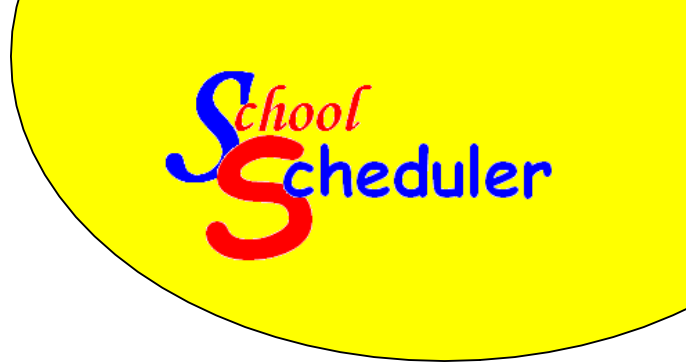
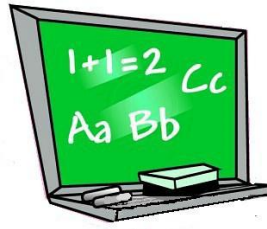


User's Manual



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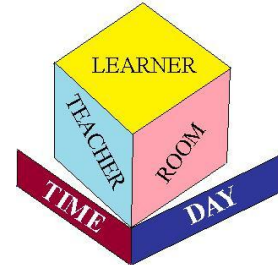
Introduction

This application is designed to draw timetable for any kind of school, college or university. It can handle different school complexities with ease. It is a product of a long research into different schools requirement and conditions.

Computers are still fairly new to most people. This is a very user friendly application in which you just key in your obvious school information and leave the rest to the application to compute for you.

Information is organized and treated as a cube. The cube elements are Learners, Teachers, Rooms, Days and Time. The combination of all cube elements is always unique.

Menu items are organized into sequence of drawing a timetable to guide you in every step of the way. You only need to save where typing is involved otherwise the system auto-saves.



Click on the help button and move the mouse over any item on the application for assistance. Every item has been explained to avoid unwanted results.

Every timetable you draw is guaranteed to be different from the previous ones. You can backup and produce as many different types of timetable as you want and choose any one. You can produce more than 8085 different timetables from the same allocation setup. *(Every time you draw a timetable Subjects are sort in 1 of 11 different ways, Classes in 1 of 7, Periods in 1 of 5, Days in 1 of 3 and 7 other internal sorting. This makes it almost impossible to draw similar tables at any given time)*

It handles split combinations for different classes of the same grades. You can also allocate different breaks for different classes in the same school, thus making your resources more available.

You can also override specific periods for specific activities i.e. sport every last period of Wednesdays. Or prevent a certain teacher from being allocated on specific time slots.

For the first time you can now draw your time table based on time allocated to subjects and periods. You can also have different times allocated to periods.

Installation

Go to www.scheduler.co.za and click on button 'Download Now' or Insert the CD supplied into your CD Drive. Click on Setup.exe and follow the wizard.

You may need to install the .Net Framework first if you don't have it already on your computer. The .Net Framework is also available from our web site and on the CD as dotNetFx40_Full_setup.

All other files that might be needed to run Scheduler on your computer are available on the CD and on our website www.scheduler.co.za.

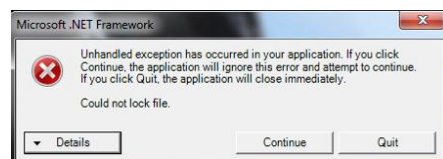
Go to **Start** – select **Programs** and click on **Scheduler** to run this application.

Errors

The most common error after installation will contain something like 'File is used by another user' OR 'Could not lock the file' OR 'updatable query'. OR You get an error when trying to Upgrade by running SchedulerUpgrade.exe.

Steps to resolve these errors.

1. Open My Computer
2. Open 'Local Disk (C:)'
3. Open 'Program Files'
4. Select and Right click on 'Scheduler' Folder
5. Click on 'Properties'
6. Click on tab 'Security'
7. Click 'Edit'



8. Select the 'Users'
9. Check the box on 'Full Control' or at least on 'Write'
10. Click on 'Apply' and then 'OK'

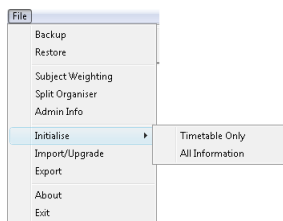
Any other error will mention the file or the program that is needed. All files or programs needed by Scheduler are supplied with the CD and also available for download from our website. For Printing errors please install Reportviewer.

Test Data

There are 4 demo data marked as *Test Data* available from www.scheduler.co.za . Go to **File > Restore** menu to copy the data across. Play around and generate timetables to get the real feel of this application.

