

Timetables User Guide

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Introduction

Most high schools are required to implement a timetable package to handle academic class and period by period learning. The Timetables module enables seamless integration with third party* timetable software to populate PxP classes.

The Timetables module offers:

- teacher, class and student search functionality that gives you fast access to basic timetable information and the ability to locate students
- ability to create a variety of rosters, schedules and basic timetables
- time saving and paperless web-based solution you can use to manage staff and student movement
- ability to publish to the student and parent portal and keep timetable data up to date
- ability to plan and print timetable information
- integration with other Sentral modules, including Academic Reports, PxP and Attendance Wellbeing module.


Product versions

The version of Sentral at your school may have a different user interface to the one shown in this guide. The features available are generally the same, although you may see differences because of the way Timetables is configured at your school.

Role-based permissions

Your access is assigned to you by the Sentral Administrator (Administrator) at your school. They can set permissions at a granular level, and this determines the type of access you have and the functions you can access in the Timetables module.

Access

- To access the Timetables module, select the Sentral menu icon () and then under Scheduling, select Timetables. The Timetables home screen displays.

Search for a timetable

Overview

There are two ways to search for a specific timetable:

- via the Search Timetables quick search field
- via the Timetable Search menu – for a Teacher/Student/Class/Room/Faculty Timetable.

To use Timetables quick search

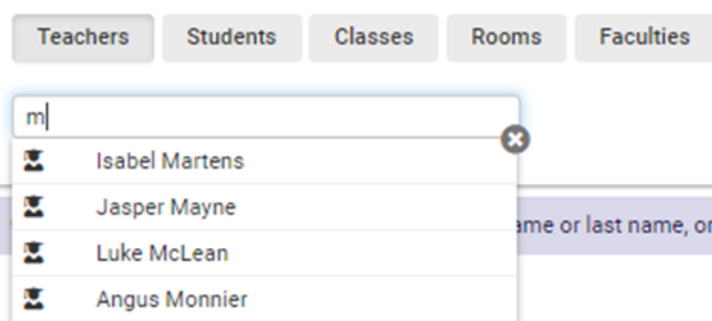
1. Select the Sentral menu icon (⋮) and then under Scheduling, select Timetables. The Timetables home screen displays.

A rectangular search input field with the placeholder text "Search Timetables" and a magnifying glass icon on the right side.

Timetables quick search field

2. Start typing the specific teacher, student, or class and select an option from the results list.

Timetable Search

The interface shows a search bar with the letter 'm' entered. Below the search bar are five filter buttons: Teachers, Students, Classes, Rooms, and Faculties. A dropdown menu is open, displaying a list of names: Isabel Martens, Jasper Mayne, Luke McLean, and Angus Monnier. A partial label "ame or last name, or" is visible to the right of the dropdown.

To search for a teacher/student/class/room/faculty timetable

1. Select the Sentral menu icon (⋮) and then under Scheduling, select Timetables. The Timetables home screen displays.
2. Select an option to limit your search: Teachers, Students, Classes, Rooms, Faculties.
3. Do any of the following:
 - Enter part or all a student or teacher's first name or last name.
 - Enter a class code, room code, or faculty name.
4. Select from the results list to display the timetable.

Irrespective of the filtering you chose or your selection, the Timetable that displays includes Subject name, Class, Room and Teacher name.

