

Untis Calendar - Year Planning

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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:

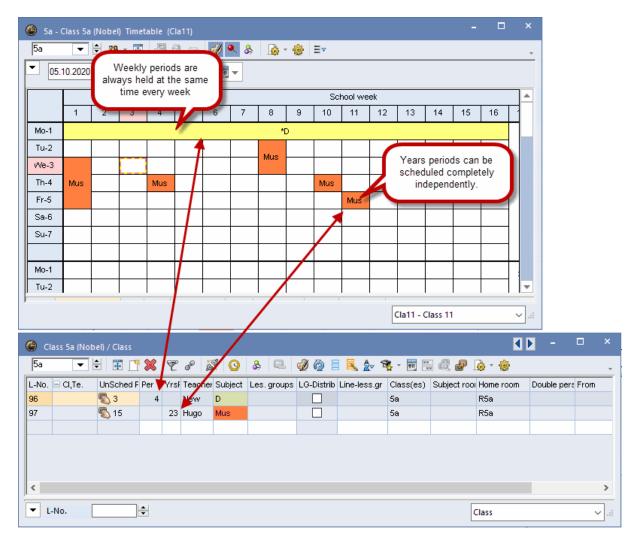
- Scheduling yearly periods at unconnected times
- Blocking teachers at certain times.

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.

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98		S 2	2	*	Ander	Ch	5a					R5a			Ι,
<													<u> </u>	>	
• L	-No. [÷		P	co perio	nverted int ds by ent	ds can be to annual ering an "*" s" column.	\mathbf{F}			Class			~

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: 19 Forecast (distributed and not-yet-distributed periods) for the whole schoolyear: 78	
Options Convert the scheduled periods into years periods Convert the forecast (distributed and not-yet-distributed periods) into years periods 	
ОК	Cancel

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.

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Tu-2																		<u>_</u>					
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• I	-No.		* *								Cla	55		~ .:

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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97				23	Hugo	Mus	5a		R5a				
101		🖏 20		40	Ander	Ch	5a		R5a				
				-	Ø								

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.

🎒 Ca	lendar	- Year	Planni	ng								- 🗆
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6	Ch,Ma	2a,2b	Callas	R2a,F		Fk	NatW	20	2-12	\checkmark	Lessons 2 2 2 2	2 1
31	Mat	1a	Arist	R1a			NatW	20	2-12	~	Subject · · · · ·	· · · · ·
11	Gw	1a,1b	Hugo	R1a				40		~	Class 2. 2. 2.	2. 2. 4. 4. 2.
7	Wk,T	1a,1b	Ander	Werki		Оь	Kunst	22	2-12	~	Teacher	· · · · 6 · · ·
73	Sport	1a,1b	Arist, I	Th2,T		Mäd			2-12		Room	· · · · 6 · · ·
78	Wk	1Ь,3Ь	Ander	Werki			Kunst	20	2-12	~		
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43	Ке,Мі						Kunst		2-12	\checkmark	Subject group 2. 2. 2. 2. 2. 2. 2.	<mark>2 2 2</mark> 2. <mark>2</mark> 2. 4 . 2. 2.
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33			Arist				Spra		2-12	1	Versela distributed	· · · · · ·
35			Callas				Kunst		2-12		. 444	4 4 2 4
35 📳			Callas				Kunst		2-12		Yrs.prds.open 8 8 6 2	
46			Nobel					40		~	Yrs.prds.scheduled 2 3 3	3 4 4 4
53				R1a			K	100		10		7 8 8 8
2 28			Callas Ander				Kunst		2-12 2-12	6		4 1 4 4 5.
28 30			Ander Arist				NaťW		2-12	_		
30 36			Arist Callas				Kunst		2-12	2		
30 47			Nobel				Kunst	40		4		
47 54				R1b				120		12		
54 70			Curie			Mäd		20		2		2 311

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.

