

GRUBER & PETTERS

# Calendar

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Calendar

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# 1 Introduction

## 1.1 Calendar - yearly scheduling

Untis Calendar - yearly planning is a timetable scheduling system specially designed to meet the following requirements:

- Scheduling yearly periods at unconnected times
- Blocking teachers at certain times.

## 2 General

### 2.1 Lessons

#### 2.1.1 Yearly periods

The great advantage of working with the calendar module is that it allows you to deal with genuine *yearly periods*. In contrast to weekly periods, these yearly periods can be scheduled on completely unconnected dates.

1a - Class 1a (Gauss) Timet

1a

10.11.2014 - 16.11.2014

Lessons per week are in the same place for all weeks in the school year.

Annual lessons can be scheduled completely irregular.

Before school starts

	1	2	3	4	5	6	7	8	13
Mo-1	HE								
Mo-2								DE	
Mo-3				DE					
Mo-4								DE	
Mo-5									
Mo-6									
Mo-7									
Mo-8									

Class 1a (Gauss) / Class

1a

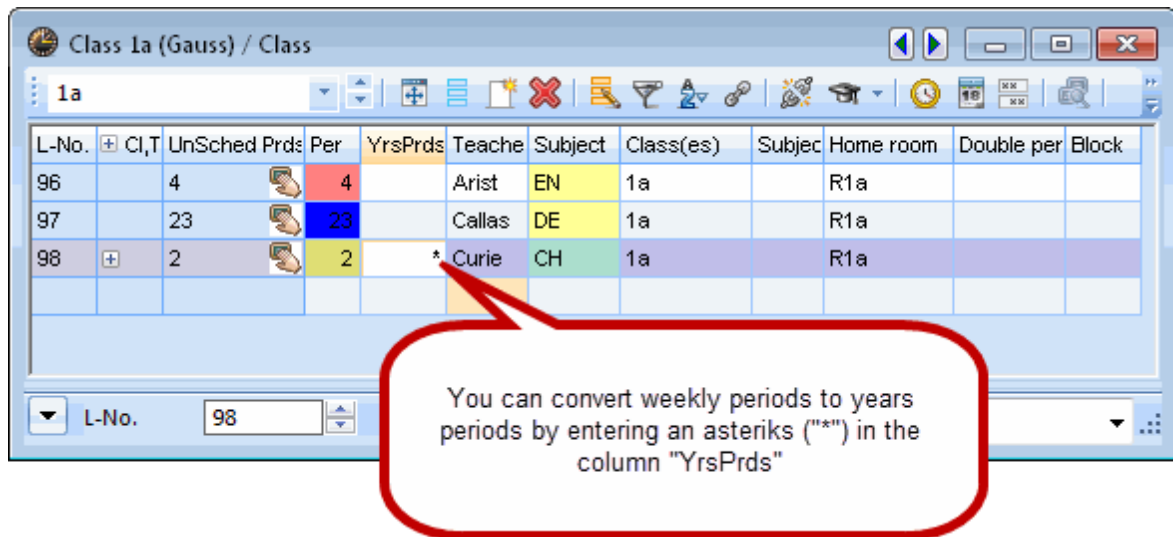
L-No.	Cl,T	UnSche	Per	YrsPrds	Teacher	Subject	Class(es)	Subject	Home room	Double per	From
96		3	4		Arist	HE	1a	HE1	R1a		
97		15		23	Callas	DE	1a		R1a		

## 2.1.2 Yearly periods or weekly periods

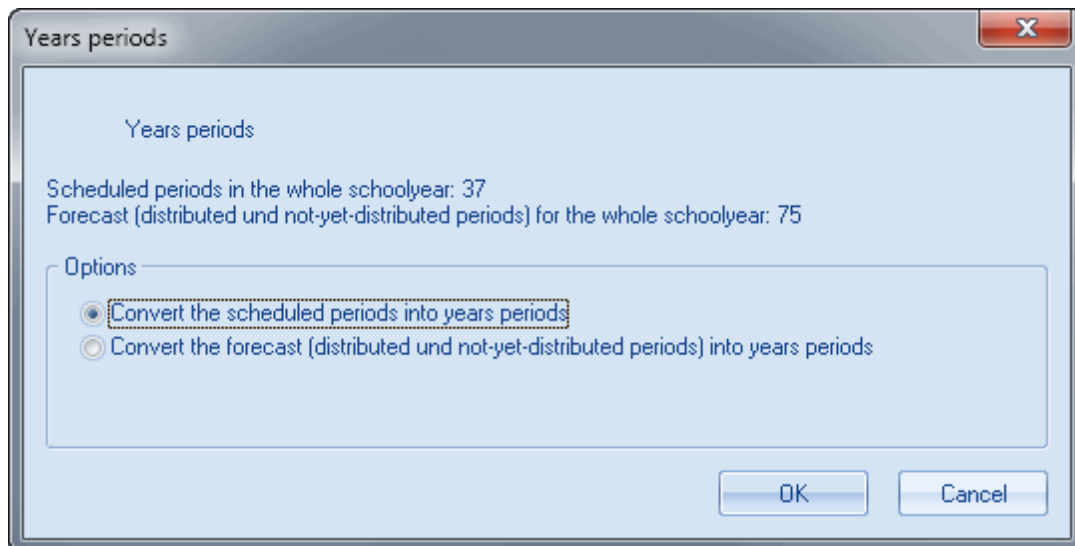
Use weekly periods if the lessons in question are to be scheduled at the same time each week in the timetable and yearly periods if lessons are to be scheduled on an irregular basis.

**Note:**

You can convert weekly periods to yearly periods later on by entering a '\*' in the 'YrsPrds' column.



The following prompt is displayed if some of the weekly periods have already been scheduled:



Option 1: convert scheduled periods into weekly periods

If one period of a 2-period lesson has already been scheduled, this one weekly period will be converted into a number of yearly periods. In the example, this concerns 20 yearly periods, since the school year has 21 weeks including one week of holiday.

	School week																				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
Mo-1	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	HE	Christmas holidays		HE	HE	HE	HE
Mo-2																					
Mo-3																					
Mo-4																					
Mo-5																					
Mo-6																					
Mo-7																					
Mo-8																					

L-No.	Cl	T	UnSc	Per	YrsPrds	Teache	Subje	Class(es)	Subjec	Home room	Double per	From	To
89	+	21			20	Arist	HE	1a	HE1	R1a			
90		2		23		Callas	DE	1a		R1a			
91		2		2		Curie	CH	1a		R1a			

Option 2: extrapolation - scheduled and unscheduled periods are converted to yearly periods.

This option results in 40 yearly periods; 20 have already been scheduled while a further 20 remain to be scheduled.



## 2.2 Calendar - yearly scheduling

### 2.2.1 Introduction

The heart of 'Calendar - Year Planning' is the window of the same name, which you can open via 'Modules | Calendar - yearly scheduling'. If you have already worked with Year's Planning in Terms the similarities in the windows will be obvious. The great advantage of calendar - yearly scheduling is that you do not need to create and work with terms.

The window is divided into two sections. Let's look at the display in the left section of the window, where you will see a list of all the lessons in the school.

You can hide or show details for each lesson such as lesson number, subject, class, number of students etc.

The screenshot shows the 'Calendar - Year Planning' window. At the top, it displays 'School week: 1 Lessons: 1' and the dates '19.9. - 21.9.2014'. Below this, it shows 'School days: 1' and 'Prds.Week: 5 (12%)'. The main table lists lessons with columns for Lesson number, Subject, Class, Teacher, Room, L-seq, Title, Min-M, Distr, and Open. A context menu is open over the first lesson, showing options to toggle visibility for various details like 'Totals line', 'Lessons', 'Subject', 'Class', 'Teacher', 'Room', 'Number of students', 'L-sequence', 'Yrs.prds.ttl', 'min-max distr.', 'Yrs.prds.distributed', 'Yrs.prds.open', and 'Yrs.prds.scheduled'. The table also shows a 'Periods/week' section with a grid of colored cells representing the distribution of lessons over the week.

