



# 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.



**Weekly periods are always held at the same time every week**

**Years periods can be scheduled completely independently.**

		School week												
		1	2	3	4	5	6	7	8	9	10	11	12	13
Mo-1	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E	*WS-E
Mo-2														
Mo-3	DU-EA			DU-EA			DU-EA							
Mo-4														
Mo-5														
Mo-6														
Mo-7														
Mo-8														

L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room
132	2, 2	3	4		rlan	WS-EMA	BIOs21, BIOs22		B211
135		15		23	cojo	DU-EA-e	BIOs21		B211
137		8		8	cojo	DU-EA-h	BIOs21		B211
130		23		23	rlan	DU-EMA	BIOs21		B211
138		10		10	iein	DILG&f	BIOs21		B211

## 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.



L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Home room	Double pers.	Block	From	To
132	2, 2	4	4		rlan	B211				
135		23		23		B211				
137		2	2	*	cojo	B211				
130		23		23	rlan	B211				
138		10		10	lein	B211				

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: 41  
 Forecast (distributed und not-yet-distributed periods) for the whole schoolyear: 82

Options

Convert the scheduled periods into years periods

Convert the forecast (distributed und not-yet-distributed periods) into years periods

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.

BIOs21 - Timetable (Cla11)

25.10.2010 - 31.10.2010

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

Cla11 - Class 11

BIOs21 / Klasse

L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block
130		23		23	rlan	DU-EMA	BIOs21		B211		
137		8		8	cojo	DU-EA-h	BIOs21		B211		
135		14		20	cojo	DU-EA-e	BIOs21		B211		
5104	2, 0	28		28		2.sem. of	BIOs22, BIOS21		B219		

L-No. 135 Klasse\*

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

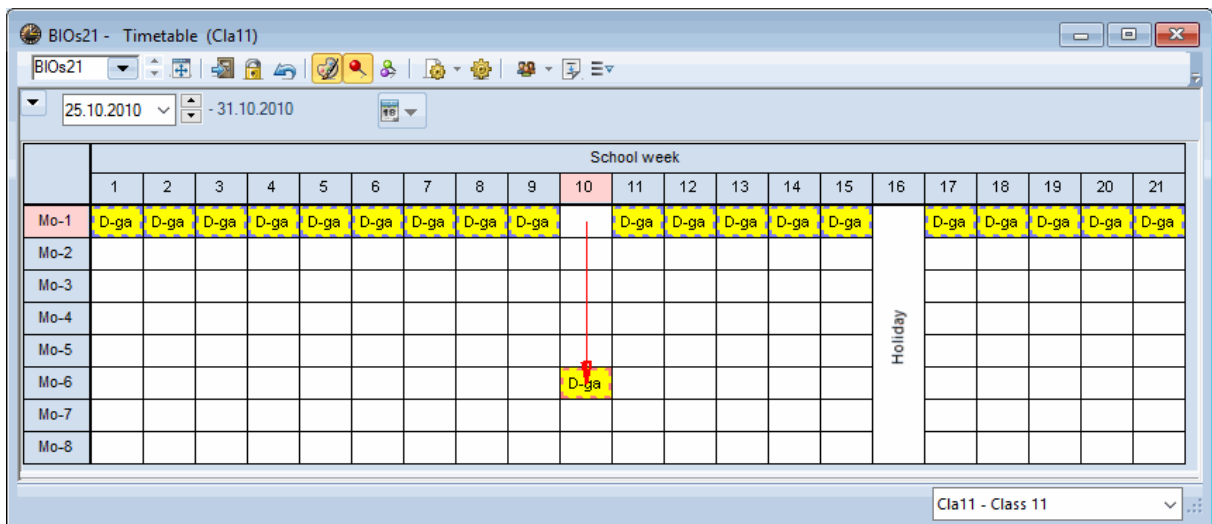
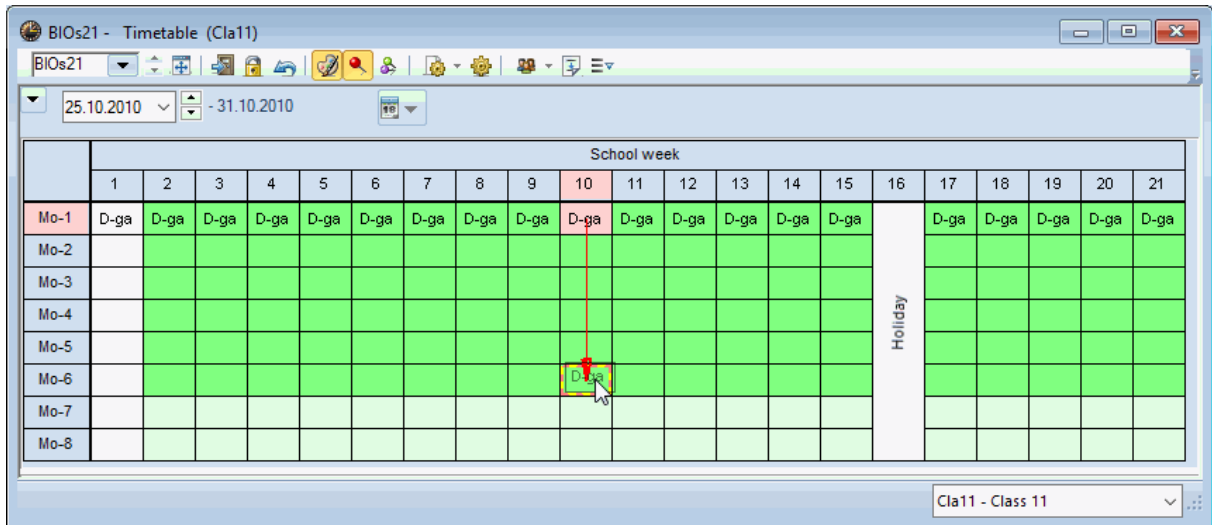
This option results in 40 yearly periods; 20 have already been scheduled while a further 20 remain to be scheduled.

BIOs21 / Klasse

L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room
132	2, 2	4	4		rlan	WS-EMA	BIOs21, BIOS22		B211
135		23		23	cojo	DU-EA-e	BIOs21		B211
137		20		40	cojo	DU-EA-h	BIOs21		B211
130		23		23	rlan	DU-EMA	BIOs21		B211

