13

Pennine Education

OL8 3QL

Maintaining the Timetable

**Location: Hollinwood Business Centre**

**Date: 20th October 2021, 09:30 – 16:00**

Course contents:

The overview will include procedures on how to do the following.

* Importing a New Teacher via the Refresh
* Adding a New Teacher into Nova
* Changes Due to Staff Leaving
* Changing a Room
* Changing a Room (via the Plan)
* Adding Another Class Teacher via the Plan
* Using Edit Staffing to Swap the Teacher of a Class
* Alternative Curriculum Setup
* Printing of Timetables and Class Lists
* Teaching and Non-teaching Periods
* Scheduling Non-Class Codes (NCC)
* Moving a PPA Session for a Member of Staff
* Class Levels
* Examining and Assigning Levels to Classes in Nova-T
* Refresh Base Data from SQL

The cost of this would be £135+VAT and would be a full day session.If you would like more information on this or if you would like to opt into this service, please call the helpdesk or book online via this link:

[Course Booking Form - PENNINE EDUCATION LTD](https://www.pennineeducation.co.uk/course-booking-form.html)



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