TimeTable Suite
FAQ's

Exams

How do I build an Exam Timetable?

1. Enter TTSM 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; and (VERY IMPORTANT) click **Duplicate the selected set**

- At the yellow screen in the Option Lines box choose the 2nd option **Attach to a new BLANK set of Option Lines**
- Give your set a name eg. Exams 2008
- Click **OK** - this could take a bit of time to set up so be patient
- Choose the new set you have created - NOT THE DEFAULT SET (in red) by mistake

5. Load Option Lines: Choose the top button **Load ...... from Student Manager**
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.
8. If there are subjects you wish to keep apart eg. 11ENG, 12ENG and 13ENG use the **Teacher Editor** to create a teacher called eg. 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.
9. At the Main Menu go to **Make Option Lines** ('the Maker')
10. 10 Choose the numbers corresponding to years 11 and 13 (probably 5 and 7); press ENTER
11. Choose **Make Option Lines**
12. 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 (ie. the exam runs once).
13. 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 ignore them.
14. 13 Choose BUILD to generate your timetable (ie. exam lines) and indicate which pupils won't fit
15. Use the normal tools (eg. What If?) and the Editors to tune your timetable lines
16. EXIT TAS saving any changes

How do I remove all classes at particular year levels to show the timetable during exam time?

Teacher Editor > **Spreadsheet** > **Replace** > subject 11**** with blank > **All teachers**
This will remove year 11 classes.

REMEMBER – if you wish to save this, **use a new number** so you don't wipe out your current timetable.

Printing

How do I print all the rolls for a particular period? (This is useful for a fire drill, etc)

QuickFind > Teacher Information > Rolls
Select Teachers >
Select the day and/or periods >
normal rolls >
select day
UNCheck   Show only those periods .. > choose the period > NEXT
choose the **format** options > **NEXT** > **Print**

How do I print all the timetables for a given year level sorted by class?

QuickFind > **List Menu** > **Student Lists** > Select > **Year level** > **Print**
Pupil Timetables > **Current Selection** > **sorted by class**

How do I print the period by period attendance for all the students in a class?

QuickFind > **Student Information** > Select the class required
F8 will take you straight to their attendance page. Press the yellow **Period by Period** button > **Print** this selection.

How do I print all the form class rolls at a given year level?

QuickFind > **Student Information** > Select the year level required eg. year 11 >
Print > **Student Timetables** > **the current selection** > **sorted by form class**.

Timetable

How do I enter shared classes?

Example 1:
- Assume there is a subject 13HIS taken for 2 periods by teacher AB and 2 periods by teacher CD in line F. Give all the students in their line F 13HIS-AB.
- There is no need to mention teacher CD in the student subjects. This means only 13HIS-AB appears in the option lines.
- Then on teacher AB's timetable just enter F 13HIS in whatever room as normal but just for the 2 periods (s)he takes them. On Teacher CD's timetable enter F* 13HIS in whatever room for the two periods (s)he takes them. The asterisk indicates this teacher is taking someone else's class.

Example 2:
- Assume a student has 13STY in line F and it is taken by SM, BY, TK and DL for the 4 periods. Give the student 13STY with ANY of the listed teacher codes in their line F in Student Manager. Choose the first teacher the students have (eg 13STY SM). For teacher SM enter F 13STY followed by the room on their timetable as usual. For the other teachers, in the period they take this class, enter on their timetable F* 13STY followed by the room. The '*' (star) indicates they teach ANY pupil who has 13STY in line F as opposed to ONLY those pupils who have 13STY-SM (or 13STY-BY etc). The only subject in the option lines and hence on the students is 13STY-SM
- If there are two or more studies occurring in this line, use coding such as 13STYA and 13STYB to indicate which group the teacher is taking.

Photos

How do I show teacher photos?

Create a sub folder in your TTSM folder called STAFF eg. M:\TTSM\STAFF. Place in there your photos using the teacher codes eg, BDE.JPG, MYL.JPG etc. You can use either JPG or BMP format.

