



# Untis

## Timetable

Montag	Dienstag	Mittwoch	Donnerstag	Freitag
D	M	BU	SU	M
E	D	E	R	D
M	-	M	WE	E
-	E	D	D	
BU	LÜM		E	
	LÜM			

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# 1 Timetable display

When the timetable is complete, the information needs to be presented in a clear and unambiguous fashion. Untis offers a number of different timetable layouts and numerous timetable display options. The following chapter provides an overview of predefined timetable displays and shows the different methods of shaping timetable layouts to suit individual requirements.

# 2 Window set-up

You can open ready-made timetables for classes, teachers, rooms and subjects under 'Timetables' in the main menu. You can also display timetables for individual students when using the Student timetable or Course scheduling modules.

Basically, a timetable window consists of the tool bar and three separate sections: the information window at the top, the actual timetable in the middle and the period details window at the bottom.

The screenshot shows the Untis software interface for a class timetable. The window title is "1a - Class 1a (Gauss) Timetable (Cla1)". The interface includes a toolbar at the top, an information window, a central timetable grid, and a details window at the bottom.

**Information Window:** Displays "School year: 17.9.2018 - 29.6.2019", "30 Periods/week", "0 Unscheduled prds.", "Date range: 17.9.2018 - 29.6.2019", and a "Zoom" slider set to 100.

**Timetable Grid:** A grid showing the schedule for 8 periods across the days of the week (Mo to Sa). The grid is color-coded by subject.

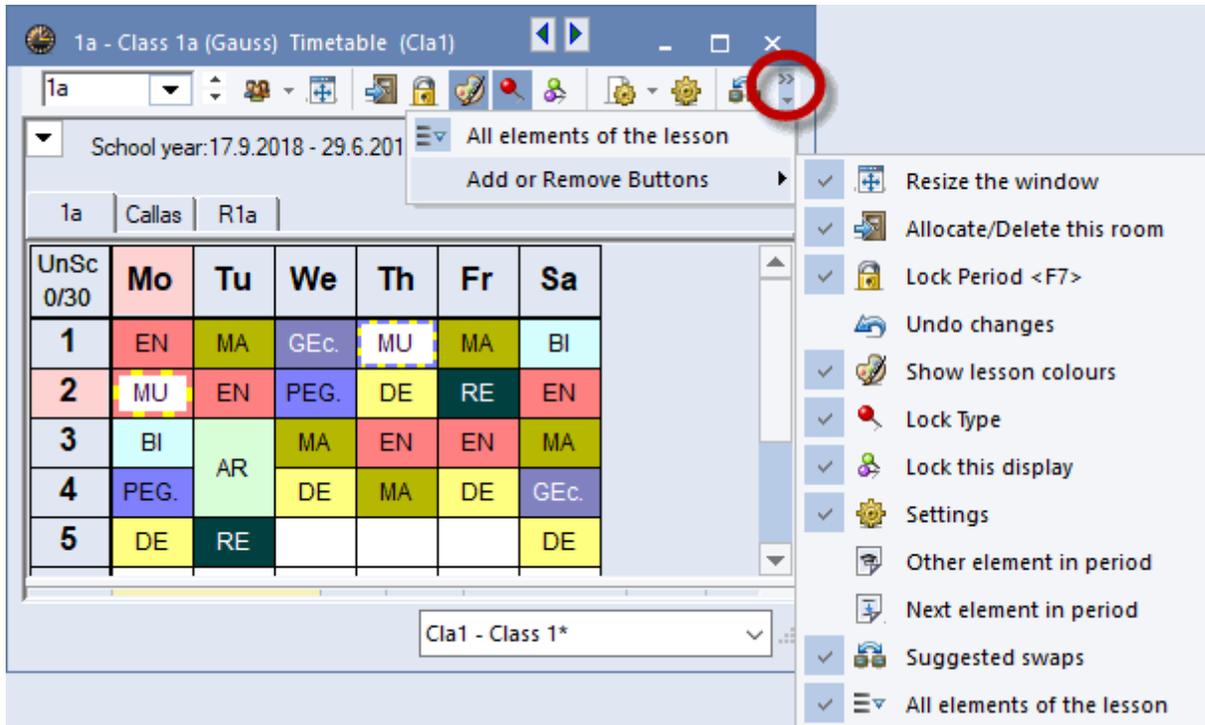
UnSc 0/30	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.		DE	MA	DE	GEc.
5	DE	RE				DE
6						
7		DS.				
8					PEG.	

**Details Window:** A table showing details for the selected period (33).

L-No.	Tea.	Subj.	Rm.	Cla.	Time	School week	Stud.	Special text	Cluster	Line text-2	Student group
33	Arist.	EN	R1a	1a		2-41	28				
+3											

## Toolbar

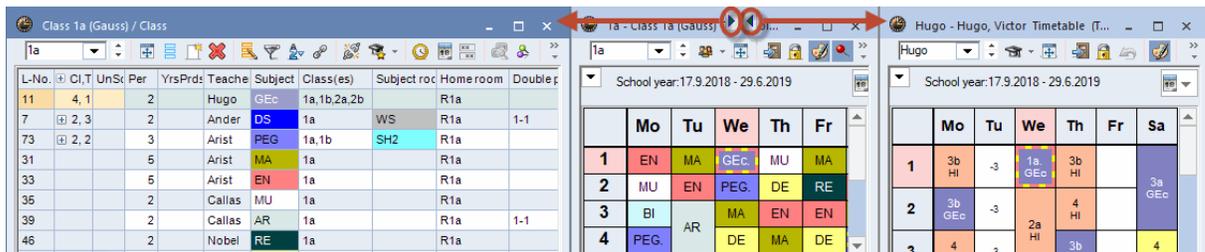
The toolbar is usually located at the top of the window, but can be moved to any window edge – right, left or bottom – and can even be dragged out of the window altogether. You can also remove unwanted buttons from the toolbar ('Add or remove buttons' option).



### Pop-up windows

Let us assume that we have opened a class timetable and perhaps now wish to view the associated teacher timetable or wish to make a small change in the relevant lesson window. You can use the two arrows at the top of the screen to quickly open and close these windows.

For example, from a class timetable you can click on the right arrow to open a teacher timetable and the left arrow to open a lesson timetable for classes.



## 2.1 Information window

The information window in the upper section of the timetable shows useful information for timetable planning and the date range of the time table.

### Information

For the respective element the number of weekly periods according to lessons and the number of (weekly) periods which are not scheduled at the moment are displayed.

Text and description of the master data are reflected in the timetable. In the class timetables also the class teacher (form teacher) of the respective class is displayed.

The screenshot shows the 'Arist - Aristotle Timetable (Tea-Diag)' application. The main window displays a weekly timetable for the school year 17.9.2018 - 29.6.2019. The timetable grid shows periods 1 through 5 for each day of the week (Mo to Sa). A red arrow points from the 'Date range' field in the top left to the 'Teachers / Teacher' window on the right. The 'Teachers / Teacher' window displays a list of teachers with columns for Name, Surname, Description, Room, NTPs target, and Periods/day. The teacher 'Arist Aristotle' is highlighted.

UnSch	Mo	Tu	We	Th	Fr	Sa
1/26	1a EN	1a MA	3a PEG	4 PH	1a MA	
2	1b MA	1a EN	1a PEG	1b MA	3a PEG	1a EN
3	3a PEG	2b PEG	1a MA	1a EN	1a EN	1a MA
4	1a PEG	1b MA	1b MA	1a MA	1b MA	
5	-1	-1	-1	-1	-1	-1

### Time range

The time range of a timetable can be found on a respective week, the selected term or on the total school year. By clicking on the calendar icon you can select the time range.

#### Tip: time range term

If you are working with terms it is recommended to set the time range of the timetables to 'Term'. It will always display the time range of the currently selected term and no misunderstandings will occur, e.g. if the term shows the second term and the timetable is set to a week in November.

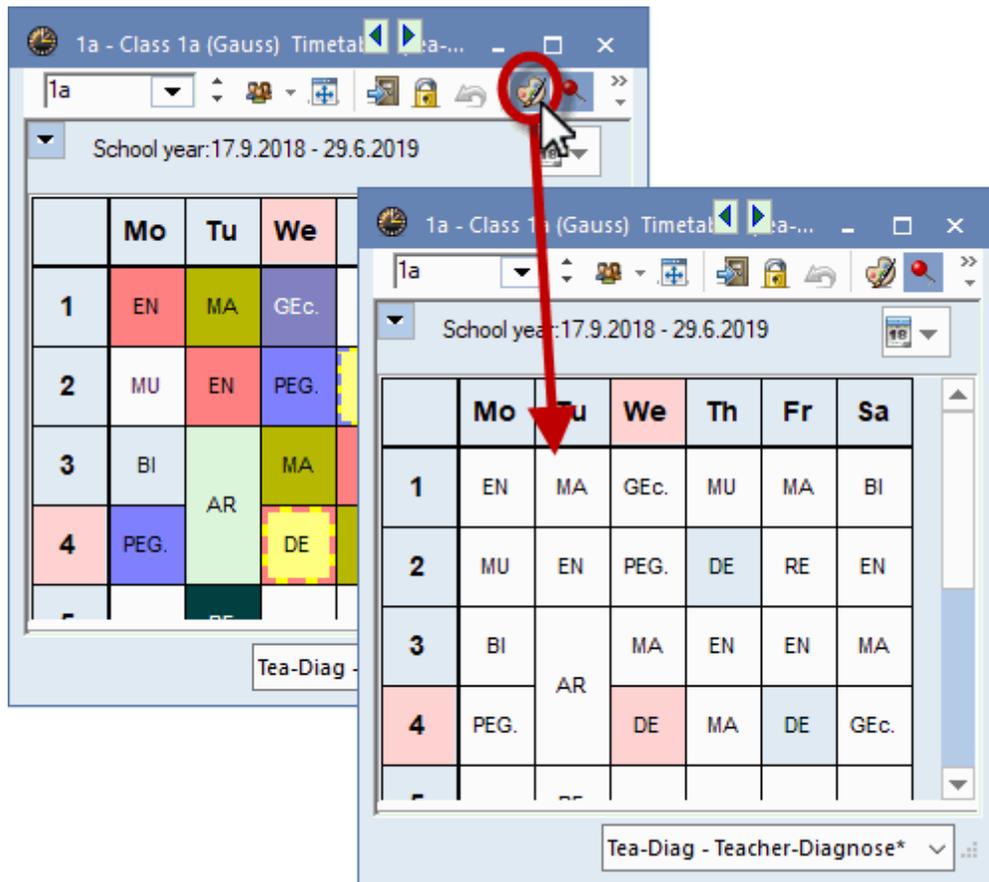
The screenshot shows the 'Arist - Aristotle Timetable (Tea-Diag)' application. The main window displays the same weekly timetable as in the previous screenshot. A dropdown menu is open, showing options for 'Time range: week' and 'Time range: school year'. The 'Time range: school year' option is selected.

#### Tip: Change of time range

The time range can also be changed by using the key combination <Ctrl+D>.

## 2.2 Timetable window

The middle part of the timetable window shows the actual timetable for the active element. The display offers a variety of different settings and options that allow you to customise it to suit your individual requirements. Please refer to chapter 'User-defined views' for a detailed description of these settings.



Clicking on a (scheduled) period on the timetable activates the period and causes the cell to be outlined in red-yellow. All other periods associated with the active lesson are highlighted in blue-yellow. If the display of colours in the timetable has been deactivated (colour palette icon), the active period will be displayed in pink and the other periods associated with it in light blue. This shows you at a single glance how the periods of this lesson are distributed throughout the week.

### Resize the window

This function adjusts the window frame to the size of the displayed timetable window.

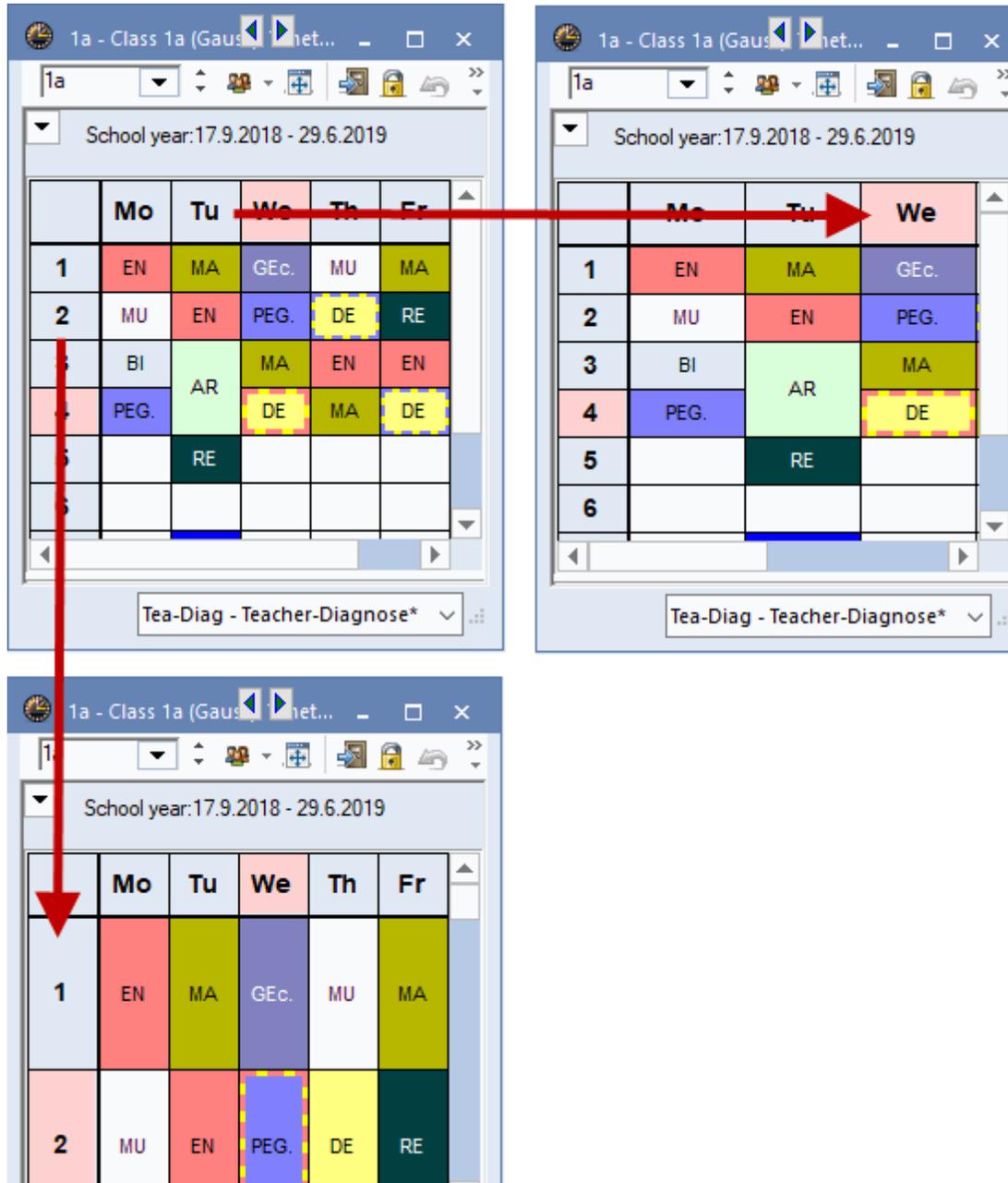
#### Note:

The buttons <Lock period>, <Undo>, <Allocate/Delete room> and <Suggested swaps> are intended for performing manual changes to the timetable and are therefore described in chapter "Manual timetabling".

### Change size

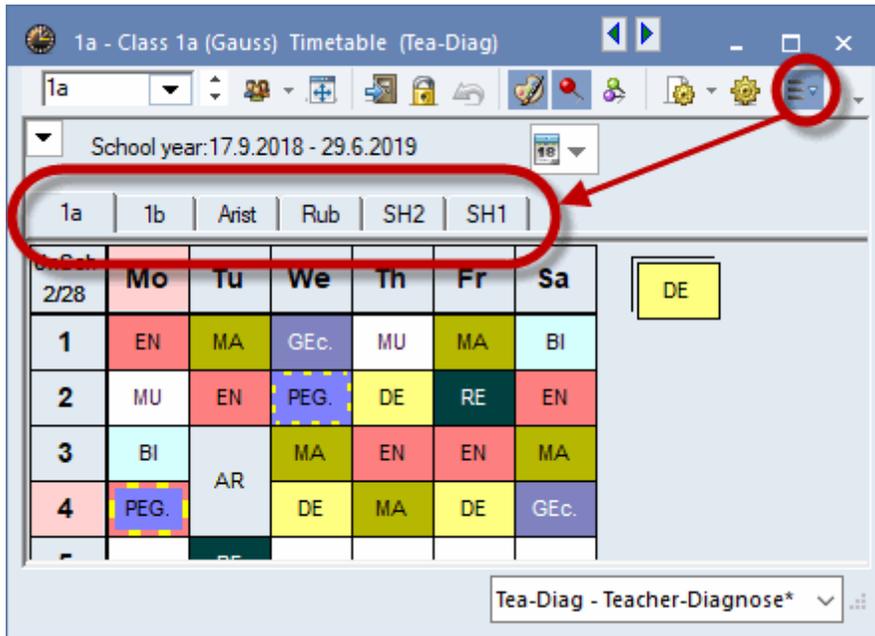
You can easily change the size of timetables in the timetable window. Drag the dividing lines between

the columns to the right to make the column wider or to the left to make the column narrower or drag the dividing line between the rows in order to adjust the height by dragging the boundary to the height that you want.



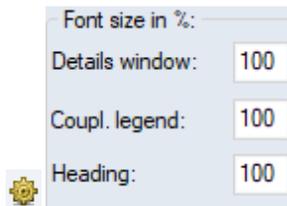
## Tab

By clicking the button <All elements of the lesson> in an individual timetable, tabs will be displayed which show all classes, teachers and rooms involved in a lesson. Click on a tab and the respective timetable of the element will be shown.



## 2.3 Period details window

Since there is often not enough space in the individual cells of the timetable to display all the relevant data for the active period, Untis provides a third window for the display of such information – the period details window. The font size used in the period details window can be changed via <Settings>. The period details window provides details on the currently active lesson.



### L-No.

In the example the 'L-No.' column shows lesson number 82. Below the lesson number, you will see the time request entered for the active period under 'Classes | Master Data' ('+3').

7	AR				
8	PH		PEG.		
L-No.	Tea. Subj. Rm.	Cla.	Time	School we	
82	Ander, MA, (Ps2)	4		1-41	
+3	Gauss, MA	4			
					Total

**Tea. Subj. Rm.**

The second column shows all the teachers, subjects and rooms involved in the lesson. The period details window displays one row for each coupling.

If the optimisation tool has allocated a different (alternative) room instead of the home room entered for the lesson, the name of the home room is shown in parentheses. The example shows that room Ps1 is the room entered for the lesson, but the actual scheduled room is the alternative room R1a.

7		DS.			BI	
8					PEG.	

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.	Special te
30	Arist, MA, R1b (R1a)	1b		2-41	29	
+3						

**Cla.**

This column displays the class(es) involved in the active lesson (classes 1a and 1b in the example).

8				PEG.	
---	--	--	--	------	--

L-No.	Tea. Subj. Rm.	Cla.	Time	School week
73	Arist, PEG, SH2	1a, 1b		1-41
	Rub, PEB, SH1	1a, 1b		

**Time**

The 'Time' column displays time restrictions and/or periodicities – a particularly important function for use with the Multi-week timetable module For instance, the GA lesson in the example takes place on a fortnightly basis in weeks of type A.

7		DS.			
8				PEG.	

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.
73*	Arist, PEG, (SH2)	1a, 1b	AWA	2-41	
+3	Rub, PEB, SH1	1a, 1b	BWB		

Cla1 - Class 1\*

**Students**

Shows the number of students entered for the lesson or elective subject (for use with the Course scheduling module) Lesson 6 in the file demo.gpn, for instance, contains the student numbers for the individual special classes.

L-No.	Tea. Subj. Rm.	Cla.	Time	Stud.	Special text
31	Arist, MA, R1a	1a		28	
+3					

Cla1 - Class 1

**Special text**

The column 'Special text' contains the text or the description entered for the lesson, and the line text entered in the lesson details window. Lesson 6 in the file demo.gpn, for instance, contains the description 'Special Lesson'.

**Line text-2**

In addition to the line text, the 'Line text 2' field in the form view of the lessons window can be used to define a second, independent line of text. In the example, a line text has been defined ('Beginners' and 'Advanced') for each of the coupling lines with the subject EN (English).

**Hide and show columns**

Individual columns can be hidden or shown in the period details window. Right-click on the heading row in the period details window and deactivate the desired column.

L-No.	Tea. Subj. Rm.	Cla.	Time	School week	Stud.	Clus
73	Arist, Spor					
	Rub, Spor					

- L-No.
- Tea. Subj. Rm.
- Cla.
- Time
- School week
- Stud.
- Special text
- Cluster
- Line text-2
- Student group

**Tip**

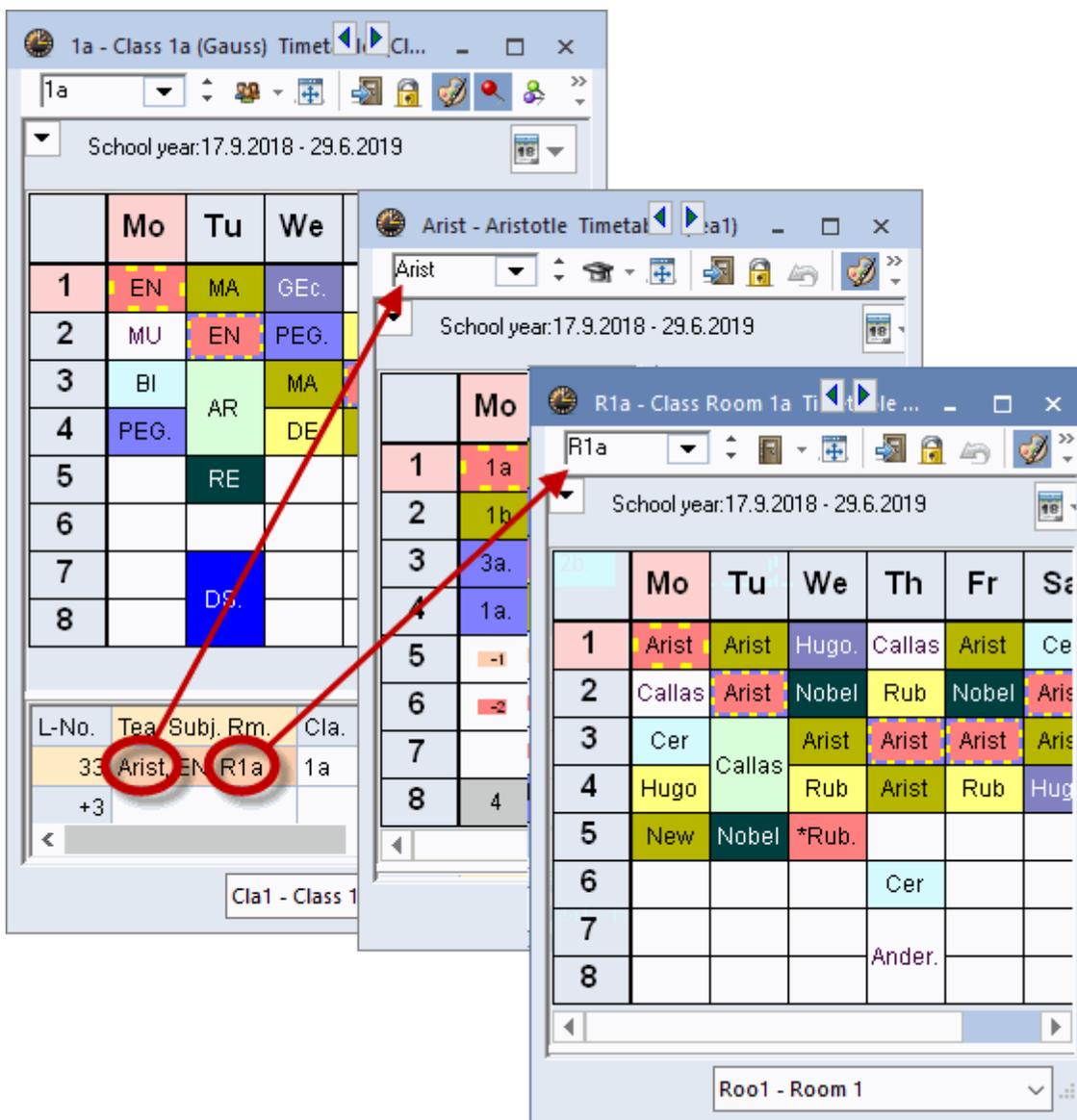
Columns displayed in a timetable period details window are printed in the legend when the timetable is printed. If the legend takes up too much space in the printout, you can simply hide columns them in the corresponding timetable view.

### 3 Timetable interaction

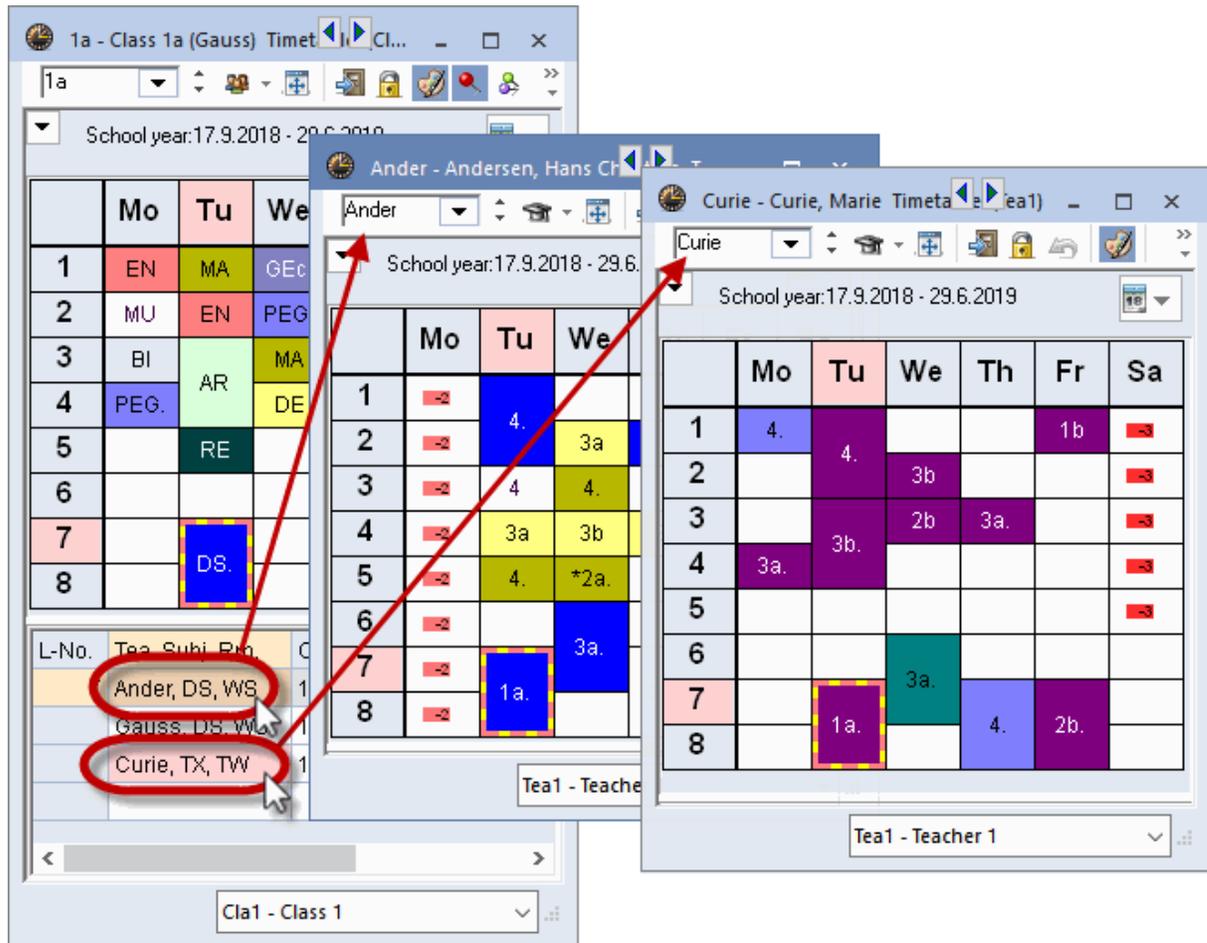
Timetables can be called up manually or set to open automatically (if desired) when an element is selected in a different window. The automated function means that you will always have up-to-date information on the screen without having to search for it.