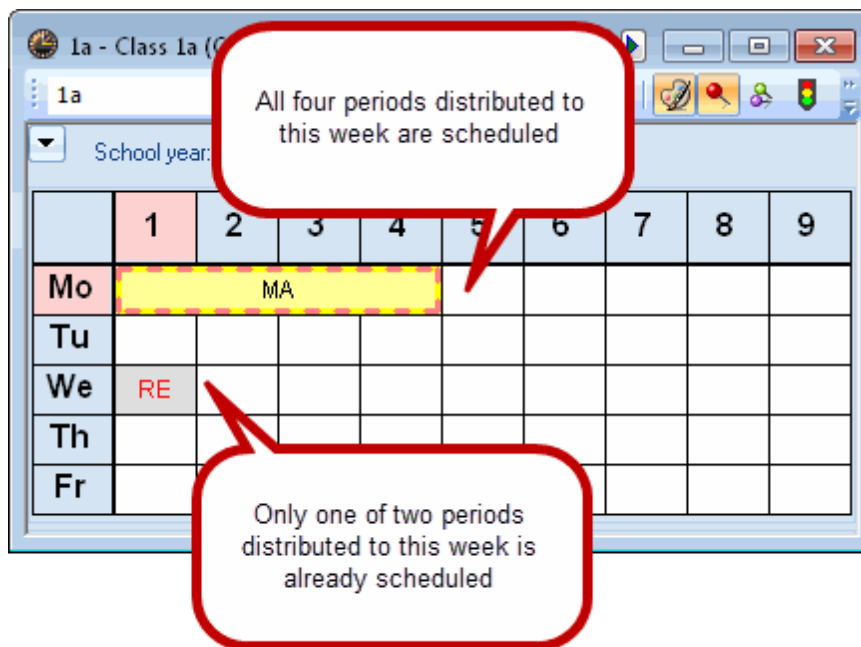
Les.	Sub.	Cl.	Tea.	Rm.	L-seq	Ttl.	Min-M	Distr	Open
1	CH	2a,2b	Callas	R2a		41		41	0
2	PEB,F	2b,2a	Rub.,	SH1,S		116		116	0
3	TX,D	2b,2a	Curie,	TW,W		78		78	0
4	GA	2a,2b	New	R2a		41		41	0
5	AR,M	3a,3b	Callas	R3a,F		74		74	0
6	PEG,F	3a,3b	Arist.	SH2,S		112		112	0
7	DS,HI	3a,3b	?, Cur	WS,H		74		74	0
8	AR	1b	Callas	R1b		116		116	0
9	HI	1b	Ander	R1b		37		37	0
10	MA	1b	Arist	R1b		228		228	0
11	MU	1b	Callas	R1b		37		37	0
12	RE	1b	Nobel	R1b		76		76	0
13	DE	1b	Rub	R1b		228		228	0
14	BI	1b	Cer	R1b		78		78	0
15	TX	1b	Curie	TW		41		41	0
16	DS	1b	Ander	WS		37		37	0

The white columns display the individual school weeks. A column shaded dark-orange indicates that all the days of the week in question lie within a holiday, while lighter shading indicates that some days of the week lie within a holiday.

Yearly periods can be allocated simply by entering them in the individual lesson weeks. By moving the mouse over a cell you get further information on the current lesson. In addition to how many periods are scheduled or not, you also get information on coloured cells, why they are coloured.







### 2.2.3 Overview window

The right section of the calendar window provides an overview of the scheduled load for classes, teachers and students and the capacity utilisation of rooms in the individual school weeks.

The 'Ideal' column displays the (calculated) average value. Red shading in individual weekly columns indicates that elements are overutilised while green shading indicates spare capacity.


Calendar - Year Planning

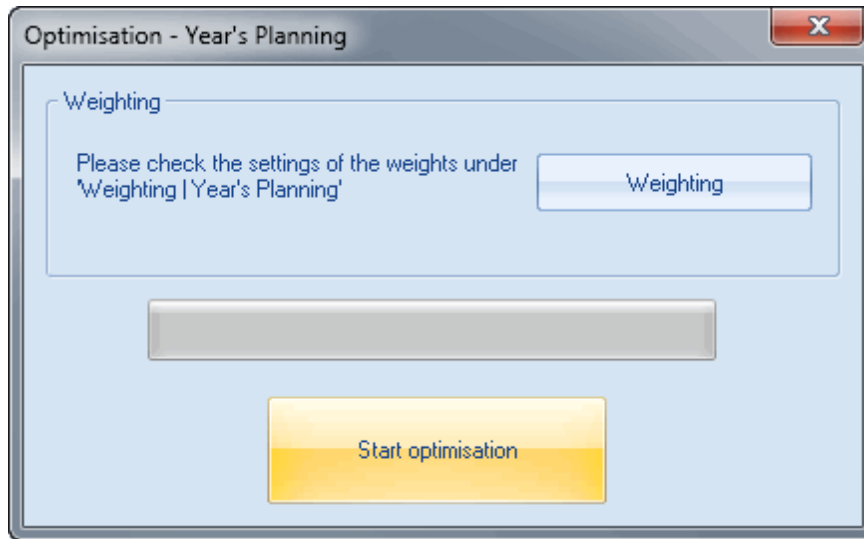
Class(es)

Name	Years periods				Ideal	Periods/week																	
	Ttl.	Distr.	Open	Scher		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1a	1196	1196		189	31	4	31	31	31	31	31	31	31	31	31	31	31	31	31	16		16	3
1b	1150	1150		562	30	4	30	30	30	30	30	30	30	30	30	30	30	30	30	13		16	3
2a	1222	1222		861	32	3	32	32	32	32	32	32	32	32	32	32	32	32	32	13		14	3
2b	1220	1220		861	32	3	32	32	32	32	32	32	32	32	32	32	32	32	32	13		13	3
3a	1139	1139		859	30	2	30	30	30	30	30	30	30	30	30	30	30	30	30	11		15	3
3b	1065	1065		821	28	2	28	28	28	28	28	28	28	28	28	28	28	28	28	9		13	2
4	1286	1286		1085	34	2	34	34	34	34	34	34	34	34	34	34	34	34	34	11		14	3

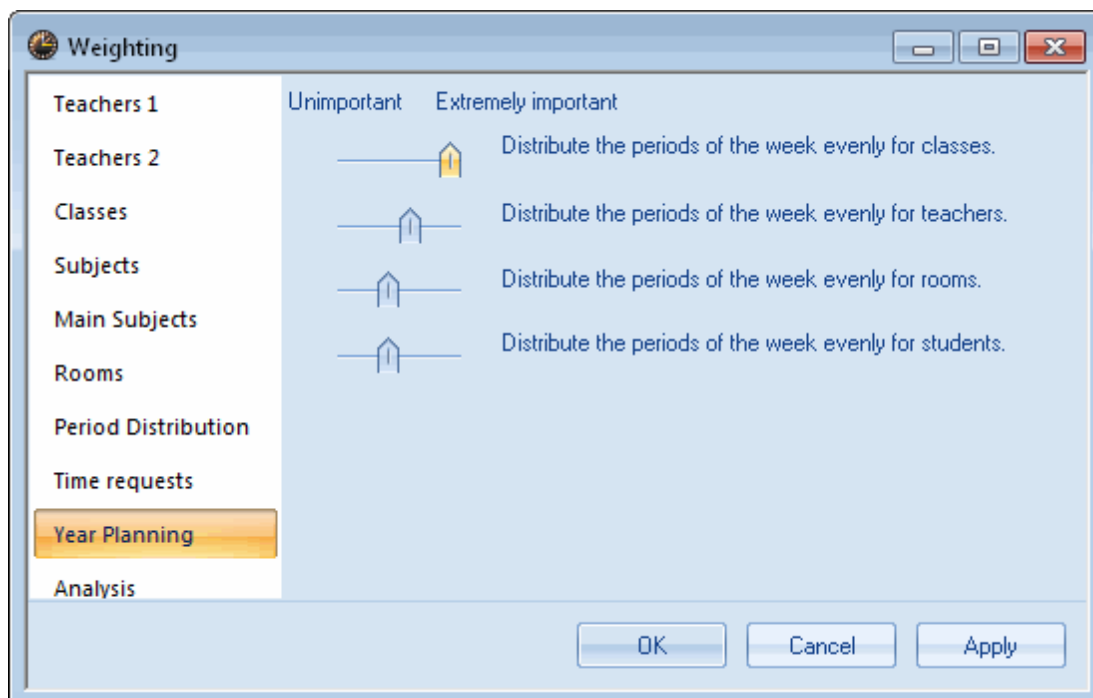
## 2.2.4 Automatic allocation

### 2.2.4.1 Principle

If you wish to allocate lessons to the individual school weeks automatically, open the optimisation window by clicking on the <Optimise> toolbar icon .



