

# Integrated National Education Information System (iNEIS™)

## Manage School Resources: Scheduling & Timetable

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## Overview of Process

Below shows the series of steps used to complete the timetabling process for your school:

1. Generate Subjects, Teachers and Facilities list from iNEIS™
2. Import school file into Edval
3. Verify teachers & facilities (rooms)
4. Edit timetable grid
5. Edit timetable class data
6. Staff & schedule classes
7. View & Verify Timetables
8. Export timetable to MOE

## Note for Schools

1. Edval timetable is constructed by term and session with validity date range. Please refer to section 8 Export timetable for details.
2. Edval timetable is constructed based on existing data in iNEIS system. If you find any missing or incorrect information, please inform the consultants. Please do NOT add or change the information by yourself as you will encounter error during timetable uploading process.
3. Edval timetables are set by academic career. Therefore primary schools must have two timetables:
  - Primary section
  - Pre-school section

# 1. Generate Subjects, Teachers and Facilities list from iNEIS

## 1.1 Generate List of Subjects

Login to iNEIS to download the subjects list depending on your school type. These are: Pre-school, Primary, Secondary or 6<sup>th</sup> Form. Primary schools should have two subject lists to download: Pre-school and Primary. Some Secondary schools should have two subject lists to download: Secondary and 6<sup>th</sup> Form.

**Step 1.** Navigate to Main Menu > Reporting Tools > Query > Query Viewer.

**Step 2.** Select **Query Name** from the **Search By** drop down menu.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with

Search Access Group Name  
Description  
Folder Name  
Owner  
Query Name  
Type  
Uses Field Name  
Uses Record Name

**Step 3.** Enter **MOE\_TT\_INT\_SUB** in the Begins with field.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with MOE\_TT\_INT\_SUB

Search Advanced Search

**Step 4.** Click on the **Search** button.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By Query Name begins with MOE\_TT\_INT\_SUB

Search Advanced Search

**Step 5.** The specified query will be listed down in the search result.

**Step 6.** Click on the **HTML** link.

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
MOE_TT_INT_SUB	Outbound Interface - Subject	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>

### Step 7. You will be directed to MOE\_TT\_INT\_SUB page.

MOE\_TT\_INT\_SUB - Outbound Interface - Subject

Institution:   
 Career:   
 Acad Org:   
 Term:   
 Session:

Subject Code	Subject Name	Government Code
--------------	--------------	-----------------

### Step 8. Select or enter the values into the Institution, Career, Acad Org, Term and Session fields.

MOE\_TT\_INT\_SUB - Outbound Interface - Subject

Institution:   
 Career:   
 Acad Org:   
 Term:   
 Session:

Subject Code	Subject Name	Government Code
--------------	--------------	-----------------

### Step 9. Click on the View Result button.

MOE\_TT\_INT\_SUB - Outbound Interface - Subject

Institution:   
 Career:   
 Acad Org:   
 Term:   
 Session:

Subject Code	Subject Name	Government Code
--------------	--------------	-----------------

### Step 10. A list of the Subject Code, Subject Name and Government Code will be listed down.

MOE\_TT\_INT\_SUB - Outbound Interface - Subject

Institution:   
 Career:   
 Acad Org:   
 Term:   
 Session:

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (75 kb)

View All First 1-100 of 205 Last

	Subject Code	Subject Name	Government Code
1	ACC/3301	Accounting	001120/26/CLS
2	ACC/3401	Accounting	001154/26/CLS
3	ACC/3501	Accounting	001189/26/CLS
4	AGR/3301	Agriculture	001333/26/CLS
5	AGR/3401	Agriculture	001334/26/CLS

**Step 11.** Click on the **Excel Spreadsheet** link.

MOE\_TT\_INT\_SUB - Outbound Interface - Subject

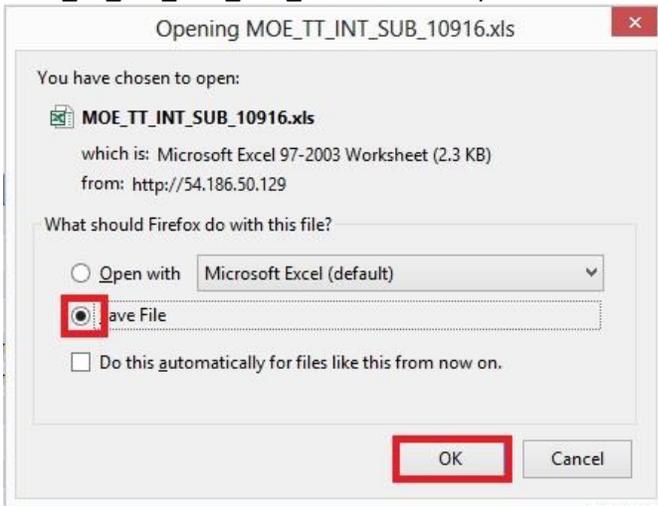
Institution: MOE01  
 Career: SECS  
 Acad Org: 3026  
 Term: 1510  
 Session: 1

Download results in: **Excel Spreadsheet** CSV Text File XML File (75 kb)

View All First 1-100 of 205 Last

	Subject Code	Subject Name	Government Code
1	ACC/3301	Accounting	001120/26/CLS
2	ACC/3401	Accounting	001154/26/CLS
3	ACC/3501	Accounting	001189/26/CLS
4	AGR/3301	Agriculture	001333/26/CLS
5	AGR/3401	Agriculture	001334/26/CLS

**Step 12.** Click **OK** to save the report. Make sure you rename the file name based on your school code. Example: **MOE\_TT\_INT\_SUB\_1011**. If it's a PRE school subject, the naming convention should be like: **MOE\_TT\_INT\_SUB\_PRE\_1011** to identify the difference between pre and primary subject.



**Step 13.** View report in Excel.

1	Outbound Interface - Subject	205	
2	Subject Code	Subject Name	Government Code
3	ACC/3301	Accounting	001120/26/CLS
4	ACC/3401	Accounting	001154/26/CLS
5	ACC/3501	Accounting	001189/26/CLS
6	AGR/3301	Agriculture	001333/26/CLS
7	AGR/3401	Agriculture	001334/26/CLS
8	AGR/3501	Agriculture	001335/26/CLS
9	ARB/3101	Arabic	001083/26/CLS

## 1.2 Generate List of Facilities

Login to iNEIS to download the facilities list from your school.

**Step 1.** Navigate to Main Menu > Reporting Tools > Query > Query Viewer.

**Step 2.** Select **Query Name** from the **Search By** drop down menu.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By** Query Name  begins with

**Search**

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name
- Type
- Uses Field Name
- Uses Record Name

**Step 3.** Enter **MOE\_TT\_INT\_FAC** in the Begins with field.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By** Query Name  begins with

**Search** [Advanced Search](#)

**Step 4.** Click on the **Search** button.

### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

**\*Search By** Query Name  begins with

**Search** [Advanced Search](#)

**Step 5.** The specified query will be listed down in the search result.

**Step 6.** Click on the **HTML** link.

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

## Search Results

\*Folder View

Query							Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites				
MOE_TT_INT_FAC	Outbound Interface - Facility	Public		HTML	Excel	XML	Schedule	Favorite				

**Step 7.** You will be directed to **MOE\_TT\_INT\_FAC** page.

MOE\_TT\_INT\_FAC - Outbound Interface - Facility

Institution:

Acad Org:

Career:

Term:

Session:

Facility Description	Facility ID
----------------------	-------------

**Step 8.** Select or enter the values into the **Institution, Acad Org, Career, Term** and **Session** fields.

MOE\_TT\_INT\_FAC - Outbound Interface - Facility

Institution:

Acad Org:

Career:

Term:

Session:

Facility Description	Facility ID
----------------------	-------------

**Step 9.** Click on the **View Result** button.

MOE\_TT\_INT\_FAC - Outbound Interface - Facility

Institution:

Acad Org:

Career:

Term:

Session:

Facility Description	Facility ID
----------------------	-------------

**Step 10.** A list of the Facility Description and Facility ID will be listed down.

MOE\_TT\_INT\_FAC - Outbound Interface - Facility

Institution: MOE01  
Acad Org: 3026  
Career: SECS  
Term: 1510  
Session: 1

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All

First 1-73 of 73 Last

	Facility Description	Facility ID
1	Classroom 12	3026_CM12
2	Classroom 13	3026_CM13
3	Classroom 14	3026_CM14
4	Classroom 15	3026_CM15
5	Classroom 16	3026_CM16
6	Classroom 17	3026_CM17
7	Classroom 18	3026_CM18

**Step 11.** Click on the **Excel Spreadsheet** link.

MOE\_TT\_INT\_FAC - Outbound Interface - Facility

Institution: MOE01  
Acad Org: 3026  
Career: SECS  
Term: 1510  
Session: 1

View Results

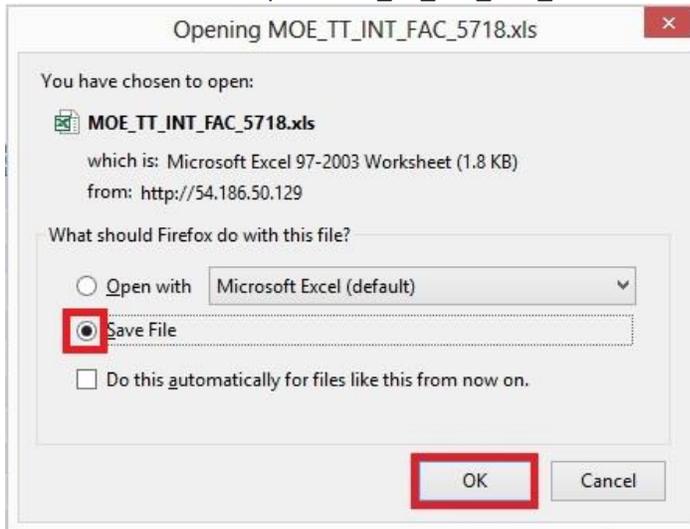
Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (6 kb)

View All

First 1-73 of 73 Last

	Facility Description	Facility ID
1	Classroom 12	3026_CM12
2	Classroom 13	3026_CM13
3	Classroom 14	3026_CM14
4	Classroom 15	3026_CM15
5	Classroom 16	3026_CM16
6	Classroom 17	3026_CM17
7	Classroom 18	3026_CM18

**Step 12.** Click **OK** to save the report. Make sure you rename the file name based on your school code.  
Example: **MOE\_TT\_INT\_FAC\_1011.**



**Step 13.** View report in Excel.

	A	B	C	D
1	<b>Outbound Interface - Facility</b>	73		
2	<b>Facility Description</b>	<b>Facility ID</b>		
3	Classroom 12	3026_CM12		
4	Classroom 13	3026_CM13		
5	Classroom 14	3026_CM14		
6	Classroom 15	3026_CM15		
7	Classroom 16	3026_CM16		
8	Classroom 17	3026_CM17		

### 1.3 Generate List of Teachers

Login to iNEIS to download the facilities list from your school.

