
Timetabling Solutions

Version 10



Student Options



Lesson 8: Set Up Subject Rotations

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PROFESSIONAL LEARNING OBJECTIVES

- Set up semester subject rotations

SKILLS

- Edit parameters for the creation of grid lines for two options in a semester subject rotation
- Create custom grid views
- Create grid lines for a semester subject rotation
- Edit parameters for additional grid lines on a current grid for a subject rotation using multiple options
- Create a custom class code suffix list
- Create grid lines for a subject rotation using multiple options
- Utilise the “Same” function to control the assigning of student groups to a subject rotation for multiple options
- Automatically assign students to multiple classes in a subject rotation
- Customise class codes for groups of classes in a subject rotation

SUBJECT ROTATIONS OVERVIEW

Many school curriculum structures have students swap or rotate between subjects on a term, semester, or other basis. This scheduling of subjects is known as a subject rotation. The teachers and classes remain in a block with the students rotating through the classes throughout the year.

There are different approaches to set up subject rotations in Student Options. The rotations can be set up using:

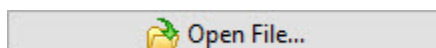
- One line per option (this rotation is set up in the Student Options file and controlled in the Timetable Development file)
- One line per rotation involving multiple options (this rotation is set up and controlled in the Student Options file)

STAGE 1: SET UP A ROTATION WITH ONE LINE PER OPTION

When setting up this rotation, a line is created for each option and students are assigned to classes for both Semester 1 and Semester 2. When the rotation changes for Semester 2, the students remain in the same class and only the class codes need to be changed in the Timetable Development file.

A common example of this type of subject rotation is where students study different languages during the year. In this example, there are four Roll classes in Year 8, two classes will study French in Semester 1 and then Italian in Semester 2. The other two classes will study Italian in Semester 1 and then French in Semester 2.

Two grid lines will be required for the Semester 1 and 2 Language rotation. Sub-grids will not be required for the rotation as students will only do each option once.



Open the file: C:\Users\Public\Documents\V10 Training Data\Students Yr 8 Rotations.sfx

PARAMETERS

The number of grid lines and class code details required for the subject rotations need to be checked.



Student Options Module - Home Page

File Open

Student File: Students Yr 8 Rotations.sfx

Timetable File: Nil Timetable File...

Backup File: Nil

File Items

New File... Save Import Data

Open File... Copy File... Export Data

Close File Save and Backup Email Data to Support

Task Groups

Information Stage

1 Parameters... 2 Student Details... 3 Option Details... 4 Preferences... 5 Tallies and Conflicts...

Process Stage

10 Check Information 11 Develop Grid... 12 Interactively Assign Students...

Reports Stage

13 Grid Report 14 Class, Course and Option Lists... 15 Students in Options... 16 Grid Information... 17 Student Timetables...

Click [1] Parameters...

Task: [1A] Enter General Parameters

Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	Border
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	All classes
Type of additional suffix	Upper case (alphabetical)
Custom suffix list (eg AA,BB,CC)	
Restart suffix on each line or sub-grid	Not applicable
Grid Parameters	
Default number of units to assign to most students	2
Number of lines proposed for grid (1 - 60)	2
Sub-Grids	
Number of sub-grids (1 - 9)	1

Class code components: Items and order have been set to Option code, Suffix.

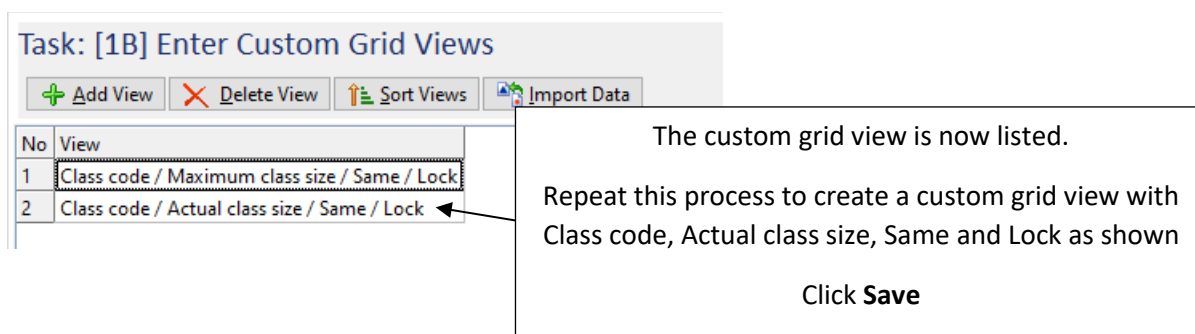
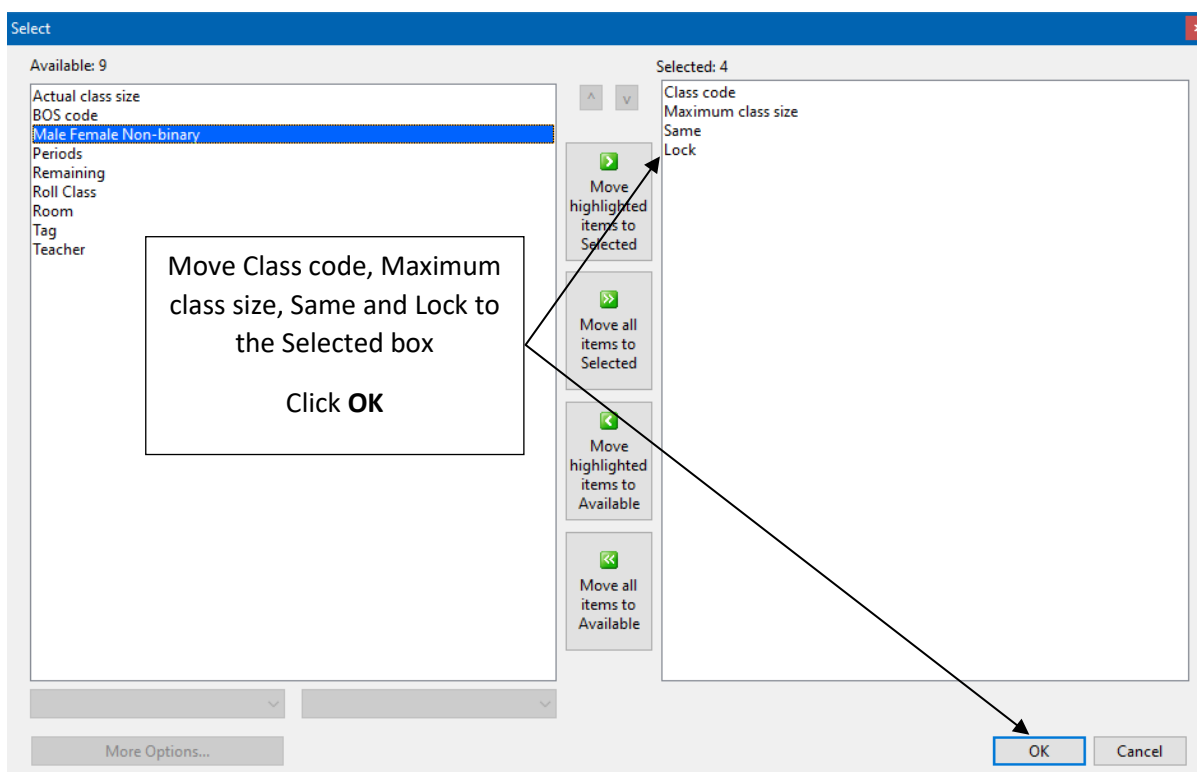
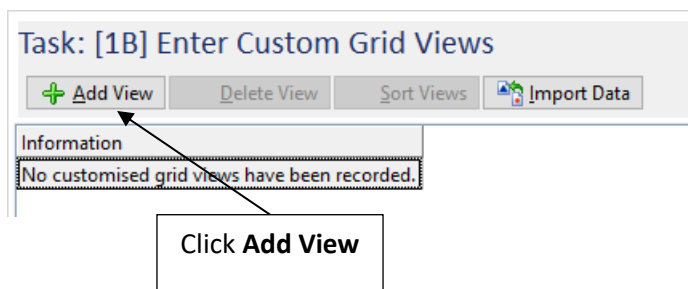
The Default number of units to assign to most students and the Number of lines proposed for grid have been set to 2.

CUSTOM GRID VIEWS

In Version 10 custom grid views can be set up for [11A] Develop Grid and [12B] Assign to Students.



On the Task Tree select:
[1B] Custom Grid Views



STUDENT PREFERENCES

In this example, student preferences have already been entered.



On the Task Tree select:
[4A] Student Preferences Summary

Task: [4A] View Student Preferences Summary

Global Nominations Copy Nomination Copy Sub-Grid Nominations Delete Nominations Adjust

Students selected: All (107) 0 students with no preference nominations Reserve preference

No	Student	Assign	Nom	Pref 1	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Pref 7	Pref 8
1	Adams Jim / SW2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
2	Ahpene Brenda / BA2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
3	Akenfield Samantha / BA2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
4	Akers Julie / BA2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
5	Alam Denise / TO2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
6	Alba Jessica / SW2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
7	Alexander Kim / BA2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
8	Allison Penny / TO2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
9	Allitt Alan / BA2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
10	Antonis Martin / H										
11	Ardizzon Trinity / B										
12	Beckinsale Kate / H										
13	Biel Jessica / HU2										
14	Biscan Elizabeth / BA1	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
15	Braxton Toni / TO2	2	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1

All students have 08FRE1 and 08ITA1 as Pref 1 and 2.
Note: Other options will remain as reserves at this stage.

CHECK TALLIES

The number of classes and teachers required should be reviewed on [5A] Tallies.