L-No. 137 Klasse

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



## 2.2 Calendar - yearly scheduling

### 2.2.1 Introduction

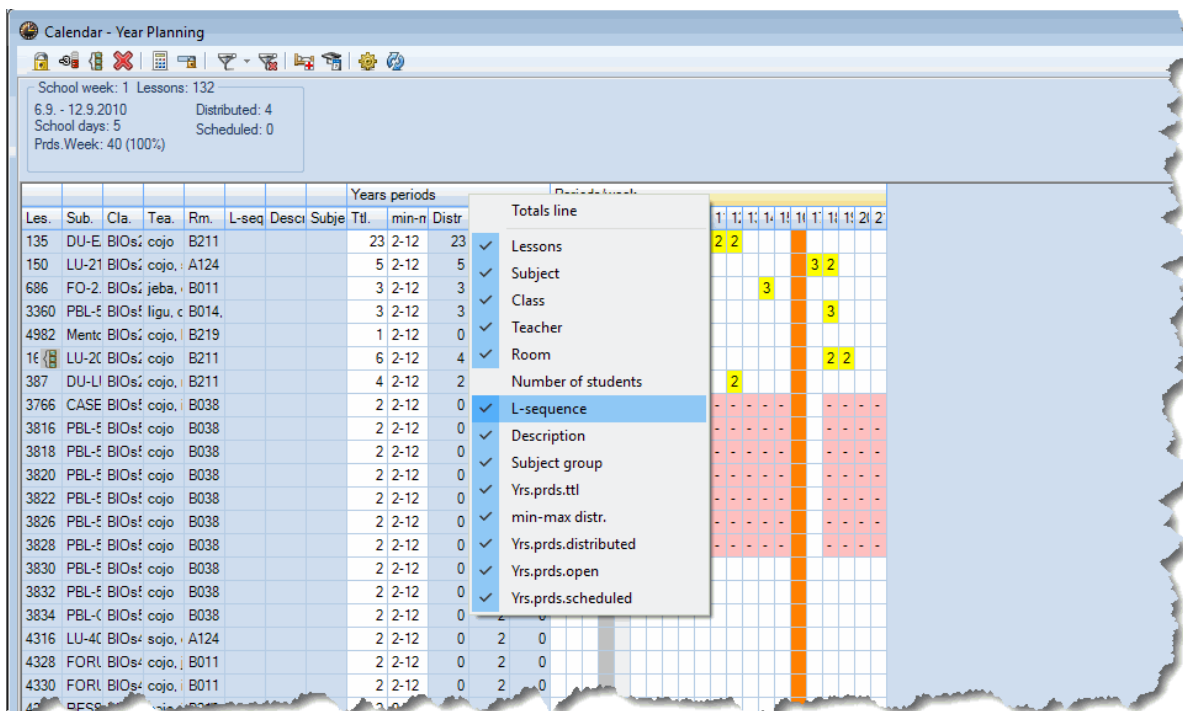
The heart of 'Calendar - Year Planning' is the window of the same name, which you can open via 'Modules | Calendar - yearly scheduling'. If you have already worked with Year's Planning in Terms the similarities in the windows will be obvious. The great advantage of calendar - yearly scheduling is that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

The window is divided into two sections. Let's look at the display in the left section of the window, where



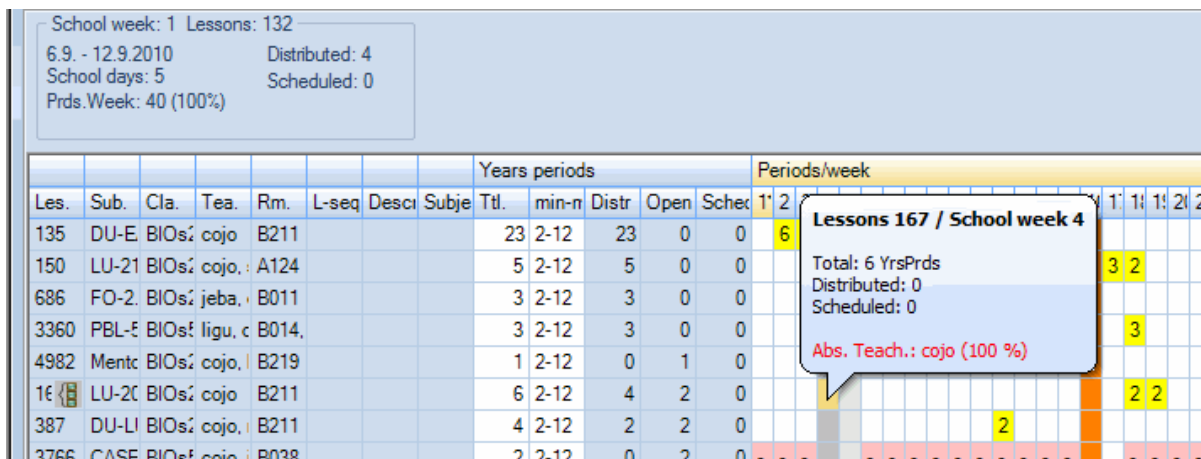
you will see a list of all the lessons in the school.

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



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

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





BIOs21 - Timetable (Kla10)

BIOs21

06.09.2010 - 10.9.2010

	1	2	3	4	5	6	7	8
Monda	WS-EMA							
Tuesda								
Wedne	DU-EA-e							
Thursd								
Friday								

All four periods distributed to this week are scheduled.

Only one of two periods distributed to this week is already scheduled.

### 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.

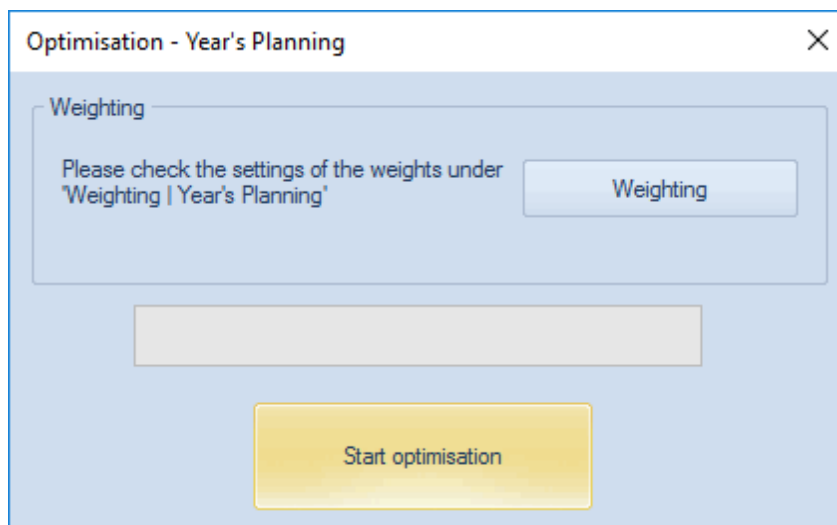


Name	Years periods				Periods/week																					
	Ttl.	Distr	Open	Scher	Ideal	1*	2	3	4	5	6	7	8	9	10*	11*	12*	13*	14*	15*	16	17	18	19	20	21
BIOm	350	272	78		18	12	17	17	16	14	14	14	12	14	15	14	12	16	10	15		15	16	15		14
BIOs	563	431	132		25	23	28	24	20	23	24	22	21	21	22	24	24	19	19	21		24	22	24	4	22
BIOs	525	432	93		25	23	22	25	22	25	24	22	22	23	24	22	23	18	21	21		23	22	24	4	22
BIOs	276	201	75		15	9	10	11	9	11	10	11	12	11	10	13	11	11	11	9		10	9	12		11
BIOs	273	199	74		14	10	12	11	12	9	12	12	12	11	10	10	9	10	8	8		8	12	13		10
BIOs	273	194	79		14	10	12	11	13	11	10	10	11	11	10	13	10	9	8	8		9	9	10		9
BIOs	273	196	77		14	11	13	9	12	10	8	13	8	9	14	10	11	8	11	9		9	11	11		9
BIOs	273	196	77		14	8	11	10	9	8	8	11	17	10	10	13	9	10	11	11		8	12	11		9
BIOs	273	199	74		14	9	10	10	11	11	14	13	11	10	10	13	9	10	11	8		9	11	11		9
BIOs	235	183	52		12	10	10	8	10	9	11	10	9	11	10	9	11	8	11	8		8	9	12		9
BIOs	235	142	93		12	7	6	6	6	6	6	9	8	6	8	6	8	8	11	6		8	9	10		9
BIOs	242	186	56		13	9	9	8	8	9	11	10	8	11	10	8	10	11	12	9		10	9	12		12
BIOs	242	187	55		13	11	13	9	10	10	11	10	9	10	10	8	8	10	11	8		11	10	10		9
BIOs	242	190	52		13	6	10	9	11	11	11	11	10	10	14	11	8	9	12	8		11	9	8		11
BIOs	242	189	53		13	10	13	7	10	9	8	11	11	10	11	9	6	12	12	8		10	12	10		10
BIOs	242	192	50		13	10	11	9	10	12	12	10	11	11	14	8	6	12	9	8		10	9	10		10

