End of Year 2023

12

Lesson Monitor

For School Attendance Officer/Timetabler

September Task

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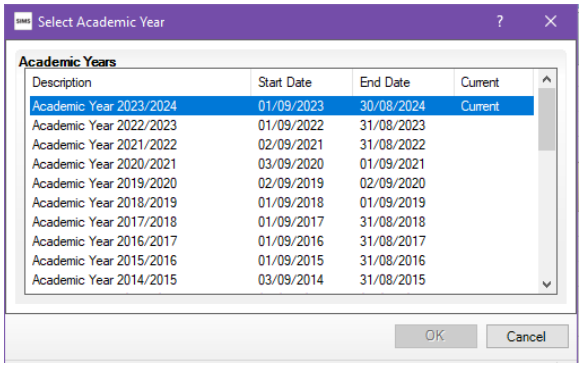
Making registers available on Teachers' Timelines

For registers to appear on class teachers' timelines, you will need to set the Lesson Monitor settings. Before Lesson Monitor settings can be completed, the Academic Year will need to be set to the new year through **Set Academic Year** and the **Timetable** must be applied first.

Setting the Academic Year to 2023/2024

1. Follow Route **Tools / Academic Management / Set Academic Year**.



2. Select **Academic Year 2023/2024**.

NOTE: If you cannot see the correct Academic Year in this screen then it has not been created. You will need to do this before you can go any further.

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3. Click **Ok**.

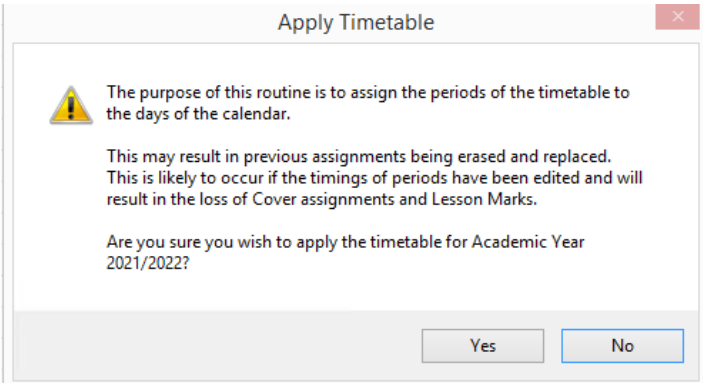
4. Click **Ok** at the confirmation screen.

Applying the Timetable

This may be completed by the Data Manager / Timetabler to set this part up. How this is setup will depend on your school setting for example whether you have a one week or two week timetable.

1. To do this go to **Tools / Academic Management/ Apply Timetable**

2. You will get the following message

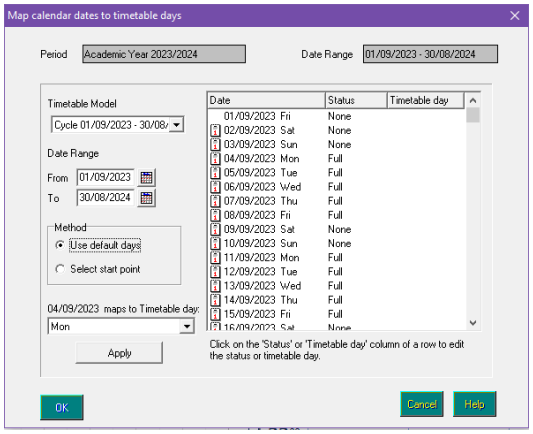


3. Click **Yes**

4. Ensure the correct **Period** has been selected.

5. Ensure you have the correct cycle via the **Timetable Model** is selected.

6. Check the **Date Range** is correct.



7. Under **Method** select either the **Use default days** or **Select start point**

8. Ensure that the date maps to the correct **Timetable day**.

9. Once you have selected the appropriate settings, click **Apply** and **Save**. You are now ready to set up Lesson Monitor

Setting up Lesson Monitor

1. Route **Tools / Setups / Lesson Monitor Options / Lesson Monitor Setups**

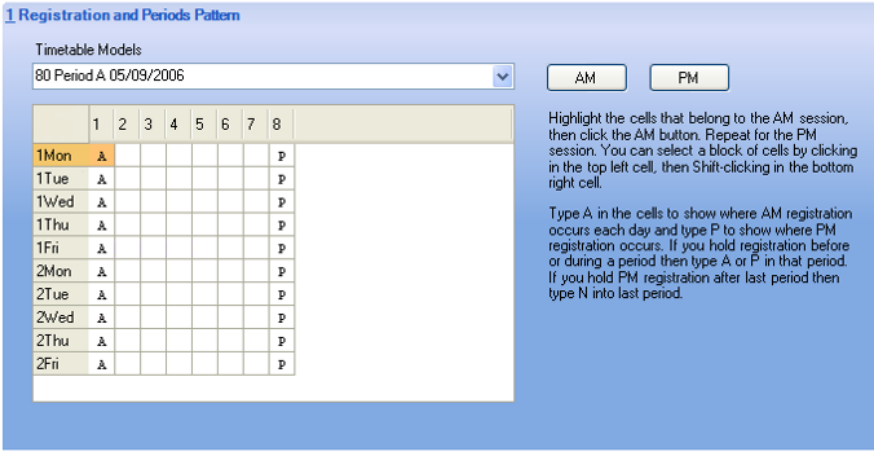
   Dependent on how the timetable in Nova-T6 has been created, your screen may look a little different with regards to how many periods have been created and if you have a one or two week timetable.

