

1. Manage Timing

The first item to be managed is the timing. Various sections of the school have different timings for their classes. Each section might have 10 periods for a day, some might have more or less which is what is configured at this stage. The timing for each of the periods can also be configured.

Manage Timetable Timings

Add
Delete
Update

Section	Name	Description	Number of Periods
1-1 of 0			

Update

ID	Start	End
1-1 of 0		

Add Timer

Name

Description

Term Section JS, Second Term, 2016/2017 Session

Number of Periods

Save
Cancel

After adding a timer, the timing for each of the timer would then be configured. The number of periods in a day would also include time for break and other activities. So for example, if a school has ten periods and two breaks, then the school has 12 periods for the day.

After that, the next thing to do is to update the timing for each of the periods. All the timings are all updated for all the various sections of the school, then you can move on to the next stage

Manage Timetable Timings

Buttons: Add, Delete, Update

Section	Name	Description	Number of Periods
SS	SS Timer	Timer for SS	8

1-1 of 1

Update

ID	Start	End
Period 1	00:00	00:00
Period 2	00:00	00:00
Period 3	00:00	00:00
Period 4	00:00	00:00
Period 5	00:00	00:00
Period 6	00:00	00:00
Period 7	00:00	00:00
Period 8	00:00	00:00

1-8 of 8

Update Timing

ID: 1

Start Time: 07:00

End Time: 07:30

Buttons: Save, Cancel

2. Manage Activities

Manage Activities

Manage Activities

- Select Class - - Select Arm -

Add **Delete** **Update**

Class	Arm	Name	Description	Priority	Number
1-1 of 0					

Add Activity

Class: - Select Class - - Select Arm -

All Classes:

Short Name:

Description:

Priority: 1

No of Times: 1

All Days:

Save **Cancel**

Activities are the next items to be managed. The classes that would have the activity, the name and the priority of the activity are some of the items to be configured. Choosing All Days means the activity would be done every day of the week.

3. Manage Fixed Activities

Some activities need to be held at specific period of time. For activities that are not fixed everyday, the timing for the activities can be fixed to certain periods of the day so that such periods are fixed at the same exact period every time.

Manage Fixed Activities

Manage Fixed Activities

- Select Class -
- Select Arm -

Fix
UnFix
Show Fixed Activities

Fix Activity

Class	Arm	Name	Descript
Reception	A	Assembly	Assembly
Creche	A	Assembly	Assembly
KG 1	A	Assembly	Assembly
KG 2	A	Assembly	Assembly
KG 3	A	Assembly	Assembly
GG 1	A	Assembly	Assembly
GG 2	A	Assembly	Assembly
GG 3	A	Assembly	Assembly
GG 4	A	Assembly	Assembly
GG 5	A	Assembly	Assembly
GG 6	A	Assembly	Assembly

Days:

Monday

Period

1

Save
Cancel

4. Manage Lessons and Venues

Managing lessons and venues is one of the most important part of the timetable module. Lessons and venues have to be configured to prevent any form of clash. Venues are automatically created for all classes of the school first. In a situation where more venues are required, new venues can also be created.

Manage Activities

Manage Lessons and Venues

The screenshot displays the 'Manage Lessons and Venues' interface. At the top, there are two tabs: 'Manage Venues' (selected) and 'Manage Lessons'. Below the tabs, there is a toolbar with four buttons: 'Add', 'Delete', 'Update', and 'Create Venue for All Classes'. The main area contains a table with two columns: 'ID' and 'Name'. The table lists various venues, including 'Chem Lab', 'DEF', and several 'GG' and 'JS' venues. An 'Add Venue' dialog box is open, showing input fields for 'ID' and 'Name', and 'Save' and 'Cancel' buttons.

ID	Name
Chem Lab	Chemistry Lab
DEF	Default Venue
GG 1A	GG 1A
GG 2A	GG 2A
GG 3A	GG 3A
GG 4A	GG 4A
GG 5A	GG 5A
JS1A	JS1A
JS1B	JS1B
JS2A	JS2A
JS3A	JS3A

Add Venue

ID:

Name:

Manage Lessons

Lessons can be configured in a number of ways. The priority which is the period the lesson is to take place. The number of classes to be held in a week can also be configured. Other items like linking lessons can also be configured.

