



Data Management Services

THE BUSINESS OF EDUCATION

Starting the Timetable Process in Nova-T6 for September 2019

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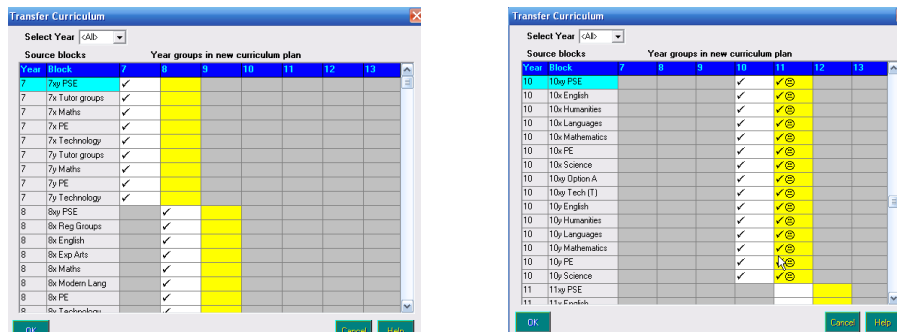
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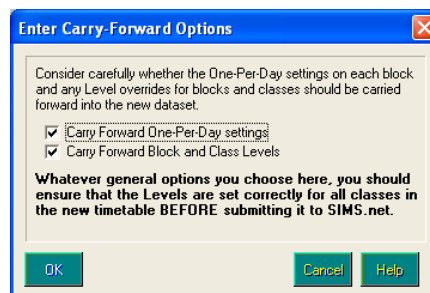
Transferring the Curriculum to the New Academic Year

These instructions assume that your curriculum structures will stay as they are for years 7, 8, 9, 10 and 12. They promote the curriculum structures for years 10 and 12 to next year's 11 and 13 together with the teachers for each class. They also assume that SIMS is set up on the S drive on your school network.

1. Open **Nova-T6**.
2. Load your current timetable dataset into **Nova-T6**.
3. Select **Data | Transfer Curriculum**.
4. For Blocks in Years 7, 8, 9, 10 and 12 put ticks in the white cells. This is done by clicking once in each cell.
5. For Blocks in Years 10 and 12 put a tick and a face in the Yellow cells to transfer both the structure and the staff. This is done by clicking twice in each cell.



6. When you have finished click **OK**. The following dialogue will then appear.



7. Leave both boxes ticked, unless you have suspended the One per day rule for many blocks in the timetable, in which case you should untick the first box. Click **OK**.
8. A new timetable dataset will open, click **Save**.
9. Name the file **Sept 2019** and save in **S:\SIMS\SNOVAINT6\2019**.

TIMETABLE CYCLE

IMPORTANT

Please ensure that the times and shape of the Timetable Cycle are correct for the new Academic year as data can be lost if the cycle is changed after the year has started.

Please see the SIMS report **Period Times**, which will let you see the times of the Teaching Periods in SIMS, that can be found on The Grid at

<http://www.thegrid.org.uk/info/traded/sitss/timetables/cycle/>

Once imported into SIMS this report will show in the Period focus of SIMS Reports.

To see times of Non-teaching periods:

- Put Start and End times of periods on a teacher's timetable in **Reports | Timetables | Staff Timetable(s)** within the layout formatting or
- Go to **Focus | School | Arrange Cover**, open a day that is visible and select **New Absence**, then select the **By Period** radio button, all period start and end times will be visible for the selected day.

To make the shape of the Cycle correct.

- Add or Remove Days and Periods in the Cycle window by right clicking on the Blue headers.
- Mark all periods that will not have lessons as **Non-Teaching** periods (for example Registration, Break and Lunch) by right clicking on the Blue Header for the period.

To make the times correct

- **Tools | Define Period Times**
- Enter the **Start** and **End** time for each lesson for the first day.
- When you have completed the times for all lessons on the first day click **Copy**. This will copy the times to each day of the cycle. If you have any days that have different times select the day and amend the times.

If you have made changes you need to send the new structure of the cycle to SIMS.

1. Select **Data | Export Timetable Cycle to SQL** and click **Yes**
2. Enter the date **01/08/2019** in the **Start Date** box. (Note: this date should be after the end of the 2018/9 working academic year and before the start of the 2019/20 academic year).
3. Enter **Sept 2019** in the **Cycle Name** box. Click **OK**.
4. Logging in and clicking **OK** will send the new cycle to SQL.

