

Appendix 1 – Two Week Timetable Date Mappings

In order to map two week timetables correctly over a half term when you have one week holiday, it is necessary to adjust the date mappings to retain consistency of weeks before and after the holiday.

For example, should you finish on a Week B before the October half term and wish to return to school on a Week A, the date mappings will initially see you finishing on a Week B, have the half term dates mapped to a Week A and returning on a Week B. Remapping will skip the dates for half term altogether, meaning that you finish on a Week B and return on a Week A.

Once the dates are initially mapped correctly from start to end during the import process you can follow the process below and remap around half term.

- Select **Timetable | Setup Timetable | Source**
- Select the new 2019/20 timetable source
- Select **Timetable | Setup Timetable | Date Mappings**
- Scroll down and find the first half term holiday – it will be shaded in blue if the academic year has been set up fully
- Select the first day that you would remap – this would be Sunday or Monday depending on your day structure
- Select the date of the first day back – this would be the date of the Sunday or Monday of the first week back after half term

Date Mapping Current Source: Timetable 2019/2020 [\(Change\)](#)

Expand/Shrink Timetable

*Operation: *Iterations:

Calendar Date Mapping

Iteration	Day	Existing Date	Existing Day	New Date	New Day
5	WednesdayA	16/10/2019	Wednesday	16/10/2019	Wednesday
5	ThursdayA	17/10/2019	Thursday	17/10/2019	Thursday
5	FridayA	18/10/2019	Friday	18/10/2019	Friday
5	MondayB	21/10/2019	Monday	21/10/2019	Monday
5	TuesdayB	22/10/2019	Tuesday	22/10/2019	Tuesday
5	WednesdayB	23/10/2019	Wednesday	23/10/2019	Wednesday
5	ThursdayB	24/10/2019	Thursday	24/10/2019	Thursday
5	FridayB	25/10/2019	Friday	25/10/2019	Friday
6	MondayA	28/10/2019	Monday	28/10/2019	Monday
6	TuesdayA	29/10/2019	Tuesday	29/10/2019	Tuesday

Map Calendar Dates
 Holiday Term Break Mid-term Break Attendance Not Required For Learner

*Iteration: *Day: *Start Date:

Skip Days: Sun Mon Tue Wed Thu Fri Sat

In the example above half term will start on 21/10/2019, which is in iteration 5 and the day structure starts on Monday so the remapping will need to start from iteration 5 on MonB for the following Monday, which will be 28/10/2019, when learners return to school.

- If you don't have weekends in your day structure, **Skip Days** Sat and Sun
- Click **Apply**
- Check the changes are correct

Notice the New Date and New Day mappings reflect that the MonB will now be when school returns rather than back to repeat MonA after missing out a B week entirely.

- Click **Save** if you are happy with the changes.

This needs to be repeated for each one week holiday – typically February and May will follow on from October. The two week holidays such as Christmas and Easter will work out as they should by themselves without any re-mapping required.

Note that when remapping, you may need to remap from a SunB or Mon B rather than a SunA or a MonA and you may need to Skip Days.

Note: Apply and Save will need to be confirmed after each week re-mapping.

Once all of the week holidays have been remapped, the date mappings may extend further than originally intended and now sit outside of the academic year which is not possible. Depending on how many iterations you included initially in the Source setup, you may need to remove some from the end.

Scroll down to the end of the date mappings to check the last date – this will be the end date for the timetable source.

The date must be within the academic year, but beyond the end date of teaching groups, hence having an end date of July for teaching groups.

- Select **Remove Timetable Iterations from the End of the Source** from the Operation drop down
- Fill in the **number of iterations you need to remove** – e.g. 1
- Click **Apply** to check the date is within the academic year but after the end date of your teaching groups
- Click **Save**

Note: using this method you can only remove whole iterations so a week A and a week B in one go, you can't remove half of the iteration or un-map any dates.

If you need to remove only a week B or just some days then click the x icon by the individual day and remove them day by day.

To remove a whole iteration – e.g. Mon1 to Fri 2 use the **Operation** drop down at the top of the screen.

To remove only a week 2 click the individual  icon by each day in turn and wait for it to delete.