#### Communication between timetables

Open the file demo.gpn and call up a timetable for classes, teachers and rooms, and arrange the timetables next to each other. Click on Monday, period 1 ('E') in the timetable of class 1a. As you can see, the teacher timetable automatically switches to the timetable of the teacher involved in the lesson (i.e. Aristotle, 'Arist') and the room timetable switches to the room allocated to this lesson ('R1a').



Clicking on the coupling row in the period details window also synchronises all other open timetables.



**Communication with other windows**

Open a class timetable and the master data window for classes. Click on a class in the master data window and you will see that the timetable automatically switches to the timetable of that class.

The same occurs when you switch elements in a lesson window or in the element-rollup ('Customise' under 'Settings | Miscellaneous').

The screenshot shows a software interface with three main windows:

- Classes / Class:** A table listing classes. The entry for '3a' is circled in red.
- 3a - Class 3a (Aristotle) Timetable:** A window showing a timetable for class 3a. The class name '3a' is circled in red.
- Class:** A window showing a list of classes. The entry for '3a' is circled in red.

At the bottom, the 'Element-Rollup' settings are shown:

- Activate double click
- Update elements

### Locking timetable types

In the previous examples, the type of timetable was always locked. Open the file demo.gpn, a teacher timetable and call up the window 'Teachers | Master Data'. In the master data view, click on one teacher after another. The timetable window always shows the timetable of the currently selected teacher. Clicking on a class name in the window 'Classes | Master Data', however, has no effect on the timetable view, i.e. the type of timetable – here the 'teacher' timetable – remains unchanged.



### Unlocked timetables

Deactivate the type locking function by clicking on <Lock Type>. Switch between teachers, classes and rooms in the master data views. You will see that the timetable always displays the active element, irrespective of the type of element (classes, teachers, rooms or subjects). The displayed element changes, as does the type of displayed element.

#### Tip

Unlocked timetables are particularly practical when used together with the diagnosis tool, since this allows the user to switch rapidly between teacher and class schedules without having to open a second timetable window. You can read more about diagnosis in chapter 'Diagnosis'.

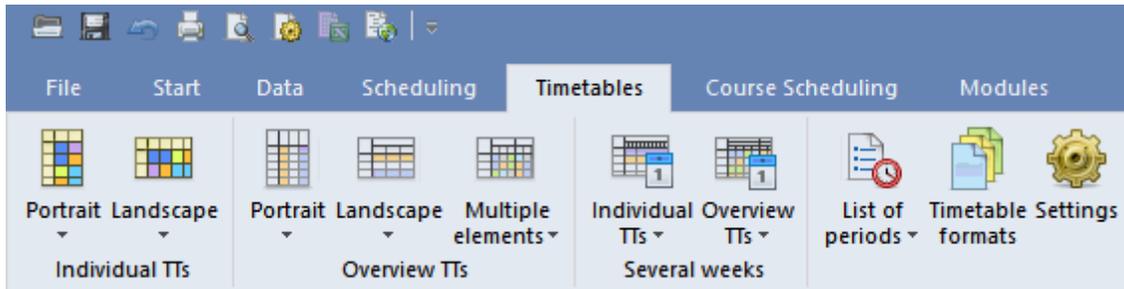
### Locking elements

Lock the timetable of a selected element – for instance a specific teacher – on the screen by 'pinning' it to the screen using the <Lock this display> button. When a timetable is locked with two pins, the

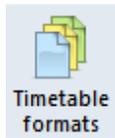
displayed element does not change.

## 4 Timetable formats

Untis offers over 50 different predefined timetable layouts. The layouts are accessible via the tab 'Timetable'. You can choose between 'individual timetables', 'Overview timetables' and timetables for 'several weeks'.



By clicking on the button 'Timetable formats' all formats are listed.



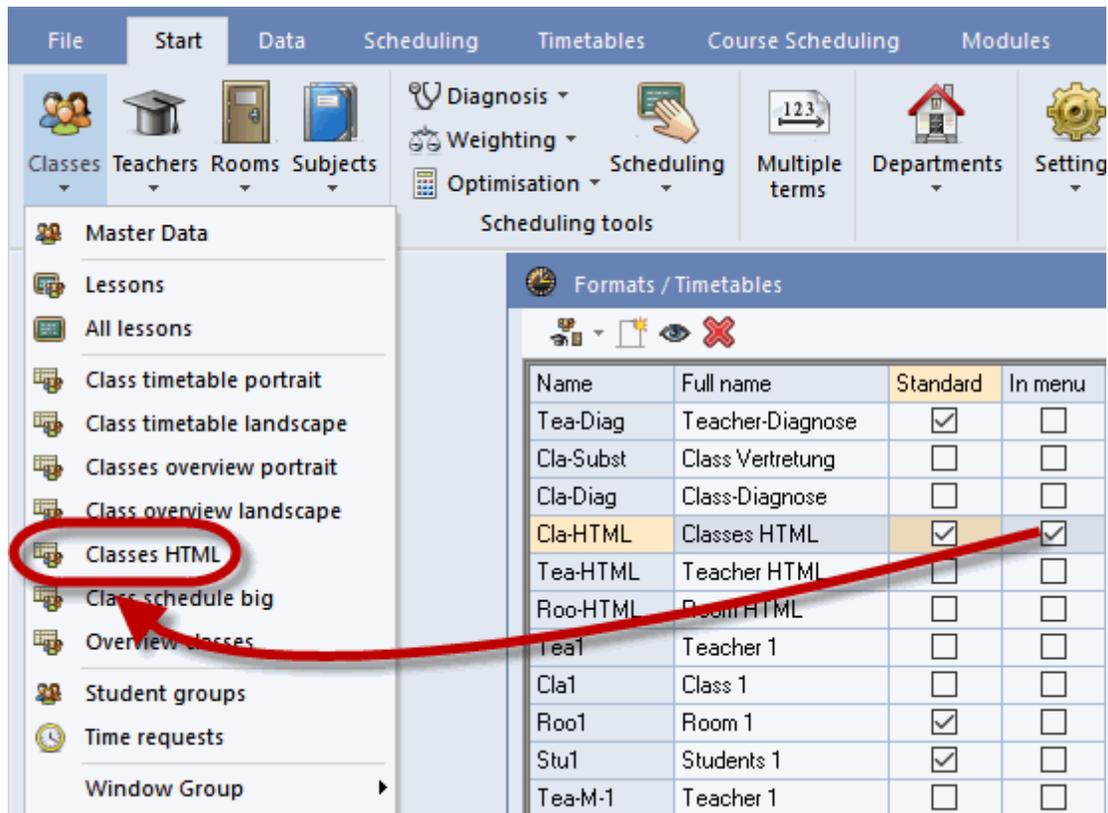
Each timetable layout has a unique short and long name. Click on <Show the TT >  or double click on the full name of a format to open the timetable.

### Standard format

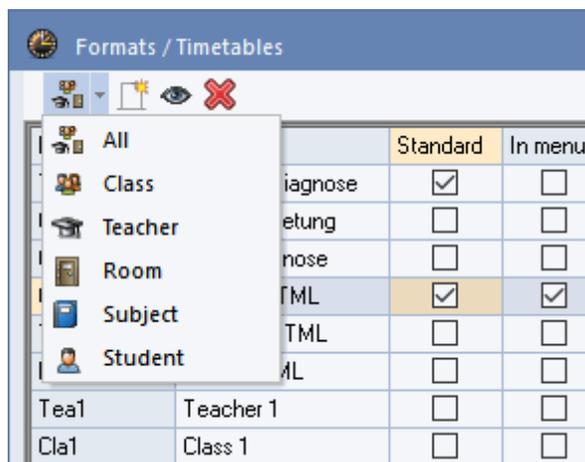
The timetable format which is set as standard is the format which will open with some of the predefined window groups - e.g. by clicking on <classes> of the 'Start' tab.

### Timetables in the menu

In addition, you can specify which timetables you wish to include in the menu, i.e. which timetables you wish to be able to access quickly.

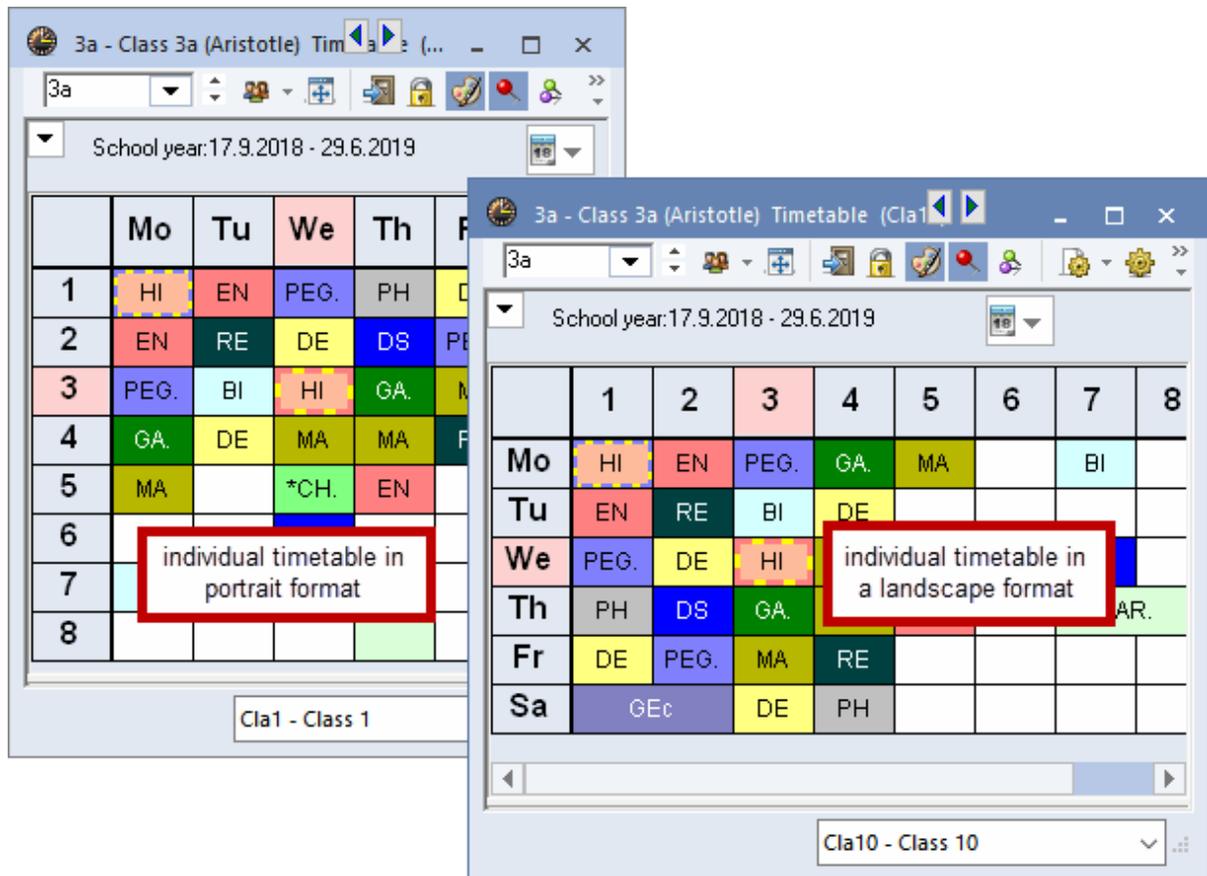


As a standard the predefined formats are displayed for all types of timetables. However, you can also view only one single element (class, teacher, etc.).

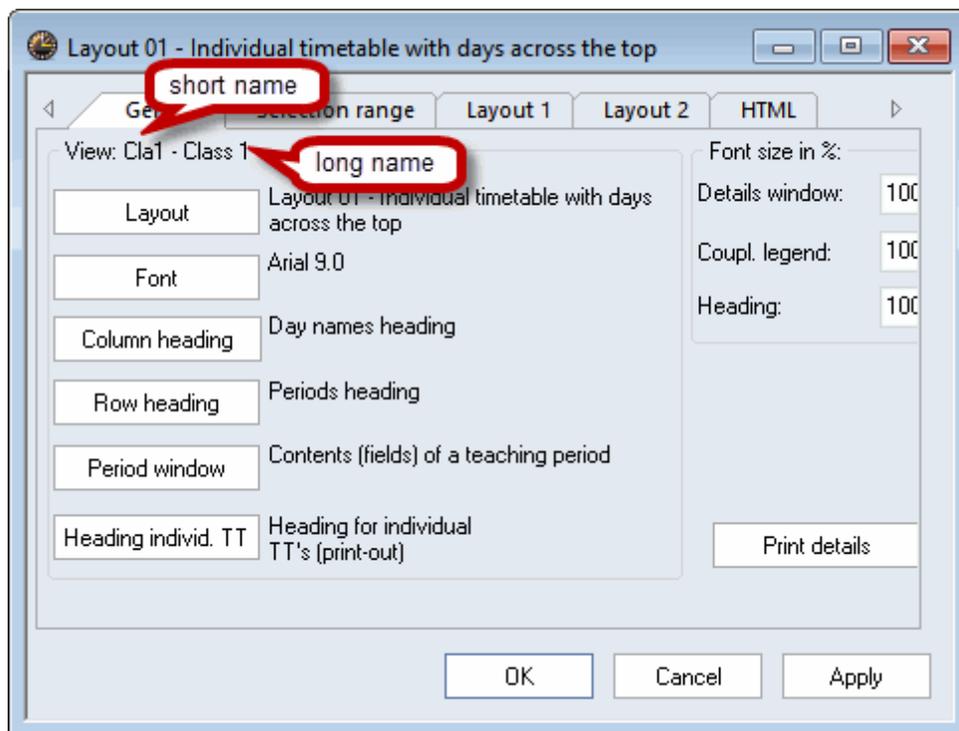


## 4.1 Individual timetables

Individual timetables always show the timetable of one single element (class, teacher, room, subject, student). You can choose between portrait (weekdays at the top) or landscape (weekdays in the rows) format.



Individual timetables in portrait format always have the number 1 in their name- e.g. Cla1 or Cla1A, individual timetables in landscape format always have the number 10 in their name- e.g. Tea10 or Tea10A. The short name of the format is displayed in the title bar of the timetable or you go to <Timetable-Settings>, tab 'General'.



A special type of individual timetable is the subject timetable. All periods of the school of this subject are displayed. Subject timetables are available in the formats 01, 10 and 11. The example below shows a subject timetable of the subject 'German'.

The screenshot shows a software window titled "DE DE - German Timetable (Sub1A)". The interface includes a search bar with "DE", a toolbar with various icons, and a dropdown menu for "School year: 17.9.2018 - 29.6.2019". The main area is a grid with columns for days of the week (Monday to Friday) and rows for time slots. The grid is partially filled with subject names and room numbers. A red dashed box highlights an empty cell in the 9:50-10:35 slot on Wednesday.

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> 8:00 8:45		1b Rub R1b		1b Rub R1b 2a Cer R2a	2a Cer R2a 3a Ander R3a
<b>2</b> 8:55 9:40			3a Ander R3a	1a Rub R1a 2b Calla R2b	
<b>3</b> 9:50 10:35					

At the bottom right, there is a dropdown menu labeled "Sub1A - Subject".

## 4.2 Overview timetable

Overview timetables always show several elements and are therefore best suited for scheduling activities which require a visual overview of the scheduling situation (e.g. room allocation overview). They are also best suited for printing.

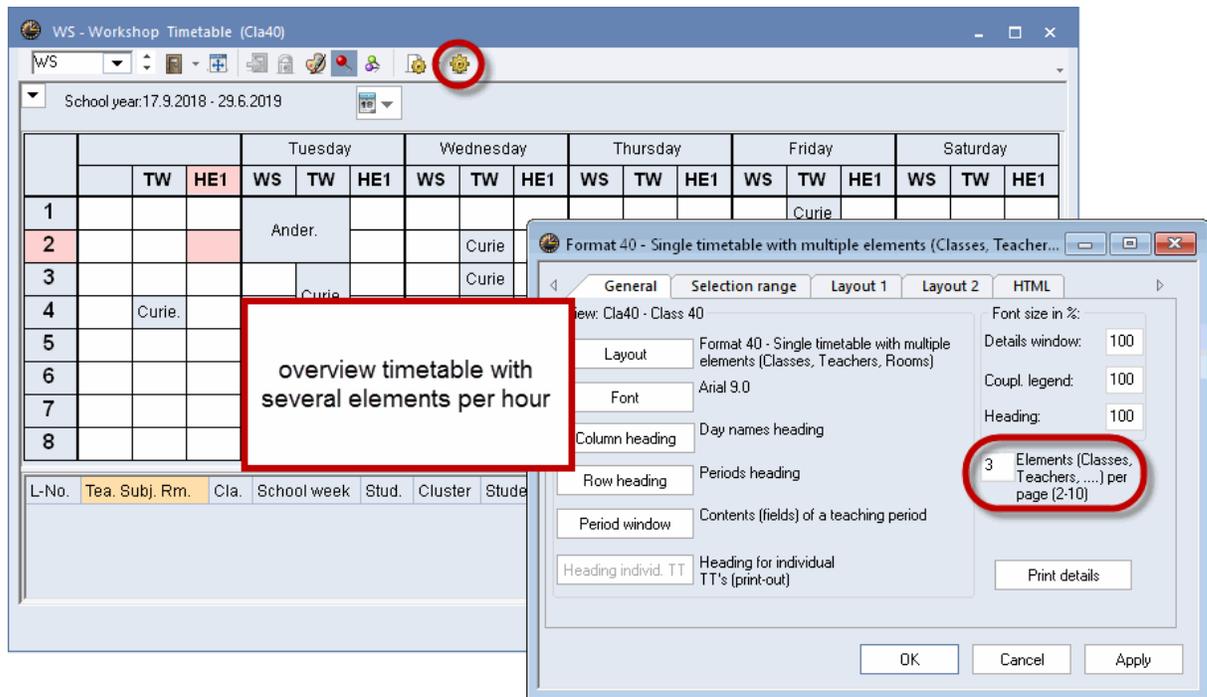
Overview timetables in portrait format always have the number 30 in their name - e.g. Cla30 or Cla30A, overview timetables in landscape format have the number 20 in their name - e.g. Roo20 or Roo20A.

The image displays two screenshots of the 'Arist - Aristotle Timetable' software interface, illustrating different viewing formats for the timetable overview.

The top screenshot, titled 'Arist - Aristotle Timetable (Tea30)', shows the timetable in a portrait format. The columns represent teachers (Gauss, New, Hugo, Ander, Arist, Calla, Nobel, Rub, Cer, Curie) and the rows represent classes (Mo-1 to Tu-3). A red box highlights a cell containing the text 'overview timetable in a portrait format'. The interface includes a 'School year: 17.9.2018 - 29.6.2019' dropdown and an 'Element filter'.

The bottom screenshot, titled 'Arist - Aristotle Timetable (Tea20)', shows the timetable in a landscape format. The columns represent days (Monday, Tuesday, Wednesday) and the rows represent teachers (Gauss, New, Hugo, Ander, Arist, Calla, Nobel, Rub, Cer, Curie). A red box highlights a cell containing the text 'overview timetable in a landscape format'. The interface includes a 'School year: 17.9.2018 - 29.6.2019' dropdown, an 'Element filter', and a 'Teachers of the class/subject' dropdown.

A timetable overview in format 40 enables you to display the week as an individual timetable but with multiple elements shown below the days. It is therefore very easy to display the timetables of the functional rooms in one timetable. Via <Settings> you define how many elements are to be displayed per page.



#### 4.2.1 Overview TT teachers: filter teachers

If you have (very) many teachers working at your school, then it is especially difficult to stay on top of all the different timetables of all colleagues. Untis supports you by providing you with a filter function for the overview timetables of teachers. You filter the teacher of a certain class or the teacher of a certain subject.



### 4.2.3 Overview TT classes: home room

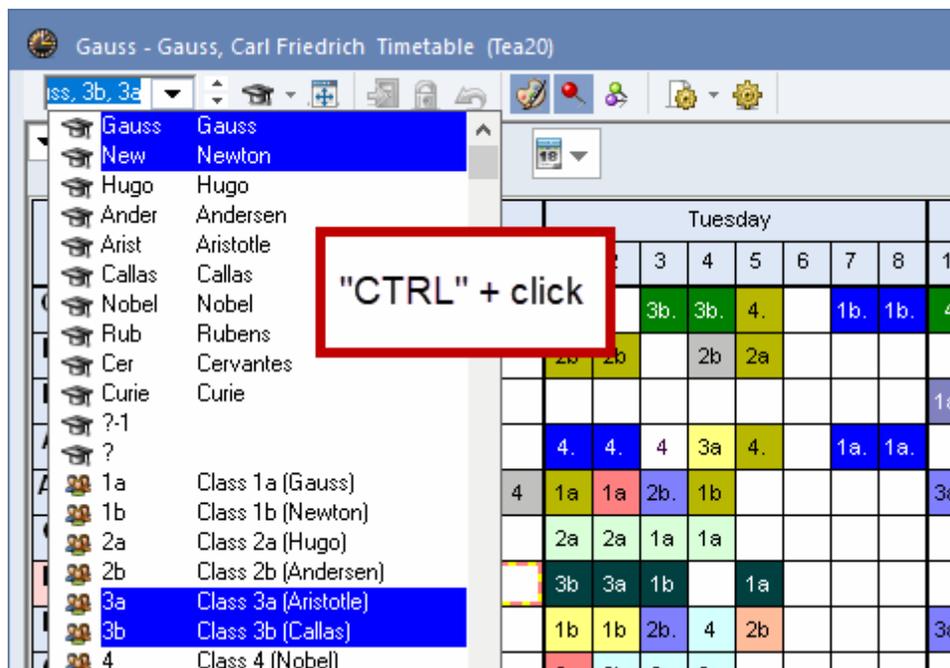
The classes timetables also can show the home room of the class.

The screenshot shows a software window titled "1a - Class 1a (Gauss) Timetable (Tea20)". The main area displays a timetable for Monday, with columns numbered 1 to 8. The first row is highlighted in red and contains the text "1a R1". A red arrow points from the "Name and home room" dropdown in the "Layout 20" dialog box to this cell. The dialog box also shows options for font size (10), font size as a percentage (120%), and alignment (Left-aligned, Centred).

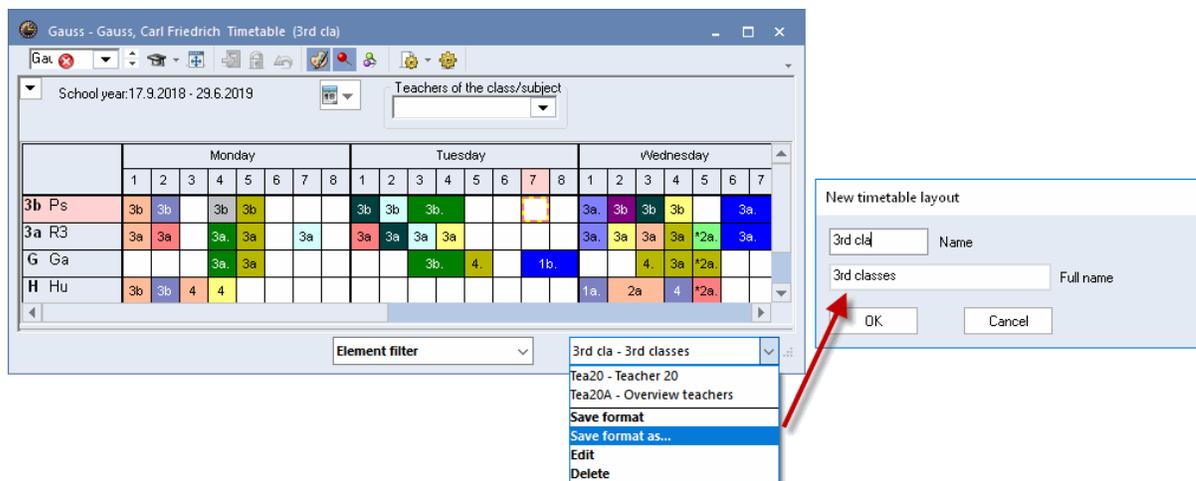
	Monday							
	1	2	3	4	5	6	7	8
1a R1	EN	MU	BI	PEG				
1b R1	BI		RE	PEG	DE			
2a R2	MU	RE	MA	DE	EN			
2b R2	RE	MA	AR	MU				
3a R3	HI	EN		GA	MA		BI	
3b Ps	HI	GEc		PH	MA			
4 Ps	PEG	CK	HI	DE		AR	PH	

### 4.2.4 Overview TT: savable filters

Via the selection list you can filter single elements.



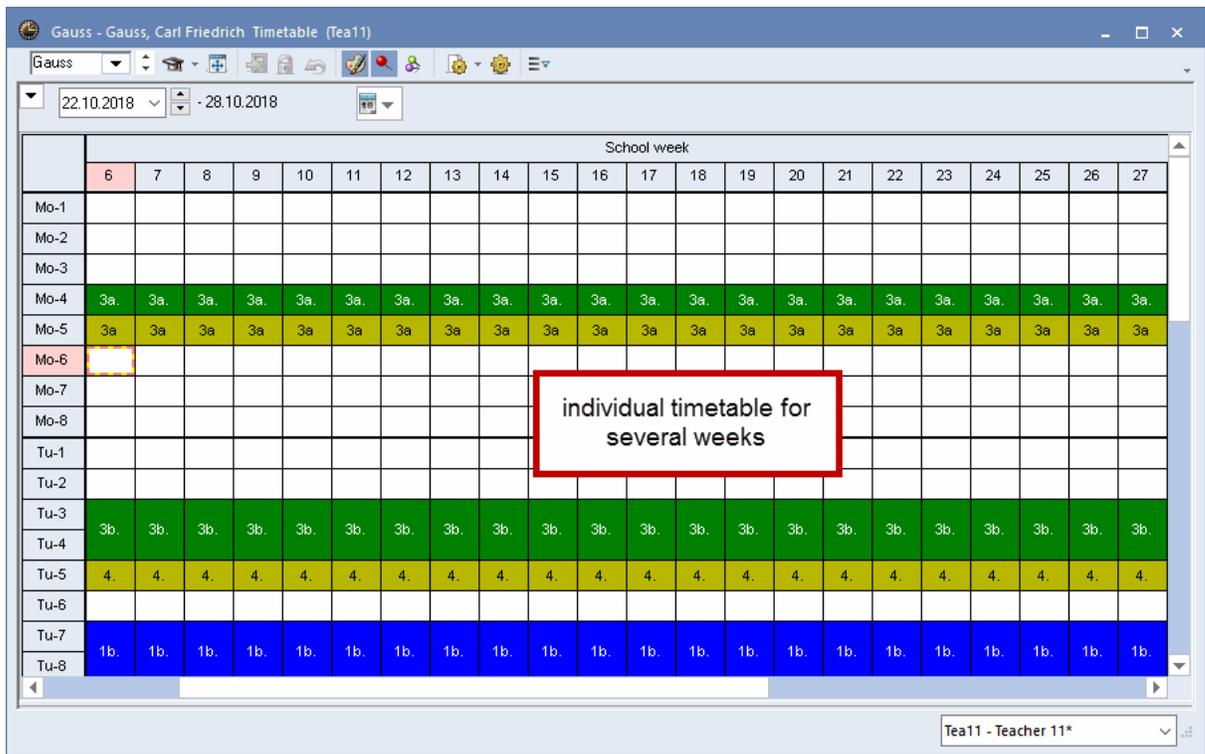
Diese können Sie als eigenes Format abspeichern



### 4.3 Several weeks

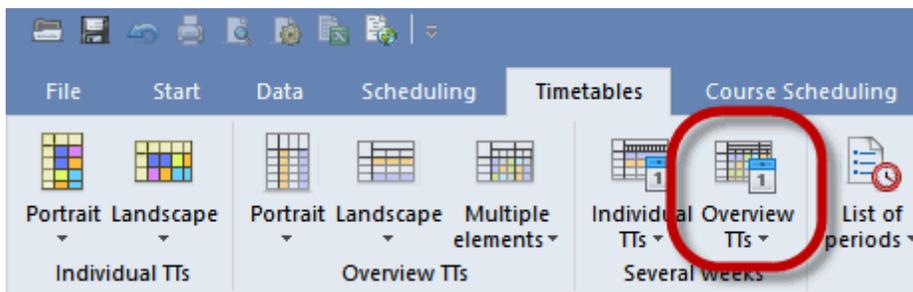
This format is important to you, if you use the module 'Multi-week Timetable'. It shows the individual school weeks in columns next to each other and the periods of every week in rows one below the other. Periods which are alternating on a weekly basis and interruptions can be seen at one sight.

