

TimeTabler

Tutorial



Keith Johnson's *TimeTabler 4 for Windows* is an extremely popular and proven computer program which schedules your timetable for you.

This Tutorial Booklet allows you to evaluate the usefulness of *TimeTabler* for your school or college.

It allows you to 'drive' through *TimeTabler* at your own pace, so that you can assess its many features, without any time-limit or any obligation to buy.

As well as this booklet you should have a copy of the free *Tutorial-Demo* program, (you can download it from the web-site at www.timetabler.com or get it from us on CD) or a full working version of *TimeTabler*. The web-site has more details.

There are similar free Tutorials for the *Options* program and for *StaffCover*.

If at any stage you have any queries, please contact the **HelpLine Support** as shown on the back cover, or email us at : support@timetabler.com

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Some unsolicited comments about **TimeTabler**:

"A very powerful and useful set of programs" - Timetabler in Lancashire

"Easy to use extremely valuable produced a better timetable" - Sussex

"Thank you for the timetable program. It is brilliant!! Worth every penny. It has made what seemed impossible to me - possible. And given me a summer holiday free of timetable problems." - Merseyside

". . . your excellent timetabling programs" - Northern Ireland

". . . . it halved the time to prepare our timetable" - London

". . . . great respect for a marvellous piece of programming" - Scotland

"I would not wish to revert to the manual method an excellent investment" - Yorkshire

"Excellent . . . I was able to finish my timetable in just four days" - Lancashire

"Many thanks . . . The email support you have offered has been great" - NSW, Australia

"Thank you for giving me back my summer holidays!" - Suffolk

"Thanks for a super program" - Scotland

*"Options is as terrific as **TimeTabler** . . . user-friendly, fast, efficient, saved me hours" - Lancashire*

"Like your book on Timetabling, we have found it invaluable in our school" - Eire

*"The **FIT** function is a life saver." - Merseyside*

"It is a brilliant and flexible program for any size school, with an excellent HelpLine. Designed by a teacher!" - Sussex

". . . . it worked beautifully" - Somerset

*"We've a very complicated K-12 timetable. The flexibility and friendliness of **TimeTabler** allows the construction of our timetable in a fraction of the time it would take using other methods" - Australia*

*"**StaffCover** is of the same excellent quality as **TimeTabler**" - Wales*

". . . very grateful to you for all your help" - Surrey

"This program is really excellent. Thanks again -- your after-sales service cannot be faulted" - USA

". . . delighted with the program . . . particularly pleased with the support and assistance of your HelpLine service . . . I congratulate you on your program and your willingness to ensure its success after sales" - Tyneside

"Many thanks . . . we are delighted . . . you are saving us hours" - Shropshire

*". . . a big thank you for all your work. I have no doubt that countless students and teachers over the past 14 years here have benefitted from a quality timetable because of **TimeTabler**" - Sheffield*

"I am most impressed with your program" - Southern Africa

*"**Brilliant program !** Its power far exceeds any other timetabling software I've tried" - Wales*

". . . a godsend . . . your program is far better than others costing considerably more" - Australia

Many more comments at: <http://www.timetabler.com/comments.html>



An Outline of *TimeTabler*

TimeTabler is a fast and friendly computer program, based on many years of timetabling experience and carefully designed to help you to schedule your timetable quickly and accurately.

TimeTabler requires no knowledge of computers. It is designed to allow you to sit at the screen and 'drive' your way through the timetable.

TimeTabler has been continuously developed and improved by Chris and Keith Johnson over a period of twenty years using the many comments provided by a large number of users in a variety of situations. Many hundreds of schools and colleges now use *TimeTabler* to do the actual scheduling of their timetables on a computer.

Unlike other programs with similar names, **this program actually does the timetable for you** (others merely check your manual timetable as an 'electronic pegboard').

TimeTabler will cope easily with the largest school. It allows up to 400 staff, 250 rooms on up to 9 sites, and up to 250 periods in the timetable 'week'.

TimeTabler will run on any computer running Windows 98, Windows XP, Vista, etc.

TimeTabler has been designed to ensure that you can emulate your normal timetabling method but with the speed of the computer. *TimeTabler* is based on long timetabling experience and allows you to proceed in a way very similar to your usual manual method, while you remain in full control and can override the machine at every stage.

TimeTabler will help you to deal efficiently with:

- the scheduling of option patterns,
- part-time teachers,
- staggered lunch-breaks,
- split-site schools,
- shared teaching in the 'Sixth Form',
- etc. etc.

TimeTabler is totally self-checking. For example: it will never allow you to allocate by mistake any teacher to two classes at the same time; it will always warn you if you begin to put two classes in the same room; or if you decide to put two separate lessons of Maths on the same day, etc.

TimeTabler will automatically take care of all normal requirements like putting 5 periods of French on 5 different days (unless you tell it not to).

But in addition to this mechanical checking, *TimeTabler* will do far more - ***it will do the actual scheduling of the timetable for you***,

- either **interactively** (you and the machine working together),
- or **automatically** (you relax while the machine does the work).

TimeTabler has a superb special feature called **FIT**. If a problem lesson will not fit into your timetable, then *TimeTabler* will quickly search through millions of complicated 'musical chairs' moves in order to find and show some solutions for you to choose from! Wonderful!

The 'Demonstration Data' in the download or CD that accompanies this booklet will allow you to see these features in action, easily and quickly, by using the Tutorial which begins on page 8.

An Outline of TimeTabler

There are 4 main steps in using *TimeTabler*:

1. Entering the Basic Data about your school

ie. the number of days in the week,
the names of your subjects and rooms,
the names of your classes and teachers.

On the Demonstration-Disc, all this data has been entered for you.
Pages 10 & 11 of this Tutorial Booklet give you more detail.

2. Entering the Data you want to timetable this year

eg. **7AB DS EFGH**

means that you want to timetable:

- two classes in parallel (7A and 7B)
- for a Double period (D) and a Single period (S), on different days
- with teachers EF and GH. It's as straightforward as that!

You can enter the data in batches (eg. a year-group at a time) or
you can enter the whole school at one go.

In the Tutorial version, all this data has been entered for you.

More details are given on pages 12 & 13 of this Tutorial Booklet.

3. Scheduling your timetable

You can do this:

either **Interactively** (described on pages 15 - 16)

or **Automatically** (described on pages 17 - 19).

These methods are outlined on the opposite page.

You will schedule a timetable during the course of this Tutorial.

There are many other diagnostic tests and commands available to you.
They are not essential, but you can use them as you become more familiar
with the program.

The illustrated 190-page Handbook describes many timetabling 'tricks'
that you can use if you wish.

It also contains many Worked Examples covering a variety of curriculum
models, including complicated 'Sixth Forms'.

4. Printing, Publishing & Exporting your timetable.

At any time during the scheduling, as well as at the end, *TimeTabler*
will print out neat, clear timetables in a huge variety of formats.

You can quickly print:

- staff timetables,
- class timetables,
- room timetables.

And you can print them as:

- 'master' timetables (for your wall,
the staffroom wall), and
- individual timetables for each
teacher, class, or room.

You can print them on paper or as web-pages for the school web-site.

And using **Export**, you can transfer your completed timetable into
SIMS .net, Serco-Facility, Phoenix, PASS, iSAMS, etc. etc. admin systems.

Interactive Scheduling

Whenever you choose this interactive method, **TimeTabler** does all the donkey-work (more than a million times faster than you could) and finds for you the 'top ten' activities that, at this point in the timetable, are the most important to fit.

For each of the 'top ten' activities the screen shows in a clear visual display:

- the *times* of the week where you could fit the activity,
- a *recommended* time of the week (as calculated by the program as it looks ahead),
- the timetabling *quality* of each position.

