New Features in *TimeTabler 2024*

Room Distances (Student & Staff travelling)

If you wish, you can now keep a note of how long it would typically take a Student or Teacher to move from one room to another.

Why do this ?   It is optional, but if you do set it up, then you can run reports on how long your Students and Staff will spend "travelling" between lessons, for any timetable you choose to test.
You can use this to compare timetables, or compare this year with last year, etc. (Note: it does not affect your scheduling at all, and is only of real use post-scheduling and post-rooming).

To do this: Go to: Rooms ➡ Advanced ➡ Distance between Rooms (or on the main top menu, go to 'Rooms ➡ Room Distances") and then:

(a) There are 9 possible distances that you can choose from. Each represents a number of minutes. Start by choosing how many minutes each option should be, to best suit your school. A set of defaults that many schools find suitable is shown, but you can choose to change those values by clicking on a number shown in this grid :

(b) Once you have set-up (a), just click on any cell in the main Grid to say that the distance from *'the room on this row / Left'* to *'the room on this column / Top'* is this distance (time, in minutes). A pop-up allows you to choose from any of the values you have set in (a).

Note There are features to speed-up your entry, under the Fast Entry button:

The last 2 options allow you to export to a spreadsheet, enter your distances/ times in that spreadsheet, then re-import it … this may be the quickest way for you to set-up everything.
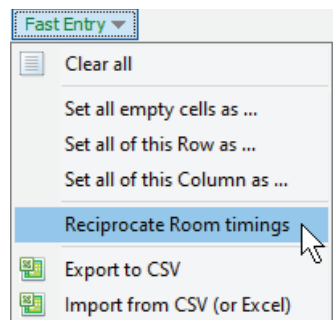
The Room Order in the Grid is the order you chose (using the Sort button on the Rooms Screen).

Note: There is no attempt to use these distances during scheduling; they are merely for you to report on post-scheduling … so you can compare different possible schedules, compare this year's timetable with last year, provide statistics to your Head or MAT, etc.

Reporting on Travelling (Room Distances)

If you have set-up your Room Distances, as above, you can analyse them in the Well-Being Centre, via : Dashboard ➡ Well-being ➡ Student Experience   (or via : Check & Tidy ➡ Well-being).
There is now an extra section within the Report (for each class) on "Student Travel Time", for example:

This sums the time a Class spends moving between Rooms (through the timetable cycle), but note:

(i) lessons before a Break, Lunch, end-of-day, or a lesson with no room – are taken to require zero travel time.

(ii) where a (composite) Class moves from or to 2+ rooms (eg. a Block of Maths sets) (ie. the exact room will depend on the individual student) then the worst case is taken (ie. longest 'distance between any two rooms).

A similar Report gives times for **Staff** travelling.
There is also an article in the KnowledgeBase on these 'Room distance' features.

Checking Staffing Allocations

Once you have staffed your Curriculum Diagram, you can produce an Excel spreadsheet for sending to your Heads of Departments (HoDs), to help them check that the staffing of their subject(s) is correct.

Go to : Curriculum Diagram ➡ Proformas and Analyses ➡ Ask HoDs to Check:
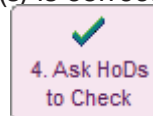
You will be asked to choose the Subject -- or choose 'None' if you don't wish to narrow-down to any particular subject (ie. you want to include all activities).

An Excel file is created for you, with a name such as **Check-Ma-Staff.xls**, to send to your Maths (Ma) HoD for her/him to check.

Auto-Reserving Container Blocks

This has been improved so that if a class in a Container Block has more lessons than there are days in the week, Auto-Reserve will now try to fit the extra lessons.
Of course this means that you will have more than one reserved period on the same day, and so you get this warning:

*** Note: Auto-Reserve has had to R-Reserve two periods on the same day.   You may wish to look more closely at the resulting pattern or R-Reserves to see if it is acceptable to you.

Teaching Group Names (TGNs)

If you have more than one 'standard style' of TGN in your school (eg. one style for years 7-11 and another for the sixth form) then you can now create this more quickly by following these steps :

(a) Set-up {auto} to give the style for years 7-11, as usual [see D23 in the Manual, and the HelpScreens].

(b) Ask *TimeTabler* to put those TGNs into "manual TGNs" for those years, so they are stored.
You can either choose an Activity (in the Batch, or on the Curriculum Diagram), then right-click on it and choose '*TGNs: {auto} into Manual, for this Activity*',
and/or,
You can perform this action for a whole Year at a time. To do this, go to: Curriculum Diagram ➡ TGN ➡ '*TGNs: {auto} into Manual, for this whole Year*'.

Important note: for these to work, you must first have 'evaluated' your TGNs (or entered them manually). To evaluate them, use the TGN button on the Curriculum Diagram Screen.

(c) set-up {auto} to give the style for the Sixth-Form (Years 12, 13).