The example shows the timetable of Class 10aBT from school weeks 16 to 35 for Monday and Tuesday.

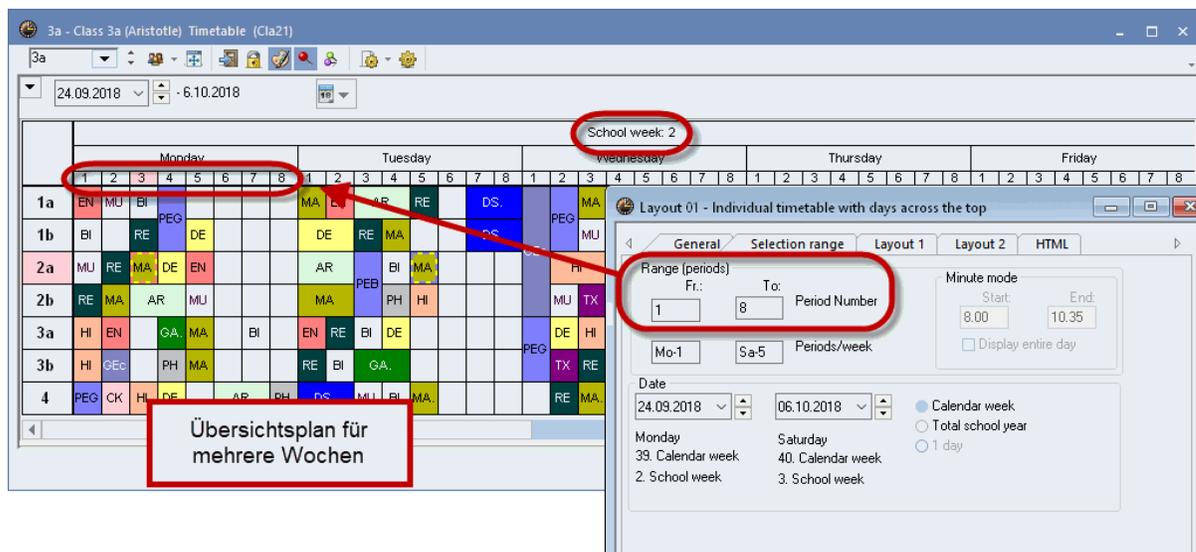


**Note**  
 In Format 11 you may also display the terms instead of the weeks in columns. Check the selection box 'One column per term' in <Timetable-Settings> on the tab 'Layout 2' .

Displaying several weeks is also possible for overview timetables. Format 21 shows an overview of all school weeks and of all elements.



In the timetable settings on the 'Selection range' tab you can define how many periods per day are to be displayed.



## 4.4 List of periods

Lists of periods show the timetable - like in a university calendar - not in a matrix but in a list. The list can be sorted by classes or by teachers. The adjustment of the layout of the list of periods is done according to master data or lessons windows or also according to cover lists.

Test school DEMO		Timetable 2018/2019		Untis 2018						
For demo and test only		Valid from: 10 October		6.7.2017 13:41						
<b>List of periods</b>										
<b>1a Class 1a (Gauss)</b>										
Date	Day	Periods	Weekly period	Start	End	Teacher(s)	Subject	Class(es)	Rooms	Less.-nr.
19.9.	We	1	We-1	08:00	08:45	Hugo	GEc	1a,1b,2a,2b	R1a	11
19.9.	We	2	We-2	08:55	09:40	Arist	PEG	1a,1b	SH2	73
19.9.	We	2	We-2	08:55	09:40	Rub	PEB	1a,1b	SH1	73
19.9.	We	3	We-3	09:50	10:35	Arist	MA	1a	R1a	31
19.9.	We	4	We-4	10:45	11:30	Rub	DE	1a	R1a	53
20.9.	Th	1	Th-1	08:00	08:45	Callas	MU	1a	R1a	35
20.9.	Th	2	Th-2	08:55	09:40	Rub	DE	1a	R1a	53
20.9.	Th	3	Th-3	09:50	10:35	Arist	EN	1a	R1a	33
20.9.	Th	4	Th-4	10:45	11:30	Arist	MA	1a	R1a	31
21.9.	Fr	1	Fr-1	08:00	08:45	Arist	MA	1a	R1a	31
21.9.	Fr	2	Fr-2	08:55	09:40	Nobel	RE	1a	R1a	46
21.9.	Fr	3	Fr-3	09:50	10:35	Arist	EN	1a	R1a	33
21.9.	Fr	4	Fr-4	10:45	11:30	Rub	DE	1a	R1a	53
21.9.	Fr	8	Fr-8	14:25	15:10	Arist	PEG	1a,1b	SH2	73
21.9.	Fr	8	Fr-8	14:25	15:10	Rub	PEB	1a,1b	SH1	73

## 5 User-defined views

Timetable views in Untis can be customised quickly and easily to meet the individual requirements of your school. This chapter describes how to customise the timetable display to reflect your personal preferences.

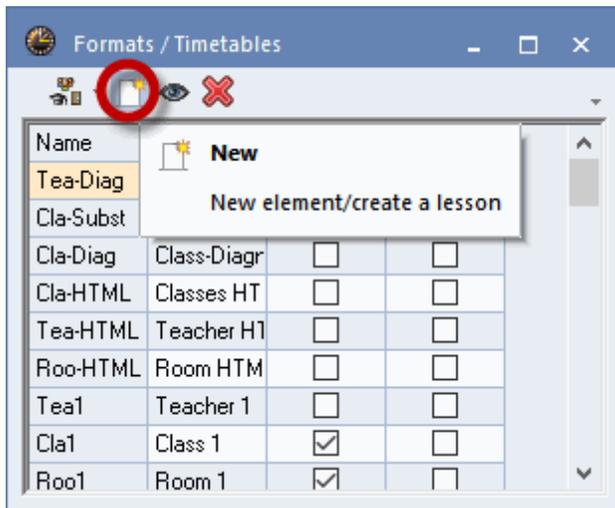
You wish to create a customised screen display based on the standard timetable for classes in the demo.gpn file.

### 5.1 New timetable format

1. Open the file demo.gpn and call up the list of timetable format s on the tab 'Timetables'.



2. Click on the first timetable format class 1 and click on <New> to create a copy of this timetable view.



3. Assign a new short name and a descriptive full name to the view (e.g. CSD, Class Screen Display).

New timetable layout

CMV Name

Classes Monitor View Full name

OK Cancel

- The new timetable view appears. Access this view by double clicking on the full name of the view or by clicking on <Show the TT>. Check the column 'In menu' to include the view in the menu.

Name			In menu
	Show the TT		<input type="checkbox"/>
	Opens the selected window layout		
Cla40			<input type="checkbox"/>
Cla1A			<input checked="" type="checkbox"/>
Cla-Subst	Class Vertretung	<input type="checkbox"/>	<input type="checkbox"/>
Cla-Diag	Class-Diagnose	<input type="checkbox"/>	<input type="checkbox"/>
Cla-HTML	Classes HTML	<input type="checkbox"/>	<input type="checkbox"/>
CMV	Classes Monitor View	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cla20A	Overview classes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Roo20A	Overview rooms	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## 5.2 Timetable period window

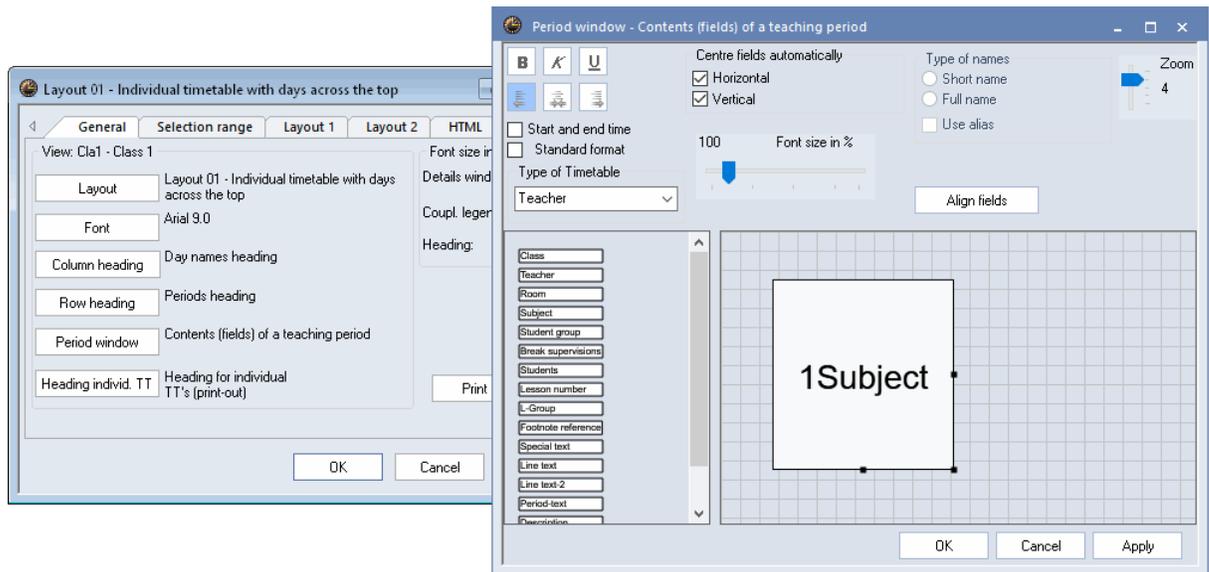
The next steps describe how to modify the contents of the period window (timetable period).

### 5.2.1 Several fields - timetable period window

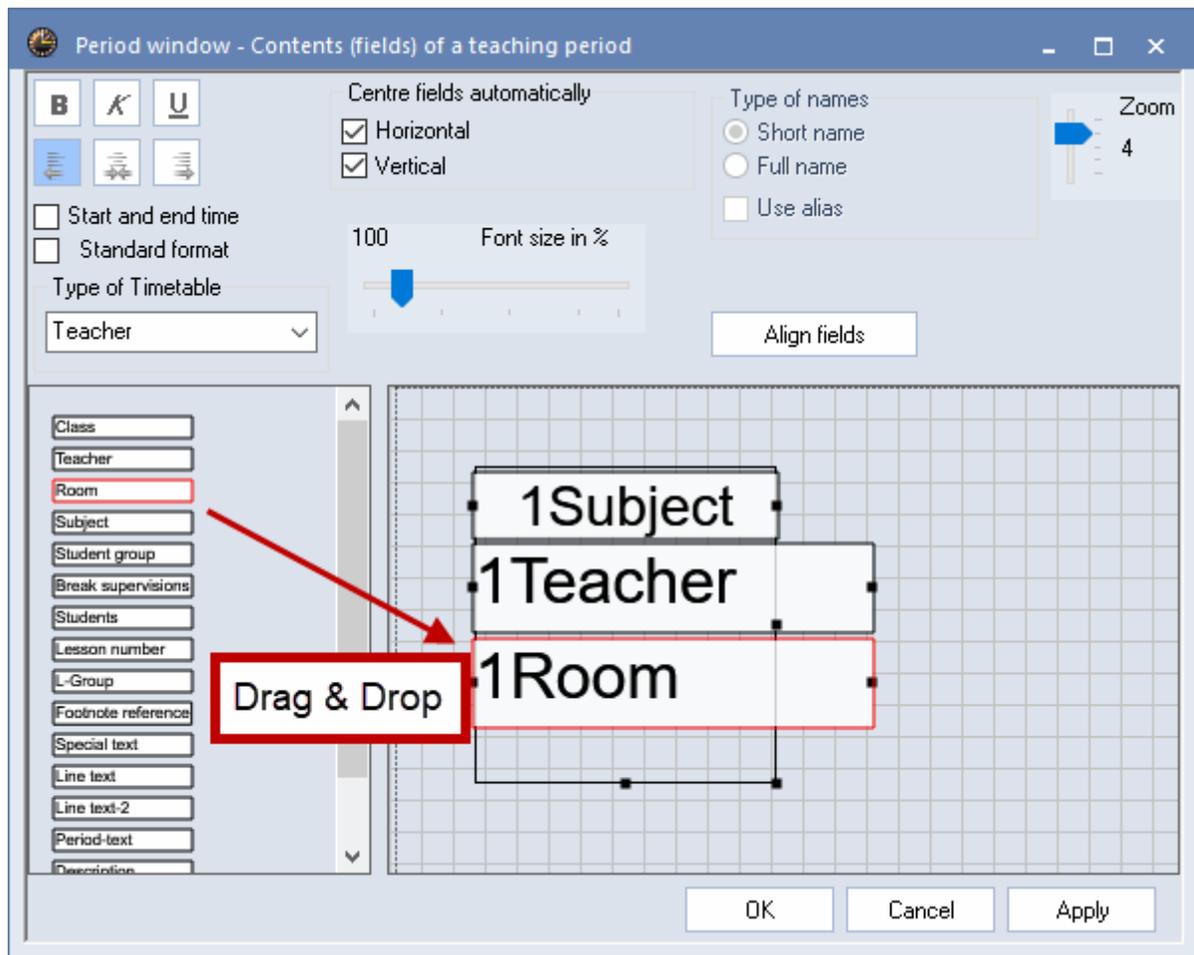
- Open the new timetable view (or open the demo.gpn file and open 'Timetable | Portrait | Class Timetable'), click on <Settings> and select 'Period window'. This will open the graphics editor that can be used to modify the contents of the timetable period window. Currently, only the subject is displayed in the period



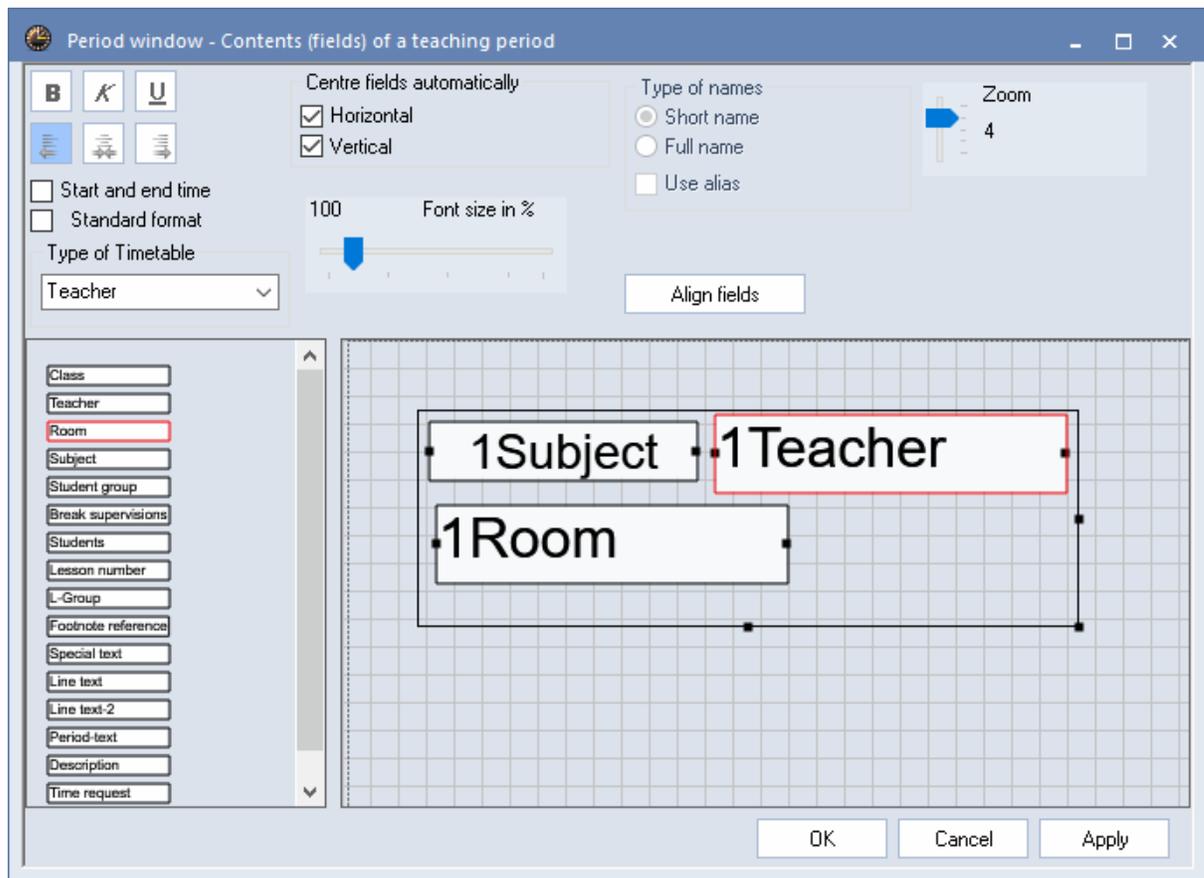
- In addition to the subject, you now wish to display the teacher and the room of the lesson. Click on <New field>. In the 'Field type' section, select 'Teacher' and click on <OK>. Repeat the same process for the room.



3. The next task is to arrange the three fields for subject, teacher and room next to each other in such a way that they are easy to read. First, enlarge the period window by clicking on it (the background will turn blue) and dragging the edges until it has the desired size.



4. Arrange the three fields as shown in the example. Click on the field you wish to move. While the field is blue, the cursor will change to a cross, allowing you to move the field with the cursor. When all three fields have been arranged to your satisfaction, confirm with <OK>



5. The timetable now displays the subject, teacher and room for each period:

1a - Class 1a (Gauss) Timetable (Cla1)

1a

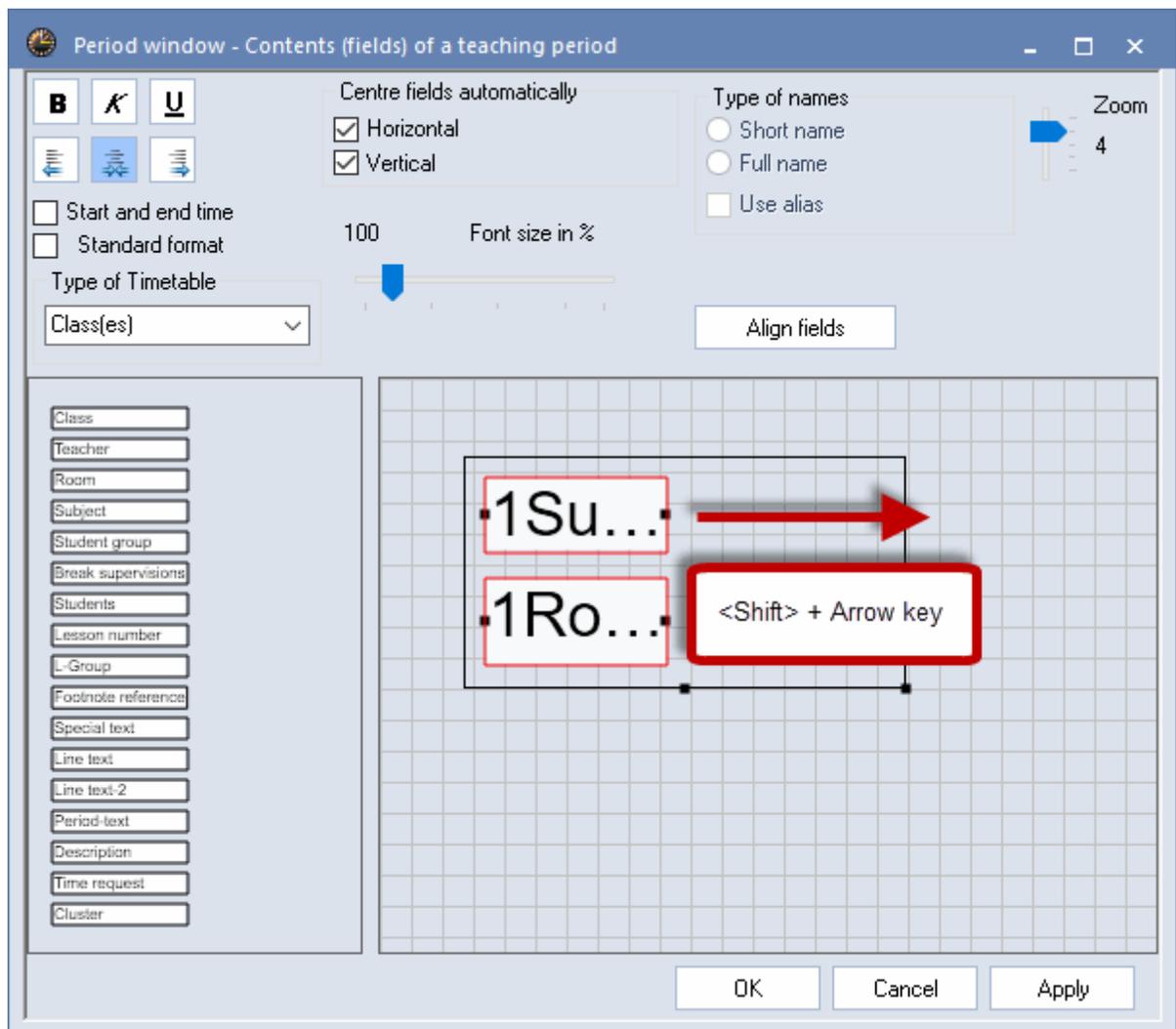
School year: 17.9.2018 - 29.6.2019

	Mo	Tu	We	Th	Fr
1	EN Arist R1a	MA Arist R1a	GEc. Hugo R1a	MU Callas R1a	MA Arist R1a
2	MU Callas R1a	EN Arist R1a	PEG. Arist SH2	DE Rub R1a	RE Nobel R1a
3	BI Cer R1a	AR Callas R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a
4	PEG. Arist SH2		DE Rub R1a	MA Arist R1a	DE Rub R1a
5		RE Nobel R1a			
6					
7		DS. Ander			

Cla1 - Class 1\*

**Tip**

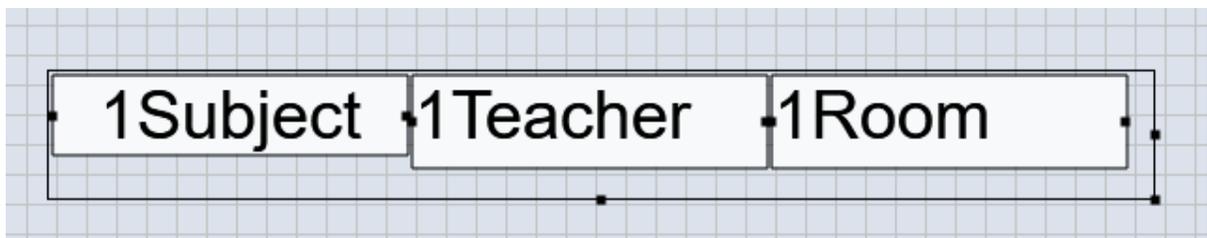
Holding the <Ctrl> key pressed allows several fields to be marked in the graphics editor and to be moved all together using the arrow keys. If several fields are marked, you can hold the <SHIFT> key pressed and shrink or enlarge all fields using the arrow keys.



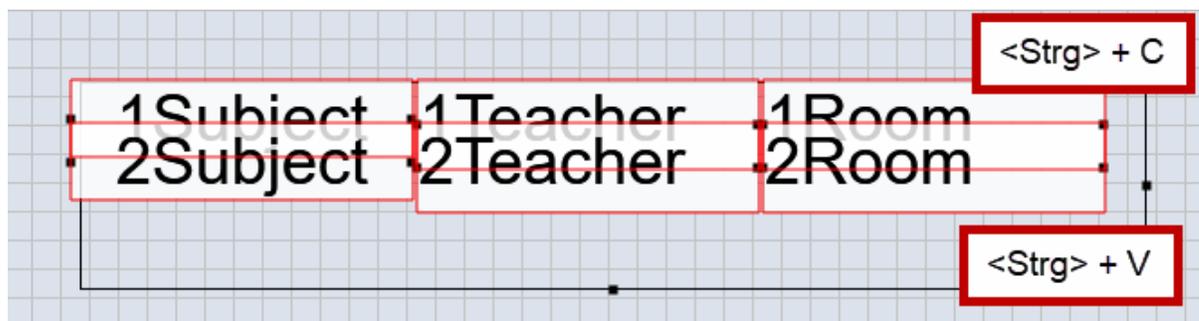
### 5.2.2 Coupled lessons

If you also wish to display the details of lesson couplings in the timetable, proceed as follows:

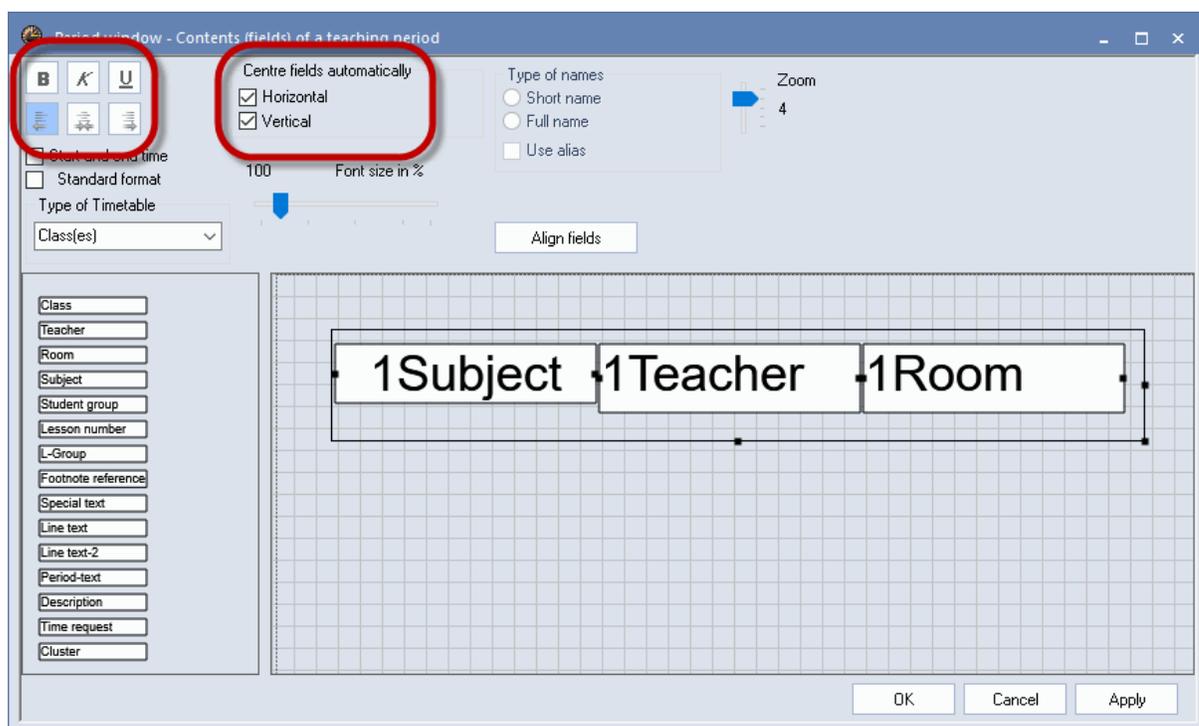
1. First, enlarge the period window by clicking on it (the background will turn blue) and dragging the edges until it is the desired size. Details on subjects, teachers and rooms are to be displayed side by side.



