EDT

Practical guide

2017

Summary

Methodology

INSTALLATION

Download and install EDT

All EDT applications must be downloaded from our site: **www.index-education.com**

If you have EDT Single-user, download and install a single application on your workstation: **EDT Single-user**.

If you have EDT Network, download and install several applications:
- the **Server EDT**;
- the **Client EDT** on every users' workstation.

For the applications that communicate with each other, you transcribe the coordinates of the Server in every Client.
If the Client is installed on workstations that are outside the institution, for security measures, you can use **Relay EDT** so that the Client does not have direct access to the Server.

For further information

⇨ **Client, p. 55**
⇨ **Recommended configuration, p. 157**
⇨ **Remote administration, p. 158**
⇨ **Relay, p. 157**
⇨ **Security, p. 169**
⇨ **Server EDT, p. 171**

Register the license

Once the applications downloaded and installed, automatically register the license from the software with the command ***File > Utilities > Automatically register your license***.

For further information

⇨ **License, p. 113**

CREATION OF THE DATABASE

Choose your method

If you already have EDT from last year and you want to recover data from EDT (teacher unavailability, customization of the complex courses, etc.), we recommend that you begin the construct your base by using last year's base.

If you have EDT in the Network version, you must create an empty base from the Server before recovering the EDT date.

For further information

⇨ **New base, p. 127**

Configuration of the time grid

During the creation of an empty base, you specify:

- the first day of the week,
- the working days,
- the number and duration of the time sequences: take into account the lunch break and keep a duration of 60 minutes even if your class meetings last 55 minutes,
- the breaking down of the sequences needed to construct your courses (example: the breaking down of a sequence of 60 minutes into 2 allows you to construct courses 30 minutes, 1 hour, 1 hour 30 minutes, etc.).

To intervene on these parameters, especially if you have created your base using last year's base, use the command ***File > Utilities > Convert the time grid parameters***.

For further information

⇨ **Time grid, p. 197**

The first parameters to be entered

These parameters are specified in ***Parameters > INSTITUTION.***

Times: designations that are displayed alongside the grids.

Midday: (morning/afternoon) and non working half-days.

Calendar: vacations and the coordination of the weeks (F1, F2).

Periods (optional): only if your schedule varies during the year (trimesters, semesters, etc.).

Half-board (optional): only if you want EDT to choose the slots when the teacher and classes will have lunch.

Recesses (optional): only if you want make sure some courses not to overlap the recesses.

Remote sites (optional): only if you want to take into account the transit time between different sites in the conception of the timetable.

For further information

⇨ **Calendar, p. 41**

⇨ **Half-board, p. 101**

⇨ **Midday, p. 124**

⇨ **Periods, p. 143**

⇨ **Recesses, p. 156**

⇨ **Split-sites, p. 175**

⇨ **Time grid, p. 197**

User management (Network version only)

Once the base created and put into service, you create the users and specify their rights from a Client connected to the base via the menu ***File > User administration***.

For further information

⇨ **Administrative user, p. 28**

⇨ **User group, p. 203**

ENTER THE CONSTRAINTS

No matter how you have constructed your base, you have recovered the subjects, classes and the teachers. It is not necessary to create the groups; they are automatically generated by EDT. The rooms and equipment can be entered directly in the lists or imported from a text document.

The constraints linked to the resources must be entered directly in EDT, before the elaboration of the timetable. If you have constructed your base from last year's base, you may have recovered them. In any case, verify them.

The constraints linked to subjects

Enter the subject constraints and eventually use the pedagogical weights to further refine them.

Subject incompatibilities: to impose a subject order in the week, specify a minimum lapse of time between courses of the same subject, or not have 2 subjects: in succession, in a half-day, in one or two days.

Pedagogical weights: to limit the number of course hours of «hard» subjects in a half-day or day.

For further information

⇨ **Pedagogical weight, p. 142**

⇨ **Subject, p. 186**

⇨ **Subject incompatibilities, p. 187**

The constraints linked to classes

To save time, select all the classes that have the same constraints before entering.

- **Unavailability**: they allow you to specify the ranges where the class cannot have a course, for example the lunch break if you prefer placing it rather than allowing EDT to distribute the services of the half-board.
- **Wishes**: they allow you to specify the ranges where it is preferable that the class has a course (without a guarantee during the placement).
- **Constraints**: to limit the number of course hours and guarantee free ranges while allowing EDT to choose the most appropriate slots.

For further information

⇨ **Class, p. 44**

⇨ **Time constraints (teachers, classes), p. 196**

⇨ **Unavailability, p. 201**

The constraints linked to teachers

The wish forms must be transcribed in EDT under the following configurations:

- **Unavailability**: they allow the specification of the ranges when the teacher cannot have a course;
- **Wishes**: they allow the specification of the ranges when the teacher would like to have courses (without a guarantee during the placement);
- **Constraints**: they allow the limitation of the number of course hours and guarantee free ranges while allowing EDT to choose the most appropriate slots.

For further information

⇨ Teacher, p. 193
⇨ Time constraints (teachers, classes), p. 196
⇨ Unavailability, p. 201

The constraints linked to the rooms and equipment

Rooms and equipments have their own constraints:

- **Unavailability**: they allow you to specify the ranges when a room or equipment must not be used;
- **Wishes**: they allow you to specify the ranges in which a room/equipment should be used as a matter of priority (without a guarantee during the placement);
- **Remote sites:** if you have activated site management, specify the site of every room.

If you have interchangeable room/equipment (workshops, language labs, normal rooms, etc.) and want to exploit a limited potential to its fullest, you can reunite the rooms/equipment by group and allow EDT to choose a room or equipment for every course.

For further information

⇨ Equipment, p. 87
⇨ Room, p. 161
⇨ Room group, p. 163
⇨ Split-sites, p. 175
⇨ Unavailability, p. 201

CREATION OF THE COURSES

The concept of the course in EDT

The course regroups all the resources that must be mobilized in the same time slot: teacher(s), students et room(s), even when these resources are distributed in several class meetings.

We are talking about:

- **simple course** (in blue below) when the full class sees a teacher (or in the case of co-teaching).
- **complex course** (in green below) when the course reunites several teachers and/or several rooms and/or several classes that are distributed in the class meetings (class meetings).

For further information

⇨ Complex courses, p. 58
⇨ Course, p. 69

The method for course creation

There are several methods for the creation of a course:

- **update the courses from last year** if you have recovered them during the creation of the base from last year's base;
- **manually create all the courses** with the help of the commands that accelerate the input.

For further information

⇨ New course, p. 128
⇨ Transform into several courses, p. 199

How to accelerate the entry of the courses?

In any case, you work faster by using the extractions, duplication, modification in multi-selection and keyboard shortcuts.

For further information

⇨ Extract the data, p. 91
⇨ Multi-selection, p. 126
⇨ Shortcuts, p. 173

The course form and the course's resources

In the course form, you visualize all the resources of the course. From this form you can add or remove a resource, change a resource by another, etc.

- **Subject**: indicate the subject of the course. For the complex courses, leave ***Subject non specified*** or choose a generic subject created beforehand.
- **Teachers**: assign the teacher of the course or all the necessary teachers for the class meetings of the complex course.
- **Groups/Classes /Parts**: allocate the class or all the classes in the case of a complex course; the parts and groups are automatically created during the specification of the complex courses.
- **Rooms/Equipment**: allocate the rooms/equipments or indicate how many rooms of the group must be «reserved» for the course.

For further information

⇨ **Course form, p. 72**

The specification of the complex courses

This stage allows you to print detailed timetables and export to PRONOTE. Most of the specifications can be made after the placement of the courses. However, it is easier to enter the specifications as you go, since you have the elements in mind.

Use the command ***Edit > Specify the complex courses [Ctrl + R]*** to display the specification window in which you will:

- specify the subject for every teacher;
- specify the classes or parts of classes seen by every teacher;
- specify the rooms in which every teacher a course;
- modify the names of the created groups if they are not appropriate;
- indicate if it involves personalized accompaniment;
- (distribution mode) choose the arrangement of the class meetings;
- personalize the class meetings if necessary.

For further information

⇨ **Complex courses, p. 58**

The automatic creation of groups and parts

During the specification of the complex courses, EDT automatically generates the groups and class parts by following the naming rules defined in ***Parameters* > *OPTIONS* > *Resources***.

EDT automatically creates the links between the parts that may have students in common: these links impede the parts from having a course at the same time. It is displayed in ***Timetable* > *Classes* >** . If you know that two parts of a class do not have any students in common (for example, no Germanist LL2 is a Hellenist), double-click on the link to delete it: EDT will then have the possibility to place the two courses at the same time to optimize the timetable.

For further information

⇨ **Class parts, p. 53**

⇨ **Complex courses, p. 58**

⇨ **Group of students, p. 96**

⇨ **Link between the parts, p. 114**

Constraints specific to a course

Besides having the constraints of their resources, courses can have their own constraints;

- **Unavailability**: they allow you to specify the ranges where the course must not take place, for example, all afternoons if you want to coerce the placement of the courses in the morning;
- **Wishes**: they allow you to specify the ranges when it would be preferable that a course be placed (without a guarantee during the placement);
- **Observation of the recesses**: if the recesses have been specified, you can indicate the course must not overlap them.
- **Periods (trimesters, semesters)**: if the year is divided into periods, you must indicate in what period(s) the course takes place.

For further information

⇨ **Periods, p. 143**

⇨ **Recesses, p. 156**

⇨ **Unavailability, p. 201**

ELABORATION OF THE TIMETABLE

Step 1: verify the data

This first step consists of verifying if the entered data, making sure that incoherences do not impede the placement.

Verify that all the courses are entered and that their are no doubles:

- per teacher: ***Timetable* › *Teachers*** ›. The potential occupation rate (POR) and the number of overtime hours (HSA) are good indications of potential errors (example: a negative AOH that has for an origin a forgotten course). You can also print the SA identification form and have it validated by the teachers.
- per class: ***Timetable* › *Classes*** ›. Example of signs of error: two half-classes that do not have the same number of course hours.

Launch the **constraint analyzer** then correct the identified errors or input incoherences. When there are no longer any incoherences, you can begin the placement.

For further information

⇨ **Constraint analyzer, p. 63**

⇨ **Potential occupancy rate, p. 149**

Step 2: manually place some courses

Ideally, allow EDT to place all the courses. The less you place the courses manually, the better the timetables. **The manual placement is reserved for exceptional cases**, where you have only one slot available for a given course. In most cases, it is possible and preferable to allow EDT to place the course and just indicate the constraints. Even with all the conditions that are attached: two slots are always better than one.

1. Conduct an extraction of the courses to be placed manually.
2. From the tab ***Timetable*** or ***Schedule***, activate the diagnosis mode to visualize the possibilities of placement. The free slots are indicated by white stripes. All the relative constraints having a given place are indicated in the course form and materialize in the grid using blue stripes.
3. Select the newly placed courses, right-click and launch ***Lock in the same place*** so that they will not be displaced in ulterior calculations.

For further information

⇨ **Locking of the courses in the same place, p. 116**

⇨ **Manual placement, p. 122**

Step 3: automatic placement and solving failures

The placement by series consists of placing the courses progressively beginning with the most difficult to the easiest. At this stage, all the courses are de-positioned, with the exception of the locked courses because they only have one possible place.

The placement is conducted by series after series of courses, generally in the following order:

- the complex courses,
- the courses with at under 5 possible places (number to be adjusted according to your base),
- the long courses and the co-teaching courses,
- the remaining courses.

This order can be modified according to the type of institution (for example, in vocational schools, the long courses are often numerous and more difficult to place). The important thing is to give priority to the courses that need many resources. Another way to detect «problematic» resources is first to launch ***Placement > Launch an automatic placement*** on the totality of the courses: at the outcome, conduct an extraction of the courses in failure then go through it while processing successively by teachers, classes and rooms. A resource that appears often should be processed with priority for the placement.

The steps to be followed for every series

Extract the concerned courses: only the extracted data will be taken into account for the automatic placement. Use the shortcuts and predefined extractions from the ***Extraction*** (extract the complex courses, the co-teaching courses, the personalized accompaniment courses, etc.).

1. Launch an automatic placement.
2. If courses are in failure, de- position them and launch an automatic placement by ticking the option ***Resolve the failures (2 attempts)***.
3. If there remain courses in failure, use the solving tools (cf. below). Do not begin the next series until all the courses of the current series are placed.
4. Once all the courses of a series are placed, select them, right-click and launch ***Lock non de-positionable***. The yellow padlock impedes the courses from returning to unplaced without allotting a determined slot. This allows EDT to displace while placing other courses while avoiding the de-positioning by inadvertence.
5. Make a copy of the base so that at any moment you can return to an anterior stage of placement.

For further information

⇨ **Automatic placement, p. 35**

⇨ **Locking of the non de-positionable courses, p. 117**

The solving tools

There are some tools at your disposition to solve the courses in failure: you can use the one you feel the most comfortable with or better, use them in a complimentary manner.

The automatic solver: this is the tool you first turn to. The automatic solver resolves most of the failures by trying different combinations that the calculator does not take the time to explore.

The option *Diagnosis* of the grid (tab ***Cours***e): use this option when there are just a few courses to be placed. It is used course by course, allowing you to visualize all the course's constraints relative to a given place.
Displace the matrix of the course in the grid to see which of the course's constraints are involved in different places: from here, it is easier to envisage a solution, taking the form of a displacement, permutation or, as a last resort, a targeted loosening of a constraint.

The step by step solver, only for the simple or the non distributed courses: it proposes solutions that observes all the unavailability of the courses and resources but does not necessarily observe the constraints linked to subjects, time maximums or recesses. This is why it is recommended to use it only when the other tools have not given the wanted results.

For further information

⇨ **Automatic placement, p. 35**

⇨ **Diagnosis of a course, p. 78**

⇨ **Solver, p. 174**

Step 4: optimization of the Study Halls and timetables

Optimize the Study Halls allows the distribution in a uniform manner, the number of students or classes in the Study Hall.

Optimize the timetables allows you to ameliorate the quality of the timetables (less gaps, isolated courses and more free half-days). Launch the optimization for the teachers or classes via the menu ***Optimize*** and interrupt it at any time (the ameliorations are retained).
The optimization is conducted by successive attempts: each attempt explores more complex combinations and lasts longer than the preceding. The main ameliorations are performed in the first 3 attempts. You can count up to 10 to 15 attempts for an advanced optimization.

For further information

⇨ **Optimize the study halls, p. 132**
⇨ **Optimize the timetables, p. 132**

Step 5: distribution of the rooms in the courses

If you have allocated the room groups to the courses, distribute the rooms of every group for the courses from the tab ***Timetable* > *Rooms* >** . Make a copy of the base so that you can return to the preceding operation.

For further information

⇨ **Room group, p. 163**

ASSIGNING THE STUDENTS

Assigning students to the classes and groups

You place the students in the classes from the tab ***Timetable* > *Classes*** > .

You place the students in the groups from the tab ***Timetable* > *Groups*** > . If the students' options/electives are specified and the subjects of these options have been used during the specification of the complex courses, you can automatically assign the students to their groups from the tab ***Timetable* > *Groups*** > . For this, select the groups to fill and launch the command ***Edit* > *Automatically assign the students to the selected groups***.

*Remark: the personalized accompaniment groups are filled as you go throughout the year from the tab **Daily management and absences**.*

For further information

⇨ **Group of students, p. 96**

⇨ **Student, p. 181**

FINALIZATION OF THE TIMETABLES

Create the Study Hall courses

The tab ***Timetables* > *Course* >** lists slot by slot all the students that do not have a course. Select the parameters to be taken into account (lunch break, regime, time for departure authorization, etc.), then click on the slot to create the corresponding Study Hall course. The creation of the Study Hall course allows you to print the list of students in Study Hall and take the roll call in PRONOTE.

For further information

⇨ **Study Hall, p. 184**

Send the timetables

From the tab ***Timetable***, click on the button . In the printing window choose the type output:

- ***Printer*** for a paper printout,
- ***E-mail*** to send an e-mail of the timetable to all the recipients with an electronic address,
- ***PDF*** to generate a PDF file,
- ***HTML*** to edit HTML pages,
- ***iCal*** to export the weekly timetables in an iCal format (only from the tab ***Daily management and absences***).

If you have PRONOTE.net, everyone can consult their timetable in their Webspace on the Internet.

For further information

⇨ **E-mail, p. 84**

⇨ **HTML, p. 104**

⇨ **ICal, p. 105**

⇨ **Print, p. 151**

TRANSFER DATA TO PRONOTE

Create a PRONOTE base with data from EDT

We recommend that you initialize the PRONOTE base with the EDT data. The PRONOTE data from last year can be recovered at a latter time.

Transfer of timetable modifications in PRONOTE

The way to proceed differs if you have connection rights to work on a base common to EDT and PRONOTE or not: either you directly connect a Client EDT to the PRONOTE base, which becomes a unique base (recommended), or you set up an automatic transfer.

Possibility N°1: work on a common base

Connect a Client EDT to the PRONOTE base, that by doing so becomes a base in common: no need to transfer data!

- If you have EDT Single-user, you must acquire connect rights.
- If you have EDT Network, these rights are already included in your license.

Possibility N°2: set up an automatic transfer

1. From EDT, launch the command ***File* > *IMPORTS / EXPORTS* > *With PRONOTE*** or ***With PRONOTE HOSTED* > *Automatic data save***.
2. If you have PRONOTE hosted, there is nothing to do. If not, from the Server PRONOTE or, PRONOTE Single-user, launch the command ***File* > *EDT* > *Automatic recovery of the data*** and make sure that the folder where PRONOTE will look for the files is the one where EDT stocks them.

The automatic transfer functions for the timetable modifications and personalized accompaniment groups; if the resources are modified in EDT or PRONOTE, it is necessary to proceed with a manual import to cross reference the data (in EDT: menu ***File* > *IMPORTS / EXPORTS* > *With PRONOTE* > *Save the data***; in PRONOTE: menu ***File* > *IMPORTS / EXPORTS* > *EDT* > *Recover the data***).

For further information

⇨ PRONOTE, p. 153

WEEKLY TIMETABLE

Alter the annual timetable after the beginning of the academic year

To modify all the weeks to come, you can modify the annual timetable after the beginning of the school year. Verify the date from which the modifications will be taken into account in the menu ***Parameters* > *INSTITUTION* > *Daily Management***.

If the alterations are important and if you do not want to derange the work of the other users, it is better to work on a copy of the base with EDT Single-user (including those who have EDT Network: download EDT Single-use in the Evaluation on the Index Education Internet site). Once the modifications conducted, you can recover them on your initial base by launching the command ***File* > *IMPORTS / EXPORTS* > *From EDT* > *Import the classes'/teachers' timetables***.

For further information

⇨ **Copy of the base, p. 67**
⇨ **Import the modified timetables, p. 106**

Conduct occasional modifications in the timetables

The tab ***Daily management and absences*** is dedicated to the occasional modifications.

In the timetables and schedules of the tab ***Daily management and absences***, you can modify the timetable for one or several weeks.

For further information

⇨ **Cancel the courses in the Weekly timetable, p. 42**
⇨ **Draft a course, p. 83**
⇨ **Move a course, p. 125**
⇨ **Sunder a course, p. 191**
⇨ **Weekly timetable, p. 207**

Enter the absences of the teachers/staff

The absences are entered from the tab ***Daily management and absences* > *Teachers*** or ***Staff* >** .

You cab configure:

- the absence motives in the menu ***Parameters* > *GENERAL* > *Absences***,
- the labels that are displayed in the courses of the absent teachers in the menu ***Parameters* > *GENERAL* > *Course*** labels.

For further information

⇨ **Absence motive, p. 24**
⇨ **Absences, p. 24**
⇨ **Labels for the courses, p. 112**

Manage the replacements

- **Occasional substitution**: you can look for a substitute during the entry of the absence of the teacher, from the course form or from replacement allocation in the tab ***Daily management and absences*** › ***Teachers*** › .
- **Long-term substitution** (maternity leave, for example): from the tab ***Timetable*** › ***Course*** › , add the substitute to the course as a co-teacher; this way he/she will be able to take the roll call and make entries in the homework notebook in PRONOTE.

For further information

⇨ **Substitute, p. 188**

Manage the Study Hall

To occasionally allocate a class to Study Hall, from a timetable of the tab ***Daily management and absences***, right-click on the course and launch the command ***Modify*** › ***Place in Study Hall***.

The students in Study Hall are listed for every time slot in ***Daily management and absences*** › ***Students*** › .

For further information

⇨ **Study Hall, p. 184**

Modify the personalized accompaniment groups

You must have indicated that it involves a personalized accompaniment during the creation of the complex course. The composition of these groups is specified in ***Daily management and absences*** › ***Groups*** › (for one or several weeks).

For further information

⇨ **Personalized accompaniment (option of the courses), p. 145**

Reserve a room or equipment

If you are authorized and that the room/equipment is open to reservations, the teachers and staff can conduct reservations from a Client EDT or from their Webspace published with PRONOTE.net.

For further information

⇨ Reserve a room (Network version), p. 159

Communicate by e-mail/instant messaging service

To send a **standard letter by e-mail**, click on the button in the tool bar. The standard letters available are in accordance with the display and are modifiable in ***Communication > Mail >*** .

Top send a free **e-mail**, click on the button in the tool bar.

To engage in a **discussion**, click on the button in the tool bar (in network only).

You can also contact those concerned by a timetable modification or a class committee from the course form/committee.

For further information

⇨ Discussion, p. 82
⇨ E-mail, p. 84
⇨ Information (internal messaging service), p. 106
⇨ Survey, p. 191

MEETINGS AND COMMITTEES

Prepare the parents/teachers meetings

1. Define a meeting session and indicate the concerned classes.
2. If you have PRONOTE.net, you can propose to the teachers and guardians to enter their desiderata and unavailability directly from their Webspace. If not, you can edit the information forms to be filled in by the participants and transcribed manually the desiderata and unavailability in EDT.
   EDT only generates the meetings wanted by at least one of the two parties.
3. Use the manual and automatic placement to generate the schedules of the meetings.

For further information

⇨ **Desiderata (parents/teachers meetings), p. 77**
⇨ **Parent/Teacher meetings, p. 134**

Make the schedules for the class committees

1. Create a class committee session (dates, times, concerned classes).
2. Add the participants from the committee form and indicate the teachers whose presence is not indispensable by deactivating the blue dot in front of their name.
3. Enter the unavailability of the participants.
4. Eventually cancel the problematic courses.
5. Use the manual placement and automatic placement to generate the schedules of the committees.

For further information

⇨ **Class committee, p. 46**
⇨ **Convocation to the class committee, p. 67**

From A
To Z

A

ABSENCE MOTIVE

The absence motives justify teachers' absences and those of the classes. There are by default absence motives. You can create others.

Create an absence motive

► *Menu **Parameters** > **GENERAL** > **Absences***

1. Click on the creation line, enter a designation for the motive and validate with the key ***[Enter]***.
2. In the window that is displayed, select the status of the motive. If it concerns a motive linked:
   - to an absence of a teacher or staff member, tick a status among those proposed in the column ***Teachers***;
   - to an absence of a class, tick the status ***Classes*** in the column ***Classes***;
   - to an absence of a teacher and a class (class outing, for example), tick ***Chaperon*** in the column ***Teachers*** and ***Class*** in the column ***Classes***.
3. Validate.
4. Eventually double-click in the column ***Label's name*** to associate a label to the motive: when an absence is entered with this motive, the label is displayed by default in the timetables; you can always modify it (⇨ **Labels for the courses, p. 112**).

Modify the motive of an absence

► *Tab **Daily management and absences** > **Teachers/Classes/Staff** > **Entry of absences***

1. Select a resource in the list on the left.
2. Select the concerned week in the ruler on the bottom right.
3. Select the absence in the bottom table, right-click and choose ***Modify the motive***.
4. In the window that is displayed, select another motif and validate.

ABSENCES

The absences of the teachers, staff and classes are entered from EDT; they have ramifications in the timetable. On the other hand the students' absences are entered from PRONOTE.

Enter the absence of a class

When a class is entered absent, its courses are canceled; the room and the teacher become available.

► *Tab **Daily Management and absences** > **Classes** > **Entry of absences***

1. Select a class from the list on the left.
2. Select the concerned week or weeks in the ruler on the bottom right.
3. Select the absence motive in the drop-down menu (⇨ **Absence motive, p. 24**).

4. Click-drag on the time slots when the class is absent: they are displayed in the motive's color. To reduce or delete an absence, repeat a click-drag on these times slots.
5. A line with the summary of the absence is displayed on the bottom of the screen.
   - If it is a class outing, click in the column ***Chaperon*** to specify the participating teachers: their absence will be automatically taken into account, and their courses canceled.
   - NEW If the Client EDT is connected to a PRONOTE base, in the cases where the outing overlaps or borders a meal, you can indicate that you should not plan the meals: double-click in the column ***Noon*** (and/or ***Evening*** if the institution proposes a full board accommodation) to reveal a red cross.

Enter the absence of a teacher

When a teacher is entered absent, his/her courses are canceled, the rooms become available and the students can be added to the Study Hall lists.

► *Tab* ***Daily Management and absences*** *>* ***Teachers*** *>* ***Entry of absences***

1. Select a teacher from the list on the left.
2. Select the concerned week or weeks in the ruler on the bottom right.
3. Select ***Absences*** then the absence motive in the drop-down menu (⇨ **Absence motive, p. 24**).
4. Click-drag on the time slots corresponding to the teacher's absent: they are displayed in the motive's color. To reduce or delete an absence, repeat a click-drag on these time slots.
5. A line with the summary of the absence is displayed on the bottom of the screen. You can look for a substitute (⇨ **Substitute, p. 188**) by double-clicking in the column ***Replaced by*** or directly place the students in Study Hall (⇨ **Study Hall, p. 184**).

Enter the absence of a staff member

► *Tab* ***Daily Management and absences*** *>* ***Staff*** *>* ***Entry of absences***

1. Select a staff member from the list on the left.
2. Select the concerned week or weeks in the ruler on the bottom right.
3. Select ***Absences,*** then the absence motive in the drop-down menu (⇨ **Absence motive, p. 24**).
4. Click-drag on the time slots corresponding to the staff member's absent: they are displayed in the motive's color. To reduce or delete an absence, repeat a click-drag on these time slots.
5. A line with the summary of the absence is displayed on the bottom of the screen. If the absence covers an hour of Study Hall duties, you can look for a substitute by double-clicking in the column ***Replaced by*** (⇨ **Substitute, p. 188**).

Modify an absence motive

⇨ **Absence motive, p. 24**

Modify the wording which is displayed in timetables

⇨ **Labels for the courses, p. 112**

Delete an absence

► *Tab* ***Daily Management and absences*** *>* ***Teachers/Classes/Staff*** *>* ***Entry of absences***

1. Select the resource that is absent from the list on the left.
1. Select the concerned week or weeks in the ruler on the bottom right to display the corresponding absences.
2. Select the absence in the table below, right-click and choose ***Delete***.

Recover the timetables that were modified in PRONOTE

⇨ **PRONOTE, p. 153**

NEW See the percentage of non ensured courses using the absence motive

► *Tab* ***Daily Management and absences*** *>* ***Teachers*** *>* ***Summary of non ensured courses per motive***

1. EDT displays a line per status (***Administrative***, ***Personal*** or ***Chaperon***) with the percentage of absences.
2. Deploy the list by clicking on the numbered buttons on the top right: the percentages are displayed in detail per motive.

Also see

⇨ **Absence motive, p. 24**

ACADEMIC YEAR

The dates in the academic year correspond by default to the scholastic calendar.

Modify the dates of the academic year

Prerequisite If the Client EDT is connected to a PRONOTE base and there is data entered in the period that you want to delete, you must first delete the data.

► *Menu* ***Parameters*** *>* **INSTITUTION** *>* ***Calendar***

Enter a new beginning date and/or ending date. In the Network version, you transfer to Exclusive Usage mode: once you perform the modification, you must remember to save and quit Exclusive Usage mode (⇨ **Exclusive Usage mode, p. 90**).

Also see

⇨ **Vacation and holidays, p. 206**

ACCESS TO THE SUSPENDED BASE

In the Network version, the access to the base is suspended after several erroneous identifications. The access to the base again becomes available after a lapse of time or if the SPR manually releases the blocking of the concerned IP address.

Release the suspended IP addresses

Prerequisite It is necessary to be connected as the SPR.

- ▶ Server > Pane **Security parameters**
- ▶ *Client* > *Menu* ***Server* > *Security parameters***

1. Go to the tab ***View the connections***.
2. Click on the button ***Refresh*** to see all the IP addresses.
3. Look at the column ***State*** to identify the suspended IP addresses.
4. Click on the button ***Release the suspended IP***.

Modify the number of attempts and the lockout time

- ▶ *Server* *or Relay* > *Pane* ***Security parameters***

Go to the tab ***Address management***, the number of attempts and the lockout time depends on the ***Verification level of the non privileged IP addresses***. It is not advised to deactivate it.

- **Weak level**: 1 minute of lockout after 5 attempts
- **Medium level**: 1 minute of lockout after 3 attempts
- **High level**: 5 minutes of lockout after 3 attempts

Remark: if the Clients EDT connect to a PRONOTE base, this configuration must be conducted from the Server PRONOTE or Relay PRONOTE.

Also see

⇨ Security, p. 169

ACTIVITY HUB

You can visualize the schedules of all the teachers linked to an activity hub. This allows you to plan meetings with all of the participants.

Assemble the teachers in disciplinary hubs

- ▶ *Tab* ***Timetable* > *Teachers* > *Coordinators of activity hubs***

1. Create the hub in the list on the left; click on the creation line, enter the name for the activity hub and validate using the key ***[Enter]***.
2. Double-click in the column ***Coordinator*** pour designate the referential teacher.
3. Double-click in the column ***Teachers*** and in the window that is displayed, tick all the teachers belonging to the activity hub.

Create a meeting for a disciplinary hub

Prerequisite After defining the disciplinary hub.

- ▶ *Tab* ***Timetable* > *Teachers* > *Coordinators of activity hubs***

1. Select the disciplinary hub in the list on the left: the timetables of the associated teachers is displayed.
2. On the top ruler, select the week in which you want to organize the meeting. you can display the timetables per week or day.

3. Click on the button on the top right.
4. In the window that is displayed, specify the duration of the meeting, if needed add the other resources, then click on the button ***Search for free slots***: they are displayed in white in the grid. the numbers indicate the number of rooms available for every slot.
5. Click on a slot of your choice, and select the wanted room in the list that is displayed on the right.
6. Click on ***Create the course***.

ADMINISTRATION (GROUP OF THE TYPE ADMIN)

The users of the ***Administration*** group possess all the rights to the base. The authorizations of this group are not modifiable.

Also see

⇨ User group, p. 203

ADMINISTRATIVE MODE

By opposition to ***Teacher mode***, the ***Administrative mode*** is the mode via which the administrative users connect to EDT.

Also see

⇨ Teacher mode, p. 195

ADMINISTRATIVE USER

In Network version, the administrative users are the users that connect to EDT in ***Administration mode***, (by opposition to ***Teachers mode***) (⇨ Teacher, p. 193). By default, there is only one user who has all the rights: the SPR. The creation of other users is conducted from a Client, once the base is created and in service.

Recover last year's users with their authorizations

- Prerequisite *You must be connected as the SPR.*
- *Menu **File** > **User administration***

1. Click on the button ***Recover the users*** on the bottom left.
2. Select the file ***.profils*** the contain the user rights. If EDT doesn't directly open the folder where the file is found, search for it in **C:\ProgramData\IndexEducation\EDT\Serveur\VERSION27-0(2016)\FR\Serveurs*number-of-Server***. Validate.

Create a user

Prerequisite You must be connected as the SPR and have created the group in which you want to add a user (⇨ User group, p. 203).

- *Menu **File** > **User administration**, display*

1. In the list on the left, select the group for the user that you want to create.

2. In the list on the right, click on the creation line, enter the identifier, surname and first name of the user by validating every step with the key ***[Enter]***.

Specify the username and password of a user

⇨ Password, p. 139

⇨ Username, p. 204

Change the group of a user

Prerequisite You must be connected as the SPR.

▶ *Menu* ***File*** › ***User administration***, *display* or

Select the user in the list on the left and click-drag or to the new group (it must be displayed on a green background at the moment you release the mouse).Specify a username and password for a user

Delete a user

Prerequisite You must be connected as the SPR.

▶ *Menu* ***File*** › ***User administration***

Select the user, right-click and choose ***Delete*** or press the key ***[Del.]***.

Also see

⇨ Disconnection of the users, p. 81

⇨ User group, p. 203

AFFILIATED CLASS

⇨ LUIE (Localized Units for Inclusive Education), p. 118

AFFILIATION OF A LUIE STUDENT TO A CLASS

⇨ LUIE (Localized Units for Inclusive Education), p. 118

AGENDA

NEW In the Network version, this feature allows the entering of events and displays them in the agendas of all concerned.

Enter an event in the agenda

▶ *Tab* ***Communication*** › ***Agenda*** › ***Agenda***

1. On the top right choose a display by day, week, month or year.
2. Click where you want to create an event.
3. In the window that is displayed, enter a title.
4. Choose a category in the drop-down menu. You can create new categories by clicking on the button ... . The events will be displayed in the color of their category.

5. Enter the contents.
6. By default, the event is shared. So that it only appears in your agenda, un-tick the option ***Share with***.
7. Indicate those concerned to be added to the users of the group ***Administration*** (concerned by all the shared events):
   - if the event is linked to the classes, click on the button ..., tick the concerned classes, then tick ***Teachers/Staff*** to publish in the agenda of the pedagogical teams, ***Guardians/Students*** to publish in the Parents/Students Webspaces if you have PRONOTE.net;
   - if the event is not linked to a class, go to the tab ***Recipient on an individual basis***, click on the buttons ... and tick the recipients.
8. Click on ***Validate***.

Modify several events at the same time (category, publication, etc.)

▶ *Tab* ***Communication > Agenda > List of the events***

1. In the ruler, highlight all the weeks you want to see.
2. Select the events ***[Ctrl + click]*** to be modified in the same manner.
3. Right-click and choose the appropriate command.

Authorize the teachers to enter event in the agenda

▶ *Tab* ***Timetable > Teachers > Authorization profiles***

1. Select the concerned profile.
2. In the category ***Communication***, tick ***See the institution's agenda*** and ***Enter the events in the agenda*** (⇨ Teacher's profile, p. 195). If you have PRONOTE.net, the teachers can consult the agenda and enter the events from Teachers Webspace.

Personalize the agenda

▶ *Tab* ***Communication > Agenda > Agenda***

Click on the button on the top right and choose the display:

- the courses in the agenda,
- the class committees scheduled in EDT,
- vacations and holidays.

ALIGN THE COURSES (TIMETABLE)

To align the courses, we create a complex course. If the courses already exist, the command ***Align*** allows reuniting them in a complex course.

Align the courses

Prerequisite The courses are unplaced or placed in the same slot.

▶ *Tab* ***Timetable > Course > List***

▶ *Tab* ***Timetable > Course > Timetable***

1. If necessary, display the timetables of several classes side by side (⇨ Annual timetable, p. 32).
2. Select the courses to be aligned ***[Ctrl + click]***.

3. Right-click and choose the command ***Align***.

NEW Remove a course from an alignment

▶ *Tab* ***Timetable*** *>* ***Course*** *>* ***List***

▶ *In all the displays* ***Timetable*** *and* ***Schedule***

1. Select the complex course and use ***[Ctrl + R]*** to open the specification window.
2. Select the course in list of class meetings, right-click and choose ***Transform into a simple independent course***. Confirm.

ALTERNATION OF THE COURSES

Alternation of a course corresponds to the number of weeks when the course takes place over the total number of weeks (by default 36). It is used to calculate the teachers' services.

By default:

- a weekly course that takes place all year has for an alternation 36/36;
- a weekly course that takes place in only one trimester has an alternation of 12/36;
- a fortnight course that takes place all year has an alternation of 18/36, etc.

Modify the alternation of a course

▶ *Tab* ***Timetable*** *>* ***Course*** *>* ***List***

1. Double-click in the column ***Alternation*** (***Alt***.).
2. NEW In the window that is displayed, select:
   - an alternation of your choice,
   - an alternation calculated according to the effective weeks of the course,
   - an alternation automatically calculated according to the frequency and period of the course (without taking into account the effective weeks of the course).

Remark: you can also proceed in multi-selection. Select the concerned courses, right-click and choose ***Modify*** *>* ***Alternation****.*

Modify the alternation for only one of the co-teachers

▶ *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Courses***

Modify the alternation of a course directly in the list of courses of the teacher.

Modify the by default alternation

▶ *Menu* ***Parameters*** *>* ***GENERAL*** *>* ***Alternation***

Double-click in the column ***Numerator*** to modify the number of weeks or click on the creation line to add a new alternation.

ALTERNATION OF THE WEEKS

⇨ Week A/Week B, p. 207

ANNUAL TIMETABLE

The annual timetable is constructed and available for consultation in the tab ***Timetable***.

Develop the annual timetable

1. Create the courses in the base using the method of your choice (⇨ **Course, p. 69**): you indicate which resources must occur at the same time and for what subject, without allocating a place for the course.
2. Once the courses are created, allow EDT to find a place for the courses by proceeding in series (⇨ **Automatic placement, p. 35**).
3. When all the courses have a place in the grids, launch the optimization: the calculator attempts numerous combinations to ameliorate the timetables (reduce the number of gap hours and isolated courses, if possible extricate free half-days) (⇨ **Optimize the timetables, p. 132**).

Find the modifications of the annual timetable in the weekly timetable

If you modify the timetable during the year, the modifications are taken into account in the weekly timetable for the rest of the year, starting from the date indicated in ***Parameters* > *DAILY MANAGEMENT* > *Placement***.

Importer the timetables that were modified in a copy of the base

⇨ **Import the modified timetables, p. 106**

Send the annual timetables

⇨ **E-mail, p. 84**

⇨ **HTML, p. 104**

⇨ **Print, p. 151**

⇨ **PRONOTE.net, p. 154**

Customize the display of the timetables

► *In all the displays* ***Timetable***

1. Select a resource to display its timetable.
2. Click on the button on the top right of the timetable to display the user preferences. You can modify the contents of the course (⇨ **Contents of the courses, p. 66**) and modify the range of the days and times that are displayed.

Display several timetables side by side

► *In all the displays* ***Timetable***

1. Select a first resource to display its timetable.
2. In the drop-down menu on the bottom right, select 2, 3 or 4 EDT.
3. Click-drag a resource from the list on the left or from a course form to display its timetable.

ARCHIVE

An archive consists of a database and a set of related files (photos, standard letters, sent mail, attached documents). It is a *.zip* file named by default ***NameOfTheBase.zip***.

IN SINGLE-USER VERSION

Manually archive the base [Single-user version]

► *Menu* ***File*** *>* ***Archive and compress a base***

1. In the window that is displayed, indicate the base to be archived (if the case, the open base) and click on ***Open***.
2. In the window that is displayed, tick the linked files to be archived, then click on ***Save***.

Open an archive [Single-user version]

► *Menu* ***File*** *>* ***Recover a compressed base***

1. In the window that is displayed, indicate the archive, then click on ***Open***.
2. In the window that is displayed, choose the folder or decompress the archive, then click on ***Open***.

Configure the automatic archiving [Single-user version]

► *Menu* ***Parameters*** *>* ***OPTIONS*** *>* ***Safeguards and archives***

Tick the option ***Activate base archiving***, then specify the frequency or the time of the archiving, the files linked to the archive, the archive folder and the number of archives to be retained (if you keep 15 archives, at the 16th archiving, the 1st archive will be deleted).

IN NETWORK VERSION

Manually archive the active base [Network version]

Prerequisite You must be connected as an administrator.

