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# Timetabling Solutions

Version 10



## Timetable Development

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**PROFESSIONAL LEARNING OBJECTIVES**

- Set up timetable constraints to restrict allocations for teachers, classes, or meetings

**SKILLS**

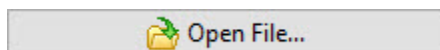
- Understand the features of the class allocations screen
- Enter full day not at school constraints for part time teachers
- Enter unavailable constraints for meetings
- Enter groups unavailable information
- Allocate 'must' groups on the timetable
- Enter teacher unavailable information for specific periods in the timetable cycle

## DEFINE TIMETABLE CONSTRAINTS

Timetable constraints have a significant role in the timetable construction process. These can include, but are not limited to, the availability of part time staff, scheduling of meetings and when classes can or cannot be scheduled. Any constraints that must happen need to be entered into the program before timetable construction.

## ROLL CLASS ALLOCATIONS SCREEN

The [13A] Roll Class Allocations screen is used to construct the timetable. It is used to allocate cards to periods, where the cards can be either a single class or a group of classes. It also displays clash information if a card cannot be allocated to a particular period.



Open the file: C:\Users\Public\Documents\V10 Training Data\Timetable Enter Constraints.tfx

### Timetable Development Module - Home Page

File Open

**Timetable File:** Timetable Enter Constraints.tfx  
**Student Files:** Students: 619 (Files: 6)  
**Backup File:** Nil  
**Quick Export:** Nil

File Items

New File...	Save	Quick Export
Open File...	Copy File...	Publish Timetable
Close File	Save and Backup	Email Data to Support

Task Groups

Information Stage	Process Stage	Reports Stage
<b>1</b> Parameters...	<b>11</b> Prepare for Construction...	<b>17</b> Master Timetables...
<b>2</b> Year Levels and Roll Classes...	<b>12</b> Blocking Pattern...	<b>18</b> Roll Class Timetables
<b>3</b> Faculty Details...	<b>13</b> Construct Timetable...	<b>19</b> Teacher Timetables...
<b>4</b> Teacher Details...	<b>14</b> Edit Timetable	<b>20</b> Room Timetables...
<b>5</b> Room Details	<b>15</b> Allocate Yard Duties...	<b>21</b> Class Timetables...
<b>6</b> Student Files...		Student Timetables...
<b>7</b> Curriculum Details...		<b>23</b> Class Lists...
<b>8</b> Staffing and Faculties...		<b>24</b> Yard Duty Timetables
<b>9</b> Student Classes...		<b>25</b> Timetable Statistics...
<b>10</b> Yard Duty Details...		

Click [13] Construct Timetable...

The Select Panel is used to move between Roll Classes.

The number of days per cycle (5) and periods per day (7) are displayed as set up in [1B] Day Names and Periods per Day.

Each card is represented by its letter and colour combination which was set up in [7A] Class Information. The number of periods, doubles, triples, quadruples and average allocation spread are displayed to the left of each letter.

The aqua row (top row) is the work line which will display allocated cards.

Green cells indicate that a single lesson of a card can be allocated there.

Light blue cells indicate that either a single lesson of a card or one lesson of a double period of a card can be allocated there.

The date, time and screen of the last allocation or blocking change is noted at the top of the screen. The screen captures used in this book do not display this information.

Click to display the Supplementary List if required

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 12 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) | Legend | Latest changed: Allocations

Select	Av	Q	T	D	P	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12	0	0	0	1	5	A	L	L	L	L	L
12	0	0	0	1	5	B	L	L	L	L	L
12	0	0	0	1	5	C	L	L	L	L	L
11	0	0	0	1	5	D	L	L	L	L	L
10A	0	0	0	1	5	E	L	L	L	L	L
10B	0	0	0	1	2	F	L	L	L	L	L
10C	0	0	0	3	G	L	L	L	L	L	L
10D	0	0	0	5	H	L	L	L	L	L	L
9A	0	0	0	0	0		L	L	L	L	L
9B	0	0	0	0	0		L	L	L	L	L
9C	0	0	0	0	0		L	L	L	L	L
9D	0	0	0	0	0		L	L	L	L	L

Supplementary List  
Clash Information: 12 H (Homeroom) at Wednesday 3  
Incorrect Load  
12 H (Homeroom) Load: 0.20 Period Load: 1.00

Click a cell with an "L" and the reason why the card cannot be placed there is displayed in the Supplementary List

### ENTER PART TIME TEACHER CONSTRAINTS

Part time teachers can have a significant impact on the construction of a timetable. The amount of time off required by each teacher varies depending on their load and other considerations.

Part time teachers could require:

- Floating days off: The number of days off are set, but the specific days off are determined during the timetabling process.
- Set days off: Specific days off are required and are set prior to timetable construction.

### ENTER DAYS UNAVAILABLE FOR ALL PART TIME TEACHERS

The number of days unavailable for all part time teachers needs to be entered in [4A] Teacher Names before timetable construction commences.

In this example, separate faculties were set up for the part time teachers requiring days off and for the part time teachers not requiring days off. A part time faculty group which contains all part time teachers was also created.



On the Task Tree select:  
[4A] Teacher Names

Task: [4A] Enter Teacher Names

Teachers selected: All (49) Columns selected: 12 of 20 Underload

No	Full Name	First Name	Family Name	Code	Proposed Load	FTE	Actual Allot	Actual Load	Difference	%Prop Load	Days Unavailable	Teacher Email
1	Adams Rod	Rod	Adams	ADAR	12.00	0.50	10	10.00	-2.00	83	1	TeacherTTSC+ADAR@gmail.com
2	Alderson David	David	Alderson	ALDD	24.00	1.00	28	24.00	0.00	100	0	TeacherTTSC+ALDD@gmail.com
3	Atkinson Danielle	Danielle	Atkinson	ATKD	24.00	1.00	27	23.00	-1.00	96	0	TeacherTTSC+ATKD@gmail.com
4	Baker Catherine	Catherine	Baker	BAKC	12.00	0.50	8	12.00	0.00	100	2	TeacherTTSC+BAKC@gmail.com
5	Be...					1.00	22	23.00	-1.00	96	0	TeacherTTSC+BELH@gmail.com
6	Bo...					1.00	2	24.00	0.00	100	0	TeacherTTSC+BOSS@gmail.com
7	Bo...					1.00	25	21.00	-3.00	88	0	TeacherTTSC+BOYJ@gmail.com
8	Burrows Kelly	Kelly	Burrows	BURK	24.00	1.00	7	23.00	-1.00	96	0	TeacherTTSC+BURK@gmail.com
9	Butler Alison	Alison	Butler	BUTA	24.00	1.00	24	24.00	0.00	100	0	TeacherTTSC+BUTA@gmail.com
10	Carter Leanne	Leanne	Carter	CARL	24.00	1.00	26	24.00	0.00	100	0	TeacherTTSC+CARL@gmail.com
11	Chappell Judy	Judy	Chappell	CHAJ	24.00	1.00	24	24.00	0.00	100	0	TeacherTTSC+CHAJ@gmail.com
12	Cheng William	William	Cheng	CHEW	24.00	1.00	14	22.00	-2.00	92	0	TeacherTTSC+CHEW@gmail.com
13	Clark Allison	Allison	Clark	CLAA	18.00	0.75	17	17.00	-1.00	94	1	TeacherTTSC+CLAA@gmail.com
14	Clark Megan	Megan	Clark	CLAM	24.00	1.00	8	24.00	0.00	100	0	TeacherTTSC+CLAM@gmail.com
15	Connolly Jenny	Jenny	Connolly	CONJ	24.00	1.00	23	24.00	0.00	100	0	TeacherTTSC+CONJ@gmail.com
16	Cooke Dennis	Dennis	Cooke	COOD	24.00	1.00	27	23.00	-1.00	96	0	TeacherTTSC+COOD@gmail.com
17	Dalton James	James	Dalton	DALJ	24.00	1.00	24	23.00	-1.00	96	0	TeacherTTSC+DALJ@gmail.com
18	Edwards John	John	Edwards	EDWJ	24.00	1.00	25	21.00	-3.00	88	0	TeacherTTSC+EDWJ@gmail.com
19	Feng Jenny	Jenny	Feng	FENJ	24.00	1.00	23	19.00	-5.00	79	0	TeacherTTSC+FENJ@gmail.com