Manage Venues **Manage Lessons**

No Of Lessons For Class:

Subject	Class	Priority	No of Classes	Linked		
<input type="checkbox"/> Handwriting	Reception		1	false		
<input type="checkbox"/> English (Letters)	Reception		1	false		
<input type="checkbox"/> Mathematics (Numbers)	Reception		1	false		
<input type="checkbox"/> Social Studies (Nur/Pri)	Reception A	ReceptionA	ANTHONIA MADUBUIKE	1	1	false
<input type="checkbox"/> Science	Reception A	ReceptionA	ANTHONIA MADUBUIKE	1	1	false
<input type="checkbox"/> Moral Instruction	Reception A	ReceptionA	ANTHONIA MADUBUIKE	1	1	false
<input type="checkbox"/> Sensorial Education	Reception A	ReceptionA	ANTHONIA MADUBUIKE	1	1	false

Update Lesson

Venue:

Priority:

Double Periods:

No of Classes:

Linking Lessons

Lessons are to be linked if they are to take place at the same time, at different venues but by different teachers. For example, if Hausa and Yoruba are to be held for the different students of the same class at the same time, but different venues.

To link lessons for a class together, they have to be held in different venues, for different teachers and at the same time. That means they must be held the same number of times in a week and must be held at the same time.

To link lessons, select the lessons to link, a popup should come up to show the lessons to link or unlink for the task to undertake.

Man Show Linkable Lessons

Link Lesson

Subject	Class	Arm	Venue	Priority	Double Period	No of Classes	Linked
French JS1 A	III	A	Chemistry Lab	1	true	1	false

1-1 of 1

Close

Subject	Class	Arm	Venue	Teacher	No of Classes	Linked
French Language	JS1	A	Chemistry Lab	JSREAL ABIODUN	1	false
Mathematics	JS1	A	JS1A	LUKE KANU	1	false
C.R.K	JS1	A	JS1A	STEPHANIE IMHOKHAI	1	false
Basic Science	JS1	A	JS1A	GWAKNAN DAMAN	1	false
Agricultural Science	JS1	A	JS1A	CHRISTIAN OBASI	1	false
Home Economics	JS1	A	JS1A	RUKAI A OGUNFOLAYE	1	false

Unlink Lessons

To Unlink lessons, select the lesson and show the linked lessons, then click the lesson to unlink and click on the unlink button.

Man Show Linked Lessons

Unlink Lesson

Subject	Class	Arm	Venue	Priority	Double Period	No of Classes	Linked
French JS1 A	111	A	Chemistry Lab	1	true	1	true

1-1 of 1

Close

Classes	Linked
French Language	true
Mathematics	false
C.R.K	false
Basic Science	false

To view the number of lessons already configured for a class, simply select the class and its arm and then click on the show button.

No Of Lessons For Class:

5. Manage Fixed Lessons

Some lessons do need to be fixed at certain time of the week. To fix lessons, we can use the fixed lesson tab, choose the lesson, the time and day to have the lesson.

Manage Fixed Lessons

Manage Fixed Lessons

- Select Subject - - Select Class - - Select Arm - - Select Staff -

Fix Lesson UnFix Lessons Show Fixed Lessons **Fix Lessons**

Subject	Class	Arm	Ver
Writing	Reception	A	Rece
Eng(Letters)	Reception	A	Rece
Maths(Numbers)	Reception	A	Rece
Social Studies	Reception	A	Rece
Science	Reception	A	Reception

Days: Monday

Period: 1

Save Cancel






6. Generate Timetable

After all the settings has been completed, the next thing to do is to generate the timetable. Timetable is generated based on the various sections of the school. You simply select the section you want and generate the timetable.

Manage Timetable

Generate Timetable Master Timetable

[Advanced >>](#)

-  **Creche A**
Second Term,
2016/2017 Session
-  **GG 1 A**
Second Term,
2016/2017 Session
-  **GG 2 A**
Second Term,
2016/2017 Session
-  **GG 3 A**
Second Term,
2016/2017 Session
-  **GG 4 A**
Second Term,
2016/2017 Session

Generate TimeTable

Master TimeTable

Term	Section
SECOND	JS
SECOND	Nursery
SECOND	Primary
SECOND	Pre-K
SECOND	SS

1-5 of 5

Generate Cancel

The Master Timetable can also be viewed after the timetable has been generated

7. View Staff Timetable

After generating the timetable for the various sections, you can access the timetable for each of the teachers by checking the view staff timetable. This is also available for all subject teachers to see the lessons they are to have.

Manage Timetable By Staff View

The screenshot displays the 'Manage Timetable By Staff View' interface. On the left side, there is a search bar with a 'Search' button. Below the search bar, there is a list of staff members, each with a person icon, their name, and their ID. The staff members listed are:

- KANU LUKE (00202)
- OFIA STEVE (00203)
- AKAJI HELEN (00205)
- IBEKWE OGECHUKWU (00206)

The staff member 'IBEKWE OGECHUKWU (00206)' is highlighted with a blue background. On the right side, there is a list of days of the week: Monday, Tuesday, Wednesday, Thursday, and Friday.