



Scheduling a timetable in a Primary School, a Special School, a Junior School, or a Prep School

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 the inside back cover 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

www.timetabler.com

Scheduling a timetable in a Primary School, a Junior School, or a Prep School

This is a Worked Example showing how **TimeTabler** will take you step by step through the main sequence of timetabling a Primary, Junior or Preparatory School, and most Special Schools.

If your Junior School has a linked Senior School and you share some staff with them then you should also look at: www.timetabler.com/SupportCentre/Senior-Junior-timetables.pdf

If you work in a Special School, and especially if your pupils have Individual Learning Programmes, you should also look at: www.timetabler.com/PDFs/Worked-Example-1.pdf

Knowing that **TimeTabler** has the power to deal with very complex secondary school timetables you can be reassured that it will handle all that you might throw at it. We've avoided using advanced features in this PDF, but details about them can be found in the printed Manual, the HelpMovies, etc.

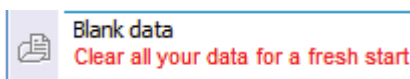
There are major benefits in using **TimeTabler**, including :

- the power to get a range of professional Printouts, of the completed timetable (for staff, pupils and parents) and of the Curricular Structure (for visiting inspectors),
- the ability to Export the completed timetable to your MIS.

These advantages are particularly beneficial after the first year of using **TimeTabler** (HelpMovie 8 explains how re-use the data, year after year).

When you first get **TimeTabler** you will want to work through the free Tutorial, using the step-by-step Tutorial Booklet to guide you through it. This Tutorial gives you any overview of the 4 main steps.

Then, before you enter your own data, as on the following pages, you need to Delete all the Tutorial data by going to FileMenu



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Stage 1. Entering Basic Data

On the following pages we are going to timetable an example school, which has a number of typical features. In this example these include:

- Part-time staff, including 2 teachers who job-share.
- A Science coordinator who teaches the Science throughout the school. Similarly for IT and for Music. The IT is in a special room but Science and Music are taught in their usual homerooms.
- The school has only one space for PE, so classes must not compete for that space. Similarly for the Library.
- Years 5 and 6 combine together for Games; Year 6 is split into 3 'sets' for Maths.
- There is a Nursery and a Reception class; Teaching Assistants to be included, etc, etc.

In this example we will assume that the structure of the School Day in this school is:

Reg.	Assy	1	2	Break	3	Lunch	Reg.	4	5	Break	6
------	------	---	---	-------	---	-------	------	---	---	-------	---

ie. a day with :

- 6 teaching periods of differing lengths (pd 4 is shorter, perhaps for a daily spell of French or quiet reading)
- Lunch, and 2 Breaks,
- 2 Registrations, and an Assembly.

Of course yours may be different but the steps below will show you how to adapt it to your school.

If you are in the difficult situation where different Years in your school have Break & Lunches at different times, then see a PDF in the KnowledgeBase called: 'Senior-Junior-timetables.pdf'.

From a scheduling perspective it is usually best to ignore the Registrations and Assembly at first, and the Breaks and Lunches also, so that

- you can concentrate on the pattern and rhythm of the taught lessons, and
- so there is no chance of accidentally putting a lesson into a non-teaching time-slot.

You can add the Registrations and Assembly to the completed timetable later, see Appendix 1.

If you want to show staff for Break Duty and Lunch Duty on the timetable, see Appendix 2.

If you have a non-rectangular week, with some days shorter, see Appendix 3.

By omitting Registrations, Assembly, Breaks and Lunch it simplifies to:

1	2	3	4	5	6
---	---	---	---	---	---

The thicker lines show the positions of the Breaks & Lunch.

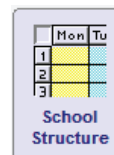
We should emphasise that **TimeTabler** works in **periods** (and the start and finish times for each period don't need to be added until later, when you are ready to print out your timetable to publish it). So from a *scheduling* point of view we can think of every time-slot being of equal length. like this:

1	2	3	4	5	6
---	---	---	---	---	---

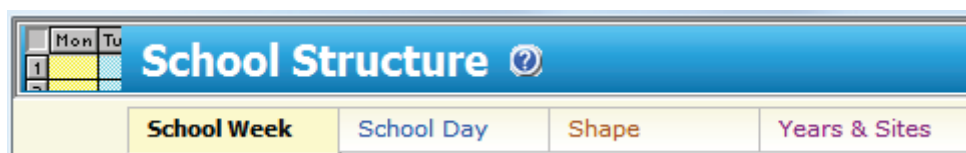
Later we will add the start-finish times, so on the Printouts your colleagues will see the periods of different lengths.

We enter this structure on the School Structure Screen, see the next page.

1A. School Structure Screen



At **1 Basic Data** select **School Structure** [See also **HelpMovie 11**]



The screen has 4 'Tabs' at the top.

On the first Tab '**School Week**' select the Number of Days (5 in this example) from the drop-down. You can also edit the Day Names. **The Timetable Cycle has 5 days.** (It's best to keep them short for now, so they'll fit into your screen grids. You can change them later.)

On the second Tab '**School Day**', enter Monday (only) with 6 labelled periods (for this example school) like this:

Layout of the School Day:						
	1	2	3	4	5	6
Mon	period 1	period 2	period 3	period 4	period 5	period 6

Then click on period 2 and tick the box to add a **Break**-line after this period, like this:

Label: ☒ Followed by a Break

Click on period 3 (for this school) to add a **Lunch**-line:

Label: ☐ Followed by a Break
☒ Followed by Lunch

And click on period 5 to add an afternoon **Break**-line:

Label: ☒ Followed by a Break

Then click on: **Set each day the same**

so that you get your School Days as:
(or whatever is right for your school)

Layout of the School Day:						
	1	2	3	4	5	6
Mon	period 1	period 2	period 3	period 4	period 5	period 6
Tues	period 1	period 2	period 3	period 4	period 5	period 6
Wed	period 1	period 2	period 3	period 4	period 5	period 6
Thurs	period 1	period 2	period 3	period 4	period 5	period 6
Friday	period 1	period 2	period 3	period 4	period 5	period 6

You can see the Break-lines after periods 2 and 5, and the thicker Lunch-line after period 3:

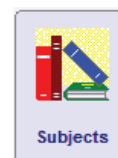
The third Tab '**Shape**' allows you to specify if some days are shorter, see Appendix 3.

Finally for this stage, click on the 4th Tab '**Years & Sites**' and tick to select the correct Years for your school, so it's something like:

	Year	Description	Site
<input checked="" type="checkbox"/>	N1	Nursery-1	1
<input type="checkbox"/>	N2	Nursery-2	
<input checked="" type="checkbox"/>	R	Reception	1
<input checked="" type="checkbox"/>	1	Year 1	1
<input checked="" type="checkbox"/>	2	Year 2	1
<input checked="" type="checkbox"/>	3	Year 3	1
<input checked="" type="checkbox"/>	4	Year 4	1
<input checked="" type="checkbox"/>	5	Year 5	1
<input checked="" type="checkbox"/>	6	Year 6	1

continued...


