New Features in *TimeTabler 2020*

This year many of the new features are connected with the scheduling of **Part-time** staff.
This is because we were specially selected as Timetabling software to be included in the current
DfE / Nesta investigation into the challenges posed by the increasing numbers of Part-timers in schools.
This 18-month Project is funded by the DfE (Department for Education in England), for supply cover.

24 schools are included in the Project at present, and more state-funded schools in England can now
apply to join (get more details from Keith or Chris Johnson at support@timetabler.com). You can be
involved in the development of ways to help schools be more confident when scheduling Part-timers.

It is highly likely that your school will employ even more Part-timers in the coming years,
• partly because of changing expectations about the ideal work/life balance, and
• partly because of the shortage of teachers, for almost all subjects,
and so your work as the Timetabler will be affected.
These new features in *TimeTabler* will help you to tackle this problem with more confidence.

To get the best out of the new features below, see the article in the KnowledgeBase:　Part-timers　Search

On the Staff Availability Screen:

1. Label your Part-timers (at the right-hand side) From then on they are marked with a colon, like **:JM**

2. Tick: ✔ PTs at top (bottom of the screen) to collect the Part-timers together, for easier comparison:

3. Select: Period Totals: Unavailable Staff ▼ to see a summary of which Days/Periods are affected:

The 1st row ('Fixed') shows the totals for X Fixed Unavailability items (only).

The 2nd row shows the 'Total', including A, P, F, d, etc ...of course these *may* move to another period.

Even in this simple example of 5 Part-timers you can see that Mondays and Fridays are the worst days.
You should use these rows to check that no period is too badly affected; and adjust if necessary!
Some schools have 40+ Part-timers, and this screen in extremely useful for advising your Headteacher
before they agree any new employment contract with a Part-timer.

4. And at the bottom of the
screen you can choose:　Part-timers >　📋 Part-timer Availability (as planned)　📊 Part-timers Timetable (as on the Schedule)　These give you printout summaries of the Part-timer situation,
(i) as shown above, and
(ii) as on the current timetable.

On the Curriculum Diagram Screen:

You can now easily check the activities affected by Part-timers.

Look at: Curriculum Diagram Screen ➡ **PT ▾** ➡
there are 4 possibilities:

> 👥 Highlight Part-timers
> ✖ Off (no highlighting)
>
> 👥 Teacher Team (Un)Availability (this activity only)
> 👥 Teacher Team (Un)Availability (include related activities)

(These items are also shown on the right-click menu.)

If you select the 1st item, then you can easily see your Part-timers:

In this example, the English, French, Maths, Geog, etc are staffed by Full-time teachers (pale green), but Games has one Part-timer (orange) (**:AS**) and the first Tec block has 2 Part-timers (pink) (**:HB** and **:BI**).

On this screen you can view each Form / Registration/Tutor Group in turn,

- to check that no Form is too badly affected by a disproportionate number of Part-timers,
  For example, 8B students are taught by more Part-timers. Will this have an impact on their learning?
  and

- to search for any problems caused by Part-timer restrictions.
  For example, the 1st Tec block (shown in red) cannot be scheduled unless both **:HB** and **:BI** are in school *together* for at least a D period.

  To see this more clearly, highlight the 1st Tec block, right-click, and from the menu select:

  👥 Teacher Team (Un)Availability (this activity only) so that you see:

  It shows you the times when this activity cannot be placed:

  If a block is split into 2 or more components, as shown for the Tec Block B in the Curriculum Diagram above, then select 👥 Teacher Team (Un)Availability (include related activities) and you are shown the *overall* Unavailability for *all* the components:

  Components are 'related' by having the same Block Label (B in this example), or the same Container ID, or the same DayBlock Code.
  This feature is particularly useful for Container Blocks in the Sixth Form (Years 12-13).

  Of course *TimeTabler* will take account of all this while you are scheduling, but a key question to ask before you start scheduling is: "Does my staffing (and curriculum) appear to have enough flexibility?"

Also, while on this Curriculum Diagram Screen, you can use: **Checks ▾** ➡
to highlight specific teachers, to find their activities quickly.

