

Timetable User Guide

Classic 2014.11.5
© MUSAC Ltd



t. 0800 600 159
f. 0800 500 159
support@musac.co.nz



Installation	3
Opening Screens	4
Contact Information	4
Default Photo	4
Logging in	4
Choosing which Program	5
QUICKFIND	5
Student Information	5
Teacher Information	7
Room Information	8
Class Information	8
Availability	8
FULL TIMETABLES	8
LIST MENU	8
UTILITY MENU	8
SUBJECT INFORMATION MENU	9
TIMETABLE EDITOR	10
Choosing a Timetable	10
The Spreadsheet	11
Individual Timetables	16
Configuration	19
Utilities	22
Window	24
TIMETABLE ASSISTANT	25
Starting Up	25
The MAIN MENU	26
Student Editor	28
Teacher Editor	31
Option Line Editor	33
Make Option Lines	36
Transfer to Timetable	41
Load Option Lines	41
Load a Subject Set	41
VIEW MENU	41
UTILITY MENU	41
Subject Editor	41
Exit Timetable Assistant	41
USER	42
User Screen	42
Commands	42
Show Pages	42
SESSION INFORMATION	43
TERMINAL DETAILS	43
COMMANDS	43
Refresh	43
Close QuickFind Terminals	43
Password this area	43
Print	43
Send a Message	43
Close	44
GENERAL	44
Order of Operations	44

Hints..... 46
 Building an Exam Timetable..... 46
 Commonly asked questions..... 47

Installation

The program may either be installed from CD or by downloading from MUSAC's web site.

Installing from CD

Insert the CD into the drive and type SETUP. Follow the instructions on screen.

Installing From the Web

Go to <http://www.musac.co.nz> Downloads area, and either register or log in. Scroll to the "The Timetable Suite" area. Download the file SETUP.EXE to your hard-disk and then run it.

It is strongly suggested you install "The Timetable Suite" into \TTSM folder. Create this directory on the same drive as all your other MUSAC programs.

Initially you will have DEMONSTRATION access only to the programs. This allows you to run all the features of the program BUT will not allow you to SAVE any of your changes.

Installing the Registration File

In order to have full access you will need to install a registration file. This file WTTSMMENU.DAT contains your school name. It is supplied (or may be emailed) to schools purchasing the software. The registration

file may be installed manually into the \TTSM  directory, or you may install it by clicking the "Install Registration disk" button at the first screen. Once installed, this screen will not be displayed again.

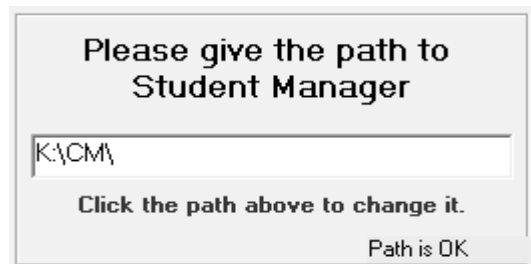
Setting up the program paths

To setup TTSM you only need to set the path where your Student Manager database CM.MDB exists

You can also type a link to the MUSAC's Absence programs. This will be used later when QuickFind becomes available.

It is recommended that you password protect this area by clicking the Password button.

MUSAC's "Timetable Suite" does however maintain a separate list of users in a file called TTUSER.DAT.



IMPORTANT: Note when using TTSM as a stand-alone application (eg. a Timetabler may wish to work offsite), the following are required in addition to the application:
 CM folder and TTSM folder


Opening Screens

Contact Information

By clicking on the heading area of this screen and many others in the Timetable Suite you will be presented with a MUSAC business card that has the full details on how you can contact us. You can click directly on the email address or web address displayed to make contact.

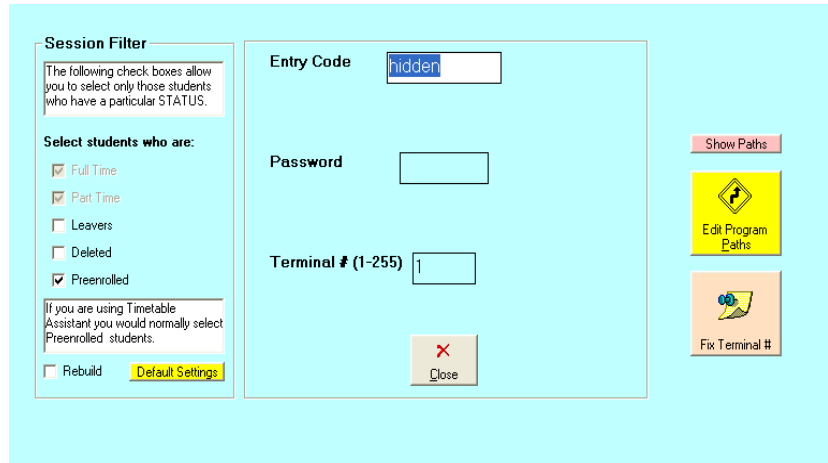
Default Photo

It is suggested you create a default photo such as your school crest to be used in the Timetable Suite. Save this file as DEFAULT.JPG or DEFAULT.BMP in your

 \TTSM\STAFF folder. This picture will then show at the top left of your menus and also whenever a teacher or student's picture is missing.

Logging in

At this screen you enter your User Name, Password and Terminal number.



User Name

If you are setting this program up for the first time and have NOT setup users previously then use the user name MUSAC.

Password

If you are setting this program up for the first time and have NOT setup users previously then use the password MUSAC.

Terminal Number


This can be any number from 1 to 255. This number should be unique to each machine on your network. The program uses this number to determine who may have a particular timetable open and hence it can block more than one users editing a given timetable simultaneously.

Program paths

This allows you to alter the paths to the programs which Timetable Suite accesses. (see page 3)

Fix/UnFix Terminal

This allows you to permanently enter the terminal number for the current machine into either the local

registry (under \HKEY_LOCAL_MACHINE\SOFTWARE\TTSM) or a (TTSM.INI ) file (if registry access not allowed). This has the advantage of making logins slightly quicker as no terminal number needs to be entered, and also means the user does not need to know what the terminal number is. This button can also be password protected.

To set up new users see USER.

Choosing which Program

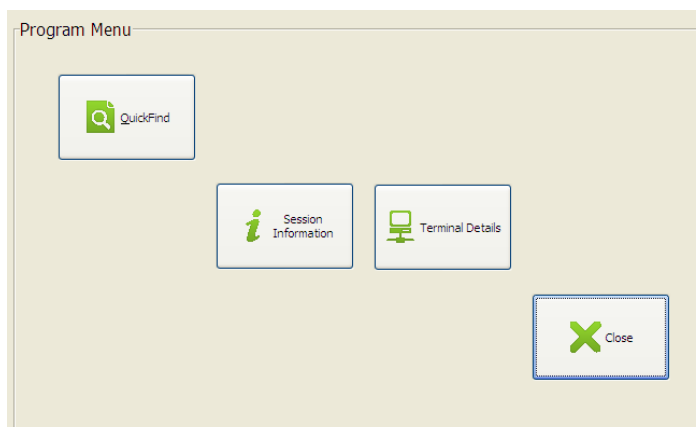
This allows you to run:

QuickFind

This program is a powerful viewing package which allows you read only access to our Student Manager and AB6 absences information as well as all Timetable data. It also has many listing and printing features.

Terminal Information

This allows you to monitor those users who are currently logged into the Timetable Suite



Download an Update

This allows you to automatically download MUSAC's updates from our website www.musac.co.nz.

QUICKFIND

Student Information

This allows the current user to see the various pages in Student Manager that they have been given access to.

Student Pages

Personal

This shows basic name, address, class and date of birth information plus an enlarged version of the student's photo should it exist.

Caregivers

This gives access to the details for up to 5 caregivers for the student.

Ministry

This show New Zealand Ministry of Education Information.

Medical

This shows a student's medical conditions and their doctor and dentist information

Renamables

The categories shown here are those defined by the user in Student Manager. It also included the student's ethnicity.

User

This contains further User defined information

Historical

This may contain up to 2 pages of historical subject and class information

Other

This shows sibling information, also attendance and leaving data.

Absences

This shows the half day absences information as displayed in Student Manager. You can access 'period by period' details from the MUSAC Absences package by pressing the yellow button that is displayed. This 'period by period' data can be printed for the current student OR the current selection.

Sensitive

This may contain extra information about a student that you may not wish your general staff members to see. (see 'Show' Pages)

Subjects

This shows the students current set of subjects. You may however view other subject sets for this student. You can also show the class sizes for the subjects they take and by pressing the 'Show Combinations' button you can see other ways this student could put their course together. You can also produce class rolls for any subject the student takes by right clicking the subject with the mouse.

Exams

This has not yet been written.

Financial

This shows any financial data that has been entered via Student Manager for this student. This page can also be printed.

Timetable

This shows a student's timetable. You can also view different timetables and subject sets. This page can also be printed.

Customising

The Timetable page offers the ability to customise any period in the current timetable. For example the current student may come out of their normal Monday Period 3 class and take a clarinet lesson. You can also attach students to different form classes e.g. Mary might be in the WHANAU group but does her classes with 10KY. You can also turn customising off to see what the student would be doing if they were not customised.

Within customising area you can:

- set a password. This can then restrict access to other users.
- list all customised entries. Individual entries can then be deleted via the Delete button or by right clicking.
- delete an entry.

Pastoral

This allows you to view a student's Student Manager pastoral record for any given year.

Record Info

This page shows file and record information that relate to the current student.

Button commands

Select

This allows you to select students using a variety of criteria e.g. by Horizontal form class, by subject etc. Selections can be linked by AND and OR commands to provide complex solutions

List

This places you in the Student List area where you can view several students simultaneously listed vertically on the screen with their subjects.

Contacts

This allows you to see the caregiver contact information for the current student.

Subjects

This allows you to see the subjects taken by the current student in the currently selected subject set.

Print

This allows you to print out student lists, photos and timetables as well as other choices

Timetable Suite

Tag

This allows you to mark students in order that you can select any given group. These selections can then be saved via File – Save Selection

Where

This allows you to find any group of students for any given period.

Notes

This allows you to record notes about the current student. These notes can be passworded.

Close

Teacher Information

This area allows you to choose a teacher whose timetable you wish to view.

Navigation Bar

This allows you to move to the:

First teacher
 Previous teacher
 Find a teacher
 Next teacher
 Last teacher

List

This allows you to print information about any selection of teachers.

You have control over:

- the information displayed about each teacher
- the order they are printed
- the font size
- the number of boxes to be added to each teacher as well as the width of these boxes.

Summary

This allows you to see quickly the classes the current teacher has and the number of periods for each.

Print

This has 3 choices

- 1) Print the current timetable
- 2) Print a selection of timetables
- 3) Show the full print menu

Rolls

This provides a quick way to print rolls for the current teacher or any selection of teachers. There is a wide range of formats available.

Full TT

This allows you to display and print timetables in their various forms (teacher/room/class/year level) in the full (as opposed to individual) format

Right-Click rolls

If you right click on any class in a teacher's timetable you have the option to display and print the roll for this class in both a list and photo format. Please note that student photos can only be uploaded into QL5 via a network upload.

Teacher Photos

These reside in the \\TT5\STAFF folder. They are stored as JPG or BMP files using the teacher code to distinguish them (e.g. TBC.JPG)

Room Information

This allows you to display and print room timetables. The options are very similar to those available in the Teacher Timetable area.

Class Information

This allows you to display and print junior form class timetables. The options are very similar to those available in the Teacher Timetable area.

Availability

This allows you to display the teachers and rooms that are free for any given period or periods during the week.

FULL TIMETABLES

This area allows you to display timetables of various types in both a full and individual format. The FULL format is like a summary display showing all the selected teachers/classes/rooms etc in one big table. It is the printout often displayed on the wall in the staff room.

There are various format options available.

LIST MENU

Student Lists

This allows you to display all the students in your database down the screen along with their subjects. There are a wide range of selection criteria. You can then print lists, display contact information, make notes about students etc.

Teacher Lists

This allows you to print information about any selection of teachers. You have control over:

- the information displayed about each teacher
- the order they are printed
- the font size
- the number of boxes to be added to each teacher as well as the width of these boxes.

Statistics

This shows 3 tables summarizing your school by year level, horizontal and vertical classes. The entries in each table can be 'right-clicked' to display instant rolls.

Option Lines

This shows your current option line details for each year level. The entries in each table can also be 'right-clicked' to display instant rolls. You can also view option class numbers.

Option Class Rolls

This allows a quick way to print option rolls lists for each selected option class.

UTILITY MENU

Change Timetable Number

Set the Passwords

This allows you to edit the passwords for:

- The program paths
- The Utilities Menu
- Notes

Customise Groups

This allows you to add an entry onto the timetables of any group of students. It is much more efficient than individually customising the timetables of each individual student.

You can customise timetables for all students in a particular:

- year level e.g. all year 13 students have Assembly on Monday period 2.
- horizontal class e.g. all students in form 10KY have a library period on Tuesday period 3.
- subject group e.g. all students in 12HIS in line E go to the Hall on Wednesday period 4.
- vertical group e.g. all students in RED house have a house meeting on Thursday period 5.
- Selection e.g. all students in the CRICKET selection have coaching on Friday period 6.

Subject Level Mask

This allows you to teach QuickFind how to determine the year level of each of your subject/class codes.

Department Editor

This allows you to create departments and allocate subject codes to them. For example you could create a COMMERCE department and allocate ECO (Economics) and ACC (Accounting) to it.

Maximum Class Sizes

This allows you to state your preferred maximum class sizes for each year level.

SUBJECT INFORMATION MENU

Subject Numbers

This table shows the total number of students taking each subject in your school

Subject Placement

This table lists each subject for the selected year levels and the option lines in which they are running

Subject Rolls

This allows a quick way to print subject lists for each selected subject.

Subjects with teachers

This table lists each subject for the selected year levels and the teachers taking them.

Subjects without teachers

This table lists each subject found in the option lines that have not yet been staffed.