1B. Subjects Screen



At **1 Basic Data** select the **Subjects Screen** [See also **HelpMovie 12**]

Enter all the Subjects that you might wish to refer to. For example:

For information on how to make the entries, see:

- HelpMovie 12, or
- Sections C4, C6 in your printed Manual, or
- the HelpScreen, via: 

Choosing colours for your Subjects will help you to identify them on later screens, and they will help your colleagues on the final Printouts.

Use the **Sort** button if necessary.

Note 1: If you already have your Subjects, Rooms, Teachers in an Excel spreadsheet or if you can export them from your MIS as a CSV file, then you can import them into **TimeTabler** using this button:



Note 2: If you intend to export the completed timetable to an MIS (p 15) it can be helpful to use the MIS codes on these two pages, though not essential.

Note 3: Remember that you only have to enter this Basic Data in the First year of using **TimeTabler**. Thereafter you can just edit it, if there are any changes.

Subjects	
Abbrev.	Full name
Act	Activities
Art	Art
Ass	Assembly
D&T	Design Technology
Eng	English
Fr	French
Ga	Games
Gg	Geography
Hi	History
ICT	ICT
Lib	Library
Lit	Literacy
Ma	Maths
Mu	Music
PE	P.E.
PSE	P.S.E.
RE	R.E.
Rdg	Reading
Sci	Science
Topic	Topic work


1C. Rooms Screen



At **1 Basic Data** select the **Rooms Screen** [See also **HelpMovie 13**]

Enter all the Rooms or Teaching Spaces that you might wish to refer to.

Use the **Sort** button to Sort them into the best order for you. For example:

Then click:  **Preferred Rooms for each subject** and in the drop-down box

select: **A teacher's 1st/2nd/3rd room preferences apply to:** **all the subjects that s/he teaches**

And click on :  **Rooming Overview** and in this drop-down box

select: **Class Home-Rooms:** **Use, with preference over a Teacher's room**

TimeTabler offers many other ways of assigning Rooms on the timetable (and these are explained in the Manual, section C8, F22, F23, etc).

But we think that for most schools it will be best to:

- Make the two selections above, and
- Give a preferred '1st Room' to a Teacher (see section 1D, next page),
- Specify a HomeRoom for each Class (see section 1E, next page).

Rooms	
Name	
Field	
Gym	
Hall	
Lib	
Nrsry	
Recpn	
Rm 1	
Rm 2	
Rm 3	
Rm 4	
Rm 5	
Rm 6	

continued...

1D. Teachers Screen

At **1 Basic Data** select the **Teachers Screen** [See also **HelpMovie 14**]

Enter all the Teachers that you might wish to refer to.

Use the **Sort** button to Sort them into the best order for you. For example:

The initials or 'Staff Code' is usually in the format shown, eg. **KEm** for **Kath Empson**

In these examples:

- Madge Binks has no subject or room, she's probably the Head.
- Jill Haley is a Class Teacher, based in the Nursery.
- Betty Godfrey is a Class Teacher based in Room 1, as in Lucy Ferris (they job-share, see the next page).
- Hayley Gordon is a TA.
- Simon Evans teaches ICT (to all the classes) and teaches the pupils in Rm 8, a computer room.
- Carol Holland teaches the Science throughout the school but doesn't have a specialist Science room, she teaches them in their homeroom. Similarly with Mr Tomlinson for Music.

Initials	Full Name	Dept / Faculty	Main Subject	1st Room	2nd Room
MBi	Mrs Madge Binks	-			
KEm	Mrs Kath Empson	-		Rm 5	
SEv	Mr Simon Evans	-	ICT	Rm 8	
LFe	Miss Lucy Ferris	-		Rm 1	
BGo	Mrs Betty Godfrey	-		Rm 1	
HGo	Ms Hayley Gordon	-			
JHa	Mrs Jill Haley	-		Nrsry	
VHe	Mrs Vickie Henderson	-		Rm 3	
CHo	Ms Carol Holland	-	Sci		
MJo	Ms Melanie Johnson	-		Rm 2	
RJo	Ms Ruth Jones	-		Rm 7	
ERa	Mrs Eve Raw	-		Rm 6	
JTo	Mr John Tomlinson	-	Mu		
IWa	Mrs Irene Watkins	-		Rm 4	
DYo	Mrs Dodie Young	-		Recpn	

1E. Classes Screen

At **1 Basic Data** select the **Classes Screen** [See also **HelpMovies 15 – 18**]

First, click on the **Home Rooms** button to display the third column.

Then enter all the Classes/Forms (Registration Groups) in your school. Use the **Sort** button if necessary.

This example shows:

- A Nursery Class and a Reception Class.
- A single Class in each of Years 1–5.
- In Year 6 there are 2 Classes, 6A and 6B.
- We have also entered a composite (joint) Class, called 6AB, for lessons where 6A & 6B join together (see Maths later).
- And a Vertical Class, given the dummy name of 6X, which consists of Years 5 & 6 (ie. Classes 5A, 6A, 6B joined together, see Games later).

You may not need to use Vertical Classes, but if you do, see HelpMovie 17.

Scheduling Name	Printing Name	Room
6 A	6 Band A	Rm 6
6 B	6 Band B	Rm 7
6 AB (composite)	Year 6	
6 X [=5A+6A+6B]	Yrs 5 + 6	
5 A	Year 5	Rm 2
4 A	Year 4	Rm 4
3 A	Year 3	Rm 3
2 A	Year 2	Rm 5
1 A	Year 1	Rm 1
R A	Reception	Recpn
N1 A	Nursery 1	Nrsry

The HomeRoom in the 3rd column: by default it will be used for all the lessons of the named Class, except for any Subjects where the Teacher has a named Room. For example, from the two screens shown above, all lessons for Class 3A will be in Room 3 except for the ICT lessons taught by Mr Evans which will be in Room 8. (You can change this default on the Customize Menu.)

continued...

1F. Staff Availability Screen

At **Availability etc.** select the **Staff Availability Screen** [See **HelpMovie 19**]



If you have any part-time teachers you can show their Un-Availability here.

