2016

EDT

PRACTICAL GUIDE

Summary

The factsheets with an icon ▶ are illustrated by a video tutorial.

PRACTICAL GUIDE

METHODOLOGY

CONSTRUCTION OF A DATABASE

▶ What is an EDT database?

An EDT database is a file containing all the useful information to produce the timetables for a school year. Every year you are going to create a new database, it is recommended to explicitly name the base by including the year (for example, EDT_2014_2015.edt). Working on several bases for the same school year is a source of error and should be avoided, unless willing done so (for example, for an institution that wishes to distinguish middle school from high school). The data is presented in the form of lists (subjects, teachers, classes, groups, rooms, students, legal guardians, users…), that are enhanced when the authorized users work on the base. When made available for all users, the database should be as complete as possible, so that everyone will find the elements that they are looking for.

▶ Safeguards and archiving

EDT conducts automatic safeguards of the database regularly. It is highly recommended that you conduct manual safeguards on an external support (USB stick, removable disc…) at strategic moments (for example, just before an operation that you may have doubts concerning the outcome) to protect against a computer incident.

It is equally important that the institution keeps every year's data base in its final state on an external support: it will be used to consult former data and help construct the base for the following year. The command **File > Archive and compress a base** allows you to easily archive all of the data in a ***.zip** file thus saving space.

1 - Choose a method

- **If you have an EDT database from a previous year** and want to recuperate specific EDT data (teacher availability, customization of complex courses, etc.) we recommend the construction of your new base using the base from a previous year.
- **If you do not have an EDT base from a previous year** you can create a new file and enter your data or import it from a text file.

▶ Main stages of the construction

With the Network version, you must first create a new file from Server Administration. Once created you can launch one of the construction commands by using the Client that is connected to the base.

With the Single-user version, click directly on the button corresponding to your choice from the software's home screen.

↻ Create and provision a base

Method No. 1: create using a previous base

After indicating which base to use, EDT allows you to select the data to be retained: in general, you will keep the pedagogical constraints and teacher availability. Only retain the courses in a situation where you have constructed elaborate alignments that are still valid, and re-position (render unplaced) them.

Method No. 2: create a new file

After creating a base, you must enter the data or import it from a text file.

2 - Parameterization of the time grid

The parameterization of the time grid should be done once the base is created (except if you have recuperated last year's base in Single-user version).

The time grid allows the specification of:
- the first day of the week,
- the working days,
- a customized cycle,
- the number and duration of the time sequences (lunch break, options and activities included),
- the division of sequences necessary to construct your courses (for example: the division of a sequence of 60 minutes into 2 allowing the construction of courses of 30, 60, 90 minutes, etc.).

Afterwards, you can always convert your base's time grid by activating the command **File › Utilities › Convert the time grid parameters**.

3 - Specify the institution's parameters

They are specified by using the menu **Parameters › INSTITUTION'S PARAMETERS**. Only specify optional parameters if you need them.

▸ **Times**
- **Times displayed on the screen**: enter all the times and tick the times to be displayed,
- **Times printed on timetables**: if needed, you can differentiate the end of a course from the beginning of the following course.

The designation by no means influences the elaboration of the timetable.

▸ **Mid-days and non-working half-days in the institution**
- the **mid-day** is used to delimit the end of the morning and the beginning of the afternoon,
- the **non-working half-days** (for example, Wednesday afternoon) are half-days where EDT will not place a course.
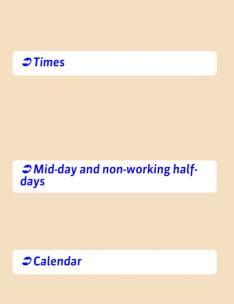
▸ **Calendar**
The calendar allows the specification of:
- the first and last day of the year,
- the vacations and holidays (automatic calculation depending on the zone),
- alternating weeks (F1, F2).

▸ **OPTIONAL – Periods**
If your timetable considerably varies during the year, create periods (trimesters, semesters or three week class trips, etc.). If your modifications only concern a few courses (replacements, canceled courses, exceptional courses, etc.), use the tag **Daily management and absences**.

▸ **OPTIONAL – Half-board**

If you want EDT to choose the time slots where the teachers and classes will have lunch, activate the half-board. If you want to choose the time slots, you should use unavailability in the grids for the teachers and students. You can also combine the two possibilities.

↻ Half-board

▸ **OPTIONAL – Recesses**

If you wish that some of your 2 hour or longer courses do not overlap the recesses, activate and specify the recesses. You can specify the concerned courses in the list of courses.

↻ Recess

▸ **OPTIONAL – Sites**

If you wish to install an automatic management of transit between sites, activate site management.

↻ Split-sites

PREPARATION OF THE DATA

No matter how you have constructed your database, you now have your subjects, classes and teachers. It is not necessary to create your groups, they will be automatically generated by EDT.

Before creating your courses, you must now enter or verify the resource constraints and eventually create a room group.

The base's subjects and the resources are classified by tab in the work group *Timetable*. They are always available in the form of lists.

1 - Enter the resource constraints

All the entered constraints are stringently observed during the automatic placement.

▶ The subjects

Start by entering the subject constraints and eventually use the pedagogical weights to improve them.

- **Subject constraints** ⊘ : to render incompatible 2 subjects (in a half-day, for one or two days), prohibit the succession of 2 subjects, limit the number of course hours for the same subject (in a half-day, or a day), impose the order of subjects in the week or specify a minimum time lapse between courses of the same subject.
- **Pedagogical weights** 📊 : to limit the number of course hours of "hard" subjects in a half day or day.

▶ The teachers and the classes

Unavailability and wishes ⧉ : unavailability allows the specification of time slots for every resource where no course should take place.

	Place in unavailability the time slots where no course should take place.
	Place in optional unavailability the time slots that can be released as a last resort during the resolution of placement failures.
	Place the wishes in the zones where the teachers prefer to give courses.
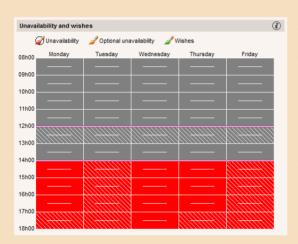
- **Time maximum** : to restrict the number of course hours in a half day and/or day.
- **Guaranteed free slots**, only for the teachers : to guarantee the number of free half days and/or days in a week.
- **Maximum of working half-days** : to restrict the number of working half-days of each of the classes or every teacher, tick the concerned half-day (***Morning*** or ***Afternoon***) then in the drop down list choose the maximum number of half days in which EDT can distribute the courses.
- **Flexible working hours** : to guarantee that some teachers or classes do not always begin on the first hour or finish on the last hour of every day.

▸ **The rooms and courses**

- **Unavailability and wishes** : every room and course has its own unavailability grid. This makes it possible to prohibit a placement of a course in some time slots, without having to arbitrarily choose a place among the possible places for this course.

To impose a course placement in the morning, place the unavailability in the afternoon for all the afternoons.

2 - Room organization

▸ **Create the room groups**

Create the room groups when you have interchangeable rooms (workshops, languages labs, normal classrooms) and wish to exploit to a maximum the potential of the restricted rooms. The management of the room groups is conducted using the tab *Timetable › Rooms*.

▸ **Allocate preferential rooms**

You can allocate a preferential room to the teachers and/or classes, by using the list of their resources.

↻ *Use the room groups*

COURSE CREATION

In EDT, a course is an activity that uses at least one resource during a specified period. Depending on the case, you will create simple or complex courses.
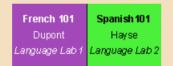
▸ The types of courses

The simple courses are composed of one or two teachers (in the case of co-teaching) of the same subject, an entire class and eventually a room.

| French 101
Dupont H.
Language Lab 1 | | French 101
Dupont H.
Hayse M.
Language Lab 1 |

1 French course =
1 teaching seance
with Mrs Dupont.

OR

1 French course =
1 co-teaching seance
with Mrs Dupont and Hayse

The complex courses are composed of several teachers and/or several rooms and/or several classes. Generally, these courses correspond to several teaching seances (in the case of language alignments, group rotations in Biology, Chemistry, Technology...). You will find numerous examples of complex courses in this guide.

| French 101
Dupont
Language Lab 1 | Spanish 101
Hayse
Language Lab 2 |

1 course of LL1 = 2 teaching seances =
1 French seance with Mrs Dupont + 1 Spanish seance with Mrs Hayse

▸ Choose a method to create the courses

You have several options for the creations of courses.

You can:
- **create all your courses** by using the commands that help accelerate the entries;
- **modify the courses from a previous year**.

These various methods are detailed in the following pages.

▸ When to specify the complex courses?

Specify the complex courses, meaning, specifying who sees who and how, will allow detailed timetable printing of your resources and the export towards PRONOTE. Most of the specifications can be conducted after the placement of the courses. However it is easier to do while making your entries, when you have all the elements in hand.

▸ When to allocate the rooms to the courses?

- **If you have no problems with the rooms**, allocate them after the drafting of the timetable.
- **If you have problems with rooms**, allocate the room groups to the courses before the placement and distribute the courses to the rooms when the timetable has been drafted from the tab *Timetable › Rooms › Manage the room groups* ⊡.

▸ **Verify the coherence of the data during the data entry**

You can launch the constraint analyzer (menu *Placement*) regularly, for example, at the outcome of the data entry of the courses in all of a class levels, for the detection of possible incoherences which would render the placement of the courses impossible.

Method No. 1: create the courses manually

The command *Edit › New course [Ctrl + N]* allows the creation of a course while specifying its contents and characteristics. You can create several copies of the same course or the same course for several classes in a single operation.

▸ **Allocate a subject**

One and only one subject can be allocated to a course. For the complex courses, beforehand create generic subjects (example: LL1 (Living Language 1) for an alignment of languages).

▸ **Insert the resources**

- **In a simple course**, insert the class and teacher, or the teachers of the same subject in the case of co-teaching.
- **In a complex course**, insert all the teachers and the concerned classes; you will later specify for every teacher the subject which he or she teaches, the class or classes in which he or she sees the students and the room where his/her course will take place.

All your alignments (languages, options...) must be created with entire classes. The groups and the parts will automatically be created by EDT.

▸ **Optional characteristics**
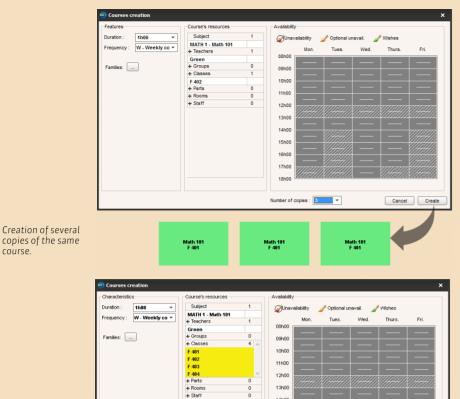
- **Enter the courses unavailability.** It can be conducted in the creation window, or in the constraints' display ⬒ .
- **Choose the course's site.** For this purpose, it is necessary to have activated site management in *Parameters › INSTITUTION'S PARAMETERS › Split-sites*. If you have already allocated a room to the course, do not allocate a site to it, it will automatically conform to the room's site.
- **Observe the recesses.** Only available when recess management is activated in *Parameters › INSTITUTION'S PARAMETERS › Recesses*.
- **Choose the periods where the course will manifest.** Only available if you have created the periods in *Parameters › INSTITUTION'S PARAMETERS › Periods*.
- **Render the courses variable.** Only available if you have created the periods in *Parameters › INSTITUTION'S PARAMETERS › Periods*. If you render a course variable, it can change places from one period to the other.

▸ **Accelerate the entries**
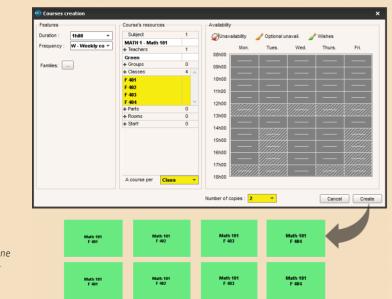
Creation of several copies of the same course.

By choosing a course per class, you create a series of simple courses with the same teacher.

You can combine both methods.

You can also use both of the following commands:
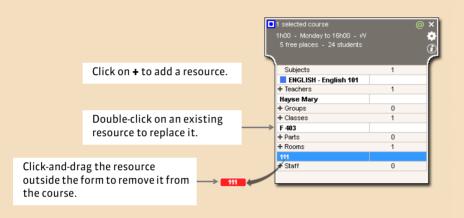
Edit › Duplicate *allows the rapid production of identical courses from a single course. Then, you just have to modify the different characteristics from the course's form. In multi-selection, you can rapidly replace a class by another in a set of courses.*

Edit › Transform the selection *allows the transformation of an existing course into several courses with different durations and frequency (Weekly/Fortnight). Useful when transforming a service into a course.*

Method No. 2: modify the existing courses

The course's resources are modified by using the course form.

Click on **+** to add a resource.

Double-click on an existing resource to replace it.

Click-and-drag the resource outside the form to remove it from the course.

⮌ *Modify the resources using the course form*
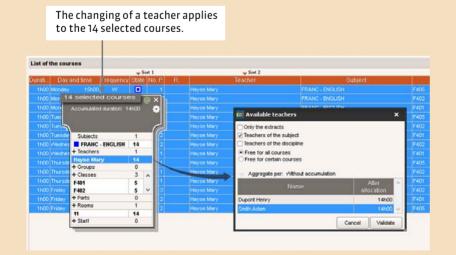
The other characteristics of the course (***Frequency, Alternation, Weights,*** etc.) must be specified in the list of courses, using the contextual menu available by a right-click on the course.

⮌ *Enter certain characteristics in the list*

▸ **In multi-selection**

It is possible to make the same change on an entire series of selected courses.

The changing of a teacher applies to the 14 selected courses.
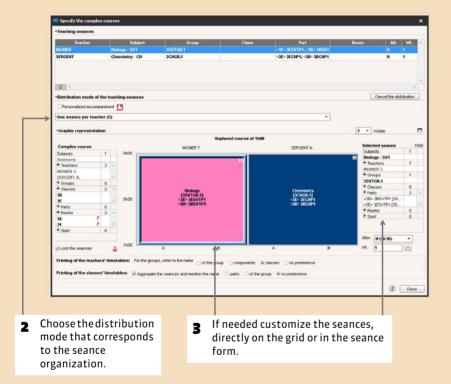
SPECIFICATIONS OF COMPLEX COURSES

Use the command *Edit > Specify the complex courses [Ctrl + R]* to display the specification window where you will:
- indicate the teacher's subject;
- specify who sees who and why;
- choose a distribution mode;
- customize the teaching seances if necessary.

1 - Create the teaching seances

↪*Specification of complex courses*

1 For every teacher, specify his/her subject, the classes or class parts and eventually his/her room.

By default EDT displays the group names to be used or created. You can modify this proposition.

2 Choose the distribution mode that corresponds to the seance organization.

3 If needed customize the seances, directly on the grid or in the seance form.

▸ **Unlocking of the seances**

When possible, unlock the seances. By default, the seances are locked: during the placement, EDT cannot invert or move the seances inside the complex course. If it is not essential that the seance remains arranged exactly as indicated during the specification, un-tick the option **Lock the seances** to give EDT the possibility of permuting the courses in fortnights or of modifying the order of the seances.

▸ **Printing the complex courses**

You can specify the printing options at this stage or do it for a whole series of courses from the list of the courses.
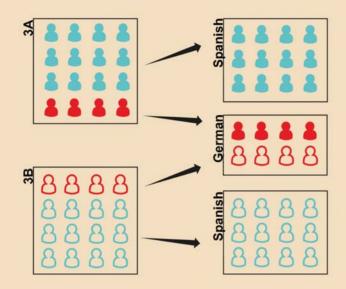
2 - Automatic generation of class groups and parts

During the specification of complex courses, EDT automatically generates class groups and parts.

Let's take for example a course of Living Language 2 (LL2) composed of 1 seance of German (combining the German students of 3A and 3B) and of 2 seances of Spanish (one for the Spanish students of 3A, the other one for those of 3B). Every class is divided into parts: a part of the class takes German, the other Spanish. When they are with their LL2 teacher, the students form groups, which can consist of several parts (the German group) or in only one (the 2 Spanish groups). In short, the group defines itself by reference to the course, whereas the part defines itself with by reference to the class to which the students belong.

▸ **Names of the groups and the parts**

EDT generates the groups and the parts following the naming rules specified in *Parameters > OPTIONS > Resources*.

▸ **Management of the links between parts**

EDT automatically creates links between the parts which could have students in common: these links prevent the parts from having a class at the same time. They are displayed in *Timetable > Classes > 🔗* .

If you know that two parts of a class have no students in common (for example, no LL2 German students take Greek), double-click on the link to delete it: EDT will now have the possibility of placing both courses at the same time to optimize the timetable.

When the students have been placed into groups, EDT takes into account the students.

3 - Verify that the courses are sufficiently specified

The courses that are insufficiently specified are not printed and are not exploitable for the roll call and homework notebook in PRONOTE. You can find these courses from the list of the courses using the commands *Extract > Extract the courses insufficiently specified for the printing of timetables* and *Extract > Extract the courses insufficiently specified for PRONOTE*.

ELABORATION OF THE TIMETABLE

1 - Verify the database

At this stage, your courses must be entered.

This first stage consists of verifying if the entered data does not contain in-coherencies which would prevent the placement.

1. Make sure all the courses are entered and that there are no duplicates:
   - per teacher: *Timetable > Teachers >* ⏱. The potential occupation rate (POR) and the number of annual overtime hours (AOH) are good indications of potential errors (example: a negative AOH which would have for origin a forgotten course).
   - per class: *Timetable > Classes >* ⏱. Example of an indication of an error: two half-classes do not have the same number of course hours.
2. Launch the constraint analyzer.
3. Correct the errors or the entry in-coherencies highlighted by the analyzer. When no in-coherencies are detected, you can begin the placement.

2 - Manual placement or automatic placement?

Ideally, would be to allow EDT to place all the courses. The less you manually place the courses, the better quality of the timetable. The manual placement should be reserved for exceptional cases, where you have only a single available time slot for a given course. In the majority of the cases, it is both possible and preferable to allow EDT to place the course and to indicate the constraints, even the tightest, which are connected with it: the choice of two time slots are always better than one.

To avoid manual placement, remember that you can:

- **Choose the half-day for a course**

  If a course must necessarily be placed in the morning, do not arbitrarily position it in one of the days of the week: paint every afternoon on the grid in red for the unavailability of the course ⬓.

Unavailability of a course (that must take place in the morning)

- **Manage rooms having tight constraints**

  The availability of the gyms, pools and other specialized infrastructures are sometimes imposed upon the institution. Before placing the courses manually, verify if there are no exchangeable time slots between the classes.

  For example, if two 8th grade classes have the choice of two time slots for the swimming pool, do not place the courses: instead create a room "Pool", paint all the unavailability on the grid in red ⬓ with the exception of the two available time slots and allocate them to the concerned courses.

Unavailability (of the Pool)

3 - Place the courses that only have a single place possible

1. Conduct an extraction of the courses to be manually placed: place the sorting cursor on the column **No. Places** and select the courses that have just a single place possible.

2. Using the tab **Timetable** 🔠 or **Schedule** 🔣, activate the diagnosis mode (**Placement › Switch into diagnosis mode**). It allows the visualization of all the placement possibilities for a given course: place your courses on the free time slots (indicated by white bands). All the constraints relating to a given place are indicated in the course form and materialized in the grid by blue bands.

3. Select placed courses (in the list or from the grid with the command **Edit › Select all in the grid**), right-click and launch **Lock in the same place** so that they do not move during later calculations.

↪ *Place a course manually*

4 - Evaluate the base

In this stage, the **Automatic Placement** and the **Automatic Solver** are used to highlight the difficulties which are not detected by the constraint analyzer. This stage can lead directly to the elaboration of the timetable if your base does not present major difficulties.

1. Launch the automatic placement using the command **Placement › Launch the automatic placement**, without modifying the calculation criteria, nor the placement options.

↪ *Launch an automatic placement*

You can directly follow the evolution of the placement from the automatic placement window.

2. At the end of the calculation, EDT displays the number of non slotted courses. In the list of the courts, they are displayed in red. Conduct an extraction.

3. Browse in this list of non slotted courses by sorting it successively by teachers, classes and rooms. A resource which appears very often will be treated as a matter of priority in the placement.

At the end of this stage, if more than 95% of the courses are placed, it is likely that the resolution and optimization tools will allow the finalization of your timetable. Otherwise, re-position all the courses and move on to the next stage. The placement by series in all cases simplifies the elaboration of your timetable.

5 - Launch the course placement by series

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

▸ **The order of the series of courses**

Placement is made, series of course by series of course, in the following order:

1. the complex courses,
2. the courses with less than 5 possible places (number to be adjusted according to your base),
3. the long courses and the co-teaching courses,
4. the remaining courses.

This order can be modified according to the type of institution (for example, in vocational training, the long courses are often the most numerous and the most difficult to be placed). It is important to first process the courses that consume the most resources.

▸ **The stages to follow for every series**

1. Conduct an extraction of the concerned courses: only the extracted data is taken into account for the automatic placement.Use the short cuts and the predefined extractions from the menu **Extraction** (extract the complex courses, the co-teaching courses, the personalized accompaniment courses, etc.).
2. Launch an automatic placement.
3. If courses are non slotted, re-position the courses and launch an automatic placement by ticking the option **Solve the failures (2 attempts)**.
4. If un-slotted courses remain, use the solving tools to resolve them (see below). Do not engage in another series until all the courses of the current series are placed.
5. Once all the course in the series are placed, select them, right-click and launch **Lock non re-positionable**. The yellow lock impedes the course from returning to unplaced without needing to assign a determined slot. This allows EDT to shift it while placing other courses and avoids re-positioning it inadvertently.
6. **Save your base under a new name**, to be able to return to the previous stage of the placement at any time.

↻ *Launch an automatic placement*

6 - Use the solving tools

A number of tools are at your disposal to solve the un-slotted courses: you can use the one with which you feel the most comfortable or, better still, use them in a complementary way.

▸ **The automatic solver**

↻ *Use the solver*

It is an essential tool: the automatic solver resolves most of the failures by trying other combinations which the calculator does not take the time to explore.

1. Conduct an extraction of un-slotted courses and launch **Solver › Launch the automatic solver**. Commence with the standard methods, in the observance of all the constraints.
2. If it is not enough, continue by the advanced method, by increasing gradually the level of search: the higher the level is raised, the more the search will be long and detailed.
3. If non slotted courses remain, put all of them in diagnosis (see below) to understand which constraints prevent the placement and from finding a solution.

4. Only loosen your constraints as a last resort and, once more, proceed gradually, beginning with the constraints which seem to have the least priority among those whom the mode diagnosis will have helped you to identify as problematic.

▸ The diagnosis mode

Use the diagnosis mode when you do not have many courses to place. It is used course by course, allowing you to visualize all the potential places on the timetable of a resource and all the constraints relative to a given place on the course form.

1. On the grid of a tab *Timetable* ᴛ̞ᴛ or *Schedule* ▦ , double-click on the course to be diagnosed.
2. Move the matrix of the course (green frame) on the grid to see which constraints weigh on the course on the various places: from there, it becomes possible to envisage a solution, which takes the shape of a displacement, permutation, or as a last resort, a targeted loosening of a constraint.

The diagnosis mode also allows to act directly in the timetable grid notably through the following commands, which is particularly useful to understand why a course is un-slotted.

Permutation and displacement

The combination *[Alt + click]* on an empty cell of the timetable grid allows the identification of all the courses that can be placed there.

[Alt + click] can be equally used on a placed course. In this case, EDT indicates the courses that can be placed there:
- framed in white if the permutation can be conducted in observance of all the constraints,
- framed in light blue if a constraint is not respected.

Click on one of the courses to open the permutation window.

Place et arrange

Using the diagnosis mode, the command *Place and Arrange* allows you to place a course on a non-free place by entrusting EDT with the duty of replacing the problematic courses in the observance of the constraints.

1. Put the course in diagnosis and move the matrix of the course into the desired place.
2. Launch *Placement > Place and arrange the course in diagnosis*.

▸ The step by step solver

The step by step solver only concern the simple or undistributed courses. It proposes solutions which respect all the course unavailability and resources but do not necessarily observe the constraints linked to the subjects, the time maximum or recesses. That is why it is recommended to use it when the other tools have been unsuccessful.

1. Select a non slotted course and launch *Solver > Launch the step by step solver ... > ... by replacing a maximum of 1 course*.
2. If the course is not placed in this round, begin again by selecting 2 then 3 courses.
3. Once the course has been placed, begin again with each of your non slotted courses, while respecting the search levels.

7 - Finalize timetables

If not already done…

- allocate rooms to the courses using the course forms. If you have allocated room groups to the courses, you must distribute the rooms of each group in the courses using the tab *Timetable > Rooms›* 🔲 . Save your base under a new name before this operation.
- specify the complex courses to allow the detailed printing of timetables and the transfer towards PRONOTE.
- allocate the students to their classes and groups. If the student's options are filled in and the subjects of these options have been used during the specification of the complex courses, you can automatically allocate the students to their groups using the tab *Timetable > Groups >* 👤 . For this, select the groups and launch the command *Edit > Automatically allocate the students to the selected groups*.

*Remark: the personalized accompaniment groups are filled using the tab **Daily management and absences**.*

↪ **Use the room groups**

↪ **Specification of complex courses**

↪ **Place the students in the groups**

8 - Optimize the timetables

This phase consists of improving the occupation of the teachers or classes. If you also wish to distribute the number of students or classes in Study Hall in a more standardized way, conduct it before the optimization of timetables (*Optimize > Optimize the study halls*).

▸ Optimize the timetables of the teachers or classes

1. Launch the optimization for the teachers or classes via the menu *Optimize*.
2. Classify the criteria according to your priorities.
3. Launch optimization.
4. Interrupt the optimization when you wish.

↪ **Optimize the timetables**

For every criterion, a graph allows the monitoring of the evolution during the optimization.

The optimization is made by successive attempts: each explores more complex combinations and lasts longer that the previous one. The main improvements are realized in the first 3 attempts. It can be 10 to 15 attempts for a more elaborate optimization.

9 - Create the Study Hall courses

↪ **Create annual Study Hall courses**

The tab *Timetable > Course›* 🔲 lists, time slot by time slot, all the students that do not have a course. Select the parameters to be taken into account (lunch break, regime, hours of authorized departures, etc.), then click on a time slot to create the corresponding Study Hall courses.

DISTRIBUTION OF THE TIMETABLES

1 - Print the timetables or dispatch them via e-mail

Using the tab **Timetable** 🕂, click on this button 🖨 to open the printing window.

▸ **The different types of output**

> ⟲ **Print the timetables**

Type of output : ● Printer   ○ PDF   ○ E-mail   ○ iCal   ○ HTML

Using the printing window, select the type of output:
- **Printer** for a classic paper printout,
- **PDF** to generate a PDF file,
- **E-mail** to dispatch an e-mail of the timetable to all the recipients having an e-mail address,
- **iCal** to export in an iCal format the daily timetable (only by using the tab **Daily management and absences**),
- **HTML** to publish HTML pages.

> ⟲ **Dispatch the timetables by e-mail**

▸ **The printing options**

You directly indicate from the list of courses what you wish to edit for the courses in a group.

> ⟲ **Parameterize the printing of the group courses**

Then you customize the page layout in the printing window.

2 - Publication of the timetables in HTML

> ⟲ **Publish the timetables in HTML**

You can publish the timetables of the teachers, classes, rooms and class committees on your Intra-net or Internet site. The command **Internet › HTML Publication › Creation of HTML pages** allows the specification of your content parameters, arrangement and presentation and then for generation of timetables in the HTML format.

3 - Publication on the Internet with PRONOTE.net

If you use PRONOTE.net you can publish in the Web Spaces, the timetables and all the daily modifications such as the non ensured courses, the replacements and the dates of the class committees in addition to all the data managed by PRONOTE (grade sheets, report cards, absences, etc.).

For this purpose, the PRONOTE base has to contain information from EDT: the most effective way is to build the PRONOTE database using the information from EDT then to connect the EDT Client and PRONOTE from this database to continue to work.
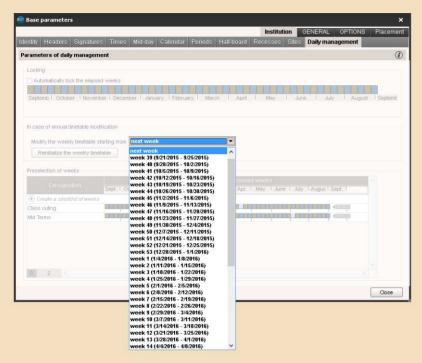
> ⟲ **Operating EDT-PRONOTE on a single base**

MODIFICATIONS THROUGHOUT THE YEAR

1 - Modification of the annual timetable

By default, if you make modifications in the annual timetable during the year, the modifications are taken into account in the daily timetable beginning on the current week. For these changes to be effective before or after this week, go to **Parameters > INSTITUTION'S PARAMETERS > Daily management** and select the week concerned.

2 - Occasional modifications

The tabs **Timetable of the week** 🏛 and **Schedule per week** ▦ enable occasional arrangements in the timetable without fundamentally changing the annual timetable. They are available in the tab **Daily management and absences**.

In the tab **Class committee**, you can develop the class committee schedule by canceling certain courses if necessary.

In the tab **Meetings parents/teachers**, you can develop the parents/teachers meetings' schedule by taking into account everyone's desiderata.

> ↩ **Modify the weekly timetable**

> ↩ **Plan the class committees**

> ↩ **Organize the parents/teachers meetings**
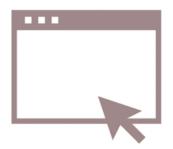
Single-user Version

In Single-user version only one user at a time can connect to the database in Modification.

For the users of the Network version, the Single-user version (Evaluation version) allows working on a copy of the EDT or PRONOTE database without disturbing the other users.

Factsheet 1 Install the application

THINGS TO KNOW: **to install the application, you have to download it from the Index Education Web Site.**

1 - Download the application

The application is designed to function under Windows (10, 8, 7 or Vista), but can be installed on a Mac or Linux workstation via the software Wine or Crossover.

Download the application from the Index Education Internet site, *www.index-education.com*, rubric *EDT › Downloads › Last update* follow the installation assistant directives by choosing *Registered version*.

2 - Register the license

You can work for 8 weeks without registering your license. After this period, it is essential to register your license to be able to continue to work.
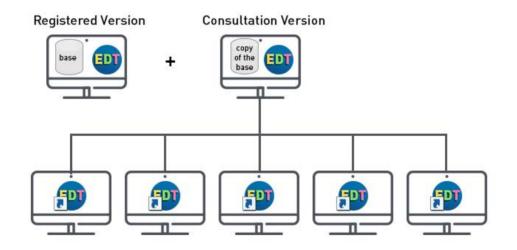
From the software's home page, click on the button A*utomatically register your license* or launch the command *File › Utilities › Automatically register your license*. If it is the first time you are installing EDT on the workstation, you will need your invoice: an invoice number and the client reference will be requested.

If you are acquiring additional rights (extension VS, Consultation version) or changing workstations, you must re-register your license.

Remark: if automatic registering is not possible, you should send your request by e-mail or fax. Once you have received your registration code, enter it by launching the command File › Utilities › Enter you registration code.

3 - Use the Consultation version

The Consultation version is an additional acquisition: it allows the consultation of a copy of a database from an unlimited number of workstations.

▸ Install the Consultation version

Install the Consultation version on a workstation that is accessible for all the workstations that you wish to render the consultation possible.

Proceed in the same manor as the Registered version but during the installation, choose the **Consultation version**.

At the completion of the installation, a shortcut is created on the Desktop: copy this shortcut on every workstation in Consultation version.

▸ Limit the access to the data

You can define two Consultation modes, each one associated with a password.

1. From the Registered version, go to the menu **Parameters › Consultation modes**.
2. Tick **Personalized consultation**.
3. Define the **Mode** 1: if needed, associate it with a password and tick the authorizations.
4. Define the **Mode 2,** if necessary.

▸ Place a copy of the base in Consultation

For security reasons, we advise you to place a copy of the base in Consultation, and not the file that you work on.

1. From the Registered version, proceed with a new registration of the license (if you have acquired the Consultation license at a later time), then launch the command **File › Create a consultable copy of the base** and save a copy of the base under another name.
2. From the Consultation version, open the copy of the base with the command **File › Open a base**.

▸ Access in Consultation
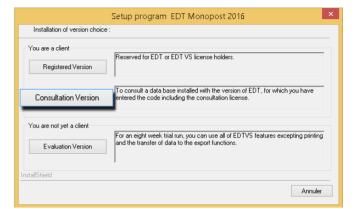
The users that connect using the shortcut crated on every Consultation workstation must enter a password if specified in Consultation modes.

4 - Plan the safeguard and archiving of data

By default, a safeguard of the base is conducted every hour (24 safeguards) and a archive is created every day (15 archives). You can modify the modifier frequency and the destination folder of the safeguards and archives in **Parameters › OPTIONS › Safeguard and archive**.

To safeguard the data at another time, two commands should be remembered:
- while working: **File › Save**,
- at the end of every important stage: **File › Create a copy of the base** (by naming the base differently so that you can return to any stage).
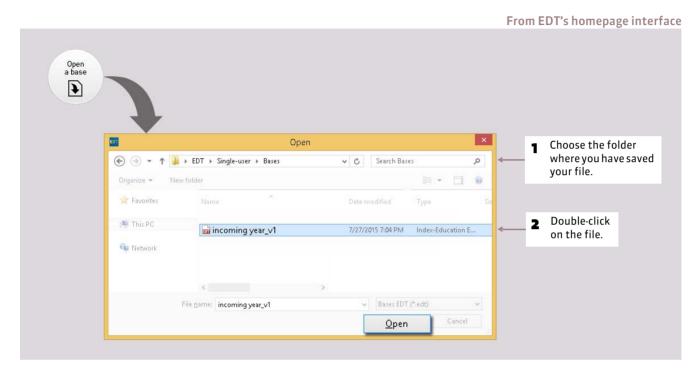
Factsheet 2 **Open a base**

THINGS TO KNOW: **to open a base which you have been working on the last few days, use the command *File › Reopen a base.***

1 - Open an existing base

From EDT's homepage interface

1 Choose the folder where you have saved your file.

2 Double-click on the file.

2 - Open a recently opened base

To open a recently opened base, use the command ***File › Reopen a base***.

3 - Open a compressed base

To open a compressed base (****.zip***), use the command ***File › Recuperate a compressed base***.

4 - Open an example base

The example base allows you to familiarize with EDT. To open, from the software's homepage, use the command ***File › Open the example base***.

5 - Open a safeguard/archive of the base
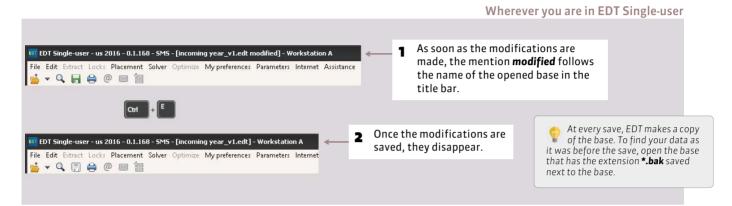
To open a safeguard/archive of the base, use the command ***File › List of the safeguards and archives***. Select the file, then click on ***Open***.

Factsheet 3 Save the data

THINGS TO KNOW: **it is essential to regularly save the database and to make copies using different names after the important stages. The functions of safeguard and archiving double the precautions.**
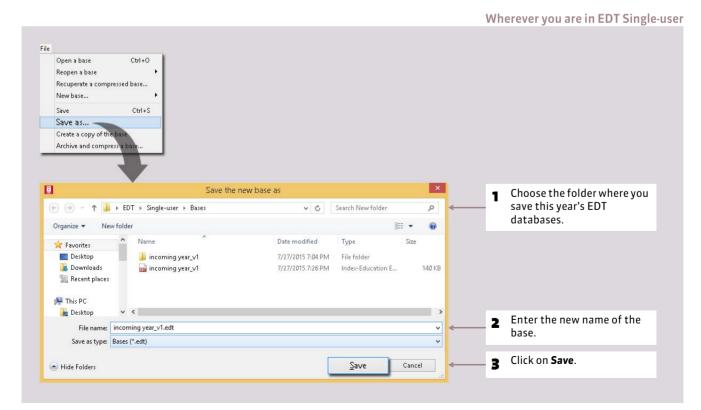
1 - Save your work as you progress

The saving of data is manual. We recommend you regularly save the entries and the modifications by activating the command *File › Save* or by using the shortcut *[Ctrl + E]*.

Wherever you are in EDT Single-user

1 As soon as the modifications are made, the mention *modified* follows the name of the opened base in the title bar.

2 Once the modifications are saved, they disappear.

💡 *At every save, EDT makes a copy of the base. To find your data as it was before the save, open the base that has the extension *.bak* saved next to the base.*

2 - Save the base under another name

It's better to save the database under a new name after every important stage of the timetable development; so you can go back in time when needed.

Wherever you are in EDT Single-user

1 Choose the folder where you save this year's EDT databases.

2 Enter the new name of the base.

3 Click on **Save**.

▸**When to save the database under a new name?**

Example of names	Stage when you must save the base under a different name
incoming_year_V1	After recuperating the data from a previous base.
incoming_year_V2	After the entry of the teachers' constraints.
incoming_year_V3	After course creation.
incoming_year_V4	After the entry of the pedagogical constraints.
incoming_year_V5	After verifying the coherence of the constraints with the constraint analyzer.
incoming_year_V6	After the placement and the locking of the first courses.
incoming_year_V7	After the placement of the first complex courses.
incoming_year_V8	After the placement of all the courses.
incoming_year_V9	After the distribution of rooms in the courses.
incoming_year_V10	After the optimization of the timetables.

3 - Create a copy of the base
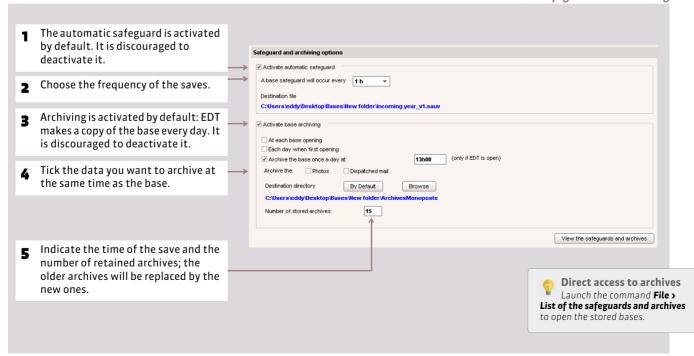
For all your routine duplications (safeguard, update of the consult-able base, etc.), it is preferable to use the command *File > Create a copy of the base*. So that you can continue to work on the base without renaming it.

4 - Archive and compress a base

The command *File > Archive and compress a base* allows the compacting of a base with all the secondary documents (standard letters, photos, dispatched mail, etc.). The archive is a **.zip* file and is named by default *Base'sName.zip*.

5 - Automatic safeguard and archiving

The automatic safeguard allows the making of a copy of the base at regular intervals. The file generated by the automatic safeguard bears the same name as the base but its extension is **.sauv*.

Menu *Parameters > OPTIONS > Safeguard and archiving*

1 The automatic safeguard is activated by default. It is discouraged to deactivate it.

2 Choose the frequency of the saves.

3 Archiving is activated by default: EDT makes a copy of the base every day. It is discouraged to deactivate it.

4 Tick the data you want to archive at the same time as the base.

5 Indicate the time of the save and the number of retained archives; the older archives will be replaced by the new ones.

Safeguard and archiving options

☑ Activate automatic safeguard

A base safeguard will occur every [1 h ▾]

Destination file
C:\Users\eddy\Desktop\Bases\New folder\incoming year_v1.sauv

☑ Activate base archiving

☐ At each base opening
☐ Each day when first opening
☑ Archive the base once a day at: [13h00] (only if EDT is open)

Archive the: ☐ Photos   ☐ Dispatched mail

Destination directory [By Default] [Browse]
C:\Users\eddy\Desktop\Bases\New folder\ArchivesMonoposte

Number of stored archives: [15]

[View the safeguards and archives]

💡 **Direct access to archives**
*Launch the command **File >
List of the safeguards and archives**
to open the stored bases.*

Network Version

In the Network version several user and teachers can connect simultaneously to the database according to their authorizations.

Factsheet 4 Install the EDT Network version

THINGS TO KNOW: **to use EDT Network, you must install two applications: EDT Server, the application that manages the data, and EDT Client, the application which all the users work with. Also install the EDT Relay, which will serve as an intermediary, if you wish to prevent a direct connection between the clients and the machine which shelters the server.**

1 - The different applications

SERVER
Activation
of the base

Database

RELAY
Providing security

EDT

EDT

EDT

EDT

EDT

EDT

CLIENT

The Client can be installed on a shared drive, accessible from the users workstations via a shortcut...

... or can be installed on every workstation.

If the users access the base outside the institution's network, the Clients must connect using the Relay.

Remark: if you are working on a base that is common to both EDT and PRONOTE, you must connect using the Server PRONOTE.

2 - Download the applications

The application is designed to function under Windows (10, 8, 7 or Vista), but can be installed on a Mac or Linux workstation via the software Wine or Crossover.

Download the application from the Index Education Internet site, www.index-education.com, rubric **EDT › Downloads › Last update** follow the installation assistant directives by choosing Registered version.

Things to know:
- it is advisable to install the Server on a Windows Server 2008 or 2012 (32 or 64 bits) workstation;
- the applications Server and Relay are Windows services;
- if you choose to install the Client on a shared drive and install shortcuts on the other user's workstations, be careful to connect for a first time to the Server from the Client installed on the shared disk and then, on all the other workstations, all the sub-directory and files of the directory **C:\ProgramData\IndexEducation** accessible for all the users with complete control.

3 – Register the license

You can work for 2 weeks without registering your license. After this period, it is essential to register your license to be able to continue to work.

From the Administration Server's homepage, click on the button *Register your license* or, after the activation of the base, from a Client connected in SPR, launch the command *File › Utilities › Automatically register your license*. If it is the first time you are installing EDT on the workstation, you will need your invoice: an invoice number and the client reference will be requested.

If you are acquiring additional rights (extension VS, Consultation version, additional users) or changing workstations, you must re-register your license.

Remark: if automatic registering is not possible, you should send your request by e-mail or fax. Once you have received your registration code, enter it by launching the command **File › Utilities › Enter you registration code**.

4 – Elementary rules of security

▸ Location of the database

The database must be saved on a disk (preferably NTFS) of the workstation where the Server is installed. The installation of the Server on a partition different from the system partition is a plus for safety measures. This precaution allows the safe installation of the database on the same partition.

▸ Choice of passwords

Every user must has their own identifier and password. One the base is created and activated, the administrator can define a minimum length and a syntax (upper/lower case, letters /numbers, etc.) from a Client in the menu *Parameters › OPTIONS › Security*.

▸ Controlling the IP addresses

By default, all the IP addresses connecting to the Server are controlled (blockage after several erroneous identifier or password entries, limitation of the number of connections per second, etc.).

The level of control *Average* chosen by default is generally sufficient for a normal network. It can be modified from the Administration Server in the pane *Security parameters*, tab *Address management*; it is not recommended to deactivate it.

The tab *Security parameters › View the connections* allows the visualization of the latest connections, and if necessary, the suspended IP addresses. In case of a problem, this list of connections can also allow you to verify if an intrusion attempt is in progress.

5 – Additional protection

The encryption of data and the non-circulation of passwords on the frame guarantee a sufficient level of security. However, in the case of particularly hostile environment or if you allow the use of Client outside the institution (accessing the database via the Internet), additional protections allow a defense from hostile actions.

▸ Network security

To ensure the security of your internal network, you must:
- have a router equipped with a firewall configured with a high protection level;
- regularly update your operating system;
- equip you workstations with an anti-virus that is frequently updated.

▸ Utilization of the Relay EDT
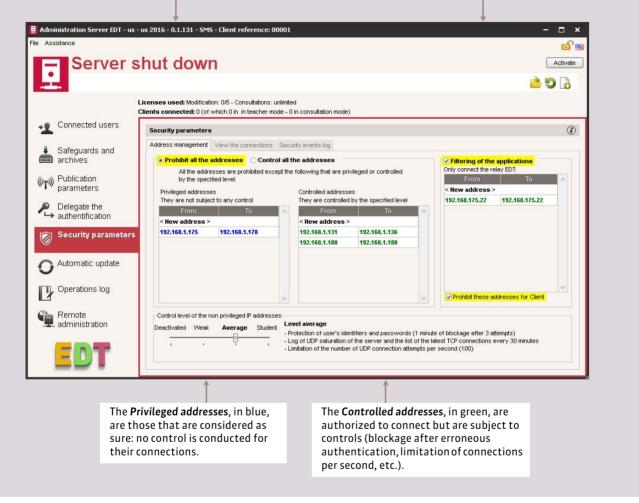
To prevent the direct connection between the Clients and the workstation that harbors the Server, you can use the Relay. This additional application acts as an intermediary between the Client and the Server. Its use is recommended if you allow the use of the Client outside the institution and the Server is not on a workstation that is isolated from the network.

▸ Restriction of IP addresses that can connect to the Server

For maximum security, you can limit the access to the Server to a few workstations and specify the workstation from which the Relay can connect to the Server. From the Administration Server, use the pane **Security parameters**, tab **Address management**.

Prohibit all the addresses is ticked: only the addresses indicated below (privileged or controlled) are authorized to connect to the Server.

If you activate the **Filtering of the applications**, the Relay can only connect to the Server from the addresses that you have specified. For greater security, you can also prohibit these addresses from connecting as a Client.

The **Privileged addresses**, in blue, are those that are considered as sure: no control is conducted for their connections.

The **Controlled addresses**, in green, are authorized to connect but are subject to controls (blockage after erroneous authentication, limitation of connections per second, etc.).

*Remark: to enter a single IP address, and not a series of addresses, enter the same address in the column **From** and **To**.*

▸ Restriction of IP addresses that can connect to the Relay

The restriction of IP addresses can also be conducted for the Relay from Administration Relay in the pane **Security parameters**.
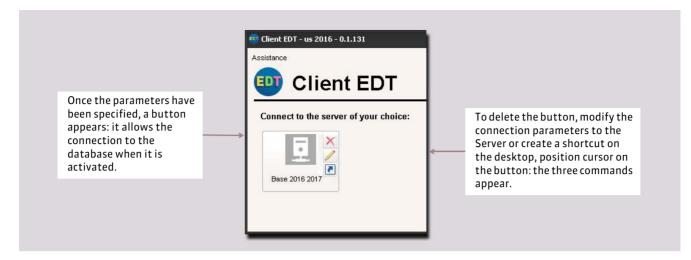
6 – Plan the safeguard and archiving of data

In the Network version, every modification is automatically saved.

By default, a safeguard of the base is conducted every hour (24 safeguards) and an archive is created every day (15 archives). You can modify the modifier frequency and the destination folder of the safeguards and archives from the Administration Server in the pane **Safeguards et archives**. Tor safeguard the data some other time, notably after every important stage, a command should be remembered: **File › Create a copy of the base** (by naming the base differently so that you can return to any stage).

7 – Connect the Clients to the Server

Transfer the coordinates of the Server (visible from the Administration Server in the **Publication parameters**).

Once the parameters have been specified, a button appears: it allows the connection to the database when it is activated.

Client EDT - us 2016 - 0.1.131

Assistance

EDT Client EDT

Connect to the server of your choice:

Base 2016 2017

To delete the button, modify the connection parameters to the Server or create a shortcut on the desktop, position cursor on the button: the three commands appear.

▸ When using the Relay

The connection between the Relay and the Server is conducted once the base has been created and activated.

1. Connect the Relay to the Server: from the Administration Relay, in the tab *Choice of server,* transfer the IP address and the Server's port No. (visible from the Administration Server in the tab *Publication parameters*).

2. Connect the Client to the Relay: use the command *Add the coordinates of a new server* during the launching of the Client and transfer the IP address and port No. of the Relay (visible from the Administration Relay in the pane *Publication parameters*).

8 – Administrate the Server / Remote Relay

You can manage the Server and the Relay from another workstation than the one on which the application was installed. The procedure given below the Server is the same for the Relay.
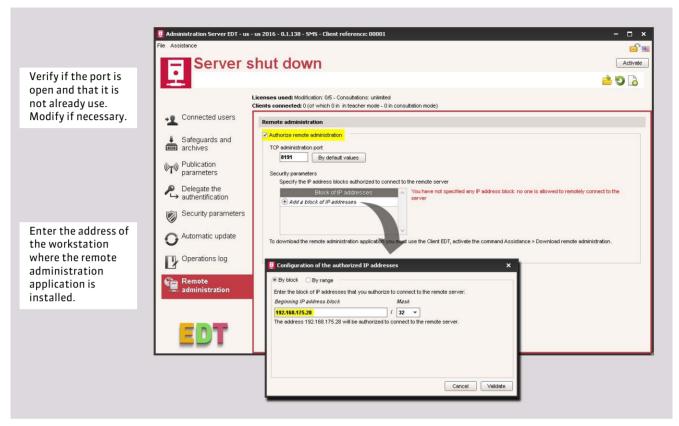
▸ Download the application for remote administration

Download the application once the base has been created and activated. The license must be registered.

1. From the Client connect in SPR, launch the command *Assistance › Download Remote Administration*: your browser opens the download page of EDT products.

2. Under every application you will find a link *Download Remote Administration*: download the application that interests you.

3. Install the application on the workstation that you will be using for remote administration.

▸ Authorize remote administration from the application

From Administration Server, go to the panel *Remote Administration*.

Verify if the port is open and that it is not already use. Modify if necessary.

Enter the address of the workstation where the remote administration application is installed.

*Remark: if you want to remotely administer several workstations, all the addresses of these workstations must be authorized. If the address are in a sequence, leave the tick **By block** and choose the mask that is appropriate. If the addresses are not in a sequence, tick **By range** and enter the concerned addresses.*

▸ Configure the Remote Administration application

From the Remote Administration application, go to the tab *List of the servers* and enter the information concerning the Server. Once the informations entered, all the commands of the Administration Server will be available.

Transfer the name of the domain or IP address of the Server (visible from the Administration Server in the pane *Publication parameters*).

If you have modified it, transfer the administration port number (visible from the Administration Server in the pane *Remote Administration*).