You can then choose if you want to fit one of the displayed lessons, and where to fit it; you can accept the program's recommendation, or you can ignore it entirely. The machine does all the hard work while you remain in control. The machine works at high speed on all the facts that it 'knows': you make careful judgements based on all that you know about the school, its resources, its classes and its personalities. The machine aims for a complete solution while you aim for quality. ***This symbiotic partnership of human timetabler and machine is an extremely powerful one.***

TimeTabler has an even more powerful feature: if at any time during the scheduling you come up against a problem lesson that will not fit in, then you can use the **FIT** command. The machine will quickly search for "musical chairs" moves on the timetable that will allow your problem lesson to fit in. (Some of these "musical chairs" moves are described in '*Timetabling*' * pages 122-4.)

The program initially searches for 2-step solutions and prints out for you any that it finds. If you are not satisfied with the quality of any of those solutions you can tell it to search for 3-step solutions.

In fact, if you want, you can go up to 16-step "musical chairs" moves until you find one with the desired quality! From the list you choose the solution **you** want and the machine then fits it instantly.

Page 18 gives more details of this very powerful feature. This can ensure success and save you hours.

Automatic Scheduling

Whenever you choose this automatic method, **TimeTabler** repeatedly finds, **and fits**, the top of the 'top ten' tightest activities. It does this by repeatedly making an enormous number of fast calculations on your timetable data, entirely automatically. You can go and teach a class if you wish - and then come back and see the result !

You will decide what the machine should do if it comes up against a problem lesson that will not fit in.

The choices are:

- a) the program returns to Interactive timetabling so that you can look at the problem yourself, and if necessary use the **FIT** command described above, or
- b) the program uses '**AutoFit**' to find its own solution and then continues immediately with automatic scheduling. Page 19 gives more details.

Of course in this automatic scheduling the machine cannot 'know' anything about the personalities of your staff - it is only 'number-crunching' at high speed - but **TimeTabler** does allow you for the first time to do *several* trial timetables to see the effect of modifying your timetable data.

Trying '*What if . . . ?*' scenarios like this can be tremendously useful.

Changing just one teacher in one of your Maths Sets can sometimes have a dramatic effect on the rest of the timetable. Now, with **TimeTabler** you can fine-tune your data before you make the final run.

You can move backwards and forwards between Interactive and Automatic timetabling as often as you wish, so you can have the best of both worlds.

Starting on page 8 is a **Tutorial** which guides you through a practical session with **TimeTabler**.

* '*Timetabling*' by Keith Johnson (216pp, ISBN 0 7487 1077 9) is still in print, see www.timetabler.com/timetabling.html

Using *TimeTabler* on your computer

Choosing a computer

TimeTabler will run on any standard PC with Windows. (On a Mac you can use 'Virtual-PC'.)

It is an advantage to obtain the fastest computer you can. A printer is useful.

If you wish, you can plug a second screen into your laptop and show *TimeTabler* across both screens.

TimeTabler screens look best if you set your display to:

- **1024 x 768 resolution**,
- **'small' fonts (96dpi)**,
- **'high' colour (16 bit)** or higher.

You can check or set these by following the route: Start->Settings->Control Panel->Display->Settings.

To install *TimeTabler*

1. Switch on your machine and wait until the usual 'desktop' appears.
Then place the *TimeTabler* CD into the tray of your CD drive.
(The ticks on the CD label indicate the programs you will be able to install.)
2. After a few seconds it will display a Menu from which you can select the program you want.
(Alternatively you can choose Start->Settings->Control Panel->Add/Remove Programs->Install.)
3. Then follow the instructions that appear.
At most steps you can just click on 'Next' (or you can cancel the installation).
At one stage it will ask you for the 'Destination Directory' where *TimeTabler* is to be installed.
The default that is supplied is C:\TT4Demo
but you can change this if you like (click on 'Browse' to choose another directory).
If you name a directory which doesn't exist, *TimeTabler* will make it for you.
When it asks you to 'Select a Program Folder' it is usually best to accept the one offered.

If you have any difficulties in installing *TimeTabler* on your machine, please do not hesitate to contact the HelpLine Support (see opposite and the back cover).

To install *TimeTabler* again or on another machine (eg. at home) repeat the same sequence. Please note that full copyright restrictions apply to *TimeTabler*. Any breach of copyright will be prosecuted.

TimeTabler includes routines that allow you to transfer your timetables between a machine at home and a machine at school, using just a memorystick or a zip disc, etc.

If you wish to uninstall *TimeTabler*: Follow the route:Start->Settings->Control Panel->Add/Remove Programs. In the lower box, find and click on *TimeTabler*, and then click on Add/Remove.

To run *TimeTabler*:

You can run *TimeTabler* by:

Either: Double-click on the red **TT** icon on your desktop,

Or: Click on **Start**, then **Programs**, then find and click on *TimeTabler* in the list of programs.

The Tutorial begins on page 8.

TimeTabler is fully supported by expert HelpLine Support and Advice, both during this Tutorial **and at any subsequent stage of using the program in your school.**

There is a dedicated Timetabling Support Centre, with a 24/7 searchable KnowledgeBase about timetabling (and its principles) and about ***TimeTabler***.

And you can contact Keith Johnson, Paul Murphy and their timetabling Associates via :

Keith Johnson : 0161-865-7584

support@timetabler.com

This HelpLine Support is available to give you help on using the program and applying it to your particular curricular pattern. See also the back page of this booklet.

You can use the HelpLine Support freely before you buy ***TimeTabler***, to discuss how to apply it to your school or college, in as much detail as you wish.

If you are new to timetabling there is also lots of free help on the web-site.

Contact Keith or Paul to discuss your curriculum plan & timetabling problems.

They have over 50 years of timetabling experience between them, and have run many courses on timetabling.

Keith wrote the standard book on UK school timetabling, 'Timetabling' (ISBN 0-7487-1077-9).

Web-site: www.timetabler.com or www.timetabler.co.uk

In addition to this personal service, there is also general timetabling advice on the web-site.

The web-site includes:

- INSET training packs on timetabling in general, (the Combing Chart, Conflict Matrix, etc),
- a general description of ***TimeTabler***, ***StaffCover*** and ***Options***,
- a download page for free downloads, including:
 - the INSET Packs and
 - the Demo Packs for ***TimeTabler***, ***Options/Electives*** and ***StaffCover***.

(The web-site also includes the results of research into the readability of school text-books.)

HelpScreens

Throughout our programs there are interactive **HelpScreens**.



- On any screen in the program, click on the **Help** button (or press F1, or click on the Help Menu). You will see another picture of the same screen. On this image, click with your mouse on any button or part of the screen. An explanation of that item is then shown to you.
- Choose Help on the main menu bar, and then choose Help Topics. Then click on any of the book or page symbols to read details about ***TimeTabler***.
- While on any Help page, you can click on the << or >> buttons to see the previous or next page.
- Click on the Index button to search for information.

The full-sale CD of ***TimeTabler*** also has 'Flash' **HelpMovies** to explain each of the main screens.

Ordering

To order ***TimeTabler***, contact us for an Order Form or download the Order Form from the web-site.

The full version of ***TimeTabler*** includes a 190-page Manual with many Worked Examples (see page 22).

Background information


The **Demo-Data** consists of some sample data (from a real school) to enable you to use **TimeTabler** and schedule a timetable, within an hour or so.

Each step of the Tutorial is numbered, like this: 14

You will find it helpful to tick off each section as you do it, so that you can see where you are up to and where to return to, if you break off.

You do not have to do all the steps of the Tutorial in one session, and Step 28 explains how you can leave the program and return to the same place later.

The Tutorial indicates where it is possible to jump a section if you are short of time.

On the **first** run through the Tutorial it is important to do **only** what is described after the  **Action!** label shown at each key step. **Please ensure you keep carefully to this.**

This is to ensure that you follow exactly the same path, so that what you see on your screen will be the same as shown in the illustrations in this booklet.

Later you can choose your own route through the highways and by-ways of the program if you wish.

The **Demo-Data** that you will be using is for a real 7-form-entry comprehensive school. It may be helpful later if you are aware of some of the features of this particular school:

It has 69 teachers, on a split-site (with years 7, 8, 9 on the Lower School site).

The year-groups are numbered according to 'grade' levels or National Curriculum years.

