



Teacher: Timetable User Guide (2017)

Last modified: July 2017

Timetable

Your school may use a daily timetable, which can be added to your school's MIS system. If this is the case the timetable will be pulled across to the eSchools platform (if you cannot see the timetable, ensure the Timetable function has been turned for teachers). Classes that a particular teacher is assigned to will appear on an individual timetable.

Pages and their definition:

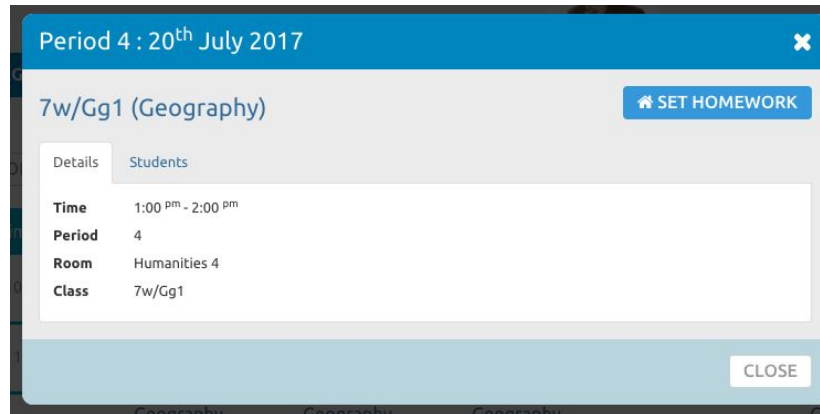
- View timetable – See your timetable on a week by week basis
- View class details – view details on the class and the students in it.

Features:

The screenshot shows the eSchools user interface. At the top, there is a navigation bar with options: MESSAGES, EMAIL, DRIVE, TIMETABLE (selected), FILES, STAFF CHAT, and CALENDAR. The user is identified as Mr P Brown, logged in on 21st July 2017 at 1:34 pm. A 'LOG OUT' button is visible. Below the navigation bar, the timetable is displayed for the week of 17th - 21st July 2017. The timetable is organized into a table with columns for days of the week and rows for time periods. The classes listed are Geography, with specific room and group identifiers (e.g., H1 Gg, H4 Gg, T4 Gg, E8 Gg). Callout 1 points to the left and right navigation arrows, and callout 2 points to the search bar for other users' timetables.

Periods / Times	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 9:00 am - 10:00 am	Geography H1 Gg	Geography H4 Gg	Geography H4 Gg	Geography H4 Gg	Geography H4 Gg
2 - 10:00 am - 11:00 am	Geography T4 Gg		Geography H4 Gg		Geography H4 Gg
3 - 11:15 am - 12:15 pm	Geography H4 Gg	Geography H4 Gg	Geography H4 Gg		Geography H4 Gg
4 - 1:00 pm - 2:00 pm		Geography H4 Gg	Geography E8 Gg	Geography H4 Gg	Geography H4 Gg <small>NOW</small>
5 - 2:00 pm - 3:00 pm	Geography H4 Gg	Geography H4 Gg		Geography H4 Gg	Geography H4 Gg <small>NEXT</small>

- View timetable – The timetable displayed shows the current week's schedule with the ability to view future or past weeks by using the left and right arrows (1). Use the 'Today' button to jump back to the present week. A daily view of your timetable will appear on your dashboard.



- View class details – Click on an individual class name (2) to see more details. A pop-up window will appear with information on the class. Click on the 'Students' tab to see the pupils attending that class. Click on the 'Set Homework' button to jump to the Homework function (see the **Homework User Guide** for more information).