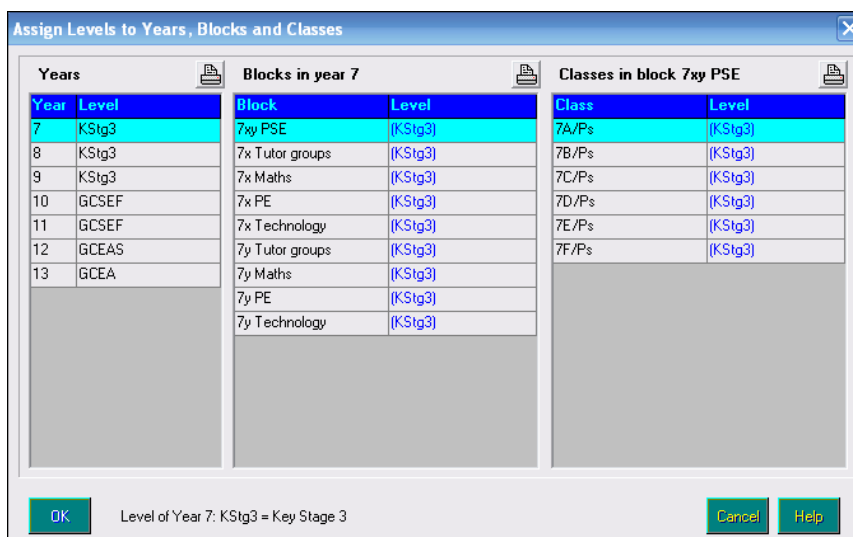
See document **DMS074 Changing the Timetable Cycle** which can be found here:

<http://www.thegrid.org.uk/info/traded/sitss/timetables/cycle/>

Class Levels

In order for Assessment Manager, Exams Organiser and the Post 16 Census to run smoothly you must ensure that you have assigned the correct level to each class in the timetable.

1. Select **Tools | Assign Levels**.



2. Check that you have assigned the correct default level for each Year. These are generally:

Year	Level
5	KStg2
6	KStg2
7	KStg3
8	KStg3
9	KStg3
10	GCSEF
11	GCSEF
12	GCE2Y
13	GCE2Y

Note the use of GCE2Y for both year 12 and 13

- Check for each block in each year that the correct default level for the block is correct.
- Check for each class in each block in each year that the correct level is selected.
 - If a level is Blue then it has been populated from a higher setting. If it is Black then it has been manually changed.
 - If the level you want to use is not available, use the routine **Data | Refresh Basedata from SQL** routine to import extra level codes into Nova-T6.

Setting up the Basedata in Nova-T6

In order to get the best use of Nova-T6 whilst constructing your timetable it is important to set up the Basedata correctly.

Plan | Subjects

Ensure all new subjects are entered with a unique subject code. Allocate each subject to its Department in the Dept column. For example; Biology teachers can teach Science so enter Sc in the Dept column for Biology. In the Ext#1 column you can put a 4 letter code for the Faculty area for each subject. On the Analysis screen you can select **Analysis | Subject Mode | Ext#1**.

Delete subjects that you are not going to use in next year's timetable.

Note: You can check to see if a code has been used before in SIMS by looking in: **SIMS | Tools | Setups | Subjects**. Any new subjects must be mapped to a DfE subject code in **SIMS | Tools | Setups | Subjects**.

Plan | Teachers

Ensure all your teachers for next year are correctly entered. If a teacher is leaving and being directly replaced, select the teacher and click **Edit**. Enter the details of the new teacher, in this way all the information will be transferred to the new member of staff. Alternatively you can delete the teacher and review your needs later.

Plan | Teacher Departments

There are two parts in this area.

1. **Teacher Load**. Fill in the **Load** column with the maximum number of lessons each teacher is expected to teach.
2. **Departments**. (This screen calls Subjects 'Departments'.) For each teacher add all the Subjects they are able to teach using the **Add Department** button. For each subject enter the number of lessons you would like them to teach of that subject. You should ensure that the figure in the **Total** column equals that in the **Load** column for each teacher.

Plan | Sites

Ensure there is a site **School** with code **S** if you only have one site. If you are a split site school enter the required number of sites.

Plan | Rooms

Add any new **Rooms** planned for next year. Delete any **Rooms** that are not going to be used next year. Add consortium schools as **Rooms** and mark them as **PX** rooms. Remember to allocate new **Rooms** to a **Site**.

Plan | Room Sites

Add each room to the relevant site.

Plan | Teacher Rooms

For each teacher that is going to teach the majority of their lessons in a single room, enter this **Room** in the correct **Site** column.

Plan | Subject Rooms

For each subject, select the **Rooms** that you would prefer it to be taught in.

Plan | Facilities | Edit Facilities

Ensure that you have entered any **Facilities** you want to take note of during the timetabling process. Leave the **Active** level as **1** for all **Facilities**.

Model

For each year, enter the number of students in the **Total** column. For each **Band** in each year, enter the number of students who will be in that **Band** next year. If necessary enter the number of students into any specific classes. The programme will otherwise automatically divide the students equally from level to level.

Complete your curriculum **Model** for next year as far as you can. You may not have finalised your Option blocks, you can make a guess as to what will be in them or leave them empty.

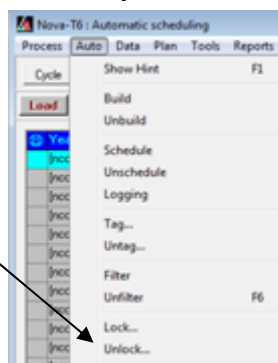
Auto

To ensure that the timetable is ready for scheduling we need to make sure that no data is left from the previous timetable.