To clear the demo data, restore the file called *Schooltable Empty* or click **File > Initialise > All Information**.

Menu > File



Backup – To save the current timetable information. Today's date will be added to the file name. You can give any name you want.

Restore – To upload the file that was previously backed up.

Network – To link to the database on the network or at another location (Schooltable.mdb). Any changes you do will be stored in the selected database. Restore will overwrite the selected database. Copy the file 'Schooltable.mdb' to the network drive and link other users to it.

Initialise > Timetable Only – To erase the current timetable allocation only. When clicking the timetable button it will show blank.

Initialise > All Information – This will delete all information of your timetable i.e. Teachers, Resources and allocations. You will need to start from scratch.

Import/Upgrade – To copy timetable information from other databases or upgrade your old Scheduler versions. You can also import from Dr. Samuelson's timetable and from SAMS.

When importing from csv files, you have to indicate the columns from which to import. E.g.

Importing Learners;

Learner ID:	Type in the column position of Learner ID in your csv file.
Name:	Type in position of the column that contain names in your csv
Surname	The position of the column that contain surnames. If names and surnames are combined in one column, then leave surname blank.

Importing Subjects;

Code:	Type in the column from which to find code of the subject. If you want the code of your subjects to be the first 3 letters of you long subject name, then type in the column position and 3 separated by a comma. i.e. 5,3 will mean column 5 and take the first three letters.
Subject:	If the subject and code name are the same, then type in the same number as in code. If you want the N letters of the subject name then type a comma followed by N.

Importing Learners Subjects;

Learner ID:	Type in the column position of Learner ID in your csv file.
Sbj From:	The first column that contains subjects. If you need the first 3 letters of the subject, they type in 'column,3'. Make sure that your subject code will be the same as that of 'Importing Subjects' above.
Sbj To:	The last column that contain subjects.

You have to import the learners and subjects first before importing Learners subjects. Duplicates and blanks will be ignored. Your timetable will be updated by the new imported data. All the old data will be replaced.

Export – To export the data to Excel or csv files.

About – Information about the Authors of this program and version.

Menu > Tools

Overrides – see 'Overrides' below

Split Organiser –see 'Split Organiser' below

Subject Weighting – see 'Subject Weighting' below

Structure

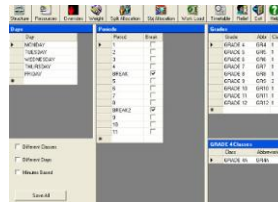
Just type in your preferred names of your school structure.

Days – In the order of appearance, type in the names of days per cycle. The order in which you type the days is the order in which they will appear in your timetable. Any number of days per cycle is fully catered for. The days entered should be unique to each other.

Periods – Type in the names of your periods in the order you would like them to appear on the timetable. Indicate which of those periods are breaks by simply clicking the check box next to them. You can call them Period 1, Period 2.... or simply 01, 02, 03

Time – Give time indications for your periods, e.g. time like 8:00, 8:30... or 8:00-8:45, 8:45-9:15 etc.

Minutes – If the Timebase box is checked. Type the minutes allocated to a period.



For an advance complex situation read 'Same School Different Periods' at the end of this manual.

Grades – Type in the list of grades at your school and indicate the number of classes each grade has. The grades should have unique names and abbreviations. When a 'Save All' button is pressed, the system will generate the number of classes for each grade and list them below grades.

Classes – The list of classes is generated by the system using the information provided under Grades. The Class names will be derived from the Grade names above. The class abbreviation will be derived from the abbreviation of the grades above. To change class names and their abbreviations use the corresponding *Alias* fields.

If you want to add or remove classes, simply change the number of classes in the grade and save. If you reduce the number, the extra classes will be deleted and *all subject allocations to the deleted classes will be lost*.

Deleting a record- Click the left most gray column to highlight the record and press *Delete* button on your keyboard.

Resources

Type in the list of all your resources here. They might share the same names but they should have unique codes. Please give teachers and subjects codes that make sense not mere numbers.



Teachers – Type in the list of all your teachers at school. Give each a unique code. It could be their initials or abbreviated surnames. Do not use '0' (Zero) as a code. **FLEXI** is a reserved code for floating teacher that could fill in for free periods.

Subjects – Type in all the subjects you do at your school. Make sure they have unique codes (Abbr.). **Splits** – This is the names given to your split combinations where learners of the same class split to attend different subjects, e.g. home languages as VERNAC. Leave it blank if you do not have any splits at your school. **'LINK'** is given to the subject/split that will be done at the same time by all classes that it is assigned to regardless of grade (see *LINK* under 'When Do I Use This').

