



## Transferring a timetable from *TimeTabler* to Scheduler

The process of transferring a timetable from **TimeTabler** to **Facility Scheduler** is a fairly easy task, albeit repetitive! The main issue is that all the core data such as subjects, rooms, classgroups, teaching groups and staff have to be set up in Facility in advance. You cannot add, modify or delete any of these core data items within Facility Scheduler simply because you as the timetabler are not the only one using them! Areas such as cover, attendance, assessments, reporting, room booking etc all rely on this data. So on one hand not being able to add an extra teacher in Facility Scheduler may be seen as a disadvantage but other data that you require will have already been set up by a colleague. So it is a little swings and roundabouts.

If you wish for your timetable to be transferred for you, so you can utilise your time running your school, please contact **MIST Services** who can offer a service of transferring the timetable.

Throughout these notes it is assumed you are working in the new dataset where your timetable belongs. To help you through the process is a checklist that refers to the stages below, simply tick them off when you have done them or any questions make a note of them and contact MIST Services.

## Steps within Facility Admin

| Step   | Completed | Notes |
|--|-----------|-------|
| 1 – Set up a timetable source                                  |           |       |
| 2 – Set up your Day structure                                  |           |       |
| 3 – Set up Timetabling weeks                                   |           |       |
| 4 – Set up a week range  |           |       |
| 5 – Set up your event specification                            |           |       |
| 6 - Set up your default event template                         |           |       |
| 7 – Checking your staff  |           |       |
| 8 – Check your subjects  |           |       |
| 9 – Create your teaching groups                                |           |       |
| 10 – Create your timetabling classgroups (virtual classgroups) |           |       |

## 1 – Set up a timetable source

- In Facility go to **Data | Timetabling | Sources**



[Click on this film-reel icon to see a video on this topic.](#)

We strongly recommend having only a single source set up and called TT (code) and Timetable (name)

## 2 – Set up your Day structure

- In Facility go to **Data | Timetabling | Calendar | Day structure**



[As before, click on this film-reel icon to see a video on this topic.](#)

Ensure your days are in there, if you are on a single week timetable then you shouldn't have anything to do. We strongly recommend leaving Sunday in as Day 1 and Saturday as Day 7, simply because this will mean all the Serco default styles will work and you can still use room booking and calendar modules at the weekend.

If you do change the day structure in any way fresh refresh the database before continuing (Options | Refresh database)

## 3 – Set up Timetabling weeks

- In Facility go to **Data | Timetabling | Calendar | Weeks**



Simply type 52 weeks if you operate a one week timetable or 26 weeks if you operate a two week cycle. Having clicked on OK, please refresh the database.

This process has set up the date mappings that will be used by other modules such as lesson by lesson, cover, room bookings etc. It is important to ensure that if you need to modify the date mappings they are done in advance but from a timetabling viewpoint we just need to tell Facility how many weeks our timetable could potentially run for.

## 4 – Set up a week range

- In Facility go to **Data | Timetabling | Week ranges**



We recommend setting up a single week range 1-52 for one week timetables and 1-26 for two week timetables, with all the week numbers having been selected. If you plan on building in automatic rotations you will need to revisit the week ranges and create ranges for the rotation time periods but that is beyond the scope of this short booklet. The assumption we are making here is your timetable is in essence consistent throughout the year.

## 5 – Set up your event specification

- In Facility go to **Data | Timetabling | Event specifications**



We recommend setting up a single specification for your lesson times and a separate one for your registration periods (if you are going to schedule them). This helps with manual timetabling and printouts.

## 6 - Set up your default event template

- In Facility go to **Options | Timetabling | Edit default template**



We recommend you set up the event specification, source, week range and mults to default values to speed up the data entry process in Scheduler. Remember should you have different timings for different courses then the default event template can be changed at any point either in Facility or Scheduler.

The above are very much one off tasks each year and potentially some won't need modifying between years but it is worth checking them all!

## 7 – Checking you staff

- In Facility go to **Staff | Staff**
- Click on the **Browse** button at the bottom right of the window, this will list all your staff.



Please check you have the staff you want to timetable, any new appointments will need to be added in the staff window. Teachers who are no longer with the school can be removed (deleted), this will avoid lists becoming bigger than they need to be.

## 8 – Check you subjects

- In Facility go to **Data | Academic | Master subject list**



You will need to set up any new subjects you may require here.

- In Facility go to **Data | Academic | School subject list**



If you have created a new subject for this academic year then it will need to be added to the school list. Also if you aren't offering a certain subject this academic year then it can be removed from the school list for this dataset (it will remain in the master subject list).

- In Facility go to **Data | Academic | Course subject list**



It is important to have tidy subject lists and as such it is here you can say these subjects are taught at KS3, these are taught at KS4 etc.

## 9 – Create your teaching groups

- In Facility go to **Data | Teaching groups | Edit teaching groups**



You may have some teaching groups that have been carried forward from the End of Year process. If you have we would recommend you delete duplicate teaching groups (i.e. split teaching) and also remove the teacher name. If you would like assistance in clearing the teacher names in bulk please contact MIST Services and we can explain how that is done. We would recommend that any surplus or redundant groups are also deleted. This then leaves the new or missing teaching groups to be created. When creating teaching groups you simply need to provide the Course, Year, Subject and the Code you are wasting time adding the teacher. There is a routine for that!

Looking at the demonstration data from **TimeTabler** the Year 7 curriculum is shown below with the teaching group codes showing. These are what you need to type into Facility.

|         |  |  |  |                                |                                |                                |                                |               |
|---------|--|--|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|---------------|
| 7A [30] | Tec [7u/Te1]<br>Tec [7u/Te2]<br>Tec [7u/Te3] 4 | Mat [7y/Ma1]<br>Mat [7y/Ma2]<br>Mat [7y/Ma3]<br>Mat [7y/Ma4]<br>Mat [7y/Ma5] 3 | Fre [7y/Fr1]<br>Fre [7y/Fr2]<br>Fre [7y/Fr3]<br>Fre [7y/Fr4] 3 | Art [7u/Ar]<br>Mus [7u/Mu] 2   | PE. [7u/PE1]<br>PE. [7u/PE2] 2 | RE. [7u/RE1]<br>RE. [7u/RE2] 1 | PSE [7u/PS1]<br>PSE [7u/PS2] 2 | Sci [7A/Sc] 4 |
| 7B [30] |  |  |  |                                |                                |                                |                                | Sci [7B/Sc] 4 |
| 7C [30] | Tec [7v/Te1]<br>Tec [7v/Te2] 4                 |  |  | Art [7v/Ar1]<br>Art [7v/Ar2] 2 | PE. [7v/PE1]<br>PE. [7v/PE2] 2 | RE. [7v/RE1]<br>RE. [7v/RE2] 1 | PSE [7v/PS1]<br>PSE [7v/PS2] 2 | Sci [7C/Sc] 4 |
| 7D [30] |  |  |  |                                |                                |                                |                                | Sci [7D/Sc] 4 |
| 7E [30] | Tec [7w/Te1]<br>Tec [7w/Te2]<br>Tec [7w/Te3] 4 | Mat [7z/Ma1]<br>Mat [7z/Ma2]<br>Mat [7z/Ma3]<br>Mat [7z/Ma4]<br>Mat [7z/Ma5] 3 | Fre [7z/Fr1]<br>Fre [7z/Fr2]<br>Fre [7z/Fr3]<br>Fre [7z/Fr4] 3 | Art [7w/Ar1]<br>Art [7w/Ar2] 2 | PE. [7w/PE1]<br>PE. [7w/PE2] 2 | RE. [7w/RE1]<br>RE. [7w/RE2] 1 | PSE [7E/PS] 2                  | Sci [7E/Sc] 4 |
| 7F [30] |  |  |  |                                |                                |                                | PSE [7F/PS] 2                  | Sci [7F/Sc] 4 |
| 7G [30] | Tec [7x/Te]<br>Art [7x/Ar] 4                   |  |  | Art [7x/Ar]<br>Mus [7x/Mu] 2   | PE. [7x/PE1]<br>PE. [7x/PE2] 2 | RE. [7x/RE1]<br>RE. [7x/RE2] 1 | PSE [7x/PS1]<br>PSE [7x/PS2] 2 | Sci [7G/Sc] 4 |
| 7H [30] |  |  |  |                                |                                |                                |                                | Sci [7H/Sc] 4 |

## 10 – Create your timetabling classgroups (virtual classgroups)

- In Facility go to **Data | Academic | Classgroups**

The naming of the timetabling classgroups is down to the school and is at times quite subjective. To help look at the **TimeTabler** demonstration Year 7 curriculum diagram.

|         |                     |                            |                            |              |              |              |              |       |                     |       |       |       |
|---------|---------------------|----------------------------|----------------------------|--------------|--------------|--------------|--------------|-------|---------------------|-------|-------|-------|
| 7A [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Mus 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 1 | His 2 | Geo 3 |
| 7B [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Mus 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 1 | His 2 | Geo 3 |
| 7C [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Art 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 3 |       | Geo 3 |
| 7D [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Art 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 3 |       | Geo 3 |
| 7E [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Art 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 1 | His 2 | Geo 3 |
| 7F [30] | Tec<br>Tec<br>Tec 4 | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Art 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 3 |       | Geo 3 |
| 7G [30] | Tec<br>Art 4        | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Mus 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 3 |       | Geo 3 |
| 7H [30] | Tec<br>Art 4        | Mat<br>Mat<br>Mat<br>Mat 3 | Fre<br>Fre<br>Fre<br>Fre 3 | Art<br>Mus 2 | PE.<br>PE. 2 | RE.<br>RE. 1 | PSE<br>PSE 2 | Sci 4 | Eng<br>Eng<br>Eng 3 | His 3 |       | Geo 3 |

In **TimeTabler** the Classes are as follows:

Vertical Class ?  for combi

Number of Classes: 56 Order entered

+ New Rooms

Sort Print Availability Insert Delete Help

Looking at the curriculum diagram in Excel it would be drawn as follows if entered into Facility Scheduler:

| Virtual Classgroup Code | Virtual Classgroup Name | 3   | 3   | 3   | 4   | 2   | 2  | 1  | 2   | 4   | 3   | 3   |
|-------------------------|-------------------------|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|
| 7A                      | 7.01                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7B                      | 7.02                    | Mat | Fre | Eng | Tec | Mus | Pe | Re | PSE | Sci | His | Geo |
| 7AB                     | 7.03                    | Mat |     | Eng | Tec |     |    |    |     |     |     |     |
| 7C                      | 7.04                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7D                      | 7.05                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7E                      | 7.06                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7F                      | 7.07                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7EF                     | 7.08                    | Mat |     | Eng | Tec |     |    |    |     |     |     |     |
| 7G                      | 7.09                    | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7H                      | 7.10                    | Mat | Fre | Eng | Art | Mus | Pe | Re | PSE | Sci | His | Geo |

Notice how the curriculum diagrams are virtually identical, French has been spread out slightly to denote that French gets its students from 7A, 7B, 7C and 7D.

In the 'Code' column are the codes we would give the virtual classgroups and the name has been given 7.01, 7.02 etc simply so that in Scheduler the classgroups display in the order above (the planning matrices MIST provide are sorted on Name and not Code).

If you are unsure what the virtual classgroups should be called then please contact us or email us the curriculum diagram from **TimeTabler** and we can assist.

# Steps within Facility Scheduler

| Step   | Completed | Notes |
|--|-----------|-------|
| 11 - Extract your ttd file                               |           |       |
| 12 – Open your ttd file in Scheduler                     |           |       |
| 13 – Import TimeTabler steps planning matrices           |           |       |
| 14 – Creating your curriculum - Blocks                   |           |       |
| 15 – Creating your curriculum – Pure class activities    |           |       |
| 16 – Creating your curriculum – Container blocks         |           |       |
| 17 – Associating teaching groups (students) with lessons |           |       |
| 18 – Staffing your curriculum                            |           |       |
| 19 – Manually timetabling your curriculum                |           |       |
| 20 – Rooming your timetable                              |           |       |

## General notes

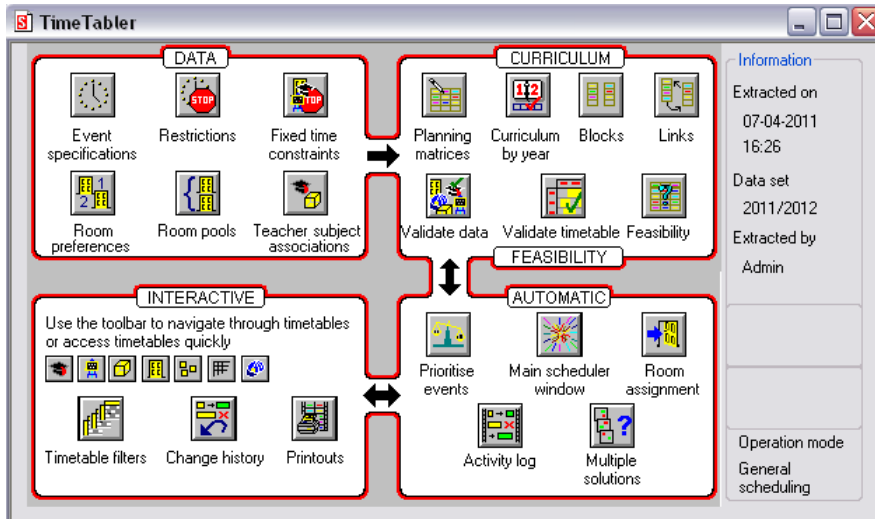
## 11 - Extract your ttd file

- In Facility go to **Database | Extract timetable to file**

We would always recommend having a sensible naming convention for your extracts. Many schools will include the date.