(Or you can show traditional year-numbers -- Years 1, 2, 3, etc. -- contact the HelpLine for help on this.)

The school has a 30-period week.

The pattern of the school day is: 2 periods - Break - 2 periods - Lunch - 2 periods.

The first timetable that you are going to schedule (on pages 14-19) will be for Years 10 & 11. In this school, these years are organised in 3 bands, with English and Maths taught across 2 bands. Schematically, this is:

	Eng.	Maths	Option blocks or pools				
11AB {	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11C	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TimeTabler Menu

Welcome

1 Basic Data

Availability

2 Activities

Check & Validate

3 Schedule

Check & Tidy


4 Print

Export

Backup

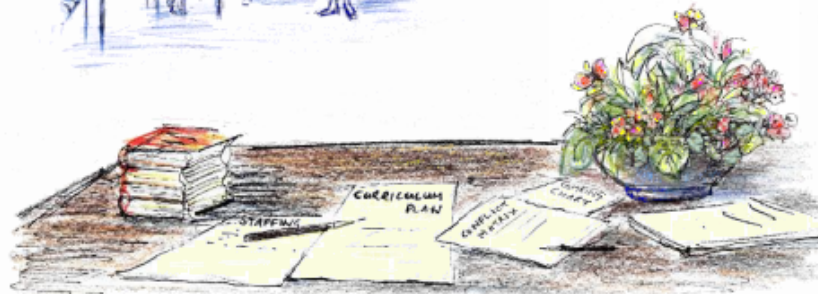
Support Centre

Welcome to TimeTabler 2008 at Laura Norder High School



TimeTabler

Tutorial



To access the information on our website, click [here](#).

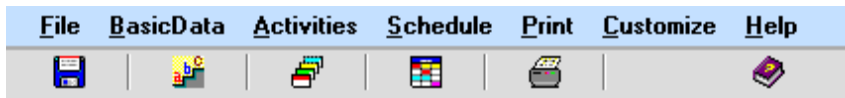
For help topics, click [here](#) or press F1.

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TimeTabler Demonstration & Tutorial



To begin the Tutorial, run the program as described on page 6.
You should now see the opening screen (see the previous page) with the **Menu Bar** at the top:

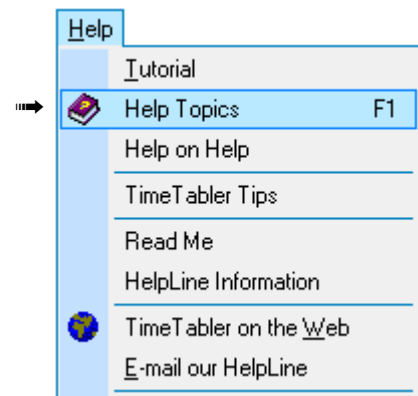


Screen 1 (on the previous page)

This is the 'entrance hall' of the program. It lets you choose which 'room' you want to go into. During this Tutorial we will look at some of these in detail.



Click on **Help** on the top Menu bar.
The Help Menu appears, as shown here:



From this list choose **Help Topics**, by moving your mouse down until 'Help Topics' is highlighted, and then clicking on it. (Or you can press the F1 key.)

The Contents list for TimeTabler Help appears, as shown below.



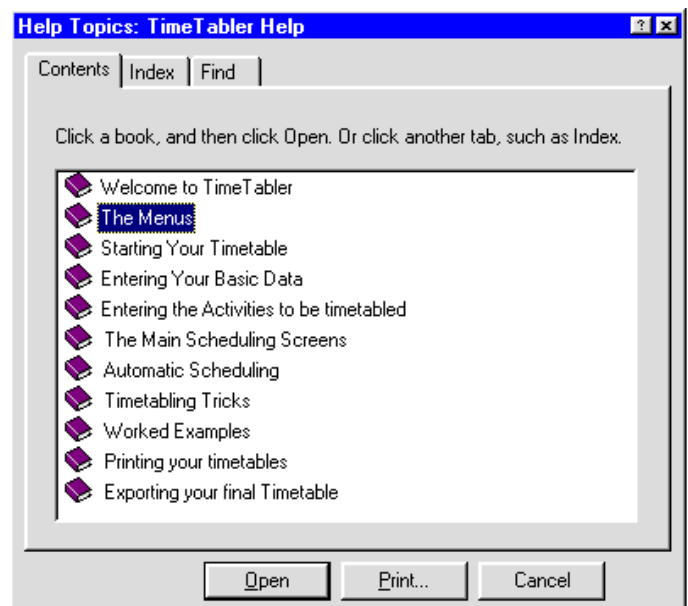
On this screen, click and then Open the book symbol called **The Menu**.
Then click and Display the page called **The Help Menu**.

You will see an image looking like the Help Menu shown above.



Follow the screen instructions to *click on each part of the image*, to see what each part does.

Friendly interactive HelpScreens like this are available from every screen throughout **TimeTabler**, to guide you at each step.



Click on the program screen to leave the HelpScreen and return to the main menu screen.



Click on **File** on the top Menu bar, then select and click on **Exit TimeTabler**.
Or click on the link shown at the bottom of the screen. Then click on **Yes**.

These are the only correct ways to exit **TimeTabler**.

Then run the program again (as described on page 6) to re-enter it.
You can do this as often as you like.

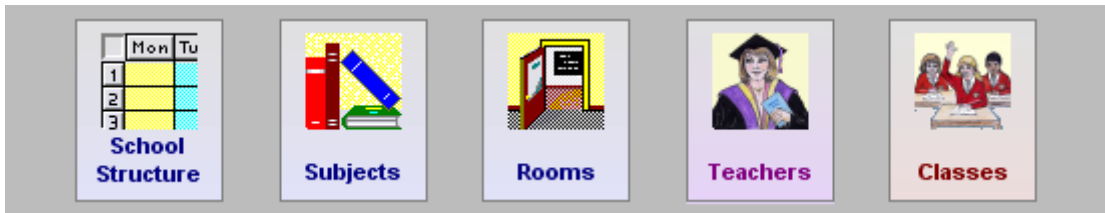


Basic Data - Subjects

7 
Action!

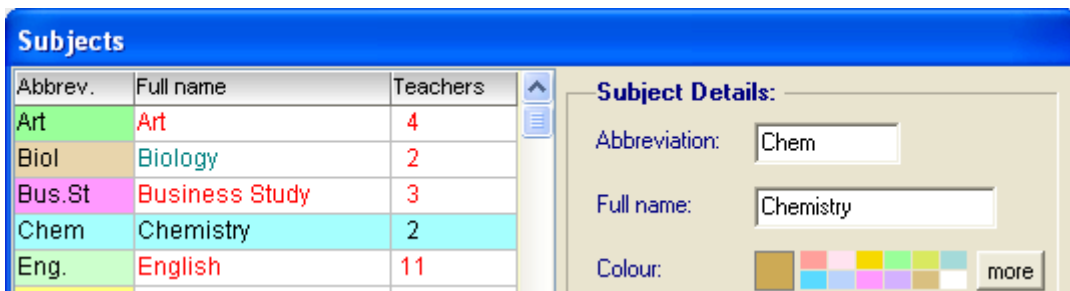
On the Main Screen (Screen 1), click on the 'speed button' for
You will see a screen with the Basic Data Options:

1 Basic Data



8 
Action!

Click on the picture labelled Subjects, and you will move to the **Subjects Screen**:



Screen 2. This shows a list of subjects that can be referred to on this timetable.

9 
Action!

Click on the **Help** button shown at the bottom of the screen.



A HelpScreen appears, with a picture of the Subjects Screen.
Click on different parts of the HelpScreen image to find out what different parts of the screen are for.

Then click on <Escape key> (or click on the program screen) to leave the HelpScreen.
(If you are very short of time you could jump some sections. The next vital step is Step 18.)

10 
Action!

Click on the **New** button. This empties the Edit boxes (in yellow) at the right-hand side.
Now type in the 'Abbreviation' box: ICT

then press the <Tab> key (next to the Q key), or click with your mouse, to move to the next box, and then type in (for 'Full name'): Info Technology

As usual you can change the details until it shows exactly what you want.