**Step 1.** Navigate to Main Menu > Reporting Tools > Query > Query Viewer.

**Step 2.** Select **Query Name** from the **Search By** drop down menu.

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\***Search By**  begins with

**Search**

- Access Group Name
- Description
- Folder Name
- Owner
- Query Name**
- Type
- Uses Field Name
- Uses Record Name

**Step 3.** Enter **MOE\_TT\_INT\_TCH** in the Begins with field.

#### Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\***Search By**  begins with

**Search** [Advanced Search](#)

**Step 4.** Click on the **Search** button.

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

**Step 5.** The specified query will be listed down in the search result.

**Step 6.** Click on the **HTML** link.

## Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with   
 [Advanced Search](#)

## Search Results

\*Folder View

Query							Personalize	Find	View All	First	1 of 1	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites				
MOE_TT_INT_TCH	Outbound Interface - Teacher	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>	<a href="#">Favorite</a>				

**Step 7.** You will be directed to **MOE\_TT\_INT\_TCH** page.

MOE\_TT\_INT\_TCH - Outbound Interface - Teacher

Institution:   
Campus:   
Career:   
Term:   
Session:

Teacher Name	ID
--------------	----

**Step 8.** Select or enter the values into the **Institution, Campus, Career, Term** and **Session** fields.

MOE\_TT\_INT\_TCH - Outbound Interface - Teacher

Institution:   
Campus:   
Career:   
Term:   
Session:

Teacher Name	ID
--------------	----

**Step 9.** Click on the **View Result** button.

MOE\_TT\_INT\_TCH - Outbound Interface - Teacher

Institution:   
Campus:   
Career:   
Term:   
Session:

Teacher Name	ID
--------------	----

**Step 10.** A list of the Teacher Name and Employee ID will be listed down.

MOE\_TT\_INT\_TCH - Outbound Interface - Teacher

Institution: MOE01  
Campus: 3026  
Career: SECS  
Term: 1510  
Session: 1

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (29 kb)

View All

First 1-89 of 89 Last

	Teacher Name	ID
1	KOMSANE BIN JIA'AN	S00060442
2	HAJAH SAFIAH BINTI HAJI UMARALI	S00069509
3	SUSIE NUR THANE OI FANG	S00070783
4	TAN KUAN MOI	S00072027
5	JASNI ABDULLAH TUJOH	S00078496
6	NUR DAHLIA BINTI HAJI MUHAMMAD DERU	S00079484

**Step 11.** Click on the **Excel Spreadsheet** link.

MOE\_TT\_INT\_TCH - Outbound Interface - Teacher

Institution: MOE01  
Campus: 3026  
Career: SECS  
Term: 1510  
Session: 1

View Results

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (29 kb)

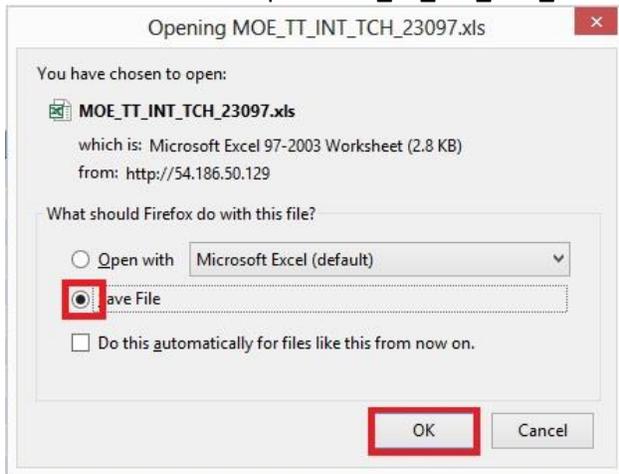
View All

First 1-89 of 89 Last

	Teacher Name	ID
1	KOMSANE BIN JIA'AN	S00060442
2	HAJAH SAFIAH BINTI HAJI UMARALI	S00069509
3	SUSIE NUR THANE OI FANG	S00070783
4	TAN KUAN MOI	S00072027
5	JASNI ABDULLAH TUJOH	S00078496
6	NUR DAHLIA BINTI HAJI MUHAMMAD DERU	S00079484

**Step 12.** Click **OK** to save the report. Make sure you rename the file name based on your school code.

Example: **MOE\_TT\_INT\_TCH\_1011.**



**Step 13.** View report in Excel.

1	<b>Outbound Interface - Teacher</b>	89		
2	<b>Teacher Name</b>	<b>ID</b>		
3	KOMSANE BIN JIA'AN	S00060442		
4	HAJAH SAFIAH BINTI HAJI UMARALI	S00069509		
5	SUSIE NUR THANE OI FANG	S00070783		

## 2. Import data to Edval from iNEIS

### 2.1 Open Edval file

Open an Edval timetable template file from your desktop, depending on your school type.

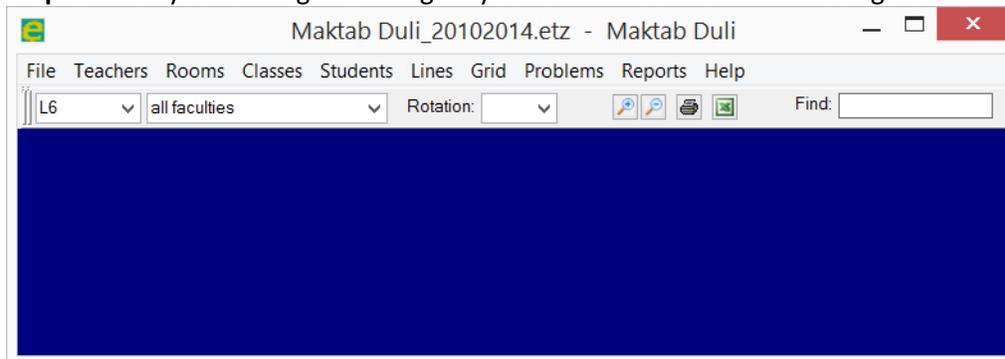
These are: Pre-school, Primary, Secondary or 6<sup>th</sup> form.

**Step 1.** Double click the **Edval.exe** icon to run the software

**Step 2.** Select the template file to open. Navigation: Desktop > School Data > Common Material

**Step 3.** *File > Save as: <School name> <Year>.etz*

**Step 4.** Then you can begin working on your own school file – not the original file template.



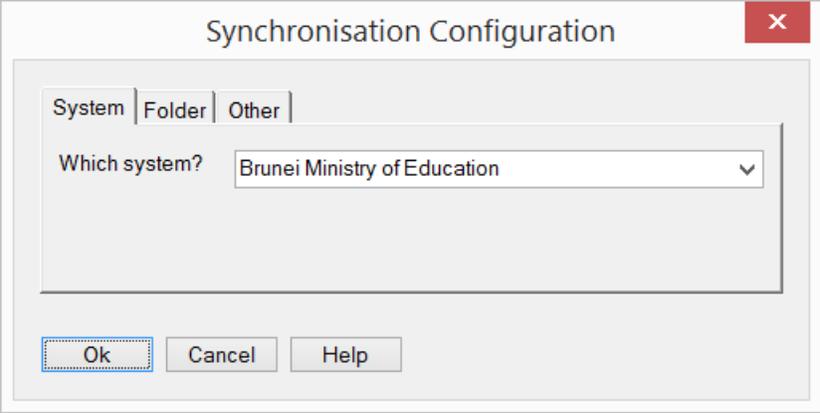
### 2.2 Set Import / Export format

Ensure import / export format system is set correctly:

*File > Sync with System > (Configuration)*

Make sure the system is selected as **Brunei Ministry of Education**.

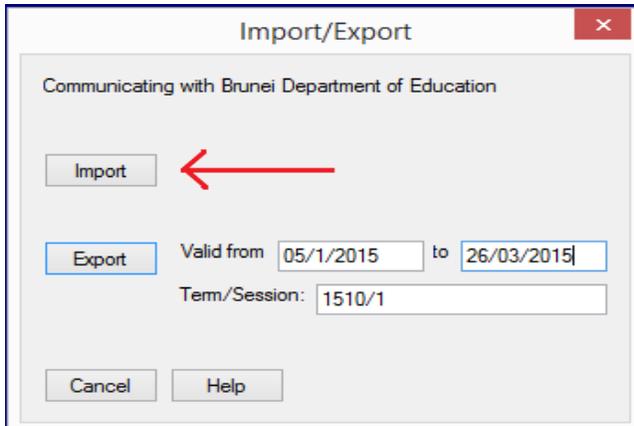
You should also ensure the Folder is pre-set to **C:/Edval timetables..**



