

New Features in *Options* 2019

Extra (2nd) Reserve Choice

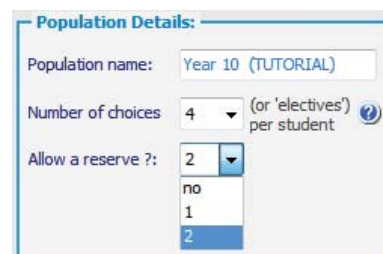
In most cases a 2nd Reserve Choice (or even a 1st Reserve Choice) will not be necessary. But sometimes (for example, if you are facing really severe cut-backs, with fewer groups than ideal) a 2nd Reserve may be necessary to get a solution.

[There will be an article in the KnowledgeBase soon about how to do this, to save money.]

You can now store a Second Reserve Choice for each student, if you wish, as follows:

Storing a 2nd reserve choice:

- On the Populations Screen, choose '2' from the 'Allow a Reserve?' drop-down list:
- You will then be able to enter a 'Reserve-2' choice for each student on the Students & Choices Screen → Choices, like this:



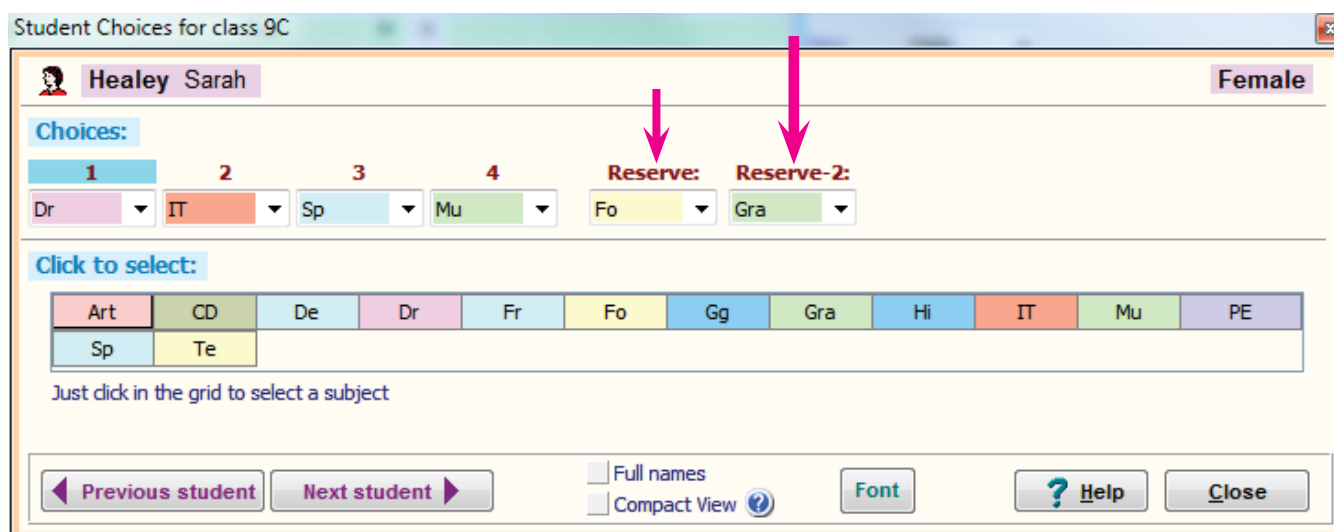
Population Details:

Population name: Year 10 (TUTORIAL)

Number of choices: 4 (or 'electives' per student)

Allow a reserve ?:

- no
- 1
- 2



Student Choices for class 9C

Healey Sarah Female

Choices:

1 2 3 4 Reserve: Reserve-2:

Dr IT Sp Mu Fo Gra

Click to select:

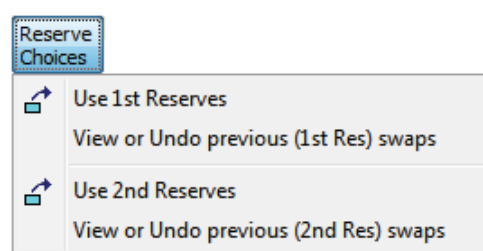
Art	CD	De	Dr	Fr	Fo	Gg	Gra	Hi	IT	Mu	PE
Sp	Te										

Just click in the grid to select a subject

Previous student Next student Full names Compact View Font ? Help Close

Using a 2nd reserve choice:

This is similar to the 1st Reserve Choice. Go to the Current Pattern Screen, and click on Reserve Choices → Use 2nd Reserves:



Reserve Choices

- Use 1st Reserves
- View or Undo previous (1st Res) swaps
- Use 2nd Reserves
- View or Undo previous (2nd Res) swaps

Note 1: At the time of writing, the free on-line TOOLS system only allows / collects one Reserve Choice.

Note 2: It may be useful to store 1st (and 2nd) Reserve Choices just so you know them & can discuss with the Student on the 'Review & Counsel' screen.

You don't necessarily need to ask **Options** to use these reserves.