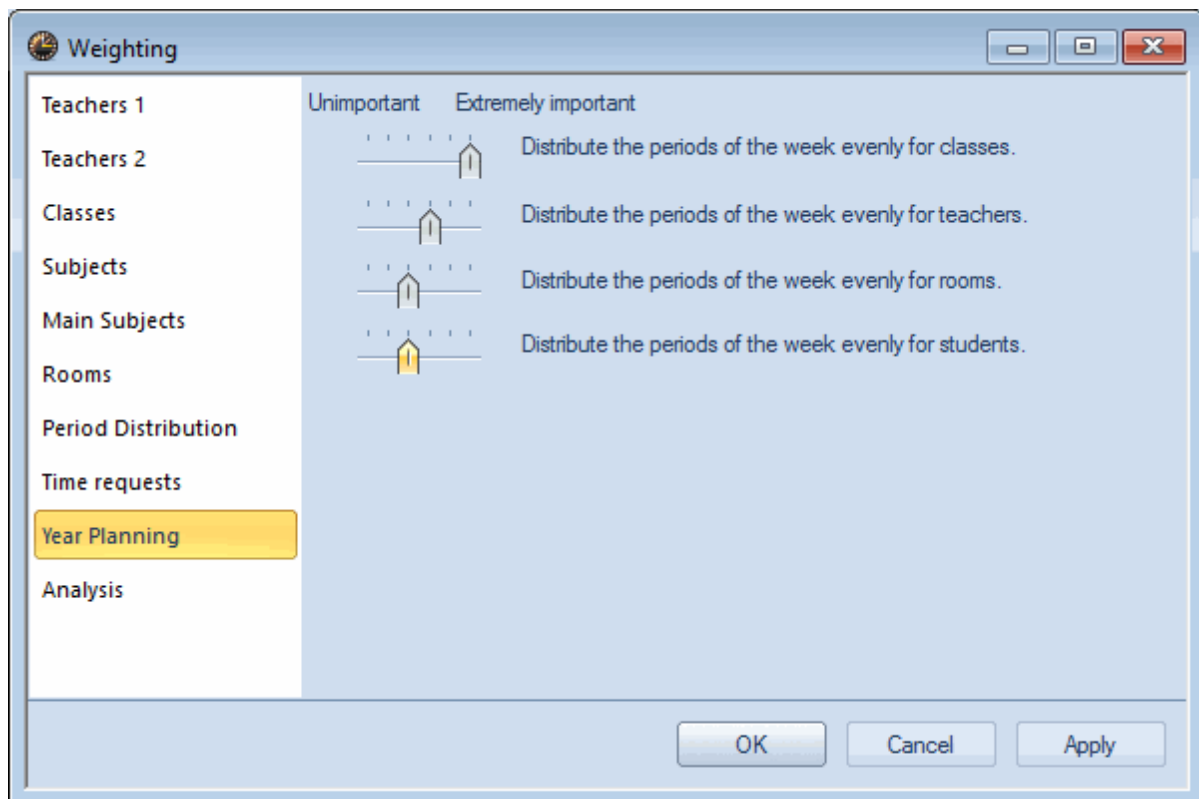
## 2.2.4 Automatic allocation

### 2.2.4.1 Principle

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



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



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

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

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

**Note:**

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

## 2.2.4.2 Functions

### 2.2.4.2.1 Lock allocation

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







School week: 12 Lessons: 3832  
22.11. - 28.11.2010 Distributed: 2  
School days: 5 Scheduled: 0  
Prds.Week: 40 (100%)

Les.	Sub.	Cla.	Tea.	Rm.	L-seq	Desci	Subje	Ttl.	min-n	Distr	Open	Years periods											
												8	9	10	11	12							
3830	PBL-5	BIOs	cojo	B038				2	2-12	0	2	0											
3831	PBL-5	BIOs	cojo	B038				10	2-2	10	0	0	2	2	2	2	2						
3832	PBL-5	BIOs	cojo	B038				10	2-2	10	0	0					2	2		2	2	2	
3833	PBL-5	BIOs	cojo	B038				3	2-12	0	3	0											

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.

School week: 17 Lessons: 226  
18.1. - 24.1.2010 Distributed: 0  
School days: 6 Scheduled: 0  
Prds.Week: 72 (100%)

Les.	Sub.	Cla.	Tea.	Rm.	L-seq	Desci	Subje	Ttl.	min-n	Distr	Open	Sched	Periods/week																												
													1	2	3	4	5	6*	7*	8*	9*	10*	11*	12*	13*	14*	15*	16*	17*	18*	19*										
218	712.Z	S2A	TAFE	PHTE				11	11	0	0	0	1	2	2	2	4																								
220	712.V	VS2A	LEHM	PHT0				11	11	0	0	0	-	-	-	-	-	-	-	1	2	4	2	2																	
222	712.V	VS2B	LEHM	PHT0				11	11	0	0	0	-	-	-	-	-	-	-	1	2	4	2	2																	
224	712.V	VS2C	LEHM	PHT0				11	11	0	0	0	-	-	-	-	-	-	-	2	2	4	2	1																	
226	712.Z	VS2A	PIRK	PHTE				11	11	0	0	0	-	-	-	-	-	-	-	2	2	4	2	1																	
228	712.Z	VS2B	HAUF	PHTE				11	9	2	9	0	-	-	-	-	-	-	-	2	2	2	2	1																	
229	712.Z	VS2C	HAUF	PHTE				9	9	2	9	0	-	-	-	-	-	-	-	2	2	2	2	1																	

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.

The screenshot shows the 'Calendar - Year Planning' window with a table of lessons. A 'Lesson sequences' dialog box is open, showing a list of lesson sequences. A red circle highlights the 'Lesson sequences' dialog, and another red circle highlights the 'Name' field in the table. A callout box explains the distribution of praxis-lessons.

Les.	Sub.	Cl.	Tea.	Rm.	L-seq	Descr	Subje	Ttl.	min-n	Distr	Open	Sched	1	2	3	4	5	6	7	8	
5279	712.H	HS2B	FIDLE	PHTO				20	4-4	20	0	0	4	4	4	4	4				
5278	712.H	HS2B	KIRSF	PHTE				20	5-5	20	0	0						5	5	5	5

The periods of praxis-lesson (Nr. 5279) are only distributed in weeks after the last theory-lesson (Nr. 5278).

### 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.

The screenshot shows the 'Calendar - Year Planning' window with a table of lessons. A callout box explains the 'min-max' field, and another callout box explains that violations of these specifications are displayed in red and marked with two exclamation marks.