## 2.3 Import data to Edval from iNEIS

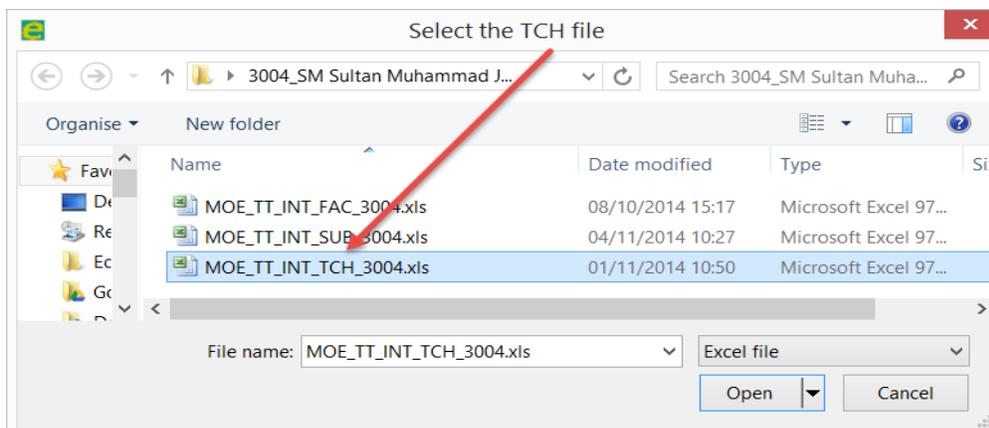
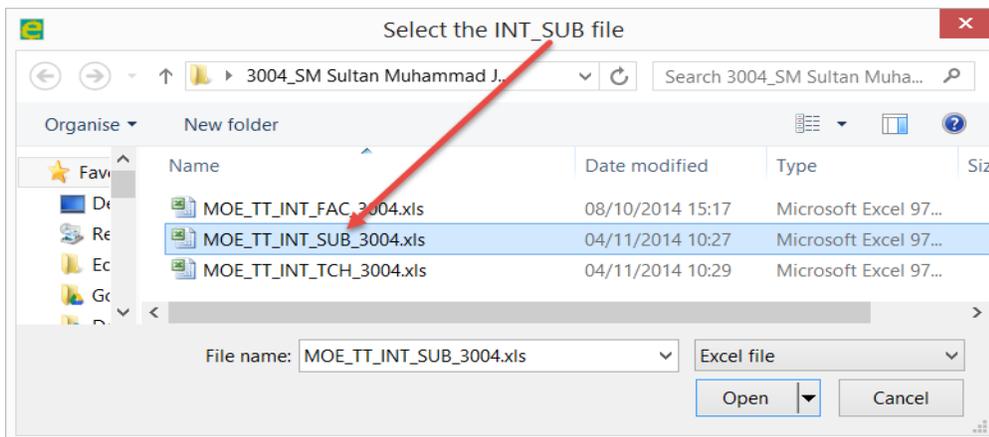
Import data from MOE via:

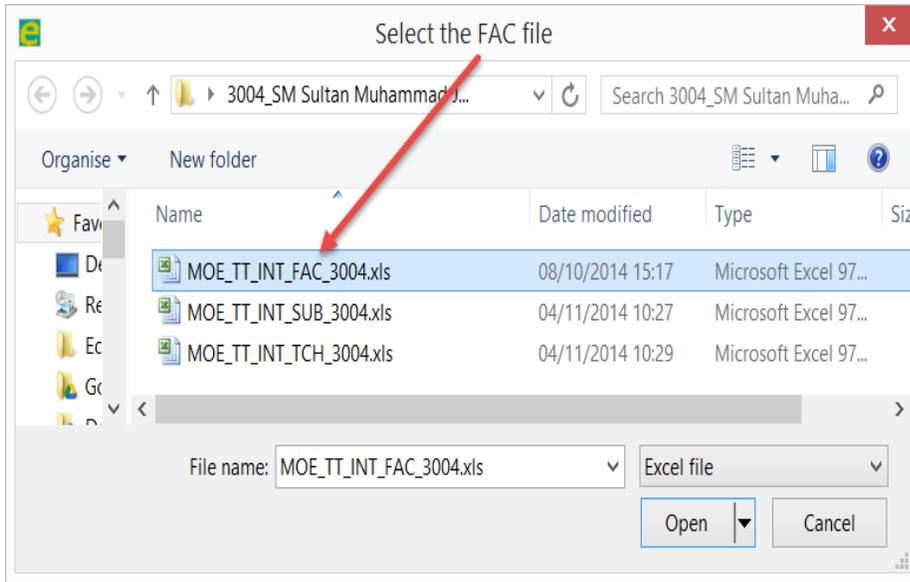
**Step 1.** Menu path: *File > Sync with System > Sync now > (Import)*



**Step 2.** In the browser window, navigate to **Location of the saved file > (your school code + name)** to select the three import files: **SUB, TCH, FAC** – Which are Subjects, Teachers and Facilities.

For primary schools, please import the same teacher and facility files for both pre-school and primary timetables. Pre-school and primary school timetables should be imported with the corresponding subject file.





### 3. Check teachers, facilities (rooms) and subjects

**Important Notes:** Edval timetable is constructed based on existing data in iNEIS system. If you find any missing or incorrect information, please inform the consultants. Please do NOT add or change the information by yourself as you will encounter error during timetable uploading process.

#### 3.1 Check Rooms

**Menu path:** *Rooms > Room data*

Check notes column, and check if your rooms match your school rooms, and that the information is showing here in Edval now after import, showing import was successful.

Some rooms are shared between multiple classes – such as a science lab or music room. In this case, leave the HomeGroup field blank.

Code	HomeRoomOf	HomeGroup	Size	Unavailable	Brunei Ministry of Education id	Campus	Notes
AQR01					1006_AQR01		Al-Quran Room
CM02		7A			1006_CM02		Classroom 02
CM06		7B			1006_CM06		Classroom 06
CM07		7C			1006_CM07		Classroom 07
CM11					1006_CM11		Classroom 11
CM17					1006_CM17		Classroom 17
ICS01					1006_ICS01		ICT Store 01
STR01					1006_STR01		Staff Room 01

#### 3.2 Check Faculties

**Faculty:** Means department. Teachers can only be registered in one department for administration, but can teach subjects across more than one department – these are “teacher sets”.

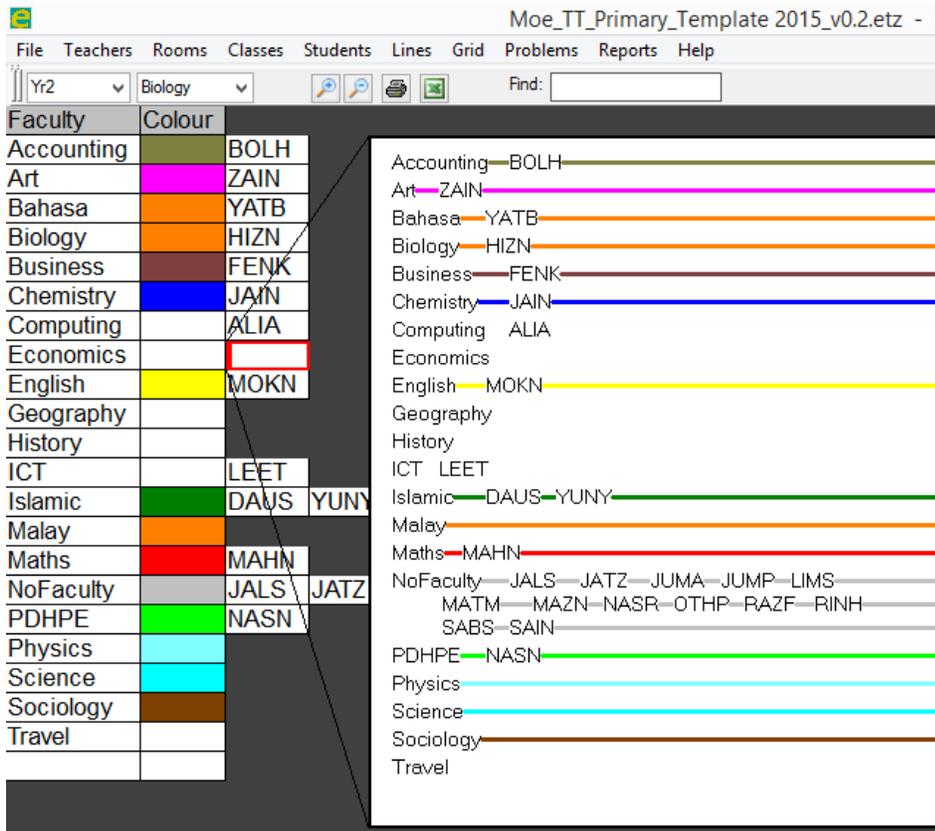
**Menu path:** *Teachers > Faculty data*

**Step 1.** Click any department name you don’t want, and delete the faculty name.

**Step 2.** Add any new department, by typing into the blank white cell at the base of the list.

**Step 3.** If desired only - set colour for each department by double clicking the colour cell, and selecting a colour. We do not recommend you change the existing department names or colours *unless really needed*. Consistency across schools is desirable.

Once teachers are assigned faculties in the next step, their codes will appear against the faculty name here.

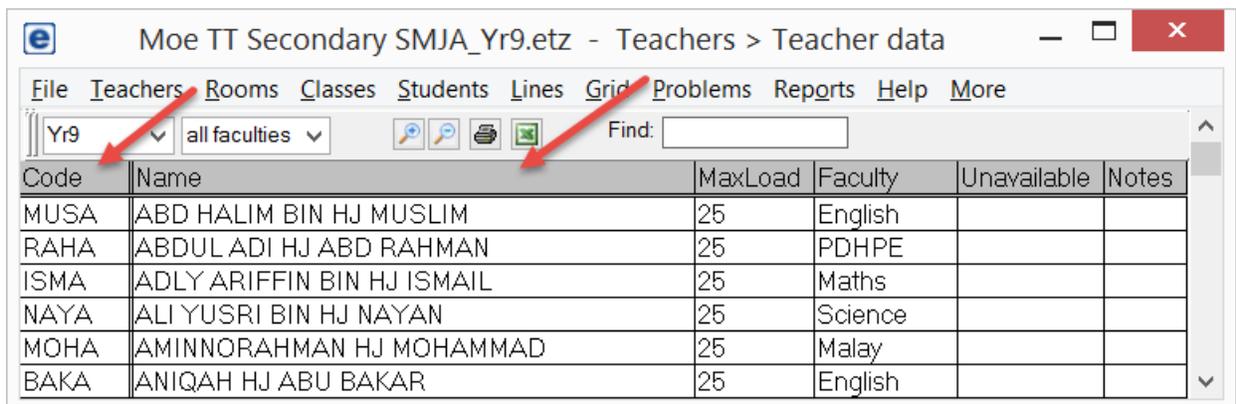


### 3.3 Check Teachers

**Menu path:** *Teachers > Teacher data (Shortcut = F2)*

**Step 1.** Check your teacher’s names are correct for your school.

**Step 2.** If needed, modify short code (Only 4-5 characters). Use characters *from the teachers name* in the short code to help recognition – this is not a numeric type of code.



