



Options Structures

3 models & 7 variations

Welcome to *TimeTabler*

Timetabling is probably the most important single event in the school year. It has a powerful effect on the life of a school or college, and as the Timetabler you carry a heavy responsibility.

This Booklet, like the others in the series, is designed to help you with specific aspects of timetabling.

An effective timetable is essential for a good school. A school which does not invest in creating a quality timetable will be forever struggling uphill.

These Booklets give you help on specific topics, so you can achieve the best results using our intuitive and smart software.

You have problems? We have solutions! Based on long timetabling expertise.

We are expert in all aspects of timetabling in schools and colleges, and we have been using our expertise to help and support schools for over 40 years in over 80 countries.

Whether you are new to timetabling, or an experienced timetabler; no matter how complicated your school or how complex your timetabling problems, we have **solutions** for you.

What we offer you :

TimeTabler

Easy-to-use and intuitive smart software, used by schools world-wide to schedule their timetables.

TimeTabler can deal with any curricular structure, of any complexity.

It is supported in 12 ways by a friendly and experienced team ...see page 10 for details.

TimeTabler exports your completed timetable to over 40 MIS Admin systems.

Options

An easy-to-use program for analysing and organising your students' Subject Choices (Electives).

It is important to get the highest satisfaction rate for the students, to let them study the subject Choices they have chosen. This improves students' motivation, and Exam results, and it improves relations with parents. And it keeps the cost of staffing the curriculum as low as possible.

StaffCover

This well-known program is designed to help you to streamline the daily business of arranging and publishing Cover for absent staff or special events, as quickly and fairly as possible.

StaffCover links directly into *TimeTabler*, so you do not have to type in your timetable again.

The Timetabler's CookBook

This book is the definitive 'bible' on timetabling, for both new and experienced timetablers.

Help & Support

We provide a wide range of **free** Help & Support. See the inside back cover for more details.

Happy timetabling!

Chris and Keith Johnson
and the rest of the Team

October ReSolutions Ltd

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ask@timetabler.com

White Paper

about different Options Structures

This paper discusses 3 different Structures that schools use for their Optional/Elective Subjects when they offer Choices to their 13- or 14-year-old students (eg. Years/Grades 9 or 10, or S3/4). It also describes 7 variations on the 3 main structures.

It discusses the advantages & disadvantages of the structures ...and shows you how, for each one, your time can be saved by using modern software, called **Options*** and **TOOLS**†.

Whenever pupils are offered a Choice of subjects it can be a big administrative task for the school. It has implications for Senior Staff's time and for the Office Staff's time.

It can occur when, *for example* :

- pupils in Lower School are choosing a second Modern Foreign Language,
 - pupils in Upper School are choosing several subjects for studying for A-level, IB, or SQA Highers,
 - pupils in Upper School are choosing several subjects for studying for GCSE level or for SQA Nationals.
- This is the main focus of this paper.

In each of those cases it is important to find the best way to:

1. Collect students' Choices efficiently, with the minimum of paper & typing,
2. Produce a quality 'pattern' of subjects arranged in Blocks (columns) in such a way as to:
 - show you how big each group will be,
 - allow you to adjust the group sizes,
 - give students (and parents) their requested subjects,
 - in a way which does not require unnecessary groups to be staffed,
3. Communicate with parents (and Heads of Subject) in an efficient way, by paper or email.

In this way the aim is to:

- please students and parents, so they get the subjects they want,
- while finding an efficient pattern of subjects that can be staffed within budget or with a saving.

If you are seeking to save money, see also: www.timetabler.com/PDFs/WhitePaper-SavingMoney.pdf

* The **Options** program is software for doing steps 1, 2, 3 above. More details on page 9.

† **TOOLS** is an on-line system, included free with **Options**, as an alternative method for step 1 above.

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Model A Open / Free Choice Options

For example, students are given a list of 12 subjects and asked to pick 4 of them, perhaps with Reserve Choices. In a recent survey, 40% of State schools and 50% of Private/Independent schools used this model in upper school, with anything between 3 to 8 Choices, but most usually with 4 Choices.

This model has several advantages, including:

- it aims to increase pupil's Satisfaction (and with modern software it is likely that all students can be pleased), with a likely improvement in their motivation and very possibly their exam results.

Rules may be applied (eg. "You must choose a Humanities subject", "You must choose a Language"). See also Model C and Model D for more details about other ways to arrange this.