It is important that you first enter weighting settings. To do this, click on the <Weighting> icon.



When allocating yearly periods to individual weeks automatically, the basic assumption is that all periods should be spread as evenly as possible over the school year. No assumptions are made concerning the capacity load of teachers, classes, rooms or students.

It is therefore essential that you enter weighting for allocating periods for the individual elements according to your requirements.

The possibilities for blocking certain weeks or lessons or for specifying minimum/maximum numbers of periods per week are essentially the same as those for year's planning in terms. For this reason, please refer to the chapter of that name for more details






**Note:**

You can also open weighting to optimise calendar - yearly planning via 'Scheduling | Weighting'

**2.2.4.2 Functions****2.2.4.2.1 Lock allocation**

Use the <Lock allocation> function to permanently retain the period allocation you entered manually.

Calendar - Year Planning

School week: 1 Lessons: 19  
 1.10.2000 - 4.10.2000 Distributed: 1  
 School days: 3 Scheduled: 1  
 Prds./Week: 36 (50%)

Les.	Sub.	Cla.	Tea.	Rm.	Years periods					Periods/week										
					L-seq	Ttl.	Min-M	Distr	Open	Sched	1	2	3	4	5	6	7	8	9	
194	712.H	HS2B	HORM	PHTE		16		14	2		2		2	2	2	4	2			2
195	712.H	HS2B	FIDLE	PHTO		11		9	2		0	1	2	2	2	2				
197	712.H	HS2G	FINTE	PHTO		11		9	2		9	1*	2*	2*	2*	2*				
199	712.H	HS2B	KATH	PHTO		11		9	2		8	1*	2*	2*	2*	2*				
201	712.H	HS2B	HOFE	PHTO		11		11	0		0	1*	2*	2*	2*	4*				
203	712.H	HS2B	HECH	PHTE		11		9	2		8	1*	2*	2*	2*	2*				
205	712.H	HS2B	KIRSI	PHTE		16		16	0		0					2*		2		2
206	712.Z	VS2C	GRIN	PHTE		11		9	2		8	1	2	2	2	2				
208	712.Z	VS2B	PIRK	PHTE		11		11	0											
210	712.Z	VS2C	WAR	PHTE		11		9	2											
212	712.Z	HS2A	MADE	PHTE		11		9	2											
214	712.Z	HS2B	PIRK	PHTE		11		11	0											
216	712.Z	HS2C	HAUF	PHTE		11		9	2		8	1	2	2	2	2				
218	712.Z	S2A	TAFE	PHTE		11		11	0		0	1	2	2	2	4				
220	712.V	VS2A	LEHM	PHTO		11		11	0		0									1
222	712.V	VS2B	LEHM	PHTO		11		11	0		0									1
224	712.V	VS2C	LEHM	PHTO		11		11	0		0									2

Fixed lessons are marked with an "\*" in the summary window.

#### 2.2.4.2.2 Blocking

Use blockings to prevent periods of specific lessons being allocated to certain weeks.

The lessons 220 - 266 must not be scheduled in the first 8 weeks.

#### 2.2.4.2.3 Lesson blocks

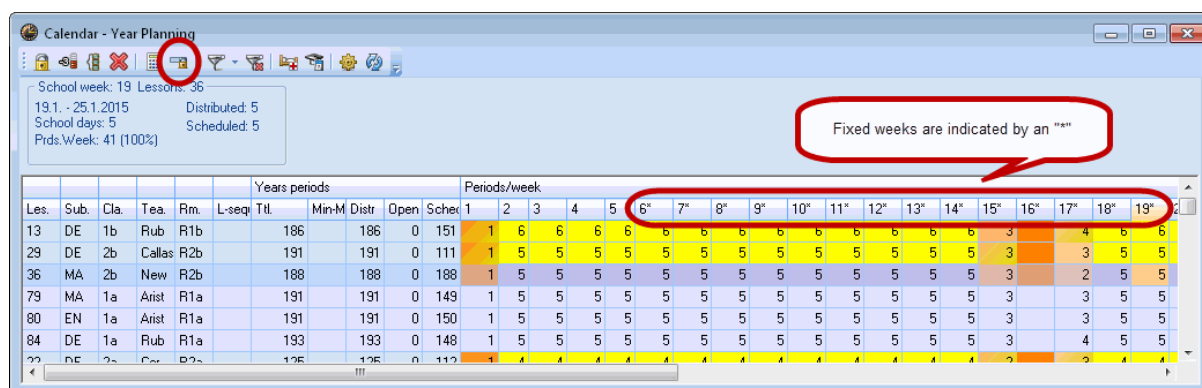
Lesson blocks should be scheduled in consecutive weeks (without any breaks).

These lessons have been planned blocked.

That lessons have a break of one week. That means they are unblocked.

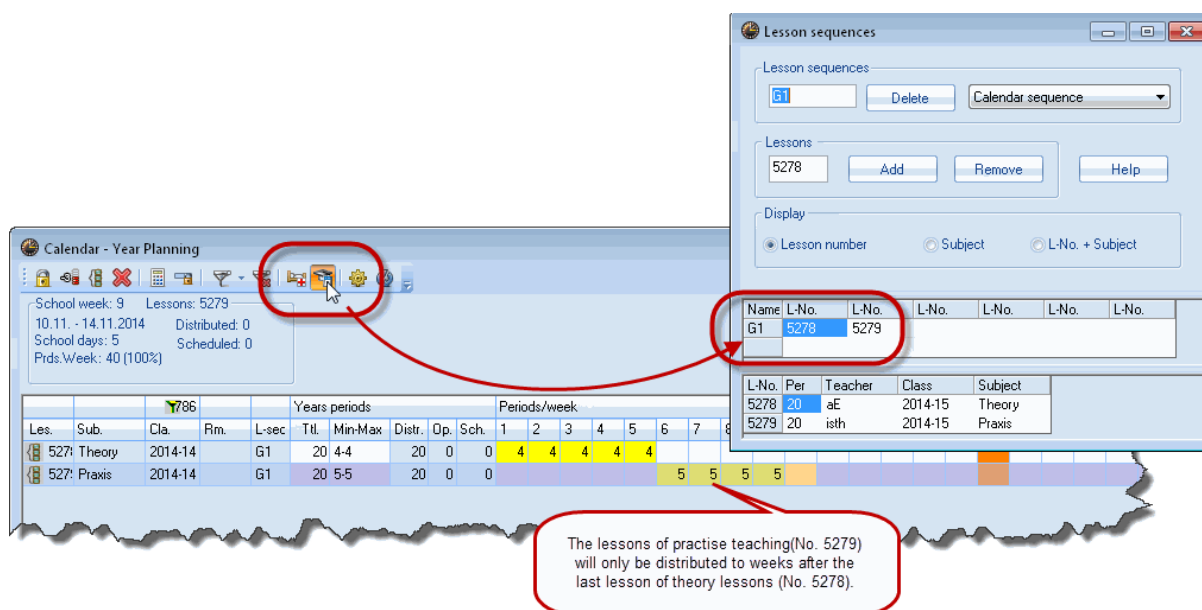
#### 2.2.4.2.4 Locking weeks

The <Lock weeks> button allows the timetables of individual weeks to be 'frozen' in such a way that they can no longer be changed during timetable optimisation.



#### 2.2.4.2.5 Calendar sequences

Calendar sequences allow the option of specifying that certain lessons should be scheduled sequentially. Sometimes, for example, a theoretical lesson must have been given before the periods of practical instruction can be scheduled.



#### 2.2.4.2.6 Minimum/maximum lessons

Use the 'min-max' field to define the minimum and maximum number of periods of a lesson that may be held in any one week.

Calendar - Year Planning

School week: 11 Lessons: 208  
 24.11. - 30.11.2014 Distributed: 0  
 School days: 6 Scheduled: 0  
 Pds./Week: 72 (100%)

Les.	Sub.		Years periods	Max	Distr	Open	Sched	Periods/week					12	13	14
								1	2	3	4	5			
214	712.Z051FIT				11	0	0	1	2	2	2	4			
216	712.Z051FIT				9	2	8	1	2	2	2	2			
218	712.Z051FIT				11	0	0	1	2	2	2	4			
220	712.V011FME	VS2A1	PHT01.	2-4	11	0	0						1!!	2	4
222	712.V011FME	VS2B1	PHT01.	11 2-4	11	0	0						1!!	2	4
224	712.V011FME	VS2C1	PHT01.	11 2-4	11	0	0						2	2	4
226	712.Z052FIT	VS2A1	PHTEG	11 2-4	11	0	0						2	2	4
228	712.Z052FIT	VS2B1	PHTEG	11 2-4	9	2	9						2	2	2
230	712.Z052FIT	VS2C1	PHTEG	11	9	2	9						1	2	2
232	712.Z052FIT	HS2A1	PHTEG	10	8	2	8						2	2	2
234	712.Z052FIT	HS2B1	PHTEG	10	8	2	8						2	2	2
236	712.Z052FIT	HS2C1	PHTEG	10	10	0	0						2	2	4
238	712.Z052FIT	S2A	PHTEG	10	10	0	0						2	2	4

Here you enter the minimum or maximum number of lessons per week.

