



Red or ?? Teaching group names

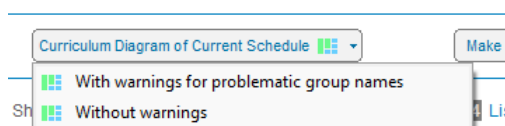
Introduction

If you have a problem with ?? as teaching groups it means that your {auto} is either:

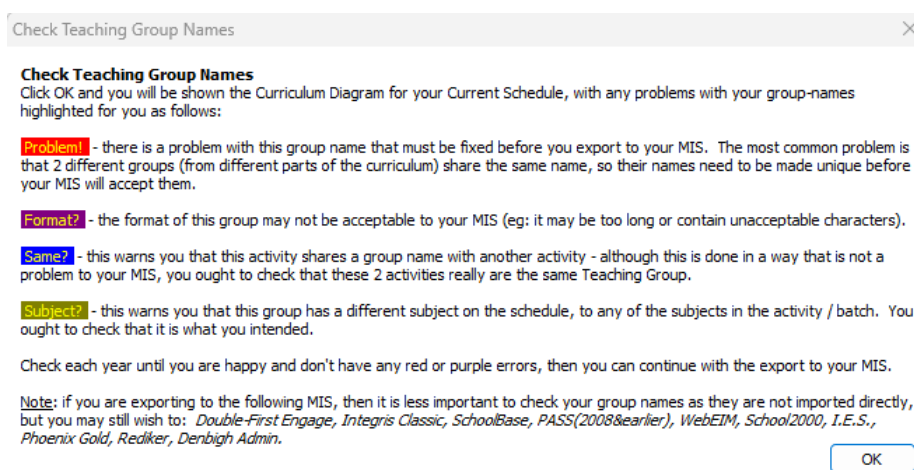
- Too generic
- Is a good rule, but you haven't applied certain data items that allows the {auto} rule to work as you expect

Please can you:

- Go to **Schedule | Curriculum Diagram of Current Schedule | With warnings for problematic group names**



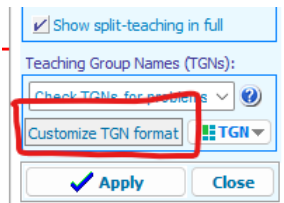
Read the message, as it gives a lot of valuable information on the potential reasons for the different messages



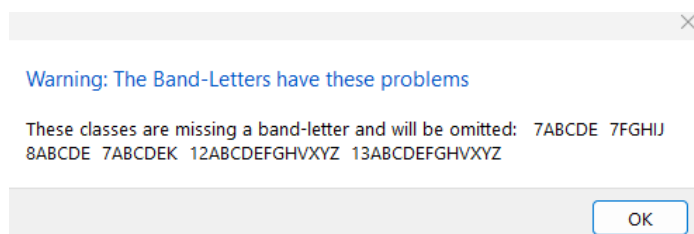
- Click on **OK**
- TimeTabler will then give you various highlights - **'Same?'**, **'Problem'** etc

Having read the screen, please:

- Click on **Customize** (top right of the screen)
- Click on **Customize TGN format**



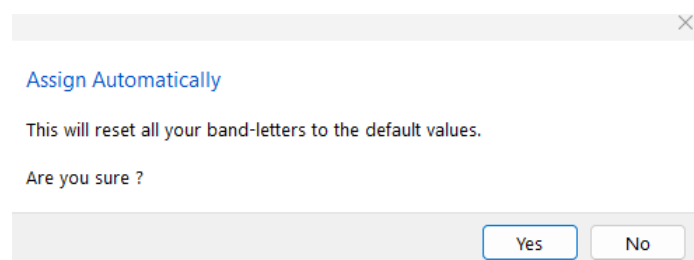
If you get a warning about 'Band letters'



- Click on **OK**

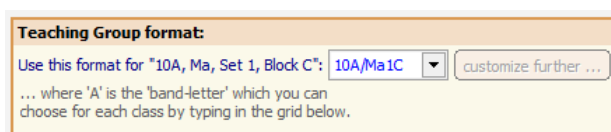
Each scheduling class must be represented by a unique letter (in a year group)

If your Bands weren't setup, please click on 'assign automatically' (or manually type in a unique band letter for each class)



- Click on **Yes**

The default rule is:



Which is **Year**, **Band letter**, **/**, **Subject code**, **set label**, **Block**

We would recommend setting the controls as follows:

Teaching Group format:			
Use this format for "10A, Ma, Set 1, Block C":	10A/Ma1C	customize further ...	Use this many characters for the subject: No limit
... where 'A' is the 'band-letter' which you can choose for each class by typing in the grid below.			Use this many characters for the set: No limit
			Make 'Long' name same as 'Short' name <input checked="" type="checkbox"/> Other ...
Rules for combining groups:	Combine similar activities into one TG <input checked="" type="checkbox"/>	Manual names: no restrictions	Overrule any DayBlocking codes <input checked="" type="checkbox"/>
	Allow different blocks to be combined <input checked="" type="checkbox"/>		

- You can then click on **Continue** and save the changes.