On the Task Tree select:
[5A] Tallies

Task: [5A] View Tallies and Enter Number of Classes and Lines

Quick Edit Classes Classes All Options Lines Lines All Options Teachers All Options Edit Auto Create Options Import Data

☒ Include reserve preferences ☐ Preferences (Supplementary List) Students selected: All (107) Options selected: All (8) Total number of teachers required: 44

No	Option	Units	Max Class	Teachers	Classes	Lines	Auto Create	Exc	Inc	Pref 1	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Pref 7	Pref 8
1	French Yr8 / 08FRE1	1	27	4	4	1	Yes	107	107	107	0	0	0	0	0	0	0
2	Italian Yr8 / 08ITA1	1	27	4	4	1	Yes	107	107	0	107	0	0	0	0	0	0
3	Art Yr8 / 08ART1	1	18	6	6	6	Yes	0	107	0	0	107	0	0	0	0	0
4	Design Technology Yr8 / 08DTE1	1	18	6	6	6	Yes	0	107	0	0	0	107	0	0	0	0
5	Drama Yr8 / 08DRA1	1	18	6	6	6	Yes	0	107	0	0	0	0	107	0	0	0
6	Food Technology Yr8 / 08FOO1	1	18	6	6	6	Yes	0	107	0	0	0	0	0	107	0	0
7	Music Yr8 / 08MUS1	1	18	6	6	6	Yes	0	107	0	0	0	0	0	0	107	0
8	Textiles Yr8 / 08TEX1	1	18	6	6	6	Yes	0	107	0	0	0	0	0	0	0	107

French Yr8 and Italian Yr8 have both been set to 4 teachers and 4 classes on 1 line.

CREATE LANGUAGE ROTATION GRID LINES

The Language rotation will be set up on Lines 1 and 2 of the grid.



On the Task Tree select:
[11A] Develop Grid

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 2 lines and 1 sub-grid are specified in [1A] General Legend

No.	Option	Lines	Exc	Inc	1	2
1	French Yr8 / 08FRE1	1, 4	107	107		
2	French Yr8 / 08FRE1 C2	N/A	107	107		
3	French Yr8 / 08FRE1 C3	N/A	107	107		
4	French Yr8 / 08FRE1 C4	N/A	107	107		
5	Italian Yr8 / 08ITA1	1, 4	107	107		
6	Italian Yr8 / 08ITA					
7	Italian Yr8 / 08ITA					
8	Italian Yr8 / 08ITA					
9	Art Yr8 / 08ART1					
10	Design Technology					
11	Drama Yr8 / 08DRA1	6, 6	0	107		
12	Food Technology Yr8 / 08FOO1	6, 6	0	107		
13	Music Yr8 / 08MUS1	6, 6	0	107		
14	Textiles Yr8 / 08TEX1	6, 6	0	107		
Totals (Classes/Maximum)				0/0	0/0	

Change the display to Custom View
C1. Class code / Maximum class size / Same / Lock

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 2 lines and 1 sub-grid are specified in [1A] General Legend

No.	Option	Lines	Exc	Inc	1	2
1	French Yr8 / 08FRE1	1, 4	107	107		
2	French Yr8 / 08FRE1 C2	N/A	107	107		
3	French Yr8 / 08FRE1 C3	N/A	107	107		
4	French Yr8 / 08FRE1 C4	N/A	107	107		
5	Italian Yr8 / 08ITA1	1, 4	107	107		
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		
9	Art Yr8 / 08ART1	6, 6	0	107		
10	Design Technology Yr8 / 08DTE1	6, 6	0	107		
11	Drama Yr8 / 08DRA1	6, 6	0	107		
12	Food Technology Yr8 / 08FOO1	6, 6	0	107		
13	Music Yr8 / 08MUS1	6, 6	0	107		
14	Textiles Yr8 / 08TEX1	6, 6	0	107		
Totals (Classes/Maximum)				0/0	0/0	

Double click Line 1 next to French Yr8

Maximum Class Size

Line 1 French Yr8, Add 4 Classes

Nominations 107 (107 excluding reserves) (range 0 - 107)

27

OK Cancel

Leave the Maximum class size as 27

Click OK

Task: [11A] Develop Grid and Auto Assign Students

[Auto Create](#) [Create Exam](#) [Auto Assign Students](#) [Test](#) [Test All](#) [Conflicts](#) [Add Class](#) [Delete Class](#) [Edit Class](#) [Max Class Size](#)
[Delete Grid](#) [Delete Classes](#) [Refresh Class Codes](#) [Import Data](#) [Line Adjust](#)

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details [Options selected: All \(8\)](#) 2 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2
1	French Yr8 / 08FRE1	0	107	107	08FRE1A 27	
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE1B 27	
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27	
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE1D 27	
5	Italian Yr8 / 08ITA1	1, 4	107	107		
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		
8	Italian Yr8 / 08ITA1 C4					
9	Art Yr8 / 08ART1					
10	Design Technology Yr8 / 08DTE1					
11	Drama Yr8 / 08DRA1					
12	Food Technology Yr8 / 08FOO1					
13	Music Yr8 / 08MUS1	6, 6	0	107		
14	Textiles Yr8 / 08TEX1	6, 6	0	107		
Totals (Classes/Maximum)				4/108	0/0	

Four French Yr8 classes are automatically added to Line 1.
Double click Line 2 next to **Italian Yr8**

Maximum Class Size

Line 2 Italian Yr8, Add 4 Classes
Nominations 107 (107 excluding reserves) (range 0 - 107)

27

OK Cancel

Leave the Maximum class size as 27
Click **OK**

Task: [11A] Develop Grid and Auto Assign Students

[Auto Create](#) [Create Exam](#) [Auto Assign Students](#) [Test](#) [Test All](#) [Conflicts](#) [Add Class](#) [Delete Class](#) [Edit Class](#) [Max Class Size](#)
[Delete Grid](#) [Delete Classes](#) [Refresh Class Codes](#) [Import Data](#) [Line Adjust](#)

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details [Options selected: All \(8\)](#) 2 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2
1	French Yr8 / 08FRE1	0	107	107	08FRE1A 27	
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE1B 27	
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27	
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE1D 27	
5	Italian Yr8 / 08ITA1	0	107	107		08ITA1A 27
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA1C 27
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27
9	Art Yr8 / 08ART1	6, 6	0	107		
10	Design Technology Yr8 / 08DTE1	6, 6	0	107		
11	Drama Yr8 / 08DRA1	6, 6	0	107		
12	Food Technology Yr8 / 08FOO1	6, 6	0	107		
13	Music Yr8 / 08MUS1	6, 6	0	107		
14	Textiles Yr8 / 08TEX1	6, 6	0	107		
Totals (Classes/Maximum)				4/108	4/108	

Four Italian Yr8 classes are automatically added to Line 2.
Click **Save**

Note: Students can be assigned to these classes by Roll Class using the techniques demonstrated in the previous lesson.

EDIT CLASS CODES FOR SEMESTER 1 AND 2

In this example, the class codes have been created automatically using the class code details specified in [1A] General. As each of the class codes needs to include the semester in which they occur, the class codes will need to be edited. In this example, 08FRE1B, 08FRE1D, 08ITA1A and 08ITAC will occur in Semester 2.

In Version 10, the class codes can be edited in Edit Grid Report.



On the Task Tree select:
[11B] Edit Grid Report

Task: [11B] View and Edit Grid Report

Edit Class Quick Edit Find/Replace Assign Roll Classes Remove Students Import Data

Students selected: All (107) Options selected: All (8) Lines selected: All (2)

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
1	French Yr8 / 08FRE1	1	08FRE1A	27	0					1		No	
2	French Yr8 / 08FRE1 C2	1	08FRE1B	27	0					1		No	
3	French Yr8 / 08FRE1 C3	1	08FRE1C	27	0					1		No	
4	French Yr8 / 08FRE1 C4	1	08FRE1D	27	0					1		No	
5	Italian Yr8 / 08ITA1	2	08ITA1A	27	0					1		No	
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B	27	0					1		No	
7	Italian Yr8 / 08ITA1 C3	2	08ITA1C	27	0					1		No	
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D	27	0					1		No	

Click **08FRE1B** and type "08FRE2B"

Task: [11B] View and Edit Grid Report

Edit Class Quick Edit Find/Replace Assign Roll Classes Remove Students Import Data

Students selected: All (107) Options selected: All (8) Lines selected: All (2)

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
1	French Yr8 / 08FRE1	1	08FRE1A	27	0					1		No	
2	French Yr8 / 08FRE1 C2	1	08FRE2B	27	0					1		No	
3	French Yr8 / 08FRE1 C3	1	08FRE1C	27	0					1		No	
4	French Yr8 / 08FRE1 C4	1	08FRE1D	27	0					1		No	
5	Italian Yr8 / 08ITA1	2	08ITA1A	27	0					1		No	
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B	27	0					1		No	
7	Italian Yr8 / 08ITA1 C3	2	08ITA1C	27	0					1		No	
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D	27	0					1		No	

Click **08FRE1D** and type "08FRE2D"

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: All (8) Lines selected: All (2)

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
1	French Yr8 / 08FRE1	1	08FRE1A	27	0					1		No	
2	French Yr8 / 08FRE1 C2	1	08FRE2B	27	0					1		No	
3	French Yr8 / 08FRE1 C3	1	08FRE1C	27	0					1		No	
4	French Yr8 / 08FRE1 C4	1	08FRE2D	27	0							No	
5	Italian Yr8 / 08ITA1	2	08ITA2A	27	0							No	
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B	27	0							No	
7	Italian Yr8 / 08ITA1 C3	2	08ITA2C	27	0							No	
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D	27	0							No	

Repeat the process to edit 08ITA1A to 08ITA2A and 08ITA1C to 08ITA2C

Both lines will be linked to the Timetable Development file for the entire year but only the classes displayed below will occur in each semester.