Option Lines

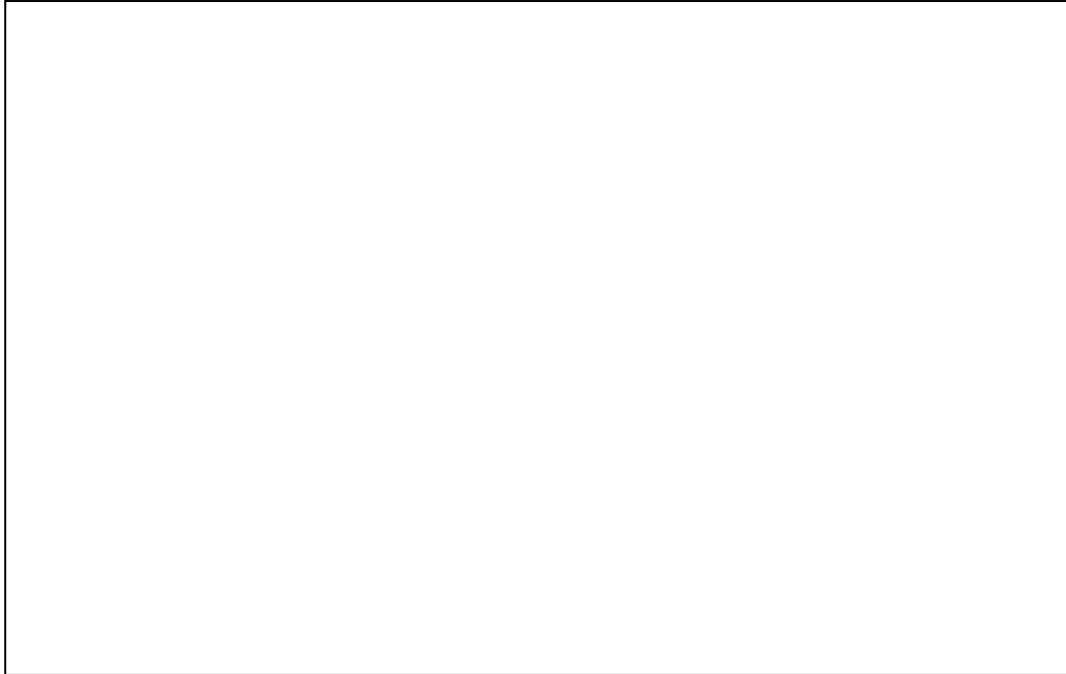
This displays your current option class lines along with numbers in each class, selectable by year level.

Option Class Rolls

This table lists each option class you are running and allows you to select the ones you wish to print rolls for.

TIMETABLE EDITOR

Choosing a Timetable



You can have up to 99 different timetables.

Those that already exist in the current format are listed in yellow. Those in the old format show in purple, and numbers that have not yet been used are white.

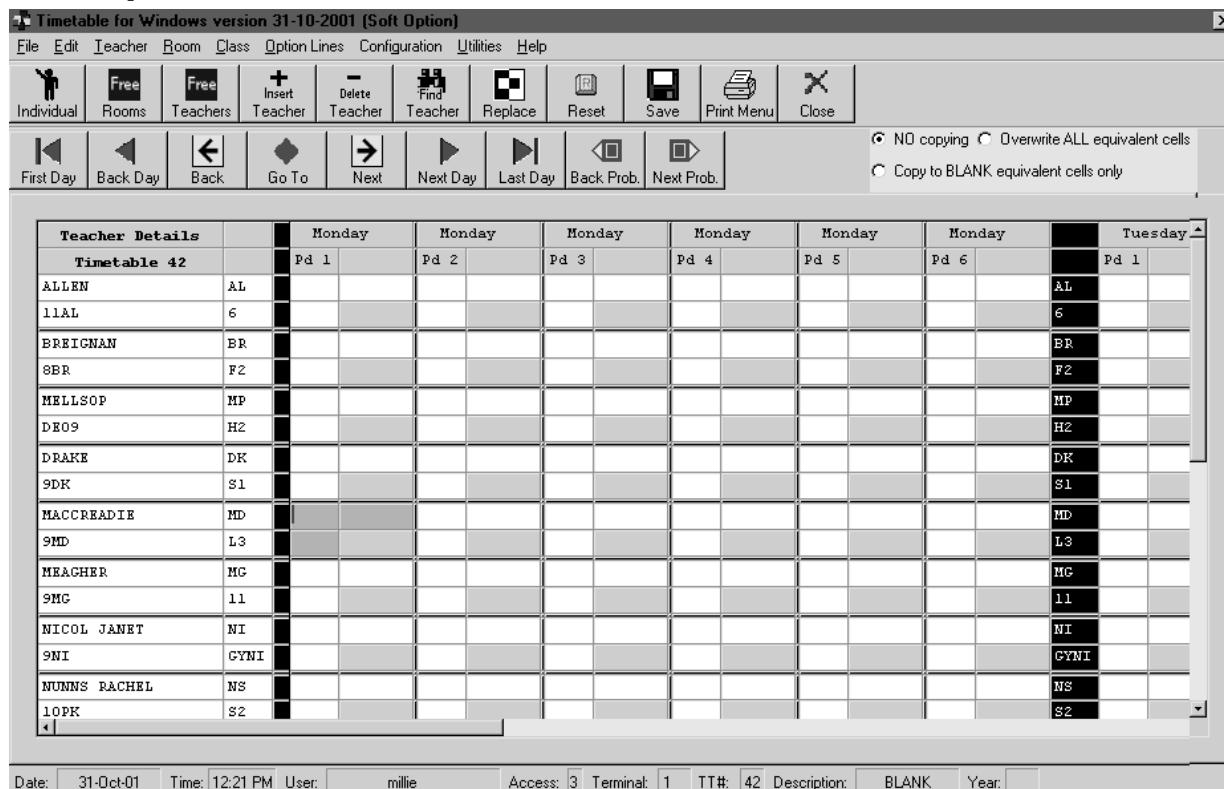
You can either type the timetable number you require or double click it.

If there are timetables you no longer require you

can later choose to delete these (via File - Delete at the main screen).

If you choose a timetable in the old format you will be given the option to convert it to the new structure. You have the choice to convert both your subjects and class names from the old 'form' format to the new 'year' format. You can also choose to keep or delete the old timetable. You can also choose to open a new blank timetable with this number instead.

The Spreadsheet



Teacher Details

On the left hand side of the spreadsheet you enter the details for each teacher. There are 4 boxes.

On the top line you enter the teacher's name (up to 15 characters). You then enter the teacher's code. This must be a unique 2 or 3 letter code. On the second line you have 13 characters available in which you can enter the class the teacher is responsible for, or you may enter a note e.g. Yr 10 Dean. The last cell is shows the room that the teacher is responsible for.



Cell format

Each cell in the timetable contains 3 parts.

The first block is the most important as it dictates what type of entry the cell contains. This block contains 4 characters.

If the first cell contains a single letter then the cell contains an option subject.
eg. E 13HIS in room 23

If the first cell contains more than one character, then this indicates a core class entry.
eg. 9AN MAT in room 11

If the first character is a single quote ' then the first 2 blocks combine to give a further 9 characters in which you can write a comment.
eg. 'ADMIN or 'SPORTS

The status bar at the bottom of the screen indicates also the description of the cell.

Teacher Details		Monday		Monday	
Timetable 50		Pd 1		Pd 2	
Alvin Andrew	AN			A	13HIS
	18			18	
Andrew Glenda	AW	B	11ENG	9JN	SST
	15	15		A	
Belsey Graeme	BE	B	12ELT	A	10TEC
	39	39		39	

The second cell is where you enter the subject. There are 6 characters available.

The third cell is where you enter the room. There are 4 characters available.

Cursor movement

Key commands

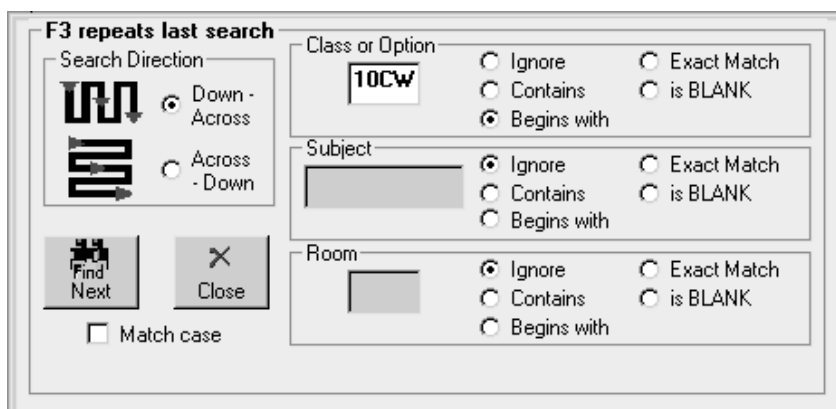
To move within a cell you can use either the ENTER, UP, DOWN, TAB or Shift-TAB keys or click with the mouse.

To move from one cell to another you can either TAB to the right or shift-TAB to the left. You can also click in a new cell with the mouse or move the slide at the bottom of the screen.

Right-Clicking

If you 'right-click' in a subject cell you have the ability to replace the current cell (and equivalent cell) with new information (see 'Replace').

You can also FIND a cell. (see below)



Find a Cell

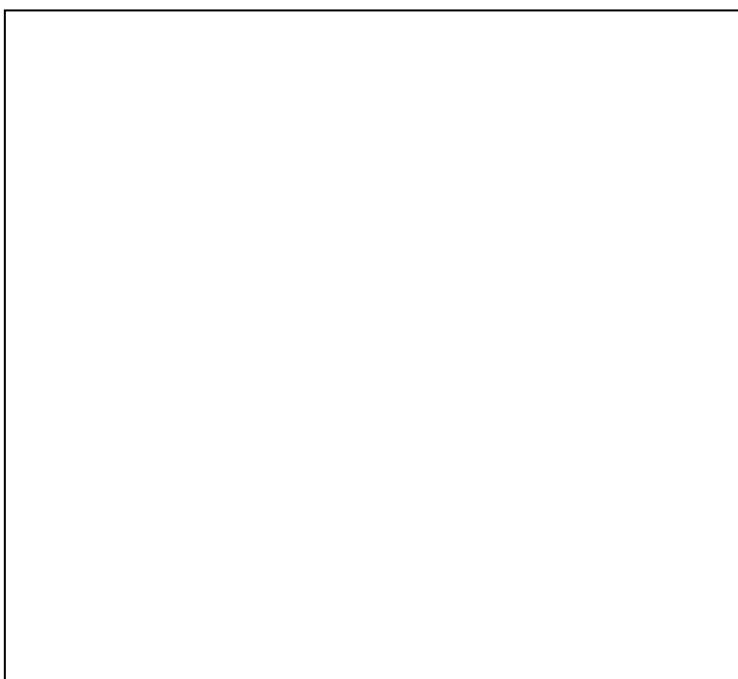
This allows you to search across or down for cells containing particular information. Once you have set your search criteria, press the F3 key to repeat the last search ie find the next occurrence.

Navigation Bar

To rapidly move to another DAY/PERIOD you can also use the navigation bar. This allows you to move directly to the first, previous, next or last day.



The yellow BACK and NEXT buttons allow you to move from the current cell to the next or previous equivalent cell. This allows you to move quickly through each period where a teacher takes a particular class (see the yellow cells in the example below).



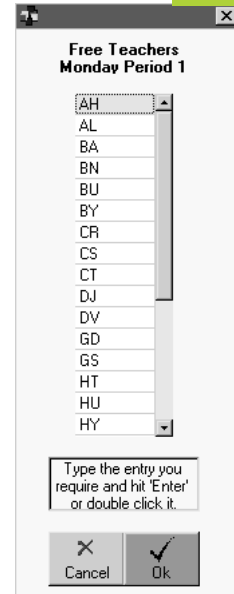
The 2 'Prob' keys move you to the next or previous cell that has a **problem** e.g. the cell may contain a room clash.

GoTo button

Even more useful command is the Go To button. This opens up a window showing all the periods for the teacher concerned. By double clicking on the period required you then move immediately to this cell in the spreadsheet. The current cell you are in is highlighted in blue and the equivalent cells are in yellow.

Find Teacher

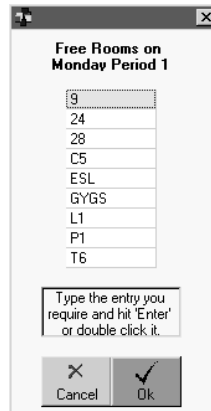
This button allows you to move immediately to whichever teacher you require.



Other Commands

Free Rooms

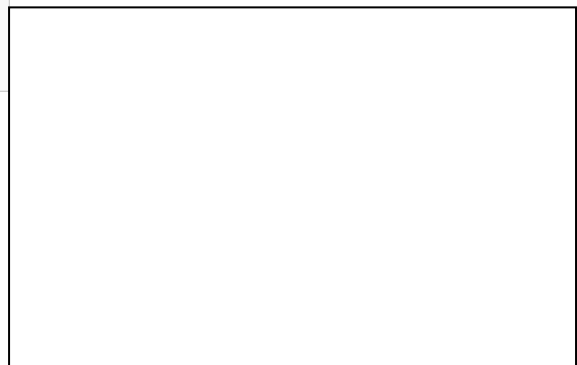
This shows all rooms that are available for the cell you are currently in. Click on the room you require. It is a very useful button for solving room clashes.



Insert Teacher

When you click on the Insert Teacher button, you get offered 4 options.

- 1) You can insert before the current teacher.
- 2) You can insert after the current teacher.
- 3) You can make a subsequent copy of the current teacher. (see below)
- 4) You can cancel the insertion.



Subsequent teachers:

A subsequent teacher entry is used when a teacher takes more than one class or more than one level simultaneously e.g. a teacher make take 11TOU, 12TOU and 13TOU at the same time. The 11TOU class would be entered as normal, but the 12TOU and 13TOU classes would go in as a subsequent entry. You may have no more than 2 subsequent entries.

WILTON ANNA	WN	E	13TOU
11WN	T4	T2	
WILTON ANNA	WN 1	E	12TOU
11WN	T4	12	
WILTON ANNA	WN 2	E	11TOU
11WN	T4	12	

Delete Teacher

This allows you to remove any teacher that is no longer required.

Replace

This is used for replacing or renaming one or more of the 3 parts of a cell.

