

Instructions

Wise Timetable: transition to new academic year



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Overview

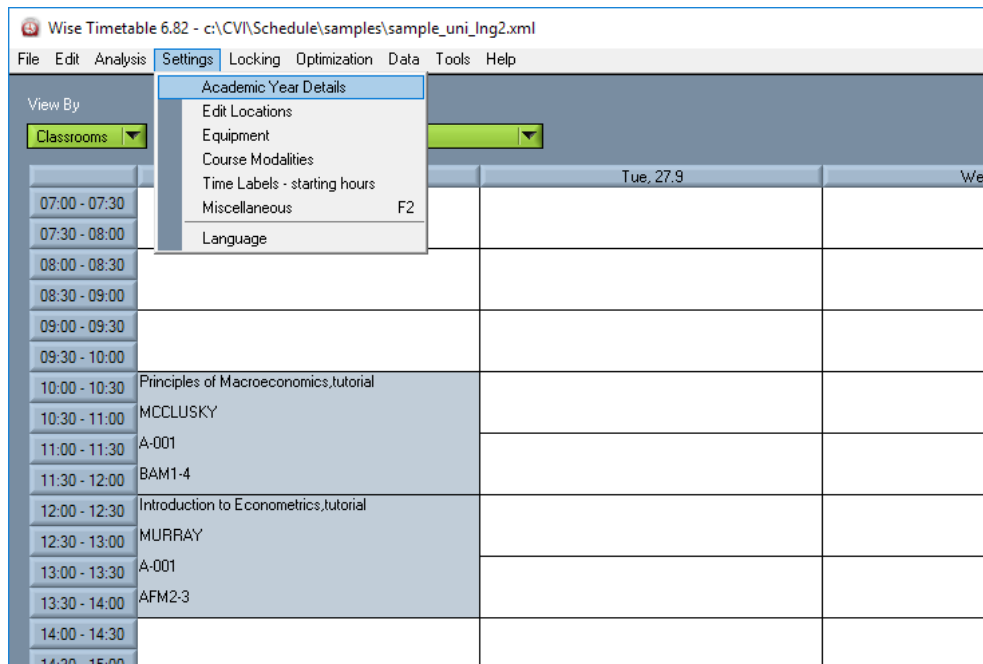
In front of you is a short document for all the users of Wise Timetable application, describing the important part of the whole system: transition of old timetabling data to new academic year.

Common use case is that 52 weeks (whole year from the beginning of academic school year) is maintained by administrator through the year (firstly created for each term and then changed as necessary).

At the same time, timetable is published to Wise Timetable web pages to be accessible by instructors and students and also to administrators for online booking.

The current state of timetable

Current academic year details are accessed by Menu function Settings->Academic Year Details:



View By	Classrooms		Tue, 27.9	Wed
07:00 - 07:30				
07:30 - 08:00				
08:00 - 08:30				
08:30 - 09:00				
09:00 - 09:30				
09:30 - 10:00				
10:00 - 10:30	Principles of Macroeconomics,tutorial			
10:30 - 11:00	MCCLUSKY			
11:00 - 11:30	A-001			
11:30 - 12:00	BAM1-4			
12:00 - 12:30	Introduction to Econometrics,tutorial			
12:30 - 13:00	MURRAY			
13:00 - 13:30	A-001			
13:30 - 14:00	AFM2-3			
14:00 - 14:30				
14:30 - 15:00				

After selecting the menu function, you can see all the parameters for the current year:

Academic Year Settings

Basic data: Organization name

City name: **Ljubljana**

Organization name: **WT test faculty**

Academic Year

Enrol. Year: **2016**

Default duration

From: **1.9** To: **18.1**

Default duration (second semester)

