Workplace Learning	20	100
D962_3	Structured Workplace Learning	1	100
E004_1	English 12	22	25
E004_2	English 12	20	25
E007_1	Senior English 12	22	25

Students

Name	Form	
Casson, Shane	11/11.3	Y
Dexter, Renee	11/11.3	Y
Fulter, Michael	11/11.3	Y
Hogan, Paul	11/11.3	Y
Kitchen, Marc	11/11.3	Y
Lambert, Damien	11/11.3	Y
Laurents, Jason	11/11.3	Y
Lornab, Jessica	11/11.3	Y
Maroney, David	11/11.3	Y
McLaren, Blake	11/11.3	Y
Miller, Jacob	11/11.3	Y
Morton, Christian	11/11.3	Y
Ninyett, Mindy	11/11.3	Y
Orr, Nigel	11/11.3	Y
Parlington, Dean	11/11.3	Y
Petersen, David	11/11.3	Y
Prunis, Jason	11/11.3	Y
Ritchie, Bronson	11/11.3	Y
Sharp, Robert	11/11.3	Y
Smother, John	11/11.3	Y
Taleb, Chris	11/11.3	Y
Yuppy, Travis	11/11.3	Y
Andrews, Rachael	11/11.1	Y

Destination Teaching Sets

Code	No.
------	-----

Move Student(s) | Redistribute | Remove

☐ Allow Oversize Sets 0 | Movements: 5 | Attempts: 5 | OK | Cancel | Close

The Matching and Not Matching tool


(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)
 (Timetabling>Grid Modelling>Tools>Move Students> Unplaced Students)
 (Timetabling>Preferences>Bulk Student Preferences)
 (Timetabling>Preferences>Teaching Sets)

The functionality of this tool has been covered in Section 6.2.1

Using the Matching Tool - Example in Timetabling>Grid Modelling>Tools>Move Students>Move/Redistribute

- Highlight a teaching set. The corresponding list contains a number of highlighted students:

Students		Dest
Name	Form	
Yuppy, Travis	11/11.3	Y
Andrews, Rachael	11/11.1	
Angus, Sally	12/12.1	
Bates, Carl	12/12.2	
Black, Joel	12/12.3	
Brown, Arthur	12/12.1	
Caldwell, Ashleigh	11/11.2	
Carey, Courtney	12/12.2	
Caterer, Jessica	12/12.3	
Cooper, Hayden	12/12.1	
Cooper, Ryan	11/11.1	
Davies, Caitlin	11/11.2	
Dicker, Kerrie	12/12.2	
Dunne, Blaire	12/12.3	
Emery, Blake	11/11.1	
English, Dion	12/12.1	
Every, Jason	12/12.2	
Forkin, Tara	12/12.3	
Gold, Stephanie	11/11.1	
Gray, Verity	12/12.1	
Guthrie, Sean	11/11.2	
Hollington, Craig	12/12.2	
Ikering, Stevie	12/12.3	

- Click on 'Select those students matching specified criteria'  to open the Student Find window, and select Gender = Male, and Form = 12.3.

Student Search

General

Parameters

Dates

Address

Other

UDI

T Sets/Cohorts

Surname/Ref. No.

Preferred Name

First Name

Legal Surname

Tribal Grouping

Skin Name

Contact Surname

Roll Status

Year Group

Form

House

Group Type

Group

Global Name Search

All Names (Excluding History)

Terms in School

Not Specified

More than

Less than

Equal to

0

Show Inactive Parameters in Dropdown Lists

Find

Close

- Clicking on Find to open a list of students.

Student Search Results

Reference	Surname	Preferred Name	Year	Form	Date of Birth
10	Bates	Carl	12	12.2	22 JUN 1988
65	Every	Jason	12	12.2	15 MAY 1988
90	Hollington	Craig	12	12.2	10 JUN 1988
125	Kritch	Michael	12	12.2	19 MAR 1988
145	Liebelt	Richard	12	12.2	25 MAR 1988
165	Mandie	Dylan	12	12.2	25 MAR 1988
180	McAlindon	Dean	12	12.2	24 FEB 1988
235	O'Brien	Mike	12	12.2	23 JAN 1988
295	Ramsay	Damien	12	12.2	18 FEB 1988
340	Shaw	Dwayne	12	12.2	11 JAN 1988
355	Smothered	Keith	12	12.2	10 JUN 1988

Total records found 11

Back Select Close

- Select all the students. The Student Find closes, and the original list of students is adjusted so that only the students matching the Student Find list are highlighted.

Students

Name	Form	
Yuppy, Travis	11/11.3	Y
Andrews, Rachael	11/11.1	
Angus, Sally	12/12.1	
Bates, Carl	12/12.2	
Black, Joel	12/12.3	
Brown, Arthur	12/12.1	
Caldwell, Ashleigh	11/11.2	
Carey, Courtney	12/12.2	
Caterer, Jessica	12/12.3	
Cooper, Hayden	12/12.1	
Cooper, Ryan	11/11.1	
Davies, Caitlin	11/11.2	
Dicker, Kerrie	12/12.2	
Dunne, Blaire	12/12.3	
Emery, Blake	11/11.1	
English, Dion	12/12.1	
Every, Jason	12/12.2	
Forkin, Tara	12/12.3	
Gold, Stephanie	11/11.1	
Gray, Verity	12/12.1	
Guthrie, Sean	11/11.2	
Hollington, Craig	12/12.2	
Ikerling, Stevie	12/12.3	

Move Students

(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)

(Timetabling>Timetable>Functions>Move Students> Move/Redistribute)

- While in Grid Modelling, select Tools from the top line menu. In Timetable, select Functions.
- Select Move Student from the menu.
- Highlight an appropriate Teaching Set.
- Highlight the appropriate Student(s). Use the matching/not matching tool to filter the list of students if required.
- Highlight the Destination Teaching Set.
- Click on the Move Students button.

Redistribute Students

(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)

(Timetabling>Timetable>Functions>Move Students> Move/Redistribute)

- While in Grid Modelling, select Tools from the top line menu. In Timetable, select Functions.
- Select Move Student from the menu.
- Highlight an appropriate Teaching Set.
- Highlight the appropriate Student(s). Use the matching/not matching tool to filter the list of students if required.
- Highlight the Destination Teaching Set(s).
- Click Redistribute.

Remove Students

(Timetabling>Grid Modelling>Tools>Move Students> Move/Redistribute)

(Timetabling>Timetable>Functions>Move Students> Move/Redistribute)

- While in Grid Modelling, select Tools from the top line menu. In Timetable, select Functions.
- Select Move Student from the menu.
- Highlight an appropriate Teaching Set.
- Highlight the appropriate Student(s) Use the matching/not matching tools to filter the list of students if required.
- Click Remove.

After any attempted change, the View Results tab will be shown and will display the success or failure for individual students of any move. A report may be printed from this screen by selecting Print Log. If **Success** is listed, the student has been successfully moved to the destination teaching set. If **Failed** is listed, the student has not been moved but remains in their original teaching set. If **Dropout** is listed, the student is now not placed in any teaching set for that subject and remains unplaced. If **Removed** is listed, the student has been removed from their current teaching set and is now unplaced for that subject.

Student	From	To	Success
Armstrong Armstrong	10ART_1	10ART_2	DROPOUT
Adam Boyd	10ART_1		SUCCESS*
Glen Martin	10ART_1		DROPOUT
Fiona Morris	10ART_1		DROPOUT
Sean Moss	10ART_1		DROPOUT
David Oliver	10ART_1		DROPOUT
Harry Pearce	10ART_1		DROPOUT
Pell Pell	10ART_1		DROPOUT
Walley Penny	10ART_1		DROPOUT
Proctor Proctor	10ART_1		DROPOUT
Rogerson Rogerson	10ART_1		DROPOUT
Ben Rowe	10ART_1		DROPOUT
Scowen Scowen	10ART_1		DROPOUT
Afonso Silva	10ART_1		DROPOUT
Eileen Taylor	10ART_1		DROPOUT
Christopher Tuck	10ART_1		DROPOUT
Mary Benson	10ART_2	10ART_1	SUCCESS*
Adam Boyd	10ART_2	10ART_1	SUCCESS*
David Bright	10ART_2	10ART_1	FAILED
Rushbrook Case	10ART_2	10ART_1	FAILED
Church Church	10ART_2	10ART_1	FAILED
CowellI Cowell	10ART_2	10ART_1	FAILED
Toni Day	10ART_2	10ART_1	FAILED
...

Print Log
Clear Log

* indicates direct moves between sets in the same band records

Allow Oversize Sets: 5 Movements: 5 Attempts: 5 OK Cancel Close

If the move has been successful, clicking OK will save the move. If the move has been unsuccessful, and the user wants to revert all students to their original teaching sets, clicking Cancel at any time will not save any changes. If the user is in the Grid Modelling screen, the use of 'snapshots' may be advantageous to check the results of any moves.

Allow Oversize Sets

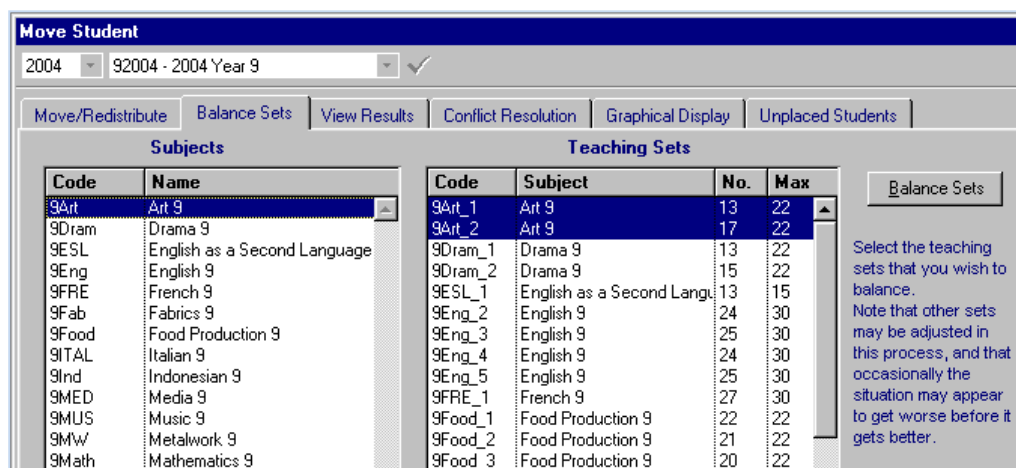
(Timetabling>Grid Modelling>Tools>Move Students)
(Timetabling>Timetable>Functions>Move Students)

Allow Oversize Sets, if checked, will create teaching sets that are larger than the maximum listed in the Subject Load table, if this will allow more students to be fitted into the teaching sets. **Movements** shows the number of student moves that may be made for this grid. **Attempts** displays the number of attempted moves that may be made to place students on the grid.

7.10.2 Balance Sets

(Timetabling>Grid Modelling>Tools>Move Students>Balance Sets)
(Timetabling>Timetable>Functions>Move Students> Balance Sets)

Balance Sets attempts to redistribute students to allow more evenly sized teaching sets. Users can select some or all teaching sets to be balanced. Highlighting the relevant teaching sets and clicking on Balance Sets will attempt to redistribute the students.



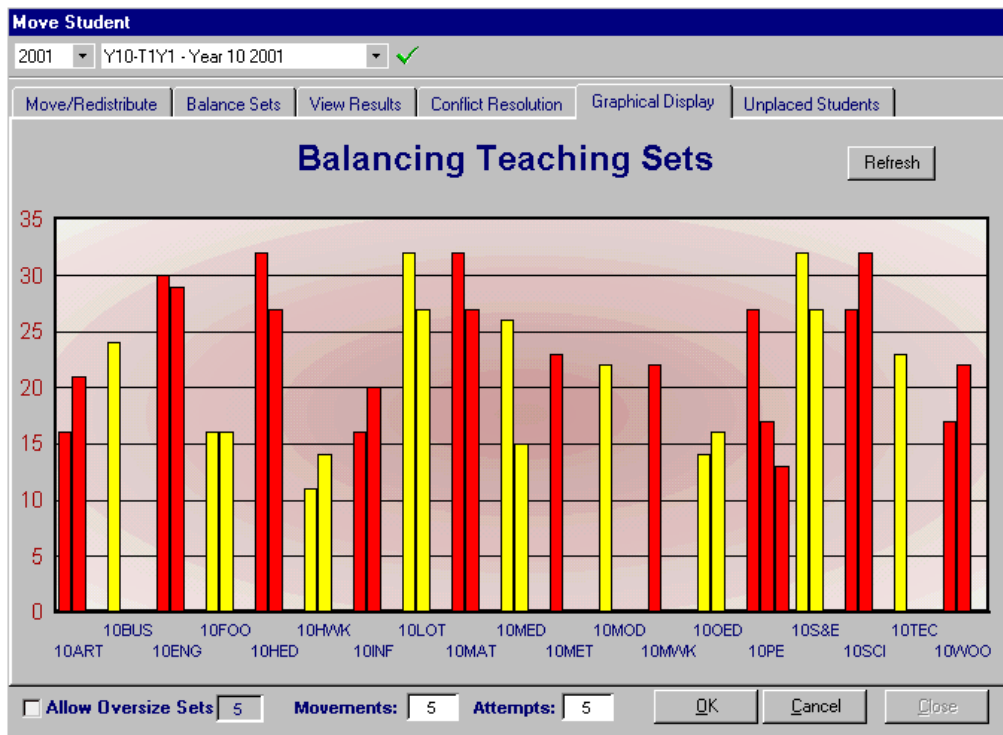
Subjects		Teaching Sets			
Code	Name	Code	Subject	No.	Max
9Art	Art 9	9Art_1	Art 9	13	22
9Dram	Drama 9	9Art_2	Art 9	17	22
9ESL	English as a Second Language	9Dram_1	Drama 9	13	22
9Eng	English 9	9Dram_2	Drama 9	15	22
9FRE	French 9	9ESL_1	English as a Second Language	13	15
9Fab	Fabrics 9	9Eng_2	English 9	24	30
9Food	Food Production 9	9Eng_3	English 9	25	30
9ITAL	Italian 9	9Eng_4	English 9	24	30
9Ind	Indonesian 9	9Eng_5	English 9	25	30
9MED	Media 9	9FRE_1	French 9	27	30
9MUS	Music 9	9Food_1	Food Production 9	22	22
9MW	Metalwork 9	9Food_2	Food Production 9	21	22
9Math	Mathematics 9	9Food_3	Food Production 9	20	22

Balancing Sets

(Timetabling>Grid Modelling>Tools>Move Students>Balance Sets)
(Timetabling>Timetable>Functions>Move Students> Balance Sets)

- In Grid Modelling, select Tools from the top line menu. In Timetable, select Functions.
- Select Move Student from the menu.
- Click on the Balance Sets tab.
- Highlight the appropriate subjects or teaching set(s).
- Click the Balance Sets button.

Once the balancing of the sets has been set in motion the **Graphical Display** of Teaching sets will be automatically displayed. If the system can balance teaching sets without allowing any dropouts, the graph will automatically adjust to reflect the balancing.



7.10.3 Conflict Resolution

(Timetabling>Grid Modelling>Tools>Move Students> Conflict Resolution)

(Timetabling>Timetable>Functions>Move Students> Conflict Resolution)

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

Move Student

2011 2011 - 10 - 10

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

Students

Name	Form
Pauley, Cameron	10/10.1
Percival, Brandon	10/10.2
Pieroni, Jaydon	10/10.3
Poole, Margrit	10/10.1
Prout, Troy	10/10.2
Ramber, Cherie	10/10.3
Rilton, Angie	10/10.1
Roberty, Cassie	10/10.2
Romer, Gabrielle	10/10.3
Rowe, Serena	10/10.1
Sandler, Marilyn	10/10.2
Saxby-Walsh, Dylan	10/10.3
Seddon, Penny	10/10.1
Simmons, Renae	10/10.2
Slocum, Phillip	10/10.3
Smithers, Emma	10/10.1
Stewart, Abrey	10/10.2
Strother, Darryl	10/10.3
Swiderski, Corrie	10/10.1
Tunncliffe, Hailey	10/10.2
Virgil, Todd	10/10.3
Wheeler, Margaret	10/10.1
Zip, Michelle	10/10.2

Deselect All

Select All

List of Conflicts

Name	Set 1	Set 2
Percival, Brandon	10ENG_2	10Math_2
Prout, Troy	10ENG_2	10Math_2
Roberty, Cassie	10ENG_2	10Math_2
Sandler, Marilyn	10ENG_2	10Math_2
Simmons, Renae	10ENG_2	10Math_2
Stewart, Abrey	10ENG_2	10Math_2
Tunncliffe, Hailey	10ENG_2	10Math_2
Zip, Michelle	10ENG_2	10Math_2

Check for Conflicts

Resolve Conflicts ☐ Retain Locked Preferences

☐ Allow Oversize Sets 1 Movements: 5 Attempts: 5 OK Cancel Close

Checking for Conflicts

(Timetabling>Grid Modelling>Tools>Move Students> Conflict Resolution)
 (Timetabling>Timetable>Functions>Move Students> Conflict Resolution)

- Select Tools from the top line menu.
 - Select Move Student from the menu.
 - Click on Conflict Resolution tab.
 - Highlight appropriate student(s).
- OR**
- Click on the Select All button to select all students.
 - Click on Check for Conflicts.

Any students with conflicts will be listed in the List of Conflicts.

Printing Conflicts

(Timetabling>Grid Modelling>Tools>Move Students> Conflict Resolution)
(Timetabling>Timetable>Functions>Move Students> Conflict Resolution)



- Click Print
- Select the required Report Destination and click OK
-

West Coast District High School				
Conflict Report				
Year: 2011	Grid: 10			
Name	Set 1	Set 2	Set 3	Set 4
Anderson, Ben	10ENG_1	10Math_1	10S&E_1	10SCI_1
Bailey, Steven	10ENG_2	10Math_2	10S&E_2	10SCI_2
Bishop, Frank	10Math_3	10S&E_3	10SCI_3	1XENGX_1
Bloor, Rebecca	10ENG_1	10Math_1	10S&E_1	10SCI_1
Brogan, Michael	10ENG_2	10Math_2	10S&E_2	10SCI_2
Butter, Daniel	10Math_3	10S&E_3	10SCI_3	1XENGX_1

Resolving Conflicts

(Timetabling>Grid Modelling>Tools>Move Students> Conflict Resolution)
(Timetabling>Timetable>Functions>Move Students> Conflict Resolution)

- Highlight the appropriate student(s).
- Click on the Resolve Conflicts button.

Conflicts that can be resolved will result in students moving to new teaching sets. If the conflict cannot be resolved, the student will be listed as a dropout, that is unplaced.

- The View Results tab will automatically display showing the results of the placement. This may be printed if desired
- Click OK to accept and save the changes or Cancel to disregard the changes.

Note: This may be repeated as many times as the user wishes.

- Click Close to return to the grid.

7.10.4 Unplaced Students

(Timetabling>Grid Modelling>Tools>Move Students> Unplaced Students)
(Timetabling>Timetable>Functions>Move Students> Unplaced Students)

Unplaced Students displays in red any subjects that have any unplaced students. The unplaced students are also displayed in red. All other subjects and placed students are also listed. The right hand pane displays associated teaching sets for the highlighted subject. Highlighting the appropriate subject(s), student(s) and teaching set(s), and clicking **Place** will attempt to move students into teaching sets. The success or failure of the placement will be shown on the **View Results** tab that will display automatically. The **Remove** function will move a placed student from

a teaching set. The **Fit All** function will attempt to place all unplaced students into relevant teaching sets.

Move Student

2005 US2005 - US ✓

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

Subjects				Students			Destination Teaching Sets	
Code	Name	U	P	Name	Form		Code	No.
D002	Vocational English 11	128	0	Nairn, Richard	11/11.2	U		
D004	English 11	0	22	Nixon, Tania	12/12.1	U		
D005	English Literature 11	0	21	O'Brien, Mike	12/12.2	U		
D092	Senior English 11 A	0	21	O'Donnell, Sean	12/12.1	U		
D093	Senior English 11 B	0	21	Obert, Matthew	11/11.1	U		
D200	Accounting 11	0	0	Oliver, Angela	11/11.2	U		
D231	Business Information Technology	0	0	Ontas, Martin	12/12.3	U		
D236	Digital Media 11	0	64	Orringe, Nathan	12/12.1	U		
D290	Fabrics, Design & Technology	0	0	Oscar, Jillian	12/12.2	U		
D291	Food Technology 11	0	21	Osterburg, Kate	11/11.1	U		
D304	Economics 11	0	0	Otter, Lauren	12/12.2	U		
D305	Geography 11	0	21	Pamment, Louise	11/11.2	U		
D306	History 11	0	43	Pearce, Kyle	11/11.1	U		
D402	Biology 11	0	21	Perera, Trevor	11/11.2	U		
D403	Chemistry 11	0	22	Peroni, Adam	12/12.3	U		
D409	Physics 11	0	22	Peterson, Candice	12/12.1	U		
D411	Senior Science 11	0	21	Max, Aaron	11/11.2	U		
D500	Vocational Mathematics 11	0	0	McAlindon, Dean	12/12.2	U		
D501	Foundations of Mathematics	0	21	McLiffe, Jason	12/12.3	U		
D505	Introductory Calculus	0	22	Melville, Mitchell	11/11.1	U		
D510	Mathematics In Practice	0	21	Mentoring, Jess	12/12.1	U		
D600	Physical Education Studies 11	0	0	Michael, Daniel	11/11.2	U		
D630	Art 11	0	0	Mittle, Abigail	12/12.2	U		

U = Unplaced
P = Placed
Red text indicates unplaced students

Place
Remove
Fit All
Auto Promote

☐ Allow Oversize Sets 0 Movements: 5 Attempts: 5 OK Cancel Close

Placing Unplaced Students

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

(Timetabling>Timetable>Functions>Move Students> Unplaced Students)

- In Grid Modelling, select Tools from the top line menu. In Timetable, select Functions.
- Select Move Students from the menu.
- Click on the Unplaced Students tab.
- Highlight an appropriate subject.

Note: All subjects that have students with unplaced preferences will be highlighted in red.

- Highlight appropriate students and teaching sets.

Note: All students that have a listed preference for the subject and are unplaced in a teaching set will be highlighted in red.

- Click on the Place button.
- The View Results tab will automatically display showing the results of the placement. This may be printed if desired.
- Click OK to accept the changes or Cancel or disregard the changes.

Note: This may be repeated as many times as the user wishes.

- Click Close to return to the grid.

Removing Students

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

(Timetabling>Timetable>Functions>Move Students> Unplaced Students)

- Click on the Unplaced Students tab.
- Highlight an appropriate subject.
- Highlight appropriate students(s) and teaching set(s).
- Click on the Remove button.
- The View Results tab will automatically display showing the results of the removal. This may be printed if desired.
- Click OK to accept the changes or Cancel to disregard the changes.

Note: This may be repeated as many times as the user wishes.

- Click Close to return to the grid.

Fitting All Unplaced Students

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

(Timetabling>Timetable>Functions>Move Students> Unplaced Students)

- Click on the Fit All button.
- The View Results tab will automatically display showing the results of the placement. This may be printed if desired.
- Click OK to accept the changes or Cancel to disregard the changes.

Note: This may be repeated as many times as the user wishes.

- Click Close to return to the grid.

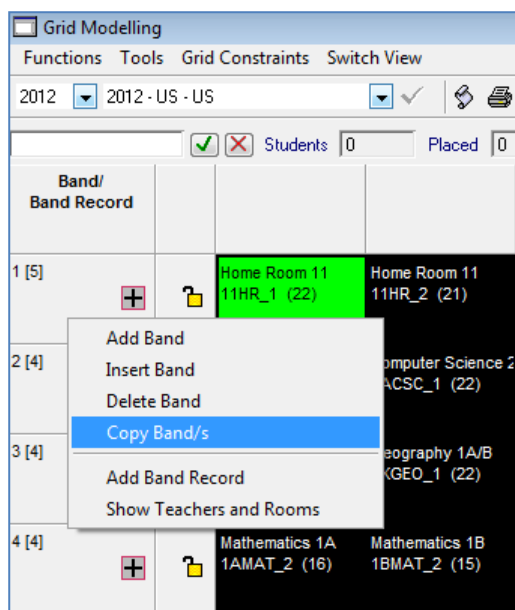
7.11 Copy Bands

It is possible to select and copy individual, or multiple, Grid Bands. To do this, ensure that the Band or Bands you want to copy are collapsed and then select it or them.

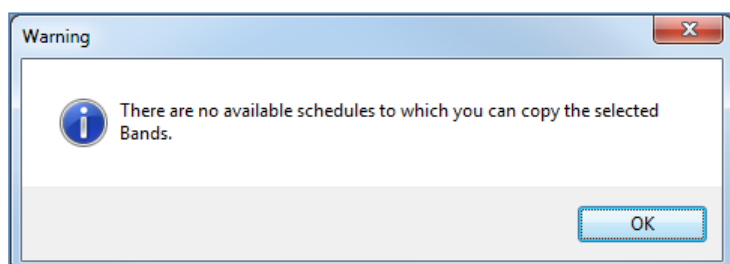
Grid Modelling								
Functions Tools Grid Constraints Switch View								
2012 2012 - US - US								
<input checked="" type="checkbox"/> Students 0 Placed 0 Unplaced 0 Grid positions are fixed								
Band/ Band Record								
1 [5]			Home Room 11 11HR_1 (22)	Home Room 11 11HR_2 (21)	Home Room 11 11HR_3 (22)	Home Room 12 12HR_1 (22)	Home Room 12 12HR_2 (22)	Home Room 12 12HR_3 (20)
2 [4]			Integrated Science 1XISC_1 (24)	Computer Science 2 2ACSC_1 (22)	Computer Science 2 2BCSC_1 (22)	Chemistry 2A/B 2XCHE_1 (25)	Geography 2A/B 2XGEO_1 (24)	Biological Sciences 3XBIO_1 (21)
3 [4]			English 1A/B 1XENG_2 (22)	Geography 1A/B 1XGEO_1 (22)	Mathematics 2A 2AMAT_2 (24)	Mathematics 2B 2BMAT_2 (24)	Biological Sciences 2XBIO_1 (16)	Geography 2A/B 2XGEO_2 (20)
4 [4]			Mathematics 1A 1AMAT_2 (16)	Mathematics 1B 1BMAT_2 (15)	English 1A/B 1XENG_1 (21)	English 2A/B 2XENG_2 (21)	Integrated Science 2XISC_1 (24)	Physics 2A/B 2XPHY_1 (22)
5 [4]			Computer Science 1 1ACSC_3 (14)	Mathematics 1A 1AMAT_1 (22)	Computer Science 1 1BCSC_3 (11)	Mathematics 1B 1BMAT_1 (23)	Mathematics 2A 2AMAT_1 (21)	Mathematics 2B 2BMAT_1 (20)
6 [4]			Computer Science 1 1ACSC_2 (25)	Workplace Learning 1AWPL_1 (25)	Computer Science 1 1BCSC_2 (26)	Workplace Learning 1BWPL_1 (24)	Computer Science 2 2ACSC_2 (23)	Mathematics 2A 2AMAT_3 (25)
7 [4]			Computer Science 1 1ACSC_1 (21)	Computer Science 1 1BCSC_1 (22)	Workplace Learning 1CWPL_1 (19)	Workplace Learning 1DWPL_1 (18)	Computer Science 2 2ACSC_3 (22)	Computer Science 2 2BCSC_3 (21)
								Economics 2A/B 2XECO_1 (25)

Note: It is only possible to select adjacent Bands.

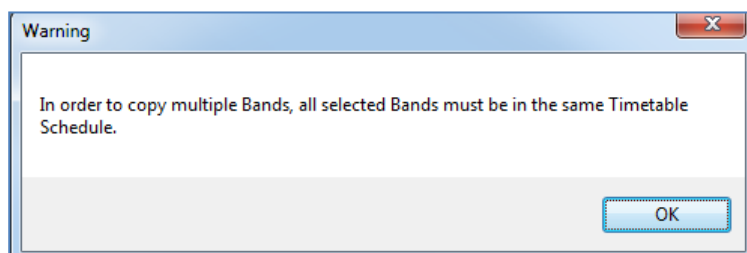
Right-click in the **Bands/Band Record** column for the one of the selected Bands and click on **Copy Band/s**.



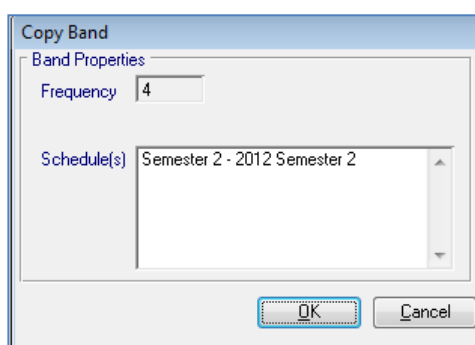
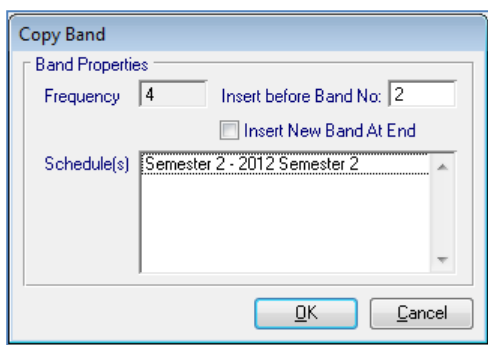
Integris will check if there are schedules available. If there are no schedules available the following message will appear:



Or if Integris detects that the selected Bands are in different schedules, and cannot therefore be copied into the same schedule, the following message will appear:



If for all selected Bands the same schedule or schedules are available, a window like one of the following will be displayed.



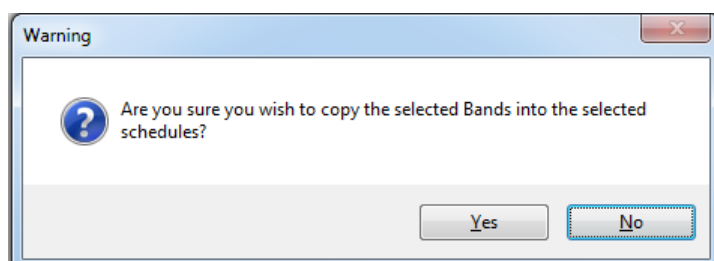
Copying a single Band

Copying multiple Bands

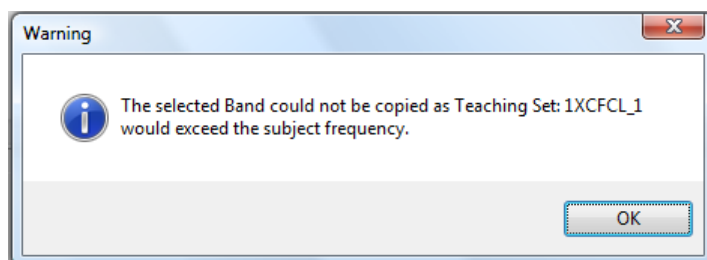
The schedules available for the Bands to be copied into will depend on the number of schedules linked to the Grid in **Timetabling > Timetable Setup > Individual Grid Parameters**. When copying a single Band, users may select where in the Grid the new Band will be placed. When copying multiple Bands, the newly created Bands will automatically be added to the end of the grid.

If the frequencies of the multiple Bands being copied are not identical, then the Frequency will be displayed as **Mixed**.

Select one or more schedules and click **OK**.



Click **Yes** and Integris will run a Teaching Set validation check. If, for any of the Bands selected, the Teaching Set validation fails, then the relevant message will appear and none of Bands will be copied.



If the validation tests are passed, the new Bands will be created. If multiple Bands are being copied, then the new Bands will be placed at the end of the Grid in the same order as in the originals.

7.12 Save as Timetable

(Timetabling>Grid Modelling>Functions> Save as Timetable)

Saving the grid as a timetable will incorporate the grid into the total overview of the school's use of resources, that is the timetable.

Once the Inter-Grid Linkage Table has been completed, the action of saving locks the band records in the saved schedule into the grid. Once the grid has been saved it may not be remodelled. However a grid may be 'unsaved' if necessary and then it may be remodelled.

Grid	Schedule	Band Records	Mapped	Slots Used	Periods Available	Can Save	Saved
82002	Semester 1	25	0	0	25	<input type="checkbox"/>	<input type="checkbox"/>
Y92002	Semester 1	25	0	0	24	<input type="checkbox"/>	<input type="checkbox"/>
Y102002	Semester 1	25	25	25	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Y112002	Semester 1	24	24	24	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Y122002	Semester 1	24	24	24	25	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Unsave Save Close

Saving to the Timetable

(Timetabling>Grid Modelling>Functions> Save as Timetable)

- Select Functions from the top line menu.
- Select Save as Timetable from the menu.
- Highlight the grids to be saved.
- Click Save.
- Confirm your selection.
- Close the window.

'Unsaving' a Grid from the Timetable

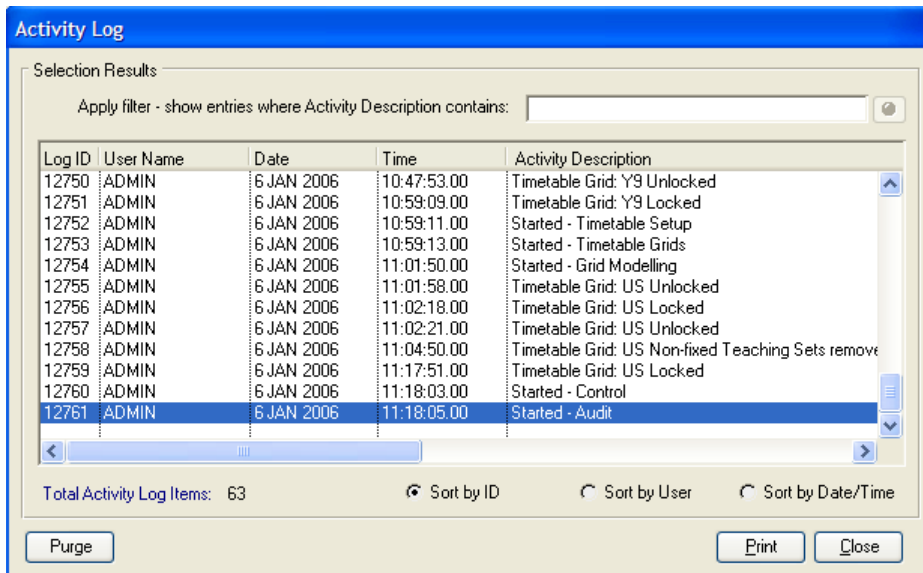
(Timetabling>Grid Modelling>Functions> Save as Timetable)

- Select Functions from the top line menu.
- Select Save as Timetable from the menu.
- Highlight the grid to be 'unsaved'.
- Click on the Unsave button.
- Confirm your selection.
- Close the window.

7.13 Audit Log

(General > Control > Audit)

Wherever major changes are made in the Timetabling module especially in Grid Modelling an entry is added to the Integrus activity log. This log can be viewed in General > Control > Audit. In each case the Date, Time, User, Grid Name and appropriate text will be saved.



An item will be added to the Audit Log under the following circumstances:

Timetable>Grid Modelling

- The Grid is unlocked
- The Grid is locked
- The Auto-scheduler is started
- The Auto-scheduler completes
- The Grid is restored from a snapshot
- Move Students – Changes are saved
- Delete Grid
- Remove Non-fixed Teaching sets

Timetable>Timetable Setup>Timetable Grids

- Delete Grid
- Remove Non-fixed Teaching Sets

Timetable>Timetable Setup >Cohorts

- Delete Cohort

7.14 Grid Recovery Tool in the Event of Partial or Complete Grid Loss (WA Only)

There have been situations in which schools have reported the partial or total loss of a grid or grids. This may be due to user error, network or power failure, or data corruption. In response to this, a utility has been developed whereby Central Office SIS Administration staff may be able to recover the lost grid and associated data without the need to restore to a previously saved full backup. The benefit of this process is that schools will no longer be required re-enter RM Billing, attendance, behaviour and other data “lost” as a consequence of restoring to a full SIS backup. Schools requiring assistance with recovering lost grids should lodge a call immediately with the Customer Service Centre (9264 5555 or 1800 012 828) and ask for it to be directed to the SIS Administration Workgroup.

CIVICA

Timetabling Manual

Timetable

8

8 Timetable


(Timetabling>Timetable)

Once grids have been created and saved to the timetable, and the Inter-Grid Linkage Table and Time Slot Mapping have been completed, the completed timetable may be viewed in Timetabling>Timetable.

8.1 Timetable Display

When the timetable is first opened, grids are displayed in alphanumeric order. There is also a space between each of the grids. Teaching Sets within each grid will be displayed in the order that they appear in the grid. Where Department colours have been selected, these will also be displayed.