Example 1: You may wish to rename 11GRF with 11GRA within the timetable. The option box on the left allows you to make this change for just the teacher you are on at present or for all teachers. You may also simply change it for all teachers in just the period you are in at present – this would be a rare situation.

Exact match on subject

	Replace	With
Line\Class	****	****
Subject	11GRF*	11GRA*
Room	****	****

Example 2: To change GRF to GRA for all levels then choose 'Contains' match on subject ie the subject code 'contains' GRF

	Replace	With
Line\Class	****	****
Subject	GRF	GRA
Room	****	****

'Contains' match on subject

Example 3: To change A 9ENG in room 12 to 9KY ENG in room 23. Please note that you need a space after the ENG in the second column. If you had ENG** (2 stars) the conversion would leave you with ENGG – ie the 4th character in the first column would be duplicated leaving a double 'G'. If the teacher concerned only had 9ENG in line A (and no other A option) then you could simplify this by leaving the REPLACE subject and REPLACE room entries as just stars. The A*** entry in the first box would be enough to make a unique match for this teacher. If you choose 'All teachers' however with this simpler format then all 'A' options would be converted (OUCH!!) – be careful.

	Replace	With
Line\Class	A***	9KY*
Subject	9ENG**	ENG **
Room	12**	23**

Exact match on subject

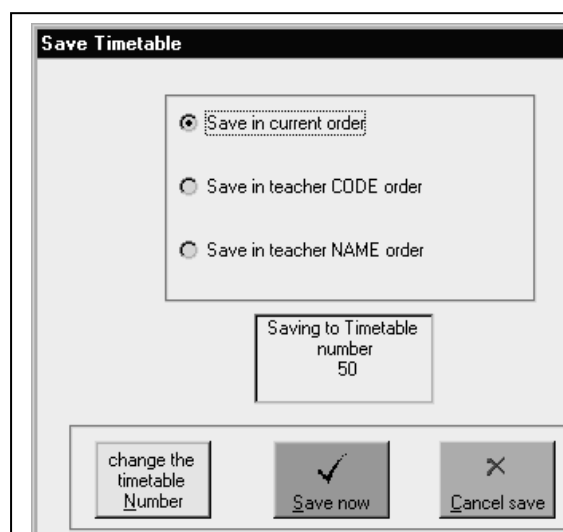
Reset

This allows you to undo changes made to a particular teacher's timetables. You can reset just one period or all periods for the current teacher, back to the last saved settings.

Save

This allows you to save any changes you may have made. If you have a demonstration version of the program then you will not have this option available to you.

You can use this process to alter the order the teachers appear in ie you can resort them by name or code. When you save the timetable you have a choice of timetable numbers from 1 to 99. By default the program will present you with the number of the timetable you loaded. You can however choose the 'change the timetable number' button if you wish to change this.



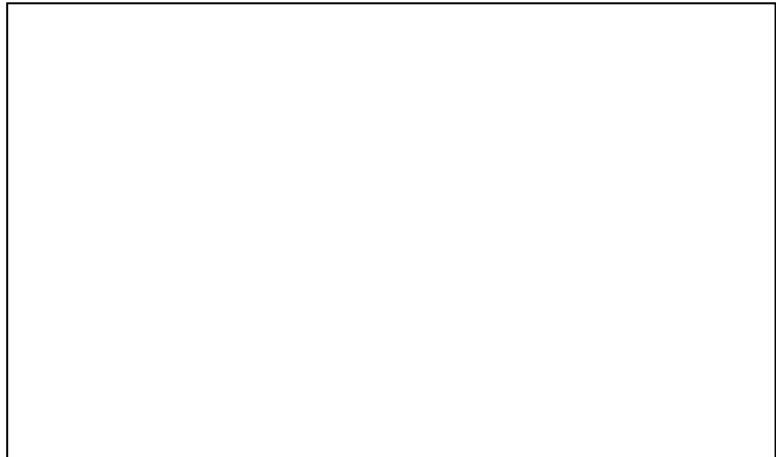
Conflict Resolution

The 4th block in each cell is used to indicate any problems that are associated with the cell concerned. These are highlighted in red.

In the example shown on Monday Period 1 BARKS has a class that has not been allocated a room.

In the same period BREIGNAN has been placed in room 12. The message in the conflict block however indicates that teacher DJ is also in this room ie a room clash.

By clicking on the conflict box the program will indicate how to resolve the problem.



In this second case the choices allow you to go to teacher DJ and possibly place him/her in another room or you can also choose from the 'free room' list to find a different room for BREIGNAN.

Individual Timetables

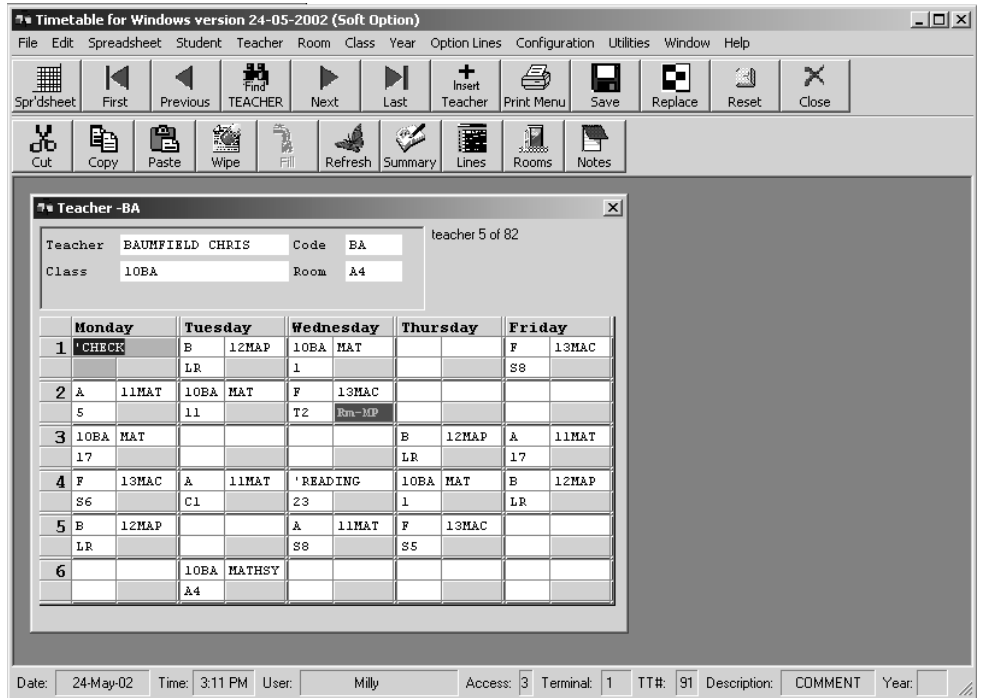
Teachers

Cell format

This is the same as for the spreadsheet, with the first block indicating the type of cell, and the 4th block indicating any conflict. The status bar at the bottom of the cell also indicates the description of the cell.

Teacher Details

The box at the top of the teacher window allows you to edit the teachers name, code, class and room. If the timetable you are looking at is a 'subsequent teacher' then this area is not available to you.



Colour Coding

The cell that you are currently in is highlighted in blue. All equivalent cells are highlighted in yellow, making it easy to move to the next period for the same class. Conflicts are highlighted in red.

Multiple Timetables

It is possible to display more than one teacher's timetable on screen. To add another teacher to the current screen click on the TEACHER menu and choose 'Show a Teacher Timetable' (or type ctrl-T). You can then choose another teacher using the navigation keys or the 'Find Teacher' button.

Navigation

To move to a different teacher quickly you can use the navigation buttons to go to the first, previous, next or last teacher or you can find the teacher you require.



Print/Save/Replace/Reset

These work as in the Spreadsheet

Inserting and Deleting Teachers

At present you need to use the Spreadsheet to insert and delete teachers.

Copy, Cut, Paste, Wipe

The quickest way to copy a cell from one period to another is to either click on the COPY PERIOD button or type ctrl-K. You can then move to the period you wish to copy to and then click on PASTE PERIOD or type ctrl-V.

To cut a period out of a cell use CUT PERIOD or type ctrl-X.

To wipe a cell click on WIPE PERIOD or blank out the first block of the cell and hit ENTER.

You can also RIGHT-CLICK to achieve these tasks.

Fill

This is the quickest way to enter an OPTION CLASS assuming you have arranged your option structure in configuration. Go to the first cell where this option is to occur – enter the information e.g. F 13FRE R1, then press 'FILL'. This will immediately fill in all other periods where this option is running.

Refresh

This rebuilds the current timetable to show changes made elsewhere. This normally happens automatically.

Summary

This shows all the classes the teacher concerned takes, along with the number of periods allocated to each class and the total number of periods the teacher is active.

Summary	
9BU ENG	4
9MN ENG	4
A 11ENZ	4
D 13ENG	4
E 12ENG	4
Total	20

Lines

This tells you which lines are running in the current period for each year level. You may find it more convenient to click on a YEAR level timetable and have this on screen as a reference.

Show Free Rooms

This operates the same as the 'free rooms' option in the spreadsheet. (see page 13)

Rooms

Show a Room Timetable

This shows the class/option letter, subject and teacher for each period in the room concerned.

The rooms that can be viewed are the rooms that are defined in the Room List (see page 18)

You can only view (and not edit) in this mode.

Room -1 room 1 of 59

Room 1 Class 11SI
Code SI Teacher SMIT

	Monday		Tuesday		Wednesday		Thursday		Friday	
1	E	12MAT	B	11MAP	10BA	MAT	A	11MAT	9AN	ENG
	SI		SI		BA		SI		AN	
2	A	11MAT	D	13ENC	9GE	MAT	10PA	MAT	E	12MAT
	SI		AN		SI		SI		SI	
3	10PA	MAT	10PA	MAT	E	12MAT	B	11MAP	10PA	MAT
	SI		SI		SI		SI		SI	
4	9GE	MAT	A	11MAT	C	13JAP	10BA	MAT	B	11MAP
	SI		SI		AG		BA		SI	
5	B	11MAP	E	12MAT	A	11MAT	9GE	MAT		
	SI		SI		SI		SI			
6										

Page 17

Timetable Suite

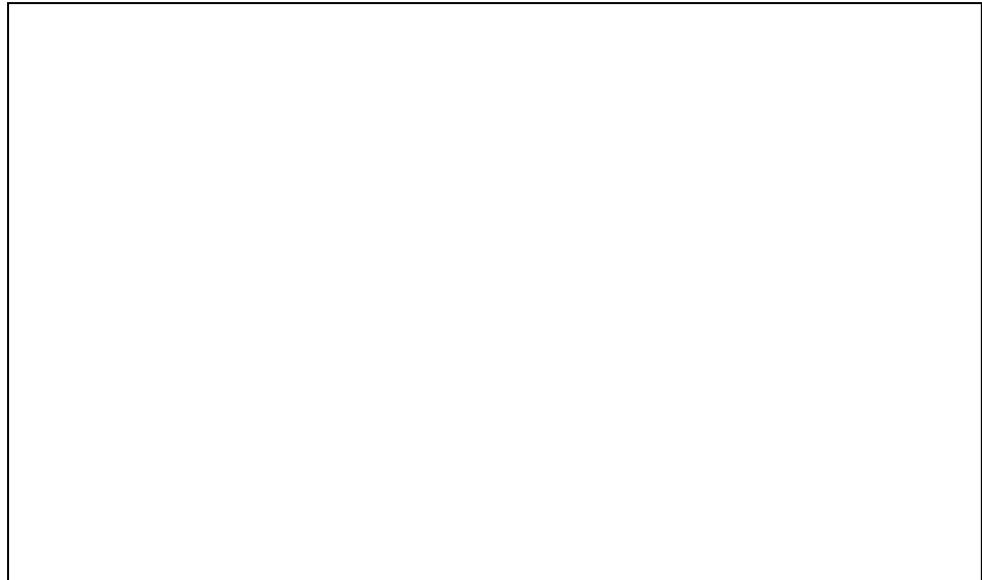
The navigation buttons at the top of the screen allow you to move to the first, previous, next or last room. You can also use the 'Find Room' button.

Edit the Room List

The Timetable Suite allows you to define up to 160 rooms. These are the rooms that you can create timetables for.

It is possible to use rooms that are not listed here. These will show as problems however when displaying other types of timetables that use them.

The buttons here allow you to ADD, DELETE OR RENAME the room that you have selected. You can also SCAN your timetable to automatically add rooms that you have used but are not listed here.



When scanning you can also automatically remove rooms that are no longer used and then sort the rooms alphabetically on completion. The SORT button allows you to sort without scanning also.

If you wish to remove all rooms press the REMOVE ALL button.

The file that contains the room information is either :

- ROOMS.5A1.....5A9 (Timetables 1 to 9)
- Or ROOMS.510.....599 (Timetables 10 to 99)

Classes

Show a Class Timetable

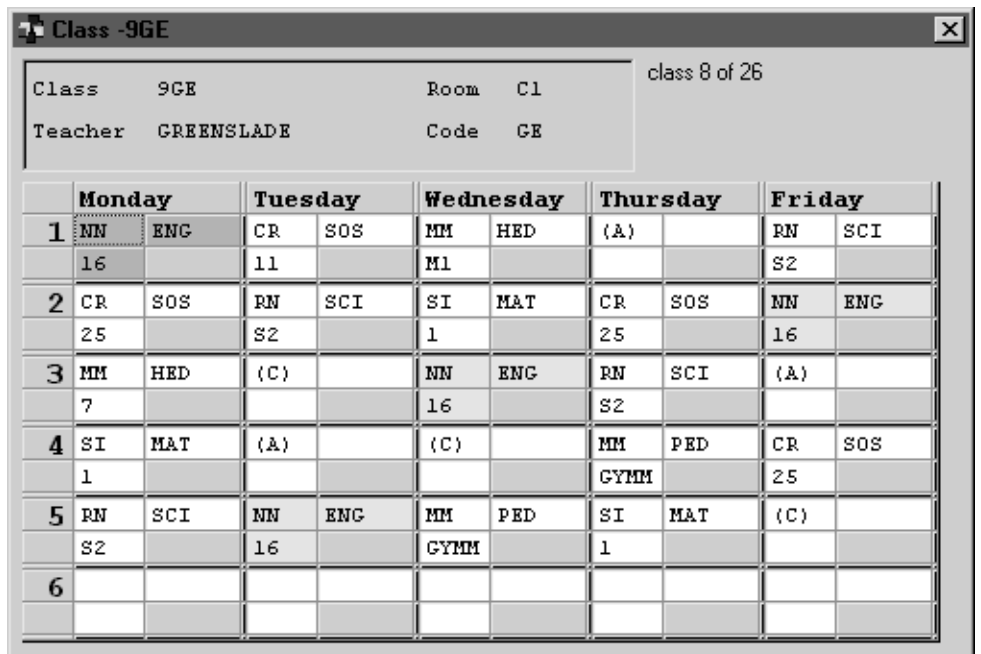
This displays a class timetable.