Reports

Archiving Reports
(this process creates a unique folder for each student where their reports, etc, can be printed to using the PDF printing option in ClassRoom Manager)

Step 1: CM Admin
1   Other Utilities – PDF Setup
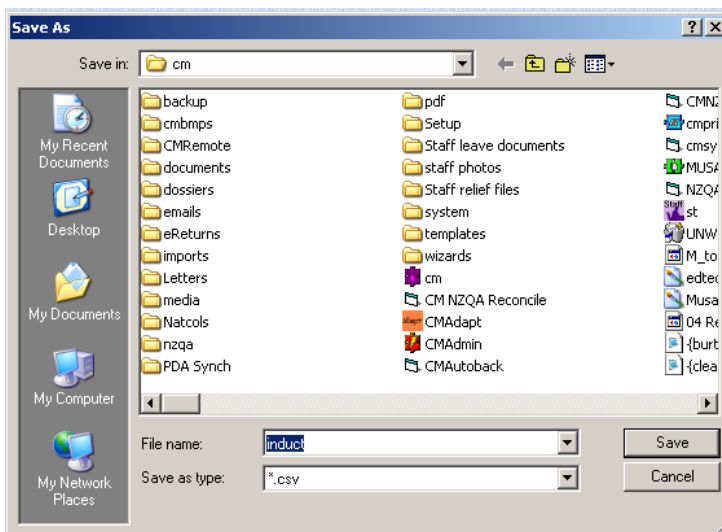

In Step 1 choose the code you wish to use. It is very important that the same one is used each time.
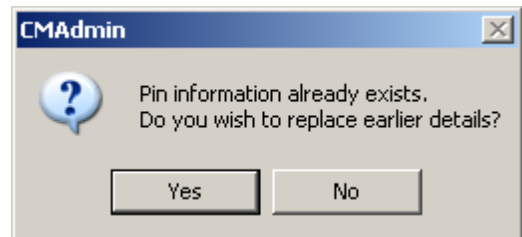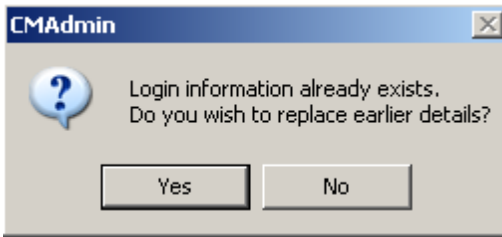
In step 2 type the @ symbol

Step 3 click Generate

The following box will pop up.

Click **Save**.

You may get the following two messages pop up. If so, answer **Yes** to both.

Click **OK** when finished
Click **Finish**

Archiving Reports

- Open the required report document in CM Teacher. Click on **Grid** button (bottom left of report)

- Click on **Filter**. Filter for required year level (same as report opened) (eg. Year 9 Report document – filter for Year 9 students)

- Click on person (bottom left of report) to return to the individual report

- Click on **Print**
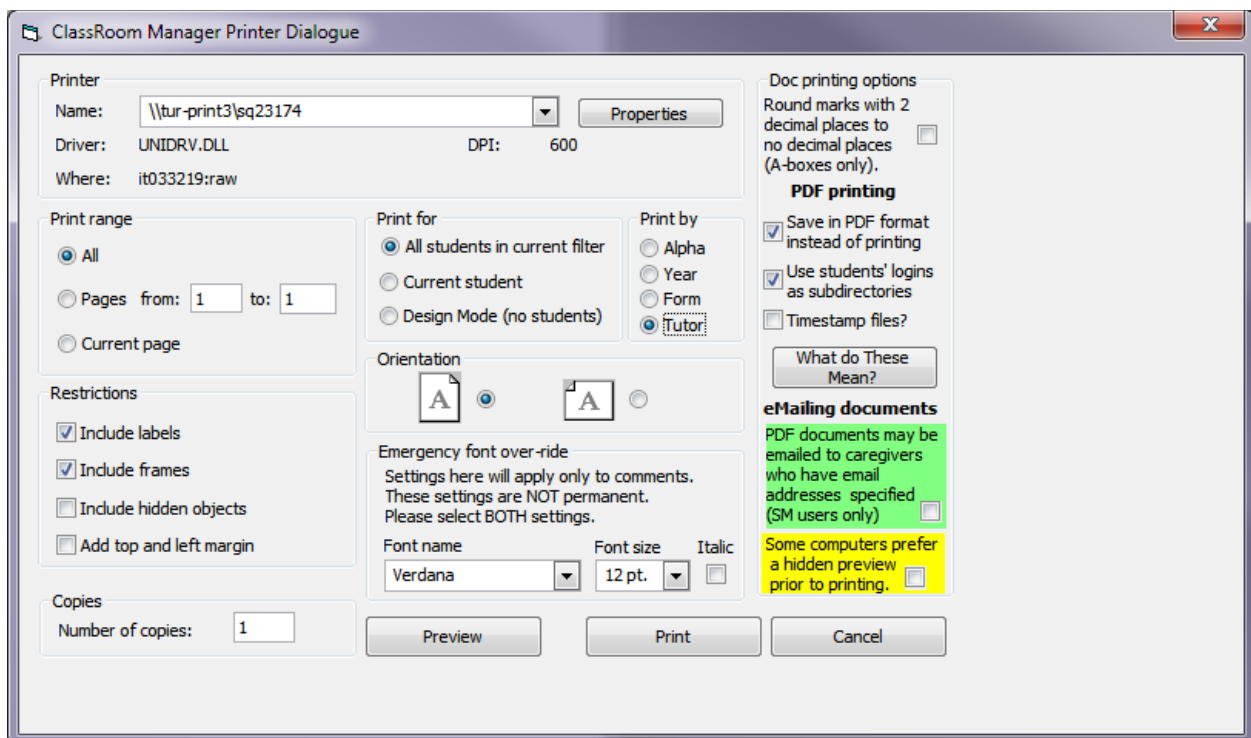
- In the 'Print for' area click to place a dot next to **All students in current filter**