From: **18.2** To: **31.5**

Non-working days

Add

Delete

Del. classes on non-working days

Semester break weeks and weeks between semesters

Make these weeks non-working

Extend year

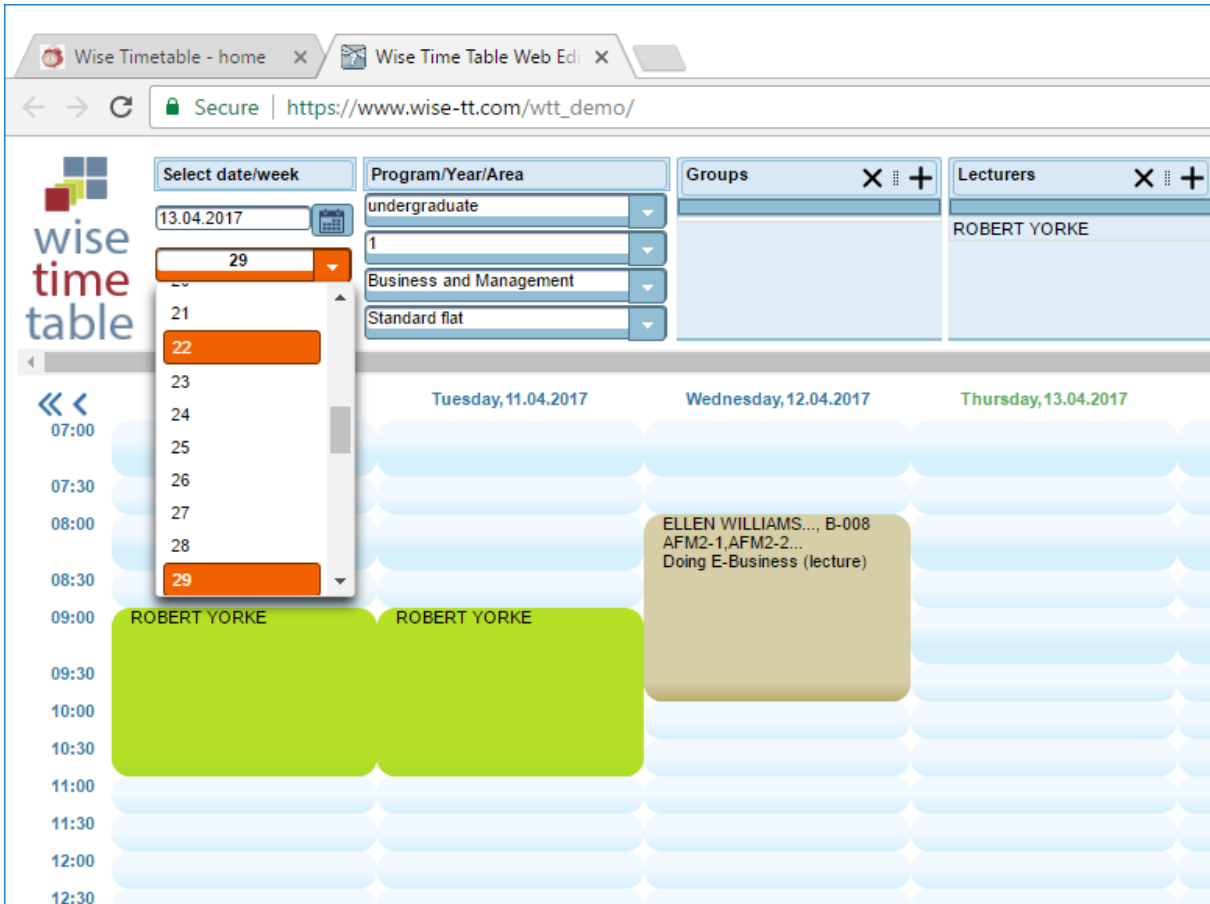
Weeks: **0** **Shift start date to extend year**

Shift all classes

Shift all classes up/down

Basically, Wise Timetable software works with all the weeks between date “From” at “Default duration” section and date “To” at “Default duration (second semester)” setting. Even if you have more different terms between those dates (and now Wise Timetable supports also multiple terms definition), these “From” and “To” are real boundaries for your work and all these weeks will be easily accessible by scrollbars or otherwise in Wise Timetable software.

On the other side, timetable is published to its users online and the same weeks as described above are accessible through web interface:



The pages are usually published as link on faculty web pages (internet or intranet in some cases) as follows:

[Course schedules](#)

and this link will forward users directly to Wise Timetable web page.

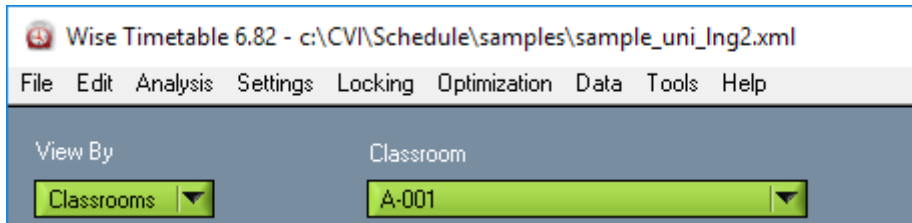
Planning the next year – before this (academic) year ends - steps

Usually, administrator will take the data from the current year and use it for the next year. The procedure is the following:

1. Save current year data into separate file for next year
2. Use this saved file for the changes while this year data is maintained in the database
3. Make two links on faculty pages: one for this and one for next year
4. Publish next year timetable from saved file into additional database (used by next year link)
5. Keep the two links available all the time until first date of next academic year start
6. After year start delete (optionally – you can keep it for history for your users if you want!)

