**GRUBER & PETTERS** 

# Calendar

Calendar

grupet.at

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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:

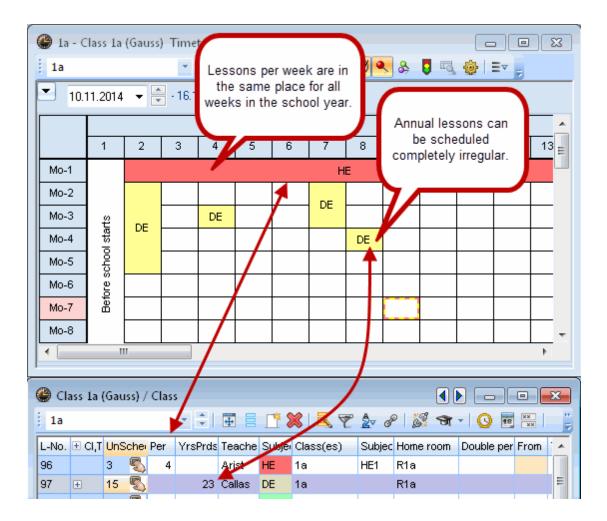
- · Scheduling yearly periods at unconnected times
- Blocking teachers at certain times.

# 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.

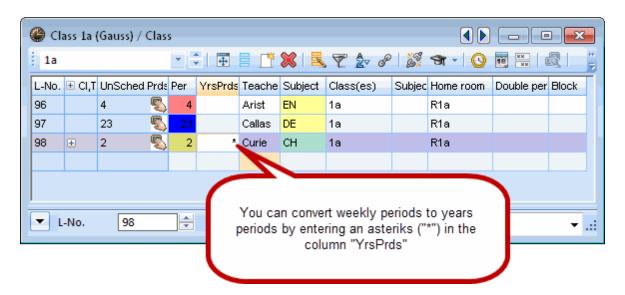


# 2.1.2 Yearly periods or weekly periods

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:

Years periods	×
Years periods	
Scheduled periods in the whole schoolyear: 37 Forecast (distributed und not-yet-distributed periods) for the whole schoolyear: 75 © Options -	
<ul> <li>Convert the scheduled periods into years periods</li> <li>Convert the forecast (distributed und not-yet-distributed periods) into years periods</li> </ul>	
ОК	Cancel

Option 1: convert scheduled periods into weekly periods

4

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.

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											School	week									
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Mo-2																					
Mo-3	2															1	ø				
Mo-4	starts															;	liday				
Mo-5	school															·	д g				
Mo-6	e S															1 :	Christmas holidays				
Mo-7	Before															1 :	Ъ.				
Mo-8																1					
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90		2:	23		Callas	DE	1a		R1a				
91		2 🖏	2		Curie	СН	1a		R1a				
•	L-No.	8	9	÷				Class	*			•	.:

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.

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91		2 🖏	2		Curie	СН	1a		R1a			
<b>τ</b> ι	-No.	8	9	-				Class	×			◄ .:

In both cases the yearly periods can now be rearranged as independent calendar entries.

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# 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.

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2	PEB,F	2b,2a	Rub, /	SH1,5		116		116	0		Lessons	3	2	2	3	3 3	3	2	2	3	3
3	TX,DS	2b,2a	Curie,	TW,W		78		78	0		Subject	2	1	2	2	2 2	2	1	2	2	2
4	GA	2a,2b	New	R2a		41		41	0		Class	1	1	1	1	1 1	1	1	1	1 1	i
5	AR,M	3a,3b	Callas	R3a,F		74		- 74	0	Ľ,		2		2	2	2 2	2 2		2	2	2
6	PEG,F	3a,3b	Arist, I	SH2,5		112		112	0	$\checkmark$	Teacher	3	1	2	3	3 3	3	1	2	3	3
7	DS,HI	3a,3b	?, Cur	WS,H		74		- 74	0	$\checkmark$	Room	2		2	2	2 2	2 2		2	2	2
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14	BI	1Ь	Cer	R1b		78		78	0	$\checkmark$	Yrs.prds.open	2	1	2	2	2 2	2 2	1	2	2	2
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16	DS	1ь	Ander	WS		37		37	0	37	1 1 1 1 1 1 1 1 1 1 1 1 1	1		1	1	1 1	1		1	1 .	1

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 mousre 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.

