New Features in *TimeTabler 2021*

Part-timers in Pools   `Check Availability`

When you have Part-time teachers in Pools it is always tricky to assess the effect of their part-time-ness on the Pool. This new button on the Pools Screen will help you, by giving you a display like this:

The 'Sum' (Summary) line shows periods where all of the teachers in the currently selected Pool are free … obviously, you'll never/rarely need all of them to be free, since they are a Pool, but it just helps to give an idea of the flexibility of this Pool.

```
Pool Availability

Day:          Mo       Tu       We       Th       Fr
 1 VH   Eng   ......   ......   ......   ......   ......
 2:AHa  Eng   ......   ......   ......   ....XX   ......
 3:MU   Eng   ......   ......   ......   XXXXXX   ......
 4:VP   Eng   ......   XXXXXX   XXXXXX   XXXXXX   ......

Sum:          ......   XXXXXX   XXXXXX   XXXXXX   ......
```

Part-timers Unavailability   `PT ▼` ➠ `Highlight Unavailability Factor (UF) for each Activity`

On the Curriculum Diagram Screen, the PT button gives you a menu with a new analysis on it.
This shows a quick estimate of how Unavailable each activity is likely to be (especially blocks).
In a 25-period cycle the score for each teacher will be between 0 (available every period; can be assigned anywhere) and 25 (unavailable every period; can be assigned nowhere). This is totalled for the team.
Red = high UF   Blue = quite high UF   Yellow = low UF   Green = zero UF
For more information, right-click on the activity ➠ Teacher Team UnAvailability.
See also the KnowledgeBase article on this topic.
It will pay you to try to reduce the number of Red (and Blue ?) activities *before* you start scheduling.

Quick Rooming   `Room Timetable Screen`

This new feature on the **Room Timetable Screen** allows you to assign Rooms quickly, especially if you already know the room details from elsewhere.

- Click (near the bottom of the screen) on:

  `Quick-Room this Teacher:  (feature is off - click here to select a teacher)  ?`

- Select the Teacher you want to assign a room to.

- Click on the Room in the Period cell you want.

  For example, if you select Teacher 'AB' and then click on Room 23 in Period Mon:1, then AB's lesson on Mon:1 will now be moved to Room 23.
  Continue clicking for all the other periods you want, and AB's rooming will be added quickly.
  You will see the changes appear on the Room Timetable as you go.

- Then click on the teacher name to select a different teacher. Continue until you have finished then click the teacher name and choose "None"; this turns the feature back off. (Or just click 'Turn off').

Days to (not) Show

By default the Class Timetable Screen shows your timetable for the full week, ...but if you have many periods in a day, or a fortnightly timetable, you may need to scroll horizontally to see certain days.
Also, if you are fortnightly & wish to compare Tues on Week-A, with Tues on Week-B, this is not easy.

But now, at the top of the Class Timetable Screen, you can click to (temporarily) omit some days from the display: `Days to show:  [All] [None] [1st] [2nd] Monday Tuesday Wed Thurs Friday`

Your choices are:

You can use the same on the Staff Timetable Screen and on the Room Timetable Screen.

Click on:	Action:
[All]	Bring back all the days (reset).
Monday, etc	Omit this day.
[None] then 'Wed'	Quickest way to see only Wed (say).
[1st]	In fortnightly timetable: show 1st week only. Or: in weekly timetable: show 1st "half" of the week (approx.).
[2nd]	Similarly.

2-week cycle : lesson spread report

2-week Lesson Spread Report

This new item on the Check&Tidy ➡ Statistics & Staffing Menu, or on the Schedule Menu, shows what your lesson-spread is like, and how it is balanced / unbalanced.
This is particularly useful for a 2-week timetable in which the weeks are meant to be different.
[If you have a 1-week cycle then it compares the first and second parts of the week.]

If you have used the Duplicate method, or the De-Interleave method (below), then the 2 weeks should not be too different. For more about the best kind of 2-week timetable for scheduling Part-timers see:
www.timetabler.com/improvingPart-timers.html and www.timetabler.com/PDFs/2-week-timetables.pdf

Clicking this Menu item gives you a Report under headings of

2-week lesson spread

- Activities which are not well-balanced between the 2 weeks [eg. 4:2]
- Activities which are closely balanced [eg. 2:3]
- Activities which are perfectly balanced [eg. 2:2]

2-week timetable : copy and compare availability

On the Staff Availability Screen ➡ Auto-assign (and on the corresponding Class and Room screens) there are two new items on the Menu to help you ensure that the Availability of Part-time staff is the same in both weeks:

Copy Week-A to Week-B
Compare Week-A and Week-B

And, during scheduling, at Staff Timetable Screen ➡ right-click menu you can compare the Availablity in each week as you place the activities.

Compare Week-A and Week-B

2-week timetable : De-Interleave a Schedule

Interleave is a method (used by some schools) where you schedule a 2-week timetable as one week, but with each day having twice the expected number of lessons.

You then run this De-Interleave function which creates the second week and puts all the *odd* numbered periods in week 1, and all the *even* numbered periods in week 2. See the example below.
The new schedule can then be printed & exported to your MIS, like any schedule.

This new function is on the Schedule Menu and on the Global Changes Menu.
Make sure you make a Backup first, as the process is NOT reversible!