								Years	periods	;			Pe	riod	s/w	eek											
₿ e s.	Sub.	Cla.	Tea.	Rm.	L-seq	Descr	Subje	Ttl.	min-m	Distr	Open	Scher	1	2 3	4	5	6 7	8	9 I	0 1*	° 2*	3* 4	I* 5'	° 16 I	718	819	20 2
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61	E	4	Cer	Ps2			Spra	20		20	0	20	2	2 2	2		1 2	2	2	2				2		1	1
62	E	3a	Cer	R3a			Spra	60		60	0	60	4	4 5	5	4	54	4	5	4				4		4	4
63	Bio	1a	Cer	R1a			NatW	40		40	0	39	3	3 3	3	5	2 3	2	2	2				3		3	3
64	Bio	1Ь	Cer	R1b			NatW	40		40	0	40	3	4 3	1	1	4 3	3	3	3				3		3	4
65	Bio	2a	Cer	R2a			NatW	40		40	0	40	3	3 3	4	3	2 2	2	3	3				3		3	3
66	Bio	2Ь	Cer	R2b			NatW	40		40	0	40	3	3 3	l I	.es	son	s 73	37	Sch	100	l we	eek	5		3	3
67	Bio	3a	Cer	R3a			NatW	40		40	0		-		1.7	loha	1. 60) Yrs	-Dro	de la						3	3
68	Bio	3Ь	Cer	Ps1			NatW	40		40	0	40	3	3 3	¹ C	Distr	ibut	ed:	4	15						4	3
70	Τw	1Ь	Curie	Twr		Mäd		20		20	0	20	2	2 1	19	iche	dule	ed: «	4							3	1
71	Τw	3Ь	Curie	Twr		Mäd		20		20	0	20	1	1 2	4	Abs.	Теа	ach.	: Ar	rist ((50	%)				2	1
72	Τw	2Ь	Curie	Twr		Mäd		20		20	0	20	1	1 2	2		<u> </u>	2	2	5				-2		2	1
73	Sporth	1a,1b	Arist, I	Th2,T		Mäd		60	2-12	10	50	10	•			4			•			•	•	• •	θ	ò -	_
74	Sporth	4	Curie,	Th2,T				60		60	0		-	-			5 5	5	5	5				5			5 !
75	Sport	2b,2a	Rub, /	Th1,T				60	2-4	54	6	54	4	4 4		4	44	4	4	4				4	2	4	4
76	Sport	3a,3b	Arist, I	Th2,T				60	2-12	18	42						• •	·	•	• •	• •	·	·	• •	6	·	·
78	Wk	1Ь,3Ь	Ander	Werkı			Kunst	20	2-12	20	0	20	•	• •	12	8	• •	•	•	• •	• •	·	•	• •		•	•
79	Wk,H	3a,3b	Ander	Werkı			Kunst	40	2-12	12	28	12	·	• •	•	6.	• •	•	•	• •	• •	·	• •	• •	6.	·	·
80	Wk,T	4	Ander	Werki			Kunst	40	2-12	4	36		•							• •	• •	·	•		4.	·	•
81	Tw,W	2b,2a	Curie,	Twr,₩			Kunst	40	2-4	40	0	40	4. 4	4.		2. 2	2. 4.	2.	2. 2	2.				2.	2.	2.	4. 4
82	Mat		Ander				NatW		2-12	8	72		•			-				• •	• •	·	•	• •			•
90	Mat	2a	New				NatW	80		80	0		-		· · ·			5	-	-				6	3	6	-
92	Mat		New				NatW			80	0		-	_	-		_	5	-	_				6			7
93	Mat	2Ь		R2b			NatW			100	0		_	7 7	_		7 7							7			7
94	Gz			R2a			NatW		2-4	20	0		-		-	2			2	_				2	2	2	
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96	D	5a	New					0		0	0	-															
97	Mus	5a	Hugo	R5a			Kunst	23		23	0	23	1	1 1	1	6	1			1				1	6	1	2