Violations of these regulations are indicated with two red !!.

#### 2.2.4.2.7 Copy allocation of a week

In the calendar window you can also select an entire column by clicking on its heading. Copy and paste the allocation of a week is transferred to another week.

Kalender - Jahresplanung

Schulwoche: 10 Unterricht: 96  
 17.11. - 23.11.2014 Geplant: 4  
 Schultage: 6 Verplant: 0  
 Wochenstd.: 45 (100%)

Strg + C

10/47: 17.11.2014 - 23.11.2014

Unt.	Fa.	Kla.	Le.	Rm.	U-Folk	Besch	Fachg	6	7	8	9	10	11	12	13	14	15	16	17	18
11	Gw	1a,1b	Hugo	R1a								4								
7	Wk.T	1a,1b	Ander	Werki		Üb	Kunst													
73	Sport	1a,1b	Arist.	Th2,T		Mäd						2								
31	Mat	1a	Arist	R1a			NatW	-	-	-	-	6								
33	E	1a	Arist	R1a			Spra	-	-	-	-	4								
35	Mus	1a	Callas	R1a			Kunst	-	-	-	-	7								
39	Ke	1a	Callas	R1a			Kunst	-	-	-	-	3								
46	Rel	1a	Nobel	R1a								1								
53	D	1a	Rub	R1a								4								
63	Bio	1a	Cer	R1a			NatW					7								
96	Bio	1a	Ander	R1a			NatW					4								

Strg + V

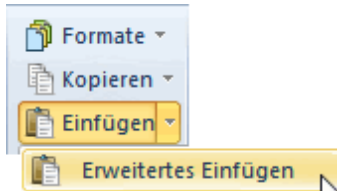
14/51: 15.11.2014 - 21.11.2014

Unt.	Fa.	Kla.	Le.	Rm.	U-Folk	Besch	Fachg	6	7	8	9	10	11	12	13	14	15	16
11	Gw	1a,1b	Hugo	R1a														
7	Wk.T	1a,1b	Ander	Werki		Üb	Kunst											
73	Sport	1a,1b	Arist.	Th2,T		Mäd						2						
31	Mat	1a	Arist	R1a			NatW	-	-	-	-	6						
33	E	1a	Arist	R1a			Spra	-	-	-	-	4						
35	Mus	1a	Callas	R1a			Kunst	-	-	-	-	7						
39	Ke	1a	Callas	R1a			Kunst	-	-	-	-	3						
46	Rel	1a	Nobel	R1a								1						
53	D	1a	Rub	R1a								4						
63	Bio	1a	Cer	R1a			NatW					7						
96	Bio	1a	Ander	R1a			NatW					4						

When you have selected a column you can also block the whole week by clicking on the -3 time request button.

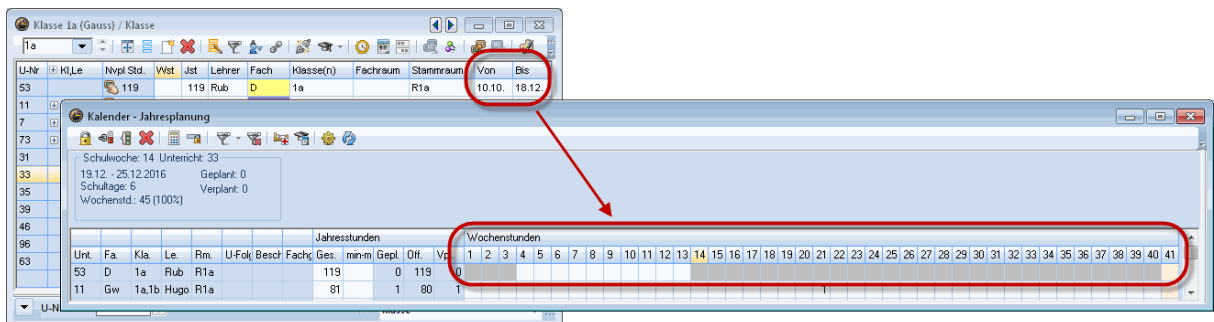
**Tip:**

If you want to copy the allocation plus the timetable, go to the 'Data' tab and select 'Paste | Paste special'.



#### 2.2.4.2.8 Restrictions and lesson groups

When you work with restrictions coming from lesson groups or entries into the fields 'from-to', they are going to be highlighted with a colour.



## 2.2.5 Scheduling periods

### 2.2.5.1 Manual scheduling

Untis calendar scheduling provides a number of additional ways of scheduling periods in the timetable.

#### 2.2.5.1.1 Calendar window --> timetable

You can use drag&drop to place periods from the calendar window directly in the timetable. Please note that the initial click in the calendar window synchronises the corresponding date in the timetable window.



**1a - Class 1a (Gauss) Timetable (Cla10)**

1a

22.09.2014 - 26.9.2014

	1	2	3	4	5	6	7	8	9
Mo	MU								
Tu									
We									
Th									
Fr									

**Calendar - Year Planning**

School week: 1 Lessons: 81

19.9. - 21.9.2014 Distributed: 1

School days: 1 Scheduled: 0

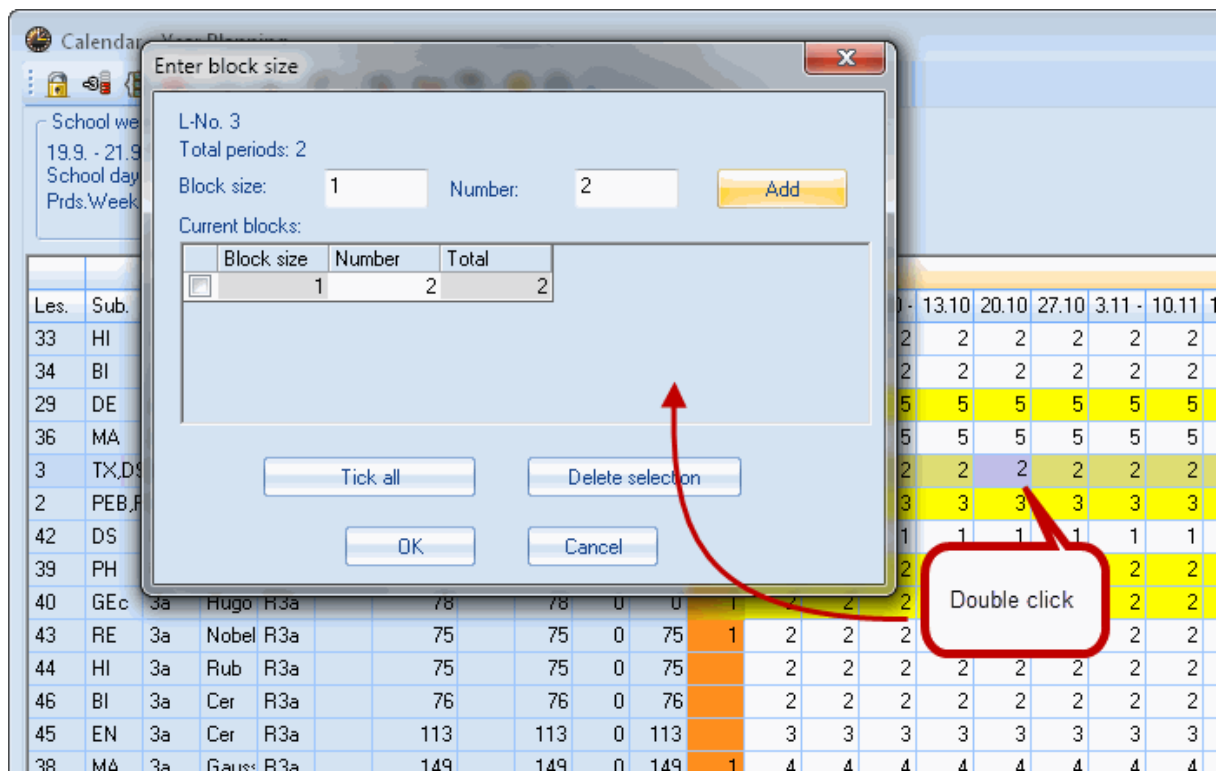
Prds./Week: 5 (12%)