Timetable - Unlocked													
Functions Switch View													
2011		2011 - 5		31 JAN 2011 - 19 APR 2011									
Filter													
Grid		All		Department		All							
Periods	2011 - 08								2011 - 09				2011 - 10
Tuesday - 4	Health Educatic 8HE_3 (24) Ms J McLaren MUS2	Indonesian 8 8IND_1 (27) Mr C Pringle SS1	Italian 8 8ITAL_1 (30) Mr G Reid MS1	Physical Educatic 8PE_5 (25) Mr G Norton GYM4	Physical Educatic 8PE_2 (28) Ms S Oswald GYM1				English 9 9Eng_3 (30) Mr J Brigg SS2	Society & Environ 9S&E_1 (30) Mr T Elliot MS4	Science 9 9Sci_2 (9) Ms F Hind SS8	Mathematics 10 10Math_1 (22) Professor K Dicki SS3	
Tuesday - L													
Tuesday - 5	English 8 8ENG_3 (26) Mr HJ Barclay SS3	Mathematics 8 8Math_2 (26) Mr D Drake SS7	Society & Environ 8S&E_5 (27) Ms A Greaves SCI 1	Society & Environ 8S&E_1 (28) Mr A Guiseppe MS10	Science 8 8SCI_4 (27) Ms K Holter SS10				Mathematics 9 9Math_1 (30) Ms S Corner MS3	Society & Environ 9S&E_2 (9) Ms A Fisher MS1	Science 9 9Sci_3 (30) Ms T Heaven SCI 5	Food Production 10Food_2 (14) Mr P Scott Food2	
Wednesday - H	Home Room 8 8HR_4 (27) Mr L Evans MS3	Home Room 8 8HR_5 (27) Mr W Davids SS6	Home Room 8 8HR_3 (26) Ms J Calvin SS9	Home Room 8 8HR_1 (28) Mr C Best SS4	Home Room 8 8HR_2 (26) Mr J Brigg MS1				Home Room 9 9HR_3 (30) Mr N Creed MS4	Home Room 9 9HR_1 (30) Ms A Greaves SCI 1	Home Room 9 9HR_2 (9) Ms K Holter SS10	Home Room 10 10HR_3 (20) Ms T Lomer MS9	
Wednesday - 1	English 8 8ENG_4 (27) Mr JK Wheeler SS7	Mathematics 8 8Math_3 (26) Mr T Duke SS5	Society & Environ 8S&E_2 (26) Dr S Richardson LIB3	Science 8 8SCI_5 (27) Ms C Hollis SS9	Science 8 8SCI_1 (28) Ms M Jamison SCI 1				Art 9 9Art_1 (23) Mr G Kenny ART 1	Drama 9 9Dram_1 (23) Ms K Kennerley GYM1	Music 9 9MUS_1 (23) Ms M King ART 2	English 10 10ENG_1 (22) Mr HJ Barclay SS4	
Wednesday - 2	Art 8 8ART_1 (19) Ms T Lomer ART 1	Art 8 8ART_5 (19) Mr F Krivier ART 2	Design and Tech 8D&T_6 (19) Mr P Scott MW 2	Design and Tech 8D&T_2 (19) Ms S Stevens MW 1	Home Economics 8HEC_7 (20) Mr L Swindon SS8	Home Economics 8HEC_3 (19) Ms B Smith Food 1	Music 8 8MUS_4 (19) Mr T Jones MUS1		English 9 9Eng_1 (30) Ms T Alan SS2	Mathematics 9 9Math_2 (9) Mr N Creed MS4	Society & Environ 9S&E_3 (30) Mr L Evans MS1	English 10 10ENG_2 (22) Mrs F Brooks SS1	
Wednesday - B													
Wednesday - 3	English 8 8ENG_5 (27) Ms J Calvin SS9	English 8 8ENG_1 (28) Ms T Western SS4	Mathematics 8 8Math_4 (27) Mr W Davids SS6	Society & Environ 8S&E_3 (26) Mr P Gabelich SS5	Science 8 8SCI_2 (26) Mr L Ingris SCI 2				English 9 9Eng_2 (9) Ms T Alan SS1	Mathematics 9 9Math_3 (30) Mr E Dale SS3	Science 9 9Sci_1 (30) Dr S Henry SCI 1	Health Educatic 10HE_1 (24) Mr P Payne MS10	

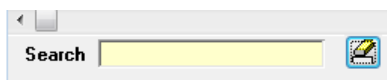
When Reverse Grid Order  is clicked, the grids will be displayed in reverse order in the timetable.

Timetable - Unlocked											
Functions Switch View											
2011 2011 - 5 31 JAN 2011 - 19 APR 2011											
Filter Grid All Department All											
Periods	2011 - 08								2011 - 09		2011 - 10
Tuesday - 4	English 2A 2AENG_2 (22) Mr HJ Barclay SS7	Biological Scienc 2ABIO_2 (21) Ms K Holter SS10	Geography 1A 1AGEO_1 (21) Ms A Greaves SCI 1	Physics 3A 3APHY_1 (20) Ms C Hollis SS9	Mathematics 2A 2AMAT_3 (22) Ms S Corner MS3	Mathematics 2A 2AMAT_1 (22) Mr T Duke SS5			Society & Environ 10S&E_2 (22) Ms E Everage SS4	Science 10 10SCI_3 (20) Ms M Jamison SCI 2	
Tuesday - L											
Tuesday - 5	Workplace Lear 1CWPL_1 (22) Mr P Gabelich COMP 1	English 1A 1AENG_2 (21) Mrs F Brooks SS6	English 1A 1AENG_1 (22) Ms J Calvin SS9	Modern History 3/ 3AHIM_1 (22) Mr L Evans MS5	Economics 3A 3AECO_1 (20) Ms E Everage MS2	Literature 2A 2ALIT_1 (21) Ms T Alan SS2			Metalwork 10 10MW_1 (12) Dr N Swiderski MW 1	Music 10 10MUS_1 (20) Mrs S Maxwell MUS1	
Wednesday - H	Home Room 12 12HR_2 (22) Mr HJ Barclay SS3	Home Room 12 12HR_3 (20) Ms T Alan SS2	Home Room 11 11HR_1 (21) Ms S Oswald SS1	Home Room 11 11HR_2 (21) Ms S Corner SS5	Home Room 11 11HR_3 (22) Mr A Guiseppe MS10	Home Room 12 12HR_1 (22) Ms J McLaren MUS2			Home Room 10 10HR_2 (20) Ms T Lerner MS9	Home Room 10 10HR_3 (20) Dr N Swiderski SS7	
Wednesday - 1	Workplace Lear 1AWPL_1 (21) Ms A Greaves SS1	Biological Scienc 2ABIO_1 (22) Ms T Heaven SCI 5	Geography 2A 2AGEO_1 (21) Mr T Elliot SS2	Physical Educatic 3APES_1 (22) Ms J McLaren MUS2	Biological Scienc 3ABIO_1 (21) Mr J Harpe SCI 3	Biological Scienc 3ABIO_2 (21) Mr L Ingris SCI 2			Mathematics 10 10Math_2 (22) Mr D Drake SS6	Society & Environ 10S&E_3 (20) Mr P Gabelich SS8	

Clicking Print Current View  will print the timetable as currently displayed.

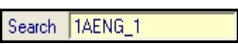

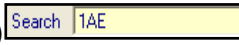
8.2 Quick Search – Teaching Set

A Quick Search option is available, to enable easy identification of a single Teaching Set (or range of Teaching Sets).

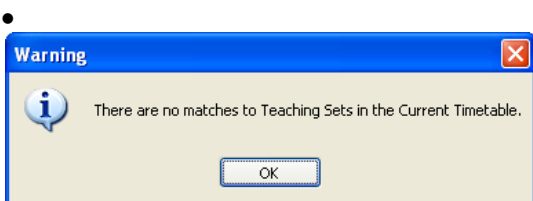


The search operates on the Timetable currently displayed (either in a locked or unlocked state).

To perform a Teaching Set search users must enter either:

- The full Teaching Set name ; or
- A partial Teaching Set name ; or
- The first few letters of Teaching Set (or range of Teaching Sets) .
- Press <Tab> or <Enter> to initiate a search on entered data.

If no matching Teaching Sets are found, a warning message will appear.



- Click **OK**.

If exactly one Teaching Set is found, any reference to that matching Teaching Set will be automatically displayed in the Timetable window.

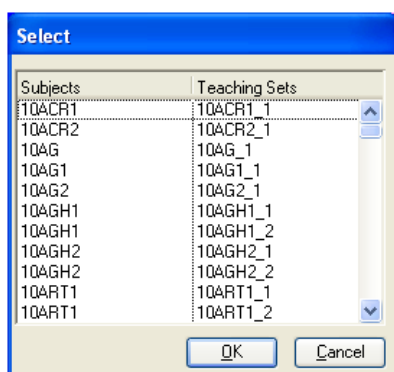
Wednesday - 1 5.2	Mathematics 8 8Math_3 (26) Mr T Duke SS5	Science 8 8SC1_1 (28) Ms T Jamison SCI 1	Science 8 8SC1_5 (27) Ms T Hollis SS9
Wednesday - 2 9.1	Music 8 8MUS_4 (19) Mr T Jones MUS1	Art 8 8ART_1 (19) Ms T Lerner ART 1	Art 8 8ART_5 (19) Mr T Krivier ART 2
Wednesday - B			

Note: If Department colours are being used, then they will be cleared to display the required teaching set.

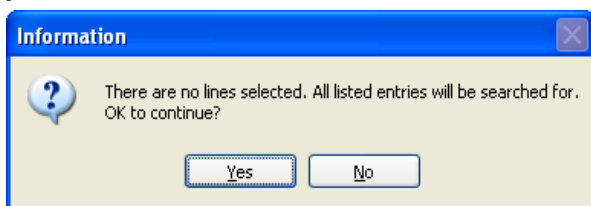


When the search is cleared, the colours are once again displayed.


If more than one potential Teaching Set is found the system displays a list of the matching names.



- A single Teaching Set or variety of T-Sets can be selected within this window through:
 - Using the Ctrl keyboard button clicking with the mouse;
 - Using the Shift keyboard button and clicking with the mouse (or using the up/down arrow keyboard buttons);
- Once highlighting the desired Teaching Set/s, to display the results, press <Enter> or click **OK**. Single record selections can also be double-clicked.
- Clicking on Cancel will close the window with no Search selections highlighted.
- Clicking on OK without having first made a selection will cause the following window to appear.
-



- Clicking YES will cause all possible results to be highlighted on the Timetable.
- Clicking NO will close the window with no Search selections highlighted.

Clicking on the Clear Search  button will clear any active search results instantly and restore Department colours if they are being used

8.3 Allocate Staff

(Timetabling>Timetable)

Allocate Staff allows the user to indicate which teacher will be assigned for each occurrence of a teaching set in each grid.

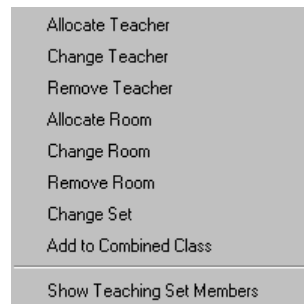
Staff may be allocated to teaching sets in the timetable in one of three ways:

- Manually placing staff for every occurrence of a teaching set.
- Auto-allocate all staff.
- Manually allocate staff for some teaching sets and then auto-allocating staff to the remaining teaching sets.

8.3.1 Manual Allocation of Staff

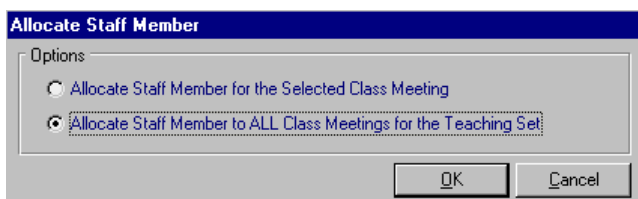
(Timetabling>Timetable)

Manual placement of teaching staff is achieved by highlighting an appropriate teaching set, right clicking and selecting from this menu.



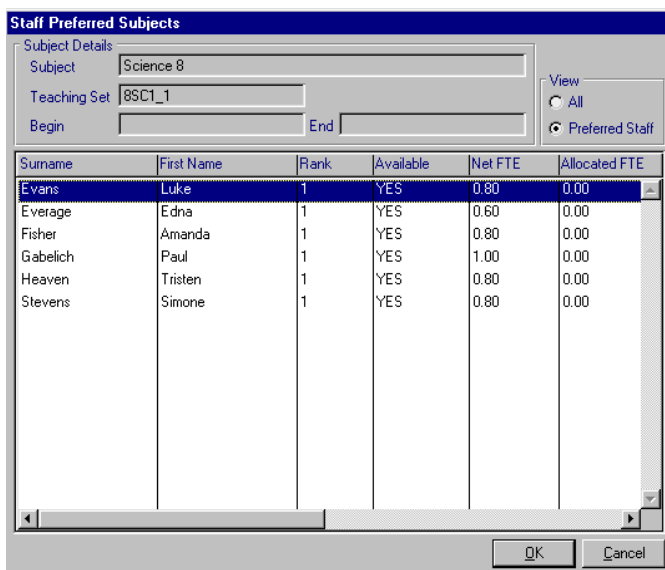
Allocate Teacher

Allocate teacher – allows the following options:



- Allocate teacher for the selected class meeting only.
- Allocate teacher for all class meetings of the teaching set.

Selecting either option will display the following window based on staff availability and previously entered subject preferences



- Highlight the appropriate staff member
- Click OK

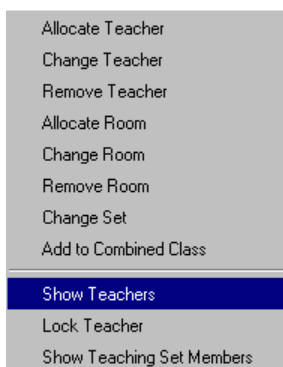
Note: to view all available staff, click on the All radio button. If no preferred staff are available for this teaching set, all available staff members will be displayed.

Allocating more than one teacher to a class

More than one teacher may be allocated to a teaching set at any time. To allocate another staff member, repeat the steps to allocate a single teacher. Any teaching set that has more than one staff member allocated will display an asterisk next to the primary staff member's name.

English
8ENG_1 (28)
*Ms Corner
A1

To view a list of all staff members allocated to a teaching set, right click on the appropriate teaching set and click Show Teachers (only available for teaching sets with more than one teacher allocated).



The following window will be displayed.

Teachers			
Staff allocated to the selected class meeting are displayed in the list below. Right click to change the Primary Staff Member.			
Staff Code	Surname	First Name	Primary
COR1	Corner	Sandra	YES
DRA1	Drake	Donald	NO
<div>Close</div>			

Changing the primary teacher.

- Right click on the appropriate teacher.
- Click on Set as Primary Teacher.

Teachers

Staff allocated to the selected class meeting are displayed in the list below. Right click to change the Primary Staff Member.

Staff Code	Surname	First Name	Primary	Locked
GABP	Gabelich	Paul	YES	NO
LORT	Lorner		NO	NO

Right-click context menu options:

- Set As Primary Teacher
- Lock Teacher

Close

- Click Close.

The newly selected primary teacher will be displayed for that teaching set.

Change Teacher

Change teacher – allows the following options:

- Replace staff member for the selected class meeting.
- Replace staff member for all class meetings of the teaching set.
- Replace all occurrences of the selected staff member.

Selecting any option will display the following window, based on staff availability and previously entered subject preferences.

Staff Preferred Subjects

Subject Details

Subject: English as a Second Language 9

Teaching Set: 9ESL_1

Begin: End:

View: ☐ All ☒ Preferred Staff

Surname	First Name	Rank	Available	Net FTE	Allocated FTE
Brigg	Joseph	1	YES	0.60	0.00
Calvin	Jennifer	1	YES	0.80	0.00
Creed	Nicholas	1	YES	0.80	0.00
Morris	Lorraine	1	YES	1.00	0.00
Schmidt	Michael	1	YES	1.00	0.00

- Highlight the appropriate staff member.
- Click OK.

Note: To view all available staff, click the All radio button. If no preferred staff are available for this teaching set, all available staff members will be displayed.

Remove Teacher

Remove teacher – allows the following options.

- Remove teacher from the selected class meeting only.
- Remove teacher from all class meetings of the teaching set.

Selecting either option will display the following window based on staff availability and previously entered subject preferences.

Surname	First Name	Rank	Available	Net FTE	Allocated FTE
Brigg	Joseph	1	YES	0.60	0.00
Calvin	Jennifer	1	YES	0.80	0.00
Creed	Nicholas	1	YES	0.80	0.00
Morris	Lorraine	1	YES	1.00	0.00
Schmidt	Michael	1	YES	1.00	0.00

- Highlight the appropriate staff member.
- Click OK.

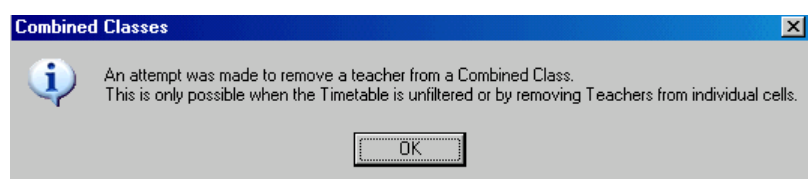
Note: To view all available staff, click the All radio button. If no preferred staff are available for this teaching set, all available staff members will be displayed.

8.3.2 Remove All Staff

(Timetable>Functions>Remove All Staff)

This is used to remove staff from class meetings in all subjects and all grids. It will take account of the currently selected subject and/or grid and will only remove staff from class meetings that are currently displayed.

Staff allocated to combined classes will not be removed from the class meetings by the Remove All Staff function unless the Timetable display is not filtered. If it is filtered and an attempt is made to remove staff from a combined class (via Remove All Staff) then a message will be provided to inform that user that these staff will not have been removed.

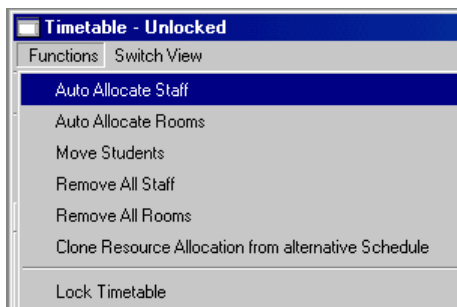


8.3.3 Auto Allocate Staff

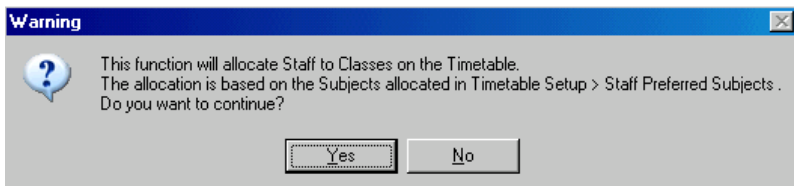
(Timetable>Functions>Auto Allocate Staff)

Auto-allocation of staff relies on the completion of staff preferred subject details.

- Select Functions from the top line menu.
- Select Auto Allocate Staff.

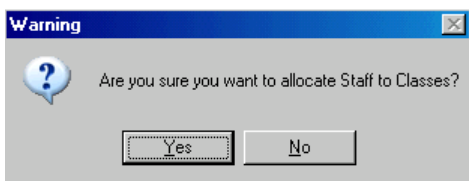


-
-
- The following message will appear.



Note that the Auto Staff Allocation function will only allocate staff to subjects in their list of preferences. No allocations will be made where staff/subject preferences have not been made.

- Click Yes and this message will be displayed.



- Click Yes again; Staff will be automatically assigned teaching sets based on availability and preferred subjects.

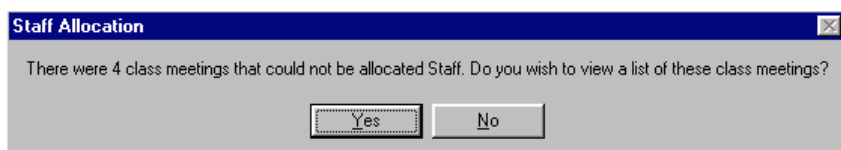
The Auto Allocate Staff function attempts to assign staff to all class meetings that are currently displayed in the Timetable window in the following steps:

1. If a set has been partially allocated to a single teacher **and** that teacher has the subject of the set in their list of preferences **and** it can allocate the remaining meetings to the same teacher **then** it will allocate the remaining meetings to the same teacher.
2. If a set has no teacher allocations **and** it can be taught by a single teacher **and** the teacher has the subject of the set in their preferences, **then** the teacher may be allocated to teach the set (this also takes account of preference rank). It will do this first for staff who only have one subject preference, and then for remaining staff. Over allocation of staff is not allowed at this stage (that is, staff will not be timetabled above specified Net FTE).
3. If any class meetings remain to be allocated then you will be asked if over-allocation of staff is allowed. If it is then step 2 is repeated allowing over-allocation of staff.

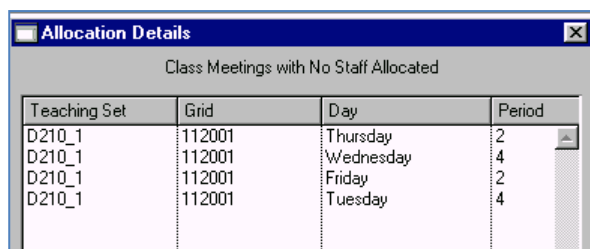
If a combined class has class meetings relating to two or more subjects, then a staff/subject preference for either subject will be sufficient for an allocation to be made. Note that this means that some subjects may therefore be allocated to non-preferred staff.

If a displayed class meeting is part of a combined class and is linked to a class meeting that is not displayed, then it will still attempt to allocate staff to the class meeting. If successful then the allocation will apply to all class meetings that make up the combined class.

If not all teaching sets can be assigned a staff member, the following warning will appear.



- Click Yes to view the following report.



Teaching Set	Grid	Day	Period
D210_1	112001	Thursday	2
D210_1	112001	Wednesday	4
D210_1	112001	Friday	2
D210_1	112001	Tuesday	4

- The report may be printed by clicking Print.
- Click Close.

Note: If staff are overloaded or there are teaching sets that cannot be allocated a staff member, users will be given the option to display an exception report to the screen (shown above). These teaching sets may be allocated manually or constraints relaxed and the auto-allocate process run again.

8.4 Allocate Rooms

(Timetabling>Timetable)

Allocate rooms allows the user to indicate which room will be used for each occurrence of a teaching set in the timetable.

Rooms may be allocated to teaching sets on the grid in one of three ways:

- Manually placing rooms for every occurrence of a teaching set.
- Auto-allocate all rooms.
- Manually allocate rooms for some teaching sets and then auto-allocating rooms to the remaining teaching sets.

8.4.1 Manual Allocation of Rooms

Manual placement of teaching rooms is achieved by highlighting an appropriate teaching set, right clicking and selecting from the choices provided.

- Allocate Teacher
- Change Teacher
- Remove Teacher
- Allocate Room**
- Change Room
- Remove Room
- Change Set
- View Combined Class Details
- Remove from Combined Class
- Lock Teacher
- Show Teaching Set Members

Allocate room – allows the following options:

- Allocate room for the selected class meeting only.
- Allocate room for all class meetings of the teaching set.

Allocate Room

Options

☐ Allocate Room to the Selected Class Meeting Only

☒ Allocate Room to ALL Class Meetings for the Teaching Set

OK Cancel

Selecting either option will display this window based on room availability and previously entered subject preferred rooms.

Preferred Rooms for a Subject

Subject Details

Subject: Mathematics

Teaching Set: BMAT_4

Begin: End:

View

☐ All

☒ Preferred Rooms

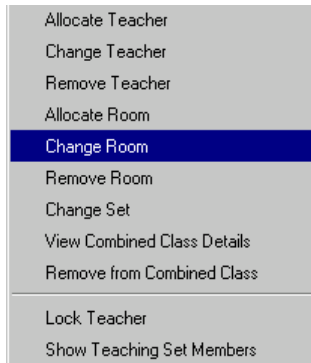
Description	Code	Type	Rank	Available
Room 15	A15	Classroom	3	YES
Room 16	A16	Classroom	3	YES
Room 17	A17	Classroom	3	YES
Room 18	A18	Classroom	3	YES
Room1	A1	Classroom	3	YES
Room10	A10	Classroom	3	YES
Room11	A11	Classroom	3	YES
Room12	A12	Classroom	3	YES
Room13	A13	Classroom	3	YES
Room14	A14	Classroom	3	YES

OK Cancel

- Highlight the appropriate room
- Click OK

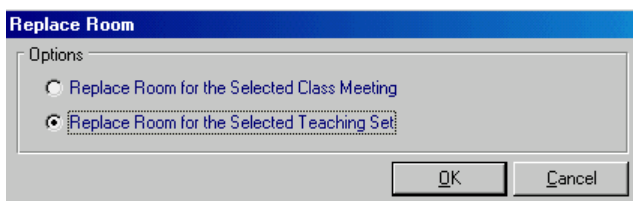
Note: To view all available rooms, click the All radio button. If no preferred rooms are available for this teaching set all available rooms will be displayed.

Change Room



– allows the following options:

- Replace room for the selected class meeting.
- Replace all occurrences of the selected room.



Selecting either option will display the following window based on room availability and previously entered subject preferred rooms.

Preferred Rooms for a Subject

Subject Details
 Subject:
 Teaching Set:
 Begin: End:

View
☐ All
☒ Preferred Rooms

Description	Code	Type	Rank	Available
Room 15	A15	Classroom	3	YES
Room 16	A16	Classroom	3	YES
Room 17	A17	Classroom	3	YES
Room 18	A18	Classroom	3	YES
Room1	A1	Classroom	3	YES
Room10	A10	Classroom	3	YES
Room11	A11	Classroom	3	YES
Room12	A12	Classroom	3	YES
Room13	A13	Classroom	3	YES
Room14	A14	Classroom	3	YES

OK Cancel

- Highlight the appropriate room.
- Click OK.

Note: To view all available rooms, click the All radio button. If no preferred rooms are available for this teaching set, all available rooms will be displayed.

Remove Room

Remove room – allows the following options:

- Remove room for the selected class meeting.
- Remove all occurrences of the selected room.

Selecting either option will remove the room(s) from the appropriate teaching set(s).

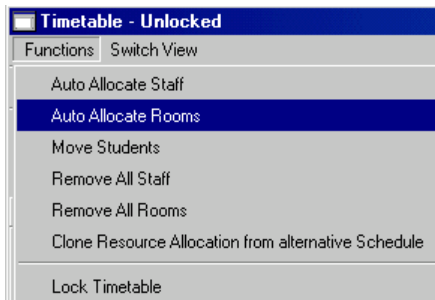
8.4.2 Remove All Rooms

(Timetable>Functions>Remove All Rooms)

This function operates on visible class meetings in a similar way to 'Remove All Staff' (see Section 0), with the same rules applying for combined classes.

8.4.3 Auto Allocate Rooms

(Timetable>Functions>Auto Allocate Rooms)



Auto-allocation of rooms relies on subject preferred rooms and the completion of staff preferred room details.

- Click on Functions.
- Select Auto Allocate rooms.

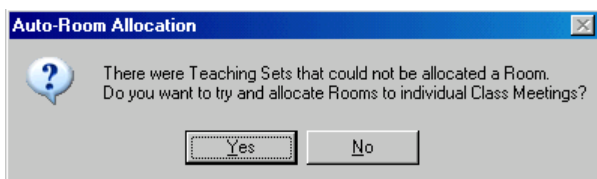
Rooms will be automatically assigned teaching sets based on availability and subject preferred rooms.

Note: the Auto Room Allocation function will only allocate rooms to subjects in their list of preferences. No allocations will be made where room/subject preferences have not been made.

The Auto Room Allocation function will attempt to assign rooms to all class meetings that are currently displayed in the Timetable window in the following steps:

1. Rooms are allocated to class meetings for a set where the set is already partially allocated to a single room, as long as all of the remaining meetings can be allocated to the same room.
2. Sets that are linked to a room by a 'Must Have' preference will be allocated to the 'Must Have' room as long as the room can be used for all meetings of the set.
3. Sets that are linked to a room by a positive preference (Highly Desirable, Desirable, Take if Necessary) will be allocated to an appropriate room as long as the room can be used for all meetings of the set. This will take account of the rank of the preference.
4. Step 2 is repeated on an individual class meeting basis – i.e. it does not check that all meetings of a set will be allocated to the same room. Some meetings for a set may be allocated whilst others remain unallocated.
5. Step 3 is repeated on an individual class meeting basis.

Before proceeding to steps 4 and 5 users will be asked if they wish to proceed or to skip these steps.

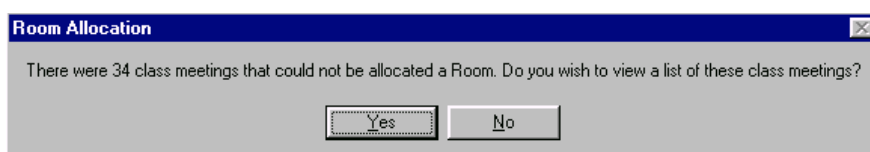


If no class meetings remain to be allocated then steps 4 and 5 will be ignored and the question will not be asked.

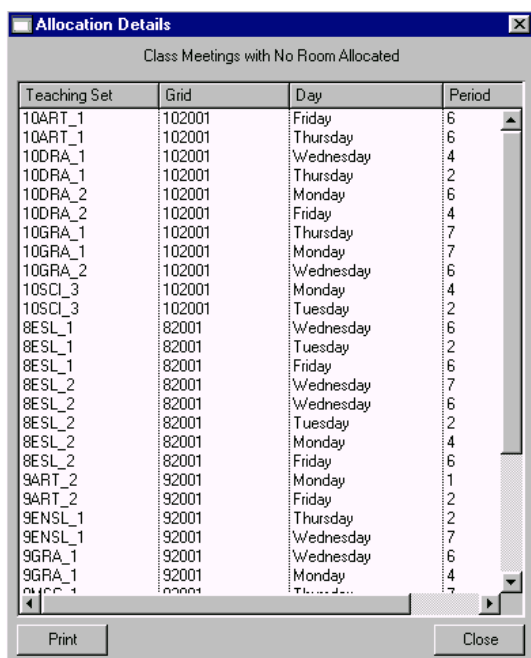
If a combined class has class meetings relating to two or more subjects, then a room/subject preference for either subject will be sufficient for an allocation to be made. Note that this means that some subjects may therefore be allocated to non-preferred rooms.

If a displayed class meeting is part of a combined class and is linked to a class meeting that is not displayed, then it will still attempt to allocate rooms to the class meeting. If successful then the allocation will apply to all class meetings that make up the combined class. For instance if the combined class has a science class and a maths class, and the science class has G1 as preferred room and maths class has M1 as a preferred room, then if the auto room allocation function is run with Maths classes only, it will select M1 for the combined class, whereas if the Science filter is applied then G1 will be chosen.

If not all teaching sets can be assigned a room the following warning will appear.



- Click Yes to view the exception report.

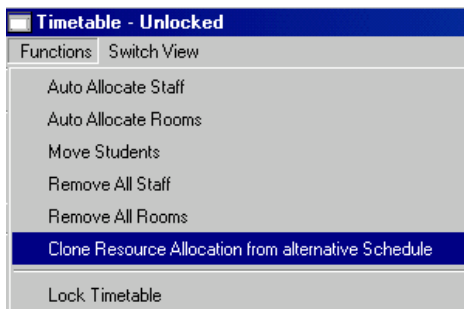


- The report may be printed by clicking Print.
- Click Close.

Note: These teaching sets may be allocated manually or constraints relaxed and the auto-allocate process run again.

8.4.4 Clone Resource Allocation

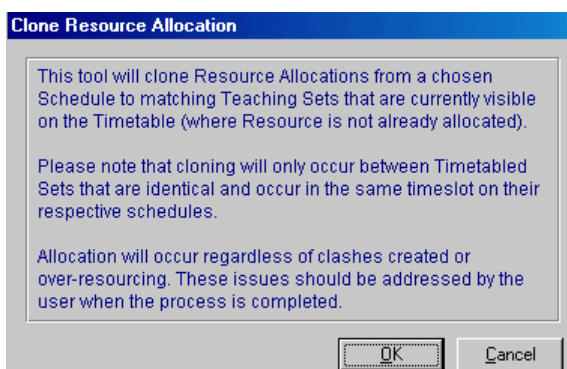
(Timetabling>Timetable>Functions>Clone Resource Allocation from Alternative Schedule)



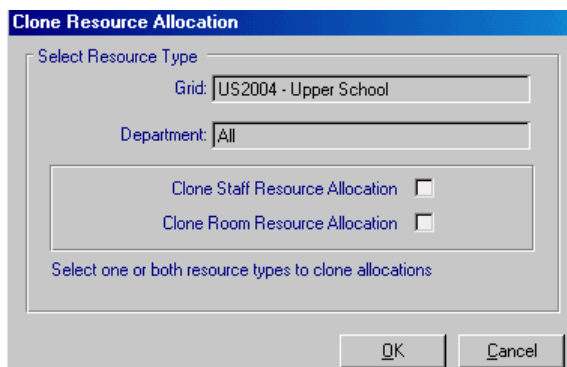
This option is provided to allow users to Clone Resource Allocations between different Schedules within a single Grid, with the option to limit the operation to a single department.

The function is only available when the timetable is unlocked and a single specific grid containing at least one other Schedule that is saved as timetable is selected in the Timetable view. In all other circumstances (e.g. if the Grid selection is set to 'All', for instance when the timetable has just been opened), the option is greyed out as unavailable.

On selecting the option, the Clone Resource Allocation window will open.



The initial view of this window describes the tool's function in more detail as can be seen in the illustration. On clicking OK, the window display will change to provide users with the opportunity to select the type of resource to be cloned.



This pane displays the chosen Grid and Department for which to clone allocations. These choices are set to match the selections made in the Grid and Department dropdown fields on the Timetable window. Cloning will be restricted to these chosen options and resulting updates will, therefore be made only to those class meetings that are currently visible to the user in the timetable window.

At this point the user is required to select one or both types of resource for cloning, with the information on the window updated to provide an indication of the effects of their choices.

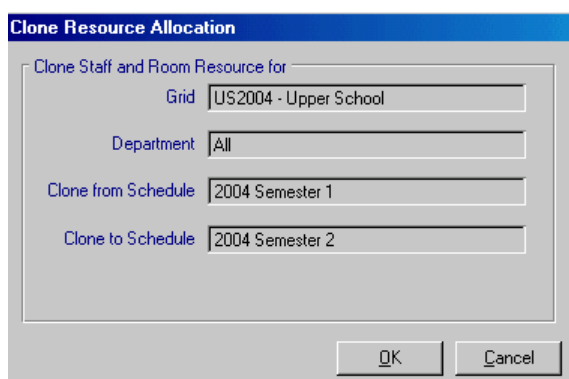
Where 'Clone Staff Resource Allocation' only is selected, the function will clone allocations to matching class meetings which have no staff allocated, regardless of room allocation.

Where 'Clone Room Resource Allocation' only is selected, the function will clone allocations to matching class meetings which have no rooms allocated, regardless of staff allocation.

Where both choices are selected, the function will clone allocations to matching class meetings which have neither staff or rooms allocated.

The user will be prevented from continuing until at least one selection is made.

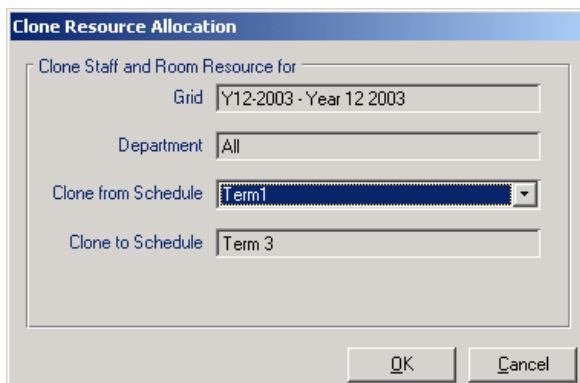
On clicking OK, the window display will change.



This pane provides a final indication of the selected source and target selections between which allocations will be cloned.

The target 'Clone to Schedule' is the schedule from the chosen grid that is currently visible in the timetable view.

The appearance of the source 'Clone from Schedule' varies dependent upon the number of schedules in the chosen grid. Where a grid has a single schedule available, this will be set and displayed as the 'Clone from Schedule'. Where a grid has more than one available schedules, the 'Clone from Schedules' field will appear as a dropdown containing possible source schedules for selection, with the first available schedule selected by default. Users who wish to do so may make an alternative selection using the dropdown before clicking OK to start the Cloning operation.



The 'Clone Resource Allocation' dialog box contains the following fields:

- Grid:** Y12-2003 - Year 12 2003
- Department:** All
- Clone from Schedule:** Term 1 (selected in a dropdown menu)
- Clone to Schedule:** Term 3

Buttons at the bottom: OK, Cancel

Users who wish to cancel the function may do so by clicking Cancel at any time up to this point.

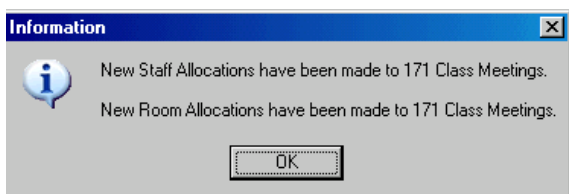
On clicking OK, the Clone Resource Allocation process will be started.

During the process, the system will perform the following checks related to Combined Classes, and provide suitable messaging where appropriate: -

For sets that are members of combined classes in the source schedule, resource allocations will be cloned (subject to the normal rules). Membership of a combined class however is not copied. Where such classes are found, a message is provided to inform the user that they will need to set up Combined Classes manually where they are needed.

For sets that are members of Combined Classes in the target schedule, resource allocations will not be updated. Where such classes have been found, and have not already been ignored as a result of existing resource, a warning will be provided.

Upon completing the process, the system will provide an OK message indicating the number of Class meetings that have been updated for each resource type.



The 'Information' dialog box displays the following message:

New Staff Allocations have been made to 171 Class Meetings.
New Room Allocations have been made to 171 Class Meetings.

Button: OK

8.5 Move Students

(Timetabling>Grid Modelling>Tools>Move Students)

(Timetabling>Timetable>Functions>Move Students)

The Move Students function has been described in Section 7.2 Grid Modelling.

8.6 Lock Timetable

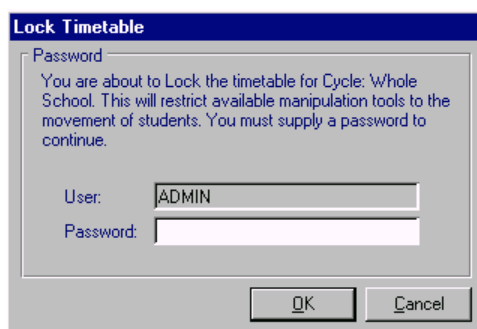
(Timetabling>Timetable>Functions>Lock Timetable)

Once staff and rooms have been allocated to the timetable, the timetable may be locked to ensure no changes are made without the permission of the timetabler. If the user wishes to lock or unlock the timetable, they must have Administrator status. (For more information refer to the Administration Manager manual).