## 12 – Open your ttd file in Scheduler

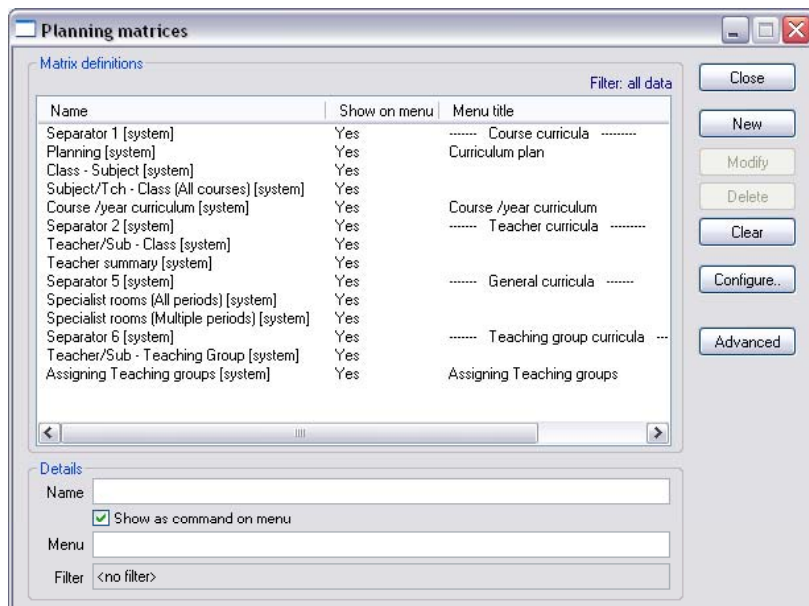
- Open up **Facility Scheduler**
- Go to **File | Open**



## 13 – Import TimeTabler steps planning matrices

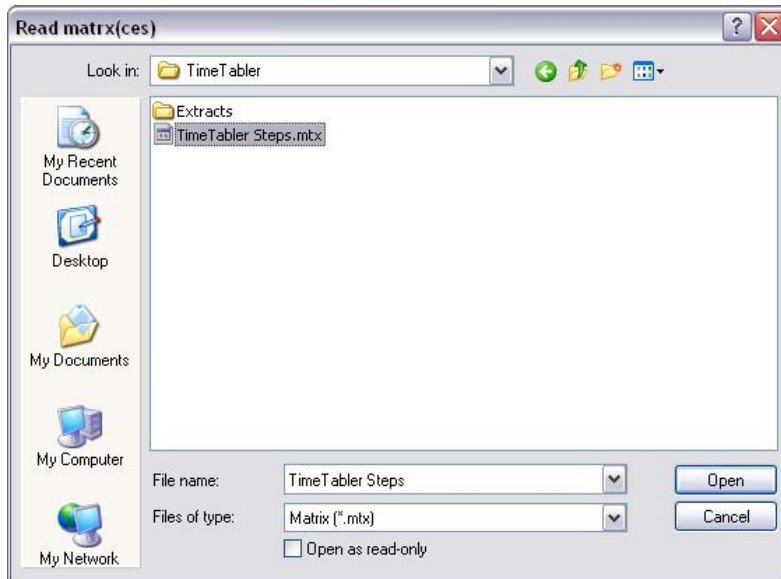
Planning matrices are 'grids' that display timetabling information or allow the user to create timetable lessons in Facility Scheduler. To help with the transfer we have designed some planning matrices specifically for the task, they need to be downloaded from <http://www.timetabler.com/serco-export.html> and saved on to your computer. Once the .mtx file have been downloaded to your machine you can import them.

- In Scheduler go to **Planning | Planning matrices | Edit matrix definitions**

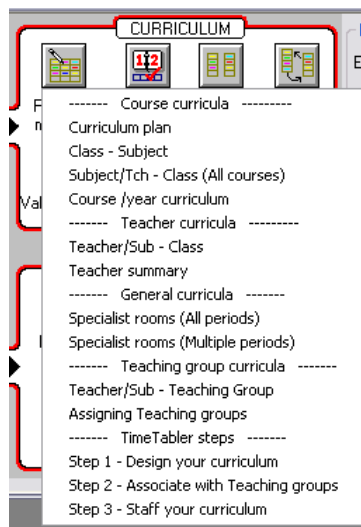




- Click on **Advanced | Import**
- Browse to where you have saved the **TimeTabler steps.mtx**



- Highlight the file
- Click on **Open**
- Click on **Close**

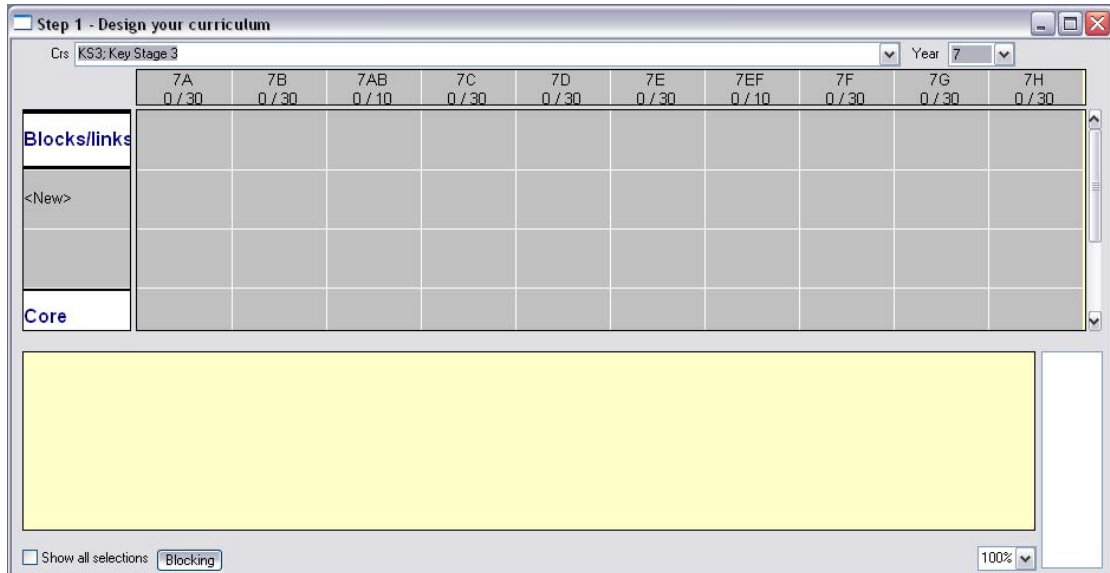


The newly imported planning matrices can be accessed by clicking on the **Planning Matrices** icon and seen towards the bottom of the menu under TimeTabler steps (see the next page).

## 14 – Creating your curriculum - Blocks

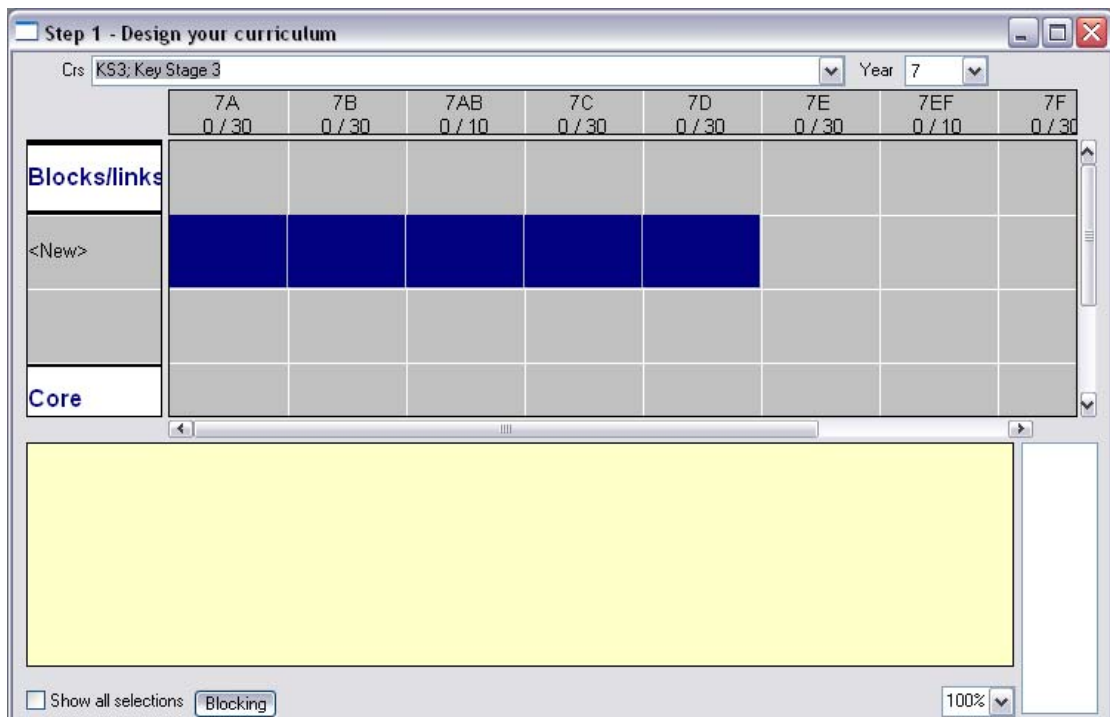
To create the curriculum you should use 'Step 1 – Design your curriculum'

- In Scheduler click on **Planning matrices | Step 1 – Design your curriculum**
- Filter to **Year 7**

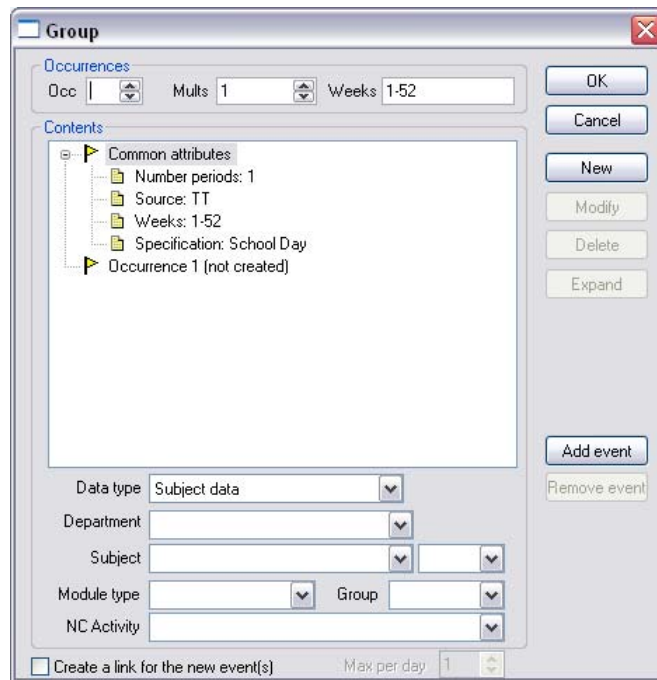


To create the TimeTabler block of Mathematics for the students in 7A, 7B, 7C and 7D:

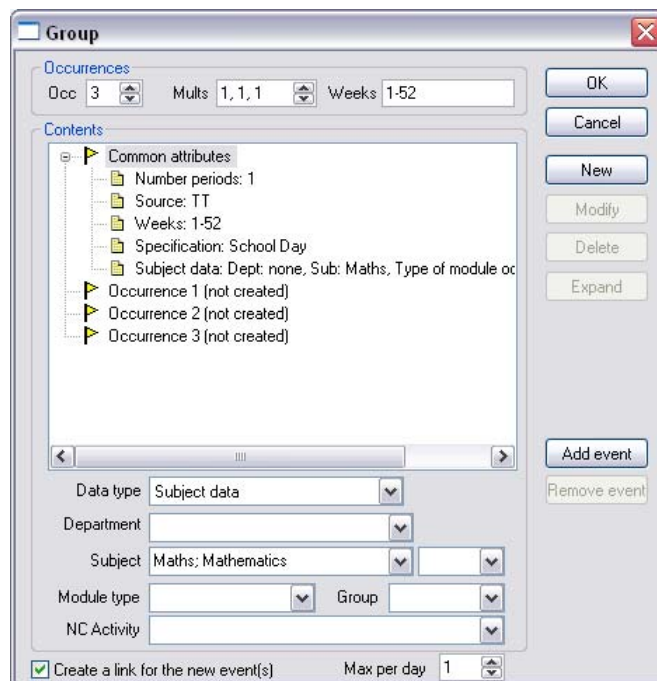
- Multi-select the cell under **7A, 7B, 7AB, 7C and 7D**



- Right click over the blue and select **Create multiple groups**



- Select **Mat** from the **Subject** drop down
- Click on **New**
- In the **Occ** field type **3** for three occurrences of Maths



Notice how the Create a link for the new event(s) has been ticked if you know you have maths twice on a day, remove the tick here.

If Maths was actually a double and two singles you would type 2,1,1 in the mults field.

- When you have defined the subject and the period make up (Mults) click on **OK**

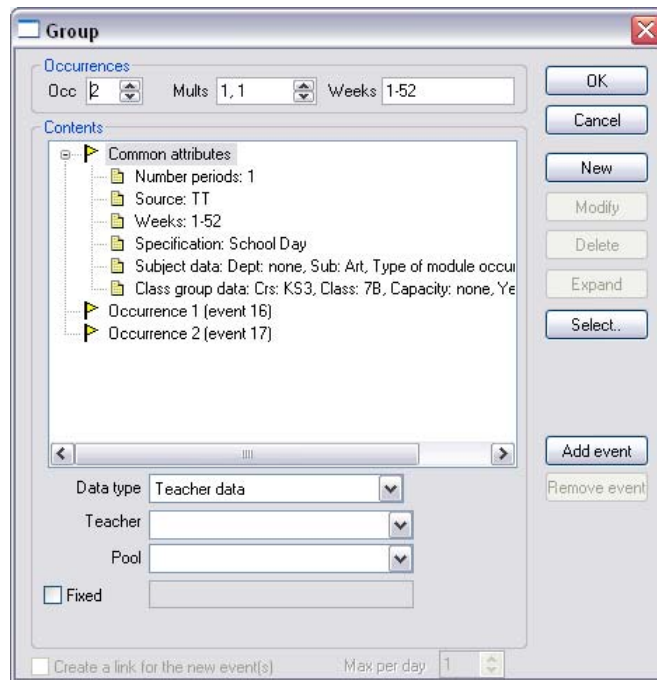
- Type a block code for example **7X-MA**
- Type a block name for example **7X-Maths**
- Click on **OK**

Repeat this for all your blocks in **TimeTabler**. Please note that what **TimeTabler** refers to as Blocks, Scheduler calls them Organised Blocks.

