

Which Tests should I use to check my data before scheduling ?

When you click on Check & Validate you are offered 12 Feasibility Tests:

Activities & Curriculum : Check and Validate View Help-Movies

Check your Activities, before you start Scheduling:

(1) ✓ Select the SuperBatch to decide which Activities are to be analysed. ?
Current SuperBatch is: **Custom-1**

(2) You can then run these tests on this 'SuperBatch':
You can use these tests to validate your activities before you start scheduling.
Select the most useful for your timetable; [click here for more details](#).

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> View Statistics A To review the number of periods entered for each Class & Teacher. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Trial a Year A To check if a specific year can be scheduled. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Global DayBlocking B To check your DayBlocked Activities. </div> <div style="border: 1px solid #ccc; padding: 5px;"> Part-timers B To review your Part-time staff. </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Curriculum Diagram A To check you have entered all your Activities, with the correct Classes. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Combing Chart B To check that all your Activities fit into the time-frame. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Conflict Matrix C To analyse how your teacher teams interact, and look for team clashes. </div> <div style="border: 1px solid #ccc; padding: 5px;"> Staff Deployment C To analyse your Contact Ratio, etc. </div>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Audit & Staff Loading A To audit your Curriculum and see the loading for each Teacher. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Schematic Diagram B To check the viability of your structure and constraints. </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> Team Combinations C To see which teams can co-exist; doublets, triplets, etc. </div> <div style="border: 1px solid #ccc; padding: 5px;"> Zarraga's Rule C To look for flexibility in lower school. </div>
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This PDF gives you a brief overview of each of them with suggestions of when they should be used. We have marked them (above) with A, B, C, where:

- A** = Essential, use them every year before scheduling.
- B** = Useful for checking your data.
- C** = Useful in specific circumstances. *For example*, in Scotland or if there is a major change in your staffing or your curricular structure. See the next two pages for more details.

There are 2 caveats that apply to these Tests:

1. Even if your data *passes* a test, it may not work in practice when other restrictions come into play. *For example*, the rhythms of lesson-spreads, availability restrictions, etc.
2. Even if your data *fails* a test, it may possibly succeed when scheduled by **TimeTabler** (because **TimeTabler** is more clever than these quick tests).

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SuperBatch

Before doing any of the Feasibility Tests, make sure you choose the correct SuperBatch containing the batches that you want the Test to be applied to.

 Select the SuperBatch

1. Curriculum Diagram Screen

This is an essential test before starting any schedule.

This is the same screen that you will have seen while entering/editing your activities.

All the blocks/boxes should form a neat rectangular shape and should agree with any Curriculum Diagram used at the curriculum planning stage. If it's a new curricular structure then see the Schematic Diagram.

The period-totals shown at the left must be correct before you continue. And before starting Scheduling stage, all the activities must be staffed.

 Curriculum Diagram **A**

- HelpMovie 28.
- Section D22 in the Manual.
- Type 'Curriculum Diagram' in the HelpScreen Index.
- Chapter 2 in the CookBook.

2. Statistics Screen

This is an essential test before starting any schedule.

You need to ensure that each Teacher and each Class has the correct number of periods.

Any total shown in red is wrong and needs investigating.

Right-click on any Teacher to see which Batches contain her/his lessons.

 View Statistics **A**

- HelpMovie 27.
- Section D21 in the Manual.
- Type 'Statistics' in the HelpScreen Index.

3. Audit & Staff Loading Screens

Like the Statistics Screen these 2 screens help you to ensure that the curriculum is covered and that each Teacher has the correct loading. Moving between the two screens allows you to balance any surplus/deficit for each subject.

You can also see how each Teacher is spread across the Years.

 Audit & Staff Loading **A**

- HelpMovie 29.
- Section D24 in the Manual.
- Type 'Staff Loading' in the HelpScreen Index.
- Chapter 6 in the CookBook.

4. Trial a Year Screen

This useful test allows you to schedule one complete Year at a time. After all, if Year 7 doesn't work by itself then there is no chance that the whole timetable would work.

Although the test will run even if your data is not fully staffed, bear in mind that such a test may be meaningless.

See also: www.timetabler.com/SupportCentre/HowCanICheckMyDataBatches.pdf

 Trial a Year **A**

- HelpMovie
- Type 'Trial' in the HelpScreen Index.

5. Combing Chart Screen

This is a valuable way of checking the compatibility of teacher-teams.

You should do it for single departments first, and if all is well then check pairs of interlocking departments (eg. if someone teaches both Geography and PE).

 Combing Chart **B**

- HelpMovie 30.
- Section D25 in the Manual.
- Type 'Combing' in the HelpScreen Index.
- Chapter 7 in the CookBook.

6. Schematic Diagram Screen

If you have changed the curricular structure this is a good test to see if the new structure is logically possible. It will also test if your curriculum diagram is feasible within your staffing and other resources.

Although the test will run even if your data is not fully staffed, bear in mind that such a test may be meaningless.

Schematic Diagram **B**

- HelpMovie
- Type 'schematic' in the HelpScreen Index.
- Chapter 4 in the CookBook.

7. Global DayBlocking Screen

Too much DayBlocking can make your timetable impossible. You can spot it on the Curriculum Diagram Screen or by just clicking this button to get a report.

Global DayBlocking **B**

- HelpMovie 34.
- Section D29 in the Manual.
- Type 'Dayblocking' in the HelpScreen Index.

8. Part-timers Overview Screen

The interactions between your Part-time staff can make your timetable impossible.

This screen helps you to analyse the situation, and the PDFs help you to enter your Part-timers efficiently. *For example:*

www.timetabler.com/SupportCentre/FlexibleWorking-PartTimers&JobShares.pdf

Part-timers **B**

- HelpMovie
- PDFs in the KnowledgeBase.
- Type 'Part-timer' in the HelpScreen Index.

9. Conflict Matrix Screen

There are 2 versions of this screen. One is for you to use before you start scheduling; the other for after.

The first one is also useful in Scotland if you are looking for doublets or triplets of teacher-teams.

Conflict Matrix **C**

- HelpMovie 31.
- Section D26 in the Manual.
- Type 'Conflict' in the HelpScreen Index.
- Chapter 8 in the CookBook.

10. Team Combinations Screen

This is useful in Scotland if you are looking for doublets or triplets of teacher-teams.

Team Combinations **C**

- HelpMovie 32.
- Section D28 in the Manual.
- Type 'Team' in the HelpScreen Index.

11. Staff Deployment Analysis Screen

If the number of pupils in your school is changing, or if you have changed the number of periods provided to a Year, this analysis will help you. It calculates the contact ratio and curriculum bonuses.

Staff Deployment **C**

- HelpMovie 33.
- Section D27 in the Manual.
- Type 'analysis' in the HelpScreen Index.
- Chapter 5 in the CookBook.

12. Zarraga's Rule Screen

This is useful if you are having difficulty in scheduling your Lower School. It may help you to find more flexibility there.

See: <https://www.timetabler.com/zarraga/> for an explanation.

Zarraga's Rule **C**

- HelpMovie 30.
- Section D27 in the Manual.
- Type 'zarraga' in the HelpScreen Index.
- Chapter 10 in the CookBook.