



GRUBER & PETERS

UntisExpress

grupet.at

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1 Timetable

1.1 Introduction

The purpose of this brochure is to offer a fast, uncomplicated introduction to Untis Express. This manual should help you to create your school's timetable within a very short period and to perform day-to-day [Cover scheduling](#) .

Please bear in mind when working with the application for the first time that entering initial data ([Teachers](#) , [Classes](#) , [Rooms](#) , [Lessons](#) etc.) will take a relatively long period of time, but that when you come to create new timetables you will be able to work with the same basic data and will therefore only need to enter changes that occur at your school from year to year (e.g. changes in staffing, subject allocation etc.).

Before you actually start creating timetables, we would first like to provide some information on [Installation](#) , [Licencing](#) , [Online help](#) , the [Welcome screen](#) , [Demo files](#) and the [Data entry wizard](#).

1.1.1 Installation

Insert the installation CD into your CD ROM drive. If the installation procedure does not start automatically, Double-click on the file ' *SetupExpress2015.exe*' to start the setup process. The setup wizard will then guide you through the installation of Untis Express.

Warning: Administrator rights

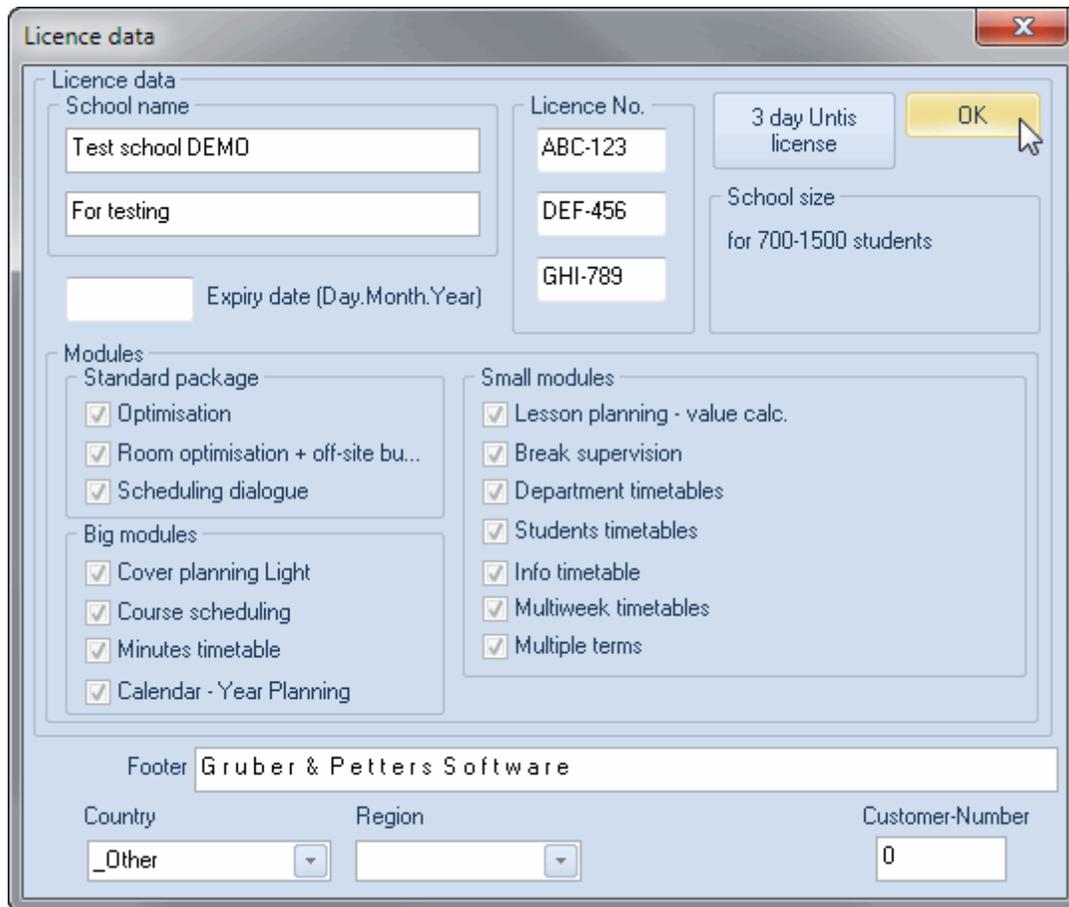
Please ensure that you have administrator rights when you install Untis and open the application of the first time. You will then be able to work with Untis as an unrestricted user.

We recommend that you do not change the default installation path. On an English-language Windows system with administrator rights this will be, for example C:\Program Files\Untis.

The setup wizard will inform you as soon as installation is complete. From now on you can launch Untis by clicking on the application icon that has been placed on your desktop.

1.1.2 Entering licence data

When you go to the tab 'File' and select 'New', you will be prompted to enter your licence data. (Your [Untis partner](#) will have provided you with a document containing your licence numbers.)



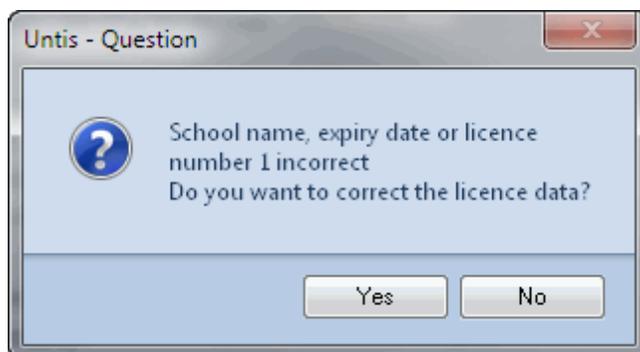
The 'Licence data' dialog box contains the following fields and options:

- School name:** Two text boxes containing 'Test school DEMO' and 'For testing'.
- Expiry date:** A text box with the placeholder '(Day.Month.Year)'.
- Licence No.:** Three text boxes containing 'ABC-123', 'DEF-456', and 'GHI-789'.
- License type:** A button labeled '3 day Untis license'.
- School size:** A text box containing 'for 700-1500 students'.
- OK button:** A yellow button with a mouse cursor over it.
- Modules:**
 - Standard package:**
 - Optimisation
 - Room optimisation + off-site bu...
 - Scheduling dialogue
 - Big modules:**
 - Cover planning Light
 - Course scheduling
 - Minutes timetable
 - Calendar - Year Planning
 - Small modules:**
 - Lesson planning - value calc.
 - Break supervision
 - Department timetables
 - Students timetables
 - Info timetable
 - Multiweek timetables
 - Multiple terms
- Footer:** A text box containing 'Gruber & Petters Software'.
- Country:** A dropdown menu with '_Other' selected.
- Region:** An empty dropdown menu.
- Customer-Number:** A text box containing '0'.

Please make sure to enter the licence data correctly and confirm with <OK>.

Incorrect licence data

If you have a temporary licence you will also have to enter an expiry date. If the message

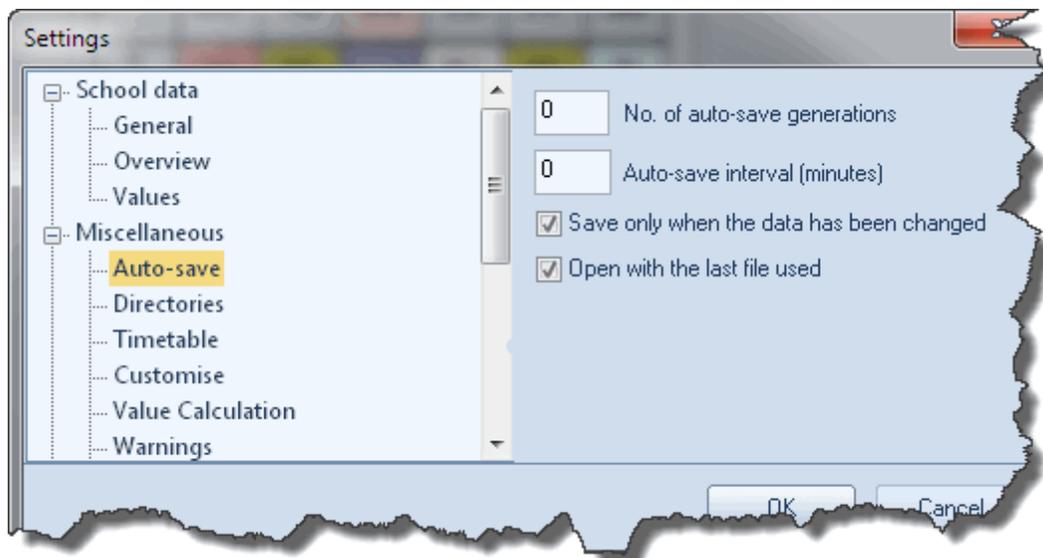


is displayed, check your input with the details on the licence data document and correct the entry. Please note that the entry is not case-sensitive, however all characters of the two lines of the school name, the licence number and expiry date must be entered exactly as they appear on the document. Confirm your entries with <Yes>. You will only be able to create a file for your own school after the

licence data have been entered correctly.

1.1.3 Automatic save

You can use the menu item "Settings | Miscellaneous | Auto-save" to specify how frequently Untis should automatically save data and how many backup generations should be archived. The settings in the figure mean, for example, that Untis should save the data every 30 minutes and use four generations of backup. These data are saved in files named save1.gpn, save2.gpn, save3.gpn and save4.gpn. The most current data are always in file save1.gpn and the oldest in file save4.gpn.



If you check the field "Open with the last file used", Untis will always load the last file to be processed when opening. You can suppress this function when you launch the application by holding the <Shift> key when opening.

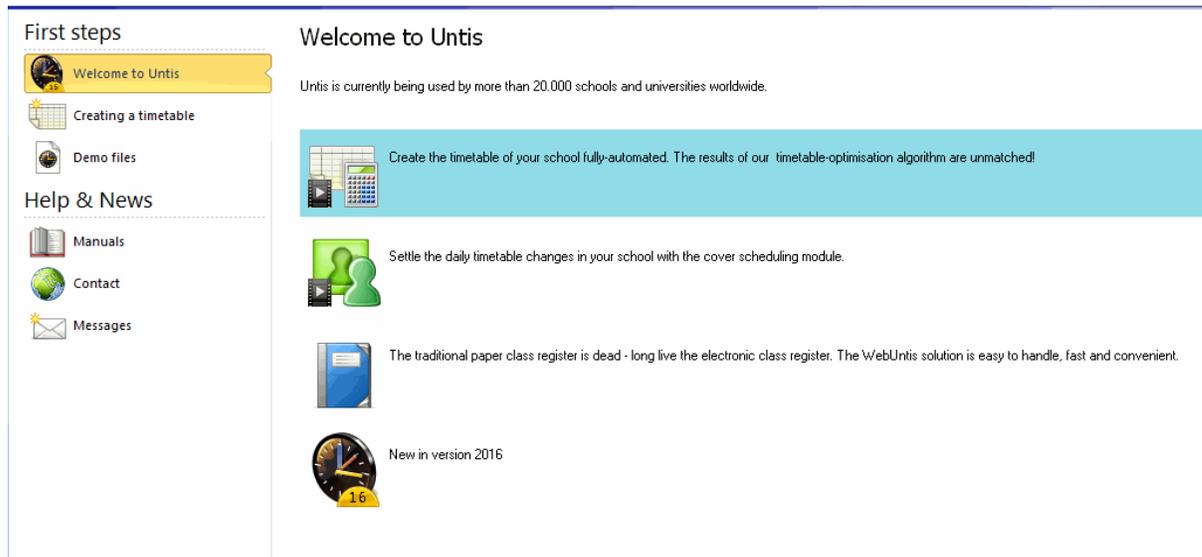
1.1.4 Help functions

If you need general help at any point in time, press <F1> to display help information and select 'Contents'. You will then find a manual providing detailed information on all topics.

However, if you require specific information on e.g. a particular button or input field, activate the respective field and press <F1>.

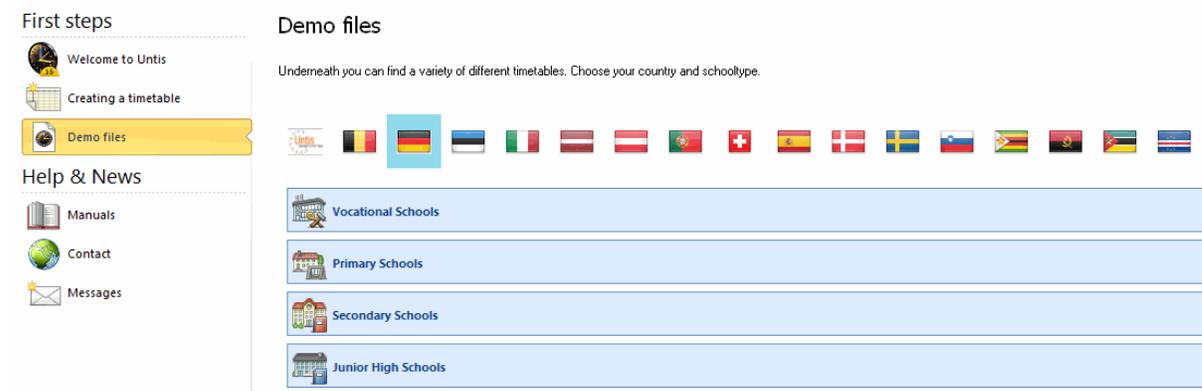
1.1.5 Welcome screen

When you launch Untis Express for the first time you will be greeted by a welcome screen.



The welcome screen gives you access to information in the form of interactive flash demos on the application and on what is new in the current version of Untis. You can also view all manuals and launch the [data entry wizard](#) .

Untis is deployed in a large number of countries. Take advantage of our international demo files to gain an overview of the possible uses of Untis.



1.1.6 Demo files

The demo files are intended to help you to get to know the functions and possible data entry scenarios in Untis. They already contain licencing and school data. There are two types of demo file in Untis:

- Actual school data that are typical of a certain type of school in a specific country. These files can be opened, for example from the [Welcome screen](#) .
- Simple files with different areas of focus that allow you to get to know the basic features of Untis without being overwhelmed by masses of data. You will find this data in the public Windows Documents file (e.g. Windows 8: C:\Users\Public\Documents\Untis. This manual generally draws on the file demo.gpn for examples in this manual.

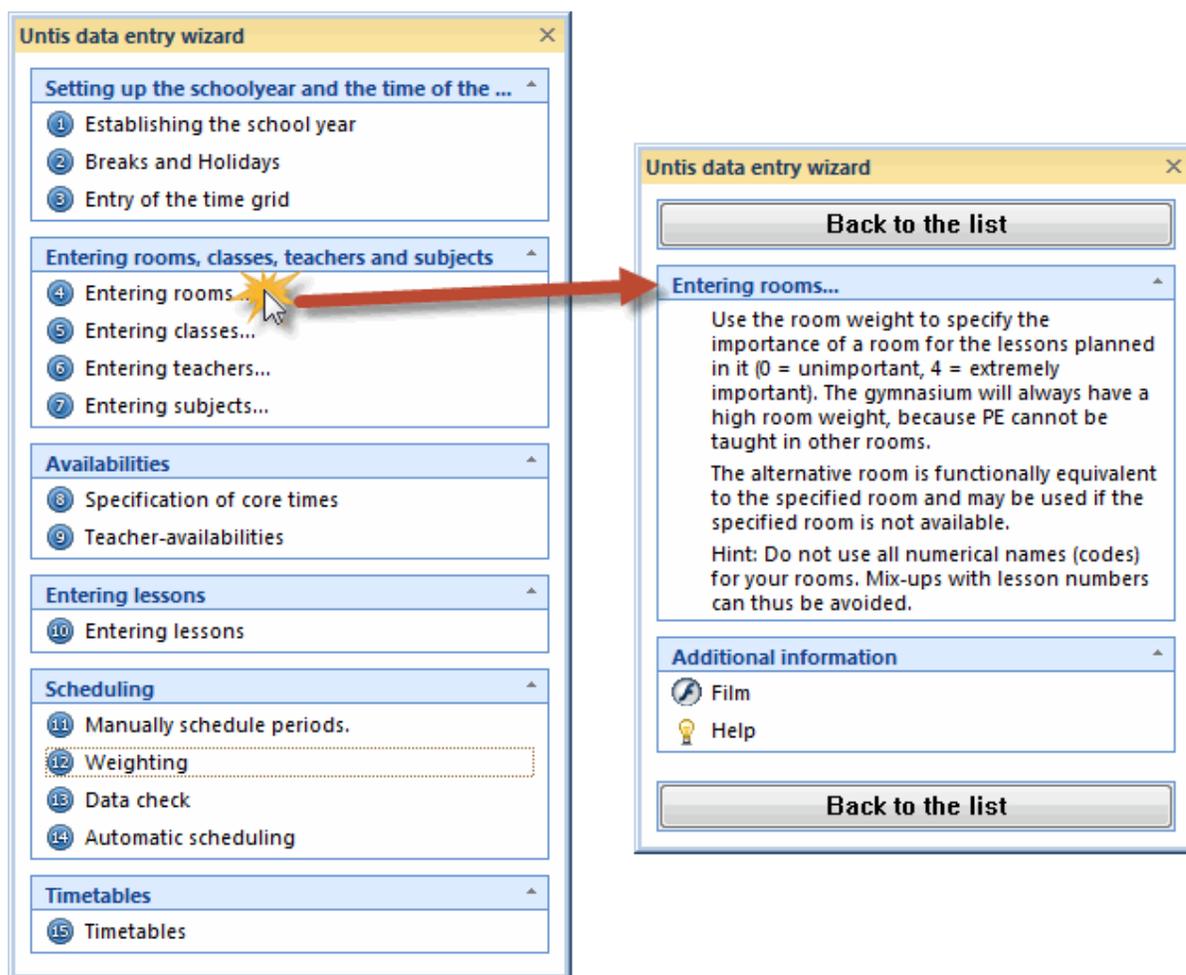
1.1.7 Data entry wizard

There are two ways of invoking the data entry wizard:

1. via the button 'Data entry wizard' under the tabs 'Start' or 'Data'
2. via the 'Create timetable' option in the welcome screen

The data entry wizard is intended to help you set up your timetable. The individual tasks should be completed chronologically. When you select a task, the corresponding window will open and brief information will be displayed on the topic.

You also have the opportunity to view a flash demo or to read the relevant chapter in the help function.



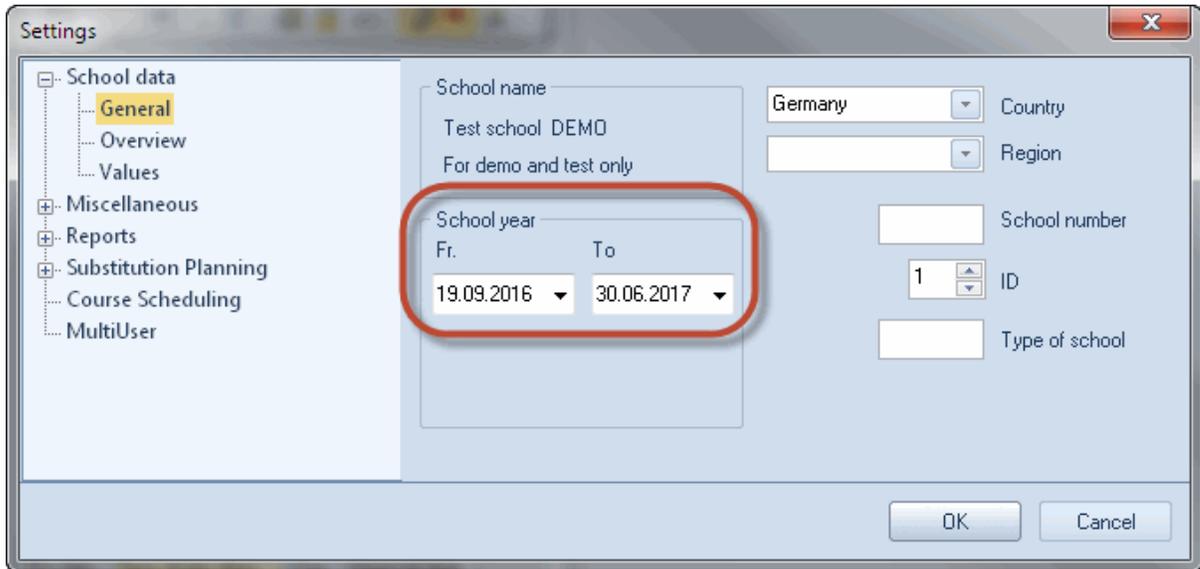
1.2 Basic data

All windows that are displayed in the [data entry wizard](#) can also be accessed via the corresponding menu item. The first block include the following:

- [the school year](#)
- [the time grid](#) and [the lunch break](#)
- [school holidays](#)

1.2.1 School year

Enter the duration of the school year under "Settings | School data". Do not include the summer holidays in your school year. Confirm your input with <OK>.



The screenshot shows a 'Settings' dialog box with a tree view on the left containing 'School data', 'Miscellaneous', 'Reports', 'Substitution Planning', 'Course Scheduling', and 'MultiUser'. The 'School data' section is expanded to show 'General', 'Overview', and 'Values'. The 'General' tab is active, displaying the following fields:

- School name: Test school DEMO
- Country: Germany
- Region: (empty)
- School year: Fr. 19.09.2016, To 30.06.2017 (highlighted with a red oval)
- School number: (empty)
- ID: 1
- Type of school: (empty)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

1.2.2 Time grid

If you go to the tab 'Data' and click on the button 'Time grid' you can specify on how many days in the week lessons are held, how many periods per day are used for teaching and which of these periods are probably regarded as morning or afternoon periods.

The following times have been entered for the school in the example below:

- 5 days per week (Monday to Friday)
- 8 periods per day
- a maximum of 3 afternoon periods per day
- no lessons on Friday afternoons

The screenshot shows a 'Time grid' dialog box with the following settings:

- Number of days: 5
- Maximum number of periods per day: 8
- First school day of the week: Monday

The 'Entry' section has buttons for Morning, Free, and Afternoon.

Period number	1	2	3	4	5	6	7	8
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25
	8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
Monday	Mornii	Mornii	Mornii	Mornii	Mornii	Aftern	Aftern	Aftern
Tuesday	Mornii	Mornii	Mornii	Mornii	Mornii	Aftern	Aftern	Aftern
Wednesday	Mornii	Mornii	Mornii	Mornii	Mornii	Aftern	Aftern	Aftern
Thursday	Mornii	Mornii	Mornii	Mornii	Mornii	Aftern	Aftern	Aftern
Friday	Mornii	Mornii	Mornii	Mornii	Mornii			

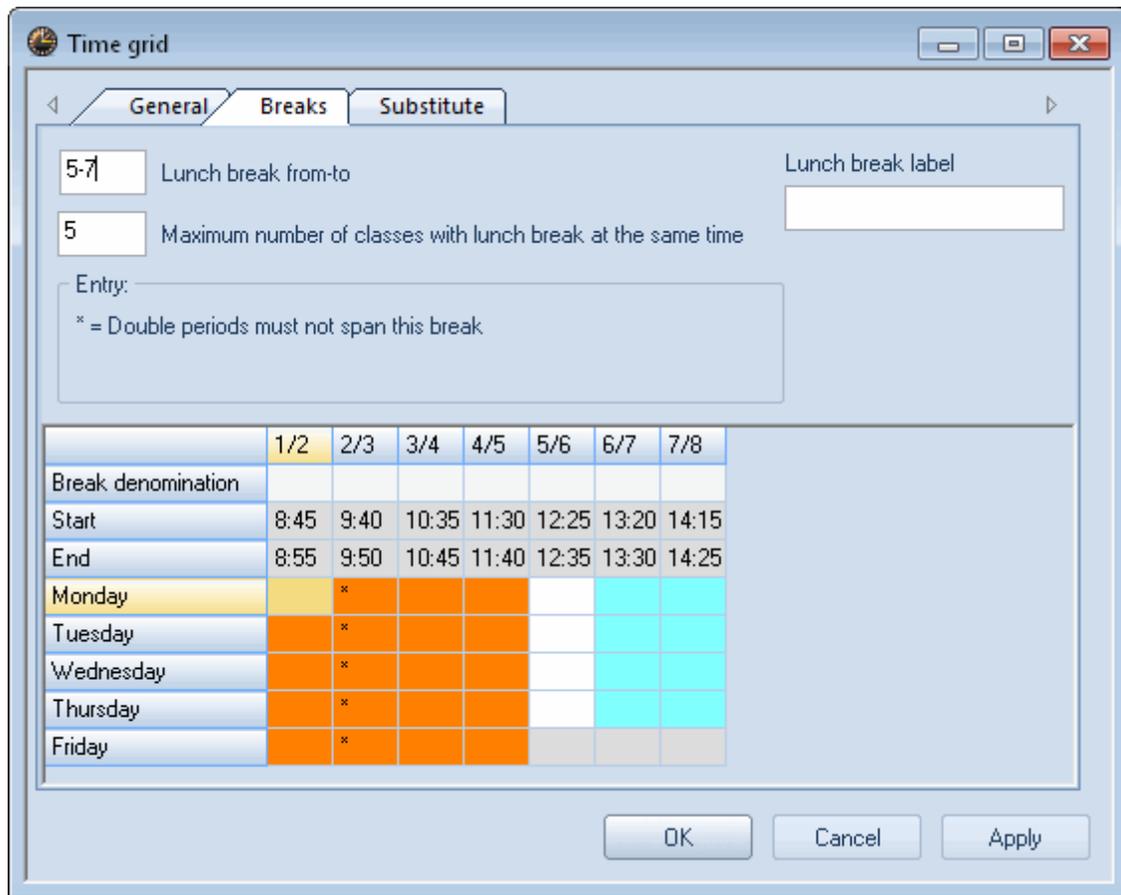
The 8 periods per day are divided into 5 morning and 3 afternoon periods. This distinction between morning and afternoon periods is important for the position of a possible [lunch break](#) and can in turn also influence when lessons are scheduled depending on additional settings.

Enter the length of each period in the relevant fields below the period in the grid. This allows you to enter different durations for afternoon or evening periods. It is also possible to enter a break for the entire school between the last period of the morning and the first period of the afternoon.

1.2.3 Lunch break

Any lunch break is automatically placed in the last period of the morning and/or the first period of the afternoon. You can influence the position of the lunch break on the 'Breaks' tab on the ' [Time grid](#) ' by selecting the first and last periods that can serve as lunch break. The length of the break between morning and afternoon lessons is specified at a later point in time (e.g. 1-2 periods depending on the class).

The example shows that the 5th period is the first that can be used as lunch break and the 7th period is the last. The lunch break must always lie on the boundaries or across the boundaries between morning and afternoon. The white fields indicate those breaks lying between the last period of the morning and the first period of the afternoon. It is also possible to specify the maximum number of classes that can have their lunch break at the same time plus the title of the lunch break in the timetable.

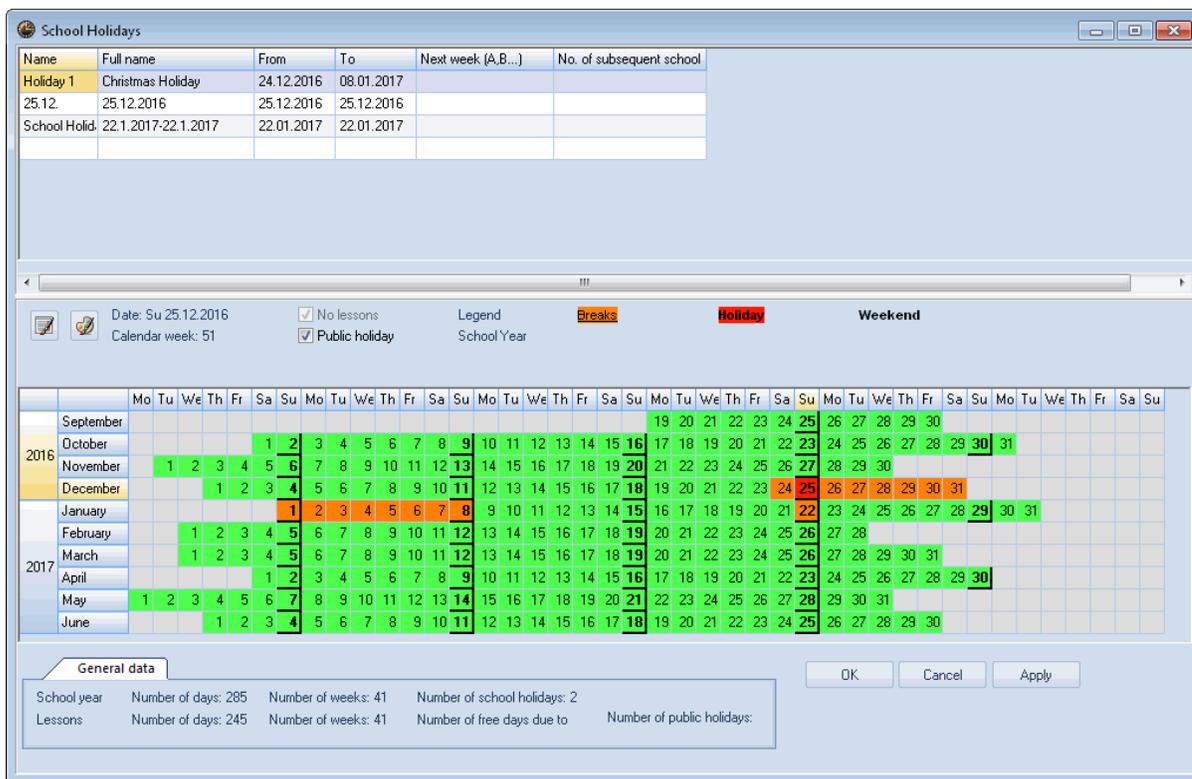


Note: Double period and break

If an * is entered for a break, as in the example between the second and the third period, a double period may not span the break.

1.2.4 School holidays

Under the tab 'Data' there is the button 'School holidays' where you specify when there will be no lessons due to school holidays or public holidays for the whole school in the current school year.



School holidays are important, if you use the cover scheduling function for daily changes in the timetable. School holiday and public holiday entries are also considered in calculating the weightings of the lessons for the teachers in the value calculation. However, they do not have any impact on the optimisation of the timetable.

1.3 Master data

Master data refer to all school-specific resources in Untis which are essential for the creation of the timetable. These include [Rooms](#) , [Classes](#) , [Teachers](#) and [Subjects](#)

Master data can be called up via the menu items ' Master Data | Classes', 'Master Data | Teachers' etc.



1.3.1 Master data maintenance

Creating a new master data element

You can create a new element (e.g. a new class) in the master data window by clicking into the last (empty) row in the grid and entering a short and a full name. When you click on the <New> button the cursor automatically gets to this row.

Name	Full name	Text	Room	Main subj./day	Lunch break	Periods/day	Consec. Pers.	Lock (X)	Ignore (I)
1a	Class 1a (Gauss)		R1a	4	1-2	4-6	2	<input type="checkbox"/>	<input type="checkbox"/>
1b	Class 1b (Newton)		R1b	4	1-2	4-6	2	<input type="checkbox"/>	<input type="checkbox"/>
2a	Class 2a (Hugo)		R2a	4	1-2	4-7	2	<input type="checkbox"/>	<input type="checkbox"/>
2b	Class 2b (Andersen)		R2b	4	1-2	4-7	2	<input type="checkbox"/>	<input type="checkbox"/>
3a	Class 3a (Aristotle)		R3a	4	1-2	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>
3b	Class 3b (Callas)		Ps1	4	1-2	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>
4	Class 4 (Nobel)		Ps2	4	1-3	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>

You can switch between the individual fields using the <Tab> key.

Changing the short name

You can change the short name by double clicking on it to open a separate window. You can mark and change all other data (e.g. full name) by simply clicking on them in the grid view.

Short name

1a Name

Class 1a (Gauss) Full name

OK Cancel

Element löschen

You can delete a master data element by activating/marking the respective row and clicking on the <Delete> button.



Sort order

If you wish to rearrange a master data element click on the first (grey) column of the element that you wish to rearrange and hold the left mouse button down. Now drag the element to the desired position in the list.

You can also change the order of the columns using drag&drop.

1.3.2 Entries for all master data and lessons

Some fields and functions can be found in (almost) all types of master data and in lessons.

Lock (X)	Ignore (I)	Text
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Text

Lock (X)

A lesson containing an element that is locked will be "frozen" in the timetable. Already scheduled periods will not be rearranged in a subsequent optimisation.

Ignore (i)

A lesson containing a master data element marked "Ignore" will be ignored in the timetable, i.e. it cannot be scheduled or displayed.

Text

An explanatory text can be entered for each element.

Blocking

If an element is not available in a certain period you can block it using time requests. This means that optimisation will not schedule a lesson with the respective element in this period.

Select the appropriate period of time and enter the time request -3, which corresponds to an absolute block.

You can use the serial change function to apply this time request easily to other elements.

SH1 Sports Hall 1

	1	2	3	4	5	6	7	8
Monday					-3	-3	-3	-3
Tuesday								
Wednesday					-3	-3	-3	-3
Thursday								
Friday	-3	-3	-3	-3	-3	-3	-3	-3
Saturday								

Defining time requests for [Classes](#) and [Teachers](#) may prove more difficult. You will find the explanation in the appropriate chapter.

1.3.3 Serial change

You can change more than one row in a column with just one entry. For example, perform the following in order to change the number of consecutive periods of main subjects in:

1. Hold the left mouse pressed to select the classes where you wish to make the entry.
2. Enter the desired value.
3. Confirm with <Enter> or <TAB>.

Name	Full name	Room	Main subj./day	Lunch break	Periods/day	Consec. Pers.	Lock (X)	Ignore (I)	Text
3a	Class 3a (Aristotle)	R3a		4 1-2	4-8		<input type="checkbox"/>	<input type="checkbox"/>	
3b	Class 3b (Callas)	Ps1		4 1-2	4-8		<input type="checkbox"/>	<input type="checkbox"/>	
4	Class 4 (Nobel)	Ps2		4 1-3	4-8		<input type="checkbox"/>	<input type="checkbox"/>	
2a	Class 2a (Hugo)	R2a		4 1-2		Consec. Pers.	<input type="checkbox"/>	<input type="checkbox"/>	
2b	Class 2b (Andersen)	R2b		4 1-2		2	<input type="checkbox"/>	<input type="checkbox"/>	
1b	Class 1b (Newton)	R1b				Consec. Pers. 2	<input type="checkbox"/>	<input type="checkbox"/>	Text
1a	Class 1a (Gauss)	R1a				2	<input type="checkbox"/>	<input type="checkbox"/>	

1.3.4 Rooms

Each master data element is uniquely described with a name and a full name.

Name	Full name
SH1	Sports Hall 1
SH2	Sports Hall 2
PL	Physics lab.
WS	Workshop

Room name

Select an appropriate abbreviation that uniquely describes the room in your school. For example SH1 for sports hall 1 or R10 for class room number 10.

Room full name

Enter a full name which describes the room in more detail.

Tip: Room names

We recommend that you include at least one character in each room name and do not use numbers exclusively (e.g. R10 instead of 10). This helps to avoid confusion with possible classes of the same name and increases the legibility of the timetable or cover schedule. Rooms should not be given the same names as classes (e.g. R1a for class 1a's classroom) as this would mean having to rename the rooms each school year.

You should enter [alternative rooms](#) and [room weightings](#) for automated scheduling.

1.3.4.1 Alternative rooms

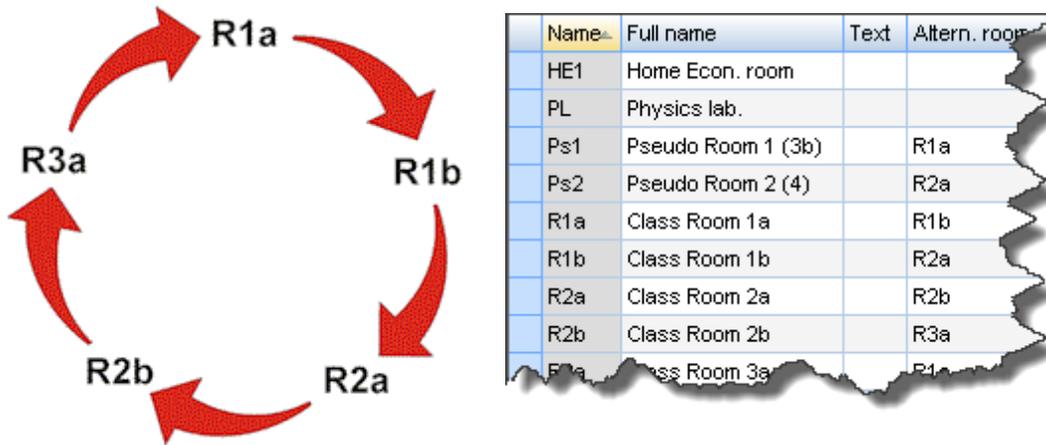
The alternative room is used for scheduling lessons if the room originally desired is already booked. In our example SH1 is the alternative room of SH2 (and vice versa).

Name	Full name	Text	Altern. room
SH1	Sports Hall 1		SH2
SH2	Sports Hall 2		SH1
PL	Physics lab.		
WS	Workshop		
TW	Textiles worksho...		

Rings of alternative rooms

You may string functionally equivalent rooms together in such a way that they form a ring of

alternative rooms. This has already been entered in the example. The alternative room for R1a is R1b, the one for R1b is R2a and so on until the ring is closed.



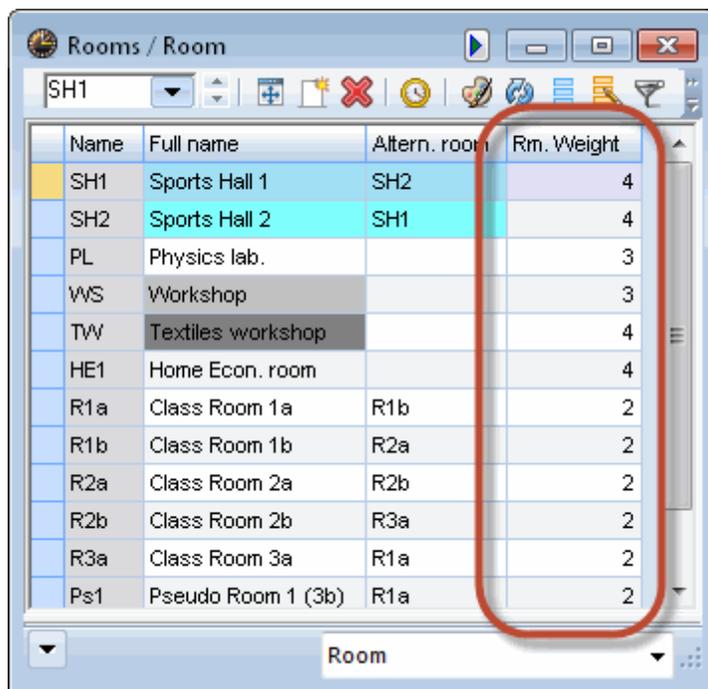
If, during an optimisation run, it turns out that the desired room for a lesson (e.g. R1b) is already occupied, then the next rooms in the ring (R2a ...) will be checked until a free room is found in the ring.

These rings of alternative rooms make it possible to easily model the "geographical" circumstances of the school by having the sequence of alternative rooms reflect the position of the individual rooms to each other. You can thus save teachers and students wasting time moving between rooms when the neighbouring rooms are located next to each other in the ring.

1.3.4.2 Room weighting

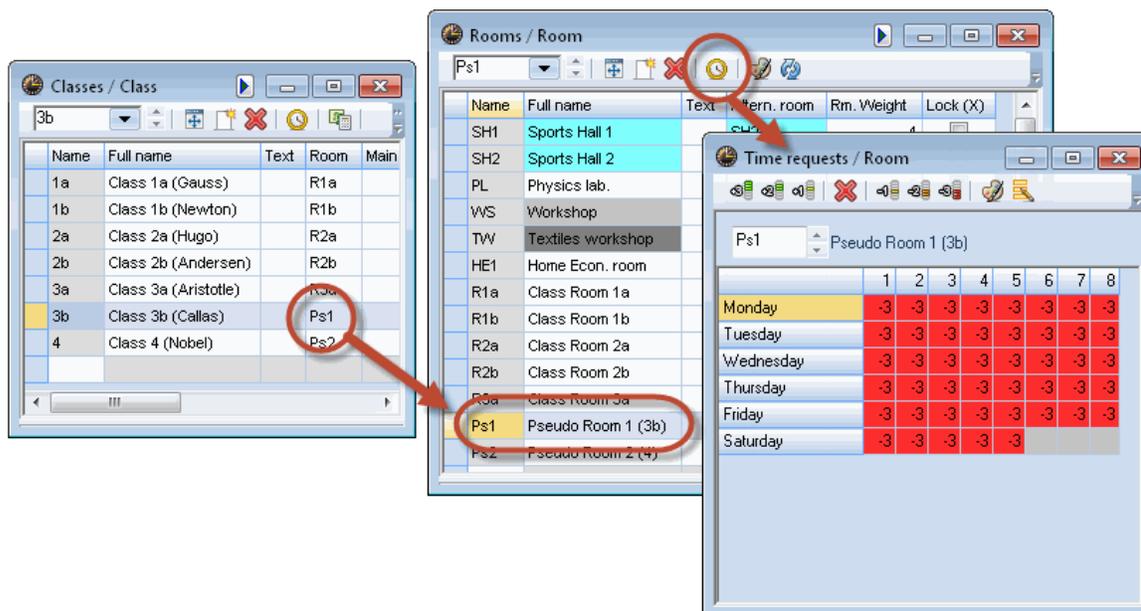
The room weighting specifies the importance of a room for the lessons which are to be scheduled in it.

A room weighting of 0 means that the lesson will be scheduled during automatic scheduling even when there is no room or alternative room available. A room weighting of 4 signifies that scheduling the lesson only makes sense if the desired room (or one of the alternative rooms) is available. Physical education lessons, for example, only make sense if one of the sports halls is free, and cookery only makes sense if the kitchen is available, whereas maths may be taught in any room of the school which happens to be free.



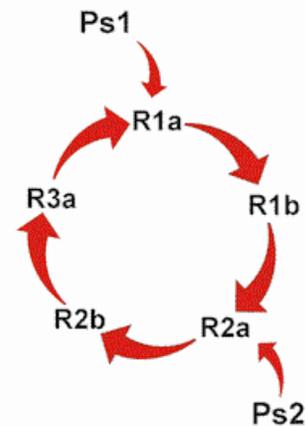
1.3.4.3 Classes without designated rooms

If it proves necessary to form classes without designated rooms, you can use the method of pseudo rooms. You can do this by simply assigning a fictitious room, a pseudo room to the respective class and blocking this room for every period of the week (using time request "-3").



Enter a room in your [classroom ring](#) as the [alternative](#) room for the pseudo room. Untis will now search for a suitable room for your class with no designated room.

Name	Full name	Text	Altern. room	Rm. Weight	Lock (X)
SH1	Sports Hall 1	SH2		4	<input type="checkbox"/>
SH2	Sports Hall 2	SH1		4	<input type="checkbox"/>
PL	Physics lab.			3	<input type="checkbox"/>
WS	Workshop			3	<input type="checkbox"/>
TW	Textiles workshop			4	<input type="checkbox"/>
HE1	Home Econ. room			4	<input type="checkbox"/>
R1a	Class Room 1a	R1b		2	<input type="checkbox"/>
R1b	Class Room 1b	R2a		2	<input type="checkbox"/>
R2a	Class Room 2a	R2b		2	<input type="checkbox"/>
R2b	Class Room 2b	R3a		2	<input type="checkbox"/>
R3a	Class Room 3a	R1a		2	<input type="checkbox"/>
Ps1	Pseudo Room 1 (3b)	R1a		2	<input type="checkbox"/>
Ps2	Pseudo Room 2 (4)	R2a		2	<input type="checkbox"/>



1.3.5 Classes

A unique (short) name must also be given to each class. The full name field can also contain the class teacher in addition to the name. You will then see this, for instance, printed on all reports of this class.

Name	Full name	Text	Room	Main subj./day	Lunch break	Periods/day	Consec. Pers.	Lock (X)	Ignore (I)
1a	Class 1a (Gauss)		R1a	4	1-2	4-6	2	<input type="checkbox"/>	<input type="checkbox"/>
1b	Class 1b (Newton)		R1b	4	1-2	4-6	2	<input type="checkbox"/>	<input type="checkbox"/>
2a	Class 2a (Hugo)		R2a	4	1-2	4-7	2	<input type="checkbox"/>	<input type="checkbox"/>
2b	Class 2b (Andersen)		R2b	4	1-2	4-7	2	<input type="checkbox"/>	<input type="checkbox"/>
3a	Class 3a (Aristotle)		R3a	4	1-2	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>
3b	Class 3b (Callas)		Ps1	4	1-2	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>
4	Class 4 (Nobel)		Ps2	4	1-3	4-8	2	<input type="checkbox"/>	<input type="checkbox"/>

Tip: Tool tip

If you would like to have more information on a column, position the cursor over the column heading and a short description of the field will be displayed.

Room

The short name of a room for those classes which have their own room is entered in the field 'Room'. If you now create a lesson for this class, the room will be entered automatically. This saves a lot of manual input.

Main subjects per day

Subjects which are particularly demanding or important for the students can be marked as [<Main subject>](#) by going to [Master data | Subjects](#) . In the column 'Main subj./day' you can specify how many main subjects may be taught per day.

Lunch break min, max

Enter the minimum (min) and maximum (max) length of the lunch break for each individual class. If the lunch break is to last exactly one hour, enter '1-1'. If you rely on Untis to schedule no or a two hour lunch break, then you need to enter '0-2'. If you want the class to have no lunch break at all, leave the field empty.

Which periods are in general suitable for lunch breaks can be defined under 'Data', 'Timegrid' - go to the 'Breaks' tab (please refer to chapter [Lunch break](#)).

Periods per day

You can specify here how many periods the respective class should be taught per day at a minimum (min) and how many lesson units may be allocated to one day at a maximum (max).