**Step 3.** Select ‘all faculties’ from the drop down on the toolbar at top left of screen. This allows the Faculty column to be shown.

**Step 4.** Specify MaxLoad, and faculty for each teacher (Faculty means ‘Department’).

MaxLoad is the teaching load in periods for a full time teacher, as per MOE requirements.

Code	Name	MaxLoad	Faculty	Unavailable	Notes
MUSA	ABD HALIM BIN HJ MUSLIM	25	English		
RAHA	ABDUL ADI HJ ABD RAHMAN	25	PDHPE		
ISMA	ADLY ARIFFIN BIN HJ ISMAIL	25	Maths		
NAYA	ALI YUSRI BIN HJ NAYAN	25	Science		
MOHA	AMINNORAHMAN HJ MOHAMMAD	25	Malay		
BAKA	ANIQAHA HJ ABU BAKAR	25	English		

### 3.4 Check Subjects

**Menu path:** Classes > Class data (F6) > More > CS Course Data

**Step 1.** Check the subjects look correct for your school

**Step 2.** Check the Year value is correct for the subject code – so a Yr11 subject has Yr11 etc

**Step 3.** Add the year value to the 'Year' field if it's blank

Code	Description	Guid	Year	Gov't code
ACC/3501	Accounting		Yr11	001189/4/CLS
AGR/3501	Agriculture		Yr11	001335/4/CLS
ARB/3501	Arabic		Yr11	001183/4/CLS
ART/3501	Art		Yr11	001200/4/CLS
ART/3502	Art & Design		Yr11	001201/4/CLS
ART/3503	Art & Design		Yr11	001313/4/CLS
BIO/3501	Biology		Yr11	001175/4/CLS
BIO/3502	Biology		Yr11	001326/4/CLS

## 4. Edit timetable grid (bell times)

**Menu path:** File > Grid structure

**Step 1.** Edit grid row names. These usually refer to the periods. Keep them as one or two characters only. If needed, click the name of the row, e.g. '1' and rename by typing a new name – e.g. 'RC'. RC commonly refers to registration classes (or roll call).

More detailed advice on the grid setup is found at:

<https://help.edval.com.au/portal/helpcenter/articles/grid-structure-period-references>

	Mon	Tue	Wed	Thu	Sat
RC	MonRC	TueRC	WedRC	ThuRC	SatRC
7:00-7:30	7:00-7:30	7:00-7:30	7:00-7:30	7:00-7:30	7:00-7:30
1	Mon1	Tue1	Wed1	Thu1	Sat1
7:30-8:30	7:30-8:30	7:30-8:30	7:30-8:30	7:30-8:30	7:30-8:30
2	Mon2	Tue2	Wed2	Thu2	Sat2
8:30-9:30	8:30-9:30	8:30-9:30	8:30-9:30	8:30-9:30	8:30-9:30
R	MonR	TueR	WedR	ThuR	SatR
9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00
3	Mon3	Tue3	Wed3	Thu3	Sat3
10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00	10:00-11:00
4	Mon4	Tue4	Wed4	Thu4	Sat4
11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00	11:00-12:00

**Step 2.** Edit bell times in the grey column on left, to cause changes for the entire row.

**OPTIONAL:** (Rare cases only) Modify any exception periods which may have different bell times to the normal periods by changing the bell times of these specific periods after the main or normal ones have been set for all days.

So enter times in the format "8:00-9:00". You may have a period 1 bell time as "8:00-9:00", but Wednesday period 1 might be slightly different, such as "8:30-9:30". The times on the left only indicate the more common times – if there are variations on some days.

	Mon	Tue	Wed
RC	MonRC	TueRC	WedRC
7:00-7:30	7:00-7:30	7:00-7:30	7:00-7:30
1	Mon1	Tue1	Wed1
7:30-8:30	7:30-8:30	7:30-8:10	7:30-8:30
2	Mon2	Tue2	Wed2
8:30-9:30	8:30-9:30	8:10-9:30	8:30-9:30
R	MonR	TueR	WedR
9:30-10:00	9:30-10:00	9:30-10:00	9:30-10:00

**Step 3.** Classify the period 'type' for each period. Types are shown as per the following table. For each period row, click the grey cell on the left and (**Menu path: More > ..**) followed by the desired type to apply to all in that row. If it only applies to one specific period – click this cell to apply only to this cell.

Period type	Description	Colour	Example
Online	Regular teaching periods in the grid are 'online' periods. These can have normal academic subjects scheduled there	White	English, Maths classes
Offline	Before / after school. Periods not for normal classes. If <u>all</u> years are involved in an activity locked to a specific time, classify it offline.	Yellow	CCA, Registration, Assembly
Recess / Lunch	A break period within the timetable, such as Recess or Lunch	Orange	No classes. Teacher duties
Unused	An unused period. Zero bell time range. Rarely used If a school has five periods on one day, and six on another – but wants to align periods – this can be helpful.	Black	Different periods/day from day-to-day

The screenshot shows a software window titled "Moe TT Secondary T" with a menu bar including "File", "Teachers", "Rooms", "Classes", "Problems", "Reports", "Help", and "More". Below the menu bar are dropdowns for "Yr11" and "Malay". The main area is a grid with columns for days (Mon, Tue, Wed) and rows for periods (RC, 1, 2, R). A "More" menu is open, listing options: "Teaching period (Online) ctrl-T", "Out-of-timetable period (Offline) ctrl-O", "Recess or Lunch (Orange) ctrl-R", "Sport period (Green) ctrl-G", "Unused period (Black) ctrl-U", "Insert new period/day INS", "Basic grid", "Bell times", and "Durations".

Callouts and arrows provide instructions:

- A callout pointing to the "Mon1" cell says: "Mon1 is offline. Period 1 is online on other days." (Note: The cell is yellow, which corresponds to 'Offline' in the table above).
- A callout pointing to the grey cell on the left of the "1" row says: "Click here to apply 'type' to all periods in that row".
- Red arrows point from the "More" menu to the "Mon1", "Tue1", and "Wed1" cells, indicating how to apply a type to a specific cell.

## 5. Edit timetable class data

### 5.1 Class structure

Classes can be structured as follows:

#### Pre-school & Primary schools:

All group classes – 7A, 7B etc

Students stay in the same group for all classes.

#### Secondary schools:

Homegroups (7A,7B etc) + Electives

Homegroups: Group classes

Electives: Grouped classes, or linked group classes. Detailed scenarios are elaborated in chapter 4.3.

#### 6th Form schools:

All block lines. Students are allocated classes in lines, and don't have a common home group like 8A.

### 5.2 Create timetable classes

**Menu path:** *Classes > Class Data*

#### Edit Class code:

**Step 1.** Delete the class code for any class in the template file which you don't want:

Select class code cell, and then press DEL to delete all the characters of the class code. Then click away.

**Step 2.** Add any new class code if you want to add a new class to the timetable. Do this by typing in a new class code in the *blank row* at the base of the Class data table. You may also press **INS** Insert key on the keyboard, to insert a new row anywhere. The class code format should be:

**<Year> <Course code> <Underscore> <Class identifier>**

Note: Based on the above naming format, the corresponding class section in iNEIS will be **<Year><Class identifier>**

Example: 7Mat\_A for a 7A Maths class. The subject code is MAT/3101. Use the three characters at the start and use this in the class code as the course code – 7MAT\_A if the subject code is MAT/3101. The underline characters show how to understand the code.

In iNEIS, the class section for this Maths class will be generated as **7A**. Please note the exported class code should **NOT** exceed 4 characters.

Code	Faculty	Subject code	Subject free-text
7ENG_T	English	ENG/3101	English Language
7MAT_A	Maths	MAT/3101	Mathematics
7MAT_B	Maths	MAT/3101	Mathematics
7MAT_C	Maths	MAT/3101	Mathematics

**Adding a new class code to blank row at base:**

7SCS_A	Sociology	SCS/3101	Social Studies
7SCS_B	Sociology	SCS/3101	Social Studies

**Assign Faculty:**

For each class code, type in the faculty (department) associated with each subject.

E.g. For a Physics class, you may enter the faculty 'Science' against the class for example.

Code	Faculty	Subject code	Subject free-text
7ENG_T	English	ENG/3101	English Language
7MAT_A	Maths	MAT/3101	Mathematics
7MAT_B	Maths	MAT/3101	Mathematics
7MAT_C	Maths	MAT/3101	Mathematics

**Assign subject code:**

For each class code, enter the subject code, or subject free-text into the **subject code** field. If you had entered the subject name, it should be converted to the code. The official name should also appear in the Subject free-text field.

Code	Faculty	Subject code	Subject free-text
7ENG_T	English	ENG/3101	English Language
7MAT_A	Maths	MAT/3101	Mathematics
7MAT_B	Maths	MAT/3101	Mathematics
7MAT_C	Maths	MAT/3101	Mathematics

**Assign number of periods:**

For each class code, enter the number of periods for the class in a week, into the **#Per** field. If the class is 5 periods per week, enter '5'. If the class has any lessons in an off-line period, such as Registration, enter in the format #Per = X+Y (Z), where X=Number of periods Online, and Y=Number of periods offline and Z= Number of workload

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line
7BIML_A	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7A
7BIML_B	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7B
7MAT_A	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7A
7MAT_B	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7B

### Assign Spread:

For each class code, enter a value in the Spread column to indicate the desired time pattern. Reports can then be prepared, to help show any instances where this request was not found in the timetable.

