



GRUBER & PETTERS

**Untis**  
**Multiweek timetable**

grupet.at

# Table of Contents

<b>I Overview</b>	<b>4</b>
1 Selecting the 'correct' method.....	5
<b>II Time limitation 'from-to'</b>	<b>6</b>
1 Time limitation and value calculation.....	7
<b>III Lesson groups</b>	<b>8</b>
1 Periodic lesson group.....	8
Specifying periodicity .....	8
Creating lesson groups .....	9
Changing periodicity .....	11
2 Irregular lesson groups.....	11
3 Assigning lesson groups to lessons.....	13
4 Lesson groups and value calculation.....	14
5 Optimisation and lesson groups.....	15
Weekly alternating lessons .....	15
Lock lesson group .....	18
Assigning a lesson group automatically .....	18
Allocating lessons over lesson groups .....	21
Timetable diagnosis .....	22
<b>IV Terms</b>	<b>23</b>
1 Opening a new term.....	24
Embedding a term .....	29
Deleting a term .....	29
2 Changing data in a term.....	30
Term-specific (for current term only) .....	30
Term-specific (optional for subs. terms) .....	31
Term-independent (global save all terms) .....	32
3 Term calendar.....	32
4 Term overview.....	33
5 Locking terms.....	34
6 Terms and timetable display.....	34
Calendar week .....	35
Whole term .....	36
7 Statistics about terms.....	36
8 Terms and cover planning.....	37
9 New School Year.....	39
<b>V Combining several time limitations</b>	<b>39</b>

<b>VI Year's planning in terms</b>	<b>41</b>
1 General input.....	41
Number of terms .....	41
Blocking terms .....	42
Blocking from year calendar.....	43
Entering total weekly periods .....	44
2 Manual allocation.....	45
Entering weekly periods per term .....	45
Min. / max. number of periods per term .....	45
Week overview per term .....	46
Locking terms .....	47
3 Automatic allocation.....	47
4 Creating terms.....	48
<b>VII Finnish term planning</b>	<b>49</b>
<b>VIII Multiple time grids</b>	<b>50</b>
1 Defining several time grids.....	51
2 Teacher time requests in time grids.....	53
3 Display several time grids in timetable.....	54
4 Display time grids in sched. dialogue.....	55
5 Outputting several time grids in HTML.....	55
6 Multi-time grids and break supervision.....	56
7 Multiple time grids and cover planning.....	57
<b>Index</b>	<b>0</b>

# 1 Overview

If you make no additional settings Untis will create a timetable for one week. It is implicitly understood that this timetable is repeated on a weekly basis, with the exception of public and school holidays.

There are many reasons why this is increasingly seldom the case in daily school life. Educational and organisational factors mean that the timetable cannot be repeated exactly week for week and that it is subject to various time constraints.

Untis provides you with three basically different tools for dealing with these various cases:

## A) Time limitations 'from-to'

Courses or individual lessons can be time-limited by entering a date, i.e. the lesson does not begin until some time after the start of the school year and/or finishes some time before the end of the official school year. Interruptions in the lessons/courses are not possible with this method.

A typical example of this would be final year examination classes where lessons normally finish some weeks prior to the official end of the school year.

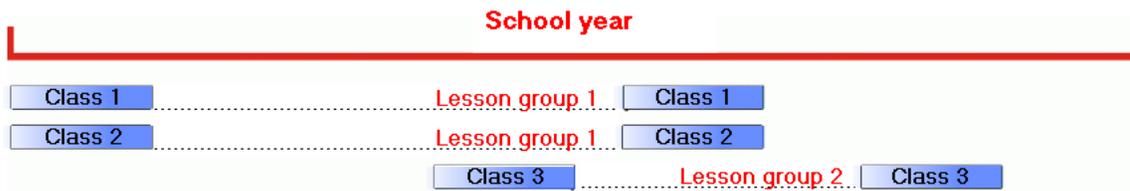


## B) Lesson groups

Lesson groups can be used to establish any desired regular or irregular time characteristics for individual lessons or for all lessons of a class. A typical example of a regular time characteristics is a fortnightly lesson.



Completely irregular time characteristics would be e.g. when classes start and finish lessons at completely different times as is the case at many vocational schools. In the example classes 1 and 2 are subject to the same time plan, but class 3 is subject to a completely different one.



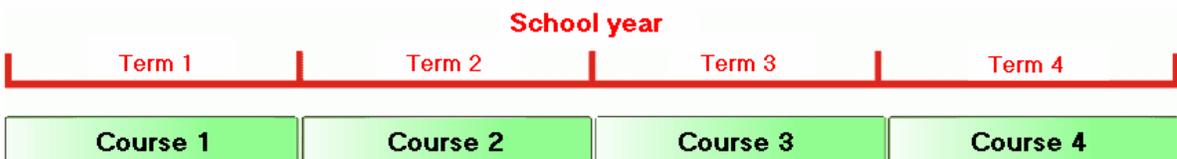
**C) Terms**

If the timetable for the whole school changes at specific points in time then term planning offers the exact functions required.

An example of this would when the timetable changes in the second semester. The school year then consists of two terms with completely independent timetables.



In the case of the course system at Austrian vocational schools the complete school timetable changes every 10 weeks. The school year is therefore divided up into four terms.



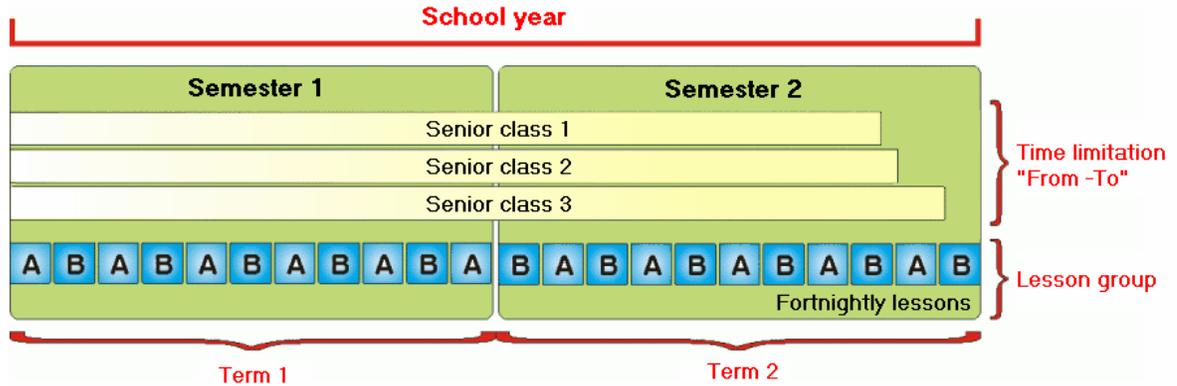
**D) Calendar-dependent periods**

In all the above-mentioned examples scheduled lessons follow a certain pattern, i.e. a scheduled period takes place more than once in the course of the school year. It is, however, possible to schedule a period to take place once on a particular day in the year. The scheduled period could for example be scheduled to be held on Friday 27 October as the third lesson of the day and then never again. This option is provided by the calendar module and is described in detail in the chapter of that name.

**1.1 Selecting the 'correct' method**

In many cases the organisational structure of a school type determines which method (time limitation, lesson group, and term) should be used. Thus Bavarian vocational schools work with lesson groups while Austrian vocational schools work with terms. Many schools with lessons over the whole school year use a combination of all three methods.

One secondary school with a sixth-form has fortnightly lessons and a change in the timetable is necessary at the end of the semester as some teachers are not available in the second half of the year.



The following pages are intended to describe in detail how these three methods work and how they should be used.

## 2 Time limitation 'from-to'

A time limitation is generally understood to be a limited period of validity (from - to).

The most common cases of time restrictions occur for lessons that are held on a semester basis or for graduating classes (final examination classes) where lessons finish before the official end of the school year.

Time limitations can be entered for classes, for lessons and for lesson groups.

### Time limitation for a class

1. Please open "Master data | Classes" in the demo.gpn file.
2. You can enter the desired time limitation on the 'Class' tab or in the 'From' and 'To' columns. If nothing is entered in a column the beginning (from) or the end (to) is assumed.

Name	Full name	Room	Main subj./d	Lunch break	Periods/day	To
1a	Class 1a (Gauss)	R1a	4	1-2	4-6	
1b	Class 1b (Newton)	R1b	4	1-2	4-6	
2a	Class 2a (Hugo)	R2a	4	1-2	4-7	
2b	Class 2b (Andersen)	R2b	4	1-2	4-7	
3a	Class 3a (Aristotle)	R3a	4	1-2	4-8	
3b	Class 3b (Callas)	Ps1	4	1-2	4-8	
4	Class 4 (Nobel)	Ps2	4	1-3	4-8	01.06.
*						

Students: 11 Male, 12 Female, 23 Students

Time range: From, To (1.6.)

Class details: Class teacher, Alias name, Lessons table, Previous year's name (3a), Dept., Class level, Regular school

If conflicting time limitations are entered for a class and for a lesson group the period of overlap applies. If there are any other cases where time limitations conflict, the lesson time limitation applies. You will find more information in the chapter ['Combination of several time limitations'](#).

## 2.1 Time limitation and value calculation

If a lesson is time-limited - irrespective of whether this time limitation stems from a master data element (e.g. class) or whether it was entered directly for the lesson - it is automatically included in the value calculation. Thus a two-period lesson that is held just for half a year has a value of 1. No further entries are necessary (see chapter 'Value calculation with the multi-week timetable module' for more details).

L-No.	Cl.	UnSc	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block	To	Value =	Eff. time range
63			2		Cer	BI	1a		R1a			02.02.	1.000	19.9. - 2.2. (!)
64			2		Cer	BI	1b		R1b				2.000	19.9. - 30.6.
59			4		Cer	DE	2a		R2a				4.000	19.9. - 30.6.
60			4		Cer	EN	2a		R2a				4.000	19.9. - 30.6.
65			2		Cer	BI	2a		R2a				2.000	19.9. - 30.6.
66			2		Cer	BI	2b		R2b				2.000	19.9. - 30.6.
62			3		Cer	EN	3a		R3a				3.000	19.9. - 30.6.
67			2		Cer	BI	3a		R3a				2.000	19.9. - 30.6.
68			2		Cer	BI	3b		Ps1				2.000	19.9. - 30.6.
61			1		Cer	EN	4		Ps2				0.905	19.9. - 1.6. (c)

L-No. 63 Lessons + Reductions = 22.905 Teacher\*

### 3 Lesson groups

As already mentioned in the [Introduction](#), Untis initially assumes that every lesson takes place on a weekly basis. If a lesson is not held each week, lesson groups can be defined that are subsequently assigned to the lessons in question. The time patterns can be periodic or irregular.

#### 3.1 Periodic lesson group

The most common example of a periodic lesson is one with a fortnightly cycle. However, Untis allows you to define a periodicity of up to 16 weeks or a combination of several periodicities. The procedure is described below:

##### 3.1.1 Specifying periodicity

You can specify the periodicity under 'Settings | School data'. A weekly periodicity of 1 means that the timetable is not subject to any periodic changes while a 2, for example, would signify that the timetable is repeated every two weeks, i.e. some lessons would be held once a fortnight.

The screenshot shows the 'School data' dialog box with the 'General' tab selected. The 'Weekly periodicity' dropdown menu is highlighted with a red circle and set to '2'. Other fields include 'School name' (Test school DEMO), 'Country' (United Kingdom), 'School year' (Fr. 19.09.2014, To 30.06.2015), 'ID' (1), and '1st school week (A,B...)' (A). There are also checkboxes for 'Activate daily time grid' and 'Multi-Timegrid'.

However, if lessons take place for one class in your school every two weeks and for another class every three weeks you must set a weekly periodicity of 6

### 3.1.2 Creating lesson groups

You create lesson groups under 'Lessons | Lesson groups'

Lesson groups are created just like master data elements with name and full name. In the example two lesson groups, 'wA' and 'wB', have been created.

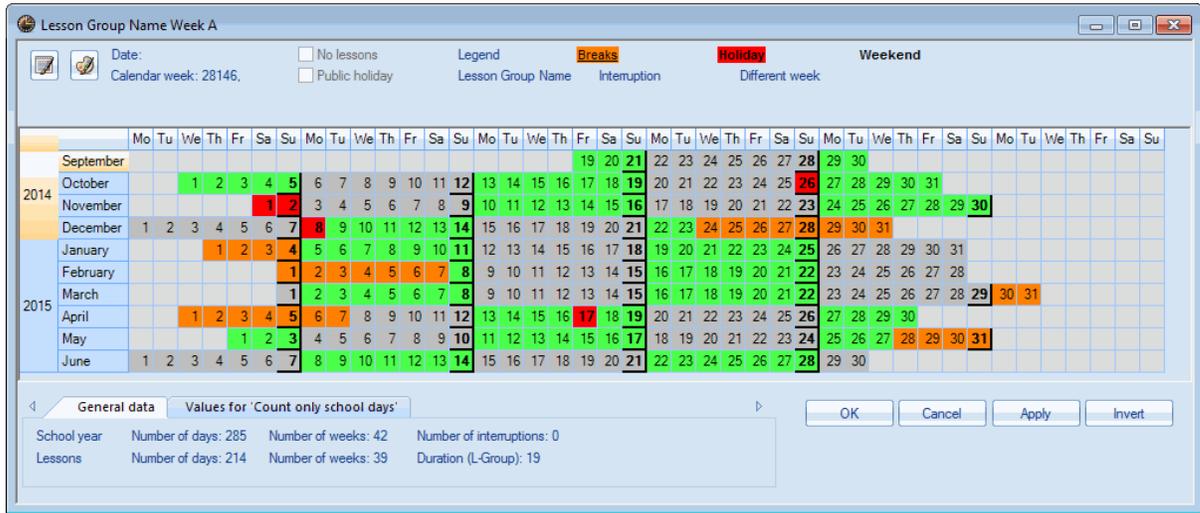
In the case of lesson group wA the 'Week A' box has been checked while the 'Week B' box has been checked for wB.

The screenshot shows the 'Lesson groups / Group' dialog box with a table of lesson groups. The 'A-week' and 'B-week' columns are highlighted with a red circle. The table has the following data:

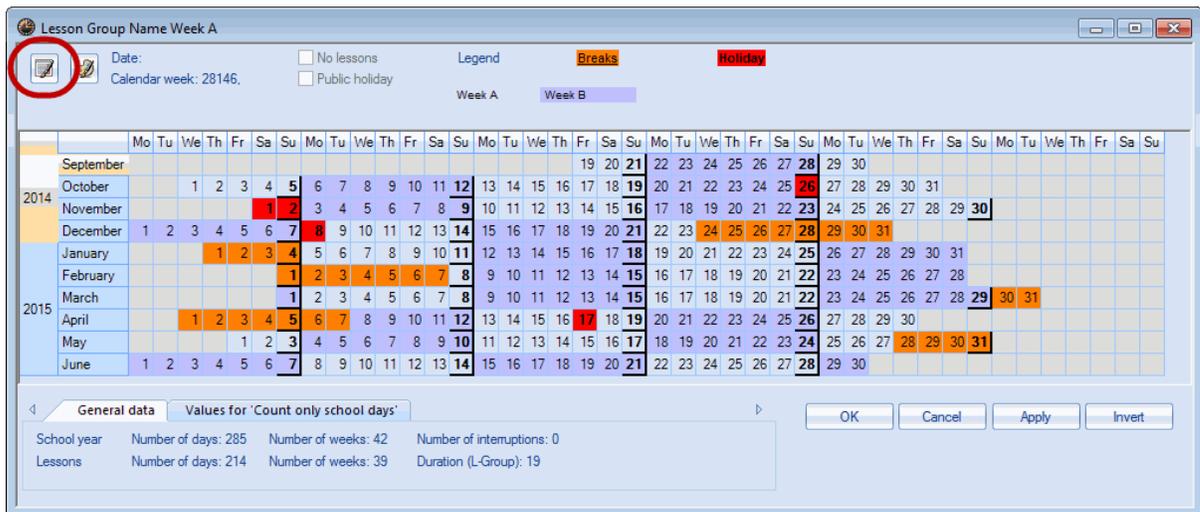
Name	Full name	From	To	Factor	A-week	B-week	Marked (m)	Lock (X)	Ignore (i)
WA	Week A	19.09.	30.06.	1.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WB	Week B	19.09.	30.06.	1.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Clicking on the <Calendar> toolbar icon  shows you when lessons with this lesson group will be held. In

the example of lesson group 'wA - week A' lessons take place every fortnight beginning with the first week of school. School holidays are displayed in orange while public holidays are displayed in red.



By clicking on the <Lesson group calendar> toolbar icon  once you can switch to the weekly display and see when week A and week B are activated over the whole school year.



In the example week A is coloured yellow and week B is coloured green. The colours can be changed by clicking on the icon of the same name.

This lesson group can now be assigned to the lessons in question (see chapter '[Assigning lesson groups to lessons](#)').