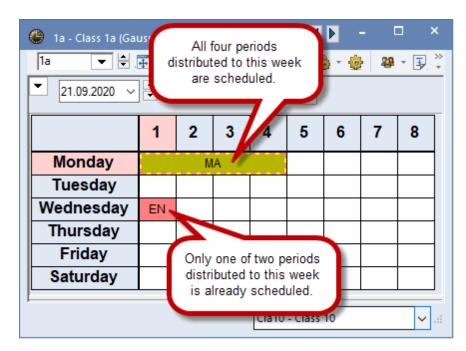
As a rule, the 'Calendar - Year Planning' window displays weekly lessons, yearly lessons and periodic lessons (lesson groups).

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.

7.10 Sch	nool we 1 13.1 ool day	0.2019	_essons									0							
Sch			1																
	ooi day	C	,		buted: 0														
	Week		10%1	Sche	duled: C)													
		. 10 (1	,																
								Years	periods				Periods/we	eek					
.es.	Sub.	Cla.	Tea.	Rm.	L-sequ	Descriptic	Subject gro		min-max	Distr	Open	Sched	2.9 - 8.9	9.9 - 15.9	16.9 - 22.9	220.000 000 010 710	13.10 14.1	10 - 20.1	21.10 - 2
26	Mus	4	Ander	Ps2			Kunst	20	2-12	14	6	0				The white background			
8	His	1ь	Ander	R1b				20	2-12	0	20	0				indicates that all periods			
9	Wk	3a	Ander	Werkı			Kunst	20	2-12	14	6	0				distributed to this week are already scheduled in			
30	Mat	1ь		R1b			NatW	120	2-12	6	114	0				the timetable.			
31	Mat	1a	Arist	R1a			NatW	20	2-12	16	4	0					8	8	
12	Ph	4	Arist	Phys			NatW	40	2-12	24	16	0			6	4	6	6	
33	E	1a	Arist	R1a			Spra	23	2-12	13	10	1			8	10			
34	D	2Ь	Callas	R2b				100	2-12	92	8	0			4	4	6	6	
35	Mus	1a	Callas	R1a			Kunst	40	2-12	26	14	0							
6	Mus	1Ь	Callas	R1b			Kunst	20	2-12	18	2	0	T	he yellow b	ackground				
17	Mus	2Ь	Callas				Kunst		2-12	4	36			indicates th	at some				
	Mus	2a	Callas				Kunst	20	2-12	12			F	periods still I					
8														scheduled	in the				



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.

	Years	periods	:			Perio	ds/we	eek																		
Name	T tl.	Distr	Open	Scher	Ideal	1	2	3	4	5	6	- 7	8	9	10	11×	12*	13*	14*	15 [*]	16	17	18	19	20	2
1a	404	315	89	4	28	24	21	21	16	22	23	23	21	22	22	2					20		14	20	21	2
1Ь	561	384	177		29	26	26	26	32	31	26	25	25	25	25		2				25		14	25	25	2
2a	640	634	6		32	45	45	44	44	44	44	44	44	44	44						44		16	44	44	- 4
2Ь	600	520	80		32	37	37	37	-24	36	37	37	36	36	37						37		18	37	37	3
3a	640	576	64		32	39	40	40	37	40	40	39	- 39	39	39	2	2	2	2	2	40		16	39	39	4
3Ь	600	536	64		30	36	37	37	34	37	37	37	37	37	36	2	2	2	2	2	36		16	36	36	3
4	620	472	148		27	32	33	33	29	33	33	32	32	32	32						32		22	32	32	3
5a	63	63			7	5	4	5	3	8	4	4	4	4	3						2		- 7	3	3	
Test	40	40			1					4	4	9	9	9	5											

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 se 'Weighting Year's P	ttings of the weights under lanning'	Weighting	1
	Start optimisation		

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

😃 Weighting		- □ ×
Teachers 1		mely important
Teachers 2		Distribute the periods of the week evenly for classes.
Classes	· · · · · · ·	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		Schedule the periods in different weeks in a similar way
Period Distribution		
Time requests		
Year Planning		
Analysis		
		OK Cancel Apply
Analysis		OK Cancel Apply