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11	Gw	1a,1b	Hugo	R1a				81		2	79	0										Verplant: 0		
7	Wk,T	1a,1b	Ander	Werki		Оь	Kunst	82		0	82	0										Abw.Le.: Arist (100	%)	
73	Sporth	1a,1b	Arist, I	Th2,T		Mäd		122		0	122	0												_
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35	Mus	1a	Callas	R1a			Kunst	81		0	81	0				•		-			Γ			
39	Ke	1a	Callas	R1a			Kunst	82	2-6	0	82	0												
46	Rel	1a	Nobel	R1a				82		0	82	0												
53	D	1a	Rub	R1a				121	4-6	0	121	0												
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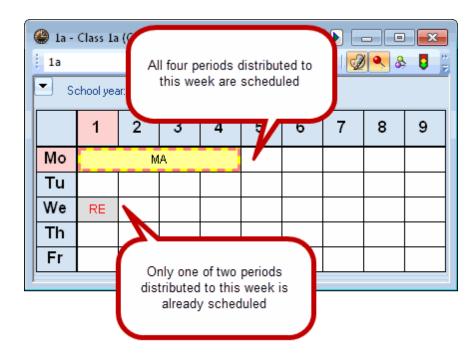
As a rule, the 'Calendar - Year Planning' window displays weekly lessons, yearly lessons and periodic lessons (lesson groups).

# 2.2.2 Allocating lessons to weeks

You can allocate yearly periods to different weeks by simply entering the number of periods that should be scheduled in a certain week into the relevant column.

Yellow shading indicates that not all periods which are *planned* for the week in question have actually been *scheduled* in the timetable.

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82	MA	4	Ander	Ps2		163		163	0	163	2	4	4	Ĺ	ł	4	4	4	4	1 4	4
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31	MA	1a	Arist	R1a		203		203	0	203	2		5	5	5	5	5	5	5	5 5	5 5
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93	MA	2Ь	New	R2b		204		204	C				netable					5	5	5 5	5 5
30	MA	1Ь	Arist	R1b		245		245	0										E	6 E	6
54	DE	1h	Bub	B1b		245		245	Ο	245	2	6	6	P	3	6	6	F	F	S F	a 6



# 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.

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1Ь	1150	1150		562	30	4	30	30	30	30	30	30	30	30	30	30	30	30	30	13		16	
2a	1222	1222		861	32	3	32	32	32	32	32	32	32	32	32	32	32	32	32	13		14	
2Ь	1220	1220		861	32	3	32	32	32	32	32	32	32	32	32	32	32	32	32	13		13	
3a	1139	1139		859	30	2	30	30	30	30	30	30	30	30	30	30	30	30	30	11		15	
ЗЬ	1065	1065		821	28	2	28	28	28	28	28	28	28	28	28	28	28	28	28	9		13	
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# 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.

Optimisation - Year's Planning	×
Weighting	
Please check the settings of the weights under Weighting   Year's Planning'	Weighting
Start optimisation	

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

leighting		
Teachers 1	Unimportant Extre	mely important
Teachers 2	<u>()</u>	Distribute the periods of the week evenly for classes.
Classes	<u> </u>	Distribute the periods of the week evenly for teachers.
Subjects		Distribute the periods of the week evenly for rooms.
Main Subjects		Distribute the periods of the week evenly for students.
Rooms		
Period Distribution		
Time requests		
Year Planning		
Analysis		
		OK Cancel Apply

10

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.

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						Years	periods	:				Perio	ods/v	veek				_			_
_es.	Sub.	Cla.	Tea.	Rm.	L-seq		Min-M		Open	Sched		1	2	3	4	5	6		7	8	9
194	712.H	HS2B	HORM	PHTE		16		14	2		2		2	2	2 2	2	4	2			
95	712.H	HS2B	FIDLE	PHTO		11		9	2		1		2	. 4	: 4	2					
97	712.H	HS2G	FINTE	PHTO		11		9	2		9	1*	2*	2*	2*	2*					
99	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	HEC⊢	PHTE		11		9	2		8	1*	2*	2*	2*	2*					
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210		VS2C				11		9	2						"*" i		L				
212		HS2A	= -			11		9	2		the	sum	nmai	ry wi	ndov	<b>V</b> .					
214		HS2B				11		11	0				_			-	•				
216		HS2C				11		9	2		8	1	2		_		2				
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220		VS2A				11		11	0		0										
222		VS2B				11		11	0		0										
224	712.V	VS2C	LEHM	PHTO		11		11	0		0										