Les.	Sub.	Cla.	Tea.	Rm.	L-seq	Ttl.	Years periods					Periods/week						
							Min	M	Distr	Open	Scher	19.9	22.9	29.9	6.10	13.10	20.10	27.10
81	MU	1a	Callas	R1a		78			78	0	38	1	2	2	2	2	2	2
82	AR	1a	Callas	R1a		78			78	0	0	1	2	2	2	2	2	2
83	RE	1a	Nobel	R1a		78			78	0	0	1	2	2	2	2	2	2
85	BI	1a	Cer	R1a		78			78	0	0				2	2	2	2
86	TX	1a	Curie	TW		78			78	0	0				2	2	2	2
79	MA	1a	Arist	R1a		191			191	0	0	1	5	5	5	5	5	5

Click and drag

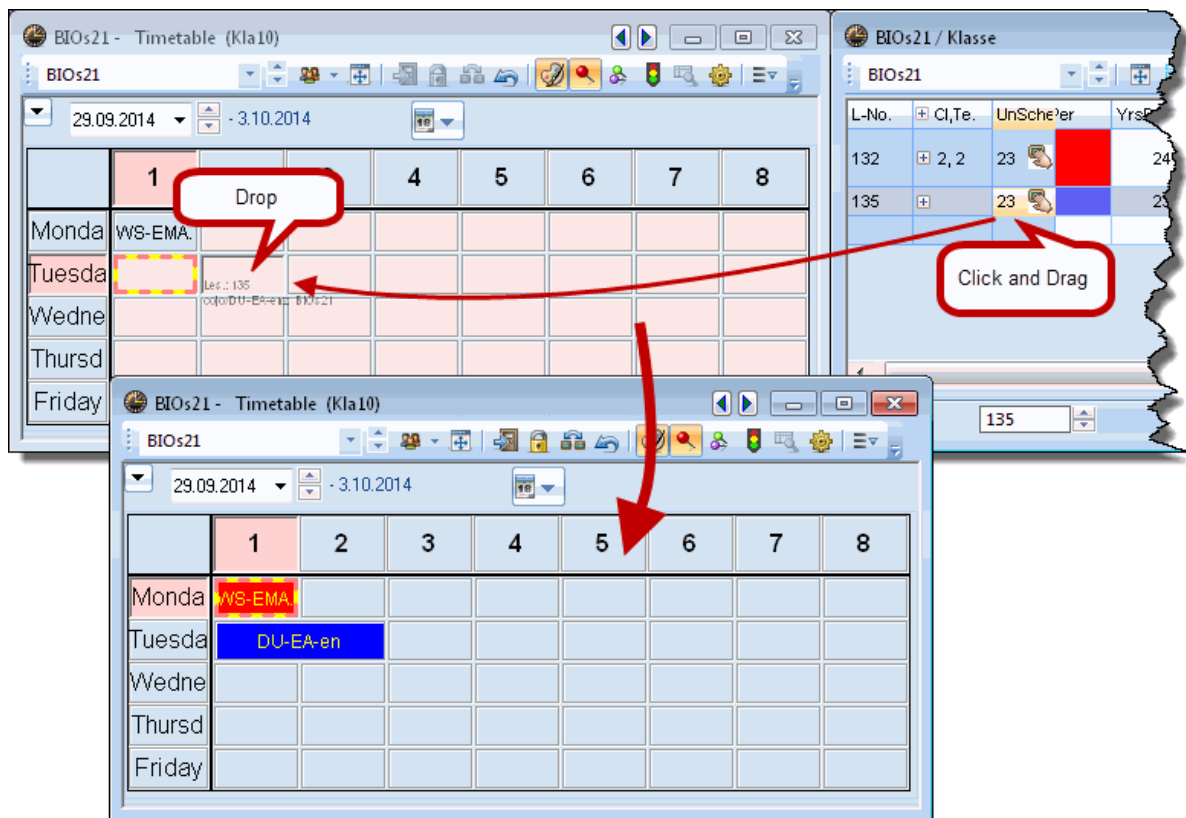
#### 2.2.5.1.2 Block sizes

The calendar - year planning window enables you to specify, by double-clicking in individual cells, the size of the blocks of periods in which the periods assigned to the relevant weeks are to be scheduled in the timetable.



#### 2.2.5.1.3 Enter yearly periods in weekly timetable

You can also drag yearly periods directly into a (weekly) timetable from the lessons window



Use the time range setting in the timetable window to set the week in which you wish to schedule the period in question.

**Note:**  
Unschedule via <CTRL>+Drag&Drop

If you unschedule a yearly period in the timetable, this period is allocated to the current week in the 'Calendar - Year Planning' window by default. By changing to another week in the timetable, the unscheduled period vanishes from the area of non-scheduled periods next to the timetable.

When unscheduling a period by <CTRL> + drag&drop, the allocation to this respective week is also cancelled. Thus it is very easy to shift one period from one week to another directly in the timetable.

Kalender - Jahresplanung

Schulwoche: 5 Unterricht: 11  
12.10.18.10.2015 Geplant: 2  
Schulstage: 6 Verplant: 2  
Wochenstd.: 45 (100%)

Unt.	Fa.	Kla.	Le.	Rm.	U-Fok	Ges.	min-m	Gep.	Off.	Pl.	1	2	3	4	5	6	7	8	9	10	11
11	Gw	1a,1b	Hugo	R1a		82		82	1	81	1	2	1	2	2	2	2	2	2	2	2
7	Wk.T	1a,1b	Ander	Werku		82		82	0	82	0	2	2	2	2	2	2	2	2	2	
73	Sportf	1a,1b	Arist.	I Th2,T		122		122	0	122	0	3	3	3	3	3	3	3	3	3	
31	Mat	1a	Arist	R1a		204		204	0	204	0	5	5	5	5	5	5	5	5	5	
33	E	1a	Arist	R1a		204		204	0	204	0	5	5	5	5	5	5	5	5	5	
35	Mus	1a	Callas	R1a		82		82	0	82	0	2	2	2	2	2	2	2	2	2	
39	Ke	1a	Callas	R1a		82		82	0	82	0	2	2	2	2	2	2	2	2	2	
46	Rel	1a	Nobel	R1a		81		81	0	81	0	2	2	2	2	2	2	2	2	2	
53	D	1a	Rub	R1a		122		122	0	121	0	3	3	3	3	3	3	3	3	3	
63	Bio	1a	Cer	R1a		82		82	0	82	0	2	2	2	2	2	2	2	2	2	

1a - Klasse 1a (Gauss) Stundenplan (K1a1)

28.09.2015 - 3.10.2015  
28 Wochenstunden  
0 Nicht verplante Std.  
Zeitbereich  
28.9.2015 - 3.10.2015  
Mi 30.9. Woche: 3/40