8.6.1 To Lock the Timetable

(Timetabling>Timetable>Functions>Lock Timetable)

- Select Functions from the top line menu.
- Select Lock Timetable.
-

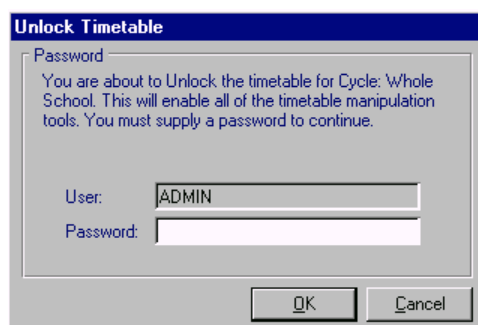


-
-
- Enter your password.
- Click OK.
- Click Yes, if appropriate.

8.6.2 To Unlock the Timetable

(Timetabling>Timetable>Functions>Unlock Timetable)

- Select Functions from the top line menu.
- Select Unlock Timetable.
-



-
-
- Enter your password.
- Click OK.
- Click Yes if appropriate.

8.7 Other Timetabling Functions

(Timetabling>Timetable)

Allocate Teacher
Change Teacher
Remove Teacher
Allocate Room
Change Room
Remove Room
Change Set
Add to Combined Class
Show/Add User Defined Period times
Lock Teacher
Show Teaching Set Members

Other functions available from the menu displayed when right clicking on a teaching set are:

- Change Sets.
- Add to Combined Class.
- Show/Add User Defined Period Times
- Lock Teacher
- Show Teaching Set Members.

8.7.1 Change Sets

(Timetabling>Timetable)

Change Teaching Set allows the user to remove all students from the highlighted teaching set to a selected empty teaching set.

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Change Teaching Set from the menu.
-

Change Teaching Set

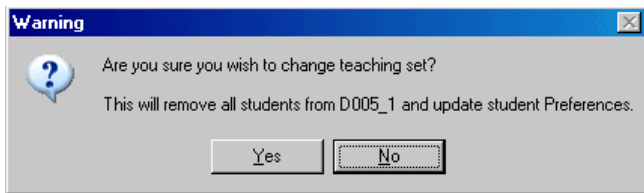
Teaching Set
Code: D005_1
Description: D005_1
Subject: English Literature 11

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

Students		Empty Sets	
Surname	First Name	Teaching Set	Subject
Gold	Stephanie	E231_1	Business Information Test
Marston	Lauren	E231_2	Business Information Test
Melville	Mitchell	D004_3	English 11
Johnston	Josh		
Cooper	Ryan		
Luong	Amber		
Andrews	Rachael		
Leslie	Nathan		
Kraft	Chelsea		

OK Cancel

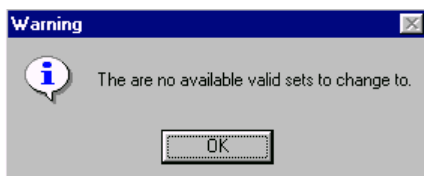
-
- Select a Teaching set from the list.
- Click OK.



- Confirm your selection.

The selected teaching set will now replace the original teaching set. All students who were listed in the previous teaching set will now become a member of the selected teaching set.

Note: If there are not any appropriate teaching sets to exchange the following warning will be displayed if Change Sets is selected from the menu.

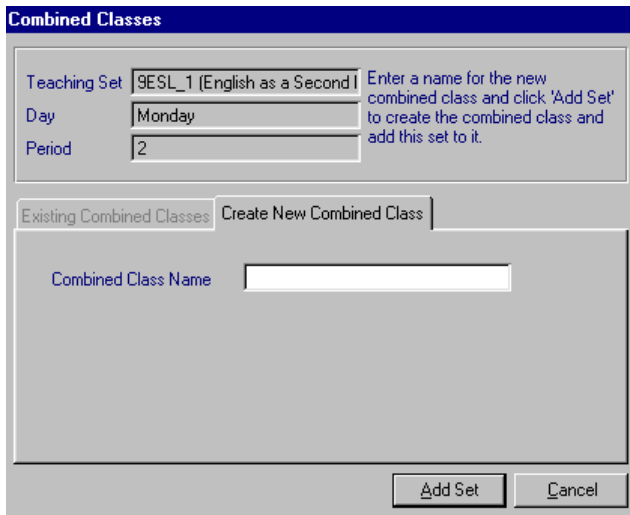


8.7.2 Add to Combined Class

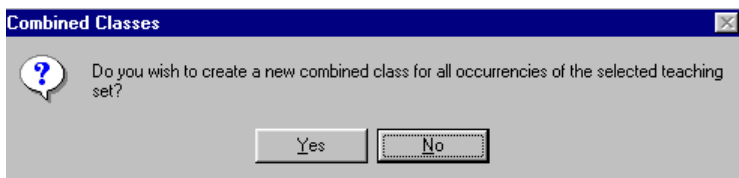
(Timetabling>Timetable)

Teaching sets which occur at the same time may be combined in Timetabling>Timetable.

- Right click on one of the teaching sets you wish to combine.
- Click **Add to Combined Class**. The following window will be displayed.



- Give combined class a suitable name.
- Click on **Add Set**. The following dialogue box will appear.



- Click **Yes** or **No** as appropriate.
- A 'C' next to the teaching set code indicates that the teaching set belongs to a combined class.
- English as a Seci
9ESL_1 (13)C
-
- Right click on the other teaching set to be added to the combined class.
- Click **Add to Combined Class**. The following window will be displayed.

Combined Classes

Teaching Set: 9Eng_3 (English 9) Select an existing combined class and click 'Add Set' to add this set to the combined class.

Day: Monday

Period: 2

Existing Combined Classes | Create New Combined Class

Combined Class: Combined English 9

Teaching Sets

Teaching Set	Subject
9ESL_1	English as a Second Language 9

☒ Show Timetabled Only

Add Set Cancel

- Click on **Add Set**. The following dialogue box will appear.

Combined Classes

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

Yes No

- Click **Yes** or **No** as appropriate.

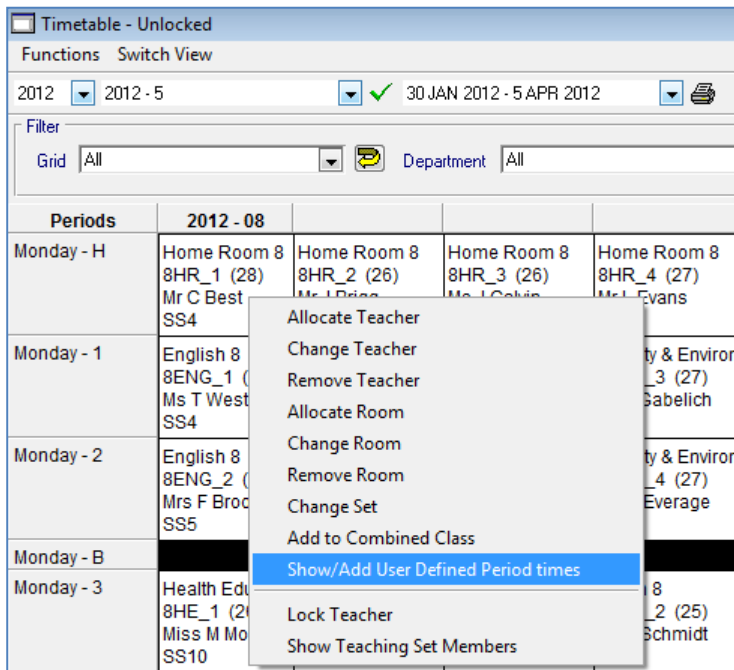
English 9
9Eng_3 (25)C

This teaching set now also belongs to the combined class.

Note: A teacher and room may be allocated to the combined class either manually or automatically. The teacher's timetable will display the combined class. The students' timetables will display their original teaching sets.

8.7.3 Show/Add User Defined Period Times

There may be times when class meetings may take place at different times to those entered in the Master Period Structure or Grid Period Times. It is possible to enter these times in the Timetable so that may be displayed on staff and student timetables.



- Right click on the class meeting concerned and select **Show/Add User Defined Period Times**

The 'User Defined Period Times' dialog box is shown. It has a title bar 'User Defined Period Times'. Below it, 'Teaching Set: 8HR_1' is displayed. There are two input fields: 'Start Time' and 'Finish Time'. At the bottom, there are 'OK' and 'Cancel' buttons.

- Enter the relevant times in 24 hour format and click **OK**

in the cell indicates that this class meeting has user-defined period times

Home Room 8
8HR_1 (28)
Mr C Best
SS4 #

A key is also added to the bottom of the Timetable screen.

- Indicates User Defined Period Times

To view the new times:

- Right click on the class meeting concerned and select **Show/Add User Defined Period Times**

User Defined Period Times

Teaching Set: 8HR_1

Start Time: 08:05 Finish Time: 08:35

OK Cancel

The new times are also displayed in staff and student timetables.

West Coast District High School					
Staff Timetable					
30 JAN 2012 - 5 APR 2012					
Staff:	William Davids		Position:	Permanent	
				(# = User defined times) (* = clash)	
	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	8HR_5(27)	8HR_5(27)	8HR_5(27)	8HR_5(27)	8HR_5(27)
	Home Room 8	Home Room 8	Home Room 8	Home Room 8	Home Room 8
	SS6	SS6	SS6	SS6	SS6
	# 08:00-09:00	08:20-08:35	08:20-08:35	08:20-08:35	08:20-08:35

West Coast District High School					
Student Timetable by Grid					
Schedule: 2012 Term 1					
Student:	Jordan Corey		Grid: 08		
			Year Group: 8	Form: 08.5	
	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	8HR_5	8HR_5	8HR_5	8HR_5	8HR_5
	Home Room 8	Home Room 8	Home Room 8	Home Room 8	Home Room 8
	Mr W Davids	Mr W Davids	Mr W Davids	Mr W Davids	Mr W Davids
	SS6	SS6	SS6	SS6	SS6
	# 08:00-09:00	08:20-08:35	08:20-08:35	08:20-08:35	08:20-08:35

8.7.4 Show Teaching Set Members

(Timetabling>Timetable)

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select **Show Teaching Set Members** from the menu.
-

Teaching Set Members

Set Code: 1XENGX_1

Set Description: 1XENGX_1

Students	Year/Form
Bishop, Frank	10/10.3
Butter, Daniel	10/10.3
Drazic, Eleni	10/10.3
Fitton, Rhys	10/10.3
Guester, Kea	10/10.3
Karman, Clay	10/10.3
Kinter, Deonne	10/10.3
Lesley, Monique	10/10.3
Looby, Tiana	10/10.3
Masters, Tod	10/10.3
Milker, Harrison	10/10.3
Mungall, Amelia	10/10.3
North, Rory	10/10.3
Parsons, Gavin	10/10.3
Pieroni, Jaydon	10/10.3
Ramber, Cherie	10/10.3
Romer, Gabrielle	10/10.3
Saxby-Walsh, Dylan	10/10.3
Slocum, Phillip	10/10.3
Strother, Darryl	10/10.3

Print **Close**

Clicking **Print** will generate a report that display(s) teachers and room(s) as well as teaching set members.

West Coast District High School			
Students in Teaching Set - 8Math_5 : 8Math_5			
Timetabling Year: 2012 Grid: 2012 - 08 - 08			
Teacher: Mr N Creed		Room: MS4	
Surname	First Name	Year Group	Form
Antonello	Mark	8	08.4
Atkins	Aaron	8	08.5
Carless	Matthew	8	08.3
Cartwright	Matthew	8	08.3
Futterby	Aimee	8	08.2
Gaunt	Natalie	8	08.1
Knowles	Bianca	8	08.5
Kong	Mitchell	8	08.2
Magan	Shaylee	8	08.2
Mappin	Phill	8	08.3
Middleton	Sarah	8	08.4
Milenovich	Andrew	8	08.5
Narkle	Zoe	8	08.5
Noakes	Baron	8	08.3
Peel	Pamela	8	08.1
Pendlebury	Stacey	8	08.5
Richards	Lia	8	08.1
Ritchie	Candice	8	08.4
Ross	Hayley	8	08.2
Rossi	Curtis	8	08.4
Shifter	Natalie	8	08.4
Sintar	Karl	8	08.5
Sniffen	Megan	8	08.2
Sok	Glen	8	08.3
Wansbrough	Justin	8	08.2
Watson	Tom	8	08.3
26 Records Found			

-

8.8 Switch View

(Timetabling>Timetable>Switch View)

Within the Timetabling window, the user has the opportunity to change the view of the timetable. From the Switch View menu there are two choices Period Summary View and Timetable View.

8.8.1 Period Summary View

The Period Summary View of the Timetable is the default view. This view displays by default all grids that have been saved to the timetable for each period of every day of the cycle. The period summary view may be filtered by grid or department as required.

Timetable - Unlocked					
Functions Switch View					
2004 2004-5 2 FEB 2004 - 9 JUL 2004					
Filter					
Grid All Department All					
Periods					
Monday - 1	Science 8 8SC1_1 (18) *Mr Evans SCI 1	English as a Seci 9ESL_1 (13)C Mr Brigg MS1	English 9 9Eng_3 (25)C Mr Brigg MS1	Mathematics 9 9Math_3 (25) Mr Evans MS4	Society & Environ 9S&E_4 (22) Mr Wheeler MS10
Monday - 2	Society & Environ 8S&E_1 (18) Mr Brigg MS10	Art 9 9Art_1 (13) Mr Kenny ART 1	Food Production 9Food_3 (20) Mr Reid Food 1	Media 9 9MED_2 (21) Mr Creed SS4	Music 9 9MUS_2 (14) Ms McLaren MUS2
Monday - B					
Monday - 3	Mathematics 8 8Math_1 (18) Ms Everage MS8	English as a Seci 9ESL_1 (13)C Mr Brigg MS1	English 9 9Eng_3 (25)C Mr Brigg MS1	Mathematics 9 9Math_3 (25) Mr Evans MS4	Society & Environ 9S&E_4 (22) Mr Wheeler MS10
Monday - 4	English 8 8ENG_1 (13) Mr Williams SS2	English as a Seci 8ESL_1 (5) Mr Schmidt SS8	English 9 9Eng_4 (24) Mr Creed SS9	Mathematics 9 9Math_1 (28) Mrs Brooks SS10	Mathematics 9 9Math_4 (28) Mr Evans MS5

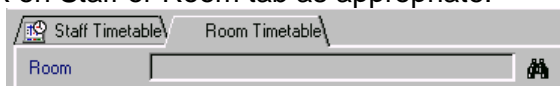
8.8.2 Timetable View

(Timetabling>Timetable>Switch View>Timetable View)

The Timetable View displays a choice of Staff or Room timetables that may be filtered by subject if required.

To View Staff or Room Timetables

- Select Switch View from the top line menu.
- Select Timetable View.
- Click on Staff or Room tab as appropriate.



-
-



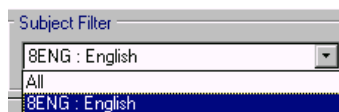
- Click on the Find tool to find the appropriate staff member or room.
- Enter appropriate information.
- Click Find.
- Highlight the appropriate staff member or room and Click Select. The timetable for the selected staff member or room will be displayed.

Using the Subject Filter

Once a room or staff member's timetable is displayed, the timetable may be filtered by subject.

- Click on the drop down arrow under subject filter

•



•

- All subjects the staff member or room is associated with will be listed
- Select the subject as appropriate. The timetable will now display the subject selected relevant to the staff member or the room.

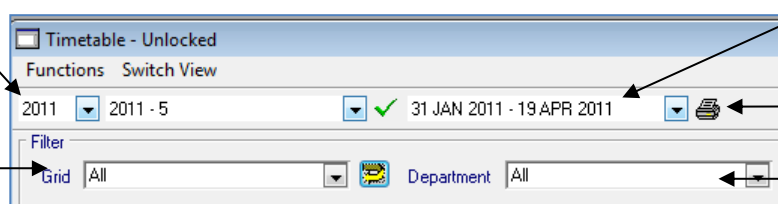
8.9 Filtering the Timetable

(Timetabling>Timetable)

The Period Summary View of the timetable may be filtered by school year, grid, department (if departments have been set up and staff allocated) and time slice to make viewing of the timetable easier. The timetable may also be printed in filtered view.

Displays the current school year by default

Filter by Grid. The default will be all grids displayed.




Filter by timeslice. The current timeslice will be displayed.

Print the timetable

Filter by Department. All departments displayed by default.

8.9.1 Making the School Year the Default

To save selecting the appropriate school year and cycle every time the Timetable screen is opened, the user can make a particular school year and cycle the default, so that the chosen school year and cycle is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list.
- Select the appropriate Cycle from the drop down list (if there is more than one cycle available).
- Click on the green tick. 

8.9.2 Filtering by Timeslice

(Timetabling>Timetable)

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

- Select the appropriate Timeslice from the drop down list (if there is more than one timeslice available).

8.9.3 Filtering by Grid

(Timetabling>Timetable)

Grids must have been previously saved to the timetable to be available for filtering.

- Select the appropriate grid from the drop down list (if there is more than one grid available).

8.9.4 Filtering by Department

(Timetabling>Timetable)

Subjects must have been previously linked to departments (General>Parameters>Subjects) to be able to filter by department.

- Select the appropriate Department from the drop down list.

8.10 Printing the Timetable

(Timetabling>Timetable)

The timetable may be printed at any time from any view.

- Click on **Print**.
- Select the destination for the report.
- Click **OK**.

The name of the grid selected is displayed on the report header. If all grids are selected for display the grid name will be

Time Table Report

New WA High School

Timetable for 29 JAN 2007 - 6 JUL 2007

Year: 2007

Department: All

Period

Grid: US2007 - US

* = Multiple Staff. (C) = Combined Class

Monday	US2007	11HR_1 HR 11 22 Ms Oswald SS1	11HR_2 HR 11 21 Ms Corner SS5	11HR_3 HR 11 22 Mr Gileppe SC12	12HR_1 HR 12 21 Ms Molara MUS2	12HR_2 HR 12 22 Mr Barclay SS3	12HR_3 HR 12 20 Ms Alan SS2			
H 08:20 - 08:35	Bald1_1									
Monday	US2007	24CSC_2 CSC 21 Mr Gabelick COMP 2	0510_1 MIP 22 Ms Swindon SS8	0502_2 SNIL 11 22 Mr Rattigan LIB2	0403_1 Chem 12 20 Mr Greaves SC11	0502_1 DWBs 22 Dr Swiderski SS7	0511_1 ModMath 21 Mr Dale SS5			
1 08:35 - 09:35	Bald2_1									
Monday	US2007	24DESS_1 DES 21 Mr Kenny COMP 1	0304_2 Books 11 22 Mr Inglis SS2	0411_1 Scol 11 22 Mr Haime SC13	0304_1 Books 12 20 Mr Holter SS10	0305_2 Hkrt12 22 Ms Hollis SS9	0301_1 A&D 12 21 Ms King ART 2			
2 09:35 - 10:35	Bald3_1									

CIVICA

Timetabling Manual

Student Course

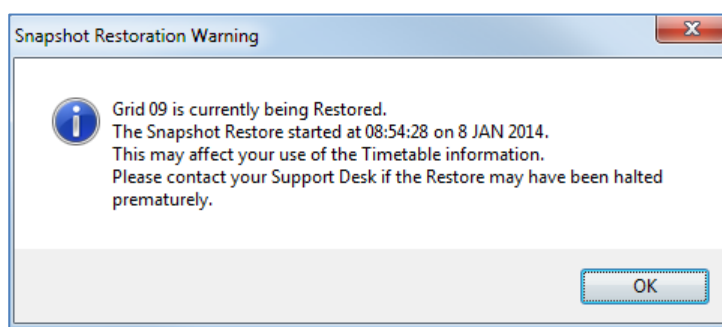
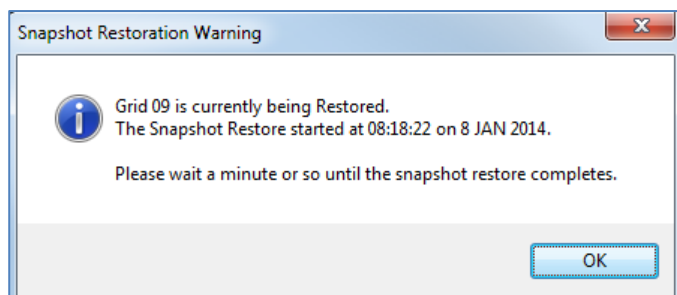
9

9 Student Course

(Timetabling>Student Course)

Once the timetable has been created, it may be necessary to add new students to the timetable or students may wish to change their courses. These changes or additions must take into account the constraints of the timetable and the resources of the school. The quickest and easiest way to effect changes to the timetable for individual students is within Timetabling>Student Course.

Note: If you try to access Student Course at the same time someone else is in the process of restoring a Grid snapshot, you will see messages similar to those below.



It is recommended that you close Student Course and open it again once the snapshot restore is completed.

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 following window.

Student Course Maintenance

2007 2007 - 5

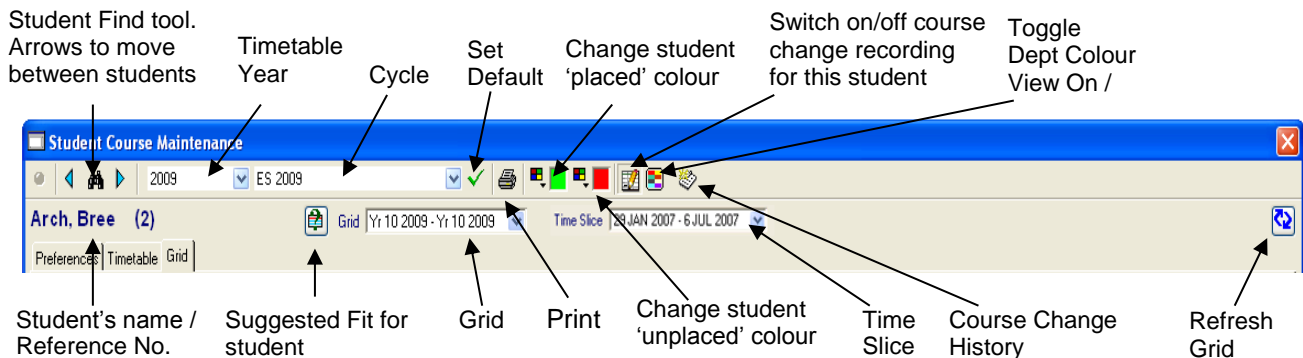
Anderson, Ben (3) Grid 102007 - Y10 Time Slice 29 JAN 2007 - 6 JUL 2007


Preferences | Timetable | Grid

Type	Rank	Code	Preference	Req	Set No.	Assg	Lock	Band	Alt.Bands	Size	Teacher	Room
Primary	1	10SCI	Science 10	YES	2	YES	NO	3	2, 4	22	Mr J Harpe	SCI 4
Primary	2	10S&E	Society & Environment 10	YES	2	YES	NO	4	1, 3	22	Ms K Holter	SS10
Primary	3	10PE	Physical Education 10	YES	3	YES	NO	11	7, 12	22		
Primary	4	10Math	Mathematics 10	YES	2	YES	NO	1	2, 4	22	Ms S Oswald	SS10
Primary	5	10HR	Home Room 10	YES	2	YES	NO	13	13	22	Dr N Swiderski	SS7
Primary	6	10HE	Health Education 10	YES	3	YES	NO	10	5, 8	21		
Primary	7	10ENG	English 10	YES	2	YES	NO	2	1, 3	22	Ms J Calvin	MS2
Primary	8	10Ind	Indonesia 10	NO	2	YES	NO	8, 12	7, 11	23	Ms K Kennerley	SS9
Primary	9	10Food	Food Production 10	NO	2	YES	NO	6	6, 10	14	Mr G Reid	Food 2
Primary	10	10Ww	Woodwork 10	NO	1	YES	NO	7	9	22	Ms T Smith	Ww 1
Primary	11	10Art	Art 10	NO	2	YES	NO	9	6	21		
Primary	12	10Jew	Jewellery 10	NO	1	YES	NO	5		9	Mr P Scott	MW 1

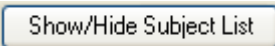
Search Key: @ - Other Staff Members also teach the Set. # - Other Rooms also used for the Set [Show/Hide Subject List](#)

9.1 Student Course Maintenance Screen



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

Note: Course Change Recording can be toggled on and off for all students in Timetabling>Timetable Setup>Set Course Change Recording for all Students. Refer to section 5.12 for further details.

The Show/Hide Subject List  can be activated to allocate preferences to the displayed student. See section 9.2.1 for further details.

If a student has been placed in a teaching set for a preference it also displays the size of the teaching set, the allocated teacher and room for that teaching set. This information is linked to the appropriate time slice.

If there is more than one teacher involved with the teaching set, the most frequent teacher will be displayed with character "@". If there is more than one room used for the teaching set, the most frequent room will be displayed the character "#".

9.1.1 Quick Search

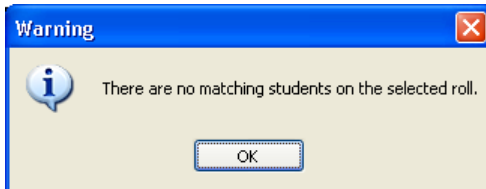
This screen also has a Quick Search option available for **all tabs** in the Student Course window (i.e. Preferences, Timetable and Grid, to enable easy searching of a single student.



The search operates on the currently defined browse set. The browse set is defined by using the student find tool, if a browse set is not defined then all students on the current roll form the current browse set.

To find a student, enter either:

- The student's surname ; or
- The first few letters of student's surname ; or
- The first few letters of surname and first initial.
- Press <Tab> or <Enter>. If no matching students are found, a warning message will appear.



- Click **OK**.

If exactly one student is found, that student will be displayed in the Student Course Maintenance screen. If more than one student is found the system displays a list of the matching names.



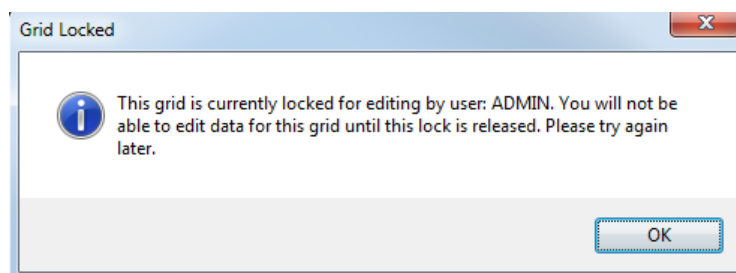
- Use the keyboard arrows or mouse to scroll up and down the list to locate the student.
- When the name is highlighted, to display the record in the student course maintenance screen, press <Enter> or click **OK**.

It will also be possible to double click on a student's name to select the student and display them in the student course maintenance screen.

Multiple selections of students cannot be made. This single selection of students is to keep the functionality consistent with the student details quick search and to make it easier to use.

- To avoid making the selection return to the student search box and click **Cancel**

Note: If you load a student's records, and that student belongs to a cohort linked to a grid currently locked for editing by someone else, you will see this message.



9.2 Preferences


(Timetabling>Student Course> Preferences)

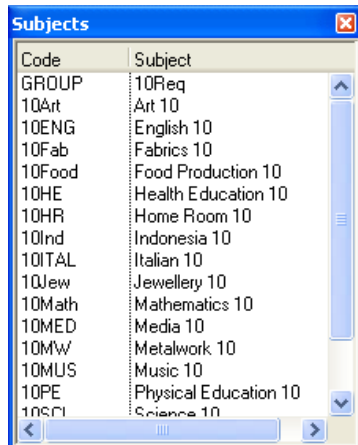
For new students the preference screen will be blank and subject preferences may be entered as shown below. Existing students will display their current primary and reserve preferences and whether they have been placed in teaching sets or not. Students may also alter their subject selections after the current timetable has begun operating. The students must have their preferences altered to reflect their new course as outlined below.

9.2.1 Adding Preferences

(Timetabling>Student Course> Preferences)

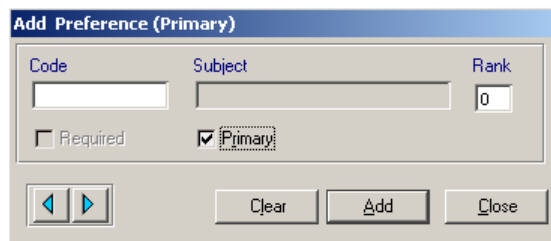
Subjects must have been previously defined for this grid in Timetabling>Timetable Setup>Individual Grid Parameters>Subjects to be able to be selected here.

- Click on Show/Hide Subject List  and drag and drop selection.



OR


- Click on Add Preference. 



- Type in the first letter of the subject code and click Add to display a list of available subjects.
- Highlight the appropriate subject.
- Click OK.
- Click Add.
- Continue as necessary.
- Click Close.

OR

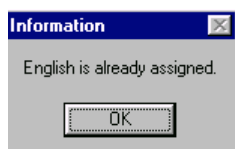
- Use the arrows at the bottom of the Add Preference dialogue box to add preferences for other members of the browse set.

On opening the Add Preference  dialogue box the preference will be primary. To change to a reserve preference, uncheck the *Primary* box.

Keyboard Shortcuts

- From the Add Preferences and the Edit Preferences dialogue box a keyboard shortcut function Alt +R will toggle the setting of the *Primary* checkbox.
- From the Add Preference window the next and previous student can also be found using the keyboard shortcuts Alt +N and Alt +P

If any subjects have already been assigned, a warning message will appear and the subject will not be assigned twice.

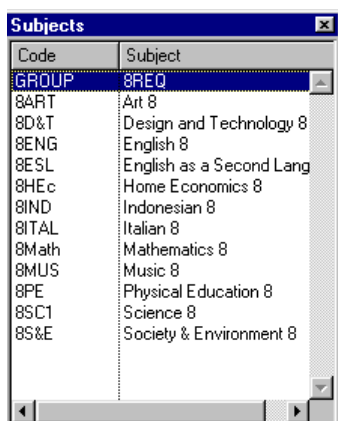


9.2.2 Adding Subject Groups


(Timetabling>Student Course> Preferences)

Subjects groups must have been previously defined in Timetabling>Timetable Setup>Individual Grid Parameters>Subject Groups to be able to be selected from this screen.

- Click on Show/Hide Subject List and drag and drop Subject Group desired from the list.




OR

- Click on Add Subject Groups. 
- Select the appropriate Subject Group.
- Click OK.


9.2.3 Promoting Reserve Preferences

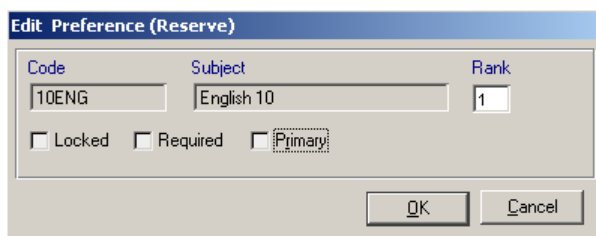
(Timetabling>Student Course> Preferences)

Reserve Preferences will be highlighted in brown and will be indicated as 'Reserve' in the Type column.

- Highlight the appropriate Reserve Preference.
- Click on Toggle Reserve/Primary. 

OR

- Highlight the appropriate Reserve Preference.
- Click on Edit. 



The dialog box titled "Edit Preference (Reserve)" contains the following fields and controls:

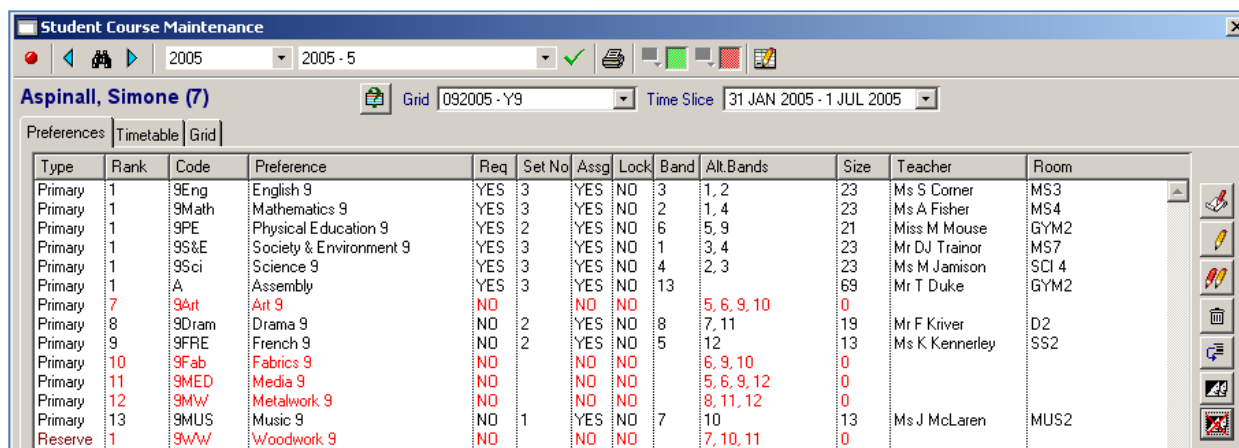
- Code:** 10ENG
- Subject:** English 10
- Rank:** 1
- Locked:** ☐
- Required:** ☐
- Primary:** ☐ (highlighted with a dashed border)
- Buttons:** OK, Cancel

- Tick the Primary Box or use keyboard shortcut ALT + R
- Change the Rank if required.
- Click OK.

9.2.4 Deleting Preferences


(Timetabling>Student Course> Preferences)

Any preference that has not been assigned to a teaching set will be highlighted in red and have NO in the Assign column.



The window shows the "Student Course Maintenance" interface for "Aspinall, Simone (7)". The "Grid" tab is active, displaying a table of preferences. The table has columns: Type, Rank, Code, Preference, Req, Set No, Assg, Lock, Band, Alt Bands, Size, Teacher, and Room. The "Assg" column contains "YES" or "NO". Preferences with "NO" in the "Assg" column are highlighted in red.

Type	Rank	Code	Preference	Req	Set No	Assg	Lock	Band	Alt Bands	Size	Teacher	Room
Primary	1	9Eng	English 9	YES	3	YES	NO	3	1, 2	23	Ms S Corner	MS3
Primary	1	9Math	Mathematics 9	YES	3	YES	NO	2	1, 4	23	Ms A Fisher	MS4
Primary	1	9PE	Physical Education 9	YES	2	YES	NO	6	5, 9	21	Miss M Mouse	GYM2
Primary	1	9S&E	Society & Environment 9	YES	3	YES	NO	1	3, 4	23	Mr DJ Trainor	MS7
Primary	1	9Sci	Science 9	YES	3	YES	NO	4	2, 3	23	Ms M Jamison	SCI 4
Primary	1	A	Assembly	YES	3	YES	NO	13		69	Mr T Duke	GYM2
Primary	7	9Art	Art 9	NO		NO	NO		5, 6, 9, 10	0		
Primary	8	9Dram	Drama 9	NO	2	YES	NO	8	7, 11	19	Mr F Krivier	D2
Primary	9	9FRE	French 9	NO	2	YES	NO	5	12	13	Ms K Kennerley	SS2
Primary	10	9Fab	Fabrics 9	NO		NO	NO		6, 9, 10	0		
Primary	11	9MED	Media 9	NO		NO	NO		5, 6, 9, 12	0		
Primary	12	9MW	Metalwork 9	NO		NO	NO		8, 11, 12	0		
Primary	13	9MUS	Music 9	NO	1	YES	NO	7	10	13	Ms J McLaren	MUS2
Reserve	1	9wW	Woodwork 9	NO		NO	NO		7, 10, 11	0		

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

Note: If a preference has been assigned to a teaching set it may still be deleted and no warning will be displayed to that effect.


9.2.5 Placing a Student in an Existing Teaching Set

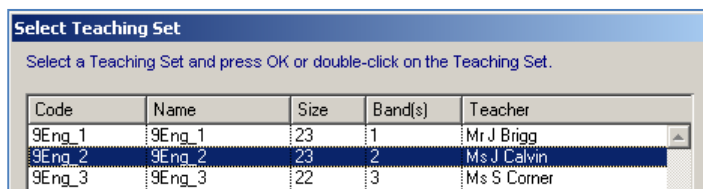
(Timetabling>Student Course> Preferences)

Once preferences have been added, students may be added to teaching sets either manually or automatically.

Manual Allocation to Teaching Sets

(Timetabling>Student Course> Preferences)

- Highlight the unassigned primary preference –
 - Students cannot be placed in teaching sets for subjects which are on the Reserve list.
- Click on Select Teaching Set. 
- Highlight the appropriate teaching set and click OK.

