

Critical Notes for Timetablers

Preparation before Scheduling in Nova-T6

1. Use **Data | Transfer Curriculum** to start next year's timetable.
2. Ensure you have assigned the correct level to each class in **Tools | Assign Levels**
3. If you are changing the Cycle, **do not use** the route **Cycle | New Timetable Cycle**, add or delete the Days and Periods instead.
4. In **Plan | Teachers Department**, fill in the **Load** column to show the maximum number of lessons each teacher should teach
5. In **Plan | Teacher Departments**, **Add** all the Subjects (Departments) you think any teacher may teach and allocate at least one period to each subject.
6. When allocating teachers to classes in the **Classes** window, select the **All Years** radio button and tick the **Department** box, then select the subject.
7. Ensure all **Rooms** have been assigned to a Site in **Plan | Room Sites**.
8. In **Plan | Teacher Rooms**, allocate a room to teachers who are going to teach the majority of their lessons in that room.
9. In **Plan | Subject Rooms**, allocate rooms to each subject that are the preferred teaching rooms for that subject. This will help with **Rooming** and **Add Room** as when you want to room a lesson these rooms will be at the top of the list.
10. Set up **Facilities** where you have resource restrictions and allocate them to classes.
11. When all data is in Nova-T6, go to the **Auto** window and select **All** then click **Build. Tag**, select **all years**, tick **Blocks not completely built**, click **OK**, select **Filter** and then resolve any red blocks.
12. In the **Auto** window run the routine **Tools | Partial schedule trials** for all years and then all departments. If something fails then you may wish to investigate further with **Tools | Combing Chart**.
13. Investigate block clashes in **Tools | Clash Table**.
14. To check that your class names will allow the Export to SIMS to work **Reports | Duplicate Curriculum Names**.
15. **Export Curriculum and Timetable to SQL** so that the school can start entering class memberships for the new year.

When you (think you) have finished the timetable

1. Run **Reports | Cluster Session Mismatch** and then resolve mismatches in the **Sessions** window.
2. To check all **Blocks** have been **Built**, go to **Auto | Tag**, select all years and **Blocks not completely Built**, click **OK** then **Filter**. Alternatively **Reports | Unbuilt Blocks**.
3. To check all Blocks have been scheduled, go to **Auto | Tag**, select all years and **Blocks not completely Scheduled**, click **OK** then **Filter**.
4. To check all classes have teachers, go to **Reports | Unstaffed Classes**.
5. To check all classes are roomed, go to **Timetable | New | Classes without Rooms**, you can filter this by subject.
6. Check that teachers are not teaching more than their **Load** go to **Classes** and check the list of teachers for red numbers in the **Per** (periods) column.
7. To check there are no **Clashes** that need rescheduling, go to **Reports | Scheduled Clashes**.
8. Registration should be put into the timetable to enable Registration to be covered in SIMS.

If you have any timetable questions:

You can email a Nova-T6 **.spl** file to me at

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Phone me on 07917651619,

or phone the ICT Service Desk on 01438 844777, option 1 option 1.