Scheduling Registration
and Breaks, Lunch, Assembly

Periods for Registration, Assembly, Breaks and Lunch are different from teaching periods on a timetable.
You may want some, none, or all of them to be shown; and you may want them shown by a marker, or by a label, or by a named teacher.

This PDF shows you the possibilities and how to achieve them.

Contents: page

Simplifying the school structure

We recommend that, while you are scheduling your timetable, you **omit** the Registration periods and Breaks and Lunches and Assembly periods.

The reasons for this are 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, and

-- so that the time-line fits on to your screen(s) more easily, and

-- if you are intending to export to your MIS later, your MIS may prefer not to receive Registration/ Break/Lunch periods (eg. WCBS/PASS/3sys prefers not to receive them, see Appendix 1).

For example, suppose the structure of the School Day in your school is:

Reg.	Ass-y	1	2	Break	3	Lunch	Reg.	4	5	Break	6

ie. a day with :

- 6 teaching periods (which may be of differing lengths),
- Lunch, and 2 Breaks,
- 2 Registrations, and an Assembly.

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, see the next page.

Later you can add the Registration periods and Assembly into the completed timetable, see page 4. If you want to show staff for Break Duty and Lunch Duty on the timetable, see page 6.

Remember 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 times, so on the Printouts colleagues will see the periods of different lengths.

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

Note: 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'.

The Alternative:

If you choose **not** to simplify the structure while scheduling, as shown above, then:

1. You'd enter **all** the 'periods', including Registration, and perhaps Breaks, Lunch, see page 5.
2. You'd Blank out the extra periods, so that the taught lessons don't get placed in those time-slots. You can do this:
   - *either* by clicking with your mouse on the Class Timetable Screen, to turn the cells blue (unavailable), see HelpMovie 44. Later, click again to release them so they can be used.
   - *or* by clicking on School Structure Screen ➠ Shape to block off periods.
     To clear them later use Schedule Menu ➠ Global Change ➠ Clear all Blocked Periods.

But this may not be what your MIS wants, see Appendix 1.

School Structure Screen
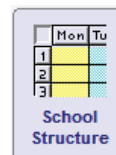
To show your Breaks & Lunches as **markers**, use the School Structure Screen.

Note 1: You can remove the markers later, if you wish (eg. to replace them by full periods for Break/Lunch, perhaps to add the names of people on Break/Lunch Duty, see page 6).

Note 2: If you intend to include double-periods that cross Break (code = 'd', see section D3 in the printed Manual), or doubles that cross Lunch (code = '2') then you must use the method shown below. The method shown under 'Alternative' on the previous page will not work.

At `1 Basic Data` select **School Structure** [See also **HelpMovie 11**]
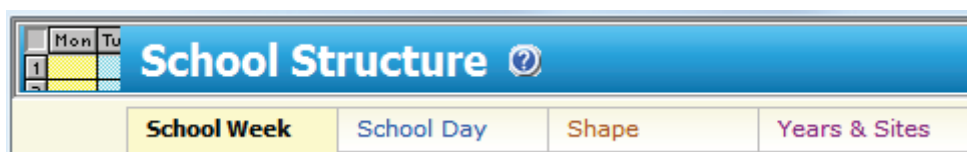
The screen has 4 'Tabs' at the top.

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. (It's best to keep them short for now, so they'll fit into your screen grids. You can change them later.)

The Timetable Cycle has 5 ▼ days.

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

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

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

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

Then click on: `Set each day the same`

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

You can see the Break-lines after periods 2 and 5, and the thicker Lunch-line after period 3, as in the example on the previous page.

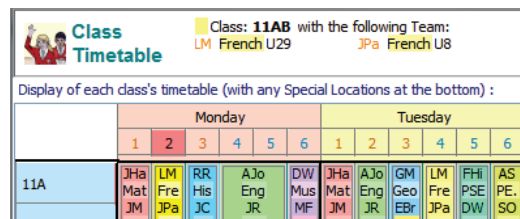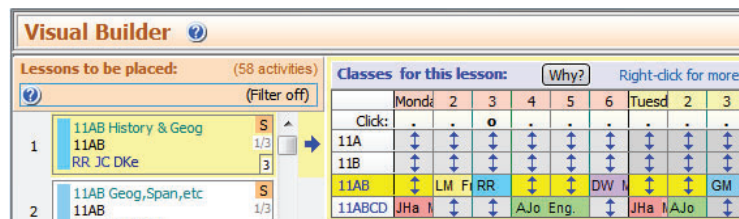The third Tab '**Shape**' allows you to specify if some days are shorter.

Scheduling

Enter your Basic Data and your Batches in the usual way, as explained in Sections C and D of the printed Manual.

Then schedule in the usual way as explained in Sections E, F, G and in HelpMovies 36 onwards.