Rooms – This is the list of resourced classrooms that learners should share for specific subjects e.g. Computer room, Laboratory, etc. To assign general classes to teachers you have to click on 'Class Teachers' at the bottom left of the screen. You can turn On or Off the use of rooms without deleting them by checking the 'Rooms Off'. Room names and Class Teacher classes should be unique.

Class Teachers – To allocate the list of classrooms to teachers in class-based-teachers environment where learners go to teachers for different periods. Simply add the classroom name next to the teacher. Room names and Class Teacher classes should be unique. When all classes are assigned, you can leave the remaining teachers unassigned. The system will allocate them in to classes of others teachers when they are free.

Your composite timetable will show the class names next to their teachers. The classes for teachers with no assigned classes will show with their subjects and classes to teach inside the timetable cells enclosed in { }.

To turn this On or Off, check or uncheck the **'Learners to Teachers'** box.

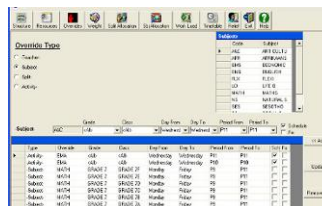
Use Colours – If you want a colourful display of subjects when viewing your timetable. This makes it easier for you to locate occurrences of a subject in a timetable. You can change colours as you wish. Colours will not appear on print or excel export. To cancel colours just uncheck the box.

Teacher Information – This allows you to add more information about the teachers. Things like Qualifications, Teaching History, Workshops attended, Level, Position and teachers workload.

Deleting a record- Click the left most gray column to highlight the record and press *Delete*.

Overrides

From **Tool** menu. This allows you to dedicate certain periods to particular activities at the school. You can indicate specific periods for SPORT or other activities for a class, grade or entire school. This is where you can also indicate if a subject or teacher will be available or not on a specific period.



Override Type – Select the type of override you want to use.

- **Teacher** – To restrict the allocation of a teacher to selected periods.
- **Subject** - To restrict the allocation of a subject to selected periods.
- **Split** - To restrict the allocation of a split to selected periods.
- **Activity** – To reserve specific periods for a specific school activity.

Step 1 – Select the grade in which the override will apply. Select '<All>' if all grades will be affected.

Step 2 – Select the class in which the override will apply. Select '<All>' to affect all classes.

Step 3 – Select the starting day for overriding.

Step 4 – Select the last day for overriding.

Step 5 – Select the starting period for overriding.

Step 6 – Select the ending period for overriding.

Step 7 – Indicate whether you want the selected item to be scheduled or not.

Show Split Subjects – To list the subjects and teachers that are linked to the selected split combination.

If **scheduled** box is checked it means the teacher or subject will only be made available during the specified periods. If it is unchecked, it means that the teacher or subject will be scheduled except on the specified periods. If **scheduled** box is unchecked for Activity, that activity will be ignored.

If a **Fix** box is checked on a subject or a split, it means that a subject or a split will be done at that specific period no matter what, the rest of the same subject will be allocated anywhere else. E.g. if you want three or four periods in a sequence on a specific day, use this feature to indicate the periods and days you want them. You can only fix a subject or a split.

Add - To add the override.

Update - To change the override with the new values on the text boxes.

Remove - To delete the override.

Update All – After renaming or altering your Days or Periods you should press on this button to update their sequence and numbering because the Override uses numbers to refer to days and periods not names. These numbers are stored in sequence and might have been altered during the renaming.

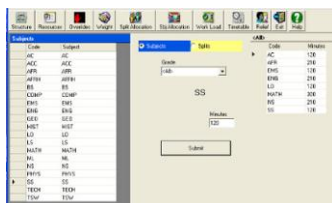
If you override a teacher and allocate that teacher to a split, that split will be affected.

The timetable preview above will help you to understand the impact of your override. The periods that will be available for allocations will be highlighted in green and the blank ones will be blocked. Move to the override record to see its impact.

NB: The more overrides you make the more restrictions you put to your timetable. This will make the drawing of your timetable to take longer or infeasible to draw.

Subject Weighting

From **Tool** Menu. This is to help and guide you through with the subject and split allocation. This is where you set the default number of subjects to be allocated per cycle. If you have the subjects and splits already allocated and want to change the allocations, you can do it here instead of changing it class by class. **You can jump this step if you want to. It has no effect on your timetable.**



Step 1- Select the Subject to allocate the weighting for.

Step 2- Select the Grade where this weighting will have effect. If you select <All>, then all grades doing this subject will be affected.

Step 3- Indicate the number of periods/minutes to be allocated to the subject or split.

Step 4- Click the Submit button. The default is set.

If the allocation of subject has already been done, then changes to the selected subject will be made to all corresponding allocations.

The right side of the screen will indicate the subject already allocated to the selected grades.

Split Organiser

From **Tools** Menu. If you have a lot of different groups of learners doing different sets of subjects in the same grade, this could help you group them into split combinations.

