

## Timetabling with TimeTabler : 2-Day programme

This two-day support programme is designed to help someone with little or no timetabling experience get to grips quickly with the timetabling process and with TimeTabler.

It is envisioned that this training would be school-based and involve just the one or two staff who would be constructing the next school timetable.

For experienced timetablers the one-day in-school programme is recommended ...see the other PDF.

### Programme Day 1

- 8.45 Arrival & Setup
- 9.00 The Timetabling Task
  - The Timetabler's Role and Responsibilities
  - The Timetabler's Year
- 9.30 Describing the Curriculum – Curriculum Notation
- 8.35 Changing the Structure
- 9.55 Testing the Structure –
  - The Schematic Diagram
- 10.15 Work Session
- 10.30 Coffee/Tea
- 10.45 Work Session continued.
- 11.15 What Have we Learned From This?
- 11.30 Assembling the Plan and Collecting the Data
  - Data Testing – The Combing Chart
- 12.30 Lunch
- 1.30 Introduction to TimeTabler
  - The Basic Data Switchboard
  - School Structure
  - Subjects
  - Teachers; Staff Availability
- 1.45 Work Session on above
- 2.15 Classes
- 2.30 Work Session on Class Names
- 3.15 Coffee/Tea
- 3.30 Data Entry – the idea of batches
- 3.45 Work Session
- 4.15 End

### Programme Day 2

- 9.00 Special Resources & Special Locations
- 9.35 Practical Session Checking & Completing Basic Data
- 10.20 Entering Data
  - Locking Activities, DayBlocking
  - Practical Session on above
- 11.15 Coffee
- 12.00 Container Blocks
  - Work Session (entering data in batches)
- 1.00 Lunch
- 2.00 Scheduling : The Priority Screen
  - Practical session scheduling interactively
- 2.30 Auto-Fit and Auto-Scheduling
  - Practical Session
- 3.30 A Step-by-Step Guide
- 4.00 Depart

For more details and cost please contact Mervyn Wakefield at:  
Educational Management Services  
E.M.S. House  
11 Teasdale Road  
Carlisle CA3 0HF

Tel : 01228-59-40-40

email : [mervyn@cumbria.f9.co.uk](mailto:mervyn@cumbria.f9.co.uk)