Select Teachers

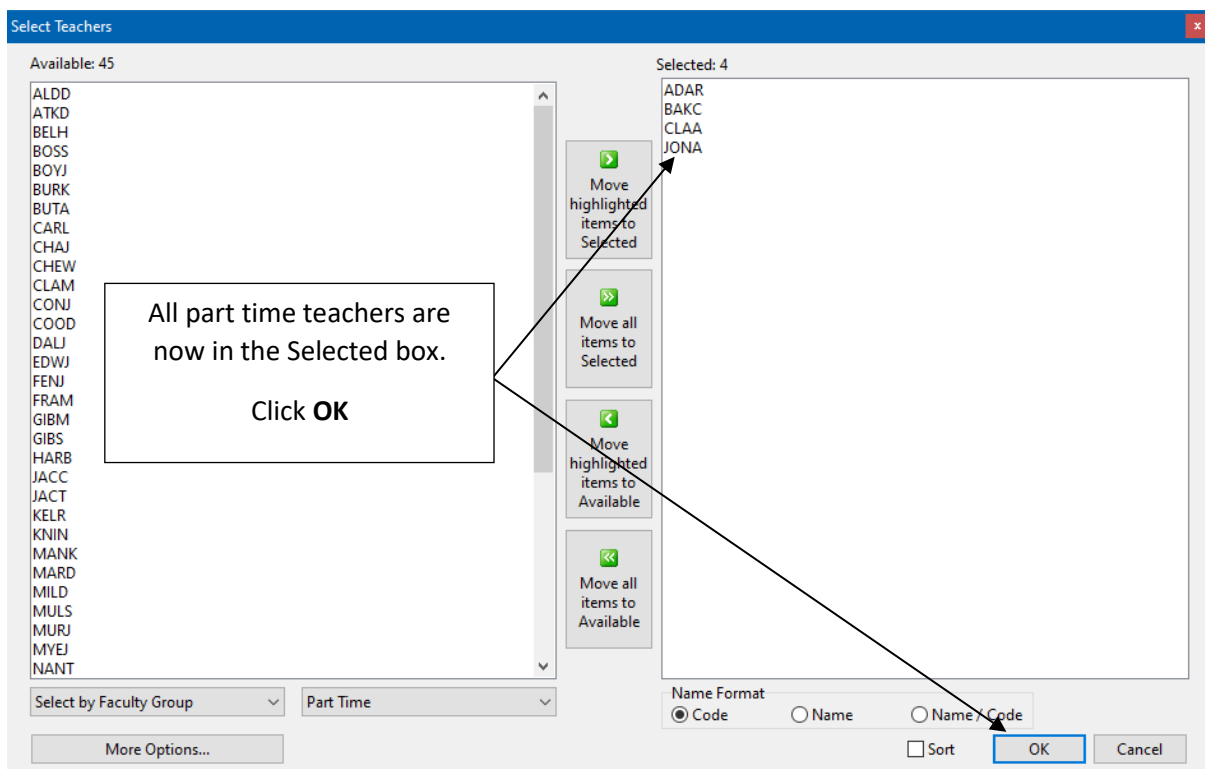
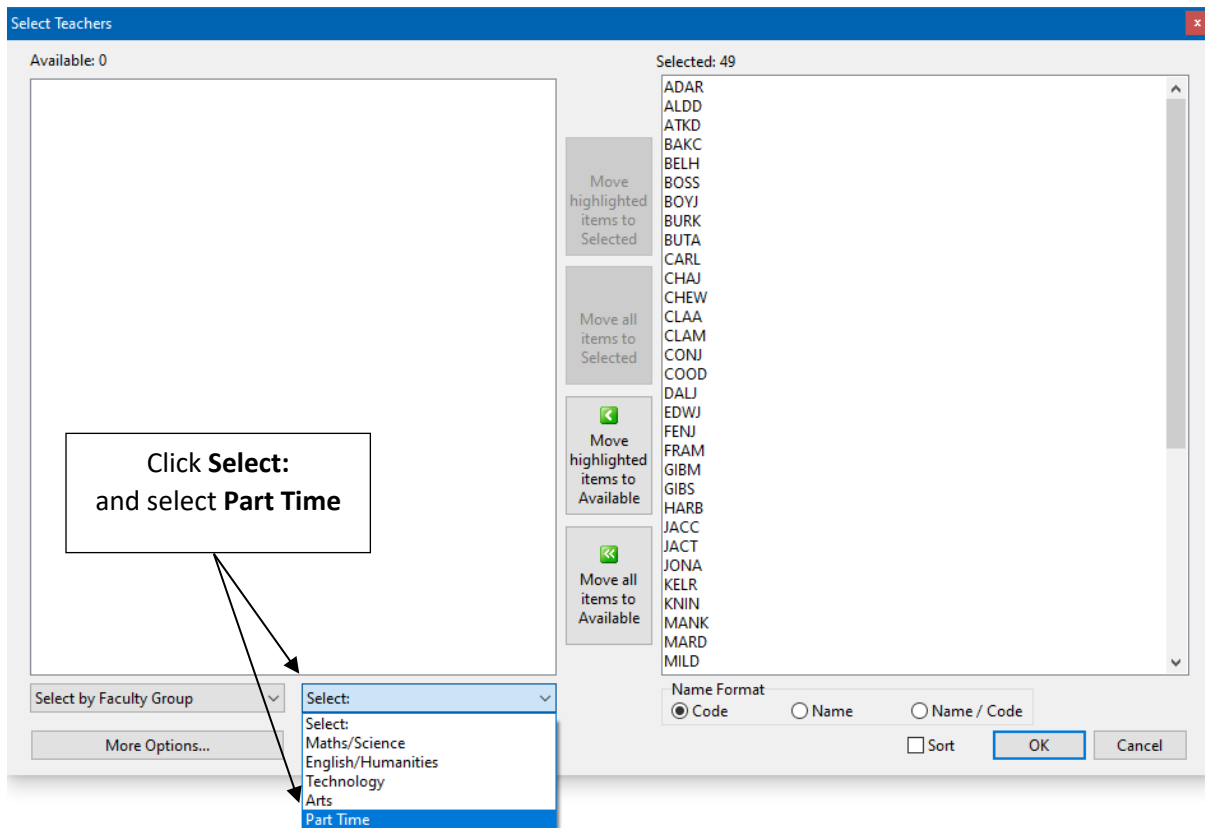
Available: 0 Selected: 49

Click **Select by:** and select **Select by Faculty Group**

Select by:   
 Select by:   
 Select by Load Difference   
 Select by Days Unavailable   
**Select by Faculty Group**   
 Select by Faculty   
 Select by Meeting   
 Select by Yard Duty Area   
 Select by Staff Room   
 Select by Other

ADAR   
 ALDD   
 ATKD   
 BAKC   
 BELH   
 BOSS   
 BOYJ   
 BURK   
 BUTA   
 CARL   
 CHAJ   
 CHEW   
 CLAA   
 CLAM   
 CONJ   
 COOD   
 DALJ   
 EDWJ   
 FENJ   
 FRAM   
 GIBM   
 GIBS   
 HARB   
 JACC   
 JACT   
 JONA   
 KELR   
 KNIN   
 MANK   
 MARD   
 MILD

Name Format   
 Code  Name  Name / Code   
 Sort



Task: [4A] Enter Teacher Names

Add Teachers
 Delete Teacher
 Quick Edit
 Sort Teachers
 Teacher Loads
 Compare Files
 Import Data
 Email Teachers

Teachers selected: 4 of 49 Columns selected: 12 of 20 Underload

No	Full Name	First Name	Family Name	Code	Proposed Load	FTE	Actual Allot	Actual Load	Difference	%Prop Load	Days Unavailable	Teacher Email
1	Adams Rod	Rod	Adams	ADAR	12.00	0.50	10	10.00	-2.00	83	1	TeacherTTSC+ADAR@gmail.com
4	Baker Catherine	Catherine	Baker	BAKC	12.00	0.50	8	12.00	0.00	100	2	TeacherTTSC+BAKC@gmail.com
13	Clark Allison	Allison	Clark	CLAA	18.00	0.75	17	17.00	-1.00	94	1	TeacherTTSC+CLAA@gmail.com
26	Jones Adam	Adam	Jones	JONA	15.00	0.63	15	15.00	0.00	100	0	TeacherTTSC+JONA@gmail.com

The four part time teachers are displayed. The Days Unavailable column indicates the number of days off each teacher requires. These were entered in an earlier lesson.

In this example, the part time teachers' requirements are:

Teacher	Code	Set Days Off	Number of Days Off	Required Days Off
Rod Adams	ADAR	No	1	
Catherine Baker	BAKC	Yes	2	Monday, Tuesday
Alison Clark	CLAA	Yes	1	Monday
Adam Jones	JONA	No	0	

Note: As Rod Adams (ADAR) does not require a set day off, a decision will be made during timetable construction as to the appropriate time to allocate their one day off.

## TEACHER ALLOCATIONS SCREEN

Teacher Allocations displays details of all classes a teacher has been allocated to. It can also be used to enter teacher availability.

Teachers can be made unavailable or not at school for individual periods or whole days using the following criteria in the program:

- **Unavailable (U)** – Generally used for individual periods or groups of periods where the teacher is at school but not available to teach.
- **Not At School (N)** – Generally used for teachers who are not on the school premises for specific periods or days.



On the Task Tree select:  
[13C] Teacher Allocations



Task: [13C] View Teacher Allocations and Enter Availability

Teacher: ADAR Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
9A B (1)	09SC11A	3 (0)				L	
8B D (1)	08SC11B	4 (1)				L	
7A D (1)	07SC11A	3 (0)				L	

Only part time teachers are selected.

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: ADAR Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
9A B (1)	09SC11A	3 (0)		L			L
8B D (1)	08SC11B	4 (1)	L		L		L
7A D (1)	07SC11A	3 (0)	L		L		L

The required days unavailable are displayed next to the teacher code.

Each class taken by a teacher is displayed. Details shown include Roll Class, group, class code, and number of periods and doubles that remain to be allocated.

Clash information and allocated classes will be displayed in the main grid.

**PART TIME TEACHERS - SET DAYS OFF**

If a teacher requires set days or periods off this is entered on Teacher Allocations.

In this example, the following teachers require set days off:

- Catherine Baker (BAKC) – FTE 0.50, Proposed Load 12.00, must have Monday and Tuesday off
- Alison Clark (CLAA) – FTE 0.75, Proposed Load 18.00, must have Monday off

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: BAKC Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
7A H (1)	07MUS1A	2 (0)	L				
7B H (1)	07MUS1B	2 (0)	L				
7C H (1)	07MUS1C	2 (0)	L				
7D H (1)			L		L		L

Select BAKC

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: BAKC Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
7A H (1)	07MUS1A	2 (0)	L	L	L	L	L
7B H (1)	07MUS1B	2 (0)	L	L	L	L	L
7C H (1)	07MUS1C	2 (0)	L	L	L	L	L
7D H (1)	07MUS1D	2 (0)	L	L	L	L	L

Click any cell on Monday and click Teacher Not at School Day On/Off

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: BAKC Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
7A H (1)	07MUS1A	2 (0)	N N N N N N N	L	L	L	L
7B H (1)	07MUS1B	2 (0)	N N N N N N N	L	L	L	L
7C H (1)	07MUS1C	2 (0)	N N N N N N N	L	L	L	L
7D H (1)	07MUS1D	2 (0)	N N N N N N N	L	L	L	L

All periods on Monday are now labelled "N" (Not at school).

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: BAKC Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
7A H (1)	07MUS1A	2 (0)	N N N N N N N	L	L	L	L
7B H (1)	07MUS1B	2 (0)	N N N N N N N	L	L	L	L
7C H (1)	07MUS1C	2 (0)	N N N N N N N	L	L	L	L
7D H (1)	07MUS1D	2 (0)	N N N N N N N	L	L	L	L

Click any cell on Tuesday and click Teacher Not at School Day On/Off

Task: [13C] View Teacher Allocations and Enter Availability

Teacher: BAKC Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
7A H (1)	07MUS1A	2 (0)	N N N N N N N	N N N N N N N	L	L	L
7B H (1)	07MUS1B	2 (0)	N N N N N N N	N N N N N N N	L	L	L
7C H (1)	07MUS1C	2 (0)	N N N N N N N	N N N N N N N	L	L	L
7D H (1)	07MUS1D	2 (0)	N N N N N N N	N N N N N N N	L	L	L

All periods on Monday and Tuesday are now labelled "N" (Not at school).

**Task: [13C] View Teacher Allocations and Enter Availability**

Teacher: CLAA Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
11 D (7)	11TEX1A	4 (1)		L		L	L
10D G (3)	10TEX1A	4 (1)	L	L	L	L	L
9D H (1)	09TEX1A	3 (1)	L	L	L	L	L
8D H (2)	08TEX1A	2 (1)	L	L	L	L	L
8D I (2)	08TEX1B	2 (1)	L	L	L	L	L
7D J (3)	07SPT1F	2 (1)	L	L	L	L	L

Select CLAA

Click any cell on Monday and click **Teacher Not at School Day On/Off**

**Task: [13C] View Teacher Allocations and Enter Availability**

Teacher: CLAA Teachers selected: 4 of 49

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
11 D (7)	11TEX1A	4 (1)	N N N N N N N	L	L	L	L
10D G (3)	10TEX1A	4 (1)	L	L	L	L	L
9D H (1)	09TEX1A	3 (1)	L	L	L	L	L
8D H (2)	08TEX1A	2 (1)	L	L	L	L	L
8D I (2)	08TEX1B	2 (1)	L	L	L	L	L
7D J (3)	07SPT1F	2 (1)	L	L	L	L	L

CLAA is now Not at School (N) on Monday.

Alternatively, type "N" in individual period cells to make the teacher not at school for that period.

