USING PRIME TIMETABLE

GETTING STARTED

Overview

Prime Timetable is a school scheduling software designed for automatic and manual timetabling on any device. Trusted in over 120 countries worldwide, it efficiently schedules elementary, middle and high schools, universities and similar institutions.

⌄ **What's new in the latest releases?**

Check release blog posts for the latest updates. The full features list is available on this web page.

⌄ **How to work in other languages like French, Spanish, German...?**

- The user guide and the app are available in French, Spanish, German and 130+ languages thanks to auto-translate
- YouTube can also auto-translate our video tutorials
- Printed/published timetables don't need translation since there are no words in them

Video Tutorials

Watch our popular "Getting Started" tutorials with 150K+ views - equivalent to a week-long training seminar, yet condensed into just a few minutes for quick, helpful insight. Subscribe to our YouTube channel for the latest free tutorials.

⌄ **What are the basic timetabling terms?**

Interpret the following terms to suit your organization, e.g. use **grade** instead of **class** or **course** instead of **subject**.

SCHOOL
Institution designed to facilitate student attendance at supervised activities

SUBJECT / COURSE
An academic discipline like Math, English, Biology but also recess, lunch, and non-class activities like teacher meetings

ROOM
The location where school activities occur, like biology room, history room, gym, but also dining room and reception hall

TEACHER / EDUCATOR / PROFESSOR / INSTRUCTOR
An individual guiding others in the learning process

STUDENT
An individual attending an educational institution

CLASS / GRADE
A group of students identified by a common grade level, e.g. *Grade 5* or *Year 8*

GROUP
A subset of a class attending a specific activity, such as *English*, *French* or *Italian* groups

RESOURCE
Refers to Class, Teacher or Room

PERIOD / TIME SLOT
A block of time allocated for activities

ACTIVITY
A structured period of time for a school activity, such as lesson, prep-time, lunch or recess

CARD
A visual representation of an activity, e.g. a teacher having 5 lessons of Math which corresponds to 5 cards

TIMETABLE / SCHEDULE
A table displaying cards that represent scheduled activities

UNSCHEDULED CARD
A card waiting to be scheduled, temporarily placed outside the timetable

PINNED CARD
A card locked to a specific period, preventing rescheduling during timetable improvement

TIMETABLE VIEW
Master or individual view displaying activities, like class, teacher, room master view or Grade 8 view

TIMETABLER
A person creating a school timetable

CONFLICT / CLASH
Multiple cards occupying the same position or overlapping

GAP / PAUSE / WINDOW
An empty period between school activities

CONSTRAINT
A requirement that should be met in the final timetable, e.g. gaps forbidden for all classes

TIME CONSTRAINT
Specifying whether a school resource or activity is forbidden, unwanted or mandatory in a certain period

MANUAL TIMETABLING
Working on timetable by manually dragging cards

AUTOMATIC TIMETABLE GENERATOR
An algorithm improving a school timetable based on entered data and constraints

TIMETABLE VALIDATION
Identifying errors and warnings if the timetable is not valid

SCHOOL SCHEDULING/TIMETABLING SOFTWARE
Software designed to simplify and automate the scheduling/timetabling process

ACCOUNT

Sign Up

To access the software, follow these steps:

1 Click **Sign Up** on the home page

2 Select the **Free plan**

3 Enter your email and password, and optionally, provide additional information about the school

4 Click Start my free month

A new timetable will be opened, allowing you to begin importing or entering your own data.

Log In

1 Click **Log In** on the home page

2 Enter your email and password

3 Click Log In

⌄ How can I recover a forgotten password?

1 Go to the Forgot Password page

2 Enter your email and click Send code

3 An email containing a code (random alphanumeric string) will be sent to you

4 Open the email, copy the code and return to the Forgot Password page

5 Paste the code from the email and enter the new password

6 Click Change password

Finally, a window will open where you can log in using the new password.

⌄ How to leave the app?

1 Click 👤 in the top right corner

2 Click Log out

Your session will end, and the home page will appear.

Profile

To update your profile in the app:

1 Click 👤 in the top right corner

2 Click My Profile

3 Set your email, password, first name and last name

4 Click Edit

⌄ How to extend subscription?

If your subscription is about to expire or the evaluation period is over:

1. Go to Plans and Pricing page
2. Select **Basic** (up to 40 teachers) or **Premium** plan (up to 100 teachers)
3. Optionally, choose a billing term by dragging the year slider to take advantage of special discounts
4. If you are not logged in, enter your email and password
5. Click Buy Now

Contact us for alternative payment methods or if your school/campus requires a plan that supports more than 100 teachers.

⌄ How to provide more info about the school?

1. Click 👤 in the top right corner
2. Click Purchase and then select the **Free plan**
3. Click **Add more info** in "Step 2. School Account"
4. Enter your school name, address, contact name, phone and other info
5. Click Continue Evaluation to save changes

> If there is more than one account for your school, contact us to merge them.

⌄ How to download the archive containing all data?

1. Click 👤 in the top right corner
2. Click My Profile and expand ⌄ Download and deletion
3. Click Create Archive
4. Click Download Now

The archive containing your school information, timetables and users will be available for download within the next 24 hours.

⌄ How to delete the account?

1. Click 👤 in the top right corner
2. Click My Profile and expand ⌄ Download and deletion
3. Click Delete school account and confirm the action

Please note the following:

- The entire account, including timetables, users and all related school data, will be deleted within the next two weeks
- Only a user with the Owner role has the authority to delete a school account

APPLICATION

Intro

To start the app on any device:

1. Open a browser and navigate to https://primetimetable.com

2. Log In if you already have an account or Sign Up if you are a new user

The app consists of a timetable view and top/bottom boards.

The top board contains owl icon which opens the main menu. Next to it is a Quick Access Toolbar letting you save changes, access history or open timetable. Timetable name is at the center, while bell and profile icons are in the right corner.

The bottom board contains card details, play icon at the center and marker, pin, sponge and zoom icons in the right corner.
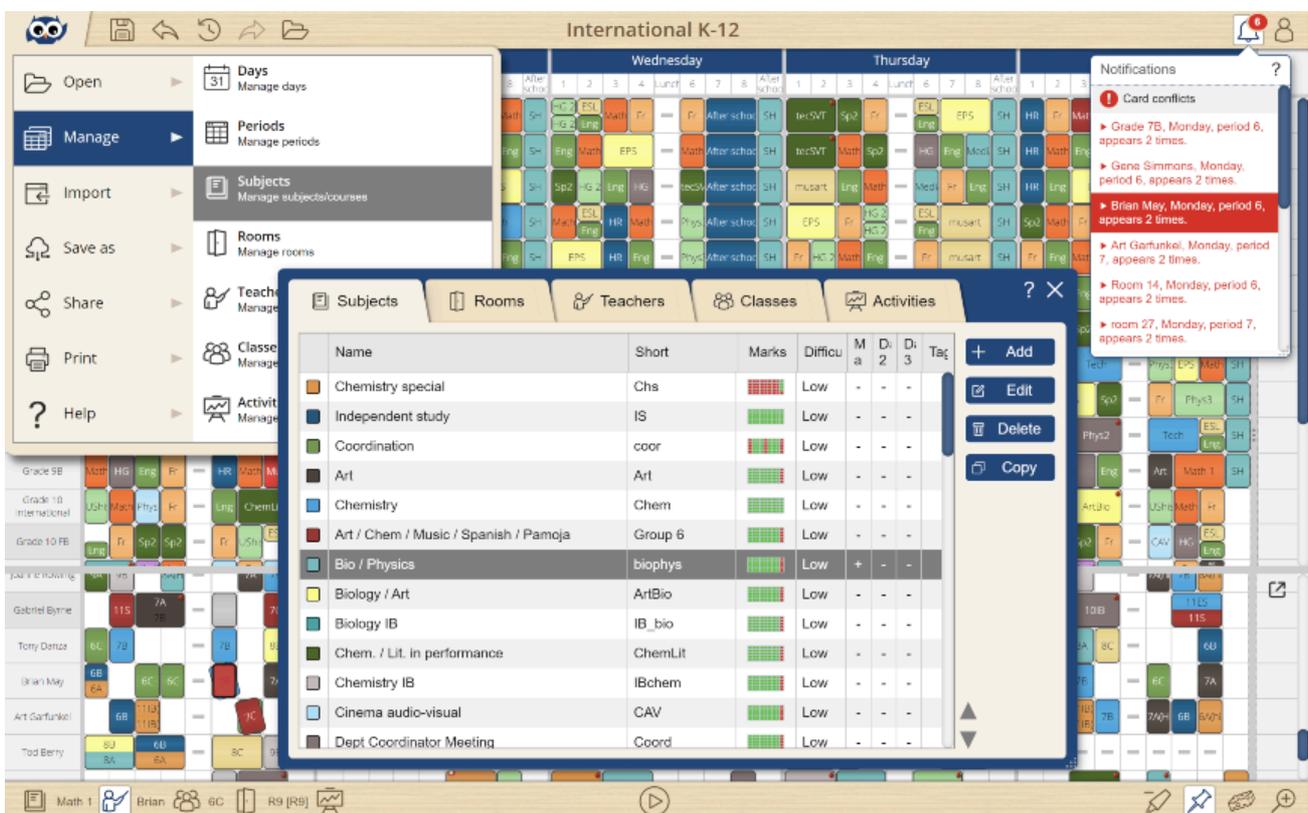
A screenshot of K-12 school with opened main menu and pop-ups showing the list of subjects and notifications

System Requirements

- Software requires a modern browser such as Chrome, Firefox, Edge or Safari

⌄ **How to launch the app from the desktop or homescreen?**

To create a quick and easy shortcut, bookmark https://primetimetable.com/#app while in the browser. For even faster access, consider adding a desktop icon. For instance, in the latest Chrome browser:

- Click the **Install Prime Timetable** icon in the URL bar
- Alternatively, choose **Menu > Save and share > Create shortcut… > Create**

This will add the owl icon to your desktop. You can customize the shortcut to launch the app in full screen mode, similar to other desktop apps. For other browsers, learn how to create a desktop shortcut to a website. On tablets and phones, use the add to the homescreen feature.

TIMETABLE

Create a New Timetable

1. Choose **Open > New Timetable**
2. Enter the name of the timetable and description
3. Click Ok

Open Timetable

1. Click 📂 or choose **Open > Open Timetable**
2. Select a timetable from the list
3. Click Open

⌄ **How to filter timetables?**

1. Click 📂 or choose **Open > Open Timetable**
2. Choose **All timetables**, **Recent**, **Past year**, **Published** or other
3. Optionally, **choose a tag** to further filter timetables (available only if you have previously assigned tags to the timetable)

The default filter is **Recent**, showing timetables modified in the last 3 months or up to 3 older timetables.

The browser's URL is updated while changing filters, allowing you to copy/paste it and send it to others to filter/open only a specific set of timetables.

⌄ **How to edit a timetable?**

1. Click 📂 or choose **Open > Open Timetable**
2. Select a timetable from the list and click Edit
3. Change the name, description and/or tags
4. Click Ok

⌄ **How to open examples?**

1. Choose **Open > Open Examples**
2. Select an example from the list
3. Click Open

Examples include Elementary/Primary, Middle and High/Secondary schools (such as K-12, PreK-8 and K-5 schools), International and Art schools, schools from the US, Canada, UK, Australia, Europe, Asia, Africa, etc.

Open from File

To open a timetable from a previously saved file:

1. Choose **Open > Open from File**
2. Use **Choose File** to locate the file on your device
3. Click Open

4 Click 💾 if you want to keep the timetable on your list

Save Changes

- Click 💾 to save changes

All changes will be synchronized and merged across any device you or your colleagues might be using.

Create a Copy of Timetable

1 Choose **Save as > Copy of Timetable**

2 Enter the name of the timetable and description

3 Click Ok

Delete/Restore Timetable

1 Click 📂 or choose **Open > Open Timetable**

2 Select a timetable from the list

3 Click Delete

⌄ **How to undelete timetable(s)?**

1 Click 📂 or choose **Open > Open Timetable**

2 Select **Recently deleted**

3 Select the timetable(s) from the list

4 Click Undelete

> After 1 month of inactivity, previously deleted timetables are permanently removed.

Merge Timetables

1 Open the base timetable

2 Choose **Open > Merge timetables**

3 Select the timetable to merge with and click Merge

If there is already a day, subject, room, teacher, class, group or view with the same name in the base timetable, it will be used as it is; otherwise, it will be added. Periods are going to be merged based on entered start and end times. Activities, clips and marks from the selected timetable will be added to the base timetable.

⌄ **When to use merge?**

Merge enables working on separate timetables which can be merged later, useful in the following cases:

- Separate timetable for lower and upper schools; merge to find any conflicts for shared teachers and rooms
- Separate timetable for morning and afternoon shifts; merge to create all-in-one timetable
- Work on n-week timetables separately; merge to create the final e.g. month timetable
- Any other case with too many days/periods, e.g. too many 5 or 10 minutes periods, where you would want to split a large timetable into several smaller ones and later merge them

Alternatively, merging timetables can be avoided by working on an all-in-one timetable and creating specific views for lower/upper school, morning/afternoon shifts and similar.

IMPORT

Import Resources

To import data from other software using copy/paste, follow these steps:

1. Open the application where you have a list of resources, such as Excel, Sheets, Word, Docs or Notepad
2. Select the resources you wish to import, right-click the selection and choose **Copy**
3. In Prime Timetable, go to the **Import** menu and choose the resource type you want to import (e.g. **Import > Teachers)**
4. Right-click in the text field provided for import and choose **Paste**
5. Click **Import**

In the Import Sheets document, each sheet provides an example of how to import days, periods, subjects, rooms, teachers, classes/groups, students and activities. For successful import, ensure resources are separated by rows (or new lines) and properties are separated by columns (or TAB character).

> A resource with an existing name will not be imported again to prevent duplication.

⩔ **How to import days and periods?**

To import days:

- Choose **Import > Days**
- Follow instructions in the Import document, specifically **Days sheet**

The imported days will be inserted after the last selected day or merged starting from the last selected day.

Name	Short
Monday	Mon
Tuesday	Tue
Wednesday	Wed
Thursday	Thu
Friday	Fri

Columns when importing days

To import periods:

- Choose **Import > Periods**
- Follow instructions in the Import document, specifically **Periods sheet**

Imported periods are inserted/merged based on period intervals.

Start time	End time	Name	Short
08:25	09:15		
09:20	10:15		
10:30	11:20		
11:25	12:15		
12:15	13:10	Lunch	Lunch
13:10	14:00		
14:05	14:55		
15:10	16:00		
16:05	17:00	After school	After

Columns when importing periods

How to import subjects?

- Choose **Import > Subjects**
- Follow instructions in the Import document, specifically the **Subjects sheet**

You can choose to import only the **Name column** and the short name and color will be auto-generated with default values for remaining columns. Alternatively, you can import as many columns as you need, as shown in Advanced import document and the example below.