### 3.1.3 Changing periodicity

If school holidays interrupt the periodicity, causing the same type of lessons to be held in consecutive weeks - as this would be the case in February - the periodicity can be modified under 'Settings | School holidays'.

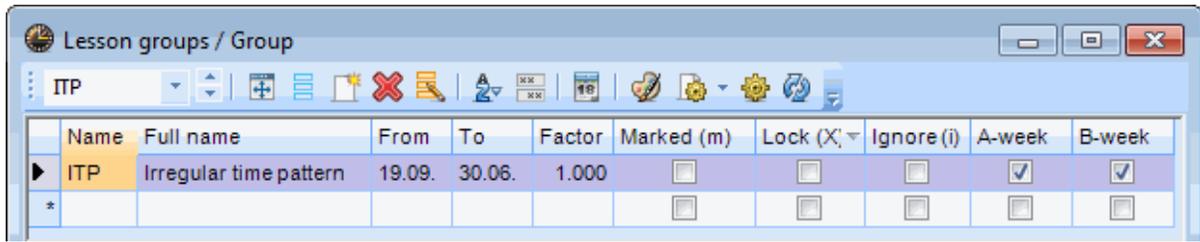
Simply enter the name of the week that should follow the school holidays in the 'Next week (A,B,...)' column. In the example 13 February will start with week A although according to the periodicity it should be the turn of week B.

The screenshot shows the 'School Holidays' dialog box. The top part is a table with columns: Name, Full name, From, To, and Next week (A,B...). The table lists several holidays, including 'School Holid' on 02.02.2015 to 08.02.2015, with 'A' entered in the 'Next week' column. Below the table is a calendar view for the year 2015. The calendar shows days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and dates. A red arrow points from the 'A' in the table to the 13th of February in the calendar, which is highlighted in yellow. The dialog also includes a 'General data' section at the bottom with statistics like 'Number of days: 290', 'Number of weeks: 42', and 'Number of school holidays: 4'.

## 3.2 Irregular lesson groups

In addition to periodic lesson groups it is possible to define completely free time patterns.

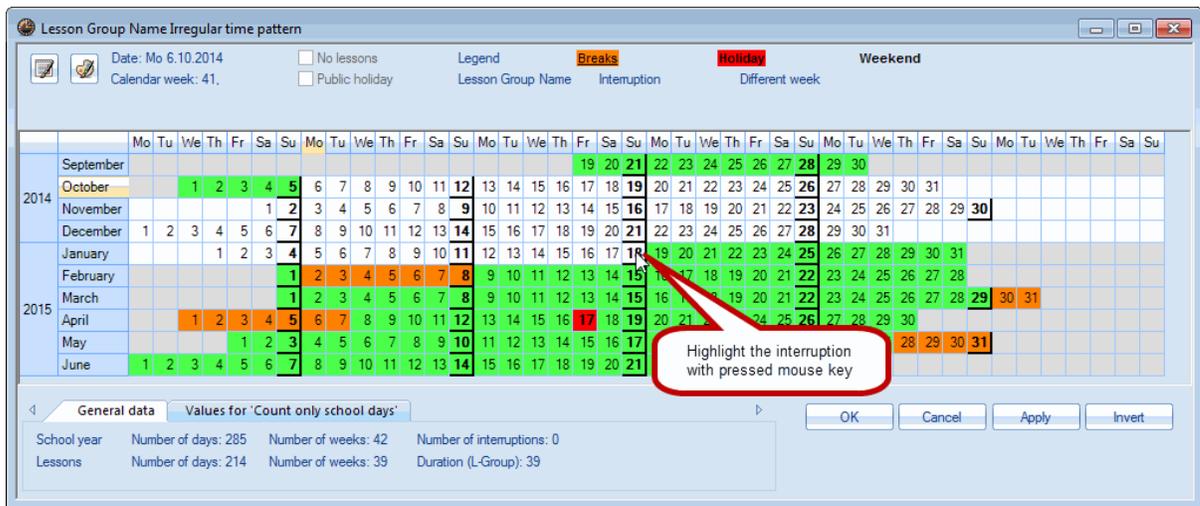
Please open the demo.gpn file and under 'Lessons | Lesson groups' create a lesson group with any name you choose.



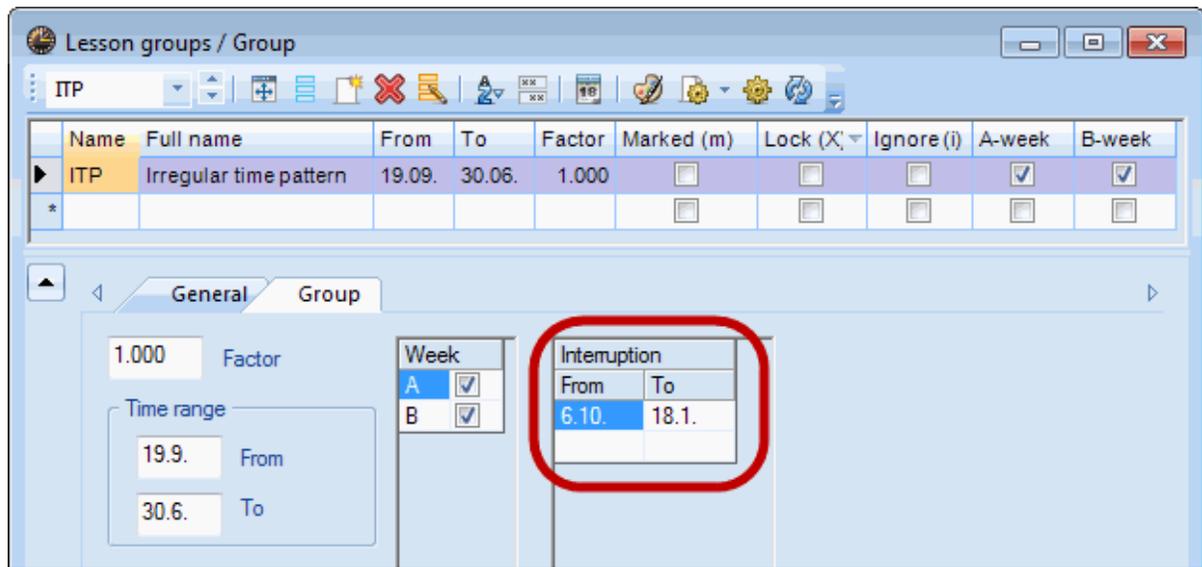
Open the school year calendar by clicking on the button of that name .

All the days of the school year are coloured green and thus active.

By moving the cursor while holding the left mouse button you can define interruptions and the colour changes from green to white.



The interruption in the lesson group is then displayed in the form view.



### 3.3 Assigning lesson groups to lessons

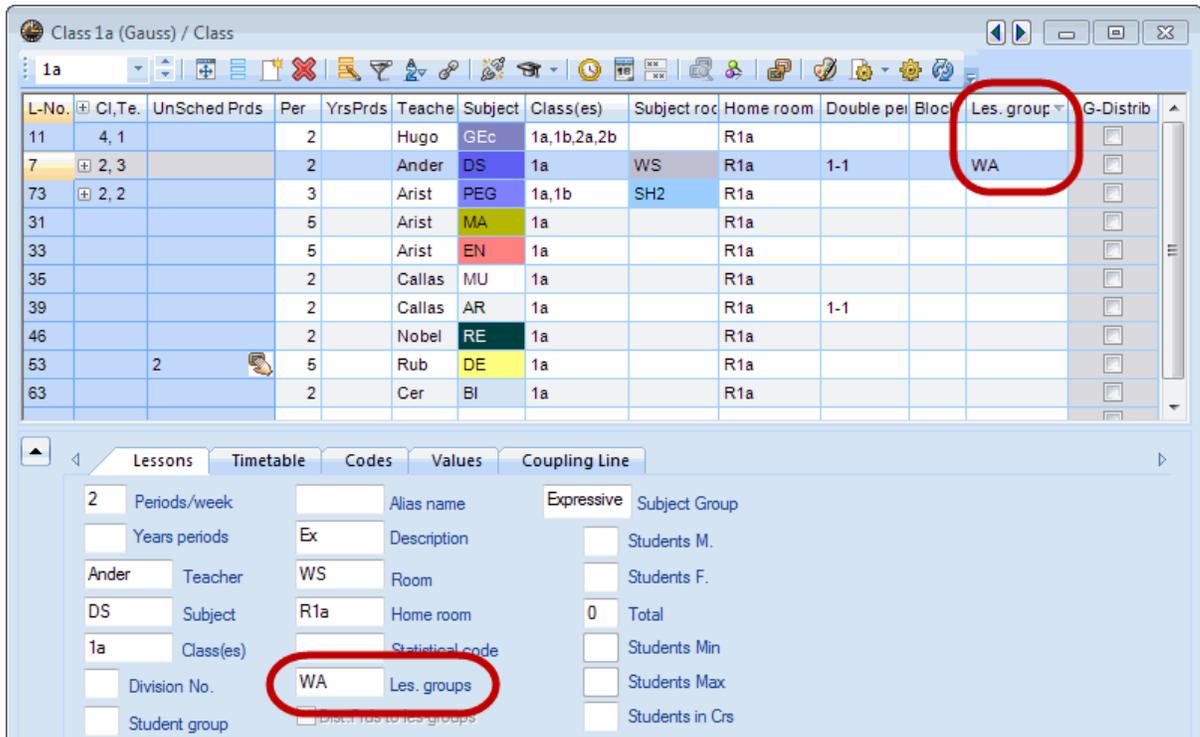
After lesson groups have been defined they must be assigned to the relevant lessons. This is performed in a lessons window (e.g. 'Lessons | Classes') in the 'Les. groups' column or in the corresponding field in the form view.

The design lesson for class 1a is to take place every two weeks.

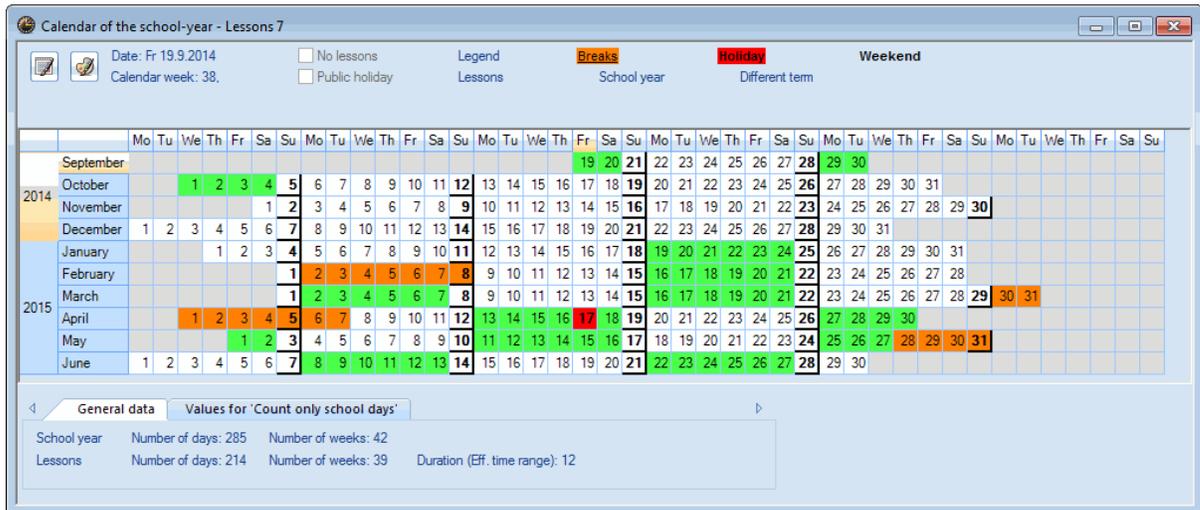
To achieve this, enter the corresponding short name of the lesson group in the 'Les. groups' column. In this example this is wA for week A of the 14-day cycle.

**Tip: Entry using the element window**

Alternatively you can enter the lesson group from the element roll-up using drag&drop.



Clicking once on the <School year calendar> button  displays the weeks in the school year when this lesson will be held.



### 3.4 Lesson groups and value calculation

If lessons take place irregularly, value calculation will automatically take this into account. Thus a two-hour lesson held once a fortnight will have a value of 1. If the lesson has an irregular time pattern, the value will be divided up appropriately. Please refer to the chapter on Value calculation with the multi-week timetable module for more details.

## 3.5 Optimisation and lesson groups

All time periods are included in optimisation. For example, if one lesson is to take place only during the first semester and another during the second semester - there is therefore no time overlap - the optimisation process can schedule the two lessons in the same slot in the timetable, (e.g. first period on Monday).

### 3.5.1 Weekly alternating lessons

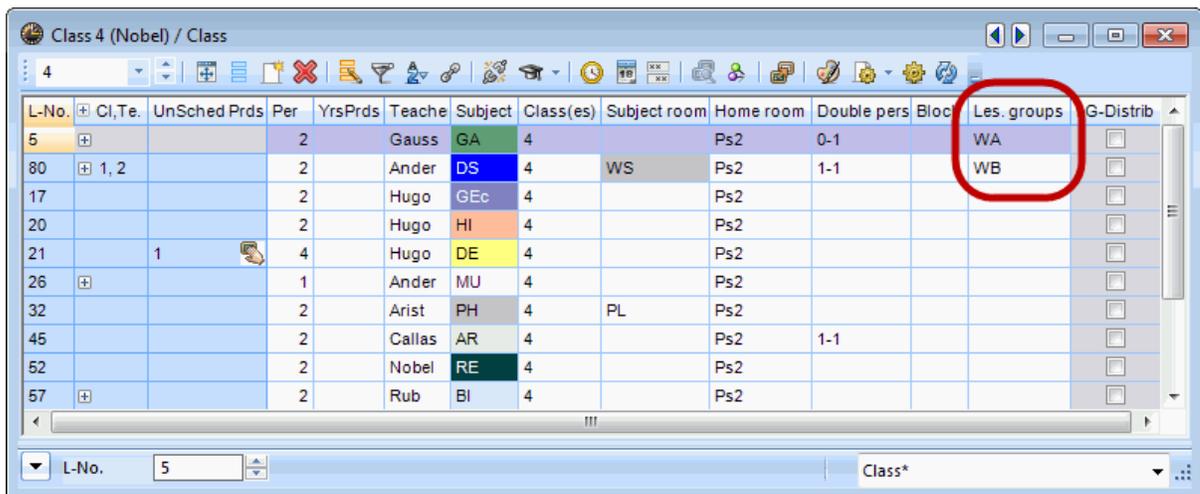
Two lessons are sometimes combined in such a way that they alternate on the same day every week, and can be scheduled in the same period without the slot being manually fixed (locked) in advance. For example, instrumental tuition could alternate in a fortnightly cycle with choir practice.

When scheduling automatically, Untis normally selects the *best* slot for a lesson. If different teachers are involved in the lessons it is highly likely that the two lessons will not be scheduled at the same time in the timetable due to the teachers' differing timetables, as this would produce a better curriculum from the point of view of non-teaching periods.

However, you can use simultaneous groups to set a preference for two different lessons to take place in the same slot.

For class 4, graphics (GA) and design (DS) are to be scheduled as alternating lessons in a fortnightly cycle.

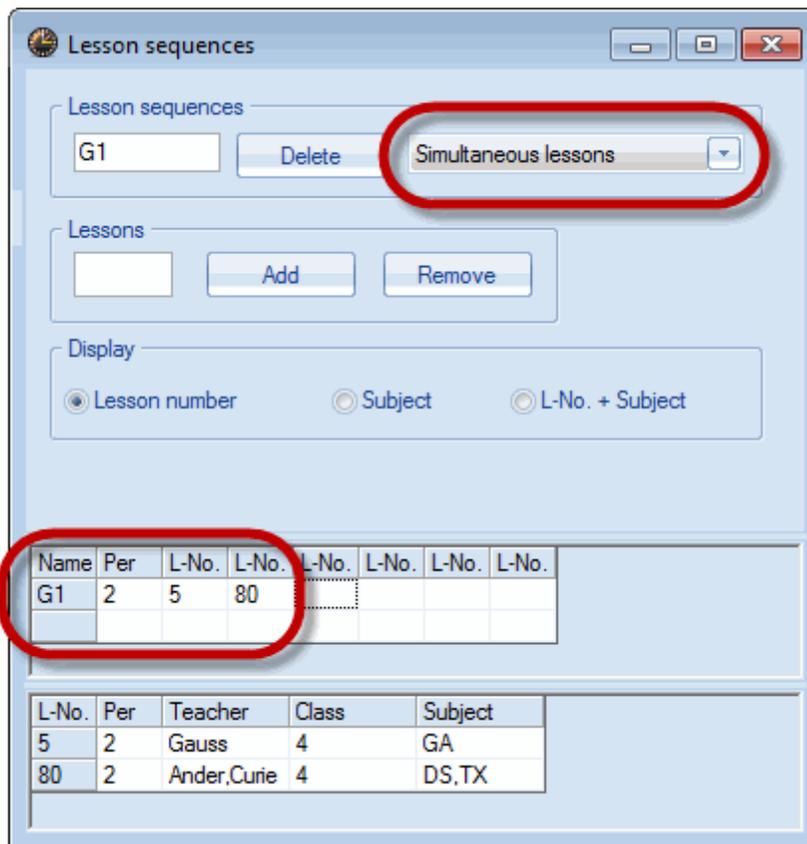
1. Please open the demo.gpn file and create two lesson groups for week A and week B as described in chapter '[Creating lesson groups](#)'.
2. Assign week A to the GA lesson and week B to the DS lesson.