Edit the Class List

This is similar to the "Edit the Room List" (see page 18)

The Timetable Suite allows you to define up to 160 classes. These are the classes that you can create timetables for.

It is possible to use classes that are not listed here. These will show as problems however when displaying other types of timetables that use them.



	Monday		Tuesday		Wednesday		Thursday		Friday	
1	NN	ENG	CR	SOS	MM	HED	(A)		RN	SCI
	16		11		M1				S2	
2	CR	SOS	RN	SCI	SI	MAT	CR	SOS	NN	ENG
	25		S2		1		25		16	
3	MM	HED	(C)		NN	ENG	RN	SCI	(A)	
	7				16		S2			
4	SI	MAT	(A)		(C)		MM	PED	CR	SOS
	1						GYMM		25	
5	RN	SCI	NN	ENG	MM	PED	SI	MAT	(C)	
	S2		16		GYMM		1			
6										

The buttons here allow you to ADD, DELETE OR RENAME the class that you have selected.

Timetable Suite

You can also SCAN your timetable to automatically add classes that you have used but are not listed here.

When scanning you can also automatically remove classes that are no longer used and then sort the classes alphabetically on completion. The SORT button allows you to sort without scanning also.

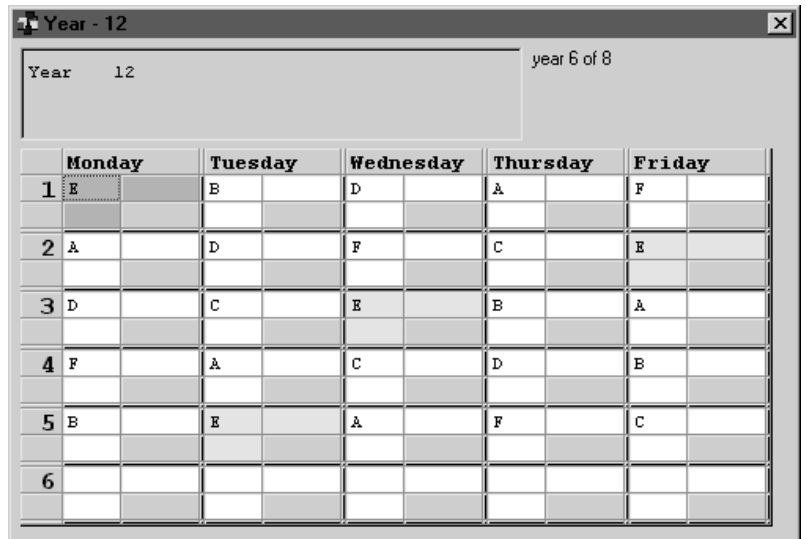
If you wish to remove all classes press the REMOVE ALL button.

The file that contains the class information is either :

- CLASSES.5A1.....5A9 (Timetables 1 to 9)
- Or CLASSES.510.....599 (Timetables 10 to 99)

Years

This shows where the option lines occur for the year selected.



	Monday	Tuesday	Wednesday	Thursday	Friday
1	E	B	D	A	F
2	A	D	F	C	E
3	D	C	E	B	A
4	F	A	C	D	B
5	B	E	A	F	C
6					

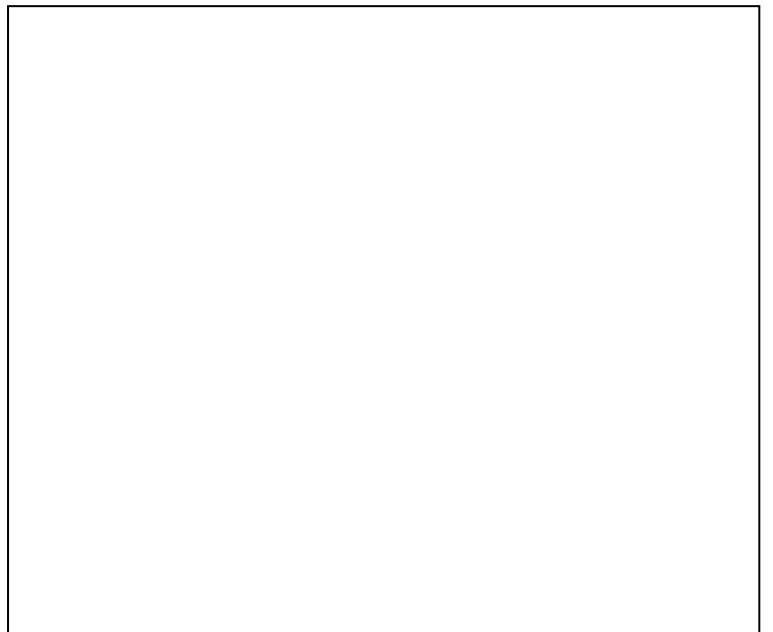
Configuration

Set Timetable Parameters

Here you can set 3 parameters:

- 1) Number of Days in the Timetable (1-10)
- 2) Number of Periods per day (1-9)
- 3) Teacher Code Length (2-3)

Note that the number of days times the number of periods defines the number of cells for each teacher in the timetable. This number must not exceed 80.



Set Subject Levels

This allows the program to interpret the level of your codes. The mask is used to indicate the subject pattern.

In the example entry 11 has a mask of 11*****. This refers to any subject starting with 11. The four remaining characters can be anything (ie the '*' character is a wildcard)

Entry 17 has a mask of ***2**. This would match a subject like MAT203 ie it has a '2' as the 4th character. This subject would be interpreted as a year 12 subject.

The most common masks used by schools are automatically created for you.

The buttons allow you to ADD or DELETE your own masks. You can also print the mask list.

The TEST box allows you to type a subject to check how it is being interpreted.

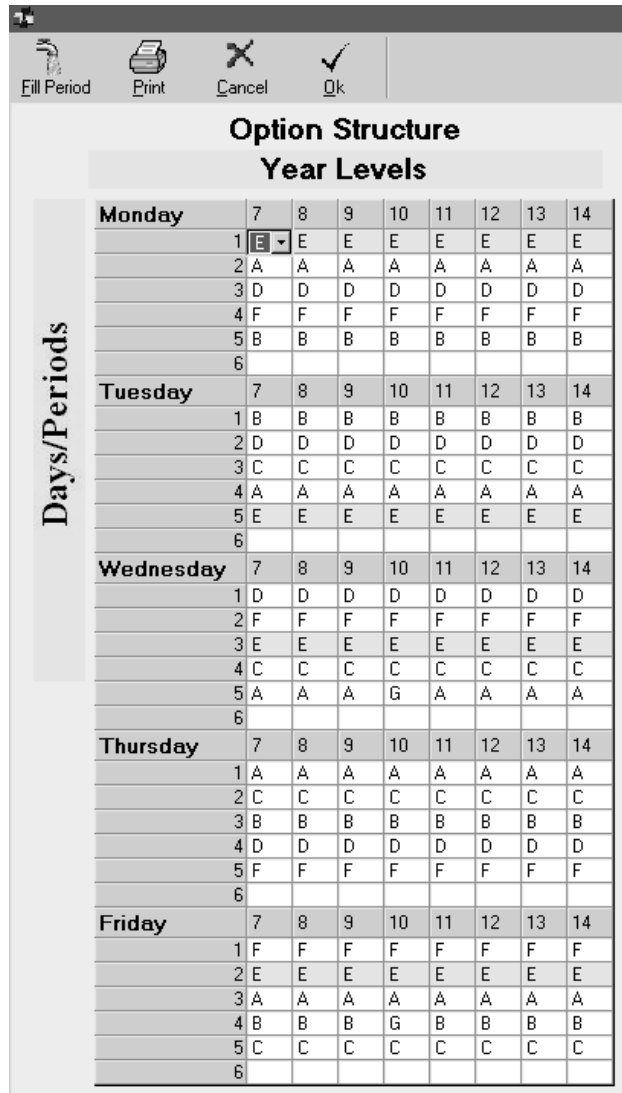
Arrange the Timetable Structure

This allows you define the order for your subjects throughout the week.

In the example on Monday Period 1 all year levels have option line E. In period 4 on Friday however year 10 have option G while all other levels have B.

Generally the same option line is run by each level in a given period. To therefore overcome having to type the same level 8 times, you can simply type it once then press the "Fill period" button.

This grid allows automatic copying when entering data in the spreadsheet and individual Teacher Editor. For example if on Monday period 1 you enter an option E subject and you have automatic copying ON in the spreadsheet, then the subject you enter will also be entered in Tuesday period 5, Wednesday period 3 and Friday period 2, when option E is also running.



		7	8	9	10	11	12	13	14
Days/Periods	Monday	1	E	E	E	E	E	E	E
		2	A	A	A	A	A	A	A
		3	D	D	D	D	D	D	D
		4	F	F	F	F	F	F	F
		5	B	B	B	B	B	B	B
		6							
	Tuesday	7	B	B	B	B	B	B	B
		2	D	D	D	D	D	D	D
		3	C	C	C	C	C	C	C
		4	A	A	A	A	A	A	A
		5	E	E	E	E	E	E	E
		6							
	Wednesday	7	D	D	D	D	D	D	D
		2	F	F	F	F	F	F	F
		3	E	E	E	E	E	E	E
		4	C	C	C	C	C	C	C
		5	A	A	A	G	A	A	A
		6							
Thursday	7	A	A	A	A	A	A	A	
	2	C	C	C	C	C	C	C	
	3	B	B	B	B	B	B	B	
	4	D	D	D	D	D	D	D	
	5	F	F	F	F	F	F	F	
	6								
Friday	7	F	F	F	F	F	F	F	
	2	E	E	E	E	E	E	E	
	3	A	A	A	A	A	A	A	
	4	B	B	B	G	B	B	B	
	5	C	C	C	C	C	C	C	
	6								

Edit the Option Lines

This section is still under development. When complete you will be able to edit your current option lines. There will be several fast editing features as first introduced in "Timetable Assistant".

Display Case Information

This allows you to change automatically the appearance of your timetable. You have 4 formats :

Everything in upper case e.g. 12MAT JN LAB1.

Timetable Suite

Everything in lower case e.g. 12mat jn lab1.

The first letter only in each piece as a capital e.g. 12Mat Jn Lab1

Leave as entered - ie a mixture.

Whatever you choose, the program will automatically change your entries into the CASE setting you choose.

It is strongly suggested that you use UPPER CASE . It is far too easy to get problems caused by incorrectly mixing cases when entering data. As a busy person, you want to make life as simple as you can.

Edit Day Names

This allows you to name your days how you wish. For instance if you have a 6 day timetable you may simply want to name the days DAY1, DAY2 DAY6 as opposed to Monday, Tuesday etc

Utilities

Test a Timetable

This allows you to selectively test your timetable for ALL or some of the following conditions:

- 1) Room Clashes - 2 or more teachers (not 'subsequents') are sharing the same room.
- 2) Class Clashes - 2 or more teachers are down to teach the same core class at the same time.
- 3) Periods without rooms - periods where you have filled in the first 2 blocks of the cell but not the room block.
- 4) Periods without subjects - periods where the subject block is blank but information appears elsewhere in the cell.
- 5) Undefined rooms - you have used a room in a period but have not defined it in you room list.
- 6) Undefined classes - you have used a class in a period but have not defined it in you class list.
- 7) Subjects with dubious year levels - these are subjects that did not fit your subject masks (see page 20) or have potential problems e.g. you type 'one-oh' where you probably meant to type 'one zero' ie ten.
- 8) Subjects with non-matching option letters - this would be for example where you have typed a year 11 subject in a period with option letter E where your timetable structure (see page 21) indicates it should be something else e.g. option letter A.
- 9) Teacher detail faults - these are generally faults that don't cause problems e.g. you may have left a teachers room or class entry blank.

Build a Timetable from Option Lines

This works like a 'Wizard' in that it directs you through the steps to convert a given set of option lines to a timetable. This process is the same as the ['Transfer to Timetable'](#) routine in TAS.

These steps are:

- 1) Choose a timetable number to create
- 2) Check the timetable parameters
- 3) Setup your option structure
- 4) Choose which subject set you wish to build from
- 5) Choose which year levels to build the timetable from

Copy Exchange Periods

This numbers each period in your timetable and then allows you to rearrange the numbering to suit your circumstances. The program will then resort the periods to fit your new pattern.

Export Timetable

This allows you to export your current timetable in either a comma or TAB delimited form.

The Print Menu

General Timetables

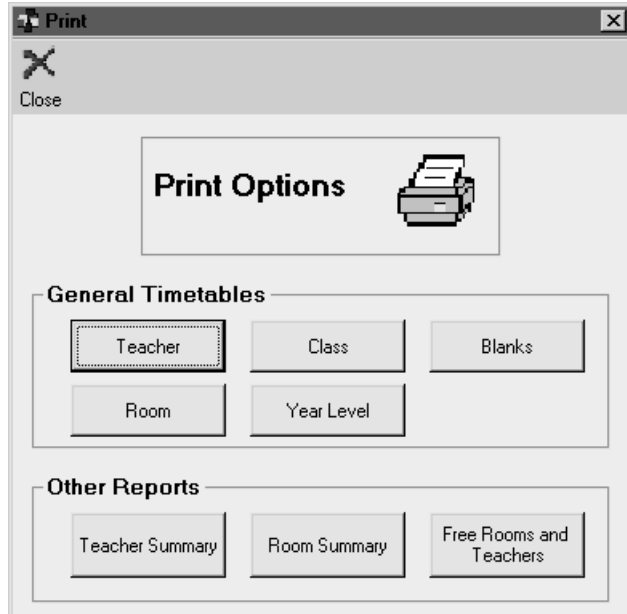
This allows you to print timetables in the 4 areas, plus some blank grids :

- 1) Teacher
- 2) Room
- 3) Class
- 4) Year Level (formerly known as 'form by form')
- 5) Blanks (these are to allow you to manually fill in timetables).