All you need to do is type in the learners Names and IDs and allocate the set of subjects for each. Each learner will be saved under the selected Grade.

You can also group your learners according to the set of subjects they take. Instead of typing in the individual learners, you can type in the group name and give it an ID. Indicate the number of learners in the group under 'Units'.

Subjects will be listed on the right.

- **Weight** - the number of periods that a subject has per circle.
- **Group** – the number of groups you want to divide the learners in to.
- **Learners** – the number of learners registered for the subject.

Use the '**Add subject**' button to allocate a subject to a learner/group. The number of subjects allocated will show on learner's subjects. To remove a subject, simply select the records and press delete.

Maximum Learners – The maximum number of learners to be allocated to a subject in a combination.

Subjects Per Split - The number of subjects per combination.

Step 1 – Select the Learner/Group from the list on your right.

Step 2 – Select the subject the Learner/Group take and press 'Add Subject>>'. Step 3

– Repeat step 3 for all other subject for the Learner/Group.

Step 4 – Repeat step 1 – 3 for all other Learners/Groups.

Add Subject >> - To add the selected subject to the learner.

<< Remove Subject – To delete the selected subject from the learner.

Copy – Copy the subjects allocation of the selected learner.

Paste - To paste the copied subject to the to all or selected learner(s). To select learners, press control and click on the left most column of the record.

Organize Combinations – When all learners have been allocated with subjects, press here to organize them in to different split combinations.

Auto Rearrange Groups – To organize split subjects into the number of groups specified for each subject and distribute the subjects evenly into other Splits.

Filter Learners Per Subject – To list learners that only do or have been allocated to a selected subject. Click on different subjects to list corresponding learners/group.

Split Combinations - To view the results of combinations. Click on the learner/group to see their allocated combinations.

You can also move learners from one Split subject to another to group them.

1. DoubleClick on the Subject whose learners you want to move. The source will be sky blue.
2. Click on Copy.
3. DoubleClick on the same subject on another/same split column where you want to move the learners, and then right click. The target will be lime in colour.
4. Indicate the number of learners you want moved.
5. Click on Paste to move.
6. Or select Distribute to simply distribute to others of its kind. i.e. if you double click on, say Maths, the system will distribute Maths into other Maths splits.

To create a new Subject in a Split column, just paste it on any subject in that column.

To separate an existing subject into two groups, copy it and paste it on another subject in the same column.

Groups – This appears on the top right corner indicating the number of groups the selected subject has been setup to have. Click on this to view the list of subjects that do not comply with their group settings. Click on the subject on the list to highlight it.

Allocate Teachers – To switch to a teacher allocation screen.

1. Click on the teacher you want to allocate.
2. Click on the Subject to allocate the teacher to.
3. Click on 'Link To' or double-click the subject to allocate.

Clear Teacher – To remove the teacher from the selected subject.

Load Split - You can then load the generated combinations to your Splits. This will overwrite the previous split allocations. To load the selected grade only, uncheck the 'Load All'.

Print

- **Combinations List** – Will print the tabulated list as shown for the current grade.
- **Learners Subject List (With Splits)** – prints the list of learners and their subjects according to their allocated splits. Only subject allocated to splits will show.
- **Learners Subject List (No Splits)** – prints the list of learners and their subjects. Only learners with subjects that are not allocated to splits will show. Excel will list them all.
- **Learners in** – Prints the list of learners that are allocated to the selected Split, Subject and Teacher.
- **Excel** – Produce an excel spreadsheet of current learners and their subjects.

Adding Learners Afterwards.

You can add new/late comers after you have organized your splits.

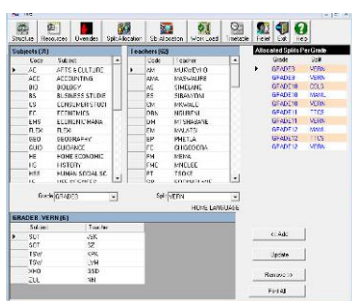
The simplest way of doing this, is to copy subjects from one of the learners doing similar subjects as a new/late comer, and paste it to the new/late learner. Alternatively do the following;

1. Select the Grade to update.
2. Add the learner's name at the bottom of the list. Save.
3. Allocate the subjects to the learner.
4. Click on *Split Combination*
5. Click on *Unallocated Learners* to list the new added learners that do not have split allocations.
6. Click on *Show Learner Subjects* to list the subject allocation of the selected learner. The selected subject will be written in **blue** in the Combination grid to guide you.
7. Click on the drop list to allocate the Split to the selected subject.
8. The newly allocated/moved subjects will be highlighted in **green**.
9. After all subjects have been allocated to splits then Save.