L-No.	Cl,Te.	UnSched	Prds	Per	YrsPrds	Teache	Subject	Class(es)	Subject room	Home room	Double pers	Bloc	Les. groups	G-Distrib
5					2	Gauss	GA	4		Ps2	0-1		WA	<input type="checkbox"/>
80	1, 2				2	Ander	DS	4	WS	Ps2	1-1		WB	<input type="checkbox"/>
17					2	Hugo	GEc	4		Ps2				<input type="checkbox"/>
20					2	Hugo	HI	4		Ps2				<input type="checkbox"/>
21		1			4	Hugo	DE	4		Ps2				<input type="checkbox"/>
26					1	Ander	MU	4		Ps2				<input type="checkbox"/>
32					2	Arist	PH	4	PL	Ps2				<input type="checkbox"/>
45					2	Callas	AR	4		Ps2	1-1			<input type="checkbox"/>
52					2	Nobel	RE	4		Ps2				<input type="checkbox"/>
57					2	Rub	BI	4		Ps2				<input type="checkbox"/>

You must now specify that both lessons should be scheduled in the same slot.

3. Open 'Lessons | Lesson sequence' and set the contents of the combo box to 'Simultaneous lessons'.
4. Now enter the lesson numbers of the two lessons that you wish to schedule simultaneously (5 and 80).



Alternatively you can double click on the relevant lesson numbers in a lessons window, or use the <Add> button.

The name of the simultaneous group G1 is a random default value and can be changed at any time by double clicking on it.

5. Now launch optimisation by selecting 'Scheduling | Optimisation'.

The two lessons are now scheduled for Tuesday, 1st and 2nd period.

4 - Class 4 (Nobel) Timetable (Cla1)

School year: 15.9.2014 - 30.6.2015

UnSc 0/31	Mo	Tu	We	Th	Fr	Sa
1	PEG.	GA WA	DS. WB	PH	BI	MA.
2	CK		RE	HI	DE	
3	HI	MU	MA.	CK	RE	DE
4	DE	BI	GEc		GEc	EN
5		MA.		DE		

**Note:**

In order to display the lessons from 2 different weeks as in the figure above, you must set the period to the whole school year in <Timetable settings> and activate option 'Separate periods in case of clash' on the 'Layout 2' tab.

Layout 01 - Individual timetable with days across the top

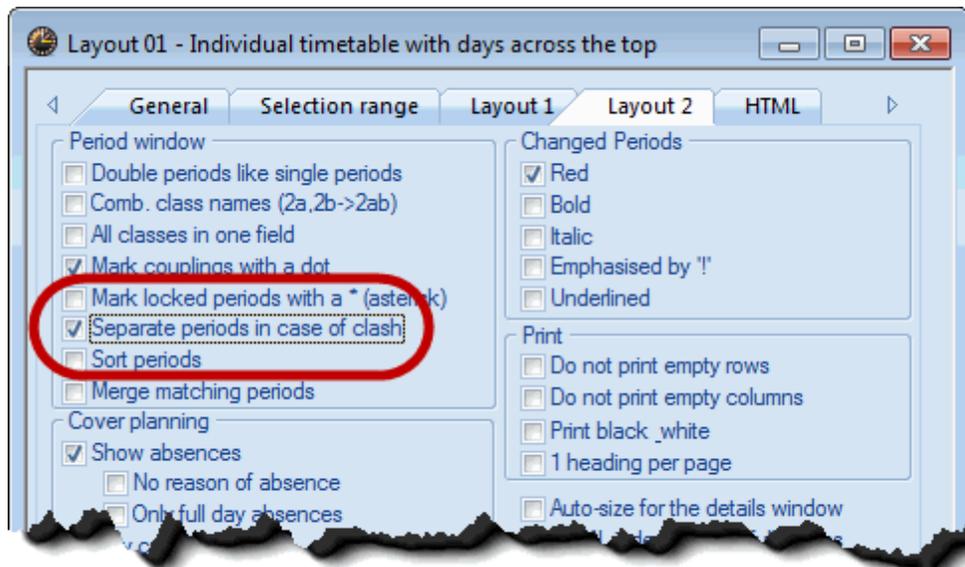
General Selection range Layout 1 Layout 2 HTML

Range (periods)  
Fr.: 1 To: 8 Period Number  
Mo-1 Sa-5 Periods/week

Minute mode  
Start: 8.00 End: 15.10  
 Display entire day

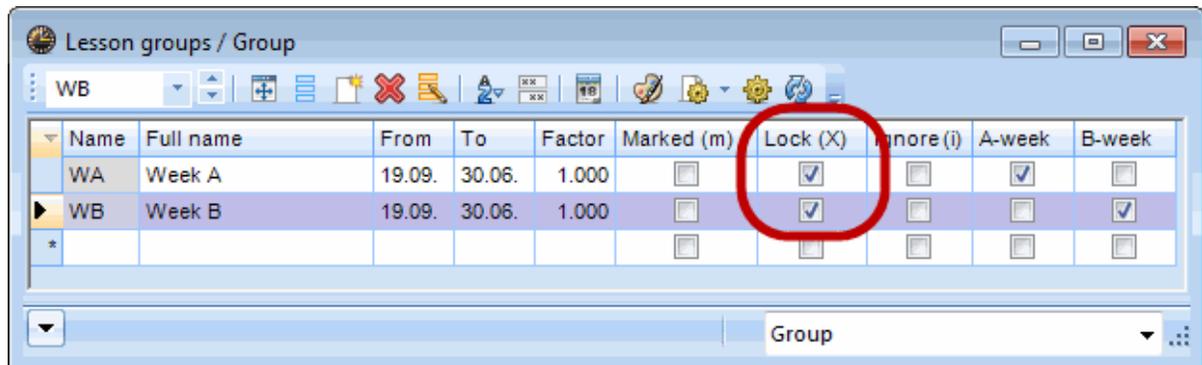
Date  
15.09.2014 30.06.2015  
 Calendar week  
 Total school year  
 1 day

Monday 38. Calendar week  
1. School week  
Tuesday 27. Calendar week  
42. School week



### 3.5.2 Lock lesson group

All the lessons in a lesson group can be locked in the timetable by locking the lesson group itself.



However, a lesson can also be flagged as 'locked' before optimisation. This has the following effect on optimisation:

Scheduling a lesson sequence simultaneously is optional, not mandatory (e.g. like a time request of -3). If you want to be really sure that the lessons in a lesson sequence will be scheduled at the same time you can set the 'Lock (X)' code before optimisation. Alternatively you can set the codes for the relevant lessons. However, please not that these lessons are excluded from the exchange process during automatic scheduling and that locking thereby represents a constraint on optimisation.

### 3.5.3 Assigning a lesson group automatically

In the previous example we specified that GA should take place in week A and DS in week B and that these two lessons should be scheduled simultaneously if possible.

However, you can also assign several lesson groups to one lesson, with the system then deciding during timetable optimisation:

- a) which of the lesson groups concerned is more suitable and
- b) which lessons can be scheduled simultaneously without a collision occurring.

This means that you only need to tell the system which lesson should be scheduled every two weeks and it does not matter whether week A or week B comes first and which lessons alternate every fortnight. The system should make the optimal decision.

The procedure is described below:

A number of lessons are held in a fortnightly cycle at the school - e.g. the subjects DS, GA, GEc, SPORT etc.

Create two lesson groups again, one for week A and the other for week B. Please refer to chapter ['Creating lesson groups'](#) for more details on how to do this.

Now enter both lesson groups (short names) in the 'Les. groups' column, separated by a comma, for the lessons that are to take place every fortnight.

The screenshot shows a software window titled 'Graphics / Subject'. It contains a table with the following columns: L-No., Cl,Te., UnSched Prds, Per, YrsPrds, Teacher, Subject, Class(es), Les. groups, LG-Distrib, and Assi.Les.Grp. The 'Les. groups' column is highlighted with a red circle. Below the table, there are input fields for 'L-No.' (containing '94') and 'Subject\*'.

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Les. groups	LG-Distrib	Assi.Les.Grp
94	2, 1		1		New	GA	2a,2b	WA,WB	<input type="checkbox"/>	WB
3	1, 2		2		Gauss	GA	3a	WA,WB	<input type="checkbox"/>	WA
4	1, 2		2		Gauss	GA	3b	WA,WB	<input type="checkbox"/>	WA
5			2		Gauss	GA	4	WA,WB	<input type="checkbox"/>	WA

Timetable optimisation will now assign the lesson groups and decide which lessons can be scheduled simultaneously.

After timetable optimisation the results could be as follows:

For some lessons lesson group 'A' (week A) has been selected and for others 'B'. The 'Assigned lesson group' column will display which of the lesson groups in question has been selected for the lesson.

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Les. groups	LG-Distrib	Assi.Les.Grp
94	2, 1		1		New	GA	2a,2b	WA,WB	<input type="checkbox"/>	WB
3	1, 2		2		Gauss	GA	3a	WA,WB	<input type="checkbox"/>	WA
4	1, 2		2		Gauss	GA	3b	WA,WB	<input type="checkbox"/>	WA
5			2		Gauss	GA	4	WA,WB	<input type="checkbox"/>	WA

You can see in the timetable that, as a rule, the lessons alternate on a fortnightly basis. If optimisation does not find a suitable lesson for the alternate week the lessons are scheduled outside the core timetable so that one group of students finishes school earlier on the relevant day (Thursday and Friday).

	Mo	Tu	We	Th	Fr	Sa
1	GEc	PH	DS.	GEc	DE	DE
2	MA	DE	HI	PH	RE	HI
3	PEG. WA	TX WB	MA	DE	DS.	AR. WA
4	PH	RE	GA. WB	BI		
5		BI		PEG. WA	SL WB	
6						
7						
8						

### 3.5.4 Allocating lessons over lesson groups

The periods of a lesson can be allocated to different lesson groups automatically. This allows, for example, lessons to be scheduled flexibly over a two-week period.. It is also possible to distribute a lesson over the 1st and 2nd semesters of a school year.

Example: a double-period lesson of RI for class 3b is to take place either as a double period each week or as two double periods every fortnight.

L-No.	Cl,Te.	UnSc	Per	YrsPrds	Class(es)	Subject	Les. groups	LG-Distrib	Teacher	Assi.Les.Grp
97		2	2		3b	SL		<input type="checkbox"/>	Callas	
78	2, 1		1		1b,3b	DS	WVA,WB	<input type="checkbox"/>	Ander	WB
43	2, 2	2	2		3a,3b	AR	WVA,WB	<input type="checkbox"/>	Callas	WB
76	2, 2		3		3a,3b	PEG		<input type="checkbox"/>	Arist	
79	2, 2		2		3a,3b	DS		<input type="checkbox"/>	Ander	

Two lesson groups must be created for weeks A and B respectively. Please refer to chapter ['Creating lesson groups'](#) for more details on how to do this.

The 'Distribute periods to lesson groups' option (column 'Distr. LG') must also be checked. This doubles the number of unscheduled periods from 2 to 4 since either two periods are to be scheduled each week or four periods are to be scheduled each fortnight.

L-No.	Cl,Te.	UnSc	Per	YrsPrds	Class(es)	Subject	Les. groups	LG-Distrib	Teacher	Assi.Les.Grp
97		4	2		3b	SL	WVA,WB	<input checked="" type="checkbox"/>	Callas	
92					3b	MA		<input type="checkbox"/>		
79	2, 2		2		3a,3b	DS		<input type="checkbox"/>	Ander	
78	2, 1		1				WVA,WB	<input type="checkbox"/>		
76	2, 2							<input type="checkbox"/>		
71								<input type="checkbox"/>		
68								<input type="checkbox"/>		
51			2		3b	RE		<input type="checkbox"/>	Neel	
43	2, 2	2	2		3a,3b	AR	WVA,WB	<input type="checkbox"/>	Callas	WB
23			4		3b	DE		<input type="checkbox"/>	Ander	

Automatic scheduling now decides how the lessons are to be scheduled based on the background circumstances (e.g. time requests, other lessons in week A or week B) and the weighting settings (Scheduling | Weighting | Annual planning).

The screenshot displays a software interface for creating a timetable. A 'Weighting' dialog box is open, showing options for 'Unimportant' and 'Extremely important' with sliders for various categories like Teachers, Classes, Subjects, Main Subjects, Rooms, Period Distribution, Time requests, Year Planning (selected), and Analysis. Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom. In the background, a timetable grid shows days of the week (We, Th, Fr, Sa) and subjects like DS, GEc, DE, HI, PH, RE, GA, WB, BI, and SL. A red callout bubble points to a cell containing 'SL WB' with the text 'A double lesson was scheduled each week.' Below the grid, a table shows the 'Double per.' column with the value '2-2' circled in red.

Class(es)	Subject	Double per.	L.s. groups	LG-Distrib
3b	SL	2-2	W,A,WB	<input checked="" type="checkbox"/>
3b	MA			<input type="checkbox"/>
3b				<input type="checkbox"/>

Entering 2-2 for the double period means that the lessons will be scheduled as double periods.

### 3.5.5 Timetable diagnosis

The timetable diagnosis (Scheduling | Diagnosis) is always based on one week. For this reason you should always ensure that you check all the different week types that occur during your school year.

## 4 Terms

Term timetable functions are generally used in the following cases:

- Timetable change during the school year (e.g. at the end of the school half-year, when one or more teachers are absent for a considerable period etc.)



- A time-limited course system (e.g. all classes have ten weeks of lessons)



With a term timetable the school year is divided into several periods of time and a timetable can be created for each of these terms independently of each other. You could of course save each timetable in a separate file, but you would then have to accept a number of disadvantages. The term timetable offers the following advantages:

- You have a single file for the whole school year

- Statistical analyses can be performed at any time on the complete school year
- Term and timetable changes can take place during the week
- Weekly overview reports (especially for printing or for output to the intranet/Internet) accurately reflect the changing timetable.
- Cover planning always accesses the currently valid timetable automatically. Mistakes are impossible.

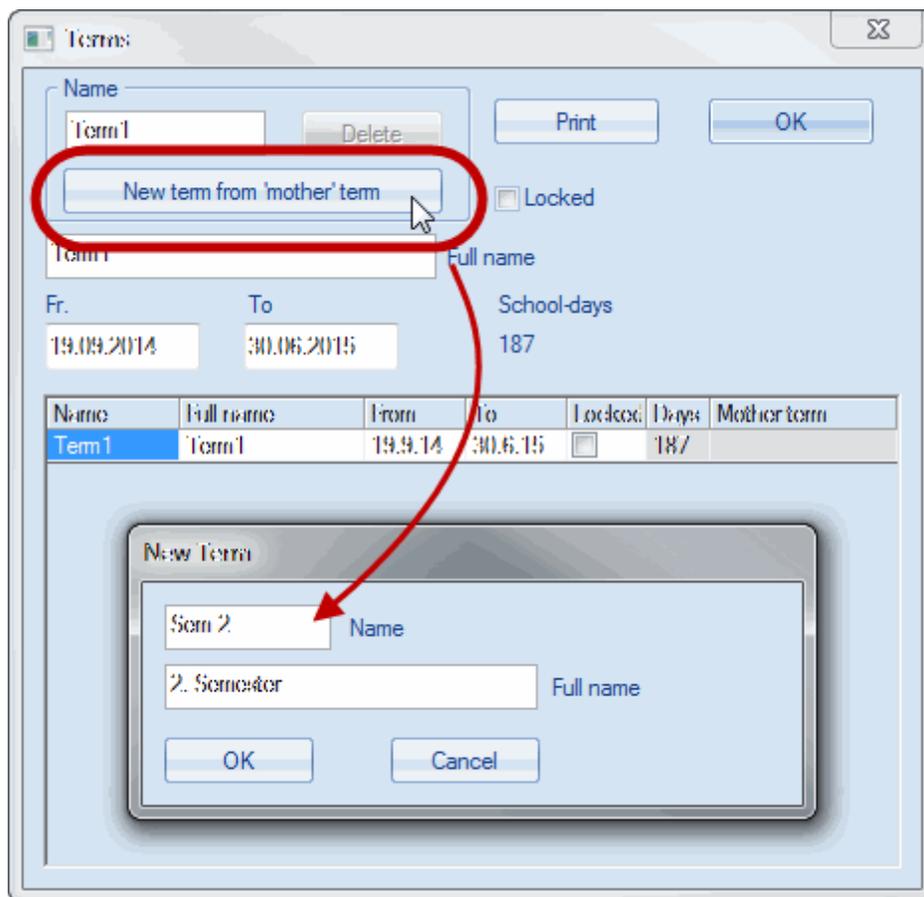
## 4.1 Opening a new term

In principle you create your timetable at the beginning of the school year as usual. If something occurs in the course of the school year that requires a fundamental change to the timetable you can open a new term. The procedure is described below:

1. The term dialogue is accessed under 'Modules | Multiple terms | Multiple terms'. Currently there is only one term, which is called 'Total school year' by default.
2. Click on the button <New term from 'mother' term>.

