

Maintaining a Timetable that has been imported into Facility from Keith Johnson's TimeTabler

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Introduction

Maintaining a timetable within Facility and Facility Scheduler

Your timetable has been imported into Facility and exists as an 'image' which means that many hundreds if not thousands of lessons have been scheduled, albeit with no structures supporting them. Any subsequent changes to the timetable must be made within Facility or Facility Scheduler to ensure ePortal is correct along with other functionality such as cover, lesson by lesson attendance, assessment and reporting.

The following tasks have been designed to allow you to maintain and operate your existing timetable.

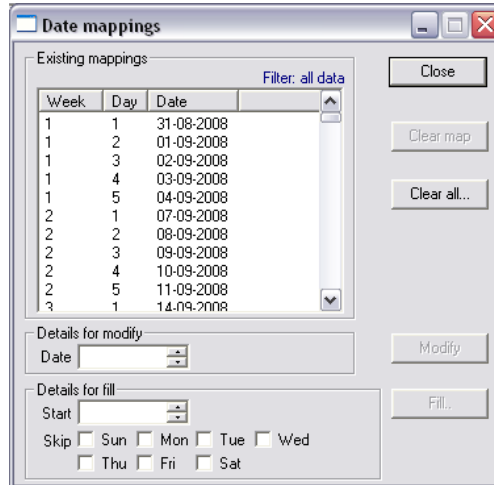
The topics covered are:

- Check and adjust date mappings
- Associate classgroups with teaching groups where appropriate
- Assign students to teaching groups
- Assign students to mutually exclusive teaching groups
- Ensure teaching group setup compliments assessment and examination structures
- Print individual student timetables
- Print individual staff timetables
- Print individual room timetables
- Print year group timetables
- Use the combined view for other timetable printouts
- Make room changes
- Making teacher changes
- Re-scheduling lessons
- Run update teaching groups from events routine

Date mappings

All events have what is known as a 'week range' associated within them which tells Facility and ePortal on which dates the lesson (event) should occur. As such each week is associated with a date which is defined within date mappings. The date mappings should be checked to ensure they are as the school wishes.

- Go to **Data | Timetabling | Calendar | Date mappings**



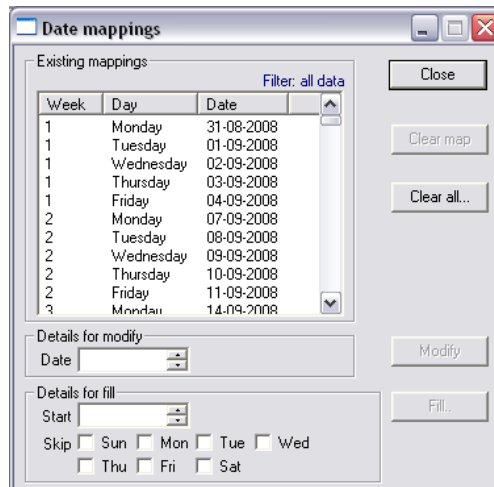
The screenshot shows a window titled "Date mappings" with a table of existing mappings. The table has columns for Week, Day, and Date. The data is as follows:

Week	Day	Date
1	1	31-08-2008
1	2	01-09-2008
1	3	02-09-2008
1	4	03-09-2008
1	5	04-09-2008
2	1	07-09-2008
2	2	08-09-2008
2	3	09-09-2008
2	4	10-09-2008
2	5	11-09-2008
3	1	14-09-2008

Below the table are sections for "Details for modify" (with a Date dropdown) and "Details for fill" (with a Start dropdown and checkboxes for Skip Sun, Mon, Tue, Wed, Thu, Fri, Sat). Buttons for Close, Clear map, Clear all..., Modify, and Fill... are also present.

To help explain the screen:

- Right click under the **Day** column
- Select **Contents | Long version**



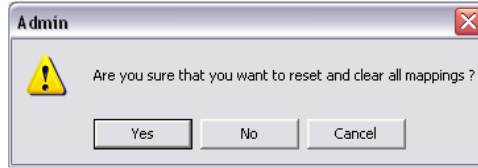
This screenshot shows the same "Date mappings" window, but the 'Day' column is now populated with the names of the days of the week. The data is as follows:

Week	Day	Date
1	Monday	31-08-2008
1	Tuesday	01-09-2008
1	Wednesday	02-09-2008
1	Thursday	03-09-2008
1	Friday	04-09-2008
2	Monday	07-09-2008
2	Tuesday	08-09-2008
2	Wednesday	09-09-2008
2	Thursday	10-09-2008
2	Friday	11-09-2008
3	Monday	14-09-2008

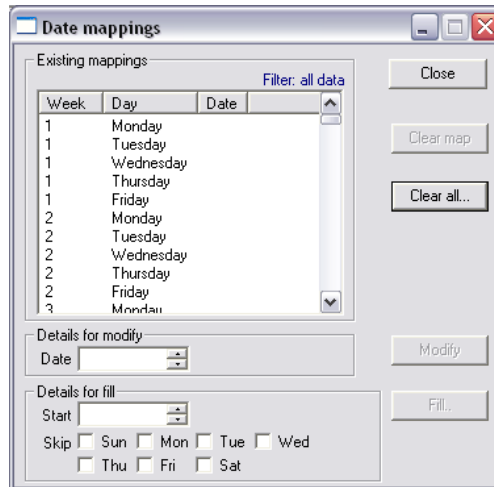
The interface elements (filters, details sections, and buttons) remain the same as in the previous screenshot.

From the above example you can see that in week 1, Monday is mapped to 31st August 2008. This happens to be a Sunday, meaning Monday's lessons occur on a Sunday; Tuesdays on Monday etc obviously this needs to be changed!

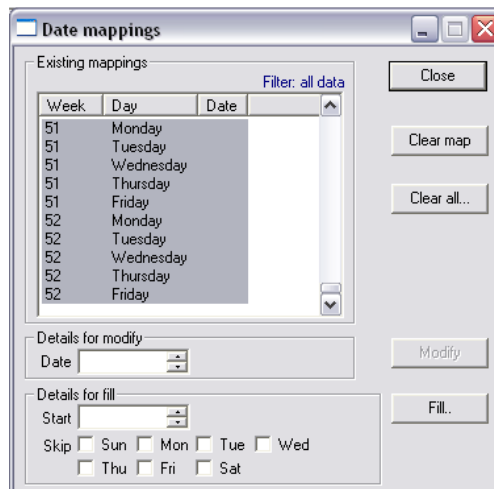
- Click on **Clear all**



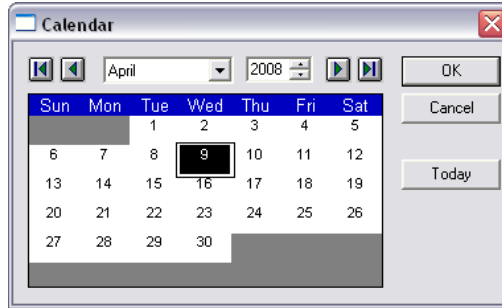
- Click on **Yes**



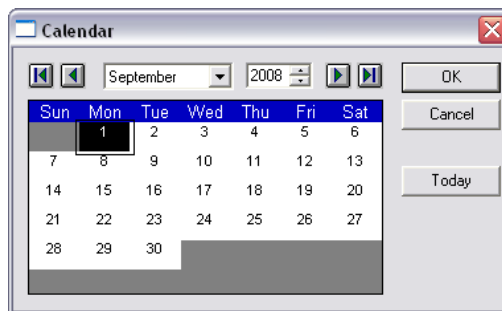
- Click on the first row i.e. **Monday in week 1**
- Scroll to the bottom of the list
- Hold down your shift key
- Click on the last row i.e. **Friday in week 52**



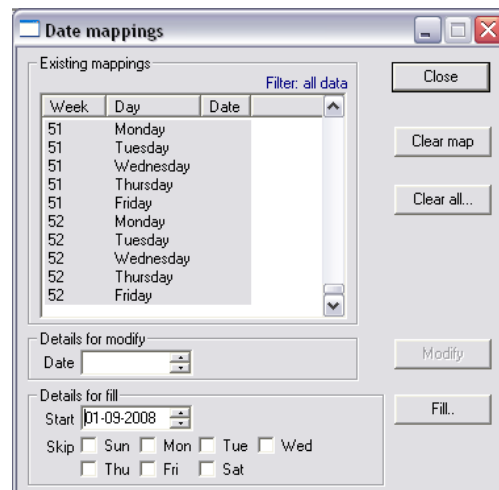
- Double click in the **Start** field



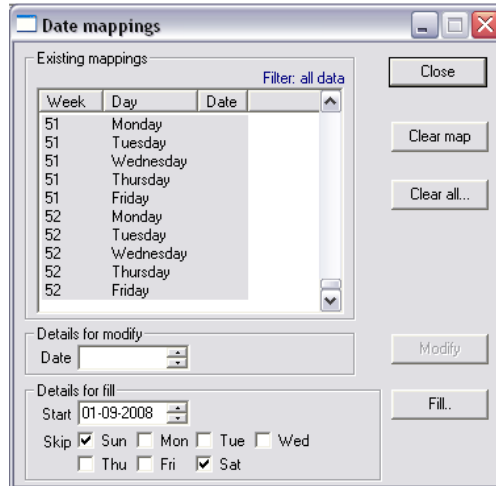
- Select **September** from the drop down menu
- Highlight **Monday 1st September** (If you had Sunday as day 1, then you should select a Sunday)



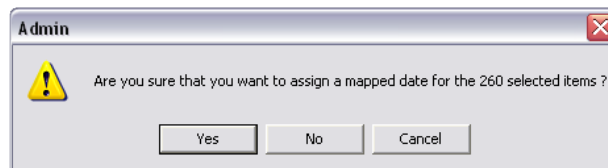
- Click on **OK**



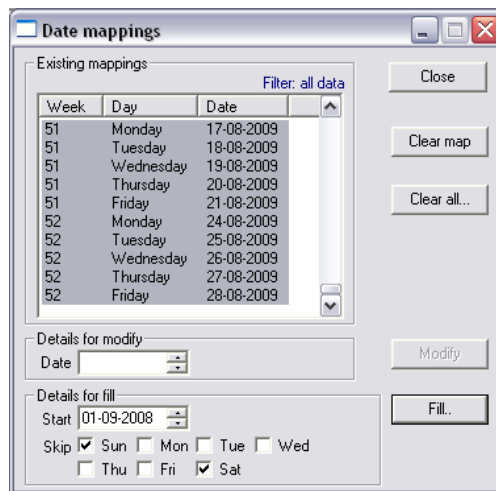
If you have not got Sunday and Saturday place a tick against Sun and Sat



- Click on **Fill**



- Click on **Yes**



- Click on **Close**

Please note if you operate a two-week cycle then you need to ensure your date mappings represent you cycles appropriately especially around half terms.

If they are wrong highlight the day when it is wrong and go to the bottom and clear map. Then re-map accordingly, this may need to be done several times.

Associate classgroups with teaching groups

Some teaching groups are populated from classgroups populations. If this is the case (typically in the lower school) then you can map the classgroup to the teaching group. This means when a student is added to a classgroup they will be added to the appropriate teaching groups, likewise if a student moves classgroups they will be removed from the old teaching groups.

To associate a teaching group with a classgroup:

- Go to **Data | Teaching groups | Edit teaching groups**

The screenshot shows a window titled "Teaching groups" with a table of available teaching groups and a details section below it.

Tchgrp	Subject	Size	Class group	Code	Course	Year
1	Science			7A/Sc1	Key Stage 3	7
3	French			7A/Fr1	Key Stage 3	7
4	Dance			7A/Da1	Key Stage 3	7
5	Music			7A/Mu1	Key Stage 3	7
6	Art			7A/Ar1	Key Stage 3	7
7	Science			7B/Sc1	Key Stage 3	7
8	French			7B/Fr1	Key Stage 3	7
9	Dance			7B/Da1	Key Stage 3	7
10	Music			7B/Mu1	Key Stage 3	7
11	Art			7B/Ar1	Key Stage 3	7
12	Science			7C/Sc1	Key Stage 3	7
13	French			7C/Fr1	Key Stage 3	7
15	Dance			7C/Da1	Key Stage 3	7
16	Music			7C/Mu1	Key Stage 3	7

Details section:

Crs: [] Year: [] Class: []
 Tch: <None> Code: [] Sub: []
 Level: [] Link: []
 Dates: [] From: [] To: []

From the above example any teaching group with 7A in its code means that it is populated from students from the classgroup of 7A.

- Highlight **7A/Sc1**
- Select **7A** from the **Class** drop down menu
- Click on **Modify**

Teaching groups

The following teaching groups are available

Tchgrp	Subject	Size	Class group	Code	Course	Year
1250	Science	0	7A	7A/Sc1	Key Stage 3	7
626	Science			7A/Sc1/2	Key Stage 3	7
11	Art			7B/Ar1	Key Stage 3	7
635	Art			7B/Ar1	Key Stage 3	7
9	Dance			7B/Da1	Key Stage 3	7
633	Dance			7B/Da1	Key Stage 3	7
8	French			7B/Fr1	Key Stage 3	7
632	French			7B/Fr1	Key Stage 3	7
10	Music			7B/Mu1	Key Stage 3	7
634	Music			7B/Mu1	Key Stage 3	7
7	Science			7B/Sc1	Key Stage 3	7
631	Science			7B/Sc1	Key Stage 3	7
17	Art			7C/Ar1	Key Stage 3	7
641	Art			7C/Ar1	Key Stage 3	7

Filter: all data

Details

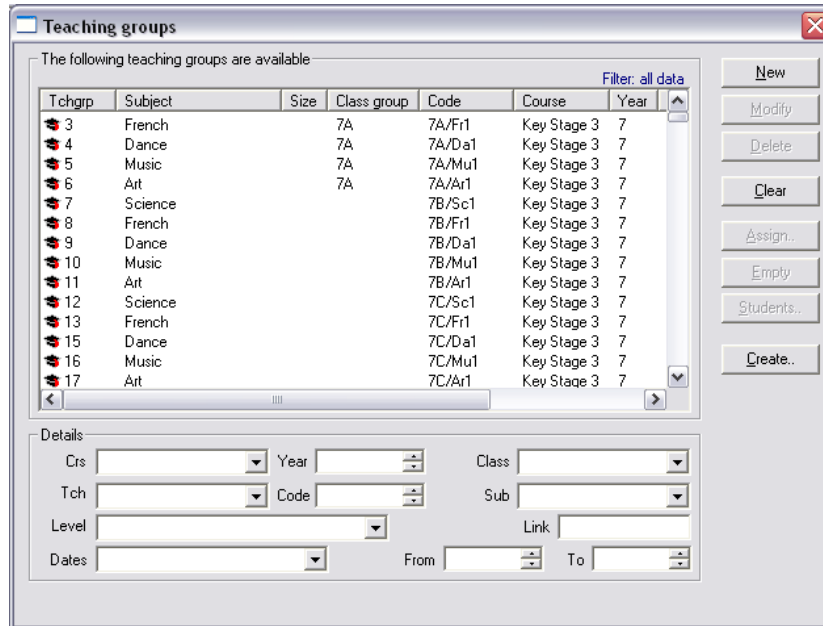
Crs: Year: Class:
 Tch: Code: Sub:
 Level: Link:
 Dates: From: To:

