

## Rotations User Guide

## **Rotations in a School Timetable**

This is basically a setup within an ordinary timetable block which allows learners to move through the other subjects within that block. It is mosly applied in Year 1 and Year 4 (Transition Year). Some schools use 'rotations' to allow learners to sample various subjects either throughout the entire year or for some shorter portion of the year. It is also used where subjects are taught on a modular basis. Learners might study a course of subject A from September to November, Subject B from November to February and Subject C from February to May. The learners cycle through the subjects in that block throughout the year and each teacher teaches four different groupings over the entire school year.

In VSware, you will now be able to enable rotations for any block. The number of rotations within any block is setup by the school management. This will allow schools to configure block rotations to suit their specific needs. The number of rotations in year 1 can be different from the number in year 4 and if required, you can have a different number of rotations in blocks within the same year.

To simplify the process, we have now integrated the Rotations feature into our Class List Manager (CLM). We have done this as our schools are very familiar with our CLM as it is already used to manage Base Class lists and Teaching Groups throughout the school. As you are aware, changes made to a Base Class or to a Teaching Group in CLM is activated immediately and that change can be viewed on teacher and student timetable immediately. (A browser refresh may be required).

To begin, open the Class List Manager in the normal manner using the More Tab (three lines tab) and the Timetable Tab as shown below

	Q Search	Q Search			Standby 2015 🔠 Hi, VS S		upport 🚯 Sign Ou		
		Dashboard	Groups	Classes	Students	Teachers	Settings		
Important Notices						Sett	ings endance		
Video demonstration of the Ro	tations feat	ure in VSv	ware			Add	ifications New Student		
a AM/PM Attendance		්ු Incider	nts			Tim	etable		
Today's Absent Students		Today's Incid	dents			Sub: Fee	stitution Management		
➡ Print All	View all : 0	🖨 Print A	ı			Roo Beh	m bookings aviour		
No Absent students today			No Incidents	today		Opt	ions dent Reporting		

In this guide, we are setting up 'Rotations' using a Year 4 (TY) block consisting of four different teaching groups with subjects - Architecture (4Arc), Art (4Art), Metalcraft & Production (4Met) and Yoga (4Yog). The academic year will be divided into quarters for this block and each learner will study each of these subjects for one quarter of the academic year.

Filter to the year and the block where you want to set up the rotation. In this example, we have used Year 4 and Block 3

Using the 'Actions' dropdown button, click 'Enable Rotations' as shown below.

VC.		Q	Search	/	Advanced Search 🛛 🛗	Standby 2015 💄 Hi, VS Support 😝 Sign Out				
				Dashboard	Groups Classes	Students Teachers Settings $\equiv$				
<ul> <li>Teaching Groups</li> <li>Class List Manager</li> <li>Floating Groups</li> <li>Print Timetable</li> <li>Class Timetable</li> <li>On Call Roster</li> <li>Duty Roster</li> </ul>	Class List Manager									
	Select a Year Transition Year	•	Select a Grouping Block 3: 4Arc-3.3,4Art-3.4,4			Populate Populate (Gender) Print Print All For Year				
	Unassigned (0) 4Arc-3.3 (24) Transition Year  Select all  Conv Learners		4Art-3.4 (24) Sinéad Gillespie Select all Copy Learners	4Met-3.1 (24) John Mc Grath Select all Copy Learners	AYog-3.2 (24) Hugh O'Grady Select all Copy Learners	Generate Groupings I Generate Groupings II Sync Floating Teaching Groups Enable Rotations				
		Tara Fee (A) Trinity Gallagher (A) Elimear Griffin (A) Jason Harrison (A) John Kavanagh (A) Brian Keon (A) Emma Lowe (A) Jakub Manapsal (A) Aimee McDaid (A)	Dylan Flood (B) Mark Gavigan (B) Karl Harley (B) Thomas Hill (B) Connor Keaney (B) Darragh Kerr (B) Katelyn Maguire (B) Michael Matthews (B) Patrick McDonald (B)	Cáelán Elliott (C) Michael Gilroy (C) Cathal Granaghan Alana Honney (C) Laura Igoe (C) Oisín Lilly (C) Oisín Lipsett (C) Róisín McBarron (C Laoide McCormack	Jamie Duffy (D)       Tom Gilmartin (D)       Tom Gilmartin (D)       (C)     Shane Gormley (D)       William Hilley (D)       James Igoe (D)       Gráinne Kerrigan (D)       Konrad Lipsett (D)       )     Paul McAllister (D)       (C)     Nithin McClay (D)	Clicking here starts the Rotations Feature. You will be asked how many Rotations you want for this block and then the software will automatically create a Teaching Group for each rotation. They will have a suffix -R1, -R2, -R3 etc. added. New dropdown listbox filters for each Rotation will also appear on the the screen.				