(If you want to escape and abandon it then just click on any row in the Subjects list.)

Do not type anything in the 'Teachers' column - the program collects this data for you.

When it is all correct, click on **Apply** to confirm it.

Exactly the same method will be used on other screens later: click **New** to start entering new data, and then click **Apply** to confirm the entry.

If you try to enter the same subject again, **TimeTabler** will give you a warning message.

TimeTabler 'holds your hand' in this way, all the time.

11 
Action!

Now click on **Close** in order to go back to the Main Screen.

TimeTabler asks you: Do you want to save the changes? Yes/No/Cancel
The usual answer is **Yes** to save the changes on to the disk (but you can answer 'No' or 'Cancel' if you have changed your mind). *Only changes saved on the disk are effective.*

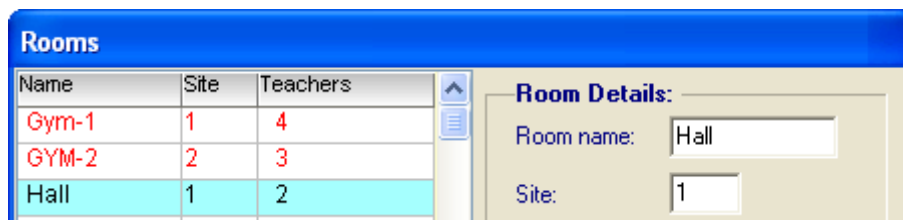
You will then arrive back at the 'entrance hall' of the Main Screen (Screen 1).

12  Action!

Use the same procedure as in steps 7 and 8 to visit the other Basic Data screens. Further details are given below, and each HelpScreen will give you more if you need it.

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Rooms Screen:



Name	Site	Teachers
Gym-1	1	4
GYM-2	2	3
Hall	1	2

Room Details:
Room name:
Site:

Screen 3

Up to 250 rooms can be included.

In this split-site school, rooms beginning with L are in Lower School; U in Upper School.

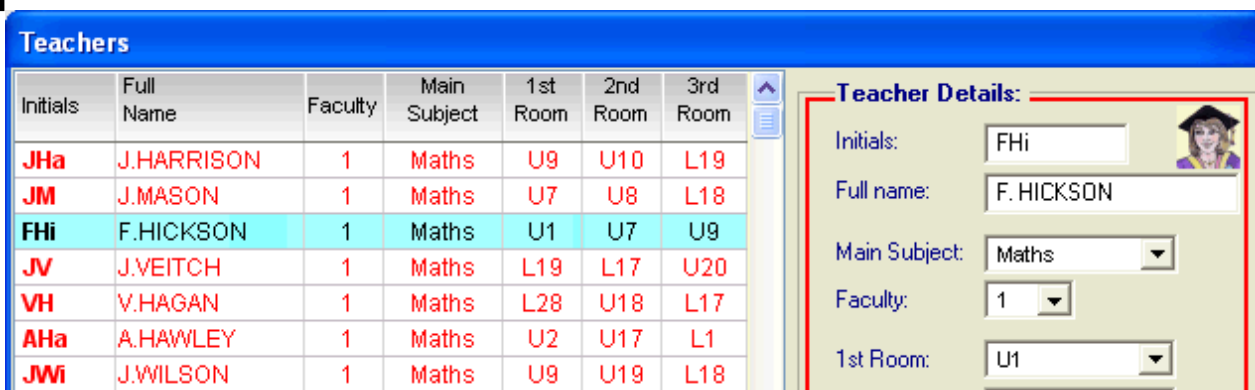
In a single-site school, the second column (site) is omitted.

As on the Subjects Screen, the number of teachers using a room (shown in the third column) is provided by the program analysing the data on the Teachers Screen (see below).

You can click on **New** to enter extra rooms (eg. Lab1) if you wish.

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Teachers Screen:



Initials	Full Name	Faculty	Main Subject	1st Room	2nd Room	3rd Room
JHa	J.HARRISON	1	Maths	U9	U10	L19
JM	J.MASON	1	Maths	U7	U8	L18
FHi	F.HICKSON	1	Maths	U1	U7	U9
JV	J.VEITCH	1	Maths	L19	L17	U20
VH	V.HAGAN	1	Maths	L28	U18	L17
AHa	A.HAWLEY	1	Maths	U2	U17	L1
JWi	J.WILSON	1	Maths	U9	U19	L18

Teacher Details:
Initials:
Full name:
Main Subject:
Faculty:
1st Room:

Screen 4

This is an important screen. Up to 400 teachers can be included. In the Demonstration & Tutorial version this screen **cannot** be changed.

The 2- or 3-character initials are used only by you during timetabling; on the printouts that are seen by your colleagues, usually you will choose to print the longer 'Full Name'.

The Main Subject, Rooms preferences, and Faculty number are all optional.

The full Handbook explains everything carefully, including how to enter second subjects.

It may be helpful for future parts of this Tutorial to focus on one teacher. For example, teacher 10: AJ, Alan Johnson who teaches English (which is Faculty 2, and so is shown in green).

15 

Classes Screen.

A class can have 2 names in **TimeTabler**: a 'scheduling name' and a 'printing name'.

The scheduling name is vitally important: it tells the program what is not allowed.

For example, we know that 11A French must not be timetabled at the same time as 11AB English, because we know that some of them are the same students. The program knows this because they have the same year-number (11) and the same class-letter (A) in common.

The full Manual gives full details of this, with many illustrative 'worked examples'.

16 

The **School Structure Screen** would allow you to change the number of periods in the week (up to 250), but please do not change them in the Tutorial version.

17 

The Basic Data sub-screen labelled **Availability** allows you to specify part-timers' Availability (for 'fixed' part-timers) and to set up special timetabling 'tricks' (eg. for 'floating' part-timers). All is explained in the fully-illustrated Manual that is provided with the full-sale version.

Looking at the activities to be timetabled



18 Action!

On the Main Screen, choose **2 Activities** and then **Activity Batches**: You get a screen that lists the Existing Activity Batches. These are the batches of data about the activities (lessons) that are to be scheduled. Four batches have been typed in for you, as shown :

Activity Batches <F3>					
No.	Description	Updated	Timetabled in	Total Lessons	Placed
1	Years 10 & 11 data	28/01/2008		125	0
2	Year 7 activities	28/01/2008		105	0
3	Years 8 & 9 data	28/01/2008		296	0
4	Modified Yrs 10 & 11	01/02/2008		131	0

Screen 5

Four different batches of data are shown. You can think of these as 4 different trays of pegs (or cards) for a timetable board.

The first batch (which we will look at in a moment) was given a label of “Years 10 & 11 data” and it contains 125 lessons. This batch of data is not yet placed on a timetable.

The next two batches on the screen are self-explanatory.

The fourth batch is a modified version of the first batch. (Some of the double-periods have been split into 2 singles in order to investigate whether this would give a better timetable.)

19 Action!

Make sure that the first batch on the screen is highlighted (as shown above), and then just click on the **View Batch** button to ‘load’ it, in order to see *its contents*:

List of Activities for: Years 10 & 11 data

No.	Class	Lessons	Teacher Team
1	11AB	DSSS	AJo JR SG CNe WT
2	11AB	DSS	JHa JM FHi JV VH
3	11A	SSS	RR JC DKe
4	11A	SSS	LM JPa JD
5	11A	SSS	GM EBr PW MM

Number of Activities: 58

Class: 11A Lessons: SSS Teachers: LM JPa JD Lock

Lesson Details: Second subject & Set numbers

Lesson Type: S D d

Teacher Grid:

JHa	JM	FHi	JV	VH	AHa	JWi	GWd	GNe	AJo	JR	SG
CNe	WT	DA	DS	ST	BJ	MU	MA	RR	JC	DKe	GM
SW	RH	TO	GR	EBr	LM	JPa	FE	GS	GP	KJo	RPa
RC	GWa	PW	JD	HK	MC	JS	MG	MM	MJ	AB	DW

Screen 6

This screen shows the curricular activities (lessons) that need to be scheduled on a timetable for Years 10 & 11. These are discussed in more detail on the next page.