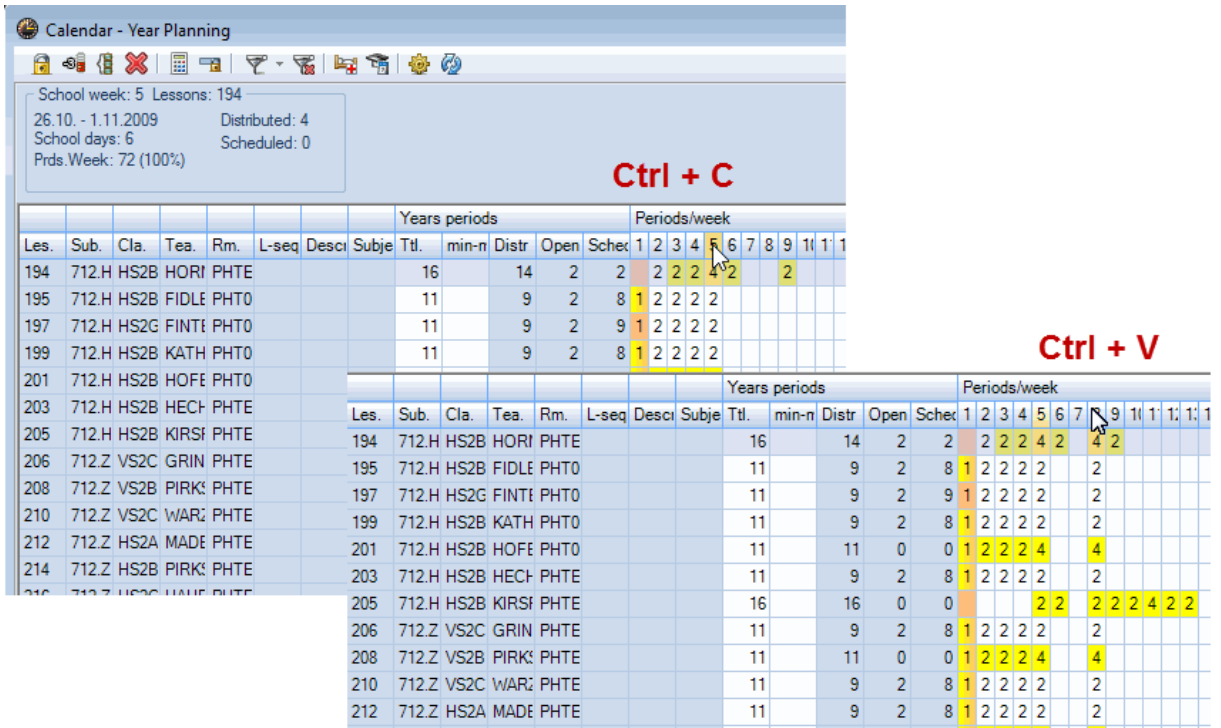
Les.	Sub.	Cl.	T	Years periods	min-n	Distr	Open	Sched	1	2	3	4	11	12
199	712.H	HS2B	K		11		9	2	8	1	2	2	2	2
201	712.H	HS2B	H		11		11	0	0	1	2	2	2	2
203	712.H	HS2B	HEC	PHTE	11		9	2	8	1	2	2	2	2
205	712.H	HS2B	KIRSF	PHTE	16	2-3	16	0	0			2	2	2
206	712.Z	VS2C	GRIN	PHTE	11	2-4	9	2	8	1	2	2	2	2
208	712.Z	VS2B	PIRKS	PHTE	11	2-4	11	0	0	1	2	2	2	4
210	712.Z	VS2C	WARZ	PHTE	11		9	2	8	1	2	2	2	2

Here you can enter the minimal and the maximal number of periods per week.

Violations of these specifications are displayed red and marked with two !!

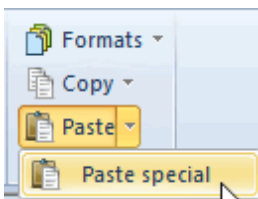
### 2.2.4.2.7 Copy allocation of a week

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



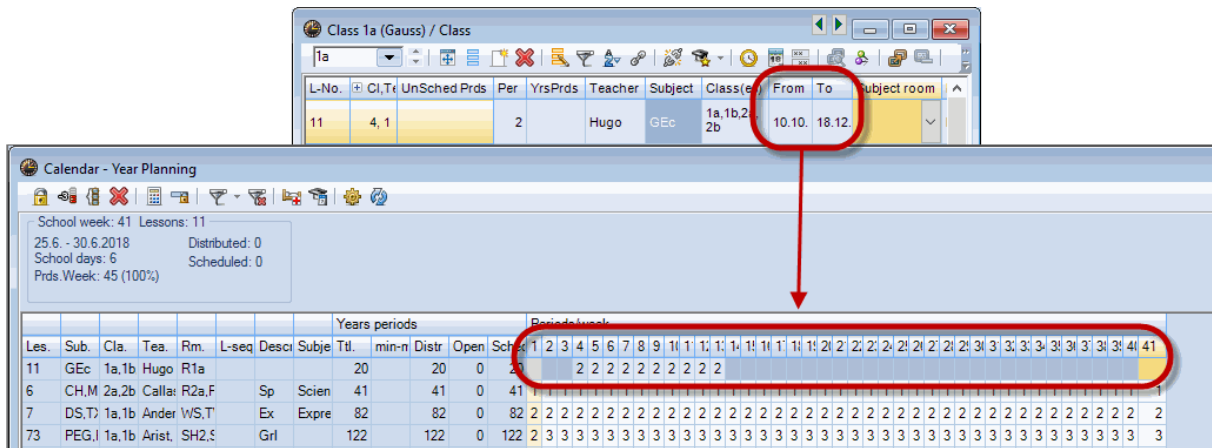
When you have selected a column you can also block the whole week by clicking on the -3 time request button.