Click on **Reconcile** to allocate and update the number of learners per subjects in a group.

Split Allocation

This is where you specify the teachers and subjects involved in each split per grade. Make sure that all the split names are added in the Resources before allocating splits.



Step 1 – Select the grade that the split should apply to.

Step 2 – Select the name of the split.

Step 3 – Click on the subject you want to assign to the split.

Step 4 – Click on the teacher who will be teaching the selected subject in the split.

Step 5 – (Optional) select the specific room at which this subject should be done.

Step 6 – Click Add to assign the split to the grade.

Repeat step 3 to 6 for other members of the split.

NB You can have the same split name for different grades.

The list of all allocated splits will show at the right top corner to keep you informed of the grades and splits assigned to them. To move to an existing split allocation, just click on it.

Show Allocated – To display the list of subjects already allocated to the selected teacher, OR the list of classes allocated to a selected subject.

<<Add – To add a subject and a teacher to a current grade and split.

Update – To change the selected allocation to a newly selected subject and/or a teacher.

Remove>> - To remove a split member record, select the records and click Remove button.

Print – Will print the breakdown of the split allocation.

Tip: If you have two or more groups of classes doing the same split in the same grade but at different times, you must give different names for the splits, i.e. VERN1 and VERN2 and treat them as different splits.

Subject Allocation



This is where you allocate subjects to a class.

Step 1 – Select the class to assign the subjects to.

Step 2 – Select a subject/split to allocate by clicking the record.

Step 3 – If a subject is selected then select the teacher for the subject.

Step 4 – Indicate the number of times the subject/split should be done or the total minutes per cycle.

Step 5 – (Optional) Indicate the number of doubles you would like.

Step 6 – (Optional) Indicate the number of triples you would like.

Step 7 – (Optional) select the specific room at which this subject should be done.

Step 8 – Click the Add button to assign the subject/split to a class.

Repeat step 2 to 8 for other subjects.

Splits are those subjects marked with a tick on their Split column. When a split is selected, the list of subjects and teachers for the selected split will be listed on the right corner for your information.

If you want to allocate one Teacher to different classes, check the box of **Classes to Teacher**. This will list the Classes instead of Teachers and list teachers in the dropdown box. You will be assigning subjects and classes to a teacher.

Note that the allocated number of periods/minutes and doubles changes according to your previous allocations or your *Subject Weighting* settings.

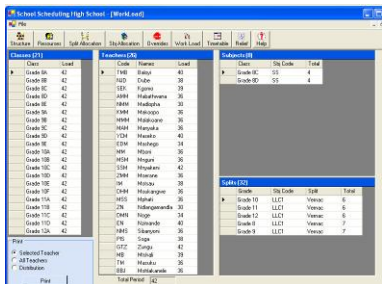
To make corrections on the assigned subject, select the subject allocated by clicking on it. Make your desired changes by clicking on the new teacher or subject and then click **Update**. To remove the assigned subject just select the subject allocated and click **Remove**.

You can Copy the allocation of one class and paste it on another class to avoid repeating the same steps for every class in the same grade. Use the Update button to edit teacher allocations.

The top right corner contains the total number of Periods already allocated and the Residual that is still to be allocated. The periods are correctly allocated when the Residual is 0 (zero). You can press the **Auto Allocate FLEXI** button that will allocate unsupervised flexi or free periods to all the residual periods. This is ideal for colleges and universities where there are self-study periods for students.

Click the **View Allocation** button to display the allocation of the selected teacher, class, subject or room.

Work Load



To check if your allocation balances. This is where you will be notified if there are teachers, classes or rooms that have more allocations than the available periods.

The override settings are included in the calculations of work load. To check the subject allocation for a teacher, class or room simply click on the teacher, class or room and the list of subjects and classes/teachers allocated will show on the right.

There are lots of other checks-and-balances that are performed by the system when this button is pressed. You will only be allowed to draw your timetable after these check-and-balances are performed and are OK.

Timetable

After all the settings and Work Load checked, you can then draw your timetable. The previously drawn timetable will show.

Draw Table – Click this to draw a new timetable. The previous timetable will be replaced by the new one. You can first do a Backup by selecting Backup from the File menu.



Separate Doubles – Where periods are very long and you prefer doubles to be separated rather than one long double period, check this box.

No Triples rather separate dbles – If you prefer separate double periods instead of triple or three periods of the subject in a day. If unchecked the system prefers triples instead of separate doubles.

Auto Shadowing – To allow Scheduler to use Shadow Teachers when the timetable become infeasible. *See Shadow Teachers below.*

Draw Minimized – The table draw will run at the background.

Shuffle This Timetable – This will shuffle the already drawn timetable. This will

rearrange the timetable without redrawing it. This helps the system to comply as much as possible with your user period settings.