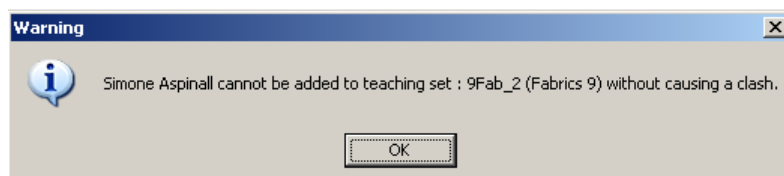


Select Teaching Set

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

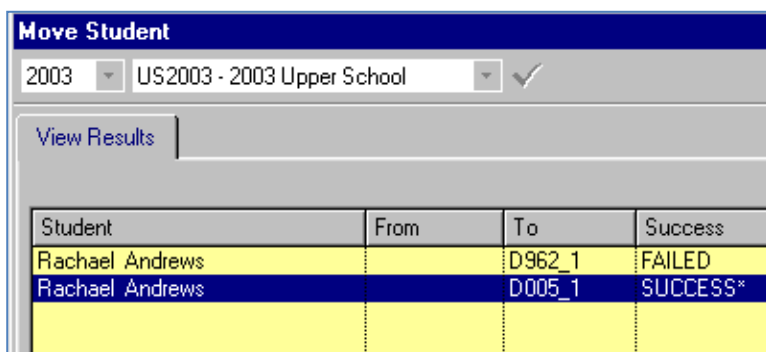
Code	Name	Size	Band(s)	Teacher
9Eng_1	9Eng_1	23	1	Mr J Brigg
9Eng_2	9Eng_2	23	2	Ms J Calvin
9Eng_3	9Eng_3	22	3	Ms S Corner

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



OR

- Click on Generate Suggested Fit for Student  and the following window will be displayed.



Move Student

2003 US2003 - 2003 Upper School ✓


View Results

Student	From	To	Success
Rachael Andrews		D962_1	FAILED
Rachael Andrews		D005_1	SUCCESS*

- The Suggested Fit may be saved by clicking Save or discarded by clicking Cancel.
- Close the Move Student window.

9.2.6 Removing Students from Existing Teaching Sets

(Timetabling>Student Course> Preferences)

- Highlight the appropriate preference.
- Click on Remove from Teaching Set. 
- Confirm your selection.
-

Note: The preference will remain on the screen but will now display a 'NO' in the assigned column.

9.3 Timetable

(Timetabling>Student Course> Timetable)

On the Timetable tab the current timetable for the selected student will be displayed. If this window is blank, the selected student has not been placed in any teaching sets. Once the student is placed in teaching sets a timetable will appear. The Student timetable may be printed individually from this screen or in bulk in Reports.

9.3.1 Timetable Functions

(Timetabling>Student Course> Timetable)

On the Timetable tab, right click on a teaching set list the following menu;

- Show Teaching Set Members.
- Show Available Sets.
- Remove Student.

Show Teaching Set Members

The Show Teaching Set members function will display all students currently assigned to the teaching set. This may be printed if desired.

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select **Show Teaching Set Members** from the menu.
-

Teaching Set Members

Set Code: 1XENGX_1

Set Description: 1XENGX_1

Students	Year/Form
Bishop, Frank	10/10.3
Butter, Daniel	10/10.3
Drazic, Eleni	10/10.3
Filton, Rhys	10/10.3
Guestier, Kea	10/10.3
Karman, Clay	10/10.3
Kinter, Deonne	10/10.3
Lesley, Monique	10/10.3
Looby, Tiana	10/10.3
Masters, Tod	10/10.3
Milker, Harrison	10/10.3
Mungall, Amelia	10/10.3
North, Rory	10/10.3
Parsons, Gavin	10/10.3
Pieroni, Jaydon	10/10.3
Ramber, Cherie	10/10.3
Romer, Gabrielle	10/10.3
Saxby-Walsh, Dylan	10/10.3
Slocum, Phillip	10/10.3
Strother, Darryl	10/10.3

Print Close

Clicking **Print** will generate a report that display(s) teachers and room(s) as well as teaching set members.

West Coast District High School			
Students in Teaching Set - 8Math_5 : 8Math_5			
Timetabling Year: 2012 Grid: 2012 - 08 - 08			
Teacher: Mr N Creed		Room: MS4	
Surname	First Name	Year Group	Form
Antonello	Mark	8	08.4
Atkins	Aaron	8	08.5
Carless	Matthew	8	08.3
Cartwright	Matthew	8	08.3
Futterby	Aimee	8	08.2
Gaunt	Natalie	8	08.1
Knowles	Bianca	8	08.5
Kong	Mitchell	8	08.2
Magan	Shaylee	8	08.2
Mappin	Phill	8	08.3
Middleton	Sarah	8	08.4
Milenovich	Andrew	8	08.5
Narkle	Zoe	8	08.5
Noakes	Baron	8	08.3
Peel	Pamela	8	08.1
Pendlebury	Stacey	8	08.5
Richards	Lia	8	08.1
Ritchie	Candice	8	08.4
Ross	Hayley	8	08.2
Rossi	Curtis	8	08.4
Shifter	Natalie	8	08.4
Sintar	Karl	8	08.5
Sniffen	Megan	8	08.2
Sok	Glen	8	08.3
Wansbrough	Justin	8	08.2
Watson	Tom	8	08.3

26 Records Found

Show Available Sets

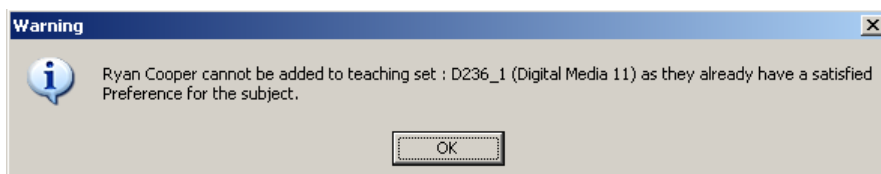
The Show Available Sets function allows users to view other teaching sets that are available for this grid at the same time, and to move the student to another teaching set if appropriate.

- Select the appropriate teaching set.
- Right click and select Show Available Sets from the menu.
-

Code	Subject	Size
D007_1	Senior English 11	6
D501_2	Foundations of Mathematics	25
D962_1	Structured Workplace Learning	16
E004_1	English 12	18
E506_1	Calculus	9
E600_1	Physical Education Studies 12	15
E406_2	Human Biology 12	20
D291_1	Food Technology 11	10

-
-
- Highlight the appropriate teaching set to which you wish to move the students.
- Click Move Student.

If the move is possible the system will implement the move. If the move cannot be made, a warning message will appear.




Remove Student

The Remove Student function will remove the student from the selected teaching set.

- Select the appropriate teaching set.
- Right click and select Remove Student from the menu.
- Confirm your selection.

9.4 Grid

(Timetabling>Student Course> Grid)









The Grid tab displays the grid to which the student's cohort has been linked. It appears similar to that of the Grid Modelling screen but only limited functions may be applied. Shaded Bands indicate that the selected student remains unplaced for that band. A shaded teaching set indicates that the student has been placed in that teaching set. Bands may be opened up to show Band Records by clicking on the cross. 

Note: If the student is linked to a user defined grid it is possible for blanks cells to appear on the grid display. Refer to User Defined/Editable Grid display 7.1.15







9.4.1 Grid Display – Teacher Names and Rooms

An option to “Show Teachers and Rooms on Grids” exists within the Timetable Setup > Timetable Grid window. Activation or de-activation of this option will determine whether the Grid window is populated with the teachers and rooms as assigned on the Timetable.

Show Teachers and Rooms on Grids option is not activated:

Band/ Band Record					
1 (136)			English 9 9Eng_1 (25)	English 9 9Eng_3 (25)	English as a Second 9ESL_1 (13)
2 (136)			English 9 9Eng_4 (24)	Mathematics 9 9Math_1 (28)	Mathematics 9 9Math_4 (28)
3 (136)			English 9 9Eng_5 (25)	Mathematics 9 9Math_5 (26)	Society & Environment 9S&E_1 (30)
4 (136)			English 9 9Eng_2 (24)	Mathematics 9 9Math_2 (29)	Society & Environment 9S&E_3 (28)

Show Teachers and Rooms on Grids option is activated:

Band/ Band Record					
1 [4]			English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environment 8S&E_1 (27) Mr N Creed *MS5
2 [4]			English 8 (F) 8ENG_4 (26) Mr J Brigg *MS4	Mathematics 8 (F) 8Math_3 (27) Mr L Evans *MS8	Society & Environment 8S&E_2 (28) Ms J Calvin *MS2
3 [4]			English 8 (F) 8ENG_1 (27) Mr N Creed *MS2	English 8 (F) 8ENG_5 (27) Ms S Corner *MS5	Mathematics 8 (F) 8Math_4 (26) Mr T Elliot *MS9

9.4.2 Grid Display – Colour by Department

An option to setup colours by Department exists within the 'Timetable Setup > Department Colours' window. Application of colours by department will impact on the Grid view when you open up the Grid.

When you first open the Student Course > Grid window, the Department colours will not be visible. Instead you will see the current Student Placement (or non-Placement) colour arrangement.

Student Course Maintenance

2004 2004 - 5

Bandy, Tamara (9) Grid 82004 - Year 8

Preferences | Timetable | Grid

Band/ Band Record							
1 [4]	English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 8SC1_5 (27) *Ms E Everage *SCI 4		
2 [4]	English 8 (F) 8ENG_4 (26) Mr J Brigg *MS4	Mathematics 8 (F) 8Math_3 (27) Mr L Evans *MS8	Society & Environm 8S&E_2 (28) Ms J Calvin *MS2	Science 8 8SC1_1 (27) Ms S Stevens *SCI 5	Science 8 8SC1_4 (27) Mr T Elliot *SCI 4		
3 [4]	English 8 (F) 8ENG_1 (27) Mr N Creed *MS2	English 8 (F) 8ENG_5 (27) Ms S Corner *MS5	Mathematics 8 (F) 8Math_4 (26) Mr T Elliot *MS9	Society & Environm 8S&E_3 (28) Mr J Brigg *MS6	Science 8 8SC1_3 (27) Ms S Stevens SCI 6		
4 [4]	English 8 (F) 8ENG_2 (28) Ms S Corner *MS3	Mathematics 8 (F) 8Math_1 (26) Ms E Everage *MS6	Mathematics 8 (F) 8Math_5 (28) Ms A Fisher MS10	Society & Environm 8S&E_4 (26) Mr N Creed *MS1	Science 8 8SC1_2 (27) Ms S Stevens SCI 6		
5 [2]	Art 8 8ART_3 (22) Mr G Kenny ART 1	Design and Technol 8D&T_4 (21) Mrs E Taylor MW 1	Home Economics 8 8HEc_6 (20) Ms S Stevens Food 2	Italian 8 8ITAL_1 (28) Ms M Jamison MS2	Music 8 8MUS_7 (18) Ms J McLaren MUS1	Physical Education 8PE_5 (26) Ms T Norton GYM3	
6 [2]	Art 8 8ART_2 (17) Mr L Ingris ART 2	Design and Technol 8D&T_3 (18) Dr S Spock MW 1	Home Economics 8 8HEc_7 (18) Mr L Wagner FAB 2	Indonesian 8 (F) 8IND_1 (27) Mr T Jones MS1	Italian 8 8ITAL_2 (27) Mr T Jones MS2	Physical Education 8PE_3 (27) Mr T Peter GYM2	

Department Colours button

Student placed

Student not placed

When you click on the Department Colours button, the Department colours view will be displayed.

Bandy, Tamara (9) Grid 82004 - Year 8

Preferences | Timetable | Grid

Band/ Band Record						
1 [4]	English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 8SCI_5 (27) *Ms E Everage *SCI 4	
2 [4]	English 8 (F) 8ENG_4 (26) Mr J Brigg *MS4	Mathematics 8 (F) 8Math_3 (27) Mr L Evans *MS8	Society & Environm 8S&E_2 (28) Ms J Calvin *MS2	Science 8 8SCI_1 (27) Ms S Stevens *SCI 5	Science 8 8SCI_4 (27) Mr T Elliot *SCI 4	
3 [4]	English 8 (F) 8ENG_1 (27) Mr N Creed *MS2	English 8 (F) 8ENG_5 (27) Ms S Corner *MS5	Mathematics 8 (F) 8Math_4 (26) Mr T Elliot *MS9	Society & Environm 8S&E_3 (28) Mr J Brigg *MS6	Science 8 8SCI_3 (27) Ms S Stevens SCI 6	
4 [4]	English 8 (F) 8ENG_2 (28) Ms S Corner *MS3	Mathematics 8 (F) 8Math_1 (26) Ms E Everage *MS6	Mathematics 8 (F) 8Math_5 (28) Ms A Fisher MS10	Society & Environm 8S&E_4 (26) Mr N Creed *MS1	Science 8 8SCI_2 (27) Ms S Stevens SCI 6	
5 [2]	Art 8 8ART_3 (22) Mr G Kenny ART 1	Design and Technol 8D&T_4 (21) Mrs E Taylor MW 1	Home Economics 8 8HEC_6 (20) Ms S Stevens Food 2	Italian 8 8ITAL_1 (28) Ms M Jamison MS2	Music 8 8MUS_7 (18) Ms J McLaren MUS1	Physical Education i 8PE_5 (26) Ms T Norton GYM3
6 [2]	Art 8 8ART_2 (17) Mr L Ingris ART 2	Design and Technol 8D&T_3 (18) Dr S Spock MW 1	Home Economics 8 8HEC_7 (18) Mr L Wagner FAB 2	Indonesian 8 (F) 8IND_1 (27) Mr T Jones MS1	Italian 8 8ITAL_2 (27) Mr T Jones MS2	Physical Education i 8PE_3 (27) Mr T Peter GYM2
7 [2]	Art 8 8ART_1 (17) Mr L Ingris ART 1	Design and Technol 8D&T_1 (17) Ms T Smith MW 2	Indonesian 8 (F) 8IND_2 (25) Mr T Jones MS2	Italian 8 8ITAL_5 (27) Mr T Jones MS1	Music 8 8MUS_5 (19) Mrs S Maxwell MUS2	Physical Education i 8PE_4 (30) Ms T O'Reilly GYM5
8 [2]	Design and Technol 8D&T_2 (19) Mr P Scott WW 1	Home Economics 8 8HEC_1 (19) Mr L Wagner FAB 2	Indonesian 8 (F) 8IND_3 (26) Ms S Oswald MS10	Italian 8 8ITAL_4 (26) Ms K Kennerley MS1	Music 8 8MUS_4 (19) Ms J McLaren MUS1	Physical Education i 8PE_2 (25) Mr P Payne GYM1
9 [2]	Art 8 8ART_6 (19) Mr G Kenny ART 3	Home Economics 8 8HEC_2 (17) Ms S Stevens FAB 1	Indonesian 8 (F) 8IND_4 (27) Ms M Jamison MS3	Italian 8 8ITAL_3 (26) Mr T Jones MS2	Music 8 8MUS_3 (19) Ms J McLaren MUS1	Physical Education i 8PE_1 (27) Mr T Peter GYM1

Student not in Teaching Set (white font on coloured background)


Student is in Teaching Set (black font on coloured background)

Student not in any Sets for the Band (red-dotted overlay)


No Department Colour assigned (no background colour)

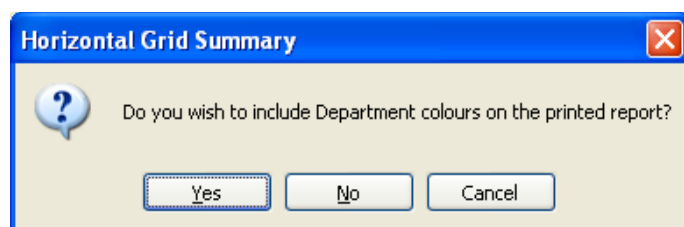
The Department Colours layout is assigned as follows:

- If the Student is in a Set, the Placement Colour is displayed (with black text)
- If the Student is not in a Set, the Background colour is displayed (with white text)
- If the Student is not in any Set on the Band, the whole Band is shaded with a red dotted overlay.

Reclicking on the  Toggle Student Placement / Department Colour button will alternate between the 2 views.

9.4.3 Horizontal Grid Summary Report

Users can print the horizontal grid by clicking on the  Print icon. A choice will be given whether to include Department Colours on the Report.



- Clicking YES will print the Horizontal Grid Summary report and include colours by department.


- Clicking NO will print the Horizontal Grid Summary report and will not include department colours.
- Clicking Cancel will terminate the generation of the report.

Refer to Section 11.4.1 for examples of report appearance.







9.4.4 Additional Student Course (Grid) Functions

(Timetabling>Student Course> Grid)

Andrews, Rachael (4)

 Grid US2003 - 2003 Upper S...

Preferences Timetable Grid

Band/ Band Record						
1			French 11 D006_1 (9)	Senior English 11 D007_1 (6)	Food Technology 11 D291_1 (10)	Foundations of Math D501_2 (25)
2			English Literature 11 D005_1 (11)	Digital Media 11 D236_3 (24)	History 11 D306_2 (22)	Physics 11 D409_1 (5)
3			English 11 D004_2 (25)	Geography 11 D305_1 (21)	Art & Design 11 D631_1 (19)	Fabrics, Design & T E290_1 (10)
3.1			English 11 D004_2 (25)	Geography 11 D305_1 (21)	Art & Design 11 D631_1 (19)	Fabrics, Design & T E290_1 (10)
3.2			English 11 D004_2 (25)	Geography 11 D305_1 (21)	Art & Design 11 D631_1 (19)	Fabrics, Design & T E290_1 (10)

Right clicking on a shaded teaching set, that is, one the student has been placed in will display the following menu:

- Show Teaching Set Members.
- Remove Student.
- Move Student.
- Show Teachers and Rooms (*conditional option*)
-

Right clicking on a shaded band, that is, one for which the student remains unplaced, the following menu will appear:

- Show Teaching Set Members.
- Add Student.
- Show Teachers and Rooms (*conditional option*)
-

Show Teaching Set Members

(Timetabling>Student Course> Grid)

The Show Teaching Set Members function will display all students currently assigned to the teaching set. This may be printed if desired.

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select **Show Teaching Set Members** from the menu.
-

Teaching Set Members

Set Code: 1XENGX_1

Set Description: 1XENGX_1

Students	Year/Form
Bishop, Frank	10/10.3
Butter, Daniel	10/10.3
Drazic, Eleni	10/10.3
Fitton, Rhys	10/10.3
Guester, Kea	10/10.3
Karman, Clay	10/10.3
Kinter, Deonne	10/10.3
Lesley, Monique	10/10.3
Looby, Tiana	10/10.3
Masters, Tod	10/10.3
Milker, Harrison	10/10.3
Mungall, Amelia	10/10.3
North, Rory	10/10.3
Parsons, Gavin	10/10.3
Pieroni, Jaydon	10/10.3
Ramber, Cherie	10/10.3
Romer, Gabrielle	10/10.3
Saxby-Walsh, Dylan	10/10.3
Slocum, Phillip	10/10.3
Strother, Darryl	10/10.3

Clicking **Print** will generate a report that display(s) teachers and room(s) as well as teaching set members.

West Coast District High School			
Students in Teaching Set - 8Math_5 : 8Math_5			
Timetabling Year: 2012 Grid: 2012 - 08 - 08			
Teacher: Mr N Creed		Room: MS4	
Surname	First Name	Year Group	Form
Antonello	Mark	8	08.4
Atkins	Aaron	8	08.5
Carless	Matthew	8	08.3
Cartwright	Matthew	8	08.3
Futterby	Aimee	8	08.2
Gaunt	Natalie	8	08.1
Knowles	Bianca	8	08.5
Kong	Mitchell	8	08.2
Magan	Shaylee	8	08.2
Mappin	Phill	8	08.3
Middleton	Sarah	8	08.4
Milenovich	Andrew	8	08.5
Narkle	Zoe	8	08.5
Noakes	Baron	8	08.3
Peel	Pamela	8	08.1
Pendlebury	Stacey	8	08.5
Richards	Lia	8	08.1
Ritchie	Candice	8	08.4
Ross	Hayley	8	08.2
Rossi	Curtis	8	08.4
Shifter	Natalie	8	08.4
Sintar	Karl	8	08.5
Sniffen	Megan	8	08.2
Sok	Glen	8	08.3
Wansbrough	Justin	8	08.2
Watson	Tom	8	08.3

26 Records Found

Remove Student

(Timetabling>Student Course> Grid)

The Remove Student function will remove the student from the selected teaching set.

- Select the appropriate teaching set.
- Right click and select Remove Student from the menu.
- Confirm your selection.

Move Student

(Timetabling>Student Course> Grid)

The Move Student Function will allow users to move the student between teaching sets on the same band, or to an unplaced band, or remove the student from their current teaching set.

Moving Students within the same Band

- Select the appropriate teaching set.
- Right click and select Move Student from the menu.

Move Student

Year: 2003 Cycle: 2003-5 - 2003 5 Day Cycle

Grid: US2003 - 2003 Upper School

Student: Rachael Andrews

Move From Teaching Set: D006_1 (French 11)

Move To Teaching Set

Same Band | Unplaced

Band: 1

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
D007_1	Senior English 11	6
D291_1	Food Technology 11	10
D501_2	Foundations of Mathematics	25
D962_1	Structured Workplace Learning	16
E004_1	English 12	18
E406_2	Human Biology 12	20
E506_1	Calculus	9
E600_1	Physical Education Studies 12	15

OK Cancel

- Highlight an appropriate teaching set.
- Click OK.

Moving Students within an Unplaced Band

- Select the appropriate teaching set.
- Right click and select Move Student from the menu.
- Click the Unplaced tab.

Move Student

Year: 2003 Cycle: 2003-5 - 2003 5 Day Cycle

Grid: US2003 - 2003 Upper School

Student: Rachael Andrews

Move From Teaching Set: D006_1 (French 11)

Move To Teaching Set

Same Band | **Unplaced**

The 'Band' list contains bands in which the student is not currently placed in a teaching set.

When a band is selected, a list of teaching sets running in the band will be displayed.

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.

Band Number: 2 - Frequency: 4


Code	Subject	Size
D005_1	English Literature 11	11
D236_3	Digital Media 11	24
D306_2	History 11	22
D409_1	Physics 11	5
E005_2	English Literature 12	22
E007_1	Senior English 12	18
E306_1	History 12	25

OK Cancel

- Select the appropriate Band Number from the drop down list.
- Highlight the appropriate teaching set from the list.
- Click OK.

Removing a Student from the selected Teaching Set

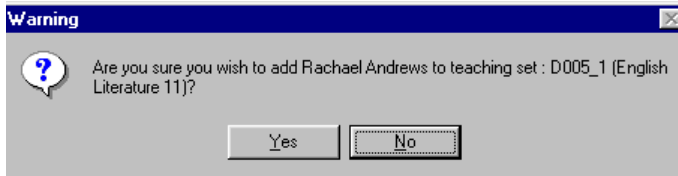
(Timetabling>Student Course> Grid)

- In Student Course Maintenance click on the Grid tab.
- Right click in the required cell.
- Click on Move Student.
- Click on Remove from Teaching Set. 
- Confirm your selection.

Add Student

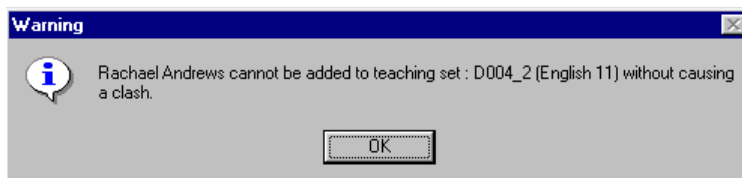
(Timetabling>Student Course> Grid)

- Select the appropriate Teaching Set.
- Right Click and from the menu select Add Student.



- Confirm your selection.

Note: If the student cannot be placed in the teaching set without creating conflicts the following warning message will be displayed.



Show Teachers and Rooms

(Timetabling>Student Course> Grid)

- Highlight the appropriate teaching set.
- Right click in the cell.
- Select Show Teachers and Rooms from the menu.











Note: This option will be made available only to Class Meetings that have multiple Teachers and/or Rooms assigned. These instances will be visually identified by an asterisk (*) positioned next to the Teacher or Room.

There are various circumstances whereby multiple teachers or rooms might be present.

[illegible]

- CIVICA**

In the case of the Band Record:

1 [4]	 	English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 8SC1_5 (27) *Ms E Everage *SCI 4	
1.1		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.2		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.3		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
1.4		English 8 (F) 8ENG_3 (27) *Ms J Calvin *MS6	Mathematics 8 (F) 8Math_2 (28) *Ms A Fisher *MS7	Society & Environm 8S&E_1 (27) *Mr N Creed *MS5	Society & Environm 8S&E_5 (26) *Ms S Corner *MS2	Science 8 (F) 8SC1_5 (27) *Ms E Everage *SCI 4	
2 [4]	 	English 8 (F) 8ENG_4 (26) Mr J Brigg *MS4					
3 [4]	 	English 8 (F) 8ENG_1 (27) Mr N Creed *MS2					
4 [4]	 	English 8 (F) 8ENG_2 (26) Ms S Corner *MS3					
5 [2]	 	Art 8 8ART_3 (22) Mr G Kennv					

Teachers and Rooms

Staff allocated to the selected Band Record are displayed in the list below.

TT Period	Record No.	Surname	First Name	Room	Primary
Semester 1	3	Creed	Nicholas	MS5	YES
Semester 1	3	Richardson	Susan	MS5	NO
Semester 2	3	Creed	Nicholas	MS2	YES

Close

- There may be multiple teachers attached to the Band Record, one of whom will be shown as Primary. The Primary teacher is determined when multiple teachers are assigned in the Timetable section.
- There may be different teachers used in different Terms, or Semesters (in the instance that a particular Band appears in more than one Term/Semester).
- There may be different rooms used in different Terms, or Semesters (in the instance that a particular Band appears in more than one Term/Semester).

9.4.5 Grid Refresh

(Timetabling>Student Course> Grid)

Where a user has been viewing the Grid tab in Student Course and stepped through details for several students on the same grid or spent some time viewing details for a single student, it is possible that changes may have occurred to Teaching Set sizes as a result of actions by other users. Clicking the Refresh Grid button, will update the Teaching Set sizes for the grid that is currently being displayed.

Please note that the Refresh function is provided purely for display purposes, and that, current stored information is always rechecked (and refreshed) at the time any change is made.

Note on good practice:

To minimise the refresh times when editing a number of students in Student Course, use the Find tool to set the Browse set to students who are on the same Grid (e.g. find by Year Group or Cohort):

- After initially loading this grid, any operation that requires a change to the Grid Display will take advantage of the more rapid refresh for teaching set sizes
- As there is now only one Grid involved, movement between Students when viewing the Grid tab will (as before) involve minimal processing time.
- Only use the Refresh Grid button in circumstances when there is an important requirement for precise current Teaching Set sizes.

9.5 Other Functions

(Timetabling>Student Course)

Various other functions available from the Student Course window include:

- Printing Reports
- Changing the Student Placed/Unplaced Colours
- Filtering the Timetable/Grid
- Making the School Year and Cycle the Default.

These functions are outlined below.

9.5.1 Printing from Student Course

(Timetabling>Student Course)

The selected student's preferences, timetable or grid may be printed from the Student Course window. These reports may also be printed from Reports.

To Print a Report

- Select the appropriate tab, for example to print a timetable click on the Timetable tab.
- Click on Print.
- Select the destination of the report.
- Click OK.

•

Student Timetable					
Northern Territory District High School					
Student Timetable					
Schedule: 23 JUL 2007 - 14 DEC 2007			Grid: Y10		(* = clash)
Student: Cara Dalton			Year Group: 10		Form:
UPN: L123456706066			House: Gold		
	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	10HR_1 Home Room 10 Mr Trainor SS8 08:20-08:35	10HR_1 Home Room 10 Mr Trainor SS8 08:20-08:35	10HR_1 Home Room 10 Mr Trainor SS8 08:20-08:35	10HR_1 Home Room 10 Mr Trainor SS8 08:20-08:35	10HR_1 Home Room 10 Mr Trainor SS8 08:20-08:35
Lesson 1	10ENG_1 English 10 Mr Barclay SS3 08:35-09:35	10HE_3 Health Education 10 Mr Peter SS3 08:35-09:35	10Math_1 Mathematics 10 Ms Swindon SS6 08:35-09:35	10S&E_1 Society & Environmen Mr Ingris SS7 08:35-09:40	10SCI_1 Science 10 Mr Guiseppe SCI 2 08:35-09:35
Lesson 2	10SCI_1 Science 10 Mr Guiseppe SCI 1 09:35-10:35	10ENG_1 English 10 Mr Barclay SS3 09:35-10:35	10Ind_2 Indonesia 10 Ms Kennerley SS9 09:35-10:35	10Math_1 Mathematics 10 Ms Swindon SS6 09:40-10:45	10MED_1 Media 10 Ms Alan SS2 09:35-10:35

Note: the UPN is included on the Student Timetable header only for the Northern Territory.

9.5.2 Student Timetable Clash Log

Printing student Timetables by individual Grid

(Timetable >Student Course)

(Timetable >Reports > O&M Reports-Students> Student Timetable by Grid)

(Timetable >Reports > O&M Reports-Students> Student Timetable by Date Range)

- A clash log is produced if there is a Teaching set clash when student timetables are printed, displaying all the Subjects that clash.

• There are two types of clash symbols that display on printed timetables.

- * Indicates that there are clashes within a grid.
- # Indicates that the student is on more than one grid, and that they are timetabled for the same period at the same time in the different Grids (This symbol only displays on the Student Timetable by Date Range Report when grids can be combined. See section below)

West Coast District High School					
Student Timetable by Date Range					
Date Range: 24 JAN 2005 - 1 APR 2005			Grid: Combined Grids		
Student: John Brown		Year Group: 08		Form: 0801	
	Monday	Tuesday	Wednesday	Thursday	Friday
Before School					
Homeroom	HR0801_1 Hr0801 Ms Battalis HEC3 07:55-08:10	HR0801_1 Hr0801 Ms Battalis HEC3 07:55-08:10	HR0801_1 Hr0801 Ms Battalis HEC3 07:55-08:10	HR0801_1 Hr0801 Ms Battalis HEC3 07:55-08:10	HR0801_1 Hr0801 Ms Battalis HEC3 07:55-08:10
Lesson 1	8MA3-1_1 8 Mathematics Level A14 08:10-09:05	#10OES1_2#* Outdoor Education S1 Mr Godwin THEA 08:10-09:05		8EN-6_2* 8 English 08:10-09:05	8SOS-4_2 8 Sose Ms Bury A 5 08:10-09:05
Lesson 2		#10OES1_2#* Outdoor Education S1 Mr Godwin THEA 09:05-09:55	8EN-6_2* 8 English 09:05-09:55	8EN-6_2* 8 English 09:05-09:55	8SOS-4_2 8 Sose Ms Bury A 5 09:05-09:55

In each instance of the report, when it closes, if clashes have been found, you will be asked if you want to see details of the clashes. The following window will be displayed:

Information

Subject Clashes have been found in the Student Timetables. Do you want to view a list of these clashes?

If you answer “Yes”, the Class Meeting Clashes window will open.

The Class Meeting Clashes window will display by Grid or by Date Range and the format of this window depends on the source of the report. In both cases, up to four clashes can be displayed on the report.

Student Timetable - Class Meeting Clashes							
The following clashes were detected when printing the Student Timetable report. A clash indicates that the student has been timetabled for more than one Class Meeting on the same day and period.							
Grid JUN		Schedule 2005 Term 1					
Ref	Name	Day	Period	Set displayed	T Set 2	T Set 3	T Set 4
5050207	Brown, John	Monday	Lesson 5	8EN-6_2	8GER-5_1		
5050207	Brown, John	Wednesday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 1	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Friday	Lesson 6	8EN-6_2	8GER-5_1		

Printing student Timetables by Date Range (Combine Multiple Grids)

(Timetable >Reports > O&M Reports-Students> Student Timetable by Date Range)

If the Combine Multiple Timetables option is selected as shown below, the clash log will report any T-set clashes across grids.

Select

TT Year: 2005

Cycle: 2005 - 5

Range: 18 JUL 2005 - 15 DE...

☐ Include Tutor Name(s) on Report

☐ Contact Details

☒ Combine Multiple Timetables

Selected Students

Remove Find

The symbol # next to a teaching set indicates that the teaching set involved in the clash is on a different grid.

Student Timetable - Class Meeting Clashes

The following clashes were detected when printing the Student Timetable report.
A clash indicates that the student has been timetabled for more than one Class Meeting on the same day and period.
"#" indicates that the Teaching Set is in a different Grid from the Set displayed on the report

Date Range: 24 JAN 2005 - 1 APR 2005

Ref	Name	Day	Period	Set displayed	T Set 2	T Set 3	T Set 4
5050207	Brown, John	Monday	Lesson 3	100ES1_2	8SC-3_2#		
5050207	Brown, John	Monday	Lesson 5	8EN-6_2	8GER-5_1		
5050207	Brown, John	Tuesday	Lesson 1	100ES1_2	8SC-3_2#		
5050207	Brown, John	Tuesday	Lesson 2	100ES1_2	8SC-3_2#		
5050207	Brown, John	Wednesday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Wednesday	Lesson 6	100ES1_2	8SC-3_2#		
5050207	Brown, John	Thursday	Lesson 1	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 5	100ES1_2	8SC-3_2#		
5050207	Brown, John	Friday	Lesson 6	8EN-6_2	8GER-5_1		
5050177	Smith, Mary	Monday	Lesson 1	100ES1_1	8SCG-1_1#		
5050177	Smith, Mary	Monday	Lesson 2	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Tuesday	Lesson 3	10FN_3	8INDX-2_1#		

Print Close

When you click on Print, the following message will appear:

Option

Do you want to print each student on a separate page?

Yes No

If you reply Yes, the log for each student will be printed on a separate page as shown below.

Student Timetable Clashes							
West Coast District High School							
Student Timetable Clashes							
Date Range: 24 JAN 2005 - 1 APR 2005							
Reference	Name	Day	Period	Set Displayed	T Set 2	T Set 3	T Set 4
5050207	Brown, John	Monday	Lesson 3	100ES1_2	8SC-3_2#		
5050207	Brown, John	Monday	Lesson 5	8EN-6_2	8GER-5_1		
5050207	Brown, John	Tuesday	Lesson 1	100ES1_2	8SC-3_2#		
5050207	Brown, John	Tuesday	Lesson 2	100ES1_2	8SC-3_2#		
5050207	Brown, John	Wednesday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Wednesday	Lesson 6	100ES1_2	8SC-3_2#		
5050207	Brown, John	Thursday	Lesson 1	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 5	100ES1_2	8SC-3_2#		
5050207	Brown, John	Friday	Lesson 6	8EN-6_2	8GER-5_1		

If you click "No", all the students reported on will display on the same page as below.



Student Timetable Clashes							
West Coast District High School							
Student Timetable Clashes							
Date Range: 24 JAN 2005 - 1 APR 2005							
Reference	Name	Day	Period	Set Displayed	T Set 2	T Set 3	T Set 4
5050207	Brown, John	Monday	Lesson 3	100ES1_2	8SC-3_2#		
5050207	Brown, John	Monday	Lesson 5	8EN-6_2	8GER-5_1		
5050207	Brown, John	Tuesday	Lesson 1	100ES1_2	8SC-3_2#		
5050207	Brown, John	Tuesday	Lesson 2	100ES1_2	8SC-3_2#		
5050207	Brown, John	Wednesday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Wednesday	Lesson 6	100ES1_2	8SC-3_2#		
5050207	Brown, John	Thursday	Lesson 1	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 2	8EN-6_2	8GER-5_1		
5050207	Brown, John	Thursday	Lesson 5	100ES1_2	8SC-3_2#		
5050207	Brown, John	Friday	Lesson 6	8EN-6_2	8GER-5_1		
5050177	Smith, Mary	Monday	Lesson 1	100ES1_1	8SCG-1_1#		
5050177	Smith, Mary	Monday	Lesson 2	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Tuesday	Lesson 3	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Tuesday	Lesson 4	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Tuesday	Lesson 6	100ES1_1	8SCG-1_1#		
5050177	Smith, Mary	Wednesday	Lesson 4	100ES1_1	8SCG-1_1#		
5050177	Smith, Mary	Wednesday	Lesson 5	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Thursday	Lesson 6	10EN_3	8INDX-2_1#		
5050177	Smith, Mary	Friday	Lesson 3	100ES1_1	8SCG-1_1#		
5050177	Smith, Mary	Friday	Lesson 4	100ES1_1	8SCG-1_1#		

9.5.3 Printing the Course Change Report

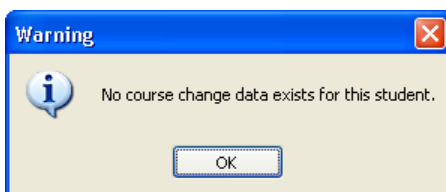
(Timetabling>Student Course)

Printing the Course Change History report is only possible if Course Change Recording has been switched on prior to making any changes.

Note: Course Change Recording can also be toggled on or off for all students in Timetabling>Timetable Setup>Set Course Change Recording for all Students. Refer to section 5.12 for further details.

- If necessary, click on Switch on course Change Recording. 
- Click on Print Course Change History. 


If there is no Course Change History, the following message will appear.



OR

The Report Destination screen will be displayed.

- Click on the desired option to produce the report.

West Coast District High School						
Course Change History for Steven Bailey in Cycle: 2012 - 5						
Year Group: 10	Form: 10.2	Gender: M				
Date/Time	User	From Teaching Set	Teacher/s	To Teaching Set	Teacher/s	Status
19th April 2012 10:34	ADMIN	10HE_3 (Health Education 10)	MOUM			Removed
19th April 2012 10:34	ADMIN			10Ind_2 (IndonesianPRIC 10)		Added
19th April 2012 10:35	ADMIN	10PE_2 (Physical Education 10)	MCLJ, MOUM			Removed
19th April 2012 10:35	ADMIN			10HE_2 (Health Education 10)	PETJ	Added
19th April 2012 10:35	ADMIN	10ITAL_1 (Italian 10)	ROBT			Removed
19th April 2012 10:35	ADMIN			10PE_1 (Physical Education 10)	NORC	Added


From Time 6.85 onwards, the report also displays the teacher or teachers attached to the teaching sets concerned. The same report is also available in **Timetabling>Reports> O&M Reports-Students**.

Note: Course Change recording cannot be turned on retrospectively.