As usual you can click on **Help** if you want to see more details.

20 

Looking at Screen 6 in more detail.

The first line on the screen is:

11AB DSSS AJo JR SG CNe WT

This is saying that:

- classes 11A and 11B should be taught together,
- for a Double and 3 Singles (DSSS), all on different days,
- by a team of 5 teachers (AJo, JR, SG, CNe, WT). (Green = English)

The DSSS means that **TimeTabler** will *automatically* place the 4 lessons on 4 different days when it comes to the scheduling stage (on the next page).

For example, if you wanted class 7A to have a single period of French on each day of the week, with French teacher FR, then you would just enter:

7A SSSSS FR

and **TimeTabler** would take care of it automatically! Neat!

As well as S and D, there are simple codes for other lesson lengths, explained in the full Manual.

This method of entering data into TimeTabler is very simple, and yet comprehensive, and so it means you can enter all your requirements into the program very quickly.

In the batch on Screen 6, two year-groups (10 and 11) were entered into the same batch. Many timetablers would prefer to have them in two separate batches, in order to timetable Year 11 first, and then add Year 10 on to it later. This is the usual method.

Batches can contain whatever you want. For example, a batch might contain just the Science in Year 9, with the rest of Year 9's curriculum in another batch, to be scheduled sequentially.

21 
Action!

Use the scroll bar to browse down the list of activities until you find:

11B D ABe SM (it's at number 18).

Highlight it (click it with your mouse), so that its details appear in the Edit boxes below.

Then find teacher VP in the grid of teachers below (he's in black in the 2nd row).

Just click on VP to add teacher VP to this team. Press **Apply** to confirm it.

If you need to change the data to be scheduled, editing in TimeTabler is quick and easy.

22 
Action!

Click on **Close** in the usual way, and at the question:

Do you want to save the changes? click on Yes.

Then, at the next question, choose:

[Overwrite] over-write the Existing Batch

Then click on **Close** to return to the main menu.

At this stage you can jump directly to Step 25 if you wish.

23 
Action!

If you wish, you can repeat Steps 18 - 21 to check that the activity was indeed modified to show:

11B D ABe SM VP

As always, TimeTabler will not allow you to enter 'impossible' class names or teachers' initials (ie. unless they are on the list in the Basic Data section).

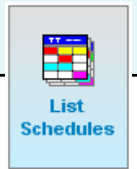
24 
Action!

If you have a printer attached to your computer, then, while the activities are listed (as on Screen 6), you can click **Print** to get a 'hard-copy' printout record of the activities.

Other parts of this screen would allow you (in the full-sale version) to:

- specify that a lesson should be Locked in place on the timetable,
- specify a teacher's 'Second Subject' for this activity, if it is not their main subject.

Scheduling a timetable



25 Action!

On the Main Menu, choose **3 Schedule** and then **List Schedules**: You get a screen titled: Timetable Schedules. (No schedules listed at present.)

26 Action!

Click on the **New** button. **TimeTabler** asks for a description or label for your first timetable. (**TimeTabler** allows you to do several different timetables, so each one needs a label so you can identify it later.)

Type in any name - for example, **Trial 1** and then click OK, and then OK again. You are then shown a screen like Screen 5 that you saw earlier:

No.	Description	Updated	Timetabled in	Total Lessons	Placed
1	Years 10 & 11 data	28/01/2008		125	
2	Year 7 activities	28/01/2008		105	
3	Years 8 & 9 data	28/01/2008		296	
4	Modified Yrs 10 & 11	01/02/2008		131	

Number of batches = 4 Current Schedule = Trial 1

Loaded Batches:

Load a Batch **Unload a Batch** **? Help** **Schedule**

Screen 7 This screen is asking you to choose which batch of data (eg. 'Years 10 & 11 data') you want to place on this timetable ('Trial 1').

You may find it helpful to picture it as a model, like this:

There are two components to the scheduling process.

One part consists of the activities-data in the batches stored on your disc.

This is like having some trays full of timetable pegs (or timetable cards).

These trays have labels like 'Years 10 & 11 data' and 'Year 7 activities' (as above).

The other part is the schedule or timetable matrix on which the activities are to be placed.

This is like a timetable grid or pegboard.

These pegboards have labels like 'Trial 1' (in the example above).

In order to build a timetable, you regularly have to carry another tray of pegs over to the pegboard (using this screen) and then schedule them into the right places.

27 Action!

On this Screen 7, with the highlight on the **first** line, click on **Load a Batch** to load the batch of: 'Years 10 & 11 data'. At the bottom left it should now say: **Loaded Batches: 1**

TimeTabler allows you to load and schedule more than one batch (in fact, you can load up to 20 batches at a time), but on this occasion please ensure that only the first batch (ie. Number 1) is loaded. (Use Unload if you've made a mistake.)

28 Action!

Then click the **Schedule** button to move to the most important screen in **TimeTabler** -- the **Priority List Screen** (also called the 'Top Ten' Screen).

NOTE:

If you want to break off at any time during steps 29-60, you can do so. Just follow this sequence:
a) Click on Close. b) If it asks: Do you want to save the changes? Click on Yes.
c) If it asks: Do you want to overwrite the Existing Schedule? Click Overwrite.
To get back to the Priority List Screen (shown opposite), run the program to see the Main Menu, and:
d) On the Main Menu, choose: **3. Schedule**, then **Go to Current Schedule** (or just press F5).

29 The Priority List Screen

This important screen gives you a wealth of information. It is intended to allow you to sit at the keyboard and 'drive' through the timetable.

Order	Class	Pd	Teacher Team	Analysis of Week - Possible Start Positions				
1	11AB	D	AJoJR SG CNeWT	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
2	10AB	D	JR CNeWT DA ST	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
3	11AB	D	JHaJM FHiJV VH	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
4	11C	D	SG DA DS	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
5	10AB	D	JHaJM VH AHaJWi	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
6	10C	D	JR WT DA	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.
7	10C	D	FHiJV GWd	2.2.2.	2.2.2.	2.2.2.	2.2.2.	2.2.1.

Screen 8

To understand this Core Screen clearly, consider the left-half and the right-half separately.

The left-hand side of this screen shows 10 of the activities in the current data-batch.

They are listed **in priority order**, based on the number of "degrees of freedom", as calculated by the program. This is the first of many things that will save your valuable time.


Incredibly, other timetabling programs don't even do this for you!

The tightest activity is at the top of the list.

TimeTabler is recommending that you assign this activity first of all, but you do not have to accept this advice. A human timetabler knows far more about the real teachers and classes than the program ever can.

The ideal relationship between you and the computer program is a partnership - with the machine making these recommendations based on an enormous number of calculations, while you make judgements based on all that you know about the school.

30 Action!

If you want to see the rest of this Priority List, click on the  button and then scroll down.

This batch contains 58 different teacher-teams (so the List has 58 items) but there are altogether 125 lessons to be placed (see the Status Box) because most of the 58 items have more than one Double/Single period to be placed.

Then scroll back to the top of the Priority List.

31

Now look at **the right-hand side of the Core Screen**. This shows the school week (5 days) and all the possible starting positions for each of the 10 activities listed.

Note that the currently highlighted row has its details echoed into the '**Week-Line**' below.


Any period marked with a dot is an impossible starting period for that activity (eg. a double period cannot start in the period just before lunch).

All the possible starting periods are marked with a number: either **1, 2, 3, 4, or 5**. These numbers indicate how highly recommended is each starting position. Details in the HelpFiles.

The one position marked by **1** is the most highly recommended position for this activity. In this special case of a completely virgin timetable, the **1s** are shown at the end of the week. This is discussed in more detail on the next page.

The **Timetabling Status** is shown on the row at the bottom of the screen. It should show: **DayBlock Status = A** followed by the 'AutoFit' Status as **Interactive**. These important codes are explained in full in the Handbook (a partial explanation is given in Steps 40 and 52).











