GRUBER & PETTERS

Untis
Timetable

grupet.at

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1 Timetable display

When the timetable is complete, the information needs to be presented in a clear and unambiguous fashion. Untis offers a number of different timetable layouts and numerous timetable display options. The following chapter provides an overview of predefined timetable displays and shows the different methods of shaping timetable layouts to suit individual requirements.

2 Window set-up

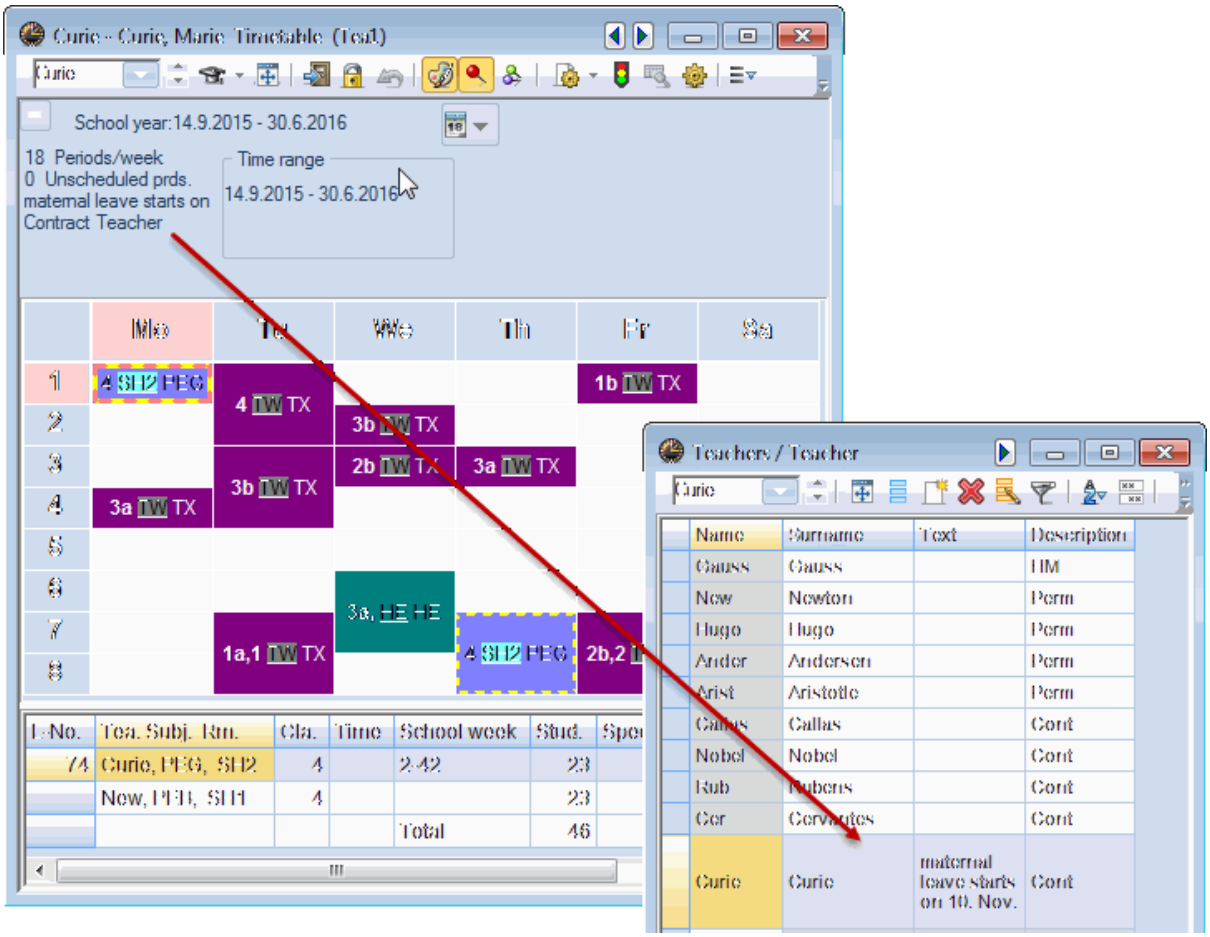
2.1 Information window

The information window in the upper section of the timetable shows useful information for timetable planning and the date range of the time table.

Information

For the respective element the number of weekly periods according to lessons and the number of (weekly) periods which are not scheduled at the moment are displayed.

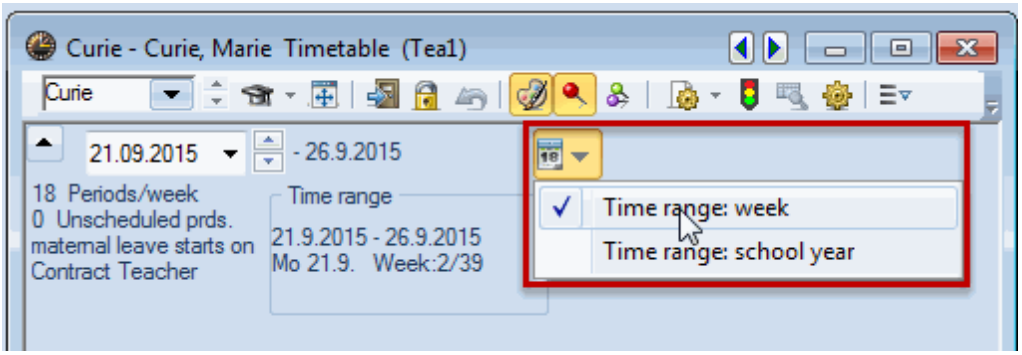
Text and description of the master data are reflected in the timetable. In the class timetables also the class teacher (form teacher) of the respective class is displayed.



Time range

The time range of a timetable can be found on a respective week, the selected term or on the total school year. By clicking on the calendar icon you can select the time range.

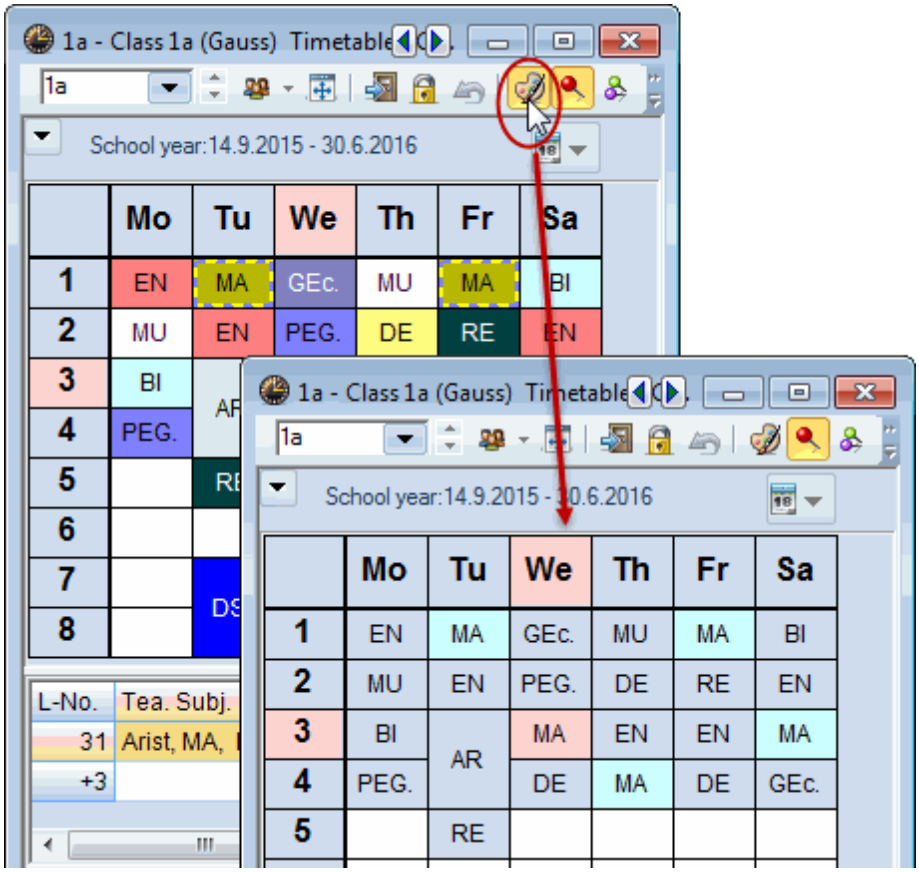
Tip: time range term
If you are working with terms it is recommended to set the time range of the timetables to 'Term'. It will always display the time range of the currently selected term and no misunderstandings will occur, e.g. if the term shows the second term and the timetable is set to a week in November.



Tip: Change of time range
The time range can also be changed by using the key combination <STRG+D>.

2.2 Timetable window

The middle part of the timetable window shows the actual timetable for the active element The display offers a variety of different settings and options that allow you to customise it to suit your individual requirements. Please refer to chapter "User-defined views" for a detailed description of these settings.



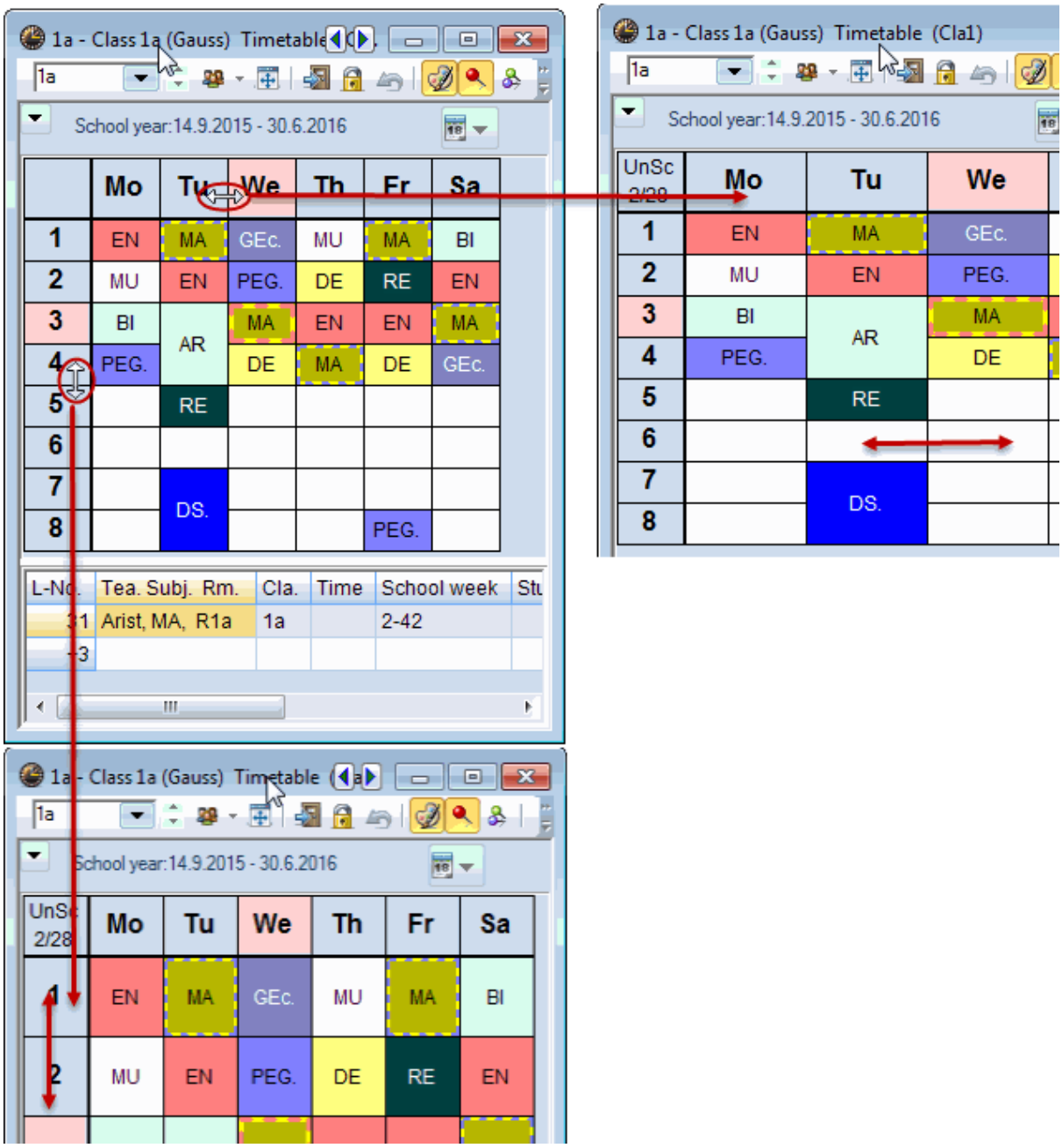
Clicking on a (scheduled) period on the timetable activates the period and causes the cell to be outlined in red-yellow. All other periods associated with the active lesson are highlighted in blue-yellow. If the display of colours in the timetable has been deactivated (colour palette icon), the active period will be displayed in pink and the other periods associated with it in light blue. This shows you at a single glance how the periods of this lesson are distributed throughout the week.

Resize the window
This function adjusts the window frame to the size of the displayed timetable window.

Note:
The buttons <Lock period>, <Undo>, <Allocate/Delete room> and <Suggested swaps> are intended for performing manual changes to the timetable and are therefore described in chapter “Manual timetabling".

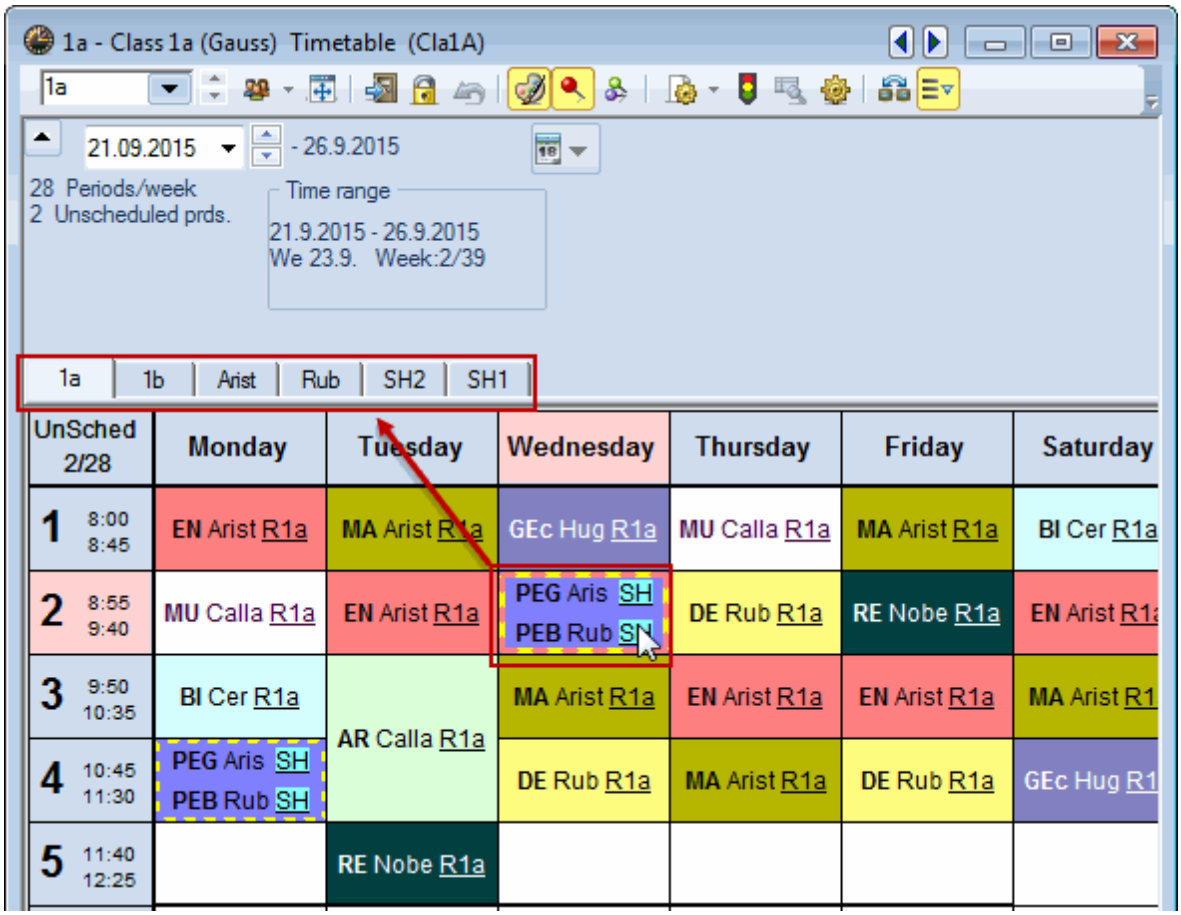
Change size

You can easily change the size of timetables in the timetable window. Drag the dividing lines between the columns to the right to make the column wider or to the left to make the column narrower or drag the dividing line between the rows in order to adjust the height by dragging the boundary to the height that you want.



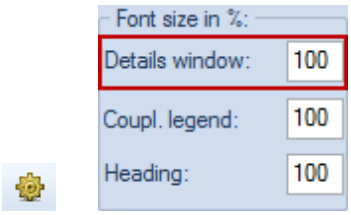
Tab

By clicking the button <All elements of the lesson> in an individual timetable, tabs will be displayed which show all classes, teachers and rooms involved in a lesson. Click on a tab and the respective timetable of the element will be shown.

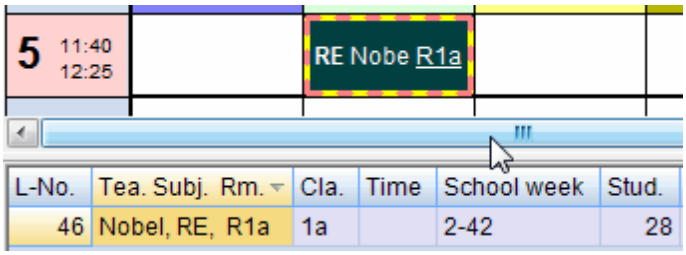


2.3 Period details window

Since there is often not enough space in the individual cells of the timetable to display all the relevant data for the active period, Untis provides a third window for the display of such information – the period details window. The font size used in the period details window can be changed via <Settings>. The period details window provides details on the currently active lesson.



L-No.
In the example the "L-No." column shows lesson number 74. Below the lesson number, you will see the time request entered for the active period under "Master Data | Classes" ("+3").



L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.
46	Nobel, RE, R1a	1a		2-42	28

Tea. Subj. Rm.
The second column shows all the teachers, subjects and rooms involved in the lesson. The period details window displays one row for each coupling.

If the optimisation tool has allocated a different (alternative) room instead of the home room entered for the lesson, the name of the home room is shown in parentheses. The example shows that room Ps1 is the room entered for the lesson, but the actual scheduled room is the alternative room R1a.

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.
46	Nobel, RE, R1a	1a		2-42	28

Cla.
This column displays the class(es) involved in the active lesson (classes 1a and 1b in the example).

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.
73	Arist, PEG, SH2	1a, 1b		2-42	
+3	Rub, PEB, SH1	1a, 1b			

Time
The "Time" column displays time restrictions and/or periodicities – a particularly important function for use with the Multi-week timetable module For instance, the GA lesson in the example takes place on a fortnightly basis in weeks of type A.

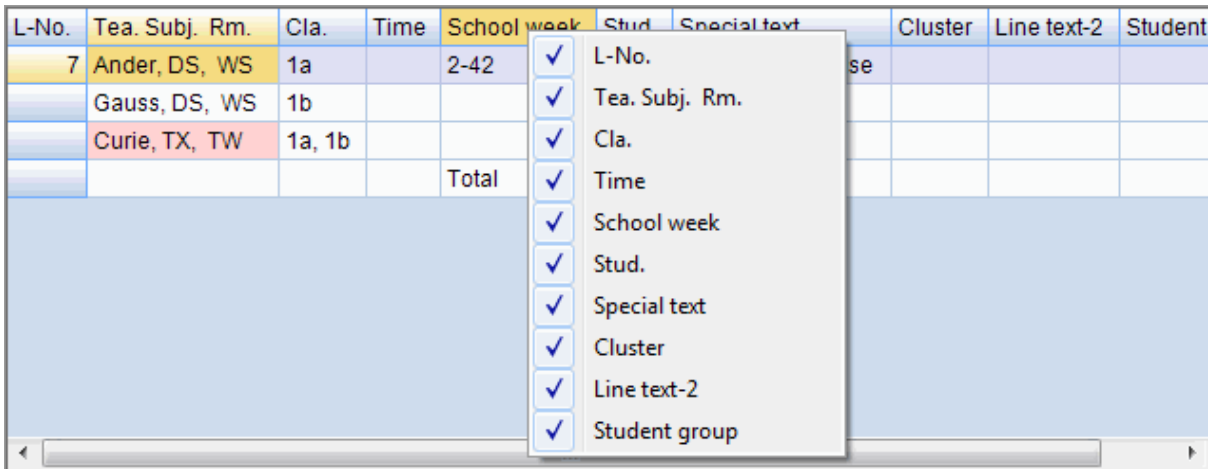
L-No.	Tea. Subj. Rm.	Cla.	Time	Stud.
63	Cer, Bl, R1a	1a	A WA	28
-3				

Students
Shows the number of students entered for the lesson or elective subject (for use with the Course scheduling module) Lesson 6 in the file demo.gpn, for instance, contains the student numbers for the individual special classes.

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line text-2
7	Ander, DS, WS	1a		2-42	28	Voluntary Exercise		
	Gauss, DS, WS	1b			29			
	Curie, TX, TW	1a, 1b						
				Total	57			

Special text
The column "Special text" contains the text or the description entered for the lesson, and the line text entered in the lesson details window. Lesson 6 in the file demo.gpn, for instance, contains the description "Special Class".
Line text-2
In addition to the line text, the "Line text 2" field in the form view of the lessons window can be used to define a second, independent line of text. In the example, a line text has been defined ("Beginners" and "Advanced") for each of the coupling lines with the subject EN (English).

Hide and show columns
Individual columns can be hidden or shown in the period details window. Right-click on the heading row in the period details window and deactivate the desired column.



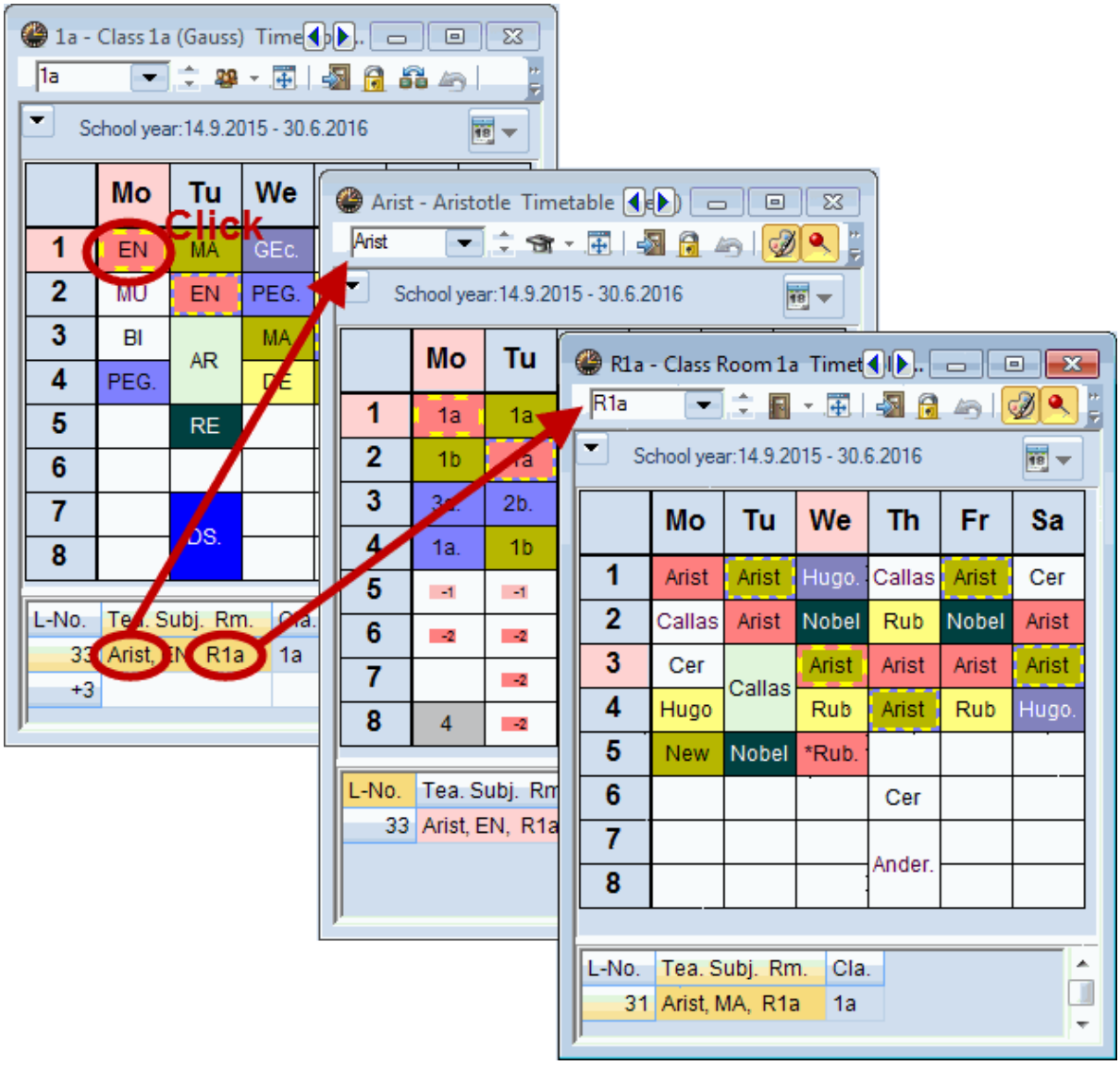
Tip
Columns displayed in a timetable period details window are printed in the legend when the timetable is printed. If the legend takes up too much space in the printout, you can simply hide columns them in the corresponding timetable view.

3 Timetable interaction

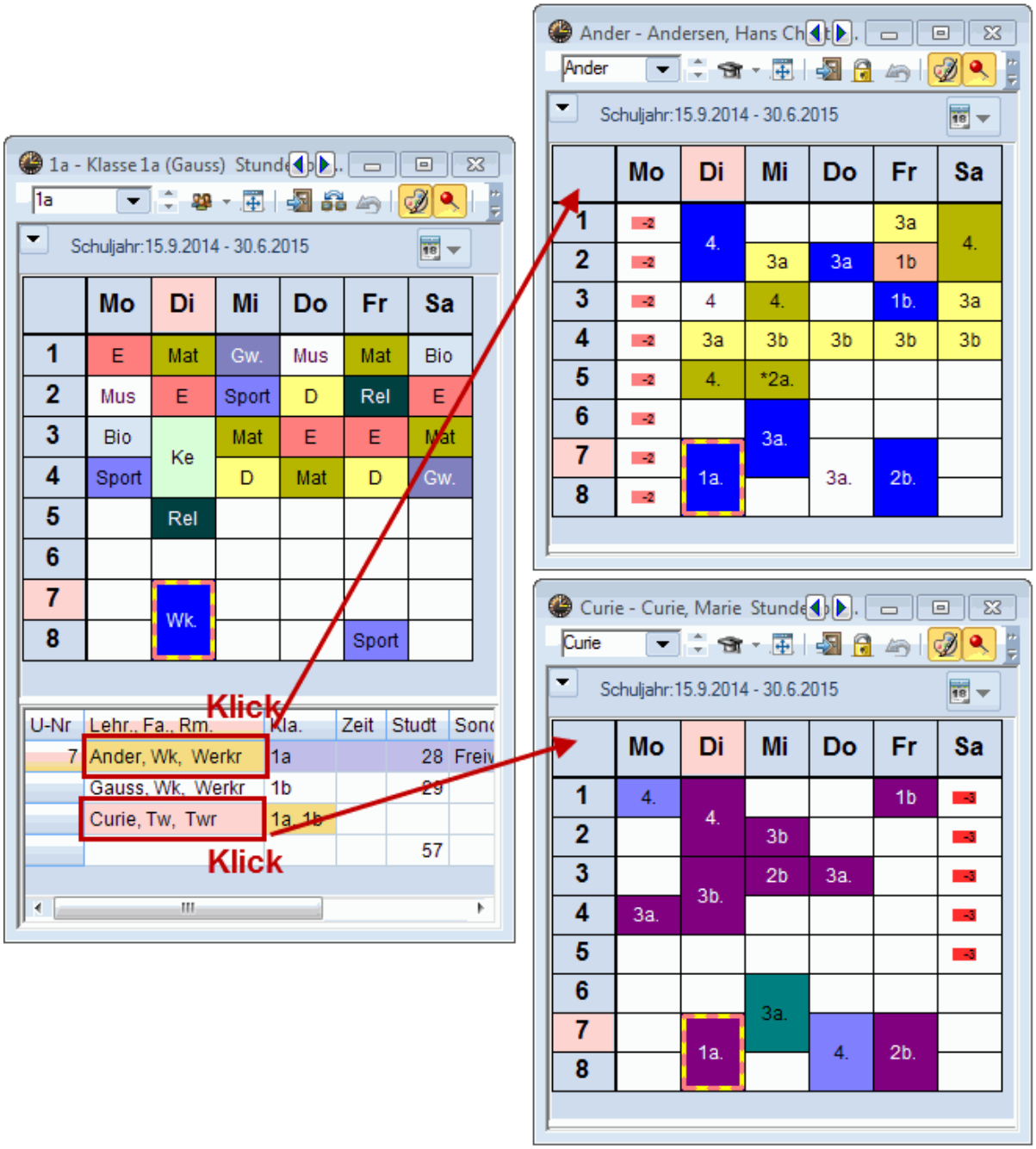
Timetables can be called up manually or set to open automatically (if desired) when an element is selected in a different window The automated function means that you will always have up-to-date information on the screen without having to search for it.

Communication between timetables

Open the file demo.gpn and call up a timetable for classes, teachers and rooms, and arrange the timetables next to each other. Click on Monday, period 1 ("EN") in the timetable of class 1a. As you can see, the teacher timetable automatically switches to the timetable of the teacher involved in the lesson (i.e. Aristotle, "Arist") and the room timetable switches to the room allocated to this lesson ("R1a").

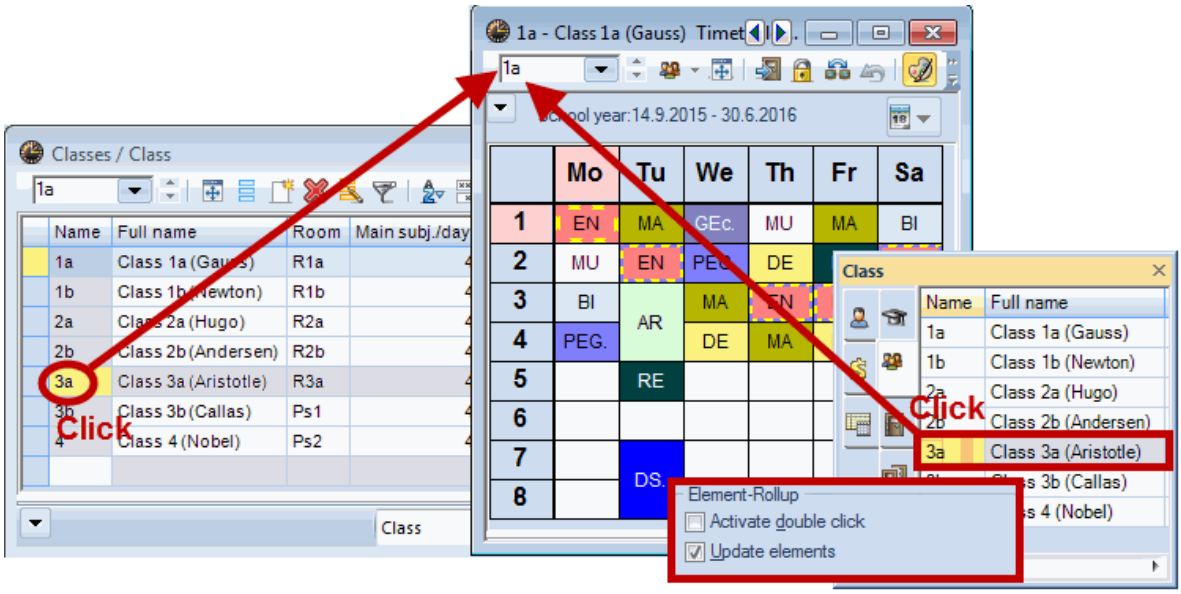


Clicking on the coupling row in the period details window also synchronises all other open timetables.



Communication with other windows
Open a class timetable and the master data window for classes. Click on a class in the master data window and you will see that the timetable automatically switches to the timetable of that class.

The same occurs when you switch elements in a lesson window or in the element-rollup ("Customise" under "Settings | Miscellaneous").



Locking timetable types

In the previous examples, the type of timetable was always locked. Open the file demo.gpn, a teacher timetable and call up the window 'Master Data | Teachers'. In the master data view, click on one teacher after another. The timetable window always shows the timetable of the currently selected teacher. Clicking on a class name, however, has no effect on the timetable view, i.e. the type of timetable – here the teacher timetable – remains unchanged.

Unlocked timetables

Deactivate the type locking function by clicking on <Lock Type>. Switch between teachers, classes and rooms in the master data views. You will see that the timetable always displays the active element, irrespective of the type of element (classes, teachers, rooms or subjects). The displayed element changes, as does the type of displayed element.

Tip

Unlocked timetables are particularly practical when used together with the diagnosis tool, since this allows the user to switch rapidly between teacher and class schedules without having to open a second timetable window. You can read more about diagnosis in chapter "Diagnosis".

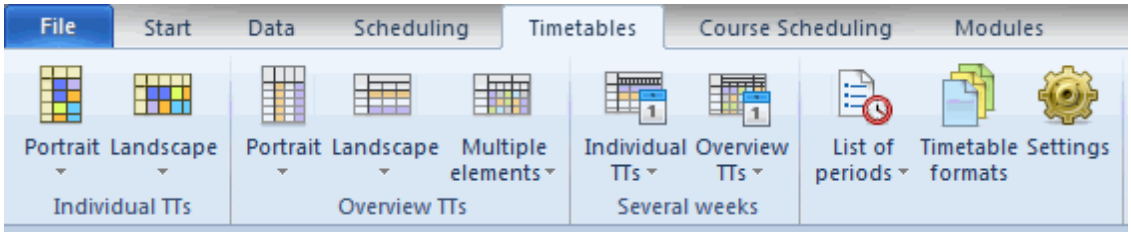
Locking elements

Lock the timetable of a selected element – for instance a specific teacher – on the screen by "pinning" it to the screen using the <Lock this display> button When a timetable is locked with

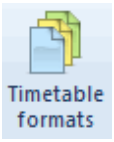
two pins, the displayed element does not change.

4 Timetable formats

Untis offers over 50 different predefined timetable layouts. The layouts are accessible via the tab 'Timetable'. You can choose between 'individual timetables', 'Overview timetables' and timetables for 'several weeks'.



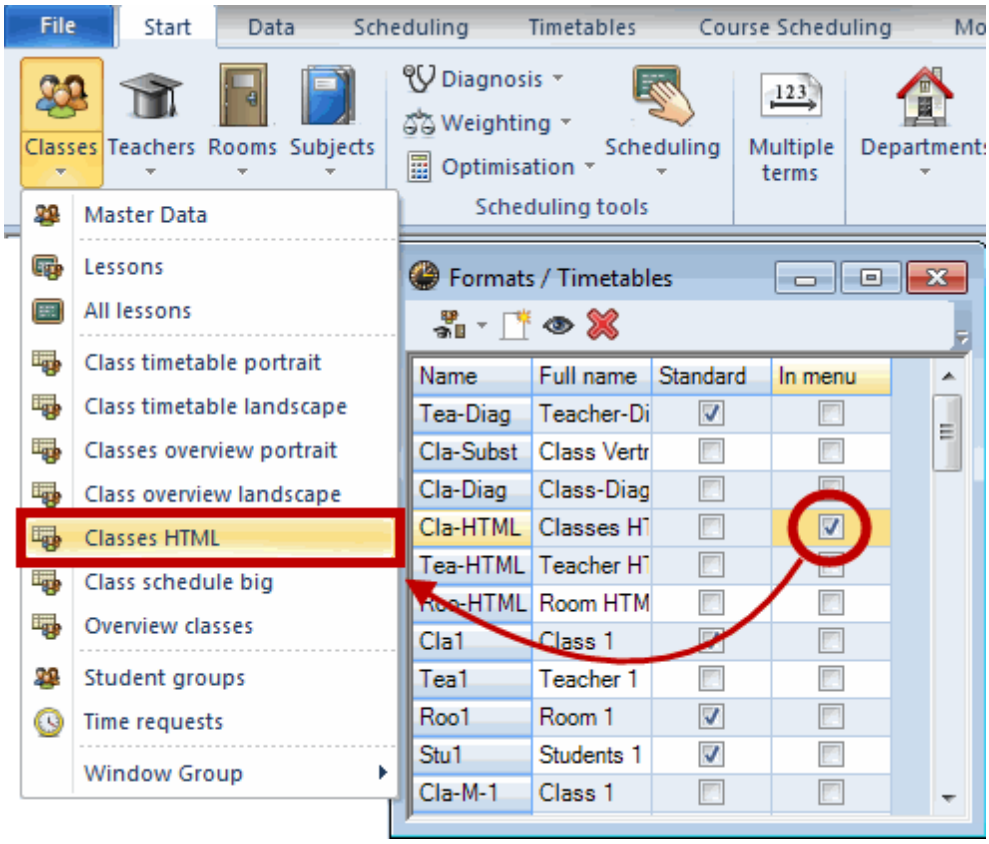
By clicking on the button 'Timetable formats' all formats are listed.



