



Data Management Services

THE BUSINESS OF EDUCATION

Changing the Timetable Cycle

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Changing the School Timetable Cycle

The Timetable Cycle defines the shape of the school timetable; how many days and how many periods on each day. It also specifies the times of the periods and can have non-teaching sessions as well.

There are two scenarios where a change may be required.

1. Change the Timetable Cycle for a New Academic Year
2. Change the Timetable Cycle during an Academic Year

1. Change for a New Academic Year

This is the standard change that a school would want to make when they have made a decision to change the way the school day is organised for the start of a new Academic Year.

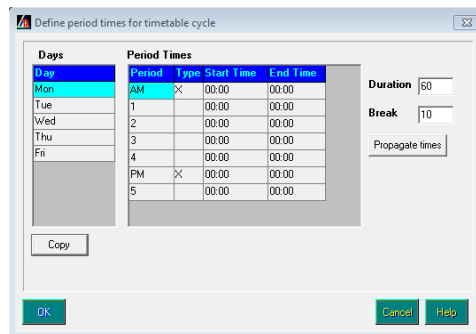
In Nova-T6

The timetable cycle needs to be set up with the correct number of days and periods and they should be named as the school wishes to see them in SIMS. Extra sessions a school may want to see on the timetable are Registration, Break, Lunch and After School. These should all be marked as Non-Teaching Periods as it would not be expected to have classes scheduled at these times. If there is a class scheduled then the period must be a Teaching Period. All days have to have the same structure in the timetable, if a period has nothing scheduled in it then it will still appear as a period in the cycle. You can use Year Blanking Codes at this time to avoid scheduling lessons there. We advise using AM for morning registration and PM for afternoon registration.

	Mon	Tue	Wed	Thu	Fri
☀					
AM					
1					
2					
3					
4					
PM					
5					

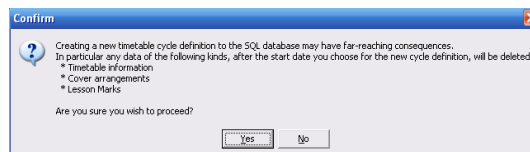
Changing the School Timetable Cycle

Once the Timetabler has correctly labelled the periods they then need to run the routine **Tools | Define Period Times**. The following window will open

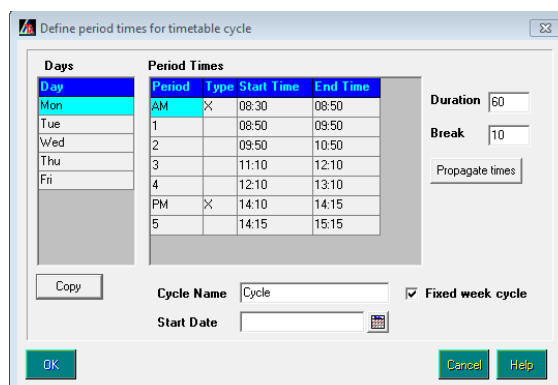


The Start and End time of each session must be put in. There must be a colon (:) between the hours and minutes. The **Copy** button can be used to copy the times for the selected day to all other days of the timetable. If a day is different to the other days then it can be manually altered. When the Timetabler is sure that the times for each day are correct click **OK**. Save the file.

The Timetabler then needs to run the routine **Data | Export Timetable Cycle to SQL**. They will get the message below and should select **Yes**



The following window will open showing the times that were put in using the routine **Tools | Define Period Times**.

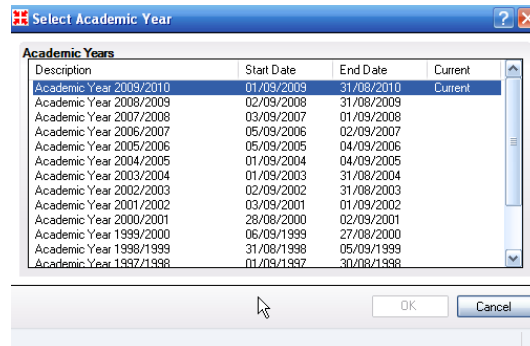


The start date of the Cycle should be 01/09/2###. The Cycle should be given a short name indicating when it starts eg. Sept 2###. When the Timetabler has finished they click **OK** and this will send the new Timetable Cycle to SIMS with the selected start date.