Type - For some reason, if you want to draw splits only timetable and maybe continue to add other subjects at the later stage, select 'Splits Only'. Select 'After Split' to finalise your timetable.

Undesirable Allocation– After your timetable has been completely drawn, the system will run an auto-check of the allocations and list all periods that were undesirably allocated, i.e. unwanted triple periods, separated periods of the same subject etc. You will have a chance to rectify this by clicking the '**Fix This**' button. The system will shuffle the timetable and get rid of those allocations. You can check for undesirable allocated periods anytime by pressing Alt+R.

Teacher Table – List the selected individual teacher table for the cycle.

Subjects - To view the subject allocation of the selected class.

UnShadow – (*check Shadow Teacher on the last page*).

Teacher – Select the teacher to view his/her teacher table. Remember Shadow Teachers are marked with =S'

Room – When Maximize is set to Room Table or Room Table button clicked under Print. This will list the Room Tables. Rooms that ends with * are those that are allocated to class teachers under Resources. They only appear when 'Learners to Teachers' box is checked under Resources.

Class/Teacher – To view the class or teacher timetable for the whole cycle.

Composite – To view the composite class, room or teacher table per day. You can only Swap teachers under Composite view.

Compact – View, print and export to Excel a compact version of timetable. Instead of two lines per entry this will compact it to one line per entry where teacher, class ad room are all in one cell.

Swap View – To alter the display of your table. When unchecked the Periods are on left vertical pale and days on top horizontal. When checked the Periods are top horizontal and days are left vertical.

Class – Select the specific class to view its class table.

Day – Select the day to view the composite class or teacher table.

Maximize – Select the table you want maximized. Room table could only be viewed from here.

Print – Print your selection of Timetable

Excel – Export your selection of Timetable to Microsoft Excel. You should have MS Excel installed in your computer.

Expand Splits – Export to Excel and expand all split entries. Where there is a split, list underneath all subjects and teachers that belong to that split.

Classes/Teachers for Grade – *This is only available when Maximize is set to Class/Teacher Timetable. To view classes or teachers of a specific grade only. This will also affect your printing and Excel export.*

Use Colours – If you want a colourful display of subjects when viewing your timetable. This makes it easier for you to locate occurrences of a subject in a timetable. You can change colours as you wish under Resources. Colours will not appear on print or excel export. To cancel colours just uncheck the box.

Hide FLEXI – This only applies if you have a FLEXI teacher and want to hide/show the unsupervised periods. Hiding FLEXI from display will suppress FLEXI from printing or exporting to Excel.

Include Relief – If you have allocated relief periods under Relief Table, you can activate those periods and include them for print. All relief periods will be displayed in Red.

User Compliance – As a user, you will specify the number of doubles and triples you would like per subject. The system may only comply with few subjects and not all. You may push the system to compliance by pressing Alt+C or clicking the button 'User Compliance'. The more you click, the more compliance the allocation becomes. The percentage level of compliance will show under comply heading on the subjects list. Click on the subject to highlight the occurrence.

NOTE : During the timetable draw, Windows might show as if it is hanging (Not Responding) while it is running in the background. This happens also when you move focus to other applications or mouse clicking. If you leave it for some time it will show activity again.

Columns Size – You can adjust the size of your timetable columns by clicking on the increase '<>' or decrease '><' buttons. This will resize all columns except those manually adjusted. You can adjust the size of individual columns by increasing or decrease its header size. All the manually adjusted column sizes will be saved and applied every time you load the timetable. Press '**Reset col sizes**' to clear and reset the sizes.

Copy and Paste or SWAP Class/Teachers Periods

Class Periods - After a timetable has been drawn, you can still move the subject around. If you want to move a subject from one period to another, under Class Teacher View do the following;

Step 1 DoubleClick on the subject you want to copy.

Step 2 DoubleClick on another subject/period you want to paste on or swap with.

The targeted periods will be marked in sky blue for your notification. If the swap would not affect other classes, then the swap will take place. Should there be any other classes that will be affected by the copy/paste, then those classes will be listed with their subjects and teachers. Split combinations will be marked by teacher "0". Click on the listed records to see the subjects that will be affected by the paste.

The copy/paste or swap will not be allowed if it will violate Override settings.

NB: Press Alt+R to check is your allocation is still up to standard.

The '**Fix This**' button will be grayed-out (disabled) if changes were made to your structure, resources or allocations after the current timetable was drawn, or you have swapped teachers.

Swap Teachers - After a timetable has been drawn, you can still move the Teacher subject around. If you want to swap a teacher subject from one teacher to another, under Composite View do the following;

Step 1 DoubleClick on the teacher period you want to copy.