Repeat as appropriate

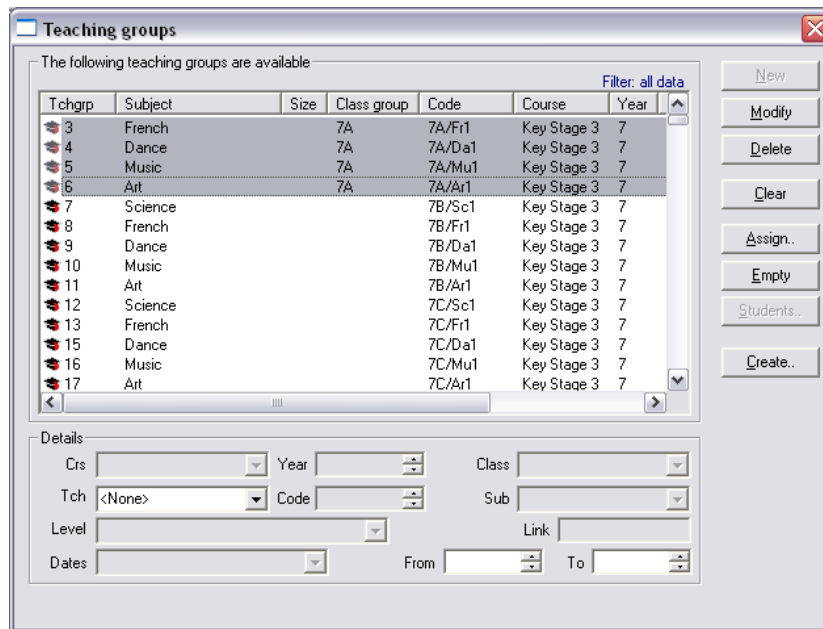
Populating teaching groups from classgroups

As many teaching groups may have been associated to a classgroup you can bulk fill these teaching groups very easily:

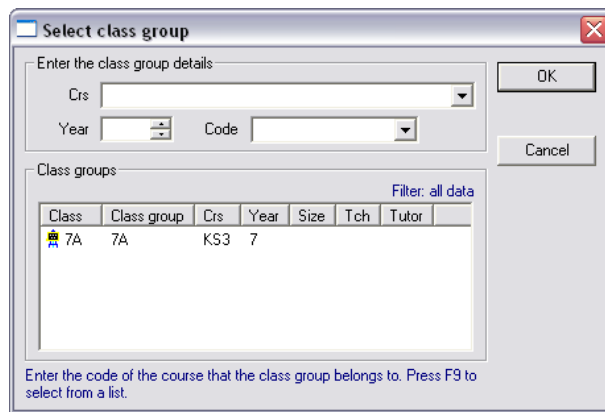
- Go to **Data | Teaching groups | Edit teaching groups**



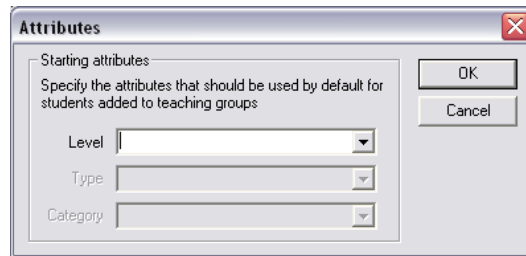
- Click on the **Class group** column to sort them
- Multi select the groups linked to **7A**



- Click on **Assign**
- Select **Students in a classgroup**



- Double click on **7A**

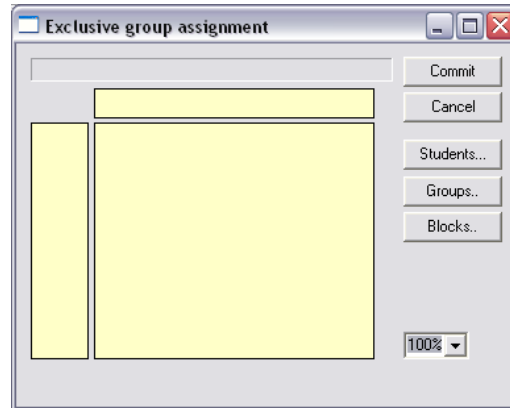


- We do not need to specify a study level for Year 7 students
- Click on **OK**
- Close the dialogue window

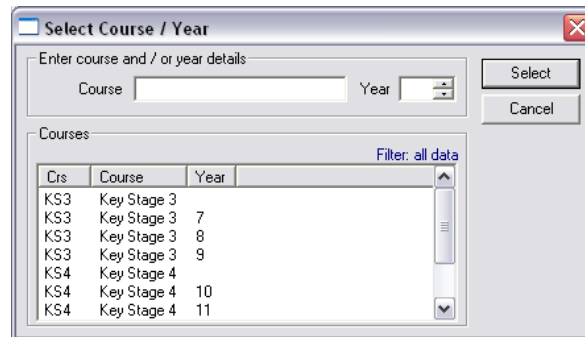
Mutually exclusive teaching groups

There will be many teaching groups that are not populated via classgroup populations as they are setted or mixed ability across classgroups or grouped by their subject choices. What you can do is get any group of students and any selection of teaching groups and assign a student to any one of those teaching groups:

- Go to **Data | Teaching groups | Assign students to mutually exclusive teaching**



- Click on **Students**
- Select **Students for course/year**



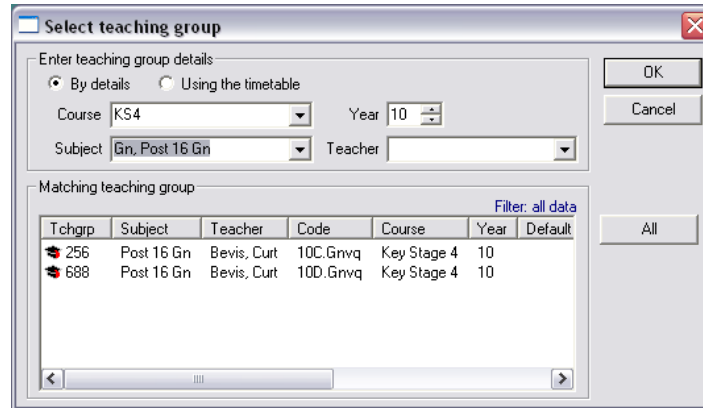
- Double click on the **KS4, Year 10** row

This will select Y10 students. The window will close and the Exclusive group assignment window will become active.

- Click on **Groups**

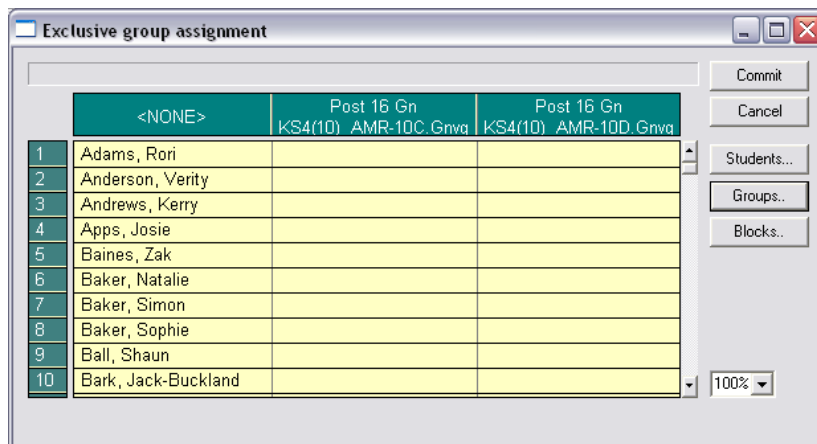
A list of all Year 10 teaching groups will be displayed.

- Select **GN** from the **Subject** combo box

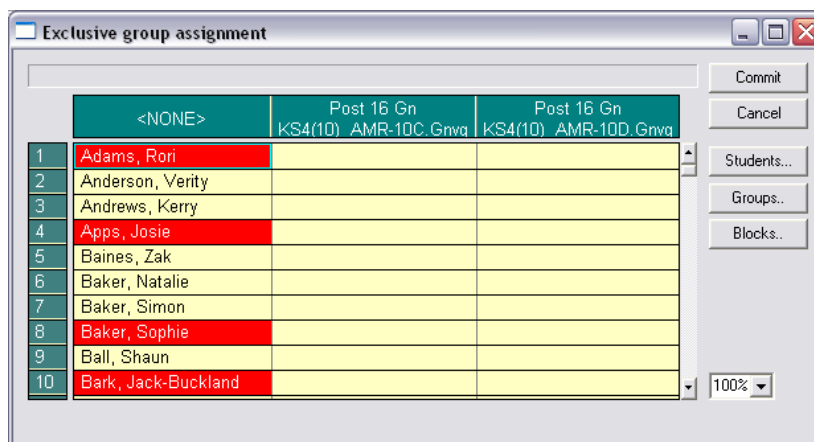


- Using the **Ctrl** key select the two groups
- Click on **OK**

The Exclusive group assignment window will be populated with a list of Y10 students on the left column and two further columns, one for each of the Y10 English teaching groups.

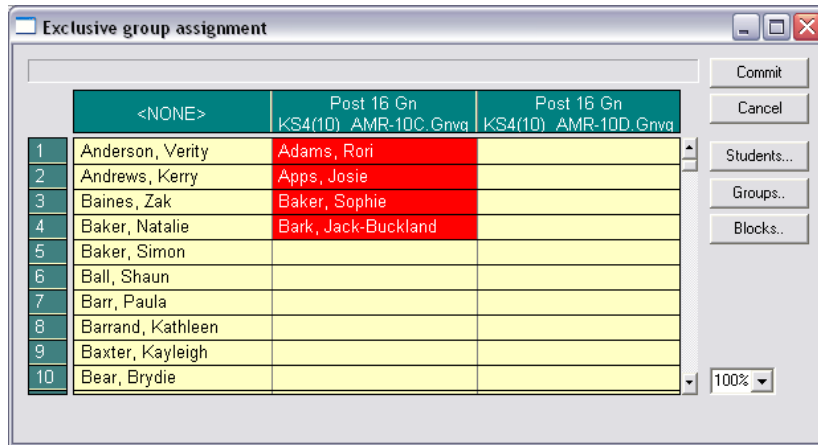


- Use the **Ctrl** key to multi select four students from the list in the None column (this means that these student are not allocated to any of the teaching groups)

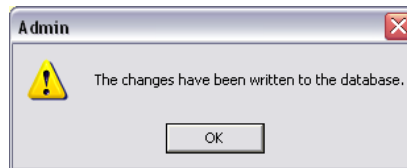


- Hold the left mouse button down, drag the selected students into the second column and release the mouse button

This places the selected students into the AMR-10C group.



- Click on **Commit** to save the changes

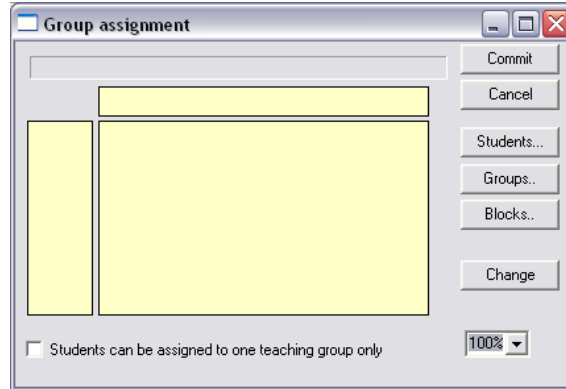


- Click on **OK**

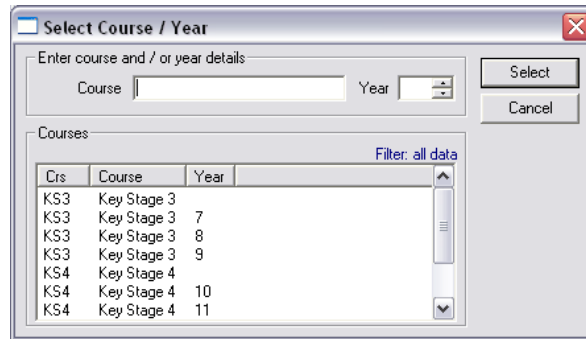
Assigning students to teaching groups which are not mutually exclusive

It is also possible to assign students to teaching groups that are not mutually exclusive. Use the following option to assign pupils to teaching groups that are not mutually exclusive i.e. where the student can be in more than one teaching group.

- Go to **Data | Teaching groups | Assign students to teaching groups**

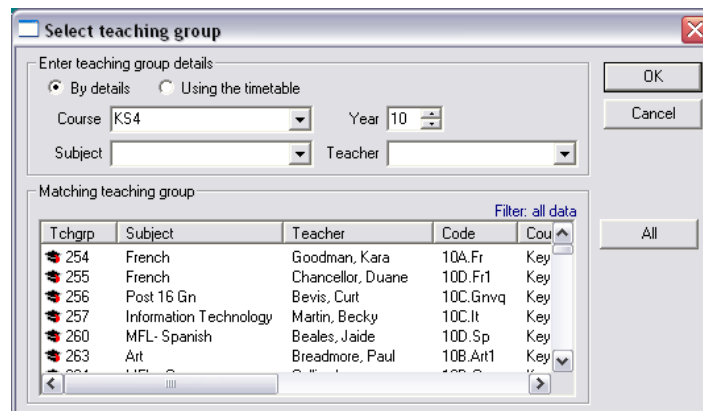


- Click on **Students**
- Select **Course / year**



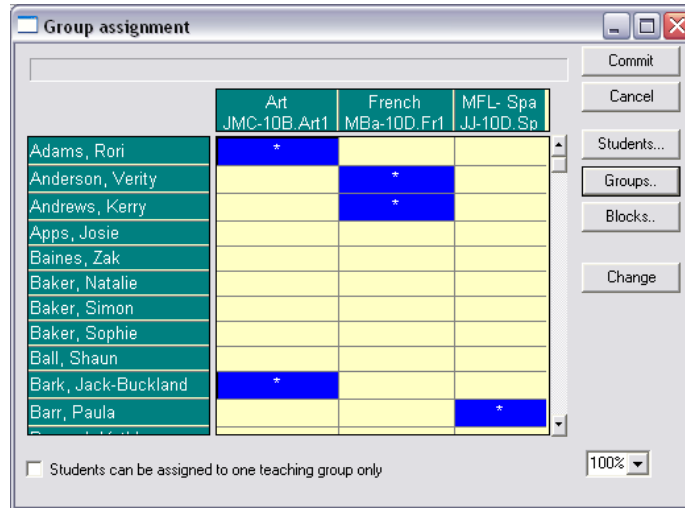
- Double click on **KS4 Year 10**
- Click on **Groups**

The Select teaching groups dialog box appears:



- Multi select three teaching groups. In this case select **French, Spanish, and Art**
- Click on **OK**

The Group Assignment dialog box is populated.



There is a checkbox in the bottom left corner of this window.



If this checkbox is ticked the user is prevented from assigning a student to more than one group. Use this option with care as assigning an already assigned student to another group while this checkbox is ticked negates the previous selection. In this case if a student is assigned to French, if the checkbox is ticked and the student is now assigned to History, the student is automatically removed from French.

To use this grid to assign all options for a student make sure this box is unticked.

To assign students to any number of groups:

- Select the students
- For each student multi select the teaching groups the student should be assigned to, **hit the space bar** or click on **Change**. An * appears in the cell
- Click on **Commit** to save changes

To move a student or students from one group to another:

- **Highlight** the relevant blue cell(s) for the relevant student(s). Once a cell is selected it appears in red. Use the **Ctrl** key to multi select cells
- Holding down the **left hand side** of the mouse, drag the subject(s) across into the new subject column
- When the cursor is anywhere in the new subject column, let go of the mouse

Bringing service to life



- The highlighted student(s) are assigned to the new group
- Click on **Commit** to save changes

Teaching group considerations

Teaching groups lie at the heart of Facility it is important they are set up in a logical manner. They should also compliment other areas of Facility, if they don't you may not be able to achieve the desired outcomes.

Main considerations should be:

1 – Coding convention

- Does the convention make sense to all your staff?
- Is the coding convention consistent?

If you answer negatively then please modify the codes accordingly – it will save you time in the long run.

2 – Split teaching groups

Where a teaching group is shared between two teachers then the import would have only created one version of the teaching group. You will need to run the 'Update teaching group from events routine' to create the second group automatically.

Prior to assessment entry you must ensure the result entry control template is set up correctly to ensure your results are stored appropriately.

When target setting for a pupil it is only appropriate for the student to have one target grade per subject! Therefore results will be stored against the subject code and in a split teaching group situation Teacher A enters the target and Teacher B will see the target grade.