# 2.2.4.2.2 Blocking

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

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216	712.Z	HS2C	HAUF	PHTE		11		9	2		8	1	2	2	2	2	2											
218	712.Z	S2A	TAFE	PHTE		11		11	0		0	1	2	2	2	4	1											
220	712.V	VS2A	LEHM	PHTO		11		11	0		0 -			-	-	-	-	-	•	1	2	4	2	2				
222	712.V	VS2B	LEHM	PHTO		11		11	0		0 -			-	•	-	-	-	•	1	2	4	2	2				
224	712.V	VS2C	LEHM	PHTO		11		1						-	•	•	-	-	•	2	2	- 4	2	1				
226	712.Z	VS2A	PIRKS	PHTE		11				ssons 22				-	•		-	-		2	2	- 4	2	1				
228	712.Z	VS2B	HAUF	PHTE		11		1		not be sch			ļ		•	•	-	-	•	2	2	2	2	1				
230	712.Z	VS2C	HAPF	PHTE		11			in the	e first 8 w	еек	S.	1			-				1	2	2	2	2				
232	712.Z	HS2A	WIES	PHTE		10		8	2		8 -			-		-	•	•	•		2	2	2	2				
234	712.Z	HS2B	WAR	PHTE		10		8	2		8 -			-		-					2	2	2	2				
236	712.Z	HS2C	WAR	PHTE		10		10	0		0 -			-	-	-	-	-	-	2	2	4	2					
238	712.Z	S2A	PIRKS	PHTE		10		10	0		0 -					-	-	-	-	2	2	4	2					
240	712.S	S2A	SCHC	PHT0		10		8	2		8 -					-	-	-	-	2	2	2	2					
242	712.H	HS2M	SCHC	PHTO		10		8	2		8 -			-	-	-	-	-	-		2	2	2	2				
244	712.H	HS2M	SCHC	PHTO		11		9	2		9 -					-	-	-		1	2	2	2	2				
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248	712.\/	HS2E	PIET	PHTO		11		11	0		0 -			-		-		-		2	2	4	2	1				
250	712.H	HS2M	KOST	PHTO		11		11	0		0.			-						2	2	4	2	1				
252	712.H	HS2B	LEMM	PHTO		11		11	0		0 -			-	•					2	2	4	2	1				
254	712.\/	HS2E	KUEN	PHTO		11		9	2		9 -			-	•					1	2	2	2	2				
256	712.\/	HS2D	HAUF	PHTO		13		13	0	1	2 -			-									2	2	2	2	2	2
258	712.\/	HS2D	FINTE	PHTO		13		13	0		0 -												2	2	2	2	2	2
260	712.\/	HS2M	PRAC	PHS0		13		13	0	1	2 •												2	2	2	2	2	2
262	712.\/	HS2E	KATZ	PHTO		13		13	0		0.			-	•			•					2	1	2	2	2	2
264	714.X	VS4	OEST	PHTE		13		11	2	1	1 -												2	1	2	2	2	2
266	714.X	VS4_	ARI_0	PHTO		13		12	1		6 -						-						2	1	2	2	2	2
274	714.Z	VS4A	PAMN	PHTO		10		8	2		8		2	2	2	2	2											
276	714.Z	VS4C	FUCH	PHTO		10		8	2		8		2	2	2	2	2											
278	714.Z	HS4B	AUEF	PHTO		10		8	2		8		2	2	2	2	2											
280		VS4A				10		8	2		8		2	2	2	2												-

### 2.2.4.2.3 Lesson blocks

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

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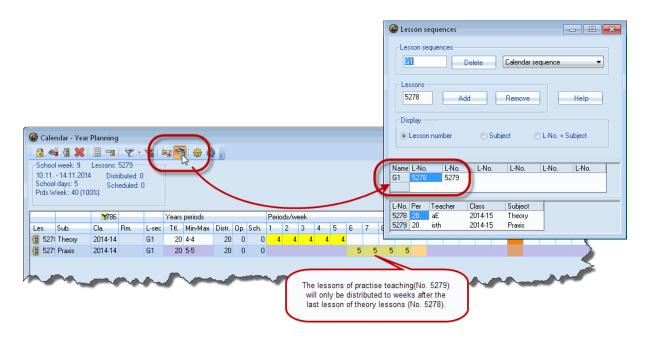
#### 2.2.4.2.4 Locking weeks

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.

