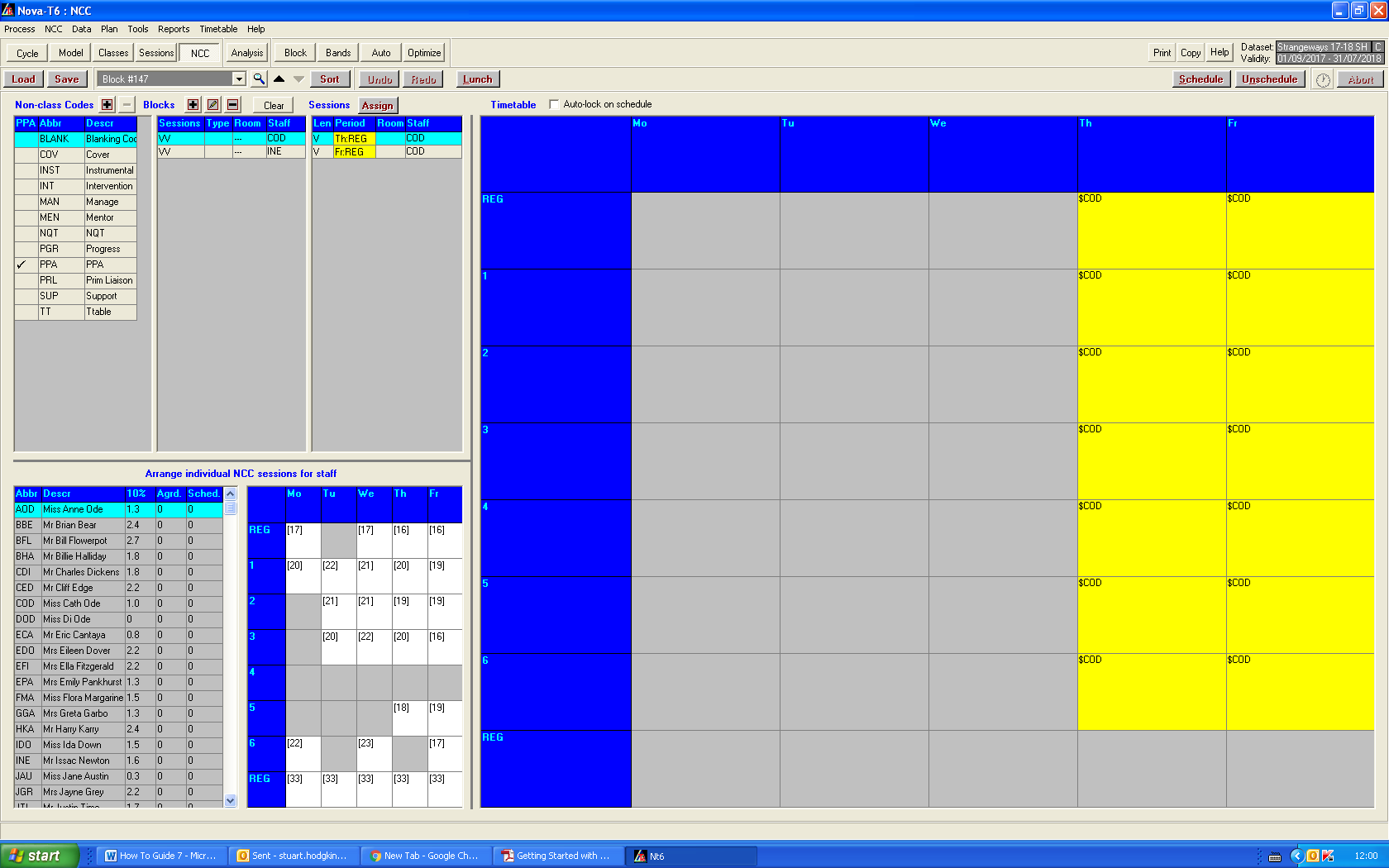
**Nova T6 How to Guide 7**

**Non Class Codes (NCC) - Part Time, PPA and all other non-classes**

NCC Screen



Shows timetable view of selected staff NCC.