A window opens where you can enter the short name and full name of the new term (default is 'Term1').

3. Enter a meaningful short name and full name for the new term, e.g. 'H2' and '2nd half of the year', and click < OK > to confirm.

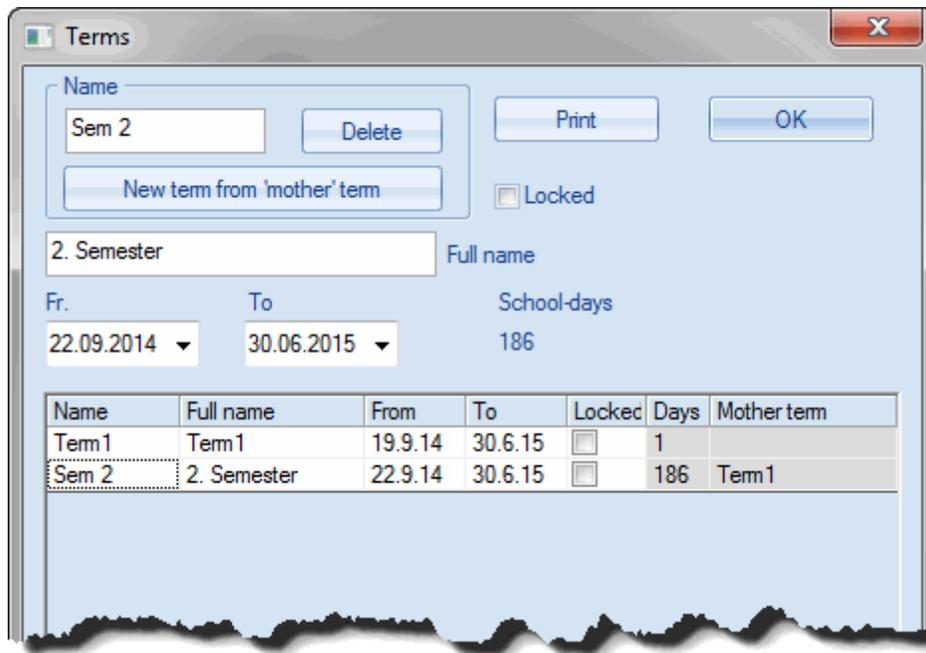


You can rename the original term 'Total school year' (e.g. '1st half of year').

4. Now use the calendar to change the start ('fr.') and end ('to') dates. The length of the individual terms will then be displayed in the 'Days' column.

Master data, lessons and timetable can now be modified in accordance with the new circumstances.

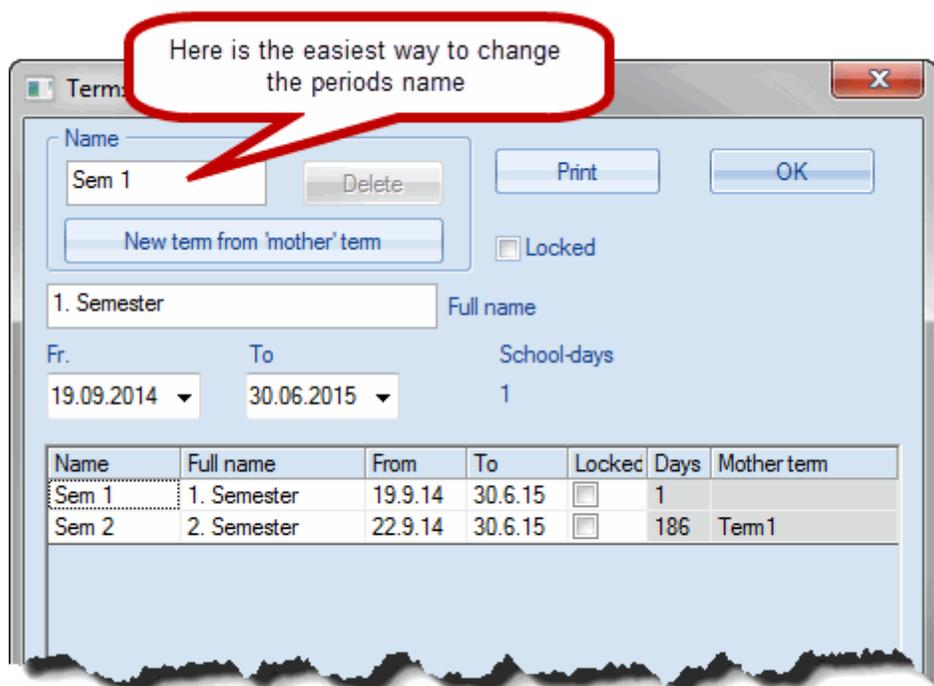
5. After you confirm by clicking < OK > the terms window closes.



A new combo box is displayed in the main toolbar displaying the current term and allowing you to switch terms.

**Note:**

For the sake of clarity it is advisable in our example to change the name of Term1 to 'H1 - 1st half of the year'.



**Tip: Width of term combo-list**

You can change the width of the term combo-list under 'Settings | Miscellaneous | Multiple terms'. You can also select whether the date of the term dialogue or the actual duration of the terms (for overlapping terms) should be displayed.

6. Now switch from term '2nd half of the year' to term '1st half of the year'. You will see that both terms' data are completely identical.

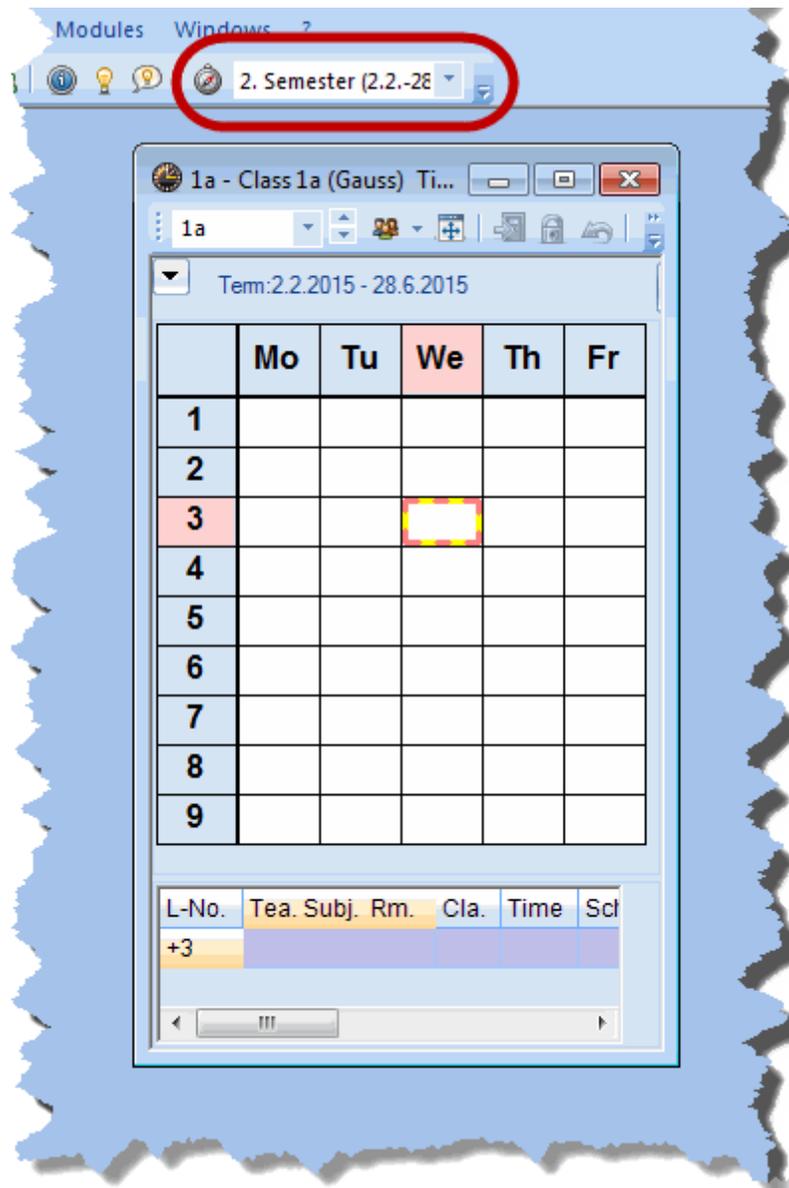
7. Make a change to one of the terms. For example, delete the timetable from the term '2nd half of the year' via 'Scheduling | Delete the timetable'. Now switch to the first half year. You will see that the timetable for the term "1st half of the year" has not been deleted.

1. Semester (19.9.-1)

1a - Class 1a (Gauss) Timetabl...  
Term: 15.9.2014 - 30.6.2015

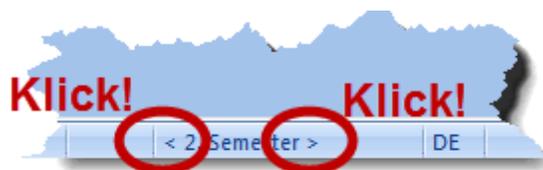
	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.		DE	MA	DE	GEc.
5		RE				
6						
7		DS.				
8					PEG.	

L-No.	Tea. Subj. Rm.	Cla.	Time	School we
33	Arist, EN, R1a	1a		2-42



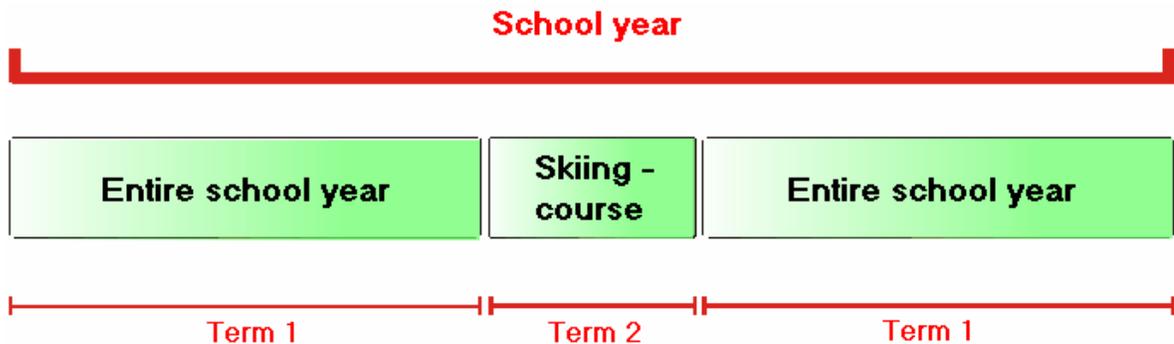
**Tip: Switching terms via status bar**

You can switch between terms quickly via the status bar (display status bar via 'Settings | Status bar'. Simply click on one of the angled brackets enclosing the name of the current term.

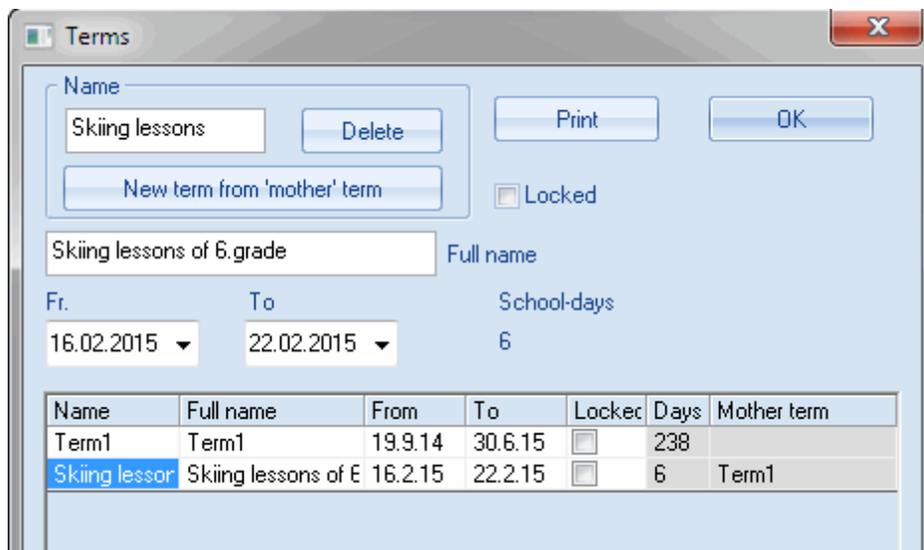


### 4.1.1 Embedding a term

If the timetable only changes for a certain period of time (e.g. a teacher's illness/convalescence, a school event for the majority of classes etc.) a new term can be embedded in an existing term.



Such a constellation would be displayed as follows in the term window:



The term 'Total school year' runs from 19 September to June 30 and term 2 ('Winter sports week') runs for one week from 16 February until 22 February. The timetable can now be changed just for this one week without impacting the timetable for the rest of the school year.

If more than one term exists you can choose which one should be the 'mother' for the new term. If another timetable change becomes necessary during the school year, the term that is most similar to the new term is taken as the mother term. This is generally the last valid term or the term 'Total school year'.

### 4.1.2 Deleting a term

If you no longer require a term you can select it and then remove it using the <Delete> button.

Please note that the term that has no mother term (usually "Total school year") cannot be deleted.

## 4.2 Changing data in a term

As soon as you start working with more than one term you have the possibility to change the term-specific data, as has already been shown. However, it can be useful in some cases to make a change to the mother term - for example in the master data - and then transfer these changes to the child terms.

In other cases - for example for the school year calendar - it would not make sense to make term-specific changes. Otherwise it could happen that the 1 May is defined as a public holiday in one term but not in the other.

If you have already created more than one term and you change data, the modifications are valid either

- a) for the current term only, or
- b) for the current term and all child terms, or
- c) for all terms.

The following overview describes how you can manage the data:

### 4.2.1 Term-specific (for current term only)

Changes to the following areas only apply to the current term and cannot be automatically transferred to existing child terms.

- Changes to the timetable
- Changes to time requests
- Changes in the master data 'All elements' window.
- Alias names
- Substitution time grid

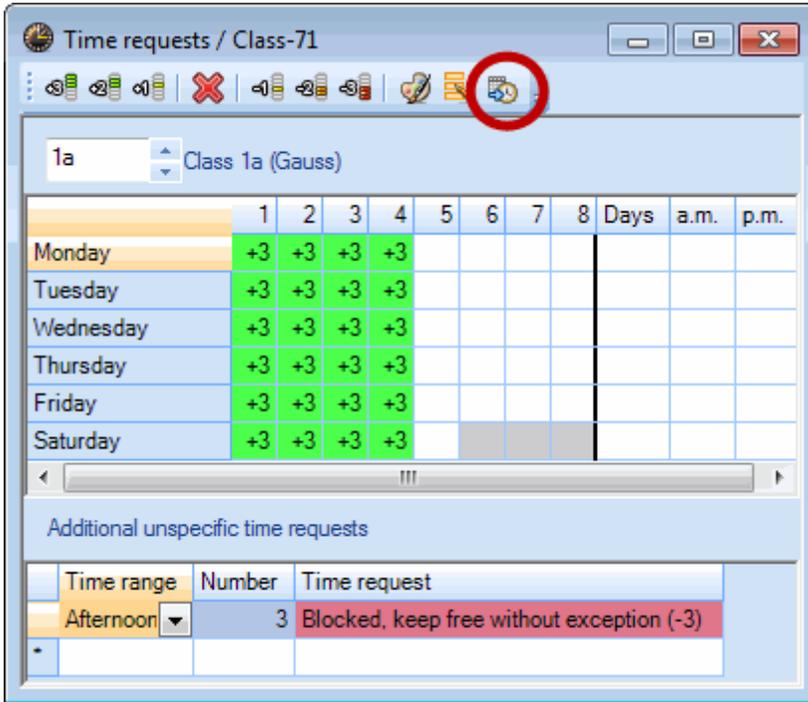
#### **Transferring a timetable to other terms**

Use the 'Paste special' function if you wish to transfer the timetable of one term to another.

1. Change the term and select the element whose timetable (including lessons) is to receive the transferred data. If the term already contains lessons that are to be replaced, they must first be deleted (using the <Delete> toolbar icon ).
2. Now select 'Edit | Paste special'. Lessons and timetable will now be inserted into this term.

#### **Transferring time requests to other terms**

Use the <Copy the time requests into the offspring terms> toolbar icon to copy time requests into all subsequent terms.

