

Scheduling Blocks/Columns for IB (International Baccalaureate)

This article discusses ways of entering your data for scheduling IB blocks/columns in such a way as to keep as much scheduling flexibility as possible.

The diagrams below show the Curricular Structure for a Year/Grade 12 which has both AS/A2 Blocks and IB blocks. Students either do AS/A2 or they do IB (there is no mixing).

The AS/A2 part needs 4 rows, using Class Scheduling Names of 12a, 12b, 12c, 12d, like this:

AS/A2	1	2	3	4	5
12a	Art	Chem	Fren	Hist	Span
12b	Biol	Econ	F. Maths	Law	Phys
12c	Bus. Stud	Eng	Germ	Maths	Psych
12d			Geog		

Full details of how to tackle this kind of curricular structure are given in Worked Examples 3/4/5 in Section I in your printed Manual.

IB	A	B	C	D	E	F
12p	Eng HL AM	Econ HL/SL CO	Ma HL FR	Fre HL/SL IU3+JV2	Ph HL NC	Art HL WL
12q	Eng SL BN	Hist HL/SL DP	Ma SL GS	Deu HL/SL KW	Ch HL OD	Mus HL XM
12r		Geog HL/SL EQ	MaSt SL HT	Spa SL LA	Bi HL PE	Art SL AP
12s				Chi SL MB	Ph SL QF + ToK1 RG	Mus SL BQ
12t					Ch SL SH + ToK1 TI	Th SL CR
12u					Bi SL UJ + ToK1 VK	

In the IB examples we'll assume that each HL group needs 5 single lessons [SSSSS], while each SL group needs only 3 single lessons [SSS]. Some HL/SL are taught together as discussed in the sections below.

In scheduling it's important to focus on the Teacher [not the subject label]. It is Teachers that cause conflicts/clashes, because they cannot be in two places at the same time [whereas subjects are just Labels to say what will be taught when the term begins]. In the diagram above the Teachers are shown in each cell using a 2-character code at the right-hand side [AM, BN, CO, etc].

Each of the 6 columns/blocks above shows a different timetabling problem, and each needs a different solution, as discussed in each section A – F below, using Simple Blocks or Container Blocks.

Your situation may not be identical to any of them, but we hope you will be able to use these examples to deduce the best solution for your school.

Appendix 1 explains a completely different (and simpler) way which is suitable for *smaller* schools, without using Container Blocks, which gives Individual Student Timetable printouts.

Appendix 2 explains how to use the **Options** program to check that your students have each made correct choices, from each curriculum area, with the right balance of HL/SL.

Block A

This is the simplest block. Teacher AM teaches the HL group for 5 Single lessons, while BN teaches the SL group for 3 lessons in the same block. So for 3 lessons they are both teaching at the same time ...and for 2 periods AM is teaching alone.

Since there are no other permutations we can enter this as Simple Blocks, using the 'Simple Block' wizard [see Section D in your printed Manual, and the relevant HelpMovie].

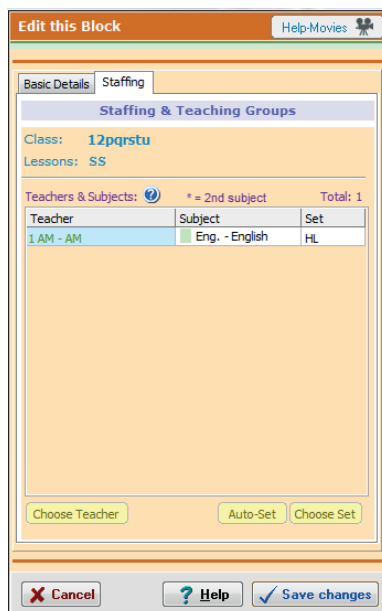
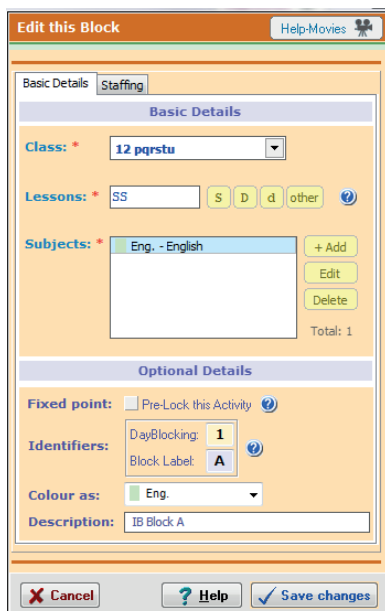
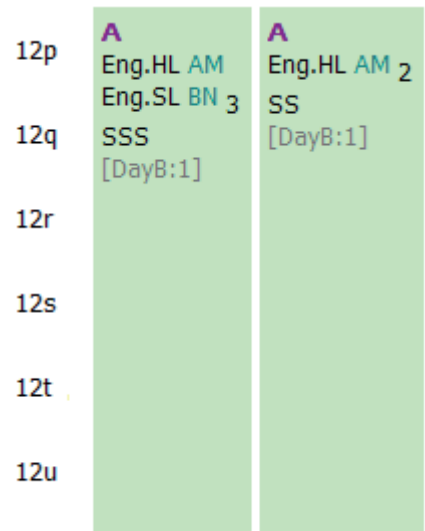
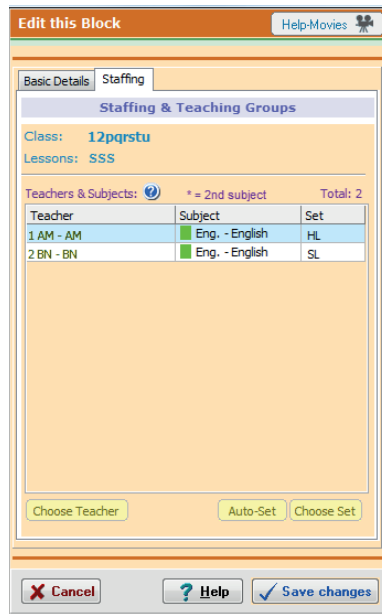
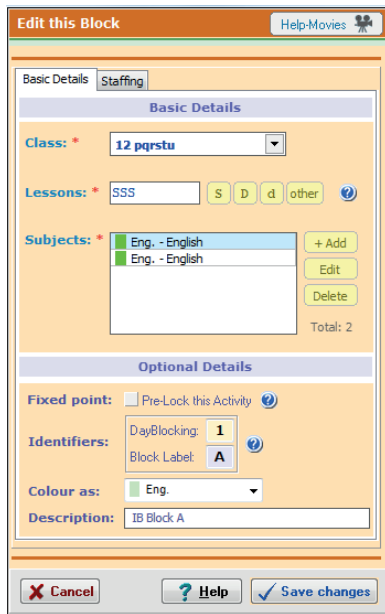
The data you enter is:

12pqrstu SSS AM BN 1 [English HL; English SL]
12pqrstu SS AM 1 [English HL]

The '1' is a 'Global DayBlocking Code [see Sections D and H23], which tells **TimeTabler** that these 5 lessons should go on 5 different days.

