

wTimetable Scheduling & Reporting.

Training Agenda



Target Audience

The **wTimetable Scheduling & Reporting** 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 **wTimetable Pre-Planning** and **wTimetable Curriculum Building** training courses and have a clear idea of your Timetable plans.

Objectives of Session

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

- ✓ Manually schedule a block
- ✓ Apply different rules to optimise auto-scheduling
- ✓ Process and import a completed timetable into Bromcom

Agenda Overview

- ✓ **Main Screen Settings**
 - Display Options and Filters
- ✓ **Manual Scheduling**
 - Using Blocks tab to schedule periods
 - Scheduling different block types
- ✓ **Conflicts**
 - Identifying Conflicts
 - Resolving/Accepting Conflicts
- ✓ **Auto Scheduling**
 - Timetable Specifications
 - Auto Schedule
- ✓ **Actions**
 - Check for Missing Staff/Rooms
 - Non-Contact Codes
 - Export Draft Timetable
- ✓ **Reports**
 - Subject Timetables
 - Individual Timetables
 - Free Staff / Rooms

- ✓ Processing/Applying Timetable
 - Processing Timetable
 - Applying Timetable

- ✓ How to book the 45 minute one-to-one follow up session

Next Steps

Upon completion of the wTimetable training, a **45-minute one-to-one follow-up session** can be booked with one of our knowledgeable trainers. This session can be used to ask additional questions or review the setup. Details for booking will be provided by the trainer at the end of the session.