32 Action!

Click on the **Help** button  to see an image of this screen.

Then click on different parts **of this image** to see the many useful features on this Priority List Screen -- it's the main working screen in **TimeTabler**.

On the next page we will start to use the Priority List Screen to schedule a timetable, using the first of the **three** methods you can use in **TimeTabler**.


Method 1 : Interactive scheduling

- 33  On the Priority List Screen (Screen 8, page 15), let's begin to schedule a timetable. Move to the top of the list and click on Row 1 to highlight it. From its calculations, **TimeTabler** is recommending that we place first of all:
11AB D AJo JR SG CNe WT ie. a Double-period of English (green). However, it is apparently recommending the end of the week ! (ie. the position marked 1.) (The reasons for this are explained in the full Manual.) To get a good quality timetable **it is essential to get a good initial structure** for the program to 'bite' on. Normally you would place your fixed points (eg. Games on Wednesday afternoon, or a part-timer at home on Friday) first of all, as part of the initial structure. The Manual shows you how.
- 34  In this Trial 1 timetable, let's place this Double of English **on Thursday morning, period 1**. Press the <left-arrow> key **5** times to move the highlight along the **Week-Line**, from Friday afternoon, until the **2** at **Thursday period 1** is highlighted. Or click it with your mouse.
- | Mon | Tue | Wed | Thu | Fri |
|--------|--------|--------|---------------|--------|
| 2.2.2. | 2.2.2. | 2.2.2. | 2.2.2. | 2.2.1. |
- Notice **TimeTabler** will not allow you to choose a time which is impossible for a Double-period. When you have highlighted **Thursday period 1** correctly, just click the **Assign**  button to place this activity on the timetable (or press the <Enter> key).
- After a brief pause, **TimeTabler** re-calculates the **new** Priority List (bearing in mind that one activity has now been placed on the timetable).
- 35  To see the lesson that we placed on the timetable, click on the  icon (top of screen). This shows you the **Staff Timetable Screen**. Can you see the Double-period of English (with AJo, JR, SG, CNe, WT) that we placed on Thursday 1 & 2 ? Click on the lesson cell for more information (shown at the top).
- 36  Click **Back** and then click the  icon (top row) to see the **Class Timetable Screen**. You can click on a cell to see its details.
- 37  Click **Back** to come back to the Priority List Screen. The Status Box reminds us that we have placed only 1 activity so far, with 124 yet to do. The recommended activity is now:
10AB D JR CNe WT DA ST ie. a Double-period of English (green)
- 38  Use the <arrow> key, or the mouse, (as in Step 34) to move the highlight on the WeekLine to **Wednesday period 1**. Notice that you cannot place it on Thursday period 1, no matter how hard you try, because the same staff are involved.
- | Wed | Th |
|---------------|----|
| 2.2.2. | .. |
- TimeTabler will not allow you to make a mistake of double-booking a teacher or a class.**
- When the highlight is in the correct position, click **Assign** to place this activity on the timetable.
- 39  Follow Steps 35 and 36 to see that it has been placed on Wednesday periods 1 & 2. Then click **Back** to come back to the Priority List again. You can click **Help** to see more details.
- In this first method, **Interactive** Scheduling, you could continue in this way, sitting at the controls and driving through the timetable. Of course, you could choose activities from anywhere on the Priority List -- it does not have to be the top item.
- The program does all the donkey-work and prevents you from making double-booking mistakes, etc., while you use your judgement and skill and knowledge of your school to place activities in the pattern and rhythm that you want. **This 'symbiotic' partnership of human timetabler and computer program is an extremely powerful one.**
- If you hit a problem, **TimeTabler** has a very powerful tool to help you -- see Step 46 about **FIT**. At any time you can switch to or from the other two methods (on the next 3 pages).

Method 2 : Auto Assigning

40  Action!

Before we begin automatic scheduling, please change the DayBlock Status Code shown at the bottom left of the Priority List Screen. At present it shows: DayBlock Status = A.

Click the  icon at the top left. The Status should now show: DayBlock Status = 3.

This slightly relaxes the timetabling quality that we are demanding of *TimeTabler*.

(The 3 status means that it will now allow children to be taught by the same teacher twice in one day *providing* they are lessons in *different* subjects, eg. English and PSE. In practice, this is usually acceptable in most schools.)

41 

The Core Screen is now showing, at the top of the Priority List, and on the Week-Line:

11AB S AJo JR SG CNe WT 222221 222222 ..2222 o.5555 222222
↑

ie. *TimeTabler* is recommending that this Single-period (of English, green) be placed on Monday period 6. This is its recommendation based on its 'Look Ahead' calculations.

Notice that, no matter how hard you try, you **cannot** place this lesson on :

✗ Thursday periods 1-2, because you have already put a Double of this activity there (step 34).

(This previous placement of the same activity is marked by o.) Nor on:

✗ Wednesday pds 1-2, because you have already assigned JR, CNe and WT there (step 38).

TimeTabler will not allow you to make a mistake of double-booking a teacher or a class.

42 

In Interactive Scheduling (as on the opposite page) you could choose which item to place on the timetable, and where to place it.

But now suppose that you **always** choose the item at the **top** of the Priority List and that you **always** place it in the recommended position marked with a 1.

In this case there is little point in sitting at the keyboard -- you could let the computer do it for you. This is what happens in Method 2 : AutoAssigning.

43  Action!

Click on the **Auto** button. ***TimeTabler begins AutoAssigning !***



You can stop it with the **Stop** button, and you can start it again with **Auto**.

Remember: between each placement *TimeTabler* completely re-calculates the new Priority List against what is now on the timetable, before taking the top one off the Priority List and placing it in the position that it calculates is the best for the timetable to fit together.

A modern computer does this a million times faster than you could !

44 

The 'log' window at the bottom right shows you a complete listing of every decision taken and every placement made. (Clicking the 'page' icon will print out the log, as a record.)

45 

After *TimeTabler* has been AutoAssigning for a short while, you will find it beeps and stops. You will see (in the Status Box) that it has placed 47 lessons, but it has now reached a 'kickout' -- a lesson it apparently cannot fit ! The top line shows:

10B D KJo RPa GWa PW o.....

Along the Week-Line there are no numbers, only dots (and the o showing where another lesson of this activity has already been placed ...it was entered as 2 Doubles).

There is no time in the week when class 10B is free for a Double-period at the same time as KJo, RPa, GWa and PW are free !

This common timetabling problem can be very simply solved by using the powerful FIT command. This is discussed on the next page.

Solving problems : the FIT command

46 

The problem 'kickout' showing on the Priority List Screen at this stage is:

10B D KJo RPa GWa PW O.....

The class (10B) is not free for a Double-period at the same time as the 4 teachers.

If you wished, you could repeat steps 35 & 36 to see the Staff Timetable and the Class Timetable, and start to work out a 'musical-chairs' move that would eventually solve the problem.

There is a much easier way:

47 
Action!

Just press the  button !

This starts the very powerful **FIT** command. **TimeTabler** lists 5 possible 'musical-chairs' solutions for you. And that's just for starters, as we'll see.

48 

Before deciding on which 'musical-chairs' solution we'll use, let's look at two in more detail. On this screen, all 5 solutions are in green, indicating good solutions, with no clashes.

FIT solution number 1 is:

No.	St	Class	Lesson Description	Mon	Tue	Wed	Thu	Fri
1	1	10B	D KJo RPa GWa PWAA	O.....
	2	10AB	S JR CNe WT DA ST	..A_.	O.....O

What does this mean? It means that our problem kickout (10B D KJo etc) could be placed on Monday pds 5-6, which would be possible **if** another activity (10AB S JR CNe WT DA ST, English, which is already on the timetable) moved from Monday period 5 to Monday period 3. (The **O** marking other lessons of the same activity show it would still have a good rhythm during the week.)

Now click on the **Next Page**  button.

Look at the second FIT solution on this screen (No. 7), which is **red**. You will see that it includes a **5** on Wednesday. This means that, although it is a possible 'musical-chairs' move, it would result in class 10AB getting 2 lessons of the same subject (English, with JR CNe WT DA ST) on Wednesday. This is usually not acceptable, except as a desperate measure.