Kibble, Katelynn						Options ▾
Term 1 Week 10 - Term 1 Week 11 >						
	MonA	TueA	WedA	ThuA	FriA	
	Monday	Tuesday	Wednesday	Thursday	Friday	
	20/03/2023	21/03/2023	22/03/2023	23/03/2023	24/03/2023	
Per0 8:00 - 8:45						
Per1 8:45 - 9:45	Chemistry 2 Unit * (11CH2) ☺ S4 👤 Mrs Desiree Tildesley	2 Unit Maths (Ext. 1 Class) * (11M232) ☺ M6 👤 Mrs Autumn Asher (8:45 - 9:45)	2 Unit Maths (Ext. 1 Class) * (11M232) ☺ M6 👤 Mrs Autumn Asher (8:45 - 9:45)	Modern History 2 Unit * (11MH1) ☺ M1 👤 Mrs Joyce Cotter (8:45 - 9:45)	Mathematics Extension 1 * (11M32) ☺ M1 👤 Mrs Autumn Asher (8:45 - 9:45)	
Per2 9:45 - 10:45	Legal Studies 2 Unit (11LS2) ☺ H4 👤 Mrs Patience Nibbi	Legal Studies 2 Unit (11LS2) ☺ H4 👤 Mrs Patience Nibbi (9:45 - 10:45)	Biology 2 Unit (11B1) ☺ S1 👤 Mrs Catalina Grills (9:45 - 10:45)	English 2 Unit (Advanced) (11ENA1) ☺ E2 👤 Mrs Wai Paterson (9:45 - 10:45)	Chemistry 2 Unit (11CH2) ☺ S4 👤 Mrs Desiree Tildesley (9:45 - 10:45)	
Rec 10:45 - 11:15						
Per3 11:15 - 12:15	2 Unit Maths (Ext. 1 Class) (11M232) ☺ M6 👤 Mrs Autumn Asher	Modern History 2 Unit (11MH1) ☺ H5 👤 Mrs Joyce Cotter (11:15 - 12:15)	English 2 Unit (Advanced) (11ENA1) ☺ E2 👤 Mrs Wai Paterson (11:15 - 12:15)	Chemistry 2 Unit (11CH2) ☺ S4 👤 Mrs Desiree Tildesley (11:15 - 12:15)	Biology 2 Unit (11B1) ☺ S1 👤 Mrs Catalina Grills (11:15 - 12:15)	
Per4 12:15 - 13:15	English 2 Unit (Advanced) (11ENA1) ☺ E2 👤 Mrs Wai Paterson	Chemistry 2 Unit (11CH2) ☺ S4 👤 Mrs Desiree Tildesley (12:15 - 13:15)	Modern History 2 Unit (11MH1) ☺ M1 👤 Mrs Joyce Cotter (12:15 - 13:15)	2 Unit Maths (Ext. 1 Class) (11M232) ☺ M6 👤 Mrs Autumn Asher (12:15 - 13:15)	Legal Studies 2 Unit (11LS2) ☺ H4 👤 Mrs Patience Nibbi (12:15 - 13:15)	
Lun1 13:15 - 13:25						
Lun2 13:25 - 13:55						
House 13:55 - 14:20	Rogan (11ZR03) Composite ☺ H4 👤 Ms Christal Wildman	Rogan (11ZR03) Composite ☺ H4 👤 Ms Christal Wildman (13:55 - 14:20)	Rogan (11ZR03) Composite ☺ H4 👤 Ms Christal Wildman (13:55 - 14:20)	Rogan (11ZR03) Composite ☺ H4 👤 Ms Christal Wildman (13:55 - 14:20)	Rogan (11ZR03) Composite ☺ H4 👤 Ms Christal Wildman (13:55 - 14:20)	
Per5 14:20 - 15:20	Biology 2 Unit ** (11B1) ☺ S1 👤 Mrs Catalina Grills	English 2 Unit (Advanced) ** (11ENA1) ☺ E2 👤 Mrs Wai Paterson (14:20 - 15:20)	Legal Studies 2 Unit (11LS2) ☺ H4 👤 Mrs Patience Nibbi (14:20 - 15:20)	Biology 2 Unit ** (11B1) ☺ S1 👤 Mrs Catalina Grills (14:20 - 15:20)	Modern History 2 Unit ** (11MH1) ☺ H5 👤 Mrs Joyce Cotter (14:20 - 15:20)	
Per6 15:20 - 16:00			Mathematics Extension 1 ** (11M32) ☺ M1 👤 Mrs Autumn Asher (15:20 - 16:00)			

Example of Timetable (ST version)

To view timetable information

1. First, complete a search.

See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)




The Timetable is displayed period-by-period for the entire week/multigrid or two-week cycle. Search results default to the current term and week. If you use a two-week cycle, both weeks (A and B) display.



Note: If your school uses multi-grid via Edval, you may see two or more tabs for Timetable view.

High School

Junior School

2. To view a different term or week, do any of the following:
 - a. Use the arrows next to the term/week link < [Term 1 Week 10 - Term 1 Week 11](#) >
 - b. Select the term/week link, choose an option from the list, and select the tick icon ().
3. To view timetable information about a class, select the link next to the class name.
4. To view information about a location, select the link next to the location icon .
5. To view information about a class's teacher, select the link next to the teacher icon  for the relevant period.
Staff records need to be linked properly for the teacher's name to be linked.
6. If relevant for your school, use the colour coding beside a period to understand the faculty to which a class belongs.
7. To view Overview, Contact, and Timetable information for a student, select the View Contacts & Other Details link in the left pane below their photograph.