Individual Format

This format shows the complete timetable for each student, room or class (not year level).

You can select to print just one, or a selection of each type.



When printing Teacher timetables you are able to select teachers according to the subjects and classes they teach.

Full Format

The full format places all the teachers, rooms, classes or year levels that you select, in one big table.

You can choose 3 formats:

- 1) Expanded: This places 2 items on the first line and one underneath.

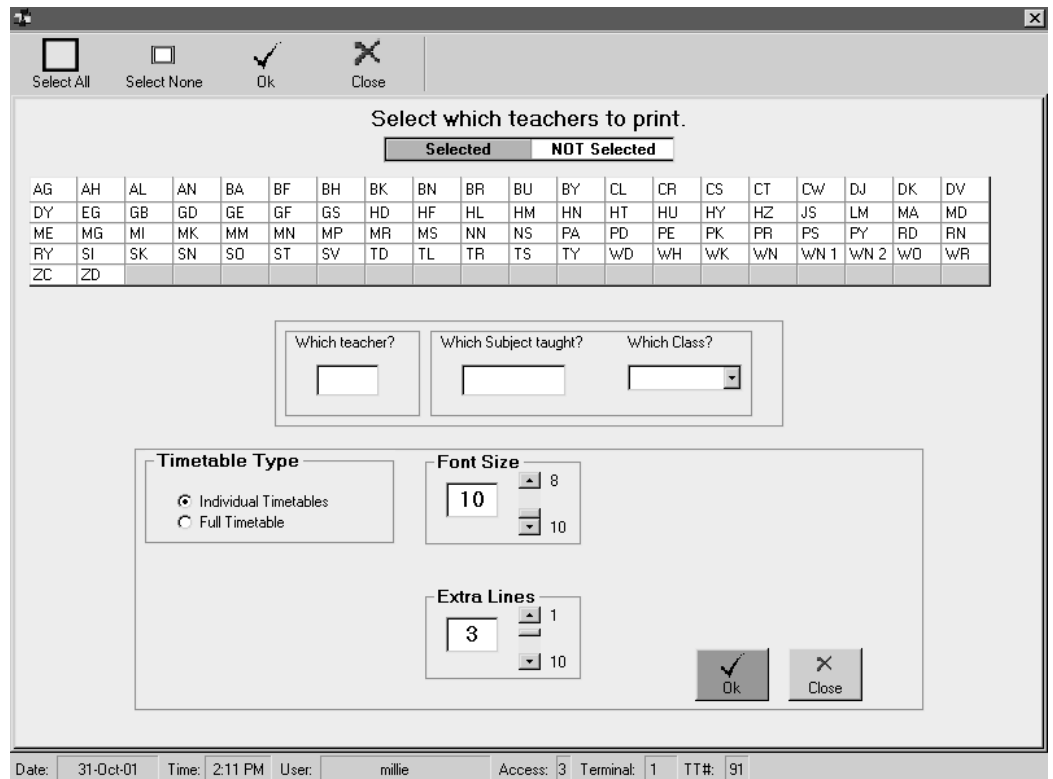
e.g. A
 11MAT
 12

- 2) Condensed: This places the 3 items underneath each other.

eg. A
 11MAT
 12

- 3) Wide: This places the 3 items alongside each other.

eg. A 11MAT 12



Other Reports

Teacher Summary

This shows a summary table indicating for each period what level a teacher is taking.

Room Summary

This shows a summary table indicating for each period what level is occupying a room.

Free Rooms and Teachers

This shows a period by period summary showing teachers and rooms that are available in each period of the timetable.

Print Formats

Many of the printouts also allow you to adjust the font size, page margins and the gaps between displays on the same page.

Window

When displaying several individual timetables, the WINDOWS menu allows you to change your windows :

- 1) Tile horizontally
- 2) Tile Vertically
- 3) Cascade

You can also close all the timetables being displayed (rather than close them individually).

TIMETABLE ASSISTANT

For instructions on building a timetable for the first time see [‘Order of Operations’](#)

Starting Up

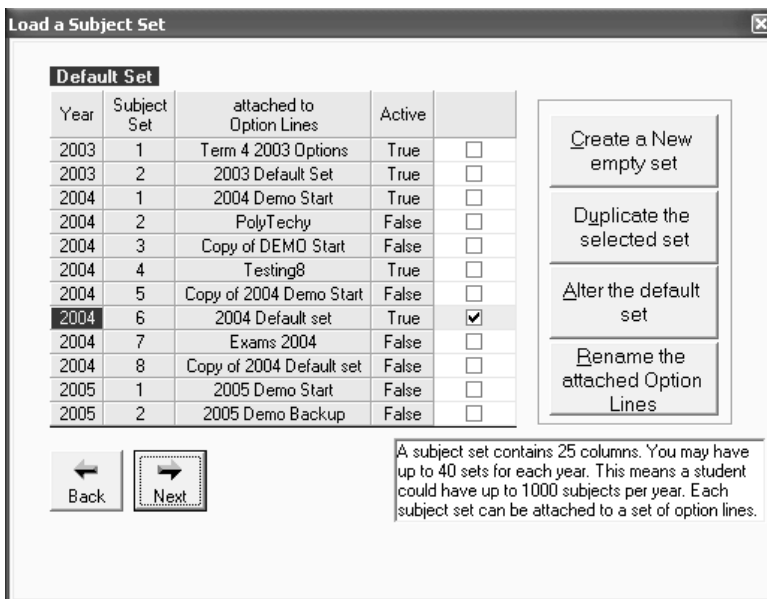
Step through the Startup Options

Step 1: Student Selection

Year Levels – Choose which levels from year 7 to 15 you wish to work with. These levels may refer to the student’s year level this year or next year. It is recommended you choose all levels and then filter later in the student editor which level(s) you may require.

Returning Probability – You can also filter out students who have less than a specified returning probability. The default is to ignore the returning probability. It is suggested that you only enter subjects for students who have a greater than 50% chance of returning.

Step 2: Load a subject Set



Default Set				
Year	Subject Set	attached to Option Lines	Active	
2003	1	Term 4 2003 Options	True	<input type="checkbox"/>
2003	2	2003 Default Set	True	<input type="checkbox"/>
2004	1	2004 Demo Start	True	<input type="checkbox"/>
2004	2	PolyTechy	False	<input type="checkbox"/>
2004	3	Copy of DEMO Start	False	<input type="checkbox"/>
2004	4	Testing8	True	<input type="checkbox"/>
2004	5	Copy of 2004 Demo Start	False	<input type="checkbox"/>
2004	6	2004 Default set	True	<input checked="" type="checkbox"/>
2004	7	Exams 2004	False	<input type="checkbox"/>
2004	8	Copy of 2004 Default set	False	<input type="checkbox"/>
2005	1	2005 Demo Start	False	<input type="checkbox"/>
2005	2	2005 Demo Backup	False	<input type="checkbox"/>

A subject set contains 25 columns. You may have up to 40 sets for each year. This means a student could have up to 1000 subjects per year. Each subject set can be attached to a set of option lines.

This lists the subject set number 1,2,3... for each year level, and the option lines that they are attached to in Student Manager. Each set of subjects may contain up to 25 subjects. These are stored in columns in the SM database.

There are buttons available to

- **Create a new empty set**
- **Duplicate the selected set**
- **Alter the default set**
- **Rename the attached Option Lines**

Lines

Step 3: Option Line Selection

Each subject set outlined in step 2 may have an associated set of option lines in SM. The various option lines that exist are stored in the Option_bases table within CM.MDB. The data for each option line is stored in the Option_Lines table in CM.MDB. When you create a new subject set, initially there will be no option lines associated with it.

You have 4 choices:

1. **Load the lines from Student Manager associated with the subject set chosen in step 2**
This is the option most commonly chosen.
2. **Load another set of lines from Student Manager**
This may be chosen when you are perhaps creating some new lines based on a set of lines you have created previously
3. **Load a set of lines held in TAS**
When you are building a new timetable you may wish to try several different lines before finally settling on a final set to use in Student Manager. These trial lines can be saved in TAS . When you have finally settled on a line structure you like you can then save these to Student Manager as the lines you wish to associate with your currently loaded subject set.
4. **Load an empty set**
If you wish to start building lines 'from scratch' you may wish to choose this option. Also if you are building an exam timetable you would choose this option as it removes all teachers from the process and sets by default the number of exams for each subject to one.

Load the current Student Manager setup

This will choose all students except those with a status of leaver or deleted. It will choose the current default subject set in Student Manager as well as it's associated option lines.

Load the most recent startup options for this terminal

This will choose all students except those with a status of leaver or deleted. It will also choose the subject set that was last chosen and whichever lines were last used. These lines could be from Student Manager or a set saved in TAS.

The MAIN MENU



Timetable Suite

The MAIN MENU displays the various program choices you have.

At the bottom of the screen the date and time as well as user information is displayed.

Making contact with MUSAC Limited

You do this by clicking on any of the header information at the top of the screen. You can email support@musac.co.nz or visit the MUSAC website to check for updates to the program.

Show File Names

This displays file information about the subjects and option lines that you have loaded at startup.

Student Editor

This allows you to edit student subjects along with their year level, horizontal and vertical forms (for this and next year). You can also alter their returning probability.

Teacher Editor

This displays you currently loaded option lines organised by teacher.

Option Line Editor

This displays you currently loaded option lines organised by year levels.

Make Option Lines

This allows you to automatically generate option lines based on student and teacher constraints as outlined in their editors. It uses a 'masking' process whereby you can specify the lines in which the various option classes may or may not run.

Transfer to Timetable

This allows you to transfer the option lines you have created in TAS into a full timetable.

Load Option Lines

This allows you to load a different set of option lines.

Load a Subject Set

This allows you to load an alternative set of student subjects.

Timetable Suite

VIEW MENU

This contains various printouts to assist when building of option lines.

UTILITY MENU

This contains various tools to both configure your timetable and to 'tune' it.

Subject Editor

This has not yet been written.

Exit Timetable Assistant

This exits Timetable Assistant and returns to the Main Menu in the Timetable Suite. If you have made changes in TAS and not saved them then you will be prompted to do so.

Student Editor

Introduction

The Student Editor allows you to edit student subjects, year levels, horizontal and vertical forms and their returning probability. Data is read directly from Student Manager and is saved back there as well.

Entering the Student Editor

Normally when you enter the Student Editor you will see a message saying 'Filling the Student Grid'. If however you have been in the Option Editor or Teacher Editor and have been making changes to the option lines you will get a screen indicating that you have edited your option lines. This allows you to reallocate your students to any changes you have made.

If you are working on your current data for this year **BE VERY CAREFUL** when choosing option 2. If your students have not had their subjects pinned then they could end up being placed in a totally different set of classes.

If however you are working on a new timetable e.g. an exam timetable or a timetable for the following year, then this should not be a problem as students would not be pinned anyway as normally their classes would not yet be finalised.

Commands

TOOLBAR

Find (ctrl-F)

This allows you to quickly go to any student. The quickest way is to start typing the student's surname and then when the cursor is positioned over them hit the ENTER key or click OK. You can sort on any column in the 'Find' grid to sort by that column. You can also filter by status and toggle the name format.

Allocate (F6)

This will reorganise the students into classes based on your current option lines. Any student subjects that are pinned will NOT change however.

Swap (F2)

This allows you to interchange subjects between any 2 columns for any selection of students

Move (F3)

This allows you to take a subject out of one line and place it into another.

You have edited your Option Lines

A recount of your class sizes is necessary.
This is a chance to reallocate those students who are not pinned.

You have 3 options:

- 1) **Reallocate only those students who clash:** This option means students who already fit into their classes will not change, but students who were previously clashing will be checked to see if they can fit.
- 2) **Reallocate ALL students who are not pinned:** This can potentially change the classes for ALL students. If you are still designing your lines then you would normally choose this option, otherwise **BE CAREFUL**.

Students should always be pinned when you have finalised their classes to avoid them being accidentally reallocated to new classes.

- 3) **Do NOT reallocate students:** This simply recounts the current class sizes. If you are unsure how to proceed then this is the safest option. Pressing ESC or clicking CANCEL chooses this option.

Reallocate ONLY those students who clash.
 Reallocate ALL students who are not pinned.
 Do NOT reallocate students

BE CAREFUL

Select

This is a simple and powerful way of choosing any group of students based on a large number of criteria e.g. subjects taken, sex, current form class etc etc. Selections can be modified using AND OR and other modifiers to create complex search criteria

Reset

This allows you return any student's subjects to the situation they were in when you last saved them.

Pin (ctrl-X will pin/unpin all subjects for the current student only)

When a subject is pinned it appears with an exclamation mark (!) on its right hand side. **You should always pin subjects when you have them placed where you wish them to stay.** Once a subject is pinned it cannot be moved or edited without first unpinning it.

You can pin any selection of students and you can pin any line of subjects. You can also pin a particular subject. Pinning subjects is useful if you have just balanced classes for a particular subject.

Tag (INS)

When a student is tagged they are marked with a 'greater than' (>) sign in the left hand margin. Students who are tagged can then be selected (Select - Tag) so only they appear on screen.

Notes

This allows you record notes that you may wish to refer to later on any aspect of your timetable. You can also access any students QuickFind notes.

Print

This allows you to a print a list or the photos of the current selection of students. You can also print out the current student's timetable in case you need to contact him/her. Finally you can print out the number of students taking each subject.

Save (ctrl-S)

Any student who has unsaved data is marked with a red square in their left hand margin. You can also select all students with unsaved data by choosing Select – Altered. When saving it is generally a good idea to choose 'Save ALL records'. This in fact only saves those students who have had changes and hence is generally very fast.

We recommend saving your work at least every 10 minutes.

Contact

This should caregiver information for the current student. This is useful if you need to contact the current student about their subject choices.