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

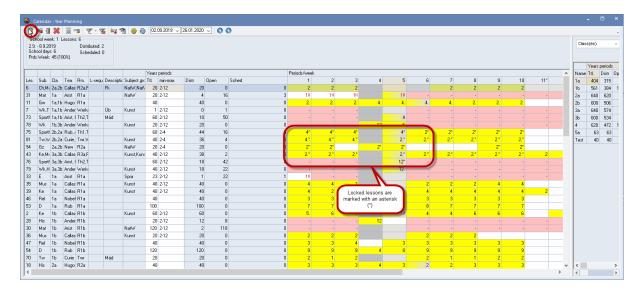
Note:

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.



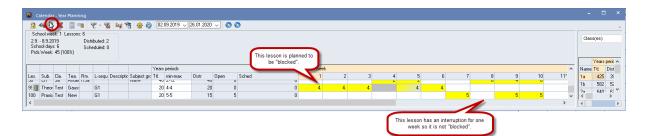
2.2.4.2.2 Blocking

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

	1001 111	eek: 10) Lessi	ons: 21																							
	10. ool da	11.201	9		ibuted: 7 eduled: 0																				Clas	s(es)	
		k: 45 (1	00%)	Sch	eduled: U																						
																										Years p	
								r'ears periods					Periods	/week										^	Name	Τtl	
Les.		Cla.					Subject gro		Distr					1	2	3	4	5	6	7	8	9	10	11*	1a	425	16
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31				R1a			Nafw/	20 2-12	_	0	20		D	•	•	•		•	•	•	•				2a	640	36
11		1a,11						40	_	40	0		*	•	•	•	•	•		-	10.	10.	2.*		2b	600	36
7				st Werk			Kunst	22 2-12	_	6	16		~	•					•	•	•	•	•		3a	640	35
73				I Th2,1		äd		60 2-12		6	54							•		•					Зb	600	34
78				ar Werk			Kunst	20 2-12	1				-	•	•	•	•	•	•	•	•		•		4	620	33
75				7 Th1,1				60 2-4			ns can not be		×	•		•	•	•	•	-	2*	2*	2*		5a	63	
81				, Twr.)	\		Kunst	40 2-4	-		d in the first 7 of the school							•	•	•	2.*	4.	2.*		Test	40	2
94		2a,2					Nafw/	20 2-4			year.		0					•	•	•	2	2	4				
43				s R3a,f			Kunst,Kuns	40 2-12	•		your.		1	•	•	•	-	•	•	•	4.	4.	2.*	2			
76				I Th2,1				60 2-12							•			•	•	•	•	•	•				
79				werk	1		Kunst	40 2-12	_	6	34	-	-					•	•		•						
33	E	1a		R1a			Spra	23 2-12		0	23			•	•			•	•	•							
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2.2.4.2.3 Lesson blocks

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



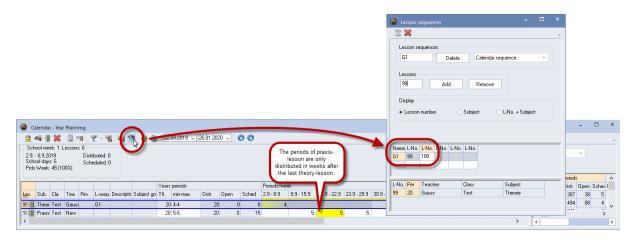
2.2.4.2.4 Locking weeks

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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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.