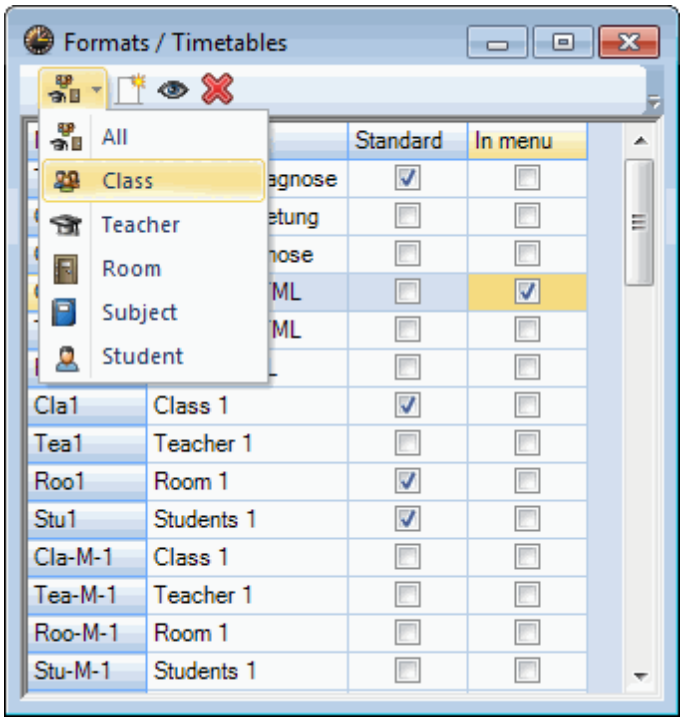
Each timetable layout has a unique short and long name. Click on <Show the TT > or double click on the full name of a format to open the timetable.

Standard format
The timetable format which is set as standard is the format which will open with some of the predefined window groups - e.g. by clicking on <classes> of the 'Start' tab.

Timetables in the menu
In addition, you can specify which timetables you wish to include in the menu, i.e. which timetables you wish to be able to access quickly.

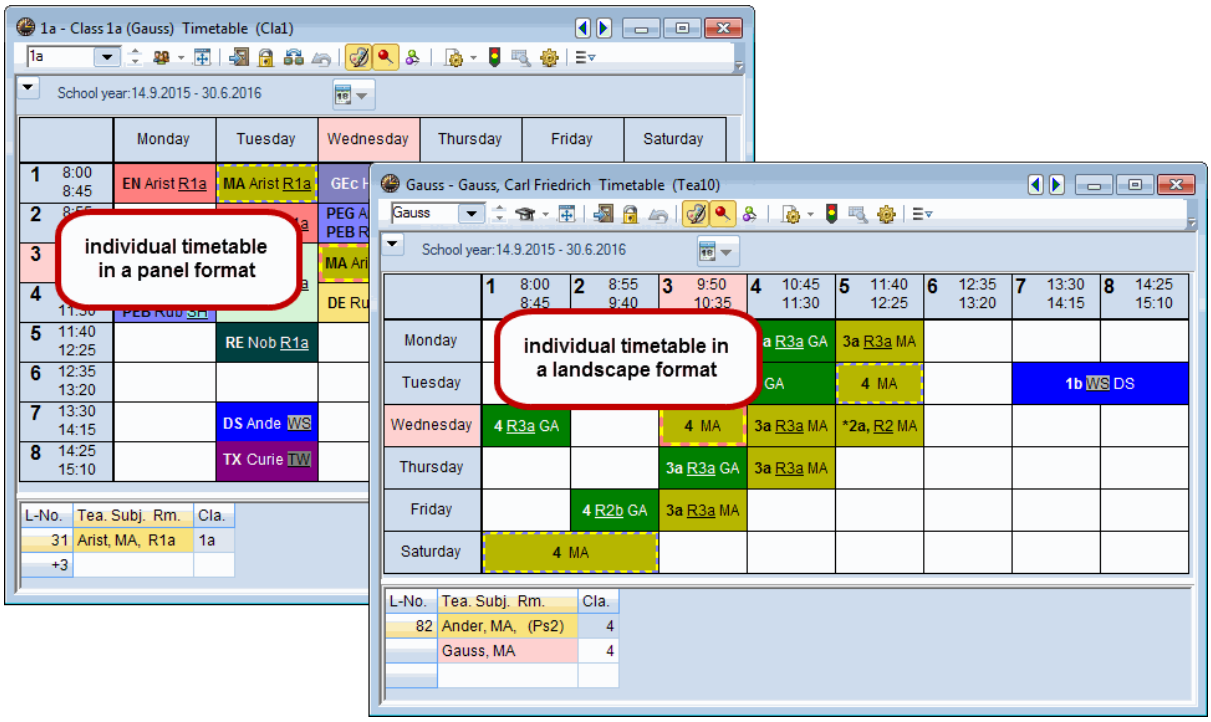


As a standard the predefined formats are displayed for all types of timetables. However, you can also view only one single element (class, teacher, etc.).

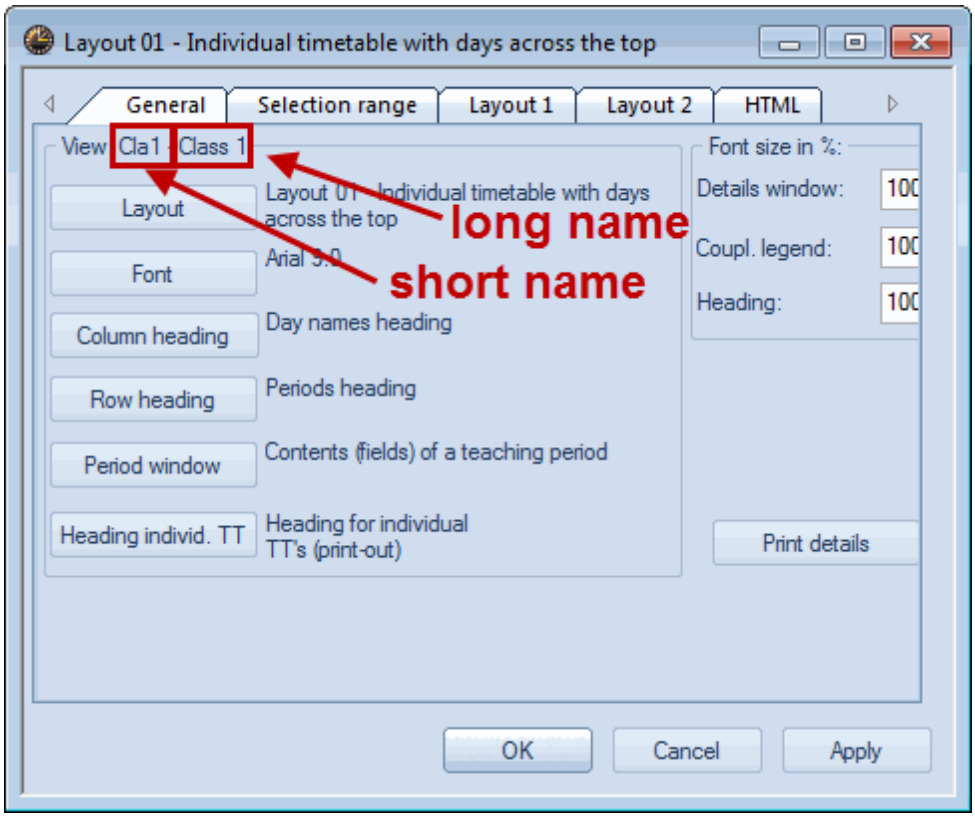


4.1 Individual timetables

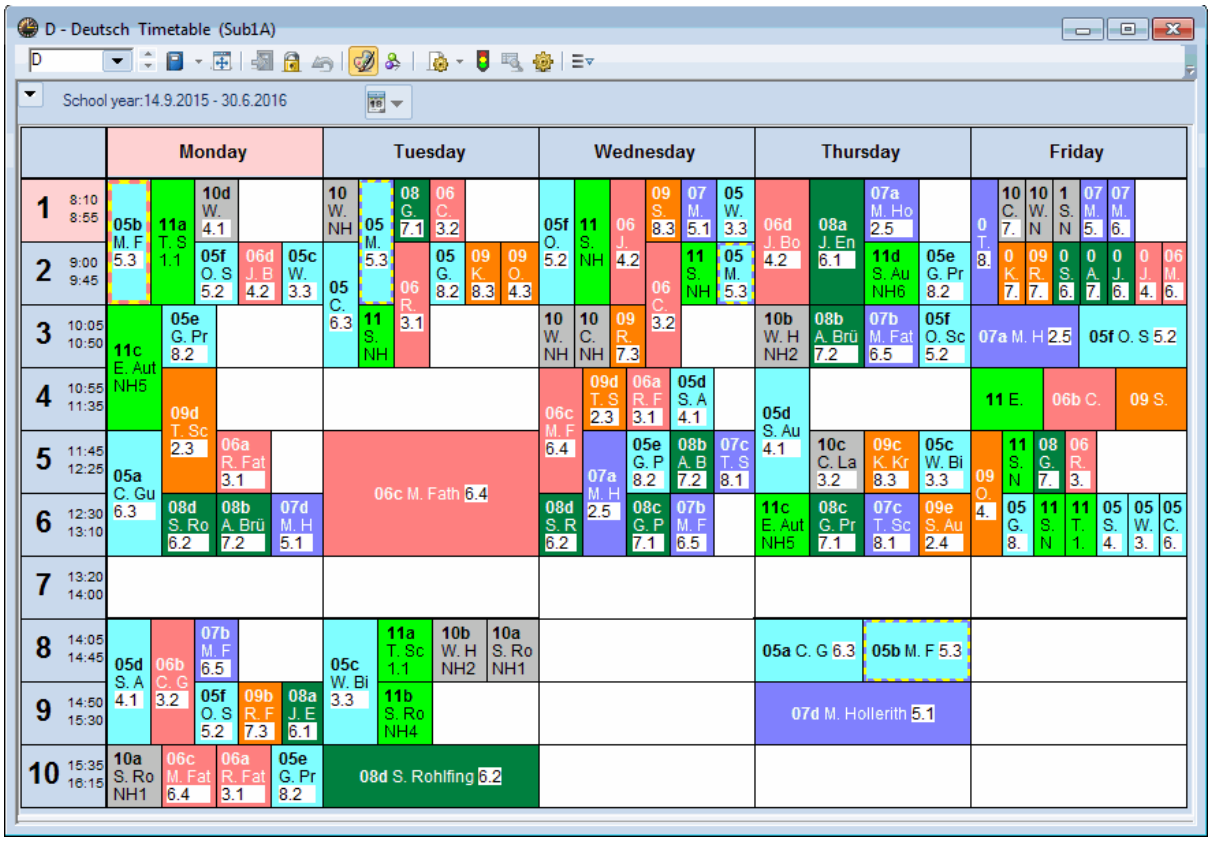
Individual timetables always show the timetable of one single element (class, teacher, room, subject, studen). You can choose between portrait (weekdays at the top) or landscape (weekdays in the rows) format.



Individual timetables in portrait format always have the number 1 in their name- e.g. Cla1 or Cla1A, individual timetables in landscape format always have the number 10 in their name- e.g. Tea10 or Tea10A. The short name of the formate is displayed in the title bar of the timetable or you go to <Timetable-Settings>, tab 'General'.



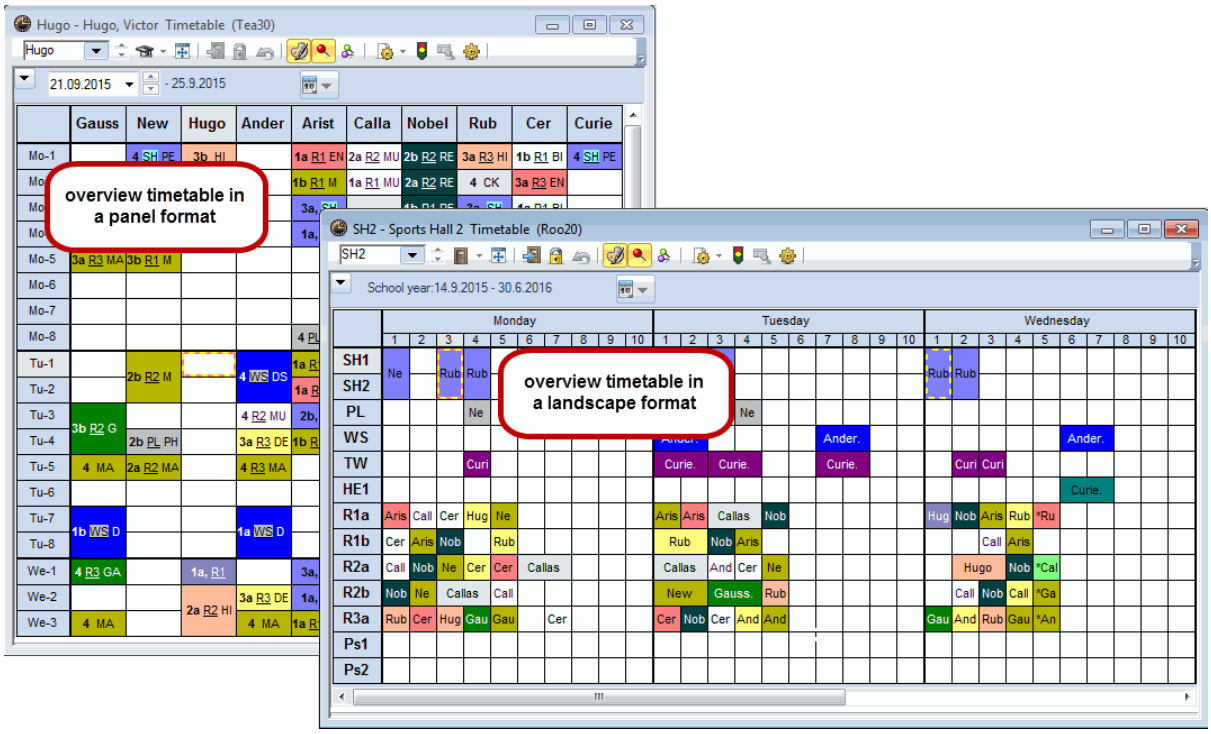
A special type of individual timetable is the subject timetable. All periods of the school of this subject are displayed. Subject timetables are available in the formats 01, 10 and 11. The example below shows a subject timetable of the subject 'German'.



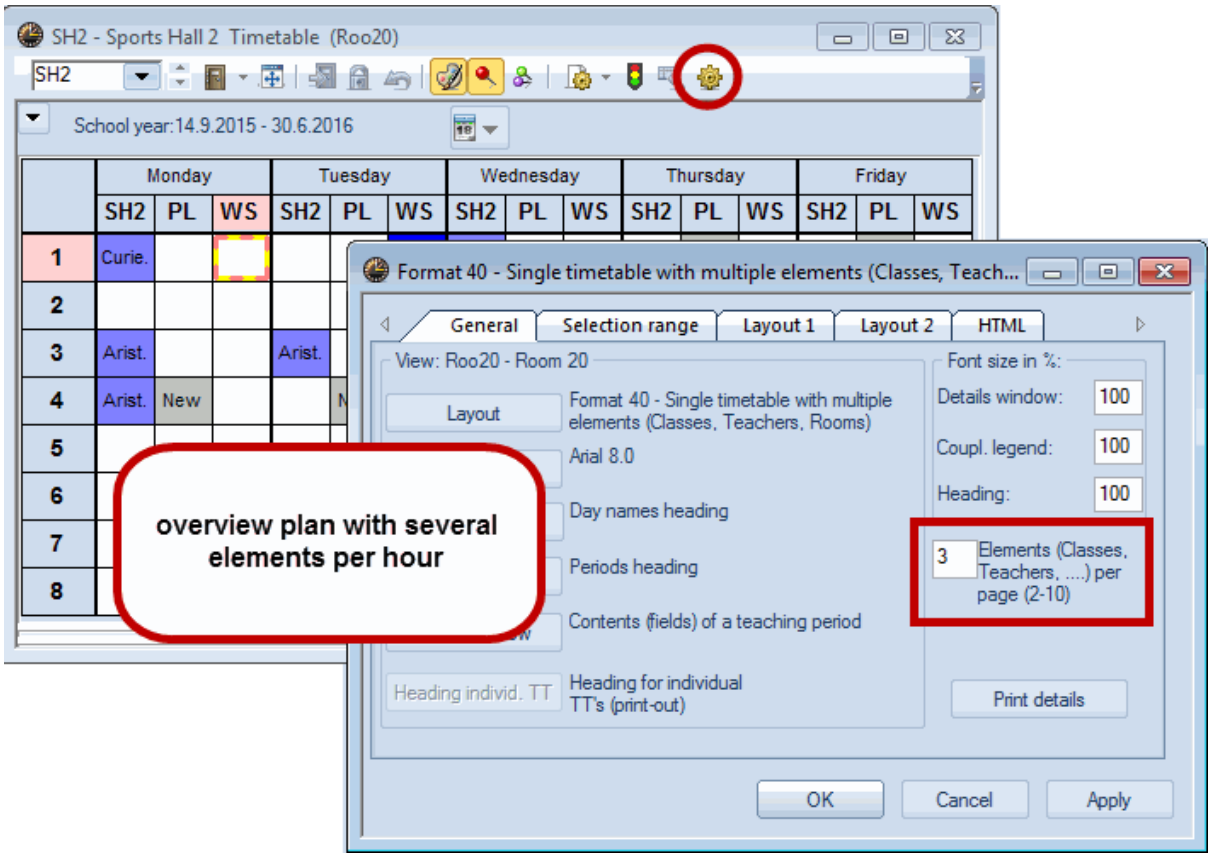
4.2 Overview timetable

Overview timetables always show several elements and are therefore best suited for scheduling activities which require a visual overview of the scheduling situation (e.g. room allocation overview). They are also best suited for printing.

Overview timetables in portrait format always have the number 30 in their name - e.g. Cla30 or Cla30A, overview timetables in landscape format have the number 20 in their name - e.g. Roo20 or Roo20A.



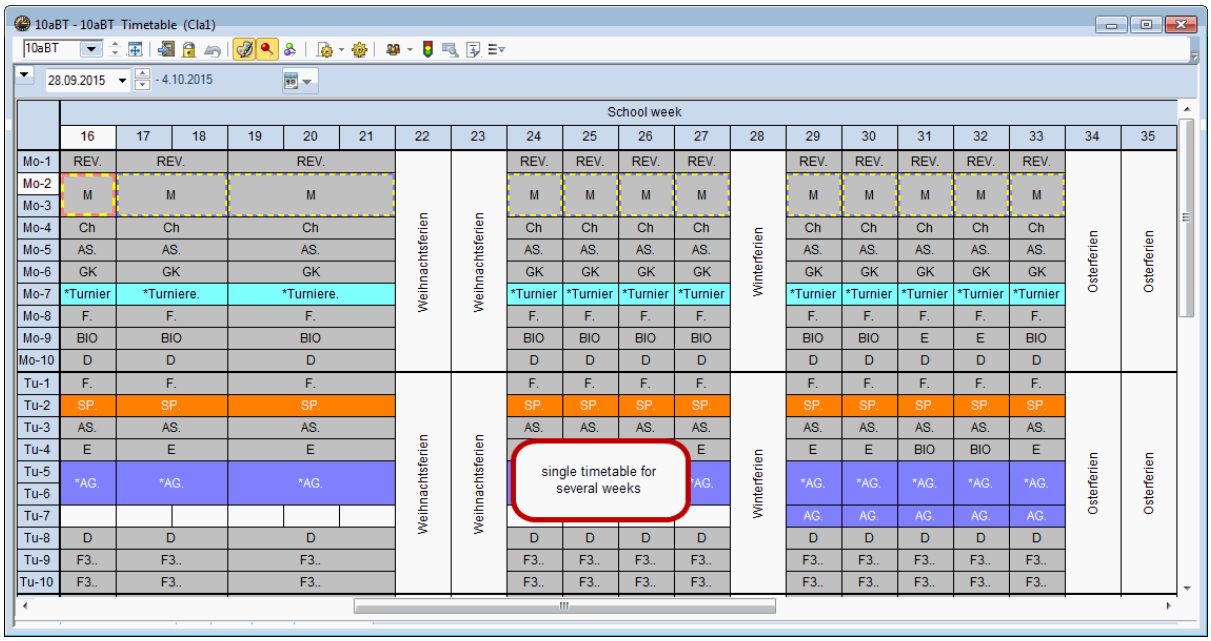
A timetable overview in format 40 enables you to display the week as an individual timetable but with multiple elements shown below the days. It is therefore very easy to display the timetables of the functional rooms in one timetable. Via <Settings> you define how many elements are to be displayed per page.



4.3 Several weeks

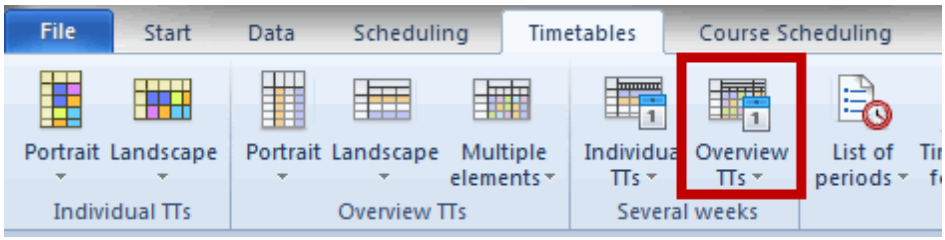
This format is important to you, if you use the module "Multi-week Timetable". It shows the individual school weeks in columns next to each other and the periods of every week in rows one below the other. Periods which are alternating on a weekly basis and interruptions can be seen at one sight.

The example shows the timetable of Class 10aBT from school weeks 16 to 35 for Monday and Tuesday.

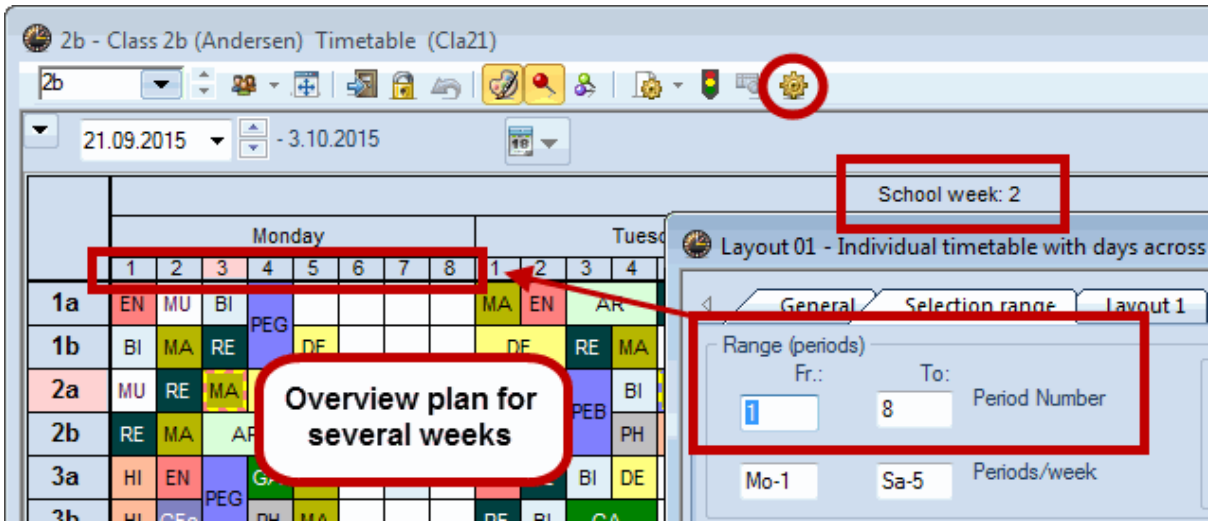


Note
InFormat 11 you may also display the terms instead of the weeks in columns. Check the selection box 'One column per term' in <Timetable-Settings> on the tab "Layout 2“ .

Displaying several weeks is also possible for overview timetables. Format 21 shows an overview of all school weeks and of all elements.



In the timetable settings on the 'Selection range' tabe you can define how many periods per day are to be displayed.



4.4 List of periods

Lists of periods show the timetable - like in a university calendar - not in a matrix but in a list. The list can be sorted by classes or by teachers. The adjustment of the layout of the list of periods is done according to master data or lessons windows or also according to cover lists.

1a Class 1a (Gauss)

Period	Time	Subject	Teacher	Room	Les-Text
Monday					
1	8:00-8:45	EN	Arist	R1a	
2	8:55-9:40	MU	Callas	R1a	
3	9:50-10:35	BI	Cer	R1a	
4	10:45-11:30	PEG	Arist	SH2	
4	10:45-11:30	PEB	Rub	SH1	
Tuesday					
1	8:00-8:45	MA	Arist	R1a	
2	8:55-9:40	EN	Arist	R1a	
3 - 4	9:50-11:30	AR	Callas	R1a	
5	11:40-12:25	RE	Nobel	R1a	
7 - 8	13:30-15:10	DS	Ander	WS	
7 - 8	13:30-15:10	TX	Curie	TW	
Wednesday					
1	8:00-8:45	GEc	Hugo	R1a	
2	8:55-9:40	PEG	Arist	SH2	

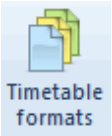
5 User-defined views

Timetable views in Untis can be customised quickly and easily to meet the individual requirements of your school. This chapter describes how to customise the timetable display to reflect your personal preferences.

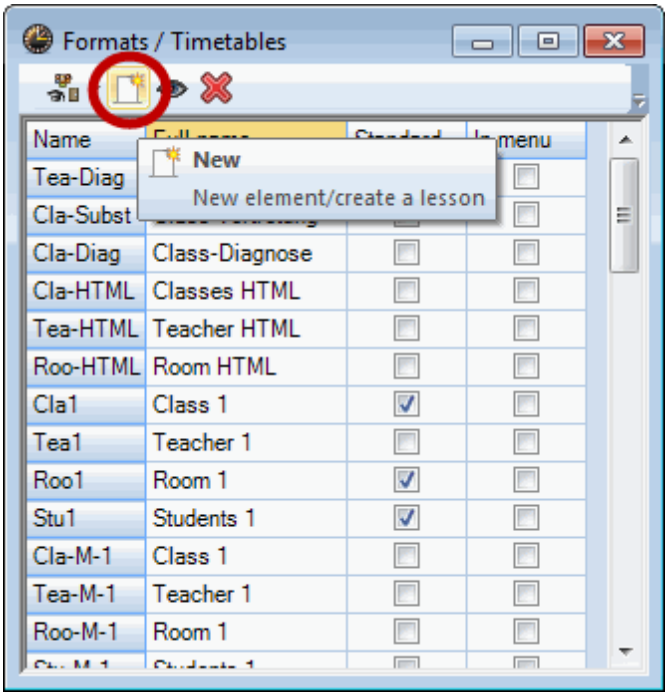
You wish to create a customised screen display based on the standard timetable for classes in the demo.gpn file.

5.1 New timetable format

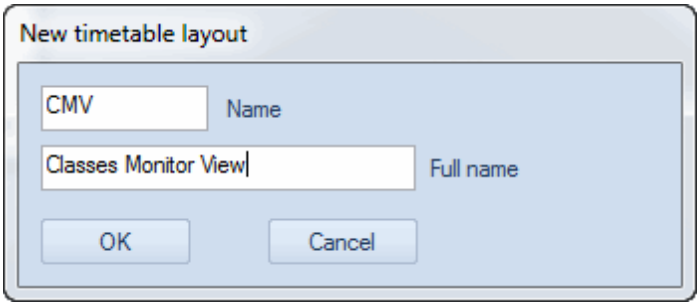
1. Open the file demo.gpn and call up the list of timetable format s on the tab 'Timetables'.



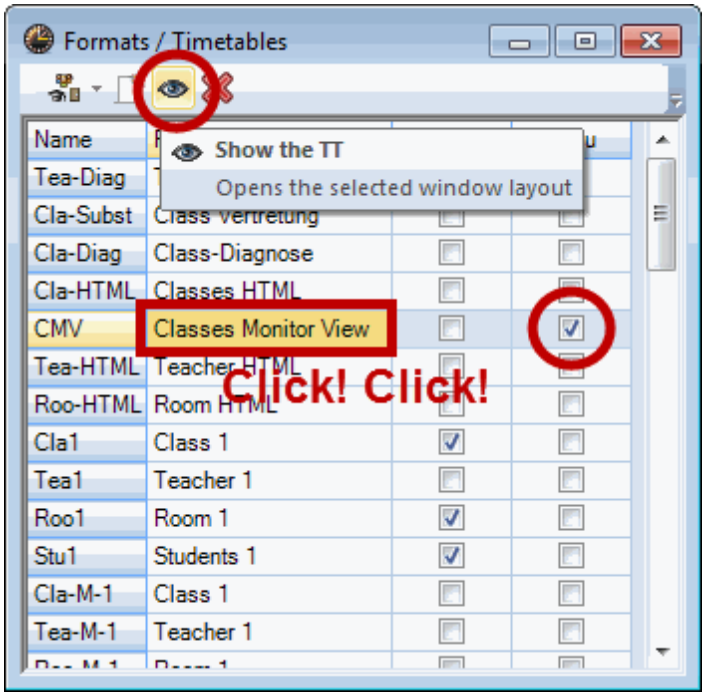
2. Click on the first timetable format class 1 and click on <New> to create a copy of this timetable view.

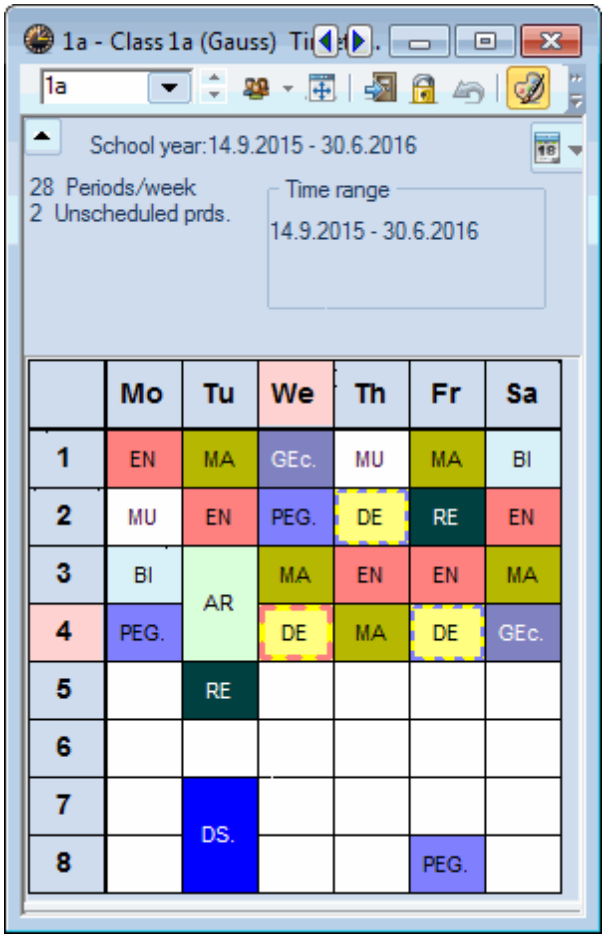


3. Assign a new short name and a descriptive full name to the view (e.g. CSD, Class Screen Display).



4. The new timetable view appears. Access this view by double clicking on the full name of the view or by clicking on <Show the TT>. Check the column "In menu" to include the view in the menu.





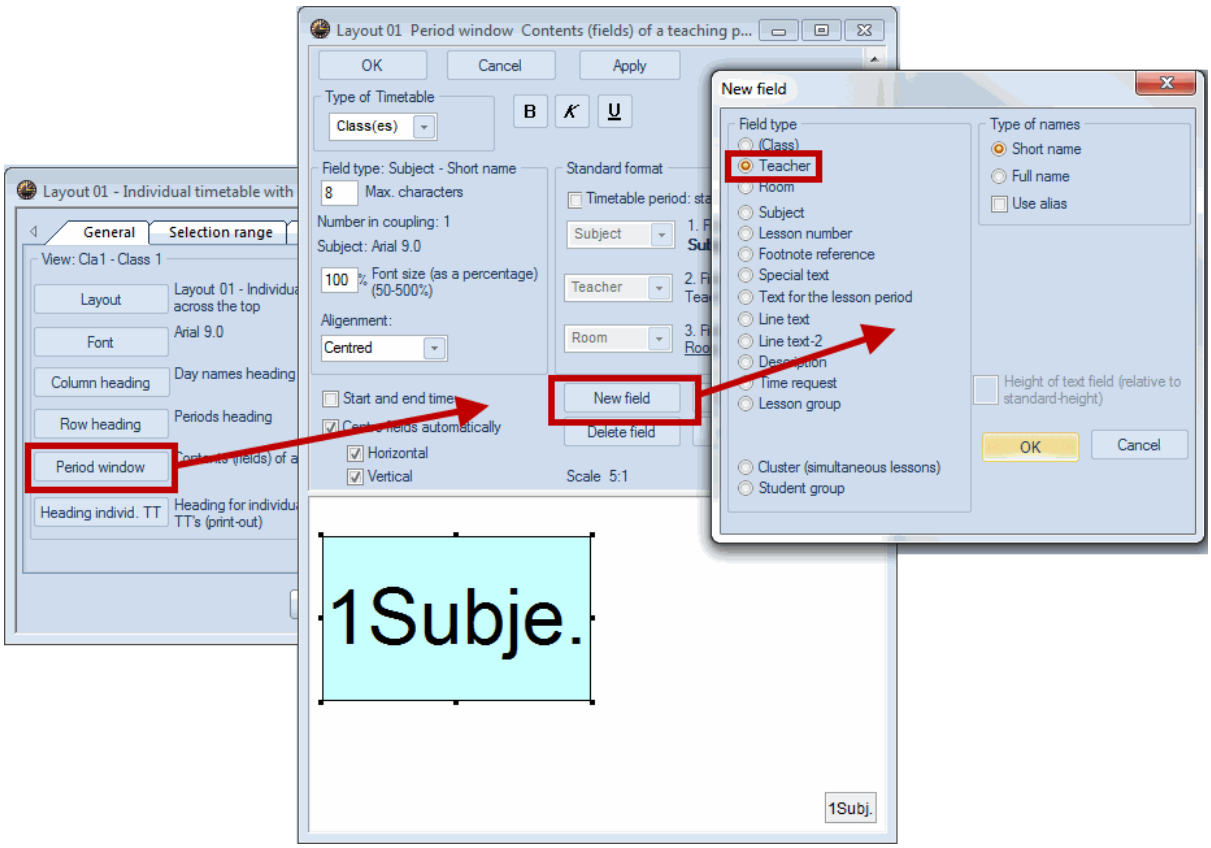
5.2 Timetable period window

The next steps describe how to modify the contents of the period window (timetable period).

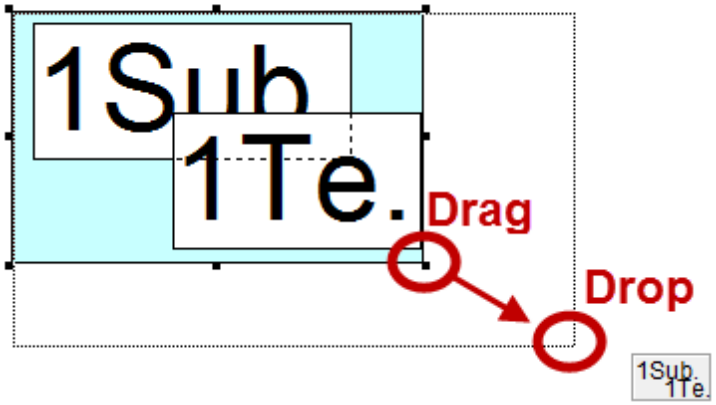
5.2.1 Several fields - timetable period window

1. Open the new timetable view (or open the demo.gpn file and open "Timetable | Portrait | Class Timetable"), click on <Settings> and select "Period window". This will open the graphics editor that can be used to modify the contents of the timetable period window. Currently, only the subject is displayed in the period

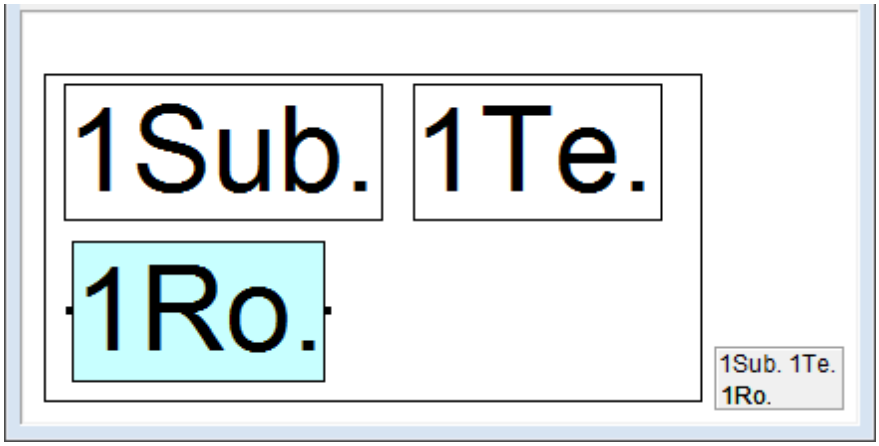
2. In addition to the subject, you now wish to display the teacher and the room of the lesson. Click on <New field>. In the "Field type" section, select "Teacher" and click on <OK>. Repeat the same process for the room.