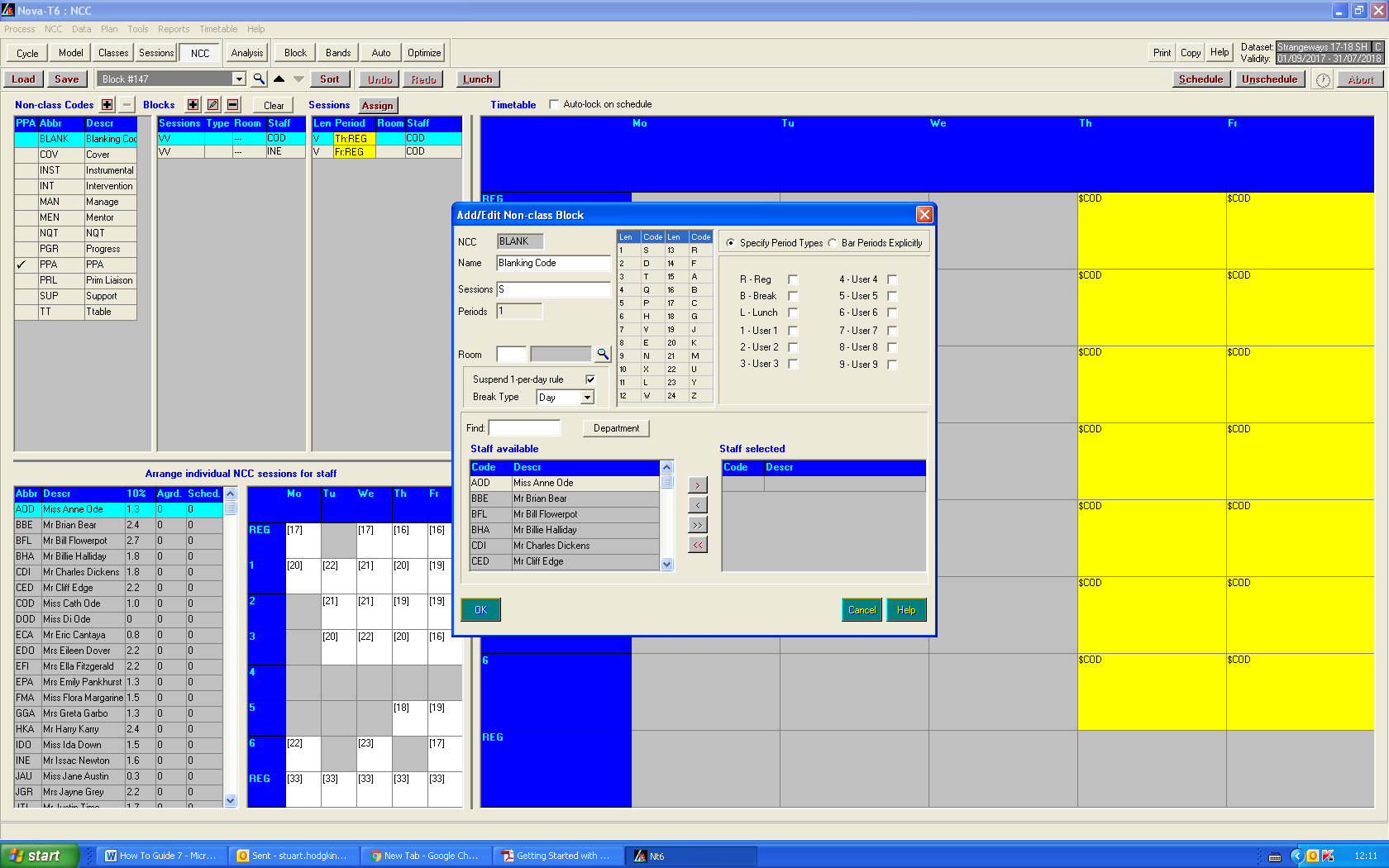
Show COD has blank Thurs/Fri

Details of selected staff with NCC code

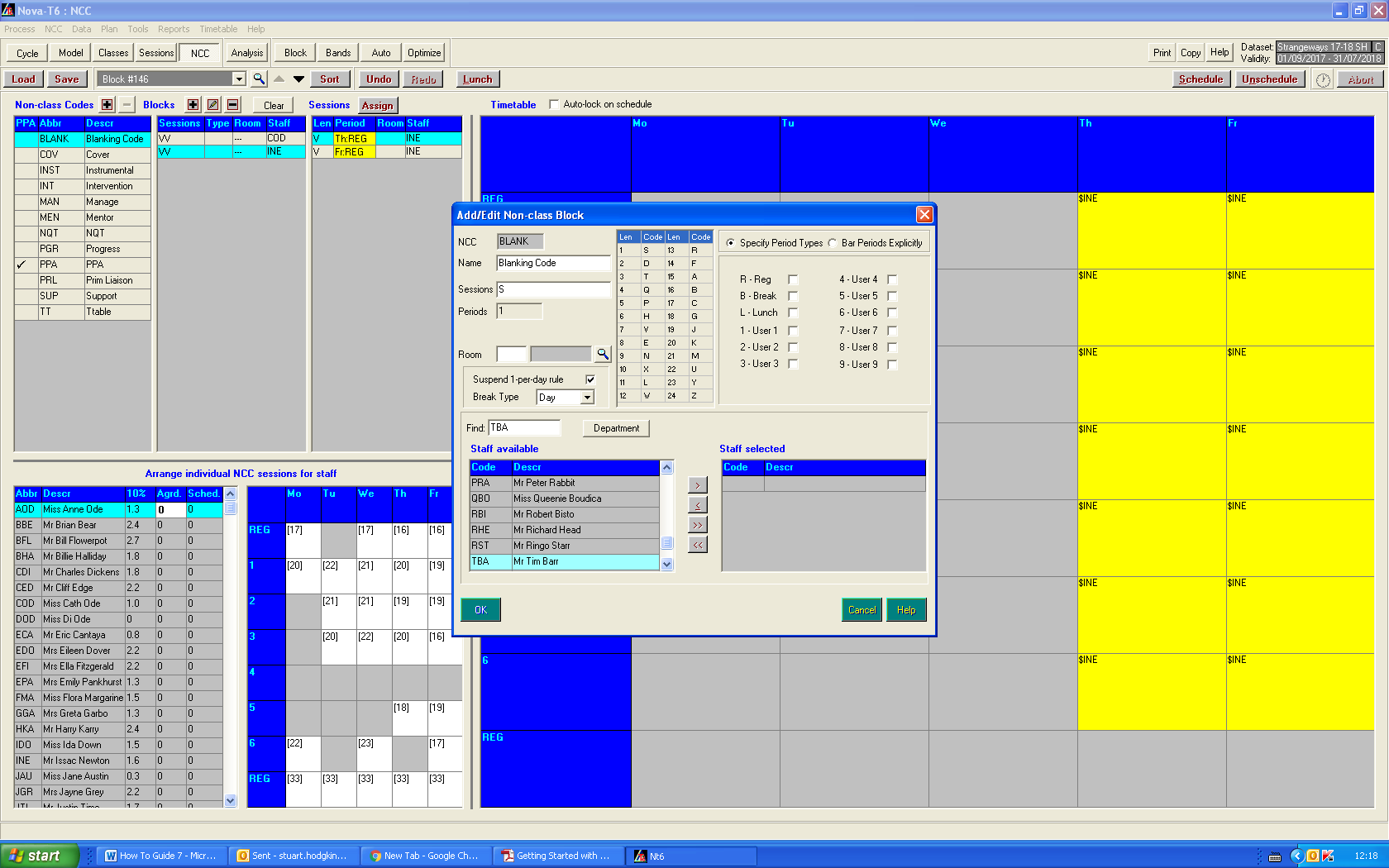
COD in this case