Common spread values are:

**NoDouble:** Default. All single periods – instead of a double, or two lessons of the same subject on the same day.

**Double:** The class prefers two sequential periods on the same day (and the rest singles)

**Triple:** Three sequential periods.

For more help on this field, click any cell in the column, and then press **F1** for context help.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line
7BIML_A	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7A
7BIML_B	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7B
7MAT_A	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7A
7MAT_B	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7B

### Assign Line

Enter a value in the Line column, to designate the class structure:

- **Group 7E:** Means the classes is a 7E class, and can be swapped to a period with any other 7E class. Letter grouping is the basic common core class group – such as for Maths and English.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line
7BIML_A	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7A
7BIML_B	English	ENG/3101	English Language	Yellow	5	NoDouble	Group 7B
7MAT_A	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7A
7MAT_B	Maths	MAT/3101	Mathematics	Red	5	NoDouble	Group 7B

- **Group 7-1:** Means the class is a 7-1 group class. This is a different way of grouping students than core letter groups, and is commonly used for elective subjects – where the students don’t follow the usual 7A/7B type grouping.

A common arrangement is that the students in home groups 7A and 7B are locked together for their electives, and distributed across the number group classes 7-1, 7-2 and 7-3, according to any criteria set by the school.

More details will be elaborated in 4.3 Elective classes.

- **Line 2:** Means all classes that share the same line entry are linked together, and occur at the same time as each other. A student can only be assigned one class from Line 2. This format is more common for sixth form schools.
- **Link = "7Mat\_A":** Means the class is linked with the 7Mat\_A class. Both classes always occur at the same time.

It’s recommended to assign the Teacher Pref and RoomPref here.

Please note that for linked classes, if you are sharing the same room and/or teacher with the other class, **Teacher Pref** and/or **Room Pref** should be setup as **None**.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link	Teacher Pref	Room Pref
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A			
9ARTb_G1	Art	ART/3301	Art		4	NoDouble	Group 9B	9ARTa_G1	None	None

For more help on this field, click any cell in the column, and then press **F1** for context help.

### 5.3 Sixth Form School Classes

Sixth form schools should use block lines in its **subject class** structure configuration. The line number should be the same as its block number. For example, all classes scheduled in block 1 timeslots should be configured under line 1.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line
L6BUS_1	BUSINESS_STUDIES	BUS/4101	Business Studies		6	Anything	Line 1
L6BUS_2	BUSINESS_STUDIES	BUS/4101	Business Studies		6	Anything	Line 2
L6BUS_3	BUSINESS_STUDIES	BUS/4101	Business Studies		6	Anything	Line 3
L6BUS_4	BUSINESS_STUDIES	BUS/4101	Business Studies		6	Anything	Line 4
L6BUS_5	BUSINESS_STUDIES	BUS/4101	Business Studies		6	Anything	Line 5
L6CHE_1.1	CHEMISTRY	CHE/4101	Chemistry		6	Anything	Line 1
L6CHE_1.2	CHEMISTRY	CHE/4101	Chemistry		6	Anything	Line 1
L6CHE_1.3	CHEMISTRY	CHE/4101	Chemistry		6	Anything	Line 1
L6CHE_2.1	CHEMISTRY	CHE/4101	Chemistry		6	Anything	Line 2

Registration classes should be configured as Line = '**Line R**', and Periods = '**RC**'.

Code	Faculty	Subject code	Subject free-text	#Per	Spread	Line	Periods
L6YR_BE01	NoFaculty	YEAR/LOWER	Lower Sixth	0+5(0)	Easy	Line R	RC
L6YR_BE02	NoFaculty	YEAR/LOWER	Lower Sixth	0+5(0)	Easy	Line R	RC
L6YR_BE03	NoFaculty	YEAR/LOWER	Lower Sixth	0+5(0)	Easy	Line R	RC
L6YR_BE04	NoFaculty	YEAR/LOWER	Lower Sixth	0+5(0)	Easy	Line R	RC
L6YR_BE05	NoFaculty	YEAR/LOWER	Lower Sixth	0+5(0)	Easy	Line R	RC

Sixth form class code format should be:

**Subject classes:** <Year> <Course code> <Underscore><block/set number>

**Registration classes:** <Year> <Course code> <Underscore><Class Name>

Examples:

Year	Course	Block/Set	Line	Class code in Edval	Class section in iNEIS
Lower sixth	Business Studies	Block 2	Line 2	L6BUS_2	L2
Upper sixth	Chemistry	Block 1, set 3	Line 1	U6CHE_1.3	U1.3
Lower sixth	Registration	None	Line R	L6YR_BE01	BE01

Note:

1. For registration classes (subject code has 'YEAR'), the year prefix (L6/U6) will not be exported.
2. Class section in iNEIS should **NOT** exceed 4 characters, including space.

## 5.4 (Optional) Elective classes

Elective classes can be categorized into following scenarios:

- Electives offered to one home group, at the same timeslot
- Electives offered to one home group, at different timeslots
- Electives offered to multiple home groups

### Scenario 1: Electives offered to one home group, all at same timeslot

Example: Students in homegroup 9A can choose one elective from options of Art, Economics or Geography. All 3 elective classes are scheduled on Wednesday 10am-1030am. The 3 classes are all open for ONLY 9A students.

Configuration:

1. Go to **Classes > Class Data**, create 3 classes for each elective.
2. Configure one class to be Line = "**Group 9A**".
3. The two other elective classes should have Link = <Class\_code\_of\_9A\_class>

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A	
9ARTb_G1	Art	ART/3301	Art		4	NoDouble	Group 9B	9ARTa_G1
9GEOa_G1	Geography	GEO/3301	Geography		4	NoDouble		9ARTa_G1
9ECOb_G1	Economics	ECO/3301	Economics		4	NoDouble		9ARTa_G1

### Scenario 2: Electives offered to one home group, at different timeslots

Example: Students in homegroup 9A can choose their electives from options of Art, Economics or Geography. All 3 elective classes are scheduled on different timeslots. The 3 classes are all open for ONLY 9A students.

Configuration:

1. Go to **Classes > Class Data**, create 3 classes for each elective.
2. Configure all classes to their homegroup 9A.
3. There should be no entry in **Link**, for this scenario.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A	
9GEOa_G1	Geography	GEO/3301	Geography		4	NoDouble	Group 9A	
9ECOb_G1	Economics	ECO/3301	Economics		4	NoDouble	Group 9A	

### Scenario 3: Electives offered to multiple home groups

Example: Students in homegroup 9A & 9B can choose one elective from options of Art, Economics or Geography. The 3 classes are all open for BOTH 9A & 9B students. Art + Geography classes are offered at the same timeslot, where Economics is offered in a separate timeslot, different from Art + Geography classes.

Configuration:

Since each elective is offered to 2 homegroups, there should be 2 class codes with each assigned to one homegroup.

1. Go to **Classes > Class Data**, create 3 classes for each elective.
2. Configure the elective classes offered to homegroup 9A. All classes should be Group = **Group 9A**.  
Class code format should be:  
**<Year> <Course code> <Homegroup (lower case)><Underscore> <Class identifier>**  
Example: 9ARTa\_G1
3. If multiple electives are conducted at same time, links should be added as well. In the below example, Art + Geography are configured to be scheduled at the same timeslot, where Economics class is scheduled at another timeslot.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A	
9ECOa_G1	Economics	ECO/3301	Economics		4	NoDouble	Group 9A	
9GEOa_G1	Geography	GEO/3301	Geography		4	NoDouble		9ARTa_G1

4. Configure the elective classes offered to homegroup 9B. The classes should be Group = 'Group 9B' and linked to its corresponding class which is 'Group 9A'.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A	
9ECOa_G1	Economics	ECO/3301	Economics		4	NoDouble	Group 9A	
9GEOa_G1	Geography	GEO/3301	Geography		4	NoDouble		9ARTa_G1
9ARTb_G1	Art	ART/3301	Art		4	NoDouble	Group 9B	9ARTa_G1
9ECOb_G1	Economics	ECO/3301	Economics		4	NoDouble	Group 9B	9ECOa_G1
9GEOb_G1	Geography	GEO/3301	Geography		4	NoDouble		9ARTa_G1

Please note that for linked classes, if you are sharing the same room and/or teacher with the other class, **Teacher Pref** and/or **Room Pref** should be setup as **None**, except for the base class.

In the below example, as 9ARTa\_G1 is the base class, its teacher pref and Room Pref should NOT be **None**. Its linked class 9ARTb\_G1 shares the same room and teacher. Therefore 9ARTb\_G1 class should be configured as **None** in both Teacher pref and Room Pref columns.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link	TeacherPref	RoomPref
9ARTa_G1	Art	ART/3301	Art		4	NoDouble	Group 9A			
9ARTb_G1	Art	ART/3301	Art		4	NoDouble	Group 9B	9ARTa_G1	None	None

## 5.5 (Optional) Second teacher or room (Team Teaching)

**OPTIONAL:** Sometimes a second teacher (or room) is attached to a class, such as for a practical component of the subject. In this case we can create a new class code for the extra teacher (or room) and link it to the main class.

**Step 1.** Create a new class code. If the subject is BIO, and you want to attach another teacher – use a code **BIO1** where the number stands for the extra teacher.

**Step 2.** Name the subject 'Biology assistant' – or so it depicts the extra teacher or room.

**Step 3.** Link this with main class. Link = '**11BIO\_A**' (class code of the main class)

**Step 4.** Ensure you can see RoomPref column. If not, Click *More > Show column > Room prefs*

**Step 5.** Enter **RoomPref=NONE** if you do not need a second room, or **TeacherPref=NONE** if you don't need a second teacher. If you don't put None, a room will be needed for this class.

This screenshot below shows the class data setup when 2 teachers teaching Biology in the same room.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link	TeacherPref	RoomPref
11BIO_A	Biology	BIO/3501	Biology		4	NoDouble	Group 11A			
11BIO1_A	Biology	BIO/3501	Biology		4	NoDouble		11BIO_A		None

**Step 6.** (Details will be covered in chapter 5.1) Enter the teacher or room options for the subject (E.g. BIO1) using *Teacher > Subject teacher*, or *Rooms > Subject rooms* – just like any other subject. The variation BIO1 is a set name for those teachers who can assist this subject – it may or may not be those in the BIO set.

**Step 7.** This attached class will be linked to the first, and like all other classes – will be staffed, scheduled to periods and roomed as part of the normal timetable generation.