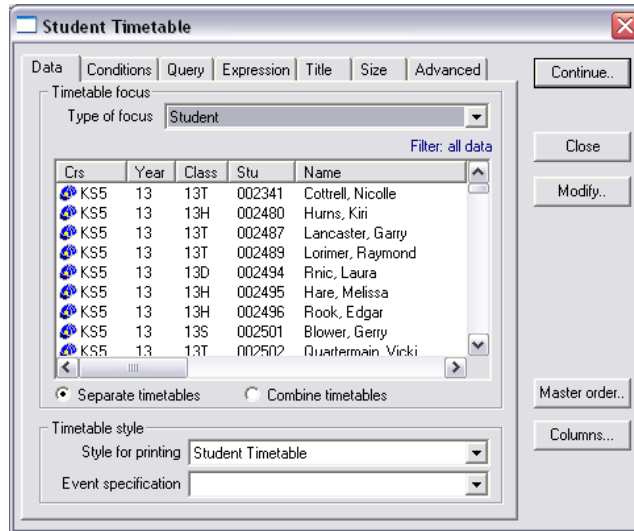
If you wanted both teachers to store independent grades and comments for non-target setting situations then the school could choose to store the results against the unique teaching group.

The discussion is down to the school and is set within the result entry control template. Please note you must not change your mind half way through an assessment cycle. This would have major impacts on reporting.

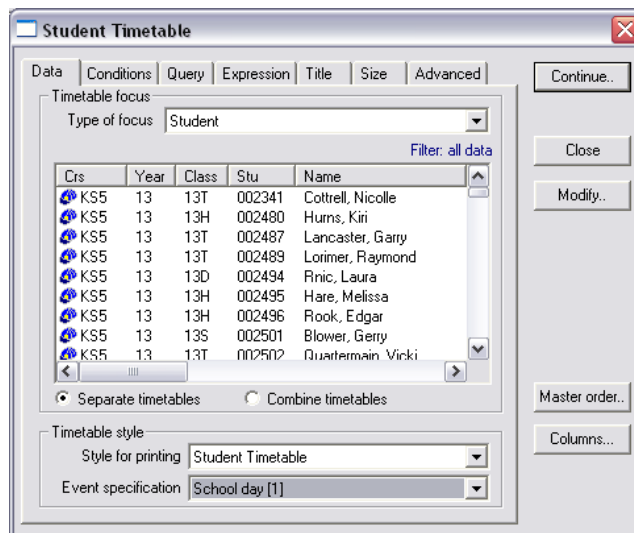
Printing Individual Student timetables

A common task required is the ability to print out an individual student timetable or a selection of individual student timetables. It should be noted that students, staff and parents can access a timetable via ePortal and download that in pdf format.

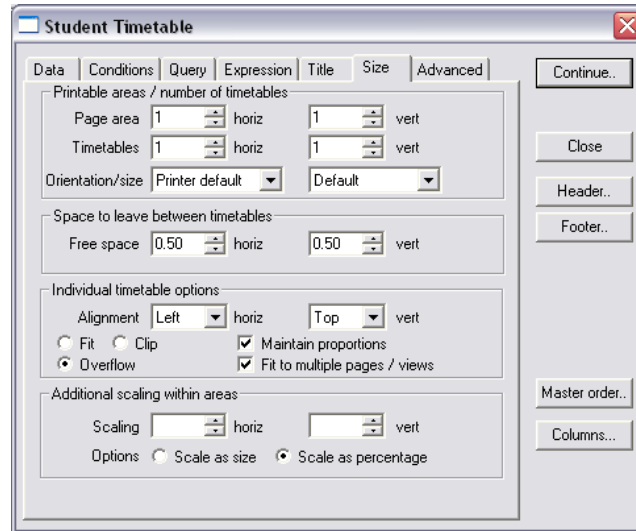
- Go to **Timetabling | Printouts | Student timetables**



- Multi-select the students you wish to print
- Select your event specification from the **Event specification** drop down

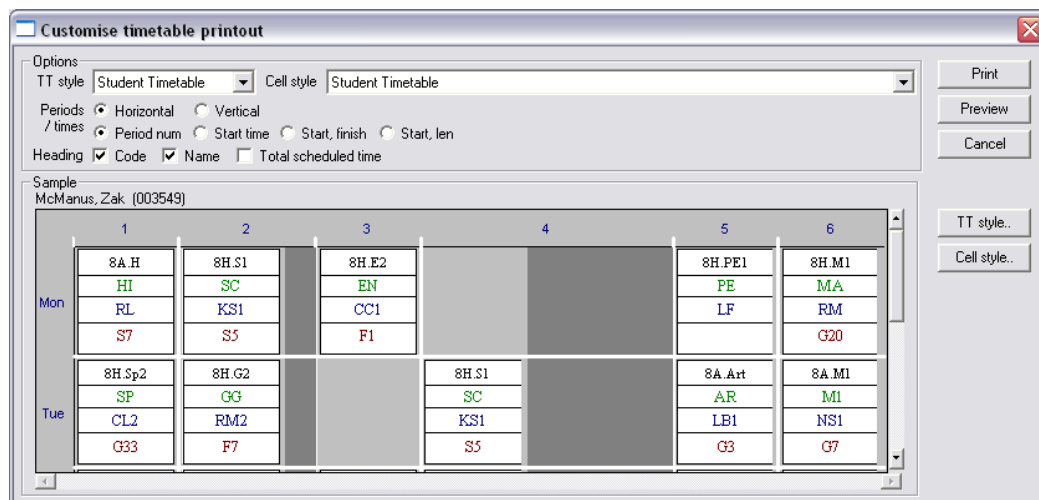


You can control the size of the printout by clicking on the **Size** tab



When you are happy with your settings

- Click on **Continue**



You can choose if you wish the periods/times to display horizontally or vertically.

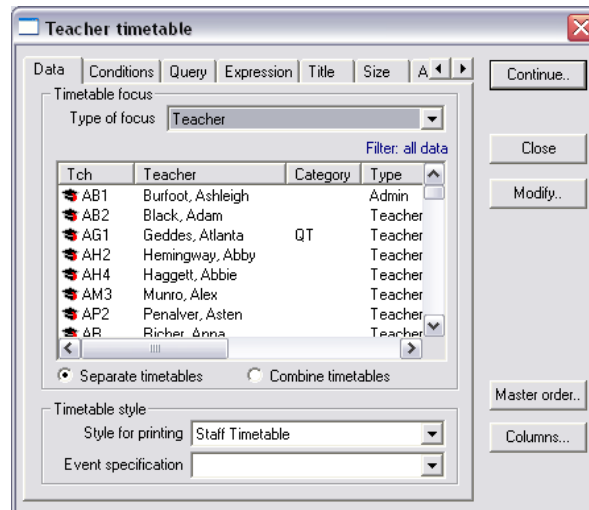
It is also possible to change what is known as the TT style (timetable style) which is the day and time axis generally. Along with the cell style which is the details shown for each lesson. The modification of these is outside the scope of this document.

- Click on **Print**
- Close appropriate screens

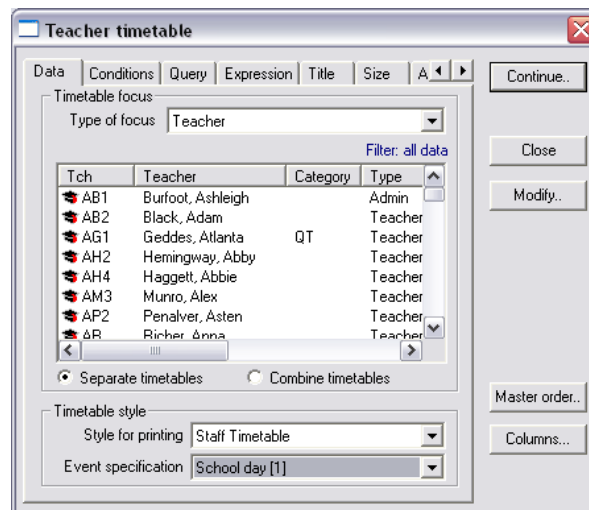
Printing Individual Staff timetables

A common task required is the ability to print out an individual staff timetables or a selection of individual staff timetables. It should be noted that staff can access a timetable via ePortal and download that in pdf format.

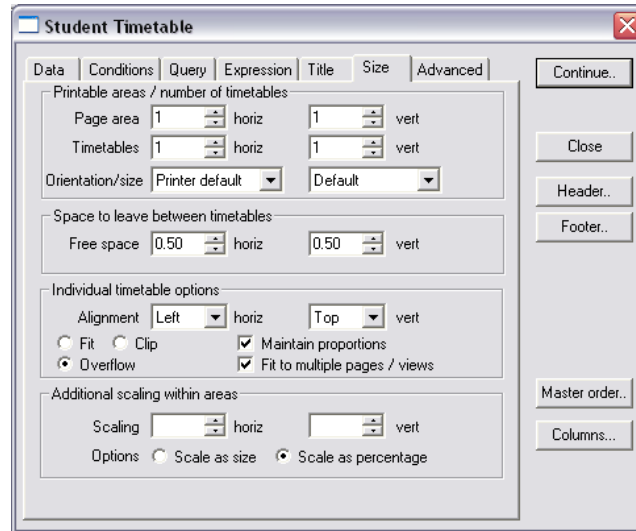
- Go to **Timetabling | Printouts | Teacher timetables**



- Multi-select the staff you wish to print
- Select your event specification from the **Event specification** drop down

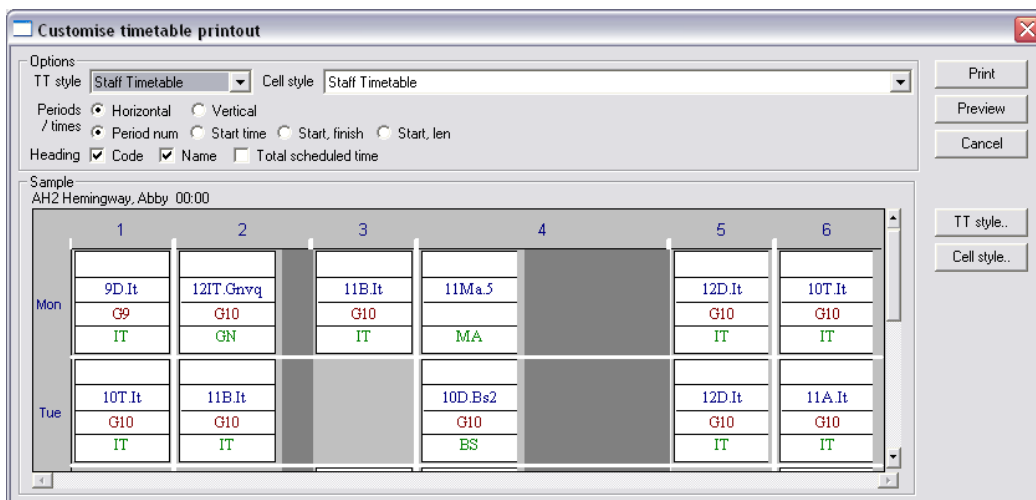


You can control the size of the printout by clicking on the **Size** tab



When you are happy with your settings

- Click on **Continue**



You can choose if you wish the periods/times to display horizontally or vertically.

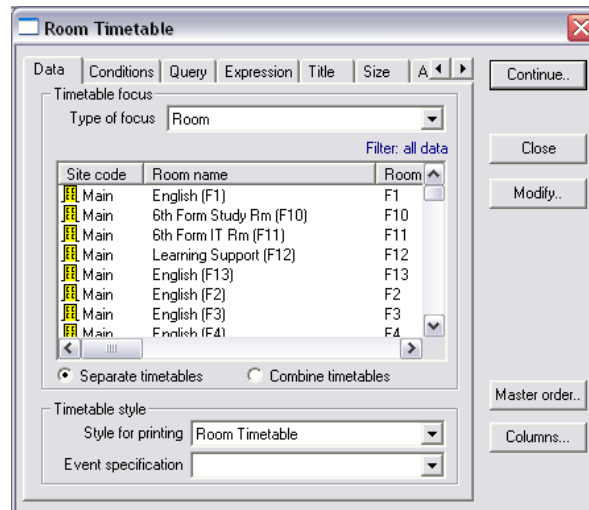
It is also possible to change what is known as the TT style (timetable style) which is the day and time axis generally. Along with the cell style which is the details shown for each lesson. The modification of these is outside the scope of this document.

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- Close appropriate screens

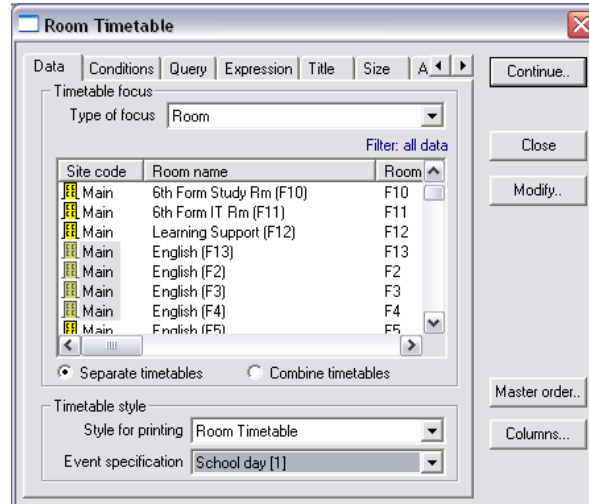
Printing Individual Room timetables

A common task required is the ability to print out an individual room timetables or a selection of individual room timetables.

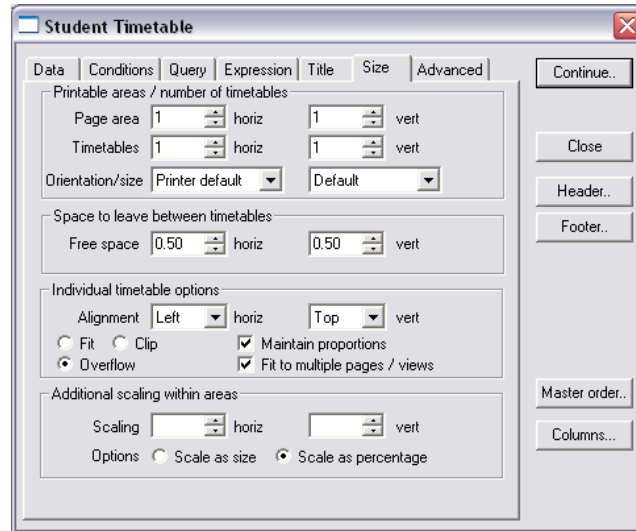
- Go to **Timetabling | Printouts | Room timetables**



- Multi-select the rooms you wish to print
- Select your event specification from the **Event specification** drop down

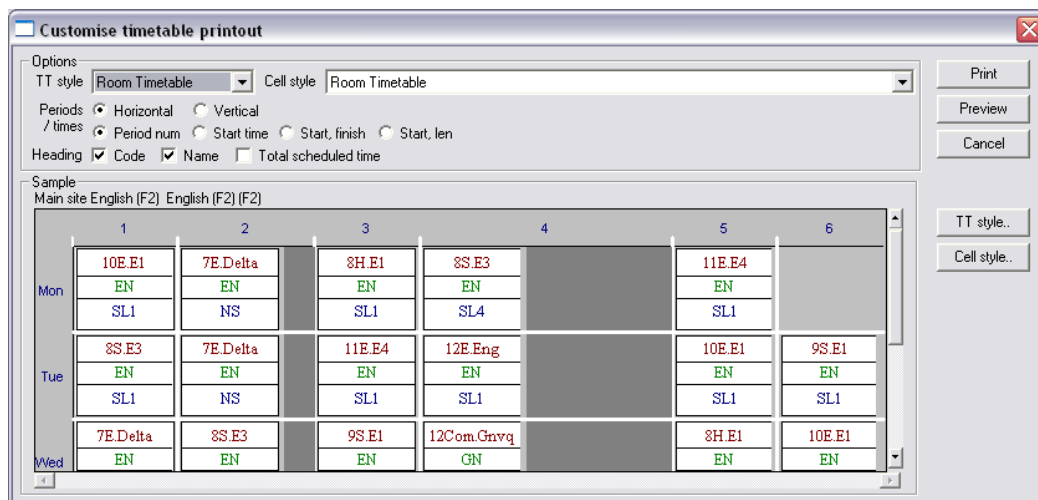


You can control the size of the printout by clicking on the **Size** tab



When you are happy with your settings

- Click on **Continue**



You can choose if you wish the periods/times to display horizontally or vertically.