37
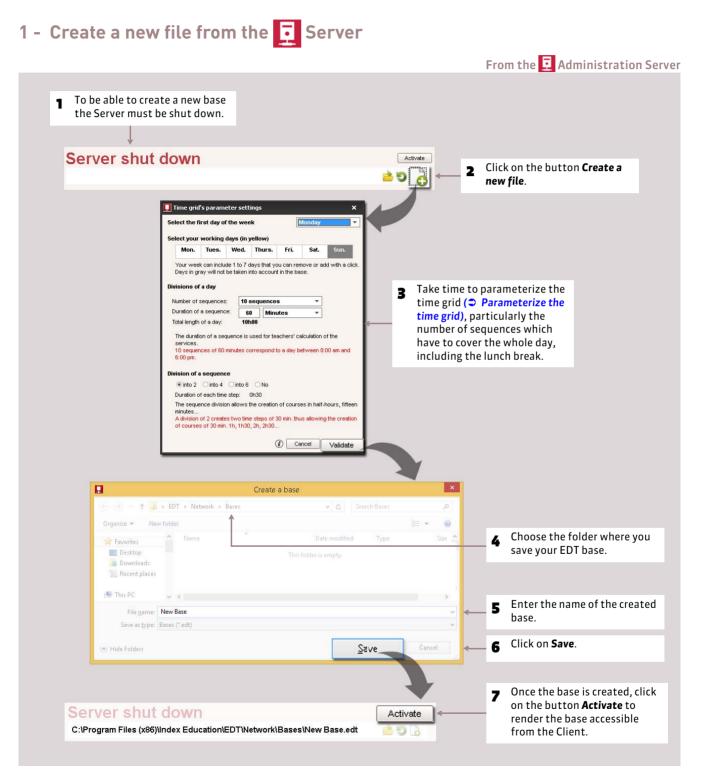
9 - Using the Consultation version

There is a surcharge for acquiring the Consultation version: it allows the consultation of the database from an unlimited number of workstations.

1. Proceed with a new registration of the license (if you have acquired the Consultation license at a later stage).

2. Verify that authorizations of the group *Consultation* are suitable. If you need to distinguish the authorizations given to the users, create other groups by assigning the type *CONSULT*.

3. In this group, create the users that connect exclusively in *Consultation Mode* (⮌ *Create the user groups*). The other user can connect in *Consultation Mode* when they do not need to modify data and want to save a license.

Factsheet 5 Create and provision a base

THINGS TO KNOW: **first you must create a new file from the** 🖥 **Administration Server. Then, from the** ⬛EDT **Client connected to the base, you provision the base: with the data from a previous year or with data from a text file.**

1 - Create a new file from the 🖥 Server

From the 🖥 Administration Server

1 To be able to create a new base the Server must be shut down.

Server shut down [Activate]

2 Click on the button *Create a new file*.

Time grid's parameter settings ✕

Select the first day of the week   [Monday ▾]

Select your working days (in yellow)

| Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Sun. |

Your week can include 1 to 7 days that you can remove or add with a click. Days in gray will not be taken into account in the base.

Divisions of a day

Number of sequences: [10 sequences ▾]
Duration of a sequence: [60] [Minutes ▾]
Total length of a day: 10h00

The duration of a sequence is used for teachers' calculation of the services.
10 sequences of 60 minutes correspond to a day between 8:00 am and 6:00 pm.

Division of a sequence

⦿ into 2 ◯ into 4 ◯ into 6 ◯ No
Duration of each time step: 0h30
The sequence division allows the creation of courses in half-hours, fifteen minutes...
A division of 2 creates two time steps of 30 min. thus allowing the creation of courses of 30 min. 1h, 1h30, 2h, 2h30...

ⓘ [Cancel] [Validate]

3 Take time to parameterize the time grid (⮐ *Parameterize the time grid)*, particularly the number of sequences which have to cover the whole day, including the lunch break.

Create a base ✕

◀ ▶ ▲ | EDT ▸ Network ▸ Bases   [Search Bases]

Organize ▾   New folder

☆ Favorites   Name   Date modified   Type   Size
  Desktop   This folder is empty.
  Downloads
  Recent places

💻 This PC

File name: New Base
Save as type: Bases (*.edt)

☐ Hide Folders   [Save] [Cancel]

4 Choose the folder where you save your EDT base.

5 Enter the name of the created base.

6 Click on *Save*.

Server shut down [Activate]
C:\Program Files (x86)\Index Education\EDT\Network\Bases\New Base.edt

7 Once the base is created, click on the button **Activate** to render the base accessible from the Client.

2 – Provision the base from a EDT Client

To provision the base, you can recuperate the data from a previous base or text files. You can combine the different imports.

▸ With last year's data

You can initialize your database with a previous base. In this case, you choose the data you want to recuperate.

This method is appropriate if you already have used EDT last year and if your parameters are still valid (subject constraints, teacher unavailability, customized complex courses, etc.).

From the EDT Client connected to the new file:

1. Launch the command **File › From EDT › Initialize the base using the base from the preceding year**.
2. Indicate the folder where your previous base is saved, then select the ***.edt** file. Click on **Open**.
3. You must transfer to Exclusive Usage mode. Click on **Yes**.
4. Enter the dates of the current year, then choose the data to be retained before validating.
   The procedure is identical to the Single-user version.
5. Save the base under another name.

Remark: if you want to modify the time grid, use the command **File › Utilities › Convert the time grid parameters** *(⊃ Convert the parameters of the time grid)*.

▸ With a text file or by entering the data

It is more effective to directly recuperate the data from an EDT base:
- by entering the data directly in the lists;
- by importing the contents of a text file using copy-paste *(⊃ Import a text file by copy-paste)*.

Factsheet 6 Open/Activate a base from the ⊟ Server

THINGS TO KNOW: **so that the users can connect to the base from** 🅔🅣 **Client, the base has to be open and activated from the** ⊟ **Administration Server.**

1 - Open a base

From the ⊟ Administration Server

1 Click on the button **Open a base**.

2 Select your file...

3 ...then click on the button **Open**.

▸ **Open a recently opened base**

To open a recently opened base, use the command **File > Reopen a base** or the button 🔄 .

▸ **Open a compressed base**

To open a compressed (***.zip***) base, use the command **File > Reopen a compressed base**.

2 - Activate the base

From the ⊟ Administration Server

1 The open base is displayed in the banner.

2 Click on the button **Activate** to render it accessible to the Clients.

▸ **Add a Server to activate two bases**

To work simultaneously on two bases, for example, on a base that is being used and on another base to prepare the following year, you have to add a server and activate a second base.

41
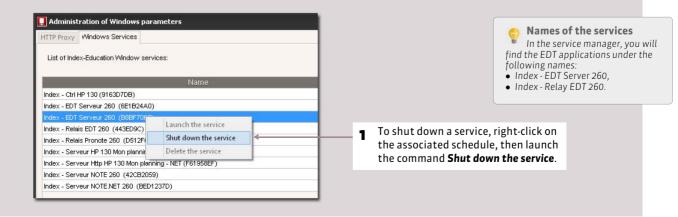
Then you can activate a base from every Server. So that the users can connect to the base of their choice, enter the IP address and the TCP ports of both Servers in the connection parameters of the Clients.
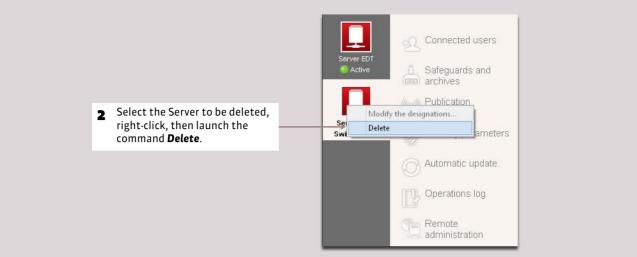
▸ Delete a Server

To delete a Server, the corresponding Windows Service must first be shut down.

From the ▣ Administration Server, menu *Assistance › Administration of Windows parameters › Windows Services*

Names of the services
In the service manager, you will find the EDT applications under the following names:
- *Index - EDT Server 260,*
- *Index - Relay EDT 260.*

1 To shut down a service, right-click on the associated schedule, then launch the command **Shut down the service**.

2 Select the Server to be deleted, right-click, then launch the command *Delete*.

3 – Shut down the activation

To launch some commands (open/rename a base, register the license, etc.), you must shut down the activation of the base.
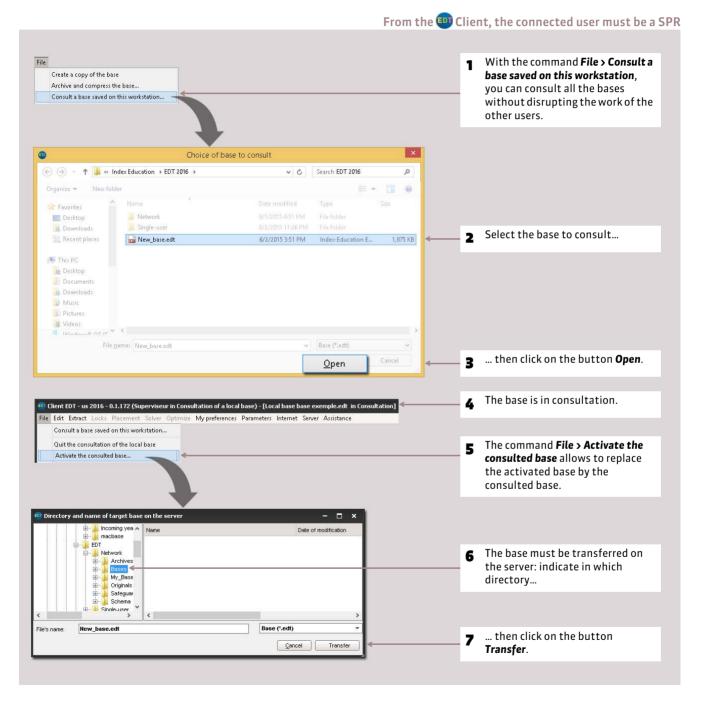
Click on **Shut down the activation**. It is not necessary that the Clients disconnect: EDT alerts and automatically disconnects them.

Server activated
C:\Program Files (x86)\Index Education\EDT\Network\Bases\My_base.edt.

Shut down

Licenses used: Modification: 0/5 - Consultations: unlimited
Clients connected: 0 (of which 0 in in teacher mode - 0 in consultation mode)

*Remark: so that the base is no longer loaded on the Server, you must use the command **File > Close the base**, once the activation is shut down.*

Factsheet 7 Replace the activated base from EDT Client

THINGS TO KNOW: **the Client must be connected to the activated base. The Server will be shut down, then automatically restarted.**

1 - Replace the activated base by another base

From the EDT Client, the connected user must be a SPR

1 With the command **File > Consult a base saved on this workstation**, you can consult all the bases without disrupting the work of the other users.

2 Select the base to consult…

3 … then click on the button **Open**.

4 The base is in consultation.

5 The command **File > Activate the consulted base** allows to replace the activated base by the consulted base.

6 The base must be transferred on the server: indicate in which directory…

7 … then click on the button **Transfer**.

2 – Replace the activated base by a safeguard/archive of the base

From the EDT Client, the connected user must be a SPR

File
Create a copy of the base
Archive and compress the base...
Consult a base saved on this workstation...

IMPORTS / EXPORTS
From EDT
Other

Users administration
List of safeguards and archives

1 The list of the safeguards and archives of the current base are displayed.

Safeguards and archives of My_base

Type	Date	Course	Subjects	Teachers	Classes	Parts	Groups
Activated base	Mon. 03/08/15 09:19	0	0	0	0	0	
Safeguard	Mon. 03/08/15 08:01	0	0	0	0	0	
Archiving	Mon. 03/08/15 08:01	0	0	0	0	0	
Safeguard	Mon. 03/08/15 00:01	0	0			0	
Safeguard	Sun. 02/08/15 19:00	0	0			0	
Archiving	Sun. 02/08/15 18:49	0	0			0	

Consult...
Activate...

2 Select the ones you wish to consult, right-click, and then launch the command **Activate**.

Activation of the safeguard of Mon. 03/08/15 00:01

The server will shut down.The safeguard of Mon. 03/08/15 00:01 will replace the current base My_base.Enter another name if you do not want to replace the current base.

Rename the base to: Recuperated_Base

Cancel   Validate

3 EDT suggests you rename the base (if you do not, it will replace the current base): all the users are disconnected, then automatically reconnected to this new base.

45

Factsheet 8 Connect to a base from EDT Client

THINGS TO KNOW: **Client is the application from which the various users are going to modify or to consult the data according to their granted rights. From its launching, the Client allows the connection to the activated base.**

1 - Connect to a base

Prerequisite: the connection between the applications has to be established *(➲ Create and provision a base)*.

1 Double-click on the shortcut installed on your desktop.

2 The activated bases are displayed in the selection window: click on the base that you want to connect to.

To have direct access to this base in the future, create a shortcut on your desktop.

2 - Choose an entrance mode and enter your identifier

All users need their identifier and password to access the data:
- those users in **Administrative** mode are specified by the SPR in User Administration: the users can modify it with the command **File › Utilities › Change the password** if the SPR grants the authorization *(➲ Allocate a password to the user)*;
- those users in **Teacher** mode are automatically generated: subsequently, the SPR can modify them from Client on every teacher's form *(➲ The identifiers and passwords of the teachers)*. Every teacher can also modify it.

The password of the SPR must be specified during the first activation of the Server.

1 Tick the suitable entrance code:
- **Administrative**, for the SPR and the authorized staff members of the institution;
- **Teacher**, for the teachers.

2 Enter your identifier and password.

3 The administrative users can choose to connect in **Modification** mode or in **Consultation** mode. Consultation mode allows the saving of a license in Modification mode (only with the additional version of consultation).

The user rights are described in the sections, Users in "Administrative mode" *(➲ Users in "Administrative Mode")* or User in "Teacher mode" *(➲ Users in "Teacher Mode")*.

▸ **Reserve a modification license for the SPR**

So that a modification license is always available for the SPR (supervisor), tick the corresponding option in the **Publication Parameters** of the Server.

▸ **Change connection**
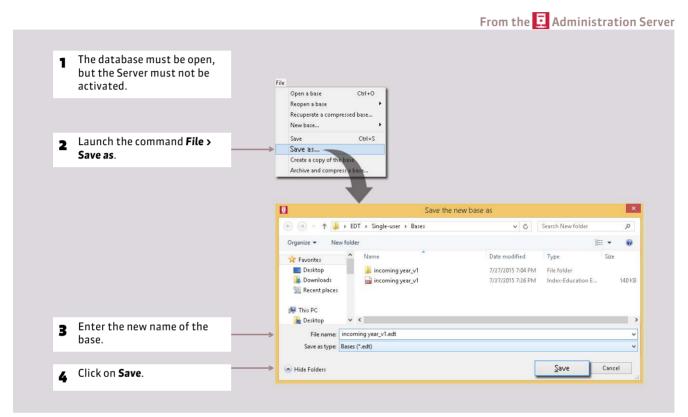
Once connected to the base, to change the entry or connection mode, you must launch the command **File › Change connection**.

Factsheet 9 Save the data

THINGS TO KNOW: **the data either entered or modified is automatically saved as you go. The safeguard and archive functions allow you to return if you want a previous version of the base.**

1 - Save the base under a new name

It is preferable to save the database under a new name after every important stage of timetable development; so you can go back in time at any moment.

From the Administration Server

1 The database must be open, but the Server must not be activated.

2 Launch the command **File › Save as**.

3 Enter the new name of the base.

4 Click on **Save**.

▸**When to save the database under a new name?**

Example of names	Stage in which you must save the base under a different name
incoming_year_V1	After constructing your base by recuperating the data from a previous base.
incoming_year_V2	After entering the teacher constraints.
incoming_year_V3	After the creation of courses.
incoming_year_V4	After entering the pedagogical constraints.
incoming_year_V5	After verifying the coherence of the constraints with the constraint analyzer.
incoming_year_V6	After the placement and locking of the first courses.
incoming_year_V7	After the placement and locking of the first complex courses.
incoming_year_V8	After the placement of all the courses.
incoming_year_V9	After the distribution of rooms to the courses.
incoming_year_V10	After the optimization of the timetables.

2 - Create a copy of the base

For all your duplications (safeguard, transfer of workstation to workstation, etc.), it is preferable to use the command *File › Create a copy of the base* accessible from the Administration Server or Client. For this, it is not necessary to deactivate Server.

3 - Archive and compress a base

The command *File › Archive and compress a base* allows you to compress and archive a base easily. To launch it the server must not be activated. The file is saved in a **.zip* extension, and will be named *Base'sName.zip*.

4 - Safeguard and automatic archiving

- **The automatic safeguard** allows the automatic save of a copy of the base at regular intervals. The file that is generated by the automatic safeguard has the same name as the base, but its extension is **.sauv.zip*.
- **The automatic archiving** allows a daily saving of a copy of the base in a dated folder. You specify the time of the archiving and the number of archives to be kept in *Archives*. The file that is generated by the automatic archiving has the same name as the base, but its extension is **.arch.zip*.

From the 🟥 Administration Server, tab *Safeguards and archives* or from the 🔵 Client (menu *Parameters*)

1 Choose the lapse of time between two safeguards and modify, if necessary, the destination directory of the files.

Safeguard and archiving parameters

Automatic safeguard

Frequency of safeguards: Every hour ▼ (therefore 24 safeguards)

Destination directory:
C:\Program Files(x86) Index Education\EDT\Network\Safeguards\

Archiving of the base

Archiving every day at: 08h00

Number of stored archives: 15

Archive the: ☐ Photos ☐ Dispatched mail

Destination directory:
C:\Program Files(x86) Index Education\EDT\Network\Archives

View the safeguards and archives   Reinitialize the parameters

2 Indicate the time of the save and the number of retained archives; the oldest archive will be replaced by the new.

💡 **Direct access to archives**
From Client, launch the command **File › List of the safeguards and archives** *to consult an archive and eventually activate it (➲ Replace the activated base by a safeguard/archive of the base)*.

3 Tick the data that you want to archive at the same time as the base.

4 If necessary, modify the files' destination directory.

5 - Particular case of the Exclusive Usage mode

When users are working in Exclusive Usage mode **(➲ Working in Exclusive Usage mode)**, they must save the data as they progress with the command *File › Save* or quickly with the keyboard shortcut *[Ctrl + E]*.

Factsheet 10 | Working in Exclusive Usage mode

THINGS TO KNOW: **this mode, specific to the Network version is restricted to the SPR and authorized administrators. It allows you to be the only one working on the base. When an administrator transfers to Exclusive Usage mode, the other users connected to the base automatically transfer to Consultation mode.**

1 - Activate the Exclusive Usage mode

The launching of some commands (automatic placement, timetable optimization, modification of the institution's parameters, import/export, distribution of teachers and automatic generation of the courses, etc.) automatically activate the Exclusive Usage mode and modify the connection mode of the other users after an alert.

To transfer to Exclusive Usage mode without launching one of these commands, launch the command *File* › *Utilities* › *Enter into the mode "Exclusive Usage"*.

This banner reminds you that you are in Exclusive Usage mode.

2 - Save the modifications

The automatic save does not operate in Exclusive Usage mode. If you want to keep the modifications made, you must think of saving them regularly with the command *File* › *Save* or the keyboard shortcut *[Ctrl + E]*.

If you save as you go, when quitting the Exclusive Usage mode, EDT suggests reverting to the previous version of the data or save the modifications that you have made.

3 - Quit the Exclusive Usage mode

Remember to quit Exclusive Usage mode when finished working so that the other users can reconnect in Modification mode. For that, click on *Quit the Exclusive Usage mode* in the banner or launch the command *File* › *Utilities* › *Quit the mode "Exclusive Usage"*.

User Management

In the Network version we differentiate between the teacher and administrative users. Every user has the rights for their profile (for the teacher) or their group (for the administrative).

Factsheet 11 Users in "Administrative Mode"

THINGS TO KNOW: **the users in "Administrative Mode" are the non-teaching users. The SPR, or Supervisor, manages these users by using the Client via the command *File › User Administration*.**

1 - Introduction of the SPR

▶ Identifier and password of the SPR

By default, a single user is specified: the SPR or Supervisor. The administrator's identifier is "SPR": it cannot be changed.

From first use, it is requested to specify a password with at least 8 characters for the SPR. It can be modified later using the Client, in *File › User administration › Display the users*, display the user group named *Administration*, then enter a new password in the column *Password*, for the SPR.

▶ Actions/Commands reserved for the SPR

From Server Administration
- specify/modify the connection parameters *(➲ Create and provision a base)*;
- specify/modify the security parameters *(➲ Create and provision a base)*;
- open, rename, activate a database *(➲ Open/Activate a base from the Server)*.

From the Client
User management:
- administer and consult the rights of the teachers and administrative users *(see below)*;
- display the connected users *(➲ Display the connected users)*.

Manage the base and timetables:
- modify the automatic placement preferences in *Parameters › PLACEMENT*.

2 - Create the user groups

All the users of the same group share the same rights to the base. It is up to the SPR to create as many groups as needed for the user profile specifications.

By default, there exists three groups of users:
- an *Administration* group, which is attributed the type *ADMIN*, in which the SPR is integrated by default. Only this group can be the type *ADMIN*. The users allocated to this group have almost all the rights to the base (except those reserved for the SPR). The authorizations cannot be modified.
- a *Modification* group, which is attributed the type *MODIF*. The users allocated to this group can modify the base's data according to their specified authorizations.
- a *Consultation* group, which is attributed the type *CONSULT*. With the supplementary Consultation version, the users allocated to this group can consult data according to their specified authorizations *(➲ The authorization profiles)*.

Remark: if you work on a PRONOTE base, other user groups are created by default and you manage the users' rights from PRONOTE Client and from EDT Client on the same interface.

▸**Enter a new group and indicate its type**

From the **EDT** Client, menu *File > User administration >* 👤🔒

1 Click on the creation line to enter a new group, then validate with the key **[Enter]**.

2 By default, the newly created group is given the type **MODIF**. With a double click, modify the type of group: **MODIF** for the users that can modify the data, **CONSULT** (only with the Consultation version) for users that can only consult the data.

▸**Define the rights for the group**

For every group, you specify what the rights will be in modification (for the groups of the type MODIF) or what data is available for consultation (for the groups of the type CONSULT).

From the **EDT** Client, menu *File > User administration >* 👤🔒

1 After selecting a group…
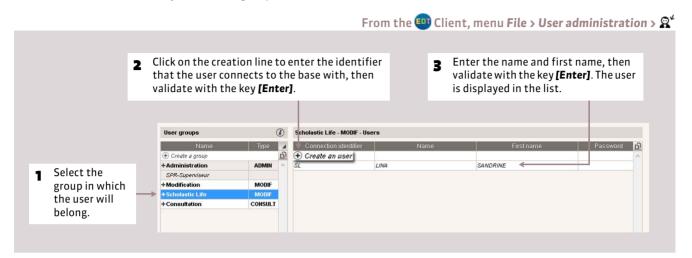
2 … select a category.

3 Tick all the authorizations accorded to the users of the group.

Tick this option to automatically disconnect the users of this group according to the time of inactivity.
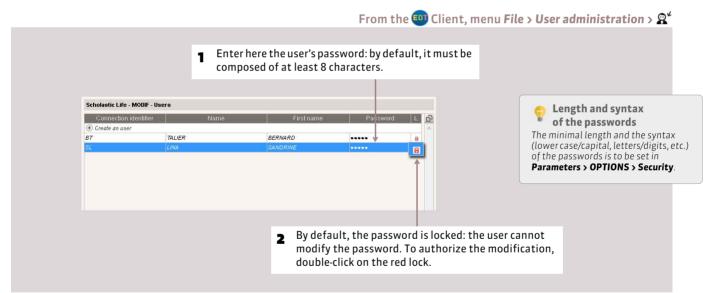
3 - User management

▸ Create a user

You create a new user directly in the user group that he will be allocated to.

From the **EDT** Client, menu *File > User administration >* 👤

2 Click on the creation line to enter the identifier that the user connects to the base with, then validate with the key **[Enter]**.

3 Enter the name and first name, then validate with the key **[Enter]**. The user is displayed in the list.

1 Select the group in which the user will belong.

▸ Allocate a password to the user

From the **EDT** Client, menu *File > User administration >* 👤

1 Enter here the user's password: by default, it must be composed of at least 8 characters.

💡 **Length and syntax of the passwords**
The minimal length and the syntax (lower case/capital, letters/digits, etc.) of the passwords is to be set in **Parameters > OPTIONS > Security**.

2 By default, the password is locked: the user cannot modify the password. To authorize the modification, double-click on the red lock.

▸ Delete a user

From the **EDT** Client, menu *File > User administration >* 👤

Select a user then use the key **[Delete]** on the keyboard.

54

▸**Change a user's group**

From the **EDT** Client, menu *File > User administration >* 👤↵

1 Click-and-drag the user onto the users of his/her new group, the release the click when the identifier is displayed on a green background.

2 The user is now displayed in the new group.
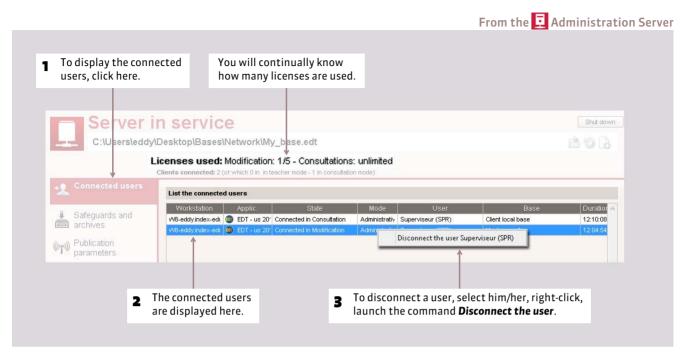
▸**Recuperate the users**

If you just changed version of EDT, you can recuperate the already defined users and profiles.

From the **EDT** Client, menu *File > User administration*

2 Select the file **.profiles* that contains the user's rights.

3 If one of the users already exists in the base, their rights can be updated.

4 Click on *Open*.

1 Click on the button *Recuperate the users*.

*Remark: by default, the file ***.profiles** is found in **C:\ProgramData\IndexEducation\EDT\SERVER\VERSION 26-0 (2015)\FR\Servers\ Server Number**.*

4 - Display the connected users

1 To display the connected users, click here.

You will continually know how many licenses are used.

Server in service | Shut down

C:\Users\eddy\Desktop\Bases\Network\My_base.edt

Licenses used: Modification: 1/5 - Consultations: unlimited
Clients connected: 2 (of which 0 in in teacher mode - 1 in consultation mode)

Connected users

List the connected users

Workstation	Applic.	State	Mode	User	Base	Duration
W8-eddy.index-edt	EDT - us 20	Connected in Consultation	Administrativ	Superviseur (SPR)	Client local base	12:10:08
W8-eddy.index-edt	EDT - us 20	Connected in Modification	Administr			12:04:54

Disconnect the user Superviseur (SPR)

Safeguards and archives

Publication parameters

2 The connected users are displayed here.

3 To disconnect a user, select him/her, right-click, launch the command *Disconnect the user*.

You can also schedule an automatic user disconnection after a certain lapses of inactivity *(⟳ Define the rights for the group)*.

5 - Specify the messaging profiles

The SPR can configure different messaging profiles so that the users can easily recuperate the connection parameters that suit them *(⟳ In Network version)*.

1 Create as many profiles as different parameters.

2 Select a profile…

Management of messaging service profiles ✕

Name
⊕ *New messaging profile*
Bernard TALIER
Sandrine LINA
Secretariat

Outgoing mail (SMTP):

Port number of outgoing mail (SMTP): 25

Server waiting delay:

10 seconds

☐ My server requires an authentication

Account name:

Password:

Encoding of the communication with TLS (SSL)

○ Encoded communication at the start of connection

◉ Encoded communication requested by server (command STARTTLS)

○ Non encoded communication
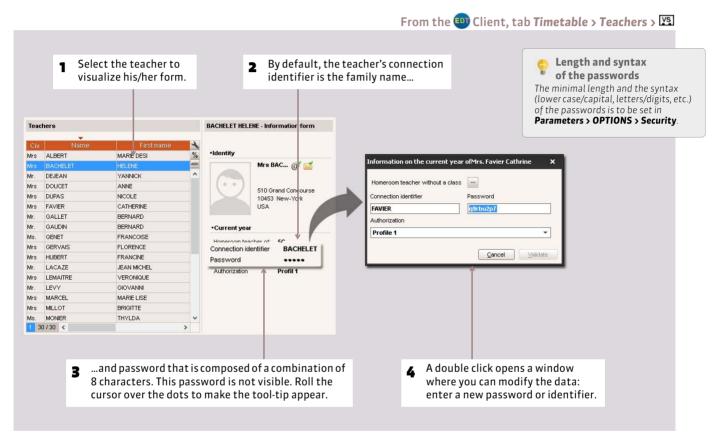
Cancel | Validate

3 … and specify the connection parameters.

Factsheet 12 Users in "Teacher Mode"

THINGS TO KNOW: **the users of "Teacher Mode" are all the teachers whose name is indicated in the list of the teachers. Depending on the profile they are allocated to, they can consult the daily timetable, enter their unavailability or their desiderata for the parents/teachers meetings, search for and reserve a free room, modify a room allocated to a course, consult the absences of the other teachers, etc.**

1 - The identifiers and passwords of the teachers

The identifiers and passwords of the teachers are automatically managed. They appear in every teacher's information form.

From the Client, tab *Timetable › Teachers › *

1 Select the teacher to visualize his/her form.

2 By default, the teacher's connection identifier is the family name…

💡 **Length and syntax of the passwords**
The minimal length and the syntax (lower case/capital, letters/digits, etc.) of the passwords is to be set in **Parameters › OPTIONS › Security**.

3 …and password that is composed of a combination of 8 characters. This password is not visible. Roll the cursor over the dots to make the tool-tip appear.

4 A double click opens a window where you can modify the data: enter a new password or identifier.

The password is randomly generated. The SPR can generate a password at any moment with the command **Edit › TEACHERS › Modify the selected teachers › Password**.

It can also generate identifiers with different compositions (name, mix of name and first name, randomly).

▶ Personalization of the identifier and password

When connected in **Teacher** mode, a teacher can personalize their identifier and password by using the commands **File › Utilities › Changer identifier** or **File › Utilities › Modify the password**. In this case, the password is no longer visible. It is replaced by stars ***** in the list.
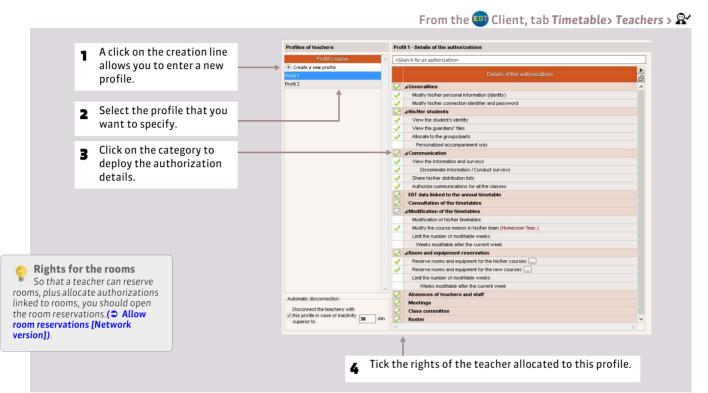
▶ How to transmit the identifiers and passwords to the teachers?

From the list of the teachers, click on the button ✉ and choose the standard letter **Connection to the teachers** to print and/or dispatch by e-mail a personalized letter containing the identifier and password for all the selected teachers.

2 - The authorization profiles
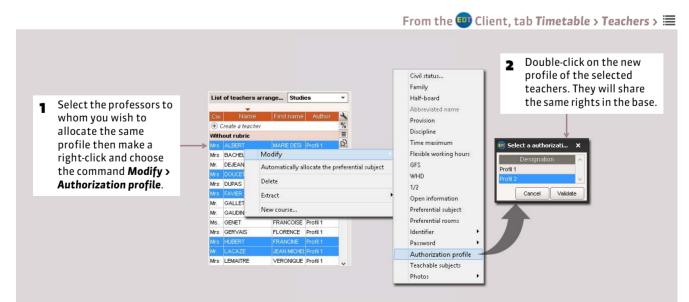
The rights of the teaching users depends on the profile to which they are allocated. You can create as many profiles as necessary.

▸ **Create and specify the profiles**

From the **EDT** Client, tab *Timetable› Teachers ›* 🧑‍✓

1 A click on the creation line allows you to enter a new profile.

2 Select the profile that you want to specify.

3 Click on the category to deploy the authorization details.

💡 **Rights for the rooms**
So that a teacher can reserve rooms, plus allocate authorizations linked to rooms, you should open the room reservations.**(⟳ Allow room reservations [Network version])**.

4 Tick the rights of the teacher allocated to this profile.

▸ **Allocate the teachers to a profile**

In the teacher information form, you can modify the profile by using a double-click. To rapidly modify the profile of several teachers, the use of the context menu is more suitable.

From the **EDT** Client, tab *Timetable › Teachers ›* ☰

1 Select the professors to whom you wish to allocate the same profile then make a right-click and choose the command *Modify › Authorization profile*.

2 Double-click on the new profile of the selected teachers. They will share the same rights in the base.

Parameters specific to the institution

These parameters are defined by the SPR or a user from the Administration group.

Factsheet 13 Parameterize the time grid

THINGS TO KNOW: **the time grid corresponds to the grid where all the timetables are displayed. Only the SPR or an administrator can parameterize the time grid; the parameter screen is automatically displayed during the creation of the base.**

At the creation of the base

1 Select the first day of your week.

2 The shadowed days will never appear in EDT. The others can be masked by every user. You can make a day appear/disappear in a click.

3 Choose a cycle specification.

6 The dividing of a sequence allows the construction of courses with different durations. You divide your sequences of one hour into 2 to construct courses of 30 min, 1:30, 2:30, etc., into 4 to construct courses of 45 min, 1:15, etc.

4 The number of sequences **must include the mid-day break**: if you have 4 hours of courses in the morning and 4 hours of courses in the afternoon with a 2 hour break, choose 10 sequences. The users can mask the first and last sequences if not needed (➲ *Parameterize the timetable grids)*.

5 The duration of a sequence allows the service calculations: if your course lasts 55 minutes with a five minute break between courses, leave the length of the sequence at 60 minutes.

Remark: when you choose the number of sequences, do not take into account the class committees or the parents/teachers meetings that may take place at the end of the day, EDT independently manages this grid.

▸ **Convert the parameters of the time grid**

Before proceeding to the conversion of the time grid, we recommend that you save the base under a new name to retain the initial base. To modify the time grid once the base has been created, launch the command **File › Utilities › Convert the time grid parameters**.

Window *Convert the time grid of the base*

To modify the number of sequences, add or remove sequences at the beginning or ending of the day.

Remark: if the number of sequences per day has decreased, the courses can be re-positionned and placed in failure. If the time step has been modified, the courses whose duration is no longer compatible with the new time step will see their duration reduced to the closest compatible length.

Factsheet 14 Identity, headers and signatures

THINGS TO KNOW: **only the SPR or an administrator can compose the headers and mail signatures.**

1 - Identity

Enter the institutions number.

The institution's name is used for printing (you can display it in the document headers).

2 - Headers

You can prepare several headers. You can place them on the top of the standard letters *(⟳ Customize the header)* or you can wait till the last moment to decide which headers to use when printing the timetables or mail dispatches *(⟳ Dispatch a standard letter)*.

▸ Specify a by default header

1 Choose to display or not to display an image in the selected header.

The modifications are displayed as you go in the preview.

2 To insert a logo, click on **Modify**, then designate the appropriate image (***.bmp**, ***.jpg**, ***.jpeg** or ***.png**).

3 Choose to display or not to display a text.

4 Enter the text that will be displayed under or to the right of the logo as desired.
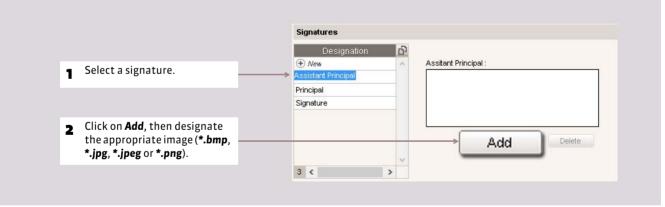
▸ **Create other headers**

1 Click on **New** to create the headers.

2 Specify the characteristics of the selected header as you did for the main header.

3 - Signatures

An electronic signature can be integrated at the base of the standard letter by the insertion of a variable. This electronic signature can correspond to the digitalized signature of the principal or vice-principal.

Menu *Parameters* > *INSTITUTION'S PARAMETERS* > *Signatures*

1 Select a signature.

2 Click on **Add**, then designate the appropriate image (***.bmp**, ***.jpg**, ***.jpeg** or ***.png**).
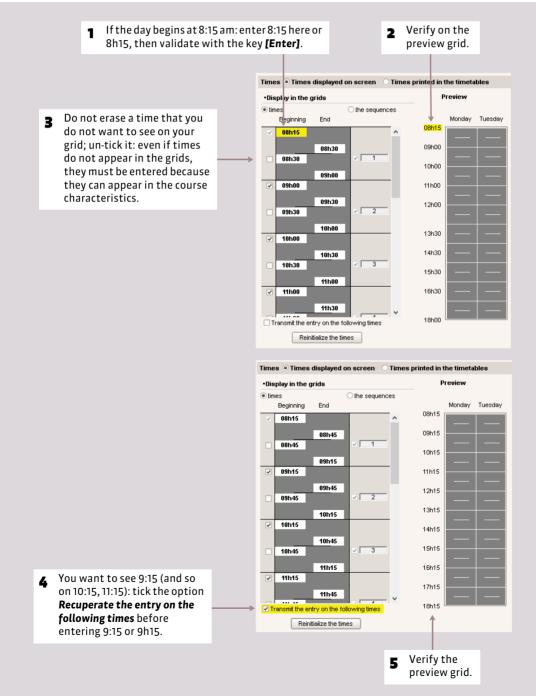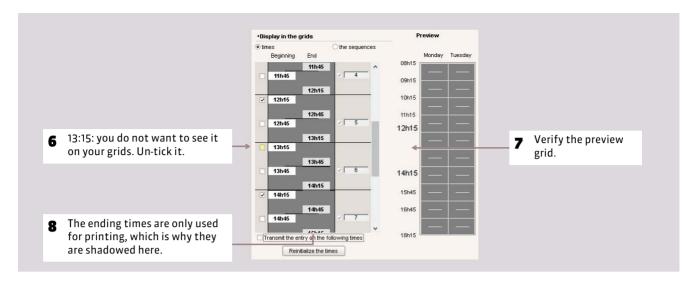
Factsheet 15 **Times**

THINGS TO KNOW: **the time designations are visible on your grids; they are just visual markings, meaning that they do not change the conception of the timetable at all. On the other hand, they facilitate the legibility of timetables on the screen and are essential on the printed timetables which you will transmit.**
Only the SPR or an administrator can enter the time designations.
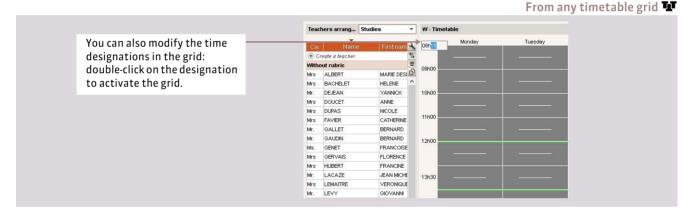
1 - Enter the time designations in the institution's parameters

Menu *Parameters › INSTITUTION'S PARAMETERS › Times displayed on the screen*

1 If the day begins at 8:15 am: enter 8:15 here or 8h15, then validate with the key *[Enter]*.

2 Verify on the preview grid.

3 Do not erase a time that you do not want to see on your grid; un-tick it: even if times do not appear in the grids, they must be entered because they can appear in the course characteristics.

4 You want to see 9:15 (and so on 10:15, 11:15): tick the option *Recuperate the entry on the following times* before entering 9:15 or 9h15.

5 Verify the preview grid.

6 13:15: you do not want to see it on your grids. Un-tick it.

7 Verify the preview grid.

8 The ending times are only used for printing, which is why they are shadowed here.

2 - Modify the time designations directly on the timetable grid

From any timetable grid

You can also modify the time designations in the grid: double-click on the designation to activate the grid.

3 - Specify the time designations to print

Menu *Parameters › INSTITUTION'S PARAMETERS › Times printed in the timetables*

1 Tick *Times printed in the timetables*.

2 The printed designations are the same as the screen designations. You can modify the course's ending times, as in the case of a beginning hour of a course that does not correspond to the ending hour of the preceding course.

3 Verify on the preview grid.

Factsheet 16 Mid-day and non-working half-days

THINGS TO KNOW: **when you specify the mid-day, you indicate to EDT what should be considered as half-days during the calculation of free half-days, to what corresponds a morning or the afternoon for the compliance of the time maximums, etc.**
Only the SPR or an administrator can specify the half-day.
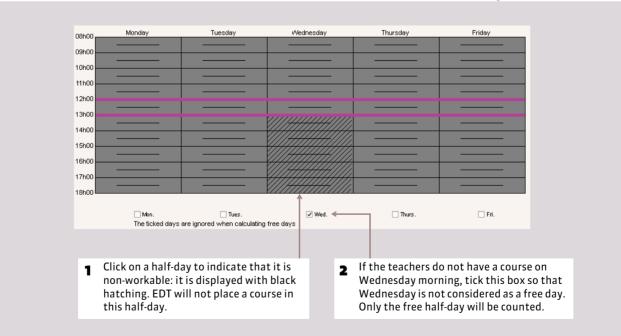
1 - Indicate the mid-day

Menu Parameters › INSTITUTION'S PARAMETERS › Mid-day and non-worked 1/2 days

1 Indicate the mid-day break.

Mid-day break and non worked half-days

○ Continuous day   The continuous day deactivates the half-board

● Day with a break limited by

ending hour of the morning: 12h00   The half-board is active, the mid-day break must be modified from
                                                       the tab "half-board".
and beginning afternoon hour: 13h30

☑ Begin again in full hours after the mid-day break

2 If the break is by half hours, tick and choose the hours accordingly
(⤴ Enter the time designations in the institution's parameters).

2 - Specify the non-worked half-days

Menu Parameters › INSTITUTION'S PARAMETERS › Mid-day and non-worked 1/2 days

| | Monday | Tuesday | Wednesday | Thursday | Friday |

☐ Mon.   ☐ Tues.   ☑ Wed.   ☐ Thurs.   ☐ Fri.
The ticked days are ignored when calculating free days

1 Click on a half-day to indicate that it is non-workable: it is displayed with black hatching. EDT will not place a course in this half-day.

2 If the teachers do not have a course on Wednesday morning, tick this box so that Wednesday is not considered as a free day. Only the free half-day will be counted.
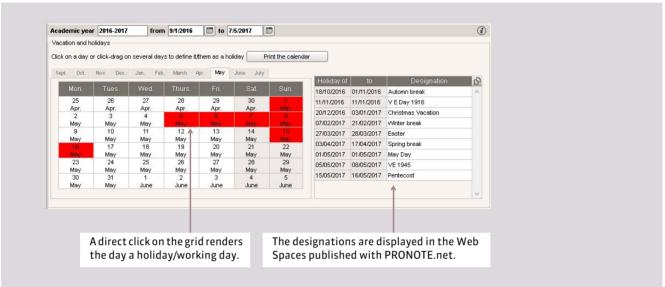
Factsheet 17 | Calendar
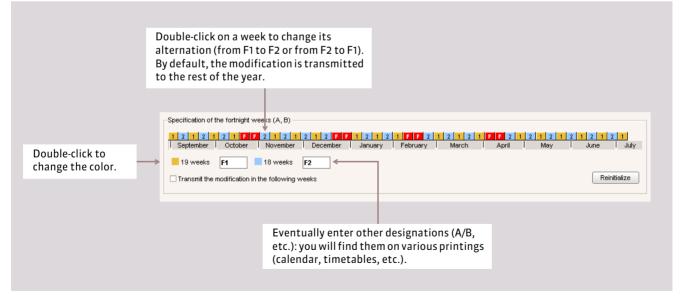
THINGS TO KNOW: **the easiest way to specify the calendar is to automatically recuperate the calendar of the zone. Only an administrator can specify the school year.**

1 - Recuperate the vacation dates

A direct click on the grid renders the day a holiday/working day.

The designations are displayed in the Web Spaces published with PRONOTE.net.

2 - Customize the alternation of the weeks

Double-click on a week to change its alternation (from F1 to F2 or from F2 to F1). By default, the modification is transmitted to the rest of the year.

Double-click to change the color.

Eventually enter other designations (A/B, etc.): you will find them on various printings (calendar, timetables, etc.).

Factsheet 18 **Half-board**

THINGS TO KNOW: **there are different ways to manage the half-board. You can decide what time the students and teachers have lunch by blocking a slot (by the entry of unavailability) in the timetable. You can also allow EDT to apportion those concerned in different services: this is only valid if the mid-day break is longer than the minimum time for lunch.**
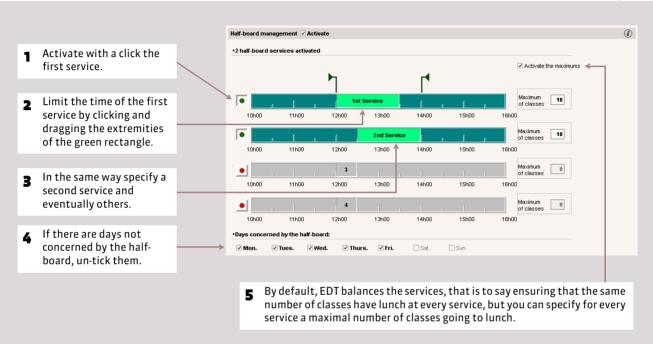
Possibility No.1: block a slot in the timetable

Tab of unavailability ⚏ of the classes and teachers

1 Choose the red brush.

Classes and parts

	Name	Ent. Pop.	No. stu.
⊕ Create a class			
▶	3A	22	23
▶	3B	28	29
▶	3C	28	28
▶	3D	23	23
▶	4A	24	25
▶	4B	29	29
▶	4C	29	29
▶	4D	25	25
▷	5A	29	29
▷	5B	27	27
▷	5C	25	26
▷	5D	25	26
▷	6A	27	27
▷	6B	27	28
▷	6C	26	26
▷	6D	27	26

Activate the command Extract > Extract all [ctrl + T] to see all your data again.
8 16 / 17

2 Only the classes having lunch between 12:00 and 13:00 have been selected.

8 classes - Unavailability, wishes and constraints ⓘ

◯ Unavailability   ◯ Optional unavailability   ◯ Wishes
● Weekly   ◯ Weeks A   ◯ Weeks B

	Monday	Tuesday	Wednesday	Thursday	Friday

3 Paint the slot where the students will be lunching in red: EDT will not place their courses here.

💡 **Teachers' lunch break**
In the same fashion, choose the time slot when the teachers wish to have lunch.

Classes and parts

	Name	Ent. Pop.	No. stu.
⊕ Create a class			
▷	3A	22	23
▷	3B	28	29
▷	3C	28	28
▷	3D	23	23
▷	4A	24	25
▷	4B	29	29
▷	4C	29	29
▷	4D	25	25
▶	5A	29	29
▶	5B	27	27
▶	5C	25	26
▶	5D	25	26
▶	6A	27	27
▶	6B	27	28
▶	6C	26	26
▶	6D	27	26

Activate the command Extract > Extract all [ctrl + T] to see all your data again.
8 16 / 17

4 Only the classes having lunch between 13:00 and 14:00 have been selected.

8 classes - Unavailability, wishes and constraints ⓘ

◯ Unavailability   ◯ Optional unavailability   ◯ Wishes
● Weekly   ◯ Weeks A   ◯ Weeks B

	Monday	Tuesday	Wednesday	Thursday	Friday

5 In the same way as above, paint the slot where the students will be lunching in red.

Possibility No.2: apportion of the individuals in the different dinning services
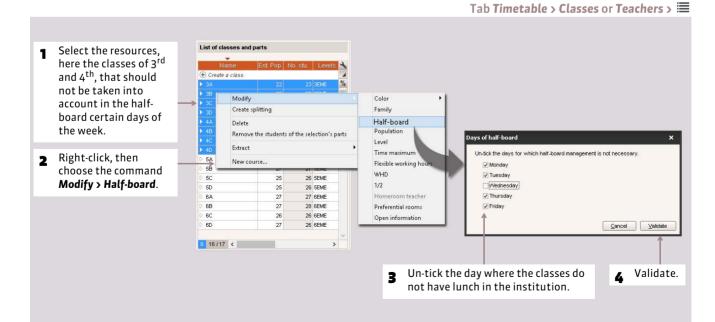
This feature guarantees that all will have time for lunch (one hour and thirty min. for example) while placing the courses in the time slot usually reserved for the half-board (for example 12:00 - 14:00). During the course placement, EDT blocks a slot in the timetables by distributing students and teachers into the services that you have specified.

Only the SPR or an administrator can activate the half-board management.

Menu *Parameters* › *INSTITUTION'S PARAMETERS* › *Half-board*

1 Activate with a click the first service.

2 Limit the time of the first service by clicking and dragging the extremities of the green rectangle.

3 In the same way specify a second service and eventually others.

4 If there are days not concerned by the half-board, un-tick them.

5 By default, EDT balances the services, that is to say ensuring that the same number of classes have lunch at every service, but you can specify for every service a maximal number of classes going to lunch.

▸ **Specify the resources that do not have lunch certain days of the week**

Tab *Timetable* › *Classes* or *Teachers* › ▤

1 Select the resources, here the classes of 3rd and 4th, that should not be taken into account in the half-board certain days of the week.

2 Right-click, then choose the command *Modify* › *Half-board*.

3 Un-tick the day where the classes do not have lunch in the institution.

4 Validate.

Factsheet 19 **Recess**
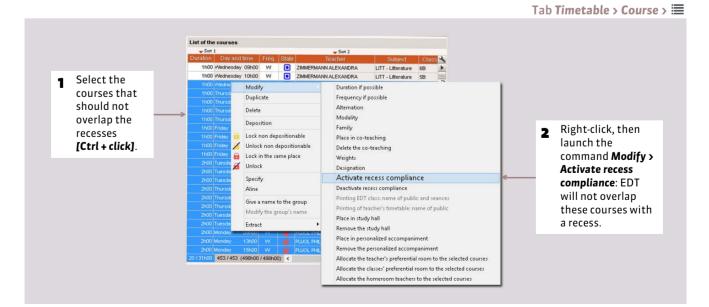
THINGS TO KNOW: **this optional feature allows to you to prohibit the overlapping of the recesses with the chosen courses during the automatic placement. Only the SPR or an administrator can specify the recesses. The authorized users choose the courses that must comply with the recesses.**

1 - Specify the time of the recesses

Menu *Parameters › INSTITUTION'S PARAMETERS › Recesses*

1 Among the existing by default recesses, tick those that you want to activate…

2 … then, eventually, create other recesses.

3 Double-click to modify the time of the recess…

4 … or click and drag the bar in the grid.

💡 **Conditional display**
The column **Re.** (for Recess) only appears in the lists if at least one recess is ticked. The same applies for the command **Modify › Activate recess compliance** in the contextual menu.