Click **Save**



On the Task Tree select:  
[13D] Teacher On/Off List

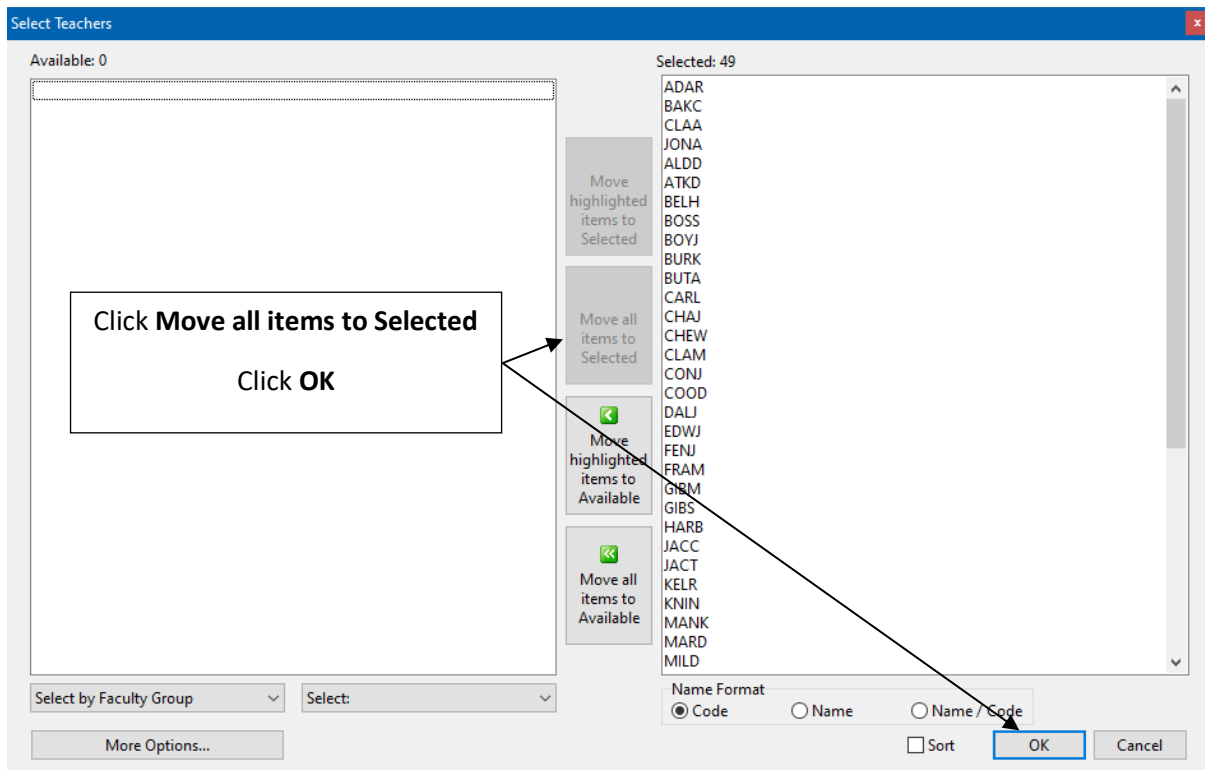
**Task: [13D] View selected teacher availability for all periods and selected allocated groups**

Compress  Show selected groups  Show edits  Sort by difference Teachers selected: 4 of 49 Groups selected: 0 of 117

No	Teacher	PL	AL	Diff	C	Monday	Tuesday	Wednesday	Thursday	Friday
1	ADAR	12.00	10.00	-2.00						
4	BAKC	12.00	12.00	0.00		N N N N N N N	N N N N N N N			
13	CLAA	18.00	17.00	-1.00		N N N N N N N				
26	JONA	15.00	15.00	0.00						

At this stage, the Teacher On/Off List displays all availability information for selected teachers.

Click **Teachers selected: 4 of 49**



**Task: [13D] View selected teacher availability for all periods and selected allocated groups**

Compress  Show selected groups  Show edits  Sort by difference [Teachers selected: All \(49\)](#) [Groups selected: 0 of 117](#)

No	Teacher	PL	AL	Diff	C	Monday	Tuesday	Wednesday	Thursday	Friday
1	ADAR	12.00	10.00	-2.00						
2	ALDD	24.00	24.00	0.00						
3	ATKD	24.00	23.00	-1.00						
4	BAKC	12.00	12.00	0.00		N	N	N	N	N
5	BELH	24.00	23.00	-1.00						
6	BOSS	24.00	24.00	0.00						
7	BOYJ	24.00	21.00	-3.00						
8	BURK	24.00	23.00	-1.00						
9	BUTA	24.00	24.00	0.00						
10	CARL	24.00	24.00	0.00						
11	CHAJ	24.00	24.00	0.00						
12	CHEW	24.00	22.00	-2.00						
13	CLAA	18.00	17.00	-1.00		N	N	N	N	N
14	CLAM	24.00	24.00	0.00						
15	CONJ	24.00	24.00	0.00						
16	COOD	24.00	23.00	-1.00						
17	DALJ	24.00	23.00	-1.00						
18	EDWJ	24.00	21.00	-3.00						

A callout box with a black border contains the text: 'All teachers are now displayed. This screen can be used to verify the teacher availability for all teachers is correct.'



On the Task Tree select:  
[13A] Roll Class Allocations

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed : Allocations

Select	Av	Q	T	D	P	11	Monday	Tuesday	Wednesday	Thursday	Friday
11	0	0	0	1	4	A	L	L	L	L	L
12	0	0	0	1	4	B	L	L	L	L	L
11	0	0	0	1	4	C	L	L	L	L	L
10A	0	0	0	1	4	D	U	U	U	U	U
10B	0	0	0	1	4	E	L	L	L	L	L
10C	0	0	0	1	4	F	L	L	L	L	L
10D	0	0	0	1	4	G	L	L	L	L	L
9A	0	0	0	0	4	L	L	L	L	L	L
9B	0	0	0	1	2	H	L	L	L	L	L
9C	0	0	0	0	5	L	L	L	L	L	L
9D	0	0	0	0	5	L	L	L	L	L	L
8A							L	L	L	L	L
8B							L	L	L	L	L
8C							L	L	L	L	L
8D							L	L	L	L	L
7A							L	L	L	L	L
7B							L	L	L	L	L
7C							L	L	L	L	L
7D							L	L	L	L	L

Select Roll Class 11 then click any U on Monday next to Card D

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed : Allocations

Select	Av	Q	T	D	P	11	Monday	Tuesday	Wednesday	Thursday	Friday
11	0	0	0	1	4	A	L	L	L	L	L
12	0	0	0	1	4	B	L	L	L	L	L
11	0	0	0	1	4	C	L	L	L	L	L
10A	0	0	0	1	4	D	U	U	U	U	U
10B	0	0	0	1	4	E	L	L	L	L	L
10C	0	0	0	1	4	F	L	L	L	L	L
10D	0	0	0	1	4	G	L	L	L	L	L
9A	0	0	0	0	4	L	L	L	L	L	L
9B	0	0	0	1	2	H	L	L	L	L	L
9C	0	0	0	0	5	L	L	L	L	L	L
9D	0	0	0	0	5	L	L	L	L	L	L
8A							L	L	L	L	L
8B							L	L	L	L	L
8C							L	L	L	L	L
8D							L	L	L	L	L
7A							L	L	L	L	L
7B							L	L	L	L	L
7C							L	L	L	L	L
7D							L	L	L	L	L

Supplementary List  
Clash Information: 11 D (11ENG1C) at Monday 3  
Unavailable for Class  
Teacher CLAA is Not at school

The Supplementary List indicates teacher CLAA (Alison Clark) is Not at school. As CLAA has a class on 11 Card D, this card cannot be allocated on Monday.

## MEETINGS UNAVAILABLE

The allocation of meetings can be controlled by making meetings unavailable for individual or multiple periods.

Meetings can be entered for a single period only. If a meeting requires multiple periods, the meeting needs to be copied. In this example, the Executive Meeting must be scheduled on Monday, Periods 3 and 4.



On the Task Tree select:  
[13G] Meeting Allocations

**Task: [13G] Allocate Meetings to Periods**

Allocate Meeting On/Off
  Meeting Unavailable On/Off
  Meeting Unavailable Day On/Off
  Meetings Unavailable

Meeting: Executive 1 / Exec1 Meetings selected: All (2)

Select	MTG 1	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 1						
BOSS						
BURK						
CLAM						
DALJ						
WOOP						

Meetings set up in [4C] Meetings are displayed in the Select Panel.  
Click **Meetings Unavailable**

Supplementary Task

Help F1

**Supplementary Task: Enter Meetings Unavailable**

Information  
No meetings have been specified as unavailable for any periods

Click **Add Meetings Unavailable**

Select Meetings

Available: 0

Selected: 2  
Executive 1 / Exec1  
Executive 2 / Exec2

Click **Move all items to Selected**  
Click **OK**

Name Format  
 Code
  Name
  Name / Code
  Sort

**Select Periods**

<b>Monday</b>	HR	1	2	3	4	5	6
<b>Tuesday</b>	HR	1	2	3	4	5	6
<b>Wednesday</b>	HR	1	2	3	4	5	6
<b>Thursday</b>	HR	1	2	3	4	5	6
<b>Friday</b>	HR	1	2	3	4	5	6

On cell click, select

- Period
- Period Column
- Day

Selected. Click cell to select / not select

Click **Select / Deselect All** to select all periods

**Select Periods**

<b>Monday</b>	HR	1	2	3	4	5	6
<b>Tuesday</b>	HR	1	2	3	4	5	6
<b>Wednesday</b>	HR	1	2	3	4	5	6
<b>Thursday</b>	HR	1	2	3	4	5	6
<b>Friday</b>	HR	1	2	3	4	5	6

On cell click, select

- Period
- Period Column
- Day

Selected. Click cell to select / not select

All periods for the cycle are now selected as indicated by the yellow cells. Ensure that Period is selected

**Select Periods**

<b>Monday</b>	HR	1	2	3	4	5	6
<b>Tuesday</b>	HR	1	2	3	4	5	6
<b>Wednesday</b>	HR	1	2	3	4	5	6
<b>Thursday</b>	HR	1	2	3	4	5	6
<b>Friday</b>	HR	1	2	3	4	5	6

On cell click, select

- Period
- Period Column
- Day

Selected. Click cell to select / not select

Click **Period 3 and 4** on Monday to deselect these periods. Click **OK**

Reason

Enter reason (1 - 80 chars)

OK Cancel

Leave the default reason as "Unavailable" and click OK

10 Supplementary Task

Help F1

Supplementary Task: Enter Meetings Unavailable

No	Meeting	Day	Period	Reason
1	Exec1	Monday	HR	Unavailable
1	Exec1	Monday	1	Unavailable
1	Exec1	Monday	2	Unavailable
1	Exec1	Monday	5	Unavailable
1	Exec1	Monday	6	Unavailable
1	Exec1	Tuesday	HR	Unavailable
1	Exec1	Tuesday	1	Unavailable
1	Exec1	Tuesday	2	Unavailable
1	Exec1	Tuesday	3	Unavailable
1	Exec1	Tuesday	4	Unavailable
1	Exec1	Tuesday	5	Unavailable
1	Exec1	Tuesday	6	Unavailable

All Meetings Unavailable information is listed.  
Close the Supplementary Task

Task: [13G] Allocate Meetings to Periods

Meeting: Executive 1 / Exec1 Meetings selected: All (2)

Select	MTG 1	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 1 / Exec1	U	U U U	U U	U U U U U U U U	U U U U U U U U	U U U U U U U U
BOSS						
BURK						
CLAM						
DALJ						
WOOP						

The periods where the meetings cannot be scheduled are now labelled "U".  
Select **Executive 1 / Exec1** and double click the Period 3 cell for Monday



Task: [13G] Allocate Meetings to Periods

Allocate Meeting On/Off
  Meeting Unavailable On/Off
  Meeting Unavailable Day On/Off
  Meetings Unavailable

Meeting: Executive 1 / Exec1 Meetings selected: All (2)

Select	MTG 1	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 1	U	U	U	A	U	U
BOSS						
BURK						
CLAM						
DALJ						
WOOP						

Period 3 is now yellow and labelled "A" to indicate the meeting has been allocated.

