

## Timetable/ Calendar Setup User Guide



## Table of Contents

<b><u>Timetable/ Calendar Setup</u></b> .....	<b>2</b>
Room View .....	2
Staff .....	3
System Entry.....	4
Time Table Phases – Calendar.....	5
Subject Parameters.....	8
<i>Print a VDF query to show the entries.</i> .....	9
<i>Sample VDF Report.</i> .....	11

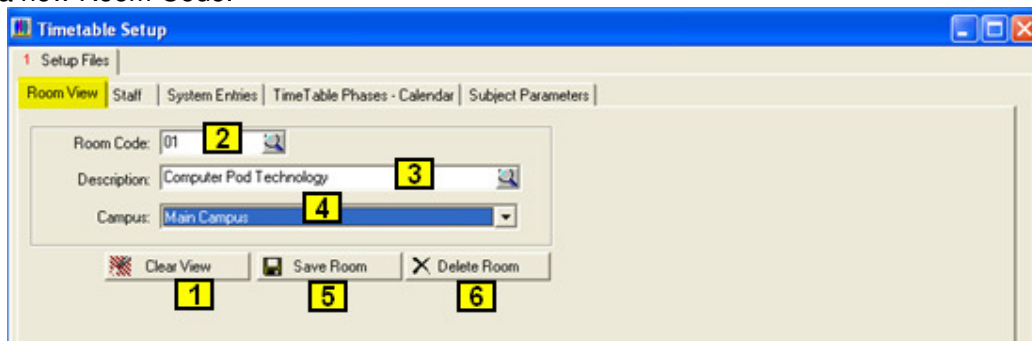
### Timetable/ Calendar Setup

#### Room View

**Path:** TT Dev → Timetable → Timetable/ Calendar Setup → Room View  
**Path:** Scholastic → Timetable → Timetable/ Calendar Setup → Room View

Rooms can be used to further filter Student information and Subjects. Do not delete any Rooms already created as they are also used in other Modules of PCSchool.

Create a new Room Code.



1.	Click Clear View.
2.	Enter a unique Alpha, Numeric or a combination code.
3.	Enter your description for this code.
4.	Optional; Select a Campus if a multi campus school.
5.	Click Save Room.
6.	Use extreme caution when deleting Rooms as they may be used in other Modules within PCSchool.

## Staff

**Path:** TT Dev → Timetable → Timetable/ Calendar Setup → Staff

**Path:** Scholastic → Timetable → Timetable/ Calendar Setup → Staff

You can access certain elements of the Staff View within Timetable, this gives you access to Super Available where you can set degrees of Availability for Supervision periods.

The Full Staff View is available under Administration/ Staff View but Super Available is accessible through Timetable/ Calendar/ Setup and Timetable/ Staff Supervision Availability.

The screenshot shows the 'Timetable Setup' application window with the 'Staff' tab selected. The 'Super Avail' sub-tab is highlighted in yellow. It contains a table for setting availability for five days. The table has three columns: 'Spares on Day', 'Availability Actual', and 'UnAvailable Defaults'. Below the table are two input fields: 'Supervisions Current Period' and 'Supervisions Year to Date'.

Spares on Day	Availability Actual	UnAvailable Defaults
Day 1: 6	0	0
Day 2: 1	0	0
Day 3: 1	0	0
Day 4: 2	0	0
Day 5: 1	2	2