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



2.2.4.2.8 Restrictions and lesson groups

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



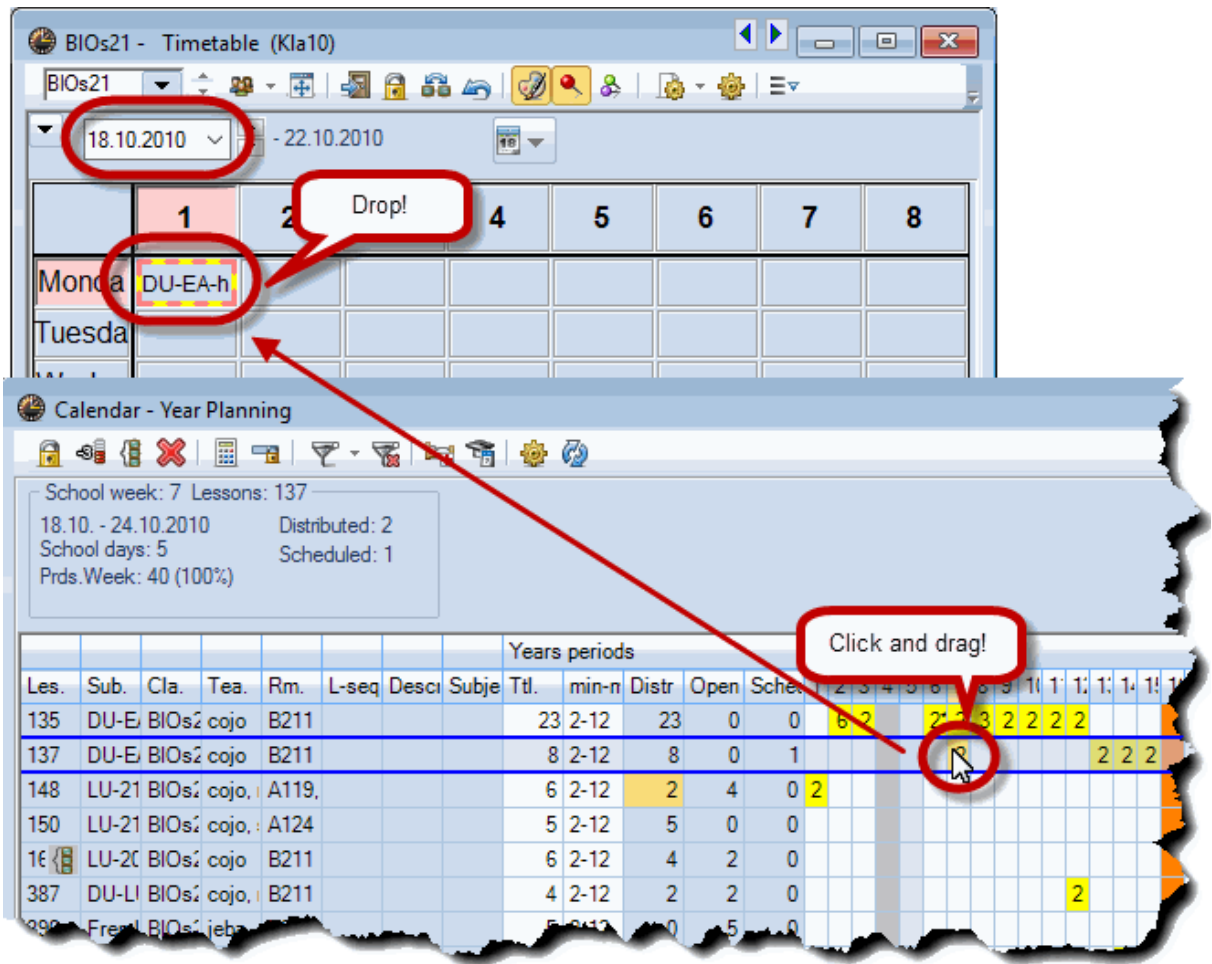
## 2.2.5 Scheduling periods

### 2.2.5.1 Manual scheduling

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

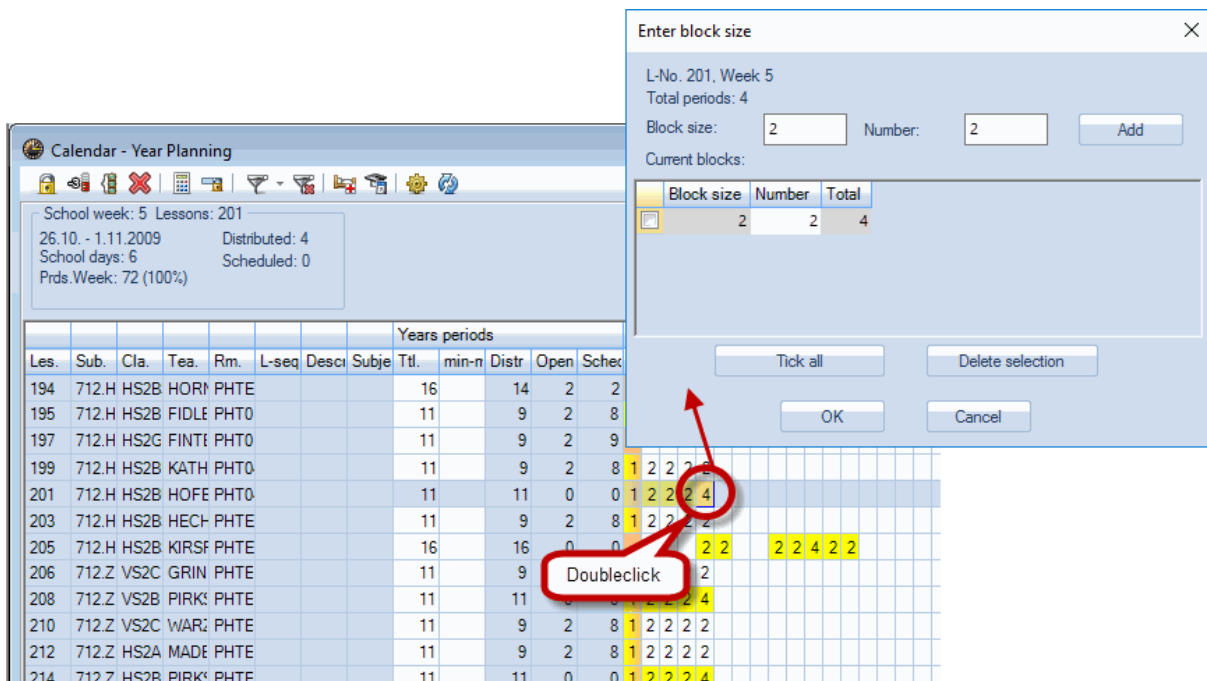
#### 2.2.5.1.1 Calendar window --> timetable

