

wise timetable

---

# Guide to elective selection for administrators

Switching it on, who may do what, how students sign in, the settings, the hand-off and what is kept

This guide is for the school's administrators: what has to be in place before the student office opens its first round, who may do what, how students prove who they are, the settings, what the hand-off writes into the timetable, and what is kept.

The student office's work is in the Guide to elective selection for the student office, and the students' in the Guide to choosing electives.

## What is in this guide

1. Switching it on
2. Who may do what
3. How students prove who they are
4. The settings
5. What the timetable needs
6. What the hand-off writes
7. Letters, and what is kept
8. Students from a file
9. What it does not do yet

## 1. Switching it on

Elective selection is switched on by us, Wise Technologies, per school: the school's licence carries it, and each timetable database gets the module's own tables. Until both are there, the student office's screen says it is not switched on, the menu has no entry for it, and the students' page says choosing is not available. Tell us and we switch it on - for a school with several timetable databases, say which.

Nothing in the timetable itself changes when it is switched on. The module keeps rounds, offers and choices in tables of its own and writes into the timetable only when the student office hands a round over (section 6).

## 2. Who may do what

- The student office - anybody with the Administrator tick in the timetable's user list. They open rounds, build offers, move students, allocate, send reminders and hand rounds to the timetable. There is no separate role: give the tick to whoever runs elective selection.
- Students - on their own page, once their phone or computer has proved whose it is (section 3). A student sees only the offer of their own programme and year, and the rules apply to them in full.
- Nobody else. Lecturers without the tick and visitors see neither screen.

## 3. How students prove who they are

A student types their enrolment number; a six-digit code goes to their e-mail address and is valid for ten minutes; typing it in proves the phone or computer, which then stays proved for a little over a year. The address is the one on the student's record in the timetable - or, for a student with none, the one the school's address pattern makes from the number, for example {number}@student.yourschool.eu.

So before the first round, check that the students are in the timetable's student list with their enrolment numbers, and that either their records carry e-mail addresses or the school has a pattern. The Not finished tab marks every student without an address; the student office can enter such a student's choice by hand.

Students missing from the list, or missing their addresses, can be brought in from a CSV file - Students, Import, on the administration web (section 8).

It is the same proof attendance by QR code uses: at a school that has both, a phone proved for one is proved for the other, and the two sign-in settings below (section 4) start as As for attendance - whatever attendance's own two say - until they are set for the students on their own.

Microsoft: where the school signs its staff in with Microsoft (the timetable's Sign in with Microsoft, with the school's tenant) and How students prove who they are allows it, the students' page has a Sign in with Microsoft button - beside the number, or alone where the school chose Microsoft only. Microsoft vouches for the account; the student is found by that account's address on their record, or by the address pattern. A student Microsoft knows by an address the timetable does not have is told which address, so the student office can add it. A phone proved this way is proved for attendance too.

## 4. The settings

Six settings shape elective selection. They are in two places with the same values behind them: on the administration web under Settings - Elective selection, and on the timetable site under Settings, in the section Choosing electives - because not every school uses the administration web yet. Only a configuration administrator sees and changes them, and each has a default that works without setup:

- How seats are given - what a NEW round starts with: Ranked wishes (the default) or First come, first served. The student office can still change it on each round's card.
- Show students how many seats are left - for a new round; on by default.
- Last day for changes, in days after closing - for a new round; 14 by default, 0 to 365. Each round's card can still move its own date.

- Offers may list electives of other programmes - on by default. Off: the offer form does not show the field for their codes, and adding one anyway is asked about first. Offers that already list one keep it.
- How students prove who they are - As for attendance (the default; where the school does not use attendance by QR code, that means e-mail code and Microsoft), E-mail code and Microsoft, E-mail code only, or Microsoft only. One sign-in for every student module.
- Student e-mail address pattern - the address made from the enrolment number, containing {number} exactly once, for example {number}@student.uni-lj.si. Empty: attendance's pattern if there is one, otherwise none.

The browser Appearance Generate **Elective selection** Letters

**ELECTIVE SELECTION**

What every new round starts with, and how students sign in. Each round can still change its own way of giving seats, to their seats and its last day for changes or its end.

The same settings are in the timetable web too, under Settings, for whatever web is there - both systems change the same values.

**A NEW ROUND STARTS WITH**  
HOW SEATS ARE GIVEN

☐ Ranked wishes  
Students sort the electives they want. When the round closes you press Allocate and everybody gets the highest wish there is room for.

☒ First come, first served  
The seat is taken the moment a student chooses it. Full elective is full.

☐ Show students how many seats are left

LAST DAY FOR CHANGES, IN DAYS AFTER CLOSING

25

Empty means 14. On a round's last day the last day can still be changed.

☒ Offers may list electives of other programmes  
Off: an offer does not show the field for their codes, and adding one anyway is asked about first. Offers that already list one keep it.

**HOW STUDENTS SIGN IN**  
HOW STUDENTS PROVE WHO THEY ARE

☒ As for attendance - now E-mail code only

☐ E-mail code and Microsoft

☐ E-mail code only

☐ Microsoft only

Once per phone or computer, with their enrolment number - one sign-in for every student module. A student who can do neither asks the student office to enter the choice.