Step 2 DoubleClick on another teacher subject of the same period you want to paste on or swap with.

Learner Timetable

This is the timetable that will be specific to a learner especially those taking split combinations. You may import the list of learners from a csv text file. You can also group your learners according to the set of subjects they take or according to streams. Instead of typing in the individual learners, you can type in the group/stream name.

Using Group/Stream names.

Step 1 - Select 'Allocations' from the top left box.

Step 2 - Select Grades to list the grades only.

Step 3 - Click on Group names.

Step 4 - Select the grade and add the group/stream names and give them unique IDs. E.g. Grade 11 IDs could be 111, 112, 113 or 11A, 11B, 11C etc. where the first two digits indicate a grade.

Step 5 - Save the names.

These names will be auto-added to a class with no learners or groups/streams assigned.

Adding individual Learners or Groups.

Step 1 - Select 'Allocations' from the top left box.

Step 2 - Select a class or a grade to add learners or group to.

Step 3 - Add the list of learners or a group of learners taking similar subjects in a grade. Indicate the number of learners in the group under 'Units'.

Step 4 - Click on 'Save' button. The non-split subject will be auto-added to every learner/group if the selected class has a split allocation.

Step 5 - Select a Split subject (teacher is '0') to list all the subjects under it.

Step 6 - Select a subject under split subject.

Step 7 - Click on Add/Upgrade to add or change the Learner Subject.

Select the next learner/group and repeats the steps above.

You may only add the selective subjects i.e. those subjects that are done in split combinations.

When you click on the learner/group the timetable will display the specific subjects instead of split names.

Update Table - To update the database of the learner timetable and make it ready to print.

Count Allocations - To count and allocate the number of learners taking the subject.

Show Learners - To list only learners/groups that are allocated to the selected subject and teacher.

List All Classes/Grades - By default, the system will only list classes/grades that have split combinations in them. When this is checked then all classes/grades will list.

Grades - List learners by grades.

Excel - Export and list the current learners/groups with their subjects.

Print (gray) - Print the list the current learners/groups with their subjects.

Print (green) - Print the timetable for the current learners/groups.

Relief Table

The list of teachers that are available as substitutes for those who are absent. You first have to select the absent teachers by clicking on the names from the list of teachers. The teachers most suitable to relief will be marked with "←". The teachers with "←" are those teachers who are teaching the same subject as that which is sought to be relieved in the underlying teacher table. Click the teacher from the list to see his/her workload list. Click on '>' to hide and '<' to show.

To Allocate a Relief to a teacher.

Step 1 - Click the teachers that are absent from the list of teachers. As you click the teacher is added to the absent list.

Step 2 - Select the teacher from the absent list to check his/her possible substitutes. The corresponding day timetable of the selected teacher will be shown at the bottom.

Step 3 - Double click or click on Relief button to allocate a teacher to corresponding subject below.

Select another day and repeats the steps above.

Select another absent teacher and do the steps above.

The teachers who are allocated to the current absent teacher will be written in **red**. Those allocated to relief other teachers will be in **blue**. The unallocated will be in black. To view the allocation of the teacher in Blue or Red, just click on the name to reveal the details.

Show Workload - Will list the teacher workload percentage along the teacher name.

Relief Table - Will list the timetable of the selected absent teacher showing the names of relieving teachers in red.

Where names are not shown it means that no relief teacher has been allocated as yet and these will not print.

Print Relief - Will print the relief timetable of the selected absent teacher. Only the relieved periods will be printed.

Free Teachers - If you want to check the list of teachers that are free at any given period. This will list all the teachers not teaching at a given period excluding those appearing on the absent list and those assigned to relieve during the period.

Excel - Click on Excel button to export the list of all free teacher, excluding those who are absents, to Excel spreadsheet.

Same School Different Periods

For more complex situations, you can allocate different periods to different classes or days by allocating different period structures. You can also allocate different breaks to free your resources and make them available while other classes are on break.

You can also allocate the amount of time (minutes) per periods. With this you will be required to allocate time (minutes) to subjects. The drawing of a Time Based timetable might take a little longer than the non-time based.

Under Structure, click the check box '**Different Classes**' or '**Different Days**'. Select the specific class/grade or the day to which the new set of periods will apply. You can paste the general periods and change the periods, or you can type in the new periods.

This setting will produce a timetable with different period structure for specified classes or days as per your choice. You can **Copy** a set of periods from one Class/Day and **Paste** it to another.

To disable all specific periods, simply uncheck the 'Different Classes' and/or 'Different Days' then save. If the boxes are unchecked, the specific periods will be ignored. You do not have to delete all specific periods.

All the specified periods per class and/or day will be displayed on the top right corner. Just click on the specific set of periods you want to access.