- In the 'Doc printing options' area tick the **Save in PDF format instead of printing** box; and place a tick in the **Use students' logins as subdirectories**

- Click on **Print**

- Highlight the pdf folder (or the folder you wish to use) folder. Click **Ok**
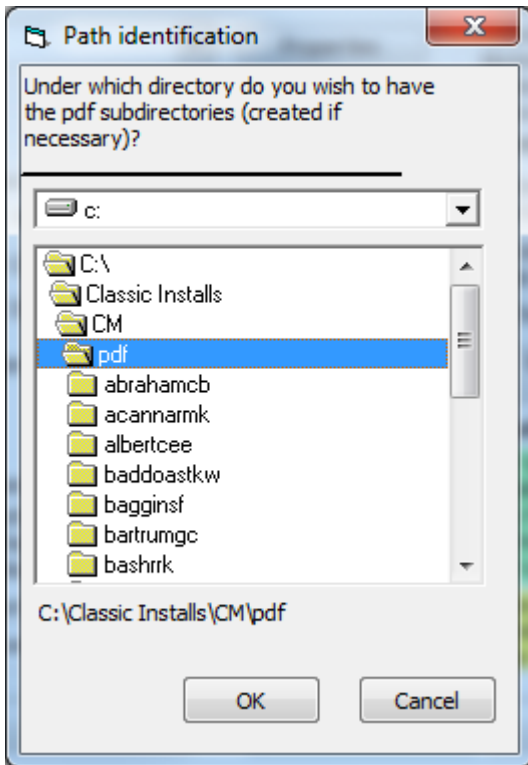
Other

How do I move data from the server to a laptop and back again?

This is something that timetablers sometimes need to do if they don't have remote access to the school server.

TTSM to Student Manager:

1. Make a MUSAC folder on your laptop eg. C:\MUSAC
2. Copy the TTSM folder from your server to your laptop
3. Make a \CM folder on your laptop. Copy CM.MDB, SM.MDB and STAFF.MDB from \CM on your server into this folder.

This will allow you to run all the features in TTSM but not Student Manager on your laptop. That should be all you need.

System Files:
To run TTSM you MUST have the MUSAC System 32 files on your laptop. These can be loaded from any recent MUSAC CD or from the MUSAC web site.

Restoring Data to the server
This process must be done carefully. MUSAC cannot accept responsibility for any problems that may eventuate from users restoring data incorrectly.

The Timetable
The timetable data is generally stored in the \TTSM\TT folder.

The most important thing is to remember your timetable number. If it is a number from 1 to 9 then the files you are looking for are files ending in .5A<timetable number> eg. timetable 7 files end in .5A7. Timetables numbered from 10 to 99 end in .5<timetable number> eg. timetable 71 end in .571 These files are generally quite small and can easily fit on a pen drive.