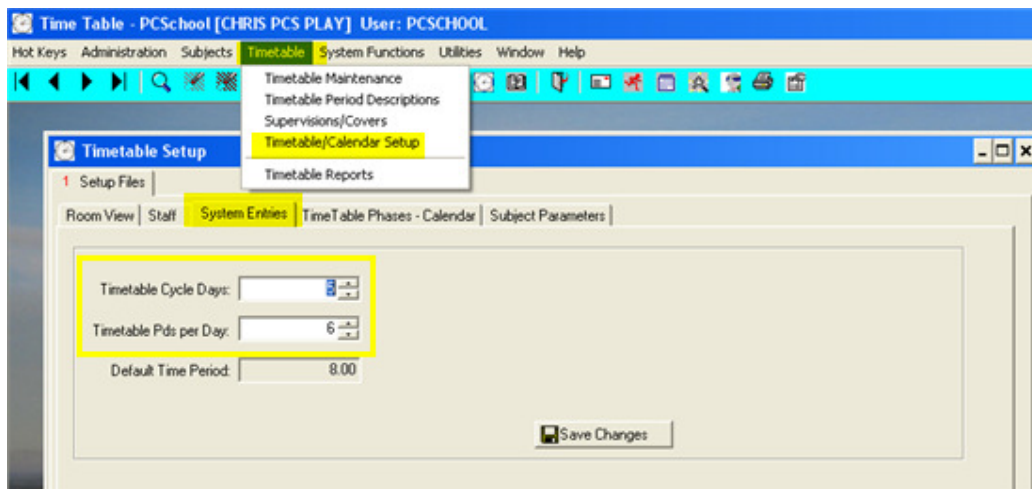
Supervisions Current Period: 0  
Supervisions Year to Date: 0

For more information please read the information in Staff Supervision Availability.

## System Entry

Enter the number of days in the Timetable Cycle and the number of Periods you are going to have in the Timetable Day.

**Path:** Timetable → Timetable/Calendar Setup → System Entry



## Time Table Phases – Calendar

Prior to using the Timetable for the following year you will need to update the Timetable/Calendar dates.

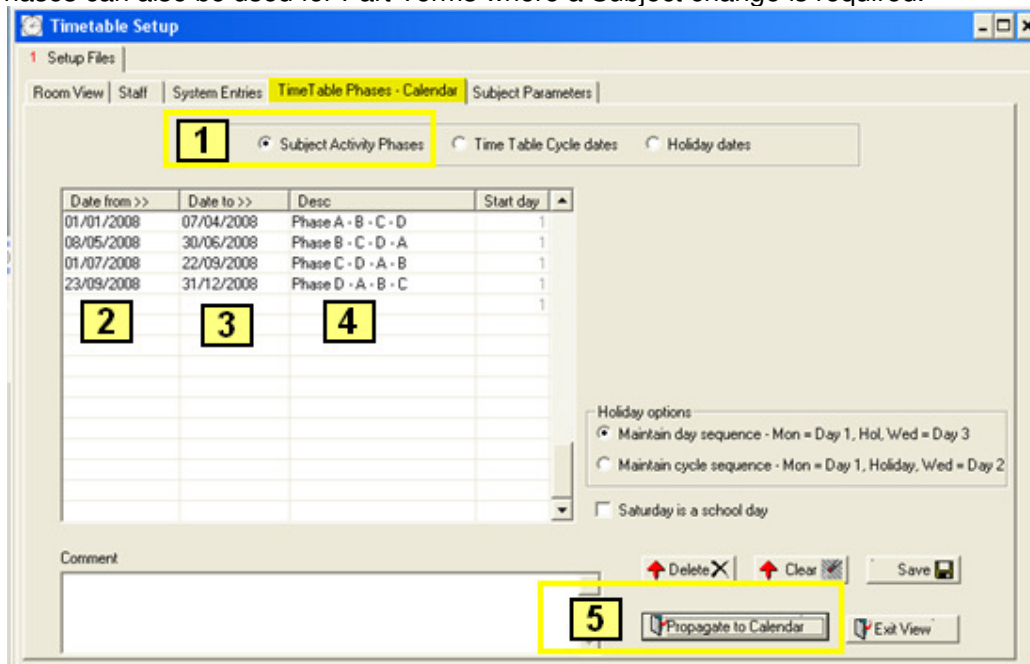
**Path:** Timetable → Timetable/Calendar Setup → Timetable Phases – Calendar

You will need Timetable Cycle Dates entered if using the Timetable and Holiday Dates entered for all non school days, if using Subject Phases you would also need these set up.

