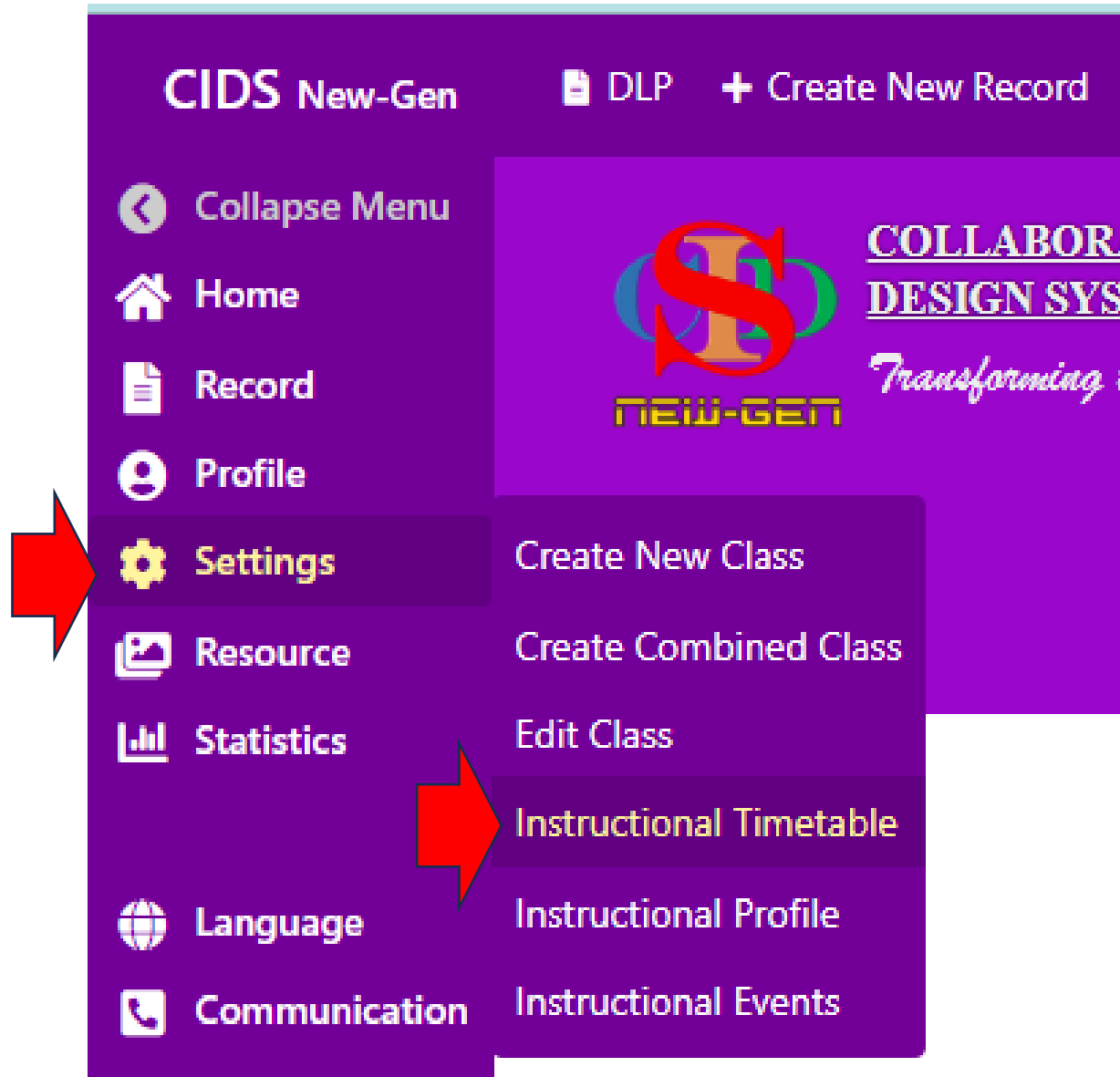


CREATE INSTRUCTIONAL TIMETABLE




Every teacher is required to create his/her own timetable.


This menu is for the coordinator (the first user registered). Some items of the submenu may not be visible to other teachers in the institution/school.

Settings: Instructional Timetable

Profile of Individual Instructional Timetable for each class and subject

FAQ 






What should I do? 

Search User's Timetable




Select and fill in the information to create a regular teaching schedule or an elective (flexible) lesson schedule for individuals

Academic Year/Session:	2025/2026 
School session start time:	7:15 AM <small>There is no need to change if this timeline is within your instructional timetable</small>
School session end time:	3:15 PM <small>(Choose a time on the longest day)</small> <small>There is no need to change if this timeline is within your instructional timetable</small>
Maximum period per session:	20 <small>(Choose total instructional periods on the longest day)</small> <small>There is no need to change if this timeline is within your instructional timetable</small>
School days are from:	Monday  to Friday 
Timetable Name:	<input type="text"/>
Effective date:	<input type="text"/> <small>Set the date when this timetable started to be use</small>


Read information,
FAQ, and watch
the short video for
assistance.








Fill in correctly

Timetable type:	Permanent, Not flexible  <small>Choose whether this is normal timetable or flexible timetable that rotates every other week (or every 2 weeks).</small>
Timetable status:	Editing Process (Not Activated) <small>Press Activate Timetable button below to activate this timetable.</small>


Choose Day, Class Name, Time, Subject, No of Periods, No of Daily Lesson Plan (DLP) correctly.