► *Menu* ***File*** *>* ***Archive and compress a base***

In the window that is displayed, choose the folder where the archive is saved, then click on ***Save***. You will be transfered to Exclusive Usage mode: once the modification conducted, remember to save and quit the Exclusive Usage mode (⇨ Exclusive Usage mode, p. 90).

Configure the automatic archiving [Network version]

Automatic archiving is activated by default; an archive is created every day.

► *Server* *>* *Panel* ***Schedule*** *>* *Pane* ***Safeguards and archives***

You can specify:

- the time of the archiving,
- the number of archives stocked: if you keep 15 archives, at the 16th archiving, the 1st archive will be deleted,
- the linked files to be archived,
- the folder where the archives are stored.

Open an archive [Network version]

Prerequisite You must be connected as an administrator.

▶ *Client* > *Menu* ***File*** > ***List of safeguards and archives***

1. In the window that is displayed, select an archive and click on the button **Consult**.
2. You can then choose:
   - return to the activated base via the command ***File*** > ***Quit archive consultation***;
   - replace the activated base by the consulted archive via the command ***File*** > ***Activate the consulted archive***. EDT proposes to rename the base (if you do not rename the base, it will overwrite the current base). All the users are disconnected, then automatically reconnected to this new base.

Directly replace the active base by an archive [Network version]

Prerequisite You must be connected as an administrator.

▶ *Client* > *Menu* ***File*** > ***List of the safeguards and archives***

1. In the window that is displayed, select an archive, right-click and choose **Activate**.
2. EDT proposes to rename the base (if you do not rename the base, it will overwrite the current base). All the users are disconnected, then automatically reconnected to this new base.

AREA CODE

Modify the by default area code

▶ *Menu* ***Parameters*** > ***OPTIONS*** > ***Communication***

Enter the ***By default area code*** by preceding it with a **+**.

ARRIVAL/DEPARTURE DATE (GROUP, CLASS)

The change of date for a student's class or group is retained by EDT (except if you conduct a change ***throughout the full year***). By default, the date retained is the date when you conducted the manipulation; you can modify it from the historical records.

Modify the date arrival/departure date of a group/class

▶ *Tab* ***Timetable*** > ***Students*** > ***Form***

1. Select the student in the list on the left to make his/her form appear.
2. In the tab ***Identity and studies***, click on the ***View historical records*** of the groups or classes
3. In the window that appears, in the tab ***Current year***, click on ***View historical record*** of the groups or classes.
4. In the window that appears, double-click in the column ***Arrival*** or ***Departure*** to modify the dates.

ASSISTANCE

Request to be contacted by telephone

▶ *Menu* ***Assistance > Request to be contacted by telephone***

Once sent, your request will be taken into account and you will be called as soon as possible. This service functions from 9 am to 4 pm Monday thru Friday.

Ask a question by e-mail

▶ *Menu* ***Assistance > Contact the support service by e-mail***

Complete the form while describing the encountered problem as precisely as possible (name of the concerned resources, display, etc.) and add the database as an attached document so the technicians can reproduce the incident.

Access the online video tutorials

▶ *Menu* ***Assistance > Video tutorials***

The videos will guide you step by step for the most common manipulations.

Participate in the discussion forum

▶ *Menu* ***Assistance > Access the discussion forum***

Share your experience and discover tips from the other users.

ATTACHED DOCUMENT

Specify the maximum size of the attached documents for the messaging service

▶ *Menu* ***Parameters > OPTIONS > Communication***

In the frame ***Attached documents***, enter the ***Maximum size (in Kb) of the attached documents***. (between 0 and 2048 Kb)

ATTENDANCE SHEET

⇨ Class committee, p. 46

AUTHOR OF THE LAST MODIFICATION

In Network version, the author of the last modification of a course is displayed in all the lists of courses in the column ***Modified by***. If you do not see this column, click on the button  on the top right of the list to display it.

AUTOMATIC PLACEMENT

During the construction of the timetable, it is advisable to allow EDT to place a maximum number of courses, if possible all the courses.

During an automatic placement, all the users are transferred to Consultation and all the courses that are not locked can be displaced.

Verifications and preliminary configurations

Verify the data

▸ Tab ***Timetable* > *Teachers* > *List***

The potential occupancy rate (POR) and the number of overtime hours (AOH) are good indications of potential errors (example: a negative AOH that originates from a forgotten course). you also can print the states of the services from the tab ***Timetable* > *Teachers* >** and have them validated by the teachers.

▸ Tab ***Timetable* > *Classes* > *List***

Example indicating an error: two half-classes do not have the same number of course hours.

Verify the feasibility of the timetable

During the automatic placement, all the entered constraints are observed (⇨ **Constraints effecting the timetable, p. 63**). To know if all the courses to be placed and the specified constraints are not incompatible, launch the constraint analyzer (⇨ **Constraint analyzer, p. 63**) and if necessary make the corrections.

Specify the placement preferences

▸ Menu ***Placement* > *Launch an automatic placement***

In the tab ***Placement preferences*** of the window that is displayed, select the wanted options:

- **Do not count the ranges around the midday as gaps**: in this case, EDT does not search at all costs to fill the last slot of the morning and the first slot of the afternoon, contrary to the gaps during the day.
- **Consolidate the courses**: from the beginning of the day or around the midday.
- **Consolidate the courses in fortnights in the same range**: to avoid a gap in one week out of two.
  Distribute the courses of the same subject in fortnights in the 2 weeks: to have the same number of hours in the two weeks. If you have 5 courses with 2 in fortnights, EDT will place when possible a course in F1, the other in F2.
- **Time maximums of the subjects and/or teachers and classes**: you can loosen the constraints of the time maximums by taking the average over two weeks.

Customize the calculation criteria

⇨ **Calculation criteria, p. 41**

Placement

In most cases, proceed by series of courses to place all of the courses. Process the most difficult to place courses first. For example, place in the following order:

1. the complex courses,
2. the courses with less than 5 possibles places (number to be adjusted according to your base),

3. the longest course (more than one hour) and those that are in co-teaching,
4. the remaining courses.

This order can be modified according to the type of institution (for example, in vocational schools, long courses are often the majority and difficult to place). It is important to process the courses that require a lot of resources first.

Launch an automatic placement

The stages that follow must be repeated for every series of courses. Do not go to the following stage until all the courses of the series are placed and lock the non de-positionable courses .

► *Tab **Timetable** > **Course** > **List***

1. Conduct an extraction of the series of courses to be placed (the predefined extractions of the menu ***Extract*** can be very useful): **only the extracted courses are taken into account by the calculator**. (⇨ Extract the data, p. 91)
   View the column **State**: all the extracted courses must be de-positioned , with the exception of the locked courses (or) (⇨ Locking of the courses in the same place, p. 116).
2. Launch the command ***Placement > Launch an automatic placement***.
3. In the window that is displayed, verify and if needed modify your placement preferences (see above) and options.
   - **Stop at the first failure**: allows you to understand and solve the failure manually.
   - **Solve the failures**: only activate this option if EDT could not place all the courses of the series during the first attempt and that you have worked on just a few courses (the option includes the first attempts of the solver and slows down the calculation).
4. Click on the button ***Launch the calculation*** you will be transferred to Exclusive Usage the time it takes for the calculation.
5. In the list of courses, if will find the extracted courses: in black, the courses that have been placed; in red, the course that EDT did not succeed in placing and are said to be in failure . Use the tools found below to pour place the last courses of the series before moving to the next series.
6. Once all the courses of the series have been placed, select them, right-click and choose ***Lock non de-positionable*** .: EDT can displace the course but not de-position it.
7. Make a copy of the base so that you can at any moment return to this stage of the placement (⇨ Copy of the base, p. 67).

Remark: if you want to cancel the placement of the courses, select them in the list of courses, right-click and choose ***De-position*** (⇨ De-position, p. 76).

RESOLUTION FOR THE COURSE IN FAILURE

Identifier the courses in failure XXX

► *Tab **Timetable** > **Course** > **List***

Sort the list by clicking on the column **State**. The courses in failure are displayed in red at the top of the list.

Lancer the automatic solver

⇨ Solver, p. 174

Modify a timetable to resolve a failure

⇨ Diagnosis of a course, p. 78
⇨ Pending, p. 142
⇨ Permute two courses, p. 144
⇨ Place and arrange, p. 148

B

BAK

The file ***NameOfTheBase.bak*** is a copy of the base automatically made before the last save.

Open a copy *.bak* [Network version]

Select the type of file ***.bak*** in the browser during the opening of the base (⇨ Open a base, p. 131).

Open a copy *.bak* [Single-user version]

1. Click on the button in the tool bar.
2. In the window that is displayed, select the extension ***.bak***, specify which folder where the file is found and click on the button **Search**.
3. Select the wanted copy ***.bak*** and click on the button ***Open the selected file***.
4. Save the file under a new name ending with ***.edt*** and validate.

BASE

An EDT database is a file ***.edt*** that contains the main data. Some data (attached documents, photos, etc.) are stored in separate folders.

Create a new base

⇨ New base, p. 127

Open a base

⇨ Open a base, p. 131

Archive a base

⇨ Archive, p. 33

Make a copy of the base

⇨ Copy of the base, p. 67

Consult a base

⇨ Consult a base, p. 65

Merge bases

⇨ Merge two bases, p. 123

Also see

⇨ **PRONOTE, p. 153**

BOARDER

Indicate the residents

► *Tab* ***Timetable*** **›** ***Students*** **›** ***Form***

1. Select the students with the same regime.
2. In the tab ***Identity and studies***, rubric ***Half-board***, select the regime ***Boarder*** in the drop-down menu and verify that the three meals are ticked if you want to enter the absence for these meals using PRONOTE.
3. Eventually un-tick the days when the selected students do not have a meal in the institution.

Fill in the dorm and room number of the resident

► *Tab* ***Timetable*** **›** ***Students*** **›** ***Form***

1. Select the student in the list on the left.
2. In the tab ***Identity and studies***, click on the button .
3. In the window that is displayed, tab ***Half-board***, fill in the fields ***N° Room No.*** and ***Dormitory***.

BOLD (NAMES IN THE LISTS)

NEW In the tab ***Daily Management and absences***, the resources whose timetable has been modify in the highlighted weeks is displayed in bold in the list.

BREAK

⇨ **Half-board, p. 101**

⇨ **Recesses, p. 156**

C

CAFETERIA

⇨ Half-board, p. 101

CALCULATION CRITERIA

The calculation criteria specified by default are suitable for the majority of the institutions.

Customize the calculation criteria (automatic placement)

By default, the calculation criteria are balanced: the assigned value is high enough so that every criterion is efficient and low enough so that a criterion does not exercise its influence at the expense of another. This is why it is recommended to keep the by default values during the first calculation.

If you have the time to conduct simulations and a criterion is more important than others, you can give it more weight. Do not modify too many criterion at the same time; otherwise you will not know which one influence the results.

► *Menu **Placement** > **Launch an automatic placement***

From the tab ***Information***, click on the button ***Customize calculation criteria***. By default, the values are configured so that no criterion conflicts with another:

- **Privilege free 1/2 days**: to be augmented if you want to prioritize free half-days in the teachers' timetables;
- **Penalize gaps**: to be augmented if you want to prioritize the avoidance of gaps in the timetables of the teachers and classes;
- **Privilege free days**: to be augmented if you want to prioritize free days in the teachers' timetables.

Things to know:

- If you allocate a nil value to a criterion, it is not taken into account; if you allocate a negative value, you will obtain the opposite effect. For example, if you allocate a negative value to the criterion ***Privilege free 1/2 days***, EDT breaks up the timetables to a maximum.
- Except for a particular reason, allocate to ***Penalize gaps (class)*** a value inferior or equal to that of ***Penalize gaps (Teacher)***. As the number of hours for a class is usually greater than those of the teachers, the higher the value of the criterion is for the classes, the higher the risk of penalizing the teachers' timetables.

CALENDAR

Define or modify the dates of the academic year

⇨ Academic year, p. 26

Enter the vacations and holidays

⇨ Vacation and holidays, p. 206

Number the weeks according to the academic or calendar year

► *Menu* ***My preferences*** *>* ***DISPLAY*** *>* ***General***

By default, EDT uses the ***calendar numbers***, but you can choose to ***renumber starting from 1*** (the first week will no longer correspond to the 1st of January but the first week of school).

Modify the alternation of the weeks

⇨ Week A/Week B, p. 207

Print the calendar

► *Menu* ***Parameters*** *>* ***INSTITUTION*** *>* ***Calendar***

To print a calendar with the weekly alternations and vacations, click on the button ***Print the calendar***, configure the page layout, verify the results with the preview then click on ***Print***.

CANCEL THE COURSES IN THE WEEKLY TIMETABLE

During the entry of an absence, the courses are automatically canceled. You can also cancel the courses without entering an absence. When you cancel a course in the weekly timetable, the teacher and room become available and the students can be added to the lists for Study Hall.

Cancel a course in a week

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

1. Select the concerned resource in the list on the left to display its timetable.
2. Highlight the concerned week in the ruler on top.
3. Select the course, right-click and choose ***Cancel*** **>** ***Cancel the course in this week***.
4. Confirm: that the course is canceled. The course form shows the modification and the label ***Canceled course*** appears in the course.

Enter the cancelation motive and modify the label *Cancel course*

⇨ Absence motive, p. 24

⇨ Labels for the courses, p. 112

Place the students in Study Hall

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

1. Select the canceled course.
2. Right-click and choose the command ***Modify*** **>** ***Place in Study Hall***: if the Client EDT is connected to a PRONOTE base, the students are automatically added to the Study Hall roll call sheet.

Cancel all the courses of a day/ week

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

1. Select the concerned resource in the list on the left to display its timetables.
2. Select the concerned week in the ruler on top.

3. Select one of the class meetings of the concerned day/week, right-click and choose ***Cancel > Cancel the courses of the [day of the week] displayed*** or ***Cancel > Cancel all of the courses of the week***. Confirm.

Reinstate a canceled course

► *In all the displays* ***Weekly timetable***

1. Select the canceled course.
2. Right-click and choose ***Reinstate > Reinstate the courses in this week*** or one of the two other options s if you have canceled all the of the day or week.

Display/Mask the canceled courses n the timetables

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

Click on the button on the top right of the grids.

Warn those concerned by the canceled course

If the Client EDT is connected to a PRONOTE base, the canceled course appears instantly as is in the timetables of those concerned. From the course form (⇨ Course form, p. 72), by clicking on the button , you can:

- dispatch mail;
- dispatch an e-mail;
- send information if the Client EDT is connected to a PRONOTE base;
- begin a discussion if the Client EDT is connected to a PRONOTE base.

CAS

⇨ Delegate the authentication, p. 75

CATCH-UP FOR A COURSE

To catch-up on a course, just move it within the grid from the tab ***Daily management and absences*** (⇨ Move a course, p. 125).

CATEGORY OF A STANDARD LETTER

The category of a standard letter determines the displays from which the standard letter can be dispatched as well as the variables that can be inserted. The category of a letter is chosen during its creation.

See from what displays a standard letter can be dispatched

► *Tab* ***Communication > Mail > Standard letters***

Place the cursor on the category of the concerned letter: a tool tip lists the displays from which the standard letter can be sent.

Modify the category of a standard letter

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letters***

You cannot modify the category of the standard letters created by default. To modify the category of the standard letters that you have created, double-click in the column **Category** and choose another category in the window that is displayed: if the variables are not available for the new category, they will be deleted from the standard letter.

CIVIL STATUS

The civil status is a field available for the teachers, students, legal guardians and the staff. It can be filled in directly in the base or imported from another database.

Add/Modify the possible civil statuses

► *Tab* ***Timetable*** **>** ***Teachers/Students/Guardians/Staff*** **>** ***List***

1. Double-click in any cell in the column ***Civil Status***.
2. In the window that is displayed:
   - click on the creation line to add a civil status;
   - click on to delete the selected civil status;
   - click on to modify the selected civil status.

Fill in the civil status

► *Tab* ***Timetable*** **>** ***Teachers/Students/Guardians/Staff*** **>** ***List***

1. If you do not see the column ***Civil Status***, click on the button on the top right of the list to display it (⇨ List, p. 115).
2. Sort the list and select those who have the same civil status.
3. Right-click and choose ***Modify*** **>** ***Civil Status***.
4. In the window that is displayed, select the civil status and validate.

Add/Modify the civil statuses in the printed timetables

► *Printing window*

1. Go to the tab ***Contents***.
2. In the inset ***Information in the courses***, click on the arrow on the left of ***Teachers*** to view the different information.
3. Tick or un-tick ***Civil Status***.

CLASS

You can create the classes on the fly from the list of classes.

CHARACTERISTICS

Fill in the head count of a class

⇨ Placement preferences, p. 148

Enter the time constraints of the classes

⇨ Time constraints (teachers, classes), p. 196
⇨ Unavailability, p. 201
⇨ Wishes, p. 210

Specify the homeroom teacher of a class

⇨ Teacher, p. 193

Specify the preferential room of a class

⇨ Room, p. 161

Attribute a color to every class (for the teachers' timetables)

⇨ Color, p. 56

View the roster of the class

⇨ Roster, p. 166

MANAGEMENT OF STUDENTS IN THE CLASS

Manually assign the students to their class

► *Tab* ***Timetable*** **>** ***Classes*** **>** ***Students***

1. Select the class in the list on the left.
2. Click on the line ***Add a student***.
3. In the window that is displayed, tick ***Display the students without classes***, select the students to be added ***[Ctrl + click]*** and validate.

Place the students in the classes according to last year's classes

► *Tab* ***Timetable*** **>** ***Students*** **>** ***List***

1. Sort the list in the column ***Previous year's class***. If you do not see this column, click on the button on the top right of the list to display it (⇨ List, p. 115).
2. Select all the students of a class, right-click and choose ***Modify*** **>** ***Class***.
3. In the window that is displayed, double-click on their new class.

Change a student's class

► *Tab* ***Timetable*** **>** ***Students*** **>** ***List***

1. Double-click in the column ***Class***.
2. In the window that is displayed, double-click on the new class.
3. A new window is displayed: if the parts of the classes have already been created, tick those which the student will take part in.

4. You can apply this change:
   - throughout the entire year: EDT will not keep a historical account; as if the student was assigned to this class since the beginning of the year;
   - from a date that you specify and that you can always modify thereafter from the student's case history (⇨ Arrival/Departure date (group, class), p. 34). If you work on a PRONOTE base, you must proceed in this manner to retain the grades and evaluations of the student.

Also see

⇨ Class parts, p. 53

CLASS ANIMATION

Automatically create a weekly course with the homeroom teacher principal for all the classes

Prerequisite a homeroom teacher was assigned for every class (⇨ Teacher, p. 193).

► *Tab **Timetable** > **Classes** > **List***

Select all the classes ***[Ctrl + A]***, right-click and choose ***Create the hour for the homeroom's class animation***.

Remark: you can only select certain classes before launching the command.

CLASS COMMITTEE

The tab ***Class committee*** assembles all the features that allow you to elaborate a schedule for the class committees.

STAGE 1 - CREATION OF THE COMMITTEES

Specify the session

During the creation of the first session, you specify all the characteristics of the session and committees. For the following sessions, you can go speed up the process by duplicating the first session.

► *Tab **Class committees** > **Committees** > **List***

1. Click on the creation line.
2. In the window that is displayed, specify the characteristics of the session:
   - **the name**;
   - **the dates**: to indicate that there is a day between these two dates that is not concerned, you must enter the unavailability for the committees (see below);
   - **the time slot**: to placer the committees between 1:00 pm and 2:00 pm, then between 5:00 pm and 7:00 pm, you must create a session of 6 hours that begins at 1:00 pm, then for all the committees enter the unavailability from 2:00 pm till 5:00 pm;
   - **the necessary time step**: for 1 hour 15 minute committees, you must breakdown the session into 4;
   - **the period**.

3. Then indicate the by default characteristics of the committees that will be created:
   - **the duration**;
   - **if the teachers are indispensable or not**: it is possible to manage this at a later time, committee by committee, teacher by teacher;
   - eventually **the number of simultaneous committees that should not be exceeded** and **the maximum number of days of committees for a teacher**.
4. Verify in the grid that the time slot corresponds to what you want and eventually modify the time designations that will be displayed on the screen and printed schedules.

Create the committees

► Tab ***Class committees*** > ***Committees*** > ***List***

1. Select the session, then click on the line ***Add a committee*** in the lower pane.
2. In the window that is displayed, tick the concerned classes ***[Ctrl + click]***.
3. Validate: if you have broken down the year into periods, specify in the window that is displayed in what period the teachers must teach. EDT creates a committee per class and assigns a minimum of teachers and members of the pedagogical team (⇨ **Pedagogical team, p. 141**).

*Remark: by default, a committee per class is created. If you want to create a committee for several classes, tick the option **In the same committee** in the first window and tick the classes to be united. In this case, you repeat the operation **Add a committee** as many times as necessary.*

Enter the unavailability of the committees

If some committees must not take place on certain days or times, enter the unavailability.

► Tab ***Class committees*** > ***Committees*** > ***List***

1. On the left, select the committees ***[Ctrl + click]*** that share the same unavailability.
2. On the right, enter the unavailability (⇨ **Unavailability, p. 201**).

Duplicate an existing session with all its committees

If you have already created and planed a session of class committees (for the first semester for example), you will save time by duplicating this session.

► Tab ***Class committees*** > ***Committees*** > ***List***

1. Select a session.
2. Right-click and choose ***Duplicate***.
3. In the duplication window, modify the name and date, then specify if you want to de-position or keep the committees and exchange them:
   - ***Permutation during the day***: the day's first committee of the initial session transfers to the last position in the new session and the other committees move up,
   - ***Permutation in the session***: the first committee of the initial session transfers to the last position and the other committees are placed following an opposite order.
4. Validate.

Remark: according to the unavailability of the participants or committees, some committees can be de-positioned after the permutation.

Stage 2 - Management of the participants

By default, all the teachers and staff members of the pedagogical team are assigned (⇨ Pedagogical team, p. 141). If the representatives (students and parents) have been designated elsewhere (⇨ Representatives, p. 159), they are equally assigned automatically.

Manually add/delete the participants

► *Tab* ***Class committees › Committees › List***

In the form of the selected committee, click on the **+** to add a participant. For deletion, use the key ***[Del.]***.

Render a teacher's attendance to non indispensable

The character indispensable/non indispensable will be taken into account during the committee placement. The homeroom teacher is always indispensable.

► *Tab* ***Class committees › Committees › List***

In the form of the selected committee, double-click on the blue dot in front of the participant's name to render «not indispensable».

Enter the unavailability of the participants

The calculator will not place a committee in unavailable slots.

► *Tab* ***Class committees › Teachers/Staff/Students/Guardians › Unavailability***

1. On the left select the participants ***[Ctrl + click]*** that share the same unavailability.
2. On the right, enter the unavailability (⇨ Unavailability, p. 201).

Update the participants of the committee

If the modifications have taken place since the elaboration of the class committee (change concerning the attendance of the teachers, students or guardians), a command allows you to update the list of participants.

► *Tab* ***Class committees › Committees › List***

1. Select the committee, right-click and choose ***Update the participants***.
2. In the window that is displayed, tick the modifications to be taken into account, then validate.

Stage 3 - Management of the problematic courses

If courses overlap the session, EDT by default considers they have priority: the calculator will not place a committee at the same time as a course that occupies one of the participants (except in the case of co-teaching, it is considered that by default one of the two teachers can be absent). You can lift this constraint by indicating that the course does not have priority, or even cancel the course to liberate the slots.

Indicate that a course does not have priority status

► *Tab* ***Class committees › Committees › List***

1. Select a session. The problematic courses are displayed on the right.

2. In the column ***Priority***, click on the icon of a course until it displays the wanted status:
   - **Priority course** : EDT will not place a committee having resources in common with the course;
   - **Non priority course** : EDT as a last resort, can place a committee on a time slot occupied by a course;
   - **Canceled course** : EDT can place a committee on this time slot. The canceled course will be marked ***Class committee***.

Remark: by default, the canceled courses that partially overlap the session are canceled entirely. So that the courses taking place in the time slot where there is no class committee, click on the button ***Maintain the partially canceled courses*** *after the elaboration of the schedule. For example, if a course takes place from 4:00 pm to 6:00 pm and the session starts at 5:00 pm, you then can maintain the course from 4:00 pm to 5:00 pm.*

STAGE 4 - ELABORATION OF A CLASS COMMITTEE SCHEDULE

Manually place some committees

If some committees must take place in a specified place, you must placer them manually and lock them before launching an automatic placement.

► *Tab* ***Class committees› Committees › Schedule***

1. Select the session and committee that you want to place (the unplaced committees are displayed with the icon): EDT displays in white the slots where all the participants are available.
2. Click-drag the green frame onto the wanted slot and double-click to place the committee.
3. So that the committee will not be moved during the future automatic placement, select the committee, right-click and choose **Lock** .

Launch an automatic placement of the committees

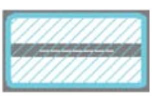
► *Tab* ***Class committees› Committees › List***

1. Conduct an extraction of the committees to be placed.
2. In the menu ***Placement***, choose ***Launch an automatic placement***.
3. Is some committees remain in failure , verify that the number of committees is not too big for the specified slot.

Remark: if you want to cancel the placement, select the committees, right-click and choose ***De-position***.

Diagnose a course

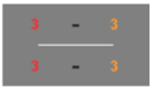
If you manually place some committees or are looking to resolve failures after an automatic placement, the diagnosis features allows you to know what constraints effect each place.



Place advocated by EDT.

Place where the committee can take place.

Unavailable place.



The numerals indicate the number of unavailable teachers in this slot:

- in red, those whose attendance is indispensable,
- in orange, those whose attendance is not indispensable.

Remark: the committee form indicates by using the same color code as the implicated teachers.

In the committee form, the following icons indicate the unavailability motives in this slot. A teacher may be:

- indispensable in another committee,
- occupied in another locked committee,
- occupied in a priority course,
- occupied in a non priority course,
- unavailable.

View the number of committees or committee hours of a teacher

► *Tab **Timetable** > **Teachers** > **List***

1. The number of committees is displayed in the column **CC**. If you do not see this column, click on the button on the top right of the list to display it (⇨ **List, p. 115**).
2. Click on top of the column on the button .
3. In the window that is displayed, select the period to be taken into account.
4. Choose to display the number of committees or the number of committee hours.

STAGE 5 -EDIT THE DOCUMENTS RELATING TO THE COMMITTEES

Send the convocations

⇨ **Convocation to the class committee, p. 67**

Print an attendance sheet for the committees

Attendance sheets are intended to be signed by the participants.

► *Tab **Class committees**> **Committees** > **List***

1. Select a session, then the concerned committees.
2. Click on the icon in the tool bar.
3. In the frame ***Select your printout:*** of the printing window, select the option ***the attendance sheets***.
4. Configure the page layout in the propose tabs.
5. Click on the button ***Preview*** to verify the results before launching the printing.

Print the la list of committees

▶ *Tab* ***Class committees> Committees > List***

1. Select a session, then the concerned committees.
2. Click on the icon in the tool bar.
3. In the frame ***Select your printout:*** of the printing window, select the option ***the list of class committees***.
4. Configure the page layout in the proposed tabs.
5. Click on the button **Preview** to verify the results before launching the printing.

Print the list of the participants

▶ *Tab* ***Class committees> Committees > List***

1. Select a session, then the concerned committees.
2. Click on the icon in the tool bar.
3. In the frame ***Select your printout:*** of the printing window, select the option ***the summary of the convocations***.
4. Configure the page layout in the proposed tabs.
5. Click on the button **Preview** to verify the results before launching the printing.

Transfer the committee dates to the agenda

⇨ Dates for the class committees, p. 75

CLASS COMMITTEE CHAIRMAN

The class committee chairman is an authorized staff member. His/Her presence is indispensable for a committee.

Designate the persons empowered to chair the class committees

▶ *Tab* ***Class committees > Staff > Form***

Double-click in the column **Chmn**.

Specify a class committee chairman

▶ *Tab* ***Class committee > Committees > List***

1. Select a session then a committee.
2. From the committee form, click on **+ *Chairman***: EDT displays in a new window the staff authorized to preside the class committees.
3. Double-click on the chairman to add and confirm.

Visualize the list of class committees that a staff member chairs

▶ *Tab* ***Class committees > Staff > List***

Select the staff member(s) authorized to chair a committee. The list of class committees is displayed on the right.

Also see

⇨ Class committee, p. 46

CLASS MEETING

⇨ Complex courses, p. 58

CLASS OUTING

When a class trip lasts for several weeks, you are required to reorganizing the timetables of the teachers and classes that remain.

Arrange the timetable for the occasion

► *Tab* ***Daily management and absences*** **>** ***Classes*** **>** ***Entry of absences***

1. Select the concerned classes in the list on the left.
2. Select the concerned week(s) in the ruler on the bottom right.
3. Select an absence motive in the drop-down menu (⇨ Absence motive, p. 24).
4. Click-drag in all of the grid: the teachers and rooms of the canceled courses become available.

► *Tab* ***Daily management and absences*** **>** ***Teachers*** **>** ***Entry of absences***

1. Select the concerned teachers in the list on the left.
2. Select the concerned week(s) in the ruler on the bottom right.
3. Select an absence motive whose status is ***Chaperon*** in the drop-down menu (⇨ Absence motive, p. 24): the canceled courses appear in the replacements to be planned.

► *Tab* ***Daily management and absences*** **>** ***Teachers*** **>** ***Replacement allocation table***

1. On top, choose the period corresponding to the concerned weeks.
2. Filter the replacement list on the left by choosing to only display the teachers freed by a class absence.
3. For every course, choose a substitute (⇨ Substitute, p. 188).

Recalculate a new timetable

It is better to recalculate the timetable on a copy of the base and then import the modified timetable in the activated base.

1. Make a copy of the base with the command ***File> Create a copy of the base***.
2. Open a copy with Single-user version of EDT (Evaluation version).

► *Tab* ***Timetable*** **>** ***Classes*** **>** ***List***

3. Select the concerned classes, right-click and launch ***Extract the courses of the selection***.

► *Tab* ***Timetables*** **>** ***Course*** **>** ***List***

4. Sort the courses in the column ***Distribution*** and only select the simples courses: eventually after having unlocked them, right-click and select ***Delete***.

5. Select the complex courses, right-click and launch ***Transform the complex courses into simple courses***.
6. Manage the courses in a group:
   - the courses in a group that only concern the students of the traveling classes: select and delete them;
   - the personalized accompaniment courses: you can leave out these courses; the affiliation of the students of these groups are managed weekly and all you have to do is not put a voyaging student in these groups;
   - the courses with a group that mixes students that are traveling and students that remain at school: use the course form to remove all the traveling public and add the necessary parts.

▶ *Tab **Timetable** > **Teachers** > **List***

7. Select the concerned teachers, right-click and launch **Extract the courses of the selection**.

▶ *Tab **Timetable** > **Course** > **List***

8. Sort the courses in the column ***Distribution*** and only select the simples courses: eventually after having unlocked them, right-click and select **Delete**.
9. Select the complex courses that group the same teachers and from the course form, remove the teacher that accompanies the traveling students from these courses.
10. Now the timetables now have large «gaps» and you have two solutions to obtain a new timetable: either you de-position all the courses to relaunch an automatic placement, or you launch an optimization of the timetable.
11. Import the modifications conducted in the new base (⇨ **Import the modified timetables, p. 106**).

CLASS PARTS

When the students of a class do not all work together, they are separated into «class parts». With a teacher, you can have a class part or several class parts from different classes.

Any splitting of a class into parts is called a «partition». For example you can have the partition ***LL2*** (3 class parts), the partition ***Splitting*** (2 class parts), the partition ***Sports*** (4 class parts), etc.

When you specify a complex course, EDT automatically creates the partitions and the class parts. If only a single part of the class is occupied (outside of alignment), you manually create a partition and class parts.

The distribution of the students into the class parts can be conducted after the elaboration of the timetable.

DISPLAY OF THE CLASS PARTS

See the class parts in the list of classes

▶ *Tab **Timetable** > **Classes** > **List***

1. Click a first time on the button on the top right of the list: EDT displays the partitions of every class.
2. Click a second time on the button the parts under each partition will appear.

Remark: you can only unfold a single class by clicking on the arrow that precedes it.

Modify the display of the name of the class parts

► *Menu* ***My preferences*** *>* ***DISPLAY*** *>* ***Resources***

Tick the wanted display, with or without the name of the partition.

AUTOMATIC MANAGEMENT OF THE CLASS PARTS

View the class parts created by EDT during the specifications

► *In the complex course specification window*

Once the distribution mode chosen, the created parts are visible in the course form of every class meeting.

Modify the syntax used to name the automatically created parts

► *Menu* ***Parameters*** *>* ***OPTIONS*** *>* ***Resources***

Select in the drop-down menus the elements from which the parts are named.

Modify the name of a class part after its creation

► *Tab* ***Timetable*** *>* ***Classes*** *>* ***Class parts***

1. Select the class in the list on the left.
2. Select the partition in the list on the right: the part is displayed.
3. Double-click on the part, enter the name you have chosen and validate with the key ***[Enter]***.

MANUAL MANAGEMENT OF THE CLASS PARTS

Create two class parts

⇨ Splitting, p. 176

Create a class part per student

⇨ LUIE (Localized Units for Inclusive Education), p. 118

Create a class part for an option

You manually create a class part if the students do not work in parallel with the other students of the class.

► *Tab* ***Timetable*** *>* ***Classes*** *>* ***Class parts***

1. Select the class in the list on the left.
2. Click on the creation line in the list on the right, enter the partition's name and validate with the key ***[Enter]***.
3. Select the created partition: the (empty) list of parts is displayed on the right. Click on the creation line, enter the part's name and validate with the key ***[Enter]***.

Manually add a class part in a course

► *From the course form*

1. Click **+ Part**.
2. In the window that is displayed, unfold the class and the partition then double-click on the part to be added.

Remark: if you add a group, the parts that compose it are automatically added.

Management of the links between the class parts

As long as the distribution of the class parts has not taken place, EDT ensures that two class parts that may have students in common do not have a course at the same time. This ban is symbolized by a link between the class parts. It can be removed manually if you know that the two class parts will never have students in common (⇨ Link between the parts, p. 114).

CLIENT

The Client is the application that allows you to connect to a database activated from a Server EDT or a Server PRONOTE to consult or modify the data.

Download the Client

► *On our Internet site, rubric* ***EDT > Downloads > Last update***

According to your Operating System, directly download the Client (Windows) or the installation pack with Wine for MAC OS (⇨ Mac, p. 120). If you want to install the Client on a Linux workstation you must install Wine and follow the instructions given in the FAQ.

Directly connect the Client to the Server EDT

Prerequisite The Server EDT is installed and a base has been activated.

► *From the homepage screen of the Client*

1. Click on the button ***Add the coordinates of a new server***.
2. Transcribe the ***IP address*** and if necessary modify the ***TCP port*** of the Server EDT: this information is shown in the pane ***Publication parameters*** of the Server.
3. Enter a designation to specify the Server and validate.
4. Double-click on the icon that is displayed to connect to the base activated on the Server.

Connect the Client to the Server EDT via the Relay

The Client connects via a Relay if direct connection to the Server is not authorized (⇨ Security, p. 169).

Prerequisite The Server EDT and the Relay are installed; a base has been activated.

► *From the homepage screen of the Client*

1. Click on the button ***Add the coordinates of a new server***.
2. Transcribe the ***IP address*** and the ***TCP port*** of the Relay: this information is shown in the pane ***Publication parameters*** of the Relay.
3. Enter a designation to specify the Server and validate.

4. Double-click on the icon that is displayed to connect to the base activated on the Server.

Connect the Client to the Server PRONOTE to work on a unique base

Prerequisite The Server PRONOTE is installed, a base has been activated and you have EDT Network or have acquired connection rights (⇨ Connection rights, p. 63).

► *From the homepage screen of the Client*

1. Click on the button ***Add the coordinates of a new server***.
2. Transcribe the ***IP address*** and the ***TCP port*** of the Server PRONOTE: this information is shown in the pane ***Publication parameters*** of the Server PRONOTE.
3. Enter a designation to specify the Server and validate.
4. Double-click on the icon that is displayed to connect to the PRONOTE base.

Update the Client

By default, the update is automatically suggested when the Client connects to a Server that is in a newer version. If the automatic update is deactivated, you can reactivate it via the menu ***Assistance* > *Update***.

Also see

⇨ Install the applications, p. 108
⇨ Recommended configuration, p. 157
⇨ Server EDT, p. 171

COLOR

COLOR OF THE INTERFACES

Modify the color of the interfaces

► *Menu **My preferences** > **DISPLAY** > **Colors***

You can choose a color for every group of tabs and modify the grid backgrounds of the timetables.

COLOR OF THE COURSES

The courses can be displayed in the color of the subjects or classes. You can choose a different criterion according to the resource: for example color the course according to the class in the teacher's timetable, and according to the subject in the timetables of the classes or rooms.

Choose to colorer the courses according to subjects or the courses

► *Menu **My preferences** > **GRIDS** > **Contents of the courses***

1. In the first drop-down menu, select the type of resource.
2. In the second drop-down menu, select the criterion according to which the courses will be colored (subject or class).

Allocate the colors to the subjects

▶ *Tab* ***Timetable > Subjects > List***

1. If you do not see the column **Color**, click on the button on the top right of the list (⇨ List, p. 115).
2. Select all the subjects for which you want to allocate the same color to, right-click et select ***Modify > Color > Allocate the same color***. You can also directly double-click in the column .
3. In the window that is displayed, select the wanted color.

Remark: to rapidly allocate a different color to every subject, select all the subjects ***[Ctrl + A]***, *right-click and choose the command* ***Modify the selection > Color > Allocate a random color to each***.

Allocate the colors to the classes and groups

▶ *Tab* ***Timetable > Classes/Groups > List***

1. If you do not see the column **Color**, click on the button on the top right of the list (⇨ List, p. 115).
2. Select all the classes or groups for which you want to allocate the same color to, right-click and select ***Modify > Color > Allocate the same color***. You can also double-click directly in the column .
3. In the window that is displayed, select the wanted color.

Remark: to rapidly allocate a different color to every class/group, select all the classes/all the groups ***[Ctrl + A]***, *right-click and choose the command* ***Modify > Color > Allocate a random color to each***.

Print the courses in color/black and white

▶ *Timetables' printing window*

1. Go to the tab ***Layout***.
2. In the frame ***Color of the courses***, choose the color for the background and for the text that is displayed in the courses.
3. Verify the preview before printing.

Also see

⇨ Color blindness, p. 57

COLOR BLINDNESS

Optimize the colors for the color-blind

▶ *Menu* ***My preferences> DISPLAY > General***

In the frame ***Color adaption***, tick ***Adapt colors for the color-blind***.

COLUMN

⇨ List, p. 115

COMMUNICATION

Make sure you can communicate from the software

⇨ Connection parameters (e-mail), p. 62

Specify the coordinates

⇨ E-mail address, p. 86
⇨ Postal address, p. 149
⇨ Preferences for communication channels, p. 150
⇨ Telephone, p. 195

Use the software's internal messaging service

⇨ Discussion, p. 82
⇨ Information (internal messaging service), p. 106
⇨ Survey, p. 191

Communicate by external channels

⇨ E-mail, p. 84
⇨ Mail, p. 120

Also see

⇨ Agenda, p. 29
⇨ PRONOTE.net, p. 154

COMPATIBILITY

⇨ Linux, p. 115
⇨ Mac, p. 120
⇨ Windows XP, p. 210

COMPLEX COURSES

A complex course groups several class meetings that must be placed in paralleled or one after the other. Therefore it can be composed of several teachers and/or several rooms and/or several classes. It allows the representation of all situations (see the practicable cases in the following pages).

Creation of the complex courses

Create a new complex course

1. Put all the resources of all the class meetings in the new course (⇨ New course, p. 128).
2. Indicate ***Subject not designated*** or choose a generic subject created beforehand.