9.5.4 Changing the Student Placed/Unplaced Colours

(Timetabling>Student Course)

The Student Placed /Unplaced Colours may be changed by the user at any time. These will affect all users of the Timetabling module.

- Select the Grid tab.
- Click on Change Student Placed Colour. 
- Choose an appropriate colour.

Repeat for the Unplaced Students Colour if required.

9.5.5 Filtering Preferences/Timetable/Grid

(Timetabling>Student Course)

The Preferences/Timetable/Grid screens of the Student Course window may be filtered by Grid or Timeslice as appropriate.

Filtering by Timeslice

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

- Select the appropriate Timeslice from the drop down list (if there is more than one timeslice available).


Filtering by Grid

Grids must have been previously saved to the timetable to be available for filtering.

- Select the appropriate Grid from the drop down list (if there is more than one grid available).

9.5.6 Making the School Year the Default

To save selecting the appropriate school year and cycle every time the Student Course screen is opened, the user can make a particular school year and cycle the default, so that the chosen school year and cycle is displayed every time the window is opened.

- Select the appropriate School Year from the drop down list.
- Select the appropriate Cycle from the drop down list (if there is more than one cycle available).
- Click on the green tick. 

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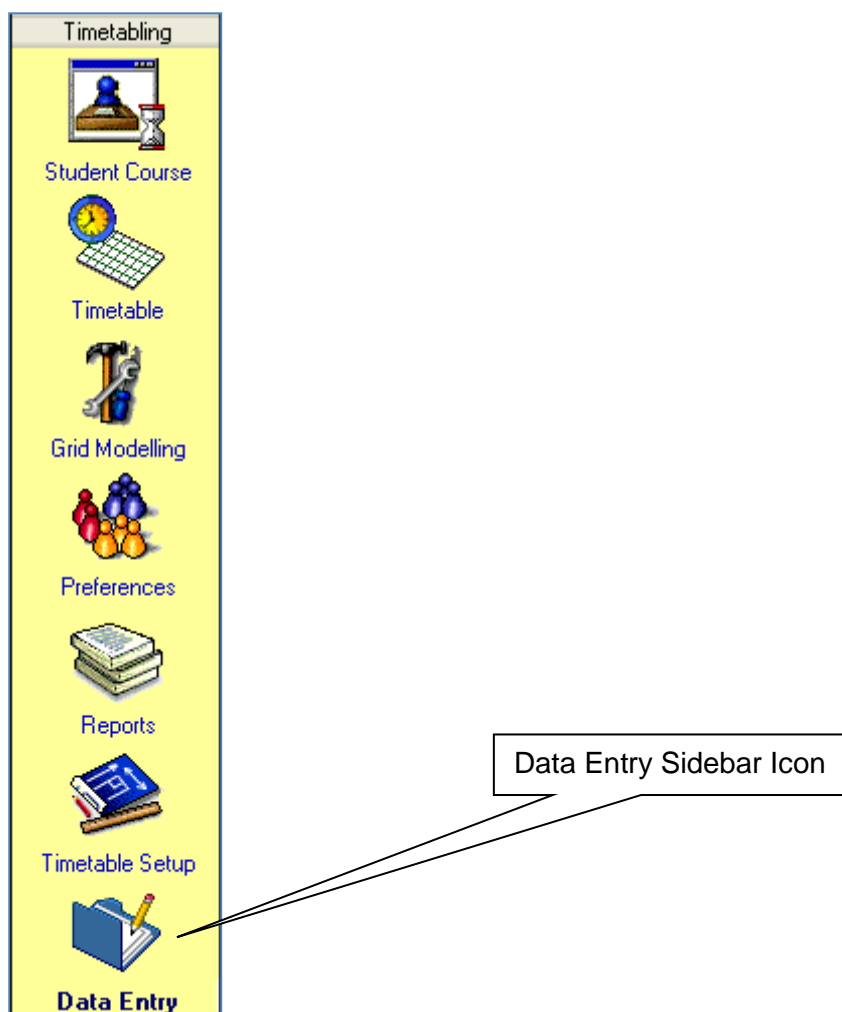
Recommendation Data Entry

10

10 Recommendation Data Entry

(Timetabling>Data Entry)

The Recommendation Data Entry window can be accessed by selecting the Data Entry icon on the Timetabling sidebar.



This window will allow teachers to make future Subject recommendations for existing students. Features of this window will:

- Display current timetabling subjects and students;
- Display associated Related Subjects from the Subject Relationship Table [refer to 5.14]; These are potential next year Subject recommendations;
- Allow teachers the facility to recommend which of these Related Subjects are or are not appropriate for next year selection [based on this year's performance];
- Contribute towards reporting recommendations to parents [refer to the 'Subject Recommendation and Selection Sheet' report].

10.1 Recommendation Data Entry Window

The Recommendation Data Entry window contains data relevant to the current school. The window will consist of:

- Filters [for Staff Name, Grid and Teaching Set];
- Key [outlining recommendation descriptions];
- Operational Buttons [Clear, OK and Cancel];
- Grid [for inserting student recommendations]

Recommendation Data Entry

Filter

Staff Member

Grid

Teaching Set

Key

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

RECOMMENDATION

STUDENT NAME	1AENG	2AENG	2ALIT
James Bond	1	2	3
Sunny Brighton	1	1	3
Amber Cape	1	2	3
Keith Chalk	1	1	3
Racquel Cheap	1	2	3
Gabriel Cresley	1	1	3
Marie Crompton	1	2	3
Jane Dudley	1	1	3
Jose El Cid	1	2	3
Yancey Fleece			
Hans Gruber			
Dutch Holland			
Evan Jarrett			
Magic Johnson			

1
2
3
4
Clear Cell

Clear OK Cancel

Teaching Set Filters

Key

Clear Multiple Cell Highlighting

Column Headers [Next Year]

Grid Cells can be edited [right-click]



Student Names


Operational Buttons

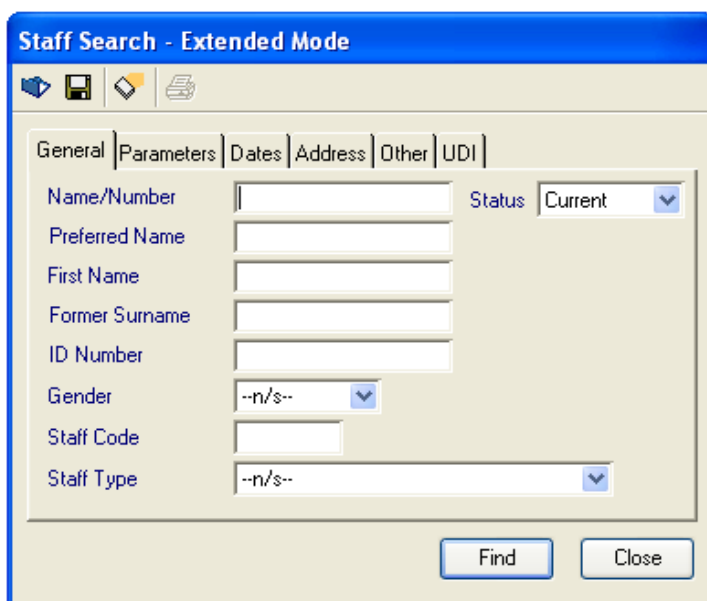
10.1.1 Using Recommendation Data Entry Filters

The Recommendation Data Entry window contains 3 filters:

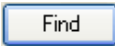
FILTER 1 - STAFF MEMBER

Individual Staff Member names will be automatically displayed in this field. The 'Find Staff'  button will be inactive. Administrators will find the 'Find Staff'  is available for use.

- Select  to display the Staff Search window



The 'Staff Search - Extended Mode' window is a standard Windows-style application window. It features a title bar with the text 'Staff Search - Extended Mode' and a menu bar with icons for file operations. Below the menu bar is a tabbed interface with tabs for 'General', 'Parameters', 'Dates', 'Address', 'Other', and 'UDI'. The 'General' tab is active, showing several input fields: 'Name/Number' (with a text box and a 'Status' dropdown set to 'Current'), 'Preferred Name', 'First Name', 'Former Surname', 'ID Number', 'Gender' (with a dropdown set to '--n/s--'), 'Staff Code', and 'Staff Type' (with a dropdown set to '--n/s--'). At the bottom right of the window are two buttons: 'Find' and 'Close'.

Search for the desired staff member name using this window. The  button will provide a list of probable staff member matches for selection. Any selected name will be displayed in the Staff Member field.

Selecting  will terminate the staff member selection.

Note: Selecting a differing Staff Member name will reset any Grid and Teaching Set values.

FILTER 2 - GRID

This is a drop down list, containing Timetabling Grids for the displayed Staff Member. All Grids are listed by default. Click on the drop down list to select a specific Grid.

Note: *Selecting a differing Grid will reset any Teaching Set values.*

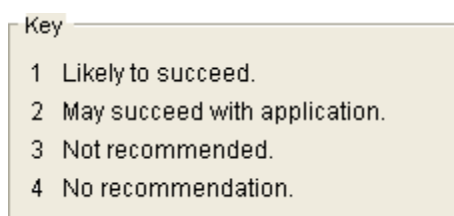
FILTER 3 – TEACHING SET

This is a drop down list, containing Timetabling Teaching Sets for the displayed Staff Member and/or Grid. All Teaching Sets are listed by default.

- Click on the drop down list to select a specific Teaching Set

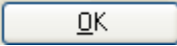
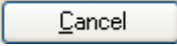
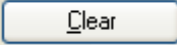

10.1.2 Recommendation Key

The Recommendation Data Entry window contains a visual Key [guide] as to what physical values may be entered as a future subject Recommendation. These explain the definition/significance of the numerical values [1 – 4] which may be entered onto the Grid.



10.1.3 Data Entry Operational Buttons

Three buttons at the bottom of the Recommendation Data Entry window function as follows:

-  will save any changes made to the active Data Entry grid.
-  will close the Data Entry window. Users will be prompted to save any changes made to the active Data Entry grid.
-  will clear all Recommendations made against the selected Teaching Set for the active Data Entry grid.
- The Clear Highlighting  button will clear the highlighting from all selected Grid cells. This will not affect the values within each cell.

10.1.4 Recommendation Grid

The Recommendation Data Entry window contains a sub-window which is in the form of a Grid layout. Any student/subject data populated to this Grid window is dependent on the selected Teaching Set. As such, the Grid window may contain no initial student/subject information.

Recommendation Data Entry

Filter

Staff Member

Grid

Teaching Set

Key

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

RECOMMENDATION

STUDENT NAME	1AENG	2AENG	2ALIT
James Bond	1	2	3
Sunny Brighton	1	1	3
Amber Cape	1	2	3
Keith Chalk	1	1	3
Racquel Cheap	1	2	3
Gabriel Cresley	1	1	3
Marie Crompton	1	2	3
Jane Dudley	1	1	3
Jose El Cid	1	2	3
Yancey Fleece			
Hans Gruber			
Dutch Holland			
Evan Jarrett			
Magic Johnson			

1
2
3
4
Clear Cell

Clear OK Cancel

GRID DISPLAY

The general rules pertaining to the display of the Grid are as follows:

- Students and Subjects [for recommendation] will only be displayed when a Teaching Set is selected;
- Student Names relevant to a selected Teaching Set will be listed in the left-hand column;
- Subjects for recommendation will each be listed as an individual column header.

Note: Subjects for Recommendation are the Related Subjects obtained from the Subject Relationship Table window [Refer to 5.14.1]. These will be populated based on the selected Teaching Set [which is linked to the Year Subject on the Subject Relationship Table].

- Editable Grid Cells are only those which have a Student Name/Subject combination. These grid cells will have a white background.

- Columns can be individually resized by clicking and dragging on the line between the column headers.

GRID USE

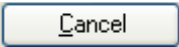
The general rules pertaining to the use of an editable Grid are as follows:

- Left clicking on one or more column headers will select all of the cells in that column or columns.
- Left clicking on white grid cells will allow single or multiple cells to be simultaneously selected.
- Click on a white grid cell to select it.
- Click on the same [highlighted] grid cell to deselect it.

Note: *Multiple grid cells can be deselected individually OR users can click outside of the grid to deselect all cells simultaneously.*

- Use of the arrow keys on your keyboard will allow movement to surrounding grid cells.
- Pressing the <**Enter**> or <**Space**> keys will select or deselect the latest cell.
- Right clicking on a selected grid cell will display a list of values [numbered 1 – 4].
- Select a numerical value.
- The selected value will populate across all of the pre-selected grid cells.
- A Clear Cell option also exists on the right-click menu.

Note: *Once a right-click menu selection is made, all Grid Cells will be deselected.*

- Saving of data will be prompted when using the  button or when selecting a different Staff Member, Grid or Teaching Set.

Note: *Reversal of the left click and right click buttons under mouse properties will need to be considered when referring to the terms left click and right click being used here.*

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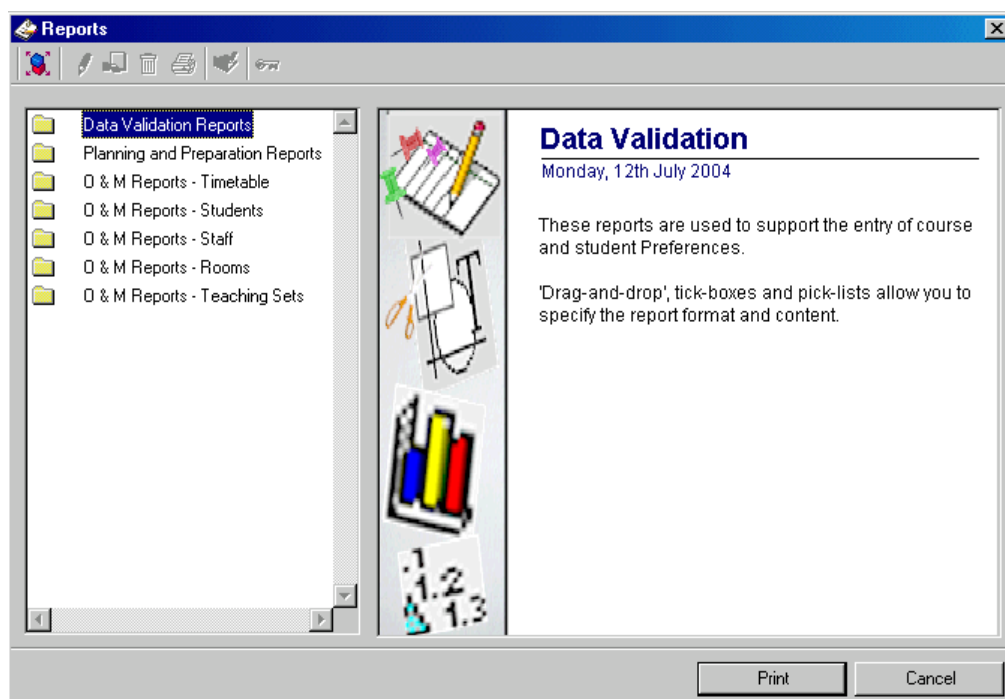
Reports

11

11 Timetabling Reports

(Timetabling>Reports)

Timetabling reports are available from Timetabling>Reports. Most reports are also available by printing the relevant screens within the Timetabling module. Those reports that may be accessed in other areas are highlighted with an asterisk. The following list of reports may change in the future to meet the changing needs of users.



11.1 Report Categories

Timetabling Reports have been broken up into three areas: Data Validation, Planning and Preparation, and Operational and Maintenance.

Data Validation Reports consist of:

- Student Course Summary
- TEE Subject Summary
- Students Choosing A Subject
- Students Choosing A Combination Of Subject
- Students With Less Than A Given Number Of Subjects
- Preferences for Students Choosing a Subject
- Subject Recommendation and Selection Sheet
- Subject Recommendation and Selection Summary Sheet
- Learning Area Analysis

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

Planning Preparation Reports consist of:

- Student Fit Report
- Load Table
- Conflict Matrix
- Staffing Requests

These reports help the user in the planning and preparation of timetables.

Operational and Maintenance Reports – Timetable consist of:

- Horizontal Grid Summary
- Vertical Grid Set Distribution
- Period Summary
- Exam Timetable

Operational and Maintenance Reports – Student consist of:

- Student Timetable by Date Range
- Student Timetable by Grid
- Student Load
- Clearance Form
- Student Course Information
- Re-admissions Form

Note: The Re-admissions Form is only available once users have elected to keep a record of students' teaching sets when moving students to the Former Roll.

Operational and Maintenance Reports – Staff consist of:

- Teacher Clash Summary
- Staff Timetable
- Staff Load
- Relief Teacher Timetables
- Teacher Usage Summary
- Free Teacher Summary

Operational and Maintenance Reports – Rooms consist of:

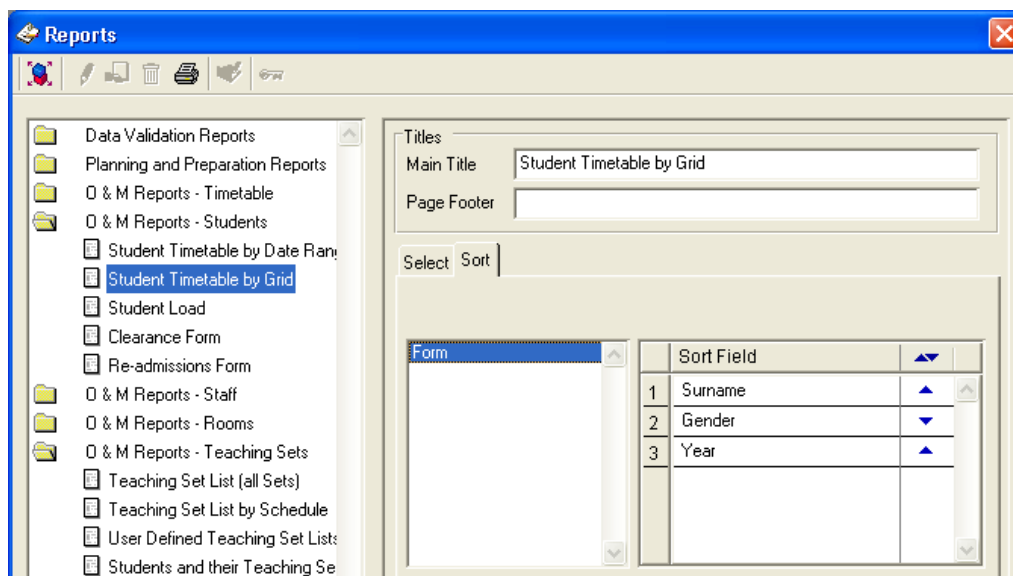
- Room Clash Summary
- Room Timetable
- Room Load
- Room Usage Summary
- Free Room Summary

Operational and Maintenance Reports – Teaching Sets consist of:

- Teaching Set List (all Sets)
- Teaching Set List by Schedule
- User Defined Teaching Set Lists
- Students and Their Teaching Sets

11.1.1 Report Sort Options

Some reports have a sort tab which enable sorting on various criteria.




Addition of a sort field

Double click or drag and drop one of the options on the left hand side to the right hand side and it will appear under the window with the heading of sort field. The option will then disappear from the LHS window.

Removal of a sort field – Drag and drop the sort from the sort field window to the sorts/options window.

The order that the fields will be sorted by is represented by the number next to it.

	Sort Field	
1	Surname	▲
2	Year	▼
3	Gender	▼
4	Form	▲

The column next to the sort field column heading is the search direction ; this will be either ascending or descending. This is just a column header only and will have no functionality at all. By default all of the sort fields will be in ascending order as is denoted by the blue arrow next to the field.

An ascending sort will be denoted by this type of blue arrow ▲
A descending sort will be denoted by this type of blue arrow ▼

On a single click under the search direction column, next to a sort field and the direction of the sort field (either ascending or descending) will change to the opposing direction.

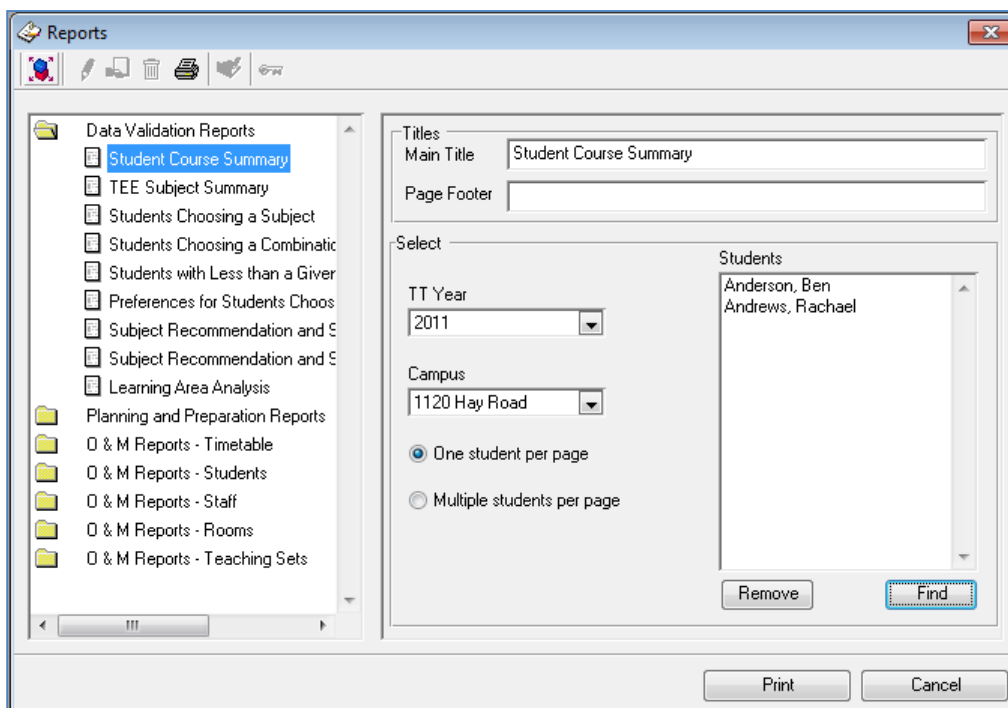
Multi selection of fields in either the option field window or the sort field window is not possible.

11.2 Data Validation Reports

(Timetabling>Reports>Data Validation Reports)

11.2.1 Student Course Summary

- displays a list of subjects for each student for a selected timetabling year and campus.



- Select the appropriate **TT Year** and **Campus**
- Select **One**, or **Multiple, student(s)** per page
- Use **Find** to select the required students
- Click **Print**

West Coast District High School

Student Course Summary



Student: Ben Anderson

Year: 10

Form: 10.1

No.	Timetable Period(s)	Subject Code	Subject Description
1	2011 Semester 2	10Art	Art 10
2	2011 Semester 1, 2011 Semester 2	10ENG	English 10
3	2011 Semester 1, 2011 Semester 2	10HE	Health Education 10
4	2011 Semester 1, 2011 Semester 2	10HR	Home Room 10
5	2011 Semester 1, 2011 Semester 2	10Ind	Indonesian 10
6	2011 Semester 1	10MW	Metalwork 10
7	2011 Semester 1, 2011 Semester 2	10Math	Mathematics 10
8	2011 Semester 1, 2011 Semester 2	10PE	Physical Education 10
9	2011 Semester 1, 2011 Semester 2	10S&E	Society & Environment 10
10	2011 Semester 1, 2011 Semester 2	10SCI	Science 10

Total Number of Subjects: 10

West Coast District High School

Student Course Summary (multiple students)

Timetabling Year: 2011



Beneath each Subject Code, a 'U' represents an unassigned Subject Preference and a number represents the Band to which the Subject is allocated.

Student Name	Year/Form	Subjects								
Anderson, Ben	10\10.1	10HE 7	10HR 1	10Math 5	10PE 6	10S&E 4	10SCI 3	10Art 10	10MW 9	10ENG 2
		10Ind 8								
Andrews, Rachael	11\11.1	11HR 1	1ACSC 3	1AENG 5	1AMAT 7	1AWPL 6	1BCSC 3	1BENG 5	1BMAT 7	1BWPL 6
		1AGEO 4	1BGEO 4	1APES 2	1BPES 2					

11.2.3 Students Choosing a Subject

- displays a list of all students who have chosen a particular subject within a timetabling year, campus and grid.

The Report will sort the found students by their Preference type, and will sub-total on each type.

Students Choosing a Subject

Department: Maths Dept

Subject: Maths Sub (Math)

Subject Area: Maths S/A

Grid: Yr 11

Learning Area:

Primary Preferences

Year	Form	Gender	Student
11	10.01	F	Andersen, Lani
11	10.01	F	Bowden, Kate
11	10.01	F	Carley, Jami
11	10.02	F	Carvalho, Lauren
11	10.02	M	Dalton, Joseph
11	10.02	F	Davidovic, Magdalena
11	10.03	M	Lowney, Matt
11	10.03	F	Pilkington, Krystal

Number of Students with Primary Preferences 8

Reserve Preferences

Year	Form	Gender	Student
11	10.02	F	Gilbert, Morgan
11	10.02	F	Goodwin, Meghan
11	10.03	F	James, Jessica
11	10.03	F	Kenny, Lauren

Number of Students with Reserve Preferences 4

Number of Students Listed: 12

11.2.4 Students Choosing a Combination of Subjects.

Reports

Titles

Main Title: Students Choosing a Combination of Subjects

Page Footer:

Select

TT Year: 2004

Campus: 1120 Hay Road

Grid: 102004

Query: 10Art: "Art 10" AND 10MUS: "Music 10"

Delete Query New Query

Print Cancel

Students Choosing a Combination of Subjects

West Coast District High School

Students Choosing a Combination of Subjects

Grid: Year 10 Year: 2004

Query: 10Art: "Art 10" AND 10MUS: "Music 10"

Ref.	Year	Form	Student	Query Subjects	Other Subjects
3	10	10.1	Anderson, Ben	10Art 10MUS	10ENG 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
8	10	10.2	Bailey, Steven	10Art 10MUS	10ESL 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
18	10	10.1	Bloor, Rebecca	10Art 10MUS	10ENG 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
23	10	10.2	Brogan, Michael	10Art 10MUS	10ENG 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
28	10	10.3	Butter, Daniel	10Art 10MUS	10ENG 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
43	10	10.1	Dalton, Cara	10Art 10MUS	10ENG 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI
48	10	10.2	Depete, Jonathon	10Art 10MUS	10ESL 10Fab 10Fre 10HE 10ITAL 10MED 10Math 10PE 10S&E 10SCI

Number of Students Listed: 7

11.2.5 Students with Less Than a Given Number of Subjects

Reports

Data Validation Reports

- Student Course Summary
- TEE Subject Summary
- Students Choosing a Subject
- Students Choosing a Combination
- Students with Less than a Given Number of Subjects**

Planning and Preparation Reports

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

Titles

Main Title: Students with Less than a Given Number of Subjects

Page Footer:

Select

TT Year: 2005

Campus: Middle School

Grids

- Year 8
- Year 9**

Students with less than: 8

☒ Subjects

☐ Assigned Subjects

Print Cancel

Students with Less than a Given Number of Subjects

West Coast District High School

Students with Less than a Given Number of Subjects

Students with less than 8 Subjects

Grid: Year 9 School Year: 2005

Student	Year	Form	Subjects
Baverstock, Helen	8	8.5	3
Entwistle, Delyn	8	8.4	3
Holt, Ashlee	8	8.4	3
Knowles, Bianca	8	8.5	3
Lynn, Jade	8	8.2	3

Number of Students: 5

11.2.7 Preferences for Students Choosing a Subject

This report displays all of the preferences (in preference order) for all of the students with a preference for a selected subject in a selected grid. Users may choose to view only primary or reserve preferences, or both.

West Coast District High School

Preferences for Students Choosing a Subject

Grid: 09 School Year: 2012

Note: Reserve Preferences are printed at the end of each list and in *italics*.

Student Preferences for Students Selecting: 9WW: Woodwork 9

Primary Preferences

Student Name	Year/Form	Other Subject Preferences								
Bishop, Alecia	8/08.1	9ITAL <i>9Dram</i>	9Food <i>9MUS</i>	9S&E <i>9Ind</i>	9Sci <i>9Art</i>	9PE <i>9MW</i>	9Math	9HR	9HEd	9Eng
Born, Corrina	8/08.2	9Ind <i>9Fab</i>	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Brabazon, Amy	8/08.2	9Ind <i>9Fab</i>	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Coles, Aiyana	8/08.2	9Ind <i>9Dram</i>	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Fab
Donner, Liam	8/08.2	9Ind <i>9Dram</i>	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Fab
Entwistle, Devyn	8/08.4	9ITAL <i>9Dram</i>	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art

Note: Reserve preferences are displayed in italics.

Reserve Preferences										
Student Name	Year/Form	Other Subject Preferences								
Broom, Declan	8/08.2	9Ind 9Fab	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Chesson, Whitney	8/08.4	9ITAL 9Dram	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art
Defazio, Matthew	8/08.4	9ITAL 9Dram	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art
Futterby, Aimee	8/08.2	9Ind 9Fab	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Hunter, Laine	8/08.4	9ITAL 9Dram	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art
Kong, Mitchell	8/08.2	9Ind 9Fab	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Lynn, Jade	8/08.2	9Ind 9Fab	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Dram
Marschke, Stacey	8/08.4	9ITAL 9Dram	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art
Middleton, Sarah	8/08.4	9ITAL 9Dram	9Eng	9HR	9Math	9PE	9S&E	9Sci	9HEd	9Art

11.2.8 Subject Recommendation and Selection Sheet Report

The Subject Recommendation and Selection Sheet report is designed for provision to parents as a means of reviewing and selecting future [next year] subjects. The report contains:

- A list of next year subjects per student;
- Which subjects have been recommended for the reported student/s;
- Which subjects have NOT been recommended for the reported student/s;
- Subjects offered for the following year for which recommendations one way or the other have not been made.

Student Search and Selection Window

Free Format Instructions included on the report. 1500 character maximum

Option to Print the report on each Student on a fresh sheet of paper.

Facility for Portrait or Landscape report versions

If the Option to Print the report on each Student on a fresh sheet of paper is selected, then

- Each student's report will start on a new page and it will always be an odd page;
- If the report for a student finishes on an odd page, a blank page will be inserted so that the next student starts on an odd page;
- No headers or footers will appear on the blank page;

The report can also be sorted by Student Form or Year by clicking on the **Sort** tab.

Senior High School						
Subject Recommendation and Selection Sheet						
For Year 2011						
INSTRUCTIONS FOR COMPLETION						
STUDENT: AGLA, Bran		FORM: 10				
Faculty	Rank	Courses	Prerequisite	Recommended	Not Recommended	Office Use Only
English		1AENG English Unit 1A	A 'C' or better in Year 10 English	<input checked="" type="checkbox"/> 1		
		1ALIT Literature 1A			<input checked="" type="checkbox"/>	
		1CENG English Unit 1C			<input checked="" type="checkbox"/>	
		1CLIT Literature 1C				
		2AENG English Unit 2A	A 'C' or better in Year 10 English	<input checked="" type="checkbox"/> 1		
		2ALIT Literature 2A	A 'B' or better in Year 10 English			
		2CENG English Unit 2C				
		3AENG English Unit 3A	A 'B' or better in Year 10 English			
		3ALIT Literature 3A				
	Mathematics		1AMAT Mathematics 1A		<input checked="" type="checkbox"/> 2	
		1BMAT Mathematics 1B				
		1CMAT Mathematics 1C				
		1DMAT Mathematics 1D		<input checked="" type="checkbox"/> 2		
		1EMAT Mathematics 1E				
		2AMAT Mathematics 2A			<input checked="" type="checkbox"/>	
		2BMAT Mathematics 2B				
		2CMAT Mathematics 2C				
Student Signature _____		Parents Signature _____		Course Counsellor _____		
Date ____/____/____		Date ____/____/____		Date ____/____/____		
Course Counsellor Notes						

11.2.9 Subject Recommendation and Selection Summary Sheet Report

The Subject Recommendation and Selection Summary Sheet report is designed to provide a summary of newly entered student preferences against next year's Timetabling grids. It also matches these preferences against the previous year's Subject recommendations. The report will contain:

- A list of Subjects for the current Timetabling year.
- A count of students who have Subject Preferences that were recommended.
- A count of students [along with individual student names] who have Subject Preferences that were NOT recommended.
- A count of students [along with individual student names] who have Subject Preferences where no Subject Recommendation was previously made.

The screenshot shows a software window titled 'Reports'. On the left is a tree view of report categories. The 'Data Validation Reports' category is expanded, and 'Subject Recommendation and Selection Summary Sheet' is selected. On the right, there are configuration fields: 'Main Title' is set to 'Subject Recommendation and Selection Summary Sheet', and 'Page Footer' is empty. Below these is a 'Select' section with three dropdown menus: 'TT Year' (set to 2010), 'Campus' (empty), and 'Grid' (set to 10/2010). At the bottom of the 'Select' section are two radio buttons: 'Portrait' (selected) and 'Landscape'. A callout box points to these radio buttons with the text 'Facility for Portrait or Landscape report'. At the bottom of the window are 'Print' and 'Cancel' buttons.

Facility for Portrait or Landscape report

Senior High School

Subject Recommendation and Selection Summary Sheet

For Year 2011

Students for 2011 - Year 11 2011 Grid

Faculty	Courses	Prerequisite	Recommended	Not Recommended	No Recommendation made
English	1AENG English Unit 1A	A 'C' or better in Year 10 English	3	3 Bryce, Andrew Burt, Zoe Chu, Hannah	3 Burt, Cindy Cameron, Jason Tobin, Chantelle
	2AENG English Unit 2A	A 'C' or better in Year 10 English	0	0	1 Browne, Jason
	2ALIT Literature 2A	A 'B' or better in Year 10 English	30	0	0
Mathematics	3AMAT Mathematics 3A		30	0	0

Page 1

Produced on 16th July 2010 at 01:46

Timetabling Reports > Data Validation Reports > Subject Recommendation Summary Sheet

11.3 Planning and Preparation Reports

(Timetabling>Reports>Planning and Preparation Reports)

11.3.1 Student Fit Report

The Student Fit Report displays students fit in all subjects for a timetabling year, campus and grid. The user may opt for a Matrix Layout report or a Summary Layout report, and to view only Fitted or Unfitted students.

- If the for Extract data to a CSV file is selected this will result in a process where the Matrix/Summary report versions can be exported [as a CSV file] to a folder location of choice.

Reports

Data Validation Reports
 Planning and Preparation Reports
 Student Fit Report
 Load Table
 Conflict Matrix
 Staffing Requests
 O & M Reports - Timetable
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 O & M Reports - Teaching Sets

Titles
 Main Title: Student Fit Report
 Page Footer:

Select
 TT Year: 2010
 Campus: Morley Senior High School
 Grid: Year 10 2010
 Matrix Layout
 Summary Layout
☒ Unfitted Students
☒ Fitted Students
☐ Extract data to CSV file
☐ Include Reserve Preferences in "Unfitted" column

Selected Students

Remove Find

Print Cancel

Student Fit Report [Matrix] - Standard Report Example:

Student Fit Report

West Coast District High School

Student Fit Report (Matrix) Timetabling Year: 2005 Grid: Y10

Student : Ben Anderson **Year:** 10 **Form:** 10.1

Key:

*Bold	Student's current Set
<i>Plain Italic</i>	Alternative Sets
I_Set	Student Unfitted in Set

	1	2	3	4	5	6	7	8	9	10	11	12	13
10Math_1	<i>*10Math_1</i> 19		<i>10Math_3</i> 22	<i>10Math_2</i> 22									
10ENG_3		<i>*10ENG_3</i> 17	<i>10ENG_2</i> 21	<i>10ENG_1</i> 17									
10SCI_2	<i>10SCI_3</i> 21	<i>10SCI_1</i> 22	<i>*10SCI_2</i> 20										
10S&E_1	<i>10S&E_2</i> 23	<i>10S&E_3</i> 24		<i>*10S&E_1</i> 16									
10MUS_1					<i>*10MUS_1</i> 18				<i>10MUS_2</i> 12				
10MW_2					<i>10MW_3</i> 14	<i>*10MW_2</i> 22			<i>10MW_1</i> 19				
10PE_2							<i>*10PE_2</i> 18	<i>10PE_3</i> 20				<i>10PE_1</i> 25	
10Fre_1							<i>10Fre_2</i> 21	<i>*10Fre_1</i> 22					
10Food_1									<i>*10Food_1</i> 32	<i>10Food_2</i> 19			
A_2													<i>*A_2</i> 63
10HE						<i>10HE_3</i> 20				<i>10HE_2</i> 22	<i>10HE_1</i> 20		

Student Fit Report [Matrix] - CSV Extract Report Example:

	A	B	C	D	E	F	G	H	I	J	K	L
1	West Coast District High School								Key:	*T_Set	Student's Current Set	
2	Student Fit Report (Matrix)				Timetabling Year: 2010			Grid: Year 8/9		^T_Set	Alternative Sets	
3										#T_Set	Student Unfitted in Set	
4	Student: Seth Anderson				Year: 8			Form: 8/9				
5												
6		1	2	3	4	5	6	7	8	9	10	11
7	8E1_1	*8E1_1 (15)										
8	8SC1_1		*8SC1_1 (15)					*8SC1_1 (15)				*8SC1_1 (15)
9	8LOTE1_1			*8LOTE1_1 (15)								
10	8MA1_1				*8MA1_1 (15)							
11	8SE1_1					*8SE1_1 (15)			*8SE1_1 (15)	*8SE1_1 (15)		
12	8PEG_1						*8PEG_1 (15)					
13	8MUS1_1										*8MUS1_1 (15)	
14	OED1_1											
15	8HE1_1											
16	PHOTO2_1											
17	ART/C2_1											
18	PRG2_1											
19												

When using the Summary Layout the user can choose to include Reserve Preferences in the column which displays the unfitted preferences.