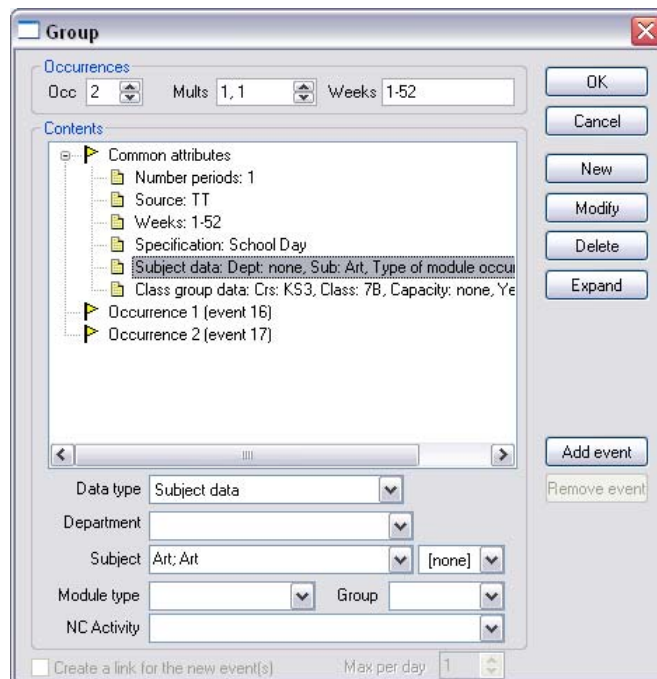
To create the Art and Music block for 7A and 7B, we would create an organised block as above for say Art in 7A and 7B and call it 7AB/ArMu as the following image shows:

|                     | 7A<br>5 / 30 | 7B<br>5 / 30 | 7AB<br>3 / 10 | 7C<br>3 / 30 | 7D<br>3 / 30 | 7E<br>0 / 30 | 7EF<br>0 / 10 | 7F<br>0 / 30 |
|---------------------|--------------|--------------|---------------|--------------|--------------|--------------|---------------|--------------|
| <b>Blocks/links</b> |              |              |               |              |              |              |               |              |
| 7AB/ArMu            | 0 / 2 Art    | 0 / 2 Art    |               |              |              |              |               |              |
| 7X-MA               | 0 / 3 Maths  | 0 / 3 Maths  | 0 / 3 Maths   | 0 / 3 Maths  | 0 / 3 Maths  |              |               |              |
| <New>               |              |              |               |              |              |              |               |              |

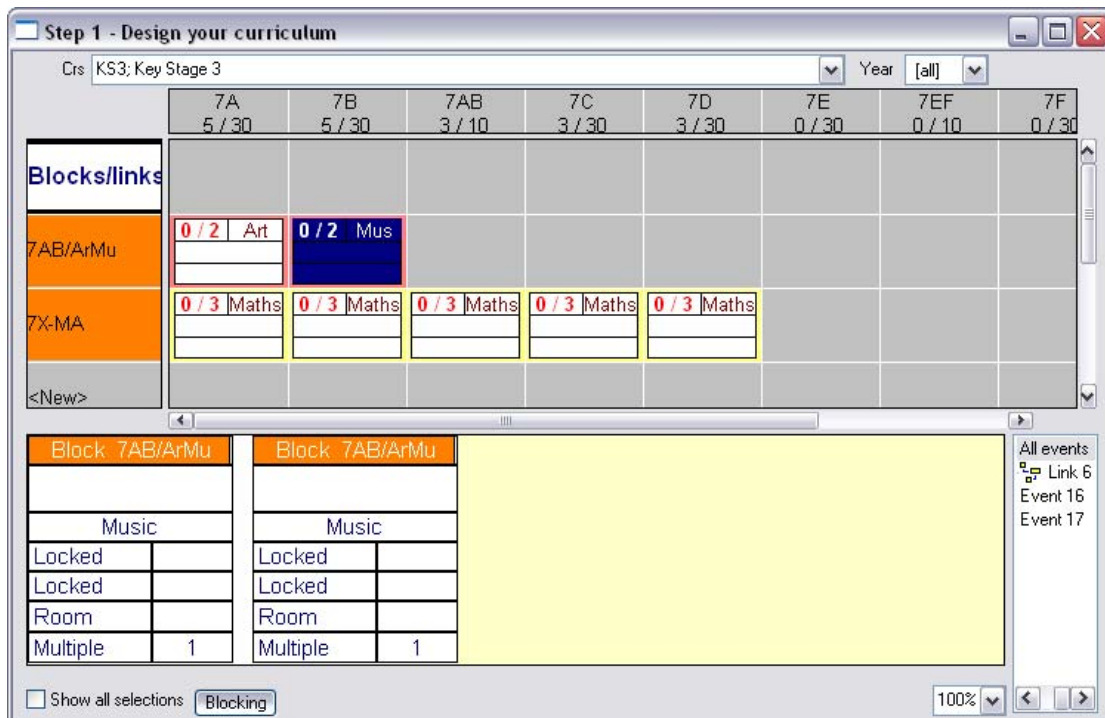
- Then double click on the **Art** in **7B** to get the Group dialogue box



- Highlight **Subject data** from the **Contents** part



- Select **Music** from the drop down
- Click on **Modify**
- Click on **OK**

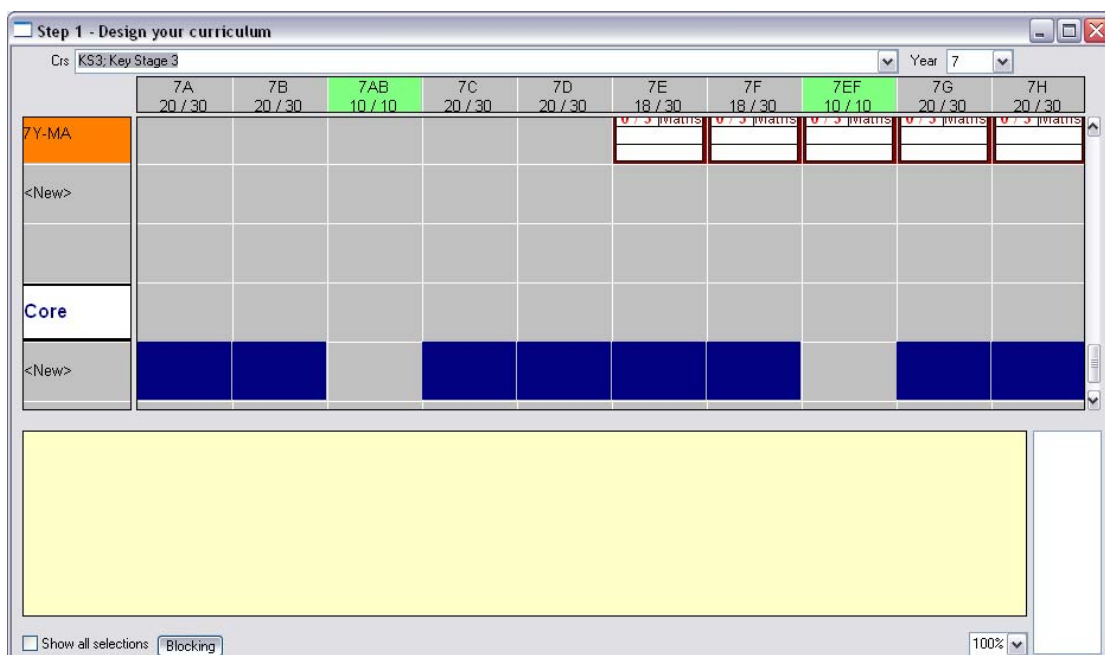


This is the technique we would suggest to use when creating option blocks in Y10 and Y11.

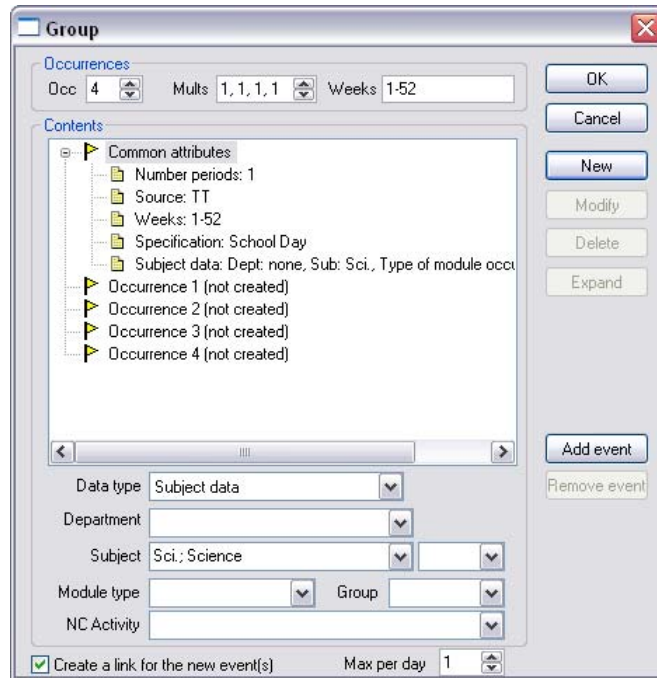
### 15 – Creating your curriculum – Pure class activities

In the Year 7 curriculum diagram everything is in a block except for Science, History and Geography which are taught as pure class activities. In Scheduler terminology these are simply 'events' i.e. don't have a structure and are constructed under the 'Core'.

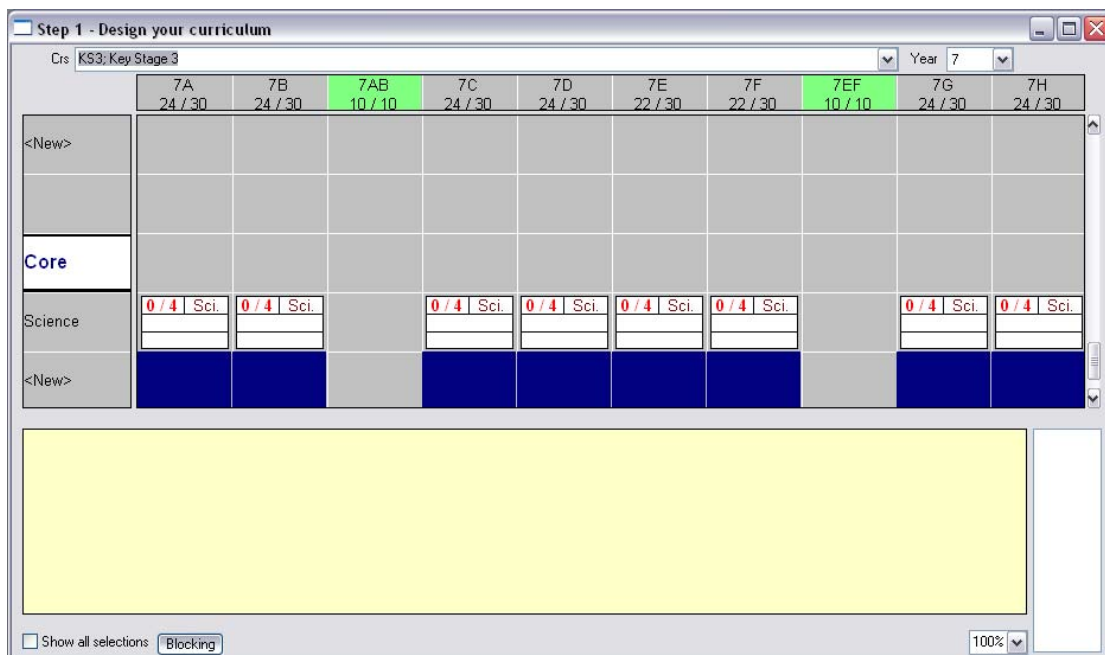
- In Scheduler click on **Planning Matrices | Step 1 – Design your curriculum**
- Filter to **Year 7**
- Highlight **7A, 7B, 7C, 7D, 7E, 7F, 7G, 7H** on the **New** row under **Core**



- Right click and select **Create multiple groups**
- Add **Science** into the **Contents**
- Type **4** in the **Occurrences** field



- Click on **OK**



Notice how Scheduler has remembered the highlighted pattern.

Repeat the technique to create 3 single lessons of History and 3 single lessons of Geography.



Step 1 - Design your curriculum

Crs: KS3: Key Stage 3 Year 7

|             | 7A<br>30 / 30 | 7B<br>30 / 30 | 7AB<br>10 / 10 | 7C<br>30 / 30 | 7D<br>30 / 30 | 7E<br>28 / 30 | 7F<br>28 / 30 | 7EF<br>10 / 10 | 7G<br>30 / 30 | 7H<br>30 / 30 |
|-------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| <b>Core</b> |               |               |                |               |               |               |               |                |               |               |
| Geography   | 0 / 3   Geog  | 0 / 3   Geog  |                | 0 / 3   Geog  | 0 / 3   Geog  | 0 / 3   Geog  | 0 / 3   Geog  |                | 0 / 3   Geog  | 0 / 3   Geog  |
| History     | 0 / 3   Hist  | 0 / 3   Hist  |                | 0 / 3   Hist  | 0 / 3   Hist  | 0 / 3   Hist  | 0 / 3   Hist  |                | 0 / 3   Hist  | 0 / 3   Hist  |
| Science     | 0 / 4   Sci.  | 0 / 4   Sci.  |                | 0 / 4   Sci.  | 0 / 4   Sci.  | 0 / 4   Sci.  | 0 / 4   Sci.  |                | 0 / 4   Sci.  | 0 / 4   Sci.  |

Show all selections Blocking 100%

You will need to create a double PSE for 7E and 7F (they are taught as pure classes unlike the rest of PSE).

Step 1 - Design your curriculum

Crs: KS3: Key Stage 3 Year 7

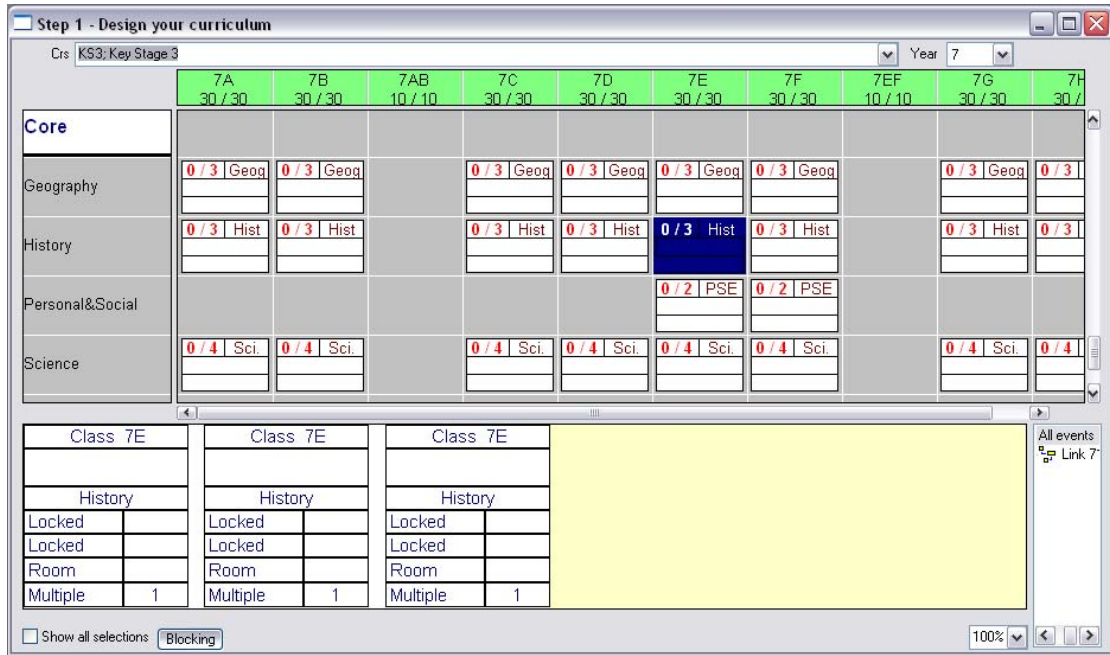
|                   | 7A<br>30 / 30 | 7B<br>30 / 30 | 7AB<br>10 / 10 | 7C<br>30 / 30 | 7D<br>30 / 30 | 7E<br>30 / 30 | 7F<br>30 / 30 | 7EF<br>10 / 10 | 7G<br>30 / 30 | 7H<br>30 / 30 |
|-------------------|---------------|---------------|----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| <b>Core</b>       |               |               |                |               |               |               |               |                |               |               |
| Geography         | 0 / 3   Geog  | 0 / 3   Geog  |                | 0 / 3   Geog  | 0 / 3   Geog  | 0 / 3   Geog  | 0 / 3   Geog  |                | 0 / 3   Geog  | 0 / 3         |
| History           | 0 / 3   Hist  | 0 / 3   Hist  |                | 0 / 3   Hist  | 0 / 3   Hist  | 0 / 3   Hist  | 0 / 3   Hist  |                | 0 / 3   Hist  | 0 / 3         |
| Personal & Social |               |               |                |               |               | 0 / 2   PSE   | 0 / 2   PSE   |                |               |               |
| Science           | 0 / 4   Sci.  | 0 / 4   Sci.  |                | 0 / 4   Sci.  | 0 / 4   Sci.  | 0 / 4   Sci.  | 0 / 4   Sci.  |                | 0 / 4   Sci.  | 0 / 4         |

Show all selections Blocking 100%

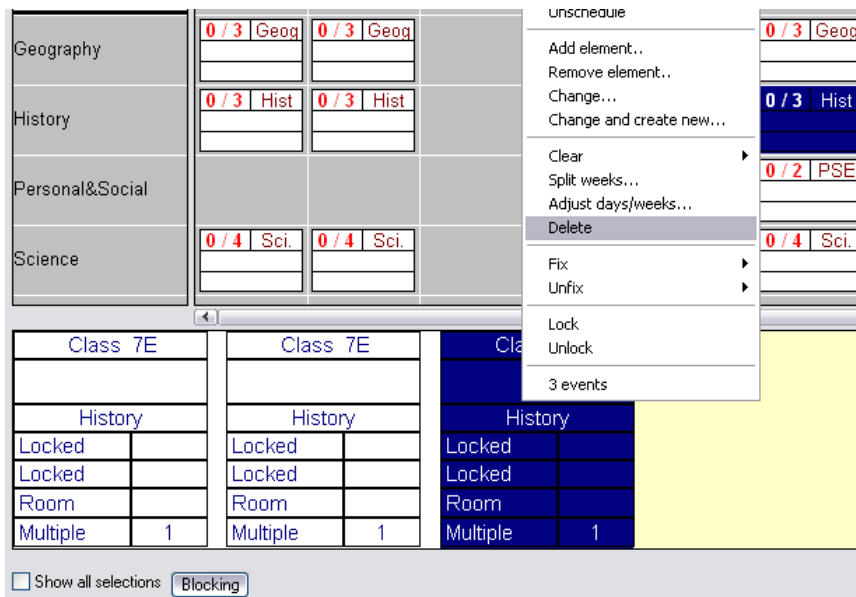
From the curriculum diagram from **TimeTabler** we can see that History for 7E and 7H actually get a double and a single rather than the three singles we have created.

