



## Nova-T6 Rooms

<b>Task</b>	<b>Route</b>	<b>Advice</b>
<b>Add, Edit or Delete a room</b>	Plan   Rooms	The Code in NovaT6 can have at most 4 characters and must match the code for the room in SIMS. (Focus   School   Rooms) If you mark a room as a Partnership (PX) room then you will be able to schedule more than one class in it at any time without having to use Double up
<b>Allocate Rooms to Sites</b>	Plan   Sites Plan   Room Sites	To use the functionality of assigning Teacher Rooms at least one site should be set up. Rooms should be allocated to a site if they will have classes with teachers in, if they will only have classes without teachers in (for example another school) than they do not require a site.
<b>Scheduling</b>	Classes   Rooms	Rooms can be assigned as an attribute of a class in the Classes window. This should only be done if the class must be taught in that room as changing the room at a later time can be awkward. Rooms assigned in this way have no brackets round them on a timetable.
<b>Automatic Room Allocation</b>	Plan   Teacher Rooms	This can help the automatic rooming process and will save a lot of time. Each room can only be allocated to one member of staff. Allocate the main teacher of each room in the Site column.
	Tools   Allocate Rooms	This routine will allocate classes to the room specified in Plan   Teacher Rooms. We advise that you do not use the “ <b>Include rooms suitable for subject</b> ” function, so ensure this box is <b>not</b> ticked. Rooms assigned in this way will have brackets round them on a timetable.



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<b>Manual Rooming</b>	Plan   Subject Rooms	This will help in the Manual rooming process. A room can be the preferred teaching room of more than one subject for example Biology and Science. When you use the Rooming function you will initially see only the preferred rooms of the subject. When you use the Add Room function the preferred rooms for the subject will be at the top of the list of rooms.
	Timetable   New   Rooming	To access the Rooming function you need to right click on a class name in a timetable screen. When this opens you will see a grid with all the lessons of the class and all preferred rooms of the subject. You can allocate all lessons of the class to a single room by clicking on the room name. You can allocate a single lesson to a room by clicking in the appropriate cell. If you untick the "Rooms Suitable for Subject" box then all rooms will appear in availability order. Rooms assigned in this way have brackets round them on a timetable.
	Timetable   New   Add Room	To access the Add Room function you need to right click on the class name in a timetable screen. You will see a list of Free rooms at the chosen period, with preferred rooms for the subject at the top of the list. The rest of the rooms will be in alphabetical order. If you change the radio button to All rooms you will see the class and teacher of the rooms in use. Rooms assigned in this way have brackets round them on a timetable.
	Timetable   New	If you right click on a room you can copy it. You can then Paste it onto other classes by right clicking on the cell in a Timetable and selecting Paste. Very useful if you have marked a room as a PX room.



<b>Task</b>	<b>Route</b>	<b>Advice</b>
<b>Timetables</b>	Timetable   New   Classes without Rooms	This is a useful timetable to check all lessons have been allocated rooms. You can filter by subject so you can look at Maths lessons without rooms or look at lessons without rooms excluding PE lessons.
	Timetable   New   Classes with Inconsistent Rooms	This report is useful to see if a class has to move rooms between consecutive lessons. The Rooming function is useful to resolve these issues. It can also be used to see which classes are taught in more than one room across the cycle, but this will often show classes taught by more than one teacher.