pleasetakes v2

Software Update
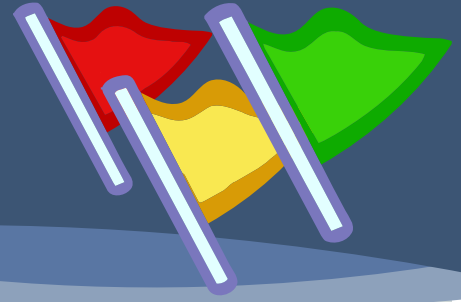
Build: *2010-09-08*

Update: *#0003*

Affected Assemblies: *Core, UserManagement*

**Update Type:** *Introduction of timetable editing facilities*

A lot of time and effort has been put into this particular aspect of the system, and I'm sure you are aware of that. Hopefully, your experience of using the timetable editing facility will be able to justify that wait and make you appreciate how much effort has been put into the system thus far.

To access a staff member's timetable, login, go to "Staff Management", select "Teaching Staff", select any staff member you wish, and then click the "Timetable" tab. You will be presented with a graphical representation of the staff member's timetable, just like this:

Rotation Week 1						Week 2
	1	2	3	4	5	6	7
Mon	U	U	U	U	U	U	U
Tue	U	U	U	U	U	U	U
Wed	U	U	U	Free	4.1 B1	1.2 B1	
Thu	3.3 B1	4.1 B1	Free	5H4 B1	1.2 B1	Free	Free
Fri	4.1 B1	1.2 B1	3.3 B1	2.1 B1	5H4 B1	5H4 B1	

Orange values indicate unavailability due to a job share, or even being part-time. Green represents being available and not having a class to teach, whilst red represents the opposite: teaching. Finally, whilst not shown on the example, purple cells represent being busy, but not teaching (and do not therefore require cover). These are particularly useful for representing a staff meeting that may take place during the day, for example.

To change a timetable entry, click the cell you wish to change. A new page will then load with five tabs, illustrated below:
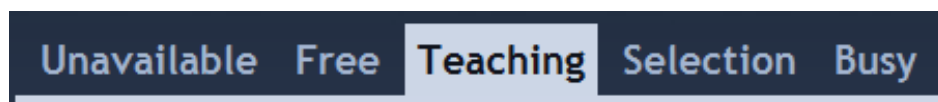
The aim of each tab is to modify the timetable for the staff member you specified. The presently selected tab is always the one that loads first. Hopefully, you will be able to see a correlation between the tab names and the cell colours mentioned at the top of the page.
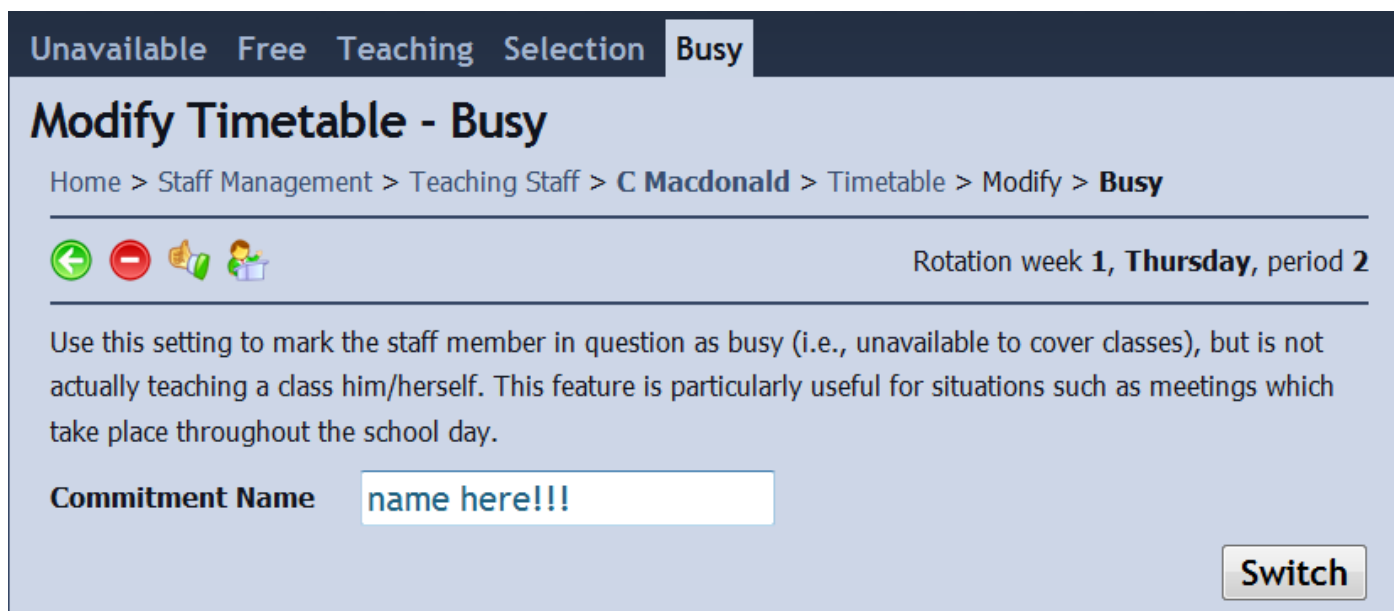
The first two tabs, "Unavailable" and "Free", allow you to specify the staff member as being unavailable or free respectively for the selected period. It's a piece of cake; you click the tab, and then the "Switch" button.