In SIMS

In order for **Cover 7** and **Lesson Monitor** to function the following procedure must be followed (even if the Timetable Cycle has not been changed).

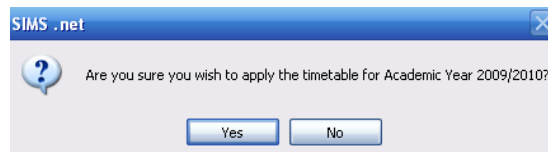
Tools | Academic Management | Set Academic Year



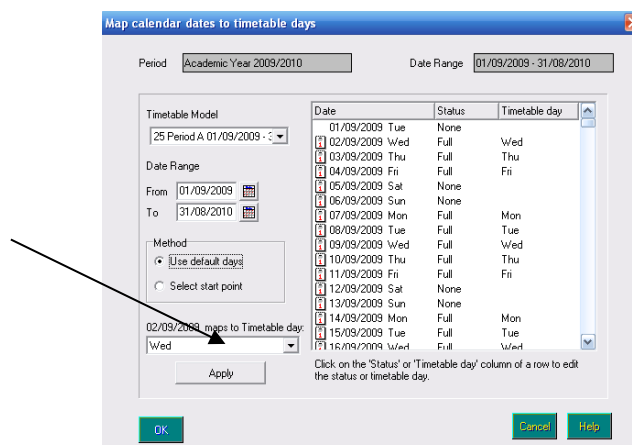
Select the **new Academic Year**, if this is not available then it will need to be set up.

Tools | Academic Management | Apply Timetable.

The operator will be asked if they want to “Apply the Timetable” to a particular Academic Year. They should check this before proceeding.



There will be a field for choosing which day of the timetable cycle maps to the first day of the new Academic Year, they need to select the correct day click **Apply** and then **Save**.



Lesson Monitor

Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup

Changing the School Timetable Cycle

The user can select the new Timetable Model from the dropdown list and set up the Lesson Monitor rules in the usual way for the new Academic Year.

1 Registration and Periods Pattern

Timetable Models

25 Period A 05/09/2006 - 31/08/2009

25 Period A 05/09/2006 - 31/08/2009

New Cycle 01/09/2009

Mon	A				P
Tue	A				P
Wed	A				P
Thu	A				P
Fri	A				P

2. Change during an Academic Year.

Our first advice is **DON'T** change the timetable cycle during the year.

If you think you need to change the cycle please phone the SITSS Servicedesk on 01438 844777 option1 option 1.

Sending/Exporting the cycle from Nova will delete lesson marks, cover arrangements and student clash resolutions (including those for alternative curriculum) for all dates after the start date of the send.

Before you start ensure that you have backed up your SIMS data.

In Nova-T6

The timetable cycle needs to be set up with the correct number of days and periods and they should be named as the school wishes to see them in SIMS. Extra sessions a school may want to see on the timetable are Registration, Break, Lunch and After School. These should all be marked as Non-Teaching Periods as it would not be expected to have classes to be scheduled at these times. If there is a class scheduled then the period must be a Teaching Period. All days have to have the same structure in the timetable, if a period has nothing scheduled in it then it will not be an issue. We advise using AM for morning registration and PM for afternoon registration.