Name	Short	Color	Tags	Notes	Custom ID	Difficulty	Taught more than once a day	Insert day off if taught 2 times per cycle	Insert day off if taught 3 times per cycle	Exclude from statistics	Exclude from the generator and notifications
English	Eng	#a52a00	Language	English language	EngID		+				
French	Fre	#c4b4ff	Language	French language	FrenchID						
Science	Sci	#004f13	STEM		ScienceID	2		+	+		
Math	Mat	#00305e	STEM		MathID	2		+	+		
Tech	TW	#00008b	STEM		TechID						
Art	Art	#4b0082	Art		ArtID						
Music	Mus	#593c00	Art		MusicID						
Physical education	PE	#800022	PE		PeID	0					
Lunch	Lu	#ff6820			LunchID	0				+	+

Columns when importing subjects

How to import rooms?

- Choose **Import > Rooms**
- Follow instructions in the Import document, specifically the **Rooms sheet**

You can choose to import only the **Name column** and the short name and color will be auto-generated with default values for remaining columns. Alternatively, you can import as many columns as you need, as shown in Advanced import document and the example below.

Name	Short	Color	Tags	Notes	Custom ID	Capacity	Building
Room 101	101	#a52a00	1st floor		R101		Main
Room 102	102	#c4b4ff	1st floor		R102		Main
Room 201	201	#004f13	2nd floor		R201		Main
Room 202	202	#00305e	2nd floor		R202		Main
Room 203	203	#00008b	2nd floor		R203		Main
Room 204	204	#4b0082	2nd floor		R204		Main
Sport Hall 1	SH1	#593c00			SH1	60	
Sport Hall 2	SH2	#800022		N/A on Friday	SH2	30	
Technical Works	TW	#ff6820			TW	30	Main

Columns when importing rooms

⌄ How to import teachers?

- Choose **Import > Teachers**
- Follow instructions in the Import document, specifically the **Teachers sheet**

You can choose to import only the **Name column** and the short name and color will be auto-generated with default values for remaining columns. Alternatively, you can import as many columns as you need, as shown in Advanced import document and the example below.

Name	Short	Color	Tags	Notes	Custom ID	Max. activities in a row	Max. gaps per cycle	Max. gaps per day	Min. activities to allow gaps	Max. deviation from average daily load	Min. activities per day	Max. activities per day	n be bu
Emma Willard	Emma	#a52a00	Language		Emma	4	3	1	2	2	2	6	
Jaime Escalante	Jaime	#c4b4ff	STEM		Jaime	4				2	2	6	
Maya Angelou	Maya	#004f13	STEM	N/A on Friday	Maya	4				2	2	6	
Clara Barton	Clara	#00305e	Art		Clara	4				2	2	6	

Columns when importing teachers

⌄ How to import classes and their groups/students?

- Choose **Import > Classes**
- Follow instructions in the Import document, specifically **Classes/Groups** sheet

You can choose to import only the **Name column** and the short name and color will be auto-generated with default values for remaining columns. Alternatively, you can import as many columns as you need, as shown in Advanced import document and the example below.

Name	Short	Color	Tags	Notes	Custom ID	Groups	Start on 1st period	Forbid gaps	Groups finish at the same time	Allowed difference between max. and min. daily activities
5A	5a	#a52a00	5th		5A	Boys,Girls|Group 1,Group 2,Group 3	+	+	+	2
5B	5b	#c4b4ff	5th		5B		+	+	+	2
7A	7a	#004f13	7th		7A	French,German|Art,Chemistry,Music	+	+		2
7B	7b	#004f13	7th		7B		+	+		2

Columns when importing classes and their groups

To import students:

- Follow instructions in the Import document, specifically **Students sheet**

Name	Short	Groups
Alice Toole	Alice	
Allen Elliott	Allen	
Andy Welch	Andy	Group 1, Boys
Billy Austin	Billy	Group 2, Girls
Brian Sternberg	Brian	Group 1, Girls
Bruce Hayes	Bruce	Group 1, Boys
Donna Gordon	Donna	Group 1, Boys
Eric Reeves	Eric	Group 1, Girls
Eva Simon	Eva	

Columns when importing students

⌄ **How to overwrite only specific properties for existing resources?**

1 Go to the **Import** menu and select the type of resource you want to import, e.g. choose **Import > Teachers**

2 Copy and paste the columns you need from the spreadsheet app based on the Advanced import document

3 Hold `Ctrl` while clicking `Import`

By doing this, the provided columns/properties will overwrite the corresponding properties in existing resources starting from the last selected item from the grid. This method allows for a quick update of specific properties for multiple resources, such as constraints, day names, period names and similar.

Import Activities

To import activities and optionally the entire timetable using copy/paste:

- Choose **Import > Activities**
- Follow the instructions provided in the Import document, specifically the **Activities sheet**
- Watch the video tutorial titled How to import data for a visual guide

Note: Resources with non-existing names will be added during the import. Use a **comma as a delimiter** when there are multiple teachers, classes/groups or rooms involved in an activity.

Subject	Teacher(s)	Class(es)	Group(s)	Count	Length	Desired room(s)	Alternative room(s)
Math	Roberta	7A		3	1	Room 1	Room 2, Room 3
English {Eng}	Maya, Dan	8A, 7A	G1, G2	1	2	Room 4	Room 1, Room 2

⩔ **How to specify a short name while importing activities?**

The short name is autogenerated based on the imported name. Alternatively, you can specify it the first time that item appears. For example, "English {Eng}" will add a new subject called "English" and a short name will be set to "Eng".

⩔ **How to use custom ids or short names (codes) instead of names when searching for existing resource?**

① Choose **Import > Activities**

② Paste importing data from the spreadsheet app

③ Hold `Ctrl` while clicking `Import`

While importing activities, if there is no existing resource with a custom id or short name equal to the specified name in the imported row, then a new resource will be added with that name, and the short name and color are auto-generated.

⩔ **How to import activities and clips?**

- Choose **Import > Activities**
- Follow instructions in the Advanced import document, specifically **Activities + Clips sheet**

Cards from the rows with the same **Clips column** value will be clipped together while importing activities.

DATA

Basics

Resources are displayed in grids allowing you to manage data efficiently.

⌄ **How to add, edit, copy and delete items?**

① Choose **Manage > [Resource Type]**, e.g. **Manage > Classes**

② Use buttons on the right side of the grid

Adding a resource:

- Click Add
- Enter the name and short name
- Click Add to insert resource after the last selected item from the grid

Editting a resource:

- Click Edit
- Modify the currently selected item from the grid
- Click Edit

Copying a resource:

- Click Copy to create an independent duplicate of the selected item
- Optionally, modify the copied item
- Click Add

Deleting a resource:

- Select the item(s) from the grid
- Click Delete

Remember to exercise caution when deleting resources, as it may impact associated data. The app will warn you if related data may be affected, for example, deleting a teacher will also delete all related activities. Therefore, it's advisable to delete or modify related data prior to deleting a resource. The undo option is available in case of errors.

⌄ **How to sort and reorder items?**

Sorting data:

① Choose **Manage > [Resource Type]**, e.g. **Manage > Teachers**

② Click the desired column name from the grid header, for instance, to sort resources by name, click the **Name column**

③ Click the column again to reverse the order

Reordering items:

① Select the item(s) from the grid

② Use the up and down arrows in the bottom right corner of the grid

- Alternatively, use the keyboard shortcut: hold Alt and press ↑ ↓

⌄ **How to select multiple items?**

Selecting single items:

- Click the desired row
- Start typing the first letters of the name
- Use keys like `↑` `↓` `PgUp` `PgDn` `Home` `End` for navigation

Selecting multiple items:

- Hold down `Ctrl` and click the desired rows
- Click the start row, hold down `Shift` and then click the end row for a consecutive group
- Hold down `Ctrl` and press `A` to select all items

After selection, use the up and down arrows in the bottom right corner of the grid for reordering or click `Delete` .

⟩⟩ **How to use the multi-selector?**

The multi-selector is a powerful tool for selecting resources, particularly when assigning activities to classes/groups, teachers or rooms, or when copying constraints to specific set of resources. Here's how to use it:

1. Optionally, filter resources in the selection list:
   - For better organization and especially in larger schools, consider adding tags, to filter resources more efficiently
   - The multi-selector retains the selected tag for future use
   - Resize the window to make lists more accessible
2. Click an item in the source list to select it, or click an item in the selection list to remove it
   - Alternatively, use `Select all` and `Remove all` when you want to select or remove all resources
3. Click `Ok` to confirm the selection
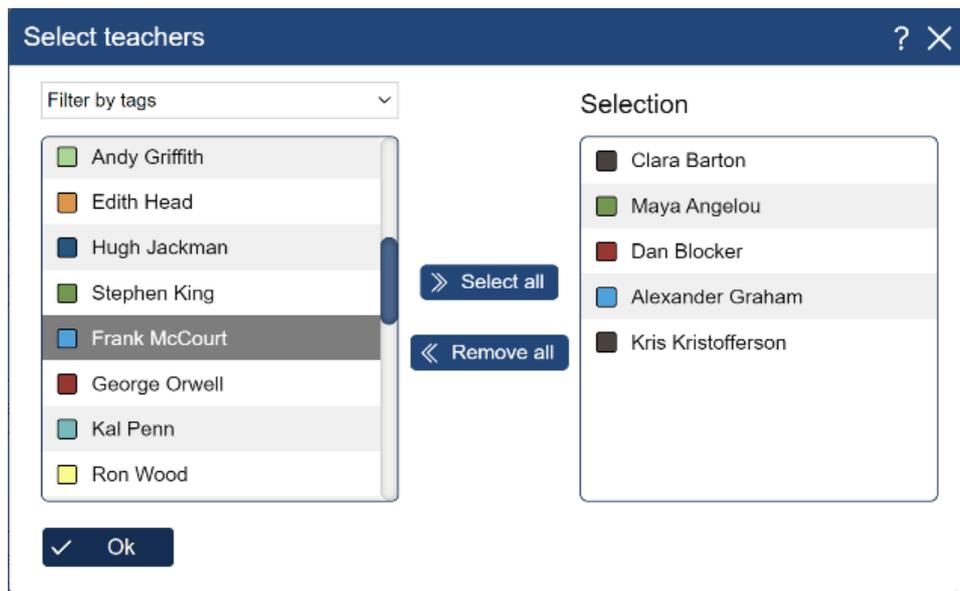
Selecting teachers using multi-selector

The multi-selector is also accessible using the keyboard:

- Use `Tab` to set focus on the source or selection list
- Type the first letters to find a resource or navigate with keys like `↑` `↓` `PgUp` `PgDn` `Home` and `End`
- Press `Space` to (de)select and `Enter` to confirm the selection
- Hold `Ctrl` and press `A` or `X` to select/remove all
- Hold `Alt` while pressing `↑` or `↓` to reorder selection

Timetable Info

To update timetable info, follow these steps:

1. Choose **Open > Timetable Info** (or click the timetable name)
2. Update timetable name and description, school name and school year (e.g. "2024/2025")
3. Click Ok

> The school name and school year are displayed as a title and subtitle on the published page and when printing.

Expand ⌄ More to align the timetable with your school's branding, set tags or copy the unique timetable identifier.

Days

To configure your timetable's days:

1. Choose **Manage > Days** or click the day name in the view
2. Set the number of days in the timetable cycle by choosing the desired value in the combo box above the grid, e.g.:
   - Set 5 days for a 1-week cycle or opt for 6 days if you are scheduling Saturdays
   - Choose 10 days for a 2-week timetable, 15 days for a 3-week timetable and so on
3. Click Add , Edit and Delete to manage days
   - Each day is identified by a name and a short name
4. Alternatively, explore other approaches, for instance:
   - Set only one or two days, like "Day A" and "Day B" suitable for rotating schedules
   - Create separate timetables for each week or month, optionally merge them into all-in-one timetable

⌄ **How to handle a large number of days/periods?**

- Utilize horizontal zoom to focus on specific day(s)
- Consider breaking down the timetable into smaller ones, each containing a subset of days and/or periods; optionally, merge them later into all-in-one timetable
- Create customized views where certain days and/or periods are excluded

⌄ **How to copy one day to another?**

1. Right-click the day name in the view
2. Choose **Copy** from the context menu
3. Right-click the target day
4. Choose **Paste** from the context menu

For additional information, refer to the section on copying cards.

⌄ **How to switch days?**

There are two ways to switch days:

1. **Reorder and rename:**
   - Choose **Manage > Days**
   - Use the arrows located in the bottom right corner of the grid to reorder days and related cards will follow
   - After reordering, select the reordered days and click Edit to rename them accordingly

2. **Add a temporary day:**
   - Choose **Manage > Days** and click Add to create a new day
   - In the timetable view, click on the first day name while holding Ctrl to select all cards on that day
   - Drag the selected cards to the newly created day
   - Click on the second day name while holding Ctrl to select all cards on that day
   - Drag those cards to the first day

- Click on the newly created day name while holding `Ctrl` and drag the cards to the second day
- In the view, click on the temporarily created day and then click `Delete` to remove it from the timetable, as it was only created temporarily for the switching process

⩡ Can I use dates instead of day names?

Yes, you have the option to rename a day to a specific date format, such as "9/5/2024", instead of using traditional day names like "Monday". If you need to include multiple dates, you can create a list of dates in a spreadsheet application and then import or merge these dates into your timetable as needed.

⩡ How can I create semester/term timetables?

Here are some options to consider:

- Add more days, for example, "Day A" representing the 1st semester and "Day B" representing the 2nd semester. You can copy/paste cards from one day to another and then make necessary changes.
- Similar to above but with the addition of creating custom views for each semestar/term. For instance, create a "Semestar 1" view and exclude days that are not valid for the 1st semestar. Create a 'Semestar 2' view and exclude days not valid for the 2nd semester. This allows you to work on one timetable but have all views in one document.
- Instead of creating an all-in-one timetable, create one timetable for the first semester/term and then create a copy to modify it for the second semester/term. Later, you can merge timetables if needed.

⩡ How to create a two-week timetable with slight variations?

There are two ways to create a two-week timetable. For majority of cases it is perfectly fine to create one timetable and set 10 days for the number of days in the timetable cycle. For instance, you can copy activities from one day to another, you can create subjects called "Math Week 1" and "Math Week 2", add related activities and use the red marker to forbid time slots for these subjects in the non-related weeks and you can make any manual adjustments for specific days.

The other option is to create two separate weekly timetables and optionally merge them later. For example, let's assume that 4 days in a week have exactly the same timetable and there are some differences only on Friday. In this scenario we have two types of activities:

- (A) Activities that are held the same number of times in both weeks
- (B) Activities that are held over one week but not the other.

All other variations boil down to these (A) and (B) types. For instance, there could be an activity occurring 1.5 times per week, which means there are two activities in the first week and one in the second. In that case one activity is type (A) and the other (0.5) is type (B).