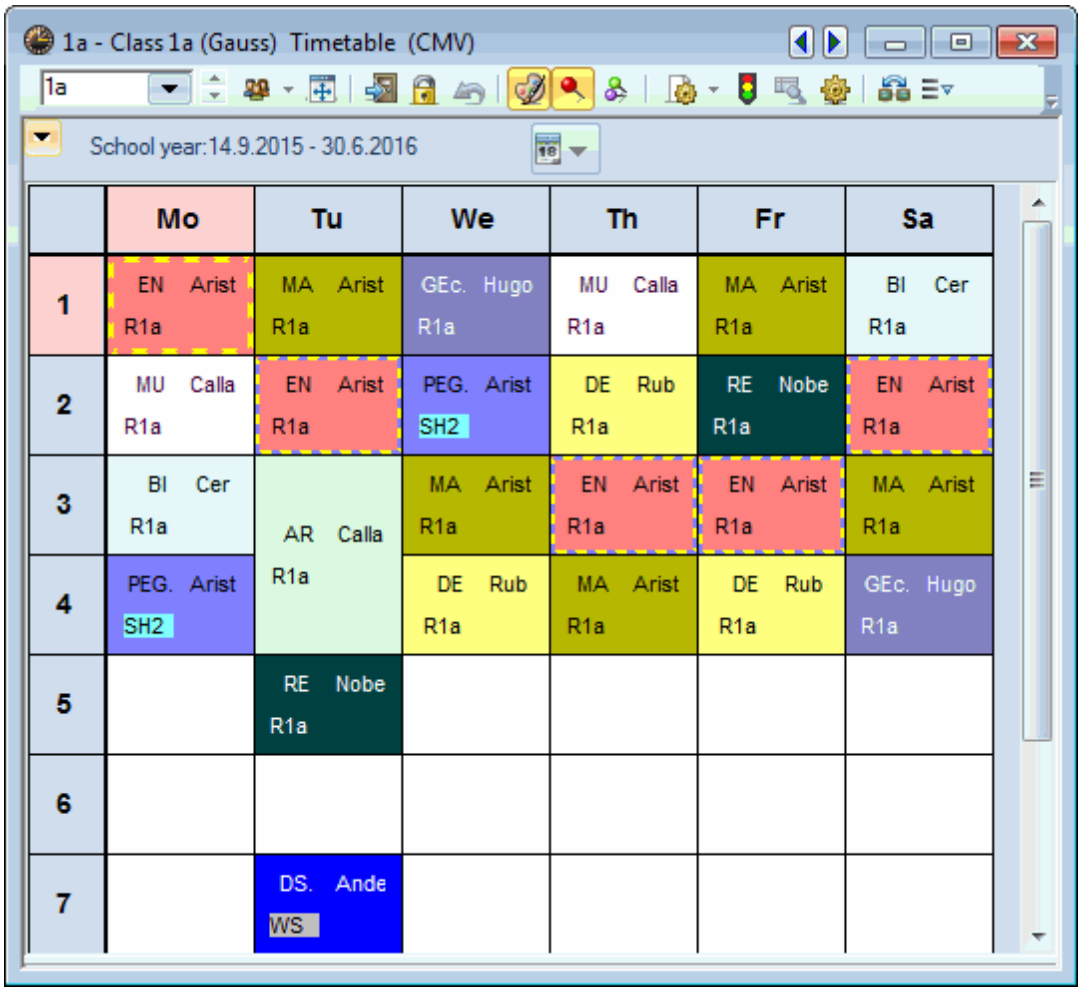
3. The next task is to arrange the three fields for subject, teacher and room next to each other in such a way that they are easy to read. First, enlarge the period window by clicking on it (the background will turn blue) and dragging the edges until it is the desired size.



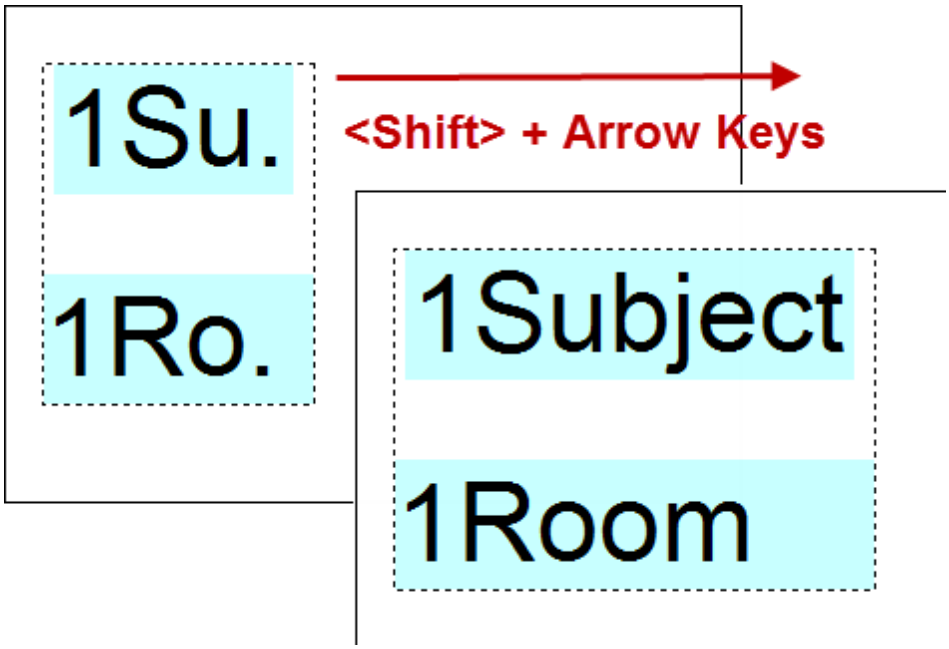
4. Arrange the three fields as shown in the example. Click on the field you wish to move. While the field is blue, the cursor will change to a cross, allowing you to move the field with the cursor. When all three fields have been arranged to your satisfaction, confirm with <OK>



5. The timetable now displays the subject, teacher and room for each period:



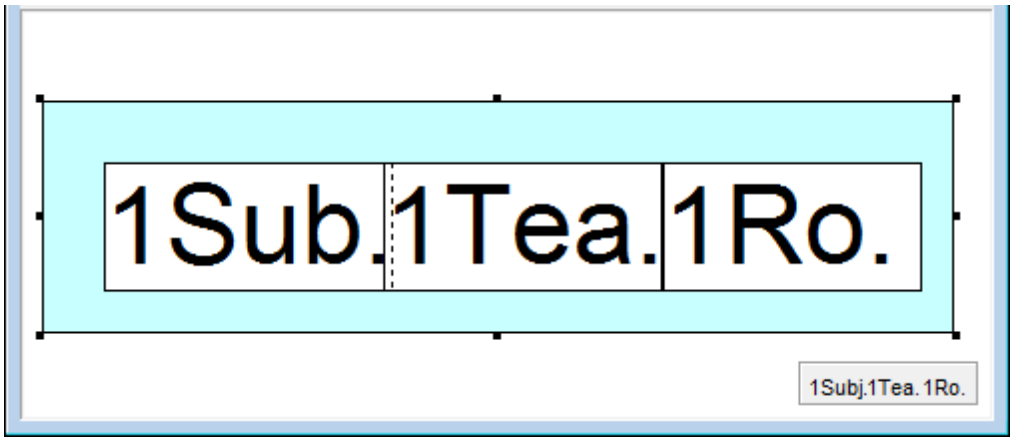
Tip
Holding the <CTRL> key pressed allows several fields to be marked in the graphics editor and to be moved all together using the arrow keys. If several fields are marked, you can hold the <SHIFT> key pressed and shrink or enlarge all fields using the arrow keys.



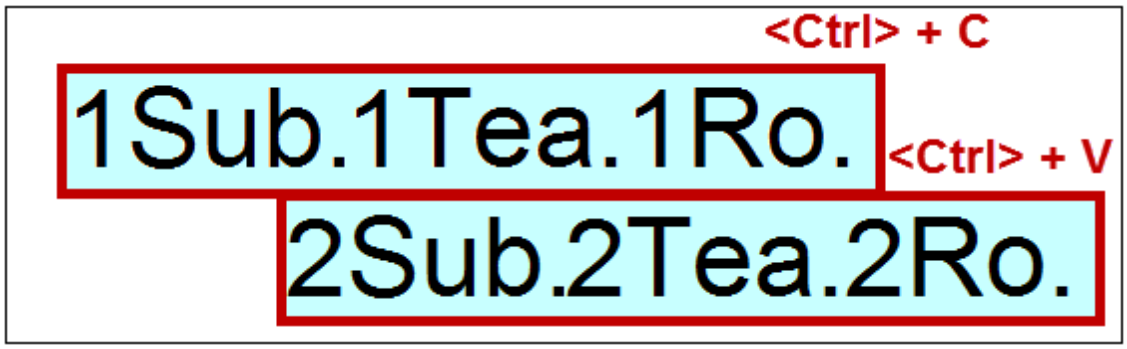
5.2.2 Coupled lessons

If you also wish to display the details of lesson couplings in the timetable, proceed as follows:

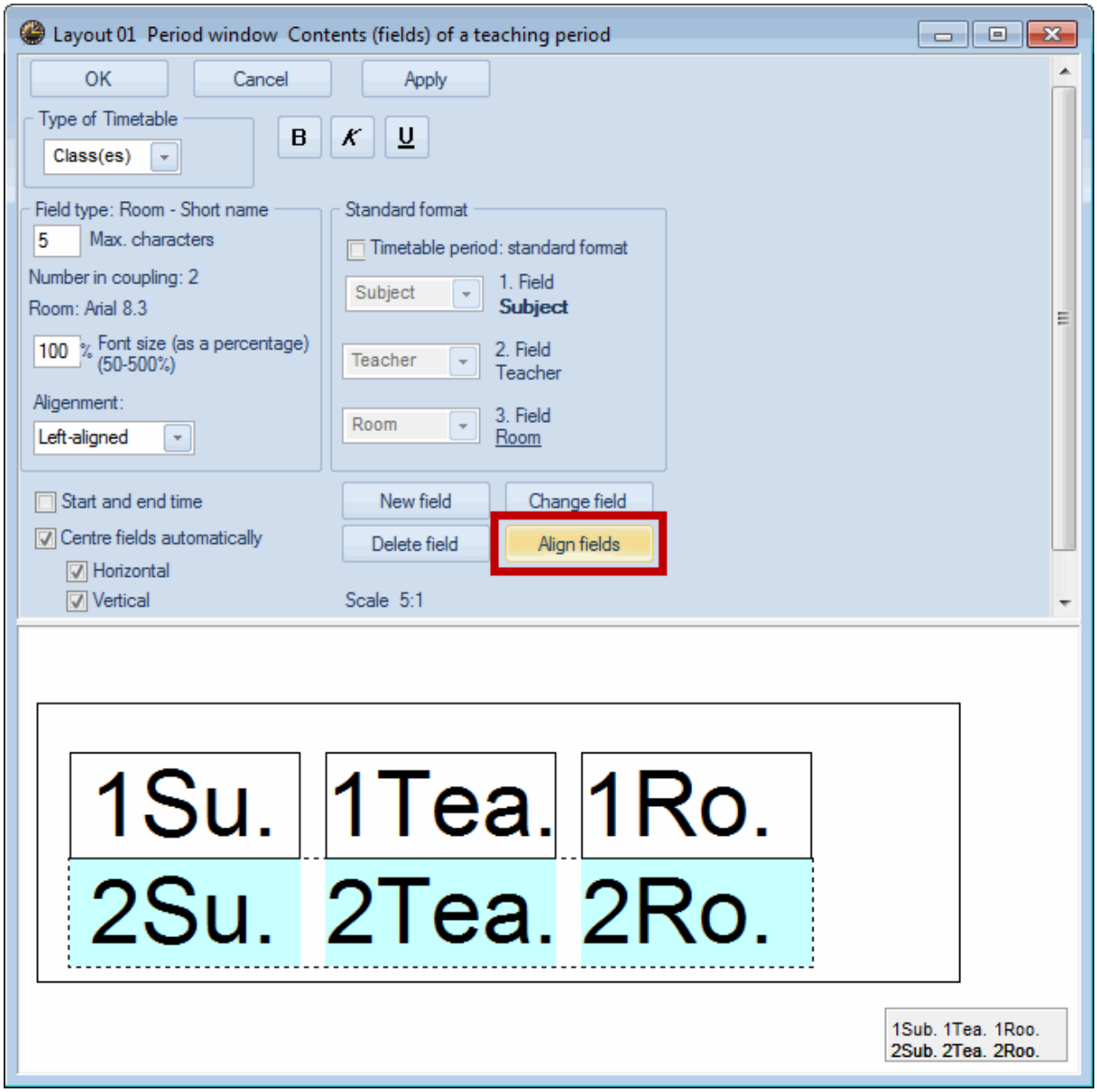
1. First, enlarge the period window by clicking on it (the background will turn blue) and dragging the edges until it is the desired size. Details on subjects, teachers and rooms are to be displayed side by side.



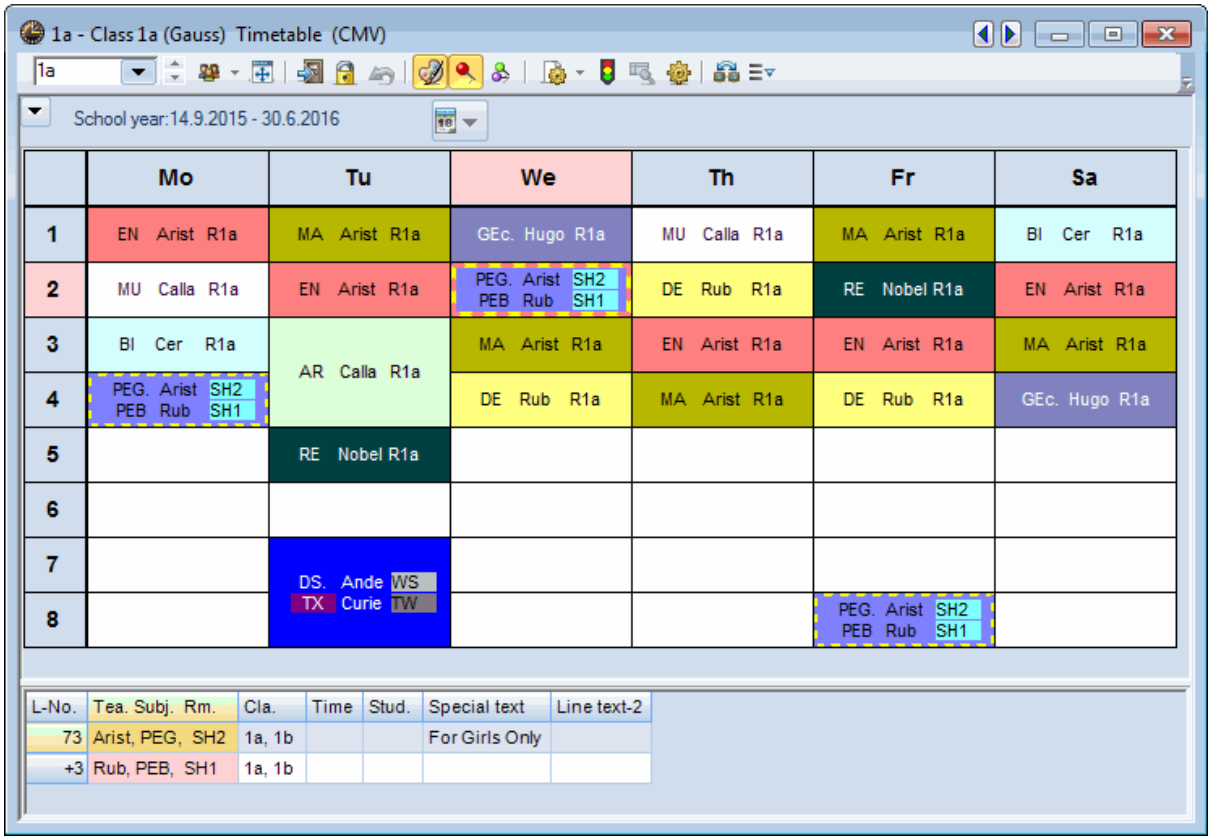
2. Highlight the fields for subject, teacher and room using <STRG>+click and insert them using <CTRL>+C and <CTRL>+V. Use the mouse to move them to the desired position.



3. Once the field is approximately the right size and approximately in the correct position, click on the <Align fields> button. This function adjusts all fields that are approximately the same size to a standard size and aligns all fields that have approximately the same vertical or horizontal edge to a standard vertical/horizontal line.

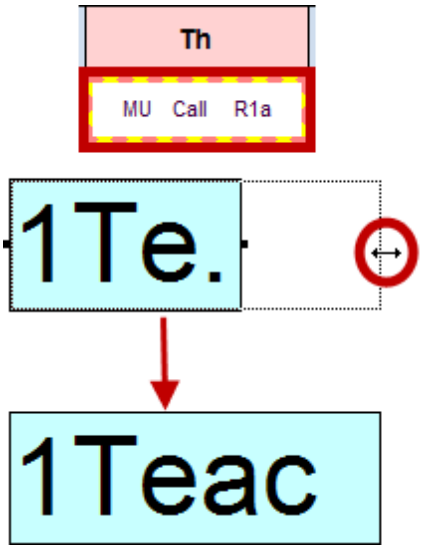


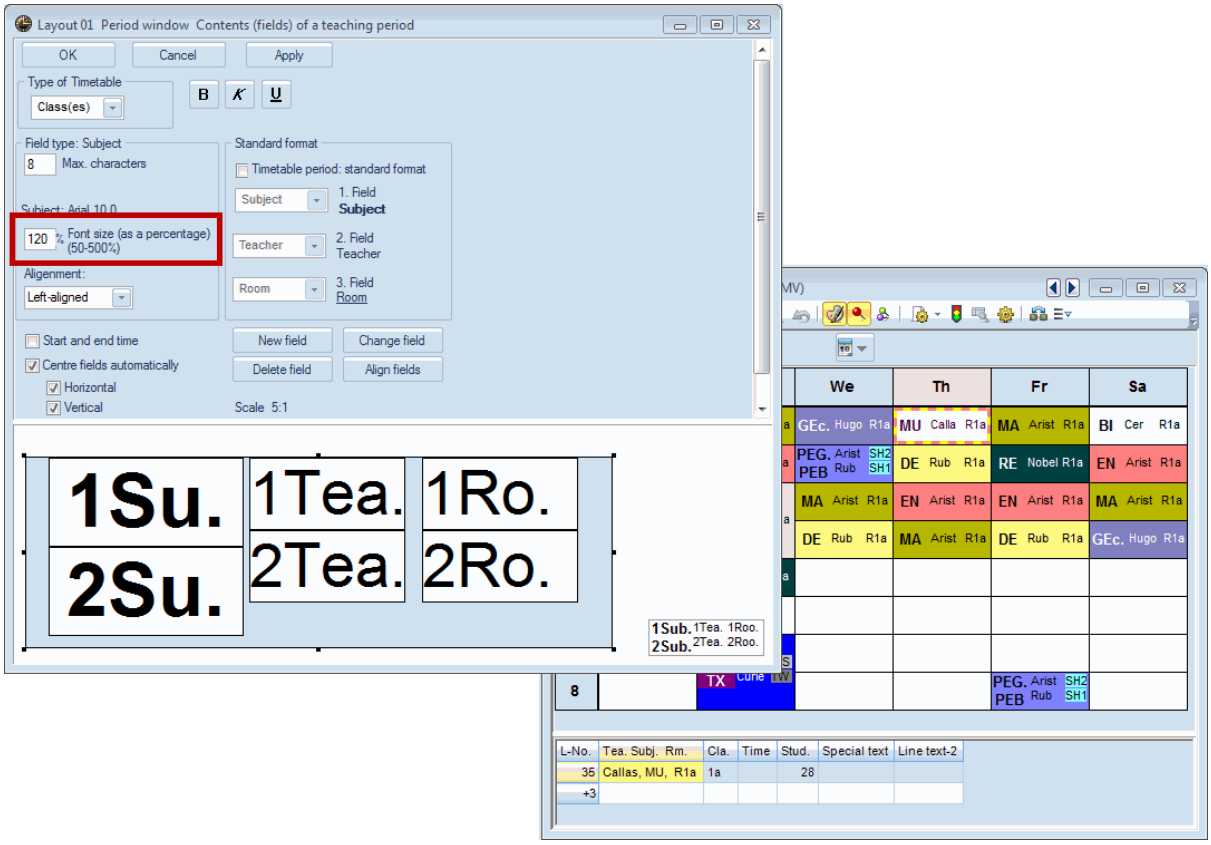
4. The timetable now displays the details of the first and second coupling row in the timetable period



5.2.3 Layout field

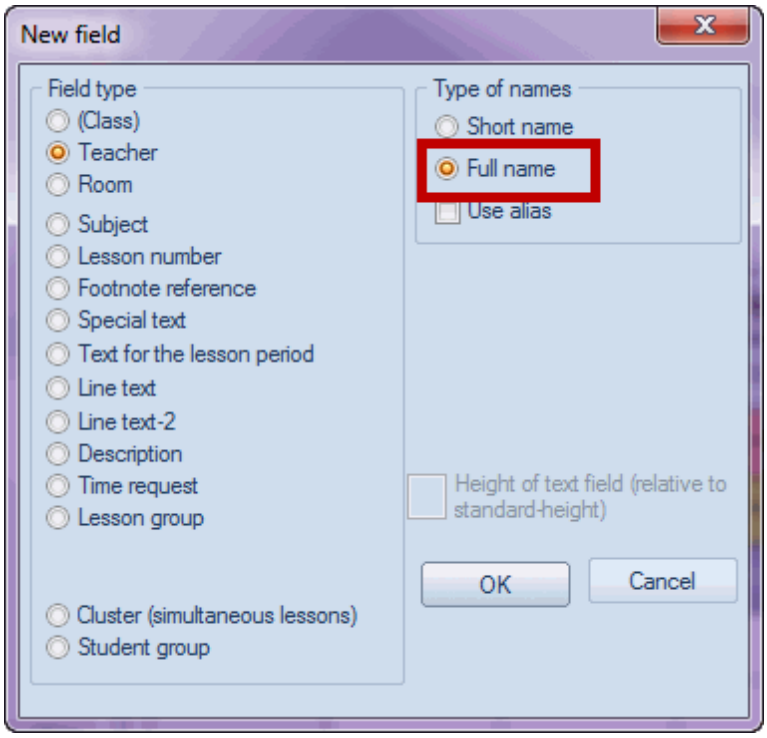
A field that is too short to display the entire name (e.g. Callas Thursday, period 1) can be easily modified. You can resize any field in the timetable period by clicking on a button on the edge of the field and dragging it to the desired size. You can also change the font size for each separate field. The example shows how to change the font type of the subject to bold and the font size to 120% of the preset value (Arial 9).

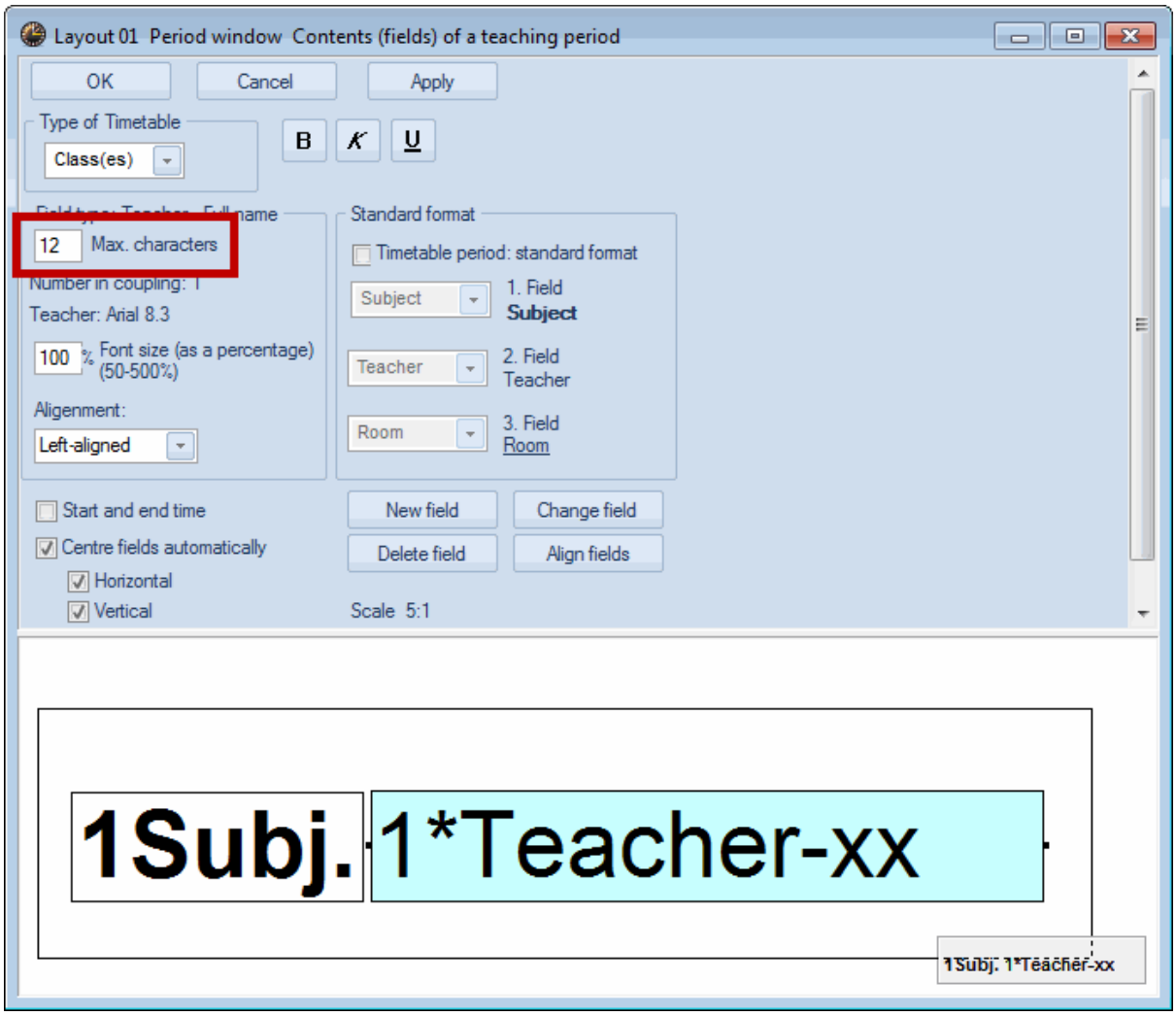


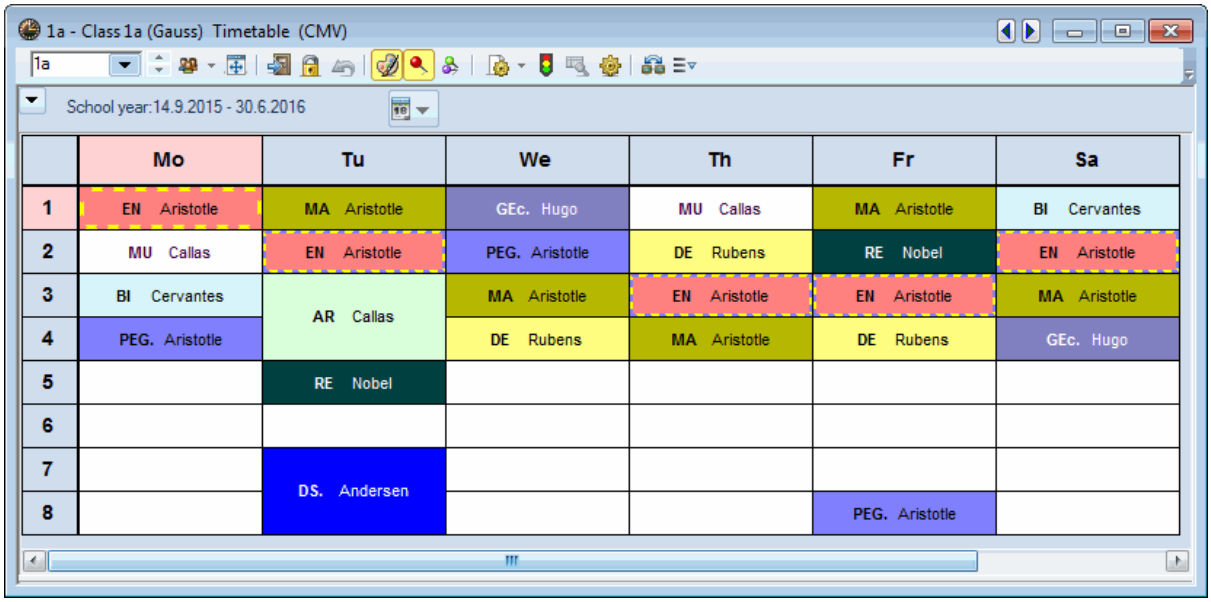


5.2.4 Full name

Alternatively, you can display the full name or the alias name defined under master data. The example shows how the full name of the teacher (12 character max.) can be displayed in the timetable.

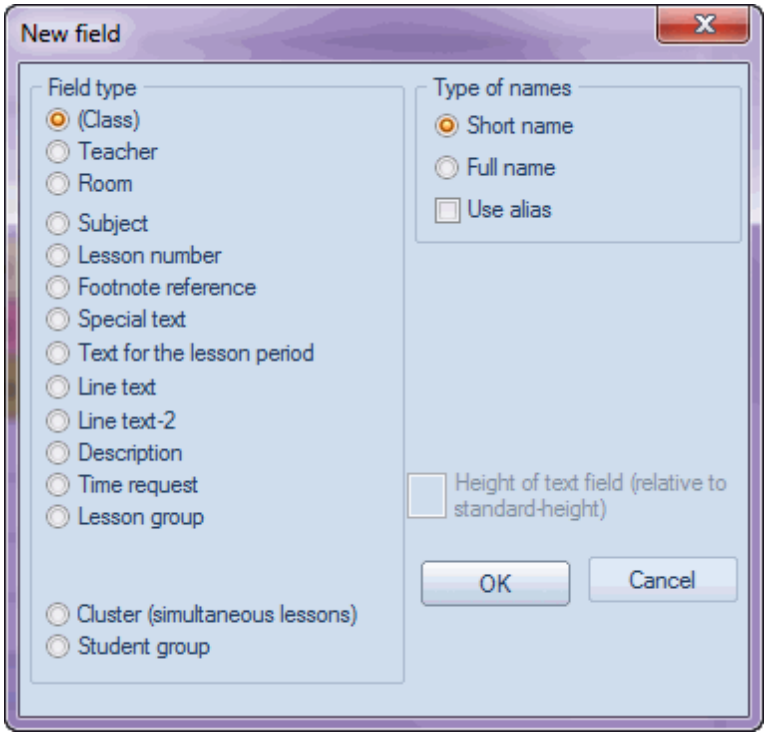

New field
Field type
(Class)
Teacher
Room
Subject
Lesson number
Footnote reference
Special text
Text for the lesson period
Line text
Line text-2
Description
Time request
Lesson group
Cluster (simultaneous lessons)
Student group
Type of names
Short name
Full name
Use alias
Height of text field (relative to standard-height)
OK
Cancel





	Mo	Tu	We	Th	Fr	Sa
1	EN Aristotle	MA Aristotle	GEc. Hugo	MU Callas	MA Aristotle	BI Cervantes
2	MU Callas	EN Aristotle	PEG. Aristotle	DE Rubens	RE Nobel	EN Aristotle
3	BI Cervantes	AR Callas	MA Aristotle	EN Aristotle	EN Aristotle	MA Aristotle
4	PEG. Aristotle		DE Rubens	MA Aristotle	DE Rubens	GEc. Hugo
5		RE Nobel				
6						
7		DS. Andersen				
8					PEG. Aristotle	

In addition to the class, teacher, room, subject and footnote reference fields, the following additional information can be displayed in the period window of a timetable.

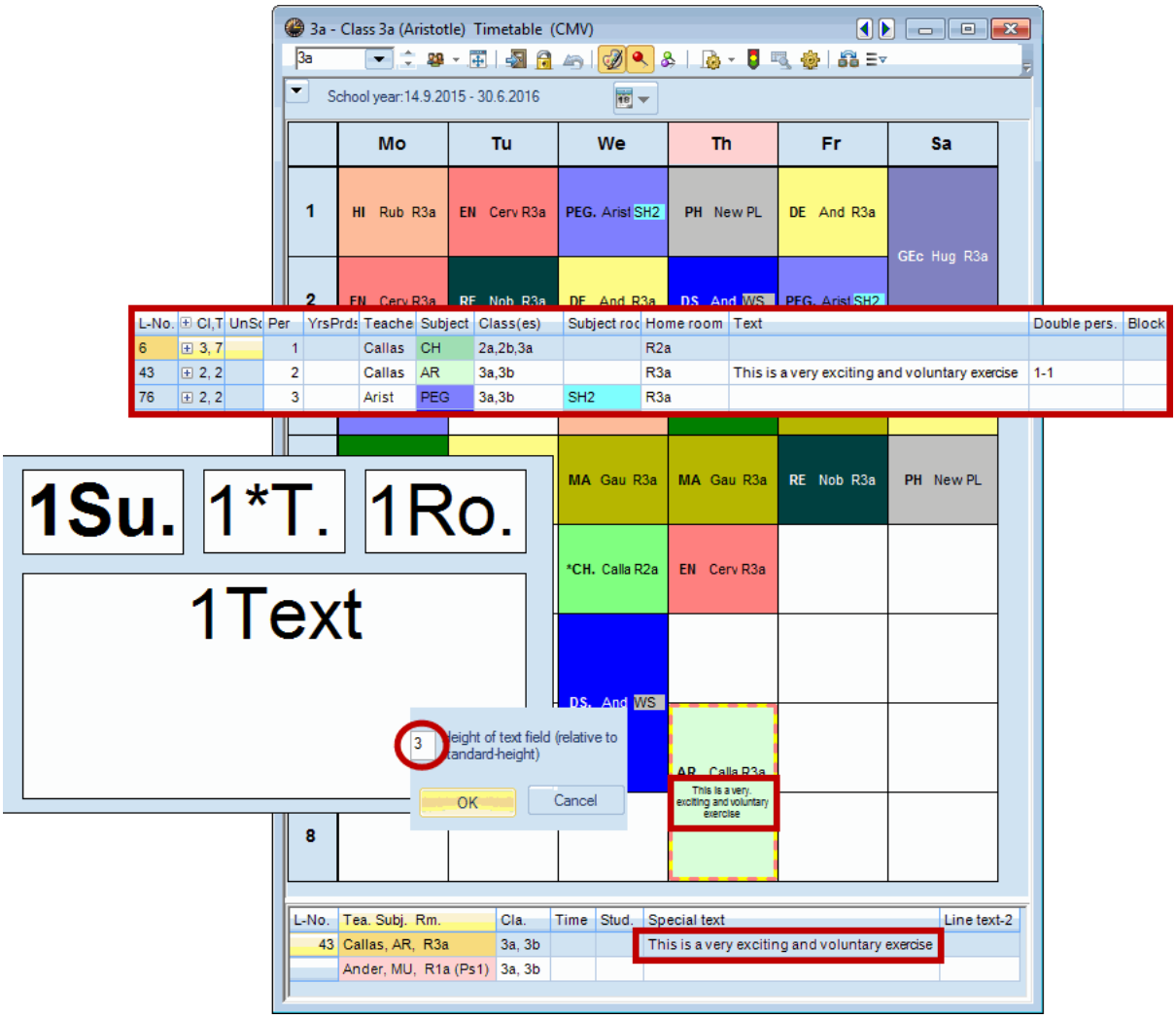


5.2.5 Lesson number

The unique lesson number used to designate the lesson can also be displayed as an additional item of information in the timetable..