2 - Choose the courses that should not overlap the recesses

Tab *Timetable › Course ›* ☰

1 Select the courses that should not overlap the recesses **[Ctrl + click]**.

2 Right-click, then launch the command **Modify › Activate recess compliance**: EDT will not overlap these courses with a recess.

Factsheet 20 | **Split-sites**

THINGS TO KNOW: **this optional feature allows to you to manage the constraints pertaining to the split teaching sites: anticipate the time needed for transit between the two sites, limit the number of trips between the two sites during the same day, etc. Only the SPR or an administrator can activate site management. The authorized users allocate the courses or rooms of the sites.**
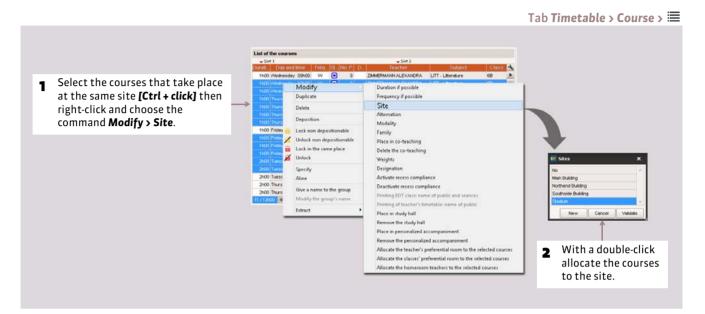
1 - Specify the sites and the possible transit

Menu *Parameters* › *INSTITUTION'S PARAMETERS* › *Split-sites*

5 Double-click on *Duration* to implement a delay between two courses in split-sites.

1 Activate site management.

2 Enter the name of the sites. If you allocate a color to them, the users can choose to display the courses in the color of the site.

3 Indicate if the site changes must be made at certain times.

4 Specify the maximum number of site changes per day for the teachers and classes.
If you do not want to authorize a site change per day, select *0*.

2 - Allocate the courses or rooms to the sites
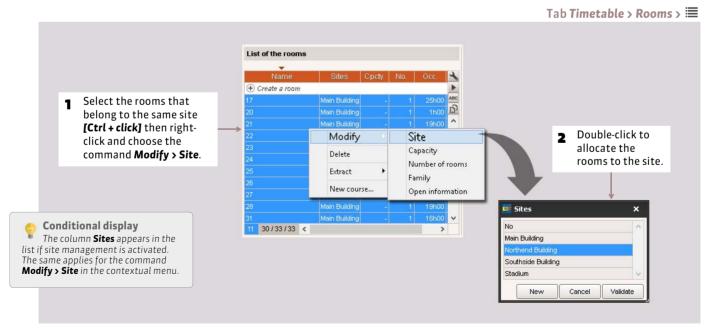
▸Allocate the courses to the sites

Allocate the courses to the sites if you plan to allocate the rooms to the courses after placement.

1 Select the courses that take place at the same site *[Ctrl + click]* then right-click and choose the command *Modify › Site*.

2 With a double-click allocate the courses to the site.

▸Allocate the rooms to the sites
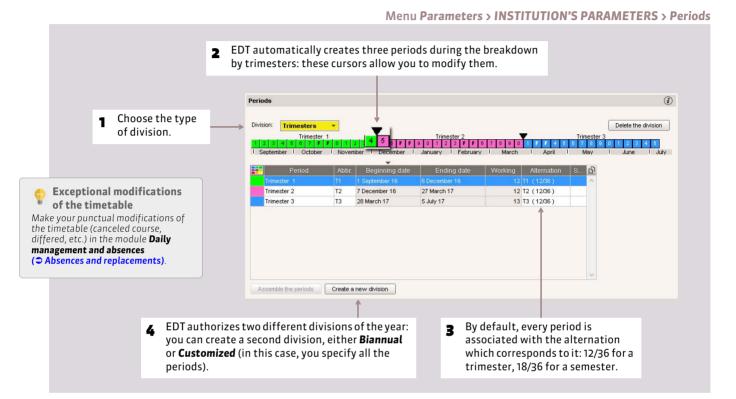
You can also allocate the room to the sites at any time. If a course does not have a site but a room with a site, it acquires the site associated with the room.

1 Select the rooms that belong to the same site *[Ctrl + click]* then right-click and choose the command *Modify › Site*.

2 Double-click to allocate the rooms to the site.

💡 **Conditional display**
*The column **Sites** appears in the list if site management is activated. The same applies for the command **Modify › Site** in the contextual menu.*
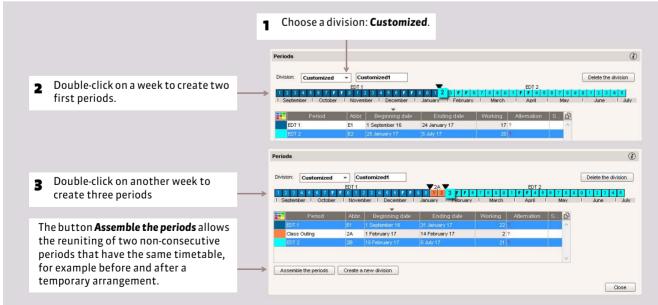
Factsheet 21 **Manage the year by periods**

THINGS TO KNOW: **this feature allows to you to manage the lessons that do not take place throughout the year (trimester, semester) or to temporarily rearrange a time table, over several weeks (during the class outings for example). Only the SPR or an administrator can specify the periods. The authorized users specify the course period and can authorize course placement changes from one period to another.**

1 - Specify the periods

Menu *Parameters* › *INSTITUTION'S PARAMETERS* › *Periods*

2 EDT automatically creates three periods during the breakdown by trimesters: these cursors allow you to modify them.

1 Choose the type of division.

💡 **Exceptional modifications of the timetable**
*Make your punctual modifications of the timetable (canceled course, differed, etc.) in the module **Daily management and absences** (⟳ Absences and replacements).*

4 EDT authorizes two different divisions of the year: you can create a second division, either ***Biannual*** or ***Customized*** (in this case, you specify all the periods).

3 By default, every period is associated with the alternation which corresponds to it: 12/36 for a trimester, 18/36 for a semester.

▸ Create a customized division

1 Choose a division: ***Customized***.

2 Double-click on a week to create two first periods.

3 Double-click on another week to create three periods

The button ***Assemble the periods*** allows the reuniting of two non-consecutive periods that have the same timetable, for example before and after a temporary arrangement.
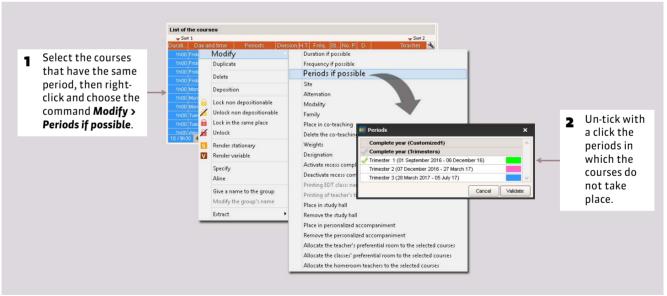
2 - Specify the by default division of every class

If you have created several divisions, every class has a by default division.

Tab *Timetable* > *Classes* > ☰

1 Select the classes that have the same division then right-click and choose the command *Modify* > *Division*.

2 Double-click on the by default division followed by these classes.

Remark: nothing prevents you from creating courses by semesters for a class whose by default division is by trimester.
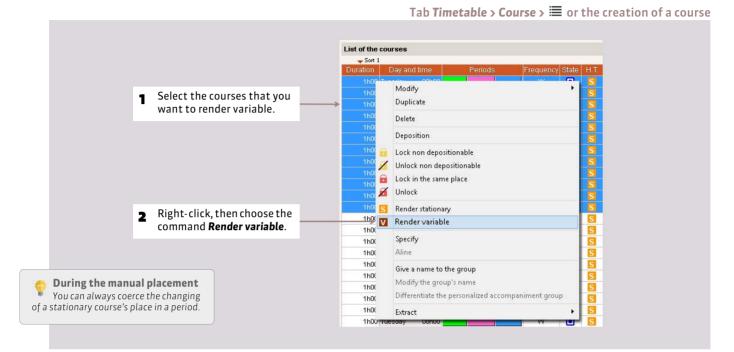
3 - Specify the period of the courses (before placement)

Tab *Timetable* > *Course* > ☰ or at the creation of the course

1 Select the courses that have the same period, then right-click and choose the command *Modify* > *Periods if possible*.

2 Un-tick with a click the periods in which the courses do not take place.

73

4 - Authorize the changing of place of the courses (before placement)

By default, the courses are stationary: they have the same place all year. To authorize EDT to change the place of a course from one period to another, you must render the courses variable.

1 Select the courses that you want to render variable.

2 Right-click, then choose the command **Render variable**.

💡 **During the manual placement**
You can always coerce the changing of a stationary course's place in a period.

5 - Only work on one period

Once you have created the periods, a period bar is displayed on the bottom of the screen.

Click on a period so you will only work on this period.

While working on one period, you only see:
- the courses taking place in this period;
- the resources that are present over this period in the course form;
- the unavailability entered for this period.

While working on one 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, weights, alternation, designation, site, modalities, compliance of the recesses). **Attention, some characteristics are always modified over the entire year**: subject, placement properties stationary/variable, export status, locking/unlocking.

6 - Freeze the timetable in a period

Only the SPR or an administrator can freeze the timetable in a period.

Menu **Parameters** › *INSTITUTION'S PARAMETERS* › **Periods**

A double-click on this column seals the period: you can no longer modify the corresponding timetable in the tab **Timetable** (modifications remain possible week by week in the tab **Daily management**).

Imports

Data import is possible from:

- a text file **(➲ Import a text file by copy-paste)**,

- another EDT base **(➲ Import the modifications made on a copy of the base)**,

- a LDAP directory **(➲ Import from a LDAP)**,

- a SQL base **(➲ Import in SQL from a database)**.
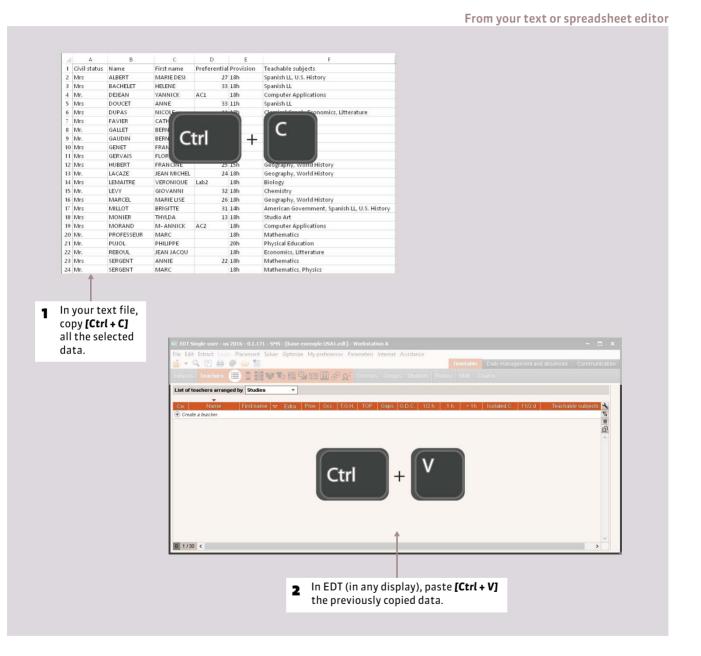
Factsheet 22 Import a text file by copy-paste
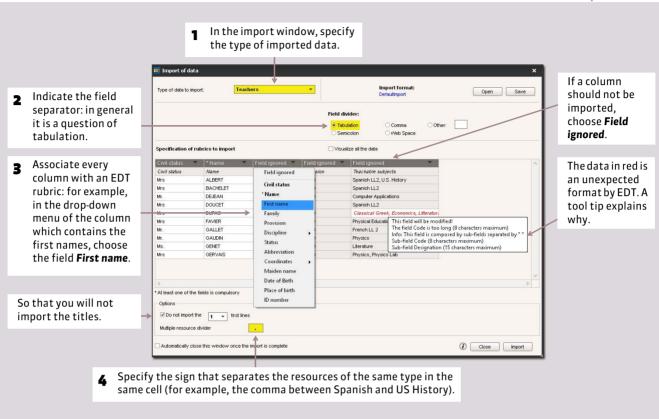
THINGS TO KNOW: **importing the data from a text file allows you to economize the entry of data by recuperating it from other software (Word, Excel, etc.). This way you can import, the teachers, the ETM (Elementary Training Module), the classes, the students, the courses, the rooms and even a schedule.**

1 - Copy-paste the data

From your text or spreadsheet editor

1 In your text file, copy *[Ctrl + C]* all the selected data.

2 In EDT (in any display), paste *[Ctrl + V]* the previously copied data.

2 - Cross reference the data

1 In the import window, specify the type of imported data.

2 Indicate the field separator: in general it is a question of tabulation.

3 Associate every column with an EDT rubric: for example, in the drop-down menu of the column which contains the first names, choose the field *First name*.

So that you will not import the titles.

If a column should not be imported, choose *Field ignored*.

The data in red is an unexpected format by EDT. A tool tip explains why.

4 Specify the sign that separates the resources of the same type in the same cell (for example, the comma between Spanish and US History).

▶ **Imports during the course of the year**

At any moment, you can import data from a text file, either by copy/paste as earlier described, or by launching the command *File › IMPORTS/EXPORTS › Others › Importer a text file* (the file must be saved with the extension *.txt*).

▶ **How to save the parameters for a later import?**

You can safeguard the cross references that you have specified. So, if you have to re-import the same type of list, you will not have to cross reference all the columns.

1 Before importing the file, save the parameters by naming an import format.

2 To find these parameters, you open the corresponding format.

▶ **Consult the import report**

At the end of the import, EDT suggests you consult the created import report, the modified data, etc. At any moment you can find the report of the last imports with the command *File › IMPORTS/EXPORTS › Others › View the import report*.

Factsheet 23 Import the modifications made on a copy of the base

THINGS TO KNOW: **you can integrate into the opened base the timetables modified elsewhere on a copy of this base. In particular, this allows work on a part of the timetable, in Network version, without disrupting the work of the daily users of the activated base.**
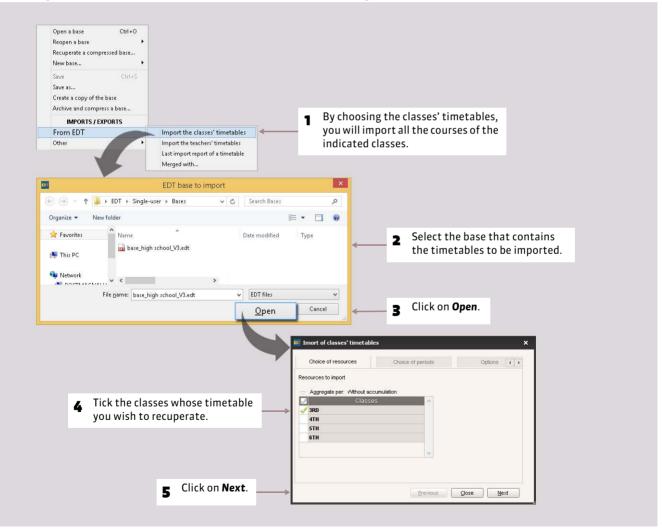
1 - Make a copy of the base

From the open base, activate the command **File › Create a copy of the base**, then save this copy on the support of your choice.

2 - Work on the copy of the base

If you are in the Network version, you can download a Single-user Evaluation version; you will have all the features of EDT for 8 weeks and can work on this copy while leaving the base activated.

3 - Import the modified timetables in the open base

1 By choosing the classes' timetables, you will import all the courses of the indicated classes.

2 Select the base that contains the timetables to be imported.

3 Click on **Open**.

4 Tick the classes whose timetable you wish to recuperate.

5 Click on **Next**.

6 Select the period to be imported. If your base is divided into trimesters, you can recuperate a timetable of just one trimester.

7 Click on **Next**.

8 Specify for the processing of the courses if they must be added to or replace the existing courses. In this second case, you can choose to retain certain courses (locked courses, courses in common with other classes, exceptional sessions).

9 Click on **Import**.

‣ **Import results**

At the end of the import, EDT suggests that you consult the import report for the courses that are imported, deleted, etc.
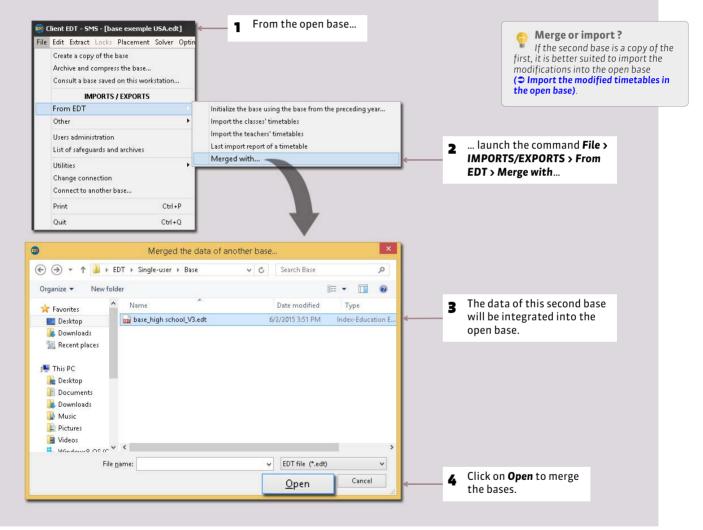
Click on **Validate import**.

Factsheet 24 Merge two EDT bases

THINGS TO KNOW: **if two people are working on different bases to prepare a section of the timetable, the merge allows the uniting of the two timetables. If you manage two different bases (for example, one for a high school, one for middle school), at any moment you can merge the bases to group the data.**

1 - Integrate the data of the second base

The two bases must have a matching calendar (beginning and ending dates for the year, holidays and week specification (F1/F2), the same time grid and identical periods, (trimesters, semesters, etc.).

1 From the open base…

> **Merge or import ?**
> *If the second base is a copy of the first, it is better suited to import the modifications into the open base (⊃ Import the modified timetables in the open base).*

2 … launch the command *File › IMPORTS/EXPORTS › From EDT › Merge with*…

3 The data of this second base will be integrated into the open base.

4 Click on *Open* to merge the bases.

Remark: the list of courses of the final base contain the exact sum of courses of the two bases. The courses that are not compatibles with the timetable of the open base are displayed in red in the list of the courses. As for other data, all that did not exist in the open base are integrated. If some resources exist in the two bases, they will form a single copy in the final base.

2 - Name the base resulting from the merge

To keep the two original bases, activate the command *File › Save as* and rename the base resulting from the merge.

Factsheet 25 | Import from a LDAP

THINGS TO KNOW: **you can recuperate the teachers and students from a LDAP (Lightweight Directory Access Protocol) directory (active directory, openldap).**

Menu *File > IMPORTS/EXPORTS > Others > Import in LDAP*

1 Choose the type of data to import (teachers, students).

2 Parameterize the connection to the LDAP Server and identify yourself with your login and password.

3 Associate each column with an EDT rubric while eventually applying a filter to only import certain data.

4 Once the rubrics are specified, click on *Import*.

Factsheet 26 Import in SQL from a database

THINGS TO KNOW: **you can recuperate the data via SQL (Structured Query Language: MySQL, SQL server, Oracle).**

Menu File > IMPORTS/EXPORTS > Others > Import in SQL

1 Choose the type of data to import.

2 Parameterize the connection to the SQL Server by using the assistant if necessary.

3 Enter your query and click on *Execute the query*.

4 Associate each column with an EDT rubric. If a column should not be imported, select *Field ignored*.

If some data does not correspond to the expected format, it will be displayed in red: hover the cursor over it to discover the reason for the problem in a balloon display.

5 If the imported columns contain several types of data (for example, courses containing several teachers, teachers with several subjects, etc.), indicate the sign that separates them.

6 Once all the cross references are established, click on *Import*.

Exports

You can export:

- a text file data **(⮌ *Export the data in the form of a text file)***,

- the timetables in an iCal format **(⮌ *Export in an iCal format)***.

For photo export, see the chapter **Resource management (⮌ *Export the photos)***.
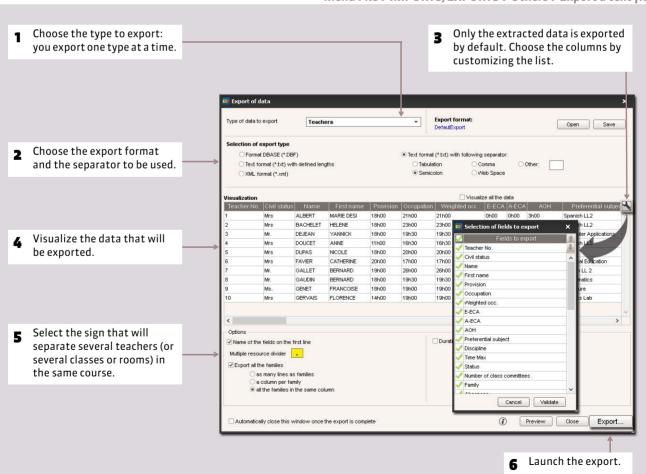
Factsheet 27 Export the data in the form of a text file

THINGS TO KNOW: **you only export the data that you choose.**

Possibility No. 1: copy-paste a list

Click on this button to copy the list as displayed on the screen, then paste it with the shortcut **[Ctrl + V]** in another software.

Possibility No. 2: export a type of data

Menu *File* › *IMPORTS/EXPORTS* › *Others* › *Export a text file*

1 Choose the type to export: you export one type at a time.

3 Only the extracted data is exported by default. Choose the columns by customizing the list.

2 Choose the export format and the separator to be used.

4 Visualize the data that will be exported.

5 Select the sign that will separate several teachers (or several classes or rooms) in the same course.

6 Launch the export.
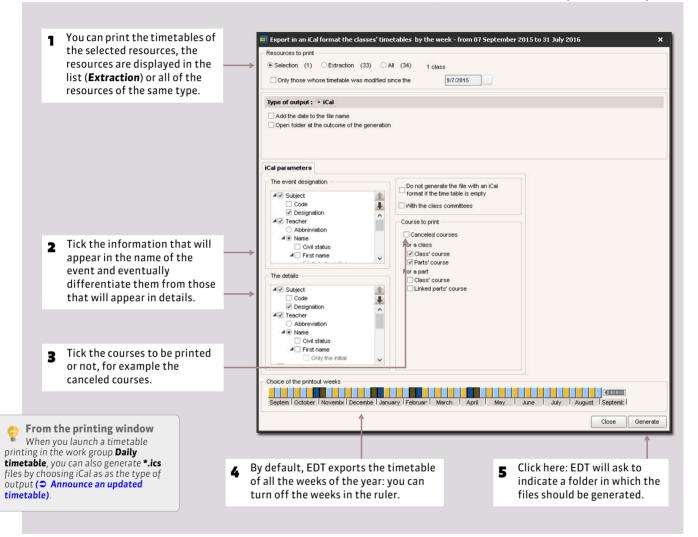
▸**How to save the parameters for an ulterior export?**

You can safeguard all the chosen options (file format, selection of fields to export, etc.). This way, if you have to re-export the same type of data, you will not have to parameterize the export.

In the export window

1 Before exporting the file, save the parameters by naming a format.

2 To find these parameters for a future export, open the corresponding format.

87

Factsheet 28 **Export in an iCal format**

THINGS TO KNOW: **you export in an iCal format the daily timetables. The *.ics files generated by EDT can be read by most of the personal agendas and pocket computers such as PDA or PALM as well as by the applications managing the calendars such as Microsoft Outlook or Google Calendar. The iCal data can also be published on the Internet via a Web Server.**

Menu *File* › *IMPORTS/EXPORTS* › *Others* › *Export in an iCal format*

1 You can print the timetables of the selected resources, the resources are displayed in the list (***Extraction***) or all of the resources of the same type.

2 Tick the information that will appear in the name of the event and eventually differentiate them from those that will appear in details.

3 Tick the courses to be printed or not, for example the canceled courses.

💡 **From the printing window**
*When you launch a timetable printing in the work group **Daily timetable**, you can also generate ***.ics** files by choosing iCal as as the type of output (➲ Announce an updated timetable)*.

4 By default, EDT exports the timetable of all the weeks of the year: you can turn off the weeks in the ruler.

5 Click here: EDT will ask to indicate a folder in which the files should be generated.

By default, the ****.ics*** files generated per resource is found in the following folders:
- in Single-user version: ***C:\ProgramData\IndexEducation\EDT\Single-user\Version 26-0 (2015)\US***;
- in Network version: ***C:\ProgramData\IndexEducation\EDT\CLIENT\Version 26-0 (2015)\US***.

💡 **With PRONOTE.net**
The teachers can generate their timetables in an Ical format and synchronize it with their agenda from Teachers Web Space.

Resource management
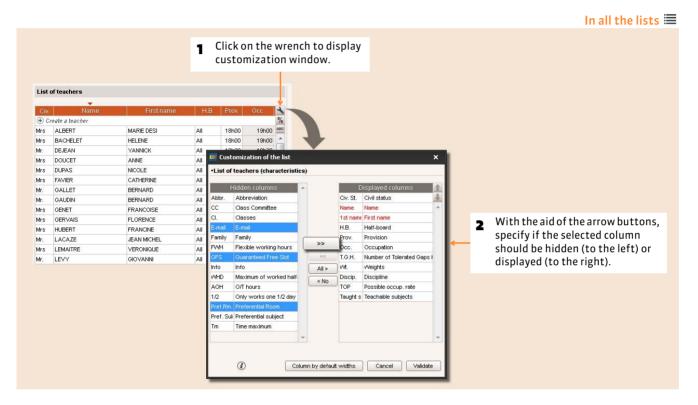
Factsheet 29 Display of the data in the lists
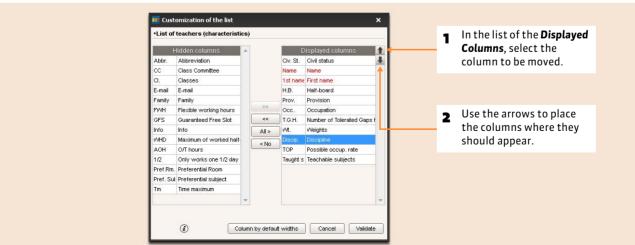
THINGS TO KNOW: **all the data is displayed in lists, and the information is divided into columns. You can totally customize these lists, either lastingly by organizing the columns, or just for a simple manipulation, by performing extractions to only see the data that interests you.**

1 - Display or mask the columns

All the columns are not displayed by default. Display the customization window of the list 🔧 to choose the columns to be displayed.

In all the lists ☰

1 Click on the wrench to display customization window.

2 With the aid of the arrow buttons, specify if the selected column should be hidden (to the left) or displayed (to the right).

2 - Arrange the columns

In all the lists ☰

1 In the list of the **Displayed Columns**, select the column to be moved.

2 Use the arrows to place the columns where they should appear.

3 - Extract the data in the list

When you are working, it is often pratical only to display certain data, for example all the courses that need a type of lab, all the teachers that teach the same class, etc. To do this in EDT, you conduct extractions from the lists: only the extracted data appears.

▸ **Extract all the data**

Launch the command *Extract* › *Extract all* or even faster: simultaneously hold down the keys *[Ctrl + T]* on the keyboard.

▸ **Extract the data from a list displayed on the screen**

In all the lists ☰ , for example in the teachers' list

2 …then launch the command *Extract* › *Extract the selection* or even faster: simultaneously hold down the keys *[Ctrl + X]* on the keyboard.

1 Select the data that you want to extract…
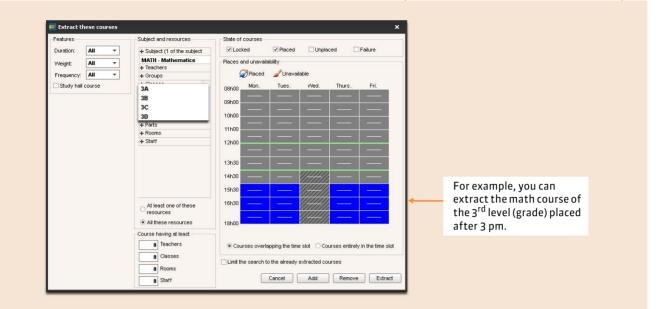
▸ **Extract the data from a list in another display**

In the tab *Classes* to extract according to the classes, in the tab *Courses* to extract according to the courses, etc.

1 The menu *Extract* allows you to launch predefined extractions in the displayed list or, as here, in another list.

**[Ctrl + U]:
a very useful shortcut!**
On a resource: Extract the courses of the selection [Ctrl + U] allows the display in the list of courses of just the courses of a teacher or class.
On a course: Extract the resources of the selection [Ctrl + U] allows the display in every list of just the resources. present in the course.

2 EDT switches to the tab *Teachers* and only displays the teachers who teach the students in the class 5A, selected in the previous stage.

91

▶ **Extract the data according to your needs**

The command ***Extract > Specify an extraction*** allows the combination of several extraction criteria.

In the tab ***Classes*** to extract the classes, in the tab ***Courses*** to extract the cours, etc.

For example, you can extract the math course of the 3rd level (grade) placed after 3 pm.

▶ **How to know how much data is extracted in the lists?**

In all the lists ☰

1 Here, 5 teachers have been extracted: the list only displays these 5 teachers out of the 30 teachers saved in the base.

2 Here, all the teachers have been extracted: the list displays the 30 teachers saved in the base.

Factsheet 30 Enter the teachers' information

1 - Complete the information form

1 Once the teacher is selected, click on the pencil to display the edit window: in this window, you can enter and modify the information.

2 If you need to communicate with the teachers via e-mail, their e-mail address must be entered.

3 Specify the accepted communication channels for every teacher.

2 - Appoint the homeroom teachers

1 Select the class for which you must indicate a homeroom teacher.

2 Double-click in the column *Homeroom Teacher*.

3 Choose the teacher, then validate.

3 - Allocate a preferential subject to a teacher

If the preferential subject has been specified, it is allocated by default to the course which contains the teacher and specified by default for the teacher in the complex courses specification window.

Tab *Timetable* > *Teachers* > ▤

If the ***Preferential subject*** column is not visible, transfer it from hidden to displayed columns by customizing the list.

1 Double-click in the column ***Preferential subject***.

2 Double-click on the subject to be allocated to the teacher.
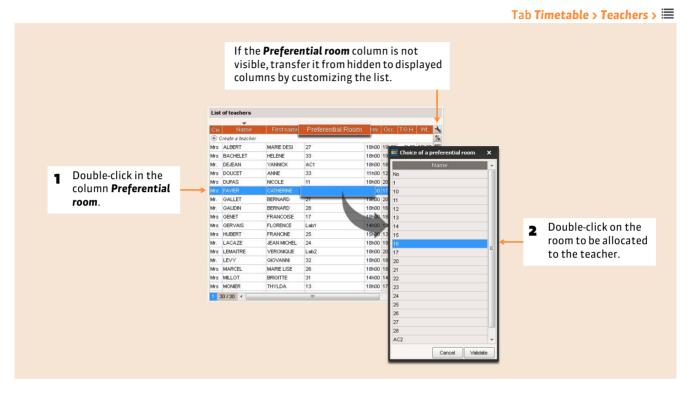
Remark: if your base already contains courses, you can automatically allocate the preferential subject to the teachers in accord with their courses. For this, launch the command **Edit** > **Automatically allocate the preferential subject to the selected teachers***: EDT will allocate the subject most often taught to the teacher's preferential subject.*

4 - Allocate a preferential room to a teacher

A preferential room of a teacher:
- can be rapidly allocated to all his/her courses *(see below)*;
- is taken into account during the automatic allocation of rooms in a group when possible.

Tab *Timetable › Teachers › ☰*

If the **Preferential room** column is not visible, transfer it from hidden to displayed columns by customizing the list.

1 Double-click in the column **Preferential room**.

2 Double-click on the room to be allocated to the teacher.

▸ **Allocate a teacher's preferential room to all his/her courses**

In the tab **Timetable › Course › ☰**, select all the teacher's courses, right-click and choose the command **Allocate the preferential rooms to the teachers**. If the room is already occupied, EDT will inform you that the room cannot be allocated to all the courses.

Factsheet 31 Enter information concerning the students and their legal guardians

THINGS TO KNOW: **it is in the student form that you enter the coordinates of the student and his/her legal guardians.**

1 - Student identity

Tab *Timetable* › *Students* › 🖼️

1 Once the student is selected, click on the tab *Identity and studies*.

2 Click on the pencil to display the edit window: in this window, you can enter and modify information.

ARMAND Tony - Information form

Identity and studies | Guardians

·Identity

Mr. ARMAND Tony ♂ @ ✉️   0000000000005

Born the 04/03/1999   to New-York (13) - American

12 Moulin Street   📱 (+ 596)   06 96 96 96 96
10453 New-York
USA   tony.armand@supplier.com

·Studi

Identity of Mr. ARMAND Tony   ✕

Civil status   Name   First names
Mr.   ▼ ···   ARMAND   Tony

National number
0000000000005

Date of birth   Place of birth
04/03/1999 📅   New-York   ▼ ···   ☐ Adult student

Country of birth   Nationality
USA   ▼ ···   American   ▼ ···   Sex   ● Male   ○ Female

Liability insurance   Contract number
No   ▼ ···

Social security number   Mutual insurance company   Contribution   Motive
                      No   ▼ ···   ☐ Yes ☐ No   No   ▼ ···

Address   Telephones
12 Moulin Street   📱 + 596 — 06 96 96 96 96

                                  E-mail
                                  tony.armand@supplier.com

                                  Agrees to be contacted by:
Postal Code   City   ☑ Electronic mail
10453   New-York   ▼ ···   ☑ Paper mail
Province/State/Region
No   ▼ ···
Country
USA   ▼ ···

                                              Cancel   Validate

You can enter the relevant social security and insurance information.

3 If you need to communicate with the students via e-mail, their e-mail address must be entered.

4 Specify the accepted communication channels for each student.

*Remark: the student's photo can be imported into this form, but you can save a lot of time and effort by importing and allocating them automatically (⮌ **Allocate the photos)**.*

2 - Studies

▸ Historical record of changes
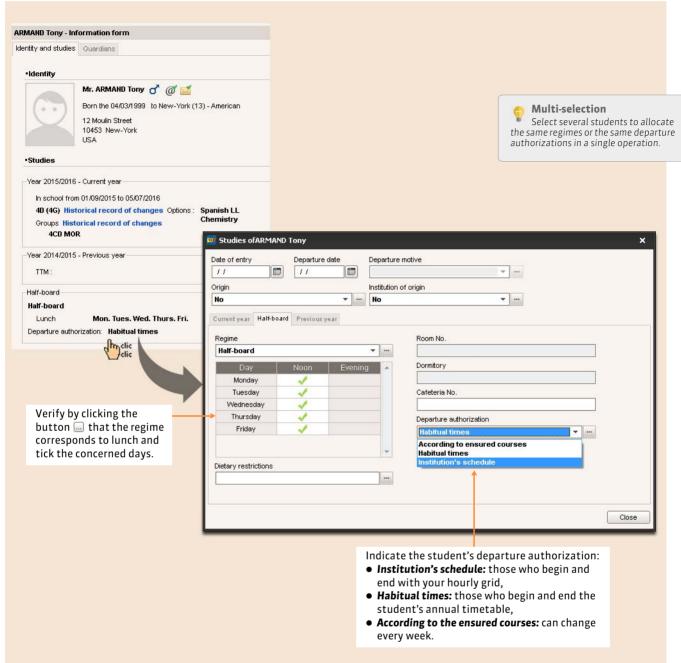
EDT stores the changes of a group and class along with the date of the modification.

Tab *Timetable* > *Students* > 🖼

1 In the tab **Identity and studies**...

2 ... EDT displays the class, groups and eventually the personalized accompaniment groups where the student is currently found.

3 Click on **Historical record of changes** to consult the eventual changes that were made.

4 In the window that is displayed, you can visualize the group where the student was, plus the date of departure from this group. You can manually modify the dates if needed.

▸ Half-board and departure authorizations

To be able to choose the students that should be taken into account during the permanent population calculation, specify the regime and students' departure authorizations.

ARMAND Tony - Information form

Identity and studies | Guardians

·Identity

Mr. ARMAND Tony ♂ @ ✉

Born the 04/03/1999 to New-York (13) - American

12 Moulin Street
10453 New-York
USA

·Studies

Year 2015/2016 - Current year

In school from 01/09/2015 to 05/07/2016

4D (4G) Historical record of changes Options : **Spanish LL Chemistry**

Groups Historical record of changes

4CD MOR

Year 2014/2015 - Previous year

TTM :

Half-board

Half-board

Lunch **Mon. Tues. Wed. Thurs. Fri.**

Departure authorization: **Habitual times**

clic
clic

Multi-selection
Select several students to allocate the same regimes or the same departure authorizations in a single operation.

Studies of ARMAND Tony ✕

Date of entry | Departure date | Departure motive

Origin | Institution of origin

No | No

Current year | Half-board | Previous year

Regime | Room No.

Half-board

Day	Noon	Evening
Monday	✔	
Tuesday	✔	
Wednesday	✔	
Thursday	✔	
Friday	✔	

Dormitory

Cafeteria No.

Departure authorization

Habitual times

According to ensured courses
Habitual times
Institution's schedule

Dietary restrictions

Close

Verify by clicking the button ▦ that the regime corresponds to lunch and tick the concerned days.

Indicate the student's departure authorization:
● *Institution's schedule:* those who begin and end with your hourly grid,
● *Habitual times:* those who begin and end the student's annual timetable,
● *According to the ensured courses:* can change every week.

3 - Legal guardians

This tab presents the information concerning the two legal guardians of the student, and eventually other guardians.

Tab *Timetable > Students >*

1 Once the student is selected, click on the tab *Guardians*…

2 … click on the pencil to display the edit window: in this window, you can enter and modify information.

You can also enter other contacts. They indicate the student's non legal guardians. They will follow the same procedure and receive e-mail or mail.

3 Specify the types of information and communication channels accepted by every guardian.

By clicking on the corresponding icon, specify if the guardian accepts (green check) or refuses (red cross) to be contacted:
- @ by e-mail, if an e-mail address has been entered,
- ✉ by paper mail.

By clicking on the corresponding icon, specify what type of information the guardian accepts (green check) or refuses (red cross) to receive. By default, the principal guardian accepts all types of information:
- 📧 the information linked to parents-teachers meetings (desiderata, convocations, etc.),
- 📋 the informations linked to the student (scholastic certificate, timetable modification, etc.),
- 🗂 the administrative information (vacation dates, cafeteria, etc.).

For example, in the case of reconstituted families, you can indicate whether or not the two guardians should have a common convocation.

▸ Dispatching a single mail to the same address

If the guardians reside at the same address, you probably wish to send a single mail. For this, launch the command **Edit › Reinitialize all the recipients › Meetings and mail**. EDT ensures that a single mail is generated if both guardians are living at the same address.

By inserting the variable **Civ Stat+ First Name+ Name of guardians** over the address, you can also include the name of the second guardian in the mail (and on the labels).

If the guardians have different names:

<div align="center">

Mrs. Bernard Chantal and Mr. Bernard Pierre
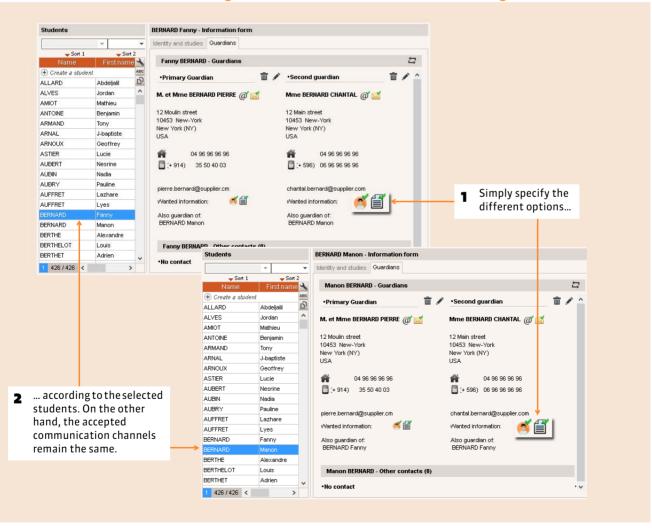
12, Moulin Street

New York 10453

</div>

If the guardians have the same name:

<div align="center">

Mr. and Mrs. Bernard Pierre

12, Moulin Street

New York 10453

</div>

▸ Reconstituted families: so that a guardian does not receive mail concerning one of the children

1 Simply specify the different options…

2 … according to the selected students. On the other hand, the accepted communication channels remain the same.
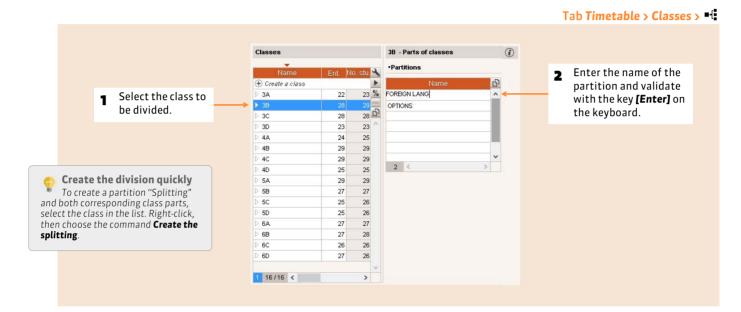
Factsheet 32 Manually create the class parts
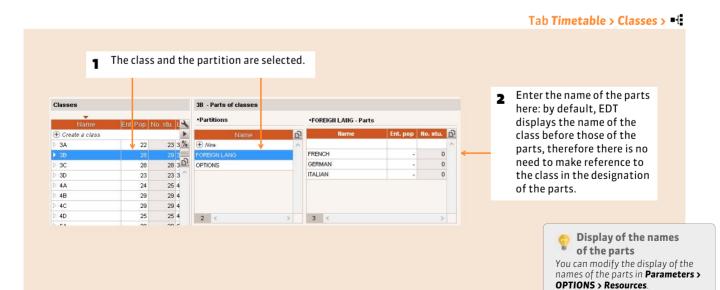
THINGS TO KNOW: **a class part aggregates some students from the same class, for example those who take German. In 95% of the cases, you do not create the class parts: EDT does it automatically when you specify the complex courses (⊃ _Specify the composition of the groups)_. You can only create the parts if you know in advance that the parts cannot be occupied at the same time. This situation is rare; in general, the students of the same class are occupied by different activities but work at the same time.**

1 - Create a partition

The partition corresponds to the division of the class: a same class can be divided several times in different ways.

Tab *Timetable > Classes >*

1 Select the class to be divided.

💡 **Create the division quickly**
To create a partition "Splitting" and both corresponding class parts, select the class in the list. Right-click, then choose the command **Create the splitting**.

2 Enter the name of the partition and validate with the key **[Enter]** on the keyboard.

2 - Create the class parts

Tab *Timetable > Classes >*

1 The class and the partition are selected.

2 Enter the name of the parts here: by default, EDT displays the name of the class before those of the parts, therefore there is no need to make reference to the class in the designation of the parts.

💡 **Display of the names of the parts**
You can modify the display of the names of the parts in **Parameters > OPTIONS > Resources**.

Factsheet 33 Manage the links between parts

THINGS TO KNOW: **the existence of a link between two parts indicates that they cannot take place at the same time: they have (or can have) students in common.**

1 - Manage without the students

1 Any part of the class…

2 … generally has no link with the parts of the same partition: they do not have students in common.

3 On the other hand, there are by default links between parts of different partitions (a student can be in the part **3AGREC** and in the part **3AAGL9** at the same time). If you know that two parts will never have a student in common, you can remove their link with a double-click.

Remark: to remove all the manual links that are not justified, select the concerned classes and use the command **Edit > Delete the optional links**.

2 - Manage with the students

If you put the students in the class parts (➲ *Place the students in the groups)*, the links are automatically added as you go in accord with the students: two parts of the class with students in common cannot have a course at the same time.

This part has 3 students in common with the selected part in the list to the left; these two parts cannot have a course in common. You cannot remove the link.

Remark: the links are placed in real time and EDT takes into consideration the entries/departures of students in the groups. If an automatic link is displayed in gray, it means that it does not cover the whole year. Hover over the link to display the dates.

▶ The case of the parts from the personalized accompaniment groups

The links are automatically managed by EDT and cannot be modified.

Factsheet 34 LUEI (Local Units for Educational Inclusion) management

THINGS TO KNOW: **the management of students enrolled in the LUEI is made easy with the automatic creation of a part per student and the notion of *Affiliated Class.***

1 - Create a specific class with all the LUEI students

All the LUEI students must first be grouped in an LUEI class.

Create this new class in ***Timetable › Classes ›*** ≣ .
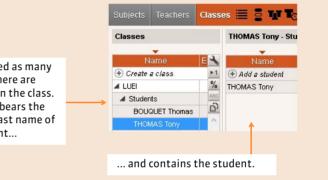
1. Click on the first line **Create a class** and enter the name of the LUEI class.
2. Add the LUEI students to the LUEI class.

2 - Launch the creation of a part per student

Once the LUEI class is created, split this class in as many parts as there are students. For this, select it, right-click, then launch the command **Create the partition Students**.

Once the partition created and a student is added to the class, a part corresponding to him is automatically created.

EDT created as many parts as there are students in the class. Each part bears the first and last name of the student...

... and contains the student.

3 - Place the students in an affiliated class

To ease the communication with the LUEI students and their legal guardians, every student is then affiliated to a defined class, generally the one that has the most courses in common. Therefore all the information concerning the class is transmitted to the students and parents.
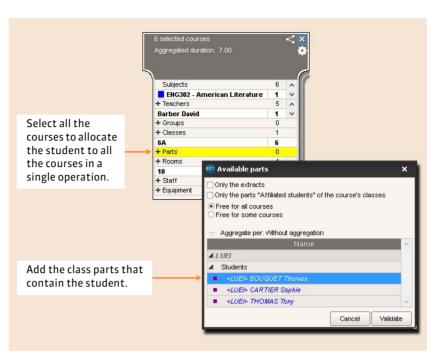
1. On the student's line, double-click in the column **Affiliated Class**.
2. In the selection window, double-click on the class.

If the column *Affiliated Class* does not appear, click on the wrench to chose the columns to be displayed.

4 - Assign the LUEI students to the courses

So that every LUEI student has their personalized timetable and appear on the roll call sheet, you must allocate them to the courses that they are taking.

To do this, you allocate to the concerned courses the class parts that contain them.

Select all the courses to allocate the student to all the courses in a single operation.

Add the class parts that contain the student.

▸ **Simplified allocations of splitting**

The allocation of the students to two class parts created after a splitting has been simplified:
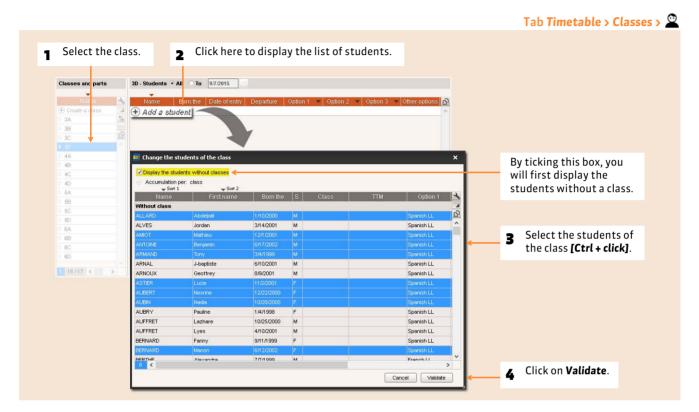
1. In the tab *Timetable > Classes >* ☰ , select the class, right-click, then launch the command *Create the partition Splitting*.

2. To automatically allocate to the two parts created, right-click on the class and launch the command *Automatically allocate the students to the split parts*.

The students are distributed by alphabetic order.
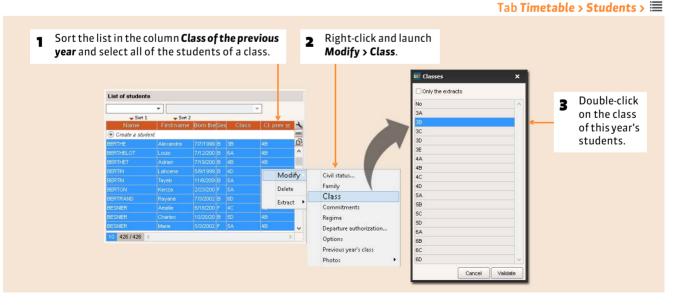
Factsheet 35 Put the students in their class and groups

THINGS TO KNOW: **the distribution in the groups can be done automatically in accord with the options.**

1 - Put the students in the classes

Tab *Timetable* > *Classes* >

1 Select the class.

2 Click here to display the list of students.

By ticking this box, you will first display the students without a class.

3 Select the students of the class *[Ctrl + click]*.

4 Click on **Validate**.

▶ Put the students in the classes according to the previous year's classes

Tab *Timetable* > *Students* >

1 Sort the list in the column *Class of the previous year* and select all of the students of a class.

2 Right-click and launch *Modify* > *Class*.

3 Double-click on the class of this year's students.
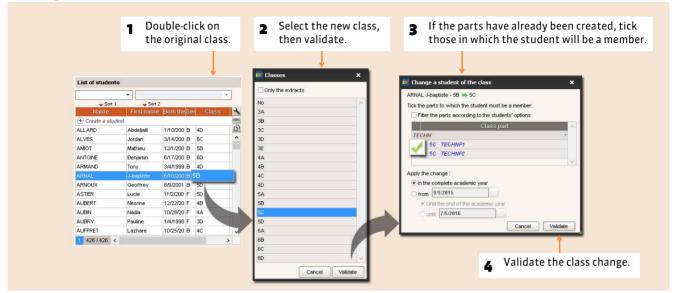
*Remark: if the column **Class of the previous year** is not displayed, customize the list and transfer it to the **Displayed columns**.*

▸ **Class population**

EDT uses the population of the class' number of students except if you manually entered the population in the column **Ent. pop.** of the list of classes.

▸ **Change the class for a student**

1 Double-click on the original class.

2 Select the new class, then validate.

3 If the parts have already been created, tick those in which the student will be a member.

4 Validate the class change.

2 - Place the students in the groups

The command **Edit > Automatically allocate the students to the selected groups** automatically puts the students in the groups according to their options and the subject of the course. To use this feature, the student options must correspond to the course subject or the teaching seances (complex courses).

The student options are displayed in the list of the students.

The subjects of the teaching seances are displayed in the specification window of the complex courses.

Tab **Timetable > Groups >** ▤

1 Select the groups to be filled.

2 Right-click and launch **Automatically allocate the students**.

▸ Add students manually

You add students to the groups by "filling" the class parts that compose the group.

3 Click on the add line to display the students of 3C.

1 Click on the arrow to deploy the class parts that compose the group.

2 Select a part: here, the students from 3C.

4 Select the students to add to this group **[Ctrl + click]**.

5 Click on **Validate**.

Remark: to fill the personalized accompaniment groups, go to the work group **Daily management and absences** (⟳ **Modify the personalized accompaniment groups)**.