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



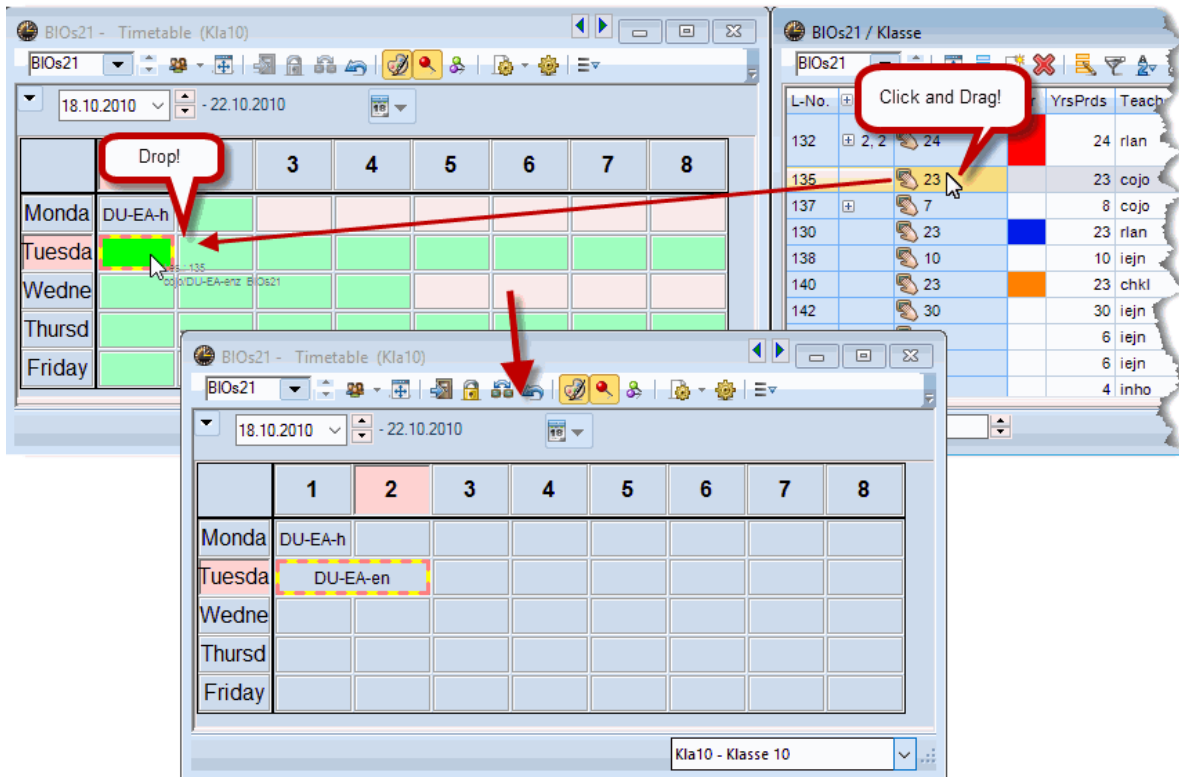
### 2.2.5.1.2 Block sizes

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



2.2.5.1.3 Enter yearly periods in weekly timetable

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



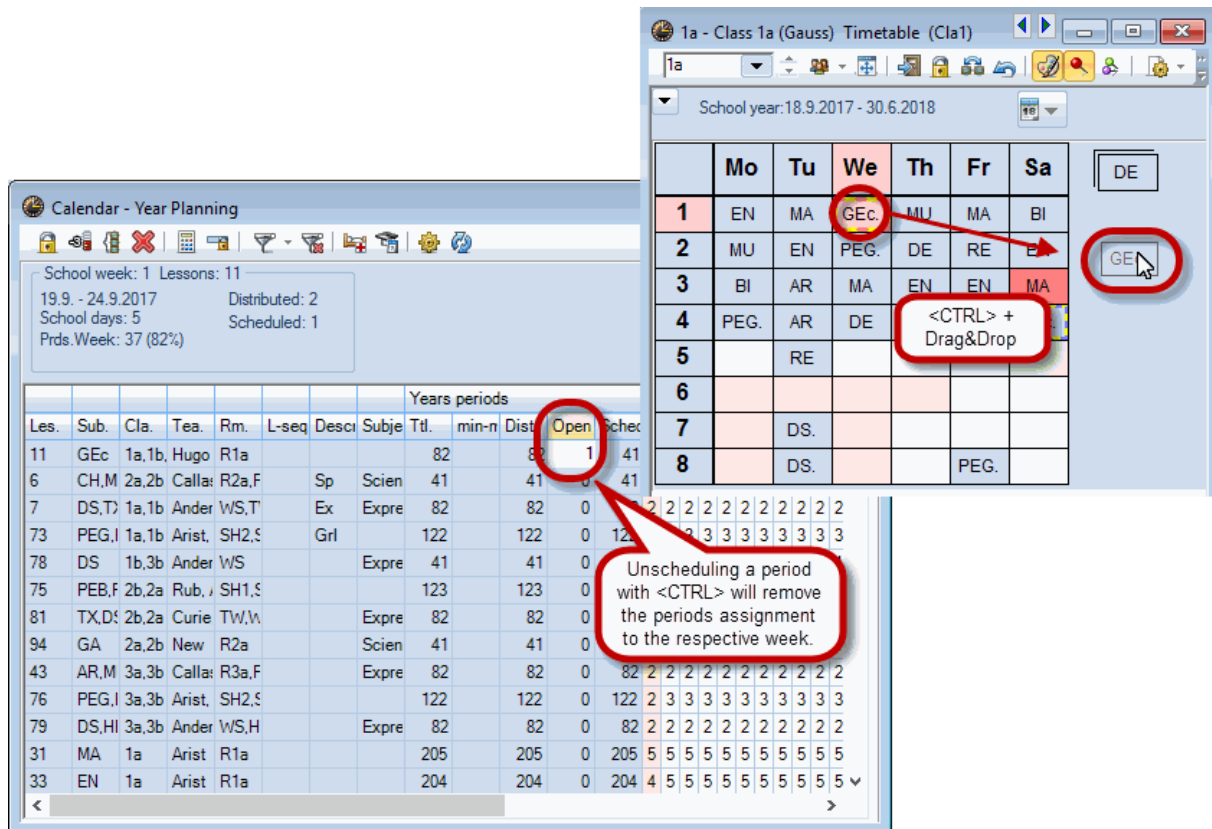


Use the time range setting in the timetable window to set the week in which you wish to schedule the period in question.

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

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

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



#### 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).

Drag the period into the desired week (column) and let it drop.

Click and Drag!

BIOS21 - Timetable (Cla11)

BIOS21

18.10.2010

	1	2	3	4	5	6	7	8	9
Mo-1	WS-E		WS-E			DU-EA			
Mo-2						DU-EA			
Mo-3				DU-G		DU-G			
Mo-4									
Mo-5									
Mo-6									
Mo-7									
Mo-8									

BIOS21 / Klasse

L-No.	Cl,Te	UnSched Prds	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Double pers.	Block	Fro
132	2, 2	2		4	rlan	WS-EMA	BIOS21, BIOS22		B211			
135		17		20	cojo	DU-EA-e	BIOS21		B211			
137		8		8	cojo	DU-EA-h	BIOS21		B211			
130		23		23	rlan	DU-EMA	BIOS21		B211			
138		8		10	iejn	DU-GA-f	BIOS21		B211			
140		23		23	chkl	DU-MFA	BIOS21		B211		6	
		30		30	iejn	DU-STA	BIOS21		B211			

### 2.2.5.1.5 Yearly periods in scheduling dialogue

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

Les.:7 Scheduling dialogue

Lessons

7

19.9.2017 - 30.6.2018

DS, TX

Multi-Drag

School week

1/2

2/1

3/2

4/2

5/2

6/2

7/2

8/2

9/2

10/2

11/2

12/2

13/2

14/2

15/2

16/2

17/2

18/2

19/2

20/2

21/2

22/2

23/2

24/2

25/2

26/2

27/2

28/2

29/2

30/2

31/2

Unscheduled Information History Chained swaps

Les.	Uns	Time	Cla.	Tea.	Sub.
96	42 (41)			?	

Periods: 41

All unsched. periods

Only for the active weeks

	Monday								Tuesday					
	1	2	3	4	5	6	7	8	1	2	3	4	5	6
7														
1b						-3	-3	-3	&	&	&	&	x	
der, G...									X	X	&	&	X	
, TW														

Subj. Rm.	Cla.	Time	School week	Stud.	Special text	Cluste	Line text-2	Student grou

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.

The screenshot shows the 'Les..53 Scheduling dialogue' window. On the left, there are controls for 'Lessons' (53), dates (19.9.2017 - 30.6.2018), 'DE', 'Multi-Drag', and 'School week' (27/3, 19.3.2018). The main area has tabs for 'Unscheduled', 'Information', 'History', and 'Chained swaps'. The 'Unscheduled' tab shows a table:

Les.	Uns	Time	Cl.	Tea.	Sub.
96	7 (203)			?	

To the right of this table, there are 'Periods: 41' and two checkboxes: 'All unsched. periods' (unchecked) and 'Only for the active weeks' (checked). A red callout box points to the '7 (203)' in the 'Uns' column with the text: 'A total of 203 periods are not scheduled. 7 of them are not scheduled in the current week.'

Below the table is a weekly grid for Monday, Tuesday, and Wednesday. The grid shows the distribution of lessons across periods (1-8) for 'Les. 53', '1a', 'Rub', and 'R1a'. 'Les. 53' is scheduled on Monday period 4. '1a' is scheduled on Monday periods 1, 2, 3, 4, 5, 7, 8 and Tuesday periods 1, 2, 3, 4, 5, 6, 7, 8. 'Rub' is scheduled on Monday periods 1, 2, 3, 4, 5 and Tuesday periods 1, 2, 3, 4, 5. 'R1a' is scheduled on Monday periods 6, 7, 8 and Tuesday periods 6, 7, 8.

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** [X]

Font: Arial 9.0

Grid: Width/Height  
120 Column width in % (20 - 200 %)  
100 Line height in % (20 - 200 %)

Selection range  
1 First period  
10 Last period

Window in the background  
 Scheduling dialogue: cluster...  
 Calendar: show only unscheduled prds. of the week  
 Show students  
 DragDrop: Multiple lessons  
 Do not show the totals if there is only one additional row

What do you want shown in each cell?

Subject Class-period  
Class Teacher-period  
Class Room-period  
Subject Student-period

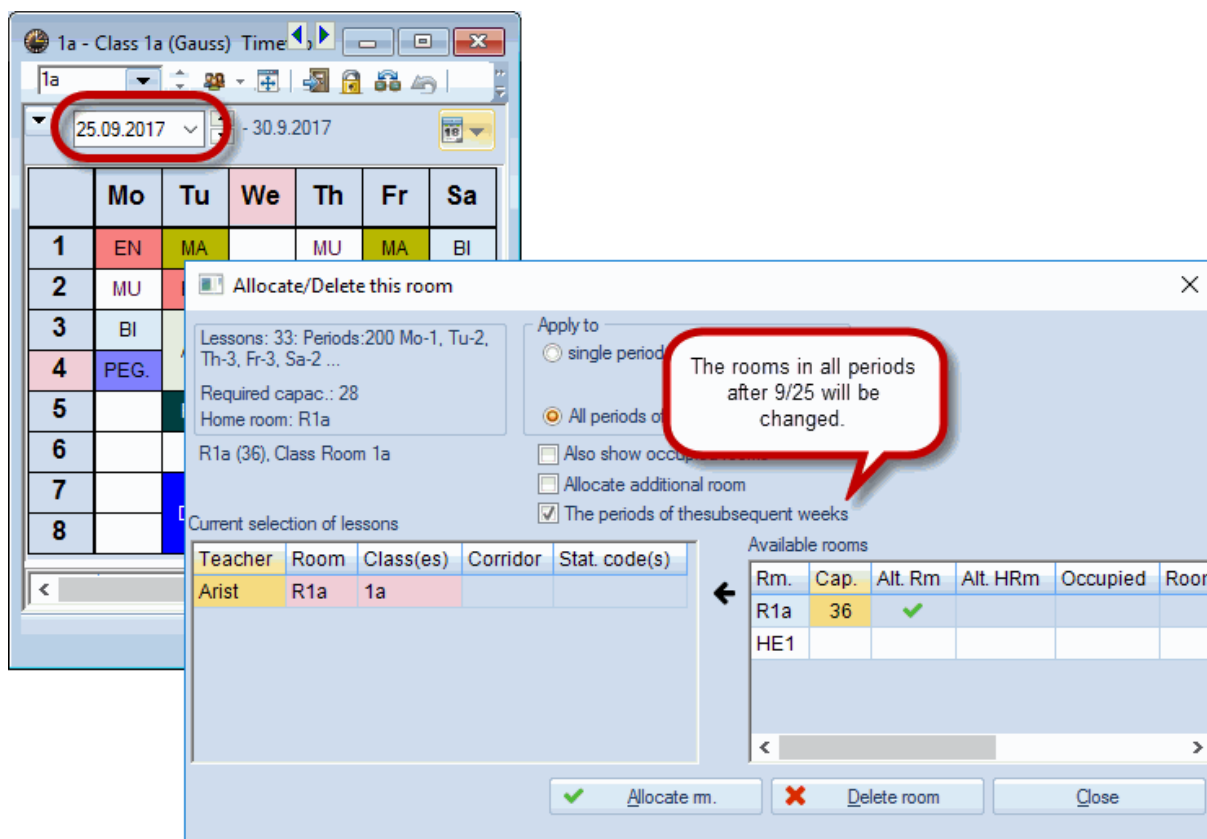
Additional information in the name field

