



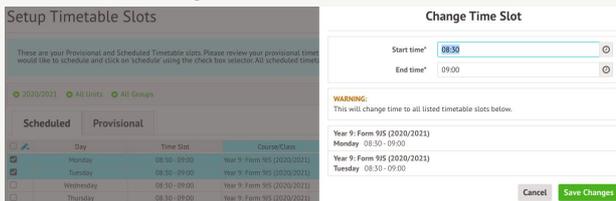
Permissions needed:

- **Teaching: Administer** - Create, edit or delete timetable slots, import from TimeTabler, assign someone as the academic lead or to one lesson to be able to take the register
- **Academic Structure: Administer** - Add courses and assign staff as the academic lead
- **General Admin: Administer** - Mark rooms as unavailable or change class rooms

Changing timetables before September

There's no need to click into each class to edit times and dates - do this in bulk from **Timetable > Timetable Administration > Timetable Slots!** Just select the slots then click the blue pencil.

- To move a class to a different time or edit the length, choose **Edit Start and End Time**.
- To edit the dates the class will run between, e.g. if you have a lesson that only takes place in autumn term, choose **Edit Effective dates**.
- You can **Delete** slots if you haven't taken attendance yet for this class.



Can we do this using TimeTabler?

To make changes to things like lesson start times in TimeTabler you may need to set up more periods to place lessons into, which can take time. If you've already imported a timetable once, it'll likely be easier to make edits in Arbor.

Still want to import a new timetable? Delete the old lessons from the **Timetable Slots** page first.

Not imported a timetable for september yet? See Step 6 of the New School Year Setup guide on the Help Centre for full guidance.

Changing your timetable mid-year

Don't edit the times of your timetable slots as this can impact your statutory attendance. You also won't be able to delete slots if you've begun to take attendance. Instead, you'll need to end your timetable slots and add new ones.

1. Go to **Timetable > Timetable Administration > Timetable Slots**. Click the boxes next to the slots to end or click the box next to the blue pencil icon to select all the slots.
2. Click the blue pencil icon to select **Bulk End Timetable Slots**.
3. In the slide over, change the end date to the last day the lessons should run at that time.
4. Go to **School > Programmes > Courses** to check if your course structure will be the same. You may need to add new courses if it will be changing.
5. Click into the class. Click **+Add** in the **Classes & Lessons** section to schedule the new timetable slots.

Can we do this using TimeTabler?

Complete steps 1-3 shown above to end the old classes in Arbor. Make the changes you want in TimeTabler, making sure that the first day of your timetable file is the day after the last date the slots run in Arbor, then import your file.

Room changes:

- To move a class temporarily, go to **Timetable > Sites & Rooms > Room changes** and click **Mark Rooms Unavailable** to mark a room as out of action. Next, select the lessons to move from the **Changes Required** tab to assign a new room.
- To move a class permanently just select the classes on the **Timetable Slots** page then choose **Change Room** and select the effective date.