

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...**'

YB-2629-1902 New Zealand Certificate in Digital Media and Design (Level 4) (Bun) : CCM01-1902 Design (1902-YB-WN-CCM-B) ? ☆ ...

Overview

Students

HCount

Assessment

Grades

Approval

Attendance

Specials

Create Timetable

Timetable name * ?	<input type="text" value="Design (1902-YB-WN-CCM-B) Timetable"/>
Location ?	<input type="text"/> (not required)
Style ?	<div>Date based sessions ▾</div>
Staff ? (not required)	<div>Fiona Collier ✕</div> <div>James Wairama ✕</div> <div>Add...</div> <div><input type="checkbox"/> Default timetable ?</div> <div><input checked="" type="checkbox"/> Share with other courses in this qualification ?</div> <div><input type="checkbox"/> Create and link assessment ?</div> <div><input type="checkbox"/> Students are allocated to sessions ?</div> <div><input type="checkbox"/> Points can be entered as attendance is recorded ?</div> <div><input type="checkbox"/> Limit attendance by enrolment dates ?</div>
Qualification	
Assessment	
Allocation	
Points entry	
Current students	

[Cancel](#)[Create Timetable](#)[Create and add sessions...](#)

?

Adding sessions

Sessions are the individual units that students will attend.

1. Set the date to the start date of the course you are working with.
2. you can choose whether to set a time for the session. (*this isn't important as the students and tutor will already be aware of the session times. We are mostly concerned with whether they attended or not.*)
3. Make sure '**Check for holidays**' is ticked (*this will automatically remove sessions that occur during public holidays*)

in most cases we are creating sessions that repeat during the course

4. Set repeat to '**weekly**' and tick the days the session repeats on.
5. Set repeat until to the end date of the course.
6. Set the Label to help differentiate different types of session in the interface.
7. Points should remain set to 1.0
8. Click validate

Date
11 Feb 2019 (Monday)

Time
☒ No set time

Holidays
☒ Check for holidays
Extra holidays:

Repeat
Weekly
Repeat every 1 week
Repeat on ☐ Sun ☒ Mon ☒ Tues ☒ Wed ☒ Thur ☒ Fri ☐ Sat
Repeat until: 19 Apr 2019 (inclusive)
☒ Use timetabled location

Location
☒ Use timetabled location

Duration
(not required)
200 minutes

Staff
☐ Use timetabled staff
Fiona Collier ✕
James Wairama ✕
Add...

Label
(not required)
Studio

Points *
1.0

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>

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