


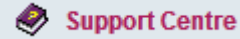

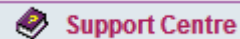






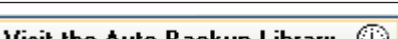


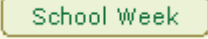






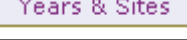
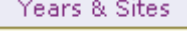












How do I ... ?





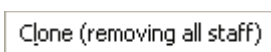







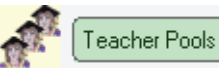




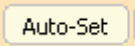
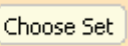

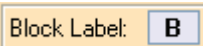

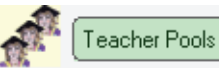






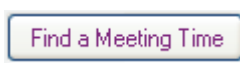

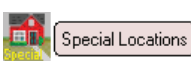
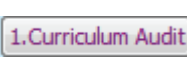
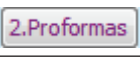

Note: Many of these topics also have more details in an article and/or a PDF in the KnowledgeBase at :  [Support Centre](#)

...learn about Gold-Start Enhanced Support	Visit www.timetabler.com/gold-start
...view the Help Movies?	 or 
...visit the KnowledgeBase in the Support Centre?	  <input type="text"/> <input type="button" value="SEARCH"/>
...set up dual monitors to spread out my work?	 or 
...do an external Backup (eg. on a memorstick)?	 to a memorstick (or to Dropbox)
...save a complete snapshot of my timetable?	 or 
...go back to an earlier stage?	 
...change the Auto-Backup reminder period?	 

1 Basic Data






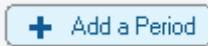
...rename the Days?	  See C5
...mark Breaks and Lunches?	  See C5
...label the Periods? ...add Period Times?	 or  See J3
...enter a non-rectangular week?	 or  See C5, F14, H14
...specify Scottish Years (S1 etc) or Grades?	 See C5
...specify the Sites in a split-site school?	 See C5

...specify a subject Colour?	Subjects Screen  See C6
...specify how Rooms are to be allocated	See C8
...change the display order of the Teachers?	Teachers Screen  See C9
...specify days/periods for (fixed) Part-timers or staff who must be free at specific times?	 or  C15, F12, H3, H51
...specify days/periods for 'floating' Part-timers?	 or  H4, C15
...specify a Home-Room for younger classes?	Classes Screen  See C9e, C10
...use 'vertical' classes, across Years?	Classes Screen  See H30b
...fine-tune the order of the Classes, especially in Consistent-setting and Container Blocks	Classes Screen   See C10

...decide how many Batches to use?	See D6, H1, QuickStart Guide Step 20, HelpMovie
...promote last year's Year 10 Batch to be the new Year 11 Batch?	 See D13, D14
...'clone' a Batch?	  See D1, H26
...delete all the teachers from a Batch but keep the curricular structure, so I can re-use the Curriculum Diagram again next year?	  See D1, H26, HelpMovie
...enter or edit the Activities into a Batch?	    D1-7
...add an Assistant Teacher?	   C8 pt 5, H48
...enter an Activity with (eg.) any 2 teachers from your PE dept [ie. use a 'Teacher Pool']?	 See C20, H39-41
...update a (new) Teacher's initials globally, in all my Batches?	 See D17
...update a Class Scheduling Name, or a Special Location, in all my Batches, globally?	 See D17
...decide how to deal with Consistently-Setted structures?	See H24, PDF, HelpMovie
...specify a Container Block, for a Sixth Form Block?	  See H25, HelpMovies
...enter a 'Set' number or label?	  or  D6, D8, F21
...enter a Block Label?	 See D6, D11, F21
...specify that I have only one Drama Studio, etc?	 See C18, H9
...specify that I have only 5 Science Labs, etc.?	 See H41, C20
...ensure that different activities (eg. Fr & Sp, or PE & Games) are not scheduled on the same day?	 See D9 or 
...enter staggered Lunches?	 See H15, H17
...schedule a departmental Meeting or a senior management Meeting?	  See H7, F12
...look for a departmental Meeting time after I have finished the schedule?	  See F12
...ensure a Teacher has half-days free, or has one PPA period per day?	 or  H5, H6, F12
...do a Curriculum Audit, to find out how many periods of each Subject I need to staff?	 See D24, D15-16, HelpMovie
...collect the Staffing data from Heads of Subject?	 See D15-16, HelpMovie
...check the Staff Teaching Loads?	 See D15-16, D24, HelpMovie

3 Schedule

How do I ... ?

...check my data before I start Scheduling?	  See D19-31
...add another Batch to the schedule?	  See F7, K3
...Lock/Unlock an activity on the schedule?	  See F16, K5
...Unassign a lesson from the schedule?	 or the right-click Menu See F16, K4
...see Why an activity will not fit?	 See E12-13
...solve 'kick-out' problems?	 or  See F6, Support Centre
...list teachers who are free in a period?	  See F12, F21, J21
...exchange 2 complete time-slots?	  See F13
...exchange 2 activities for a class?	  See F18
...move a lesson to another time of the cycle?	 or   See K9
...change/edit an activity after I have started scheduling?	 or  See D18, F19
...check the quality & rhythm of the timetable?	  See F24, H52
...in a split-site school, prevent 'instant commuting'	 See F12, H28
...add an extra period (eg. for Registration, Assembly, or for Breaks, Lunch, Prep, etc?)	  See H36, PDF
...clone a schedule?	  See E5, H27
...duplicate (or de-interleave) a schedule for a 2-week timetable?	 Duplicate (week to fortnight) See H29, H50
...change the teacher, room, subject or set for a lesson on the finished timetable?	 See K8
...change the format of the 'Set' labels?	 See the Customize Menu
...add 'PPA' and other Staff Labels?	  See F12, H32, Customize Menu
...review the current PPA totals?	 
...add 'Break', 'Lunch' and other Class Labels?	  See F14, H32, Customize Menu

continued...

If you are not receiving our eNewsletter with its monthly tips on timetabling, please sign on at: www.timetabler.com (at the bottom of that page).

3 Schedule continued

How do I ... ?

...see which groups haven't yet got a Room?	See F22, J2
...list Rooms that are free in a particular period?	or See F21, F23, J21
...allocate Rooms by 'Sweeping'?	
...allocate Rooms by drag-and-drop?	or See F22, F23
...make a Global room change?	See F22
...check for split-taught classes?	See F24, H49
...check for teacher Well-being?	See H52-53

4 Print

...customize Day and Period labels, and add the lesson times?	See J3
...mark the Printout as 'Draft'?	Mark as 'Draft': <input checked="" type="checkbox"/> J3, J8
...label the Printout with the Date/Time?	Show date & time <input type="checkbox"/> J3, J8
...send a copy of the timetable to colleagues electronically (for them to view in their browser)?	See J6, J17
...print 'Pool' timetables for Teacher 'Pools'?	See H39, C20, J22
...change the title and margin and font size?	See J3
...print a Staff Handbook of timetables?	See J14
...print a Faculty timetable?	See J13
...view/print a list of free rooms (for the Cover organiser or the Exams organiser)?	See J21

Export

...see the Teaching Group Names that will be exported to our MIS (admin system)?	<input checked="" type="checkbox"/> Show TGs D23, L
...find the export Documentation for exporting the completed timetable to our MIS?	(select your MIS) <input type="button" value="Read the latest"/> See L1
...do a 2-stage export to SIMS .net or other MIS?	See D23
...export to the Options program?	
...export to the StaffCover program?	

NOTE : The page numbers refer to the latest version of the Manual (now 254 pages).

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