Here is the procedure of scheduling such two-week timetables:

1. Create a new timetable with 5 days
2. Add all type (A) activities - choose **Manage > Activities** and click `Add`
3. Forbid Friday: pick the red marker and click the Friday
4. Click ▷ to generate timetable
5. Pin all cards: pick 📌 and click in the top right corner of the timetable
6. Pick 🖍 and click the top right corner to forbid all time slots, then click Friday to free time slots on that day
7. Save two copies of this timetable: "Week 1" and "Week 2" by choosing **Save As > Copy of Timetable**
8. For each timetable add type (B) activities and generate the timetable again.

Of course, there are many more variations but the procedure is similar.

Periods

To configure your timetable's periods:

1. Choose **Manage > Periods** or click the period name in the view
2. Set the number of periods in a day by choosing the desired value in the combo box above the displayed grid:
   - If you are scheduling breaks, lunch, after-school activities or similar, increase the number accordingly
3. Click Add , Edit and Delete to manage periods
   - For each period, specify the start/end time (using the 24-hour clock) and optionally add a name

⌄ **How to adjust period format?**

1. Choose **Help > Options**
2. Locate **Period format** setting
3. Choose one of the following formats:
   - Name or period number
   - Name or 12-hour clock
   - Name or 24-hour clock
   - Period number
   - 12-hour clock
   - 24-hour clock

Selecting a format will determine how periods are displayed in the timetable view. For more detailed information, refer to to the application options section.

⌄ **How to handle different period intervals across days or resources?**

Here are some options to consider:

1. **Set a detailed period name**

Instead of displaying an interval, you might set a period name as "08:30 - 09:00 (Friday: 08:40 - 09:10)". Alternatively, use names like P1, P2, P3 and put additional info into the legend, e.g. P1: 08:30 - 09:00 (Friday: 08:40 - 09:10), P2: 09:15 - 09:45, etc.

2. **Work with 15-minute, 10-minute or even 5-minute schedules**

Find the least common denominator, e.g. if some activities last 45 minutes and others 15 minutes, add periods with 15-minute intervals and choose **Triple** length when adding an activity that lasts 45 minutes (3 * 15min = 45min).

3. **Use custom periods to handle exceptions**

Custom periods let you create flexible schedules where card interval depends on specific resource/day and it's displayed within the cards. Also, custom periods handle scenarios when only specific class(es) have different period intervals on all days.

4. **Create a separate timetable for specific days**

For day(s) with different period intervals create a copy of timetable and then make necessary changes.

5. **Create your own timetable views**

Creating your own views enables scheduling, publishing, exporting, customizing and printing specific resources, days and periods. For instance, create views and exclude specific days/periods.

6. **Overwrite period names before printing**

Ignore differences until you want to print different day(s) and then overwrite period names with the list kept in the spreadsheet app. Thanks to history you can undo overwrites after printing.

⌄ **What if the number of periods varies from day to day?**

1. Choose **Manage > Periods** and set the maximum number of periods
2. Use 🖍 to forbid positions that are not allowed on specific days
3. Additionally, create your own view, e.g. "Lower grades view" and exclude forbidden periods

⌄ How to quickly add lots of e.g. 15-minute period intervals?

1 Choose **Manage > Periods**

2 Multi-select all periods except one and click Delete

3 Click Edit and set start time to e.g. 08:00 and end time to 08:15 and click Edit

4 Set the number of periods in a day by choosing the desired value in the combo box above the periods grid

Alternatively, import/overwrite periods from the spreadsheet app using copy/paste.

Custom Periods

Period intervals might vary across classes, e.g. when scheduling both lower and higher grades in one timetable. If you don't want to work with a load of 15, 10 or even 5 minute period intervals to accomodate differences and other options don't work for you, then you might consider using custom periods. In order to add a custom period:

1 Choose **Manage > Periods**

2 **Select a default period to link a custom interval with** and then click Add

3 Set the start/end time and expand ⌄ Custom period to choose class, teacher, room or subject custom period

4 Select **Drag related cards to specified interval** action

5 Choose resources/days that custom interval applies to and click Add

6 Choose **Help > Options** and set Period format to e.g. **12-hour clock** or **24-hour clock**

When custom period(s) are added, related cards will be resized and repositioned based on the specified custom interval and its default period.

When you drag a card, the card's shadow changes its length and position according to default and custom periods below. Thus, you will know exactly where to drop the card. Also, filters will appear above the periods grid if a timetable has custom periods. Choose a specific resource/day to filter custom periods.

⌄ Will notifications show conflicts for custom periods?

The generator and notifications "understand" only default periods. Therefore, there may be instances where conflicts related to custom periods are inaccurately reported or overlooked.

Shorter cards than related default period interval

If two or more cards are placed on custom periods which are linked to the same default period, these cards will be listed as conflicts regardless of their (custom) period intervals. For instance, if there are two custom cards in one default period (09:00 - 10:00) from 09:00 - 09:30 and 09:30 - 10:00, they are considered to be on the same default period and reported as a conflict. Here are some options to resolve that:

- Pin cards to resolve conflict
- Ignore rotation of these cards because rotating conflicts is disabled by default in the published web page or choose **Help > Options**, expand ⌄ Advanced options and uncheck **Rotate conflicted cards**
- Add custom period with an interval you need but linked to default period where there are no cards, e.g. lunch, then place the conflicted card there, and the app will not recognize cards as conflicts because they are related to different default periods
- Try using default periods with reduced period intervals, e.g. 15-minute, 10-minute or even 5-minute period intervals, instead of custom periods.

Longer cards than related default period interval

A conflict when a "custom" card overlaps a card placed in another default period won't be reported, so you need to manually (e.g. visually) check whether such conflicts exist in your timetable.

⌄ How to change a default period that custom period is linked to?

- Choose **Manage > Periods**
- Select custom period(s)
- Use up and down arrows in the bottom right corner of the grid

≫ **How to display custom text instead of custom intervals?**

- Set custom period name in the following format: "!9:15-9:45" (without quotes)

≫ **How are custom cards resized and positioned?**

Cards on custom periods are resized and positioned based on the related default period only, without taking into account potentially different intervals of nearby periods or gaps between them in case custom periods are stretching over them. In the K-5 example, all default periods are 30 minutes and with no gaps between them, so custom periods are properly positioned and there is no need for further adjusting.

Basically, it's much easier if you can have identical surrounding default period intervals and no gaps between them. Otherwise, you might need to adjust period intervals to accommodate for potential gaps or differences between these default period intervals. Note that you can put any custom period interval, e.g. 10:30-11:30, but set a different period name to display whatever you need inside the card, e.g. "!10:45-11:20". This way, you can fine-tune the size and position of cards even in scenarios when custom periods are not designed to work seamlessly.

≫ **How to handle a custom interval valid on all days for specific class(es)?**

It's easiest to just replace default periods with custom periods only in specified classes and their related individual views:

1. Choose **Manage > Periods**
2. **Select a default period to link a custom interval with** and then click Add
3. Set the start/end time, expand ≫ Custom period   and choose class custom period
4. Choose **Show custom period instead of default in the related individual views** action
5. Select classes that custom interval applies to and click Add

For instance, the first period in Grade 6A starts at 08:25, while in Grade 12 IB starts at 08:15 in the same timetable.

Subjects

1. Choose **Manage > Subjects**
2. Click Add , Edit , Delete and Copy to manage subjects
3. For each subject, specify a **Name** (e.g. "Math"), **Short name** (e.g. "Ma") and **Color**
   - Optionally, set **Difficulty**, check or uncheck **Taught more than once per day**, set tags, notes and more

≫ **How to forbid positions for specific subjects?**

1. Switch to the subject master view
2. Use 🖍 to draw forbidden positions

If you want to forbid positions only for a specific subject and class, create a new "combined" subject e.g. "7A Math" and then switch to the subject master view and forbid positions for this subject. After that you will want to use the newly created subject when adding/editing related activities.

≫ **How to set difficulty?**

Difficulty can be set to **Low**, **Medium** or **High** and the generator will try to avoid scheduling too many difficult or too many easy subjects per day. Otherwise, notifications will show adequate warnings.

Set difficulty to **Low** for each subject if you want to ignore all related notifications, e.g.:

1. Choose **Manage > Subjects**, select the subject and click Edit

2 Expand ⌄ Difficulty and set difficulty to **Low**

3 Click Copy to then Select all and confirm by clicking Ok and subsequently Edit

⌄ **How can I control whether a subject can be scheduled more than once per day?**

1 Choose **Manage > Subjects**, select the subject and click Edit

2 Expand ⌄ Day off and set constraints to desired values

3 Optionally, click Copy to to apply the same constraints to other subjects

4 Click Edit

If **Taught more than once per day** is unchecked, scheduling the same subject for a class more than once a day will be reported as an error. For example, scheduling two English cards on Monday for class 5A will result in an error. However, if there are 10 English cards for 5A in a 1-week timetable, errors will not be displayed because there are more cards than days in a cycle, making it impossible to fix these errors, but the generator will still do its best to minimize English activities per day, e.g. not to schedule 3 English activities per day and similar. Note that notification won't show up if the same subject is taught in different class groups. Otherwise, if this option is checked, placing a subject's card more than once in a day will never be reported as an error.

If the **Insert day off if taught 2 times per cycle** option is checked, the subject will not be scheduled on subsequent days. For instance, having the subject on Monday and Tuesday will trigger an error notification.

In case that **Insert day off if taught 3 times per cycle** is checked, having the subject on Monday, Tuesday and Wednesday will cause error notification for a specific class, whereas Monday, Tuesday and Thursday would be considered valid.

⌄ **When should I use a generic subject like "English" instead of adding "English 5", "English 6" etc.?**

If you intend to schedule English activities involving different classes or groups, it's advisable to add only one subject named "English" or something similar, such as "English 5 + 6". Afterward, add an English activity that includes more classes/groups.

Alternatively, you can add several different activities using different subjects and then clip related cards enabling them to be scheduled or dragged together.

⌄ **How to exclude a non-teaching activity from statistics?**

1 Choose **Manage > Subjects**, select the subject and click Edit

2 Expand ⌄ More

3 Check the **Exclude from statistics** option

4 Click Edit

Activities associated with subjects marked as excluded from statistics will not be factored into the generated statistics. This is particularly useful for disregarding non-teaching activities like lunch, breaks, recess, teacher meetings, preparation time, duty, assembly, after-school activities (e.g. study hall, pack-up) or similar. Excluded subjects are displayed in italic font for easy identification.

⌄ **How to exclude a subject from the generator and notifications?**

1 Choose **Manage > Subjects**, select the subject and click Edit

2 Expand ⌄ More

3 Check **Exclude from the generator and notifications**

4 Click Edit

This option is useful for non-teaching activities like teacher meeting, preparation time, duty, lunch, etc., where you may want to avoid affecting teacher/class load considerations such as maximum activities in a row, maximum/minimum activities per day, etc. It also helps when dealing with numerous "desired conflicts", such as scheduling Physical Education (PE) in the Gym. You

can resolve these conflicts by merging or pinning conflicted cards or by excluding the related subject from the generator and notifications.

For better optimization, consider forbidding time slots where ignored cards are placed to prevent the generator from utilizing them for regular cards or counting them as gaps. Ignored subjects are visually marked in the grid by underlining, while related cards appear transparent and italicized.

Rooms

1. Choose **Manage > Rooms**

2. Click `Add` , `Edit` , `Delete` and `Copy` to manage rooms

3. For each room, provide the **Name** (e.g. "Physics lab", "Bio lab", "Playground", "Meeting room"), **Short name** and **Color**
   - Optionally, set **Capacity**, **Building name**, tags, notes and more

⩔ **How to forbid positions for specific rooms?**

1. Switch to the room master view

2. Use 🖍 to draw forbidden positions

⩔ **How to use room capacity?**

Room capacity represents the maximum student seat number and can be used for optimizing room usage for students:

1. Choose **Manage > Rooms**, select room and click `Edit`

2. Expand `⩔ Capacity`

3. Set capacity to the desired value

4. Optionally, use `Copy to` to copy the capacity value to other rooms

5. Click `Edit` to confirm

Rooms can be filtered based on the desired capacity. This allows you to select the appropriate desired and alternative rooms when adding activities.

⩔ **How to use building name?**

1. Choose **Manage > Rooms**, select the room and click `Edit`

2. Expand `⩔ Building`

3. Set building name

4. Optionally, click `Copy to` to copy the building name to other rooms

5. Click `Edit` to confirm

Rooms can be filtered based on the desired building name. This allows you to select the appropriate desired and alternative rooms when adding activities. Furthermore, optimizing teacher moves between buildings is possible by setting related teacher constraints.

Teachers

1. Choose **Manage > Teachers**

2. Click `Add` , `Edit` , `Delete` and `Copy` to manage teachers

3. For each teacher, provide the **Name**, **Short name** and **Color**
   - Optionally, set constraints related to teacher's gaps, load and moving between buildings, set tags, notes and more

⌄ How to specify that part-time teacher is not available at certain times?

1 Switch to the teacher master view

2 Use 🖍 to draw forbidden positions

⌄ How to set maximum activities in a row?

1 Choose **Manage > Teachers**, select the teacher and click Edit

2 Expand ⌄ Gaps

3 Set the **Maximum activities in a row** to the desired value

4 Optionally, click Copy to to copy gaps constraints to other teachers

5 Click Edit

Maximum activities in a row assures that the teacher doesn't have more than specified number of subsequent activities.

⌄ How to control teacher gaps?

1 Choose **Manage > Teachers**, select the teacher and click Edit

2 Expand ⌄ Gaps

3 Set **Maximum gaps per cycle/day** and **Minimum activities to allow gaps** to desired values

4 Optionally, click Copy to to copy gaps constraints to other teachers

5 Click Edit

Maximum gaps per cycle/day can minimize the number of teacher gaps (pauses/windows) per cycle/day.

Minimum activities to allow gaps assures the teacher has a specified number of subsequent activities before gaps (pauses/windows) are allowed.

⌄ How to optimize teacher load?

1 Choose **Manage > Teachers**, select the teacher and click Edit

2 Expand ⌄ Load

3 Set **Maximum deviation from average daily load** and **Minimum and maximum activities per day** to desired values

4 Optionally, click Copy to to copy load constraints to other teachers

5 Click Edit

Maximum deviation from average daily load is used to evenly distribute a teacher's activities across the cycle. For instance, if a teacher has a 5-day cycle with a total of 20 activities, the average daily load is 20 / 5 = 4. If the value is set to 1, it means that the allowed daily load can be 3, 4 or 5 activities, while 2 or 6 activities in a day will be reported as an error because the deviation is greater than 1.

Minimum and maximum activities per day ensure that the teacher doesn't have too few or too many activities per day.

⌄ How to reduce teacher moves between buildings?