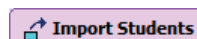
Disadvantages include a possible adverse effect on scheduling subject-setting in lower school.

For more about the advantages and disadvantages see Chapter 3 in 'The Timetabler's Cookbook', see <https://www.timetabler.com/book>

With this Free Choice Options model the key part of the **Options** software is the **AutoCreate** feature. The key steps in using **Options** are:

1. Enter the students' Names.

You can type them in or (better) load them from a file from your MIS.



2. Enter the students' Choices.

If you collect them on paper in the traditional way then you can enter them by clicking on a subject-grid with your mouse ...or (better) collect them using TOOLS. See the opposite page.

If you use software it will check that any Rules have been followed by each student.

3. Use the **AutoCreate** feature to produce the best 'pattern' of Blocks (columns) for this particular population of students.



Auto-Create

With the speed of a computer it may well do the work of over a century of your manual analysis!

It gives you one or more possible patterns:
You can then 'play' with a pattern to see the effect of any changes that you make.


You can add to, or remove subjects or groups from, any Block.


You can use the 'Shuffle' button to move students. For example, to try to equalize the size of groups, or to avoid unwanted liaisons in a group.


In each case it shows you immediately the Size of each group, and the Names of the pupils in each group.


Student Assignments for Pattern: Year 10											
	Block A			Block B		Block C		Block D			
1	Gra	16	-1	IT	26	IT	22	PE	17	-1	
2	Art	26		Te	16	Fo	20	Art	10		
3	Gg	16		Dr	14	Fo	20	Hi	15		
4	Sp	18		Fr	22	Mu	19	Gg	15		
5	De	23	-1	Fr	21	CD	19	Fr	18	-2	
6								IT	26		
	= 99			= 99		= 100		= 101			


Tools:

 Shuffle

 Bunch

 Equal

 Split

 More ▾

If necessary, you can use the **Review & Counsel Screen** to discuss the Choices with an individual student and make adjustments, perhaps as a result of what they say about their career aspirations.

4. The final pattern can be exported to **TimeTabler** to be scheduled and perhaps imported into your MIS. Individual Student Timetables may be printed.

MailMerge letters are easily produced by **Options** to send to Parents, telling them of the final Subject Choices.

Group Lists can be printed (or emailed to colleagues) ready for the start of term.

More details of all these steps are described in more detail in the **Options Handbook** which is provided with the **Options** program or with the free Tutorial version, see page 9.

continued...

Model A : Collecting Students' Choices : Two ways

1. On Paper : this is the traditional way but it involves quite a lot of work over a period of time.

- Can you be sure that the printed form ever reaches home?
- When it comes back, how long will it take for the Office Staff to process all the data?
- Can you be sure that they enter the data accurately in all cases?
- Can you make any decisions about the viability of groups before the process has ended?

If you use paper, then in **Options** there is a quick way to enter the data, on the Choices Screen:

Use your mouse to click on the boxes in the lower Grid, and they are entered immediately for the student shown:

This is *much* quicker than using Excel!

Student Choices for class 9C

Healey Sarah

Choices:

1 2 3 4 Reserve:

Art Gg Sp Mu {none}

Click to select:

Art	De	Dr	Fo	Fr	Gg	Gra
Hi	IT	MS	Mu	PE	Sp	Te

Just click in the grid to select a subject

2. On-line : increasingly pupils/parents/schools enter the data on-line, using a system called **TOOLS**. More details below, and on page 9, and at www.timetabler.com/tools

There are 2 common scenarios:

- The software produces a Username and 'PIN' number for each student ...for you to send home. The pupil/parent uses these (on their smartphone or tablet or computer) to enter their Choices (see the screen below).

or

- The school's Guidance Counsellor or Careers Teacher meets with each student in school, and they use the screen (below) to enter the Choices, after discussing possible career paths. Because TOOLS is multi-user, more than one Counsellor can work at the same time.

Either way, the data goes directly into the system, with no need for any extra typing by Office Staff. Either way, the **Options** software will check that your students have followed any Rules you specify.

The system allows Senior Staff to monitor the 'live' data, and make early decisions about un-viable groups or over-subscribed groups.

The Review & Counsel Screen (see the previous page) can be used later, as necessary, to edit their Choices.

For more details see page 9.