Using a Class Scheduling Name of 12pqrstu just ensures that no other Group for 12p, q, r, s, t, u can occur at the same time as these English lessons (see the diagram on page 1).

The screenshots show the wizards for the two activities ...and the resulting Curriculum Diagram:

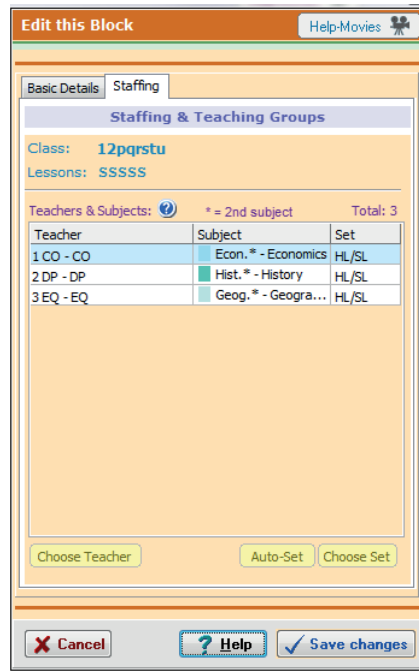
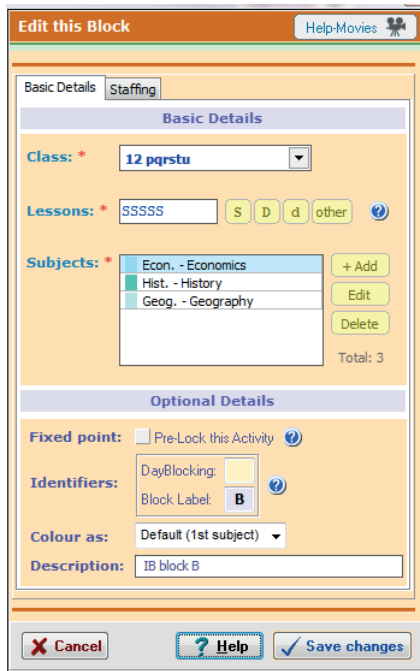


Block B

This is also straightforward.

From a scheduling point of view you just need all three teachers [CO, DP, EQ] to be teaching for all 5 lessons, by entering in the Simple Block wizard:

12pqrstu SSSSS CO DP EQ [Econ HL/SL] [Hist HL/SL] [Geog HL/SL]



12p	B	Econ.HL CO
12q		Hist.HL DP
12r		Geog.HL EQ
12s		SSSSS
12t		
12u		

Then, later, after you have finished the schedule, you can label any 3 of the Economics lessons as HL/SL and the other 2 lessons as HL. (Labelling is discussed below.)

Similarly for the History, and for the Geography.

Labelling

It would be possible to enter each Subject with 3 names on the Subjects Screen.

For example Ma-H, Ma-S, Ma-H/S.

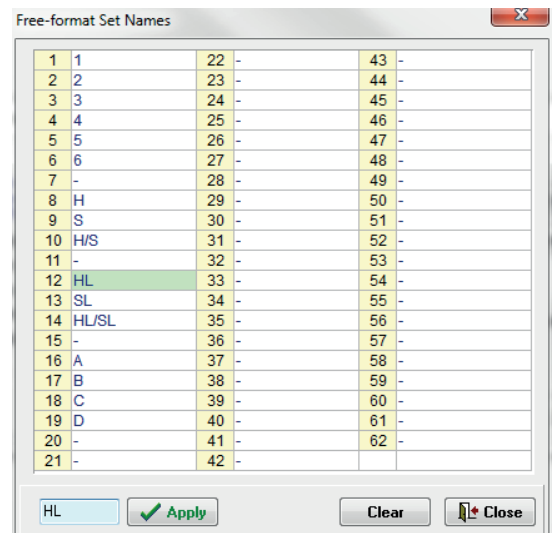
But there is an absolute limit of 200 Subject Names so this method is only possible in smaller schools.

A better method is to use **Set Labels**.

On the Staffing Tab [see the middle diagram above] you can Choose a Set Label for each Group. Choose Set

You can **Customize** the Set Labels to whatever you want, at :
 Customize Menu ► 'Set' Labels ► Free-form labels ► Edit free-form labels:

The screenshot shows some of the possibilities:
 (up to 5 characters)



Block C

This is more complex. You could use the same method as in Block A ...but if you did, you would be pre-judging whether the 3 periods for Maths SL were identical with the 3 periods for Maths Studies or not.

To give **TimeTabler** the flexibility of allowing it to use any 3 lessons [out of the 5 for this block] for the Ma SL and any 3 lessons [not necessarily the same 3] for the MaSt SL, you need to use a Container Block.

A Container Block [CB] allows any of the permutations, without deciding them in advance. The more SL subjects in a Block, the more permutations there can be, and so the more important to use a CB.

But Container Blocks are the most complex part of **TimeTabler** ...and should not be used unless they are necessary.

Please see Section H25, and HelpMovies 47A and 47B. See also Worked Example 9 in Section I.

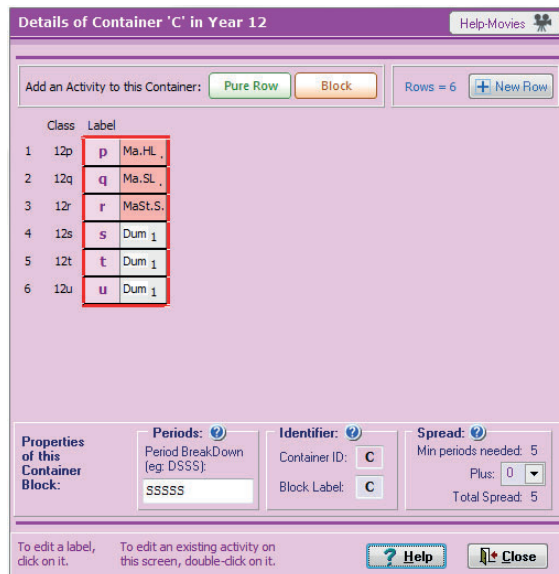
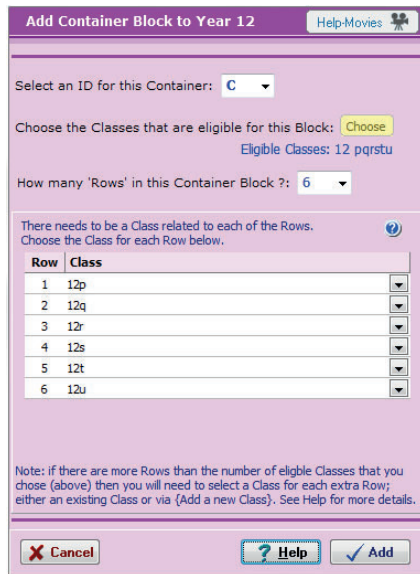
You need to use the **Container Block wizard** [see section D6], with a Container ID of 'C', with eligible classes 12pqrstu, and using 6 rows [to cover p, q, r, s, t, u], to enter activities like:

12p	SSSSS	FR	[Maths HL]
12q	SSS	GS	[Maths SL]
12r	SSS	HT	[Ma St SL]
12s	S	ss	[Dummy]
12t	S	tt	[Dummy]
12u	S	uu	[Dummy]

The dummy rows are needed only if you have some 'pure class' activities for those classes. If everything is blocked you don't need them.

where ss, tt, uu are Special Resources or 'dummy teachers', used to reserve those 3 rows. You enter these dummy teachers on the Special Resources Screen [section C18 in your Manual, HelpMovie 21].