2. Highlight the fields for subject, teacher and room using <Ctrl>+click and insert them using <Ctrl>+C and <Ctrl>+V. Use the mouse to move them to the desired position.



3. You can centre the field by checking the respective box, either horizontal or vertical. You also can write elements in bold, in italics or you can underline them, or you can left-align, centre or right-align them.



4. The timetable now displays the details of the first and second coupling row in the timetable period

1a - Class 1a (Gauss) 8002 Timetable (Cla1)

6058 School year: 17.9.2018 - 29.6.2019

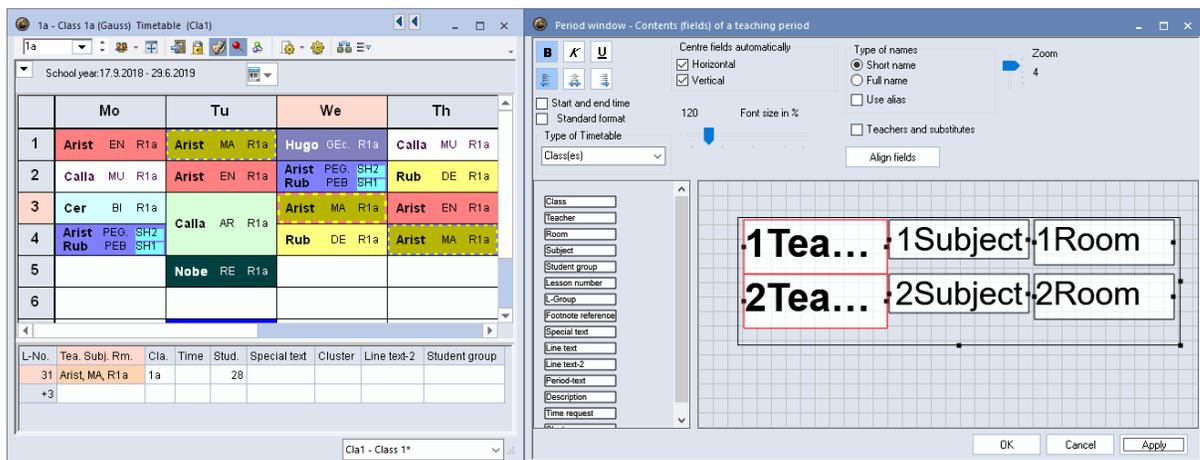
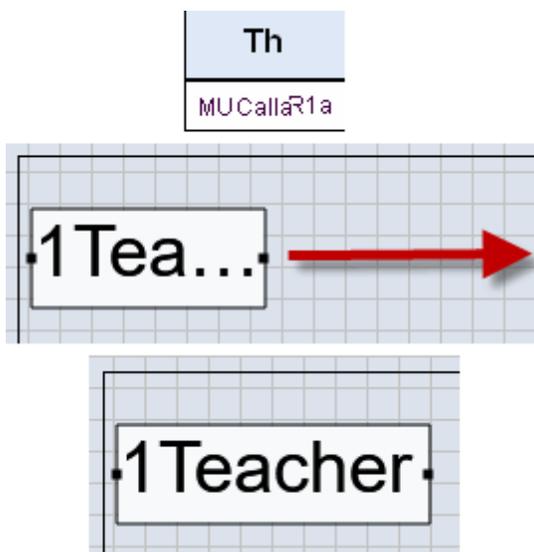
	Mo	Tu	We
1	EN Arist R1a	MA Arist R1a	GEc. Hugo R1a
2	MU Callas R1a	EN Arist R1a	PEG. Arist SH2 PEB Rub SH1
3	Bl Cer R1a	AR Callas R1a	MA Arist R1a
4	PEG. Arist SH2 PEB Rub SH1		DE Rub R1a
5		RE Nobel R1a	
6			
7		DS. Ander WS TX Curie TW	
8			

L-No.	Tea. Subj. Rm.	Cla.	Time	Stud.	Special text	Cluster	Lin
73	Arist, PEG, SH2	1a, 1b			For Girls Only		
+3	Rub, PEB, SH1	1a, 1b					

Cla1 - Class 1\*

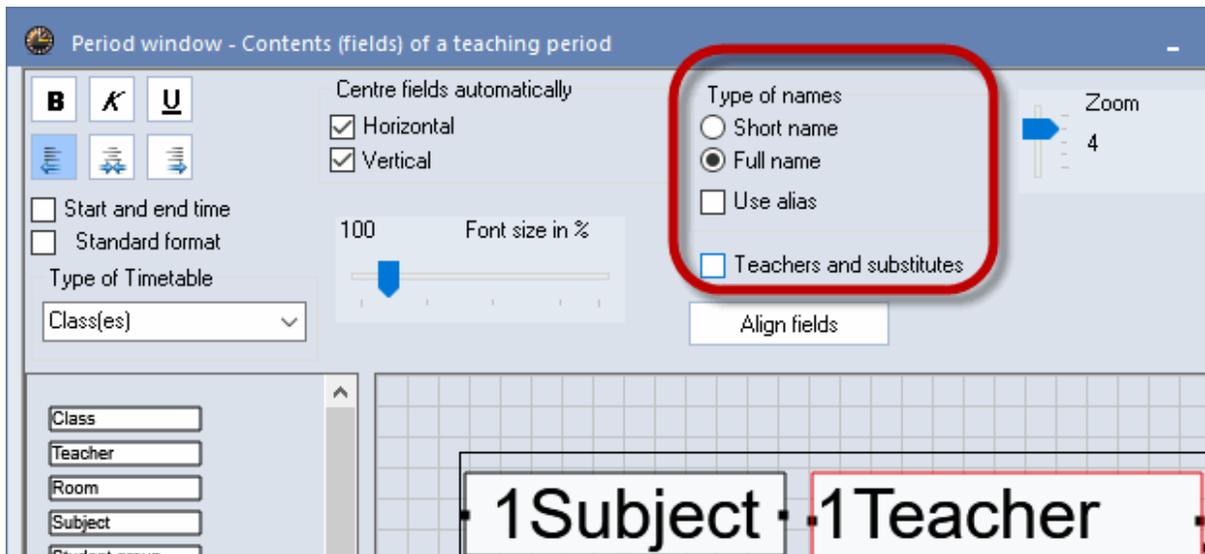
### 5.2.3 Layout field

A field that is too short to display the entire name (e.g. Callas Thursday, period 1) can be easily modified. You can resize any field in the timetable period by clicking on a button on the edge of the field and dragging it to the desired size. You can also change the font size for each separate field. The example shows how to change the font type of the subject to bold and the font size to 120% of the preset value (Arial 9).



### 5.2.4 Full name

Alternatively, you can display the full name or the alias name defined under master data. The example shows how the full name of the teacher (12 character max.) can be displayed in the timetable.



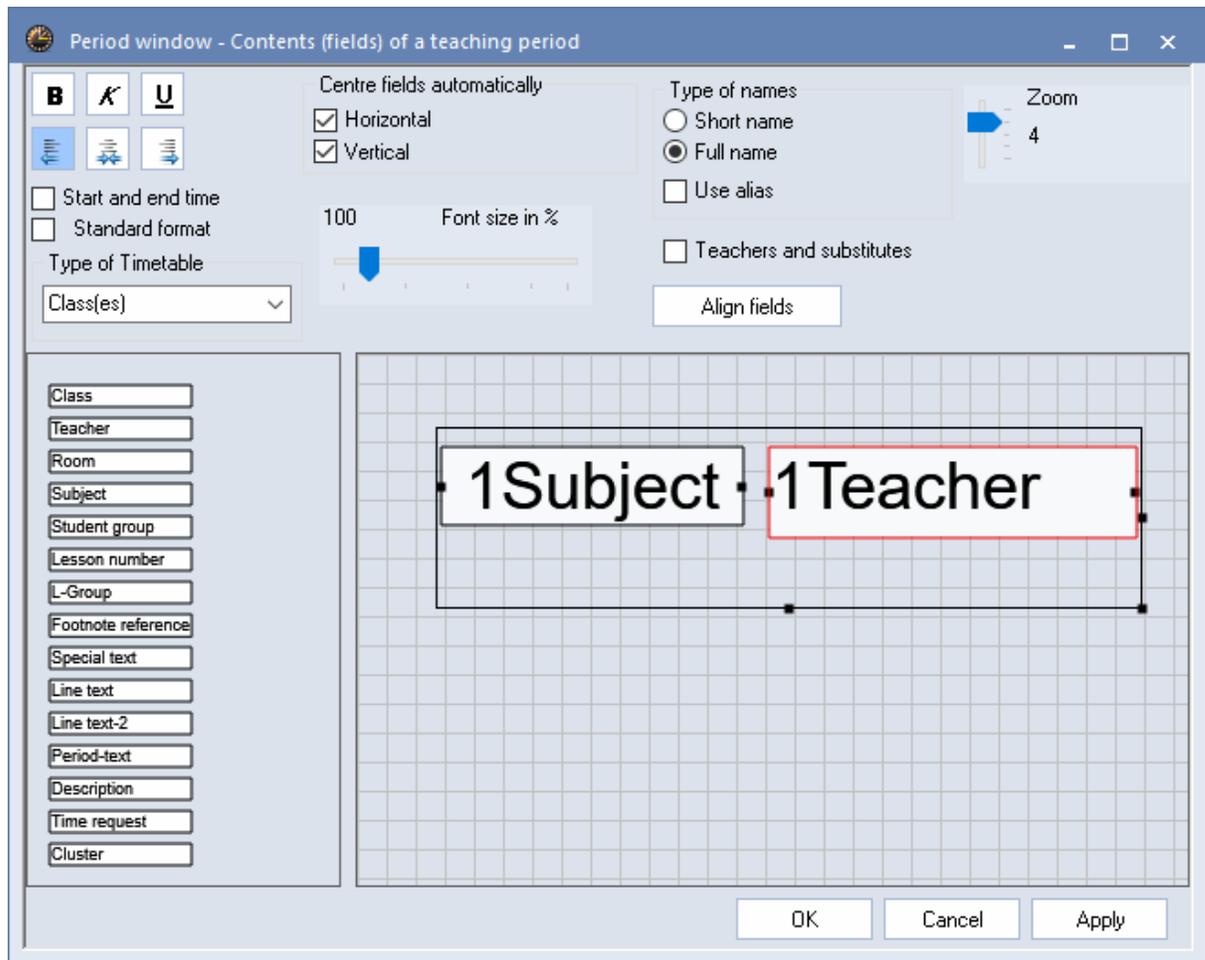
1a - Class 1a (Gauss) Timetable (Cla1)

School year: 17.9.2018 - 29.6.2019

	Mo	Tu	We	Th	Fr	Sa
1	EN Aristotl	MA Aristotl	GEc. Hugo	MU Callas	MA Aristotl	BI Cervante
2	MU Callas	EN Aristotl	PEG. Aristotl	DE Rubens	RE Nobel	EN Aristotl
3	BI Cervante	AR Callas	MA Aristotl	EN Aristotl	EN Aristotl	MA Aristotl
4	PEG. Aristotl		DE Rubens	MA Aristotl	DE Rubens	GEc. Hugo
5		RE Nobel				
6						
7		DS. Anderse				
8					PEG. Aristotl	

Cla1 - Class 1\*

In addition to the class, teacher, room, subject and footnote reference fields, the following additional information can be displayed in the period window of a timetable.

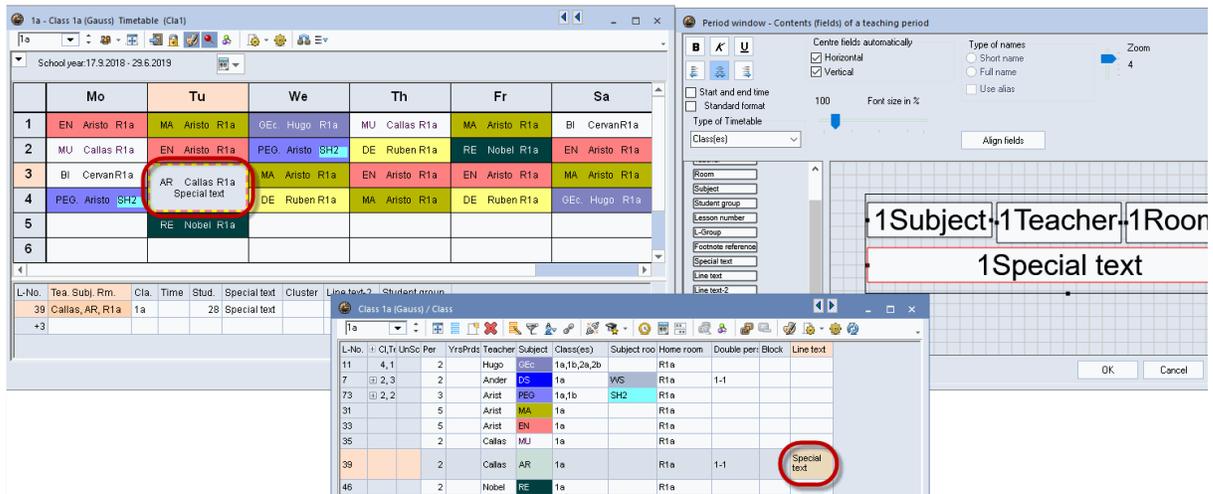


### 5.2.5 Lesson number

The unique lesson number used to designate the lesson can also be displayed as an additional item of information in the timetable..

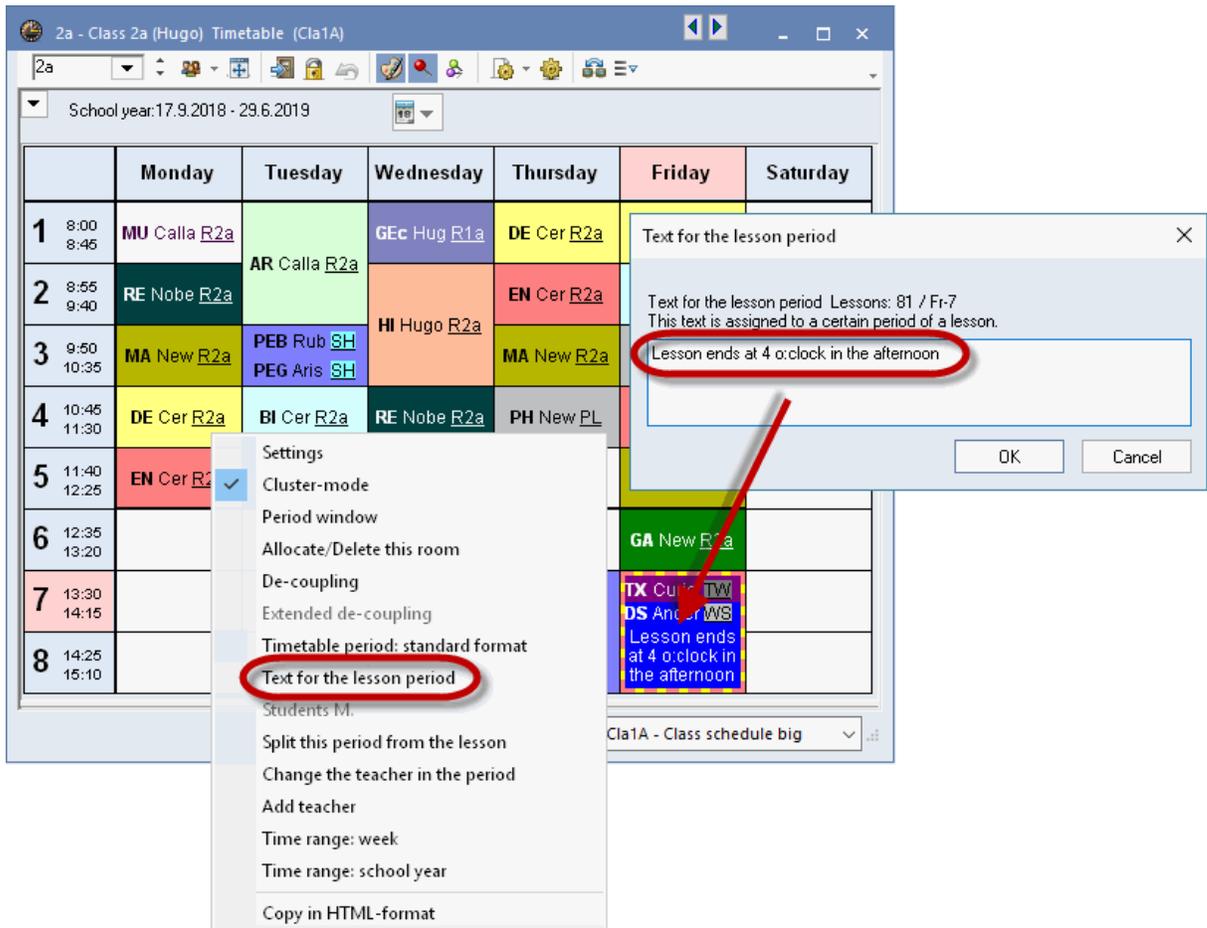
### 5.2.6 Special text

The special text field contains the text or the description entered for the lesson.



### 5.2.7 Text for the lesson period

Displaying this field in the timetable allows text relating to each period to be entered direct in the timetable. Right-click on the period concerned and select the option 'Text for the lesson period'. The text entered here will only be displayed in this period of the lesson even if several periods of the lesson are scheduled.



### 5.2.8 Description

Besides the text, the description entered for the lesson is also displayed.

### 5.2.9 Time requests

The time requests entered in the master data for the element in question can be displayed in the timetable either in colour or in black/white.

The screenshot shows a window titled "Time requests / Teacher-51". At the top, there is a search bar containing "Arist" and a dropdown menu showing "Aristotle". Below this is a weekly timetable grid with columns numbered 1 to 8 and rows for the days of the week. The cells for Monday through Saturday in columns 5 and 6 are highlighted in red and contain the values -1 and -2 respectively. Below the grid is a section titled "Additional unspecific time requests" with a table containing the following data:

Range	Number	Time request
Afternoon	3	Keep free, medium priority

### 5.2.10 Lesson group

Displays the lesson group assigned to the lesson (for use with the Multi-week timetable module). The example shows the DS lesson in weeks of type A and the PE lesson in weeks of type B.

6	12:35 13:20							
7	13:30 14:15		DS An WS WA					
8	14:25 15:10		TX Cu TW WA				PE Ari SH WB PE Ru SH WB	

L-No.	Tea. Subj. Rm.	Cl.	Time	Stud.	Special text	Cluster	Line text-2	Student group
73	Arist, PEG, SH2	1a, 1b	B WB		For Girls Only			
+3	Rub, PEB, SH1	1a, 1b	B WB					

Cla1A - Class schedule big

### 5.2.11 Break supervision

Break supervisions can be displayed in teacher timetables. This function is only available with the 'Break supervision' module.

Arist - Aristoteles Stundenplan (Leh1A)

Schuljahr: 17.9.2018 - 29.6.2019

	Montag	Dienstag	Mittwoch	Donnerstag
1 8:00 8:45	1a R1a E	Hof2 1a R1a Mat	Kell *3a, Th2 Spor	4 Ph Ho
2 8:55 9:40	1b R1b Mat	1a R1a E	*1a, Th2 Spor	1b R1
3 9:50 10:35	*3a, Th2 Spor	*2b, Th2 Spor	1a R1a Mat	1a R
4 10:45 11:30	Kell *1a, Th2 Spor	1b R1b Mat	1b R1b Mat	Ki 1a R1

### 5.2.12 Number of students

The number of students registered for the lesson or the number of students who have selected the course can be displayed in teacher timetables (for use with the Course scheduling module).

### 5.2.13 Cluster (simultaneous lessons)

The Course scheduling module allows the names of clusters (groups of simultaneous lessons) to be displayed in the timetable.

### 5.2.14 Alias (alternative names)

If you wish to display a name on the timetable and the printout other than the usual name, define an alias name for subjects, classes or teachers by clicking on the tab 'Data input', 'Other Data | Alias names'. To display the alias on the timetable, check the box 'Timetable' in the 'Alias' window and the box 'Use alias' in the timetable period.

You can also define one alias name for several classes. For example, if a teacher teaches all third-year classes, classes 3a, 3b etc. can be combined under one name 'Year 3'.

The screenshot displays the '1a - Class 1a (Gauss) Timetable (Cla1A)' window. The main window shows a weekly timetable grid. An 'Alias name' dialog box is open, showing a table with columns for 'Alias name', 'Authority', 'Timetable', and 'Element'. The 'Timetable' column has checkboxes checked for 'Year 1', 'Year 2', and 'Year 3'. The 'Element' column contains '1a,1b', '2a,2b', and '3a,3b'. The 'Period window - Contents (fields) of a teaching period' dialog is also open, with the 'Use alias' checkbox checked. Below the timetable, a table shows lesson details:

L.No.	Tea.	Subj.	Rm.	Clas.	Stud.
73	Arist,	PEO,	SH2	Year 1	
	Rub,	PEB,	SH1	Year 1	

### 5.2.15 Start and end time

Activating this option will display two additional fields in the timetable period that show the times of the start and the end of lessons. The fields can be moved and resized in the usual manner.

	Monday	Tuesday
<b>1</b> 8:00 8:45	8.00 <b>EN Arist R1a</b> 8.45	8.00 <b>MA Arist R1a</b> 8.45
<b>2</b> 8:55 9:40	8.55 <b>MU Calla R1a</b> 9.40	8.55 <b>EN Arist R1a</b> 9.40
<b>3</b> 9:50 10:35	9.50 <b>BI Cer R1a</b> 10.35	9.50 <b>AR Calla R1a</b> 11.30
<b>4</b> 10:45 11:30	10.45 <b>PEG Aris SH</b> <b>PEB Rub SH</b> 11.30	11.30
<b>5</b> 11:40 12:25		11.40 <b>RE Nobe R1a</b> 12.25

In addition to the editing options in the timetable period, the application also offers a number of additional functions that can be used to customise screen displays and printouts.

### 5.2.16 Standard format

The functionality of the standard format allows the timetable to display all coupling lines with information on classes, teachers, rooms and subjects. Optimal use is made of the space available within the timetable cell, and the size of the type face for couplings is reduced accordingly where necessary.

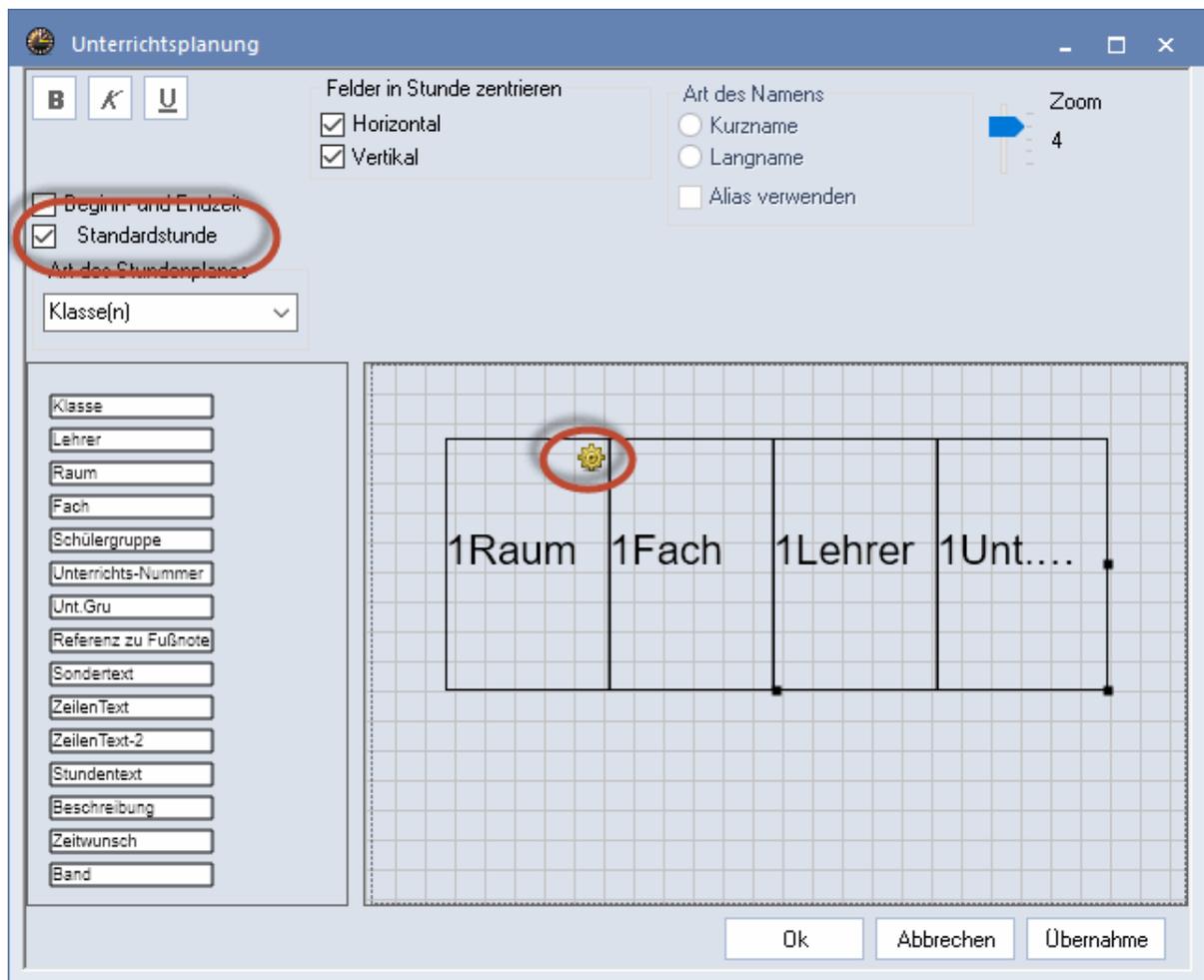
The standard format can be activated and deactivated in any timetable by clicking the right mouse button and selecting 'Timetable period: standard format'.

The screenshot shows a software window titled "1a - Class 1a (Gauss) Timetable (Cla1)". The main window displays a weekly timetable grid for the school year 17.9.2018 - 29.6.2019. A settings menu is open over the grid, with the option "Timetable period: standard format" circled in red. A red arrow points from this option to a specific cell in the timetable below.