The files for timetable 71 (for example) are:
ACTOPTS.571 the option structure
CLASSES.571 the core class names
ROOMS.571 the rooms
STATS.571 the number of days and periods
TEACHERS.571 the main timetable file
TEACHOLD.571 an automatic backup - this file is not essential.

A Manual Copy of the Timetable
Copy the files indicated to a pen drive and then transfer them to the equivalent folder on your server.

Option Lines
1. On your laptop Enter Timetable Assistant
2. Make sure you load your correct option lines
3. Go into the Option Editor on your laptop and choose SAVE – Save as a TAS OPTION FILE. Choose a sensible name eg. FINAL LINES 2012. Record the path where you saved these to or save to a pen drive. The file will be saved as FINAL LINES 2012.OPT into whatever path you chose.
4. The Default TAS Option Line paths for Student Manager are always stored in the \TTSM\TAS\OPT folder
5. Copy this file into the equivalent path on your server
6. This file can then be loaded on your server when you choose to LOAD OPTION LINES in TAS (as long as you choose the correct path).
7. You can then enter the Option Editor on your server and save these directly to Student Manager as your default lines.

Student Information
If your student subjects data was originally copied from your server AND the subjects on your laptop are still the same ie. a student still has History, Geography, French etc (**even though they may now be now sorted into classes** on your laptop) then you may decide NOT to restore these. Many timetablers take the safe option of merely restoring the option lines from their laptop and reallocating the students when back at school. They can then manually match up the laptop with the server. The TAS Import/Export process is a simple and effective process, detailed below.

In the Student Editor in TAS there is the ability to export student subject.

Export
Go into the Student Editor > click **Utilities** > **Export Data**. Here choose to export all the student's subject data to a pen drive (or some other location).

Import
On your server go into TAS, loading the appropriate subject set > enter the Student Editor > click **Utilities** > **Import Data**. You will need to decide how you wish to cope with students who already have data. Normally you would choose 'Overwrite' all TAS subjects, but if you are nervous about this there is a choice to only overwrite if the student has no data on the server or the subjects match (even though the actual classes ie. teachers may vary).

Restoring Other Stuff
Timetable Assistant (TAS) *(Useful but not essential)*
The TAS folder is always \TTSM\TAS
The files in Timetable Assistant are effectively planning files - ie. a 'means to an end' to create your timetable. Once the timetable is completed they are not required again. They are however useful when it comes to build the timetable for the following year. With this in mind you can simply copy the whole TAS folder between machines quite happily updating with the newest files. To save time however you may simply copy the most recent files in \SIF **sub folder** (the masks) and \OPT **sub folder** (practice option lines) and the teacher file SCHOOL.TCH.

QuickFind *(This is rarely required)*
The only QuickFind files you may wish to copy are the customised timetable entries. This would ONLY be required if you have gone to the trouble of also doing all the customising for your new timetable at home. Most schools do this on site. Copy TT.MDB in the \TTSM folder.

Notes *(Generally not necessary)*
These are not essential and can be in several places depending on the type of note you may have made. Check the \TTSM\TT\NOTES folder

In Summary
Please be careful transferring data back to your server. It can be done quite safely but (as always) please make sure your backup systems are secure. If you are in any doubt please contact your MUSAC agent before proceeding.

Why are the pages I need in QuickFind greyed out?
The pages have been turned off by a level 3 user, changing the pages a User can see by entering the **User area** > **Edit** > clicking the green **Show Pages** button.

How to find which student has a particular enrolment number
QuickFind > **Student Information** > type 'F' or click **Find** > click the **Enrol#** heading to sort by this column > scroll to the number you require. Page 8

How to show form class sizes
QuickFind > **List Menu** > **Statistics** > choose the **Form** tab. This area provides a powerful process for ensuring your data is accurate particularly when doing MoE returns. You can use the right mouse button to check the various rolls from any cells in the grid.

How to keep track of students who need extra attention?
QuickFind > **List Menu** > **Student Lists** > Tag the relevant students with the INS key > File > **Save Selection** > Save just those records tagged > enter a file name eg. Trouble and an optional description eg. 'John's little horrors' > **OK**. To later recall this list, go back into lists and choose **File** > **Load Selection**.

Sending lists to Excel?
Select the students you want > choose Print > this student list > select the fields to print > Next > click Send to file > comma delimited. Make a note of your filename. Go to Excel > file open > change "files of type" to all files, so that you can see the file, and choose delimited by commas when asked.