In this Container Block, the Ma HL lessons will take up all 5 of the periods that you will R-Reserve for the block [see below], ...while the 3 Ma SL lessons can each float around within those 5 periods, and they can move around in FIT 'musical-chairs' moves later, when you are scheduling Year 11 etc, but they must always fit within this Container Block. And the 3 lessons of MaSt can do the same, but independently. So the 3 lessons of Ma SL will not necessarily be at the same time as the 3 lessons of MaSt.



	Cont C [5]
12p	p Ma.HL FR 5 SSSSS
12q	q Ma.SL GS 3 SSS
12r	r MaSt.SL HT 3 SSS
12s	s Dum ss 1 S
12t	t Dum tt 1 S
12u	u Dum uu 1 S

When you first start scheduling this Year 12, the first thing to do is to **R-Reserve** each of the Container Blocks. In the case of this Block C you will R-Reserve in an SSSSS pattern, as shown in HelpMovie 47B.

[When doing the R-Reserving you will also need to ensure that you leave 5 clear time-slots available for Block A, and 5 clear slots for Block B, etc.] For example:

Container Blocks in this Schedule		All years	Show Details	Show problem (!) scores	Highlight best in each period																	
Year 12	Container Block C	Source/Eligible-classes: 12 pqrstu		Spread: 5+0=5	Period Breakdown: SSSSS																	
Reserved:		R		R		R		R		R		R		R		R		R		5	5	
Score /6:		6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6

Block D

This is similar to Block C, but with the added complication that the French group is taught 3 periods by teacher IU [perhaps for the 3 SL periods, but not necessarily] and taught 2 periods by JV.

To allow for all the permutations, we use a Container Block [see the previous page].

Use the **Container Block wizard** [see section D6], with a Container ID of 'D', with eligible classes 12pqrstu, and using 6 rows [to cover p, q, r, s, t, u], to enter activities like:

12p	SSS	IU	[French HL/SL]	
12p	SS	JV	[French HL/SL]	
12q	SSSSS	KW	[German HL/SL]	
12r	SSS	LA	[Spanish SL]	
12s	SSS	MB	[Chinese SL]	
12t	S	tt	[Dummy]	See the note about the dummies on the previous page.
12u	S	uu	[Dummy]	

where tt, uu are Special Resources or 'dummy teachers', used to reserve those 2 rows, as explained on the previous page. You may have already entered these Special Resources for another block.

In this Container Block, the lessons by KW will take up all 5 of the periods that you will R-Reserve for the block [see below], ...while all the others can each float around within those 5 periods, ...both when you place them initially and also in FIT 'musical-chairs' moves later, when you are scheduling Year 11 etc. But they will always fit within the 5 time-slots that you R-Reserve for this Container Block.

Cont D [5]

12p	p	Fren. IU 3 SSS	Fren. JV 2 SS
12q	q	Deu.HL KW 5 SSSSS	
12r	r	Span.SL LA 3 SSS	
12s	s	Chin.SL MB 3 SSS	
12t	t	Dum tt 1 S	
12u	u	Dum uu 1 S	

As with Block C, before you start assigning lessons on the schedule for this Year 12, you need to **R-Reserve** 5 time-slots on the Container Block Screen, as explained in HelpMovie 47B. For example:

Container Blocks in this Schedule		All years	Show Details	Show problem (!) scores	Highlight best in each period
Year	Container Block	Source/Eligible-classes	Spread: 5+0= 5	Period Breakdown:	
Year 12	Container Block C	Source/Eligible-classes: 12 pqrstu	Spread: 5+0= 5	Period Breakdown: SSSSS	
Reserved:	D	R			
Score /6:	6	6	6	6	6
Year 12	Container Block D	Source/Eligible-classes: 12 pqrstu	Spread: 5+0= 5	Period Breakdown: SSSSS	
Reserved:	R	C			
Score /7:	7	7	7	7	7

Block E

This block is complicated by the presence of three ToK [Theory of Knowledge] groups, as shown. To allow the 3 SL groups, and their respective ToK groups to slide independently within the 5 time-slots of block E, we will use a Container Block.

Because the groups on rows p, q, r are all HL-only groups in this example, they can be entered either (i) as 3 separate groups using the 'pure row' button within the Container Block wizard, or (ii) they can be entered using the 'block' button within this wizard. We'll use Method (i) here.

Use the **Container Block wizard** [section D6], with a Container ID of 'E', with eligible classes 12pqrstu, and using 6 rows [to cover p, q, r, s, t, u], to enter activities like:

12p	SSSSS	NC	[Physics HL]
12q	SSSSS	OD	[Chemistry HL]
12r	SSSSS	PE	[Biology HL]
12s	SSS	QF	[Physics SL]
12s	S	RG	[ToK]
12t	SSS	SH	[Chemistry SL]
12t	S	TI	[ToK]
12u	SSS	UJ	[Biology SL]
12u	S	VK	[ToK]

In this Container Block, the lessons by NC, OD, PE will each take up all 5 of the periods that you will R-Reserve for the block [see below], ...while each of the others can float around within those 5 periods, ...both when you place them initially and also in FIT 'musical-chairs' moves later, when you are scheduling Year 10 etc. But they all will always fit within the 5 time-slots that you R-Reserve for this Container Block.

		Cont E [5]	
12p	p	Phys.HL NC 5	SSSSS
12q	q	Chem.HL OD 5	SSSSS
12r	r	Biol.HL PE 5	SSSSS
12s	s	Phys.SL QF 3	ToK RG 1 SSS S
12t	t	Chem.SL SH 3	ToK TI 1 SSS S
12u	u	Biol.SL UJ 3	ToK VK 1 SSS S

As with Blocks C & D, before you start assigning lessons on the schedule for this Year 12 you need to **R-Reserve** 5 time-slots on the Container Block Screen, as explained in HelpMovie 47B. For example:

Block F

This block is similar to Block E, but now the ToK is taught by just 2 teachers [DS and ET] teaching in parallel [ie. at the same time] accessible by the students taking Art SL, Music SL and Theatre SL.