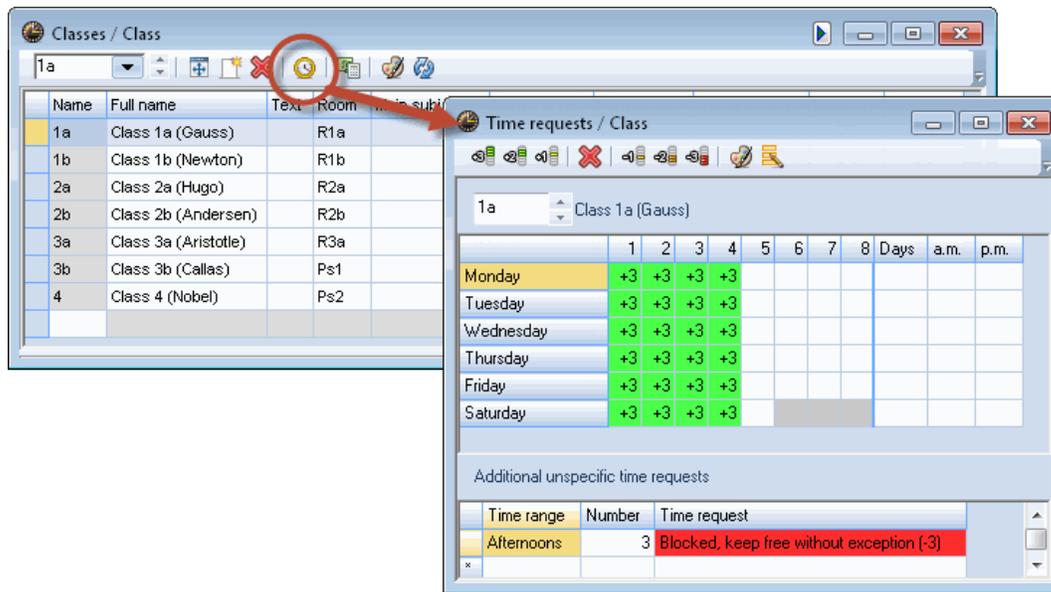
You should enter "4-6" if you wish to have the class taught for a minimum of 4 periods and a maximum of 6 periods each day.

Consecutive periods of main subjects

You can use this column to specify the number of [main subjects](#) that can be taught to a class consecutively. You can specify how important this point is for you via [weighting](#).

1.3.5.1 Time requests for classes

Untis offers you the possibility to enter an individual time request relating to each element i.e. to [teachers](#) , [classes](#) , [rooms](#) and [subjects](#)) as well as to each period of the day and for each day of the week. The options range from "-3" (do not schedule lessons here under any circumstances) to "+3" (schedule a lesson at all events). You can enter time requests for classes by clicking on the <Time requests> icon in the toolbar of the master data window.



The following time request entries are possible:

- [Core times](#)
- [Differentiated time requests](#)
- [Unspecified time requests](#) (these are described in chapter ' [Time requests for teachers](#) ')

1.3.5.1.1 Core times

If you want Untis to begin scheduling periods in the first period of the morning, enter a time request of +3 in the periods when lessons should take place at all costs. This was done for the 1st to the 4th periods in this example. This is known as core time. The optimisation algorithm treats violations of the core times as very serious infringements.

	1	2	3	4	5	6	7	8	Days	a.m.	p.m.
Monday	+3	+3	+3	+3							
Tuesday	+3	+3	+3	+3							
Wednesday	+3	+3	+3	+3							
Thursday	+3	+3	+3	+3							
Friday	+3	+3	+3	+3							
Saturday	+3	+3	+3	+3							

Time range	Number	Time request
Afternoons	3	Blocked, keep free without exception (-3)
*		

1.3.5.1.2 Differentiated time requests

You can use the time requests "+2" to "-2" for lessons which may in principle be scheduled any time but for which you wish to set preferences. The time request for class 1b can be explained as follows:

Lessons must take place between the 1st and 4th periods at all costs. Lessons should take place in the 5th but preferably not in 6th period. There should be no lesson in the 7th period and there must be no lessons scheduled in the 8th period and on Fridays in the 5th period. You can use [weighting](#) to determine for yourself to what degree [automatic scheduling](#) should take time requests into account.

The screenshot shows a software window titled "Time requests / Class". At the top, there is a dropdown menu set to "1a" and a label "Class 1a (Gauss)". Below this is a grid with columns for days 1 through 8, and rows for days of the week (Monday to Saturday). The grid contains numerical values in colored cells: green for positive values and red for negative values. Below the grid is a section for "Additional unspecific time requests" with a table.

	1	2	3	4	5	6	7	8	Days	a.m.	p.m.
Monday	+3	+3	+3	+3	+3	+1	-1	-2			
Tuesday	+3	+3	+3	+3	+2	+1	-1	-2			
Wednesday	+3	+3	+3	+3	+2	+1	-1	-2			
Thursday	+3	+3	+3	+3	+2	+1	-1	-2			
Friday	+3	+3	+3	+3	-3	-3	-3	-3			
Saturday	+3	+3	+3	+3	-3						

Time range	Number	Time request
Afternoons	3	Blocked, keep free without exception (-3)
*		

1.3.6 Teachers

Teachers also need a unique short name and, optionally, a full name. This is the teacher's last name in most cases but can also contain the first and last name.

The screenshot shows a software window titled "Teachers / Teacher". It contains a table with the following columns: Name, Surname, Text, Room, NTPs target, Periods/day, Lunch break, Personnel No., Consec. pers., Lock (X), Ignore (I), Target/week, Value =, and Actual-Target.

Name	Surname	Text	Room	NTPs target	Periods/day	Lunch break	Personnel No.	Consec. pers.	Lock (X)	Ignore (I)	Target/week	Value =	Actual-Target
Gauss	Gauss			0-3	2-6	1-2		4	<input type="checkbox"/>	<input type="checkbox"/>		17.000	17.000
New	Newton			0-1	4-6	1-2		5	<input type="checkbox"/>	<input type="checkbox"/>		26.000	26.000
Hugo	Hugo			0-1	4-7	1-2		6	<input type="checkbox"/>	<input type="checkbox"/>		19.000	19.000
Ander	Andersen			0-1	4-6	1-3		6	<input type="checkbox"/>	<input type="checkbox"/>		27.000	27.000
Arist	Aristotle			0-1	4-6	1-2		6	<input type="checkbox"/>	<input type="checkbox"/>		27.000	27.000
Callas	Callas			0-1	4-6	1-2		5	<input type="checkbox"/>	<input type="checkbox"/>		25.000	25.000
Nobel	Nobel			0-1	4-6	1-2		5	<input type="checkbox"/>	<input type="checkbox"/>		15.000	15.000
Rub	Rubens			0-1	4-7	1-3		3	<input type="checkbox"/>	<input type="checkbox"/>		29.000	29.000
Cer	Cervantes			0-1	4-7	1-2		4	<input type="checkbox"/>	<input type="checkbox"/>		24.000	24.000
Curie	Curie	maternal leave starts on 10. Nov.		0-1	4-7	1-3		6	<input type="checkbox"/>	<input type="checkbox"/>		18.000	18.000

Room

This is where you can enter a home room for the teacher. If a lesson is scheduled with a teacher who has a home room, this room will be automatically entered for the teacher's lesson.

Non-teaching period

Use the "NTP" column to enter how many non-teaching periods can be requested by or allowed for a

teacher. An entry of 0-4 means that between zero and four non-teaching periods per week are allowed for a teacher.

Periods per day

Enter the minimum and maximum number of teaching periods per day for each teacher in the field "Periods/day". An entry of 4-7 would mean that the teacher should teach at least 4 but no more than 7 periods per day.

Lunch break

Enter the minimum and maximum length of the lunch break for the individual teachers.

Personnel number

It is only necessary to enter the personnel number if it is required for printed reports or transfer files (for the authorities).

Consecutive periods

This is where you can specify the maximum number of periods each teacher wishes to teach before having a non-teaching period (break).

1.3.6.1 Time requests for teachers

In most cases, teacher's' time requests are particularly important. Untis therefore permits lessons to be scheduled in a way that takes individual teachers' wishes and requirements into consideration.

First select a specific teacher by clicking in the corresponding row of the grid view under 'Master Data | Teachers' and then click on the <Time Requests> button. The time request window will now be displayed for input.

The screenshot shows the 'Teachers / Teacher' application window. The main window contains a grid with columns: Name, Surname, Text, Room, PPs target, Periods/day, Lunch break, Personnel No., Consec. pers., Lock (X), Ignore (I), Target/week, Value =, and Actual-Target. The 'Time Requests' button in the toolbar is circled in red, and a red arrow points to the 'Time requests / Teacher-51' dialog box. The dialog box shows a grid for entering time requests for Carl Friedrich Gauss, with a table for 'Additional unspecific time requests' at the bottom.

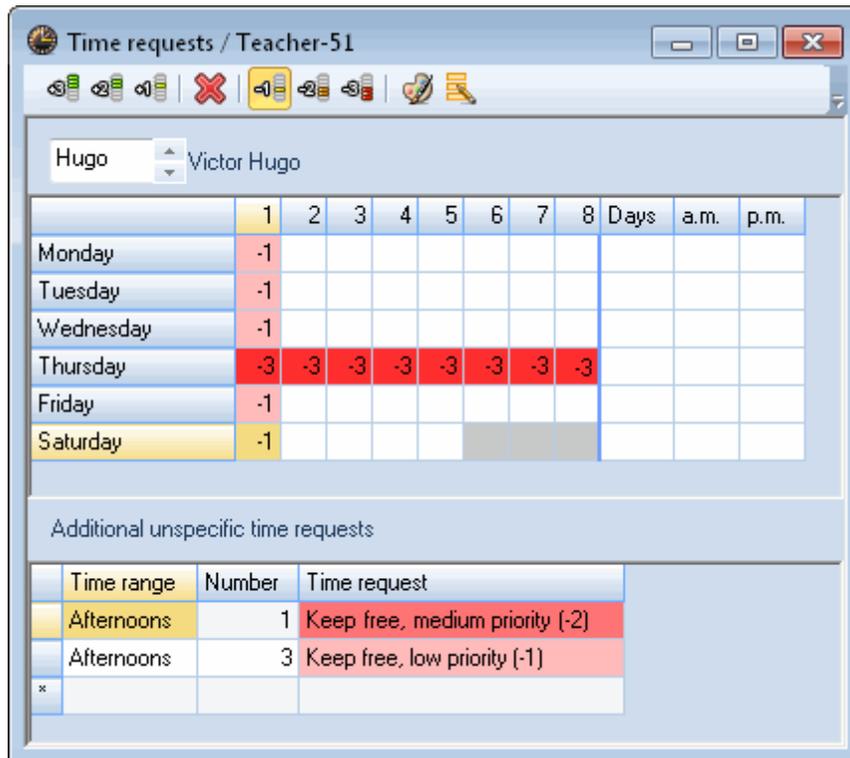
Name	Surname	Text	Room	PPs target	Periods/day	Lunch break	Personnel No.	Consec. pers.	Lock (X)	Ignore (I)	Target/week	Value =	Actual-Target
Gauss	Gauss			0-3	2-6						17.000	17.000	
New	Newton			0-1	4						26.000	26.000	
Hugo	Hugo			0-1	4-7						19.000	19.000	
Ander	Andersen			0-1	4-6						27.000	27.000	
Arist	Aristotle			0-1	4-6						27.000	27.000	
Callas	Callas			0-1	4-6						25.000	25.000	
Nobel	Nobel			0-1	4-6						15.000	15.000	
Rub	Rubens			0-1	4-7						29.000	29.000	
Cer	Cervantes			0-1	4-7						24.000	24.000	
Curie	Curie	maternal leave starts on 10. Nov.		0-1	4-7						18.000	18.000	

Time range	Number	Time request
Afternoons	3	Keep free, medium priority [-2]

1.3.6.1.1 Specific time requests

Use the upper section of the window to enter time requests for specific days and periods.

In the example teacher Hugo would *rather not* teach in the first periods. Thursday is teacher Hugo's day off.



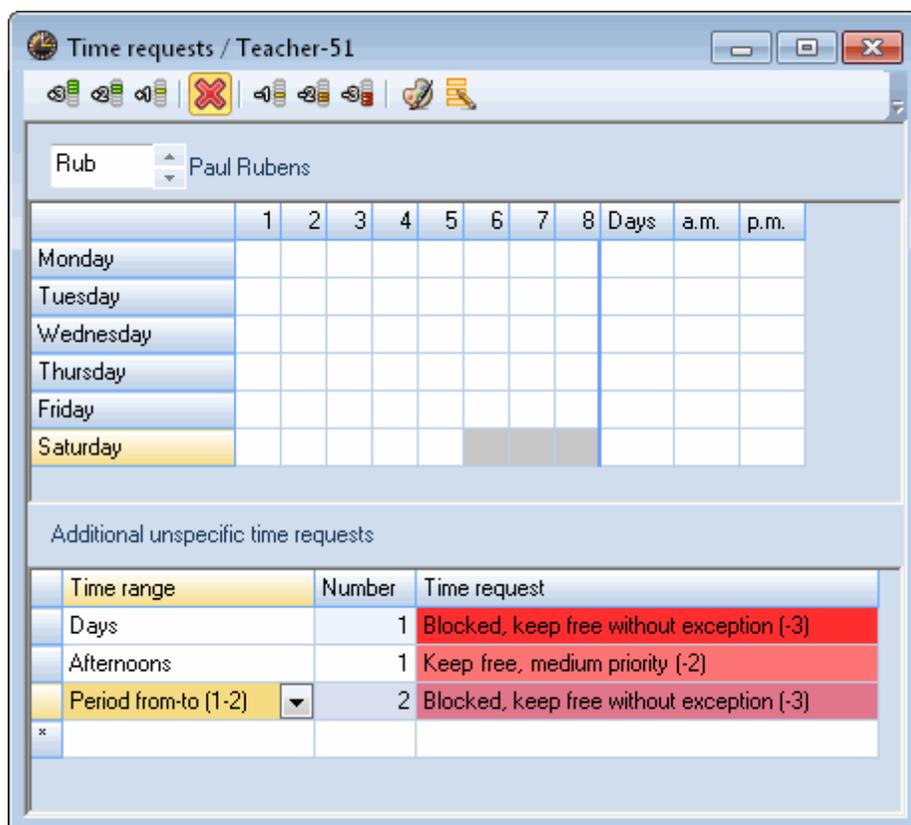
1.3.6.1.2 Unspecified time requests

It is also possible to enter unspecified time requests. The actual decision when these time requests will become relevant is made during automatic scheduling - depend on all other elements.

You can accept a teacher's request for a day off on any day on the week by entering it in the lower part of the window.

Warning:
Unspecified time requests apply **in addition to** specified requests, i.e. they are cumulative.

In the example teacher Rub should be granted a day off (-3) as well as a free afternoon if possible (-2) during the week.



You can also block individual periods under "Unspecified blocks". The entry in the example would mean that teacher Rub should have periods 1-2 free on two days of the week.

Tip: Unspecified time requests

You should use unspecified time requests whenever possible. If a teacher needs a day off, for example, Untis will then determine the day (or half-day) to be kept free based on the specifics of the timetable. This avoids placing too many restrictions on scheduling and allows better timetables to be calculated.

1.3.6.2 Values

You can also enter and view the following values.

Target per week

This is where you define how many periods a teacher should have each week.

Value =

This column displays how many periods per week have been allocated to each teacher.

Actual-target

This column displays the difference between actual and target periods. A negative value means that the teacher teaches too few periods.

The screenshot shows a window titled "Teachers / Teacher" with a search bar containing "Rub". Below the search bar is a toolbar with various icons. The main area contains a table with the following data:

Name	Surname	Room	NTPs target	Periods/day	Lunch break	Target/week	Value =	Actual-Target
Gauss	Gauss		0-3	2-6	1-2		17.000	17.000
New	Newton		0-1	4-6	1-2		26.000	26.000
Hugo	Hugo		0-1	4-7	1-2		19.000	19.000
Ander	Andersen		0-1	4-6	1-3		27.000	27.000
Arist	Aristotle		0-1	4-6	1-2		27.000	27.000
Callas	Callas		0-1	4-6	1-2		25.000	25.000
Nobel	Nobel		0-1	4-6	1-2		15.000	15.000
Rub	Rubens		0-1	4-7	1-3		29.000	29.000
Cer	Cervantes		0-1	4-7	1-2		24.000	24.000
Curie	Curie		0-1	4-7	1-3		18.000	18.000

1.3.7 Subjects

You can make the following entries for subjects:

The screenshot shows a window titled "Subjects / Subject" with a search bar containing "MA". Below the search bar is a toolbar with various icons. The main area contains a table with the following data:

Name	Full name	Text	Room	P.M.pers./wk	(M)	Lock (X)	Ignore (I)	(S)
RE	Religious Education			0-0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CH	Chemistry			0-0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DE	German			0-0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EN	English			0-0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HI	History			0-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEc	Geography and Economics			0-1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MA	Mathematics			0-0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Room

Some subjects (e.g. sport) always require a special subject room. These should be entered in this column.

P.m. periods per week

If a certain subject can or should be taught in the afternoon you can make the appropriate entries in the "P.M. pers/week" field. The figure shows that 0-0 has been entered for subject "DE" meaning that it may not be taught in the afternoon. There may be 2 periods of Graphics (0-2) and must be 2 periods of Cookery (2-2) for each class in the afternoons.

Main subject

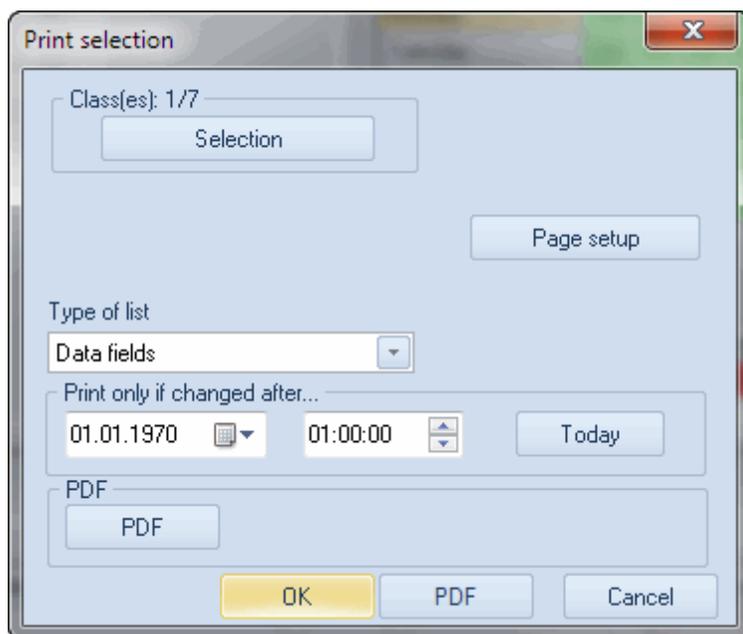
You can use column "(M)" to define any subject as a main subject and make entries for classes to prevent too many main subjects being scheduled in a class timetable consecutively on the same day. A further consequence of this is that it helps you to influence the position of main subjects. Please refer to chapter ["Weighting / Main Subjects tab"](#) .

Tip: Colours

Use the <Colour> button to assign colours to subjects that are then displayed in the timetable.

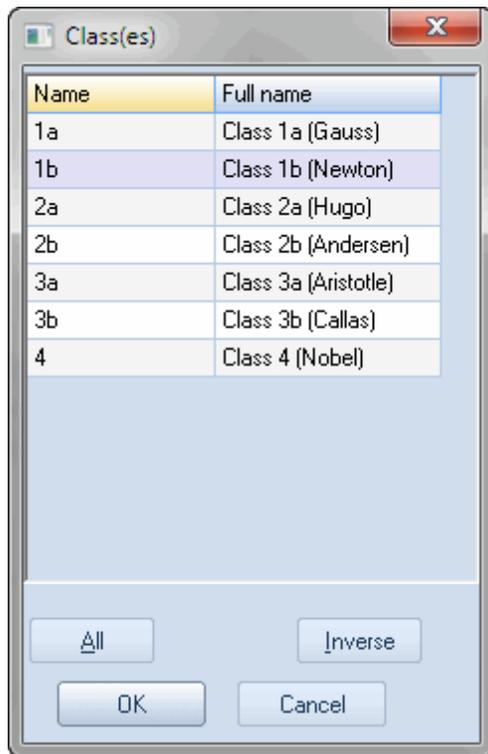
1.3.8 Printing master data and lessons

As a general rule when printing master data, all active fields that are visible in the grid view will be printed. You can print master data by clicking on the buttons <Print> or <Print Preview>.



Selection

You can then select the elements you wish to print in the Print selection dialogue, if you wish.



Layout

The column heading can also be printed slanted or vertically (see figure). This allows lists to be printed more compactly.

Page setup

This option allows you to set margin widths and font size and to restrict printing to the page width.

1.4 Lessons

A lesson is the combination of class, teacher, subject and room expressed in terms of a certain number of periods per week. You can also add various parameters to individual lessons such as scheduling double periods.

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Text
11	4, 1		2		Hugo	GEC	1a,1b,2a,2b		R1a		
7	2, 3		2		Ander	DS	1a	WS	R1a	1-1	
73	2, 2		3		Arist	PEG	1a,1b	SH2	R1a		
31			5		Arist	MA	1a		R1a		
33			5		Arist	EN	1a		R1a		
35			2		Callas	MU	1a		R1a		
39			2		Callas	AR	1a		R1a	1-1	
46			2		Nobel	RE	1a		R1a		
53		2	5		Rub	DE	1a		R1a		
63			2		Cer	BI	1a		R1a		

Tip: Display total line

You can display a total line for the columns in a lessons view in order, for example, to check the total number of periods for teacher. To do this, click on the column heading row with the right mouse-button and select "Total".

1.4.1 Entering lessons

There are various types of lessons and the input must be adapted to follow the special criteria required.

- [Simple lessons](#)
- [Coupled lessons](#)
- [Lessons with one teacher and several classes](#)
- [Lessons with several teachers and several classes](#)
- [Lessons with several teachers, several classes and several subjects](#)
- [Double-period lessons](#)
- [Block lessons](#)
- [Fortnightly lessons](#)

1.4.1.1 Simple lessons

Lesson 31 in class 1a is an example of a simple lesson:

L-No.	Cl,Te.	Un Sched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Text
11	4, 1		2		Hugo	GEc	1a,1b,2a,2b		R1a		
7	2, 3		2		Ander	DS	1a	WS	R1a	1-1	
73	2, 2		3		Arist	PEG	1a,1b	SH2	R1a		
31			5		Arist	MA	1a	R1a	R2a		
33			5		Arist	EN	1a		R1a		
35			2		Callas	MU	1a		R1a		
39			2		Callas	AR	1a		R1a	1-1	
46			2		Nobel	RE	1a		R1a		
53		2	5		Rub	DE	1a		R1a		
63			2		Cer	BI	1a		R1a		

Teacher Aristotle takes class 1a in room R1a for five periods of maths each week.

If you wish to create a new lesson, enter the desired elements in the last, empty line.

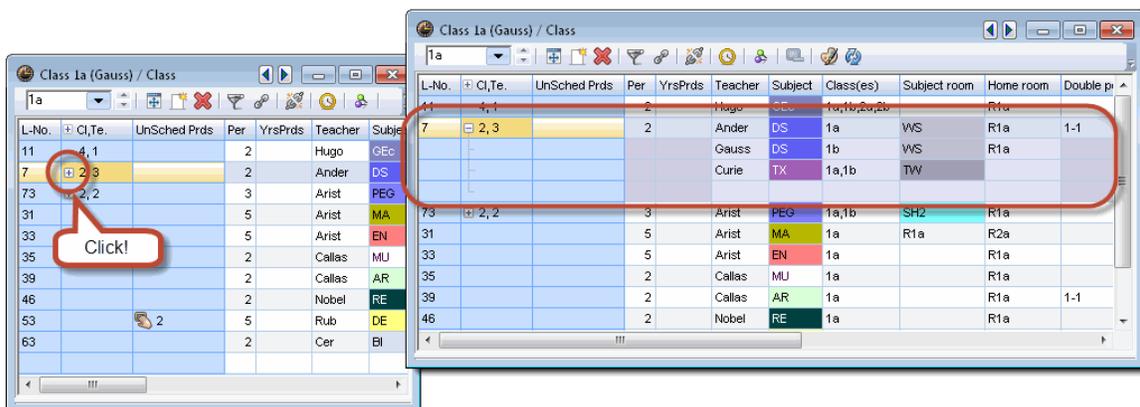
Warning: Confirming input

Please make sure to confirm each entry using the <TAB> or <ENTER> keys. Unconfirmed input will not be saved when you exit the window.

1.4.1.2 Coupled lessons

Coupled lessons, also referred to as a coupling, is a lesson in which more than one teacher and/or more than one class participate. All lessons in the coupling are always held simultaneously. The 'Cl,Te' column shows how many classes and teachers are involved in the coupling.

The table view shows all lessons in the current view. When a lesson is part of a coupling you can display all information relating to the coupling, i.e. all coupling lines, by clicking on the '+' in the 'Cl,Te' column.



Tip: Show all couplings

You can open and close all couplings at once by clicking on the '+' in the 'Cl,Te' column header. (Keyboard short cut <Ctrl> + <SHIFT> + R)

1.4.1.2.1 Several classes

Lesson number 11 is an example of a so-called class coupling. Victor Hugo teaches classes 1a and 1b in the subject GEC in room R1a. If you wish to create such a coupling, simply enter classes 1a and 1b into the 'Class(es)' column separated by a colon.

L.No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double p.
11	4,1		2		Hugo	GEC	1a,1b		R1a	
7	2,3		2		Ander	DS	1a	WS	R1a	1-1
					Gauss	DS	1b	WS	R1a	

Note: Input and display

If you e.g. enter details for lesson 11 in the view for class 1a, they will also appear in the view for 1b since it also participates in the lesson.

1.4.1.2.2 Several teachers

Lesson number 82 is a coupling with two teachers. All information will only be displayed when you click on the '+' in the 'Cl,Te' column.

The two teachers, Andersen and Gauss, take class 4 for maths together. This is team teaching, therefore the same room has been entered for both teachers.

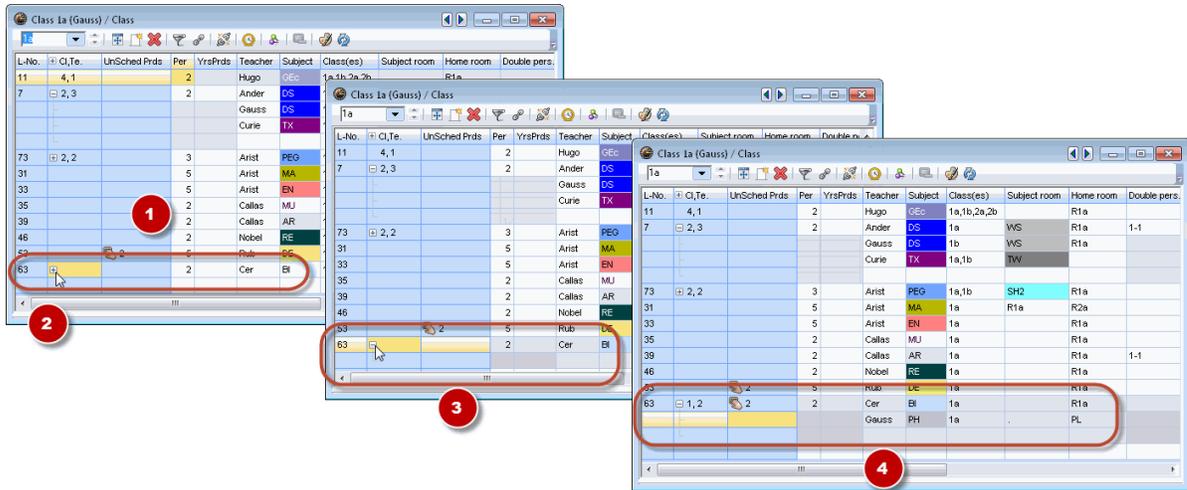
L.No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double p.
74	1,2		3		Curie	PEG	4	SH2	Ps2	
80	1,2		2		Ander	DS	4	WS	Ps2	1-1
82	1,2		4		Ander	MA	4		Ps2	
					Gauss	MA	4		Ps2	

If the two teachers are to teach in different rooms, you should enter two different rooms in the 'Home room' column.

Entering a teacher coupling

1. First enter the initial coupling line as a [simple lesson](#) .
2. Use the mouse to move the cursor to the 'Cl,Te' column until the '+' appears and click on it.

3. Another line in colour will be displayed with the same lesson number.
4. You can now enter details for the second line of the coupling.



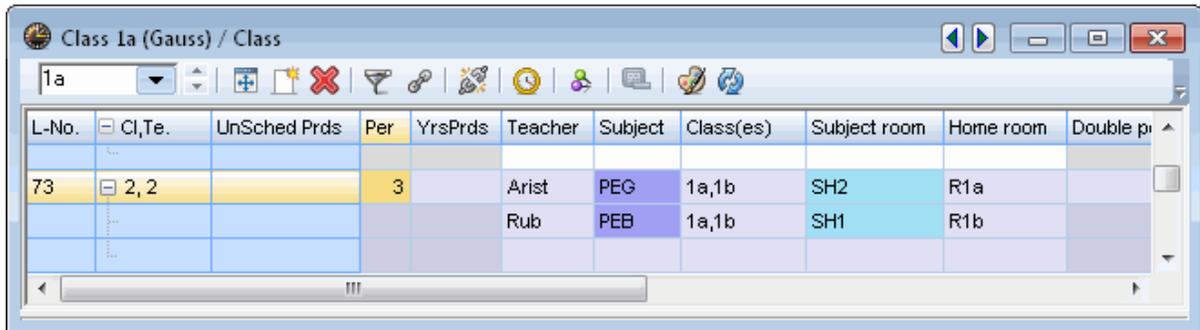
Note: Increasing couplings

When you enter details into the empty, coloured coupling line, a further empty line will be displayed immediately with the same lesson number. You can thus increase the coupling as you wish.

1.4.1.2.3 Several classes, teachers and subjects

Generally speaking, each coupling line can be treated separately. There are no restrictions on your choice of master data, i.e. classes, teachers, subjects and rooms.

One classic example is sport, such as lesson 75 in the example. Here you will find a coupling with two classes split between two different teachers, subjects and rooms.

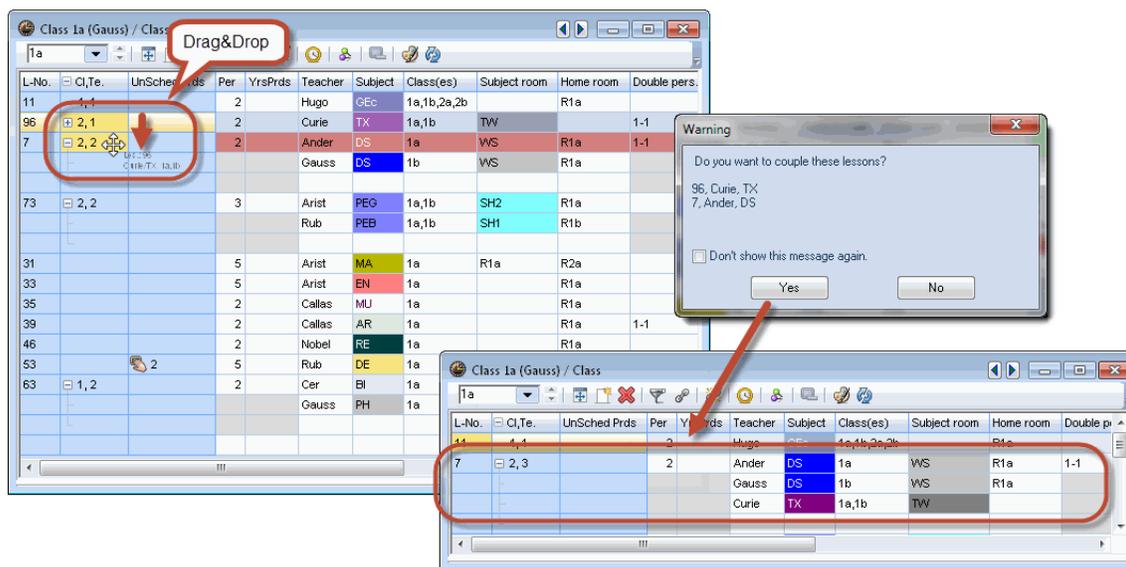


Warning:

If there are a large number of couplings in a school, the way they are put together can have a major impact on the quality of the timetable. Poor coupling formation can prevent good scheduling.

1.4.1.2.4 Coupling/decoupling lessons

If you wish to couple two existing lessons, mark one of the lessons in the column 'Cl,Te' with the right mouse-button and drag it over to the lesson with which you wish to link it. When you release the dragged lesson, both lessons will be coupled.



Decoupling coupled lessons is just as simple. Drag the coupling row that you wish to decouple out of the coupling by using the mouse in the 'Cl,Le' column and drop it. The lessons are now decoupled.

1.4.1.3 Double periods

Lessons will be scheduled in single periods unless specified otherwise. If you wish to have or allow double periods you must enter this in the "Double pers." column of the lessons concerned. This field is used to enter the minimum and maximum number of double periods that are allowed for a lesson:

The value '1-1' (double periods minimum and maximum value) has been entered for lesson number 39. This means that the lesson should be scheduled in one minimum/maximum double period i.e. in **exactly** one.

L-No.	Cl,Te	UnSched	Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.
39				2		Callas	AR	1a		R1a	1-1

The value '0-1' has been entered for lesson number 33. This means that a 2-period lesson **can** be

scheduled in a double period, but it is not an absolute requirement (minimum 0, maximum 1 double period).

L-No.	Cl,Te.	UnSched Prds	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.
33				Arist	EN	1a		R1a	0-1

The double period entry for lesson number 31 means that a double period must take place. The remaining three weekly periods will be scheduled as single periods.

L-No.	Cl,Te.	UnSched Prds	s	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.
31		2	5	Arist	MA	1a	R1a	R2a	1-1

Tip: Double period condition
 If possible try not to formulate the conditions for double periods too restrictively. This means, for example, entering '0-1' instead of '1-1' for two periods of lessons. This will allow automatic scheduling more possible variations, which can result in significantly better timetables.

1.4.1.4 Blocks

More than 2 periods scheduled consecutively are called a block of periods.

If you wish to schedule 3 periods consecutively, enter '3' in the column 'Block'.

L-No.	Cl,Te.	UnSched Pr	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Text	Block	Lock (X)
39		6	Callas	AR	1a		R1a	1-1		3	<input type="checkbox"/>

If you want to schedule a 6-period lesson in two blocks of 3, simply enter '3,3'.

1.4.1.5 Fortnightly lessons

Check either column 'A-week' or column 'B-week', if a lesson is to take place only every two weeks. Then the lesson will only be scheduled in the week specified and a different lesson can be scheduled at the same place in the other week.

The screenshot displays two windows from a scheduling software. The top window, titled 'Class 1a (Gauss) / Class', shows a table of lesson entries. The bottom window, titled '1a - Class 1a (Gauss) Timetable...', shows a weekly timetable grid for the school year 19.9.2016 - 30.6.2017.

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	A-week	B-week	Text
11	4, 1		2		Hugo	GEc	1a,1b,2a,2b		R1a	<input type="checkbox"/>	<input type="checkbox"/>	
7	2, 3		2		Ander	DS	1a	WS	R1a	<input type="checkbox"/>	<input type="checkbox"/>	
73	2, 2		3		Arist	PEG	1a,1b	SH2	R1a	<input type="checkbox"/>	<input type="checkbox"/>	
31			5		Arist	MA	1a		R1a	<input type="checkbox"/>	<input type="checkbox"/>	
33			5		Arist	FN	1a		R1a	<input type="checkbox"/>	<input type="checkbox"/>	
35			2		Callas	MU	1a		R1a	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
39	4		6		Callas	AR	1a		R1a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
46			2		Nobel	RE	1a		R1a	<input type="checkbox"/>	<input type="checkbox"/>	
53	2		5		Rub	DE	1a		R1a	<input type="checkbox"/>	<input type="checkbox"/>	
63			2		Cer	BI	1a		R1a	<input type="checkbox"/>	<input type="checkbox"/>	

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

1.4.1.6 Other entries for lessons

'(X) Lock', '(i) Ignore' and 'Text'

The way 'Lock (X)', 'Ignore (i)' and 'Text' work were explained in chapter '[Entries for all master data elements and lessons](#)'.

(D) Respect double periods

Checking this box means that the number of allowed (desired) double periods must be respected for this lesson at all costs by the optimisation. This also applies when double periods have been excluded for a lesson ('0-0' in the field 'Double periods min., max.').

Warning:

Please use this flag sparingly (if in doubt, please do not use it at all). It places a severe restriction on the optimisation - especially for subjects with a large number of periods. Before using it, it is advisable to increase the corresponding weighting parameter ('Avoid errors with double periods') to 5 if necessary (please refer to chapter "[Weighting | Period Distribution](#)" tab).

Please also note that an entry in the field 'Double periods min., max.' is required in order for double periods to be handled correctly.

Setting the (D) flag excludes the use of the (2) flag.

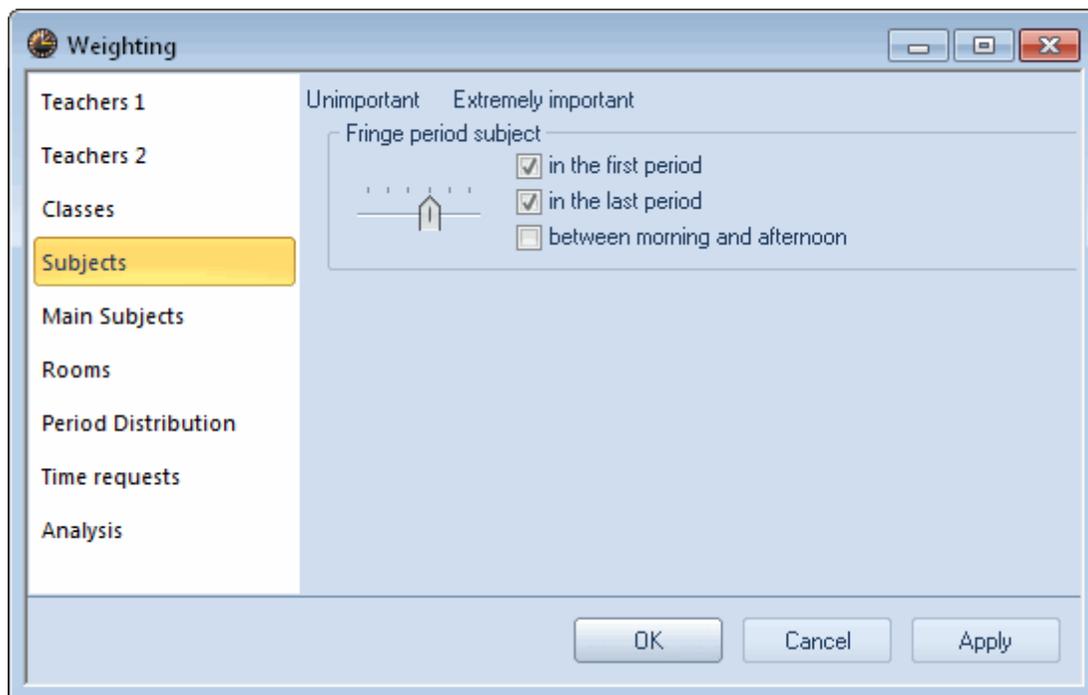
(2) Subject allowed more than once per day (2)

Untis optimisation assumes that a subject may be scheduled for a class only once per day except when [blocked periods](#) or [double periods](#) are desired. You can use this flag to override these - highly weighted - boundary condition. Untis will then be allowed to schedule the subject as is assumed appropriate.

(R) Scheduling of fringe periods

Some subjects are not attended by all students of a class. Therefore they should preferentially be scheduled at the beginning or the end of a halfday, hours which are outside of the core timetable and are called fringe periods. Students not attending these subjects can either start school later, leave school earlier or their lunch break is longer.

According to the following weighting settings, fringe periods are preferably scheduled in the first or the last period of the day, however, not between the morning and the afternoon.



Student group

When a group is divided you can enter an appropriate group name in this field.

Warning: Unique student group

The names of the student groups must be unique school wide, i.e. you cannot enter 'Group 1' for both lessons, English and French, although the students in this group are the same.

Note: Automatic assignment of student group name

If you enter '?' in the field 'student group', Untis automatically assigns a name to the student group, which is a combination of the classes and the subject involved.

When transferring data to WebUntis, the student groups used in Untis are also transferred. In WebUntis you need to assign students to the individual student groups.

1.4.1.7 Input with element-rollup

The tab 'data' contains the <Element-Rollup> button. You can use the element-rollup to enter elements involved in a lesson into the desired field by drag&drop or by double-clicking.

The screenshot shows the 'Class' dialog box with the following data:

Name	Full name
1a	Class 1a (Gauss)
1b	Class 1b (Newton)
2a	Class 2a (Hugo)
2b	Class 2b (Andersen)
3a	Class 3a (Aristotle)
3b	Class 3b (Callas)
4	Class 4 (Nobel)

The main window shows a lesson plan table with columns: L-No., Cl,Te., UnSched Prds, Per, YrsPrds, Teacher, Subject, Class, and S. The table contains the following data:

L-No.	Cl,Te.	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class	S
11	2, 1		2		Hugo	GEc	1a,1b	
7	2, 3		2		Gauss	DS	1b	
73	2, 2		3		Arist	PEG	1a,1b	
					Rub	PEB	1a,1b	
78	2, 1		1		Ander	DS	1b,3b	WS
2			3		Callas	AR	1b	R1b
28			1		Ander	HI	1b	R1b
30		1	6		Arist	MA	1b	R1b
36			1		Callas	MU	1b	R1b
47			2		Nobel	RE	1b	R1b
54			6		Rub	DE	1b	R1b 0-1

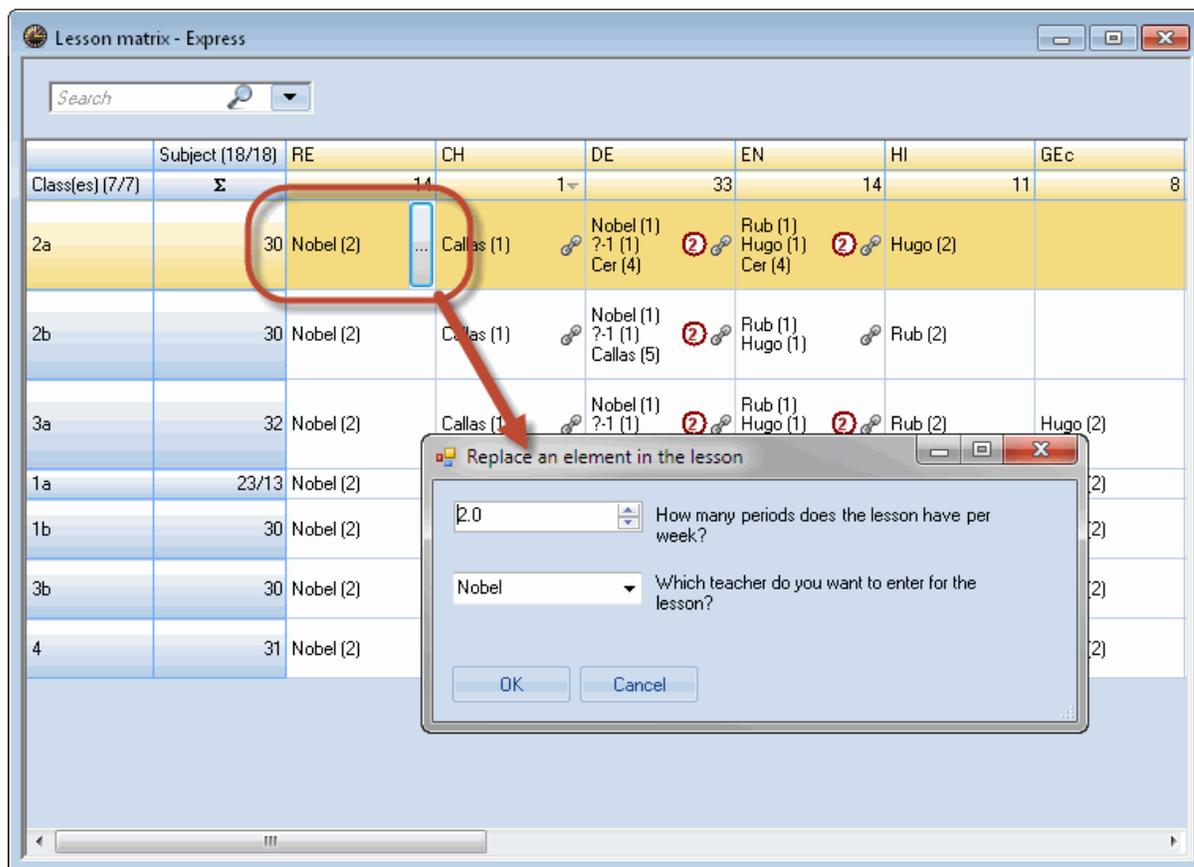
1.4.2 Lesson planning

Untis Express provides support when allocating subjects. To do this, use the field 'Target/Week' in teacher master data to enter how many periods each teacher is to teach each week.