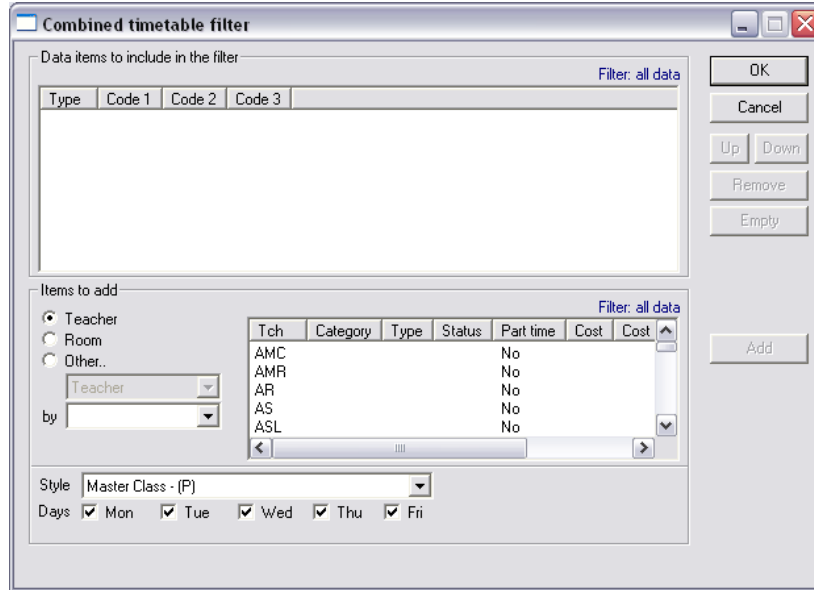
It is also possible to change what is known as the TT style (timetable style) which is the day and time axis generally. Along with the cell style which is the details shown for each lesson. The modification of these is outside the scope of this document.

- Click on **Print**
- Close appropriate screens

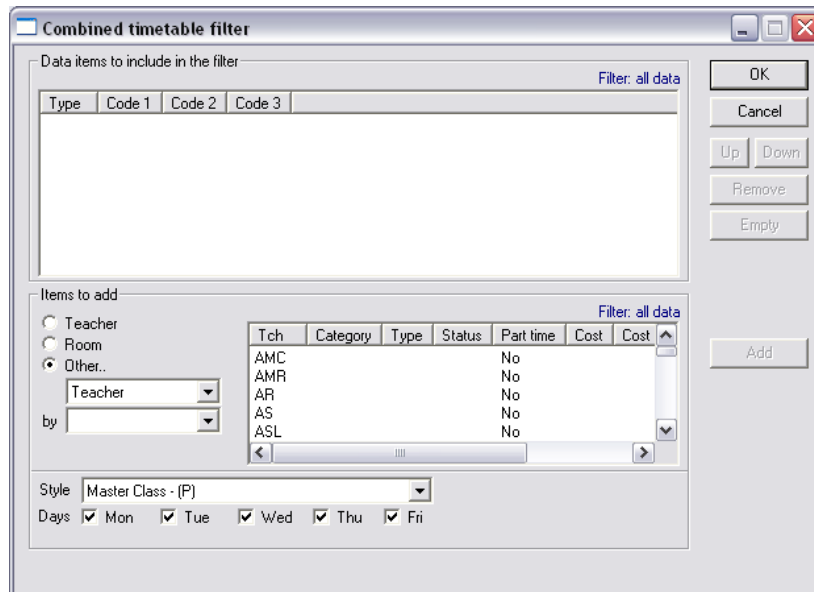
Printing a Year group timetable

To print a year group timetable:

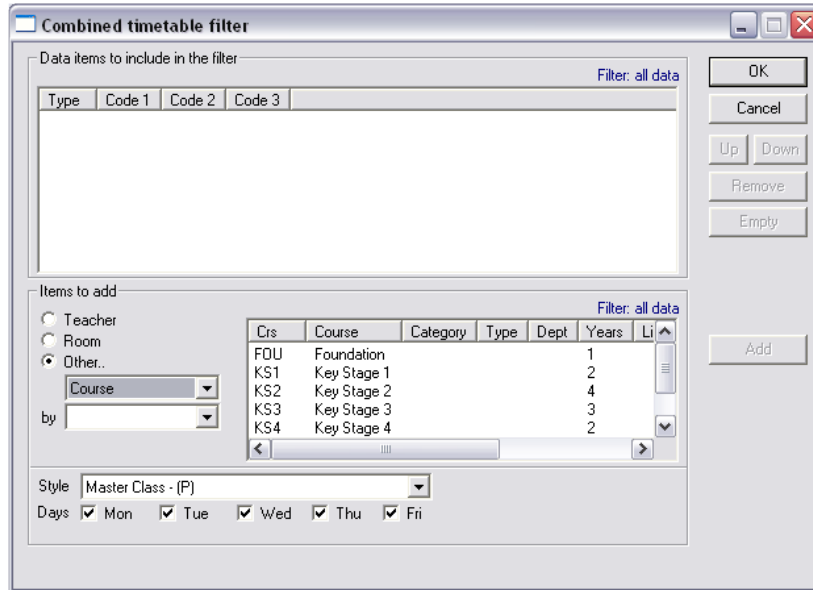
- Go to **Timetable | Combined view**



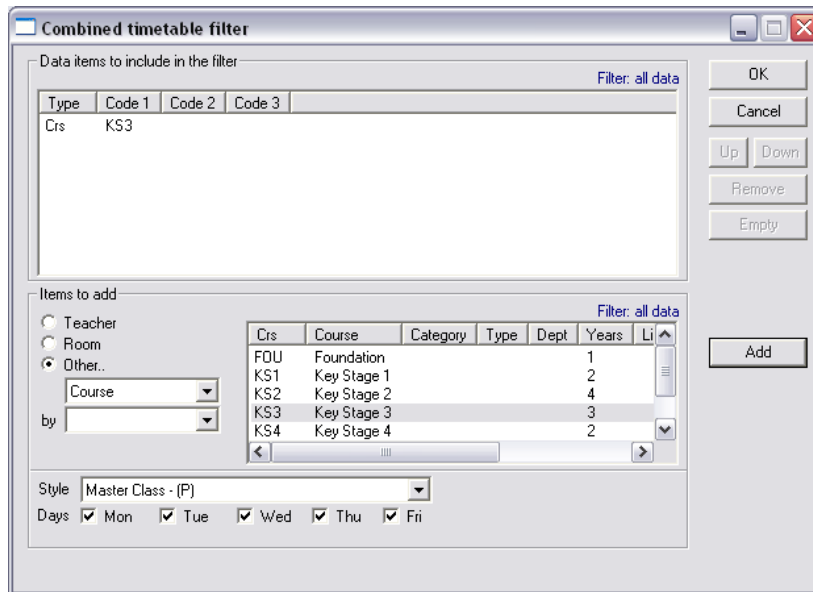
- Select the **Other** radio button



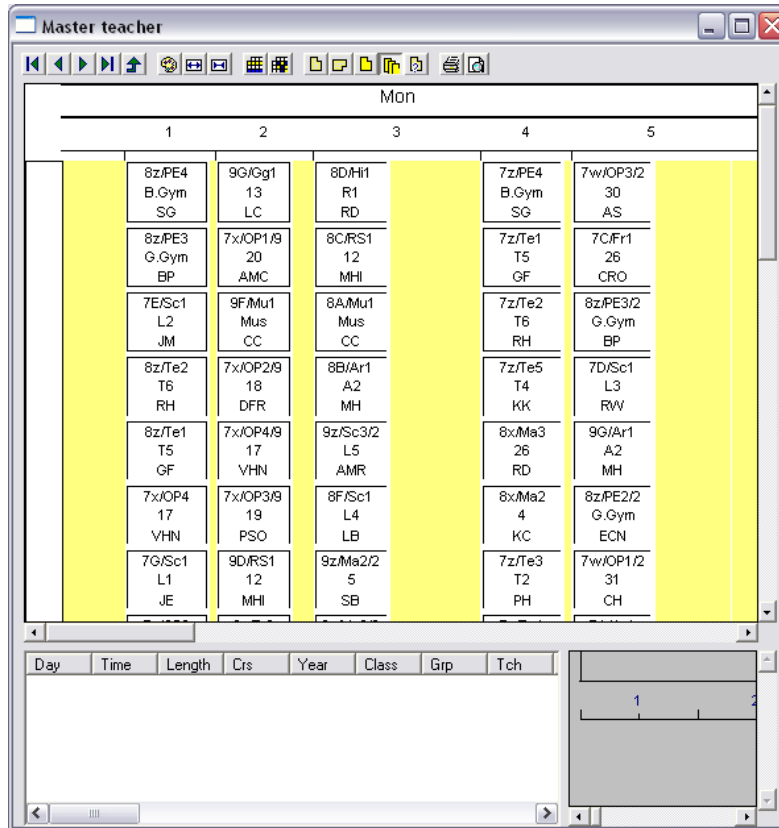
- Select **Course** from the drop down menu



- Highlight **Key Stage 3**
- Click on **Add**

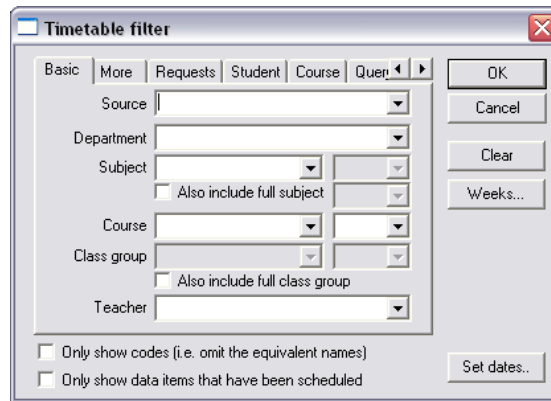


- Click on **OK**



Notice how it has the Key Stage 3 lessons if you only wanted Year 7 lessons:

- Right click in the graphical view
- Select **Filter**



- Select **Key Stage 3** from the **Course** drop down menu
- Select **7** from the drop down menu to the right of course

- Click on **OK**

		Mon				
		1	2	3	4	5
KS3	7E/Sc1 L2 JM	7x/OP1/9 20 AMC	7x/OP2/3 18 DFR		7z/PE4 B.Gym SG	7w/OP3/2 30 AS
	7x/OP4 17 VHN	7x/OP2/9 18 DFR	7x/OP1/3 20 AMC		7z/Te1 T5 GF	7C/Fr1 26 CRO
	7G/Sc1 L1 JE	7x/OP4/9 17 VHN	7x/OP4/3 17 VHN		7z/Te2 T6 RH	7D/Sc1 L3 RW
	7x/OP3 19 PSO	7x/OP3/9 19 PSO	7x/OP3/3 19 PSO		7z/Te5 T4 KK	7w/OP1/2 31 CH
	7x/OP1 20 AMC	7F/Sc1 L2 AMR	7F/Fr1 26 CRO		7z/Te3 T2 PH	7A/Ar1 A1 JJ
	7x/OP2 18 DFR	7E/Ar1 A1 JJ	7E/Fr1 24 PMO		7z/Te4 T3 DM	7B/Sc1 Lab 6 CB
	7F/Mu1 Mus CC	7G/Da1 DStud SC	7G/Fr1 23 HM		7z/PE3 G.Gym BP	7w/OP2/2 32 CM

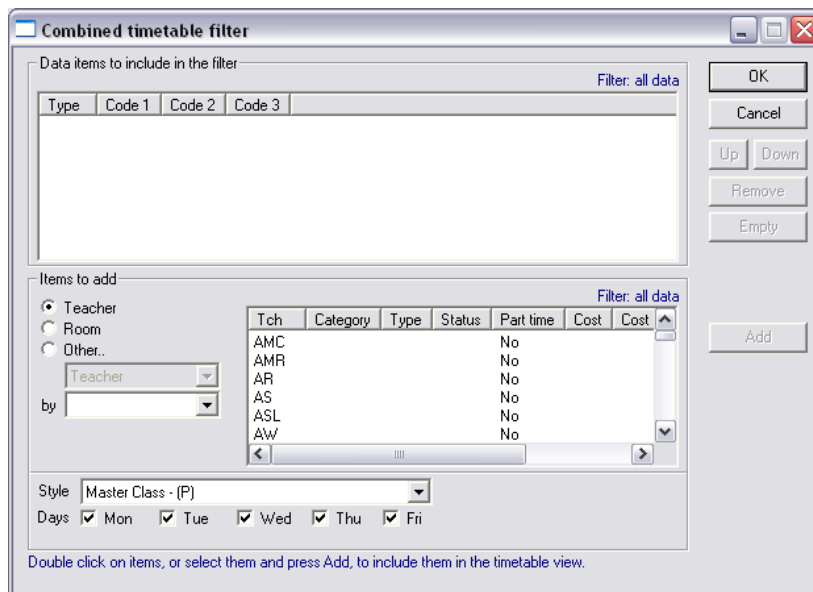
Use of the combined view

There are many times that you may wish to other collection of teachers, subjects, rooms etc.

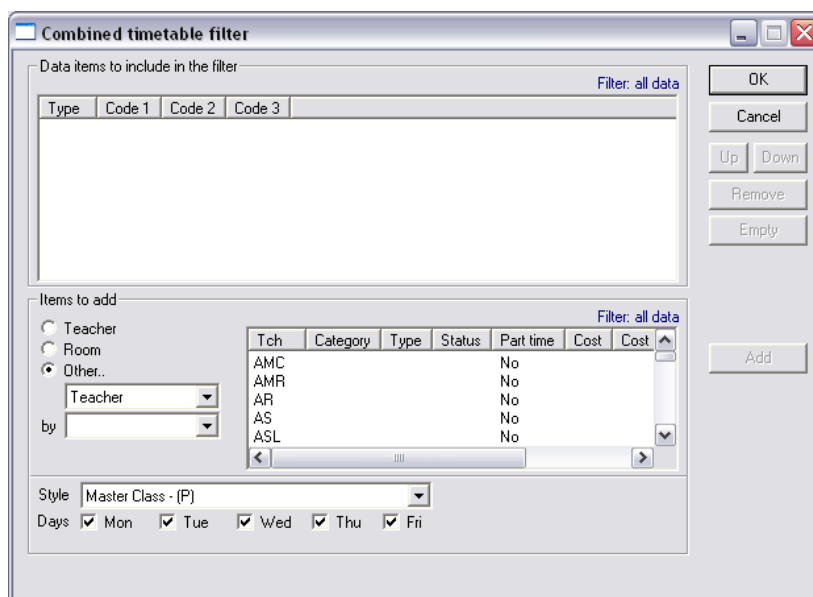
The combined view is an excellent tool where you can filter to many permutations of resources, so it is important you spend some time understanding how this works.

In the example below we demonstrate how to get all the teachers of English and all the rooms that are being used by the English subjects.

