

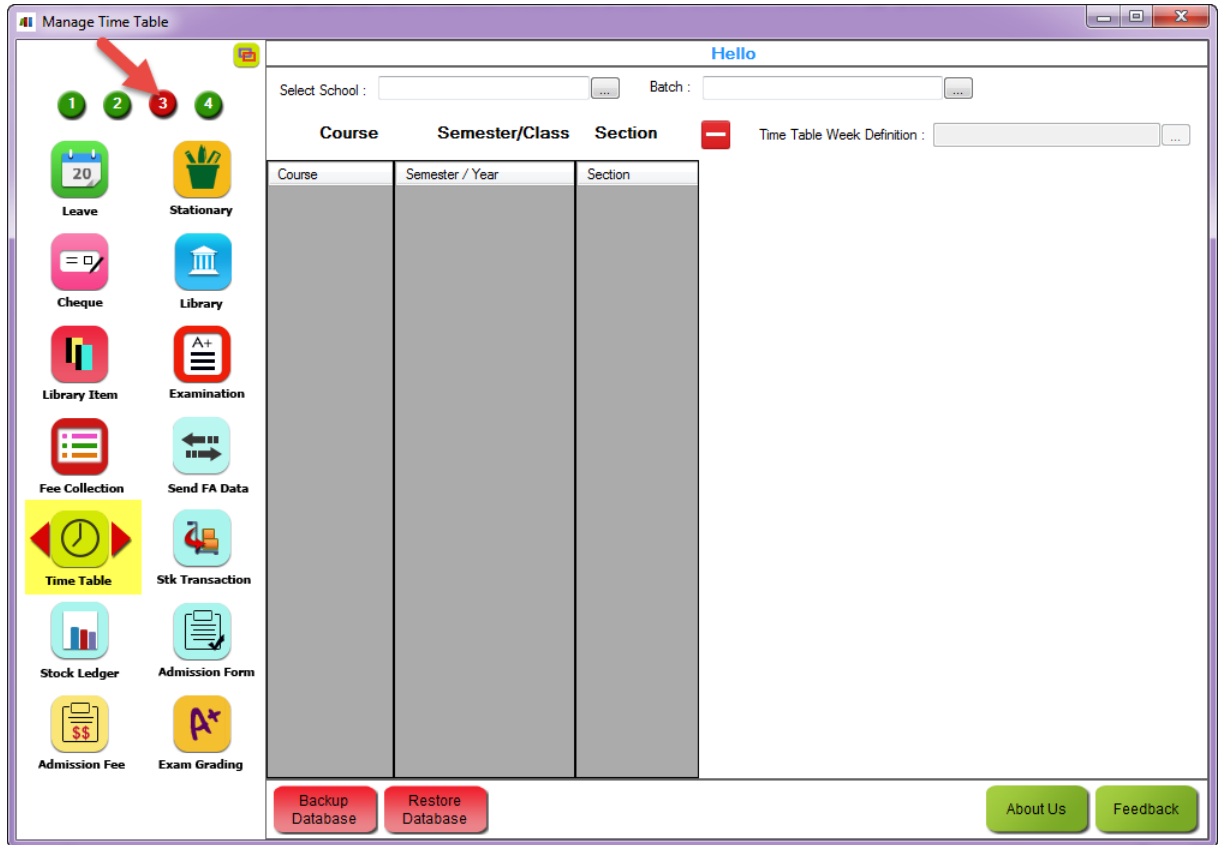
# How to manage time table?



HDSchool Tutorials

To manage time table, you need to follow below steps:

1. Run HDSchool.
2. Go to 3<sup>rd</sup> Page of HDSchool, click on **Time Table**.



3. *Select School* and *Batch* in **Manage Time Table** Window.

Select School :  ... Batch :



4. Select *Course, Semester/Year* and *Section* of which you want to make time table.

Course	Semester/Class	Section
CBSE	Class - I	A-Section
ICSE	Class - II	B-Section

5. Click on 3 dotted button of **Time Table Week Definition** to make time table.

Manage Time Table

Hello

Select School : Hyper Drive School      Batch : HD School (2016 - 2017)