The timetable below shows the following data:

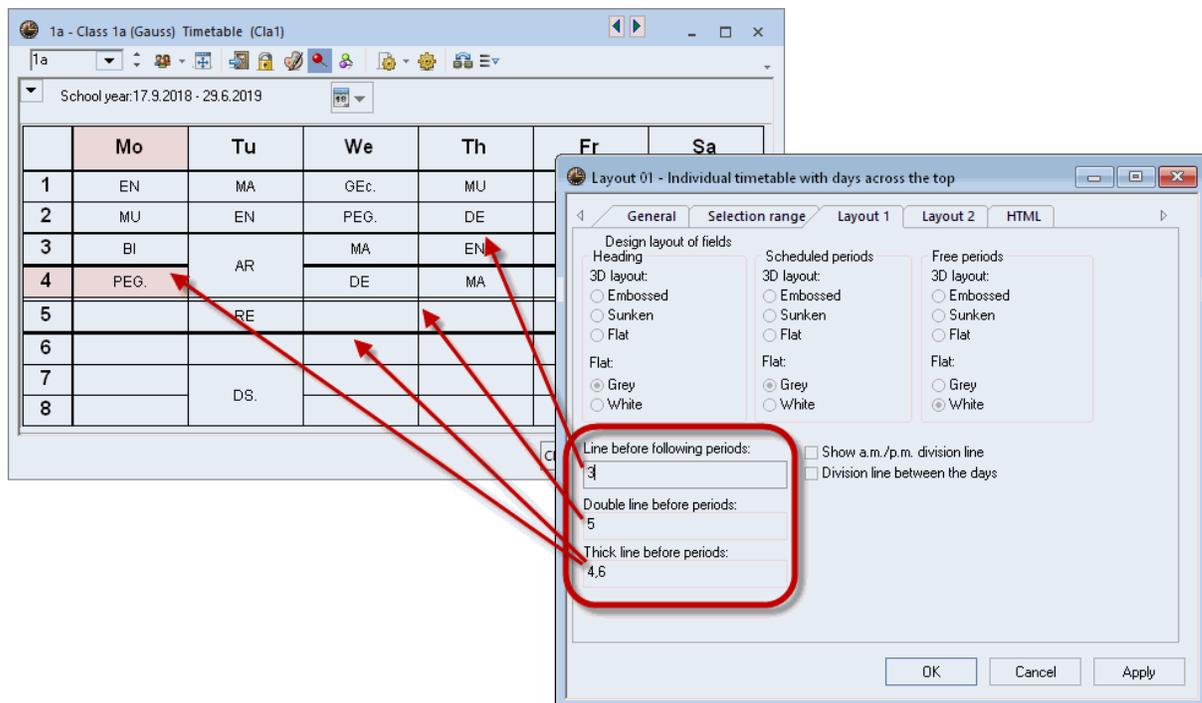
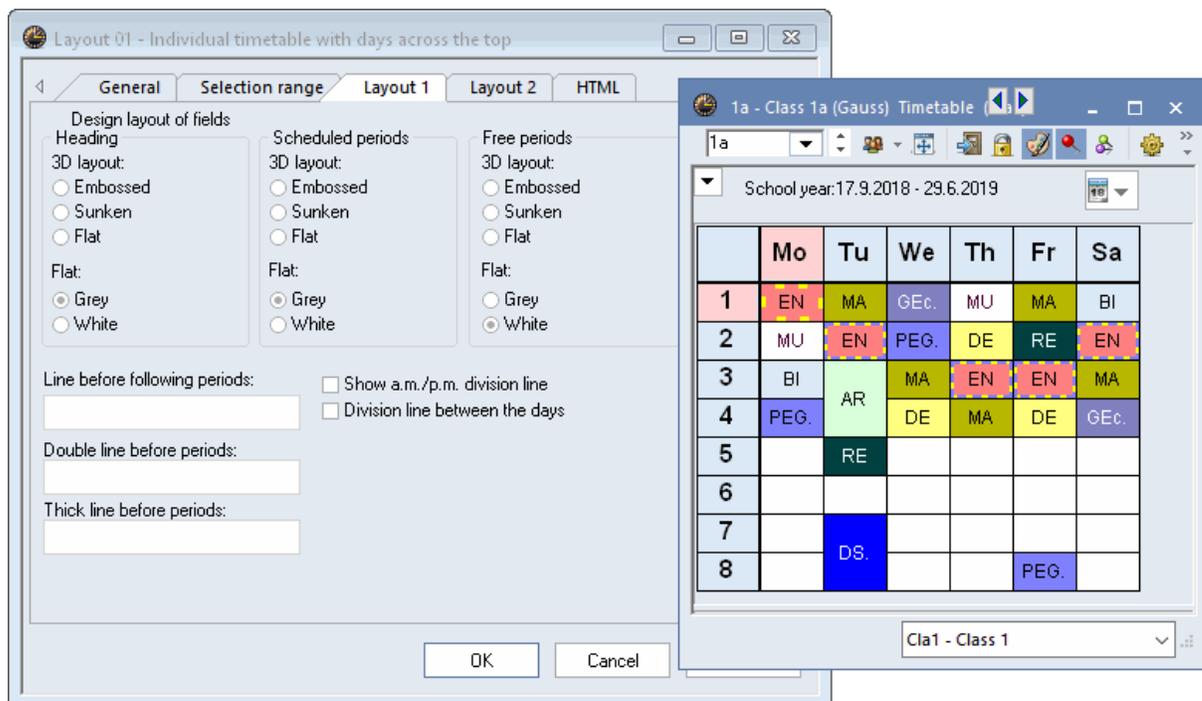
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00 8:45	EN Arist R1a	MA Arist R1a	GEc Hug R1a	MU Calla R1a	MA Arist R1a	BI Cer R1a
2 8:55 9:40	MU Calla R1a	EN Arist R1a	PEG Aris SH PEB Rub SH	DE Rub R1a	RE Nobe R1a	EN Arist R1a
3 9:50 10:35	BI Cer R1a	AR Calla R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a	MA Arist R1a
4 10:45 11:30	PEG Aris SH PEB Rub SH		DE Rub R1a	MA Arist R1a	DE Rub R1a	GEc Hug R1a
5 11:40 12:25		RE Nobe R1a				
6 12:35 13:20						
7 13:30 14:15		DS Ander WS				
8 14:25 15:10		TX Curie TW			PEG Aris SH PEB Rub SH	

In the timetable settings under <Period window> you can select the standard format for all three fields.

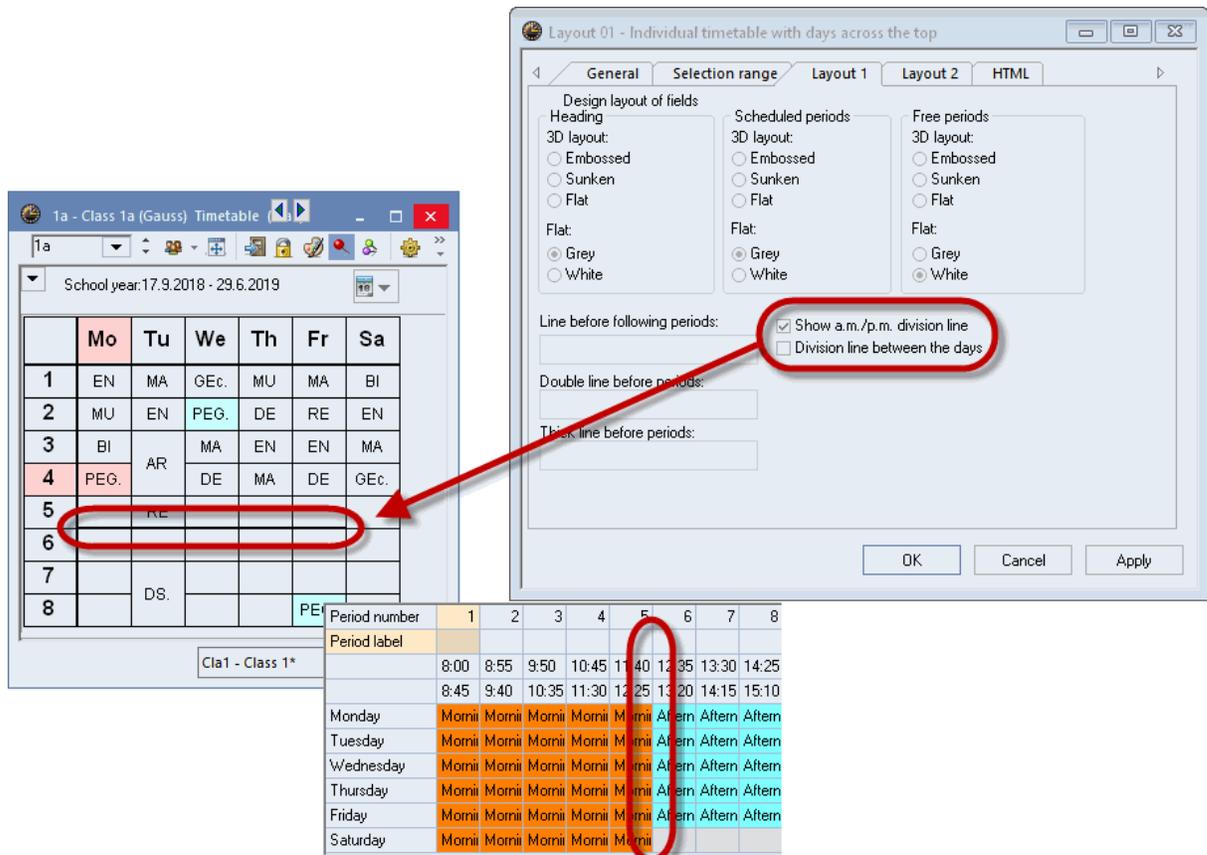


### 5.3 Layout 1

The settings on the 'Layout 1' tab under <Settings> can be used to change the timetable display on the screen and the printout. The settings offer options for customising the layout of headings (e.g. weekday, period number), scheduled periods and free periods.



The 'Layout 1' tab also provides the possibility of displaying lines in the display and on the printout in order, for example, to indicate the different lengths of breaks

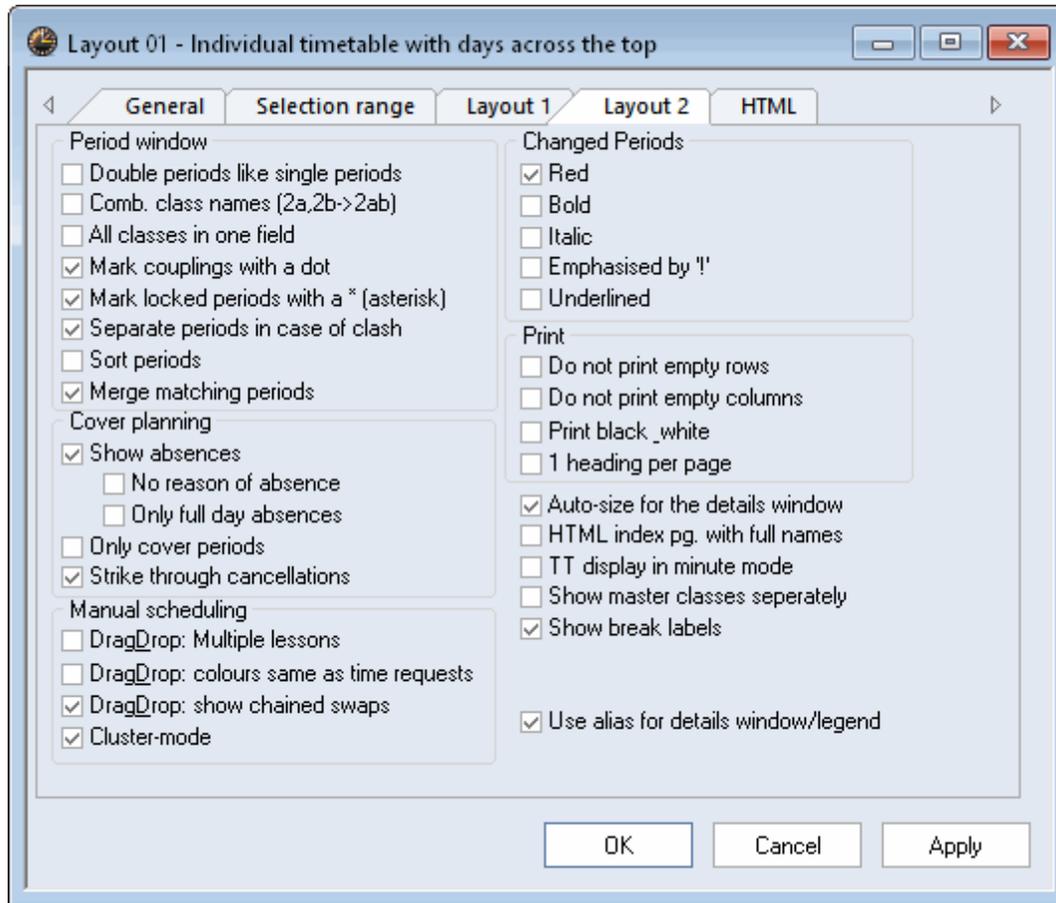


The 'Show a.m./p.m. division line' check box allows the division line to separate morning lessons from afternoon lessons in the time grid.

Check the 'Show division line between the days' box to display a thicker division line between days than between the periods in order to improve clarity.

## 5.4 Layout 2

The settings on the 'Layout 2' tab partly affect both the screen and the print layout, partly only the print layout or the HTML output.



### 5.4.1 Double periods like single periods

#### Double periods like single periods

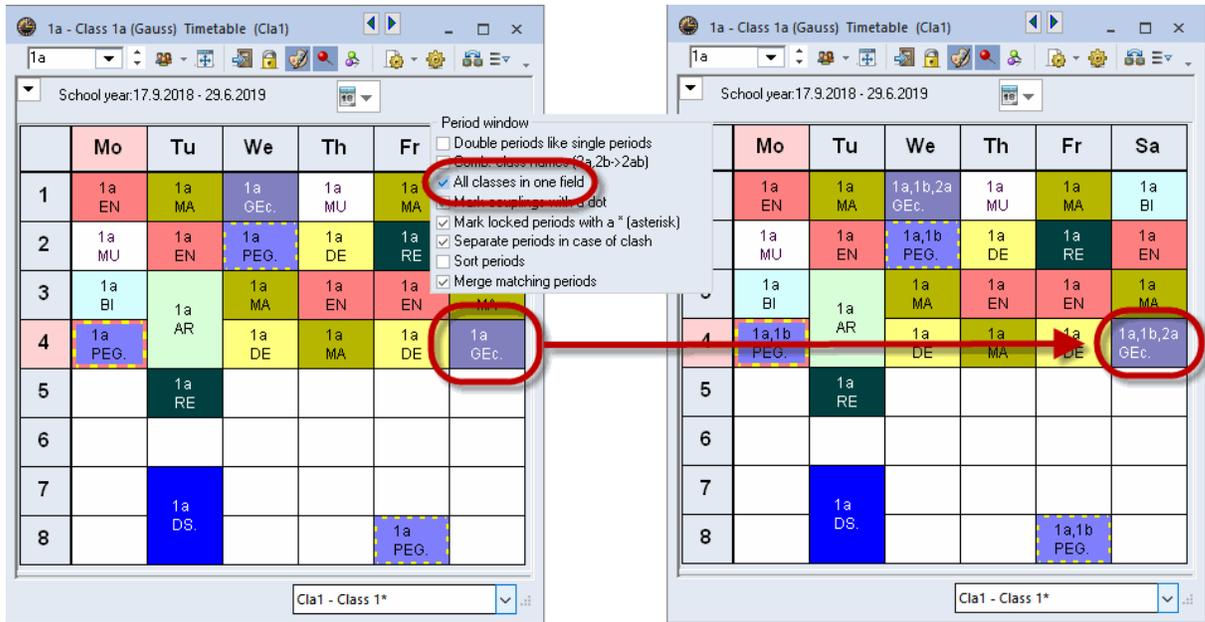
Double periods are displayed like single periods.

### 5.4.2 Comb. class names (2a,2b -> 2ab)

With teacher timetables, it is often desirable to be able to see all the classes the teacher teaches. Combined class names were created as a way of showing all classes in a single cell and thereby saving space. The names of all classes being displayed are combined.

### 5.4.3 All classes in one field

If a teacher takes students from more than one class for a lesson, all classes involved will be displayed in the relevant timetable field in the period window



#### 5.4.4 Label couplings with a dot

Coupled lessons are marked with a dot in the period window.

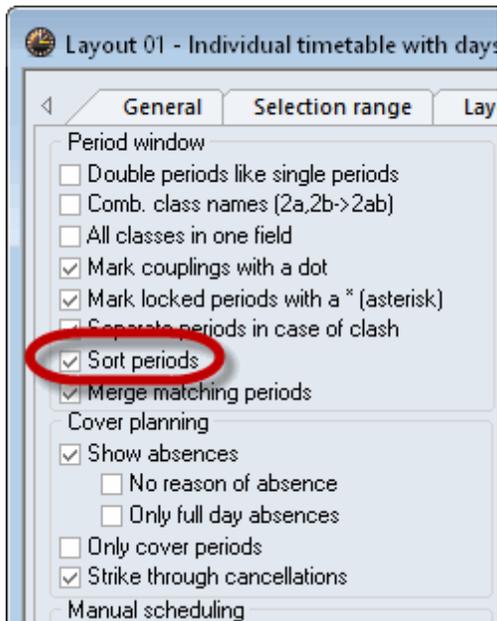
#### 5.4.5 Label locked periods with a \* mark

Manually locked periods are marked with an asterisk (\*) in the timetable .



### 5.4.7 Sorting periods

When several lessons take place in the same period on the same week day, but in different weeks, you can sort the lessons by start date using this function.



### 5.4.8 Cover planning block

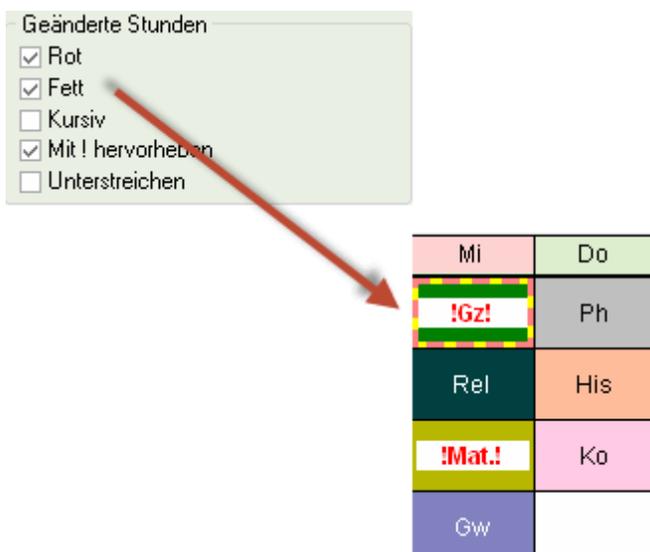
If you use the Cover planning module you can use the options listed here to influence how the changes are displayed.

### 5.4.9 DragDrop

Please refer to chapter 'Manuel Scheduling'

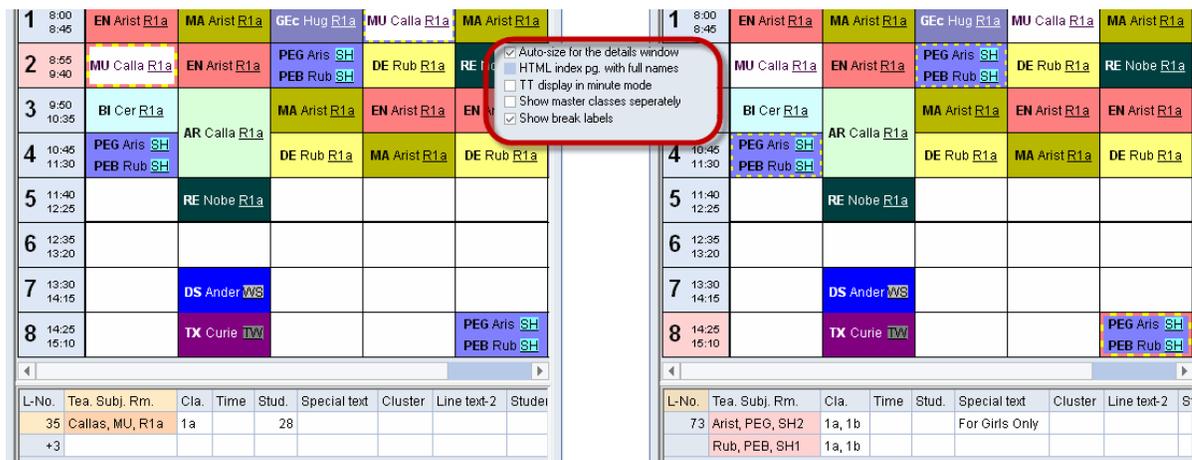
### 5.4.10 Changed periods

When comparing timetables and in the cover planning mode you can determine how changed periods should be highlighted. In the example, modifications from the normal lessons are shown in red, bold and with !.



### 5.4.11 Auto-size for the details window

This option automatically resizes the period details window (lower section of the timetable window) to fit the contents.



### 5.4.12 HTML index page with full names

Please refer to chapter 'Timetables in HTML format'.

### 5.4.13 TT display in minute mode

If lesson times differ on different days it can make sense to enter the individual periods of the timetable on a scale to the exact minute. Untis provides this option with its timetable display in minute mode.

1a - Class 1a (Gauss) Timetable

1a

School year: 17.9.2018 - 29.6.2019

Auto-size for the det.  
 HTML index pg. with  
 TT display in minute  
 Show master classe:  
 Show break labels

	Mo	Tu	We	Th
8.00	EN	MA	GEc.	MU
9.00	MU	EN	PEG.	DE
10.00	BI	AR	MA	EN
11.00	PEG.		DE	MA
12.00		RE		
13.00		DS.		

L-No.	Tea	Subj.	Rm.	Cla.	Time	Stud.
31	Arist	MA	R1a	1a	9.50-10.35 (45)	28
+3						

Cla1 - Class 1\*

#### 5.4.14 Show master classes separately

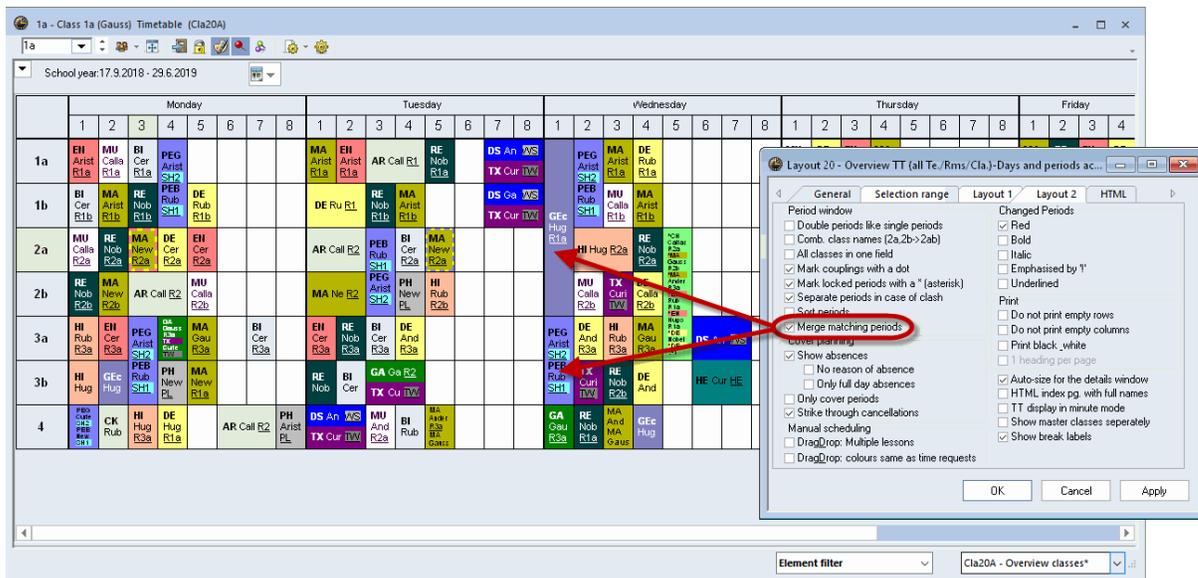
Please refer to chapter 'Type-separated class components'.

#### 5.4.15 Use alias for details window/legend

Displays the alias of the different elements in the timetable details window and the legend (e.g. changes your short name 'MA' to the common school name 'Maths'); (please refer to chapter 'Alias names').

#### 5.4.16 Connect periods of different elements

In overview timetables it is possible to connect timetable cells with each other across couplings.



## 5.5 School holidays

The timetables display the free days entered under 'Settings | School holidays'. The prerequisite for this is that the timetable display has been set to weeks (<Settings>, 'Selection range | Calendar week').

**School Holidays**

Name	Full name	From	To	Next week (A,B,...)	No. of subsequent school
christmas	christmas holidays	22.12.18	07.01.19		

Date: Mo 7.1.2019  
Calendar week: 2

2018  
September  
October 1 2 3 4 5 6 7 8 9 10 11  
November 1 2 3 4 5 6 7  
December 1 2 3 4 5 6 7 8 9 10 11

2019  
January 1 2 3 4 5 6 7 8 9 10 11  
February 1 2 3 4 5 6  
March 1 2 3 4 5 6  
April 1 2 3 4 5 6 7 8 9 10 11  
May 1 2 3 4 5 6 7 8  
June 1 2 3 4 5

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

07.01.2019 - 12.1.2019

	Mo	Tu	We	Th	Fr	Sa
1	christmas holidays	MA	GEc.	MU	MA	BI
2		EN	PEG.	DE	RE	EN
3		AR	MA	EN	EN	MA
4		DE	MA	DE	GEc.	
5		RE				
6						
7						
8		DS.			PEG.	

**General data**

School year	Number of days: 285
Lessons	Number of days: 244

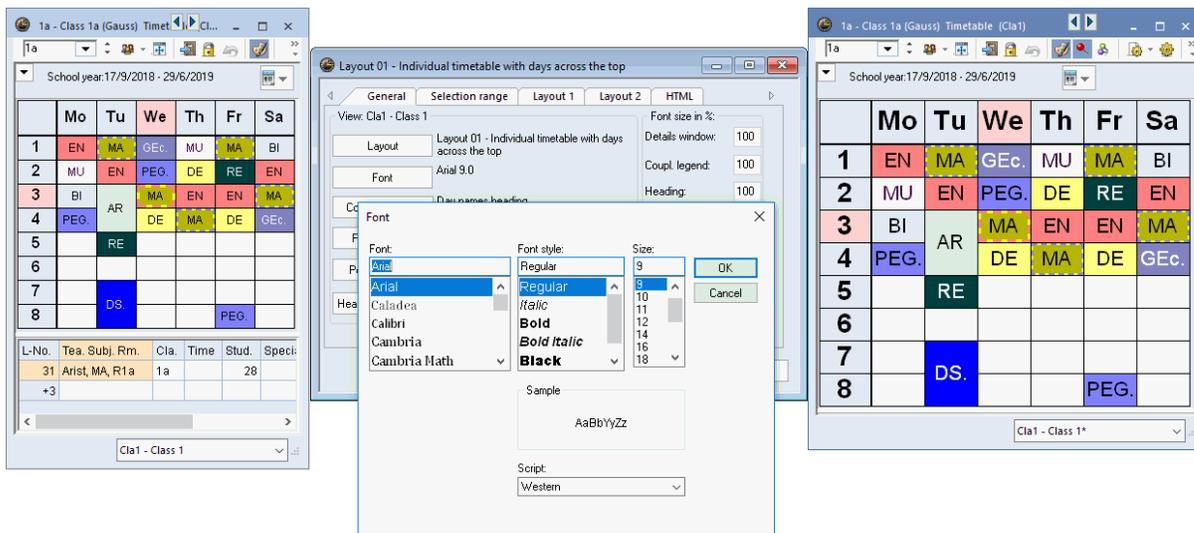
  

L-No.	Tea.	Subj.	Rm.	Cla.	Stud.
+3					

Cla1 - Class 1\*

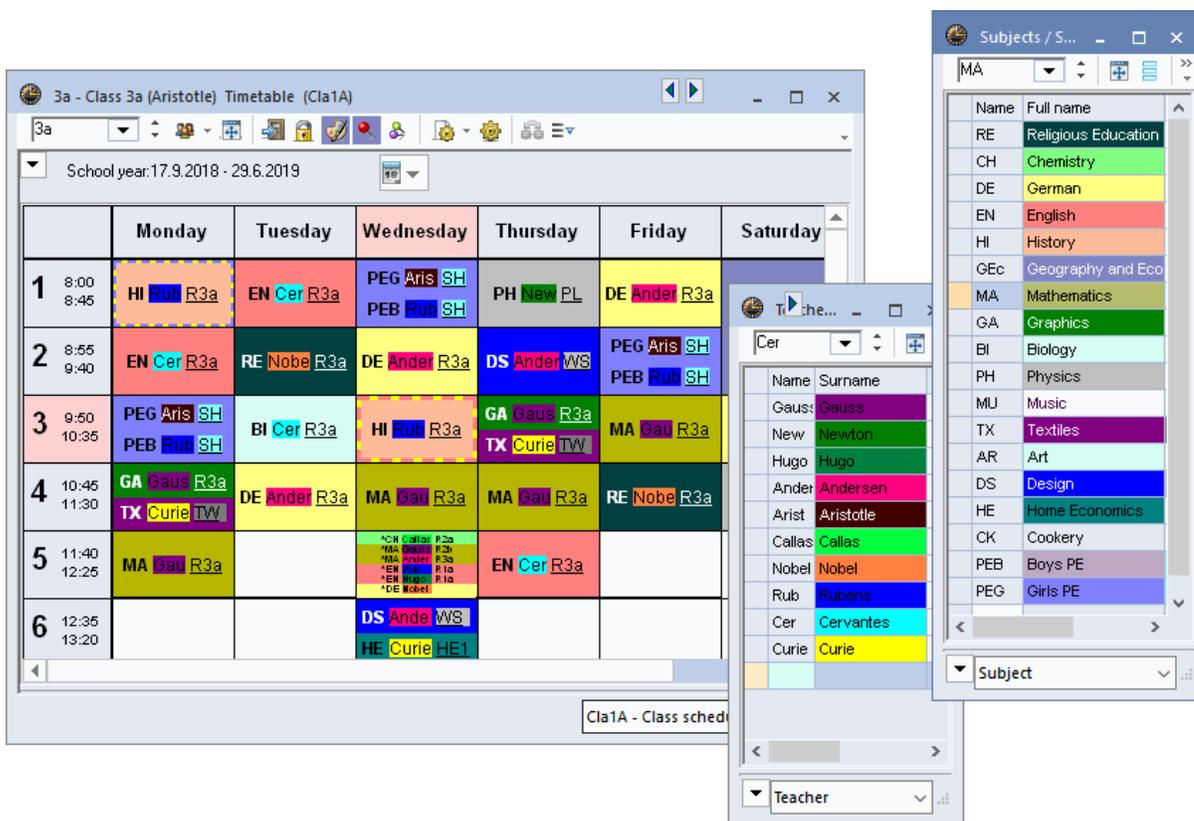
## 5.6 Font

The overall size of the timetable window not only depends on the details displayed in the timetable periods, but also on the selected font. The font size and type can be changed under <Settings>, 'General | Font'.