Roll Class	Semester 1		Semester 2	
8A	08FRE1A			08ITA2A
8B		08ITA1B	08FRE2B	
8C	08FRE1C			08ITA2C
8D		08ITA1D	08FRE2D	

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: All (8) Lines selected: All (2)

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
1	French Yr8 / 08FRE1	1	08FRE1A	27	0					1		No	
2	French Yr8 / 08FRE1 C2	1	08FRE2B	27	0					1		No	
3	French Yr8 / 08FRE1 C3	1	08FRE1C	27	0					1		No	
4	French Yr8 / 08FRE1 C4	1	08FRE2D	27								No	
5	Italian Yr8 / 08ITA1	2	08ITA2A	27								No	
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B	27								No	
7	Italian Yr8 / 08ITA1 C3	2	08ITA2C	27								No	
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D	27	0					1		No	

The Language rotation has now been set up.
Click **Save**

STAGE 2: SET UP A SUBJECT ROTATION USING MULTIPLE OPTIONS

When a subject rotation is set up using multiple options, a grid line is created for each rotation. When the rotation changes, the linked lines in the Timetable Development file must be changed.

In this example, students will rotate through six different Arts/ Technology options (Art, Drama, Music, Food Technology, Textiles and Design Technology) across the year.

The timing of the subject rotations and the control of the student allocations could be set up using different structures as follows:

- Students could study 1 subject at a time and change six times during the year
- Students could study 2 subjects at a time and change three times during the year
- Students could study 3 subjects at a time and change twice during the year

PARAMETERS

In this example, there will be an additional six lines added for the Art/Technology rotations resulting in eight lines in total. The default number of units to assign to most students and the number of lines proposed for grid need to be edited.



On the Task Tree select:
[1A] General

Task: [1A] Enter General Parameters

Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	Boarder
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	All classes
Type of additional suffix	Upper case (alphabetical)
Custom suffix list (eg AA,BB,CC)	
Restart suffix on each line or sub-grid	Not applicable
Grid Parameters	
Default number of units to assign to most students	8
Number of lines proposed for grid (1 - 60)	8
Sub-Grids	
Number of sub-grids (1 - 9)	1

Change the Default number of units to assign to most students and the Number of lines proposed for grid to 8

CUSTOMISE CLASS CODES FOR A SUBJECT ROTATION

It is recommended that schools use a consistent code structure with the same number of characters, where possible, in each class code. This is often a requirement for export/import to third party Admin systems.

In this example, four roll classes will be divided into six classes on each line of the rotation. An alternate suffix will be assigned to differentiate between classes.

In Version 10, class codes can be customised by defining a custom suffix list on [1A] General.

Task: [1A] Enter General Parameters

Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	All classes
Type of additional suffix	Upper case (alphabetical)
Custom suffix list (eg AA,BB,CC)	Upper case (alphabetical)
Restart suffix on each line or sub-grid	Lower case (alphabetical)
Grid Parameters	
Default number of units to assign to most students	Numbers 1,2,3 etc
Number of lines proposed for grid (1 - 60)	Numbers 01,02,03 etc
Sub-Grids	
Number of sub-grids (1 - 9)	Custom suffix list (Defined below)

Click the drop-down list next to Type of Additional suffix and select **Custom suffix list (Defined below)**

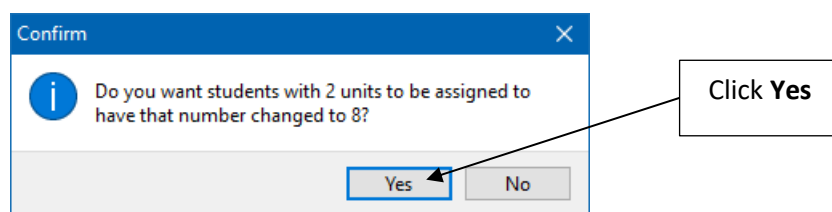
Task: [1A] Enter General Parameters

Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	Board
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	All classes
Type of additional suffix	Custom suffix list (Defined below)
Custom suffix list (eg AA,BB,CC)	U,V,W,X,Y,Z
Restart suffix on each line or sub-grid	Not applicable
Grid Parameters	
Default number of units to assign to most students	8
Number of lines proposed for grid (1 - 60)	8
Sub-Grids	
Number of sub-grids (1 - 9)	1

Click the cell next to Custom suffix list and type "U,V,W,X,Y,Z"

Click **Save**



STUDENT PREFERENCES

In this example, student preferences have already been entered for the Art/Technology subjects.



On the Task Tree select:
[4A] Student Preferences Summary

Task: [4A] View Student Preferences Summary

Global Nominations Copy Nomination Copy Sub-Grid Nominations Delete Nominations Adjust

Students selected: All (107) 0 students with no preference nominations

No	Student	Assign	Nom	Pref 1	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Pref 7	Pref 8
1	Adams Jim / SW2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
2	Ahpene Brenda / BA2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
3	Akenfield Samantha / BA2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
4	Akers Julie / BA2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
5	Alam Denise / TO2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
6	Alba Jessica / SW2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
7	Alexander Kim / BA2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
8	Allison Penny / TO2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
9	Allitt Alan / BA2	8	8							08MUS1	08TEX1
10	Antonis Martin / HU2	8	8							08MUS1	08TEX1
11	Ardizzon Trinity / BA1	8	8							08MUS1	08TEX1
12	Beckinsale Kate / HU2	8	8							08MUS1	08TEX1
13	Biel Jessica / HU2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
14	Biscan Elizabeth / BA1	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1
15	Braxton Toni / TO2	8	8	08FRE1	08ITA1	08ART1	08DTE1	08DRA1	08FOO1	08MUS1	08TEX1

All students have the six Arts/Technology subjects as Pref 3-8.

CHECK TALLIES

One grid line is created for a single rotation. In this example, six grid lines are required to control the rotation of all students through all six options.



On the Task Tree select:
[5A] Tallies

Task: [5A] View Tallies and Enter Number of Classes and Lines

Quick Edit Classes Classes All Options Lines Lines All Options Teachers All Options Edit Auto Create Options Import Data

☒ Include reserve preferences ☐ Preferences (Supplementary List) Students selected: All (107) Options selected: All (8) Total number of teachers required: 44

No	Option	Units	Max Class	Teachers	Classes	Lines	Auto Create	Exc	Inc	Pref 1	Pref 2	Pref 3	Pref 4	Pref 5	Pref 6	Pref 7	Pref 8
1	French Yr8 / 08FRE1	1	27	4	4	1	Yes	107	107	107	0	0	0	0	0	0	0
2	Italian Yr8 / 08ITA1	1	27	4	4	1	Yes	107	107	0	107	0	0	0	0	0	0
3	Art Yr8 / 08ART1	1	18	6	6	6	Yes	107	107	0	0	107	0	0	0	0	0
4	Design Technology Yr8 / 08DTE1	1	18	6	6	6	Yes	107	107	0	0	0	107	0	0	0	0
5	Drama Yr8 / 08DRA1	1	18	6	6	6	Yes	107	107	0	0	0	0	107	0	0	0
6	Food Technology Yr8 / 08FOO1	1	18	6	6	6	Yes	107	107	0	0	0	0	0	107	0	0
7	Music Yr8 / 08MUS1	1	18	6	6	6	Yes	107	107	0	0	0	0	0	0	107	0
8	Textiles Yr8 / 08TEX1	1	18	6	6	6	Yes	107	107	0	0	0	0	0	0	0	107

All Art and Technology options have been set to 6 teachers and 6 classes on 6 lines. Each option has a maximum class size of 18.

CREATE GRID LINES FOR THE ARTS/ TECHNOLOGY ROTATION

The grid lines for the Art/Technology rotation will be automatically created.



On the Task Tree select:
[11A] Develop Grid

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27						
9	Art Yr8 / 08ART1	6, 6	107	107								
10	Design Technology Yr8 / 08DTE1	6, 6	107	107								
11	Drama Yr8 / 08DRA1	6, 6	107	107								
12	Food Technology Yr8 / 08FOO1	6, 6	107	107								
13	Music Yr8 / 08MUS1	6, 6	107	107								
14	Textiles Yr8 / 08TEX1	6, 6	107	107								
Totals (Classes/Maximum)					4/108	4/108	0/0	0/0	0/0	0/0	0/0	0/0

Before the Art/Technology classes are added the Language classes must be locked.

Click any class, click **Edit Class** and lock all classes on the grid

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students ? Test ? Test All Conflicts Add Class Delete Class Edit Class Max Class Size

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	6, 6	107	107								
10	Design Technology Yr8 / 08DTE1	6, 6	107	107								
11	Drama Yr8 / 08DRA1	6, 6	107	107								
12	Food Technology Yr8 / 08FOO1	0, 0	107	107								
13	Music Yr8 / 08MUS1	0, 0	107	107								
14	Textiles Yr8 / 08TEX1	0, 0	107	107								
	Totals (Classes/Maximum)											

All classes for the French Yr8 and Italian Yr8 semester rotation are locked.

Click **Auto Create**

Confirm

Do you want to be able to move options, already placed, that are not locked or divided?

Yes No

Click **No**

Information

Grid creation is complete.

OK

Click **OK**

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students ? Test ? Test All Conflicts Add Class Delete Class Edit Class Max Class Size

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107								
4	French Yr8 / 08FRE1 C4	N/A	107	107								
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18	08DTE1V 18	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18	08DRA1V 18	08DRA1W 18	08DRA1X 18	08DRA1Y 18	08DRA1Z 18
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18
	Totals (Classes/Maximum)				4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

The grid is now complete with one class of each option allocated on each of the six lines for the Arts/Technology rotation on Lines 3 to 6.

