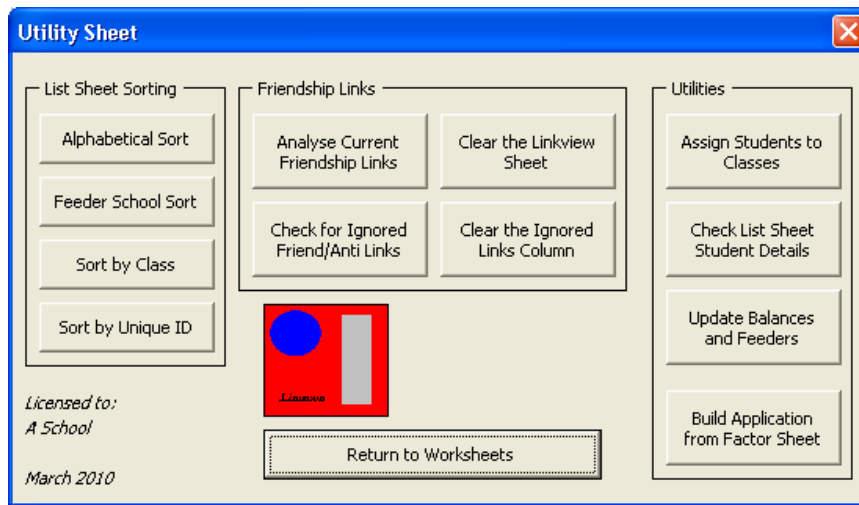


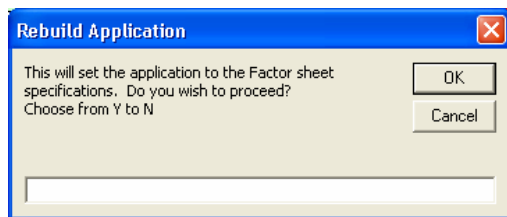
- Set the final factor to Attitude (Text) with categories A,B,C and weights 1

Make sure that all other factors are turned off.

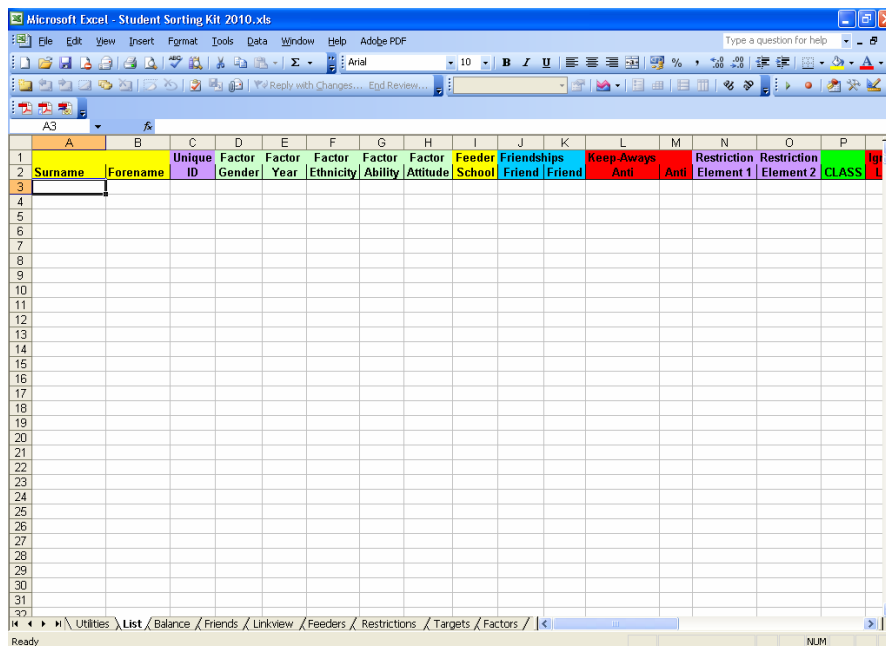
Click the Utilities sheet



Press the button “Build Application from Factor Sheet”. The following question will appear.



Answer the warning with a “Y” to proceed.