108

Factsheet 36 **Enter the time constraints**

THINGS TO KNOW: **every teacher, class and room has a grid in which you can enter all the time constraints, by choosing the most appropriate or by combining them. All the constraints are respected by EDT during the automatic placement but you can always change them manually.**

1 - The unavailability

The unavailability allows prohibiting the course placement in some slots of the resource's timetable.

Tab *Timetable > Teachers* or *Classes* or *Rooms* or *Courses* >

1 Once the resources selected, click on the red brush.

2 Drag the brush over the zone where the resources should not take place: EDT will not place any course this afternoon.

💡 **Unavailability common for all**
*You can select several resources and allocate with the brush the same unavailability for all. The shared unavailability (for example, the noon break) can be applied to the standard grid of the teachers or classes (**Edit > Standard grid**): every new resource will have this unavailability by default.*
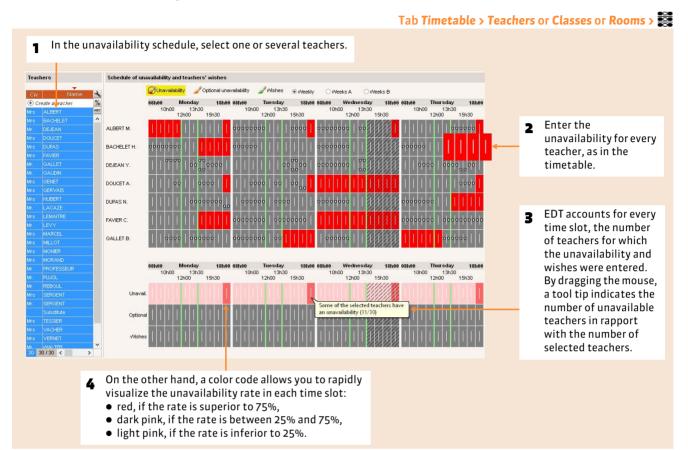
▶**Optional unavailability and wishes**

With the orange brush 🖊, you enter the unavailability that can, as a last resort, be ignored during the automatic solving of failures (with your authorization) **(⮌ *Loosen the constraints*)**: indicate in this manor the demands which are of a lesser degree, no half-days.

With the green brush 🖊, you enter the wishes, meaning the time slots where you prefer that EDT places the courses. Wishes are not guaranteed during the automatic placement.

▶ Enter the unavailability and the wishes in the schedule

1 In the unavailability schedule, select one or several teachers.

2 Enter the unavailability for every teacher, as in the timetable.

3 EDT accounts for every time slot, the number of teachers for which the unavailability and wishes were entered. By dragging the mouse, a tool tip indicates the number of unavailable teachers in rapport with the number of selected teachers.

4 On the other hand, a color code allows you to rapidly visualize the unavailability rate in each time slot:
- red, if the rate is superior to 75%,
- dark pink, if the rate is between 25% and 75%,
- light pink, if the rate is inferior to 25%.

2 - The other time constraints

▶ The time maximum

2 … and/or per half-day.

1 To regulate the number of course hours of the teachers or classes, specify an hourly maximum per day…
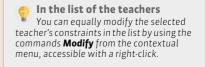
▶ The flexible working hours
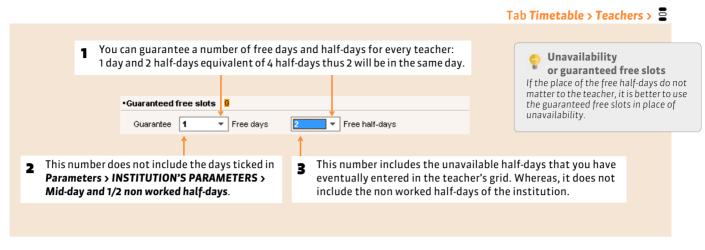
1 You can guarantee a teacher will not commence his/her work day before 9 am at least two days a week.

2 In the same way, you guarantee that he/she will not finish the day after 4 pm for at least one day a week.

> 💡 **In the list of the teachers**
> *You can equally modify the selected teacher's constraints in the list by using the commands **Modify** from the contextual menu, accessible with a right-click.*

▶ The guaranteed free slots

1 You can guarantee a number of free days and half-days for every teacher: 1 day and 2 half-days equivalent of 4 half-days thus 2 will be in the same day.

- **Guaranteed free slots** G

| Guarantee | 1 ▼ | Free days | 2 ▼ | Free half-days |

💡 Unavailability or guaranteed free slots
If the place of the free half-days do not matter to the teacher, it is better to use the guaranteed free slots in place of unavailability.

2 This number does not include the days ticked in *Parameters › INSTITUTION'S PARAMETERS › Mid-day and 1/2 non worked half-days*.

3 This number includes the unavailable half-days that you have eventually entered in the teacher's grid. Whereas, it does not include the non worked half-days of the institution.

▶ The maximum of working half-days

You can also limit the number of working half-days by specifying if it is in the morning or afternoon.

- **Maximum of worked half-days**

| Morning: | 3 ▼ | Afternoon : | 4 ▼ |

3 - How these constraints are highlighted during the placement?

1 In a teacher's timetable, his/her unavailability is seen in dark red.

💡 Automatic placement
The constraints are strictly followed during the automatic placement.

2 When looking for a place for a course, you know if another resource has unavailability…

3 … looking at the course form: here, the class has an unavailability.

4 In this place, the blue bands indicate that there exists a constraint (other than unavailability); by placing the course matrix in this place, an icon indicates the nature of the constraint in the course form. Here, the course will be placed in one of the teachers' guaranteed free slots.

Factsheet 37 Enter the pedagogical constraints

THINGS TO KNOW: **the pedagogical constraints allow specification of the constraints linked to the subjects to construct timetables that meet your requirements.**
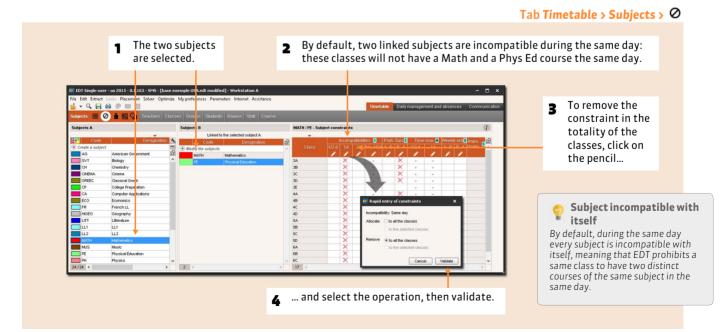
1 - Enter the constraints among the subjects

The constraints are always imposed on a pair of subjects: they will be incompatibles during the same day, half-day, one after the other, etc., or these subjects' course hours must not exceed a certain number of hours.

Tab *Timetable › Subjects ›* ⊘

1 Select a subject A.

2 Click here to select…

3 … the subject B with which you wish to define constraints.

Remark: if the subject A and the subject B are identical, the constraint imposes on the same subject.
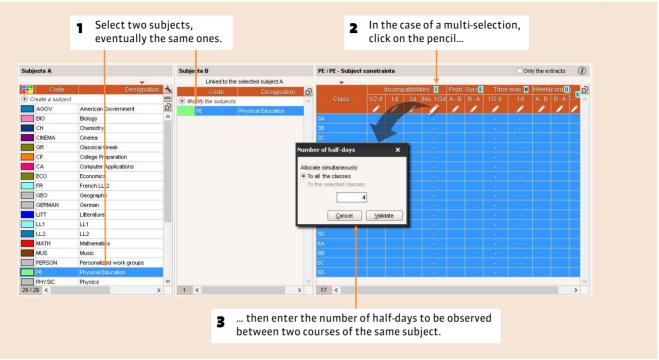
▶ Specify the incompatibility between two courses of two subjects

Tab *Timetable › Subjects ›* ⊘

1 The two subjects are selected.

2 By default, two linked subjects are incompatible during the same day: these classes will not have a Math and a Phys Ed course the same day.

3 To remove the constraint in the totality of the classes, click on the pencil…

4 … and select the operation, then validate.

💡 **Subject incompatible with itself**
By default, during the same day every subject is incompatible with itself, meaning that EDT prohibits a same class to have two distinct courses of the same subject in the same day.

▶ **Specify a minimum delay between two courses of the same subject**
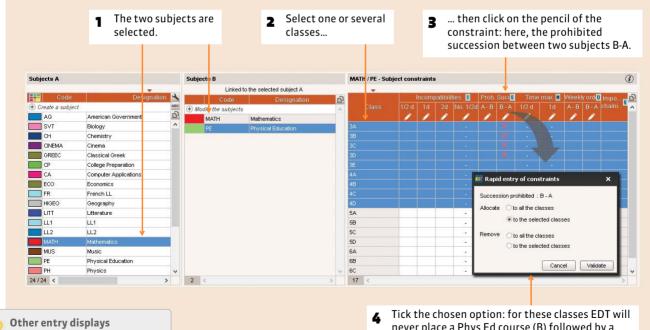
You can chose the number of half-days between two courses of the same subject.

1 Select two subjects, eventually the same ones.

2 In the case of a multi-selection, click on the pencil…

Number of half-days

Allocate simultaneously
- To all the classes
- To the selected classes

4

Cancel   Validate

3 … then enter the number of half-days to be observed between two courses of the same subject.

▶ **Specify the succession of two courses of the same subject**

1 The two subjects are selected.

2 Select one or several classes…

3 … then click on the pencil of the constraint: here, the prohibited succession between two subjects B-A.

Rapid entry of constraints

Succession prohibited : B - A

Allocate
- to all the classes
- to the selected classes

Remove
- to all the classes
- to the selected classes

Cancel   Validate
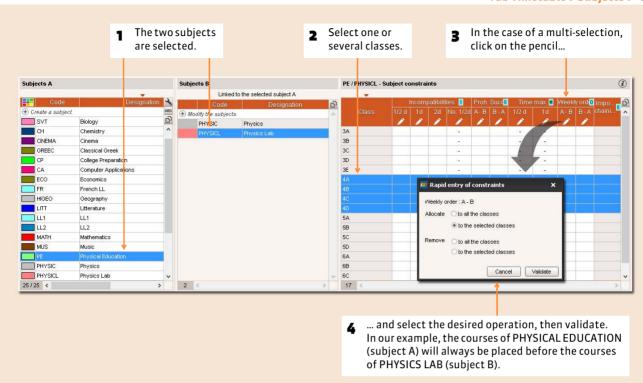
💡 **Other entry displays**
In *Timetable > Classes >* ⊘ , you can also enter all the subject constraints.
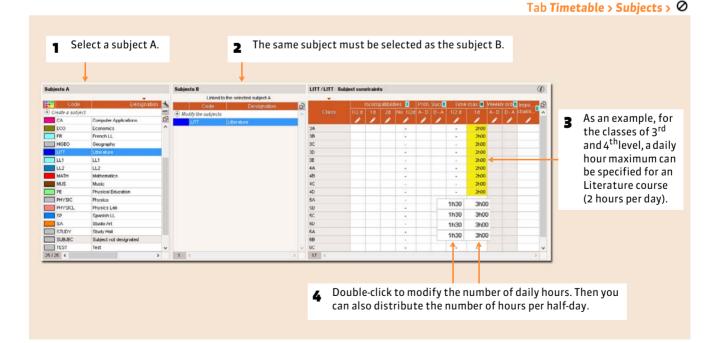
4 Tick the chosen option: for these classes EDT will never place a Phys Ed course (B) followed by a Math course (A). On the other hand, it can place a Math course (A) followed by a Phys Ed course (B).

113

▸ Specify the weekly order between the courses of two different subjects

1 The two subjects are selected.

2 Select one or several classes.

3 In the case of a multi-selection, click on the pencil...

4 ... and select the desired operation, then validate.
In our example, the courses of PHYSICAL EDUCATION (subject A) will always be placed before the courses of PHYSICS LAB (subject B).

▸ Specify a daily hour maximum
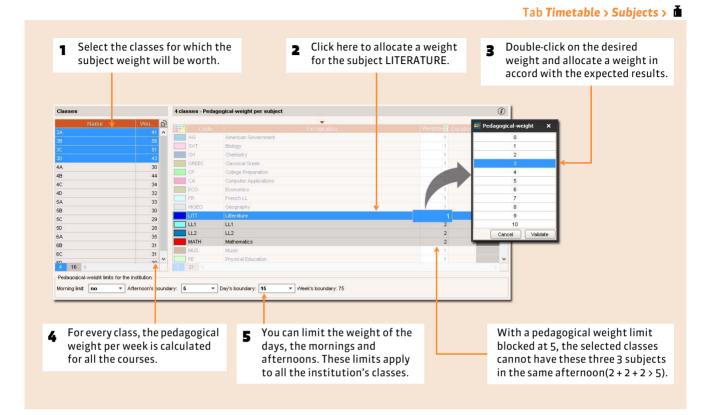
This constraint applies to a single subject.

1 Select a subject A.

2 The same subject must be selected as the subject B.

3 As an example, for the classes of 3rd and 4th level, a daily hour maximum can be specified for an Literature course (2 hours per day).

4 Double-click to modify the number of daily hours. Then you can also distribute the number of hours per half-day.
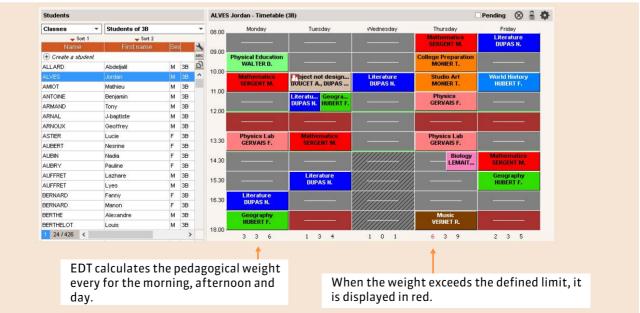
2 - Limit the pedagogical weight of a day

To limit the number of "heavy" subject course hours in the same day, you specify the weight of the subjects and limit the pedagogical weight of a day.

Tab *Timetable › Subjects ›*

1 Select the classes for which the subject weight will be worth.

2 Click here to allocate a weight for the subject LITERATURE.

3 Double-click on the desired weight and allocate a weight in accord with the expected results.

4 For every class, the pedagogical weight per week is calculated for all the courses.

5 You can limit the weight of the days, the mornings and afternoons. These limits apply to all the institution's classes.

With a pedagogical weight limit blocked at 5, the selected classes cannot have these three 3 subjects in the same afternoon (2 + 2 + 2 > 5).

Allocation of the same pedagogical weight to several selected subjects is performed simultaneously by the command *Edit › SUBJECTS › Modify the selected subjects › Pedagogical weight*.

Tab *Timetable› Classes* or *Students ›*

EDT calculates the pedagogical weight every for the morning, afternoon and day.

When the weight exceeds the defined limit, it is displayed in red.

115

3 - How are these constraints highlighted during the placement?

On any timetable grid

Automatic placement
The constraints are strictly followed during an automatic placement.

In this place, the blue bands indicate that there exists a constraint; by placing the course matrix in this place, an icon indicates the nature of the constraint in the course form. Here, the subject is in red so it is a subject constraint: if you put the course in this place, there will be too many Math courses during the day.

Factsheet 38 Allocate the photos

THINGS TO KNOW: **you can import the photos (*.jpg, *.jpeg, *.bmp or *.png) of the teachers, students and staff in EDT. The rosters are automatically composed for every class.**

1 - Automatically allocate the photos

All the photos must be in the same folder and systematically named (National number [only for the students], Name.First name, First name.Name).

To allocate the photos, activate the command **File › IMPORTS/EXPORTS › Others › Import and automatically attribute the photos › of the teachers** or **the students** or **the staff (in Class committees)**. The automatic attribution window is displayed. Ensure that you:
- specify the folder where the photos are located;
- indicate the syntax used to name the photos;
- indicate if you want the photos to be automatically reduced.

2 - Allocate a photo manually

Tab **Timetable › Students ›** 📇 or 📇

1 Select the resource in the list.

2 Right-click, then launch **Modify › Photos › Attribute**.

3 Double-click on the photo to allocate it to the selected resource.

▸**Retouching a photo**

Once inserted, you can crop the photo, regulate the luminosity and contrast. To conduct these operations, return to the identity form, then click on the button ⌐ situated next to the photo.

▸**Delete a photo**

To delete the photo of a teacher or student, go to the tab **Timetable › Teachers ›** 📇 or **Timetable › Students ›** 📇. Select the resource. Right-click, then launch the command **Modify › Photos › Delete**.

To delete the photo of a staff member, go to the tab **Class committee › Staff ›** 📇. Select the resource. Right-click, then launch the command **Modify › Photos › Delete**.

3 - Export the photos

You can export the photos by using the command **File › IMPORTS/EXPORTS › Others › Export the photos › of the teachers** or **students** or **staff (in Class committee)**. The export window is displayed.

1. Ensure that you indicate:
- the folder where you want to export the photos to,
- the syntax used to name the photos.

2. Then click on the button **Launch the export**.

4 - Available rosters

- Tab **Timetable › Teachers ›** 📷 : teachers' roster arranged by subject or by alphabetical order.
- Tab **Timetable › Classes**: pedagogical team 📷 roster and classes' student roster 📷.
- Tab **Timetable › Groups ›** 📷 : groups' student roster.

▸ Customize the roster of the students and teachers

You can also create customized rosters of the students and teachers.

For the students

Tab **Timetable › Students ›** 📷

1 Select the students.

2 The concerned students' photo appear on the right.

For the teachers

You must conduct an extraction from the list of the teachers. In the tab **Timetable › Teachers ›** 📷, select the teachers that you want to extract, then launch the command **Extract › Extract the selection** or simultaneously press on the keys **[Ctrl + X]** of the keyboard.

From the tabs, click on 🖨 to print or edit a PDF of the roster.

Factsheet 39 | Use the room groups

THINGS TO KNOW: **the room group is a concept specific to EDT. It designates under a generic name a set of rooms that answer the same needs and are interchangeable (gymnasiums, labs, technological rooms, etc.). The use of the room groups allows the reservation of a room adapted for a course without deciding in advance which specific room will be allocated.**

GROUP LABS   GROUP VIDEO PROJECTOR

| projector 01 |
| projector 02 |
| projector 03 |
| projector 04 |

Lab 1
Lab 2
Lab 3

room A   room B   room C   room D   pool

▸ **Example**
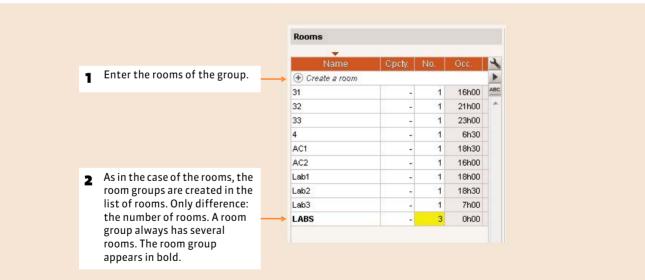
You only have 3 sciences laboratories.

You create a room group LABS with 3 for the number of rooms and insert in the SCIENCES courses as many occurrences of the room group LABS that the course requires.

The group LABS can never be solicited beyond its size: if in a time slot, you have already reserved a lab, EDT will allow you to reserve a maximum of two for the other courses.

Stage 1: create a room group

The rooms that compose the room groups can be entered before or after the elaboration of the timetable.

Tab *Timetable › Rooms ›* ☰

1 Enter the rooms of the group.

2 As in the case of the rooms, the room groups are created in the list of rooms. Only difference: the number of rooms. A room group always has several rooms. The room group appears in bold.

Rooms			
Name	Cpcty.	No.	Occ.
⊕ Create a room			
31	-	1	16h00
32	-	1	21h00
33	-	1	23h00
4	-	1	6h30
AC1	-	1	18h30
AC2	-	1	16h00
Lab1	-	1	18h00
Lab2	-	1	18h30
Lab3	-	1	7h00
LABS	-	**3**	0h00

Stage 2: allocate a group occurrence to the courses during their creation

In a course, you place an occurrence for the room group; you indicate to EDT that you need a certain type of room for this course without specifying which course. During the course placement, EDT verifies if the number of rooms of the group used in the same time slot is not superior to the number of rooms specified for this group.

1 Click on **+ Rooms** to display the room window.

2 Instead of allocating the room **Lab 1** or **Lab 2** or **Lab 3**, allocate an occurrence for the room group **LABS**.

Stage 3: link the rooms to the group

For a room to be linked to a group, it must:
- have all its unavailability including those in the group;
- not be linked to another group;
- be on the same site as the group, if site management is activated.

1 Select the room group.

2 Click-and-drag to add it to the group.

Once the room is allocated to the group, the room group is preceded by an arrow.

3 The room is displayed in the list of rooms allocated to the group.

A click on the arrow of the room group displays in italics the rooms that are linked to the group.

▶ Link the rooms to the group after course placement

If you link rooms to the group after the courses allocated to the group have been placed, EDT calculates the number of rooms necessary to answer the group's needs.

Tab *Timetable > Rooms >*

1 Select the room group.

2 The reference <<necessary room>> appears for every room that the group needs.

3 The rooms that can cover the group's needs are displayed with a green dot: click-and-drag a room to allocate it to the group. It will replace <<necessary room>>.

4 A partially free room (orange dot) does not cover the total needs of the group: there must be at least two partially free rooms to replace a necessary room.

Stage 4: specify the occupational priorities

During course distribution to the rooms, EDT takes into account the following occupational priorities.

▶ Teachers' preferential room

If you have allocated preferential rooms to the teachers *(⊃ Allocate a preferential room to a teacher)*, EDT prioritizes the courses of a teacher in his/her preferential room.

▶ Classes' preferential room

In the tab **Timetable > Classes >** , you can specify a preferential room for a class. EDT prioritizes the courses of a class in its preferential room.

‣ Prioritize the use of rooms

EDT prioritizes the use of rooms at the top of the list.
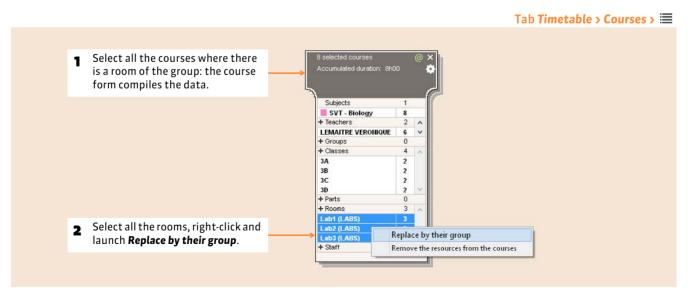
With the arrows, place at the top of the list the rooms that you wish to be occupied the most.

Stage 5: launch course distribution to the rooms

Tab *Timetable* ‣ *Rooms* ‣

1 At this stage, all the rooms should be linked to the group.

2 Launch the distribution: EDT replaces the group occurrences in the courses by the rooms that you have linked to the group.

‣ Cancel the distribution

Tab *Timetable* ‣ *Courses* ‣

1 Select all the courses where there is a room of the group: the course form compiles the data.

2 Select all the rooms, right-click and launch *Replace by their group*.

122

Other examples of room groups utilization

▸ Manage rooms with a variable capacity

Example: a workshop can reception 2 sophomore classes but only one junior class.

You create a group of 2 rooms (workshop_A and workshop_B) and insert:
- 1 group occurrence in the sophomore course;
- 2 group occurrences in the junior course.

In your timetables, a sophomore course will have for a room workshop_A or workshop_B, a junior course will have for a room workshop_A and workshop_B.

▸ Limit the number of simultaneous courses of the same subject

Example: prevent the placement of more than 2 courses of Phys Ed at the same time.

You create a room group GYM2 with2 for the number of rooms and insert an occurrence of GYM2 in all the Phys Ed courses. Once the timetable completed, you delete the group of all the courses.

▸ Limit the classes having courses of the same subject simultaneously

Example: limit to 6 the number of classes that will have Phys ED at the same time.

You create a room group GYM6 with 6 for the number of rooms and insert as many occurrences of the group GYM6 as the courses contain classes in all the Phys Ed courses. Once the timetable completed, you delete the group of all the courses.

▸ Unique room

Example: you have 2 music teachers but only one room.

You create an unique room MUSIC and allocate the room MUSIC to all the music courses, but no teachers. Once the courses placed, you allocate the teachers to the courses according to their wishes.

▸ Link a room group to another room group

You can link a room group to another room group. In this case, you link all the rooms of the group to the selected group in the list. The courses which you have allocated an occurrence of the linked group will have a room linked to this group.

This allows the use of specialized rooms (those of the linked group) when they are not occupied, for courses of the selected group.

During the distribution of the courses, EDT allocates the specialized rooms to the courses that require them, but these rooms are used for other courses the rest of the time.

Example: in the group of 16 normal rooms, 4 are larger and therefore their use should be prioritized for certain courses. Create 2 room groups: one of 12 NORMAL, and one of 4 LARGE, then link the group LARGE to the group NORMAL.
- In all the courses where any room will do, insert an occurrence of the group NORMAL.
- In all the courses that require a larger room, insert an occurrence of the group LARGE.
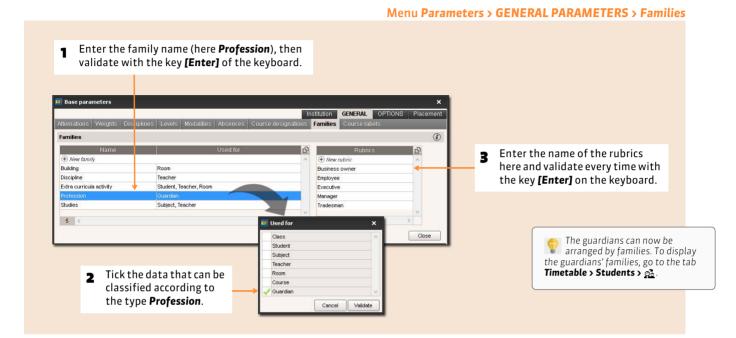
During the courses distribution, EDT will allocate large rooms to courses that require them, but these rooms will be used as normal rooms the rest of the time.

1 When you link the room group to another room group, it is necessary to accumulate the number of rooms of both groups.

2 In the list, the linked group is displayed in italic and bold, above the rooms that compose it.

Factsheet 40 Arrange the data by family
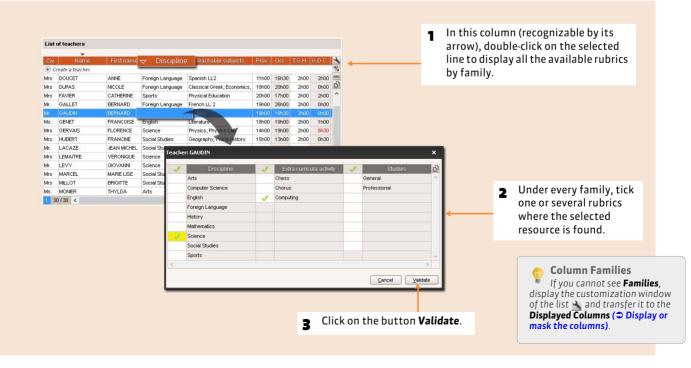
THINGS TO KNOW: **the families allow classifying your data according to your own criteria. They facilitate the management of long lists and can be used as criteria for an extraction.**
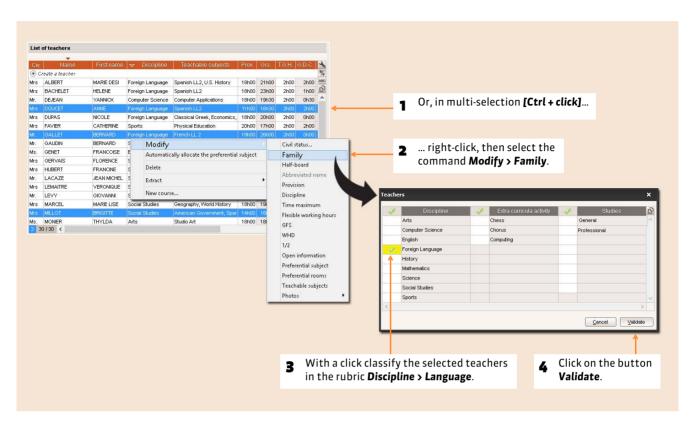
1 - Create a family and its rubrics

Menu *Parameters* > *GENERAL PARAMETERS* > *Families*

1 Enter the family name (here *Profession*), then validate with the key *[Enter]* of the keyboard.

3 Enter the name of the rubrics here and validate every time with the key *[Enter]* on the keyboard.

2 Tick the data that can be classified according to the type *Profession*.

💡 *The guardians can now be arranged by families. To display the guardians' families, go to the tab* **Timetable > Students >** 👥.

2 - Specify the rubrics where the data can be found

In the lists ☰ of subjects, teachers, classes, students, room, courses

1 In this column (recognizable by its arrow), double-click on the selected line to display all the available rubrics by family.

2 Under every family, tick one or several rubrics where the selected resource is found.

3 Click on the button *Validate*.

💡 **Column Families**
If you cannot see **Families***, display the customization window of the list* 🔧 *and transfer it to the* **Displayed Columns** *(➲ Display or mask the columns).*

1 Or, in multi-selection *[Ctrl + click]*…

2 … right-click, then select the command *Modify > Family*.

3 With a click classify the selected teachers in the rubric *Discipline > Language*.

4 Click on the button *Validate*.

3 - Display a family in the list

In the lists ▤ of subjects, teachers, classes, students, room, courses

Click on this column, then in the menu select the desired family.
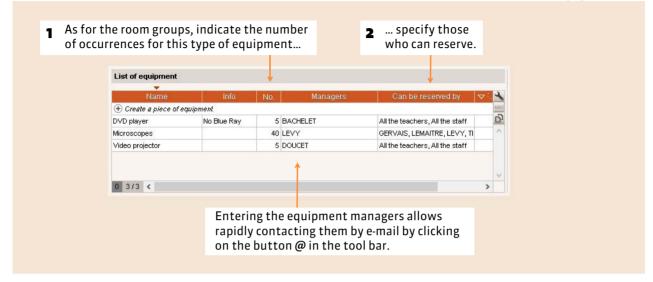
4 - Aggregate the data by family

Tab *Timetable* > *Subjects* or *Teachers* or *Classes* or *Students* or *Rooms* or *Courses*

Inside a rubric, the data is sorted according to the column where the sorting cursor is found.

2 Select a family, here named *Discipline*, in the drop-down menu.

1 Click on the button **ABC**.

3 The data is aggregated per rubric.

5 - Enter the equipment

1 As for the room groups, indicate the number of occurrences for this type of equipment…

2 … specify those who can reserve.

Entering the equipment managers allows rapidly contacting them by e-mail by clicking on the button @ in the tool bar.

Remark: if you have a list of equipment in an Excel file, you can import them by using copy/paste (⭢ Import a text file by copy-paste).

▸ **Allocation of equipment to the courses**

The allocation of equipment is then conducted from the course form. It can be assigned annually from the tab **Timetable** just as any other resource *(voir page 135)* or reserve at a given moment from the tab **Daily management and absences** *(voir page 236)*.

Manual creation of courses

Factsheet 41 The 2 types of courses

THINGS TO KNOW: **in EDT, a course is usually what you call a course: a teacher before a class. But it is also a set of seances that take place in parallel or always follow one another; in EDT we speak in terms of simple and complex courses.**
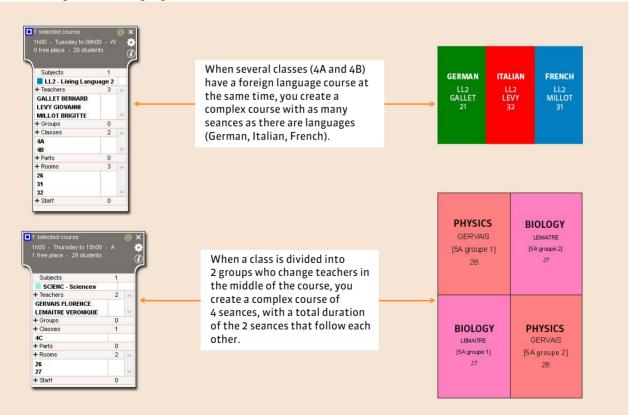
1 - The simple course

A simple course is a course where the teacher (or several teachers, in the case of co-teaching) sees the entire class for a single subject.

When the teacher (GAUDIN) sees all the class (4A), you create a simple course.

2 - The complex course
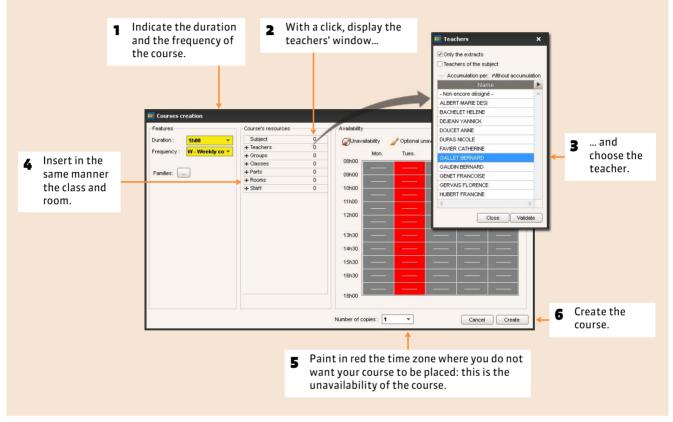
The complex course allows the representation of all situations whether you want them to work in parallel or one after the other, the students from one or several classes, with one or several teachers, every second week, etc. The most common example is the alignment of languages.

When several classes (4A and 4B) have a foreign language course at the same time, you create a complex course with as many seances as there are languages (German, Italian, French).

When a class is divided into 2 groups who change teachers in the middle of the course, you create a complex course of 4 seances, with a total duration of the 2 seances that follow each other.
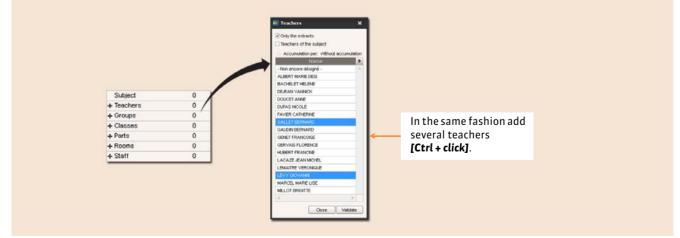
Factsheet 42 Create a course

THINGS TO KNOW: **be it a simple or a complex course, the creation of a course obeys the same principle: we associate a teaching duration with all the necessary resources (the subject, teacher, class and eventually a room), even if there are several of the same type (two teachers for a co-teaching course, several teachers and classes for a language alignment).**

1 - Create a first course

Menu *Edit* > *COURSES* > *New course* or shortcut *[Ctrl + N]*

1 Indicate the duration and the frequency of the course.

2 With a click, display the teachers' window…

3 … and choose the teacher.

4 Insert in the same manner the class and room.

6 Create the course.

5 Paint in red the time zone where you do not want your course to be placed: this is the unavailability of the course.
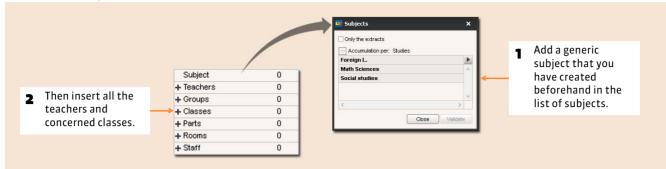
▶ **If it is a co-teaching course**

In the same fashion add several teachers *[Ctrl + click]*.

After the creation of courses indicate that it is a co-teaching course (⊃ *Indicate a co-teaching course)*.

▸ If it is a complex course

2 Then insert all the teachers and concerned classes.

1 Add a generic subject that you have created beforehand in the list of subjects.
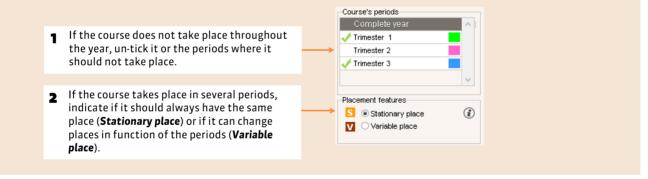
After course creation specify who sees who and in what order *(⊃ Specification of complex courses)*.

▸ If it is a fortnight course

1 In the course creation window, choose **F** as a frequency to allow EDT the choice of a fortnight **F1/F2** allowing it to coerce one fortnight or the other.

2 Once placed in the grid, the course will always occupy half of the time slot: to the left in week one F1, and on the right in week F2.

▸ If the year is divided into periods (trimesters, semesters)

1 If the course does not take place throughout the year, un-tick it or the periods where it should not take place.

2 If the course takes place in several periods, indicate if it should always have the same place (**Stationary place**) or if it can change places in function of the periods (**Variable place**).

▸ If you manage remote sites

1 If you want to take into account the constraints linked to the travel between sites during the course placement and prefer to manage the rooms after the placement, indicate the site where the course should take place.

2 If you put a room directly in a course when it is created, you do not need to specify its site, it will inherit the room's site.

132
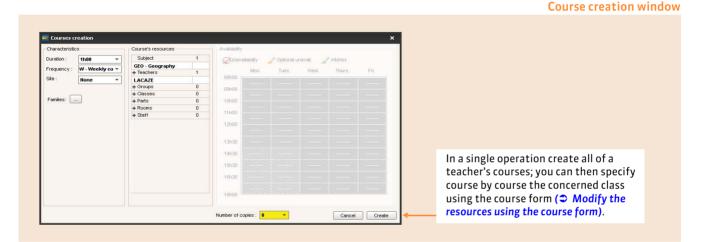
▸ **If you do not want the courses to overlap the recesses**

If you have activated the recesses *(⊃ Recess)* and do not want this course to overlap them, tick the option *Comply with the recesses*.
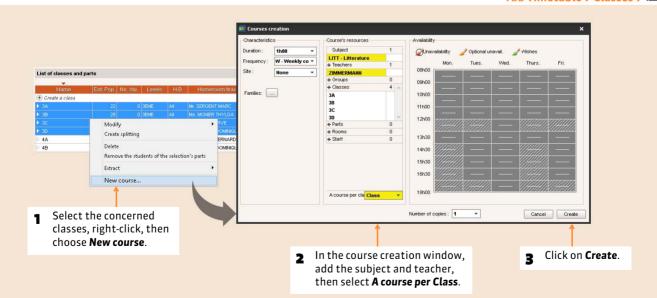
2 - Accelerate the entry of the courses

These commands allows you to rapidly create similar courses that you can then differentiate by using the course form.

▸ **Create several copies of a course**

Course creation window

In a single operation create all of a teacher's courses; you can then specify course by course the concerned class using the course form *(⊃ Modify the resources using the course form)*.
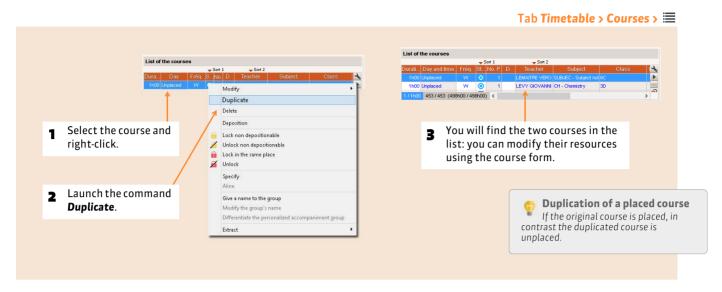
▸ **Create the same course for different classes**

Tab *Timetable* > *Classes* >

1 Select the concerned classes, right-click, then choose *New course*.

2 In the course creation window, add the subject and teacher, then select *A course per Class*.

3 Click on *Create*.

133

▶ Duplicate a course

1 Select the course and right-click.

2 Launch the command *Duplicate*.

3 You will find the two courses in the list: you can modify their resources using the course form.

💡 **Duplication of a placed course**
If the original course is placed, in contrast the duplicated course is unplaced.

▶ Automate the creation of animation hours for the homeroom class
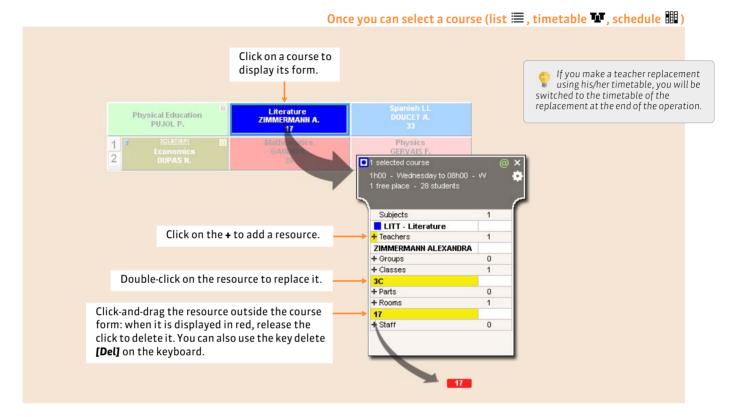
Before you can create an hour of homeroom class animation automatically for several classes simultaneously, you must specify a homeroom teacher for every class **(➲ *Appoint the homeroom teachers)*.**

1 Once you have allocated a homeroom teacher to every class, select all the classes *[Ctrl + A]*.

2 Right-click, then choose *Create an hour of homeroom class animation*.

Factsheet 43 Modify the resources using the course form

THINGS TO KNOW: **at any moment you can add, replace or delete a course resource. Notably because this allows you to differentiate courses that were created in series.**
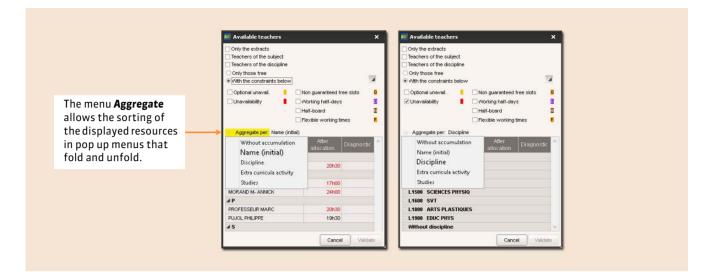
1 - Modify the subject and the resources in the course form

Once you can select a course (list ☰ , timetable 📽 , schedule 🎞)

Click on a course to display its form.

If you make a teacher replacement using his/her timetable, you will be switched to the timetable of the replacement at the end of the operation.

Click on the **+** to add a resource.

Double-click on the resource to replace it.

Click-and-drag the resource outside the course form: when it is displayed in red, release the click to delete it. You can also use the key delete *[Del]* on the keyboard.

2 - Rapidly find the desired resource
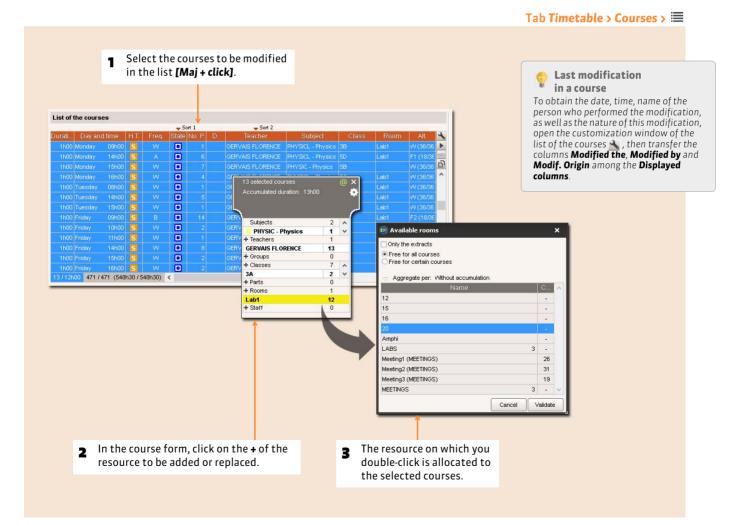
In the resource selection window, during the adding or replacing of a resource

The options in the boxes to tick can be accumulated.

EDT proposes the free resources (without courses, without unavailability): you can broaden the search by choosing the constraints to be ignored. In this case, the nature of the constraints is displayed in the column *Diagnostic*.

The menu **Aggregate** allows the sorting of the displayed resources in pop up menus that fold and unfold.
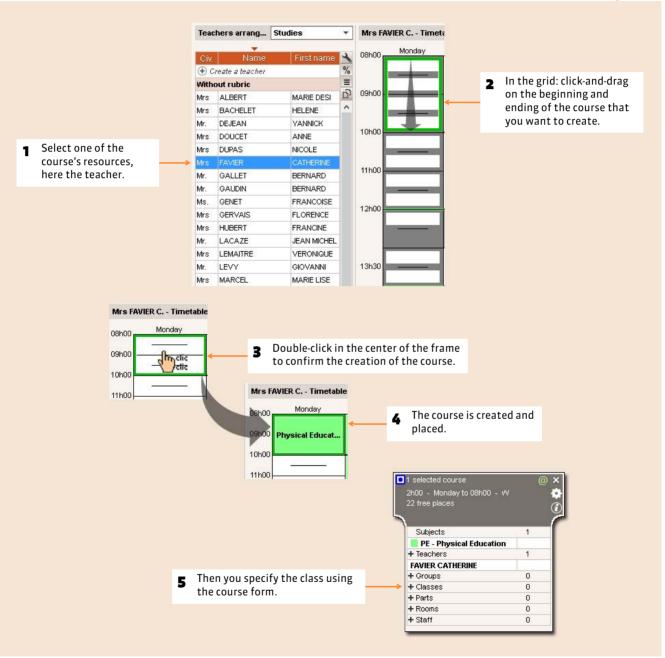
3 - Modify several courses at the same time

To conduct the same modification in several courses, use the course form in multi-selection.

1 Select the courses to be modified in the list *[Maj + click]*.

> 💡 **Last modification in a course**
> *To obtain the date, time, name of the person who performed the modification, as well as the nature of this modification, open the customization window of the list of the courses ⚲ , then transfer the columns **Modified the**, **Modified by** and **Modif. Origin** among the **Displayed columns**.*

2 In the course form, click on the **+** of the resource to be added or replaced.

3 The resource on which you double-click is allocated to the selected courses.

Factsheet 44 Design a course in the grid

THINGS TO KNOW: **by designing a course in the grid, you place the course by creating it. Only proceed in this manner for the courses whose place is imposed and lock the course after its creation.**

From all the timetable grids

1 Select one of the course's resources, here the teacher.

2 In the grid: click-and-drag on the beginning and ending of the course that you want to create.

3 Double-click in the center of the frame to confirm the creation of the course.

4 The course is created and placed.

5 Then you specify the class using the course form.

Factsheet 45 Indicate a co-teaching course

THINGS TO KNOW: **a co-teaching course is a course in which several teachers see a single class. The contrary to complex courses, all the resources are grouped in a single room for a single seance.**
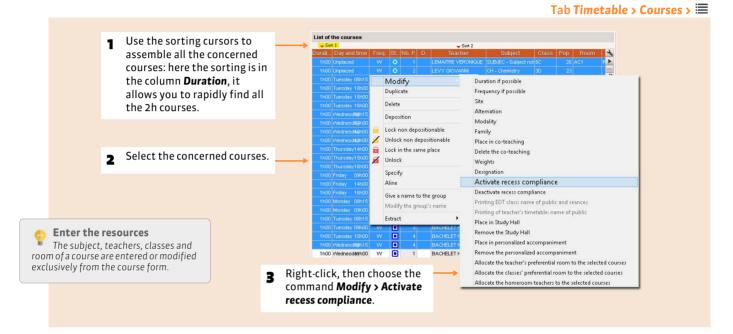
Beforehand you have created a course with at least two teachers.

1 Once the course has been created, double-click in the column **Co**.

2 You will find the co-teaching icon in the course form.

▸ Co-teaching in the complex courses

If the seance in co-teaching is part of a complex course, indicate it during the specification of the course *(⊃ Co-teaching in a complex course)*.

Factsheet 46 Enter certain characteristics in the list

THINGS TO KNOW: **once the course has been created, while working in the list of the courses, you can enter or modify the characteristics for a series of courses in a single operation: for example, specify on which site all the Phys. Ed. courses take place, ensure that the 2h courses do not overlap the recess, etc. Certain characteristics such as alternation and the weighing can only be modified by using the list.**

Tab *Timetable* › *Courses* › ▤

1 Use the sorting cursors to assemble all the concerned courses: here the sorting is in the column **Duration**, it allows you to rapidly find all the 2h courses.

2 Select the concerned courses.

💡 **Enter the resources**
The subject, teachers, classes and room of a course are entered or modified exclusively from the course form.

3 Right-click, then choose the command **Modify › Activate recess compliance**.

▶ What is course alternation?

Course alternation corresponds to a number of weeks when the course takes place out of the total number of weeks (by default 36, this number can be modified in **Parameters › GENERAL PARAMETERS › Alternation**). It is used to calculate the teachers' services. By default:

- a weekly course that takes place all year round has an alternation of 36/36;
- a weekly course that takes place in only a trimester has an alternation of 12/36;
- a fortnight course that takes place all year round has an alternation of 18/36, etc.
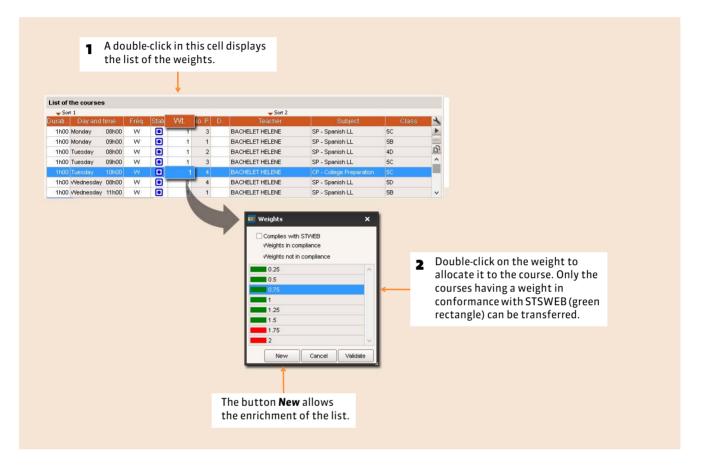
You can modify the alternation. For example, if a weekly course should only count in the teacher's services 4 weeks out of 5.

1 By default, the alternation of this weekly course is 36/36. A double-click in this column displays the list of the alternations.

2 Double-click on an alternation to allocate it a course…

3 … or click on **New** to enrich the list.

To specify a different alternation in accord with a teacher in a co-teaching course, go to the tab **Timetable > Teachers > Courses** and modify the alternation of the course directly in the list of the courses of every teacher.

▸ How to weigh a course?

In the same fashion as alternation, the weight is used to modulate the accounting method of the courses. It is the coefficient, which EDT multiplies the course with, to obtain the number of hours for the teacher's renumeration. By default, the weight of a course is 1. It can be modified.

1 A double-click in this cell displays the list of the weights.

2 Double-click on the weight to allocate it to the course. Only the courses having a weight in conformance with STSWEB (green rectangle) can be transferred.

The button **New** allows the enrichment of the list.