T.O.O.L.S. » TimeTabler Options On-Line System

TimeTabler Options StaffCover
www.timetabler.com

Laura Norder High School Year 10 Option Choices

Choices for: Melanie Owen 9C

Extra information: Click [here](#) for an example. Click [here](#) for course information

Please enter the number of each of your 4 choices (1,2,3,etc) in the box for that subject:

To mark your Reserve Choice, put 'R' by that Subject

Subject	Choice
Art (Art)	2
Drama (Dr)	
French (Fr)	1
Food Technology (Fo)	R
Geography (Gg)	3
Graphics (Gra)	
History (Hi)	4
Spanish (Sp)	

Submit Reset

Model B Fixed Block/Column Options

For example, students are given a list of a few subjects and asked to choose *one* of them; then offered a second list of subjects and asked to choose *one*, then a third list...

In a recent survey, 20% of State schools and 15% of Private/Independent schools used this model in upper school, with anything between 2 and 8 Choices, but most usually with 3 or 4 Choices.

This model has the advantage of appearing to make each Choice clearer to the pupils/parents, as it consists of a series of single Choices.

If the Fixed Blocks (subject lists) are also homogeneous* then the pupil will automatically get a balanced curriculum without extra rules, and subject-setting may be easier to schedule in lower school because the teacher-teams in upper school are more homogeneous.

Disadvantages include : students' satisfaction is likely to be lower than with the other models, with consequent effect on motivation (and perhaps exam results).

* For more about homogeneous blocks, and the advantages and disadvantages see Chapter 3 in 'The Timetabler's CookBook', see <https://www.timetabler.com/book>

With this Fixed Blocks model the key part of the **Options** software is the **Assignments Screen** where you can adjust the group sizes, and counsel the students to change their choices if necessary.

The key steps in using **Options** are:

1. Enter the students' Names.

You can type them in or (better) load them from a file from your MIS.



2. Enter the students' Choices.

If you collect them on paper in the traditional way then you can enter them by clicking on a subject-grid with your mouse ...or (better) collect them using TOOLS. See the opposite page.

3. Use your mouse to build a Pattern of Subject Blocks to agree with your Fixed Blocks, like this:

Then the software assigns the students according to their Choices (see the screenshot on page 2).

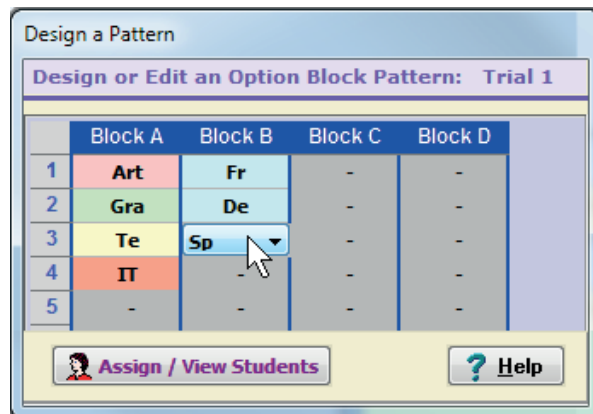
You can see immediately the unpopular groups and the over-full groups.

You can add or remove a group in any Block.

You can use the 'Shuffle' button to move students.

For example, to try to equalize the size of groups, or to avoid unwanted liaisons in a group.

As you adjust the groups it shows you immediately the Size of each group, and the Names of the pupils in each group.



If necessary, you can use the **Review & Counsel Screen** to discuss the Choices with an individual student and make adjustments, perhaps as a result of what they say about their career aspirations.

4. The final pattern can be exported to **TimeTabler** to be scheduled and perhaps imported into your MIS. Individual Student Timetables may be printed.

MailMerge letters are easily produced by **Options** to send to Parents, telling them of the final Subject Choices.

Group Lists can be printed (or emailed to colleagues) ready for the start of term.

More details of all these steps are described in more detail in the **Options Handbook** which is provided with the **Options** program or with the free Tutorial version, see page 9.

continued...

Model B : Collecting Students' Choices : Two ways

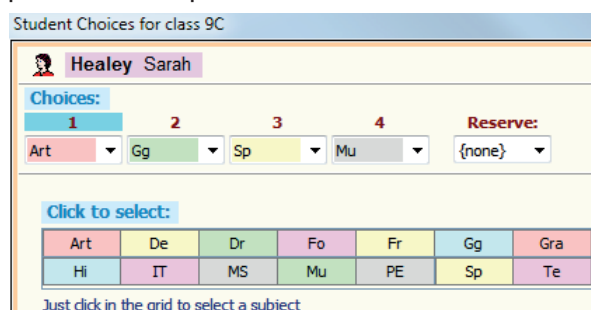
1. On Paper : this is the traditional way but it involves quite a lot of work over a period of time.