The teaching group codes will then be shown.

If you still have problems then you must ensure that blocks labels, set labels etc have been assigned accordingly to help the codes be generated. More steps follow to help with this.

Using a custom {Auto} rule

If un-sure what format you should use, or you don't like one of the default configurations then we would recommend the following custom rule:

Class printing, Block label, /, Subject, Set

This screen allows you to customize your Teaching Group names, for exporting to your MIS. **Note:** as well as the rules below, which **automatically** give names to each of your TGs, you can also customize the name for any **individual** TG yourself, **manually**, if you wish; on the Curriculum Diagram.

Teaching Group format:

Use this format for "10A, Ma, Set 1, Block C": customize further ... Use this many characters for the subject:

... where 'A' is the 'band-letter' which you can choose for each class by typing in the grid below. Use this many characters for the set:

Make 'Long' name same as 'Short' name Other ...

Rules for combining groups:

Combine similar activities into one TG Manual names:

Allow different blocks to be combined Overrule any DayBlocking codes

Customize Teaching Group Names

You can customize your **Teaching Group** names further by thinking of the TG name as consisting of **8 'fields'**, then using the boxes below to define what should appear in each field:

Teaching Group Fields

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7	Field 8
<input type="text" value="Class printing"/>	<input type="text" value="Block label"/>	<input type="text" value="Separator (/)"/>	<input type="text" value="Subject"/>	<input type="text" value="Set"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Format of Year & Subject, etc

Represent the year like this: Use this many characters for the subject:

Put this character before the year: Use this many characters for the set:

Containers: Replace Class-printing-name with Year(only) Notes:

Once you are happy that your {auto} rule is setup to suit your school then you need to double check the following:

- Have you assigned a block label to your Option blocks (simple blocks/container blocks) in your Post 16 and KS4. If you haven't assigned a block label, please go back to your curriculum diagram and add one.
- If you have had to 'split' a simple block then please double check that you have applied the same 'day block' code to the blocks.
- If you are using 'subject' code in the rule are you limiting it to two characters? If you are then Pho and Phy will both be interpreted as Ph! So long as your MIS allows longer subject codes simply change the following setting:

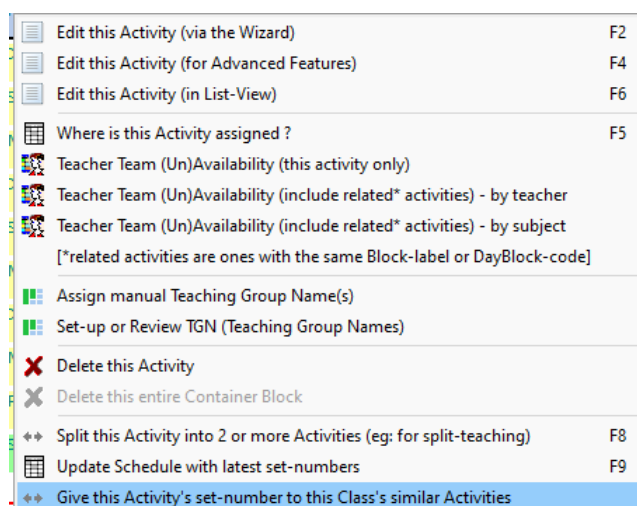
Use this many characters for the subject:	No limit
Use this many characters for the set:	No limit
Make 'Long' name same as 'Short' name	<input checked="" type="checkbox"/> Other ...

In respect to combining groups the typical settings are:

Rules for combining groups:	Combine similar activities into one TG <input checked="" type="checkbox"/>	Manual names: no restrictions
	Allow different blocks to be combined <input checked="" type="checkbox"/>	Overrule any DayBlocking codes <input checked="" type="checkbox"/>

If you are using 'set' in the {auto} rule then have you applied it consistently? If you have a simple block of Maths in Year 7 for example and not applied a set label, that is fine as TimeTabler will just assign the sets 1,2 3 etc. But if you have for example two Biology groups in Container block A in Year 12, then TimeTabler can't/won't apply a set label as it isn't a simple block. To rectify this please go back into the 'batch' and double click on the activity and assign a set label. As it is already scheduled, you will get a warning please continue. But once you have changed/added the set label, please right click over the activity in question and select Update schedule with latest set-numbers.

If you are wanting to give a pure class a set label then assign a set label to one subject in the pure class arrangement. Once done select the following option:



NB If you have applied set labels after scheduling then you must right click over any (and every) activity that has had its Set changed and select Update Schedule with latest set-numbers.