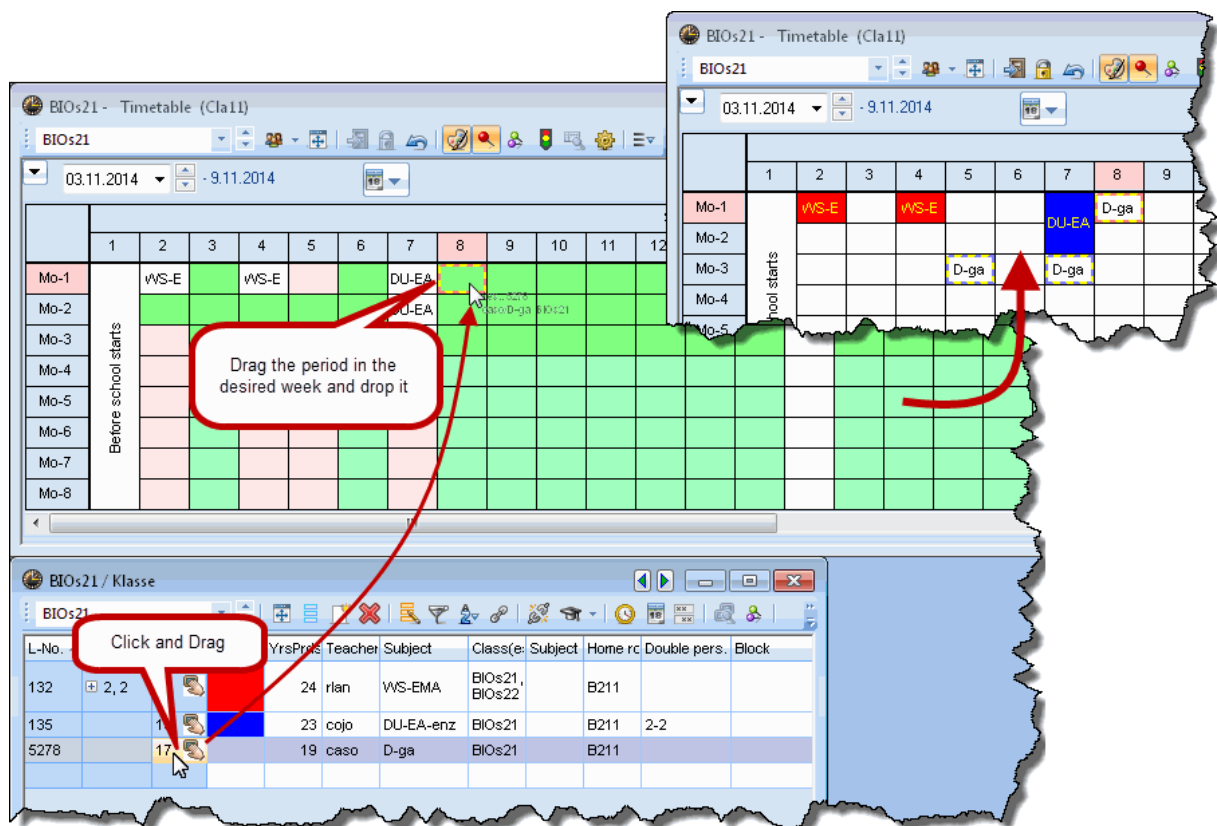
	Mo	Di	Mi	Do	Fr	Sa
1	E	Mat	Gw.	Mus	Mat	Bio
2	Mus	E	Sport	D	Rel	E
3	Bio	Ke	Mat			
4	Sport	Ke	D			
5		Rel				
6						
7		Wk.				
8		Wk.			Sport	

<STRG> + Drag&Drop

beim Entplanen mit <STRG> wird die Zuordnung der aktuellen Stunde zur betreffenden Woche aufgehoben

#### 2.2.5.1.4 Yearly periods in weekly overview

Entering yearly periods in the weekly overview You can also schedule yearly periods by dragging a lesson from a lessons window into a weekly summary timetable (format 11).



#### 2.2.5.1.5 Yearly periods in scheduling dialogue

When working with yearly periods there are a few additional functions in the scheduling dialogue. In the selection list 'School week' you set the week you want to work on and you also see the number of scheduled periods of this week (regarding the source lesson).

Unterricht

7

Nicht verplant Information Historie Tauschketten

19.9.2  
30.6.2

Wk. T

Multi-Drag

Schulwoche

2/1

2/1  
3/2  
4/2  
5/2  
6/2  
7/2  
8/2  
9/2  
10/2  
11/2  
12/2  
13/2  
14/2  
15/2  
16/2  
17/2  
18/2  
19/2  
20/2  
21/2  
22/2  
23/2  
24/2  
25/2  
26/2  
27/2  
28/2  
29/2  
30/2  
31/2

In der Woche "2" ist derzeit 1 Stunde des aktiven Unterrichts (U.-Nr. 7) verplant.

	103	105	107	109			
	5	5	2	2	1c	Arist	Mat
					1c	Arist	E
					1c	Callas	Mus
					1c	Callas	Ke

Stunden: 113

☐ Alle nicht verpl. Std.

☐ Nur aktuelle Wochen

	Montag								Dienstag								Mittwoch								Donnerstag							
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	
7																																
1b	&	&	&	X	x	-3	-3	-3	&	&	&	&	x			O	X	X	&	&		-3	-3	-3	&	&	&	&	x	-3	-3	
der, G...	X			X	x				X	X	&	&	X			O	x	&	&	&	X	X	X					x	X	&		
kr, T...																O																

ur, Fa., Rm. Kla. Zeit Stdu. Sondertext Schülergruppe

The scheduling dialogue of the yearly periods also shows in the column 'Uns' (for 'unscheduled') how many periods in total and in this week still need to be scheduled.

Unt.:53 Planungsdialog

Unterricht  
53

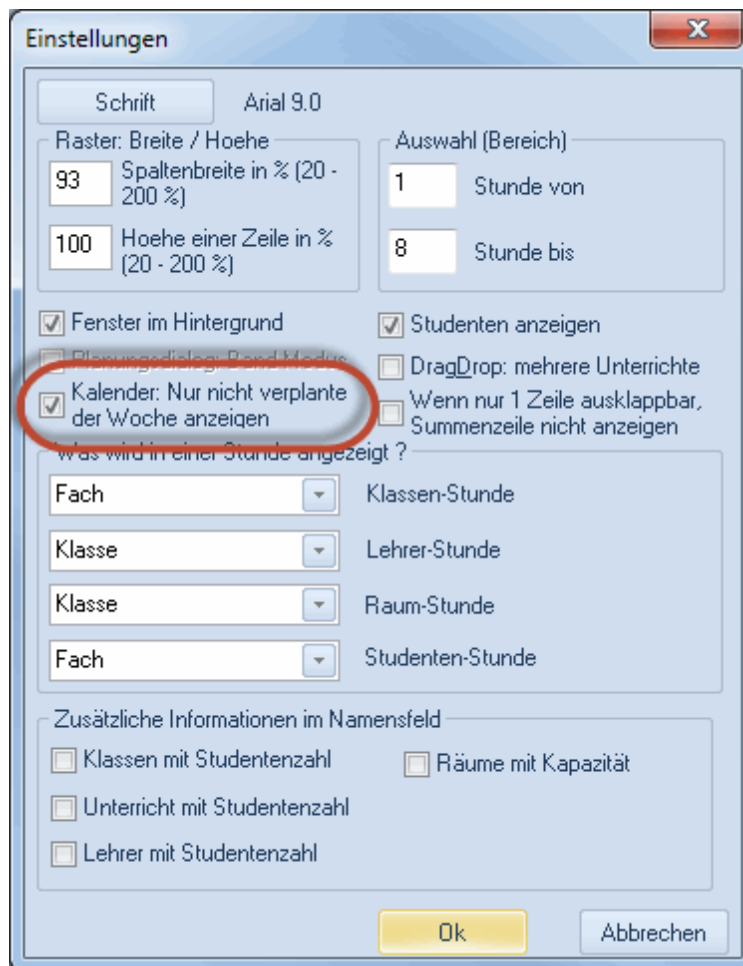
19.9.2014 - 30.6.2015  
D  
Multi-Drag  
27  
16.3.2015  
Schulwoche

Unt.	Nvp	Zeit	Kla.	Le.	Fa.
11	2 (3)		1a	Hugo	Gw
7	2 (2)		1a	Ander	Wk
73	3 (4)		1a	Arist	SportM
31	7 (203)		1a	Arist	Mat
33	81 (204)		1a	Arist	L
35	0 (81)		1a	Callas	Mus
39	0 (82)		1a	Callas	Ke
46	3 (82)		1a	Nobel	Rel
53	4 (121)		1a	Rub	D
63	2 (41)		1a	Cer	Bio
30	1		1b	Arist	Mat
34	1		2b	Callas	D
21	1		4	Hugo	D
96	2 (41)		1a	Ander	Bio

Stunden: 867  
☐ Alle nicht verpl. Std.  
 Nur  
 verpl. Std.

