

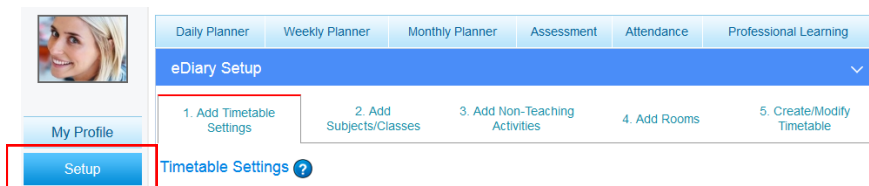
Welcome to eDiary!

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 each tab, in order from left to right. The eDiary is pre-loaded with default settings for Terms 1-4 based on the home state entered during sign-up and periods are set to: 6 teaching and 4 non-teaching using a 10 day cycle. However you can change and customise any of these dates and settings to suit your specific teaching requirements using the guide below.

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)



1. Add Timetable Settings

Modify or create Timetable Settings. Select **Add Timetable Settings** from tab 1 and use the pop-up calendars to **change/add 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**.

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.

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.

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.

QUICK START GUIDE

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 sample timetable with multiple rows for Teaching & 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). Free Periods are automatically added every time a Teaching row is created. 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).

Class Type	Day 1	Day 2
Teaching	Period 1 08:40 AM - 09:25 AM Study Period 12A Staff Room	Period 1 08:30 AM - 09:30 AM Free Period
Teaching	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period

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.

Class Type	Day 1	Day 2
Teaching	Period 1 08:40 AM - 09:25 AM Study Period 12A Staff Room	Period 1 08:30 AM - 09:30 AM Free Period
Teaching	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period

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**.

1. Add Timetable Settings
2. Add Subjects/Classes
3. Add Non-Teaching Activities
4. Add Rooms
5. Create/Modify Timetable

Timetable ? Complete in two steps:

- 1. Select **Add +** to fill the Class Type, Period No. & Bell Times in each row.
- 2. Either select **Timetable Drag & Drop** to drag & copy subjects to the required time blocks or click on time-blocks to add subjects, rooms, alter times or delete a period.

Quick Setup Video

Year: 2017 Term/Semester: Term 1 Copy Term To:

+ Add New Row x Delete Timetable Timetable Drag & Drop Hide Blank Rows PDF Print

Timetable Term 1 Monday, January 30, 2017 - Friday, March 31, 2017

Class Type	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period
Non-Teaching	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period

Select the **Class Type, Period No., Bell Times**

Class Type: Teaching Period: 2 From: 09:30 AM To: 10:30 AM Submit

Select the **Class Type, Period No., Bell Times**

Class Type: Non-Teaching Period: N/A From: 10:30 AM To: 10:50 AM Submit

Year: 2017 Term/Semester: Term 1 Copy Term To:

+ Add New Row x Delete Timetable Timetable Drag & Drop Hide Blank Rows PDF Print

Timetable Term 1 Monday, January 30, 2017 - Friday, March 31, 2017

Class Type	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	Period 1 08:40 AM - 09:25 AM Study Period 12A Staff Room	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Free Period
Teaching	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period	Period 2 09:30 AM - 10:30 AM Free Period

Add/Modify Subject/Activity & Room/Area

Day & Period: Day 1 & Period 3

Class Type: Teaching

Bell: 10:50 AM - 12:00 PM

Subject / Activity: History 7 B (Term 1)

Room / Area: Room 50

Subject Colour:

Submit

+ Add Subject Delete Period