> 👹 Highlight any Unstaffed Activities
> ▦ Highlight (Un)Scheduled Activities
> 👥 Highlight Part-timers
> 👤 Highlight specific Staff
> ✖ ... Off (no highlighting)
>
> 📊 List Fixed Points for checking
> 📋 Check Curriculum for problems

See also page 4 for the new Staff Panel feature on this Curriculum Diagram Screen.

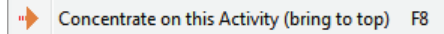## On the Visual Builder Screen:

Filter
You can now Filter to focus on Part-timers:
and it will list only those activities with at
least one Part-timer (ie. marked as 'PT' as on p 1).
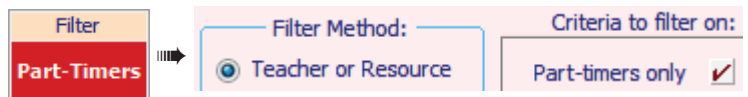
Concentrate
And if you want to concentrate on a particular activity (say, one with potentially difficult part-timers)
and assign its lessons first, before looking at any other activity … then highlight the activity in the list of
'Lessons to be placed', and either right-click and choose: | ⇨ Concentrate on this Activity (bring to top) F8 |
Or, press the F8 key.
The activity will jump to the top of the list, and will stay there, allowing you to place all its lessons one
after the other.

Drag-&-Drop moves
You can drag any lesson from its existing period to a new period. This can be either a currently-empty
period or one containing a lesson.
In each case the **FIT** Screen will open, to show you the effects of moving the lesson to its new time-slot.
The first solution is selected (in yellow) for you, so to use it you just need to click Assign:

Alternatively if more than one solution is shown, you can select the one you want.
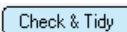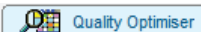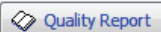As usual, the green/blue/red colour-coding shows you the Quality of each solution,
and the time-line shows you any previously-placed lessons, so you can decide.

You can do this drag-&-drop on:
* the Class Timetable Screen, and   * the Staff Timetable Screen,
* the Visual Builder Screen, in both the 'Classes for this lesson' area and in the 'Teachers' area.
If you move a lesson for a teacher who is part of a teacher-team (eg. Options Block, or Maths sets) then
of course the whole lesson/team/block will be moved too.

Optimiser Screen   At: [Check & Tidy] ⇨ [Quality Optimiser] ⇨ [Quality Report]   or at: [Timetable Checks / Quality Optimiser]
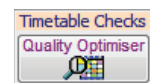
On the 'Customize' page, you can now choose the
sensitivity of the "Class has an uneven spread for this
Subject" report. If you are getting too many warnings
for spreads that in fact you find acceptable (or
unavoidable), then you can decrease the sensitivity;
only the more important cases will then be reported.

The 'Mainly in PM' report now also lists subjects which
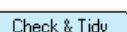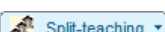are mainly in periods 1 or 2 (and may cause some teenagers to under-perform in this subject).

On the same page, you can decide how important **Split-teaching** is in your school:
* Click on 'Importance by Year' and give a value to each Year (0-6), for how
  serious (important to avoid) Split-teaching is for the students in that year.
  (Very serious/avoid: 6 … quite serious: 3 … not a problem: 0).
* Click on 'Importance by Subject' and colour each Subject by how important
  it is to try to avoid Split-teaching for that Subject.
  (Red=very important, orange=best avoided, green=doesn't matter).
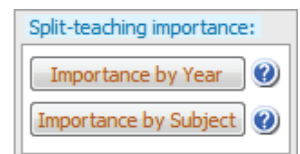
To concentrate on the most important items, tick 'Order by importance'.

Split-teaching   At: [Check & Tidy] ⇨ [Split-teaching ▾] ⇨ [Detailed split-teaching review]   there are 2 useful reports:
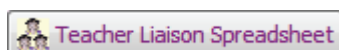
[Teacher Liaison Spreadsheet] shows you, for each teacher in turn, with whom s/he will need to liaise, for
consistent teaching, and for writing Reports etc.
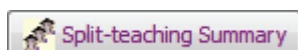
[Split-teaching Summary] shows how Split-teaching may affect each individual teacher; for each pairing
(or triple) of liaising teachers, which groups those pairings need to liaise about.