## 5.6 (Optional) Offline classes

Some schools have classes after school, such as for students who need to catch up on learning / remedial. There are also CCA (Co-curricular activities). For these – if the period is non-teaching across all years (meaning a normal English class should not be on that period), you should mark the period offline. See *File > Grid structure*.

The CCA classes should also be classified as offline classes, by marking the #Per value to be for offline periods. Click the #Per cell and press F1 to see the syntax:

X+Y (Z),

where X is the number of normal on-grid timetabled periods, Y is the number of off-grid timetable periods, Z is the number of workload. An entry of #Per = 0+2(0) means a class has no regular teaching periods, but two offline periods, with no workload counted.

In the following example, Sat1 is classified as offline, as all students in all years attend CCA – and there are no academic classes able to be scheduled on this period.

Wed	Thu	Sat
WedRC 7:00-7:30	ThuRC 7:00-7:30	SatRC 7:00-7:30
Wed1 7:30-8:30	Thu1 7:30-8:30	Sat1 7:30-8:30
Wed2 8:30-9:30	Thu2 8:30-9:30	Sat2 8:30-9:30
WedR 9:30-10:00	ThuR 9:30-10:00	SatR 9:30-10:00
Wed3	Thu3	Sat3

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link	MaxStu	Periods
7CCA_A			CCA		1+1	NoDouble	Group 7A			Sat1-2
7CCA_B			CCA		1+1	NoDouble	Group 7B			Sat1-2
7CCA_C			CCA		1+1	NoDouble	Group 7C			Sat1-2
7REG_A			Registration		0+5(0)	NoDouble	Group 7A			RC
7REG_B			Registration		0+5(0)	NoDouble	Group 7B			RC

## 5.7 Registration Classes

Registration classes refers to the time assigned to take attendance for the students in the morning. It normally occurs before the teaching periods start. We will need to create a new class code to specify the registration class in Edval.

**Step 1.** Create a new class code, using **REG** to indicate registration class. For example, use the code **1REG\_A** to represent the registration class for Class 1A and **3REG\_A** to represent the registration class for Class 3A.

**Step 2.** Enter the subject code for the added class code. Subject Code for registration classes starts with subject area **YEAR**. Year 1 registration classes will have the code **Year /1**. If unsure of the subject code, navigate to the **Classes > Class Data** page and navigate to **More > CS Course Data** for the list of subjects imported into Edval. Identify the **YEAR** subjects class codes.

In the **CS Course Data** page, the **Year** column will need to be populated. If it's a year 1 subject, specify Yr1. If it's Lower Six, specify L6.

YEAR/1	Year 1		Yr1	001336/71/CLS
YEAR/2	Year 2		Yr2	001337/71/CLS
YEAR/3	Year 3		Yr3	001338/71/CLS
YEAR/4	Year 4		Yr4	001339/71/CLS
YEAR/5	Year 5		Yr5	001340/71/CLS
YEAR/6	Year 6		Yr6	001341/71/CLS

**Step 3.** Since registration classes are offline classes (non-teaching periods), specify **0+5(0)** for all registration classes in the **#Per** column. Refer to section **5.6 (Optional) Offline Classes** to know more about the syntax for Offline classes.

**Step 4.** Configure the registration classes to their respective homegroups in the **Line** column.

**Step 5.** Specify **RC** in the **Periods** column to indicate it as a registration class.

**Step 6.** Enter in the class teacher in **TeacherPref** and the room used in **RoomPref** columns.

This screenshot below shows the class data setup for registration classes.

Code	Faculty	Subject code	Subject free-text	Col	#Per	Spread	Line	Link	#Stu	MaxStu	Periods
1REG_A	NoFaculty	YEAR/1	Year 1		0+5(0)	NoDouble	Group 1A				RC
1REG_B	NoFaculty	YEAR/1	Year 1		0+5(0)	NoDouble	Group 1B				RC
1REG_C	NoFaculty	YEAR/1	Year 1		0+5(0)	NoDouble	Group 1C				RC

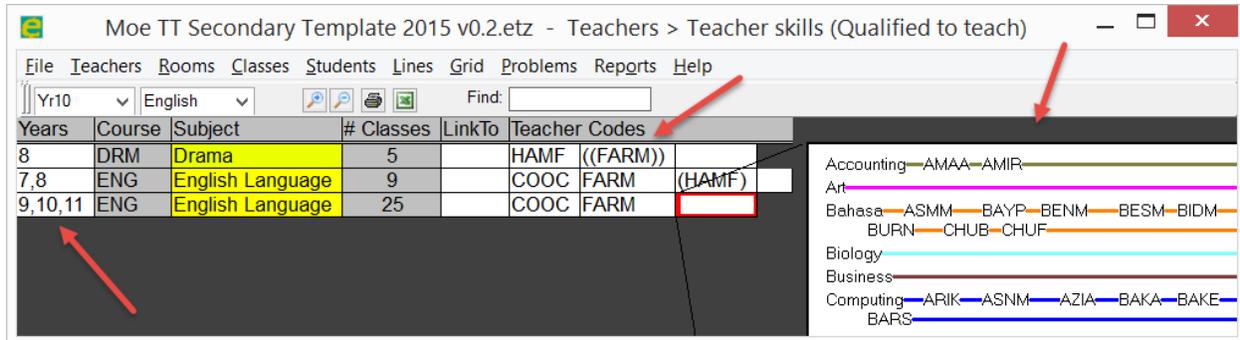
## 5.8 Allocate teachers to subject areas

**Menu path:** *Teachers > Subject teachers*

Enter teacher codes for each subject, to specify who CAN teach these subjects. The subject codes are drawn from your class codes, so first ensure your classes are all set up, and registered to the right faculty/department.

This is NOT assigning staff to classes – it is purely registering the skills of who is QUALIFIED to teach each lesson. Note that you can separate groups of teachers 'by years', as some teachers are not able to teach more senior year classes in a subject. Where possible, ensure the group covers as many years as possible.

If a teacher is less preferred for a subject – you can code them as a Fallback. Put brackets around their teacher short code, or click their code and then click ‘Fallback’ in the pick window.



## 5.9 Enter preferred teachers

Where desired, enter a preferred teacher against a class in ‘TeacherPref’. If left blank, this field means a staffing selection will be made by you from the available options.

This field is used for:

- Plan your staff allocations before you begin timetabling.
- Recording the HOD information on who they want to take each class. Merely assigning a class to a teacher is not the same as recording who SHOULD have the class – in case of later changes.

**Step 1.** Find out offline if there are any preferred teachers for classes

**Step 2. Menu path:** Classes > Class data

**Step 3.** Check if the TeacherPref field is showing. If not, then click *More > Show column > Teacher Pref*

**Step 4.** Against any class which has preferred staffing (such as nominated by the head of department) type the relevant teacher’s code – or click them from the pick window.

**Step 5.** If there are three classes for example, and the HOD has indicated three preferred teachers for this subject at that level, you would enter all three teachers as preferences for all three classes – using comma separation. E.g. TeacherPref = “COOC, FARM, DUNA” for all three classes of that subject. This allows the actual allocation of the teacher to be done as best fits the timetable, since there could be more difficulty with any one teacher being assigned any one class.

Note that for most junior classes, there is no real need to enter a TeacherPref, as the focus is on senior classes. Staff with load left after senior classes have been allocated will naturally pick up junior classes, so entering preferred staffing is simply not really necessary there.

#Stu	MaxStu	Periods	TeacherPref	Periods	TeacherPref	RoomPref
14	24					
22	24				TEOH	
					ABDN2	

None  Only  Evenly  
 English Studies: ●●●●  
 Drama: ●●●●  
 English: ●●●●  
 History: ALLI DAVI FONS NEWD POTE  
 Maths: ●●●●  
 LOTE: ●●●●  
 Music: ●●●●  
 NoFaculty: ●●●●  
 PC/PE: ●●●●  
 Science: ●●●●  
 SocialSciences: ●●●●  
 TAG: ●●●●  
 VisualArt: ●●●●  
 ●●●● Preferred ●●●● Fallback ●●●● Fallback

## 5.10 Allocate rooms to subject areas

**Menu path:** Rooms > Subject rooms

Specify the preferred rooms for specialist subjects. This screen is only used where students need to go to a *different*, specialist room.

Enter room code for each subject, to specify who which room the subject are taught in. The room codes are drawn from your school facility list.

Years	Course	Subject	# Classes	Only	LinkTo	Room Codes
9,10,11	BIO	Biology	9			LAB1 LAB2

Specialist / non-general rooms:

C01 — C02 — LAB1 — LAB2

■ Preferred

## 6. Staff & schedule classes

### 6.1 Allocate staff to classes

The *Class data > TeacherPref* field is used to record who is meant to take each class. The *Teachers > Staff allocations* screen is used to actually assign the classes to teachers. It is also helpful for checking staff loading.

**Menu path:** *Teacher > Staff Allocations (F4 Short-cut key)*

**Step 1.** Drag classes to teachers to assign them the class – or between teachers, or back to the unassigned area to temporarily remove the staffing.

The **LdLeft** value (Load left) is the number of periods not yet allocated to that teacher.

The allocated classes for each teacher are shown grouped in columns by the year of these classes.

Teacher	MaxLoad	LdLeft	Score	8	7	
COOPER, Chris (COOC)	21	11	0		5 7BML_A	
					5 7BML_B	
FARRUGIA, Mary (FARM)	21	16	0	5 8ENG_A		
HAMMOUD, Firi (HAMF)	21	16	5	5 (8ENG_B)	8ENG_F	
(Total:)	63	43	5	Total periods=195 Total allowances=0 Load margin=		
Unassigned	185			5 8DRM_1	5 8DRM_2	5 8DRM_3
				5 8DRM_4	5 8DRM_5	5 8ENG_C
				5 8ENG_D	5 8ENG_E	5
				5 8ENG_G	5 8ENG_H	5 8ENG_I
				5 10ENG B	5 10ENG C	5 10ENG D

Classes are grouped by year when allocated to teachers. The class code is shown white. To the left is the load value for the class, which is in periods. A class that is assigned to a less preferred teacher, shows brackets around the class code to signify this.

The example also shows that Firi has been assigned 8ENG\_B, but they are less preferred. This causes brackets around the class (8ENG\_B) and also the value of '5' in the Score column – as this class is loaded at 5 periods.