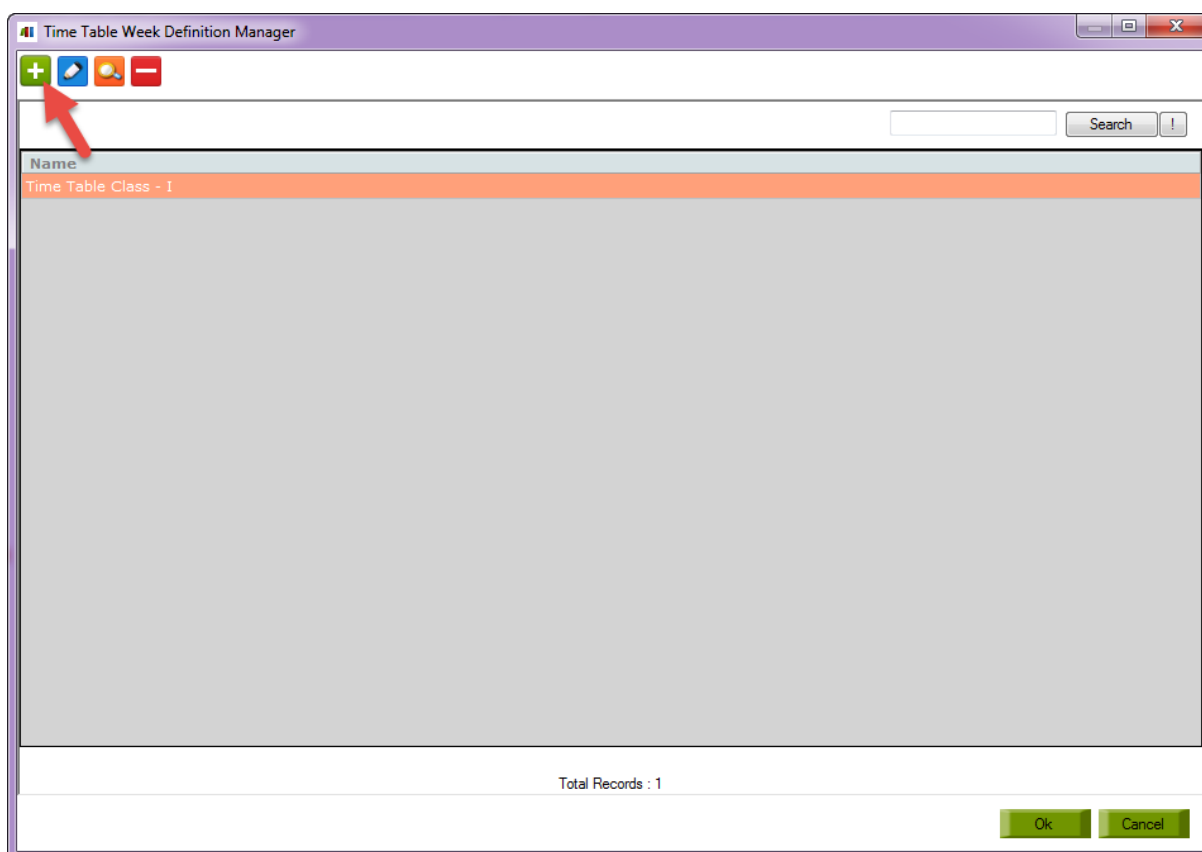
Time Table Week Definition :

Course	Semester/Class	Section
CBSE	Class - I	A-Section
ICSE	Class - II	B-Section

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6. **Time Table Week Definition Manager** window will open. Click on **Add Time Table** button.



7. **Time Table Week Definition** window will open; fill the required details:

- **Definition Name:** You can give the name of the time table.
- **Select Days:** You can select days in a week when time table is applied by checking checkboxes.
- **Day Start Time:** You can give start time of time table.
- **Day End Time:** You can give end time of time table.
- **Class Duration:** You can give duration of the class.
- **Select Breaks:** You can give break start time and end time.
- Click on **Preview Week Definition** button to see the preview of the time table.
- Click on **Save**.



**Time Table Week Definition**

Definition Name : Time Table of Class II

Select Days

<input checked="" type="checkbox"/> Monday	Display Name : MON
<input checked="" type="checkbox"/> Tuesday	TUE
<input checked="" type="checkbox"/> Wednesday	WED
<input checked="" type="checkbox"/> Thursday	THU
<input checked="" type="checkbox"/> Friday	FRI
<input type="checkbox"/> Saturday	SAT
<input type="checkbox"/> Sunday	SUN

