New Features in *TimeTabler 2022*

Getting Started   [Getting Started]

Getting started on your first timetable in **TimeTabler** can be daunting.
A new button at the top-left of the opening screen helps you with a quick introduction to the key features.

When you click the button you see a list of topics, as shown here:

Click on any of those buttons for more information on that particular topic.

If you are also moving from Nova-T to **TimeTabler**, see page 3 and also the articles in the KnowledgeBase in our 24/7 Support Centre.

Note : we have a new Support Centre (with the same staff) so make sure you reach the correct one via the button on the opening screen.

[Support Centre]

Departmental timetables

TimeTabler already allows me to print a Subject timetable, so I can print (say) a Physics timetable, or a Biology timetable. But can I print a Science timetable?

The new 'Departmental' timetables button now allows you to print the timetables/lessons for teachers who are in a specific Department. As usual, the timetables can be 'master' or 'individual'.
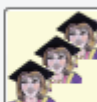Go to: Print ➧ Depts :

First make sure you have set-up your Departments (in the usual way), saying which Staff and Subjects are in each one.

Department
1 - Mathematics
Show complete timetable ☐
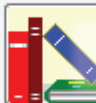
Select the Department you want, and every teacher who takes a lesson for a subject in this Department (eg. Science) is shown.

You can choose whether or not to include the teacher's other (minority) subjects.

Scheduling Filter

The Filter feature has been extended in 2 ways, including the new 'Apply opposite' button, which shows the opposite of the usual 'Apply'. ie. it omits the things that match your filter, rather than showing them.

Example 1
Show me every subject *except* PSHE.
Reason: I want to ignore PSHE for now, and focus on others.
Select the subject you want to omit (PSHE), then click 'Apply opposite' :

Example 2
Show me Doubles (or Triples, etc) in a Container Block.
Reason: to find hardest-to-fit lessons in the Container Block.
Select as shown here :

Filter Method:
○ None
○ Class
◉ Year and/or Subject

Criteria to filter on:
Year: {all years / don't filter} ▾
And Year: {no other} ▾
Subject: PSHE Personal&Social ▾

[Apply 'opposite' ▶]

◉ Container Block   Lessons: Doubles & higher ▾

Check for differences between your MIS and *TimeTabler*

The Problem until now:

After exporting the completed timetable to your MIS, you may need to make small changes in the MIS. *For example,* staff may make 'private' room swaps and (if they tell you) you will update the timetable in the MIS. This is necessary so that daily Cover can work properly.

But, you may have to use *TimeTabler* again during the year for a major timetable change (*for example*, if a colleague goes on maternity leave, and her replacement cannot teach exactly the same groups). In that (rare) case you may need to replicate those Room (and perhaps staff) changes in *TimeTabler*. These changes can not only be hard to remember, but how can you be sure that someone else (eg. office staff) hasn't made changes in the MIS that you are not aware of ?

The Solution:

Rather than have to make a note of what you believe has changed, you can now get your MIS to create a list of the teacher & room for each lesson in the MIS, and export to a file.

TimeTabler can then read this file and compare with your schedule in *TimeTabler* to show you the differences. (Please ask your MIS how to do this; eg. Arbor are providing it from spring 2022)

You can access this new features in 3 ways:
- at Check & Tidy ➡ Statistics&Staffing ➡ MIS Staff & Room changes,
- or at Schedule Menu ➡ Import lesson changes from MIS,
- or, in the Export section, click on the 'Import from MIS' button:

Then click at :

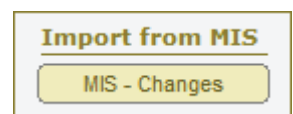**Step 1** to create & view a list of all your lessons (on the current schedule) in *TimeTabler*.

Step 2 to import & display the 'Changes' file that you have exported from your MIS.

Step 3 to compare the two :

A summary explains what the red codes (Add, Del, ChT, ChR) mean.