Create a complex course by aligning the already created courses

If you have already created the class meetings, you can reunite them in a complex course with the command ***Edit > Align the course*** (⇨ Align the courses (timetable), p. 30).

SPECIFICATION OF THE COMPLEX COURSES

Specification of a complex course consists of indicating to the software, who sees who (teachers and groups) and how the class meetings are sequenced.

Provide the specification necessary to create the class meetings

► *Tab **Timetable** > **Course** > **List***

1. Select the course in which you have added all the necessary resources.
2. In the menu ***Edit > Specify the complex courses*** or use the shortcut ***[Ctrl + R]***: the specification window will open.
3. If you have specified a preferential subject for the teachers, it is allocated by default (⇨ Subject, p. 186). If not, specify the subject with a double-click in the column ***Subject***.
4. If one or several class meetings are in co-teaching, select the co-teachers ***[Ctrl + click]***, right-click and choose ***Place in co-teaching*** (⇨ Co-teaching, p. 68).
5. Double-click in the column ***Room*** to indicate the room of every teacher.
6. Click in the column ***Classes*** to indicate the classes of the students seen by every teacher. In the window that is displayed, tick:
   - **the class parts** if the teacher only sees a part of the students of every class,
   - **the half-classes** if the class is divided into two groups (alphabetic or male/female division),
   - **a full class** if the teacher sees the students in a full class.
7. If a corresponding group already exists with the same combination (teacher + subject + public), EDT will reuse it. If not, EDT creates a new group, according to the defined naming rules. If ever this new group corresponds to an existing group, indicate it in EDT: double-click in the column ***Name of the group*** and select the existing group to be used.
8. If the composition of the groups varies during the year, tick the option ***Personalized accompaniment*** (⇨ Personalized accompaniment (option of the courses), p. 145).
9. Select the distribution mode in the drop-down menu. According to the available resources and the specifications provided by the teacher, some modes may not be available.

Verify that all the course's resources are distributed in the class meetings

Verify on the left of the course form that all the resources of the complex course are used. The resources that are not allocated to any class meeting appear with the icon ! .

Unlock the class meetings if possible

If it is not imperative that the class meetings are arranged exactly as you have indicate inside the complex course, un-tick the option ***Lock the class meetings*** ⚓ : at the time of the placement, EDT can eventually invert the weeks and permute the course that follows to optimize the timetables.

Customize the class meetings if necessary

If no by default distribution mode suits your situation, select the closest match and later customize the class meetings. The class meetings of the complex courses can be modified like any other course in the timetable grid.

Directly in the grid, you can:

- modify the duration of a class meeting (⇨ Course duration, p. 71) ;
- modify the frequency of a class meeting in the grid (⇨ Frequency of a course, p. 94).

With the commands available using a right-click, you can:

- duplicate a class meeting;
- delete a class meeting;
- empty a class meeting of its resources.

With the form of the selected class meeting, you can:

- add resources;
- remove resources.

If your base has periods, you can customize the course per period:

- either by selecting an adapted distribution mode (see the distribution modes 7, 8 and 9);
- or by ticking the option ***Display the period bar*** after having chosen a standard distribution mode.

Separation of the class meetings

Disassociate the class meetings of a complex course

► *Tab **Timetable** > **Course** > **List***

Select the complex course and in the menu **Edit**, select ***Transform complex courses into simple and independent courses*** > ***the selected courses***.

Only remove one class meeting of a complex course

► *Tab **Timetable** > **Course** > **List***

► *Specification window*

Select the class meeting, right-click and choose ***Transform into a simple and independent course***.

Sorting of the complex courses

Only display the complex courses in the list of courses

► *Tab **Timetable** > **Course** > **List***

From the menu **Extract**, choose ***Extract the complex courses***.

Find the complex courses that are not sufficiently specified

▶ *Tab* ***Timetable*** **›** ***Course*** **›** ***List***

Sort the list of courses in the column ***D.*** (***Distribution***): the complex courses appear on top of the list. Those whose distribution is not complete are displayed with the icon . The icon indicates that the course is correctly specified.

You can also use the two predefined extractions of the menu ***Extract***:

- ***Extract the courses whose specifications do not allow the placement***,
- ***Extract the courses insufficiently defined for PRONOTE***.

PRINTING OF THE COMPLEX COURSES

Configure printing for the complex courses in the classes' timetables

▶ *Tab* ***Timetable*** **›** ***Course*** **›** ***List***

1. Select the complex courses in the list, right-click and choose the command ***Modify*** **›** ***Printing class' timetable: name of public and class meetings***. The selection window is displayed.
2. By default, during the printing the slot is divided vertically in as many boxes as there are class meetings of complex courses. Tick ***Consolidate the class meetings of the complex courses*** if you only want to display one box for the slot (this can be useful to ensure the legibility of information when the number of class meetings is high).
3. Double-click on the information to be displayed (name of the parts or classes). If you choose ***No preference***, it is the options chosen in the printing window from the tab ***Contents*** that are taken into account.

Configure the printing for the complex courses in the teachers' timetables

▶ *Tab* ***Timetable*** **›** ***Course*** **›** ***List***

1. Select the complex courses in the list, right-click and choose the command ***Modify*** **›** ***Printing teacher's timetable: name of public***. The selection.
2. In the window that is displayed, double-click on the information to be displayed (name of the groups, components or classes). If you choose ***No preference***, it is the options chosen in the printing window from the tab ***Contents*** that are taken into account.

DISTRIBUTION MODES

Select the distribution mode in the drop-down menu. (According to the available resources and given specifications, some modes may not be available.)

Mode n°1: A class meeting per teacher (CM). All the teachers see the same group throughout the duration of the course. This is the case for language alignments.

Mode n°2: A class meeting per teacher for every fortnight (SF). Every teacher sees a group in F1 and another in F2.

Mode n°3: The teachers change group in the middle of the course (A). Every teacher sees a group and changes group in the middle of the course.

Mode n°4: The teachers change group in the middle of the course and alternate every fortnight (AF). Every teacher changes group in the middle of the course, and every other week, starts by the other group.

Mode n°5: The teachers change class every fortnight (CF). The class sees a teacher in week F1, and another in week F2.

Mode n°6: Three groups for two classes (3G). Every one of the three teachers sees a group. When you close the specification windows, EDT proposes to duplicate this course twice over and to permute the groups.

NEW **Mode n°7: A class meeting per teacher, the students depend on the period (SP)**. This distribution mode corresponds to a class meeting per teacher (S), to which is added a variation for periods.

NEW **Mode n°8: The teachers change groups every period (AP)**. Every teacher sees a group during a period and changes group the following period. To use this mode, you must have as many teachers as periods (except in the case of co-teaching).

NEW **Mode n°9: A specific group changes teacher every period (PP)**. A single group changes teacher at every period (there is no course planned for the teachers in the periods where he/she does not see the group). To use this mode, you must have as many teachers as periods (except in the case of co-teaching).

CONNECTION MODE

The users of the Administrative mode connect:

- either in the connection mode ***Modification***: they must belong to the user group of the type ***ADMIN*** or ***MODIF***,
- or in the connection mode ***Consultation*** if you have acquired users for Consultation: it can pertain to users belonging to a group of the type ***CONSULT***, or users that have modification rights but prefer to economize a license.

Also see

⇨ **User group, p. 203**

⇨ **Consultation version, p. 65**

CONNECTION PARAMETERS (E-MAIL)

EDT automatically transfers the characteristics of the e-mail account configured in Outlook Express. However, if you use another messaging service software, this stage is necessary to enter the account parameters to be able to send e-mail from EDT.

Configure the messaging service

► *Menu **Internet** > **E-mail parameters***

1. Enter the information concerning your messaging service in the user parameters.
2. Enter the information concerning the SMTP server (to be found in your messaging service software).
3. Click on the button ***Test the dispatching of e-mail*** to verify the configuration. If you obtain the message ***Time limit exceeded***, augment the limit of waiting time for the server.

Define the messaging profiles

The SPR can configure the profiles so that the users can easily recover the connection parameters that suit them.

► *Menu **Internet** > **Manage the e-mail dispatching profiles***

1. Click on the creation line, enter a designation easily identifiable for the users that must recover the profile, then validate using the key ***[Enter]***.
2. On the right, enter the information concerning the SMTP server

Recover a profile defined by an administrator

► *Menu **Internet** > **E-mail parameters***

1. Click on the button ***Recover an e-mail dispatching profile***.
2. Select one of the defined profiles: all the fields are automatically filled in.

CONNECTION RIGHTS

The connection of a Client EDT to a Server PRONOTE is included in the license EDT Network. To work on a common base, the users of EDT Single-user must make an acquisition for connection rights.The tariffs and necessary conditions are on the site ***www.index-education.com***.

Also see

⇨ **PRONOTE, p. 153**

CONSTRAINT ANALYZER

The constraint analyzer allows you to verify the feasibility of your timetable. It must be used without fail and you must settle all the problematic situations before the automatic placement.

Launch the constraint analyzer

► *Menu **Placement** > **Launch the constraint analyzer***

1. In the window that is displayed, click on the button ***Launch the verification***.
2. When a problem is detected, EDT proposes one or several manners to resolve it: implement one of the proposed solutions, then relaunch the verification to know if your modifications were sufficient.
3. Correct all the errors or incoherences identified by the analyzer. When there are no longer any incoherences detected, you can start the placement (⇨ **Automatic placement, p. 35**).

CONSTRAINTS EFFECTING THE TIMETABLE

In EDT, you can specify the constraints that must be observed during the construction of the timetable. These constraints are strictly complied with during the automatic placement. During manual placement, they are indicated but you can choose to ignore them.

Find the courses that do not comply with the constraints

► *Tab* ***Timetable*** *>* ***Course*** *>* ***List***

Go to the menu **Extract** et choose ***Extract the courses which do not comply with constraints***.

Loosen the constraints during the resolution of failures

⇨ Solver, p. 174

TIME CONSTRAINTS (TEACHERS, CLASSES)

Indicate the time slots in which a resource should not have a course

⇨ Unavailability, p. 201

Enter the time maximums or the time frames to be retained

⇨ Time constraints (teachers, classes), p. 196

CONSTRAINTS LINKED TO ROOMS/EQUIPMENT

Indicate the time slots in which a room must not be used

⇨ Unavailability, p. 201

Take into account a limited number of specialized rooms (labs, etc.)

⇨ Room group, p. 163

Take into account the transit time between distant sites

⇨ Split-sites, p. 175

PEDAGOGICAL CONSTRAINTS (LINKED TO THE SUBJECTS)

Indicate the time slots in which a subject must not be taught

⇨ Unavailability, p. 201

Indicate the time maximums or constraints among two subjects

⇨ Subject incompatibilities, p. 187

ORGANIZATIONAL CONSTRAINTS SPECIFIC TO THE INSTITUTION

Manage time for the half-board

⇨ Half-board, p. 101

Ensure that the courses do not overlap some recesses

⇨ Recesses, p. 156

CONSULT A BASE

Consult a base while already being connected to another base [Network version]

Prerequisite You must be connected as an administrator.

► *Menu **File** > **Consult a base saved on this workstation***

1. In the window that is displayed, on the bottom right, indicate the type of base: ***.edt*** for a base EDT, ***.not*** for a base PRONOTE, ***.zip*** for an archive.
2. Double-click on the base to be consulted.
3. You then can choose:
   - return to the active base via the command ***File* > *Quit the consultation of the local base***;
   - if the academic year has not yet begun, replace the active base by the consulted base via the command ***File* > *Activate the consulted base***. EDT proposes to rename the base (if you do not rename the base it will overwrite the current base). All the users are disconnected, then automatically reconnected to this new base.

Open a base in Consultation mode

⇨ Consultation version, p. 65

Consult a base saved with an old version of EDT

⇨ Old version of EDT, p. 131

CONSULTATION (GROUP OF THE TYPE CONSULT)

If you have acquired the consultation version (⇨ Consultation version, p. 65), you can assign the users to the group ***Consultation***. The users of this group or all the group of the type ***CONSULT*** can consult the data but cannot modify it.

Also see

⇨ User group, p. 203

CONSULTATION VERSION

Install the Consultation version [Single-user version]

Prerequisite You have acquired a Consultation license (⇨ License, p. 113).

Download the application from Index Education’s Internet site and during the installation, click on ***Consultation version***. The application must be installed on a workstation accessible to all the users in Consultation, as well as a copy of the base placed in consultation.

Limit the access to data in Consultation

- ▶ *Menu **Parameters** > **Consultation modes** [Single-user version]*
- ▶ *Menu **File** > **User administration**, display [Network version]*

CONTACTS (OTHER)

In addition to the two legal guardians of a student, you can enter other contacts. According to your needs, these contacts can be recipients of mail, have access to Parents, etc.

Create a new contact for a student

▶ *Tab **Timetable** > **Students** > **Form***

1. Select the student in the list on the left and go to the tab ***Guardians*** in his/her form.
2. Under the legal guardians, in the section ***Other contacts***, click on the button ✚ on the right.
3. Fill in the contact form while specifying the ***Parental tie*** and the authorized communication channels (⇨ **Preferences for communication channels, p. 150**).

CONTENTS OF THE COURSES

Choose the information to be displayed in the grids on the screen

▶ *Menu **My preferences** > GRIDS > **Contents of the courses***

1. In the first drop-down menu, select the type of resource.
2. Tick with a double-click the information to be displayed in every course.
3. In the second drop-down menu you can modify the criteria according to which the courses are colored (subject or class) (⇨ **Color, p. 56**).

Choose the information to be displayed in the printed grids

▶ *Printing window*

1. Go to the tab ***Contents***.
2. In the frame ***Information in the courses***, click on the arrow on the left of a resource to see the various information.
3. Tick the information to be displayed for every course.
4. The color of the courses is specified in the tab ***Layout***.

Also see

⇨ **Font, p. 94**

CONVOCATION TO THE CLASS COMMITTEE

The convocations for the class committees are edited from a standard letter.

Personalize the proposed by default convocation

▶ *Tab* ***Communication*** › ***Standards mail*** › ***Editing standard letters***

1. Select the letter ***Committee convocations*** in the list on the left.
2. Modify the letter with the text editor that is displayed on the right (⇨ **Standard letter, p. 179**).

Send the convocations to all the participants

▶ *Tab* ***Class committees*** › ***Committees*** › ***List***

1. Select a session, then the concerned committees ***[Ctrl + click]***.
2. From the committee form, click on the button , then choose ***Dispatching of mail to committee participants***.
3. In the window that is displayed, choose the output (***Printer***, ***PDF***, ***E-mail***).
4. By default, the standard letter ***Committee convocations*** is ticked for all the participants.
5. NEW Tick the option ***Only the free teachers*** to only generate committee convocations for the teachers that can attend.
6. Click on ***Print/Dispatch***.

COORDINATES

⇨ **E-mail address, p. 86**
⇨ **Postal address, p. 149**
⇨ **Telephone, p. 195**

COPY OF SENT E-MAILS

⇨ **E-mail, p. 84**

COPY OF THE BASE

It is recommended to make a copy of the base after every important step of the elaboration of the timetable. You may also need to make a copy of the base to rework some timetables after the beginning of the school year.

Create a copy of the base

▶ *Menu* ***File*** › ***Create a copy of the base***

1. Select the folder where the copy is stored.
2. Name the copy of the base so that you can remember which stage it corresponds to.

Also see

⇨ **Safeguard, p. 167**

CO-TEACHING

So that a co-teaching course can be exploitable in PRONOTE, it must be indicated in EDT (if not, the course is considered as a non distributed complex course).

Indicate that a simple course is in co-teaching

Prerequisite The course has at least two teachers.

► *Tab* ***Timetable* › *Course* › *List***

Double-click in the column **Co.** to make the icon for co-teaching appear. If you do not see the column **Co.**, click on the button on the top right of the list to display it (⇨ List, p. 115).

Indicate that a class meeting of a complex course is in co-teaching

► *In the specification window of complex courses*

If the co-teachers are already placed in the courses, select the co-teachers ***[Ctrl + click]***, right-click and choose ***Place in co-teaching***. Warning, the distribution mode must not have been chosen (if this is the case, cancel the distribution).

If only one of the teachers has been placed in the course, directly add the co-teacher from the form of the concerned class meeting.

Cancel a co-teaching course in a week

► *In all the displays* ***Weekly timetable***

By default, if one of the co-teachers is marked as absent, the course is maintained; to cancel it, right-click on the class meeting and choose ***Cancel* › *Cancel the course for this week*** (⇨ Cancel the courses in the Weekly timetable, p. 42).

Modify the alternation of a course for only one of the co-teachers

⇨ Alternation of the courses, p. 31

COUNCIL

Indicate that a student is a Council member

⇨ Student's commitments, p. 183

Indicate that a legal guardian is a Council member

► *Tab* ***Timetable* › *Guardians* › *Guardians***

1. Select the guardian in the list on the left to display his/her form.
2. Click on the button in the rubric ***Identity***.
3. In the window that is displayed, tick ***Council member*** and validate.

Indicate that a staff member is a Council member

► *Tab* ***Timetable* › *Staff* › *Form***

1. Select the staff member in the list on the left to display his/her form.

2. Click on the button ✎ in the rubric ***Identity***.
3. In the window that is displayed, tick ***Council member*** and validate.

COURSE

In EDT, the course groups all the resources that have to be mobilized for the slot: teacher(s), students and material resources, even if these resources are distributed in several class meetings. During the course placement, the software verifies if all the course's resources are available for the chosen slot.

CREATE THE COURSES

There are several ways that you can create a course. It is up to you to choose, in accordance to what you have already done or recovered in the database:

- if you have recovered the courses from last year, you must verify and conduct all the necessary modifications;
- if you prefer to start from zero and create the courses directly in EDT, use the commands ***Edit > New course*** (⇨ New course, p. 128) et ***Edit > Duplicate*** (⇨ Duplicate, p. 83) to accelerate the entry;
- if you know in advance the place of a course, you can draft and lock it in the grids (⇨ Draft a course, p. 83) ;
- if you have a list of courses in a text file, you can import them (⇨ Excel (import), p. 89).

DEFINITION OF THE ALIGNMENTS

To indicate to the software that the courses must be held in parallel, in sequence, in alternation, etc., you create complex courses composed of all the class meetings that must remained linked in the timetable (⇨ Complex courses, p. 58).

CHARACTERISTICS OF THE COURSES

According to your needs, you can specify some of the following characteristics:

- **the frequency**: by default, a course has a weekly frequency; you can modify it to obtain a course in fortnights (⇨ Frequency of a course, p. 94);
- **the weight**: useful if the course is not counted in the same manner in the teacher's service (⇨ Weighting, p. 208);
- **the alternations** (⇨ Alternation of the courses, p. 31);
- **the unavailability**: if you know in advance that the course should not take place in some slots, indicate them (⇨ Unavailability, p. 201);
- **the co-teaching**: if the course has two teachers, it must be specified (⇨ Co-teaching, p. 68).

According to the parameters that you have activated, you can also specify the following characteristics:

- **the periods**: if the year is broke down into periods, you can indicate the periods where the course does not take place (⇨ Periods, p. 143); if the course takes place in several periods, indicate if it must always take place in the same place or if its place can change according to the period (frame ***Placement features*** in the course creation window);

- **the site**: if the management of distant sites is activated (⇨ Split-sites, p. 175) and if you have not allocated the room to the course, indicate the site where the course should take place (if you have allocated a room to the course before the placement, you do not need to specify the site of the course: it automatically inherits the site of the room);
- **the observance of the recesses**: if recess management is activated (⇨ Recesses, p. 156), indicate if the course must or must not imperatively observe the recesses (meaning, do not overlap them);
- **the family**: if you have created your own classification criteria, you can classify your course according to the criteria (⇨ Family, p. 92).

Placement of the courses

Manual placement (⇨ Manual placement, p. 122) must be reserved for a few courses that you know where they will be placed before starting the elaboration of the timetable and for the courses that you will displace during the final adjustments.

For all the other courses, you launch automatic placements while proceeding by series (⇨ Automatic placement, p. 35).

To know if a course is placed, unplaced, etc., view the column ***State of the course*** (⇨ State of a course, p. 180).

Modification of the courses

Courses can be modified for the entire year (⇨ Annual timetable, p. 32) or for just a few class meetings (⇨ Weekly timetable, p. 207).

Modify the resources of a course

⇨ Course form, p. 72

Modify the courses in the grids

⇨ Cancel the courses in the Weekly timetable, p. 42

⇨ Course duration, p. 71

⇨ Delete, p. 76

⇨ Locking of the courses in the same place, p. 116

⇨ Move a course, p. 125

⇨ Permute two courses, p. 144

⇨ Sunder a course, p. 191

Follow up the modifications made on a course

► *Tab **Timetable** > **Course** > **List***

► *Tab **Daily Management and absences** > **Course** > **List***

Consult the columns ***Modified the***, ***Modified by*** and ***Modif. origin***. If you do not see these columns, click on the button on the top right of the list to display them (⇨ List, p. 115).

SORT AND CONFIGURATION OF THE COURSES

Configure the display of the courses

⇨ Contents of the courses, p. 66

⇨ Color, p. 56

Find all the courses of a resource

► *Tab **Timetable** › **Teachers/Classes/Groups/Rooms** › **List***

1. Select la resource, right-click and choose ***Extract** › **Extract the courses of the selection*** (⇨ Extract the data, p. 91).
2. You will be automatically transferred to the display ***Timetable** › **Course** › **List***: only the courses of the resource are displayed in the list.

COURSE DURATION

Display the course duration in minutes (0:30) or in hundredths (0,50)

► *Menu **My preferences**›* **DISPLAY** › ***General***

In the frame **Duration**, choose type of management.

Make 45 minute courses

The time step must be 15 minutes. If this is not the case, you must modify it via the command ***File** › **Utilities** › **Convert the base*** (⇨ Time grid, p. 197).

Modify the duration of a course

You can modify the duration of a course from the list of courses or directly in the grid. The possible durations are in accordance with the selected time step.

► *Tab **Timetable** › **Course** › **List***

Double-click in the column ***Duration*** or, in multi-selection, use the command ***Modify** › **Duration if possible***.

► *In all the displays , et*

Double-click on the course and click-drag the edge of the green frame. If you want to lengthen the duration of a course, the corresponding time step must be free (indicated by white stripes).

Also see

⇨ Sunder a course, p. 191

COURSE FORM

The course form appears once a course is selected. It allows you to:

- to take note of essential information at a glance;
- specify the subject and resources (teacher, class or class part, room);
- know why a resource is not available in a slot (⇨ Diagnosis of a course, p. 78) ;
- modify an occasional course in the weekly timetable;
- communicate with the teacher, students and/or their legal guardians.

CONFIGURATION

Choose the elements to be displayed in the course form

▶ *Course form*

Click on the gearwheel to display the configuration window and select the information to be displayed. You can also display the course form in transparency.

SUBJECT AND RESOURCES

Specify the subject

Prerequisite The subject has been created in the list of subjects (⇨ Subject, p. 186).

▶ *Course form*

1. Select the course to display the course form.
2. Double-click on ***Subject to be specified*** or on the designation of the subject if you want to modify the subject.
3. In the window that is displayed, the proposed subjects comply with the defined constraints
   It is interesting to:
   - tick ***Only the extracts*** if you have already extracted the concerned subjects in the list of subjects (⇨ Extract the data, p. 91) ;
   - tick ***With the constraints below*** if you want to display all the subjects, that are restrained by the constraints or not;
   - group the subjects by the criterion of your choice: it is always quicker to access a subject in a long list.
4. Select the subject of the course.
5. Click on ***Validate***.

Allocate a resource (teacher, public, room)

▶ *Course form*

1. Select the course to display the course form.
2. Click on the **+** on the left of the resource.
3. In the window that is displayed, the resources proposed are free (not occupied in another course) throughout the period of the course and complies with the defined constraints. The options allow you to reduce and sort the list to save time:
   - for all the resources: if you have extracted the resources in the list (⇨ Extract the data, p. 91), you can find them by ticking ***Only the extracts***;

- for the teachers: you can restrain the list to ***Teachers of the subject*** or ***of the discipline***; EDT only displays the teachers that have the subject in ***Teachable subjects*** or who have already been assigned to the courses of this subject (⇨ Subject, p. 186) ;
- choose a criterion in the drop-down menu ***Consolidate*** (per class, name...) to arrange the list in folding panes;
- if you cannot find the resource that you are looking for and it is not occupied in the course' slot, select ***With the constraints below*** and tick the options susceptible to impact it.

4. Select the resource to be allocated.
5. Click on ***Validate***.

Directly assign a student

Only a class, group or part can be allocated to a course. If you want to assign a single student, you must create a part of the class with this student and allocate the class part to the course. For the LUIE classes where the students are distributed in the affiliated classes for some courses, a specific command allows you to rapidly create a part per student (⇨ LUIE (Localized Units for Inclusive Education), p. 118).

Replace a resource by another one

► *Course form*

1. Double-click on the resource to be replaced. Warning, if you click on the **+**, you will add a resource instead of replacing the resource.
2. Double-click on the new resource in the selection window and validate.

Remove a resource from a course

► *Course form*

Select the resource, right-click and choose ***Remove from course*** or use the key ***[Del]***.

COMMUNICATION

When you communicate using the course form, the preselected recipients are those concerned by the course.

Send an e-mail

Prerequisite The e-mail addresses of the recipients are filled in.

► *Course form*

1. Click on the icon in the course form, then choose @ ***Dispatch via e-mail***.
2. In the window that is displayed, tick the resources to whom you want to write. The teacher, students and their legal guardians are preselected.
3. Use the button ***Insert a rubric of the course*** to insert the variables that are automatically replaced during the dispatch. The variable ***«SummaryCourse»*** allows you to rapidly identify the concerned course.
4. In the same way as when you send an e-mail from the button @ in the tool bar you can use a model, add a signature, attach a document, etc. (⇨ E-mail, p. 84).
5. Click on ***Dispatch the e-mail***.

Enter a memo in the course form

⇨ Memo (course form), p. 123

CSM (COMPENSATION FOR SPECIAL MISSION)

Fill in the compensation for a Special Mission

► *Tab* ***Timetable*** **›** ***Teachers*** **›** ***List***

1. Double-click in the column **CSM**. If you do not see this column, click on the button on the top right of the list to display it.
2. For the attributed mission enter the relevant unite (if necessary, create a new mission), then click on **Close**.

Remark: several teachers can receive a compensation for the same mission. In the same manner, a single teacher can accumulate compensations for different missions.

D

DATES FOR THE CLASS COMMITTEES

If you wish, the dates of the class committees planned in EDT can be published automatically in the agendas of those concerned.

► *Tab* ***Class committee› Committee ›*** ***List***

Double-click in the column **PN D.**, then indicate the publication date of the committees.

Remark: if you have PRONOTE, the class committee dates will be displayed in the list of classes of Client PRONOTE, column ***Committee date****, and also on the PRONOTE homepage of Client and the Webspaces.*

Also see

⇨ **Agenda, p. 29**

⇨ **Class committee, p. 46**

DELAY PERIOD FOR INACTIVITY

⇨ **Disconnection of the users, p. 81**

DELEGATE THE AUTHENTICATION

Delegate the authentication of a Client EDT to a CAS server

► Server › *Pane* ***Delegate the authentication***

1. Tick ***Manage the authentication through the SSO***.
2. Enter the URL of the CAS server. Underneath the URL authentication and validation links are displayed.
3. If you want to allow the users to have direct access to the Server EDT, tick ***Authorize direct authentication by EDT***
4. Click on the button ***User identification parameters*** on the top right.
5. In the window that appears, choose the type of user recognition in the drop-down menu:
   - **With the user's identity**: it is the fields exchanged between the CAS and the Server EDT that will allow the recognition of a user that connects for the first time. You must indicate the designation of these fields by the CAS. It is the same for the categories.
   - **By double authentication**: the user must enter his/her EDT username and password to establish his/her recognition during the first connection.
   - **With the CAS identifier already specified in EDT**: the administrator must import into EDT all the user's CAS identifiers so that they can connect via the CAS to EDT.

DELETE

Delete a course's resource

► *Course form*

Select the resource, right-click and choose ***Remove from course***, or use the key ***[Del]***.

Delete data in the base

Select the data and press on the key ***[Del]*** or right-click et choose ***Delete*** (also works in multi-selection). Only the data that is not used elsewhere can be deleted; if needed, first delete the absences, courses, etc. of a resource before deleting it.

Delete a course in the weekly timetable

⇨ Cancel the courses in the Weekly timetable, p. 42

DEPARTURE AUTHORIZATION

The entry of the departure authorization allows a better management of Study Hall in EDT and PRONOTE. If you have PRONOTE.net, you can allow the guardians to fill in the authorization from their Webspace.

Indicate the students' departure authorization

► *Tab **Timetable** > **Students** > **Information form***

1. In the list on the left, select the students with identical departure authorizations.
2. In the tab ***Identity and studies***, rubric ***Half-board***, select the departure authorization criteria in the drop-down menu:
   - **During the institution's office hours**, those that begin and conclude your time grids,
   - **During normal hours**, those that begin and conclude the student's annual timetable,
   - **In accord with the ensured courses**: if the last course is canceled, the students can leave the institution earlier.

Remark: you can also fill in a departure authorization for one student by editing his/her information form (by clicking on the pencil on the top right).

Take into account the departure authorizations for the «Study Hall courses»

⇨ Study Hall, p. 184

DE-POSITION

De-position a course means moving the course from the grid but not deleting it. The course becomes ***unplaced*** ; it can be placed later.

De-position a course

- *Tab* ***Timetable*** **>** ***Course*** **>** ***List***
- *Tab* ***Timetable*** **>** ***Course*** **>** ***Timetable***

Select the placed course, right-click and choose ***De-position:*** it is now displayed in blue in the list of courses.

Also see

⇨ Pending, p. 142
⇨ Unplaced, p. 202

DESIDERATA (PARENTS/TEACHERS MEETINGS)

The desiderata of the participants in the parents/teachers meetings must be collected so that only the desired meetings are planned.

- If you use PRONOTE.net and work with a Client EDT connected to a PRONOTE base, you can propose to the teachers and guardians to enter their desiderata and unavailability directly from their Webspace.
- If not, you can edit the information forms to be filled in by the participants and manually transcribe the desiderata in EDT.

In any case, you must have had specified a session of meetings (⇨ Parent/Teacher meetings, p. 134).

WITH PRONOTE.NET

Allow the parents to enter their desiderata and unavailability via their Webspace

- *PRONOTE, tab* ***Communication*** **>** ***PRONOTE.net*** **>**

1. Select **Parents** in the drop-down menu on the top left.
2. In the tree structure, tick ***Parents/Teach meetings***, ***Unavailability*** and ***Desiderata***.
3. Select ***Unavailability***: un table appears on the right, in which you can fill in the beginning and ending dates for the entry.
4. Select ***Desiderata***: un table appears on the right, in which you can fill in the beginning and ending dates for the entry.
   By default, only the teachers can refuse a meeting from their Webspace; to give this right to the parents, tick the option ***Authorize the choice «No meeting »***.
   You can also modify the caption proposed to the parents.

Allow the teachers to enter their desiderata and unavailability via their Webspace

- *PRONOTE, tab* ***Communication*** **>** ***PRONOTE.net*** **>**

1. Select **Teachers** in the drop-down menu on the top left.
2. In the pane **Meetings**, tick ***Access the meetings***, ***Enter his/her desiderata***, ***Enter his/her unavailability***.
3. Click on the button **...** next to ***Access the meetings***: in the window that is displayed, fill in the beginning and ending dates for the entry, give or do not give the teachers the right to refuse meetings and eventually modify the proposed caption.

Monitor the entry

► *Tab* ***Meetings > Guardians/Teachers > Desiderata***

The column indicate if the entry is in progress, completed or has not yet began (empty box). To see the desiderata of a resource, select it.

Send a follow-up e-mail to the participants that have not entered their desiderata

► *Tab* ***Meetings > Guardians/Teachers > Desiderata***

1. Click on the column to sort the list: those who have not entered their desiderata are displayed first. Select them ***[Ctrl + click]***.
2. Click on the button to write an e-mail or on the button to dispatch a standard letter that you have created beforehand in **Communication > Mail >** with the category ***Meeting*** (⇨ Standard letter, p. 179).

WITHOUT PRONOTE.NET

Edit the forms to be filled in by the guardians and teachers

► *Tab* ***Meetings > Guardians/Teachers > Desiderata***

1. Select the resources in the list on the left (***[Ctrl + A]*** to select all of them).
2. Click on the button in the tool bar.
3. In the print window, select ***Information form to fill in***. If you wish to allow the entry of unavailability, tick ***Authorize the entry of unavailability*** in the tab **Contents**.

Transcribe the desiderata

► *Tab* ***Meetings > Guardians/Teachers > Desiderata***

1. Select a guardian/teacher in the list on the left.
2. For every teacher/guardian, double-click in the corresponding column (optional, desired, priority, or no meeting).
3. Once you are finished, tick ***Entry of the desiderata completed*** on the top right: the created meetings are displayed in the list of meetings with the icon .

Transcribe the unavailability

► *Tab* ***Meetings > Guardians/Teachers > Unavailability***

If you have allowed the entry of unavailability, enter them for every resource by a click-drag in the concerned slots in the grid.

Also see

⇨ Parent/Teacher meetings, p. 134

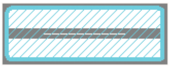
DIAGNOSIS OF A COURSE

The diagnosis mode allows the demonstration of free places for a course and to understand the reasons why the other places are not free.

View the possible places for a course

► *In all of the displays , et*

1. Double-click on a placed course to transfer to diagnosis mode or select a unplaced course from the display ***Timetable* > *Course* >** .
2. A green frame appears materializing the place of the course, while indicating the available and unavailable places in the grid.



The place is possible: it is the place recommended by EDT in compliance with the values of the calculation criteria.

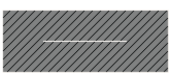
The place where the course can begin: all the resources of the course are available. The course can begin in the large white slot.

The place is possible, but there exists one or several constraints. To know which constraints, click on the button in the form.

If only half of the slot is shown, the information only works in fortnights.

The place is not possible: another resource of the course has an unavailability or is already occupied. In this last case, you can coerce the placement, at least one other course will be de-positioned.

The resource has an unavailability: if you decide to coerce the placement, first verify in the course form that there are no other constraints in this place.



This half-day is a non working day in the institution. You can coerce the placement in this place.

Know what is impeding the placement of a course

► *In all the displays , et*

1. Double-click on the course to transfer to diagnosis mode.
2. Click-drag the green frame onto the place to be diagnosed.

3. The resources occupied by another course are indicated in red in the course form, and the constraints that are a hindrance in this time slot are indicated by symbols. Hover the cursor over it to display the caption in a tool tip.

See the problematic courses

► *Course form*

To know what is occupying a resource in red in the course form, select it, right-click and choose ***View the problematic courses***: the list is displayed in a new window.

See how many of the course's resources are already occupied

This features allows you to detect the slots where the course can be placed while modifying the fewest timetables as possible.

► *Tab* ***Timetable*** **>** ***Course*** **>** ***Timetable***

1. Select the problematic course in the list on the left (⇨ State of a course, p. 180).
2. Select ***Diagnosis*** in the menu bar on the right.
3. In every slot, you will see the number of resources that are already occupied by another course 3 or that have an unavailability 2.
NEW If one of the courses is locked, the red padlock appears 3.
4. To view the concerned resources, click-drag the green frame on the slot to be diagnosed: the occupied resources are displayed in red in the course form.

Also see

⇨ **Gap, p. 96**
⇨ **Permute two courses, p. 144**
⇨ **Place and arrange, p. 148**

DIETARY RESTRICTION

If you have PRONOTE, the dietary restrictions are indicate next to the students, in the meal tally and cafeteria's attendance sheet.

Indicate the dietary restrictions for a student

Prerequisite A regime including the half-board or full board was allocated to the student.

► *Tab* ***Timetable*** **>** ***Students*** **>** ***Form***

1. Select the student in the list on the left.
2. In the tab ***Identity and studies***, click on the button .
3. In the window that is displayed, tab ***Half-board***, double-click on the field ***Dietary restrictions***.
4. In the window that is displayed, tick the restrictions, if needed, create them beforehand using the creation line.

Remark: you can also enter the dietary restrictions for a multi-selection of students.

DISCIPLINE

Create a discipline

You can manually create the disciplines.

▶ *Menu* ***Parameters*** **>** ***GENERAL*** **>** ***Disciplines***

1. Click on the creation line, enter the code and validate with the key ***[Enter]***.
2. Double-click in the column ***Designation*** to complete.

Allocate a discipline to the teachers

▶ *Tab* ***Timetable*** **>** ***Teachers*** **>** ***List***

1. Select the teachers from the same discipline, right-click and choose ***Modify*** **>** ***Discipline***.
2. In the window that appears, double-click on the discipline.

Also see

⇨ **Subject, p. 186**

DISCONNECTION OF THE USERS

Configure the automatic disconnection of the teachers

Prerequisite You must be connected as an administrator.

▶ *Tab* ***Timetable*** **>** ***Teachers*** **>** ***Authorization profiles***

1. Select a profile.
2. In the frame ***Automatic disconnection***, tick ***Disconnect the teachers with this profile in case of inactivity superior to***, then enter the appropriate value.

Configure the automatic disconnection of the administrative users

Prerequisite You must be connected as an administrator.

▶ *Menu* ***File*** **>** ***User administration***

1. In the window that appears; click on
2. Select a group of users.
3. In the frame ***Automatic disconnection***, tick ***Disconnect the users with this group in case of inactivity superior to***, then enter the appropriate value.

Manually disconnect a user

▶ *Server* > *Panel* ***Connected users***

Right-click on the concerned user and choose ***Disconnect the user...***

DISCUSSION

The discussion is a message sent within an internal messaging service by the teachers and staff. A notification informs the participants of the new messages received.

Activate/Deactivate the discussions

► *Menu **Parameters** > **OPTIONS** > **Communication***

In the frame ***Messaging service***, tick/un-tick ***Activate the discussions***.

Initiate a discussion

► *From a list of resources*

1. Select the participants and click on the button in the tool bar.
2. In the window that appears write and format the message, if needed add additional interlocutors, then click on ***Dispatch***.

To continue a discussion

► *Tab **Communication** > **Messaging service** > **Discussions***

To only answer one of the participants, unfold the discussion and select their message.

Add someone to an existing discussion

► *Tab **Communication** > **Messaging service** > **Discussions***

Click on the button next to the button ***Dispatch***.

Only answer one participant

► *Tab **Communication** > **Messaging service** > **Discussions***

1. Unfold the discussion to display all the messages.
2. Select the one you wish to answer.

Notify an inappropriate message

By a right-click on a message, it is possible to ***Alert the SPR of inappropriate content in the message***: the message is displayed in the list of discussions of the SPR with an exclamation point . It includes the IP address from which it was sent.

Archive the discussions

By default, the discussions are automatically deleted after 45 days. This duration can be modified in the menu ***Parameters*** > ***OPTIONS*** > ***Communication***.

► *Tab **Communication** > **Messaging service** > **Discussions***

Right-click on la discussion and choose ***Archive***.

Also see

⇨ Notification, p. 130

DIVISION

⇨ Class, p. 44

DRAFT A COURSE

If you know the place for the course, it can be drafted directly in the grid of the timetable or schedule of any of its resources: teacher, class, group or room.

Draft an annual course in a timetable grid

► *In all of the displays* ***Timetable***

1. Select the resource in the list.
2. Click-drag in the grid to draft the course: a green frame is displayed; it is the matrix of the course, that materializes its duration. You can move and/or re-dimension this matrix.
3. Double-click in the middle of the green frame to confirm the creation of the course.
4. The course contains the resource selected from the list. Specify the subject and add the other resources from the course form (⇨ **Course form, p. 72**).