Day Start Time : 08:00 AM

Day End Time : 02:00 PM

Class Duration : 40 Min

Select Breaks

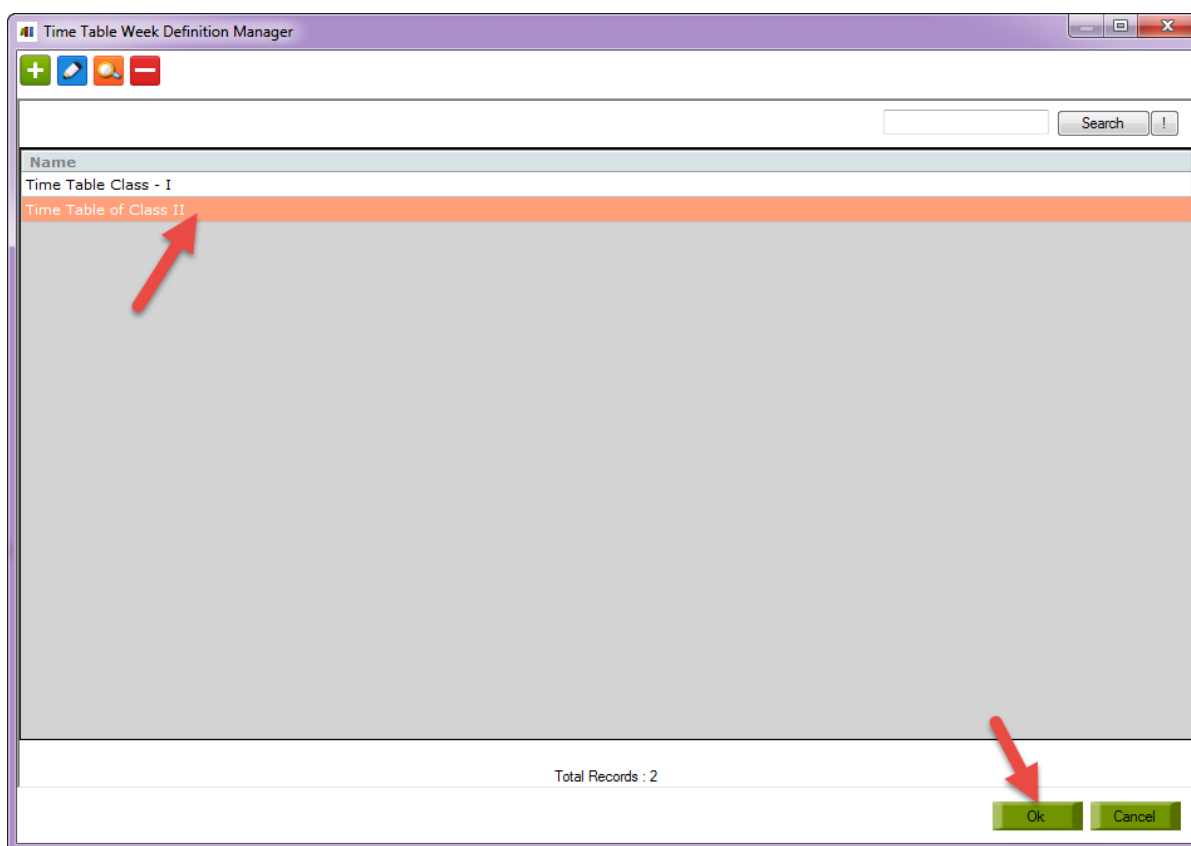
	Start Time	End Time
<input checked="" type="checkbox"/> Break 1	10:40 AM	11:20 AM
<input type="checkbox"/> Break 2	01:00 PM	02:00 PM
<input type="checkbox"/> Break 3	01:00 PM	02:00 PM
<input type="checkbox"/> Break 4	01:00 PM	02:00 PM