Reports

Titles

Main Title: Student Fit Report

Page Footer:

Select

TT Year: 2010

Campus: Year 11 2010

Grid: Year 11 2010

☐ Matrix Layout

☒ Summary Layout

☒ Unfitted Students

☒ Fitted Students

☐ Extract data to CSV file

☒ Include Reserve Preferences in "Unfitted" column

Selected Students:

Remove Find

Print Cancel

Student Fit Report [Summary] - Standard Report Example:

Student Fit Report										
West Coast District High School										
Student Fit Report (Summary)										
Timetabling Year : 2005				Grid : US						
Student	Year	Form	1	2	3	4	5	6	7	Unfitted
Andrews Rachael	11	11.1	D092_1		D236_2			USS_3	D093_1	D291(6) D411(4) D510(5) D962(2,3)
Angus Sally	12	12.1	E231_2	E808_2	E831_1	E807_1		USS_6 E511_1	E231_2	E411(5) D236(5,3,2) (R) D403(3) (R)
Bates Carl	12	12.2	D092_1		D236_2			E502_1 USS_6	D093_1	E831(3) (R) E403(2) E231(5,1) D962(2,3) (R)
Black Joel	12	12.3	E200_1	E403_1	E504_1	E804_2	E231_1	E306_1 USS_6	E200_1	D092(1) D093(7)
Brown Patrick	12	12.1	E231_2			E807_1	E411_1	USS_6	E231_2	E511(6) (R) E834(3,2) (R) E808(2,3) (R) D092(1) D093(7)
Campbell Ashleigh	11	11.2	D306_2	D236_3				D005_1	D306_2	D305(5) D402(3) USS(6,6,6,6,6) (R) D092(1) D093(7)

Student Fit Report [Summary] - CSV Extract Report Example:

	A	B	C	D	E	F	G	H	I
1	West Coast District High School								
2	Student Fit Report (Summary)								
3				Timetabling Year: 2010			Grid: Year 8/9		
4									
5	Student	Year	Form	1	2	3	4	5	6
6	Ahern, Elizabeth	8	8/9 Jets	8E1_1	8SC1_1	8LOTE1_1	8MA1_1	8SE1_1	8PEG_1
7	Ainsworth, Elle	9	8/9 Bushrange	9SC1_1	9E3_1	9MA3_1	9SE1_1	9PEGIRL_1	9MA3_1
8	Andrews, Leigh	9	8/9 Hawks	9SC1_1	9E1_1	9MA3_1	9SE1_1	9PEBOYS_1	9MA3_1
9	Aplin, Shayne	8	8/9 Bushrange	8E1_1	8SC1_1	8LOTE1_1	8MA1_1	8SE1_1	8PEB_1
10	Ayre, Taylor	9	8/9 Bushrange	9SC3_1	9E3_1	9MA3_1	9SE3_1	9PEGIRL_1	9MA3_1
11	Baker-Joyce, Jai	8	8/9 Roos	8SE2_1	8E2_1	8HE2_1	8MA2_1	8SC2_1	8PEB_1
12	Barrett, Jonene	9	8/9 Hawks	9SC3_1	9E3_1	9MA3_1	9SE3_1	9PEGIRL_1	9MA3_1
13	Beaty, Ryan	9	8/9 Roos	9SC1_1	9E1_1	9MA1_1	9SE1_1	9PESU_1	9MA1_1
14	Besch, Tayla	8	8/9 Roos	8SE2_1	8E2_1	8HE2_1	8MA2_1	8SC2_1	8PEG_1
15	Birkin, Liam	9	8/9 Jets	9SC3_1	9E3_1	9MA3_1	9SE3_1	9PEBOYS_1	9MA3_1
16	Booker, Shaun	9	8/9 Bushrange	9SC3_1	9E3_1	9MA2_1	9SE3_1	9PEBOYS_1	9MA2_1
17	Botha, William	9	8/9 Jets	9SC3_1	9E3_1	9MA3_1	9SE3_1	9PESU_1	9MA3_1
18	Bowron, Brandon	8	8/9 Hawks	8SE2_1	8E2_1	8HE2_1	8MA2_1	8SC2_1	8PEB_1
19	Brack, Joel	9	8/9 Hawks	9SC2_1	9E1_1	9MA2_1	9SE1_1	9PESU_1	9MA2_1
20	Briggs, Tremayne	8	8/9 Hawks	8SE2_1	8E2_1	8HE2_1	8MA2_1	8SC2_1	8PEB_1
21	Byfield-Griggs, Brydie	8	8/9 Roos	8SE2_1	8E2_1	8HE2_1	8MA2_1	8SC2_1	8PEG_1
22	Chipchase, Wade	9	8/9 Bushrange	9SC1_1	9E1_1	9MA1_1	9SE1_1	9PEBOYS_1	9MA1_1
23	Clementson, Alex	9	8/9 Hawks	9SC2_1	9E2_1	9MA2_1	9SE2_1	9PEGIRL_1	9MA2_1

11.3.2 Load Table

- displays for a selected subject or subjects the recorded preferences and class size information etc.

The screenshot shows the 'Reports' window with a tree view on the left containing folders like 'Data Validation Reports', 'Planning and Preparation Reports', and 'O & M Reports'. The 'Load Table' option is selected. The main area has fields for 'Main Title' (Subject Load Table) and 'Page Footer'. Below, there are dropdowns for 'TT Year' (2005), 'Campus' (Senior School), and 'Grid' (US2005). A 'Subjects' list shows codes and names: D007 Senior English 11, D092 Senior English 11 A, D093 Senior English 11 B, E002 Vocational English 12, E004 English 12, E005 English Literature 12, and E007 Senior English 12. 'Remove' and 'Find' buttons are at the bottom of the list. 'Print' and 'Cancel' buttons are at the very bottom.

Subject Load Table									
West Coast District High School									
Subject Load Table									
Year:		2005							
Campus:		Senior School							
Grid:		Upper School							
Subject Code	Subject Name	Primary Prefs	Reserve Prefs	Proposed Sets	Average Class Size	Min	Max	Freq	Proposed Periods
D004	English 11	17	0	1	17.0	10	25	4	4
E004	English 12	21	0	1	21.0	10	25	4	4
D005	English Literature 11	14	0	1	14.0	10	25	4	4
E005	English Literature 12	21	0	1	21.0	10	25	4	4
D092	Senior English 11 A	18	0	1	18.0	10	25	4	4
D093	Senior English 11 B	18	0	1	18.0	10	25	4	4
E007	Senior English 12	22	0	1	22.0	10	25	4	4
D002	Vocational English 11	16	0	1	16.0	10	25	4	4
TOTALS				8					32
Number of Students:		129							
Number of Students with subjects:		129							
Number of Students with no Preferences recorded:		0							
Number of Subjects:		8	Singletons:		8	Multiset:		0	

11.3.3 Conflict Matrix

- displays for a selected grid, campus and timetabling year any conflicts.

The screenshot shows the 'Reports' window with the 'Conflict Matrix' report selected in the left-hand tree. The main area displays the configuration for the report:

- Titles:** Main Title: Conflict Matrix, Page Footer: (empty)
- Select:** TT Year: 2005, Campus: Middle School, Grid: 82005
- Subjects:** A list of subjects including 8ART Art 8, 8D&T Design and Technology 8, 8ENG English 8, 8ESL English as a Second Language, 8HEc Home Economics 8, 8IND Indonesian 8, 8ITAL Italian 8, 8Math Mathematics 8, and 8MUS Music 8.
- Buttons:** Remove, Find, Print, Cancel

Conflict Matrix

West Coast District High School

Conflict Matrix

Grid: Year 8

		Sets	8ART Art 8	8D&T D&T 8	8ENG Eng 8	8ESL ESL 8	8HEc HEc 8	8IND Ind 8	8ITAL ITAL 8	8MUS Mus 8	8Math Maths 8	8PE PE 8	8S&E S&E 8	8SC1 Sci 8
8ART	Art 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8D&T	D&T 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8ENG	Eng 8	1	14	14	14	0	14	14	14	14	14	14	14	14
8ESL	ESL 8	1	5	5	0	5	5	5	5	5	5	5	5	5
8HEc	HEc 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8IND	Ind 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8ITAL	ITAL 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8MUS	Mus 8	2	19	19	14	5	19	19	19	19	19	19	19	19
8Math	Maths 8	1	19	19	14	5	19	19	19	19	19	19	19	19
8PE	PE 8	1	19	19	14	5	19	19	19	19	19	19	19	19
8S&E	S&E 8	1	19	19	14	5	19	19	19	19	19	19	19	19
8SC1	Sci 8	1	19	19	14	5	19	19	19	19	19	19	19	19

Reports

☐ Data Validation Reports
☐ Planning and Preparation Reports
☐ Student Fit Report
☐ Load Table
☐ Conflict Matrix
☒ **Staffing Requests**
☐ O & M Reports - Timetable
☐ O & M Reports - Students
☐ O & M Reports - Staff
☐ O & M Reports - Rooms
☐ O & M Reports - Teaching Sets

Titles
 Main Title:
 Page Footer:

Select
☒ **Combined Staffing Report:**
 Timetabling Year:
 Cycle:
 Department:
 Number of periods taught by a full time teacher:
 Number of periods in a Standard Unit:


Note
 Number of periods taught by a full time teacher:
 This figure defaults to the sum of all the periods in the Timetable cycle. Please adjust this figure to take into account non-teaching periods, breaks, extended days, etc. The figure should represent the number of periods comprising a full load.

Combined Staffing Summary

West Coast District High School

Combined Staffing Summary: 2004

Periods in a Standard Unit: 4



Department	Total LS Units	Total US Units	Total Units	FTE
Art	3.50	3.00	6.50	1.30
Business Studies	0.00	4.00	4.00	0.80
Computing	0.00	5.00	5.00	1.00
Design & Technology	4.50	1.00	5.50	1.10
Drama	1.25	0.00	1.25	0.25
English	13.25	8.00	21.25	4.25
Home Economics	4.00	1.00	5.00	1.00
LOTE	4.63	0.00	4.63	0.93
Mathematics	11.00	8.00	19.00	3.80
Music	2.75	0.00	2.75	0.55
Physical Education	6.75	3.50	10.25	2.05

Science	11.00	9.00	20.00	4.00
Society & Environment	11.00	10.00	21.00	4.20
Totals	73.63	52.50	126.13	25.23
Other Commitments				
Administration				
HOLA/HOD				
Library				
Pastoral Care				
Total Other				
Total				

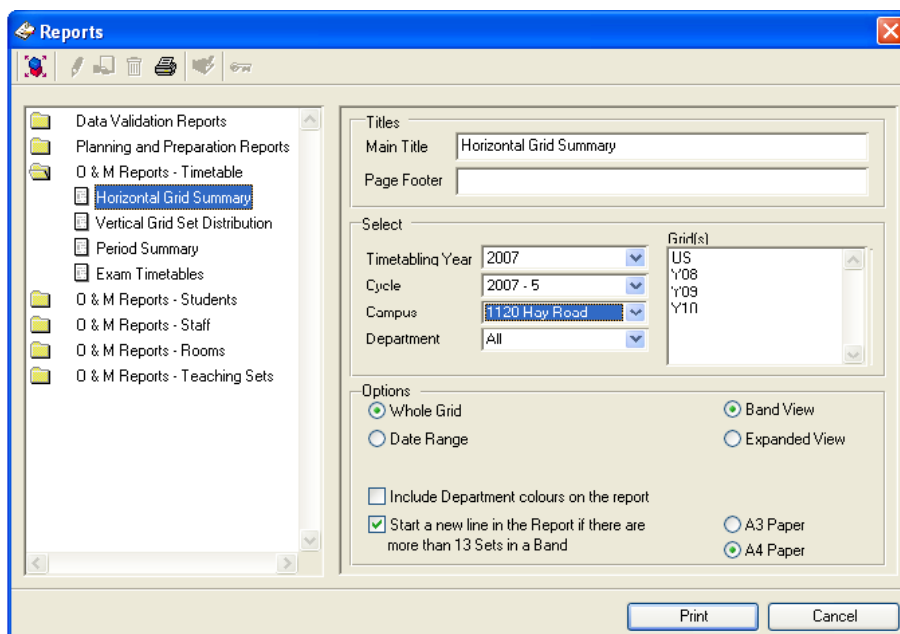
11.4 Operational and Maintenance Reports – Timetable

(Timetabling>Reports> Operational and Maintenance Reports – Timetable)

11.4.1 Horizontal Grid Summary

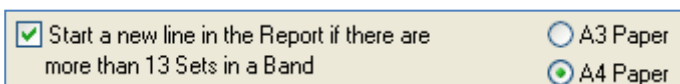
This report displays for a selected grid the teaching sets in each band. There are options to:

- View the whole grid or just that part of the grid which is active in a selected date range
- View the grid in Band View or Expanded View (which would display all band records)
- Include Department colours

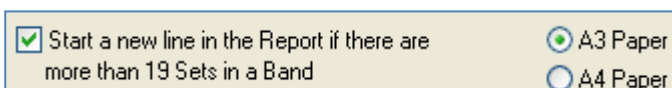


The user selects the default paper size (A3 or A4) in File>Page Setup, the system will detect this and make changes to the report accordingly.

If A4 Paper is the selected option the user can select the option to start a new line if there are more than 13 teaching sets in a Band. The checkbox is ticked as the default when opening the window but can be deselected.



If A3 Paper is the selected option the user can select the option to start a new line if there are more than 19 teaching sets in a Band. The checkbox is ticked as the default when opening the window but can be deselected.



Horizontal Grid Summary – Department Colours

There is also an option to print the Department Colours on the report (refer to Department Colours appearing on the Grid in Sections 5.13 and 7.1.2).

☒ Include Department colours on the report

When selected the report will display the Department colours along with any other options selected.

West Coast District High School										
Horizontal Grid (Expanded) : Upper School							Year: 2004			
Number of students in cohort : 128			Number of Subjects : 41			Number of Sets : 57				
Band		Teaching Sets.....								
1[4]	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculus D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelion SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus ES06_1 (9) Mr T Duke MS10			
1.1	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculus D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelion SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus ES06_1 (9) Mr T Duke MS10			
1.2	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculus D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelion SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus ES06_1 (9) Mr T Duke MS10			
1.3	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculus D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelion SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus ES06_1 (9) Mr T Duke MS10			
1.4	Digital Media 11 D236_1 (18) Ms S Oswald COMP 1	History 11 D306_1 (24) Ms F Hind SS1	Introductory Calculus D505_1 (22) Dr N Swiderski SS9	English 12 E004_1 (18) *Mr P Gabelion SS3	English Literature 12 E005_1 (13) Mr SS8	Senior English 12 E007_1 (24) Mrs F Brooks MS3	Calculus ES06_1 (9) Mr T Duke MS10			
2[4]	English 11 D004_2 (18) Mr SS7	English Literature 11 D005_1 (9) Mrs F Brooks SS5	Senior English 11 A D092_1 (15) Dr MK Schmidt SS3	Information Systems 11 D238_1 (22) Mr E Dale COMP 2	Business Information Technology 12 E231_1 (10) Mr B Pitt COMP 1	Biology 12 E402_1 (21) Ms T Heaven SCI 1	Physics 12 E409_1 (9) Ms A Greaves SCI 5	Senior Science 12 E411_1 (24) Mr J Harper SCI 2		
3[4]	Accounting 11 D202_1 (8) Ms S Oswald SS2	Digital Media 11 D236_2 (19) Ms M Rattigan COMP 2	Information Systems 11 D238_2 (6) Ms F Hind LIB1	Physics 11 D409_1 (17) Ms A Greaves SCI 4	Senior Science 11 D411_1 (8) Mr A Giuseppe SCI 5	Structured Workplace Learning 11 D962_4 (1) Miss A Moore LIB2	Business Information Technology 12 E231_3 (22) Mr B Pitt COMP 1	History 12 E306_1 (24) Dr S Richardson SS10	Physical Education Studies 12 E500_1 (23) Mr P Payne GYM3	
4[4]	English 11 D004_1 (22) Mr SS5	Food Technology 11 D291_1 (15) Ms T Western Food 1	Chemistry 11 D403_2 (6) Mr A Giuseppe SCI 3	Foundations of Mathematics D501_1 (21) Ms T Swindon SS8	Information Systems 12 E238_1 (12) Ms S Oswald COMP 1	History 12 E306_2 (19) Ms C Hollis SS1	Chemistry 12 E403_1 (19) Ms A Greaves SCI 1	Modelling with Mathematics E511_1 (14) Mr E Dale SS6		

11.4.2 Vertical Grid Set Distribution

- displays the number of sets for each subject and the number of students in each set.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 Horizontal Grid Summary
Vertical Grid Set Distribution
 Period Summary
 Exam Timetables
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 O & M Reports - Teaching Sets


Titles
 Main Title: Vertical Grid Set Distribution
 Page Footer:

Select
 Timetabling Year: 2005
 Cycle: 2005 - 5
 Campus: Middle School
 Department: All
 Grid(s): Year 8, Year 9

Options
☐ Show Subjects not on the Grid

Print Cancel

Vertical Grid Set Distribution



West Coast District High School
Vertical Grid Set Distribution: Year 9
 Year: 2005 Department: All

Code	Subject	Teaching Sets	Size	Maximum Size	Bands
9Art	Art 9	9Art_1	17	22	7
		9Art_2	18	22	8
		9Art_3	20	22	5
		9Art_4	19	22	6
9Dram	Drama 9	9Dram_1	11	22	7
9Eng	English 9	9Eng_1	29	30	4
		9Eng_2	27	30	1
		9Eng_3	26	30	2
		9Eng_4	25	30	4
		9Eng_5	26	30	3
9Fab	Fabrics 9	9Fab_1	16	22	6
		9Fab_2	18	22	7
		9Fab_3	19	22	8
		9Fab_4	22	22	5
9Food	Food Production 9	9Food_1	11	22	5
9FRE	French 9	9FRE_1	8	30	8
9Ind	Indonesian 9	9Ind_1	21	30	8
9ITAL	Italian 9	9ITAL_1	29	30	6
9Math	Mathematics 9	9Math_1	27	30	3
		9Math_2	28	30	2
		9Math_3	25	30	2
		9Math_4	25	30	1
		9Math_5	28	30	4

11.4.3 Period Summary

- shows a list of all subjects timetabled to occur for a particular day and period. It can also display free teachers and rooms.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 Horizontal Grid Summary
 Vertical Grid Set Distribution
Period Summary
 Exam Timetables
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 O & M Reports - Teaching Sets

Titles
 Main Title:
 Page Footer:

Select
 Timetabling Year: ☐ Show Free Teachers
 Cycle: ☐ Show Free Rooms
 Range:
 Day:
 Period: Department:

Period Summary

West Coast District High School
 Period Summary 2 FEB 2004 - 9 JUL 2004 Year: 2004 Department: English

Period Grid * = Multiple Staff. (C) = Combined Class

Monday 1 08:50 - 09:50	82004 Band1_3 Ms Cahill MS6	8ENG_3 Eng 8 28 Ms Cahill MS6							
	US2004 Band1_1	8004_1 Eng 12 18 * Mr Gabellick SS10	8005_1 ELit 12 13 Mr Barclay SS1	8007_1 SEng 12 24 Mrs Brooks MS3					
Monday 2 09:50 - 10:50	102004 Band3_4	10ENG_2 Eng 10 20 Mr Best SS4							
	92004 Band2_4	9Eng_2 Eng 9 23 Mr Williams MS10							
	US2004 Band2_1	0004_2 Eng 11 18 Mr Barclay SS9	0002_1 SEng 11A 15 Dr Schmidt SS3	0004_3 Eng 11 9 Mrs Brooks SS6					
Monday 3 11:10 - 12:15	82004 Band4_1	8ENG_2 Eng 8 28 Ms Corner MS3							
	92004 Band1_3	9Eng_3 Eng 9 23 Mrs Taylor MS2							

11.4.4 Exam Timetable

- displays **Exam Groups** which contain one or more selected subjects from specified grids, for which examinations may be scheduled simultaneously.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 Horizontal Grid Summary
 Vertical Grid Set Distribution
 Period Summary
Exam Timetables
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 O & M Reports - Teaching Sets

Titles
 Main Title: Exam Timetables
 Page Footer:

Select
 TT Year: 2007
 Campus: 1120 Hay Road
 Grid: US2007
 Maximum Exam Group Size: 75

Subjects
 E402 Biology 12
 E231 Business Information Technolog
 E403 Chemistry 12
 E502 Discrete Mathematics
 E005 English Literature 12
 E305 Geography 12
 E306 History 12
 E511 Modelling with Mathematics
 E808 SWL Info Tech

Remove Find

Print Cancel

Exam Timetable

West Coast District High School

Exam Timetables

Exam Timetables for Grid: US Timetabling Year: 2007

Exam Group	Examination Subjects		
Group 1 62 Student(s)	E403 Chemistry 12 20	E831 Art & Design 12 21	E808 SWL Info Tech 21
Group 2 42 Student(s)	E504 Applicable Mathematics 21	E511 Modelling with Mathematics 21	
Group 3 64 Student(s)	E502 Discrete Mathematics 22	E402 Biology 12 42	
Group 4 64 Student(s)	E305 Geography 12 22	E306 History 12 42	
Group 5 41 Student(s)	E005 English Literature 12 20	E231 Business Information Technology 12 21	

11.5 Operational and Maintenance Reports – Student

(Timetabling>Reports> Operational and Maintenance Reports – Student)

11.5.1 Student Timetable by Date Range

- displays individual student timetables for a given date range.

Note: the student UPN is included on the timetable header only for the Northern Territory.

Select tab

Users have the option of including tutors' names, contact details, and/or multiple timetables (if a student is a member of more than one cohort).

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

- Titles:**
 - Main Title: Student Timetable by Date Range
 - Page Footer: (empty)
- Select | Sort:**
 - TT Year: 2012
 - Cycle: 2012 - 5
 - Range: 30 JAN 2012 - 5 APR ...
- Options:**
 - ☐ Include Tutor Name(s) on Report
 - ☐ Contact Details
 - ☒ Combine Multiple Timetables
- Selected Students:**
 - Brogan, Michael
 - Butter, Daniel
 - Dalton, Cara
 - Depete, Jonathon
 - Drazic, Eleni
 - Em, Lance
- Buttons:** Remove, Find, Print, Cancel

Northern Territory

In Western Australia, users also have the option to display the Student Reference or the Student (School Curriculum and Standards Authority) Number.

Reports

Titles

Main Title: Student Timetable by Date Range

Page Footer:

Select | Sort

TT Year: 2013

Cycle: 2013 - 5

Range: 6 MAY 2013 - 5 JUL 2...

☐ Include Tutor Name(s) on Report

☐ Contact Details

☐ Combine Multiple Timetables

☐ Student Reference

☐ Student Number

Selected Students

Anderson, Ben

Andrews, Rachael

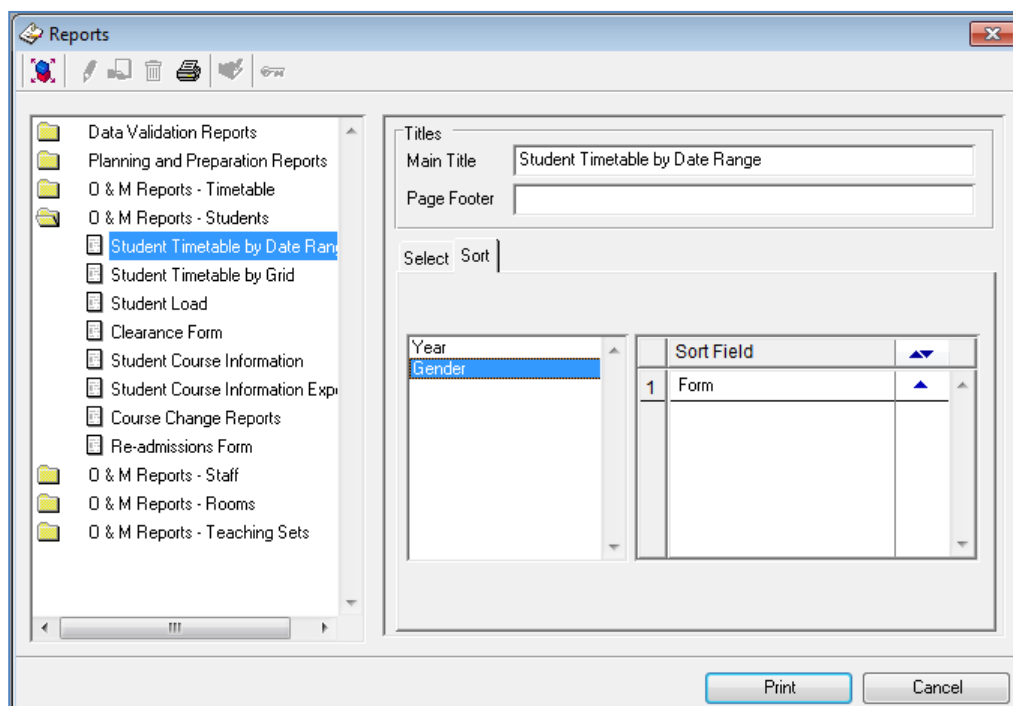
Remove Find

Print Cancel

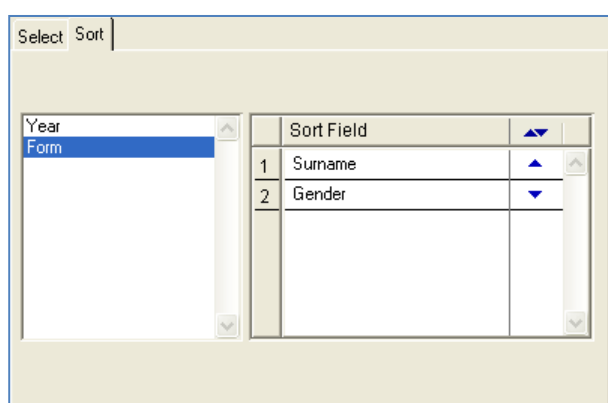
Western Australia

Sort tab

Surname is the default sort option for this report but it also has the facility to sort by Year, Form or Gender.



Note: The sort fields for this report are mutually exclusive. This means if you have chosen to sort by year, you will no longer be able to add form or gender into the sort fields list. So there will only ever be sorting on 1 or 2 fields, they will include surname and one other field. Sorting on one field is also permitted.



See section 11.1.1 for details on the sort functionality

Note: This report will only display Gender if it is chosen as a sort option.

Student Timetable by Date Range

West Coast District High School
Student Timetable by Date Range
Date Range: 29 JAN 2007 - 6 JUL 2007
Student: Rachael Andrews
Form Teacher: Ms S Oswald

Grid: US
Year Group: 11
Gender: F
Room : SS1

Form: 11.1
House: Blue

Gender will display if chosen as sort option

Default to display House is on in General>Control>Preferences

	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	11HR_1 Home Room 11 Ms Oswald SS1 08:20-08:35	11HR_1 Home Room 11 Ms Oswald SS1 08:20-08:35	11HR_1 Home Room 11 Ms Oswald SS1 08:20-08:35	11HR_1 Home Room 11 Ms Oswald SS1 08:20-08:35	11HR_1 Home Room 11 Ms Oswald SS1 08:20-08:35
Lesson 1	D510_1 Mathematics In Pract Ms Swindon SS8 08:35-09:35	D962_1 Structured Workplace Mr Gabelich LIB1 08:35-09:35	1AENG_1 English 1a Dr Schmidt SS4 08:35-09:35	1ACSC_1 Computer Science 1a Ms Oswald COMP 1 08:35-09:40	2ADESG_1 Design 2a Mr Kenny COMP 1 08:35-09:35
Lesson 2	2ADESG_1 Design 2a Mr Kenny COMP 1 09:35-10:35	D510_1 Mathematics In Pract Ms Swindon SS8 09:35-10:35	D962_1 Structured Workplace Mr Gabelich LIB1 09:35-10:35	1AENG_1 English 1a Dr Schmidt SS4 09:40-10:45	D291_1 Food Technology 11 Mr Dale Food 1 09:35-10:35
Recess					
Lesson 3	D291_1 Food Technology 11 Mr Dale Food 1 11:05-12:10	2ADESG_1 Design 2a Mr Kenny COMP 1 11:05-12:10	D510_1 Mathematics In Pract Ms Swindon SS8 11:05-12:10	D962_1 Structured Workplace Mr Gabelich LIB1 11:15-12:20	1ACSC_1 Computer Science 1a Ms Oswald COMP 1 11:05-12:10

Note: If the option in General > Control > Preferences > Default to Display House on Student Details Main Header is ticked, the House field will also appear in Student timetable reports as shown above.

11.5.2 Student Timetable by Grid

- displays individual student timetables for a selected grid.

Note: the student UPN is included on the timetable header only for the Northern Territory.

Select tab

Users have the option of including tutors' names, contact details, and/or multiple timetables (if a student is a member of more than one cohort).

Reports

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
O & M Reports - Teaching Sets

Titles
Main Title: Student Timetable by Grid
Page Footer:

Select | Sort |

TT Year: 2012
Campus: 1120 Hay Road
Grid: 2012 - 08
Schedule: 2012 Term 1

☐ Include Tutor Name(s) on Report
☐ Contact Details

Selected Students
20 BOTT Lara
21 BRABAZON Amy
24 BROOM Declan
31 CARLESS Matthew
33 CARTWRIGHT Matthew

Remove Find

Print Cancel

Northern Territory

In Western Australia, users also have the option to display the Student Reference or the Student (School Curriculum and Standards Authority) Number.

Reports

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
O & M Reports - Teaching Sets

Titles
Main Title: Student Timetable by Grid
Page Footer:

Select | Sort |

TT Year: 2013
Campus: 1120 Hay Road
Grid: 2013 - 10
Schedule: 2013 Semester 1

☐ Include Tutor Name(s) on Report
☐ Contact Details
☐ Student Reference
☐ Student Number

Selected Students
18 BLOOR Rebecca
23 BROGAN Michael
28 BUTTER Daniel
43 DALTON Cara
48 DEPETE Jonathon
53 DRAZIC Eleni
58 EM Lance

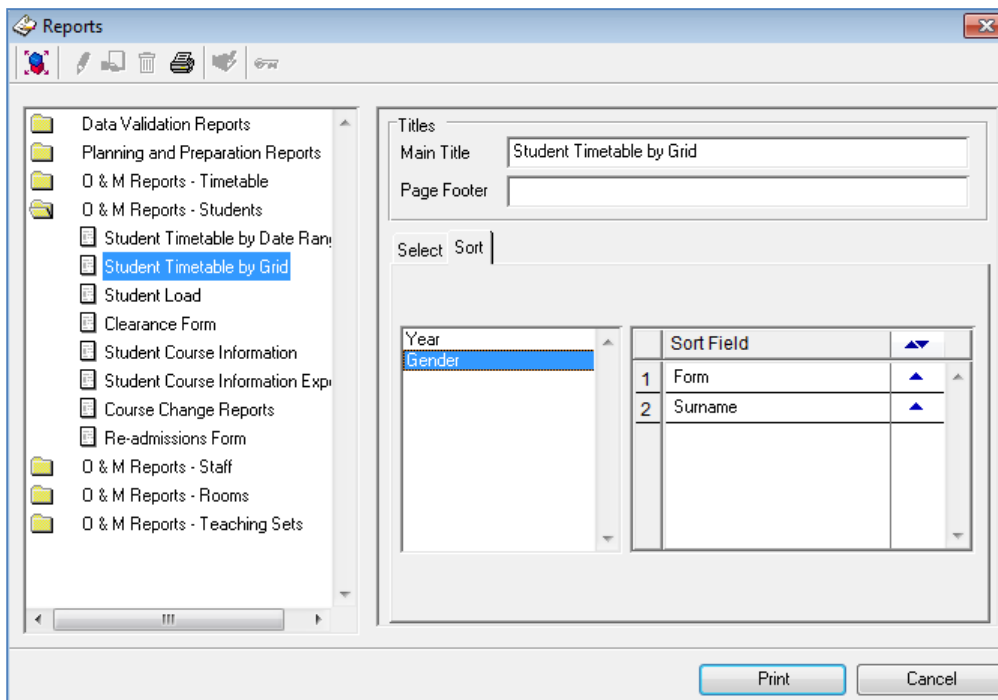
Remove Find

Print Cancel

Western Australia

Sort tab

Surname is the default sort option for this report but it also has the facility to sort by Year, Form or Gender.



- For this report any combination or all of the sort fields can be used.
- Sorting on only one field is also allowed.

See section 11.1.1 for details on the sort functionality.

Note: this report will only display Gender if it is chosen as a sort option.

West Coast District High School

Student Timetable by Grid

Schedule: 2011 Term 1

Student : Whitney Chesson

Grid: 08

Year Group: 8

Form: 08.4

House: Green

(* = clash)

Gender: F

	Monday	Tuesday	Wednesday	Thursday	Friday
Home Room	8HR_4 Home Room 8 Mr L Evans MS3 08:20-08:35	8HR_4 Home Room 8 Mr L Evans MS3 08:20-08:35	8HR_4 Home Room 8 Mr L Evans MS3 08:20-08:35	8HR_4 Home Room 8 Mr L Evans MS3 08:20-08:35	8HR_4 Home Room 8 Mr L Evans MS3 08:20-08:35
Lesson 1	8Math_4 Mathematics 8 Mr W Davids SS6 08:35-09:35	8PE_1 Physical Education Ms J McLaren MUS2 08:35-09:35	8ENG_4 English 8 Mr JK Wheeler SS7 08:35-09:35	8SC1_4 Science 8 Ms K Holter SS10 08:35-09:40	8S&E_4 Society & Environme Ms E Everage SS9 08:35-09:35
Lesson 2	8S&E_4 Society & Environme Ms E Everage SS9 09:35-10:35	8Math_4 Mathematics 8 Mr W Davids SS6 09:35-10:35	8D&T_2 Design and Technolo Ms S Stevens MW 1 09:35-10:35	8ENG_4 English 8 Mr JK Wheeler SS7 09:40-10:45	8HE_3 Health Education 8 Ms J McLaren MUS2 09:35-10:35
Recess					
Lesson 3	8ITAL_2 Italian 8 Dr M Schmidt MS10 11:05-12:10	8S&E_4 Society & Environme Ms E Everage SS9 11:05-12:10	8Math_4 Mathematics 8 Mr W Davids SS6 11:05-12:10	8PE_1 Physical Education Ms J McLaren MUS2 11:15-12:20	8SC1_4 Science 8 Ms K Holter SS10 11:05-12:10
Lesson 4	8SC1_4 Science 8 Ms K Holter SS10 12:10-13:10	8HE_3 Health Education 8 Ms J McLaren MUS2 12:10-13:10	8S&E_4 Society & Environme Ms E Everage SS9 12:10-13:10		8ENG_4 English 8 Mr JK Wheeler SS7 12:10-13:10
Lunch				8Math_4 Mathematics 8 Mr W Davids SS6 12:50-13:55	
Lesson 5	8ENG_4 English 8 Mr JK Wheeler SS7 13:40-14:45	8SC1_4 Science 8 Ms K Holter SS10 13:40-14:45	8ITAL_2 Italian 8 Dr M Schmidt MS10 13:40-14:45		8D&T_2 Design and Technolo Ms S Stevens MW 1 13:40-14:45

Note: If the option in General > Control > Preferences > Default to Display House on Student Details Main Header is ticked, the House field will also appear in Student timetable reports as shown above.

11.5.3 Student Load

The Student Load Report may be printed either by Department or for specified students. If a user selects A3 paper in the selection window, the report will print in Portrait unless there are more than 25 periods a week.

If the option for **Transpose report layout** is selected this will result in the report being printed with the students on the horizontal axis, and the Days and Periods on the Vertical Axis.

If the for **Extract data to a CSV file** is selected this will result in a process where the report can be exported [as a CSV file] to a folder location of choice.

Note: The Transpose report layout option cannot be used in conjunction with the Extract data to a CSV file option.

There is also the facility to **Select Periods**.