Draft an occasional course in a timetable grid

► *In all of the displays* ***Daily management and absences***

1. Select the resource in the list.
2. Select the week in the ruler on top.
3. Click-drag in the grid to draft the course: a green frame is displayed; it is the matrix of the course, that materializes its duration. You can move and/or re-dimension this matrix.
4. Double-click in the middle of the green frame to confirm the creation of the course.
5. The course contains the resource selected from the list. Specify the subject and add the other resources from the course form (⇨ **Course form, p. 72**).
6. The course is displayed with the label ***Exceptional*** (⇨ **Labels for the courses, p. 112**).

DUPLICATE

To duplicate a course, class (and its courses), etc., select the data, right-click and choose ***Duplicate the selection*** or use the shortcut ***[Ctrl + D]***.

E

E-MAIL

According to the contents that you dispatch by e-mail, commence by printing (if it is a summary, timetable, etc.), send mail (if it is a standard letter) or edit an e-mail (if you want to write a message as you would from your messaging service).

NEW The dispatching of e-mail is also available for the teachers connected in ***Teachers mode***

PRECONDITION

Verify the connection parameters

⇨ Connection parameters (e-mail), p. 62

Specify the e-mail addresses

⇨ E-mail address, p. 86

SEND A DOCUMENT/STANDARD LETTER/E-MAIL

Send a document (summary, timetable, etc.) by e-mail

Prerequisite The recipients' e-mail addresses must be specified.

► *In all the displays that can be printed (where the button is active)*

1. Select the recipients in the list on the left.
2. Click on the button in the tool bar.
3. Select ***E-mail*** as the ***Output***.
4. Attach the document in PDF format (recommended) and/or insert it in the form of a ***.png*** image in the e-mail body.
5. Just as for printing, choose the page layout, contents, etc.
6. In the tab ***E-mail parameters***, enter an object, an introduction message and eventually insert a signature.
7. Click on ***Print/Dispatch.***
8. In the window that is displayed, EDT proposes the printing of the documents for the recipients that do not have an e-mail address.

Send a standard letter by e-mail

Prerequisite The recipients' e-mail addresses must be specified.

► *In all the displays where standard letters are available (where the button is active*

1. According to the display, directly select the recipients or absences, internships, etc.
2. Click on the button .
3. Select ***E-mail*** as ***Output***.
4. Attach the document in PDF format (recommended to retain the page layout) and/or insert the contents in the e-mail body.

5. Enter an object, introduction message and eventually insert a signature.
6. Choose the standard letter.
7. Click on **Print/Dispatch.**
8. In the window that is displayed, EDT proposes the printing of the documents for the recipients that do not have an e-mail address.

Write an e-mail (and keep it as a model)

▶ *Tab **Timetable** > **Teachers / Staff** > **List***

1. Select the recipients in the list.
2. Click on the icon @ in the tool bar.
3. In the window that is displayed, click on the creation line on the left and enter a designation for this model.
4. You can:
   - attach a document,
   - format the text,
   - add a signature (⇨ E-mail signature, p. 86).
5. Click on ***Dispatch the e-mail***.

Rapidly send an e-mail to everyone concerned by a course

⇨ Course form, p. 72

Modalities of dispatching and tracking

Add a recipient in carbon copy

▶ *In the e-mail dispatching window* @

▶ *In the window that is displayed after having clicked on the button* **Print/Dispatch** *(in the case of standard letters and documents)*

1. Tick ***Others*** among the ***Recipients***.
2. In the window that is displayed, enter the e-mail address of those who will receive a copy in the field ***Cc*** or ***Cci*** (Carbon Copy Invisible).

Place all the recipients in CCI for the mass mailings

▶ *Menu **Internet** > **E-mail parameters***

Tick ***Mask the addresses of the e-mail's recipients***.

For every e-mail, dispatch a copy to another address

▶ *Menu **Internet** > **E-mail parameters***

Tick ***Store a copy of dispatched e-mail in the mailbox*** and enter the address to where the copy must be sent.

View e-mail that has been dispatched from the software

▶ *Tab **Communication** > **Mail** > **Historical record of dispatches***

E-MAIL ADDRESS

If the e-mail addresses of the staff, teachers, students and their legal guardians are filled in, all the documents and letters can be transmitted by e-mail.

Fill in an e-mail address

- ► *Tab* ***Timetable*** › ***Teachers*** › ***Form***
- ► *Tab* ***Timetable*** › ***Students/Staff*** › ***Form***
- ► *Tab* ***Timetable*** › ***Guardians*** › ***Guardians***

1. Select the person in the list on the left.
2. Click on the button on the top right to edit the identity form.
3. In the window that is displayed, fill in the field ***E-mail***.

Authorize the teachers to modify their e-mail address

- ► *Tab* ***Timetable*** › ***Teachers*** › ***Authorization profiles***

1. Select the concerned profile.
2. Dans the category ***Generalities***, tick ***Modify the personal information (identity)*** (⇨ Teacher's profile, p. 195). If you have PRONOTE.net, the teachers can modifier their e-mail address from the Webspace, Teachers.

Modify the e-mail address from which the mail is dispatched

⇨ Connection parameters (e-mail), p. 62

Also see

⇨ E-mail, p. 84
⇨ Preferences for communication channels, p. 150

E-MAIL SIGNATURE

Create an e-mail signature

- ► *In the e-mail dispatch window*

1. Click on the button ... next to ***Signature***.
2. In the window that is displayed, click on the creation line, enter a designation and validate with the key ***[Enter]***.
3. Select the signature and in the text editor on the right, enter and format the e-mail signature.
4. NEW To add an image, click on the button en bas, double-click on the image then once it is loaded, double-click on it again to insert the signature.
5. Double-click in the column ***Share*** if you want to make available this signature for other users. La column ***Default*** indicate the signature selected by default in the drop-down menu.

Use an e-mail signature

► *In the e-mail dispatch window*

Select the signature to be used in the drop-down menu ***Signature***.

ENGLISH

⇨ Language of the application, p. 112

EQUIPMENT

The equipment (overhead projectors, laboratory equipment, vehicles, etc.) can be reserved in the same manner as the rooms. For a piece of equipment, you can enter the number of occurrences: for a fleet 70 tablets, there is a single line in EDT.

Import the list of equipment from an Excel file

⇨ Excel (import), p. 89

Enter the equipment

► *Tab **Timetable** > **Equipment** > **List***

1. Click on the creation line, enter the name of the equipment and validate with the key ***[Enter]***.
2. Double-click in the column ***No. occ.*** to indicate the quantity.
3. Eventually fill in a manager, so that they my be contacted in the case of need.

Indicate who can reserver the equipment

► *Tab **Timetable** > **Matériels** > **List***

Specify the column ***Can be reserved by***.

Authorize the teachers to reserver equipment

► *Tab **Timetable** > **Teachers** > **Authorization profiles***

In the category ***Room and equipment reservations***, tick ***Reserve rooms and equipment for the his/her courses*** and/or ***Reserve the rooms and equipment for the new courses***.

Authorize administrative users to reserver equipment

► *Menu **File** > **User administration***

1. Select the concerned group in the list on the left.
2. In the tab EDT, rubric ***Equipment***, tick ***Access equipment***.

Reserve equipment for a course

► *Course form*

1. Click on **+ *Equipment***.
2. Select the piece of equipment.

3. If you want to reserver several specimens, double-click in the column **No.** and enter how many.

Remark: from the tab ***Timetable****, you reserve equipment for the year. From the tab* ***Daily management and absences****, you reserve for an occasional course.*

EVALUATION VERSION

The Evaluation version allows you to test the Single-user or Network software for 8 weeks. All the features are available excepting printing and exporting.

Install the Evaluation version

Download the application on Index Education Internet site and click on ***Evaluation version*** during the installation.

EVENTS LOG

A copy of the Windows log (safeguard failure, crash, etc.) can be requested by the Support service if there is a problem.

Consult the events log

► *Menu* ***Assistance > Update***

Click on the button ***View the update service log***.

EXCEL (EXPORT)

Export the list/table on the screen by a copy-paste

► *In the concerned display*

1. Click on the button on the top right of the list.
2. In Excel use ***[Ctrl + V]*** to paste the data.

Export the data by choosing the fields to be export

► *Menu* ***File*** > ***IMPORTS/EXPORTS*** > ***Other*** > ***Export a text file***

1. In the export window, select the type of data to export.
2. Choose the format of the export.
3. Click on the button on the top right of the list and tick the field to be exported in the window that is displayed. The export of the column titles as well as the families is an option.
4. Click on the button ***Export***.

Set up an automatic export

► *Menu* ***File*** > ***IMPORTS/EXPORTS*** > ***Automatically export a text file***

1. In the export window, select the type of data to export.
2. Tick ***Activate*** and indicate the time and frequency of the data export.

3. Click on the button [...] and indicate the folder where the *.txt* file will be exported.
4. Click on the button [wrench] on the top right of the list and tick the field to be exported in the window that is displayed. The export of the column titles as well as the families is an option. Validate.

Prevent a user from exporting a text file

Prerequisite You must be connected as the SPR.

► Menu ***File*** > ***User administration***

1. Select the group to which the user belongs in the list on the left.
2. In the tab ***EDT***, rubric ***Export***, un-tick ***Text***.

EXCEL (IMPORT)

All the data can be imported from Excel into EDT: classes, courses, students, equipment, subjects, staff, schedule, teachers, legal guardians, rooms.

Put the Excel data in a format expected by EDT

In every Excel file, you must have a line per data, a column by type of information (field). The titles of the columns are of no importance. On the other hand, soma data must respect the syntax expected by EDT (⇨ Syntax for data (import), p. 192).

Manually import data from Excel in EDT

1. In the Excel file, select the data to be import and use ***[Ctrl + C]*** to copy it.
2. In any work group display ***Timetable***, use ***[Ctrl + V]*** to paste the data: the import window opens.
3. On top, select the type of data to import.
4. Indicate ***Tabulation*** as field divider.
5. Place every column in correspondence with an EDT field. For this, click on the arrow next to the title ***Ignored field*** and select in the drop-down menu the field to which the column corresponds. If a column should not be imported, leave ***Ignored field***.
   As long as missing fields are required, all the data is displayed in red. If some data remains red at the end of the cross referencing, it does not correspond to the expected format: hover the cursor over it to know why. Most of the time, the data is still imported but modified to comply.
6. If you have copied the column titles, tick ***Do not import the [1] first lines***.
7. If the columns imported contain multiple data (for example, the courses contain several teachers, teachers having several subjects, etc.), verify the sign that divides them in the field ***Multiple resource divider*** (by default, comma).
8. Click on ***Import***: EDT proposes to transfer to Exclusive Usage mode (the other users are transfered to Consultation mode for the time of the import).
9. EDT displays a report concerning the imported data.
10. .Close the window, EDT proposes to save the import format: if you think of repeating this type of import regularly, save the format so you will not have to cross reference the columns; you can find the import format by clicking on ***Open*** on the top right of the window.
11. Click on the button [Exit exclusive mode] in the tool bar.

12. In the window that is displayed, choose ***by saving your modifications***.

Set up an automatic import of a text file

Prerequisite The file which EDT recovers the data must be saved as ***.txt***.

► *Menu* ***File > IMPORTS/ EXPORTS > Other > Automatically import a text file***

1. In the drop-down menu, select the type of data to import.
2. Tick ***Activate*** and indicate the time and frequency for the recovery of the data.
3. Click on the button ... and indicate the ***.txt*** file.
4. Cross reference the columns with the EDT fields as you would during a manual import (see above).

EXCLUSIVE USAGE

➪ Exclusive Usage mode, p. 90

EXCLUSIVE USAGE MODE

This is a mode specific to the Network version that allows the SPR and authorized users to work alone on a base, alerted by an information message are automatically be transferred to Consultation mode and can no longer act on the base. They will be returned to Modification mode once the Exclusive Usage mode has been closed.

This mode is automatically activated at the launching of some commands (automatic placement, optimization, etc.). On the other hand, it is always the user that chooses to quit this mode.

In Exclusive Usage mode, the data is not saved as you go. If you do not save it manually ***[Ctrl + S]***, EDT requests a confirmation for a safeguard when you quit this mode.

Launch the Exclusive Usage mode

► *Menu* ***File > Utilities > Enter in "Exclusive Usage" mode***

Quit the Exclusive Usage mode

► *Menu* ***File > Utilities > Quit the "Exclusive Usage" mode***

► *Button* Exit exclusive mode *in the tool bar*

EXPORT

➪ Excel (export), p. 88
➪ ICal, p. 105
➪ PRONOTE, p. 153

EXTRACT THE DATA

Extracting data in EDT consists of only displaying this extracted data in the lists. This is valuable help for the legibility of data, which facilitates the manipulations.

Here are the most frequent extractions. Do not hesitate to explore the menu ***Extract*** to see how other extractions can be of use.

Extract a selection of data

► *From a list*

1. Select the data to be extracted (⇨ Multi-selection, p. 126).
2. Right-click and choose ***Extract > Extract the selection*** or use the keyboard shortcut ***[Ctrl + X]***.

Extract all the data (return to the complete list)

► *From a list*

In the menu ***Extract***, choose ***Extract all*** or use the shortcut ***[Ctrl + T]***. You can verify that you have all the data of the list in the counter on the bottom left of the list.

Extract the courses of the selected resource

► *From a list of resources*

1. Select the resource for which you want to extract the courses.
2. Right-click and choose ***Extract > Extract the courses of the selection*** or use the keyboard shortcut ***[Ctrl + U]***.
3. EDT transfers to the display ***Timetable > Course > List*** and only displays the courses of the selection.

Extract the data according to criteria to be defined

► *From a list*

1. NEW In the menu ***Extract***, choose ***Specify an extraction*** or use the shortcut ***[Ctrl + E]***.
2. In the window that is displayed, specify your criteria (specific to each list) and click on the button ***Extract***.

F

F1/F2

➩ Week A/Week B, p. 207

FAILURE

A course is deemed in failure when EDT did not manage to place it in the grid. This situation may arise at the outcome of an automatic placement, but also by shortening the time grid or when merging two bases.

Identify the courses in failure

► *Tab **Timetable** > **Course** > **List***

Sort the list by clicking in the column ***State***. The courses in failure ⊗ are displayed in red on the top of the list.

Dealing with the courses in failure at the outcome of an automatic placement

➩ Automatic placement, p. 35

➩ Solver, p. 174

Find a free place for a course in failure

➩ Diagnosis of a course, p. 78

➩ Place and arrange, p. 148

Also see

➩ State of a course, p. 180

FAMILY

The families allow you to sort the data according to criteria that were not initially planned in EDT.

CREATE THE FAMILIES AND LINK THE DATA TO THE RUBRICS

Create a family

► *Menu **Parameters** > GENERAL > **Families***

1. Click on ***New family***, enter a designation and validate with the key ***[Enter]***.
2. Double-click in the column ***Used for*** and in the window that is displayed tick the data that can be sorted under this criterion.
3. Click on ***New rubric*** to enter the possible values, by validating every step with the key ***[Enter]***.

Link the data to a rubric

▶ *From a list*

1. Select the data to be linked to the same rubric.
2. Right-click and choose ***Modify > Family***.
3. In the window that is displayed, tick the rubric and validate.

Remark: the same data can be linked to several rubrics.

Create a family and link the data to the rubrics via an Excel import

▶ *In the Excel file*

Provide a column for the family. Respect the syntax ***<Family>Rubric*** to indicate to which rubric the data belongs. It is not necessary to create the family and rubrics in EDT before importing, they are automatically created.

▶ *Data import window*

For this column indicate that it is a ***Family*** (⇨ Excel (import), p. 89).

USE THE FAMILIES

Sort the data by family in the list

▶ *From a list*

Either you sort the list in the column corresponding to the family, or you activate the dedicated display by clicking on the button on the top right of the list and select the family to be taken into account in the drop-down menu on the top of the list: the data is grouped by rubric.

Filter the resources by family in the selection window

▶ *In a selection window*

Tick the rubrics which must be linked to the data: EDT automatically updates the list on the right.

Remark: by default, EDT displays the resources that have ***At least one rubric*** *among the ticked rubrics. If you want to limit the selection by a crossed search, tick* ***All the rubrics***.

FILTERING OF THE APPLICATIONS

⇨ Security, p. 169

FLEXIBLE WORKING HOURS

⇨ Time constraints (teachers, classes), p. 196

FONT

Modify the font used for the grids on-screen

► *Menu **My preferences** >* GRIDS *> **Contents of the courses***

In the bottom frame, select the type of grid (timetables or schedules) in the drop-down menu, then select a font as well as its size.

Modify the font used for the printouts

► *Menu **My preferences** >* GRIDS *> **Contents of the courses***

In the bottom frame, select the type of grid (timetables or schedules) in the drop-down menu, then select a font as well as its size.

Enlarge or reduce the font in the lists

► *Menu **My preferences** >* DISPLAY *> **General***

From a list you also can hold the key ***[Ctrl]*** pressed and use the mouse's scroll wheel.

FORTNIGHT

⇨ Week A/Week B, p. 207

FREE FIELD

⇨ Free flow of information, p. 94

FREE FLOW OF INFORMATION

You can also enter information that will be available (maximum of40 characters) for every teacher, class, room and equipment.

Enter the available information

► *Tab **Timetable** > **Teachers/Classes/Rooms /Equipment** > **List***

1. If you do not see the column ***Free flow of information***, click on the button on the top right of the list to display it.
2. Double-click in the column and enter the information.

FREQUENCY OF A COURSE

By default, a course has a weekly frequency (***W***).

Modify the frequency of a course

You can proceed from the list in multi-selection or directly from a timetable grid.

► *Tab **Timetable** > **Course** > **List***

Double-click in the column ***Frequency*** or proceed in multi-selection via the command ***Modify > Frequency if possible***. For a course that takes place one week out of two, choose ***Fortnight course***. You can coerce the placement in a precise fortnight (***F1*** / ***F2***) or allow EDT to choose the fortnight during the automatic placement (***F***), which is recommended.

► *In all the displays **Timetable***

Double-click on the course and click-drag the edge of the green frame to change to week A or B.

Also see

⇨ **Week A/Week B, p. 207**

G

GAP

See the courses that can fill a gap

► *In all the displays* ***Timetable*** *and* ***Schedule***

1. While holding the key ***[Alt]*** pressed, click on the beginning of the gap in the timetable.
2. EDT frames courses that can be placed here:
   - in white, if the displacement can be performed while observing the constraints,
   - in blue, if you must ignore a constraint.

You then can displace the course of your choice (⇨ Move a course, p. 125).

Configure gap management during an automatic placement

► *Menu* ***Placement > Launch an automatic placement***

1. Go to the tab ***Placement preferences*** and specify if the half-hour gaps and the gaps around the half-board time slot should be considered as gaps, meaning to be avoided if at all possible.
2. By default, the placement criteria are balanced in a way that the one does not encroach on the other. To prioritize the avoidance of gaps, return to the tab ***Information***, on the bottom right click on the button ***Customize the calculation criteria*** and augment the associated value to ***Penalize gaps (teachers)*** and/or ***Penalize gaps (class)***.

Improve the timetables by reducing the number of gaps

⇨ Optimize the timetables, p. 132

See the number of gaps for a resource

► *Tab* ***Timetable > Teachers or Classes > List***

Click on the top right of the list on the button % : for every resource in the list EDT displays the number of half-hour gaps, the number of one hour gaps and the number of gaps superior to one hour.

GROUP OF STUDENTS

The group is a set of students that see the teacher but not with the entire class. A group can be composed of a class part (for example a half-class) or several class parts from one or several classes.

In order not to create redundant groups, **it is best to allow EDT to create the groups during the specification of the complex courses** (⇨ Complex courses, p. 58): EDT creates a group for every **teacher + subject + public** combination encountered during the creation of a complex course and reuses this group for the same combination.

Create the groups

Give the necessary precisions in EDT for the generation of the groups

⇨ Complex courses, p. 58

Specify in EDT that the 2 generated groups are in fact one and the same group

If you did not indicate while specifying a complex course that the group already exists and EDT, detecting a new combinatorial teacher-subject-public, generates a new group that is a double, you must merge these two groups.

► *Tab* ***Timetable*** › ***Groups*** › ***List***

1. Select the groups ***[Ctrl + click]***, right-click and choose ***Identify the groups***.
2. In the confirmation window, you can see what group will replace the other and if needed ***Inverse the name of the groups***.

Create the groups in half-classes

⇨ Splitting, p. 176

Create a group manually

EDT automatically creates the groups during the creation of the complex courses. But you can still manually create the groups by combining the pre-existing class parts (⇨ **Class parts, p. 53**).

► *Tab* ***Timetable*** › ***Groups*** › ***Components***

1. Click on the creation line, enter a name for the group and validate with the key ***[Enter]***.
2. Click on the line ***Add a component***.
3. In the window that is displayed, tick the class parts to be added and validate: the students that are members of the components are automatically found in the group.

Add/Remove a part to/from a group

If generated by EDT or created manually, you can always remove a part from a group. On the other hand, you can only add a part to a group if it does not have a link with the other parts of the group (⇨ **Link between the parts, p. 114**).

► *Tab* ***Timetable*** › ***Groups*** › ***Components***

1. Select the group in the list on the left.
2. In the list on the right:
   - select the component to be removed, press on the key ***[Del.]*** ;
   - or click on the add line: in the window that opens, tick the component(s) to be added and validate.

Place the students in the groups

Automatically assign the students to their groups

Prerequisite The students' options/electives are filled in and correspond to the subject of the courses or class meetings in the case of complex courses (the designation must be identical).

► *Tab* ***Timetable*** **›** ***Groups*** **›** ***List***

Select the groups to be filled, right-click and choose ***Automatically assign the students***. The students are placed in the groups according to their options/electives (⇨ Option/electives, p. 133).

Manually assign the students to their groups

► *Tab* ***Timetable*** **›** ***Groups*** **›** ***Students***

1. In the list, click on the arrow that precedes the name of the group to reveal its parts.
2. Select one of the parts and click on ***Add a student***.
3. In the window that is displayed, select the students ***[Ctrl + click]*** and validate.
4. Repeat the operation by selecting the other part of the group. In the selection window, tick ***Display the students belonging to the part of the same partition*** to reduce the list.

Change groups for a student according to the week

⇨ Personalized accompaniment (option of the courses), p. 145

Change groups for a student during the year

► *Tab* ***Timetable*** **›** ***Students*** **›** ***Class parts and adherent groups***

1. Select the student in the list on the left.
2. Click on the line ***Modify the assignation to the parts***.
3. In the window that is displayed, the class part are displayed under the name of the group. Un-tick the part from which you want to remove the student and tick the one where the student should be added.
4. Indicate the date that is to be taken into account for the changing of groups; this date remains modifiable from the student's historical record but if you select ***Over the year***, EDT will not keep an historical record.
5. Validate.

Consult the group's historical record for a student

► *Tab* ***Timetable*** **›** ***Students*** **›** ***Form***

1. Select the student in the list on the left, then go to the tab ***Identity and studies***.
2. In the rubric ***Studies***, click on ***Historical record of changes***.
3. In the window that is displayed, you visualize the previous group of the student as well as the date when he/she left this group. You can manually modify the dates (⇨ Arrival/ Departure date (group, class), p. 34).

NEW Print the list of students per group and per teacher

► *Tab* ***Timetable > Teachers > Students***

1. Select the teachers in the list on the left (***[Ctrl + A]*** to select them all).
2. Click on the button in the tool bar.
3. In the window that is displayed, select ***Printer*** as the type of output.
4. In the page layout options, tick ***A teacher per page*** and ***Print the students***.
5. Verify the results via ***Preview*** then click on ***Print***.

Remark: this display allows you to print the surname, first name and class off every student; to print other data relevant to the students of the group, go to the display ***Timetable > Groups > Students*** (⇨ Student, p. 181).

NAME/RENAME THE GROUPS

Define the rules for the naming of the groups

When you create a group, it is named according to the rules specified in the parameters.

► *Menu* ***Parameters > OPTIONS > Resources***

Select in the drop-down menus the elements used to compose the names of the group. The ***Classes' reference*** (last drop-down menu) corresponds to what was entered in the column ***Reference in the*** list of classes.

Remark: to modify the already created groups, apply the new naming rules to all the groups (see below).

Automatically rename the groups

NEW By default, when you modify the naming rules, the existing groups are not modified. You can now apply the rules of naming retroactively.

► *Tab* ***Timetable > Groups > List***

1. Select the groups to be renamed, right-click and choose ***Give a name to the group***.
2. In the window that is displayed, select ***Generate a name according to the specified parameters*** and validate.

Manually rename a group

► *Tab* ***Timetable > Groups > List***

Double-click in the column ***Name*** and enter the designation.

Also see

⇨ Class parts, p. 53

GUARANTEED FREE SLOT

⇨ Time constraints (teachers, classes), p. 196

GUARDIANS

Update the legal guardian's data from a text file

If you want to import the legal guardians in the base from an Excel file, it is essential to import them the first time via the import of the students. Then you can import or update the guardians, like any other resource (⇨ Excel (import), p. 89).

Send a single mail to the legal guardians

► *Tab* ***Timetable*** **>** ***Students*** *or* ***Guardians***

In the menu ***Edit***, choose ***Reinitialize all the recipients*** **>** ***Meetings and mail***: a single mail will be generated if the two legal guardians reside at the same address (if they live at two separate addresses, each will receive there own mail).

Remark: by inserting the variable ***Civ Stat + First name + Surname of guardians*** *over the address, you can tout print the name of the second guardian in the mail and labels.*

Indicate the parents want separate parents/teachers meetings

► *Tab* ***Timetable*** **>** ***Students*** **>** ***Information form***

1. Select the student whose parents want separate meetings.
2. Click on the tab ***Guardians***.
3. Tick ***The selected guardians in a couple wish to be convened separately***.

Remark: in mono-selection, click on the pencil in the rubric **Parents/Teachers meetings** *to open the edition window and tick the option.*

Also see

⇨ Coordinates, p. 67
⇨ Parent/Teacher meetings, p. 134

H

HALF-BOARD

To ensure a lunch break for all, you manually specify the slots corresponding to the lunch break or activate an automatic management of the half-board.

MANUAL MANAGEMENT OF THE HALF-BOARD

If everyone has an identical lunch break or different slots that you want to define yourself, enter the unavailabilities in the lunch break in the tab ***Timetable*** › ***Teachers/Classes/Staff*** › ***Unavailability*** (⇨ **Unavailability, p. 201**).

AUTOMATIC MANAGEMENT OF THE HALF-BOARD

If the management of the half-board is activated, some classes can have a course while others have lunch, and all are ensured to have enough time for lunch.

Specify the half-board services

► *Menu **Parameters** › INSTITUTION › **Half-board***

1. Activate with a click on the dot of the first service and click-drag the edge of the green frame to specify the time and duration of the service.
2. In the same way specify a second service and eventually others.
3. By default, EDT balances the services (it will ensure that the same number of classes attend each service), but you can specify the maximum number of classes for every service after having ticked ***Activate the maximum*** on the top right.
4. If some days are not concerned by the half-board, un-tick them in the bottom of the window.

Indicate the days when the resources do not eat in the institution

NEW The management of the half-board now includes the staff.

► *Tab **Timetable** › **Teachers/Classes/Staff** › **List***

1. Select the resources that do not eat in the institution on the same days, right-click and choose ***Modify*** › ***Half-board***.
2. In the window that appears, un-tick the days when it is not necessary to manage the half-board.

See when a course placement does not observe the lunch break

► *In all the displays **Timetable***

1. Select the course and click on it to transfer to diagnosis mode (⇨ **Diagnosis of a course, p. 78**).
2. Move the green frame to the wanted slot. If the course encroaches on the lunch break, it is indicated by the symbol on the course form.

HALF-CLASS

⇨ Splitting, p. 176

HALF-DAY

So that the notion of a half-day exists in EDT, there must be a specified mid-day break (⇨ Midday, p. 124).

Specify the non working half-days

▶ *Menu* ***Parameters*** **>** ***INSTITUTION*** **>** ***Midday***

Click on a half-day to indicate that it is non working: it is displayed with black cross-hatching. EDT will not place a course in the half-day.

Do not count the half-days as free days for the teachers

▶ *Menu* ***Parameters*** **>** ***INSTITUTION*** **>** ***Midday***

Under the grid, tick the day(s) that should not be counted as free days. For example, if you tick Wednesday, it will not be counted as a free day for a teacher that does not have a course in the morning, even if the afternoon is non working (⇨ Time constraints (teachers, classes), p. 196).

Guarantee free half-days for the teachers

⇨ Time constraints (teachers, classes), p. 196

HEADER

By default, there is one header that can be customized, but you can create others. In this case, you choose the header:

- during the editing of standard letters,
- during mass mailing,
- for some printouts (timetable, identity forms for meetings…).

Create the headers

▶ *Menu* ***Parameters*** **>** ***INSTITUTION*** **>** ***Headers***

1. Select the header, if needed create it beforehand (for this, click in the creation line, enter a designation and validate with the key ***[Enter]***).
2. Click on the button ***Modify*** to change the image of your logo and use the arrows to adjust its size.you can also delete it by un-ticking ***Display the logotype***.
3. Enter the text to be displayed next to or under the logo and format it by using the alignment buttons and drop-down menus (you can modify the font style).
4. By default, the header is framed. You can delete the frame by un-ticking ***Display the frame***.

Specify the header for a standard letter

► Tab ***Communication*** > ***Mail*** > ***Standard letters***

1. Select the concerned standard letter.
2. In the layout options, tick ***With header*** and choose the header in the drop-down menu. If you prefer to choose the header at the time of the dispatch select ***Variable***.

Choose the header when editing the mail

Prerequisite you must have allocated a ***Variable header*** to the standard letter in the tab ***Communication*** > ***Mail*** > .

Select the header to be used in the mail publishing window.

Do not display the header in a letter

► Tab ***Communication*** > ***Mail*** > ***Standard letters***

1. Select the concerned standard letter.
2. In the layout options, un-tick ***With header***.

Also see

➩ Institution's logo, p. 109

HEALTH AND CIVIC DUTY COMMITTEE

➩ Student's commitments, p. 183

HIGH SCHOOL COUNCIL

➩ Student's commitments, p. 183

HISTORICAL RECORD OF CHANGES

➩ Arrival/Departure date (group, class), p. 34
➩ Group of students, p. 96

HOLIDAYS

➩ Vacation and holidays, p. 206

HOMEPAGE

NEW The homepage of Client EDT assembles information and shortcuts helpful on a daily basis.

Activate/Deactivate the display of the homepage at boot up

Every user can choose to display or not display the homepage.

► *Menu **My preferences** > DISPLAY > **General***

In the frame **Homepage**, tick/un-tick ***Display home page on boot up***.

Choose the widgets of the homepage

► *From the homepage*

By default, all the widgets of the homepage are displayed. Click on the x on the top right of the widget to hide it. To re-display it, click on the button on the top right and tick it in the window that is displayed.

HOURLY MAXIMUM

⇨ Time constraints (teachers, classes), p. 196

HTML

If you do not have PRONOTE.net, which allows you to consult the timetables in real time, you can generate the timetables in a HTML format to integrate them in your Internet site.

Start by generating the timetables in a HTML format

► *Tab **Timetable** > **Teachers/Classes/Rooms** > **Timetable***

1. Launch the command ***Internet** > **HTML publication** > **Creation of HTML pages***.
2. In the window that is displayed, specify the contents and appearance for the timetables.
3. Click on the button ***Generate***: EDT creates the HTML pages as well as a ***.png*** file per timetable in the destination directory.

Specify the destination folder for the generated HTML pages

► *Menu **Internet** > **HTML publication** > **HTML page parameters***

Click on the button ***Modify*** and select the folder where you want EDT to stock the HTML pages.

Regenerate the modified timetables in HTML format

► *Menu **Internet** > **HTML publication** > **Supervision of HTML pages***

The modified timetables since the last generation are displayed in red. You can choose to regenerate all or just some of the timetables.

I

ICAL

The iCal (*.ics*) files generated by EDT can be read by most personal agenda and applications.

Authorize the teachers to export their timetable in an iCal format

If authorized, the teachers can export their timetables from a Client EDT or, if you have PRONOTE.net, synchronize them with their personal agenda from the Teachers.

► *Tab **Timetable** > **Teachers** > **Authorization profiles***

1. Select the concerned profile.
2. In the category ***Consultation of the timetables***, tick ***Download EDT in an iCal format***. The teachers can then recover their timetable or conduct a synchronization with their agenda.

Manually export the timetables in an iCal format

► *In all the displays **Timetable** and **Weekly timetable***

1. Select the resource(s) whose timetable you want to export.
2. Launch the command ***File** > IMPORTS/EXPORTS > **Others** > **Exporter in an iCal format***.
3. In the export window, tab ***iCal parameters***, tick the information that will appear in the courses.
4. Highlight the concerned weeks in the bottom ruler.
5. Click on the button ***Generate***. EDT generates an ***.ics*** file per resource. By default, the ***.ics*** files are found in the folder ***C:\ProgramData\IndexEducation\EDT\Monoposte or CLIENT\Version 2017-0\FR\ical***

IDENTITY FORM

Specify the identity form

► *Tab **Timetable** > **Teachers** > **Form***

► *Tab **Timetable** > **Students/Staff** > **Form***

► *Tab **Timetable** > **Guardians** > **Guardians***

1. Select the person in the list on the left.
2. Click on the button on the top right to edit the information form.

Remark: you can fill in some fields in multi-selection.

Also see

⇨ **Photos, p. 147**

⇨ **Preferences for communication channels, p. 150**

IMPORT THE DATA IN THE BASE

⇨ Excel (import), p. 89
⇨ LDAP, p. 112
⇨ Photos, p. 147
⇨ SQL, p. 177
⇨ Syntax for data (import), p. 192

IMPORT THE MODIFIED TIMETABLES

If you have modified the timetables in a copy of the activated base (⇨ Copy of the base, p. 67), you can import the modifications in the active base. This allows you to reshape a part of the timetable without disrupting the work of the other users.

Prerequisite You are connected as an administrator.

► ***File*** > IMPORTS/EXPORTS > ***From EDT*** > ***Import the classes' timetables/teachers' timetables***

1. In the window that is displayed, indicate the copy of the base that contains the modifications.
2. The import window is displayed: in the tab ***Choice of resources***, tick the classes for which you want to import the timetables, then click on ***Next***.
3. In the tab ***Choice of periods***, choose the import mode:
   - ***complete year*** to replace the annual timetable,
   - ***a new period***, for example, in the event of a class outing. By clicking on ***Next***, EDT asks you to define the period: highlight the concerned weeks in the ruler and give a name to the period (if possible, short, because it will appear on the period ruler at the bottom of the screen). If your base is already divided into periods (⇨ Periods, p. 143), EDT asks you to choose in which calendar the period should be imported.
4. In the tab ***Options***, indicate if you want to replace the existing timetable (by default option) or add the courses that can be in the existing timetable.
5. Choose in the drop-down menu the date when the modifications should be taken into account: it is at this date that the new timetable will be found in the weekly timetables, and will be visible in the Webspaces if you have PRONOTE.net.
6. Click on ***Import***: at the end of the import, EDT lists the imported courses and those that were deleted. You then can ***Cancel*** or ***Validate the import***.

IMPORTANT CALENDAR DATES

⇨ Academic year, p. 26
⇨ Vacation and holidays, p. 206

INFORMATION (INTERNAL MESSAGING SERVICE)

Information is sent to a group of recipients where no response is expected. The recipients receive a notification when they connect to a Client EDT/PRONOTE or if you have PRONOTE.net in their Webspace on the Internet. They can indicate that they have seen the information via an acknowledgment of receipt.

Authorize the teachers to send information

► *Tab* ***Timetable*** › ***Teachers*** › ***Authorization Profiles***

In the category ***Communication***, tick ***View the information and surveys***, then ***Send information/Conduct surveys***.

Authorize the staff to send information

► *Menu* ***File*** › ***User administration***

1. Select the concerned group in the list on the left.
2. Select the category ***Communication***, then tick ***View the information and surveys***, then ***Send information / Conduct surveys***.

Send information from a list

► *From a list of resources*

1. Select the concerned recipients.
2. Click on the button in the tool bar.
3. In the window that is displayed, give a title to the information, enter and format the text.
4. If you have ticked ***with acknowledgment of reception***, the recipients will be invited to acknowledge that they are aware of the information.
5. Below indicate the beginning and ending date of the publication.
6. Click on ***Dispatch***.

Send information from a course form

⇨ Course form, p. 72

Consult information

The information appears on the homepage of Client and in ***Communication*** › ***Messaging service*** › ***Information and surveys***. Click on information to consult, otherwise, tick ***I have reviewed this information*** to acknowledge reception.

Consult the acknowledgments of reception

Prerequisite If you have ticked with acknowledgment of reception during the sending of the information.

► *Tab* ***Communication*** › ***Messaging service*** › ***Information and surveys***

1. Select the information in the list on the left.
2. On the right, go to the tab ***Returns***: EDT displays the percentage of acknowledgment of reception received per type of recipient (teachers, staff, etc.).
3. Click on a rubric to unfold it and see those who have not acknowledged reception of the information.

Also see

⇨ Mailing list, p. 121

INITIALIZE THE BASE

Initialize the base using a base from a previous year

Warning, this command overwrites all the data in the base.

Prerequisite You have created and activated an empty base.

► *Menu* ***File* › *From EDT* › *Initialize the base using a base from a previous year***

1. Indicate the folder where your old base is saved, the select the ***.edt*** file. Click on ***Open***.It is not necessary to choose the most recent copy, but rather a copy of the base that only contains what you want to recover.
2. A confirmation window opens. Click on ***Yes*** to transfer to Exclusive Usage mode: the other users will be placed in Consultation the time you recover the data.
3. Enter the dates of the current year, then choose the data to be retained and validate.
   - In general, you retain the pedagogical constraints and the teachers' unavailability.
   - Only retain the courses if you have constructed elaborate alignments that are still valid, but de-position them to calculate a new timetable. Removing rooms facilitates placement.
   - The information recovered from PRONOTE can be useful for automatic distribution of the students into the classes.
4. Save the base under a new name.

INSTALL THE APPLICATIONS

Install EDT Single-user

Download EDT Single-user on the Index Education's Internet site, rubric ***EDT* › *Downloads* › *Last update*** and follow the installment instructions.

Install EDT Network

Download the Administration Server, the Client and eventually the Relay on the Index Education's Internet site, rubric ***EDT* › *Downloads* › *Last update*** and follow the installment instructions.

Install EDT on a workstation without an Internet connection

Download EDT from a workstation connected to the Internet and save the ***.exe*** file on a USB drive that you will execute on a workstation without Internet.

Remark: the application cannot be automatically updated.

INSTITUTION

Specify the institution's coordinates

► *Menu* ***Parameters* › *INSTITUTION* › *Identity***

Minimum information to be specified: the name of the institution, used for printing.

INSTITUTION’S LOGO

Insert the logo in the headers of mail and official documents

► *Menu* ***Parameters*** ***>*** ***INSTITUTION*** ***>Headers***

1. Select the header in the list on the left.
2. Double-click on the image ***Insert your logo***. Accepted formats: ***.jpeg***, ***.jpg***, ***.png*** and ***.bmp***.

Also see

⇨ **Header, p. 102**

INSTITUTION’S NUMBER

Fill in the institution’s number

► *Menu* ***Parameters*** ***>*** ***INSTITUTION*** ***>*** ***Identity***

Fill in the field ***Institution’s number***.

INSTRUCTOR

⇨ **Teacher, p. 193**

INTER-MEETINGS

⇨ **Parent/Teacher meetings, p. 134**

INTERNAL MESSAGING SERVICE

As part of the internal messaging service, the messages are dispatched, notified and read directly from EDT or PRONOTE.