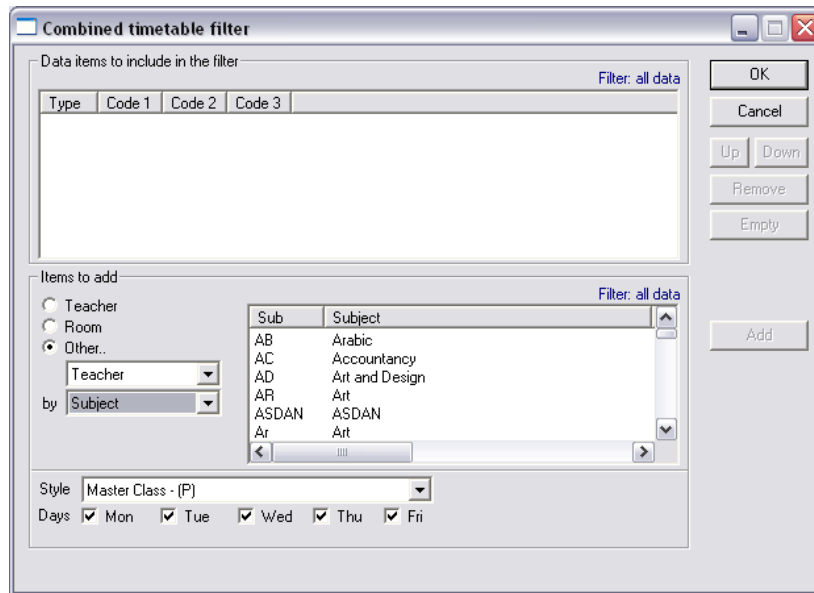
- Go to **Timetable | Combined view**



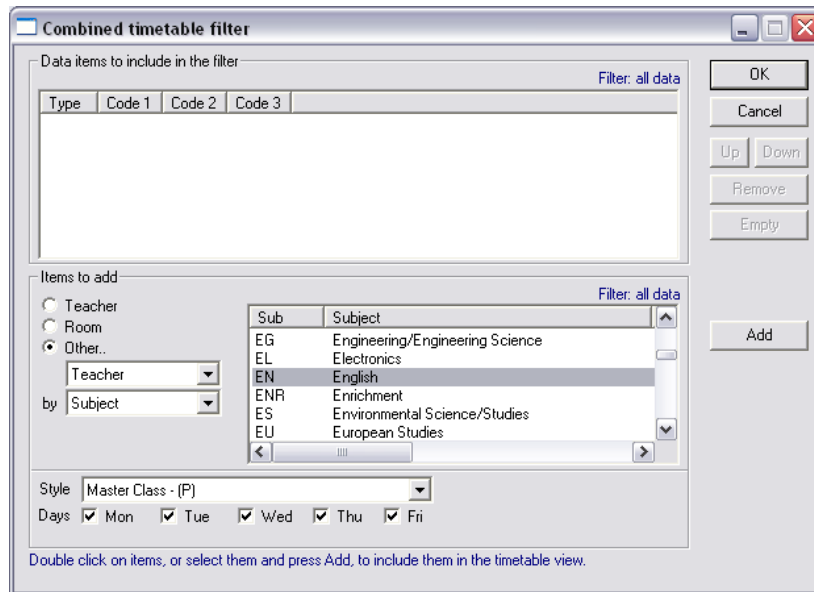
- Select the **Other** radio button



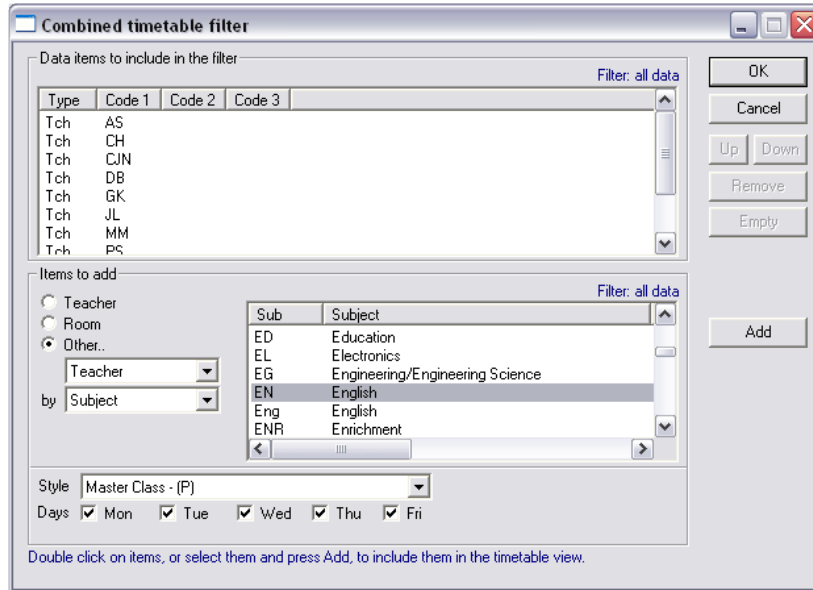
- Ensure **Teacher** is selected in the first drop down menu
- Select **Subject** from the **by** drop down menu



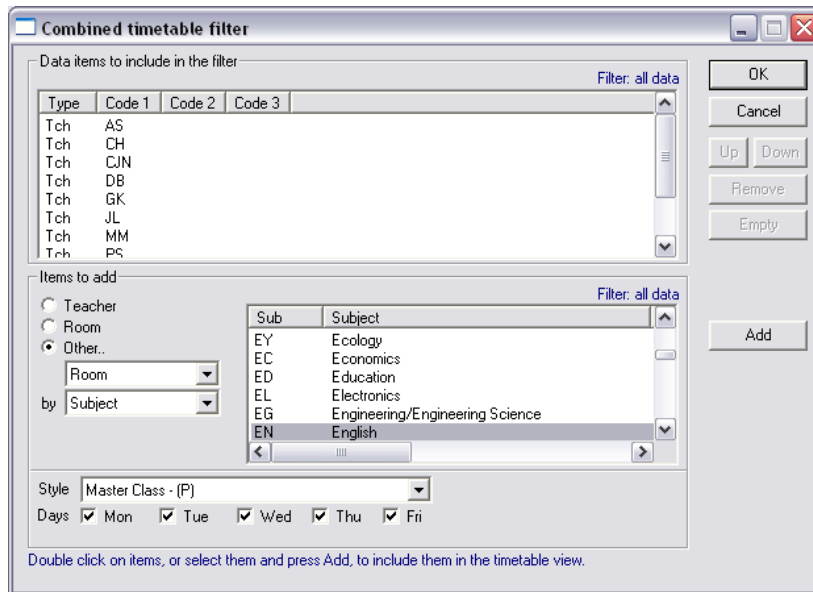
- Select **English** from the list view



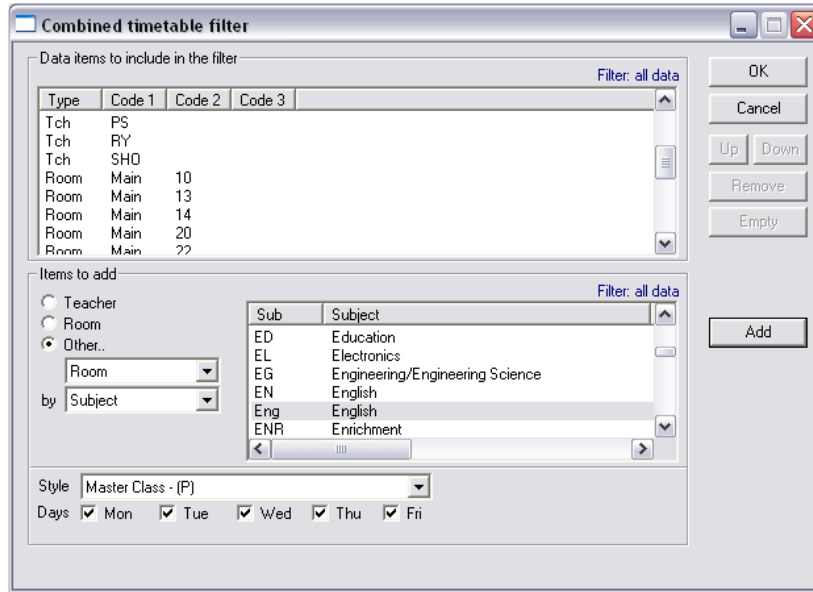
- Click on **Add**



- Notice how all the teachers of English are added to the top pane
- Select **Room** from the drop down menu instead of Teacher

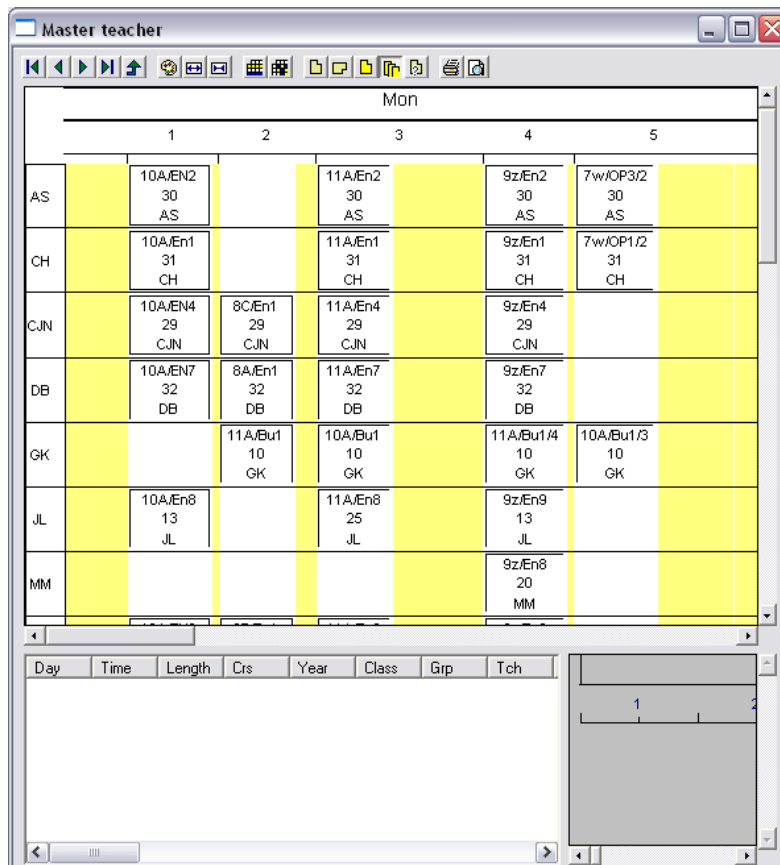


- Click on **Add**



Notice how the rooms used by English have been added to the top pane

- Click on **OK**

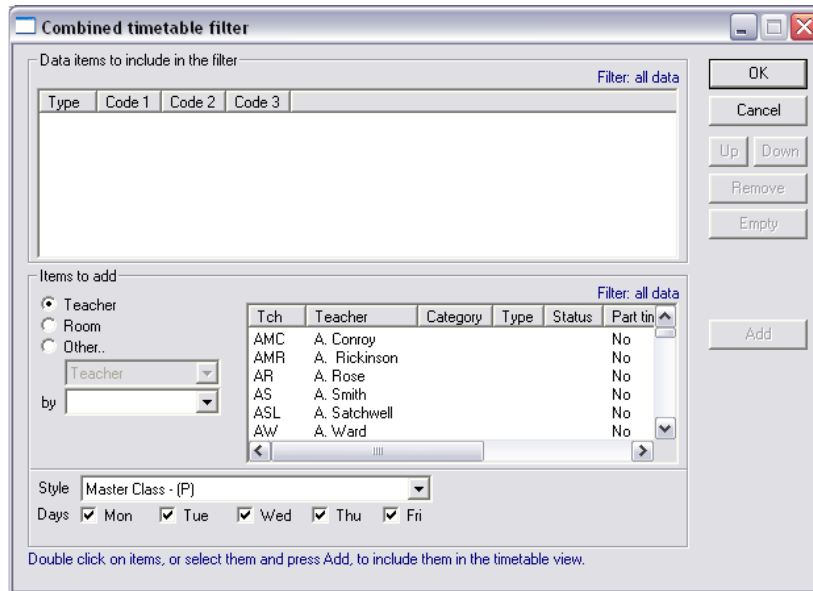


Making teacher changes

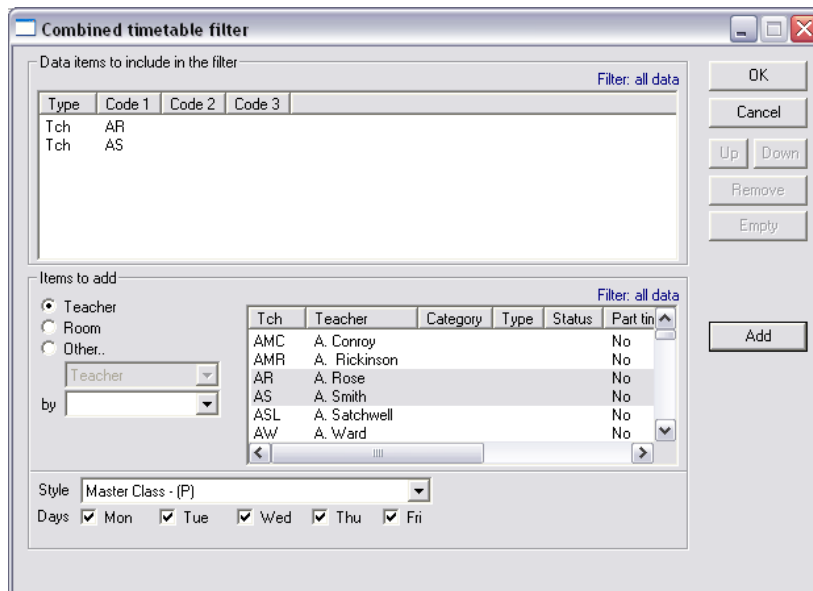
There are many ways to make changes to teachers and the method you use is a personal preference or dependent on whether it is a straight teacher swap.

A very versatile way of making changes to a timetable is through the combined view.

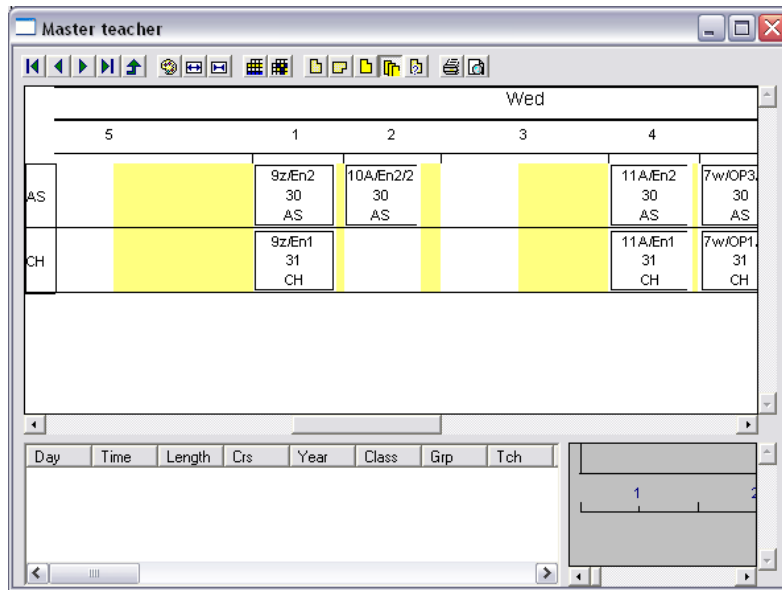
- Go to **Timetable | Combined view**



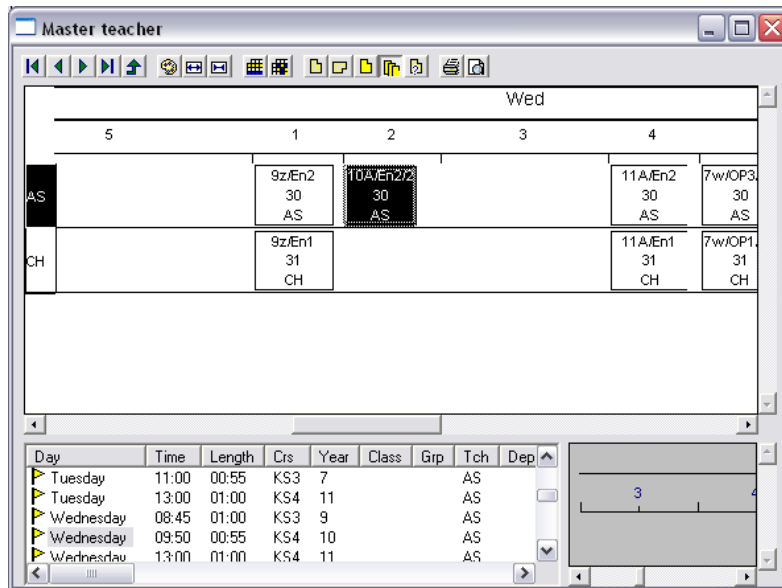
- Select the two teachers you want to work with, using the ctrl key where appropriate.
- Click on **Add**



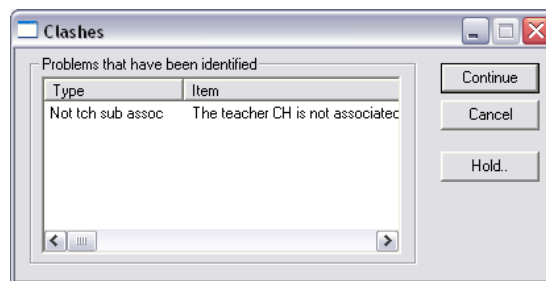
- Click on **OK**
- Scroll to the period that requires a change



Highlight the event you want to move

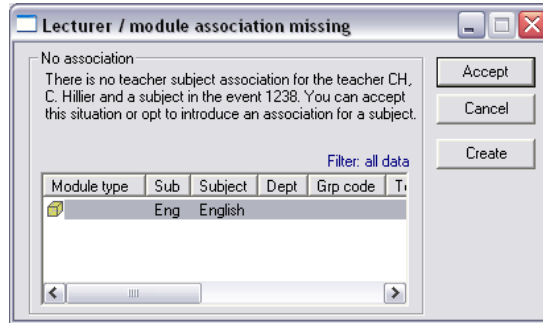


Drag to the other teacher

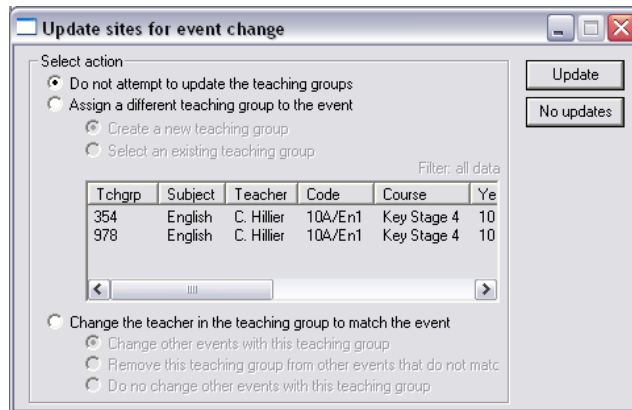


You may get a message saying that the teacher is not associated with the subject.