While scheduling, the screens will look like this (for the period-structure shown on page 2):

That is, the screen shows *only* the taught periods.

And similarly with the Printouts: This is **Style 1** – markers only, no extra periods.

Adding a Period

Important: When your schedule is complete you should Save another copy (a 'Clone'), or two.
To make a Clone see the Clone button on the List of Schedules Screen (HelpMovie 36).

Reasons:

- You may want to come back to this version in the future, to edit it or make further changes.
- For some MIS you must export the simpler version, *without* any extra periods, see Appendix 1.

Then, selecting a Clone, go to
3. Schedule ➡ Check & Tidy ➡ [**+ Add a Period**] as shown here:
See HelpMovie 54.

Add a period where you want it in the school day.
Repeat as many times as necessary.
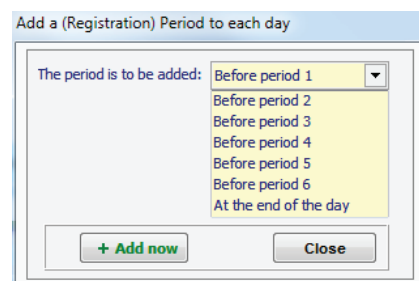
If you added a Registration period at the start of the day and a Break period before (the *original*) period 3, then the screens above would now look like these:

More Printout Styles

In the examples below, for illustrative purposes we have added a Registration period and a morning Break period (but we have left Lunch and afternoon Break as a marker only, as on page 3).

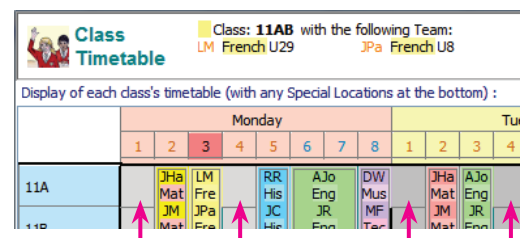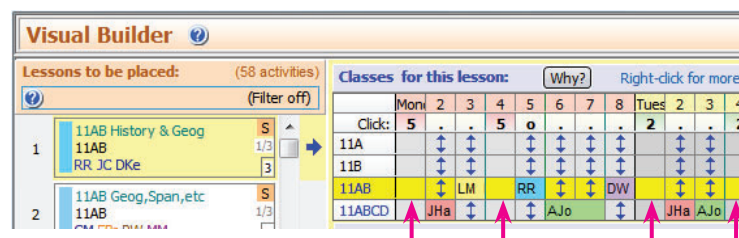In practice, the only reason for adding a period for morning Break (or Lunch or afternoon Break) would be if you want show on the printouts the names of the staff on Break Duty or Lunch Duty. In all other cases it is usually best *not* to add a period, and just have the marker (as on page 3) because this gives printouts that are more compact.

The screenshots below and on the next page show the 'master' Class Timetable Printout but a similar display appears on the Staff Timetable Printout, the Room Timetable Printout and the Subject Timetable Printout, whether 'master' or 'individual' printouts.

Style 2

Use 3. Schedule ➡ Check & Tidy ➡ [Edit Day & Period Labels] to enter suitable Period Labels.
For example:

So the printouts then show:

Style 3

On the Class Timetable Printouts you can add a Label in any cell, by going to the Class Timetable Screen (HelpMovie 44) and then using the right-click Menu:

The labels appear within the cell, like this:

Printout Styles, continued...

Style 4

If you want to show on the Printouts the Teacher who is taking Registration, then you need to enter the Registration as Lessons.

Step 1:
On the Subjects Screen (HelpMovie 12) add a subject
called Registration, like this (or some other abbreviation) :

Subject Details:
Abbreviation: Reg'n
Full name: Registration
Colour: [more]

Step 2:
Then in a Batch (either a new Batch or an existing Batch), enter the Registration 'lessons', using the Pure Class Wizard, like this:

7A   SSSSS   JMa   [subject = Registration]
7B   SSSSS   HKi   [subject = Registration]
8A   SSSSS   RKe   [subject = Registration]
:
:
11A   SSSSS   EBr   [subject = Registration]
etc.

Add a 'Pure Class' Activity   [Help-Movies]

Basic Details | Staffing   [Advanced]

Basic Details

Class: *   11 A ▼

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

Subject: *   Reg'n - Registration   [Choose]

Here we've assumed a 5-day cycle, with one Registration per day, hence: SSSSS.
For a 6-day cycle and *two* Registrations per day (with the same teacher) you would enter:
7A   SSSSSS   JMa   [subject = Registration]
7A   SSSSSS   JMa   [subject = Registration]
etc.