	Mon	3	4	5	6	Tues	3	4	5	6	Wed	3	4	5	6	Thurs	3	4	5	6	Friday	3	4	5	6
MBi - Mrs Madge Binks																									
KEm - Mrs Kath Empson																									
SEv - Mr Simon Evans	X	X	X	X		X	X	X	X		X	X	X	X		X	X	X	X		X	X	X	X	
LFe - Miss Lucy Ferris														X	X	X	X	X	X	X	X	X	X	X	X
BGo - Mrs Betty Godfrey	X	X	X	X	X	X	X	X	X	X	X	X													
HGo - Ms Hayley Gordon																									
JHa - Mrs Jill Haley	d					d					d										d				d
VHe - Mrs Vickie Henderson		d				X		d				d									d				d
CHo - Ms Carol Holland				X					X					X						X				X	
MJo - Ms Melanie Johnson			d					d					d						d				d		
RJo - Ms Ruth Jones				d					d					d					d				d		
ERa - Mrs Eve Raw					d				d					d					d				d		
JTo - Mr John Tomlinson				X				X				X				X				X			X		

In the examples above:

- Simon Evans (teaching ICT throughout the school) does not teach any morning and he is also blocked off from period 4 (the short period after Lunch) as that period would be too short. So his ICT lessons can only occur in periods 5 or 6.
- Lucy Ferris and Betty Godfrey are part-timers but job-share (Class 1A). They overlap by both being in school for Wednesday-period-3 to transfer information.
- Vickie Henderson leaves early on Monday (perhaps she has a course to get to).
- Carol Holland is blocked off from every period 4 (as that period is too short for Science). Similarly for John Tomlinson (Music).
- Most class teachers have also been allocated a **d** in each day. This tells **TimeTabler** to attempt to give them a free period at some point in each day. The **d** have been scattered at different times on each day, but the **d** can float within that day, being moved as necessary.

It's very important **not** to over-use this screen. You can easily make the timetable impossible!

There are more details on the HelpScreen, and in section C15 of your printed Manual, and in HelpMovie 19.

1G. Other Availability & Specials

At **Availability etc.** there are other kinds of Availability & Specials, that may be useful occasionally.

For example, if you have only one space that you use for Gym, then you could use a Special Resource to tell **TimeTabler** that it must not schedule 2 classes for Gym at the same time:

Similarly for the Library:

Special Resources		
Abbrev.	Full Name	Linked to
gym	Gym	Room Gym
Lib	Library	Room Lib

[To avoid showing these items on the final Printouts you can, at any stage, enter the Full Name as: *D]

If you ever need any of the other kinds of Availability or Specials then see sections C16-C20 in the printed Manual, or HelpMovies 20-23, or send in a Ticket to the free Support Centre.

That is the end of Step 1 : Entering your Basic Data.

You won't need to do it again.

Next year you will just edit/tweak the data. *For example*, for any staff changes. HelpMovie 8 shows you the best way to do this.

Notes:

Stage 2. Entering the Activities that are to be scheduled

TimeTabler needs to know what lessons you want to schedule, and in particular it needs to know the structure of the curriculum. For example, do you have any 'blocks' where 2 or more classes are tied together and taught at the same time (see Maths below)?

The standard way of showing the underlying structure (eg. to inspectors) is by a **Curriculum Diagram**. This is explained in more detail at: <http://www.timetabler.com/SupportCentre/CurriculumDiagram.xls>

The Curriculum Diagram for the Year 6 we are using in this worked example is shown below:

Follow the notes which explain each part.

6A [30]	Ma Ma Ma 5 SSSSS	Ga Ga Ga 1 S	Fr 5 SSSSS	Eng 5 SSSSS	D&T 1 S	Hi 1 S	Gg 1 S	PSE 1 S	PE 1 S	Topic 2 SS	Lib 1 S	Sci 2 SS	ICT 1 S	Mu 1 S	RE 1 S	Art 1 S
6B [30]	SSSSS	S	Fr 5 SSSSS	Eng 5 SSSSS	D&T 1 S	Hi 1 S	Gg 1 S	PSE 1 S	PE 1 S	Topic 2 SS	Lib 1 S	Sci 2 SS	ICT 1 S	Mu 1 S	RE 1 S	Art 1 S

1. This Year 6 is divided into 2 classes. Their scheduling Names are 6A, 6B. (The Printing Names can be whatever you wish.) The [30] shows the total number of periods of all the subjects for each class.

2. These activities are to be entered as '**Fixed Points**' because they need to be placed at definite times. For **Maths**, the 2 classes join together and the pupils are re-arranged into 3 groups. This is a 'Simple Block'. Maths is taught for a Single period on each of 5 days, so **SSSSS**. For **Games**, the dashed lines indicate it is to be 'vertical class' with 6A and 6B joining with the Year 5 class for Games, with 3 teachers for them. For **French**, which is a short session each day, the lessons have to be placed in the short period 4 each day.

3. In this section the subjects are all 'Pure Class' activities, and taught by the Class Teacher. The top row will be taught by the class teacher of 6A (Eve Raw, ERa). The bottom row will be taught by the class teacher of 6B (Ruth Jones, RJo). Usually they are taught in the class 'homeroom', except for P.E. and Library (and ICT). The school has only one Gym and one Library, so we will need to make sure that we tell **TimeTabler** that a Gym lesson can't be at the same time as any other Gym lesson; similarly for Library lessons.

4. These subjects are **not** taught by the Class Teacher. For example, all the Science throughout the school is taught by Carol Holland (CHO). Similarly for ICT (Simon Evans, SEv) and Music (John Tomlinson, JTo). RE is taught by Madge Binks (MBi), the Head. The Art for both 6A and 6B is to be taught by Vickie Henderson (VHe), the Class Teacher for Year 3 (while someone else takes her class).

We hope that you can relate this to your own Curriculum Diagram and use the following pages to enter the data for your school.

The entry of this example data into **TimeTabler** is shown on the next pages.

When Years 6 and 5 have been entered into **TimeTabler**, with the teachers added as well, then the Curriculum Diagram in **TimeTabler** looks like this:

6A [30]	Ma ERa Ma RJo Ma MBi 5 SSSSS	Ga ERa Ga RJo Ga MJo 1 S	Fr ERa 5 SSSSS	Eng ERa 5 SSSSS	D&T ERa 1 S	Hi ERa 1 S	Gg ERa 1 S	PSE ERa 1 S	PE ERa+gym 1 S	Topic ERa 2 SS	Lib ERa+Lib 1 S	Sci CHO 2 SS	ICT SEv 1 S	Mu JTo 1 S	RE MBi 1 S	Art VHe 1 S
6B [30]	SSSSS	-	Fr RJo 5 SSSSS	Eng RJo 5 SSSSS	D&T RJo 1 S	Hi RJo 1 S	Gg RJo 1 S	PSE RJo 1 S	PE RJo+gym 1 S	Topic RJo 2 SS	Lib RJo+Lib 1 S	Sci CHO 2 SS	ICT SEv 1 S	Mu JTo 1 S	RE MBi 1 S	Art VHe 1 S
5A [30]	Ma MJo 5 SSSSS	Ga ERa Ga RJo Ga MJo 1 S	Fr MJo 5 SSSSS	Eng MJo 5 SSSSS	D&T CHO 1 S	Hi MJo 1 S	Gg MJo 1 S	PSE MJo 1 S	PE MJo+gym 1 S	Topic MJo 2 SS	Lib MJo+Lib 1 S	Sci CHO 2 SS	ICT SEv 1 S	Mu JTo 1 S	RE MBi 1 S	Art MJo 1 S

Years 4, 3, 2, etc, will look very similar to Year 5.