## 5.7 Colour codes

The colour codes specified for elements under master data will be displayed in the timetable

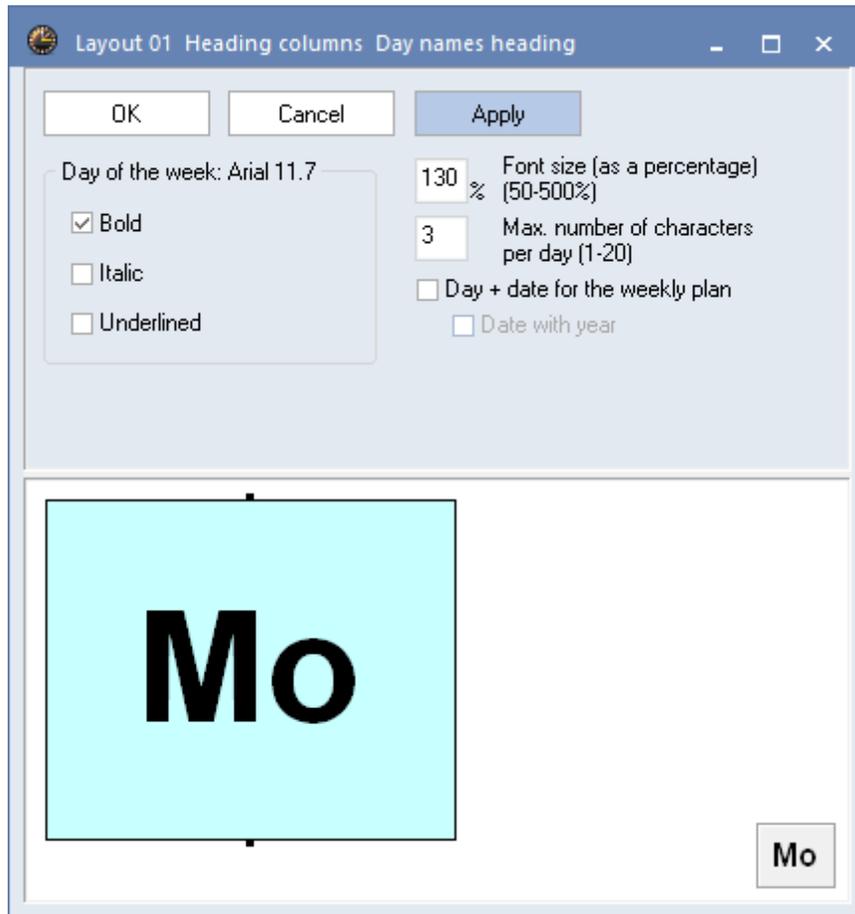


The example shows the colour coding of subjects and teachers, i.e. teacher Cer (red background)

teaches a biology lesson (blue background) on Monday.

## 5.8 Column headings

Customise column headings (e.g. days of the week) under option 'Column heading' on the 'General' tab under <Settings>.



The overview timetables with format 20 provide options for the display of additional information such as dates or start and end times.

**Note:**

The name of the period specified in the grid view can be printed instead of the period number.

## 5.9 Row headings

The row headings (e.g. start times) can be customised under option 'Row heading' on the 'General' tab under <Settings>.

You can display the period number and/or the period times. In addition, you can choose between single and multiple row display and specify the font type and size. As always, you will see an example of your settings in the bottom right hand corner of the preview pane.

The screenshot shows a window titled "1a - Class 1a (Gauss) Timetable (Cla1)" with a toolbar and a dropdown menu showing "1a". Below the toolbar, it says "School year: 17.9.2018 - 29.6.2019". The main area displays a timetable grid with columns for days (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). The cells contain lesson codes and times. A dialog box titled "Layout 01 Heading rows Periods heading" is open, allowing customization of the heading row format. The dialog has buttons for "OK", "Cancel", and "Apply". It includes a "Type of heading" dropdown set to "Times and Period No.", a "Time Format (Pers.)" section with a "Number of lines (1-3)" input set to 2 and radio buttons for "Start time only" and "Start and end time" (selected). The "Time Format (Pers.): Arial 9.0" section includes a "100%" input, checkboxes for "Bold", "Italic", and "Underlined", and radio buttons for "Left-aligned", "Right-aligned", and "Centred". Below the dialog, a preview shows a large "8" in a box and a cyan box containing "14:25" and "15:10". A small inset shows the final result: "8 14:25 15:10".

	Mo	Tu	We	Th	Fr	Sa
1	8:00 8:45 EN	MA				
2	8:55 9:40 MU	EN				
3	9:50 10:35 BI					
4	10:45 11:30 PEG.	AR				
5	11:40 12:25				RE	
6	12:35 13:20					
7	13:30 14:15					
8	14:25 15:10					DS.

In room overview timetables the capacity of rooms recorded in the master data can be displayed in the row heading.

The screenshot displays a timetable application window titled 'Ps2 - Pseudo Room 2 (4) Timetable (Roo20A)'. The main area shows a grid for Monday, Tuesday, and Wednesday, with columns numbered 1 to 8. Various rooms and teachers are listed in the cells, such as SH1 (31), SH2 (33), PL (36), WS (25), TW (26), HE1 (34), and R1a (36). A dialog box titled 'Layout 20 Heading rows Heading with the short name' is open, allowing for customization of the heading rows. The dialog includes options for 'Type of heading' (Short name only), 'Short name: Arial 9.6', '5 Max. characters', '120 % Font size (as a percentage) (50-500%)', and checkboxes for 'Room capac. in parentheses', 'Bold', 'Italic', and 'Underlined'. Radio buttons for 'Left-aligned' and 'Centred' are also present. A preview window shows the word 'Stand' in a large, bold, black font on a light blue background.

## 6 Printing

You can print a timetable via  or via . Alternatively, you can use the shortcut <Ctrl>+P. Clicking on either option first displays the print selection window, where you can choose additional settings. Click on <OK> to open the print dialogue or the page preview.

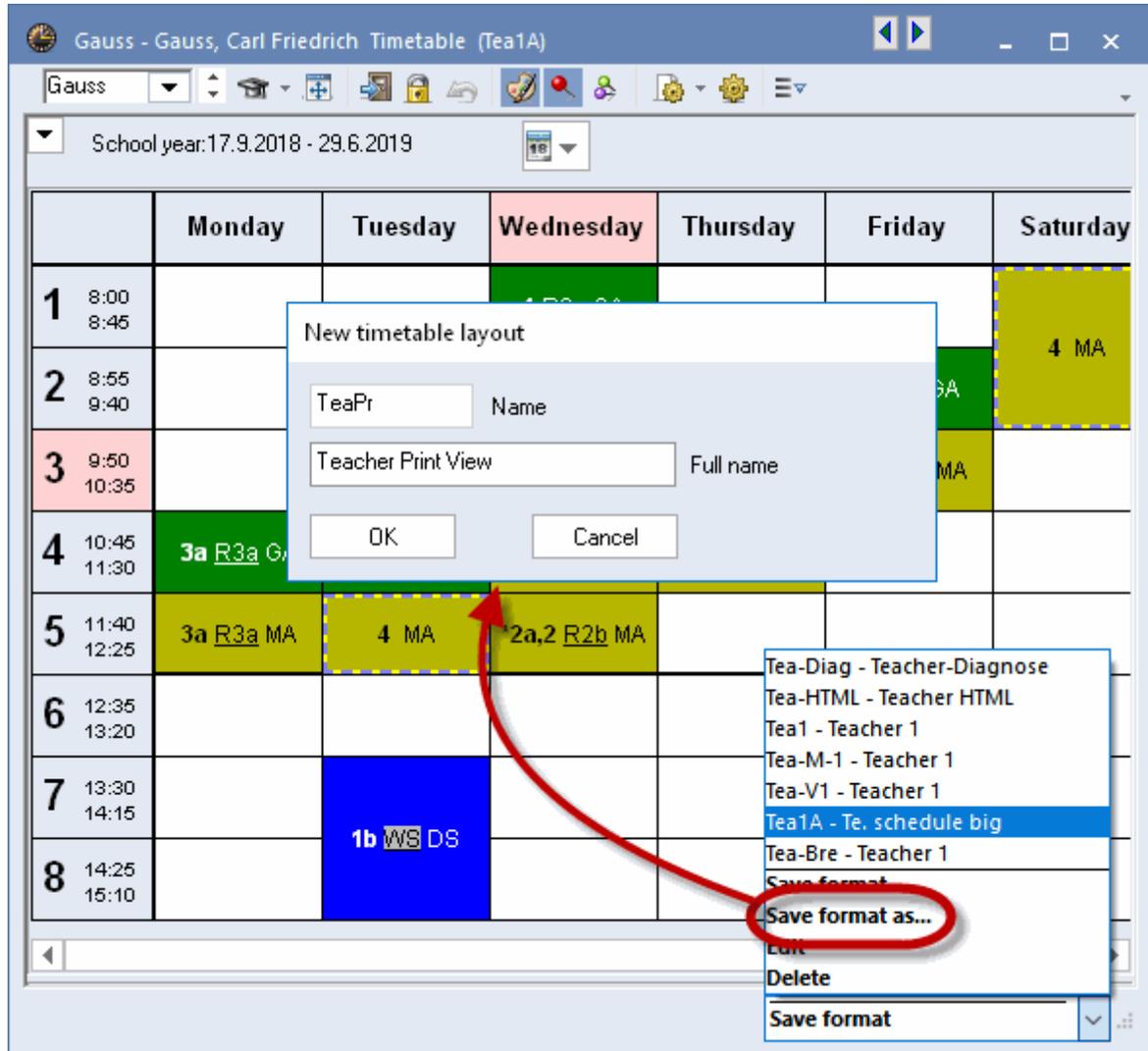
Create customised print views if you wish the printed versions of your timetables to differ from the screen display.

### 6.1 New print view

Create a new timetable view (see description under '[New timetable view](#) ') based on the timetable that most resembles the print version you wish to create. Assign a new descriptive name to the new timetable format (e.g. TeacherTimetablePrint).

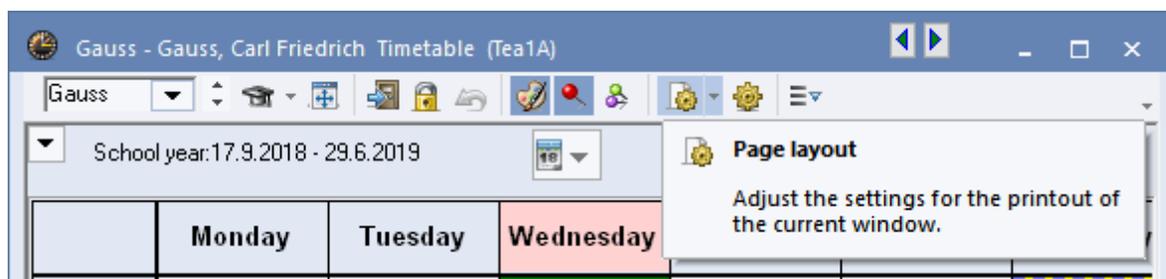
Customise the period display in the period window and in the row and column headings as described in the previous chapters

As a general rule, the print version will be identical to the screen display unless you customise the print versions or add additional information.



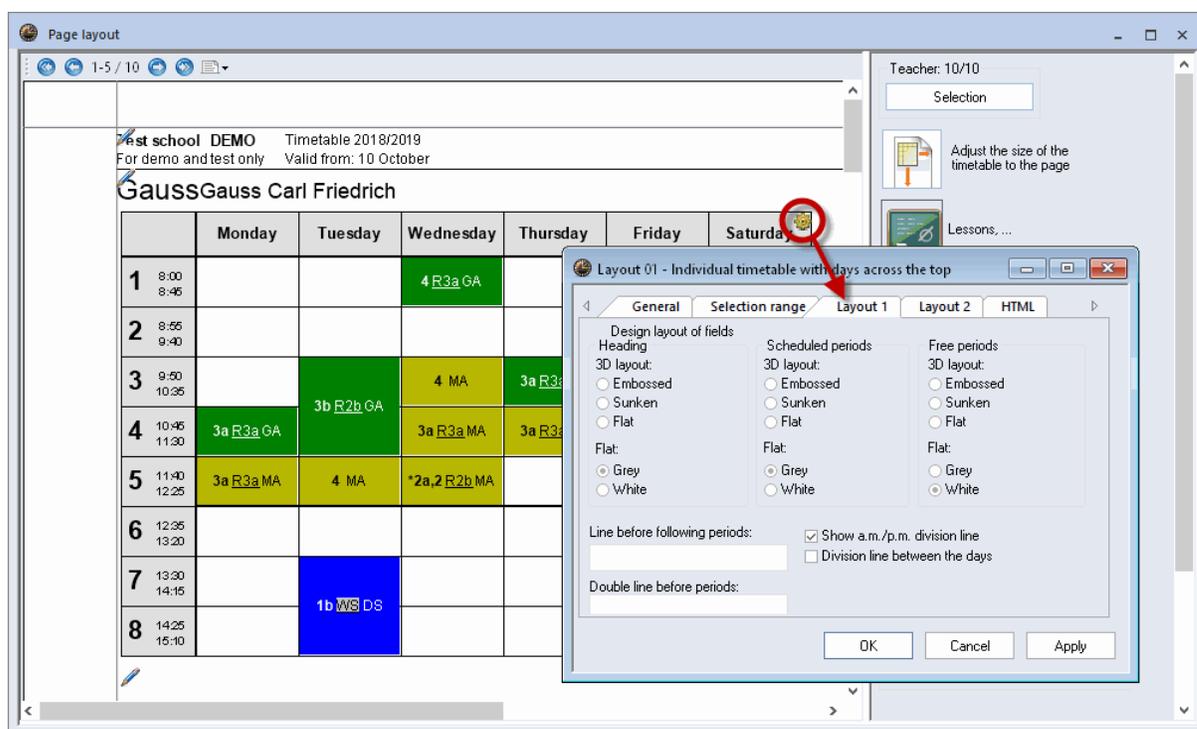
## 6.2 Page layout

Many settings for printing the timetable can be done directly in the page layout. Click on the 'Page layout' button in the toolbar of the respective timetable or go to the quick launch bar.



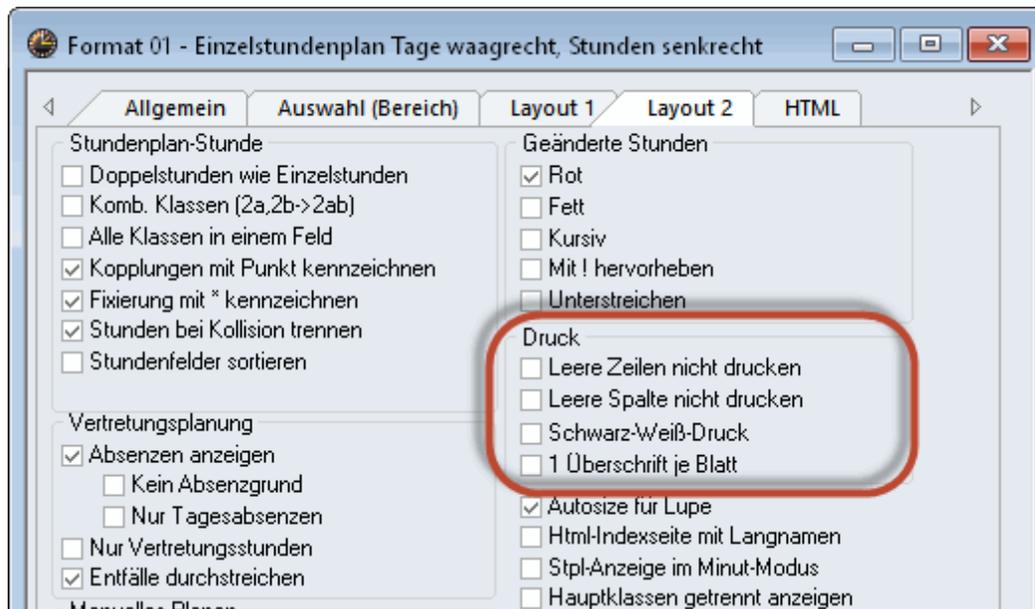
## 6.2.1 Layout

Modify the print layout on the 'Layout 1' and 'Layout 2' tabs under [Settings](#) .



On the tab Layout 1 you can select the 3D layout option for Headings, Scheduled periods and Free periods under '3D layout'.

Under Layout 2 you can select different settings for printing.



### Do not print empty rows / columns

Empty rows or columns will not be printed. This option allows for considerable savings in paper and space (especially for summaries and timetables in HTML format).

### Print black & white

Select this option if the timetables on your screen are colour-coded, but you wish the timetables to be printed in black & white (for instance, because your printer does not support colour printing).

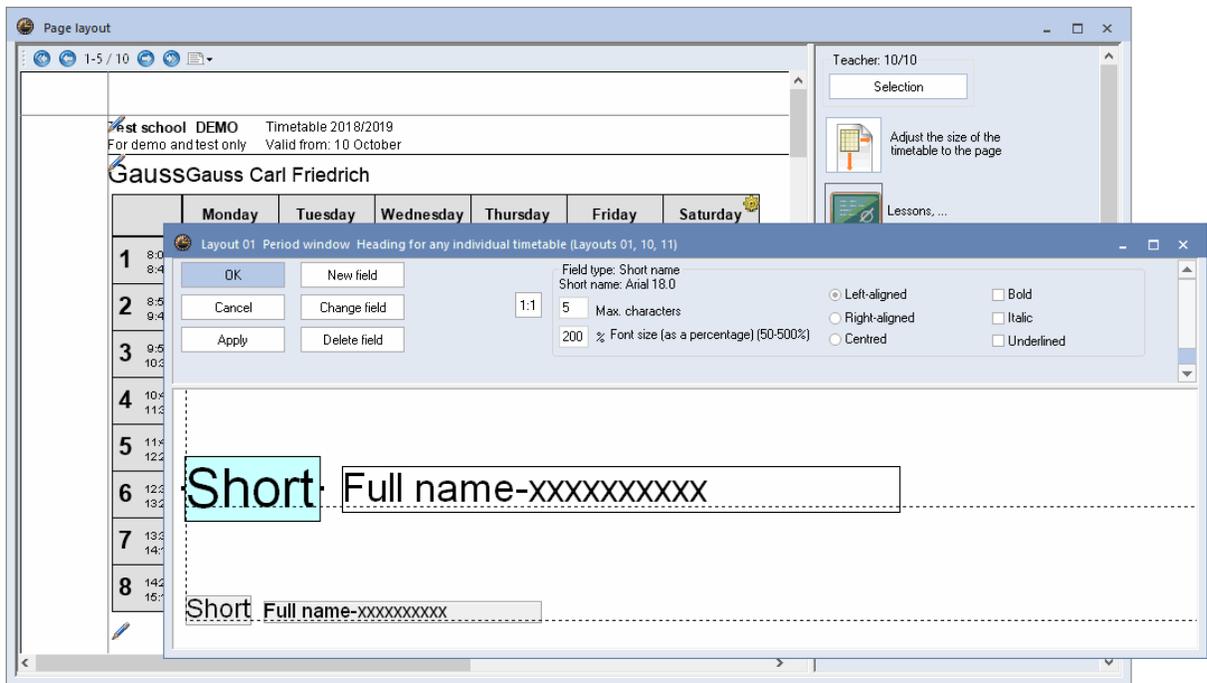
### 1 heading per page

You can print any number of timetables on one page and by default the heading (school name, date, file name etc.) appears above each timetable. You can deactivate this functionality by checking '1 heading per page' and so print just one heading on a page.

## 6.2.2 Headings

Headings in individual timetables (formats 1, 10 and 11) can be customise for printing. Click on [Page layout](#) on the pen symbol.

By default, the full and the short names of the element will be displayed. Layout and format (font size, alignment, font style etc.) of individual headings can be changed in the upper right-hand section of the window

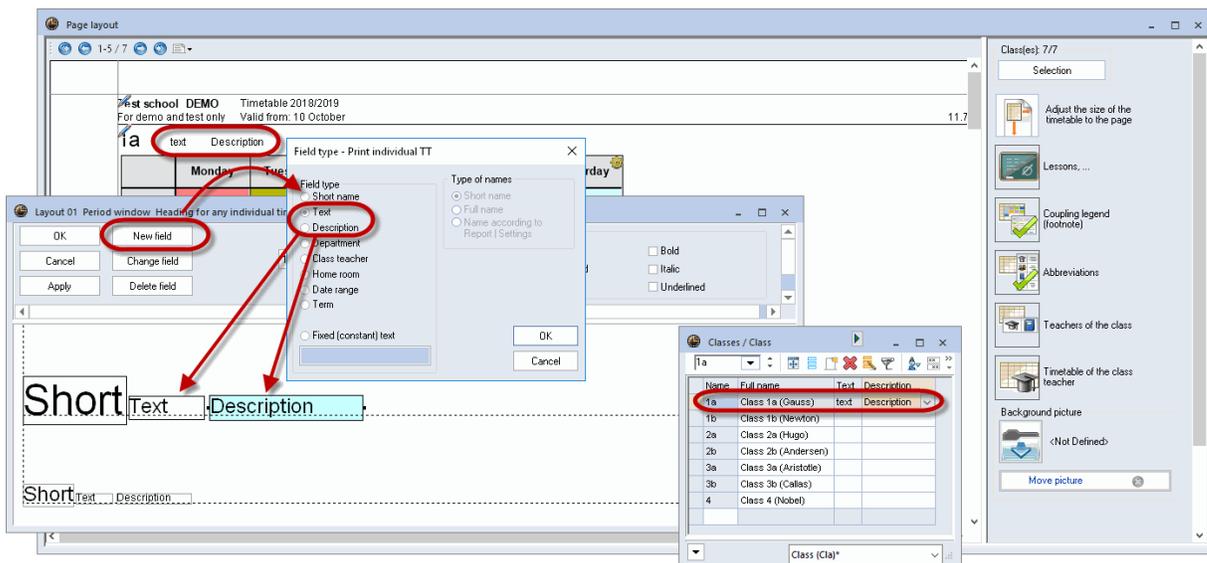


Click on <New field> to insert the following additional headings into your timetable (see example below):

### Text, Description

You can assign a text and a description of your choice to each master data element (via 'Master Data | Descriptions') and instruct the software to include these details in the headings of printouts.

The example shows a heading containing the text and description entered under the master data for class 1a. The two fields are arranged side by side. The maximum number of characters has been extended to 15 and the font style set to bold



**Department**

Allows you to include the name of a department in the heading of printed timetables (useful when working with department timetables).

**Class teacher**

Allows you to include the name of the class teacher (entered under the master data of a class) in the heading on printed class timetables.

**Time range**

Select the time range you want to display in the heading. You can choose between calendar week, term, a customised date range or the total school year - depending on the date range entered under 'Selection range' under <Settings>.

The screenshot shows a timetable header with a date range '17.9.2018 - 29.6.201' and a grid of days (Mo, Tu, We, Th, Fr, Sa) with corresponding subject codes (EN, MA, GEc., MU, MA, BI). A gear icon is visible next to the 'Sa' header.

17.9.2018 - 29.6.201						
	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI

**Term**

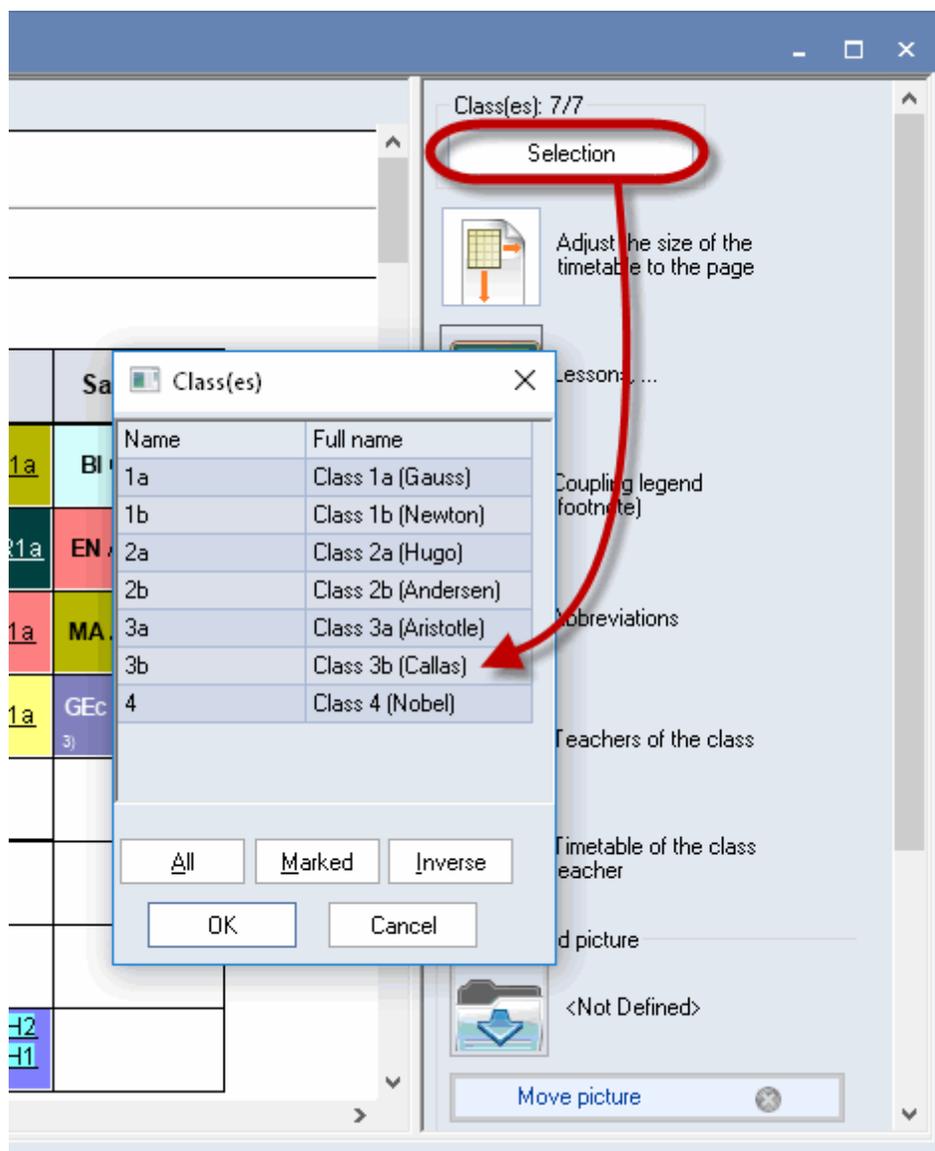
Allows you to include the full or short name of a term in the heading of printed timetables (when working with terms).