Note: The class codes have been automatically generated using the custom suffixes entered in [1A] General.

SET UP SAME ROTATIONS

The Same function is used to assign the same group of students to two or more classes when using Auto Assign Students. In this example, students will be assigned to the same class groups for the six Arts/Technology options in the rotation.

Note: The Art/Technology classes require smaller class sizes for safety reasons and the maximum class size has been set at 18. The Same function requires all class sizes to be the same.

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class **Same**

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107	08ITA2A 27 Lock							
6	Italian Yr8 / 08ITA1 C2	N/A	107	107	08ITA1B 27 Lock							
7	Italian Yr8 / 08ITA1 C3	N/A	107	107	08ITA2C 27 Lock							
8	Italian Yr8 / 08ITA1 C4	N/A	107	107	08ITA1D 27 Lock							
9	Art Yr8 / 08ART1	0, 0	107	107	08ART1U 18	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18		
10	Design Technology Yr8 / 08DTE1	0, 0	107	107	08DTE1U 18	08DTE1V 18	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18		
11	Drama Yr8 / 08DRA1	0, 0	107	107	08DRA1U 18	08DRA1V 18	08DRA1W 18	08DRA1X 18	08DRA1Y 18	08DRA1Z 18		
12	Food Technology Yr8 / 08FOO1	0, 0	107	107	08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18	08FOO1Y 18	08FOO1Z 18		
13	Music Yr8 / 08MUS1	0, 0	107	107	08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18	08MUS1Z 18		
14	Textiles Yr8 / 08TEX1	0, 0	107	107	08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18		
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Click 08ART1U on Line 3 and click Same

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class **Same** Delete Samples Lock/Unlock

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend Same active. Click other classes to have same students. Click Same button to end selections

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107	08ITA2A 27 Lock							
6	Italian Yr8 / 08ITA1 C2	N/A	107	107	08ITA1B 27 Lock							
7	Italian Yr8 / 08ITA1 C3	N/A	107	107	08ITA2C 27 Lock							
8	Italian Yr8 / 08ITA1 C4	N/A	107	107	08ITA1D 27 Lock							
9	Art Yr8 / 08ART1	0, 0	107	107	Same	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18		
10	Design Technology Yr8 / 08DTE1	0, 0	107	107	08DTE1U 18	08DTE1V 18	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18		
11	Drama Yr8 / 08DRA1	0, 0	107	107	08DRA1U 18	08DRA1V 18	08DRA1W 18	08DRA1X 18	08DRA1Y 18	08DRA1Z 18		
12	Food Technology Yr8 / 08FOO1	0, 0	107	107	08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18	08FOO1Y 18	08FOO1Z 18		
13	Music Yr8 / 08MUS1	0, 0	107	107	08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18	08MUS1Z 18		
14	Textiles Yr8 / 08TEX1	0, 0	107	107	08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18		
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Same mode is now active indicated by the red text at the top of the screen. Any class now clicked will be included in the Same set.

Task: [11A] Develop Grid and Auto Assign Students

Auto Create **Create Exam** Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class **Same**

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend Same active. Click other classes to have same st

No.	Option	Lines	Exc	Inc	1	2
1	French Yr8 / 08FRE1	0,0	107	107	08FRE1A 27 Lock	
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock	
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock	
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock	
5	Italian Yr8 / 08ITA1	0,0	107	107		08ITA2A 27 Lock
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock
9	Art Yr8 / 08ART1	0,0	107	107	Same	08ART1V 18
10	Design Technology Yr8 / 08DTE1	0,0	107	107	08DTE1U 18	08DTE1W 18
11	Drama Yr8 / 08DRA1	0,0	107	107	08DRA1U 18	08DRA1V 18
12	Food Technology Yr8 / 08FOO1	0,0	107	107	08FOO1U 18	08FOO1W 18
13	Music Yr8 / 08MUS1	0,0	107	107	08MUS1U 18	08MUS1V 18
14	Textiles Yr8 / 08TEX1	0,0	107	107	08TEX1U 18	08TEX1V 18
Totals (Classes/Maximum)					4/108	4/108

Click **08DTE1V**, **08DRA1W**, **08FOO1X**, **08MUS1Y** and **08TEX1Z** to complete the Same set

Task: [11A] Develop Grid and Auto Assign Students

Auto Create **Create Exam** Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class **Same**

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend Same active. Click other classes to have same st

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0,0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0,0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0,0	107	107		Same	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18	
10	Design Technology Yr8 / 08DTE1	0,0	107	107		08DTE1U 18	Same	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18	
11	Drama Yr8 / 08DRA1	0,0	107	107		08DRA1U 18	08DRA1V 18	Same	08DRA1X 18	08DRA1Y 18	08DRA1Z 18	
12	Food Technology Yr8 / 08FOO1	0,0	107	107		08FOO1U 18	08FOO1V 18	08FOO1W 18	Same	08FOO1X 18	08FOO1Z 18	
13	Music Yr8 / 08MUS1	0,0	107	107		08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	Same	08MUS1Z 18	
14	Textiles Yr8 / 08TEX1	0,0	107	107		08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	Same	
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Click **Same** to end Same mode

Confirm

Record selected same classes?

Yes No

Click Yes

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18	08DRA1V 18	08DRA1W 18 Sm1	08DRA1X 18	08DRA1Y 18	08DRA1Z 18
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18 Sm1	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18 Sm1
Totals (Classes/Maximum)			4/108			4/108	6/108	6/108	6/108	6/108	6/108	6/108

The Sm1 label next to the class codes denotes the classes in the Same set rotation.

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18	08DRA1V 18	08DRA1W 18 Sm1	08DRA1X 18	08DRA1Y 18	08DRA1Z 18
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18 Sm1	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18 Sm1
Totals (Classes/Maximum)			4/108			4/108	6/108	6/108	6/108	6/108	6/108	6/108

Click 08DTE1U on Line 3 and click Same

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	08ART1W 18	08ART1X 18	08ART1Y 18	08ART1Z 18
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	08DTE1Y 18	08DTE1Z 18
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18	08DRA1V 18	08DRA1W 18 Sm1	08DRA1X 18	08DRA1Y 18	08DRA1Z 18
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18	08FOO1V 18	08FOO1W 18	08FOO1X 18 Sm1	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	08MUS1V 18	08MUS1W 18	08MUS1X 18	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	08TEX1W 18	08TEX1X 18	08TEX1Y 18	08TEX1Z 18 Sm1
Totals (Classes/Maximum)			4/108			4/108	6/108	6/108	6/108	6/108	6/108	6/108

Click 08DRA1V, 08FOO1W, 08MUS1X, 08TEX1Y and 08ART1Z to complete the Same set

Click Same

Confirm

Record selected same classes?

Yes No

Click Yes

Task: [11A] Develop Grid and Auto Assign Students

Autg Create	Create Exam	Auto Assign Students	Test	Test All	Conflicts	Add Class	Delete Class	Edit Class	Max Class Size	Divide Class	Same	Delete Same
Delete Grid	Delete Classes	Refresh Class Codes	Import Data	Line Adjust								

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8)

No.	Option	Lines	Exc	Inc	1	2	3					
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	08ART1W 18	08ART1X 18	Same	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	08DTE1Y 18	Same
11	Drama Yr8 / 08DRA1	0, 0	107	107			Same	08DRA1V 18 Sm2	08DRA1W 18 Sm1	08DRA1X 18	08DRA1Y 18	08DRA1Z 18
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18	Same	08FOO1W 18 Sm2	08FOO1X 18 Sm1	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	08MUS1V 18	Same	08MUS1X 18 Sm2	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	08TEX1W 18	Same	08TEX1Y 18 Sm2	08TEX1Z 18 Sm1
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Create a Same set (Sm3) for 08DRA1U, 08FOO1V, 08MUS1W, 08TEX1X, 08ART1Y and 08DTE1Z

Task: [11A] Develop Grid and Auto Assign Students

Autg Create	Create Exam	Auto Assign Students	Test	Test All	Conflicts	Add Class	Delete Class	Edit Class	Max Class Size	Divide Class	Same	Delete Same
Delete Grid	Delete Classes	Refresh Class Codes	Import Data	Line Adjust								

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8)

No.	Option	Lines	Exc	Inc	1	2	3					
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	08ART1W 18	Same	08ART1Y 18 Sm3	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	Same	08DTE1Z 18 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2	08DRA1W 18 Sm1	08DRA1X 18	08DRA1Y 18	Same
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			Same	08FOO1V 18 Sm3	08FOO1W 18 Sm2	08FOO1X 18 Sm1	08FOO1Y 18	08FOO1Z 18
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18	Same	08MUS1V 18 Sm3	08MUS1X 18 Sm2	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	08TEX1V 18	Same	08TEX1X 18 Sm3	08TEX1Y 18 Sm2	08TEX1Z 18 Sm1
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Create a Same set (Sm4) for 08FOO1U, 08MUS1V, 08TEX1W, 08ART1X, 08DTE1Y and 08DRA1Z

Task: [11A] Develop Grid and Auto Assign Students

Autg Create	Create Exam	Auto Assign Students	Test	Test All	Conflicts	Add Class	Delete Class	Edit Class	Max Class Size	Divide Class	Same	Delete Same
Delete Grid	Delete Classes	Refresh Class Codes	Import Data	Line Adjust								

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8)