Step 3:
Then schedule these 'lessons' (you can usually just press <F2>to assign them automatically).
Then the Printouts show:
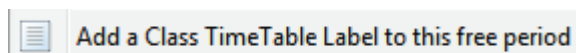
Class Timetable for Laura Norder High School

	MONDAY Registration 09:00-09:10	period 1 09:10-10:00	period 2 10:00-10:50	Break	period 3 11:10-12:00	period 4 1:00 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40	TUESDAY Registration 09:00-09:10	
11A	Mr E.BRASS Reg'n ↑	Miss J.HARRIS U9 Maths Mr J.MASON U7 Maths	Ms L.MURRAY French Mrs J.PALEY French	Break	Ms R.RENOLD U15 Hist Mr J.CLARKE U9 Hist	Mr A.JOHNSON Eng. Mrs J.ROSE Eng.		Mr D.WILSON U29 Music Miss M.PLANT U11 Tech	Mr E.BRASS Reg'n ↑	

Style 5

If you wanted to show the Teachers doing Break Duty then you can use the same method,
- Enter a subject called (for example): Duty
- Enter (using the Simple Block Wizard) activities like:

    7Z   S   GMo   [subject = Duty]
    7Z   S   VPe   [subject = Duty]

Abbreviation: Duty
Full name: Duty

etc, assuming in this case that each teacher does only one Duty per week, where 7Z is a vertical class (HelpMovie 17) including all the classes on whose timetables you want to Duty to be shown.

After scheduling the Printouts will show a teacher for Break Duty, like this:

Class Timetable for Laura Norder High School

	MONDAY Registration 09:00-09:10	period 1 09:10-10:00	period 2 10:00-10:50	Break 10:50-11:10	period 3 11:10-12:00	period 4 1:00 - 1:50	period 5 1:50 - 2:40	period 6 2:50 - 3:40	TUESDAY Registration 09:00-09:10	
11A	Mr E.BRASS Reg'n	Miss J.HARRIS U9 Maths Mr J.MASON U7 Maths	Ms L.MURRAY French Mrs J.PALEY French	Mr G.MOORE Duty ↑	Ms R.RENOLD U15 Hist Mr J.CLARKE U9 Hist	Mr A.JOHNSON Eng. Mrs J.ROSE Eng.		Mr D.WILSON U29 Music Miss M.PLANT U11 Tech	Mr E.BRASS Reg'n	

Appendix 1 : Exporting–Importing to an MIS

`[ Export ]`

Different MIS respond to Registration periods in different ways. Mostly they use Style 1 _**or**_ Style 4.

If you need to Edit the TGNs for Registration periods in Style 4, go to: Curriculum Diagram Screen ⟹ right-click an Activity ⟹ Assign Manual TGN.

If in doubt please contact the HelpDesk for your MIS. There are details below for some MIS.

1. SIMS : Overview: the two possible ways

What is the 'right' way to export Registration periods to SIMS.net ?

`[ Export ]`

It would be nice if there was a definitive answer to this, but in practice Capita have given you a choice of two possible ways to export registration to SIMS.net …and your choice can affect Attendance and Cover within SIMS. This makes it one of the most complicated parts of SIMS.net.

The two possible methods are:

Method	Represented in _TimeTabler_ by:
(1) As lessons (in teaching periods) (see the previous page)	A standard activity, with a class (eg: 7A) and a subject of 'Reg' (say), for example: 7A SSSSS JMa (7A for 5 singles with teacher JMa)
(2) As duties (in non-teaching periods) (sometimes called 'non-class codes' in SIMS)	A 'Special Location' (not covered in this PDF) or a 'Staff Label' in _TimeTabler_.

Either of these methods is allowed, depending on the effect you wish to have in SIMS.net.
Capita's own timetabling software (Nova-T) allows either.
In practice it seems that most Nova-T schools export registration as a 'duty' (method 2)
...however, Capita's standard advice to _TimeTabler_ users is to use Method 1.

There other aspects to consider ...because of the different effects on 'Attendance' and 'Cover' within SIMS.
Fuller details are given on **pages 18-21** of the PDF titled '**Export-Doc-2**' which is offered to you at Step 1 of the Export section in _TimeTabler_.
Or you can download it from the KnowledgeBase in the Support Centre.

Appendix 2 : Several MIS were asked the following 4 questions:

1.

For Registration, the Export file from *TimeTabler* can either include or omit a period(s) on the timetable. For your MIS is it better to:
A—Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session?
B--Not include a Period, but leave 'Registration' to be added later within your MIS?
C--Either way will work with your MIS.
D--Some other system (please give details).

2.

For Lunch and for Breaks there are similar questions: For your MIS, where a school wishes to shows Break/Lunch, is it better to:
A—Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day?
B--Not include a Period, but leave 'Break' or 'Lunch' to be added later within your MIS?
C--Either way will work with your MIS.
D--Some other system (please give details).

3.

About Re-importing an updated timetable file part-way through the year. Eg. after a major structural change due to maternity leave:
A--This is no problem to Users, they can do it easily.
B--This can be done with assistance from our HelpDesk.
C--This is not possible at present.