To allow the three SL groups to each use any 3 of the 4 periods not occupied by the ToK, we can use a Container Block. Whenever you consider using a Container Block you should always look at the number of possible permutations that it would allow. In this case there are not many permutations of the SL groups, so it's doubtful if a Container Block [with its complexity] is worthwhile here!

However we will spell out the method here, in case you need to use it in more complex cases.

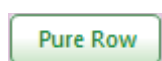
Use the **Container Block wizard** [section D6], with a Container ID of 'F', with eligible classes 12pqrstu, and using 6 rows [to cover p, q, r, s, t, u], to enter activities like:

12p	SSSSS	WL	[Art HL]
12q	SSSSS	XM	[Music HL]
12r	SSS	AP	[Art SL]
12s	SSS	BQ	[Music SL]
12t	SSS	CR	[Theatre SL]
12rst	S	DS ET	[ToK]
12u	S	uu	[Dummy]

The ToK item for 12rst is entered using the 'block' button:



All the other rows are entered as usual, using the 'pure row' button:



For an explanation of uu see the pages about Block C.

In this Container Block, the lessons by WL, XM will each take up all 5 of the periods that you will R-Reserve for the block [see below], ...while each of the others can float around within those 5 periods, ...both when you place them initially and also in FIT 'musical-chairs' moves later, when you are scheduling Year 9 etc. But they all will always fit within the 5 time-slots that you R-Reserve for this Container Block.

Cont F [5]	
12p	p Art.HL WL 5 SSSSS
12q	q Mus.HL XM 5 SSSSS
12r	r Art.SL AP 3 SSS
12s	s Mus.SL BQ 3 SSS
12t	t Th.SL CR 3 SSS
12u	u Dum uu 1 S

For this Block F, before you start assigning lessons on the schedule for this Year 12, you need to **R-Reserve** 5 time-slots on the Container Block Screen, as explained in HelpMovie 47B. For example:

The full Curriculum Diagram Screen, for all 6 blocks, is shown below:

Curriculum for: Year 12

Add an Activity: Pure Class

Simple Block

Container Block

Meetings, etc

Open List-View

Main [10]

12p [30]

12q [28]

12r [25]

12s [22]

12t [20]

12u [17]

	A	B			
	Eng.HL AM Eng.SL BN 3 SSS [DayB:1]	Econ.HL CO Hist.HL DP Geog.HL EQ 5 SSSSS	Eng.HL AM 2 SS [DayB:1]	Fren. JV 2 SS	Art.HL WL 5 SSSSS
			Ma.HL FR 5 SSSSS	Deu.HL KW 5 SSSSS	Mus.HL XM 5 SSSSS
			MaSt.SL HT 3 SSS	Span.SL LA 3 SSS	Art.SL AP 3 SSS
			Dum ss 1 S	Chin.SL MB 3 SSS	Mus.SL BQ 3 SSS
			Dum tt 1 S	Dum tt 1 S	Th.SL CR 3 SSS
			Dum uu 1 S	Dum uu 1 S	Dum uu 1 S
					ToK DS ToK ET 1 S

	Cont C [5]	Cont D [5]	Cont E [5]	Cont F [5]
	Fren. IU 3 SSS	Phys.HL NC 5 SSSSS	Art.HL WL 5 SSSSS	Art.HL WL 5 SSSSS
	Deu.HL KW 5 SSSSS	Chem.HL OD 5 SSSSS	Chem.HL OD 5 SSSSS	Mus.HL XM 5 SSSSS
	Span.SL LA 3 SSS	Biol.HL PE 5 SSSSS	Biol.HL PE 5 SSSSS	Art.SL AP 3 SSS
	Chin.SL MB 3 SSS	Phys.SL QF 3 SSS	Phys.SL QF 3 SSS	Mus.SL BQ 3 SSS
	Dum tt 1 S	Chem.SL SH 3 SSS	Chem.SL SH 3 SSS	Th.SL CR 3 SSS
	Dum uu 1 S	Biol.SL UJ 3 SSS	Biol.SL UJ 3 SSS	Dum uu 1 S
				ToK RG 1 S
				ToK TI 1 S
				ToK VK 1 S

Dummy activities : see the notes on pages 4 & 5

When R-Reserving the time-slots for Container Blocks C, D, E, F (see below), make sure you leave slots for Blocks A and B:

All years

Show Details

Show problem (!) scores
 Highlight best in each period

Container Blocks in this Schedule

	Mond	2	3	4	5	6	Wed	2	3	4	5	6	Thurs	2	3	4	5	6	Friday	2	3	4	5	6	Spr	Res	
Year 12	Container Block C Source/Eligible-classes: 12 pqrstu Spread: 5+0=5 Period Breakdown: SSSSS																										
Reserved:	E	D	R	F	F	E	R	F	D	D	F	R	E	D	E	D	R	E	D	R	E	D	F	D	F	5	5
Score /6:	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
Year 12	Container Block D Source/Eligible-classes: 12 pqrstu Spread: 5+0=5 Period Breakdown: SSSSS																										
Reserved:	E	R	C	F	F	C	F	R	R	F	C	E	F	C	E	F	C	E	R	C	E	R	F	F	5	5	
Score /7:	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
Year 12	Container Block E Source/Eligible-classes: 12 pqrstu Spread: 5+0=5 Period Breakdown: SSSSS																										
Reserved:	R	D	C	F	F	R	C	F	D	D	F	C	R	D	C	R	D	C	R	D	C	R	D	F	F	5	5
Score /9:	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
Year 12	Container Block F Source/Eligible-classes: 12 pqrstu Spread: 5+0=5 Period Breakdown: SSSSS																										
Reserved:	E	D	C	R	R	C	R	D	D	R	C	E	E	D	C	E	D	C	E	D	C	E	D	R	R	5	5
Score /7:	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7

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Scheduling IB

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Appendix 1 : An alternative method for smaller schools

This appendix explains an alternative method, which does **not** use Container Blocks. In many ways it is an easier method to use, but it would be difficult to use in a large school.

The principle of the method is outlined in Worked Example 1 in Section I of your printed Manual, and explained in detail in the 'Dickens' Case Study example, which can be downloaded from the KnowledgeBase in the Support Centre, at:



Please read that 'Dickens' PDF first, as it explains the principles of this method.

Here we look at how that same method can be used to schedule IB blocks.

In the screenshots on the next eight pages, the data is for the IB curriculum shown on page 1 of this document. It uses the same Subjects and the same Staff as shown in page 1.

In the 'Dickens' method, we do not need classes 12p, 12q, 12r, ...12u for the rows of a Container Block. Instead, we need to have a Class Scheduling Name for each of the teaching Groups in this Year 12.