Diff	Meaning	Number
Add	**Lesson added in MIS**	0
Del	**Lesson deleted/missing in MIS**	0
ChT	**Teacher changed in MIS**	0
ChR	**Room changed in MIS**	2

Differences:

A table shows the data in *TimeTabler* and the data in your **MIS**, with any differences.   [Teachers JR and DA have swapped rooms]

Period	TT Tchr	TT Room	TGN	MIS Tchr	MIS Room	Diff
1	AS	GYM-2	11w/PE.1	AS	GYM-2	
1	SO	HALL	11w/PE.2	SO	HALL	
1	FHi	U1	11y/PSH1	FHi	U1	
1	JR	U13	11y/PSH2	JR	U14**	ChR
1	DA	U14	11y/PSH3	DA	U13**	ChR
1	RH	L28	9C/Mus	RH	L28	

Step 4 Click on **Review & Apply Changes ▶** to see 4 buttons :

We suggest that you Clone your current schedule first.
Then apply the changes to the Clone.

You can make the changes Manually while reading the Report or you can click on the buttons to make the changes Automatically :

MIS Audit : Report & Apply Changes

1	Report	Report the Differences
2	Rooms ▶	Apply any Room Changes
3	Teachers ▶	Apply any Staff Changes
4	Groups ▶	Teaching Group Changes

Staff Availability Screen : new markers

There are 2 new markers: '**M**' = Meeting   '**O**' = Other duty/unavailability to teach

They both behave exactly the same as an 'X' (in scheduling and in an export to your MIS) ...but they allow you to distinguish in-school unavailability from a Part-timer who is not in school.
(Obviously you don't have to use them, you can just use 'X' as before.)
Note: The same markers are also available on the Staff Timetable Screen during scheduling.

Availability Palette: Select the type of part-timer you want to denote by clicking below … then click on the teacher's period you wish to make unavailable.

☐ Available ❓   **X** Fixed part-timer   **M** Fixed meeting   **O** Fixed other ❓   Specials: **B** Busy   **L** Lunch ❓

Floating: **A** AM/morning only   **P** PM/afternoon only   **F** Float to start or end of day   **f** Float anywhere   **d** Float within day
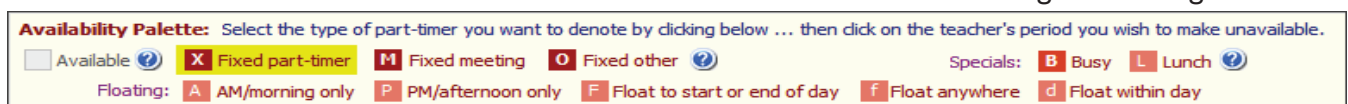
Staff Labels

If you have several labels to add there is now a quicker way. Click on **✔ Staff Labels**
on the Staff Timetable Screen, to see this grid:

Staff Labels:
Select the label you wish to add by clicking in list … then click on the teacher's free period you wish to add the label to.

{none}	SLG	Break
PPA	SMT	-
Meeting	PrepSup	-
Support	PlayGrd	-

Moving from Nova-T to *TimeTabler*

Many schools (and whole MATs) are moving from SIMS+Nova-T to Arbor+*TimeTabler* or to Bromcom+*TimeTabler*. So we've looked at how to speed up the process.

At the top-left of the opening screen, click on **Getting Started**

then **Moving from Nova-T** to see this screen:

The first item takes you to a KnowledgeBase article on this topic.

The second gives you a quick way of **importing** Basic Data from Nova-T if you have an .XPL file.

The next gives you any alternative way of **importing** that Basic Data from Nova.

The next gives you a way of **comparing** a timetable in Nova with a timetable in *TimeTabler*, to see if you have accidentally made any errors in transferring the timetable.