STUDENT E-MAIL ADDRESS PATTERNS

{number}@student.uni-lj.si

For a student whose record has no e-mail address, for example {number}@student.uni-lj.si. If none contains {number} once.

Empty: the attendance pattern, {number}@student.uni-lj.si.

Save

Settings - Elective selection on the administration web. As for attendance says what attendance's setting is at this school today.

#### A VALUE THAT CANNOT WORK IS REFUSED

A pattern without {number}, a number of days that is not a whole number from 0 to 365, or a sign-in that is not one of the four is refused when it is saved, with the sentence that says what is wanted - on either screen. Empty always means the default.

## 5. What the timetable needs

- The electives are subjects of the timetable, marked selectable for the programme and year that choose them - that is what the student office's offer lists. A subject from another programme can be added by its code.

- Each elective belongs to a branch in the timetable. Its students' group is made under that branch; an elective with no branch cannot be handed over and the screen says so.
- The students are in the timetable's student list, with their numbers.
- The lessons of an elective are the planners' as always. The hand-off makes the group; the planners put it on the lessons.
- What the students' page shows is read from the timetable too: when each elective is taught, and by whom - the lecturers only where the school shows lecturers to everyone on its pages. Each slot the page sees is kept with the elective, so next year, before the new timetable has the elective, students see last year's slot marked with its academic year (August starts a new one) instead of nothing.

## 6. What the hand-off writes

When the student office hands a round to the timetable, for every elective that runs:

- A group under the elective's branch - where an elective has several branches, the one of the programme and year most of its students came from. It is named after the elective and sized to its seats. A group of that name already in the branch is taken over instead of made twice, after asking.
- Each student with a seat is put in that group as a web membership - the kind every publish from the desktop keeps. Memberships the planners made themselves are counted and never changed.

New groups go through the same change queue as every group made on the web, so the planners' desktop takes them into the timetable the next time it opens it. What the hand-off wrote is recorded, so handing off again adds only what is missing and takes out only what it put there. A publish can give web-made groups new numbers; the next hand-off finds its memberships by that record and writes them again against the new group - the Timetable tab says when the timetable has changed since the last hand-off.

### **TICK CHECK INDIVIDUAL STUDENT GROUPS**

Electives are chosen per student, so two of them can share students without sharing a group. Only with Check individual student groups ticked in the generation settings does the timetable keep such electives apart. The Timetable tab warns while it is off.

During a generation run the timetable takes no writes, and the hand-off is refused with the rest; the student office hands off when the run has finished.

## 7. Letters, and what is kept

Three kinds of e-mail go to students: the sign-in code, the student office's reminder, and - since 11 October 2026 - the letter saying an elective they chose was cancelled. All go out the way the school's other letters do - its mail settings. A school with no way to send mail gets a clear refusal on the reminder, and the cancellation question says nobody will be told, rather than letters that vanish. The words are fixed in thirteen languages; nothing the screen sends becomes part of a letter.

Each student gets the letters in the language they read their page in: the module keeps that one two-letter code per student (tbweb\_student\_pref - nothing else about them), written when they open their list. A school installed before 11 October 2026 gets the table by running enable-electives.sh once more; until then every letter goes in the language chosen on the card, or the school's.

Every choice and every change is kept in the round's log: who, what, when, and - for 90 days - from which network address. A student sees a closed round on their page for half a year. Export choices gives the round as a spreadsheet for the student information system. Deleting a round deletes its choices with it, after asking.

## 8. Students from a file

The student office can bring students in from a CSV file - Students under Data entry, Import, on the administration web; how is in their guide, section 11. Anybody with the Administrator tick may use it. For the administrators, what it writes:

- New students, and changed names and e-mail addresses of students already there, through the change queue like any student edited on the web - the planners' desktop takes them in the next time it opens the timetable. Nobody is deleted: students missing from the file are only listed.
- Group memberships, as web memberships, which every publish keeps. A group has to exist and be active; a name two active groups share is not guessed. Memberships are only added.
- Subject links only where they last: where the school's students come from its student information system (a setting we switch on for the school), where the school is run from the administration web, or where the planners' last publish came from Wise Timetable 15.4.90 or newer - that desktop takes the links in through the change queue, one row per student, as it takes the students themselves. Anywhere else the desktop's publish would delete them, so they are counted and not written.
- The language for the letters, where elective selection is installed (section 7).

A file is at most 2 MB and 20 000 rows, one import runs at a time, and a preview is never written without being shown: if the data changed between the two, the import is refused and shown again. A school whose timetable does not take student changes from the web is told so on the import's first screen.

## 9. What it does not do yet

- A minimum per option group, or a minimum of credits, in the allocation - both are shown as students left short instead.
- A reading made for the VIS and Studis exports as such. Until we have a sample of each, their CSV files are read by their column names like any other file - send us one and we add it.

If something in this guide does not match what you see, tell us - the module is new, and your school's first round is the one that tells us most.