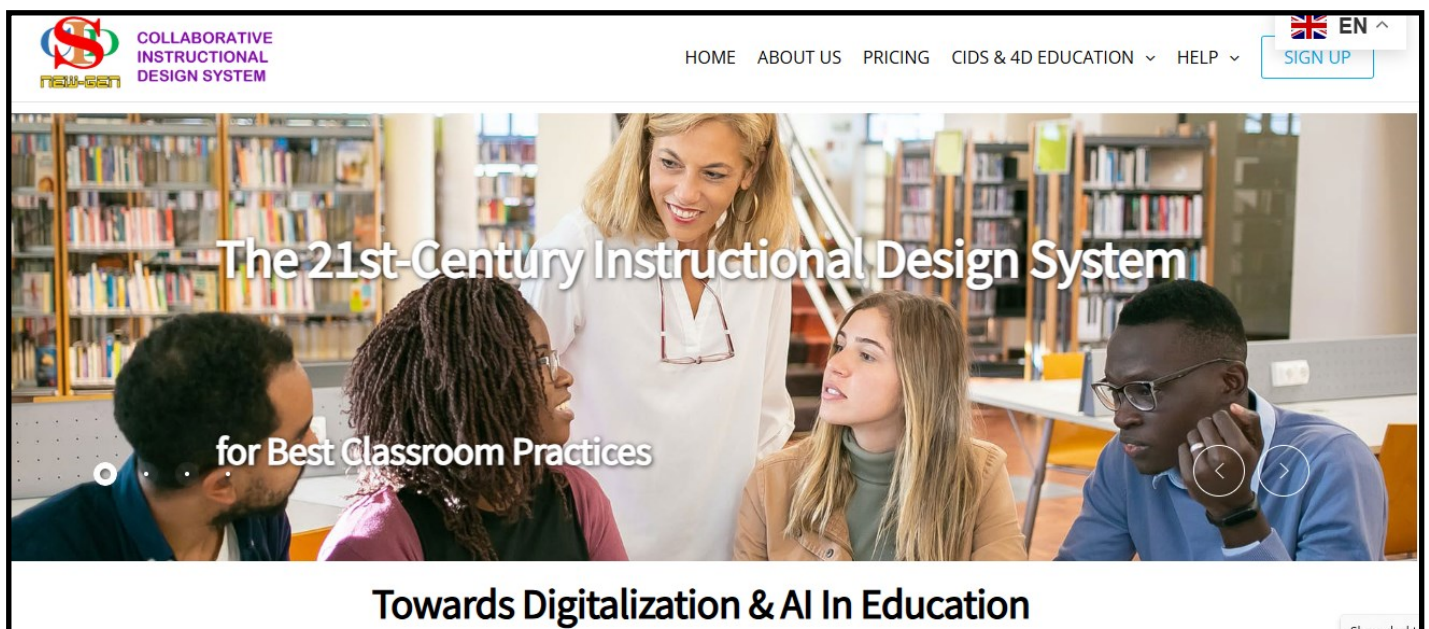




THE COLLABORATIVE INSTRUCTIONAL DESIGN SYSTEM (CIDS New-Gen)



TRAINING MODULE CREATE INSTRUCTIONAL TIMETABLE

Transforming teachers.....inspiring learners

CREATE INSTRUCTIONAL TIMETABLE

Each user needs to create his/her timetable

Get ready information on your teaching timetable:

- Subjects
- Number of teaching period for each classroom interaction for a week
- Teaching days/times



- Press **Settings - Instructional Timetable**

Settings: Instructional Timetable

Profile of Individual Instructional Timetable for each class and

FAQ ⓘ 🗣️ What should I do?

Search User's Timetable

Section 1: Select and fill in the information to create a regular teaching schedule or an elective (flexible) lesson schedule. Some items may not require changes.

Academic Year/Session:	2025/2026
School session start time:	7:15 AM There is no need to change if this timeline is within your instructional timetable
School session end time:	3:15 PM (Choose a time on the longest day) There is no need to change if this timeline is within your instructional timetable
Maximum period per session:	20 (Choose total instructional periods on the longest day) There is no need to change if this timeline is within your instructional timetable
School days are from:	Monday to Friday
Timetable Name:	SET A
Effective date:	04-08-2025 Set the date when this timetable started to be use
Timetable type:	Permanent, Not flexible Choose whether this is normal timetable or flexible timetable that rotates every other week (or every 2 weeks).
Timetable status:	Editing Process (Not Activated) Press Activate Timetable button below to activate this timetable.

Choose/fill in correctly

Instructional Timetable means - A set of individual timetables consisting of a **weekly teaching schedule** complete with the name of the **subject, time, and duration of teaching periods**.

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

Check: Section 1

- ⇒ **Academic Year/Session:** Press and choose
- ⇒ **School session start time:** *There is no need to change if this timeline is within your instructional timetable.*
- ⇒ **School session end time:** *(Press and choose a time on the longest day)
There is no need to change if this timeline is within your instructional timetable.*
- ⇒ **Maximum period per session:** *(Choose total instructional periods on the longest day)
There is no need to change if this timeline is within your instructional timetable.*
- ⇒ Choose school days. Press and choose
- ⇒ Fill in **Timetable Name:**
- ⇒ Press and choose **Effective date:** *Set the date when this timetable started to be use.*

CREATE INSTRUCTIONAL TIMETABLE

Section 2: Scheduling - Press and choose the following items. Read the information carefully. Press **Add** to continue for the next subject.