Scheduling

What should I do? 

Day	Class Name	Subject	Time From - to	No. of Periods	No. of IPA	Action
Monday 	1 Alpha 	Science & Mathematics 	Start Time: 8:00 AM End Time: 8:30 AM	1 	1 	 Press to add settings
<i>Press to select day according to timetable</i>	<i>Press to select the class according to timetable</i>	Mathematics  <i>Press to select category and subject of the teaching period</i>	<i>Press to select start time and end time for the teaching period</i>	<i>Press to select numbers of teaching period</i>	<i>Press to select numbers of DLP needed</i>	


Scheduling







What should I do? 

Day	Class Name	Subject	Time From - to	No. of Periods	No. of IPA	Action
Monday	1 Alpha	Mathematics	8:00 AM - 8:30 AM	1	1	
Monday	2 Alpha	Mathematics	9:30 AM - 10:00 AM	1	1	
Choose Day 	Select class 	Choose Category  Choose Subject 	Start Time: <input type="text"/> End Time: <input type="text"/>	1 	1 	 Press to add settings
<i>Press to select day according to timetable</i>	<i>Press to select the class according to timetable</i>	<i>Press to select category and subject of the teaching period</i>	<i>Press to select start time and end time for the teaching period</i>	<i>Press to select numbers of teaching period</i>	<i>Press to select numbers of DLP needed</i>	

SAVE & ACTIVATE TIMETABLE

Scheduling

What should I do? 

Day	Class Name	Subject	Time From - to	No. of Periods	No. of IPA	Action
Monday	1 Alpha	Mathematics	8:00 AM - 8:30 AM	<input type="text" value="1"/>	<input type="text" value="1"/>	<button>Delete</button>
Monday	2 Alpha	Mathematics	9:30 AM - 10:00 AM	<input type="text" value="1"/>	<input type="text" value="1"/>	<button>Delete</button>
<div>Choose Day </div> <div>Press to select day according to timetable</div>	<div>Select class </div> <div>Press to select the class according to timetable</div>	<div>Choose Category </div> <div>Choose Subject </div> <div>Press to select category and subject of the teaching period</div>	<div>Start Time: <input type="text"/></div> <div>End Time: <input type="text"/></div> <div>Press to select start time and end time for the teaching period</div>	<div><input type="text" value="1"/> </div> <div>Press to select numbers of teaching period</div>	<div><input type="text" value="1"/> </div> <div>Press to select numbers of DLP needed</div>	<div><button>Add</button></div> <div>Press to add settings</div>

1

Please press the **Add** button each time you enter information in the table row before pressing the **Save** button at the end of the display.

2

TIMETABLE A1

Add Timetable

Archive

Press **Add Timetable Set** for flexible instructional timetable or to create a new one.

Save

View Timetable


Activate Timetable

Delete

Academic Calendar

VIEW TIMETABLE

Scheduling

What should I do? 

Day	Class Name	Subject	Time From - to	No. of Periods	No. of IPA	Action
Monday ▾	1 Alpha ▾	Mathematics	8:00 AM - 8:30 AM	1	1	Delete
Monday ▾	2 Alpha ▾	Mathematics	9:30 AM - 10:00 AM	1	1	Delete
Choose Day ▾ <small>Press to select day according to timetable</small>	Select class ▾ <small>Press to select the class according to timetable</small>	Choose Category ▾ ▾ <small>Press to select category and subject of the teaching period</small>	Start Time: <input type="text"/> End Time: <input type="text"/> <small>Press to select start time and end time for the teaching period</small>	1 ▾ <small>Press to select numbers of teaching period</small>	1 ▾ <small>Press to select numbers of DLP needed</small>	Add <small>Press to add settings</small>

Please press the **Add** button each time you enter information in the table row before pressing the **Save** button at the end of the display.

You can press and drag to sort the timetable rows

TIMETABLE 1

TIMETABLE A1

Add Timetable

Archive

Press **Add Timetable Set** for flexible instructional timetable or to create a new one.

Save

View Timetable

Activate Timetable

Delete

Academic Calendar

VIEW TIMETABLE



Ishmil



Boston Test School
Suffolk, Massachusetts
TEACHING TIMETABLE

	7:15 AM	7:45 AM	8:15 AM	8:45 AM	9:15 AM	9:45 AM	10:15 AM	10:45 AM	11:15 AM	11:45 AM	12:15 PM	12:45 PM	1:15 PM	1:45 PM	2:15 PM	2:45 PM
Monday			Mathematics 1 Alpha 8:00 AM - 8:30 AM			Mathematics 2 Alpha 9:30 AM - 10:00 AM										
Tuesday																
Wednesday																
Thursday																
Friday																

TIMETABLE A1

TIMETABLE 1

Note: Timetable has not been activated. IPA progress calculation, report and statistic cannot be done if there is no active timetable.

TEACHING PERIOD ANALYSIS

Mathematics 1 Alpha	Hours of Teaching: 0h 30m	Amount of Teaching Period: 1	Amount of IPA: 1
Mathematics 2 Alpha	Hours of Teaching: 0h 30m	Amount of Teaching Period: 1	Amount of IPA: 1
Summary	Total Teaching Hours: 1h	Total Teaching Period: 2	Total IPA: 2

Back

Print/Save PDF

Timetable -
Analysis