### 6.2 Allocate Classes to Timetable

This step allow user to create school timetable (year by year) via click-and-drag method to allocate classes to timetable periods. **Menu path:** *Classes> Year Timetable*. Click on the period where you wish to drag from “Need Period” and drop it in the TT grid.

	Yr2				
	Mon	Tue	Wed	Thu	Sat
RC (7:00 - 7:30)	2REG_A: BOLH CM09R				
1 (7:30 - 8:00)					
2 (8:00 - 8:30)					
3 (8:30 - 9:00)					
4 (9:00 - 9:30)					
5 (9:30 - 10:00)					
R (10:00 - 10:30)					
6 (10:30 - 11:00)					
7 (11:00 - 11:30)			2MAT_A: MAHN CM09		
8 (11:30 - 12:00)					
9 (12:00 - 12:30)					
need period	2BML_A: YATB CM09				
	2BML_A: YATB CM09				
	2ENG_A: MOKN CM09				
	2ENG_A: MOKN CM09				
	2MIB_A: YUNY CM09	2MIB_A: YUNY CM09		2MAT_A: MAHN CM09	2MAT_A: MAHN CM09
	2MAT_A: MAHN CM09				
	2MAT_A: MAHN CM09	2MAT_A: MAHN CM09	2SCI_A: MAHN LIB01	2SCI_A: MAHN LIB01	2SCI_A: MAHN LIB01
	2SCI_A: MAHN LIB01	2LRB_A: ZAIN AR01	2LRB_A: ZAIN AR01	2ICT_A: LEET CM09	2PJS_A: NASN CM09

### 6.3 Assign facilities to classes

**Step 1. Menu path:** *Rooms > Auto room*. This will allocate rooms to classes, according to what you have specified in Subject rooms.

You can either click-and-drag a class within a room.

**Step 2. Menu path:** *Rooms > Room master*. Click-and-drag a class from one room to another.

	MonA		
	1	2	3
A1	7HIS1: DAVK	10HIS1: DAVK	7WFL2: POTB
A2	9MAT2: LITB	8MAT4: DALJ	10MAT2: LITB
A3	10HIS3: NEWD	11AHI2: NEWD	9HIS3: NEWD
A4	11IPT1: SAAJ	9ENG2: DUKP	7HIS4: WHIM
B1			12GEO1: WILG
B2	12AHI2: POTB	9ENG4: CHAC	12ECO1: BISW
B3	12LEG1: MATJ	11ECO1: DOUM	
B4	11MHI1: ALLR	10COM1: KANM	11ENGL1.1
C1	9MAT3: SCOR	8MAT2: SCOR	10MAT1: SCOR
C2			
C3	11AHI1: FONS	12AHI1: POTB	12MHI2: FONS
COM1		10IST1: SAAJ	
COM2			
COM3			

## 6.4 (Optional) Split classes – (Using Teacher Timetable)

Where a class is split across two teachers – each taking some periods of the class separately, there are different ways to do this. The following is where you want to split just one or two periods to a teacher.

**Step 1.** Allocate the class fully to one teacher first. (As per section 5.1 *Teachers > Staff allocations*). Simply drag the class from the unassigned area below, and drop the class on the teacher to assign it to them. This means they currently have the class for all periods.

**Step 2.** Ensure the class is scheduled to the timetabled periods. (As per section 5.3). This means you can see the lessons on the teacher’s timetable.

**Step 3.** Go to this teachers timetable (Teachers > Timetable; shortcut F3) – and click any lesson you want to split, giving it to another teacher on that period.

**Step 4.** Press *More > Change teacher* (Or Press Ctrl-T). This opens a selection list for another teacher to take the lesson you have selected.

**Step 5.** Select a teacher from the list. This teacher will be assigned the class on the selected lesson period only. A grey 'S' spot also appears, to indicate this is a split class.

In the following example, 7MAT1 has been split on period MonA3 from the regular teacher DALJ. This lesson has been allocated to ELLV. You can see the class has ‘S’ spots in grey on DALJ’s timetable – but it doesn’t appear there on MonA3, as this lesson is now taken by ELLV.

DALE Jo (DALJ)							
	MonA	TueA	WedA	ThuA			
0							
RC							
1	12MAG2		7MAT1: R16		S	MathsMtg2	
2	10MAT4	7MAT1: R16			S		12MAG2
R							
3							
4							
L1							
L2							
5							
6	9MAT1: R16						
7							

Teacher for 7MAT1							
Teacher	MonA3	TueA2	WedA1	FriA3	MonB6	TueB2	WedB1
DALJ		7MAT1					
ELLV							
GREA							
SCOR							
BAIC			7MAT3				
HABJ			7MAT2				
LITB			7MAT4				
ABBC							

## 6.5 (Optional) Split Classes – (Using Teacher Master)

Teacher master allows you to see the lesson allocation for all teachers in a selected faculty.

**Step 1.** Select **Menu path:** *Teachers > Teacher master*

**Step 2.** Select the faculty from the drop down selector on the toolbar – such as ‘Maths’

**Step 3.** You can now see the lessons for each class, on each period. Identify the lesson you want to split from one teacher to another.

**Step 4.** Click this lesson, and drag it, dropping it to assign to the new teacher.

**Step 5.** Select **Menu path: More > Show teacher loads** – if you want to see the load value next to the teachers name as shown below – such as DALJ has Ld:1 meaning one under loaded.

Observe in the following screenshot, 7MAT1 is being dragged from ELLV on MonA3, and could be assigned to DALJ as they have Ld:1 left available – and are free this period. You can see they already take this class, such as shown below on TueA2.

	MonA3	MonA4	MonA5	MonA6	TueA1	TueA2	TueA3	TueA4
BAILEY Cameron (BAIC) Ld:5	7MAT3	11MAT	S	S	11MAT	7MAT3	S	10MAT
DALE Jo (DALJ) Ld:1			S	9MAT	S	7MAT1	9MAT	10MAT
ELLIOTT Vicki (ELLV) Ld:0	7MAT1	11MAG	S	S	11MAG	S		S
GREENALD (GREA) Ld:7			S	S	S	S		S
HABIB Jo (HABJ) Ld:0	7MAT2	11MAT	S	9MAT	11MAT	7MAT2	9MAT	
LITTLE Beth (LITB) Ld:0	7MAT4	11MAT	S	9MAT	11MAT	7MAT4	9MAT	10MAT
SCOTT Robert (SCOR) Ld:0		11MAG	S	9MAT	11MAG	S	9MAT	10MAT

## 7. Check timetables & Export to MOE

### 7.1 Check year structure

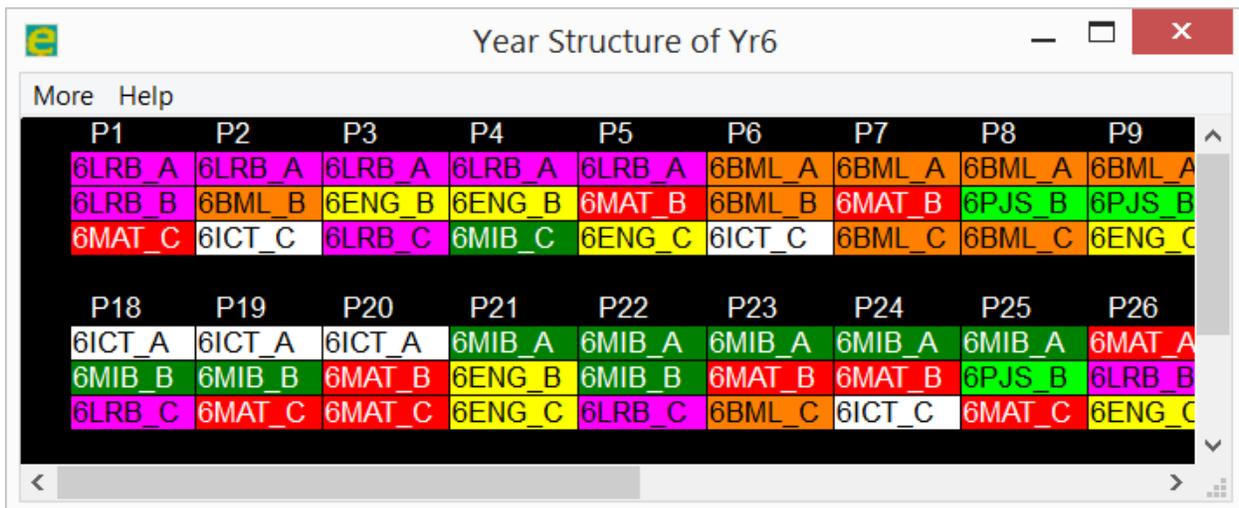
**Menu path:** *Class data > More > Year structure*

**Step 1.** Check your class structure and period allocations are correct.

**Step 2.** Sign off each year with *More > Sign off ctrl-E*

Checking and signing off means you have seen the sample year structure, and accept it is what you want, in terms of how classes can be arranged together. This means the coding of class data information – especially structural information – is correct.

Signing off is simply a check to ensure the user has verified each year structure. Changes to class data will reset the flag saying this year has been checked – so always ensure you check visually before proceeding further, after any significant changes to class data.



P1	P2	P3	P4	P5	P6	P7	P8	P9
6LRB_A	6LRB_A	6LRB_A	6LRB_A	6LRB_A	6BML_A	6BML_A	6BML_A	6BML_A
6LRB_B	6BML_B	6ENG_B	6ENG_B	6MAT_B	6BML_B	6MAT_B	6PJS_B	6PJS_B
6MAT_C	6ICT_C	6LRB_C	6MIB_C	6ENG_C	6ICT_C	6BML_C	6BML_C	6ENG_C
P18	P19	P20	P21	P22	P23	P24	P25	P26
6ICT_A	6ICT_A	6ICT_A	6MIB_A	6MIB_A	6MIB_A	6MIB_A	6MIB_A	6MAT_A
6MIB_B	6MIB_B	6MAT_B	6ENG_B	6MIB_B	6MAT_B	6MAT_B	6PJS_B	6LRB_B
6LRB_C	6MAT_C	6MAT_C	6ENG_C	6LRB_C	6BML_C	6ICT_C	6MAT_C	6ENG_C

### 7.2 Teacher timetable

To see a timetable for a teacher, click **Menu path:** *Teachers > Timetables F3*

**Tip:** A faster way to see these is to press ctrl-F Find, then enter the teacher code or part of their name into the search box, and then press enter.