On the next page we show you how to enter this data, using the wizards.

continued...

Entering the activities into Batches

See HelpMovies 8B, 24B.



Instead of entering all the activities into one bundle we enter them into Batches. The advantages of using Batches are explained in D2 of the Manual and HelpMovie 8B.

The Batches we are going to use are:

- A Fixed Points batch, of activities (in all years) that have to be placed at specific times. These will be scheduled first and (usually) Locked into position.
- A Batch for Year 6. This will be added and placed next, because (usually) Year 6 is likely to be the most complicated year.
- A Batch for Year 5, to be assigned after Year 6 has been completely scheduled.
- A Batch for Year 4, Year 3, etc. These batches will be added and scheduled successively, one after the other, giving priority to any years that seem more complicated.

2A. The Fixed Points Batch

Go to **2 Activities** ➡ Activity Batches ➡ New

and in the drop-down box select **Fixed Points** then **Continue**

At the top-left select **Curriculum for: Year 6**, then:

For **Maths** (see the Curriculum Diagram on the previous page), because it is taught in a **Block** of 3 teachers, select the **Simple Block** wizard:

In the top box select the **Class, 6AB** in this case:

Lessons: click 5 times to enter **SSSSS** for the 5 single period lessons:

then in the **Subjects** area click on **+ Add** and click on **Ma** 3 times to enter the 3 Maths Groups:

Then click on **Choose Periods**.

In this example school we want Maths to be taught to this 6AB block in period 1 of every day. So click to enter:

Then click Apply.

Basic Details

Class: * 6 AB

Lessons: * SSSSS [S] [D] [d] [other] ?

Subjects: * Ma - Maths [Ma - Maths] [Ma - Maths] + Add Edit

Lesson	Scheduled	Fixed to Day/Period:
S	(not placed yet)	Mon:1
S	(not placed yet)	Tues:1
S	(not placed yet)	Wed:1
S	(not placed yet)	Thurs:1
S	(not placed yet)	Friday:1

Finally for this Maths block, click on **Basic Details** **Staffing**

Double-click on each row in turn and select a teacher from the list in your Staff Grid.
In this example we select the staff shown here:
(In this example we've also added 'Set' numbers.)

Teachers & Subjects: ? **Total: 3**

Teacher	Subject	Set
1 ERa - Mrs Eve Raw	Ma* - Maths	1
2 RJo - Ms Ruth Jones	Ma* - Maths	2
3 MBi - Mrs Madge Binks	Ma* - Maths	3

Then click on **Add now**
and the Curriculum Diagram shows:

(The **L+** indicates that it was pre-Locked to a chosen period.)

6A [5]	Ma1 ERa
	Ma2 RJo
	Ma3 MBi 5
6B [5]	SSSSS
	L+

The Blocks for **Games** and for **French** are added the same way, also using the **Simple Block** wizard.

Games is : 6X S ERa RJo MJo pre-assigned to Wed-period-5 [vertical class 6X = yrs 5+6]

French is : 6A SSSSS ERa pre-assigned to Mon-4, Tues-4, Wed-4, Thurs-4, Fri-4
and : 6B SSSSS RJo pre-assigned to Mon-4, Tues-4, Wed-4, Thurs-4, Fri-4

In the same way, in the **same** Fixed Points Batch, add any other Fixed Points in Years 6, 5, 4, 3, etc.

continued...

2B. The Year 6 Batch

Go to **2 Activities** ➡ Activity Batches ➡ New

and in the drop-down box select **Year 6** then **Continue**

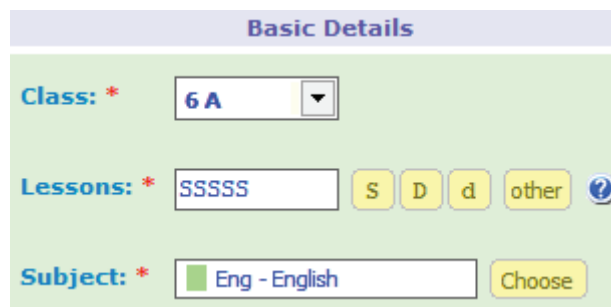
On the Curriculum Diagram screen, to enter the Pure Class activities, select **Pure Class** wizard.

To enter the activities for **English**:

Select the Class, **6A** first of all:

and the lessons, **SSSSS**:

and the Subject, **Eng**



and then on the Staffing Tab choose **ERa** the Class teacher of this class, then **Add now**

Repeat this for the other subjects in class **6A**, using

- The class teacher ERa for subjects like History, Geography, PSE, etc
- but using the correct specialist teacher for subjects like Science (CHo), ICT (SEv) and Music (JTo)

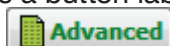
And then repeat in a similar way for the activities in **6B**, using class teacher RJo, and the relevant specialist teachers. (In each case make sure that you don't repeat the activities for subjects like Ma, Ga, Fr, already entered.)

2C. Dealing with unique specialist rooms

We have already seen how the Computer Room (Room 8) is assigned. It is attached to Simon Evans on the Teachers Screen (page 5) and since he is the only ICT teacher all will be well.

But for the Gym, every class teacher needs the Gym when the lesson is PE. So how do we tell **TimeTabler** that only one class can have the Gym in any period? (And similarly for the Library.)

Within the Pure Class Wizard (see above) there is a button labelled



which shows you:

Groups Lessons							
Teaching Groups for this Activity:							
Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name
1	PE*		ERa	{auto}	(none)	(none)	{auto}

Click on the cell under 'Assist-1' and then select 'Gym', so that it shows:

Groups Lessons							
Teaching Groups for this Activity:							
Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name
1	PE*		ERa	Gym	gym	(none)	{auto}

This tells **TimeTabler** that this PE lesson (for 6A) with teacher ERa cannot be placed unless the Gym is available.

Click **Close** and **Add now** and on the Curriculum Diagram Screen it shows:

6A PE ERa+gym 1
S

Similarly for Library lessons, to ensure only one class is in the Library.

Continue in the same way to enter a Batch for Year 5, a Batch for Year 4, etc.

If you wish to add TAs (Teaching Assistants) to the timetable then see Appendix 4.