TT

This allows you to see the current timetable of the student highlighted. You can also see the current timetable of the teacher of the subject highlighted.

Close

This returns you to the TAS Main Menu.

MENU OPTIONS

File	Who Else?
Save	Clash Analysis
Print Save Selection	Recount
Load Selection	Rename Subject/Teacher code
Exit	Show Combinations (F5)
Edit	Set Details Globally
Find	View
Move	Subject Numbers
Swap	Option Numbers
Tag	Subject Placement
Reset	Subjects with Teachers
Utilities	Subjects without Teachers
Add a subject	Teacher Timetables
Delete a subject	Subject Information
Make Lines	Select
Transfer Lines	Help
What If?	

OTHER SCREEN CONTROLS

	Adams Jessica Rhiannon			Yr	Tutor	House
	Global Changes	This Year	9	9BH	MAIT	
	Female	Next Year	10	10BH	MAIT	
	Full-Time	Returning Probability	1			

The left hand frame contains the current student's photo. You can also use this area to alter the student's Year Level, Horizontal and Vertical classes and their returning probability.

These parameters can also be changed via the global changes button.

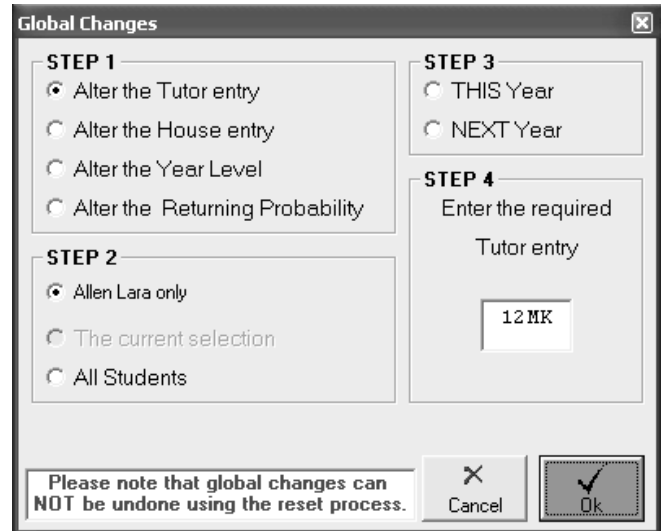
There are 4 steps in making a global change.

Step 1 - Choose the parameter to change.

Step 2 – Choose which students to change

Step 3 – Choose whether to change the 'this year' or 'next year' parameters

Step 4 – Enter the data for the change.



When this check box is ticked whenever you highlight a subject, the option lines the subject runs in

are indicated by a red marker on the right hand side of the column concerned.

Main Menu	Teacher Editor	1	2	3	4	5	6	7
Option Editor	Show File Names	8	9	10	11	12	13	14
		first Blank subject						

The 'Main Menu', 'Teacher Editor' and 'Option Editor' buttons take you to these areas of the software.

'Show' File Names' give you information about the set of student subjects and the Option Lines you

currently have loaded.

When you click an option line number in the grid, the cursor moves to the appropriate column in the main grid for the current student.

Clicking the 'first Blank subject' button (ctrl-B) moves you to the first available line for the current student, in which to enter a new subject.

RIGHT CLICK OPTIONS

Tag the current student

Unpin the current student (ctrl-X)

Allocate the current student (F6) – place each subject into a class.

Reset the current student – return the current student's subjects to their state when last saved.

Select subject – this allows you to quickly select all students in the current class or all students taking this subject in any class.

What If? (ctrl-W) – this allows you test the placement of the current subject

Show Combinations (F5) – this displays a table showing all the possible ways for the current student to organise their subjects.

Subject Information – this gives information about the placement and size of each class for the current subject.

Teacher Editor

Introduction

The Teacher Editor allows you to enter data into your Option Lines. In fact it is an alternative way of viewing and editing the data you see in the Option Editor.

Name	Code	Room	Class	1 (A)	2 (B)	3 (C)
AC	AC					13JAP
ALLEN	AL	6	9AB	11GEO		11GEO
AN	AN			9RMR	11ENG	9RMR
BAAKER-HUNT	BH		10KY	9CER	10JAP	9JAP
BARKS	BK	12		12MAP		
BAUMFIELD CHRIS	BA			11MAT	12MAP	
BEEFY	BF			11ENG		

The data is in two parts.

Teacher Details

The 4 columns on the left contain the teacher details. Each teacher must have a name and a unique code. It is advisable that you enter a room for each teacher. This is the room in which they teach most of their classes. When your data is finally transferred into the Timetable Editor this is the data that appears at the top of each teachers timetable. If you forget to enter a room then when the transfer occurs, the teachers room defaults to be the same as the teachers code.

Show

Teacher Name

Teacher Room

Teacher Class

It is useful once this data is entered to hide some of the detail columns in order to expose as many subject columns as possible, as this is where most of the work is done. To hide the columns simply uncheck the SHOW boxes.

Subject Details

This contains 14 columns (PF) or 25 columns (SM). These columns are the option lines you see in the Option editor. When the cursor is placed on a subject it is highlighted in blue. Any equivalent classes are highlighted in yellow.

In the Option Editor it is possible to place a teacher more than once in the same option column. This implies the teacher is taking more than one class at the same time. Because it is not possible to show 2 entries in the same cell in the Teacher Editor a yellow and red coding system is used to indicate this situation. If for instance teacher BA has 11MAT in line 2 and 12MAT in line 2, then one of these (e.g. 11MAT) will show correctly in line 2(B) with a red square to its right indicating a 'clash' in this line and the other subject will be placed in the first space column available with a yellow square to its right containing the option letter (B) indicating in fact the line that it is actually placed in. (**RULE:** the red square indicates the clashing line and the yellow square indicates the clashing subject)

Moving About

Vertically

Up/Down - these move 1 line at a time.

PgUp/PgDn - these move 1 page (screen) at a time.

ctrl-Up/ctrl-Down (ctrl-PgUp/ctrl-PgDn) - these move to the first or last student.

Find (**ctrl-F**) -this allows you to move to any specified teacher by simply typing their surname.

Horizontally

TAB/shift TAB/Enter - this moves across one column at a time

1	2	3	4	5	6	7
8	9	10	11	12	13	14
first B lank subject						

By clicking the number in the grid you will immediately move to that column.

Clicking the 'first Blank subject' button will look for the first subject column that is empty for the current teacher. It is the same as typing **ctrl-B**

**The quickest key combination when entering data from the keyboard is
ctrl-F <name> ENTER ctrl-B**

**This equates to Find a teacher and go to their first blank column.
then <subject1> ENTER <subject2> ENTER etc....**

Tool Bar Commands

Find Teacher

If you enter the code of the teacher required then hit ENTER or click OK then you will move to the teacher concerned.

Insert Teacher

This inserts a new teacher before the one currently under the cursor. It automatically generated them a unique code. This can then be overwritten with the code you require

Delete Teacher

This deletes the currently highlighted teacher.

Select

This allows you to select any group of teachers according to their subject code, number of subjects, Clashes, Departments, Redundant Teachers (teachers with no subjects) etc

Sort

This allows you to sort the current column. you can also sort by clicking the column headings.

Move (F2)

This provides a quick way to remove a subject from one column for a teacher and place it in another.

Swap (F3)

This provides a quick way to switch the positions of 2 subjects in different lines

Print

This prints the current selection of teachers in the Teacher Editor. This printout can also be sent to file.

Save

This saves any changes you have made in the Teacher Editor to a set of Option Lines held in Student Manager or as TAS option files.

Close

Exits the Timetable Editor. Changes to Teacher Details are saved automatically on exiting. Subject changes are only saved when you click the Save button. You

will be prompted by the software if you attempt to exit the program without saving your Option Line changes.

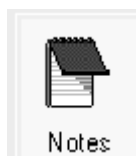
Menu Commands

These give access to the various TAS tools and printouts.

Right Click Commands

The right mouse button also allows you to perform some of the functions mentioned above. It also allows a quick way of selecting teachers and also allows you to see the current timetable for the highlighted teacher.

Other Buttons



This allows you to record a note about your current timetable.



This shows you the current timetable of the highlighted teacher should you wish to contact them.



Main Menu - exits the Teacher Editor and returns you to the TAS Main Menu.

Student Editor/Option Editor - exits the Teacher Editor and takes you to these other editors in order to edit your data.

Show File Names - Gives file information about the current subjects and option lines.

Option Line Editor

Introduction

The Option Editor allows you to enter data into your Option Lines. In fact it is an alternative way of viewing and editing the data you see in the Teacher Editor.

The current subject is highlighted in **blue** and equivalent classes are highlighted in **yellow**. If the current teacher is also visible elsewhere on the screen they will be highlighted in **pink**.

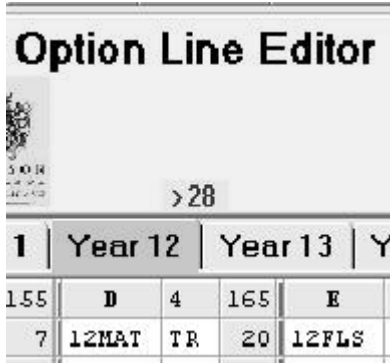
The data is arranged in year levels and then in columns showing the subject, teacher and class size (in grey - may not always be visible).

The subjects may be sorted by subject, teacher or class size using the sort menu.

You can also test your data for clashes i.e. a teacher appears twice in the same line. Some clashes may be ok e.g. where a teacher has a multilevel class.

It is not possible to enter a subject from one year level into another year level e.g. if you try and enter 9FRE in the year 10 lines you will get told that this can't be done. Remember if you use a code that the program can not recognise the year level for it will default it to year 15. See the ['Set Subject Levels'](#) utility available via the Main Menu.

Option Numbers



You can see class sizes by clicking the Show option numbers button on the left hand side of the screen. Classes that exceed the 'Desired Maximum Class Size' are indicated in red. This desired maximum can only be set for each year level, not each subject. This may be available as a later update. To set this figure click on the red indicator (>28 in the picture).

Whenever you change your option lines the program needs to reallocate the students to them in order to get accurate class sizes. Therefore if you click the CHECK option numbers button you will be asked do you wish to reallocate. As long as you are NOT working on your current data you can do this quite safely.

If you are working on current data please make sure your students are [pinned](#).

By using this process of altering lines and checking numbers you save the hassle of having to re-enter the Student Editor to reallocate your students.

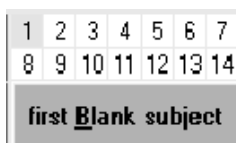
Moving About

Vertically

Up/Down - these move 1 line at a time.

PgUp/PgDn - these move to the first/last subject in the current line.

Find (**ctrl-F**) -this allows you to move to any specified subject by simply typing their surname.



Horizontally

TAB/shift

TAB - this moves across one column at a time

By clicking the number in the grid you will immediately move to that column.

The **ENTER** key moves you alternatively from subject to teacher then down to the next subject in the current line.

Hints

A quick way to attempt to balance your lines is to right click the line which is short (of subjects) and choose the 'Who is free in line...' option. This will show all the teachers who can easily move their class into this line to bolster it up and also shows which line they will come from. Obviously you would choose a subject from a line the has lots of subjects in it.

The most powerful way to balance classes is to use the ['Who Else?'](#) utility.

Remember to use the CHECK subject numbers after altering your lines to reallocate your students. This saves you having to enter the Student Editor.

Tool Bar Commands

Move (F2)

This provides a quick way to remove a subject from one line and place it in another.

Find Subject

This scans the lines at all year levels for the subject you ask to search for.

Delete Subject

This allows you to delete a single subject entry or multiple subject entries or even every subject in your option lines.

Test

This checks to see if any teacher appears more than once in any option line. These teachers will show as clashes in the Teacher Editor.

Reset

This allows you to undo changes in your lines back to the situation when you last saved your information.

Print

This prints the current option lines. You can choose your year levels, which lines to print, the format and whether you wish to show class numbers.

Save

This saves any changes you have made in the Option Editor to a set of Option Lines held in Student Manager or as TAS option files.

Close

This exits the Timetable Editor. Changes to Teacher Details are saved automatically on exiting. Subject changes are only saved when you click the Save button. You will be prompted by the software if you attempt to exit the program without saving your Option Line changes.

Menu Commands

These give access to the various TAS tools and printouts.

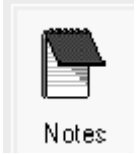
Right Click Commands

The right mouse button also allows you to perform some of the functions mentioned above. It also allows a quick way of copying and pasting etc as well as showing rolls.

Other Buttons



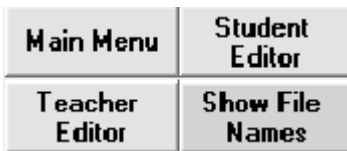
This shows or hides the subject numbers for each class.



This allows you to record a note about your current timetable.



This shows you the current timetable of the highlighted teacher should you wish to contact them.



Main Menu - exits the Option Editor and returns you to the TAS Main Menu.

Student Editor/Teacher Editor - exits the Option Editor and takes you to these other editors in order to edit your data.

Show File Names - Gives file information about the current subjects and option lines.

Make Option Lines

Introduction

This area (known as '**the Maker**') combines together student subject choices from the Student Editor with teacher information from the Teacher Editor to produce option lines. These lines may be for a normal school timetable or an exam timetable.

The Maker allows you to enter structural restrictions e.g. if you have 6 11MAT classes, do you wish to ruin them over 6 lines or 3 lines with 2 classes in each or even 1 line with all 6 classes. These restrictions are saved in what is known as a 'mask' which can later be recalled and edited

There is also a check to see that you have allocated the correct number of teachers to match the number of classes you wish.

Once your lines have been generated you can save them and also check to see the percentage of students who fit.

For smaller schools (<500) then the MAKER may not give good results. Instead they should look at using the powerful ['What If?'](#) tool to assist them in building their lines.

The steps in building lines using the maker are:

STEP 1: Select the year levels you wish to consider. It is strongly suggested when making a school timetable that you choose ALL your year levels. The Maker can then take into account all the restrictions that exist in your timetable when producing it's lines. Making lines level by level is acceptable, BUT merging lines together is very difficult because while students generally take subjects horizontally i.e. at one year level, teachers don't. If you try working each level individually you are not using the full power of the software.