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29 36 79 80 84	MA MA	1a	Arist Arist	R1a				0	150	1 1 1	-						5		5	5	5		3			5

#### 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.

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	ol days: 6 Marchin 70 (1998)	Scheduled:	0																			
Pras.v	Week: 72 (100%)																					
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es.	Sub.				ax	Distr	Open	Sched	1	2	3	4	5			lations of				12	13	14
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18	712.Z051FIT			-		11	0	0	1	2	2	2	2	4			$\boldsymbol{V}$					
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24	712.V011FME	VS2C1	PHT01.		2-4	11	0										2	2	4		1‼	
26	712.Z052FIT	VS2A1	PHTEG		2-4	11	0										2	2	4		1!!	
28	712.Z052FIT	VS2B1	PHTEG	11	2-4	9	2										2	2	2		1‼	
30	712.Z052FIT	VS2C1	PHTEG	11		9	2										1	2	2	2		
32	712.Z052FIT	HS2A1	PHTEG	10		8	2											2	2	2		
34	712.Z052FIT	HS2B1	PHTEG	10		8	2	8										2	2	2		2
36	712.Z052FIT	HS2C1	PHTEG	10		10	0	0									2	2	4	2		
38	712.Z052FIT	S2A	PHTEG	10		10	0	0									2	2	4	2		

2.2.4.2.7 Copy allocation of a week

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

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35	Mus	1a	Callas	R1a			Kunst		•		-	7	73	Sporth	1a,1b	Arist, I	Th2,T		Mäd						2			2	
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96	Bio	1a	Ander	R1a			NatW					4	46	Rel	1a	Nobel	R1a								1			1	•
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۹			_										96	Bio	1a -	Ander	R1a			NatW					4*			4	-

When you have selected a column you can also block the whole week by clicking n 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 grooups

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.

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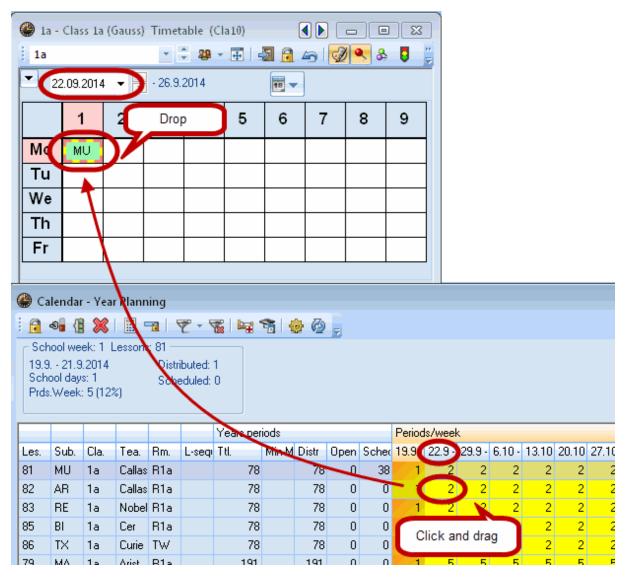
## 2.2.5 Scheduling periods

#### 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

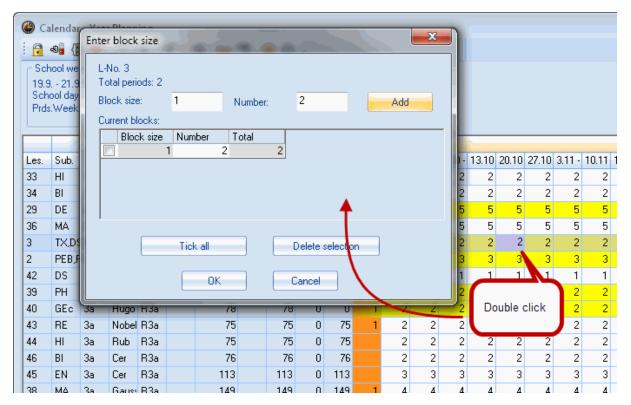
You can use drag&drop to place periods from the calendar window directly in the timetable. Please note that the initial click in the calendar window synchonisess the corresponding date in the timetable window.