Note: Although it takes a while to enter the Curriculum Diagram in the first year of using **TimeTabler** it is worth remembering that:

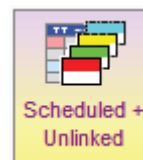
- It gives you a Curriculum Diagram to use for Staff Meetings, visiting Inspectors, etc.
- More importantly, in future years you can **re-use** this data. **You do not have to enter it all again**, you can just edit it to tweak it for the next year. See also HelpMovie 8.

continued...

2D. Checking your Batches

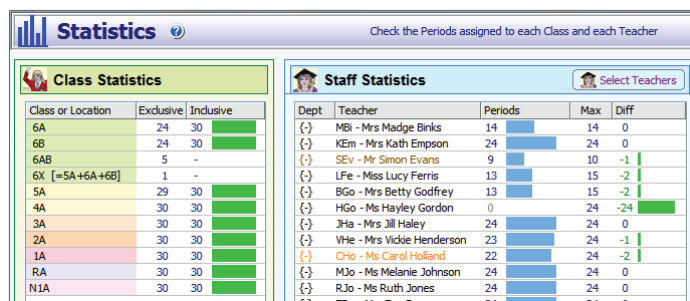
There are several ways to check the data that you have entered into your Batches, before you start scheduling them.

To decide which Batches to include in the analysis, select the best SuperBatch via: **Check & Validate** → **Select the SuperBatch**. The best choice is usually this one:



Statistics Screen

Go to **Check & Validate** → **View Statistics**:



See also HelpMovie 27.

Test your Data by a Dummy Run

When you have entered all the activities in a Year then you should test that Year by itself, by scheduling it as described on the next page.

You should do this for each Year separately, as dummy runs, before you start the real schedule. In each case check the Printouts ...they should show what you expect to see.

Then you can Delete those dummy Schedules [but not the Batches] and then start the real Schedule.

Ways of checking that you have entered your data correctly are described in more detail at: <https://www.timetabler.com/SupportCentre/HowCanICheckMyDataBatches.pdf>

A common error

TimeTabler automatically 'DayBlocks' lessons that are entered in the same activity. ie. it automatically assumes that you want the lessons to be on *different* days.

One of the most common errors in a Primary or Prep school is to enter a teacher's lessons like this:

1A SSSSSS KJo [6 singles in a 5-day week]

So this entry is saying that class 1A is to be taught by teacher KJo for **six** DayBlocked lessons in a **five**-day week! This is impossible (in a 5-day week), and so **TimeTabler** will 'kick-out' one of the lessons from the schedule.

Suppose you want to enter 17 periods for a Year 1 teacher [in a 5-day timetable cycle], then enter several separate activities (in the Pure Class wizard), like:

1A SSSSS KJo
1A SSSSS KJo
1A SSSSS KJo
1A SS KJo

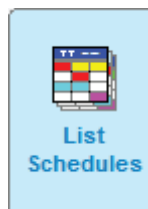
ie. a maximum of 5 lessons for each activity [in a 5-day week] until the total = 17 in this example.

Re-using your data next year

You can **re-use** most or all of the data in your Batches next year. See HelpMovie 8.

Stage 3. Scheduling the Activities

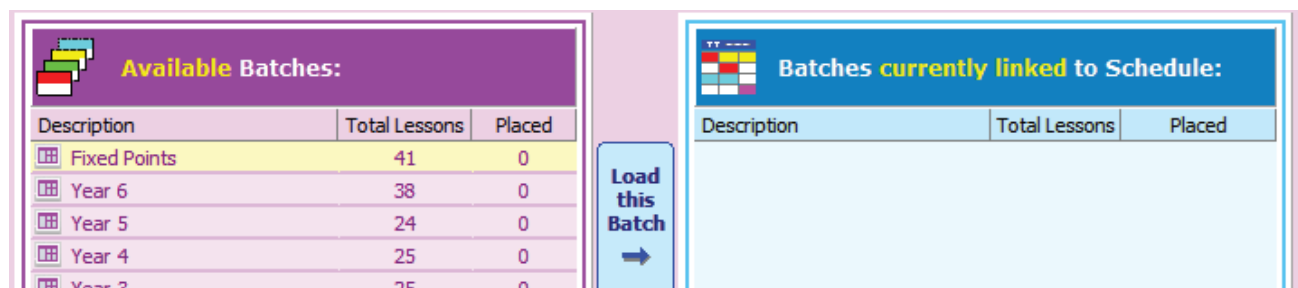
At this point it's a good idea to watch HelpMovies 37 and 40.



At **3 Schedule** select the **List Schedules Screen** [See HelpMovie 36]

Then click on **+ New** and enter a Label for this schedule, eg. Trial 1. Then click Apply, OK.

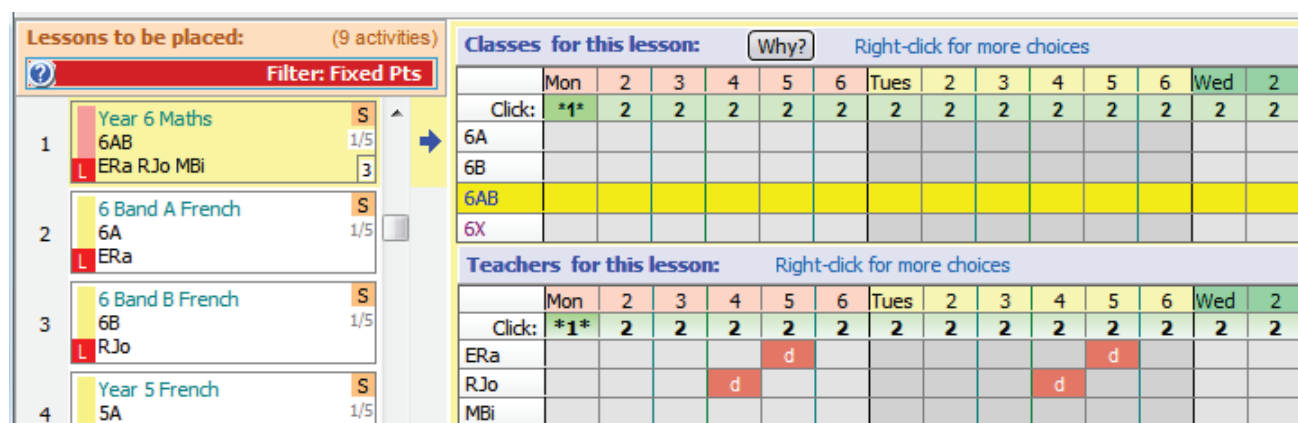
You are shown a list of your batches, so you can load them, one by one into the blank schedule:



Click the blue **Load this Batch** button to load (only) the first Batch, called: **Fixed Points**.

Then click on **Go to Schedule** then OK.