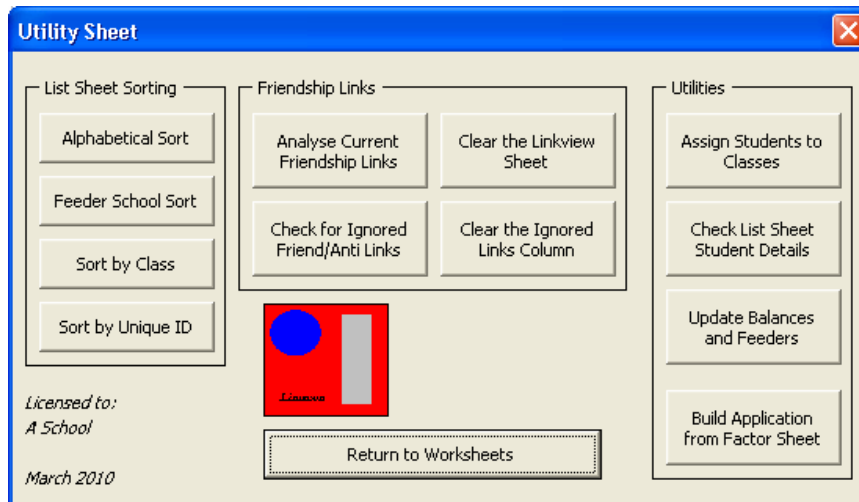
You will see that all the columns you want are now available on the List sheet.

Now collect all your student information together (make use of your school's student database) and copy it into the List sheet.

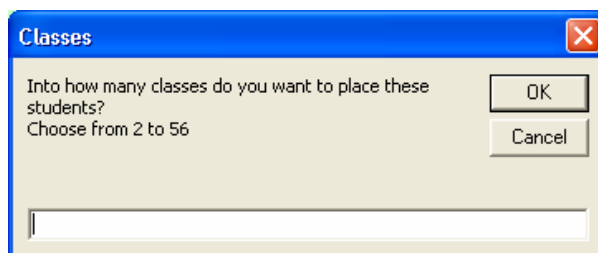
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Surname	Forename	Unique ID	Factor Gender	Factor Year	Factor Ethnicity	Factor Ability	Factor Attitude	Feeder School	Friendships Friend	Friendships Friend	Keep-Aways Anti	Keep-Aways Anti
3	Abaide	A	11503	M	11	A	5	A					
4	Abdi	B	11270	M	13	A	1	B					
5	Abdi	C	11267	F	13	B	5	A					
6	Abeng	B	11059	M	12	W	2	C					
7	Abid	R	12372	M	7	M	4	B					
8	Abidoye	I	12014	M	9	O	2	C					
9	Abidoye	M	12015	M	8	A	2	A					
10	Aborah	F	12623	F	13	O	3	C					
11	Aborah	M	12622	M	10	O	2	A					
12	Abraham	R	12807	M	9	O	1	B					
13	Abraham	T	12808	F	12	O	3	B					
14	Abresham	S	11748	F	12	O	1	C					
15	Adan	F	11698	M	13	A	5	A					
16	Adan	T	11389	M	8	A	4	B					
17	Adeeko	L	12583	M	10	A	3	B					
18	Adeeko	M	12582	M	9	A	3	A					
19	Adelodun	H	10797	F	7	A	4	B					
20	Adelodun	H	10785	M	9	O	4	A					
21	Ademokun	Z	12874	M	13	O	4	C					
22	Aden	H	10810	F	10	O	5	B					
23	Adjei	A	11222	F	8	B	2	A					
24	Adjei	J	11224	F	7	B	4	A					

Note the use of the students' admissions numbers for the Unique ID. If you wish to add friendships or keep-aways, you can do so using the Unique IDs.

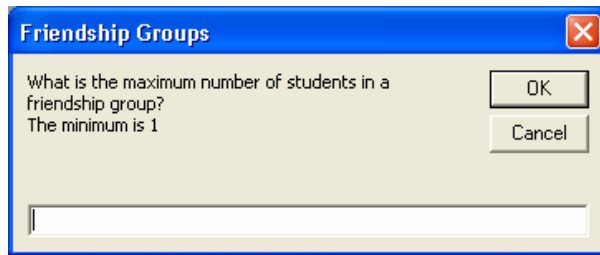
When you are sure you have input all the necessary information into the List sheet, click the Utilities sheet again.