You will then be asked to enter the number the number of rotations for this block.

Enable Rotations		<b>X</b>
Enter the number of rotations that should Number of Rotations: 4	be created for this l	block:
	Save	Cancel

On clicking 'Save' in the example above, the software will automatically create 4 teaching groups for each teacher who is teaching in this block. The software will also now display a dropdown filter to allow you to manually adjust the learners and move them to their new subjects. When filtered to any rotation, the user can activate that rotation using the 'Activate Rotation' button.

MC		Q	Search		Advanced Search	Standby 2015	🔒 Hi, VS Su	pport 🕞 Si	gn Out
				Dashboard	Groups Classes	Students	Teachers	Settings	Ξ
<ul> <li>Teaching Groups</li> <li>Class List Manager</li> </ul>	Select a Year		Select a Grouping		Select a Rotation				
<ul> <li>Floating Groups</li> </ul>	Transition Year	•	Block 3-R1: 4Arc-	3.3-R1	Rotation 1 Rotation 2				
<ul> <li>Print Timetable</li> <li>Class Timetable</li> </ul>					Rotation 3 Rotation 4				
On Call Roster	Unassigned (0) Transition Year	4Arc-3.3-R1 (24) Patricia Darby	4Art-3.4-R1 (24) Sinéad Gillespie	4Met-3.1-R1 (24) John Mc Grath	4Yog-3.2-R1 (24) Hugh O'Grady	Student Drop Zone	:		
Uuty Koster	Select all	Select all Copy Learners	Select all  Copy Learners	Select all  Copy Learners	Select all Copy Learners	Select all			
2) // / / / / · / =		Tara Fee (A) Trinity Gallagher (A)	Dylan Flood (B) Mark Gavigan (B)	Cáelán Elliott (C) Michael Gilroy (C)	Jamie Duffy (D) Tom Gilmartin (D)				
		Eimear Griffin (A) Jason Harrison (A)	Karl Harley (B) Thomas Hill (B)	Cathal Granaghan Alana Honney (C)	(C) Shane Gormley (D) William Hilley (D)				
		John Kavanagh (A) Brian Keon (A)	Connor Keaney (B) Darragh Kerr (B)	Laura Igoe (C) Oisín Lilly (C)	James Igoe (D) Gráinne Kerrigan (D)				
12/04 -		Emma Lowe (A)	Katelyn Maguire (B) Michael Matthews (B)	Oisín Lipsett (C) Róisín McBarron (I	Konrad Lipsett (D)				
$9 \neq < \leq f$		Aimee McDaid (A)	Patrick McDonald (B)	Laoide McCormac	k (C Nithin McClay (D)				
		Garbhán McFarland (/ Emer McGrane (A)	Diarmaid McGloinHon Hannah McGuckin (B)	John McGloneFalt Eva McGrane (C)	er ( Jade McGlone (D) Conor McGowan (D)				
		Shane McGuinness (A) Mona Melly (A)	Reece McGuinness (B Evan Monaghan (B)	Éireann McKinney Ruth Meehan (C)	(C) Teresina McKenna (D) Danielle Meehan (D)				
		Jack Monaghan (A) Courtney Noone (A)	Michael Mulgrew (B) Lauren J. Nugent (B)	Conor Noone (C) Olivia Noone (C)	Niall Nairn (D) Amy Noone (D)				
Shake no		Michelle O'Boyle (A)	Kian O'Brien (B)	Jasmine O'Connor	(C) Karen O'Brien (D)				

Please note the following: -

\*When the new Rotations are created, the population of the teaching groups will be <u>identical</u> to that of the original block.

It is the responsibility of the school management/administration staff to re-populate the teaching groups as required for each rotation. (Very easy to use select all tick box and drag all of the class at once)

It is also the school management's responsibility to ensure that the correct rotation is activated for any block.