1 Choose **Manage > Teachers**, select the teacher and click Edit

2 Expand ⌄ Buildings

3 Set **Max. moves between buildings** to the desired value

4 Choose whether moving after a gap should be ignored or counted

5 Optionally, click `Copy to` to copy **Buildings** constraints to other teachers

6 Click `Edit`

Max. moves between buildings helps minimize unnecessary teacher moves. This constraint requires the **Building name** to be set for related rooms.

The generator will strive to optimize teacher moves and notifications will alert you when moving between rooms/buildings is not optimized as requested.

Classes

1 Choose **Manage > Classes**

2 Click `Add` , `Edit` , `Delete` and `Copy` to manage classes

3 For each class, provide the **Name** (e.g. "5A", "5B", "Grade 9", "Year 10"), **Short name** and **Color**
 • Optionally, set constraints related to load and gaps, tags, notes and more

4 Upon adding a new class, the following set of groups is automatically created: **Boys** and **Girls** and **Group 1** and **Group 2**

⌄ **How to forbid positions for specific classes?**

1 Switch to the class master view

2 Use 🖍 to draw forbidden positions

⌄ **How to forbid gaps?**

1 Choose **Manage > Classes**, select the class and click `Edit`

2 Expand `⌄ Gaps`

3 Set gap constraints

4 Optionally, click `Copy to` to copy gap settings to other classes

5 Click `Edit`

When **Start on 1st period** is checked, the class activities start from the first period. Otherwise, a gap will be reported as an error.

When **Forbid gaps** is checked, the class will have no gaps (pauses/windows), meaning there will be no empty periods between activities. Otherwise, each gap will be reported as an error. Also, if a group is missing during a period (e.g. when you divide a class into groups), that period will be reported as an error.

When **Groups finish at the same time** is checked, each group will finish activities at the same time. Otherwise, missing group(s) will be reported as an error.

⌄ **How to optimize daily load?**

1 Choose **Manage > Classes**, select the class you want to optimize and click `Edit`

2 Expand `⌄ Load`

3 Set the desired value for **Allowed difference between maximum and minimum daily activities**

**4** Optionally, click `Copy to` to copy load settings to other classes

5 Click `Edit`

Allowed difference between maximum and minimum daily activities assures that the class has nearly the same or equal number of activities per day. For instance, if the value is set to 1 and class has 4 activities on Monday and 6 on Tuesday, this difference of 2 activities between days will be reported as an error as it is greater than the set value (1).

Groups

A class can be divided into one or more sets of groups to handle electives (choices/selections):

1. Choose **Manage > Classes**, select the class from the grid and click Groups

2. Click Add to add a new group set with 2 predefined groups: "Group 1" and "Group 2"

3. Click Edit to manage groups for the selected group set:
   - Click Add , Edit and Delete to manage groups within a group set
   - For each group, provide the **Name** and **Short name**
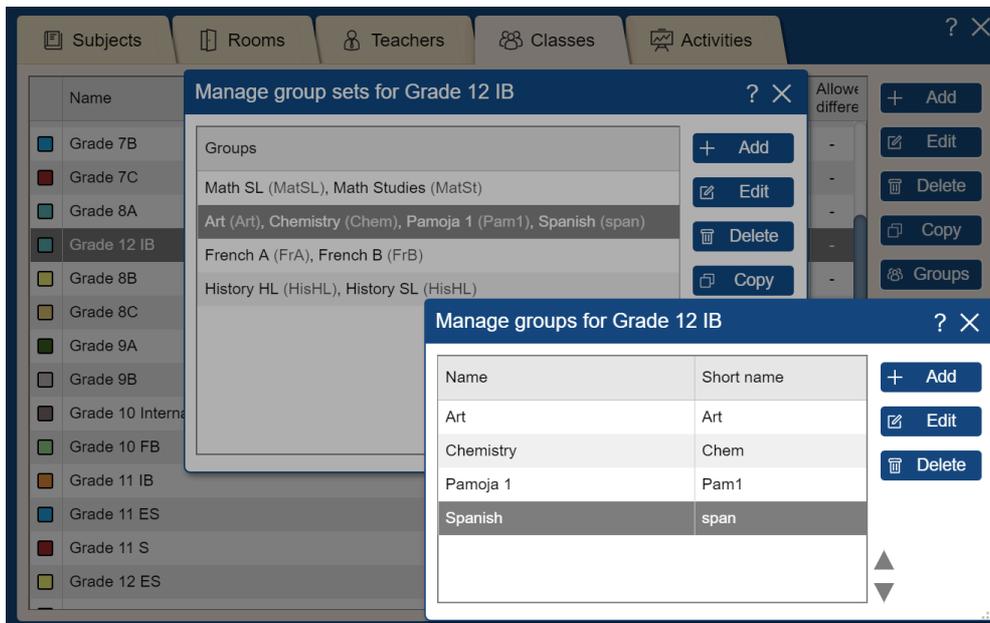
Manage group sets and groups for Grade 12 IB in United States International example

⌄ How to organize groups?

Let's explore some examples. In Example 3, the 5-A class is divided into French and German groups, and related cards are clipped so they will always be scheduled in the same position. In the Egypt example the 11A class is divided into Art, Cooking and Music groups. Open the United States International example and choose **Manage > Classes**, select "Grade 12 IB" and click Groups to inspect groups.

Keep in mind that dragging cards related to different set of groups on the same day and period causes a conflict (red notification). For instance, if there are 2 group sets, Boys and Girls and another group set English, French and Spanish, then mixing Boys with English group will cause a conflict. To avoid this, use groups from the same set of groups (the same row), e.g. Boys and Girls, or English and French group. Another way is to pin cards to ignore conflicts.

⌄ How to copy group sets to other classes?

Suppose two or more classes have the same or similar group sets. Instead of adding group sets for each class, you can simply add them once and then copy to other classes:

1. Choose **Manage > Classes**, select the class and click Groups

2. Select group set(s) and click Copy

3. Select the classes you want to copy group set(s) to

4. Click Ok

Students

1 Choose **Manage > Classes**, select the desired class from the grid and click **Students**

2 Click **Add** , **Edit** and **Delete** to manage students

3 For each student, provide their **Name**, **Short name** and specify the **Groups** they belong to

- By adding activities for specific groups (even across different classes/grades), students in those groups will automatically be assigned to those activities

Students can be imported, sorted, reordered, printed and you can view their statistics.

⌄ **How to resolve student conflicts?**

To resolve student conflicts, ensure that each student is assigned to only one (or none) of the groups within a group set. For example, if the group set consists of **French** **Spanish** and **German** groups, each student should be assigned to only one of these groups. If the curriculum allows students to choose two or more languages, modify the group set to include groups like **French + Spanish** , **French + German** , **Spanish + German** and so on.

The generator will automatically check and avoid mixing groups from different sets at the same position, helping prevent and resolve student conflicts. Notifications will also alert you to any conflicts that may arise.

⌄ **How to get a direct link for an individual student timetable?**

You can obtain a direct link to an individual student's timetable through the following methods:

1 Filter by student in the class view:

- Access the individual class view
- Use the filter options in the view picker to select the specific student
- The browser's URL will be updated accordingly, providing a direct link to that student's timetable

2 During timetable publishing:

- Generate links to all student timetables while publishing the timetable
- These links can then be shared with individual students

⌄ **Can I add students instead of classes?**

Alternatively, you have the flexibility to manage students either as individual classes or groups. For instance, in scenarios with a smaller number of students, you can manage them directly as seen in the English College Example. This approach can be helpful for some art, special education and similar schools. However, for larger numbers of students, organizing them into classes and assigning groups/electives for each student can offer a much more structured and efficient approach. The decision ultimately depends on the specific needs and size of your student body.

Activities

1 Choose **Manage > Activities** to manage and filter activities or view statistics

2 Click **Add** , **Edit** , **Delete** and **Copy** to manage activities

3 For each activity the following can be specified:

- **Teacher(s)**: Assign a teacher or **No teacher**, or click **More..** to select more teachers
- **Subject**: Select a subject, such as Math, English, Biology, but also Lunch, Teacher meeting and similar
- **Class**: Assign a class e.g. "Grade 5A" or choose **No class**
  - Alternatively, click **Groups** to select class(es)/group(s) involved in activity
- **Activities per cycle**: Set the total number of recurring activities in one cycle (e.g. 5 English lessons per week)
- **Activity length**: Define the duration as **Single**, **Double**, **Triple**, etc. aligning with the period interval, e.g. set **Double** for 30-minute period intervals for an activity that lasts 1 hour
- **Desired room**: Choose the primary room where the activity occurs or **No room**
  - Click **More...** when more desired rooms are needed, e.g. PE might require "Sports Hall" and "Gym"
  - **Alternative room(s)**: The generator will use these rooms if the desired room is unavailable

By adding activities, cards are created for specified resources. These cards can be freely dragged to the desired time slot or you can let the generator create the schedule for you.

⌄ How to add e.g. 3 Single and 1 Double activity for a specific subject?

Let's take the example of Math teacher John having 3 Single and 1 Double activity in Grade 5. By following below steps, you can easily add any combination of activities and their respective lengths:

1. Choose **Manage > Activities** and click Add

2. Select Math, teacher John, Grade 5, set it to occur **3 times per cycle**, choose **Single** length and click Add

3. Click Add again to add another activity

4. Select Math, John, Grade 5, and set it to occur **1 time per cycle**, choose **Double** length and click Add

⌄ How to add activities with multiple resources?

1. Choose **Manage > Activities** and click Add

2. Click More... and Groups to include additional teachers, classes, groups and rooms

This allows you to combine groups from different classes, involve more teachers for meetings or add more classes for lunch.

⌄ How to switch between displaying full or short names in the activities grid?

Click on "Total:" above the activities grid to switch between displaying full and short names.

Lunch

To manage lunch, snack, recess, break or similar activities, add a new "Lunch" period. You can then place pinned cards during this period or forbid the entire period based on your scheduling needs.

⌄ How to add lunch as pinned cards?

1. Add a new subject called "Lunch"

2. Add lunch activities and select related resources:
   - Click Groups to add more classes/groups
   - Click More... to add more teachers

3. Drag lunch cards to the "Lunch" period (note that all cards will be moved together)

4. Pin lunch cards so they won't be moved by the generator

⌄ How to add lunch as forbidden positions?

1. Use 🖊 to mark lunch periods as forbidden for all days
2. Avoid dragging cards to forbidden lunch period (will be reported as an error)
3. Alternatively, click ▷ and let the generator handle it for you

United States International example shows lunch as forbidden periods

Other teacher activities

Other teacher activities include meetings, prep time and similar. Scheduling meetings can be approached in two common ways: either add one activity for multiple teachers or add a separate meeting activity for each teacher and then clip cards.

⌄ How to add a meeting as one activity?

1. Add a new subject, e.g. "Teacher meeting"
2. Add a new activity:
   - Choose "Teacher meeting" as the subject
   - Click `More...` to assign related teachers
   - Choose **No class**
   - Optionally, choose desired room
3. Switch to the teacher master view
4. Drag meeting cards to the desired position and optionally pin them

⌄ How to add a meeting as clipped cards?

1. Add a meeting activity for each teacher separately
2. Switch to the teacher master view
3. Drag meeting cards to the desired position
4. Clip meeting cards so they are scheduled and dragged together

⌄ How to add a prep time for a teacher?

1. Add a new subject called "Prep"
2. Add an activity:

- Select the teacher
- Choose "Prep" as the subject
- Choose **No class**
- Set **5 activities per cycle** and choose **Single** length

That will create 5 prep cards for the teacher which you can freely drag to the desired time slot and pin them.

If you want the generator to schedule prep time for you and ensure only one prep time per day/teacher, follow these steps:

1. Add a new class for each teacher, e.g. "Prep class for John" and similar
2. When adding Prep activity, assign for each teacher the related Prep class
3. Optionally, create a custom class view to display only "real" classes so that you don't see Prep classes

The generator will make sure that the "Prep" class/teacher has only one Prep activity per day or show related warnings otherwise.

Tags

Tags are a crucial organizational tool for efficiently managing entered data, especially in larger schools. For instance, you can tag a class as "9th graders, High school" or a teacher as "Eng, Middle school" or a room as "Lab, 1st floor" (note that multiple tags should be separated by commas). Tags enable selecting multiple resources without the need to pick them individually.

⌄ How to tag classes?

1. Choose **Manage > Classes**, select the desired class from the grid and click [Edit]
2. Expand [⌄ More]
3. Set tags, for example, "5th graders" (without quotes)
4. Optionally, click [Copy to] to assign the same tags to other classes
5. Click [Edit]

Now you can filter activities by 5th graders and export related statistics, or filter only 5th graders when assigning activities or creating views.

⌄ How to tag teachers?

1. Choose **Manage > Teachers**, select the desired teacher from the grid and click [Edit]
2. Expand [⌄ More]
3. Set tags, for example, "Eng, Upper school" (without quotes)
4. Optionally, click [Copy to] to assign the same tags to other teachers
5. Click [Edit]

Now you can filter activities by English teachers and export related statistics, or filter only English teachers when assigning activities or creating views.

⌄ How to tag rooms?

1. Choose **Manage > Rooms**, select the desired room from the grid and click [Edit]
2. Expand [⌄ More]
3. Set tags, for example, "Lab, 1st floor" (without quotes)
4. Optionally, click [Copy to] to assign the same tags to other rooms
5. Optionally, set **Capacity** and **Building name**

6 Click [Edit]

Now you can filter activities by specific tag, e.g. "Lab" or "1st floor", capacity or building name and export related statistics or filter rooms by tags, capacity or building name, e.g when assigning activities or creating views.

⌄ **How to tag subjects?**

1 Choose **Manage > Subjects**, select the desired subject from the grid and click [Edit]

2 Expand [⌄ More]

3 Set tags, for example, "Eng, Language" (without quotes)

4 Optionally, click [Copy to] to assign the same tags to other subjects

5 Click [Edit]

Now you can filter activities by English subjects and export related statistics or create related views.