This is easily changed. Highlight 7E History in the planning matrices.

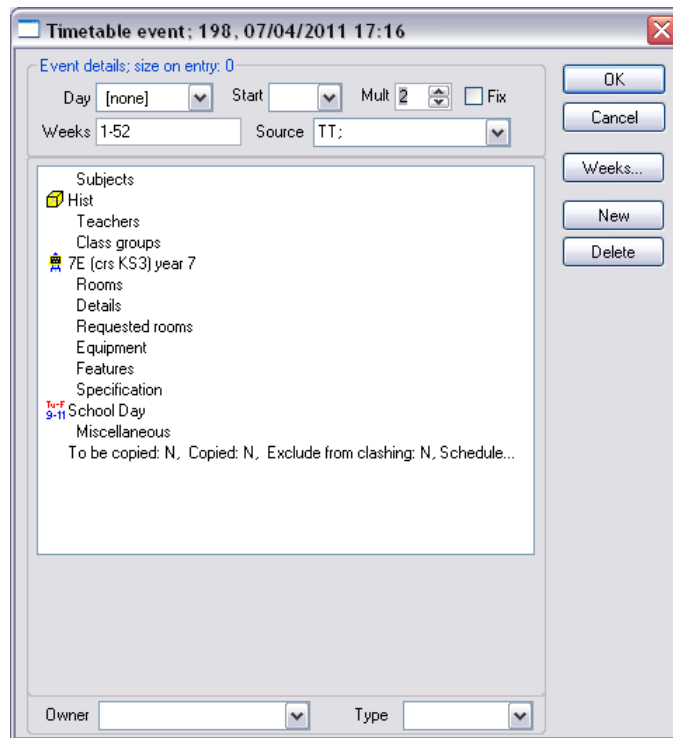




Right click on any one of the playing cards (events) at the bottom and select Delete and agree to the deletion.

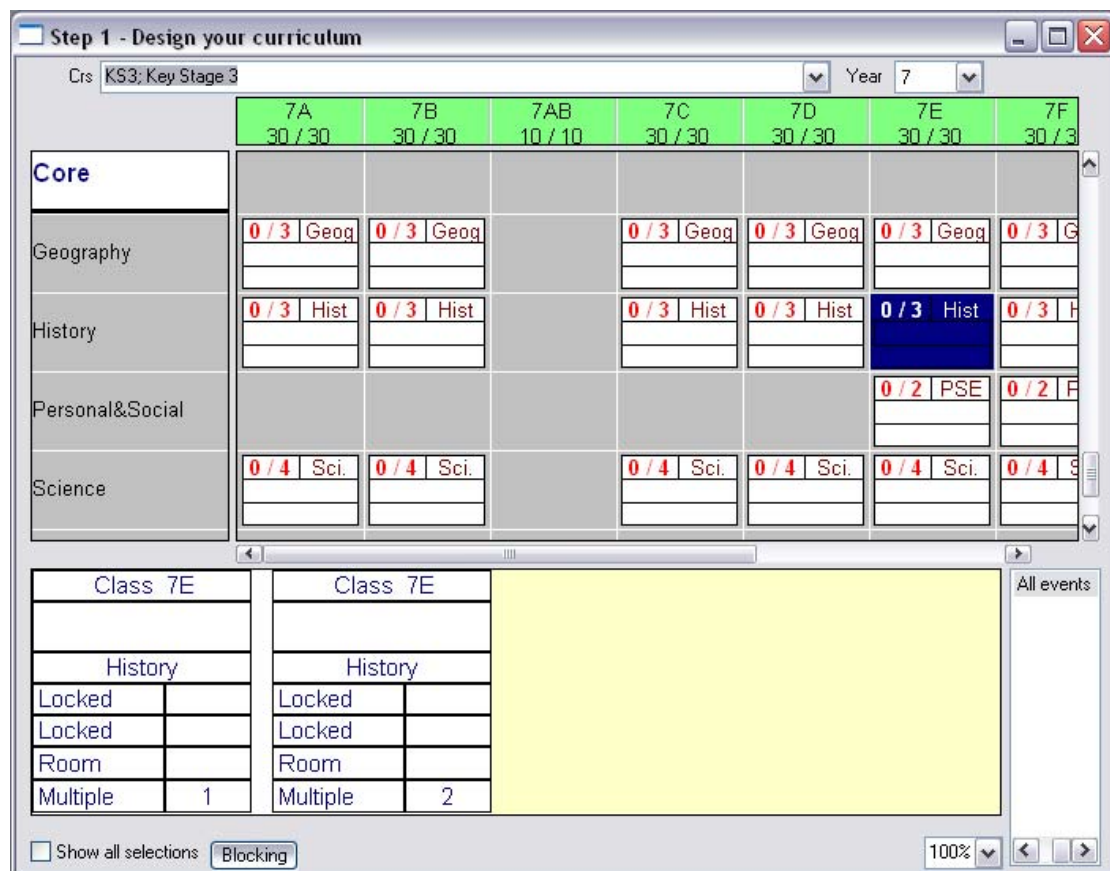


You will be left with two playing cards (two lessons) at the bottom. To change one to a double simply double click on one of the events and change the Mult field to 2.



- Click on **OK**

Notice you have two playing cards one is a single and one is a double.



- Repeat this for 7H History

## 16 – Creating your curriculum – Container blocks

In this Year 7 curriculum there is no need to use container blocks but to illustrate how you would create one in Scheduler we will pretend Science, History and Geography actually needed one. In Scheduler, a container block is known as a limited link. The curriculum diagram shows the four container blocks (limited links), but please appreciate we are only doing it for demonstration purposes as limited links wouldn't actually be required.

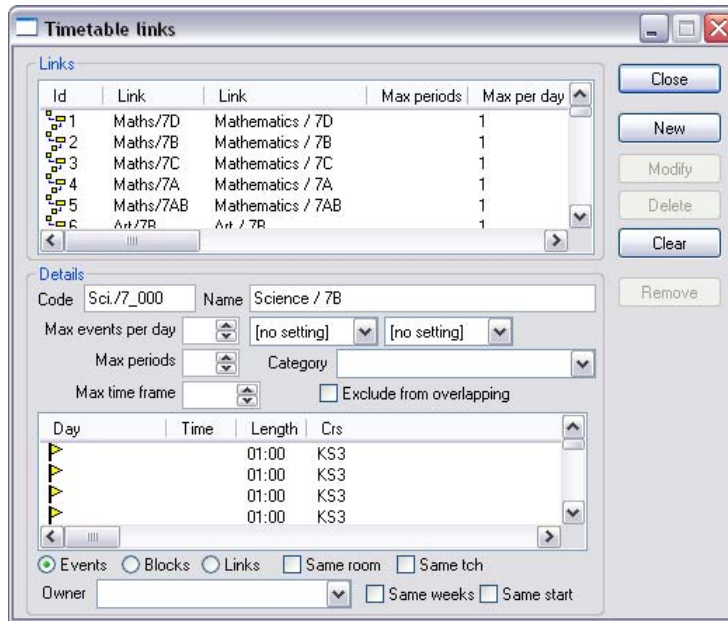
| Code | Name | 3   | 3   | 3   | 4   | 2   | 2  | 1  | 2   | 4   | 3   | 3   |
|------|------|-----|-----|-----|-----|-----|----|----|-----|-----|-----|-----|
| 7A   | 7.01 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7B   | 7.02 | Mat | Fre | Eng | Tec | Mus | Pe | Re | PSE | Sci | His | Geo |
| 7AB  | 7.03 | Mat |     | Eng | Tec |     |    |    |     |     |     |     |
| 7C   | 7.04 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7D   | 7.05 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7E   | 7.06 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7F   | 7.07 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7EF  | 7.08 | Mat |     | Eng | Tec |     |    |    |     |     |     |     |
| 7G   | 7.09 | Mat | Fre | Eng | Tec | Art | Pe | Re | PSE | Sci | His | Geo |
| 7H   | 7.10 | Mat | Fre | Eng | Art | Mus | Pe | Re | PSE | Sci | His | Geo |

To create the limited link you create the lessons for Science, History and Geography in exactly the same way as above. When they are created we can group the lessons (events) together.

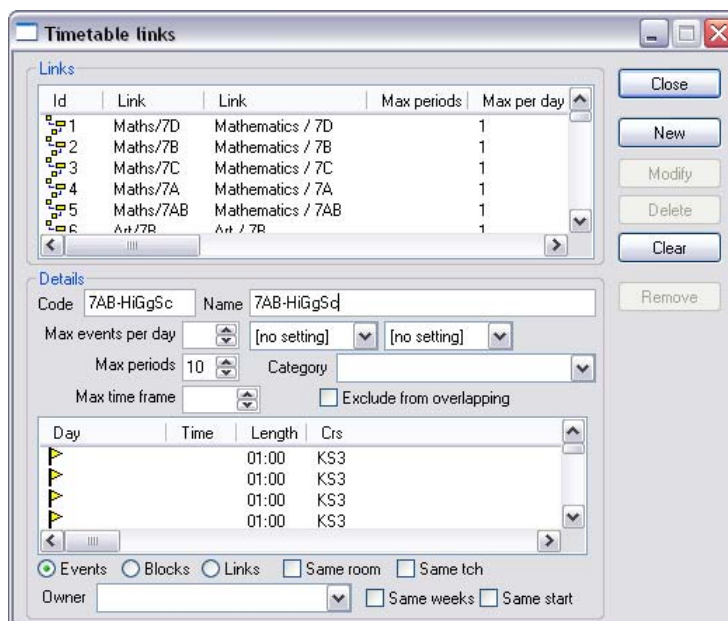
- Highlight the History, Geography and Science lessons for 7A and 7B.



- Right click over the blue and select **Create | Link with limit**

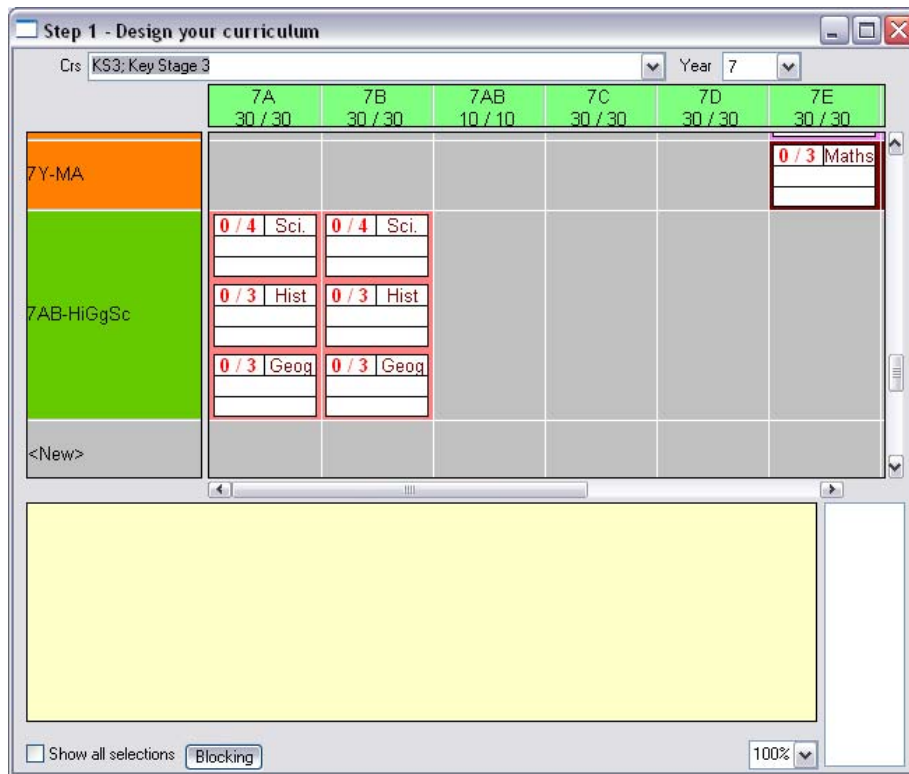


- Type **10** in the **Max periods** field as this the number of periods the lessons are going to fit into on the timetable.
- Type **7AB-HiGgSc** in the **Code** and **Name** field



- Click on **New**

Notice how it has been removed from the Core to the Blocks/Links section and has been coloured Green.



Repeat for the other container blocks, in our example 7E and 7F would occupy 12 periods simply because PSE isn't blocked.

## 17 – Associating teaching groups (students) with lessons

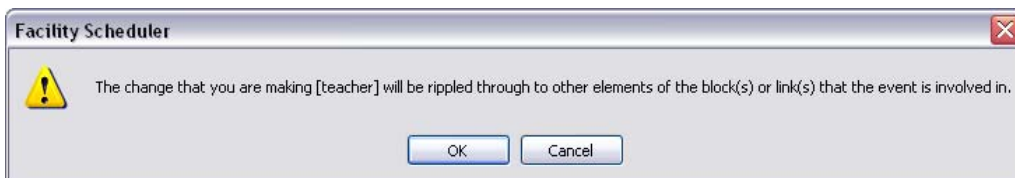
Within Facility you have set up teaching groups which will accommodate the student needs in respect to their subject curriculum.

It should be noted that whilst you are constructing your timetable a colleague could be populating the groups within Facility so that the individual student timetables can be printed as soon as your timetable is complete.