Classes with student total  
 Rooms with capacity  
 Lessons with student total  
 Teachers with student total

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.




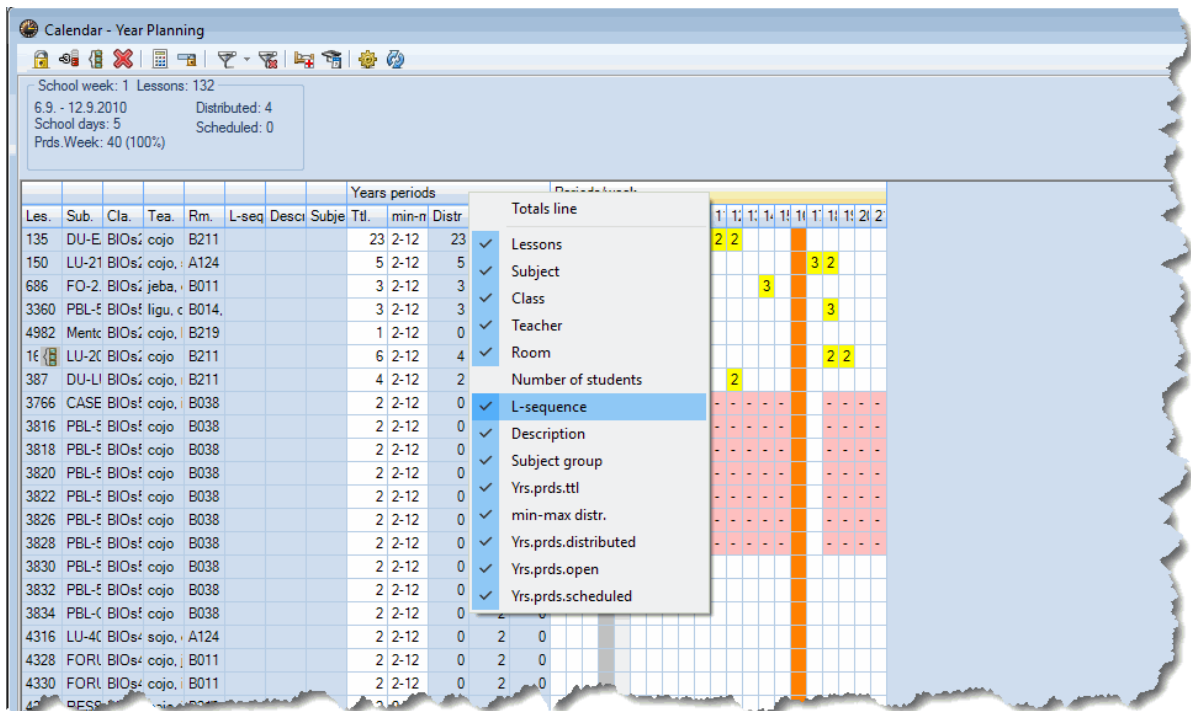
### 2.2.5.2 Calendar absences

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.

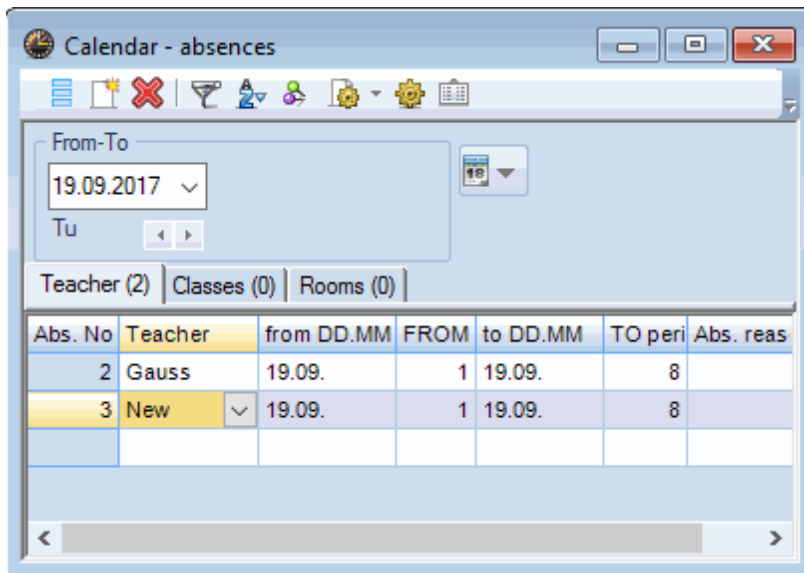
Untis calendar scheduling can take this into consideration by means of *calendar absences*.

#### 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.



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



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



Gauss - Gauss, Carl Friedrich Timetable (Tea20)

Gauss 18.09.2017 - 23.9.2017 Teachers of the class/subject

	Monday								Tuesday								Wednesday								Thursday			
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	3	4
Gauss	Before school starts								Hospital								Hospital								Hospital			
New	Before school starts								Private Reason								Private Reason								3a	3b	2a	2a
Hugo	Before school starts																		2a	4					3b	4	3b	
Ander	Before school starts								4		4	3a							3a		3b				3a			3b
Arist	Before school starts								1a	1a	2b	1b					3a	1a	1a	1b					4	1b	1a	1a
Calla	Before school starts								2a		1a								2b	1b	2b				1a	2b		1b
Nobel	Before school starts								2b	3a	1b		1a						4	3b	2a							