The last button gives details of a paid service to migrate the timetable for you.
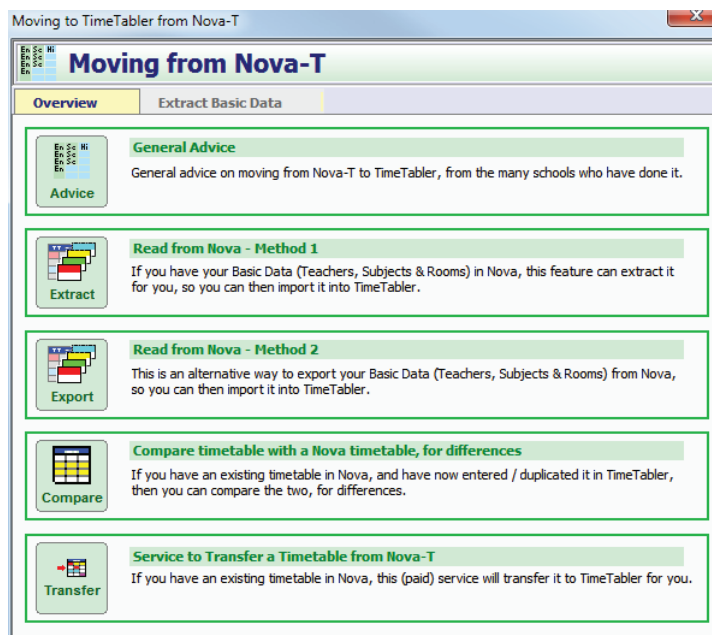
Importing Basic Data from Nova-T

The 2nd item above ('**Extract**') allows you to import Basic Data into *TimeTabler* from Nova if you have an .XPL file (obtained via Nova-T6 ➡ Data ➡ Export to Nova-T4).

TimeTabler reads the Nova XPL file, and creates a CSV file containing the Basic Data (Teachers, Subjects & Rooms).
This file can then be manually checked and/or edited if you want to.

Then it can be read into the *TimeTabler* "Import Basic Data" feature, in the usual way (like a file from any other system).

Note: When you go to: Basic Data ➡ Import from a file, to import the file, you can click on 'Quick Setup' to jump to the correct format as shown here:

The 3rd item above ('**Export**') is an **alternative** way, which imports Subjects, then Teachers, then Rooms in 3 stages, using a different export from Nova-T.
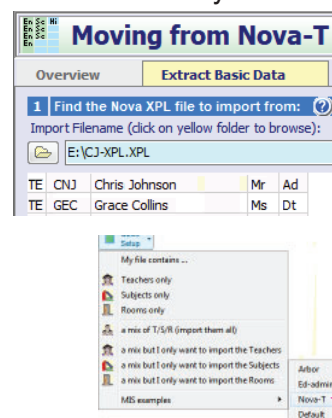
Comparing timetables between Nova and *TimeTabler*

The 4th item above is the same feature as described on page 2. It can be used to compare an existing timetable sitting in Nova-T, with one in *TimeTabler*. This is useful if you had your timetable in Nova, and have now entered it in *TimeTabler*. You can check that you have created the same timetable.

Simply follow the steps on page 2, using a "Changes" file from Nova-T.
There is an article in the KnowledgeBase that gives full details of the process:

TeachingGroupNames (TGNs) like Nova, in *TimeTabler*

You could always create TGNs that look like Nova-T, of course, but now it's easier.
Go to: Curriculum Diagram ➡ TGN ➡ Set-up or Review, *or* to Step 5 of the Export,
then choose Custom ➡ Customize further ➡ **Common formats**,
and then select either: 7) (Nova-1) or: 10) (Nova-2).

Teaching Assistants : analysis : Where on my timetable are Assistants (TAs) being used?

Go to: Print ➡ Master Class Timetable, and from the Highlights Menu choose 'Assistants'.
Any Assistant on your timetable is highlighted in yellow.
Lessons without an Assistant are greyed.

The same choice is available at: Print ➡ Individual Class Timetables.
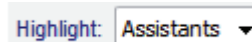
Highlight: | Assistants ▼

Fixed Points / Locked lessons : analysis : Where on my timetable are the lessons Locked in place?

Go to: Print ➡ Master Class Timetable, and from the Highlights Menu choose 'Fixed Points'.
Any Locked lesson on your timetable is highlighted in yellow. Unlocked lessons are greyed.