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Ordering

You can order this Update, by using the Order Form at:

www.timetabler.com/PDFs/Options2019-UpgradeOrderForm.pdf

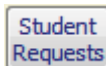
As always the Upgrade is seamless with your current version, so you don't lose any data and can just continue seamlessly in the new version after you install it.

Student Friendships & Disruptive Relationships

To help with friendships, and perhaps with bullying, you can now say that two students would like to be (or should not be) in the same Group. (ie. you can try to link together, or try to separate, students.)

Used carefully, this can make a big difference to classroom atmosphere.

To do this, go to: Current Pattern \Rightarrow Student Requests (or go to Pattern Design \Rightarrow Student Requests).



To add a Request, click on New, then complete the details of your request:

The following requests are available:

Request:	Meaning:
Same Group (for student A)	Student A would like student B to be in the same Group. <i>For example</i> , If 'A' is taking 'Geog' and 'B' is also taking 'Geog', then it is important to student A that they are in the same Group.
Same Group (for student B)	Same as above, but now it's important for B.
Same Group (mutual)	Same as above, but a mutual need.
Different Groups	Students A & B should be kept apart, if that is possible (eg. if there are 2 or more 'Geog' groups). You do not want A and B to be in the same group, for any subject. Eg. because they can be a bad influence on each other / disruptive.

The first three are very similar and the difference is only for the benefit of the **Options** User, eg. a Counsellor using the Student Inspector Screen when reviewing any problems.

Click on 'Check & Report' – and you will be shown (for example):

	A	B	C	D	E	F
1	Check Student Requests for Laura Norder High School					
2	10/11/2018	The following Requests required checking:				
3						
4	No	Student 'A'	Student 'B'	Request	Notes	Success?
6	1	Kirsty Moss	Melanie Owen	Same Group (mutual)	Art: A and B are both in Group A-2	Yes
7	2	Kirsty Moss	Melanie Owen	Same Group (mutual)	Fr: A and B are both in Group B-5	Yes
8	3	Daniel Johnson	Paul Hurst	Different Groups	Gg: A and B are both in Group D-4	No: review
9	4	Daniel Johnson	Paul Hurst	Different Groups	Art: A and B are both in Group A-2	No: review
10						
11	Total Choices checked: 32					
12	Requests checked: 4					
13	Possible problems: 2					

This shows that Kirsty Moss and Melanie Owen are in the same groups for Art and for French, as requested. But Daniel Johnson and Paul Hurst (who evidently don't work well together) are both in the same groups for Geography & Art. To change these assignments you can try using either the **Shuffle Screen** or the **Student Inspector Screen**. In this example, because there are 2 Art groups and 2 Geography groups, paired-up in the same 2 columns, a simple swap solved both problems, like this:

8	3	Daniel Johnson	Paul Hurst	Different Groups	Gg: A is in Group A-3 and B is in D-4	Yes
9	4	Daniel Johnson	Paul Hurst	Different Groups	Art: A is in Group D-2 and B is in A-2	Yes

Sex/Gender

There are 2 changes for the sex / gender of a student:

- Student Sex: There is now an extra choice: 'Other', for students who do not wish to be identified as either Male or Female. You can just select this in the usual way on the Students & Choices Screen.
- Student Sex colour. You now have some choice over the colours used to denote male / female / other, if you wish. Go to Customize \Rightarrow Female colour or Male colour.

Note: in any boy/girl breakdown (eg. optionally, on the Clash Table) an 'Other' student will not be counted in the totals for boy or girl.

Graphs & Charts

Some of the data entered into **Options** or produced by **Options** can now be displayed graphically, for example:

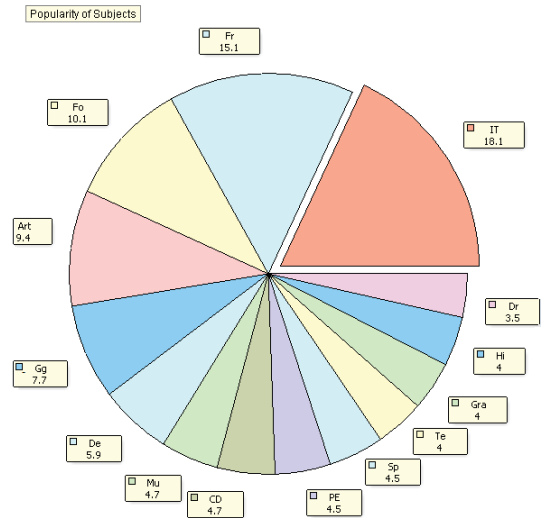
They are now available for:

Students' Subject Choices:

- Subject Popularity: most popular Subjects by choice
- Faculty Popularity: most popular Subjects by faculty
- Combinations Chart: most popular combinations of two Subjects

For the Pattern produced:

- Satisfaction Chart: how many students have 4 Choices satisfied, how many have 3, etc
- Groups Chart: how many Groups of each subject are in the Pattern
- Group Sizes Chart: Size (number of students) of each group in the Pattern.