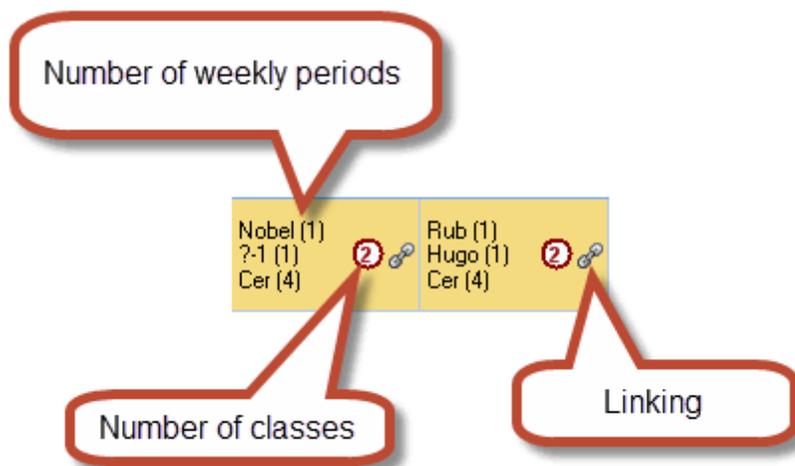
Name	Surname	Text	Room	NTPs target	Periods/day	Lunch break	Target/week	Value =	Actual-Target
Gauss	Gauss			0-3	2-6	1-2	17.000	17.000	0.000
New	Newton			0-1	4-6	1-2	23.000	26.000	3.000
Hugo	Hugo			0-1	4-7	1-2	23.000	19.000	-4.000
Ander	Andersen			0-1	4-6	1-3	23.000	27.000	4.000
Arist	Aristotle			0-1	4-6	1-2	23.000	27.000	4.000
Callas	Callas			0-1	4-6	1-2	23.000	25.000	2.000
Nobel	Nobel			0-1	4-6	1-2	15.000	15.000	0.000
Rub	Rubens			0-1	4-7	1-3	23.000	29.000	6.000
Cer	Cervantes			0-1	4-7	1-2	23.000	24.000	1.000
Curie	Curie	maternal leave starts on 10. Nov.		0-1	4-7	1-3	15.000	18.000	3.000

Untis Express will then display in the 'Value =' and 'Actual-target' fields how many periods the teacher in question currently teaches or whether he/she is under-/overemployed.

You also have the opportunity to access a summary of all lessons at your school in the form of a matrix by clicking on the 'Data' tab and the button <Lesson planning>. If you click in a field, Untis Express will allow you to change the number of weekly periods or the assigned teacher.



The symbols in the matrix serve as information in the final version of entered lessons:



1.4.2.1 Lessons view toolbar

The following functions are available via buttons in the lessons window toolbar:



Resize window

This function allows you to quickly adjust the window to its 'optimum' size.

New / Delete

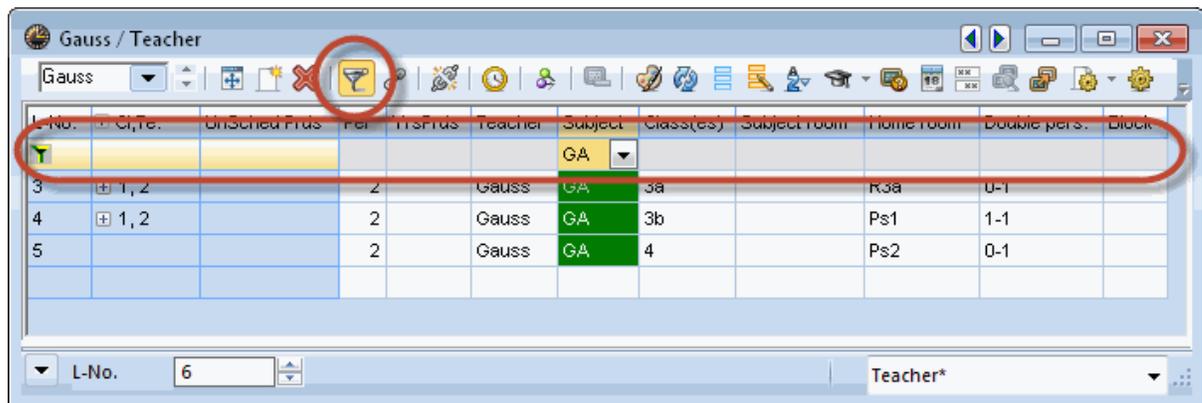
These buttons enable you to create a new lesson or to delete a lesson.

Tip: Deleting a coupling line

You can delete a coupling line by activating it, holding the <Ctrl> key pressed and then clicking on the <Delete> button.

Filter

Clicking on the <Filter> button causes an additional row to be displayed in the table in which you can enter the element that you wish to filter by.



Note: Several filter criteria

You can also filter using more than one criteria. Those elements will be displayed that meet all criteria.

Coupling/extended de-coupling

This function allows you to couple lessons or convert the individual coupling lines of a coupled lesson into independent lessons (with their own lesson numbers).

Time requests

As for master data, a time request can also be specified for lessons. The way this works has already been explained in the chapter ['Specific time requests'](#).

Lock this display

Activating this function (button pressed) causes the relevant (form) view to be protected from events in other windows. This means that if the lessons display shows class 1a and an open timetable view is switched to, say, class 3b, the lessons view will continue to display class 1a (please also refer to chapters "Timetable interaction" and "Lock type").

Colour coding

You can use the <Colour coding> button to assign any foreground and background colour to a lesson. As with master data, these colours are then used when the lesson is displayed on the screen and when the timetable is printed and when scheduling the timetable.

1.5 Automatic scheduling

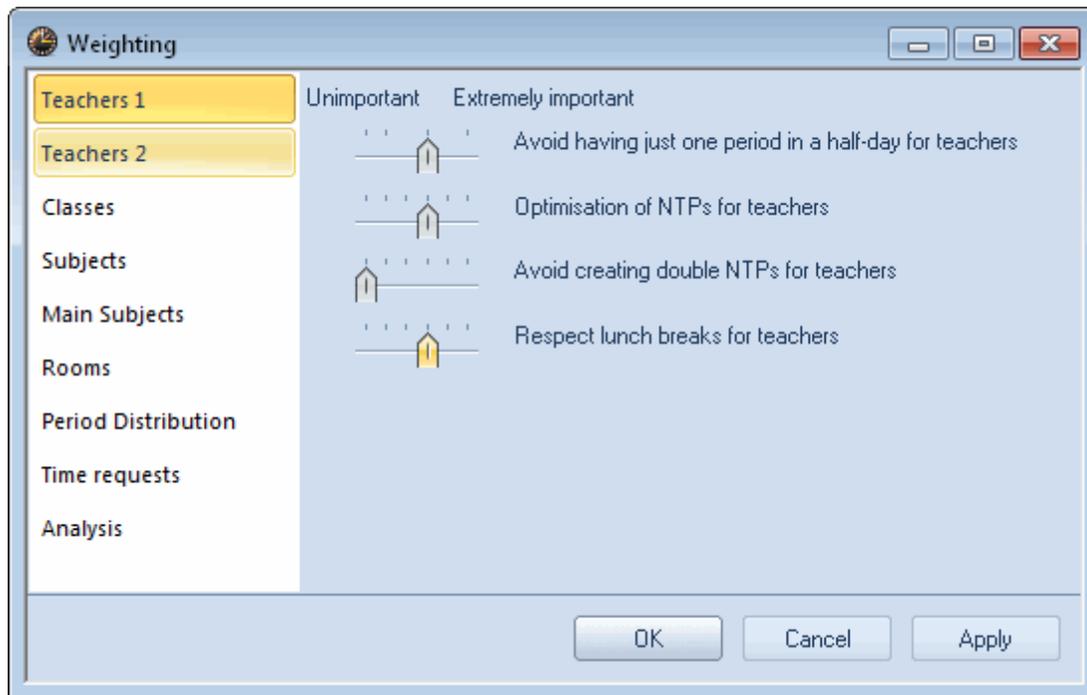
You must specify to what degree general conditions should be considered before you can start automatic scheduling. This is done in the relevant window, via [weighting](#) ' on the 'Start' tab.

Only then you should launch the [optimisation](#) and then finally analyse the results using the [diagnosis](#) function.

1.5.1 Weighting

You have the possibility to enter a number of parameters for master data and for lessons. You must still specify which of these parameters are important for your school and which ones are not so important. You can do this using the slider controls for the individual weighting parameters, with the weighting factors ranging from unimportant (0) to extremely important (5).

Example: If the entered condition for observing teachers' lunch breaks is important, move the slider control 'Respect lunch breaks for teachers' to the right (e.g. to 4).



1.5.1.1 Weighting distribution

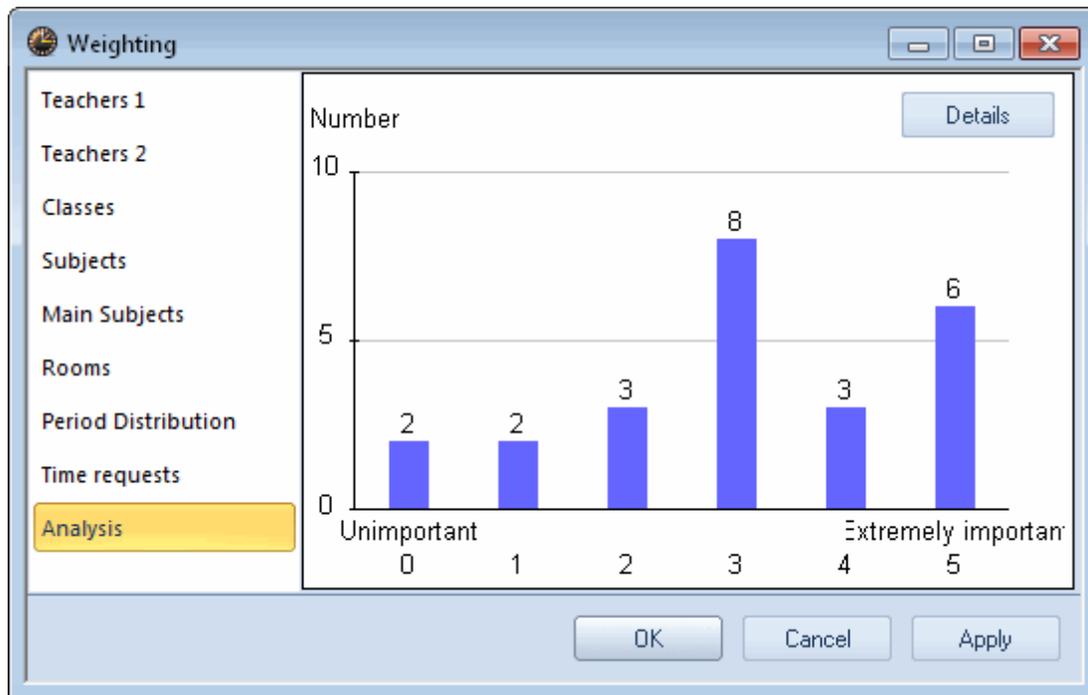
The weighting profile is important for achieving a good and well-balanced timetable. Priorities 4 and 5 should not be used too frequently.

Warning: Priority 5

Please try to use priority 5 for as few weighting factors as possible as otherwise this will not result in a satisfactory timetable.

Weighting analysis

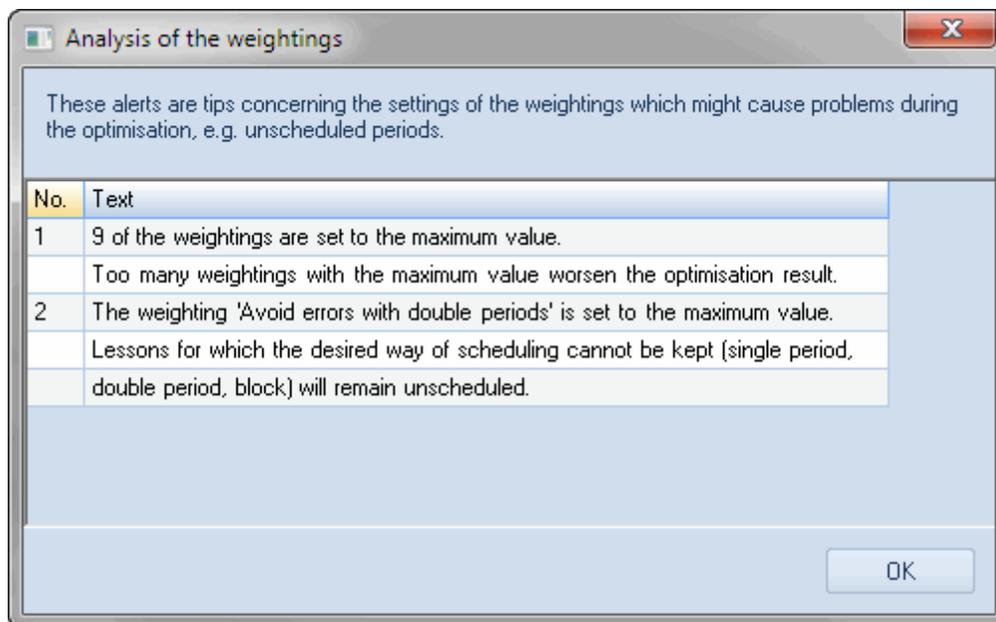
The weighting analysis shows the distribution of weighting factors and gives detailed information on weighting settings that could cause problems for optimisation.



Note: tooltip for bar diagram

By moving the mouse over one of the bars, the weighting items of the respective number is displayed.

In our example the <Details> window displays the following messages:



1.5.1.2 Weighting parameters

You can set weighting parameters according to topic on the following tabs:

- [Teachers 1 tab](#)
- [Teachers 2 tab](#)
- [Classes tab](#)
- [Subjects tab](#)
- [Rooms tab](#)
- [Period Distribution tab](#)
- [Time Requests tab](#)

The [Analysis](#) tab shows you how priorities are distributed.

1.5.1.2.1 Teachers 1 tab

Avoid having just one period in a half-day for teachers

When a teacher teaches in a [half-day](#) this weighting parameter means that he/she should have more than one period in that time.

Optimisation of NTPs for teachers

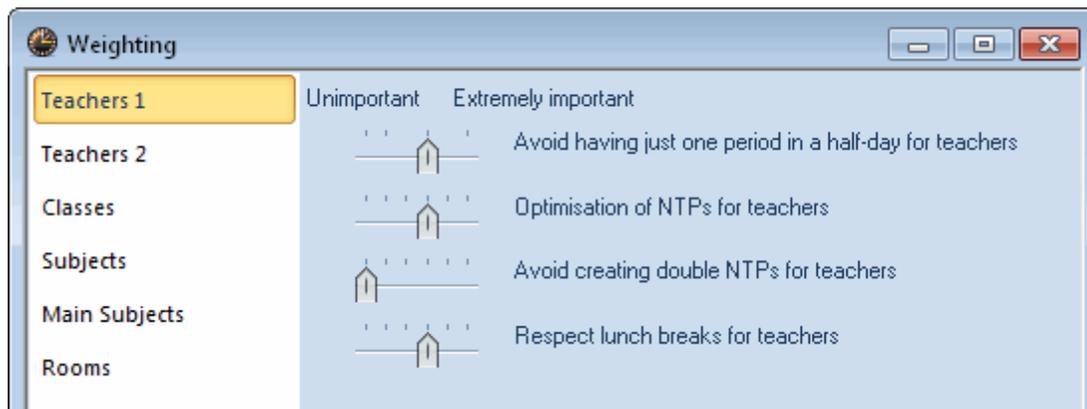
You defined minimum and maximum number of non-teaching periods in the [master data of teachers](#) . This setting controls how these values should be respected.

Avoid creating double NTPs for teachers

Besides controlling individual NTPs, you can also set an additional condition to set additional penalty points for double non-teaching periods.

Respect lunch breaks for teachers

This parameter works in connection with the minimum and maximum values for [lunch break](#) entered in the master data of teachers.



1.5.1.2.2 Teachers 2 tab

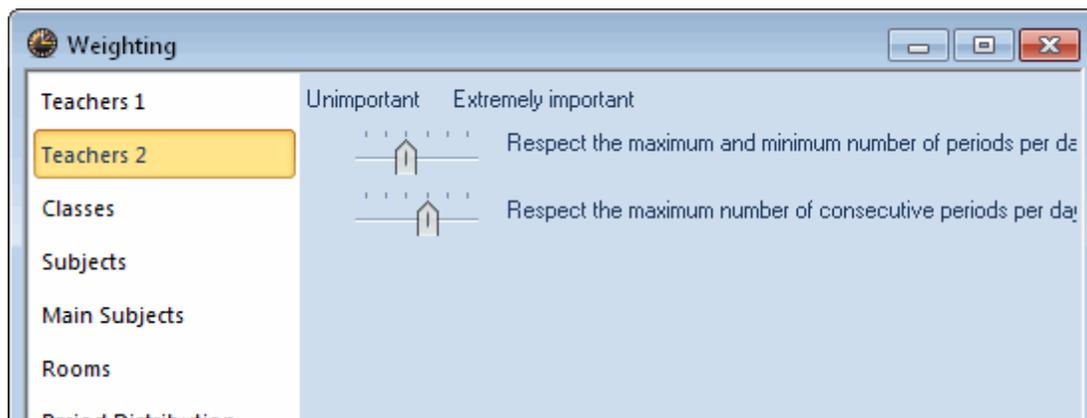
Respect the maximum and minimum number of periods per day for teachers

Controls how the maximum and minimum number of periods per day for teachers set in the [master data](#)

[of teachers](#) will be respected.

Respect the maximum number of consecutive periods per day

Controls how the maximum number of consecutive periods per day set in the [master data of teachers](#) will be respected.



1.5.1.2.3 Classes tab

Avoid non-teaching periods (NTPs)

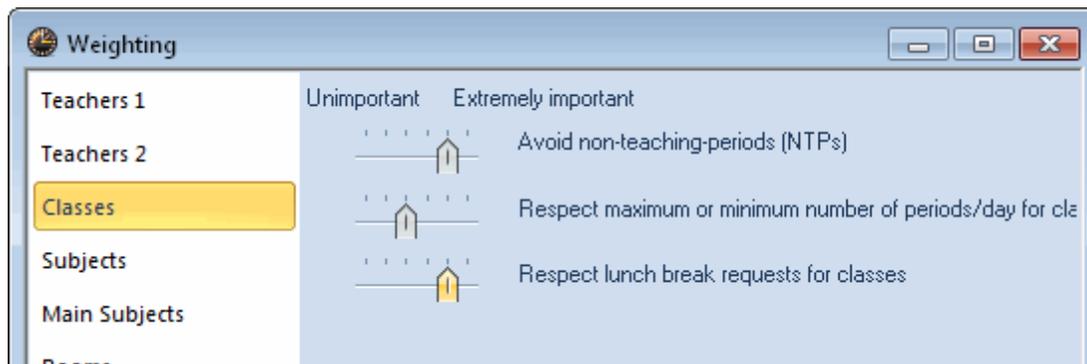
Controls whether non-teaching periods for classes should be avoided.

Respect the maximum or minimum number of periods/day for classes

Controls how the values entered in the [master data of classes](#) will be respected.

Respect lunch break requests for classes

Controls how the minimum and maximum length of a lunch break set in the [master data of classes](#) will be respected.

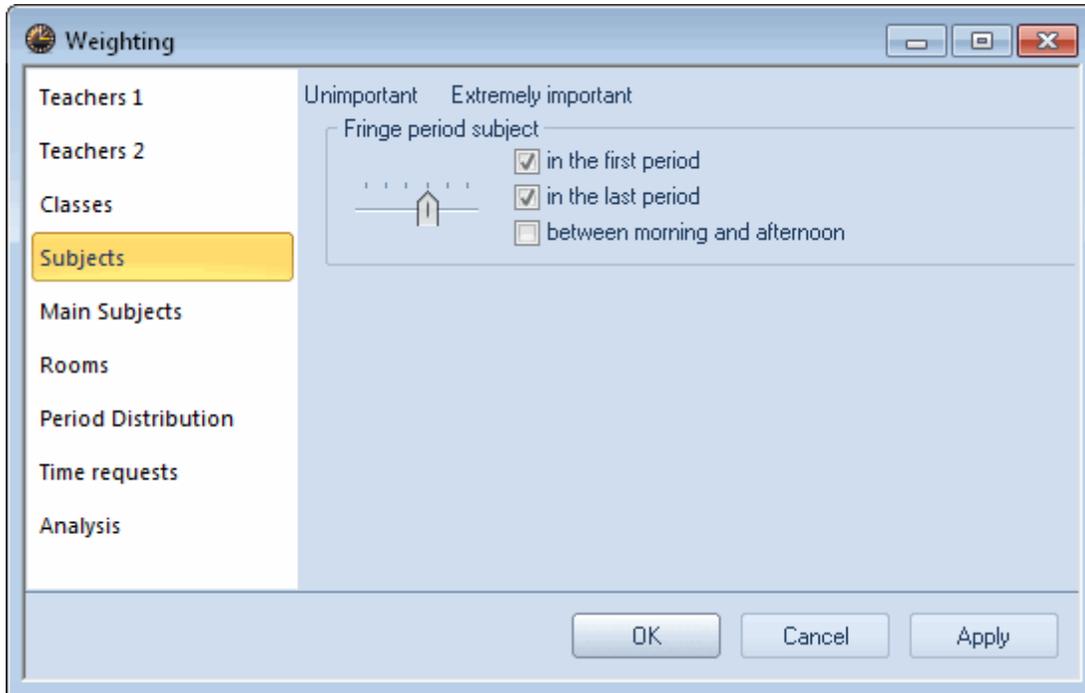


1.5.1.2.4 Subjects tab

Fringe period subject

Here you can specify where the lessons marked with (F) for fringe period in the [lessons of the classes](#)

should preferentially be scheduled.



According to this weighting fringe subjects are preferentially scheduled in the first or the last period of the day, however not between the morning and the afternoon periods.

1.5.1.2.5 Main Subjects tab

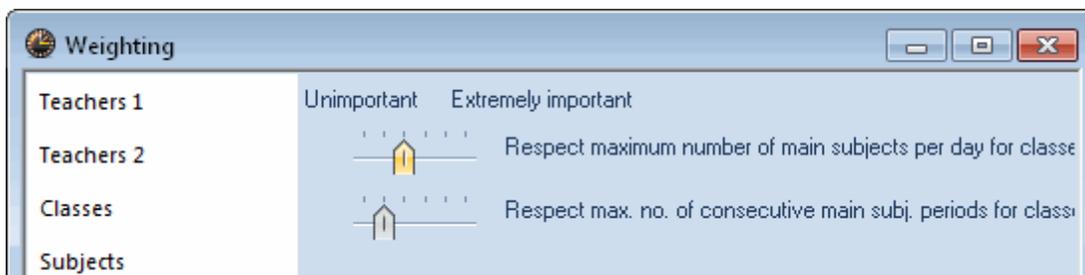
Main subjects are defined as such in the [master data of subjects](#) .

Respect the maximum number of main subjects per day for classes

Controls how the maximum number of main subjects per day set in the [master data of classes](#) will be respected.

Respect max. no. of consecutive main subjects per day for classes

You can specify in the [master sata of classes](#) how many main subjects may take place consecutively for this class. Use this setting to control the importance of this parameter.



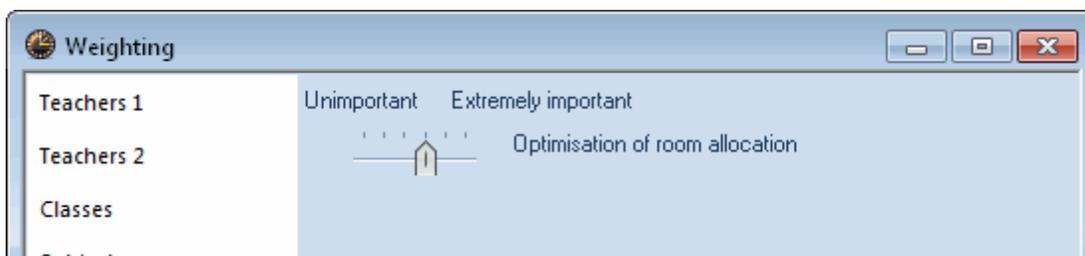
1.5.1.2.6 Rooms tab

Optimisation of room allocation

In the [master data of rooms](#) you can allocate a value between 0 and 4 as [room weighting](#) for each room. 0 means that it is unimportant whether a lesson takes place in this room or its alternative room because no special equipment is required for the lesson, for example. However, a value of 4 means that it only makes sense to schedule the lesson if the room or its [alternative room](#) is free.

For example, chemistry lab equipment is essential, if a lot of experiments are to be performed in a chemistry lesson. Another example is PE, which is only possible in the sports hall.

If a home room and a subject room have been specified for a lesson, only the subject room will be considered during optimisation, if the slider control is on 4 or 5.



Warning: Room - extremely important

If the slider control for this weighting setting is on position 5 ('extremely important') or 4 ('very important'), and if the room weighting for the subject room is 4, a period cannot be scheduled if no suitable subject room can be found.

1.5.1.2.7 Period Distribution tab

The same subject cannot be taught more than once on the same day

A subject may only be scheduled once per day (even when it occurs in various couplings). Periods will go unscheduled if this condition cannot be respected and if the slider control is on 5.

Avoid errors with double periods

There are two types of double period errors in Untis: the breaking up of intended double periods and the *coincidental* creation of unintended double periods when the same subject is scheduled in consecutive periods. Optimisation gives more importance to respecting intended double periods.

Periods will go unscheduled if the 'Avoid errors with double periods' condition cannot be respected and if the slider control is on 5.

The flag (2) 'Subject allowed more than once a day' for a lesson sets the weighting for 'Avoid errors with double periods' to 0 ('unimportant') while the flag '(D) Strictly respect double periods' boosts its importance. This boost may go so far as to prevent a lesson from being scheduled if the double period condition cannot be respected.

Warning: Flag (D)
 You should only use flag (D) explicitly in exceptions. Excessive use will impair optimisation results.

2 periods/week - subjects not on consecutive days

This weighting factor refers to lessons with 2 weekly periods (no double period) and is intended to distribute lessons evenly over the week. A high weighting factor prevents the lesson periods being held on consecutive days. It also prevents a period being scheduled on the last day of the week and another on the first day of the following week.

3 periods/week - subjects not on consecutive days

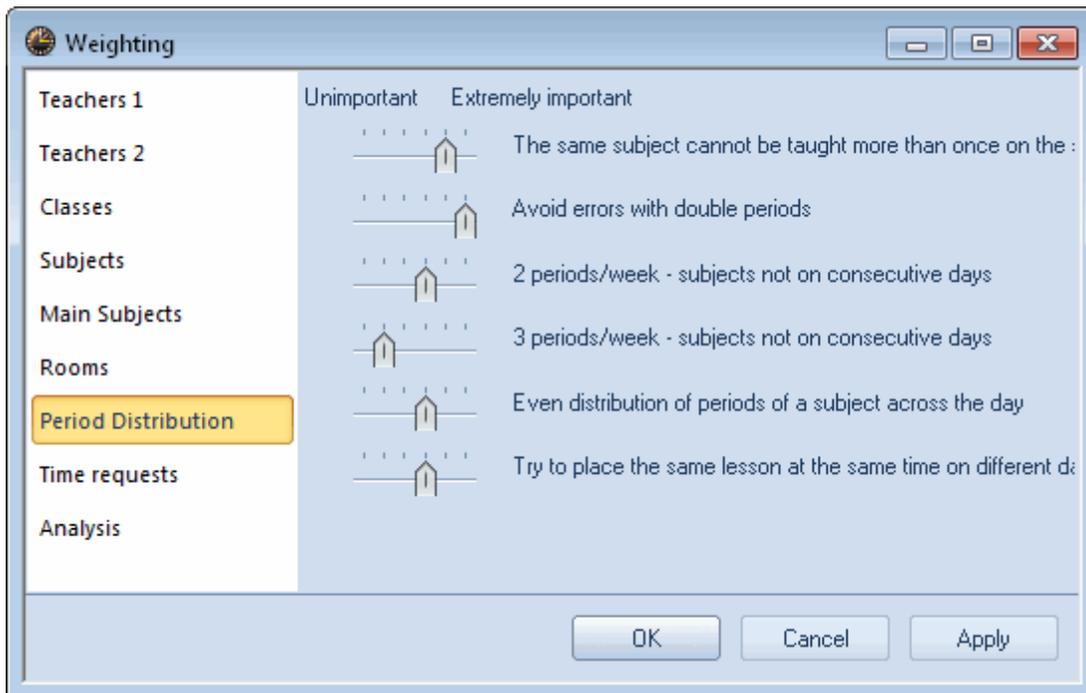
This weighting factor functions in a similar way to the previous weighting factor, but here for 3 periods in the week.

Even distribution of periods of a subject across a day

If, for example, a class has a subject in the third period on Mondays, the third period should be avoided on other days of the week. The following weighting factor achieves the opposite.

Try to place the same lesson at the same time on different days

If, for example, a class has a subject in the third period on Mondays the subject should also be taught in the third period on other days.



1.5.1.2.8 Time requests tab

You can enter time requests in the master data windows or in lessons windows by clicking on the corresponding button in the toolbar.

Time requests for teachers

Controls [time requests](#) specified in the [master data of teachers](#) .

Time requests for classes

Controls [time requests](#) specified in the [master data of classes](#) .

Time requests for subjects

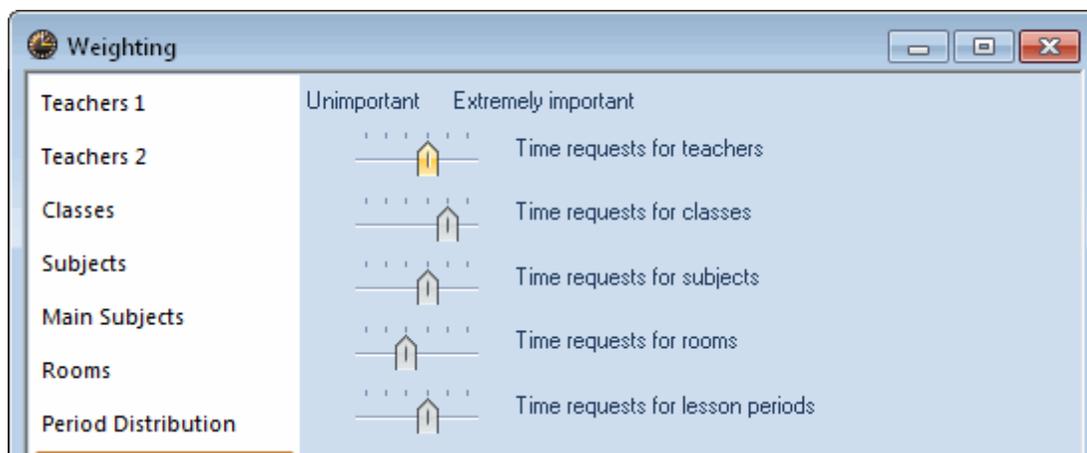
Controls [time requests](#) specified in the [master data of subjects](#) .

Time requests for rooms

Controls [time requests](#) specified in the [master data of rooms](#) .

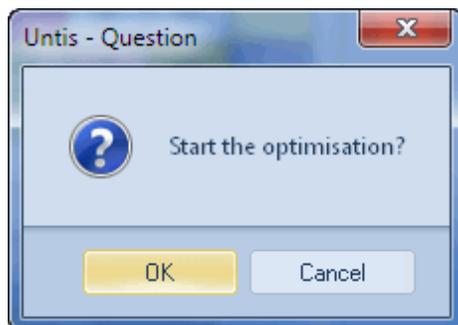
Time requests for lessons periods

Controls [time requests](#) specified in the [lessons](#) .



1.5.2 Optimisation

Via the button 'Optimisation' on the 'Start' tab you initialise the automatic generation of a timetable.



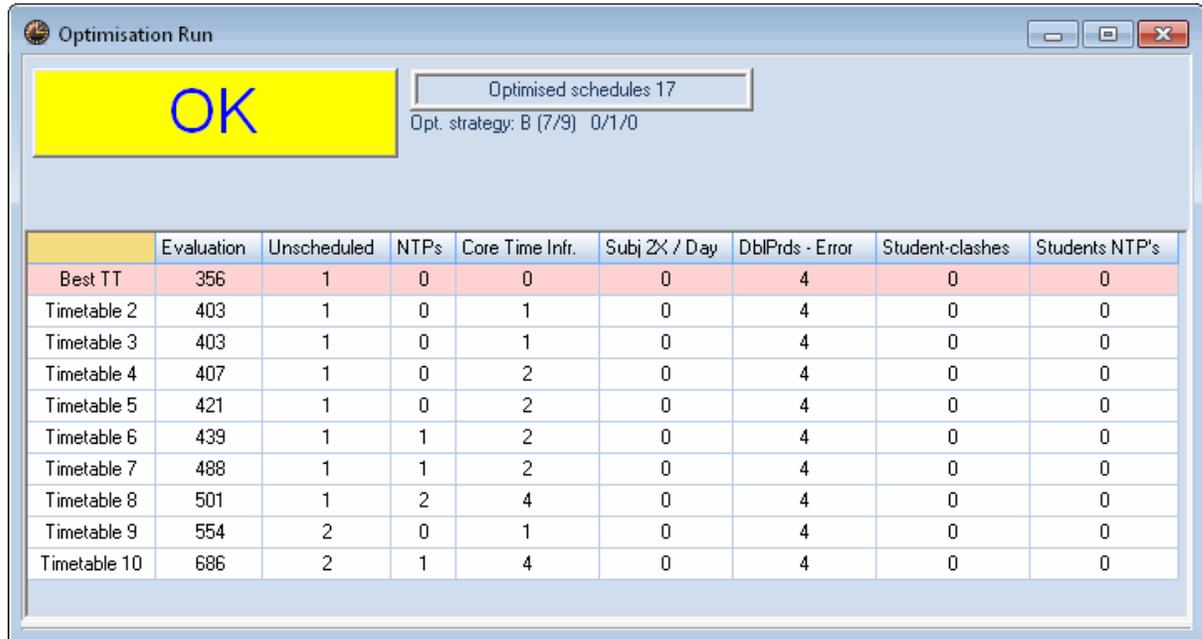
After confirming the prompt the [optimisation](#) of the timetable will start, where an [evaluation](#) will provide you with initial information on the quality of the timetable.

1.5.2.1 Optimisation

The optimisation run is the "heart" of Untis and is responsible for scheduling lessons automatically. As a general rule optimisation consists of two parts, placement optimisation and swap optimisation. During

placement optimisation the various lesson periods are inserted into the initially empty timetable beginning with the most difficult lessons. The timetable is gradually filled. The swap optimisation then attempts to switch the periods about in order to improve the result.

10 separate timetables are calculated during optimisation.



The optimisation is finished as soon as a blue "OK" is displayed on a yellow background in the optimisation window. The time needed for optimisation depends on the computing power of your PC and the size of your school.

Tip: Switching between optimisation results

Following optimisation you will see a list of all optimisation results in the optimisation dialogue. As long as this window is open, you can conveniently switch to another result by clicking on the desired timetable in this list. This plan will be displayed directly in the timetable windows and in the [diagnosis](#) (when you click on <Refresh list>).

1.5.2.2 Evaluation

Certain parameters in the optimisation dialogue window provided information on the quality of the timetable. The [diagnosis](#) is available for a more thorough analysis.

	Evaluation	Unscheduled	NTPs	Core Time Infr.	Subj ZX / Day	DbIPrds - Error	Student-clashes	Students NTP's
Best TT	356	1	0	0	0	4	0	0
Timetable 2	403	1	0	1	0	4	0	0

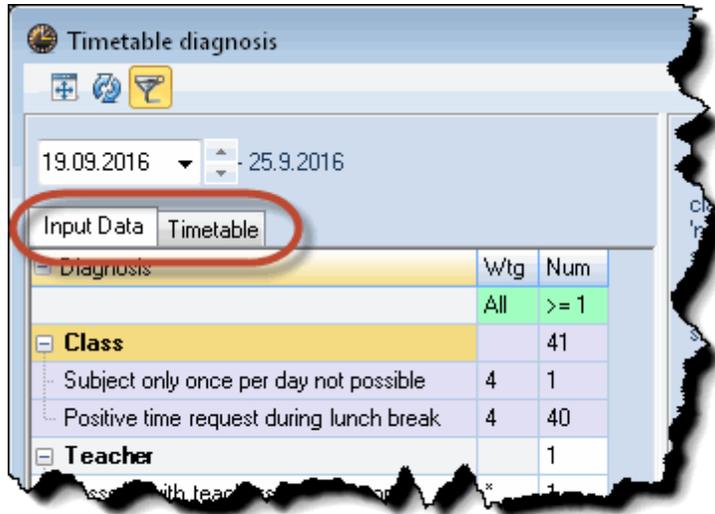
Each violation of one of your specifications (e.g. master data or lesson entries) will be given penalty points. These points are rated according to the weighting values you specified, and this finally results in a total of penalty points for your school's timetable as an indication of the quality of the timetable. The

lower the total, the fewer violations of your specifications.

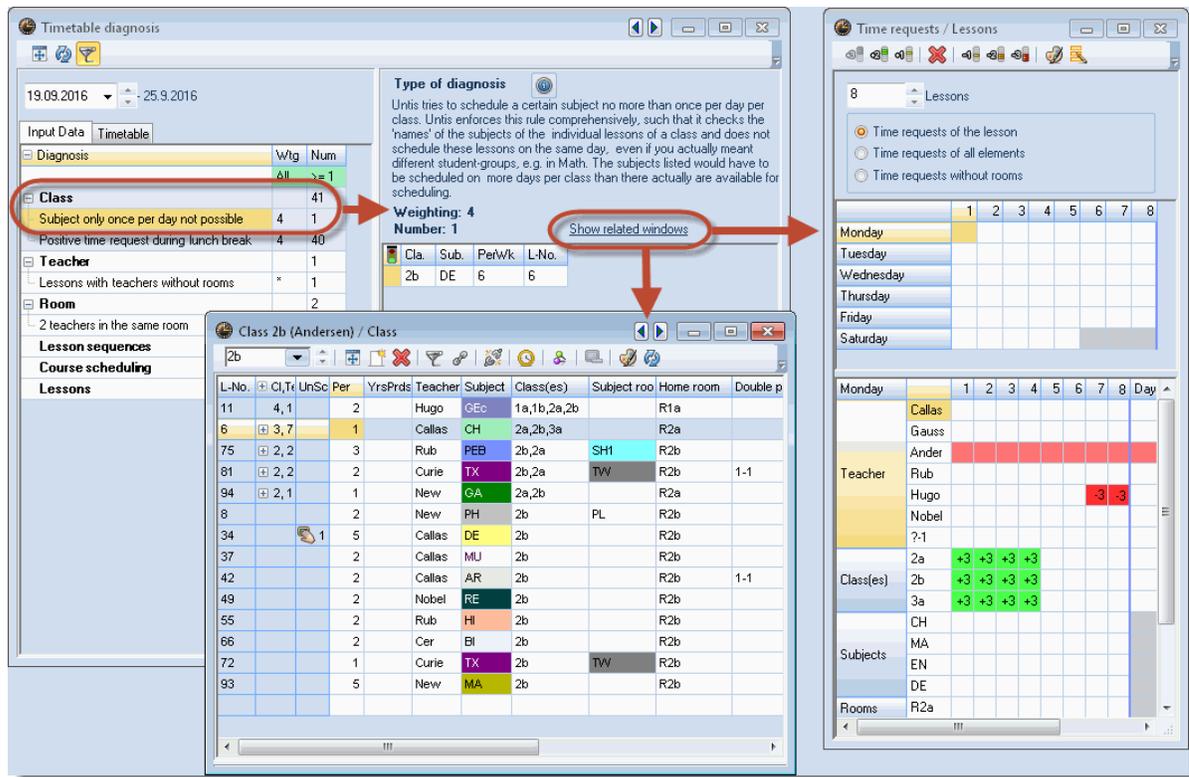
1.5.3 Diagnosis

The diagnosis assists you in checking your input data regarding consistency and to analyse generated timetables according to different criteria.

Diagnosis items for 'input data' and 'Timetable' have individual tabs on the left side of the window..



The diagnosis window consists of two sections: on the left you see the diagnosis selection pane, on the right the diagnosis details pane. You now can choose any diagnostic item in the diagnosis selection pane and the details pane will display the lesson and the class which is related to it.



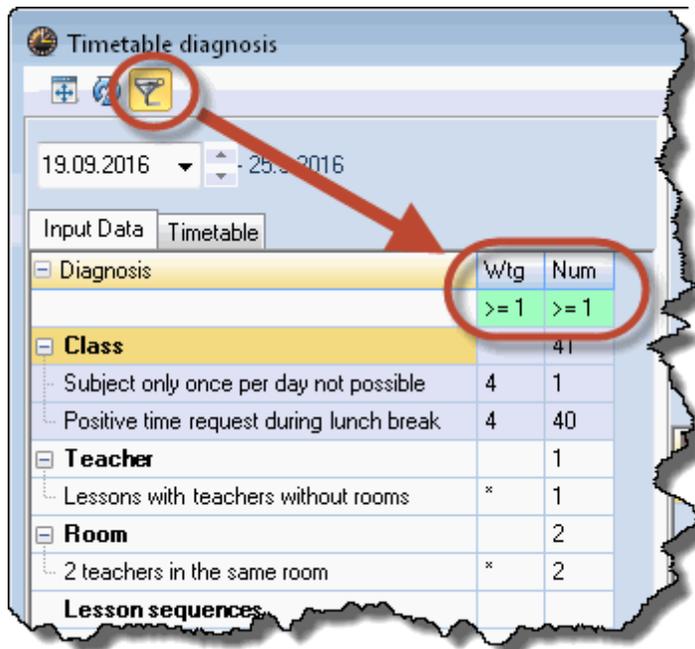
Note: Show related windows
 The right part of the diagnosis window shows an explanation to each diagnosis item. By clicking on the link 'Show related windows' the windows relevant to this diagnosis item open.

Furthermore this window has its own menu bar:

- Resize window: The diagnosis window is adjusted to the ideal size similar to the buttons in the master data and lesson windows.

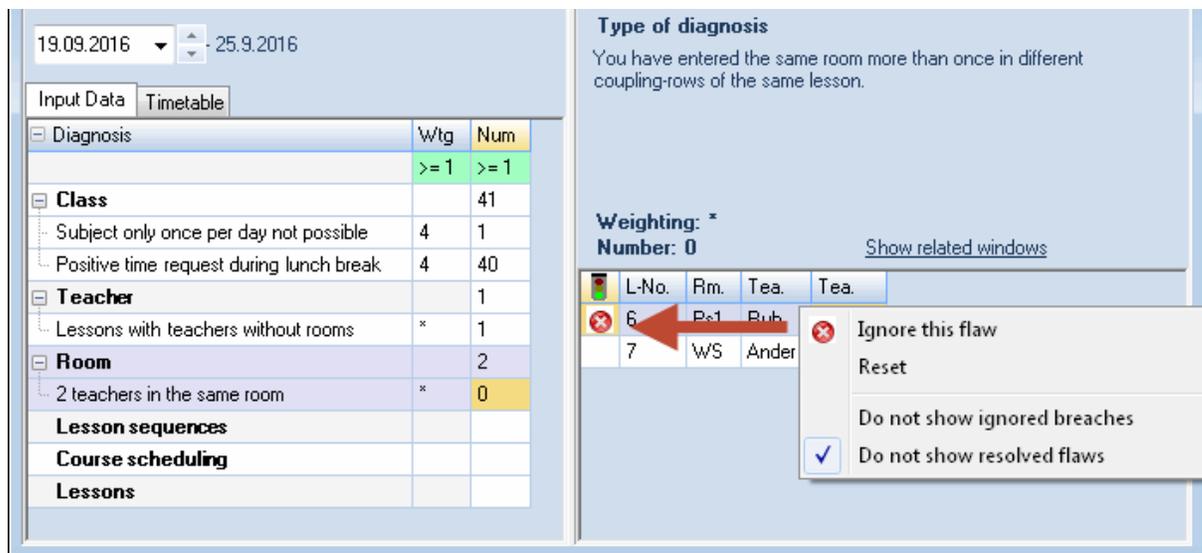
-Refresh window: the diagnosis window is refreshed.

- Filter: By clicking on this button a filter line is displayed which enables you to filter the diagnosis items just like the button in the master data and lessons window. The diagram below, for instance, shows only diagnosis items with at least one violation and whose weighting is a least 1.



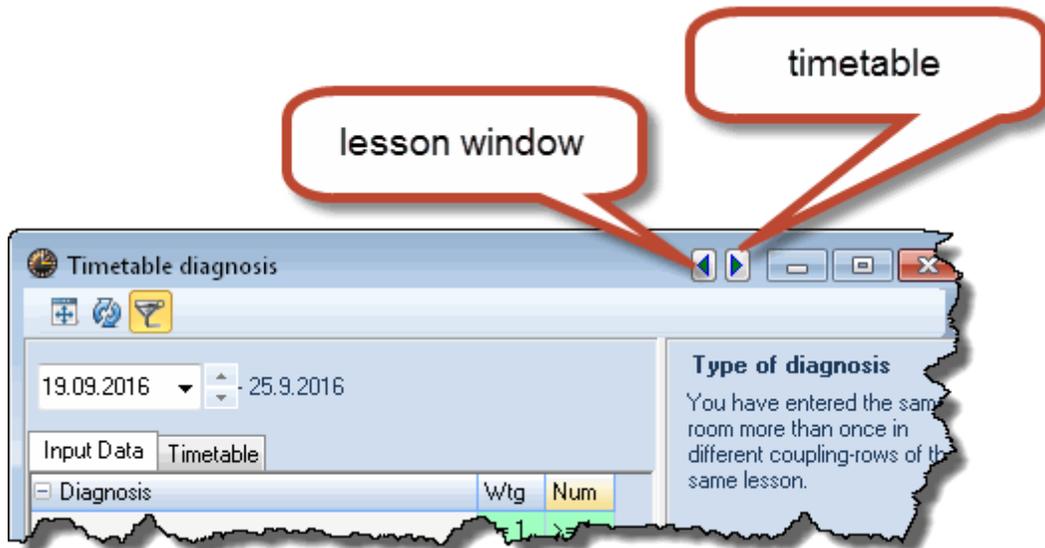
Hide diagnosis items

The diagnosis displays possible errors of input data and in the timetable. In some cases the data was intentionally entered this way and therefore it should not be displayed any more. Right-click on the respective item in the list and select 'Ignore this flaw'. This item is now marked with a white 'X' in a red circle. Additionally you can select 'Do not show ignored breaches' and the marked violations are not displayed any more.



Note: Additional windows

You can use the two small arrows at the top of the window to open a lessons window and a timetable, which allows you to analyse the violations quickly and easily.</p>



1.6 Manual scheduling

For [placing unscheduled periods](#) as well as [moving](#) and [deleting](#) scheduled periods Untis Express provides an absolutely simple possibility for which does not even involve learning new windows.