If this is not done at the beginning of the year the computer date must be turned back to the 1<sup>st</sup> day of the curriculum year in question. The date can be turned back by double clicking the time on the Windows Toolbar. If this is not available please ask your IT staff how this is done. You must remember to turn the clock back when finished.

## Subject Activity Phases

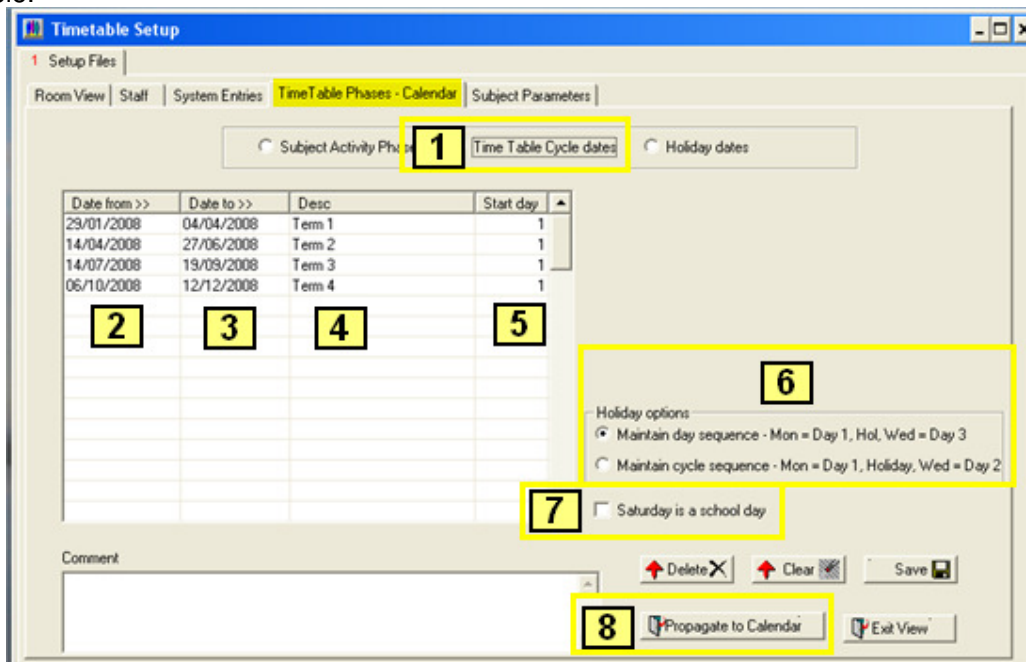
You have the option within PCSchool to use Phases rather than rolling the Timetable. Subjects can be entered in the Timetable and the Phase selected, you will need to select the Phases for each class. Phases can also be used for Part Terms where a Subject change is required.



1.	Select Subject Activity Phases.
2.	Enter a start date; this does not need to match the Timetable date. Do not overlap dates.
3.	Enter finish date; this does not need to match the Timetable date. Do not overlap dates.
4.	Enter your description for the Phase.
5.	Click Propagate to Calendar.