- Click on **Continue**

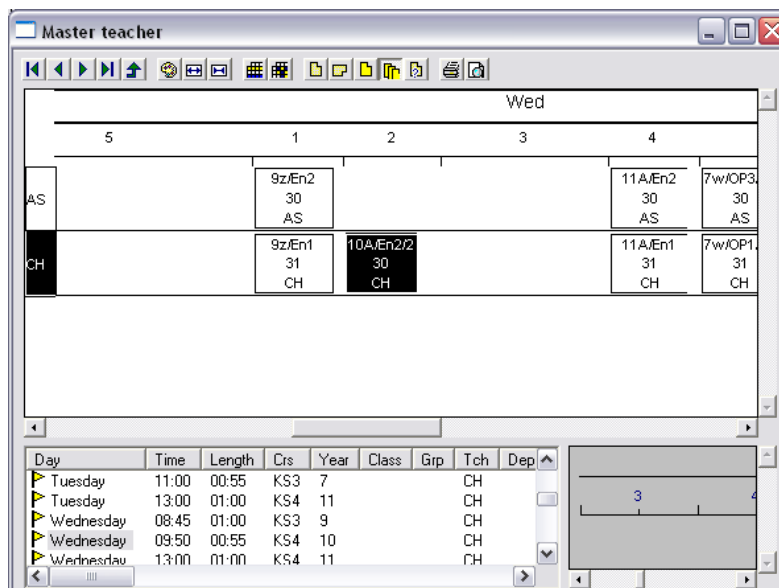


- Click on **Create**

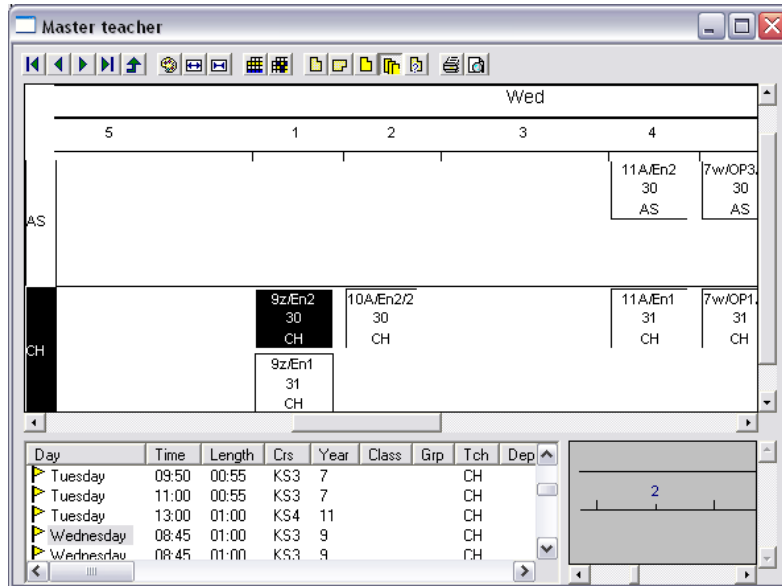


We are not going to make any changes to the teaching group as this will be dealt with by the Update teaching group from event routine.

- Click on **No updates**



If the teacher wasn't available then you would have to drag the event to the teacher and have a clash temporarily (image below) before the other event is dragged to the other teacher.



Making changes to an individual event

- Go to **Staff | Staff**
- Type in part of staff **Surname**
- Click on **Search**
- Click on **Advanced | Display teacher timetable**

		1	2	3	4	5
Monday		10A/EN2 30		11A/En2 30	9z/En2 30	7w/OP3/2 30
Tuesday		7w/OP3/3 30	7w/OP3/4 30	7w/OP3/5 30	11A/En2 30	
Wednesday					11A/En2 30	7w/OP3/10 30
Thursday		10A/En2/2 30	7w/OP3/8 30	11A/En2 30		7w/OP3/7 30
Friday		7w/OP3/6 30	7w/OP3/9 30	9z/En2 30	10A/EN2 30	7w/OP3 30

Block	Ltd links	Tch	Sub	Crs	Year	Class	Periods	Placed	Breakdown	Group	Sub
		AS	Eng	KS4	11		1	1	1	11A/En2	Eng
		AS	Eng	KS3	9		1	1	1	9z/En2	Eng
		AS	Eng	KS4	11		1	1	1	11A/En2	Eng
		AS	Eng	KS4	11		1	1	1	11A/En2	Eng
		AS	Eng	KS4	10		1	1	1	10A/EN2/2	Eng

Double click on the event you want to give to another teacher

Event details: size on entry: 0

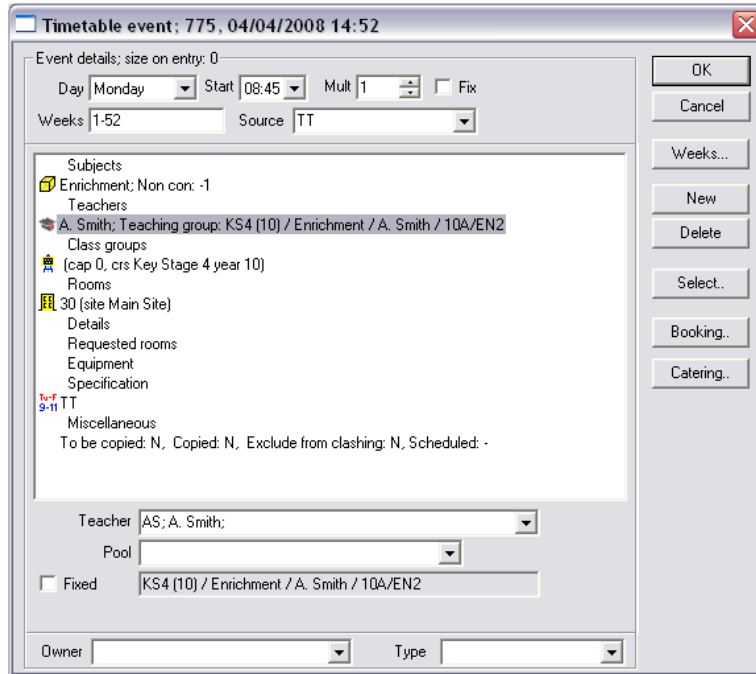
Day: Monday Start: 08:45 Mult: 1 Fix:

Weeks: 1-52 Source: TT

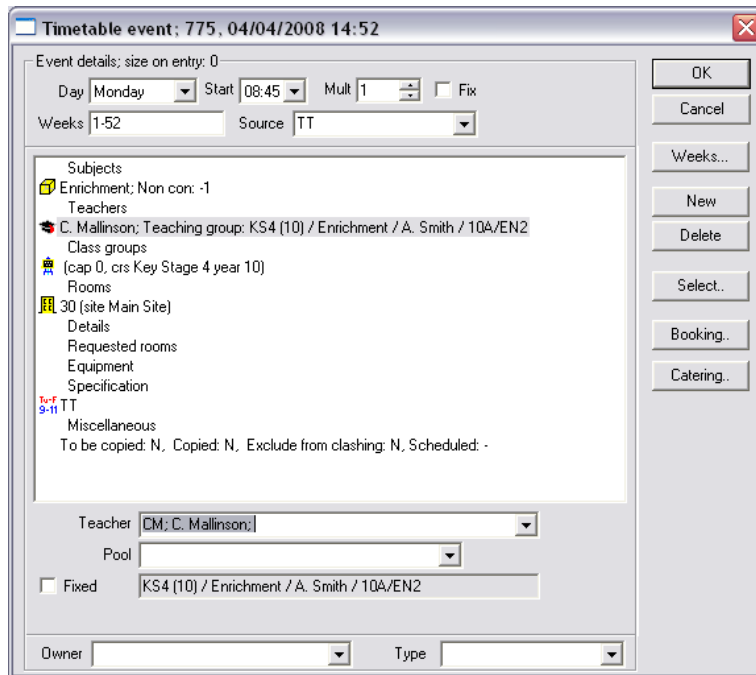
Subjects
 Enrichment; Non con: -1
 Teachers
 A. Smith; Teaching group: KS4 (10) / Enrichment / A. Smith / 10A/EN2
 Class groups
 (cap 0, crs Key Stage 4 year 10)
 Rooms
 30 (site Main Site)
 Details
 Requested rooms
 Equipment
 Specification
 TT
 Miscellaneous
 To be copied: N, Copied: N, Exclude from clashing: N, Scheduled: -

Owner: [] Type: []

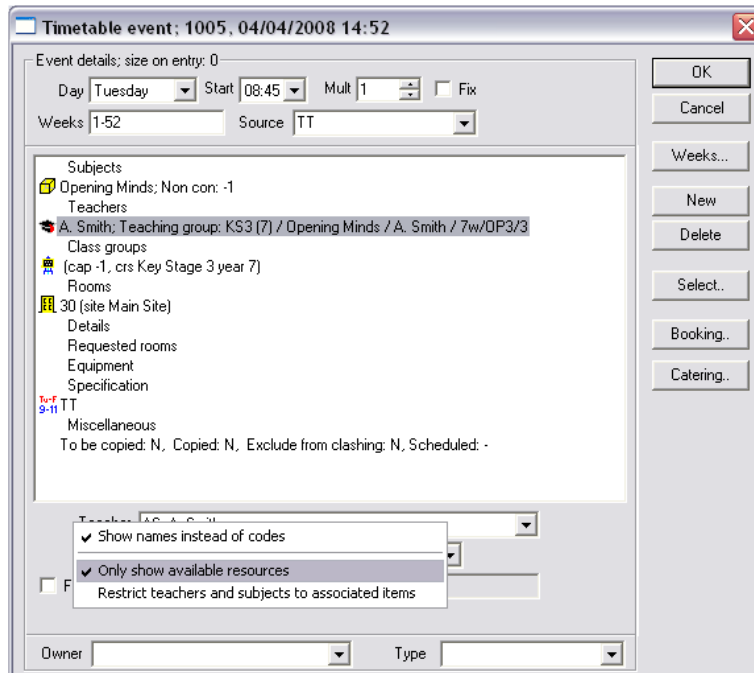
- Highlight the mortar board



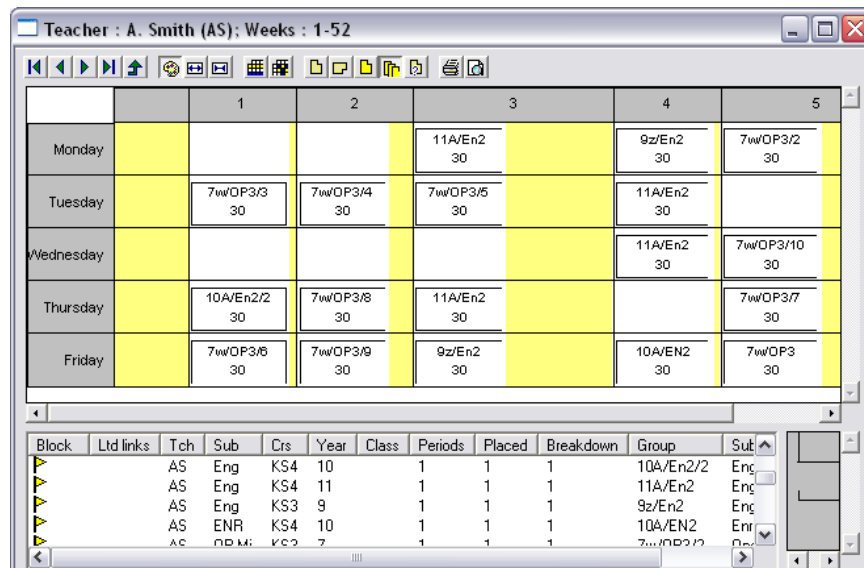
- Select the new teacher from the **Teacher** drop down



If the teacher is not visible in the drop down menu then right click just to the left of the drop down menu and remove the tick from only available resources.



- Click on **OK**
- Agree to the messages accordingly



Notice how Monday period 1 is now empty.

If you search for the other teacher in our case CM their timetable will look like:

Teacher : C. Mallinson (CM)

		1	2	3	4	5
Monday		10A/EN2	11A/PA2 Dr1	10A/PA1 Dr1		7w/OP2/2 32
Tuesday		7w/OP2/3 32	7w/OP2/4 32	7w/OP2/5 32		10A/Dr1/2 Dr1
Wednesday		10A/PA1 Dr1	9A/Dr1 Dr1	11A/Dr1 Dr1		7w/OP2/10 32
Thursday			7w/OP2/8 32		11A/Dr1 Dr1	7w/OP2/7 32
Friday		7w/OP2/6 32	7w/OP2/9 32			7w/OP2 32

Block	Ltd links	Tch	Sub	Crs	Year	Class	Periods	Placed	Breakdown	Group	Sub
▶		CM	Dr	KS4	10		1	1	1	10A/Dr1/2	Dra
▶		CM	Dr	KS3	9		1	1	1	9A/Dr1	Dra
▶		CM	Dr	KS4	11		1	1	1	11A/Dr1	Dra
▶		CM	Dr	KS4	11		1	1	1	11A/Dr1	Dra
▶		CM	EMP	KS4	10		1	1	1	10A/EN2	Emp

Swapping a timetable to a new teacher

If you have a brand new member of staff join this member of staff needs to be created within the staff module before they can get given any timetable.

If this new teacher is simply taking on an existing teachers timetable:

- Go to **Timetable | Planning matrices | Teacher summary**

If the two teachers are not close to each other in the display, simply drag one of the teachers up or down the list appropriately.