Staff Panel on the Curriculum Diagram Screen

A new tick-box on this screen displays a **Staff Panel**:
with information about the total use of Staff (in the current
SuperBatch, so make sure you choose the correct one).

KJo 18/**20** would mean that teacher KJo has been allocated
18 lessons (in the current SuperBatch) out of her maximum
workload of 20 (set by you on the Staff Availability Screen).

A green highlight like **JWi 14**/**15** means you can use them more.
A red highlight like **RPa 24**/**22** means they are already overused.

⊙ Difference shows you the difference, like: **JWi -1** and **RPa 2**

Focus on: allows you to focus on a specific Subject, so
(i) teachers of that Subject are highlighted in the Panel, and
(ii) on the Curriculum Diagram only that Subject is coloured.

☑ Staff Panel		

Staff Panel

Focus on: none

☐ Main subject ☐ 2nd subject

Show: ⊙ Workload ◯ Difference

JHa 17/17	JM 18/18	FHi 18/18
JV 20/20	VH 17/17	AHa 15/15
JWi **14**/15	GWd **21**/22	GNe 16/16
RR 22/22	JC 18/18	DKe **18**/20
GM 22/22	SW 22/22	RH **17**/18
TO 20/20	GR 19/19	EBr 15/15
RPa **24**/22	RC 21/21	GWa 18/18
PW **21**/22	JD 20/20	HK 21/21
MC 20/20	JSi 19/19	MG 20/20

Features added late into *TimeTabler 2019*

and which you may not have seen:

- FIT: now shows an already-assigned double-lesson for this activity as 'oo'.

- Displaying rooms on timetable printouts: As well as 'R' (for printing out: 'Room 17')
  and 'r' (for printing just: '17'), you can now enter 'm' (for printing: 'Rm 17').

  > r (room no. only)
  > R (room in full)
  > m (room as 'Rm')

- Warning 'beeps': you can now choose whether you wish to receive all warning beeps, or just the
  most urgent/important, or turn-off all beeping.
  Go to 'Customize ➡ Timetabling Rules ➡ Global Settings' and choose from the drop-down list.

- The **Part-timers Overview Screen**,

  at Check & Validate ➡ 🗎 Part-timers

  gives you a quick way to access
  many of the Part-timer features:

  It includes a Part-timers Interaction Report,
  which gives you a printed Report like this:

  ```
  8AB     1   20   2    60%   D   HI :BI AFr
          ....XX ....XX ....XX ....XX ....XX
  ```

  where the 'Flex' value (60% in this case) is
  explained in the Report.

  This is useful for judging the scheduling-difficulty
  of an activity with a Part-timer.

Overview & Effect of Part-time Staff

Setting-up Part-timers
Staff Availability
You can mark your Part-timers on the Staff Availability screen.
Number of Part-timers: **7**

Highlight Part-timers on Curriculum Diagram
Curriculum Diagram
Visit the Curriculum Diagram, and choose 'Checks -> Highlight Part-timers'.
Activities containing one (or two or more) Part-timers will be highlighted in yellow (or red).

Effect & Interaction of Part-timers
Interaction Report
The 'Part-timers Interaction' report looks for activities that require one or more Part-timers, and reports on where their time off may cause a scheduling problem.

Other Checks & Tests:
You can also go to any of the follow checks & tests, click 'Select Staff' and then click 'Part-timers'. The Test will then be run only on your Part-time staff:
Statistics, Combing Chart, Audit & Staff Loading Chart.

- The Room Sweep Screen has been improved with a warning if you have any double-booked rooms.
  The Room Timetable Screen has been improved for those Special Schools
  that use 'The Dickens Method'.   🗎🗎 Rooming Overview
  Longer room names: you can now choose to use 12-character Room names on some screens &
  printouts (as well as 5-character unique codes). See the KnowledgeBase article.

- Exports to SIMS and some other MIS have been improved.
  And the maximum length of a TGN has been increased to 30 characters.

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

Please remember : **before** starting your next New timetable,
look **first** at the HelpMovie entitled :   View Help-Movies 🎥

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