Details of selected NCC. Blank in this case

Defined NCC

Adding Part Time Staff

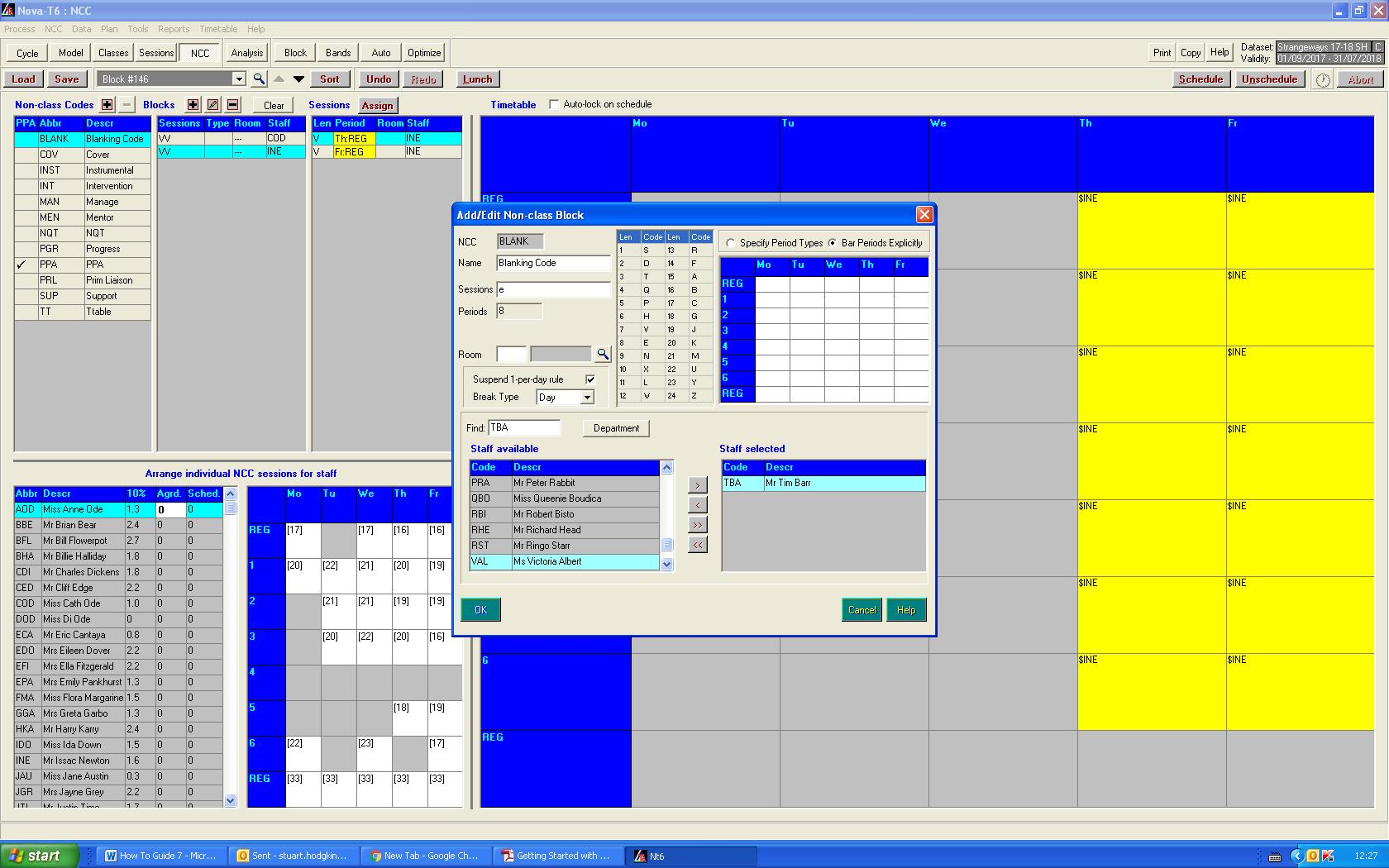
Select Add Blocks



Find TBA

Highlight TBA

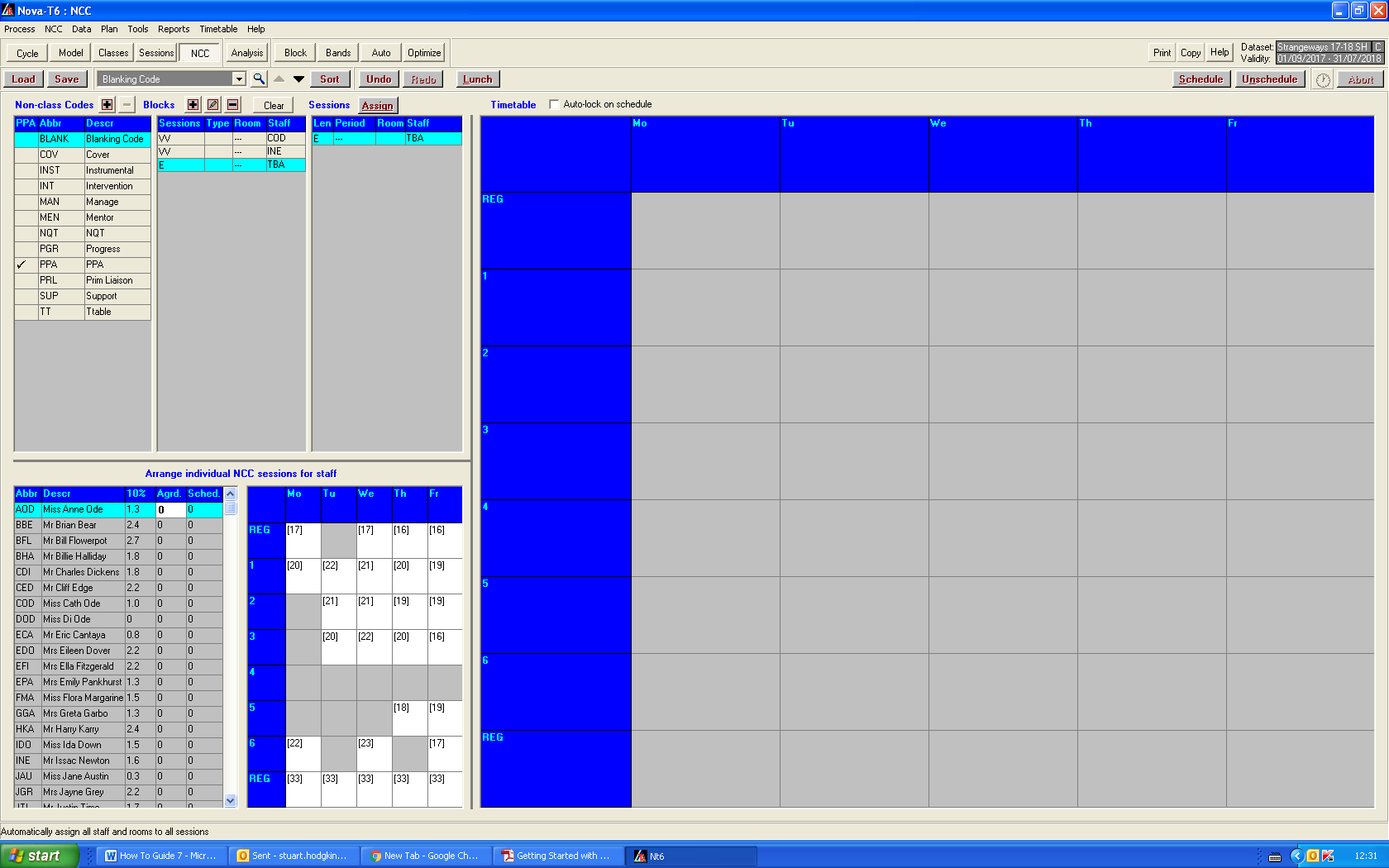