	KS2 Key Stage 2	KS3 Key Stage 3	KS4 Key Stage 4	KS5 Key Stage 5
C. Hillier, CH Periods 21 Allowance		Eng 4 OP Mi 10	Eng 7	
C. Jackson, CJN Periods 17 Allowance		Eng 9	ENR 2 Eng 6	
CKB, CKB, CKB Periods 0 Allowance				
C. Mallinson, CM Periods 18 Allowance		OP Mi 10 Dr 1	ENR 1 PA 3 Dr 3	
C. Owen, CO Periods 21 Allowance		Hi 15	Hi 6	
C. Ross, CRO		French 17	French 4	

- Using **<ctrl>** highlight the events from **CM** you want to give to **CKB**

	KS2 Key Stage 2	KS3 Key Stage 3	KS4 Key Stage 4	KS5 Key Stage 5
C. Hillier, CH Periods 21 Allowance		Eng 4 OP Mi 10	Eng 7	
C. Jackson, CJN Periods 17 Allowance		Eng 9	ENR 2 Eng 6	
CKB, CKB, CKB Periods 0 Allowance				
C. Mallinson, CM Periods 18 Allowance		OP Mi 10 Dr 1	ENR 1 PA 3 Dr 3	
C. Owen, CO Periods 21 Allowance		Hi 15	Hi 6	
C. Ross, CRO		French 17	French 4	

Show all selections Blocking 120.0

- Drag the highlighted events to **CKB**
- Agree to the messages accordingly

	KS2 Key Stage 2	KS3 Key Stage 3	KS4 Key Stage 4	KS5 Key Stage 5
C. Hillier, CH Periods 21 Allowance		Eng 4 OP Mi 10	Eng 7	
C. Jackson, CJN Periods 17 Allowance		Eng 9	ENR 2 Eng 6	
CKB, CKB, CKB Periods 15 Allowance		OP Mi 10 Dr 1	ENR 1 Dr 3	
C. Mallinson, CM Periods 3 Allowance			PA 3	
C. Owen, CO Periods 21 Allowance		Hi 15	Hi 6	
C. Ross, CRO		French 17	French 4	

Show all selections Blocking 120.0

Room changes

Room changes can be made through the combined view, individual room or staff changes using the techniques described above.

Rescheduling lessons

As your timetable has been imported it does not have any structures underpinning the lessons, so if you want to move what was a block of four maths lessons in your timetable application you can do this albeit as four individual lessons rather than one operation.

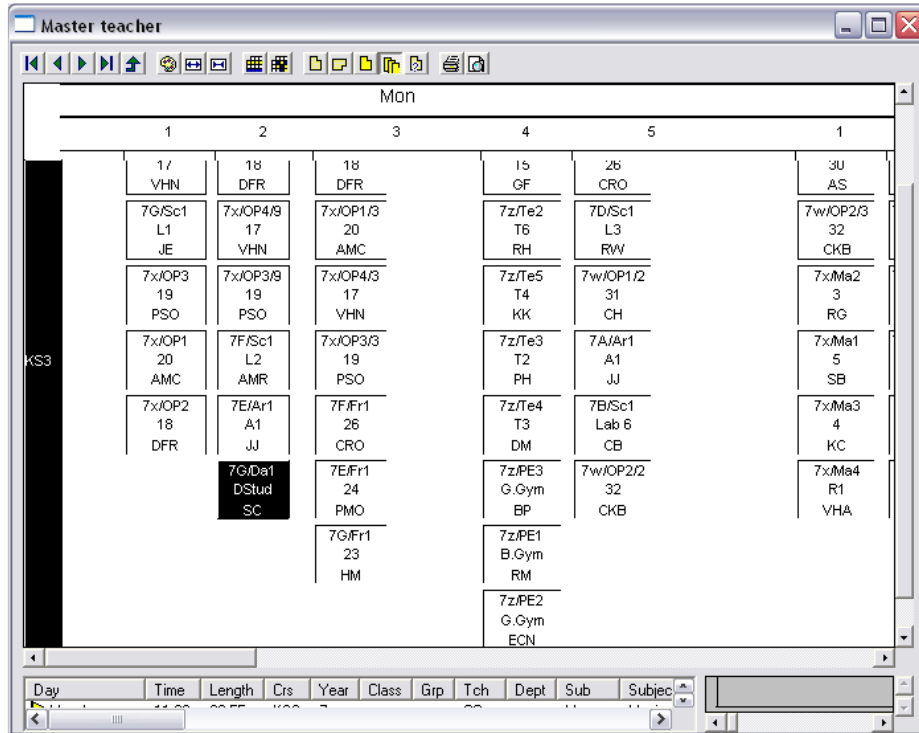
As many changes you will make are either between teachers or within year groups then the combined view is an appropriate view to work within.

In the example below the changes are being made in Year 7, so the combined view would look like:

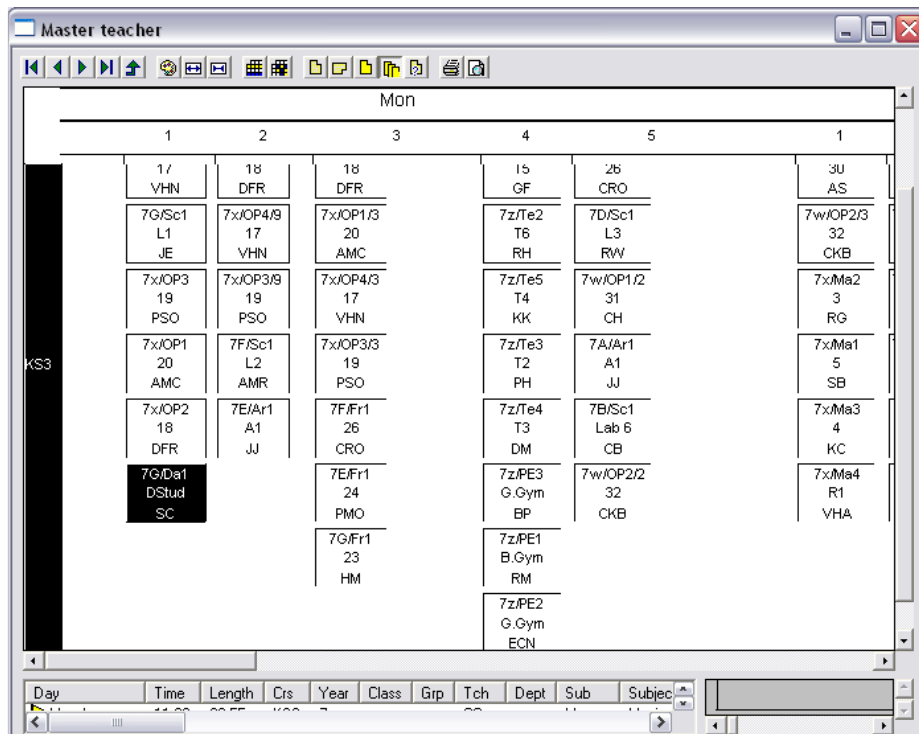
		Mon					
		1	2	3	4	5	1
KS3	7E/Sc1 L2 JM	7x/OP1/8 20 AMC	7F/Mu1 Mus CC		7z/PE4 B.Gym SG	7w/OP3/2 30 AS	7w/OP1/3 31 CH
	7x/OP4 17 VHN	7x/OP2/8 18 DFR	7x/OP2/8 18 DFR		7z/Te1 T5 GF	7C/Fr1 26 CRO	7w/OP3/3 30 AS
	7G/Sc1 L1 JE	7x/OP4/8 17 VHN	7x/OP1/8 20 AMC		7z/Te2 T6 RH	7D/Sc1 L3 RW	7w/OP2/3 32 CKB
	7x/OP3 19 PSO	7x/OP3/8 19 PSO	7x/OP4/8 17 VHN		7z/Te5 T4 KK	7w/OP1/2 31 CH	7x/Ma2 3 RG
	7x/OP1 20 AMC	7F/Sc1 L2 AMR	7x/OP3/8 19 PSO		7z/Te3 T2 PH	7A/Ar1 A1 JJ	7x/Ma1 5 SB
	7x/OP2 18 DFR	7E/Ar1 A1 JJ	7F/Fr1 26 CRO		7z/Te4 T3 DM	7B/Sc1 Lab 6 CB	7x/Ma3 4 KC
	7G/Da1 DStud SC	7E/Fr1 24 PMO		7z/PE3 G.Gym BP	7w/OP2/2 32 CKB	7x/Ma4 R1 VHA	
		7G/Fr1 22		7z/PE1 B.Gym			

To move 7G/Da1 from Monday 2 to Monday 1:

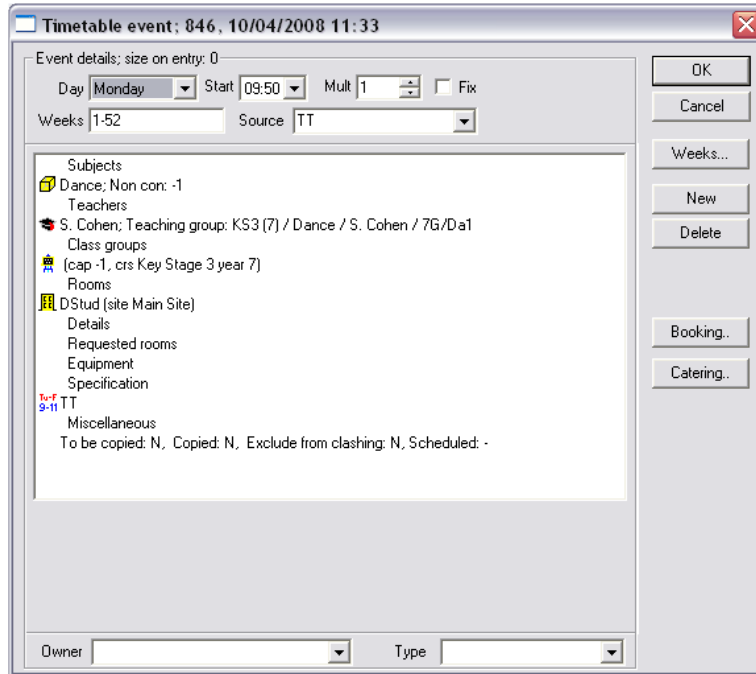
- Highlight **7G/Da1**



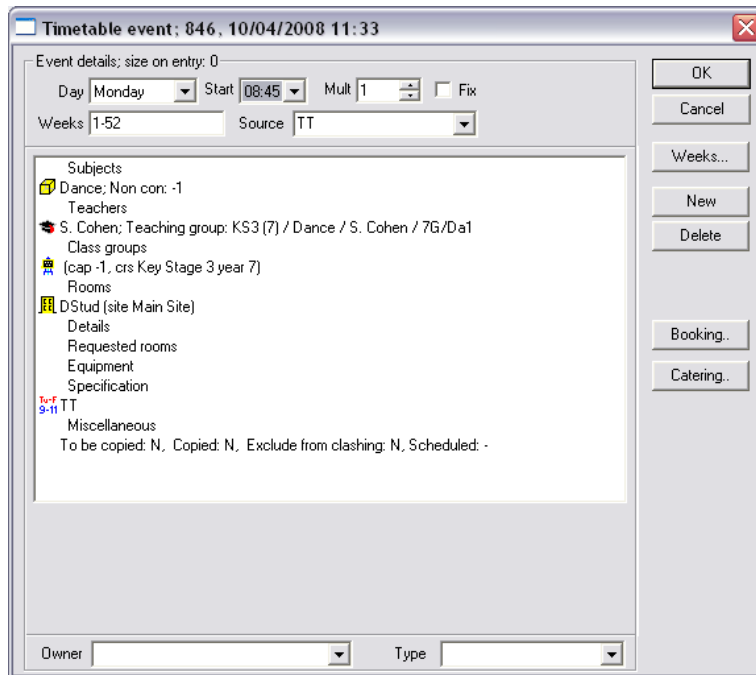
- Drag to Monday Period 1



An alternative way was to double click on the event:



- Change the time from the drop down menu

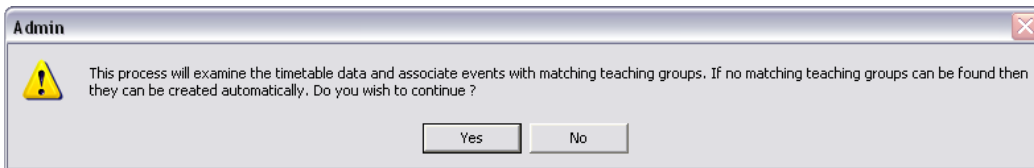


- Click on **OK**

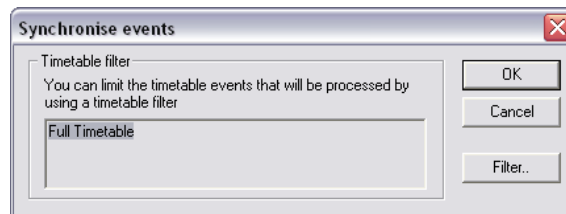
Update Teaching groups from events

This routine is very important to run periodically to ensure the teaching group matches what the timetable actually says. The routine will execute a number of options such as changing a teacher within the teaching group or creating a second teaching group. It is a manual routine as you need to make a conscious decision when to run it as if the ownership of a teaching group is changed before an assessment cycle is completed it could mean that a teacher cannot actually complete their assessments.

- Go to **Data | Timetabling | Create/update teaching groups from events**

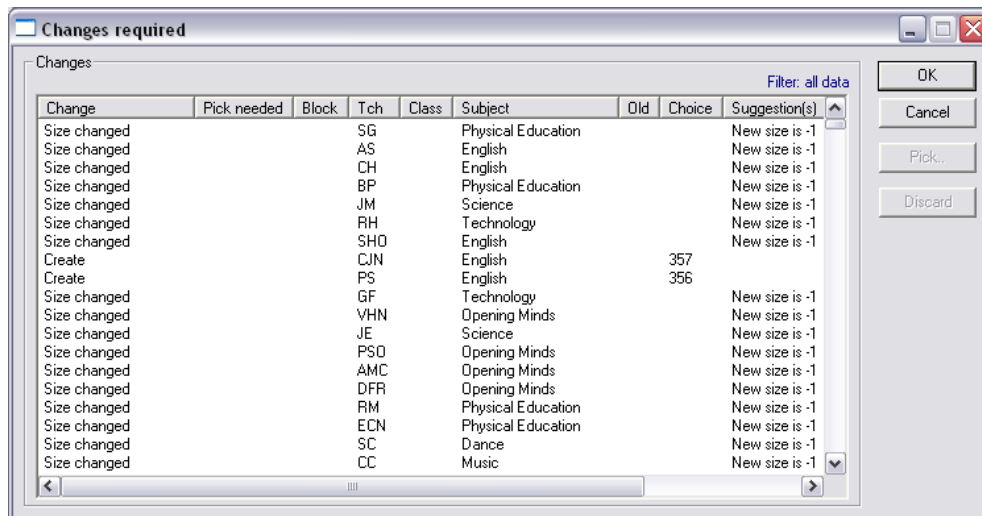


- Click on **Yes**



If you only want to update certain groups of teaching groups such as a subject area or year group then you can use the filter button to filter down to the appropriate grouping.

- Click on **OK**



Within the **Change** column you are likely to have some of the following names:

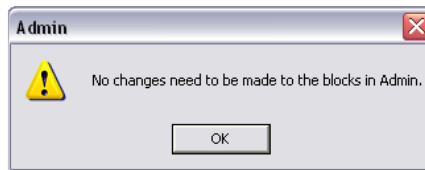
Size changed – This simply updates the tables

Create – This is going to create a new teaching group, typically due to split teaching or because an event (lesson) doesn't have a teaching group associated with it.

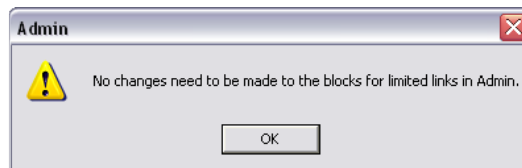
Change tch in tchgrp – This means a new teacher is going to be assigned to the teaching group as the original teacher no longer assigned to that group within the timetable.

If you have any Y's within the Pick needed column you cannot continue, this means that an event does not have a teaching group assigned and more than one exists that match the criteria. As such Facility is not able to match them up automatically. You will either have to discard these events or highlight one and click on the Pick button and select the teaching group you wish to assign.