You are shown the Visual Builder Screen:



You can work in this screen Interactively (see HelpMovie 37) but for this Fixed Points Batch it is much simpler to just press Function Key **F2** (on the top row of your keyboard).

The Fixed Points are assigned automatically and Locked into position in about 1½ seconds!



Next step : Click on **Load Batch** (at the top-left of your screen).

This takes you the screen shown at the top of the page, so that you can choose the next Batch. Normally this will be the Year 6 batch (as most timetablers work top-down).

Load this Year 6 batch by clicking the blue **Load this Batch** button and then

Go to Schedule

On the Visual Builder Screen again, you can work Interactively, but on a first run it is much easier just to press the Function Key **F2** button again.

At the speed of a computer, Year 6 is scheduled in about 2 seconds !


Next step : Continue loading and scheduling each batch in turn. But do not load a new batch until all the previous batch is fully scheduled (see also the next page).

Testing your data (optional)

After entering each Batch it is a good idea to test it (against the Fixed Points) as described above. It doesn't take long as you can see, but it is a good way of checking the data in each batch before you start the actual timetable. After trying each 'Trial' timetable, just Delete it.

continued...


3B. Checking for Quality, and Manipulating your timetable

At each stage (during the steps on the previous page) you can view the timetable by clicking the Class Timetable button . See HelpMovie 44. When Year 6 has been scheduled it shows:


	Mon						Tues						Wed						Thurs					
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6
6A (6 Band A)	ERa Ma	ERa Eng	CHO Sci	ERa Fr	SEv ICT	ERa Top	ERa Ma	ERa Eng	ERa DI	ERa Fr	VHe Art	ERa Hi	ERa Ma	ERa Eng	ERa Gg	ERa Fr	JTo Mu	ERa Ga	ERa Ma	CHO Sci	ERa Eng	ERa Fr	ERa Top	ERa PSE
6B (6 Band B)	RJo Ma	MBi RE	RJo PSE	RJo Fr	RJo Gg	RJo Eng	RJo Ma	JTo Mu	RJo Top	RJo Fr	CHO Sci	RJo Eng	RJo Ma	VHe Art	RJo Hi	RJo Fr	RJo Eng	RJo Ga	RJo Ma	RJo DI	RJo Lib	RJo Fr	SEv ICT	RJo Eng

You can see:

- the 5 **Maths** lesson that were pre-assigned to Mon-1, Tues-1, Wed-1, Thurs-1, Fri-1 [red arrows]
- the 5 **French** lessons that were pre-assigned to the short period-4 on each day [blue arrows]
- the **Games** lesson for Years 6 & 5 has been assigned and Locked in Wed-6 [green arrow]
- the **ICT** lessons (Monday, Thursday) are in the afternoons (because Mr Evans the ICT teacher, SEv, is only available in periods 5 and 6, see the Staff Availability Screen earlier).

A Problem: In this example we did not specify that the **English** had to be in the mornings. (And there's some evidence that, contrary to expectations, many children learn better in the afternoon.) For 6A you can see that the English is always in the mornings. But for 6B it is in the afternoons. So what do you do if you want to change this? The  button will find solutions for you!

Using the  button

Suppose we want to try moving the English lesson for 6B from the end of Thursday afternoon. If we click on that English lesson, and then just click on the  button, it shows us some solutions on the **FIT** screen:

It shows the 'musical chairs' moves that will move the poorly-placed English lesson:

Fit Solutions for: '6B S RJo' ('musical-chairs')									
Progress					Activity to be moved (from Thurs:6)				
Fit Solutions at Level 2					6 Band B English				
Progress at this Level 99%					6B RJo				
No.	St	Class	Lesson Description	Mon	Tues	Wed	Thurs	Friday	
1	1	6B	S Eng RJo	<	
2	6B	S Sci CHO		>	
2	1	6B	S Eng RJo	
	2	6B	S Lib RJo Lib	


The first solution is red, indicating it is a poor solution. See HelpMovie 42 for full details.

The second solution is blue, indicating that it may be a possible solution for us.

It is a 2-step solution. It is saying that the Thursday afternoon English lesson for 6B (with RJo) could be moved to Thursday-period-3 by moving the 6B Library lesson from there to Thursday-6.

If you don't like this solution then click on the **Next Page** button to see more solutions, perhaps with 3-steps, 4-steps, or more.

To use the solution you want, just click on it. The solution turns bright yellow to show it is selected. Then click on the **Assign** button and **TimeTabler** will make all the moves for you!


If you have an activity that won't fit into the timetable, just press the  button to see similar solutions to solve the problem. See HelpMovie 42.

In this way you can check for quality and make changes if you wish, before clicking on the **Load Batch** button and loading in the next Batch, then pressing **F2** again. Continue in this way until all the Batches are placed.

If you hit a big problem and cannot fit things in, then as a first step see Section F6 in the Manual.

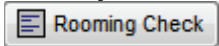
continued...

3C. Other Checks

You can view the **Staff Timetable Screen** via  to see the pattern of their teaching and their free periods. See also HelpMovie 43.

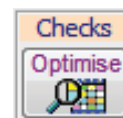
On this screen you can also add in Labels to mark their PPA time, etc., by selecting a cell and then right-clicking on it to see the Menu. See also Section F12 in the printed Manual.

You can also visit the **Room Timetable Screen** via  to see which Rooms the lessons are in and to change them if necessary.

It is best to click first on , which tells you which lessons do not yet have a Room. Then use the Room Timetable Screen to allocate rooms to such lessons.

By clicking on the **Optimise** button you can quickly check other things such as:

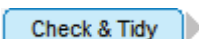
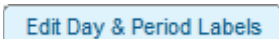
- lesson spread,
- lessons without a room, or rooms which are double-booked,
- PPA totals, and totals for any other labels you have added,
- instances of split-teaching,
- and a general Quality Report.



There are further checks available at 

3D. Adding Day & Period Labels

Before moving to the Printout stage you may want to add times to your periods. HelpMovie 56.

To do this go to  ➡ 

and enter the times:

Day Labels	Period Labels	Short Period Labels	Period Times	Shading		
This is how your periods will be labelled on printouts:						
	1	2	3	4	5	6
Mon	period 1 09:30-10:20	period 2 10:20-11:10	period 3 11:30-12:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40
Tues	period 1 09:20-10:20	period 2 10:20-11:10	period 3 11:30-12:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40

If you want to add the Registrations and Assembly to the completed timetable, see Appendix 1.

If you want to show staff for Break Duty and Lunch Duty on the timetable, see Appendix 2.

If you have a non-rectangular week, with some days shorter, see Appendix 3.

When you have the timetable looking the way you want (or at any time) you can get Printouts in a variety of ways, see the next page.

Stage 4. Getting the best Printouts

Go to **4 Print** and choose which Printouts you want.