In choosing the Class Scheduling Names for the Groups we have used the principle of: **E** for HL English, **M** for HL Maths, **F** or HL French, etc, for any subject deemed Higher Level (5 periods), **e** for SL English, **m** for SL Maths, **p** for SL Physics, etc for subjects taught at Standard Level (SL) (3 pds), and using different letters (**N, x, i, U, u**, below) if another subject begins with the same letter, and each beginning with '12' as they are all in Grade 12 in this example. They must each be unique.

The diagram from page 1 is copied below, but with the Class Scheduling Names of the Groups added:

IB	A	B	C	D	E	F
12E	Eng HL AM	12N Econ HL/SL CO	12M Ma HL FR	12F Fre HL/SL IU ₃ +JV ₂	12P Phy HL NC	12A Art HL WL
12e	Eng SL BN	12H Hist HL/SL DP	12m Ma SL GS	12D Deu HL/SL KW	12C Che HL OD	12M Mus HL XM
		12G Geog HL/SL EQ	12x MaSt SL HT	12s Spa SL LA	12B Bio HL PE	12a Art SL AP
				12i Chi SL MB	12p Phy SL + ToK ₁ QF RG	12u Mus SL BQ
					12c Che SL + ToK ₁ SH TI	12t Th SL CR
					12b Bio SL + ToK ₁ UJ VK	

The following pages explain how to enter this data.

Note: It's important to be clear that in this Dickens method, the Groups will (probably) **not** remain in the vertical blocks shown above. **TimeTabler** may place the groups in any position so long as there are no clashes of Teachers or Students. ie. so that the students can still study the subjects they have chosen. For example, if it were the case that no-one was doing both English SL and Spanish SL (and the teachers were different, as shown above) then these 2 groups could be scheduled at the same time for one or more periods.

This means that there may be a lot more flexibility in your data, making it easier to get a solution.

But it is **essential** to enter all the data, and especially the students, **accurately**.

Students : In this case study example the school has **Students** with the following names:

Martin Chuzzlewit	mch	Oliver Twist	otw
Nicholas Nickleby	nni	Wilkins Micawber	wmi
Samuel Pickwick	spi	David Copperfield	dco
Ebenezer Scrooge	esc	Bill Sykes	bsy
Jacob Marley	jma	Joe Gargery	jga
Sam Weller	swe	John Jarndyce	jja
Estella Havisham	eha	Lucie Manette	lma
Bob Cratchit	bcr	Barnaby Rudge	bru

For entry into **TimeTabler** they have each been given a unique 3-letter code, as shown. It helps to use lower-case only (as here) for the Students' codes, so that it is clear they are pupils. It is absolutely **essential** that they are unique. **TimeTabler** will tell you if you try to enter the same code twice.

This isn't necessarily the first set of data to enter, but it has been mentioned first here so that you can consider the most important problem in using this 'Dickens' method : Can you see your way to giving each student a unique 3-letter code?

When you enter this student data into **TimeTabler**, you do it at:   

Enter each student as shown on the **Special Resources Screen** :

See also Section C18 in your Manual, and HelpMovie 21.


TimeTabler will tell you if you make the mistake of trying to enter the same code twice.



Abbrev.	Full Name
mch	M Chuzzlewit
nni	N Nickleby
spi	S Pickwick
esc	E Scrooge
otw	O Twist
wmi	W Micawber

At the Printouts stage (see page 8) you can choose to print out Individual Student Timetables for each of these people.

School Structure Screen :

On the School Structure Screen  Years, make sure the relevant Grades are ticked:

See also Section C5 in your Manual, and HelpMovie 11.

<input checked="" type="checkbox"/>	9	Grade-9
<input checked="" type="checkbox"/>	10	Grade-10
<input checked="" type="checkbox"/>	11	Grade-11
<input checked="" type="checkbox"/>	12	Grade-12

In this example we have assumed the IB is being taught to Grade 12.

For detailed step by step help, see the **QuickStart Guide**.

Subjects :

The Subjects to be taught in this school include Art (A), Biology (B), etc.

They are entered as usual on the **Subjects Screen**:
(see Section C6 and HelpMovie 12).

Abbrev.	Full name
Art	Art
Biol	Biology
Chem	Chemistry
Chi	Chinese
Econ	Economics
Eng.	English


Labels for Levels :

To label the subjects (page 13) as HL, SL, HL/SL, customize Set Labels at
Customize Menu ► 'Set' Labels ► Free-form labels ► Edit free-form labels:
See page 3 and page 13 for more details.

Free-format Set Names	
1	H
2	S
3	H/S
4	-
5	HL
6	SL
7	HL/SL

Rooms :

These are entered similarly (see Sections C7, C8 and HelpMovie 13).

You might also use the  Preferred Rooms for each subject Screen (see C8).

Name	Site	Ty
Rm 1		
Rm 2		
Rm 3		

Teachers :

The Teachers in this example are the ones shown on the diagram on page 1 (and p 9).

They are entered on the **Teachers Screen** :

It helps to enter their preferred rooms as well:

See also Section C9 in your Manual, and HelpMovie 14.

Initials	Full Name	Dept / Faculty	Main Subject	1st Room	2nd Room
AM	Ms A Morton	-	Eng.	Rm 7	
BN	Mr B Newton	-	Eng.	Rm 1	Rm 3
CO	Mrs C Oxford	-	Econ	Rm 10	
DP	Mr D Pickford	-	Hist	Rm 9	Rm 8
EQ	Mrs E Quinton	-	Geog	Rm 8	Rm 7
FR	Mr F Roberts	-	Maths	Rm 5	
GS	Ms G Smith	-	Maths	Rm 2	

If any of them are Part-time teachers, then go to the Staff Availability Screen,

via:    Staff Availability

See Sections H3, C15 and HelpMovie 19.

Staff Availability		Monday	3	4	5	6	Tuesday	3	
Availability Palette: Select the type of part-timer you want to denote b									
<input type="checkbox"/> Available <input checked="" type="checkbox"/> Fixed part-timer Floating: <input type="checkbox"/> AM/morning only									
AM - Ms A Morton					X	X			
BN - Mr B Newton									
CO - Mrs C Oxford									
DP - Mr D Pickford									

Choosing the Class Scheduling Names

TimeTabler expects each Activity (lesson) to have a 'Class Scheduling Name'.

In this method of Worked Example 1 (in Section I of the Manual) the Class Name is used in a slightly different way from other examples in the Manual and in the Tutorial. In this method they are just a convenient label to remind you what **Subject** is being taught.

So class **12M** is a **Maths** group in Year/Grade 12, **12E** is an **English** group in Grade 12, **12A** is **Art**, etc.

In fact the Year/Grade Number ('12' in these examples) does not have to bear any relationship to the age of the pupils. And you can use any of the numbers 1–14 that you have ticked on the School Structure Screen (page 10). And **any** group can contain students of **any** age from anywhere in the school.

Note 1 : There needs to be a unique label for each group.

There is a limit of 150 Class Scheduling Names at present.