History

The states of timetables can be controlled using the **Undo/Redo** commands and the **History panel**:

1 Click ⇐ to undo the latest action

2 Click ⇒ to redo the latest undone action

3 Click ↺ to show or hide the History panel
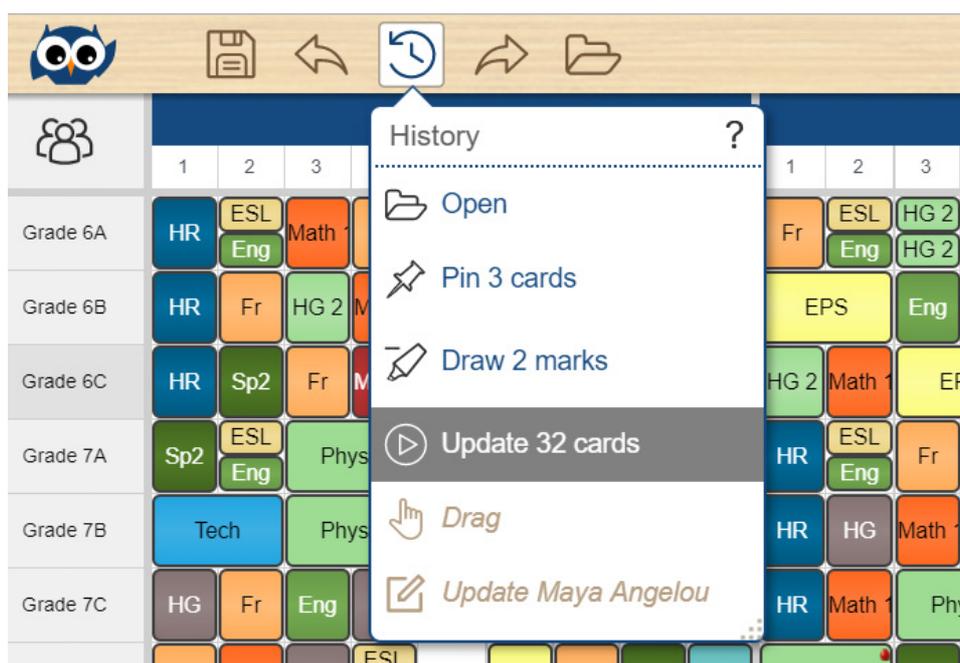
Use the History panel to undo or redo several actions at once

⌄ **How history works?**

Use the History panel to navigate to any recent state of the timetable created during the current working session. Each time you make a change to the timetable, a new state is added to the panel. For example, if you drag a card, draw constraints, improve the timetable or modify the timetable in any way, each of those states is listed separately in the panel. When you select one of the states, the timetable reverts to how it was when that change was first applied, allowing you to work from that specific state.

> Once you reopen or save the document, all states from the working session are cleared from the panel.

⌄ **What actions are remembered in the History panel?**

Any action that results in a change to data is recorded in the History panel. However, instantly saved actions, such as publishing the timetable, changing the school name or selecting a different skin will not be listed.

The History panel displays the oldest state at the top of the list, with the most recent state at the bottom. When you select a state, the states below it are dimmed, providing a visual indication of which changes will be discarded if you continue working from the selected state. If needed, you can resize and relocate the History panel.

The History panel retains the previous 100 states and you can adjust this number in the options.

Statistics

In order to view and export statistics:

1. Choose **Manage > Activities**
   - Pay attention to the row just above the activities grid, which shows the total number of resources, activities and hours
2. Use the toggle icon 🖉 to cycle through different statistics categories: teachers, classes, rooms and subjects
3. Utilize the combo boxes to filter activities by selected resource(s) and view related statistics
4. Click 📄 to generate a tab-separated values file containing detailed statistics
   - Open the file with a spreadsheet app to examine the report more closely

Teacher Alexander has 18 English lessons, 15 hours in total

≫ How to view statistics for specific teacher(s)?

1. Choose **Manage > Activities**
2. Select a specific teacher or a tag associated with the teacher(s) you want to view statistics for
3. You will see the total count of activities and total working hours specifically for the selected teacher(s)

Additionally, if a teacher teaches multiple subjects, you can further filter their activities by selecting a specific subject. This allows for a more detailed and targeted analysis of the teacher's workload based on different subjects they teach.

≫ How to view statistics for specific class(es), group or student?

1. Choose **Manage > Activities**
2. Click 🖉 above the activities grid to switch to classes statistics
3. From the combo box, select a specific class, tag, group or individual student
4. You will then see the total count of activities and total working hours related to the selected class(es), group or student

≫ How to export statistics?

1. Choose **Manage > Activities**
2. Switch to desired statistics category and select filters
3. Click 📄 to generate a tab-separated values file containing detailed statistics

4 Open the file with a spreadsheet app or copy/paste the content into a spreadsheet app

Based on selected filters, you can export statistics for teachers, classes, rooms or subjects, as well as individual teacher, class, group, student, room or subject statistics. Individual statistics provide more details. For example, if a teacher teaches two or more subjects, the statistics will be displayed for each subject separately. If some activities are not scheduled, total hours will be approximated based on the average period length.

To export more detailed (individual) statistics in one file:

1 Hold `Ctrl` when no filter is selected or when filtering by tags, capacity or building name

2 Click 🗎

VIEWS

Timetable Views

Each view includes:

- View type icon: found in the top left corner, just below the owl, it opens the view picker
- Timetable with cards displaying resource(s) and their schedules
- Area with unscheduled cards

You can adjust the timetable width by dragging the vertical splitter that separates scheduled from unscheduled cards.
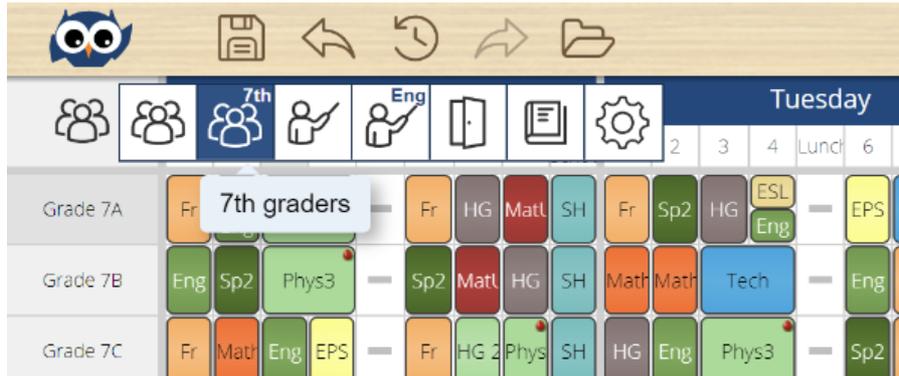
View picker enables switching between predefined master or your own views

⟱ **How do views work?**

Views are highly interactive, providing various functionalities:

- Hovering over the timetable highlights related day, period and resource names for precise positioning
- Horizontal and vertical scrollbars aid navigation in larger or zoomed in timetables
- Interactive timetabling tools like markers, pin and sponge can be used in any view
- Changing the view updates the browser's URL, allowing for easy sharing of specific master/individual views, and the Back/Forward buttons facilitate navigation between previously opened views
- Right-clicking on any card, day, period or resource name opens a context menu with additional options
- Changes made in one view, such as dragging a card or improving the timetable, are instantly reflected in all other open views and notifications
- The shadow of a dragged card is visible in all extra views, helping you avoid conflicts

Master Views

By default, there are four predefined master views showing classes, teachers, rooms and subjects. To navigate between views:

1. Open the view picker

2. Choose 👥, 👨‍🏫, 🚪 or 📖 to switch to the corresponding master or your own view

Each master view displays a list of resources in the first column along with cards in the respective rows. Unscheduled cards are grouped by subject and placed outside of the timetable, aligning with the row of the respective resource.

Individual Views

An individual view provides a focused look at a specific resource. To switch to an individual class, teacher, room or subject view, click the first column (resource name) in the related master view. An individual class view can be filtered by specific student or group (if added). Click on a student or group to view their individual timetable and click again to remove the filter.
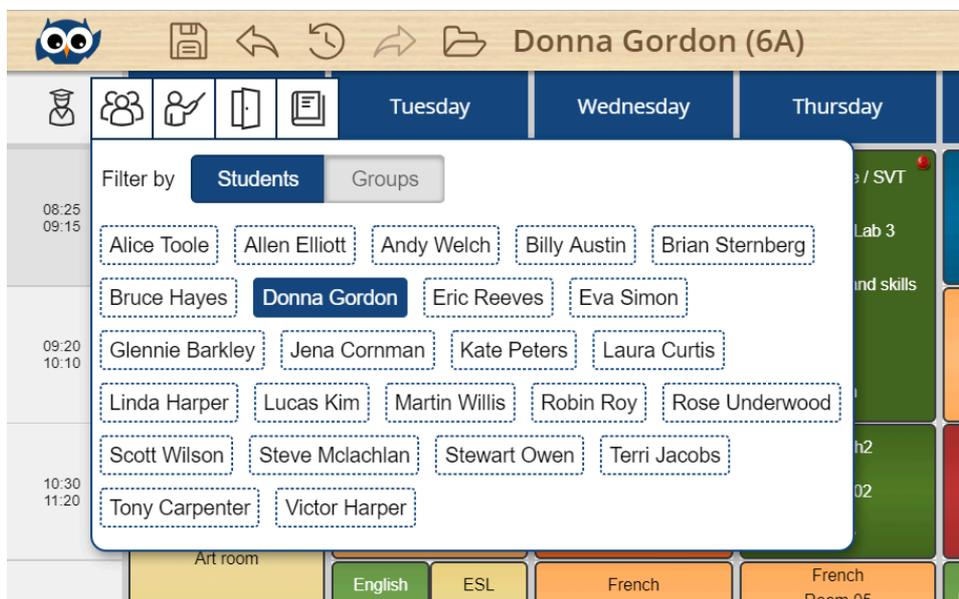
Filtering 6A view to get an individual student timetable for Donna Gordon

� How to share a link to individual view?

When you change the view, the browser's URL is updated accordingly. Copy and share the specific URL of a student, class or teacher's timetable with others, as long as they have the necessary access or the timetable is published online.

� How to navigate through other individual views?

- Hold `Ctrl` and press `↑`, `↓`, `Home`, `End` to navigate through other individual views

To revert to the master view:

- Click the first column again or
- Select the desired view in the view picker or
- Press `Esc`

Extra Views

Extra views provide an extended perspective, helping to avoid conflicts by displaying additional master and individual views simultaneously. This feature eliminates the need to switch between views frequently, offering a comprehensive overview of the entire timetable. Moreover, the shadow of the dragged card appears in all open views, so you can easily avoid conflicts.

To show or hide extra view:

1. Click any card to display card details in the bottom left corner
2. Click 🗺, ✍, ▯ or 📖 in the card details

� How to open extra view in a new window?

1. Click 🗺, ✍, ▯ or 📖 in the card details
2. In the top right corner of the opened extra view, click ⬈
   - The floated extra view can be freely dragged and resized just like any other window
   - Click the first column to open an individual floated extra view

� How to adjust the height of extra views?

The height of the main and extra views can be adjusted by dragging the horizontal splitters up and down.

Manage Views

To create a customized view, e.g. to display 5th graders or English teachers:

1. Click ⚙ from the view picker and click `Add`

2. Provide a name and short name for your view

3. Choose the view type (classes, teachers, rooms or subjects)

4. Select resources you want to include

5. Optionally, exclude certain days or periods

6. Click `Add`

Now, you can schedule, customize, publish, print or export created view.

⌄ How to switch to a newly created view?

- Click the icon of the newly created view in the view picker

The icon contains the first 3 letters of its short name. For instance, if you create a view named "English Teachers" with the short name "Eng", you would click the "Eng" icon in the view picker to switch to that view. Explore customized views in our examples:

1. Choose **Open > Open Examples**

2. Select United States International example and click `Open`

3. Open the view picker and select "7th" to view 7th graders or select "Eng" to view English teachers

⌄ Can I hide or reorder views?

1. Choose ⚙ from the view picker

2. Use the up/down arrows to reorder views

3. Select a view and click `Edit`

4. Change visibility settings to **Visible**, **Hidden**, **Hidden on the web** or **Hidden in the app**

5. Click `Edit`

Hidden on the web means the view won't be displayed on the published page. For example, the subjects view is often used to mark forbidden positions for demanding subjects, but it may not be of interest to others, so it can be hidden on the published page. **Hidden in the app** is the opposite option.

If a view is not needed, e.g. rooms are not scheduled, you can hide rooms view by setting its visibility to **Hidden**.

⌄ How to open a newly created view as an extra view?

1. Open the view picker

2. Hold `Ctrl` while clicking the desired view to toggle extra view

Zoom

Here are the steps to adjust the row height and column width:

1. Click ⊕ located in the bottom right corner

2. Use the vertical slider to adjust the row height
   - The row height can be adjusted separately for both the master view and individual views
   - Note that the row height settings are preserved when printing

3. Use the horizontal slider to adjust the column width, particularly useful when dealing with a large number of days/periods

⌄ How to use the browser's zoom?

To improve accessibility you can access built-in zoom feature from the browser's main menu or utilize keyboard shortcuts:

- Hold `Ctrl` and press `+` or `-` to zoom in or out, respectively
- Hold `Ctrl` and press `0` to reset the zoom level to its default value

CARDS

Timetable Cards

Cards are a visual representation of an activity. For example, if an activity occurs five times a week, then five cards will be displayed in the related view. Initially, cards are placed in the same row as the related resource, within the area containing other unscheduled cards. You can freely drag them to the desired time slot or let the generator create the schedule for you.

⯆ **What is the size of cards?**

The size of cards depend on the activity length and whether they include the whole class or only a group. For example, if the activity length is set to **Double**, the related card requires two (empty) time slots. If a card is created for a specific group in the group set containing two groups, then it will take only half the size, leaving space for the other group card to be scheduled at the same time slot. The size of cards scheduled on custom periods depends on the period interval rather than the activity length.

⯆ **What happens when an activity with more resources is added?**

When you add an activity involving multiple resources, individual cards are created for each resource associated with the activity. For instance, if you add a lunch activity for five classes, you will get five cards in the class master view, with one card assigned to each class. When you start dragging one card, the others will follow. Similarly, adding an activity that involves three teachers, such as a teacher meeting, will produce three cards in the teacher master view, each corresponding to one teacher. Again, when you start dragging one card, the others will follow.

Alternatively, in cases where you're uncertain about which resources should participate in a meeting, physical education or any other activity, you have the flexibility to add a separate activity for each resource. That way, you can decide later which resources should go together by merging or clipping individual cards.

⯆ **How to select a card?**

1. Click a card with the left mouse button to select it:
   - The selected card blinks for easy identification
   - Details of the card are displayed in the bottom left corner
   - The same card will be automatically selected and scrolled to in all open views
   - When switching the view, the selected card is automatically selected and scrolled to
2. To deselect a card, click an empty space in the timetable:
   - Previously selected card stops blinking
   - Details in the bottom left corner are hidden

Drag and Drop

1. Select a card by clicking it with the left mouse button
2. While keeping the left mouse button pressed, drag the card to a new position
3. Drop the card by releasing the left mouse button

On touch devices, use a finger to drag cards.

⯆ **What happens if there are two or more cards on the same position?**

If there are two or more cards on the same position, they will be slightly rotated, and a conflict notification will appear. Clicking a card below will bring it on top.

There are several ways to resolve conflicts:

- Click ▷ to start improving the timetable
- Try to merge, pin or ignore cards

- Drag cards to another position

⚹ **Can I drag cards vertically?**

Cards can only be dragged horizontally across the class, teacher and subject master views to prevent changing the resource by mistake. The room master view allows dragging cards vertically to change the scheduled, desired or alternative room. In individual views, cards can also be dragged both ways because it only affects the day/period.

Note that dragging a card to a non desired/alternative room will change the desired/alternative room for that activity and potentially the scheduled room for other related cards. Similarly, if you change desired/alternative rooms while editing an activity, all related cards will be updated as well. If this behavior is not desired and you want to freely drag cards in the room master view without affecting related cards, add all rooms as alternative rooms for that activity.

