Red or ?? Teaching group names

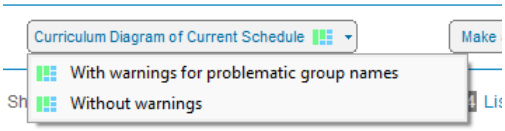
Introduction

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

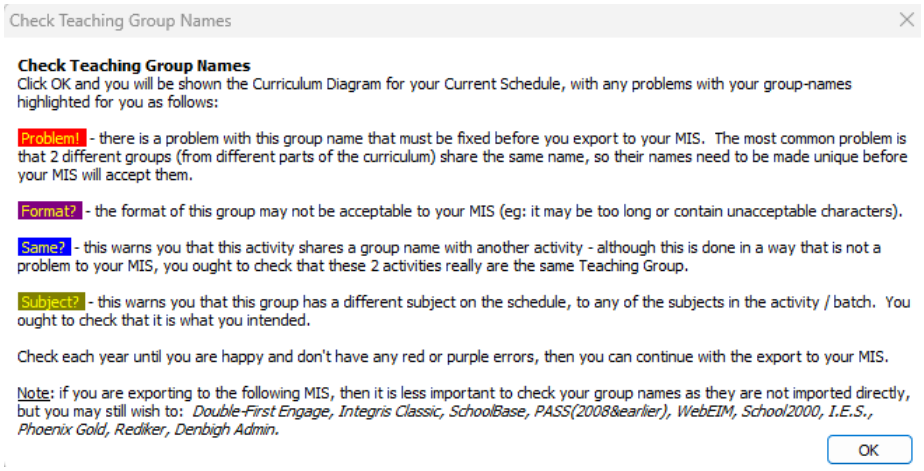
- Too generic
- Is a good rule, but you haven't applied certain data items that allows the {auto} rule to work as you expect

Please can you:

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



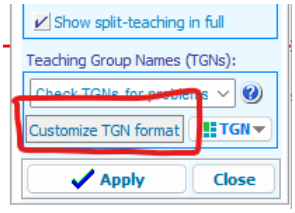
Read the message, as it gives a lot of valuable information on the potential reasons for the different messages



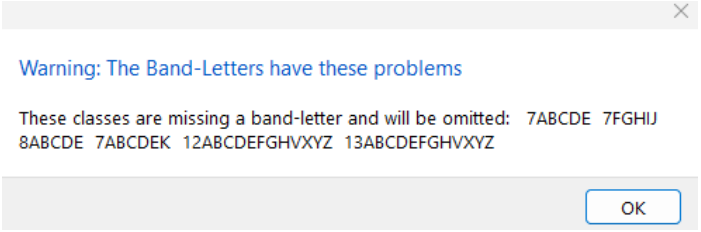
- Click on **OK**
- TimeTabler will then give you various highlights - **'Same?', 'Problem'** etc

Having read the screen, please:

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

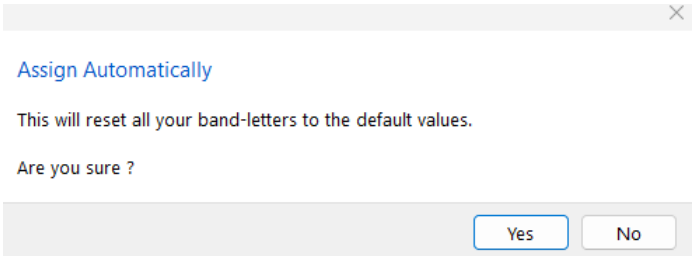


If you get a warning about 'Band letters'



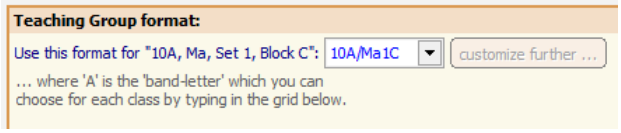
- Click on **OK**

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:

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

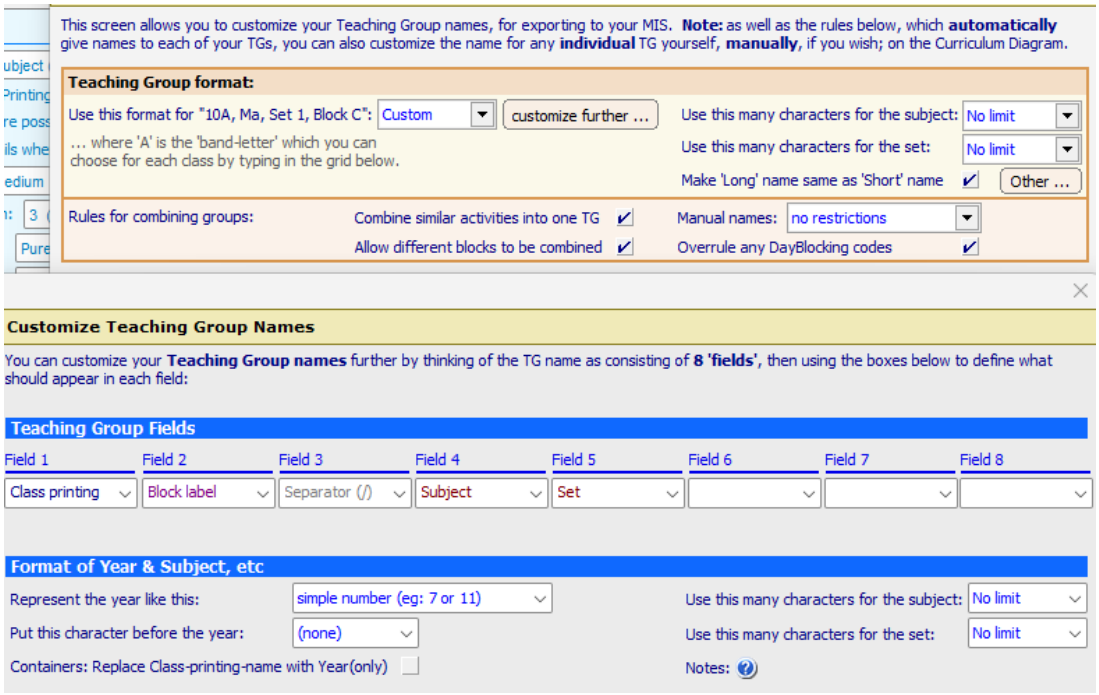
The teaching group codes will then be shown.

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

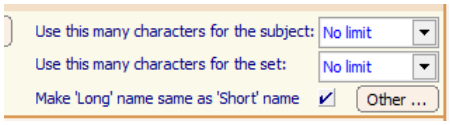
If un-sure what format you should use, or you don't like one of the default configurations then we would recommend the following custom rule:

Class printing, Block label, /, Subject, Set

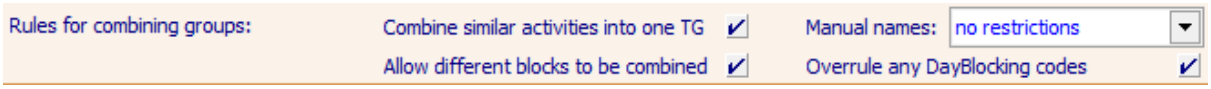


Once you are happy that your {auto} rule is setup to suit your school then you need to double check the following:

- 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:

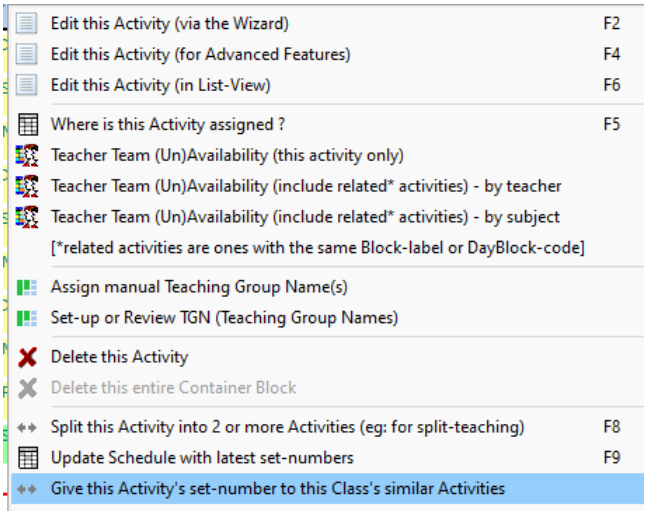


In respect to combining groups the typical settings are:



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.