**Fixed (constant) text**

Text entered here (e.g. elective subject timetable) is displayed on all timetables of this format.

**6.2.3 Selecting timetables**

By default, the timetable displayed on screen will be printed. You can use the <Selection> option to specify that several timetables of the same format should be printed simultaneously.



**Using the mouse** You can select the timetables for the desired elements by holding the left mouse button and moving the cursor or with <CTRL> + left click (see figure).

### All

This option allows you to select all the elements.

### Marked

Allows you to select all the elements marked with the specific code 'marked' under master data.

### Inverse

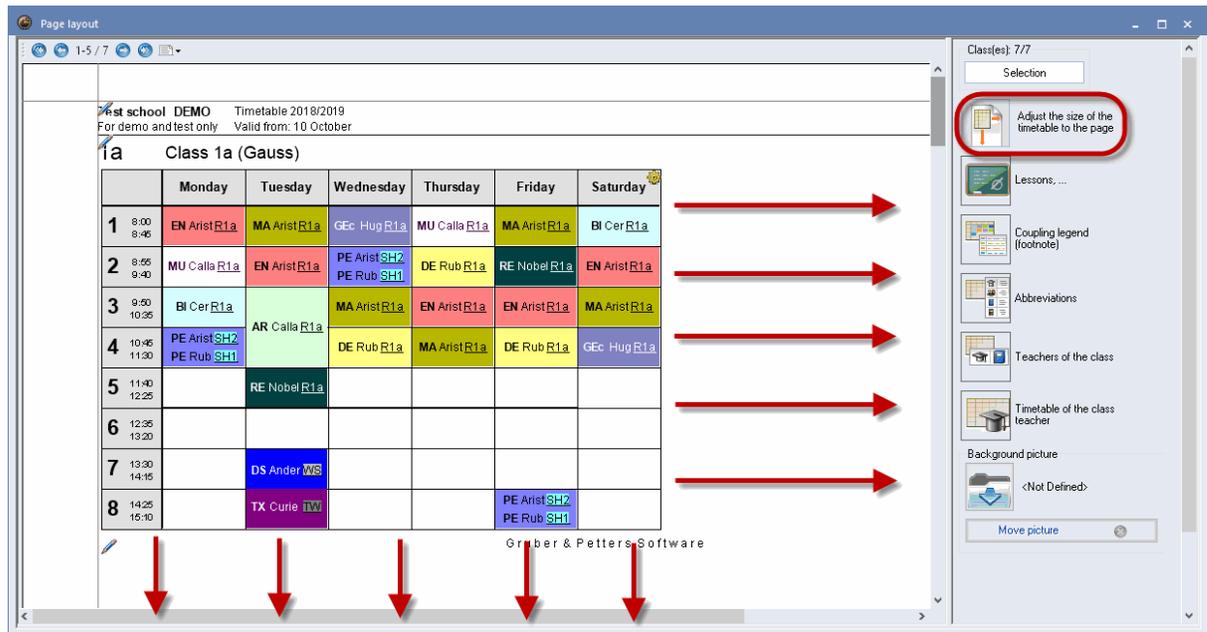
Selects all the elements not previously selected (useful for print selection involving two different groups of elements, such as part-time and full-time teachers)

### Department

Teacher timetable printing can also be restricted to the staff of a particular department.

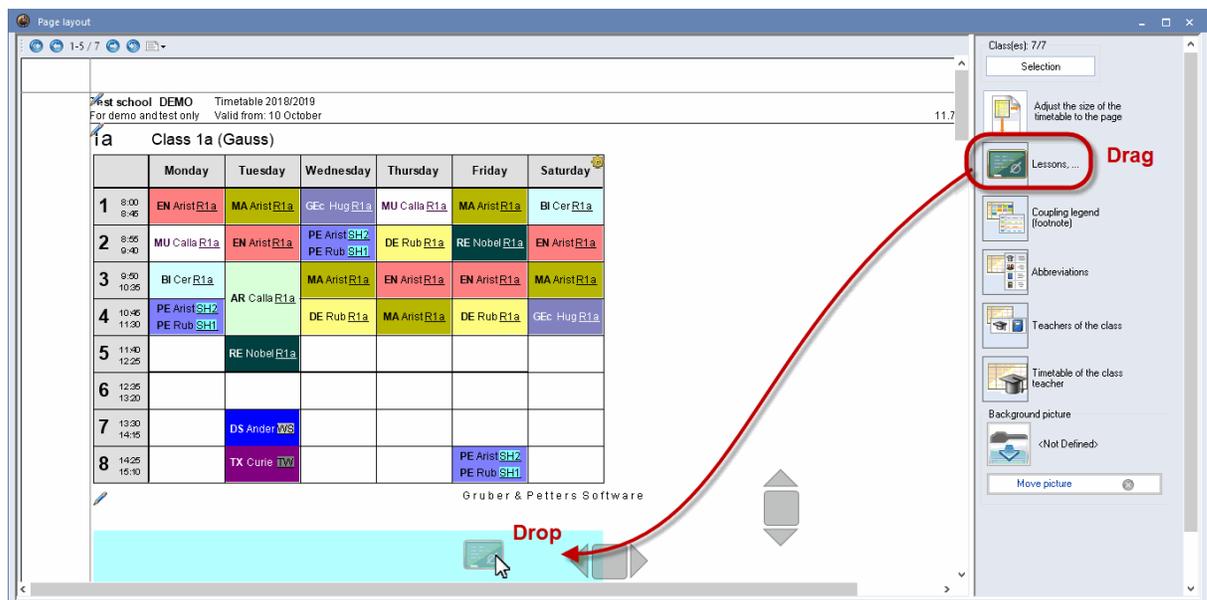
### 6.2.4 Adjust to page size

The size of the timetable you want to print can automatically be adjusted to the size page.



### 6.2.5 Printing lessons and timetable

When printing timetables for classes and teachers, you can also print the lessons view. Drag the lessons pane to the part of the sheet you want to have it placed (e.g. below the timetable).



Via <Settings> you can select the required lessons view. The print settings which are set for the lessons view are used.

14:15					
8	14:25 15:10		TX Curie TW		PE Arist SH2 PE Rub SH1

L-No.	Cl,Te.	UnSched	Prds	Per	Teacher	Subject	Class(es)	Subject room	Home
11	4, 1			2	Hugo	GEc	1a,1b,2a,2b		
7	2, 3			2	Ander	DS	1a	WS	
					Gauss	DS	1b	WS	
					Curie	TX	1a,1b	TW	
73	2, 2			3	Arist	PEG	1a,1b	SH2	R1a
					Rub	PEB	1a,1b	SH1	R1b

### 6.2.6 Coupling legend

A legend will be printed whenever there is insufficient space in the period window to display all the relevant details of a lesson. For lesson information (in a class timetable), such details include rooms, subjects, teachers and any time restrictions.

The screenshot shows a software window titled 'Page layout' with a timetable for 'GaussCarl Friedrich' and a list of lessons. The timetable has columns for days of the week and rows for time slots. A red circle highlights a lesson entry in the list: '1) Gauss, GA, R3a 3a Curie, TX, TW 3a'. The interface also includes a sidebar with various settings and a 'Selection' dialog box.

Via settings

The screenshot shows a 'Print frames' dialog box with a red circle around the 'Number of columns' field, which is set to 2. The dialog box also has an 'OK' button. In the background, a table with columns 'Sub., Rm.', 'Cla.', and 'Time' is visible.

**Tip: Not in legend**

If you wish to exclude a certain lesson from the printed legend, simply mark the lesson with the code '(L) Not in legend'.

**6.2.7 Abbreviations**

In addition a legend for abbreviations of subjects and/or teachers can be printed. In the following example short and full names of the subjects are listed next to the timetable.

Subjects		Name Full name	
AR	Art	GEc	Geography and Econ
BI	Biology	MA	Mathematics
DE	German	MU	Music
DS	Design	PEB	Boys PE
EN	English	PEG	Girls PE
		RE	Religious Education
		TX	Textiles

Teachers		Name Full name	
Ander	Andersen	Curie	Curie
Arist	Aristotle	Gauss	Gauss
Callas	Callas	Hugo	Hugo
Cer	Cervantes	Nobel	Nobel
		Rub	Rubens

**6.2.8 Additional information classes/teachers**

With the class timetables additional information on teachers, who teach the class plus the respective subjects can be displayed and vice versa, with the teacher timetables his/her classes and the respective subjects can be shown.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 8:00-8:46	EN Arist R1a	MA Arist R1a	GEc Hug R1a	MU Calla R1a	MA Arist R1a	BI Cer R1a
2 8:55-9:40	MU Calla R1a	EN Arist R1a	PE Arist SH2 PE Rub SH1	DE Rub R1a	RE Nobel R1a	EN Arist R1a
3 9:50-10:35	BI Cer R1a	AR Calla R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a	MA Arist R1a
4 10:46-11:30	PE Arist SH2 PE Rub SH1		DE Rub R1a	MA Arist R1a	DE Rub R1a	GEc Hug R1a
5 11:40-12:25		RE Nobel R1a				
6 12:35						

## 6.2.9 Timetable class of class teacher

Gauss is class teacher (form teacher) of Class 1a as entered in the master data. The timetable of 'his' class can be printed on the same page.

The screenshot shows a software window titled "Page layout" with a browser address bar showing "1-5 / 10". The main content area displays a timetable for "Gauss Carl Friedrich" and "Class 1a (Gauss)". The timetable is organized into two columns, each with a header row for the days of the week (Monday to Saturday) and a header row for the time slots (1 to 8). The cells contain various course codes and teacher initials, such as "EN Arist R1a", "MA Arist R1a", "GEC Hug R1a", "MU Calla R1a", "MA Arist R1a", "BI Cer R1a", "MU Calla R1a", "EN Arist R1a", "PE Arist SH2", "PE Rub SH1", "DE Rub R1a", "RE Nobel R1a", "EN Arist R1a", "EN Arist R1a", "MA Arist R1a", "BI Cer R1a", "AR Calla R1a", "MA Arist R1a", "EN Arist R1a", "EN Arist R1a", "MA Arist R1a", "PE Arist SH2", "PE Rub SH1", "DE Rub R1a", "MA Arist R1a", "DE Rub R1a", "GEC Hug R1a", "RE Nobel R1a", "DS Ander WS", "TX Curne IW", "PE Arist SH2", "PE Rub SH1".

On the right side of the window, there is a sidebar with the following options:

- Teacher: 10/10
- Selection
- Adjust the size of the timetable to the page
- Lessons...
- Coupling legend (footnote)
- Abbreviations
- Classes of the teacher
- Timetable of the class of the class teacher
- Background picture
- <Not Defined>
- Move picture

## 6.2.10 QR code

If you use WebUntis you can check the box 'Use of WebUntis' in the licence data window. The program now 'knows' that you use WebUntis which makes several work processes easier.

**Licence data**

Licence data

School name: Test school DEMO

For demo and test only

Expiration date: [ ]

Licence No.:

- ABC-123
- DEF-456
- GHI-789

3 day Untis license [OK]

School size: for 700-1500 students

Modules:

Standard package:

- Optimisation
- Room optimisation + off-site bui...
- Scheduling dialogue

Big modules:

- Cover planning
- Course scheduling
- Minutes timetable
- Calendar - Year Planning

Small modules:

- Lesson planning - value calc.
- Break supervision
- Department timetables
- Students timetables
- Info timetable
- Multiweek timetables
- Multiple terms

Footer: Gruber & Petters Software

Country: Germany

Region: [ ]

Customer-Number: 0

Use of WebUntis

If you check this box, the QR code is printed by default which brings students, parents and teachers to the installation page of our Untis Mobile App. Everybody involved can be informed on the timetable and its daily changes easily and quickly.

The QR code can be shown or hidden in the timetable layout.

Page layout

Test school DEMO Timetable 2018/2019  
For demo and test only Valid from: 10 October

Untis 2018 12.7.2017 8:30

1a Class 1a (Gauss)

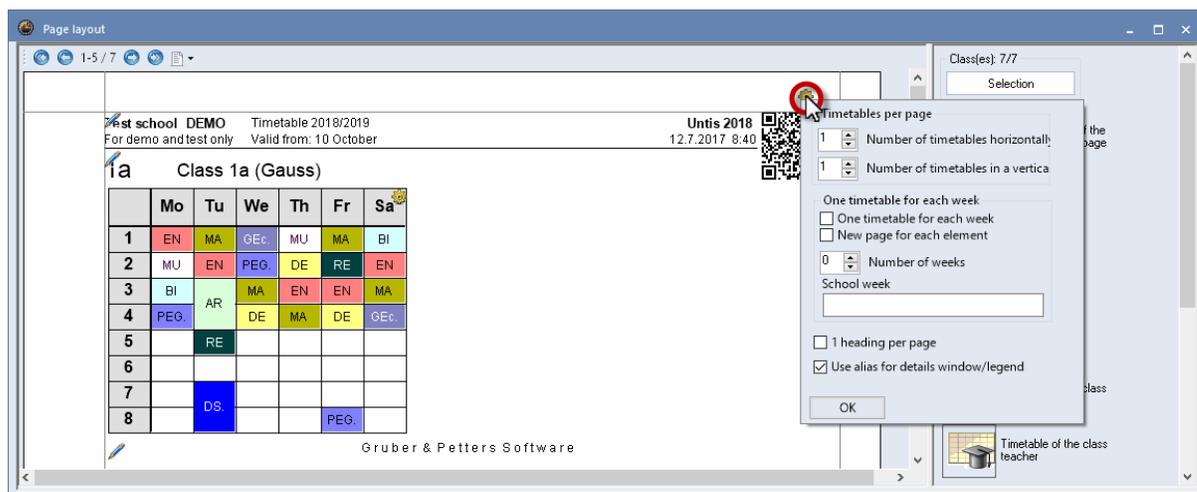
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9:00-9:45	EN Arist R1a	MA Arist R1a	GEc Hug R1a	MU Calla R1a	MA Arist R1a	BI Cer R1a
2 9:55-10:40	MU Calla R1a	EN Arist R1a	PE Arist SH2 PE Rub SH1	DE Rub R1a	RE Nobel R1a	EN Arist R1a
3 10:50-11:35	BI Cer R1a	AR Calla R1a	MA Arist R1a	EN Arist R1a	EN Arist R1a	MA Arist R1a
4 10:45-11:30	PE Arist SH2 PE Rub SH1		DE Rub R1a	MA Arist R1a	DE Rub R1a	GEc Hug R1a
5 11:40-12:25		RE Nobel R1a				
6 12:35-13:20						
7 13:30-14:15		DS Ander WS				
8 14:25-15:10		TX Curie RW			PE Arist SH2 PE Rub SH1	

QR code in the header

QR code in the header

## 6.2.11 Several timetables per page

Click on <Settings> under 'Page layout' to access further printout options. The settings options vary depending on the timetable format. The following descriptions apply to individual timetables with formats 1 and 10:

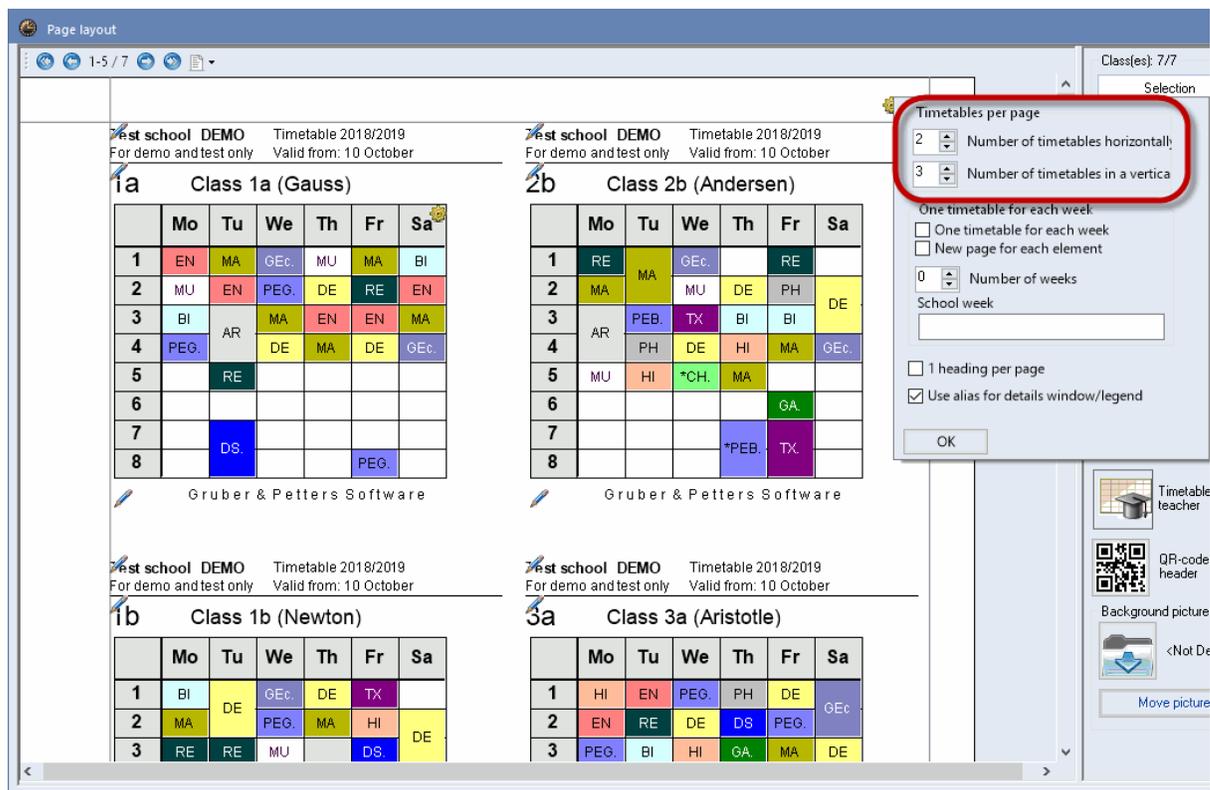


### Timetables per page

Specify how many timetables you wish to print on one page. The example shows a page containing 6 timetables.

#### Tip

The print details are stored separately for each timetable layout. It is therefore quite easy to store individual settings for different printing requirements.



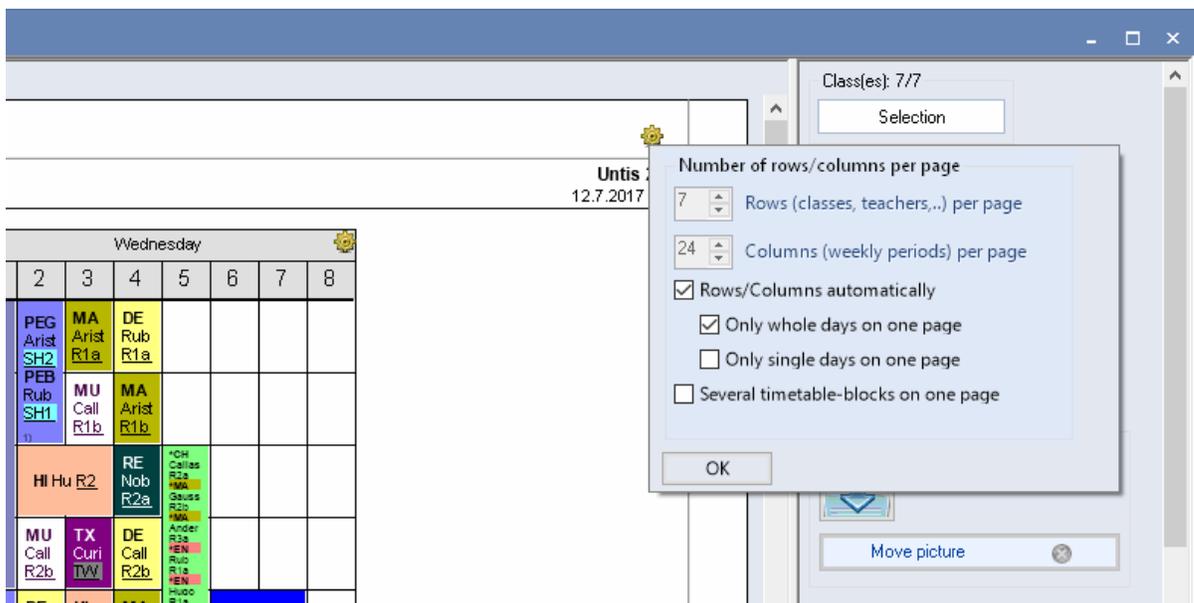
Check the option 'One timetable for each week', if you wish to print a separate timetable per week for each selected element. In addition, the field 'School week' can also be used to specify which weeks should be printed. If this field remains empty, those weeks will be printed that were selected under <Settings>. This is a particularly useful option for schools with irregular lessons. Check the option 'New page for each element', if you wish timetables to start on a new page for each new class or teacher.

### 6.2.12 Details, overview timetables

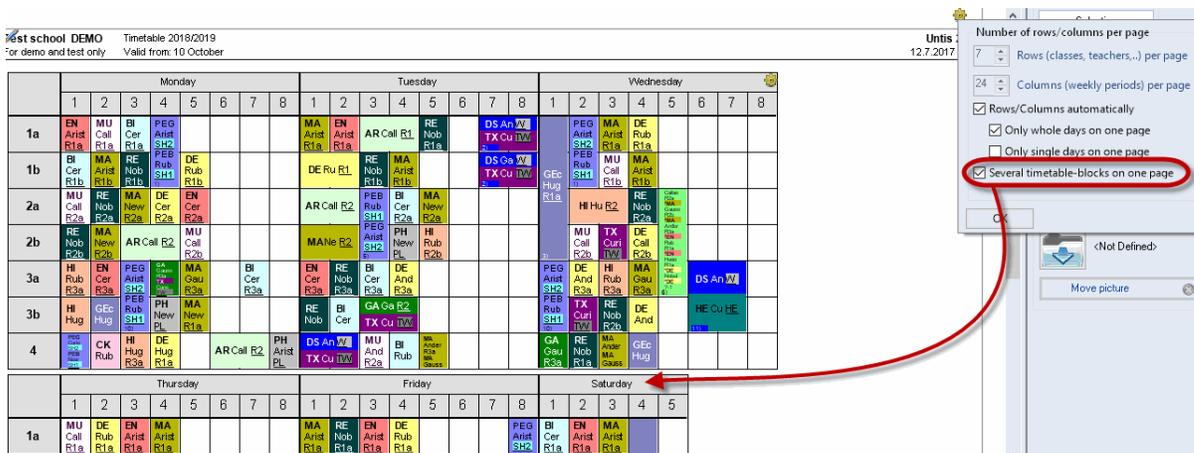
The following print options are available for overview timetable formats 11, 20 and 30:

#### Number of rows/columns per page

This option allows you to specify the number of rows and columns to be printed on one page. The example shows an overview timetable for the room availability for classes. The number of rows and columns is to be calculated automatically. In this case there is space for three days.



With the option 'Several timetable blocks per page' you can define that individual days of the overview timetable are printed underneath each other on the same page. 'Timetable blocks' refer here to consecutive days which can be printed next to each other on the respective page.

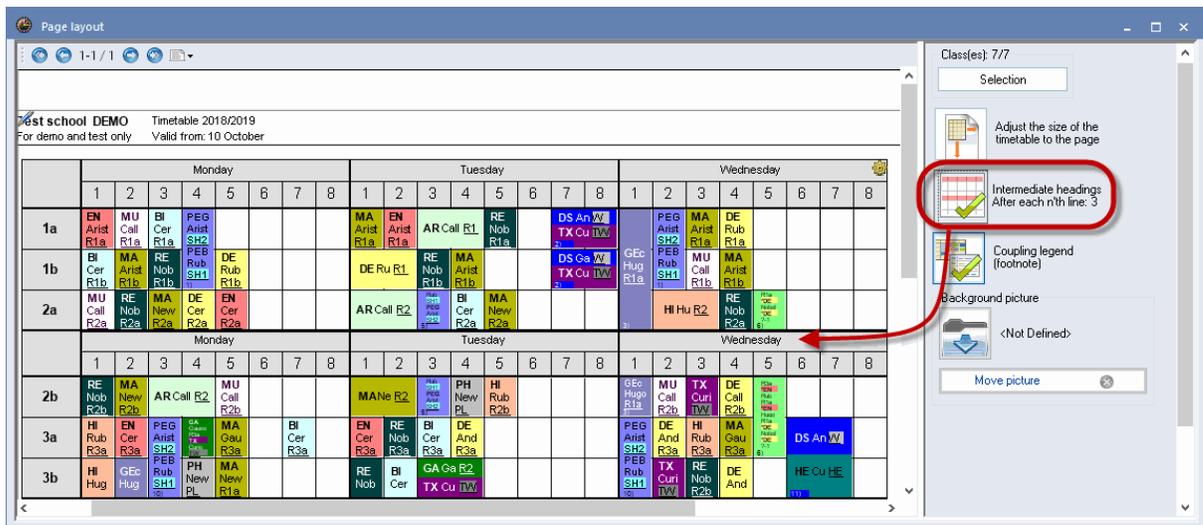


**Coupling legend**

As with individual timetables, the printed versions of overview timetables can also include a legend containing the details for which there is insufficient space in the timetable periods. The legend for overview timetables is always printed on a separate page.

**Intermediate headings**

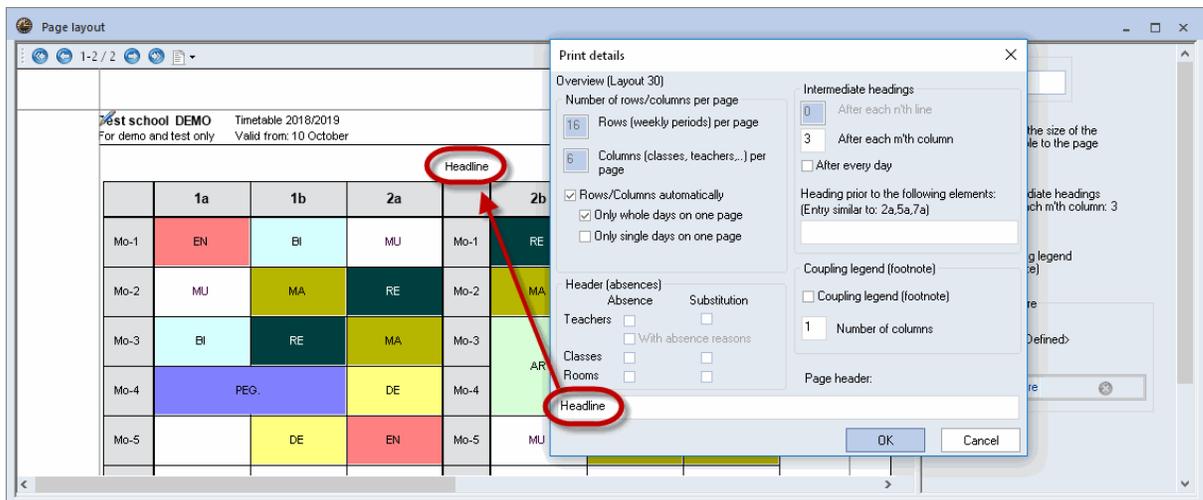
Overview timetables can contain a large amount of data. For purposes of clarity, the row and column headings can be repeated at regular intervals.