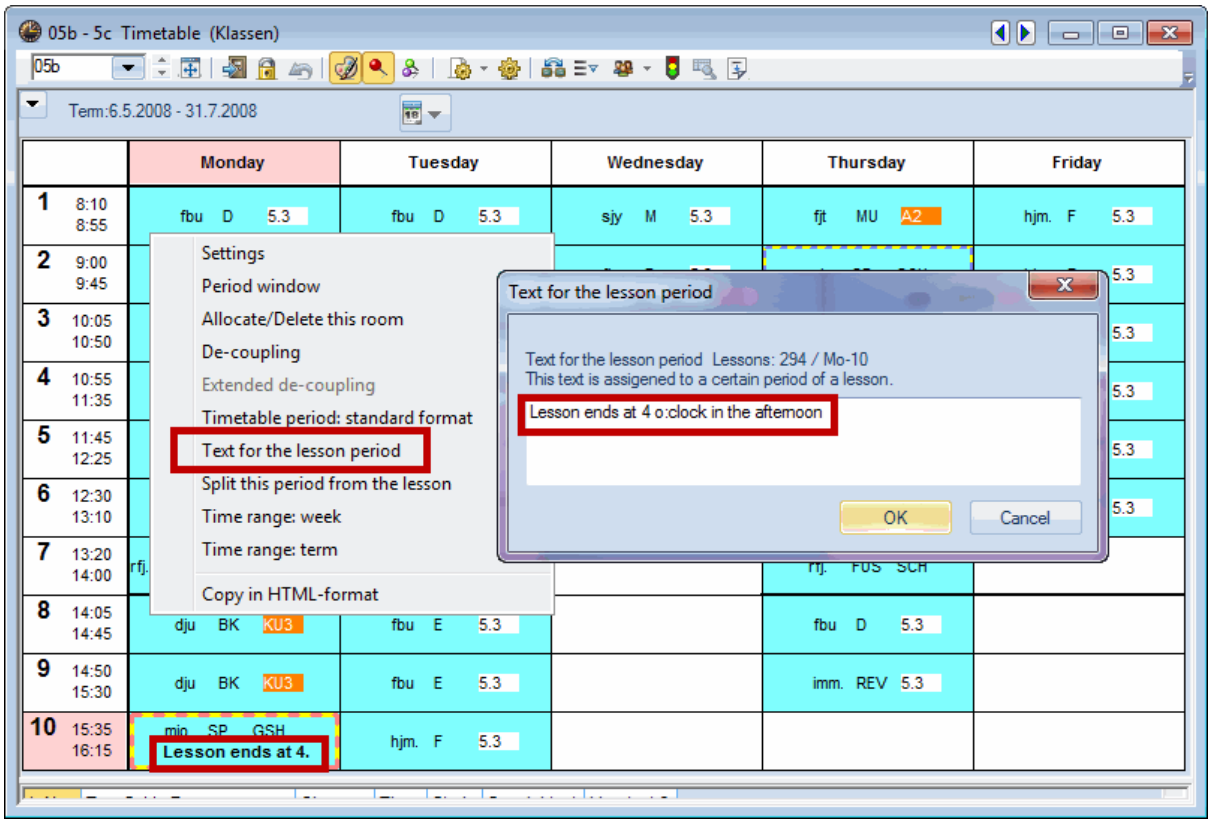
5.2.6 Special text

The special text field contains the text or the description entered for the lesson, and the line text entered in the form view of the lessons window. The number of text rows can also be selected.



5.2.7 Text for the lesson period

Displaying this field in the timetable allows text relating to each period to be entered direct in the timetable. Right-click on the period concerned and select the option 'Text for the lesson period'. The text entered here will only be displayed in this period of the lesson even if several periods of the lesson are scheduled.

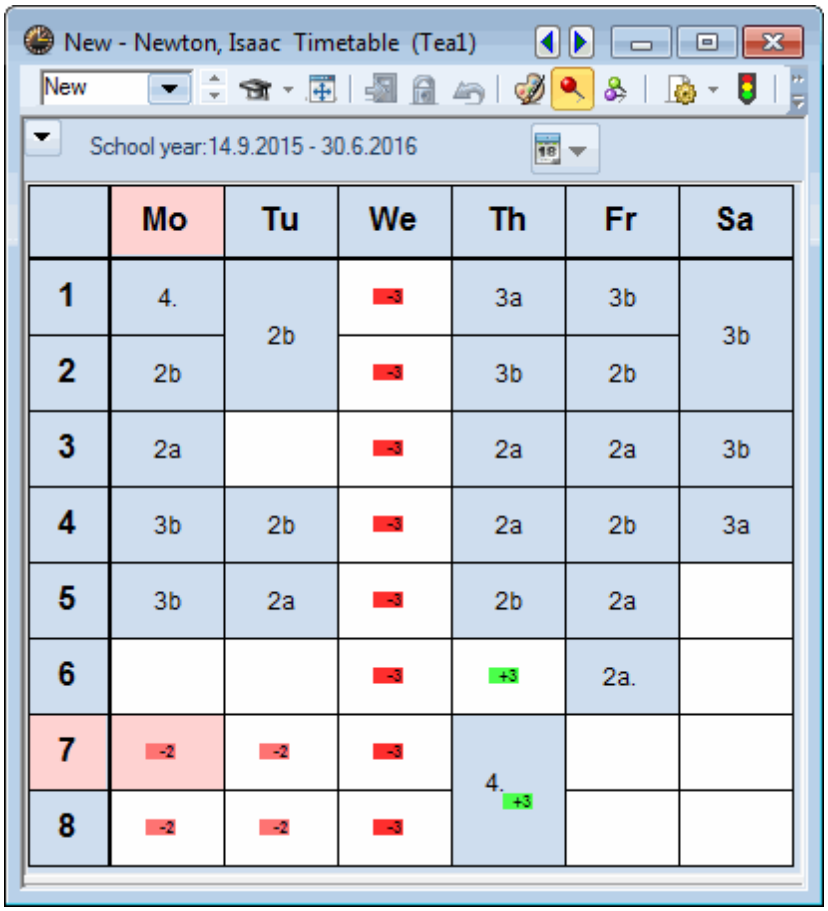


5.2.8 Description

Besides the text, the description entered for the lesson is also displayed.

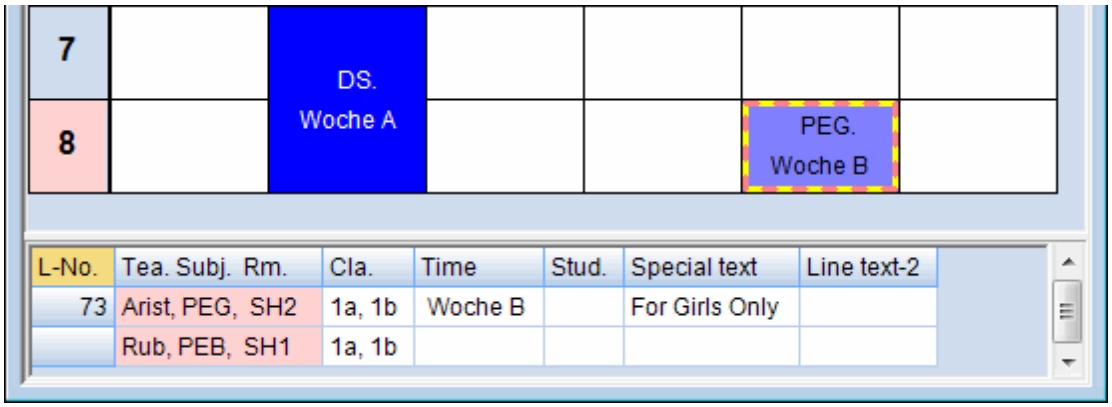
5.2.9 Time requests

The time requests entered in the master data for the element in question can be displayed in the timetable either in colour or in black/white.



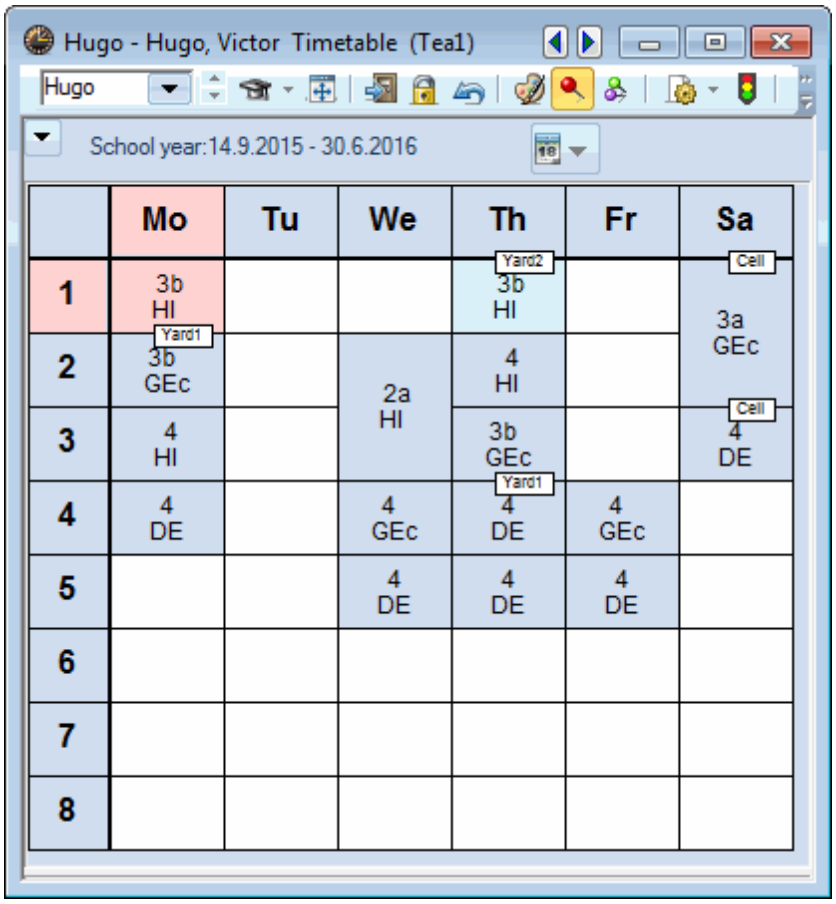
5.2.10 Lesson group

Displays the lesson group assigned to the lesson (for use with the Multi-week timetable module). The example shows the DS lesson in weeks of type A and the PE lesson in weeks of type B.



5.2.11 Break supervision

Break supervisions can be displayed in teacher timetables. This function is only available with the Break supervision module.



5.2.12 Number of students

The number of students registered for the lesson or the number of students who have selected the course can be displayed in teacher timetables (for use with the Course scheduling module).

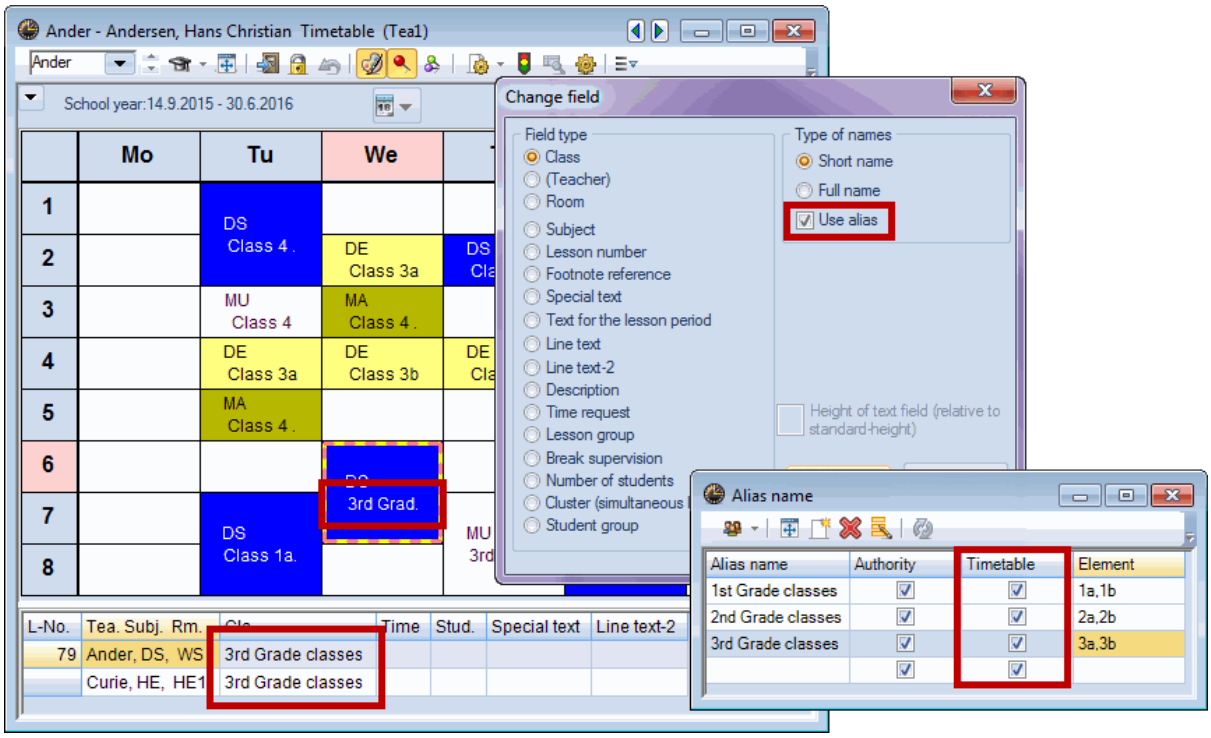
5.2.13 Cluster (simultaneous lessons)

The Course scheduling module allows the names of clusters (groups of simultaneous lessons) to be displayed in the timetable.

5.2.14 Alias (alternative names)

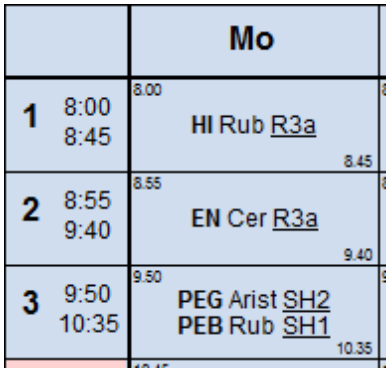
If you wish to display a name on the timetable and the printout other than the usual name, define an alias name for subjects, classes or teachers by clicking on the tab 'Data input', "Other Data | Alias names". To display the alias on the timetable, check the box "Timetable" in the "Alias" window and the box "Use alias" in the timetable period.

You can also define one alias name for several classes. For example, if a teacher teaches all third-year classes, classes 3a, 3b etc. can be combined under one name "Year 3".



5.2.15 Start and end time

Activating this option will display two additional fields in the timetable period that show the times of the start and the end of lessons. The fields can be moved and resized in the usual manner.

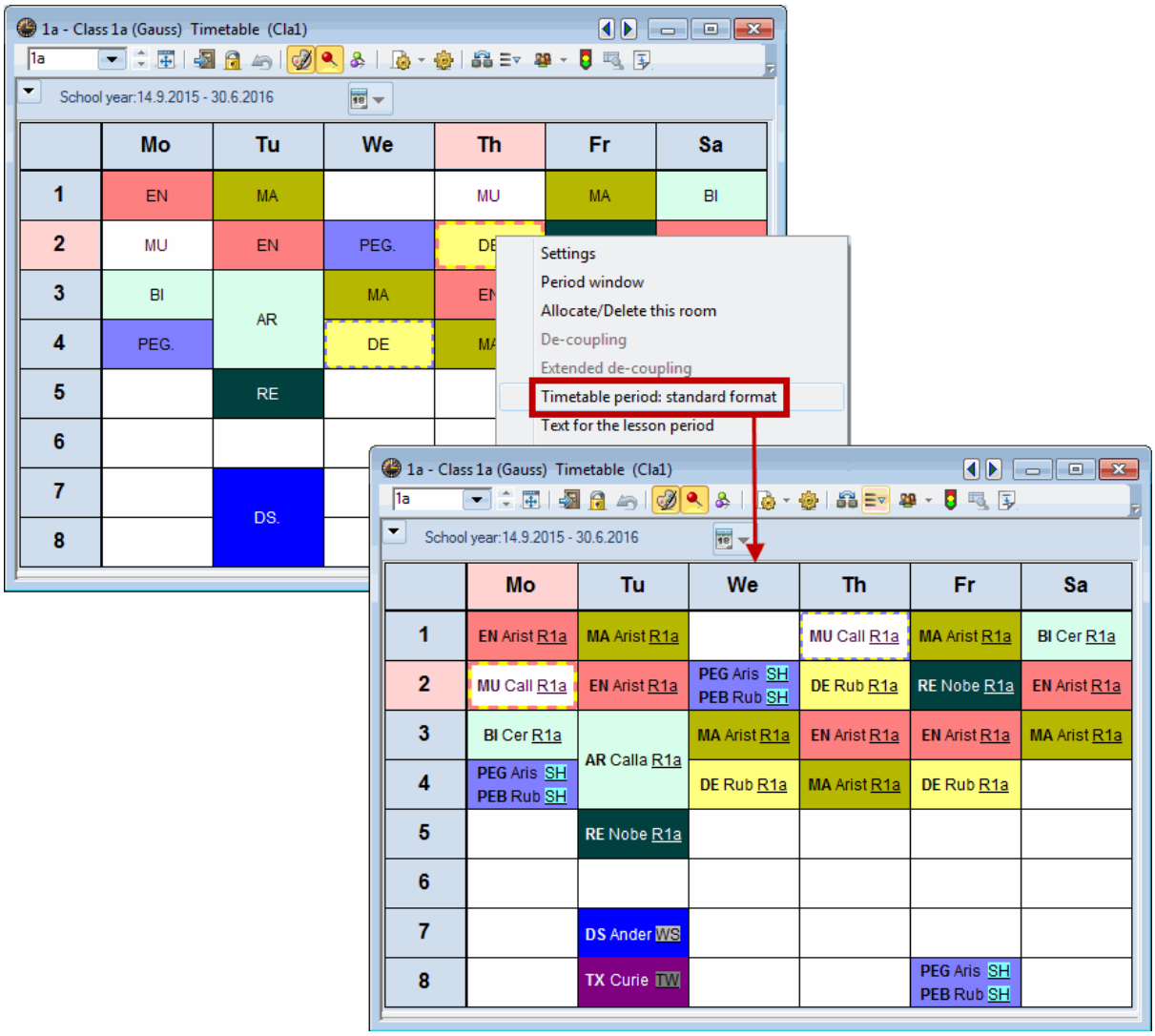


In addition to the editing options in the timetable period, the application also offers a number of additional functions that can be used to customise screen displays and printouts.

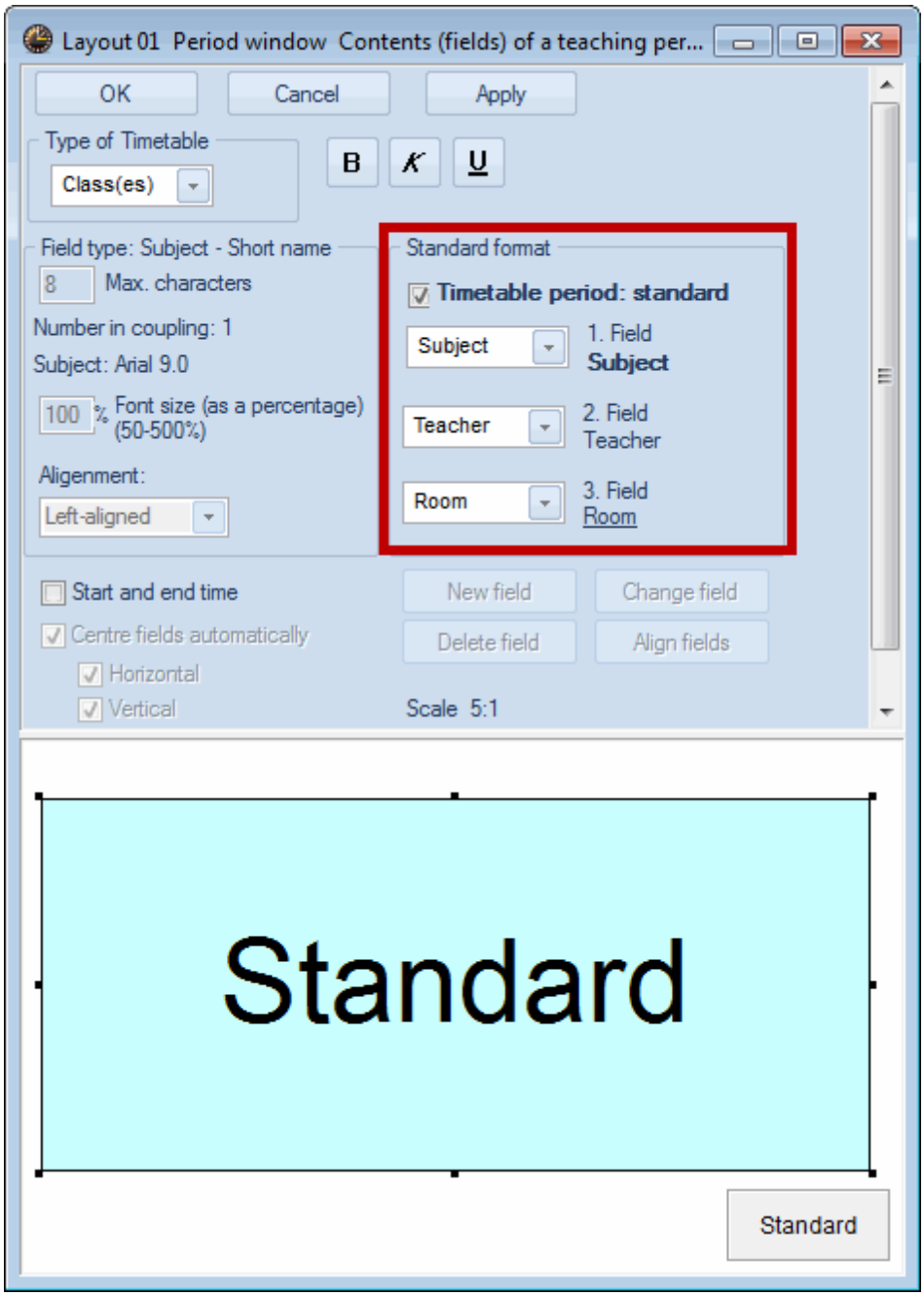
5.2.16 Standard format

The functionality of the standard format allows the timetable to display all coupling lines with information on classes, teachers, rooms and subjects. Optimal use is made of the space available within the timetable cell, and the size of the type face for couplings is reduced accordingly where necessary.

The standard format can be activated and deactivated in any timetable by clicking the right mouse button and selecting 'Timetable period: standard format'.

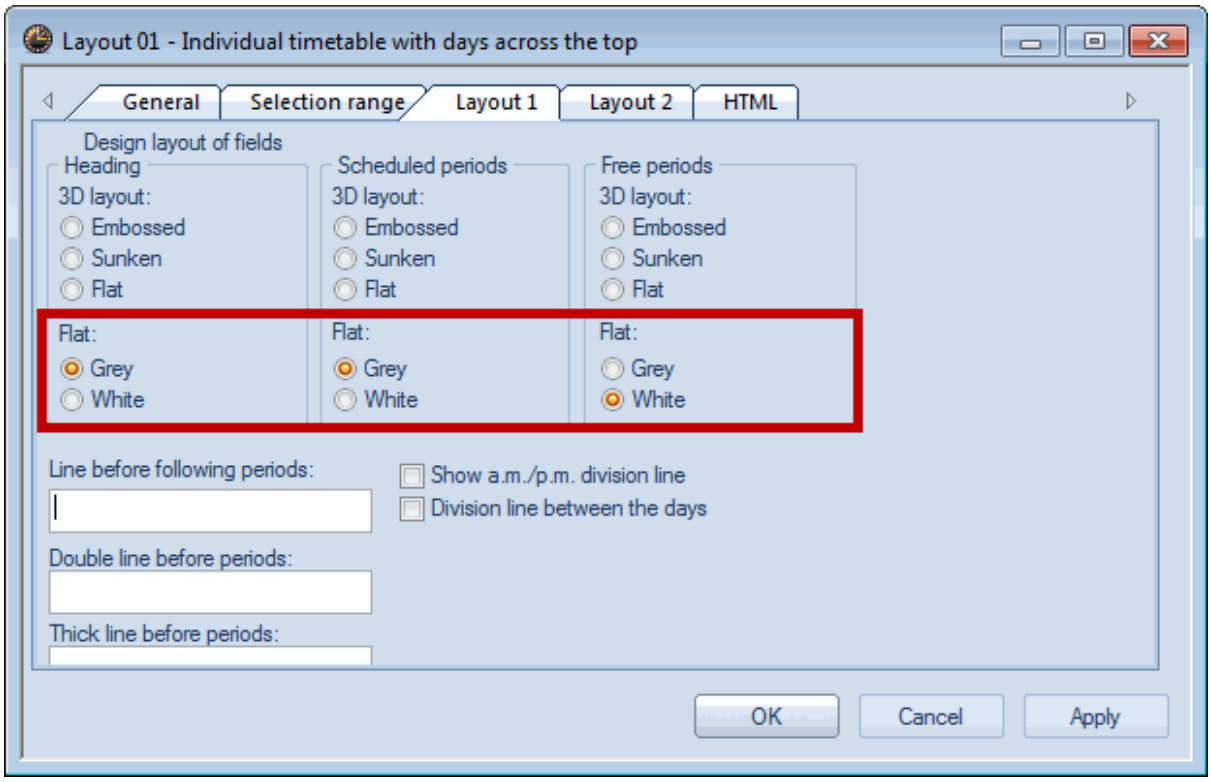


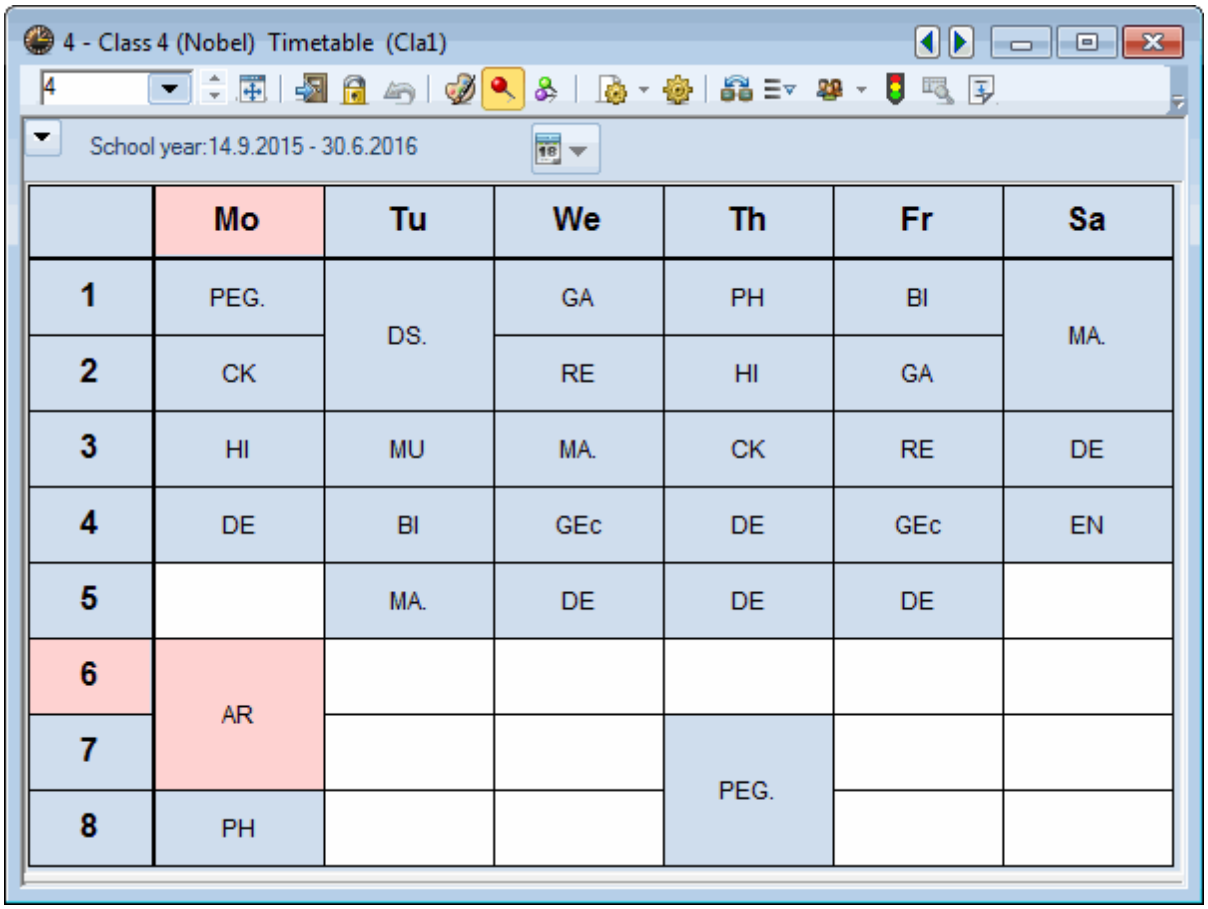
In the timetable settings under <Period window> you can select the standard format for all three fields.



5.3 Layout 1

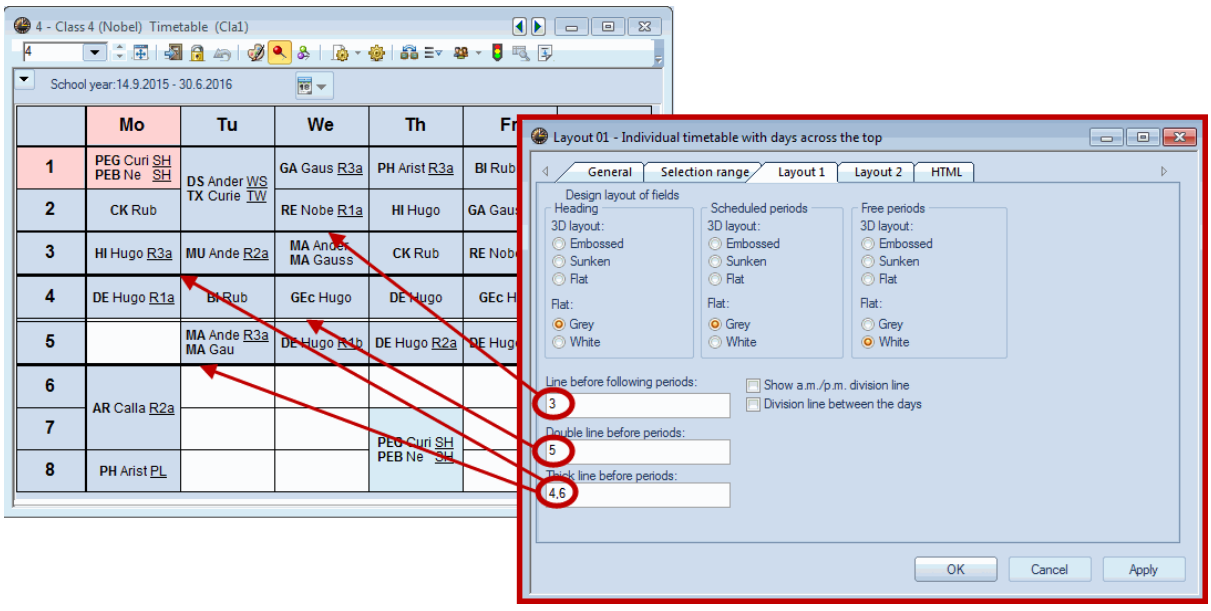
The settings on the "Layout 1" tab under <Settings> can be used to change the timetable display on the screen and the printout. The settings offer options for customising the layout of headings (e.g. weekday, period number), scheduled periods and free periods.


Layout 01 - Individual timetable with days across the top
General
Selection range
Layout 1
Layout 2
HTML
Design layout of fields
Heading
3D layout:
Embossed
Sunken
Flat
Flat:
Grey
White
Scheduled periods
3D layout:
Embossed
Sunken
Flat
Flat:
Grey
White
Free periods
3D layout:
Embossed
Sunken
Flat
Flat:
Grey
White
Line before following periods:
Show a.m./p.m. division line
Division line between the days
Double line before periods:
Thick line before periods:
OK
Cancel
Apply



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

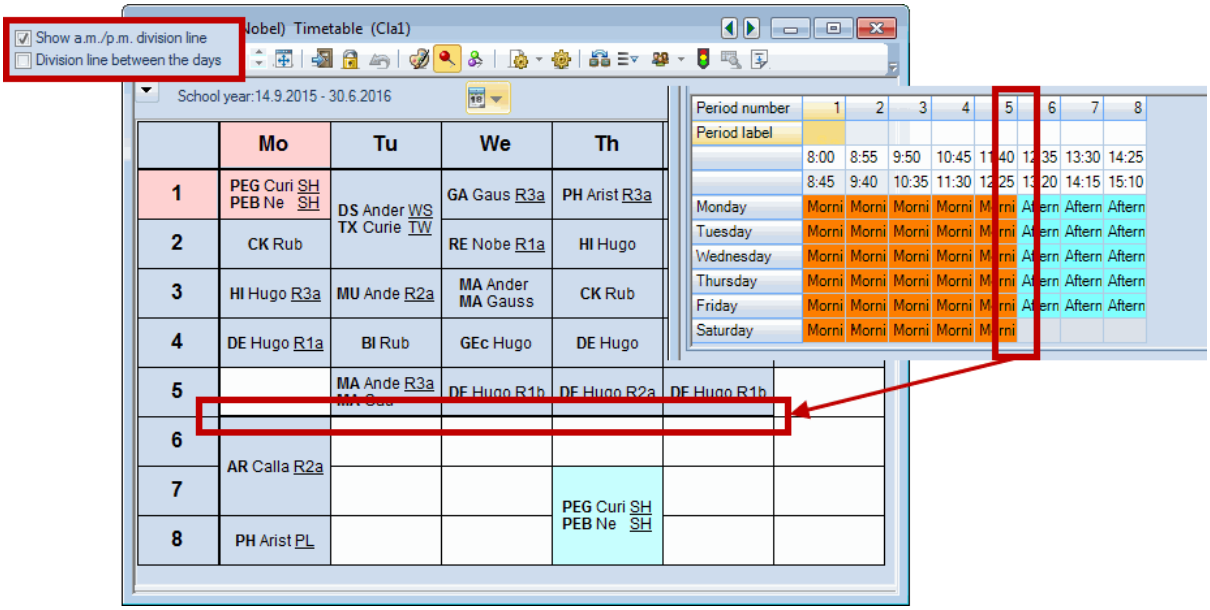
The 'Layout 1' tab also provides the possibility of displaying lines in the display and on the printout in order, for example, to indicate the different lengths of breaks



The "Show a.m./p.m. division line" check box allows the division line to separate morning lessons from

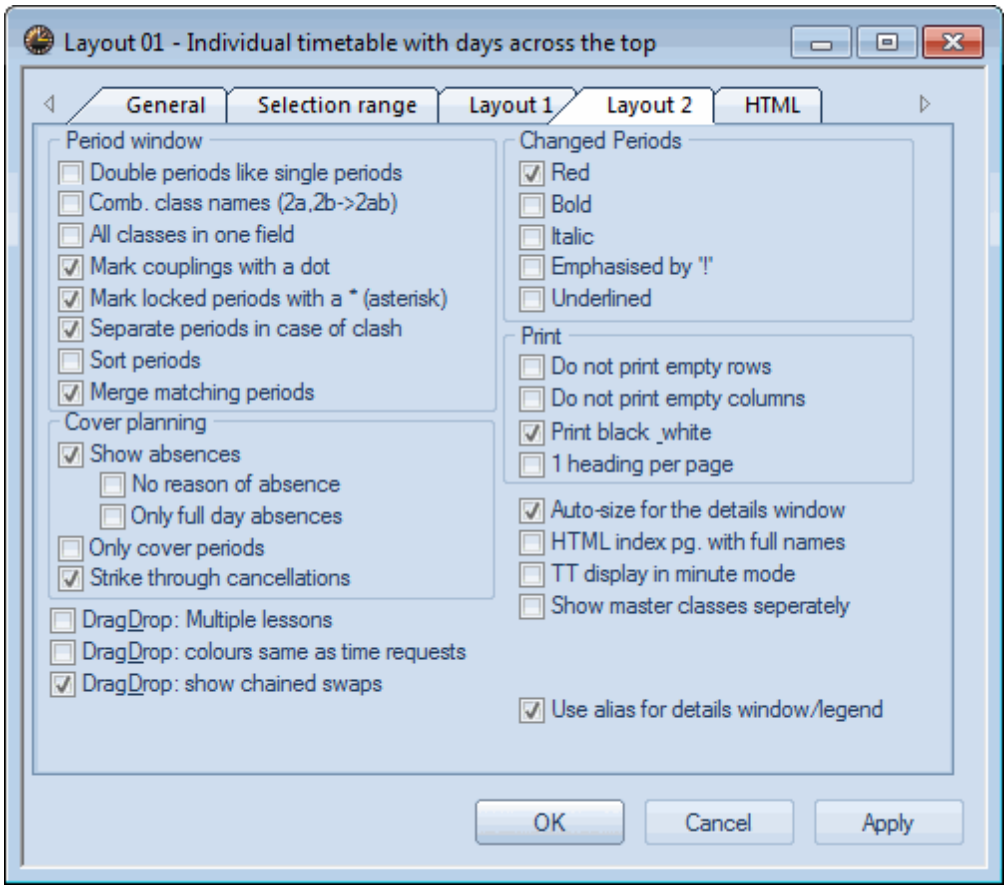
afternoon lessons in the time grid.

Check the "Show division line between the days" box to display a thicker division line between days than between the periods in order to improve clarity.



5.4 Layout 2

The settings on the "Layout 2" tab partly affect both the screen and the print layout, partly only the print layout or the HTML output.