No.	Option	Lines	Exc	Inc	1	2	3					
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18	Same	08ART1X 18 Sm4	08ART1Y 18 Sm3	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 18 Sm1	08DTE1W 18	08DTE1X 18	Same	08DTE1Z 18 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2	08DRA1W 18 Sm1	08DRA1X 18	Same	08DRA1Z 18 Sm4
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18 Sm4	08FOO1V 18 Sm3	08FOO1W 18 Sm2	08FOO1X 18 Sm1	08FOO1Y 18	Same
13	Music Yr8 / 08MUS1	0, 0	107	107			Same	08MUS1V 18 Sm4	08MUS1W 18 Sm3	08MUS1X 18 Sm2	08MUS1Y 18 Sm1	08MUS1Z 18
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18	Same	08TEX1V 18 Sm4	08TEX1X 18 Sm3	08TEX1Y 18 Sm2	08TEX1Z 18 Sm1
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

Create a Same set for (Sm5) 08MUS1U, 08TEX1V, 08ART1W, 08DTE1X, 08DRA1Y and 08FOO1Z

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All

8

Create a Same set (Sm6) for
08TEX1U, 08ART1V, 08DTE1W
08DRA1X, 08FOO1Y and 08MUS1Z

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	Same	08ART1W 18 Sm5	08ART1X 18 Sm4	08ART1Y 18 Sm3	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 18 Sm1	Same	08DTE1X 18 Sm5	08DTE1Y 18 Sm4	08DTE1Z 18 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2	08DRA1W 18 Sm1	Same	08DRA1X 18 Sm5	08DRA1Z 18 Sm4
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18 Sm4	08FOO1V 18 Sm3	08FOO1W 18 Sm2	08FOO1X 18 Sm1	Same	08FOO1Z 18 Sm5
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18 Sm5	08MUS1V 18 Sm4	08MUS1W 18 Sm3	08MUS1X 18 Sm2	08MUS1Y 18 Sm1	Same
14	Textiles Yr8 / 08TEX1	0, 0	107	107			Same	08TEX1V 18 Sm5	08TEX1W 18 Sm4	08TEX1X 18 Sm3	08TEX1Y 18 Sm2	08TEX1Z 18 Sm1
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

asses to have same students. Click Same b

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C1. Class code / Maximum class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All

8

The six Same sets are now completed
for the subject rotations.
Click Save

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 27 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 27 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 27 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 27 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 27 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 27 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 27 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 27 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 18 Sm1	08ART1V 18 Sm6	08ART1W 18 Sm5	08ART1X 18 Sm4	08ART1Y 18 Sm3	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 18 Sm1	08DTE1W 18 Sm6	08DTE1X 18 Sm5	08DTE1Y 18 Sm4	08DTE1Z 18 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2	08DRA1W 18 Sm1	08DRA1X 18 Sm6	08DRA1Y 18 Sm5	08DRA1Z 18 Sm4
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18 Sm4	08FOO1V 18 Sm3	08FOO1W 18 Sm2	08FOO1X 18 Sm1	08FOO1Y 18 Sm6	08FOO1Z 18 Sm5
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18 Sm5	08MUS1V 18 Sm4	08MUS1W 18 Sm3	08MUS1X 18 Sm2	08MUS1Y 18 Sm1	08MUS1Z 18 Sm6
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18 Sm6	08TEX1V 18 Sm5	08TEX1W 18 Sm4	08TEX1X 18 Sm3	08TEX1Y 18 Sm2	08TEX1Z 18 Sm1
Totals (Classes/Maximum)					4/108	4/108	6/108	6/108	6/108	6/108	6/108	6/108

ASSIGN STUDENTS AND CHECK THE GRID

The students can now be automatically assigned to a Same set of classes in the rotations.

Task: [11A] Develop Grid and Auto Assign Students

Autg Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Sames

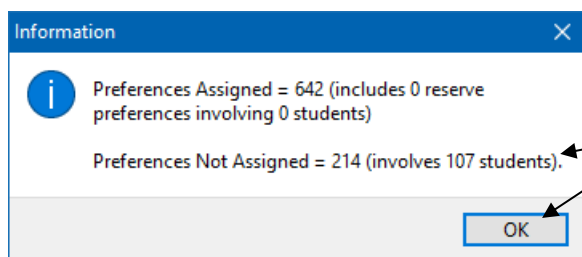
Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C2. Class code / Actual class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub-grid are specified in [1A] General Legend

Change the display to Custom View
C2. Class code / Actual class size / Same / Lock
Click Auto Assign Students

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 0 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 0 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 0 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 0 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 0 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 0 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 0 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 0 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 0 Sm1	08ART1V 0 Sm6	08ART1W 0 Sm5	08ART1X 0 Sm4	08ART1Y 0 Sm3	08ART1Z 0 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 0 Sm2	08DTE1V 0 Sm1	08DTE1W 0 Sm6	08DTE1X 0 Sm5	08DTE1Y 0 Sm4	08DTE1Z 0 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 0 Sm3	08DRA1V 0 Sm2	08DRA1W 0 Sm1	08DRA1X 0 Sm6	08DRA1Y 0 Sm5	08DRA1Z 0 Sm4
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 0 Sm4	08FOO1V 0 Sm3	08FOO1W 0 Sm2	08FOO1X 0 Sm1	08FOO1Y 0 Sm6	08FOO1Z 0 Sm5
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 0 Sm5	08MUS1V 0 Sm4	08MUS1W 0 Sm3	08MUS1X 0 Sm2	08MUS1Y 0 Sm1	08MUS1Z 0 Sm6
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 0 Sm6	08TEX1V 0 Sm5	08TEX1W 0 Sm4	08TEX1X 0 Sm3	08TEX1Y 0 Sm2	08TEX1Z 0 Sm1
Totals (Classes/Maximum)							6/0	6/0	6/0	6/0	6/0	6/0



There are Preferences Not Assigned as students have not been assigned to Language classes yet.

Click **OK**

Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same

Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C2: Class code / Actual class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: All (8) 8 lines and 1 sub

No.	Option	Lines	Exc	Inc	1	2	3	4
1	French Yr8 / 08FRE1	0	107	107	08FRE1A 0 Lock			
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 0 Lock			
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 0 Lock			
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 0 Lock			
5	Italian Yr8 / 08ITA1	0	107	107		08ITA2A 0 Lock		
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 0 Lock		
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 0 Lock		
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 0 Lock		
9	Art Yr8 / 08ART1	0	107	107			08ART1U 17 Sm1	08ART1V 18 Sm6
10	Design Technology Yr8 / 08DTE1	0	107	107			08DTE1U 18 Sm2	08DTE1V 17 Sm1
11	Drama Yr8 / 08DRA1	0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2
12	Food Technology Yr8 / 08FOO1	0	107	107			08FOO1U 18 Sm4	08FOO1V 17 Sm1
13	Music Yr8 / 08MUS1	0	107	107			08MUS1U 18 Sm5	08MUS1V 18 Sm3
14	Textiles Yr8 / 08TEX1	0	107	107			08TEX1U 18 Sm6	08TEX1V 18 Sm5
	Totals (Classes/Actual)		4/0		4/0	6/107	6/107	6/107

The same groups of students have been assigned to a Same set in each of the six subject rotations.

Click **Save**



On the Task Tree select:
[11G] Check Grid

Task: [11G] Check Grid Results

Students selected: All (107)

Check Grid

OPTIONS NEEDING TO BE PLACED IN MORE THAN ONE SUB-GRID THAT HAVE BEEN PLACED INCORRECTLY
Nil

STUDENTS INCORRECTLY DOING GENDER-SPECIFIED CLASSES
Nil

STUDENTS DOING SOME OF THE "SAME" CLASSES OF A SET BUT NOT ALL OF THEM
Nil

OPTIONS NEEDING TO BE PLACED ON MORE THAN ONE SUB-GRID AND MARKED AS "SAME" BUT ARE NOT
Nil

REPEATED CLASS CODES ON GRID
Nil

MAXIMUM CLASS SIZE INCONSISTENCIES (Between [11A] Develop Grid and [11G] Check Grid)
Nil

EXCEEDS MAXIMUM CLASS SIZE ([11A] Develop Grid exceeds [3A] Option 1)
Nil

TEACHERS WITH MORE THAN ONE CLASS ON A LINE
Nil

ROOMS WITH MORE THAN ONE CLASS ON A LINE
Nil

If students are not assigned to all classes in a Same set, it will be displayed on this screen. In this case, all students have been placed in a full rotation of classes.

UNASSIGN AND ASSIGN A STUDENT TO A SAME CLASS

The Assign to Student screen can be used to manually assign/unassign students to classes. If a student is removed from a class in a Same set, a warning message appears to advise that a student is assigned to some classes in the set but not all of them.