- Can you be sure that the printed form ever reaches home?
- When it comes back, how long will it take for the Office Staff to process all the data?
- Can you be sure that they enter the data accurately in all cases?
- Can you make any decisions about the viability of groups before the process has ended?

If you use paper, then in **Options** there is a quick way to enter the data, on the Choices Screen:

Use your mouse to click on the boxes in the lower Grid, and they are entered immediately for the student shown:

This is *much* quicker than using Excel!



2. On-line : increasingly pupils/parents/schools enter the data on-line, using a system called **TOOLS**. More details below, and on page 9, and at www.timetabler.com/tools

There are 2 common scenarios:

- The software produces a Username and 'PIN' number for each student ...for you to send home.

The pupil/parent uses these (on their smartphone or tablet or computer) to enter their Choices (see the screen shown here).

or

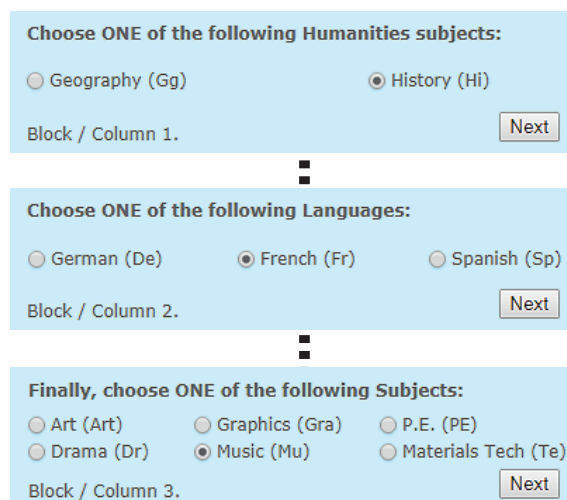
- The school's Guidance Counsellor or Careers Teacher meets with each student in school, and they use the screen to enter the Choices, after discussing possible career paths.

Because TOOLS is multi-user, more than one Counsellor can work at the same time.

Either way, the data goes directly into the system, with no need for any extra typing by Office Staff. Either way, the **Options** software will check that your students have followed any Rules you specify.

The system allows Senior Staff to monitor the 'live' data, and make early decisions about un-viable groups or over-subscribed groups.

If your pupils are to make 3 Fixed Block Choices then they'll see 3 of these 'Choose ONE' screens in succession:



The Review & Counsel Screen (see the previous page) can be used later, as necessary, to edit their Choices.

For more details see page 9.

Model C A Mixture : Fixed Blocks + Free Choice Options

For example, students are given a list of a few subjects and asked to choose *one* of them; then offered a second list and asked to choose *one*, then a third list from which they can make some Free Choices.

In a recent survey, 40% of State schools and 30% of Private/Independent schools said they used this model, with anything between 1 and 8 Choices in the Fixed part (but most usually 1 or 2 Choices) and anything between 1 and 8 choices in the Free Choice part (but most usually with 2 or 3 Choices).

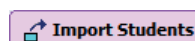
This model is a combination of models A and B, with the advantages (and disadvantages) of each. The Fixed Block part lets you control the subject Choices (eg. "You must choose a Humanities subject") *if* you are able to set up and staff blocks like that (eg. a Humanities-only block). See also Model D. The Free Choice part allows the students to choose their other subjects to their liking.

More about options in Chapter 3 in 'The Timetabler's CookBook', see <https://www.timetabler.com/book>

With this Mixed model the key part of the **Options** software is a **(Seeded) AutoCreate** feature. The key steps in using **Options** are:

1. Enter the students' Names.

You can type them in or (better) load them from a file from your MIS.



2. Enter the students' Choices.

If you collect them on paper in the traditional way then you can enter them by clicking on a subject-grid with your mouse ...or (better) collect them using TOOLS. See the opposite page.

3. There are now 2 possibilities, (i) or (ii):

- (i) Although the first one or two Choices were from a Fixed List, you do **not** want those subjects to be in the same Block on the timetable. See also Model D (page 8) for the advantages of this arrangement. In this case just use as on page 2.

- (ii) You **do** want the Fixed List Choices to be in the same Block on the timetable. In this case, use your mouse to 'Seed' the Fixed Blocks part of a Pattern and then let **AutoCreate** produce the other Blocks.