For example,
here is an **Individual Class** Timetable, 'inclusive', for 6A, with settings of:

Cell design

Line 1: T
Line 2: Sr
Line 3:

Laura Norder Primary School (Inclusive)

Timetable for 6A

	period 1 09:30-10:20	period 2 10:20-11:10	period 3 11:30-12:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40
Mon	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Ms Carol Holland Science Rm 6	Mrs Eve Raw French Rm 6	Mr Simon Evans ICT Rm 8	Mrs Eve Raw Topic work Rm 6
Tues	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Mrs Eve Raw DesignTech Rm 6	Mrs Eve Raw French Rm 6	Mrs Vickie Henderson Art Rm 3	Mrs Eve Raw History Rm 6
Wed	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Mrs Eve Raw Geography Rm 6	Mrs Eve Raw French Rm 6	Mr John Tomlinson Music Rm 6	Mrs Eve Raw Games Hall Ms Ruth Jones Games Field Ms Melanie Johnson Games Gym
Thurs	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Ms Carol Holland Science Rm 6	Mrs Eve Raw English Rm 6	Mrs Eve Raw French Rm 6	Mrs Eve Raw Topic work Rm 6	Mrs Eve Raw P.S.E. Rm 6
Friday	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Madge Binks R.E. Rm 6	Mrs Eve Raw English Rm 6	Mrs Eve Raw French Rm 6	Mrs Eve Raw P.E. Gym (+Gym)	Mrs Eve Raw Library Lib (+Library)

[To omit the (+Gym) & (+Library) shown on Friday afternoon, go to the Special Resources Screen, p6, and enter the 'Full Name' as: *D]

Almost every aspect of the Class Printouts, and the Staff, Room, Subject Printouts is customisable. There are literally millions of possibilities, so you can get the printouts just the way you want.

For more details, see Section J in the printed Manual, and HelpMovies 58, 59.

Exporting to an MIS

Export

If you want to put your completed timetable into your school's Admin system (MIS) then you can export-import it electronically. **TimeTabler** has exports to SIMS, RM Integris, iSAMS, SchoolBase, Arbor, DoubleFirst Engage, WCBS Pass/3sys, Progresso, SEEMiS, etc., etc. See the documentation provided at Step 1 of the Export, and see the KnowledgeBase.

You can also export to **StaffCover**, and to Outlook, Excel, etc.

Appendix 1. Adding Registration periods and Assembly (optional)

Go to **3 Schedule** and select where to add the new period(s):

Class Timetable		Class: 6A (Break)	
Display of each class's timetable (with any Special Locations at the bottom) :		Shortcut: Back Right-click on a Lesson for ext	
	Mon	Tues	Wed
	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9	1 2 3 4 5 6 7 8 9
6A	SRa Ma Eng RJo RE PSE	SRa Ma Eng RJo RE PSE	SRa Ma Eng RJo RE PSE
6B	SRa Ma Eng RJo RE PSE	SRa Ma Eng RJo RE PSE	SRa Ma Eng RJo RE PSE

Here they have been added before the old period 4 (new period 7) and at the start of the day (twice).

You can then add labels for Registration and for Assembly, see HelpMovies 54, 55, 56,

- Either by adding them as Labels on the Class Timetable Screen, in the cells, via the right-click menu. You can add more label names to the pick-list via the Customize Menu.
- Or by adding them to the period row along the top, via **Edit Day & Period Labels**
- Or using both those methods, as shown here:

	Registration 08:45-09:00	Assembly 09:00-09:30	period 1 09:30-10:20	period 2 10:20-11:10	period 3 11:30-12:20	Registration 1:15 - 1:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40
Mon	Registration	Assembly	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Ms Carol Holland Science Rm 6	Registration	Mrs Eve Raw French Rm 6	Mr Simon Evans ICT Rm 8	Mrs Eve Raw Topic work Rm 6
Tues	Registration	Assembly	Mrs Eve Raw Maths Rm 6	Mrs Eve Raw English Rm 6	Mrs Eve Raw DesignTech Rm 6	Registration	Mrs Eve Raw French Rm 6	Mrs Vickie Henderson Art Rm 3	Mrs Eve Raw History Rm 6

See also the PDF at: www.timetabler.com/SupportCentre/Registration-Breaks-Lunch-Timetabling.pdf

Appendix 2. Showing staff for Break Duty and Lunch Duty

You can add Breaks as described above, and Lunches as well if needed.

Then treat the Duties as lessons, by entering them as activities into a Batch (an existing one or a new batch), and using the wizard to enter 'lessons' like:
6Z S KEm [subject = 'DUTY']
6Z S BGo [subject = 'DUTY']
etc,

where 6Z is a vertical class (see section 1E, HelpMovie 17) including all the classes on whose timetables you want to DUTY to be shown.

You can add all these extra periods as in Appendices 1 & 2 but be aware it makes your printouts wide!

Timetable for 6A

	period 1 09:30-10:20	period 2 10:20-11:10	BREAK 11:10-11:30	period 3 11:30-12:20	LUNCH 12:20-1:15
Mon	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Mrs Kath Empson DUTY	Ms Carol Holland Science Rm 6	Mrs Betty Godfrey DUTY
Tues	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6	Mrs Irene Watkins DUTY	Mrs Eve Raw DesignTech Rm 6	Ms Ruth Jones DUTY
Wed	Mrs Eve Raw Maths Rm 6	Mrs Eve Raw English Rm 6	Vickie Henderson DUTY	Mrs Eve Raw Geography Rm 6	Mrs Jill Haley DUTY

Appendix 3 : If some of your Days are shorter

There are 2 ways to change the length of a day:

1. **If it applies to the whole school** (eg. if the entire school has a short Friday afternoon, no period 6), then use 'Shape' on the School Structure Screen (HelpMovie 11).
2. **If it applies only to some Years** (eg. only the Reception class has no period 6), then make those periods Unavailable (blue) on either the Class Availability Screen (HelpMovie 20) **before** starting a schedule, or on the Class Timetable Screen (Movie 44) **after** starting a schedule.

Either way, no lessons can be placed in those periods (though this unavailability can be undone).



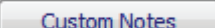
Appendix 4 : Adding Teaching Assistants (TAs)

There are 2 main ways of providing timetables for your Teaching Assistants (TAs):

1.

If the TA is always attached to the same Class Teacher, then you can just print the Individual Staff Timetable or the Individual Class Timetable for that Class Teacher and give it to the TA.



And if you wish, on that Individual Staff Timetable Screen or that Individual Class Timetable Screen you can go to  **Advanced**   to add a personal title.



2.

Or, when you are entering the activity into the Batch, you can add a TA to each Class Teacher's lesson, by using the same **Advanced** screen (within the wizard) that was used to add the Special Resources for Gym and Library (see section 2C on page 10).