Only use this feature when you are sure that you have completed your timetable.
Note that the conditions for structures such as Consistent-setting and Container Blocks are not retained so you cannot usefully do further scheduling on the De-Interleaved copy of the timetable! Do any further scheduling on the Backup and then de-interleave again.
See also the article in the KnowledgeBase on this topic.

For example, it converts this 6-period-day, 1-week, schedule:

into this 3-period-day, 2-week, schedule:

Note it will only work fully if the initial timetable has activities where converting each D to become SS (=2 lessons now), stays within the maximum of 10 lessons per activity. *TimeTabler* checks this for you.

It may also be useful to convert a 6-period day to a 3-period socially-distanced one, if necessary?

Team Combinations Screen

Team Combinations

This useful screen has been improved with extra features that make it particularly helpful for Scottish schools. The screenshot shows some Triplets for S5, S4, S3:

On this screen there are now 3 extra buttons.

Lessons: gives you 4 choices for matching the parts of the Doublet or Triplet:

Parameter:	Meaning:
match exactly	SSS can only co-exist with SSS
same number of periods	SSS can co-exist with DS (ie. both 3 periods)
close / similar	SSS could co-exist with SS or SSS or SSSS
any	SSS can co-exist with any other periods

Show Unique Activities ✔ : If this box is ticked then you are only shown each activity once, even if it could co-exist with several other activities.

This reduces the length of the list if it is over-long.

Column View

This gives you a more graphical view of the same data. *For example here*, with (Scottish) S5 above S4 and S3:

Edit Details Screen

ⓘ Details

New features have been added to speed up your editing of a scheduled lesson.

For example, just clicking on the **...** button next to the Teacher's name brings up a quick-pick box showing all Teachers, with Teachers for this subject highlighted, so you can easily change the Teacher with a single click.

Similarly for Subject, Set & Room.

Review / Update all Lessons: Staff ▶ Room ▶

Clicking on one of these buttons takes you to a new screen, that allows you to Review all the lessons of this activity and Change the Teacher or Room for them. It also allows you to see at a glance if the lessons are all in the same room.

Teacher Well-being   [Check & Tidy] ➡ 🎓 Teacher Well-Being

At Check & Tidy ➡ Statistics & Staffing Menu, *TimeTabler* will now give you information like:

SCo has a full day on Fri	3
SCo has exceeded max. workload by 12 (24/12)	4

Analysing this can warn you of potential issues, and help you to support your colleagues' Well-being.
Click on any item to see the corresponding Teacher-Inspector.
You can then use **Move** or **Edit Details** etc, to change the person's timetable.

Staff Teaching Time   [Check & Tidy]

You can now ask *TimeTabler* for a report of how much time (hours & mins) each teacher is working in the week. First, at Check & Tidy ➡ Edit Day & Period Labels ➡ Period Times, enter the start/end times for your periods.

| els | Period Labels | Short Labels | **Period Times** |

	1	2	3	4	5	6
Monday	08:30 09:20	09:20 10:10	10:30 11:20	11:20 12:10	13:10 14:00	14:00 14:50
Tuesday	08:30	09:20	10:30	11:20	13:10	14:00

Then go to Check & Tidy ➡ Statistics & Staffing ➡ Staff Hours report, to get the 1st report:

It shows the number of Teaching Hours for each person:

:RH (a Part-timer) doesn't teach on Monday, then teaches 4h10min on Tuesday, etc.
Total for week/cycle = 14h 10min.
Work load = 17 periods (in this 30-period week).

Staff Hours report for Laura Norder High School

	Mon	Tues	Wed	Thurs	Fri	TOTAL	W/Load
:RH	0:00	4:10	5:00	5:00	0:00	14:10	17
TO	4:10	3:20	2:30	2:30	4:10	16:40	20
GR	2:30	4:10	4:10	2:30	2:30	15:50	19

A 2nd report on the same menu gives you more information, see the Help screen for details [? Help]

Other new features in *TimeTabler 2021*

- So that you can store your data 'in the Cloud', and retrieve it wherever you are [while keeping the **speed** of a local computer] the links to Dropbox or other free Cloud storage sites (Google Drive, Microsoft OneDrive, Sync, etc) have been simplified. So if you are working at home ⬅➡ school you can use this method or a USB memorystick, whichever you prefer.

  Dropbox
  Change the Location ... [Cloud] [USB] [Other]

- On the Visual Builder Screen, the Filter feature has been improved so that you can now Filter on two years together. *For example,* to see Physics (only) in Years 12 <u>and</u> 13.

- The display of the Conflict Matrix has been improved to display Container Blocks better.

- On the Curriculum Diagram Screen, when Cloning an Activity, you can now more easily copy an activity to another Form or another Band.

- If a group has no teacher, how it appears on timetable printouts is now customizable.

- DayBlocking Codes are now clearer on the Visual Builder Screen, by being shown on each 'card' on the Priority List:

1	Block **M** Maths Block D
	11ABCD 4 1/3
	JHa JM FHi JV VH 5

  This card has a DayBlock Code of 4

- The 'Style' buttons on the Class Timetable Screen and the Staff Timetable Screen now have more options.

- Exports to your MIS : improvements have been made in the Exports to: Arbor, Bromcom, HUBmis, Veracross, TASS, PowerSchool.

- The HelpScreens have been updated, and some HelpMovies. [? Help]

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.)		