STEP 2: Entering Mask Information

							1	2	3	4	5	6	7	8	9	10	11	12	13	14		
Ct	Subject	Total	Size	Teac	Lin	Cls	A	B	C	D	E	F	G	H	I	J	K	L	M	N	Comment	
30	10GER	45	23	2	2	2	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
31	10GRA	32	16	2	2	2	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
32	10HIG	45	23	2	2	2	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
33	10JAP	23	12	2	2	2	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
34	10MAA	0	0	2	2	2	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
35	10MAO	13	13	1	1	1	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
36	10MAT	0	0	7	4	7	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
37	10MPA	25	25	1	1	1	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
38	10MUO	19	19	1	1	1	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
39	10SCA	0	0	2	2	2	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
40	10SCI	0	0	7	4	7	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
41	10SOA	0	0	2	2	2	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
42	10SOS	0	0	7	4	7	.	.	N	N	.	.	N	N	N	N	N	N	N	N	N	
43	10TDT	22	22	1	1	1	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
44	10TIM	85	29	3	2	3	N	N	.	.	N	N	N	N	N	N	N	N	N	N	N	
45	11ACC	62		2	2	2	N	N	N	N	N	N	N	N	N	
46	11ART	87	29	3	3	3	N	N	N	N	N	N	N	N	N	
47	11DTT	27	27	1	1	1	N	N	N	N	N	N	N	N	N	
48	11ECO	52	26	2	2	2	N	N	N	N	N	N	N	N	N	
49	11EMS	28	10	3	3	3	N	N	N	N	N	N	N	N	N	

After you have selected your year levels, the program then finds all the subjects at these levels by searching both the Student Editor and the Teacher Editor. These subjects are then listed with the lowest year levels shown first. This table has 3 parts, the details area (Ct,subjects,,,,Cls), the masks (the columns labelled 1 to 14 (PF) or 1 to 25 (SM)) and the comment area.

The Details Area

The 'Total' column shows the number of students found taking each subject. If a subject has **NO** students but is listed, then the zero will be highlighted in yellow. This indicates that the subject was found in the Teacher Editor only. Because 'core subjects' are NOT entered by students then they will be highlighted in this way.

The 'Size' column indicates the size of each class if the program can produce perfectly balanced lines. Note that there are to be 2 10GER classes for the 45 students. At best this means a class of 22 and one of 23. The 'Size' column shows the highest class size. If a class size is greater than the recommended maximum size (see 'Edit Class Size Warnings') then it will be highlighted in red (11ACC would have 2 classes of 31 which is above the example setting of 30).

The 'Teac' area indicates the number of teachers that were found in the Teacher Editor for this subject. These teachers can be viewed by either pressing the 'Teachers' button or right clicking the mask alongside the subject concerned. When viewing the teachers you have an option to add or delete a teacher should you have entered this data

incorrectly in the Teacher Editor prior to entering the Maker. The number of teachers **cannot** exceed the number of classes you set in the [Cls column](#). If however it is less e.g. you have only allocated 3 teachers for 5 classes then the program will indicate in the 'Comment' area that you need 2 more teachers. If you do not add these then the program will create 2 teachers using the dummy teacher code ZZZ. Sometimes you do not allocate teachers to classes. For example a subject may be taken at another school or by correspondence.

The 'Lin' column shows the number of lines the subject is to run in. By default the program will try and maximise this i.e. if there are 3 classes it will default to 3 lines if it can. If however you wish to over-ride this to say run all your classes for a given subject at the same time simply enter a 1 in this column. Schools sometimes do this if they wish to 'stream' classes or they wish to 'team teach' them. Some schools go somewhere in between e.g. they may decide they wish to run 7 11MAT classes in 3 lines.

The 'Cls' column shows the number of classes you wish to run for each subject. It defaults to the number of teachers found. It can never be less than the number of teachers found but may exceed the number of teachers (see [dummy teachers](#) above). If you make the number of classes less than the number of lines you have specified in the [Lin Column](#) then the number of lines is automatically reduced.

The SIF Mask

This is where you indicate the lines where a subject can be placed. There are 3 possible entries in a mask.

'N' (No) This indicates that a subject may **NOT** appear in this line
 'Y' (Yes) This indicates a subject **MUST** run in the line indicated
 '.' (Maybe) This indicates a subject **MAY** run in the line indicated.

It is recommended that you maximise the number of dots ('Maybe's') in order to give the software the maximum amount of choice when placing subjects.

If the number of lines you make available (using dots or Y's) is less than the number of lines indicated in the Lin column then the number of lines is automatically adjusted down to match.

Generally in New Zealand schools most senior students take 6 subjects. These can appear in any order in 6 lines. Hence a senior mask (years 11, 12 and 13) is normally shown as 6 dots in lines 1 to 6.

In the example shown year 10 students take 4 options - 2 in the first half of the year and 2 in the second half of the year. It has been decided to line the year 10 lines up with senior lines 3 and 4. The second half year courses have been masked out into lines 9 and 10 (any 2 lines outside the first 6 would do). The compulsory subjects e.g. 10ENG and 10MAT will occur when the year 10 options do NOT occur hence the options have dots in lines 1 to 6 when the core have N's and vice versa.

It is recommended that subjects that are not staffed (e.g. you may have a year 13 Horticulture course that a student does by correspondence) is shown occurring (following the example above) with 6 dots and 6 lines and 6 classes. The comments field will show that 6 teachers are needed. This is not a problem as the dummy teacher will be used. 6 lines are indicated rather than 1 as this is much less restrictive and the student can do this course at any time.

see [multi-level classes](#)

Edit Class Size Warnings

This allows you to indicate the desired class sizes at each year level. Classes exceeding this will show in **red** in the 'Size' column of the mask.

Build Lines

This will start by checking your masks to see that they make sense it will then proceed to create your lines based on:

1. The Student Choices
2. The Teacher Information
3. The Mask Information

What Now?

View the Lines

This allows you to see (not edit) the option lines that have been created

Return to the Mask Editor

This allows you to edit your mask and rebuild again.

Copy into TAS Notes

If any subjects have been placed incorrectly according to your masks then these will be listed you can print these or copy them into your TAS notes for later checking.

Find the fit percentage

Proceed to check how many students fit the option lines that have been created. Note that the percentage fit indicates the percentage of students who fit with all their subjects. Many students who don't 'fit' may be missing only one of there (say) six subjects. Therefore if you measured the percentage of subjects fitting it would be much higher.

What is a good fit? (How long is a piece of string?)

The fit percentage is dictated by several factors

1. The subjects - how many are there? How many run only once? Are the subjects spread over many lines or are they in one line only? What are the class sizes
2. The teachers - do they take unusual class combinations? Are they the only teacher of a subject? How many different subjects and levels can they teach at?
3. the students - do they take unusual courses? Do they take lots of subjects that run only once. Do they have lots of part year classes?
4. the masks - are they too restrictive e.g. lots of subjects must run at specific times and in conjunction with other subjects.

As a rule of thumb "the bigger the school the better the fit". For a school of 1000 students the MAKER should give about a 90% fit. For a school of 500 this could be closer to 55-60% (see the Note above)

Testing the Fit

View the Lines

This allows you to see (not edit) the option lines that have been created

Return to the Mask Editor

This allows you to edit your mask and rebuild again.

Close

Return to the TAS Main Menu with your new lines.

Toolbar Commands



Copy Mask

This places the current mask on the clipboard on the top right of the screen

Paste Mask

This takes the mask on the clipboard and pastes it to:

- the current subject
- all similar subjects (options or core) at the current year level
- all subjects (options and core) at the current year level
- all subjects

Build Lines

Load SIF

This allows you to select an load a previously created SIF mask.

Save SIF

This allows you to save the current SIF mask to a file so that it can be reused in future.

Teachers

This shows the teachers who have been allocated in the Teacher Editor to the subject selected. You can if necessary add or delete extra teachers here. These will then be seen in the Teacher Editor if (and only if) you proceed to build your lines.

Reset Lines

Not yet written

Print

This will print the current SIF mask.

Close

Exit the MAKER

Menu Commands

File

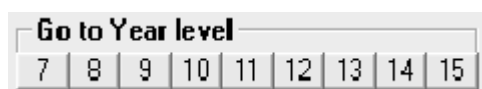
Load Masks
Save Masks
Print
Close

Edit

Copy Mask
Paste Mask

Show

Teachers - ctrl-T



By clicking the numbers on the bar you can go to the first mask for the selected year level.

Transfer to Timetable

See page 22 (['Build a Timetable'](#))

Load Option Lines

Load a Subject Set

VIEW MENU

Option Lines

This table shows your current option lines for the years selected. You can also print the individual class sizes.

Subject Numbers

This table shows the total number of students taking each subject in your school

Subject Placement

This table lists each subject for the selected year levels and the option lines in which they are running

Subject Rolls

This allows a quick way to print subject lists for each selected subject.

Subjects with teachers

This table lists each subject for the selected year levels and the teachers taking them.

Subjects without teachers

This table lists each subject found in the option lines that have not yet been staffed.

UTILITY MENU

Subject Editor

Exit Timetable Assistant

USER

User Screen

A user has an ENTRY CODE, a USER NAME, an ACCESS LEVEL and a PASSWORD.

The ENTRY CODE is a shortcut name of up to 8 characters used to recognise the user.

The USER NAME is a more detailed name that the software will display if it recognises the users ENTRY CODE.

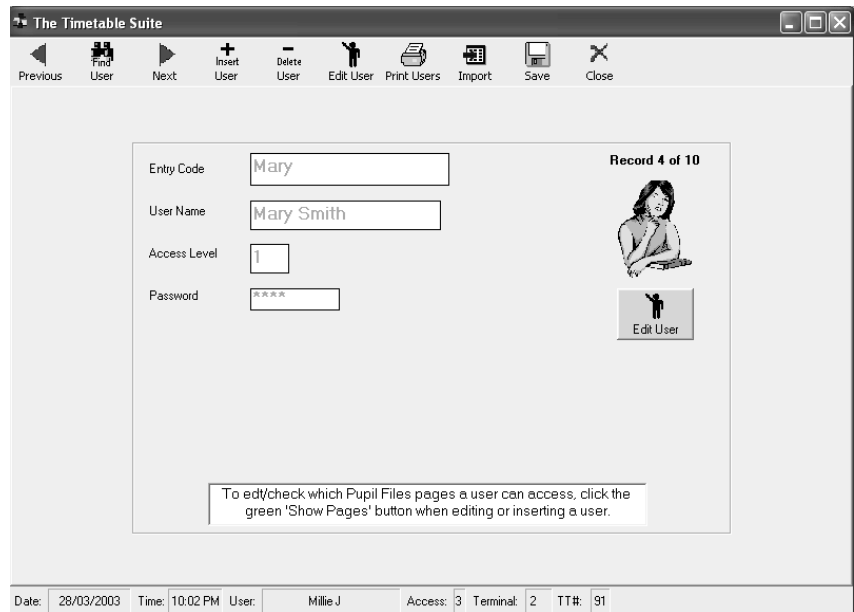
The ACCESS LEVEL is a number from 1 to 3 where level 1 is the lowest level of access and level 3 the highest.

Level 1 users can only access QuickFind and have limited access to the Terminal Information screen.

This is the safest access level to give to general staff.

Level 2 users have access to QuickFind and limited access to the Timetable Editor and Terminal Information. In the Timetable Editor they can alter timetables, but can't change configuration items.

Level 3 users have access to all the areas including Timetable Assistant.

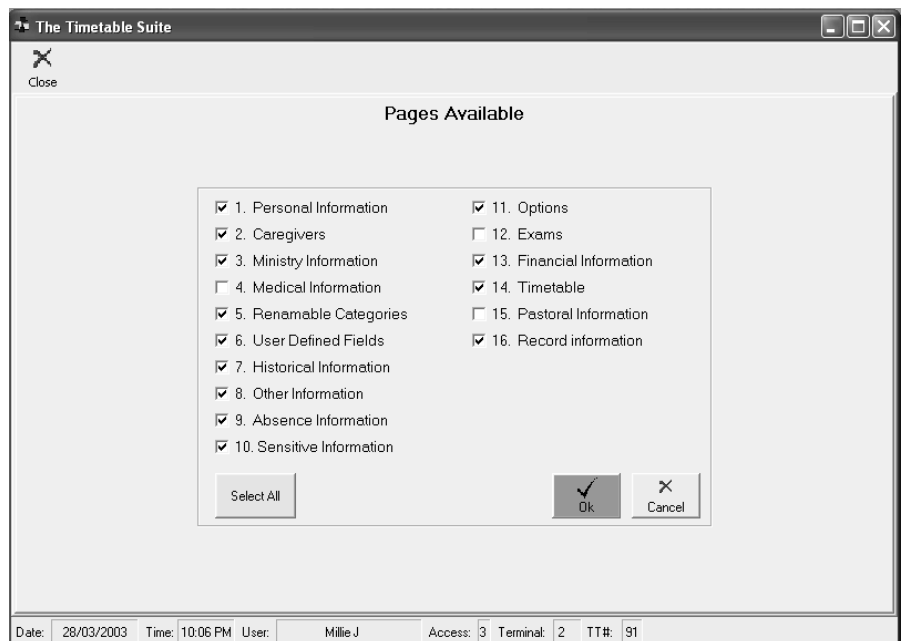


Commands

The command buttons allow you to scroll through the various users and insert, delete, edit, print, import and save users.