There are several functions for manual scheduling in the timetable:

- [scheduling periods](#)
- [locking periods](#)
- [moving periods](#)
- [deleting periods](#)
- [allocating rooms](#)

Tip: Closing all windows

Use the <Ctrl> + K key combination if you wish to close all open windows quickly.

1.6.1 Shifting periods

There are three possibilities for moving periods in the timetable:

1. Moving to an empty period
2. Swapping periods
3. Scheduling periods with clashes

Moving to an empty period

If you drag a period away from its position with the mouse, potential so far empty locations suitable for a move will be marked green.

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

Possible (free) positions for moving of "RE" (Mo,3)

Swapping periods

If you drag a period away from its position with the mouse, potential swap partners will be marked green.

	Mo	Tu	We	Th	Fr	Sa
1	RE	MA	GEc.		RE	
2	MA	MA	MU	DE	PH	DE
3	AR	PEB.	TX	BI	BI	DE
4	AR	PH	DE	HI	MA	GEc.
5	MU	HI	*CH.	MA		
6					GA.	
7				*PEB.	TX.	
8				*PEB.	TX.	

Possible swap partners for "MA" (Monday-2)

Scheduling periods with collisions

You can also generate clashes. Drag a period, drop it on another and select the type of clash you wish to allow.

	Mo	Tu	We	Th	Fr	Sa
1	RE	MA	GEc.		RE	
2	MA	MA	MU	DE	PH	DE
3	AR	PEB.	TX	BI	BI	DE
4	AR	PH	DE	HI	MA	GEc.
5	MU	HI	*CH.	MA		
6					GA.	
7				*PEB.	TX.	
8				*PEB.	TX.	

Possible Swapchain of "MA"

1.6.2 Scheduling periods

From the lessons' window

To schedule a lesson from the lessons' window you need two windows: the lessons' window and the timetable.

The "UnSched Prds" column indicates the number of unscheduled periods and also a hand showing that these periods may be scheduled manually.

You can use drag&drop to take hold of the hand in the "UnSched Prds" column and to drag it to the timetable where you can drop it.

Drag&Drop

Note: Background colour

Various shades of green indicate the suitability of the lesson and its scheduling. The more intensive the green, the more suitable the lesson in this place in the time grid from a scheduling point of view. Red fields mean that an element is blocked or that the evaluation of the schedule as a whole would be significantly impaired by the change. You cannot drag lessons on a white background.

From the timetable window

Alternatively, you can schedule lessons directly from the timetable window. The unscheduled periods are displayed next to the timetable by enlarging the window to the right or by clicking on the button < Resize the window>. These lessons can be scheduled with drag&drop.

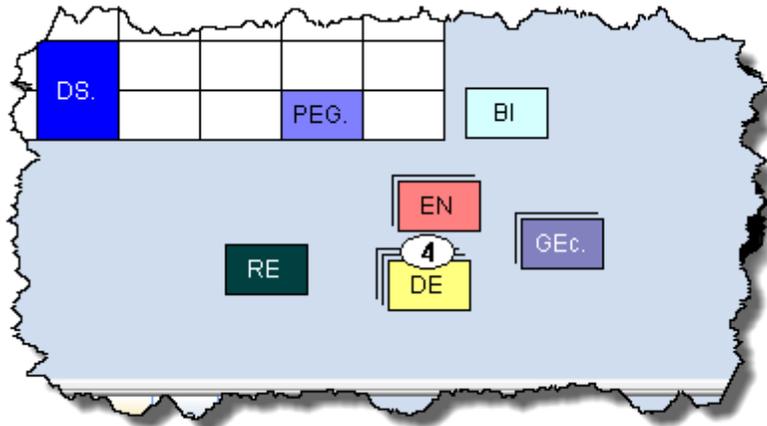
Resize the window

UnSc 2/28	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.	AR	DE	MA	DE	GEc.
5		RE				
6						
7						
8		DS.			PEG.	

L-No.	Tea. Subj. Rm.	Cla.	Special text
53	Rub, DE, (R1a)	1a	

Note: Order of the lessons

You can place the lessons below and to the right of the timetable as you wish.

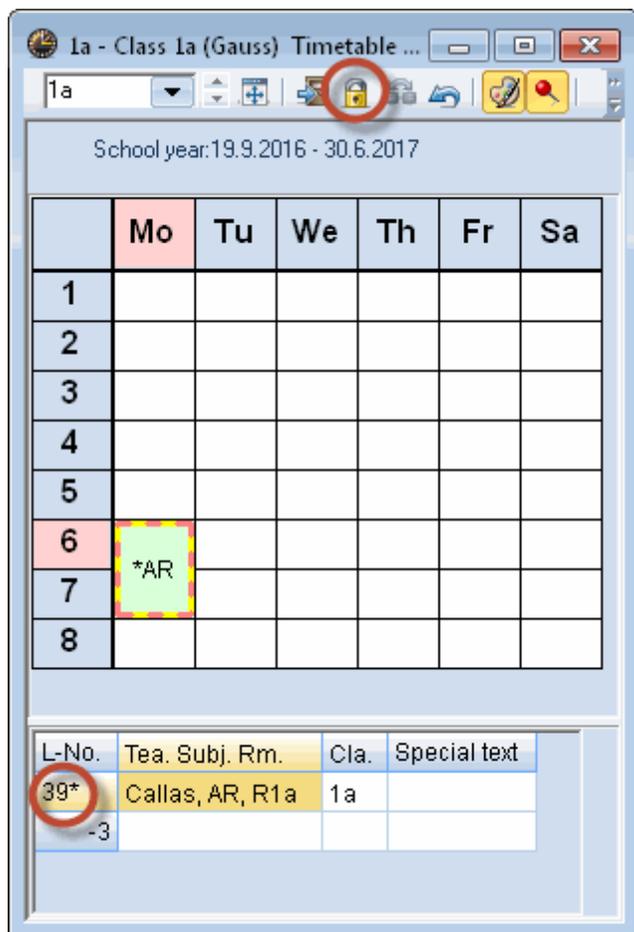


Each individual step can be undone by using the <Undo changes> button in the toolbar of the timetable.

1.6.3 Locking periods

If you wish to lock scheduled periods manually, click on the <Lock period> button in the timetable.

Locked periods will not be moved during optimisation and will always retain their place in the timetable.



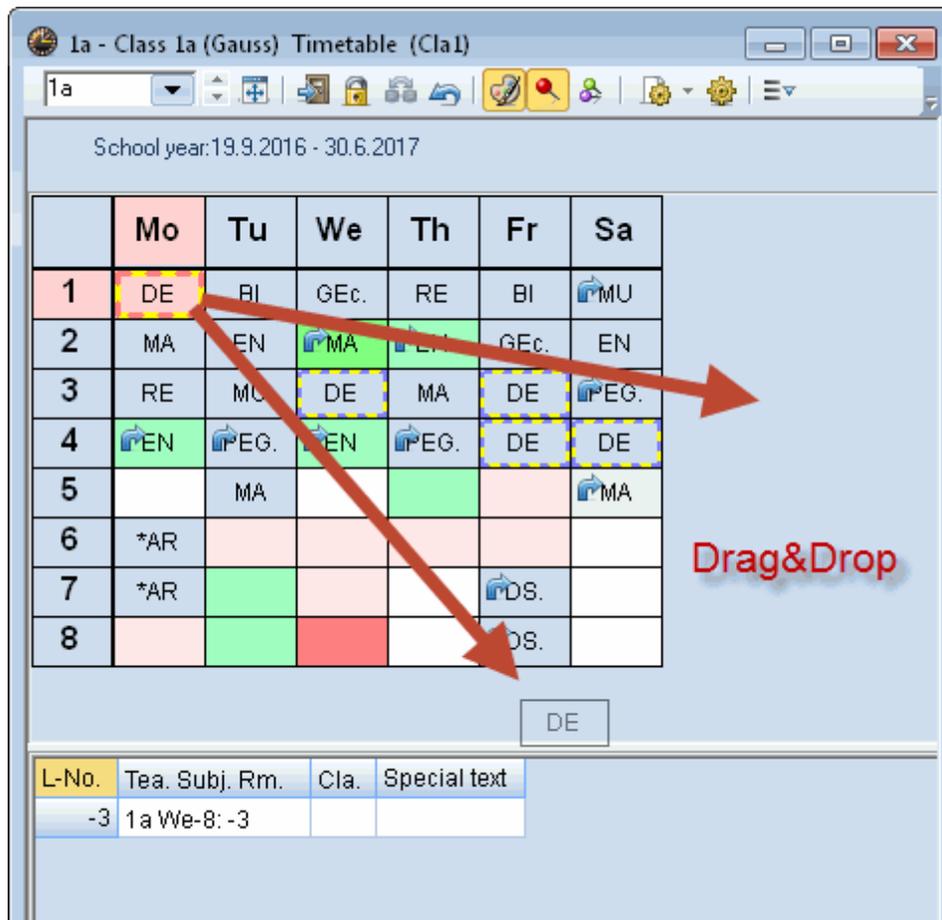
The lock is indicated by an * (asterisk) directly in the timetable and next to the lesson number in the period details window.

Note: Locking at other levels

You can use the 'Lock (X)' column to lock lessons and master data elements. Please refer to [Entries for all master data elements and lessons](#) .

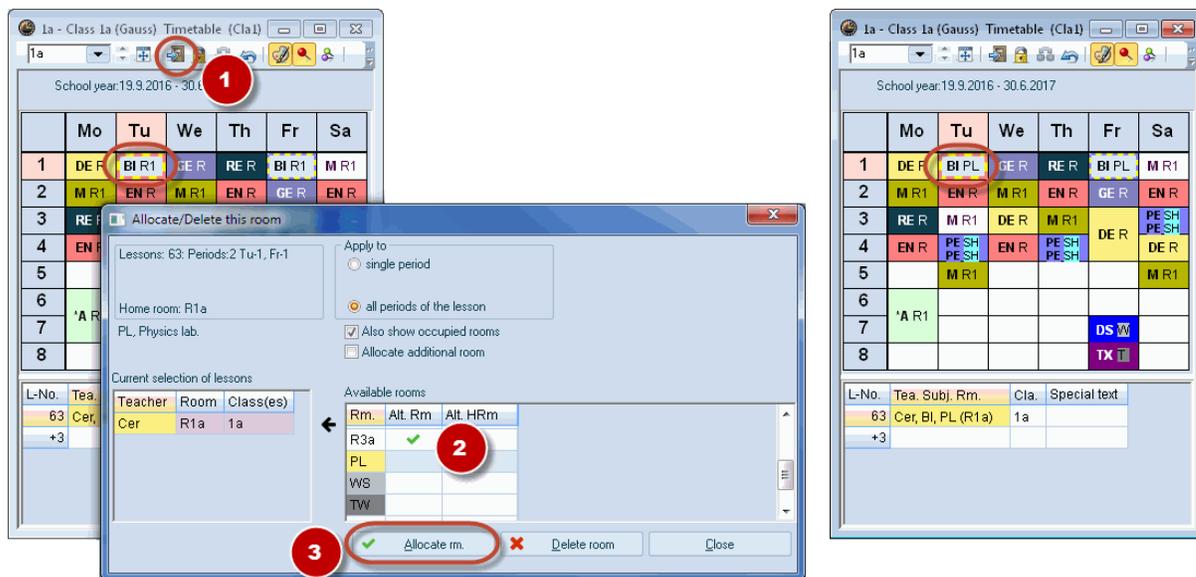
1.6.4 Deleting periods

You can delete (unschedule) periods by dragging them into the timetable details section of the window and dropping them there.



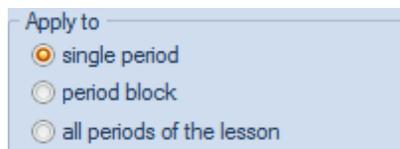
1.6.5 Allocating rooms

You can also manage room allocation directly in the timetable window. Use the <Allocate/delete this room> (1) button to allocate rooms to scheduled periods or to delete already scheduled rooms (2,3).



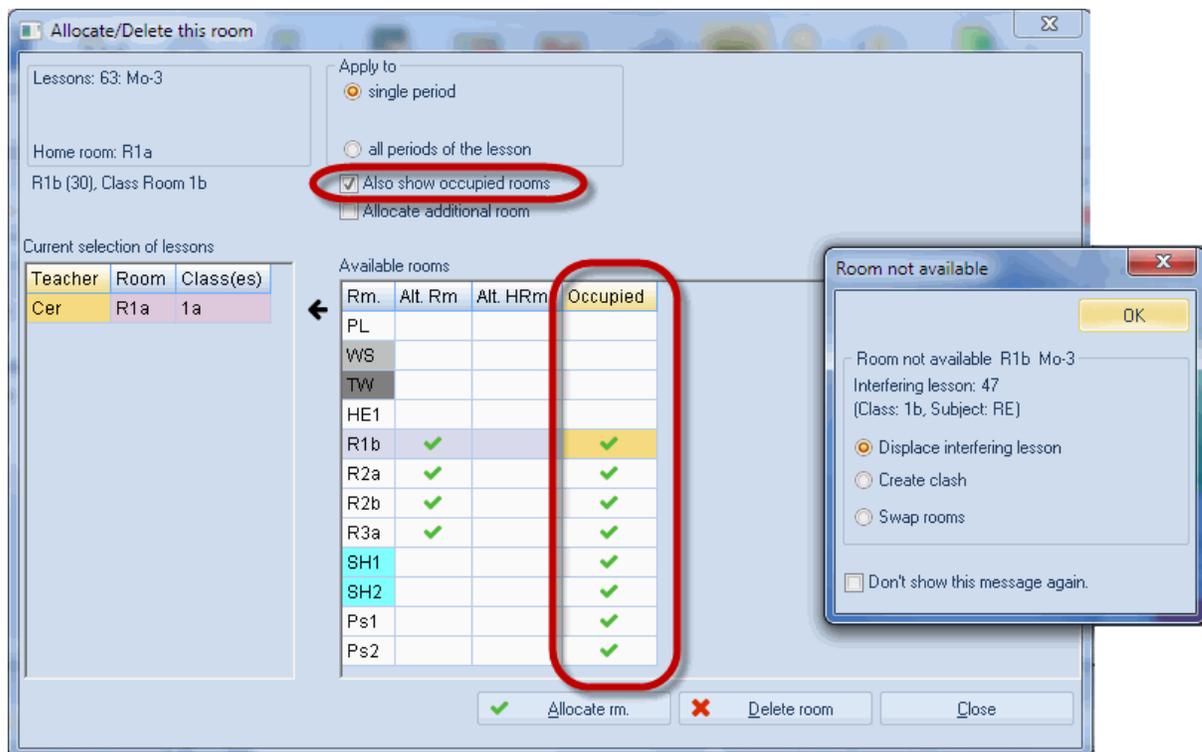
Allocating rooms for block periods / all lesson periods

If you wish perform room allocation to a block of periods or to all periods of a lesson you can make the appropriate selection in the selection box in the top left.



Occupied rooms

Check the option "Also show occupied rooms" in the "Allocate/delete this room" dialogue if, in addition to the available rooms, you wish to list all those rooms that are not available at the time in question. They are indicated by the "Occupied" flag. Assigning an occupied room to a lesson, you can override the obstructing room, generate a clash or swap the rooms.



1.6.6 Swap suggestions

You can use the <Suggested swaps> button on the 'Start' tab to automatically display how the active period could be swapped within the class and across classes. To this end Untis evaluates the timetable based on your weighting settings and indicates if the quality of the timetable would be better or worse.

Suggested swaps

	Conseqnc.	Leap cl.	Gain
1	Subject twice a day	4	244
2	Subject twice a day	4	238
3	Subject twice a day	1a	250
4	Teacher not available	3a	76
5	Subject twice a day	1a	238
6	Subject twice a day	1a	173
7	Period time requests	2a	-148
8	Main subjects - Boundary period		-9
9	Main subjects - Boundary period		-42
10	Subject twice a day		-61
11	Subject twice a day		-294
12	Subject twice a day	2b	-736
13	Subject twice a day	2a	117
14	Subject twice a day		-799
15	Subject twice a day		-1489

Refresh
Swap
Close
Print

With class
 Only different t...
 Show details

1b - Class 1b (Newton) Timetable (School year: 19.9.2016 - 30.6.2017)

1b Rub

UnSc 1/29	Mo	Tu	We	Th	Fr	Sa	MA
1	BI	DE	GEc.	DE	TX		
2	MA	DE	PEG.	MA	HI	DE	
3	RE	RE	MU	AR	DS.	DE	
4	PEG.	MA	MA	AR	MA	GEc.	
5	DE			AR			
6							
7		DS.			BI		
8		DS.			PEG.		

L-No.	Tea. Subj. Rm.	Cla.	Special text
30	Arist, MA, (R1b)	1b	

With class leaps

It is often necessary to perform swaps across several classes. In order to enable a swap to be made in one class it is first necessary to perform a swap in another class - the so-called leap class. If you check the option 'With class leaps', these types of possibilities to swap will be offered.

Suggested swaps

Conseqnc.	Leap cl.	Gain	
1	Subject twice a day	4	244
2	Subject twice a day	4	238
3	Subject twice a day	1a	250
4	Teacher not available	3a	76
5	Subject twice a day	1a	238
6	Subject twice a day	1a	173
7	Period time requests	2a	-148
8	Main subjects - Boundary period		-9
9	Main subjects - Boundary period		-42
10	Subject twice a day		-61
11	Subject twice a day		-294
12	Subject twice a day	2b	-736
13	Subject twice a day	2a	117
14	Subject twice a day		-799
15	Subject twice a day		-1489

Conseqnc.	Gain	Total	
1	Class NTP's	28	272
2	Period time requests	-126	118
3	Period time requests	-142	102
4	Period time requests	-177	67
5	Period time requests	-183	61
6	Period time requests	-229	15
7	Period time requests	-229	15
8	Period time requests	-253	-9
9	Lunch break min-max.	-335	-91

1b - Class 1b (Newton) Timetable

School year: 19.9.2016 - 30.6.2017

UnSc 1/29	Mo	Tu	We	Th	Fr	Sa
1	BI	DE	GEc.	DE	TX	
2	MA	DE	PEG.	MA	HI	DE
3	RE	RE	MU	AR	DS.	DE
4	PEG.	MA	MA	AR	MA	GEc.
5	DE			AR		
6						
7		DS.			BI	
8		DS.			PEG.	

L-No. 30 Tea. Arist, MA, (R1b) Cla. 1b Special text

The above example shows that the swap in class 1b would result in a 24-point improvement, therefore a swap in the leap class 1a is possible which brings about a highly ranked improvement, since a lesson scheduled on a locked period can be swapped. The timetable in the above examples will clearly be improved.

Note:
 The suggested swaps window list the swaps in the order of their evaluation with the best swaps right at the top. The 'Gain' column in the upper window pane will only list the evaluation of the first swap for a swap with class leaps (base class). The sort order in the upper window pane uses the total between the evaluations of the first swap and the best possible second swap. The total evaluation for both swaps is displayed in the lower window pane.

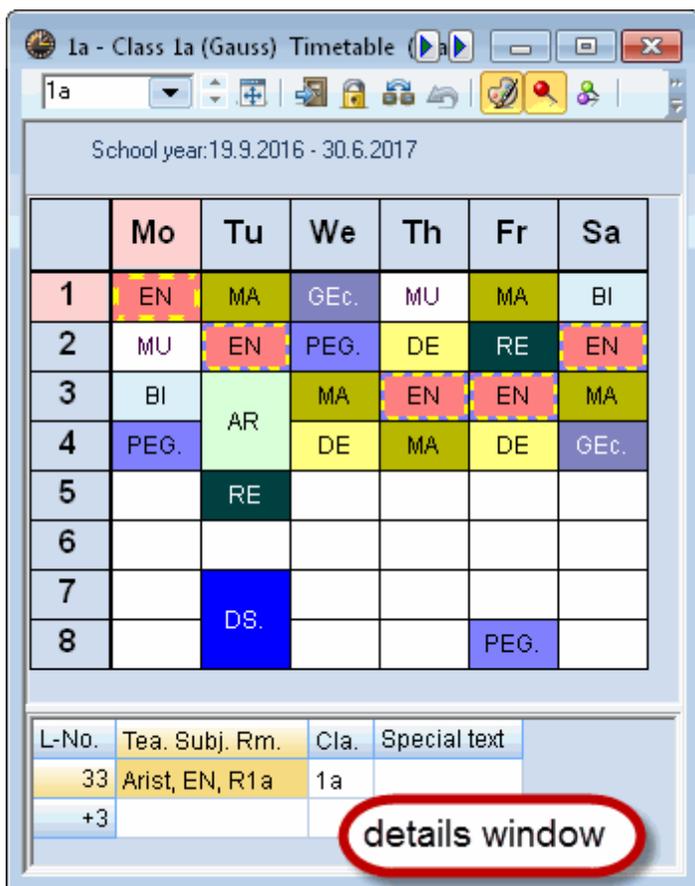
Warning: Swap period
 If you want to swap the period which is the basis for the swap suggestions, first click on the period in the timetable you want to get swap suggestions to. Then click on the 'Refresh' button for refreshing the suggested swaps.

1.7 Timetables

Untis aims to calculate a good timetable. This should then be easily readable and adapted to the requirements of those it is intended to serve (teachers, students, school office etc.). The following chapters first deal with the [timetable window](#) in general. We will then look at various formats and learn how to change the [layout](#) . Finally we will also have a look at [printing timetables](#).

1.7.1 The timetable window

Generally speaking, the timetable window consists of two parts: the actual timetable and the timetable details window.



You can enter the name of the element that you wish to see directly in the input field at the top left. You can also use the spin controls located on the right of the input field to switch between elements.

Timetable window

The timetable window displays the actual timetable, and you can decide for yourself what information is displayed (please refer to chapter ' [Timetable layout](#) ').

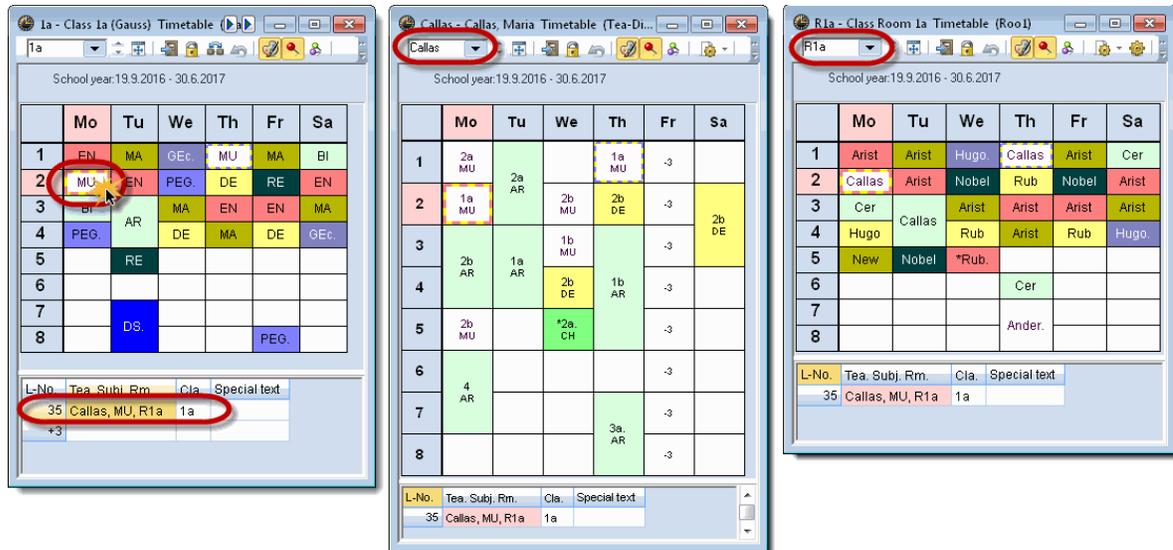
Timetable details window

Depending on the circumstances all information relating to a lesson period cannot / should not be

displayed in the timetable. However, you will find all information in the details window. This is especially helpful when couplings are involved.

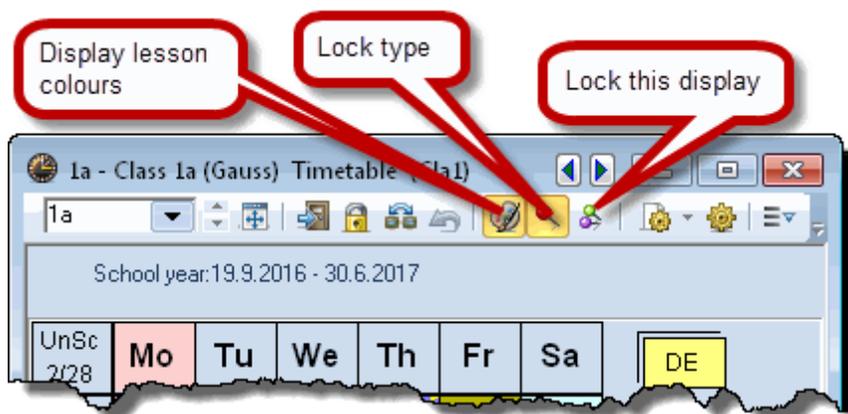
1.7.1.1 Timetable interaction

The timetable windows synchronise automatically just like many other windows in Untis. This means that the timetables cannot only be set manually but are adjusted automatically - if desired - to each element selected in another window. You will thus always have up-to-date information on the screen without having to search for it.



1.7.1.2 Locking - colours

You can deactivate automatic synchronisation:



Lock type

Clicking on this button means that the type of timetable (teachers, classes, rooms) will stay the same.

Lock this display

Clicking on this button means that the view with the current element (e.g. class 3a) will stay the same.

Colours

This function allows you to activate or deactivate the display of colours defined in the master data or for lessons.

1.7.2 Timetable formats

You can access the different timetables for classes, teachers and rooms via the taba 'Timetables'. These predefined timetable formats can be customised to suit your needs (please refer to the chapter [Timetable layout](#)). Below we use the class timetable as an example that applies to each timetable format

- [Class timetable portrait/landscape](#)
- [Class schedule big](#)
- [Classes overview portrait](#)
- [Classes overview landscape](#)

1.7.2.1 Timetable portrai/landscape

By default these timetables only show one master data element (e.g. the subject in the class timetable). Further information (such as room and couplings) are displayed in a details window.

	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						
8		DS.			PEG.	

L-No.	Tea. Subj. Rm.	Cla.	Special text
35	Callas, MU, R1a	1a	
+3			

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

L-No.	Tea. Subj. Rm.	Cla.	Special text
33	Arist, EN, R1a	1a	
+3			

1.7.2.2 Class schedule big

The 'Class schedule big' incorporates the settings for the [standard format](#) (subject, teacher, room and all coupling lines).

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00 8:45	EN Arist R1a	MA Arist R1a	GEc Hug R1a	MU Calla R1a	MA Arist R1a	BI Cer R1a
2 8:55 9:40	MU Calla R1a	EN Arist R1a	PEG Aris SH PEB Rub SH	DE Rub R1a	RE Nobe R1a	EN Arist R1a
3 9:50 10:35	BI Cer R1a	AR Calla R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a	MA Arist R1a
4 10:45 11:30	PEG Aris SH PEB Rub SH		DE Rub R1a	MA Arist R1a	DE Rub R1a	GEc Hug R1a
5 11:40 12:25		RE Nobe R1a				

1.7.2.3 Timetable | Overview classes

The class timetable overview shows all classes one below the other with the individual lesson periods next to each other.

	Monday								Tuesday								Wednesday				
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	
1a	EN	MU	BI	PEG					MA	EN	AR	RE			DS.		GEC		PEG	MA	DE
1b	BI	MA	RE	DE				DE	RE	MA				DS.					MU	MA	
2a	MU	RE	MA	DE	EN			AR		BI	MA								HI	RE	
2b	RE	MA	AR	MU				MA	PEB	PH	HI							MU	TX	DE	
3a	HI	EN	PEG	GA.	MA		BI	EN	RE	BI	DE							DE	HI	MA	
3b	HI	GEC	PEG	PH	MA			RE	BI	GA.								TX	RE	DE	
4	PEG	CK	HI	DE		AR	PH	DS.	MU	BI	MA.							GA	RE	MA.	

1.7.2.4 Timetable | Overview classes-1

This is also an overview of all elements. In this cases, the elements are displayed next to each other and the weekly periods one below the other.

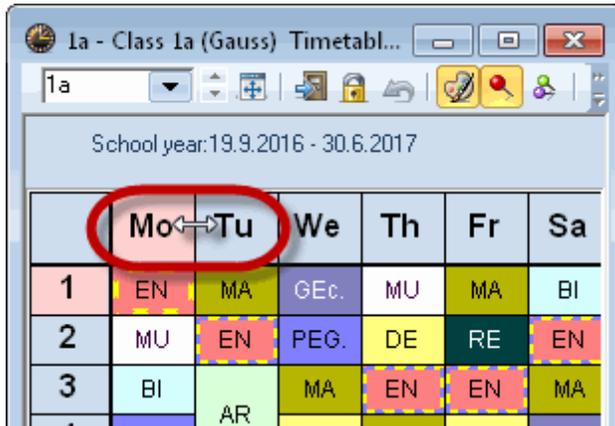
	1a	1b	2a	2b	3a	3b	4
Mo-1	EN	BI	MU	RE	HI	HI	PEG.
Mo-2	MU	MA	RE	MA	EN	GEc	CK
Mo-3	BI	RE	MA	AR	PEG.		HI
Mo-4	PEG.		DE	AR	GA.	PH	DE
Mo-5		DE	EN	MU	MA	MA	
Mo-6							AR
Mo-7					BI		
Mo-8							PH
Tu-1	MA	DE	AR	MA	EN	RE	DS.
Tu-2	EN				RE	BI	
Tu-3	AR	RE	PEB.		BI	GA.	MU
Tu-4		MA	BI	PH	DE		BI
Tu-5	RE		MA	HI			MA.
Tu-6							
Tu-7	DS.	DS.					
Tu-8							
We-1	GEc.				PEG.		GA
We-2	PEG.		HI	MU	DE	TX	RE
We-3	MA	MU		TX	HI	RE	MA.
We-4	RE	MA	PE	DE	MA	DE	GEc.

1.7.3 Timetable layout

You can also modify the pre-defined formats to match your requirements. You can [change the size](#) , display all timetables in [standard format](#) or decide what should be displayed in the [period window](#).

1.7.3.1 Adjusting timetable size

If you move the cursor to the line separating Monday and Tuesday you will see a small, double-headed arrow and you can adjust the width of the column. You can adjust the row height in the same way – just move the cursor to the line separating rows 1 and 2.



	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

1.7.3.2 Standard format

Clicking the right mouse-button in the timetable displays a context menu where you can select the option 'Timetable period: standard format'. This setting displays all the main elements of the period. If couplings are involved, all coupling lines will be displayed. The font size will be adjusted to match the space available.

1a - Class 1a (Gauss) Timetable (ClA1A)

School year: 19.9.2016 - 30.6.2017

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00 8:45	EN Arist R1a	MA Arist R1a	GEc Hug R1a	MU Calla R1a	MA Arist R1a	BI Cer R1a
2 8:55 9:40	MU Calla R1a	EN Arist R1a	PEG Aris SH PEB Rub SH	DE Rub R1a	RE Nobe R1a	EN Arist R1a
3 9:50 10:35	BI Cer R1a	AR Calla R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a	MA Arist R1a
4 10:45 11:30	PEG Aris SH PEB Rub SH		DE Ru			R1a
5 11:40 12:25		RE Nobe R1a				
6 12:35 13:20						
7 13:30 14:15		DS Ander WS				
8 14:25 15:10		TX Curie TW				

L-No.	Tea.	Subj.	Rm.	Cl.	Special text
31	Arist,	MA,	R1a	1a	
+3					

1.7.3.3 Text for the lesson period

In the timetable standard format (e.g. Class big) it is possible to add a text to a certain period in the timetable. Right click in the desired period in the timetable and select "Text for the lesson period".

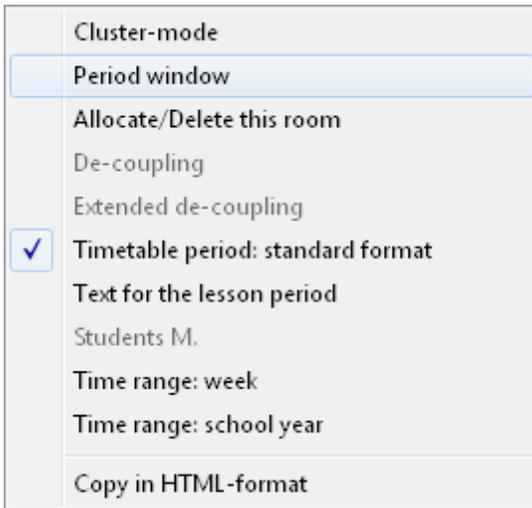
The screenshot shows a window titled "1a - Class 1a (Gauss) Timetable (ClA1A)". The main area is a timetable grid for the school year 19.9.2016 - 30.6.2017. The grid has columns for Monday, Tuesday, and Wednesday, and rows for lesson periods 1 through 8. A context menu is open over the cell for period 4 on Tuesday, which contains the text "Bring your materials!". The menu options include "Cluster-mode", "Period window", "Allocate/Delete this room", "De-coupling", "Extended de-coupling", "Timetable period: standard format" (checked), "Text for the lesson period" (circled in red), "Students M.", "Time range: week", "Time range: school year", and "Copy in HTML-format". A red arrow points from the "Text for the lesson period" menu item to a dialog box titled "Text for the lesson period". The dialog box contains the text "Text for the lesson period Lessons: 39 / Tu-3 This text is assigned to a certain period of a lesson." and a text input field with "Bring your materials!". There are "OK" and "Cancel" buttons at the bottom of the dialog box. A red speech bubble with the text "Right click" points to the context menu.

	Monday	Tuesday	Wednesday
1 8:00 8:45	EN Arist R1a	MA Arist R1a	GEc Hug R1a
2 8:55 9:40	MU Calla R1a	EN Arist R1a	PEG Aris SH PEB Rub SH
3 9:50 10:35	BI Cer R1a	AR Calla R1a	MA Arist R1a
4 10:45 11:30	PEG Aris SH PEB Rub SH	Bring your materials!	GEc Hug R1a
5 11:40 12:25		RE Nobe R1a	
6 12:35 13:20			
7 13:30 14:15		DS Ander WS	
8 14:25 15:10		TX Curie TW	

L-No.	Tea. Subj. Rm.	Cl.	Special text
39	Callas, AR, R1a	1a	
+3			

1.7.3.4 Period window

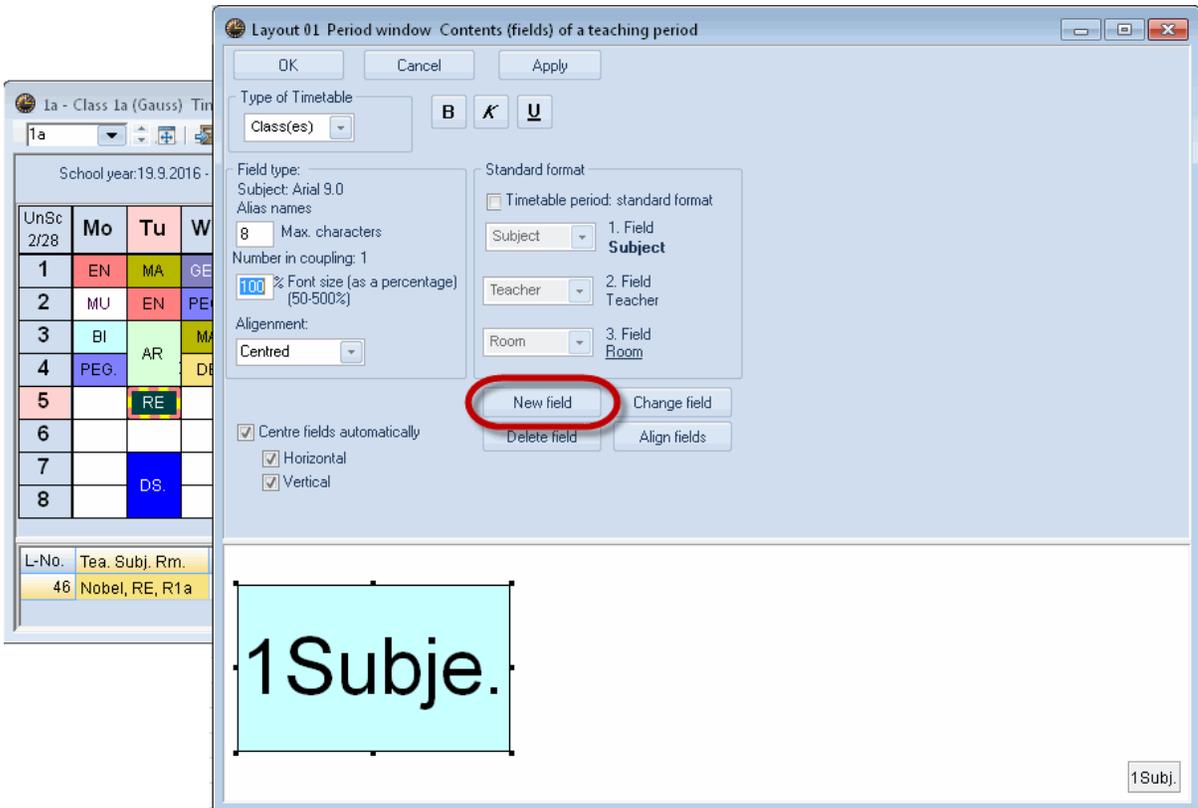
You can also define which contents should be displayed in the timetable fields. Click on <Settings> in the timetable window or open the context menu (right mouse click) and activate the option 'Period window'.



Using this editor you can [display new elements](#) , [change the order of elements](#) and edit the layout with [additional settings](#).

1.7.3.4.1 Adding/deleting fields

Click on the <New field> button in the period window, if you wish to add a new field to the timetable display.



Another window will open in which you can select the contents of the new field.

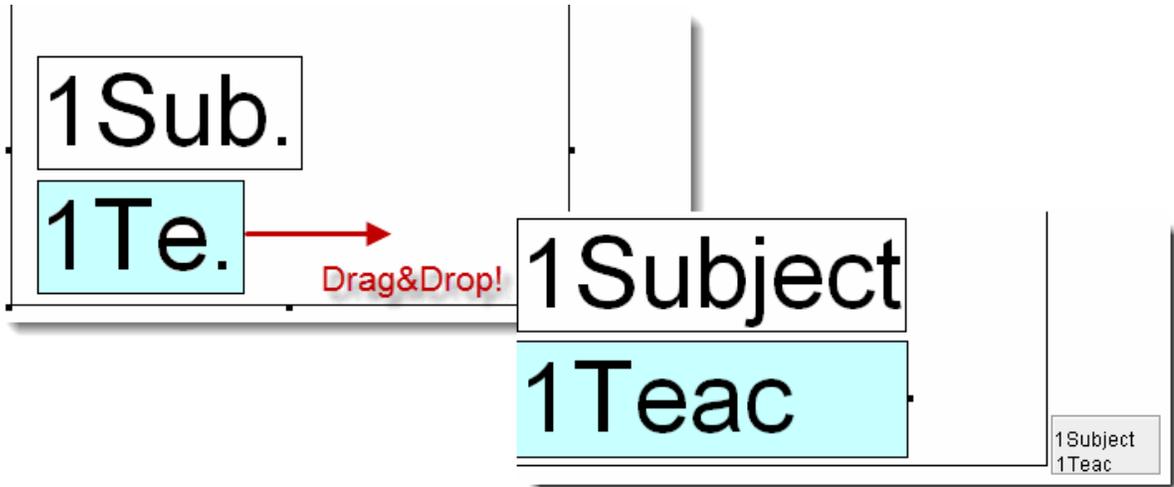
You can, for example, choose to display the teacher in the class timetable:

L-No.	Tea.	Subj.	Rm.	Cla.	Sp
5	RE Nobel				
6					
7	DS Ander				
8	TX Curie				

You can use the <Change field> and <Delete field> buttons to modify or delete an existing field.

1.7.3.4.2 Changing field size and position

The active element is marked turquoise in the period window editor. You can use drag&drop to change the positioning and size of the fields.



You can/should activate an element such as teacher more than once for couplings (maximum number of used couplings):

UnSc	Mo	Tu	We	Th
2/28				
1	EN Arist	MA Arist	GEc Hugo	MU Callas
2	MU Callas	EN Arist		
3	BI Cer	AR		
4	PEG Arist PEB Rub	RE		
5				
6				
7		DS		
8		TX		

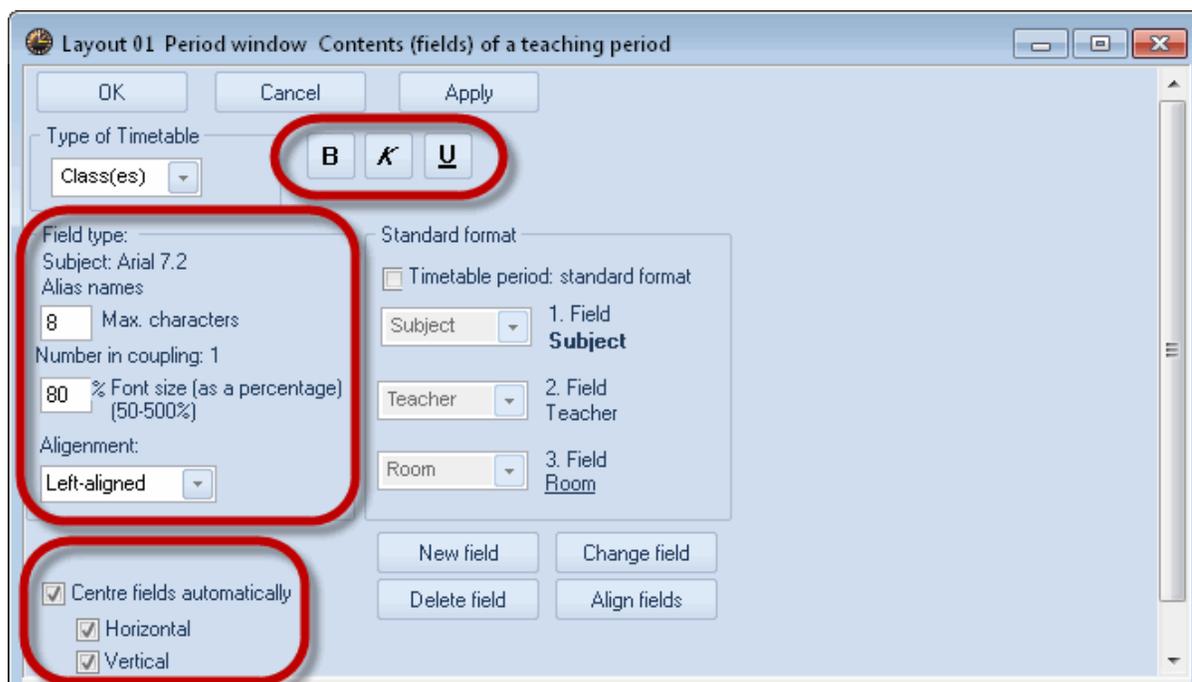
L-No.	Tea.	Subj.	Rm.	Cla.	Special text
63	Cer, BI, R1a			1a	
+3					

Note: Size of timetable period

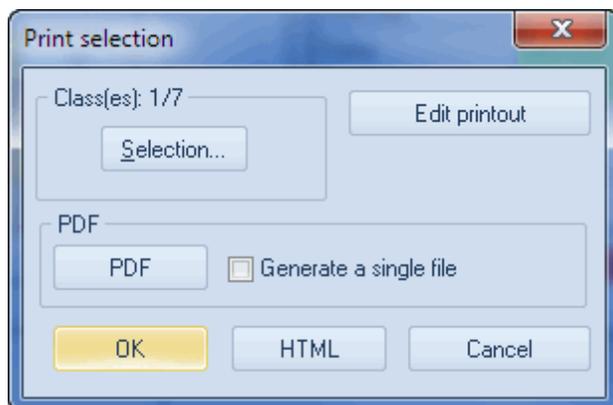
When the background is activated (i.e. turquoise), as in the above figure, you can use drag&drop to change the size of the field of the period window.

1.7.3.4.3 Further settings

You will find a number of additional options with which you can modify the layout of the timetable.

**1.7.4 Printing timetables**

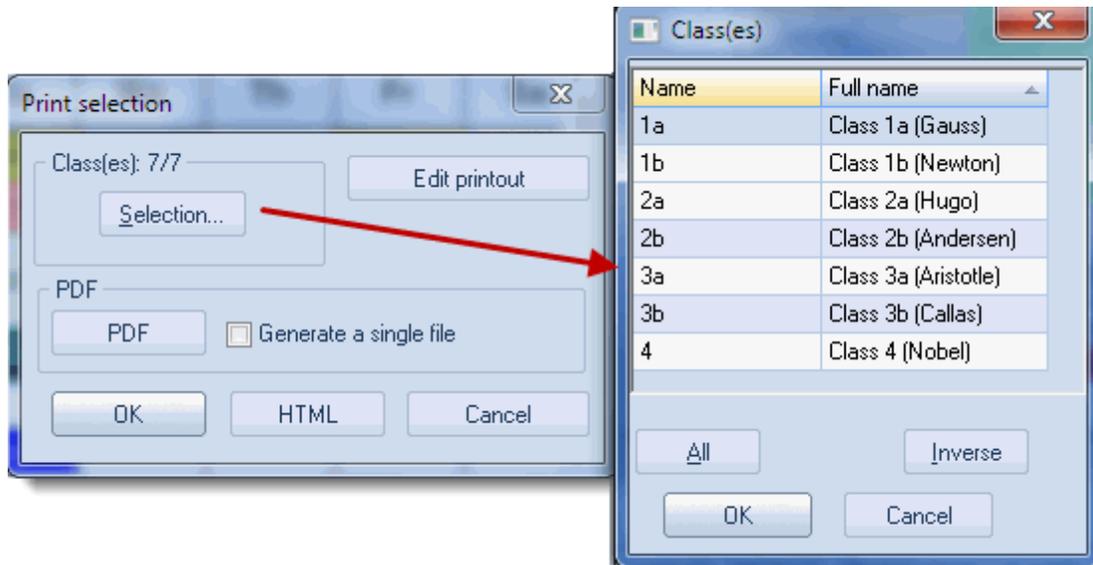
Printing timetables is effected via the <Print> or <Print Preview> buttons. Clicking on either option first displays the print selection window, where you can make additional settings.