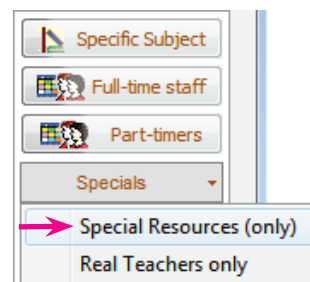The same choice is available at: Print ➡ Individual Class Timetables.

Highlight: | Fixed pts ▼
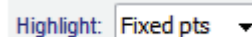
This can also be useful for you (or your MAT) to check that linked schools have the same Fixed Points.

Special Resources : analysis : Where are Special Resources being used?

Go to: Print ➡ Master Staff Timetable ➡ Advanced ➡ 'Select' to see:

The same choice is at Print ➡ Individual Staff,
and on the new Departmental timetables (see page 1).

| Specific Subject |
| Full-time staff |
| Part-timers |
| Specials |
| ➡ Special Resources (only) |
| Real Teachers only |

Other new features in *TimeTabler 2022*, or added late in *TimeTabler 2021*

- **Lesson spreading** : has been improved for fortnightly (10 or 12 day) timetables.
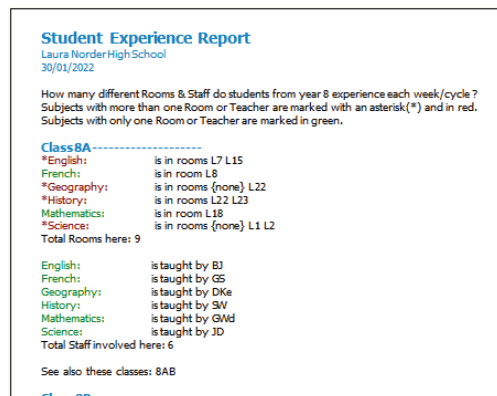
- **Student Experience Report** :
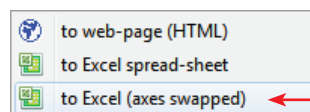 Have you ever looked at your timetable from the receiver's point of view?

  At Check & Tidy ➡ Statistics & Staffing ➡ Student Experience a report tells you how the timetable looks from a student's point of view:

 You can see how many rooms they are taught in, how many staff they meet.

  It is more meaningful for Years that do not have optional subjects.

Student Experience Report
Laura Norder High School
30/01/2022

How many different Rooms & Staff do students from year 8 experience each week/cycle?
Subjects with more than one Room or Teacher are marked with an asterisk(*) and in red.
Subjects with only one Room or Teacher are marked in green.

Class 8A----------------------
*English: is in rooms L7 L15
French: is in room L8
*Geography: is in rooms {none} L22
*History: is in rooms L22 L23
Mathematics: is in room L18
*Science: is in rooms {none} L1 L2
Total Rooms here: 9

English: is taught by BJ
French: is taught by GS
Geography: is taught by DKe
History: is taught by SW
Mathematics: is taught by GWd
Science: is taught by JD
Total Staff involved here: 6

See also these classes: 8AB

Class 8B----------------------

- 'Master' Staff Timetable printout : if you prefer this with the **axes reversed** then you can now get this via the 🌐 **Export** ▼ button as shown here :

| 🌐 to web-page (HTML) |
| 📊 to Excel spread-sheet |
| 📊 to Excel (axes swapped) ← |

- **Carousels** can be marked on the Curriculum Diagram, using the right-click Menu, so they are clear to you :

Tec MF [7u/Tec1]
Tec PR [7u/Tec2]
Tec OH [7u/Tec3] 4
DD
Ca ←
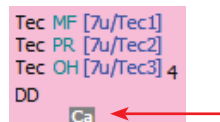
- **Exports** to your MIS : improvements have been made in the Exports to: SchoolBase, Ed:gen, Integris, SIMS, PowerSchool.

- The HelpScreens and some HelpMovies have been updated. ❓ **Help**
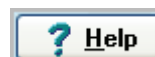
Please remember : **before** starting your next New timetable, look **first** at the HelpMovie entitled : **View Help-Movies** 🎥

| 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.) | | |