## Timetable Cycle Dates

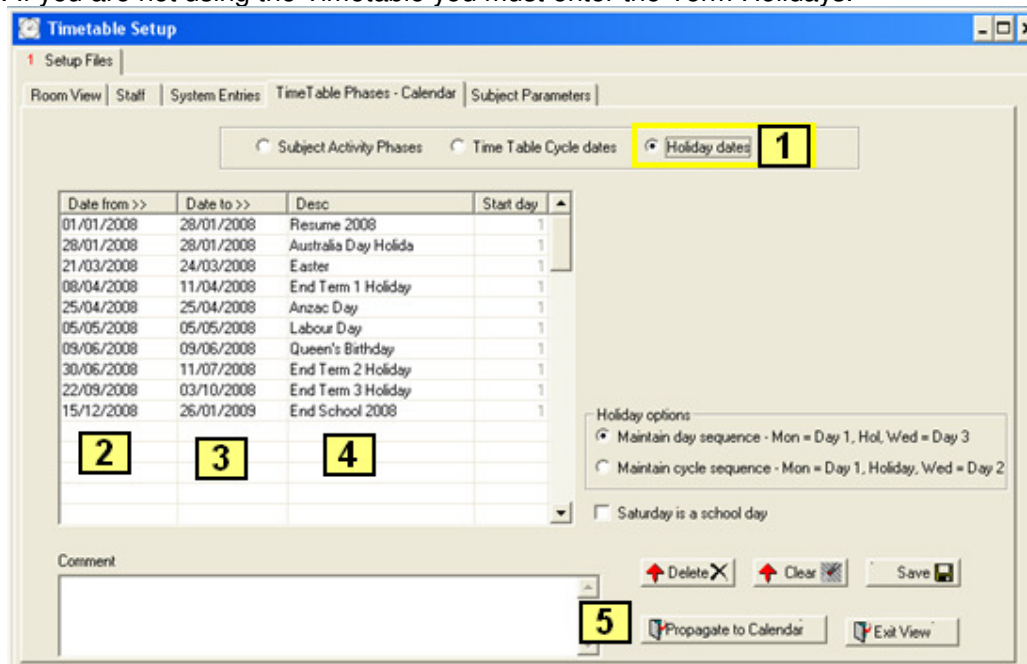
Time Table Cycle dates are entered in a similar manner, dates must be entered if using the Timetable.



1.	Select Timetable Cycle Dates.
2.	Enter the first date of the Term; this date is inclusive.
3.	Enter the last date of the Term; this date is inclusive.
4.	Enter your description for this period.
5.	Enter the Timetable start day. If this is a Monday it will most likely be 1 if Tuesday 2.
6.	Select the Holiday options; <ul style="list-style-type: none"> <li>• Maintain Day Sequence will ignore a holiday date and accept it as a Timetable Day.</li> <li>• Maintain Cycle Sequence will grant the day as a holiday and continue with the cycle.</li> </ul>
7.	Check if Saturday is a School Day.
8.	Click Propagate to Calendar.

## Holiday Dates

Student Free Days and other days that are not school days must be entered. You do not necessarily need Term Holidays entered if using Timetable Cycle Dates and weekends do not need to be entered. If you are not using the Timetable you must enter the Term Holidays.



1.	Select Holiday Dates.
2.	Enter the first day of the holiday.
3.	Enter the last day of the holiday, if this is a single day this will be the same as the first day.
4.	Enter a description for the holiday.
5.	Click Propagate to Calendar.

Don't forget to turn the date back when finished.

## Subject Parameters

Optional:

Parameters can be entered at a later stage:

- If subjects have been entered and reports run you have the option to enter parameters for the Subjects based on the Reports.
- These details can be entered later after the initial Create Solution has been run.

**Path:** Timetable → Timetable/Calendar Setup → Subject Parameters

From the class size report determine the number of classes you wish to offer for each subject. Any constraints for the lines being created can be entered through:

- Subject Parameters
- or after you have run the 'Load Initial the initial load of matrix. (See Load Initial Matrix.)

NZ: if Information has been entered in the Subject Supplement it will default to Subject Parameters.

1.	Subject Code	Select the Subject.
2.	Yr	Select the Year Level to work with.
3.	Min#	Minimum amount of Students per Class.
4.	Max#	Maximum amount of Students per Class.
5.	Max Conc	Enter the amount of Maximum Concurrent Classes if applicable.
6.	Form Class	Tick if this is a Form Class Subject.
7.	Pds/Cycle	Enter the amount of Periods the Subject will be taught in the Timetable Cycle.