On the Task Tree select:
[12B] Assign to Student

Task: [12B] Assign Option to Student

Current Preferences Only On/Off Assign On/Off Do Not Assign On/Off Remove Preference Previous to Get Class Next to Get Class Missed Preference Missed Option

C2. Class code / Actual class size / Same / Lock

Adams Jim / SW2 Students selected: All (107) Options selected: All (8) Lines selected: All (8) Assigned: 6 periods, 6 units (8 units required) Assigned (A)

1. Selected students

Change the display to
C2. Class code / Actual class size / Same / Lock
Ensure that the second drop-down list displays
1. Selected students

No	Option	Prefer	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	1	08FRE1A 0 Lock							
2	French Yr8 / 08FRE1 C2	1	08FRE2B 0 Lock							
3	French Yr8 / 08FRE1 C3	1	08FRE1C 0 Lock							
4	French Yr8 / 08FRE1 C4	1	08FRE2D 0 Lock							
5	Italian Yr8 / 08ITA1	2	08ITA2A 0 Lock							
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B 0 Lock							
7	Italian Yr8 / 08ITA1 C3	2	08ITA2C 0 Lock							
8	Italian Yr8 / 08ITA1 C4									
9	Art Yr8 / 08ART1									
10	Design Technology Yr8 / 08DTE1									
11	Drama Yr8 / 08DRA1									
12	Food Technology Yr8 / 08FOO1									
13	Music Yr8 / 08MUS1									
14	Textiles Yr8 / 08TEX1									

Task: [12B] Assign Option to Student

Current Preferences Only On/Off Assign On/Off Do Not Assign On/Off Remove Preference Previous to Get Class Next to Get Class Missed Preference Missed Option

C2. Class code / Actual class size / Same / Lock

Adams Jim / SW2 Students selected: All (107) Options selected: All (8) Lines selected: All (8) Assigned: 5 periods, 5 units (8 units required) Assigned (A)

Ensure that Jim Adams is the selected student

Double click 08DRA1U on Line 3 to unassign the class

No	Option	Prefer	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	1	08FRE1A 0 Lock							
2	French Yr8 / 08FRE1 C2	1	08FRE2B 0 Lock							
3	French Yr8 / 08FRE1 C3	1	08FRE1C 0 Lock							
4	French Yr8 / 08FRE1 C4	1	08FRE2D 0 Lock							
5	Italian Yr8 / 08ITA1	2	08ITA2A 0 Lock							
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B 0 Lock							
7	Italian Yr8 / 08ITA1 C3	2	08ITA2C 0 Lock							
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D 0 Lock							
9	Art Yr8 / 08ART1	3								
10	Design Technology Yr8 / 08DTE1	4								
11	Drama Yr8 / 08DRA1	5								
12	Food Technology Yr8 / 08FOO1	6								
13	Music Yr8 / 08MUS1	7								
14	Textiles Yr8 / 08TEX1	8								



On the Task Tree select:
[11G] Check Grid

Confirm

This student Adams Jim has some of the "Same" No 3 classes from the grid, but not all of them. Is this OK?

Yes No

The Confirm message indicates that the student is not assigned to all of the Same classes.

Click Yes

Task: [11G] Check Grid Results

Students selected: All (107)

Check Grid

OPTIONS NEEDING TO BE PLACED IN MORE THAN ONE SUB-GRID THAT HAVE BEEN PLACED

Nil

STUDENTS INCORRECTLY DOING GENDER-SPECIFIED CLASSES

Nil

STUDENTS DOING SOME OF THE "SAME" CLASSES OF A SET BUT NOT ALL OF THEM

Adams Jim / SW2 was assigned 5 of 6 classes in Same Class Set 3. Classes not assigned: 08DRA1U (Line 3)

OPTIONS NEEDING TO BE PLACED ON MORE THAN ONE SUB-GRID AND MARKED AS "SAME" BUT ARE NOT

Nil

The Check Grid screen lists Jim Adams as a student assigned some of the Same classes of a set but not all of them.



On the Task Tree select:
[12B] Assign to Student

Task: [12B] Assign Option to Student

Current Preferences Only On/Off Assign On/Off Do Not Assign On/Off Remove Preference Previous to Get Class Next to Get Class Missed Preference Missed Option

C2. Class code / Actual class size / Same / Lock

1. Selected students

Adams Jim / SW2 Students selected: All (107) Options selected: All (8) Lines selected: All (8) Assigned: 6 periods, 6 units (8 units required) Assigned (A)

Select	No	Option	Pref	1	2	3	4	5	6	7	8
Filter	1	French Yr8 / 08FRE1	1	08FRE1A 0 Lock							
Adams Jim / SW2	2	French Yr8 / 08FRE1 C2	1	08FRE2B 0 Lock							
Adams Jim / SW2	3	French Yr8 / 08FRE1 C3	1	08FRE1C 0 Lock							
Adams Jim / SW2	4	French Yr8 / 08FRE1 C4	1	08FRE2D 0 Lock							
Alphene Brenda / BA2	5	Italian Yr8 / 08ITA1	2		08ITA2A 0 Lock						
Akenfield Samantha / BA2	6	Italian Yr8 / 08ITA1 C2	2		08ITA1B 0 Lock						
Akers Julie / BA2	7	Italian Yr8 / 08ITA1 C3	2		08ITA2C 0 Lock						
Alam Denise / TO2	8	Italian Yr8 / 08ITA1 C4	2		08ITA1D 0 Lock						
Alba Jessica / SW2	9	Art Yr8 / 08ART1	3			08ART1U 17 Sm1	08ART1V 18 Sm6				
Alexander Kim / BA2	10	Design Technology Yr8 / 08DTE1	4			08DTE1U 18 Sm2	08DTE1V 17 Sm1				18 Sm2
Allison Penny / TO2	11	Drama Yr8 / 08DRA1	5			08DRA1U 18 Sm3 (A)	08DRA1V 18 Sm2				18 Sm3 (A)
Allitt Alan / BA2	12	Food Technology Yr8 / 08FOO1	6			08FOO1U 18 Sm4	08FOO1V 18 Sm3 (A)				18 Sm4
Antonios Martin / HU2	13	Music Yr8 / 08MUS1	7			08MUS1U 18 Sm5	08MUS1V 18 Sm4				18 Sm5
Ardizon Trinity / BA1	14	Textiles Yr8 / 08TEX1	8			08TEX1U 18 Sm6	08TEX1V 18 Sm5				18 Sm6
Beckinsale Kate / HU2											17 Sm1
Briel Jessica / HU2											
Biscan Elizabeth / BA1											
Braxton Toni / TO2											

Double click **08DRA1U** on Line 3 to reassign the class

Click **Save**

EDIT CLASS CODES

Class codes can easily be changed even after the lines have been created. In this example, instead of the custom suffix being repeated for classes on the same line, the school would like the same group of students to have the same code suffix for the year.

In Version 10, class codes can be directly edited in the Edit Grid Report screen.



On the Task Tree select:
[1A] General

Task: [1A] Enter General Parameters

Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	All classes
Type of additional suffix	No classes
Custom suffix list (eg AA,BB,CC)	Classes on sub-grid more than once
Restart suffix on each line or sub-grid	Classes on line more than once
	All classes
Grid Parameters	
Default number of units to assign to most students	8
Number of lines proposed for grid (1 - 60)	8
Sub-Grids	
Number of sub-grids (1 - 9)	1

Click the drop-down list next to Add an additional suffix to and select **No classes**

Task: [1A] Enter General Parameters

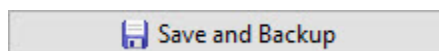
Select Class Code Components Import Data

Parameter	Value
Spare Field Titles (leave blank if not required)	
Student Spare Field 1	Boarder
Student Spare Field 2	
Student Spare Field 3	
Option Spare Field 1	
Option Spare Field 2	
Class Code Details	
Class code components: Items and order	Option code,Suffix
Add an additional suffix to	No classes
Type of additional suffix	Custom suffix list (Defined below)
Custom suffix list (eg AA,BB,CC)	U,V,W,X,Y,Z
Restart suffix on each line or sub-grid	Not applicable
Grid Parameters	
Default number of units to assign to most students	8
Number of lines proposed for grid (1 - 60)	8
Sub-Grids	
Number of sub-grids (1 - 9)	1

When the existing class codes are refreshed on [11A] Develop Grid no options will be given a suffix.

SAVE AND BACKUP

Before making any changes to the codes it is a good idea to make a point in time back up so the data can be rolled back to this position if necessary.



Save and backup the file as Students Yr 8 Rotations before edit codes.sfx

REFRESH CLASS CODES

In Version 10, it is possible to refresh only selected class codes. Classes not selected will remain unchanged.