When the teaching groups have been correctly populated, a new rotation can be easily activated with a single mouse click on the 'Activate Rotation' button. (Teaching Groups for each of the classes in the rotations can be set at the beginning of the school year and activated at the appropriate times)

[\*We decided not to implement automatic movement of students from one subject to another when our software is generating the rotations. In some schools, not all students move to a new subject during a rotation change. This can be because of a special needs issue (lack of easy access to a specialist room) and in some schools, not all of the subjects in the block are modular with some student remaining in the same subject for the entire year. This manual arrangement will allow our rotation feature to be applied in all scenarios and school management can very easily view and edit the teaching groups in the familiar Class List Manager screen.]

In this guide, we will keep a track of learner, Tara Fee (A) as she cycles through each subject in the block. We will also view the timetable of teacher, Patricia Darby - one of the teachers teaching in this block.

MC		QS	earch	A	dvanced Search	Standby 2015	Hi, vs su	pport C Si	gn Oi
				Dashboard G	Groups Classes	Students	Teachers	Settings	
Teaching Groups	Select a Year		Select a Grouping		Select a Rotation				
Class List Manager	Transition Year	-	Block 3-R1: 4Arc-3	.3-R1,4Ar 👻	Rotation 1	•			
Ploating Groups									
Print Timetable					Live Rotation				
Class Timetable							_		
🛗 On Call Roster	Unassigned (0)	4Arc-3.3-R1 (24) Patricia Darby	4Art-3.4-R1 (24) Sinéad Gillespie	4Met-3.1-R1 (24)	4Yog-3.2-R1 (24) Hugh O'Grady	Student Drop Zone	e		
🛗 Duty Roster	Transition Year 🔻	r acricia barby	Sincus onespie	South Mc Grach	hugh o orady				
	Select all	Select all Copy Learners	Select all  Copy Learners	Select all Copy Learners	Select all Copy Learners	Select all	_		
		Tara Fee (A)	Dylan Flood (B)	Cáelán Elliott (C)	Jamie Duffy (D)				
22 (0 (CT CT C		Trinity Gallagher (A)	Mark Gavigan (B)	Michael Gilroy (C)	Tom Gilmartin (D)				
The second se		Eimear Griffin (A)	Karl Harley (B)	Cathal Granaghan (C	C) Shane Gormley (D)				
100000		Jason Harrison (A)	Thomas Hill (B)	Alana Honney (C)	William Hilley (D)				
		John Kavanagh (A)	Connor Keaney (B)	Laura Igoe (C)	James Igoe (D)				
Service and the service of the servi		Brian Keon (A)	Darragh Kerr (B)	Oisín Lilly (C)	Gráinne Kerrigan (D)				
K TRUMPER		Emma Lowe (A)	Katelyn Maguire (B)	Oisín Lipsett (C)	Konrad Lipsett (D)				
		Jakub Manapsal (A)	Michael Matthews (B)	Róisín McBarron (C)	Paul McAllister (D)				
104		Aimee McDaid (A)	Patrick McDonald (B)	Laoide McCormack (	(C Nithin McClay (D)				
29 John March 1		Garbhán McFarland (/	Diarmaid McGloinHon	John McGloneFalter	( Jade McGlone (D)				
		Emer McGrane (A)	Hannah McGuckin (B)	Eva McGrane (C)	Conor McGowan (D)				
		Shane McGuinness (A)	Reece McGuinness (B)	Éireann McKinney (C	C) Teresina McKenna (D)				
NEW NOUN		Mona Melly (A)	Evan Monaghan (B)	Ruth Meehan (C)	Danielle Meehan (D)				
		Jack Monaghan (A)	Michael Mulgrew (B)	Conor Noone (C)	Niall Nairn (D)				
Service and Association of Markovski and Association and Associationa and Association and Association and Asso		Courtney Noone (A)	Lauren J. Nugent (B)	Olivia Noone (C)	Amy Noone (D)				
A GRAN		Michelle O'Boyle (A)	Kian O'Brien (B)	Jasmine O'Connor (C	C) Karen O'Brien (D)				

The above screenshot shows this block is now in Rotation 1. You can see that the students in base class A are