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

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29.09.2014 👻 🚔 - 3.10.2014 👿 🛩	
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Monda ws-EMA	
Tuesda DU-EA-en	
Wedne	
Thursd	
Friday	

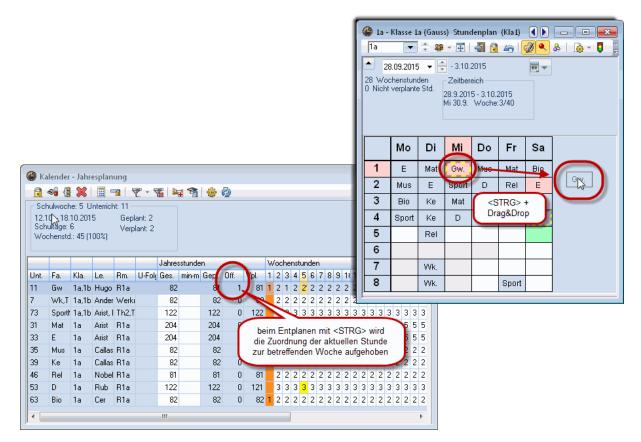
Use the time range setting in the timetable window to set the week in which you wish to schedule the period in question.

#### Note:

Unschedule via <CTRL>+Drag&Drop

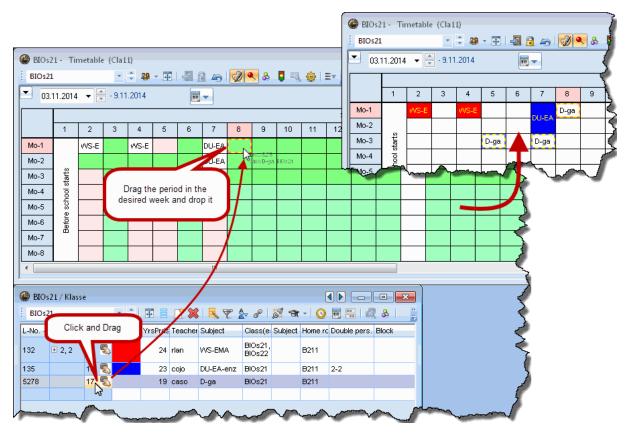
If you unschedule a yearly period in the timetable, this period is allocated to the current week in the 'Calender - Year Planning' window by default. By changing to another week in the timetable, the unscheduled period vanishes from the area of non-scheduled periods next to the timetable.

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.



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).

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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.

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D	31	7 (203) 🛶		1a	Arist	Mat	
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Schulwoche –	63	2 (41)		1a	Cer	Bio	
	30	1		1b	Arist	Mat	
	34	1		2b	Callas	D	
	21	1		4	Hugo	D	
		2 (41)		1a	Ander	Bio	

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.

Einstellungen	×
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Fach	Klassen-Stunde
Klasse	Lehrer-Stunde
Klasse 💌	Raum-Stunde
Fach 💽	Studenten-Stunde
Zusätzliche Informationen im Na Klassen mit Studentenzahl Unterricht mit Studentenzahl Lehrer mit Studentenzahl	🔲 Räume mit Kapazität
	Ok Abbrechen

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.

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### 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.