Factsheet 47 | Create annual Study Hall courses

THINGS TO KNOW: **you can create Study Hall courses in the time slots where the students are without courses. Once imported into PRONOTE, these courses will allow you to take a roll call in these time slots.**
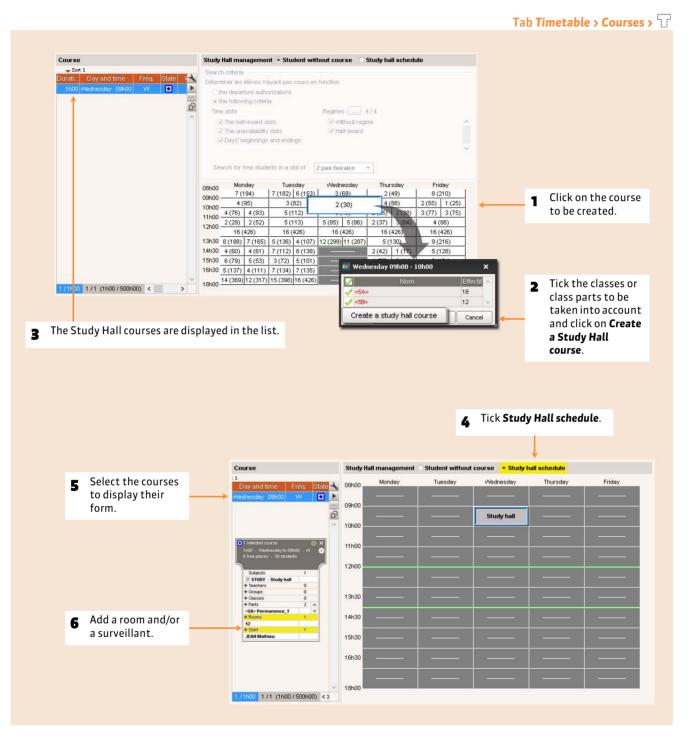
1 - Choose the accounting method for the students without courses

Tab *Timetable* > *Courses* >

1 Indicate if you want the students to be counted based on the departure authorizations *(see below)*…

2 … or in accord with the criteria relative to the time slots and the students' regimes.

3 For a base divided into half-hours, a time step of 2 gives the Study Hall one hour.

4 For each time slot, EDT displays the class number and, in parentheses, the number of concerned students.

The verticals divisions represent the weeks F1 and F2.

▸**Count the students based on the departure authorizations**
If you want to count the Study Hall based on the departure authorizations, they must have been entered beforehand in *Timetable* > *Students* > ⌨ (⟳ *Half-board and departure authorizations)*.

2 - Create a Study Hall course

Tab *Timetable* > *Courses* >

1 Click on the course to be created.

2 Tick the classes or class parts to be taken into account and click on *Create a Study Hall course*.

3 The Study Hall courses are displayed in the list.

4 Tick *Study Hall schedule*.

5 Select the courses to display their form.

6 Add a room and/or a surveillant.
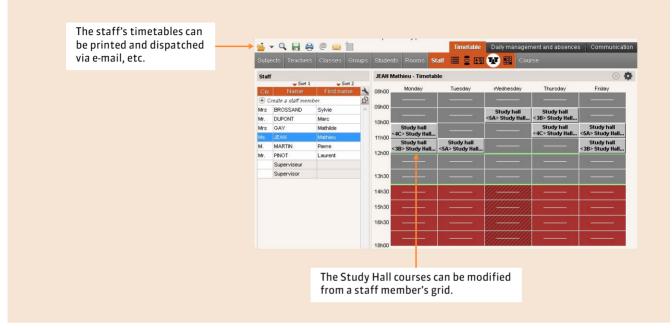
Remark: to create several Study Halls in the same time slot, repeat the operation by only selecting a part of the students each time. You can then allocate a room or surveillant to every course.

3 - Generate the staff's schedule

Every staff member has their own annual and weekly timetable grid. The Study Hall to which you allocate a staff member is displayed on their grid.

The staff's timetables can be printed and dispatched via e-mail, etc.

The Study Hall courses can be modified from a staff member's grid.
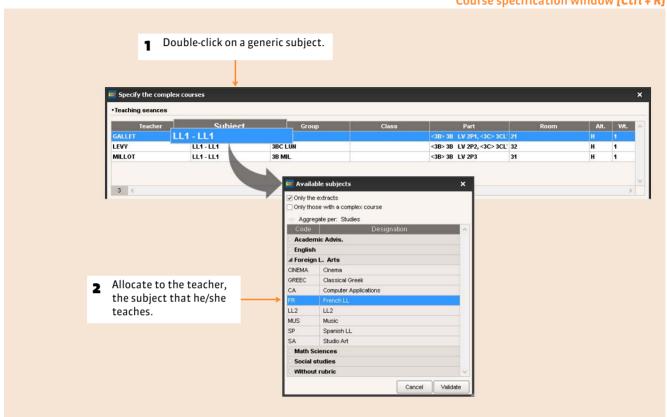
Specification of complex courses

Factsheet 48 Specify the subject

THINGS TO KNOW: **if you have allocated a generic subject to the course, specify for every teacher the taught subject.**

Course specification window [Ctrl + R]

1 Double-click on a generic subject.

2 Allocate to the teacher, the subject that he/she teaches.
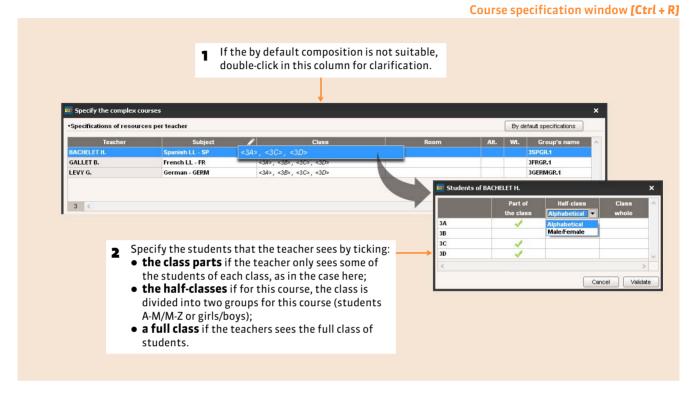
*Remark: if the preferential subject of a teacher is entered (⊃ **Allocate a preferential subject to a teacher**), it is allocated, by default, to every teacher.*

Factsheet 49 Specify the composition of the groups

THINGS TO KNOW: **you specify the composition of the groups, EDT automatically generates them.**
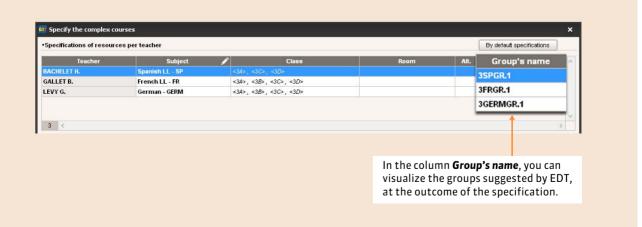
1 - Designate the students that every teacher sees

Course specification window **[Ctrl + R]**

1 If the by default composition is not suitable, double-click in this column for clarification.

2 Specify the students that the teacher sees by ticking:
- **the class parts** if the teacher only sees some of the students of each class, as in the case here;
- **the half-classes** if for this course, the class is divided into two groups for this course (students A-M/M-Z or girls/boys);
- **a full class** if the teachers sees the full class of students.

▶ **Courses in half-classes**

Once created, it is always the same half-classes (students A-M/M-Z or girls/boys) that are used for the courses in half-classes. If your half-classes are composed differently, tick **Class part** and allow EDT to generate two class parts in which you can distribute the students to your liking.

2 - Validate the group suggested by EDT

In the column **Group's name**, you can visualize the groups suggested by EDT, at the outcome of the specification.

▸ Case No. 1: the group already exists

If a group was already generated for the same combination (teacher - subject - public), EDT will reuse this group.

EDT suggests the existing group, you have nothing to do.

If the combination is different, EDT suggests a new group by default: it is up to you to replace the suggested group with an existing group.

Double-click on the suggested group and select in the list the existing group to be used.

*Remark: if this rapprochement has not been made during the specifications, you can do it in the list of the groups. To indicate that it involves a single group, select the two identical groups, right-click and launch the command **Identify the groups**.*

▸ Case No. 2: the group does not yet exist

EDT suggests the creation of a new group named using the naming rules defined in the parameters. If the name does not suit you, you can modify it in the specification window.

Double-click on the suggested group and enter a new name.

Remark: instead of modifying the groups' names every time, modify the naming rules. By contrast, the groups and parts already created will not be modified.
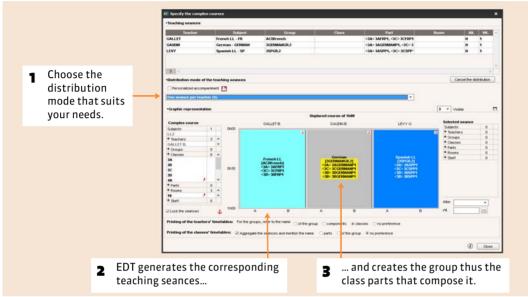
Menu *Parameters > OPTIONS > Resources*

The **Classes references** corresponds to what was entered in the column **Reference** in the list of the classes.

148
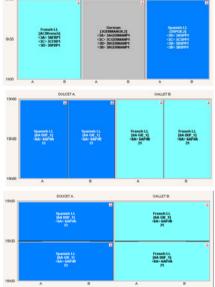
Factsheet 50 Choose a distribution mode

THINGS TO KNOW: **choose a distribution mode indicates to EDT the way the allocated resources must be distributed so that the complex courses reflect the envisaged courses (for example, for a course of LL1, this translates into a course of French, a course of Spanish and a course of Italian).**

Course specification window [Ctrl + R]

1 Choose the distribution mode that suits your needs.

2 EDT generates the corresponding teaching seances…

3 … and creates the group thus the class parts that compose it.

A seance per teacher (S)

All the teachers see the same group during the total duration of the courses. This is the case in language alignments **(➲ Create a language alignment)**.

A seance per teacher for every fortnight (SF)

Every teacher sees a group in week F1 and the other in week F2 **(➲ Courses in fortnights)**.

Every teacher changes group in the middle of the course (A)

Every teacher sees a group and changes group in the middle of the course **(➲ Permute the groups in the middle of the course)**.
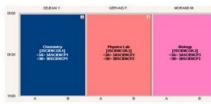
Every teacher changes group in the middle of the course and alternates every fortnight (AF)

Every teacher changes group in the middle of the course and in one week out of two, begins with the other group.

149

The teacher changes class every fortnight (CF)

The class sees a teacher in week F1, the other teacher in week F2 **(⤷ *Courses in fortnights)*.**
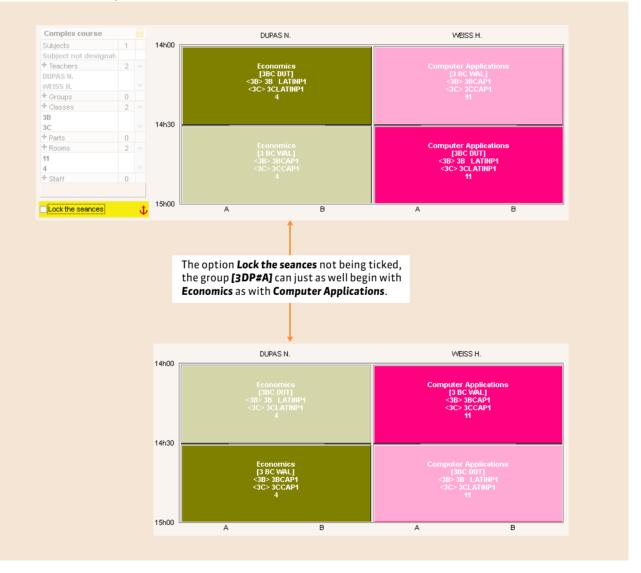
3 groups for 2 classes (3G)

Each one of the three teachers sees a group. When you close the specification window, EDT suggests to duplicate this course twice and permute the groups **(⤷ *Make a rotation 3 groups 2 classes)*.**

▸ **Unlock the seances**

If it is not necessary that the seances are in the exact order that you have designated inside the complex courses, un-tick the option **Lock the seances** ⚓ : at the time of placement, EDT can eventually invert the weeks and permute the courses that follow each other to optimizer the timetables.

The option **Lock the seances** not being ticked, the group **[3DP#A]** can just as well begin with **Economics** as with **Computer Applications**.
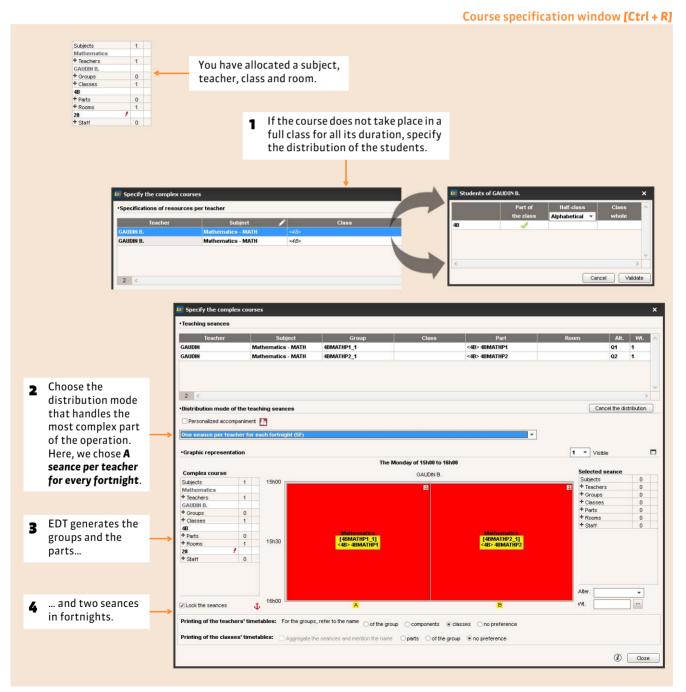
Factsheet 51 Customize the seances

THINGS TO KNOW: **if no by default distribution mode suit your needs, select one that is the closest to your requirements and then customize the seances.**
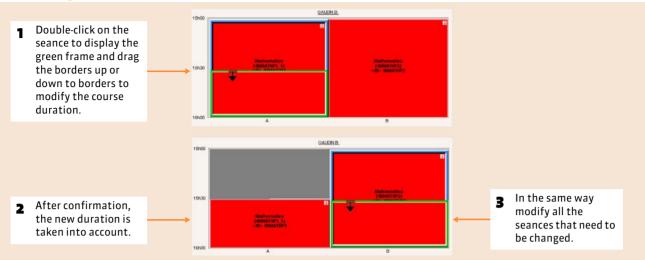
Take for example an hour Mathematics course followed by another course of one hour in fortnights for each half of the class.

1 - Begin with a similar case

Course specification window [Ctrl + R]

You have allocated a subject, teacher, class and room.

1 If the course does not take place in a full class for all its duration, specify the distribution of the students.

2 Choose the distribution mode that handles the most complex part of the operation. Here, we chose *A seance per teacher for every fortnight*.

3 EDT generates the groups and the parts…

4 … and two seances in fortnights.

151

2 - Modify the duration of a seance

1 Double-click on the seance to display the green frame and drag the borders up or down to borders to modify the course duration.

2 After confirmation, the new duration is taken into account.

3 In the same way modify all the seances that need to be changed.

3 - Duplicate a seance

1 Right-click on the seance to be duplicated, then select ***Duplicate the seance***.

2 After confirmation, the seance is duplicated, with all the resources.

4 - Modify the frequency of a seance

1 Double-click on the seance and drag the green frame border to the left or right to choose a weekly frequency or by fortnight.

2 After confirmation, the new frequency is taken into account.

5 - Empty the seance

1 Right-click on the seance and select **Empty the seance**.

2 Select the resources to be deleted in this seance. Here, the classes and parts.

3 After confirmation, the seance remains, without the resources that were allocated.

Remark: from the same contextual menu, you can also delete a seance.

6 - Add the resources

To allocate one of the initial resource to a seance, click-and-drag it from the complex course form.

To add resources that were not in the complex course or to remove a resource, use the form of the concerned seance.

7 - Verify that all the resources of the complex course are used

If a red exclamation point appears in front of a resource, this means it is not used in any of the seances: allocate it to the seances or delete it.
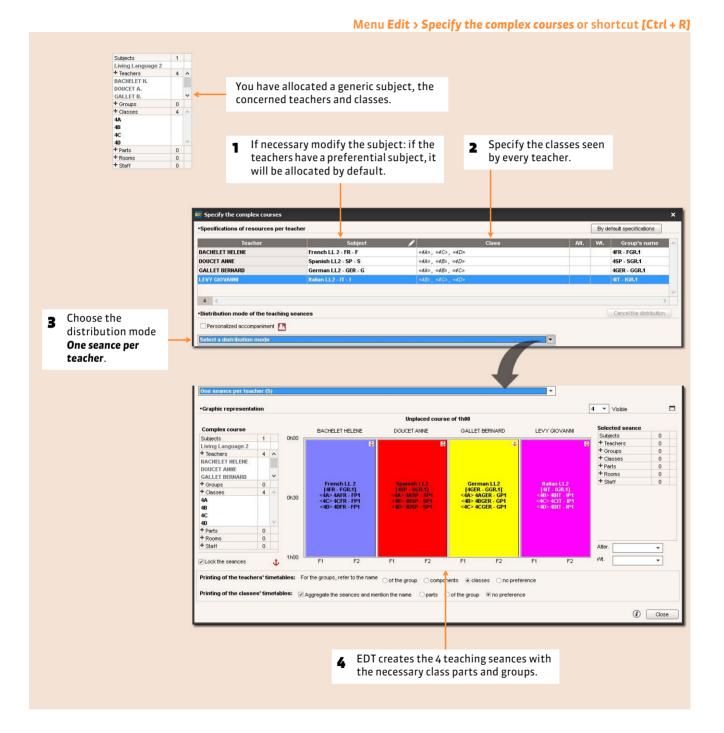
Complex courses: practical cases
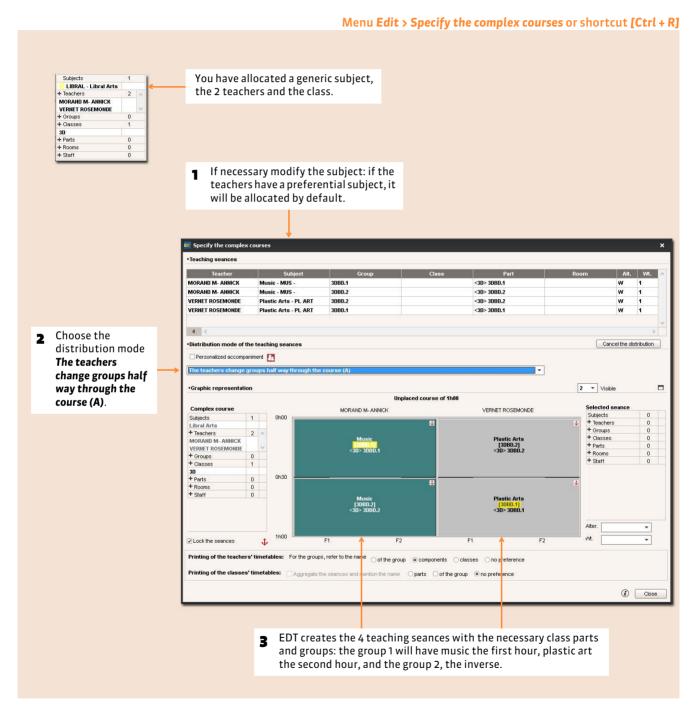
Factsheet 52 Create a language alignment

THING TO KNOW: **to create a language alignments, you create a single course. All the students are occupied at the same time: for example, 4 classes are united to form the groups of different languages.**

Menu *Edit > Specify the complex courses* or shortcut *[Ctrl + R]*

You have allocated a generic subject, the concerned teachers and classes.

1 If necessary modify the subject: if the teachers have a preferential subject, it will be allocated by default.

2 Specify the classes seen by every teacher.

3 Choose the distribution mode *One seance per teacher*.

4 EDT creates the 4 teaching seances with the necessary class parts and groups.

Factsheet 53 Permute the groups in the middle of the course

THINGS TO KNOW: **when two groups change teachers for the second hour, you create a single course. All the students are occupied at the same time: for example, a class is divided into 2 to study music and plastic arts.**

Menu *Edit > Specify the complex courses* or shortcut *[Ctrl + R]*

You have allocated a generic subject, the 2 teachers and the class.

1 If necessary modify the subject: if the teachers have a preferential subject, it will be allocated by default.

2 Choose the distribution mode *The teachers change groups half way through the course (A)*.

3 EDT creates the 4 teaching seances with the necessary class parts and groups: the group 1 will have music the first hour, plastic art the second hour, and the group 2, the inverse.

▸ **So that the order of the groups change each week**

Choose the distribution mode *The teachers change groups half way through the course and alternate every fortnight*: in week F2, it is the group 2 that will have music the first hour.

Factsheet 54 Courses in fortnights

THINGS TO KNOW: **if two teachers see the full class every second week in the same time slot, you create a single course.**

Menu *Edit > Specify the complex courses* or shortcut *[Ctrl + R]*

You have allocated a generic subject, the 2 teachers and the class.

1 If necessary modify the taught subject for each teacher.

Specify the complex courses

Specifications of resources per teacher

By default specifications

Teacher	Subject	✎	Class	Alt.	Wt.	Group's name
GAUDIN BERNARD	Mathematics - MATH -		<S> <3D>			3DBD.1
SERGENT MARC	Physics - PHYSIC		<S> <3D>			3DBD.2

2

Specify the complex courses

Teaching seances

Teacher	Subject	Group	Class	Part	Room	Alt.	Wt.
GAUDIN	Mathematics - MATH		4D			F1	1
SERGENT	Physics - PHYSIC		4D			F2	1

2

Distribution mode of the teaching seances

Cancel the distribution

☐ Personalized accompaniment

The teachers change class every fortnight (CF)

2 Choose the distribution mode *The teachers change class every fortnight (CF)*: EDT creates the teaching seances.

Graphic representation

2 ▾ Visible

Unplaced course of 1h00

Complex course

Subjects	1
Sciences	
Teachers	2
GAUDIN B.	
SERGENT A.	
Groups	0
Classes	1
4D	
Parts	0
Rooms	0
Staff	0

GAUDIN B.   SERGENT A.

0h00

Mathematics 4D

0h30

Physics 4D

1h00

A   B   A   B

☑ Lock the seances ⚓

Selected seance

Subjects	0
Teachers	0
Groups	0
Classes	0
Parts	0
Rooms	0
Staff	0

Alter. ▾

Wt. ...

Printing of the teachers' timetables: For the groups, refer to the name ○ of the group ● components ○ classes ○ no preference

Printing of the classes' timetables: ☐ Aggregate the seances and mention the name ○ parts ○ of the group ● no preference

ⓘ Close

3 In week F1 (A), the students of 3D will have mathematics…

4 … in week F2 (B), they will have physics.

▸ **Other case: the teachers see a group one week out of two**

1 If necessary modify the taught subject for each teacher.

2 By default, it is a half-class ‹D› ‹4D› that is allocated to each teacher.

3 Choose the distribution mode *One seance per teacher for each fortnight (SF)*: EDT creates 4 teaching seances.

4 In week F1, the students of group A will have mathematics…

5 … in week F2, they will have physics. And inversely for the group B.

Factsheet 55 Make a rotation 3 groups 2 classes

THINGS TO KNOW: **the most frequent case is when 2 classes are divided into 3 groups for 3 subjects: biology, technology, ecology, with a rotation of the groups with 3 teachers.**

1 - Specify the first course

Menu *Edit > Specify the complex courses* or shortcut *[Ctrl + R]*

You have allocated a generic subject, the 3 teachers and the 2 classes.

1 If necessary modify the subject: if the teachers have a preferential subject, it will be allocated by default to each of the teachers.

2 Choose the distribution mode *3 groups for 2 classes (3G)*.

3 EDT creates 3 teaching seances where each teacher sees a part of each class.

2 - EDT generates the two other courses
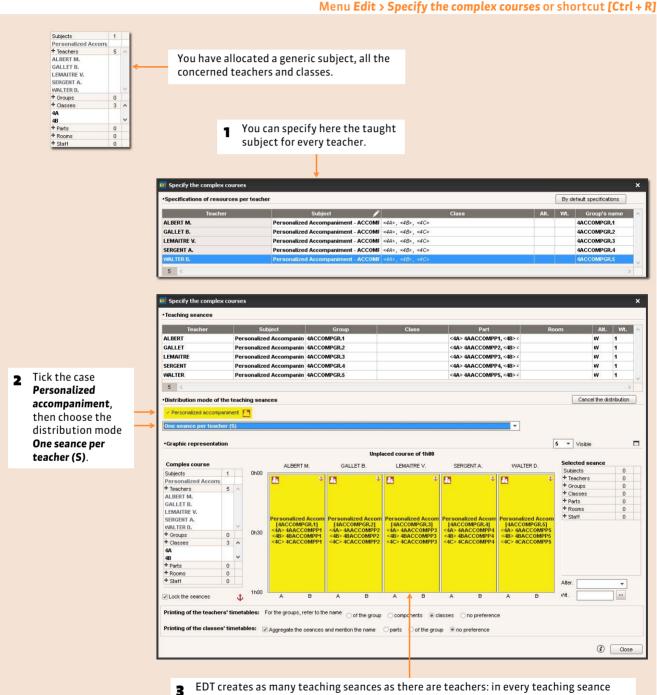
When closing the specification window

When you close the specification window, EDT proposes to duplicate this course twice by permuting the groups. Click on **Yes**.

Tab *Timetable* › *Courses* › ☰

Two other courses have been created and specified so that each teacher sees each group.

Factsheet 56 Plan personalized accompaniment

THINGS TO KNOW: **to be able to vary the composition of the groups each week (**⟳ *Modify the personalized accompaniment groups)***, you must indicate if it is a personalized accompaniment course in the specification window.**

*Menu **Edit > Specify the complex courses** or shortcut **[Ctrl + R]***

You have allocated a generic subject, all the concerned teachers and classes.

1 You can specify here the taught subject for every teacher.

2 Tick the case **Personalized accompaniment**, then choose the distribution mode **One seance per teacher (S)**.

3 EDT creates as many teaching seances as there are teachers: in every teaching seance there is a group constituted of parts from each class. You specify week after week the students that compose these groups (⟳ *Modify the personalized accompaniment groups)*.

Factsheet 57 Co-teaching in a complex course

THINGS TO KNOW: **the co-teaching can be applied to any seance of a complex course.**

In the window *Edit > Specify the complex courses [Ctrl + R]*

You have allocated a generic subject, all the concerned teachers and classes.

1 Select the teachers that have the course together, right-click and launch **Place in co-teaching**.

2 The two teachers are united in the same seance.

3 After specifying the groups, choose the distribution.

4 You visualize two seances, but the co-teaching icon, the selection rectangle and the form to the right indicate that it is in fact the same.

▸ Add co-teaching directly from a seance

1 In the seance form, click on the **+** next to the *Teachers*…

2 … and double-click on the teacher co-teaching.

3 The seance is automatically placed in co-teaching. It appears under the form of two seances, one for each teacher.

Manual placement

Factsheet 58 | Place a course manually

THINGS TO KNOW: **you manually place the courses whose place is imposed (the Phys. Ed. courses for example).**

1 - Place a course (that does not yet have a place)

In all the tabs 🔳 or 🔳

1 Click on the button to display the unplaced courses of the selected teacher.

2 Double-click on the course to be placed.

3 Drag the course's green frame to the place chosen for the course. A double-click places the course in this spot.

Remark: in the list of the courses, the placed courses are displayed in black with the symbol 🔳 *in the column* **State**.

2 - Lock the course in this place

So that EDT does not displace this course during future placements, it is necessary to lock the course.

Once the course is selected

Automatic locking
In *My preferences > PLACEMENT > Manual placement of the courses*, you can choose to automatically lock courses placed by hand.

1 Right-click, then choose *Lock in the same place*.

2 A red lock appears: EDT will never displace this course during an automatic placement.

3 - Re-position a course

In all the tabs or

2 Drag the green border to its future place and double-click: the course is placed.

1 Double-click on the course to be displaced (it must not be locked).

167
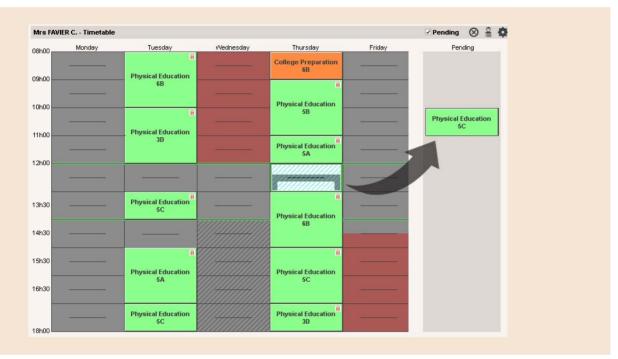
▸ Add a buffer zone for courses pending placement

During the construction of your timetable, you sometimes need to put a course «on hold», the time needed to clarify a situation. In all the displays ⛏ of the work group **Timetable** a buffer zone is now available for this purpose on the right edge of your screen.

This buffer zone tampon allows you to set aside courses while still having them visible. It is no longer necessary to add a Saturday!
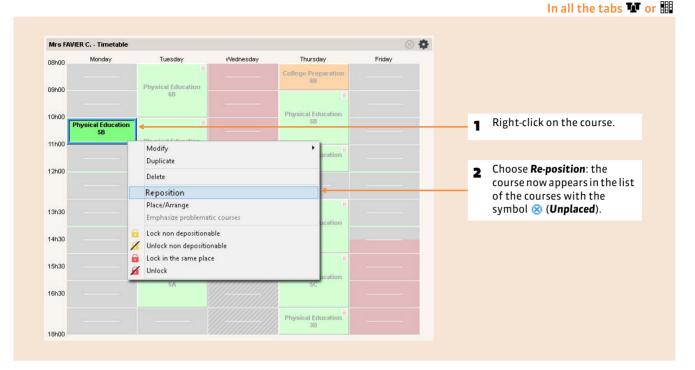
1. In order to see this zone, tick the option **Pending**.

2. In the grid, select the course to be placed on hold and drag it into the la zone **Pending** (or right-click and launch the command **Put on hold**).

3. The course is automatically re-positioned, but still appears under the form of a colored rectangle. Of course, a course placed on hold disappears in the timetables of all the resources that compose it!

4. To replace a course put on hold, select it, position the green frame in the wanted slot and double-click.

4 - Re-position the courses

▶ Re-position a course using the grid

1 Right-click on the course.

2 Choose **Re-position**: the course now appears in the list of the courses with the symbol ⊗ (**Unplaced**).

▶ Re-position a series of courses using the list

1 Select **[Ctrl + click]** the courses to re-position.

2 Right-click, then choose **Re-position**: the courses are displayed with the icon ⊗ in the list.

So that certain courses are not re-positioned during this manipulation

During the development of the timetable, you will need to regularly re-position series of courses. So not to re-position the courses placed by EDT by inadvertence, it is preferable to render these courses "non re-positionable". For this, select these courses, right-click, then choose **Lock non re-positionable**: a yellow lock 🔒 is displayed in the courses.

Remark: the courses with a red lock 🔒 are by definition non re-positionable.

Factsheet 59 **Parameterize the timetable grids**

THINGS TO KNOW: **to enhance comfort, you can customize the grids to your needs.**

1 - Choose the days, time slots and the displayed information

In all the tabs 🔧

Click on the star wheel to change the contents and the aspect of the courses, the disposition of the grids or those of the schedules. These user preferences are retained from one session to another.

2 - Display several grids punctually

In all the tabs 🔧

1 Display up to 4 grids on the same screen.

2 Drag the resources from the course form into the grids: you can display timetables side by side…

3 … of the teacher…

4 … and the room, plus that of the selected class (to the left).
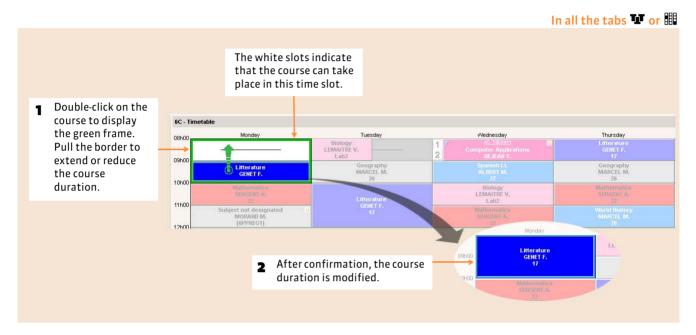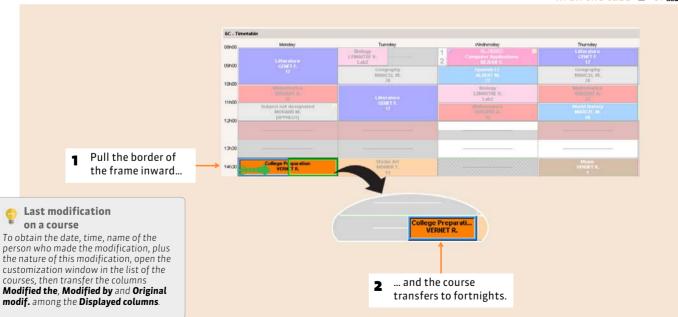
Factsheet 60 Modify the duration and the frequency of a course

THINGS TO KNOW: **the duration and frequency modifications are made directly in the grid. To modify the other characteristics, use the course form** *(⮌ Modify the resources using the course form)* **or the contextual menu of the list of the courses** *(⮌ Enter certain characteristics in the list).*

1 - Change the duration of a course

In all the tabs 🔧 or ▦

The white slots indicate that the course can take place in this time slot.

1 Double-click on the course to display the green frame. Pull the border to extend or reduce the course duration.

2 After confirmation, the course duration is modified.

2 - Change the frequency of a course

In all the tabs 🔧 or ▦

1 Pull the border of the frame inward…

💡 **Last modification on a course**
To obtain the date, time, name of the person who made the modification, plus the nature of this modification, open the customization window in the list of the courses, then transfer the columns **Modified the**, **Modified by** *and* **Original modif.** *among the* **Displayed columns**.

2 … and the course transfers to fortnights.
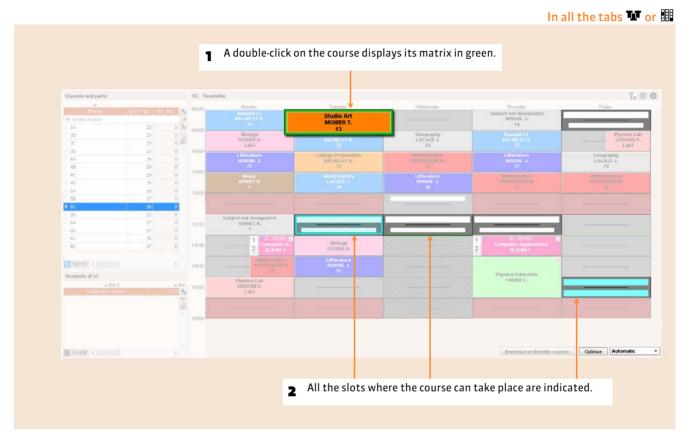
Factsheet 61 Diagnose a course

THING TO KNOW: **the diagnostic tools highlight the possible places for a course (diagnostic in the grid), and the reasons why it is not possible for all the other places (diagnostic in the course form).**

1 - Diagnostic in the grid: the possible places

In all the tabs 🔧 or ▦

1 A double-click on the course displays its matrix in green.

2 All the slots where the course can take place are indicated.
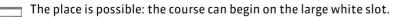
▶ Signification of the colors and the patterns

The place is not possible. Another course resource has unavailability or is already occupied. In this latter case, if you coerce the placement, at least one other course will be re-positioned.

The resource has unavailability: if you decide to coerce the placement, first verify the course form *(see below)* making sure there are no other constraints in this place.

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

The place is possible: the course can begin on the large white slot.
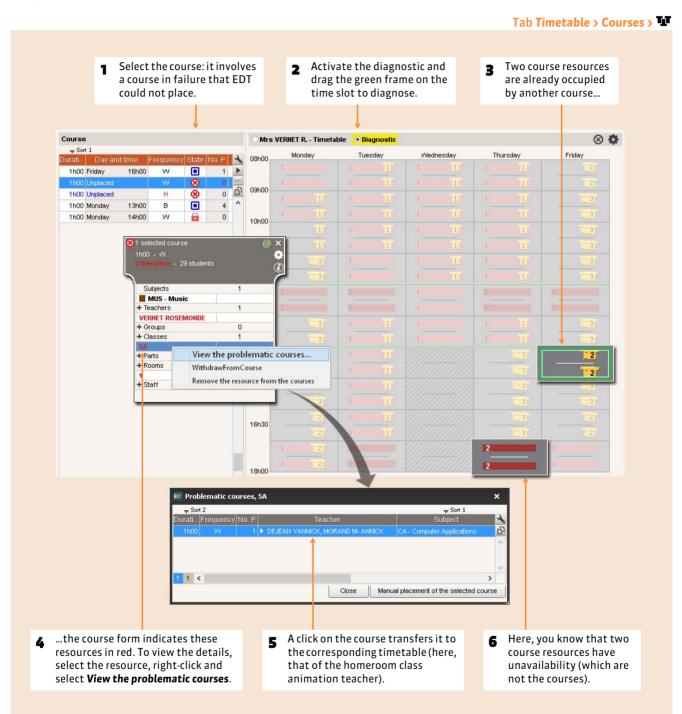
The place is possible if you neglect certain constraints. To know which ones, view the course form *(see below)*.

The place is possible: it is the recommended place by EDT according to the values of the calculation criteria.

If the information only pertains to fortnights, only half of the cell is highlighted.
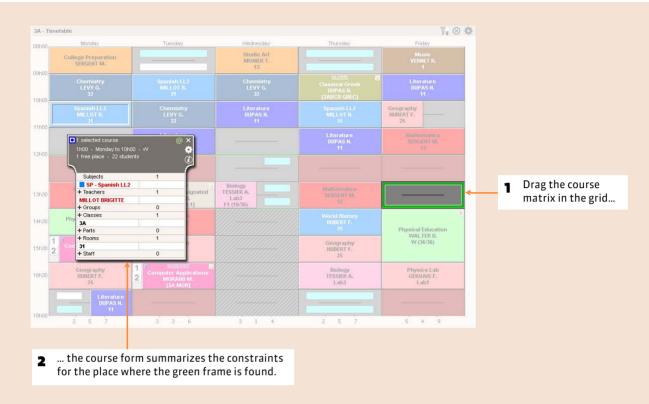
▶ Display the number of unavailable resources per time slot

This feature allows the evaluation of the situation of a course and to choose the lesser evil if necessary. It is only available using the tab **Courses**.

Tab *Timetable* > *Courses* > ⊤⊤

1 Select the course: it involves a course in failure that EDT could not place.

2 Activate the diagnostic and drag the green frame on the time slot to diagnose.

3 Two course resources are already occupied by another course…

4 …the course form indicates these resources in red. To view the details, select the resource, right-click and select *View the problematic courses*.

5 A click on the course transfers it to the corresponding timetable (here, that of the homeroom class animation teacher).

6 Here, you know that two course resources have unavailability (which are not the courses).

2 - In the course form: the resources' constraints

In all the tabs ⊞ or ▥

1 Drag the course matrix in the grid…

2 … the course form summarizes the constraints for the place where the green frame is found.

▶ Signification of the colors and patterns

1 By clicking on this button, you can obtain the signification of the colors and the icons.

2 Right-click on a resource that is in red and launch *View the problematic courses* to obtain the details of the courses preventing this placement.

Constraints that are taken into account in the diagnosis

SUBJECT
The subject is in red: Subject constraints

■ A course wish ■ Course unavailability

RESOURCES
The resource is in red: Occupied by a course
The resource is in red: + 🔒 Occupied by a locked course
Part in red: + 🔗 Linked parts occupied in the courses

■ Resource wish ■ Resource unavailability
▨ Non working half-day
S Site   M Resource time maximum
E Half-board   s Subject succession
R Recess   I Subject incompatibility
W Pedagogical-weight   M Subject time maximum
D Working half-days   s Subjects' imposed chaining
F Flexible working hours   O Subject order in the week
G Guaranteed free slots
F Fortnight courses with the same subject

Factsheet 62 Indicate the problematic courses

THINGS TO KNOW: **the highlight of the problematic courses allows the enrichment of the course form diagnostic (⮌ *Signification of the colors and patterns).*

In all the tabs 🔧 ou ▦

1 You are looking for a new place for this Literature course.

2 In this place there are pedagogical constraints (blue bands).

3 Click on this button...

4 ... to highlight the problematic courses, meaning those that create the constraint. Here, it is specified that there are too many Literature courses in the same day: the user defined the subject constraints to this respect.

175
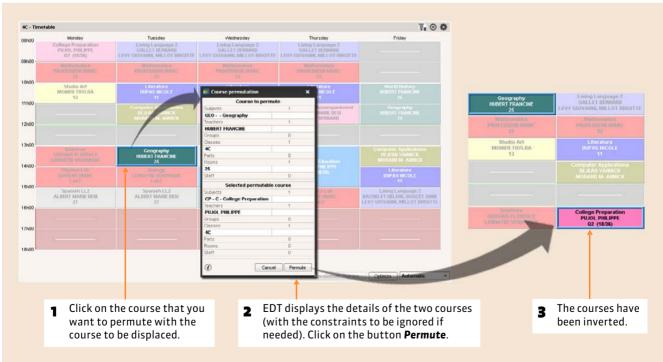
Factsheet 63 **Permute two courses**

THINGS TO KNOW: **this command allows the view of all the courses that can permute with the selected course and conduct the permutation with the course of your choice.**

1 - Identify the courses that can permute

In all the tabs 🔲 or 🔳

1 Select the course that should permute, then with another click on the course while pressing at the same time the key **[Alt]** of the keyboard. The courses that it can permute with will be highlighted.

2 If the frame boarder is white, the course can permute while complying with all of the constraints.

💡 **Mentioning Excepting room**
*The courses framed in blue mentioning **Excepting room** can permute but their room is not free in the new place.*

3 If the frame boarder is blue, you must ignore certain constraints to be able to permute with them (here, there are too many courses of the subject in the day).

2 - Permute the courses

In all the tabs 🔲 or 🔳

1 Click on the course that you want to permute with the course to be displaced.

2 EDT displays the details of the two courses (with the constraints to be ignored if needed). Click on the button **Permute**.

3 The courses have been inverted.
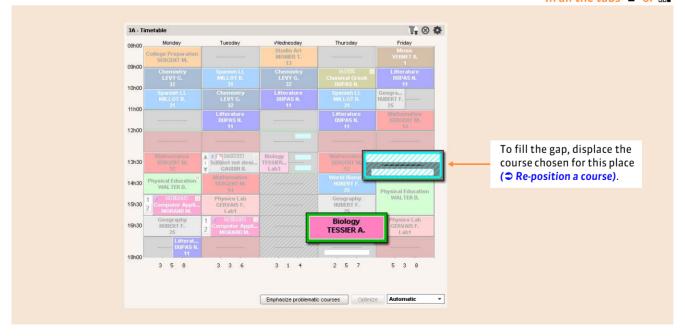
Factsheet 64 | Find courses that can fill a gap

THINGS TO KNOW: **this command allows you to invert the timetables. If you want to occupy a resource that remains free in a particular time slot, you can find all the courses that can occupy this place.**

1 - Identify the courses that can fill a gap

In all the tabs 🔀 or 🎛️

💡 **Mentioning Excepting room**
*The courses framed in blue mentioning **Excepting room** can fill the gap but their room is not free in the new place.*

1 Click on the beginning of the gap while at the same time pressing on the key **[Alt]** of the keyboard. The courses that can fill this gap are highlighted.

3 If the courses are framed in blue, you must ignore certain constraints to put them in this place (EDT displays the icons corresponding to the concerned constraint).

2 If the frame is white, the course can fill the gap while complying with all the constraints.

2 - Fill the gap

In all the tabs 🔀 or 🎛️

To fill the gap, displace the course chosen for this place (↪ *Re-position a course)*.

177

Automatic placement
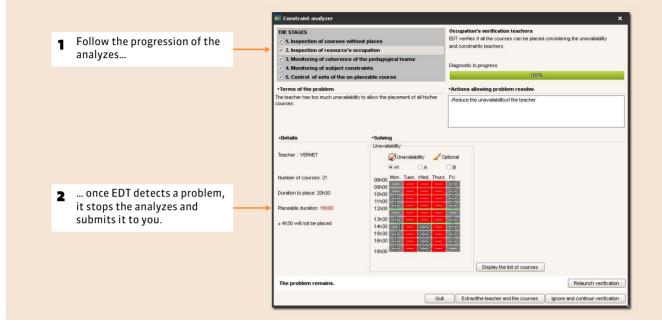
Factsheet 65 Analyze the constraints

THINGS TO KNOW: **analyze the constraints means verifying the feasibility of your timetable. You can launch the constrain analyzer at any time to detect inconsistent situations, most of the time due to the entry of contradictory constraints. This stage is essential before launching an automatic placement; it allows the anticipation of placement failures.**

1 - EDT analyzes the constraints

Menu *Placement* > *Launch the constraint analyzer*

1 Follow the progression of the analyzes…

2 … once EDT detects a problem, it stops the analyzes and submits it to you.

2 - Solve a problem

From the *Constraint analyzer* window

1 EDT suggests one or several ways to solve the problem.

2 Implement one of the suggested solutions (here, by removing unavailability).

3 Relaunch the verification to see if your modification is effective.

Factsheet 66 | Launch an automatic placement
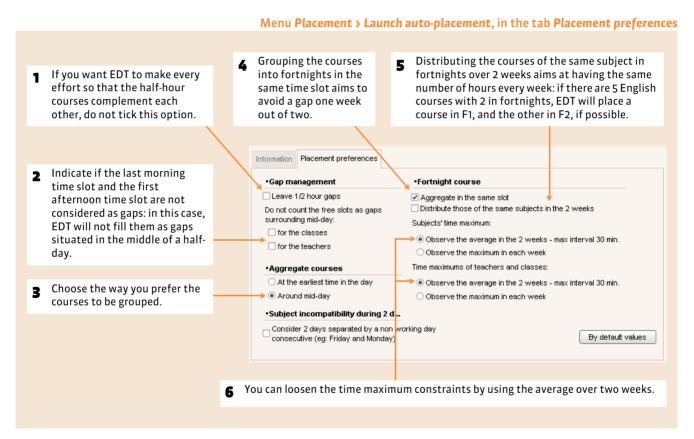
THINGS TO KNOW: **during an automatic placement, EDT only looks to place the courses extracted from the list of the courses: this allows you to choose what courses you want to launch automatic placement for (the complex courses, for example).**

1 - On which courses to launch a placement?

By placing your courses in series, you will save time in the drafting of the timetable. Progressively place the courses from the most difficult to the easiest.

For detailed information of the different stages of the timetable development, consult the methodology situated in the beginning of this book **(⊃ Elaboration of the timetable)**.

2 - Placement preferences

Menu *Placement* > *Launch auto-placement*, in the tab *Placement preferences*

1 If you want EDT to make every effort so that the half-hour courses complement each other, do not tick this option.

4 Grouping the courses into fortnights in the same time slot aims to avoid a gap one week out of two.

5 Distributing the courses of the same subject in fortnights over 2 weeks aims at having the same number of hours every week: if there are 5 English courses with 2 in fortnights, EDT will place a course in F1, and the other in F2, if possible.

2 Indicate if the last morning time slot and the first afternoon time slot are not considered as gaps: in this case, EDT will not fill them as gaps situated in the middle of a half-day.

3 Choose the way you prefer the courses to be grouped.

Information | Placement preferences

Gap management
☐ Leave 1/2 hour gaps
Do not count the free slots as gaps surrounding mid-day:
☐ for the classes
☐ for the teachers

Aggregate courses
○ At the earliest time in the day
◉ Around mid-day

Subject incompatibility during 2 d...
☐ Consider 2 days separated by a non working day consecutive (eg: Friday and Monday)

Fortnight course
☑ Aggregate in the same slot
☐ Distribute those of the same subjects in the 2 weeks
Subjects' time maximum:
◉ Observe the average in the 2 weeks - max interval 30 min.
○ Observe the maximum in each week
Time maximums of teachers and classes:
◉ Observe the average in the 2 weeks - max interval 30 min.
○ Observe the maximum in each week

[By default values]

6 You can loosen the time maximum constraints by using the average over two weeks.

3 - Calculation criteria

By default, the calculation criteria are balanced: the value which is allocated to them is rather high so that every criterion is efficient and rather low so that a criterion does not exercise its influence to the detriment of another. That is why it is recommended to keep the by default values during the first calculation.

If you have time to make simulations and you consider that one criterion is more influential than the others, you can change its weight in the tab *Calculation criteria*. Do not modify too many criteria at the same time; you will not be able to identify which ones influenced the results.

1 In the tab **Information**, click on **Customize calculation criteria**.

2 Double-click on a value to modify it.

To return to the by default values.

The values between ticks are the maximum limits for testing which we recommend during the calculation.
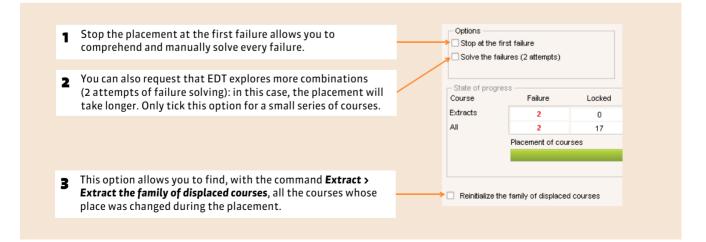
Please note:
- If you allocate a nil value to a criterion, it is not taken into account; if you allocate a negative value, you will obtain the inverse effect. For example, if you give a negative value to a criterion **Privilege the free 1/2 days**, EDT will fragment the timetables to a maximum.
- Except for particular consideration, allocate in **Penalize the gaps (Class)** a value inferior or equal to that of **Penalize the gaps (Teacher)**. As the number of class hours is generally superior to those of the teachers, the higher this criterion value is for the classes, the more the teachers timetables risk being penalized.

4 - Placement options

Before launching the placement, you can indicate the handling of the courses in failure, meaning the courses that EDT failed to place "during the first attempt".

1 Stop the placement at the first failure allows you to comprehend and manually solve every failure.

2 You can also request that EDT explores more combinations (2 attempts of failure solving): in this case, the placement will take longer. Only tick this option for a small series of courses.

3 This option allows you to find, with the command **Extract > Extract the family of displaced courses**, all the courses whose place was changed during the placement.

5 - Placement development

1 Once the preferences and option have been chosen, click here to launch the placement.

2 As you go, EDT displays the state of the manipulated courses: the number of placed courses and the number of courses in failure, those that it did not manage to place.