5.4.1 Double periods like single periods

Double periods like single periods

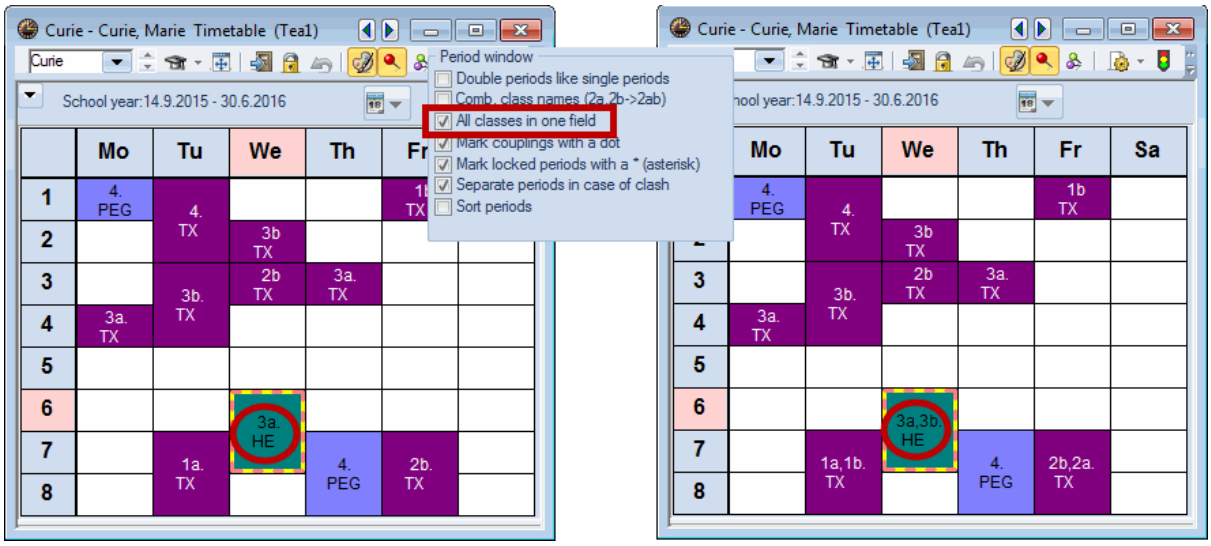
Double periods are displayed like single periods.

5.4.2 Comb. class names (2a,2b -> 2ab)

With teacher timetables, it is often desirable to be able to see all the classes the teacher teaches. Combined class names were created as a way of showing all classes in a single cell and thereby saving space. The names of all classes being displayed are combined.

5.4.3 All classes in one field

If a teacher takes students from more than one class for a lesson, all classes involved will be displayed in the relevant timetable field in the period window

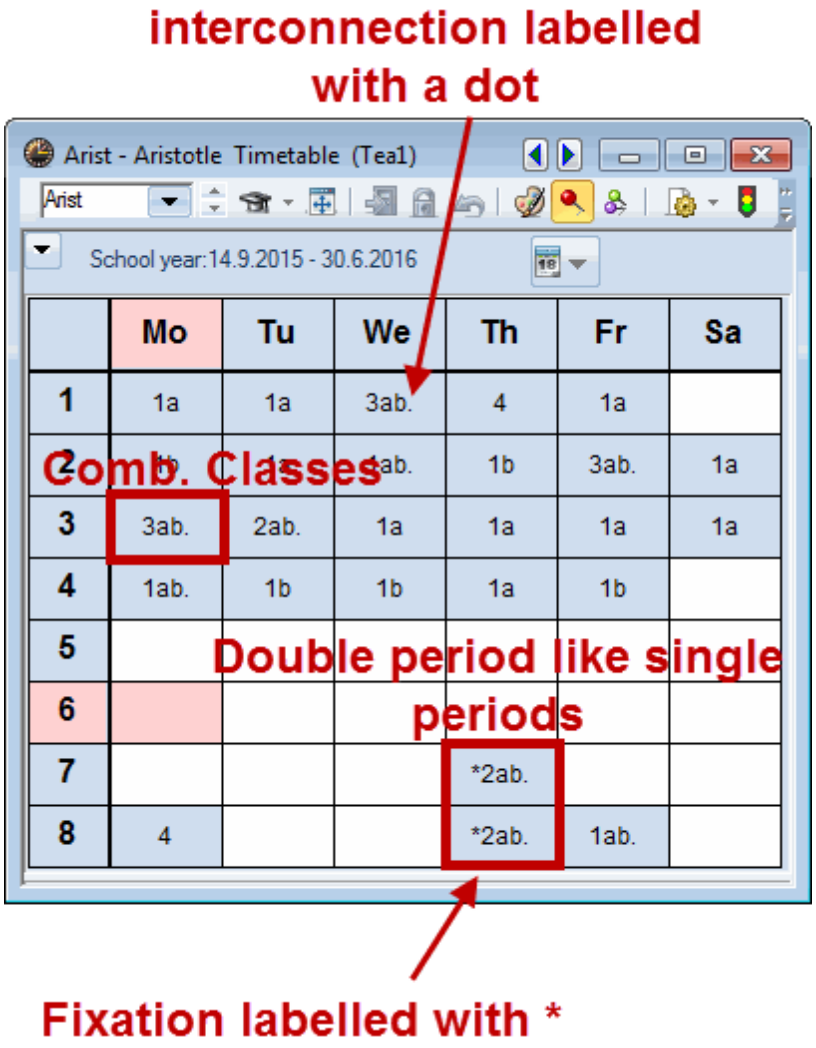


5.4.4 Label couplings with a dot

Coupled lessons are marked with a dot in the period window.

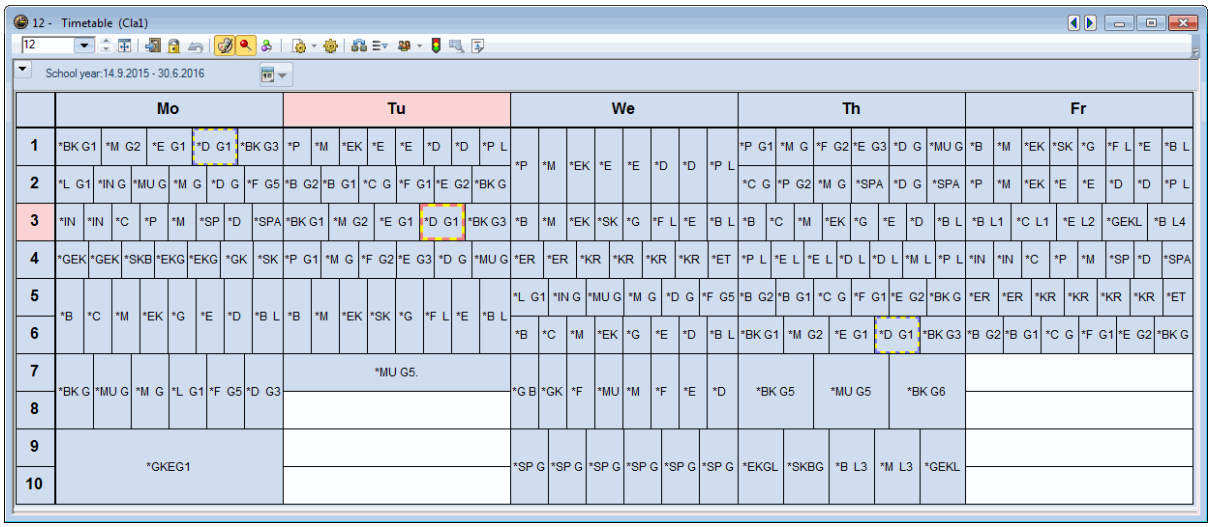
5.4.5 Label locked periods with a * mark

Manually locked periods are marked with an asterisk (*) in the timetable .



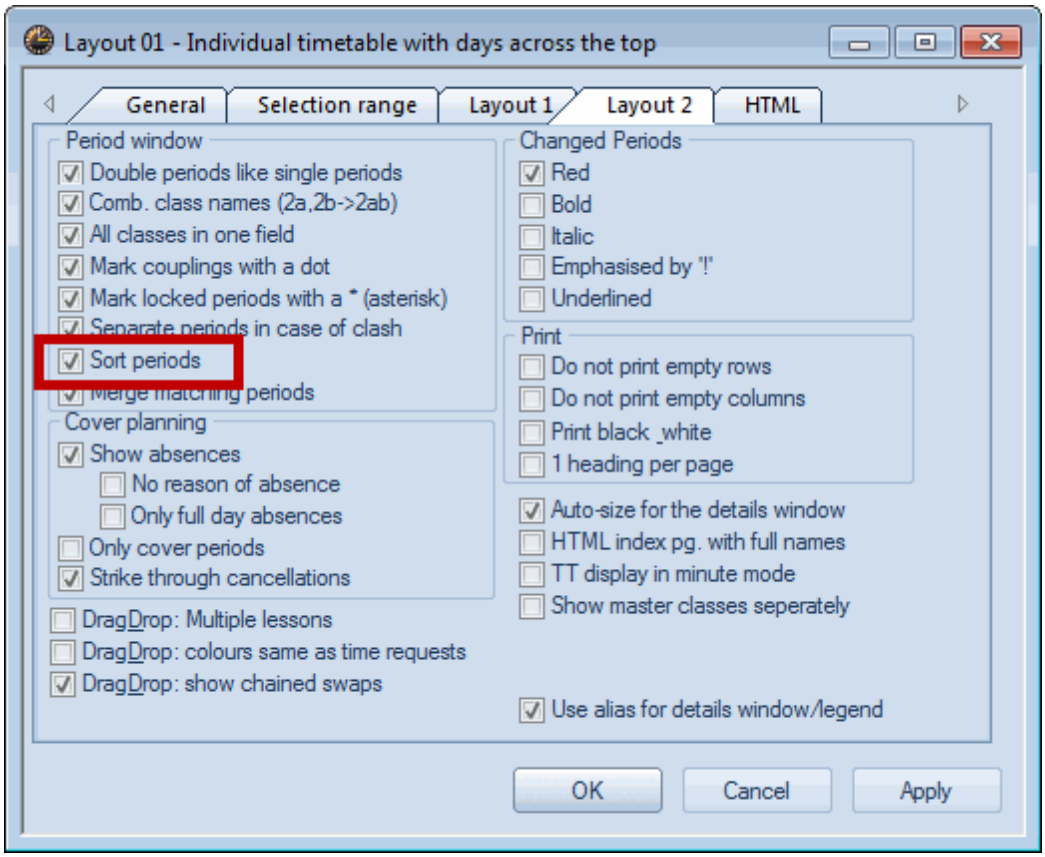
5.4.6 Separate periods in case of clash

Use this option to display conflicting periods (see chapter "Manual scheduling") in separate cells on the screen, the printout and the HTML output. The example shows year 2. The courses (clusters) taking place in parallel are output as a clash. Up to 6 clashes can be displayed next to each other per period. For 7 or more clashes, additional fields are required in the graphics editor (see <Settings> | <Timetable Period>).



5.4.7 Sorting periods

When several lessons take place in the same period on the same week day, but in different weeks, you can sort the lessons by start date using this function.



5.4.8 Cover planning block

If you use the Cover planning module you can use the options listed here to influence how the changes are displayed.

5.4.9 DragDrop

DragDrop: Multiple lessons

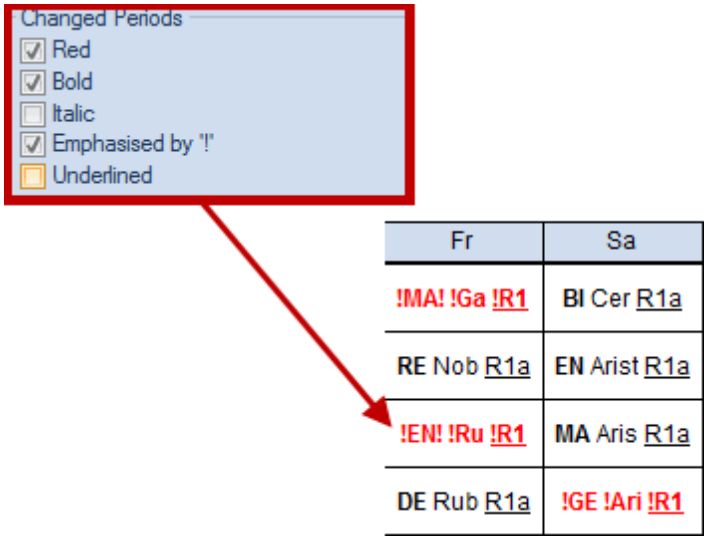
Please refer to chapter "Scheduling in the timetable | Scheduling with clashes".

DragDrop: colours same as time requests

Please refer to chapter "Scheduling in the timetable | Scheduling periods".

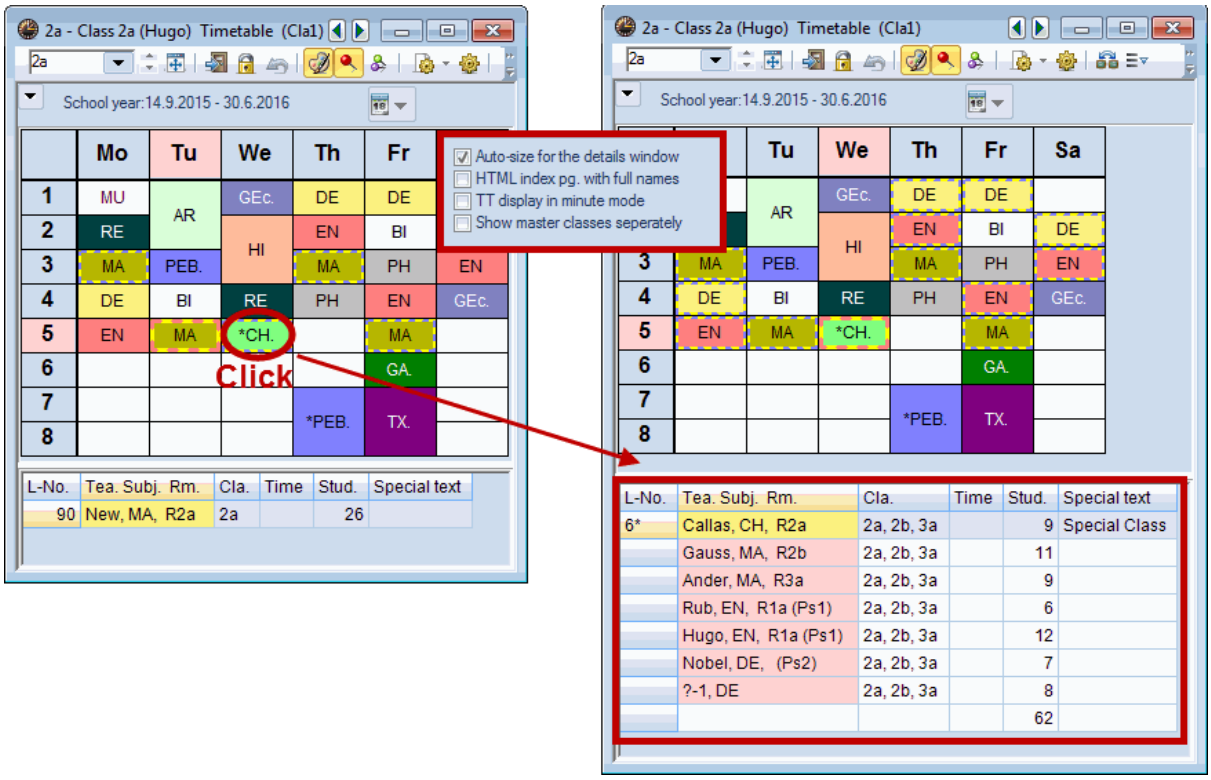
5.4.10 Changed periods

When comparing timetables and in the cover planning mode you can determine how changed periods should be highlighted. In the example, modifications from the normal lessons are shown in red, bold and with !.



5.4.11 Auto-size for the details window

This option automatically resizes the period details window (lower section of the timetable window) to fit the contents.

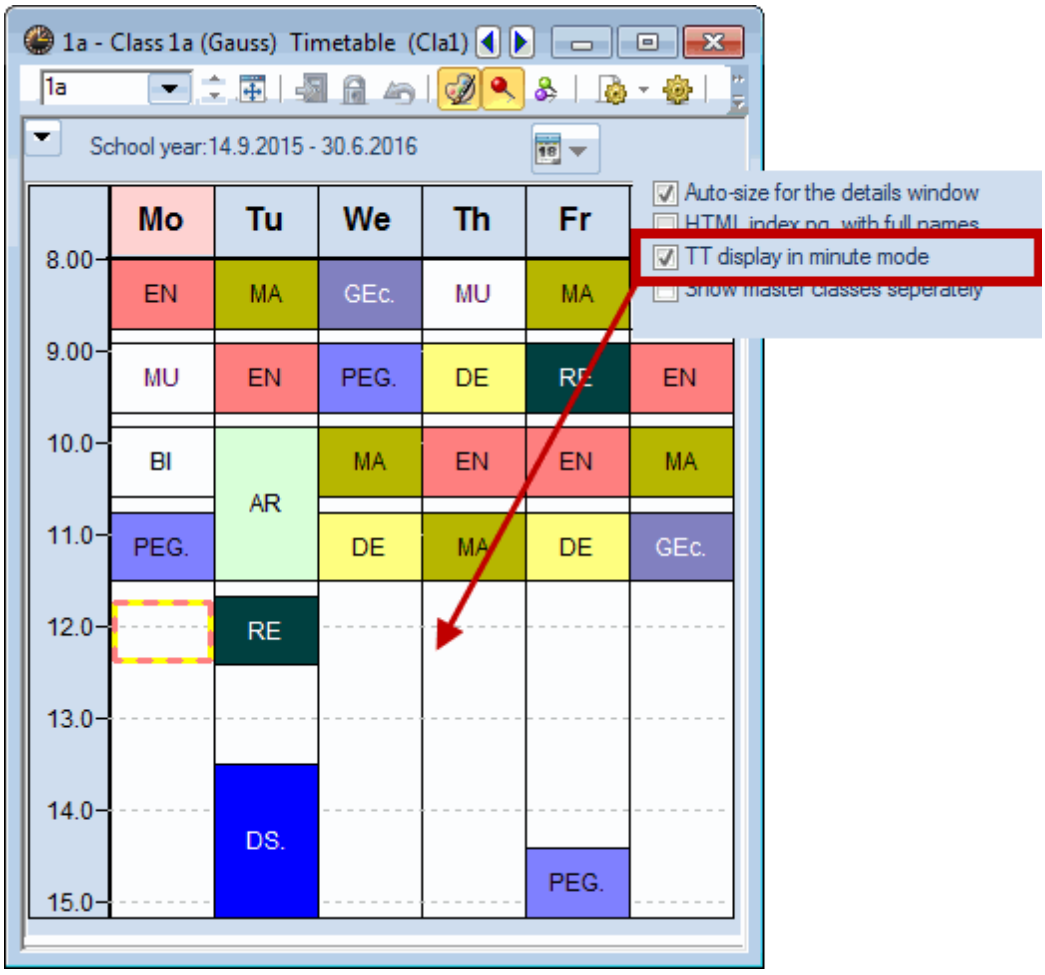


5.4.12 HTML index page with full names

Please refer to chapter "Timetables in HTML format".

5.4.13 TT display in minute mode

If lesson times differ on different days it can make sense to enter the individual periods of the timetable on a scale to the exact minute. Untis provides this option with its timetable display in minute mode.



5.4.14 Show master classes separately

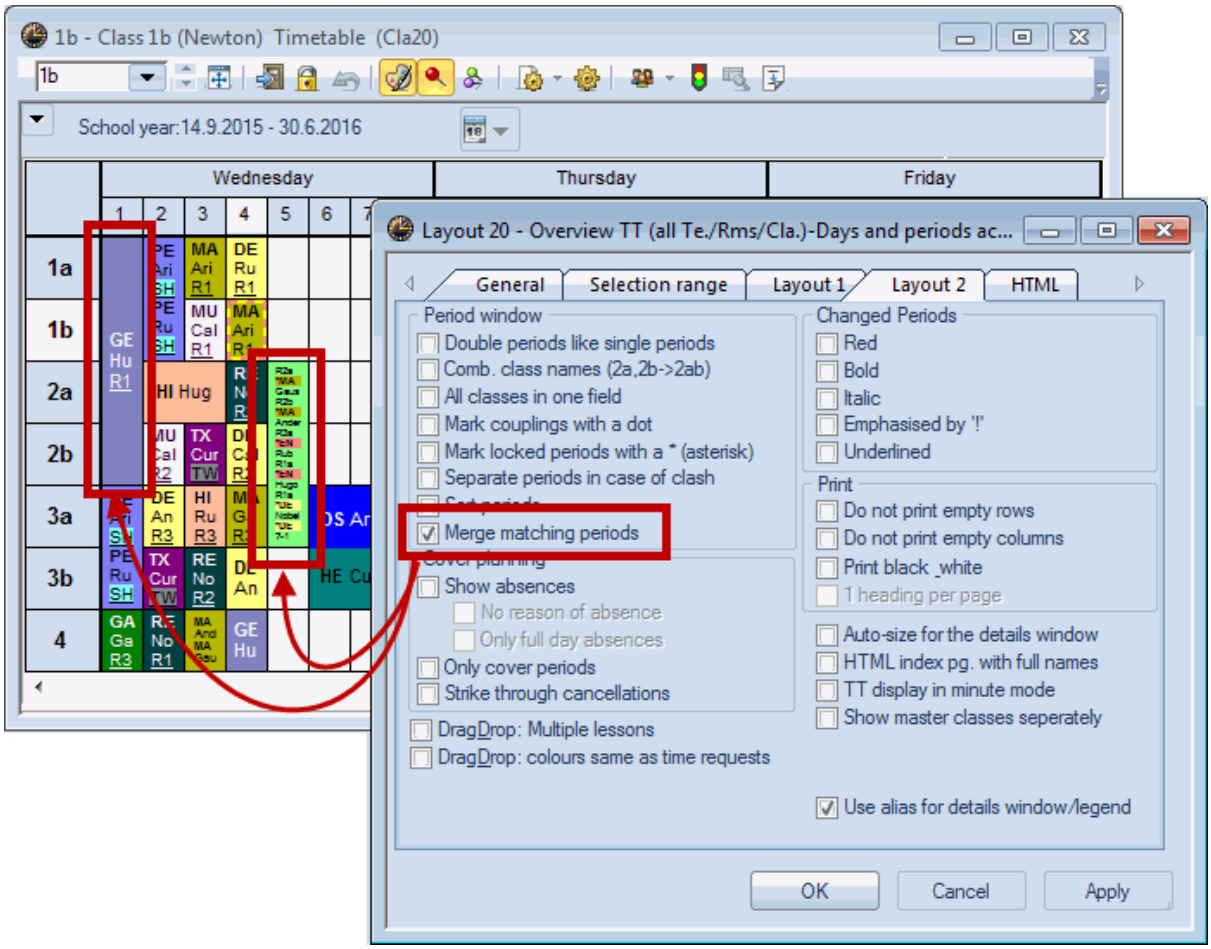
Please refer to chapter "Type-separated class components".

5.4.15 Use alias for details window/legend

Displays the alias of the different elements in the timetable details window and the legend (e.g. changes your short name "MA" to the common school name "Maths"); (please refer to chapter "Alias names").

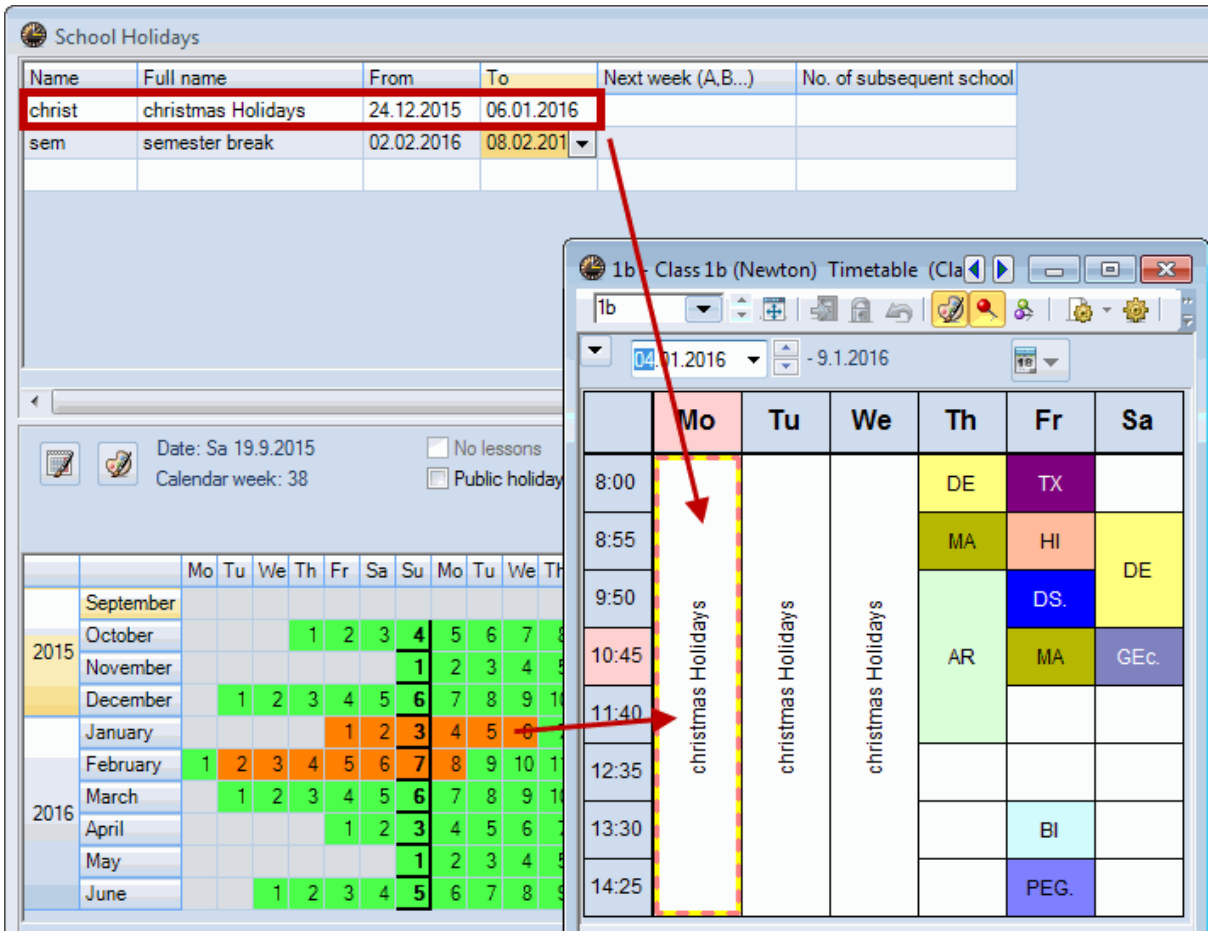
5.4.16 Connect periods of different elements

In overview timetables it is possible to connect timetable cells with each other across couplings.



5.5 School holidays

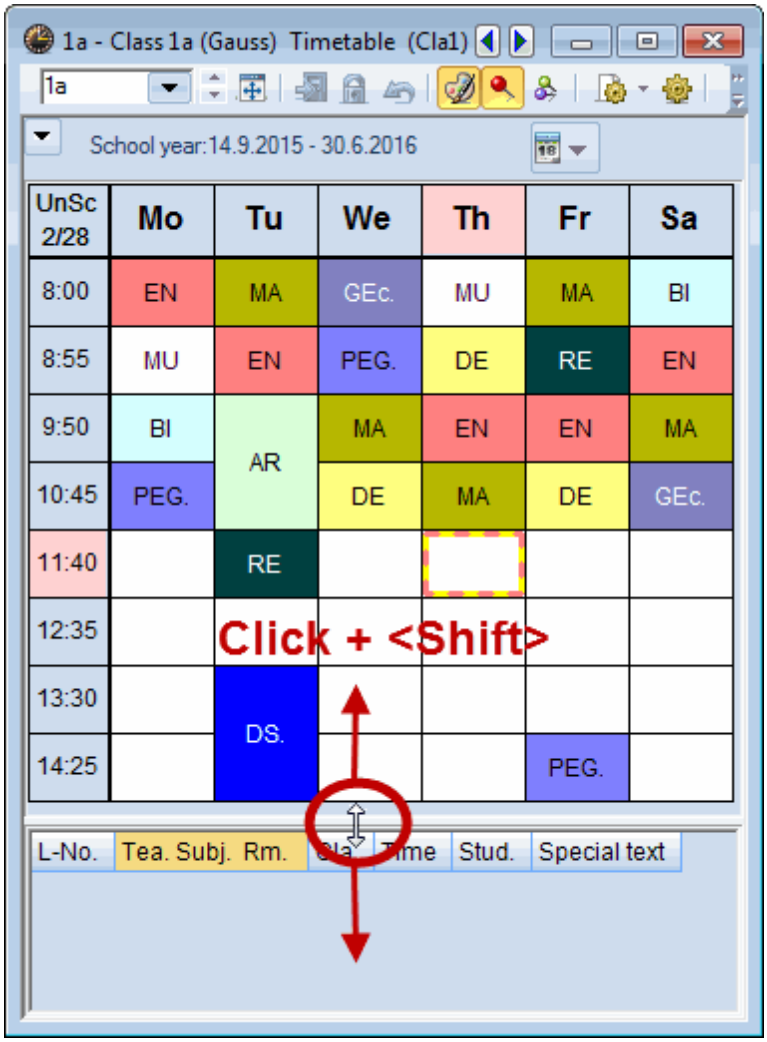
The timetables display the free days entered under "Settings | School holidays". The prerequisite for this is that the timetable display has been set to weeks (<Settings>, "Selection range | Calendar week").



5.6 Font

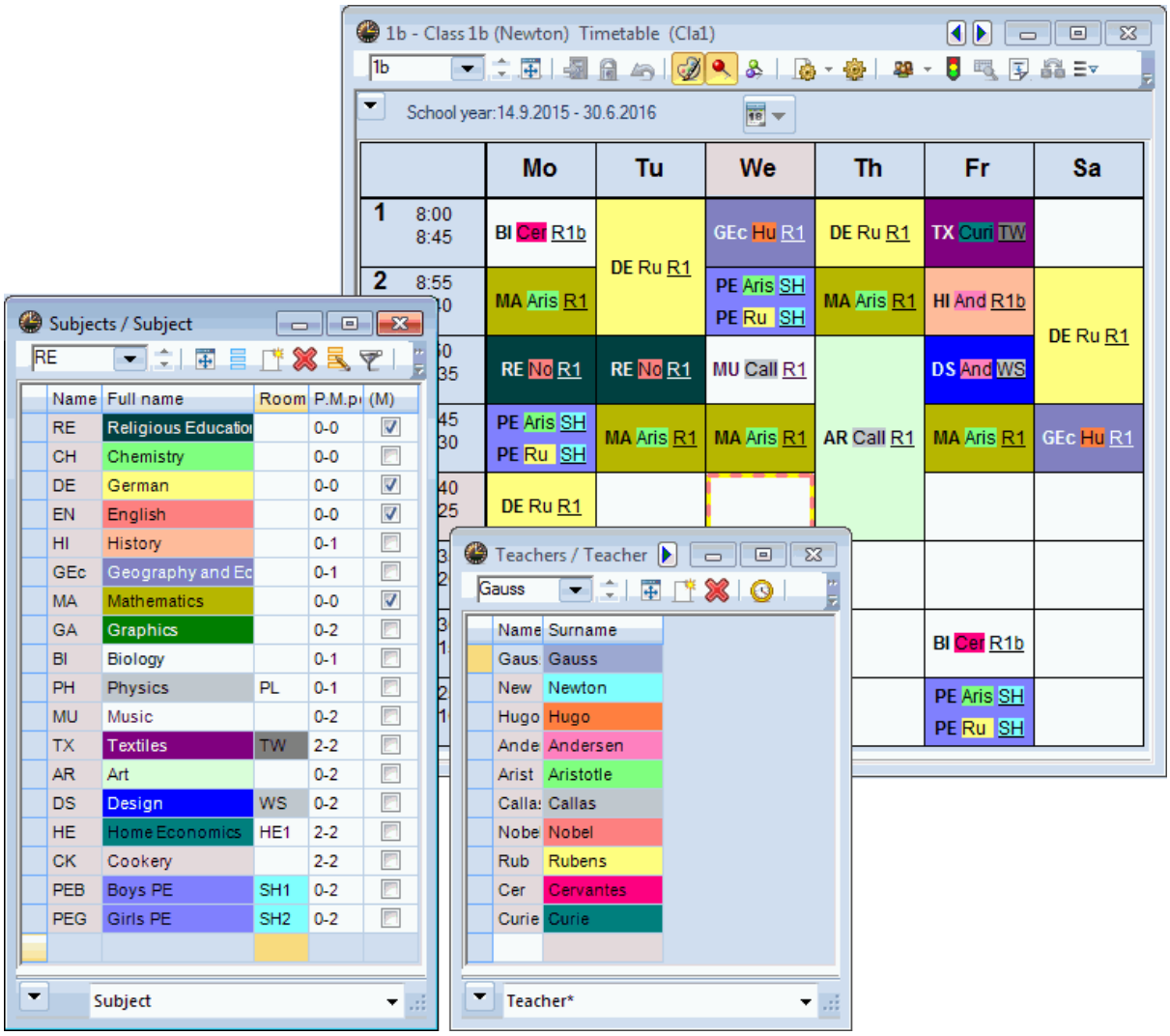
The overall size of the timetable window not only depends on the details displayed in the timetable periods, but also on the selected font. The font size and type can be changed under <Settings>, "General | Font".
The relative size of the timetable windows can also be changed.

- Move the cursor to the dividing line between the timetable window and details window. The cursor changes to .
- Hold down the <SHIFT> key and drag the line up or down.
- Release the mouse button. The timetable window adjusts to the specified size.



5.7 Colour codes

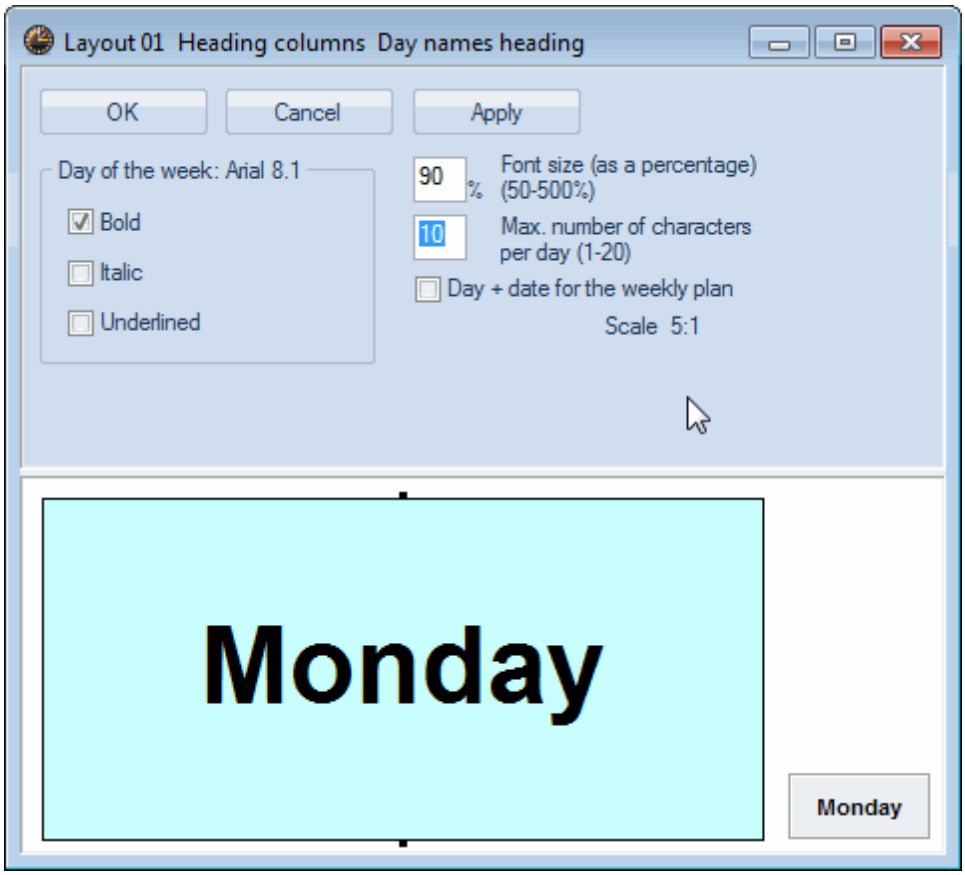
The colour codes specified for elements under master data will be displayed in the timetable



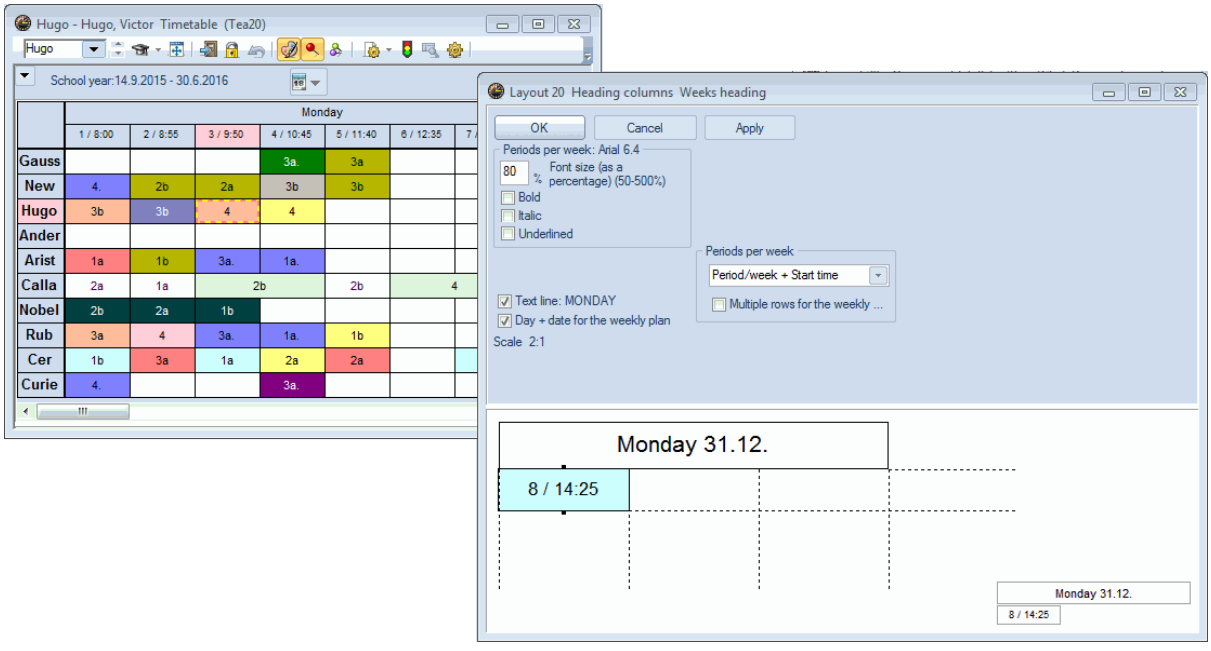
The example shows the colour coding of subjects and teachers, i.e. teacher Cer (red background) teaches a biology lesson (blue background) on Monday.