Note 2 : If you have two Grade 12 Art groups, and if they could be taught by 2 different Art teachers with different students in the groups (and so they could be scheduled at the same time), do **not** use 12A for both [use 12A and 12a, or 12A and 12X, etc]. Reason : a class called '12A' cannot have 2 lessons at the same time, even if it has no resources in common, see the next page.

Note 3 : If you have PE and PSHE in Grade 12 do **not** use 12P for both of them [use 12P, 12p, or use 12P, 12S, etc].

Note 3 : The Class Scheduling Name should always have just a **single** letter after the Grade Number. Examples are: 12A, 12M, 12E, etc.

These Class Scheduling Names are entered on the **Classes Screen**:

See Section C10 in your Manual, and HelpMovie 15.

Note: that the 2nd column ('Printing Name') does not need to be filled in, but it may make it easier for you later if it is.

The way in which you use these Class Scheduling Names is explained on the next page.

Remember, in this method, **any** group can contain students of **any** age from anywhere in the school, if you wish.

Classes	
Scheduling Name	Printing Name
12 E	English HL
12 e	English SL
12 N	Econ HL/SL
12 H	History H/S
12 G	Geog HL/SL
12 M	Maths HL
12 m	Maths SL
12 x	Math Stud SL
12 F	French HL/SL
12 D	German HL/SL
12 s	Spanish SL
12 i	Chinese SL
12 P	Physics HL
12 C	Chemistry HL
12 B	Biology HL
12 p	Physics SL
12 c	Chemistry SL
12 b	Biology SL
12 A	Art HL
12 U	Music HL
12 a	Art SL
12 u	Music SL
12 t	Theology SL
12 aut (composite)	T of K

The Class Scheduling Names shown here refer to the Names shown on the diagram on **page 9**.

See column A on page 9.

See column B on page 9.

Column C

Column D

Column E

Column F

(The block for ToK)

Use the QuickStart Guide to ensure you cover everything, step by step.

Entering the Activities into *TimeTabler* in Batches [Section D in your Manual]

If the **English HL** group (in the diagram on page 9) is taught by Ms A Morton (AM) for 5 Single periods (SSSSS) to students mch, nni, spi, otw, dco and esc then you enter this activity into *TimeTabler* as:

12E SSSSS AM mch nni spi otw dco esc

And the Grade 12 **English SL** group with 3 periods with teacher Mr B Newton (BN) might be:

12e SSS BN bsi jma swe eha bcr jga jja lma bru

Because these 2 activities don't have any resources in common, *TimeTabler* can schedule them to be at the same time. But they don't have to be at the same time; there may be other solutions (ie. times when they don't clash with other groups). This gives a lot of timetabling flexibility.

Similarly, for Economics (which is shown as HL/SL on page 9) it would be entered as:

12N SS CO mch spi so students mch spi get 5 periods (for HL) with teacher CO,
12N SSS CO mch nni spi otw dco esc but the other students get only 3 periods with CO (for SL)

The common resources means that they have to occur at different times.

Your activities can be entered into a Batch for Grade 12 in either of 2 ways. Either way is fine.

- Using the **Simple Block Wizard**



See page 5 of the 'Dickens' Case Study (referred to on page 9), or see Section D6 in your Manual.

or

- Using the **List-View Screen** [see Sections D7, D8]



The full list of entries for the curriculum shown on page 9 is:

We've marked them in groups with a vertical red line, to help you.

By comparing this list of activities with the diagram on page 9, you should be able to see how to enter the activities for your school.

Lesson Details Use this button to add a Set Label (HL or SL) to each.

The numbers in the 'DayBlock' column are to ensure that those activities are 'DayBlocked' so that the students don't have 2 lessons of that subject on the same day. The other activities will be automatically DayBlocked (see section D3 in your Manual).

See also page 5 in the PDF about the Dickens School for more explanation of the power of this method.

Grade-12						Help-Movies
No.	Class	Lessons	Teacher Team	DayB	Label	
1	12E	SSSSS	AM mch nni spi otw dco esc			
2	12e	SSS	BN bsi jma swe eha bcr jga jja lma bru			
3	12N	SS	CO mch spi	1		
4	12N	SSS	CO mch nni spi otw dco esc	1		
5	12H	SS	DP bsi jma	2		
6	12H	SSS	DP bsi jma swe eha	2		
7	12G	SS	EQ bcr jga	3		
8	12G	SSS	EQ bcr jga jja lma bru	3		
9	12M	SSSSS	FR mch nni spi otw dco			
10	12m	SSS	GS esc bsi jma swe eha			
11	12x	SSS	HT bcr jga jja lma bru			
12	12F	SS	JV mch nni	4		
13	12F	SSS	IU mch nni spi otw	4		
14	12D	SS	KW dco esc	5		
15	12D	SSS	KW dco esc bsi jma	5		
16	12s	SSS	LA swe eha bcr			
17	12i	SSS	MB jga jja lma bru			
18	12P	SSSSS	NC bru lma			
19	12C	SSSSS	OD jja jga			
20	12B	SSSSS	PE bcr eha swe			
21	12p	SSS	QF jma bsi esc			
22	12p	S	RG jma bsi esc			
23	12c	SSS	SH dco otw			
24	12c	S	TI dco otw			
25	12b	SSS	UJ spi nni mch			
26	12b	S	VK spi nni mch			
27	12A	SSSSS	WL bsi jma swe			
28	12U	SSSSS	XM otw dco esc			
29	12a	SSS	AP mch nni spi			
30	12u	SSS	BQ eha bcr jga			
31	12t	SSS	CR jja lma bru			
32	12aut	S	DS ET bsi jma swe eha bcr jga jja lma bru			

Looking at the Curriculum Diagram

Because of the way that Class Scheduling Names are used in this method, the Curriculum Diagram looks a different shape from the usual ones in the Manual.

If the entries for the Grade 12 activities were these:

Grade-12			
No.	Class	Lessons	Teacher Team
1	12E	SSSSS	AM mch nni spi otw dco esc
2	12e	SSS	BN bsi jma swe eha bcr jga jja lma bru
3	12N	SS	CO mch spi
4	12N	SSS	CO mch nni spi otw dco esc
5	12H	SS	DP bsi jma

then the Curriculum Diagram for this Grade 12 data can look like this:

Curriculum Diagram
Batch: Grade-12
Curriculum for: Year 12
Add an Activity:
To Edit, select an Activity and either double-click on it,

- 12E [5] Eng.HL AM 5
SSSSS
- 12e [3] Eng.SL BN 3
SSS
- 12N [5] EconHL CO 2
SS 1
- EconSL CO 3
SSS 1
- 12H [5] HistHL DP 2
SS 2
- HistSL DP 3
SSS 2
- 12G [5] GeogHL EQ 2
SS 3
- GeogSL EQ 3
SSS 3

where the total number of periods shown by [5] etc allows you to check your entries.

