

## **Assistant Teachers, and Rooming & TGNs, on the Advanced (Activities) Screen**

This PDF outlines how you can add extra 'Assets' or 'Resources' to an existing Activity, on the Advanced Screen.

This allows you to:

- Add an **Assistant Teacher** to the Main Teacher for an activity.

Examples include:

- Adding a French Assistant to the main Teacher of French, so that both are in the same room for the lesson.
- Adding a SEN Support Teacher\* to the main Teacher, so that both are in the same room for the lesson.

- You can also use this screen to add various **Rooming** Requirements.

Examples include:

- Specifying that a lesson must have a unique room (eg. a Drama Studio).
- Specifying that a Science lesson must have a Lab, when you've only a limited number of Labs.

You can also (less usefully) enter manual Teaching Group Names (TGNs) on this screen.

Make sure you have recently used Check for Updates to get the latest version.

- \* If you want to set up a Withdrawal Group(s), so that students go to a separate room with one or more SEN Support Teachers or other staff, please see the PDF in the KnowledgeBase titled: 'Alternative Curriculum'.

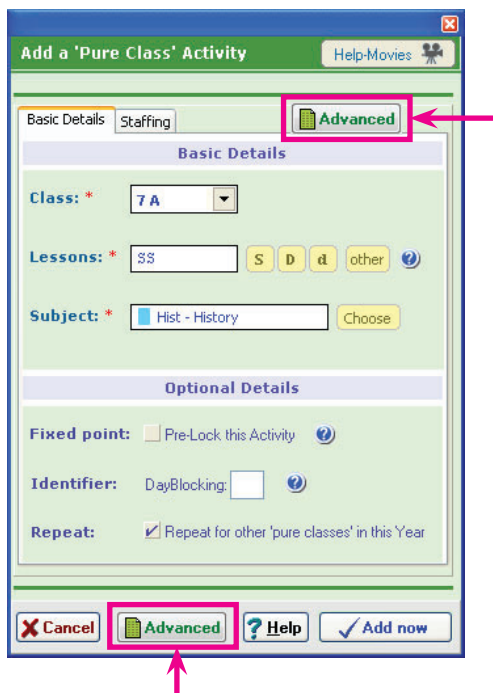
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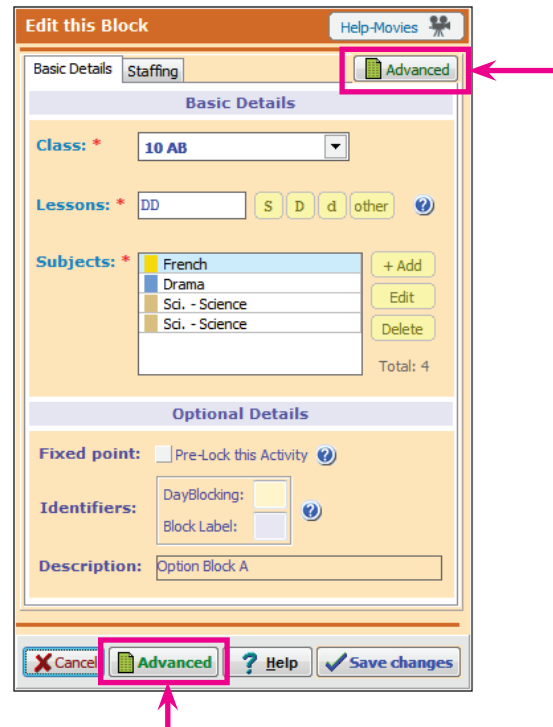
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## Accessing the Advanced (activities) Screen