Rules for Same School Different Periods

1. Durations of vertical period sets should be the same for all classes per day.
2. Period durations can be different from each other and be different day by day.
3. Where classes have different breaks, then the break duration should be the same as other vertical periods.
4. You cannot have, for instead, one period at 60 minutes for one class and the same period at 30 minutes for another on the same day.

How Will Your Timetable Look Like?

Please note that School Scheduler handles Subjects and Periods in the following order.

1. Subjects and splits are allocated at one occurrence a day and spread to other days to ensure continuity.
2. Only where doubles are specified will consecutive double periods be allocated for a subject, except where the subject requires more doubles than the number of days, then consecutive triples will be allocated. These are also spread to other days to ensure minimum doubles per day per class.
3. Only if there is no space for a consecutive double or a single period elsewhere, then a subjects will be allocated in a non-consecutive/separate periods as illustrated below.

MATH	ENG	HIST	Break	LO	MATH	GEO
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4. At other circumstances, the system might resort on making a consecutive triple period rather than non-consecutive double period for the same subjects in a day. You will be given an option to 'Fix This'.
5. If you do not want triple periods, then indicate that you rather have separate/non-consecutive doubles than triples by checking '**No Triples rather Separate Dbles**'.
6. It is only after trying everything that a subject will be left in a non-consecutive periods.
7. However, if '**Separate Doubles**' is checked, then the opposite of all points except for 1 above will happen (*Replace consecutive with non-consecutive and visa versa*).
8. The Study/Free periods or subjects that are taught by a FLEXI teacher are always spread in a non- consecutive manner to avoid longer unsupervised periods.

Below is an illustration of your timetable cell content.

Teacher Table

Subject	Subject	Subject	Subject
Class	Class-{Room}	Grade(Split)	Grade-{Room}(Split)

Class/Learner Table

Subject	Split	Subject
Teacher		Teacher-{Room}

When do I use this?

FLEXI

This is a reserved name for a floating teacher that;

1. Could be allocated regardless of clashes. Overloading will be disregarded for this teacher.
2. Will not be listed in the Teacher timetable printout.
3. Is used mainly for unsupervised or Free periods.
4. It is generally a non-existing/imaginary teacher.

This is teacher that can fill in on every period. Suppose you want to allocate free periods to a class(s) then add a subject called 'Free' or 'Study' and allocate it to teacher FLEXI.

If during your allocation, you are still left with residuals that you want to convert to 'Free' or 'Study' periods, just click the 'Auto Allocate FLEXI'.

LINK

Suppose you have a subject that you want done at the same period by different classes which may be from different grades. In your Resources, go to the subject concern and change the label of SUBJECT or SPLIT to 'LINK', i.e. leave the CODE as it is and change the description on the corresponding column to LINK.

All classes that have been allocated with this subject or split will do it at the same time regardless of grade. E.g. religious, prayer or physical exercises.

TWIN SUBJECTS

Twin subjects are those subjects that belong together but allocated as different, e.g. Physics and Chemistry, Algebra and Calculus, Paper 1 subject, Paper 2 and Paper 3 etc. If you want Scheduler to treat them as one such that they do not end up being done all in one day on different separate times, then mark them with the same subject name. Give them their different Codes but the same Subject Name. There is no limit on the number of twins each twin subject can contain.

SHADOW TEACHER

A shadow teacher is the teacher that gets assigned to periods that are causing clashes that could lead to infeasible timetable settings and delaying the finalization of timetable. When School Scheduler reaches the point of infeasible timetable, it first disregards the room assigned to the teacher to ease constraints. If the problem persists, it then adds a Shadow Teacher corresponding to the teacher with more workload, or the teacher mingled in splits. Scheduler will then allocate some periods of the shadowed teacher to its shadow to complete the timetable. The shadow teacher is the teacher whose code ends with '=S', e.g. the shadow for FKZ will be FKZ=S, for 18 will be 18=S and so on.

After the timetable is successfully drawn,

1. From the teacher timetable, select the Shadow Teacher from the dropdown list of teachers.
2. Click the periods allocated to the Shadow Teacher. The list of all available teachers (Free) during that period will be displayed.
3. Choose a teacher that could substitute or takeover in that period. All periods of the same subject and class for which the selected teacher could substitute in, will be highlighted in gray and others (same subject and class) in yellow.
4. Double-click on each period or click on Substitute to allocate the selected teacher. Or click on 'Substitute' with 'All' checked to allocate the selected teacher to all the gray highlighted period.

Click on **UnShadowed** to list the periods of the main teacher that belong to the same class/group of learners. You do this if you want to reallocate the whole class/group to another teacher than separating the one subject to different teachers. The periods written in **red** belong to the original teacher (Unshadowed Teacher).