	Mon	Tue	Wed	Thu	Fri
AM					
1					
2					
3					
4					
PM					
5					

The Timetabler then needs to run the routine **Tools | Define Period Times**. The following window will open:

Days	Period	Type	Start Time	End Time
Mon	AM	X	00:00	00:00
Tue	1		00:00	00:00
Wed	2		00:00	00:00
Thu	3		00:00	00:00
Fri	4		00:00	00:00
	PM	X	00:00	00:00
	5		00:00	00:00

Duration: 60
Break: 10
Propagate times:

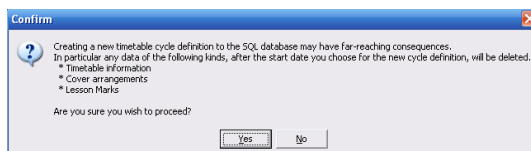
Buttons: Copy, OK, Cancel, Help

The Start and End time of each session must be put in. There must be a colon (:) between the hours and minutes. The **Copy** button can be used to copy the times for the selected

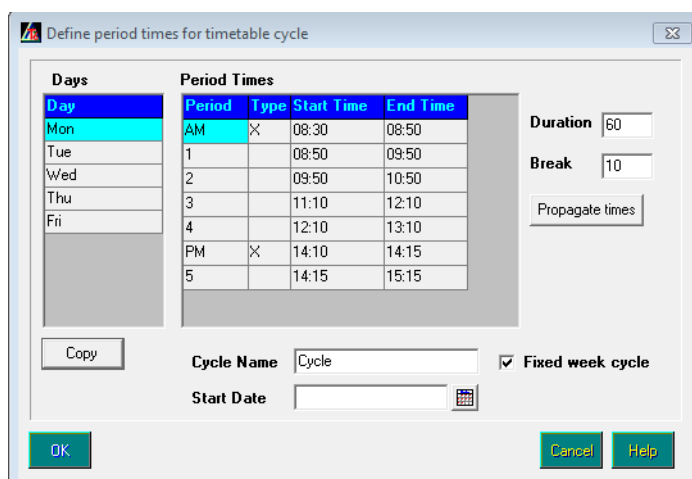
Changing the School Timetable Cycle

day to all other days of the timetable. If a day is different to the other days then it can be manually altered. When you are sure that the times for each day are correct click OK. Save the file.

The Timetabler then needs to run the routine **Data | Export Timetable Cycle to SQL**. They will get the message below and should select **Yes**



The following window will open showing the times that were put in using the routine **Tools | Define Period Times**.

A window titled "Define period times for timetable cycle" with a close button. It contains a table for "Days" and "Period Times". The "Days" column lists Mon, Tue, Wed, Thu, Fri. The "Period Times" table has columns for "Period", "Type", "Start Time", and "End Time". The "Type" column has "AM" and "PM" with "X" marks. To the right of the table are input fields for "Duration" (60) and "Break" (10), and a "Propagate times" button. At the bottom, there is a "Copy" button, a "Cycle Name" field (containing "Cycle"), a "Fixed week cycle" checkbox (checked), and a "Start Date" field with a calendar icon. "OK", "Cancel", and "Help" buttons are at the bottom.

The start date of the Cycle should be entered.

The Cycle should be given a short name indicating when it starts eg New Sept 2009.

When the Timetabler has finished they click **OK** and this will send the new Timetable Cycle to SIMS with the selected start date.

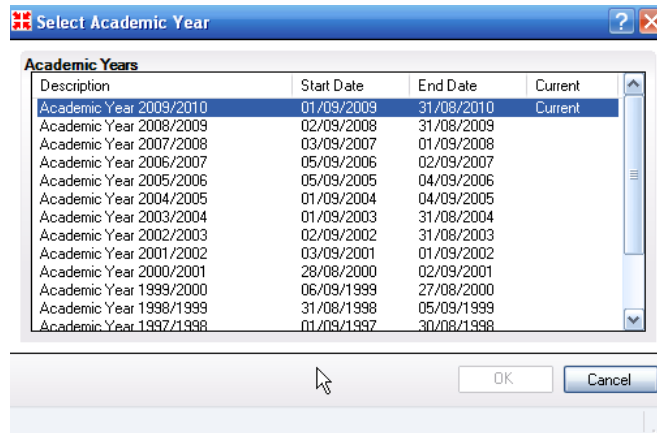
They then need to send the timetable from Nova-T6 with a Start date that is the same as the Timetable Cycle Start date.