\C		Q	Search		Advanced Search	Standby 2015	🔒 Hi, VS Su	ipport 🕞	Sign Ou
				Dashboard	Groups Classes	Students	Teachers	Settings	5 ≡
<ul> <li>Teaching Groups</li> <li>Class List Manager</li> </ul>	Class List M	anager						Action	ns 🕶
<ul> <li>Floating Groups</li> <li>Print Timetable</li> <li>Class Timetable</li> </ul>	Select a Year Transition Year	•	Select a Groupin Block 3-R1: 4Arc	ng -3.3-R1,4Ar 💌	Select a Rotation Rotation 2	•			
<ul><li>On Call Roster</li><li>Duty Roster</li></ul>	Unassigned (0)	4Arc-3,3-R2 (24)	4Art-3,4-R2 (24)	4Met-3.1-R2 (24	Activate Rotation	Student Drop Zone			
2/12/2017	Transition Year	Patricia Darby Select all	Sinéad Gillespie	John Mc Grath	Hugh O'Grady	Select all	_		
	Select all	Jamie Duffy (D) Tom Gilmartin (D)	Tara Fee (A) Trinity Gallagher (A)	Dylan Flood (B) Mark Gavigan (B)	Cáelán Elliott (C) Michael Gilroy (C)	Select all			
		William Hilley (D) James Igoe (D)	Jason Harrison (A) John Kavanagh (A)	Thomas Hill (B) Connor Keaney (	Alana Honney (C) Laura Igoe (C)				

studying Architecture for the first quarter with teacher, Patricia Darby. (Note that the teaching group code is 4Arc-3.3-R1)

For Rotation 2, Tara Fee (A) and the remainder of her Base Class (A) have been manually moved to Art. It is very easy to make these changes using the 'Select All' tick box and then dragging the learners in that group to their correct new subject.

In the screenshot below, you will see how Tara Fee's timetable has changed as the various rotations are activated. You will also note that the Teaching Group Codes connected with this rotation will have a suffix with -R1, -R2, -R3 and -R4 showing what subject she will be studying during each rotation.



The screenshot above shows the Learner Timetable for Rotation 1



The screenshot above shows the Learner Timetable for Rotation 2

١C					Q Search Adv	anced Search 🛗 Standby 2015 🚨	Hi, VS Support 🕞 Sign Ou
2			Dashboard	Groups Classes Students	Teachers Settings Attendance	Assessment Room bookings	Fee Management 🛛 🚍
Tara Fee	Timetable						Actions +
Status:	Time	Monday	Tuesday	Wednesday	Thursday	Friday	
* Personal							
<ul> <li>Personat</li> <li>Household</li> <li>Attendance</li> </ul>	9:00	Computer Studies R19 Damien De Búrca 4Com-A	English R14 Ann Keogh 4Eng-A	Religious Education R24 Carol Kenny 4Rel-A	English R14 Ann Keogh 4Eng-A	Enterprise Education R24 Nicola Dillon 4Ent-A	
Term Reports		French	Computer Studies	Computer Studies	French	Environmental & Soc. Studies	
€ Fee ! Behaviour	10:00	Sarah Baneham 4Fre-1.1	Damien De Búrca 4Com-A	Damien De Búrca 4Com-A	Sarah Baneham 4Fre-1.1	Marie Gorman 4EnvSoc-A	
Discipline     Docs		Enterprise Education R24 Nicola Dillon 4Ent-A	Project Mathematics R12 G. O'Reilly 4PrjM-A	lrish R10 Máira Gallagher 4lri-A	Environmental & Soc. Studies R25 Marie Gorman 4EnvSoc-A	Music Appreciation R18 Mark Flaherty 4Mus-A	
☑ Notes	11:00						
Classes & Groups		Food & Preperation R49 Michael Gardiner	Irish R12 Máira Gallagher	French R24 Sarah Baneham	Preparation for the World of Work R18 Sinead McGlynn	Theatre & Stage R58 Julianne Picken	
Medical		91007A	40150	4110-1.1	4rre-A	9106-8	
Account	12:00	Metalcraft & Production R10 John Mc Grath 4Met-3.1-R3	Religious Education R15 Carol Kenny 4Rel-A	World of Science R06 Mark Flynn 4Wor-A	Project Mathematics R12 G. O'Reilly 4PrjM-A	Theatre & Stage R58 Julianne Picken 4The-A	
NE ANGLO M		World of Science	Preparation for the World of Work R18	Personal Development R14	World of Science R25	Theatre & Stage R58	
	13:00	Wor-A	4Pre-A	4Per-A	Mark ruyun 4Wor-A	4The-A	
	1100						
	14:00	Project Mathematics R12 G. O'Reilly 4PrjM-A	Metalcraft & Production R39 John Mc Grath 4Met-3.1-R3	Project Mathematics R12 G. OReilly 4PrjM-A	Food & Preperation R19 Michael Gardiner 4Foo-A		
	15:00	Political Education R40 Sean 4Pol-A	European Studies R26 Kate McPhelim 4Eur-A	English R49 Ann Keogh 4Eng-A	European Studies R25 Kate McPhelim 4Eur-A		
		English R14 Ann Keogh 4Eng-A	Personal Development R14 Jacqueline Vaughan	Metalcraft & Production R10 John Mc Grath 4Met-3.1-R3	Irish R10 Máira Gallagher 4Irt-A		
	16:00						

