

## Nova-T6 Subjects

When a new subject is used in Nova-T6, it will be created in SIMS after an Export of the Curriculum and Timetable. Any amendments in the future to the description will not be transferred to SIMS. If you edit the subject code then a new subject will be created in SIMS. You can see the subjects in SIMS by going to Tools | Setups | Subjects.

In Nova-T6 there is sometimes a mix up between the terms subjects, departments and faculties, for example all subjects are called Departments in Plan | Teacher Departments.

<b>Task</b>	<b>Route</b>	<b>Advice</b>
<b>Add, Edit or Delete a subject</b>	Plan   Subjects	The Subject Code must be 2 characters, the first must be an upper case letter, the second a lower case letter, a number or a symbol. The description (which is the subject Title in SIMS) is limited to 24 characters. The Shortname is limited to 10 characters but is not used elsewhere in the software.
<b>Allocate a subject to a Department</b>	Plan   Subjects	Type in the code in the Dept column to allocate a subject into a Department. This is useful on the Analysis screen where you can select Analysis   Subject Mode   Faculty.
<b>Designate the Head of Department</b>	Plan   Subjects	You can indicate which teacher is in charge of each subject, this field is not used elsewhere in the software.
<b>External Codes</b>	Plan   Subjects	Ext#1, Ext#2 and Ext#3 are there for submitting external codes. They were used for sending the Class Activity for the Spring School Census, but that is not collected any more so they are redundant columns at present.
<b>Allocate Rooms suitable for teaching the subject</b>	Plan   Subject Rooms	You can indicate which rooms you would prefer each subject to be taught in. Rooms can be allocated to more than one subject. This is useful in helping when you need to find a suitable room for a class using the Rooming function or the Add Room function.
<b>Allocate Subjects to teachers for Analysis</b>	Plan   Teacher Departments	In order for functionality elsewhere in the software to help you it is important to complete this screen. There are 2 stages, one for analysing your staffing and the other for completing the timetable. For Analysis it is important that teachers only have periods allocated to subjects that appear on the Model.

<b>Task</b>	<b>Route</b>	<b>Advice</b>
<b>Allocate Subjects to teachers for timetabling</b>	Plan   Teacher Departments	If a teacher has a subject listed against them then they will appear in the list of teachers for that Department on the Classes screen when All Years is selected and the Department box is ticked. If there is a 0 against the subject then they will not appear in the list for Subject in Edit Staffing, but will appear in the list for Department.
<b>Curriculum Model</b>	Model	On the right hand side of the Model screen is a list of subjects and information about Classes, Periods and Students. You can filter this list to see the information for the currently selected Year or All Years. You can filter the list so only used subjects will appear. You can Highlight a subject which is useful for checking where a subject appears in the curriculum.
<b>Tagging Blocks</b>	Auto   Tag	You can Tag all blocks containing a subject and then Filter to see those blocks.
<b>View which teachers are assigned to a subject</b>	Reports   Curriculum Analysis   Subject Staffing	The figure to the right of the teachers name is how many periods they have been assigned in Plan   Teacher Departments. The figure underneath the initials is the number of periods the teacher has been allocated on the Classes screen. The third figure is the number of scheduled periods on the timetable.
<b>View Timetables</b>	Timetable   New   Subject	This Timetable view shows the timetabled classes of an individual subject
	Timetable   New   Department	This Timetable view shows the timetabled classes of all the subjects linked to a Department in Plan   Subjects.
	Timetable   New   Selection	You can select all the Teachers linked to a Department in Plan   Teacher Departments and view their timetables.
	Timetable   New   Classes without Rooms	You can filter this Timetable to view Classes of a selection of subjects.
<b>Task</b>	<b>Route</b>	<b>Advice</b>
<b>Combing Chart</b>	Tools   Combing Chart	You can view blocks of a selection of subjects for the Combing Chart.