An example of a Maths teacher's timetable is shown below:

	DALE Jo (DALJ)				
	MonA	TueA	WedA	ThuA	FriA
amDuty					
RC					
1	12MAG2		7MAT1: R16	MathsMtg2	10MAT4: R16
2	10MAT4	7MAT1: R16		12MAG2	
R					
3	7MAT1	9MAT1: R16			7MAT1
4		10MAT4	8MAT4	10MAT4: R16	8MAT4: A2
L1					
L2					
5		8MAT4	12MAG2		9MAT1
6	9MAT1: R16			9MAT1	12MAG2: R18

### 7.3 Year timetables

**Menu path:** *Classes > Year Timetables*

Drag classes into periods if desired. See the timetable for the year level

In the following example, three classes 7TEC1, 7TEC2 and 7TEC3 are all linked together (From the Link entry in Class data), and being dragged to a new period. During dragging, clash spots appear on other periods to show the possible impact if the class was dropped there – such as a teacher clash. The teacher clashes are shown with dark blue clash spots – and the word ‘T’ to say Teacher clash. The red ‘S’ clash spot shows a Student group clash – as the classes being moved are not able to be scheduled at the same period as these other classes. You can of course move one class or group of classes, and then drag the ones that were on that period back – to swap the classes between periods. It is easier to do this in the Master grid screen though – it’s only one swap operation.

	Yr7		
	MonA	TueA	WedA
amDuty			
RC			
1	7ENG1 7ENG2: CHAS R23 7TEC4 7TEC5: PRAJ 7TEC6: BROG	7MUS1: ROBM 7CST2 7SCI3: HAND 7GEO4	7MAT1: DALJ R16 7MAT2: HABJ R17 7MAT3: BAIC R18 7MAT4: LITB A2
2	7PE4: STOA 7HIS1: DAVK 7GEO2: KANM 7CST3 7PDH4: STOA	7MAT1: DALJ R16 7MAT2: HABJ R17 7MAT3: BAIC R18 7MAT4: LITB A2	7TEC1: MARD 7TEC2: SAAJ 7TEC3: PETR R20 7SCI4

### 7.4 Group (Class) timetable

To see a timetable for the class group (E.g. 7A), click **Menu path:** *Classes > Group timetable*

Select the group from the drop down (E.g. 7A or 9B etc)

An example of a group timetable is shown below.

	MonA	TueA	7A WedA	ThuA
0				
RC				
1	7ENG1	7MUS1: ROBM 7CST2	7MAT1: DALJ R16 7MAT2: HABJ R17 7MAT3: BAIC R18 7MAT4: LITB A2	7LAN1: MCDC
2	7HIS1: DAVK	7MAT1: DALJ R16 7MAT2: HABJ R17 7MAT3: BAIC R18 7MAT4: LITB A2	7TEC1: MARD 7TEC2: SAAJ 7TEC3: PETR	7ENG1
R				
3	7MAT1: DALJ 7MAT2: HABJ 7MAT3: BAIC 7MAT4: LITB	7SCI1: HOLK	7PD2: STOA 7WEL1 7PDH2: STOA	7PE1: ONEP 7PDH1: ONEP 7MUS2: JOHB
4	7PE2: STOA 7ICT1: SAAJ	7PD2: STOA 7CST1: CORA	7SCI1: HOLK R17	7SCI1: HOLK

## 7.5 Faculty timetable

To see a timetable for the faculty (department), click **Menu path:** *Teachers > Faculty timetables*

An example of a Maths faculty timetable is shown below:

	Maths			
2	8MAT1: BAIC R18 8MAT2: SCOR C1 8MAT3: ELLV R17 8MAT4: DALJ R16	7MAT1: DALJ 7MAT2: HABJ 7MAT3: BAIC 7MAT4: LITB	8MAT1: BAIC 8MAT2: SCOR 8MAT3: ELLV 8MAT4: DALJ	9MAT1: DALJ 9MAT2: LITB 9MAT3: SCOR 9MAT4: HABJ
R				
3	9MAT1: DALJ 9MAT2: LITB 9MAT3: SCOR 9MAT4: HABJ	8MAT1: BAIC 8MAT2: SCOR 8MAT3: ELLV 8MAT4: DALJ	10ICT3: DALJ	10MAT1: SCOR 10MAT2: LITB 10MAT3: BAIC 10MAT4: DALJ
4	11MAG1: SCOR C1 11MAG2: ELLV R16 11MAT1: LITB A2 11MAT2: BAIC R18 11MAT3: HABJ R17	9MAT1: DALJ 9MAT2: LITB 9MAT3: SCOR 9MAT4: HABJ	10MAT1: SCOR 10MAT2: LITB 10MAT3: BAIC 10MAT4: DALJ	11MAG1: SCOR C1 11MAG2: ELLV R16 11MAT1: LITB A2 11MAT2: BAIC R18 11MAT3: HABJ R17
L1				

## 7.6 Master Grid

**Menu path:** *Grid > Master grid F11*

This master grid screen shows the timetable for the whole school, for all years. Periods are shown at the top of the screen, and all classes which have a lesson in that period column are on at that time. You may click the year tag on left, to sort the timetable by that year in a structural way, which groups classes 'by

lines'. Click the Periods text top left or press *View > Show spread dots* to toggle back to showing the timetable chronologically.

A dark blue spot indicates a teacher clash. It is shown on the classes which both have the clashing teachers, but also at the top of the column – to assist the user to know where to look for clashes (i.e. there is a clash in that column if a dot is shown at the top).

A room clash is shown as a yellow spot, and a class on a period it is not allowed to be on (according to the period value in class data – such as RC or '-6'). For more detailed information on all the different clash spots, Click *Help > What am I looking at?* In the Master grid screen.

You can also move classes around in the master grid, into the specific positions you want. Perform this step if you want to copy an existing timetable, or take more manual control on the period assignments.

- Step 1.** Click the class to move
- Step 2.** Click Space-bar to 'pick-up' this class
- Step 3.** Click a destination period column
- Step 4.** Press space bar to swap

The screenshot displays a software interface for timetable management. At the top, there is a menu bar with options: File, Construct, Improve, Staffing, View, and Help. Below the menu, the interface is divided into sections for 'Rot 1' and 'Yr7'. The 'Periods' section lists columns for Monday (MonA1 to MonA6), Tuesday (TueA1 to TueA6), and Wednesday (WedA1 to WedA6). The 'Yr7' section shows rows for classes A, B, C, and D. A class '7ENG1' is currently selected, and a tooltip indicates it is being moved to 'TueA3', with a list of choices: CAML, BROR, DUKP, and HUGE. The grid contains various colored cells representing class assignments and numbers, with blue dots indicating teacher clashes and yellow spots indicating room clashes.

## 8. Export file for MOE

**Menu path:** File > Sync with System > Sync now (Short-cut key: Ctrl-K)

**Step 1.** Set date range (From / To) and term / Session. Date range and term/session for each academic career are specified as below:

Acad career	Acad year	Term/session	Valid from	Valid to
Pre-school	2015	1510/T2	13/04/2015	03/09/2015
Primary school	2015	1510/T2	13/04/2015	03/09/2015
Secondary school	2015	1520/1	13/04/2015	03/09/2015
Sports school	2015	1520/1	13/04/2015	03/09/2015
Sixth form	2015	1520/1	13/04/2015	03/09/2015

**\*\*Please change the date according as well as Term/Session\*\***

**Step 2.** Press **Export!**

**Step 3.** The exported file is now saved in **C://Edval Timetables** – with the file name being of the format “Edval export TT <Term> <Date> .psv” (date in format YYYYMMDD) such as:

**Edval export TT 1510-1 20141106.psv** (This file will be uploaded to Campus solutions)

Import/Export

Communicating with Brunei Department of Education

Import

Export

Valid from 13/04/2015 to 03/09/2015

Term/Session: 1520/1

Cancel Help

## 9. Terminology

**Add years:** This is where we add all classes of a year to the grid

**Faculty:** Means department. Teachers can only be registered in one department for administration, but can be registered in more than one department for teaching purposes – these are “teacher sets”.

**Fix:** Fixing clashes means moving classes automatically to different periods, to resolve clashes in teachers or rooms. There is also a function to fix clashes by allowing staffing changes – if you want this.

**Group:** A class group for 7A has an entry in class data Line column as “Group 7A” which just means it is a 7A group class.

**Line:** Class structure entry, such as ‘Group 7A’ or ‘Line 3’

**Link:** This class data entry means the class is linked to the class specified. You can use this to link a 7A+7B class together, or even add a new class with no group associated – such as two core classes linked together to give students three class options for elective subjects in secondary school.

**Long paths:** This option enables the fix clashes function to consider far more changes. It is a form of optimising, where it allows swapping of classes that also improve quality in other aspects, such as class spreads. If you want to have the least disruption to the timetable for any change, you don’t select Long paths. If you have not yet published the timetable to end users, then Long paths is an excellent option to select.

**Master Grid:** This is the screen used for construction of the timetable.

**MaxLoad:** The normal full time teaching load in periods, such as ‘21’.

**MixGroup:** A group of core classes such as 7A+7B, which band together for the purposes of allowing students to attend elective classes outside their regular class groups. A Mix group may be 7A+7B which is the same as 7-1 + 7-2 + 7-3

**Optimise:** Optimises the allocation of lessons to periods, to better spread them through the day, or spread them in the desired pattern of doubles and singles.

**Depth:** This refers to the search depth. A depth of one is a shallow search, where depth two means search all possibilities of swapping one class with all others, then – again – all possible swaps from that state. A depth three fix clashes operation may take a long time, as it effectively means asking Edval to search a very large number of possible staff swaps. Generally depth two is adequate for most uses.

**Subject teachers:** The set of teachers who are capable of taking a particular subject.

**Subject rooms:** The set of rooms for a particular subject.

*End of document*