## The screenshot above shows the Learner Timetable for Rotation 3 and below Rotation 4



١٢					Q Patricia Darby Ad	vanced Search 🛛 🛗 Standby 2015 🍙 Hi, VS Support 💽 Sign
Patricia Darby	Timetable		Dashboard	Groups Classes Students	Teachers Settings Attendance	Assessment Room bookings Fee Management Actions -
	Teaching: 25 Perio	ds (16:40), On Call: 0 Periods (0:00), Du	ty: O Periods (0:00), Meetings: O Period	(0:00), Other: 0 Period (0:00)		
<ul> <li>Personal</li> <li>Address</li> <li>Notes</li> </ul>	Time	Monday	Tuesday	Wednesday	Thursday	Friday
Docs Account Term Reports Classes & Subjects	9:00	Art, Craft, Design Rt5 1Art-D 09:00 - 09:40	Art (with Craftwork option) R49 5Art-1,2 09:00 - 09:40	Social, Personal and Health Educ R48 25PHE-E 09:00 - 09:40	ation Art, Creft, Design 815 3.447.3.1 09:00-09:40	Art (with Craftwork option) 546 09:00 - 09:40
Classes & Subjects Timetable Non Class Contact Cover	10:00	Art, Craft, Design R34 1Art-C 09:40 - 10:20		Art, Craft, Design R34 1Art-C 09:40 - 10:20 Art, Craft, Design R43	Art (with Craftwork option) 5Art - 7.2 09:40 - 10:20 Art (with Craftwork option) Art (with Craftwork option)	
Qualifications	11:00		Art, Craft, Design R39	10:20 · 11:00	547-7-2 10:20 - 11:00	
	12:00	Architecture R26 4Arc-3.3-R4 11:55 - 12:35	1471-E 11:15 - 11:55 Art, Craft, Design R39 1471-B 11:55 - 12:35	Art, Craft, Design R10 3Art-1 11:55 - 12:35		
2018	13:00	Art, Craft, Design R18 2Art-3.3 12:35 - 13:15	Art, Craft, Design R40 2Art-3.3 12:35 - 13:15	Art, Craft, Design R10 3Art-1 12:35 - 13:15		Art, Craft, Design 1809 1Art-5 12:35 - 13:15
	14:00		Architecture R55 4 Avrc 3.3 - R4 14:00 - 14:40	1		
	15:00	Art (with Craftwork option) R48 5Art - 1 14:40 - 15:20	Art, Craft, Design R10 3Art-1,1 14:40-15:20	Art, Craft, Design R39 1Art-8 14:40 - 15:20	Art, Craft, Design R15 2Art-3,3 14:40 - 15:20	
De la Calacter	16:00			Architecture R26 4Arc-3.3:R4 15:20 - 16:00	Art, Crart, Design R18 2Art-3.3 15:20 - 16:00	

The above timetable for Patricia Darby is now displaying Architecture (rotation 4) as can be seen on the Teaching Group code.

The below screenshot shows the Classes & Subjects taught by Patricia Darby. Patricia can click on any of these classes at any stage throughout the school year, regardless of which rotation is then active. This will allow Patricia to enter assessment comments and marks for classes she taught in a rotation that has already been completed. She can also view class lists with students that she will have during a future rotation.

VC.		Q Patricia Darby		Advanced Sea	arch 🎒 Sta	ndby 2015 웥 H	li, VS Support 📴 Sign C	Out
		Dashboard	Groups	Classes	Students	Teachers	Settings 🛛 🚍	
Patricia Darby	Classes and Subjects						Actions +	)
	L Classes Taught							
🛔 Personal	4Arc-3.3-R4 Architecture							
Address	4Arc-3.3-R3 Architecture							
☑ Notes	4Arc-3,3-R2 Architecture							
Docs								
🛔 Account	4Arc-3.3-R1 Architecture							
Marce Term Reports	5Art-1.2 Art (with Craftwork option)							
督 Classes & Subjects	1Art-F Art, Craft, Design							
🛗 Timetable								
🛗 Non Class Contact	2Art-3.3 Art, Craft, Design							
🛔 Cover	1Art-B Art, Craft, Design							