⇨ **Discussion, p. 82**

⇨ **Information (internal messaging service), p. 106**

⇨ **Survey, p. 191**

INTERNET

⇨ **E-mail, p. 84**

⇨ **HTML, p. 104**

⇨ **PRONOTE.net, p. 154**

IP ADDRESS

By default, all the IP addresses connecting to the Server and Controller are authorized and verified (blocked after an erroneous authentication, limitation of connections per second, etc.).

Prohibit some IP addresses

► *Server* or *Relay* > *Pane* ***Security parameters***

1. Go to the tab ***Address management***.
2. Choose ***Verify all the addresses***.
3. Enter the prohibited addresses (in red):
   - if there are several addresses that follow in sequence: enter the first address, then the last one;
   - if not: enter as many lines as there are addresses.

Only authorizer some IP addresses

► *Server* or *Relay* > *Pane* ***Security parameters***

1. Go to the tab ***Address management***.
2. Choose ***Prohibit all the addresses***.
3. Enter the authorized addresses, either as a privileged addresses (in blue), or as an address to be verified (in green):
   - if there are several addresses that follow in sequence: enter the first address, then the last one;
   - if not: enter as many lines as there are addresses.

Privilege some IP addresses

► *Server* or *Relay* > *Pane* ***Security parameters***

1. Go to the tab ***Address management***.
2. Enter the privileged addresses (in blue):
   - if there are several addresses that follow in sequence: enter the first address, then the last one;
   - if not: enter as many lines as there are addresses.

Release the suspended IP addresses

⇨ **Access to the suspended base, p. 26**

ISOLATED COURSE

A course is considered as isolated when it is the only course in a half-day and that its duration is less than 2 time sequences. During the optimization, EDT reduces the number of isolated courses in the timetable (⇨ **Optimize the timetables, p. 132**).

K

KEY ORGANIZATION CHART

⇨ Room keys, p. 165

L

LABELS FOR THE COURSES

By label, we indicate the designation that is displayed in the course when it is modified from the weekly timetable (for example, «canceled», «postponed», etc.). These labels are visible in the Webspaces online if your timetables are published withPRONOTE.net.

Customize the designation of the labels

► *Menu* ***Parameters*** **> GENERAL >** ***Course labels***

Double-click in a column to customize the title. For the same modification, you can distinguish what is written in the timetables of the teachers, classes and rooms.
For example, for a teacher's absence, you can choose to display «Absence» in the timetable of the teacher, «Teach. absent» in the students' timetable and «Canceled» in class' timetable.

Associate the labels with absence motives

For every motive with which the teacher's absence is entered can correspond to a by default label (the label remains modifiable).

► *Menu* ***Parameters*** **> GENERAL >** ***Absences***

Double-click in the column ***Label's name*** (⇨ **Absence motive, p. 24**).

Change the displayed label in a canceled/modified course

From the course form, select another label in the drop-down menu or right-click on the course and choose ***Modify the label***.

LANGUAGE OF THE APPLICATION

The available languages are English and French.

Change the language of the application

► *Menu* ***Assistance*** **>** ***Languages***

1. In the window that opens, select the language in the drop-down menu and validate.
2. Close and relaunch EDT so that the language change can be taken into account.

LDAP

The data (classes, courses, students, equipment, subjects, staff, teachers, guardians, rooms) from a LDAP directory can be imported into EDT provided that they comply with the syntax.

Put the LDAP data in a format complying with EDT

⇨ **Syntax for data (import), p. 192**

Import the data from a LDAP directory

Prerequisite You must be connected as an administrator.

▶ *Menu **File**> **IMPORTS/EXPORTS** > **Other** > **Import in LDAP***

1. In the import window, select the type of data to be imported.
2. Configure the connection to the LDAP server and identify yourself with your username and password.
3. Associate every column with an EDT rubric by clicking on the arrow on the right of the column. You can apply a filter so to just import some data.
4. Once the rubrics are defined, click on the button ***Import***.

LIBRARIAN

Create/import a teacher-librarian in the base

⇨ Teacher, p. 193

Define the particular authorizations for the teacher-librarian

By default, a ***Librarian*** profile groups the authorizations granted most of the time. Its functioning is the same as for the other teachers (⇨ Teacher's profile, p. 195).

▶ *Tab **Timetable** > **Teachers** > **Authorization profile***

1. Select the profile ***Librarian*** in the list on the left.
2. In every category, that you unfold-fold with a click, tick the authorizations to be given to the librarians. If you work on a base common to EDT and PRONOTE, the icons indicate from which software the features are available.

▶ *Tab **Timetable** > **Teachers** > **List***

1. Select the librarians in the list, right-click and choose ***Modify** > **Authorization profile***.
2. In the window that appears, double-click on the profile ***Librarian***.

LICENSE

Register the license

▶ *Menu **File** > **Utilities** > **Automatically register your license***

- If you already have Client, EDT automatically recovers your client number from the license files stored on your workstation. A confirmation window indicates the version and the acquired options.
- If you are a new Client, make sure you have a recent invoice and then in the window that is displayed:

1. Enter your client reference.
2. Enter your invoice number. (Foe security reasons, no invoice number will be communicated by Index Education. Only your accounting department can provide it.)
3. Enter your e-mail address and validate.

*Remark: if the automatic registration did not function, we suggest that you send your request by e-mail or fax. Once you have received your registration code, activate the command **File> Utilities > Enter your registration code** and enter the code.*

Verify what your license includes

► *Menu **Assistance > About***

In the window that is displayed, the chosen formula is summarized with the number of Modification licenses.

Know the number of licenses used/acquired

► Server

In the upper portion of the window, view the number of licenses that are used over the total number of acquire licenses.

Reserve a license for the SPR

► *Server > Pane **Publication parameters***

In the frame ***Options***, tick ***Reserve a license for the supervisor***.

LINK BETWEEN THE PARTS

The existence of a link between two class parts indicates that these two parts cannot have a course at the same time: they have (or might have) students in common.

As a precaution, EDT places a link between two parts from different partitions. Take for example a class with two partitions SPANISH2 and LATIN. Potentially a Hispanist can also be a Latinist; EDT cannot take the risk of placing the Spanish and Latin courses at the same time. For this, EDT links each part of LL2 with the part of LATIN by default.

Remove a link between two class parts

If you know that two class parts will never have a student in common (for example, because no Hispanist is a Latinist), manually remove the link between these two parts: eventually EDT can place the corresponding courses at the same time, which allows the obtention of better timetables.

► *Tab **Timetable > Classes > Links between parts***

1. Select one of the two parts in the list on the left.
2. In the table on the right, remove the corresponding link from the other part with a double-click.

Remove the unnecessary links

► *Tab **Timetable > Classes > Links between parts***

In the menu ***Edit***, choose ***Delete the optional links***: EDT deletes all the manual links that are not justified.

Also see

⇨ Class parts, p. 53

LINUX

The EDT applications are conceived to be installed on workstations equipped a Microsoft Windows system. However, the application Client EDT can be installed on Linux workstations via the software of the type Wine or CrossOver (Wine included). It is highly advised that the supervisor (SPR) connects from a workstation equipped with Microsoft Windows.

If you experiencing difficulties with the installation, consult the FAQ on our Internet site: you will find the problems most frequently encountered and the possible solutions.

LIST

Display or mask the columns

1. Click on the button on the top right of the list.
2. In the window, select the concerned columns and use the arrow buttons to indicate if they should be hidden (on the left) or displayed (on the right).

Go directly to a letter in a list

Use the keyboard and key in the letter.

NEW Conduct a search in a list

► *Tab* ***Timetable*** **>** ***Subjects/Teachers/Classes /Groups/ Students/Guardians/Rooms*** **>** ***List***

1. Click on the button on the top right of the list.
2. Enter the word or name that you are looking for: EDT automatically reduces the list and underlines the word you are looking for.

NEW Verify which column and line correspond to a cell

Maintain the ***[Ctrl]*** pressed and place the cursor of the mouse on the concerned cell: EDT colors the corresponding line and column.

Displace a column

Click-drag the title of the column to the desired location.

Sort the list in a column

Click on the title of the column to sort the list according to this column.

Display a column per family

⇨ Family, p. 92

Rescale a column

Click-drag on the edge of the column's title to rescale it. A double-click on the edge of the column allows you to automatically rescale to the widest entry of the column.

Deploy a list to display all the levels of the tree structure

Some lists possess several tree structure levels. Click on the arrow that precedes an element to fold or unfold it, or click on the arrow button on the top right of the list to fold or unfold all the elements at once.

NEW View the resources whose timetable was modified

► *In all the displays* ***Weekly timetable*** *et* ***Weekly schedule***

The resources whose timetable was modified in the highlighted weeks is displayed in bold in the list.

Also see

⇨ **Extract the data, p. 91**
⇨ **Multi-selection, p. 126**
⇨ **Font, p. 94**

LOCKING OF THE APPLICATION

By default, the applications Server and Relay are automatically locked after 3 minutes of inactivity. The users must again identify themselves to unlock the application.

Modify the length of inactivity beyond which the application locks itself

Prerequisite The application is unlocked.

► *Server* and *Relay*

Right-click on the padlocks situated on the top right, then choose a new duration in the menu.

Manually lock the application

If the workstation is accessible to others, you can manually lock an application as soon as you have finished using it.

► *Server* and *Relay*

Click on the padlocks situated on the top right to close it.

LOCKING OF THE COURSES IN THE SAME PLACE

The locking of the courses «in the same place» impedes the displacement of the courses locked by EDT during an automatic placement. It also prevents the deletion of suppression of courses by inadvertence during a manual modification: to delete a locked course, you must first unlock it. The manual modifications of a locked course (displacement, de-positioning) depend on what the user has chosen in his/her preferences.

Indicate what you prefer during the manual modifications

▶ *Menu* ***My preferences*** *>* **PLACEMENT** *>* ***Manual placement of courses***

In the frame ***timetable***, tick or un-tick:

- ***Do not*** de-***position the locked courses***: you cannot de-position courses by coercing the placement of other courses.
- ***Allow the displacement of locked courses***: no message is displayed when you modify a locked course.

Remark: no matter what options are ticked, you can always unlock the course to modify it later.

Activate the automatic locking of hand placed courses

▶ *Menu* ***My preferences*** *>* **PLACEMENT** *>* ***Manual placement of courses***

In the frame ***timetable***, tick ***Lock the hand place courses.***

Manually lock a course

▶ *Tab* ***Timetable*** *>* ***Course*** *>* ***List***

▶ *In all the displays* ***Timetable*** *and* ***Schedule***

Select the course, right-click and choose ***Lock in the same place***. The courses are displayed with a red padlock.

Unlock a series of courses

▶ *Tab* ***Timetable*** *>* ***Course*** *>* ***List***

▶ *In all the displays* ***Timetable*** *and* ***Schedule***

Select the courses, right-click and choose ***Unlock***.

LOCKING OF THE EXCEPTIONAL COURSES

NEW The locking of exceptional courses (created from the weekly timetable) allows you to prevent the displacement of courses by inadvertence.

Prevent the displacement of the locked courses

▶ *Menu* ***Parameters*** *>* **DAILY MANAGEMENT** *>* ***Placement***

In the frame ***Weekly timetable***, un-tick the option ***Allow the displacement of locked courses***.

Lock an exceptional course

▶ *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

Select the course, right-click and choose **Lock.** The course is displayed with a blue padlock.

LOCKING OF THE NON DE-POSITIONABLE COURSES

The locking of the non de-positionable courses allows you to prevent de-positioning courses by inadvertence, which can happen when you make trial tests during the elaboration of the timetable.

Lock a series of non de-positionable courses

► *Tab* ***Timetable*** **>** ***Course*** **>** ***List***

► *In all the displays* ***Timetable*** *and* ***Schedule***

Select the courses, right-click and choose ***Lock non de-positionable***. The course is displayed with a yellow lock.

LOCKING OF THE WEEKS

The locking of the weeks prohibits all modification of the courses in the weekly timetable for the locked weeks.

Configure an automatic locking of the elapsed weeks

► *Menu* ***Parameters*** **>** ***DAILY MANAGEMENT*** **>** ***Locking***

tick ***Automatically lock the elapsed weeks***.

Manually lock some weeks

► *Menu* ***Parameters*** **>** ***DAILY MANAGEMENT*** **>** ***Locking***

Click on the weeks to be locked, they are displayed with a padlock.

Lock the periods of the annual timetable

⇨ Periods, p. 143

LOOSENING THE CONSTRAINTS

The loosening of the constraints is an option that allows you to disregard some constraints during the resolution of failures (⇨ Solver, p. 174).

LUIE (LOCALIZED UNITS FOR INCLUSIVE EDUCATION)

The management of students in conformance with LUIE involves including the students in some courses of their affiliated class. For this, it is suggested in EDT to manage a class «LUIE» with a class part per student – to freely organize the time for each student – and an affiliated class per student – to facilitate the sending of information concerning this class to the student and parents.

Create the LUIE class with a class part per student

► *Tab* ***Timetable*** **>** ***Classes*** **>** ***Students***

1. Create a class named «LUIE» in the list of classes.
2. Select the LUIE class in the a list on the left.
3. On the right click on ***Add a student*** and select the LUIE students in the window that is displayed.

4. Right-click on the LUIE class and choose ***Create the partition Students***: EDT creates a part per student. If you add a student to the LUIE class after this stage, a part with his/her name will automatically be created.

Enter the timetable of a LUIE student

► *Tab* ***Timetable*** **>** ***Classes*** **>** ***Timetable***

1. Select the class in which the LUIE student will be affiliated.
2. Select in the grid all the courses ***[Ctrl + click]*** in which the LUIE student will participate.
3. From the course form, click on **+** ***Parts***, deploy the LUIE class, deploy the partition ***Students***, then add the part corresponding to the student.

Define the affiliated class of a LUIE student

► *Tab* ***Timetable*** **>** ***Students*** **>** ***List***

1. Double-click in the column ***Affiliated class***. If you do not see this column, click on the button on the top right of the list to display it.
2. In the window that is displayed, double-click on the class of the LUIE student.
3. In the window that is displayed, if necessary, specify the date of the student's affiliation.

M

MAC

The EDT applications are conceived to be installed on workstations equipped with a Microsoft Windows system. However, the application Client EDT can be installed on Mac workstations via software such as Wine or CrossOver (Wine included) or PlayOnMac (Wine included). It is always highly advised that the supervisor (SPR) connects with a workstation equipped with a Microsoft Windows system.

For users that do not want to directly install Wine, Index Education places at their disposition a pack including the Client EDT + Wine. This pack can be downloaded on our Internet site, from the page ***EDT > Downloads > Last update***.

Prerequisite You must:

- have a recent version of Mac OS (no tests performed on the versions before 1.8);
- specify in the ***System Preferences› Security and confidentiality › Tab General › Authorizer the download of applications from: «Anywhere»***.

The users that want to directly install Wine cant consult the frequently encountered problems and possibles solutions in the FAQ on our Internet site.

MAIL

Prepare the standard letters for mass mailing

⇨ Standard letter, p. 179

Edit mail

► *From a list of resources*

1. Select the recipients.
2. Click on the button in the tool bar. According to the interfaces, the button can also be found next to the element that you want to communicate or next to the person to whom you want to send the mail to.
3. In the dispatch window, select the type of output. The mail can be printed, generated in a PDF or dispatched by e-mail.
4. Select the standard letter to be sent; the available standard letters are in accord with the display (⇨ Category of a standard letter, p. 43).

Send mail via e-mail

⇨ E-mail, p. 84

Only send one dispatch to parents living at the same address

To be sure to edit a single dispatch to parents living at the same address, you must reinitialize the list of guardians (⇨ Recipients of mail, p. 156).

Print the labels

⇨ Self-adhesive labels, p. 170

Consult the dispatched mail

▶ *Tab* ***Communication*** **>** ***Mail*** **>** ***Historical record of dispatches***

Also see

⇨ Header, p. 102

MAILING LIST

You can create mailing lists to rapidly communicate with a group of contacts.

Create a mailing list

▶ *Tab* ***Communication*** **>** ***Messaging service*** **>** ***Mailing lists***

1. Click on ***Create a new mailing list***, enter a designation and validate with the key ***[Enter]***.
2. Select the created list, tick the teachers and/or staff to be included in the list, then validate.

Authorize teachers to share mailing lists

▶ *Tab* ***Timetable*** **>** ***Teachers*** **>** ***Authorization profiles***

In the category ***Communication***, tick ***Share his/her mailing lists***.

Authorize staff member to share mailing lists

▶ *Menu* ***File*** **>** ***User administration***

1. Select the concerned group in the list on the left.
2. Select the category ***Communication***, then tick ***Share his/her mailing lists***.

Share a mailing list

By sharing a mailing list, you allow others users to use it.

▶ *Tab* ***Communication*** **>** ***Messaging service*** **>** ***Mailing list***

On the line of the mailing list, double-click in the column to share the list.

Communicate with everyone in the mailing list

▶ *Tab* ***Communication*** **>** ***Messaging service*** **>** ***Mailing list***

1. Select the mailing list in the list on the left.
2. Right-click and choose to:
   - send information (⇨ Information (internal messaging service), p. 106),
   - conduct a survey (⇨ Survey, p. 191),
   - begin a discussion (⇨ Discussion, p. 82).

MANUAL PLACEMENT

For optimal timetables, it is better to allow EDT to place a maximum number of courses and avoid manual placements. The manual placement is to be reserved for courses that have only one possible place (column **No. Places** in the list of course). The manipulation can nevertheless be useful to amend the timetables generated by EDT.

Place a course manually

► *Tab* ***Timetable* > *Course* >** ***Timetable*** *or* ***Schedule***

1. Select the unplaced course in the list on the left: a green frame appears in the grid; it is the matrix of the course, that materializes its duration.
2. Displace the green frame to the wanted place in the grid. The free places are indicated in white (it is not necessary that the white stripes cover all the duration of the course; the moment that the top of the green frame has a white stripe, the place is possible). To find out more about the caption of the grid, go to diagnosis mode(⇨ **Diagnosis of a course, p. 78**).
3. Double-click inside the frame to confirm the placement.
4. Lock the course in its place to avoid its displacement during an automatic placement (⇨ **Locking of the courses in the same place, p. 116**).

Also see

⇨ **Automatic placement, p. 35**

MAXIMUM OF WORKED HALF-DAYS

⇨ **Time constraints (teachers, classes), p. 196**

MEETING

Place a meeting

Create the meeting in the tab ***Daily management and absences*** as you would for any class meeting: by drafting it in the grid or by searching for a room and a free slot. Beforehand, create a subject called ***meeting*** if you want to display «meeting» in the course.

Create a meeting assembling the teachers from the same activity hub

⇨ **Activity hub, p. 27**

Search for a room (and a slot) for a meeting

⇨ **Room, p. 161**

MEMO (COURSE FORM)

You can enter a memo in a course from daily management. This allows you to communicate information to the other administrative users as well as the teachers and eventually the parents and students if the option ***Display the course memo*** is ticked in the configuration of the Webspaces from PRONOTE.

Enter the memo for a course

▶ *In all the displays* ***Weekly timetable*** *et* ***Weekly schedule***

1. Click on the icon in the course form.
2. In the window that is displayed, edit the memo and highlight in the ruler the weeks when it should remain associated with the course.
3. Validate: the course is displayed with the icon in the concerned weeks.

Consult a memo

▶ *In all the displays* ***Weekly timetable*** *et* ***Weekly schedule***

If a memo is attached to a course, the icon is displayed above. Position the cursor on the icon to display the memo in the text tool.

Delete a memo

▶ *In all the displays* ***Weekly timetable*** *et* ***Weekly schedule***

1. Click on the icon of the course form.
2. In the window that is displayed, select in the ruler the weeks of the memo's publication.
3. Select the text and delete it, then validate.

MERGE TWO BASES

This command allows you to merge the base of the middle school with the high school base when the timetables have been constructed independently by two actors.

Merge two bases

It is recommended to make a copy of the activated base before proceeding with the merger.

Prerequisite You must be connected as an administrator.

▶ *Menu* ***File*** › ***IMPORTS/EXPORTS*** › ***From EDT*** › ***Merge with***

1. Specify the ***.edt*** file of the base to be merged and validate.
2. In the window that is displayed, the data to be imported and validate.
3. If EDT detect s a resource that does not exist in the active base, it opens a window:
   - if it concerns a resource to be added, leave ***Add <this resource>*** and validate;
   - if it concerns a resource that already exists but the spelling is different, establish the cross referencing by double-clicking in the column ***Correspondence***.
4. EDT displays the merge report in a window. If the timetables of the two bases are in conflict, you can consulter in the rubric course, the list of ***Courses in failure***: they are imported but not placed.

*Remark: if the second base is a copy of the first base, is better to import the modifications in the open base via the command **File > IMPORTS/EXPORTS > From EDT > Import the timetables*** (⇨ Annual timetable, p. 32).

MESSAGING SERVICE

⇨ Connection parameters (e-mail), p. 62

MIDDAY

By defining the midday break, you indicate to EDT what the software will consider as half-days.

Define the midday break

► *Menu **Parameters** > **INSTITUTION** > **Midday***

1. Select **Day with a break limited by**.
2. Via the drop-down menus, indicate the time for the end of the morning and the time for the beginning of the afternoon. If the break is a half hour, you can tick the option ***Begin again in full hours after the mid-day break***; you will choose the times to be displayed accordingly (⇨ Time grid, p. 197).
3. If the institution is close Wednesday/Saturday afternoon, click on the concerned half-day; it will be considered s non working (⇨ Half-day, p. 102).
4. To impede the placement of courses in this range, you must enter the unavailability or activate the automatic management of the half-board (⇨ Half-board, p. 101).

MODALITY OF A COURSE

By default, the modality of a course is **GC** (General Course).

Modify the modality of the courses

► *Tab **Timetable** > **Course** > **List***

1. Select the courses that you want to modify the modality, right-click et choose ***Modify > Modality***.
2. In the window that is displayed, double-click on the wanted modality. If needed, create it via the button **New**.

MODIFICATION (GROUP OF THE TYPE MODIF)

The users of a group of the type ***MODIF*** can modify the data (in opposition to the users of the type **CONSULT**, that can only consult the data), but do not have the rights as vast as the users of the type ***ADMIN***.

Also see

⇨ User group, p. 203

MOVE A COURSE

IN THE ANNUAL TIMETABLE

Displace a course until the end of the year

If you want to change the course's place for the rest of the year, do it from the annual timetable while verifying the date when the modifications should be taken into account in ***Parameters*** **>** ***DAILY MANAGEMENT*** **>** ***Placement***.

► *In all the displays* ***Timetable*** *and* ***Schedule***

1. Select a resource in the list on the left to display its timetable.
2. Double-click on the course to be moved, to transfer to diagnosis mode (⇨ Diagnosis of a course, p. 78). EDT displays the available slots in white and in blue the slots where you can place the course by ignoring some pedagogical constraints.
3. Click-drag the green frame in the free slot and double-click inside it to confirm the displacement.

IN THE WEEKLY TIMETABLE

Displace a course in the same week

► *In all the displays* ***Weekly timetable***

1. Select a resource in the list on the left to display its timetable.
2. Select the concerned week in the ruler on the top right.
3. Double-click on the course to be moved, to transfer to diagnosis mode (⇨ Diagnosis of a course, p. 78). EDT displays the available slots in white and in blue the slots where you can place the course by ignoring some pedagogical constraints.
4. Click-drag the green frame in the free slot and double-click inside it to confirm the displacement.
5. The course is displayed with the label ***Displaced course*** (⇨ Labels for the courses, p. 112).

Displace a course to another week

► *In all the displays* ***Weekly schedule***

1. Select a resource in the list on the left to display its timetable.
2. Select in the ruler on the top right the week of the course to be moved as well as the weeks on which you envisage the displacement (***[Ctrl + click]***).
3. Double-click on the course to be moved, to transfer to diagnosis mode (⇨ Diagnosis of a course, p. 78). EDT displays the available slots in white and in blue the slots where you can place the course by ignoring some pedagogical constraints.
4. Click-drag the green frame in the free slot and double-click inside it to confirm the displacement.
5. The course is displayed with the label ***Displaced course*** (⇨ Labels for the courses, p. 112).

Displace a course to another week and eventually change the room

► *In all the displays* ***Weekly timetable***

1. Select a resource in the list on the left to display its timetable.

2. Select the concerned week in the ruler on the top right.
3. Select the class meeting.
4. Click on the button ***Displace to another week*** from the course form or click on the button on the top right of the timetable.
5. In the window that appears, select the wanted week in the ruler, if necessary modify the information in the course form and click on the button ***Search for free slots***: EDT displays the available slots in white. The numbers correspond to the number of available rooms for each slot.
6. On the right, select a slot to display the rooms. If the customary room is available it is preselected by default. If not, select one.
7. Click on ***Displace the course***.
8. The course is displayed with the label ***Displaced course*** or ***modified*** depending on whether it is the same the room of the initial course or not (⇨ **Labels for the courses, p. 112**).

MULTI-SELECTION

Select the non adjoining elements in a list

Click on the different elements while holding the ***[Ctrl]*** pressed.

Select the successive elements in a list

Click on the first element, then hold the key ***[Shift]*** pressed while clicking on the last element of the selection.

Select all the elements in a list

Use the shortcut ***[Ctrl + A]***.

Modify the data in multi-selection

► *Display* ***List***

Using the selection procedures above, select the data for which you want to perform the same modification, right-click and select the wanted command in the contextual menu.

MUTUAL INSURANCE

Fill in the student's mutual insurance

► *Tab* ***Timetable*** > ***Students*** > ***Form***

1. Select the student in the list on the left, then click on the tab ***Identity and studies***.
2. Click on the button on the top right to edit the information form.
3. In the window that is displayed, select the organization in the corresponding drop-down menu. If the organization does not yet exist in the base, click on the button .

Remark: you can also proceed multi-selection. In this case, select the students having the same insurance in the list on the left and indicate which one in the pane on the right.

N

NATIONALITY

Enter the student's nationality

► *Tab **Timetable** > **Students** > **Form***

1. Select the student in the list on the left, then click on the tab ***Identity and studies***.
2. Click on the button on the top right to edit the information form.
3. In the window that is displayed, select the nationality in the corresponding drop-down menu. If the nationality does not yet exist in the base, click on the button .

Remark: you can also proceed multi-selection. In this case, select the students having the same nationality in the list on the left and indicate which one in the pane on the right.

NEW BASE

CHOOSE YOUR METHOD TO CREATE A BASE

Create your base from last year's base

Recommended method if you have used EDT last year. If you had EDT last year and you want to retain some of the configurations (subject constraints, teachers' unavailability, customized complex courses, etc.), initialize you new base with last year's base. Later you can further the completion of your base with imports from Excel files.

Enter data or import it from an Excel file

This method is the one of the most often used as a compliment to other methods, but it is more effective to directly recover the data from an EDT base.

CREATE A BASE [SINGLE-USER VERSION]

Create a base from last year's base [Single-user version]

► *Homepage of the software*

1. Click on the button ***Creation of the base from an old base***.
2. Open the ***.edt*** file of your old base. You do not have to choose the most recent copy, but rather a copy of the base that only contains what you are looking to recover.
3. In the window that is displayed, enter the dates of the new year.
4. Select the data to be retained. If you keep the courses but foresee a new placement, tick the options ***While de-positioning them*** and eventually ***While removing the courses' rooms***. Validate.
5. Save the base under a new name.
6. If needed, you then can modify the time grid (⇨ Time grid, p. 197).

Enter data or import it from an Excel file [Single-user version]

► *Homepage of the software*

1. Click on the button ***Create an empty new base***.
2. Take the time to configure the time grid (⇨ **Time grid, p. 197**).
3. Name and save the base.
4. You can supply the base by importing the contents of the text files (⇨ **Excel (import), p. 89**) or enter the data directly in the lists.

CREATE A BASE [NETWORK VERSION]

You must first create an empty base from the Server . You then can supply the base from a Client.

Create an empty base

► *Server*

1. To be able to create a new base, the Server must not be active. Shut it down if this is the case.
2. Click on the button : the base's configuration window is displayed.
3. Take the time to configure the time grid (⇨ **Time grid, p. 197**), then validate.
4. Choose the folder where you want to stock the base, enter a name (for example indicating the school year) and click on ***Save***.
5. Once the base is created, click on the button ***Activate*** to render the base accessible from a Client.

Connect to the base from the Client

⇨ **Client, p. 55**

Supply the base

According to the method that you have chosen (see above), from the Client connect to the empty base, supply your base with:

- an EDT base(⇨ **Initialize the base, p. 108**) ;
- imports of text files (⇨ **Excel (import), p. 89**).

NEW COURSE

Create a new course without placing it (unplaced course)

► *Tab* ***Timetable > Course > List***

1. In the menu ***Edit***, choose ***New course*** or use the shortcut ***[Ctrl + N]***.
2. In the window that is displayed, specify the duration and frequency of the course.
3. Add all the resources to the course by clicking on each one: ***Subject***, ***Teachers***, ***Groups/ Classes/Parts***, ***Rooms*** and eventually ***Staff*** and ***Equipment***.

4. If you already know the courses should not take place in some slots, enter the unavailability in the grid on the right (⇨ Unavailability, p. 201). You can also indicate a placement preference by entering the wishes (⇨ Wishes, p. 210).
5. According to the features activated in your base, EDT can suggest to fill in the other fields (periods, site, comply with the recesses...). You can always enter these constraints later, after the creation of the course.
6. Click on the button ***Create***: the course is added to the list.
7. You then can specify the other characteristics of the course (⇨ Course, p. 69).

ACCELERATE THE ENTRY OF THE COURSES

To work quickly, you can rapidly create similar courses then differentiate them from the course form or la list of courses.

Create a course in several copies

► *In the course creation window*

Add the common resources to a series of courses (for example the subject and teacher to create all the courses at once) and select the number of copies in the drop-down menu below.

► *Tab **Timetable**> **Course** > **List***

Add the missing resources from the course form of every course (for example, the class if you have create all of the courses for a teacher).

Duplicate a course

► *Tab **Timetable**> **Course** > **List***

1. Select the course, right-click and choose ***Duplicate***, or use the shortcut ***[Ctrl + D]***.
2. You will find the two courses in the list: you can modify their resources from the course form.

Remark: if the original course was placed, the duplicated course is on the other hand unplaced.

Transform a service into several courses

⇨ Transform into several courses, p. 199

Generate the hours for homeroom class animation

⇨ Class animation, p. 46

Create a new course directly in the grid

⇨ Draft a course, p. 83

NOTIFICATION

When a user is connected to PRONOTE, he/she may receive notifications for the reception of messages transmitted via the internal messaging service (information, discussion, survey).

Personalize the notifications

► *Menu* ***My preferences*** > *DISPLAY* > ***General***

When you receive information, survey or a message for a discussion, you can choose to:

- **Display the Butterfly** in the tool bar. (click on it to access its contents);
- **Display an alert window** on the bottom of the screen;
- **Emit an audible alert**.

NUMBER OF STUDENTS

It is calculated by EDT according to the students assigned to the class/group.

See the number of students of a class

► *Tab* ***Timetable*** > ***Course*** > ***List***

The students assigned to the classes are counted in the column ***No. of students*** (this number can differ from the ***entered population*** that you filled in before assigning the students). If you do not see the column ***No. of students***, click on the button on the top right of the list to display it.

Display the exact number of students in the course form

If a classes' population was entered manually, it is the population that is displayed in the course form. To see the number of students, you must put the population back to 0.

Also see

⇨ **Placement preferences, p. 148**

O

OCCUPANCY

⇨ Potential occupancy rate, p. 149

OLD VERSION OF EDT

EDT can open the bases saved with all three previous versions. With EDT 2017, you can open the bases saved with EDT 2016, EDT 2015 or EDT 2014.

If the base was saved with a version earlier than 2014, you must open and save it with a (or several) transitional version to convert it.

For this, you have to temporarily install an intermediate version on your workstation. All the old versions can be downloaded on our Internet site, from the page ***EDT > Download > Old versions***.

For example, to open a base saved with EDT 2009, you can install EDT 2012 (Evaluation version), open the base and save then install EDT 2015 (Evaluation version), open the base and save before opening it with EDT 2017.

OPEN A BASE

Open a base [Single-user version]

- Open an existing base: menu ***File > Open a base*** or the keyboard shortcut ***[Ctrl + O]***. In the window that is displayed, indicate the ***.edt*** file and click on **Open**.
- Open a recently opened base: menu ***File > Reopen a base***.
- Open a compressed base: menu ***File > Recover a compressed base***.
- Open the demonstration base: menu ***File > Open a demonstration base***.

Open a base [Network version]

Prerequisite Le Server must be shut down.

► Server

- Open an existing base: menu ***File > Open a base*** or use the button ***Open a base***. In the window that is displayed, indicate the ***.edt*** file and click on **Open**.
- Open a recently opened base: menu ***File > Reopen a base***.
- Open a compressed base: menu ***File > Recover a compressed base***.
- Open the demonstration base: menu ***File > Open a demonstration base***.

Open a base saved with an old version of EDT

⇨ Old version of EDT, p. 131

OPTIMIZE THE STUDY HALLS

The optimization of the Study Halls consist of uniformly distributing the number of students or classes in the Study Hall. For this, EDT modifies the timetables while observing the constraints, without de-positioning a course. It is preferable to conduct this optimization before optimizing the timetables of the teachers/classes and above all before creating Study Hall courses (⇨ **Study Hall, p. 184**).

Prerequisite All the courses are placed.

► *Menu* ***Optimize*** **›** ***Optimize Study Halls***

1. On the right choose to optimize in accordance with the number of classes or students. The number is displayed slot by slot in the grid on the left.
2. Tick the ranges to be taken into account.
3. Select the method ***Standard*** to begin with.
4. In the frame ***Occupancy***, EDT indicates the maximum number of classes per time slot and the average of the number of classes in Study Hall.The optimization will smoothen the differential.
5. Click on the button ***Launch the optimization***.
6. If you think that the results can be improved, launch the advanced optimization once the standard optimization has finished.

OPTIMIZE THE TIMETABLES

The optimization of the timetables is the last phase in the elaboration of the timetables; do not ignore it! It allows a consequential improvement in the quality of timetables.Besides, it requires no effort: just leave the computer switched on!

Optimize all the timetables

Prerequisite All the courses are placed.

► *Menu* ***Optimize*** **›** ***Optimize the timetables of the teachers/classes***

1. By default, the optimization of the teachers' timetables does not degrade those of the classes (and vice-versa); most of the time, all the timetables improve. However, you choose to optimize one or the other and if you want to accentuate the optimization, you can specify an authorized percentage of quality loss.
2. With the help of the drop-down menus, classify the criteria for improvement in accord with the priority you want to grant to them:
   - retain the maximum number of free half-days;
   - reduce the gaps while taking into account the individual thresholds defined in ***Timetable*** **›** ***Teachers*** **›** ***List*** (see below);
   - avoid isolated courses (a course as being isolated when it is the only one in a half-day and its duration is inferior to 2 time sequences).
3. Click on the button ***Launch the optimization***: you can follow the optimization by viewing the graphics.
4. Wait for several attempts (5 to 7) or, better yet, allow EDT to run all night. Be patient, your timetables will improve. Please note that in case of an interruption the obtained improvements will remain in effect.

Individually specify the number of tolerated gaps for the teachers

This threshold is only taken into account during an optimization of the timetables.

▶ Tab ***Timetable*** > ***Teachers*** > ***Unavailability, wishes et constraints***

Select the teachers that tolerate the same number of gap hours and specify the ***Number of hours of tolerated gaps*** in the drop-down menu on the bottom right.

Remark: at the outcome of the optimization, put the list in statistics mode by clicking on the button % to comparer the columns **T.G.H.** *(tolerated gap hours) et* **C.D.G.** *(combined duration of gaps).*

Optimize the timetable for a resource

It is possible to launch the optimization in a timetable for just one resource.

▶ Tab ***Timetable*** > ***Teachers/Classes*** > ***Timetable***

1. Select the resource in the list on the left.
2. Click on the button ***Optimize***.
3. In the window that is displayed, enter the number of tolerated gaps and if needed modify your priorities in the overall preferences, then launch the optimization.

Inspect the results of the optimizations

▶ Tab ***Timetable*** > ***Teachers/Classes*** > ***List***

Click on the top right of the list on the button % **:** EDT displays in the list, the number of gaps (detailed in accordance with the duration), the isolated courses and the free half-days for every resource.

OPTION/ELECTIVES

Manually specify the students' options/electives

▶

▶ Tab ***Timetable*** > ***Students*** > ***List***

1. If you do not see the columns ***Option 1***, ***Option 2***, ***Option 3***, etc., Click on the button on the top right of the list to display them.
2. Select the students having the same s options, right-click and choose ***Modify*** > ***Options***.
3. In the window that is displayed, double-click on the first line and in the window that is displayed select the subject of the option. Repeat for the other options.

Take into account the options in the automatic distribution in the groups

⇨ Group of students, p. 96

P

PA

➩ Personalized accompaniment (subjects), p. 146

PARENT/TEACHER MEETINGS

In the work group ***Meetings***, you can plan a day for parents/teachers meetings.

STAGE 1: GENERATION OF THE LIST OF POTENTIAL MEETINGS

The list of potential meetings is automatically generated by EDT when you add the classes to a meeting session. By default, EDT takes into account the courses of the tab ***Timetable*** and considers that every teacher can meet the parents of all the students, together or independently if the parents want separate meetings.

Indicate that the parents want separate meetings

➩ Guardians, p. 100

Define a meeting session

► *Tab* ***Parents/Teachers meetings*** *>* ***Meeting sessions*** *>* ***List***

1. Click on the creation line.
2. In the window that is displayed, give a name to the meeting, specify a date, a time slot and the by default duration for the meetings.
3. If the year is divided into periods, eventually select a period so you will only take into account the courses taking place within this period.
4. Choose the options:
   - select ***The adjustments and the exceptional courses*** to also take into account the courses of the tab ***Daily management and absences***;
   - tick ***The personalized accompaniment courses*** so that the personalized accompaniment courses are taken into account;
   - select ***Generate a meeting per subject*** if you prefer that a teacher who teaches several subjects meets several times with the parents, or eventually lengthen the time alloted for the meetings;
   - tick ***Take into account the affiliated students*** if meetings must be generated for the teachers and parents of LUIE students affiliated with the class.
5. If necessary modify the original desiderata. By default, the potential meetings are optional for the teachers and refused by the guardians: if you retain this configuration, no meeting will be created as long as the parents have not expressed their willingness.
6. Click on the button ***Create***.
7. In the list on the bottom left, click on the add line to indicate the classes concerned by the session: as soon as a class is added, the corresponding potential meetings appear in ***Meetings > Parents > Desiderata*** et ***Meetings > Teachers > Desiderata***.

Update the meetings

When the timetable changes entail the creation of new meetings or meetings to be deleted, or when you modify the configuration of the session (course taken into account, etc.), you must update the potential meetings.

► *Tab* ***Parent/Teacher meetings > Meetings > List***

In the menu **Edit**, choose ***Update the session's meetings***.

Manually add the meetings

If you want to propose a meeting that does not correspond to a course, you must create it manually.

► *Tab* ***Parent/Teacher meetings > Guardians/Teachers > Desiderata***

1. Select on the left the parents or teacher.
2. Below click on the button ***Create a new meeting***.
3. In the window that is displayed, double-click on the other participant: by default, the meeting will be considered as wanted by the two participants.

Modify the configuration of the session

► *Tab* ***Parent/Teacher meetings > Meeting sessions> List***

1. Double-click on the session in the list: the configuration window opens. Conduct your modifications.
2. Select the modified session, right-click and choose ***Update the session's meetings***.

Warning: some modifications (especially the options influencing the duration of the meeting) will only be valid for future meetings; to modify the already generated meetings, proceed from the list of meetings.

Stage 2: Creation of the meetings to be scheduled

The meetings to be scheduled are automatically created by EDT according to the desiderata entered by the participants: EDT creates the meetings if one of the two participants want a meeting (unless the other participant clearly indicates he/she does not want to meet).

