

Nova-T6 Timetable Cycle

It is important to know the effect of the Timetable cycle shape on how SIMS functions. Although you can change the timetable cycle during a school year it is something we advise against.

Task	Advice
Add a Period	Right click on the period before or after where you want a new period and select Insert Period (Before or After).
Delete a Period	Right click on the Period Header and select Remove Period
Rename a Period	Right click on the Period Header and select Rename Period (Maximum 3 characters). Note: ensure that each period has a unique name
Type of Period	There are two types of period Teaching (Blue) and Non-Teaching (Black). The software will not allow you to export the timetable to SQL if there are any classes scheduled in a Non-Teaching Period. All periods that have no lessons in should be marked as Non-Teaching Periods (Right click, select Non-Teaching)
Periods in a day	All days must have the same number of periods, but the timing of the periods can change.
Cycle New Timetable Cycle	It is not advisable to use this method to change an existing timetable cycle as this significantly affects the Teacher Load on the Plan Teacher Departments screen.
Add a Day	Right click on the day before or after where you want a new day and select Insert Day (Before or After).
Delete a Day	Right click on the Day Header and select Remove Day
Rename a Day	Right click on the Day Header and select Rename Day (Maximum 4 characters). Note: ensure that each day has a unique name
Breaks	You can set Breaks in the timetable cycle to help with scheduling multiple period lessons. Breaks set up in Nova-T6 are not necessarily the same as the breaks in SIMS. If you have no multiple session periods then you do not need to put Breaks in as they are not used elsewhere in SIMS. The period times determine the breaks in SIMS.
Export Cycle to SQL	When you make a change to the Timetable Cycle you need to export the change to SIMS before you can export the timetable.
Cover	Only those periods of time in the school day that you have defined as periods in Nova-T6 can be used in Cover.
Registration	Registration periods should be scheduled in as Non-Class Codes in Non-Teaching periods.
Non-Teaching periods	To avoid scheduling lessons in Non-Teaching periods, the Non-Teaching Periods should be marked with a Period Type and marked as Period Type Mode Exclusive. This should put a red circle in the Cycle for each period and this means that only items tagged with this Period Type can be scheduled at that time.