The screenshot shows the 'Reports' dialog box with the 'Student Load' report selected in the left-hand tree view. The right-hand pane contains the following fields and options:

- Titles:**
 - Main Title: Student Load
 - Page Footer: (empty)
- Select:**
 - TT Year: 2012
 - Cycle: 2012 - 5
 - Range: 30 JAN 2012 - 5 APR 2012
 - Find Student (selected)
 - Find by Department
 - Extract data to CSV file
- Students:** A list box containing the following names:
 - Baverstock, Helen
 - Bishop, Alecia
 - Blake, Keira
 - Born, Corrina
 - Bott, Lara
 - Brabazon, Amy
 - Broom, Declan
 - Brown, Oliver
- Format options:**
 - Transpose report (Rotate by 90°)
 - A3 Paper
 - A4 Paper (selected)
- Buttons:** Select Periods, Remove, Find, Print, Cancel

Student Load Report – Standard Extract Report Example

West Coast District High School

Student Load

31 JAN 2011 - 19 APR 2011

	Monday						Tuesday					
	H	1	2	3	4	5	H	1	2	3	4	5
Bishop, Frank	10HR_3 LORT MS9 (20)	10PE_1 MCLJ MUS2 (22)	10XENGX_1 BARH SS3 (20)	10SCI_3 JAMM SCI 2 (20)	10HE_2 PETJ SS2 (22)	10S&E_3 GABP SS3 (20)	10HR_3 LORT MS9 (20)	10Math_3 DUKT SS3 (20)	10Ind_1 PITB MS2 (25)	10XENGX_1 BARH SS3 (20)	10SCI_3 JAMM SCI 2 (20)	10MUS_1 MAXS MUS1 (20)
Bloor, Rebecca	10HR_1 TRAD SS3 (21)	10PE_1 MCLJ MUS1 (22)	10S&E_1 RICS LIB3 (21)	10Math_1 DICK SS3 (21)	10HE_2 PETJ SS2 (22)	10ENG_1 BARH SS4 (21)	10HR_1 TRAD SS3 (21)	10SCI_1 HARJ SCI 3 (21)	10Ind_1 PITB MS2 (25)	10S&E_1 RICS LIB3 (21)	10Math_1 DICK SS3 (21)	10Food_2 SCOT Food2 (14)
Brogan, Michael	10HR_1 SWEN SS7 (22)	10PE_1 MCLJ MUS1 (22)	10SCI_2 HENS SCI 1 (22)	10S&E_2 EVEE SS4 (22)	10ITAL_2 SCAT SS1 (18)	10Math_2 DRAD SS6 (22)	10HR_2 SWEN SS7 (22)	10ENG_2 BROF SS1 (22)	10HE_3 NORC SS7 (17)	10SCI_2 HENS SCI 1 (22)	10S&E_2 EVEE SS4 (22)	10Food_1 SPOM Food1 (12)


Student Load Report – CSV Extract Report Example

West Coast District High School									
Student Load									
31 JAN 2011 - 19 APR 2011									
	Monday						Tuesday		
	H	1	2	3	4	5	H	1	
Bishop, Frank	10HR_3	10PE_1	10XENGX_1	10SCI_3	10HE_2	10S&E_3	10HR_3	10Math_3	
	LORT	MCLJ	BARH	JAMM	PETJ	GABP	LORT	DUKT	
	MS9	MUS2	SS3	SCI 2	SS2	SS8	MS9	SS5	
	20	22	20	20	22	20	20	20	
Bloor, Rebecca	10HR_1	10PE_1	10S&E_1	10Math_1	10HE_2	10ENG_1	10HR_1	10SCI_1	
	TRAD	MCLJ	RICS	DICK	PETJ	BARH	TRAD	HARJ	
	SS8	MUS2	LIB3	SS3	SS2	SS4	SS8	SCI 3	
	21	22	21	21	22	21	21	21	
Brogan, Michael	10HR_2	10PE_1	10SCI_2	10S&E_2	10ITAL_2	10Math_2	10HR_2	10ENG_2	
	SWEN	MCLJ	HENS	EVEE	SCAT	DRAD	SWEN	BROF	
	SS7	MUS2	SCI 1	SS4	SS1	SS6	SS7	SS1	
	22	22	22	22	18	22	22	22	

Select Periods

When **Select Periods** is clicked, the following is displayed.

Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input checked="" type="checkbox"/>	Tuesday	Lesson 2
<input checked="" type="checkbox"/>	Tuesday	Lesson 3
<input checked="" type="checkbox"/>	Tuesday	Lesson 4
<input checked="" type="checkbox"/>	Tuesday	Lesson 5
<input checked="" type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input checked="" type="checkbox"/>	Wednesday	Lesson 2
<input checked="" type="checkbox"/>	Wednesday	Lesson 3
<input checked="" type="checkbox"/>	Wednesday	Lesson 4
<input checked="" type="checkbox"/>	Wednesday	Lesson 5

Users may then select only those periods they wish to see in the report. Clicking Copy  will generate this message.

Warning

This action will copy all the Period selections from Day One to the other days of the week.
Do you want to continue?

Yes No

Clicking **Yes** will generate this message if changes have already been made to the other days in the cycle.

Warning

This action will change any selection you have made on subsequent days.
Do you want to continue?

Yes No

Clicking **Yes** again will result in the selections made for Day One being copied to the other days in the Cycle.

Select Periods

Select which Periods you want to appear on the report

Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input type="checkbox"/>	Tuesday	Lesson 2
<input type="checkbox"/>	Tuesday	Lesson 3
<input type="checkbox"/>	Tuesday	Lesson 4
<input type="checkbox"/>	Tuesday	Lesson 5
<input type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input type="checkbox"/>	Wednesday	Lesson 2
<input type="checkbox"/>	Wednesday	Lesson 3
<input type="checkbox"/>	Wednesday	Lesson 4
<input type="checkbox"/>	Wednesday	Lesson 5

OK Cancel

Click **OK** and **Print** to view the report.

West Coast District High School Student Load

30 JAN 2012 - 5 APR 2012

	Mon	Tue	Wed	Thursday	Fri	
	1	1	1	1	1	
Baverstock, Helen	SS&E_3 GABP SS8 (27)	SPE_3 PET7 GYM2 (28)	SMath_3 DUKT SS5 (27)	SENG_3 BARH SS3 (27)	SS&E_3 GABP SS8 (27)	SSCI_3 HARJ SCI 3 (27)
Bishop, Alecia	SSCI_2 INGL SCI 2 (27)	SHE_2 PAYP MS3 (27)	SS&E_2 RICS LIB3 (27)	SMath_2 DRAD SS7 (27)	SSCI_2 INGL SCI 2 (27)	SENG_2 BROF SS5 (27)
Blake, Keira	SENG_1 WEST SS4 (27)	SHE_5 ORET2 MS5 (27)	SSCI_1 JAMM SCI 1 (27)	SS&E_1 AGOA2 MS10 (27)	SENG_1 WEST SS4 (27)	SMath_1 DICK SS7 (27)
Born, Corrina	SENG_1 WEST SS4 (27)	SPE_5 NORC GYM4 (27)	SSCI_1 JAMM SCI 1 (27)	SS&E_1 AGOA2 MS10 (27)	SENG_1 WEST SS4 (27)	SMath_1 DICK SS7 (27)
Bott, Lara	SSCI_2 INGL SCI 2 (27)	SHE_2 PAYP MS3 (27)	SS&E_2 RICS LIB3 (27)	SMath_2 DRAD SS7 (27)	SSCI_2 INGL SCI 2 (27)	SENG_2 BROF SS5 (27)
Brabazon, Amy	SS&E_3 GABP SS8 (27)	SPE_3 PET7 GYM2 (28)	SMath_3 DUKT SS5 (27)	SENG_3 BARH SS3 (27)	SS&E_3 GABP SS8 (27)	SSCI_3 HARJ SCI 3 (27)
Broom, Declan	SMath_4 EVAE SS5 (27)	SPE_5 NORC GYM4 (27)	SENG_4 WHEJ SS6 (27)	SSCI_4 HOLK SS10 (27)	SMath_4 EVAE SS5 (27)	SS&E_4 EVER SS9 (27)

11.5.4 Clearance Form

- generates a clearance form for selected student/s

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: 'Main Title' is 'Clearance Form', 'Page Footer' is empty, 'Sort' is set to 'Form Year', 'Select Timetable Periods' shows '30 JAN 2012 - 5 APR 2012' selected, 'TT Year' is '2012', 'Cycle' is '2012 - 5', 'Students' section has 'Selected Subset 1 ...' and a 'New Query' button, and 'Format' is set to 'User Text 1'. 'Print' and 'Cancel' buttons are at the bottom.

West Coast District High School Clearance Form



Timetable Year:
2012

Periods reported on:
Semester 1

Student: Anderson, Ben

Year 10

Form 10.1

Subject Name	Code	Teacher	Comment/Proposed Grade	Teacher Signature
English 10	10ENG	Mr J Brigg		
Health Education 10	10HE	Mr P Payne		
Home Room 10	10HR	Ms T Lerner		
Indonesian 10	10Ind	Mr C Pringle		
Mathematics 10	10Math	Mr E Dale		
Physical Education 10	10PE	Miss M Mouse Ms J McLaren		
Society & Environment 10	10S&E	Dr S Richardson		
Science 10	10SCI	Mr J Harpe		
Woodwork 10	10WW	Dr N Swiderski		

Signature

Administration

Forwarding Address

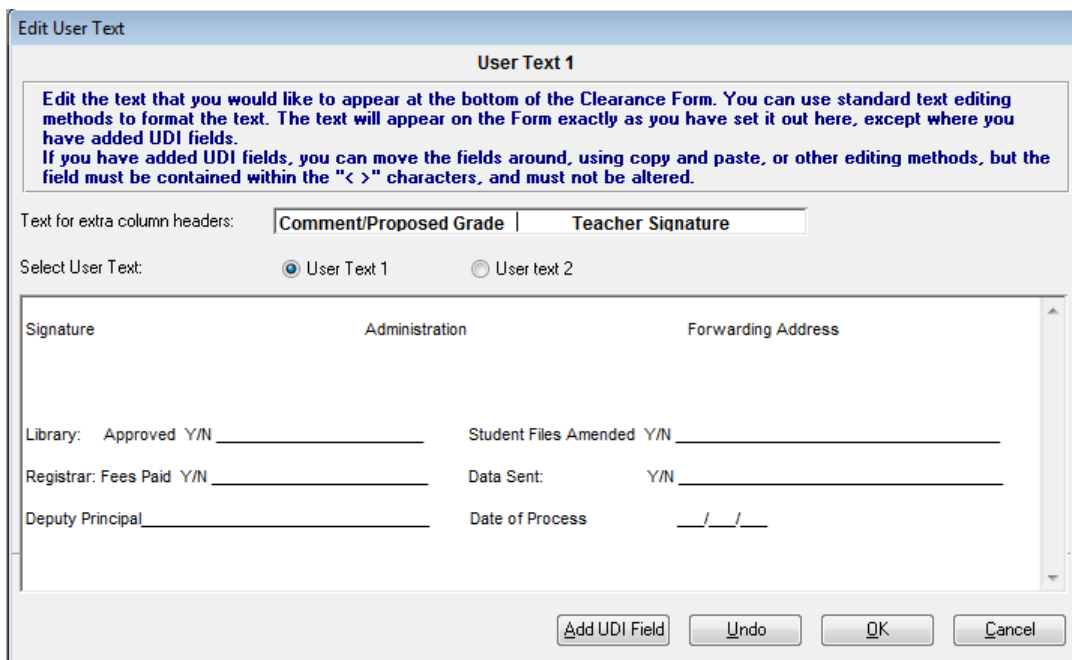
Library: Approved Y/N _____ Student Files Amended Y/N _____

Registrar: Fees Paid Y/N _____ Data Sent: Y/N _____

Deputy Principal _____ Date of Process ____/____/____

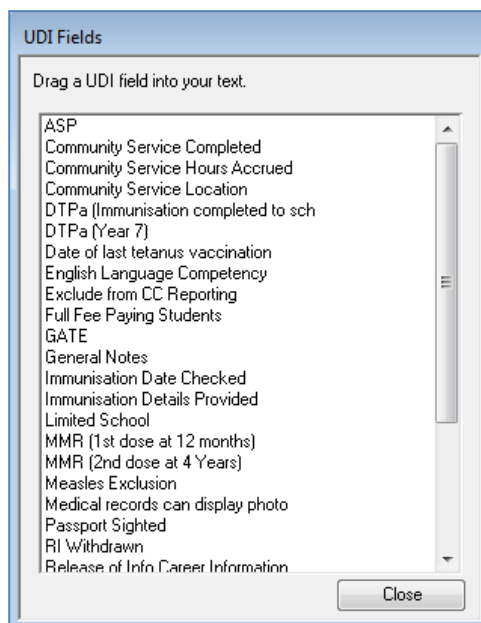
The text appearing at the bottom of the Clearance form may be edited.

Click **Edit Text**



Any of the text in this window may be edited and saved as **User Text 1** or **2**.

Clicking **Add UDI Field** will display available UDIs fields.



Drag and drop the required UDI into the User Text pane. It will display as a merge field. This may be repeated if required. Users may choose to add captions to the merge fields.

Edit User Text

User Text 1

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

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

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

Signature Administration Forwarding Address

Community Service completed: <Community Service Completed>
Full Fee Paying Student: <Full Fee Paying Students>


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

Registrar: Fees Paid Y/N _____ Data Sent: Y/N _____

Deputy Principal _____ Date of Process ____/____/____

Clicking **Undo** will remove any added Merge Fields and undo any other changes made. Clicking **OK** will save all the changes made including any Merge Fields that were added. These changes will then be displayed in the printed report.

West Coast District High School Clearance Form



Timetable Year:
2012

Periods reported on:
Semester 1

Student: Anderson, Ben **Year 10** **Form 10.1**

Subject Name	Code	Teacher	Comment/Proposed Grade	Teacher Signature
English 10	10ENG	Mr J Brigg		
Health Education 10	10HE	Mr P Payne		
Home Room 10	10HR	Ms T Lorner		
Indonesian 10	10Ind	Mr C Pringle		
Mathematics 10	10Math	Mr E Dale		
Physical Education 10	10PE	Miss M Mouse Ms J McLaren		
Society & Environment 10	10S&E	Dr S Richardson		
Science 10	10SCI	Mr J Harpe		
Woodwork 10	10WW	Dr N Swiderski		

Signature Administration Forwarding Address

Community Service completed: NO
Full Fee Paying Student: NO

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

Registrar: Fees Paid Y/N _____ Data Sent: Y/N _____

Deputy Principal _____ Date of Process ____/____/____

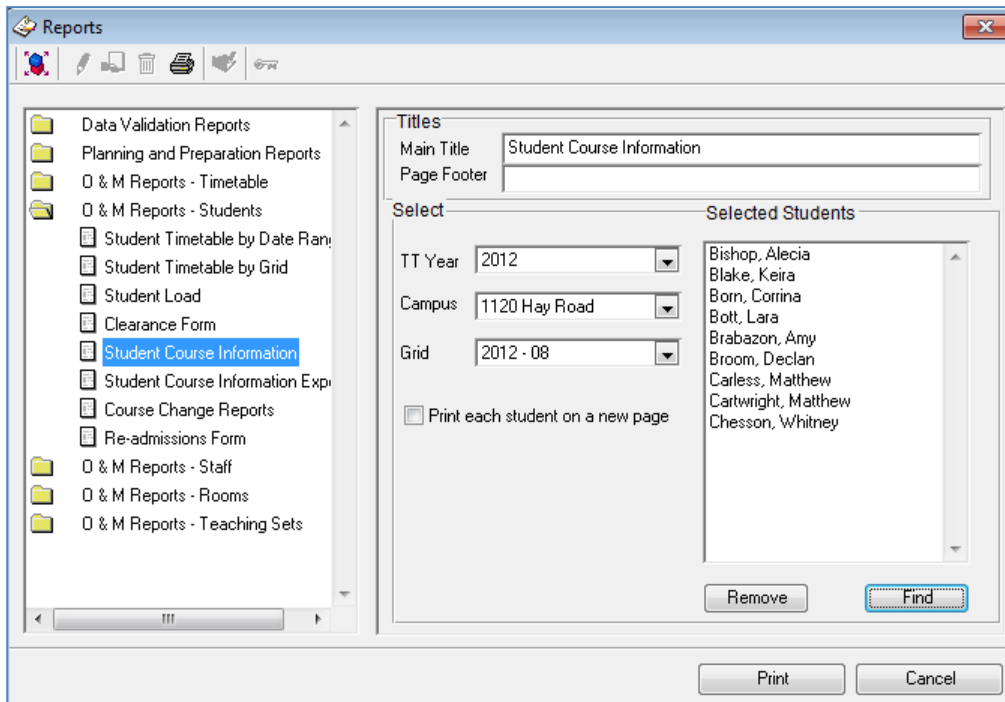
11.5.5 Student Course Information

This report displays:

- allocated primary preferences in alphanumeric order based on the subject name
- unallocated primary preferences in alphanumeric order based on the subject name
- reserve preferences in alphanumeric order based on the subject name

Where primary preferences have been allocated, users will also be able to view set and band numbers, and teachers and rooms.

Users may select to print each student on a new page.



West Coast District High School

Student Course Information



Year: 2011

Grid:09

Student Adam Alkitik **Year/Form** 9/09.1 **House** Red

Subject Name	Code	Set	Band	Teacher	Room	Primary/Reserve
Art 9	9Art	1	9	Mr G Kenny	ART 1	P
English 9	9Eng	1	2	Ms T Alan	SS2	P
Food Production 9	9Food	1	10	Mr P Scott	Food 1	P
Health Education 9	9HEd	1	6	Miss M Mouse	MS2	P
Home Room 9	9HR	1	1	Ms A Greaves	SCI 1	P
Indonesian 9	9Ind	2	8	Mr C Pringle	SS1	P
Mathematics 9	9Math	1	5	Ms S Corner	MS3	P
Physical Education 9	9PE	2	7	Ms T O'Reilley	GYM3	P
Science 9	9Sci	1	3	Dr S Henry	SCI 1	P
Society & Environment 9	9S&E	1	4	Mr T Elliot	MS4	P
Craft 9	9Cra	0	Not placed	n/a	n/a	R
Media 9	9MED	0	Not placed	n/a	n/a	R

Student Simone Aspinall **Year/Form** 9/09.2 **House** Green

Subject Name	Code	Set	Band	Teacher	Room	Primary/Reserve
Drama 9	9Dram	1	9	Ms K Kennerley	GYM1	P
English 9	9Eng	3	4	Mr J Brigg	MS1SS2	P
Health Education 9	9HEd	3	8	Ms T O'Reilley	MS4	P
Home Room 9	9HR	3	1	Mr N Creed	MS4	P
Indonesian 9	9Ind	1	7	Ms M Rattigan	MS10	P
Mathematics 9	9Math	3	3	Mr E Dale	SS3	P
Physical Education 9	9PE	1	6	Ms T Norton	GYM2	P
Science 9	9Sci	3	5	Ms T Heaven	SCI 5	P
Society & Environment 9	9S&E	3	2	Mr L Evans	MS1	P
Woodwork 9	9WW	1	10	Ms B Smith	WW 1	P
Art 9	9Art	0	Not placed	n/a	n/a	R
Metalwork 9	9MW	0	Not placed	n/a	n/a	R

11.5.6 Student Course Information Export Report

This report extracts the following information to a CSV file:

- Student Family Name (NT) or Student Legal Surname (WA)
- Student Name
- Gender
- SCSA Number
- Year Group
- Form
- Subject Teaching Set Code
- Subject Name
- Department
- Teacher Name
- Teacher Code

This may then be opened in Excel or another application for data manipulation. Note that there is an option to include a header in the export file.

The screenshot shows the 'Reports' dialog box. On the left is a tree view of report categories. The 'Titles' section on the right contains fields for 'Main Title' (Student Course Information Export) and 'Page Footer'. Below this is the 'Select' section with dropdowns for 'TT Year' (2013), 'Campus' (1120 Hay Road), and 'Grid' (2013 - 10). A checkbox for 'Include header' is checked. To the right of the 'Select' section is a list box titled 'Selected Students' containing the names: Brogan, Michael; Butler, Daniel; Dalton, Cara; Depete, Jonathon; and Drazic, Eleni. At the bottom of the dialog are buttons for 'Remove', 'Find', 'Print', and 'Cancel'.

The CSV file will contain text fields. Each field will be enclosed within double quotation marks, and separated from the next field by a comma. Each student will appear on a new line. The five Teaching Set fields: Subject Teaching Set Code, Subject Name, Department, Teacher Name and Teacher Code will be repeated on the same line for each Teaching Set assigned to the student. Teachers are not attached to Teaching Sets directly, but to the occurrence of the Teaching set on the Timetable. Therefore it is possible for more than one teacher to be attached to the Teaching Set. The Teacher Name field will contain the names of all teachers, separated by a semi-colon.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Student Family Name	Student Name	Gender	Student Number	Year	Form	Teaching Set Code	Subject	Department	Teacher Name	Teacher Code	Teaching Set Code
2	Brogan	Michael	M	20512421	10	10.2	10Art_2	Art 10	Art	Mr F Kriver	KRIF	10ENG_2
3	Butter	Daniel	M	20512422	10	10.3	1XENGX_1	English 1A/B (Y10)	English	Mrs F Brooks	BROF	10Food_1
4	Dalton	Cara	F	20512423	10	10.1	10Art_1	Art 10	Art	Mr G Kenny	KENG	10ENG_1
5	Depete	Jonathon	M	20512424	10	10.2	10Art_2	Art 10	Art	Mr F Kriver	KRIF	10ENG_2
6	Drazic	Eleni	F	20512425	10	10.3	1XENGX_1	English 1A/B (Y10)	English	Mrs F Brooks	BROF	10Food_1

Sample Export File in a Spreadsheet with Header

Student's Legal Surname in WA

"Brogan", "Michael", "M", "20512421", "10", "10.2", "10Art_2", "Art 10", "Art", "Mr F Kriver", "KRIF", "10ENG_2", "English 10", "English", "Ms T Alan", "ALAT", "10HE_2", "Health Education 10", "Health & Physical Education", "Ms S Oswald", "OSWS", "10HR_2", "Home Room 10", "Administration", "Dr N Swiderski", "SWEN", "10ITAL_1", "Italian 10", "Languages", "Ms M Rattigan", "RATM", "10Math_2", "Mathematics 10", "Mathematics", "Mr D Drake", "DRAD", "10PE_3", "Physical Education 10", "Health & Physical Education", "Mr J Peter", "PETJ", "10SCI_2", "Science 10", "Science", "Ms K Holter", "HOLK", "10S&E_2", "Society & Environment 10", "Society & Environment", "Mr T Elliot", "ELLT", "10WW_1", "Woodwork 10", "Design & Technology", "Ms T Swindon", "SWIT", "", "", "", "", ""
 "Butter", "Daniel", "M", "20512422", "10", "10.3", "1XENGX_1", "English 1A/B (Y10)", "English", "Mrs F Brooks", "BROF", "10Food_1", "Food Production 10", "Home Economics", "Mr DJ Trainor", "TRAD", "10HE_3", "Health Education 10", "Health & Physical Education", "Ms T O'Reilley", "ORET2", "10HR_3", "Home Room 10", "Administration", "Ms T Lorner", "LORT", "10Ind_1", "Indonesian 10", "Languages", "Mr G Reid", "REIG", "10Math_3", "Mathematics 10", "Mathematics", "Mr T Duke", "DUKT", "10PE_1", "Physical Education 10", "Health & Physical Education", "Mr P Payne", "PAYP", "10SCI_3", "Science 10", "Science", "Ms C Hollis", "HOLC", "10S&E_3", "Society & Environment 10", "Society & Environment", "Mr P Gabelich", "GABP", "10WW_2", "Woodwork 10", "Design & Technology", "Ms B Smith", "SMIT", "", "", "", "", ""

Sample Export File as Text without Header

11.5.7 Course Change Reports

Course Change Reports are available in Timetabling Reports and may be printed for multiple students.

The screenshot shows the 'Reports' window with a tree view on the left containing various report categories. The 'Course Change Reports' option is highlighted. The main panel on the right is divided into sections for 'Titles', 'Sort', and 'Selected Students'. The 'Titles' section has fields for 'Main Title' (set to 'Course Change Reports') and 'Page Footer'. The 'Sort' section has tabs for 'Select' and 'Sort', with the 'Sort' tab active. It includes dropdowns for 'TT Year' (2012) and 'Cycle' (2012 - 5), and date range fields for 'Course Change Date' (From: 30 JAN 2012, To: 19 APR 2012). The 'Selected Students' list contains 'Anderson, Ben' and 'Bailey, Steven'. At the bottom are 'Remove', 'Find', 'Print', and 'Cancel' buttons.

Select the required **TT Year**, **Cycle** and date range. Use **Find** to locate students. On the **Sort** tab, users may choose to sort by **Form**, **Year Group** and **Gender**.

This screenshot shows the 'Sort' tab of the 'Reports' window. It features a list box on the left with 'Year Group' and 'Gender' options. To the right is a table with columns for 'Sort Field' and a sort order indicator (up/down arrows). The table contains one entry: 'Form' with an upward arrow.

	Sort Field	
1	Form	▲

Click Print to generate the report. The report is the same as that produced from **Student Course Maintenance** window. The student's **Year**, **Form** and **Gender**, and the teachers attached to the teaching sets concerned, are also displayed. The report prints one student per page.

West Coast District High School

Course Change History for Ben Anderson in Cycle: 2012 - 5

Year Group: 10 Form: 10.1 Gender: M



Date/Time	User	From Teaching Set	Teacher/s	To Teaching Set	Teacher/s	Status
19th April 2012 10:29	ADMIN	10Art_1 (Art 10)	KENG			Removed
19th April 2012 10:29	ADMIN			10WW_1 (Woodwork 10)	SWEN	Added
19th April 2012 10:29	ADMIN	10Jew_1 (Jewellery 10)	SCOT			Removed
19th April 2012 10:29	ADMIN			10MW_1 (Metalwork 10)	STET	Added

11.5.8 Re-admissions Form

- When a student is moved to the former roll and removed from all current and future cohorts an option is provided to save a copy of the student's teaching sets. This report only becomes available if this option was used.

Reports

- 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
- O & M Reports - Teaching Sets

Titles

Main Title: Re-admissions Form

Page Footer:

Select

TT Year: 2012

Leaving Date Range:

From: 18 APR 2012

To: 18 APR 2012

Selected Students:

2 ALKITIK Adam

Remove Find

Print Cancel

West Coast District High School

Re-admissions Form

Timetabling Year: 2012

Student: Alkitik, Adam

Last Form: 09.1



Date of Leaving: 18 APR 2012

Date of Re-admission:

T/Set	Subject	Status	No.	Capacity	Re-inst./Alt.
9Art_1	Art 9	Below Capacity	22	23	
9Eng_3	English 9	Below Capacity	22	30	
9Food_1	Food Production 9	Below Capacity	22	23	
9HEd_3	Health Education 9	Below Capacity	22	30	
9HR_3	Home Room 9	Below Capacity	22	30	
9Ind_2	Indonesian 9	Below Capacity	22	30	
9Math_3	Mathematics 9	Below Capacity	22	30	
9PE_1	Physical Education 9	Below Capacity	22	30	
9S&E_3	Society & Environment 9	Below Capacity	22	30	
9Sci_3	Science 9	Below Capacity	22	30	

Course Selection Authorisation

Head Teacher/Deputy: Date:

Parent/Guardian: Date:

Note: Students who have had timetabled subjects removed using this process will have the Remove re-admission teaching set records icon added to the top tool bar of the Student Course Maintenance screen.

Clicking on this icon will permanently remove all records of the student's subjects. This process is not reversible.

11.6 Operational and Maintenance Reports – Staff

(Timetabling>Reports> Operational and Maintenance Reports – Staff)

11.6.1 Teacher Clash Summary

– Displays timetable clashes for selected teachers.

The screenshot shows the 'Reports' window with a tree view on the left and a configuration panel on the right. The tree view includes folders for 'Data Validation Reports', 'Planning and Preparation Reports', and 'O & M Reports'. Under 'O & M Reports', the 'Teacher Clash Summary' report is selected. The configuration panel has fields for 'Main Title' (Teacher Clash Summary), 'Page Footer', 'TT Year' (2004), 'Cycle' (2004 - 5), 'Time Slice' (26 JUL 2004 - 16 DEC 2004), and 'Day' (All). A 'Teacher(s)' list box contains names like ABBE ABBOTT Elaine, ALAT ALAN Maria Theresa, BARH BARCLAY Harris, BESC BEST Carl, BRIJ BRIGG Joseph, and BROF BROOKS Fiona. There are 'Remove' and 'Find' buttons below the list. At the bottom of the window are 'Print' and 'Cancel' buttons.

The screenshot shows the 'Teacher Clash Summary' report output. It includes the school name 'West Coast District High School', the title 'Teacher Clash Summary', and the 'Timetabling Period: 26 JUL 2004 - 16 DEC 2004'. A table lists the clashes, and a summary line indicates 'Number of Teacher Clashes listed 2'.

Day	Period	Time	Teacher	T Set	Subject	Room	Grid
Friday	Lesson 1	08:40 - 09:40	Dr N Swiderski	9Math_2	Maths 9	MS7	92004
Friday	Lesson 1	08:40 - 09:40		D505_1	ICalc	SS9	US2004

Number of Teacher Clashes listed 2

11.6.3 Staff Load

This report may be printed by Department or for specified teachers. If a user selects A3 paper in the selection window, the report will print in Portrait unless there are more than 25 periods a week.

If the option for **Transpose report layout** is selected this will result in the report being printed with the students on the horizontal axis, and the Days and Periods on the vertical axis.

If the for **Extract data to a CSV file** is selected this will result in a process where the report can be exported [as a CSV file] to a folder location of choice.


Note: The Transpose report layout option cannot be used in conjunction with the Extract data to a CSV file option.

There is also an option to **Select Periods**.

The screenshot shows a software window titled "Reports" with a toolbar at the top. On the left is a tree view of report categories, with "Staff Load" selected under "O & M Reports - Staff". The main area contains several sections: "Titles" with fields for "Main Title" (containing "Staff Load") and "Page Footer"; a "Select" section with dropdowns for "TT Year" (2012), "Cycle" (2012 - 5), and "Range" (30 JAN 2012 - 5 APR ...); radio buttons for "Find Staff" (selected), "Find by Department", and a checkbox for "Extract data to CSV file"; a "Format options" section with a checkbox for "Transpose report (Rotate by 90°)", radio buttons for "A3 Paper" and "A4 Paper" (selected), and a "Select Periods" button; and a "Teachers" list box containing names like BARH BARCLAY Harris, BESC BEST Carl, etc. Below the list are "Remove" and "Find" buttons. At the bottom of the window are "Print" and "Cancel" buttons.

Staff Load Report – Standard Report Example

Staff Load



West Coast District High School

Staff Load

2 FEB 2004 - 9 JUL 2004

Department: Mathematics

	Monday					Tuesday					Wednesday							
	H	1	2	3	4	5	H	1	2	3	4	5	H	1	2	3	4	5
Dale E			D238.1 CCOMP 2 (22)		E311.1 SS4 (14)				D238.1 CCOMP 2 (22)						E311.1 SS4 (14)			
Dauids W				10Math.3 SS4 (22)		E302.1 SS10 (20)			10Math.3 SS4 (22)						E302.1 SS10 (20)			
Drake D					10Math.2 SS7 (20)			E304.1 SS7 (10)		10Math.2 SS7 (20)		E304.1 SS7 (10)					E304.1 SS7 (10)	10Math. SS7 (20)
Duke T		E304.1 MS10 (9)	10Math.1 SS8 (22)					10Math.1 SS8 (22)	E304.1 MS10 (9)						10Math.1 SS8 (22)		E304.1 MS10 (9)	
Elliot T					8Math.4 MS9 (27)			8SC1.4 SCI4 (27)				8Math.4 MS9 (27)			8SC1.4 SCI4 (27)			
Evans L		9Sci.3 SCI3 (23)		9Math.3 MS3 (23)				8Math.3 MS8 (27)	9Sci.3 SCI3 (23)	9Math.3 MS3 (23)					8Math.3 MS8 (27)	9Math.3 MS3 (23)	9Sci.3 SCI3 (23)	
Everage E		8SC1.5 SCI4 (27)		8Math.1 MS4 (27)	9Math.1 MS3 (23)						9Math.1 MS3 (23)	8SC1.5 SCI4 (27)			9Math.1 MS3 (23)	8Math.1 MS4 (27)	8SC1.5 SCI4 (27)	
Fisher A		8Math.2 MS7 (28)		8Math.5 MS10 (28)								8Math.2 MS7 (28)			8Math.5 MS10 (28)		8Math.2 MS7 (28)	


Staff Load Report – CSV Extract Report Example

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	District High School																		
2	Staff Load																		
3																			
4	1FEB 2010 - 2 JUL 2010																		
5																			
6																			
7		Monday						Tuesday						Wednesday					
8		F	1	2	3	4	5	F	1	2	3	4	5	F	1	2	3	4	5
9	Barnes G			8SC1_1		1AOED_2				8SC1_1			1AISC_1		8SC1_1	1AOED_2	1AOED_2	PHOTO1_1	PHOTO1_1
10				SC4		4				SC4			SC4		SC4	4	4	10	10
11				15		12				15			19		15	12	12	19	19
12	Bee G		8E1_1	2AHIM_1		9SE3_1	10SE1_1		10SE1_1	9SE3_1	2ACAE_1	2ACAE_1	9SE3_1			8E1_1	8E1_1	10SE1_1	2AHIM_1
13			TR2	4		9	6		6	10	VET2	VET2	9			TR2	TR2	6	4
14			15	12		27	21		21	27	17					15	15	21	12
15	Boss D		2AENG_2	9E2_1	1CENG_1	PS_1	3AENG_1		2AENG_2	3AENG_1			PS_C_1		1CENG_1	9E2_1	1CENG_1	3AENG_1	2AENG_2
16			10	6	9	3	3		10	3			11HS		9	6	9	3	9
17			26	20	23	16	17		26	17			22(C)		23	20	23	17	26
18	Brown R																		
19																			
20																			
21	Burgess T			10MA1_1												10MA1_1	PS_1		10MA1_1
22				MA1												VET1	3		MA1
23				24												24	16		24
24	Clark V		MAT12_1	3ABIO_1	CHEM_1				CHEM_1		2ABIO_1	2ABIO_1	MAT12_1		MAT12_1				3ABIO_1
25			3	MS8	MS8				SC6		4	4	3		3				SC6
26			12	9	6				6		12	12	12						9
27	Dunstall M		8SE2_1	1ACAE_2	1ACAE_2	9SE1_1	10SE2_1		10SE2_1	9SE1_1	3AHIM_1	3AHIM_1	1ACAE_2		1ACAE_2	8SE2_1	8SE2_1	10SE2_1	
28			6	11HS	11HS	6	9		9	6	3	3	11HS		11HS	SC4	SC4	9	
29			18	19	19	25	19		19	25	11	11	19		19	18	18	19	

Select Periods

When **Select Periods** is clicked, the following is displayed.

Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input checked="" type="checkbox"/>	Tuesday	Lesson 2
<input checked="" type="checkbox"/>	Tuesday	Lesson 3
<input checked="" type="checkbox"/>	Tuesday	Lesson 4
<input checked="" type="checkbox"/>	Tuesday	Lesson 5
<input checked="" type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input checked="" type="checkbox"/>	Wednesday	Lesson 2
<input checked="" type="checkbox"/>	Wednesday	Lesson 3
<input checked="" type="checkbox"/>	Wednesday	Lesson 4
<input checked="" type="checkbox"/>	Wednesday	Lesson 5

Users may then select only those periods they wish to see in the report. Clicking Copy  will generate this message.

Warning

This action will copy all the Period selections from Day One to the other days of the week.
Do you want to continue?

Yes No

Clicking **Yes** will generate this message if changes have already been made to the other days in the cycle.

Warning

This action will change any selection you have made on subsequent days.
Do you want to continue?

Yes No

Clicking **Yes** again will result in the selections made for Day One being copied to the other days in the Cycle.

Select Periods

Select which Periods you want to appear on the report

Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input type="checkbox"/>	Tuesday	Lesson 2
<input type="checkbox"/>	Tuesday	Lesson 3
<input type="checkbox"/>	Tuesday	Lesson 4
<input type="checkbox"/>	Tuesday	Lesson 5
<input type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input type="checkbox"/>	Wednesday	Lesson 2
<input type="checkbox"/>	Wednesday	Lesson 3
<input type="checkbox"/>	Wednesday	Lesson 4
<input type="checkbox"/>	Wednesday	Lesson 5

OK Cancel

Click **OK** and **Print** to view the report.

West Coast District High School Staff Load

30 JAN 2012 - 5 APR 2012

	Mon	Tue	Wed	Thursday	Fri
	1	1	1	1	L
Barclay HJ	8ENG_5 SS1 (26)			8ENG_3 SS3 (27)	8ENG_5 SS1 (26)
Best C					
Brigg J			10ENG_1 MS1 (22)		
Brooks F		10ENG_1 SS3 (22)			8ENG_2 SS5 (27)
Calvin J	9Eng_2 SS9 (23)			9Eng_2 SS9 (23)	
Corner S				9Math_1 MS3 (23)	
Creed N					8Math_3 MS4 (26)
Dale E	8Math_4 SS5 (27)			8Math_4 SS5 (27)	

11.6.5 Relief Teacher Timetable

Users may request teaching set lists for the classes to be covered from this report also.

Reports

- Data Validation Reports
- Planning and Preparation Reports
 - O & M Reports - Timetable
 - O & M Reports - Students
 - O & M Reports - Staff
 - Teacher Clash Summary
 - Staff Timetable
 - Staff Load
 - Relief Teacher Timetables**
 - Teacher Usage Summary
 - Free Teacher Summary
 - O & M Reports - Rooms
 - O & M Reports - Teaching Sets

Titles

Main Title: Relief Teacher Timetables

Page Footer:

Select

TT Year: 2004

Cycle: 2004 - 5

Date: 5 JUL 2004

Selected Teacher(s)

- BARH BARCLAY Harris
- CORS CORNER Sandra
- CREN CREED Nicholas
- EVAE DALE Evan
- DAVW DAVIDS William

Periods Remove Find

☐ Print each Teacher on a separate page.

☒ Print Teaching Set lists for each selected Teacher.