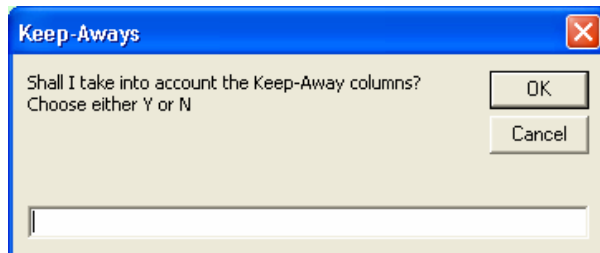
This time, press the "Assign Students to Classes" button.



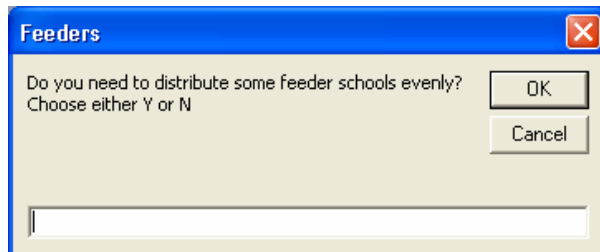
Choose 56 and press OK



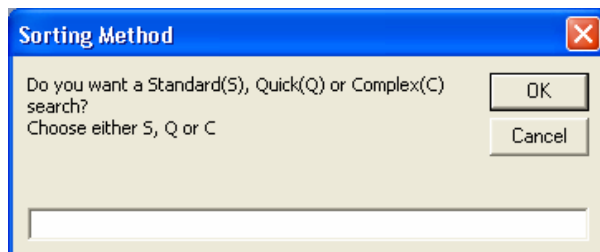
If you don't want to link friends, choose 1, otherwise choose a number which suites you.



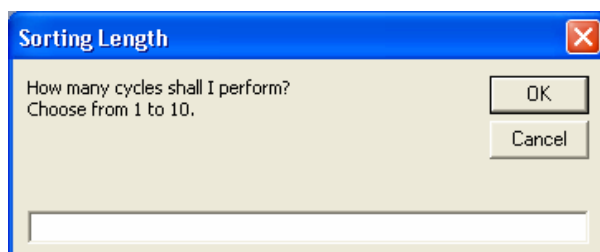
If you have named some keep-aways, choose Y, otherwise choose N.



Choose N



We recommend choosing S at first



We recommend you choose 1 at first because, with the large number of students, the process may take some time. You can always run the routine again with more cycles once you have found out how long one cycle takes.

The time taken to run the routine depends on your choices and the speed of your computer. I have just run this exact routine for one cycle on a fairly new computer and it took just over two minutes to finish.

You'll now see that the List sheet has been sorted into class order. Select the Balance sheet. Hopefully it will look something like this:

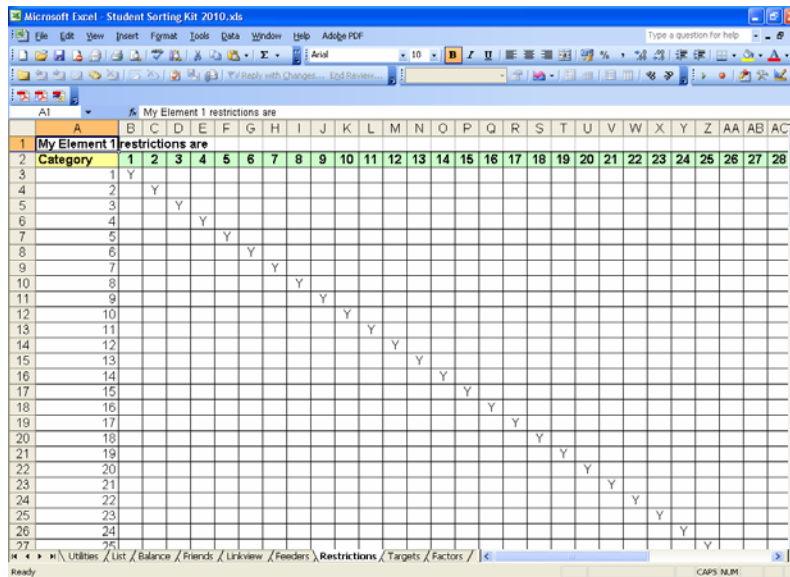
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Students	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
2	Students	29	30	29	29	30	29	29	29	29	29	29	29	29	29	29	29	30	29
3																			
4	Gender	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
5	M	15	16	16	16	16	16	15	16	16	16	16	15	16	16	16	15	16	16
6	F	14	14	13	13	14	13	14	13	13	13	13	14	13	13	13	14	14	14
7	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8																			
9	Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
10	7	4	5	4	4	4	4	5	4	4	4	4	5	5	4	4	5	4	4
11	8	4	5	5	4	5	4	4	4	4	4	4	5	5	5	5	4	5	4
12	9	5	4	4	5	4	5	4	4	4	4	5	4	4	5	4	4	4	5
13	10	5	5	5	4	4	4	4	4	5	5	5	4	4	4	4	4	5	5
14	11	4	4	4	5	5	4	5	4	4	4	4	4	4	4	4	4	4	4
15	12	3	4	4	4	4	4	4	4	5	4	3	4	4	4	4	4	4	4
16	13	4	3	3	3	4	4	3	5	3	4	3	3	3	3	3	3	3	4
17	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18																			
19	Ethnicity	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
20	B	3	3	3	3	4	3	4	3	3	4	3	3	3	3	4	3	3	4
21	W	5	5	5	5	5	5	5	5	5	6	4	5	5	5	5	5	5	5
22	A	17	18	17	17	18	17	17	18	18	17	17	17	17	18	17	18	18	18
23	M	1	1	1	1	1	2	1	1	1	1	1	2	1	1	1	1	1	1
24	O	3	3	3	3	2	2	2	2	2	2	2	3	3	2	2	2	3	2
25	Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26																			
27	Ability	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
28	Ability	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Note the following points:

- There are either 29 or 30 in a tutor group
- In this school there are more boys than girls so a typical distribution is 16,14
- Students from each Year Group have been distributed evenly
- Students from each ethnicity have been distributed evenly
- And so on....

Other Requirements

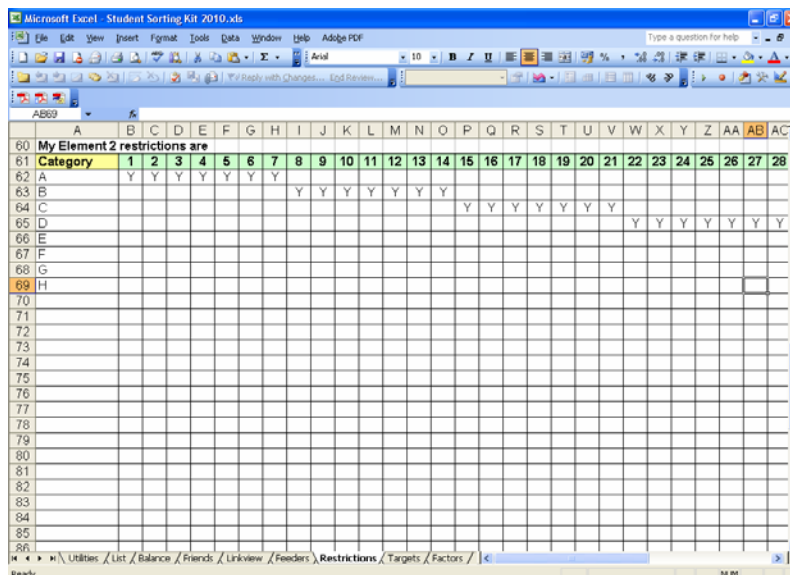
If you want to “pin” certain students to particular classes, you can do so using the Restrictions sheet.



Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1	Y																											
2		Y																										
3			Y																									
4				Y																								
5					Y																							
6						Y																						
7							Y																					
8								Y																				
9									Y																			
10										Y																		
11											Y																	
12												Y																
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21																					Y							
22																						Y						
23																							Y					
24																								Y				
25																									Y			
26																										Y		
27																											Y	
28																												Y

In the above diagram Categories 1 to 28 have been declared so that if, for example, a student has a “15” in his first Restriction Column, then this student will be automatically placed in Class 15 when the Assign routine is run.

If you have a House system, you may wish to restrict the Houses to particular tutor groups. This is also solved using the Restriction sheet.



Category	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
A	Y	Y	Y	Y	Y	Y	Y																					
B								Y	Y	Y	Y	Y	Y	Y														
C															Y	Y	Y	Y	Y	Y	Y							
D																						Y	Y	Y	Y	Y	Y	Y
E																												
F																												
G																												
H																												

In the above diagram Categories A to H have been used on the second restriction table to represent membership of a House. House A students can be placed in classes 1 to 7, House B students can be placed in Classes 8 to 14 etc...

This means that a student who has the letter B in their second restriction column must be placed in any class from 8 to 14.