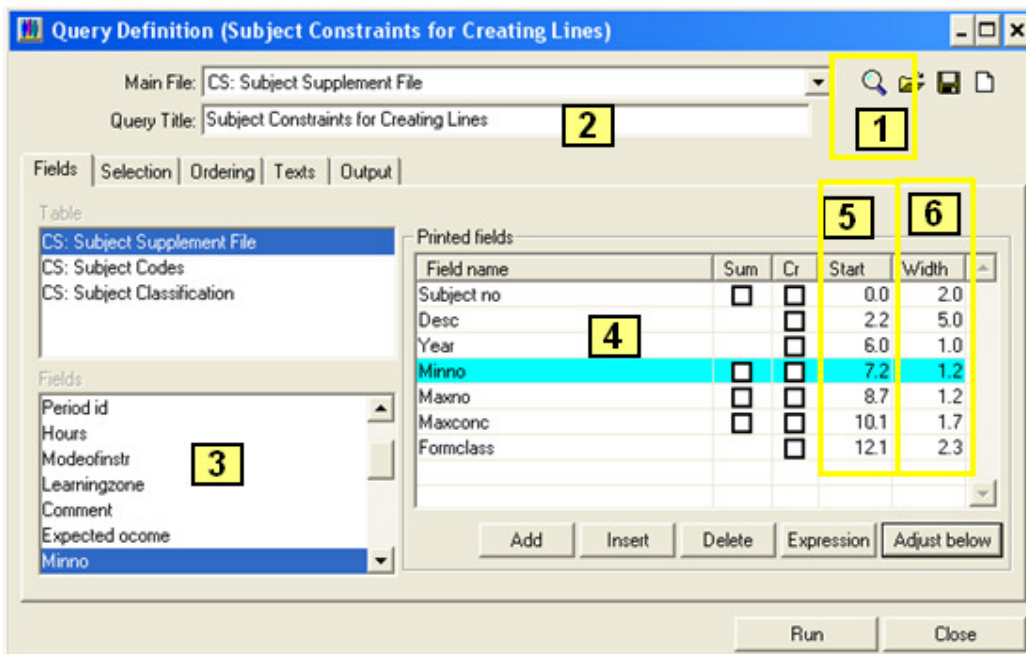


**Print a VDF query to show the entries.**

**Path:** Utilities → VDF Query Generator

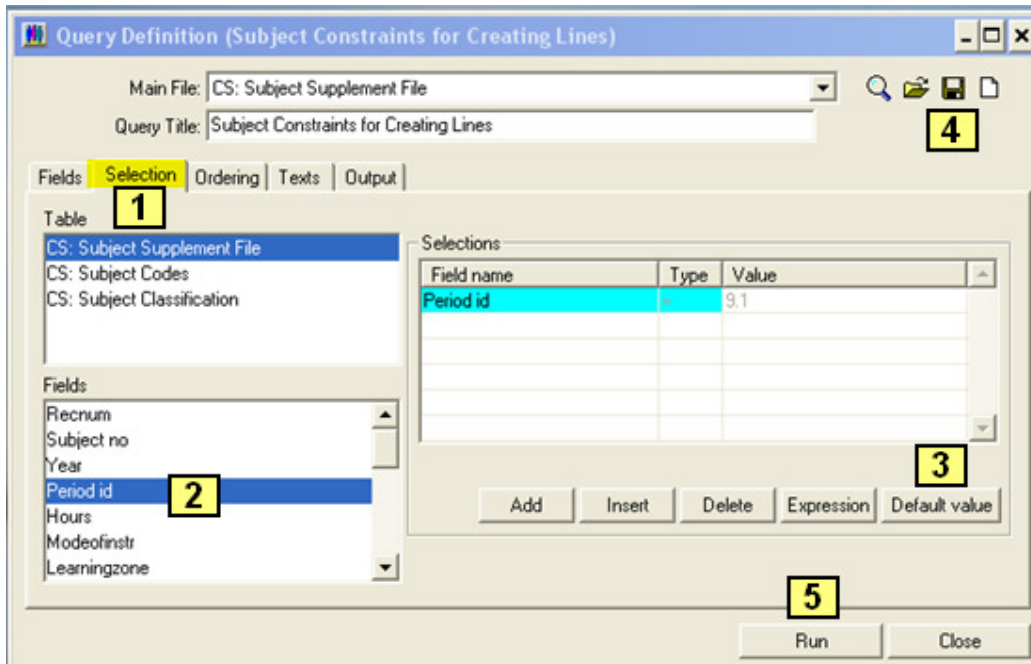
Create a VDF Query to run a Report, this will show the entries in the timetable.