Alternatively, the display can be extended by choosing,

at: →

- Use Class Printing Names
- Special Resources

so that it shows you the students in each group:
(so you can check them carefully)

Note: *TimeTabler* will only schedule what is possible, while ensuring that no Teacher or Student is ever double-booked. And if you are using 'Auto' for 'What if...?' experiments it runs very quickly.

But it is absolutely **essential** that the data is accurate, and so you need to check very carefully that you have entered your data accurately. The oldest proverb in computing is "GIGO - Garbage in, Garbage out".

Curriculum Diagram
Batch: Grade-12
Curriculum for: Year 12
Add an Activity:
To Edit, select an Activity and either double-click on it,

- English HL [5] Eng.HL AM
Eng. mch
Eng. nni
Eng. spi
Eng. otw
Eng. dco
Eng. esc 5
SSSSS
- English SL [3] Eng.SL BN
Eng. bsi
Eng. jma
Eng. swe
Eng. eha
Eng. bcr
Eng. jga
Eng. jja
Eng. lma
Eng. bru 3
SSS
- Econ HL/SL [5] EconHL CO
Econ mch
Econ spi 2
SS
- EconSL CO
Econ mch
Econ nni
Econ spi
Econ otw

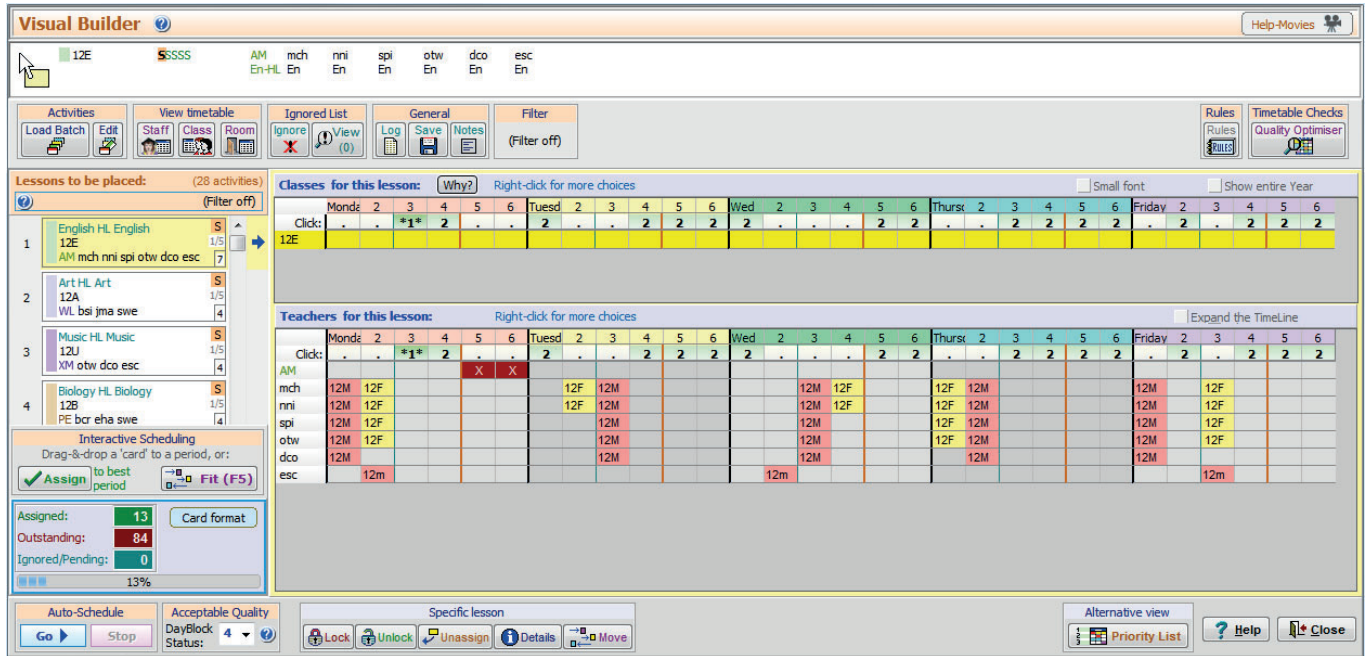
Scheduling the activities

3 Schedule

Entering your activities into Batches (page 13) is what takes the time. Once you have done that you can quickly schedule them to specific times of the week (cycle).

You can schedule the activities as described in the Tutorial and in Sections E, F, G in the printed Manual, and in HelpMovies 36 onwards.

Most people work on the Visual Builder Screen:



In this example, the Grade 12 Maths & French lessons have been placed interactively, in the mornings ...and English is about to be placed.

We recommend using **Interactive** scheduling at first, especially for:

- 'Fixed Point' activities that need to be at specific times of the week (eg. Games), and
- any key activities that you feel should be in the mornings (eg. Maths & French; use the Filter).

Later you can use **Semi-automatic** scheduling or even **Fully-automatic** scheduling to complete the rest of the timetable ...you'll find that the scheduling is usually completed within seconds.

All 3 methods are described in Section G1 and in HelpMovie 6.

Look at the Class Timetable Screen (section F14) and the Staff Timetable Screen (F12) to see the results. For example, after scheduling Grade 12:

	Monday						Tuesday						Wednesday						Thursday						Friday						Tot Pds
	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	1	2	3	4	5	6	
AM - Ms A Morton			Englit HL		X	X	Englit HL						Englit HL						Englit HL						Englit HL						5
BN - Mr B Newton										Englit SL												Englit SL							Englit SL		3
mch - M Chuzzlewit	12M	12F	12E	12a	12b	12N	12E	12F	12M		12N	12b	12E	12a	12M	12F	12N		12F	12M	12E	12a	12N	12b	12M	12E	12F		12N	12b	27
nni - N Nicdeby	12M	12F	12E	12a	12b		12E	12F	12M		12N	12b	12E	12a	12M	12F			12F	12M	12E	12a	12N	12b	12M	12E	12F		12N	12b	25

To change the rhythm of a subject use the  Move button.

If you hit a problem see Section F6 and the 'kickouts' article in the Support Centre.




To get Printouts to publish to your staff and pupils, see the next page.


Printouts [Section J in your Manual] 4 Print


The 'master' Staff and 'individual' Staff Timetable Printouts [Sections J13, J17] give you the timetables of both


- the real Teachers **and**
- the 'dummy teachers/Special Resources' (ie. the students).