   In the **Registration and Periods Pattern** panel, ensure that the required Timetable Model is displayed.

   If a new timetable model has been set up (using Nova-T6) and applied to SIMS, the new model can be selected from the drop-down list.

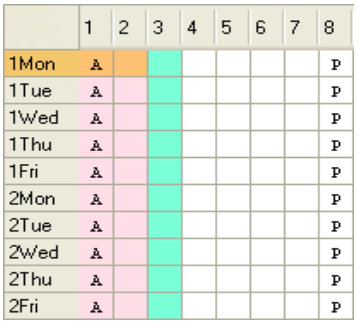
Note: The timetable model effective date (as defined in Nova-T6) is displayed in the **Timetable Models** field. This date will not change unless a new timetable model is applied.

The example shows that this school is using an existing **Timetable Model** has 8 periods with a 2 week timetable.

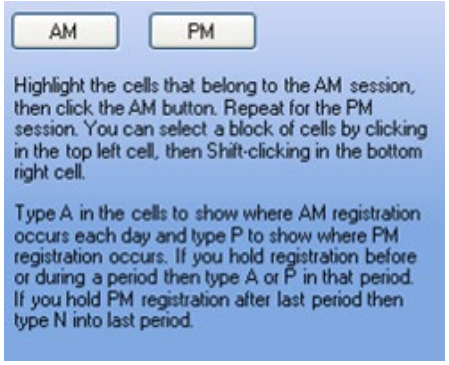


For each day of the timetable cycle, indicate which period(s) belong to the AM session by highlighting the required cell(s) then clicking the **AM** button.

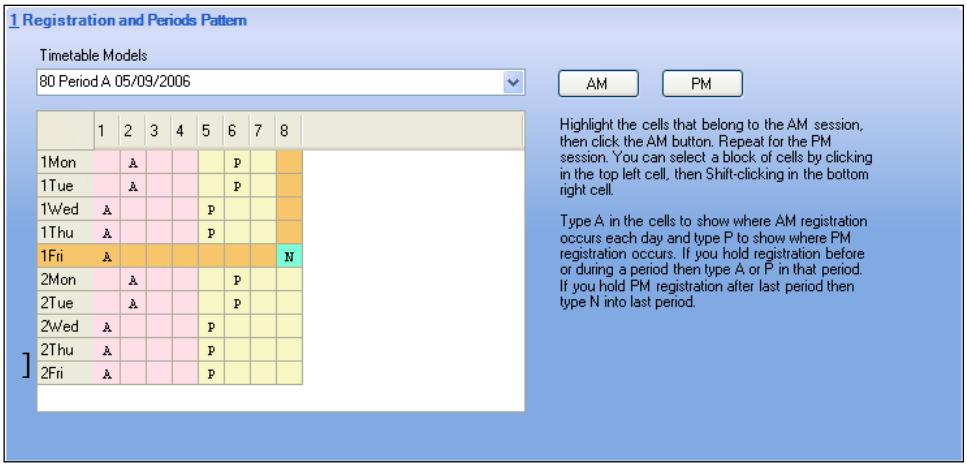
***TIP**: To select a column of cells, click the column header (the selected cells are highlighted in green) then click the **AM** button. The background colour of the selected cell then changes to pink.*



	1	2	3	4	5	6	7	8
1Mon	A							P
1Tue	A							P
1Wed	A							P
1Thu	A							P
1Fri	A							P
2Mon	A							P
2Tue	A							P
2Wed	A							P
2Thu	A							P
2Fri	A							P



For each day of the timetable cycle, indicate which period(s) belong to the PM session by highlighting the required cell(s) then clicking the **PM** button. The background colour of the selected cell(s) then changes to yellow.



The above example shows how you can set up different AM and PM sessions to take registers. Once this has been set up the registers on the teachers' timelines will be displayed accordingly.

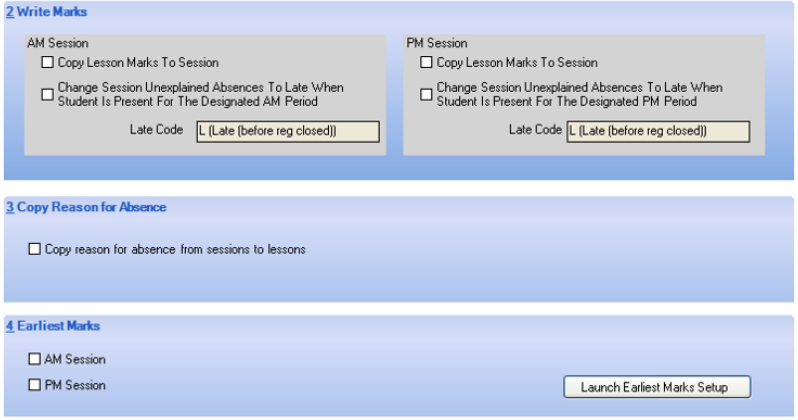
1. To indicate the period when registration takes place each day, enter **A** (AM registration) and **P** (PM registration) in the appropriate cells:

2. If registration takes place before or during a period, enter **A** or **P** in that period.

3. If PM registration takes place after the last period of the day, enter **N** in the last period.

4. Click **Save**.

The registration and period pattern is saved and will be used until such time as the timetable model is changed.

The registers will now be available on the Teachers' timeline ready for registration.

Check that the rest of the settings in Lesson Monitor are correct for your school setup.