Task: [13G] Allocate Meetings to Periods

Allocate Meeting On/Off
  Meeting Unavailable On/Off
  Meeting Unavailable Day On/Off
  Meetings Unavailable

Meeting: Executive 2 / Exec2 Meetings selected: All (2)

Select	MTG 2	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 2	U	U	U	5	U	U
BOSS		X				
BURK		X				
CLAM		X				
DALJ		X				
WOOP		X				

Select Executive 2 / Exec2  
The "5" in the Period 3 cell indicates that if Executive 2 is scheduled in this period, this would create 5 teacher clashes in the timetable.

Task: [13G] Allocate Meetings to Periods

Allocate Meeting On/Off
  Meeting Unavailable On/Off
  Meeting Unavailable Day On/Off
  Meetings Unavailable

Meeting: Executive 2 / Exec2 Meetings selected: All (2)

Select	MTG 2	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 2	U	U	U	5	U	U
BOSS		X				
BURK		X				
CLAM		X				
DALJ		X				
WOOP		X				

Supplementary List

**Clash Information: Executive 2 at Monday 3**

Clash Information  
Meeting: Exec2 with Exec1  
Teachers: Monday 3, BOSS, BURK, CLAM, DALJ, WOOP

Click any X in the Period 3 column  
The Supplementary List displays clash information between the two meetings, Exec2 and Exec1.

**Task: [13G] Allocate Meetings to Periods**

Meeting: **Executive 2 / Exec2** Meetings selected: **All (2)**

Select	MTG 2	Monday	Tuesday	Wednesday	Thursday	Friday
Executive 2	U	U 5 A	U	U	U	U
BOSS		X				
BURK		X				
CLAM		X				
DALJ		X				

Double click the Monday Period 4 cell to allocate Executive 2 / Exec2

Note: The Allocate Meeting On/Off function can also be used to allocate a meeting.

Click **Save**



On the Task Tree select:  
[13A] Class Allocations

**Task: [13A] Allocate Roll Class Groups to Periods**

Roll Class: **12**  Average colour spread  Show clashes in red Roll Classes selected: **All (18)** Legend Latest changed: Allocations

Select	Av	Q	T	D	P	12	Monday	Tuesday	Wednesday	Thursday	Friday
12	0	0	0	1	5	A	L	L	L	L	L
12	0	0	0	1	5	B	L	T	L	L	L
12	0	0	0	1	5	C	L	X	L	L	L
11	0	0	0	1	5	D	L	T	L	L	L
10A	0	0	0	1	5	E	L	L	L	L	L
10B	0	0	0	1	5	F	L	L	L	L	L
10C	0	0	0	1	2	G	L	L	L	L	L
10D	0	0	0	3			L	L	L	L	L
9A	0	0	0	5	H		L	L	X	X	L
9B	0	0	0	5			L	L	L	L	L
9C	0	0	0	5			L	L	L	L	L
9D	0	0	0	5			L	L	L	L	L

Select Roll Class 12 then click any X on Monday next to Card C

**Task: [13A] Allocate Roll Class Groups to Periods**

Roll Class: **12**  Average colour spread  Show clashes in red Roll Classes selected: **All (18)** Legend Latest changed: Allocations

Select	Av	Q	T	D	P	12	Monday	Tuesday	Wednesday	Thursday	Friday
12	0	0	0	1	5	A	L	L	L	L	L
12	0	0	0	1	5	B	L	T	L	L	L
12	0	0	0	1	5	C	L	X	L	L	L
11	0	0	0	1	5	D	L	T	L	L	L
10A	0	0	0	1	5	E	L	L	L	L	L
10B	0	0	0	1	5	F	L	L	L	L	L
10C	0	0	0	1	2	G	L	L	L	L	L
10D	0	0	0	3			L	L	L	L	L
9A	0	0	0	5	H		L	L	X	X	L
9B	0	0	0	5			L	L	L	L	L
9C	0	0	0	5			L	L	L	L	L
9D	0	0	0	5			L	L	L	L	L

The Supplementary List displays clash information between Roll Class 12 Card C and the Executive Meeting.

As DALJ and WOOP have a class on 12 Card C, this card cannot be allocated on Monday Periods 3 or 4 due to the placement of the Executive meeting.

Supplementary List

Clash Information: 12 C (12REL1C) at Monday 4

Clash Information

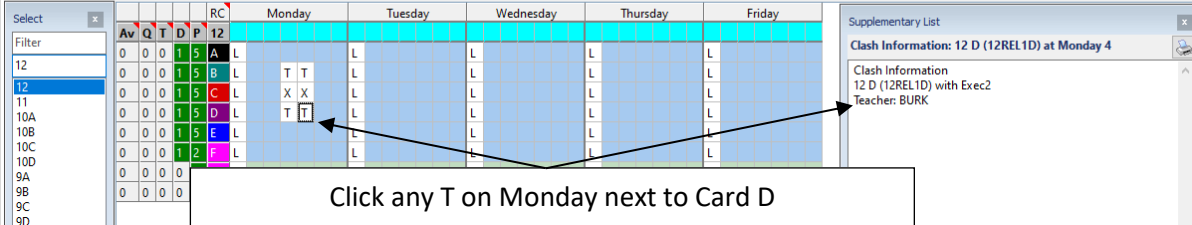
12 C (12REL1C) with Exec2

Teachers: DALJ, WOOP

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 12 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) | Legend | Latest changed: Allocations



Click any T on Monday next to Card D

The Supplementary List displays clash information between Roll Class 12 Card D and the Executive Meeting.

As BURK has a class on 12 Card D, this card also cannot be allocated on Monday Periods 3 or 4.

## GROUPS UNAVAILABLE

The [13B] Groups Unavailable screen is used to prevent classes from being scheduled at particular times.

In this example, the Sport blocks (or cards) must be allocated to the following double periods:

Year Level	Class	Day	Periods
9-10	Sport	Monday	5 and 6
7-8	Sport	Tuesday	5 and 6
11	Sport	Wednesday	5 and 6

As there is no flexibility regarding the days and times that these Sport double lessons occur, the placement of the cards will first be controlled, then the cards will be allocated to the correct periods on the timetable.

All Classes can be used to identify the Sport cards when setting up [13B] Groups Unavailable.