3 While watching the running of the computer, you will have a good idea of the complexity of the problems to be solved (the courses reclassification has to be made every 50 courses; the smaller this number, the greater the difficulty to resolve the situation).

6 - What to do with courses in failure?

At the outcome of automatic placement, there can be courses that EDT did not succeed in placing: we speak in the terms of course in failure ⊗ .

Sort the courses in the column **State** to view the remaining courses in failure.

Incoherent constraints
If the ⁂ displays in the column **Number of places**, *incoherent constraints subsist in the base: launch the constraints analyzer to detect and correct them.*

▸ **Use the failure solver**

To solve these failures, you can launch the failure solver, either by ticking this corresponding option before relaunching a placement **(⊃ *Placement options)*, or by launching the command *Solver › Launch the automatic solver* (⊃ *Standard method)* for a deeper exploration: in both cases, EDT displaces the courses to try other combinations.

▸ **Analyze the failure to solve manually**

After 2 or 3 solver attempts, especially if you are at the start of placement, we recommend that you stop the solver to look for the reasons of the failure in the timetable grid. With the EDT diagnostic tools **(⊃ *Diagnose a course)*, you can identify the problem and react in consequence.

Factsheet 67 Use the solver
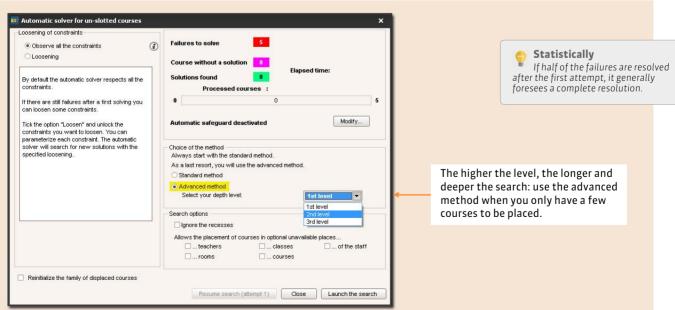
THING TO KNOW: **at every stage of the timetable development, the courses can be placed in failure.The automatic solver resolves most of the failures by trying other combinations which the calculator does not take the time to explore. It also allows the loosening of your constraints: only use it as a last resort! If ever this is not enough, use the step by step solver.**

1 - Use the automatic solver

▸ Standard method

Menu Solver > _Launch the automatic solver_

1 During the resolution of the first failures, leave comply with all constraints active.

2 First choose the standard method.

3 Do not liberate any optional unavailability during this stage.

4 Launch the search.

▸ Advanced method
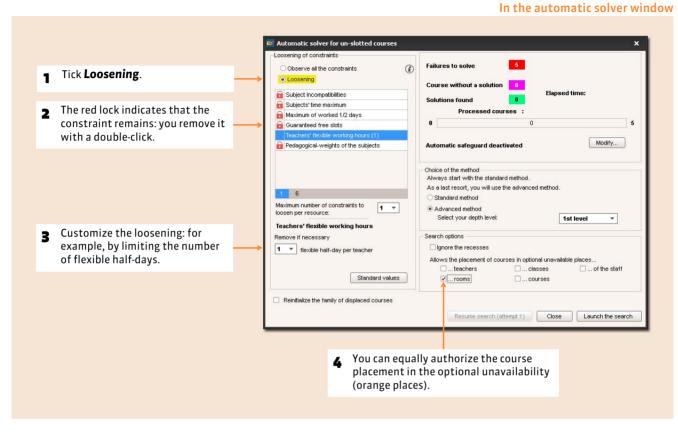
In the automatic solver window

💡 **Statistically**
If half of the failures are resolved after the first attempt, it generally foresees a complete resolution.

The higher the level, the longer and deeper the search: use the advanced method when you only have a few courses to be placed.

‣**Loosen the constraints**

In most cases, EDT manages to place the courses without obliging you to loosen the constraints: the unfeasible constraints are located with the constraint analyzer and it is rare that the achievable constraints render the placement impossible because of a combinatorial too long to be explored.

In the automatic solver window

1 Tick **Loosening**.

2 The red lock indicates that the constraint remains: you remove it with a double-click.

3 Customize the loosening: for example, by limiting the number of flexible half-days.

4 You can equally authorize the course placement in the optional unavailability (orange places).

2 - Use the step by step solver

The step by step solver is used when the other tools have not found a solution. It proposes solutions that comply with all the course unavailability and resources but do not necessarily comply with the constraints linked to the subject, time maximum or recesses.

1. Select a course in failure and launch **Solver > Launch the step by step solver… > … by replacing a maximum of 1 course**.
2. If the course is not placed in this round, begin again while selecting 2 then 3 courses.
3. Once the course is placed, begin again with each one of your courses in failure, making sure you comply with the search levels.
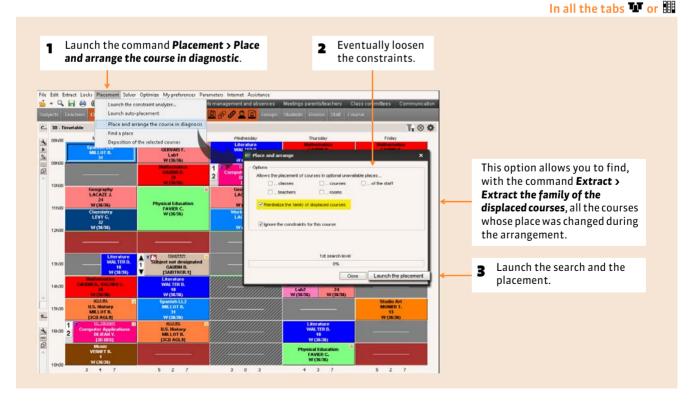
Factsheet 68 **Place and arrange**

THINGS TO KNOW: **this command allows you to place a course in a non free place by entrusting EDT with the care of replacing problematic courses in compliance with the constraints.**

1 - Choose the place of the course

In all the tabs ▉▉ or ▦

1 Double-click on the course to put it in diagnostic…

2 … and displace the green frame on the chosen place.

💡 **Use the diagnostic grid**
The course diagnostic grid (⮌ Display the number of unavailable resources per time slot) allows you to choose the place in accord with the number of occupied resources.

2 - Place the course and arrange the timetables

In all the tabs ▉▉ or ▦

1 Launch the command *Placement > Place and arrange the course in diagnostic*.

2 Eventually loosen the constraints.

This option allows you to find, with the command *Extract > Extract the family of the displaced courses*, all the courses whose place was changed during the arrangement.

3 Launch the search and the placement.

186

Factsheet 69 | Optimize the Study Halls

THINGS TO KNOW: **this optimization consists of distributing in a uniform manner the number of students or classes in Study Hall. For this, EDT modifies the timetable in compliance with the constraints, without depositioning a single course. It's better to conduct this optimization before the teachers' timetable optimization and especially before creating the Study Hall courses**

Menu *Optimize > Optimize the Study Hall*

1 EDT displays per time slot the number of Study Hall classes.

2 Choose the time slots to be taken into account.

3 Start with the **Standard** method.

4 EDT indicates:
- the maximum number of classes reached (9 classes on 2 occasions);
- the average of number of classes in Study Hall (2,9).
The optimization will smoothen the difference.

5 Launch the optimization.

Factsheet 70 Optimize the timetables

THINGS TO KNOW: **when the courses are placed, you can ameliorate the quality of your timetables. Start by launching an optimization: EDT augments the free half-days and reduces the gaps and isolated courses. You then can modify your timetables one by one in according to your preferences.**

1 - Launch a general optimization

During a general optimization, EDT concentrates on the teachers' timetables or those of the classes: the choice is yours.

Menu *Optimize*

1 Unless specified otherwise, the other timetables (here, those of the classes) will absolutely not be degraded.

2 Classify the criteria in accord with their priority: here liberating half-days for the teachers will be the prime objective.

A *gap* is a free time slot surrounded by courses whose duration is at least equal to a time step.

A course is considered as *isolated* when it is alone in a half-day and whose duration is inferior to 2 time sequences.

3 Launch the optimization: you will interrupt it after several attempts (5 to 7). Be patient, your timetables will only get better!

4 As the optimization moves forward, EDT displays the results: these ameliorations are always acquired even in case of an interruption.

▸ **To specify teacher by teacher the number of tolerated gap hours**

In the list of the teachers, you can specify in the column *T.G.H.* the number of tolerated gap hours for every teacher. By default, the number of hours is fixed at 2 hours for all.

2 - Optimize a resource's timetable

In all the tabs

1 Select your resource.

2 Click on the button *Optimize*.

3 Enter the number of tolerated gap hours.

4 Modify your priorities in global preferences.

5 Launch the optimization.

3 - Monitor the results of the optimization

Tab *Timetable* > *Teachers* >

1 Display the list in the mode *Statistics*.

Optimization for the classes
This display equally exists in the list of the classes.

2 Compare the number of tolerated gaps and the number of remaining gaps after the optimization.

3 Verify the number of free half-days for every teacher.

189

Distribution of the timetables

Factsheet 71 Parameterize the printing of the group courses

THINGS TO KNOW: **before distributing your timetables, you must indicate what you want to view in the group courses.**

1 If you do not find the columns **Class** and **Teacher**, display them via the customization of the list window 🔧.

2 Select the concerned courses *[Ctrl + click]*.

3 Right-click and select *Modify > Printing class' timetable: name of public and seances* or *Printing teacher's timetable: name of public*.
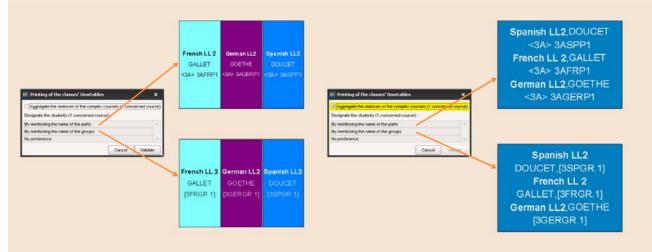
▸ In the classes' timetables

According to the chosen options, here is how you will visualize your courses in your prints.
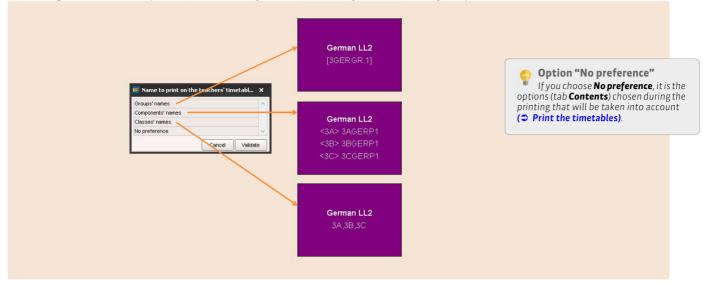
Without grouping the seances   **By grouping the seances**

▸ In the teachers' timetables
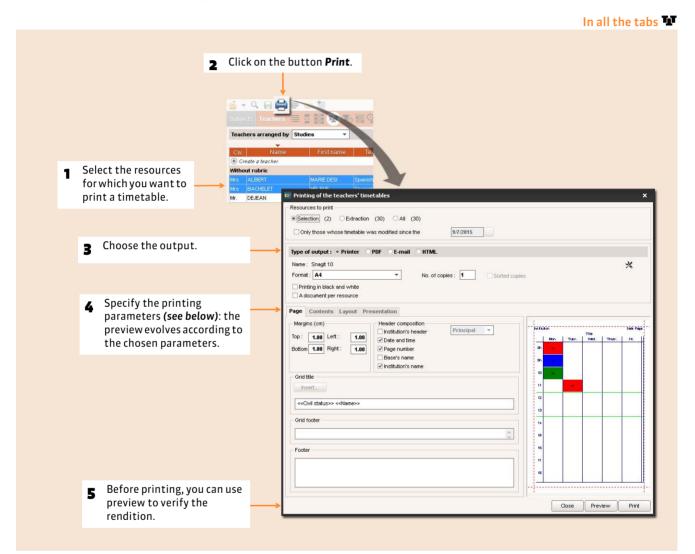
According to the chosen options, here is how you will visualize your courses in your prints.

German LL2
[3GERGR.1]

Name to print on the teachers' timetabl... ✕

Groups' names
Components' names
Classes' names
No preference

Cancel   Validate

German LL2
<3A> 3AGERP1
<3B> 3BGERP1
<3C> 3CGERP1

German LL2
3A,3B,3C

💡 **Option "No preference"**
If you choose **No preference**, *it is the options (tab* **Contents**) *chosen during the printing that will be taken into account* (⤴ *Print the timetables*).

Factsheet 72 Print the timetables

THINGS TO KNOW: **you can print the timetables of the teachers, classes, groups or every student. You can also print the timetable of every room.**

1 - Launch the printing

In all the tabs ⊤⊤

2 Click on the button *Print*.

1 Select the resources for which you want to print a timetable.

3 Choose the output.

4 Specify the printing parameters *(see below)*: the preview evolves according to the chosen parameters.

5 Before printing, you can use preview to verify the rendition.
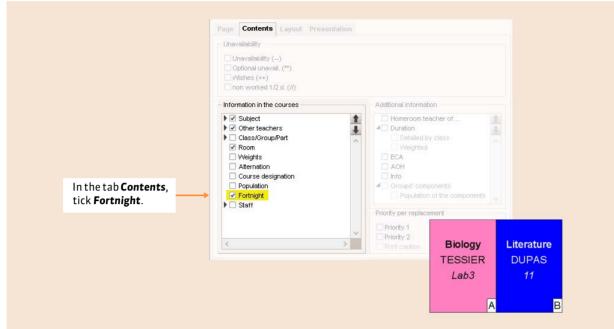
2 - Parameterize the printing of the fortnight courses

To manage the fortnight courses, you can:
- either display the weeks in the timetables;
- or generate a timetable for every week.

▸ Display the weeks in the timetable
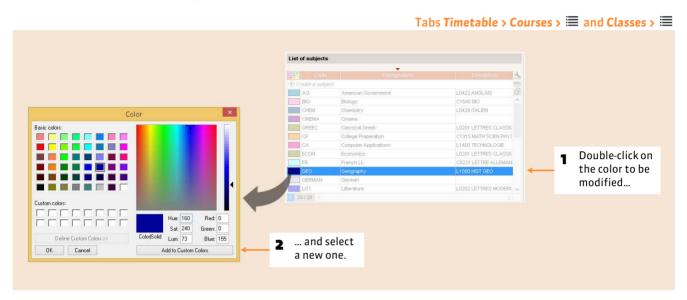
In the tab **Contents**, tick **Fortnight**.

▸ Generate a timetable for every week

1 In the tab **Page**, click on **Insert**…

2 … and select **Fortnight**. This will be displayed in the grid title.

3 In the tab **Layout**, tick **A grid per fortnight**.
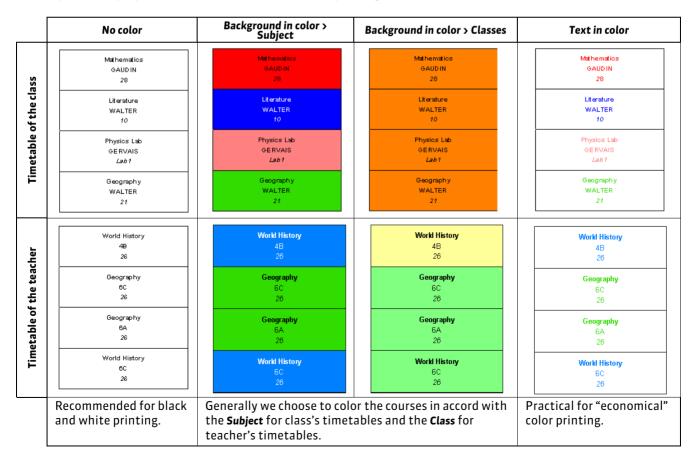
3 - Optimize the printing

▶ The colors

All the color presentation options adopt those that are associated with the subjects and classes. If you want to modify the colors, do it beforehand using the list of data.

Tabs *Timetable > Courses >* 🏢 and *Classes >* 🏢

1 Double-click on the color to be modified…

2 … and select a new one.

These options are proposed in the **Presentation** tab in the printing window.

	No color	Background in color > Subject	Background in color > Classes	Text in color
Timetable of the class				
Timetable of the teacher				
	Recommended for black and white printing.	Generally we choose to color the courses in accord with the **Subject** for class's timetables and the **Class** for teacher's timetables.		Practical for "economical" color printing.

▸ Gain space

These options are proposed in the tab **Layout** in the printing window.

Print several timetables on the same page

You can print several timetables on the same page. For example, you can group the timetables of all the members of the same pedagogical team on two or three pages. For this, select the concerned teachers before launching the printing, select the desired number of timetables per page and set the orientation, portrait or landscape.

Ignore the grids without courses
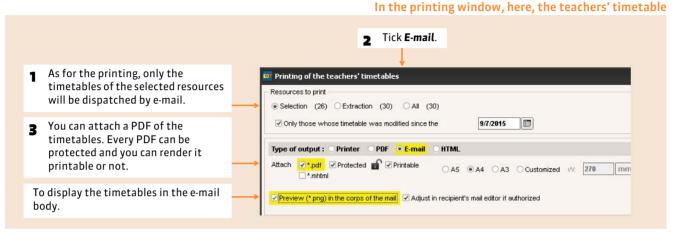
Tick the option **Ignore the grids without courses** allows you not to print an empty grid if the selection has one.

Ignore the slots without courses

This option avoids printing empty lines: if a class or teacher never has a course after a certain time, the timetable will stop at this time, even if other courses in the institution may take place later.
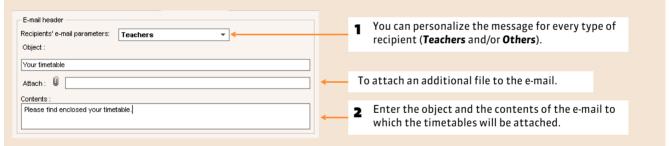
Factsheet 73 Dispatch the timetables by e-mail

THINGS TO KNOW: **to dispatch the timetables by e-mail, proceed as for a print. You first must enter the electronic addresses of the teachers, students and guardians to whom you wish to send their timetables (** *⊃ Verify that the recipients can receive the e-mail)***.**

In the printing window, here, the teachers' timetable

2 Tick *E-mail*.

1 As for the printing, only the timetables of the selected resources will be dispatched by e-mail.

3 You can attach a PDF of the timetables. Every PDF can be protected and you can render it printable or not.

To display the timetables in the e-mail body.

▸ E-mail parameters

In the printing window, once you have selected *E-mail*

1 You can personalize the message for every type of recipient (*Teachers* and/or *Others*).

To attach an additional file to the e-mail.

2 Enter the object and the contents of the e-mail to which the timetables will be attached.

▸ Choice of recipients

After clicking on the button *Print/Dispatch* on the bottom right of the printing window

1 If you are dispatching timetables to the teachers, everyone will only receive their own.

2 If you enter the address of other recipients, they will receive all the timetables.
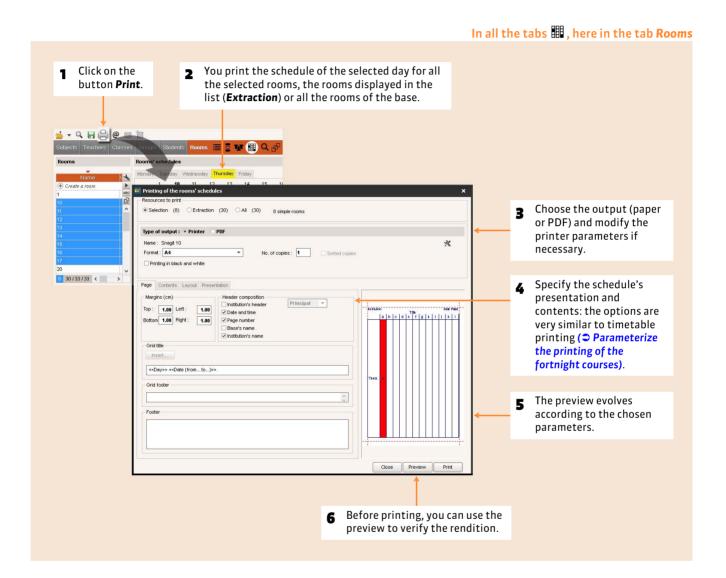
3 If you are not sure that all the recipient teachers have an electronic address, you can program EDT to print the timetables for those without an address.

💡 **Students' timetables**
*By launching the command **File › Print** using the tab **Timetable** of the students, you can dispatch their child's timetable to every guardian.*

4 Validate to dispatch the e-mail and eventually launch the printing.

Factsheet 74 Print a schedule

THINGS TO KNOW: **for the schedules of several rooms, the printing options allow you to print on a minimum number of pages. Schedule printing is also available for the teachers and classes.**

In all the tabs ▦ , here in the tab *Rooms*

1 Click on the button *Print*.

2 You print the schedule of the selected day for all the selected rooms, the rooms displayed in the list (*Extraction*) or all the rooms of the base.

3 Choose the output (paper or PDF) and modify the printer parameters if necessary.

4 Specify the schedule's presentation and contents: the options are very similar to timetable printing *(⤿ Parameterize the printing of the fortnight courses)*.

5 The preview evolves according to the chosen parameters.

6 Before printing, you can use the preview to verify the rendition.

Factsheet 75 — Publish the timetables in HTML

THING TO KNOW: **the annual timetables can be generated in an HTML (Hypertext Markup Language) format and integrated into your Internet site. If you have PRONOTE, the publication of the timetables is easier and effectual with PRONOTE.net.**

1 - Create the HTML pages

From all the timetable grids ⛋ , menu *Internet > HTML publication > Creation of HTML pages*

From the printing window
*You can also create the HTML pages by choosing the type of output **HTML**.*

1 Specify the contents and appearance of the publication.

The by default parameters allow you to obtain a good rendition in the majority of cases. You can verify the rendition with the button **Preview**.

2 Generate the HTML pages.

3 The files are generated in a folder *NameOfTheBase_html* created in a folder the contains your EDT base: by no means should you modify the tree structure and the contents of this folder.

Generated files
*EDT generates a **.png** file per timetable and a **.html** file per type of resource (teacher, class, student, room).*

2 - Regenerate the pages of the timetables that have been modified

From all the timetable grids ![icon], menu *Internet > HTML publication > Management of the HTML pages*

1 EDT displays the number of modified timetables since the last generation of HTML pages. For every type of resource, these modified timetables are displayed in red.

2 You can choose to update the HTML pages of all the modified timetables or just the selected timetables.

The HTML pages are generated locally. It is up to you to update your site.

3 - Change the destination folder of the HTML pages

Menu *Internet > HTML Publication > Parameters of the HTML pages*

Click on **Modify**.

Choose the new destination folder.

201

Absences and replacements
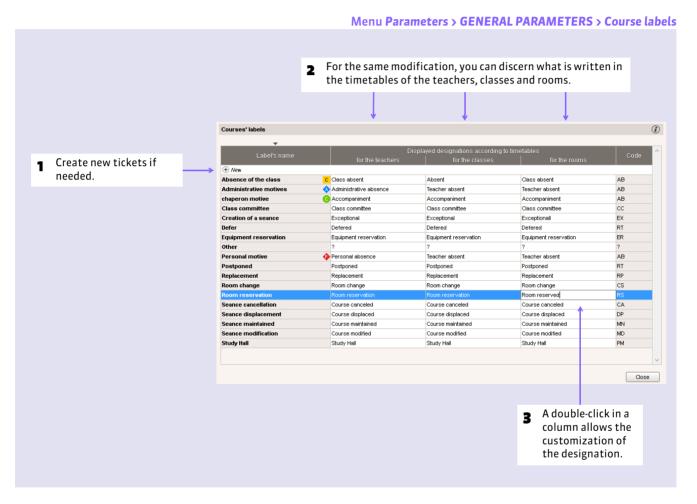
Factsheet 76 Customize parameters linked to the absences
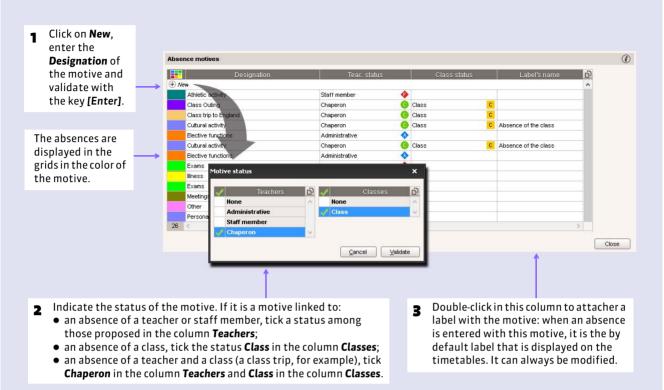
THINGS TO KNOW: **if the motives specified by default do not suit your needs, you can modify them and create others. On the other hand, if you know in advance the weeks of the year the timetables will undergo modifications, you can preselect them.**

1 - Customize the absence motives

▸ Specify the labels that are displayed on the annual courses

Menu *Parameters* › *GENERAL PARAMETERS* › *Course labels*

2 For the same modification, you can discern what is written in the timetables of the teachers, classes and rooms.

1 Create new tickets if needed.

3 A double-click in a column allows the customization of the designation.

▸ Define the absence motives

1 Click on **New**, enter the **Designation** of the motive and validate with the key **[Enter]**.

The absences are displayed in the grids in the color of the motive.

2 Indicate the status of the motive. If it is a motive linked to:
- an absence of a teacher or staff member, tick a status among those proposed in the column **Teachers**;
- an absence of a class, tick the status **Class** in the column **Classes**;
- an absence of a teacher and a class (a class trip, for example), tick **Chaperon** in the column **Teachers** and **Class** in the column **Classes**.

3 Double-click in this column to attacher a label with the motive: when an absence is entered with this motive, it is the by default label that is displayed on the timetables. It can always be modified.

2 - Specify the exceptional weeks in the calendar

1 Click here, then enter a designation to indicate a period that you are going to preselect. Validate with the key **[Enter]**.

2 Highlight the concerned week or weeks.

▸ **How to use the preselected weeks?**

*Tab **Daily management and absences › Classes › ▤⟋***

1 To rapidly access the preselections of the weeks, click on the tool ruler, then select the concerned period.

2 The week specified beforehand is automatically selected.
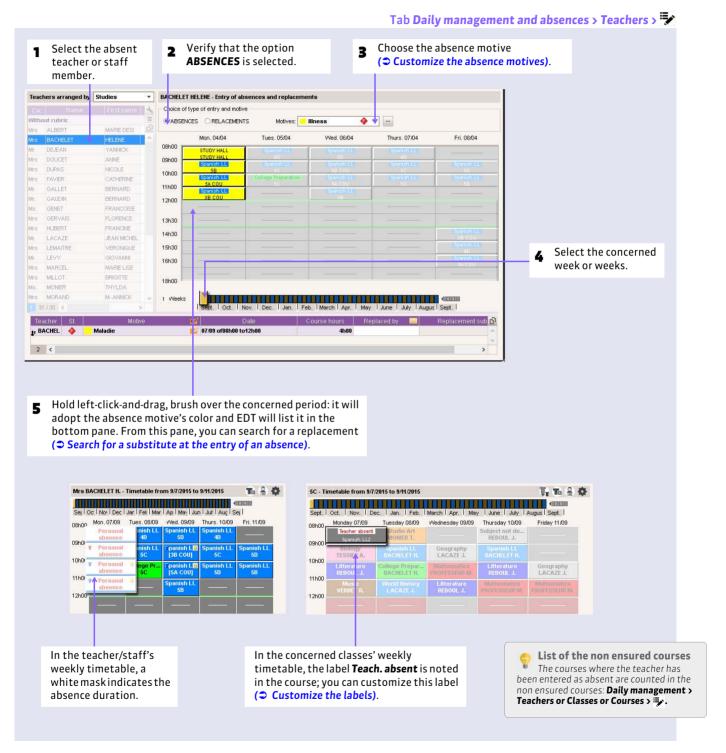
3 - Automatically lock the elapsed weeks

*Menu **Parameters › INSTITUTION'S PARAMETERS › Daily management***

If the option **Automatically lock the elapsed weeks** is ticked, only the seances of the current week or the future weeks can be modified.

Factsheet 77 Enter an absence of a teacher or staff member

THINGS TO KNOW: **you enter the absences directly in the timetable grids. EDT updates the weekly timetables and counts the absence hours and the non ensured courses per period, per motive, etc.**

Tab *Daily management and absences > Teachers >* ✐

1 Select the absent teacher or staff member.

2 Verify that the option **ABSENCES** is selected.

3 Choose the absence motive (⤷ *Customize the absence motives)*.

4 Select the concerned week or weeks.

5 Hold left-click-and-drag, brush over the concerned period: it will adopt the absence motive's color and EDT will list it in the bottom pane. From this pane, you can search for a replacement (⤷ *Search for a substitute at the entry of an absence)*.

In the teacher/staff's weekly timetable, a white mask indicates the absence duration.

In the concerned classes' weekly timetable, the label **Teach. absent** is noted in the course; you can customize this label (⤷ *Customize the labels)*.

💡 **List of the non ensured courses**
*The courses where the teacher has been entered as absent are counted in the non ensured courses: **Daily management > Teachers or Classes or Courses >** ✐.*

*Remark: as a result of an absence entry the non ensured courses are counted in **Daily management and absences > Teachers** or **Classes** or **Course >** ▼. The absences are counted according to the status of the absence motive: **Administrative** (◆), **Chaperon** (🄰) ou **Staff** (🄿).*

Factsheet 78 Enter the absences of a class
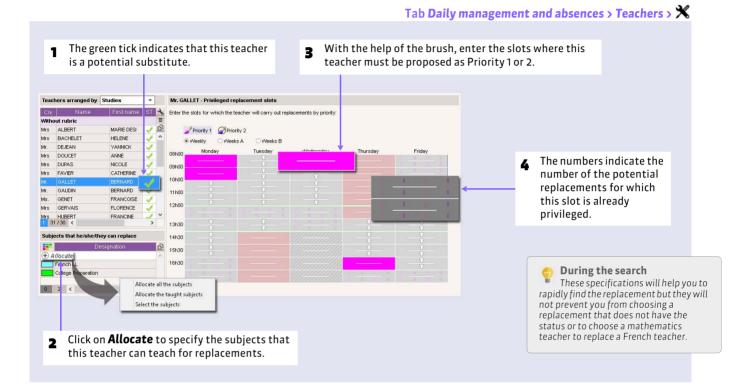
THINGS TO KNOW: **you enter the absence of a class when a class or group is absent (linguistic visit, class outing, internship "discovery of corporate business", etc.). The entry of a class's absence is not counted as an absence for the teachers liberated by this absence.**

Tab *Daily management and absences › Classes ›* ✏️

1 Select the absent class.

2 Choose the absence motive
(⤸ Customize the absence motives).

3 Select the concerned week or weeks.

4 Hold left-click-and-drag, brush over the concerned period: it will adopt the absence motive's color and EDT will list it in the bottom pane.

💡 **Update the timetables**
*The label **Absence** is listed in the courses of the class. These courses are counted as non ensured courses.*

💡 **Locate the teachers liberated by a class absence**
*EDT allows you to detect the teachers liberated by a class absence in the display **Schedule of privileged replacements slots**, in the teachers' window available during a substitute search (⤸ Search for a substitute from a course) or in the display **Replacement allocation** (⤸ Search for a substitute from the replacement allocation table).*

Factsheet 79 **Specify the options of the replacement**

THINGS TO KNOW: **the replacement options allow you to filter the available teachers when looking for a substitute (⊃ *Filter the available teachers).***

Tab *Daily management and absences › Teachers ›* ✖

1 The green tick indicates that this teacher is a potential substitute.

3 With the help of the brush, enter the slots where this teacher must be proposed as Priority 1 or 2.

4 The numbers indicate the number of the potential replacements for which this slot is already privileged.

💡 **During the search**
These specifications will help you to rapidly find the replacement but they will not prevent you from choosing a replacement that does not have the status or to choose a mathematics teacher to replace a French teacher.

2 Click on **Allocate** to specify the subjects that this teacher can teach for replacements.

‣ **In multi-selection: to improve distribution of the privileged replacement slots**

1 Once several teachers are selected **[Ctrl + click]**, their timetables are displayed on line: you can paint the privileged slots in regards to the already entered slots and the summary is displayed at the bottom of the schedule.

2 Hover the cursor over a time slot to display the number of teachers for which this slot privileged.

💡 **Schedule of the privilegied slots**
In the tab 🔲 , the number of teachers liberated by a class absence is equally displayed by hovering the cursor: you know the number of substitutes ready to replace!

Factsheet 80 Search for a substitute

THINGS TO KNOW: **the search for a substitute is available from different displays. No matter what display, you can sort the potential substitutes in accord with multiple criteria.**

1 - Search for a substitute at the entry of an absence

Tab *Daily management and absences > Teachers >*

1 Select the option *REPLACEMENTS*.

2 Click on the course of the teacher to be replaced: it is imperative that he/she be entered as absent beforehand (➲ *Enter an absence of a teacher or staff*

3 EDT suggests the available teachers corresponding to the criteria of your choice *(see below)*.

4 Double-click on the chosen substitute.

5 The weekly timetable is updated. The name of the substitute appears.

6 In the lower pane, the name of the substitute is equally displayed. From this pane you can modify the course subject, dispatch mail to the chosen substitute, etc.
As in our example, if the symbols **+++** appear, this signifies that for the moment the replacement is only partial. In this case, only 2 hours have been replaced.

7 To develop the pane, double-click on the icon.

8 The 2 replaced hours are specified.

211

▸ **Filter the available teachers**

1 In the drop down menu choose a filter to be applied. You can display:
- **the free teachers:** all the teachers without courses or unavailability,
- **the non absent teachers without an occupational monitoring:** those who eventually have courses or unavailability in this time slot.

Or among the teachers indicated as potential substitutes **(⊃ *Specify the options of the replacement)*:**
- **the free substitutes having priorities:** the potential substitutes whose privileged replacement slots coincide with the course;
- **the free substitutes present:** those who already have a course (in the day or half-day);
- **the free substitutes present having a gap**;
- **the substitutes liberated by a class absence**.

2 You can still limit the list of the teachers whose subjects are specified in the replacement options **(⊃ *Specify the options of the replacement)* and/or those who are on the same pedagogical team as the teacher who is absent and/or the substitutes that are teachers of the same subject and/or discipline.

💡 **Request for replacement**
*In this window you can print or dispatch (e-mail) a replacement request to the teachers of your choice **(⊃ Dispatch a replacement request)**.*

3 Only the teachers in bold can replace the selected course for the entire duration; the others are available for the duration that is displayed in the column **Potential**.

2 - Search for a substitute from the replacement allocation table

Tab *Daily management and absences > Teachers >* ⬚?

3 Before allocating a substitute, you can dispatch a replacement request to the teachers of your choice *(➲ Dispatching the request from the replacement allocation table)*.

1 Choose the period: EDT displays in the columns of the courses that the teacher is absent.

2 Filter the eventual substitutes according to the criteria of your choice. A menu allows you to refine your choice *(see above)*.

4 Tick here to allocate the teacher DOUCET to the course of BACHELET. His/Her name will take the place of the absent teacher in the weekly timetable grids. From these grids, you can modify the course's subject *(➲ Modify or cancel a seance)*.
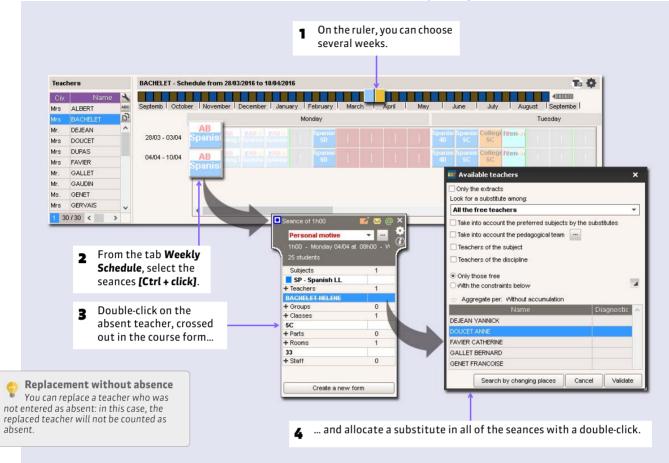
💡 **For more efficiency**
The shorter the period, the quicker the table is displayed.

3 - Search for a substitute from a course

In *Daily management and absences*, in all the tabs 🏛

1 Once the teacher is selected, click on a seance.

2 Double-click on the absent teacher, crossed out in the course form.

3 EDT suggests eventual substitutes, filtered according to your criteria *(➲ Filter the available teachers)*.

4 Double-click and allocate a substitute to the seance. You can equally dispatch a replacement request to some teachers *(➲ Dispatch a replacement request)*.

213

1 On the ruler, you can choose several weeks.

2 From the tab *Weekly Schedule*, select the seances *[Ctrl + click]*.

3 Double-click on the absent teacher, crossed out in the course form…

💡 **Replacement without absence**
You can replace a teacher who was not entered as absent: in this case, the replaced teacher will not be counted as absent.

4 … and allocate a substitute in all of the seances with a double-click.

Factsheet 81 Dispatch a replacement request

THINGS TO KNOW: **before allocating a substitute, you can dispatch a replacement request to the teachers of your choice.**

1 - Dispatching the request from the replacement allocation table

Tab *Daily management and absences › Teachers › * **?**

1 If the replacement request must not be dispatched to some teachers, cross out the envelope with a click on the corresponding line.

2 Double-click on the envelope on the top of the column: EDT suggests to print *(↪ Dispatch a standard letter)* or dispatch by e-mail *(↪ Dispatch a standard letter by e-mail)* a personalized replacement request for every teacher that is displayed with the icon ✉.

2 - Dispatch the request from the available teachers selection window
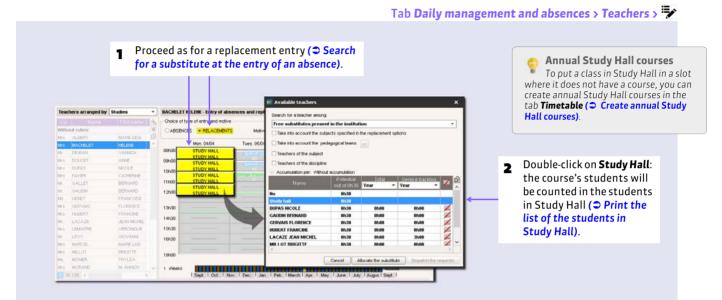
When looking for a substitute, this window is displayed as soon an absence is entered *(↪ Search for a substitute at the entry of an absence)*.

💡 **Standard letter**
*You can modify the suggested by default replacement request in **Mail › Edition of standard letters**. In this display, you equally can create new standard letters: by choosing **Teachers - Replacement request** as a **Category**.*

1 In the list of potential substitutes, highlight with a click the teachers' envelope to whom you would like to send a replacement request to.

2 Click on **Dispatch the requests** to print or dispatch by e-mail a personalized replacement request to every teacher that is displayed with the icon ✉.
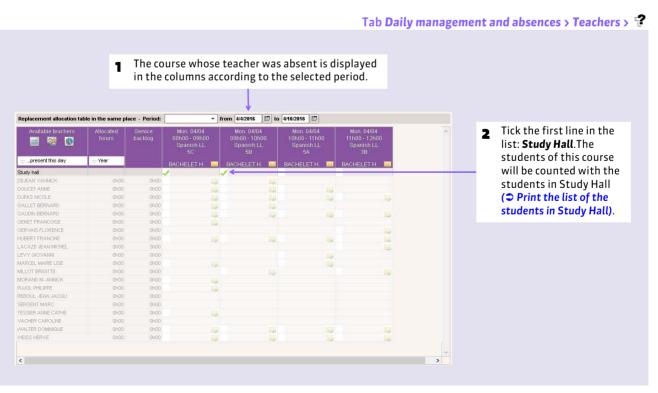
Factsheet 82 **Allocate a class to Study Hall**

THINGS TO KNOW: **the allocation of students to Study Hall allows the timetable edition to be more precise. Furthermore, the classes allocated to Study Hall can be counted in the classes that are without a course:** *(⊃ Manage the classes not having a course)* **you then know, hour by hour, how many students are in Study Hall.**

1 - Allocate a class to Study Hall following an absence entry

1 Proceed as for a replacement entry *(⊃ Search for a substitute at the entry of an absence).*

💡 **Annual Study Hall courses**
To put a class in Study Hall in a slot where it does not have a course, you can create annual Study Hall courses in the tab **Timetable** *(⊃ Create annual Study Hall courses).*

2 Double-click on **Study Hall**: the course's students will be counted in the students in Study Hall *(⊃ Print the list of the students in Study Hall).*

2 - Allocate a Study Hall class from the allocation table

1 The course whose teacher was absent is displayed in the columns according to the selected period.

2 Tick the first line in the list: **Study Hall**. The students of this course will be counted with the students in Study Hall *(⊃ Print the list of the students in Study Hall).*
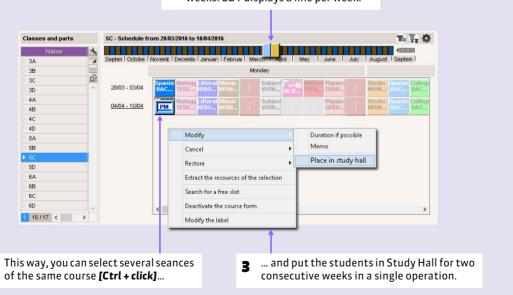
3 - Allocate a Study Hall class from a course

In *Daily management and absences,* In all the tabs 🏛

1 Select a seance.

2 Right-click, choose **Modify** then **Place in Study Hall**: the course's students will be counted with the students in Study Hall **(⟳ *Print the list of the students in Study Hall)*.**

> 💡 **Course cancellation**
> *If you put the students of a Study Hall course without entering the teacher's absence beforehand, the course is canceled but the teacher's absence is not counted.*

In *Daily management and absences,* in all the tabs ▦

1 On the ruler, you can highlight several weeks: EDT displays a line per week.

2 This way, you can select several seances of the same course **[Ctrl + click]**...

3 ... and put the students in Study Hall for two consecutive weeks in a single operation.
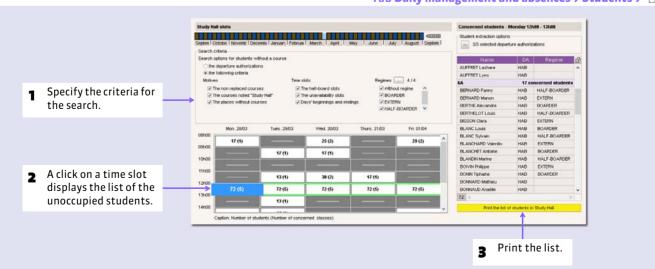
Factsheet 83 Manage the classes not having a course

THINGS TO KNOW: **among the classes not having a course in a slot, we distinguish the classes that never have a course, the classes that have a course that does not take place (non replaced teacher absence, class absence, displaced course, etc.) and the Study Hall classes whether it is an exceptional allocation (** ➲ *Allocate a class to Study Hall)* **or a Study Hall course (** ➲ *Create annual Study Hall courses)***.**

1 - Allocate the classes not having a course

Tab *Daily management and absences › Classes ›*

1 By default, you are in the current week.

2 Specify the criteria of your search.

A click in a time slot displays the details of the classes and its population.

3 EDT displays, hour by hour, the number of unoccupied classes and students (calculated according to the entered population for the classes if the student management is inactive).

4 In the yellow slots, the selected class does not have a course.

2 - Print the list of the students in Study Hall

Tab *Daily management and absences › Students ›*

1 Specify the criteria for the search.

2 A click on a time slot displays the list of the unoccupied students.

3 Print the list.

Modify the weekly timetable

Factsheet 84 Defer the modifications of the annual timetable

THINGS TO KNOW: **if you modify the annual timetable after the beginning of the school year (tab *Timetable*), you defer the modifications into the weekly timetable beginning with the date you wish to choose.**

Possibility No. 1: specify a date in the parameters

Menu *Parameters › INSTITUTION'S PARAMETERS › Daily management*

Select which week you wish to begin the deferring of the modifications made in the annual timetable.
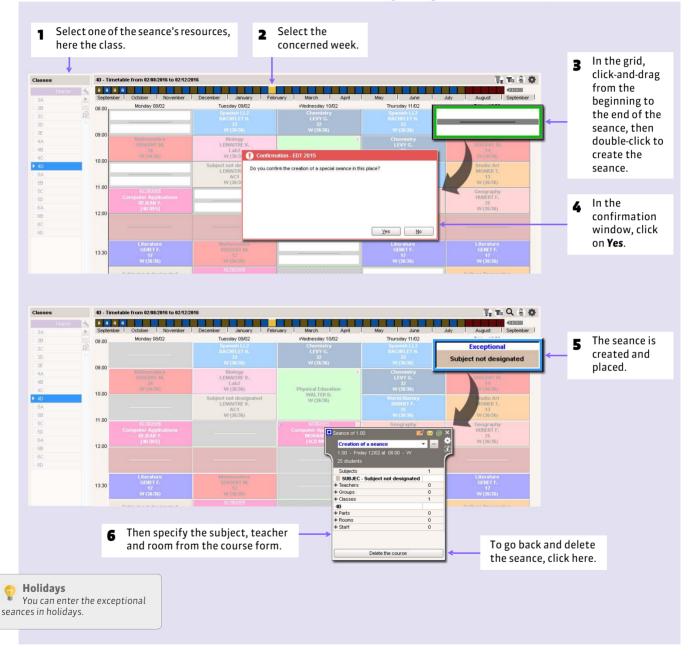
*Remark: the button **Reinitialize the weekly timetable** erases the historical record; all the weeks of the year become again similar to the annual timetable.*

Possibility No. 2: choose a date during the modification

Tab *Timetable › Teachers ›*

During the modification in the annual timetable, you can modify the date to be taken into account.

220

Factsheet 85 **Create an exceptional seance**

THINGS TO KNOW: **you create an exceptional seance by drafting it directly in the timetable.**

In *Daily management and absences,* in all the tabs or

1 Select one of the seance's resources, here the class.

2 Select the concerned week.

3 In the grid, click-and-drag from the beginning to the end of the seance, then double-click to create the seance.

Do you confirm the creation of a special seance in this place?

4 In the confirmation window, click on **Yes**.

5 The seance is created and placed.

Exceptional
Subject not designated

6 Then specify the subject, teacher and room from the course form.

To go back and delete the seance, click here.

💡 **Holidays**
You can enter the exceptional seances in holidays.

▸ **Create a new seance by ignoring some constraints**

In the tab *Daily management and absences › Courses ›* 🔍 , you create a new seance in accord with the available rooms in the same way as you create a course in accord with the available rooms *(⟳ Create a seance in accord with the free rooms)*. In this display, you may ignore some of the constraints (unavailability, half-board, etc.).

221

Factsheet 86 **Modify or cancel a seance**

THINGS TO KNOW: **you modify a seance as you modify a course in a work group *Timetable*.**

In *Daily management and absences,* in all the tabs 🏛 or ▦

1 The modifications are made in the selected week.

2 Click on a seance to reveal its form.

3 To modify the subject, add, replace or remove a resource, proceed as you did in the course form *(⮌ Modify the resources using the course form)*.

5 … or cancel the seance by using the command of the contextual menu, accessible by a right click.

4 Enlarge or reduce the seance by pulling the green frame…

💡 **It also works for the weekly schedule ▦**
You can conduct all the specific timetable modifications in the weekly schedule.

▸ **Cancel all the day's courses**

To cancel all the courses of a day, select one of the courses in that day. Right-click, then choose the command ***Cancel the courses of ‹day of the week› is displayed***. In the same menu, the command ***Restore the courses of ‹day of the week › is displayed*** brings back the original timetable.

▸ **Cancel all the week's courses**
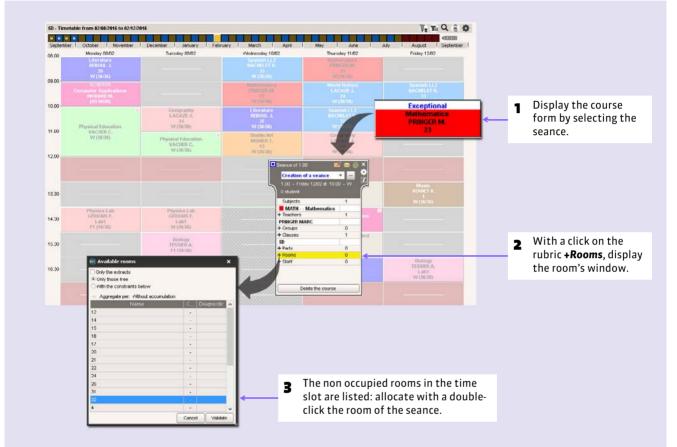
To cancel all the courses of a week, select one of the courses in that week. Right-click, then choose the command ***Cancel the courses of the week***. In the same menu, the command ***Restore all the courses of the week*** brings back the original timetable.

▸ **Cancel a series of courses**

In the tab **Courses ›** ☰ , you display all the courses taking place in the highlighted weeks and you can cancel all the selected courses in a single operation. For this, right-click, then choose the command ***Cancel the courses***.