4.

About importing an additional/second timetable 'on top of' another.
For example, importing a Junior School with different times/periods from the Senior School:
A--This is no problem to Users, they can do it easily.
B--This can be done with assistance from our HelpDesk.
C--This is not possible at present.

The answers (in 2018) were:

	1. Registration	2. Lunch / Breaks	3. Re-importing	4. Additional
Arbor	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day	A. This is no problem to Users, they can do it easily.	A. This is no problem to Users, they can do it easily.
Bromcom	B. Assuming that you refer to statutory registration (i.e. AM/PM attendance) then it is preferable for our system to have the registration periods omitted. We manage these separately from the timetable.	A/B. Either way will work as the timetable mapping of periods will take care of the requirements here.	A. This should not be a problem for our users, so A. However ability does vary so sometimes it is a B.	B/C. This can be done with assistance from our helpdesk as they would need to work to ensure that the two timetables had common structures. We do not currently have the facility for entirely separate period structures, so this relies on the user being able to deliver a degree of overlap within the period structure, perhaps with some periods that are used/unused in the different timetables. Therefore the key point to note is that the defined structure in the MIS must accommodate the Junior and Senior in this example, and perhaps some periods are defined that are only used in one or other of the timetables and/or some of the defined periods in reality have different start times, even though the Junior and Senior use the same period number.
Double-First Engage	A/B/C Either way. it depends if the school have added the registration as a period in Engage or not.	A/B. Normally a school in Engage doesn't add lunch as a period, however some schools may choose to do this and for those we would need the lunch to be included. Most schools option B but some option A.	A. No problem, they import a NEW timetable with a new name and it can sit alongside the existing one and be activated immediately or automatically at a set point in the future.	A. It will be imported as an alternative timetable, to sit alongside the existing one and activated as per item 3. Engage can have different period structures for each year group and for each day.

	1. Registration	2. Lunch / Breaks	3. Re-importing	4. Additional
Integris (RM)	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session.	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day.	A. This is no problem to Users, they can do it easily.	C. This is not possible at present.
iSAMS	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session - By far the easiest solution. 1. You could include the periods in iSAMS (registration, lunch or breaks) but omit them from your timetable structure so in TT you only have the teaching periods. However in this case you MUST relabel the period ID numbers in your TT structure to match iSAMS. 2. If the registration is to be done by form / year or house it is not taken from the timetable so schools don't necessarily have to include them in either TT structure (most do but its not necessary for the system to work).	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day - By far the easiest solution. B is not advised, we do not recommended adding in periods to the timetable structure once the timetable has been imported. 1. You could include the periods in iSAMS (registration, lunch or breaks) but omit them from your timetable structure so in TT you only have the teaching periods. However in this case you MUST relabel the period ID numbers in your tt structure to match isams. 2. If the registration is to be done by form / year or house it is not taken from the timetable so schools don't necessarily have to include them in either TT structure (most do but its not necessary for the system to work).	A. A new timetable can easily be re-imported and switched to be made the 'live' one when ready	A/B. This is no problem to Users, they can do it easily. It is easy to import the timetable however they would need to contact the isams HelpDesk to merge the two timetables together.
Progresso	A. Include, in the timetable export file, a Period (with a Teacher) for Registration each day or session.	A. Include, in the timetable export file, a Period (with a Teacher) for Breaks and/or Lunch each day	A. This is no problem to Users, they can do it easily.	C. This is not possible at present.
SchoolBase	A/B/C Either way will work. This depends on whether the school have created a period for registration, they can choose to include or omit it.	A/B/C Either way, depending on whether the school want to include or omit breaks	C Not possible at present due to the effect this would have on other structures such as markbook and lesson registers that are linked to the timetable. Partial re-imports could possibly be performed but is it easier to make the necessary changes directly within SchoolBase®	It depends. A – Provided there are no overlaps, i.e. junior school timetable with same or separate period set could be imported before or after the senior school timetable on the same database. However if there is an overlap such as some of the junior lessons included in the senior timetable, usually because of shared resources, this could cause problems but they are easy to overcome so in this case the answer would be B.
WCBS PASS/3sys	A/B/C Either way will work with this MIS. [But see note 5 on page 11 of Export-Doc-3.]	A/B/C Either way will work [But see note 5 on page 11 of Export-Doc-3.]	A. This is no problem to Users, they can do it easily.	A. This is no problem to Users, they can do it easily. (We require a different name for each so that they can exist in parallel)

For SEEMiS see the separate document.

Exporting
More details about the export-import to MIS are given in the PDF titled
'**Export-Doc-3**' that is offered to you at Step 1 of the Export section in *TimeTabler*.
Or you can download it from the KnowledgeBase in the Support Centre.

Export

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 : **https://www.timetabler.com/gold-start**

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