**Class information - Roll Classes selected: All (18)**

Roll Class	A	B	C	D	E	F	G	H	I	J	K	Pgs		
12	JONA 12RELIA 5.1	DALJ 12RELIB 5.1	DALJ 12RELIC 5.1	JONA 12RELID 5.1	KELR 12RELIE 5.1	JONA 12RELIF 2.1	JONA 12RELIF 3	DALJ 12HRMIA 5				35		
	PEAS 12ENGLIA 5.1	BUTA 12ENSIA 5.1	BOYJ 12ENGB 5.1	BURK 12ENGLIC 5.1	MARD 12ENGLID 5.1	MANK 12ENGLIE 2.1	MANK 12ENGLIE 3	BUTA 12HRMIB 5				35		
	THOW 12MTEIA 5.1 AT8	MULS 12JNFIA 5.1 S15C	WALS 12CHEIA 5.1 LAB1	JACC 12ENSIB 5.1	BUTA 12BIOIA 5.1 LAB1	HARB 12ACCLIA 2.1 S16C	HARB 12ACCLIA 3	GIBM 12HRMIC 5				35		
	BELH 12MAAIA 5.1	ROGP 12MAAIB 5.1	MULS 12LSTIA 5.1	WALP 12MAXIA 5.1	WHIE 12ECOIA 5.1	YOUB 12GRAIA 2.1 AT3	YOUB 12GRAIA 3	WHIE 12HRMID 5				35		
	BUTA 12MAGIA 5.1	GIBM 12MAGIB 5.1	FENJ 12SYSIA 5.1 S16C	ALDD 12PEDIA 5.1	COOD 12PHYIB 5.1 LAB2	CHAJ 12PEDIB 2.1	CHAJ 12PEDIB 3					30		
	CARL 12OEDIA 5.1						12PSTIF 3					30		
	12PSTIA 5.1											10		
11	WHIE 11ACCLIA 4.1	JACC 11ENSIA 4.1	MULS 11INFIA 4.1 S15C	CHAJ 11PEDIA 4.1	SMYM 11GRAIA 4.1 AT3	CHAJ 11GEOIA 4.1	WALP 11MAGIC 4.1	JACC 11ENSIB 4.1	KNIN 11RELIA 4	JACC 11SPTIA 2.1 OV1	RENM 11HRMIA 5	35		
	JACC 11ENSIA 4.1								MARD 11RELIB 4	FRAM 11SPTIB 2.1 GYM1	CHAJ 11HRMIB 5	35		
	MULS 11INFIA 4.1 S15C								BIOIA 4	GIBS 11RELIC 4	CHAJ 11SPTIC 2.1 GYM2	EDWJ 11HRMIC 5	35	
	BELH 11MAAIA 4.1	CHAJ 11PEDIA 4.1 S16C	SMYM 11GRAIA 4.1 AT8	CHAJ 11GEOIA 4.1	NANT 11ITAIA 4.1	COOD 11PHYIA 4.1 LAB2	JACC 11ENSIB 4.1	SIMK 11RELID 4		ALDD 11SPTID 2.1	COOD 11HRMID 5	35		
	WALP 11MAGIA 4.1											24		
												8		
												4		
10A	KNIN 10REDIA 3	CHEW 10SCIIA 4.1	MANK 10SOSIA 4.1	FRAM 10HPEIA 2.1	DALJ 10ENGIA 4.1	MYEJ 10MAAIA 4.1	HARB 10ACCLIA 4.1	NANT 10ITAIA 4.1	CHAJ 10SPTIA 2.1 OV1	KNIN 10HRMIA 5		35		
10B	KNIN 10REDIB 3	WALS 10SCIIA 4.1	SMYM 10SOSIB 4.1	ATKD 10HPEIB 2.1	MANK 10ENGIB 4.1	NEWP 10MAAIB 4.1	GIBS 10FREIA 4.1	THOW 10METIA 4.1 AT8	NEWP 10SPTIB 2.1 GYM1	SMYM 10HRMIB 5		35		
10C	TALP 10REDIC 3	CHEW 10SCIIA 4.1							10MEDIA 4.1	MILD 10PHOIA 2.1 GYM2	PATM 10SPTIC 2.1	JACT 10HRMIC 5	35	
10D	SMYM 10REDID 3	WOOP 4.1							J 10MUSIA 4.1	FRAM 10SPSIA 4.1	EDWJ 10SPTID 2.1	CONJ 10HRMID 5	35	
									10OEDIA 4.1	FENJ 10SYSIA 4.1 M19C			16	
									10ITEXIA 4.1	EDWJ 10WOOIA 4.1 AT4			12	
9A	MYEJ 09REDIA 3	ADAR 3							J 09FREIA 3.1	RENM 09ARTIA 3.1	RENM 09ARTIB 3.1	FRAM 09SPTIA 2.1	BELH 09HRMIA 5	35
9B	KNIN 09REDIB 3	ROGP 3							J 09FREIB 3.1	RENM 09ARTIB 3.1	MILD 09DRAIB 3.1	ALDD 09SPTIB 2.1	PEAS 09HRMIB 5	35
9C	KNIN 09REDIC 3	CHEW 09SCIIA 4.1	JACT 09GEOIC 3	EDWJ 09PEBIB 2.1	MARD 09ENGIC 4	MYEJ 09MATIC 3	CLAM 09ITAIA 3	CONJ 09MUSIA 3.1	CONJ 09MUSIA 3.1	FENJ 09METIA 3.1 AT8	ATKD 09SPTIC 2.1	SIMK 09HRMIC 5	35	
9D	WALP 09REDID 3	FRAM 09SCIID 3	SMYM 09HISID 3	ATKD 09PEGIB 2.1	BOYJ 09ENGID 4	WALP 09MATID 4	NANT 09ITAIB 3	CLAA 09TEXIA 3.1 AT4	CONJ 09MUSIB 3.1	CONJ 09MUSIB 3.1	MURJ 09SPTID 2.1	BOYJ 09HRMIB 5	35	
									EDWJ 09WOOIA 3.1 AT7	EDWJ 09WOOIB 3.1 AT7	CONJ 09SPTIE 2.1		19	
													2	
8A	KELR 08REDIA 3	JACT 08ENGIA 4.1	WOOP 08MATIA 4.1	WOOP 08SCIIA 4.1	WHIE 08GEOIA 3.1	ALDD 08HPEIA 3.1	GIBS 08FREIA 2.1	RENM 08ARTIA 2.1	RENM 08ARTIB 2.1	CHAJ 08SPTIA 2.1 OV1	CARL 08HRBIA 5	35		
8B	GIBS 08REDIB 3	MANK 08ENGIB 4	GIBM 08MATIB 4	ADAR 08SCIB 4.1	JACT 08GEOIB 3	ATKD 08HPEIB 3.1	MURJ 08FREIB 3	MILD 08DRAIA 2.1 PAC2	MILD 08DRAIB 2.1 PAC2	WOOP 08SPTIB 2.1 GYM1	YOUB 08HRBIB 5	35		
8C	KNIN 08REDIC 3	KELR 08ENGIC 4	NEWP 08MATIC 4.1	FRAM 08SCIIA 4.1	SMYM 08GEOIC 3	ALDD 08HPEIC 3.1	NANT 08ITAIA 4	CONJ 08MUSIA 2.1	CONJ 08MUSIB 2.1	THOW 08SPTIB 2.1 GYM2	MURJ 08HRHIA 5	35		
8D	JACT 08REDID 3	MANK 08ENGID 4	MYEJ 4						8FOOIA 2.1	CARL 08DRAIB 2.1 AT5	ATKD 08SPTID 2.1	PATM 08HRHIB 5	35	
									8TEXIA 2.1	CLAA 08TEXIB 2.1 AT4	EDWJ 08SPTIE 2.1		9	
									8FREIA 2.1	FENJ 08DTEIB 2.1	CARL 08SPTIF 2.1		6	
7A	TALP 07REDIA 3	MARD 07ENGIA 5	NEWP 5						7MUSIA 3	MURJ 07FREIA 3	FENJ 07SPTIA 2.1	MARD 07HRRIA 5	35	
7B	BOYJ 07REDIB 3	TALP 07ENGIB 5	GIBM 5						7MUSIB 3	NANT 07ITAIB 3	WALS 07SPTIB 2.1	ATKD 07HRHIB 5	35	
7C	DALJ 07REDIC 3	SIMK 07ENGIC 5	MYEJ 07MATIC 5	ROGP 07SCIIA 3	WHIE 07HISIC 3	ATKD 07HPEIC 2.1	YOUB 07DRAIC 2	BAKC 07MUSIC 2	BAKC 07MUSIC 2	GIBS 07FREIC 3	YOUB 07SPTIC 2.1	FENJ 07HRTIA 5	35	
7D	KNIN 07REDID 3	PEAS 07ENGID 5	NEWP 07MATID 5	CHEW 07SCIID 3	SMYM 07HISID 3	ALDD 07HPEID 2.1	YOUB 07DRAID 2	BAKC 07MUSID 2	NANT 07ITAID 3	FRAM 07SPTID 2.1	ALDD 07HRTIB 5	35		
										CONJ 07SPTIE 2.1		2		
										CLAA 07SPTIF 2.1		2		
Roll Class	A	B	C	D	E	F	G	H	I	J	K	Pgs		

The Year 11 Sport block is located on Roll Class 11, Card H.

The Year 9-10 Sport MRCG is located on Card I for Year 10 Roll Classes and Card J for Year 9 Roll Classes.

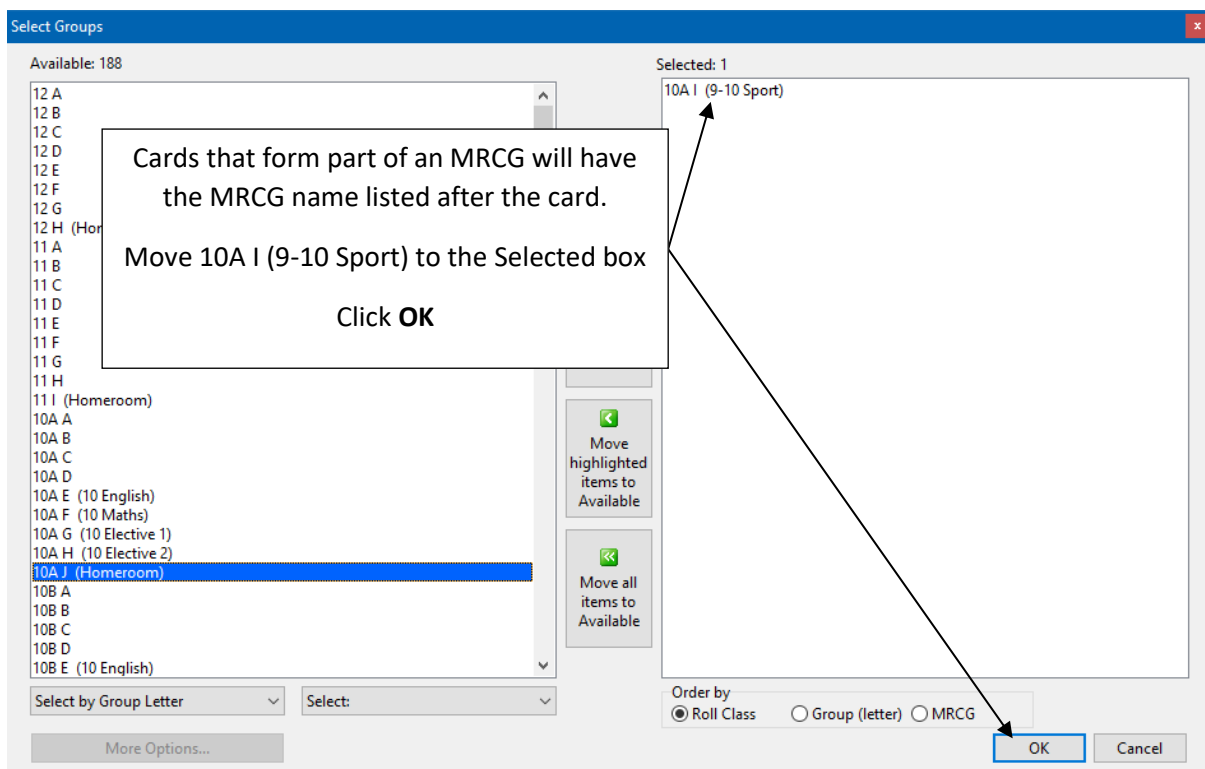
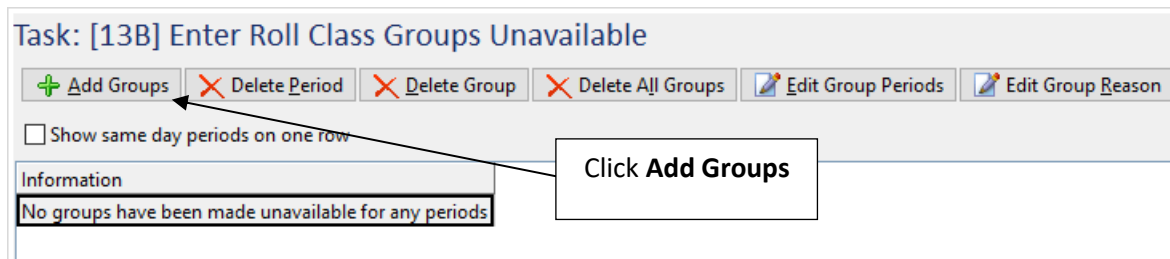
The Year 7-8 Sport MRCG is located on Card J for all Year 7 and 8 Roll Classes.

**ENTER GROUPS UNAVAILABLE INFORMATION**

In this example, Groups Unavailable will be entered for all Sport blocks then the Sport classes will be allocated to the correct periods.



On the Task Tree select:  
[13B] Groups Unavailable



The selected card does not need to be the first-listed group in the MRCG. Any card from the MRCG can be selected for the entire MRCG to be included.

**Select Periods**

Monday	HR	1	2	3	4	5	6
Tuesday	HR	1	2	3	4	5	6
Wednesday	HR	1	2	3	4	5	6
Thursday	HR	1	2	3	4	5	6
Friday	HR	1	2	3	4	5	6

On cell click, select  
 Period  
 Period Column  
 Day

**Click **Select/Deselect All** to select all periods**

Selected. Click cell to select / not select

**Select Periods**

Monday	HR	1	2	3	4	5	6
Tuesday	HR	1	2	3	4	5	6
Wednesday	HR	1	2	3	4	5	6
Thursday	HR	1	2	3	4	5	6
Friday	HR	1	2	3	4	5	6

On cell click, select  
 Period  
 Period Column  
 Day

**Ensure Period is selected**  
**Click Period 5 and 6 on Monday to deselect these periods**  
**Click OK**

Selected. Click cell

**Reason**

Reason for being unavailable (1 - 80 chars) 9-10 Sport

**Type "9-10 Sport" for Reason**  
**Click OK**

**Task: [13B] Enter Roll Class Groups Unavailable**

+ Add Groups    X Delete Period    X Delete Group    X Delete All Groups    Edit Group Periods    Edit Group Reason

Show same day periods on one row

No	Group	Day	Period	Reason	1	2	3	4	5	6	7	8
6	10A I	Monday	HR	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Monday	1	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Monday	2	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Monday	3	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Monday	4	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	HR	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	1	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	2	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	3	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	4	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	5	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J

**All cards in the Year 9-10 Sport MRCG are displayed for all days and periods where the Group (10A I) is unavailable.**  
**Tick Show same day periods on one row**

**Task: [13B] Enter Roll Class Groups Unavailable**

Show same day periods on one row

No	Group	Day	Period	Reason	1	2	3	4	5	6	7	8
6	10A I	Monday	HR, 1, 2, 3, 4	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Wednesday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Thursday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport								
6	10A I	Friday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport								

The Groups Unavailable information is now condensed to be displayed on one row for each day.