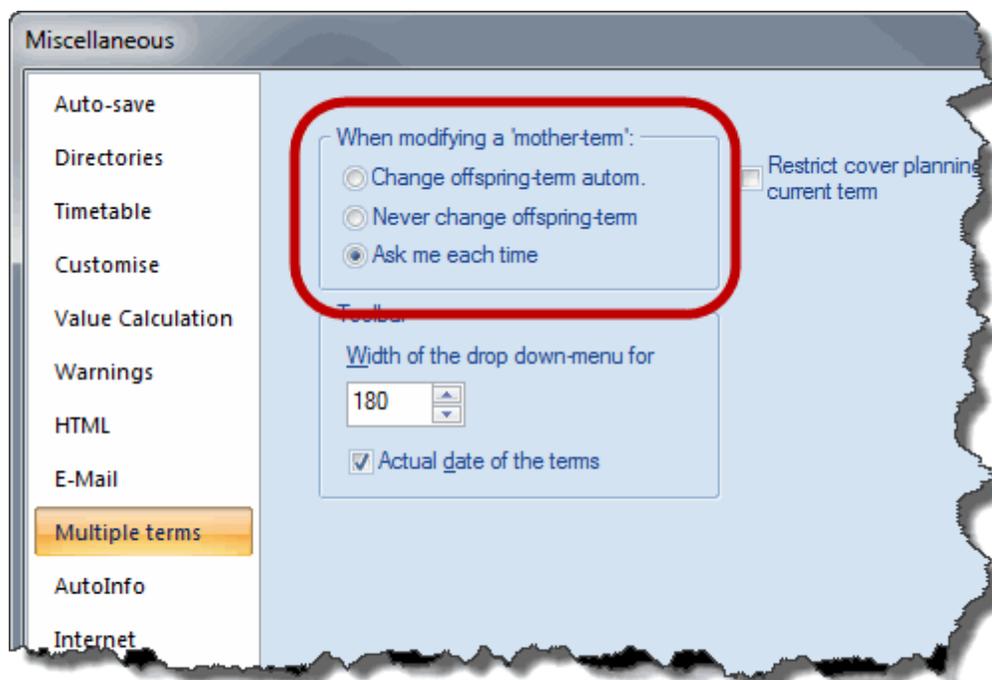


#### 4.2.2 Term-specific (optional for subs. terms)

For the following types of data you have the option of choosing whether changes should be transferred to subsequent terms or not:

- Changes to master data (classes, teachers, rooms)
- Changes to lessons (excluding time requests)

Under 'Settings | Miscellaneous | Multiple Terms' you can select whether changes should be automatically transferred to subsequent terms or not or whether you should be asked each time before they are transferred.



**Tip: Transferring changes to subsequent terms**

If you are working with terms for the first time, select “Ask me each time” in order to retain control of how data are changed. You can choose one of the two other options at a later point in time.

### 4.2.3 Term-independent (global save all terms)

Term-independent (global save for all terms) The following data cannot be held for individual terms, i.e. any change automatically applies to all terms:

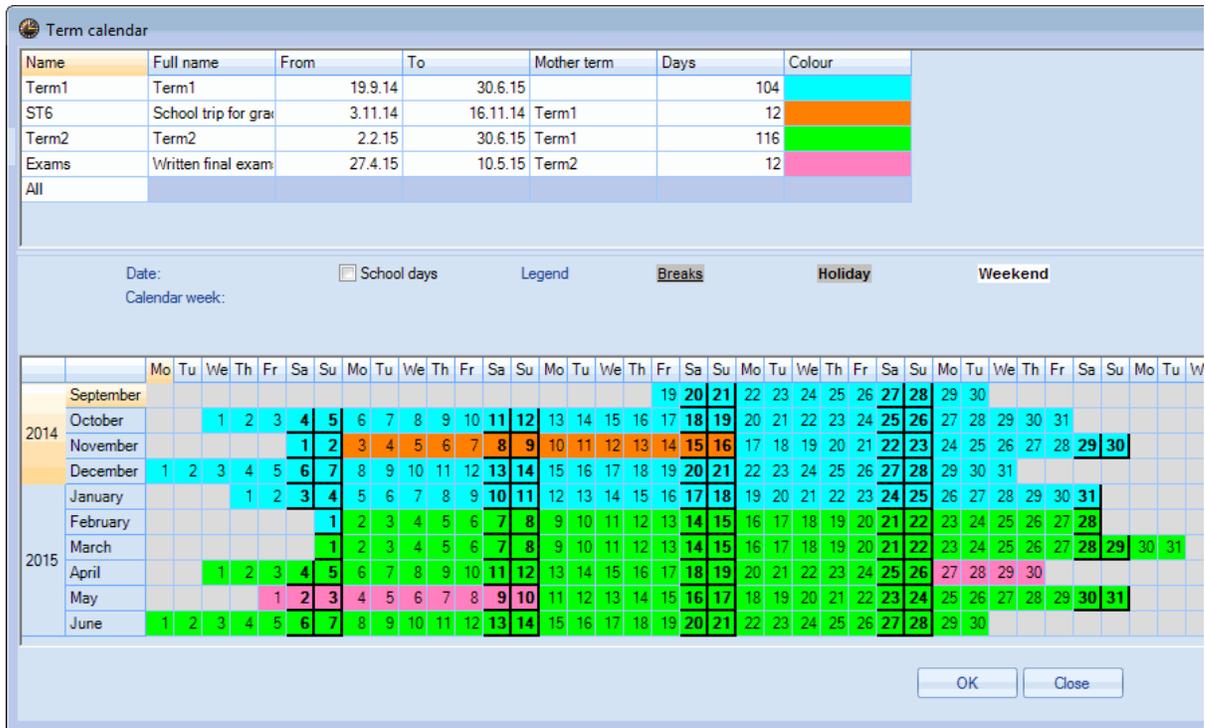
- Time grid
- Weighting settings
- Reduction reasons and reductions
- Departments
- Corridors
- School year calendar (Settings | School holiday)
- Absence reasons
- Lesson tables (syllabus)
- View layouts (e.g. master data, lessons window, and timetable)
- Students

## 4.3 Term calendar

Many schools find it necessary to set up several terms in the course of a school year. If the time periods of the terms are nested (for example when one term is inserted into another) the actual start and end

dates of the individual terms may not be clear at first sight. The term calendar is a method of displaying the term in a visually attractive way allowing the actual duration of the term to be recognised quickly and easily.

In the example below, the term '1st half year' is interrupted for two weeks by the term 'Class outings of 7th year classes' while the term '2nd half year' is interrupted for two weeks by the term 'Final written exams'.



### 4.4 Term overview

The term overview window ( "Modules | Multiple terms | Term overview) displays all changes to the individual terms in a single window and allows changes to be made specifically for each term.

Checking the 'Only differences' box results in the display of only those terms where changes have been made.

The figure shows the term overview for teacher Curie in the first and second halves of the year. There are differences in the leaving date, in the text and in the 'Lock' flag.

Fields	Tem1	ST6	Tem2
Name	Curie	Curie	Curie
Text			maternal leave starts on 1.May
Lock (X)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exit date			1.5.2015
Codes	T	X,T	T

## 4.5 Locking terms

You can lock terms to protect them from unintentional modifications under 'Modules | Multiple terms | Multiple terms'.

Terms

Name: ST6

Buttons: Delete, Print, OK

Buttons: New term from 'mother' term, Locked (checked)

Full name: School trip for grade 6

Fr.: 10.11.2014 To: 16.11.2014 School-days: 6

Name	Full name	From	To	Locked	Days	Mother term
Term1	Term1	19.9.14	30.6.15	<input checked="" type="checkbox"/>	110	
ST6	School trip for grade 6	10.11.14	16.11.14	<input checked="" type="checkbox"/>	6	Term 1
Term2	Term2	2.2.15	30.6.15	<input type="checkbox"/>	128	Term 1

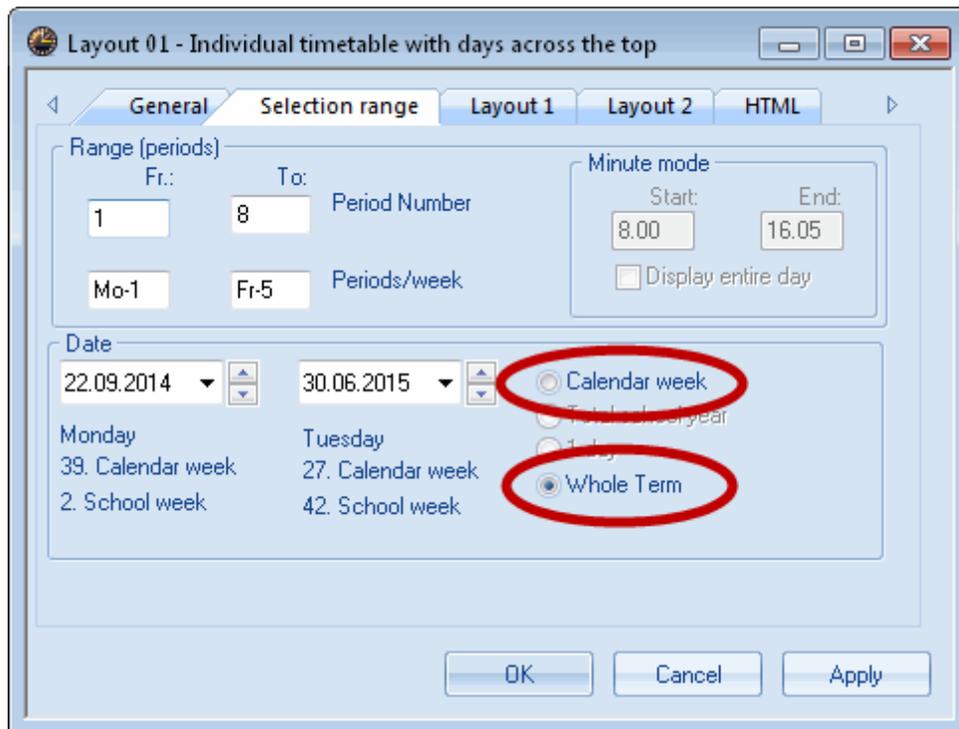
Hint: Term is locked, no changes possible

OK

## 4.6 Terms and timetable display

If the timetable changes during the school year this should be displayed in the timetable. There are various possibilities for this.

The default display for the timetable is 'Total school year'. If you work with terms, you also have the option on the 'Selection range' tab in timetable settings of changing the view to 'Calendar week' or 'Whole term'.

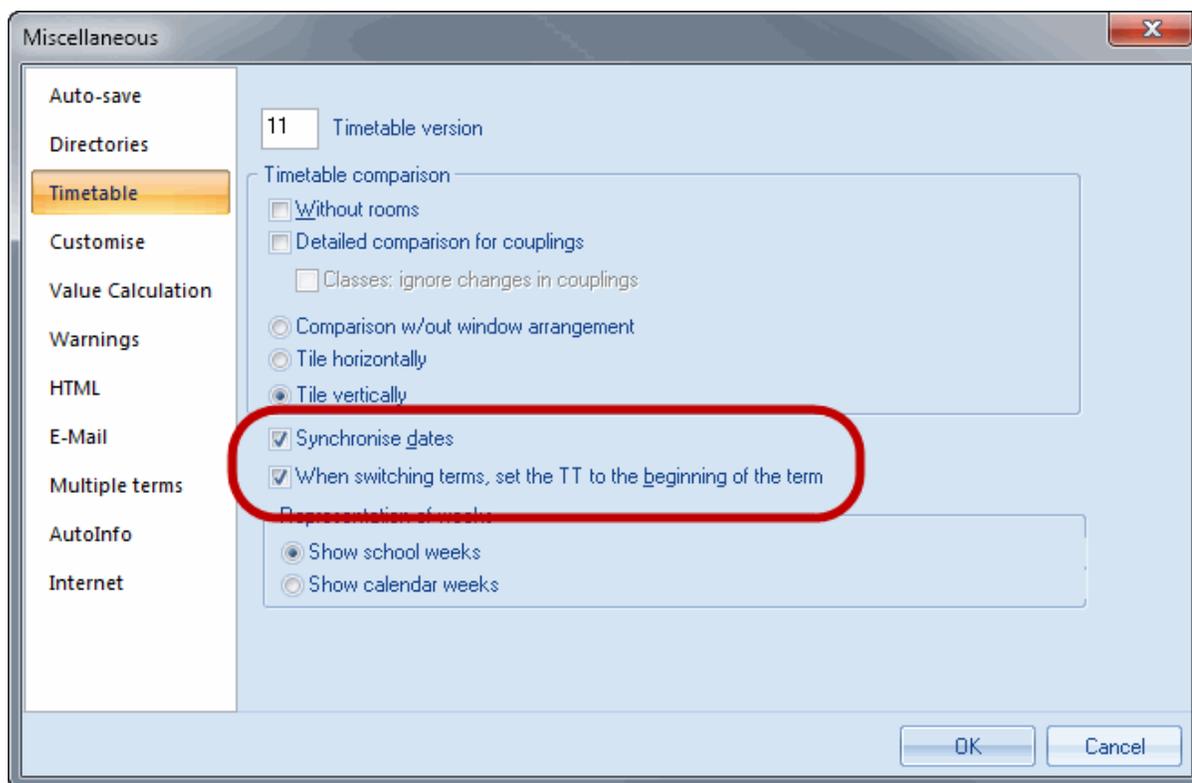


#### 4.6.1 Calendar week

The 'Calendar week' setting displays the lessons of the selected week in the correct term, i.e. even if the term changes during the week the lessons for each weekday will be correctly displayed for the respective term. Thus in this case you will see data in the timetable from more than one term.

The timetable that is shown for the calendar week does not necessarily correspond to the period of time of the selected term. If you wish the timetable to be always set automatically to the date of the beginning of the term you should set the following parameters:

Under 'Settings | Miscellaneous | Timetable' check the box 'When switching terms set the TT to the beginning of the term'.



Checking the 'Synchronise dates' box results in all timetables open on the screen being set to the same date when the week changes in any timetable window.

#### 4.6.2 Whole term

This option results in the display of the timetable for the current term. Switching to another term automatically updates the time range of the open timetable.

### 4.7 Statistics about terms

Statistics can be generated either for a calendar week, for the whole school year or for a single term. For example teacher 'FW' has different lesson loads in different terms. This is clearly visible from the weekly values (Lessons | Value calculation | Weekly values).

Week	Fr. - To	Term	Target	Lesson	Red.	V-corr.	Actual	Actual-target
Total	1.9.-4.7.		012.000	1 141.33	0.000	0.000	1 141.33	129.332
1-5	1.9.-5.10.	1	23.000	30.168			30.168	7.168
6-10	6.10.-9.11.	1	23.000	21.480			21.480	-1.520
11-14	10.11.-7.12.	2	23.000	32.960			32.960	9.960
15	8.12.-14.12.	2	23.000	23.220			23.220	0.220
16	15.12.-21.12.	2	23.000	32.960			32.960	9.960
17-18	22.12.-4.1.	Holidays	23.000	0.000				-23.000
19	5.1.-11.1.	2	23.000	18.480			18.480	-4.520
20-22	12.1.-1.2.	2	23.000	32.960			32.960	9.960
23	2.2.-8.2.	Holidays	23.000	0.000				-23.000
24-31	9.2.-5.4.	3	23.000	32.480			32.480	9.480
32	6.4.-12.4.	Holidays	23.000	0.000				-23.000
33	13.4.-19.4.	3	23.000	20.480			20.480	-2.520
34	20.4.-26.4.	3	23.000	32.480			32.480	9.480
35	27.4.-3.5.	4	23.000	27.908			27.908	4.908
36-37	4.5.-17.5.	4	23.000	29.908			29.908	6.908
38	18.5.-24.5.	4	23.000	22.908			22.908	-0.092
39	25.5.-31.5.	4	23.000	29.908			29.908	6.908
40	1.6.-7.6.	4	23.000	13.740			13.740	-9.260
41	8.6.-14.6.	4	23.000	20.908			20.908	-2.092
42-44	15.6.-4.7.	4	23.000	29.908			29.908	6.908

Various reports such as loading statistics and the subject-periods list can also be displayed on a term-by-term basis.

## 4.8 Terms and cover planning

The cover planning module always accesses the currently active timetable. There is therefore no problem with shifting lessons across term boundaries.

When a change is being made to the timetable during the school year it can happen that the lesson scheduler and the substitution planner both wish to work with the database at the same time.

If you do not have Untis MultiUser you can use terms to allow the lesson planner and substitution planner to work simultaneously.

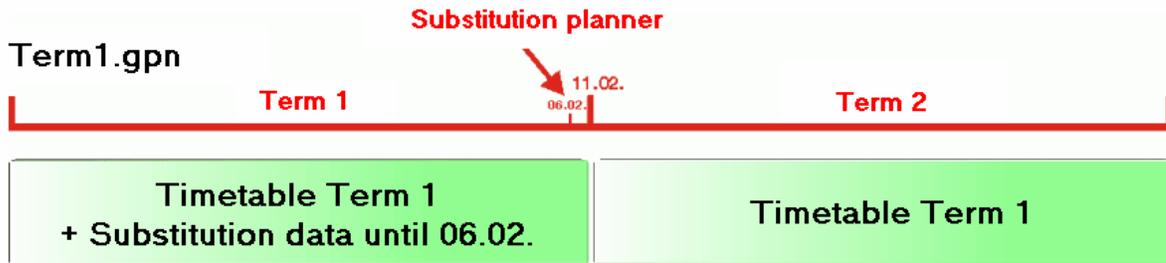
Let us assume that a timetable change must be made from 11 February onwards. The lesson planner creates a new term beginning on 11 February. With Untis MultiUser the substitution planner can, for example, create substitutions on 6 February, while the lesson planner makes changes to the timetable

in the new term. If you do not have the Untis MultiUser you can proceed as follows:

The original data is the currently active file which we will name Term1.gpn.



