

# New Features in *TimeTabler 2016*

## Planning how to allocate your staff

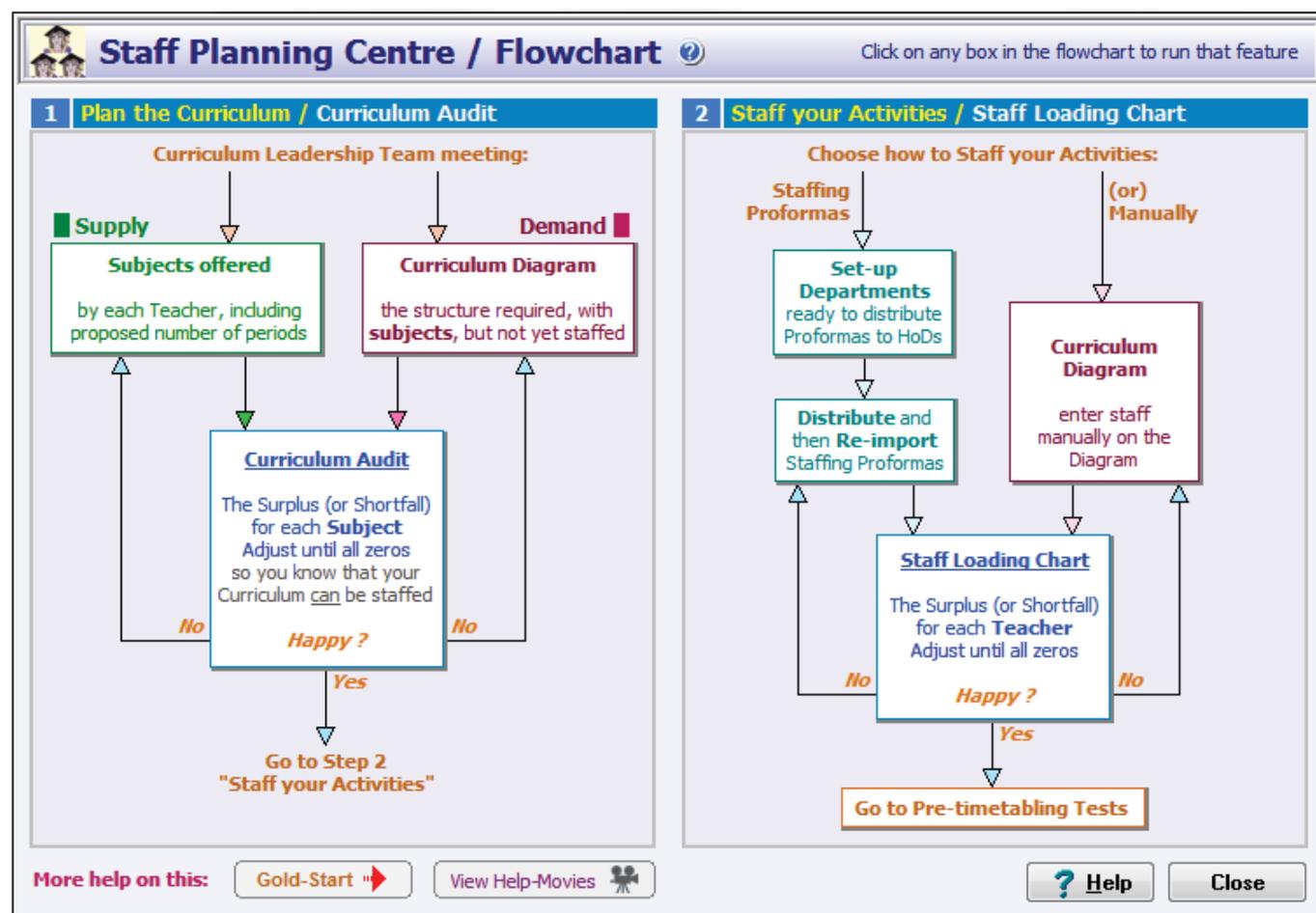
One of the key tasks before you can start to schedule the timetable is to balance:

- the **Supply** of teaching periods provided by your colleagues, with
- the **Demand** of the teaching groups on the intended curriculum, that need to be staffed.

As well as balancing the overall Supply & Demand you need to achieve a result which:

- gives your colleagues reasonable Teaching Loads, and
- ensures that all the groups are staffed by teachers with appropriate expertise.

To help with this essential task we have introduced a new **Staff Planning Centre**:



You can follow the FlowChart step-by-step. Clicking on a box takes you directly to that screen. Each of those screens has been improved, with new features to help you.