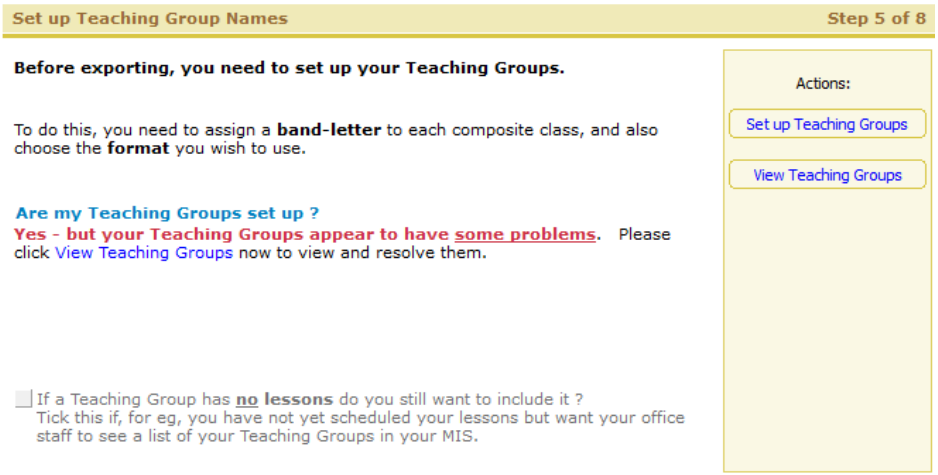
If you are wanting to give a pure class a set label then assign a set label to one subject in the pure class arrangement. Once done select the following option:



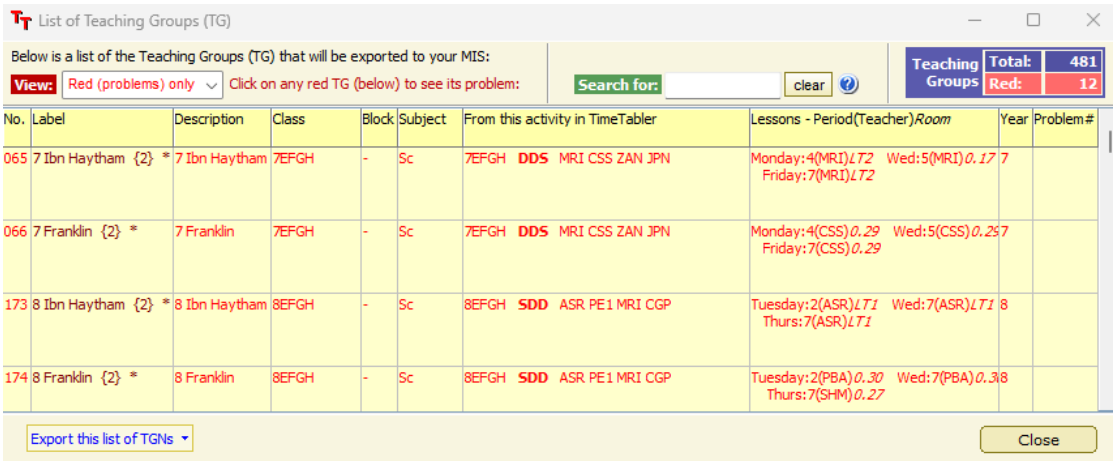
NB If you have applied set labels after scheduling then you must right click over any (and every) activity that has had its Set changed and select Update Schedule with latest set-numbers.

- 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:



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



If you then click on a label further information is shown

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.