

# wTimetable Pre-Planning.

Training Agenda



## Target Audience

The **wTimetable Pre-Planning** training is recommended for delivery to the following people from your school:

- ✓ Timetable Team (members of staff responsible for the Timetable)
- ✓ Deputy Headteacher

## Pre-Requisites

Please ensure you have completed the **Pastoral Structure** and **Curriculum Management** training courses and have a clear idea of your **Curriculum Model**, including your **period structure**.

Before joining the session, please also make sure your MIS has been licensed with the new wTimetable module. If you previously used our eTimetable software, you should already have access. If not, you will need to raise a support case to request this.

## Objectives of Session

By the end of this session, attendees will be able to:

- ✓ Understand the purpose of a project and a timetable file, and when each should be used
- ✓ Learn how to create relationships between subjects, staff, and rooms, and understand the importance.
- ✓ Configure a staff member's contact time.

## Agenda Overview

- ✓ **Bromcom MIS Data Checks**
  - Check/Update data
    - Subjects
    - Staff
    - Rooms
    - Non-Contact & Duty Codes
- ✓ **Project & Timetable File Creation**
  - Creating a Project
    - Importing Data from Bromcom MIS
    - Selecting/Excluding Year Groups, Subjects, Rooms, Staff and Non-Contact Codes
  - Creating a Timetable File
    - Choosing a Period Structure

✓ **Settings**

- Logs
- Backups

✓ **Pre-Planning**

- Relationships
  - Subjects
  - Staff
  - Rooms
- Subject Information
  - Setting Pupil/Class Number Defaults
  - Adding Subjects (inc. updating number of classes and period counts)
  - Creating Linear/Option Groups
  - Importing Options
  - Reviewing Period Totals per Subject
- Staffing
  - Check/Update Contact Times
  - Checking Resourcing
- Block Planning
  - Adding/Renaming Bands
  - Editing Class Distribution between bands
  - Generating Blocks

## **Next steps**

After completing the wTimetable Pre-Planning training course, attendees should progress to **wTimetable Curriculum Building** and **wTimetable Scheduling & Reporting** to explore the additional functionality of the timetabling software.