Print Cancel

Relief Teacher Timetables								
West Coast District High School								
Relief Teacher Timetables								
Monday, 5 July, 2004								
	Homeroom 08:30 - 08:40	Lesson 1 08:40 - 09:40	Lesson 2 09:40 - 10:40	Recess 10:40 - 11:00	Lesson 3 11:00 - 12:05	Lesson 4 12:05 - 13:05	Lunch 13:05 - 13:45	Lesson 5 13:45 - 14:50
Harris Barclay		E005_1 (13) English Literature 12 SS8	D004_2 (18) English 11 SS7			D004_1 (22) English 11 SS5		
Sandra Corner		8S&E_5 (27) Society & Environment 8 MS2			8ENG_2 (28) English 8 MS3	8ENG_5 (27) English 8 MS5		
Nicholas Creed		8S&E_1 (27) Society & Environment 8 MS5			8S&E_4 (27) Society & Environment 8 MS1	8ENG_1 (27) English 8 MS2		
Evan Dale			D238_1 (22) Information Systems 11 COMP 2			E511_1 (14) Modelling with Mathematics SS6		
William Davids					10Math_3 (22) Mathematics 10 SS6			E502_1 (20) Discrete Mathematics SS10
No. of Classes	0	3	2	0	3	4	0	1

Teaching sets				
West Coast District High School				
Subject: English Literature 12			Teaching Set: E005_1	
Teacher: Harris Barclay		Period: Lesson 1		Room: SS8
Student Ref.	Surname	First Name	Gender	Form
10	Bates	Carl	M	12.2
205	Mommer	Stephen	M	12.3
220	Murphy	Carlos	M	12.3
240	Ontas	Martin	M	12.3
270	Peroni	Adam	M	12.3
285	Price	Charlie	M	12.3
300	Redcliffe	Carina	F	12.3
330	Schluter	Lucy	F	12.3
345	Simpson	Colin	M	12.3
360	Soulis	Kate	F	12.3
375	Thomas	Alex	F	12.3
390	Williams	Katie	F	12.2
395	Zanadu	Paul	M	12.3
Number in Set: 13				

11.6.6 Teacher Usage Summary

- may be printed by Department or for specified teachers.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 O & M Reports - Students
 O & M Reports - Staff
 Teacher Clash Summary
 Staff Timetable
 Staff Load
 Relief Teacher Timetables
 Teacher Usage Summary
 Free Teacher Summary
 O & M Reports - Rooms
 O & M Reports - Teaching Sets

Titles
 Main Title:
 Page Footer:


Select
 TT Year: Department:
 Cycle:
 Range:
☐ Find Staff
☒ Find by Department

Teacher Usage Summary

West Coast District High School

Teacher Usage Summary

2 FEB 2004 - 9 JUL 2004 Department: Science



Teacher	Monday	Tuesday	Wednesday	Thursday	Friday	Allocated Load	Expected Load
Elliot T	...1.	.1...1.	...1...	.1.1..	.1.1..	8	8
Evans L	.1.1..	.111..	...111.	...1.1	.1.1..	12	12
Everage E	.1.11.	...11	...111.	.1...1.	...11	12	12
Greaves A	...111.	...11.	...1...	.111..	...1.1.	11	11
Guisseppe A	...111.	.1...1.	...11..	.111..	...1.	11	11
Harpe J	...1...1	.1.1..	...1.1.	.11...1	.111..	12	12
Heaven T	...11..	.111..	...1.	.1.1.1	...111.	12	12
Stevens T	...11.	.11.1.	...11..	.1.11.	.111.1	14	14
Taylor E	...11..	.111..	...1...	...11.1	...111.	12	12
Williams T	...11..	.1.1..	...1...	...11.1	...11.	10	10

11.6.7 Free Teacher Summary

- shows teachers free for requested day and period.

The screenshot shows a 'Reports' window with a file explorer on the left and a configuration panel on the right. The file explorer lists various report categories, with 'Free Teacher Summary' selected. The configuration panel includes fields for 'Main Title' (Free Teacher Summary), 'Page Footer', and a 'Select' section with dropdowns for 'Timetabling Year' (2004), 'Cycle' (2004 - 5), 'Range' (2 FEB 2004 - 9 JUL 2004), 'Day' (Monday), and 'Period' (1). 'Print' and 'Cancel' buttons are at the bottom right.

The screenshot shows the 'Free Teacher Summary' report for West Coast District High School. It includes the school name, report title, day (Monday), and period (Lesson 1). A table lists free teachers for the period 08:40 - 09:40 on Monday.

Period	Free teachers							
Monday	Ms E Abbott	Ms T Alan	Mr C Best	Mr J Brigg	Mr E Dale	Mr W Davids	Mr D Drake	
	Mr T Elliot	Mr P Gabelich	Ms A Greaves	Mr A Guiseppe	Mr J Harpe	Ms T Heaven	Ms C Hollis	
	Ms K Holter	Mr L Inglis	Ms M Jamison	Mr T Jones	Mr T Jones	Mr G Kenny	Ms M King	
	Mr F Krivier	Ms T Lerner	Mrs S Maxwell	Ms J McLaren	Miss A Moore	Professor L Morris	Miss M Mouse	
1	Ms T Norton	Dr TP O'Regan	Ms T O'Reilly	Mr P Payne	Mr T Peter	Mr B Pitt	Mr T Pringle	
08:40 - 09:40	Ms M Rattigan	Mr G Reid	Dr S Richardson	Miss T Roberts	Ms T Scattini	Dr M Schmidt	Ms T Stevens	
	Ms T Swindon	Mrs E Taylor	Mr DJ Trainor	Ms T Western	Mr T Williams			

11.7 Operational and Maintenance Reports – Rooms

(Timetabling>Reports> Operational and Maintenance Reports – Rooms)

11.7.1 Room Clash Summary

- displays room clashes for given timetabling periods.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
Room Clash Summary
 Room Timetable
 Room Load
 Room Usage Summary
 Free Room Summary
 O & M Reports - Teaching Sets

Titles
 Main Title: Room Clash Summary
 Page Footer:


Select
 TT Year: 2004
 Cycle: 2004 - 5
 Time Slice: 26 JUL 2004 - 16 DEC 2004
 Day: All

Room(s)
 ART 1 Art 1
 ART 2 Art 2
 ART 3 Art 3
 COMP 1 Computing Lab 1
 COMP 2 Computing Lab 2
 FAB 1 Fabrics 1

Remove Find

Print Cancel

Room Clash Summary


West Coast District High School
Room Clash Summary
Timetabling Period: 26 JUL 2004 - 16 DEC 2004

Day	Period	Time	Teacher	Teaching Set	Subject	Room	Grid
Wednesday	Lesson 3	11:00 - 12:05	Ms M King	E631_1	A&D 12	ART 1	US2004
Wednesday	Lesson 3	11:00 - 12:05	Miss A Moore	10Art_3	Art 10		102004

11.7.2 Room Timetable

- shows timetables for selected rooms.

Reports

Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 Room Clash Summary
Room Timetable
 Room Load
 Room Usage Summary
 Free Room Summary
 O & M Reports - Teaching Sets

Titles
 Main Title: Room Timetable
 Page Footer:

Select
 TT Year: 2004
 Cycle: 2004 - 5
 Range: 2 FEB 2004 - 9 JUL 20...
 Room(s): SCI 2 Science Lab 2
 Remove Find

Print Cancel

Room Timetable

West Coast District High School

Room Timetable

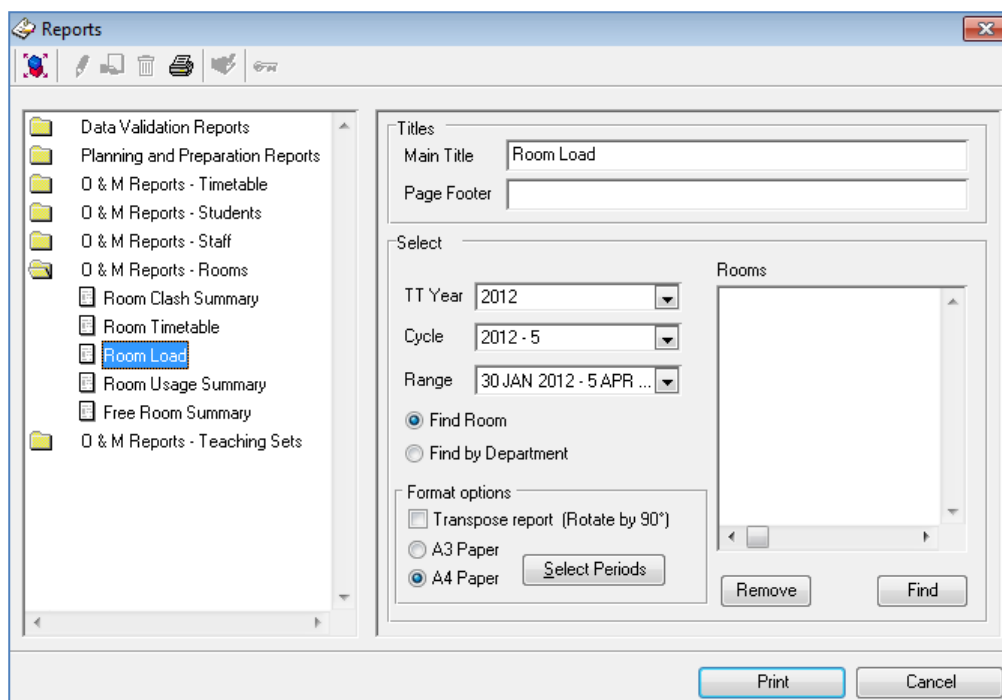
2 FEB 2004 - 9 JUL 2004

Room: SCI 2 **Type:** Science **Seating:** 32 (# = Clash, * = Multiple Staff)

	Monday	Tuesday	Wednesday	Thursday	Friday
Homeroom					
Lesson 1		D403_1 (22) Chemistry 11 Ms T Heaven 08:40-09:40		E411_1 (24) Senior Science 12 Mr J Harpe 08:40-09:40	10SCI_2 (22) Science 10 Mr J Harpe 08:40-09:40
Lesson 2	E411_1 (24) Senior Science 12 Mr J Harpe 09:40-10:40		10SCI_2 (22) Science 10 Mr J Harpe 09:40-10:40	10SCI_2 (22) Science 10 Mr J Harpe 09:40-10:40	E411_1 (24) Senior Science 12 Mr J Harpe 09:40-10:40
Recess					
Lesson 3	10SCI_1 (20) Science 10 Ms T Heaven 11:00-12:05	E411_1 (24) Senior Science 12 Mr J Harpe 11:00-12:05		10SCI_1 (20) Science 10 Ms T Heaven 11:00-12:05	D403_1 (22) Chemistry 11 Ms T Heaven 11:00-12:05
Lesson 4			D403_1 (22) Chemistry 11 Ms T Heaven 12:05-13:05		10SCI_1 (20) Science 10 Ms T Heaven 12:05-13:05
Lunch					
Lesson 5	10SCI_2 (22) Science 10 Mr J Harpe 13:45-14:50			D403_1 (22) Chemistry 11 Ms T Heaven 13:45-14:50	

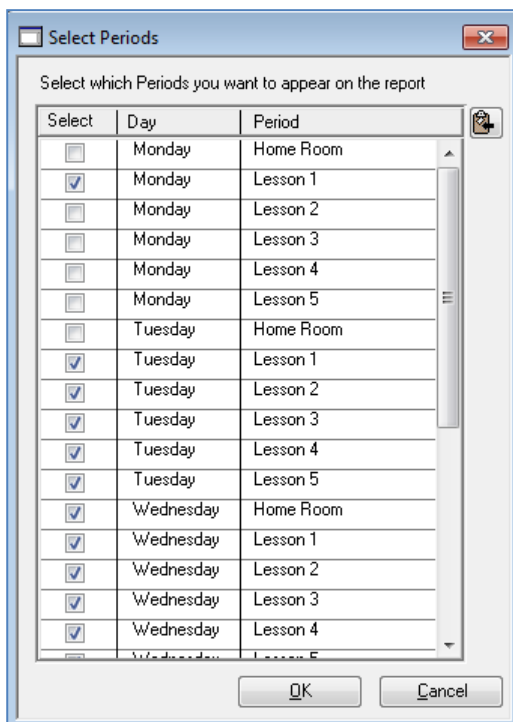
11.7.3 Room Load

This report may be printed by Department or for specified rooms. If a user selects A3 paper in the selection window, the report will print in Portrait unless there are more than 25 periods a week. If the ***Transpose report layout*** option is selected this will result in the report being printed with the rooms on the horizontal axis, and the days and periods on the vertical axis. There is also the option to ***Select Periods***.




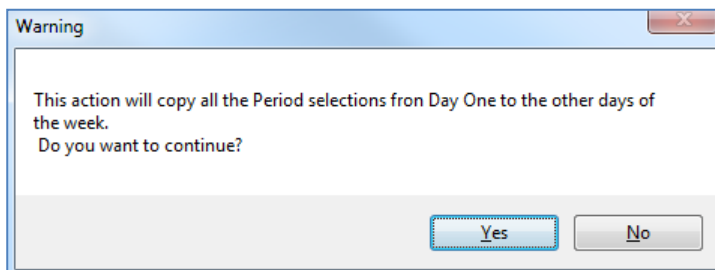
Select Periods

When **Select Periods** is clicked, the following is displayed.



Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input checked="" type="checkbox"/>	Tuesday	Lesson 2
<input checked="" type="checkbox"/>	Tuesday	Lesson 3
<input checked="" type="checkbox"/>	Tuesday	Lesson 4
<input checked="" type="checkbox"/>	Tuesday	Lesson 5
<input checked="" type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input checked="" type="checkbox"/>	Wednesday	Lesson 2
<input checked="" type="checkbox"/>	Wednesday	Lesson 3
<input checked="" type="checkbox"/>	Wednesday	Lesson 4
<input checked="" type="checkbox"/>	Wednesday	Lesson 5

Users may then select only those periods they wish to see in the report. Clicking Copy  will generate this message.

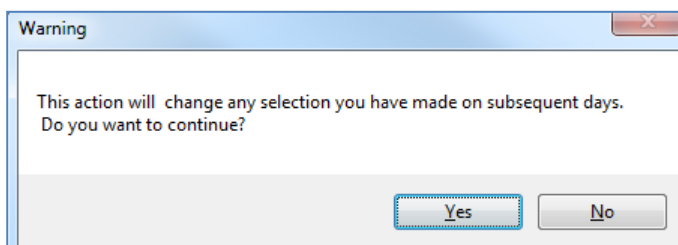


Warning

This action will copy all the Period selections from Day One to the other days of the week.
Do you want to continue?

Yes No

Clicking **Yes** will generate this message if changes have already been made to the other days in the cycle.



Warning

This action will change any selection you have made on subsequent days.
Do you want to continue?

Yes No

Clicking **Yes** again will result in the selections made for Day One being copied to the other days in the Cycle.

Select Periods

Select which Periods you want to appear on the report

Select	Day	Period
<input type="checkbox"/>	Monday	Home Room
<input checked="" type="checkbox"/>	Monday	Lesson 1
<input type="checkbox"/>	Monday	Lesson 2
<input type="checkbox"/>	Monday	Lesson 3
<input type="checkbox"/>	Monday	Lesson 4
<input type="checkbox"/>	Monday	Lesson 5
<input type="checkbox"/>	Tuesday	Home Room
<input checked="" type="checkbox"/>	Tuesday	Lesson 1
<input type="checkbox"/>	Tuesday	Lesson 2
<input type="checkbox"/>	Tuesday	Lesson 3
<input type="checkbox"/>	Tuesday	Lesson 4
<input type="checkbox"/>	Tuesday	Lesson 5
<input type="checkbox"/>	Wednesday	Home Room
<input checked="" type="checkbox"/>	Wednesday	Lesson 1
<input type="checkbox"/>	Wednesday	Lesson 2
<input type="checkbox"/>	Wednesday	Lesson 3
<input type="checkbox"/>	Wednesday	Lesson 4
<input type="checkbox"/>	Wednesday	Lesson 5

OK Cancel

Click **OK** and **Print** to view the report.

West Coast District High School Room Load

30 JAN 2012 - 5 APR 2012

Room Code	Mon 1	Tue 1	Wed 1	Thu 1	Fri 1
SCI 1	9Sci_1 HINF (23)	9S&E_3 GREA (22)	SSC1_1 JAMM (27)		10SCI_2 HENS (22)
SCI 2	SSC1_2 INGL (27)				
SCI 3		10SCI_1 HARJ (22)			SSC1_3 HARJ (27)
SCI 5				9Sci_3 HEAT (22)	
SS10				SSC1_4 HOLK (27)	
SS9	9Eng_2 CALJ (23)		SSC1_5 HOLC (26)		SS&E_4 EVEE (27)

11.7.4 Room Usage Summary

- may be printed by Department or for specified rooms.

Reports

Titles
Main Title: Room Usage Summary
Page Footer:

Select
TT Year: 2004
Cycle: 2004 - 5
Range: 2 FEB 2004 - 9 JUL 2...
Department: Science
☐ Find Room
☒ Find by Department

Print Cancel

Room Usage Summary

West Coast District High School
Room Usage Summary
2 FEB 2004 - 9 JUL 2004 Department: Science

Room	Monday	Tuesday	Wednesday	Thursday	Friday
SCI 1	..111.	.111..	..111.	.1.1.1	..111.
SCI 2	..11.1	.1.1..	..1.1.	.111.1	.1111.
SCI 3	.11.1.	.111..	..111.	.1.1.1	.1...1.
SCI 4	.1.1..	.1...11	..1.1.	..11..	...11.
SCI 5	..11..	.1.11.	..1...	.111..	..11..
SCI 6	..111.	.1...1.	...1..	.11.1.	.1...11

11.7.5 Free Room Summary

- users may select specific days and/or periods.

Reports


Data Validation Reports
 Planning and Preparation Reports
 O & M Reports - Timetable
 O & M Reports - Students
 O & M Reports - Staff
 O & M Reports - Rooms
 Room Clash Summary
 Room Timetable
 Room Load
 Room Usage Summary
Free Room Summary
 O & M Reports - Teaching Sets

Titles
 Main Title: Free Room Summary
 Page Footer:

Select
 Timetabling Year: 2004
 Cycle: 2004 - 5
 Range: 2 FEB 2004 - 9 JUL 2004
 Day: Monday
 Period: 1


Print Cancel

Free Room Summary



West Coast District High School

Free Room Summary 2 FEB 2004 - 9 JUL 2004



Day: Monday

Period: Lesson 1

Cycle: 2004 - 5

Period	Type	Free Rooms					
Monday 1 08:40 - 09:40	Art	ART 1(22)	ART 2(22)	ART 3(22)			
	Classroom	MS8(30)	MS9(30)	SS10(30)	SS2(30)	SS4(30)	
		SS6(30)	SS7(30)				
	Computing	COMP 2(22)					
	Design & Technology	WW 1(22)					
	Gymnasium	GYM1(30)	GYM2(30)	GYM3(30)	GYM4(30)	GYM5(30)	
		GYM6(30)					
	Home Economics	FAB 1(22)	FAB 2(22)	Food 1(22)	Food 2(22)	Food 3(22)	
	Library	LIB1(15)	LIB2(15)	LIB3(25)			
	Music	MUS1(22)	MUS2(22)				
Science	SCI 1(32)	SCI 2(32)	SCI 5(32)	SCI 6(32)			

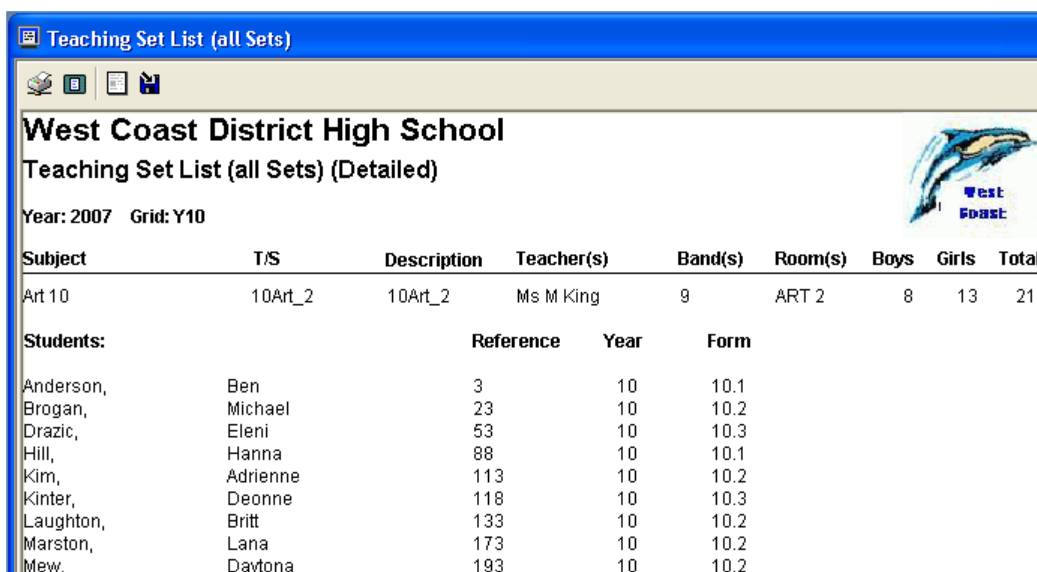
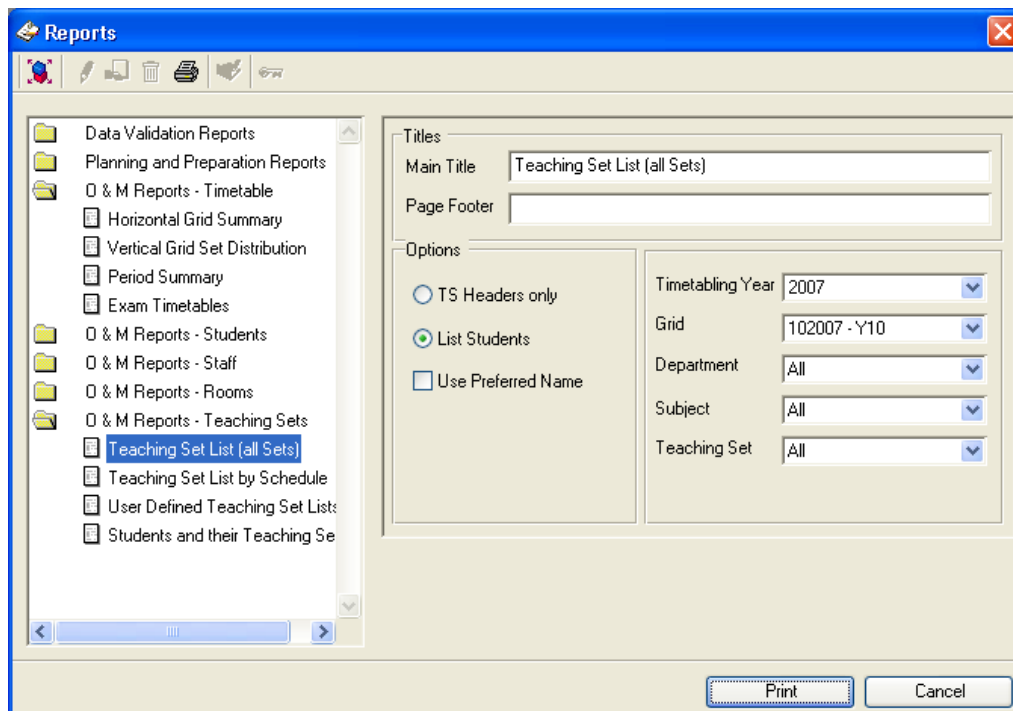
11.8 Operational and Maintenance Reports – Teaching Sets

(Timetabling>Reports> Operational and Maintenance Reports – Teaching Sets)

Note: for all these reports a checkbox ☐ Use Preferred Name provides the option to print students' preferred name rather than their first name. (This option is available for all jurisdictions but in the UK and NZ Preferred Name is referred to as Known Name)

11.8.1 Teaching Set List (All Sets)

- displays selected teaching sets with a list of member students.



Subject	T/S	Description	Teacher(s)	Band(s)	Room(s)	Boys	Girls	Total
Art 10	10Art_2	10Art_2	Ms M King	9	ART 2	8	13	21
Students:								
		Reference	Year	Form				
Anderson,	Ben	3	10	10.1				
Brogan,	Michael	23	10	10.2				
Drazic,	Eleni	53	10	10.3				
Hill,	Hanna	88	10	10.1				
Kim,	Adrienne	113	10	10.2				
Kinter,	Deonne	118	10	10.3				
Laughton,	Britt	133	10	10.2				
Marston,	Lana	173	10	10.2				
Mew,	Daytona	193	10	10.2				

Users also have the option of viewing teaching set numbers only.

Reports

☐ Data Validation Reports
☐ Planning and Preparation Reports
☐ O & M Reports - Timetable
☐ Horizontal Grid Summary
☐ Vertical Grid Set Distribution
☐ Period Summary
☐ Exam Timetables
☐ 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
 Main Title: Teaching Set List (all Sets)
 Page Footer:

Options
☒ TS Headers only
☐ List Students
☐ Use Preferred Name

Timetabling Year: 2007
 Grid: 102007 - Y10
 Department: All
 Subject: All
 Teaching Set: All


Print Cancel

Teaching Set List (all Sets)

West Coast District High School

Teaching Set List (all Sets) (Summarised)

Year: 2007 Grid: Y10



Subject	T/S	Description	Teacher(s)	Band(s)	Room(s)	Boys	Girls	Total
Art 10	10Art_2	10Art_2	Ms M King	9	ART 2	8	13	21
Art 10	10Art_3	10Art_3	Mr G Kenny	6	ART 1	5	14	19
Art 10: 2 set/s						13	27	40
English 10	10ENG_1	10ENG_1	Mr HJ Barclay	1	SS3	6	15	21
English 10	10ENG_2	10ENG_2	Mr HJ Barclay	2	SS4	8	14	22
			Mrs F Brooks		MS2			
English 10	10ENG_3	10ENG_3	Ms J Calvin	3	SS5	12	9	21
English 10: 3 set/s						26	38	64
Fabrics 10	10Fab_1	10Fab_1	Mr G Reid	10	Room not assigned	9	13	22
Fabrics 10: 1 set/s						9	13	22
Food Production 10	10Food_1	10Food_1	Mr E Dale	10	Room not assigned	8	13	21
Food Production 10	10Food_2	10Food_2	Mr G Reid	6	Food 2	6	8	14
Food Production 10	10Food_3	10Food_3	Not assigned	6	Room not assigned	6	7	13
Food Production 10: 3 set/s						20	28	48

11.8.2 Teaching Set List by Schedule

- displays selected teaching sets with a list of member students from a given schedule.

Reports

Titles

Main Title: Teaching Set List by Schedule

Page Footer:

Options

☐ TS Headers only

☒ List Students

☐ Use Preferred Name

Timetabling Year: 2007

Grid: US2007 - US

Schedule: 2007 Semester 1

Department: All

Subject: All

Teaching Set: All

Print Cancel

Teaching Set List by Schedule

West Coast District High School

Teaching Set List by Schedule (Detailed)

Year: 2007 Grid: US Schedule: 2007 Semester 1

Subject	T/S	Description	Teacher(s)	Band(s)	Room(s)	Boys	Girls	Total
Accounting and Finance...	2AACF_1	2AACF_1	Mr C Pringle	5	SS4	18	3	21
Students:		Reference	Year	Form				
Dexter,	Renee	49	11	11.3				
Fulter,	Michael	74	11	11.3				
Hogan,	Paul	89	11	11.3				
Kitchen,	Marc	119	11	11.3				
Lambert,	Damien	130	11	11.3				
Laurents,	Jason	134	11	11.3				
Lornab,	Jessica	154	11	11.3				
Maroney,	David	169	11	11.3				
McLaren,	Blake	184	11	11.3				
Miller,	Jacob	199	11	11.3				
Morton,	Christian	214	11	11.3				
Ninyett,	Mindy	229	11	11.3				
Orr,	Nigel	244	11	11.3				

Users also have the option of viewing teaching set numbers only.

West Coast District High School								
Teaching Set List by Schedule (Summarised)								
Year: 2007 Grid: US Schedule: 2007 Semester 1								
Subject	T/S	Description	Teacher(s)	Band(s)	Room(s)	Boys	Girls	Total
Accounting and Finance...	2AACF_1	2AACF_1	Mr C Pringle	5	SS4	18	3	21
Accounting and Finance 2A: 1 set/s						18	3	21
Applicable Mathematics	E504_1	E504_1	Mr D Drake	6, 12	SS7	12	9	21
Applicable Mathematics: 1 set/s						12	9	21
Art & Design 12	E631_1	E631_1	Ms M King	3, 9	ART 2	13	8	21
Art & Design 12: 1 set/s						13	8	21
Biological Sciences 2A	2ABIO_1	2ABIO_1	Ms T Heaven	5	SCI 5	7	14	21
Biological Sciences 2A: 1 set/s						7	14	21
Biology 12	E402_1	E402_1	Mr A Guiseppe	5, 11	SCI 2	11	11	22
Biology 12	E402_2	E402_2	Ms A Greaves	4, 10	SCI 1	12	8	20
Biology 12: 2 set/s						23	19	42

11.8.3 User Defined Teaching Set Lists

Users may find and print teaching sets according to Day, Period, Teacher, Department and/or Subject and Teaching Set. This report also has a **Sort** tab which allows sorting of the data by various sort fields. See section 11.1.1 for more detail on Report Sort Option functionality.

Selection by teacher

The screenshot shows the 'Reports' window with the 'User Defined Teaching Set Lists' report selected in the left-hand tree. The right-hand pane shows the report configuration. The 'Titles' section has 'Title' set to 'User Defined Teaching Set Lists'. The 'Select' tab is active, showing 'Teacher' selected with a list of teachers: SCAT Scattini, Tracey; SCHM Schmidt, Michael; SCOT Scott, Peter; SMIT Smith, Belinda; SPOM Spock, Mark. The 'Timetable' section shows 'TT Year' as 2007, 'Cycle' as 2007 - 5, 'Date Range' as 29 JAN 2007 - 6 JUL 2007, 'Day' as All, and 'Period' as All. There are checkboxes for 'Use Preferred Name' and 'Show Teaching Sets lists and Period information for all Periods selected.' at the bottom. 'Print' and 'Cancel' buttons are at the bottom right.

Selection by teaching set.

The screenshot shows the 'Reports' window with the 'User Defined Teaching Set Lists' report selected in the left-hand tree. The right-hand pane shows the report configuration. The 'Titles' section has 'Title' set to 'User Defined Teaching Set Lists'. The 'Select' tab is active, showing 'Subject/Teach Set' selected with a list of teaching sets: 10MUS - 10MUS_2; 10Mw - 10Mw_1; 10Mw - 10Mw_2; 10Math - 10Math_1; 10Math - 10Math_2. The 'Timetable' section shows 'TT Year' as 2007, 'Cycle' as 2007 - 5, 'Date Range' as 29 JAN 2007 - 6 JUL 2007, 'Day' as All, and 'Period' as All. There are checkboxes for 'Use Preferred Name' and 'Show Teaching Sets lists and Period information for all Periods selected.' at the bottom. 'Print' and 'Cancel' buttons are at the bottom right.

Users also have the option of including extra student detail on the report and checklist columns if required. Click on the **Includes** tab and select as required.

Reports

Titles
Title: User Defined Teaching Set Lists
Footer:

Select | Sort | Includes

☐ Student Reference Number

Order

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

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

Number of Columns: 6
Check Column width (cm): 1.35
Orientation: Portrait
Available space (in cm) remaining: 8.105

Print Cancel

West Coast District High School

User Defined Teaching Set Lists

Teaching Set: 10ENG_1

Teacher(s): Mr HJ Barclay

Subject: English 10
Department: English



Name	Parent/Guardian	P/G Phone						
Bloor, Rebecca	Mrs Bloor	9221 7845						
Dalton, Cara	Mr Dalton	9222 1113						
Em, Lance	Mr Tom Em	9222 3854						
Fullgrabe, Kirsten	Mrs Cathy Fullgrabe	9221 3124						
Hill, Hanna	Mr K Hill	9221 6548						
Kelley, Rohyn	Mr Shane Kelley	9221 6897						
Lackie, Bryce	Mrs Julie Lackie	9222 8754						
Lewis, Emily	Mr Neil Lewis	9222 3334						
Luck, Jem	Mrs Carrie Luck	9221 3221						
McKinney, Jack	Mrs Leonora McKinney	9221 4857						
Moir, Tegan	Mrs Apple Moir	9221 6324						
Naglazes, Mary	Mrs Naglazes	9221 7845						
Ogden, Allan	Mrs Alicia Ogden	9222 1113						
Pauley, Cameron	Mrs Storm Pauley	9222 3854						
Poole, Margrit	Mr Kyle Poole	9221 3124						
Rilton, Angie	Mr Julian Rilton	9221 6548						
Rowe, Serena	Mr Leo Rowe	9221 6897						
Seddon, Penny	Mrs Jilly Seddon	9222 8754						
Smithers, Emma	Mrs Tatania Smithers	9222 3334						
Swiderski, Corrie	Mr Jon Swiderski	9221 3221						
Wheeler, Margaret	Mr Leigh Wheeler	9221 4857						

21 Student(s) in Teaching Set 10ENG_1

11.8.4 Students and their Teaching Sets

Displays a list of teaching sets of which the selected students are members.

The screenshot shows the 'Reports' window with a tree view on the left containing various report categories. The 'Students and their Teaching Sets' report is selected. The right pane shows configuration options: 'Main Title' is 'Students and their Teaching Sets', 'Page Footer' is empty, 'Sort' is set to 'Year', and 'Form' is selected in the 'Sort Field' table. Below this, 'Select' options include 'TT Year' (2007), 'Cycle' (2007 - 5), and 'Range' (29 JAN 2007 - 6 JUL ...). There is a 'Use Preferred Name' checkbox and a 'Query' dropdown set to 'Selected Subset 3 ...'. 'Print' and 'Cancel' buttons are at the bottom.

Sort Field	Total	Page
1 Form		

The screenshot shows the report output for 'West Coast District High School'. It includes the school name, 'Students and their Teaching Sets', the year '2007', and the range '29 JAN 2007 - 6 JUL 2007'. The form is '11.1'. A table lists students and their teaching sets.

Name	Code	Subject	Teaching Set
Andrews, Apple	11HR	Home Room 11	11HR_1
	1ACSC	Computer Science 1A	1ACSC_1
	1AENG	English 1A	1AENG_1
	2ADESG	Design 2A	2DESG_1
	D291	Food Technology 11	D291_1
	D510	Mathematics In Practice	D510_1
	D962	Structured Workplace Learning 11	D962_1

CIVICA

Timetabling Manual

Glossary

12

12 Glossary

Auto-Schedule	The auto-scheduler creates grids and can take into account a wide range of constraints and fixed elements.
Band	Similar to gridlines and consist of band records.
Band Record	Represent a single occurrence of that combination of teaching sets on the timetable.
Browse Set	A browse set is a group of staff, students etc. that have been selected using the Find tool. A red circle in the top left hand corner of the window indicates a browse set.
Campus - Physical	Physically separate locations of school buildings that may employ the same or different timetabling cycles.
Campus - Logical	Logical groups within the school that may employ the same or different timetabling cycles.
Cohort	A cohort is a group of students who will be timetabled within a grid.
Constraints – Linked Sets	Linked teaching sets must have the same membership of students and must be populated by the user.
Constraints - Keep Apart Sets	Keep Apart teaching sets are those that must not be located on the same grid band.
Constraints - Keep Together Sets	Keep Together teaching sets are that must be located on the same grid band.
Dedicated Staff and/or Rooms	A dedicated staff member or room is one that has been linked exclusively to a single grid. Therefore, the staff member or room may not be used by any other grid.
Frequency of Subject	Frequency of class indicates how many times a teaching set in that subject will meet during the cycle.
Full Time Equivalency (FTE)	The proportion of full time status that the staff member is employed.
Net FTE	FTE available to timetable after consideration of non-teaching activities.
Gender Mix	Gender mix indicates the required mix of males and females for the class.
Grid	A container for the subjects, student preferences and teaching set allocation to bands and band records for a cohort of students.
Inter-Grid Linkage	Links band records from different grids into common time slots.
Minimum And Maximum Class Sizes	Minimum class size indicates how many students need to be in the class to make it viable and maximum indicates the number cut off point for the class
Modelling	Grid manipulation is referred to as grid modelling and is be used to construct a grid manually or to manipulate the output of the auto-scheduler.
Non-teaching Activities	Non-teaching activities refer to teachers' duties other than teaching.
Period Structure	Period structure is the number of periods in a cycle and the timing of such periods.
Period type	Period types are used to define teaching and non-teaching periods.

Preferences	Student preferences (allocation of subjects) may be allocated individually or in bulk, selected from groups or promoted from last year.
Primary preferences	Primary preferences are ranked in order of importance to the student,
Reserve preferences	Reserve preferences are those subjects nominated by the student in case any primary electives are disallowed. These are also ranked in order of importance to the student.
Required subjects	Required preferences are those subjects that the student must study and have a rank of 1.
Schedule	Is a defined period of operation for a part of the timetable. Bands are assigned to one or more schedules to define the total activities that will occur for that period.
Student Fit	Student Fit is the act of moving students amongst teaching sets to create a timetable that satisfies the highest possible number of student preferences.
Subject Groups	A subject group is a group of subjects that may be allocated to students making bulk allocation of preferences easier.
Subject Load table	A subject load table will give information about all subjects linked to a grid.
Staff preferred subjects	Staff preferred subjects are those the teacher is available to teach based on qualifications, experience or preference.
Subject Preferred room	A subject preferred room links subjects to rooms. For example, science may be linked to a science lab.
Teaching sets	A teaching set is a class of students studying a particular subject. A subject may have a number of teaching sets attached to it.
Time Slot mapping	Time slot mapping is the act of mapping band records to the period structure.
Timetable	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.
Timetable- cycle	A timetable cycle includes the timetable year (school year), timetable periods (terms, semesters or learning periods), a definition of the number of days over which the timetable is to run and the associated period structure to be used within the school.
Timetable - period	A default timetabling period will be created automatically which spans the whole timetabling year. Other timetable periods such as terms, semesters, learning blocks may be created.
Timetable - year	A default timetabling year will be created to match the school year. The start and end dates for the timetabling year may differ from the school year but must match the Lesson Attendance year exactly,

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14 Support

14.1 WA

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

Contact details below:

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.

Fax (CSC)

9264 4701

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

Email (CSC)

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

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

14.2 NT

Should you require support please contact the following:

DEET SAMS Support

Email sams.deet@nt.gov.au

Or Call DEET Hotline 8999 3531

Or Fax SAMS/DEET 89995611

Or Web Site <http://www.latis.net.au/sams/>