The print selection window allows you to make a [selection](#) of the timetables you wish to print. Additionally you can specify the details of the [individual timetables](#) or [overview timetables](#) in the print preview window.

1.7.4.1 Timetable selection

By default, the timetable displayed on screen will be printed. You can use the <Selection> option to specify that several timetables of the same format should be printed simultaneously:



You can select the timetables for the desired elements by holding the left mouse button and moving the cursor or with <Ctrl> + click (see figure).

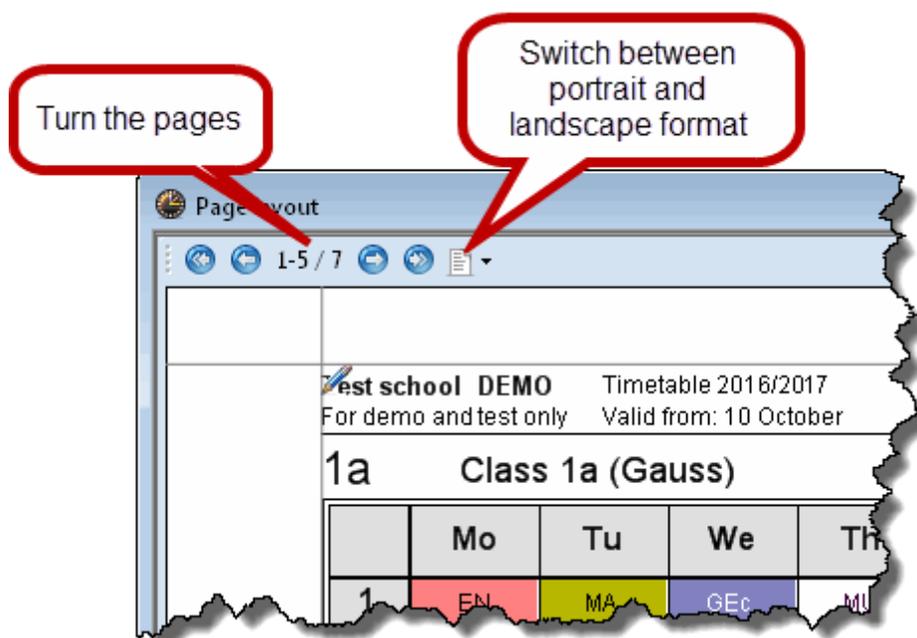
1.7.4.2 Page layout

Via the <Edit printout> button in the print selection or the <Page layout> button in the menu you can specify additional details for the respective printout. Possible settings depend on the format of the timetable.



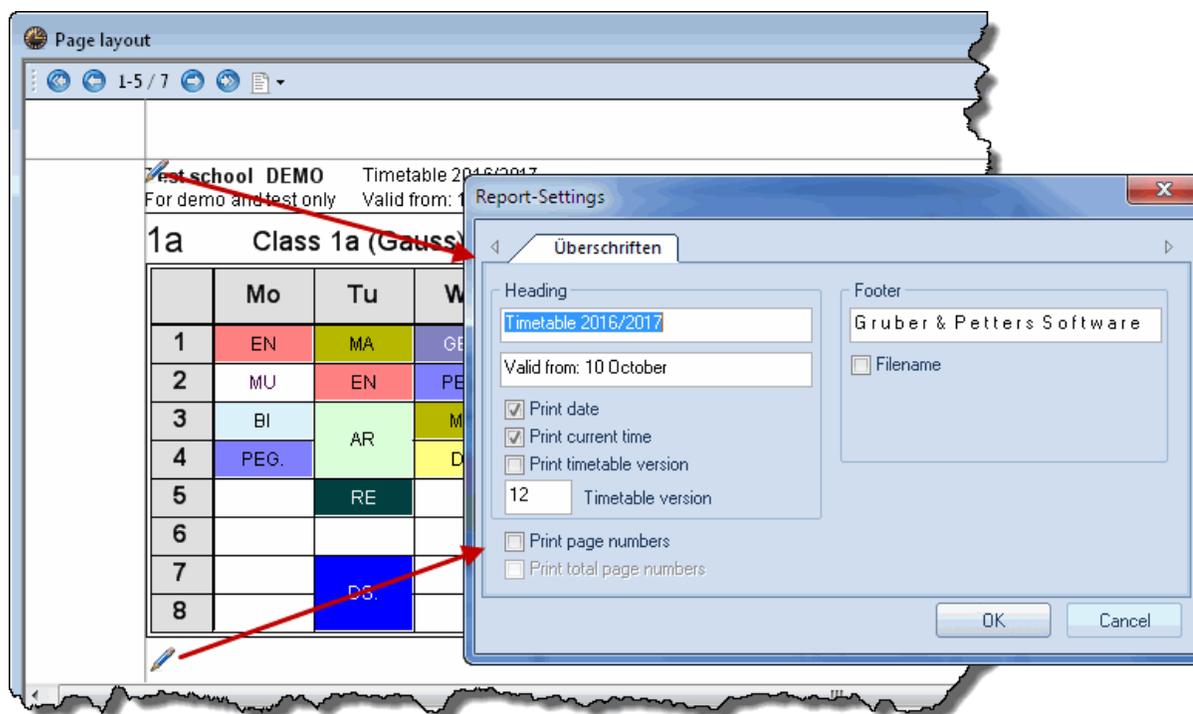
1.7.4.2.1 Menu bar page layout

In the menu bar of the timetable page layout you can change between the pages or change to portrait or landscape.



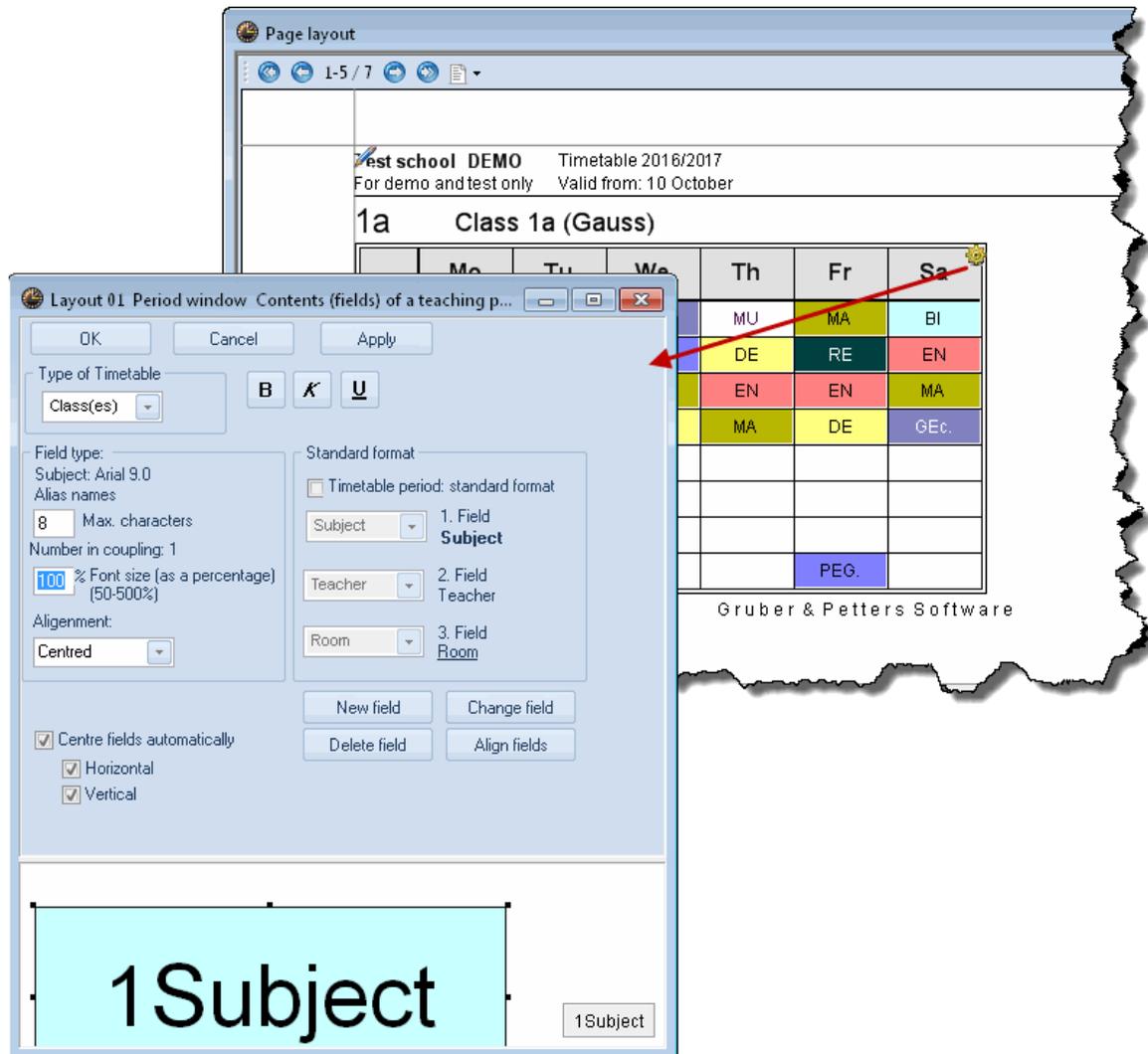
1.7.4.2.2 Header and footer

The possibilities for header and footer design are displayed in the figure below.



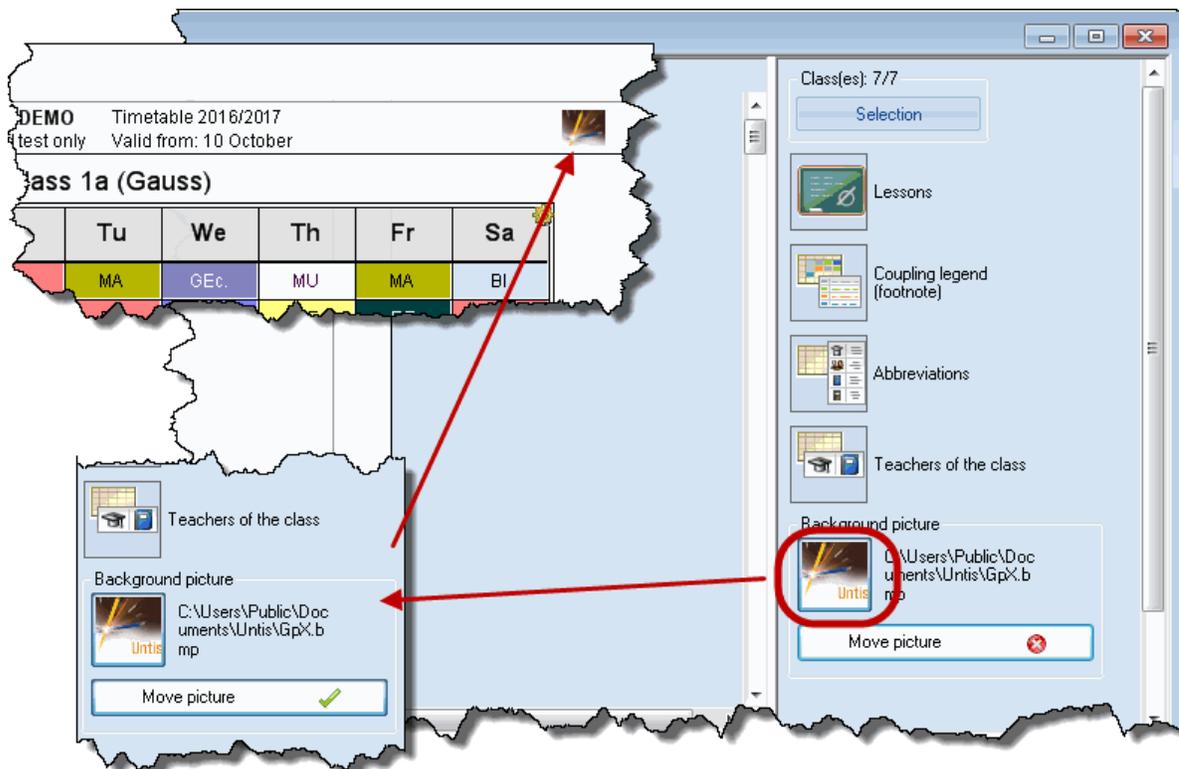
1.7.4.2.3 Period window

Via the gear-wheel next to the timetable you get to the detail settings of the [period window](#) (please refer to the respective chapter in the timetable layout).



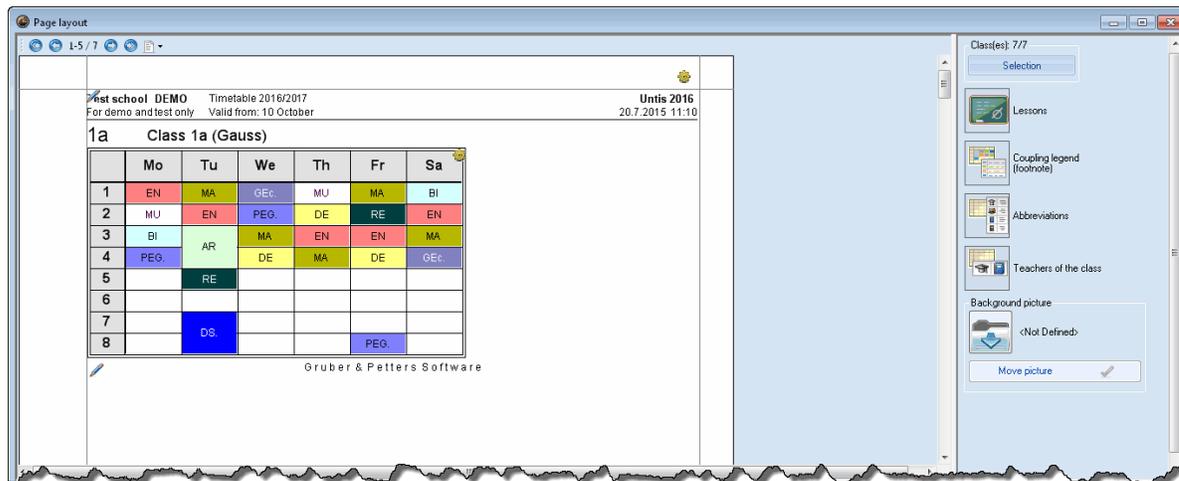
1.7.4.2.4 Insert image

By clicking on the <Background picture> button you can insert a bmp picture. It is displayed instead of the button and can be moved or its size can be adjusted by activating the <Move picture> button.



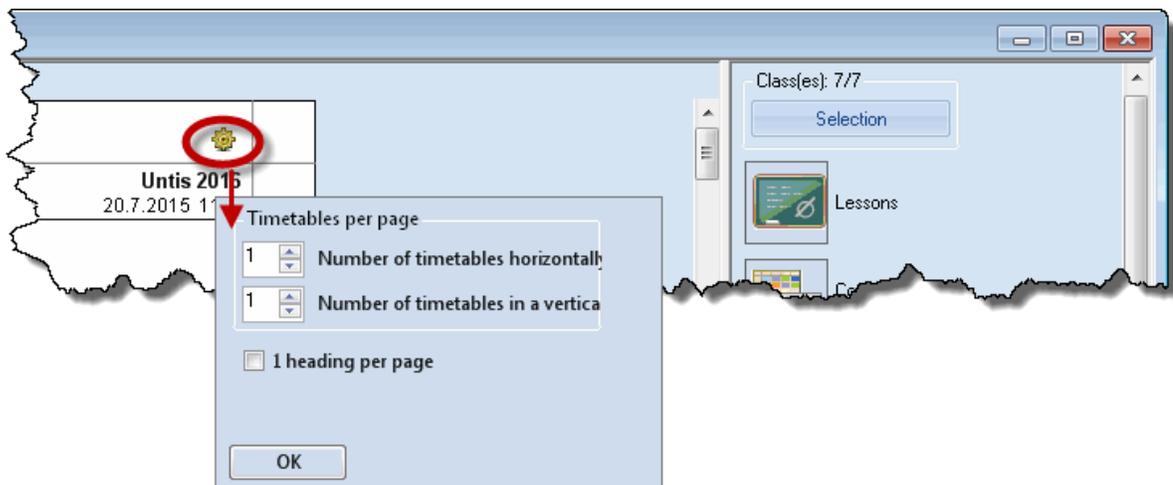
1.7.4.2.5 Individual timetables page layout

The following descriptions apply to individual timetables (and not to overview timetables).



Settings of timetable page

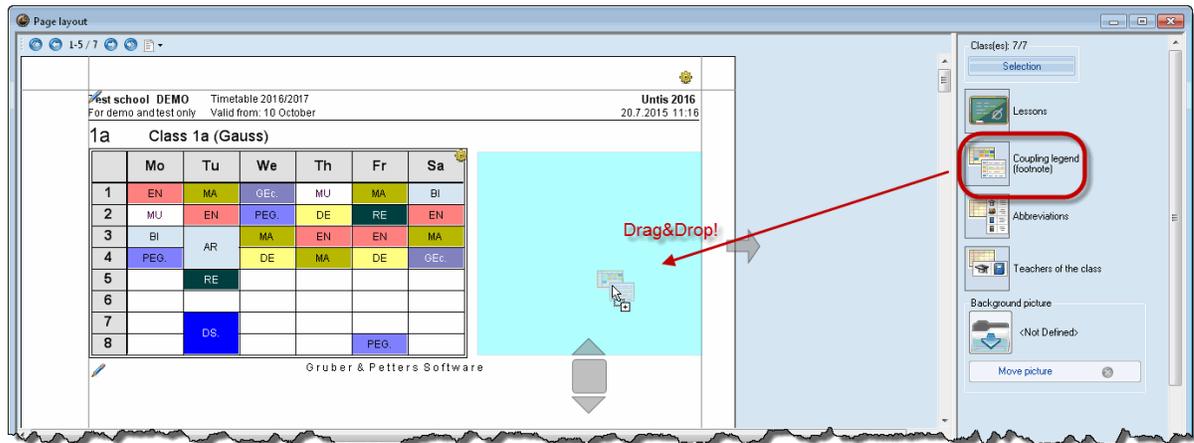
You can choose, for instance, how many timetables should be printed on a page plus how many or which weeks.



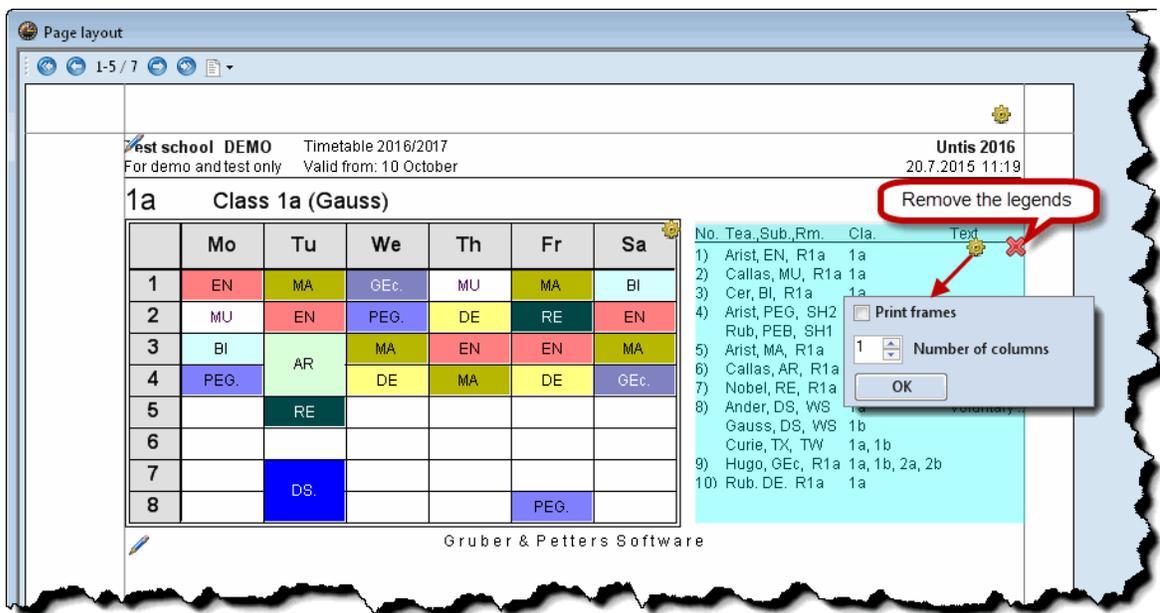
Coupling legend

A legend is always printed if all the lesson information cannot be displayed in the period window. Lesson information (for classes) includes all rooms, subjects and teachers.

Drag&drop allows you to select the position of the legend on the page or whether the legend should be printed on a separate page.

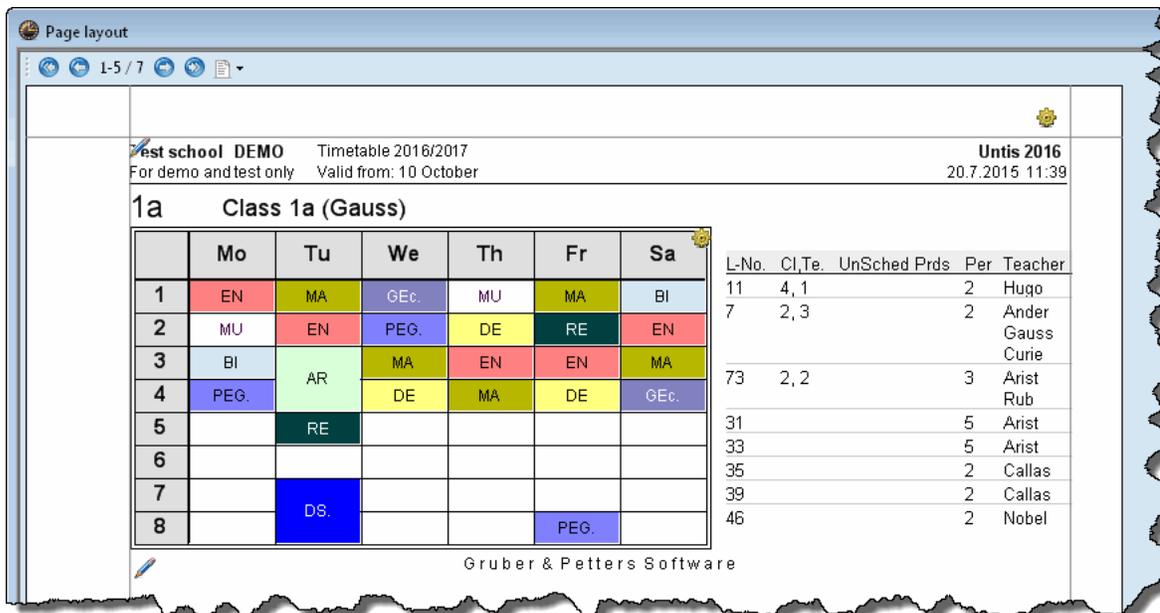


Via the settings button of the legend you can also define how many columns the legend should have and whether the legend should be printed in a frame. The legend can be deleted via the big red X



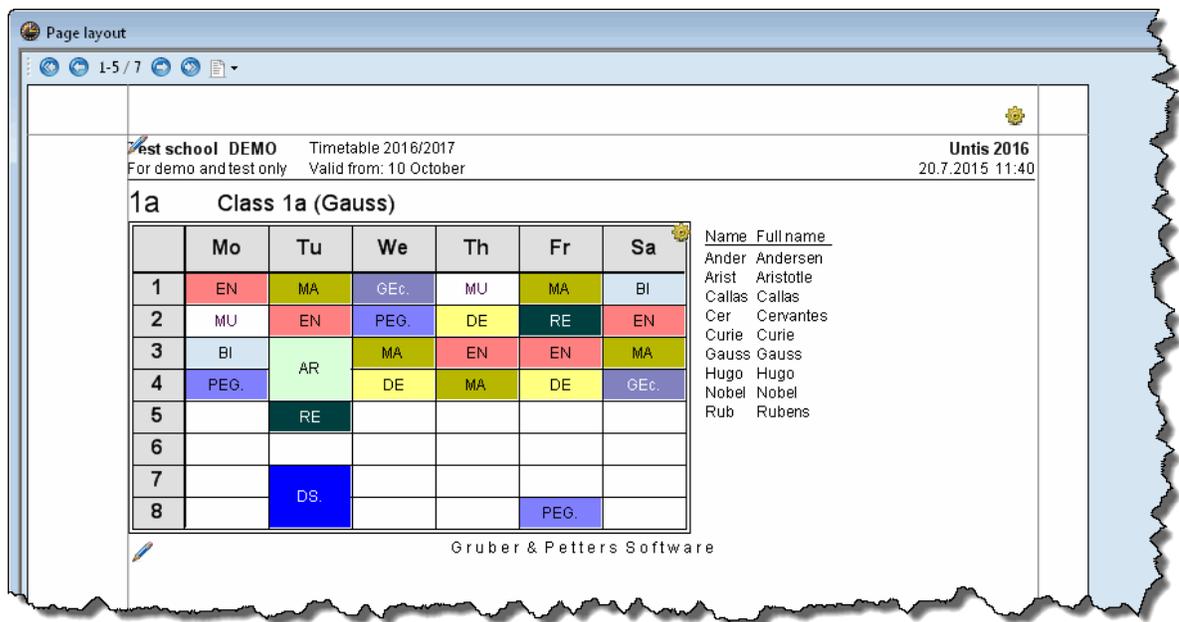
Lessons

With timetables for classes and teachers, you can choose to print the lessons view as well.



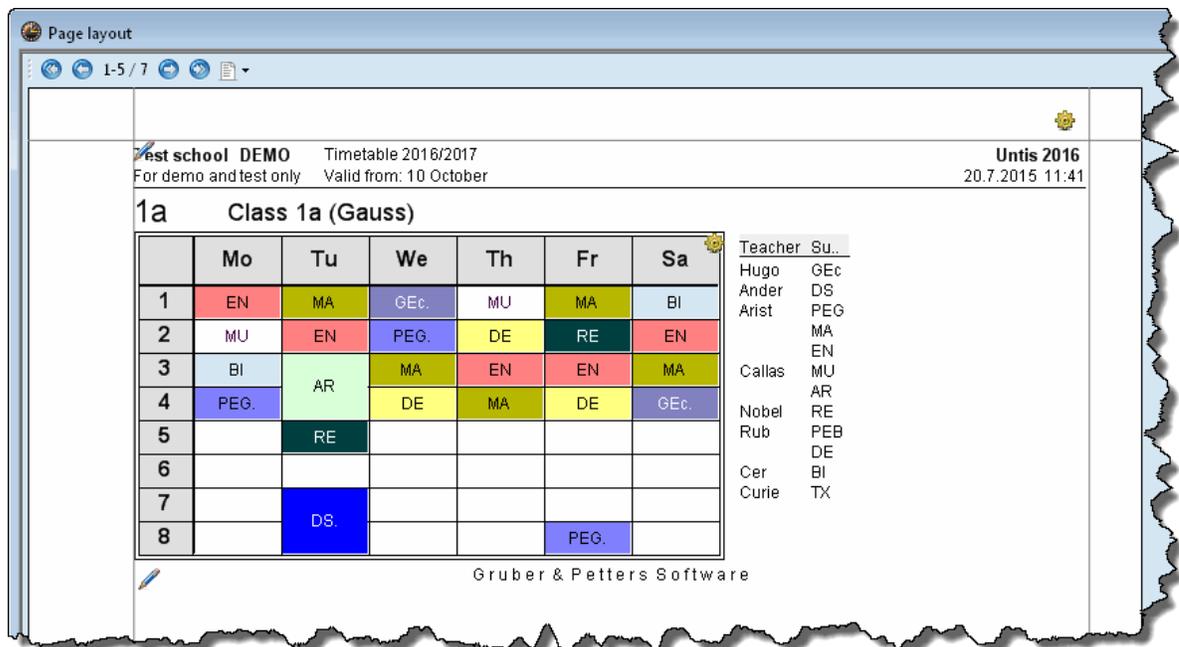
Abbreviations

A legend can be printed with the abbreviations of the subjects and/or teachers. In the following example, the name and full names of the subjects are listed next to the timetable.



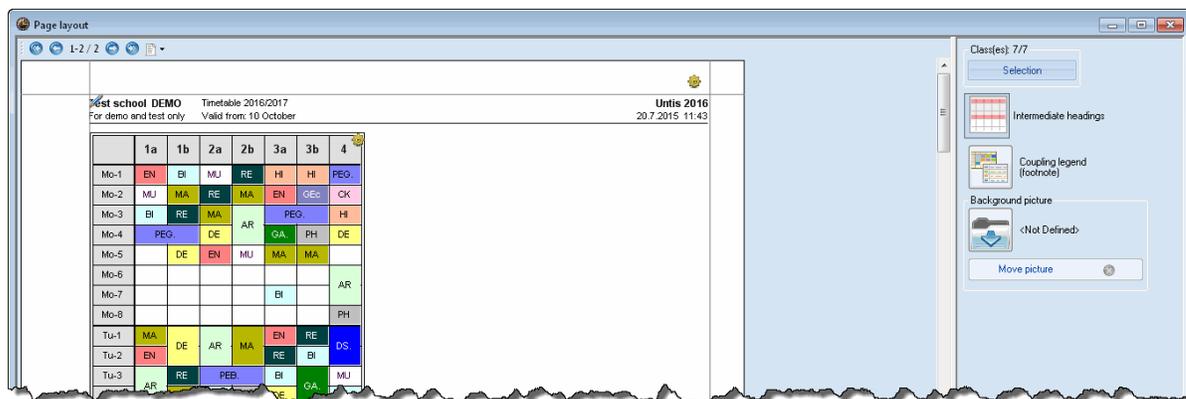
Teacher of the class

The teachers of the class can also be printed.



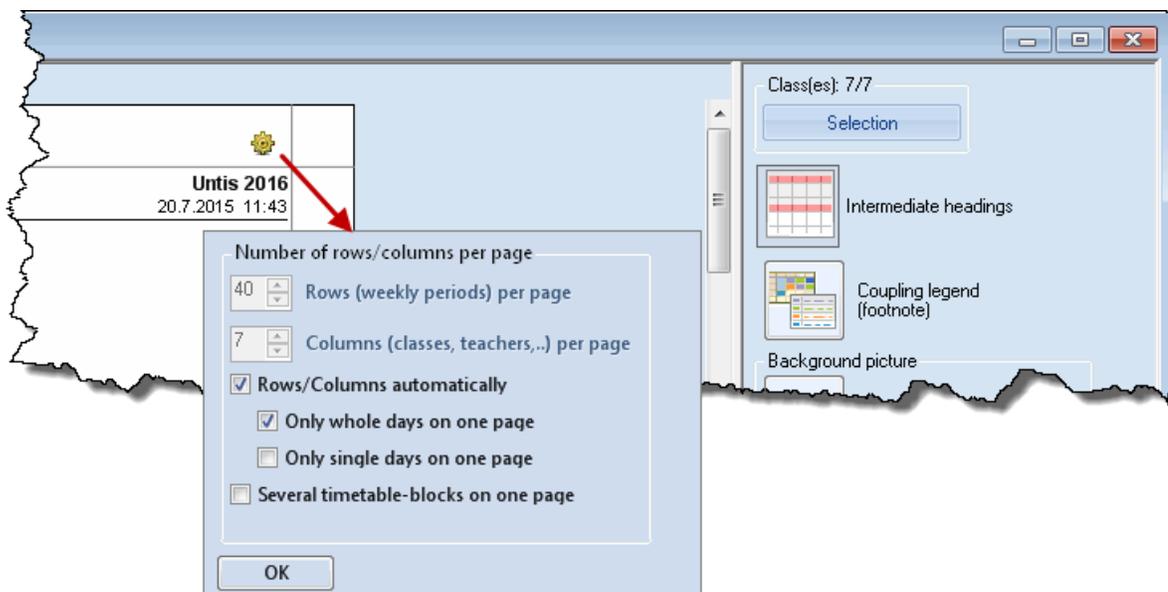
1.7.4.2.6 Overview timetable details

The following details can be set when printing overview timetables:



Number of rows/columns per page

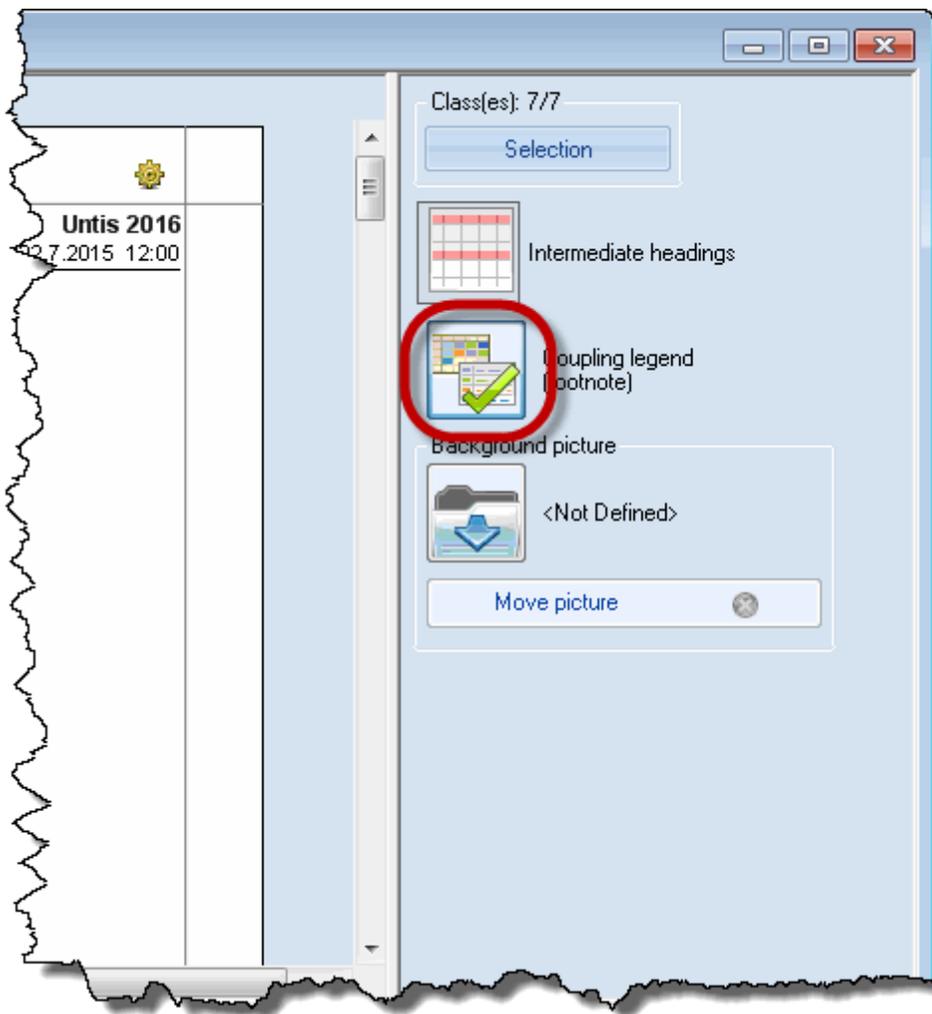
The check box "Rows/Columns automatically" allows you to specify that Untis should print exactly as many rows and columns as will fit on the page.



If the box is not checked, you can specify how many rows and columns should be printed on a sheet using the relevant input fields.

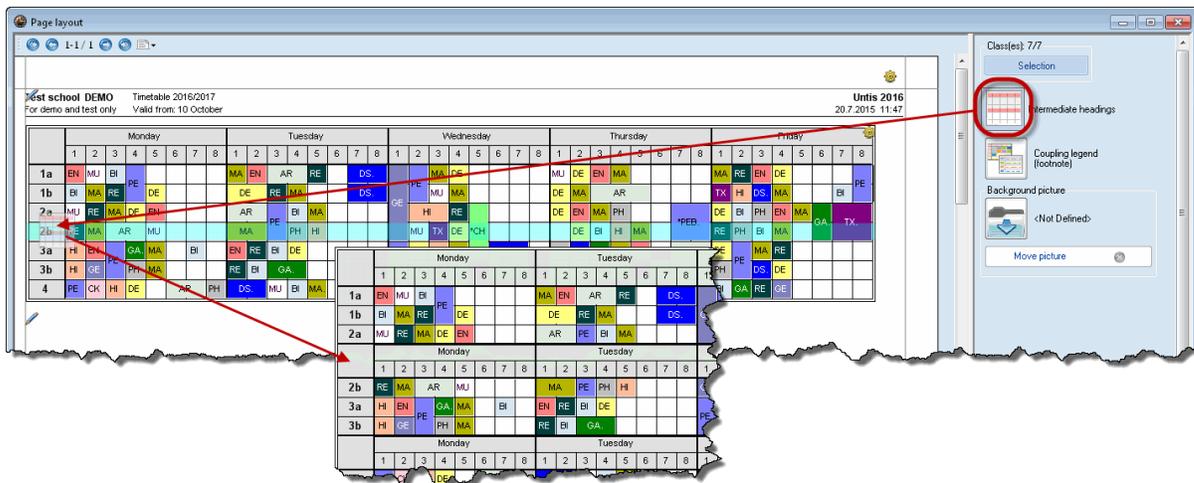
Coupling legend

As with the individual timetables, you can also specify that a legend should be printed with the information that does not fit in the period window. The legend is activated in the overview timetables and is always printed on a separate page.



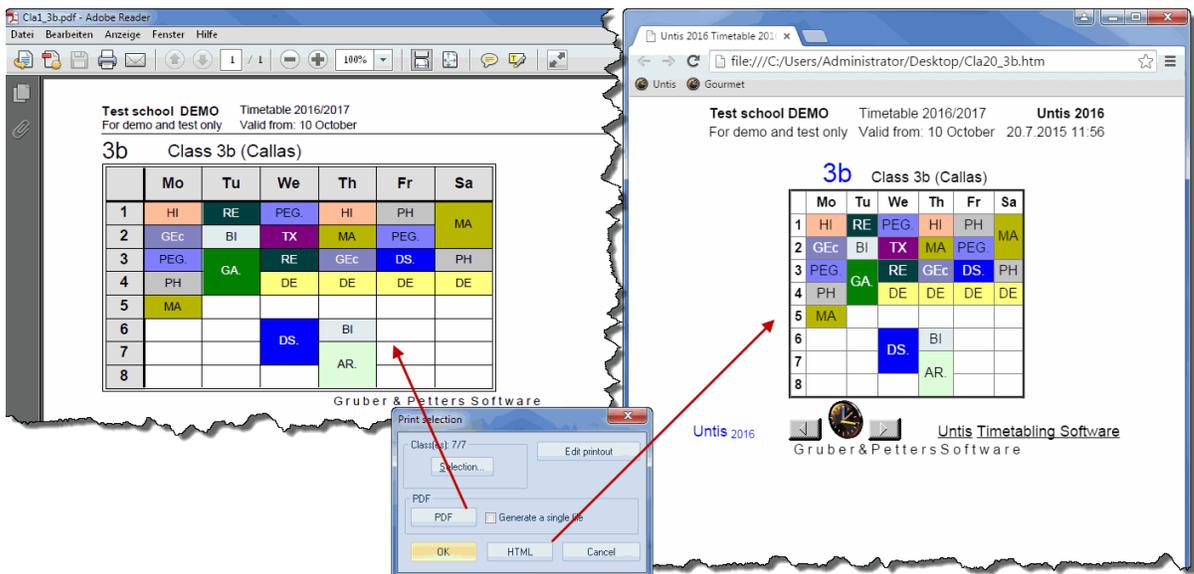
Intermediate heading

If you have big overviews it can help to display intermediate headings. Drag the button to the desired position (e.g. after the third class row) - after every x entries (here after every third entry) an intermediate heading will be displayed.



1.7.4.3 Timetables in HTML format

Untis provides the option of generating timetables in HTML format at the press of a button which are then directly available for a school's own intranet or for the Internet.



1.8 Lists

Untis Express provides a number of predefined lists that can assist you in your scheduling work or that can serve as overview lists for e.g. teachers' meetings.

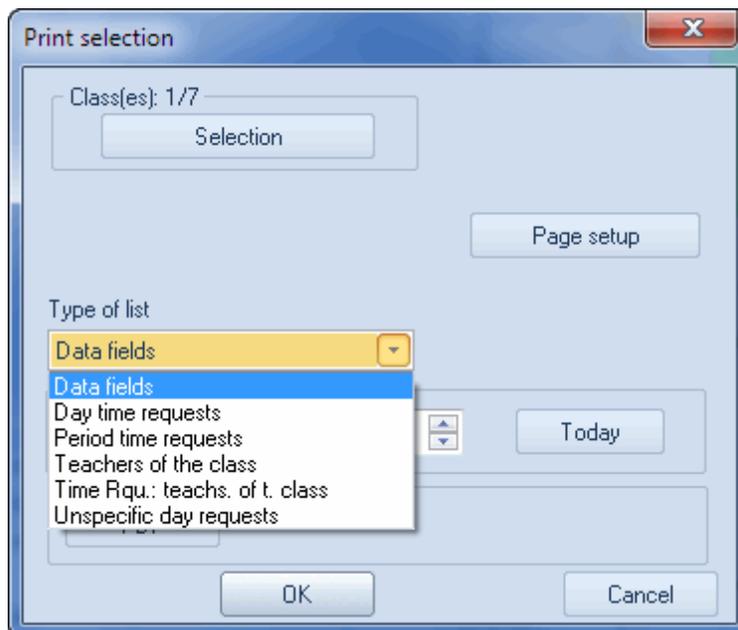
- [Class lists](#)
- [Teacher lists](#)
- [Room lists](#)
- [Subject lists](#)

These lists can be accessed via [print selection](#) in the [master data views](#).

1.8.1 Class lists

Lists for classes are accessed via master data of the classes and print selection.

- [Teachers of the class](#)
- [Period time requests](#)
- [Day time requests](#)
- [Unspecified day requests](#)
- [Time request: teachers of the class](#)



1.8.1.1 Teachers of the class

This list shows all teachers who teach in the individual classes and is often used for teachers' meetings.

Test school DEMO	Timetable 2016/2017	Untis 2016
For demo and test only	Valid from: 10 October	20.7.2015 12:04
List for meetings of class-teachers		
Class	Teacher	Subjects
1a	Hugo	GEc
	Ander	DS
	Arist	PEG MA EN
	Callas	MU AR
	Nobel	RE
	Rub	PEB DE
	Cer	BI
	Curis	TX

1.8.1.2 Period time requests

This list shows the [time requests](#) entered in the [master data](#) for the classes.

Period time requests

Name	Mo								Tu								We								Th								Fr								Sa														
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7
1a	+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+									
1b	3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3									
2a	+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+																
2b	3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3																
3a	+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+																
3b	3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3																
4	+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+				+	+	+	+																
	3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3				3	3	3	3																

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1.8.1.3 Day time requests

Specified time requests that apply to whole days or half days are listed here.

Day time requests

Name	Monday		Tuesday		Wednes.		Thursday		Friday		Saturday	
	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.
1a	+3		+3									
1b		+3										
2a	+3		+3									
2b												
3a	+3		+3									
3b												
4												

Gruber & Petters Software

1.8.1.4 Unspecified day requests

This list shows unspecified additional time requests that apply to whole days or half days.

Unspecific day requests

Name	a.m.			p.m.			halves			Days		
	-3	-2	-1	-3	-2	-1	-3	-2	-1	-3	-2	-1
1a							2					
1b							2					
2a				1								
2b				1								
3a												
3b												
4												

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1.8.1.5 Time request: Teachers of the class

All specified negative time requests for class teachers are listed.

Time requests teach/class

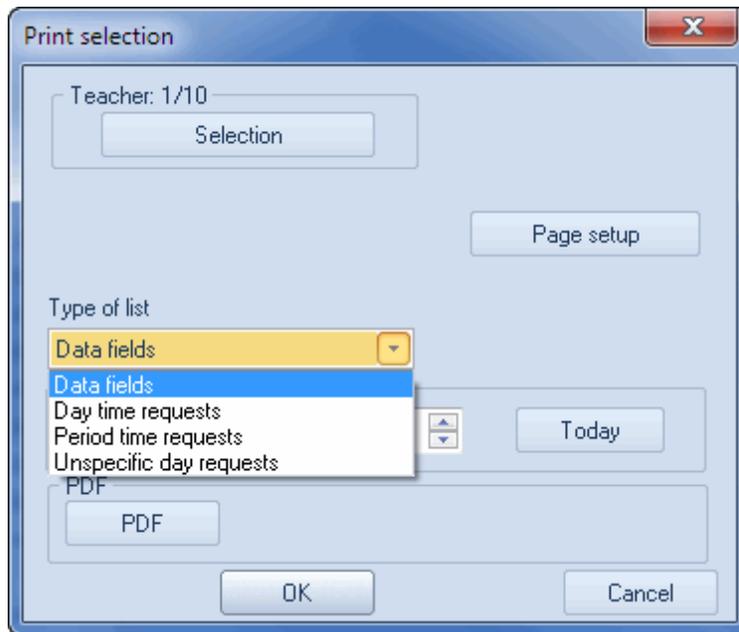
1a Class 1a (Gauss)

Name	Mo			Tu			We			Th			Fr			Sa		
	1	2	3	4	5	6	7	8		1	2	3	4	5	6	7	8	
Hugo				xx			xxxxx	xxx										
Ander	xxxxx	xxx																
Arist		xx			xx			xx			xx			xx				x
Callas													xxxxx	xxx				
Nobel											xxx						xxxxx	
Rub																		
Cer							xxxxx	xxx										
Curie																	xxxxx	

1.8.2 Teacher lists

Lists for teachers are accessed via master data of the teachers and print selection.

- [Period time requests](#)
- [Day time requests](#)
- [Unspecified day requests](#)



1.8.2.1 Period time requests

This list shows the [time requests](#) entered in the [master data](#) for the teachers.