- Click on **OK**

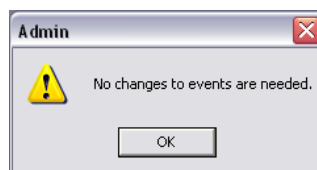


- Click on **OK**



- Click on **OK**

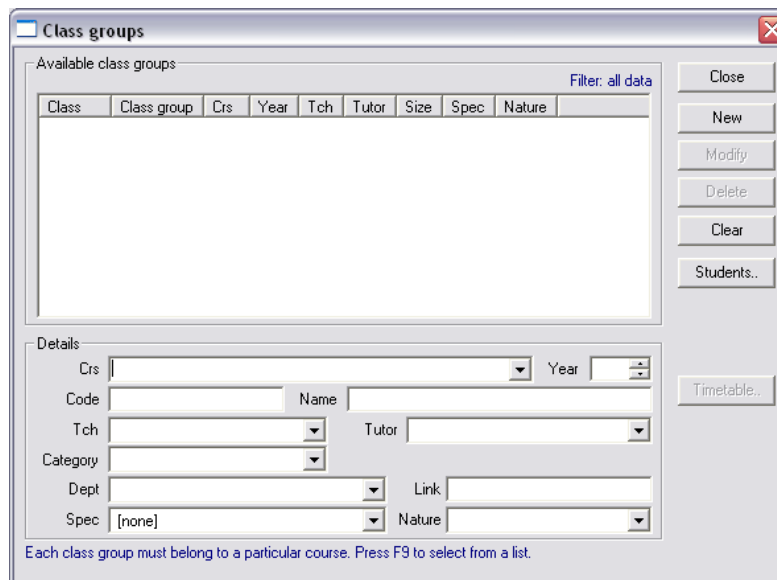
You need to repeat the process again to create any further split teaching groups or update any further size changes. When there are no further changes you will receive the following message.



Excluding year groups from cover

Within your school you may operate a policy within 'cover' where certain year groups typically Key Stage 5 do not require covering should their teacher be absent. Facility cover can exclude certain classgroups from needing cover so long as the events (lessons) have a classgroup assigned to them. Due to the import none of the events have a classgroup associated to them. The following example demonstrates how to create a timetable classgroup for Year 12 and associate that classgroup with the Year 12 lessons. It should be noted that you could create other classgroups such as 7X and 7Y, if your school operated an X and Y cohort system. So long as your teaching group naming convention was logical you could assign the 7X classgroup to all 7X lessons and 7Y to 7Y lessons. You could do this for printing purposes rather than for cover reasons.

- Go to **Data | Academic | Classgroups**



Class groups

Available class groups Filter: all data

Class	Class group	Crs	Year	Tch	Tutor	Size	Spec	Nature

Details

Crs | | Year | |

Code | | Name | |

Tch | | Tutor | |

Category | |

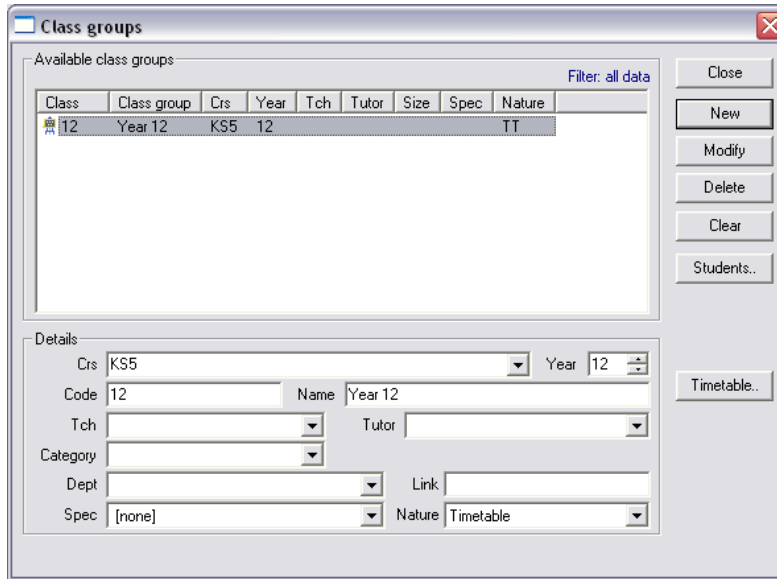
Dept | | Link | |

Spec | [none] | Nature | |

Each class group must belong to a particular course. Press F9 to select from a list.

Buttons: Close, New, Modify, Delete, Clear, Students.., Timetable..

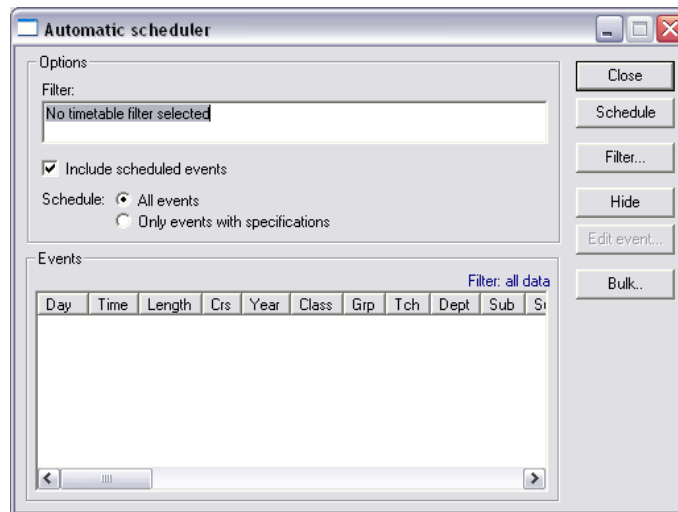
- Select **Key Stage 5** from the **Crs** drop down menu
- Type **12** in the **Year** field
- Type **12** in the **Code** field
- Type **Year 12** in the **Name** field
- Select **Timetable** from the **Nature** drop down menu
- Click on **New**



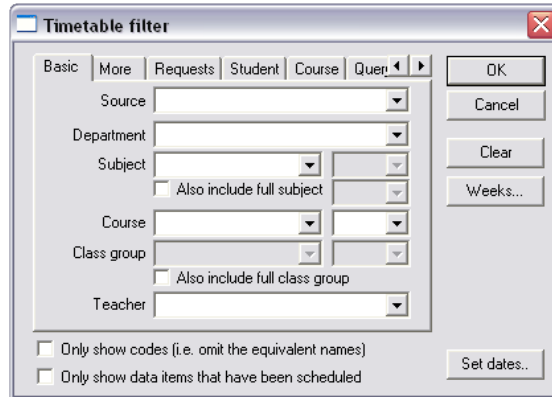
- Click on **Close**

Now the classgroup has been set up we need to associate that to all the Year 12 lessons.

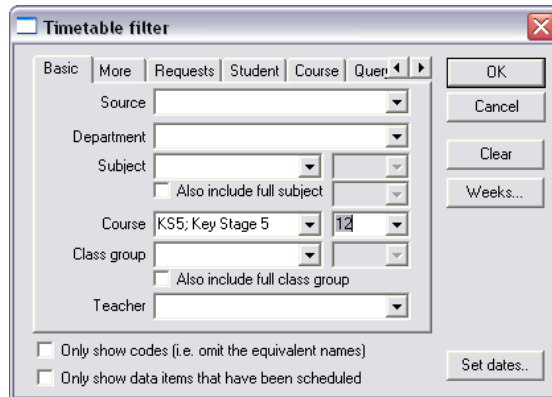
- Go to **Timetable | Automatic scheduler**



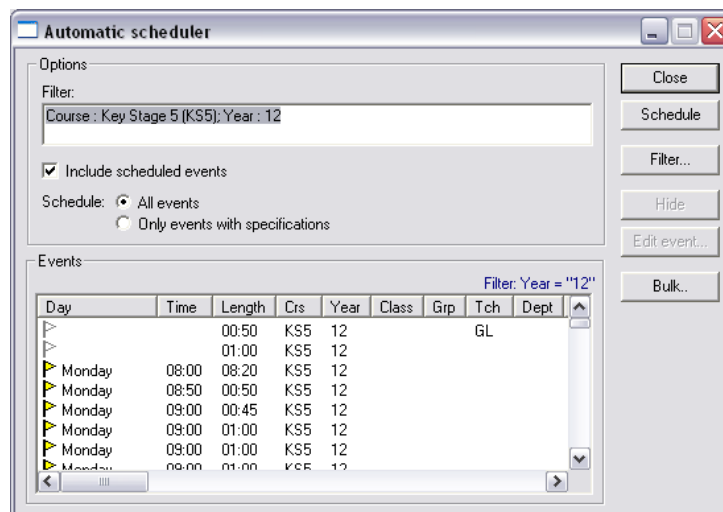
- Click on **Filter**



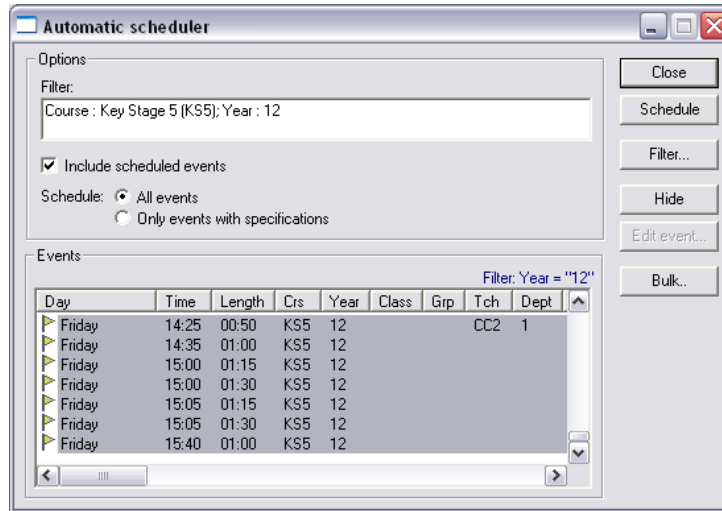
- Select **Key Stage 5** from the **Course** drop down menu
- Select **12** from the drop down to the right of course



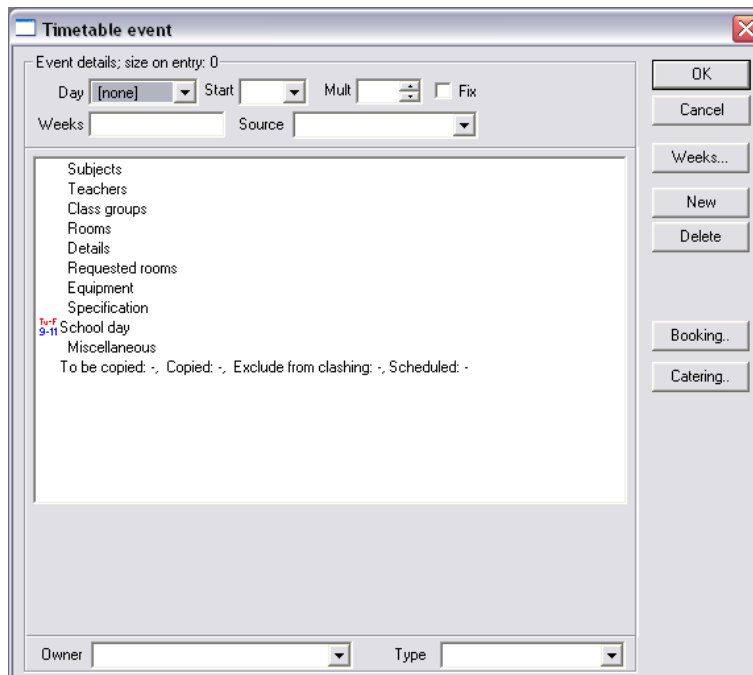
- Click on **OK**



Highlight all the events



- Click on **Bulk | Change**



- Highlight **Classgroup**

Timetable event

Event details: size on entry: 0

Day [none] Start [] Mult [] [] Fix

Weeks [] Source []

- Subjects
- Teachers
- Class groups**
- Rooms
- Details
- Requested rooms
- Equipment
- Specification
- School day
- Miscellaneous

To be copied: -, Copied: -, Exclude from clashing: -, Scheduled: -

Course [] []

Class group []

Capacity 0 [] Group []

Owner [] Type []

Buttons: OK, Cancel, Weeks..., New, Delete, Booking., Catering..

- Select **Key Stage 5** from the **Course** drop down
- Type **12** in the field to the right of course
- Select **Year 12** from the **Class group** drop down menu

Timetable event

Event details: size on entry: 0

Day [none] Start [] Mult [] [] Fix

Weeks [] Source []

- Subjects
- Teachers
- Class groups**
- Rooms
- Details
- Requested rooms
- Equipment
- Specification
- School day
- Miscellaneous

To be copied: -, Copied: -, Exclude from clashing: -, Scheduled: -

Course KS5; Key Stage 5; [] 12 []

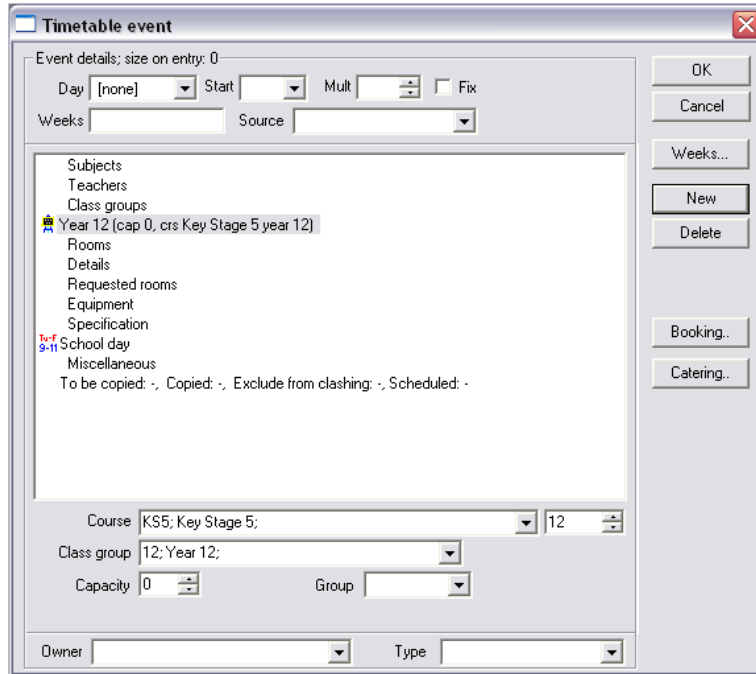
Class group 12; Year 12; []

Capacity 0 [] Group []

Owner [] Type []

Buttons: OK, Cancel, Weeks..., New, Delete, Booking., Catering..

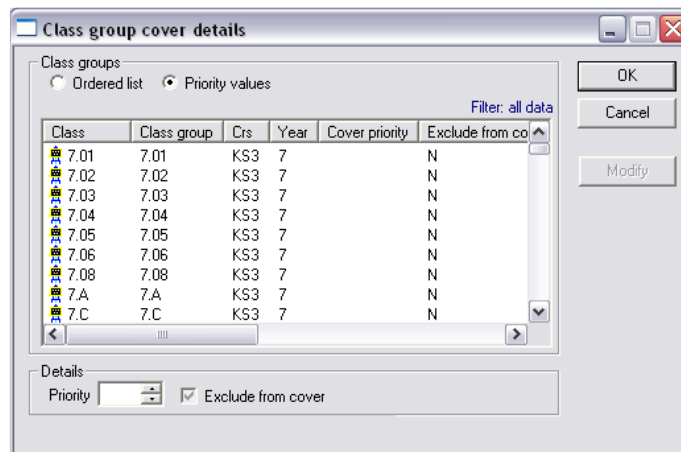
- Click on **New**



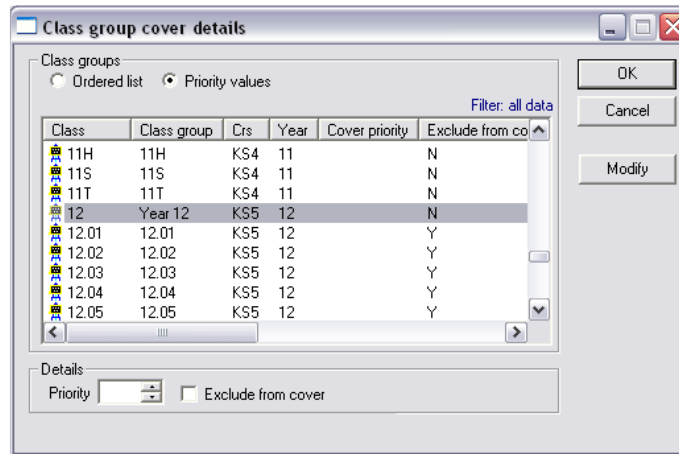
- Click on **OK**

Now that the events have a classgroup to exclude the classgroup from cover:

- Go to **Cover | Class group cover details**



- Locate **Year 12** and highlight the row



- Place a tick in **Exclude from cover**
- Click on **Modify**
- Click on **OK**