Select by using arrow



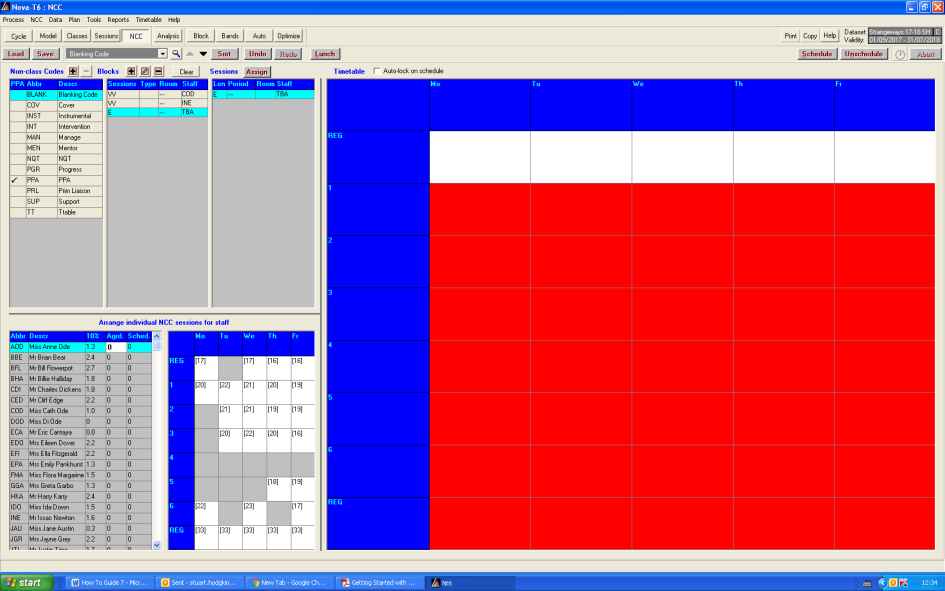
Enter session e (as this is a block of 8 lessons = All day)

Select Bar Periods Explicitly - This is because Reg and HW are different period types

OK



Select Assign



Left Click TBA and White squares will show where blanking block can be placed - all days are possible.

But drag and drop in Tuesday