Period time requests

Name	Mo								Tu								We								Th								Fr								Sa				
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5
Gauss																																													
New																																													
Hugo																																													
Ander																																													

1.8.2.2 Day time requests

Specified time requests that apply to whole days or half days are listed here.

Day time requests

Name	Monday		Tuesday		Wednes..		Thursday		Friday		Saturday	
	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.	a.m.	p.m.
Gauss												
New					-3	-3			+3			
Hugo			-3	-3					+3			
Ander	-2	-2										

1.8.2.3 Unspecified additional day requests

This list shows [unspecified additional time requests](#) that apply to whole days or half days.

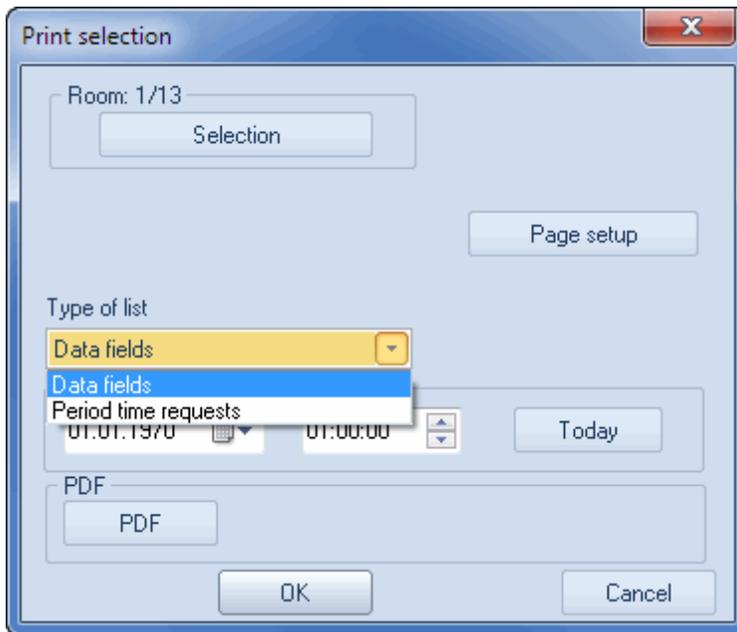
Unspecific day requests

Name	a.m.			p.m.			halves			Days		
	-3	-2	-1	-3	-2	-1	-3	-2	-1	-3	-2	-1
Gauss				3								
New												
Hugo				1	3							
Ander												
Arist				3								

1.8.3 Room lists

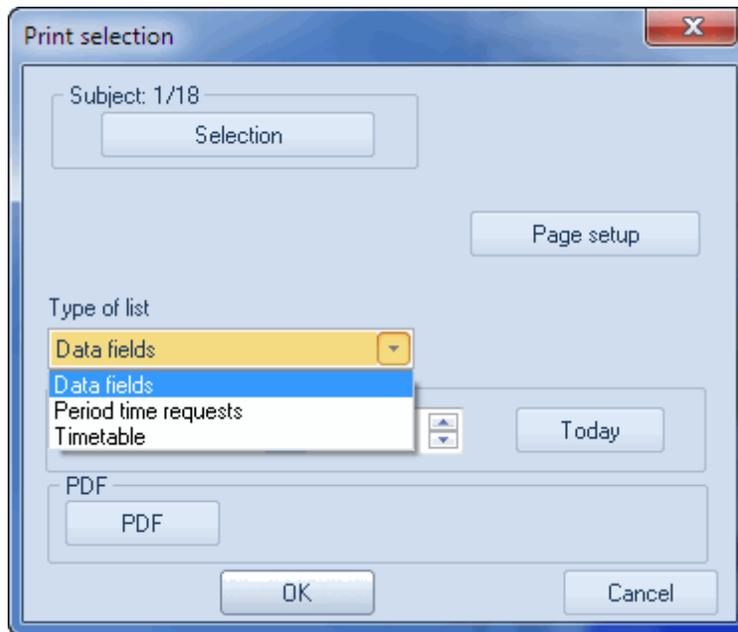
Lists for classes are accessed via master data of the rooms and print selection.

- [Period time requests](#)



1.8.3.1 Period time requests

This list shows the time requests entered in the master data for rooms.



1.8.4.1 Timetable

A timetable is generated for each subject.

German (DE)

	1	2	3	4	5	6	7	8
Mo				Cer Hugo	Rub			
Tu	Rub	Rub		Ander				
We		Ander		Rub Callas Ander	Nobel ?-1			
Th	Rub Cer	Rub Callas		Ander	Hugo			
Fr	Cer Ander			Rub Ander				
Sa		Rub Cer Callas	Rub Callas Ander Hugo	Ander				

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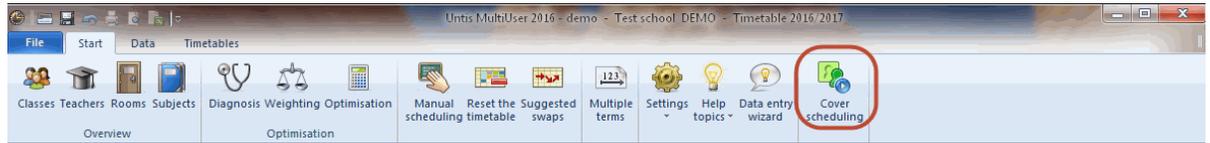
1.8.4.2 Period time requests

This list shows the time requests entered in the master data for subjects.

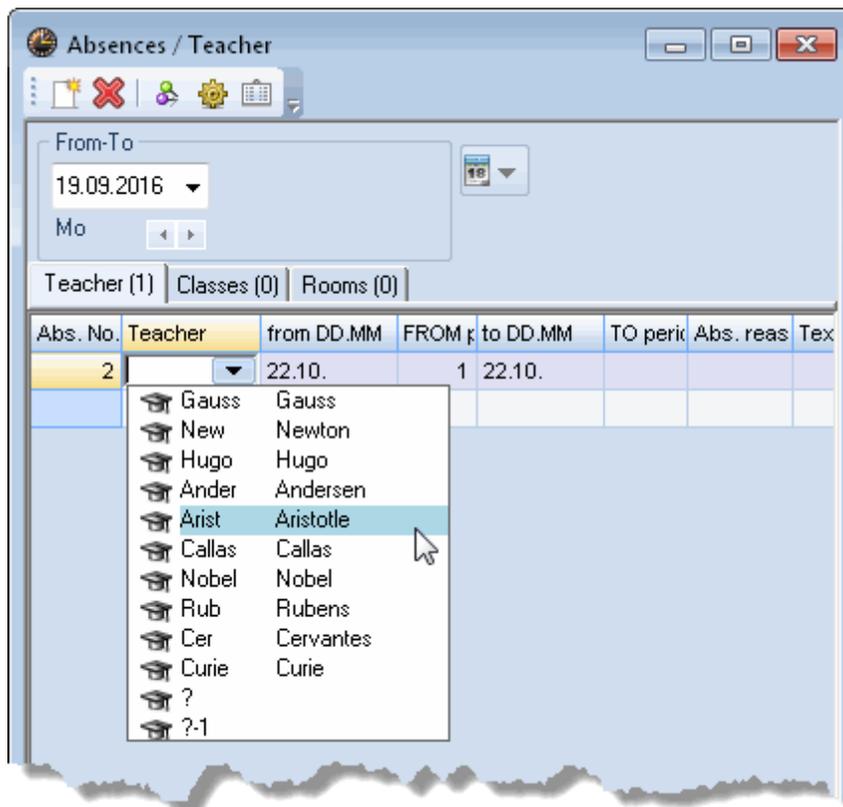
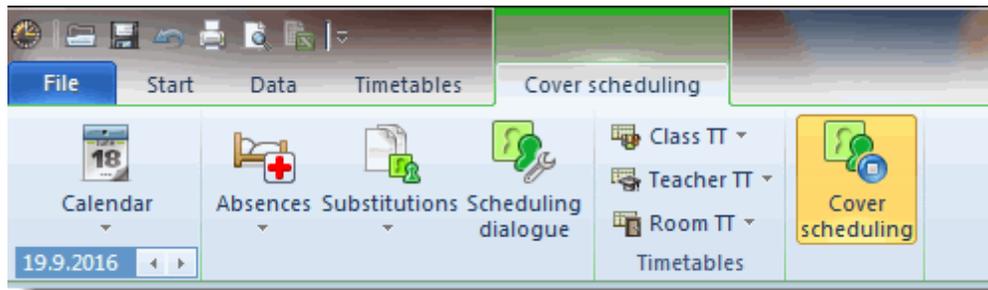
years of experience in the field.

2.1 Example

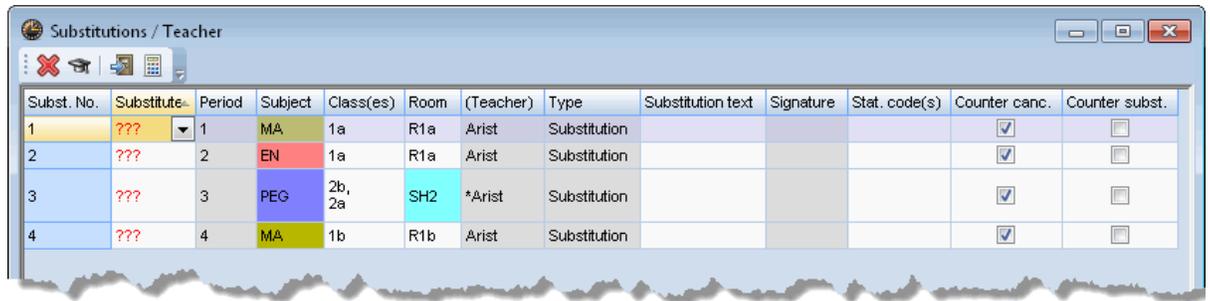
1. Open the file DemoL.gpn, go to the tab 'Start' and click on the 'Cover scheduling' button.



2. Click on the now displayed 'Cover scheduling' tab the 'Absences' button and select a day in the school year from the [calendar](#) in the [Absences window](#). Selecting the teacher short name (Arist) marks the teacher Aristoteles absent for the day.

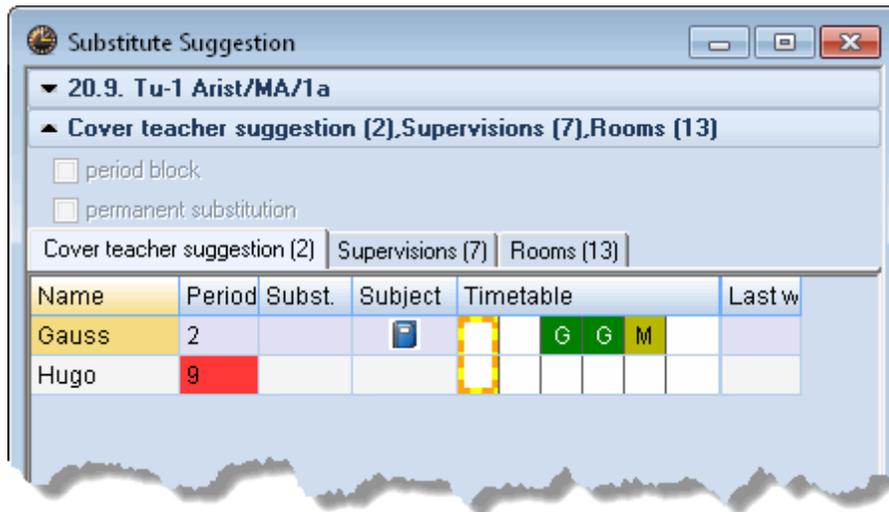


3. Now switch to the [Substitutions window](#) by clicking on the <Substitutions> button. This will show the open substitutions for the day.



Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature	Stat. code(s)	Counter canc.	Counter subst.
1	???	1	MA	1a	R1a	Arist	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	???	2	EN	1a	R1a	Arist	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	???	3	PEG	2b, 2a	SH2	*Arist	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	???	4	MA	1b	R1b	Arist	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Now a suitable substitution must be found for the 1st period. Click on the first row in the view and then on the < [Suggestion](#) > button (black mortarboard). The suggestion lists the teachers available for this period, and you can select a suitable teacher with double click.



Substitute Suggestion

20.9. Tu-1 Arist/MA/1a

Cover teacher suggestion (2). Supervisions (7). Rooms (13)

period block

permanent substitution

Cover teacher suggestion (2) | Supervisions (7) | Rooms (13)

Name	Period	Subst.	Subject	Timetable	Last w
Gauss	2			G G M	
Hugo	9				

Instead of the three red ??? the selected teacher appears in the column 'Substitute', a substitution for the first period is found and the process is finished.

The name of the selected teacher will be displayed in the "Substitute" column, and cover planning for the first period is finished.

4. Once you have processed all substitutions you can select <Print> or <Print Preview> to print the substitutions list, either for teachers or for classes.

New Newton

Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature
3	New	3	PEG	2b, 2a	SH2	Arist	Subst.		

Hugo Hugo

Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature
1	Hugo	1	MA	1a	R1a	Arist	Subst.		
2	Hugo	2	EN	1a	R1a	Arist	Subst.		
4	Hugo	4	MA	1b	R1b	Arist	Subst.		

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1a Class 1a (Gauss)

Subst. No.	Class(es)	Period	Subject	Substitute	Room	(Teacher)	Type	Substitution text	Signature
1	1a	1	MA	Hugo	R1a	Arist	Subst.		
2	1a	2	EN	Hugo	R1a	Arist	Subst.		

1b Class 1b (Newton)

Subst. No.	Class(es)	Period	Subject	Substitute	Room	(Teacher)	Type	Substitution text	Signature
4	1b	4	MA	Hugo	R1b	Arist	Subst.		

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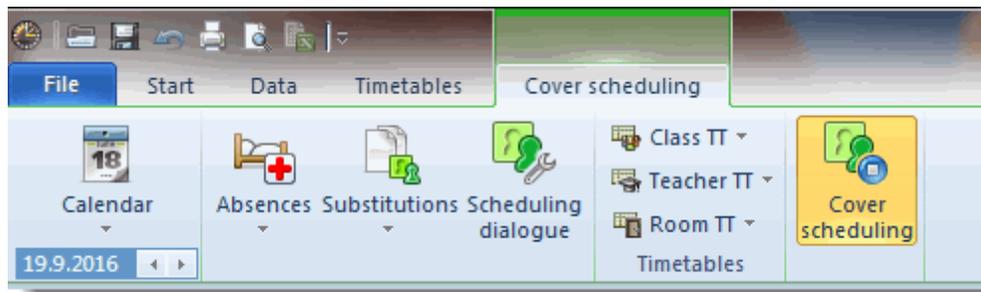
2.2 Settings

Before you can work with cover planning you must first switch to the [cover planning mode](#). In the [substitution time grid](#) you can specify the time range in which periods shall be covered. You can also define [reasons of absence](#) that can then be assigned to the absence in question.

2.2.1 Activating cover scheduling mode

You can activate Untis Express cover scheduling via the <Cover scheduling> button on the 'Start' tab. The <Cover scheduling> tab which is only visible when you are in the cover scheduling mode will be displayed to indicate that you are now in cover scheduling mode.



**Note:**

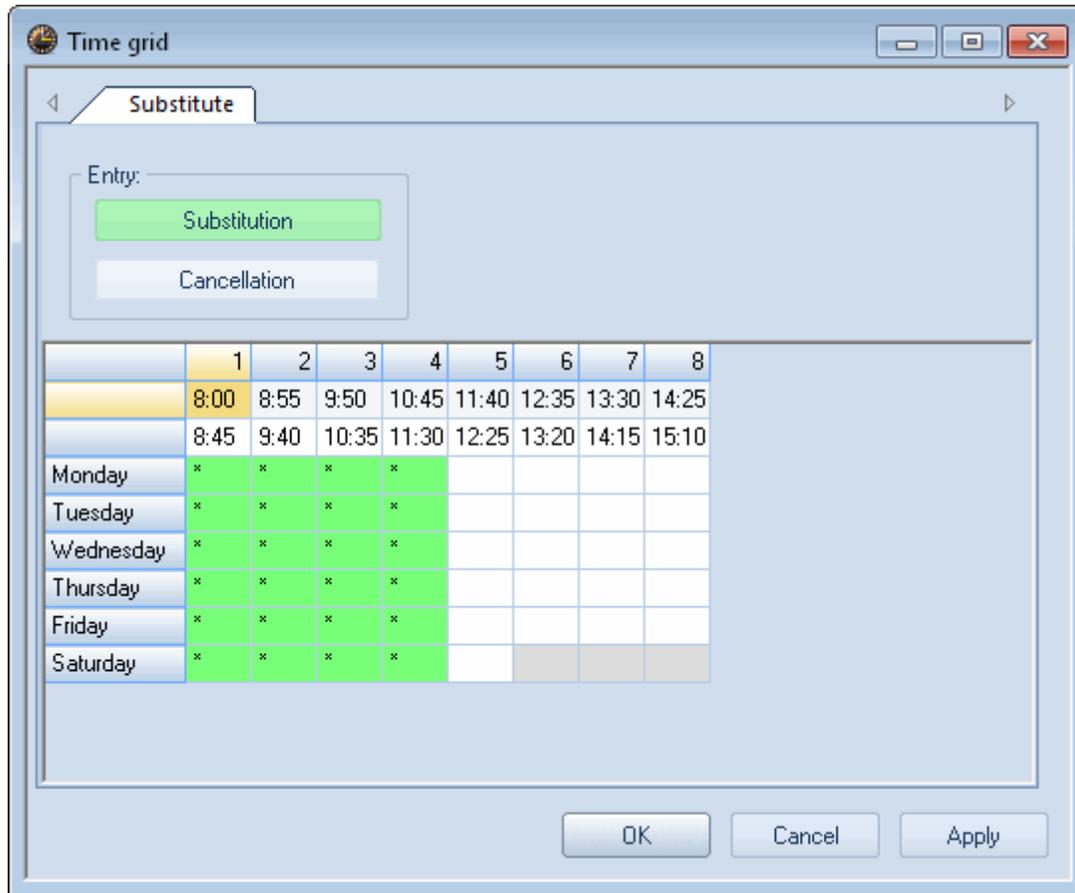
Cover scheduling functions like an independent application within Untis. The screen settings in the Untis mode and the cover scheduling mode are different. When you exit the cover scheduling mode, the original Untis window settings will be restored and vice versa.

You can exit the cover scheduling mode by clicking on the <Cover scheduling> button once more.

2.2.2 Time grid

First you should specify in the time grid (button on the 'Data' tab) the period or time when substitutions are required. In some schools it is normal not to provide cover for the last period in the morning and the afternoon and to cancel the lesson instead.

Here you can activate those periods in which cover is generally provided at your school.

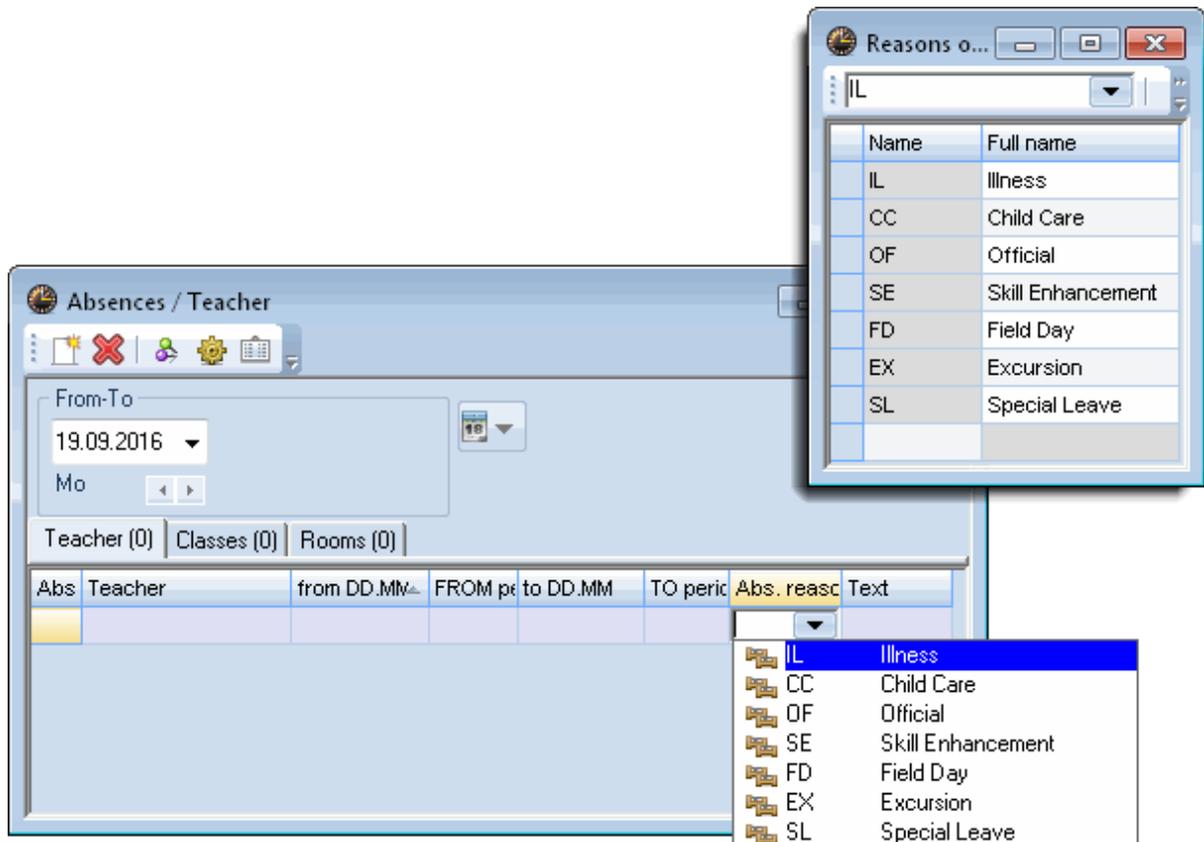


Move the cursor over the desired period of time (e.g. Mo-1 to Fr-5) holding the left mouse button and then click on the <substitution> button.

2.2.3 Absence reasons

On the tab 'Cover scheduling' you can define reasons of absence with short name and full name. Either you click on the little arrow below the <absences> button and choose 'Reasons of absence' or you just click on the <Absences> button, then the respective window is opened with the pre-defined window group.

A reason of absence (e.g. illness, further training) can then be assigned to each absence in the [Absences window](#) (opened also by clicking on the right mouse button and by selecting 'Absences').



2.3 Calendar

Open the calendar by clicking on the 'Calendar' button on the 'Cover scheduling' tab. It gives an overview regarding any numbers you need in scheduling covers. Select a day, enter days on which there is no school or create messages for the day for cover scheduling.

Note:

As you are used to it in Untis, the windows communicate with each other, e.g. by selecting a date in the calendar the absence window is set to this date, too.

The screenshot shows the 'Cover Planning Express' software interface. At the top, the date '21.9.2016 Wednesday' is displayed. Below this, there is a 'Calendar week' section with '38' and '21.09.2016' selected. The main part of the interface is a table with the following columns: Date, Day, Abs. Teach., Subs., Uncover, Abs. cla., Release, Blocked rms., Room repl., Uncvrd rooms, Daily comments, Tea. clash, and Room. The table shows data for the week of September 19th to 25th, 2016. The row for Wednesday, 21.9., is highlighted in red, indicating it is the selected day. Below the table, there is a section for 'Daily comments (0)' and 'Calendar day'. The 'Daily comments' tab is active, showing a table with columns for 'Type', 'Elements', and 'valid for [day: Daily...]', with 'All' selected for 'Type' and '1' for 'valid for [day: Daily...]'.

Annotations in the image include:

- 'Select a week' pointing to the 'Calendar week' dropdown.
- 'Overview' pointing to the main table.
- 'Enter daily comments' pointing to the 'Daily comments' tab.
- 'Enter days without lessons' pointing to the 'Calendar day' tab.

The calendar has the following layout:

- The date is selected in the section at the top.
- In the centre section you see an overview of the substitution and cover situation and you can select a specific day.

By clicking on the little black arrow at the bottom left the lower section is opened.

- In the lower section on the tab ' [Daily comments](#)' you can create and edit comments regarding time or time periods.
- On the tab ' [Calendar day](#) ' you can define non-teaching times.

2.3.1 Details window calendar

The details window show the following information for each day:

Date	Day	Abs. Teach.	Subs.	Uncover	Abs. cla.	Release	Blocked rms.	Room repl.	Uncvrd rooms	Daily comments	Tea. clash	Room clash
19.9.	Mo	1	1	0	0	0	0	0	0	0	0	0
20.9.	Tu	2	8	0	0	0	0	0	0	0	0	0
21.9.	We	1	2	2	0	0	0	0	0	0	0	0
22.9.	Th	1	2	2	0	0	0	0	0	0	0	0
23.9.	Fr	0	0	0	0	0	0	0	0	0	0	0
24.9.	Sa	0	0	0	0	0	0	0	0	0	0	0
25.9.	Su											

Abs.Teach. ...the number of absent teachers

Subs. ...the number of substitutions resulting of the absences

Uncovered ...the number of still uncovered substitutions which need to be covered

Abs.cla. ...the number of absent classes

Release. ...the number of releases as a result. These are periods in which teachers are available (released) due to the absence of classes.

Blocked rms ...the number of blocked rooms

Room repl. ...the number of room replacements as a result

Uncvrd rooms ...the number of uncovered room replacements which are still to be found for the alternative room

Daily comments ...shows the number of daily comments entered on the respective day

Note: uncovered substitutions

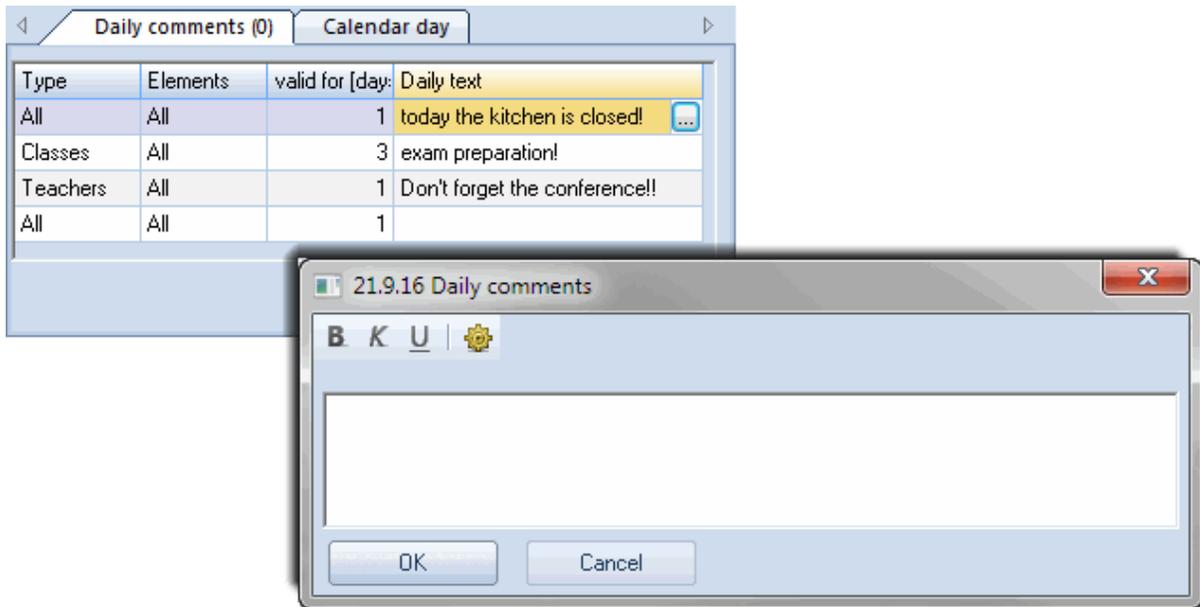
Not yet covered substitutions are also displayed in red.

2.3.2 Daily comments tab

You can use a Daily commentst to add additional information to the substitution lists. The daily comments can be displayed in all substitution lists or you can restrict them to either teachers or to classes. You can also send texts just to certain classes or teachers.

Proceed as follows to enter a daily comment:

1. Select the elements for which the daily text is to be output in the 'Type' and ' Elements' columns.
2. Then click on the button displayed in the right of the daily text column to open a window allowing you to enter the daily text.



3. The daily text will now be displayed in the corresponding lists.

Class 19.9. / Monday

Daily comments for all: today the kitchen is closed!
 Examen preparation!

Daily comments for classes: **2b** Class 2b (Andersen)

Subst. No.	Class(es)	Period	Subject	Substitute	Room
296	2b	1	DE	???	R2b
299	2b	7 - 8	AR	---	---

Daily comments for teachers

Teacher 19.9. / Monday

Today the kitchen is closed!
 Don't forget the conference!

--- Cancellations

Subst. No.	Substitute	Period	Subject	Class(es)	Room	(Teacher)	Ty
296	???	1	DE	2b	R2b	Callas	Si
297	???	3 - 4	AR	4		Callas	Si
299	---	7 - 8	AR	2b	---	Callas	C

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2.3.3 Calendar day tab

On the tab 'Calendar day' you can either set the whole day as a non-teaching day or only certain hours. In non-teaching times no substitution is generated.

The remarks (for the day) field is dedicated to reminders for the substitution scheduler only, i.e. it cannot be printed.

2.4 Entering absences

An Absence is the absence of one of the three master data elements teacher, class or room (in the latter case blocking would be a more accurate expression). The absences window is used to enter and edit absences. You can open the absences window via the 'Absences' button on the 'Cover scheduling' tab or via the context menu displayed when you press the right mouse-button.

Use the tabs in the center section of the window to set the type of element which you want to set as absent, i.e. teacher, class or room. You can also select the date using the little arrow.

Note: Selecting a period of time

Via the button with the calendar symbol or the 'Settings' you can select the period of time for the absence window: either day, week or a self-defined period of time.

The screenshot shows a software window titled "Absences / Teacher". At the top, there are standard window controls (minimize, maximize, close) and a toolbar with icons for a star, a red X, a person, a gear, and a calendar. Below the toolbar, there is a "From-To" section with a date dropdown set to "22.09.2016" and a calendar icon. Underneath is a "Th" section with left and right arrow buttons. A summary bar shows "Teacher (1) | Classes (0) | Rooms (0)". The main area contains a table with the following data:

Abs. No.	Teacher	from DD.MM.	FROM period	to DD.MM.	TO period	Abs. reason	Text
2	New	22.09.	1	25.09.		IL	

Our example shows an absence for teacher Newton, who will be absent in the period 22 to 25 September from the first to the eighth period. The reason for his absence is IL, i.e. illness. A free text can be entered to describe the absence in the 'Text' field.

The effects of absences are seen in the timetable immediately after they were entered. You also can see where substitutions are still required.

The image displays two overlapping windows from a timetable management software. The left window, titled '4 - Class 4 (Nobel) Timetable (Cla-V1)', shows a weekly schedule for Class 4 from 19.09.2016 to 24.9.2016. The right window, titled 'New - Newton, Isaac Timetab...', shows a similar schedule for Isaac Newton from the same dates. Both windows feature a grid where days of the week are columns and lesson periods are rows. Below the grids are summary tables listing lesson numbers, teachers, subjects, rooms, and classes.

L-No.	Tea. Subj. Rm.	Cla.	Special text
74	Curie, PEG, SH2	4	
+3	New, PEB, SH1	4	

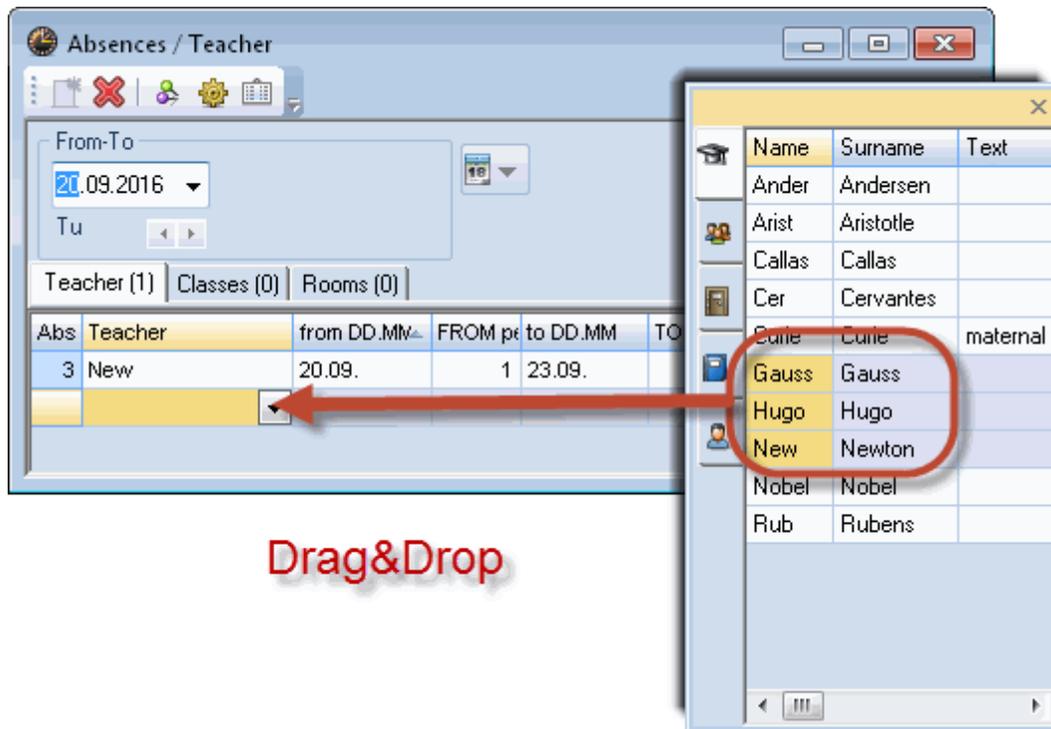
L-No.	Tea. Subj. Rm.	Cla.	Special text
74	Curie, PEG, SH2	4	
	New, PEB, SH1	4	

Note: Different types of absence

The absence of a teacher results in [substitutions](#) and [cancellations](#) , the absence of a class in [releases](#) for teachers and the absence (blocking) of a room in [room replacements](#) .

Entering absences with the element-rollup

The element-rollup, which can be applied by clicking on the 'Element-Rollup' button can be used for entering absences, too. This allows you to enter several absences at once.



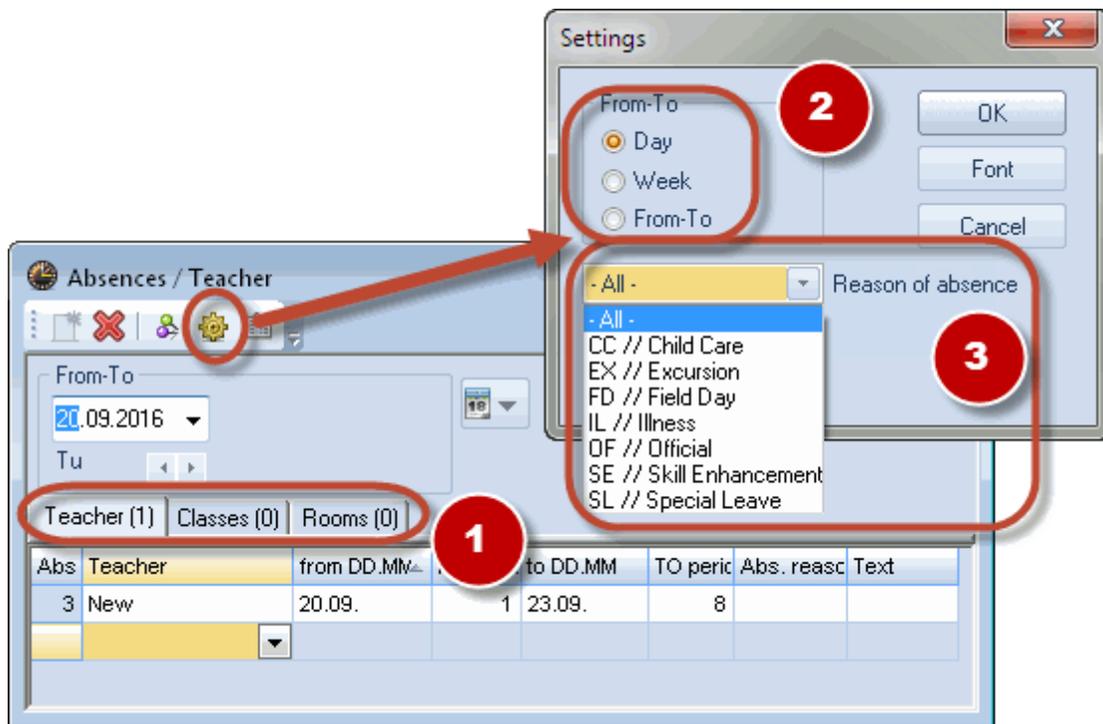
2.4.1 Filtering and printing absences

The contents of the absence window grid view are basically printed as displayed on the screen. This means that column and row order is retained.

Filtering

There are three different ways to filter in order to obtain exact information from a large number of absences:

- Filtering by element (1)
- Filtering by period of time(2)
- Filtering by reason of absence (3)



2.5 Substitutions window

As soon as an absence is entered, the substitutions window immediately displays the resulting substitutions. You can open the substitutions window either via the context menu (with a right mouse click) or via the <substitutions> button on the 'Cover scheduling' tab.

The image shows the 'Substitutions / Teacher' window with a table of substitution records. The table has the following columns: Subst. N, Substitut., Period, Subjec, Class(es), Room, (Teacher), Type, Substitution text, Signature, Stat. code(s), Cour, and Cour.

Subst. N	Substitut.	Period	Subjec	Class(es)	Room	(Teacher)	Type	Substitution text	Signature	Stat. code(s)	Cour	Cour
548	???	1	DE	2b	R2b	Callas	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
339	???	1	MA	2a	R2a	New	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
340	???	2	PH	2a	PL	New	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
549	???	3	AR	4		Callas	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
341	???	3	PH	3b	PL	New	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
343	???	3/4			Ar1	New	Break superv.				<input type="checkbox"/>	<input type="checkbox"/>
342	???	4	MA	3b	Ra	New	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
469	???	4	TX	1a	TW	Curie	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
550	???	4	AR	4		Callas	Substitution				<input checked="" type="checkbox"/>	<input type="checkbox"/>
470	---	5	TX	1a	---	Curie	Cancelled				<input checked="" type="checkbox"/>	<input type="checkbox"/>
551	---	7	AR	2b	---	Callas	Cancelled				<input checked="" type="checkbox"/>	<input type="checkbox"/>
471	---	7	HE	3a, 3b	---	*Curie	Cancelled				<input checked="" type="checkbox"/>	<input type="checkbox"/>
552	---	8	AR	2b	---	Callas	Cancelled				<input checked="" type="checkbox"/>	<input type="checkbox"/>
472	---	8	HE	3a, 3b	---	*Curie	Cancelled				<input checked="" type="checkbox"/>	<input type="checkbox"/>

Besides the date and lesson period, the substitution also displays the elements involved in the substitution (subject, class, room). The '(Teacher)' column contains the name of the teacher who would

normally be taking the lesson and the 'Substitute' column contains the name of the substitute allocated to the substitution.

You can also enter a substitution text of your choice.

When the substitutions are printed out, the substitute can use the initials field to indicate that he/she acknowledges the substitution.

Type of substitution

This column indicates the type of substitution. It cannot be edited and serves purely informational purposes.

Substitution

:

This is a "normal"[substitution](#)

, i.e. the period of an absent teacher will be covered by another teacher.

Supervision

:

Supervision takes place when a teacher supervises a class whose teacher is absent in addition to his/her own regular lesson (please refer to chapter"[Supervision suggestion](#)")

Cancellation

:

A lesson where no cover is provided for the absent teacher is designated cancelled.

Release

:

A release is a period where a teacher is made available (released) due to the absence of a class that he/she would normally have to teach.

Room.repl

::

If a replacement room needs to be allocated to a period instead of the room originally scheduled, this is a Room replacement (please also refer to chapter"[Room replacement](#)").

Special duties

:

A special duty is understood to be a lesson that needs to be held at short notice and which can be entered in the[Scheduling dialogue](#) or directly into the timetable (please refer to chapter"[Special duties](#)").

Shifting

:

This entry indicates that a lesson period was relocated here from another period (please refer to chapter"[Shifting periods](#)").

Swap

:

A swap of two periods (please refer to chapter"[Swapping periods](#)").

Teacher swap

:

A teacher swap occurs when a teacher is allocated in a period when he/she also has a lesson and this has to be taken by another teacher.

Contrary to absence

:

A teacher is allocated to a substitution although he/she is absent..

2.5.1 Processing substitutions

After [absences](#) have been entered, substitution rows will be displayed in the [substitutions window](#) that need to be processed individually. You have the following possibilities, which are explained in detail below:

- [Cancellation](#)
- [Substitution](#)
- [Supervision](#)
- [Room allocation](#)

2.5.1.1 Cancellation

There are two types of cancellation: there is the substitution type 'cancellation' and the <Cancelled> button in the substitutions window.

Substitution type

The 'Cancelled' type designates a lesson where there is no cover for the absent teacher and which is therefore cancelled. You specified in the [substitutions time grid](#) when cover should by default be provided and when periods should be cancelled. It is therefore possible that certain lessons are set to 'cancelled' immediately after an absence is entered.

Button

The <Cancelled> button allows you to change any open (i.e. not yet processed) and any already processed substitutions to 'cancelled'.

The image displays two screenshots of the 'Substitutions / Teacher' software interface. The top screenshot shows a table with substitution 298 highlighted in yellow. A red circle with an 'X' is around the 'Cancel' button in the toolbar. A red arrow points from this button to the 'Cancelled' button in the bottom screenshot. The bottom screenshot shows substitution 298 now marked as 'Cancelled' in green, with a 'Cancel' button next to it.

Subst. N	Type	Period	(Subject)	Subjec	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted	(Te.) to	Substitution text
296	Substitution	1	PH		Arist	???	4	4	PL	PL			
304	Substitution	1	DE		Callas	???	2b	2b	R2b	R2b			
297	Substitution	2	EN		Arist	???	1a	1a	R1a	R1a			
298	Cancelled	3	MA	---	Arist	---	1b	1b	R1b	R1b	---	---	Cancelle
305	Substitution	3	AR		Callas	???	4	4					
299	Substitution	4	PEG		*Arist	???	2b, 2a	2b, 2a	SH2	SH2			
306	Substitution	4	AR		Callas	???	4	4					
300	Substitution	4	TX		Curie	???	1a	1a	TWV	TWV			
301	Cancelled	5	TX	---	Curie	---	1a	1a	TWV	TWV	---	---	Cancelle
307	Cancelled	7	AR	---	Callas	---	2b	2b	R2b	R2b	---	---	Cancelle
302	Cancelled	7	HE	---	*Curie	---	3a, 3b	3a, 3b	HE1	HE1	---	---	Cancelle
308	Cancelled	8	AR	---	Callas	---	2b	2b	R2b	R2b	---	---	Cancelle
303	Cancelled	8	HE	---	*Curie	---	3a, 3b	3a, 3b	HE1	HE1	---	---	Cancelle

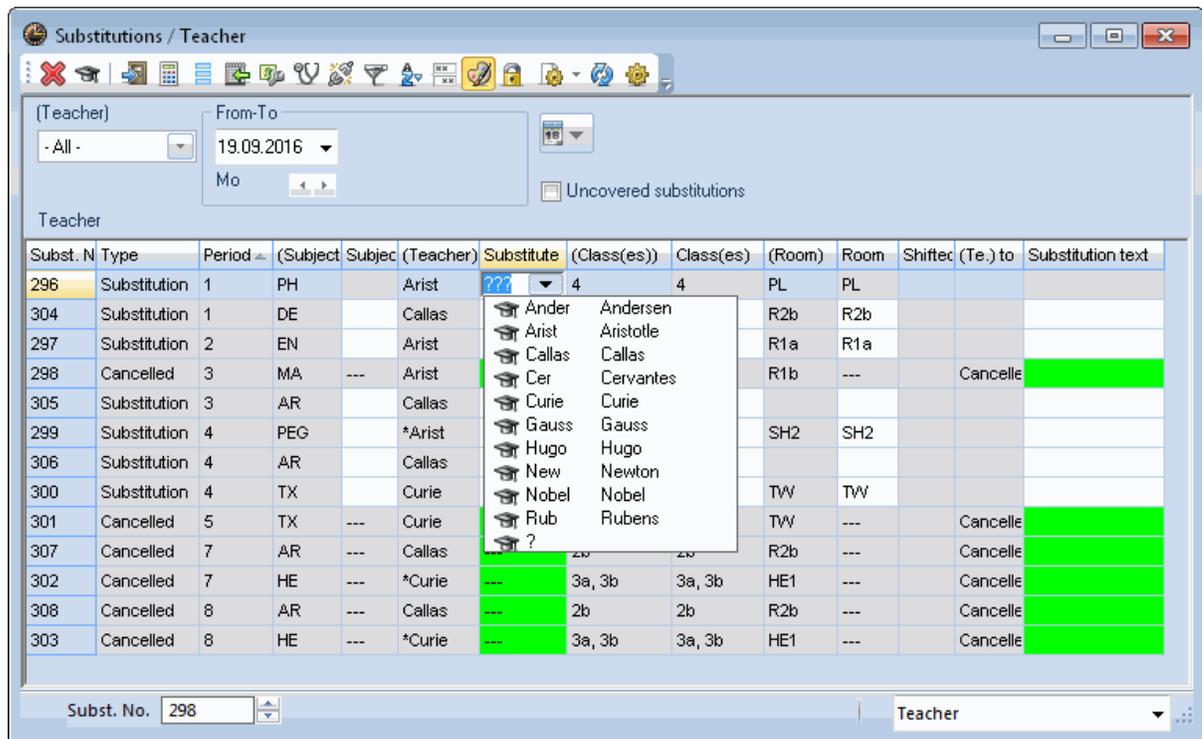
Note: Cancellation -> substitution

If you wish to change a cancellation back into an open substitution, click once more on the <Cancelled> button.