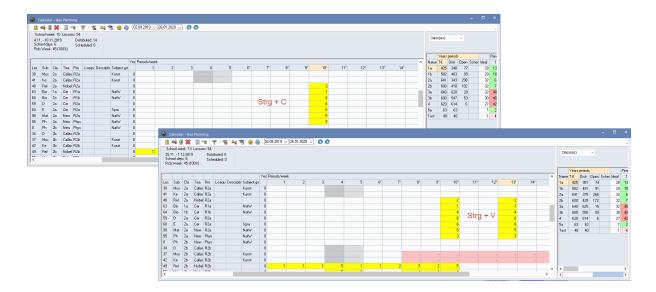
2.2.4.2.6 Minimum/maximum lessons

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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2.2.4.2.7 Copy allocation of a week

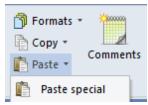
In the calender window you can also select an entire column by clicking on its heading. Copy and paste and the allocation of a week is transferred to another week.



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.

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2.2.5.1.2 Block sizes

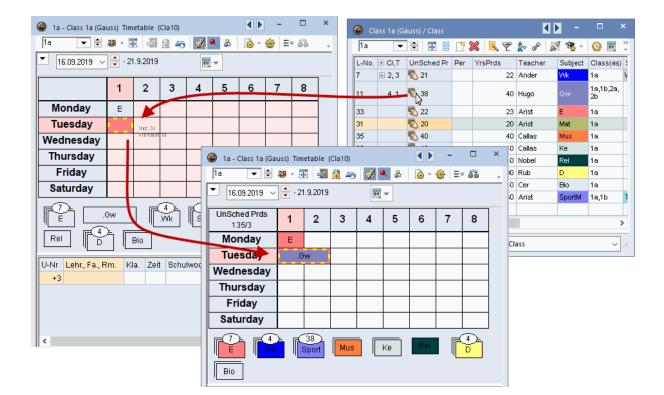
The calendar - year planning window enables you to specify, by double-clicking in individual cells, the size of the blocks of periods in which the periods assigned to the relevant weeks are to be scheduled in the timetable.

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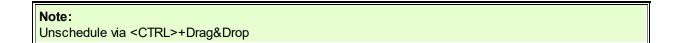
16

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.



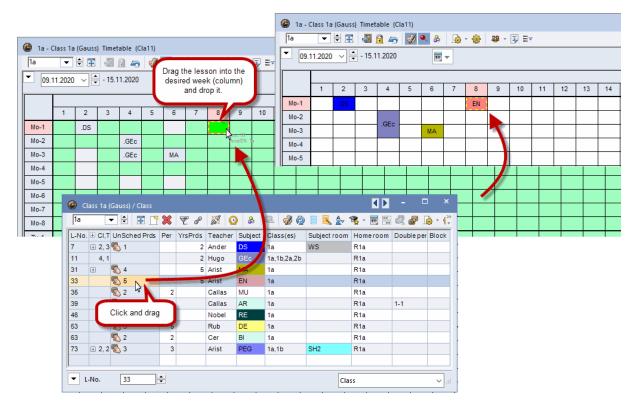
If you unschedule a yearly period in the timetable, this period is allocated to the current week in the 'Calender - Year Planning' window by default. By changing to another week in the timetable, the unscheduled period vanishes from the area of non-scheduled periods next to the timetable.

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.

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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

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scheduled periods of this week (regarding the source lesson).

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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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.

Settings	×
Font Arial 9.0 Grid: Width/Height 120 Column width in % (20 %) 200 %) 100 Line height in % (20 - 200 %)	- Selection range - 1 First period 8 Last period
 ✓ Window in the background S to during utalogue case ✓ Calendar: show only ✓ unscheduled prds. of the w ✓ What do you want shown in 	only one additional row
Subject	Class-period
Class	Teacher-period
Class	Room-period
Subject	Student-period
Additional information in the Classes with student total Lessons with student tota Teachers with student tot	Rooms with capacity
	OK Cancel

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.

16	.11.2020		- 20.11.	2020		18 -								
	Ν	londa	у		Tueso	day	Wedn	esday	Th	ursda	у	F	riday	
1	.PEG	Arist Rub	SH2 SH1	RE		ocate/Delete					to			
2	MU	Callas	R1a	.PE	Lessons	s: 35: Periods	:2 Mo-2, We	н 1		Os Op	The r		e changed rom 16.11.	
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~											R1a	~		
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_											R2a	~		
7											R2b	~		
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35		, MU, R1		21				, woodle i			Deret	0.000		0.000
+3				1	-									

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.