5.8 Column headings

Customise column headings (e.g. days of the week) under option "Column heading" on the "General" tab under <Settings>.



The overview timetables with format 20 provide options for the display of additional information such as dates or start and end times.

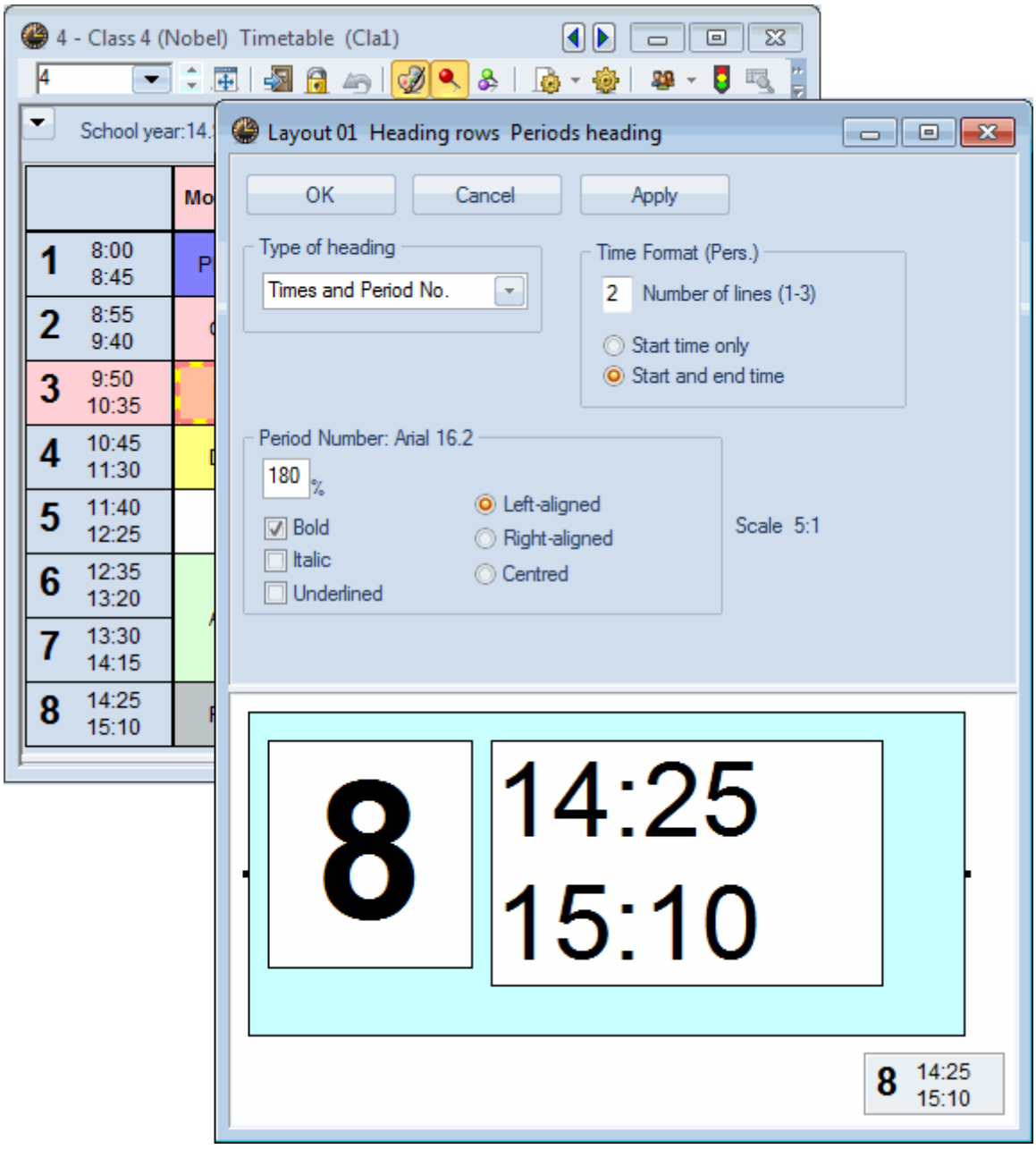


Note:
The name of the period specified in the grid view can be printed instead of the period number.

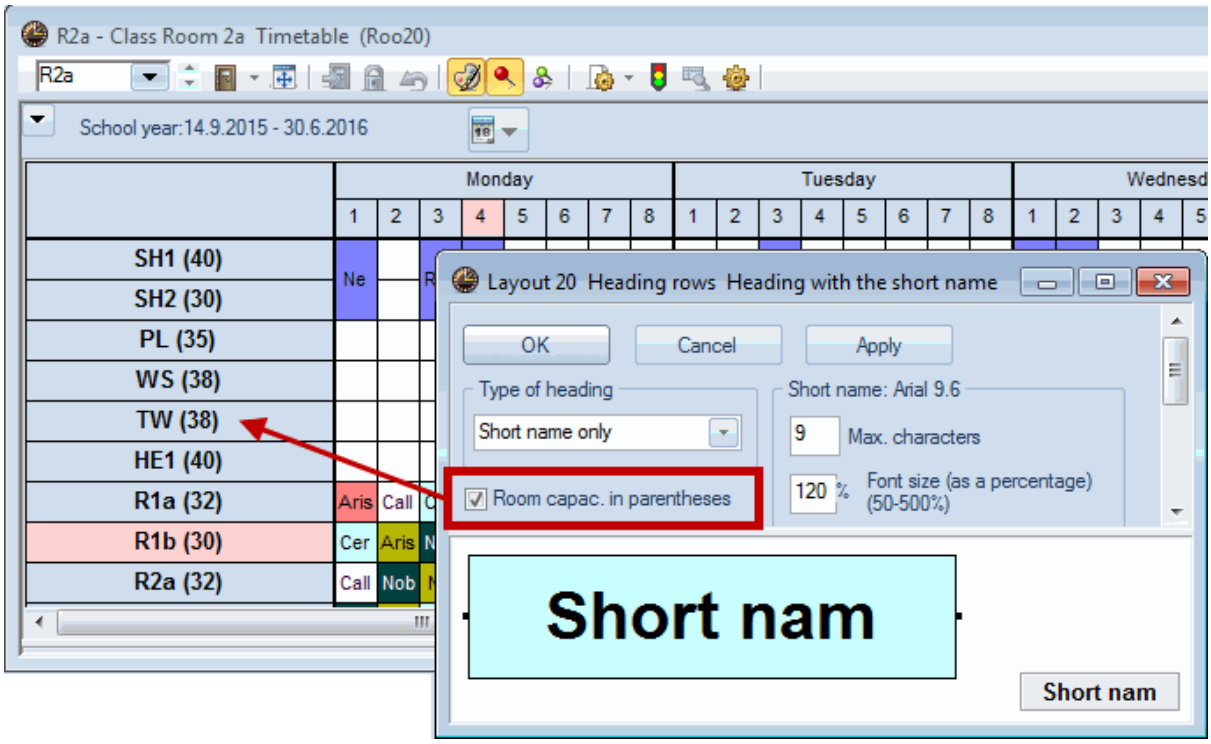
5.9 Row headings

The row headings (e.g. start times) can be customised under option "Row heading" on the "General" tab under <Settings>.

You can display the period number and/or the period times. In addition, you can choose between single and multiple row display and specify the font type and size. As always, you will see an example of your settings in the bottom right hand corner of the preview pane.



In room overview timetables the capacity of rooms recorded in the master data can be displayed in the row heading.



6 Printing

Printing timetables is effected via the <Print> or <Print Preview> buttons. Alternatively, you can use the shortcut <CTRL>+P. Clicking on either option first displays the print selection window, where you can make additional settings. Click on <OK> to open the print dialogue or the page preview.

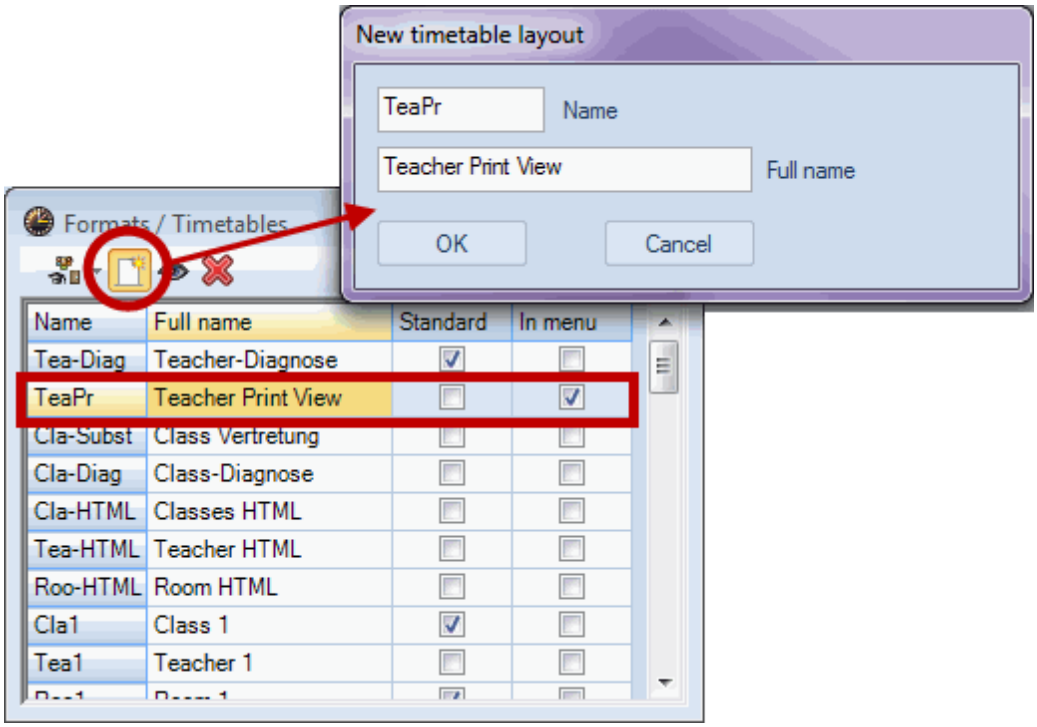
Create customised print views if you wish the printed versions of your timetables to differ from the screen display.

6.1 New print view

Create a new timetable view (see description under " New timetable view ") based on the timetable that most resembles the print version you wish to create. Assign a new descriptive name to the new timetable format (e.g. TeacherTimetablePrint).

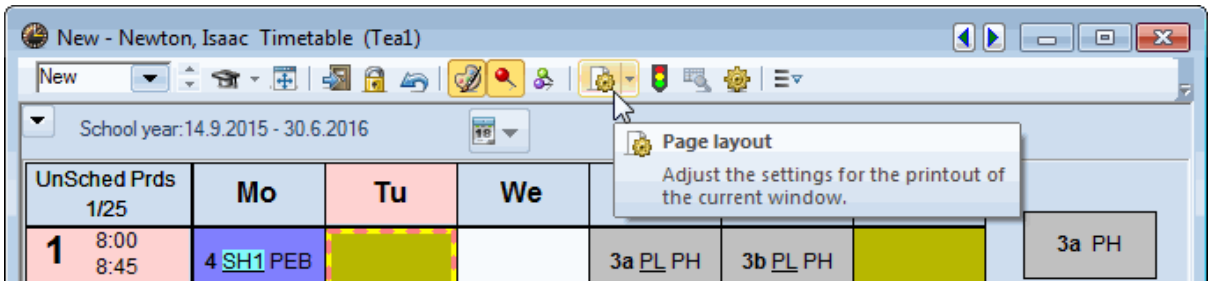
Customise the period display in the period window and in the row and column headings as described in the previous chapters

As a general rule, the print version will be identical to the screen display unless you customise the print versions or add additional information.



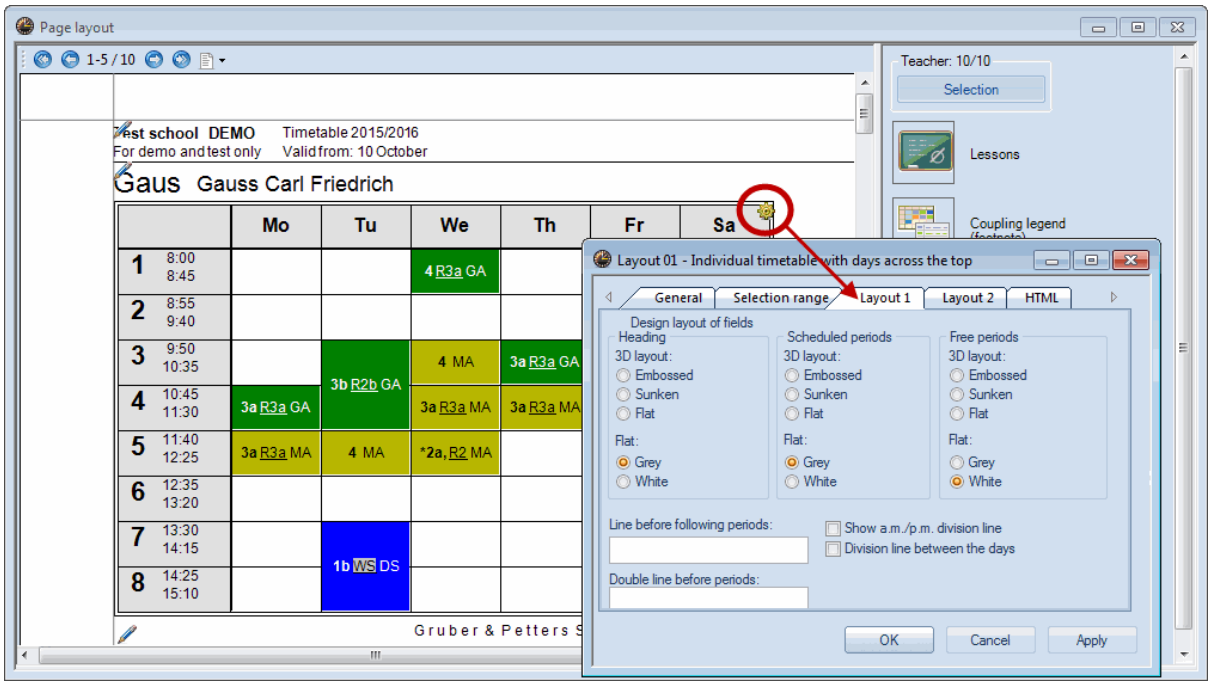
6.2 Page layout

Many settings for printing the timetable can be done directly in the page layout. Click on the 'Page layout' button in the toolbar of the respective timetable or go to the quick launch bar.



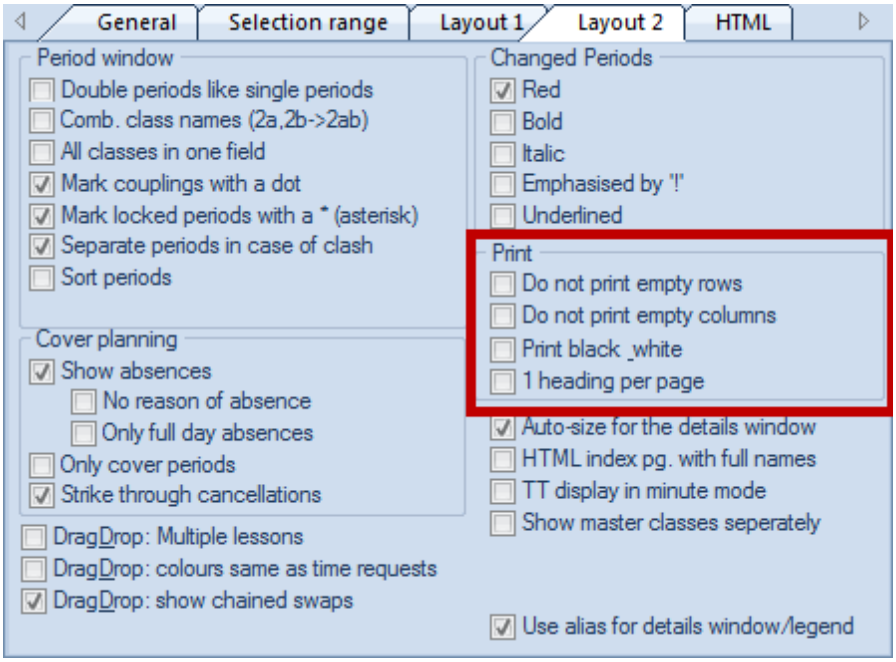
6.2.1 Layout

Modify the print layout on the "Layout 1" and "Layout 2" tabs under <Settings> .



On the tab Layout 1 you can select the 3D layout option for Headings, Scheduled periods and Free periods under "3D layout".

Under Layout 2 you can select different settings for printing.



Do not print empty rows / columns
Empty rows or columns will not be printed. This option allows for considerable savings in paper and space (especially for summaries and timetables in HTML format).

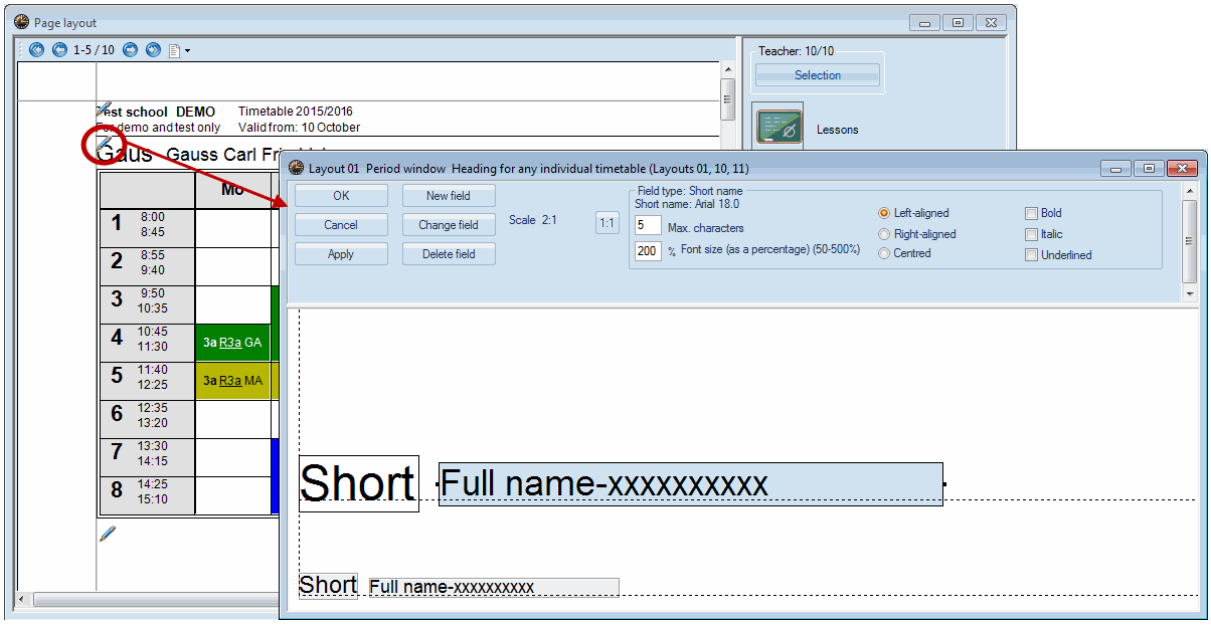
Print black & white
Select this option if the timetables on your screen are colour-coded, but you wish the timetables to be printed in black & white (for instance, because your printer does not support colour printing).

1 heading per page
You can print any number of timetables on one page and by default the heading (school name, date, file name etc.) appears above each timetable. You can deactivate this functionality by checking "1 heading per page" and so print just one heading on a page.

6.2.2 Headings

Headings in individual timetables (formats 1, 10 and 11) can be customise for printing. Click on Page layout on the pen symbol.

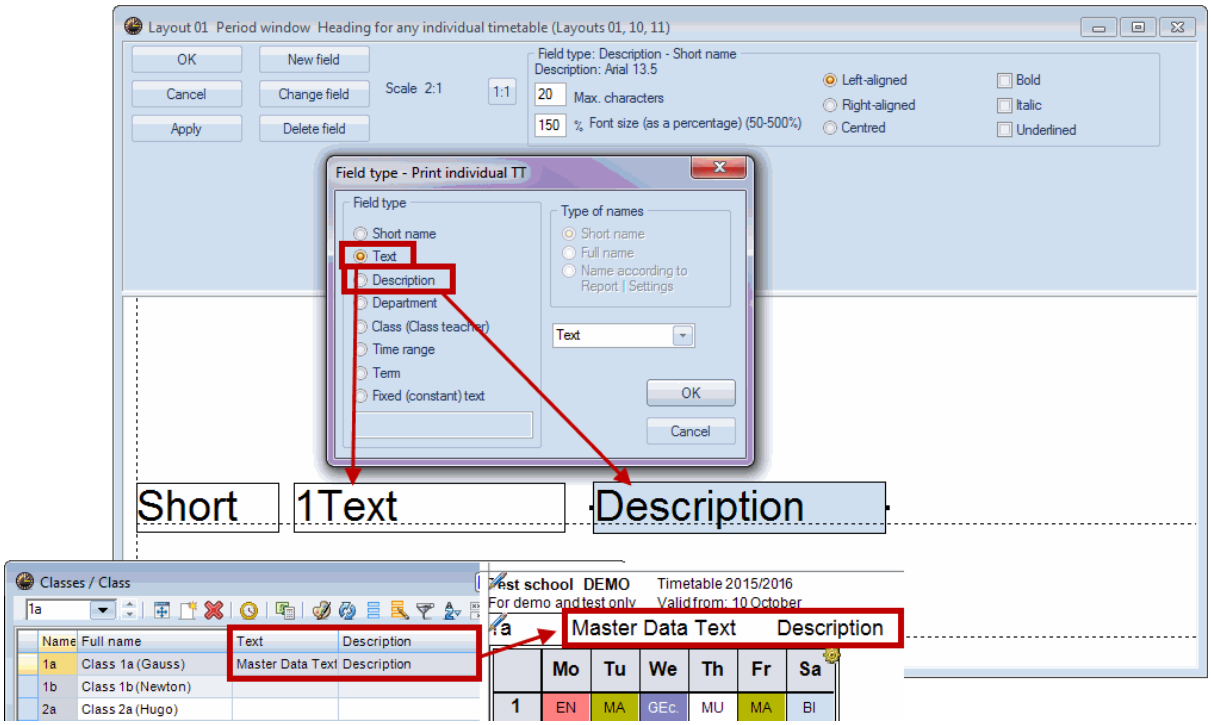
By default, the full and the short names of the element will be displayed. Layout and format (font size, alignment, font style etc.) of individual headings can be changed in the upper right-hand section of the window



Click on <New field> to insert the following additional headings into your timetable (see example below):

Text, Description
You can assign a text and a description of your choice to each master data element (via "Master Data | Descriptions") and instruct the software to include these details in the headings of printouts.

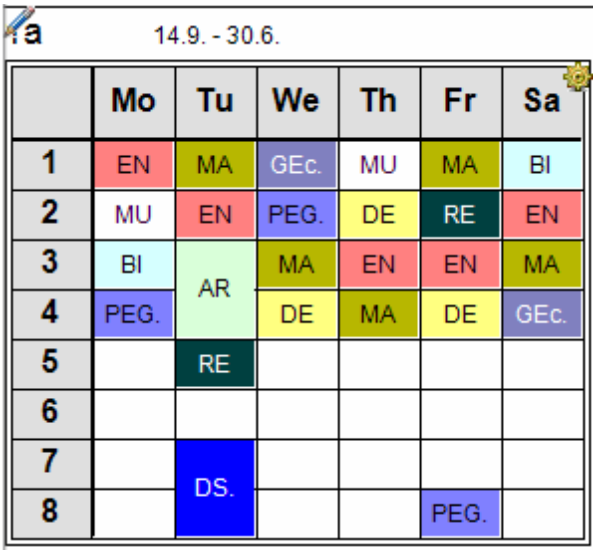
The example shows a heading containing the text and description entered under the master data for class 1a. The two fields are arranged side by side. The maximum number of characters has been extended to 15 and the font style set to bold



Department
Allows you to include the name of a department in the heading of printed timetables (useful when working with department timetables).

Class teacher
Allows you to include the name of the class teacher (entered under the master data of a class) in the heading on printed class timetables.

Time range
Select the time range you want to display in the heading. You can choose between calendar week, term, a customised date range or the total school year - depending on the date range entered under "Selection range" under <Settings>.



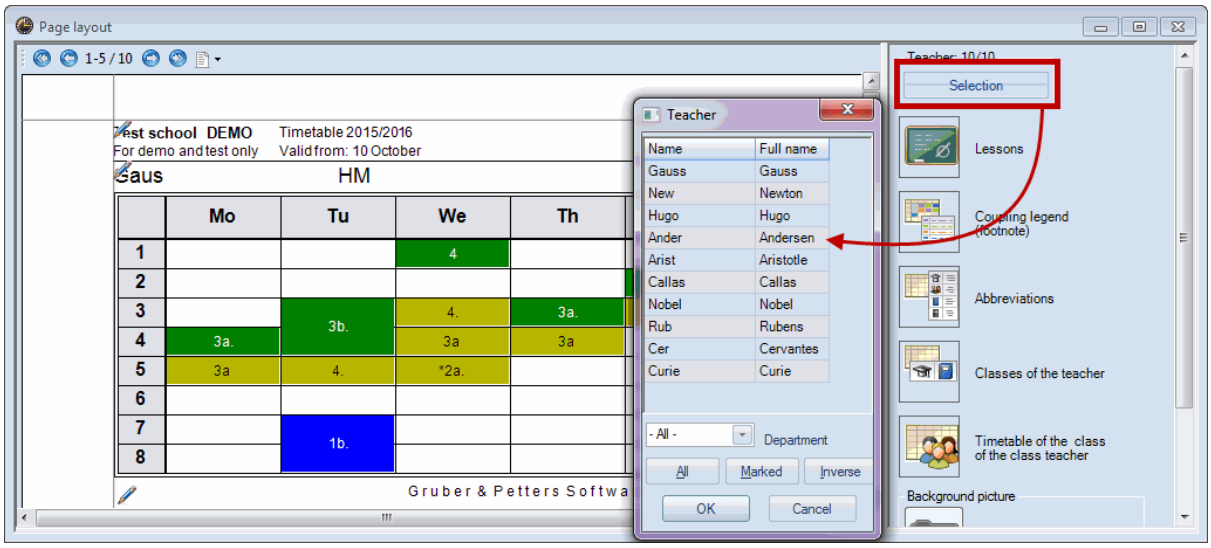
	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.		DE	MA	DE	GEc.
5		RE				
6						
7		DS.				
8					PEG.	

Term
Allows you to include the full or short name of a term in the heading of printed timetables (when working with terms).

Fixed (constant) text
Text entered here (e.g. elective subject timetable) is displayed on all timetables of this format.

6.2.3 Selecting timetables

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.



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

All
This option allows you to select all the elements.

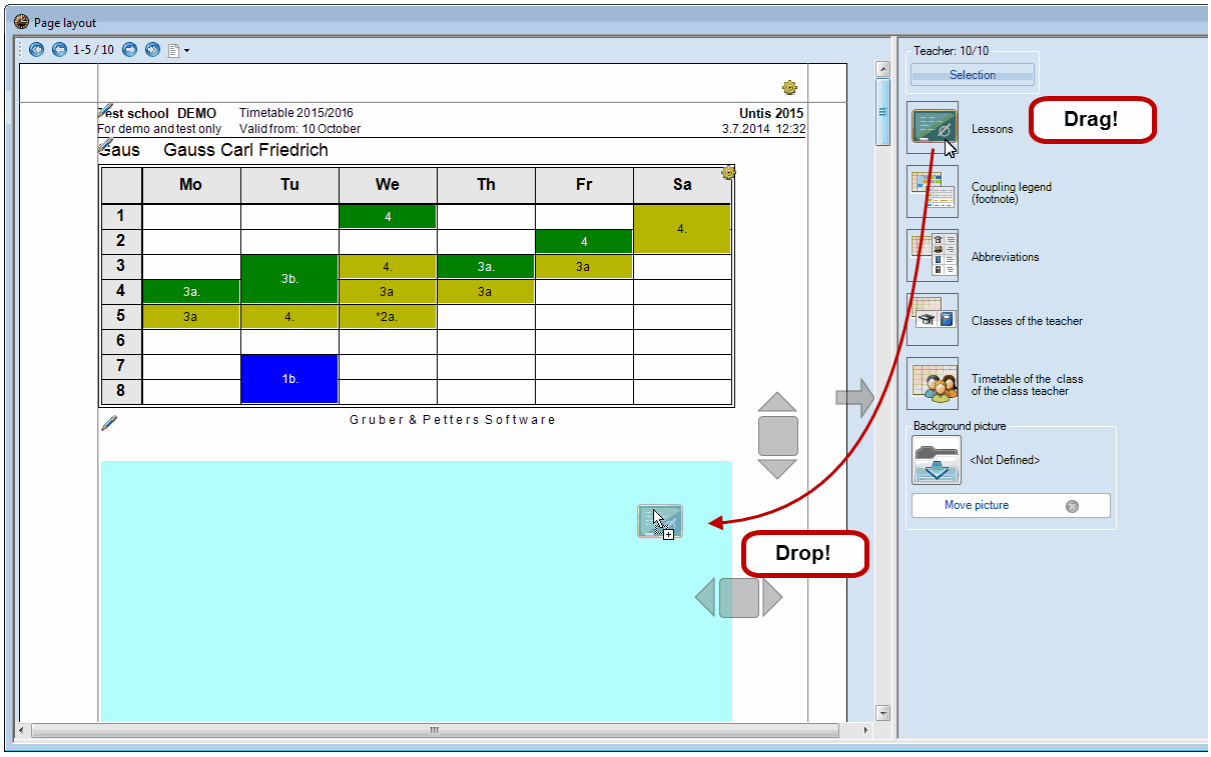
Marked
Allows you to select all the elements marked with the specific code "marked" under master data.

Inverse
Selects all the elements not previously selected (useful for print selection involving two different groups of elements, such as part-time and full-time teachers)

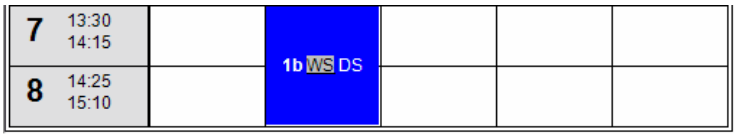
Department
Teacher timetable printing can also be restricted to the staff of a particular department.

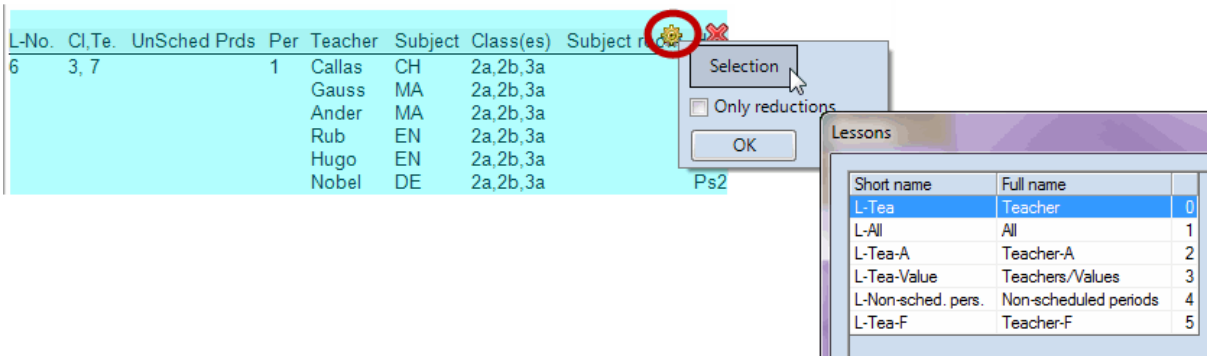
6.2.4 Printing lessons and timetable

When printing timetables for classes and teachers, you can also print the lessons view. Drag the lessons pane to the part of the sheet you want to have it placed (e.g. below the timetable).



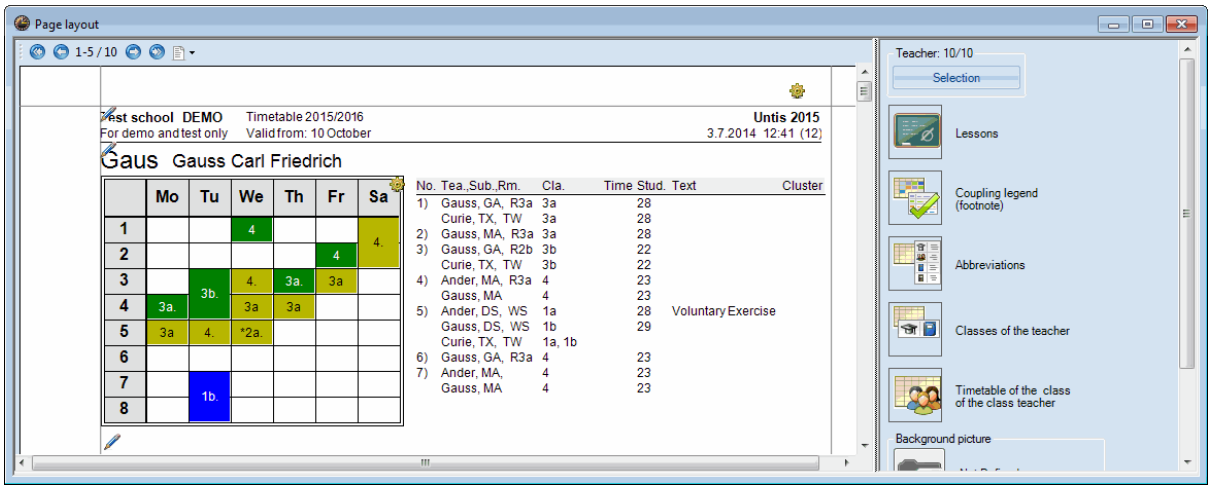
Via <Settings> you can select the required lessons view. The print settings which are set for the lessons view are used.



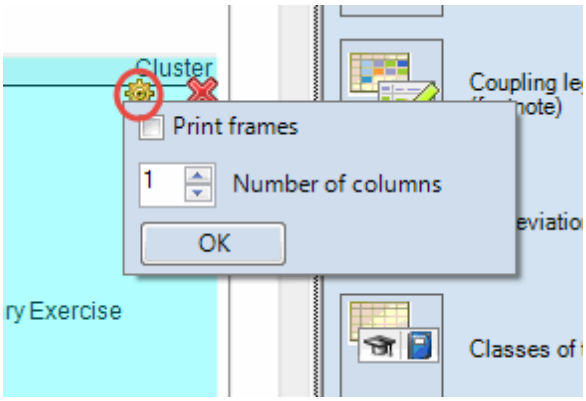


6.2.5 Coupling legend

A legend will be printed whenever there is insufficient space in the period window to display all the relevant details of a lesson. For lesson information (in a class timetable), such details include rooms, subjects, teachers and any time restrictions.



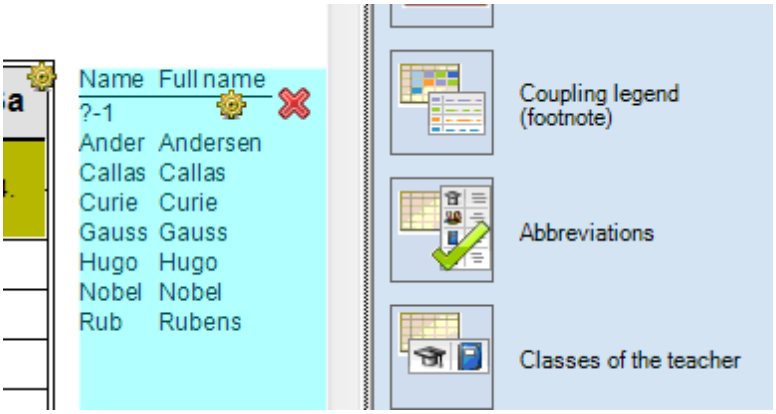
Via settings you can also specify the number of columns in the legend and if the legend should be printed in frames.