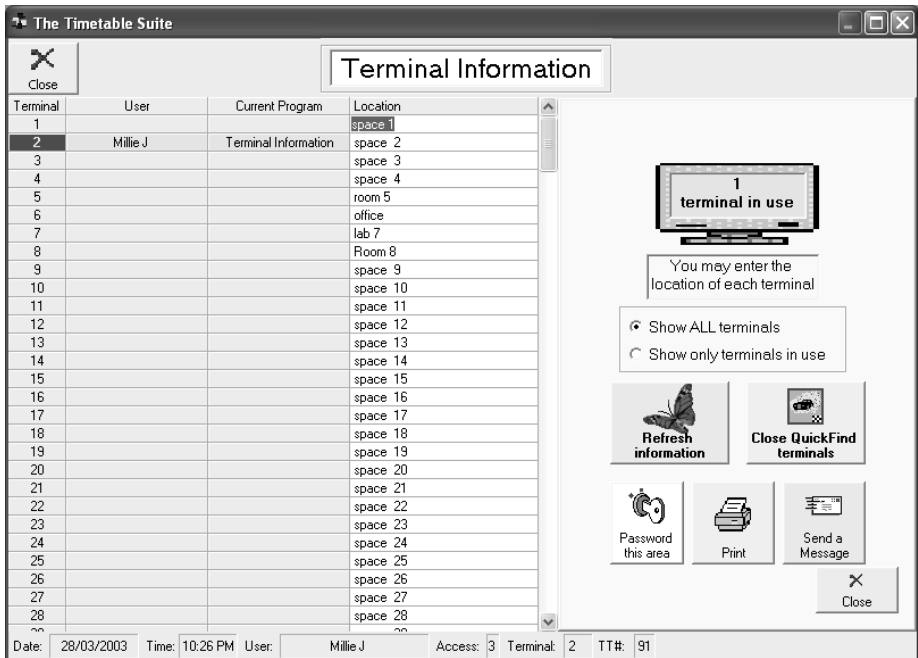
Show Pages

When editing users you are presented with a green 'Show Pages' button that allows you to determine which pages the current user can view in QuickFind.



SESSION INFORMATION

TERMINAL DETAILS



This allows you to view the activities of currently active users of the Timetable Suite. You can see the NAME of the user and the CURRENT PROGRAM or area of the Timetable Suite they are in as well as their LOCATION. You can edit the LOCATION to show where each of your terminals is located around your school.

If you see asterisks by a terminal number then this indicates more than one user is logged in using the same terminal number. This should not be encouraged. It is recommended that each terminal around the school is physically labeled with a terminal number.

When you view this screen you have the choice of viewing all terminals or just those terminals logged in. Each terminal automatically reports back to this area every 7 seconds to confirm they are still running.

Warning

If however a user has the program running in the background with no resources allocated to the program then there terminal may become invisible to this display and appear to have logged off. Such terminals may not also receive some of the commands issued below until the users makes them active again on their screen.

COMMANDS

Refresh

This cancels all terminal entries and asks them to report back. This should be complete within about 7 seconds if the command being issued. This however is subject to the warning above

Close QuickFind Terminals

This allows you to transmit a message that will effectively close down any terminals that are actively running QuickFind. This is only available to level 3 users.

Password this area

If you wish to restrict access to this area you may set up a password.

Print

This will print the table of terminal information.

Send a Message

This allows the current user to send a message to any other user who is logged in.

Close

This exits the Terminal Information area

GENERAL

Order of Operations

Timetable Assistant

- a) If you are entering data for the first time choose STEP THROUGH THE STARTUP OPTIONS. Choose all students at STEP 1. At STEP2 create a new subject set – call it e.g. SUBJECTS 2007. At STEP3 choose the first button, which loads the options lines that will be associated with your new subject set in Student Manager. These option lines will be empty initially.
- b) Type in the pupil's subjects using the STUDENT EDITOR. Save this back to STUDENT MANAGER via the SAVE button.
- c) After viewing the subject numbers (View-Subject Numbers) go to the TEACHER EDITOR and enter your teacher 'wish list' i.e. enter each teacher and the subjects you would like each of them to take if everything goes according to Hoyle !!. Also enter for teachers any compulsory classes that you have probably not bothered entering alongside the pupils (e.g. junior English, Maths etc). It is easy later to add/delete/swap or delete these if problems occur.

At this stage you have actually built some option lines as far as Timetable Assistant is concerned (although they won't be very good yet !!). This is because the Teacher subjects are stored in the option line structure. You can now save these lines using the save button to Timetable Assistant giving them a name like START, TRY1 etc. If you wish you might like to view the information you have just entered in the OPTION EDITOR remembering you can choose either the TEACHER or OPTION EDITORS to edit lines (which ever is the most convenient). Return to the MAIN MENU.

☞ This step b) can be left out completely if you wish and you can generate lines without any teacher information. I believe, however, if you do this you are not using the full power the program offers. If pupils have a free choice of subjects why shouldn't teachers (in consultation with their HOD's) also. Also by entering subjects alongside teachers you inform the MAKER of some of your constraints e.g. it can see that you may have only one Japanese teacher. This will stop it placing say 11JAP and 12JAP on together. It may be tempted to do this otherwise because it is doubtful if any pupil would be doing both.

- d) Enter MAKE OPTION LINES and choose the year level you wish. I generally suggest you choose ALL levels
- e) Enter the necessary restrictions for each subject in the MASK and save these as e.g. 2004v1 (version 1 for 2004). This allows you to come back to them at a later stage. Now click 'Build Lines' to go and generate some lines.
- f) When the lines are made you may like to save them to TAS with a new name e.g. TRY1. If the program indicates that it has placed any subjects incorrectly then note these down or 'Copy them into TAS notes' so you can refer to them later.

You can then allocate the students to them using the 'Find the fit percentage' button.

- g) If you aren't very happy with the number of fits check your initial restrictions by loading in your original MASK (123v1) and make any alterations and build again.
- h) When you are reasonably happy with your lines then exit the MAKER and go back to the MAIN MENU. Now you can fine-tune your lines by moving individual subjects using the TEACHER and/or the OPTION EDITOR in conjunction with the PUPIL EDITOR.

IT IS NOT NECESSARY (or even desirable) TO GO BACK TO THE MAKER as this will reshuffle all the subjects rather than shift individual ones.

- i) Check the TEACHER EDITOR to see which teachers clash (Use Select – clashes). These will be teachers/subjects referred to in step f). Move these subjects so those clashes don't occur.
- j) Now use the UTILITIES in particular 'WHAT IF?' and 'CLASH ANALYSIS'. These are available also when you right click subjects. These give excellent information on which subjects may need manually placing in order to reduce pupil clashes. These utilities are available in all the editors.
- k) To reallocate pupils after making option line changes, use the allocate button in the STUDENT EDITOR or simply click the 'Show' or 'Check' Option Numbers button in the OPTION LINE EDITOR.
- l) You should at some stage check your class balances in the OPTION LINE EDITOR by clicking the 'Show' or 'Check' Option Numbers button. To balance classes use the 'WHO ELSE?' utility. This tells which students can move from a larger class to a smaller class. It is very powerful and easy to use.
- m) When you have balanced all classes you should pin all student subjects in the STUDENT EDITOR so that you can't accidentally reallocate them.
- o) Now save any student subject changes and save your option lines to Student Manager. (It is a good idea to look at saving every 10-15 minutes as you are working with students.)
- p) Before the transfer process in the next step return to the Teacher Editor and fill in the room column for each teacher showing the room they normally teach in. This can save quite a lot of time in the TIMETABLE EDITOR as these rooms becomes the default rooms for each teacher's classes. It doesn't matter if you put two (or more) teachers down for the same room (or if you don't specify the room at all). This may cause room clashes in the TIMETABLE EDITOR but these are easily solved later.
- q) Your last step is to choose the TRANSFER TO TIMETABLE button from the MAIN MENU. This takes you through a series of steps prior to the transfer occurring
- r) You have now finished with TAS and now continue with the TIMETABLE EDITOR checking for clashes, altering rooms, putting in one-off periods (e.g. the Library period, junior music, Phys Ed etc).

Hints

Timetable Assistant

- 1) You can enter compulsory subjects alongside teachers even if you have not put them by pupils, e.g. 9ENG, 9SCI etc. The computer will place these in lines also. This is an important consideration when placing teachers in option lines, and a powerful feature of the package.
- 2) For options that run for half-years (or terms) only, set up your masks so that the active subjects are in your normal lines (usually 1 to 6) and the non-active ones are masked outside these lines (e.g. 7 to 14). This is to avoid teacher clashes, i.e. if year 9 options are running in line 1 put the first half-year in line 1 and the second half year in line 7. Don't put the second half year in say line 2 as the program will then not allow the teachers concerned to teach their other subjects there.

e.g.

						2nd half year				
		10(A)	9(A)	9(B)		10(A)	9(A)	9(B)		
		1	2	3	4	5	6	7		
		8	9							
Brown	Joan	9MAT	10COM	9FRE		9TDR	11MAT	10COM	9GER	9FRE

Assume the school runs in 6 lines. There are 2 year 9 option lines (3 and 5) and 1 year 10 line (2). In this case Joan Brown takes 9FRE, 9TDR and 10COM in the first half year and 9GER, 9FRE and 10COM in the 2nd half (versatile eh?).

- 3) If 2 teachers share a class then you can either:
 - a) When making your masks in the MAKER program put it down as 2 classes in one line and give each teacher the subject in the teacher editor. This will mean that the program will attempt to place both teachers in that line with that subject. If this subject runs elsewhere however you may find that a disproportionate number get allocated to the line in question as the computer thinks there are two classes. These classes can be manually balanced later in the STUDENT EDITOR.
 - OR
 - b) Enter the proper code by one teacher e.g. 9FRE and then a dummy code for the other teacher e.g. 9FRX. When you have made your lines, 9FRX will need to be aligned with 9FRE.
- 4) If a teacher is doing an option in the 2nd half of the year only then to make sure she isn't timetabled for something else in this line in the first half-year line give her a dummy subject there.

Assume year 9 options go in line 2 and the second half year are being stored in line 7. If McLaren is taking 9MAO in the 2nd half you could place 9MAX for her in line 2 and 9MAO in line 7. You do this by typing 9MAX beside her in the teacher editor and then in the MAKER program make a mask beside 9MAX which has a "Y" in line 2 and for 9MAO a "Y" in line 7 - (sounds tricky but ain't - trust me !!) 9MAXML will be a class with no pupils (heaven!)

Building an Exam Timetable

Eg. Let us assume you are running exams all week for years 11 and 13

Make sure you have the latest version of TTSM.(Check my web site)

1. Enter TT5 and choose Timetable Assistant
2. Choose 1) Step through...
3. Select the Year Levels you wish – click Next
4. SUBJECT SET SELECTION: If this is the first time you are setting up your exams then highlight the default set then (VERY IMPORTANT) click "Duplicate the selected set" - call it eg. EXAM 2004. Then select this new set and press NEXT. If you have already created an exam set then select it and click NEXT

Timetable Suite

5. LOAD OPTION LINES: If you are just starting to make your Exam lines then choose 'Create an Empty set' else use the first button to reload the exam lines you have been working on.
6. Enter the Student Editor and unpin all subjects if they are pinned at present using the Pin button. (If the grey line to the right of student's subjects has an exclamation mark then their subjects are pinned.)
7. Choose Utility - delete subjects, to remove any subjects that you do not wish to examine.
6. If there are subjects you wish to keep apart e.g. 11ENG, 12ENG and 13ENG then you can also use the Teacher Editor to create a teacher called e.g. MATHS code MT and give them these subjects. This will ensure 'the MAKER' places these in different lines. It is suggested you try generating lines without doing this first as it may not be necessary.
7. At the MAIN MENU go to MAKE OPTION LINES ('the MAKER')
8. Choose the numbers corresponding to years 11 and 13 (probably 5 and 7) and hit ENTER
9. Choose Make Option Lines.
10. Consider lines 1 to 10 to coincide with your 10 half-days from Monday morning to Friday afternoon. In the mask each exam subject should have a dot in lines 1 to 10 and they must have one class indicated (i.e. the exam runs once).

If you find you have some non-exam subjects listed (they may have been missed in step 7 above), in order that they don't cause problems let them have the same mask but let them run 10 classes in 10 lines. This will place them in every line and hence they will be no constraint. You can then simply ignore them.

11. Choose BUILD to then generate your timetable (i.e. exam lines) and indicate which pupils won't fit.
12. Use the normal tools (e.g. 'What If?') and the Editors to tune your timetable lines.
13. EXIT TAS saving any changes.

Commonly asked questions

Timetable Assistant

1) AARGH - I typed all my teacher subject information in yesterday and now it has gone. Do I need to do it again?

Answer: Assuming you saved the information then it is still there. Remember that the teacher information is stored within the option lines. At the MAIN MENU click 'Load Option Lines' – then 'Load a set of lines held in TAS'. If your lines aren't there then try 'Load Option Lines' – then the first button 'Load the Subject Set...from Student Manager files'

2) How does the program cope with junior options that change each term or at half-year ?

Answer: This is where you make use of the lines 7 to 14. If a subject is a half year one e.g. year 9Home Economics (9HOM), and a teacher is to do it for both the first and the second half of the year, give them this subject twice. If they are only to do it once give them one 9HOM and a dummy subject as a 'placeholder' e.g. 9HOX (I use 'X' as the last letter of all my 'dummies'). Let us assume that the option runs in line 3. Pick also a line from 7 to 14 to correspond to this but to hold the second half-year subject (e.g. line 8). If the teacher is doing her subject in the second half of the year she would then have 9HOX in line 3 and 9HOM in line 8. Why the dummy subject ? This is simply to stop you accidentally placing another full-year subject in line 3 for this teacher meaning she would be unable to take her 9HOM class during the second half of the year.

If the subjects change each term you will need to use 2 lines from lines 7 to 14 and you could require 2 'dummy' subjects.

(For further information see HINT 2 page 2))

3) How do I cope when using the MAKER with the situation when 1 teacher is taking two classes at the same time e.g. a year 12 and 13 Maori class may be combined ?

Timetable Suite

Answer: One way to do this is to find all students doing 13 Maori and also give them 12 Maori. When making your mask in the MAKER allow 12MAO to go anywhere in your normal line structure (normally lines 1 to 6) but place 13MAO outside this (ie allow it anywhere in lines 7 to 14). The MAKER will then find the best place for pupils doing 12MAO (ie all of them) in say line 4 ,while 13MAO will be placed out of harm's way elsewhere in say line 10. You can then return to the teacher editor and relocate 13MAO into line 4 on top of 12MAO (creating a 'necessary' teacher clash). Then in the PUPIL EDITOR find all pupils doing 12MAO and 13MAO. Remove the 12MAO. Reallocate them. There are 3 or 4 other methods that users have successfully used - I think this works best - other suggestions are welcome.

(For further information see HINTS Timetable Assistant – 3).