1. Select the **All** radio button.



2. Select **Auto | Unlock**.



3. Select **Lock Type | All**.

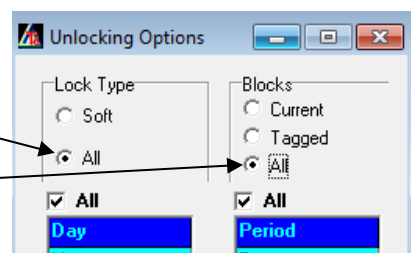
4. Select **Blocks | All**.

5. Click **OK**.

6. Click **Unschedule**.

7. Click **Unbuild**.

8. Check on the **Bands** window that all blocks are unscheduled.



Cycle

If you have any blocks that must be scheduled at a particular time then use period types to help you to manage this. Examples may be Consortium lessons in the sixth form or college days in Key Stage 4.

1. Right click on the period and select **Period Type**, select an appropriate type, e.g. Set Period Type / 1 – User 1 for Option Block A. Make sure that all periods where this block must happen are labelled with the same period type.
2. On the **Model** screen right click on the Block and select **Period Type** and then select the appropriate period type from the list. Or on the **Auto** screen right click on the Block and select **Set Period Type** and then select the appropriate period type from the list.

When you have done this for each block you will not need to lock the blocks in place as they will only be able to be scheduled where the relevant period type is on the cycle.

	Mon	Tue	Wed	Thu	Fri
Reg	R	R	R	R	R
1	1	2	3	4	5
2	1	2	3	4	5
3	1	2	3	4	5
4	1	2	3	4	5
5	4	5	1	2	3

In this example Block A will have Period Type 1 assigned and is to be scheduled on Monday morning before break and Wednesday afternoon. Block B will have Period Type 2 assigned and is to be scheduled on Tuesday morning and Thursday afternoon. Block C will have Period Type 3 assigned and is to be scheduled on Wednesday morning and Friday afternoon. Block D will have Period Type 4 assigned and is to be scheduled on Thursday morning and Monday afternoon. Block E will have Period Type 5 assigned and is to be scheduled on Friday morning and Tuesday afternoon. There is a Registration session every day where only Blocks marked with a Period Type of Reg can be scheduled.

Analysis screen

Once you have completed the **Plan | Teacher Departments** screen and set up your curriculum in the **Model** screen, you can use the **Analysis** screen to check your staffing needs and class sizes.

In the **Model** screen you can allocate the number of periods you as a school will be teaching a class for planning purposes. For example, if a subject is being taught at another centre enter a **0** against the subject and you will not have to do any calculations later. If you are sharing the teaching with another centre, enter the number of periods you are teaching the class for against the subject.

There are two useful radio buttons on the **Analysis** screen.

1. **Class periods.** This screen indicates how many teaching periods you require for each subject (from the Model Screen). The **Resource** column indicates how many Teacher periods you have allocated to that subject (from the **Plan | Teacher Departments** window). The **Surplus** column indicates the difference between supply and demand.
2. **Class size.** This gives the average size of classes for each subject in each year.

When you have completed your curriculum Model (and Option blocks have been finalised) you should **Export** the data to SIMS.

When you have exported the Curriculum and Timetable into SIMS your Administrative Team can start working on Set Lists for the new year.

NOTE If you have changed your timetable cycle then you will need to send the new cycle to SQL before you can export the Curriculum structure (see page 2).

- Ensure that the **Academic Year 2019-2020** has been created and note the start date.
See Document **DMS010 - Creating the new Academic Year** on thegrid here <http://www.thegrid.org.uk/info/traded/sitss/data/yearend/index.shtml>
- **Data | Export Curriculum and Timetable to SQL...**
- Use the following dates:
Start date: **First date of the new Academic year as set up in SIMS.**
End Date: **31/07/2020.**
- Login using your SIMS username and Password.
- Check all the information is correct on each screen, (there should be no curriculum structures in SIMS on the Merge Curriculum screen) and complete the export.

Summary of Processes Check List

This section provides a summary of all the previous processes listed in this document.

- Run the **Transfer Curriculum Routine** to set up the timetable Model for 2019/2020
- Save the dataset in **S:\SIMS\SNOWA\NT6\2019**
- Export New Timetable Cycle** if necessary
- Tools | Assign Levels**
- Plan | Subjects**
- Plan | Teachers**
- Plan | Teacher Departments**
- Plan | Sites**
- Plan | Rooms**
- Plan | Room Sites**
- Plan | Teacher Rooms**
- Plan | Subject Rooms**
- Plan | Facilities**
- Model** Complete Curriculum Model
- Auto | Unlock, Unschedule** and **Unbuild** all Blocks
- Cycle** assign period types to periods on the timetable cycle
- Model** or **Auto** assign correct period type to blocks
- Data | Export Curriculum and Timetable to SQL**

On each screen in Nova-T6, if you need further assistance clicking the **Help** key will open the Nova-T6 Manual at the correct chapter for the screen you are using. Also remember to use the F1 key on each screen for Help.

If you require further advice or assistance with these processes please call the ICT Service Desk on 01438 844777 Option 1, Option 1.



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