Register the desiderata and unavailability of the participants

⇨ **Desiderata (parents/teachers meetings), p. 77**

Consult the list of meeting to be scheduled

► *Tab* ***Parents/Teachers meetings > Meetings > List***

The meetings are displayed in blue as long as they have not been placed. Filter the list by selecting a class in the drop-down menu and sort the meetings according to the criteria of your choice by clicking on the title of the column.

Meetings seem to be missing? First reflex: launch the command ***Update the session's meetings*** from the menu **Edit**.

Delete the meetings

► *Tab **Parents/Teachers meetings** > **Meetings** > **List***

Select the meetings to be deleted, right-click et choose the command **Delete**.

STAGE 3: CALCULATION FOR THE MEETINGS SCHEDULES

Plan a pause

You can enter pauses that can apply to all the participants (for example in the middle of the session to maintain a margin in case of tardiness) and keep a lapse of time between two meetings (for example, the time for the parents to change rooms).

► *Tab **Parents/Teachers meetings**> **Meeting sessions** > **List***

1. Select a meeting session: a grid is displayed on the right.
2. Click-drag on the concerned slot to define a pause: it is displayed in blue.
3. To define lapse of time between meetings, select in the bottom drop-down menus (parents and/or teachers) the necessary time.

Manually place some meetings

► *Tab **Parents/Teachers meetings** > **Meetings** > **Meetings' grid***

1. Select the meeting in the list on the left.
2. Click-drag the green frame onto the wanted slot and double-click to place the meeting.
3. Select the meeting, right-click and choose **Lock** so that EDT will not displace it during an automatic placement. (In ***My preferences*** > ***PLACEMENT*** > ***Meetings placement***, you can choose to automatically lock the meetings placed by hand).

Generate the meetings' schedule

During the calculation, EDT observes the pauses, inter-meetings and the unavailability of the participants. The meetings placed according to their priority:

	Teacher	Guardian
1.	P	P
2.	P	S
3.	S	P
4.	P	F
5.	F	P
6.	S	S
7.	S	F
8.	F	S

► *Tab **Parents/Teachers meetings** > **Meetings** > **List***

1. Launch the command **Edit** > ***Update the session's meetings*** to be sure you are working with all the meetings that are up to date.

2. Conduct an extraction of the meetings to be placed.
3. In the menu **Placement**, choose ***Launch an automatic placement***.
4. If some meetings remain in failure, verify the occupancy rate of the teachers (column POR) in the tab *Parents/Teachers meetings* > ***Teachers*** >: if the POR is superior to 100 %, the number of planned meetings is too large for the defined slot.

*Remark: if you want to cancel the placement, select the courses, right-click and choose **Deposition**.*

Allocate the rooms to the teachers

▶ *Tab **Parents/Teachers meetings** > **Teachers** > **Information form***

1. Double-click in the column ***Room***.
2. In the window that is displayed, EDT indicates for every room the number of teachers already occupying it for the meetings. Select a room and validate.

STAGE 4: SEND THE SCHEDULE

Configure the display for the schedule of the meetings

Prerequisite A resource is selected.

▶ *Displays **Meetings' grid** and **Schedule** of the tab **Parents/Teachers meetings***

1. Click on the button on the top right of the grid.
2. In the window that is displayed, select la resource (***Teachers*** or ***Guardians***) in the drop-down menu and un-tick the information that you do not want to display. By default, the meetings are colored in accordance with the desires expressed by the parent or teacher; you can delete this information by un-ticking ***Display the desiderata***.

Send the convocations/schedules

▶ *Tab **Parents/Teachers meetings** > **Guardians/Teachers** > **Meetings' grid***

1. Select the teachers/guardians (***[Ctrl + A]*** to select them all).
2. Click on the button in the tool bar.
3. In the window that is displayed, choose a printing by list or by schedule and select the output mode: paper, e-mail, PDF or iCal.

Publish the meetings' schedule on the Teachers Webspace (with PRONOTE.net)

▶ *PRONOTE, tab **Communication** > **PRONOTE.net** >*

1. Select ***Teachers*** in the drop-down menu on the top left.
2. In the panel ***Meetings***, tick ***Consult his/her meetings schedule***.

Publish the meetings' schedule on the Parents Webspace (with PRONOTE.net)

▶ *PRONOTE, tab **Communication** > **PRONOTE.net** >*

1. Select ***Parents Webspace*** in the drop-down menu on the top left.
2. In the tree structure, tick ***Parents/Teachers meetings*** and ***Schedule***.
3. Select ***By grid*** or ***By list*** according to what you have ticked: a table is displayed on the right; enter the la publication date in the column ***Schedules***.

Print the schedule per room

► Tab *Parents/Teachers meetings* > ***Meetings*** > ***Schedule***

1. Click on the button in the tool bar.
2. In the window that is displayed, tab ***Page layout***, in the frame ***Layout***, tick ***Consolidate per room*** and ***One room per page***.
3. Verify the preview before launching the printing.

Stage 5: Follow-up of the meetings

NEW We can now indicate if a meeting took place or not and have a detailed follow up of the meetings

Indicate the meetings that have taken place (for the statistics)

The teachers can directly fill in this column if they are connected to Teachers Webspace.

► Tab *Parents/Teachers meetings* > ***Meetings*** > ***List***

Select the meetings that have taken place, right-click and choose ***Modify*** > ***Took place***. If you do not see la column ***Took pl.***, click on the button on the top right of the list to display it (⇨ List, p. 115).

Consult the statistics

► Tab *Parents/Teachers meetings* > ***Statistics*** > ***Statistics linked to the meetings***

1. Click on the button on the top right of the list.
2. In the window that is displayed, select the ***Number of rubrics to aggregate*** in the drop-down menu.
3. The rubrics for which the aggregation is possible are displayed with the icon . Transfer the rubrics for which you want to have an aggregation in the displayed columns and use the arrows to place them on the top of the list. Validate.
4. In the list, click on the level of aggregation, for example ▸2, on the top right of the list.

PARENTS

⇨ Guardians, p. 100

PARTITION

The partition is the name given to a breakdown of a class into different parts (⇨ Class parts, p. 53). It is just a name. For the same class you can have several partitions, for example the partition ***LL1*** (three class parts); the partition ***Splitting*** (two class parts) the partition ***Sports*** (four class parts), etc.

Create the partition *Splitting* (groups in half-classes)

⇨ Splitting, p. 176

Create the partition *Students* (LUIE)

⇨ LUIE (Localized Units for Inclusive Education), p. 118

PASSWORD

For every teacher, EDT automatically generates a password, that can be modified. On the other hand, for the administrative users, the passwords must be specified manually.

SPECIFICATION OF THE PASSWORDS

Define the minimum length and rules to be observed

▶ *Menu **Parameters** > OPTIONS > **Security***

1. Select in the drop-down menu the minimum number of characters authorized for the passwords.
2. Tick the wanted options to render the password complex (include at least one letter, digital character, special character, etc.).

Define the password of an administrative user

Prerequisite You must be connected as the SPR.

▶ *Menu **File** > **User administration***

1. Go to the display of the users .
2. Double-click in the column ***Password***, enter the wanted password and validate with the key ***[Enter]***.

CONSULT THE PASSWORDS

View the password of an administrative user

Prerequisite You must be connected as the SPR.

▶ *Menu **File** > **User administration***

1. Go to the display of the users .
2. In the column **Password**, place the cursor over the dots to view the password in a tool tip.

Remark: the password is no longer visible when it has been personalized by the user. The dots are then replaced by asterisks.

View the password of a teacher

Prerequisite You must be connected as an administrator.

▶ *Tab **Timetable** > **Teachers** > **Form***

1. By default, the column ***Password*** is masked. Click on the button on the top right of the list to display it (⇨ List, p. 115).
2. Place the cursor over the dots to view the password in a tool tip.

Remark: the password is no longer visible when it has been personalized by the user. The dots are then replaced by asterisks.

COMMUNICATE THE PASSWORDS

Send a username and password by mail to the teachers

▶ Tab *Timetable* > *Teachers/Staff* > *List*

1. Select the recipients in the list.
2. Click on the button in the tool bar.
3. In the dispatch window, select the type of output (***Printer***, ***PDF*** or ***E-mail***).
4. Select the standard letter of the type ***Connection***. This standard letter is modifiable in the tab ***Communication*** > ***Mail*** > (⇨ Standard letter, p. 179).
5. Click on the button ***Print/Generate/Dispatch***.

MODIFY THE PASSWORDS

Coerce an administrative user to modify their password

Prerequisite You must be connected as the SPR.

▶ *Menu* ***File*** > ***User administration***

1. Go to the display of the users .
2. Select the user and double-click in the column . the user must modify his/her password during the next connection.

Authorize an administrative user to modify their password

Prerequisite You must be connected as the SPR.

▶ *Menu* ***File*** > ***User administration***

1. Go to the display of the users .
2. Select the user and double-click in the column **L** to remove the lock .

Authorize a teacher to modify his/her password

▶ *Tab* ***Timetable*** > ***Teachers*** > ***Authorization profiles***

1. Select the concerned profile.
2. In the category ***Generalities***, tick ***Modify his/her username and password***.

Modify his/her password

▶ *Menu* ***File*** > ***Utilities*** > ***Modify the password***

1. In the window that is displayed, enter the current password.
2. Enter the new password, enter the confirmation and validate.

Generate new passwords for the teachers

Prerequisite You must be connected as an administrator.

▶ Tab *Timetable* > *Teachers* > *List*

Select the teacher(s) for which you want to generate a new password, right-click and choose ***Modify*** > ***Password*** > ***Random***.

Also see

⇨ Username, p. 204

PDF

In most cases, if you can print a document, you can also generate it in a PDF format.

Generate a PDF

1. Click on the icon in the tool bar.
2. In the printing window, select ***PDF*** as ***Type of output***.

Attach to an e-mail a standard letter or a document in a PDF format

1. Click on the icon in the tool bar.
2. In the window that is displayed, select ***E-mail*** as the ***Type of output***.
3. Verify the ***Attach .pdf*** is ticked. you also can insert a preview image in the body of the mail.
4. Configure the dispatch in the different tabs and click on ***Print/Dispatch***.

PEDAGOGICAL TEAM

By default, the pedagogical team of a class, groups all the teachers that have a course with at least one of the class' students.

NEW Add teachers or staff members to the pedagogical team

► *Tab* ***Timetable*** › ***Classes*** › ***Pedagogical team***

1. Select a class in the list on the left.
2. In the list on the right, click on the add line.
3. In the window that is displayed, tick the teachers and/or staff to be added and validate.

NEW Remove teachers from the pedagogical team

► *Tab* ***Timetable*** › ***Classes*** › ***Pedagogical team***

1. Select a class in the list on the left.
2. In the list on the right, click on the add line.
3. In the window that is displayed, un-tick the teachers to be removed and validate.

Display the roster of the pedagogical team

► *Tab* ***Timetable*** › ***Classes*** › ***Pedagogical team's roster***

Select a class to display the photos of the teachers and staff of the pedagogical team.

Extract the class' pedagogical team

► *Tab **Timetable** > **Classes** > **List***

Select the class, right-click and choose ***Extract > Extract the pedagogical team from the selection***: EDT transfers to the list of teachers, that only contains the concerned teachers.

Remark: if the pedagogical team includes staff members, you will find them extracted in the list of staff members.

PEDAGOGICAL WEIGHT

To limit during the same day the number of course hours of subjects said to be “hard”, you definite weights for every subject and set a maximum weight limit for the day or half-day.

Specify the pedagogical weights for every subject

► *Tab **Timetable** > **Subjects** > **Pedagogical weights***

1. Select in the list on the left the classes for which the pedagogical weights will pertain.
2. Click in the column ***Weights*** to allocate a weight to each subject (from 0 to 10) or use the multi-selection via the command ***Modify > Pedagogical weights***.
3. In the bottom frame, you can limit the weight of the days, mornings and afternoons. These limit are valid for all the institution's classes.

See the weight calculations in the timetables

► *Tab **Timetable** > **Classes/Students** > **Timetable***

EDT displays three figures on the bottom of each day: the pedagogical weights for the morning, afternoon and the day. When the weights exceed the defined limit, they are displayed in red.

PENDING

To simplify the manipulations in the timetable grid, you can display the column of the courses that are pending. It allows you to put aside a course for the time of a manipulation.

Display the column for the pending courses

► *In all the displays **Timetable***

Tick the option ***Pending*** on the top right of the grid.

Place a course in pending

► *In all the displays **Timetable***

1. Double-click on the course to visualize its green frame.
2. Click-drag the green frame in the column ***Pending*** and double-click inside it then validate.

NEW Place a series of courses in pending

► *Tab **Timetable** > **Course** > **List** and Displays **Timetable***

Select the courses, right-click and choose ***Pending***. Confirm.

Placer a course in pending in the grid

► *In all the displays* *Timetable*

1. Double-click on the course that is pending to visualize its green frame.
2. Click-drag the green frame in the grid to the wanted place and double-click inside it then validate.

PERIODS

Breaking down the year into periods allows you to manage the strong variations of the timetable during the year (changing the timetable every trimester or semester, a three week class trip with th reorganization of the timetable for the remaining classes, etc.). If your modifications only concern a few courses (replacements, canceled courses, exceptional courses, etc.), conduct them from the tab ***Daily Management and absences***.

NEW You can use up to three different periodic breakdowns.

Breakdown the year into periods (semester, trimester, etc.)

► *Menu* ***Parameters*** *>* ***INSTITUTION*** *>* ***Periods***

1. Click on the button ***Divide year into periods***.
2. In the drop-down menu, choose the type of breakdown bi-annual, quarterly or weekly.
3. EDT automatically creates as many periods as necessary: click-drag the separation cursors to specify when a period ends and when the following begins.
4. EDT authorizes three different breakdowns of the year: you can repeat the operation with another breakdown.

Create a customized breakdown

► *Menu* ***Parameters*** *>* ***INSTITUTION*** *>* ***Periods***

1. If you have already created a period, click on the button ***Divide year into periods***.
2. In the drop-down menu, select ***Customized***.
3. Double-click on a week to operate a division: the separation cursor appears, you can displace it. Repeat the operation as many times as you need.
4. The periods are listed in the table: double-click in the column ***Period*** to rename them.
5. If two periods have the same timetable but are not successive (for example both having a temporary reorganization), select them in the list ***[Ctrl + click]*** et click on the button ***Reunite the periods***.

Work on a period

Click on one period on the bottom of the screen to select it (then click on ***Year*** to de-select it).

NEW You can work in multi-selection: hold the key ***[Ctrl]*** pressed to select several periods (in the same periodic breakdown).

When you work on a period, you only see:

- the courses taking place in this period,
- the resources present in this period in the course form;
- the unavailability entered for this period.

When you work on a period, **some modifications are only effective in this period**:

- the entry of unavailability,
- the allocation of the resources to the courses,
- the creation, duplication, transformation, deletion and some course modifications (place, duration, frequency, discipline, weighting, alternation, designation, site, modalities, complying with the recesses).

Warning, some characteristics are always modified throughout the entire year: subject, placement properties stationary/variable, status for exports, locking.

Specify the by default breakdown of the classes (if several breakdowns are created)

► *Tab **Timetable** > **Classes** > **List***

1. Select the classes having the same breakdown, right-click and choose ***Modify > Breakdown***.
2. In the window that is displayed, select the by default breakdown and validate.

Specify the course's period before placement

► *Tab **Timetable** > **Course** > **List***

1. Select the courses taking place in the same period, right-click and choose ***Modify > Period if possible***.
2. In the window that is displayed, un-tick the periods when the course does not take place and validate.

Conduct the specifications per period in a complex course

► *In the complex course's specification window*

1. Either you choose a distribution mode that includes the modifications per period, or you tick the option ***Display the period bar*** above the class meetings.
2. Highlight the concerned period before conducting the wanted modifications (add or remove a resource, modify the frequency, etc.).

Seal a period

► *Menu **Parameters** > **INSTITUTION** > **Periods***

Double-click in the column **Seal**: you can no longer modify the timetable in the tab ***Timetable*** (on the other hand, the modifications remain possibles in the tab ***Daily Management and absences***).

PERMUTE TWO COURSES

Exchange the places of two courses

NEW The complex courses can be permuted just like the simple courses.

► *In all the displays **Timetable***

1. Hold the key ***[Alt]*** pressed and double-click on the course to permute. EDT frames the courses that can permute with the selected course:
   - with a blue frame: the courses that can permute if you accept to ignorer some constraints;

- with a white frame: the courses that can permute while complying with the constraints.
- with the mention WITHOUT ROOM: permuting is possible provide there is a room change.

2. Click on the wanted course and hold the key ***[Alt]*** pressed.
3. The permutation window opens. If there is a constraint, the concerned resource appears in red in the summary. Verify the information and click on the button ***Permute***.

Also see

⇨ **Diagnosis of a course, p. 78**
⇨ **Gap, p. 96**
⇨ **Pending, p. 142**

PERSONALIZED ACCOMPANIMENT (OPTION OF THE COURSES)

Create the courses with the option ***Personalized accompaniment*** is the only way to generate the groups where you can later modify the students week to week.

Create a course with the option *Personalized accompaniment*

1. Create a course with all the teachers and classes that will work in parallel.
2. Open the course specification window ***[Ctrl + R]*** and specify the subjects, classes, etc. per teacher. If the class meetings must be accounted for as personalized accompaniment, choose the subjects labeled PA (⇨ **Personalized accompaniment (subjects), p. 146**).
3. Tick ***Personalized accompaniment*** and choose the distribution mode (⇨ **Complex courses, p. 58**).
4. The class meetings are displayed with the icon . Groups in which you can modify the students are created; they are displayed in the list of groups with the icon .

Modify the students of the groups for one or several class meetings

Defining the composition of the personalized accompaniment groups week by week is conducted from the tab ***Daily Management and absences***. If you have PRONOTE.net, the teachers can put the students in their groups from Teachers Webspace.

Prerequisite The group has been generated for a personalized accompaniment course; it is displayed with the icon .

► *Tab* ***Daily Management and absences*** > ***Groups*** > ***Students***

1. Select personalized accompaniment group in the list on the left.
2. On the ruler, highlight all the weeks that you want visible.
3. Select the courses ***[Ctrl + click]*** for which the composition of the group is the same.
4. Click on the modification line and select ***Modify the students***.
5. In the window that is displayed, tick the students and validate.
6. In the confirmation window, retain ***for all the weeks of the selected class meetings***.

Modify the students of a group by copying the composition of another week

► *Tab* ***Daily Management and absences*** > ***Groups*** > ***Students***

Prerequisite The group has been generated for a personalized accompaniment course; it is displayed with the icon .

1. Select personalized accompaniment group in the list on the left.
2. In the ruler, highlight all the weeks where you want to modify the group's students.
3. Click on the right of the first line ***Modify the students*** and select ***Allocate the students from another week***.
4. In the window that is displayed, select the referential week and validate.

PERSONALIZED ACCOMPANIMENT (SUBJECTS)

So that the personalized accompaniment courses can be accounted for as personalized accompaniment, the subjects of these courses must be labeled PA.

Create the subjects for personalized accompaniment

► *Tab* ***Timetable*** > ***Subjects*** > ***List***

1. Click on the creation line, enter the subject's name and validate using the key ***[Enter]***.
2. Click in the column **Pers. Acc.** to display a green tick.

Know the number of personalized accompaniment hours for a class

Prerequisite The subjects have been specified as PA subjects.

► *Tab* ***Timetable*** > ***Classes*** > ***Summary of the services***

1. Click on the button on the top right of the list (⇨ List, p. 115).
2. NEW In the window that is displayed, select **2** as the ***Number of rubrics to aggregate*** in the drop-down menu.
3. Place the columns ***Classes*** and ***Type of studies*** in the list of the displayed columns and use the arrows to put them on top of the list then validate.
4. Click on the aggregation level ▸2 on the top right of the list: under every class, you will find the total of performed hours in the context of personalized accompaniment.

Know the number of personalized accompaniment hours for a teacher

Prerequisite The subjects have been specified as PA subjects.

► *Tab* ***Timetable*** > ***Classes*** > ***Summary of the services***

1. Click on the button on the top right of the list (⇨ List, p. 115).
2. NEW In the window that is displayed, select **2** as the ***Number of rubrics to aggregate*** in the drop-down menu.
3. Place the columns ***Teacher*** and ***Type of studies*** in the list of the displayed columns and use the arrows to put them on top of the list then validate.
4. Click on the aggregation level ▸2 on the top right of the list: under every teacher, you will find the total of performed hours in the context of personalized accompaniment.

PHOTOS

The photos can be in a *.jpeg*, *.jpg*, *.png* or *.bmp* format. The expected size is about 35 mm by 45 mm (identity photo), if the photos are larger, an option allows you to automatically reduce the size during the import.

Import and automatically allocate the photos

Prerequisite All the photos are found in the same folder and named systematically (national number, surname_first name, etc.).

▶ *Menu* ***File*** > IMPORTS/EXPORTS > ***Others*** > ***Import and allocate the photos*** > ***of the teachers****/of the students/****of the staff***

1. In the import window, click on the button ... to indicate the folder where the photos are found.
2. Indicate how the photos were named so that EDT can allocate the photos to the correct resources.

Manually allocate a photo

▶ *Tab* ***Timetable*** > ***Students/Staff*** > ***Form***

▶ *Tab* ***Timetable*** > ***Teachers*** > ***Form***

1. Select the person in the list on the left.
2. Double-click to the right of the photo's place.
3. In the window that is displayed, Click on the button ***Import a photo***.
4. In the window that is displayed, double-click on the photo.

Recover the photos from last years

⇨ Recover data, p. 157

Authorize the homeroom teacher to modify his/her students' photos

▶ *Tab* ***Timetable*** > ***Teachers*** > ***Authorization profiles***

1. Select the concerned profile.
2. In the category **Roster**, tick ***of his/her classes and students***, then ***modify the photos***.

NEW Take photos with a web-cam

Prerequisite Your workstation is equipped with a web-cam.

▶ *Tab* ***Timetable*** > ***Students/Staff*** > ***Form***

▶ *Tab* ***Timetable*** > ***Teachers*** > ***Form***

1. Select the person in the list on the left.
2. Double-click to the right of the photo's place.
3. In the window that is displayed, Click on the button ***Activate the web-cam***.
4. In the window that is displayed, verify that EDT has detected the web-cam and adjust the ***Video parameters***.
5. You will visualize the camera's viewing angle and frame for the photo. Click on the button camera on the bottom of the frame: the photo that is taken is displayed on the right.

Retouch a photo

▶ Tab *Timetable* > *Students/Staff* > *Form*

▶ Tab *Timetable* > *Teachers* > *Form*

In the edition window of the identity form, click on the button situated on the bottom right of the photo. You can pivot, crop and modify the contrast and luminosity of the photo.

Delete a photo

▶ Tab *Timetable* > *Teachers/Students/Staff* > *List*

Select the person or those concerned, right-click and choose **Modify** > **Photos** > **Delete**.

Export the photos

▶ Menu **File** > IMPORTS/EXPORTS > **Others** > **Export the photos** > **of the teachers**/students/**staff**

Find the folder where the photos are stocked

The photos are stocked in ***C:\ProgramData\IndexEducation\EDT\MONOPOSTE-or-Server\VERSION 2017-0\FR\PHOTO*** (provided that the application was installed and stored in the by default placement)

Also see

⇨ Roster, p. 166

PLACE AND ARRANGE

Place a course while allowing EDT to replace the problematic courses

▶ Tab *Timetable* > *Course* > *Timetable* or *Schedule*

1. Double-click on the course to visualize its green frame.
2. Click-drag the green frame to the wanted place (in gray).
3. In the menu ***Placement***, choose ***Place and arrange the course in diagnosis***.
4. In the window that is displayed, tick the optional unavailability that can be ignored, choose or not choose to ***Observe the constraints inherent to the course*** and click on the button ***Launch the placement***.

PLACEMENT PREFERENCES

⇨ Automatic placement, p. 35

POPULATION

While waiting to have the students entered in the base, you can enter in the column ***Entered population*** the approximate number of students expected per class. This allows you to reserve the rooms that are suitable for the courses (⇨ Room capacity, p. 163).

Once the students are assigned to the classes, they are automatically counted in the column ***Number of students (No. stud)***, as long as it is above zero, it is the entered population that is taken into account.

Enter the population of a class

► *Tab* ***Timetable*** › ***Classes*** › ***List***

Fill in the column ***Entered population (Ent. pop.)***.

POSTAL ADDRESS

Modify an address in EDT

► *Tab* ***Timetable*** › ***Teachers*** › ***Form***

► *Tab* ***Timetable*** › ***Students/Staff*** › ***Form***

► *Tab* ***Timetable*** › ***Guardians*** › ***Guardians***

1. Select the person in the list on the left.
2. Click on the button on the top right to edit the identity form.
3. In the window that is displayed, fill in the field ***Address***.

NEW Copy the address of the parents to the student's form

► *Tab* ***Timetable*** › ***Students*** › ***Form***

1. Select the student in the list on the left.
2. Right-click and choose ***Modify*** › ***Address*** › ***Copy the legal guardian's address 1/2***.

POTENTIAL OCCUPANCY RATE

In addition to ***Occupancy*** (number of hours per week), EDT calculates the ***Potential occupancy rate*** by comparing this number of hours to the number of possible hours in the grid. This indicator allows you to locate the incoherences that will block the calculation (occupancy rate near or superior to 100%). It is also calculated for the parents-teachers meetings.

View the occupancy rate of a resource

► *Tab* ***Timetable*** › ***Teachers/Classes/Rooms***› ***List***

Consult the column ***POR***. If you do not see this column, click on the button on the top right of the list pour to display it.

PREFERENCES FOR COMMUNICATION CHANNELS

If you have PRONOTE.net, you can authorize the users to enter their contact preferences from their Webspace.

Indicate the students' contact preferences

► *Tab **Timetable** > **Students** > **Form***

1. Select the student in the list on the left.
2. Click on the button in the rubric ***Communication***.
3. In the window that is displayed, tick the accepted communication channels:
   - E-mails,
   - Mail,
   - Discussions.

Remark: you can specify the data in multi-selection; select the concerned students in the list on the left and tick the boxes corresponding to the wanted options.

Indicate the guardians' contact preferences

► *Tab **Timetable** > **Guardians** > **Guardians***

1. Select the person in the list on the left.
2. Click on the button in the rubric ***Communication***.
3. In the window that is displayed, tick the accepted communication channels:
   - E-mails,
   - Mail,
   - Discussions.
4. Indicate the type of information that the parents would like to receive: for every type of information, click on the button and, in the window that is displayed, tick the student's name.

Remark: you can specify the contact preferences in multi-selection (the type of information is to be configured for every guardian).

Indicate the teachers' contact preferences

► *Tab **Timetable** > **Teachers** > **Form***

1. Select the person in the list on the left.
2. Click on the button in the rubric ***Communication***.
3. In the window that is displayed, tick the accepted communication channels:
   - E-mails from the institution and/or parents (the e-mail address has been specified),
   - Mail (the address has been specified),
   - Discussions with the parents and/or students and/or teachers and staff.

Remark: you can specify the data in multi-selection.

Indicate the staff's contact preferences

1. Select the person in the list on the left.
2. Click on the button in the rubric ***Communication***.

3. In the window that is displayed, tick the accepted communication channels:
   - E-mails from the institution and/or parents (the e-mail address has been specified),
   - Mail (the address has been specified),
   - Discussions with the parents and/or students and/or teachers and staff.
4. Si the staff member ***Accepts being a contact for the School administration***, he/she can be directly contacted by the teachers and personnels connected to PRONOTE (via the icon).

Remark: you can specify the contact preferences in multi-selection.

Also see

⇨ **E-mail, p. 84**
⇨ **Mail, p. 120**
⇨ **Recipients of mail, p. 156**

PRINT

Le button allows you to print what is displayed on the screen, sometimes under several formats (list, table, etc.).

Launch a printout

1. Select the data to be printed and click on the button in the tool bar.
2. In the printing window, select the type of output (according to the data to be edited: ***Printer***, ***PDF***, ***E-mail***). the settings are in accordance with the selected output.
3. Configure the page layout in the proposed tabs.
4. Click on the button ***Preview*** to verify the results before launching the printing.

Access to the printing parameters

► *Printing window*

Click on the button to access the printing parameters.

Be warned when a printing includes more than X number of pages

► *Menu* ***Parameters*** *>* ***OPTIONS*** *>* ***Communication***

In the frame ***Printing***, tick the option ***Inform me when printing more than X pages*** and enter the number of pages.

Printing mail

⇨ **Mail, p. 120**
⇨ **Self-adhesive labels, p. 170**

Only print for the users without a specified e-mail address

⇨ **E-mail, p. 84**

Print the timetables

Prerequisite You must define the printing for the complex courses (⇨ Complex courses, p. 58).

► *In all the displays* ***Timetable*** *and* ***Weekly timetable***

1. Select the resources for which you want to print the timetables.
2. Click on the button in the tool bar.
3. In the window that is displayed, select the type of output and define the formatting options in the tabs:
   - **Page**: you can add information on the top or bottom of the page, especially the variables, for example to display the class' name:
   - **Contents**: tick the information to appear in the courses. If you want to display the weeks F1/F2 or A/B in the grid, tick ***Fortnight***.If you prefer printing a timetable for each of the two weeks, tick ***A grid per fortnight*** in the tab ***Layout***;
   - **Layout**: you can print several timetables per page. Verify the results in the preview to be sure that it is legible. You also can ***Ignore the grids without a course*** (so you do not print empty grids, if they exist in the selection) or ***Ignore the slots without a course*** (so you do not print empty lines: if a class or teacher never has a course after a certain time, the timetable stops at this time, even if the other courses can take place later).
   - **Presentation**: you can modify the times to be printed along side of the grids, the criteria in function of which the courses are colored (the colors are those associated with the subjects and classes (⇨ Color, p. 56) and the size of the font. To avoid printing too small, you can use a wrap system: if the information to be displayed encroaches the box (in the case of complex courses with numerous class meetings, for example), they are not cut but are displayed on the bottom of the page or the timetable. For more legibility, you can group the class meetings of the complex courses (⇨ Complex courses, p. 58).
4. If you print from the tab ***Daily Management and absences***, select the concerned weeks in the ruler.
5. Click on ***Print***.

NEW For every teacher print the list of his/her students per group

⇨ Group of students, p. 96

NEW Print the in-coming year folder for every teacher

⇨ Teacher, p. 193

PROCTOR

⇨ Administrative user, p. 28

PRONOTE

If you use PRONOTE, you must transfer the data in EDT to PRONOTE to be able to enter the homework notebooks, enter the absences and publish the timetables in the different online Webspaces (Parents, Teachers, etc.).

Initialization of the PRONOTE base

The best way to construct the PRONOTE base is initializing it with the data from EDT: this way you are sure to start the year with data that concords.

Verify that the EDT courses are sufficiently specified for PRONOTE

All the courses of the EDT base will be read by PRONOTE; however, if the complex courses are not sufficiently specified, they will not appear in all the timetables and it will be impossible to take the roll call or fill in the homework notebook for these courses. The same if the courses in groups do not contain students, they will not appear in the students' timetables, and it will be impossible to take the roll call for these courses. To find them in EDT and proceed with the necessary adjustments, launch the command ***Extract > Extract the courses that are insufficiently specified for PRONOTE*** from the list of courses.

Initialize the PRONOTE base with the data from EDT

Prerequisite You are connected as the SPR.

► *From EDT*

1. Launch the command ***File > IMPORTS/EXPORTS > With PRONOTE > Save the data*** or, if you have PRONOTE hosted, the command ***File > IMPORTS/EXPORTS > With PRONOTE hosted > Save the data.***
2. In the window that is displayed, select the destination folder and tick the documents that you want to recover in PRONOTE.
3. Save: EDT generates a ***PourPRONOTE.zip*** file.

► *From a Client PRONOTE connected to a new PRONOTE base*

4. Launch the command ***File > IMPORTS/EXPORTS > EDT > Initialize the base with data from EDT***.
   Warning, this command overwrites the data in the base. If your base contains data that you want to retain, use the command ***File > IMPORTS/ EXPORTS > EDT > Recover the data***.
5. In the window that is displayed, indicate the file ***PourPRONOTE.zip*** generated from EDT.

Possibility No. 1: work directly on the PRONOTE base

Prerequisite You have EDT and PRONOTE in the same version and number of teachers plus and you have the connection rights from EDT to PRONOTE (included by default in the EDT Network license), on the other hand you must make the acquisition if you have EDT Single-user version.

Connect a Client EDT to a PRONOTE base

1. If you do not already have Client EDT, download it on our Internet site and install it.
2. At the launching of Client EDT, click on the button ***To connect to a new Server***.

3. In the window that is displayed, transfer the IP address and the TCP port of the Server PRONOTE visible in...
   - **version PRONOTE Network**: the Administration Server PRONOTE, pane ***Publication parameters***,
   - **version PRONOTE Hosted**: the hosting console, pane Server PRONOTE.
4. Click on ***Validate***: a connection button appears; it allows the connection to the PRONOTE base thus becoming the common base.

POSSIBILITY NO. 2: TRANSFER DATA REGULARLY FROM EDT TO PRONOT

If you do not want to work directly on the PRONOTE base, you must regularly transfer the data from the EDT base to the PRONOTE base.

The transfer can be conducted manually of planned at the wanted frequency. Note that the creation of new data interrupts the automatic transfer: a manual transfer and cross referencing of data is necessary to renew the automatic transfer

Manually transfer the EDT data to PRONOTE

► *From EDT*

1. Launch the command ***File*** > ***IMPORTS/EXPORTS*** > ***With PRONOTE*** or ***With PRONOTE hosted*** > ***Save the data*** and save the ***.zip*** file.

► *From Client PRONOTE*

2. Launch the command ***File*** > ***IMPORTS/EXPORTS*** > ***EDT*** > ***Recover the data*** and indicate the ***.zip*** file generated from EDT.
3. Import on the current date, by ticking the box ***Update the timetables, the teachers' absences and replacements***.
4. Cross reference the concerned data and validate.

Automatically transfer the data from EDT to PRONOTE

► *From EDT*

1. **Version PRONOTE non Hosted**: launch the command ***File*** > ***IMPORTS/EXPORTS*** > ***With PRONOTE*** > ***Automatically save the data***: activate the automatic save, choose the frequency for the save and indicate the folder to which the files with the EDT data will be exported.
   Version PRONOTE Hosted: launch the command ***File*** > ***IMPORTS/EXPORTS*** > ***With PRONOTE Hosted*** > ***Automatically save the data*** and enter your hosting number. The EDT data is automatically recovered in the PRONOTE Hosted base. You are exempted from the following stage

► *From the Server PRONOTE (version PRONOTE non Hosted only)*

2. Launch the command ***File*** > ***EDT*** > ***Automatic recuperation of the data***.
3. In the window that is displayed, activate the import, choose the options and make sure that the folder in which PRONOTE will look for the files is the same as the one indicated in EDT.

PRONOTE.NET

⇨ Teachers Webspace, p. 195

PUBLIC TRANSPORTATION

Specify if the student uses public transportation to come to school

► *Tab* ***Timetable* > *Students* > *Information form***

1. Select the student in the list on the left, then go the tab ***Identity and studies***.
2. Click on the button in the rubric ***Studies*** to enter into edition mode.
3. In the window that is displayed, click on the tab ***Regimes***, then tick the option ***Public transportation user***.

Find the students of a class that uses public transportation

► *Tab* ***Timetable*** *or* ***Daily management and absences* > *Students***

1. Select la class in the drop-down menu above the list.
2. Consult the column Transp. Subs. (Transportation subscription). If you do not see this column, click on the button on the top right of the list pour to display it.
3. Click on the title of the column to display all the students that use public transportation.

R

RECESSES

Defining the recesses is useful if you use the automatic placement and do not want some courses to overlap these breaks. If it is only to see the exact times in the printed grids, define them in the menu ***Parameters* > *INSTITUTION* > *Printed times in the timetables***.

Define the pauses

▶ *Menu* ***Parameters* > *INSTITUTION* > *Recesses***

1. Double-click to tick the box just before the recess to activate (you can modify the titles of the existing recesses and if needed create others).
2. Select the time of the pause in the column ***Time*** or click-drag the green line in the grid.
3. Repeat the manipulation if you have several pauses.

Indicate which courses must comply with the pauses

▶ *Tab* ***Timetable* > *Course* > *List***

Select the concerned course, right-click et choose ***Modify* > *Activate recess compliance***.

See when a course placement does not comply with the pauses

▶ *In all the displays* ***Timetable***

1. Select the course et click on it to transfer to diagnosis mode.
2. Displace the green frame to the wanted slot. If the course encroaches on a pause, it is indicated by the symbol in the course form.

Also see

⇨ **Constraints effecting the timetable, p. 63**

RECIPIENTS OF MAIL

Generate a single dispatch when the parents live at the same address

▶ *Tab* ***Timetable* > *Guardians* > *Form***

1. In the menu ***Edit***, select ***Reinitialize all the recipients* > *Meetings and mail***.
2. Confirm: when EDT detects an identical address for the second guardian, it automatically un-ticks the options in the form corresponding to mail ***Administrative Information***, ***Report cards, Gradebooks... Absences, Punishments...*** and ***Meetings...***). This way both parents living at different addresses will continue to receive a dispatch, but only one dispatch will be sent if the parents have a common residence.

Also see

⇨ **Preferences for communication channels, p. 150**

RECOMMENDED CONFIGURATION

Configuration for EDT Single-user and Client EDT

- Environment: Windows 10, Windows 8, Windows 7, Windows Vista
- Screen resolution: 1600 x 1280

Configuration for the Relay EDT

- Environment: Windows 10, Windows 8, Windows 7, Windows Vista
- Screen resolution: 1280 x 1024

Configuration for the Server EDT

- Environment: Windows Server 2016 or 2012 R2
- Screen resolution: 1280 x 1024

Also see

⇨ **Linux, p. 115**
⇨ **Mac, p. 120**

RECOVER DATA

To recover data from one year to the next, you must create a database using the preceding year's base (⇨ **New base, p. 127**).

REINITIALIZE ALL THE RECIPIENTS

⇨ **Recipients of mail, p. 156**

RELAY

In Network version, the Relay is an application that allows the Client access to the Server without having the Client directly accessing the machine that harbors the Server (a security measure if the users install the Client outside the institution's network).

Install the Relay

Download the application from the Index Education Internet site, ***www.index-education.com***, from the page ***EDT > Downloads > Last update***. Follow the instruction for the installation.

Connect the Relay to the Server

Prerequisite The Server must be activated.

► *Relay* > Pane ***Choice of server***

1. Transfer the IP ***Address and the TCP port*** of the Server: this information is shown in the panel ***Publication parameters*** of the Server.

2. Click on the button ***Connect***.

Activate the Relay

► *Relay*

Click on the button ***Activate***.

Also see

⇨ **Install the applications, p. 108**
⇨ **Recommended configuration, p. 157**

RELEASE A SUSPENDED IP ADDRESS

⇨ **Access to the suspended base, p. 26**

REMOTE ADMINISTRATION

You can operate the applications Server and Relay from a workstation other than the one where the application is installed. For this you must use the application, Remote Administration.

Download and install the Remote Administration application

Prerequisite To download the application, you must be connected as the SPR and have registered your license.

► *Client* > *Menu* ***Assistance*** **>** ***Download Remote Administration***

1. Your browser opens the page of product downloads.
2. Download the Remote Administration application that interest you.
3. Install it on the workstation where you want to operate at a distance.

Authorize Remote administration from the application

► *Server* *or Relay* > *Pane* ***Remote Administration***

1. Tick ***Authorize Remote Administration***.
2. Verify that the port is open and modify it if it is used by another application.
3. Enter the workstation's address where the Remote Administration application is installed.