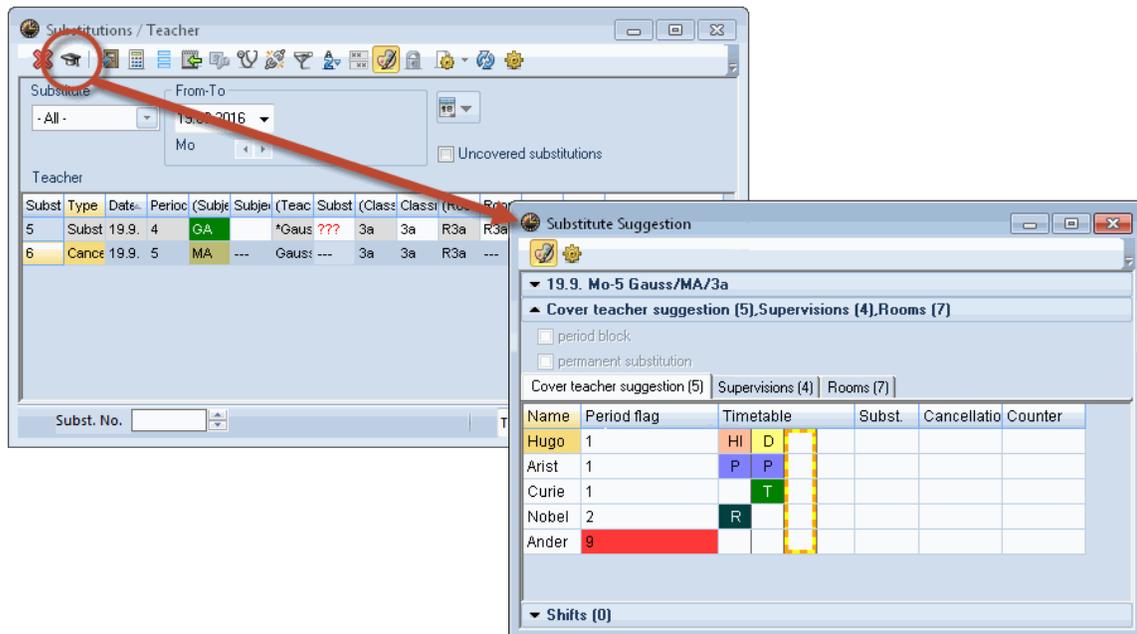
2.5.1.2 Substitution

There are three ways of adding a substitute to an open substitution :

- Simply enter the desired substitute in the 'Substitute' column.
- Select the substitute from a drop-down list.



- However, in most cases you will want to access additional information. The substitution suggestion is the ideal solution for this.

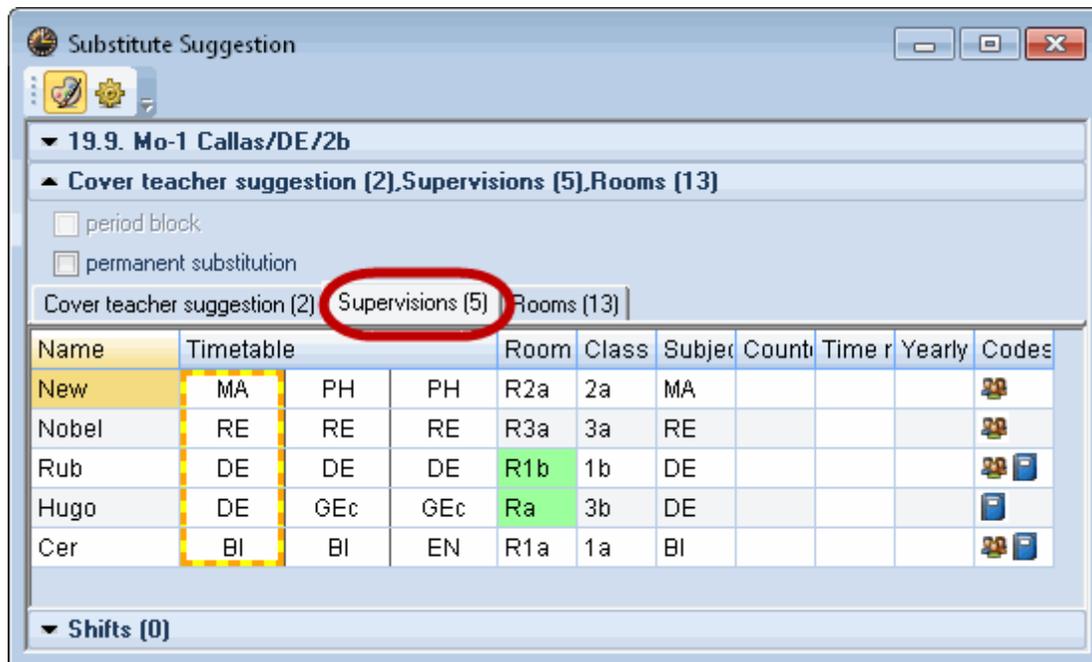


This function suggests a list of possible substitutes. As you see, for the current substitution Curie, Hugo, Arist, Nobel and Ander are available as substitutes. Double clicking on the name adds the desired teacher as substitute.

The individual fields in this list are explained in detail in the chapter on '[Substitute Suggestion](#)'.

2.5.1.3 Supervision

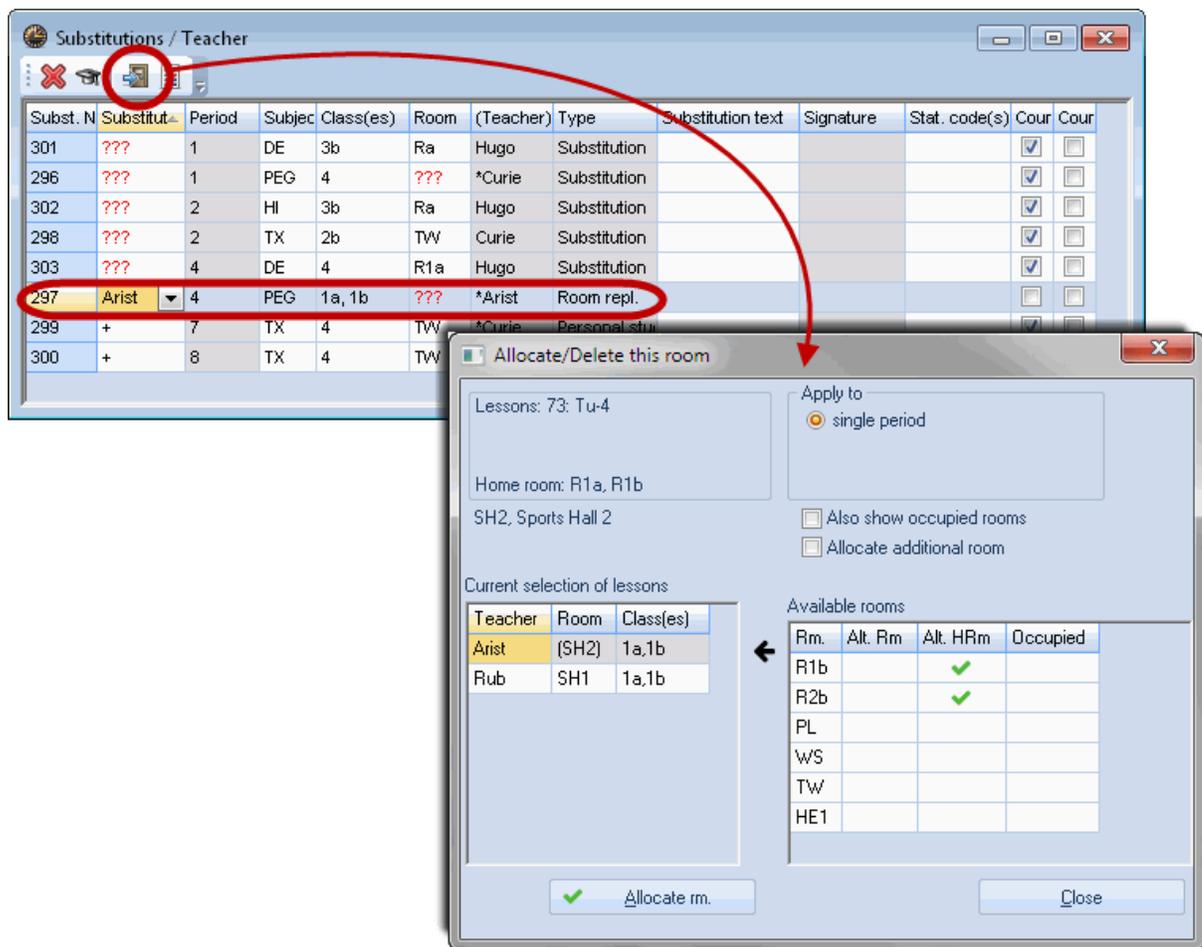
You will find the <Supervision> button in the top left of the substitute suggestion window. When this button is activated, all teachers will be displayed who are available for supervision, i.e. who have a lesson in the current period.



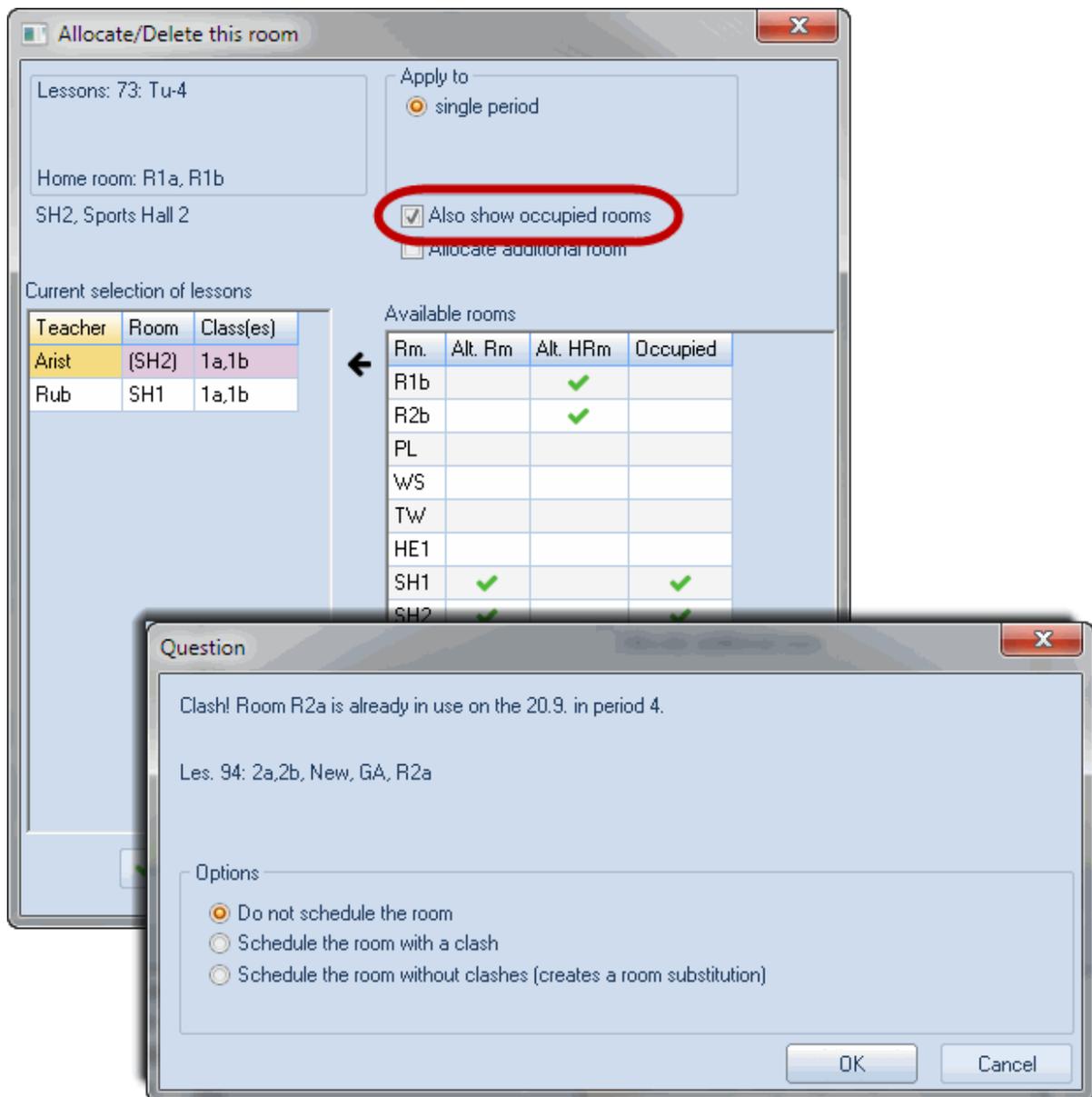
You will find more details on this in the chapter '[Supervision suggestion](#)'.

2.5.1.4 Room replacement

If a room is blocked, another room must be allocated in its place. You can use the <Allocate/Delete this room> button to find a suitable replacement room for the lesson. The highlighted room can be added to the list with a double click or with the <Allocate rm.> button.



The room allocation dialogue allows you to display and select already occupied rooms, too.



Selecting an occupied room results, quite naturally, in a conflict, which you can resolve with one of the proposed options, as illustrated in the figure above.

2.6 Suggestion

This function opens a list of possible substitutes with the 'most suitable' candidates at the top of the list. A substitute can be selected by double clicking on his/her name .

Tip: Displaying/hiding columns

Clicking on the header row in the Substitute suggestion window with the right mouse-button displays a context menu in which columns that are not required can be hidden. You can use drag&drop to change the order of the columns.

Substitute Suggestion

▼ 20.9. Tu-2 Hugo/HI/3b

▲ Cover teacher suggestion (2).Supervisions (6).Rooms (13)

period block

permanent substitution

Cover teacher suggestion (2) | Supervisions (6) | Rooms (13)

Name	Period flag	Subst.	Subject	Timetable	Counter	Last week
Arist	0			E M		
Nobel	9					

The 'most suitable' candidate is the teacher at the top of the list. The order is determined based on the following criteria.

Period flag

The period flag is an indicator representing how good the substitute matches the teacher's timetable. It defines the 'gap' to the next 'regular' period.

Period flag x:

The teacher concerned was released due to an absent class and instead of his regular lessons he would have a free period.

Period flag 0:

Non-teaching period between two lessons.

Period flag 1:

The period to be covered is directly adjacent to a 'regular' lesson.

Period flag 2:

There is one free period between the period to be covered and the next 'regular' lesson.

Period flag 3-8:

Similar to period flag 2.

Period flag 9:

The teacher has no lessons on the respective day and shall not be considered for the substitution.

Counter

The counter is a total made up of substitutions and cancellations.

Substitutions that the teacher has performed are set off against lesson cancellations (e.g. resulting from class absences). The period taken into consideration here is a month. The number will be negative, if cancellations outweigh substitutions. The candidate has a 'substitution deficit', the counter is displayed green meaning that he/she can be deployed in substitutions.

Yearly total

The year total functions in a similar way to the counter. The period taken into consideration here is the school year.

Substitutions, Cancellations

Substitutions and cancellations, which are the basis for the calculation of the counter, are displayed separately in these two columns. This allows you to consider the numbers separately when making up your mind about the substitution.

Last week

If a substitution was performed in the previous week by a teacher from the substitute suggestion, this will be displayed green in 'Last week' column and marked with a check sign.

Class

A class symbol in this column indicates that the teacher concerned teaches the class.

Subject

If you see a book symbol here, the proposed teacher teaches the subject of the open substitution.

Supervisions

This column displays the number of supervisions in the month (please also refer to the chapter ['Supervision suggestion'](#) below)

Time requests

This is where any time requests of the substitution candidate are displayed.

Periods / day

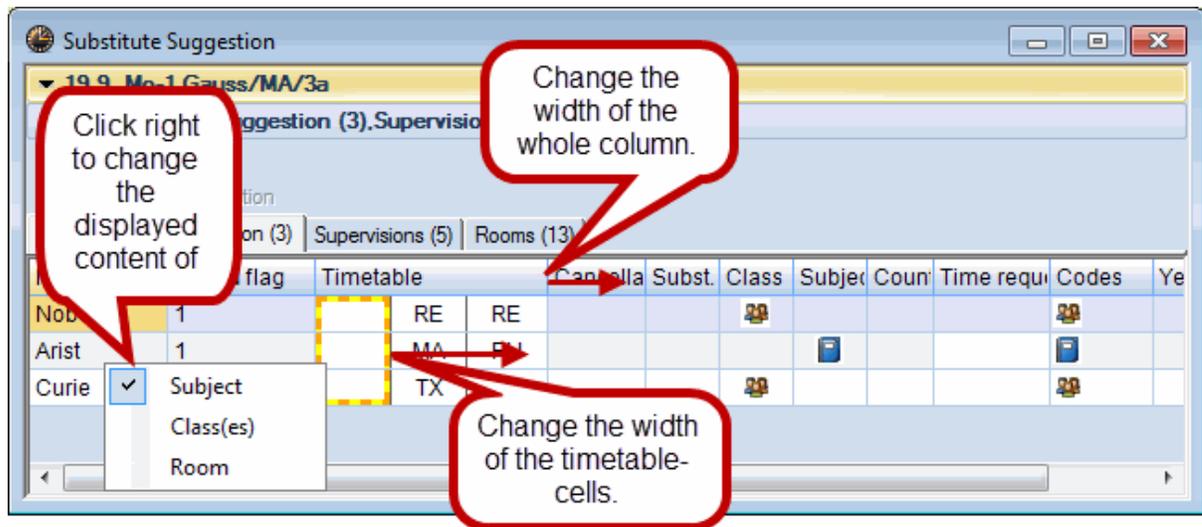
This field displays the periods for the proposed teacher on the respective day.

Points

Points are awarded for each criterion (period flag, counter etc.). These are penalty points meaning that the teacher with the lowest number of points (most negative number) is the most suitable candidate.

'Timetable' column

This column enables you to graphically check the qualifications as a substitution based on the periods to be covered (framed) in the timetable.

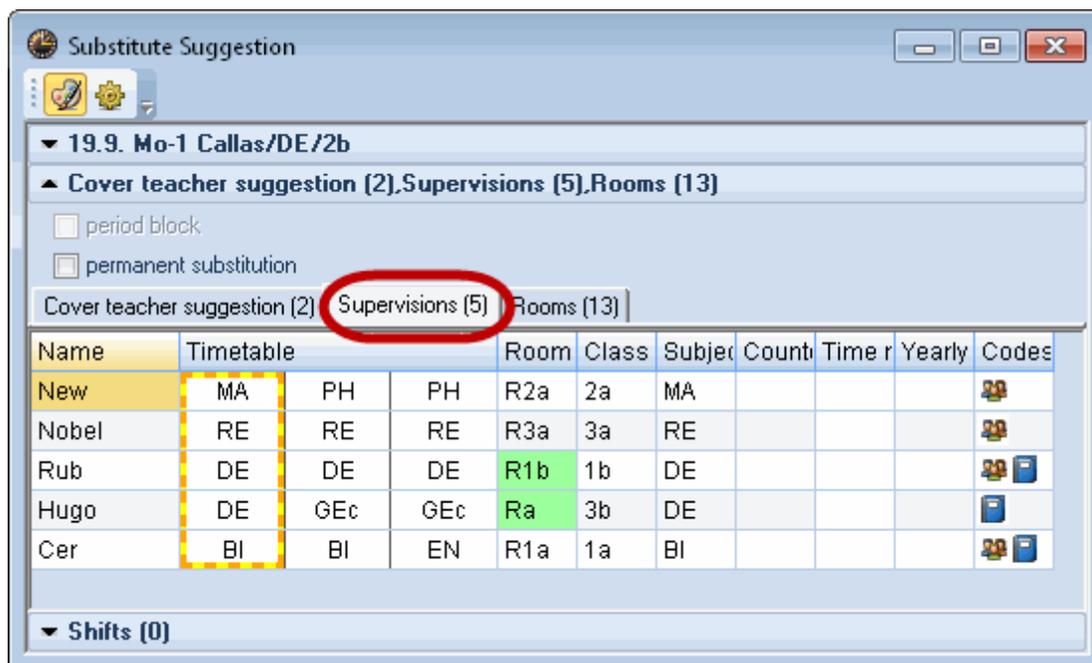


You can widen the whole column in order to be able to see more periods at once or you can adjust the width of the period window. By clicking the right mouse button you can also select what kind of information should be displayed in the fields.

2.6.1 Supervision suggestion

In the case of some lessons the absent teacher is not to be substituted by another teacher who is free at the desired time but by a teacher who teaches in the respective period. This is a supervision.

A version of the [substitute suggestion](#) is the supervision suggestion. This tool displays those teachers who are teaching during the respective period and who thus in principle are available for supervision.

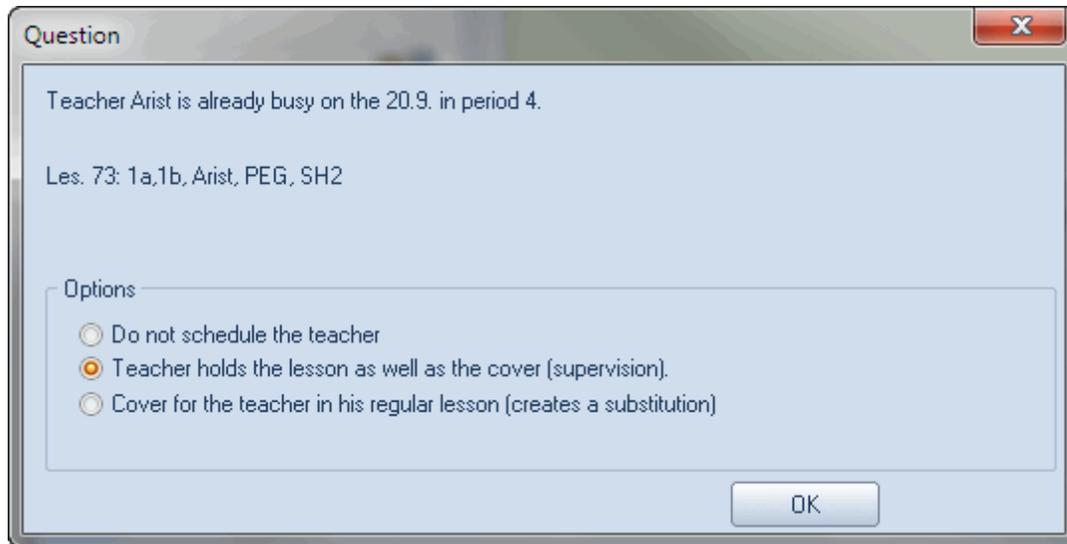


This requires somewhat different information than the conventional [substitute suggestion](#) :

1. Room: the room where the teacher is currently scheduled to teach
2. Subject: the subject taught by the potential supervisor

The other fields are identical with those in the substitute suggestion.

If you are choose a supervisor (by double clicking), you will be asked which option you would like to choose.

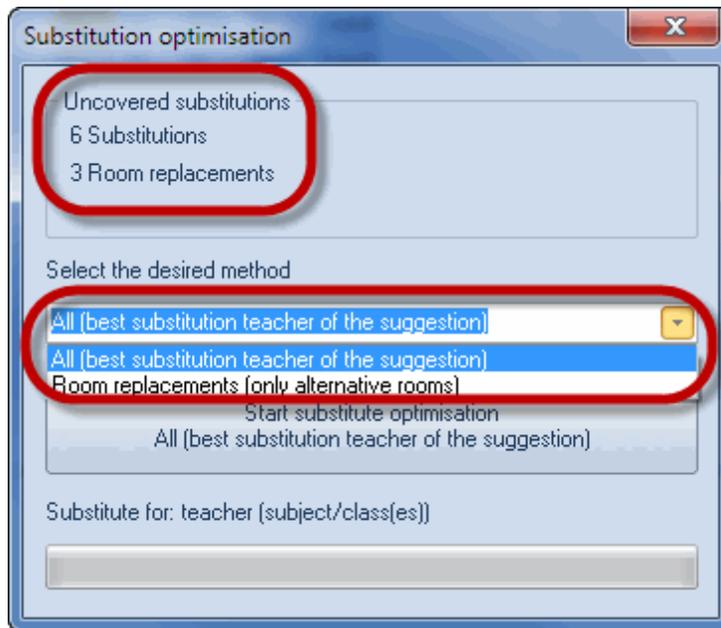


2.6.2 Automatic substitution optimisation

You can process all uncovered substitutions automatically just by clicking the <Automatic> button in the [substitutions window](#) .

The upper section of the window provides an overview of uncovered substitutions.

The "Select the desired method" option allows you to choose whether you wish to process all uncovered substitutions or only room replacements.



You can start the automatic substitution function by activating the appropriate button.

You will see the message "OK" as soon as automatic processing finishes and you will see the number of remaining uncovered substitutions in the top section of the screen.

During the automatic substitutionoptimisation the teacher at the top of the [substitution suggestion](#) list and thus the one considered the most suitable substitute will be allocated. Only alternative rooms will be allocated as room replacements. If there is no suitable alternative room, the room replacement will remain open and you can look for a free room in the [room allocation dialogue](#).

2.7 Scheduling in the timetable

You can perform the following cover planning functions directly in the timetable:

- [Move](#)
- [Swap periods](#)
- [Cancellation](#)
- [Special duties](#)
- [Room allocation](#)

2.7.1 Moving periods

Individual periods can be moved using drag&drop in the same way as in the timetable modus.

Empty green fields mean that a move to this position is possible without creating a clash.

2a - Class 2a (Hugo) Timetable...

19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa
1	DE	TX.	PH	EN	MA	RE
2	RE	TX.	BI	HI	GA.	DE
3	MA	PEB.	HI	DE	DE	EN
4	EN	MA	MU	MA	EN	GEc.
5			CH.			BI
6	PO C			GEc.	C OA	
7	PO C	AR	PO VN	*PEB.	C OA	
8		AR	PO VN	*PEB.	PH	

L-No.	Tea.	Subj.	Rm.	Cla.	Special text
+3					

If you shift a period using drag&drop, the move will be displayed in the substitutions window. In the example, the physics period for 3b was moved from Mo-1 to Mo-6.

Substitutions / Teacher

Subst	Substitut-	Period	Subject	Class	Room	(Teac	Type	Substituti	Signature	Sta
1	---	5	EN	2a	---	Cer	Cancel			

Substitutions / Teacher

Subst. No.	Substitut-	Period	Subject	Class(es)	Room	(Teacher)	Type	Substituti	Text	Inter subst.
9	Cer	5	EN	2a	R3a	Cer	Shifting			

Moving part of a coupling

If a teacher from a coupled lesson with 2 or more teachers is to be moved, you can perform this in the

teacher's timetable. The example shows how on teacher Gauss' lesson was moved from a coupling between Gauss and Curie from We-5 to We-6.

	Mo	Tu	We	Th	Fr	Sa
1	3a HI	1b DE	3a. PEB	1b DE	4 BI	
2	4 CK		1a. PEB	1a DE	3a. PEB	1b DE
3	3a. PEB	2b. PEB	3a HI	4 CK		
4	1a. PEB	4 BI	1a DE	2b HI	1a DE	
5	1b DE	2b HI	*2a. EN			
6						
7				*2b. PEB		
8					1a. PEB	

L-No.	Tea.	Subj.	Rm.	Cl.	Time	School wee
75	Rub,	PEB,	SH1	2b, 2a		1-41
	Arist,	PEG,	SH2	2b, 2a		

Curie remains at We-5. This is displayed accordingly in the [substitution window](#) as well as in the teacher and [class timetable](#).

Arist - Aristotle Tim...

19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa
1	1a	1a	3a.	4	1a	
2	1b	1a	1a.	1b	3a.	1a
3	3a.	2b.	1a	1a	1a	1a
4	1a.	1b	1b	1a	1b	
5						
6						
7				2b.		
8				2b.	1a.	

L-No. Tea. Subj. Rm. Cla. Special

2b - Class 2b (Andersen) Timetable (Cla-V1)

19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa
1	RE	MA	GEc.		RE	
2	MA	MA	MU	DE	PH	DE
3	AR	PEB.	TX	BI	BI	DE
4		PH	DE	HI	MA	GEc.
5	MU	HI	*CH.	MA		
6			PEB		GA.	
7			PEB	PEB.	TX	
8				PEB.		

L-No.	Tea. Subj. Rm.	Clas.	Special text
75	(Rub, PEB, SH1)	(2b, 2a)	
	Arist, PEG, (SH2)	2b, 2a	

2.7.2 Swapping periods

The green background in those fields of the timetable which are not empty indicates that you can perform a swap. The swap performed will also be displayed in the substitutions window.

2b - Class 2b (Andersen) Timet...

19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa
1	RE	MA	GEc.		RE	
2	MA	MA	MU	DE	PH	DE
3	AR	PEB.	TX	BI	BI	DE
4	AR	PH	DE	HI	MA	GEc.
5	MU	HI	*CH.	MA		
6	Drag&Drop				GA.	
7				*PEB.	TX.	
8						

L-No. Tea. Subj. Rm.

+3 New, MA, R2b

Question

What do you want to do on the 23.9. in period 2?

Les. 93: New, 2b.

Options:

- swap with the lesson in place (each lesson stays in the original room)
- swap with the lesson in place (the lessons also swap rooms)
- just shift the lesson

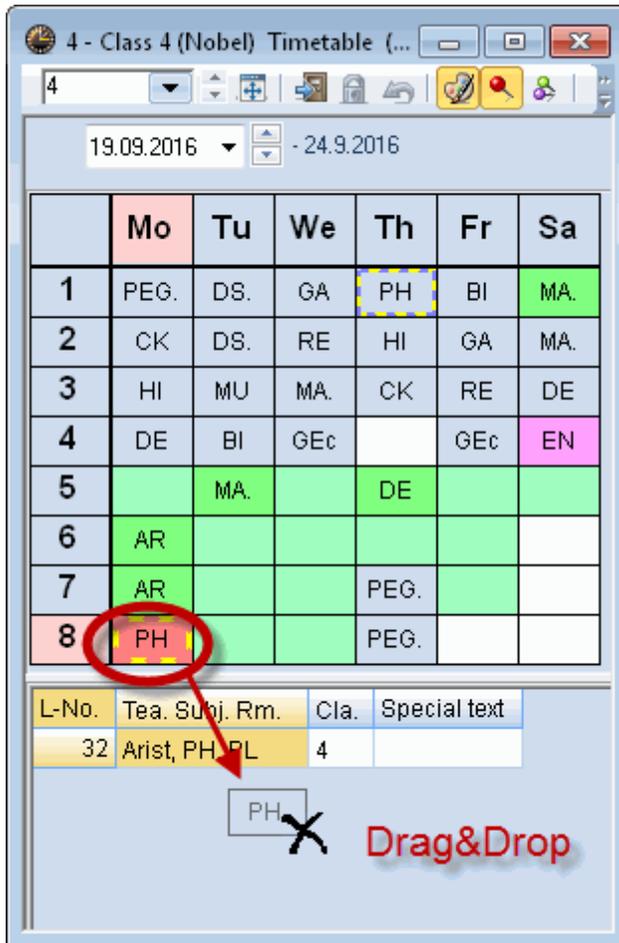
OK Cancel

Substitutions / Teacher

Subst. No.	Period	Substitute	Subject	Class(es)	Room	(Teacher)	Type	Substitution text	Signature	Stat. code(s)	Counter canc.	Counter subst.
3	2	New	PH	2b	PL	New	Swap				<input type="checkbox"/>	<input checked="" type="checkbox"/>

2.7.3 Cancelling periods

If a period is dragged into the timetable details window and "dropped" there (similar to unscheduling in the timetable mode) the period will be cancelled.



2.7.4 Special duties

A special duty is a lesson that needs to be held at short notice.

You can open a context menu by clicking on the right mouse-button and then select the 'Special duty' option.

Gauss - Gauss, Carl Friedrich ...

Gauss

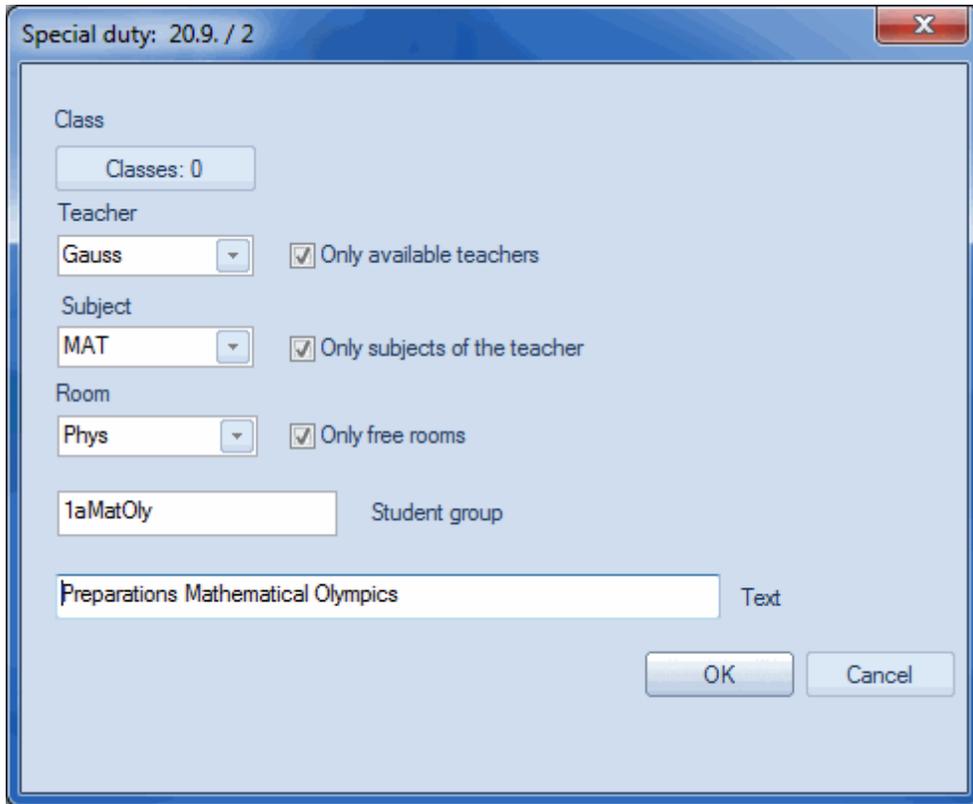
19.09.2016 - 24.9.2016

	Mo	Tu	We	Th	Fr	Sa
1			4			4.
2					4	
3		3b.				
4	3a.					
5	3a	4.				
6						
7						
8		1b.				

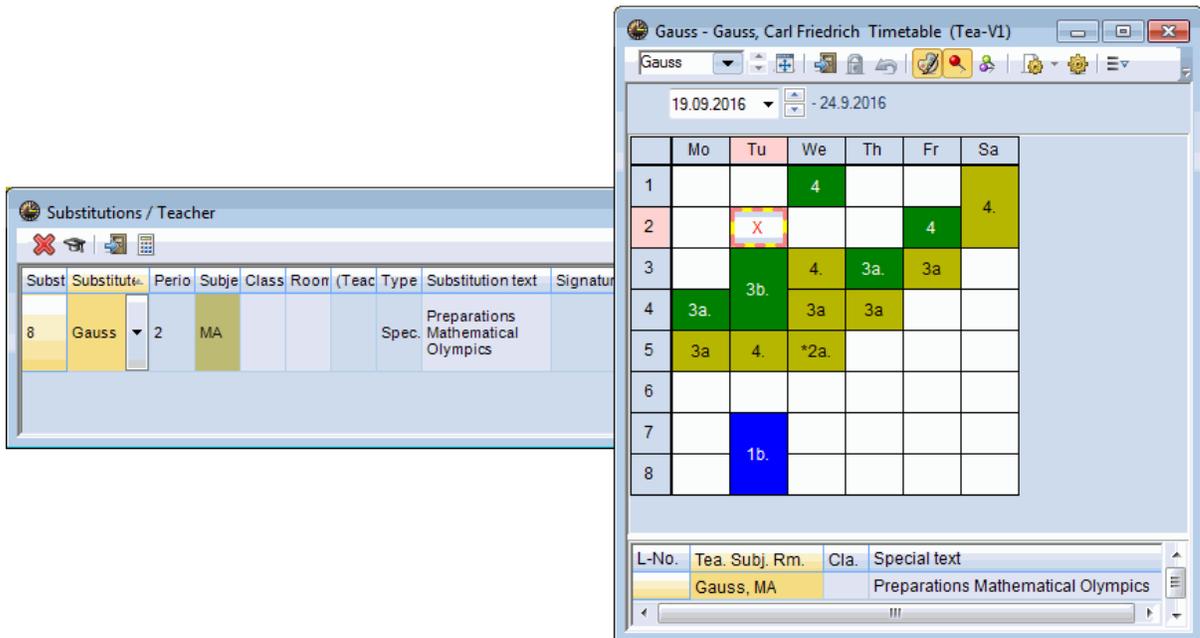
- Period window
- Allocate/Delete this room
- Special duty**
- Timetable period: standard format
- Text about the substitution
- Students M.
- Time range: week
- Copy in HTML-format

L-No.	Tea.	Subj.	Rm.	Cla.	Special text

You can now select all the elements for the special duty in a separate window.



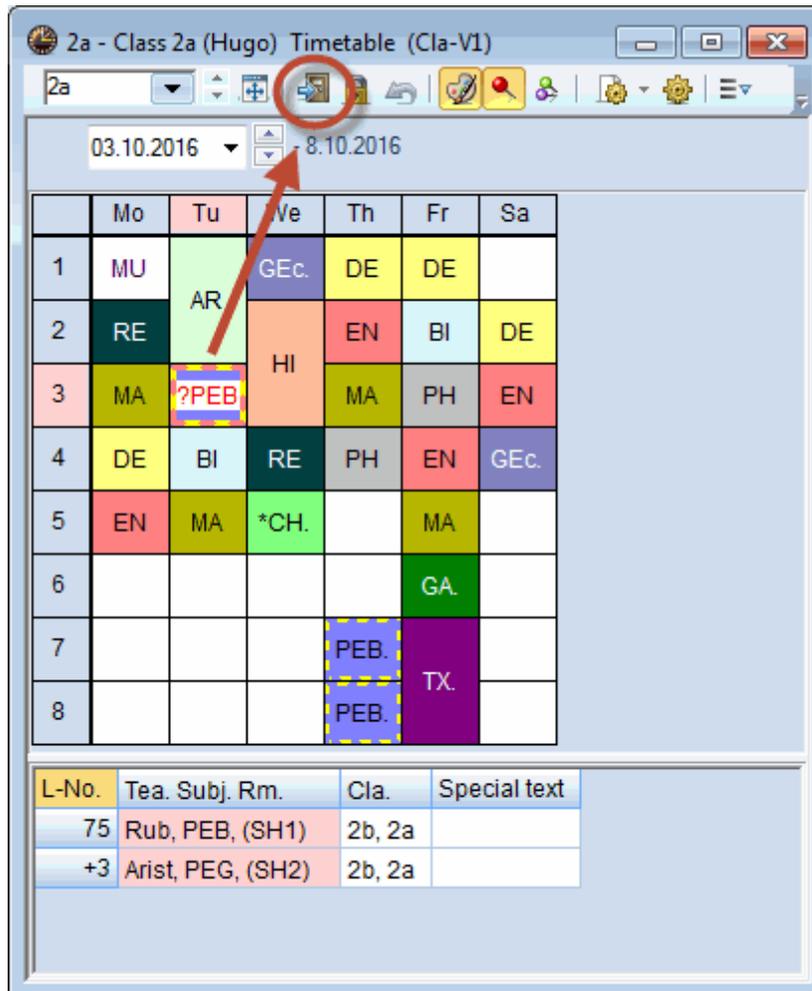
The special duty is now displayed in the timetable and in the substitutions window.



2.7.5 Room replacement - room change

If a room was blocked using the absences window (marked as absent) the uncovered [room substitutions](#) can also be processed in the timetable directly via the <Allocate/Delete this room> button.

You can also use the same button to perform any room changes and room swaps.



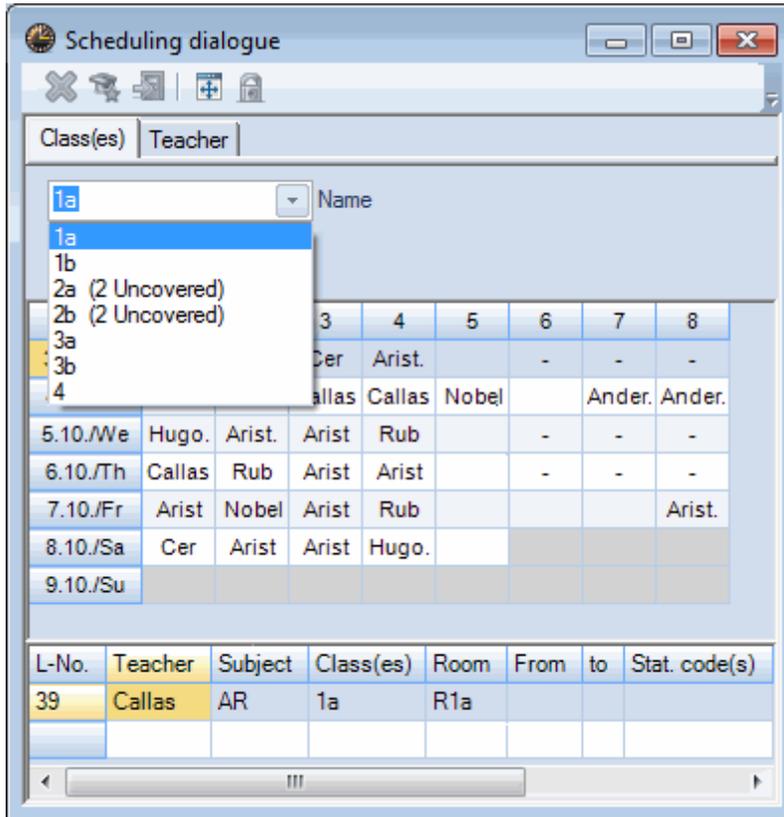
Please refer to chapter '[Room replacement](#)' for more details on this feature.

2.8 Scheduling dialogue

Substitutions can be processed in the [substitutions window](#), in the timetable or in the scheduling dialogue. All functions available in the [timetable](#) can also be applied in the scheduling dialogue.

Open the scheduling dialogue via the scheduling dialogue button on the 'Cover scheduling' tab or via the context menu displayed when clicking the right mouse button

The scheduling dialogue shows the timetable of a week, either from the class or from the teacher perspective. The selection menu for classes shows the classes where uncovered substitutions still need processing.

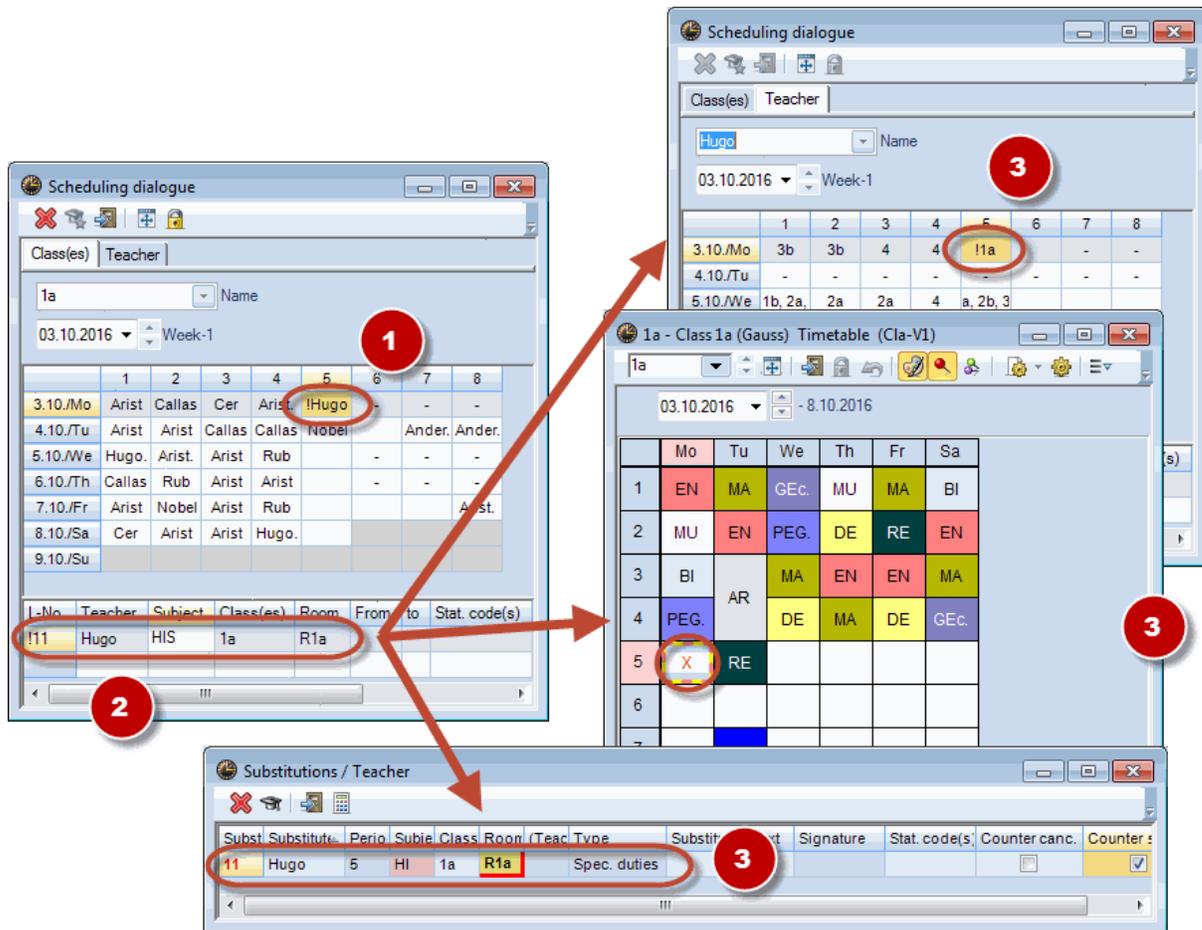


Editing the timetable details window

A special feature of the scheduling dialogue is that the [timetable details window](#) can be edited. This allows you to edit uncovered [substitutions](#) (including [room replacements](#)) and also to create [special duties](#) .