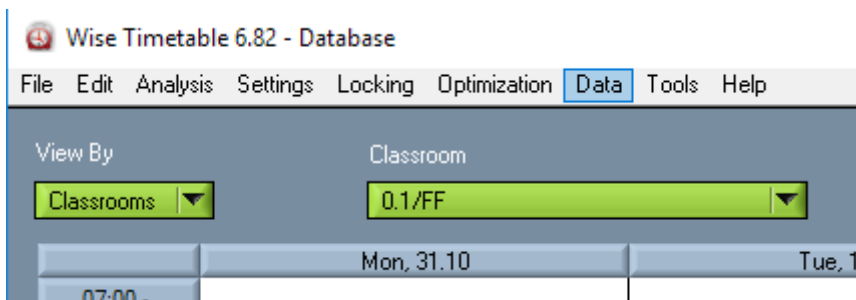
Save current year data into separate file for next year (1. Step)

Current data you are working on might be from the file or from database. In case file is used, the top (title) of Wise Timetable software will show something like:

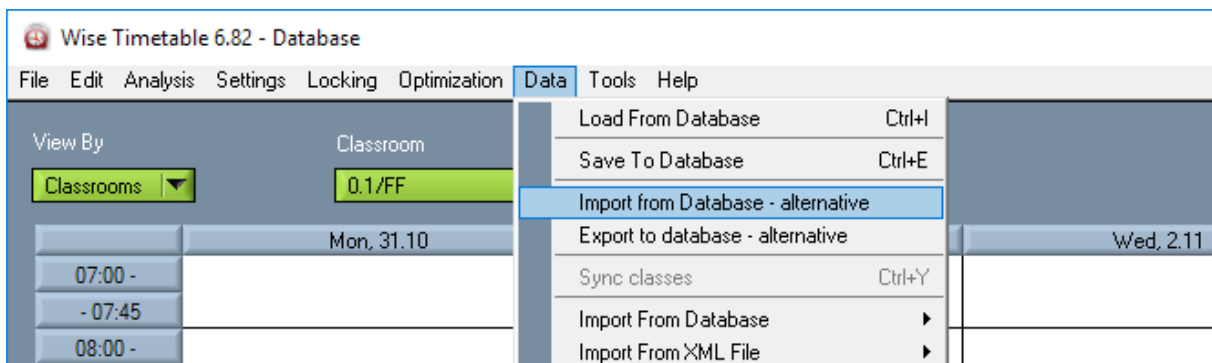


This means you are not working with online data (in database) which is published and accessible by web pages – but rather on local file, containing your timetable. You can have any number of such files.

If you are working directly with the database, screen title will show you the following:



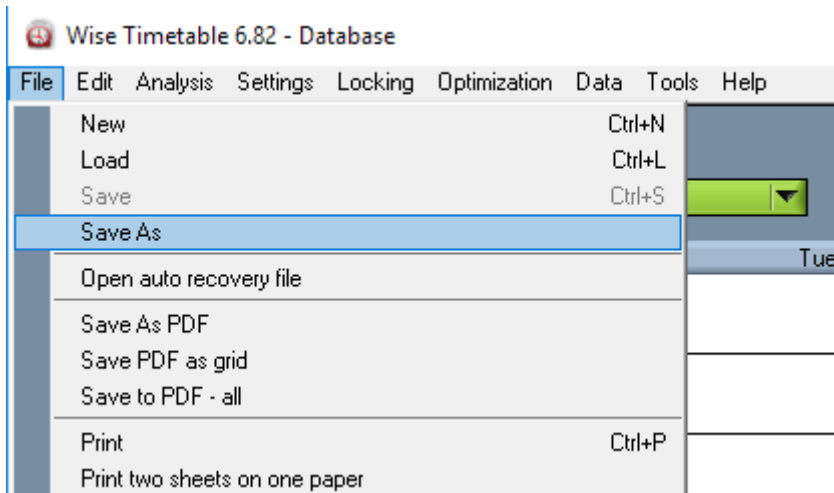
This means whenever you save the timetable it goes directly to database and is published to your users. Note that you can save data into two separate databases (very important fact for this document – since later you will see that one database will hold this year data and the other next year data):



Note that in “Data” menu, you have first four lines dedicated to databases:

- First two (Load and Save from/to Database) are default and contains your current year data
- Second two – “alternatives” are for database containing “future” data

Either way (you work with file or with database), you have to copy your data for use in next academic year. You do that by saving the current timetable to local file – with menu function File->Save As:

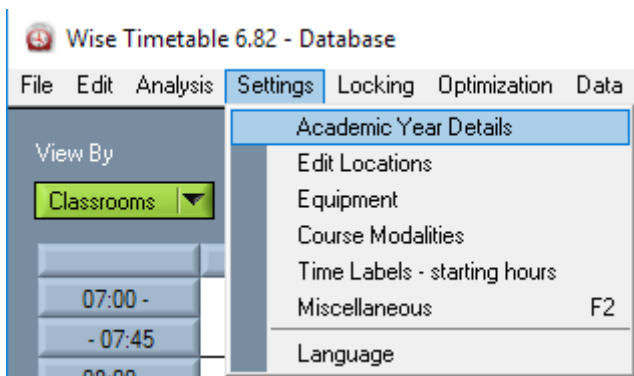


You will be prompted for file name (and location) to store the current data. After that, your Wise Timetable title will be changed to name of selected (or newly created) file.