- In Scheduler go to **Planning matrices | Step 2 – Associate with teaching groups**
- Filter to **Year 7**

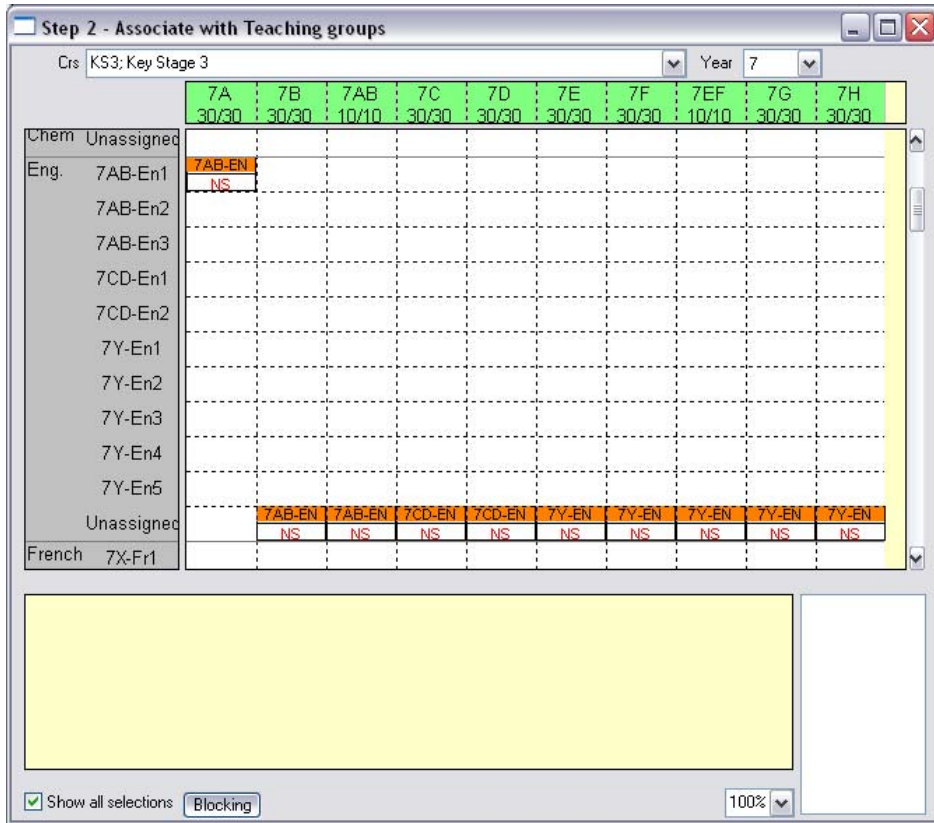
| Crs             | 7A     | 7B     | 7AB    | 7C     | 7D     | 7E    | 7F    | 7EF   | 7G    | 7H    |
|-----------------|--------|--------|--------|--------|--------|-------|-------|-------|-------|-------|
| Chem Unassigned | 30/30  | 30/30  | 10/10  | 30/30  | 30/30  | 30/30 | 30/30 | 10/10 | 30/30 | 30/30 |
| Eng. 7AB-En1    |        |        |        |        |        |       |       |       |       |       |
| 7AB-En2         |        |        |        |        |        |       |       |       |       |       |
| 7AB-En3         |        |        |        |        |        |       |       |       |       |       |
| 7CD-En1         |        |        |        |        |        |       |       |       |       |       |
| 7CD-En2         |        |        |        |        |        |       |       |       |       |       |
| 7Y-En1          |        |        |        |        |        |       |       |       |       |       |
| 7Y-En2          |        |        |        |        |        |       |       |       |       |       |
| 7Y-En3          |        |        |        |        |        |       |       |       |       |       |
| 7Y-En4          |        |        |        |        |        |       |       |       |       |       |
| 7Y-En5          |        |        |        |        |        |       |       |       |       |       |
| Unassigned      | 7AB-EN | 7AB-EN | 7AB-EN | 7CD-EN | 7CD-EN | 7Y-EN | 7Y-EN | 7Y-EN | 7Y-EN | 7Y-EN |
| French 7X:Fr1   | NS     | NS     | NS     | NS     | NS     | NS    | NS    | NS    | NS    | NS    |

Scroll down to the Subject and you will see the lessons (events) sitting on the 'Unassigned' row. This means the lessons haven't yet been given a group of students (teaching group). In our example in the 7A column the events are in the organised block called 7AB-EN highlight the group of events to select them, release your mouse and then click and drag them up vertically to the 7AB-En1 row.

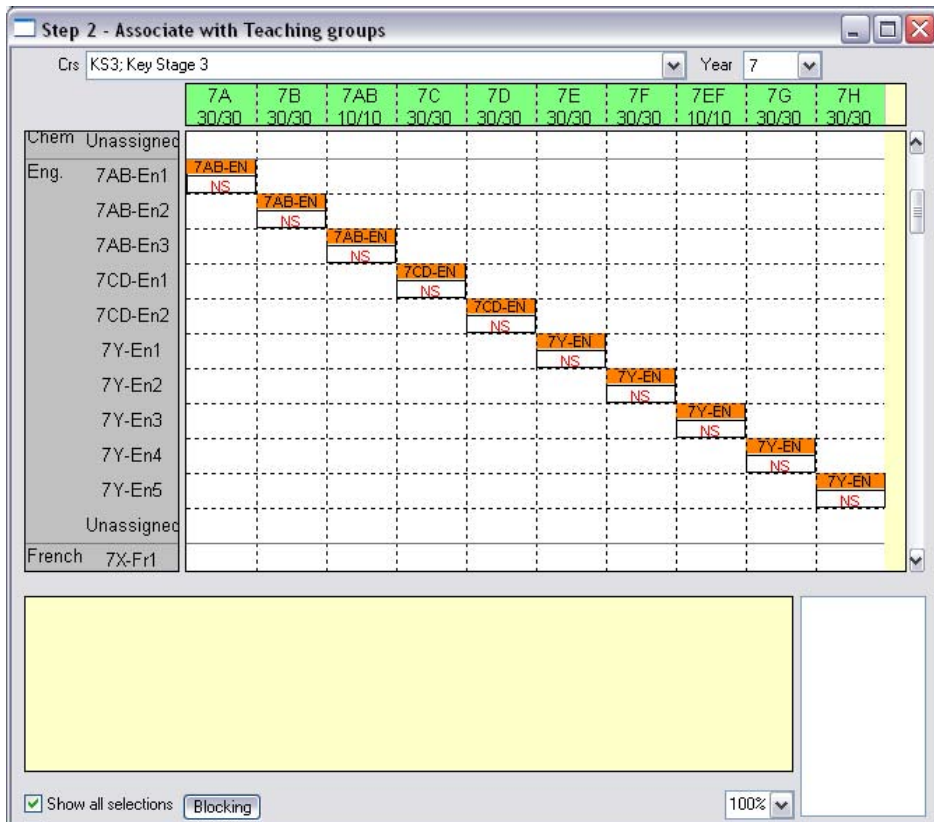


If you get the following message click on OK, you will need to do this for the number of cards you are giving away. If you didn't want to give all the cards away you can cancel a couple of the cards. If you are finding the message is slowing you down it can be turned off. For details of this please contact MIST Services.

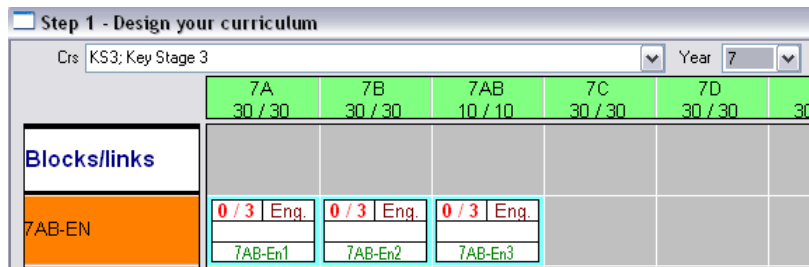




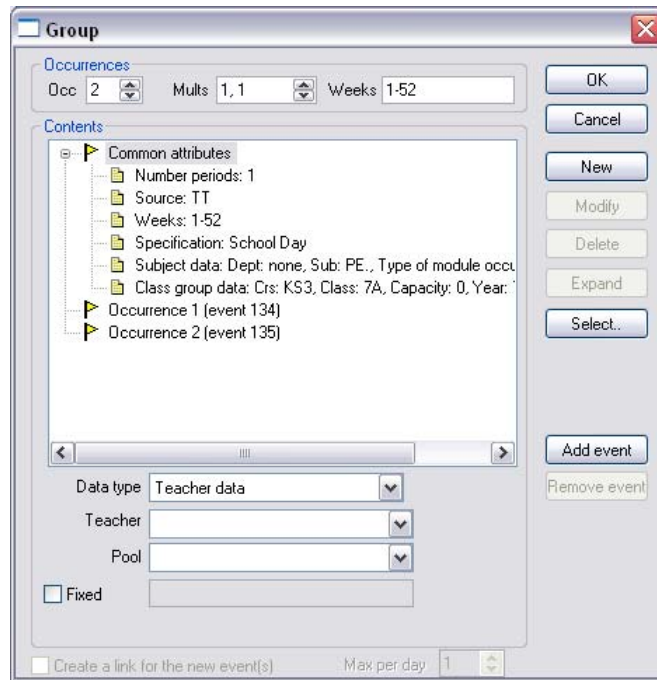
Repeat for all events.



If you looked at the Step 1 – Design your curriculum matrix it will look like:

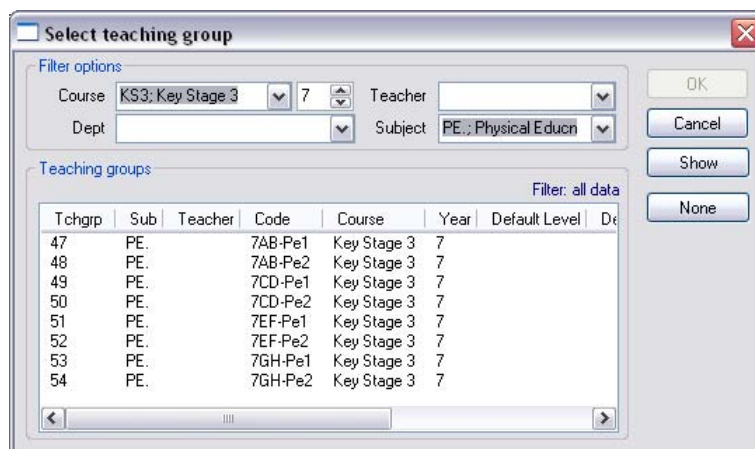


If you wished to associate teaching groups from other planning matrices for example in Step 1 – Design your curriculum matrix, double click on the group of events.



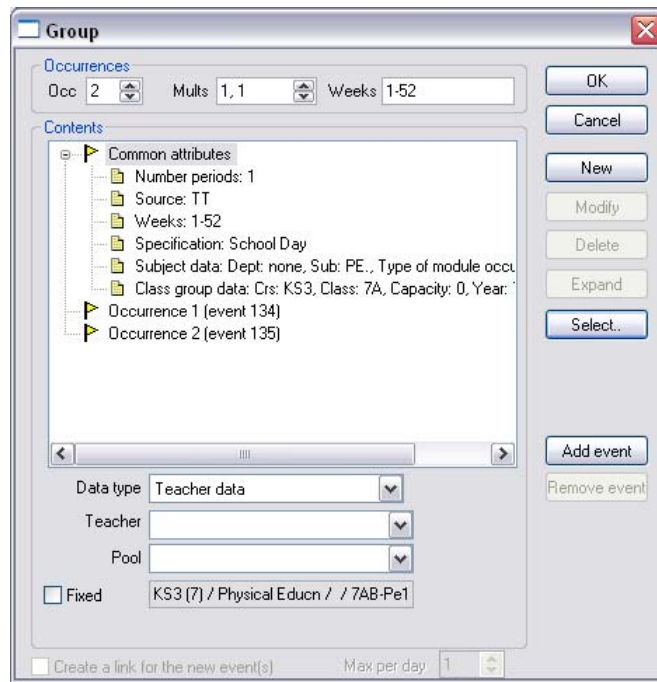
Here 7A, PE has been double clicked and as no teacher has been added Scheduler has Data type highlighted at the suggesting a teacher or teaching group should be added.

- Click on **Select**

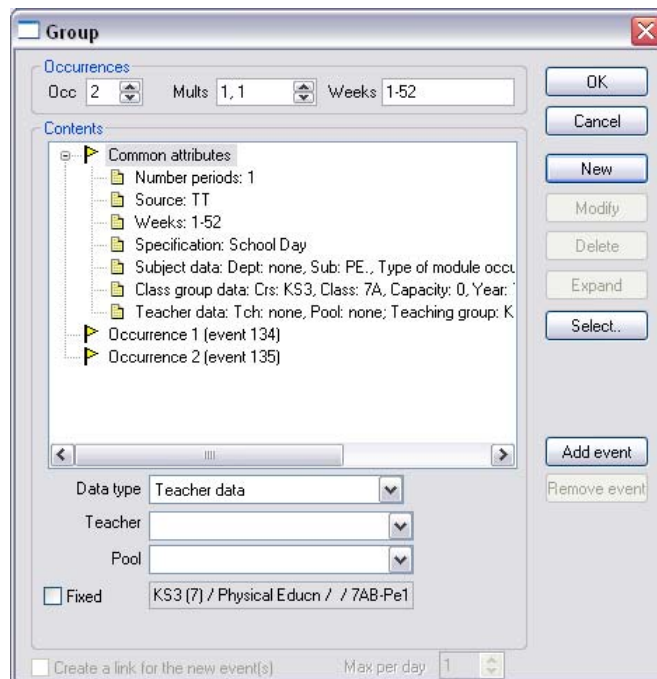


- Double click on **7AB-Pe1**





- Click on **New**



- Click on **OK**

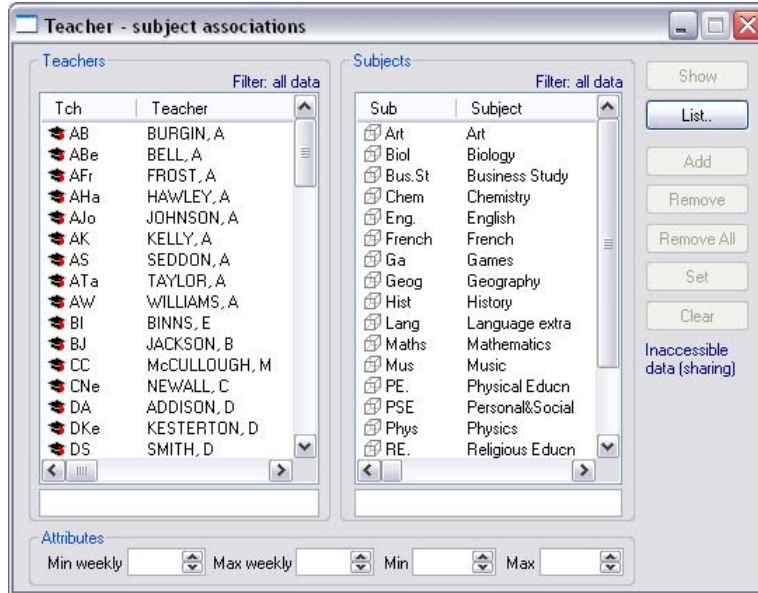
You can see the teaching group label has been added (the green label). This will be visible in the Step 2 – Associate teaching groups planning matrix

Repeat the association for all lessons. If you are unsure if you have associated all events to a teaching group you can use filtering techniques in the 'Automatic scheduling' window. For more details contact MIST Services.

