

Timetables

Adding timetables to a course

To mark attendance a timetable of session first needs to be created. Follow the steps below

Timetables are made to hold the session that are delivered during a course.

Date based sessions - Session that occur on specific days, often at regular intervals. Monday to Friday, 12:00pm-3:30pm.

Sequence based session - Session that happen during a programme that may not have a day or time but do have a specific number that happen.

Most timetable will be Date based sessions

1. In the attendance tab for a selected course, click the '**New timetable**' link.
2. You won't need to change the name of the timetable unless there is a need to use multiple timetables for the course, or the current name is too long. The location can be left blank.
3. Set the style appropriately (*Date based session in most cases*)
4. Tick '**Share with other courses in this qualification**' this makes it easier to navigate between different courses within the same qualification intake.
5. Click '**Create timetable and add sessions...**'

Date  (Monday)

Time No set time

Holidays Check for holidays 

Extra holidays: 

Repeat

Repeat every week

Repeat on Sun Mon Tues Wed Thur Fri Sat 

Repeat until:  (inclusive)

Location Use timetabled location

Duration minutes
(not required)

Staff Use timetabled staff 

Fiona Collier ✕
James Wairama ✕
[Add...](#)

Label 
(not required)

Points * 

Cancel

Validate

Validation will indicate if any session have been removed because they fall on holiday days and how many session are being created.

Make sure that the correct number of session will be created approximately 50 for a 5 day per week, 10 week course.

To add additional sessions click '**add sessions**' in the sessions view of the attendance tab and follow the instruction above.

Removing session

<https://nextcloud.chesterwhitwell.co.nz/s/TWwP6Q3jQaqe3bm>

Revision #13

Created 14 April 2019 21:24:16 by Chester Whitwell

Updated 25 March 2020 21:38:26 by Chester Whitwell