222
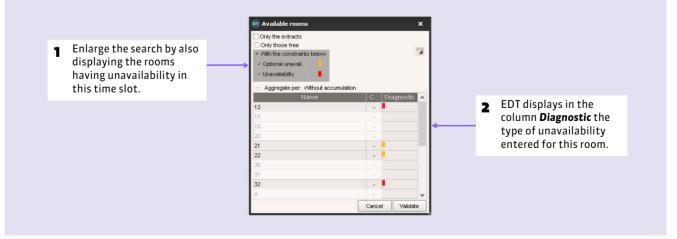
Factsheet 87 Search for a free room for a seance

THINGS TO KNOW: **from the seance form, you can display all the free rooms in this time slot.**

In *Daily management and absences,* in all the tabs 🏛 or ▦

1 Display the course form by selecting the seance.

2 With a click on the rubric *+Rooms*, display the room's window.

3 The non occupied rooms in the time slot are listed: allocate with a double-click the room of the seance.
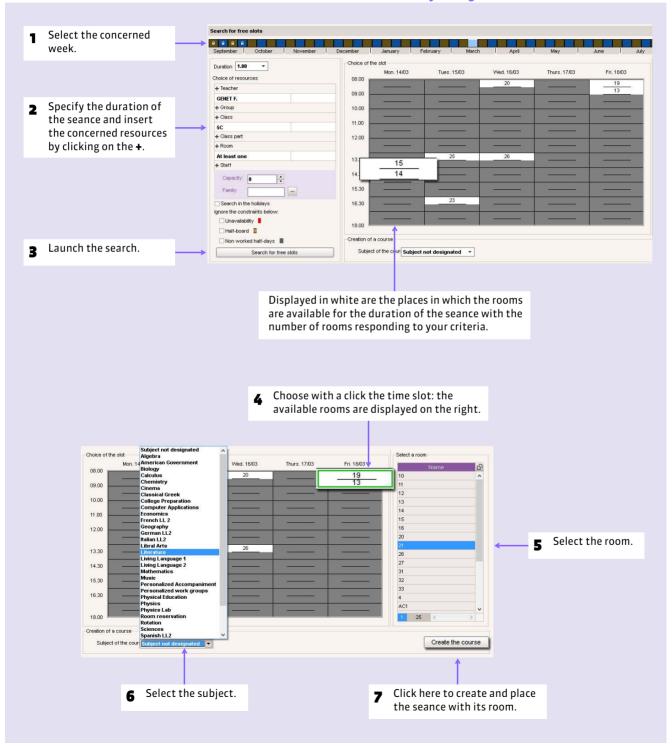
▸ **Search criteria for a room**

1 Enlarge the search by also displaying the rooms having unavailability in this time slot.

2 EDT displays in the column *Diagnostic* the type of unavailability entered for this room.

Factsheet 88 Create a seance in accord with the free rooms
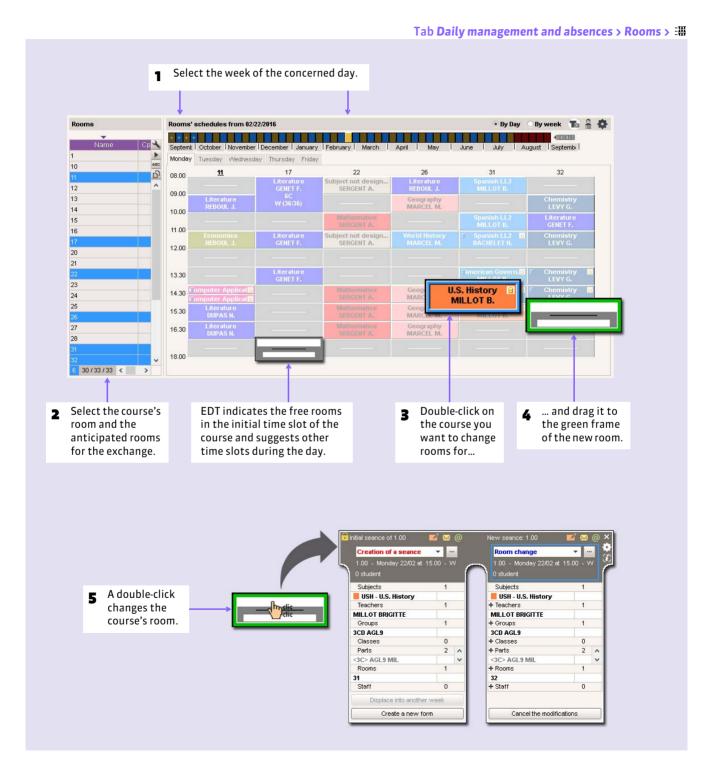
THINGS TO KNOW: **you can ignore some constraints linked to the rooms during this search.**

Tab *Daily management and absences › Courses ›* 🔍

1 Select the concerned week.

2 Specify the duration of the seance and insert the concerned resources by clicking on the **+**.

3 Launch the search.

Displayed in white are the places in which the rooms are available for the duration of the seance with the number of rooms responding to your criteria.

4 Choose with a click the time slot: the available rooms are displayed on the right.

5 Select the room.

6 Select the subject.

7 Click here to create and place the seance with its room.

Factsheet 89 **Change a course's room in the schedule**
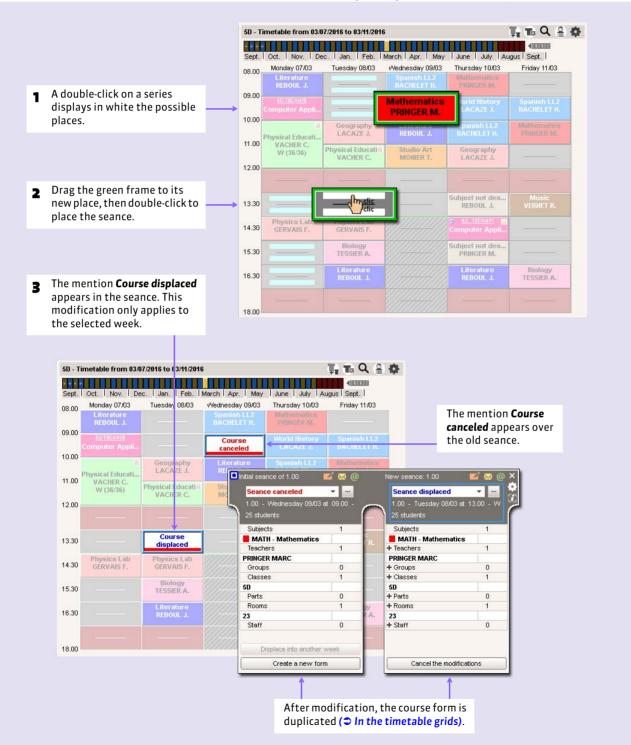
THINGS TO KNOW: **you can change a course's room using its course form** *(⊃ Modify the resources using the course form)* **but some may prefer using the schedule.**

Tab *Daily management and absences › Rooms ›* ▦

1 Select the week of the concerned day.

2 Select the course's room and the anticipated rooms for the exchange.

EDT indicates the free rooms in the initial time slot of the course and suggests other time slots during the day.

3 Double-click on the course you want to change rooms for...

4 ... and drag it to the green frame of the new room.

5 A double-click changes the course's room.

225

Factsheet 90 Displace a seance in the same week

THINGS TO KNOW: **the features of the diagnostic mode indicate the possible time slots for a seance.**

In *Daily management and absences,* In all the tabs ⛪ or ▦

1 A double-click on a series displays in white the possible places.

2 Drag the green frame to its new place, then double-click to place the seance.

3 The mention *Course displaced* appears in the seance. This modification only applies to the selected week.

The mention *Course canceled* appears over the old seance.

After modification, the course form is duplicated *(⮌ In the timetable grids)*.
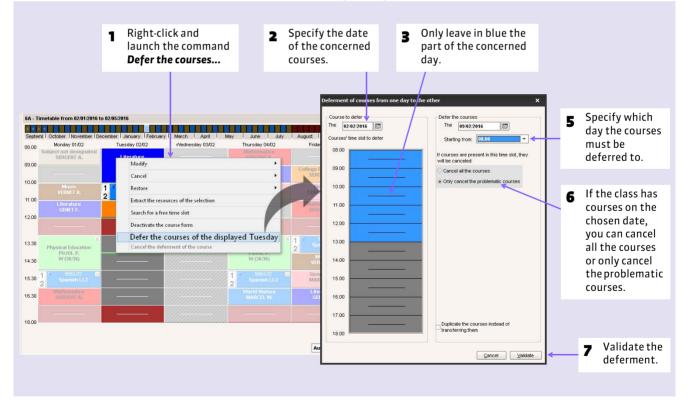
▶ Displace several seances in a single operation

In *Daily management and absences,* in all the tabs ▦

1 Select several seances of the same course *[Ctrl + click]*, then click again on one of the seances to activate the diagnostic mode.

2 In a single movement displace the green frames to the chosen place then double-click to confirm their places.
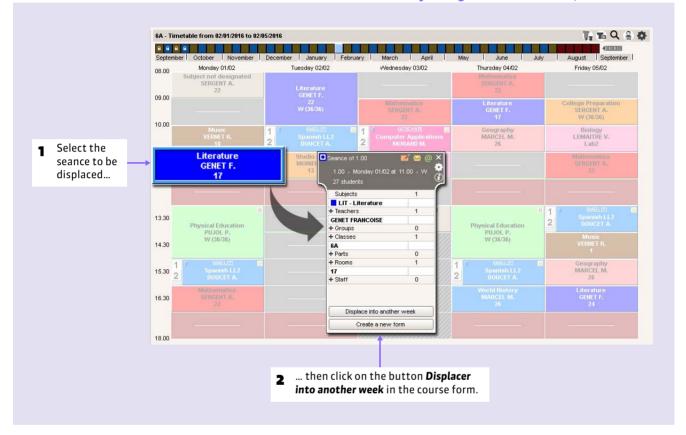
▶ Defer all the courses of a day or part of the days to another day

Tab *Daily management and absences › Classes* or *Teachers ›* ▥ or ▦

1 Right-click and launch the command *Defer the courses...*

2 Specify the date of the concerned courses.

3 Only leave in blue the part of the concerned day.

5 Specify which day the courses must be deferred to.

6 If the class has courses on the chosen date, you can cancel all the courses or only cancel the problematic courses.

7 Validate the deferment.

227
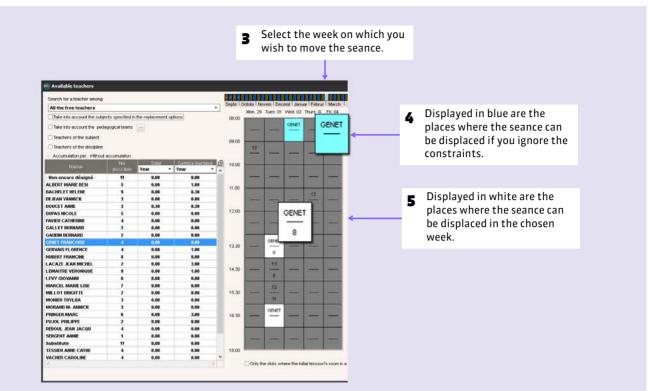
Factsheet 91 Displace a seance into another week
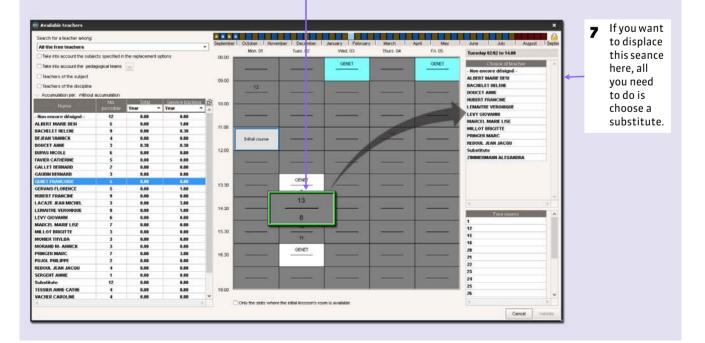
THINGS TO KNOW: **the tab *Weekly schedule* allows you to view when the seances can take place in a glance.**

*In **Daily management and absences**, in all the tabs* 🏛

1 Select the seance to be displaced…

2 … then click on the button ***Displacer into another week*** in the course form.

3 Select the week on which you wish to move the seance.

4 Displayed in blue are the places where the seance can be displaced if you ignore the constraints.

5 Displayed in white are the places where the seance can be displaced in the chosen week.

6 In this place, the habitual teacher is not available, but 13 other teachers can give the course. A click displays the available teachers and rooms in this slot.

7 If you want to displace this seance here, all you need to do is choose a substitute.
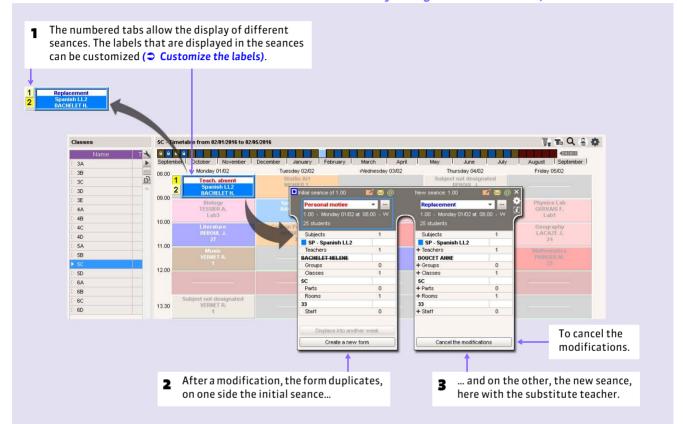
Factsheet 92 **Follow all the modifications of the timetables**
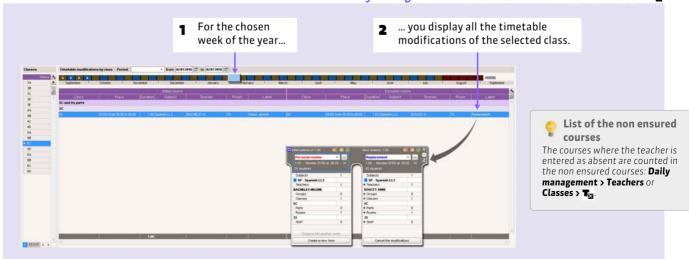
THINGS TO KNOW: **in all cases, EDT reviews the modifications.**

1 - In the timetable grids

In *Daily management and absences*, in all the tabs ⛏ or ▦

1 The numbered tabs allow the display of different seances. The labels that are displayed in the seances can be customized (⟳ **Customize the labels)**.

To cancel the modifications.

2 After a modification, the form duplicates, on one side the initial seance…

3 … and on the other, the new seance, here with the substitute teacher.

2 - List of the modifications per teacher/per class

Tab *Daily management and absences › Teachers or Classes ›*

1 For the chosen week of the year…

2 … you display all the timetable modifications of the selected class.

💡 **List of the non ensured courses**
*The courses where the teacher is entered as absent are counted in the non ensured courses: **Daily management › Teachers** or **Classes › **.*

230
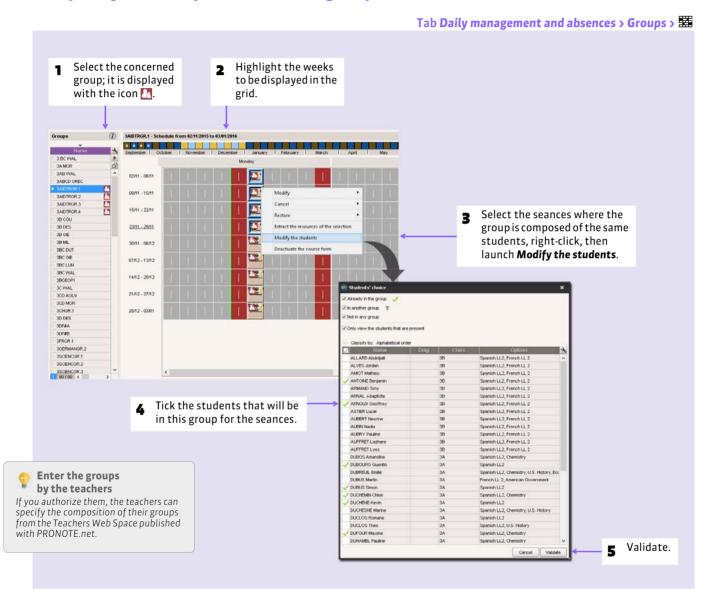
Factsheet 93 Modify the personalized accompaniment groups
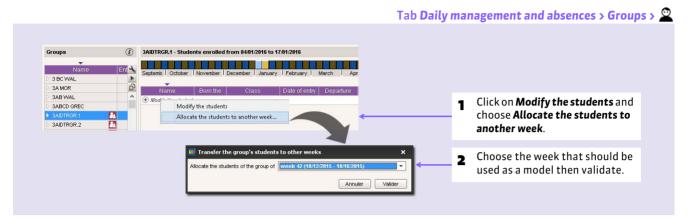
THINGS TO KNOW: **to modify the students of a group in accord with the weeks, you must first indicate to EDT that it concerns a personalized accompaniment group (⮌ *Plan personalized accompaniment).***

1 - Specify the composition of the group for a series of weeks

Tab *Daily management and absences › Groups ›* ⊞

1 Select the concerned group; it is displayed with the icon.

2 Highlight the weeks to be displayed in the grid.

3 Select the seances where the group is composed of the same students, right-click, then launch **Modify the students**.

4 Tick the students that will be in this group for the seances.

💡 **Enter the groups by the teachers**
If you authorize them, the teachers can specify the composition of their groups from the Teachers Web Space published with PRONOTE.net.

5 Validate.

2 - Extend the group composition to the other seances
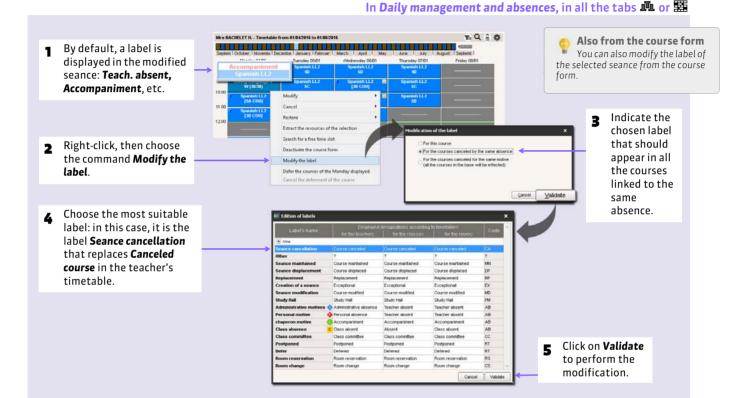
To extend the group composition, specify the composition of the group by using as a model a previous week.

Tab *Daily management and absences > Groups >* 👤

1 Click on *Modify the students* and choose *Allocate the students to another week*.

2 Choose the week that should be used as a model then validate.

Factsheet 94 **Customize the labels**
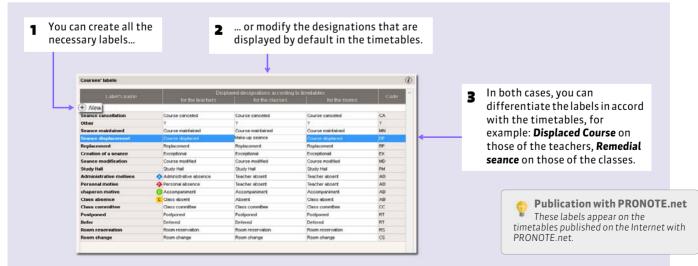
THINGS TO KNOW: **a modified seance is displayed with a corresponding label after the modification. You can modify the by default label and create new ones. For the absence, the designation of a label can vary in accord with the timetables (teacher, class, room).**

1 - Modify the label that is displayed in a seance

*In **Daily management and absences**, in all the tabs* 🗄 *or* 🖳

1 By default, a label is displayed in the modified seance: ***Teach. absent, Accompaniment***, etc.

2 Right-click, then choose the command ***Modify the label***.

4 Choose the most suitable label: in this case, it is the label ***Seance cancellation*** that replaces ***Canceled course*** in the teacher's timetable.

💡 **Also from the course form**
You can also modify the label of the selected seance from the course form.

3 Indicate the chosen label that should appear in all the courses linked to the same absence.

5 Click on ***Validate*** to perform the modification.

2 - Differentiate the designations in accord with the timetable

*Menu **Parameters › GENERAL PARMAMETERS › Course labels***

1 You can create all the necessary labels…

2 … or modify the designations that are displayed by default in the timetables.

3 In both cases, you can differentiate the labels in accord with the timetables, for example: ***Displaced Course*** on those of the teachers, ***Remedial seance*** on those of the classes.

💡 **Publication with PRONOTE.net**
These labels appear on the timetables published on the Internet with PRONOTE.net.

233

Factsheet 95 Allow room reservations [Network version]

THINGS TO KNOW: **if you authorize them, the teachers can reserve a free room for one or several weeks. The teachers connect to the base via Client** 🔵 **in mode *Teacher* or in their Web Space published with PRONOTE.net.**

1 - Authorize room reservation for the teachers

Tab Timetable › Teachers › 👤✓

1 The authorization will be given to all the teachers with this profile *(⊃ The authorization profiles)*.

2 Select the category *Daily management and teacher's absences*.

3 Then tick these two options so the teachers can reserve the rooms open for reservation *(see below)*.

2 - Open the rooms for the reservations

In any tab of Daily management and absences › Rooms

1 By default, the rooms cannot be reserved. To open a room for reservation select it...

2 ... then double-click on the column *Can be reserved by*.

3 Only the teachers whose profile contains the authorization *Reserve a room* are suggested. Click those that can reserve this room.

4 Validate.

💡 **Open all the rooms for all the teachers**
*To open all the rooms for reservations without restrictions, select all the rooms **[Ctrl + A]**. Right-click, the choose the command **Modify › Modify the teachers that can reserve the selection**. In the selection window, tick on all the teachers by ticking on the top of the column.*

▶ **Open all the rooms for all users**

To open all the rooms for unrestricted reservations, select all the rooms **[Ctrl + A]**. Right-click, then choose the command **Modify › Modify the teachers and staff who can reserve the selection**.

3 - Connect in Teacher or Student Administration mode: how does it work?

The users look for and reserve a room in the tab *Daily management and absences › Rooms ›* 🔍 the same way as you create a course depending on the free rooms *(⮌ Create a seance in accord with the free rooms)*.

Factsheet 96 Reserving equipment [Network version]

THINGS TO KNOW: **if you grant authorizations, the users can reserve equipment that was entered beforehand in *Timetable › Equipment › ☰* .**
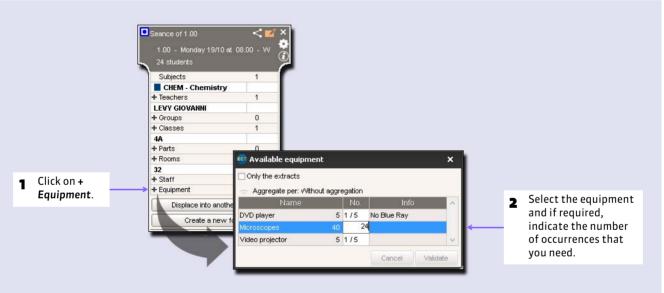
1 - Authorizer the users to reserve equipment

- **For the teachers:** in the tab *Timetable › Teachers › �*, rubric *Room and equipment reservations*, tick *Reserve rooms and equipment for his/her courses* and/or *Reserve rooms and equipment for the new courses*.
- **For the administrative users:** from the menu *File › User administration*, select the group and in the tab *EDT*, rubric *Equipment*, tick *Access equipment*.

2 - Open the equipment for the reservations

In the tab *Timetable › Equipment › ☰* or *Daily management and absences › Equipment*, double-click in the a column *Can be reserved by* to specify the users who can borrow this equipment.

3 - Connect in Teacher or Student Administration mode: how does it work?

Tab *Daily management and absences*, after having selected a course

1 Click on +
Equipment.

2 Select the equipment
and if required,
indicate the number
of occurrences that
you need.
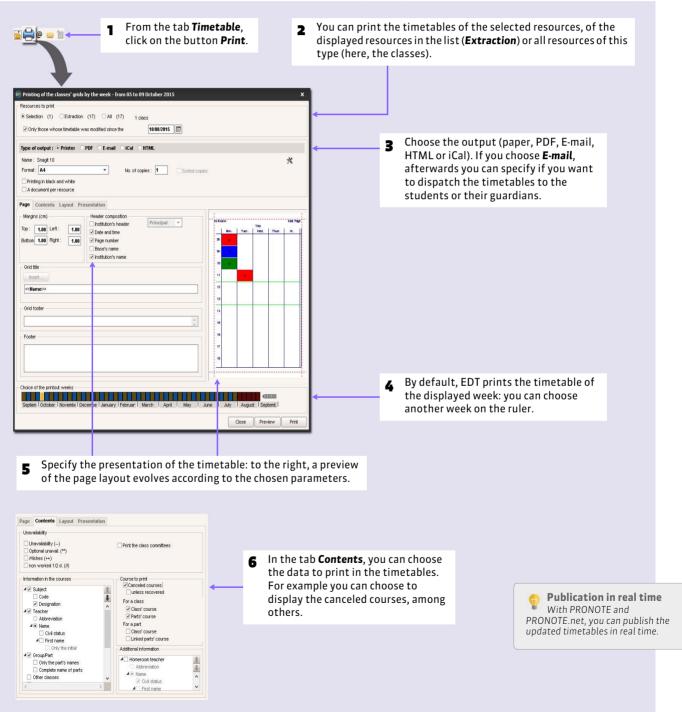
According to equipment availability the users also can reserve using the tab *Daily management and absences › Equipment› ⌕* .

Factsheet 97 Announce an updated timetable

THINGS TO KNOW: **with a few clicks, for every resource you edit an updated weekly timetable with the canceled courses, the replacements, etc. For the announcement, you choose the appropriate format: paper (printer), PDF, HTML (** ➲ *Publish the timetables in HTML)*, **iCal or e-mail.**

In all the tabs 🗂 **(from** *Daily management and absences* **>** *Classes* **in our example)**

1 From the tab *Timetable*, click on the button *Print*.

2 You can print the timetables of the selected resources, of the displayed resources in the list (*Extraction*) or all resources of this type (here, the classes).

3 Choose the output (paper, PDF, E-mail, HTML or iCal). If you choose *E-mail*, afterwards you can specify if you want to dispatch the timetables to the students or their guardians.

4 By default, EDT prints the timetable of the displayed week: you can choose another week on the ruler.

5 Specify the presentation of the timetable: to the right, a preview of the page layout evolves according to the chosen parameters.

6 In the tab *Contents*, you can choose the data to print in the timetables. For example you can choose to display the canceled courses, among others.

💡 **Publication in real time**
With PRONOTE and PRONOTE.net, you can publish the updated timetables in real time.

Factsheet 98 Dispatch an e-mail with regard to a seance

THINGS TO KNOW: **after making the modifications in your timetable (⊃ *Follow all the modifications of the timetables)*, to rapidly notify the teacher, students, and guardians of a change of room or time for example, you can dispatch an e-mail from the course form.**

As soon as a seance is selected

1 Click on the icon **@** to display the e-mail editor.

2 Tick the concerned recipients. Attention, the e-mail addresses of the **Teachers**, **Guardians** and **Students** must be entered in the work group **Timetable** (tabs **Information form** 🔳).
The e-mail address of a **Room manager** must be entered in the tab **Timetable > Rooms >** ☰ .

The button **Insert a course rubric** allows you to insert in the text of the type of rubrics «Teachers' names», «Date», «Rooms», etc., that are automatically replaced by the data specific to the course during the editing of the e-mail.

3 Enter an object, then the e-mail body.

4 You can use this e-mail as a **Model** by naming it, then by saving it at the same time as you dispatch it.

5 By clicking on the button **Preview** at the bottom of the window, you can visualize the e-mail before dispatching and also verify the transmitted information.

💡 **E-mail of a room manager**
*In the tab **Timetable > Rooms >** ☰ , if you do not find the column **E-mail**, displayed in the customization window of the list 🔧 transfer it among the **Displayed Columns** (⊃ Display or mask the columns).*
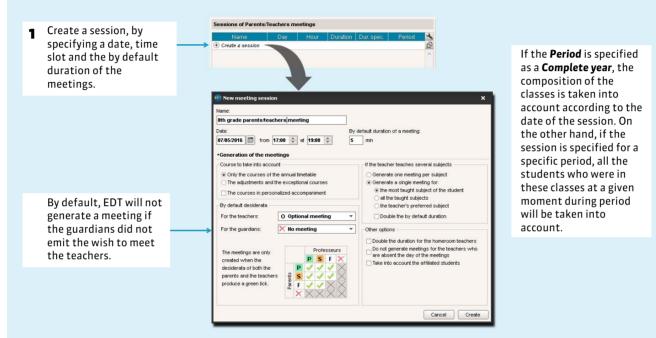
Organize the parents/teachers meetings
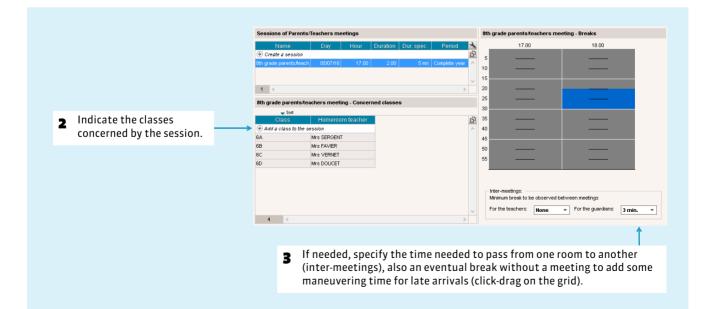
Factsheet 99 Parents/Teachers meetings

THINGS TO KNOW: **EDT generates the meetings according to the subjects and wishes of the parents and teachers. The desiderata are either entered directly by the participants via their PRONOTE.net Web space, or the transfer into EDT of the wishes indicated in the paper information form: only the meetings wanted by at least one of the participants are created by EDT. The schedule of the meetings are then generated on the same principle as the timetables, by manual and/ or automatic placement.**

1 - Define a session

Tab *Parents/Teachers meetings › Meeting sessions ›* ▤

1 Create a session, by specifying a date, time slot and the by default duration of the meetings.

By default, EDT will not generate a meeting if the guardians did not emit the wish to meet the teachers.

If the **Period** is specified as a **Complete year**, the composition of the classes is taken into account according to the date of the session. On the other hand, if the session is specified for a specific period, all the students who were in these classes at a given moment during period will be taken into account.

2 Indicate the classes concerned by the session.

3 If needed, specify the time needed to pass from one room to another (inter-meetings), also an eventual break without a meeting to add some maneuvering time for late arrivals (click-drag on the grid).

2 - Indicate the concerned classes for a session

Once you allocate classes to the session, EDT automatically generates all the potential meetings: for every class, a meeting between each teacher and guardians for every student. Go to *Parents/Teachers meetings › Meetings › ≡* to visualize them.

Tab *Parents/Teachers meetings › Meeting sessions › ≡*

1 Click on the line add.

2 … and select *[Ctrl + click]* the classes concerned by this session.

3 Validate.

💡 **Class parts**
Do not forget to allocate the students to the class parts; if not, some meetings will not be generated.

▶ If the legal guardians want separate meetings

Tab *Parents/Teachers meetings › Students › ▦*

1 Display the *Guardians* of the concerned student.

2 Click on the pencil…

3 … then tick the option *These two guardians wish to be convened separately…*: if the desiderata of the parents and teachers coincide, EDT generates two meetings with each teacher.

4 Validate.

241
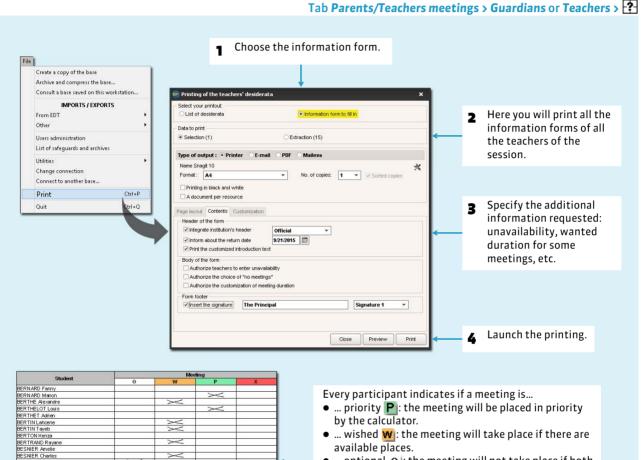
Factsheet 100 | Manage the desiderata and unavailability

THINGS TO KNOW: **from EDT, you print the forms from which every teacher and every parent specifies their wishes. Once entered in the software, this information is taken into account during the meeting placement.**

1 - Edit the information form (to be filled in by the participants)

Tab *Parents/Teachers meetings* › *Guardians* or *Teachers* › [?]

1 Choose the information form.

2 Here you will print all the information forms of all the teachers of the session.

3 Specify the additional information requested: unavailability, wanted duration for some meetings, etc.

4 Launch the printing.

Every participant indicates if a meeting is…
- … priority P : the meeting will be placed in priority by the calculator.
- … wished W : the meeting will take place if there are available places.
- … optional O : the meeting will not take place if both the teachers AND guardians think that the meeting should be optional.
- … refused X (only for the teachers): the meeting will not take place no matter what the desiderata of the guardians.

2 - Generate the desiderata and unavailabilities

If you have PRONOTE.net and work with a Client EDT connected to a PRONOTE base, you can propose that the teachers and guardians anter their desiderata and unavailabilities directly from their Web space. If not, you can edit the information forms to be filled in by the participants and manually fill in the desiderata and unavailabilities in EDT.

▸ **With PRONOTE.net**

Tab *Parents/Teachers meetings › Guardians* or *Teachers* › ❓

1 On the entry display of the parents, the desiderata of the teachers for the student is indicated, and inversely in the teachers' entry display.

2 If you transcribe the desiderata manually, tick this box so the entry is validated and that EDT generates the meetings that should take place. (The choice of the participants is displayed using a thumbtack.).

3 If the participants enter their desiderata via the Web spaces, you can follow the progress of the entries in this column:
🔵 entry in progress,
✅ entry completed.

4 Every participant indicates if a meeting is…
- Optional: the meeting will not take place if the teachers AND the guardians believe the meeting is optional;
- Wished: the meeting will take place to the extent that there are possible places;
- Priority: the meeting will be placed as a priority by the calculator;
- Refused (No meeting): the meeting will not take place no matter what the desiderata of the other participant.

Remark: by default, only the teachers can refuse a meeting from their Web space; to authorize the parents, in the parameters of the Parents Web space in PRONOTE, rubric **Parents/Teachers meetings› Desiderata**, tick the option **Authorize the choice « No meeting »**.

▸ **Without PRONOTE.net**

1. Edit the information form: from the tab **Parents/Teachers meetings › Guardians** or **Teachers** › ❓, launch the command **File › Print** and, in the printing window, tick **Information form to fill in**.

2. Transcribe the desiderata in the tab **Parents/Teachers meetings › Guardians** or **Teachers** › ❓ an the unavailabilities in the tab **Parents/Teachers meetings › Guardians** or **Teachers** › ⬚ .

3 - Generate the meetings' schedule

When you have allocated the classes to the session, EDT automatically generates all the potential meetings. According to the desiderata of the participants, only some meetings are taken into account. To elaborate the schedule, you use the same functions as those used for the placement of the courses.

▸ Update the meetings in case of changes

At every data modification (changing of class, new guardian, etc.), you must update the list by launching the command *Edit › Update the sessions' meetings* from the tab *Parents/Teachers meetings › Meetings › ☰* .

▸ Manually place some meetings

You can place the meetings manually from the tab *Parents/Teachers meetings › Meetings › ⊞* .

1. Select the meeting.

2. Click-drag the green frame on the wanted time slot and double-click to place the meeting.

3. Right-click on the meeting and launch the command *Lock* 🔒 so that EDT will not re-position it during the automatic placement. (In *My preferences › PLACEMENT › Meetings placement*, you can choose to automatically lock the manually placed meetings).

▸ Generate the meetings' schedule
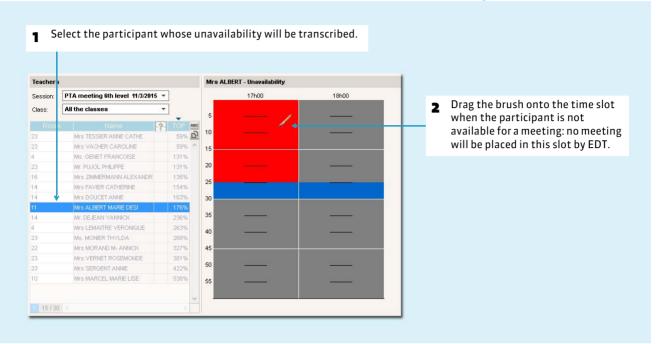
1. In the list of the meetings, conduct an extraction of the meetings to be placed.

2. Launch the command *Placement › Launch an automatic placement*.

3. If there are meetings that remain in failure, verify the occupancy rate of the teachers (TOR) in the tab ⊞ : if it is superior to 100 %, the number of planned meetings is too important for the specified time slots.

The meetings will be placed by priority in the following order:

	Teachers	Guardians
1.	P	P
2.	P	W
3.	W	P
4.	P	O
5.	O	P
6.	W	W
7.	W	O
8.	O	W

4 - Transcribe the unavailability into EDT

Tab *Parents/Teachers meetings › Guardians* or *Teachers* ›

1 Select the participant whose unavailability will be transcribed.

2 Drag the brush onto the time slot when the participant is not available for a meeting: no meeting will be placed in this slot by EDT.

Factsheet 101 Generate the meetings schedule

THINGS TO KNOW: **when you allocate the classes to the session, EDT automatically generates all the potential meetings (⊃ *Indicate the concerned classes for a session*). In accord with the participants desiderata, only some meetings will be taken into account. To construct the schedule, you use the same features as those used for course placement.**
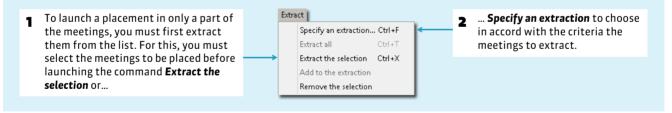
1 - What meetings are taken into account for the placement?

Tab *Parents/Teachers meetings › Meetings › ☰*

1 At every data modification (change of class, new guardian, etc.), you must update the list by launching the command *Edit › Update the session's meetings*.

2 Once the list is updated, all the meetings in the list marked **P** or **W** are taken into account for the generation of the schedule.
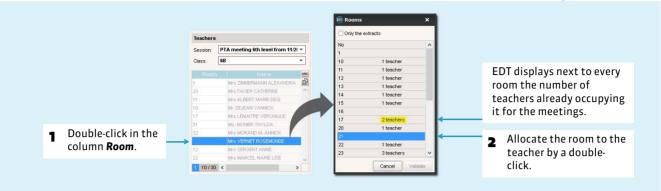
*Remark: the meetings noted as optional by the teachers **AND** guardians **o**, plus the meetings for which **No meeting** ✕ was ticked (⊃ Generate the desiderata and unavailabilities), are not taken into account for the placement.*

▸ **Extract the meetings**

1 To launch a placement in only a part of the meetings, you must first extract them from the list. For this, you must select the meetings to be placed before launching the command *Extract the selection* or…

2 … *Specify an extraction* to choose in accord with the criteria the meetings to extract.

2 - Allocate the room to the teachers

Tab *Parents/Teachers meetings > Teachers >*

1 Double-click in the column *Room*.

EDT displays next to every room the number of teachers already occupying it for the meetings.

2 Allocate the room to the teacher by a double-click.

3 - Manually place some meetings

1 Select a meeting: by default, it is the grid of the teacher that appears.
In our example, you can place the meeting between the teacher ALBERT and the guardians of the student Amelie BESNIER.

To display the non placed meetings of the teacher.

In gray: the guardians are unavailable or already occupied in another meeting.

In dark blue: the pause specified for all the participants.

2 Displace the green frame to the desired place and place the meeting with a double-click.

In red: the teacher is unavailable.

You can also add a second grid, for example, to display the meetings' schedule **(⊃ *Parameterize the timetable grids)*.**

3 Once the meeting is placed, right-click and launch the command **Lock** so that EDT will not displace it during the automatic placement. It is displayed with a red lock 🔒.

💡 **Automatic Locking**
In **My preferences** › **PLACEMENT** › **Meeting placement**, *you can choose to automatically lock the meetings that are hand placed.*

4 - Generate the meetings' schedule

1 Choose your placement preferences…

Priority order
EDT places the meetings in the following order of priority:
Teachers - Guardians
1. Priority - Priority
2. Priority - Wished
3. Wished - Priority
4. Priority - Optional
5. Optional - Priority
6. Wished - Wished
7. Wished - Optional
8. Optional- Wished.

2 … and launch the calculation: EDT only places the meetings extracted from the list.

Status of the placement
As for the courses, the meetings are displayed as unplaced ⊗ or placed ▣.

3 The meetings in failure could not be placed. Verify the Teachers' occupation rate (TOR) in the tab ⊞: if it is superior to 100 %, the number of projected meetings is too large for the defined time slot.

5 - Visualize and print the meetings' schedule

1 The general schedule can be presented per room…

2 … and printed room by room. To do this, use the printing window, tick ***Aggregate per room***, then ***One room per page***.

Dispatch the convocations
From the tab ▦ of the teachers and guardians, activate the command ***File › Print*** to edit the schedule for every participant in the format of your choice: paper, e-mail, PDF or iCal.

Plan the class committees

Factsheet 102 Appoint the representatives

THINGS TO KNOW: **by default, EDT allocates the teachers to the class committee. The student representatives and guardian representatives can also be automatically allocated if you previously entered them in every class.**

1 - The student representatives

Tab *Class committee › Student representatives ›* 🔲

1 Make sure that this option *All the student representatives* is selected.
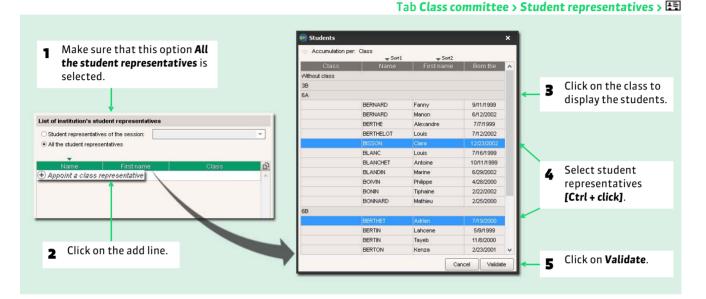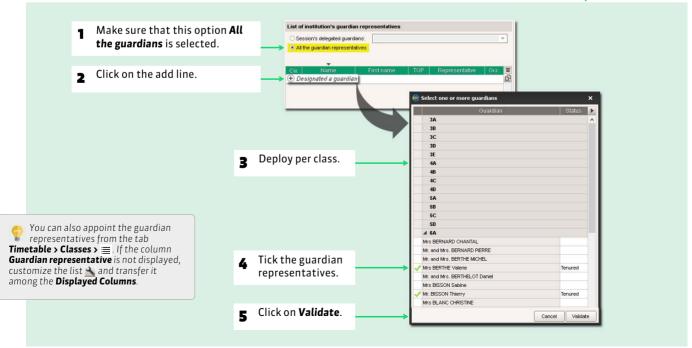
2 Click on the add line.

3 Click on the class to display the students.

4 Select student representatives *[Ctrl + click]*.

5 Click on *Validate*.

*Remark: you can also appoint the student representatives directly from the committee form (⮌ **Add or remove the participants**).*

2 - The guardian representatives
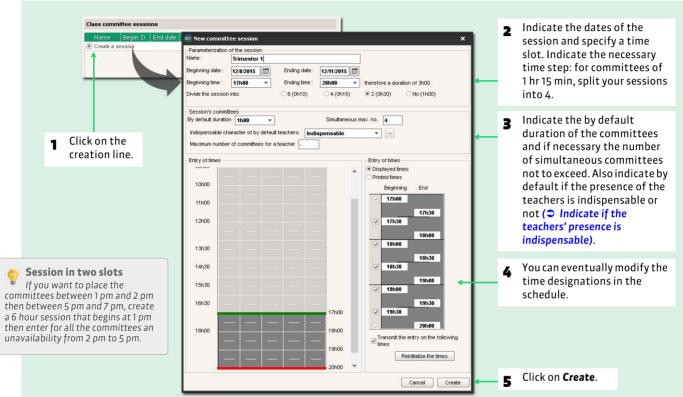
Tab *Class committee › Guardian representatives ›* 🔲

1 Make sure that this option *All the guardians* is selected.

2 Click on the add line.

3 Deploy per class.

4 Tick the guardian representatives.

5 Click on *Validate*.

💡 *You can also appoint the guardian representatives from the tab* **Timetable › Classes ›** *. If the column* **Guardian representative** *is not displayed, customize the list 🔧 and transfer it among the* **Displayed Columns**.
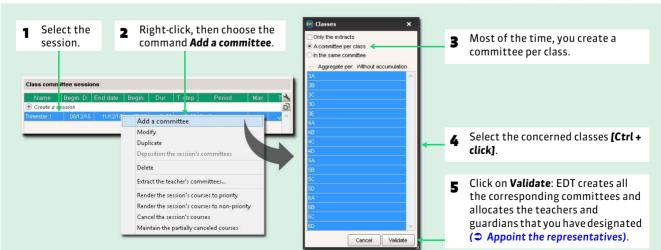
Factsheet 103 │ Create a class committee session

THINGS TO KNOW: **if you already have created and planned a class committee session (for the first trimester for example), you will save time by duplicating this session** *(⤷ Duplicate a session).*

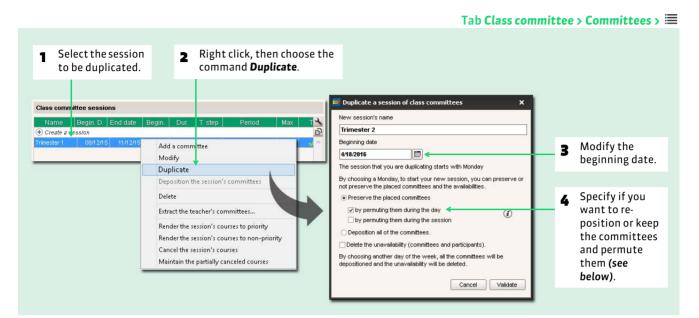## 1 - Specify the times and dates of the session

Tab **Class committee › Committees ›** ≣

1 Click on the creation line.

💡 **Session in two slots**
If you want to place the committees between 1 pm and 2 pm then between 5 pm and 7 pm, create a 6 hour session that begins at 1 pm then enter for all the committees an unavailability from 2 pm to 5 pm.

2 Indicate the dates of the session and specify a time slot. Indicate the necessary time step: for committees of 1 hr 15 min, split your sessions into 4.

3 Indicate the by default duration of the committees and if necessary the number of simultaneous committees not to exceed. Also indicate by default if the presence of the teachers is indispensable or not *(⤷ Indicate if the teachers' presence is indispensable).*

4 You can eventually modify the time designations in the schedule.

5 Click on **Create**.

2 - Create the class committee of the session

Tab **Class committee › Committees ›** ≣

1 Select the session.

2 Right-click, then choose the command **Add a committee**.

3 Most of the time, you create a committee per class.

4 Select the concerned classes **[Ctrl + click]**.

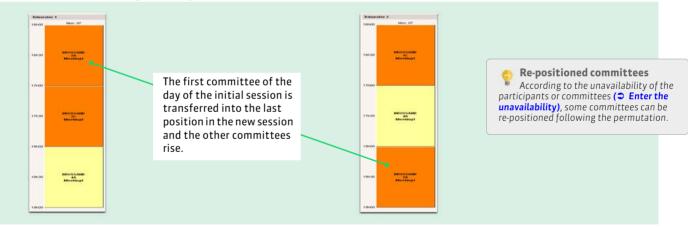**5** Click on **Validate**: EDT creates all the corresponding committees and allocates the teachers and guardians that you have designated *(⤷ Appoint the representatives).*

Factsheet 104 Duplicate a session

THINGS TO KNOW: **you can permute the committees to generate a different schedule.**

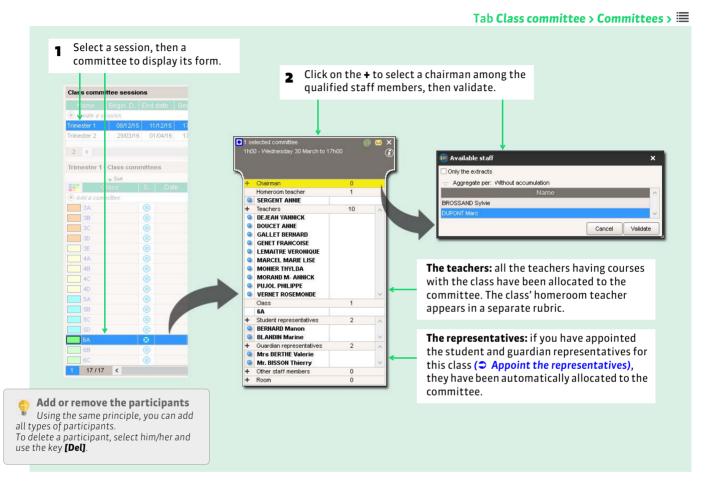Tab *Class committee* > *Committees* > ▤

1 Select the session to be duplicated.

2 Right click, then choose the command *Duplicate*.

3 Modify the beginning date.

4 Specify if you want to re-position or keep the committees and permute them *(see below)*.

▶ **Permutation during the day**

The first committee of the day of the initial session is transferred into the last position in the new session and the other committees rise.

💡 **Re-positioned committees**
According to the unavailability of the participants or committees (⟳ Enter the unavailability), some committees can be re-positioned following the permutation.

▶ **Permutation in the session**

The first committee of the day of the initial session is transferred into the last position and the other committees are placed following an inversed order.
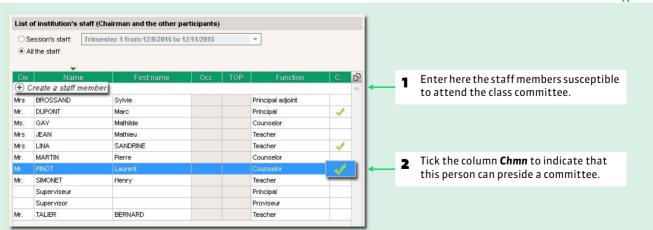
Factsheet 105 Appoint a committee chairman

THINGS TO KNOW: **the committee chairman is always indispensable. He/she cannot be allocated to two committees placed at the same time.**
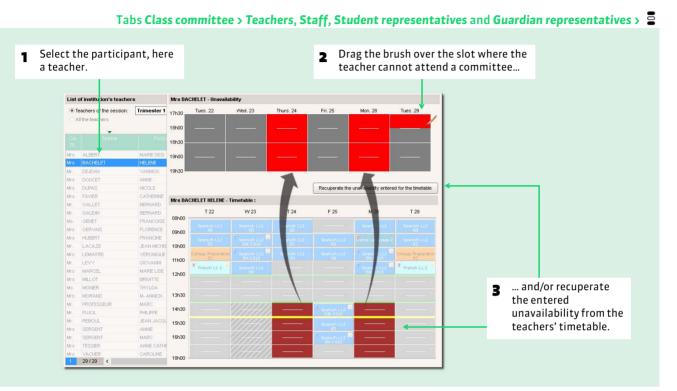
1 Select a session, then a committee to display its form.

2 Click on the **+** to select a chairman among the qualified staff members, then validate.

The teachers: all the teachers having courses with the class have been allocated to the committee. The class' homeroom teacher appears in a separate rubric.

The representatives: if you have appointed the student and guardian representatives for this class *(⮐ Appoint the representatives)*, they have been automatically allocated to the committee.

💡 **Add or remove the participants**
Using the same principle, you can add all types of participants.
*To delete a participant, select him/her and use the key **[Del]**.*

▶ **The qualified staff members to preside**

1 Enter here the staff members susceptible to attend the class committee.

2 Tick the column *Chmn* to indicate that this person can preside a committee.
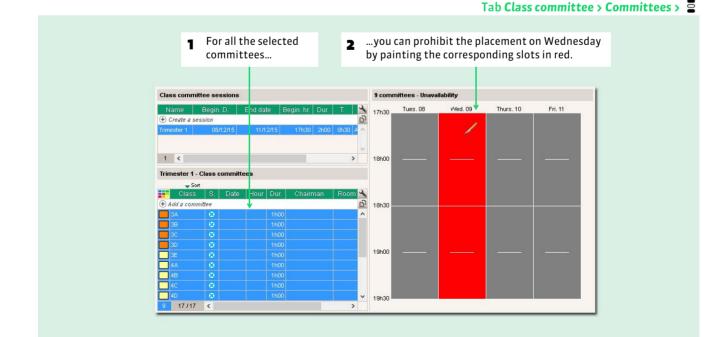
Factsheet 106 Enter the unavailability

THINGS TO KNOW: **the calculator will not place any courses in the unavailable slots.**

1 - The participants

Tabs **Class committee > Teachers, Staff, Student representatives** and **Guardian representatives** >

1 Select the participant, here a teacher.

2 Drag the brush over the slot where the teacher cannot attend a committee…

3 … and/or recuperate the entered unavailability from the teachers' timetable.