If intermediate headings are not to be repeated at regular intervals but before specific elements, please use the field 'Heading before this element'.(Print | Details)

### Page heading

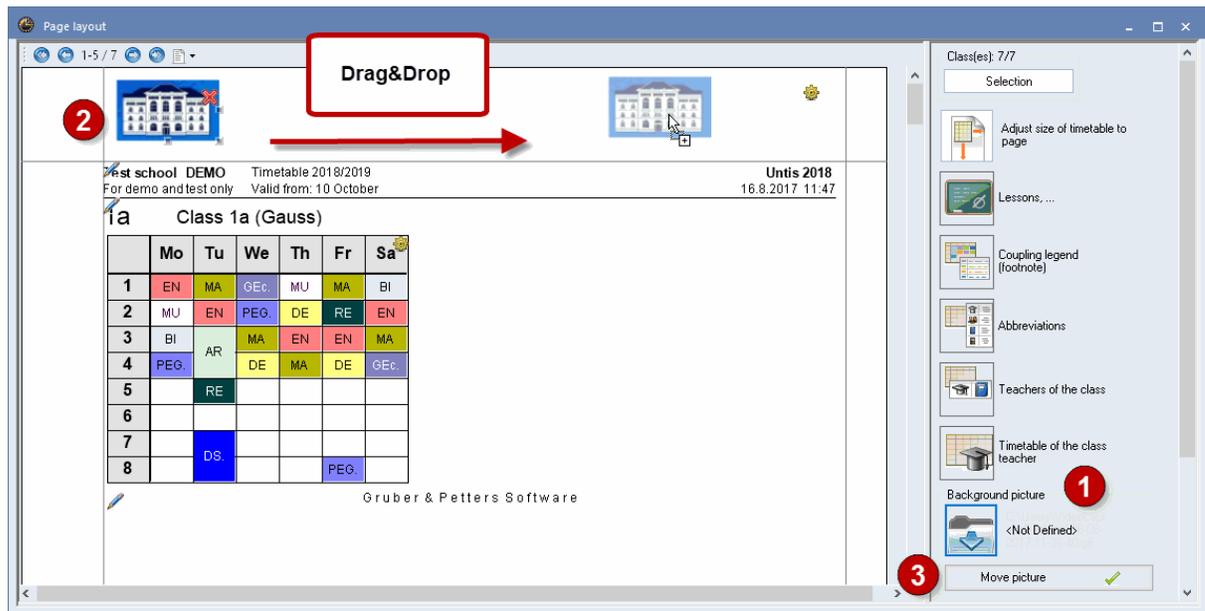
In the field 'Page heading' (Print | Details) you can define a text which will be printed as a heading on every page.



### 6.2.13 Background

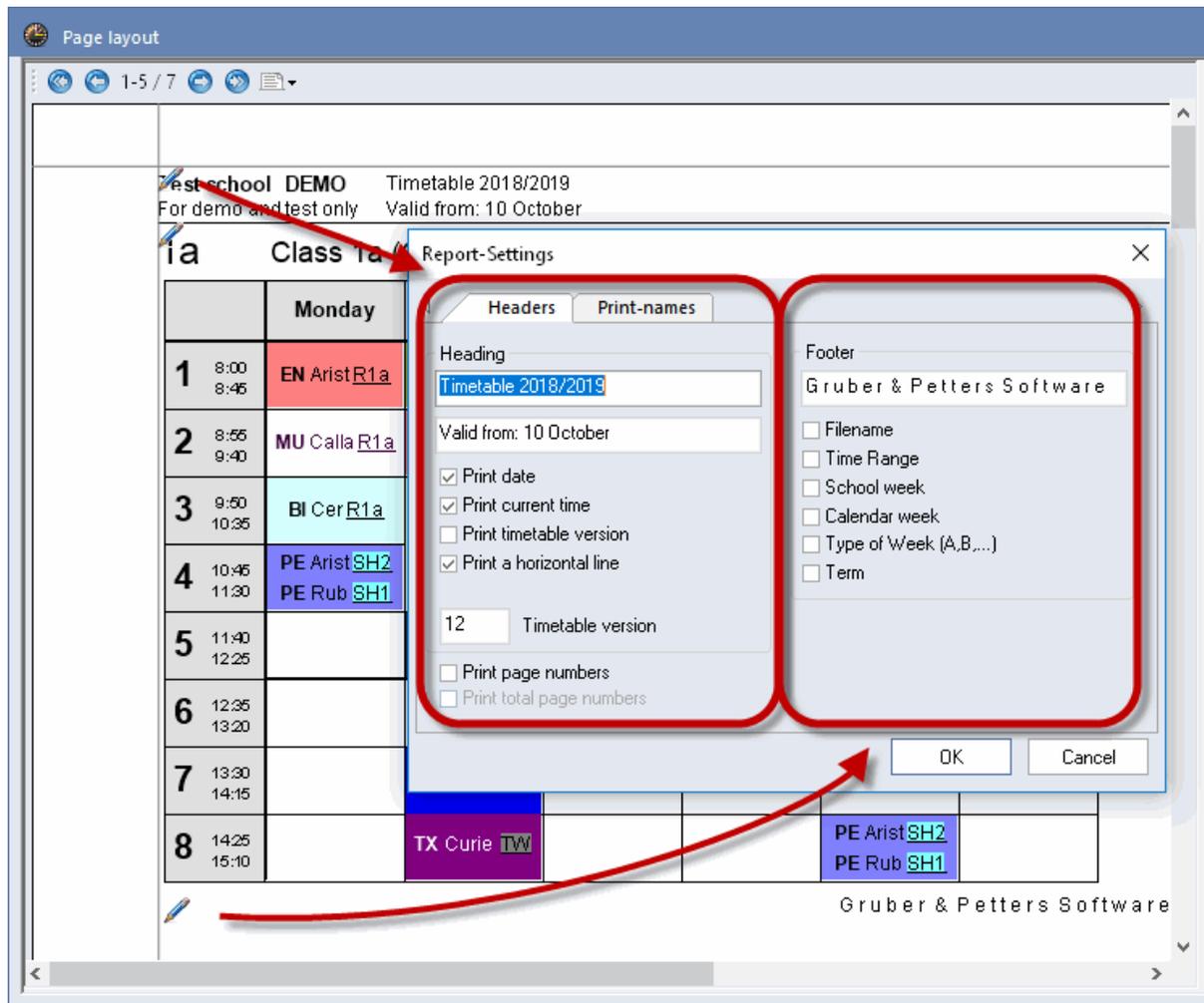
You can include images and graphs on your printed timetables. The image must be available as a .bmp, .gif, or .jpg file. Depending on the image or graph you want to include, you can use this function to print your school logo or a background for the timetable.

1. Click on 'background image' in page layout, select the image in .bmp format you want to have as a background image.
2. Click on the option 'Move image' to drag the image to its new position.
3. Deactivate the option 'Move image' to fix it at the position you want.



## 6.2.14 Header and footer

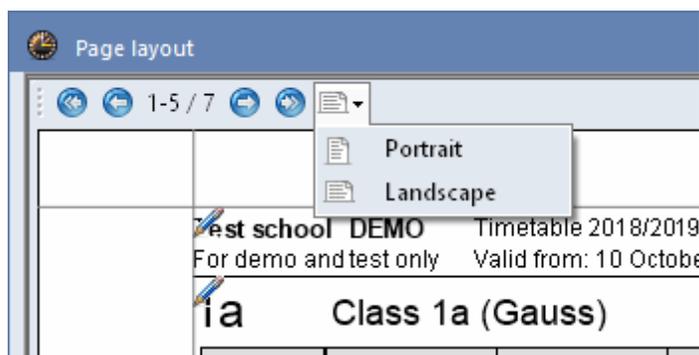
The information displayed in the headers and footers can be changed by clicking on the pen symbol in the page layout. The licence text (school name and address) is always displayed and cannot be suppressed.



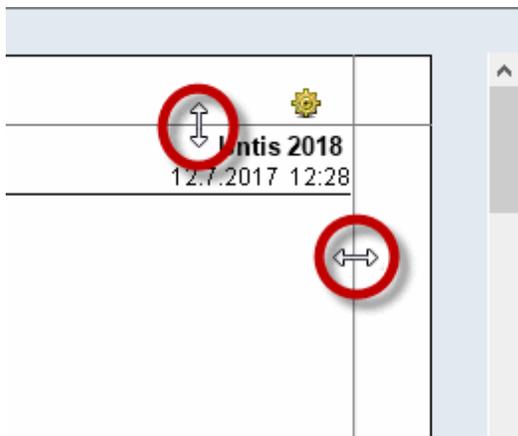
### 6.2.15 Page setup

You can specify the paper orientation (portrait or landscape) and the margins directly in the page layout.

Select the right format via the paper symbol.



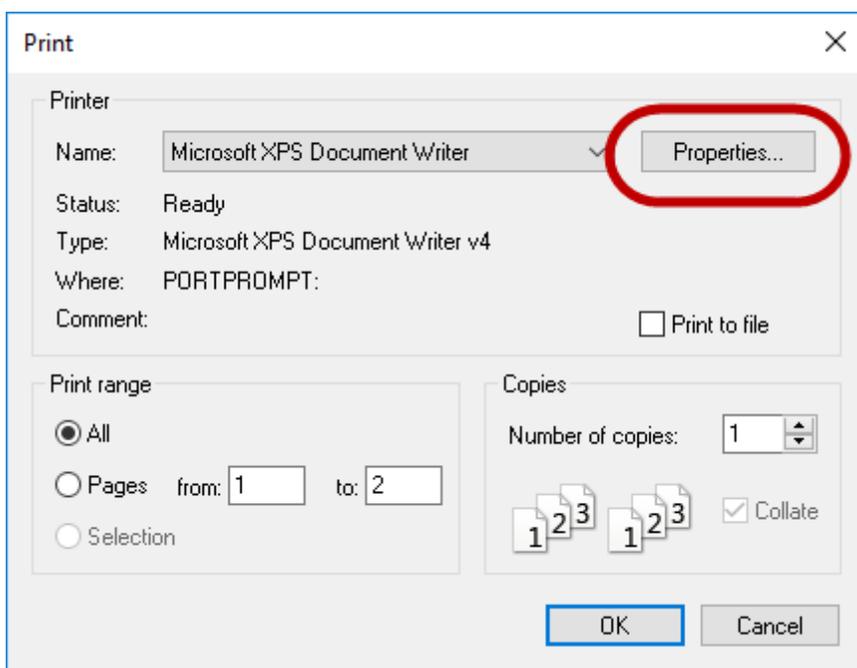
Click on the margin line on the respective side of the page and drag it to change the margin size.



### A3 print

It is often useful to print overview timetables on A3 size paper. If your printer supports printing on A3 paper, proceed as follows:

Set your printer to paper size A3 (under 'Print | Properties'). If the A3 printer has been set as the default printer in the Windows Control Panel and if A3 paper has been set as the standard paper feed in the printer driver, the timetable will automatically be printed in A3 format.

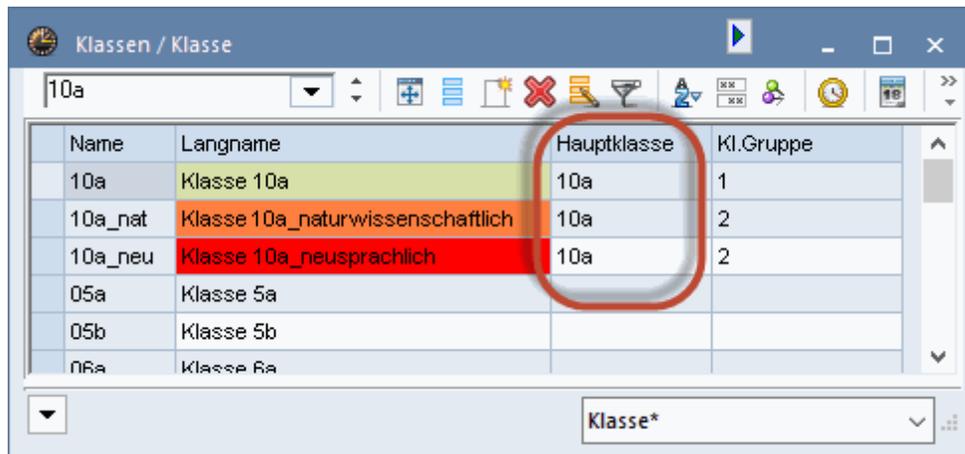


### 6.2.16 Several classes in one timetable

When a class is divided into two components, for instance a science and a languages group, but the timetables of the two components differ in only a few key respects, it can be useful to output the

timetables of both class components in a single timetable.

To do this, enter the combined class name of the classes whose timetables you want to print on a single timetable in the 'Master class (TT print-out)' field under 'Classes | Master Data'.



The example shows a class with a science (10a\_S) group and a languages group (10a\_L). The period details window shows that the students in the science group (10a\_S) are scheduled to have a Physics lesson on Wednesday period 1, while the students of the Languages group (10a\_L) are scheduled to have French. The combined name of the class is 10a. The screen display shows the names of all class components (10a + 10a\_S + 10a\_L).

	Montag	Dienstag	Mittwoch	Donnerst	Freitag
1	M Bu 106 L Hu 107	D Pr 106	F Wi 106 Ph Pm PhS	S Bx TH	M Bu 106 F Wi 107
2	D Pr 106	G Fs 106	M Bu 106 F Wi 107	Sw Wö TH	G Fs 106
3	Ph Bu PhS F Wi 106	K Fs 106	M Bu 106 F Wi 107	E Hö 106	Ph Bu PhS Pm PhÜ
4	B So BioS	M Bu 106 F Wi 107	Ph Bu PhS M Pm 106	D Pr 106	F Wi 106 L Hu 107
5	E Hö 106	CL DI ChÜ L Hu 106	K Sf 106	B So BioS	C DI ChS M Pm 106
6	F Wi 106 M Pm 107	C DI ChS	E Hö 106	Mu Mt Mu Ku Dü ZS	K Sf 106
7				WR Bd 10	
8					

The timetable printout contains all the information of the class components in a single timetable for class 10a.

**Note:**

If you wish to prevent timetables from being combined for specific timetable layouts, deactivate the option 'Show master classes separately' on the Layout 2 tab under <Settings>.

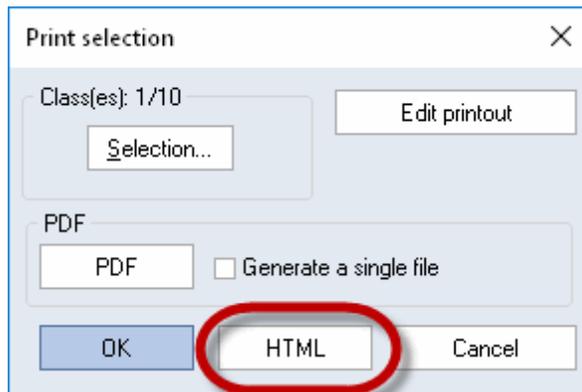
### 6.2.17 Timetables in HTML format

You can print out timetables in HTML format in order to make them available in your school's intranet or on the Internet,

Creating timetables in HTML format is similar to creating printouts of timetables. Proceed as follows:

- Activate the timetable you want to save in HTML format and open the dialogue box 'Print selection' by clicking on <Print> or <Print Preview>

- Select the elements you want to print (i.e. save in HTML format) and customise settings and details (e.g. legends etc.) in the usual way.
- Click on <HTML>.



- A file dialogue box appears. Enter the name of the directory where you want to save the HTML files and confirm with <Save>.

Name	Datum	Typ	Größe	Markierungen
Cla1A	12.07.2017 14:15	Chrome HTML Do...	2 KB	
Cla1A_1a	12.07.2017 14:15	Chrome HTML Do...	38 KB	
GpIndex	07.09.2009 08:43	GIF-Datei	3 KB	
GpNext	08.06.1998 18:21	GIF-Datei	1 KB	
GpPrev	08.06.1998 18:31	GIF-Datei	1 KB	

An index file will be created for each output, allowing access to each of the output elements. The index file name is based on the format used (e.g. CLA\_HTML). Use the file to open the index with the links to the exported elements.

**Tip**

If the full names of the elements to be output are to be used, activate the option 'HTML index page with full names' on the 'Layout 2' tab under <Settings>.

**Test school DEMO** Timetable 2018/2019 **Untis 2018**  
 For demo and test only Valid from: 10 October 12.7.2017 14:20

<u>1a</u>	<u>1b</u>	<u>2a</u>
<u>2b</u>	<u>3a</u>	<u>3b</u>
<u>4</u>		

Untis Timetabling Software

**Test school DEMO** Timetable 2018/2019 **Untis 2018**  
 For demo and test only Valid from: 10 October 12.7.2017 14:23

### 1a Class 1a (Gauss)

	Mo	Tu	We	Th	Fr	Sa
1	EN	MA	GEc.	MU	MA	BI
2	MU	EN	PEG.	DE	RE	EN
3	BI	AR	MA	EN	EN	MA
4	PEG.		DE	MA	DE	GEc.
5		RE				
6						
7		DS.				
8					PEG.	

Untis 2018



Untis Timetabling Software

Gruber & Petters Software

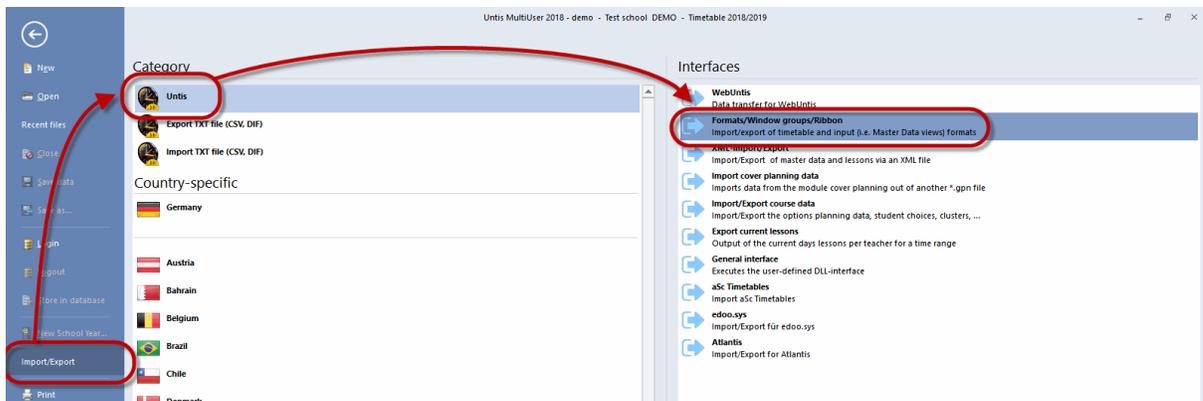
- When using the Cover planning module, the updated timetables also contain complete details on teaching cover.

## 7 Import and export of formats

As a general rule, the formats you create are saved in the current work file. In order to make these views available for use in other files, you need to import or export them

Name	Full name	Standard	In menu
Tea-Diag	Teacher-Diagnose	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cla-Subst	Class Vertretung	<input type="checkbox"/>	<input type="checkbox"/>
Cla-Diag	Class-Diagnose	<input type="checkbox"/>	<input type="checkbox"/>
Cla-HTML	Classes HTML	<input type="checkbox"/>	<input type="checkbox"/>
Tea-HTML	Teacher HTML	<input type="checkbox"/>	<input type="checkbox"/>
Roo-HTML	Room HTML	<input type="checkbox"/>	<input type="checkbox"/>
Tea1	Teacher 1	<input type="checkbox"/>	<input type="checkbox"/>
Cla1	Class 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roo1	Room 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stu1	Students 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tea-M-1	Teacher 1	<input type="checkbox"/>	<input type="checkbox"/>
Cla-M-1	Class 1	<input type="checkbox"/>	<input type="checkbox"/>

- Select 'File | Import / Export | Untis | Formats/Window groups/Ribbon'. Select the 'Export of formats (gpf)' tab from the dialogue box.

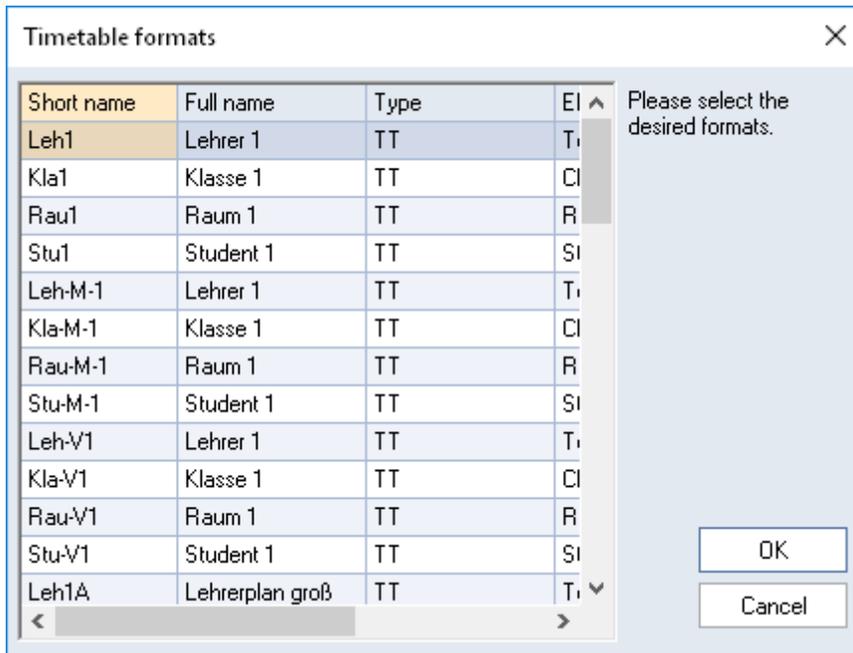


- Enter a name in the name field of the export file (e.g. 'New.gpf').



You can export the format details of timetable views and of master data views. Select a particular timetable view for export by clicking on <Select> in the row 'Timetable formats'.

- From the dialogue box, select the timetable view whose format you want to export and confirm by clicking on <OK>.



The format data has now been saved in the file 'New.gpf'. You can now make your formats available to other Untis users (minus school data) or import the formats into other files.

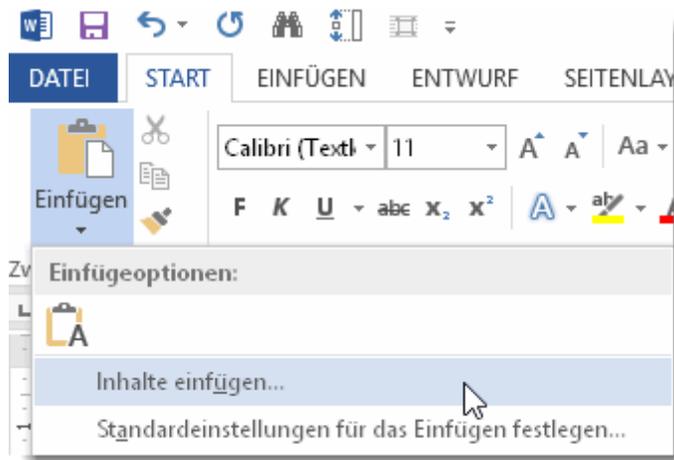
Use the same method to import formats from a .gpf or directly from a .gpn file.

## 8 Using the clipboard

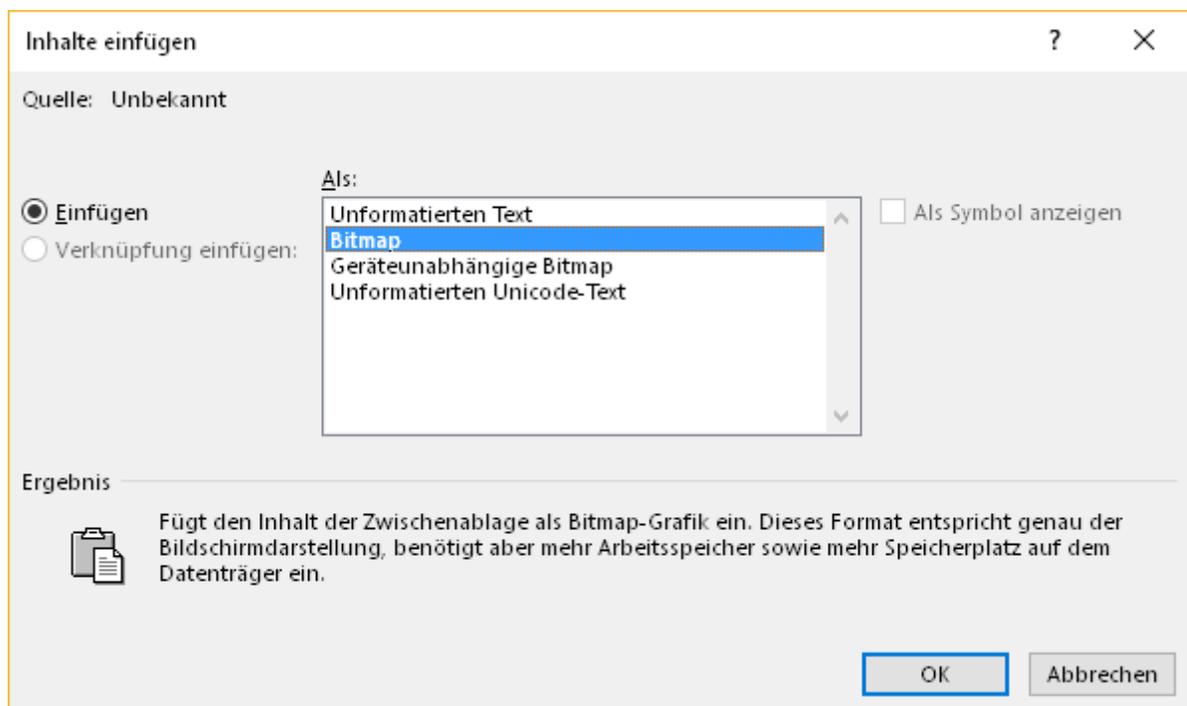
Using the clipboard, you can export timetables to other programmes such as word processing applications.

Proceed as follows:

- Click on the timetable you wish to export (the title bar must be blue)
- Copy the timetable to the clipboard (menu command 'Edit | Copy' or via the shortcut <CTRL>+C).
- Switch to your word processing application. Select 'Edit | Paste' to insert the contents of the clipboard in the form of an image.



- The 'Edit | Paste' function can also be used to export the legend.



Dokument1 - Word

DATEI START EINFÜ ENTW SEITE VERW SEND ÜBERP ANSIC ENTWI ACRO Gruber Pe...

Einfügen

Calibri (Textkörper) 11

F K U abc x<sub>2</sub> x<sup>2</sup> A A

Zwischena... Schriftart Absatz Formatvorlagen Bearbeiten

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 17 18

	Montag	Dienstag	Mittwoch	Donnerstag	Freitag	Samstag
1 8:00 8:45	E Arist R1a	Mat Arist R1a	Gw Hug R1a	Mus Call R1a	Mat Arist R1a	Bio Cer R1a
2 8:55 9:40	Mus Call R1a	E Arist R1a	Spo Arist Th2 Spo Rub Th1	D Rub R1a	Rel Nob R1a	E Arist R1a
3 9:50 10:35	Bio Cer R1a	Ke Calla R1a	Mat Arist R1a	E Arist R1a	E Arist R1a	Mat Arist R1a
4 10:45 11:30	Spo Arist Th2 Spo Rub Th1		D Rub R1a	Mat Arist R1a	D Rub R1a	Gw Hug R1a
5 11:40 12:25		Rel Nob R1a				
6 12:35 13:20						
7 13:30 14:15		Wk And Wer				
8 14:25 15:10		Tw Curie Twr			Spo Arist Th2 Spo Rub Th1	

1a- Klasse 1a (Gauss) Stundenplan (Kla1A)

1) Arist, SportM, Th2 1a, 1b Nur für Mädchen  
Rub, SportK, Th1 1a, 1b

2) Ander, Wk, Werk 1a Freiwillige Übung  
Gauss, Wk, Werk 1b  
Curie, Tw, Twr 1a, 1b

SEITE 1 VON 1 45 WÖRTER DEUTSCH (ÖSTERREICH) 80%

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