The FlowChart is in 2 parts:

### 1. Left-hand side : Supply & Demand

This lets you adjust the **Supply** of Teaching Periods, on the **Subjects Offered by each Teacher Screen**. This screen has been improved, with more features. So you can now say (for example) that Mr Smith can offer 12 periods of Physics, 4 periods of Science, 2 periods of Games, and one of PSHE.

You can also adjust the **Demand** by clicking on the box to go to the **Curriculum Diagram Screen** where, if necessary, you can alter the number of Sets / TeachingGroups.

You can loop round this route until the **Curriculum Audit Screen** shows they are all correctly balanced.

### 2. Right-hand side : Allocating staff to groups

By clicking on the boxes you can either set up the **Staffing Proformas** to send to Heads of Subjects (to staff the groups automatically) or you can enter/edit the staffing of the groups manually.

The resulting totals and the balance of periods for each subject for each teacher can be checked on the new **Staff Loading Chart Screen**. Then you can move on to the Pre-timetabling Tests.

## Other new features

- We have introduced the new **Gold-Start** Enhanced Support for New Users. Details at: <http://www.timetabler.com/gold-start.html>

- The Curriculum Diagram Screen has been improved in several ways, including ways to give more compact displays. The Customize Menu on that screen gives you immediate access to 11 display formats:

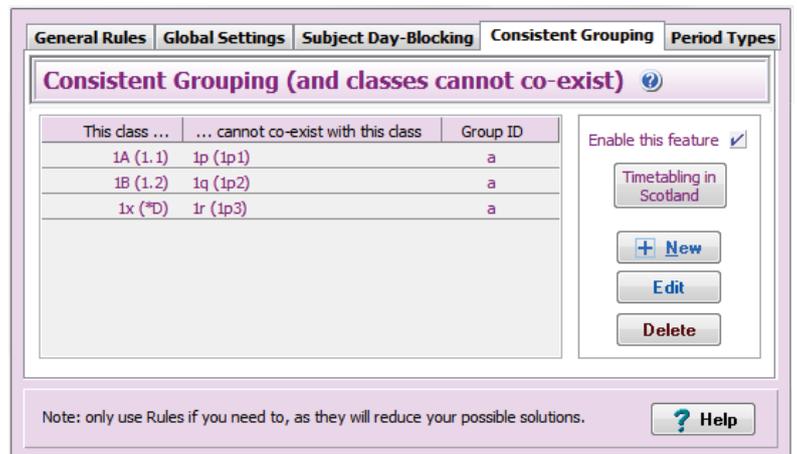
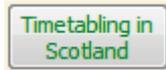


- The import of Basic Data (from an MIS) has been improved.
- The List of Schedules Screen now has further details added to it.
- The number of teachers in any team has been increased to 120 to allow for very large columns across S456 in Scotland, as well as whole-school registration groups.
- The new Consistent Grouping Screen is useful for Scottish Users when scheduling S1 and S2.



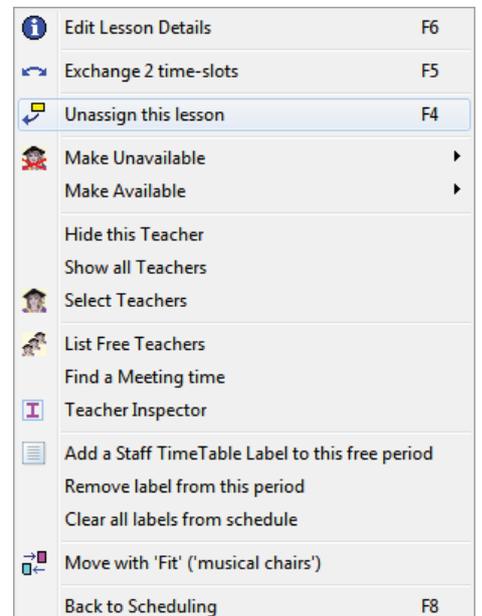
See the S1/S2 documentation in the KnowledgeBase in the Support Centre.

You can also get the documentation via this button on the School Structure Screen:



- More useful items have been added to some of the right-click Menus. *For example*, this menu on the Staff Timetable Screen:

There are so many valuable and useful items on these menus that they are worth exploring before you start scheduling. They may save you a lot of time.



- The HelpScreens have been updated, and the HelpMovies are being updated.

If you have your own ideas for the WishList, please send them to us.

Please remember : **before** starting your next New timetable, look **first** at the HelpMovie entitled :



8.	<a href="#">Tidying-up last year's data, ready to do a New timetable</a> (How to re-use your data efficiently. Promote, Clone, & Rename batches.)	14 min	15MB
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