Card Details

The details of the last selected card (or the mouse-overed card if there is no selection) are displayed in the bottom left corner:

1. Click 👥, 🖋 , 🚪 or 📰 to show or hide related extra views
2. Click the resource name to select that resource in the related grid
3. Click 📊 to select the activity from the grid represented by the current card

Showing details of the last selected card: subject, teachers, classes and scheduled + [desired] + (alternative) rooms

Select Multiple Cards

1. Click an empty area in the timetable and start dragging the cursor across the timetable
   - A rectangular marquee will appear, with one corner where you started dragging and the opposite where you stopped
2. Stop dragging by releasing the left mouse button and all cards inside the marquee will be selected
3. Right-click any selected card and choose the desired action from the card's context menu

Select multiple cards to perform action on more than one card. For instance, you can drag and drop cards, or edit multiple cards, clip, copy, pin/unpin, merge/split, etc. via the card's context menu.

Selecting multiple cards using rectangular marquee

⩔ **Is there any other way to select multiple cards?**

① Hold `Ctrl` while clicking cards to add or remove cards from the selection

② Hold `Ctrl` while clicking on a day, period or resource name to (de)select all the cards for that day, period or resource

③ Hold `Shift` while you click the last card that you want to include in the new selection:
   - The rectangular range between the active card and the card that you click becomes the new selection

To reset selection, click an empty space in the timetable.

⩔ **How to select all (un)scheduled cards?**

   - Hold `Ctrl` and click the top right corner of the timetable to select all (un)scheduled cards

If there are no unscheduled cards, then all scheduled cards will be selected. This feature is useful for actions like pinning, deleting or editing all (un)scheduled cards. Simply right-click any selected card and choose the desired option from the context menu. For example, pinned unscheduled cards are ignored by the generator.

Edit Cards

① Select one or multiple cards

② Right-click any selected card and choose **Edit cards**

③ Change subject, teacher(s), class(es)/group(s), length, desired or alternative rooms

④ Click `Edit`

⩔ **How to substitute a teacher?**

① Switch to the teacher master view

② Hold `Ctrl` while clicking the teacher's name to select all their cards

③ Right-click any selected card and choose **Edit cards**

④ Select a different teacher

⑤ Click `Edit`

⩔ **How to assign a homeroom to a teacher?**

1 Switch to the teacher master view

2 Hold `Ctrl` while clicking the teacher's name to select all their cards

3 Right-click any selected card and choose **Edit cards**

4 Choose the desired room

5 Click `Edit`

⌄ **How to add teacher assistant(s)?**

1 Select one or multiple cards where teacher assistant(s) are needed

2 Right-click any selected card and choose **Edit cards**

3 Click `More...` next to selected teachers (currently selected teachers are displayed as "Current")

4 Select teacher assistant(s) and click `Ok`

5 Click `Edit`

Copy/Paste Cards

Cards can be copied from one resource, day or period to another:

1 Select one or multiple cards

2 Right-click any selected card, day or period and choose **Copy**

3 Right-click the desired resource name, day or period and choose **Paste**
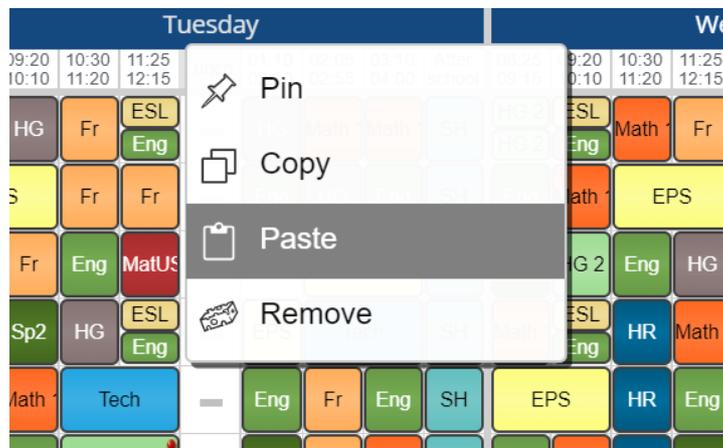
Right-click day to open the context menu

Clear/Delete Cards

1 Click the 🗑 and then click card, day, period or resource name

2 Alternatively, right-click any card, day, period or resource name and choose **Clear**

Cleared cards will be placed outside the timetable, along with other unscheduled cards.

⌄ **How to clear all cards?**

1 Click the 🗑 and then click the timetable's top right corner (the area above unscheduled cards)

2 Alternatively, hold `Shift` key while clicking the 🗑

⌄ **How to delete cards?**

- Right-click unscheduled card(s) and choose **Delete** from the context menu
- Select one or multiple unscheduled cards and then press `Ctrl` + `Backspace`
- Choose **Manage > Activities**, multi-select activities and click `Delete`

Merge/Split Cards

Merge allows combining two or more cards into one, thus avoiding conflicts:

1. Right-click any conflicted/rotated card to open the context menu
2. Choose **Merge**

> Cards can be merged if teachers and/or classes/groups are different and everything else is equal: position, subject, length and (scheduled, desired and alternative) rooms.

⌄ **Merge cards or add an activity with more resources?**

Merging cards is essentially the same as adding an activity with more resources. The only difference is that merging allows you to decide later which resources will be included in the activity. For instance, you can add separate PE activities for each class and merge the cards later when you finally decide what classes are going to be involved in a specific lesson.

In essence, merging or splitting cards offers another convenient way to edit the resources involved in an activity directly in the view. Instead of choosing **Manage > Activities** and clicking `Edit` followed by `More...` or `Groups` to select resources, you can simply drag one card over another, right-click the card and choose **Merge**.

⌄ **How to split cards?**

Split is the opposite of merge, creating more cards from one when there are more groups or teachers. For instance, if a card has 2 teachers and 3 groups, 6 new cards will be created after split, each with only one teacher and one group. To split cards:

1. Select card(s) which have more than one teacher or group
2. Right-click any selected card to open the context menu
3. Choose **Split**

Customize Cards

To change the text, background color and border for all cards in the view:

1. Switch to the desired master, individual or your own created view
2. Right-click the card and choose **Customize** (or choose **Print > Customize Cards**)
3. Choose the displayed card's text, background color and border

> Customization for master and individual views is independent, e.g. use short names for the master view and full names for individual views.

⌄ **What are customization options?**

1. Select the text option from the combo box to add the related text to the cards:
   - The text can be any combination of class, teacher, room or subject names, their short names or even custom text
   - Click a row in the enlarged card to remove the text
2. Set the background color to be from the card's class, teacher, room or subject, or opt for no background color
3. Set card borders to **Round**, **Square**, **Round (no border)** or **Square (no border)**

For additional customization options, refer to the Advanced Customization.

⌄ **How to set custom text inside card(s)?**

1. Select one or more cards

2. Right-click any selected card and choose **Customize**

3. Choose **Set custom text** option from the list:

   - Enter the text that will be displayed in individual views
   - Enter the short text that will be displayed in master views
   - If you change your mind, click Use default to remove custom text

All textual fields support HTML tags, allowing you to get creative and further style the appearance of your timetable.

⩘ **How to add room names to teacher's timetables?**

1. Switch to the teacher master view

2. Right-click any card, choose **Customize**

3. Choose **Add room short name** to add short name to all cards in the teacher master view

4. Continue by switching to any teacher individual view

5. Choose **Add room name** to add room name to all individual teacher timetables

Follow similar steps to customize any other master and individual view. Additionally, create your own view and customize it independently. Styles are inherited from the related predefined master or individual view unless customized otherwise.

⩘ **Do I need to customize every time I create a new timetable?**

All changes are preserved when you create a copy of timetable. Also, when you create a new timetable, customization changes are copied from the previously opened one, saving you the effort of repeating the customization process.

CONSTRAINTS

Markers

Markers are essential tools for defining constraints for any resource:

1 Select one of the following from the toolbar in the bottom right corner:

- 🖍️ marks forbidden positions and leaves red minuses while drawing
- 🖍️ marks unwanted positions and leaves yellow exclamation marks while drawing
- 🖍️ marks mandatory positions and leaves blue plus signs while drawing
- ◇ erases previously drawn marks

When a marker is selected, previously drawn marks will be colored (red, yellow and blue), while the cards fade away

2 Click on any position, day or period to draw marks (clicking again will erase marks)

3 To release the marker, press Esc or click outside of the timetable

> Use markers in any master, individual, extra or your own view and notifications will be updated upon any change.

👨‍🏫	Monday						Tuesday			
	08:00 09:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 01:00	01:00 02:00	08:00 09:00	09:00 10:00	10:00 11:00	11:00 12:00
Bronte	!	5b	!	5c	7c	—	7c	7a	5b	5c
Break teacher	—	—		5a		5a	—			
Dickens			5d	7d	5a	7b	7d —	7b		7e
Hugo	5a(Fre 5b(Fre	5c	+	!	!	!			7c	7d
Hesse	5a(Ger 5b(Ger	5d	+	—	—		!	!	!	—
Rubens	7d	7a	5b	5d	+		—	—	—	—

Forbidden (red minus), unwanted (yellow exclamation mark) and mandatory (blue plus) marks in the teacher master view

⌄ **How to erase marks?**

- Pick ◇
- Click on any position, day, period or resource to erase previously drawn marks
- Click the timetable's top right corner to erase all marks

⌄ **How to copy marks from one resource to others?**

1 Pick 🖍️ , 🖍️ or 🖍️

2 Mouse over the first column in the timetable

3 Click Copy to

4 Select the resources where you want to copy the marks

5 Click Ok

Red Marker

The red marker is used to define forbidden positions for any resource:

1. Switch to the desired view, such as class, teacher, room or subject master view

2. Pick 🖍 and draw minus signs by clicking on any position, day or period

For example, you can specify when a part-time teacher is not available, avoid scheduling students for the last period on Fridays, forbid a room that is already booked, prevent difficult subjects from being scheduled in the last period or ignore gaps.

Yellow Marker

The yellow marker is used to indicate positions that should be avoided or missed for specific resources:

1. Switch to the desired view and pick 🖍

2. Draw yellow exclamation marks by clicking on any position, day or period

3. Mouse over the first column (resource name) to access unwanted settings:
   - Set **Allowed number of unwanted activities per week/day** to desired value

> If **Allowed number of unwanted activities per week/day** is set to **Arbitrary**, which is the default value, unwanted positions will be completely ignored by the generator.

⌄ How to avoid all lessons of Physics to be scheduled on the last period for all classes?

1. Choose **Open > Open Examples** and open Example 3 where all classes have 2 lessons of Physics per week

2. Switch to the subject master view and pick 🖍

3. Note that there are 5 drawn unwanted marks displayed as exclamation marks for Physics at the end of every day

4. Mouse over the Physics subject to note that **Allowed number of unwanted activities per week** is set to 1

This means that only one lesson of Physics is allowed at the last period. Otherwise, a warning will be reported and the generator will try to fix this for you.

Blue Marker

The blue marker is used to indicate preferred or mandated positions for specific resources:

1. Switch to the desired view and pick 🖍

2. Draw blue pluses by clicking on any position, day or period

3. Mouse over the first column (resource name) to access mandatory settings:
   - Set **Allowed number of missed mandatory activities per week/day** to desired value

> If **Allowed number of missed mandatory activities per week/day** is set to **Arbitrary**, which is the default value, mandatory positions will be completely ignored by the generator.

Marker settings when the blue marker is selected

⩔ How to ensure at least one lesson of Physics is placed within the first three periods for each class?

1 Choose **Open > Open Examples** and open Example 3 where all classes have 2 lessons of Physics per week

2 Switch to the subject master view and pick 🖊

3 Note that there are 15 drawn mandatory marks (plus signs) for Physics (3 first periods x 5 days)

4 Mouse over the Physics subject to find that the **Allowed number of missed mandatory activities per week** is set to 14

This implies that one lesson (15 mandatory - 14 allowed to be missed = 1 mandatory) of Physics per class must be scheduled within the first three periods. Failure to do so will trigger a warning, and the generator will try to fix this for you.

Pin

The pin tool, located in the bottom right corner, ensures cards won't move while improving the timetable and more:

1 Click 📌 and then click on the cards, days, periods or resources you want to pin/unpin

- Alternatively, right-click any card, day, period or resource and choose **Pin** or **Unpin** from the context menu
- Pinned cards have a little pin icon in the top right corner

2 Pin conflicts, unscheduled cards and other issues you want to ignore to eliminate related notifications

3 To release the pin, press Esc or click on an empty cell

Clip

Clipping allows you to group and schedule multiple cards together:

1 Select multiple cards

2 Right-click any selected card and choose **Clip**
- Clipped cards have a little clip icon in the top left corner and will be scheduled as a group

For instance, clipping is useful for scheduling electives, when one group has French and another has German (see Example 3).

⩔ **Why can't some cards be clipped?**

The rules for clipping cards are:

1 Cards needs to be scheduled on the **same day/period** and have the **same length**
- Otherwise, the **Clip** option won't be visible in the card's context menu

2 **Clipping conflicts is forbidden** to prevent making the impossible-to-improve timetable, so additional rules are:

- **Cards shouldn't include the same teachers**: consider merging cards or adding an activity with more resources, instead
- If the cards belong to the same class, **each card should have a different group from the same group set**; otherwise, consider revising groups or using pin to ignore conflicts
- There should be **enough rooms to accommodate all clipped cards**, e.g. if two cards have the same desired room with no alternatives, consider merging cards instead

⌄ **To clip or not to clip?**

Clipping is the preferred option when **scheduling together activities with different subjects**, such as electives, as adding an activity with more subjects is not allowed. Alternatively, you can create a combined subject, e.g. "French + German" and then add an activity for that subject and include the whole class.

When **scheduling together activities with the same subjects**, like meetings, there are several options:

1 Add an activity with multiple resources:

- Choose **Manage > Activities** and click Add
- Use Groups and More... to include multiple resources in the activity

2 Add separate activities for each resource and do one of the following:

- Merge related cards, which will effectively give you the same result as the first option
- Clip related cards

The differences are subtle so you can decide based on your preferences. For example, you might prefer to have a visual cue (a little clip icon) for cards that go together.

⌄ **How to add cards to an existing clip?**

1 Click on any card that is already part of the clipped group

2 Hold Ctrl while clicking on additional cards you want to add to the selection

3 Right-click any selected card and choose **Clip**

⌄ **How to unclip cards?**

1 Right-click on any card that is already part of the clipped group

2 Choose **Unclip**

VALIDATE

Notifications

Notifications are crucial for ensuring that the timetable meets specific constraints and aligns with the school requirements:

- **Accessing Notifications:** click 🔔 to show or hide the Notification panel. Resize and relocate the panel for better visibility.
  - The number displayed in the bell's top right corner indicates the total number of errors or warnings
  - Notifications are instantly updated whenever there is any change in the timetable
- **Understanding Notification Types:** Notifications are color-coded for clarity.
  - A red notification indicates a critical error that needs to be fixed
  - A blue notification signifies a warning which may not necessarily prevent the timetable from being valid
- **Spotting Issues:** Clicking on red or blue notifications makes the related cells blink in the timetable view.
  - To stop the blinking effect, click on the category title or or 🔔 to hide the Notification panel
- **Validity of Timetable:** A timetable is considered valid when there are no notifications present.