Add Groups for:

7-8 Sport (Card 8A J) which occurs Tuesday Periods 5 and 6

11 Sport (Card 11 H) which occurs Wednesday Periods 5 and 6

**Task: [13B] Enter Roll Class Groups Unavailable**

Show same day periods on one row

No	Group	Day	Period	Reason	1	2	3	4	5	6	7	8
33	11 H	Monday	HR, 1, 2, 3, 4, 5, 6	11 Sport	11 H							
33	11 H	Tuesday	HR, 1, 2, 3, 4, 5, 6	11 Sport	11 H							
33	11 H	Wednesday	HR, 1, 2, 3, 4	11 Sport	11 H							
33	11 H	Thursday	HR, 1, 2, 3, 4, 5, 6	11 Sport	11 H							
33	11 H	Friday	HR, 1, 2, 3, 4, 5, 6	11 Sport	11 H							
6	10A I	Monday	HR, 1, 2, 3, 4	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Tuesday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Wednesday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Thursday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
6	10A I	Friday	HR, 1, 2, 3, 4, 5, 6	9-10 Sport	10A I	10B I	10C I	10D I	9A J	9B J	9C J	9D J
17	8A J	Monday	HR, 1, 2, 3, 4, 5, 6	7-8 Sport	8A J	8B J	8C J	8D J	7A J	7B J	7C J	7D J
17	8A J	Tuesday	HR, 1, 2, 3, 4	7-8 Sport	8A J	8B J	8C J	8D J	7A J	7B J	7C J	7D J
17	8A J	Wednesday	HR, 1, 2, 3, 4, 5, 6	7-8 Sport	8A J	8B J	8C J	8D J	7A J	7B J	7C J	7D J
17	8A J	Thursday	HR, 1, 2, 3, 4, 5, 6	7-8 Sport	8A J	8B J	8C J	8D J	7A J	7B J	7C J	7D J
17	8A J	Friday	HR, 1, 2, 3, 4, 5, 6	7-8 Sport	8A J	8B J	8C J	8D J	7A J	7B J	7C J	7D J

The Groups Unavailable for the three Sport blocks are now complete.

Click **Save**



On the Task Tree select:  
[13A] Roll Class Allocations

**Task: [13A] Allocate Roll Class Groups to Periods**

Roll Class: 11  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed: Allocations

RC	Monday	Tuesday	Wednesday	Thursday	Friday
11	L	L	L	L	L
12	L	L	L	L	L
10A	L	L	L	L	L
10B	L	L	L	L	L
10C	L	L	L	L	L
10D	L	L	L	L	L
9A	L	L	L	L	L
9B	L	L	L	L	L
9C	L	L	L	L	L
9D	L	L	L	L	L
8A	L	L	L	L	L
8B	L	L	L	L	L
8C	L	L	L	L	L
8D	L	L	L	L	L

Select Roll Class 11 and click any G in the Card H row

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed: Allocations

Select	Av	Q	T	D	P	RC	Monday	Tuesday	Wednesday	Thursday	Friday
11	0	0	0	1	4	A	L	L	L	L	L
12	0	0	0	1	4	B	L	L	L	L	L
11	0	0	0	1	4	C	L	L	L	L	L
10A	0	0	0	1	4	D	U	U	U	U	U
10B	0	0	0	1	4	E	L	L	L	L	L
10C	0	0	0	1	4	F	L	L	L	L	L
10D	0	0	0	1	4	G	L	L	L	L	L
9A	0	0	0	0	4	G	L	L	L	L	L
9B	0	0	0	1	2	H	G	G	G	G	G
9C	0	0	0	0	4	G	L	L	L	L	L
9D	0	0	0	0	5	I	L	L	L	L	L
8A							L	L	X	X	L
8B							L	L	L	L	L
8C							L	L	L	L	L
8D							L	L	L	L	L
7A							L	L	L	L	L
7B							L	L	L	L	L
7C							L	L	L	L	L
7D							L	L	L	L	L

Supplementary List  
Clash Information: 11 H (11SPT1A) at Tuesday 5  
Group Unavailable  
11 H (11SPT1A) is Unavailable (11 Sport)

The Supplementary List displays the Groups Unavailable information for the 11 Sport card for the selected period.

## ALLOCATE GROUPS WITH GROUPS UNAVAILABLE INFORMATION

Once the Groups Unavailable have been entered, the group cards can be allocated to the periods when they must be scheduled in the timetable.

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed: Allocations

Select	Av	Q	T	D	P	RC	Monday	Tuesday	Wednesday	Thursday	Friday
11	0	0	0	1	4	A	L	L	L	L	L
12	0	0	0	1	4	B	L	L	L	L	L
11	0	0	0	1	4	C	L	L	L	L	L
10A	0	0	0	1	4	D	U	U	U	U	U
10B	0	0	0	1	4	E	L	L	L	L	L
10C	0	0	0	1	4	F	L	L	L	L	L
10D	0	0	0	1	4	G	L	L	L	L	L
9A	0	0	0	0	4	G	L	L	L	L	L
9B	0	0	0	1	2	H	G	G	G	G	G
9C	0	0	0	0	4	G	L	L	L	L	L
9D	0	0	0	0	5	I	L	L	L	L	L
8A							L	L	X	X	L
8B							L	L	L	L	L
8C							L	L	L	L	L
8D							L	L	L	L	L

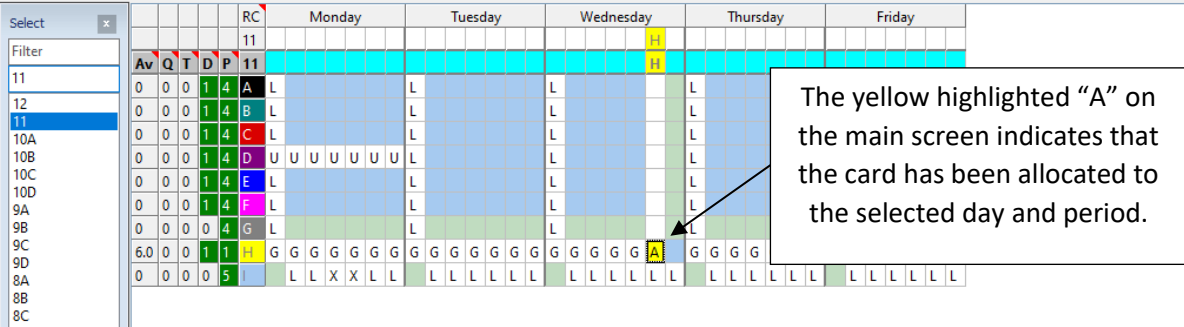
Only Period 5 and 6 on Wednesday are available for the 11 Card H (Year 11 Sport) double period.  
Double click the Wednesday Period 5 cell in the Card H row to allocate Year 11 Sport



Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed: Allocations

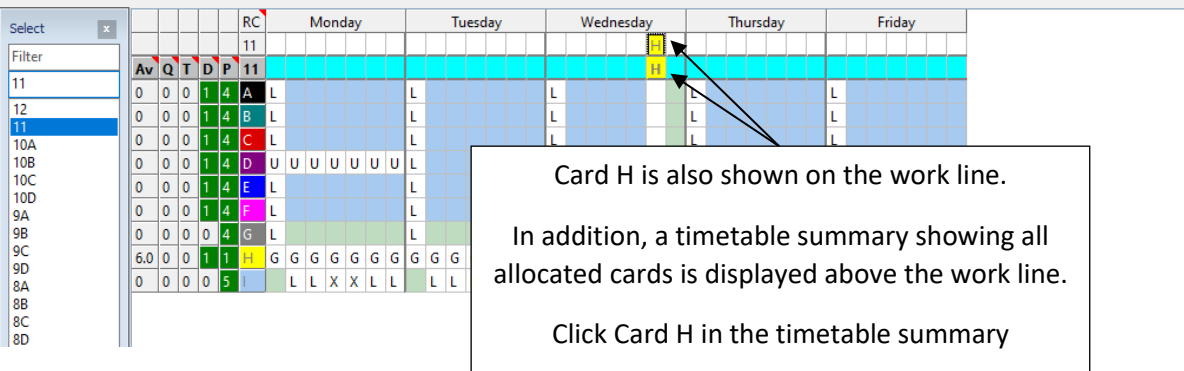


The yellow highlighted "A" on the main screen indicates that the card has been allocated to the selected day and period.

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed: Allocations



Card H is also shown on the work line.

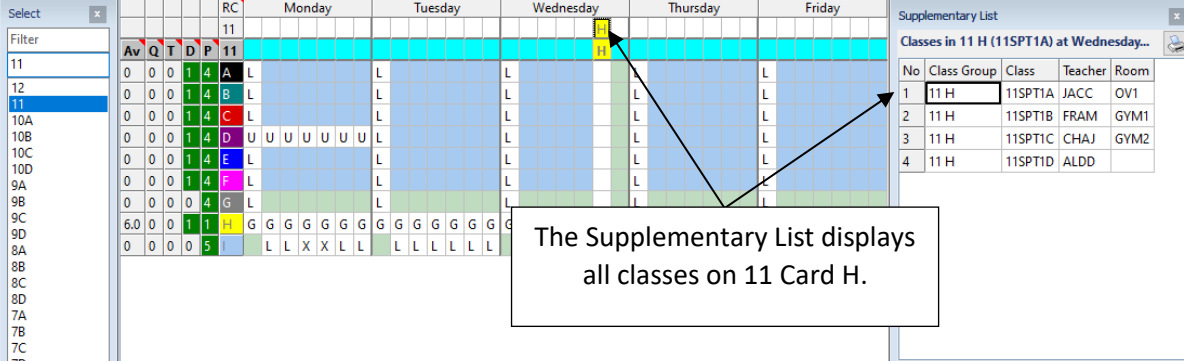
In addition, a timetable summary showing all allocated cards is displayed above the work line.

Click Card H in the timetable summary

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11 | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed: Allocations



The Supplementary List displays all classes on 11 Card H.

No	Class Group	Class	Teacher	Room
1	11 H	11SPT1A	JACC	OV1
2	11 H	11SPT1B	FRAM	GYM1
3	11 H	11SPT1C	CHAJ	GYM2
4	11 H	11SPT1D	ALDD	

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed: Allocations

				RC	Monday	Tuesday	Wednesday	Thursday	Friday
				11			H		
Av	Q	T	D	P	11		H		
0	0	0	1	4	A	L	L	L	L
0	0	0	1	4	B	L	L	L	L
0	0	0	1	4	C	L	L	L	L
0	0	0	1	4	D	U	U	U	U
0	0	0	1	4	E	L	L	L	L
0	0	0	1	4	F	L	L	L	L
0	0	0	0	4	G	L	L	L	L
6.0	0	0	1	1	H	G	G	G	G
0	0	0	0	5	L	L	L	L	L

The Doubles (D) and Periods (P) columns indicate that one period of Card H remains to be allocated to complete the double period.