Preview Week Definition

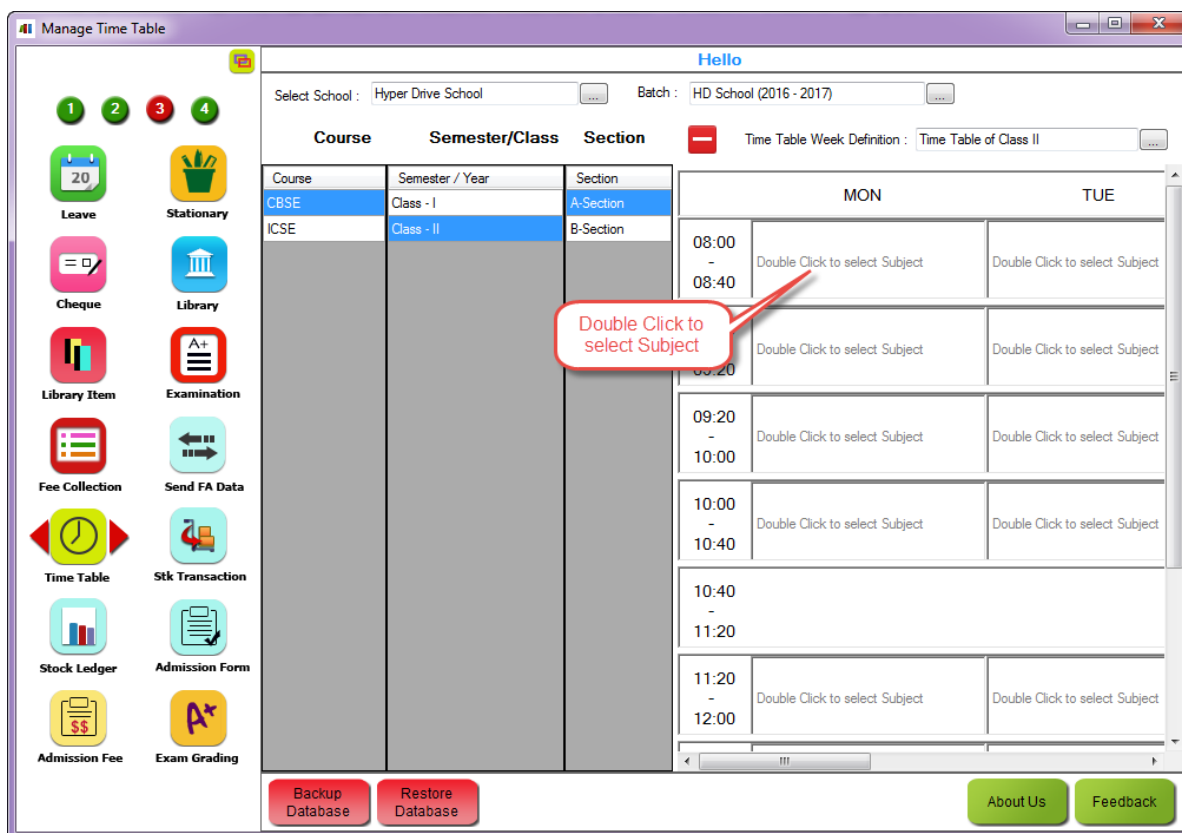
	MON	TUE	WED	THU
08:00 - 08:40	Preview	Preview	Preview	Preview
08:40 - 09:20	Preview	Preview	Preview	Preview
09:20 - 10:00	Preview	Preview	Preview	Preview
10:00 - 10:40	Preview	Preview	Preview	Preview
10:40 - 11:20	B R E A K			
11:20 - 12:00	Preview	Preview	Preview	Preview
12:00 - 12:40	Preview	Preview	Preview	Preview
12:40 -	Preview	Preview	Preview	Preview

Save (F8) Close

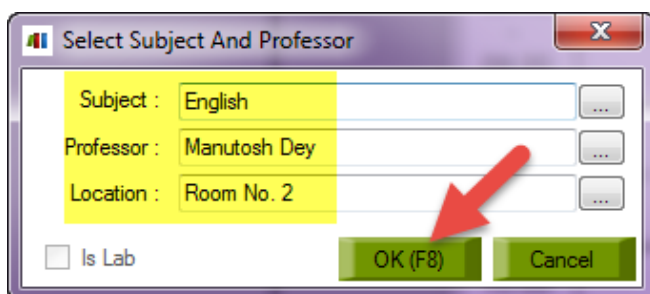
8. From **Time Table Week Definition** window, select time table and click on **Ok**.



9. On the **Manage Time Table** screen, double click on the slot to select Subject.



10. **Select Subject And Professor** screen will open; select the *Subject*, *Professor* and *Location* to add into time table. If the subject time slot is lab then check the checkbox **Is Lab**.
11. Click on **Ok**.





12. This way you can select subject and professor for every time slot.

Manage Time Table

Hello

Select School : Hyper Drive School Batch : HD School (2016 - 2017)

Course Semester/Class Section Time Table Week Definition : Time Table of Class II

Course	Semester / Year	Section	MON	TUE
CBSE	Class - I	A-Section	08:00 - 08:40 Sub: English Prof: Manutosh Dey Location: Room No. 2	08:00 - 08:40 Sub: EVS Prof: Sanjay Acharya Location: Room No. 2
ICSE	Class - II	B-Section	08:40 - 09:20 Sub: Computer Science Prof: Anurag Sinayak Location: Room No. 2	08:40 - 09:20 Sub: English Prof: Manutosh Dey Location: Room No. 2
			09:20 - 10:00 Sub: EVS Prof: Sanjay Acharya Location: Room No. 2	09:20 - 10:00 Sub: Computer Science Prof: Anurag Sinayak Location: Room No. 2
			10:00 - 10:40 Sub: EVS LAB Prof: Sanjay Acharya Location: Room No. 2	10:00 - 10:40 Double Click to select Subject
			10:40 - 11:20	10:40 - 11:20
			11:20 - 12:00 Double Click to select Subject	11:20 - 12:00 Double Click to select Subject

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13. This way you can add Time Table.