Resolve Notifications

To ensure optimal performance of the generator, it's crucial to actively monitor and resolve the listed errors and warnings. Any intentional error or warning must be addressed before the automatic generator can proceed. For instance:

- If cards are intentionally scheduled at the same time, use 📌 to resolve the errors by pinning the conflicted cards
- Mark a lunchtime class gap as forbidden using 🖍️ to prevent it from being listed as an error
- Use 📌 to pin intentionally unscheduled cards to ignore them, ensuring they are not counted as errors

⌄ **How to resolve conflicts?**

Conflicts should be resolved by merging cards. If merging is not possible or not desired (for example, conflicted cards have different subject, rooms or length), you can pin the conflicted/rotated cards and the related notifications will be removed.

⌄ **How to resolve gaps or missing groups?**

To resolve gaps, you can mark a gap as forbidden and related notifications will be removed. Alternatively, you can address both gaps and **Missing groups in the classes** by unchecking **Forbid gaps**:

1. Choose **Manage > Classes**, select a class and click Edit
2. Expand ⌄ Gaps and uncheck **Forbid gaps**
3. Click Edit

⌄ **How to resolve subject warnings?**

The notification **subject taught more than once a day** can be resolved by pinning these cards or:
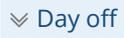
1. Choose **Manage > Subjects**, select a subject and click Edit
2. Expand ⌄ Day off and check **Taught more than once a day**
3. Click Edit

The notification **too many difficult or too few easy subjects in a day** can be resolved by setting the difficulty to **Low**:

1. Choose **Manage > Subjects**, select a subject and click Edit
2. Expand ⌄ Difficulty and set the difficulty to **Low**

3 Click `Copy to` , then `Select all` and confirm the selection with `Ok`

⌄ **How to resolve other errors and warnings?**

The most effective method is to pin related cards. By doing so, you can eliminate most errors and warnings, enabling the generator to concentrate on resolving critical issues that require attention.

⌄ **When should subjects be excluded from the generator and notifications?**

In some cases you might not be interested in resolving errors and warnings, for instance:

- **Non-teaching activities:**
    - Meetings, preparation, lunch and similar shouldn't impact teacher/class load, such as max. number of activities in a row
- **Too many errors/warnings:**
    - For instance, there might be numerous "desired conflicts" for Physical Education in the Gym

In such cases, it might be beneficial to exclude these subjects from the generator and notifications rather than resolving them. Additionally, for non-teaching activities, mark forbidden positions below these cards to prevent the generator from scheduling other activities in those slots.

GENERATE

Improve Timetable

To start the automatic generator:

1 Click (▷) located at the center of the bottom board

- Observe the progress as cards are automatically scheduled based on the provided input

2 If you don't see noticeable progress, click `Stop` to review and revise the data and/or constraints

- Once stopped, resume generation by clicking `Continue`

⌄ **How do I generate a timetable from scratch?**

- Hold the `Shift` key while clicking (▷)
- Clear all cards and then click (▷)
- Use the keyboard shortcut: `Ctrl` + `Shift` + `Space`

Non-pinned cards will be removed and automatic generator will start improving the timetable.

⌄ **How to prevent moving specific cards by the generator?**

- Pin the cards
- Exclude related subjects from the generator and notifications

Best Practices

To optimize the generator's performance and maximize efficiency, adhere to the following best practices:

1 **Single Activity per Resource/Period:**

- Ensure each resource is assigned only one activity per period to prevent conflicts
- Use `More...` or `Groups` when adding activities that require multiple resources, such as lunch breaks or meetings

2 **Start Without Constraints:**

- If the timetable can't be generated even without constraints, revise entered data by examining statistics

3 **Gradual Introduction of Constraints:**

- If progress is not evident, click `Stop` and review constraints and/or data
- Adjust constraints gradually to identify and resolve issues in a timely manner

4 **Monitor and Address Notifications:**

- Use 📌 to ignore intentionally conflicted cards or mark empty lunch periods as forbidden using 🖍️
- Resolve other notifications to allow the generator to focus on constraints that matter

5 **Priority Management:**

- Lower priority requirements won't be addressed until higher ones are resolved
- Top priorities include *conflicts*, *forbidden positions* and *gaps*, followed by *subject taught more than once a day*

6 **Utilize Undo/Redo and History:**

- Take advantage of the undo/redo functionality to revert any changes made during the scheduling process

By adhering to these best practices, you can streamline the scheduling process and achieve optimal timetabling outcomes.

Improvement Priorities

The automatic generator is supposed to solve about thirty highly complex requirements. Since these are commonly conflicted and it is usually impossible to solve them all, priority levels have been introduced, which the generator manages in the following way: **lower priority requirements will not be solved as long as there are unsolved higher priority requirements.**

The problem is that the generator is not always capable of detecting that some requirements cannot be satisfied and will keep trying to solve them at all costs, perpetually working without progress, leaving the rest of the timetable in poor state. That's why it is necessary to prepare quality data in order to help the generator do its best. Notifications are an irreplaceable tool for this task. However, some of the oversights made while entering data cannot be seen even in the notifications. The problem can be solved only if you abide by the following rules:

1. **Do not expect instant perfection:**
   - It's impossible to know in advance whether such perfect timetable is even possible
2. **Start with moderate requirements:**
   - At first, set moderate requirements and let the generator automatically create the timetable
3. **Gradually introduce constraints:**
   - Only when you manage to get a valid timetable should you increase constraints and start the generator again

⩔ **What levels of priority are recognized by the generator?**

The generator recognizes three levels of priority, each consisting of a number of individual requirements:

1. **Fatal error level**

This group includes:

- **Card conflicts**
- **Cards scheduled on forbidden positions**
- **Class gaps**

> As long as any of these errors exist, the generator will not be working on improving the rest of the timetable

Here are some typical beginner mistakes that should be avoided at all costs:

- A teacher/class has so many forbidden positions that some cards must be placed on a forbidden time slot
- There are more activities you want to put in a room or assign to a teacher than the total number of periods in the timetable
- Too many forbidden positions for a specific activity and related resources

2. **Difficult warning level**

This level includes only one item - **a subject taught in some classes more than once a day**. You should make sure to enter as many subjects as really taught in the school and choose the right subject for each activity.

3. **Warning level**

There are over twenty different warnings that might appear in notifications. The generator will address them only after resolving all fatal errors and difficult warnings.

SHARE

Share with Others

Users with the **Owner** role can manage access to school timetables:

1 Choose **Share > Share with others**

2 Click Add , Edit and Delete to manage users

3 Assign roles such as Owner, Creator or Viewer based on user permissions:
- **Owner** - Authority to manage timetables, users and their roles
- **Creator** - Ability to manage timetables
- **Viewer** - Permission to view timetables without making changes

Collaboration

Timetablers can collaborate on the same timetable simultaneously, with all saved changes seamlessly syncing and merging across any device in use. For example, one timetabler can modify a teacher's name while another alters their short name, and the changes will be integrated without any overwrites upon saving.

⌄ What happens in edge cases?

In the rarest edge case when merging is not possible (e.g. timetablers have both changed the same teacher's name), the app uses the **last save wins** model: the name saved by the latter timetabler will overwrite the name saved by the former, while all other changes will be properly merged. Changes made to previously deleted resources will be ignored.

In some cases, merging on a property level is not desired, such as when timetablers change the position of the same card. Merging could cause picking the day from one, the period from the second and the room from the third timetabler. The app takes care of this, ensuring that the card's position (day, period and room) set by the last timetabler is respected.

> The timetable is updated only when saving changes or when reopened, so timetablers are not being disturbed by potential changes made by others.

Publish to the Web

To publish a timetable:

1 Choose **Share > Publish to the Web**

2 Click Publish

3 Click Copy to share the link with others

4 Optionally, click **Visit published page** to open it in a new window
- The published web page is accessible from any device, including phones and tablets
- It automatically updates to ensure the latest changes are delivered to all

This allows a class/group, student or teacher to have direct access to their timetable by bookmarking the web page. Note that the individual class view can be filtered by a specific student or group.

⌄ **How to customize the published timetable?**

1 Choose **Share > Publish to the Web** and click Publish

2 Choose a skin

3 Select the period format: period number or name, 12-hour or 24-hour clock

4 Choose the initially displayed view

5 Check whether you want to resize periods based on duration

6 Expand ⩔ Advanced options to decide whether switching view is allowed, or to preserve the current zoom values for the master and individual views or to download all links for individual timetables

7 Choose **Open > Timetable Info** to set the school name and year displayed on the published web page

By checking **Preserve zoom values** the current zoom values for the master and individual views will also be used on the published web page. For instance, the following URL shows timetable with 150% vertical zoom set in both master and individual views and 200% horizontal zoom in the master view (note that 'zx=200&zy=150&zy1=150' are added to URL): published page for Example 3.

By default, conflicts are not rotated and forbidden and other marks are not displayed on the published page. You can override this behavior by adding rotate=1 and/or showMarks=1 to the URL.

⩔ **How to publish specific classes, teachers or days/periods?**

1 Create a view for specific resources, days and periods

2 Choose **Share > Publish to the Web**

⩔ **How to download links for all individual timetables?**

In order to get the list of links to all individual class, student, teacher and room timetables:

1 Choose **Share > Publish to the Web**

2 Choose skin, period format and initially displayed view

3 Expand ⩔ Advanced options and check whether switching view is allowed

4 Click **Download links for individual timetables**

Note: all links in the downloaded file are updated based on previous customization.

⩔ **How to share on social networks?**

1 Choose **Share > Social Networks**

2 Click Publish

3 Choose the skin, period format, etc.

4 Click 🅕 or 🐦 to share timetable on Facebook or Twitter

⩔ **How to embed timetable in a web page?**

1 Choose **Share > Embed Timetable**

2 Click Publish

3 Choose the skin, period format, etc.

4 Copy the generated HTML code and paste it into your website

5 Optionally, adjust HTML code to suit your website, such as changing background color, size and similar

⩔ **How to unpublish?**

1 Choose **Share > Publish to the Web**

2 Click Unpublish

Unpublishing a previously published timetable will make it no longer accessible to everyone.

Advanced Customization

Timetables can be completely customized to match your school's branding. With a bit of HTML and CSS knowledge you can:

1. Add custom school logo
2. Set custom font family, size and colors, e.g. to match styles in your school's website
3. Make any other HTML or CSS changes

United States International and K-12 examples are already customized with the most common changes:

1. Open United States International or K-12 example
2. Choose **Open > Timetable Info** and expand ⌄ More
3. Examine **Custom HTML** and **Custom CSS**, copy & paste to your timetable and adjust to suit your needs

⌄ **How to add school logo?**

1. Choose **Open > Timetable Info** and expand ⌄ More
2. Copy/paste below in the **Custom HTML** but change URL (displayed in bold) to point to the logo on your school's website:

Consult school administrator or webmaster for the school logo URL or try to obtain it yourself: navigate to school's website, right-click logo and choose **Copy image address** or **Inspect**.

3. Copy/paste below in the **Custom CSS** and adjust it to your needs:

```
.pub .customHtml, .print .customHtml {
    display: block; /* Show custom HTML on the published page and when printing */
}

.customHtml img {
    position: absolute; /* set school logo position */
    left: 10px;
    top: 2px;
}

.title, .year {
    left: 86px; /* set position of title and year */
}
```

4. Click Ok
5. Choose **Print > Print Timetable** or navigate to the published web page to check if the logo is properly displayed

⌄ **How to set custom font size or change font family?**

1. Choose **Open > Timetable Info** and expand ⌄ More
2. Copy and customize below CSS and paste it into **Custom CSS**:

```
.c .t {
  font-size: 10px; /* set custom font size in the master view */
}
.single .c .t {
  font-size: 11px; /* set custom font size in individual views */
}
.title, .year, .dayBorder, .periodBorder, .nameBorder, .c .t {
  font-family: 'Open Sans'; /* change font family */
   font-weight: 300;
}
```

3 Click **Ok**

⩔ **How to customize the display of only one day, period, subject, room, teacher or class?**

Here are some examples of HTML tags you can use for customization in the app's textual fields:

- Bold text: Your Text Here
- Italic text: Your Text Here
- Underlined text: <u>Your Text Here</u>
- Colored text: Your Text Here
- Hyperlink: Link Text
- Image:
- Font size: Your Text Here
- Font family: Your Text Here
- Line break:

You can combine these tags creatively to style your timetable. Here are some examples for customization:

Set period name to:

> Lunch
11:00 - 11:30

That will display **Lunch** in bold weight and the time interval will be in the next line.

Set teacher name to:

> Mr. John Cleese

This will display **Mr. John Cleese** in red, with bold letters and a larger font size.

PRINT

Print Timetable

In order to print the current master or individual timetable:

1. Choose **Print > Print Timetable**
2. Click the title or year to edit
3. Set paper size, orientation, color and optionally margins and scale
4. Click Print

Print Individual Timetables

To print all individual timetables (e.g. timetables for all classes, teachers, rooms or subjects):

1. Switch to the desired class, teacher, room or subject master view
2. Choose **Print > Print Individuals**
3. Set paper size, orientation, color and optionally margins and scale
4. Click Print

Print Students

To print student timetables from a specific class:

1. Switch to the desired class view
2. Choose **Print > Print Individuals**
3. Set paper size, orientation, color and optionally margins and scale
4. Click Print

Printing Tips

1. **Ensure app settings match printer settings:**
   - Align paper size, orientation and margins to avoid cutoffs
   - For example, choosing landscape orientation when the printer is set to portrait may cause cutoffs
2. **Use browsers with built-in print preview:**
   - Chrome, Edge and Firefox have built-in print preview, to make sure that everything is fine before printing
   - Older browsers might need to set printing background colors
3. **Choose proper paper orientation:**
   - Choose landscape for the master timetable and portrait orientation for individual timetables
   - Learn how to set landscape orientiation on Mac OS or Windows
4. **Control timetable size:**
   - If the master timetable doesn't fit paper height, it will be split into several pages
   - Adjust vertical zoom to change row height
   - Default setting stretches the timetable to fit paper width
   - Adjust the scale value to prevent cutoffs due to OS scaling or browser zoom, otherwise, leave the default value

⌄ How to print e.g. 5th graders, only English teachers or specific days and periods?

1. **Create a view** that displays only 5th graders or only English teachers or only specific days/periods

2. Choose **Print > Print Timetable** or **Print > Print Individuals**

EXPORT

Save as Local File

1 Choose **Save as > Local File**

2 The timetable will be downloaded to your device as an JSON file, which can be opened later

⌄ **Where can I find more information about timetable format?**

You can find more details about our JSON timetable format here.