Example:

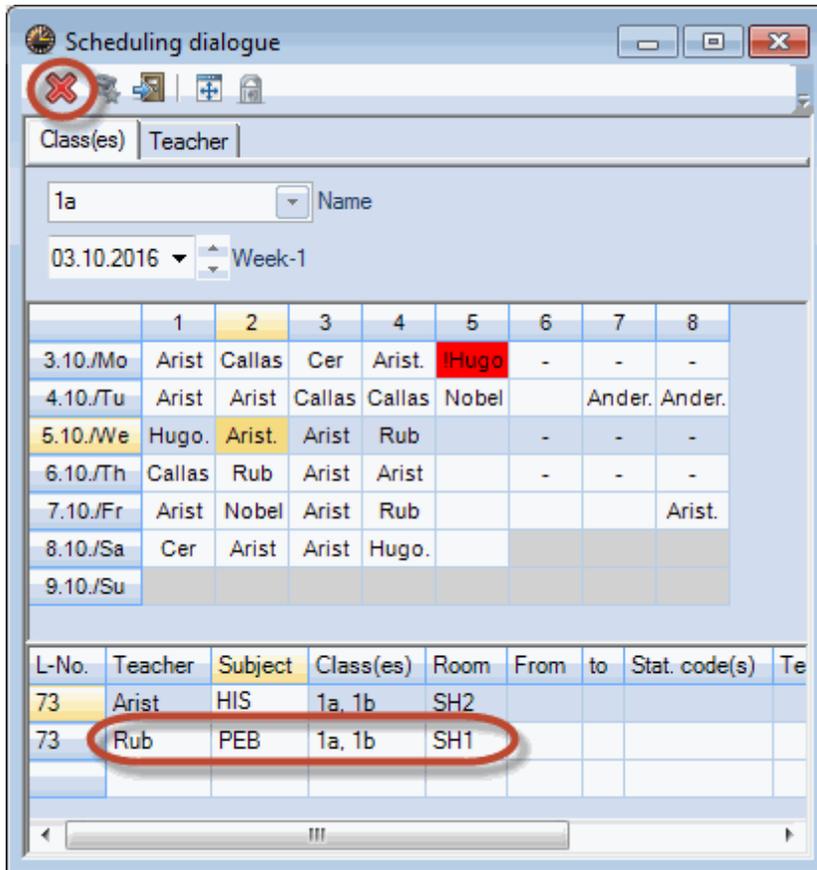
1. Activate the respective period.
2. Enter elements in the details window.
3. The special duties period will now appear in the scheduling dialog, in the timetable and in the substitutions window.



Cancellations in the scheduling dialogue

You can cancel a period using the cancelled button. You can reverse the cancellation by pressing the cancelled button once more.

You can cancel parts of a [coupling](#) by clicking on the coupling line and then activating the <Cancelled> button.



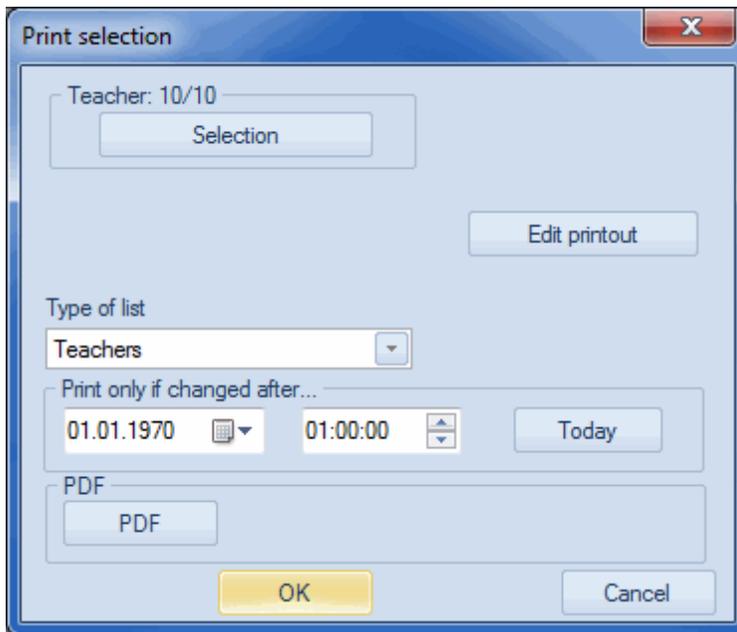
2.9 Printing substitutions

You can print substitution data either from the [Substitutions window](#) or from the Scheduling dialogue using the <Print> or <Print Preview> buttons.

Date

First select the day for which the list is to be created via the calendar.

You can make various print settings in the pprint selection window:



Selection

The Selection option allows you to restrict the output to specific classes or teachers.

Type of list

Use type of list to select whether the output should be made for teachers or classes. This determines whether the list should be sorted by teachers or by classes.

Page setup

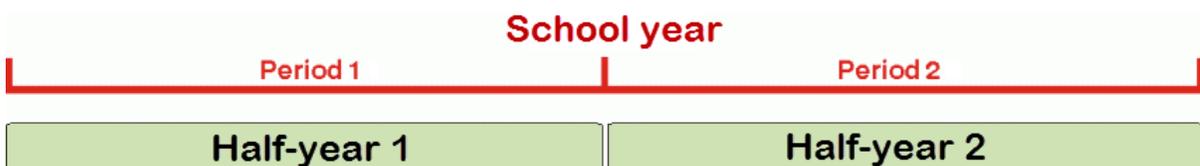
The page setup option allows you to define margins and font size.

PDF

Instead of printing the list you can also generate a pdf file.

2.10 Terms

Term timetable functions are generally used if the timetable is changed 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.),



Warning: Terms only with Express Cover Planning

Working with terms is only possible with the module Express Cover Planning.

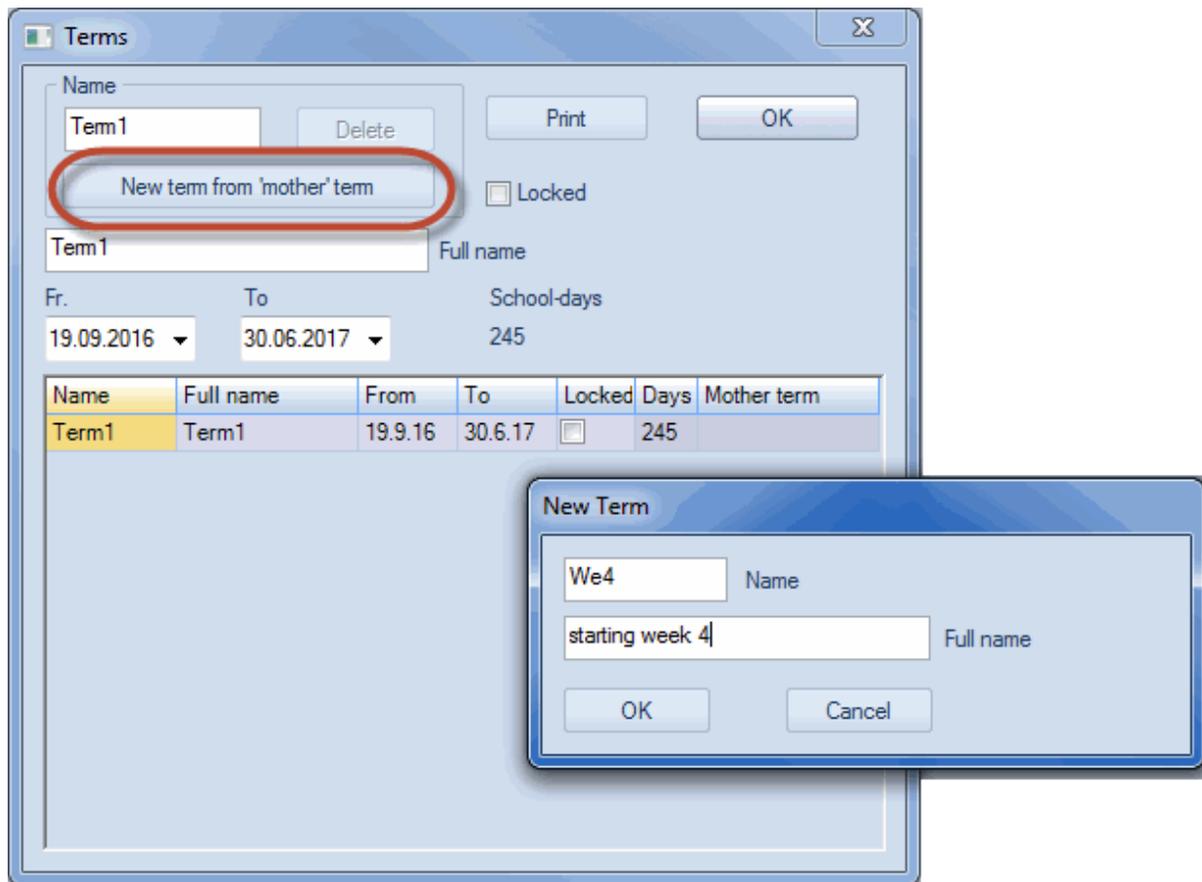
With a term timetable the school year is divided into several periods of time and a timetable can be created for each of these terms independently of each other. You could of course save each timetable in a separate file, but you would then have to accept a number of disadvantages. The term timetable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

- You have a single file for the whole school year.
- Term and timetable changes can take place during the week.
- Cover planning always accesses the currently valid timetable automatically. Mistakes are impossible.

2.10.1 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 via the 'Multiple terms' button on the 'Start' taab. At the beginning there is only one term, which is called 'Term1' by default.
2. Click on the button <New term from 'mother' term>. A window opens where you can enter the short and the full name of the new term ('Term1' by default).
3. Enter a meaningful short and full name for the new term, e.g. 'we4', 'from week 4 onwards' and click < OK> to confirm.



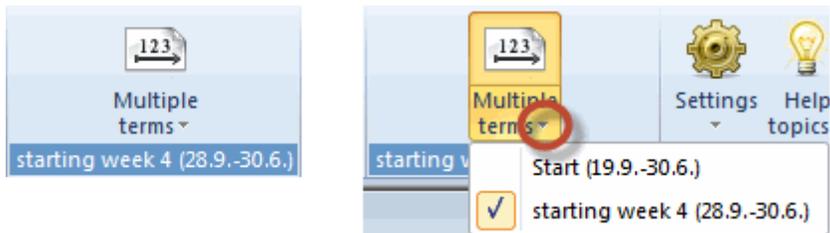
4. Now change the start (From) and end (To) dates. The length of the individual terms will then be displayed in the 'Days' column. Master data, lessons and timetable can now be modified in accordance with the new conditions. By checking the 'Locked' box, past terms can be locked regarding changes.

You can also change the name of the original term 1 (here e.g. to 'start').

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

Name	Full name	From	To	Locked	Days	Mother term
Term1	Start	19.9.16	30.6.17	<input type="checkbox"/>	8	
We4	starting week 4	28.9.16	30.6.17	<input type="checkbox"/>	237	Term1

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



6. Now switch from the term 'we4' to the term 'start'. 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 'from week 4 onwards'. Now switch to the term 'start'. You will see that the timetable for the term 'start' has not been deleted.

The screenshot displays the Cover Planning Express software interface. On the left, a timetable grid is visible with columns for days of the week (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). The grid contains various course entries such as '4 GA', '3a. GA', '3b. GA', '4. MA', '3a. MA', '1b. DS', and '*2a. MA'. Below the grid is a table with columns: L-No., Tea., Subj., Rm., Cla., and Special text. To the right, a smaller window shows a date '30.6.2017' and a similar timetable grid. At the bottom, a status bar contains the text '< Start >' and '< starting week 4 >', both of which are circled in red.

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.



2.10.2 Embedding a Term

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

School year



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

Name	Full name	From	To	Locked	Days	Mother term
School year	Whole school yea	19.9.16	30.6.17	<input type="checkbox"/>	6	
Ski course	Ski course	20.2.17	26.2.17	<input type="checkbox"/>	6	School year

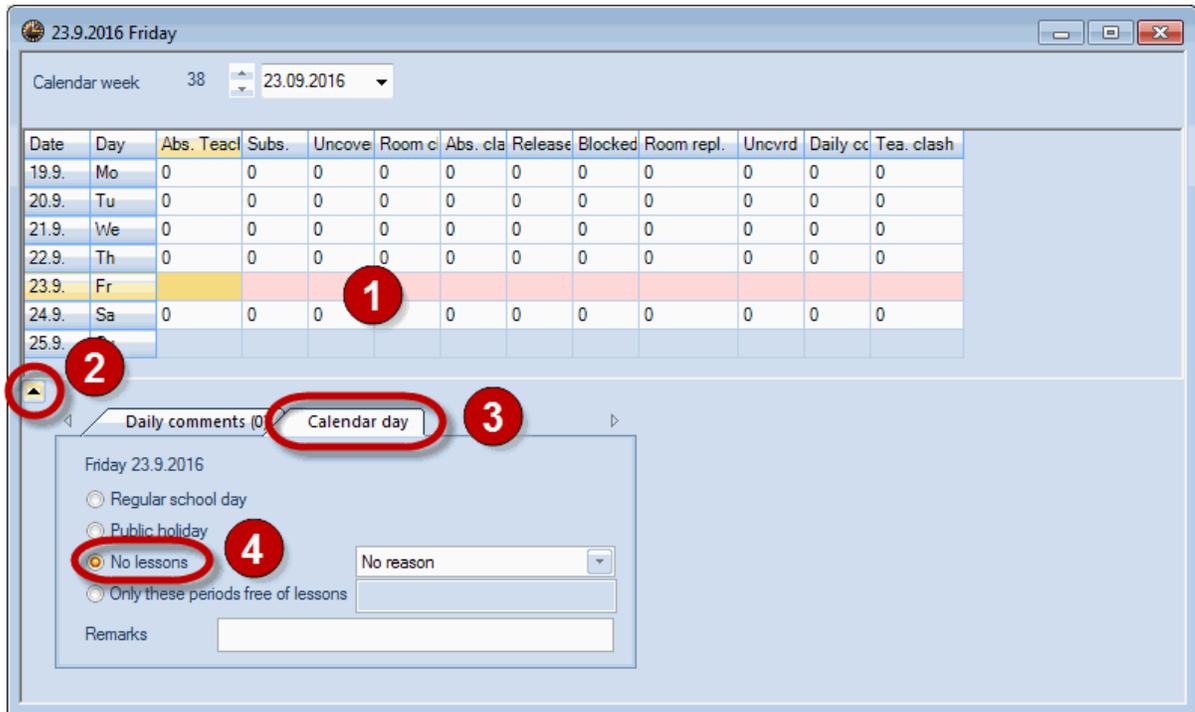
The term “Total school year” runs from September 19 through June 30 and term 2 (“Winter sports week”) runs for one week from February 20 until February 26. The timetable can now be changed just for this one week without impacting the timetable for the rest of the school year.

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”.

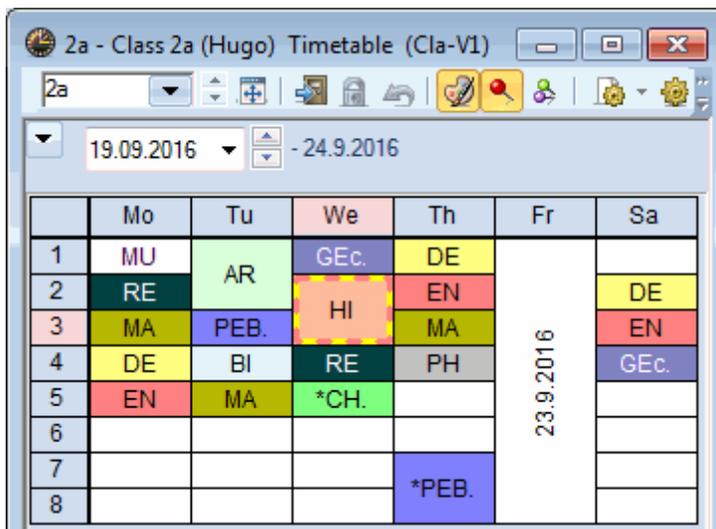
2.11 Entering holidays

In case you are using the WebUntis electronic class register with Untis Express we recommend to enter the holidays in Untis, too.

Via 'Modules | Cover Planning | Calendar' you can select a date in the [calendar](#) and check the option box 'No lessons'.



The selected day is not available for the cover planning and no data will be exported to WebUntis for this day.



3 Settings and menu navigation

For completeness the functions of the Untis Express menu will briefly be explained in the following chapter once again.

3.1 The menu

The graphically designed user navigation contains several elements:

- quick access tool bar (1)
- tabs (2)
- buttons (3)
- and sub-menus (4)

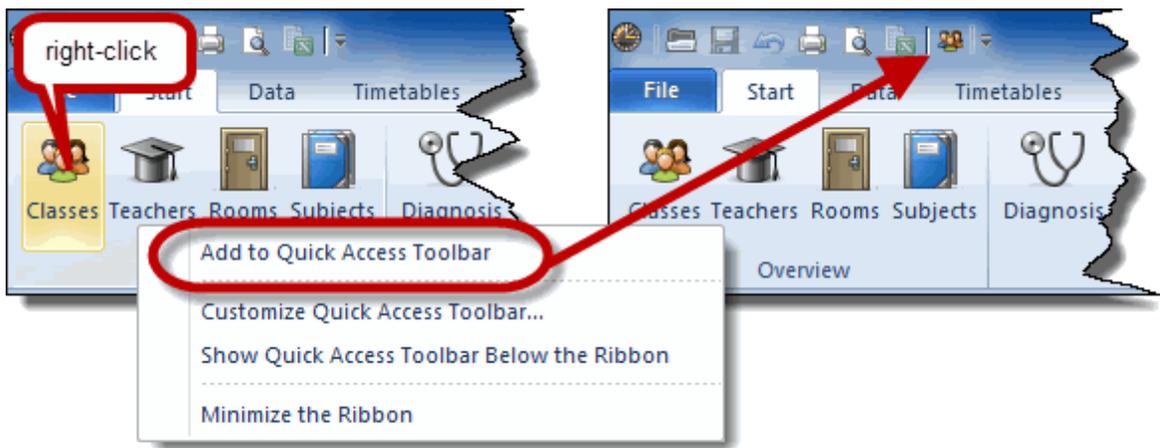


Clicking on a button opens pre-defined window arrangements containing all windows related to this topic. Clicking on an entry in a submenu, however, opens a single window.

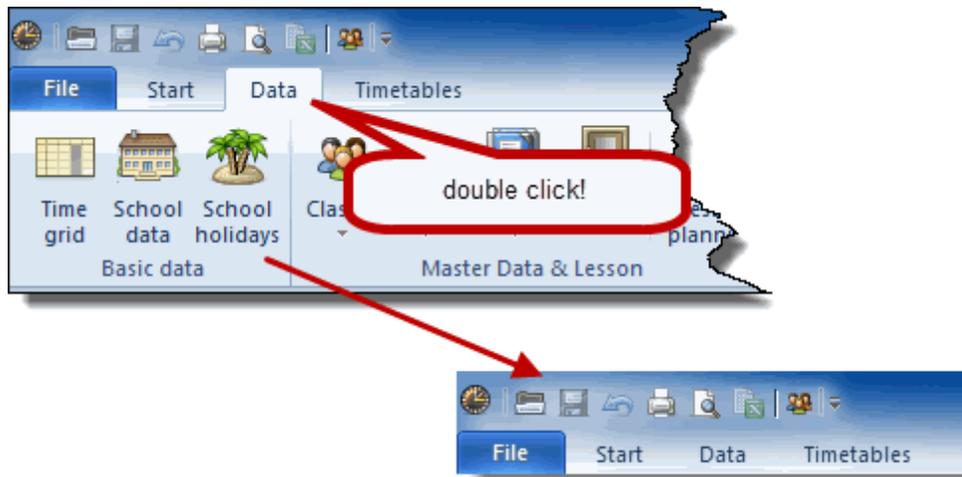
3.2 Folding the menu

Experienced users can also fold the graphic menu and use the quick access toolbar to access the most used functions.

If you want to copy a menu item to the quick access toolbar, just click the right mouse button and add it to the quick access toolbar.



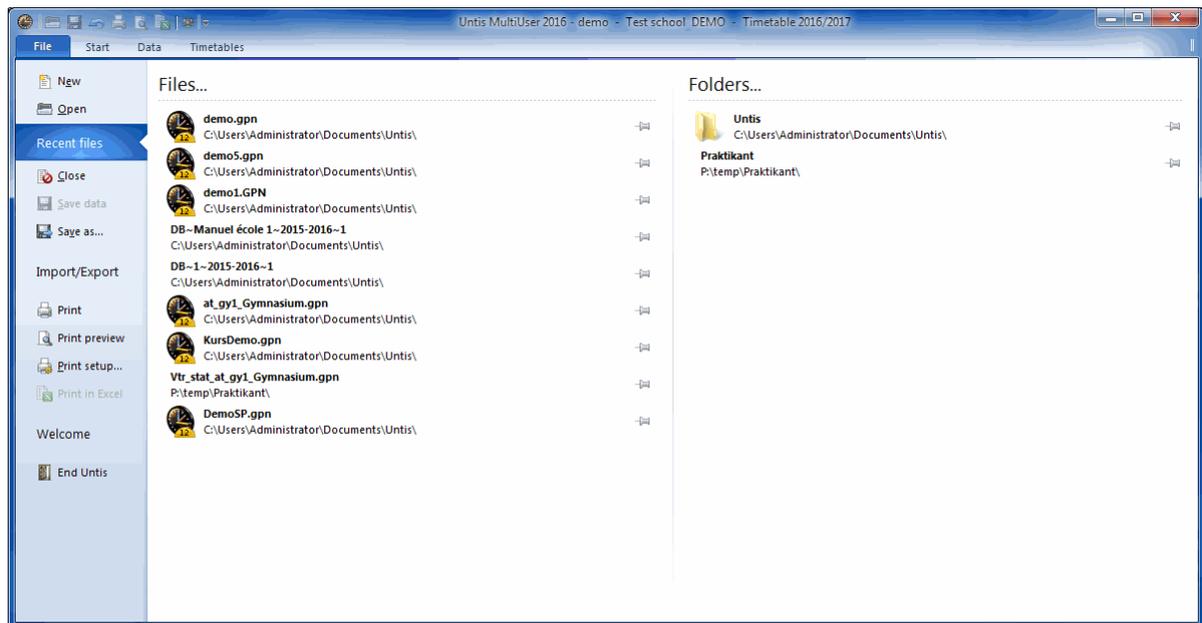
You can hide the ribbon by double-clicking on one of the tabs.



However, if you need the tab again, just click on it and it will be shown again. Double click and the ribbon will permanently be shown again.

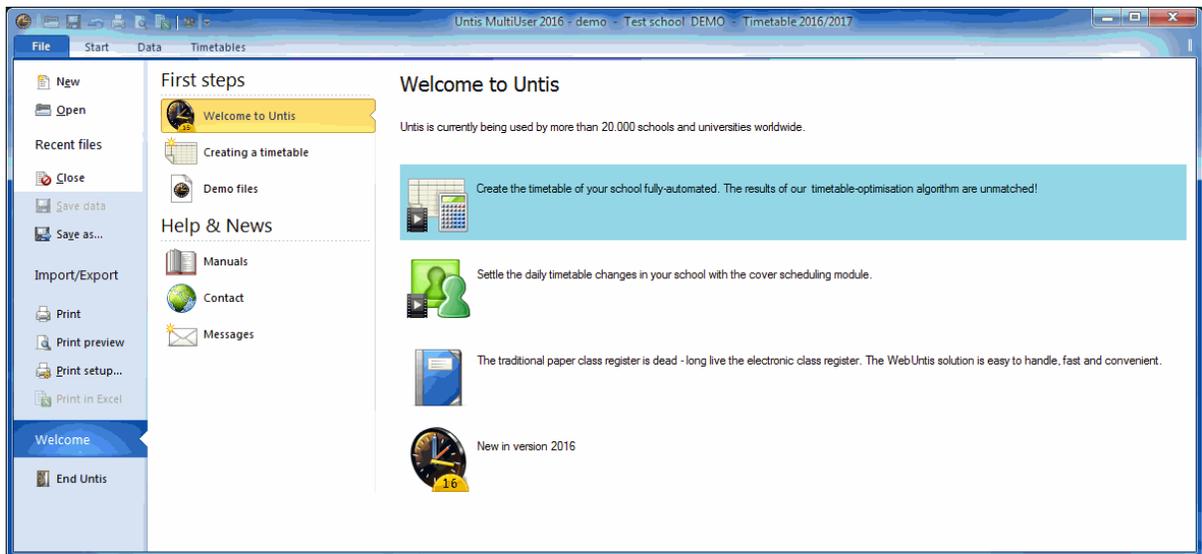
3.3 File tab

For Windows functions like 'New', 'Open', ' Save'...go to the 'File' tab.



In the list of the last opened files you can use the pin symbol next to the name to permanently fix frequently used files. The chosen file will permanently be shown in the top section and can be opened very quickly at any time.

Clicking on 'Welcome' opens the welcome screen which is opened when you use Untis for the first time.



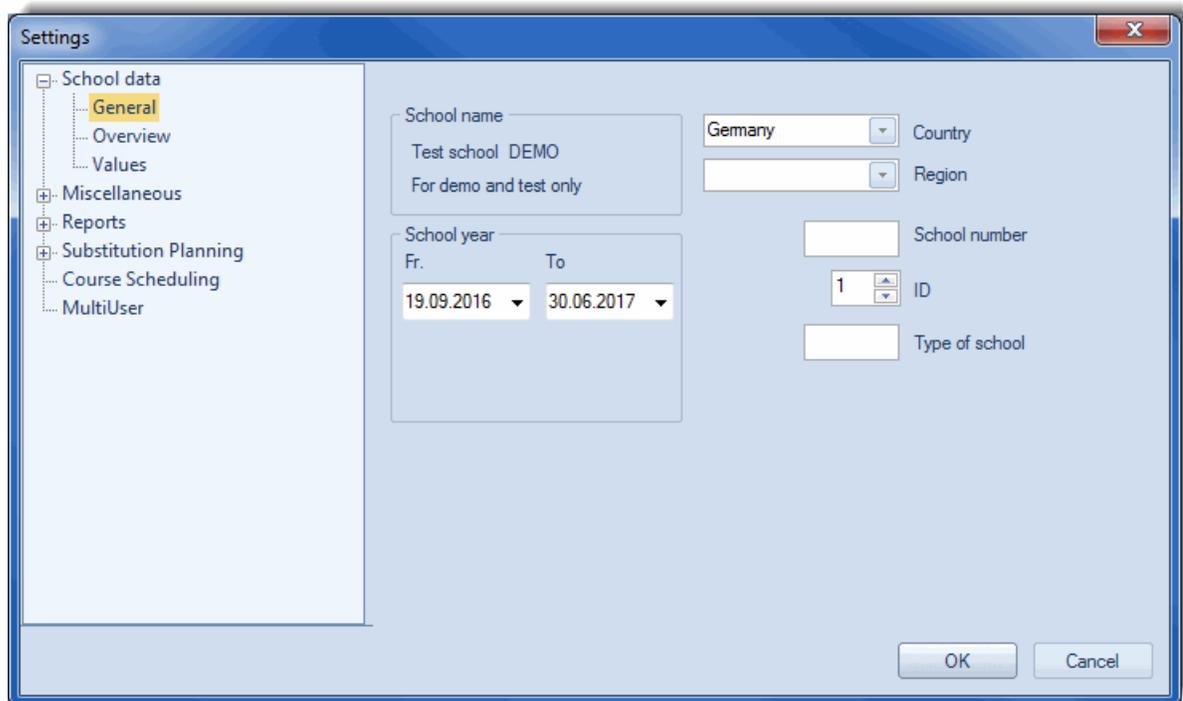
Here you find our data entry wizard, demo files, manuals, contact details and Untis messages we send to you.

3.4 Settings

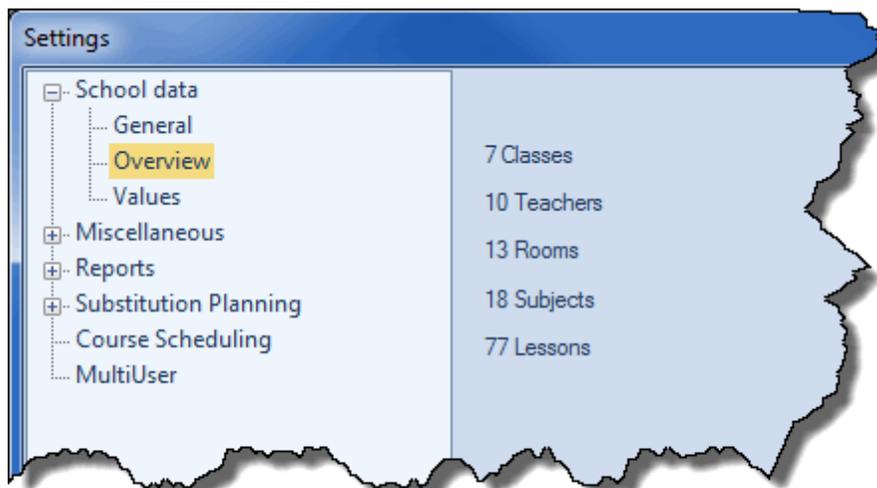
The button <Settings> on the 'Start' tab enables you to make all relevant settings in one central area. The most important ones are explained in the following section.

3.4.1 School date

In the section *School data*, *General* you can enter the start and the end date of the current school year, the country, the region and the type of school. Several (statistical) processes and calculation methods are based on the settings you define here.



Clicking on *Overview* you will get to a list of the number of classes, teachers, rooms, subjects and lessons at your school.

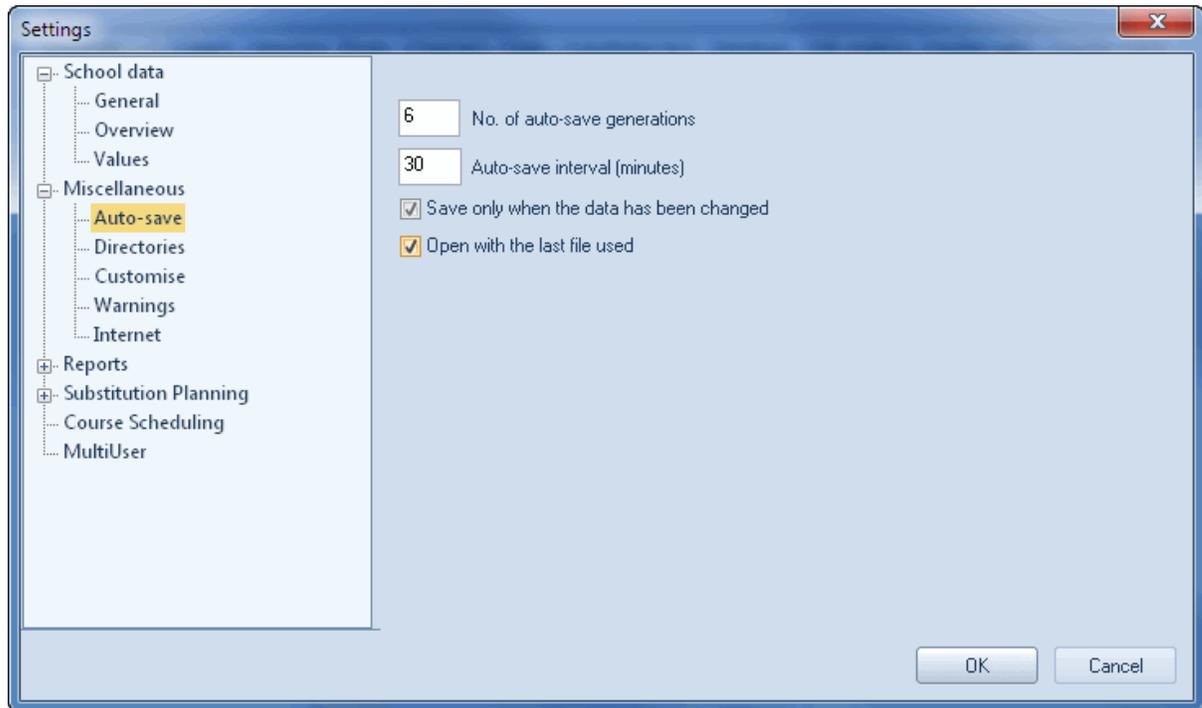


3.4.2 Miscellaneous

Clicking on the 'Miscellaneous' tab you can enter or change the following settings:

Sichern

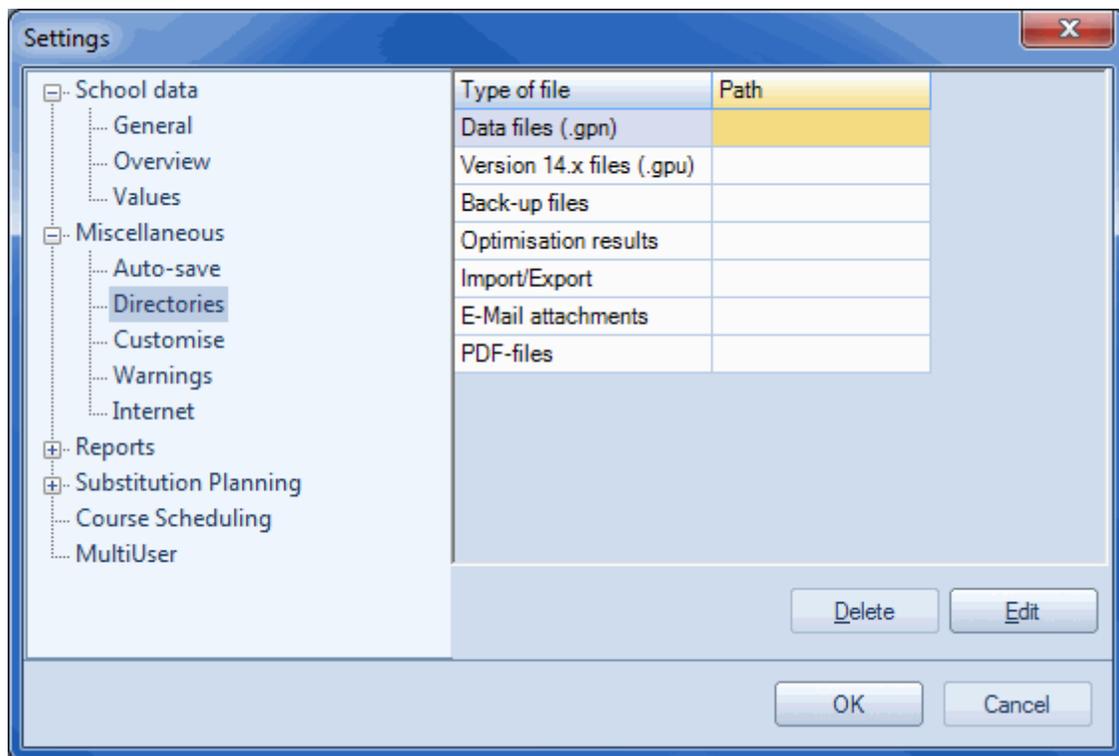
Here you can set the number of automatic save intervals and how many auto-save generations should be archived. The settings in the figure mean, for instance, that Untis saves all data every 30 minutes and should save 6 auto-save generations. These data are saved in files called Save1.gpn, Save2.gpn, Save3.gpn to Save6.gpn. The most current data are always saved in the Save1.gpn file, the relatively oldest data in the Save6.gpn file. We recommend to check the box 'Save only when the data has been changed' in order to avoid saving identical files.



When you check the box "Open with the last file used", Untis will automatically open with the last file you used. You can avoid this by holding the >Shift> key down while the program starts.

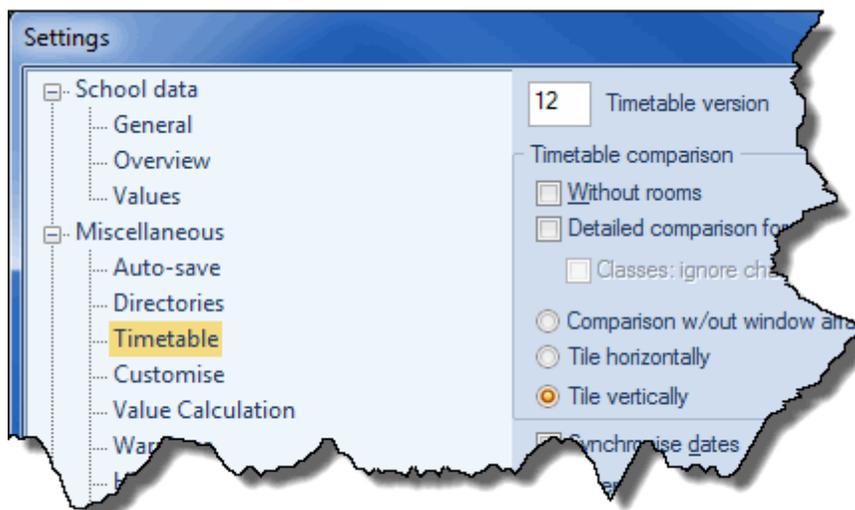
Directories

On this tab you can define different types of default paths. We recommend to create individual files for at least your back-up and optimisation files (these are the files in which all timetables of your school are saved during the optimisation process) and to enter the respective paths here. .



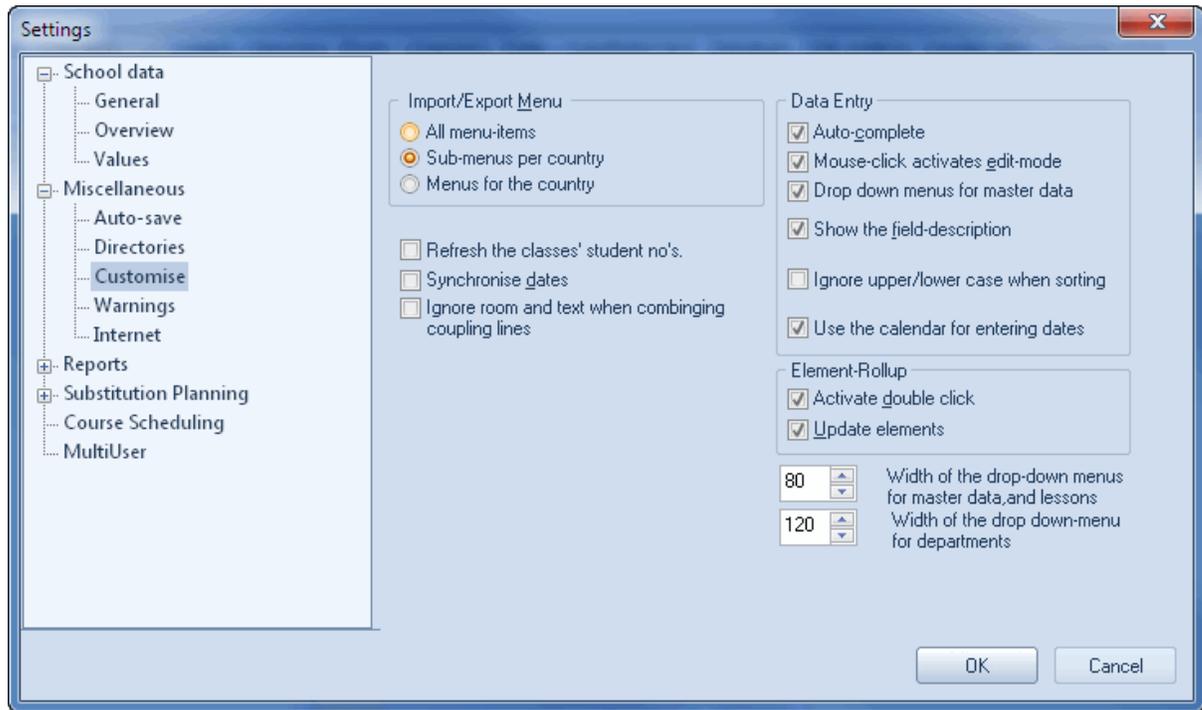
Timetable

The number of the timetable version you can choose freely and is, for example, printed on the timetable print-outs.



Customise

With the different options in this chapter you can adapt Units to your own needs

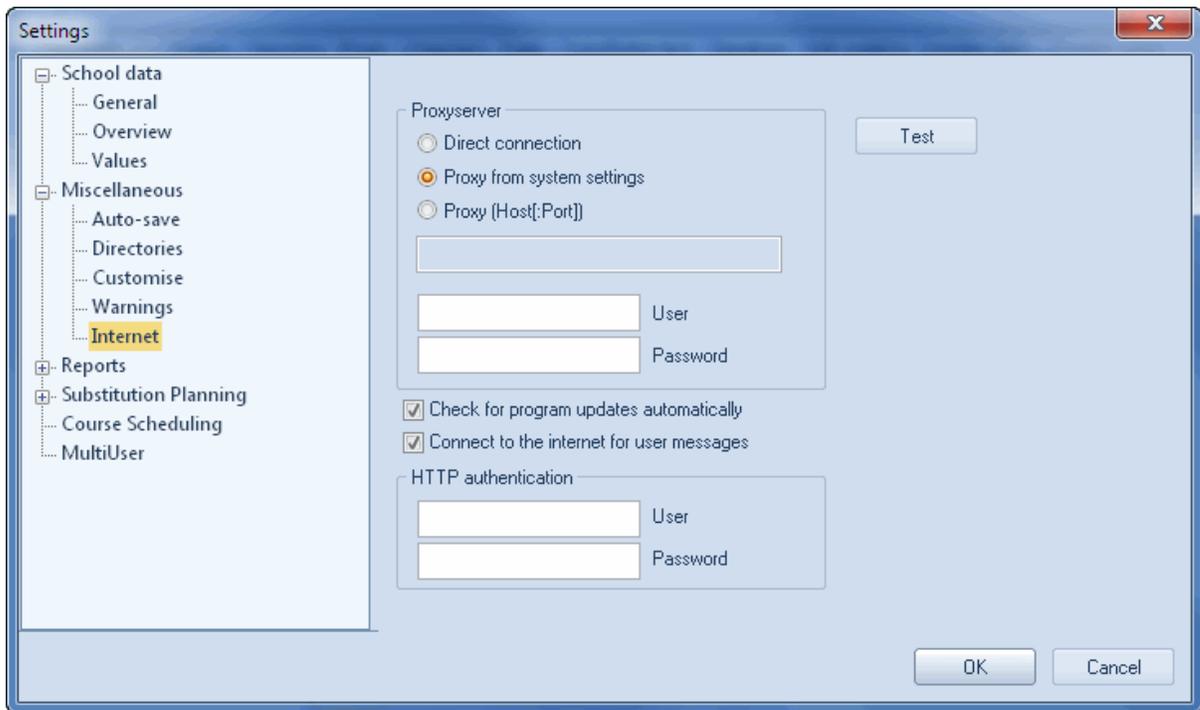


Warnings

Several warning messages can be turned off. Here you can activate and deactivate warnings.

Internet

Untis provides you with the possibility to be informed on version updates. You need to activate the option 'Automatically check the internet for programme up-dates' and you need to define how the internet should be accessed, via direct connection or via a Proxy server. If you are not sure about this setting, please ask your system administrator.

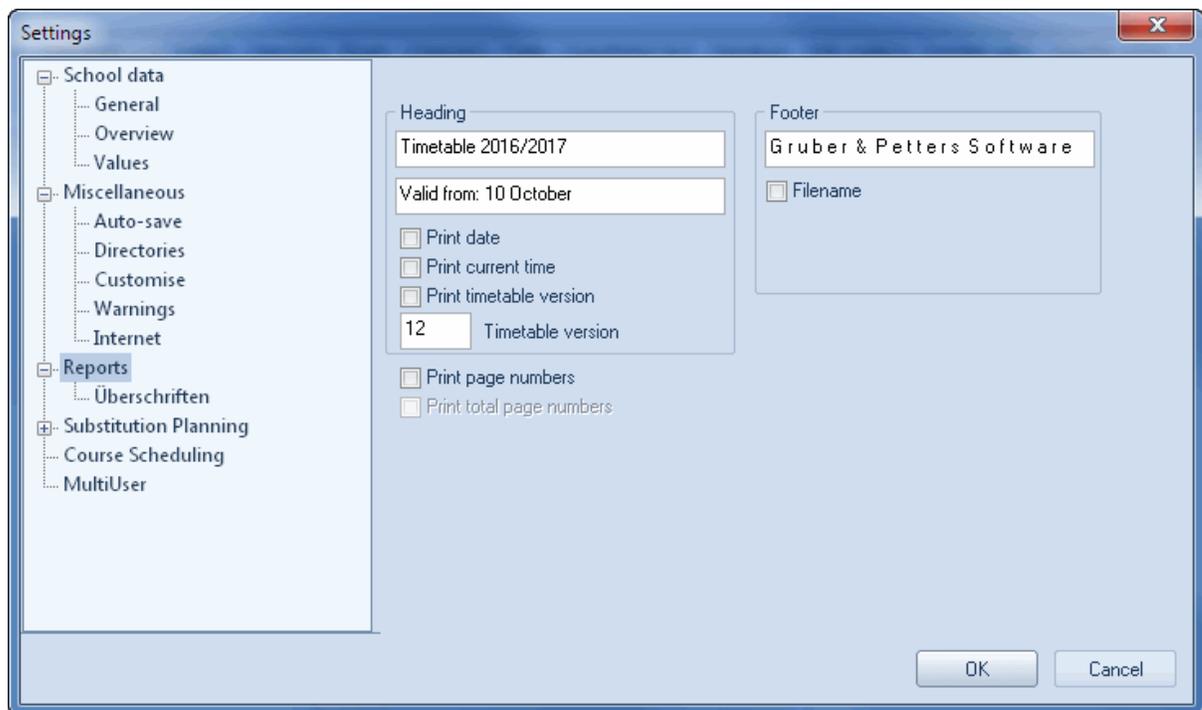


Via the <Test> button you can test, if the defined settings are correct and if Untis is connected to the Gruber&Petters web server. The following message will pop up, if Untis connected successfully.



3.4.3 Reports

The options you can define here are mainly for the headings and footers of your print outs. Please refer to chapter [Stundenplandruck](#) for further details.



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