## Welcome to eDiary!

This Quick Start Guide will help you setup a basic timetable quickly.

Select the **Setup** menu and complete the 5 **eDiary Setup** steps by clicking on each tab, in order from left to right.

Let's start with the settings needed for a typical school timetable based on the following:

- 4 School Terms
- 5 Periods a day with 1 Recess & 1 Lunch
- 10 Day Timetable Cycle (5 days a week)

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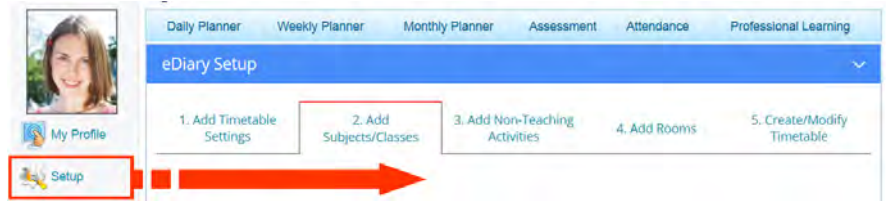
1. Add Timetable Settings

Create your Timetable Settings. Select **Add Timetable Settings** from tab 1 and use the pop-up calendars to **add start & end term dates**, starting each term on timetable cycle Day 1 (usually a Monday).

Then add the following:

- **Max. Periods** per Day, e.g. '5'
- **Max. Non-Class/Non-Teaching Periods**, e.g. '2'
- **Days per Timetable Cycle**, e.g. '10'
- **No. of Weekend Days**, '2' (Sat & Sun)

Then select your **'State'** to load all holidays and add any additional Non-Teaching days or Holidays.

When complete select **Submit**.

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2. Add Subject/Classes

Select **Add Subjects/Classes** to create your Term 1 subjects. From the Subject/Classes table, select **Add New +** (circled below) to create a subject and complete the fields in the pop-up screen illustrated to the right.

When complete, **Submit**.

You can quickly change any subject/class details by clicking on **Edit** which allows you to modify text, colour etc.

You can also import an excel template list of subjects using **the Tools** drop-down menu.

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3. Add Non-Teaching Activities

Select **Add Non-Teaching Activities** to add all Non-Teaching Activities that you'll need for your timetable creation in step 5.

Select **Add New +** and complete the fields in the pop-up box and **Submit**. Some standard **Non-Teaching Activities** such as Recess, Lunch, Lunch 1, Lunch 2 etc have already been loaded into the eDiary.

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4. Add Rooms

Select **Add Rooms** to add the Rooms that you'll need for your timetable creation in step 5.

Select **Add New +** and complete the fields in the pop-up box and **Submit**. You can also import room numbers by using the Tools drop-down.

5. Create/Modify Timetable

Select Create/Modify Timetable and a blank **Timetable** appears set to the **current term/year.** The illustration to the right shows a timetable with 7 rows (with 5 Teaching & 2 Non-Class Periods) based on the settings created earlier in Step 1.

Click Add+ to add Class Type, Period No. & Bell Times to all rows:

In the example, the first row for Period 1 has been created (1). Click the **Add +** button to open a time block pop-up (2) , then add the:

Class Type: Teaching (3)
Period No: 2
Bell Times: 9.30-10.30 (4) and submit.

For the next row, if it's a non-class period, select the:
Class Type: *Non-Teaching* (5)
Period: *NA*
Bell Times: 10.30-10.50 and submit.

Complete each row until all time blocks have a teaching and non-class period/session and bell times added. If required, you can also click into a time block to change the bell times (6).

Add Subject/Classes & Activities to the Timetable:

Option A:

Select Timetable Drag & Drop **and drag & drop** (1) subjects to each time-block. A preview screen shows your full timetable. Select a subject or activity in the **Drag & Drop Subject/Classes** column (2) and drag and drop it into a time block. You can also drag and drop any subject/class (3) from time block to time block.

Option B:

Click on each time block to add Subjects/Classes/Activities & Rooms. Go back to Create/Modify Timetable. Click into an empty time block (1) e.g. **Period 3**/**Day 1**, and a pop-up box allows you to select the (2) **Subject, Room and Colour** for this period. **Submit** for your selection to be added (e.g. History 7 B). Repeat this process for each TIME BLOCK, working from left to right.

If the subject you require is missing from the dropdown menu, you can add a new subject using the +Add Subject button (3) within the pop-up. You can also modify bell times and delete (4) the period if required.

Copy the Timetable to Terms 2, 3 or 4 or Term 1 Next Year by loading the screen to the Timetable to be copied (e.g. Term 1). Select '2' in the 'Copy Term To' drop down and click on the copy icon. An exact timetable copy, including copies of each subject will be made to Term 2. You can then create and add new Term 2 subjects to this timetable if needed.

Please note, only period no's and bell times are copied to Next Year.