If you are the first user in your institution, you need to **create classes** (all classes in the institution).

Before you begin to create a timetable in the system, list down your schedule details as below: (Examples are given on the first line)

DAY	CLASS NAME	SUBJECT	SUBJECT CATEGORY	TIME (FROM—TO)	NO. OF PERIODS	NO. OF DLP
Monday	1 Alpha	Mathematics	Science & Mathematics	8.00—8.30 AM	1	1

Read the information

⇒ Refer to module
“Create Class

To determine your Subject Category correctly:

Main Menu, Press—**Help**—**Subject Category**—**Common Subject**

Section 2:

- ⇒ **Day:** Press & choose day
- ⇒ **Class Name:** Press & choose Class
- ⇒ **Subject:** Press & Choose Category, Subject
- ⇒ **Time:** Press & choose your teaching times
- ⇒ **No. of Periods:** Press & choose total instructional periods.
- ⇒ **No. of DLP:** Press & choose No. of DLP required for a particular day.
- ⇒ Press **Add**
- ⇒ Continue for the next teaching day.
- ⇒ Press **Save**
- ⇒ Press **View Timetable**

Section 2: Scheduling - Press and choose the following items. Read the information carefully. Press Add to continue for the next day.
What should I do?

Day	Class Name	Subject	Time From - to	No. of Periods	No. of DLP	Action
Choose Day Press to select day according to timetable	Select class Press to select the class according to timetable	Choose Category Press to select category and subject of the teaching period	Start Time: End Time: Press to select start time and end time for the teaching period	1 Press to select numbers of teaching period	1 Press to select numbers of DLP needed	Add Press to add settings

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.

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

Congratulations: You have completed the following requirement successfully:

- ☐ Fill All Items in Section 1
- ☐ Section 2: Your Timetable
- ☐ Save at the end of the page

CREATE INSTRUCTIONAL TIMETABLE

Section 2: Scheduling - Press and choose the following items. Read the information carefully. Press **Add** to continue for the next day.

What should I do?

Day	Class Name	Subject	Time From - to	No. of Periods	No. of DLP	Action
Choose Day	Select class	Choose Category	Start Time: End Time:	1	1	Add Press to add settings
Press to select day according to timetable	Press to select the class according to timetable	Press to select category and subject of the teaching period	Press to select start time and end time for the teaching period	Press to select numbers of teaching period	Press to select numbers of DLP needed	

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.

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

Add Timetable **Archive**

Save **View Timetable** **Activate Timetable** **Delete** **Academic Calendar**

Read the information

Final Step: You need to Activate your timetable

- Press **Activate Timetable** button

WHAT SHOULD I DO?

Settings on the Instructional Timetable

- By default some items have been set. Please read the information on the relevant item and edit the settings if necessary.
- Press on the **Scheduling** items of the Instructional Timetable and fill in the settings.
- Press **Add** on each Scheduling line after the subject settings.
- Press **Save** at the end of the display.
 - Scheduling items can still be edited
- Press **Activate** to activate the Instructional Timetable.
 - Editing can no longer be done
 - If there are major changes to the table, Press **Deactivate Timetable**, and create the new one
 - Deactivate Timetable** - The timetable will be removed from the display list and kept in the **Archive**
 - It will not affect the previous DLP and statistical reports
 - Any timetable found in the Archive can be copied (duplicated) to form a new timetable
- Press **Copy** (duplicate) if there are minor changes and need to reuse the timetable.
 - The timetable is copied (duplicate), listed on the display and can be edited (need to rename the timetable) and continue to edit
 - Repeat the process

X

Final Step: Activate
Timetable

Read important information:

Press What Should I Do?

Full explanations are given
on:

- ⇒ *Creating a new
Timetable*
- ⇒ *Activating the Timetable*
- ⇒ *Deactivating the
Timetable*
- ⇒ *Changes in Timetable*
- ⇒ *Copy Timetable*

FAQ

1. How to create a new Instructional Timetable?

- If you don't have a Timetable yet, just follow the steps given.
- If you already have a Timetable, either press the **"Deactivate Timetable"** button or press the **"Activate Timetable"** button first and then **"Deactivate Timetable"** depending on the situation.
- Then press the **"Add Timetable"** button.

2. If I have created a Timetable, saved it, and activated it, can I edit it again if there are changes to my schedule?

- Yes. **"Deactivated"** the Timetable first. Then press **"Copy"**.
- After that, you can edit it (*delete any that are not needed and add new days and times*). Follow the steps given.
- Press **"Save"** – press **"Activated Timetable"**.

3. How to determine the Effective Date & End of Effective Date, and what are the consequences if the date is wrong?

- Effective Date** – The date of the week to start creating Records/DLPs. Automatically displays the latest date. You can change it.
- But make sure that starting from the specified week, there are Records/DLPs made and sent even though teaching has not started.
- End of Effective Date:** – displays the latest date. You can change it. Make sure the end date is in accordance with the teaching session and does not overlap with the previous schedule.
- Errors in the start and end dates will involve inaccurate statistical analysis but will not affect your DLP planning.

Press FAQ

FAQ on certain important
issues related to **editing due
to changes in your
timetable & other issues.**

Congratulations! you have
completed this Module.

Now you are ready to move to
the next module.