Allocate the remaining Card H to Wednesday Period 6

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 11  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed: Allocations

				RC	Monday	Tuesday	Wednesday	Thursday	Friday
				11			H	H	
Av	Q	T	D	P	11		H	H	
0	0	0	1	4	A	L	L	L	L
0	0	0	1	4	B	L	L	L	L
0	0	0	1	4	C	L	L	L	L
0	0	0	1	4	D	U	U	U	U
0	0	0	1	4	E	L	L	L	L
0	0	0	1	4	F	L	L	L	L
0	0	0	0	4	G	L	L	L	L
6.5	0	0	0	0	H	G	G	G	G
0	0	0	0	5	L	L	L	L	L

The double period for 11 Card H (11 Sport) has now been allocated to Wednesday Periods 5 and 6.

The Periods (P) column indicates that no periods of Card H remain to be allocated and the Doubles(D) column indicates that no double lessons need to be created.

A card can be removed by:

- double clicking on the letter on the work line or
- double clicking on the A in the lower part of the screen or
- clicking on the A in the lower part of the screen and then clicking the Allocate Group On/Off button

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 10A  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed : Allocations

Select Roll Class 10A

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 10A  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed : Allocations

Allocate the double period for 10A Card I (9-10 Sport) to Period 5 and 6 on Monday

The allocated cards are displayed on a new row in the timetable summary, corresponding to the first listed card in the MRCG.

Select Roll Class 9C

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 9C  Average colour spread  Show clashes in red Roll Classes selected: All (18) Legend Latest changed : Allocations

No	Class Group	Class	Teacher	Room
1	10A I	10SPT1A	CHAJ	OV1
2	10B I	10SPT1B	NEWP	GYM1
3	10C I	10SPT1C	PATM	GYM2
4	10D I	10SPT1D	EDWJ	
5	9A J	09SPT1A	FRAM	
6	9B I	09SPT1B	ALDD	

The double period for 9C Card J has already been allocated.

Click the 10A Card I in the timetable summary above the work line

The Supplementary List displays all Year 9 and 10 Sport classes in the 9-10 Sport MRCG.

If two or more Roll Classes have allocations in the same MRCG and no other classes have been allocated, only the first Roll Class of the MRCG is displayed in the timetable summary.

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 8A | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed : Allocations

Select	Filter	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12		11					
11		10A	I I			H H	
10A		8A		J J			
10B		8A		J J			
10C		Av					
10D		Q					
9A		T					
9B		D					
9C		P					
9D		8A					
8A		0					
8B		0					
8C		0					
8D		0					
7A		0					
7B		0					
7C		0					
7D		0					

Select Roll Class 8A

Allocate the double period for 8A Card J (7-8 Sport) to Period 5 and 6 on Tuesday

Click Save

**LEGEND**

There are now various letters displayed on the Roll Class Allocations screen following the part time teacher, Meetings and Groups Unavailable allocations. The Legend provides further explanation.

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 8A | Average colour spread | Show clashes in red | Roll Classes selected: All (18) Legend | Latest changed : Allocations

Select	Filter	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12		11					
11		10A	I I			H H	
10A		8A		J J			
10B		8A		J J			
10C		Av					
10D		Q					
9A		T					
9B		D					
9C		P					
9D		8A					
8A		0					
8B		0					
8C		0					
8D		0					
7A		0					
7B		0					
7C		0					
7D		0					

Click Legend

Roll Class Allocation Legend
✕

**Allocation**

- Card can be allocated
- Double or single can be allocated
- Allocated card
- Adjacent allocation in current roll class
- Adjacent allocation in other roll class

**From Lookahead Test**

- Card needs to be allocated
- Double needs to be allocated
- Card cannot be allocated due to issue with current roll class
- Card cannot be allocated due to issue with other teacher, room or roll class

**Codes**

A: Clash free allocated card	Q: Band issue
B: Both clash and unavailable	R: RUR issue
C: Single room clash	S: Multiple sites and staff same site all day
G: Group unavailable	T: Single teacher clash
L: Load issue	U: Teacher/Room unavailable
M: Moving site restriction	X: More than one clash
P: Spread issue	Y: Both unavailable and group unavailable

The Legend displays an explanation of the colours and letter codes that can appear on [13A] Roll Class Allocations.

The Legend can be moved around the main screen during the timetabling process.

Close the Legend

## ALLOCATE MUST CLASSES - HOMEROOM

The Homeroom MRCG was created to include all Roll Classes and has a period load value of 0.20. In this example, Homeroom must be allocated in the first time slot of each day as defined in [1C] Period Details. This allocation can be done in any Roll Class that is included in the MRCG.

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off
 Lookahead Test
 Group Unavailable On/Off
 Swap Periods
 Quick Swap
 Sieve Allocations
 Auto Allocate
 Get Blocking

**Roll Class: 8A**  Average colour spread  Show clashes in red [Roll Classes selected: All \(18\) Legend](#) Latest changed: Allocations

Select	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12	11					
10A	10A					
8A	8A					
12	Av					
11	Q					
10A	T					
10B	D					
10C	P					
10D	8A					
9A	0					
9B	0					
9C	0					
9D	0					
8A	0					
8B	0					
8C	0					
8D	0					
7A	6.5					
7B	0					
7C	0					
7D	0					

8A Card K is Homeroom and needs to be allocated at the start of each day. There are 5 Homeroom periods to be allocated.

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 8A | Average colour spread | Show clashes in red | Roll Classes selected: All (18) | Legend | Latest changed: Allocations

Select	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12	G					
11	I					
10A	J					
8A	K					
Av	Q T D P 8A K					
10A	0 0 0 0 3 A L					
10B	0 0 0 0 4 B L					
10C	0 0 0 0 4 C L					
10D	0 0 0 0 4 C L					
9A	0 0 0 0 4 C L					
9B	0 0 0 1 4 D L					
9C	0 0 0 1 4 D L					
9D	0 0 0 0 3 E L					
8A	0 0 0 1 3 F L					
8B	0 0 0 0 3 G L					
8C	0 0 0 1 2 H U					
8D	0 0 0 1 2 H U					
7A	0 0 0 1 2 J U					
7B	6.5 0 0 0 0 J Y					
7C	7C					
7D	1.0 0 0 0 4 K A					

Double click the green cell to allocate 8A Card K (Homeroom) on Monday

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 8A | Average colour spread | Show clashes in red | Roll Classes selected: All (18) | Legend | Latest changed: Allocations

Select	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12	G					
11	I					
10A	J					
8A	K					
Av	Q T D P 8A K					
10A	0 0 0 0 3 A L					
10B	0 0 0 0 4 B L					
10C	0 0 0 0 4 C L					
10D	0 0 0 0 4 C L					
9A	0 0 0 0 4 C L					
9B	0 0 0 1 4 D L					
9C	0 0 0 1 4 D L					
9D	0 0 0 0 3 E L					
8A	0 0 0 1 3 F L					
8B	0 0 0 0 3 G L					
8C	0 0 0 1 2 H U					
8D	0 0 0 1 2 H U					
7A	0 0 0 1 2 J U					
7B	6.5 0 0 0 0 J Y					
7C	7C					
7D	1.0 0 0 0 4 K A					

Roll Class 12 has been added to the summary and all displayed Roll Classes show the Homeroom card.

**Task: [13A] Allocate Roll Class Groups to Periods**

Allocate Group On/Off | Lookahead Test | Group Unavailable On/Off | Swap Periods | Quick Swap | Sieve Allocations | Auto Allocate | Get Blocking

Roll Class: 8A | Average colour spread | Show clashes in red | Roll Classes selected: All (18) | Legend | Latest changed: Allocations

Select	RC	Monday	Tuesday	Wednesday	Thursday	Friday
12	G					
11	I					
10A	J					
8A	K					
Av	Q T D P 8A K					
10A	0 0 0 0 3 A L					
10B	0 0 0 0 4 B L					
10C	0 0 0 0 4 C L					
10D	0 0 0 0 4 C L					
9A	0 0 0 0 4 C L					
9B	0 0 0 1 4 D L					
9C	0 0 0 1 4 D L					
9D	0 0 0 0 3 E L					
8A	0 0 0 1 3 F L					
8B	0 0 0 0 3 G L					
8C	0 0 0 1 2 H U					
8D	0 0 0 1 2 H U					
7A	0 0 0 1 2 J U					
7B	6.5 0 0 0 0 J Y					
7C	7C					
7D	1.0 0 0 0 4 K A					

Repeat this process to allocate the remaining Homeroom cards (8A Card K) to the start of each day

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off   Lookahead Test   Group Unavailable On/Off   Swap Periods   Quick Swap   Sieve Allocations   Auto Allocate   Get Blocking

Roll Class: 8A   Average colour spread   Show clashes in red   Roll Classes selected: All (18) Legend   Latest changed : Allocations

All Homeroom periods are now allocated.  
Click 12 Card G on Monday in the timetable summary above the work line

Task: [13A] Allocate Roll Class Groups to Periods

Allocate Group On/Off   Lookahead Test   Group Unavailable On/Off   Swap Periods   Quick Swap   Sieve Allocations   Auto Allocate   Get Blocking

Roll Class: 8A   Average colour spread   Show clashes in red   Roll Classes selected: All (18) Legend   Latest changed : Allocations

The Supplementary List displays all Homeroom classes that are allocated on Monday HR.  
Click Save

No	Class Group	Class	Teacher	Room
1	12 G	12HRM1A	DALJ	
2	12 G	12HRM1B	BUTA	
3	12 G	12HRM1C	GIBM	
4	12 G	12HRM1D	WHIE	
5	11 I	11HRM1A	RENM	
6	11 I	11HRM1B	CHAJ	
7	11 I	11HRM1C	EDWJ	
8	11 I	11HRM1D	COOD	
9	10A J	10HRM1A	KNIN	
10	10B J	10HRM1B	SMYM	
11	10C J	10HRM1C	JACT	
12	10D J	10HRM1D	CONJ	
13	9A K	09HRM1A	BELH	
14	9B K	09HRM1B	PEAS	
15	9C K	09HRM1C	SIMK	
16	9D K	09HRM1D	BOYJ	
17	8A K	78HRB1A	CARL	
18	8B K	78HRB1B	YOUB	
19	8C K	78HRH1A	MURJ	
20	8D K	78HRH1B	PATM	
21	7A K	78HRS1A	MARD	
22	7B K	78HRS1B	ATKD	
23	7C K	78HRT1A	FENJ	
24	7D K	78HRT1B	ALDD	

All classes that are required in specific periods have now been allocated.

## VIEW PARTIALLY COMPLETED TIMETABLE

In this example, the partially completed timetable will be viewed on [14] Edit Timetable. There are a range of functions accessible on this screen which will be discussed in a later lesson.

The process of timetable construction does not occur on this screen.