Tip: Not in legend
If you wish to exclude a certain lesson from the printed legend, simply mark the lesson with the code "(L) Not in legend".

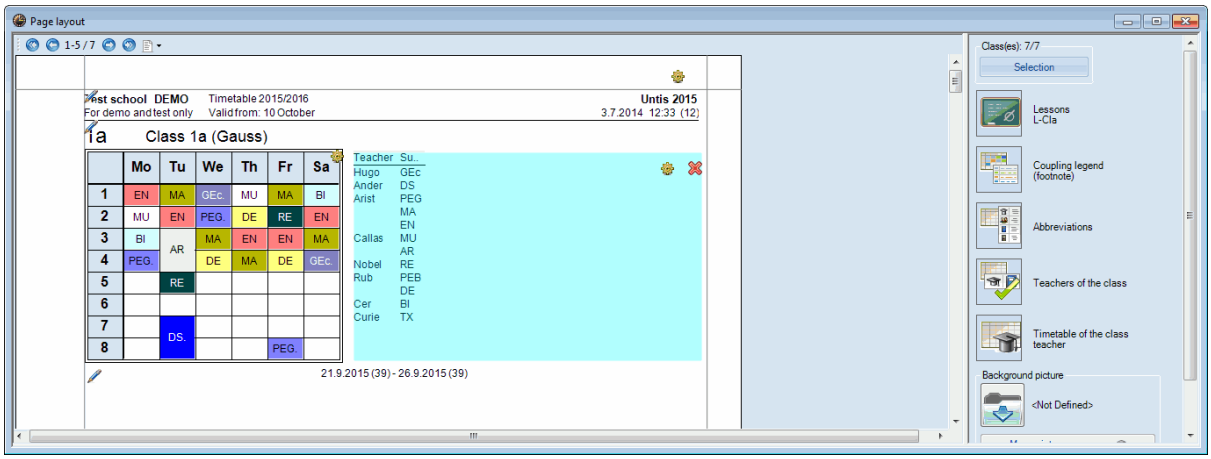
6.2.6 Abbreviations

In addition a legend for abbreviations of subjects and/or teachers can be printed. In the following example short and full names of the subjects are listed next to the timetable.



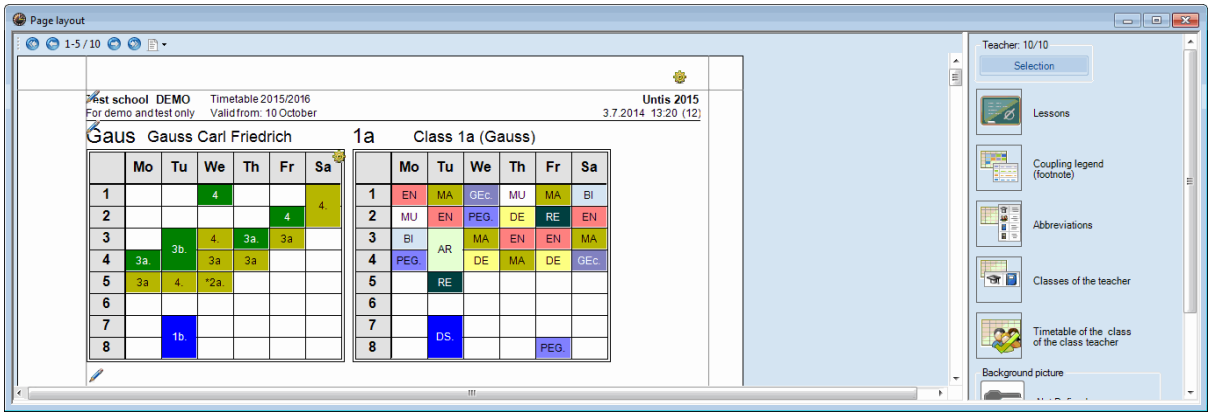
6.2.7 Additional information classes/teachers

With the class timetables additional information on teachers, who teach the class plus the respective subjects can be displayed and vice versa, with the teacher timetables his/her classes and the respective subjects can be shown.



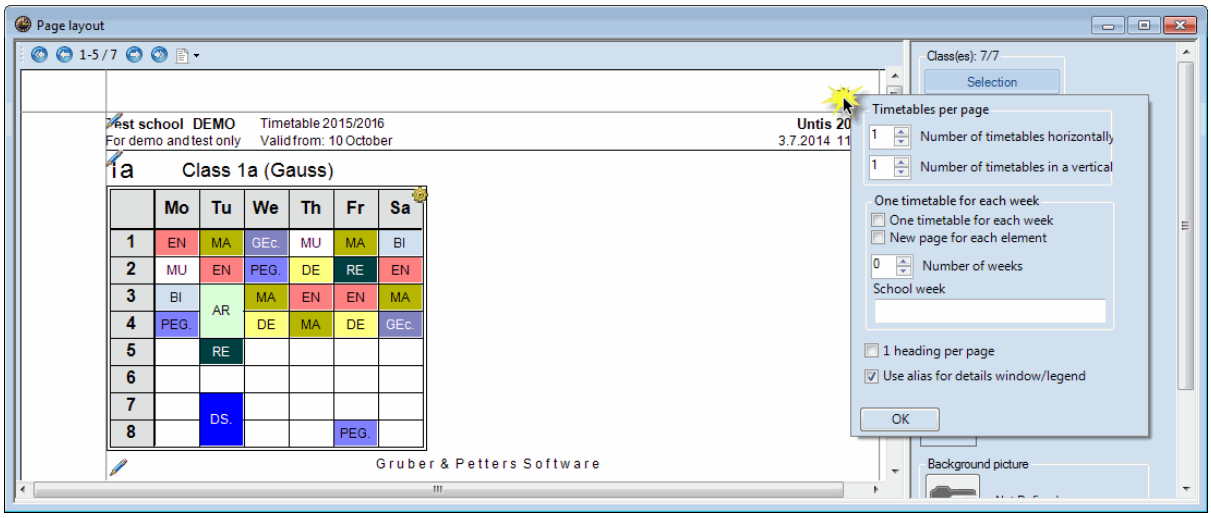
6.2.8 Timetable class of class teacher

Gauss is class teacher (form teacher) of Class 1a as entered in the master data. The timetable of 'his' class can be printed on the same page.



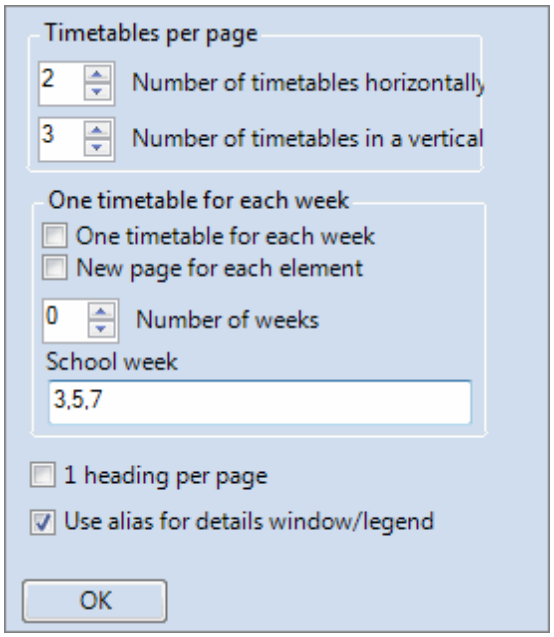
6.2.9 Several timetables per page

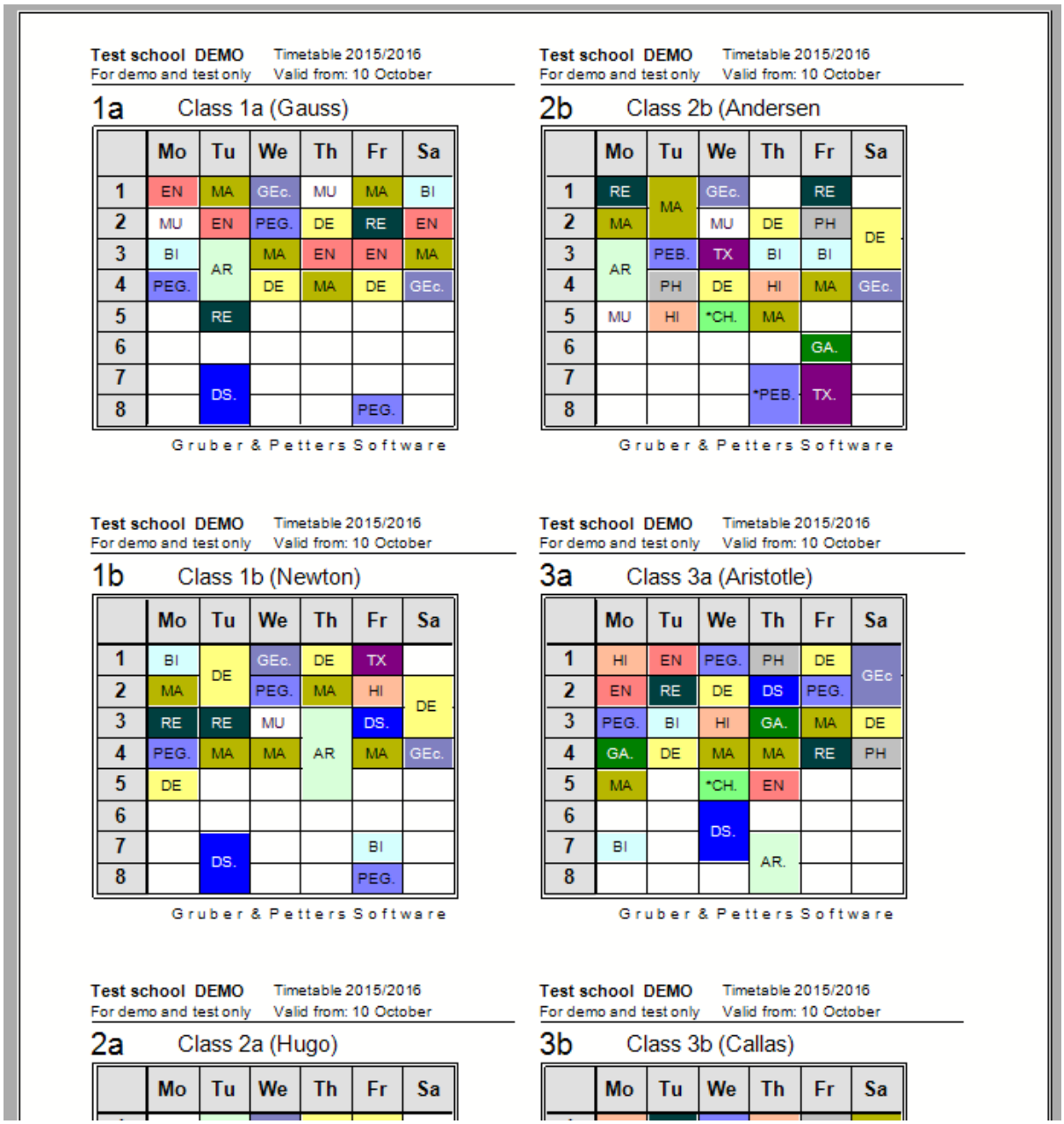
Click on <Settings> under "Page layout" to access further printout options. The settings options vary depending on the timetable format. The following descriptions apply to individual timetables with formats 1 and 10:



Timetables per page
Specify how many timetables you wish to print on one page. The example shows a page containing 6 timetables.

Tip
The print details are stored separately for each timetable layout. It is therefore quite easy to store individual settings for different printing requirements.





Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

1a Class 1a (Gauss)

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

Gruber & Petters Software

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

2b Class 2b (Andersen

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

Gruber & Petters Software

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

1b Class 1b (Newton)

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

Gruber & Petters Software

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

3a Class 3a (Aristotle)

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

Gruber & Petters Software

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

2a Class 2a (Hugo)

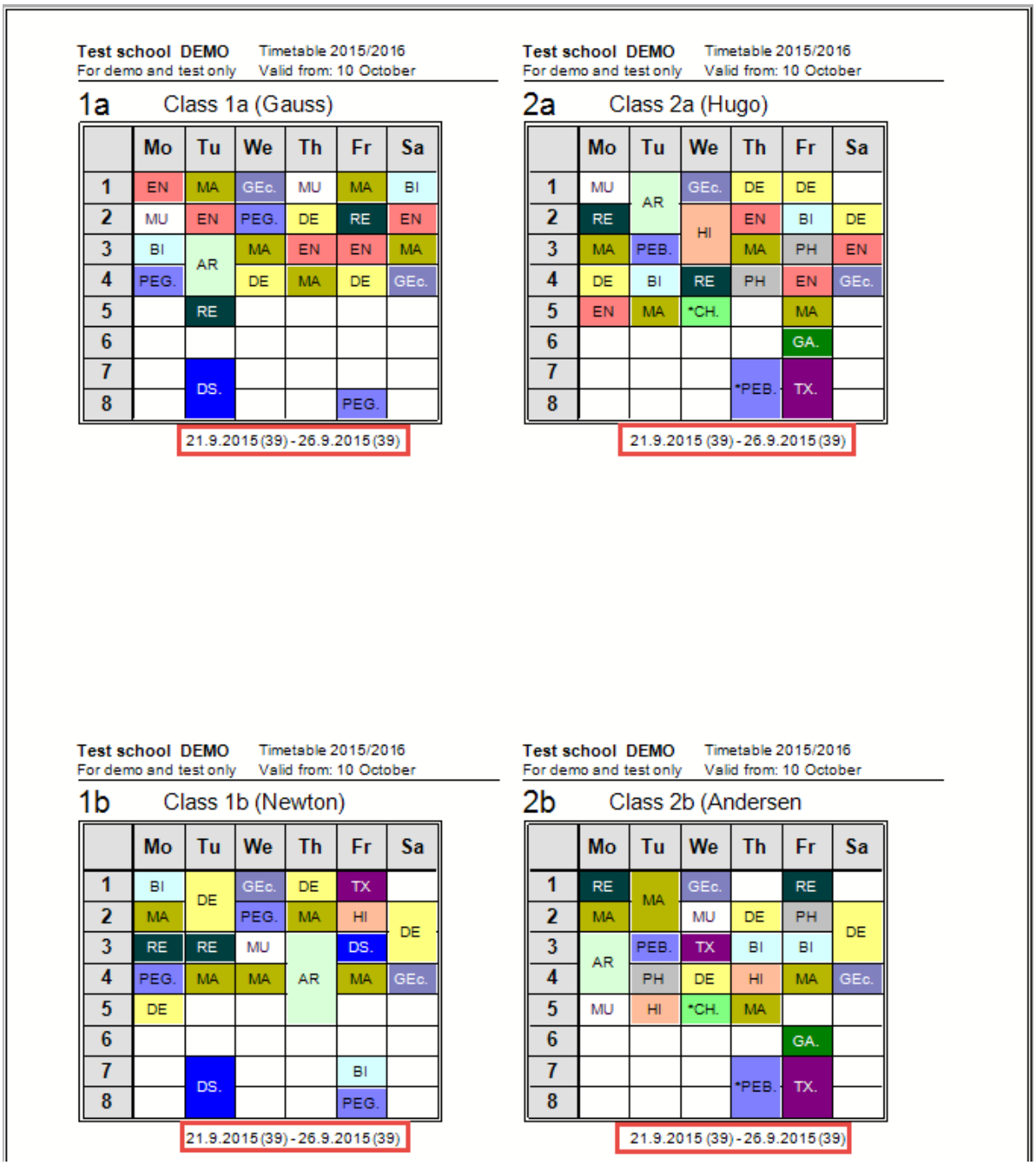
	Mo	Tu	We	Th	Fr	Sa

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

3b Class 3b (Callas)

	Mo	Tu	We	Th	Fr	Sa

Check the option "One timetable for each week" if you wish to print a separate timetable per week for each selected element. In addition, the field "School week" can also be used to specify which weeks should be printed. If this field remains empty, those weeks will be printed that were selected under <Settings>. This is a particularly useful option for schools with irregular lessons. Check the option "New page for each element" if you wish timetables to start on a new page for each new class or teacher.



Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

1a Class 1a (Gauss)

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

21.9.2015 (39) - 26.9.2015 (39)

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

2a Class 2a (Hugo)

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

21.9.2015 (39) - 26.9.2015 (39)

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

1b Class 1b (Newton)

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

21.9.2015 (39) - 26.9.2015 (39)

Test school DEMO Timetable 2015/2016
For demo and test only Valid from: 10 October

2b Class 2b (Andersen

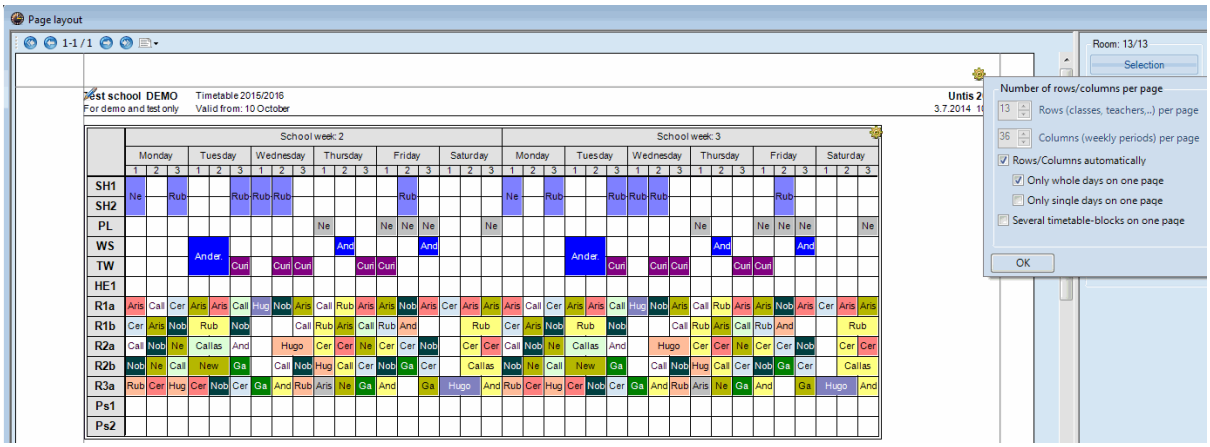
	Mo	Tu	We	Th	Fr	Sa
1	RE	MA	GEc.		RE	
2	MA		MU	DE	PH	DE
3	AR	PEB.	TX	BI	BI	
4		PH	DE	HI	MA	GEc.
5	MU	HI	*CH.	MA		
6					GA.	
7				*PEB.	TX.	
8						

21.9.2015 (39) - 26.9.2015 (39)

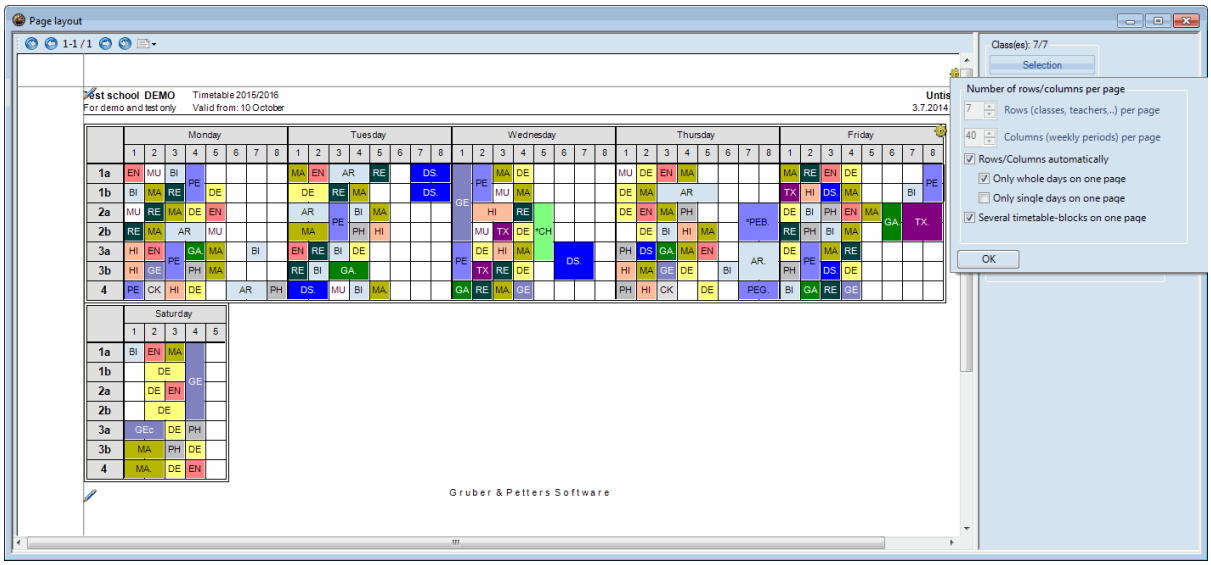
6.2.10 Details, overview timetables

The following print options are available for overview timetable formats 11, 20 and 30:

Number of rows/columns per page
This option allows you to specify the number of rows and columns to be printed on one page. The example shows an overview timetable for the room availability for classes. The number of rows and columns is to be calculated automatically. In this case there is space for three days.



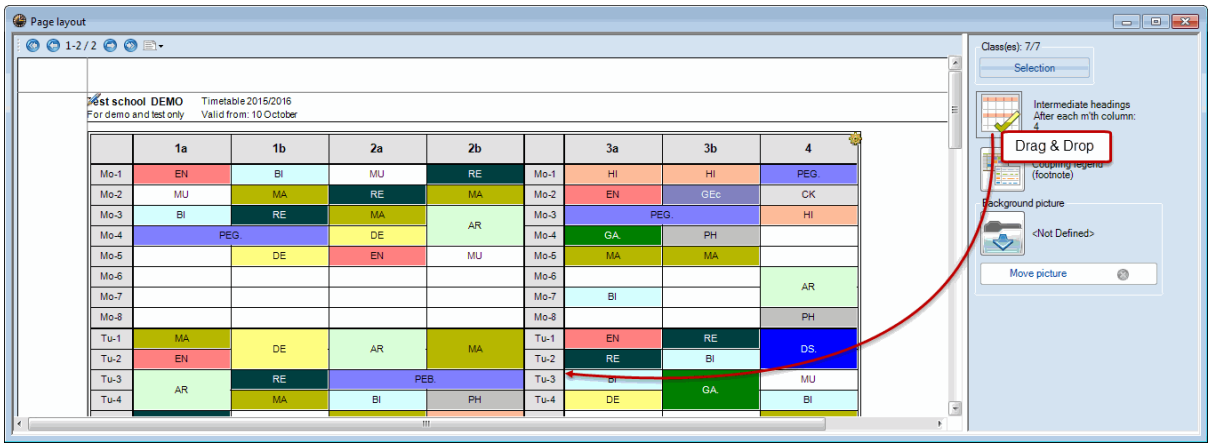
With the option 'Several timetable blocks per page' you can define that individual days of the overview timetable are printed underneath each other on the same page. 'Timetable blocks' refere here to consecutive days which can be printed next to each other on the resprective page.



<hr>Coupling legendAs with individual timetables, the printed versions of overview timetables can also include a legend containing the details for which there is insufficient space in the timetable periods. The legend for overview timetables is always printed on a separate page.

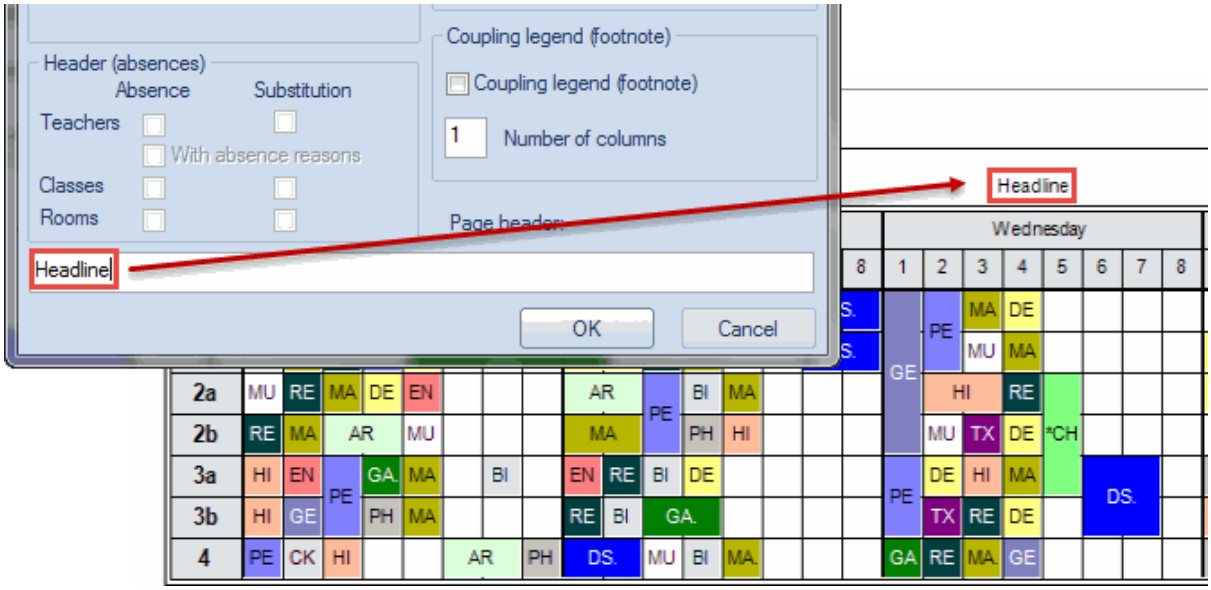
<hr>Intermediate headings

Overview timetables can contain a large amount of data. For purposes of clarity, the row and column headings can be repeated at regular intervals.



If intermediate headings are not to be repeated at regular intervals but before specific elements, please use the field "Heading before this element".(Print | Details)

Page heading
In the field 'Page heading' (Print | Details) you can define a text which will be printed as a heading on every page.

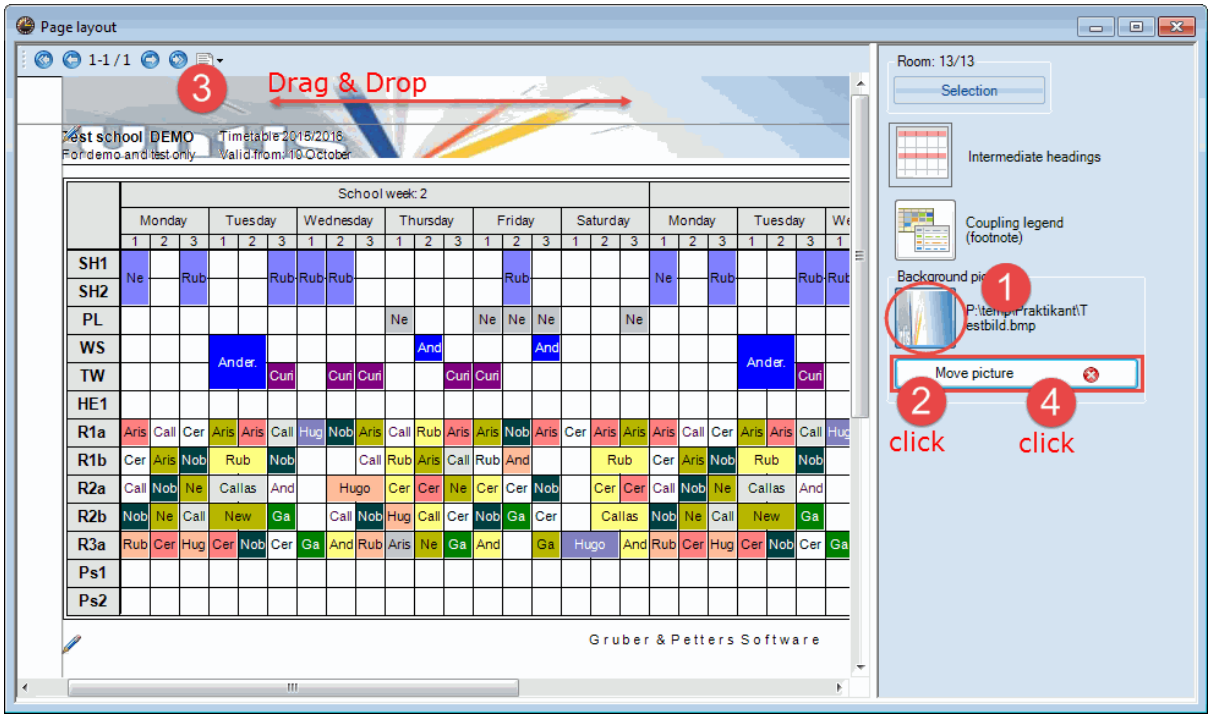


6.2.11 Background

You can include images and graphs on your printed timetables. The image must be available as a bitmap file (Windows BMP format). Depending on the bitmap, you can use this function to print your school logo or a background for the timetable.

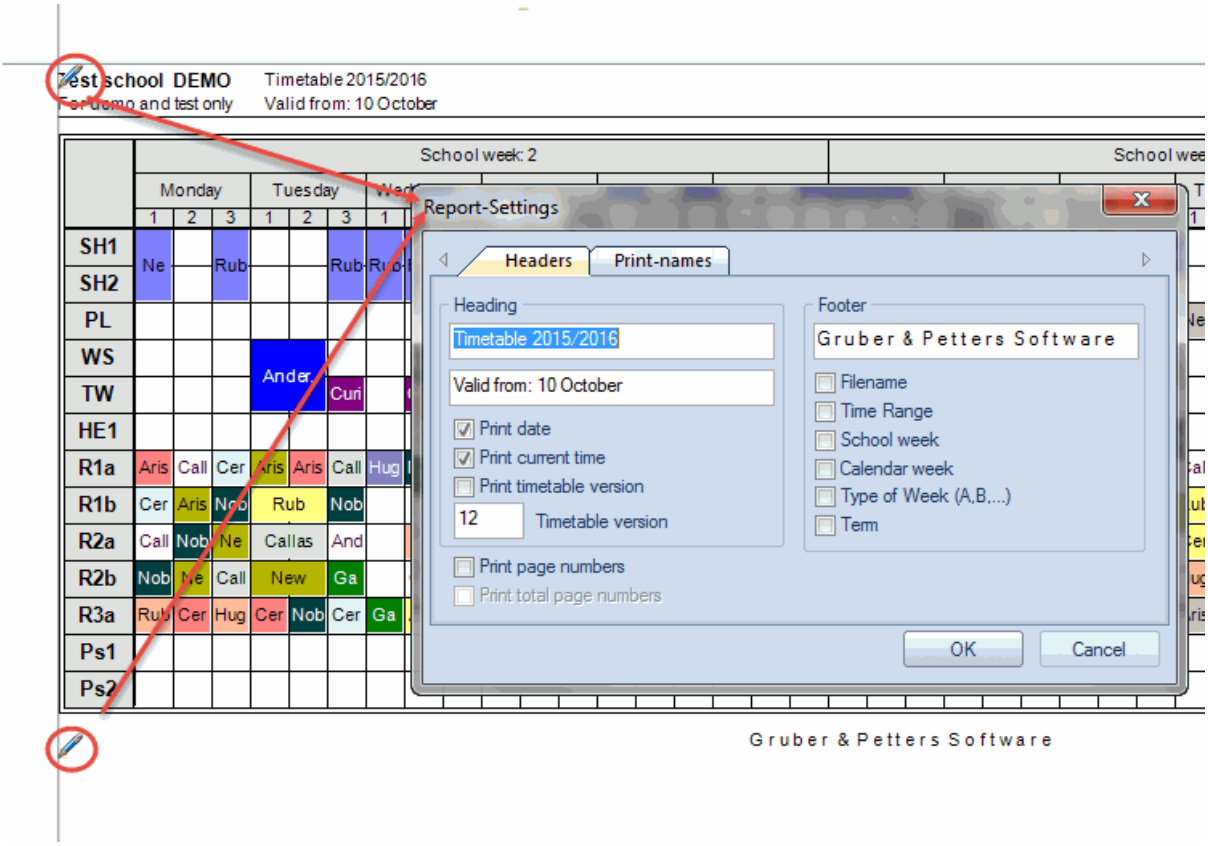
- Click on 'background image' in page layout, select the image in .bmp format you want to have as a background image.
- Click on the option 'Move image'.
- Drag the image to its new position and deactivate the option 'Move image' to fix it in the position you want.

- You can remove the image by clicking on 'Background image' for a second time.



6.2.12 Header and footer

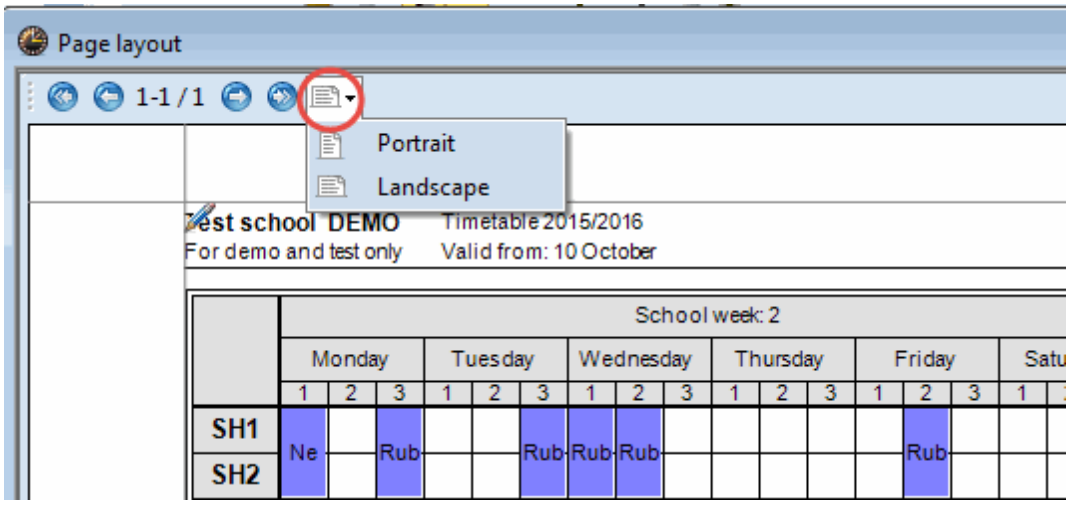
The information displayed in the headers and footers can be changed by clicking on the pen symbol in the page layout. The licence text (school name and address) is always displayed and cannot be suppressed.



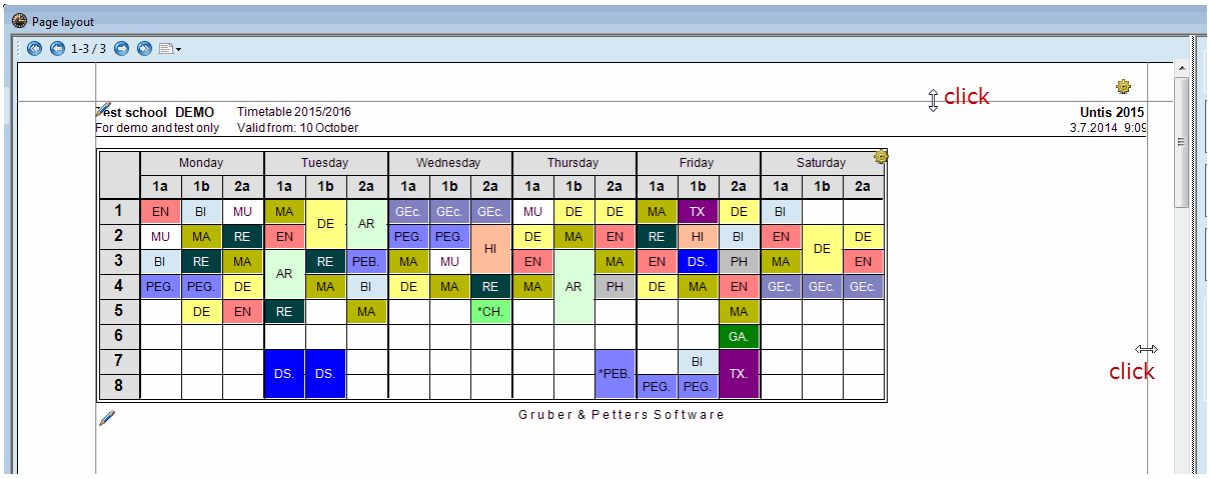
6.2.13 Page setup

You can specify the paper orientation (portrait or landscape) and the margins directly in the page layout.

Select the right format via the paper symbol.

