**Nova T6 How to Guide 9**

**Manual Scheduling of Blocks**

Bands Screen

Schedule status of blocks in year. **To** **do** or **Done**

Timetable view of all scheduled periods to date.

Grey = No sessions scheduled

Yellow = Regular session

Green = Locked session

Black = Clashed session

Sessions pending in highlighted block. Here 5 single periods

Bands screen with block colours (Function F5)



Schedule Sessions



Select session to schedule

White squares show possible fits

Drag and Drop into required slot

Scroll through unscheduled sessions doing hardest first.

Continue until all non-linear blocks scheduled



Now schedule Linear block sessions WITHOUT building. Slot them into available slots



Finally build Linear Block in Block screen

Start with smallest numbers (3-3) which show smallest possible fits.



Left click on smallest number to show possible lesson fits.

Click and Drag to select required lesson

Continue to work from smallest numbers until all slots are filled