Insgesamt sind 203 Stunden unverplant, in der aktuellen Woche allerdings nur 7

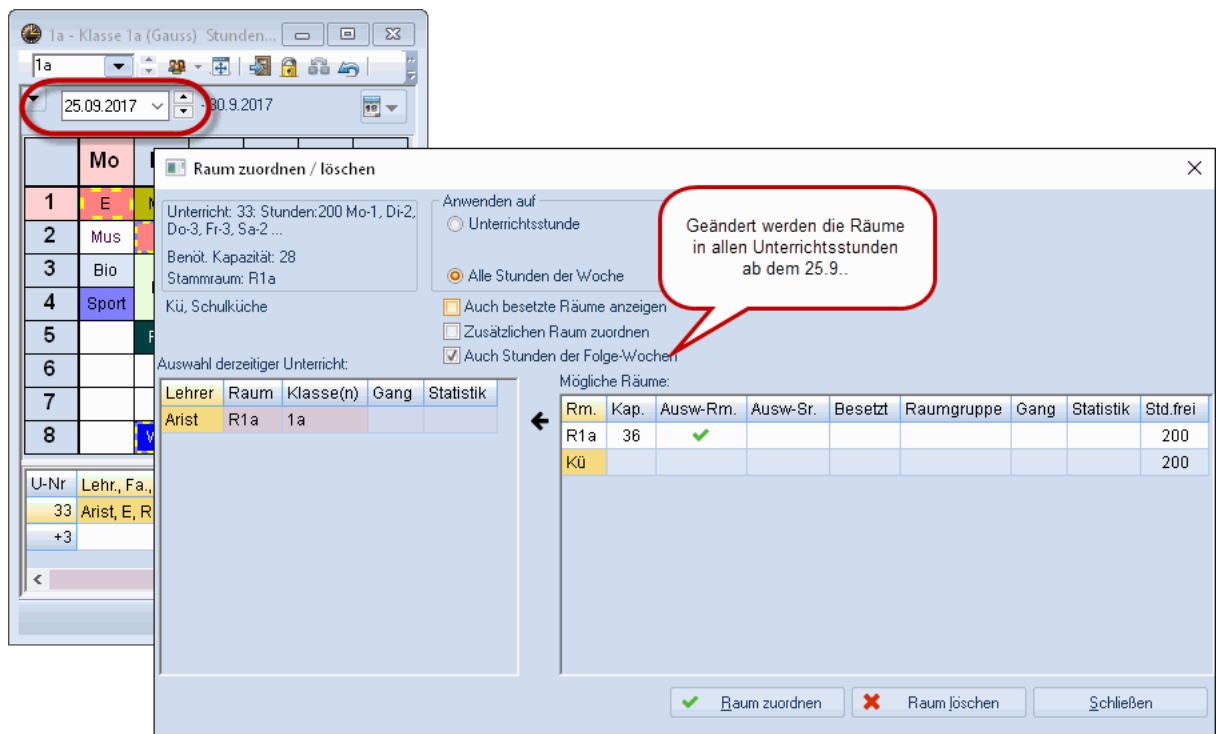
In the <Settings> of the scheduling dialogue you can additionally define that you only want to have listed those periods in the list of unscheduled periods, which need to be scheduled in the current week.



#### 2.2.5.1.6 Change of rooms

In the 'Allocate/Delete Room' window there are also some special functions when working with yearly periods. You can change the room for the periods of the selected week or for all future periods.






### 2.2.5.2 Calendar absences

When performing long-term scheduling, the scheduling team must also bear in mind that some teachers will have other commitments on some days of the year. Timetable optimisation should take these days into account by not scheduling any lessons for the teachers in question on these days.

Untis calendar scheduling can take this into consideration by means of *calendar absences*.

#### 2.2.5.2.1 How to enter absences

The calendar absences window is opened using the toolbar icon of the same name  in the 'Calendar - Year Planning' window.

**Calendar - Year Planning**

School week: 1 Lessons: 1  
 19.9. - 21.9.2014 Distributed: 1  
 School days: 1 Scheduled: 0  
 Prds./Week: 5 (12%)

Years periods										Periods/week																											
Les.	Sub.	Cla.	Tea.	Rm.	L-seq	Ttl.	Min-M	Distr	Open																												
1	CH	2a,2b	Callas	R2a		41		41	0																												
2	PEB,F	2b,2a	Rub., SH1,S			116		116	0																												
3	GX,D	2b,2a	Curie, TW,W			78		78	0																												
4	TA	2a,2b	New R2a			41		41	0																												
5	AR,M	3a,3b	Callas R3a,F			74		74	0																												
6	PEG,F	3a,3b	Arist, I SH2,S			112		112	0																												
7	DS,HI	3a,3b	?, Cur W/S,H			74		74	0																												
8	AR	1b	Callas R1b			116		116	0																												
9	HI	1b	Ander R1b			37		37	0																												
10	MA	1b	Arist R1b			228		228	0																												
11	MU	1b	Callas R1b			37		37	0																												
12	RE	1b	Nobel R1b			76		76	0																												
13	DE	1b	Rub R1b			228		228	0																												
14	BI	1b	Cer R1b			78		78	0																												
15	TX	1b	Curie TW			41		41	0																												
16	DS	1b	Ander WS			37		37	0																												

**Totals line**

☒ Lessons

☒ Subject

☒ Class

☒ Teacher

☒ Room

**Number of students**

☒ L-sequence

☒ Yrs.prds.ttl

☒ min-max distr.

☒ Yrs.prds.distributed

☒ Yrs.prds.open

☒ Yrs.prds.scheduled

You can enter the 'from' and 'to' dates for the absences of teachers (and also for classes) in this window.

Calendar - absences

From-To

22.09.2014 21.11.2014 61 Days

Teacher (3) Classes (0) Rooms (0)

Abs.	Tea.	from	FROM	to	DD.	TO period	Text
2	New	19.09	1	29.11			Skiing lessons
3	Callas	22.09	1	22.09	8		Course
4	Nobel	23.09	1	23.09	8		Further education

The absences will also be displayed in the timetable window (provided appropriate settings have been made).

Callas - Callas, Maria Timetable (Tea21)

Callas

22.09.2014 - 3.10.2014

	School week: 2															School week: 3									
	Monday			Tuesday			Wednesday			Thursday			Friday			Monday			Tuesday			Wednesday			
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1			
Gauss						3b.	4		4.					4	3a						3b.	4			
New	Skiing lessons			Skiing lessons			Skiing lessons			Skiing lessons			Skiing lessons			Skiing lessons			Skiing lessons			Skiing lessons			
Hugo	3b	3b	4				1a.		2a	3b	4	3b				3b	3b	4				1a.			
Ander														1b	1b										
Arist	1a	1b	*3a.	1a	1a	*2b.	*3a.	*1a.	1a	4	1b	1a	1a	*3a.	1a	1a	1b	*3a.	1a	1a	*2b.	*3a.			
Calla	Course			2a	1a		2b	1b	1a	2b						2a	1a	2b	2a	1a					
Nobel	2b	2a	1b	Further				4	3b				2b	1a	4	2b	2a	1b	3b	3a	1b				
Rub	3a	4	*3a.	1b	*2b.	*3a.	*1a.	3a	1b	1a	4	4	*3a.		3a	4	*3a.	1b	*2b.	*3a.					
Cer	1b	3a	1a	3a	3b	3a				2a	2a	2b	2a	2a	2b	1b	3a	1a	3a	3b	3a				
Curie	*4.			4.	3b.			2b								*4.			4.	3b.					

**Note:**

Calendar absences can also be entered via the school year calendar accessed under 'Master Data | Teachers' (or 'Classes').

Teachers / Teacher

Gauss

	Name	Surname	Room	NTPs	Periods/d	Lunch break	Title	First name
▶	Gauss	Gauss		0-3	2-6	1-2	Dr.	Carl Friedrich
	New	Newton		0-1	4-6	1-2	Sir	Isaac
	Hugo	Hugo		0-1	4-7	1-2		Victor
	Ander	Andersen		0-1	4-6	1-3		Hans Christian
	Arist	Aristotle		0-1	4-6	1-2		
	Callas	Callas		0-1	4-6	1-2	Maestra	Maria
	Nobel	Nobel		0-1	4-6	1-2		Alfred
	Rub	Rubens		0-1	4-7	1-3		Paul
	Cer	Cervantes		0-1	4-7	1-2		Miguel
	Curie	Curie		0-1	4-7	1-3	Madame	Marie
*								