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

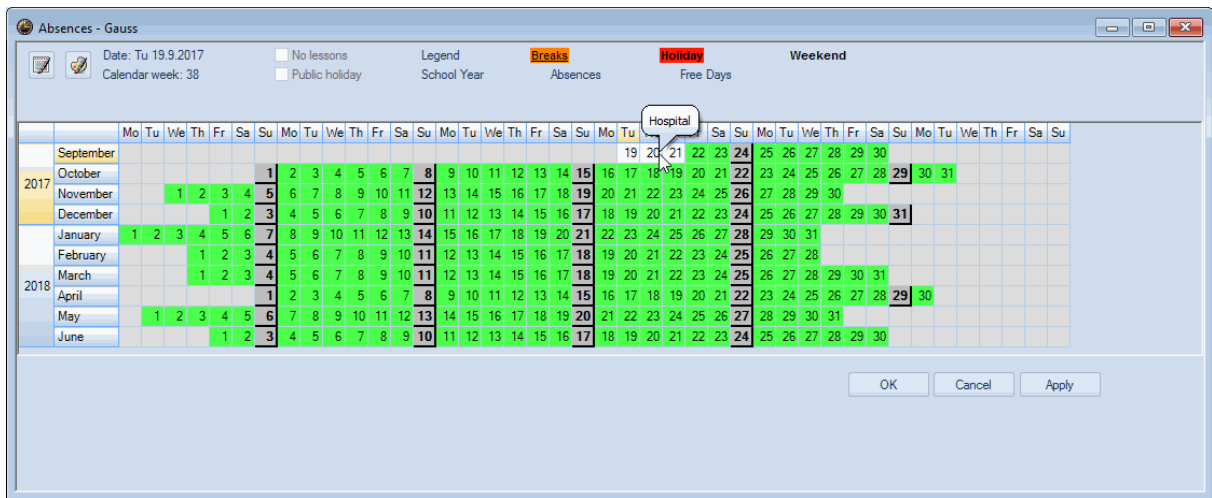
Teachers / Teacher

Gauss

Name	Surname	Room	NTPs target	Periods/day	Lunch break
Gauss	Gauss		0-3	2-6	1-2
New	Newton		0-1	4-6	1-2
Hugo	Hugo		0-1	4-7	1-2
Ander	Andersen		0-1	4-6	1-3
Arist	Aristotle		0-1	4-6	1-2
Callas	Callas		0-1	4-6	1-2
Nobel	Nobel		0-1	4-6	1-2
Rub	Rubens		0-1	4-7	1-3
Cer	Cervantes		0-1	4-7	1-2
Curie	Curie		0-1	4-7	1-3

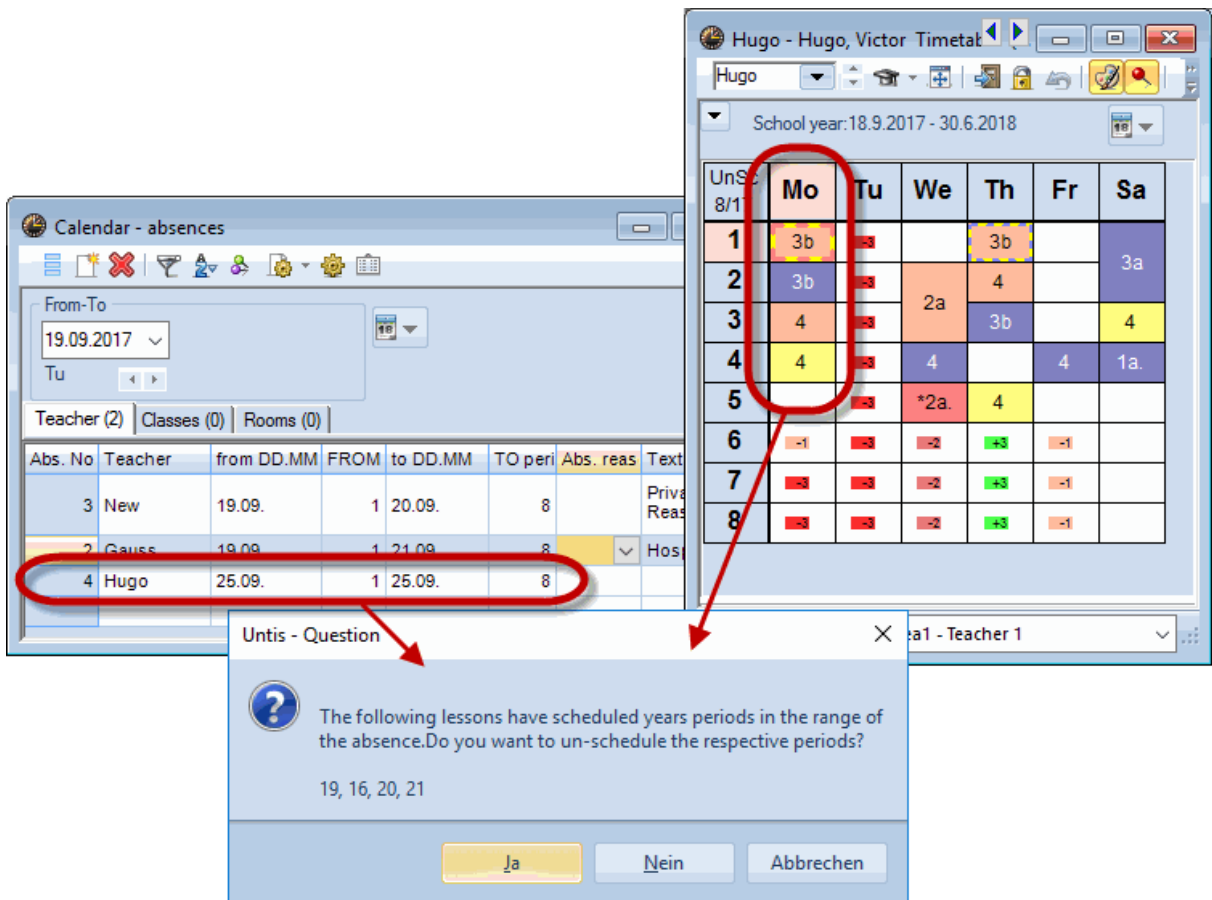
Calendar  
 A calendar for the school year

Teacher



### 2.2.5.2.2 Warning messages

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



### 2.2.5.3 Automatic scheduling (optimisation)

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

Untis uses the following logic with regard to yearly periods:

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

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

The screenshot shows the 'Calendar - Year Planning' window with a toolbar and summary statistics. The main area is a grid with columns for lessons (Les.), subjects (Sub.), classes (Cla.), teachers (Tea.), rooms (Rm.), lesson sequences (L-seq), descriptions (Descr), subjects (Subje), titles (Titl.), minimum periods (min-n), distribution (Distr), open periods (Open), and scheduled periods (Sched). The grid shows a 21-week period with various colored cells representing different states: yellow for locked periods, red for restricted periods, dark orange for holidays, light orange for feast days, and light gray for absences.

Callout boxes provide the following explanations:

- Top right:** This weeks are locked. The timetable optimisation won't be activated for this weeks.
- Middle right:** The distribution of these periods is locked. The timetable optimisation must not change the distribution.
- Bottom right:** Dark orange weeks indicate holidays. Light orange weeks denote to feast days.
- Bottom right (lower):** Light gray weeks indicate that one of the lessons elements has a calendar absence in this week. The background is dark gray, if the absence lasts for the whole week.
- Bottom left:** The timetable optimisation will respect the minimum and maximum number of periods per week.
- Middle left:** This red areas marked with "-3" are restricted for the respective lessons.
- Left side:** Lesson 167 shall be scheduled in consecutive weeks (a "block").

### 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.

Timetable diagnosis

25.09.2017 - 1.10.2017

Input Data Timetable

Diagnosis	Wtg	Num
All	>= 1	
Lessons		5
Class		20
Teacher		39
Room		26
Subject		62
Students		
<b>Lesson sequences</b>		
Calendar - Year Planning		4
Scheduled during calendar absence	*	4

Type of diagnosis  
In these cases, years periods are scheduled during a calendar absence

Weighting: \*  
Number: 4

L-No.	Per.	Tea.	Cl.	Rm.
19	Mo-1	Hugo		
16	Mo-2	Hugo		
20	Mo-3	Hugo		
21	Mo-4	Hugo		

Hugo - Hugo, Victor Timeta

Hugo

25.09.2017 - 30.9.2017

	Mo	Tu	We	Th	Fr	Sa
1				3b		3a
2				4		4
3			2a	3b		4
4	Absent		4		4	1a
5	Absent		*2a	4		
6			-2	+3	-1	
7			-2	+3	-1	
8			-2	+3	-1	

Tea1 - Teacher 1

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Endnotes 2... (after index)