- If you are using Class printing name, please go back to the Classes window and double check that the pure classes for say Key Stage 3 have appropriate printing names. If you are using composites such as 7ABC, 7DEF, 7ABCDEF then they would have printing names similar to 7X, 7Y, 7. Post-16 classes such as 13A, 13B, 13C etc should just have printing name of 13
- If you have assigned a manual teaching group then that cannot be the same as what an {Auto} code would generate. If it should, overtype the {auto} code with the manual teaching group code.
- The same teaching group code can't be the same for different subjects so 7A/Hum is not valid for a Geography and a History group.
- If you have done any OOB (out of block) typically in the Post 16 then have you followed the advice at <https://timetabler.kayako.com/article/247-exporting-out-of-block-lessons-to-an-mis>

Previously we said you can examine the problems for teaching groups via the curriculum diagram for the current schedule, which is fine but you can also run an export and at Step 5 you may get:

Set up Teaching Group Names
Step 5 of 8

Before exporting, you need to set up your Teaching Groups.

To do this, you need to assign a **band-letter** to each composite class, and also choose the **format** you wish to use.

Are my Teaching Groups set up ?
Yes - but your Teaching Groups appear to have some problems. Please click [View Teaching Groups](#) now to view and resolve them.

If a Teaching Group has **no lessons** do you still want to include it ?
 Tick this if, for eg, you have not yet scheduled your lessons but want your office staff to see a list of your Teaching Groups in your MIS.

Actions:

[Set up Teaching Groups](#)

[View Teaching Groups](#)

- Click on **View Teaching Groups**
- Filter to **Red (problems) only**

List of Teaching Groups (TG)

Below is a list of the Teaching Groups (TG) that will be exported to your MIS:

Views: Red (problems) only Click on any red TG (below) to see its problem: Search for: clear ?

No.	Label	Description	Class	Block	Subject	From this activity in TimeTabler	Lessons - Period(Teacher)Room	Year	Problem#
065	7 Ibn Haytham {2} *	7 Ibn Haytham	7EFGH	-	Sc	7EFGH DDS MRI CSS ZAN JPN	Monday:4(MRI)L72 Wed:5(MRI)0.17 7 Friday:7(MRI)L72		
066	7 Franklin {2} *	7 Franklin	7EFGH	-	Sc	7EFGH DDS MRI CSS ZAN JPN	Monday:4(CSS)0.29 Wed:5(CSS)0.25 7 Friday:7(CSS)0.29		
173	8 Ibn Haytham {2} *	8 Ibn Haytham	8EFGH	-	Sc	8EFGH SDD ASR PE1 MRI CGP	Tuesday:2(ASR)L71 Wed:7(ASR)L71 8 Thurs:7(ASR)L71		
174	8 Franklin {2} *	8 Franklin	8EFGH	-	Sc	8EFGH SDD ASR PE1 MRI CGP	Tuesday:2(PBA)0.30 Wed:7(PBA)0.38 Thurs:7(SHM)0.27		

Export this list of TGNs

If you then click on a label further information is shown

Description of the Problem for TG number 065

Description of the Problem for TG number 065

The Problem is that your Teaching Group Name (TGN) is too long: **7 Ibn Haytham {2} ***

Your MIS (or this specific export/import) would like the TGN length to be 9 characters or fewer.

The Solution is to create a shorter TGN (by changing your settings on the 'Set-up Teaching Group Names' screen**), or you could enter a shorter TGN manually (via the Curriculum Diagram screen, see HelpMovie 28 or search on 'TGN' in the KnowledgeBase).

** The 'Set-up Teaching Group Names' screen is the one you come to either at Step 5 of the Export to your MIS, or on the Curriculum Diagram, at TGN -> Set-up or Review TGNs'.

Any doubts or questions, please take a Backup and send it to the Support Centre for advice.



Manual teaching groups

You can also choose (if you need to) to set some (or all) **Teaching Group Names** yourself, manually (so these are different from the usual rules for the other TGNs set up as above). To do this, go to "Activities -> Curriculum Diagram", click "Customize" (at top-right) then select a "Show TGN" option and "Apply" ... so you can see the Teaching Group Names on the diagram.

Then double-click the activity you wish to look at, and on the "Group names" page, double-click on a group name (if the group name currently says '{auto}' then this means the name is currently going to be automatically generated by *TimeTabler* during the export at Step 5, as above) and enter your own name instead.

If you do this, make sure you enter a unique name for each group or you may have problems later during your export.

Summary

Having gone through these checks, if you are receiving a ?? for a teaching group please contact support (timetabler.com/mysupport) with your backup file (TT4Data.bak) letting them know a specific teaching group/teacher/day/period so it can be investigated.