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_		_				Years	periods	:		_	Periods/week		_	_					_		_
Les.	Sub.	Cla.	Tea.	Rm.	L-seq	Ttl.	Min-M	Distr	Open			1.	1! 11	1	1:	1: 2	21 2	2.	2:	2,	2
1	СН	2a,2b	Callas	R2a		41		41	0		Totals line	1	1	1	1	1 '	1	1	1	1	1
2	PEB,F	2b,2a	Rub, /	SH1,9		116		116	0	$\checkmark$	Lessons	3	2	2	3	3	3 3	2	2	3	3
3	TX,DS	2b,2a	Curie,	TW,W		78		78	0	$\overline{}$	Subject	2	1	2	2	2	2 2	1	2	2	2
4	GA	2a,2b	New	R2a		41		41	0	÷	Class	1	1	1	1	1 -	1 1	1	1	1	1
5	AR,M	3a,3b	Callas	R3a,F		- 74		- 74	0	<b>–</b>		2		2	2	2	22		2	2	2
6	PEG,F	3a,3b	Arist, I	SH2,5		112		112	0	✓	Teacher	3	1	2	3	3	3 3	1	2	3	3
7	DS,HI	3a,3b	?, Cur	WS,H		- 74		- 74	0	$\checkmark$	Room	2		2	2	2	2 2		2	2	2
8	AR	1Ь	Callas	R1b		116		116	0		Number of students	3	2	2	3	3	3 3	2	2	3	3
9	HI	1Ь	Ander	R1b		37		37	0	$\checkmark$	L-sequence	1		1	1	1 '	1 1		1	1	1
10	MA	1Ь	Arist	R1b		228		228	0	$\checkmark$	Yrs.prds.ttl	6	3	4	6	6 6	6 6	3	4	6	e
11	MU	1Ь	Callas	R1b		37		37	0	$\overline{\mathbf{v}}$	min-max distr.	1		1	1	1 '	1 1		1	1	1
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13	DE	1Ь	Rub	R1b		228		228	0	<b>*</b>	Yrs.prds.distributed	6	3	4	6	6 6	6	3	4	6	e
14	BI	1Ь	Cer	R1b		78		78	0	$\checkmark$	Yrs.prds.open	2	1	2	2	2	2 2	2 1	2	2	2
15	TΧ	1Ь	Curie	TW		41		41	0	$\checkmark$	Yrs.prds.scheduled	1	1	1	1	1 1	1	1	1	1	1
16	DS	1Ь	Ander	N/C		37		37	0	37	<b>.</b>	4		-	1	1.	1 1		-	1	4

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

🔮 Ca	lendar	- abse	ences			
: 目	<u> 1</u>	7	2 ⊲	8÷ 🔓	) - 🍪 🗉	1 -
Fron	n-To —					
22.0	9.2014	• •	<b>a</b> 2	1.11.2	014 👻	18 🔻
Мо		()	F	r		61 Days
Teac	her (3)	Class	es (0)	Room	s (0)	
Abs.1	Tea.	from E	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
P						

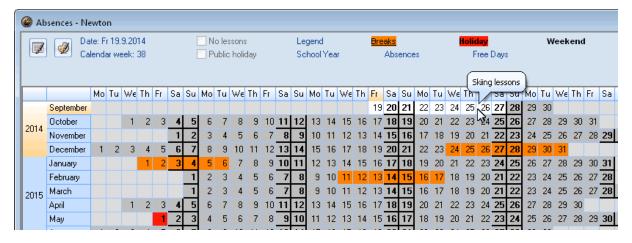
The absences will also be displayed in the timetable window (provided appropriate settings have been made).

🚇 Calla	s - C	allas	, Mai	ria T	ïmet	able	(Tea	21)															x
Callas					•	1	<b>r</b>	+	-	6	43	Ż	٩	&	5		ġ.	Ţ					
• 22.	09.20	D14	•	* *	3.10.	2014			1	8	]												
						9	Schoo	ol we	ek: 2								9	Schoo	ol we	ek: 3	l		_
	Me	onda	У	Tu	iesda	iy 🗌	Wed	Inesc	lay	Th	ursda	ay 🗌	F	riday		M	onda	у	Tu	iesda	iy 🗌	We	
	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	За						3b.	4	
New	Skiing	g les:	sons	Skiin	g les:	sons	Skiing	g less	sons	Skiin	g les:	sons	Skiin	g les:	sons	Skiin	g les:	sons	Skiin	g les:	sons	Skii	
Hugo	Зb	Зb	4				1a.	2	а	Зb	4	Зb				Зb	Зb	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	С	ours	е	2	a	1a		2b	1b	1a	2b					2a	1a	2b	2	a	1a		
Nobel	2b	2a	1b	F	urthe	er		4	3b				2b	1a	4	2b	2a	1b	3b	3a	1b		
Rub	За	4	*3a.	1	b	*2b.	*3a.	*1a.	За	1b	1a	4	4	*3a.		За	4	*3a.	1	b	*2b.	*3a.	
Cer	1b	За	1a	За	3b	3a				2a	2a	2b	2a	2a	2b	1b	За	1a	За	3b	За		
Curie ∢	*4.			4		3b.			2b							*4.			4		3b.	+	Ŧ

# Note:

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

6	Sauss				💥	💐 👻 🎍	*** 👌	
	Name	Surname	Room	NTPs	Periods/d	Lunch break	Title	First nar
	Gause	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
*								



2.2.5.2.2 Warning messages

When you enter an absence of a teacher in the calender 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.

