

## HOW TO CONSTRUCT A CLASS USING SPECIAL SCHEDULE

If a school does not have any patterns in their teaching timetables, then the school should use the Special Schedule feature in the Classes File to timetable their classes. This document explains how to do that.

Go to **File, School Setup, Classes**. Click **Add** to create a new class instance or double-click an existing instance to edit it. Fill in the information as follows:

**Course code.** Pick the course code from the dropdown menu. TIP: press “e” to jump to course codes starting with “e”.

**Section Letter.** If the course is taught to different groups at different times or by a different teacher, you have to create a new class for each instance and differentiate them with the section letter, e.g. ELA1104a and ELA1104b. Section letter is automatically assigned but you can change it.

**Teacher.** Pick the teacher of the class.

**Additional Teacher (optional).** Use this if the class is team-taught.

The screenshot shows the 'Classes' dialog box with the following fields and annotations:

- Course Code:** ELA1104 (Annotated with 'Course code' tip)
- Section:** a (Annotated with 'Section Letter' tip)
- CTS:** (Annotated with 'Teacher' tip)
- Number of Seats:** 30
- Credit Value:** 5.00
- Class Teacher:** Foley, Jillian
- Multiple Rooms:** (unchecked)
- Room Number:** 5 (Annotated with 'Room Number (optional)' tip)
- Reportable:** (checked) (Annotated with 'Reportable checkbox' tip)
- Calculate minutes from period times:** (checked)
- Minutes/Day:** 0
- Class Starting Date:** 08/22/2013
- Class Ending Date:** 01/16/2014
- Special Schedule:** (checked) (Annotated with 'Check Special Schedule checkbox' tip)
- Edit:** (button)
- Grouped Classes:** None Selected (dropdown) and Select (button)
- Language:** English (dropdown)
- Buttons:** Report Card, Previous, Next, Exam, OK, Cancel
- Footer:** Click the button to specify the semesters/terms/days/periods the class is taught | INS

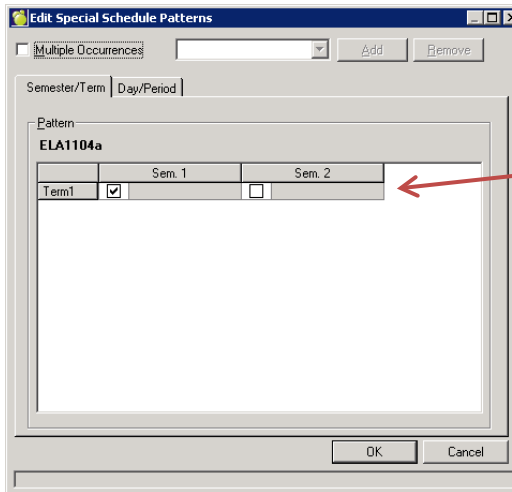
Check **Special Schedule** checkbox and click **Edit** to set the duration and the day/period schedule of the class section. [See next page for further details.](#)

**Room Number (optional).** Pick the room where the class takes place.

**Reportable** checkbox can be unchecked if no marks are expected for the class, typically when the class is used only for attendance collection.

### Defining the schedule using Special Schedule

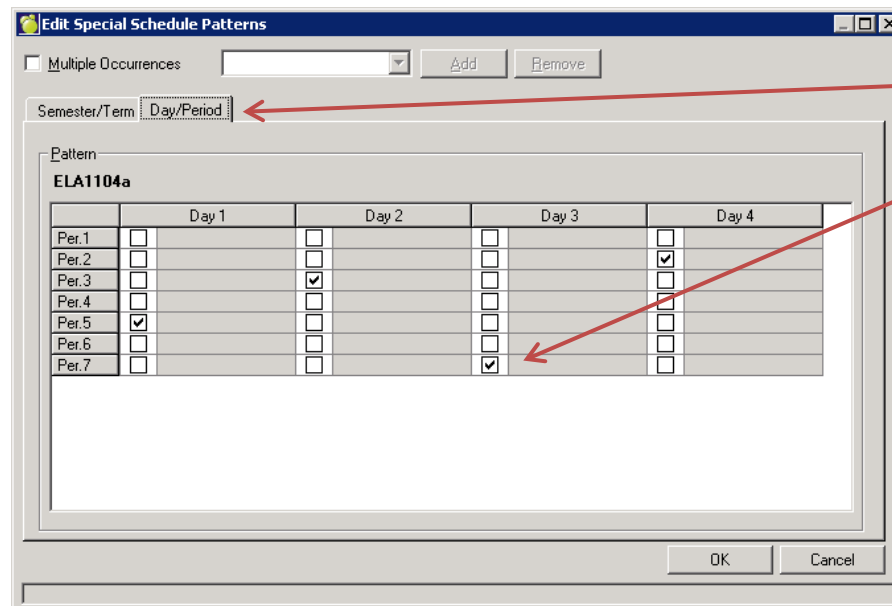
After clicking **Edit** under **Special Schedule**, as shown on the previous page, you can define the duration and the weekly schedule of the class. Special Schedule is used typically when the school's timetables are not very patterned and each class follows a unique schedule.



The dialog box is titled "Edit Special Schedule Patterns". It has a "Multiple Occurrences" checkbox and a dropdown menu. Below this is a tabbed interface with "Semester/Term" and "Day/Period" tabs. The "Semester/Term" tab is active, showing a table for "Pattern ELA1104a". The table has columns for "Term1", "Sem. 1", and "Sem. 2". The "Term1" column has a checked box, while "Sem. 1" and "Sem. 2" have unchecked boxes. At the bottom are "OK" and "Cancel" buttons.

	Sem. 1	Sem. 2
Term1	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Select **Semester(s)/Term(s)**, in other words set the **duration** of the course. Check the boxes that apply. For full year courses, check both semesters. NOTE: The actual semester start and end dates are set in the Calendar (File, School Setup, Calendar, Edit).



The dialog box is titled "Edit Special Schedule Patterns". It has a "Multiple Occurrences" checkbox and a dropdown menu. Below this is a tabbed interface with "Semester/Term" and "Day/Period" tabs. The "Day/Period" tab is active, showing a table for "Pattern ELA1104a". The table has columns for "Day 1", "Day 2", "Day 3", and "Day 4". The rows are labeled "Per.1" through "Per.7". The "Day 1" column has a checked box for "Per.5", "Day 2" has a checked box for "Per.3", "Day 3" has a checked box for "Per.7", and "Day 4" has a checked box for "Per.2". At the bottom are "OK" and "Cancel" buttons.

	Day 1	Day 2	Day 3	Day 4
Per.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Per.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Per.7	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Under **Day/Period** tab, set the **Day/Period** schedule for the class as shown.

Click **OK** once done!