Remark: if you want to operate at a distance from several workstations, the addresses of these workstations must all be authorized. If these addresses follow in sequence, leave ticked ***By block*** *and choose the appropriate mask. If the addresses are not in a sequence, tick* ***By range*** *and enter the range of the concerned addresses.*

Configure the Remote Administration application

► *Remote Administration application* > *Pane* ***List of servers***

1. Enter the name for the Server or Relay.
2. Transfer the IP address and port number that is in the pane ***Publication parameters*** of the application

REPRESENTATIVES

If they are entered, the representatives are automatically assigned to the class committees and they will receive convocations.

Assigning the student representatives

▶ *Tab* ***Timetable*** *>* ***Students*** *>* ***List***

1. If you do not see the column ***Commitments***, click on the button on the top right of the list to display it (⇨ List, p. 115).
2. Select the student representatives ***[Ctrl + click]***, right-click and choose ***Modify* › *Engagements***.
3. In the window that appears, tick the option ***Class representative***, then validate.

View the list of student representatives

▶ *Tab* ***Class committee*** *›* ***Student representatives*** *›* ***Form***

Above the list, select ***All the student representatives***.

Assigning the guardian representatives

▶ *Tab* ***Timetable*** *>* ***Guardians*** *>* ***Guardians***

1. Double-click in the column ***Representative***. If you do not see the column ***Representative***, click on the button on the top right of the list to display it (⇨ List, p. 115).
2. In the window that appears, tick the class for which the guardian is the representative. By default, the guardian representative is indicated as an ***Incumbent***. To modify the status, double-click in the corresponding column to transfer the status to ***Substitute***, then validate.

Remark: when the guardian representative is a substitute, the display of the class is followed by the notation **(S)**.

View list of guardian representatives

▶ *Tab* ***Class committee*** *›* ***Guardian representatives*** *›* ***Form***

Above the list, select ***All the guardian representatives***.

Also see

⇨ Class committee, p. 46
⇨ Convocation to the class committee, p. 67
⇨ Student's commitments, p. 183

RESERVE A ROOM (NETWORK VERSION)

So that a teacher or user can reserve a room, he/she must be authorized to do so and the room in question must be open for reservations.

Authorize the teachers to reserve rooms

The authorized teachers can reserve a room from a Client EDT, Client PRONOTE or from their Webspace.

► *Tab* ***Timetable*** **>** ***Teachers*** **>** ***Authorization profile***

1. Select the concerned profile.
2. Dans la rubric ***Room and equipment reservation***, tick ***Reserve rooms and equipment for his/her courses and/***or ***Reserve the rooms and equipment for the new courses***.

Authorize the administrative users to reserve rooms

Prerequisite You must be connected as the SPR.

► *Menu* ***File*** **>** ***User administration****, display*

1. Select the concerned group in the list on the left.
2. In the tab **EDT**, rubric **Rooms**, tick ***Access to rooms*** and ***Reserver***.

Make the rooms open to reservations

► *Tab* ***Timetable*** **>** ***Rooms*** **>** ***List***

1. If you do not see la column ***Can be reserved by***, click on the button on the top right of the list to display it (⇨ List, p. 115).
2. Select the rooms that will be made accessible for the reservations, right-click et choose ***Modify*** **>** ***Modify the teachers and staff who can reserve the selection***.
3. In the window that is displayed, tick those who will be authorized to reserve the selected rooms.

Reserver a given room

Prerequisite The room is accessible for the reservations and you are authorized to reserve it.

► *Tab* ***Daily management and absences*** **>** ***Rooms*** **>** *et*

1. Select the room in the list on the left.
2. Select the concerned week in the ruler on the top right.
3. Click-drag on the wanted slot and double-click inside the green frame to confirm the reservation.
4. Add the resources using the course form.

Search for a room and reserve it

Prerequisite You are authorized to reserve the rooms.

► *Tab* ***Daily management and absences*** **>** ***Rooms*** **>** ***Search for free rooms***

1. Select the concerned week in the ruler.
2. Indicate the duration for the room reservation.
3. If needed, specify the capacity and/or family of the room your looking for.
4. Click on the button ***Search for free rooms***: EDT displays the number of available rooms per slot.
5. Click on a slot to display the list of rooms and select the wanted room.
6. Click on the button ***Create the course***.

ROOM

The rooms are entered or imported from an Excel file. If you have interchangeable rooms (workshops, language labs, common rooms, etc.) and want to make the most of limited rooms, create room groups and allow EDT to choose the room for every course (⇨ Room group, p. 163).

DATABASE

Import the rooms in the database

⇨ Excel (import), p. 89

⇨ SQL, p. 177

Create a room «on the fly»

▶ *Tab* ***Timetable*** **›** ***Rooms*** **›** ***List***

Click on the creation line, enter its name and validate with the key ***[Enter]***.

CHARACTERISTICS

Specify the room's capacity

⇨ Room capacity, p. 163

NEW Manage the keys for the rooms

⇨ Room keys, p. 165

Specify on what site the room is located (if you have several sites)

⇨ Split-sites, p. 175

Allocate a preferential room to a teacher/class

The preferential room is taken into account during the automatic allocation of rooms of a group when possible. You also can allocate this room with a click to all the courses of the teacher/class from the list of courses via the contextual menu using the right-click ***Modify › Allocate the teachers' preferential room to the selected courses/Allocate the classes' preferential room to the selected courses***.

▶ *Tab* ***Timetable*** **›** ***Teachers/Classes*** **›** ***List***

Double-click in the column ***Rm.Pref.***

NEW Enter the telephone number associated with a room

▶ *Tab* ***Timetable*** **›** ***Rooms*** **›** ***List***

Enter the telephone number in the column ***Telephone***. If you do not see this column, click on the button on the top right of the list to display it.

TIMETABLES

Enter the unavailability

Entering the unavailability(⇨ Unavailability, p. 201) for the rooms allow the management of the gymnasiums, pool and other special infrastructures where the availability is imposed on the institution. For example, if the institution has two slots for the pool, do not place the courses manually; instead create a room Pool, paint in red the unavailability grid with the exception of the two available slots and allocate it to the concerned courses. This will leave a larger latitude for EDT during the automatic placement: the timetables will be enhanced.

Display the available rooms for a course

⇨ Course form, p. 72

Display the rooms' schedule for the day

► *Tab* ***Daily management and absences*** *>* ***Rooms*** *>* ***Schedule per resource***

1. Select all the rooms ***[Ctrl + A]*** in the list on the left.
2. Select the current week in the ruler.
3. Select a display **Per day** on the top right.
4. Select the tab corresponding to the current day to display the rooms' schedule.

Search for a slot with at least one free room to create a course/meeting

► *Tab* ***Daily management and absences*** *>* ***Course*** *>* ***Free slots***

1. Select the wanted week in the ruler.
2. Select the duration of the course to be created in the drop-down menu, add the resources to the course form and click on the button ***Search for free slots***: EDT displays the available slots in white. The figures correspond to the number of available rooms for each slot.
3. NEW Tick the option ***Display the courses of*** and choose one of the resources to choose a relevant slot in regard to the timetable.
4. Select a slot to display the rooms on the right, then select one.
5. Click on ***Create the course***.

DEDICATED FEATURES

See if a room is sparsely/very occupied in a period

⇨ Potential occupancy rate, p. 149

Display the number of free rooms in a slot

⇨ Reserve a room (Network version), p. 159

Automatically allocate the rooms to a course

⇨ Room group, p. 163

ROOM CAPACITY

If the capacity of the room is specified, EDT will alert you if the population for the room exceeds its capacity.

Enter the capacity of the room

If you use room groups (⇨ Room group, p. 163), the capacity of a room in a group must be at least equal to that of the group.

► *Tab **Timetable** > **Rooms** > **List***

Double-click in the column ***Capacity***. If you do not see this column, click on the button on the top right of the list (⇨ List, p. 115).

See if the room suits the course

► *Course form or Room's selection window*

When the room is too small to hold all the students of the courses, it is displayed with the icon < in the course form and in the selection window.

ROOM GROUP

The notion of a room group is specific to EDT. It implies that some of the institution's rooms are interchangeable (labs, rooms with the same capacity, etc.) and guarantees that a course will have a room without you needing to indicate which one.

SETTING UP

Create a room group

► *Tab **Timetable** > **Rooms** > **List***

1. If it is not already done, create the rooms that you plan to put into a room group (⇨ Room, p. 161).
2. The group is entered just like a room: click on the creation line, enter the name of the group and validate using the key ***[Enter]***.
3. Double-click in the column **No.** to indicate the number of aggregated rooms; this distinguishes a simple room group in the list.
4. You must now link the rooms to the group; you can do it before or after the placement, according to your needs (see below).

Link the rooms to a group before the placement

So that a room can be linked to a group, it must:

- have all its unavailability included in that of the group;
- not be linked to another group;
- be on the same site as the group, if site management is activated.

► *Tab **Timetable** > **Rooms** > **Management of room groups***

1. Select the room group in the list on the left.
2. Click-drag a room from the list on the right to the central list to add it to the group.

3. Use the arrows on the right of the list to place on the top of the list the rooms that you want EDT to use first.

Link the rooms to a group after the placement

If you link the rooms to a group when the courses allocate to the group are already placed, EDT calculates the number of rooms required to respond too the needs of the group.

► *Tab* ***Timetable*** › ***Rooms*** › ***Management of room groups***

1. Select the room group in the list on the left.
2. The designation ***needed room*** appears as many times as there is a requirement for a room. Click-drag a room in the list on the right to the central list to add it to the group. The rooms that can fill the needs of the group are displayed with a green dot; the rooms that only partially cover the needs of the group, with an orange dot. You need at least two partially free rooms to replace a needed room.

UTILIZATION

Reserve a room of a group for a course

When you allocate a room group to a course, you reserve for this course a room of the group without deciding which one.

► *Course form*

1. Click on **+ *Rooms***.
2. In the window that is displayed, select the room group (recognizable by the arrow that precedes it).
3. If you want to reserve more than one room for every course, double-click in the column ***No.*** and specify the number of rooms that you want to reserve for the course.

Automatically allocate the rooms to the courses

The automatic allocation of the rooms to the courses is conducted once the courses are placed and the timetable completed. You allow EDT to distribute the rooms of the group into the courses for which you have reserved this group

Prerequisite All the rooms of the group must have been linked (see above) and you must have access to the courses.

► *Tab* ***Timetable*** › ***Rooms*** › ***Management of room groups***

Click on the button ***Distribute the courses in the rooms*** on the bottom right. EDT takes into account:

- the sequence order of the rooms in the group,
- the limitation of the teachers' movements or the classes (⇨ Split-sites, p. 175),
- the preferential room of the teachers and classes (⇨ Room, p. 161).

Cancel the automatic distribution of the rooms

► *Tab* ***Timetable*** › ***Course*** › ***List***

Once the rooms of the group are allocated to the courses, you can once again replace these rooms by their group: select the concerned courses, right-click and choose ***Replace the rooms by their respective group***.

USE THE ROOM GROUPS FOR OTHER PURPOSES

As a rule, the groups are used to manage a limited number of specific rooms. With a little imagination, the room groups allow you to manage other situations. Here are a few examples...

Management of the rooms with a variable capacity

Example: a gymnasium can hold 2 classes of 10th grade but only one class of 11th grade.

1. To symbolize the variable capacity of this room, create a group of 2 rooms (Gym A and Gym B), each one representing a half of the gymnasium.
2. Insert this room group in the courses of the 11th grade by entering 2 as the number of needed rooms in the column ***No.*** (because this public mobilizes all of the gymnasium, meaning the two halves that compose it, Gym A and Gym B).
3. Insert this room group in the courses of the 10th grade while leaving 1 as the number of rooms (only half of the gymnasium is necessary, Gym A or Gym B).

Limitation of the number of simultaneous courses of the same subject

Example: you want to impede the placement of more than 4 courses of Phys Ed at the same time.

1. Create a room group EPS with 4 for the number of rooms.
2. Insert an occurrence of the group in all the Phys Ed courses.
3. Once the course is placed, delete the group of all the courses.

ROOM KEYS

NEW Two columns allow you to manage the production and distribution of the keys.

Know how many keys to duplicate for a room

► Tab ***Timetable*** > ***Rooms*** > ***List***

Look at the column ***Number of teachers*** to know how many teachers use this room thus how many keys to be duplicated. If you do not see this column, click on the button on the top right of the list to display it (⇨ **List, p. 115**).

Know what keys should be given to each teacher

► Tab ***Timetable*** > ***Teachers*** > ***List***

Look at the column ***Rooms used*** to know which room key to be given to each teacher. If you do not see this column, click on the button on the top right of the list to display it (⇨ **List, p. 115**).

ROSTER

The rosters take the photos of the students, teachers and staff that were added to the individual forms. The photos of the teachers are displayed with their teachable subjects (⇨ Subject, p. 186). With PRONOTE.net, the rosters can be consulted from the Webspaces.

Establish the rosters

⇨ Photos, p. 147

Consult the rosters

NEW The staff now has their roster.

▶ *Tab* ***Timetable*** *>* ***Classes*** *>* ***Students' roster***

▶ *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Teachers' roster***

▶ *Tab* ***Timetable*** *>* ***Classes*** *>* ***Pedagogical team's roster***

▶ *Tab* ***Timetable*** *>* ***Staff*** *>* ***Staff's roster***

Edit a personalized roster

▶ *Tab* ***Timetable*** *>* ***Students*** *>* ***Roster***

Select the wanted students (⇨ Multi-selection, p. 126) and click on the button in the tool bar.

▶ *Tab* ***Timetable*** *>* ***Teachers/Staff*** *>* ***Roster***

Select the wanted teachers/staff members (⇨ Multi-selection, p. 126), conduct an extraction ***[Ctrl + X]*** and click on the button in the tool bar.

Authorize the teachers to consult the rosters

▶ *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Authorization profiles***

1. Select the concerned profile.
2. In the category **Roster**, tick the rosters that the teachers can consult.

Print the rosters

▶ *Displays and*

1. Select the concerned resource(s).
2. Click on the button in the tool bar.
3. In the window that is displayed, indicate your preferences for the page layout. Verify the results in ***Preview*** before clicking on ***Print***.

S

SAFEGUARD

In Single-user version

Conduct a manual safeguard

⇨ Copy of the base, p. 67

Activate/Deactivate the automatic safeguard [Single-user version]

► *Menu* ***Parameters*** **>** ***OPTIONS*** **>** ***Safeguard and archiving***

Tick/Un-tick the option ***Activate the automatic safeguard***.

Open a safeguard [Single-user version]

► *Menu* ***File*** **>** ***List of safeguards and archives***

In the window that is displayed, select a safeguard and click on the button ***Open***.

In Network version

Perform a manual safeguard

⇨ Copy of the base, p. 67

Configure the automatic safeguard [Network version]

The automatic safeguard is activated by default.

► *Server* > *Panel* ***Safeguards and archives***

1. In the frame ***Automatic safeguard***, choose the frequency for the save in the drop-down menu.
2. Click on the button ... to select the folder in which the files will be safeguarded. If possible, favor another physical workstation other than where the base is saved. The safeguards of the day overwrite those from the day before.

Open a safeguard [Network version]

Prerequisite You must be connected as an administrator.

► *Client* > *Menu* ***File*** **>** ***List of safeguards and archives***

1. In the window that is displayed, select a safeguard and click on the button ***Consult***.
2. Then you can choose to:
   - return to the activated base via the command ***File*** **>** ***Quit the safeguard consultation***;
   - replace the activated base with the consulted safeguard via the command ***File*** **>** ***Activate the consulted safeguard***. EDT proposes to rename the base (if you do not rename it, it will overwrite the current base). All the users are disconnected, then automatically reconnected to this new base.

Directly replace the activated base by a safeguard [Network version]

Prerequisite You must be connected as an administrator.

▶ *Client* EDT > *Menu* ***File*** > ***List of safeguards and archives***

1. In the window that is displayed, select a safeguard, right-click et choose ***Activate***.
2. EDT proposes to rename the base (if you do not rename it, it will overwrite the current base). All the users are disconnected, then automatically reconnected to this new base.

SATURDAY

Add Saturday to the grid

▶ *Menu* ***My preferences*** > ***GRIDS*** > ***Layout of the timetables***

In the frame ***Days and times to display in the timetables***, select Saturday in the second drop-down menu. If it is not in the list, you must convert the time grid (⇨ Time grid, p. 197).

SAVE

In the Network version, the modifications are saved as you go, except in Exclusive Usage mode (⇨ Exclusive Usage mode, p. 90), where saving is manual.

In Single-user version, you must click on the icon or use the shortcut ***[Ctrl + S]*** to save your modifications.

Also see

⇨ Copy of the base, p. 67

⇨ Safeguard, p. 167

SCANNED SIGNATURE

Import the scanned signatures

The imported scanned signatures can be inserted in the standard letters.

▶ *Menu* ***Parameters*** > ***INSTITUTION*** > ***Signatures***

1. Click on the left in the creation line.
2. Enter a designation for the signature and validate with key ***[Enter]***.
3. On the right, click on ***Add***.
4. In the window that is displayed, select the image of the signature (***.bmp***, ***.jpeg***, ***.jpg***, ***.png***).

Remark: so that the signature does not seem too small or too big, the image file must have a size close to 100 px (height) x 250 px (width).

Insert a signature in a standard letter

► *Tab **Communication** > **Mail** > **Standard letters***

1. Select a standard letter.
2. Place the cursor on the place where you want to add the signature and click on the button ***Insert** > **Signatures*** (⇨ Variable (standard letter), p. 206).

SCHEDULE

⇨ Annual timetable, p. 32

⇨ Weekly timetable, p. 207

SCREEN RESOLUTION

⇨ Recommended configuration, p. 157

SEARCH FOR A NAME IN THE LIST

⇨ List, p. 115

SECURITY

Manage the IP addresses that can connect

⇨ IP address, p. 110

Modify the control level for the IP addresses

By default, all the authorized addresses (and non privileged) that connect to Server/Relay are submitted to controls that allow the suspension of the IP addresses considered as potentially «dangerous»: blocking after several erroneous entries of the username or password, limitation of the number of connections per second, etc. the control level can be augmented or lowered.

► *Server or Relay > Pane **Security parameters***

1. Go to the tab ***Address management***.
2. Select one of the security levels: the ***Mid*** level selected by default is generally sufficient for a simple network.

Filter the applications

The filtering of the applications consists of determining from which IP addresses the Relay will be authorized to connect.

► *Server > Pane **Security parameters***

- If you do not activate the filtering, all the addresses (privileged or controlled) will be able to connect.
- If you activate the filtering, the Relay will only be able to connect with the addresses that you have specified.

Remark: to enter a single IP address, and not a range of address, enter the same address in the columns **From** *and* **To**.

Also see

⇨ **Password, p. 139**
⇨ **Relay, p. 157**

SELF-ADHESIVE LABELS

Print the labels to stick on the envelopes

The recipients' name and address appear on the printed labels at the same time as the mail.

► *Mail dispatching window*

1. Tick the option ***Print the corresponding labels***.
2. Click on the button to specify the layout options.

Print the labels to identify the notebooks, magazines, etc.

► *Tab* ***Timetable*** *>* ***Teachers / Students*** *>* ***List***

1. Select those concerned in the list.
2. Click on the button in the tool bar.
3. In the printing window, specify in the tabs ***Adhesive label sheet*** et ***Label*** the size and the number of stickers as well as the font to be used.
4. In the tab ***Contents***, tick the elements to be printed.
   NEW You can print the student's date of birth in addition to his/her class and student number.
5. Verify the results in ***Preview***, then click on ***Print***.

SEMESTER

⇨ **Periods, p. 143**

SERVER EDT

The Server EDT is the application which allows the database to be accessed simultaneously by several users. It is installed on a sufficiently powerful machine, preferably on a dedicated partition (different from the system partition) in a non shared folder.

If, after school starts, you connect the Clients EDT to the Server PRONOTE, it is preferable shut down the activation of the base and turn off the Server EDT with the command ***File > Shut down the server's Window service***.

Install the Server

Download the application on the Index Education Internet site, ***www.index-education.com***, from the page ***EDT > Downloads > Last update***. Follow the installation instructions.

Remote administration of the Server

⇨ Remote administration, p. 158

Prohibit the connection of some workstations

► *Server* > *Pane* ***Security parameters***

Go to the tab ***Address management*** (⇨ IP address, p. 110).

View the IP address of the workstation where the Server is harbored

► *Server* > *Pane* ***Publication parameters***

Migrate the Server from machine A to machine B

It is possible that during the year you might be obliged to change the machine where the Server is installed. This is what needs to be done.

► *On the machine that is being used*

1. Click on the button ***Shut down the activation*** to shut down the Server.
2. Launch the command ***File > Archive and compress a base*** and tick all the compression options.
3. Copy the obtained ***.zip*** file on a removable drive.

► *On the new machine*

1. Download and install the Server.
2. Proceed with registering of your license online (Internet connection required): launch the command ***File > Utilities > Automatically register your license***. Have an Index Education invoice handy so that you can fill in your client reference and invoice number. Also specify your e-mail address.
3. Put the database in place: launch the command ***File > Recover a compressed base*** and select the ***.zip*** file on your removable drive.
4. Click on the button ***Activate***.

Add a Server to have two active bases

The addition of a second Server allows you to manage another base in an entirely independent manner (for example to preparer next year's base while allowing the users to work on the current base). The parameters and users are not in common with the two Servers.

► *Server* > *Menu* ***File*** > ***Add a Server***

Confirm the addition of a second Server: EDT adds a pane, that allows you to manage the Server independently from the other. The activation of the base is the same as when using a single Server.

The Publication parameters of the second Server are different from the first: think of creating a new button from the Client to access the base that you have put into service (⇨ Client, p. 55).

Delete a Server

► *Server* > *Menu* ***Assistance*** > ***Administration of Windows parameters***

1. Go to the tab ***Services Windows***.
2. Right-click on the concerned service and choose ***Shut down the service***.
3. Then right-click on the panel of the Server and choose ***Delete***.

Also see

⇨ Base, p. 39
⇨ Client, p. 55
⇨ Install the applications, p. 108
⇨ Recommended configuration, p. 157
⇨ Relay, p. 157

SERVICE OF THE COURSE

Transform the services into several courses

⇨ Transform into several courses, p. 199

Display a teacher's services

⇨ States of service of the teachers, p. 181

SESSION

⇨ Class committee, p. 46
⇨ Parent/Teacher meetings, p. 134

SHORTCUTS

Use the keyboard shortcuts

Hold the key ***[Ctrl]*** pressed and key in the letter corresponding to the shortcut of your choice.

Ctrl + A To select all the data of the list.

Ctrl + C To copy data.

Ctrl + D To duplicate a course.

Ctrl + E NEW To specify an extraction according to the requested criteria.

Ctrl + F NEW To conduct a search inside the active list.

Ctrl + N To create a new course.

Ctrl + O To open a base.

Ctrl + P To launch the printing.

Ctrl + Q To quit the application.

Ctrl + S NEW To save (in Exclusive Usage mode or in Single-user version).

Ctrl + T To return to all the data of a list after an extraction.

Ctrl + U To extract the courses of the selected resource.

Ctrl + V To paste data.

Ctrl + X To extract the selection, meaning only display the data selected in the list.

SIZE

⇨ **Attached document, p. 35**

⇨ **Font, p. 94**

⇨ **Password, p. 139**

⇨ **Photos, p. 147**

⇨ **Print, p. 151**

SOLVER

The solver allows you to search for solutions for a course in failure.

Use the automatic solver

This is the tool to which you should turn to if you have courses in failure after an automatic placement: the automatic solver solves most of the failures by trying other combinations that the calculator does not take the time to explore.

► *Tab* ***Timetable*** **>** ***Course*** **>** ***List***

1. Conduct an extraction of the courses in failure (⇨ **Extract the data, p. 91**).
2. In the menu ***Solver***, choose ***Launch the automatic solver***. Start with the ***Standard method***, in the ***Comply with all the constraints***.
3. If this is not sufficient, continue with the advanced method, by progressively augmenting the search level: the higher the level, the longer and more profound the search.
4. Only loosen your constraints as a last resort and once again, proceed progressively by starting with the constraints that seem the least important among those that the diagnosis mode help you identify as problematic (⇨ **Diagnosis of a course, p. 78**).

Use the step by step solver

The step by step solver only concerns the simple courses or those non distributed. It proposes solutions that observe all the unavailability of the courses and resources but does not necessarily comply with constraints linked to the subjects, time maximums or recesses. This is why it is recommended to use it when the other tools have not given a desired results (⇨ **Diagnosis of a course, p. 78**).

► *Tab* ***Timetable*** **>** ***Course*** **>** ***List***

1. Select a course in failure and launch ***Solver*** **>** ***Launch the step-by-step solver ...*** **>** ***... while replacing &1 courses at most***.
2. If the course is not placed in this attempt, start again by selecting 2, then 3 courses.
3. Once the course is placed, start again with every course in failure, making sure to observe the search levels.

Also see

⇨ **Automatic placement, p. 35**

SPLIT-SITES

This optional feature allows you to manage the constraints relative to distant teaching sites: provides traveling time between the two locations, limits the number of displacements between sites in the same day, etc.

You specify the rooms' sites from the list of rooms or, if you want to distribute the rooms to the courses after the placement, the course's site from the list of courses.

Active remote site management

► Menu **Parameters** > INSTITUTION > ***Sites***

1. Tick ***Activate***.
2. Click on the creation line, enter the name of the site and validate with the key ***[Enter]***. Enter every site.
3. In the table of the inter-site transit, double-click in the column ***Duration*** to impose a delay between two courses on different sites: this way, if you use the automatic placement, EDT will not immediately place successive courses on sites that are afar.
4. Indicate how many site changes you authorize per day for the teachers and classes, and at what time of the day.

Specify the rooms' site

► *Tab **Timetable** > **Rooms** > **List***

Specify the column **Site**. If you do not see this column, click on the button on the top right of the list.

Remark: when you add a room to a course, the course inherits the site of this room.

Specify the courses' site

Use this process if you have planned to allocate the rooms to the courses **after** the placement. If not, allocate the site to the rooms (see above).

► *Tab **Timetable** > **Course** > **List***

Specify the column **Site**. If you do not see this column, click on the button on the top right of the list.Display the site in the courses

► *Menu **My preferences** > GRIDS > **Contents of the courses***

1. Select the concerned resource in the first drop-down menu (timetable of the teachers/classes/students/rooms, etc.).
2. Tick **Site**.

Attribute a color to the course according to the site

► *Menu **My preferences** > GRIDS > **Contents of the courses***

1. Select the concerned resource in the first drop-down menu (timetable of the teachers/classes/students/rooms, etc.).
2. In the second drop-down menu, indicate that you want to display in the courses, the colors ***of the site***.

See when a placement of the course does not comply with the constraints of the sites

► *In all the displays* ***Timetable***

1. Select the course and click on it to transfer to diagnosis mode (⇨ **Diagnosis of a course, p. 78**).
2. Displace the green frame on the wanted slot. If the preceding course or the following course is located on another site and the transit time is not respected, the symbol S is displayed on the course form in front of the concerned resource.

Also see

⇨ **Constraints effecting the timetable, p. 63**

SPLITTING

The features linked to splitting allow you to easily manage two groups, each part corresponding to half of the class. If the groups work in parallel, it is not necessary to create a splitting: it is automatically created by EDT when you indicate that each teachers sees a half-class (⇨ **Complex courses, p. 58**).

NEW Create and fill the groups from the splitting

► *Tab* ***Timetable*** *>* ***Classes*** *>* ***Students***

1. Select the class, right-click and choose ***Manage the splitting*** *>* ***Create and fill the groups from the splitting***.
2. In the window that is displayed, tick ***Allocate*** or ***automatically update the students*** if you want EDT to allocate to each group half of the students.
3. EDT creates two class parts the two corresponding groups.

NEW Permute the students in half-classes during the year

1. Select the class, right-click and choose ***Manage the splitting*** *>* ***Permute the students in the group***.
2. In the window that is displayed, indicate the date when the permutation should come into effect.

SPORTING ASSOCIATION (MEMBER)

⇨ **Student's commitments, p. 183**

SPR

The SPR (supervisor or super administrator) has all the rights to the base. During the first launching of the Server, he/she must necessarily specify his/her password.

Modify the SPR password

Prerequisite you must be connected as the SPR.

► Menu **File** > ***Utilities*** > ***Modify the password***

1. In the window that is displayed, enter your old password.
2. Enter he new password and confirm by a second entry.

Reserve a license for the SPR

⇨ License, p. 113

SPREADSHEET

⇨ Excel (export), p. 88
⇨ Excel (import), p. 89

SQL

Put the SQL data in a format expected by EDT

⇨ Syntax for data (import), p. 192.

Import the data in a SQL format

► Menu **File** > ***IMPORTS/EXPORTS*** > ***Others*** > ***Import in SQL***

1. In the import window, choose in the drop-down menu the type of data to be imported.
2. Configure the connection to the SQL Server by using the assistant if needed.
3. Enter your query and click on the button ***Execute the query***.
4. Associate every column with an EDT rubric by clicking on the arrow on top of the column. If a column should not be imported, select ***Ignore field***.
   If some data does not correspond to the expected format, it will be displayed in red. Hover the cursor over it to display the reason for the problem in a tool tip.
5. In the frame ***Option*** on the bottom of the window, indicate the sign that separates different data in the same cell (for example the course contain several teachers, teachers having several subjects, etc.).
6. Once all the cross referencing established, click on the button ***Import***.

SSO

The Single Sign On is an unique authentication system that allows a user to access several à applications with just one authentication (⇨ Delegate the authentication, p. 75).

SSP

➪ SSP alert, p. 178

SSP ALERT

NEW If the Client EDT is connected to a PRONOTE base and an alert SSP (Specific safety plan for major risks) is launched from PRONOTE, the message appears in Client EDT.

STAFF

Import the staff in the database

➪ Excel (import), p. 89

Manually create a staff member in the base

► *Tab **Timetable** > **Staff** > **List***

Click on the creation line, enter the surname and first name while validating at every entry with the key ***[Enter]***.

Specify the staff's rights

➪ Administrative user, p. 28

Complete the information form

➪ Identity form, p. 105

Add a staff member in a course

► *From the course form*

1. Click on **+ *Staff***.
2. In the window that is displayed, select staff member(s) to be added and validate.

Consult the schedule of a staff member

► *Tab **Timetable** > **Staff** > **Timetable***

► *Tab **Daily Management and absences** > **Staff** > **Weekly timetable***

Indicate the days when the staff member does not have lunch at the cafeteria

➪ Half-board, p. 101

Consult the staff's roster

➪ Roster, p. 166

STANDARD LETTER

A standard letter is a model of mail containing the variables that are replaced by appropriate data during the dispatching (printing for the sending of mail or PDF attached with e-mail). A standard letter is for certain types of recipients (students, staff, teachers, guardians) and can be sent from some displays, determined by their category (counsel, absences, miscellaneous…).

CREATION, PERSONALIZATION

The standard letters are proposed by default. You can directly modify them or duplicate and modify the duplicated letters. You can also create new standard letters by using a blank page.

Personalize a by default standard letter

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letter***

1. On the left select a standard letter in the list: its contents is displayed on the right.
2. Modify its contents on the page that is displayed on the right. You can copy-paste the text from the text editor but the variables must be chosen among those proposed by EDT (⇨ **Variable (standard letter), p. 206**).

Create a new standard letter

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letter***

1. Click on the creation line.
2. Enter a designation for the letter and validate with the key ***[Enter]***.
3. Indicate the category, meaning the context in which the standard letter will be used (⇨ **Category of a standard letter, p. 43**).
4. Select the letter in the list and enter its contents on the page that is displayed on the right. You can copy-paste text from a text editor but the variables must be chosen among those proposed by EDT (⇨ **Variable (standard letter), p. 206**).

Duplicate a standard letter

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letter***

1. Select a standard letter.
2. Right-click and choose ***Duplicate the selection***.

Specify a header for the standard letter

⇨ **Header, p. 102**

Change the category of a standard letter

⇨ **Category of a standard letter, p. 43**

Recover the standard letters

Recover the standard letters from last year

► Tab **Communication > Mail > Standard letter**

Click on the button ***Recover the standard letters*** under the list of standard letters and indicate the folder where they are located. By default, the standard letters ***.COU*** files) are kept in the folder: ***C:\ProgramData\IndexEducation\EDT\Server\VERSION 27-0 (2016)\FR\Servers\ Numéro Server\Courrier***.

Restore the by default standard letters

► Tab **Communication > Mail > Standard letter**

1. Select a standard letter.
2. Right-click and choose ***Restore the original***.

Dispatch

See from which displays a standard letter can be sent

⇨ Category of a standard letter, p. 43

Send a standard letter (paper, PDF, e-mail)

⇨ Mail, p. 120

STATE OF A COURSE

The column ***State*** in the list of courses indicates if the course is:

- unplaced : the resources are assembled in the course, but no slot has been chosen,
- placed in the timetable grid ,
- locked non de-positionable : during an automatic placement, EDT can displace the course but cannot de-position it,
- locked in the same place : during an automatic placement, EDT cannot de-position or displace this course,
- in failure : EDT could not successfully place it during an automatic placement.

Also see

⇨ Locking of the courses in the same place, p. 116
⇨ Unplaced, p. 202

STATES OF SERVICE OF THE TEACHERS

Consult a teacher's states of services

▶ *Tab* ***Timetable*** › ***Teachers*** › ***Form***

1. Select a teacher in the list on the left.
2. On the right, go to the tab ***Studies***.

Authorize administrative users to consult the service record

Prerequisite You must be connected as the SPR.

▶ *Menu* ***File*** › ***User administration***

1. Select the concerned group in the list on the left.
2. In the tab ***EDT***, rubric ***Course and services***, tick ***View the teachers' service record***.

Do not take into account in the service records for the courses with a nil weight

▶ *Tab* ***Timetable*** › ***Teachers*** › ***Form***

1. Select a teacher in the list on the left.
2. On the right, go to the tab ***Studies***.
3. Click on the button on the top right.
4. In the window that is displayed, un-tick ***Take into account the courses with a nil weight***.

Weigh the hours within the limits of regulatory ceilings

➪ Weighting, p. 208

STUDENT

Import the students into the base

➪ Excel (import), p. 89
➪ LDAP, p. 112

Assign the students to their class and groups

➪ Arrival/Departure date (group, class), p. 34
➪ Class, p. 44
➪ Group of students, p. 96

Change the students in a group according to the weeks

➪ Personalized accompaniment (option of the courses), p. 145

Consult the list of students of a course

▶ *Display* ***Timetable***

1. Select a course.

2. Click on the icon on the top right of the timetable.

Print the list of students of a class/group

► Tab ***Timetable*** > ***Classes/Groups*** > ***Students***

1. Select a class/group or several classes/groups in the list on the left.
2. Click on the button in the tool bar.
3. In the window that is displayed, select ***Printer*** as the type of output.
4. Select the page layout options of your choice. If you print a multi-selection of classes or groups, tick ***A table per class and part/group and component*** to distinguish them, and eventually ***A table per page***.
5. In the tab ***Contents***, choose the columns to be displayed and where they should be placed.
6. Verify the results via ***Preview*** then click on ***Print***.

Remark: you can also print the list of students seen by every teacher at the same time as the other useful documents in the incoming year folder ⇨ Teacher, p. 193.

Complete the student form

⇨ Departure authorization, p. 76
⇨ E-mail address, p. 86
⇨ Half-board, p. 101
⇨ Photos, p. 147
⇨ Postal address, p. 149
⇨ Representatives, p. 159
⇨ Student's commitments, p. 183
⇨ Student's date of birth, p. 183
⇨ Students with a grant, p. 184

NEW Find the students that have left the institution

► Tab ***Timetable*** > ***Students*** > ***List***

1. In the first drop-down menu above the list, select ***Classes***.
2. In the second drop-down menu, select ***Students departed from the institution***.

STUDENT REGIMES

Indicate the regime of the students

► Tab ***Timetable*** > ***Students*** > ***Form***

1. Select the students having the same regime.
2. In the tab ***Identity and studies***, rubric ***Half-board***, Select the regime in the drop-down menu and if you want to enter the absences for these meals with PRONOTE, click on the button to verify that the corresponding meals are ticked.
3. Eventually un-tick the days when the selected students do not eat at the cafeteria.

Also see

⇨ Boarder, p. 40
⇨ Dietary restriction, p. 80

STUDENT'S COMMITMENTS

If they are recovered or directly entered in a PRONOTE base, the commitments can appear in the report cards.

Enter the commitments of a student

▶ *Tab* ***Timetable*** **›** ***Students*** **›** ***Form***

1. Select the student in the list on the left to display his/her form.
2. In the tab ***Identity and studies***, click on the button of the rubric ***Studies***.
3. In the window that is displayed, tab ***Current year***, double-click in the field ***Commitments***.
4. In the window that is displayed, tick the student's commitments and validate.

Remark: you can proceed in multi-selection to allocate the same commitments to several students (for example to appoint all the class representatives).

Create a new commitment

▶ *Tab* ***Timetable*** **›** ***Students*** **›** ***Form***

1. Select a student in the list on the left to display his/her form.
2. In the tab ***Identity and studies***, click on the button of the rubric ***Studies***.
3. In the window that is displayed, tab ***Current year***, click on the button of the field ***Commitments***.
4. In the window that is displayed, click on the creation line, enter a designation and validate with the key ***[Enter]***.

STUDENT'S DATE OF BIRTH

Modify a student's date of birth

▶ *Tab* ***Timetable*** **›** ***Students*** **›** ***List***

1. Double-click in the column ***Date of birth***.
2. Click on the calendar button and select the appropriate date.

NEW Print the date of birth on the self-adhesive labels

⇨ Self-adhesive labels, p. 170

STUDENTS WITH A GRANT

Indicate that a student has a grant

► *Tab **Timetable** > **Students** > **Information form***

1. Select the student in the list on the left to display his/her form.
2. In the tab ***Identity and studies***, click on the button of the rubric **Studies**.
3. In the window that is displayed, tab **Current year**, double-click on the field **Grants**.
4. The list of grants is displayed in the new window. Tick the concerned grant; create it if it is not there. Validate.
5. NEW You can also indicate the number of coefficient units.

Remark: you can also proceed through multi-selection of the students.

STUDIES

Consult or modify the student's studies

► *Tab **Timetable** > **Students** > **Information form***

1. Select the student in the list on the left, then go to the tab ***Identity and studies***.
2. Click on the button in the rubric **Studies** to transfer to edition mode.

Also see

⇨ **Departure authorization, p. 76**
⇨ **Dietary restriction, p. 80**
⇨ **Half-board, p. 101**
⇨ **Historical record of changes, p. 103**
⇨ **Option/electives, p. 133**
⇨ **Public transportation, p. 155**
⇨ **Student's commitments, p. 183**
⇨ **Students with a grant, p. 184**

STUDY HALL

ANNUAL STUDY HALL COURSES

The creation of «Study Hall courses» simplify the management of the roll calls in Study Hall from PRONOTE and allows the editing of timetables bearing the mention **Study Hall** in the concerned slots. The annual Study Hall courses must be created after all the courses have been placed. Beforehand you can optimize the distribution of students in the Study Hall, so not to have too many students at the same time. (⇨ **Optimize the study halls, p. 132**).

Create the Study Hall courses

Do not create Study Hall courses as you would for a classic course: you will not be able to displace courses in this slot; the resources will be indicated as unavailable.

► *Tab* ***Timetable* > *Course* > *Study Hall management***

1. Indicate if you want the students to be counted according to the departure authorizations (⇨ Departure authorization, p. 76) or according to the criteria relative to the time slots and students' regimes (⇨ Half-board, p. 101): EDT automatically adapts the grid by indicating for every time slot the number of Study Hall classes and in parenthesis the number of concerned students.
2. In la grid, click on the course to be created.
3. In the window that is displayed, tick the classes or class parts to be taken into account and click on ***Create a Study Hall course***. This way, if you want, you can create several Study Hall courses for the same time slot: just tick some of the students during the creation of the course then repeat the operation with the remaining students.
4. The course is displayed in the list on the left. Use the course form to add a room and/or proctor (to be created in Staff). To visualize the course in the grid, select ***Study Hall schedule***.
5. Repeat the operation for all the Study Hall courses to be created.