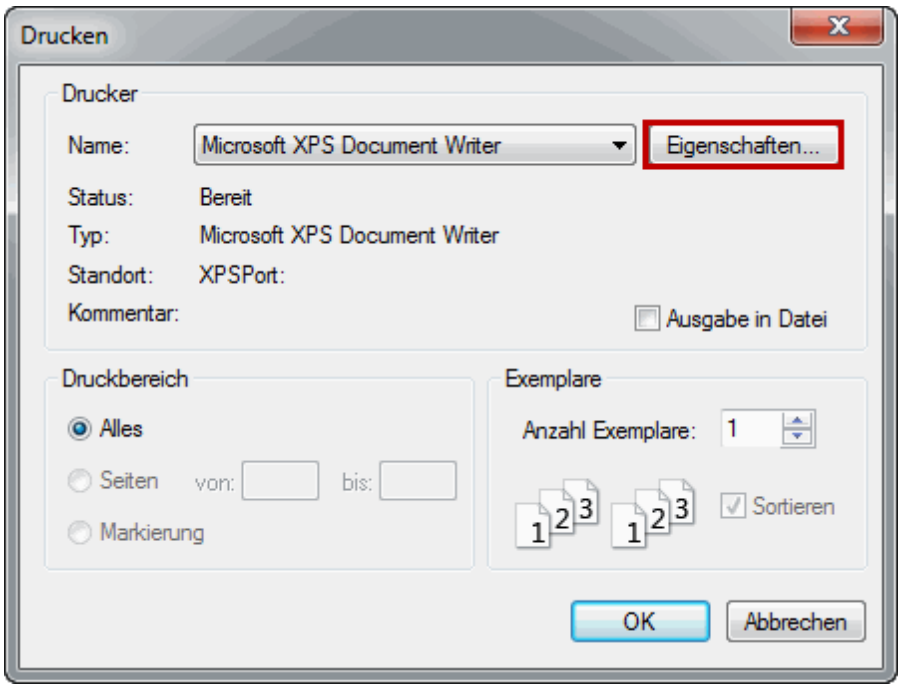


Click on the margin line on the respective side of the page and drag it to change the margin size.



A3 print
It is often useful to print overview timetables on A3 size paper. If your printer supports printing on A3 paper, proceed as follows:

Set your printer to paper size A3 (under "Print | Prroperties"). If the A3 printer has been set as the default printer in the Windows Control Panel and if A3 paper has been set as the standard paper feed in the printer driver, the timetable will be printed automatically in A3 format.

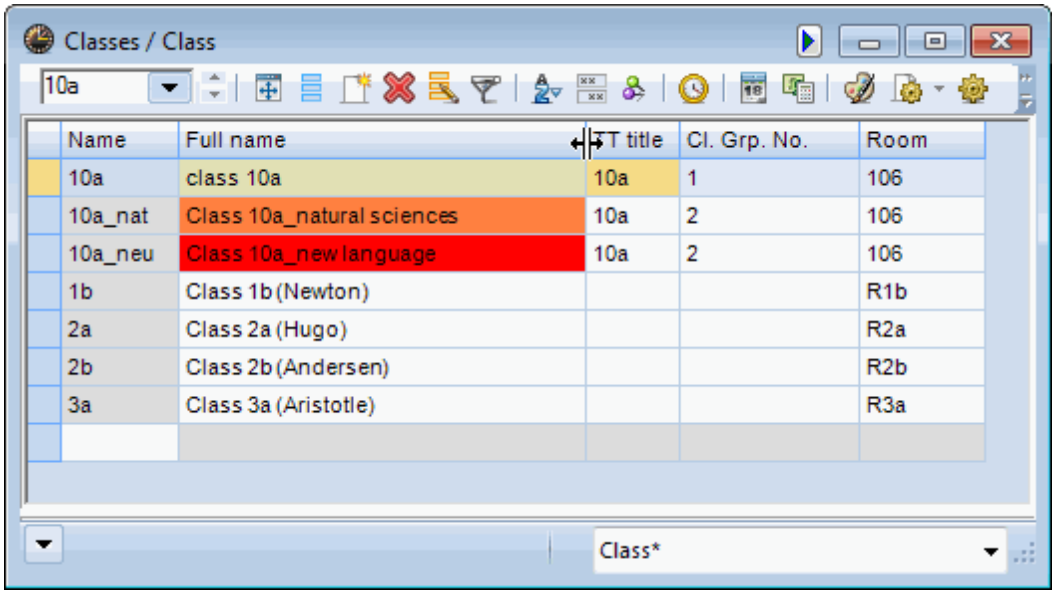


6.2.14 Several classes in one timetable

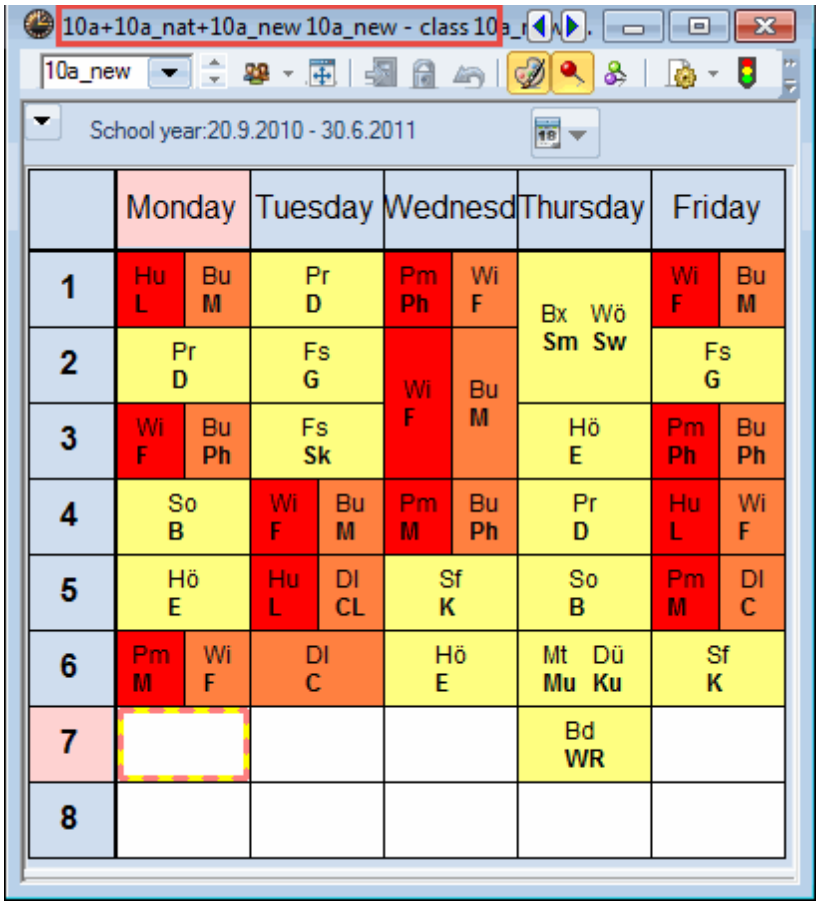
When a class is divided into two components, for instance a science and a languages group, but the timetables of the two components differ in only a few key respects, it can be useful to output the

timetables of both class components in a single timetable.

To do this, enter the combined class name of the classes whose timetables you want to print on a single timetable in the 'Master class (TT print-out)" field under "Master Data | Classes".

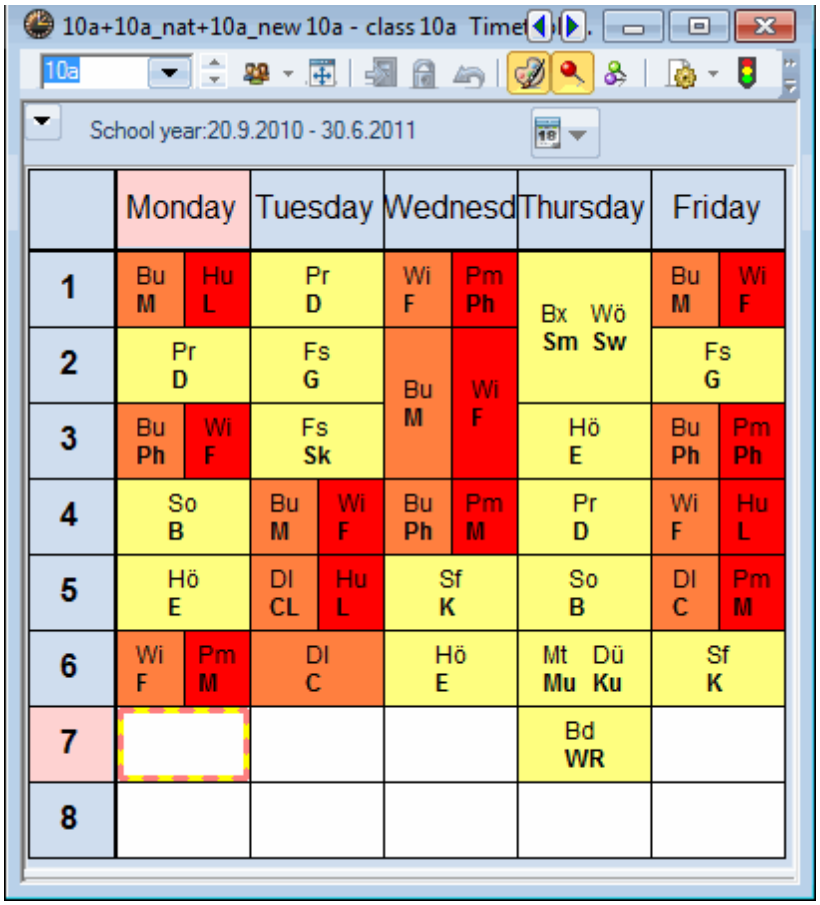


The example shows a class with a science (10a_S) group and a languages group (10a_L). The period details window shows that the students in the science group (10a_S) are scheduled to have a Physics lesson on Wednesday period 1, while the students of the Languages group (10a_L) are scheduled to have French. The combined name of the class is 10a. The screen display shows the names of all class components (10a + 10a_S + 10a_L).



	Monday	Tuesday	Wednesd	Thursday	Friday
1	Hu L / Bu M	Pr D	Pm Ph / Wi F	Bx Sm / Wö Sw	Wi F / Bu M
2	Pr D	Fs G	Wi F / Bu M		Fs G
3	Wi F / Bu Ph	Fs Sk		Hö E	Pm Ph / Bu Ph
4	So B	Wi F / Bu M	Pm M / Bu Ph	Pr D	Hu L / Wi F
5	Hö E	Hu L / Dl CL	Sf K	So B	Pm M / Dl C
6	Pm M / Wi F	Dl C	Hö E	Mt Mu / Dü Ku	Sf K
7				Bd WR	
8					

The timetable printout contains all the information of the class components in a single timetable for class 10a.



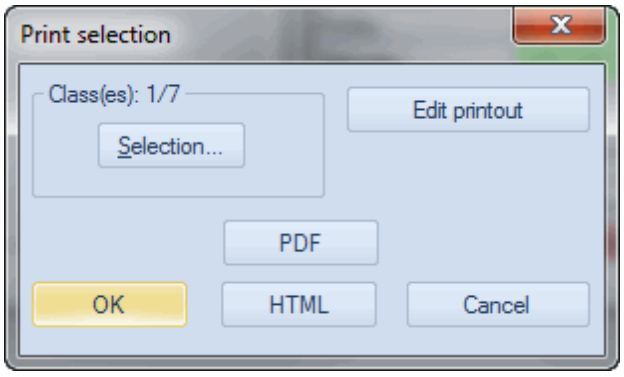
Note:
If you wish to prevent timetables from being combined for specific timetable layouts, deactivate the option "Show master classes separately" on the Layout 2 tab under <Settings>.

6.2.15 Timetables in HTML format

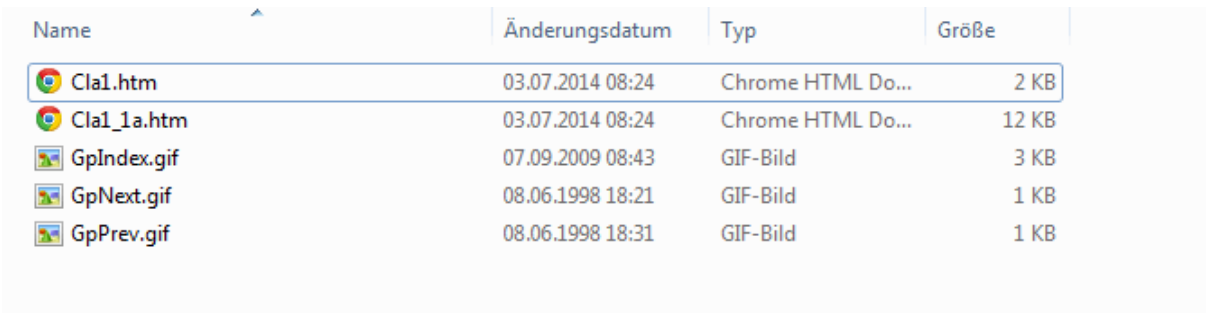
You can print out timetables in HTML format in order to make them available in your school's intranet or on the Internet,

Creating timetables in HTML format is similar to creating printouts of timetables. Proceed as follows:

- Activate the timetable you want to save in HTML format and open the dialogue box "Print selection" by clicking on <Print> or <Print Preview>
- Select the elements you want to print (i.e. save in HTML format) and customise settings and details (e.g. legends etc.) in the usual way.
- Click on <HTML>.

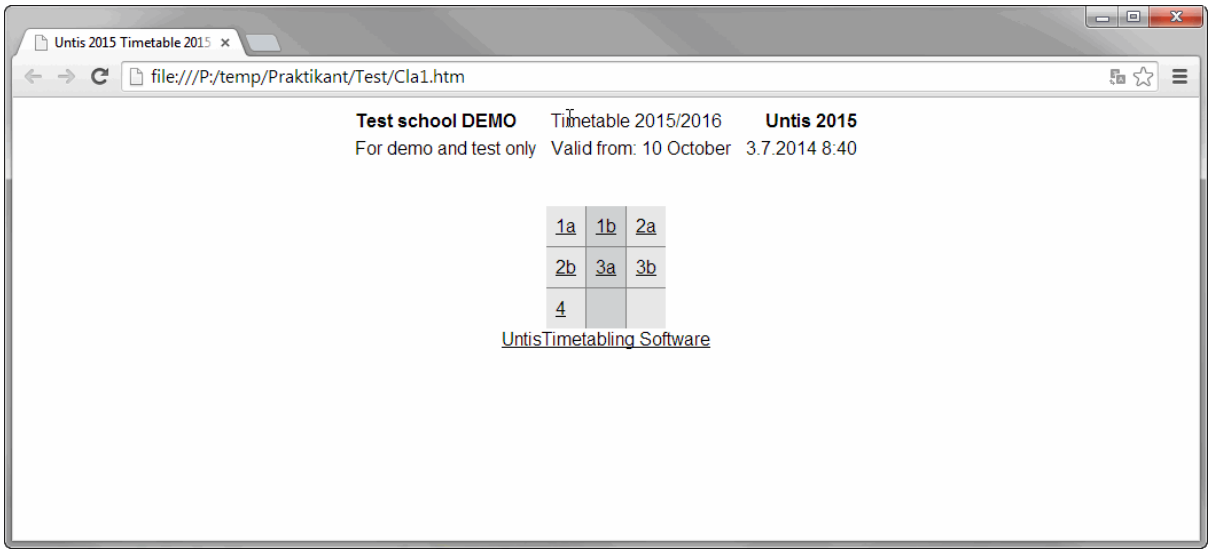


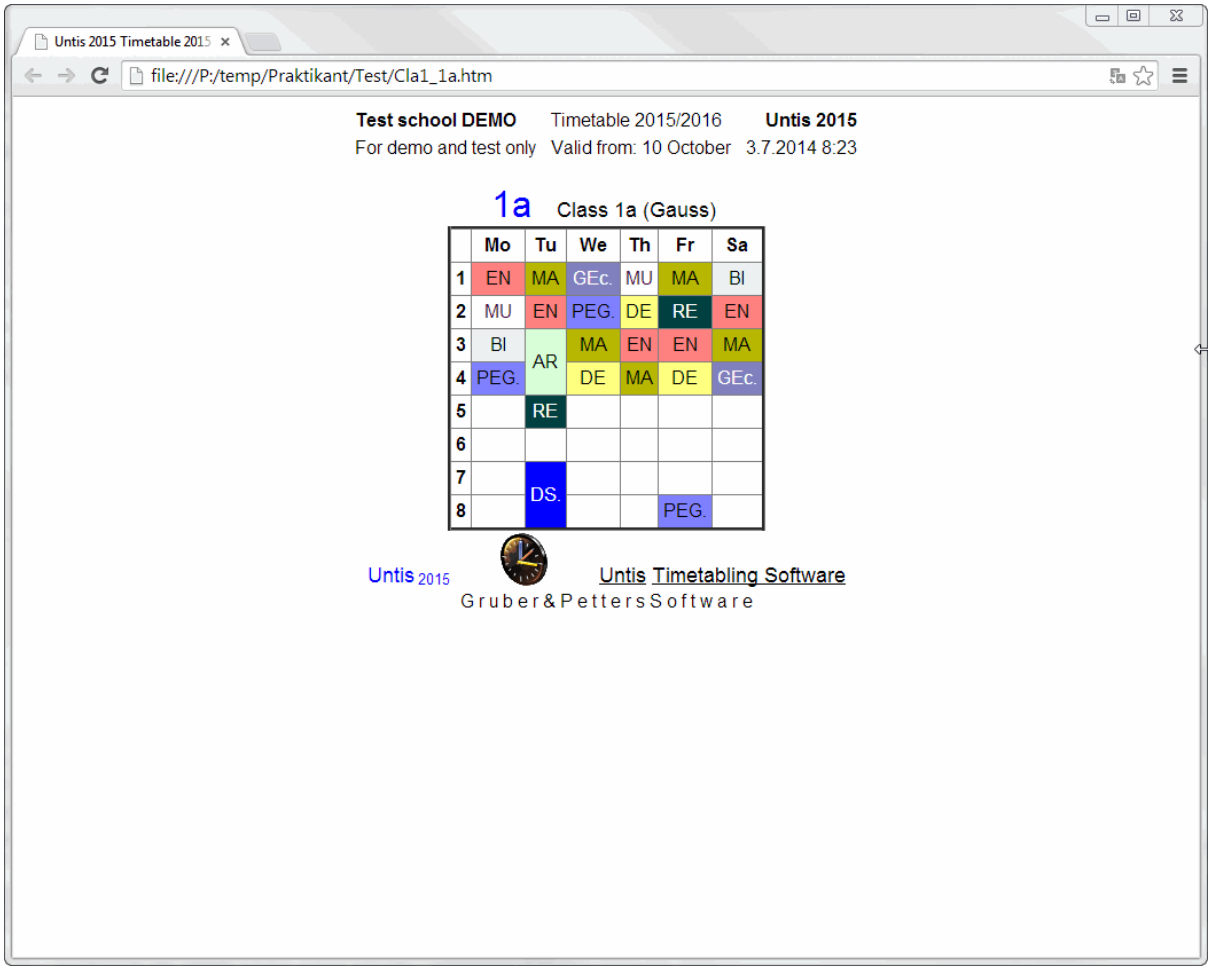
- A file dialogue box appears. Enter the name of the directory where you want to save the HTML files and confirm with <Save>.

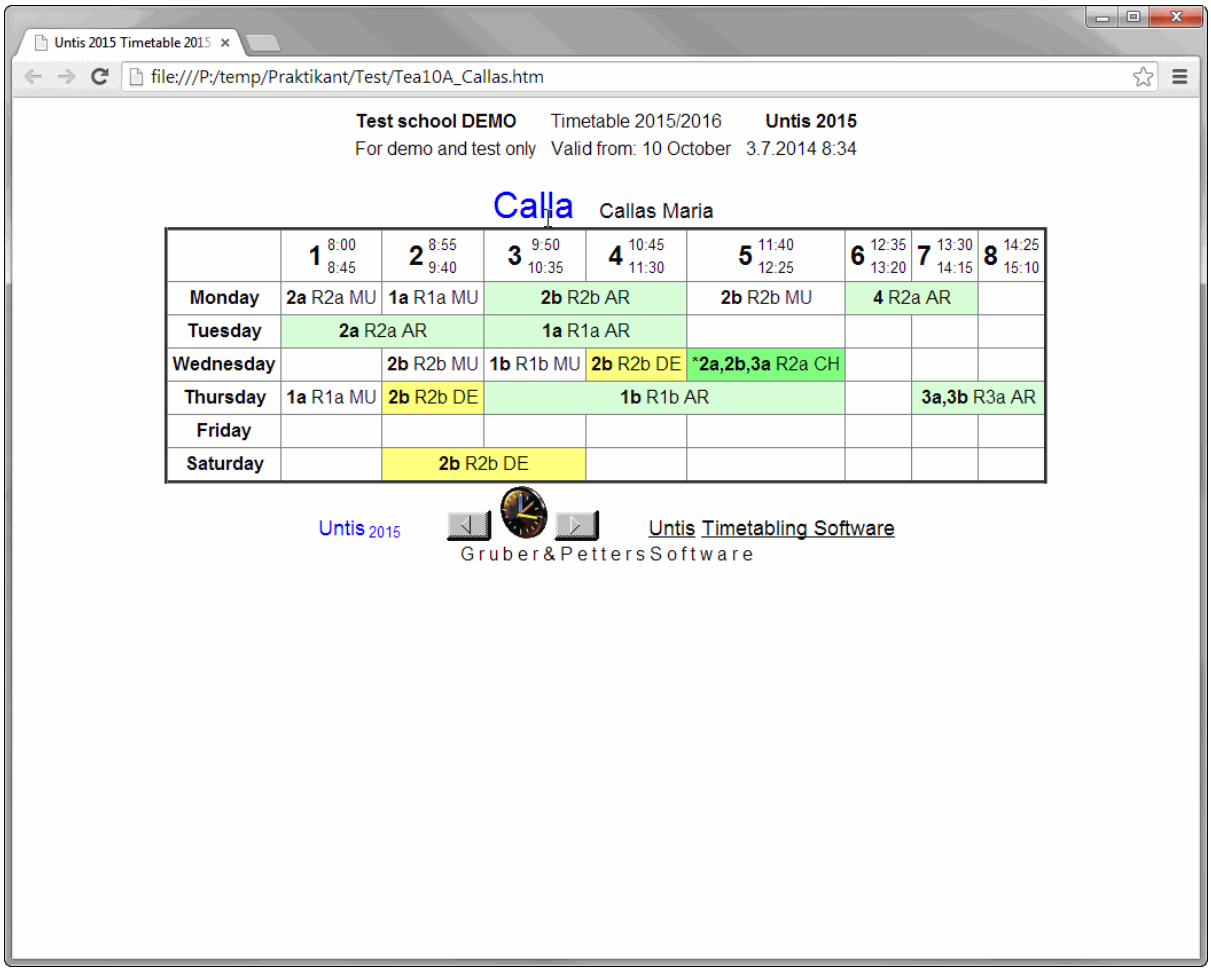


An index file will be created for each output, allowing access to each of the output elements. The index file name is based on the format used (e.g. CLA_HTML). Use the file to open the index with the links to the exported elements.

Tip
If the full names of the elements to be output are to be used, activate the option "HTML index page with full names" on the "Layout 2" tab under <Settings>.


Untis 2015 Timetable 2015
file:///P:/temp/Praktikant/Test/Cla1.htm
Test school DEMO Timetable 2015/2016 Untis 2015
For demo and test only Valid from: 10 October 3.7.2014 8:40
1a 1b 2a
2b 3a 3b
4
UntisTimetabling Software

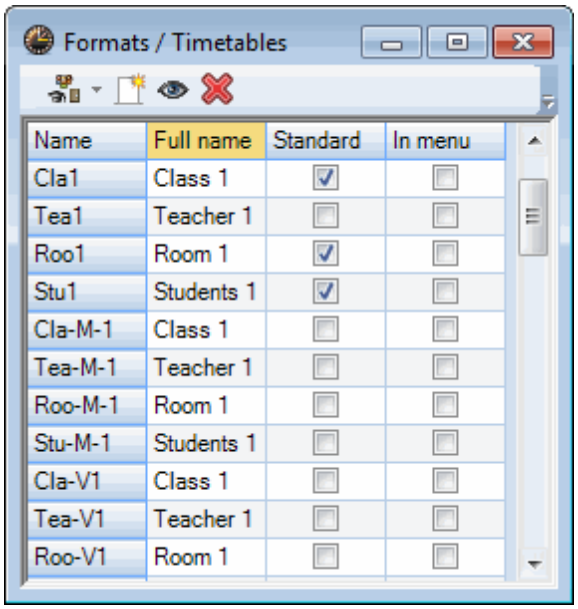

Untis 2015 Timetable 2015
file:///P:/temp/Praktikant/Test/Cla1_1a.htm
Test school DEMO Timetable 2015/2016 Untis 2015
For demo and test only Valid from: 10 October 3.7.2014 8:23
1a Class 1a (Gauss)
Mo Tu We Th Fr Sa
1 EN MA GEc. MU MA BI
2 MU EN PEG. DE RE EN
3 BI AR MA EN EN MA
4 PEG. DE MA DE GEc.
5 RE
6
7 DS.
8 PEG.
Untis 2015
Untis Timetabling Software
Gruber&PettersSoftware



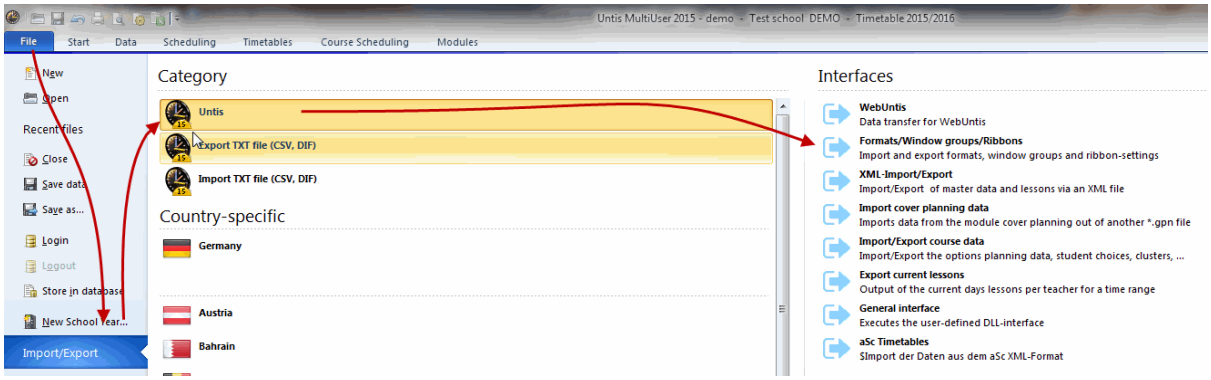
- When using the Cover planning module, the updated timetables also contain complete details on teaching cover.

7 Import and export of formats

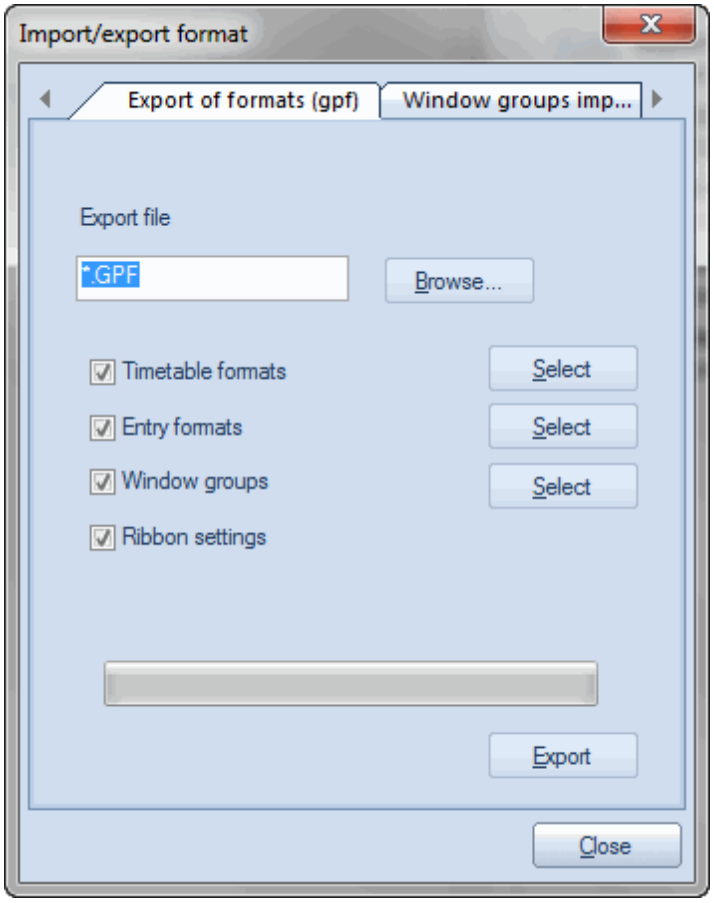
As a general rule, the formats you create are saved in the current work file. In order to make these views available for use in other files, you need to import or export them



- Select "File | Import / Export | Gruber&Petters | Formats/Window groups/Ribbon"‘.
  Select the "Export of formats (gpf)" tab from the dialogue box.

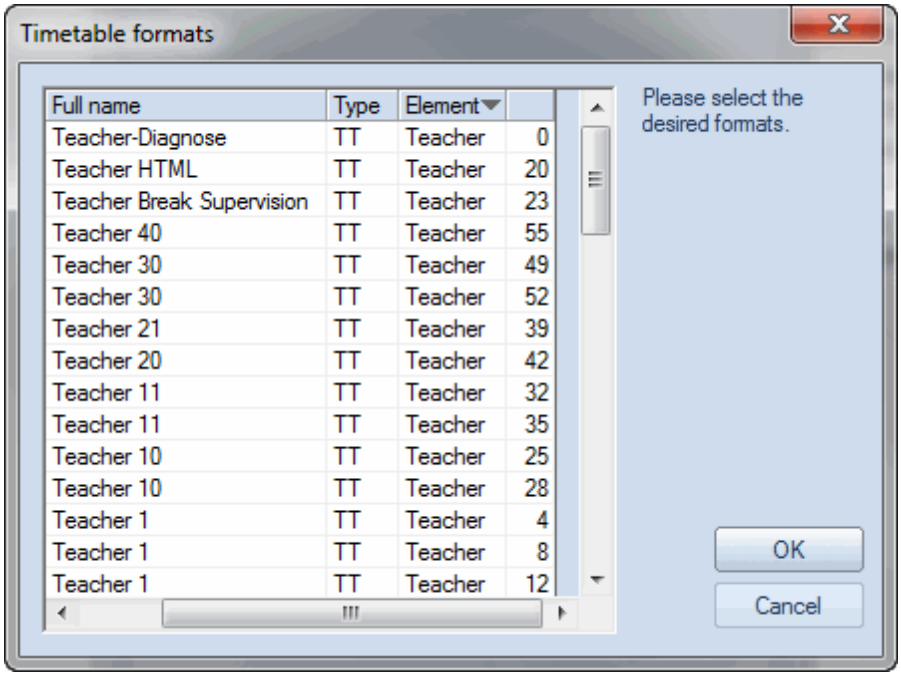


- Enter a name in the name field of the export file (e.g. "New.gpf").



You can export the format details of timetable views and of master data views. Select a particular timetable view for export by clicking on <Select> in the row "Timetable formats".

- From the dialogue box, select the timetable view whose format you want to export and confirm by clicking on <OK>.



The format data has now been saved in the file "New.gpf". You can now make your formats available to other Untis users (minus school data) or import the formats into other files.

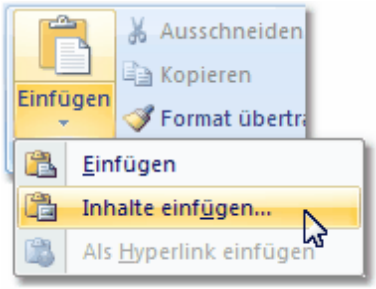
Use the same method to import formats from a .gpf or directly from a .gpn file.

8 Using the clipboard

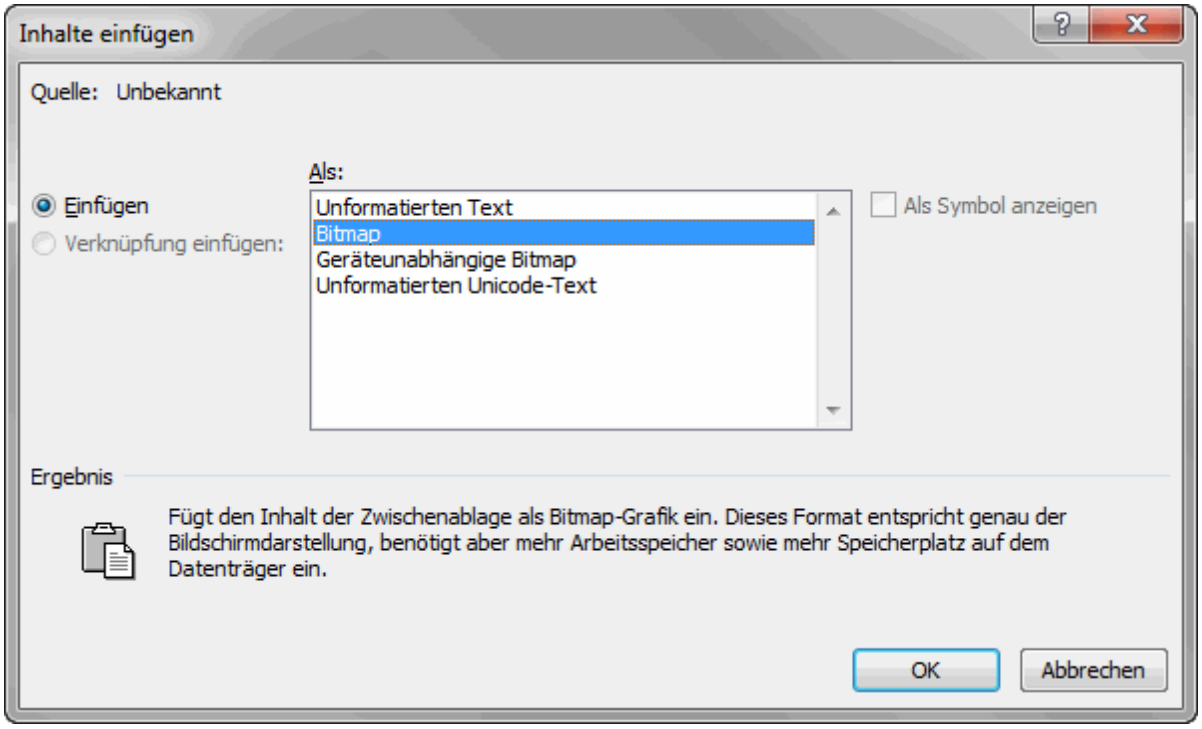
Using the clipboard, you can export timetables to other programmes such as word processing applications.

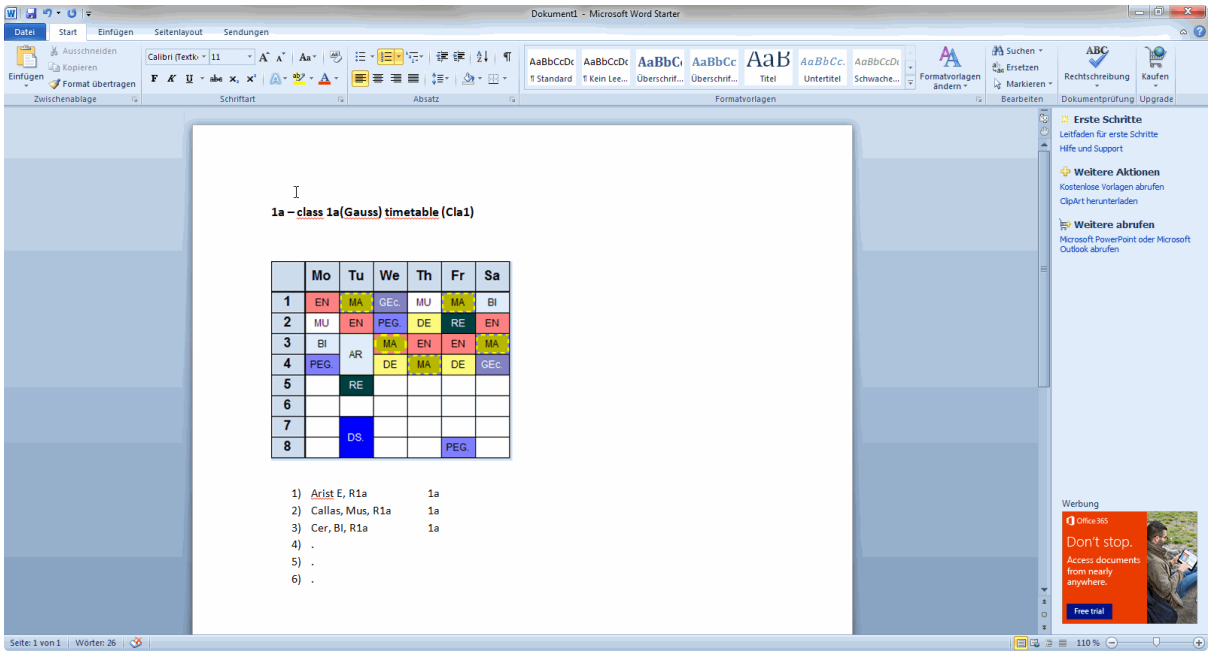
Proceed as follows:

- Click on the timetable you wish to export (the title bar must be blue)
- Copy the timetable to the clipboard (menu command "Edit | Copy" or via the shortcut <CTRL>+C.
- Switch to your word processing application. Select "Edit | Paste" to insert the contents of the clipboard in the form of an image.



- The "Edit | Paste" function can also be used to export the legend.





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