A new term is inserted into this file beginning on 11 February.



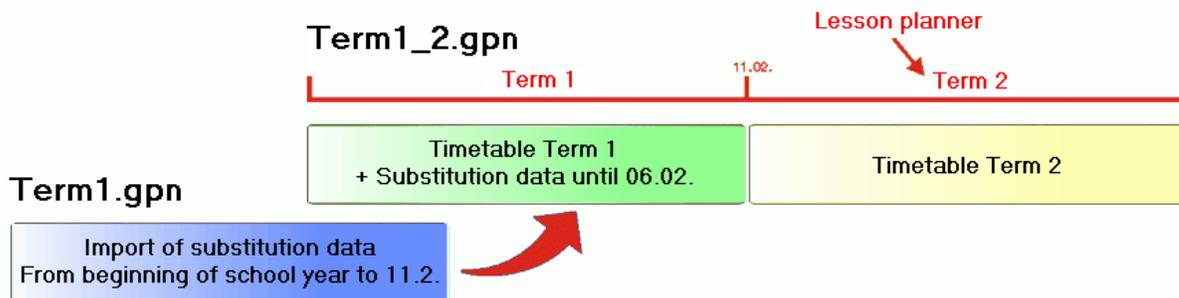
The substitution planner can continue working with this file.

The lesson planner saves this file under a different name, e.g. Term1\_2.gpn and modifies the timetable in the new term.

Two files exist on 11 February: Term1.gpn with the complete substitution data and Term1\_2.gpn with the new timetable.

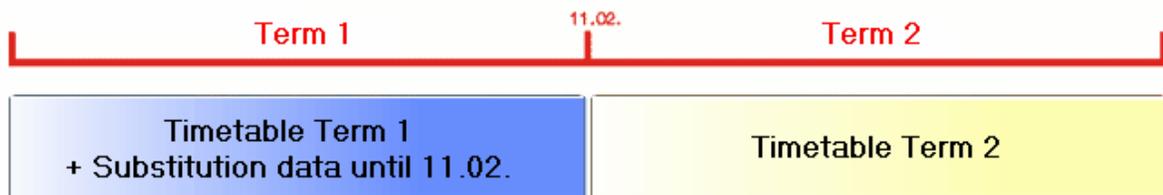
These two files must now be merged.

The substitution planner takes the lesson planner's file (Term1\_2.gpn) and imports all the cover planning data from the file Term1.gpn using 'File | Import/Export | Import cover planning data'.



The file Term1\_2.gpn now exists containing both the new timetable and the cover planning data created so far.

## Term1\_2.gpn



### 4.9 New School Year

New school year If you open a new school year ('File | New school year') you can choose which term the new school year should be based on, i.e. which data should form the basis for the coming school year.

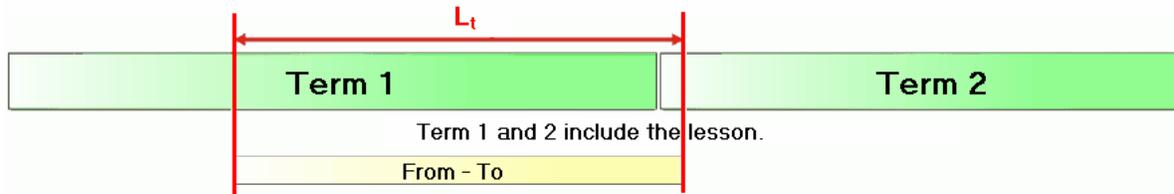
The screenshot shows the 'New school year' dialog box. The 'School year' section has 'Fr.' set to 07.09.2015 and 'To' set to 08.07.2016. The 'Heading for all reports' section contains 'Timetable 2014/2015'. The 'School year is based on the term:' dropdown is circled in red and shows 'Term6 (22.4.-30.6.)'. There are several checkboxes for options like 'Delete school holidays', 'Renummer lessons', 'Carry the excess to the yearly balance', 'Transfer the teacher automatically to the next ...', 'Delete the teachers' time requests', 'Delete the lessons' time requests', and 'Transfer the yearly total to the value correction'. 'OK' and 'Cancel' buttons are at the bottom.

## 5 Combining several time limitations

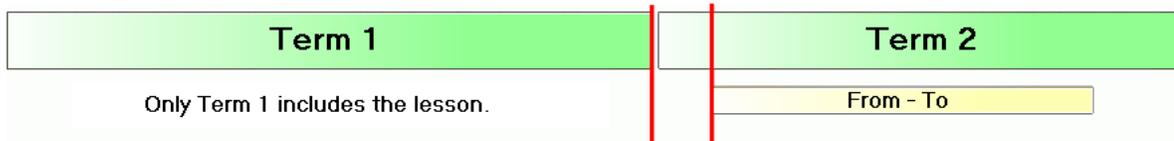
The following principles apply when several time limitations are in effect for one lesson:

**Overlapping term with lessons groups and 'from-to' constraints**

Lesson groups and 'from-to' constraints have an effect irrespective of whether terms are defined or not.

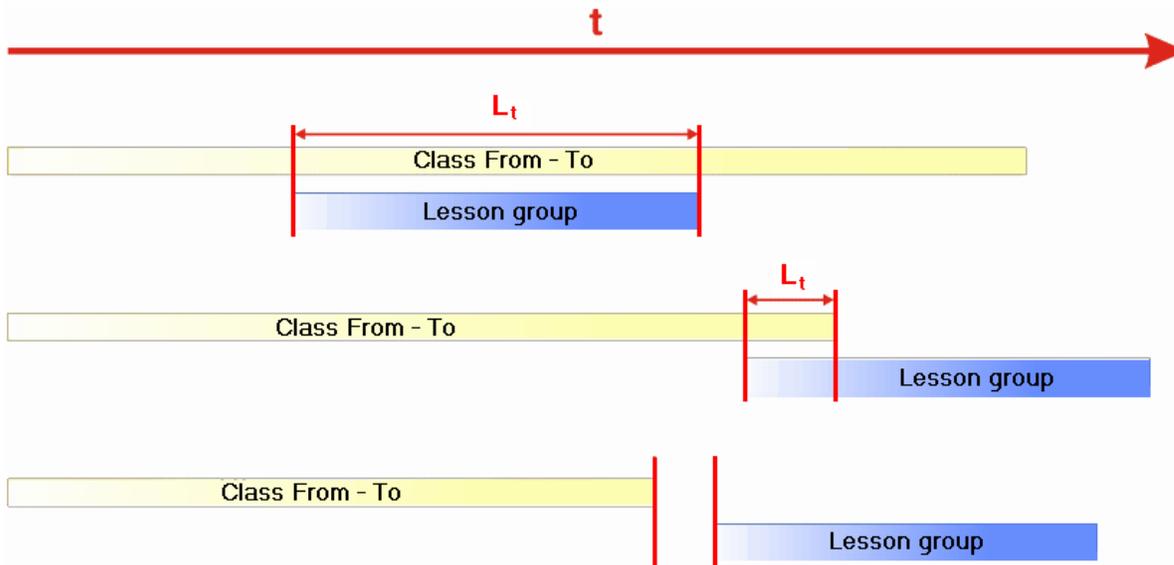


Lesson data can be saved on a term-specific basis, as described in chapter ['Changing Data in a Term'](#) . The lesson will never take place if there is a time limitation for a lesson in a term in which this is not defined

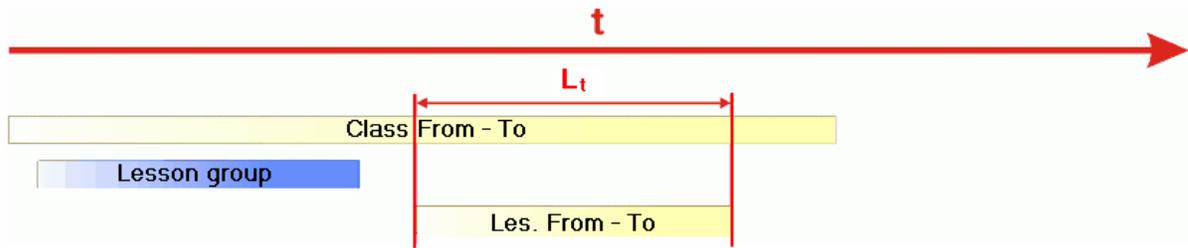


**Overlapping lesson groups and 'from-to' constraints**

The principle of lowest common denominator applies to overlapping lesson groups with ['from-to' constraints](#) . If there is no overlap the lesson will never take place.



If there are conflicting lesson group entries and ['from-to' constraints](#) , the 'from-to' constraint of the lesson will apply.



## 6 Year's planning in terms

### Note:

Years planning in terms is a system used in Finland to distribute lessons to individual terms. The terms are generally several weeks long.

It is advisable to use the Untis [calendar module](#) when each week is scheduled differently, as is often the case in some vocational schools for the healthcare professions.

### Terms lasting several weeks

In the Finnish system, which also exists in a similar form in Austrian state schools under the name 'focussed learning', the underlying concept consists in enhancing the value of those subjects that in conventional school systems are taught for only one or two hours per week and are therefore categorised by students and/or parents as 'unimportant'. Such subjects with only a few hours of lessons per week are often pigeonholed as subsidiary subjects.

The value of these subsidiary subjects is enhanced in term planning for the year by not teaching them in each term but, when they are held, by teaching them with the same number of lessons per week as the so-called main subjects. The total number of periods held per year remains the same, but the intensity of teaching in those terms when the subsidiary subjects are taught is disproportionately higher and the students have the impression that the main and subsidiary subjects are equally important due to the approximately equal number of periods per week.

### Terms lasting exactly one week

The annual number of teaching periods in vocational schools for the healthcare professions is divided up over the individual weeks (=terms) taking the general educational and organisational conditions into account (e.g. which teachers are available when). Thus there is no timetable for a continuous period of time, not even for a few weeks. The timetable changes completely from week to week. In this case use the **calendar** module.

## 6.1 General input

The year's term planning window is accessed via 'Modules | Multiple terms | Year's planning in terms'.

The year's term planning window is split into two panes. In the left pane you can see a complete list of the lessons held at the school and in the right pane an overview of the total weekly periods per term that have already been allocated.

### 6.1.1 Number of terms

Enter the number of terms that the school year is to be divided into in the 'Number of terms' box and confirm the input with the <TAB> key.

Year's planning in terms

6 Number of Terms  Respect the selection in the right pane

Les.	Sub.	Cla.	Tea.	Rm.	Students	Periods/week										
						Total	Min.	Max.	Code	UnSc	1	2	3	4	5	6
11	GEc	1a,1b	Hugo	R1a	-	10	3,6			10						
6	CH,M	2a,2b	Callas	R2a,F	-	10	3,6			10						
7	DS,T	1a,1b	Ander	WS,T	-	12	3,6			12						
73	PEG,J	1a,1b	Arist,F	SH2,S	-	14	4,6			14						
78	DS	1b,3b	Ander	WS	-	12	3,6			12						
75	PEB,J	2b,2a	Rub,A	SH1,S	-	14	4,6			14						
81	TX,D	2b,2a	Curie	TW,V	-	14	4,6			14						
94	GA	2a,2b	New	R2a	-	14	4,6			14						
43	AR,M	3a,3b	Callas	R3a,F	-	14	4,6			14						
76	PEG,J	3a,3b	Arist,F	SH2,S	-	14	4,6			14						
79	DS,H	3a,3b	Ander	WS,H	-	12	3,6			12						
31	MA	1a	Arist	R1a	-	26	4,6			26						
33	EN	1a	Arist	R1a	-	30	4,6			30						
35	MU	1a	Callas	R1a	-	14	4,6			14						
39	AR	1a	Callas	R1a	-	14	4,6			14						
46	RE	1a	Nobe	R1a	-	12	3,6			12						
53	DE	1a	Rub	R1a	-	30	4,6			30						
63	BI	1a	Cer	R1a	-	14	4,6			14						
2	AR	1b	Callas	R1b	-	14	4,6			14						
28	HI	1b	Ander	R1b	-	12	3,6			12						
30	MA	1b	Arist	R1b	-	26	4,6			26						
36	MU	1b	Callas	R1b	-	12	3,6			12						
47	RE	1b	Nobe	R1b	-	12	3,6			12						
54	DE	1b	Rub	R1b	-	30	4,6			30						
64	BI	1b	Cer	R1b	-	14	4,6			14						
70	TX	1b	Curie	TW	-	14	4,6			14						
18	HI	2a	Hugo	R2a	-	12	3,6			12						
38	MU	2a	Callas	R2a	-	12	3,6			12						
41	AR	2a	Callas	R2a	-	14	4,6			14						
40	RE	2a	Nobe	R2a	-	12	3,6			12						

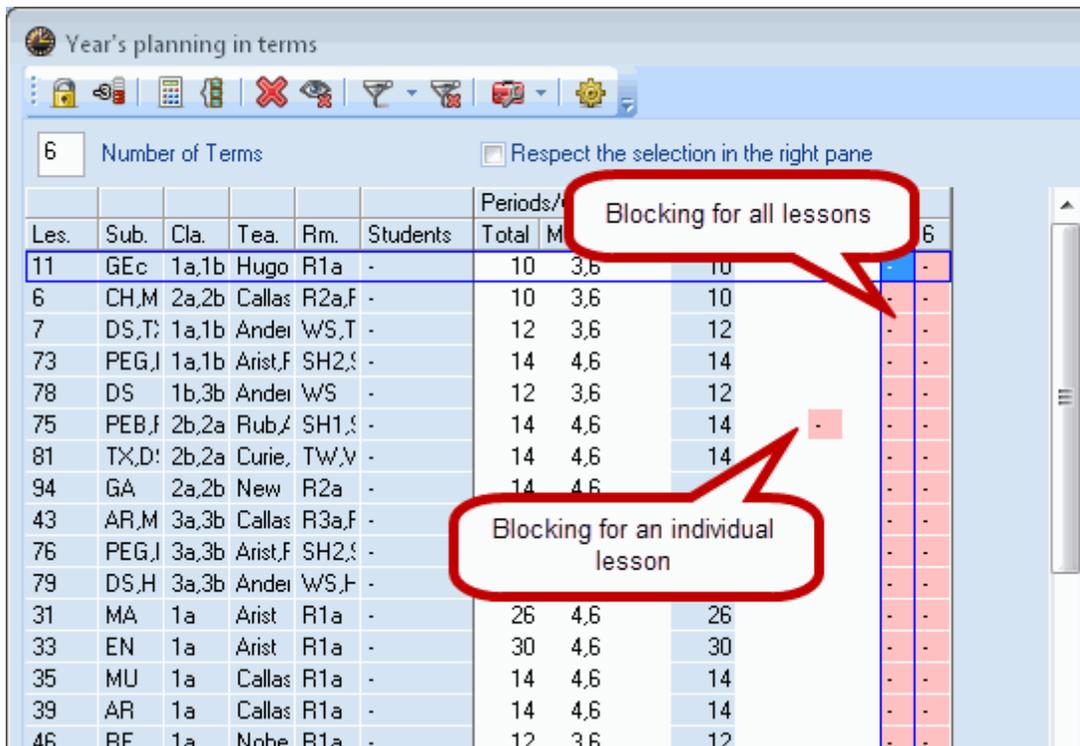
Name	Periods/week										
	Total	UnSc	Min.	Max.	Ideal	1	2	3	4	5	6
1a	176	176			29						
1b	182	182			30						
2a	197	197			33						
2b	195	195			33						
3a	193	193			32						
3b	191	191			32						
4	201	201			34						

If each term is to correspond to one week you must enter the exact number of school weeks in the school year. Alternatively you can use the special function 'Carry school weeks over from calendar'. An Untis term then corresponds to exactly one week.