On the Task Tree select:
[11A] Develop Grid

Task: [11A] Develop Grid and Auto Assign Students

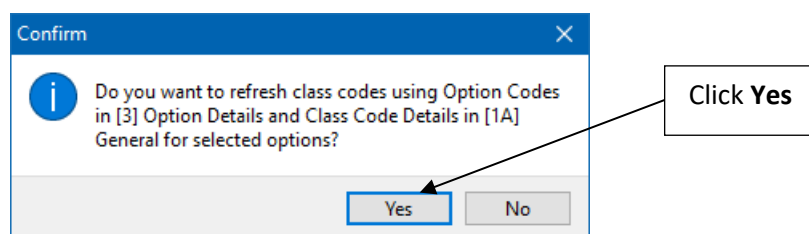
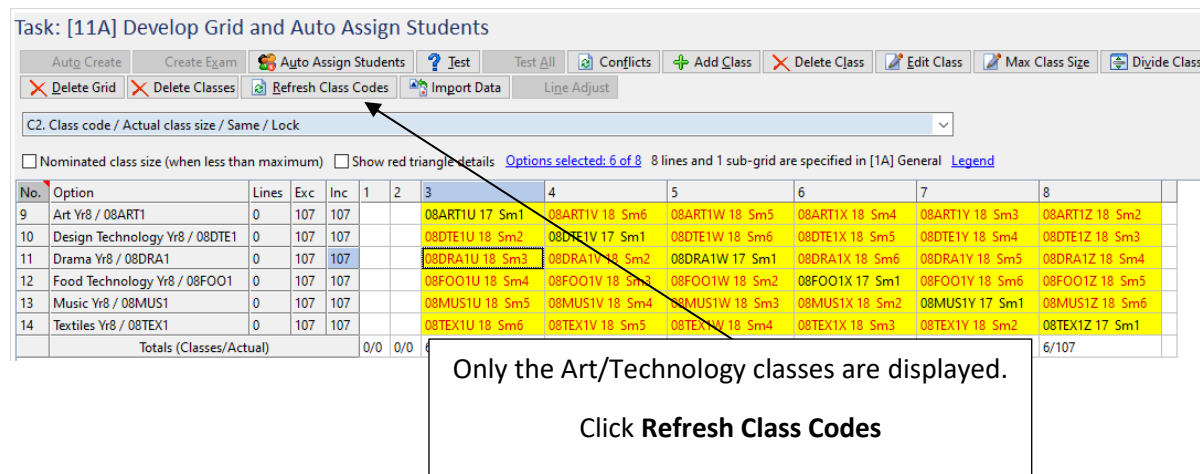
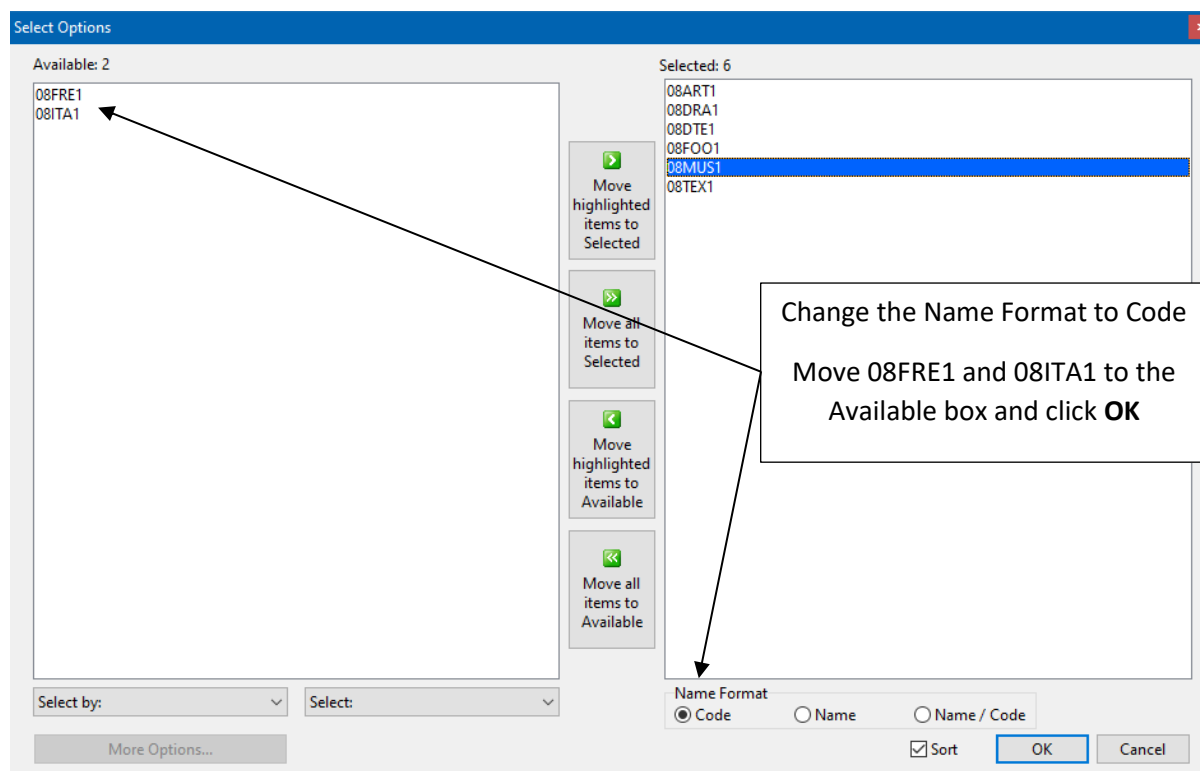
Auto Create Create Exam Auto Assign Students Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class Same Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C2. Class code / Actual class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details [Options selected: All \(8\)](#) 8 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
1	French Yr8 / 08FRE1	0, 0	107	107	08FRE1A 0 Lock							
2	French Yr8 / 08FRE1 C2	N/A	107	107	08FRE2B 0 Lock							
3	French Yr8 / 08FRE1 C3	N/A	107	107	08FRE1C 0 Lock							
4	French Yr8 / 08FRE1 C4	N/A	107	107	08FRE2D 0 Lock							
5	Italian Yr8 / 08ITA1	0, 0	107	107		08ITA2A 0 Lock						
6	Italian Yr8 / 08ITA1 C2	N/A	107	107		08ITA1B 0 Lock						
7	Italian Yr8 / 08ITA1 C3	N/A	107	107		08ITA2C 0 Lock						
8	Italian Yr8 / 08ITA1 C4	N/A	107	107		08ITA1D 0 Lock						
9	Art Yr8 / 08ART1	0, 0	107	107			08ART1U 17 Sm1	08ART1V 18 Sm6	08ART1W 18 Sm5	08ART1X 18 Sm4	08ART1Y 18 Sm3	08ART1Z 18 Sm2
10	Design Technology Yr8 / 08DTE1	0, 0	107	107			08DTE1U 18 Sm2	08DTE1V 17 Sm1	08DTE1W 18 Sm6	08DTE1X 18 Sm5	08DTE1Y 18 Sm4	08DTE1Z 18 Sm3
11	Drama Yr8 / 08DRA1	0, 0	107	107			08DRA1U 18 Sm3	08DRA1V 18 Sm2	08DRA1W 17 Sm1	08DRA1X 18 Sm6	08DRA1Y 18 Sm5	08DRA1Z 18 Sm4
12	Food Technology Yr8 / 08FOO1	0, 0	107	107			08FOO1U 18 Sm4	08FOO1V 18 Sm3	08FOO1W 18 Sm2	08FOO1X 17 Sm1	08FOO1Y 18 Sm6	08FOO1Z 18 Sm5
13	Music Yr8 / 08MUS1	0, 0	107	107			08MUS1U 18 Sm5	08MUS1V 18 Sm4	08MUS1W 18 Sm3	08MUS1X 18 Sm2	08MUS1Y 17 Sm1	08MUS1Z 18 Sm6
14	Textiles Yr8 / 08TEX1	0, 0	107	107			08TEX1U 18 Sm6	08TEX1V 18 Sm5	08TEX1W 18 Sm4	08TEX1X 18 Sm3	08TEX1Y 18 Sm2	08TEX1Z 17 Sm1
Totals (Classes/Actual)					4/0	4/0	6/107	6/107	6/107	6/107	6/107	6/107

Click the link **Options selected: All (8)**



Task: [11A] Develop Grid and Auto Assign Students

Auto Create Create Exam **Auto Assign Students** ? Test Test All Conflicts Add Class Delete Class Edit Class Max Class Size Divide Class
 Delete Grid Delete Classes Refresh Class Codes Import Data Line Adjust

C2. Class code / Actual class size / Same / Lock

☐ Nominated class size (when less than maximum) ☐ Show red triangle details Options selected: 6 of 8 8 lines and 1 sub-grid are specified in [1A] General [Legend](#)

No.	Option	Lines	Exc	Inc	1	2	3	4	5	6	7	8
9	Art Yr8 / 08ART1	0	107	107			08ART1 17 Sm1	08ART1 18 Sm6	08ART1 18 Sm5	08ART1 18 Sm4	08ART1 18 Sm3	08ART1 18 Sm2
10	Design Technology Yr8 / 08DTE1	0	107	107			08DTE1 18 Sm2	08DTE1 17 Sm1	08DTE1 18 Sm6	08DTE1 18 Sm5	08DTE1 18 Sm4	08DTE1 18 Sm3
11	Drama Yr8 / 08DRA1	0	107	107			08DRA1 18 Sm3	08DRA1 18 Sm2	08DRA1 17 Sm1	08DRA1 18 Sm6	08DRA1 18 Sm5	08DRA1 18 Sm4
12	Food Technology Yr8 / 08FOO1	0	107	107			08FOO1 18 Sm4	08FOO1 18 Sm3	08FOO1 18 Sm2	08FOO1 17 Sm1	08FOO1 18 Sm6	08FOO1 18 Sm5
13	Music Yr8 / 08MUS1	0	107	107			08MUS1 18 Sm5	08MUS1 18 Sm4	08MUS1 18 Sm3	08MUS1 18 Sm2	08MUS1 17 Sm1	08MUS1 18 Sm6
14	Textiles Yr8 / 08TEX1	0	107	107			08TEX1 18 Sm6	08TEX1 18 Sm5	08TEX1 18 Sm4	08TEX1 18 Sm3	08TEX1 18 Sm2	08TEX1 17 Sm1
Totals (Classes/Actual)												

All the suffixes have been removed from the classes displayed.

Click **Save**

EDIT CLASS CODES

Class codes can also be manually edited.



On the Task Tree select:
[11B] Edit Grid Report

Task: [11B] View and Edit Grid Report

Edit Class Quick Edit Find/Replace Assign Roll Classes Remove Students Import Data

Students selected: All (107) Options selected: 6 of 8 Lines selected: All (8) Duplicate codes

No.	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
9	Art Yr8 / 08ART1	3	08ART1	18	17					1	Sm1	No	
10	Design Technology Yr8 / 08DTE1	3	08DTE1	18	18					1	Sm2	No	
11	Drama Yr8 / 08DRA1	3	08DRA1	18	18					1	Sm3	No	
12	Food Technology Yr8 / 08FOO1	3	08FOO1	18	18					1	Sm4	No	
13	Music Yr8 / 08MUS1	3	08MUS1	18	18					1	Sm5	No	
14	Textiles Yr8 / 08TEX1	3	08TEX1	18	18					1	Sm6	No	
15	Art Yr8 / 08ART1	4	08ART1	18	18					1	Sm6	No	
16	Design Technology Yr8 / 08DTE1	4	08DTE1	18	17					1	Sm1	No	
17	Drama Yr8 / 08DRA1	4	08DRA1	18	18					1	Sm2	No	
18	Food Technology Yr8 / 08FOO1	4	08FOO1	18	18					1	Sm3	No	
19	Music Yr8 / 08MUS1	4	08MUS1	18	18					1	Sm4	No	
20	Textiles Yr8 / 08TEX1	4	08TEX1	18	18					1	Sm5	No	
21	Art Yr8 / 08ART1	5	08ART1	18	18					1	Sm5	No	
22	Design Technology Yr8 / 08DTE1	5	08DTE1	18	18					1	Sm6	No	
23	Drama Yr8 / 08DRA1	5	08DRA1	18	17					1	Sm1	No	
24	Food Technology Yr8 / 08FOO1	5	08FOO1	18	18					1	Sm2	No	
25	Music Yr8 / 08MUS1	5	08MUS1	18	18					1	Sm3	No	
26	Textiles Yr8 / 08TEX1										Sm4	No	
27	Art Yr8 / 08ART1										Sm4	No	
28	Design Technology Yr8 / 08DTE1										Sm5	No	
29	Drama Yr8 / 08DRA1										Sm6	No	
30	Food Technology Yr8 / 08FOO1										Sm1	No	
31	Music Yr8 / 08MUS1	6	08MUS1	18	18					1	Sm2	No	
32	Textiles Yr8 / 08TEX1	6	08TEX1	18	18					1	Sm3	No	

The red colour indicates that there are duplicate codes.