## 18 – Staffing your curriculum

Before you can staff your curriculum you need to tell Scheduler who you want to teach English, compared to Maths etc. Please note a teacher can teach many subjects. If the association isn't made then Scheduler won't automatically give you maths teachers when you are staffing maths lessons.

- In Scheduler go to **Data | Academic | Teacher – subject associations** (there is a shortcut on the control path)

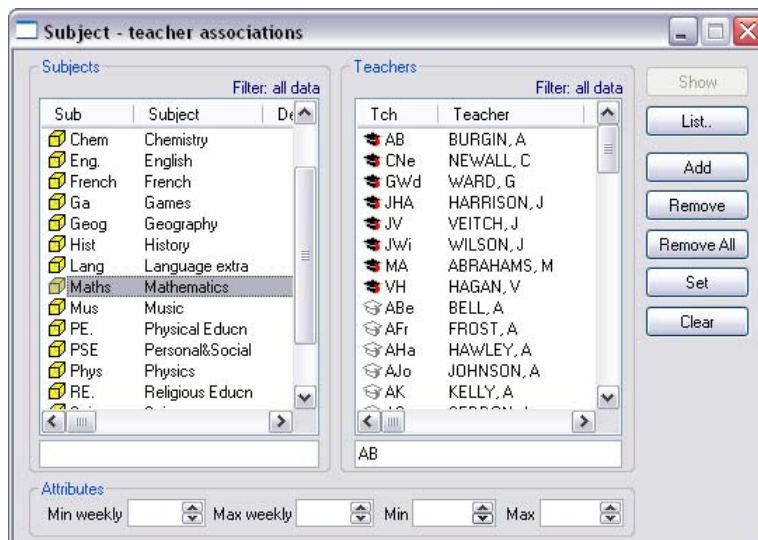


- Highlight the teacher in the **Teachers** window
- Double click on the **Subject** in the **Subjects** window that you want them to teach
- Click on **Set**

Repeat accordingly.

It might be more efficient to operate to the other way i.e. the Teachers and Subjects window swapped around. To operate this way:

- In Scheduler go to **Data | Academic | Subject – teacher associations**



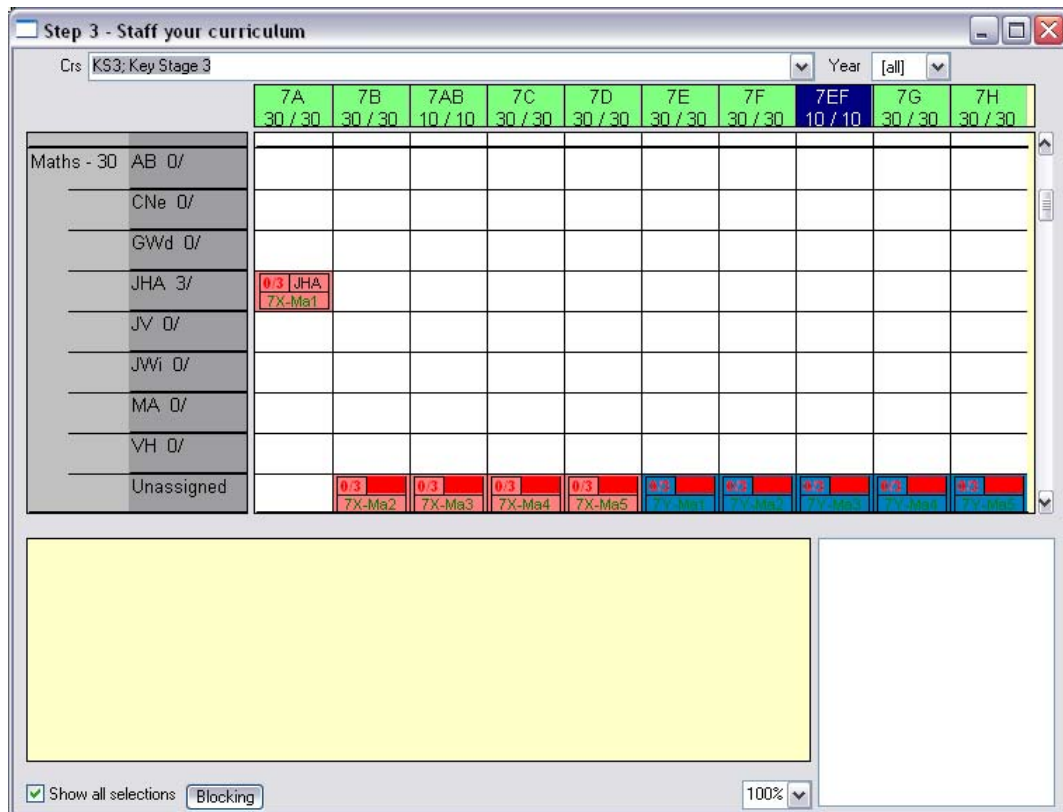
Having made the associations you can now staff your curriculum.

- In Scheduler go to **Planning matrices | Step 3 – Staff your curriculum**

| Crs: KS3: Key Stage 3 |            | Year: [all]   |               |               |               |               |               |               |               |               |                |
|-----------------------|------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|----------------|
|                       |            | 7A            | 7B            | 7AB           | 7C            | 7D            | 7E            | 7F            | 7EF           | 7G            | 7H             |
|                       |            | 30 / 30       | 30 / 30       | 10 / 10       | 30 / 30       | 30 / 30       | 30 / 30       | 30 / 30       | 10 / 10       | 30 / 30       | 30 / 30        |
| Maths - 30            | AB 0/      |               |               |               |               |               |               |               |               |               |                |
|                       | CNe 0/     |               |               |               |               |               |               |               |               |               |                |
|                       | GWd 0/     |               |               |               |               |               |               |               |               |               |                |
|                       | JHA 0/     |               |               |               |               |               |               |               |               |               |                |
|                       | JV 0/      |               |               |               |               |               |               |               |               |               |                |
|                       | JWf 0/     |               |               |               |               |               |               |               |               |               |                |
|                       | MA 0/      |               |               |               |               |               |               |               |               |               |                |
|                       | VH 0/      |               |               |               |               |               |               |               |               |               |                |
|                       | Unassigned | 0/3<br>7X-Ma1 | 0/3<br>7X-Ma2 | 0/3<br>7X-Ma3 | 0/3<br>7X-Ma4 | 0/3<br>7X-Ma5 | 0/3<br>7X-Ma6 | 0/3<br>7X-Ma7 | 0/3<br>7X-Ma8 | 0/3<br>7X-Ma9 | 0/3<br>7X-Ma10 |

Please note if we have told Scheduler that AB can only teach 21 lessons then it would show 0/21, with the 0 increasing as we allocate lessons to them.

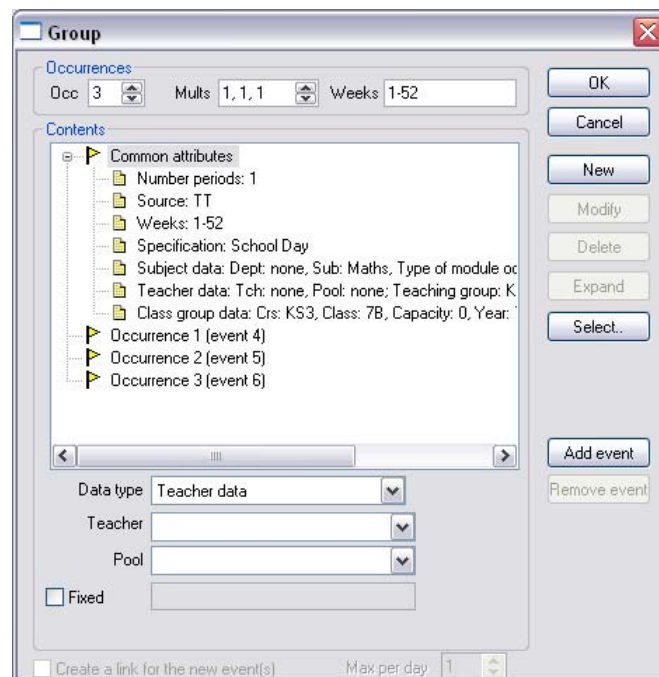
- Drag **7X-Ma1** vertically up to **JHa**



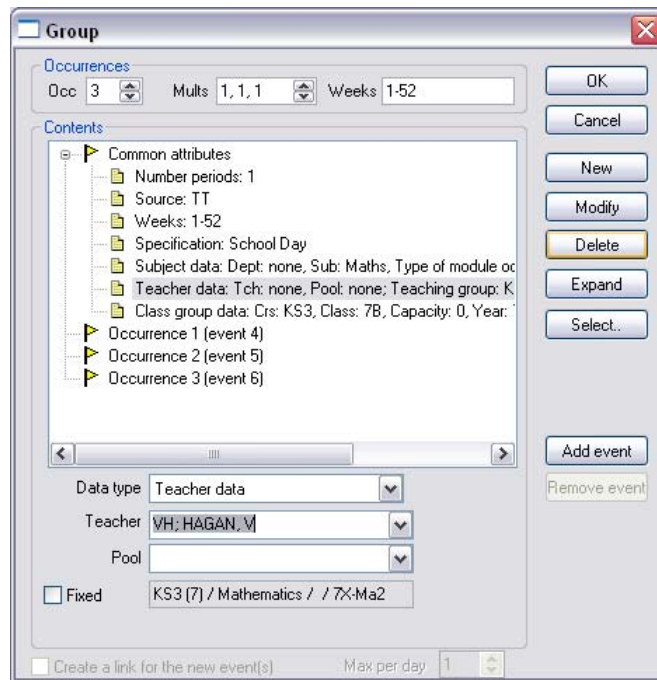
If you get the 'ripple' message click on **OK** for as many cards (lessons) you wish to give away.

If you wish to staff your curriculum from another matrix for example Step 1 – Design your curriculum.

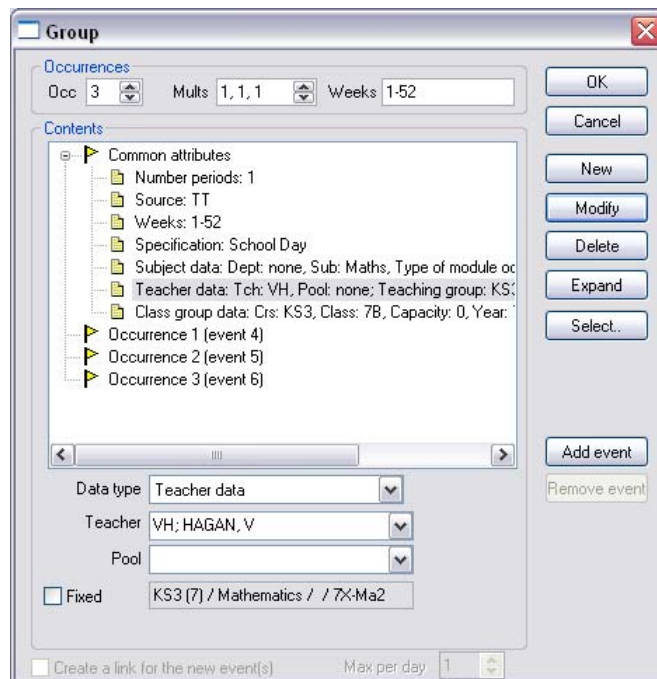
- Double click the group of events for example the 7B, Maths



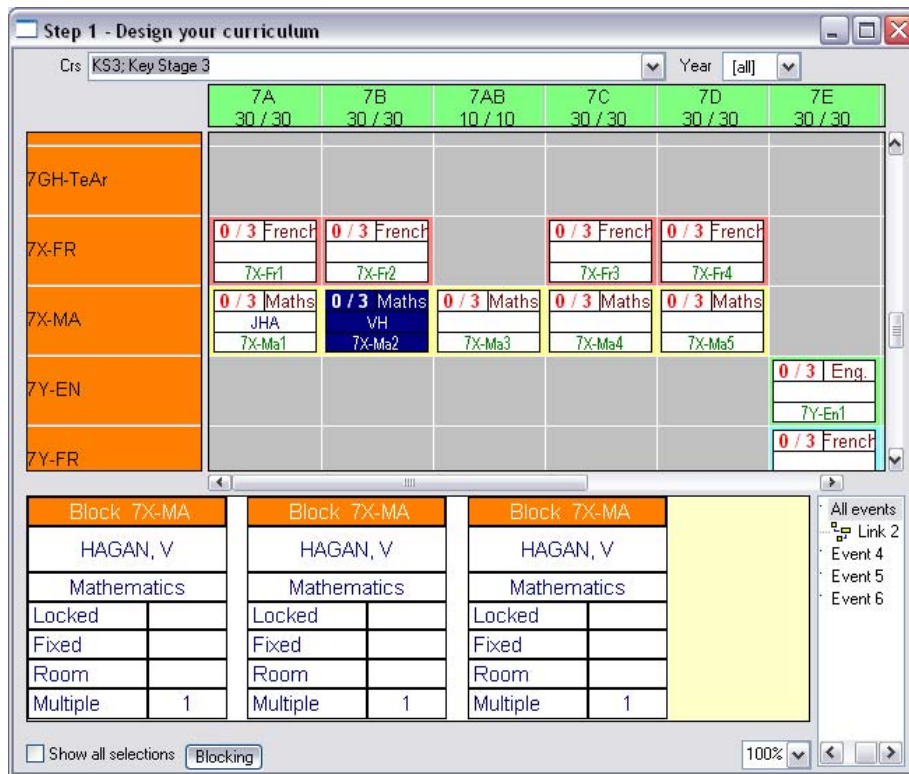
- Highlight the **Teacher** data row from the contents window