This method will give years 7-11 one style, and your sixth-form a different style. See the KnowledgeBase article for more detail.

TGNs can now be shown more clearly on timetables: See the next page.

Auto-Assigning PPA periods and other Staff Labels

On the Staff Timetable Screen, right-click and choose: 📄 Auto-Assign Staff Labels to get a screen on which you can choose a Staff Label (eg. 'PPA'), and the choose 'Auto-Assign' to see:

Auto-Assign PPA (or similar)   Auto-Assign your Teachers' PPA (or other duties/labels)

Step 1 This feature will Auto-Assign PPA (or any other Staff Label) to save you time.   Label to assign: **PPA** ⌄

Step 2 Choose Periods per Teacher   **Step 3 Assign PPA / Label**
Click on a Teacher's 'Periods to Assign' to edit it   Click on 'Go' to assign the Staff Labels to each teacher.   Defaults
manually ... or: click one of the two 'Global' buttons below:

Class / Staff / Room Timetable Screens

These now offer more/better information to you, in various ways:

- All 3 screens now give more information if you hover over a period, for example:

- The Class Timetable Screen now also gives more details of the Class, if you hover your mouse over it (left-most column), for example:

- All 3 screens now show TGNs** (in blue) when you hover over a lesson, for example:

  (** providing you have either entered them all as 'Manual TGNs', or 'evaluated' them).

- All 3 screens now show the Set-label (if there is one) after the subject, when you hover over a lesson:

- The Room Timetable Screen now allows you to have taller rows, via:
  Style ➟ Layout / Show ➟ Taller rows.

- The Room Timetable Screen:
  the 'Quick-Room' feature is now more obvious (some people were missing it).

Miscellaneous additions

When you close a Schedule: the 'validate schedule' screen now doesn't warn you about double-booking for lessons with the same class+subject+set, if you have previously ticked:
✔ Ignore 'expected' double-booked rooms

The Class Timetable Screen now allows you to choose 2 years to show at the same time:

The Filter button, during scheduling, now shows Class Printing Names as well as Scheduling Names, so they are easier for you to recognise.

The Classes Screen : the Class 'Structure' can now be printed (as PDF or HTML). Go to Basic Data ➟ Classes ➟ View Structure, then click on the Print button.

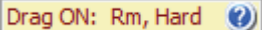Dashboard: this gives you an immediate reminder of your latest Library Archive:

Features added late into *TimeTabler 2023* (which you may not have seen)

1) Class Availability Screen: you can now choose to view just a particular Year, using the drop-down at the top-left of the screen.

2) Staff Timetable Screen: you can now drag a lesson *vertically* (to give it to a different teacher) … as well as the existing 'drag a lesson horizontally to change its period'.
   Click on the ❷ at Drag ON: Rm, Hard ❷ for more options about this.

3) 'Concentrate' on the Scheduling Screen: if you choose F8 (or right-click on an 'activity card') to 'concentrate' on a particular activity … and then use F2 to auto-schedule the lessons … all the lessons of that activity will be placed, then auto will stop & return control to you.

4) Timetabling Rules Panel: an 'AM/PM Subjects' tab has been added, which enables you to say (for example) that Maths activities should only be placed in the mornings.

5) Workload: you can now 'weight' the workload assigned to a teacher, by subject (for example, to say 'Registration' only counts as 0.2 of a period.
   Go to: Customize ➡ Timetabling Rules Panel ➡ Global Settings ➡ Weighted Workloads.

6) Workloads : 'Select the Teacher' (in the Staffing Tab, when entering / editing an Activity using one of the Wizards) is now more customizable – you can select from a drop-down list whether / how you want to see their WorkLoads.

   As usual, click on ❷ to see an explanation of Off / Diff / Full.

7) Exports to Compass MIS and to Satchel MIS have been added.
   [An export to Go 4 Schools MIS has also been added, in *TimeTabler 2024*.]
   The export to SEEMiS has been improved.

8) On the Curriculum Diagram Screen there's a new option on the 'right-click' menu: "Give this Activity's set-number …", which will give *all* lessons of this Class the same Set-label.

9) Staff Timetable Screen: if you use Pools, there is a new option on the right-click menu:
   Set all 'soft' Pool Teachers as 'hard'.

10) The option to Print a D-Double period as 2 Singles (SS) has been added.

11) Classes Screen: entering Scheduling Names : you can now enter (for example) 7A-D as a shorthand for 7ABCD (ie. with a hyphen/dash to denote a range of classes/forms/tutor-groups).

12) A MAT / Group Centre has been added to the Dashboard.
   This gives you direct access to many items of data that
   your MAT / Group may be interested in receiving.

- The HelpScreens have been updated, and some HelpMovies.

Please remember : **before** starting your next New timetable,
look **first** at the HelpMovie entitled :

| 8. | Tidying-up last year's data, ready to do a New timetable (How to re-use your data efficiently. Promote, Clone, & Rename batches.) | 14 min | 15MB |