Click the **Same** column header to do a temporary sort

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: 6 of 8 Lines selected: All (8) Duplicate codes

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Sam	Lock	Tag Level
9	Art Yr8 / 08ART1	3	08ART1	18	17					1	Sm1	No	
23	Drama Yr8 / 08DRA1	5	08DRA1	18	17					1	Sm1	No	
30	Food Technology Yr8 / 08FOO1	6	08FOO1	18	17					1	Sm1	No	
44	Textiles Yr8 / 08TEX1	8	08TEX1	18	17					1	Sm1	No	
37	Music Yr8 / 08MUS1	7	08MUS1	18	17					1	Sm1	No	
16	Design Technology Yr8 / 08DTE1	4	08DTE1	18	17					1	Sm1	No	
39	Art Yr8 / 08ART1	8	08ART1	18	18					1	Sm2	No	
31	Music Yr8 / 08MUS1	6	08MUS1	18	18					1	Sm2	No	
17	Drama Yr8 / 08DRA1	4	08DRA1	18	18					1	Sm2	No	
10	Design Technology Yr8 / 08DTE1	3	08DTE1	18	18					1	Sm2	No	
38	Textiles Yr8 / 08TEX1	7	08TEX1	18	18					1	Sm2	No	
24	Food Technology Yr8 / 08FOO1	5	08FOO1	18	18					1	Sm2	No	
40	Design Technology Yr8 / 08DTE1	8	08DTE1	18	18					1	Sm3	No	
18	Food Technology Yr8 / 08FOO1	4	08FOO1	18	18					1	Sm3	No	
33	Art Yr8 / 08ART1	7	08ART1	18	18					1	Sm3	No	
32	Textiles Yr8 / 08TEX1	6	08TEX1	18	18					1	Sm3	No	
25	Music Yr8 / 08MUS1	5	08MUS1	18	18					1	Sm3	No	
11	Drama Yr8 / 08DRA1	3	08DRA1	18	18					1	Sm3	No	

The classes are now sorted according to the Same set label.

Click **08ART1** in the first cell and type 'U' at the end to change the code to 08ART1U

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: 6 of 8 Lines selected: All (8) Duplicate codes

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Sam	Lock	Tag Level
9	Art Yr8 / 08ART1	3	08ART1U	18	17					1	Sm1	No	
23	Drama Yr8 / 08DRA1	5	08DRA1	18	17					1	Sm1	No	
30	Food Technology Yr8 / 08FOO1	6	08FOO1	18	17					1	Sm1	No	
44	Textiles Yr8 / 08TEX1	8	08TEX1	18	17					1	Sm1	No	
37	Music Yr8 / 08MUS1	7	08MUS1	18	17					1	Sm1	No	
16	Design Technology Yr8 / 08DTE1	4	08DTE1	18	17					1	Sm1	No	
39	Art Yr8 / 08ART1	8	08ART1	18	18					1	Sm2	No	
31	Music Yr8 / 08MUS1	6	08MUS1	18	18					1	Sm2	No	
17	Drama Yr8 / 08DRA1	4	08DRA1	18	18					1	Sm2	No	
10	Design Technology Yr8 / 08DTE1	3	08DTE1	18	18					1	Sm2	No	
38	Textiles Yr8 / 08TEX1	7	08TEX1	18	18					1	Sm2	No	
24	Food Technology Yr8 / 08FOO1	5	08FOO1	18	18					1	Sm2	No	
40	Design Technology Yr8 / 08DTE1	8	08DTE1	18	18					1	Sm3	No	
18	Food Technology Yr8 / 08FOO1	4	08FOO1	18	18					1	Sm3	No	
33	Art Yr8 / 08ART1	7	08ART1	18	18					1	Sm3	No	
32	Textiles Yr8 / 08TEX1	6	08TEX1	18	18					1	Sm3	No	
25	Music Yr8 / 08MUS1	5	08MUS1	18	18					1	Sm3	No	
11	Drama Yr8 / 08DRA1	3	08DRA1	18	18					1	Sm3	No	

The code 08ART1U is a unique class code.

Repeat this process to add "U" to all Sm1 classes and "V" to the Sm2 classes

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: 6 of 8 Lines selected: All (8) Duplicate codes

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
9	Art Yr8 / 08ART1	3	08ART1U	18	17					1	Sm1	No	
23	Drama Yr8 / 08DRA1	5	08DRA1U	18	17					1	Sm1	No	
30	Food Technology Yr8 / 08FOO1	6	08FOO1U	18	17					1	Sm1	No	
44	Textiles Yr8 / 08TEX1	8	08TEX1U	18	17					1	Sm1	No	
37	Music Yr8 / 08MUS1	7	08MUS1U	18	17					1	Sm1	No	
16	Design Technology Yr8 / 08DTE1	4	08DTE1U	18	17					1	Sm1	No	
39	Art Yr8 / 08ART1	8	08ART1V	18	18					1	Sm2	No	
31	Music Yr8 / 08MUS1	6	08MUS1V	18	18					1	Sm2	No	
17	Drama Yr8 / 08DRA1	4	08DRA1V	18	18					1	Sm2	No	
10	Design Technology Yr8 / 08DTE1	3	08DTE1V	18	18					1	Sm2	No	
38	Textiles Yr8 / 08TEX1	7	08TEX1V	18	18					1	Sm2	No	
24	Food Technology Yr8 / 08FOO1	5	08FOO1V	18	18					1	Sm2	No	
40	Design Technology Yr8 / 08DTE1	8	08DTE1	18	18					1	Sm3	No	
18	Food Technology Yr8 / 08FOO1											No	
33	Art Yr8 / 08ART1											No	
32	Textiles Yr8 / 08TEX1											No	
25	Music Yr8 / 08MUS1											No	
11	Drama Yr8 / 08DRA1											No	

The class code suffix is now consistent for all classes in the Sm1 Same set and for all classes in the Sm2 Same set.

This process would be repeated to add the suffixes to the Sm3 to Sm6 class codes.

Click the link **Options selected: 6 of 8** and move all options to the Selected box and click **OK**

Task: [11B] View and Edit Grid Report

Edit Class
 Quick Edit
 Find/Replace
 Assign Roll Classes
 Remove Students
 Import Data

Students selected: All (107) Options selected: All (8) Lines selected: All (8) Duplicate codes

No	Option	Line	Class Code	Max Class	Actual Class	BOS Code	Roll Class	Teacher	Room	Periods	Same	Lock	Tag Level
1	French Yr8 / 08FRE1	1	08FRE1A	27	0					1		Yes	
2	French Yr8 / 08FRE1 C2	1	08FRE2B	27	0					1		Yes	
3	French Yr8 / 08FRE1 C3	1	08FRE1C	27	0					1		Yes	
4	French Yr8 / 08FRE1 C4	1	08FRE1D	27	0					1		Yes	
5	Italian Yr8 / 08ITA1	2	08ITA2A	27	0					1		Yes	
6	Italian Yr8 / 08ITA1 C2	2	08ITA1B	27	0					1		Yes	
7	Italian Yr8 / 08ITA1 C3	2	08ITA2C	27	0					1		Yes	
8	Italian Yr8 / 08ITA1 C4	2	08ITA1D	27	0					1		Yes	
9	Art Yr8 / 08ART1	3	08ART1U	18	17					1	Sm1	No	
10	Design Technology Yr8 / 08DTE1	3	08DTE1U	18	17					1	Sm2	No	
11	Drama Yr8 / 08DRA1	3	08DRA1U	18	17					1	Sm3	No	
12	Food Technology Yr8 / 08FOO1	3	08FOO1U	18	17					1	Sm4	No	
13	Music Yr8 / 08MUS1	3	08MUS1U	18	17					1	Sm5	No	
14	Textiles Yr8 / 08TEX1	3	08TEX1U	18	17					1	Sm6	No	
15	Art Yr8 / 08ART1	4	08ART1V	18	18					1	Sm6	No	
16	Design Technology Yr8 / 08DTE1	4	08DTE1V	18	18					1	Sm1	No	
17	Drama Yr8 / 08DRA1	4	08DRA1V	18	18					1	Sm2	No	
18	Food Technology Yr8 / 08FOO1	4	08FOO1V	18	18					1	Sm3	No	
19	Music Yr8 / 08MUS1	4	08MUS1V	18	18					1	Sm4	No	
20	Textiles Yr8 / 08TEX1	4	08TEX1V	18	18					1	Sm5	No	

The codes for the Language classes have not been altered during this process.

Click **Save**

Save and Backup

Save and backup the file as Lesson 8.sfx