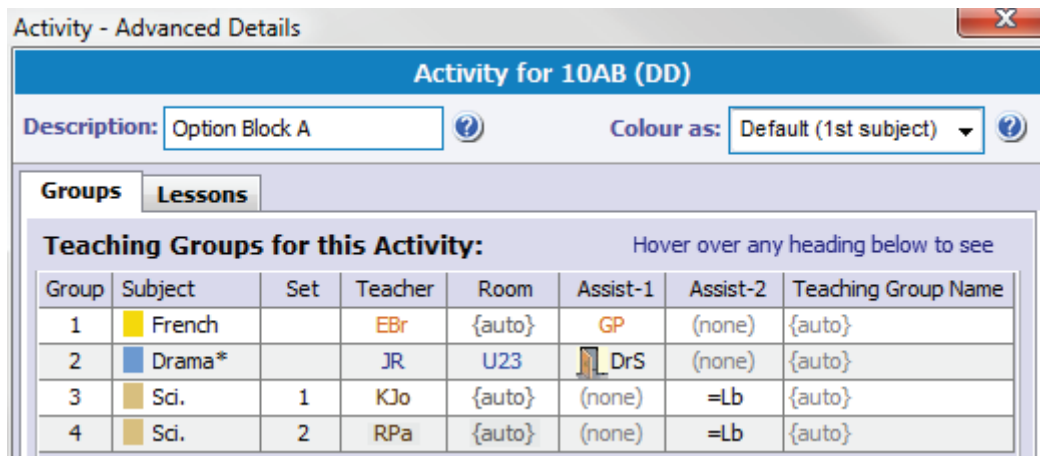
When you have used a Wizard to enter an activity into a Batch (in this case the Pure Class Wizard) you see:



For an Activity entered earlier, the route is Activity Batches -> Choose the Batch to see the Curriculum Diagram Screen. Then Double-click on an Activity, to see its Wizard Screen (in this example the Simple Block Wizard):



Then click on any of the Advanced buttons, to see the **Advanced Screen**:



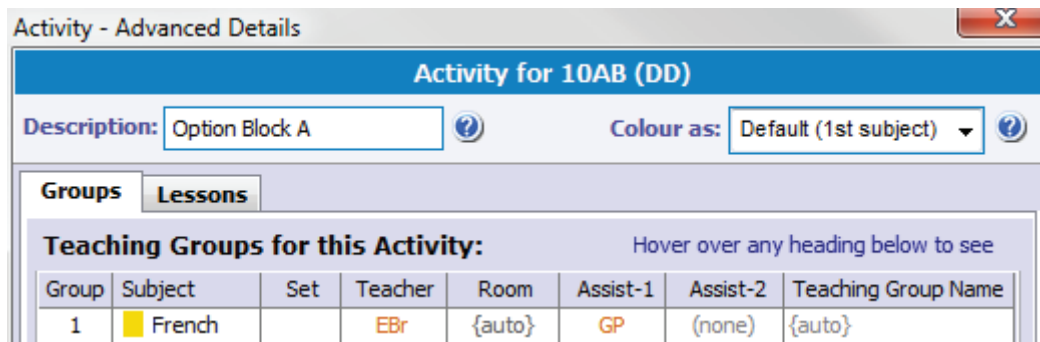
Or,

On the Curriculum Diagram Screen, highlight any activity and press the <F4> key, to go directly to the Advanced Screen.

# Adding Assistant Teachers to an activity

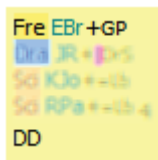
After entering the main teachers for an activity (in a Wizard, as on the previous page) you can add Assistant Teachers on the Advanced Screen.

## Example 1 :



This shows a French group, taught by **EBr** (the main teacher).  
 But we have also added another person (**GP**), by clicking on the cell under 'Assist-1'.  
**GP** could be a French Assistant. She will be timetabled into the *same* room as **EBr**.  
 The lesson will only be scheduled into periods where **EBr** and **GP** are both available.  
**{auto}** indicates that the activity will be allocated a room automatically (section C8 in your Manual).  
**GP** could equally be entered into the column titled 'Assist-2'; and/or a second Assistant can be entered into that column.

The Assistant is shown on the Curriculum Diagram with the main teacher, but after a + sign, like this:



While Printouts will look like this:  
**Class Timetable for Tyne HS**  
 Inclusive

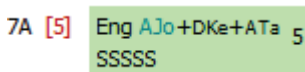
Monday		
	period 1 9.00–9.40	period 2 9.40–10.20
10AB	Mr E. BRASS French Rm 8 (+Ms G. PELRAS)	

## Example 2 :



The English Teacher (AJo) has 2 Assistants (DKe and ATa), perhaps to help with SEN pupils.

Curriculum Diagram:



Master Class Printout: **Class Timetable for Tyne**  
 Inclusive

Monday	
	period 1 9.00–9.40
7A	Mr A. JOHNSON Eng. Rm 6 (+Mr D. KESTERTON) (+Mrs A. TAYLOR)

## Specifying Rooms on the Advanced Screen

There are many ways to specify or allocate Rooms in **TimeTabler**. See for example:

- In the Manual, sections C8, C20, F22, F23, H46, H46
- In the HelpScreens, type 'room' or 'rooming' into the Index Tab.
- In the HelpMovies, see numbers 13, 23, 27B, 51, 52, 53.