2 - The committees

Tab **Class committee > Committees** >

1 For all the selected committees…

2 …you can prohibit the placement on Wednesday by painting the corresponding slots in red.

Factsheet 107 Indicate if the teachers' presence is indispensable

THINGS TO KNOW: **if the presence of some teachers is not compulsory and you have a lot of committees to be placed in the same period, you can facilitate the elaboration of the schedule by specifying which teachers are concerned.**

1 - Choose a by default option at the creation of the session

In the session creation window

The presence of the teachers can be indispensable by default, non-indispensable or indispensable in accord with the taught subject. It is always possible to make adjustments later *(see below)*.

If you choose to render the teachers indispensables *According to the subjects*, click on this button, tick the subject whose teachers must be present and validate.

2 - Specify case by case using the committee form

In the selected committee form
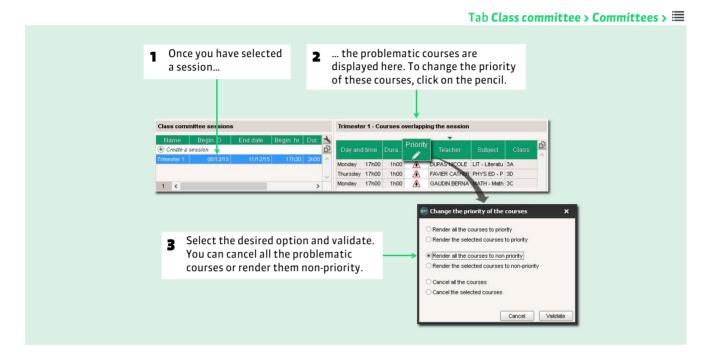
The blue dot indicates that a participant is indispensable: the chairman and homeroom teacher are always indispensables.

A double-click adds or removes the dot.

When several committees are selected, the dot becomes gray if the teacher is indispensable in only some committees.
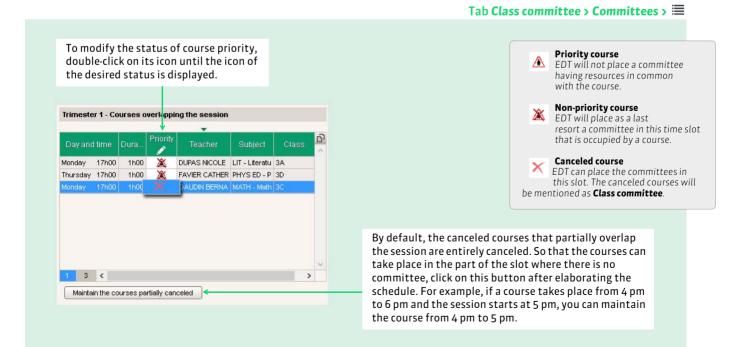
257

Factsheet 108 Manage the problematic courses

THINGS TO KNOW: **EDT announces that courses overlap the session. By default, all these courses are called priority, meaning that the calculator will not place a committee on a course that is occupying one of the participants. You can lift this constraint by ignoring certain courses or by canceling them to liberate the slots.**
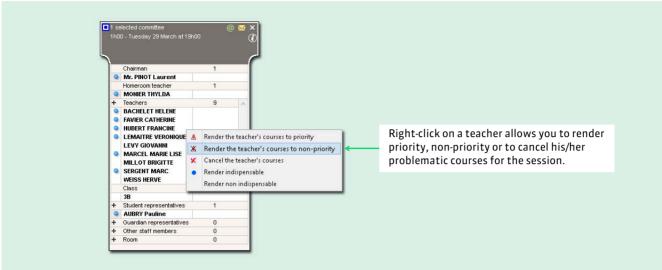
1 - Manage all the problematic courses of a session

Tab *Class committee > Committees >* ☰

1 Once you have selected a session...

2 ... the problematic courses are displayed here. To change the priority of these courses, click on the pencil.

3 Select the desired option and validate. You can cancel all the problematic courses or render them non-priority.

2 - Manage the problematic courses case by case

Tab *Class committee > Committees >* ☰

To modify the status of course priority, double-click on its icon until the icon of the desired status is displayed.

Priority course
EDT will not place a committee having resources in common with the course.

Non-priority course
EDT will place as a last resort a committee in this time slot that is occupied by a course.

Canceled course
EDT can place the committees in this slot. The canceled courses will be mentioned as **Class committee**.

By default, the canceled courses that partially overlap the session are entirely canceled. So that the courses can take place in the part of the slot where there is no committee, click on this button after elaborating the schedule. For example, if a course takes place from 4 pm to 6 pm and the session starts at 5 pm, you can maintain the course from 4 pm to 5 pm.

3 - Manage the problematic courses of a teacher

From the committee form

Right-click on a teacher allows you to render priority, non-priority or to cancel his/her problematic courses for the session.

4 - Consult the list of courses replaced by the class committees
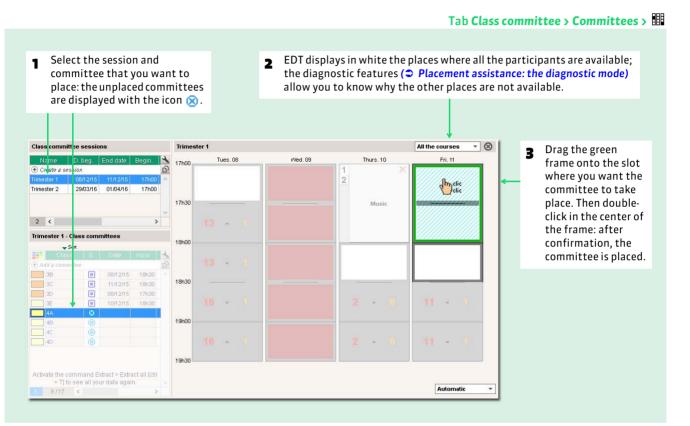
The courses replaced by the class committees are non priority courses that EDT could not retain.

Tab Class committee > Committees > ▼⊠

1 Once you select a session…

2 … the courses replaced by the committees are displayed here.

Factsheet 109 Generate the schedule for the class committees

THINGS TO KNOW: **you can manually place the committees or let EDT calculate the schedule. In both cases, the manipulations are identical to those described in course placement.**

1 - Manually place some committees

Tab *Class committee > Committees >*

1 Select the session and committee that you want to place: the unplaced committees are displayed with the icon ⊗.

2 EDT displays in white the places where all the participants are available; the diagnostic features *(⮌ Placement assistance: the diagnostic mode)* allow you to know why the other places are not available.

3 Drag the green frame onto the slot where you want the committee to take place. Then double-click in the center of the frame: after confirmation, the committee is placed.

▸ **Lock the committee in the chosen place**

So that a committee is not displaced during a future automatic placement, right-click on the committee and select *Lock* 🔒.

2 - Launch an automatic placement

Menu *Placement > Launch auto-placement*

Rules of placement
EDT will never place in the same time two committees with the same chairman, the same room or the indispensables participants in common. Likewise, EDT will never place a committee on a priority course or an unavailability.

Launch the calculation: only the extracted committees, meaning those that are displayed in the list, will be placed.
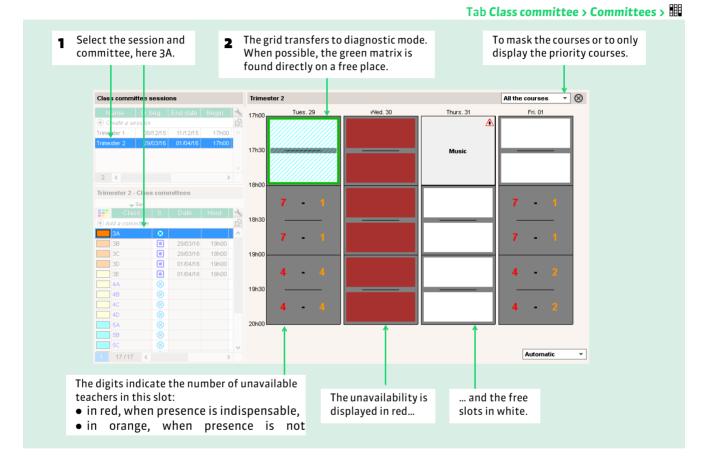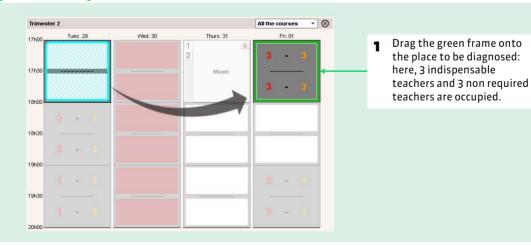
Factsheet 110 Placement assistance: the diagnostic mode
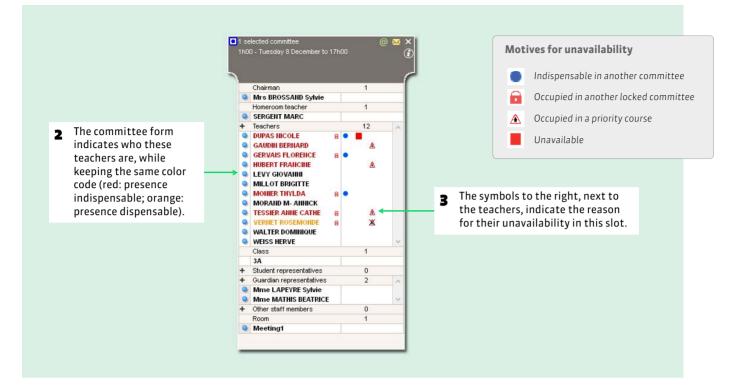
THINGS TO KNOW: **if you manually place some committees or search to resolve the failures after an automatic placement, the diagnostic features allow you to know what constraints weigh on each place.**

1 - Transfer to diagnostic mode

Tab **Class committee > Committees >**

1 Select the session and committee, here 3A.

2 The grid transfers to diagnostic mode. When possible, the green matrix is found directly on a free place.

To mask the courses or to only display the priority courses.

The digits indicate the number of unavailable teachers in this slot:
- in red, when presence is indispensable,
- in orange, when presence is not

The unavailability is displayed in red…

… and the free slots in white.

2 - Identify the indispensable teachers

1 Drag the green frame onto the place to be diagnosed: here, 3 indispensable teachers and 3 non required teachers are occupied.

Motives for unavailability

- *Indispensable in another committee*
- *Occupied in another locked committee*
- *Occupied in a priority course*
- *Unavailable*

2 The committee form indicates who these teachers are, while keeping the same color code (red: presence indispensable; orange: presence dispensable).

3 The symbols to the right, next to the teachers, indicate the reason for their unavailability in this slot.

3 - Visualize the problematic courses and committees

1 Display a second grid.

2 Drag an unavailable resource from the form onto the second grid to display its timetable. This way you know which course or committee already occupies the diagnosed slot.

Factsheet 111 Dispatch the convocations

THINGS TO KNOW: **once the class committees are placed, you can dispatch the personalized convocations to the participants.**
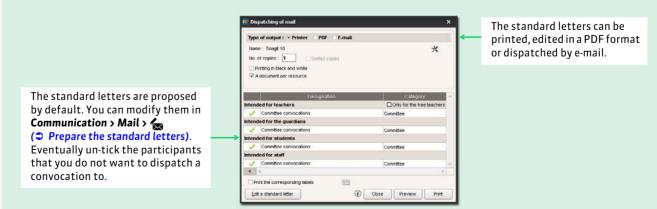
Tab *Class committee > Committees >* ▤

1 Click on the session.

2 Select *[Ctrl + click]* which committees you want to dispatch convocations for.

3 Dispatch the convocations directly from the course form: via e-mail, by using a standard letter.

▸ **By e-mail** @

The recipients can be the committee participants or others that you have an e-mail address for.

The inserted variables are automatically replaced by the appropriate values during the dispatch.

▸ **By using a standard letter** ✉

The standard letters can be printed, edited in a PDF format or dispatched by e-mail.

The standard letters are proposed by default. You can modify them in *Communication > Mail >* ✉ *(⮎ Prepare the standard letters)*. Eventually un-tick the participants that you do not want to dispatch a convocation to.

Factsheet 112 | Print the attendance sheets

THINGS TO KNOW: **the attendance sheet is destined to be signed by all the participants.**

Tab *Class committee > Committees >* ☰

1 Select the committees and click on this button.

2 Select *the attendance sheets*.

3 Verify the printing parameters and modify if needed.

4 Modify the page layout options and the columns to be printed if those by default do not suit your needs.

5 Click on *Preview* before printing.

Printing of the class committees

Select your printout:
- ○ the list of class committees
- ○ the class committee table per chairman
- ○ the convocations to the class committees
- ◉ the attendance sheets

Data to print
- ◉ Selection (5)
- ○ Extraction (17)
- ○ All (17)

Type of output : ◉ **Printer** ○ PDF

Name Snagit 10

Format : A4   No. of copies: 1   ☐ Sorted copies

☐ Printing in black and white

Page layout | Contents | Options

Font
Arial
Standard size 8

Orientation
◉ Portrait
○ Landscape

Margins (cm)
Top: 1.00   Left: 1.00
Bottom: 1.00 Right: 1.00

Header and footer
Header : ☑ Date and time ☑ Page number ☐ Base's name ☑ Institution's name
Page title : ☑ **Attendance sheet**
Footer : ☐

Column organisation

Printed zone: 190 mm

Function	Name	Signature	Tel.	E-mail
30 mm	40 mm	25 mm	25 mm	50 mm

- Modify the order of the columns by moving them with the mouse.
- Modify the columns' width by using the mouse or entering a new value in mm.

Close Preview Print

▸ Other printable documents

From the tab *Committees >* ☰ :
- List of the committees,
- Committee table per chairman,
- Convocations to the committees.

From the tab *Committees >* ▦ :
- Committee schedule.

Mail
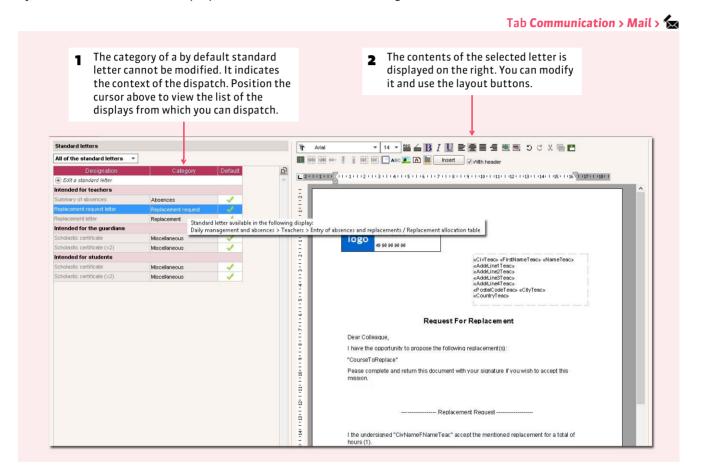
Factsheet 113 **Prepare the standard letters**
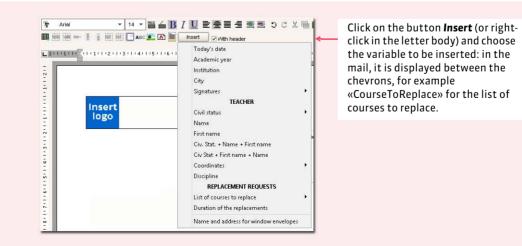
THINGS TO KNOW: **a standard letter is a model that contains variables that EDT replaces by appropriate data during the printing.**

1 - Customize the by default standard letters
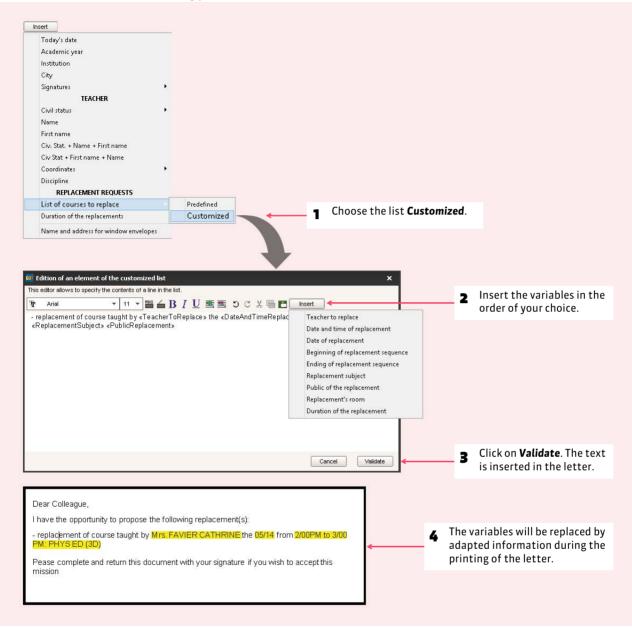
By default standard letters are proposed for all common mass mailings.

Tab *Communication* > *Mail* > ✉

1 The category of a by default standard letter cannot be modified. It indicates the context of the dispatch. Position the cursor above to view the list of the displays from which you can dispatch.

2 The contents of the selected letter is displayed on the right. You can modify it and use the layout buttons.

▸ **Insert a variable**

Click on the button **Insert** (or right-click in the letter body) and choose the variable to be inserted: in the mail, it is displayed between the chevrons, for example «CourseToReplace» for the list of courses to replace.

‣ Customize a variable of the type "List"

1 Choose the list *Customized*.

2 Insert the variables in the order of your choice.

3 Click on *Validate*. The text is inserted in the letter.

4 The variables will be replaced by adapted information during the printing of the letter.

‣ Customize the header
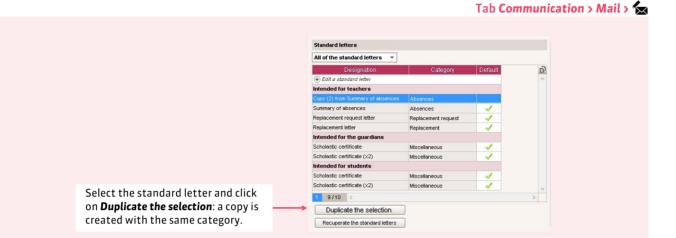
The headers are specified in **Parameters › INSTITUTION'S PARAMETERS › Headers** *(⟳ Identity, headers and signatures)*.

If several headers have been specified, you can choose one of them in the menu or select **Variable** if you prefer to choose the header when preparing the edition of the mail *(⟳ Dispatch a standard letter)*.

2 - Create a new standard letter

▶ By duplicating an existing standard letter

Tab *Communication* > *Mail* > ✉

Select the standard letter and click on **Duplicate the selection**: a copy is created with the same category.

▶ Starting with a blank page

Tab *Communication* > *Mail* > ✉

1 Click on **Edit a standard letter**, enter a clear and distinctive designation, then validate with the key **[Enter]** of the keyboard.

2 Choose a category, meaning the potential recipient (here, **Teacher**) and the context of the dispatch: you will have access to this letter only in this context (here, during the entry of a replacement). The available variables will depend on the chosen category.

3 - Recuperate the previous year's standard letters

The standard letters are recuperated automatically when you construct your EDT base using the base from the previous year.

Tab *Communication* › *Mail* › ✉

To manually recuperate them, click on the button **Recuperate the standard letters**.
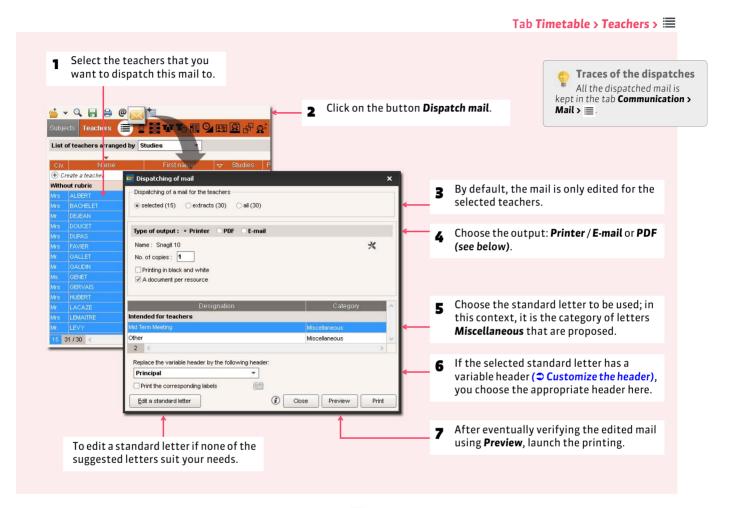
Remark: the folder in which the standard letters are kept:
C:\ProgramData\IndexEducation\EDT\SERVER\PREVIOUS YEAR'S VERSION\US\Server\Server number\Mail.

Factsheet 114 Dispatch a standard letter

THINGS TO KNOW: **the button** ✉ **displays the available standard letters for this context (display, selected data, etc.). Make sure your potential recipients (the teachers, the students, their guardians and the staff) accept this channel of communication and that the necessary information to be dispatched has been entered.**

Tab *Timetable › Teachers › ▦*

1 Select the teachers that you want to dispatch this mail to.

2 Click on the button *Dispatch mail*.

💡 **Traces of the dispatches**
All the dispatched mail is kept in the tab **Communication › Mail › ▦** *.*

3 By default, the mail is only edited for the selected teachers.

4 Choose the output: *Printer* / *E-mail* or *PDF (see below)*.

5 Choose the standard letter to be used; in this context, it is the category of letters *Miscellaneous* that are proposed.

6 If the selected standard letter has a variable header *(⤷ Customize the header)*, you choose the appropriate header here.

7 After eventually verifying the edited mail using *Preview*, launch the printing.

To edit a standard letter if none of the suggested letters suit your needs.

Remark: depending on the displays, you can find the button ✉ in different places: in the summary of absences table to inform a substitute of the courses to be replaced, in the committee form to dispatch a convocation to the participants, etc.

Factsheet 115 Print the labels with the addresses

THINGS TO KNOW: **you can print the labels for the envelopes at the same time as the mail or independently, when you want to.**

1 - Only print the labels

From the lists ☰ of the teachers, classes or students

2 Click on the button *Print the labels*.

1 Select the people you want to print the labels for.

3 Specify the label format and their presentation, then click on *Print*.

2 - Print the labels with the mail

In the mail printing window

1 Tick this option before printing the mail: EDT informs you when you must put the correct paper in the printer.

2 To modify the labels format, display the configuration parameters.

271

E-mail

You can edit and dispatch e-mail on the fly **(➲ Edit and dispatch an e-mail)** or dispatch via e-mail all the printable documents by choosing the output **E-mail**, for example a standard letter **(➲ Dispatch a standard letter by e-mail)** or a timetable **(➲ Dispatch the timetables by e-mail)**.

Factsheet 116 | Parameterize the electronic messaging service

THINGS TO KNOW: **EDT automatically uses the characteristics of the e-mail account configured in Outlook Express. On the other hand, if you use another messaging service software, this stage is necessary to enter the account parameters to dispatch the e-mail from EDT.**

1 - In Single-user version

Menu *Internet* › *Parameters e-mail*

1 Enter the information concerning your messaging service.

2 Enter the information concerning the SMTP server (to be found in your messaging service software).

Options allow you to mask the addresses of the recipients and to keep a copy of every dispatched e-mail in a mail box.

To be augmented if you receive the message "Delay exceeded", during some dispatches.

2 - In Network version

From Client EDT, menu *Internet* › *Parameters e-mail*

1 Enter the information concerning your messaging service.

2 If the messaging service profiles have been specified *(⊃ Specify the messaging profiles)*, recuperate those that fit your needs: you can recuperate all the corresponding connection parameters.
If not, enter the information concerning the SMTP server (to be found in your messaging service software).

Options allow you to mask the addresses of the recipients and to keep a copy of every dispatched e-mail in a mail box.

Can be augmented if you receive the message «Delay exceeded» during some dispatches.

Factsheet 117 Edit and dispatch an e-mail

THINGS TO KNOW: **you can select different categories of recipients: teachers, parents, staff, etc.**

1 - Verify that the recipients can receive the e-mail

In all the information forms 🗃

BACHELET HELENE - Information form

Identity

Mrs BACHELET HELENE @✉

510 Grand Concourse
10453 New-York
USA

🏠 (+ 212) 25 65 23 56 25 42
📱 (+ 212) 10 25 32 65 54 56
bachelet@supplier.com

1 To be able to dispatch an e-mail to a resource, they first must accept this channel of communication (⤳ *Legal guardians*)...

2 ... and their e-mail address must be entered.

2 - Dispatch an e-mail to the selected recipient

As soon as a resource is selected in a list ☰

📂 🖨 @ ✉ 📑

1 Once the recipient is selected, click on the button **@** in the rapid access tool-bar.

Dispatching of an e-mail ✕

Concerned students : ⦿ selected (1)   ○ extracted (428) ○ all (426)
Direct recipients   ☐ Students (1/1) ...   ☐ Guardians (2/2) ...
In copy   ☑ Teachers (4/30) ...   ☐ Others (0 rcpt)

Choose a model
E-mail model
⊕ Create a new e-mail model
Meeting

Subject: Meeting
Attach 📎

2 Edit the e-mail (object, attached document, text) in the window that is displayed.

1 < >
☐ Close window after dispatching

Close   Save   Save and dispatch   Dispatch the e-mail

3 If you specify this e-mail as a model and save it, you can reuse it in the future.

3 - Dispatch an e-mail to the people concerned by a course or committee

As soon as you have selected a course or committee

By clicking on this button, you can dispatch an e-mail to all those concerned by this course, if it is about an annual timetable or a weekly timetable *(⟳ Dispatch an e-mail with regard to a seance)*.

💡 **Traces of the dispatched e-mail**
*You can keep a copy of every dispatched e-mail in the mail box to be entered in **Internet > Parameters e-mail** (⟳ Parameterize the electronic messaging service)*.

Factsheet 118 Dispatch a standard letter by e-mail

THINGS TO KNOW: **all the standard letters can be dispatched by e-mail; you just have to choose *E-mail* as the type of output.**

Tab *Timetable* > *Teachers* > ▤

1 Select the teacher that you want to dispatch this mail to.

2 Click on the button *Dispatch mail*.

3 Choose the output *E-mail*.

4 Choose the standard letter to be used; in this context, it is the letters of the category *Miscellaneous* that are proposed.

5 Enter the object of the e-mail.

6 Add an introduction text so that the e-mail received does not appear empty.

7 Launch the printing, after eventually verifying the edited mail using *Preview*.

Remark: if some recipients do not have an e-mail address, EDT suggests to print the mail instead.

Messaging Service

Factsheet 119 Internal messaging

THINGS TO KNOW: **several features allow you to communicate with the teachers and staff (and also with the students and their guardians if you are connected to PRONOTE).**

1 - Disseminate information

Information is transmitted to a group of recipients without waiting for a response. The recipients receive a notification when they connect *(⊃ Read the notifications)*. They can indicate that they are aware of the information in the form of an acknowledgment of receipt.

From a list of resources, here the tab *Timetable › Teachers › ☰*

1 Select the concerned teachers, then click on the button *Disseminate information*.

2 Give the information a title.

3 Enter and format the text.

To establish who has read or not read the information *(⊃ Consult the acknowledgments of reception)*.

4 Highlight the period during which the information should remain published.

▸**Disseminate information on a individual basis**

Tab *Communication > Messaging service*❯ 🖥, in the window *Disseminate information*

1 Click on the tab *Recipients on an individual basis*.

2 Tick the recipients.

▸**Consult the acknowledgments of reception**

Tab *Communication > Messaging service*❯ 🖥

1 Select the information, then click on the tab *Returns*.

2 PRONOTE counts the acknowledgments of reception per type of recipient: a click on a line displays the details.

▸**Modify or delete an information**

In the tab *Communication > Messaging service* > 🖥, select the information, right-click and choose the command *Modify* or *Delete*.

281

2 - Conduct a survey

A survey allows asking a question to a group of recipients and to analyze the responses (freely or predetermined). The recipients receive a notification when they connect **(⮌ Read the notifications)**. The sender cant analyze the responses as the participation in the survey progresses.

Tab **Resources › Classes › ▤**

1 Select the concerned classes and click on the survey icon.

2 Indicate the type of survey *(see below)*.

3 Tick the recipients.

4 Enter and format the text.

5 Choose the type of question *(see below)* and where necessary, enter the possible answers.

6 Highlight the period during which the survey should remain published., and validate.

‣ Types of surveys

- **Nominal survey:** the responses of those polled appear next to their identity.
- **Anonymous survey:** the responses are collected, but the identity of those polled is not revealed.

‣ Types of questions

- **Unique choice:** the recipient can only choose one response among those proposed. By default, The responses *Yes* and *No* are proposed. You can replace them bu other responses by double-clicking directly on them.
- **Multiple choice:** the recipient can choose several responses among those proposed.
- **Response to be entered:** the recipients must edit their responses.

▶ Conduct a survey on a individual basis

Tab **Communication › Messaging service**› 🖥, in the window **Conduct a survey**

1 Click on the tab **Recipients on an individual basis**.

2 Tick the recipients.

If you are not connected to a PRONOTE base, you cannot conduct a survey with the students and parents.

▶ Consult the results of the survey

Tab **Communication › Messaging service**› 🖥

1 Select the survey and click on the tab **Returns**.

2 PRONOTE groups the results per type of recipient: a click on a line displays the details…

3 … except if the survey is anonymous (here, we have the global results, without the listing of the teachers).

283

3 - Launch a discussion

Once the internal messaging service is activated in the menu *Parameters › OPTIONS › Communication*, the users (teachers and staff) can launch discussions. A notification informs the participants of the new messages *(⮌ Read the notifications)*.

From a list of resources, here the tab *Resources › Teachers ›* 🖼

1 Once the recipients have been selected, click on the button *Begin a discussion*.

You can add additional interlocutors.

2 Edit and format the message, then validate.

▶ **Continue the discussion**

You will receive a notification **(⮌ Read the notifications)** when one of the participants responds.

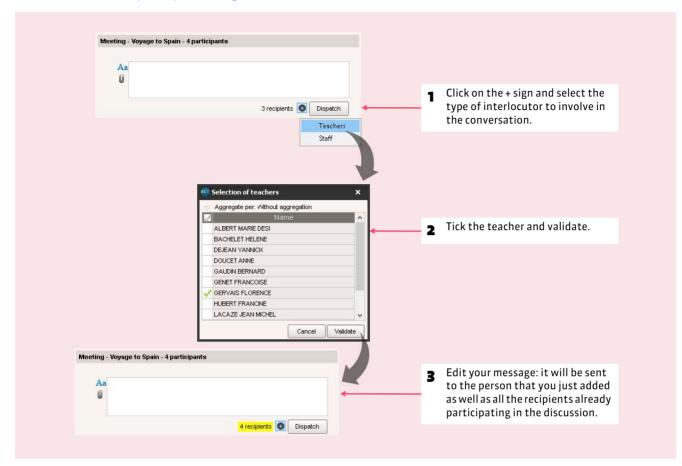Tab Communication > Messaging service ❯ 💬

To answer all the participants.

The responses are displayed above the original message.

Position the cursor on this icon to display in the tool-tip the list of those invited to participate in the discussion.

▶ **Only answer a single participant**

1 Click on the discussion to display all the messages and select the person that you want to answer.

2 Enter and dispatch your message to only this participant.

▸ Add someone to the discussion

You can invite a a new participant during the discussion.

1 Click on the + sign and select the type of interlocutor to involve in the conversation.

2 Tick the teacher and validate.

3 Edit your message: it will be sent to the person that you just added as well as all the recipients already participating in the discussion.

▸ Archive the discussions

By default, the discussions are automatically deleted after 45 days. This duration can be modified in *Parameters > OPTIONS > Communication*. every user can archiver the discussions that they want to retain beyond this duration.

1 Select the discussion, right-click and launch *Archive*.

2 To find this discussion, select *Archives* in the drop down menu.

Find the messages that were interrupted while editing in *Drafts*.

▸ Copy the contents of a message

Copy-paste is active: you can copy the contents of a message and paste it in a word processor or other applications.

1 Select the message (it is framed in blue).

2 Right-click and launch *Copy the text of the selected message*.

3 Paste the text where you want it *[Ctrl + V]*.

4 - Read the notifications

From the Client EDT, if the notifications are activated in the menu *Parameters > OPTIONS > Communication*, every user has a notification when they receive information, a survey or a message from a discussion.

The butterfly is lite with the number of notifications. Click on the butterfly to directly access the contents.

Remark: the notifications can also appear in the window on the bottom of the screen, with or without an audible signal according to the options ticked in **Parameters > OPTIONS > Communication**.

Annexes

Glossary

ABSENCES: an EDT module allowing the management of the absences and the replacements of the teachers.

ALIGNMENT: an alignment represents several simultaneous courses in which the students of one or several classes all work at the same time but not all together. The most frequent example is a Living Language course.

ALIGN THE CLASSES: to ensure that different classes have a course at the same time no matter what their teaching seance subject is.

ALIGN THE COURSES: command of the menu *Edit* that can transform several simple courses into a single complex course, whose different teaching seances will take place at the same time.

AOH (Annual overtime hours): number of overtime hours of a teacher, calculated by EDT according to the formula *Weighted duration + AOH - Provision*.

AUTOMATIC PLACEMENT: calculation tool allowing the placement of all the courses extracted from the base in observance of all the constraints.

AUTOMATIC SOLVER: tool capable of placing most of the courses left in failure by an automatic placement, or if not resolved, identify the reason for the failure.

BASE: a **.edt* file is often designated by the word *base*, or *database*, because it contains all of your timetable's data.

CALCULATE: see *Automatic placement*.

CALCULATED POP. OF A CLASS: population calculated by EDT in function of the number of students inserted in the class when student management is active.

CALCULATION ASSISTANT: tool detecting the errors and entry incoherences causing failures during an automatic placement.

CALENDAR: all the days of your school year highlighting the holidays, school vacations and the fortnight weeks F1 and F2. Can be printed.

CLASS: an assemblage of students grouped under an administrative name.

CLASS PART: set composed of some of students in the same class. A part can compose or be a component of a group (see *Group*).

CLIENT: Network Version application from which the users work and send their queries to the Server.

COMMITTEES: EDT module allowing the creation and placement of class committees per session.

COMPLEX COURSE: course mobilizing several occurrences per type of resources (several teachers, several classes…). In opposition with *Simple Course*.

CONSTRAINTS: used for resources and courses. Resource constraints restrain the use of resources in the courses (unavailability, wishes, time maximum, pedagogical weights…). Course constraints restrain the placement of courses.

CONVERT A BASE: command in the menu *File* that allows the modification of the time grid (1st day of the week, number of sequences, time step) of an existing base.

COORDINATOR: teacher in charge of organizing and hosting the meetings with the teachers connected to the same sector of activity.

CO-TEACHING: course ensured by two or more teachers.

COURSE: activity mobilizing at least one of the institution's resources for a unique reason (subject), during a precise duration.

COURSE FORM: graphic representation of one or several courses where all the resources and the main characteristics are presented. It allows the modification of course contents and supplies diagnostic aid.

COURSE IN FAILURE: course that could not be placed by the EDT automatic calculator. Is displayed in red in the list of the courses.

CUSTOMIZATION OF A COURSE: way to specify the teaching seances of complex courses when the by default distribution modes of EDT do not correspond to the situation.

DEPOSITION A COURSE: render a course unplaced; it remains in the list of courses, but no longer occupies a specified slot in the timetable.

DIAGNOSTIC MODE: you are in diagnostic mode when a course is framed in green in a timetable or schedule. In this mode, EDT indicates the possibles places for a course in a grid, and the eventual constraints of the resources in the form.

DISPLACE A COURSE: change the place of a course in the timetables.

DISTRIBUTION MODES: allows the specification of sequencing for seances of complex courses.

DISTRIBUTION OF THE SERVICES: module to help the formation of pedagogical teams.

DIVISION: the way the school year is divided for the specification of the periods which can be trimester, semester or customized.

ECA (Extra curricula activity): activities ensured by the teachers outside of the course hours. Can be under the responsibility of the institution (EEC-A) or the regional education authorities (A-ECA).

ELECTION MODALITY: qualify the way a subject is situated with regard to the program of a ETM;
C = option Compulsory, **O** = option Optional,
X = option Optional with a personalized aid,
N = option Neutral (C or O), **S** = common base.

ETM: Elementary Training Module.

ETM POPULATION: number of students enrolled in a ETM.

EXCLUSIVE USAGE MODE: allows the performance of some operations in the base (data import, automatic placement, etc.); it requires that a single user be connected in Modification mode (the other connected users transfer to Consultation mode). Reserved for users of the Administrative group.

EXTRACTION: data displayed in a list; it can represent all the data, a portion of data or no data at all, in accord with the selected extraction criteria.

F1, F2: weeks of the courses that alternate in fortnights (*weeks A and B* can also be used).

FAMILY: an EDT concept allowing the grouping of teachers or subjects according to your criteria and facilitating the sorting of lists.

FILE: see *Base*.

FIXE: see *Stationary course*.

FREQUENCY OF A COURSE: indicates if the course is weekly (W) or in fortnights (F1 or F2).

GAP: framed free slot of a course whose duration is at least equal to a time step.

GFS (Guaranteed free slots): to guarantee a number of free days or half-days for a teacher.

GROUP: set composed of one or several parts of a class having a course in common (see *Class Parts*). Generally, the groups are automatically generated by EDT in accord with the created courses.

IP (address): computer's identifying address in a network or on Internet allowing the direct transfer of data.

ISOLATED COURSE: only course in a half-day and the duration is inferior to 2 time sequences.

LINKS BETWEEN PARTS: specifies that the two parts have students in common so that EDT will never place at the same time a course with parts having a link.

LOCK: protect a course so that it cannot be modified or moved.

LOOSEN THE CONSTRAINTS: option of the failure solver giving EDT authorization to modify value of the constraints of your choice to resolve the failures.

MEETINGS: module allowing the generation and placement of parents/teachers meetings.

MHD (Maximum working half-days): to guarantee that the teachers will not exceed a certain number of working half-days.

MODALITY OF THE COURSES: qualifies the courses.

NON WORKING HALF-DAYS: specific half-days in the institution which you prohibit EDT to place a course. Are not compatible with the teacher's free half-days.

OCCUPATION: number of placed or unplaced course hours, of a resource. Takes into account the alternation of courses.

OPTIMIZATION: feature allowing a better organization of the courses by penalizing gaps and isolated courses while augmenting the number of free half-days.

OPTIONAL UNAVAILABILITY: orange slots that have the same function as the unavailability, but can be liberated during the solving of failures to unblock a situation.

PEDAGOGICAL TEAM: teaching staff for a class.

PEDAGOGICAL WEIGHTS: values associated with the subject, per class, to specify their importance. Allows the calculator to distribute the subjects in a day while observing the entered limits.

PERIOD: designates a set of weeks (from 1 to 52) in which the timetable is constant. Changing the period only makes sense if there is a modification of the timetable.

PERSONALIZED ACCOMPANIMENT: course in a group in which the students can vary from one seance to another (we also speak of *personalized aid*).

PLACE & ARRANGE: command allowing the placement of a course in an occupied slot while guaranteeing the replacement of the problematic course in observance of all the constraints.

POP. ENTRY OF A CLASS: population entered by the users.

POT (Potential occupation rate): relation between the created courses for a resource and its available slots (slots without unavailability).

PROHIBITED SUCCESSIONS OF SUBJECTS: constraints applied to an association of subjects to prohibit their coupling in the timetable in one way or an other.

PRONOTE: student management software (enter notes, enter absences, edition of the report cards, publication on the Internet…) developed by Index Education.

PROVISION: number of working hours in a teacher's workload.

PS (Potential substitute): indicates that a teacher can replace another for an absence.

RELAY: Network Version application that allows access to EDT Server, when for security reasons you want to avoid EDT Clients having access to the machine harboring the EDT Server.

REPLACEMENT OPTIONS: indicates privileged time slots and subjects of a potential substitute.

RESOURCES: human and material data that is needed to create courses: teachers, classes and class parts, groups and rooms.

ROOM GROUP: an EDT concept indicating a set of interchangeable rooms (laboratories, gymnasiums…) allowing the optimization of room management.

SERVER: Network Version application for access to a base and execution of the Client queries.

SERVICE: set of courses reuniting the same students of a level for the same subject. Usually one allocates the same teacher per service, but this is not compulsory.

SESSION: designates the determined lapse of time in which EDT places a series of class committees or parents/teachers meetings.

SIMPLE COURSE: course mobilizing a single occurrence per type of resources (one teacher, one class, one room…). In opposition to a *Complex course*.

SPECIFY A COURSE: indicates which teachers have courses with what class for which subject in the complex courses.

STATIONARY COURSE: course that the calculator keeps in the same place one period after another. In opposition to a *Variable course*.

STEP BY STEP SOLVER: feature capable of finding solutions by de-positioning one, two or three courses. These de-positioned courses must have at least one place elsewhere.

STUDY HALL COURSE: course grouping the students who are in the same institution and do not have a course. Allows taking a roll call in PRONOTE.

SUBJECT: reason why you mobilize different resources.

SUBJECT INCOMPATIBILITIES: constraints applied to an association of subjects so that the courses of these subjects do not take place in the same half-day, day or on two consecutive days.

TAD (distribution table of averages per discipline): total number of weekly course hours per institution, distributed by discipline; allows recognition of the number of course hours per teacher and the number of overtime hours to be performed.

TCP (Transmission Control Protocol): connection protocol used in a network version by the Clients and the servers to communicate when the connection is established. This protocol requires that the IP addresses between the server and the Clients be known.

TCP LISTNING PORT: data input and output circuit that allows a connection with the server and Client.

TEACHING SEANCE: simple course (one teacher). A complex course is usually made up of several teaching seances.

TM of the resources (Time maximum): regulates the number of course hours per day of a resource.

TM of the subjects (Time maximum): limits course duration for a class, per day and/or half-day, of a subject or association of subjects.

TRANSFORM THE SELECTION: *Edit* menu command allowing use of an existing course to produce several courses with different durations while being composed of the same resources.

UDP (User Datagram Protocol): connection protocol used in a Network version by the Clients and servers to announce their presence to other network members.

UDP LISTNING PORT: data input circuit number that allows Clients and servers to reception the queries sent by a workstation having an output port with the same number.

UNAVAILABILITY: red slots which allow you to prohibit EDT from placing a course.

UNLOCK A COURSE: remove the lock from the course so that it can be displaced and/or depositioned by the calculator.

VARIABLE COURSE: course that the calculator can change places from period to another. In opposition to a *Stationary course*.

WEIGHT: coefficient by which course duration is multiplied for the accounting in the teachers services.

WISH: green slots where you want EDT to give priority placement to the courses.

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INDEX EDUCATION will endeavor to correct to correct any error which might be communicated and which would be revealing of a defect of conformity of the common and non modified version of the Software in the announced specifications. INDEX EDUCATION reserves the right to bill the Customer for any service carried out by INDEX EDUCATION following the communication of an error by the Customer which may prove thereafter attributable to the equipment, to a modification of the Software, or to a Software not supplied by INDEX EDUCATION.

Liability limitation

With the exception of the actions other than bodily injury as far as they are based on a fault or negligence on behalf of INDEX EDUCATION, the responsibility of INDEX EDUCATION to the Client for direct damage under any provision of this Agreement (in whatever form of the instituted action, contractual or tort) on no account can exceed the amount of the fee paid by the Client to INDEX EDUCATION for the Software or the services giving rise to the instituted action. Certain jurisdictions and regions do not allow the exclusion or limitation of incidental or consequential damages, the limitations included in the present contract are not inevitably applicable to certain clients.

ON NO ACCOUNT CAN INDEX EDUCATION BE HELD LIABLE FOR WHATEVER CONSEQUENTIAL DAMAGE, IN PARTICULAR, BUT NOT NECESSARILY LIMITED TO, THE LOSS OF DATA, LOSS OF PROFITS OR OTHER SIMILAR LOSSES, WHATEVER THE ORIGIN EVEN IF INDEX EDUCATION HAD BEEN INFORMED ABOUT THE EVENTUALITY OF SUCH DAMAGE.

Responsibility of the user

The user is solely responsible for the conservation of his/her data.

INDEX EDUCATION disclaims all liability as for the loss or theft of the Software, of its components or loss of user data.

Non-compliance with the obligations

In case of non-compliance with the obligations under the present agreement or with prior written notice, without prejudice to any other rights, to immediately suspend the execution of its own obligations under this agreement, terminate this contract, without effect 15 days after the formal notice served.

INDEX EDUCATION can terminate this contract without prior notice in the case of receivership or liquidation of the client by the court, as well as in all cases where the Customer would cease activity or to be the object of any collective procedure.

Termination of the contract by the client

- In the case of a sole license fee (Acquisition or Update), the Client cannot demand a refund from INDEX EDUCATION, regardless of the length of use of the Software.
- In the case of a periodical license fee (Annual fee, Subscription), the termination will only be possible at the end of every annual period. The only fees due are those that are outstanding, subject to the eventual interest for delay of payment under the obligations of late payment, at the expiration of current annual period. The initial license fee will not be reimbursed and will be retained by INDEX EDUCATION as an indemnity based on a penalty clause.

Transfer

The Software and its documentation are neither transferable nor transmittable to any natural or legal person.

Software Proprietary

The Software remains the exclusive property of INDEX EDUCATION and the entitlements related thereto.

All the copies of the Software supplied by INDEX EDUCATION or made by the Client or the user of the trial version (whether it is under form legible by machine or printed form, and including the documentation, the translations, the compilations, as well as the updates) are and remain the exclusive property of INDEX EDUCATION.

The Client or user of the trial version recognizes that the Software contains confidential information and fabrication secrets of INDEX EDUCATION and as a consequence makes accordingly a commitment to use the Software only for its own internal needs, not to copy the Software other than for purposes of safeguarding, to take all the appropriate measures towards persons having access, either by instruction or otherwise, to meet the obligations under the terms of this contract.

Protection for the user

To insure the protection of the users in case of judicial liquidation of INDEX EDUCATION without business resumption, the sources of the major versions of the Software are regularly deposited at the agency for the protection of the programs in Paris.

Disputes

With the exception that the Client has an obligation to pay INDEX EDUCATION all sums due, none of the parties will be responsible for whatever breach may occur in the execution of its obligations having for origin causes beyond their control.

If any measure of this contract is declared invalid for whatever reason by the court of a competent jurisdiction, the other measures remain valid.

Any action, in whatever form, finding its origin in the present contract, can be instituted by one of the parties no more than two (2) years after the occurrence of the event by establishing the basis.

For the French versions:
The Software can contain several versions of the present user license agreement, on various supports in particular the user documentation and the updates. In case of ambiguity or contradiction, it is necessary to consider the electronic version in the French language of the user license agreement included in the last version of the Software as the version being the valid reference and prevailing over any other version.

For the foreign versions:
Contracts in foreign languages are translations: in case of disputes, the contract which prevails is the contract in the French language.

THIS USER LICENSE AGREEMENT IS SUBJECT TO FRENCH LAW.

ANY LEGAL DISPUTE CONCERNING THE EXECUTION OR THE INTERPRETATION OF THE PRESENT CONTRACT MUST BE SUBJECTED TO THE EXCLUSIVE COMPETENCE OF THE COMMERCIAL COURT OF MARSEILLE.

All the costs undertaken by INDEX EDUCATION in or out of the courts of justice, in the eventuality that INDEX EDUCATION would be involved in a legal procedure or a judicial process with the user, will be paid for by the user.

Terms of sale

Free trial of the software

The trial version named Evaluation version, can be downloaded from our site is granted free of charge. The user has a limited number of weeks, starting from the creation of a database to try the main features of the Software. At the end of this period, by sending an order, they will receive the registration code allowing them to use additional features (printing, export...); the data entered in trial phase will be usable.

Failing to order, the trial version will no longer be usable and the data entered will no longer be accessible.

Acquisition

The acquisition of a software license shall take effect on the date of the installation by the client and remains in effect for a undetermined duration except termination according to the measures described in the license agreement.

On the other hand, free assistance supplied by Index Educations support service, in no matter what form (Telephone, electronic or by fax) is only valid during the year following the acquisition date during office hours (9:00-12:00 & 14:00-17:00) from Monday to Friday.

Annual subscription update and assistance

In the case of license acquisition, the client can benefit from an Subscription service update and assistance. This service allows, when was signed and paid by the client, to automatically benefit from all the Software updates as well as assistance for every year the subscription is signed.

In the event the client no longer wants to sign this annual subscription, they just have to send back the INDEX EDUCATION renewal request mentioning the cancellation. The canceled subscription can be on no account resumed, the client who wants to acquire a new version of the Software will have to subscribe to the Update service described below.

Update service

The acquisition of the license gives the rights to benefit from the Update service. This service includes the update of the product and its documentation as well as assistance for one year. The fee for the update depends on the version of the originally acquired Software.

Annual license

The annual license is a precept which allows the customer the use of the Software license and its documentation for one year. It grants access to the assistance and the service provision of all the updates edited during the year of the license's validity.

Delivery

The delivery of goods are payable by the client. INDEX EDUCATION will replace any product damaged during the transport, notably the documentation. The client has five (5) days to return any damaged product. Beyond this deadline, the returns will no longer be accepted..

Tariffs

The fee of License and Services as well as the expenses to be paid by the client will be those applicable the date on which payment is due, just as those announced in INDEX EDUCATION's going rates. The client will be notified in at least thirty 30 days of any rate increase after the date of the signature. Prior to any rate increase after the date of the signature, the client will be given at least a thirty 30 day notice. In the case of non acceptance the proposed increase, the client has the possibility to terminate the Service, having for object the increase, at the expiry of the standing annual period.

Payment and late fees

All the sums due must be paid upon reception of the invoice, the delivery of the Software or the provision of the Services. By operation of law and without notice of default being required, all sums left unpaid upon maturity shall accrue interests at an interest rate of the Bank of France.

Credits

INDEX EDUCATION uses the following components:
- Delphi Chromium Embedded Framework (Mozilla Public Licence 1.1)
- Chromium Embedded Framework (New BSD License)
- TinyMCE (GNU Lesser General Public License, version 2.1)
- jQuery (MIT License)
- jScrollPane (MIT License)
- jQuery MouseWheel (MIT License)
- jQuery UI (MIT License)
- jQuery JSON (MIT License)

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