For example:

Activity - Advanced Details

Activity for 6A (SSSSS)

Groups Lessons

Teaching Group for this Activity: Hover over any heading below to see what it means

Group	Subject	Set	Teacher	Room	Assist-1	Assist-2	Teaching Group Name
1	Eng*		ERa	{auto}	HGo	(none)	{auto}

In this example, the Class Teacher (class 6A) is ERa (Eve Raw) and the TA is HGo (Hayley Gordon), for English/Literacy lessons. You can use either the Assist-1 column, or the Assist-2 column, or both.

On the Curriculum Diagram Screen this English activity then appears like this: 6A [30] Eng ERa+HGo 5 SSSSS

And after scheduling, the Individual Class Printout for 6A looks like:

Laura Norder Primary School (Inclusive)

Timetable for 6A

	period 1 09:30-10:20	period 2 10:20-11:10	period 3 11:30-12:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40
Mon	Mrs Eve Raw Maths Rm 6 Ms Ruth Jones Maths Rm 7 Mrs Madge Binks Maths Rm 8	Mrs Eve Raw English Rm 6 (+Ms Hayley Gordon)	Ms Carol Holland Science Rm 6	Mrs Eve Raw French Rm 6	Mr Simon Evans ICT Rm 8	Mrs Eve Raw Topic work Rm 6

While the Individual Staff Timetable for Hayley Gordon, the TA, shows in this case:

Laura Norder Primary School

Timetable for Ms Hayley Gordon

	period 1 09:30-10:20	period 2 10:20-11:10	period 3 11:30-12:20	period 4 1:20 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40
Mon		Rm 6 English 6A				

Summary

On these pages you have seen how to deal with: pages

Days and Periods:

- Periods of different length 2, 3, 14
- Days of different length App 3
- Adding Registration periods and Assembly App 1
- Adding Duty labels to printouts App 2

Entering Basic Data:

- Specifying the Years/Grades 3
- Editing, entering or Importing Subjects, Rooms, Teachers 4–5
- Rooming, homerooms 4–5
- Entering Classes, combining classes, vertical classes; homerooms 5, 8, 9
- Staff Availability, part-time staff, job-sharing, non-teaching periods 6
- Specialist (unique) Rooms 4, 6, 10

Entering Activities:

- Drawing a Curriculum Diagram, Using the Wizards 8–10
- Fixed Points; Maths sets, Games across two Years, Adding Set labels 9–10
- Teachers with multiple periods 8–10 (ERa)
- Teachers taking specialist subjects 5, 6, 8, 10 (CHo, SEv, JTo)
- Including Teaching Assistants App 4
- Testing your data, doing a dummy/test run 11, 12

Scheduling your Timetable:

- Loading a Batch; Assigning lessons to times of the week 12–13
- Checking your timetable for quality, making adjustments 13–14
- Adding/editing Day and Period Labels 14

Printouts:

- Designing the best printouts 15, Section J in the Manual]

Exporting:

- Exporting to Excel, HTML (for your web-site), and to your MIS 15

Help & Support

We hope this booklet has helped you make a good start to your timetabling with **TimeTabler**, but if you have any queries at any time you can get help by clicking on:



If you have enrolled for **Gold-Start** then please use it fully: www.timetabler.com/gold-start

The full range of **Help** is shown at: www.timetabler.com/PDFs/Help-in-12-Ways.pdf
and **Courses** are listed in the monthly eNewsLetter.

Notes:

Help & Support for your timetabling

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

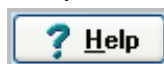
We support you in **12** ways:

- 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 200-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 copy, go to:

www.timetabler.com/signupfornewsletter/

- 8 You will have access to our 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**, **RM-Integris**, 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.

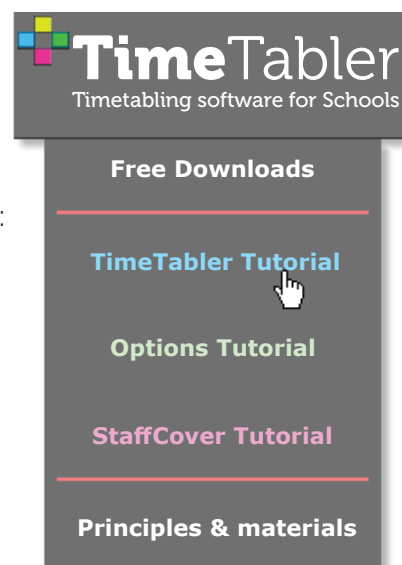
- 11 Above all there is the expert **HelpLine Support**, from our team of experienced timetablers. For New Users we provide **Gold-Start Enhanced Support & Guidance**.

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.

So we provide a complete service for Timetablers. For you.

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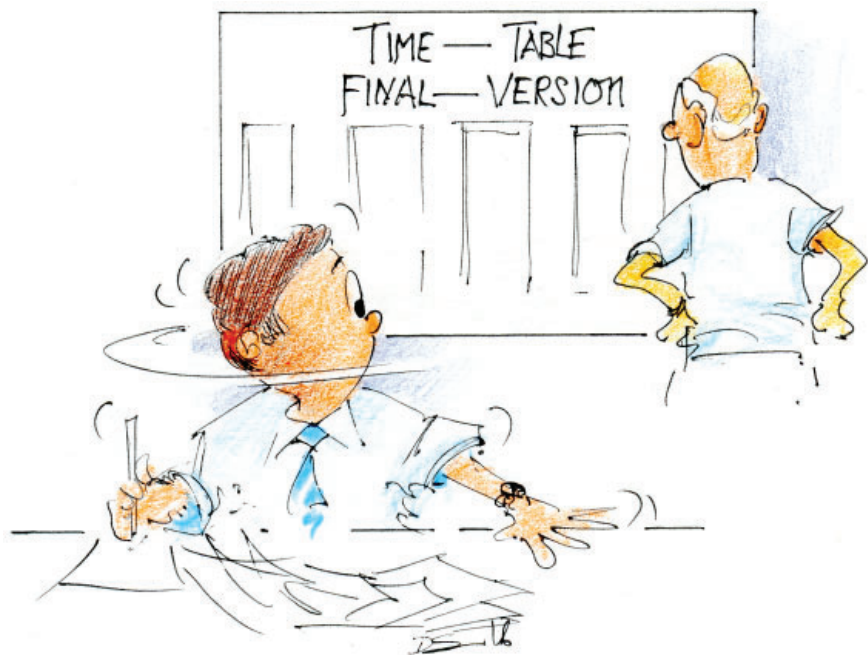


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- Timetabling a Special School or PRU with Individual Learning Programmes.
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- White Paper on Improving your school's Timetable.
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Uh-oh ? What do you mean 'uh-oh' ?

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

– Albert Einstein

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