- Click on **Modify**

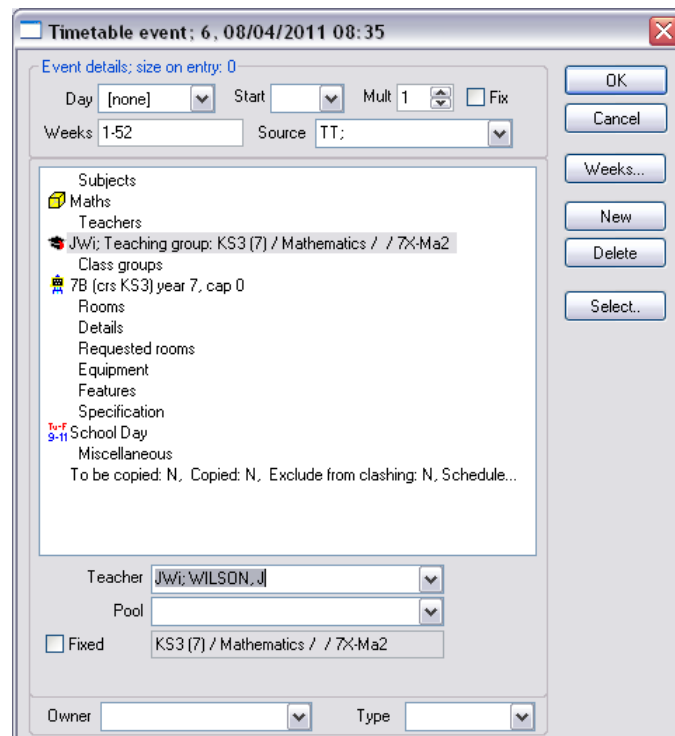


- Click on **OK**



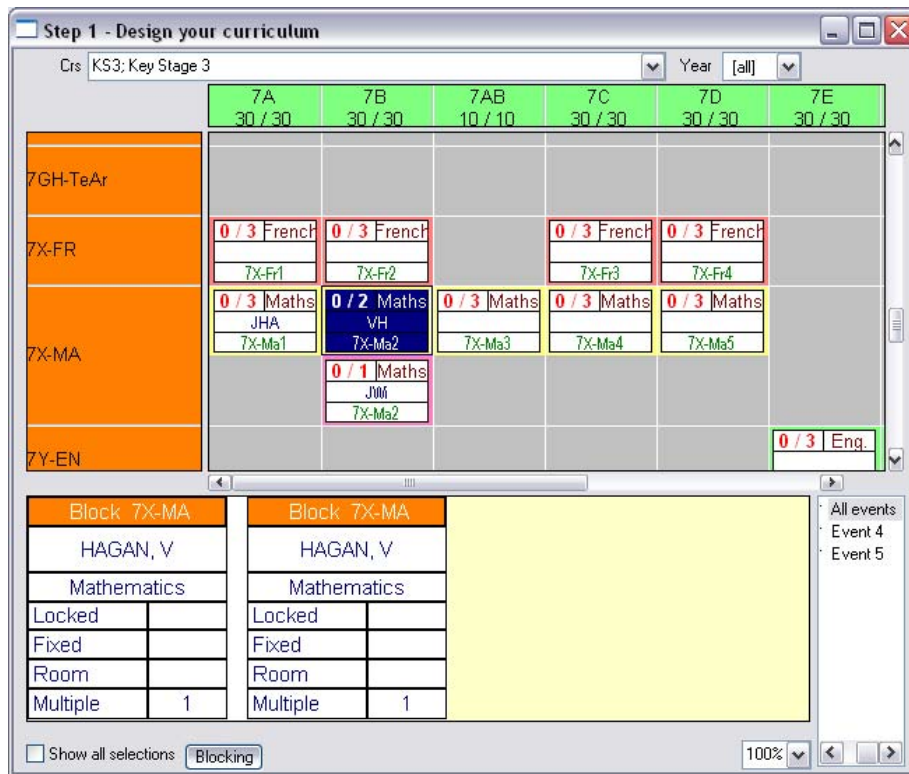
Notice how the teacher is displayed in the middle row.

Should you wish to change the teacher for a single card (lesson) rather than all three, simply double click at the card level and change the teacher there.



The planning matrix will then show the 'split' group.





Repeat the staffing for your entire curriculum. If unsure whether you have staffed all your curriculum, remember you can use filtering techniques within the 'Automatic scheduling' window, for help on this please contact MIST Services.

It should be noted that some schools schedule the timetable before allocating staff, as far as Scheduler is concerned it doesn't matter in the order as you are copying a timetable that you know fits!

## 19 – Manually timetabling your curriculum

There are many ways (and views) in which you can manually timetable so it is important to find a screen that you feel confident with and compliments the format you have your **TimeTabler** printouts in.

To enter the Year 7 timetable we would either print out timetables for 7A, 7B, 7C etc or print out the master class timetable for Year 7.

Here is the single class timetable from **TimeTabler**

## Timetable for 7A

+++Chris Knights-Branch High School (Inclusive) 08/04/2011

|        | period1<br>9.00-9.40  | period2<br>9.40-10.20                               | period3<br>10.40-11.20  | period4<br>11.20-12.00  | period5<br>1.00-1.40   | period6<br>1.40-2.20  |
|--------|---|---|---|---|--|---|
| Monday | Miss V.PERRY<br>Geog  | Mrs A.HAWLEY<br>L1 RE.<br>Mr J.WILSON<br>L18 RE.    | Ms G. ROBSON<br>L23 Hist  | Mr D.WILSON<br>L29 PSE<br>Miss V.PERRY<br>PSE   | Ms L.MURRAY<br>L2 Art<br>Miss C.NEWMALL<br>Music   | Mrs S.TAYLOR<br>L10 Eng.<br>Mr B.JACKSON<br>L7 Eng.<br>Mrs M.UMAAR<br>L27 Eng.  |
| Tues   | Mr R.HOWELL<br>L25 Hist   | Ms J.DANIELS<br>L4 Sci.                             | Miss M.PLANT<br>L13 Tech<br>Mr P.ROBINSON<br>L21 Tech<br>Mrs O.HESLIN<br>L14 Tech |   | Mrs J.PALEY<br>L9 French<br>Mrs G.PEARSON<br>L23 French<br>Mrs M.FENDER<br>L24 French<br>Mr G.SMITH<br>L8 French | Miss J.HARRISON<br>L19 Maths<br>Mr V.HAGAN<br>L28 Maths<br>Mr J.WILSON<br>L18 Maths<br>Miss C.NEWMALL<br>L2 Maths<br>Mr M.ABRAHAMS<br>L26 Maths |
| Wed    | Ms J.PALEY<br>L9 French<br>Mrs G.PEARSON<br>L27 French<br>Mrs M.FENDER<br>L24 French<br>Mr G.SMITH<br>L8 French | Mr A.BELL<br>Gym-1 PE.<br>Miss S.ORLAND<br>Hall PE. | Ms L.MURRAY<br>L2 Art<br>Miss C.NEWMALL<br>Music                                  | Miss J.HARRISON<br>L19 Maths<br>Mr V.HAGAN<br>L28 Maths<br>Mr J.WILSON<br>L18 Maths<br>Miss C.NEWMALL<br>L2 Maths<br>Mr M.ABRAHAMS<br>L26 Maths | Mrs S.TAYLOR<br>L10 Eng.<br>Mr B.JACKSON<br>L7 Eng.<br>Mrs M.UMAAR<br>L27 Eng.                                   | Ms G. ROBSON<br>L23 Hist  |

Here is part of the master class timetable from **TimeTabler**

|    |  |  |  |   |  |
|----|--|--|--|---|--|
| 7A | Miss V.PERRY<br>Geog                               | Mrs A.HAWLEY<br>L1 RE.<br>Mr J.WILSON<br>L18 RE. | Ms G. ROBSON<br>L23 Hist                           | Mr D.WILSON<br>L29 PSE<br>Miss V.PERRY<br>PSE     | Ms L.MURRAY<br>L2 Art<br>Miss C.NEWMALL<br>Music   |
| 7B | Mr D.KESTERTON<br>L22 Geog                         |  | Mr T.O'BRIEN<br>L24 Hist                           |   |  |
| 7C | Mr B.JACKSON<br>L7 Eng.<br>Mrs M.UMAAR<br>L27 Eng. | Miss S.ORLAND<br>PSE<br>Mrs M.JOHNSON<br>PSE     | Mr T.TIMPERLEY<br>L10 RE.<br>Ms E.BINNS<br>L11 RE. | Mr T.TIMPERLEY<br>L10 Art<br>Mr H.LOVE<br>L11 Art | Miss S.ORLAND<br>Gym-1 PE.<br>Mr G.NESS<br>L17 PE. |
| 7D |  |  |  |   |  |

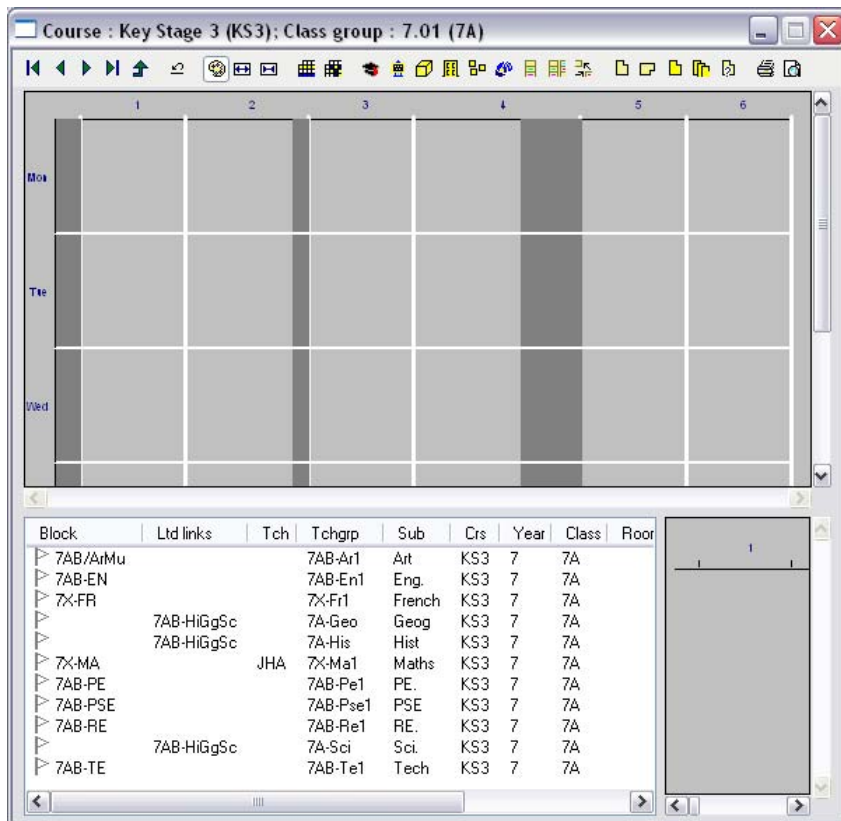
To enter your timetable from the 'class' timetable start off by having 7A timetable from **TimeTabler** printed out and in front of you.

In Scheduler double click on the **Class icon** under interactive (blackboard icon)

| Class | Class group | Crs | Year | Gp code | C |
|-------|-------------|-----|------|---------|---|
| 7A    | 7.01        | KS3 | 7    |         |   |
| 7AB   | 7.03        | KS3 | 7    |         |   |
| 7B    | 7.02        | KS3 | 7    |         |   |
| 7C    | 7.04        | KS3 | 7    |         |   |
| 7D    | 7.05        | KS3 | 7    |         |   |
| 7E    | 7.06        | KS3 | 7    |         |   |
| 7EF   | 7.08        | KS3 | 7    |         |   |
| 7F    | 7.07        | KS3 | 7    |         |   |
| 7G    | 7.09        | KS3 | 7    |         |   |
| 7H    | 7.10        | KS3 | 7    |         |   |

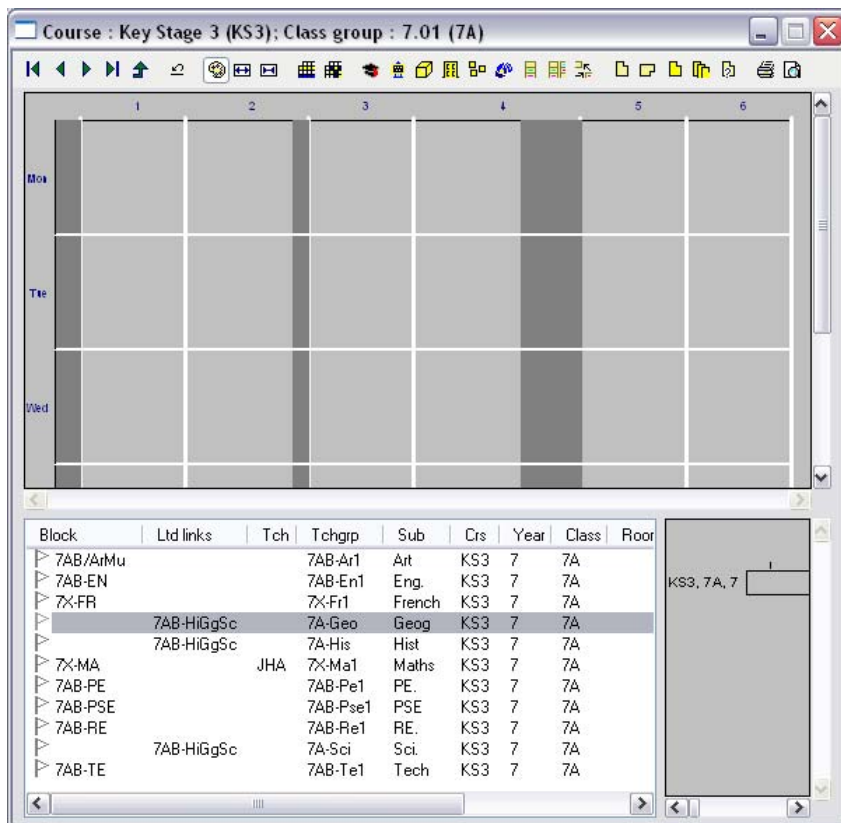
- Double click on **7A**



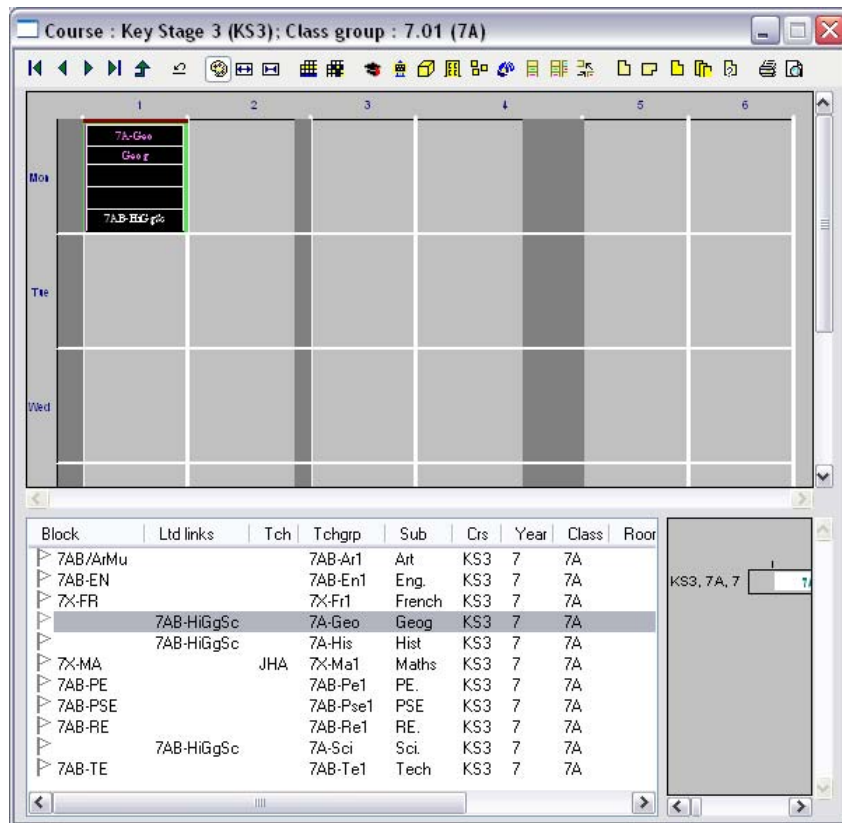


From our printout **TimeTabler** says Geography for 7A is on Monday period one:

- Select the white flag on the **Geography** row

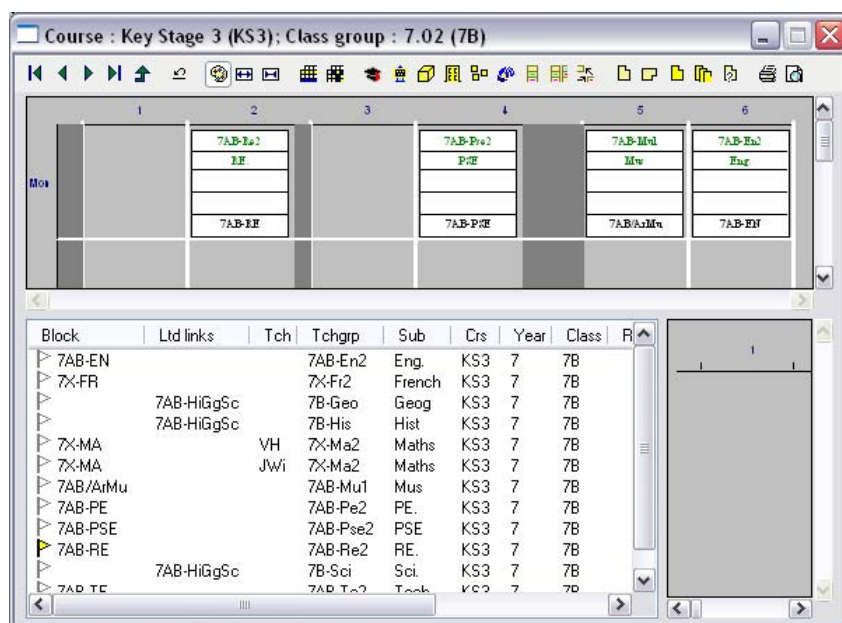


- Drag the white flag to the start of **Monday Period 1** and drop the flag



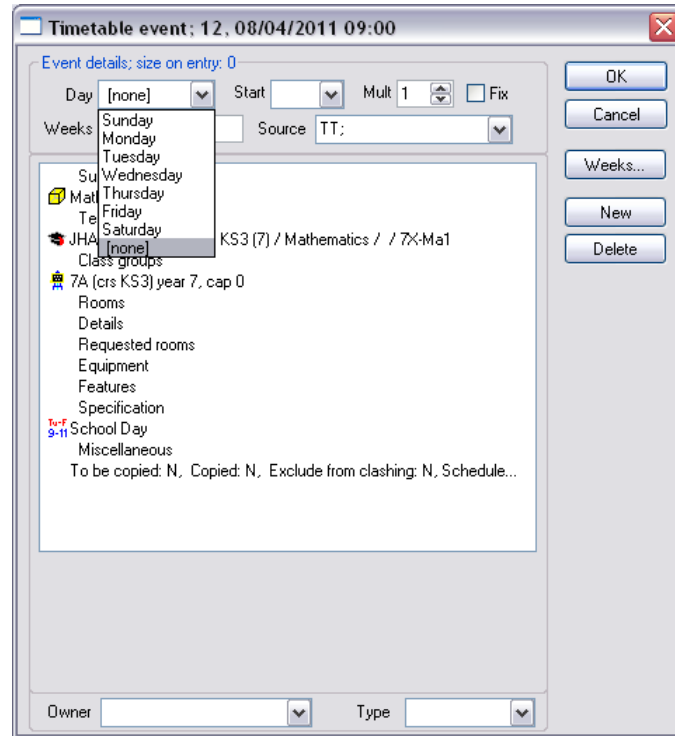
Because you already have Geography highlighted you could look at your printout to see where else Geography was timetabled and place them in those periods. Or if you prefer you can just look to see what is on Monday period 2 from the timetable and drag that flag onto the timetable.

In the screenshot below you can see I have manually timetabled 7A on Monday. If I look at 7B's timetable, you will see any organised blocks that were used by 7B have already been timetabled.



Repeat this process for the rest of your curriculum. Please remember that this technique is the same whether you are looking at individual or master staff, class, subject, room timetables. You can decide what the easiest or quickest method is for you. The obvious advantage of say a master class timetable is you see the whole year group building up in one go, rather than just looking at a single class.

If you get familiar with the planning matrices you can double click on the card and simply select the day and time from the drop down menus:



Coming back to the point about some schools manually timetable their curriculum first and then staff it later. This can easily be done as you can see the Day and Time of the cards at the bottom as can be seen below:

**Step 3 - Staff your curriculum**

Crs: KS3; Key Stage 3 Year: [all]

|                       | 7A<br>30 / 30   | 7B<br>30 / 30   | 7AB<br>10 / 10 | 7C<br>30 / 30 | 7D<br>30 / 30 | 7E<br>30 / 30 | 7F<br>30 / 30 | 7EF<br>10 / 10 | 7G<br>30 / 30 | 7H<br>30 / 30 |
|-----------------------|-----------------|-----------------|----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| CNe 0/                |                 |                 |                |               |               |               |               |                |               |               |
| GWd 0/                |                 |                 |                |               |               |               |               |                |               |               |
| JHA 3/                | 3 JHA<br>7X-Ma1 |                 |                |               |               |               |               |                |               |               |
| JV 0/                 |                 |                 |                |               |               |               |               |                |               |               |
| JWi 1/                |                 | 1 JWi<br>7X-Ma2 |                |               |               |               |               |                |               |               |
| MA 0/                 |                 |                 |                |               |               |               |               |                |               |               |
| VH 2/                 |                 | 2 VH<br>7X-Ma2  |                |               |               |               |               |                |               |               |
| Unassigned            |                 |                 | 3<br>7X-Ma3    | 3<br>7X-Ma4   | 3<br>7X-Ma5   | 3<br>7Y-Ma1   | 3<br>7Y-Ma2   | 3<br>7Y-Ma3    | 3<br>7Y-Ma4   | 3<br>7Y-Ma5   |
| Mus - 4<br>Unassigned |                 | 2<br>7AB-Mu1    |                |               |               |               |               |                |               | 2<br>7GH-Mu1  |

| Block 7X-MA |       |
|-------------|-------|
| !           |       |
| Mathematics |       |
| Locked      | Wed   |
| Fixed       | 09:45 |
| Room        |       |
| Multiple    | 1     |

- ▶ All events
- ▶ Link 5
- ▶ Event 13
- ▶ Event 14
- ▶ Event 15

Show all selections Blocking 100%

- If you wanted to give the Wednesday and Thursday lesson to CNe when you get the ripple message you would say **OK, Cancel** and **OK**

**Step 3 - Staff your curriculum**

Crs: KS3; Key Stage 3 Year: [all]

|                       | 7A<br>30 / 30   | 7B<br>30 / 30   | 7AB<br>10 / 10  | 7C<br>30 / 30 | 7D<br>30 / 30 | 7E<br>30 / 30 | 7F<br>30 / 30 | 7EF<br>10 / 10 | 7G<br>30 / 30 | 7H<br>30 / 30 |
|-----------------------|-----------------|-----------------|-----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| CNe 2/                |                 |                 | 2 CNe<br>7X-Ma3 |               |               |               |               |                |               |               |
| GWd 0/                |                 |                 |                 |               |               |               |               |                |               |               |
| JHA 3/                | 3 JHA<br>7X-Ma1 |                 |                 |               |               |               |               |                |               |               |
| JV 0/                 |                 |                 |                 |               |               |               |               |                |               |               |
| JWi 1/                |                 | 1 JWi<br>7X-Ma2 |                 |               |               |               |               |                |               |               |
| MA 0/                 |                 |                 |                 |               |               |               |               |                |               |               |
| VH 2/                 |                 | 2 VH<br>7X-Ma2  |                 |               |               |               |               |                |               |               |
| Unassigned            |                 |                 | 1<br>7X-Ma3     | 3<br>7X-Ma4   | 3<br>7X-Ma5   | 3<br>7Y-Ma1   | 3<br>7Y-Ma2   | 3<br>7Y-Ma3    | 3<br>7Y-Ma4   | 3<br>7Y-Ma5   |
| Mus - 4<br>Unassigned |                 | 2<br>7AB-Mu1    |                 |               |               |               |               |                |               | 2<br>7GH-Mu1  |

| Block 7X-MA |       |
|-------------|-------|
| !           |       |
| Mathematics |       |
| Locked      | Fri   |
| Fixed       | 09:45 |
| Room        |       |
| Multiple    | 1     |

- ▶ All events

Show all selections Blocking 100%

This leaves the Friday card to be dragged up to another teacher, let's say JV

Step 3 - Staff your curriculum

Crs KS3; Key Stage 3 Year [all]

|                       | 7A<br>30 / 30   | 7B<br>30 / 30   | 7AB<br>10 / 10  | 7C<br>30 / 30 | 7D<br>30 / 30 | 7E<br>30 / 30 | 7F<br>30 / 30 | 7EF<br>10 / 10 | 7G<br>30 / 30 | 7H<br>30 / 30 |
|-----------------------|-----------------|-----------------|-----------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|
| CNe 2/                |                 |                 | 2 CNe<br>7X-Ma3 |               |               |               |               |                |               |               |
| GWd 0/                |                 |                 |                 |               |               |               |               |                |               |               |
| JHA 3/                | 3 JHA<br>7X-Ma1 |                 |                 |               |               |               |               |                |               |               |
| JV 1/                 |                 |                 | 1 JV<br>7X-Ma3  |               |               |               |               |                |               |               |
| JWi 1/                |                 | 1 JWi<br>7X-Ma2 |                 |               |               |               |               |                |               |               |
| MA 0/                 |                 |                 |                 |               |               |               |               |                |               |               |
| VH 2/                 |                 | 2 VH<br>7X-Ma2  |                 |               |               |               |               |                |               |               |
| Unassigned            |                 |                 |                 | 3<br>7X-Ma4   | 3<br>7X-Ma5   | 3<br>7Y-Ma1   | 3<br>7Y-Ma2   | 3<br>7Y-Ma3    | 3<br>7Y-Ma4   | 3<br>7Y-Ma5   |
| Mus - 4<br>Unassigned |                 | 2<br>7AB-Mu1    |                 |               |               |               |               |                |               | 2<br>7GH-Mu1  |

Show all selections    Blocking    100%

Because of this technique many schools construct the post 16 option blocks as 'Organised blocks' rather than 'Limited links', meaning you schedule the block (as it does all the block rather than lesson by lesson) and then assign the staff in the correct order.

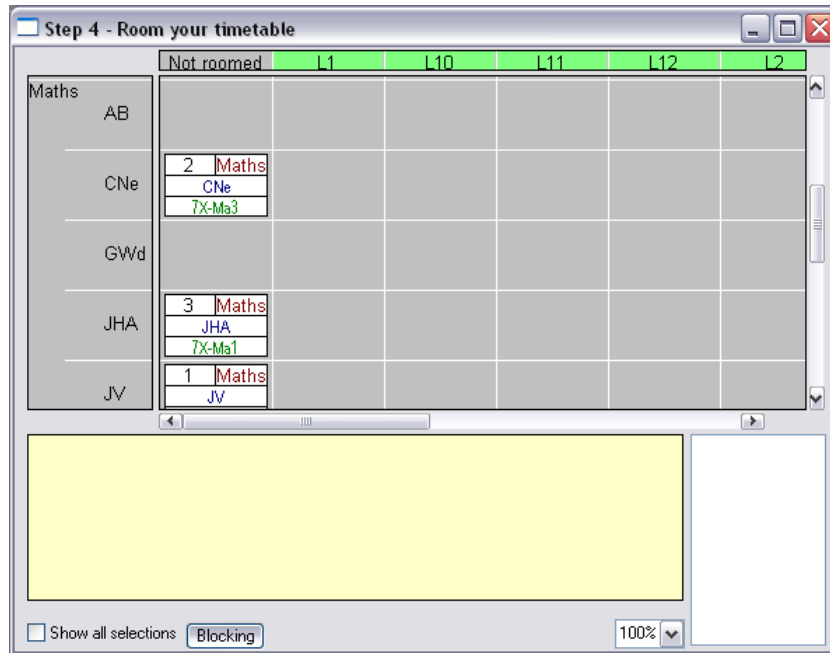
Should you wish for any clarification on this please contact MIST Services.

## 20 – Rooming your timetable

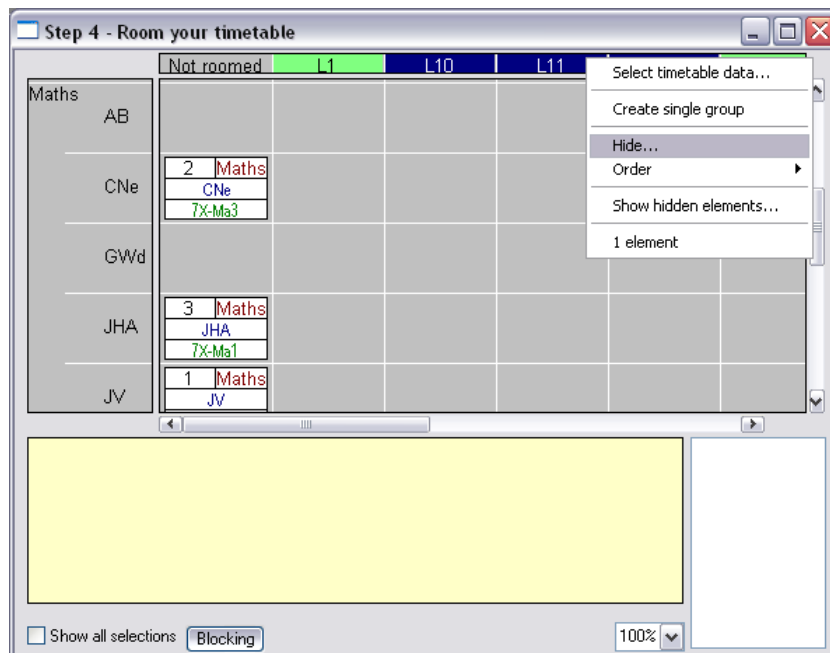
Within Scheduler there are many different ways to room your timetable, whether that is changing at event level, group of events, by using bulk change functionality or using Scheduler to automatically assign the rooms. The method you use depends slightly on the association of rooms to teachers and subjects. Should you wish to discuss one method over another please contact MIST Services.

The method below describes the use of planning matrices to room your timetable.

- In Scheduler go to **Planning matrices | Step 4 – Room your timetable**



You will see all your rooms if you want to hide certain rooms to make the assignment easier multi select the rooms you wish to hide and **right click | Hide**



Scroll down to the subject area and you will see all the teachers of that subject and all of their lessons (for that subject).

- If you wish CNe to be in L1, simply drag the events across. Repeat this for the rest of your timetable.

|       | Not roomed | L1                       | L2 | L3                       | L4 | L5 |
|-------|------------|--------------------------|----|--------------------------|----|----|
| Maths |            |                          |    |                          |    |    |
| AB    |            |                          |    |                          |    |    |
| CNe   |            | 2 Maths<br>CNe<br>7X-Ma3 |    |                          |    |    |
| GWd   |            |                          |    |                          |    |    |
| JHA   |            |                          |    | 3 Maths<br>JHA<br>7X-Ma1 |    |    |
| JV    |            | 1 Maths<br>JV<br>7X-Ma3  |    |                          |    |    |

Show all selections    Blocking   100%