Shown here the first 2 blocks are being manually 'seeded' (as a Humanities block and a Languages block):

Then click on to quickly produce the remaining Blocks from the students' Free Choice subjects, (using a Rule to keep those subjects out of the fixed blocks):

The software assigns the students according to their Choices.

You can see immediately any problem groups.

You can add/remove or split/merge groups in any Block.

You can use the 'Shuffle' button to move students. For example, to try to equalize the size of groups, or to avoid unwanted liaisons in a group. As you adjust the groups it shows you immediately the Size of each group, and the Names of the pupils in each group.

If necessary, you can use the **Review & Counsel Screen** to discuss the Choices with an individual student and make adjustments, perhaps as a result of what they say about their career aspirations.

4. The final pattern can be exported to **TimeTabler** to be scheduled and perhaps imported into your MIS. Individual Student Timetables may be printed.

MailMerge letters are produced by **Options** to send to Parents, telling them of the final Subject Choices.

Group Lists can be printed (or emailed to colleagues) ready for the start of term.

continued...

Design a Pattern

Design an Option Block Pattern: Trial 1

	Block A	Block B	Block C	Block D
1	Hi	Fr	-	-
2	Gg	De	-	-
3	-	Sp	-	-
4	-	-	-	-

Seeded Seeded AutoCreate

	Block A	Block B	Block C	Block D
1	Hi 24	Fr 21	PE 11	Te 19
2	Hi 25	Fr 22	IT 24	Fo 20
3	Gg 19	De 20	Mu 16	Gra 6
4	Gg 18	Sp 15	Fo 19	IT 23

Model C : Collecting Students' Choices : Two ways

1. On Paper : this is the traditional way but it involves quite a lot of work over a period of time.

- Can you be sure that the printed form ever reaches home?
- When it comes back, how long will it take for the Office Staff to process all the data?
- Can you be sure that they enter the data accurately in all cases?
- Can you make any decisions about the viability of groups before the process has ended?

If you use paper, then in **Options** there is a quick way to enter the data, on the Choices Screen:

Use your mouse to click on the boxes in the lower Grid, and they are entered immediately for the student shown:

This is *much* quicker than using Excel!

Student Choices for class 9C

Healey Sarah

Choices:

1 2 3 4 Reserve:

Art Gg Sp Mu {none}

Click to select:

Art	De	Dr	Fo	Fr	Gg	Gra
Hi	IT	MS	Mu	PE	Sp	Te

Just click in the grid to select a subject

2. On-line : increasingly pupils/parents/schools enter the data on-line, using a system called **TOOLS**. More details below, and on page 9, and at www.timetabler.com/tools

There are 2 common scenarios:

- The software produces a Username and 'PIN' number for each student ...for you to send home. The pupil/parent uses these (on their smartphone or tablet or computer) to enter their Choices (see the screens below).

or

- The school's Guidance Counsellor or Careers Teacher meets with each student in school, and they use the screens (below) to enter the Choices, after discussing possible career paths. Because TOOLS is multi-user, more than one Counsellor can work at the same time.

Either way, the data goes directly into the system, with no need for any extra typing by Office Staff. Either way, the **Options** software will check that your students have followed any Rules you specify.

If your pupils are to make 2 Fixed Block Choices and 2, 3 or more Free Choices, they will see 3 screens in succession:

1. A 'Choose ONE' screen like the one shown on page 5:

Choose ONE of the following Humanities subjects:

☐ Geography (Gg) ☒ History (Hi)

Choice 1. Next

2. Another 'Choose ONE' screen:

Choose ONE of the following Languages:

☐ German (De) ☒ French (Fr) ☐ Spanish (Sp)

Choice 2. Next

3. A 'Free Choice' screen like the one shown on page 3:

Please enter your 3 choices by entering 3, 4, 5 by your subjects.

Subject	Choice
Art (Art)	4
German (De)	
Drama (Dr)	3
French (Fr)	Already selected
Graphics (Gra)	
History (Hi)	Already selected
Info Technology (IT)	5

TOOLS allows Senior Staff to monitor the 'live' data, and make early decisions about un-viable groups or over-subscribed groups.

The Review & Counsel Screen (see the previous page) can be used later, as necessary, to edit a pupil's choices.

For more details see page 9.