Besides a **5**, you may also see a **3** or a **4** indicating different levels of **quality**, as explained clearly in the Handbook.

49 
Action!

Let us suppose that we don't like any of these 5 solutions.

Click **Next Page** to get another screen-full of solutions. Then click **Next Page** again. Keep clicking until you see solutions **40, 41, 42, 43**.

These are now **3**-step FIT solutions. ie. musical-chairs needing **3** steps.

50 
Action!

Suppose we like the look of green solution 40.

(Note: if you've gone past solution 40, just **Close** and then start at Step 47 again.)

To accept this solution, AND to get TimeTabler to make all the 'musical-chairs' moves to fit it in, just click on solution 40 (so it turns yellow) and then click on:

TimeTabler does all the work for you.






It's fast and it's clever. It will find solutions that would take you hours and hours to find ! And so it will save you hours and hours of your valuable time.

If necessary, **TimeTabler** will look for solutions of up to 16 steps !


The cost of **TimeTabler** is about 3 days of a Senior Teacher's salary. It could easily save you twice that much in the very first year of using it; and give you a better quality timetable as well.

Method 3 : AutoAssigning with AutoFIT

51  If you want to hand over all control to **TimeTabler**, you can use this Method 3. This combines AutoAssigning (as in Method 2) with AutoFIT, which *automatically* finds and places 'musical-chairs' FIT solutions.

52  Click the  icon.
Action! The Status Code will change to `AutoFit level = 1`
Then click the same icon 3 more times, until the Status Code shows **AutoFit level = 4**

This is to tell **TimeTabler** that when it goes into AutoFIT it should only look for 'musical-chairs' moves of up to **4** steps. (Up to 16 steps can be specified, but this could take a lot more time.)

53  Now click **Auto** to start AutoAssigning (as in Step 43).
Action! **TimeTabler** starts AutoAssigning, as in Method 2 (Step 43). However, it immediately meets another problem 'kickout':



10C D KJo RPa GWa



This time, in Method 3, it goes *automatically* to search for a FIT solution (up to level 4 in this example) **and** it takes the first all-clear (green) FIT solution that it finds, **and** it makes all the 'musical-chairs' moves automatically, and then carries on AutoAssigning !


You can go and have a cup of coffee, or teach a class.



In a short time, depending on the speed of your computer, you will see:



All activities have been assigned.

You have now scheduled a timetable for Years 10 and 11.

54  Click on  to see the Staff Timetable Screen again.
Action! On inspection you will see that the rhythm and pattern of some subjects is not ideal - but in this example we spent very little time at steps 34 and 38 in setting up an initial structure. The full Manual explains how to do this in more detail.

55  Still on the Staff Timetable Screen, click on a cell to see the Teacher/Class/Subject/Room details that are shown at the top.
Action!

56  Then click on the  button (or *right-click* on the highlighted cell and choose Edit).
Action! On this Editing sub-screen you can change the rooms allocated and the subject/set labels for each lesson, to fine-tune your timetable. Then click **Back** to return to the Priority List.

57  Click on  to see the Class Timetable Screen again.
Action! As before you can click on a cell to highlight it, and then you can manipulate and edit the timetable in a variety of ways. Everything is described in the Handbook.


If you have a printer connected, you can get a 'hard-copy' printout of the timetable. Full printouts for publishing your timetable are described on page 20.

Remember: to leave the program at any time, just follow the actions in Step 28.

Printing & publishing your timetable

- 58  This 'secretarial' function of **TimeTabler** will save you an enormous amount of time, as well as giving a very 'professional' and polished look to the final result of your work.

You can print out 'master' and individual timetables (for staff, classes, and rooms) in a huge variety of formats. If you wish to print a timetable now, follow the steps below.

- 59  On the Main Menu, choose **4 Print** and then select '**Master**' Staff:




Action!

You will now see a **Print Setup Screen** something like this:

	period 1 9.00-9.40	period 2 9.40-10.20	period 3 10.40-11.20	period 4 11.20-12.00	period 5 1.00-1.40
J.HARRISON	U9 Maths Year11		L19 Maths 9-Band-1	L19 Maths 8C	
J.MASON	U7 Maths Year11		L18 Maths 9-Band-1		U7 Ma 11C
F.HICKSON	U1 Maths Year11			U1 PSE 10C	
A.HAWLEY	L1 PE. 9EFG		L28 PSE 9F		L28 Me 9F
J.WILSON	PE. 8E			L18 PE. 9CD	
G.WARD	L18 Maths 8A	L18 Maths 9D	L4 Sci. 7E		L17 Me 9E
G.NESS	L17 Maths 8B		L17 Maths 9-Band-1	L17 Maths 8D	
A.JOHNSON	Eng.		U14 Eng.		

The top-left-hand side of this screen allows you to design the contents of each cell. Just type **s** (for **subject** name), **r** (for **room** name), **c** (for **class** name) etc.

You can type them all on the same row or on up to 3 rows in the cell. On the screen shown above, the room and subject are on the first line and the class is on the second line.


- 60  Experiment by making some changes on the screen. Each time you make a change, click on the **Preview** button to see the effect of your changes, so you can fine-tune your design before printing out.


The **Font** button allows you to choose a different type size and style.

The **Sizing** section allows you to design the overall timetable grid.

In the case shown above, 6 periods per page have been chosen, so that each day fills a separate sheet of paper, which can be stapled to form an A4 Staff Timetable Booklet.

In the full version, the **Web** button allows you to also publish on the school web-site.

- 61  Clicking on **Advanced** takes you to another screen which gives you even more control over the position and contents of the timetable grid.

- 62  Click the **Help** button to see an interactive HelpScreen which will explain what each item does, for this 'Master' Staff Timetable.

Further features in *TimeTabler*

63  Action!

There are too many features in *TimeTabler* to cover all of them in this Tutorial, but there is one in particular that you may find interesting. This is an alternative to the Priority Screen that was used in steps 29 onwards.

This alternative way of working is on the **Visual Builder Screen**:  **Visual Builder Screen**

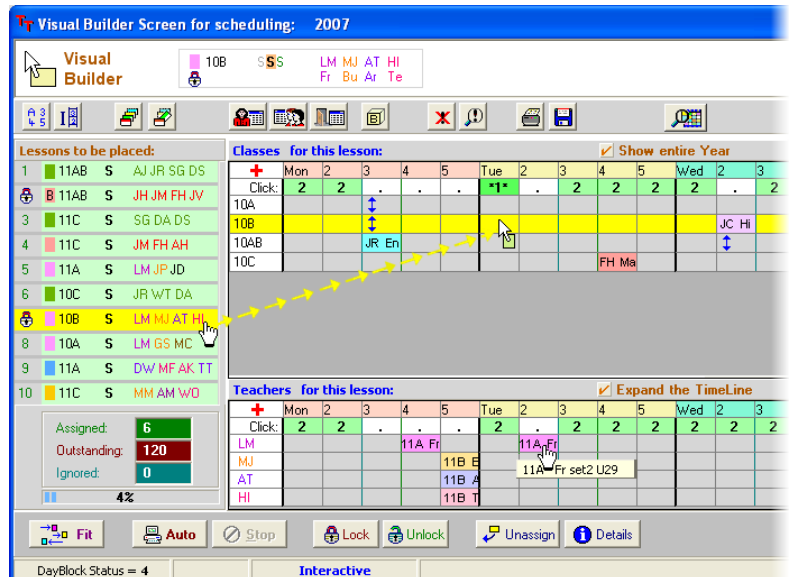
This is a drag-and-drop screen.

It has all the features of the Priority List Screen, but in a more visual way.

You can move back-and-forth between these two screens as you wish.

To see a full explanation of this Visual Builder Screen, click on the **Help** button.

Or visit: <http://www.timetabler.com/SupportCentre/UsingtheVisualBuilderScreen.pdf>




64 

Exports 

TimeTabler can export your completed timetable into a wide range of MIS (admin systems). To see all the Exports that are available at present, please visit www.timetabler.com and select 'Export to SIMS etc' on the left-hand menu.