Weekly management and special Study Halls

You can add students to the Study Hall who normally do not attend.

Allocate a class to Study Hall when the teacher is absent

► *Tab* ***Daily Management and absences* > *Students* > *Entry of absences and replacements***

1. Proceed as you would for a substitution: tick ***Replacement*** and click-drag on the time slot.
2. In the window that is displayed, double-click on ***Study Hall***.

Remark: you can also conduct assigning to Study Hall *from the allocation table :just tick the line* ***Study Hall***.

Place the students in a Study Hall course

► *Displays* ***Weekly timetable***

Select the class meeting, right-click and choose ***Modify* > *Place in Study Hall***.

Remark: if you place the students of a course in Study Hall without first entering the teacher's absence, the course is canceled but no absence will be counted for the teacher.

Print the list of students in Study Hall

► *Tab* ***Daily Management and absences* > *Students* > *Study Hall***

1. Select the current week in the ruler.
2. Specify the search criteria.
3. Select a Study Hall slot: the list of students is displayed on the right.
4. Click on the button ***Print the list of students in Study Hall***.

SUBJECT

The subject is the object of the course. It is generally the reason you mobilize one or several resources in a time slot. It can be ***English***, ***French or Mathematics*** but also ***Meeting***, ***Interview***, etc.

ESTABLISH THE LIST OF SUBJECTS

Import the subject in the database

You can import the subjects (⇨ **Import the data in the base, p. 106**) or create them directly in the list.

Create generic subjects for the complex courses

You must manually create the generic subjects (LL, Sciences, etc.) which will be used for the creation of the complex courses (⇨ **Complex courses, p. 58**).

► *Tab **Timetable** > **Subjects** >* ***List***

Click on the line ***Create a subject*** enter a designation and eventually a code while validating after every entry with the key ***[Enter]***.

ENTER THE CONSTRAINTS FOR THE CALCULATION OF THE TIMETABLE

Prevent a class from having two courses of the same subject in the same day

⇨ **Subject incompatibilities, p. 187**

Avoid having too many “hard” subjects for a class in the same day

⇨ **Pedagogical weight, p. 142**

Define the subject of a course

⇨ **Course form, p. 72**

Display the courses in the color of the subject

⇨ **Color, p. 56**

ASSOCIATE TEACHERS WITH SUBJECTS

Specify the subject or subjects taught by a teacher

Specifying teachers’ subjects facilitates the search for teachers during the creation of courses and the management of replacements.

► *Tab **Timetable** > **Teachers** >* ***List***

1. Double-click in the column ***Teachable subjects***.
2. In the window that is displayed, tick the subject(s) taught by the teacher, then validate.

Specify a teacher's preferential subject

If the preferential subject of a teacher is specified, it is allocated by default to the course created from this teacher's timetable, as well as his/her class meetings during the specification of the complex courses (⇨ Complex courses, p. 58). The preferential subject can also be automatically chosen for the creation of the parents/teachers meetings when a teacher teaches several subjects to the same class (⇨ Parent/Teacher meetings, p. 134).

► *Tab **Timetable** > **Teachers** > **List***

1. Double-click in the column ***Preferential subject***.
2. In the window that is displayed, tick the subject(s) taught by the teacher, then validate.

Filter the teachers according to the taught subjects

► *Teachers' selection window*

Tick the option ***Teachers of the subject*** to only display the teachers that teach the subject of the course.

SUBJECT INCOMPATIBILITIES

To specify the constraints specific to the subjects (limit the number of hours per day, prohibit the succession, impose an order, etc.), you enter the subject incompatibilities. A subject incompatibility always applies to a couple of subjects (subject A et subject B). In the case where the constraint applies to the same subject (limit the number of hours per day for example), choose the same subject as subject A and as subject B.

Authorize two courses of the same subject in the same day

A subject is by default incompatible with itself in the same day: this means that there cannot be two courses of the same subject in the same day (on the other hand, there can be a course of 2h or more). You can remove this constraint if it is not appropriate.

► *Tab **Timetable** > **Subjects** > ⊘ **Subject constraints***

1. Select the subject in the list of subjects A.
2. Select the same subject in the list of subjects B.
3. Click on the pencil of the column ***Incompatibles* > *1d***: in the window that is displayed, select ***Remove from all the classes*** and validate.

Space out two courses of the same subject to several half-days

For example, if you want to leave a minimum of two half-days between two courses of Phy. Ed.

► *Tab **Timetable** > **Subjects** > ⊘ **Subject constraints***

1. Select the subject in the list of subjects A.
2. Select the same subject in the list of subjects B.
3. Click on the pencil of the column ***Incompatibles> Number 1/2d***: in the window that is displayed select the number of half-days and validate.

Avoid the succession of two subjects in a precise order

For example, you never want a course of Mathematics just after Phy. Ed.

► *Tab **Timetable** > **Subjects** > **Subject constraints***

1. Select the first subject (for example, Phy. Ed.) in the list of subjects A.
2. Select the second subject (for example, Math) in the list of subjects B.
3. Click on the pencil of the column ***Succession prohibited** > **A-B***: in the window that is displayed, select ***Allocate to all the classes***.

Specify a weekly order for two subjects

For example, you want the lecture course to precede the lab course in the week.

► *Tab **Timetable** > **Subjects** > **Subject constraints***

1. Select the first subject (for example, Physics) in the list of subjects A.
2. Select the second subject (for example, Physics lab.) in the list of subjects B.
3. Click on the pencil of the column ***Weekly order** > **A-B***: in the window that is displayed, select ***Allocate to all the classes***.

Distribute the courses of a subject where there are more course than days

If you want to authorize several courses per day of the same subject, remove the incompatibility of the subject with itself in the same day and for a harmonious distribution of the courses in the week, use the column ***Time maximum***.

► *Tab **Timetable** > **Subjects** > **Subject constraints***

1. Select the subject in the list of subjects A.
2. Select the same subject in the list of subjects B.
3. Click on the pencil of the column ***Time max.** > **A-B***: in the window that is displayed, the maximum number of hours.

Also see

⇨ **Pedagogical weight, p. 142**

SUBSTITUTE

SUBSTITUTIONS

Specify the replacement options

The replacement options allow the filtering of the proposed substitutes when the user organizes the replacement.

► *Tab **Daily management and absences** > **Teachers** > **Privileged ranges for replacement***

1. In the list on the left, tick the potential substitutes, column ***SUB***.
2. Select a teacher and click on ***Allocate*** to specify the subjects he/she can teach during a replacement.

3. With the help of the paint brush on the left, enter the ranges where this teacher must be proposed as a priority 1 or 2. In the grid, the numbers indicate the number of potential substitutes already entered for every time range.

Search for a substitute as soon as an absence is entered

Prerequisite You have entered an absence of a teacher that needs to be replaced (⇨ Absences, p. 24).

► Tab ***Daily management and absences*** › ***Teachers*** › ***Entry***

1. Select the absent teacher in the list on the left.
2. In the list on the bottom, double-click in the column ***Replaced by***.
3. In the window that opens, eventually use the filtering options to choose a substitute. you can either:
   - click on the envelopes to send a replacement request to the teachers you want, then click on the button ***Send the requests***;
   - double-click directly on the chosen substitute.

Organize the replacements of a week with the allocation table

The allocation table for the replacements allows you to see the all the replacements that will be needed and assign them a substitute.

► Tab ***Daily management and absences*** › ***Teachers*** › ***Replacement allocation table***

1. Choose the period: EDT displays a column per replacement needed.
2. Filter the list of substitutes on the left:
   - click on one or several filter buttons to take into account the replacement options, pedagogical teams, etc.
   - choosing only to display some substitutes in the drop-down menu.
3. For a replacement, the suitable substitutes are displayed with a white box «to be ticked».
4. NEW A click on the title of the column reduces the list to the substitutes.
5. Before assigning a substitute, you can send a replacement request to a substitute of your choice: for this, deactivate the dispatching to some substitutes if necessary by clicking on the envelopes and click on the button on top of the column.
6. The columns ***Allocated hours*** (replacements already performed) and ***Service backlog*** (especially following absences) can help to make this choice.
7. Once the substitute has been chosen, tick the white box: his/her name takes the place of the absent teacher in the weekly timetable.

Look for a substitute for several class meetings of the same course

► Tab ***Daily management and absences*** › ***Teachers*** › ***Schedule***

1. Select the absent teacher in the list on the left.
2. Select the concerned weeks in the ruler.
3. In the grid, select the class meetings ***[Ctrl + click]***.
4. In the aggregated course form, double-click on the absent teacher, that appears striped.
5. In the class meeting that is displayed, select the substitute and validate.

Remark: you can replace a teacher that is not been entered as absent; in this case, the replaced teacher will not be counted as absent.

LONG-TERM SUBSTITUTION

Manage long-term replacements

So that the teacher can conduct the roll call and perform entries in the homework notebook in PRONOTE, you must add him/her as a co-teacher (⇨ Co-teaching, p. 68).

► *Tab **Timetable***

1. Make sure that he substitute exists in the list of teachers and if needed, create him/her.
2. In the list of courses, select the concerned simple courses and add the substitute from the course form.
3. Right-click on the courses and launch the command ***Modify > Place in co-teaching***.
4. In the case where the substitute intervenes in the class meeting of a complex course, open the specification window ***[Ctrl + R]***, click on the concerned class meeting and add the substitute from the form of the class meeting, on the right: the class meeting is automatically placed in co-teaching.

Also see

⇨ Absences, p. 24

SUMMARY OF THE SERVICES

The summary of the services allows you to have for the teachers as well as the classes the number of worked hours with an aggregation per type of studies (common, PA), per subject, etc.

Choose the rubrics to be aggregated

► *Tab **Timetable** > **Teachers/Classes** > **Summary of the services***

1. Click on the button on the top right of the list.
2. NEW In the window that is displayed, select the ***Number of rubrics to aggregate*** in the drop-down menu.
3. The rubrics for which the aggregation is possible are displayed with the icon . Transfer the rubrics that you to aggregate in the displayed columns by using the arrows to place them on the top of the list. Validate.

Display the aggregations per rubric

► *Tab **Timetable** > **Teachers/Classes** > **Summary of the services***

Click on aggregation level, for example ▸2, on the top right of the list.

SUNDER A COURSE

NEW Sunder a course in two

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

1. Double-click on the course so that the green frame appears.
2. Click-drag the edge to the place where you want to cut the course (in the middle to obtain two courses with an equal duration).
3. In the window that is displayed, select ***Sunder the course in two*** and validate.
4. You can modifier one or the other courses from the split course form.

SURVEY

A survey allows you to ask a question to a set of recipients and analyze the responses (open or predetermined). The recipients receive a notification when they connect. The sender can analyze the responses throughout the survey.

Authorize the teachers to conduct surveys

► *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Authorization profiles***

In the category ***Communication***, tick ***View the information and surveys*** then ***Send information/Conduct surveys***.

Authorize the staff to conduct surveys

► *Menu* ***File*** *>* ***User administration***

1. Select the concerned group in the list on the left.
2. Select the category ***Communication***, then tick ***View the information and surveys*** then ***Send information/Conduct surveys***.

Conduct a survey

► *Tab* ***Timetable*** *>* ***Classes*** *>* ***List***

1. Select the concerned class(es).
2. Click on the button in the tool bar.
3. In the window that is displayed, indicate the type of survey:
   - **Nominal survey**: the responses of the surveys appear next to their identity;
   - **Anonymous survey**: the responses are collected, but their identity will not be disclosed.
4. Tick the recipients.
5. Specify the title of the survey, then enter and format the text.
6. Choose the type of question and enter the possible answers if needed:
   - **Unique choice**: the recipient can choose a single response among those proposed. By default, it is the answers **Yes** and **No** that are proposed. You can replace them by other responses by double-clicking directly on them.
   - **Multiple choice**: the recipient can choose several responses among those proposed.
   - **Response to be entered**: the recipient must enter their response.
7. Highlight the period for which the survey should remain published and validate.

Remark: if you are connected to a PRONOTE base, you can conduct surveys for the students and parents.

Consult the results of a survey

► *Tab **Communication** > **Messaging service** > **Information and surveys***

1. Select the survey.
2. In the section on the right, click on the tab ***Returns***. EDT aggregates the results per type of recipient: a click on a line displays the details except if the survey is anonymous.

Also see

⇨ Mailing list, p. 121

SYNTAX FOR DATA (IMPORT)

During the LDAP, SQL and text imports, some data must comply with the format expected by EDT.

Import a class part

<NameClass><NameOfThePartition>NameOfThePart

Import the rubric (family)

<NameFamily>NameRubric

Import the course number

<X> for the simple courses, ***<X.Y>*** for every class meeting of a complex course (all the courses beginning with X. will be aligned)

Import the course's room group

<NameOfGroup>NameRoom

Import the course's alternation

Code (Numerator/Number of weeks) or ***Code***

Import the course's room by linking it to a site

NameOfSite(NameRoom)

T

TEACHER

DATABASE AND CONNECTION

Import the teachers in the database

⇨ Excel (import), p. 89

Manually create a teacher in the base

► *Tab **Timetable** > **Teachers** > **List***

Click on the creation line, enter the surname and first name validating each time using the key ***[Enter]***.

Define the teachers' rights

⇨ Teacher's profile, p. 195

Connect as a teacher

► *Software's homepage*

In the identification window, select ***Teacher***. The username (⇨ Username, p. 204) and password (⇨ Password, p. 139) are in the identity form of every teacher.

INFORMATION AND PREFERENCES

Designate the homeroom teacher

Designating the homeroom teachers allows you to:

- automatically find them in the class committee;
- easily extract them via the command ***Extract > Extract the homeroom teachers***, for example, to send mail that only concerns the homeroom teachers;
- generate Class Animation hours (⇨ Class animation, p. 46) ;
- plan additional time with the parents for the PTA meetings (⇨ Parent/Teacher meetings, p. 134).

Complete the information form

⇨ Identity form, p. 105

Enter the preferential room

⇨ Room, p. 161

Enter the preferential subject

⇨ Subject, p. 186

Enter the affiliated activity hub

⇨ Activity hub, p. 27

Indicate the days when the teacher does not eat at the cafeteria

⇨ Half-board, p. 101

TIME CONSTRAINTS

The unavailability allows you to prohibit the placement of a course in some slots of the timetable. Only use in the case of real unavailability of a teacher (for example when he/she is in another institution): **the less the unavailability, the better the timetables for all.**

To take into account the teachers' desires, use wishes, the optional unavailability and other time constraints such as guaranteed free half-days, this offers the teachers agreeable timetables without being blocked.

Enter the wishes

⇨ Wishes, p. 210

Enter the time constraints

⇨ Time constraints (teachers, classes), p. 196

Enter the unavailability

⇨ Unavailability, p. 201

PRINTING OF DOCUMENTS CONCERNING THE TEACHERS

NEW Print/Dispatch by e-mail the incoming year folder of every teacher

► *Tab **Timetable** > **Teachers** > **Form***

1. Select the concerned teachers in the list on the left.
2. Click on the button in the tool bar.
3. In the window that is displayed, Select ***Teachers' folder***.
4. Select the type of output.
5. Tick the documents to print or dispatch:
   - **Identity form**, visible in the tab ***Identity*** of the display,
   - **States of services**, visible in the tab ***Teaching*** in the display,
   - **List of teachers**,
   - **List of students**,
   - **Timetable**, visible from the display.
6. Click on ***Print/Dispatch the ticked documents***.

Also see

⇨ Parent/Teacher meetings, p. 134

TEACHER MODE

The ***Teacher*** mode is the mode via which the teachers connect to EDT, by opposition to the ***Administrative*** mode, reserved for the administrative users.

Also see

⇨ **Administrative mode, p. 28**

TEACHER'S PROFILE

The rights for a teacher depends on the profile that you have assigned. You can create as many profiles as necessary.

Specify the rights for a profile

► *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Authorization profile***

1. In the list on the left, select one of the by default profiles or create a new one.
2. In every rubric, that you unfold-fold with a click, tick the authorizations to be given to teachers having this profile. If you work on a base that is common to EDT and PRONOTE, the icons indicate in which software the feature is available.

Remark: to rapidly find an authorization, use the search zone above the list of authorizations.

Allocate the teachers to a profile

► *Tab* ***Timetable*** *>* ***Teachers*** *>* ***List***

1. If you do not see the column ***Authorization***, click on the button on the top right of the list to display it.
2. Select the teachers for which you want to allocate the same profile, right-click and choose ***Modify*** *>* ***Authorization profile***.
3. In the window that is displayed, double-click on the profile to be allocated.

TEACHERS WEBSPACE

See the actions that a teacher can perform from their Webspace

► *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Authorization profiles***

The actions that can be conducted from Teachers Webspace are displayed with the icon highlighted in the column on the right.

TELEPHONE

Modify a telephone number in EDT

► *Tab* ***Timetable*** *>* ***Teachers*** *>* ***Form***

► *Tab* ***Timetable*** *>* ***Students/Guardians/Staff*** *>* ***Form***

1. Select the person in the list on the left.

2. Click on the button on the top right to edit the information form.
3. In the window that is displayed, fill in the fields ***Telephones***.

Modify the code added in front of the cellphone numbers

► *Menu* ***Parameters*** **>** ***OPTIONS*** **>** ***Communication***

In the frame ***country code***, modify the code that is entered by default.

Modify the telephone number format

► *Menu* ***Parameters*** **>** ***OPTIONS*** **>** ***Communication***

In the frame ***Telephone number format***, choose one of the formats in the drop-down menu.

Also see

⇨ **Area code, p. 34**

TELEPHONE NUMBER

⇨ **Telephone, p. 195**

TEXT FILE

⇨ **Excel (export), p. 88**
⇨ **Excel (import), p. 89**

TGH

⇨ **Gap, p. 96**

TIME CONSTRAINTS (TEACHERS, CLASSES)

The time constraints are strictly complied with during an automatic placement. During a manual placement, they are indicated but the user can ignore them.

Specify the maximum number of course hours per day or half-day

► *Tab* ***Timetable*** **>** ***Teachers/Classes*** **>** ***Unavailability***

1. Select one or several resources in the list on the left.
2. On the right, in the rubric ***Time max***, Select the maximum number of hours in the drop-down menu of a day, morning or afternoon.

Specify the maximum number of working half-days

► *Tab* ***Timetable*** **>** ***Teachers/Classes*** **>** ***Unavailability***

1. Select one or several resources in the list on the left.
2. On the right, in the rubric ***Maximum of worked half-days***, Select the maximum of working mornings and/or afternoons.

Guarantee non working half-days without preconditions

► *Tab **Timetable** > **Teachers** > **Unavailability***

1. Select the concerned teacher(s) in the list on the left.
2. On the right, in the rubric ***Guaranteed free slots***, Select the number of free days or half-days to be guaranteed.
   - The number of free days do not include the days ticked in ***Parameters** > **INSTITUTION** > **Midday***.
   - The number of free half-days include the unavailable half-days that you may have entered in the teacher's grid. On the other hand, it does not include the institution's non working half-days.

Specify the earliest/latest times of a certain number of days per week

► *Tab **Timetable** > **Teachers/Classes** > **Unavailability***

1. Select one or several resources in the list on the left.
2. On the right, in the rubric ***Flexible working hours***, Select earliest time of arrival and/or the latest time for departure, as well as the number of days where this rule should be applied in the week. For example you can guarantee that a teacher will not start his/her day before 9:00 am for at least 2 days a week, or will not finish the day after 4:00 pm for at least 1 day a week.

TIME GRID

The time grid is the grid in which the courses are positioned; it must cover all the slots in which activities can be planned. Every user can then mask the slots that do not interest them.

ADMINISTRATOR CONFIGURATION

Configure the time grid during the creation of the base

When you create a new base, you are requested to configure the time grid.

1. Indicate the first day of the week (by default, it is Monday).
2. By default, the working days will be from Monday to Friday. If some classes have a course on Saturday or if meetings can be planned, add Saturday with a click. The days that are shadowed will never appear in EDT; the others can be displayed or masked by every user.
3. Indicate the number of sequences per day, without forgetting to include a midday break and think of eventual meetings at the end of the day: for example, if you have 4 hours of course in the morning, 4 hours of course in the afternoon and a 2 hour break, choose 10 sequences. The first and last sequences can be masked by the users that do not need them.
4. The duration of a sequence is used for the calculation of the services: if your course lasts 55 minutes with 5 minutes between courses, leave the duration of the sequence at 60 minutes.
5. Choose the time step, the smallest duration necessary to specify a course: 30 minutes if your courses last 1 hour, 1 hour 30, 2 hours, etc.; 15 minutes if some courses last 45 minutes, 1 hour 15, etc. Do not choose a time step inferior to your needs; your grids will be more spacious.

Remark: when you choose your number of sequences, do not take into account the class committees or the parents/teachers meetings that can intervene at the end of the day: EDT manages them independently (on the other hand, the concerned day must be a working day).

Specify the times that are that is displayed along side the grid

The time designation are visual hints: they have no effect on the conception of the timetable, but they are there to ease the legibility of the timetable.

Prerequisite You must be connected as an administrator.

► *Menu* ***Parameters*** **>** ***INSTITUTION*** **>** ***Times***

1. Click on the designation to modify it, enter the new time under the format ***HH:MM*** (ex. 08:15) and validate using the key ***[Enter]***. By default the modification is employed on the following times (9h15, 10h15, 11h15, etc.); if this is not what you want, un-tick the option ***Transmit the entry to the following times***.
2. If the time of the end of a course does not correspond to the beginning of the following course, enter the times for the end of the course. It is displayed on some interfaces and notably in the course form.
3. In the tabs ***In the display*** and ***Printed times***, only tick the times you want to see along side the timetable's grids and schedules or , on the screen for your printing (these parameters can be modified in the tab ***Layout*** in the printing window).

Remark: you can display the sequence numbers instead of the times. The configuration works on the same principal.

Modify the time grid once the base has been created

Prerequisite You must be connected as an administrator. For precautionary reasons, we recommend that you make a copy of the base before conducting this manipulation (⇨ **Copy of the base, p. 67**).

► *Menu* ***File*** **>** ***Utilities*** **>** ***Convert the base***

The conversion of the base will transfer you to Exclusive Usage mode (all the other users will be transferred to Consultation mode). In the window that is displayed, you can modifier the worked days, the number of hours per day as well as the time step.

- Hours can be added or removed in the beginning or end of the day.
- If courses are placed in the days that you are rendering non working or a time range that you are deleting, they will not be deleted, they will lose their place: you will find them in failure , indicated in red in the list of courses.
- If you specify a too large time step, the courses using a small time step are converted. Take for example a course of 1 hour and 30 minutes created with a time step of 30 minutes: if you define a new time step of 1 hour, this course of 1 hour 30 automatically becomes a course of 1 hour.

Modify a time directly along side of the grid

Prerequisite You must be connected as an administrator.

► *In all the displays* ***Timetable*** *and* ***Schedule***

Double-click on the time and enter the time that suits you.

User preferences

Every user can personalize the grid and find their configuration at every connection.

Mask the days/time slots

► *Menu **My preferences** >* GRIDS *>**Layout of the timetables/schedules***

1. In the rubric ***Days and times to display in the timetables***, select via the drop-down menu the first and last day of the week to be displayed.
2. Select via the drop-down menu the first and last hour of the day to be displayed.

Optimize the display with regards to its screen

According to your screen, it may be comfortable to specify a maximum of data to be seen on the screen.

► *Menu **My preferences** >* GRIDS *>**Layout of the timetables/schedules***

1. In the rubric ***Maximum amount of data on the screen***, select the maximum number of days to be displayed. To visualize the other days, use the horizontal scroll bar.
2. NEW Indicate the maximum number of time sequences to be displayed. Reducing this number notably allows you to easily visualize and manipulate the short courses (10 or 15 minutes). To visualize the other sequences, use the vertical scroll bar.

TIME STEP

The time step is specified at the creation of the base. It is the smallest duration necessary to specify a course, for example: 15 minutes if some courses are 45 minutes, 30 minutes for courses of 1 hour 30 minutes. Do not choose a time step inferior to your needs: your grids will be more legible.

Also see

⇨ Time grid, p. 197

TIMES

⇨ Time grid, p. 197

TRANSFORM INTO SEVERAL COURSES

You can transform the services into several courses.

Transform a service into several courses

► *Tab **Timetable** > **Course** > **List***

1. Select the service in the list.
2. In the menu **Edit**, choose ***Transform the selection*** or use the shortcut ***[Ctrl + L]***.
3. In the window that is displayed, tick the configuration(s) to obtain the wanted courses. You can modifier the number of courses, duration and the frequency.
4. Verify the summary on the bottom of the window then click on the button ***Transform***.

TRIMESTER

⇨ Periods, p. 143

U

UNAVAILABILITY

Unavailability corresponds to slots in which the resource (teacher, class, room) is not available or the course cannot take place for one reason or another. Unavailability (in red) is strictly complied with during an automatic placement. During a manual placement, they are indicated but the user can choose to ignore them.

The less you enter unavailability, the better the timetable. If unavailability does not have an imperative nature, use the time constraints (⇨ Time constraints (teachers, classes), p. 196) or enter optional unavailability (in orange): you can authorize EDT to ignore them if they are too restrictive.

Enter unavailability

Before entering unavailability, see if you can use the time constraints (⇨ Time constraints (teachers, classes), p. 196): for example, you can guarantee the free half-days without establishing them (it is the same with numerous types of time arrangements).

► *Tab **Timetable** > **Teachers/Classes/Rooms/Course/Staff/Equipment** > **Unavailability***

1. Select the resource(s) in the list on the left.
2. Select the red paint brush on the top of the grid.
3. If the unavailability is only in one week out of two, select the concerned week.
4. Click-drag on the slots where the resource is not available.

Enter the optional unavailability

The optional unavailability is complied with during an automatic placement, but you can authorize the solver to ignore it in the case of a course in failure.

► *Tab **Timetable** > **Teachers/Classes/Rooms/Course/Staff/Equipment** > **Unavailability***

1. Select the resource(s) in the list on the left.
2. Select the orange paint brush on the top of the grid.
3. If the unavailability is only in one week out of two, select the concerned week.
4. Click-drag on the slots where the resource is not available.

Enter the by default unavailability for the classes/teachers

Doing it this way is particularly useful to set the lunch break if you are not using the half-board management (⇨ Half-board, p. 101).

► *Tab **Timetable** > **Teachers/Classes** > **Unavailability***

1. In the menu ***Edit***, select ***Standard grid***.
2. In the window that is displayed, click-drag on the time ranges that are in common: every new resource will have the unavailability by default. (If you want to enter this unavailability for the already existing resources, proceed in multi-selection as indicated above.)

›See when a course placement does not comply with the unavailability

► *In all the displays* ***Timetable***

1. Select the course and click on it to transfer to Diagnosis mode (⇨ **Diagnosis of a course, p. 78**).
2. Move the green frame to the wanted slot. If one of the resources is unavailable in this slot, a red square is displayed in front of it.

Do not take into account the optional unavailability during a placement

► *Menu* ***Solver > Launch the automatic Solver***

If courses remain in failure (⇨ **Failure, p. 92**) after the placement and a first attempt of the automatic solver (⇨ **Solver, p. 174**), you can relaunch it by authorizing the placement in optional unavailability: in the frame ***Search options***, tick the resources for which you authorize the calculator to ignore the optional unavailability (the unavailability entered in red is always observed).

Also see

⇨ **Desiderata (parents/teachers meetings), p. 77**

⇨ **Time constraints (teachers, classes), p. 196**

⇨ **Wishes, p. 210**

UNPLACED

An unplaced course is a course that does not yet have a place in the timetable grid. It can be a course that was created unplaced, imported, or even voluntarily de-positioned.

Find the unplaced course of a resource

► *Tab* ***Timetable > Teachers/Classes/Rooms>*** ***Timetable***

1. Select the resource in the list on the left.
2. Click on the button ⊗ on the top right of the timetable (if it is not active, there are no unplaced for this resource).
3. In the window that is displayed, select an unplaced course to display its matrix in the timetable and place it with a double-click in the center of the frame.

Find the unplaced courses in the list of courses

► *Tab* ***Timetable > Course >*** ***List***

Sort the list in the column ***State***: the unplaced courses are displayed in blue with the icon ⊗.

Display/Mask the unplaced courses in the states of service

⇨ **States of service of the teachers, p. 181**

Render a course unplaced

⇨ **De-position, p. 76**

Also see

⇨ State of a course, p. 180

UPDATE

The update of the application is automatic: EDT searches for the available sub-versions and updates when the application is closed.

Deactivate the automatic update (not recommended)

▶ *Menu* ***Assistance > Update***

Modify the time of the update search for the Server

▶ *Server* > *Pane* ***Automatic update***

Verify that the option ***Silent update at a set time*** is ticked and enter the wanted time.

Search to find if a Client update is available

▶ *Menu* ***Assistance > Update***

In the window that is displayed, click on the button ***Search for updates now***.

See the report for the sub-version update

Go to the Index Education Internet site, on the page ***EDT > Update***.

Remark: users that are enrolled in the Webspace Client are informed of the updates by e-mail.

USER AUTHORIZATIONS

⇨ Teacher's profile, p. 195

⇨ User group, p. 203

USER GROUP

The rights of the administrative users are managed by user groups. The users in the same group share the same authorizations.

Three groups exist by default:

- the administration group ***ADMIN*** (authorizations non modifiable): for the SPR and the administrative users that you want to grant a maximum of rights,
- the modification group ***MODIF***, for the users that connect in ***Modification Mode***, with lesser rights,
- the consultation group ***CONSULT***, for the users that connect in ***Consultation Mode***. This mode is only available if you use the Consultation version (⇨ Consultation version, p. 65).

If you need to grant more rights to the users, create new groups.

Create a user group

Prerequisite You must be connected as the SPR.

► *Menu **File** > **User administration**, display*

1. Click on the creation line, enter the name of the group and validate using the key ***[Enter]***.
2. By default, the group created is of the type ***MODIF***: if necessary modify it by double-clicking in the column ***Type***.

Modify the type of group

Prerequisite You must be connected as the SPR.

► *Menu **File** > **User administration**, display*

Double-click in the column ***Type*** to transfer from ***MODIF*** to ***CONSULT*** or from ***CONSULT*** to ***MODIF*** (the group ***ADMIN*** is not modifiable).

Specify the authorizations of a group

Prerequisite You must be connected as the SPR.

► *Menu **file** > **User administration**, display*

1. Select the group in the list on the left.
2. Select every rubric and tick the actions that you authorize for the users in this group.

Remark: if you work on a PRONOTE base, a tab PRONOTE is displayed next to the tab EDT. This way you can manage the granted authorizations in the two softwares from either one or the other.

Create a user in a group

⇨ **Administrative user, p. 28**

USER PROFILE

⇨ **User group, p. 203**

USERNAME

The authentication during the connection to the database is conducted via the entry of a username and password.

- For every **teacher**, EDT automatically generates a username; by default, this username is the name of the teacher.
- The username of the **administrative users** is specified manually: it is the first element to be entered when you create an administrative user (⇨ **Administrative user, p. 28**).

If you want the users already authenticated on their workstations to not authenticate again, you must delegate the authentication (⇨ **Delegate the authentication, p. 75**).

Modify username of an administrative user

Prerequisite You must be connected as the SPR.

▶ *Menu **File** > **User administration***

1. In the window that is displayed, click on .
2. Double-click in the column ***Username***.

Remark: the administrative user cannot modify his/her own username.

Manually modify the username of a teacher

▶ *Tab **Timetable** > **Teachers** > **List***

Double-click in the column ***Username*** to enter the new username. If you do not see this column, click on the button on the top right of the list to display it(⇨ List, p. 115).

Generate new usernames for the teachers

▶ *Tab **Timetable** > **Teachers** > **List***

Select the teachers for which you want to modify their username, right-click and choose ***Modify** > **Username***:

- **From the surname**: the name is used as the username and followed by a number in the case of an homonym;
- **From the surname and first name**: the username is composed of the first 3 letters of the surname and 2 first letters of the first name;
- **Random**: EDT generates a set of 5 random letters.

Authorize a teacher to modify his/her username

▶ *Tab **Timetable** > **Teachers** > **Authorization profiles***

1. Select the concerned profile.
2. In the category ***Generalities***, tick ***Modify his/her username and password***.

Modify his/her username

▶ *Menu **File** > **Utilities** > **Change username***

1. In the window that is displayed, enter your current password.
2. Enter the new username and validate.

Also see

⇨ Password, p. 139

USERS RIGHTS

⇨ Teacher's profile, p. 195
⇨ User group, p. 203

V

VACATION AND HOLIDAYS

Specify the vacations and holidays

► *Menu* ***Parameters*** **>** INSTITUTION **>** ***Calendar***

Vacations are enter just like holidays, by a click-drag in the calendar.

Display «Vacation» in the timetables

If you want the term «VACATION» to appear in the timetables, you must create a subject ***VACATION*** (⇨ Subject, p. 186) and draft this subject's courses course on the concerned days from the tab ***Daily management and absence*** (⇨ Draft a course, p. 83).

VARIABLE (STANDARD LETTER)

A variable is a tag that is replaced by the correct information during printing or dispatching of mail. For example, the variable ***<NameStud>*** is replaced by «Smith» or «Jones» according to the concerned student.

Insert a variable in a standard letter

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letters***

1. Select a standard letter.
2. In the letter, position the cursor where you want to insert a variable, right-click and select the wanted variable. The available variables depend on the category of the standard letter.
3. The variable is displayed between chevrons in the standard letter. During the dispatching, it will be replace by the appropriate data.

Personalize a list in a standard letter

For some categories (***Absences***, ***Replacement requests***, ***Replacement***, ***Committees***, ***Meetings***), you can insert a list as a variable (of absences, replacement requests, etc.): either a predefined list (with the selected by default elements), or a customized list (where you define the elements and their layout).

► *Tab* ***Communication*** **>** ***Mail*** **>** ***Standard letters***

1. Select a standard letter.
2. In the letter, position the cursor where you want to insert a variable, right-click and select the wanted variable, of the type ***Customized***.
3. In the edition window, insert the variables in an arrangement of your choice and validate.
4. The variables are replaced by the adapted information during the dispatching of the letter.

W

WEBCAM

⇨ Photos, p. 147

WEEK A/WEEK B

Rename the weeks (for example F1/F2 to A/B)

► *Menu* **Parameters** > *INSTITUTION* > **Calendar**

In the frame ***Specification of the fortnight weeks*** enter the wanted designations for the weeks **F1** and **F2**.

Modify the alternation of the weeks

► *Menu* **Parameters** > *INSTITUTION* > **Calendar**

So that a F1 week becomes a F2 week (or vice versa), double-click on the ruler of the frame ***Specification of the fortnight weeks***. If you do not un-tick the option ***Transmit the modification throughout the following weeks***, EDT automatically adapts the rest of the year.

Show the A/B weeks in the printed timetables

► *In the print window*

Go to the tab **Contents**, then tick **Fortnight**.

Modify the colors associated with the weeks A/B

► *Menu* **Parameters** > *INSTITUTION* > **Calendar**

Double-click on the two colored boxes in the frame ***Specification of the fortnight weeks***.

WEEKLY TIMETABLE

The weekly timetable is constructed and available for consultation in the tab ***Daily Management and absences***. By default, the weekly timetable corresponds to the annual timetable.

If you modify the annual timetable during the year, the modifications are taken into account in the weekly timetable for the rest of the year, starting from the date indicated in **Parameters** > *DAILY MANAGEMENT*> **Placement**.

Modify the weekly timetable

⇨ Cancel the courses in the Weekly timetable, p. 42

⇨ Course duration, p. 71

⇨ Draft a course, p. 83

⇨ Move a course, p. 125

⇨ Permute two courses, p. 144
⇨ Sunder a course, p. 191

Create a catch-up class meeting

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

1. Cancel the initial class meeting (⇨ Cancel the courses in the Weekly timetable, p. 42).
2. Move the canceled class meeting: the catch-up class meeting is then created (⇨ Move a course, p. 125).

View the list of non ensured courses

► *Tab* ***Daily Management and absences > Teachers/Classes > Non ensured courses***

Change the students in a group according to the weeks

⇨ Personalized accompaniment (option of the courses), p. 145

Automatically lock the elapsed weeks

⇨ Locking of the courses in the same place, p. 116

Predefine the weeks for routine use

If you often work on the same weeks, you can name them to rapidly highlight them.

► *Menu* ***Parameters > DAILY MANAGEMENT> Alias***

1. Click on the creation line, enter a designation and validate with the key ***[Enter]***.
2. Highlight all the weeks that correspond to this designation. To save time, you can use the button and (de)select all, insert the selection or select one week out of 2, 3 or 4.

► *In all the displays* ***Weekly timetable*** *and* ***Weekly schedule***

To highlight the weeks, click on the button on the top right of the ruler and choose the designation of the weeks to be highlighted.

Remark: the fortnights (week A/B) can be selected by default.

Export the timetables

⇨ PRONOTE, p. 153

WEIGHTING

Weight the annual courses

► *Tab* ***Timetable > Course > List***

1. Select the course that should be weighted in the same manner, right-click and choose ***Modify > Weighting***.
2. In the window that is displayed, select the wanted weight; if needed, create it.

NEW Weight occasional courses (modified courses, special...)

► Tab *Daily management and absences* > *Course* > *List*

1. In the ruler highlight the week(s) of the courses for which you want to modify the weight.
2. You can click on the column ***Nature*** to sort the courses and quickly find the courses with the mention ***Occasional***.
3. Double-click in the column ***Weight***.
4. In the window that is displayed, double-click on the wanted weight.

Also see

⇨ States of service of the teachers, p. 181

WHD (MAXIMUM OF WORKING HALF-DAYS)

⇨ Time constraints (teachers, classes), p. 196

WIDGET

⇨ Homepage, p. 104

WINDOWS SERVICE

A Windows service is an application that launches automatically at bootup (after a power failure, a network problem and even a manual starting of the machine). The applications Server and Relay are installed as Windows services: they automatically open at the bootup of the computer where they are installed and keep running when the session is closed.

Stop/Start a Windows service corresponding to an EDT application

► Server > *Menu* ***Assistance*** > ***Administration of Windows parameters***

1. Go to the tab W**indows Services**.
2. Right-click on the concerned service and choose ***Shut down the service/Launch the service***.

Delete un service Windows

Prerequisite To delete a Windows service, you must first stop the service in question.

► Server > *Menu* ***Assistance*** > ***Administration of Windows parameters***

1. Go to the tab **Services Windows**.
2. Right-click on the concerned service and choose ***Delete the service***.

WINDOWS XP

The Windows XP operating system, now obsolete, is no longer serviced by Windows. Therefore, the compatibility is no longer ensured with the Index Education applications. Only the consultation of the online Webspaces (with PRONOTE.net) is possible from a workstation operating under Windows XP.

WISHES

The wishes correspond to the time slots in which the resources (teachers, classes) ideally have a course. These slots are not guaranteed, but whenever possible, EDT privileges them during the automatic placement. They are indicated in the grids in green to suggest the place for the user during a manual placement.

Enter the wishes for a resource/course

The wishes are entered in the same manner as the unavailability (⇨ **Unavailability, p. 201**).

► *Tab* ***Timetable > Teachers/Classes/Groups/Rooms/Equipment/Course > Unavailability***

1. Select the resource(s) in the list on the left.
2. Select the green paint brush on the top of the grid.
3. Click-drag on the slots where the resource wishes to have a course.

Z

ZIP

⇨ Archive, p. 33

Annexes

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