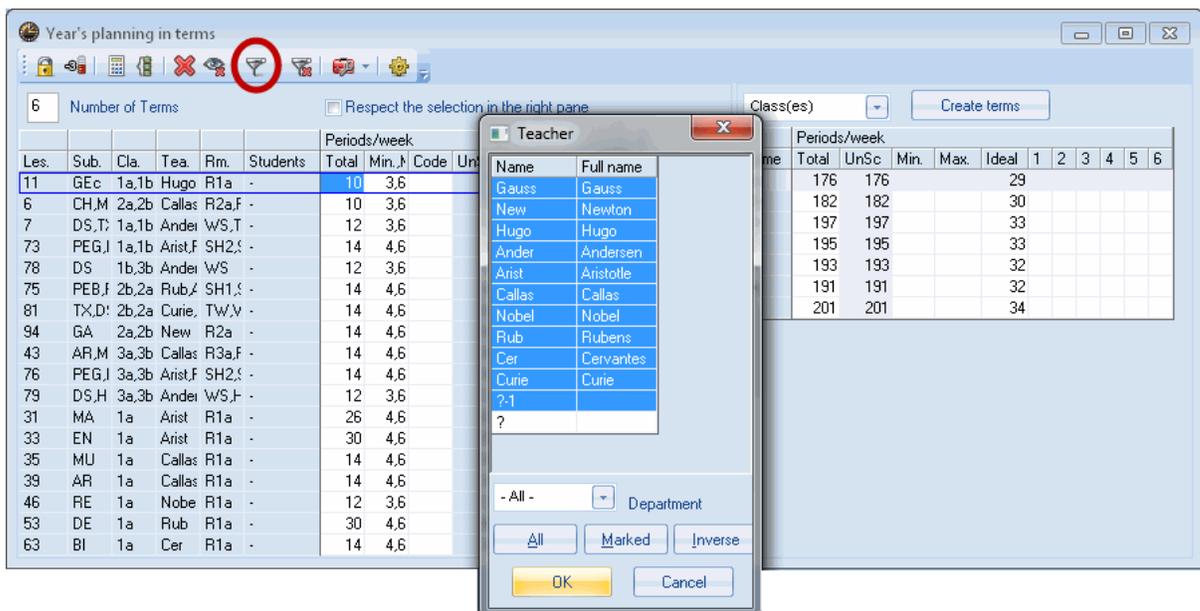
## 6.1.2 Blocking terms

In some circumstances certain terms are not available for the whole school or for individual lessons. This occurs particularly when each term corresponds to one week and there are holidays in this week or teachers are not available during this time. These terms must be blocked in order to avoid lessons being accidentally assigned to these periods of time.

If individual lessons in certain terms cannot be scheduled, you can also block just those lessons individually.



If a teacher is not available for certain terms you can easily select and block that teacher's lessons using the filter.



### 6.1.2.1 Blocking from year calendar

You can enter school and public holidays under 'Master data | School holidays'.

Using the 'Carry the school holidays over as blocked terms' special function you can block all those



**Tip: Carrying over periods from the lessons window**

If you have already entered periods in a lessons window and now wish to transfer these to the year's planning in terms, use the mouse to mark the 'Total' column, enter a '?' and confirm with <Enter>.

## 6.2 Manual allocation

You can now enter which lessons are to be held with whatever number of periods for the terms that have not been blocked with -3.

### 6.2.1 Entering weekly periods per term

Entering weekly periods per term You must enter the number of weekly periods for each term in the appropriate column of the left window pane.

Two periods of 'GEC' take place in terms 1 and 2 and four periods in terms 3 and 4. Five periods of 'Ch' take place all year while 'DS' is held for six and four periods.

Les.	Sub.	Cla.	Tea.	Rm.	Students	Periods/week									
						Total	Min./max.	UnSc	1	2	3	4	5	6	
1	CH	2a,2b,3a,3b,4	Callas	R2a	-	14		2	2	2	4	4			
2	PEB,F	2b,2a	Rub,A	SH1,S	-	30	3,6		5	5	5	5	5	5	
3	Wk,T	2b,2a	Curie,	TW,V	-	30			6	6	6	4	4	4	4
4	GA	2a,2b	New	R2a	-	20		20							
5	AR,M	3a,3b	Callas	R3a,F	-	24	3,6	24							
6	PEG,I	3a,3b	Arist,F	SH2,S	-	14	4,6	14							
7	Wk,T	3a,3b	?,Curi	WS,F	-	14	4,6	14							
8	AR	1b	Callas	R1b	-	14	4,6	14							
9	HI	1b	Ander	R1b	-	14	4,6	14							

The 'UnSc' column displays the current number of unscheduled periods for this lesson.

### 6.2.2 Min. / max. number of periods per term

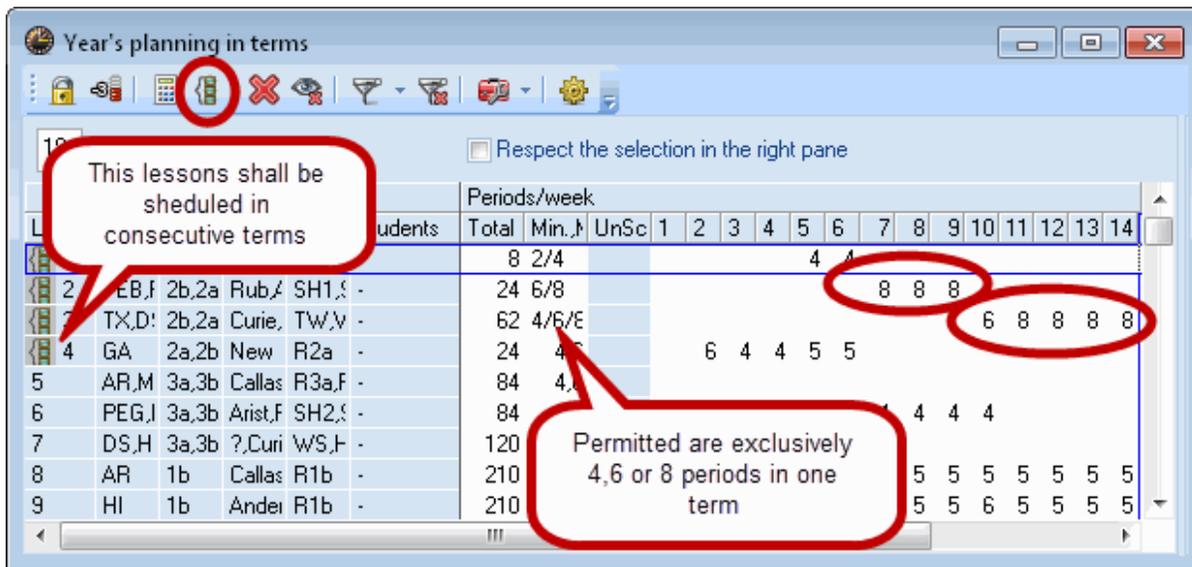
Min. / max. number of periods per term The desired minimum and maximum number of periods per week can be specified in the 'Min./max.' column. This is particularly important for automatic scheduling but can also serve as a means of checking manual scheduling.

If a sport lesson is to be taught for at least 2 but for no more than 4 periods per week you can enter the value '2,4' 'Min./max' field.

If this specification is not complied with, the number entered will be displayed red with "!!" warning that there is a discrepancy between the two input values.

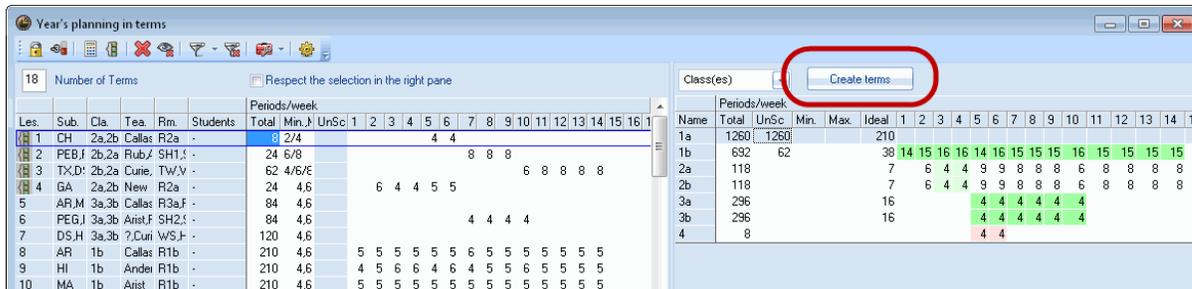






## 6.4 Creating terms

Once all the total periods have been allocated to the individual terms, clicking on the <Create terms> button results in the terms being created in the system, and the 'Year's planning in terms' window closes automatically. The display of lessons in the lessons window now corresponds to the allocation of the individual terms.



By default, terms of equal length are created. If terms are to have different lengths the dates can be changed in the terms window ("Modules | Multiple terms | Multiple terms"). You can also change the names of the terms (short name and full name) in this window.

Name	Full name	From	To	Locked	Days	Mother term
Total school	Total school year	19.9.14	13.11.14	<input type="checkbox"/>	5	
39	39/2014	22.9.14	28.9.14	<input type="checkbox"/>	5	Total school ye
40	40/2014	29.9.14	5.10.14	<input type="checkbox"/>	5	Total school ye
41	41/2014	6.10.14	9.11.14	<input type="checkbox"/>	5	Total school ye
42	42/2014	13.10.14	29.10.14	<input type="checkbox"/>	5	Total school ye
43	43/2014	20.10.14	26.10.14	<input type="checkbox"/>	5	Total school ye
44	44/2014	27.10.14	1.11.14	<input type="checkbox"/>	5	Total school ye

**Caution:**

Once terms have been created you can no longer use the year's term planning optimisation. 'Create terms' can only be used once. From now on these toolbar icons are disabled and displayed grey. For this reason, do not create terms until you have finished work on term planning for the year. You can of course make manual changes to the year term planning at any time.

## 7 Finnish term planning

Finnish term planning is also concerned with dividing the year up into several terms in which all subjects are taught with the same degree of intensity. As with [term planning for the year](#), some subjects are not taught in every term.

The basis for creating the terms in this system is a finished timetable. Then, through appropriate allocation, each day of this timetable is transferred to a weekly timetable for a whole term.

For example, if you wish to divide the school year up into 5 terms you must start with a timetable for a 5-day week. The Monday timetable then forms the basis for the weekly timetable for the first term, Tuesday forms the basis for the timetable of the second term and so on. A lesson originally lasting just one period will only be taught in one term, but a subject that is taught every day in the initial timetable will be taught in every term.

You can determine the way in which the allocation of a day in the timetable is transformed into the timetable of a whole period.

- Open the 'Finnish term planning' window (via 'Modules | Multiple terms | Finnish term planning').
- Click in the left window pane, for example in the first free (white) cell of the Mo-1 row.

The right window pane will display the (initially empty) timetable for the first term. (Reminder: the weekly timetable for the first term will be created from the Monday of the initial timetable.)

- By double-clicking in the right pane you can now schedule lessons from the initial timetable in Mo-1 at any desired position in the weekly timetable.

For example, assigning the Mo-1 period in the initial timetable Mo-1, Tu-1, We-1 and Th-1 means that those periods scheduled for the first period on Monday in the initial timetable will now be taught in the first period on Monday, Tuesday, Wednesday and Thursday in the first term.

- Once you are satisfied with the allocation of the Mo-1 lesson to the first term click on Mo-2 in the left pane and allocate this period to the timetable in the right pane.

When you have scheduled all the periods of a day (left pane) to the timetable (right pane), the term is complete and you can begin work on the next term.

You can remove an allocated period by double-clicking on it.

Instead of a double-click, you can use the <Allocate> and <Delete allocation> toolbar icons.

The <Copy the allocation of a day> toolbar icon is used to copy one term timetable to another.

Clicking the <Create terms> icon results in the terms actually being created.

The initial timetable is deleted in this process. Please ensure that you have created a backup copy of the initial timetable before invoking this function.

Converts the single periods of the initial timetable into several terms with different timetables.

Initial Timetable	Nr. of the term	Times in the term-timetables
Mo-1	1	Mo-1 Tu-1 Th-2 Fr-2
Mo-2	1	We-1 Th-1 Fr-1
Mo-3	1	Mo-2 Tu-2 We-2
Mo-4	1	Mo-3 Tu-3 We-3 Th-3 Fr-3
Mo-5	1	Mo-4
Mo-6	1	
Mo-7	1	
Mo-8	1	
Mo-9	1	
Tu-1	2	Mo-1 Tu-1 Th-2 Fr-2
Tu-2	2	We-1 Th-1 Fr-1
Tu-3	2	Mo-2 Tu-2 We-2
Tu-4	2	Mo-3 Tu-3 We-3 Th-3 Fr-3
Tu-5	2	Mo-4
Tu-6	2	
Tu-7	2	

Term-timetables

Time grid of the term-timetables

Number of days (1 to 7)

Maximum number of periods per day (1 to 60)

2. Term:

	Mo	Tu	We	Th	Fr
1		Tu-1	Tu-1	Tu-2	Tu-2
2		Tu-3	Tu-3	Tu-3	Tu-1
3		Tu-4	Tu-4	Tu-4	Tu-4
4		Tu-5			
5					
6					
7					
8					

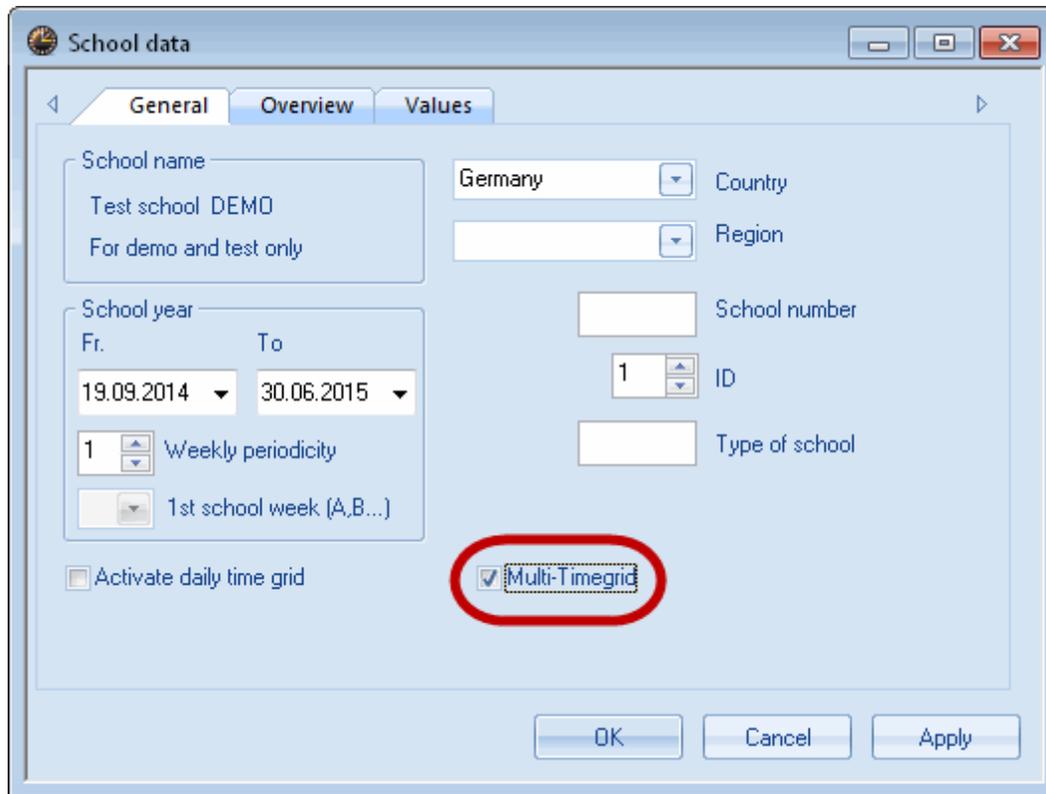
## 8 Multiple time grids

In an increasing number of schools lessons are no longer held in accordance with a single time scheme. The reason for this can be, for example, the merging of several formerly independent schools to form a single institution (community, regional or district school). Lessons for each school type (grammar school

stream, secondary modern school stream etc.) may be given in their own time grid. This quite naturally makes it more difficult to set up a timetable. Untis provides support in this case with its multiple time grid.

## 8.1 Defining several time grids

If your school uses several time grids, first make sure that the option 'Multi-time grid' is checked under 'Settings | School data'.