You can also specify or add Rooms on the **Advanced Screen**, as shown in the examples below.

### Example 3:

Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name
1	French			{auto}			{auto}
2	Drama*		JR	U23	DrS	(none)	{auto}
3	Sci.	1	KJo	{auto}	(none)	=Lb	{auto}
4	Sci.	2	RPa	{auto}	(none)	=Lb	{auto}

This shows a Drama activity, taught by teacher **JR**. [The \* indicates that it is not her main subject.]

She needs the Drama Studio for each lesson (and the school has only one Drama Studio). So the Special Resource **DrS** has been entered as one of the Assets or Assists (it doesn't matter which column is used, 'Assist-1' or 'Assist-2').

Separately, on the **Special Resources Screen** (C18),

- **DrS** had been entered as a Special Resource, and
- it had been specified that it is really room **U23**, as shown:

**TimeTabler** automatically inserts **U23** in the room column on the Advanced Screen (above).

**Special Resource Details:**

Abbreviation:

Full name:   
Or enter \*D if you don't want it to appear on printouts

Linked room:

The Drama lesson can only be assigned in periods when **JR** and **DrS** (ie. room **U23**) are both free.

### Example 4:

Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name
1	French			{auto}			{auto}
2	Drama*		JR	U23	DrS	(none)	{auto}
3	Sci.	1	KJo	{auto}	(none)	=Lb	{auto}
4	Sci.	2	RPa	{auto}	(none)	=Lb	{auto}

A Science Group, Set 1, taught by KJo, needs one of the school's 5 Science Labs, so **=Lb** has been added as one of the Assets/Assistants. Similarly with the other Science Group (with RPa).

Separately on the **Pools Screen** (see C20 Example 4, in your printed Manual), a Pool called **=Lb** had the 5 Labs entered in it. The 5 Labs (Lb1, Lb2, etc) had earlier been entered as **Special Resources**.

No.	Pool Name	Subject	Size	Special Resources in the Pool
1	=Lb	Sci.	5	Lb1 Lb2 Lb3 Lb4 Lb5

So this Block for 10AB needs 2 Science Labs, and using this method the activity cannot be assigned on the schedule unless at least 2 (of the five) Science Labs are free.

## Editing Teaching Group Names (TGNs) on the Advanced Screen

There are several ways to specify or allocate TGNs in *TimeTabler*.

See for example:

- In the Manual, sections D22, D23
- In the HelpScreens, type 'TGN' or 'Teaching Group Name' into the Index Tab
- In the HelpMovies, see numbers 28, 60, 62.

If you feel the need to enter **manual** TGNs (not normally recommended) then you can also do it on this Advanced Screen.

Click on a cell in the TGN column. It is normally showing **{auto}** (recommended).

### Example 5:

Groups		Lessons					
Teaching Groups for this Activity:							Hover over any heading below to see what it means
Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name (TGN)
1	Eng.		AJo	{auto}	DKe	ATa	7A/En*

The User has spent time entering TGNs manually (not recommended).

In this example a TGN of **7A/En** has been entered manually.

This could have been achieved more simply & quickly by using **{auto}**, see below.

If you wish (eg. if your MIS expects very different TGNs in different Year-Groups) you can mix **{auto}** with manual TGNs.

### Example 6:

Groups		Lessons					
Teaching Groups for this Activity:							Hover over any heading below to see what it means
Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name (TGN)
1	Eng.		AJo	{auto}	DKe	ATa	{auto}

When **{auto}** is used (recommended), the TGNs actually exported to your MIS are in the format that you can specify on the **Customize Teaching Group Names Screen**:

Customize Teaching Group Names							
You can customize your <b>Teaching Group names</b> further by thinking of the TG name as consisting of <b>8 'fields'</b> , then using the boxes below to define what should appear in each field:							
Teaching Group Fields							
Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8
Year	Band-letter	Separator (/)	Subject	Set			

You can choose a variety of items from the drop-down list for each field [but be aware that most MIS restrict the length, typically truncating the TGNs to 10 (or 12) characters].

HelpMovies 60 and 62 discuss this in more detail. See also the HelpScreens on this topic.