	Hug	<u>jo</u>	•	1 🕯 🕈	37 - 14	<b>●</b> - □ ]   - <u>□</u> .10.2015	A 43	
		M		Di	Mi	Do	Fr	Sa
<ul> <li>Weight and the second s</li></ul>	1	ЗI Н			1a. Gໜ	3b His		3a
Von-Bis 19.10.2015 -	2	3I Gi			2a	4 His		Gw
Mo 🔹 🕨	3	4 H			His	Зb Gw		4 D
Lehrer (1) Klassen (0) Räume (0) AbsNr. Lehrer Von TT.MM. ab St. Bis TT.MM. bis St.	4	4			4 Gw		4 Gw	1a. ຜູ
5 Hugo 19.10. 1 19.10. 8	5	L		)	*2a. E	4 D		
Untis - Frage Folgende Unterrichte haben ve Absenzbereich. Sollen die betre 19, 16, 20, 21						x en?		

### 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:

Scho 6.2 Schoo	12.2.20 <sup>-</sup> I days:	: 1 Lesson: 12		uted: 0			(T	fixed	tributior . The op ange thi	otimiz	ation	will no							scl	nedule pletely	optin	nizati bled	ked. Th ion is for this		J			
					ears perio		~		r chousz	WOOK			-						V									
Les.	Sub.			L-seqi T	tl. Min-l		Open			3	4	9 6	7	8	9	10* 1	1* 12*	13*	14*	15* 1	6* 17	* 18'	° 19*	20*	21* :	22 <sup>×</sup> 23	* 24* 2	5*
35		BIOs2 cojo			23 2-12		3	2	10		4	2 4*																
37		BIOs2 cojo			8 8-8	8	0	0					8															
48		BIOs2 cojo			6 6-6	6	0	0					6.				Dark	orange ks of v										
50		BIOs2 cojo			5 2-3	5	0	0			2	3						ays ar										
67 📳		BIOs2 cojo			6 2-12	_	6	0									nonac	ayo un	e blig	gine one	inge.		)	•		· ·		
87		BIOs2 cojo			4 2-12		4	0			•	· ·	·				$\overline{}$						·	•	•	· ·		
390	Freml-	jeba	, B211,		5 2-12		5	0			-	· ·	·				•	·	•	· ·	·	·	•	•	•	· ·		
686						0	3	0			-	• •	·	-			•	•	•	• •	·	·	•	•		· ·		
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3816		BIOsE cojo			2 212		2	0			1		- '	_						· ·								J
3817		BIOsE cojo			3/2	0	3	0				Light g	ay we	eks ir	ndica	ate tha	at one	of the		·		-			_			
3818		BIOsE coid			<u>1</u> 2		2	0	•							has a				· ·	_	_				_		
3819	PBL-5				d maxim per wee		3	0	-			absend								•		_				_		
3820	PBL-5				per wee istributio		2	0	_			the	absen	ce las	ts th	ne who	le wee	eK.				_				_		
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3822 3826	PBL-5	BIOsE coid			2 2-12	Π	2	0	_		_		_									_			_			

# 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.

15.10.2015 👻 🔹 11.10.2015 Eingabedaten Stundenplan				h	n diese	r Diagr m Fällen er-Abser	liegen v	erplar	te Jahres		Hu	go - Hu					
Diagnose	Gw. Alle	Anz >=1															
Unterricht	Alle	7			_		_				0	5.10.201	5 🕶	- 10	).10.2019	5	
Klasse		14	- (		Gewic Anzah	htung: I· A	×	1	Betrof		(	Мо	Di	Mi	Do	Fr	Sa
Lehrer	_	39	- 1		U-Nr		Le.	Kla	Bm.	⊢	t			1.	3b		
Raum Fach		26 44	- 1	-	19	Mo-1	Hugo	T SINC	11112	1	I			1a. ຜາ	His		3a
Student		44	- 1		16	Mo-2	Hugo				I	1			4		Gw
Unterrichtsfolgen			- 1		20	Mo-3	Hugo							2a	His		
Kalender - Jahresplanung		4			21	Mo-4	Hugo			3				His	3b		4
Speicherung auf Kalender-Absenz	×	4						J							Gw		D
		_			_	_	_	1		4		g		4 Gw		4 Gw	1a. Gໜ
				P.					-	⊢	ł	abwesend				~~~	~~~
										5		ਕੂ		*2a. E	4 D		
											t						
										6							
										<b>_</b>							
										8							

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