IMPORTANT NOTE: newly saved file (containing template for next year data) should not be exported to current database (online published data for this year)! To avoid mixing current and new year data, please always load your current data from database (Data->Load From Database) or from file (File->Load). To come back to next year timetable, use File->Load to select next year file – containing next academic year timetable.

Use saved file for the changes (2. Step)

When working with local file on your computer you can make all the changes for the next academic year. Note that firstly you have to change your “year settings” at:



So, there you put the first and end dates, holidays, etc.... After this first step, you can go freely through all the courses and other info and change it accordingly to next year plan.

Make two links on faculty pages: one for this and one for next year (3. Step)

When it becomes important for your users to see data after your current year last date (so I suppose next year first date), you can publish next year data along with the current year. So IT administrator should make additional link on faculty pages similar to:

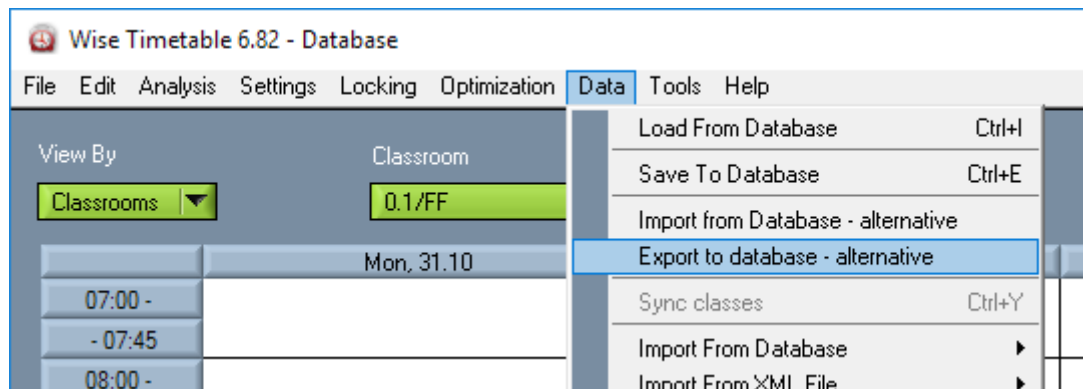
[Course schedule \(2016/2017\)](#)

[Course schedule \(2017/2018\)](#)

Each of these links are linked to separate application (database). Additional database and application is usually provided by Wise Technologies support engineer (if pages are hosted on Wise Technologies server). These links are usually published and database created one month before current academic year ends.

Publish next year timetable from saved file into additional database (4. Step)

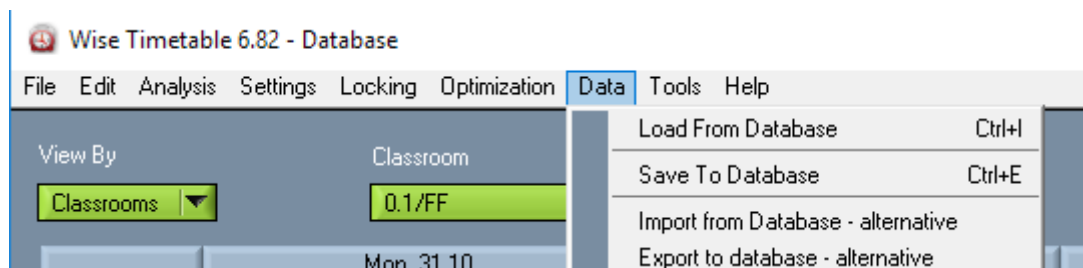
When you are confident that timetable for the next year can be published, you just use function Data->Export to database alternative when next year data file is loaded:



Note that you can publish next year timetable to database also before the public link is shown on faculty page. That way you are able to share timetable with your colleagues or lecturers for review and additional changes – and only after timetable is approved you can show the link publicly on your faculty page.

Keep the two links available all the time until first date of next year start (5. Step)

When you have both timetables published, you have to be careful to export your current data to first (default) database and your next year data to second (alternative) database in this menu:



Keep in mind, that once you published next year data to database, you can use the database also as source of data (not local file) – so other administrators can still book online also for the next year.

After next year start delete link for current year (6. Step)

Now is up to you if you want to keep both links or just one. If both links are kept, you will have to delete old one at least when next year is published. At this point also next year database should be switched to default database (done by Wise Technologies support if hosted on WT server).