In SIMS

In order for **Cover 7** and **Lesson Monitor** to function the following procedures must be

followed.

Tools | Academic Management | Set Academic Year

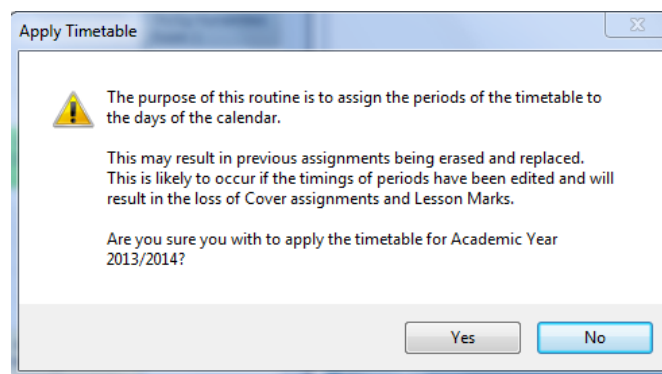


Ensure the correct **Academic Year** is selected.

Click **OK** if you have changed the selected Academic Year, **Cancel** if you have not

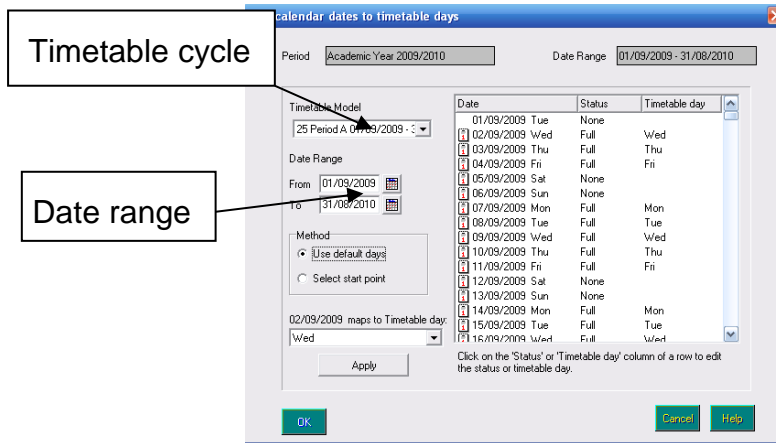
Tools | Academic Management | Apply Timetable.

The operator will be asked if they want to Apply the Timetable to a particular Academic Year. They should check this before proceeding.



Changing the School Timetable Cycle

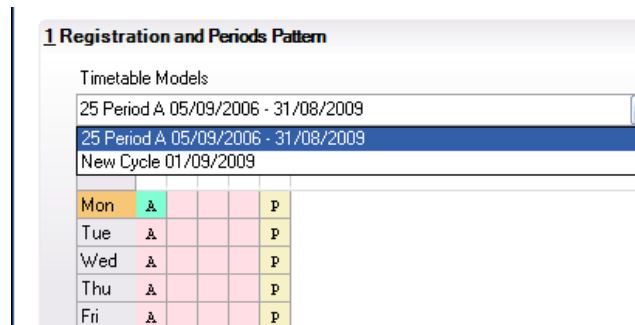
There will be a field for selecting which Timetable Cycle they wish to work on. When they have selected the new cycle it will appear that all days are mapped correctly but this will not have been updated with the new timetable cycle. There will be a field for choosing which day of the timetable cycle maps to the first day of the new Timetable Cycle, you need to select the correct day click **Apply** and then **Save**.



Lesson Monitor

Tools | Setups | Lesson Monitor Options | Lesson Monitor Setup

The user can select the new Timetable Model from the dropdown list and set up the Lesson Monitor rules in the usual way for the new Academic Year.





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