26 free teacher-periods (28.640 value units) Teacher

Date: Fr 19.9.2014

Calendar week: 38

☐ No lessons

☐ Public holiday

Legend

School Year

Breaks

Absences

Holiday

Free Days

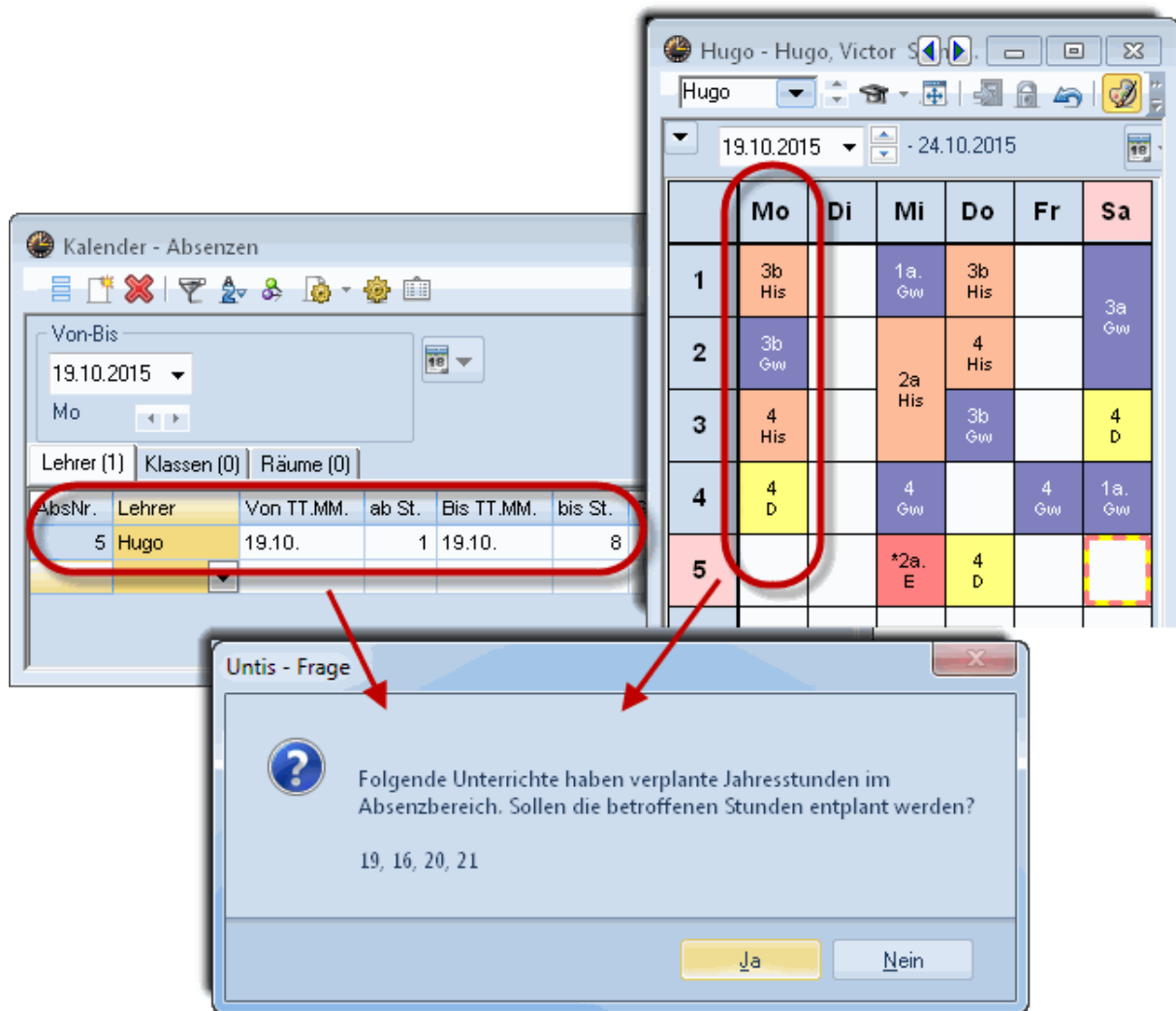
Weekend

Skiing lessons

		Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su						
2014	September																																		
	October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
	November						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
	December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
2015	January				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	February						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	March							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
	April				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	May					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

#### 2.2.5.2.2 Warning messages

When you enter an absence of a teacher in the calendar scheduling who at the respective time is already scheduled, a warning message will pop up from now on. Via this message you can either accept the situation as it is or let the obsolete periods be unscheduled.



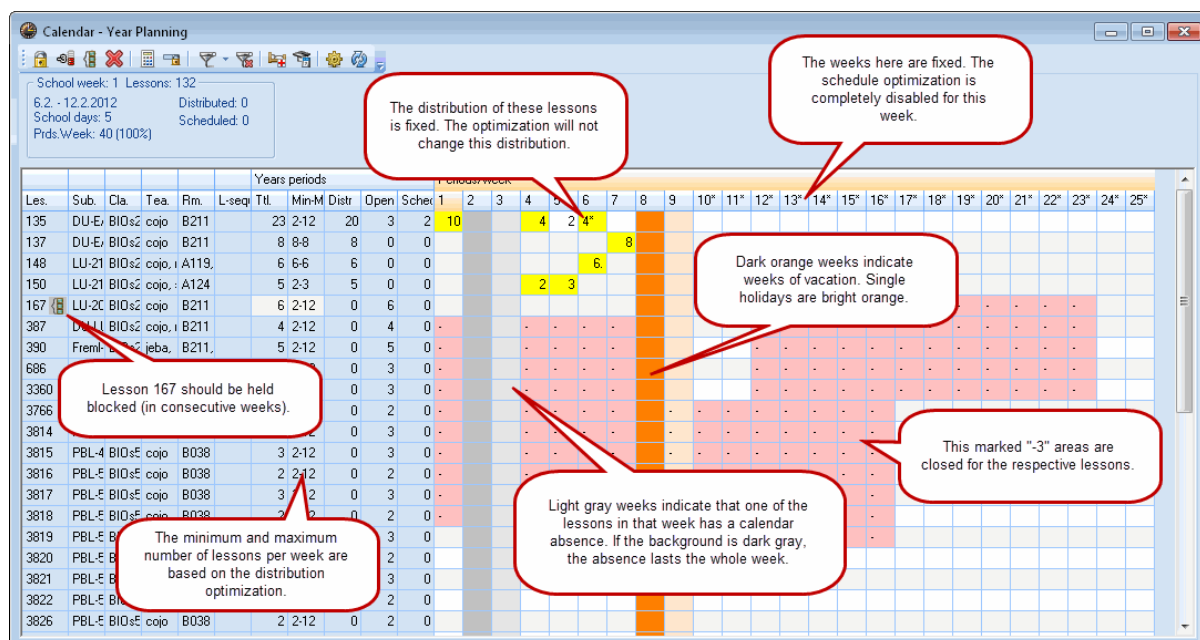
### 2.2.5.3 Automatic scheduling (optimisation)

Once you launch optimisation via 'Scheduling | Optimisation' all (non-fixed) lesson periods will be scheduled automatically regardless of whether they are yearly or weekly periods.

Untis uses the following logic with regard to yearly periods:

- Allocated periods that have not been fixed in the calendar window will be reallocated
- Allocation criteria entered in the calendar window will be taken into account even if no periods have been entered in the calendar window (for example 'blocked' lessons)
- Calendar absences for classes and teachers will be fully taken into account

Below is a summary of all the icons that may be displayed in the 'Calendar - Year Planning' window:



#### 2.2.5.4 Diagnosis

There are special diagnosis features for working with yearly periods. The diagramme below shows, for instance, that teacher Hugo is absent on 5 October all day. However, he is scheduled for 4 periods this day.

Stundenplan-Diagnose

05.10.2015 - 11.10.2015

Eingabedaten Stundenplan

Diagnose	Gw.	Anz
Alle		>= 1
Unterricht		7
Klasse		14
Lehrer		39
Raum		26
Fach		44
Student		
Unterrichtsfolgen		
Kalender - Jahresplanung		4
Speicherung auf Kalender-Absenz	*	4

Art der Diagnose

In diesen Fällen liegen verplante Jahresplanungen vor.  
Kalender-Absenz.

Gewichtung: \*  
Anzahl: 4

U-Nr	Std.	Le.	Kla.	Rm.
19	Mo-1	Hugo		
16	Mo-2	Hugo		
20	Mo-3	Hugo		
21	Mo-4	Hugo		

Hugo - Hugo, Victor S

Hugo

05.10.2015 - 10.10.2015

	Mo	Di	Mi	Do	Fr	Sa
1	abwesend		1a. Gw	3b. His		3a. Gw
2			2a. His	4. His		
3				3b. Gw		4. D
4			4. Gw		4. Gw	1a. Gw
5				*2a. E	4. D	
6						
7						
8						

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Endnotes 2... (after index)