Further experiments:

If you want to experiment further with the Demo-Data, here are some possibilities:

- 1) From the Priority List Screen you could click  to go to Screen 7 (Step 26) and load in both Batches 2 & 3 to **add** Years 7 & 8 & 9 to the schedule that already contains Years 10 & 11. If you decide to load only one of these Batches, load the Year 7 Batch first (because it has large teacher-teams).
- 2) Or, start Step 25 again to start a New Schedule; in Step 27 load Batch 1 again; and then in steps 33 - 38 form a different initial structure.
At Step 52 you may have to set the AutoFit Status to a higher level eg. **level 5**

If, after this Tutorial, you have any queries or you want to discuss some particular aspect of your school's timetable, please contact the timetabling HelpLine shown on the back cover : support@timetabler.com

If you are new to timetabling, you will find a lot of help at: www.timetabler.com

You can download other free Tutorials, for *Options* and for *StaffCover*, from our web-site.

Further information

TimeTabler is supplied with a 190-page fully-illustrated printed **Manual**, including a QuickStart Guide. The **CD** includes the program and over 20 **HelpMovies**.

As well as the **HelpLine Support** provided by Keith Johnson, Chris Johnson, Paul Murphy and our other Associates, there is a web-based dedicated **Timetabling Support Centre** with a 24/7 fully-searchable **Knowledge Base**, giving access to articles, 'white papers' and files to download.

The **Manual** contains a section on timetabling tips and 'tricks' which explains how to deal with:

- fixed points such as pre-assigned PSHE periods, Wednesday afternoon Games, work-experience courses at a local college which are at fixed times, etc.,
- part-timers, senior staff and year-tutors who must be kept free at specific times,
- part-timers who must have a specific number of sessions free, but at unspecified times,
- staggered lunch-breaks, non-rectangular weeks,
- not over-booking a limited number of Science labs, etc, etc.

In addition the Manual contains **22 Worked Examples** covering a variety of curriculum models, including complicated 'Sixth Forms'. These Worked Examples include:

- **Eight methods of keeping Sixth Form flexibility.**
These 8 examples explain how to keep any flexibility inherent in the 'Sixth Form' (for example due to shared teaching of groups) so as to use that flexibility when it is needed lower down the school. Some solutions are more appropriate to small Sixth Forms and some to large ones.
- **Squeezing several different activities into a fixed number of timetabled periods.**
For example, keeping different 'Coordinated Science' lessons grouped together in Y10.
- **Specifying teacher-teams which are not quite consistent.**
For example, PE is mixed up with the French sets so the teacher-team varies.
- **Scheduling cover for staff absences.**
But see also the page opposite.
- **Combining two year-groups.**
When classes from different year-groups join together for some lessons.
- **Eight examples of how to deal with consistent sets for more than one subject.**
These 8 examples show ways of grouping different subjects together, in 'consistent setting' and 'split-week' and 'joint-block' and 'subject-circus' and 'carousel' arrangements.

If you have an unusual timetabling problem (eg. a complicated Technology circus, or a complex 'Sixth Form' in Year 12) then contact the **HelpLine Support** service for a complete solution.

The web-site (www.timetabler.com) includes INSET Training materials, and Hints & Tips for timetabling.

TimeTabler includes 'utility' programs to simplify procedures for saving a 'Backup' (for safety) and to allow you to easily carry your complete timetable on a 'memorystick' between a machine at home and a machine at school.

Backup

In short, **TimeTabler is a complete timetabling package**, designed to ensure that you get as much help as possible.

The *Options*(Electives) program

Based on our proven software, this friendly Windows version of **Options** has many new features for quickly analysing and organising the Options choices that you offer your students (eg. in Year 10 or in Year 12, the 'Sixth Form').

Data-entry is quick, the analysis is clear, and you can build up Options patterns either manually or with just a click on the **Auto-Create** button.

At a glance you can see the projected size of groups, who is in the each group, who will be disappointed, what the overall satisfaction rate is, etc., etc.

Easy-to-use 'tools' allow you to obtain the most effective and *cost-efficient* options for your Year 10 or Year 12 students, while also aiming to keep your students and parents happy.

Print-outs (of group lists for Staff, and individual timetables for Students, showing their Options) save your time and ensure a neat and organised start to the new term.

Options could easily save you ten times its cost in its first year of use, by devising a more cost-efficient Options pattern for you.

The helpful Manual includes a Tutorial and 15 Worked Examples. The program includes the same style of friendly HelpScreens as in **TimeTabler**.

- As for **TimeTabler**, there are **free** Tutorials for **Options** and for **StaffCover**, to try at your own pace, and quickly see all their main features, with context-sensitive HelpScreens and interactive pictures.
- Our web-site at www.timetabler.com gives you more information, and long-term support.

The *StaffCover* program

StaffCover is a program designed to help you streamline the daily business of arranging and publishing cover for absent staff or special events as effectively, quickly and fairly as possible.

StaffCover links directly in to **TimeTabler** - you do not need to type-in your timetable again!

The program is up-and-running within seconds of switching on your computer, and is designed to operate on the minimum number of key-presses. All entries are error-checked to help you get fool-proof results (even if you are half-asleep or in a rush due to late phone-calls).

StaffCover allows you to tell it very quickly:

- who is absent (and whether for all or part of the day),
- the names of any special events needing cover (eg. a French exam),
- the names of any supply teachers available (and, if you wish, whose timetable they should cover),
- which staff who, although present, are doing special tasks in their 'free' periods today and so are not available to do cover.

StaffCover then automatically assigns cover staff on the basis of many factors. These include:

- the length of time since a teacher was last used for cover,
- the number of 'frees' lost compared with other colleagues,
- whether the teachers are in the same faculty (eg. a science teacher to cover science, for safety),
- whether they are of the same sex for covering P.E. or Games,
- whether the 'free' teacher prefers to cover older or younger classes, or is on the correct site of a split-site school, etc. ,etc.

StaffCover automatically assigns staff for you but you can easily edit/swap teachers if you wish.

Then, at the press of a key, it will print a 'Master' cover timetable for your notice-board and, if you wish, individual slips for each affected teacher. And send emails to each teacher as well, if you wish.

The program keeps a record of all cover done, in order to provide full statistics at any time.

It includes a **Locate** feature. You, or the office staff, can quickly locate any class or any teacher.



More comments on TimeTabler:

“TimeTabler copes effortlessly a powerful, fast and useful tool for anybody who has responsibility for a school timetable. I can recommend it without hesitation”

- SATIPS Newsletter

“This software is extremely easy to use. The manual is excellent.” - Times Educ. Supp

*“After 12 years of manual timetabling I used **TimeTabler** for the first time and it really is a superb piece of software, very easy to use and extremely powerful the FIT routine is particularly valuable a first class tool, saving hours”*

- Timetabler in Kent

“Thank you for the help you gave me over the phone. Your program is superb and much better than the SIMS one given to us by the LEA”

- Tyne & Wear

*“Keith Johnson’s **HelpLine** is excellent he is incredibly good-tempered and patient. The manual too is well-written and helpful.”*

- Devon

“Your program coped without difficulty with a particular point that Nor-Data couldn’t manage”

- Norfolk

*“TimeTabler really does what it says on the tin - and it actually makes the process of timetabling quite enjoyable ...and whilst it is a job that is never stress free, **TimeTabler** gives you the confidence that a solution can be found, and the program will do most of the work for you”*

- Merseyside

TimeTabler HelpLine Support:

Support Centre

TimeTabler is fully supported by expert HelpLine Support and Advice.

For timetabling advice, and help on the use of **TimeTabler** or **Options** or **StaffCover** in your school or college:

Keith Johnson 0161-865-7584 support@timetabler.com

Paul Murphy

Chris Johnson

See also the inservice training materials at www.timetabler.com

For placing orders:

email us: sales@timetabler.com or Fax: (+44) (0) 1925-75-2030