⌄ **Can I consume your API and parse the data?**

The app utilizes a RESTful API, allowing any software to access published timetables and parse the data. For instance, you can directly access Example 3 in JSON. Additionally, the app offers CSV/TSV outputs that can be parsed easily.

Save as Custom File

Save your timetable in different formats like PowerSchool, iSAMS, SmartSchool or Siged with these steps:

1 Choose **Save as > Custom File**

2 Select **PowerSchool**, **iSAMS**, **SmartSchool** or **Siged** format

3 Customize options and click Download

Use the downloaded file to import the timetable into other software such as SIS, MIS or similar systems.

⌄ **How do I import my timetable into PowerSchool?**

1 Choose **Save as > Custom File** and select **PowerSchool** format

2 Optionally, set parameters like *School ID*, *Term ID*, *Block prefix* and whether subject names and short names should be switched in the exported columns

3 Click Download and open downloaded file using Notepad or a similar text editor

4 Select the file content (e.g. hold down Ctrl and press A), right-click and choose **Copy**

5 Switch to Excel/Sheets; for example, use this spreadsheet for PowerSchool Import Data Template Instructions

6 Right-click the desired cell (e.g. B1 in the provided spreadsheet) and choose **Paste**

The columns in the created PowerSchool file are:

School ID	Course Number	Course Name	Section Number	Term ID	Teacher Number	Teacher Name	Room	Expression
Specified before exporting	Subject ID	Subject name	Class ID	Specified before exporting	Teacher ID	Teacher name	Room ID(s)	Period and day short names

* ID is equal to **Custom ID** or related short name if **Custom ID** is not specified.

⌄ **What are the columns in iSAMS file?**

The columns in the iSAMS file are:

PeriodId	Set Code	Year	Group (optional)	Subject	Teacher	Room
= periodCount * (day - 1) + period	Class ID + Group ID	Class name	Group ID	Subject ID	Teacher ID	Room ID

* ID is equal to **Custom ID** or related short name if **Custom ID** is not specified.

⌄ **What are the columns in SmartSchool file?**

The columns in the SmartSchool file are:

Activity	Class	Group (optional)	Teacher	Subject	Room	Day	Period
Counter	Class ID	Group ID	Teacher ID	Subject ID	Room ID	Day position	Period position

* ID is equal to **Custom ID** or related short name if **Custom ID** is not specified.

⌄ **What are the columns in Siged file?**

The columns in the Siged file are:

Activity	Class	Group (optional)	Teacher	Subject	Room	Day	Start period	End period
Counter	Class ID	Group ID	Teacher ID	Subject ID	Room ID	Day position	Start position	End position

* ID is equal to **Custom ID** or related short name if **Custom ID** is not specified.

Hold `Ctrl` and click `Download` to include period start and end time columns (useful for custom periods).

Save as Spreadsheet(s)

Folow these steps to export timetable(s) to the spreadsheet app:

1 Switch to the desired master view and choose **Save as > Spreadsheet(s)**

2 Choose the **Current timetable view** or **All related individual timetables** and click `Download`

3 Open the downloaded HTML document and **Create a rectangular marquee** around the desired timetable(s):
- Click outside the timetable in the top-left corner
- Hold the left mouse button and drag the cursor to the bottom-right corner of the timetable

4 Right-click the selection and choose **Copy**

5 Switch to Excel or Sheets, right-click a cell and choose **Paste**

⌄ **How to export specific classes, such as 5th graders, or only English teachers, or specific days and periods?**

1 Create a view that displays only 5th graders or only English teachers or specific days/periods

2 Choose **Save as > Spreadsheet(s)**

Export Grid Data

To export various types of data from the grid, such as activities, teachers, subjects, rooms, classes/groups, days or periods:

1 Choose **Manage > Activities** (or other relevant sections)

2 **Create a rectangular marquee around the grid**:
- Click outside the grid in the top-left corner
- Hold the left mouse button and drag the cursor to the bottom-right corner of the grid

3 Right-click inside the selected grid area and choose **Copy**

4 Switch to Excel or Sheets, right-click the desired cell and choose **Paste**

HELP

Options

① Choose **Help > Options** to customize:

- **Skin:**
    - Choose **Blue** (default), **Green**, **Red**, **Violet**, **Orange**, **Pink**, **Cyan**, **Brown**, **Gray** or **Dark** skin
- **Period format:**
    - Choose **Name or period number**, **Name or 12-hour clock**, **Name or 24-hour clock**, **Period number**, **12-hour clock** or **24-hour clock** format
    - For instance, if you choose **Name or 12-hour clock**, you can customize a specific period by setting period name to "Lunch", thus overriding the default 12-hour clock display
- **Default view:**
    - Set the master view that will be displayed when the application starts
- **Save reminder:**
    - Set the save reminder interval (the default is 20 minutes)
- **Resize periods based on duration:**
    - By default, all periods appear to have the same size in the view regardless of their actual duration
    - Check this option if you want to resize periods based on their actual duration

② Expand ⌄ Advanced options to customize:

- **History states:**
    - Set the number of history states that you can undo/redo
- **Show tips & tricks:**
    - By default, the owl hoots useful info which experienced timetablers can hide by unchecking this option
- **Rotate conflicted cards:**
    - Set whether conflicted cards should be rotated (checked by default)
- **Show notification number:**
    - Set whether the notification number in the top right corner should be shown or hidden

Troubleshooting

⌄ **Why can't I save changes?**

- Click 👤 in the top right corner:
  - Click `My Profile` to ensure you are logged in and have been assigned the **Creator** or **Owner** role
  - **Verify your expiration date**, as your account might have expired and you need to extend subscription

⌄ **Why is my account locked?**

- Ensure you have entered a **valid email address** for continued access
- If your **account has expired**, you'll need to extend your subscription
- **Account misuse**, such as creating multiple free accounts, may result in a lockout due to a violation of our terms of service

⌄ **How to resolve software issue?**

1. Save your schedule as a local file to create a backup on your device and optionally save changes on our server

2. Refresh your browser (e.g. `Ctrl` + `F5`) to ensure the app loads properly

3. Try using another modern browser, such as Chrome, Firefox, Safari or Edge

4. If the issue persists, contact our support team and we will respond to you as soon as possible

Tips & Tricks

⌄ **How to prevent data loss?**

Before making any changes, consider the following:

- Save the timetable on your device
- Create a copy of the timetable
- Download your data archive
- Revise the history before saving

To restore a previous version:

- Open a copy from the server, your device or the archive
- Restore previously deleted timetables
- Recover data from daily backups:
    - Send us the name and exact date of the timetable you want to retrieve

If your internet connection is lost or our website is temporarily not available:

- Check your internet connection and try saving again
- Save the timetable on your device

⌄ **What to do when a constraint is not available?**

- Contact us to make sure there is no workaround for your scenario.
- Use pin to fix cards on specific positions that resolve your constraint and let the generator handle the rest. If the generator can't make a progress try pinning cards on different positions that also resolve your constraint.
- Customize related cards so they are easy to spot, e.g. set red as a background color and/or uppercase custom text like 'MUST BE LAST!'. In that way, you can generate several valid solutions until your constraint is resolved. When timetable is finished you can set any other background color and/or remove custom text. Creating custom views which displays only specific resources, days and periods (instead of looking at the whole timetable) can also help in detecting whether constraint is resolved.

⌄ **What keyboard shortcuts are available?**

Keyboard Shortcuts

Key combination	Action	Key combination	Action
Ctrl + O	Open timetable	Ctrl + S	Save changes
Ctrl + Z , Y	Undo/redo	Esc	Drop marker/pin, cancel, close window
Ctrl + 1 ... 9	Switch to related view	Ctrl + Alt + 1 ... 9	Toggle extra view
Ctrl + ↑ , ↓ , Home , End	Navigate through individual views	F11	Toggle full-screen
Ctrl + + , - , 0	Zoom in/out/reset, hold Shift for vertical, Alt for horizontal zoom	Ctrl + D	Opens data window
Ctrl + Alt + D	Manage days	Ctrl + Alt + P	Manage periods
← →	Switch to left/right tab	Ctrl + Alt + H	Show or hide history panel
↑ ↓ PgUp PgDn Home End	Select up/down, page up/down or the first/last item in the grid/list	Type first letters	Find item from the grid/list
+ or Insert	Add new item	Enter	Edit selected item, submit form
Alt + ↑ , ↓	Reorder items from the grid	Ctrl + ↑ , ↓	Reorder items in the selection list
Backspace or Delete	Delete selected items	Ctrl + click	Multi-select
Shift + click	Range selection	Ctrl + A	Select all items
Ctrl + C	Copy selected cards to clipboard	Ctrl + V	Paste items into grid
Ctrl + M	Toggle marker	Ctrl + .	Toggle pin
Ctrl + Backspace	Clear/delete selected cards	Ctrl + Alt + N	Toggle notifications
Ctrl + Space	Improve timetable	Ctrl + Shift + Space	Generate from scratch
Ctrl + P	Print timetable	Ctrl + Shift + P	Print individual timetables
Ctrl + Alt + Shift + P	Publish to the Web	Ctrl + U	My Profile
Ctrl + Alt + I	Timetable info	Ctrl + Alt + M	Merge timetable
Ctrl + Alt + O	Application options	F1	User guide

Frequently Asked Questions

General questions

⌄ **How do I start?**

Begin by watching our "Getting Started" tutorials, which have garnered over 150K views on YouTube. These brief videos provide an overview of the basics, offering the equivalent of a week's worth of training seminar content that you can watch at your own pace. They also serve as a great demonstration of the software's capabilities.

Additionally, you may want to explore automatically generated examples and search the user guide for specific topics of interest, such as "part-time teacher", "lunch", "clip" and similar. The user guide is also available in PDF format for your convenience.

If you have any questions, please don't hesitate to contact us. We're here to help!

⌄ **Can I use the app for scheduling my educational organization?**

The app is suitable for various educational organizations including:

- Kindergarten, elementary or primary schools
- Junior/middle/high or secondary schools
- International schools
- Private schools, such as language, art, music, dance and special education schools
- Campus schools
- Universities

Due to its flexibility, the app can be used for scheduling:

- School camps
- Teacher duties
- Exams
- Courses
- Online events, conferences...

However, there are scenarios in which the app has limited capabilities or is not helpful. For instance, American college may require different scheduling software. Also, the app won't assign activities for you. Instead, users have full control over managing activities and the app helps in finding the optimal time slots for already assigned activities by resolving conflicts and constraints such as forbidden positions for part-time teachers and similar. The app will help you to quickly change allocation (via bulk edit) and try different options to see what works for you, but again, it won't do any assignment for you. The only exception is when specifying *Alternative rooms*, in such cases, if the desired room is unavailable, the generator will attempt to allocate the activity in alternative rooms.

When in doubt, please contact us, and tell us more about your scheduling requirements.

⌄ **Are there any limitations during my 30-day free trial?**

In order to evaluate some printing/exporting options you need to open one of our examples. Apart from that, there are no limitations.

⌄ **Can I create more than one account, e.g. to share timetable with staff?**

There is no need to create multiple accounts. Instead:

1. Choose **Share > Share with others** to manage people who can access school timetables:
   - The following roles are available: **Owner**, **Creator** and **Viewer**
2. Alternatively, choose **Share > Publish to the Web** to publish timetables online

Data questions

⌄ Can I schedule lower, middle and high schools?

Yes, you can. You can refer to the K-12 example for an all-in-one timetable. Additionally, you may choose to create custom views for lower, middle and high schools. If needed, explore options for different period intervals for specific days or grades.

Alternatively, if combining all levels into one timetable seems cumbersome, you can create separate schedules for lower, middle, and high schools. Additionally, there's an option to merge timetables later to address potential conflicts with shared teachers or rooms.

⌄ How do I manage period intervals that vary for specific days or grades?

Familiarize yourself with options for implementing different period intervals for specific days or grades. For instance, you can utilize custom periods, as demonstrated in the K-5 example.

⌄ What should I do if the number of periods varies from day to day?

Set the number of periods per day to the maximum value and then utilize 🖍 to restrict positions that are not needed.

⌄ What if some activities last 15 minutes and others 45 minutes?

Refer to the 15-minute interval example. Essentially, add periods with 15-minute intervals and while adding activities choose *Triple length* for those lasting 45 minutes (3 * 15min = 45min). Utilize horizontal zoom if dealing with numerous days/periods.

⌄ How do I add activities involving multiple classes/groups/teachers?
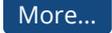
1. Choose **Manage > Activities** and click `Add`
2. Utilize `More...` and `Groups` to add activities involving multiple teachers, classes, groups or rooms.

For further information, refer to the documentation on activities.

⌄ Will I lose data if I collaborate with others?

No, you won't lose any data. Timetablers can collaborate on the same timetable simultaneously and all saved changes will be synchronized and merged across any device you or your colleagues might be using.

Generator questions

⌄ How do I handle part-time teachers' availability restrictions?

1. Switch to teacher master view
2. Use 🖍 to draw forbidden positions when a part-time teacher is not available

For additional information, consult the documentation on markers.

⌄ How to ensure that cards related to student's options go together?

Clip cards to ensure they are scheduled together.

⌄ How do I address errors displayed when I click the bell icon?

The objective is to generate an error-free timetable. Many errors and warnings can be easily resolved. For instance, conflicts can be resolved by pinning conflicted/rotated cards or by excluding specific resources. Class gaps can be resolved by marking the gap as forbidden using the 🖍.

Refer to the documentation for more details on notifications and how to resolve them.

⌄ It appears that the generator isn't making any progress. What should I do?

The generator is designed to continually strives to find optimal solutions despite challenging constraints. If there's no discernible progress for a few seconds or so, consider stopping the generator and revising constraints or data.

Refer to the documentation for more information on the generator and its priorities.

Sales questions

⩔ **What happens after the evaluation period expires?**

1 Saving changes is disabled

2 Your account may become locked after a period, preventing you from logging in

3 Eventually, your data will be deleted

To continue from where you left off, you'll need to purchase the software.

⩔ **What is the price of the software?**

You can find the prices on the home page. We offer special discounts, up to 40%, for multi-year purchases. Simply select a billing term by adjusting the year slider located below the Basic and Premium plans.

⩔ **Basic plan is up to 40 teachers. Are teacher assistants counted, too?**

Yes. Plans are based on the total number of unique teacher names across all created timetables.

⩔ **Premium plan is up to 100 teachers but we have 150. What is the price for our school?**

Please contact us directly for pricing details. Generally, the price is proportionally higher - for example, for 150 teachers, it would be 1.5 times the price of the Premium plan. Similar discounts apply for multi-year purchases.

⩔ **Are there any discounts available?**

Yes, discounts are offered for multi-year purchases. To take advantage of special discounts, up to 40%, select either the Basic or Premium plan, then choose your billing term by adjusting the year slider below.