staff member, for example, or being a part-timer. Entries set to this setting appear as orange timetable cells throughout the system.

Switch

This commits the change to the database, and you will be then taken back to the timetable screen where you will see the change having taken effect. "Switch" will not be available if the action in question is already selected (e.g. you want to click "Switch" in "Free", but the staff member is already set to "Free").

The "Busy" tab allows for marking a period as busy, but not requiring cover. All you need to do is supply a name to identify what is going on, and click "Switch".

"Switch" will once again be unavailable if you have already set the period to "Busy" - instead you will be provided with "Update" and "Reset" buttons, which are pretty much self-explanatory.

Finally, "Teaching" and "Selection". These two tabs are linked together. You may not use "Selection" without making some changes within "Teaching" first.

"Teaching" allows you to specify the staff member as teaching for the selected period. PleaseTakes allows you to do this in two different ways, a screenshot of which can be seen on page 4. You can provide a "Unique teaching entry" or a "Class" entry to signify that the staff member is teaching.

Both do the same thing - they show a teacher as teaching. They simply allow for flexibility, in that you can put in one-off occurences every week, for instance, of a class under a "unique" entry, and leave everything else as a "class".

It's easy to set up a period as teaching. First of all, click the relevant type from "unique" or "class", by clicking on the relevant title in the "Teaching" tab. The highlighted example below shows selecting a "unique" entry:

The active type is shown in green. How pretty!

From thereon in, it really is just a matter of a few clicks of the mouse and key presses on the keyboard. For a "unique" entry, you must supply a yeargroup and name at a minimum - choosing a room is optional, to cater for classes like PE.

To change the yeargroup, for example, click "Change" next to the "None" (which indicated no yeargroup has been selected). You'll then be taken to the "Selection" tab.

This tab now has all available yeargroups loaded up within it. You may of couse search should you want to. To select a yeargroup, just click the one you want. What then happens is this change is temporarily saved, and you will notice that the green box has been update to reflect your change.

The example below shows a change from "None" to "S4". Easy!

A unique teaching entry

Yeargroup	**S4** *(Change)*

And it really is a simple matter of repeating that process for a room (if required), supplying a name to identify the one-off class, and clicking "Switch" or "Update", whichever one is present.

The exact same process applies for "class" entries - although you must supply more information by default: a subject, a qualification and a class name. Giving a room is again optional.

A class

Subject	**Comp** *(Change)*
Qualification	**Advanced Higher** *(Change)*
Class	**AH** *(Change)*
Room	**D13** *(Change)*

The example above shows an Advanced Higher Computing class, called AH, running in room D13.
If you specify the required three elements for a "class" entry, and then change the subject, for example, you can see that the qualification and class will be then invalidated. There may be Maths Higher H1, but change Maths to English - Higher H1 has a different meaning. For this reason, the dependant fields are blanked automatically - you'll need to select different qualifications/classes where appropriate.