**Step 1**



1.	Select file 166, CS: Subject Supplement File as the Main File.
2.	Enter a Title; this will become the heading for the Report.
3.	Find the fields you wish to print and Double Click. <ul style="list-style-type: none"> <li>You may need to highlight different Tables to find the information you need.</li> </ul>
4.	The Fields will go across to the Printed Field column.
5.	Change the Start column to depict the centimetres across an A4 page.
6.	Adjust the width so the text does not overlap.

**Step 2**



1. Go to the Selection tab.
2. Double Click Period ID, select Equal to.
3. Click on Default Value.
4. Enter the Period ID you are working with.
5. Optional; Save the VDF.
6. Click Run to produce the following Report.

**CS: Subject Supplement File** Page: 1

<u>Subject no</u>	<u>Desc</u>	<u>Year</u>	<u>Minno</u>	<u>Maxno</u>	<u>Maxconc</u>	<u>Formclass</u>
1	Accounting	12	5	10	2	Y
6	Visual Art	12	5	10	0	
8	Biology	12	5	10	0	
9	Chemistry	12	5	10	0	
19	Economics	12	5	10	0	
22	English	12	5	10	0	
24	French	12	5	10	0	
26	Geography	12	5	10	0	
28	Graphics	12	5	10	0	
29	History	12	5	10	0	
47	Mathematics	12	5	10	0	
56	Music	12	5	10	0	
59	Physical Education	12	5	10	0	
62	Physics	12	5	10	0	
67	Science	12	5	10	0	
78	Materials Technology	12	5	10	0	
111	Classical Studies	12	5	10	0	
158	Photography	12	5	10	0	
253	Mathematics with Calculus	12	5	10	0	
9002	Religious Studies	12	5	10	0	
9003	Study	12	11	27	0	
9004	Physical Education Recreation	12	5	10	0	
9120	Media Studies	12	5	10	0	
9122	English 202	12	5	10	0	
9147	Mathematics 202	12	5	10	0	
9162	Electronics	12	5	10	0	

Selection criteria:  
 Period id, equal to: 9.1  
 Records: 26

**Sample VDF Report.**

28/07/2006		Subject Constraints for creating the Lines					
Number	Name	Year	Per ID	Min.	Max.	Conc.	Homeclass
1	ENGLISH	12	0	85	A	0	
6245	RELIGION & ETHICS	12	0	85		0	
1	ENGLISH	11	0	25	B	4	
6245	RELIGION & ETHICS	11	0	85		0	
202	ADVANCED MATHS	10	0	32	C	0	Y
203	ORDINARY MATHS	10	0	30		0	Y
220	DESIGN & TECHNOLOGY	10	0	30		0	
91	MUSIC	10	0	35		0	
24	GEOGRAPHY	10	0	30		0	
76	GRAPHICS	10	0	30		0	
80	ART	10	0	30		0	
90	HEALTH & PHYSICAL EDUCATION	10	0	30		0	
206	HISTORY	10	0	30		0	
208	BUSINESS PRACTICES & PRINCIPLES	10	0	30		0	
91	MUSIC	*S	0	25		0	
24	GEOGRAPHY	*S	0	30		0	
27	ECONOMICS	*S	0	30		0	
36	MATHEMATICS A	*S	0	30		2	
37	MATHEMATICS B	*S	0	30		2	
39	MATHEMATICS C	*C	0	30		0	

•	A	If all English is on at the same time you are able to either put the total number of English students or as in B.
•	B	An alternative to A where we have stipulated that we will have 4 classes of English and they can be concurrent.
•	C	C – With the above example Yr 10 Maths is on the same line and we only have to determine the option lines. By ticking Homeclass, these subjects will not be uploaded to the array for determining the optimal lines.
•	D	D – Multiple Year Levels. In this case we are including subjects in Senior (*S)