6	-9 🔒 👔	8		1	7 - 7	(La)	b 🐵 🚳	02.	09.2019 🗸	26.01.202	.0 🗸 🄇	0 🜔										
_	nool wee																					
	- 8.9.20				buted: C)																
	ool day:			Sche	eduled: ()																
Prd	:Week:	: 45 (10	JU%)																			
								Years	periods				Periods/									
Les.	Sub.	Cla.	Tea.	Rm.	L-sequ	Descriptio	Subject gro	Ttl.	min-max	Distr	Open	Sched	2.9 - 8.9	9.9 - 15.	16.9 - 22	23.9 - 29	9 30.9 - 6	6.1 7.10 - 1	13 14.10	- 2 21.10	- 2 28.10	- 3
6	Ch,Ma	2a,2b	Callas	R2a,F		Fk	NatW,NatV	20	2-12	20	0	0		2	2						2	2
33	Е	1a	Arist	R1a			Spra	23	2-12	23	0	1	6	4	8		1				•	•
31	Mat	1a	Arist	R1a			NatW	20	2-12	16	4	0							8	8		
11	Gw	1a,1b	Hugo	R1a				40		40	0	4	2.	2.	2.	2		2.	2.	2.	2.	2.
7	Wk,Ti	1a,1b	Ander	Werkr		Оь	Kunst	22	2-12	22	0	1	2	4	4			2	4	4		
73	Sporth	1a,1b	Arist, I	Th2,T		Mäd		60	2-4	26	34	0	4	4	4			4	4	4	-	
78	Wk	1b,3b	Ander	Werki			Kunst	20	2-12	20	0	0	2	2	2	E		2	2	2	-	-
75	Sport	2b,2a	Rub, /	Th1,T				60	2-4	60	0	0	4	4	4			4	4	4	4	4
81	Tw,W	2b,2a	Curie,	Twr,W			Kunst	40	2-4	40	0	0	2.	2.	2.		2	2.	2.	2.	2.	2.
94	Gz	2a,2b	New	R2a			NatW	20	2-4	20	0	0	2			2						
											-				-			-		-	-	-

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

🐣 Cale	ndar - abser	ices					-	×
	💥 👻 .	+ 🎝 😓	۵	154				
Mo	2019 🗸 🖪	P 30.09.2019 Mo 4 s (0) Rooms (1)	× 2	i∎ ▼ '9 Days				
Abs. No.	Teacher	from DD.MM	FROM p	to DD.MM	TO perio	Text		_
8	Callas – 🕓	23.09.	1	02.10.	8			
9	Arist	23.09.	1	02.10.	8			
6	Gauss	23.09.	1	02.10.	8			
7	Curie	23.09.	1	02.10.	8			

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

🖗 And														0-																						
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		uesda		Wea	Inesc	lay	Th	ursda	ay	F	riday		Sat	turda	iy	Mo	onday	/	Tu	esda	iy .	Wea	Inesc	lay	Th	ursda	iy	F	riday	,	Sa	aturda	ау	M	onday	
	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3
Gauss	/	Abser	nt	A	2 3 1 7 3 1 7 3 1 3 1													Test																		
New	Tes			Tes													Test		Tes																	
Hugo												2 3 1 psent Ak																					A	bsent		
Ander																																				
Arist		Absei	nt	А	bser	t	A	\bser	nt	А	bsen	t	A	bsen	ıt	A	bsen	t	А	bser	nt	A	.bsen	t												
Calla		Abser	nt	A	bser	t	A	lbser	ıt	А	bsen	t	A	bsen	ıt	А	bsen	t	A	bser	nt	A	.bsen	t												
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Rub																																				
Cer																																				
Curie		4bsei	nt.	A	bser	t	A	lbser	nt	Д	bsen	t	A	bsen	ıt	A	bsen	t	A	bser	nt.	A	.bsen	t												
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Note:

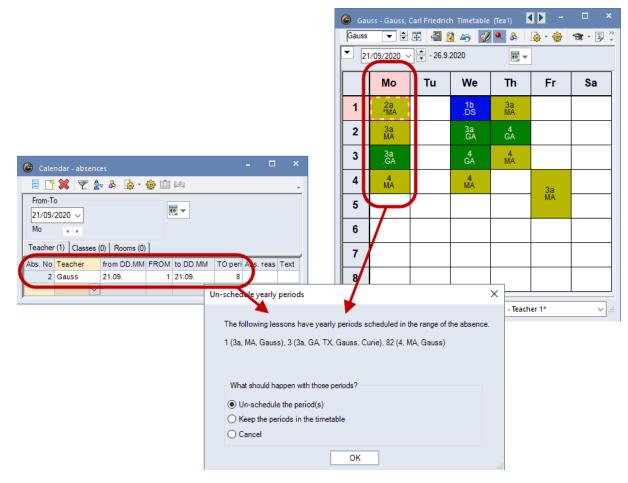
Calendar absences can also be entered via the school year calendar accessed under 'Master Data | Teachers' (or 'Classes').

Name	Surname	Room	🎽 💥 🔜 👻		Lunch break		First name	
Gauss	Gauss	Room	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	Aristoteles		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	

7	C D		4o 2.ª ar we		-					o les ublic						gend hool '		ır		<u>Bre</u>	<mark>aks</mark> Abse	nces			8	olid Fr) ays			W	ek	end											
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	September								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							
	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											
2019	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	30									
	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						
2020	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															

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.



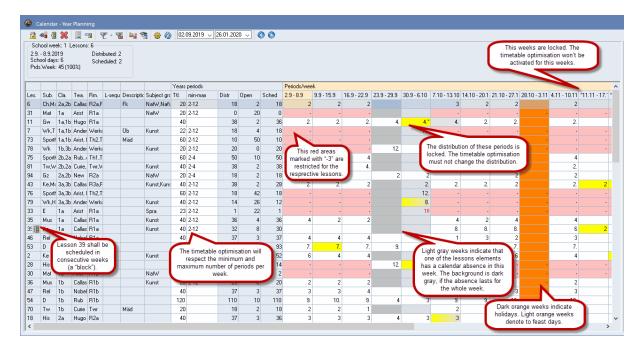
2.2.5.3 Automatic scheduling (optimisation)

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:

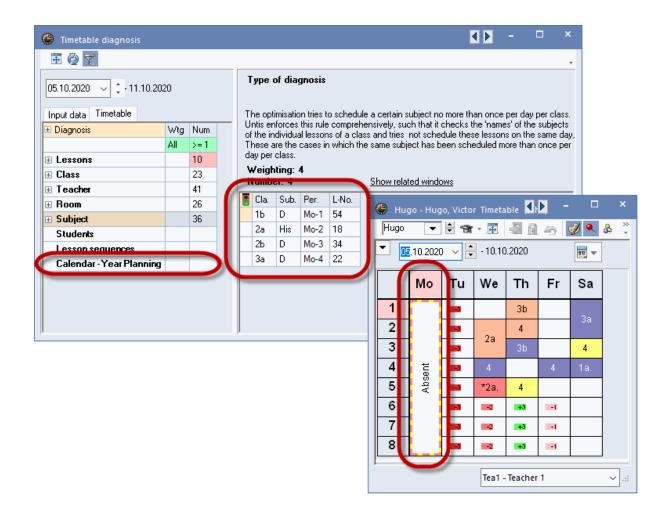
- Allocated periods that have not been fixed in the calendar window will be reallocated
- Allocation criteria entered in the calendar window will be taken into account even if no periods have been entered in the calendar window (for example 'blocked' lessons)
- Calendar absences for classes and teachers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



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