On the Task Tree select:  
[14] Edit Timetable

Task: [14] Edit Timetable

Auto Assign Rooms Edit Cell Blank Cell Undo Edit Undo All Edits Undo Class Edits Undo Room Edits Undo Teacher Edits RUR List

Day: Monday Classes selected: All (282) Not assigned

Select	HR		1	2	3	4	5	6	
12	12HRM1A	DALJ							
	12HRM1B	BUTA							
	12HRM1C	GIBM							
	12HRM1D	WHIE							
11	11HRM1A	RENM							
	11HRM1B	CHAJ							
	11HRM1C	EDWJ							
	11HRM1D	COOD							
10A	10HRM1A	KNIN				10SPT1A	OV1 CHAJ	10SPT1A	OV1 CHAJ
10B	10HRM1B	SMYM				10SPT1B	GYM1 NEWP	10SPT1B	GYM1 NEWP
10C	10HRM1C	JACT				10SPT1C	GYM2 PATM	10SPT1C	GYM2 PATM
10D	10HRM1D	CONJ				10SPT1D	EDWJ	10SPT1D	EDWJ
9A	09HRM1A	BELH				09SPT1A	FRAM	09SPT1A	FRAM
9B	09HRM1B	PEAS				09SPT1B	ALDD	09SPT1B	ALDD
9C	09HRM1C	SIMK				09SPT1C	ATKD	09SPT1C	ATKD
9D	09HRM1D	BOYJ							
8A	78HRB1A	CARL							
8B	78HRB1B	YOUB							
8C	78HRH1A	MURJ							
8D	78HRH1B	PATM							
7A	78HRS1A	MARD							
7B	78HRS1B	ATKD							
7C	78HRT1A	FENJ							
7D	78HRT1B	ALDD							

This screen provides a full summary of the school timetable day by day.

Each period column displays the Class Code, Room Code and Teacher Code for timetabled classes.

Only classes allocated on the timetable are displayed. At this point, the Edit Timetable screen displays Homeroom and Sport classes.



## ENTER TEACHER UNAVAILABLE CONSTRAINTS

As previously stated, teachers can be made Unavailable (U) or Not at school (N) for individual periods or full days. The constraint information can be entered before or during timetable construction.

In this example, Judy Chappell (CHAJ) is the Sports Coordinator and must be unavailable in Period 4 on Monday, Tuesday and Wednesday to allow for organisation of the Sports afternoon programs.



On the Task Tree select:  
[13C] Teacher Allocations

**Task: [13C] View Teacher Allocations and Enter Availability**

Teacher Not at School On/Off | Teacher Unavailable On/Off | Teacher Not at School Day On/Off | Teacher Unavailable Day On/Off | Teachers Unavailable

Teacher: CHAJ Teachers selected: All (49)

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
11 B (4)	11PED1A	4 (1)	X	T T X	X X X	X X X	X
11 D (4)	11GEO1A	4 (1)	B	U U U U B B X	X X X	X X X	X
11 H (3)	11SPT1C	0 (0)	B	G G G G B B B	G G G G B B B	G G G G A A B	G G G G G G G
11 I (2)	11HRM1B	0 (0)	A	L L X X X X A	L L L L X X A	L L L L L L A	L L L L L L L
10A I			B	G G G G A A B	G G G G B B B	G G G G G B B	B G G G G G G
8A J			B	Y Y B B B B B	G G G G A A B	G G G G B B B	B G G G G G G

Select CHAJ

**Task: [13C] View Teacher Allocations and Enter Availability**

Teacher Not at School On/Off | Teacher Unavailable On/Off | Teacher Not at School Day On/Off | Teacher Unavailable Day On/Off | Teachers Unavailable

Teacher: CHAJ Teachers selected: All (49)

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
11 B (4)	11PED1A	4 (1)	X	T T X	X X X	X X X	X
11 D (4)	11GEO1A	4 (1)	B	U U U U B B X	X X X	X X X	X
11 H (3)	11SPT1C	0 (0)	B	G G G G B B B	G G G G B B B	G G G G A A B	G G G G G G G
11 I (2)	11HRM1B	0 (0)	A	L L X X X X A	L L L L X X A	L L L L L L A	L L L L L L L
10A I (1)	10SPT1A	0 (0)	B	G G G G A A B	G G G G B B B	G G G G G B B	B G G G G G G
8A J (1)	08SPT1A					G G G G G G B	G G G G G G G

The class allocations for CHAJ are indicated by the grey shading on the work line and the A's in the period cells.

Task: [13C] View Teacher Allocations and Enter Availability

Teacher Not at School On/Off Teacher Unavailable On/Off Teacher Not at School Day On/Off Teacher Unavailable Day On/Off Teachers Unavailable

Teacher: CHAJ Teachers selected: All (49)

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
11 B (4)	11PED1A	4 (1)	X	T T X	X X X	X X X	X
11 D (4)	11GEO1A	4 (1)	B U U U U B B X	X X X	X X X	X X X	X
11 H (3)	11SPT1C	0 (0)	B G G G G B B B	G G G G B B B	G G G G A A B	G G G G G G G	B G G G G G G
11 I (2)	11HRM1B	0 (0)	A L L X X X X	L L L X X	A L L L L X X	A L L L L L L	A L L L L L L
10A I (1)	10SPT1A	0 (0)	B G G G G A A B	G G G B B B	G G G G B B B	G G G G G G G	B G G G G G G
8A J (1)	08SPT1A					G G G G G G G	B G G G G G G

Click any cell in Period 4 on Monday and click **Teacher Unavailable On/Off**

Task: [13C] View Teacher Allocations and Enter Availability

Teacher Not at School On/Off Teacher Unavailable On/Off Teacher Not at School Day On/Off Teacher Unavailable Day On/Off Teachers Unavailable

Teacher: CHAJ Teachers selected: All (49)

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
11 B (4)	11PED1A	4 (1)	X	T T X	X X X	X X X	X
11 D (4)	11GEO1A	4 (1)	B U U U U B B X	X X X	X X X	X X X	X
11 H (3)	11SPT1C	0 (0)	B G G G G B B B	G G G G B B B	G G G G A A B	G G G G G G G	B G G G G G G
11 I (2)	11HRM1B	0 (0)	A L L X X X X	L L L X X	A L L L L X X	A L L L L L L	A L L L L L L
10A I (1)	10SPT1A	0 (0)	B G G G G A A B	G G G B B B	G G G G B B B	G G G G G G G	B G G G G G G
8A J (1)	08SPT1A					G G G G G G G	B G G G G G G

Repeat the process for Period 4 on Tuesday and Wednesday  
The unavailable can also be entered by double clicking in the cell or by typing "U" on the keyboard.

Task: [13C] View Teacher Allocations and Enter Availability

Teacher Not at School On/Off Teacher Unavailable On/Off Teacher Not at School Day On/Off Teacher Unavailable Day On/Off Teachers Unavailable

Teacher: CHAJ Teachers selected: All (49)

Group (Row)	Class	Pds (Dbls)	Monday	Tuesday	Wednesday	Thursday	Friday
12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
11 B (4)	11PED1A	4 (1)	X	T T X	X X X	X X X	X
11 D (4)	11GEO1A	4 (1)	B U U U U B B X	X X X	X X X	X X X	X
11 H (3)	11SPT1C	0 (0)	B G G G G B B B	G G G G B B B	G G G G A A B	G G G G G G G	B G G G G G G
11 I (2)	11HRM1B	0 (0)	A L L X X X X	L L L X X	A L L L L X X	A L L L L L L	A L L L L L L
10A I (1)	10SPT1A	0 (0)	B G G G G A A B	G G G B B B	G G G G B B B	G G G G G G G	B G G G G G G
8A J (1)	08SPT1A					G G G G G G G	B G G G G G G

CHAJ (Judy Chappell) is now unavailable to take classes in the period before Sport on Monday, Tuesday and Wednesday.  
Click **Save**

Alternatively, Teachers Unavailable can be used to enter information for multiple teachers at the same time.

**Task: [13C] View Teacher Allocations and Enter Availability**

Teacher Not at School On/Off | Teacher Unavailable On/Off | Teacher Not at School Day On/Off | Teacher Unavailable Day On/Off | **Teachers Unavailable**

Teacher: CHAJ Teachers selected: All (49)

Select	CHAJ	Days Unav: 0		Monday	Tuesday	Wednesday	Thursday	Friday
Filter	Group (Row)	Class	Pds (Dbls)					
CHAJ	12 F (5)	12PED1B	2 (1)	X	T T X	X X X	T T X	X
	12 G (5)	12PED1B	3 (0)	X	T T X	X X X	T T X	X
	11 B (4)	11PED1A	4 (1)	X	T T X	X X X		
	11 D (4)	11GEO1A	4 (1)	B	U U U	B B X	X X X	
	11 H (3)	11SPT1C	0 (0)	B	G G G	G B B	G G G	G
	11 I (2)	11HRM1B	0 (0)	A	L L X	X X X	A L L L L	L L L L L
	10A I (1)	10SPT1A	0 (0)	B	G G G	G A A	B G G G G	B B G G G G G
	8A J (1)	08SPT1A	0 (0)	B	Y Y B	B B B	G G G G	A A B G G G G

Click Teachers Unavailable

Supplementary Task

Help F1

**Supplementary Task: Enter Teachers Unavailable or Not at School**

Add Teachers Not at School | Add Teachers Unavailable | Delete Period | Delete Teacher | Delete All Teachers | Edit Teacher Periods | Edit Teacher Reason

No	Teacher	Day	Period	Type	Reason
4	BAKC	Monday	HR	N	Not at school
4	BAKC	Monday	1	N	Not at school
4	BAKC	Monday	2	N	Not at school
4	BAKC	Monday	3	N	Not at school
4	BAKC	Monday	4	N	Not at school
4	BAKC	Monday	5	N	Not at school
4	BAKC	Monday	6	N	Not at school
4	BAKC	Tuesday	HR	N	Not at school
4	BAKC	Tuesday	1	N	Not at school
4	BAKC	Tuesday	2	N	Not at school
4	BAKC	Tuesday	3	N	Not at school
4	BAKC	Tuesday	4	N	Not at school
4	BAKC	Tuesday	5	N	Not at school
4	BAKC	Tuesday	6	N	Not at school
11	CHAJ	Monday	4	U	Unavailable
11	CHAJ	Tuesday	4	U	Unavailable
11	CHAJ	Wednesday	4	U	Unavailable
13	CLAA	Monday	HR	N	Not at school
13	CLAA	Monday	1	N	Not at school
13	CLAA	Monday	2	N	Not at school
13	CLAA	Monday	3	N	Not at school
13	CLAA	Monday	4	N	Not at school
13	CLAA	Monday	5	N	Not at school
13	CLAA	Monday	6	N	Not at school

All information regarding entered teacher unavailability is displayed.  
Click **Add Teachers Not at School**

**Select Teachers**

Available: 49

- ADAR
- ALDD
- ATKD
- BAKC
- BELH
- BOSS
- BOVJ
- BURK
- BUTA
- CARL
- CHAJ
- CHEW
- CLAA
- CLAM
- CONJ
- COOD
- DALJ
- EDWJ
- FENJ
- FRAM
- GIBM
- GIBS
- HARB
- JACC
- JACT
- JONA
- KELR
- KNIN
- MANK
- MARD
- MILD

Selected: 0

Move highlighted items to Selected

Move all items to Selected

Move

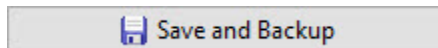
Select by Faculty Group: [v] Select: [v]

Name Format:  Code  Name  Name / Code

Sort

More Options...

Multiple teachers can be moved to the Selected Box to add Not at School information.  
Click **Cancel** and close back to the Home Page



Save and backup the file as Lesson 11.tfx