Other Models

D. Free Choice plus Rules

This is a very common model. It is basically the same as model A but with Rules applied via a Rules Sheet supplied to the pupils/parents. *For example*, “You must choose History or Geography”.

It is not the same as Model B or Model C(ii), because here the History groups(s) and the Geography group(s) may be spread around in different Blocks (which are produced by **AutoCreate**). Having groups in different blocks gives you more flexibility to fulfil all the students’ Choices.

However you need a way of checking that every pupil has in fact chosen History or Geography. To do this you can set up Rules in **Options** (see page 19 in the Handbook).

For example, if you enter both History and Geography in ‘Faculty 4’ on the Subjects Screen then you can specify a Rule that:



Options will then give you a list of all pupils who have not followed this Rule.

Then you can use the Review & Counsel Screen to counsel these students individually, and help them to make the right Choices.

Rule Details:

Rule: Choose at least one subject from this Faculty

Faculty: 4

E. Two-stages, with a dummy run

Some schools do a trial run (Free Choice, like Model A) to see what is popular this year, and then devise a Fixed Blocks pattern (Model B) to present to the students to make a final choice.

F. A-Level subjects

These are usually chosen in a Free Choice method, with AutoCreate used to find the best pattern. Some schools do a trial run as in E above, but students may change their mind after the GCSE results.

G. IB (International Baccalaureate)

In TOOLS you use 6 “Choose ONE” screens, like Model B but with six of them, one for each IB subject area. As on page 4, in **Options** you can adjust the size & composition of the groups, using the Review & Counsel Screen to counsel students as necessary.

To check the students’ Choices use a Rule (Handbook p19) called “Choose from Defined Sections”.

You will usually list each subject at 2 Levels. For example:

A Rule allows you to check that each student has the correct balance of Levels. See also Appendix 8 in the **Options** Handbook.

HistSL	History S Level	10	20	1
HistHL	History H Level	10	20	1

H. Scottish schools (see also the next page)

Schools in Scotland mostly follow one of 2 models:

- Traditionally, most Scottish schools had Fixed Blocks, like in Model B. If you have 8 Fixed Blocks then you would have 8 “Choose ONE” screens in TOOLS, like on page 5.
- With the arrival of Curriculum for Excellence many schools have moved to a Free Choice system (like Model A), perhaps with Rules like in model D above.

If Core Subjects (like Maths, English) are distributed throughout the 8 Blocks they can be added/ included as part of the 8 subjects chosen or when **AutoCreate** is used to find the best solution.

You will usually enter the subjects at different Levels.

For example, if you were thinking of offering Physics at 4 Levels you might have (on the Subjects Screen): See also Appendices 8 & 9 in the **Options** Handbook.

Phys 3	Physics Level 3	10	20	2
Phys 4	Physics Level 4	10	20	2
Phys 5	Physics Level 5	10	20	1
Phys45	Phys Levels 4+5	10	20	1
Phys H	Physics Higher	10	15	1

I. Choosing an MFL for Year 8

A single “Choose ONE” screen in TOOLS collects this data:

Choose ONE of the following Languages:

☐ German (De) ☒ Spanish (Sp)

This is the language you will study in Year 8, in addition to French.

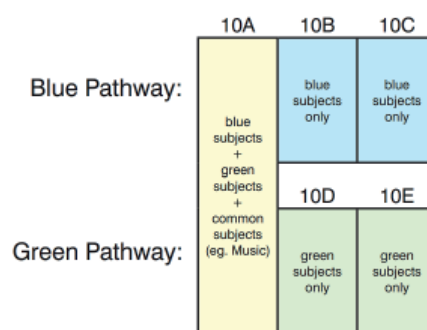
continued...

J. Pathways

Some schools use 'Pathways', where some students follow one set of choices/pathway, and another group follow a different set of choices/pathway, perhaps as shown in this example:

The principles and 4 examples are discussed in a separate PDF.

You can download this PDF from the KnowledgeBase in the **Options & TimeTabler Support Centre**, by entering 'pathways' in the Search Box:



Further Information

Options is software for doing the tasks described on pages 2, 4, 6, 8.

- ✓ You can see a short Video outline at: www.timetabler.com/images/Video-OptionsOverview
- ✓ You can see Comments by Users at: www.timetabler.com/comments-more/#options
- ✓ You can download a free Tutorial version at: www.timetabler.com/download-opt/
Using the step-by-step Tutorial Booklet provided, it takes about 1 hour to work through all the steps.

For New Users we provide **free** extra **Gold-Start Support**.