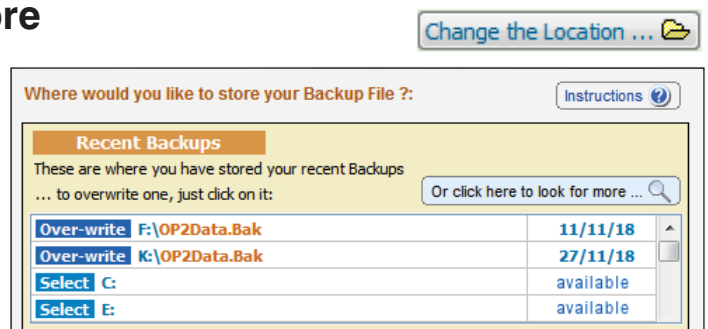


They can be accessed from the Clash Table Screen and the Current Pattern Screen.

Improvements to Backup & Restore

If you move your data between computers at home and at school, and/or have more than one computer at school ... then you may want to see more than simply the last location you backed-up to (or restored from).

Now, if you click on [Change the Location](#) (on either the 'OPT-Backup' or 'OPT-Restore' screen), then you are shown more options than before:



There's a similar screen for 'OPT-Restore'.

Exporting & Importing Populations

Sometimes two different people enter two different populations into 2 copies of **Options**, but then want to have them all in one copy of **Options**. This new feature allows for that.

- Export: a population can now be exported from **Options**;
To export, go to Populations **Transfer** **Export** and follow the instructions.
A file called 'Population.Bak' is created and stored where you choose (eg. on a USB stick).
- Import: having exported (as above) on one computer (or copy of **Options**), you can then import that file into a different computer or a different copy of **Options** on the same computer.
To import, go to "Populations **Transfer** **Import**" and follow the instructions.


Note: the export-import transfers the basic data (Subjects, Students & their Choices) and also any Rules and any Patterns.

One possible use is to allow 2 people to enter / collect their basic data separately, before bringing them together into one copy of **Options** to do the actual work of creating the patterns.

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Checking Students' Levels

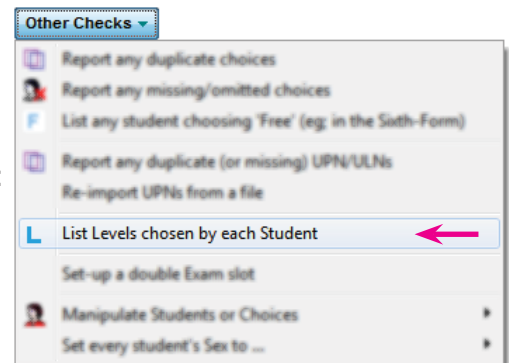
For example, you might be running the IB Diploma Programme and want to check that each student has chosen the correct number of subjects at 'HL' (higher level) and at 'SL' (standard level). The total of 6 subjects (+core) is usually 3 'SL' subjects + 3 'HL' subjects, or it may be 2 'SL' + 4 'HL'.

If you have 'Levels' turned on (on the Subjects Screen):  you can now run a report to see what Levels each student has chosen.

To do this, go to:
Students & Choices Screen  Other Checks  List Levels
chosen by each Student:



It creates an Excel file for you, so you can check:


	A	B	C	D	E	F	G	H
1	Student Level Choices for Laura Norder High School							
2	16/11/2018							
3								
4	The following Levels have been chosen by each Student:							
5								
6	Student	Class	Choices made	No level	SL	HL		
7	Farzana Afzal	12A	6	0	3	3		
8	Wasif Ali	12A	6	0	3	3		
9	Sameena Sabir	12A	6	0	2	4		
10	Roheen Shepherd	12A	6	0	3	3		



This shows results for a school with IB Levels (at SL and HL), but it can also be used for Levels in S3456 in Scotland.

Email your Subject Lists to Heads of Subject:

You can already email 'Group Lists' to your HoDs (via Print  Group Lists  For Subject Heads), but now you can also (at an earlier stage) email 'Students who have chosen your Subject', so that HoDs & Heads-of-Subject can easily review who has chosen their Subject. (You may want ask their views on suitability.)

To do this, go to Print  Students by Subject then click 'Email' (at the foot of the screen). The setting-up of HoD email addresses, your email details, etc ... are all done in same way as for the existing 'Email Group Lists' feature (see the HelpScreen if necessary). You can also create Excel files, printouts, etc from this screen, if you wish.

Exporting the final Options data into your MIS

This is a big time-saver. The existing export-imports to MIS (SIMS, iSAMS, Bromcom, Progresso) are listed at: <http://www.timetabler.com/export/Exporting-From-Options/>

We are working on an export-import from **Options** to WCBS/PASS, and looking to agree an export-import for RM Integris. These will be added to that web-page when they are ready.

Other news

- The free **Gold-Start** Support for New purchasers continues, and in addition New timetablers in existing schools can now purchase this enhanced support, or the new **Gold-Start PLUS**. Details at: www.timetabler.com/gold-start and on the Upgrade Order Form.
- If you have your own ideas for the WishList, please send them to us.
- The HelpScreens have been updated, and some HelpMovies have been updated.