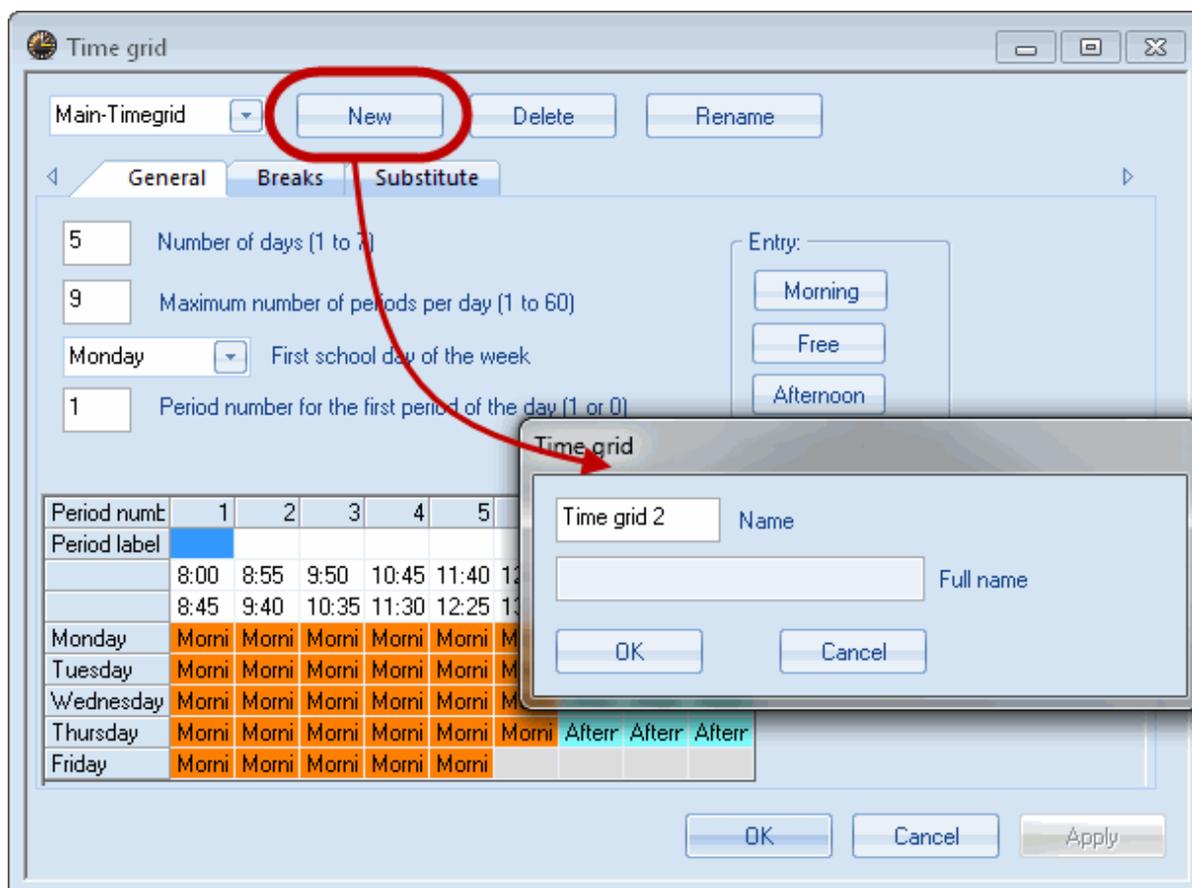


The screenshot shows the 'School data' dialog box with the 'General' tab selected. The 'Multi-Timegrid' checkbox is checked and highlighted with a red oval. The dialog box contains the following fields and options:

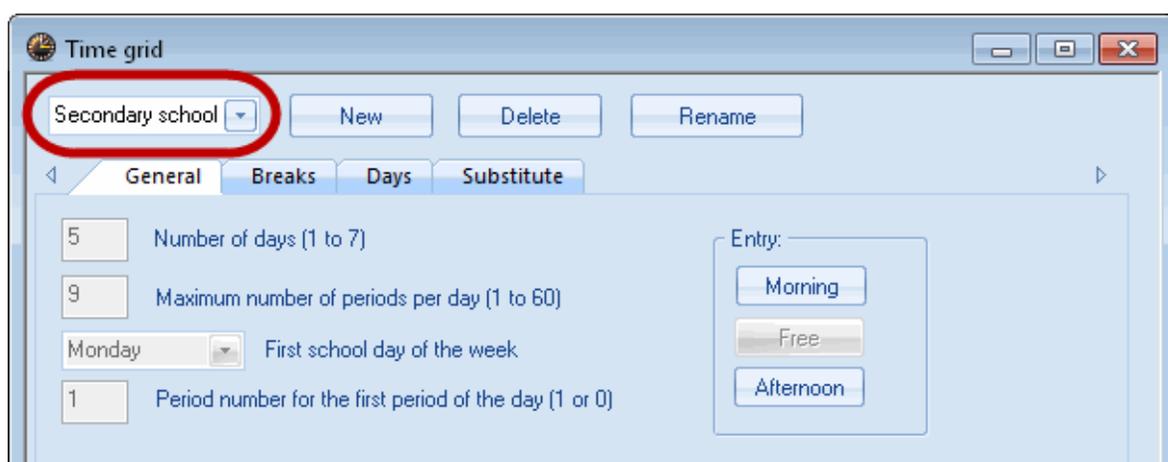
- School name: Test school DEMO (For demo and test only)
- Country: Germany
- Region: (empty)
- School year: Fr. 19.09.2014, To 30.06.2015
- School number: (empty)
- ID: 1
- Weekly periodicity: 1
- Type of school: (empty)
- 1st school week (A,B...): (empty)
- Activate daily time grid:
- Multi-Timegrid:

Buttons at the bottom: OK, Cancel, Apply.

All time grids can now be defined under "Settings | Time grids". The main time grid is created automatically by default. Click on the <New> button to create a new time grid and enter a unique name for it.



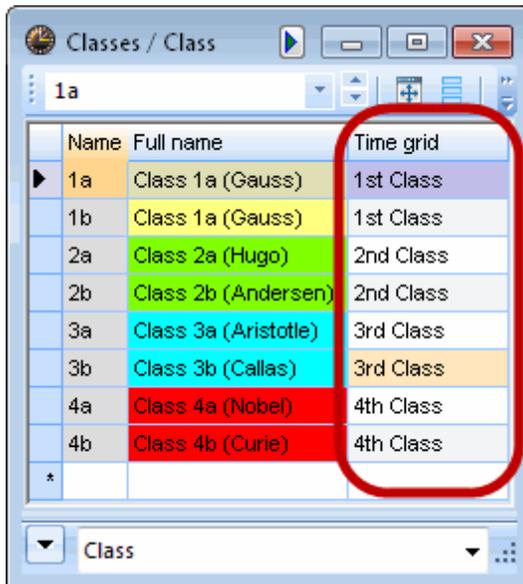
After clicking on <OK> to confirm, the newly created time grid will be displayed in the selection list in the upper section of the window.



The special characteristics of the new time grid can now be defined. This generally involves specifying the start and end times for the individual periods and the boundary between morning and afternoon.

Please note that the number of days taught, the maximum number of periods per day and the definition of 'First school day of the week' cannot differ from the main time grid.

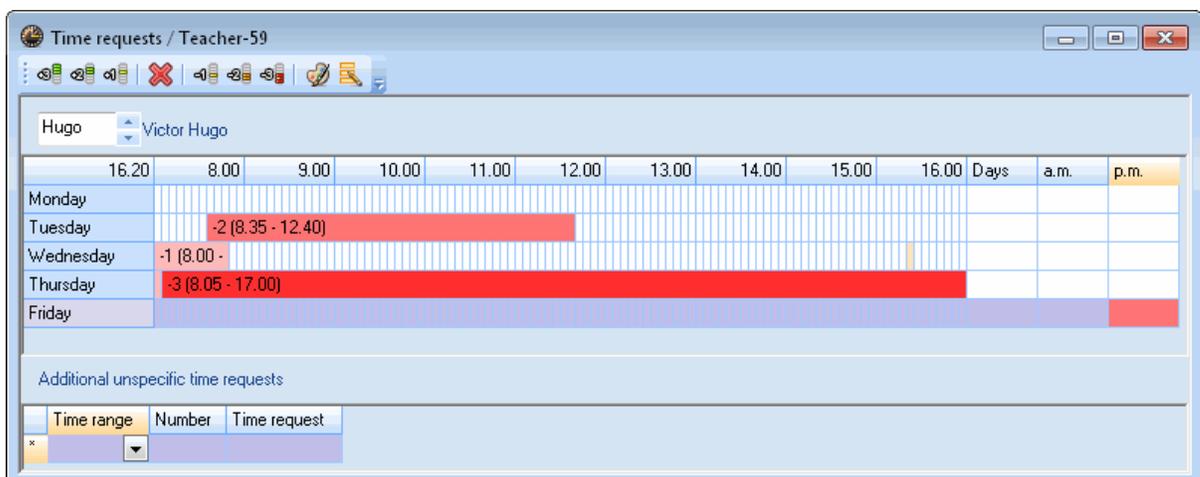
If fewer periods are taught in a sub-time grid than in the main grid, the periods not required can be entered as time requests (blocked periods) for the classes concerned. Once all time grids have been defined, each class is assigned a time grid in the master data window.



## 8.2 Teacher time requests in time grids

Once time grids have been assigned to classes, it is no longer clear for teachers when for example the first period starts and finishes. In order to allow the algorithm to function freely, it is therefore necessary to be able to specify teachers' time requests using hours and minutes.

Untis takes this factor into account by allowing teachers' time requests to be entered in multiples of 5 minutes.



## 8.3 Display several time grids in timetable

If a teacher gives lessons in more than one time grid, the meaning of the period number becomes meaningless since e.g. the second period in the first time grid could correspond to the third period in the second time grid.

Untis therefore allows you to set the option 'Timetable display in minute mode' on the 'Layout 2' tab under 'Timetable settings' in order to display the timetable in terms of minutes.

	Mo	Tu	We	Th	Fr
8.00	1b Biology R1b	3a English R3a		2a German R2a	2a German R2a
9.00	3a English R3a	3b Biology Ra		2a English R2a	2a Biology R2a
10.00	1a Biology R1a	3a Biology R3a		2b Biology R2b	2b Biology R2b
11.00	2a German R2a			4a. English 1)	2a English R2a
12.00	2a English R2a				4a. English 2)
13.00		2a English R2a		3a English R3a	
14.00	3a Biology R3a			3b Biology Ra	
15.00					
16.00					

Please note that the timetable in the diagram displays the two periods on Tuesday that overlap by 15 minutes as a collision. This circumstance is also displayed in the diagnosis as a clash.

The minute mode allows changes to the timetable to be made using drag&drop. Please note that

lessons in the teacher timetable can only be shifted or swapped within a class, similar to manual planning in the normal display mode.

## 8.4 Display time grids in sched. dialogue

Display time grids in sched. dialogue The time grid of the scheduling dialogue depends on the time grid of the class in the active lesson. When several classes are coupled with different time grids, the first class listed 'trumps' the others. A teacher not being available due to a lesson in another time grid is indicated with a red circle. In the figure these are periods 2-3 and 5-6 on Tuesday.

L-No.	Tea.	Subj.	Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line text-2	Student group
271	RL, RELIG,	024C	HS4c	14.45-15.30 (45)	1-43	18					

### Caution:

"Swap suggestions and "Consecutive swaps" are only processed for the active time grid. Swaps between different time grids must be performed manually.

## 8.5 Outputting several time grids in HTML

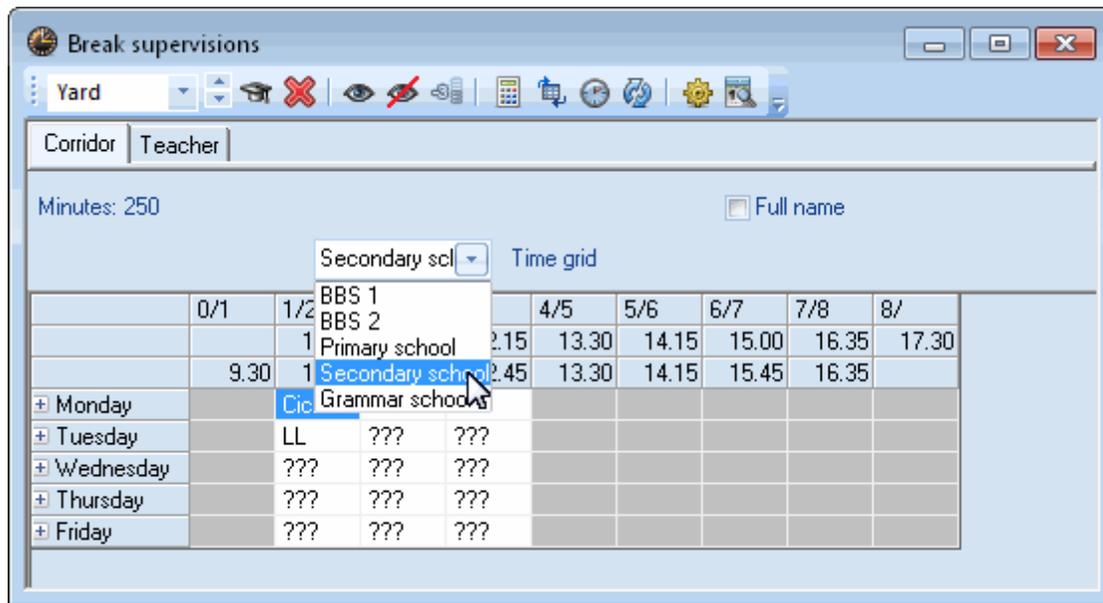
Timetables in minute mode can also be saved as HTML files. With this type of output, a general grid is created in the HTML pages that is aligned with the full hour. As you can see in the figure, the periods are inserted into this grid to within five minutes, depending on their length.

The image displays two overlapping windows from a scheduling software. The left window, titled 'HS2c - Hauptschule 2c Timetable (Kla20A)', shows a detailed view for Monday with columns for 9.30-10.00 and 10.00-11.00. The right window, titled 'Untis 2014 Stundenplan 20...', shows a larger grid for Monday with columns for 9.30-10.00, 10.00-11.00, 11.00-12.00, 12.00-13.00, 13.00-14.00, 14.00-15.00, and 15.00-16.00. Both windows show various subjects like MATEM, SP, E, LECT., COMP, MUSIK, RELIG, and DRAM.

		Monday						
		9.30 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 13.00	13.00 - 14.00	14.00 - 15.00	15.00 - 16.00
HS1d		MUSIK	MATEM					
HS2a		E	E					
HS2b		LECT.	E					
HS2c		MATEM	SP					
HS3a		LECT.	COMP					
HS3b		INF	RELIG					
HS3c		SP	E					
HS4a		MUSIK	COMP					
HS4b		MATEM	LECT.					
HS4c		COMP	DRAM					
GY1a		MATEM	MUSIK					
GY1b		COMP	EARTI.					
GY1c		RELIG	COMP					
GY2a		E.	LECT.					
GY2b		MATEM	E.					
GY2c		INF.	CNATU					
HS2c		MATEM	SP	E		E	EARTI	
HS3a		LECT.	COMP	E		SPORT.	SP	
HS3b		INF	RELIG	E		SPORT.	MATEM	
HS3c		SP	E	DRAM		SPORT.	MATEM	
HS4a		MUSIK	COMP	MATEM		E	DRAM	
HS4b		MATEM	LECT.	SP		COMP	E	
HS4c		COMP	DRAM	LECT.		MATEM	SP	
GY1a		MATEM	MUSIK	RELIG	COMP			
GY1b		COMP	EARTI.	SP	MUSIK			
GY1c		RELIG	COMP	MUSIK	E.			
GY2a		E.	LECT.	SP	CNATU			
GY2b		MATEM	E.	SP	CSOCI			
GY2c		INF.	CNATU	SPORT.	RELIG			
GY3a		E.	INF.	SPORT.	MATEM			
GY3b		SPORT.	MATEM	CSOCI	E.			
GY3c		SPORT.	E.	EPLAS.	FRANC.			

## 8.6 Multi-time grids and break supervision

The automatic scheduling of break supervisions also takes different class time grids into account. For this to function, the time grid must be selected in the break supervision scheduling dialogue for which supervision is to apply.



## 8.7 Multiple time grids and cover planning

Defining different time grids at your school for different school types, departments or individual classes will of course have an effect on cover planning. The handling of the cover planning does not change to any great extent as only teachers are suggested for substitutions and shifts who can be assigned without a conflict.

Stand-bys can be scheduled in any time grid in a similar manner to break supervisions. This ensures that there are sufficient standbys at any time

### Caution:

Please note that when different time grids are used, potential substitution teachers may not be available for a certain period even though they have no lesson because they have been scheduled to provide break supervision in another time grid.

The display of the substitutions shows the actual time of the substitutions as the number of the period could provide ambiguous information. For example, the second period could start either at 8.50 am or at 8.55 am depending on the time grid in which the period was scheduled.

Substitutions / Class

Class(es) -All- From-To 19.09.2014 22.09.2014 4 Days  
Fr Mo Uncovered substitutions

Subst	Type	Period	Time	Subje	Subje	(Teacher)	Subst	(Class	Class	(Room	Room	Substitution text	Desc
2	Substitution	1	7.50-8.40	H		Arist	Gaus: 4a	4a	PL	PL			
7	Substitution	1	8.00-8.45	N		Arist	Nobel 1a	1a	R1a	R1a			
1	Substitution	2	8.40-9.30	EG		*Arist	Gaus: 3a, 3b	3a, 3b	SH2	SH2			
8	Substitution	2	8.55-9.40	1A		Arist	Curie 1b	1b	R1b	R1b			
3	Substitution	3	9.50-10.35	N		Arist	Hugo 1a	1a	R1a	R1a			
9	Substitution	3	9.45-10.35	EG		*Arist	Gaus: 3a, 3b	3a, 3b	SH2	SH2			
4	Substitution	4	10.45-11.30	1A		Arist	Gaus: 1b	1b	R1b	R1b			
10	Substitution	4	10.45-11.30	EG		*Arist	Nobel 1a, 1b	1a, 1b	SH2	SH2			

L-No. 2 Class\*

---

Endnotes 2... (after index)

Back Cover