For details of Gold-Start see: www.timetabler.com/gold-start

TOOLS is an on-line system, included free with **Options**, as described on pages 3, 5, 7.

For **free hosting of TOOLS**, provided by MIST Services Ltd, see: www.studentoptions.co and www.studentoptions.co/documentation/TOOLSHostingAgreement.pdf

For more information and screenshots, see: www.timetabler.com/options1
and: www.timetabler.com/TOOLS

If you are in a Scottish school see also: www.timetabler.com/scotland and www.timetabler.com/PDFs/WhitePaper-on-Options-&-TOOLS-in-Scotland.pdf



To receive a copy of the free **monthly eNewsletter** on all aspects of timetabling, give your details on our web-site, www.timetabler.com, at the bottom of the screen:

Newsletter Sign-up: Click here for more info	<input type="text" value="Your Full Name"/>	<input type="text" value="Email Address"/>	<input type="text" value="School + Country"/>
*** To sign-up, CLICK HERE after entering your details ***			

(Use your Home email address if you suspect your school system may block the Newsletter.)

Help & Support for your timetabling

With **TimeTabler** we provide the most comprehensive and expert timetabling support in the world.

We support you in **12** ways:

1 There is a free **Tutorial**, with a step-by-step Tutorial Booklet, to give you a quick introduction to the general style of the program.

Visit www.timetabler.com and use the Menu shown to get your free copy:

2 In **TimeTabler** every screen has its own interactive **HelpScreen** (as you can see in the free Tutorial versions). Just click on the part of the screen you want Help on.



3 We provide a range of animated **HelpMovies** (video tutorials), to explain each main screen with a guided tour. This is good at the start, to learn it quickly, and also at the start of each new timetabling season for quick revision.



4 **TimeTabler** comes with a fully-illustrated 250-page **printed Manual**. This contains a large number of **Worked Examples**, from simple 'setting' to the most complicated 'Sixth Form'. It includes lots of timetabling Tactics, Tricks and Tips, spelt out step by step.

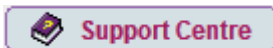
5 We provide a **QuickStart Guide**, with a checklist of steps that you need to take.

6 The book by Keith Johnson, Mervyn Wakefield and Chris Johnson on **"Timetabling – A Timetabler's CookBook"** is the standard 'bible' on timetabling principles. It covers every aspect from A to Z.

The web-site also has some free **INSET/CPD materials** on timetabling principles. And if you are **new** to timetabling, there is more information for you.

7 We send you a **monthly NewsLetter** to remind you of the essential tasks at each stage of the timetabling year. To receive your free copy, go to: www.timetabler.com/signupfornewsletter/

8 You will have access to our free 24/7 **SupportCentre**. This includes a large fully-searchable '**Knowledge Base**', where you can find answers to common timetabling problems, and you can download over 300 articles on timetabling.



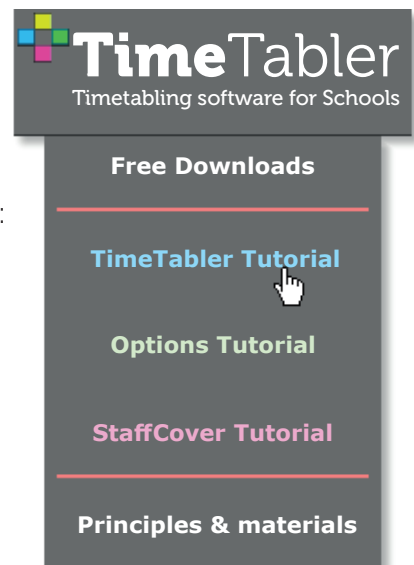
9 We provide detailed documentation on how to **Export** your completed timetable to **SIMS .net**, Arbor, iSAMS and the other Admin Systems.

10 Before you start timetabling, our **Options** software helps you to find the most efficient arrangement of 'elective' choice subjects. Simply and quickly.

11 Above all there is the **free** expert **HelpLine Support**, from our team of experienced timetablers. For New Users we provide **free Gold-Start Enhanced** Support & Guidance. More details at: www.timetabler.com/gold-start

12 And if you need a training course, or if you want some on-site in-school Help, then our **TimeTabler Associates** can provide it.

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I haven't put anything down for my last two choices, Sir,
as I always play truant on Mondays and Fridays

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“Everything should be made as simple as possible, but not simpler”

– Albert Einstein

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