'Master' Timetables



Staff



Classes



Rooms



Subject

Individual Timetables


Staff


Classes


Rooms


Subject

The 'Class' printouts may be more useful to you if you use the 'all-inclusive' option, see Section J15 for the alternatives. For example:

Class Timetable for Laura Norder High School All-inclusive 23/03/2019				
Monday				
	period 1 9.00-9.50	period 2 9.50-10.40	period 3 11.00-11.50	period 4 11.50-12.40
Grade-12	Mr F Roberts Maths HL Rm 5 M Chuzzlewit Maths HL Rm 5 N Nickleby Maths HL Rm 5 S Pickwick Maths HL	Mrs E Quinton Geog HL Rm 8 B Cratchit Geog HL Rm 8 J Gargery Geog HL Rm 8 Ms G Smith Maths SL	Ms A Morton English HL Rm 7 M Chuzzlewit English HL Rm 7 N Nickleby English HL Rm 7 S Pickwick English HL	Mr K Watkins German SL Rm 1 D Coppefield German SL Rm 1 E Scrooge German SL Rm 1 B Sykes German SL

Note that **TimeTabler** has been able to place Maths SL at the same time as Geog HL because they have no resources in common (in this school).

As well as 'master' printouts you can also get an Individual 'Staff' Timetable for:

- each Teacher, and for
- each Student, by selecting: Advanced ▶▶▶ Special resources
Student timetables:

Laura Norder High School 23/03/2019

Timetable for M Chuzzlewit

	period 1 9.00-9.50	period 2 9.50-10.40	period 3 11.00-11.50	period 4 11.50-12.40	period 5 1.40-2.30	period 6 2.30-3.20
Monday	Maths HL Rm 5 Mr F Roberts	French SL Rm 8 Mrs I Unwin	Eng. HL Rm 7 Ms A Morton	Art SL Rm 11 Mrs A Perkins	Biol SL Lab 1 Mrs U Jones	Econ HL Rm 10 Mrs C Oxford
Tuesday	Eng. HL Rm 7 Ms A Morton	French SL Rm 1 Ms J Veitch	Maths HL Rm 5 Mr F Roberts		Econ SL Rm 10 Mrs C Oxford	Biol SL Lab 1 Mrs U Jones
Wed	Eng. HL Rm 7 Ms A Morton	Art SL Rm 11 Mrs A Perkins	Maths HL Rm 5 Mr F Roberts	French SL Rm 1 Ms J Veitch	Econ HL Rm 10 Mrs C Oxford	
Thursday	French SL Rm 8 Mrs I Unwin	Maths HL Rm 5 Mr F Roberts	Eng. HL Rm 7 Ms A Morton	Art SL Rm 11 Mrs A Perkins	Econ SL Rm 10 Mrs C Oxford	Biol SL Lab 1 Mrs U Jones
Friday	Maths HL Rm 5 Mr F Roberts	Eng. HL Rm 7 Ms A Morton	French SL Rm 3 Mrs I Unwin		Econ SL Rm 10 Mrs C Oxford	ToK Rm 3 Miss V Kendal

Additional Notes on this method

Worked Example 1 in Section I in your printed Manual gives you more details and more examples.

It also explains how you can quickly re-do the timetable,

- if new students arrive, or students leave your school,
- if pupils are moved to different groups,
- if students have changed their mind about their subjects when they return after their exam results are published.

Registration

As usual we have ignored any Registration periods (or Assemblies) while scheduling the timetable. You can add them, when the timetable is complete, at :

[Check & Tidy](#)



[+ Add a Period](#)

Exporting to your MIS Admin System

For exporting the completed timetable into an MIS, see the detailed notes relevant to your MIS,

at :

[Export](#)



[Read the latest instructions](#)

Note 1: Although each activity includes a lot of Special Resources, these Special Resources are not exported to the MIS.

Note 2: Although it is possible, as an alternative, to enter the students as 'teachers' on the Teachers Screen (instead of on the Special Resources Screen) we do not usually recommend this method. Reason: When you export to most** MIS, all the teachers (the real ones and the dummy/student 'teachers') would be exported and this is likely to confuse the MIS which will expect to receive details only of real teachers.

** The exceptions are the exports to SEEMiS and to DoubleFirst Engage, which each use a matching screen.

Extra Help & Support



[Support Centre](#)

If you have any problems please contact our 24/7 Support Centre, as described in HelpMovie 4.

Appendix 2 : Checking your Students have made the correct Choices

One of the irritations associated with students choosing Subjects for IB DP, is the need to double-check:

- that they have chosen 6 subjects, with one from each subject-group,
- that they have the correct balance of Higher Level and Standard Level courses (eg. 3 HL + 3 SL).

If you use the **Options** program in your school then this is easy to do.

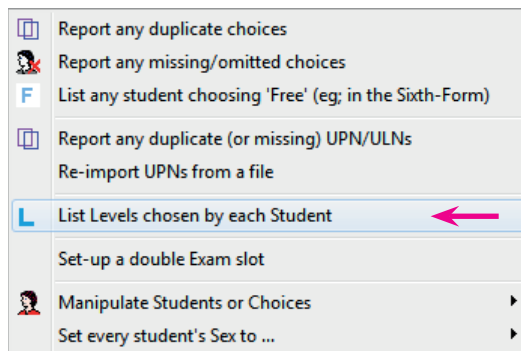
More details about **Options** at: www.timetabler.com/options1

A free Tutorial download at: www.timetabler.com/download-OPT

Students' Names can normally be imported from your MIS if you wish.

In **Options**, on the **Students & Choices Screen**,

click on the **Other Checks** button to see the Checks offered:



If you select **List Levels chosen by each Student**

then you are shown a screen like this:

	A	B	C	D	E	F	G	H
1	Student Level Choices for Laura Norder High School							
2								
3								
4	The following Levels have been chosen by each Student:							
5								
6	Student	Class	Choices made	No level	SL	HL		
7	Farzana Afzal	12A	6	0	3	3		
8	Wasif Ali	12A	6	0	3	3		
9	Sameena Sabir	12A	6	0	2	4		
10	Roheen Shepherd	12A	6	0	3	3		

You can easily scan the last 4 columns to see if anyone has made the wrong number of choices.

If you want to check that each student has chosen **one** subject from each of the 6 Subject Groups, then you can use a Rule (as explained on page 19 of the **Options Handbook**).

Either use 6 Rules, like this:

Rule	Fac/Subj 1	Fac/Subj 2
1 Choose exactly one subject from this Faculty	Fac 1	-
2 Choose exactly one subject from this Faculty	Fac 2	-
3 Choose exactly one subject from this Faculty	Fac 3	-
4 Choose exactly one subject from this Faculty	Fac 4	-
5 Choose exactly one subject from this Faculty	Fac 5	-
6 Choose exactly one subject from this Faculty	Fac 6	-

In each case you must specify the Subjects in each Faculty, on the Subjects Screen (page 17 in the **Options Handbook**).

Or use this Rule:

Rule	Fac/Subj 1	Fac/Subj 2
1 Choose number of subjects from each Faculty	(see	details)

Faculty:	Choices:	Subjects include:
Faculty 1	1	Eng SL, Eng HL
Faculty 2	1	GeogHL, Hist, etc
Faculty 3	1	Maths
Faculty 4	1	French, German, etc
Faculty 5	1	Biol, Chem, etc
Faculty 6	1	Music, Art