To print a timetable

1. First, complete a search.

The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.

See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)

2. Select Options and choose a timetable to print:
 - Complete Timetable: prints the timetable with period names and start-time and end-time.
 - Simple Timetable: prints the timetable without start-time and end-time.
 - Compact Timetable: prints the timetable without period names and times and skips empty period rows.
3. Choose whether to view the timetable in your browser, download it, or view and print from your browser.

To download a timetable as iCal

1. First, complete a search.

The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.

See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)

2. Select Options and choose Download as iCal.
The iCalendar file is saved to your computer's Downloads folder.
3. Save the iCal to Outlook, Calendar or another app.

To switch between daily and cyclical view

1. First, complete a search.
The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.
See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)
2. Do one of the following:
 - a. Select Options and choose Switch to Daily View.
 - b. Select Options and choose Switch to Cyclical View.

To add a timetable shortcut



Tip: Very useful if you require access to the same handful of Timetables.

1. First, complete a search.
The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.
See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)
2. Select Options and choose Add to My Timetables.
The timetable is added as a shortcut in the left menu under Timetables. 'Remove from My Timetables' displays in the Options dropdown list.

Manage unavailabilities

Overview

Use the information in this section to manage unavailabilities for students or staff.

To add an unavailability

1. First, complete a search.
The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.
See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)
2. Select Options and choose Manage Unavailabilities.
The Unavailabilities screen for the student or staff member displays.
3. Select Add Unavailability
The Bulk Student Unavailability screen displays. The student you selected from search results displays in the Students section.
4. Enter details for the unavailability:
 - Start and End dates
 - Frequency
 - Start and End times
 - Select an action – Insert, Overwrite, Remove.
 - Select Submit.
5. Select Confirm.

To edit or remove an unavailability



Note: You can also do this for a teacher.

1. First, complete a search.
The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.
See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)
2. Select Options and choose Manage Unavailabilities.
The Unavailabilities screen for the student displays.
3. Select the student.
4. Do one of the following:
 - a. Select Remove, and then select Confirm.
 - b. Select Edit, then update the Date, Start Time or End Time, and select Save.
Updates reflect on the student's timetable and display in Timetable Setup | Student Unavailabilities.

To view a class list

1. First, complete a search for a class.
The timetable displays period-by-period for the entire week/multi-grid or two-week cycle.
See [To use Timetables quick search](#) and [To search for a teacher/student/class/room/faculty timetable](#)
2. Select Options and choose View Class List.
A list of all students and their photos (if available) within the class displays.



Note: A teacher that has been replaced for the day will have a cover displayed on the timetable.



Use students locator

Overview



Use the information in this section when you want to:

- locate a group of students quickly
- print daily timetables for a group of students (any number of students) or a class.



Note: While Timetable search allows you to retrieve the timetable for one student at a time, Students Locator allows you to display the timetable for a list of students or class.

To display or print timetables for a group of students or a class

1. Select the Sentral menu icon (⋮) and then under Scheduling, select Timetables. The Timetables home screen displays.
2. Select Timetables in the left menu and choose Students Locator.
3. For schools using multi-grid, select the campus.
4. Under Student Locator, start typing a student or class and select from the options displayed.
5. Do any of the following:
 - a. Use the arrows to move the date a day at a time or change the date with the date picker.
 - b. Select Print and choose a print layout – Portrait or Landscape. Select whether to download or print timetables from your browser.
 - c. Select the Remove icon  next to a student to remove them from search results.
 - d. Select Clear All icon  to remove all students from the search results.

Period timetables

To view all subjects taught during one period

1. Select the Sentral menu icon (⋮) and then under Scheduling, select Timetables. The Timetables home screen displays.
2. Select Timetables in the left menu and choose Period Timetables.




Note: For schools using multi-grid, you may see this displayed as two separate options. For example, Primary Period Timetables and Secondary Period Timetables.


3. Select the Day and Period to view.
4. Select a class to view:
 - days the class is scheduled
 - class teacher's timetable
 - class list of the students in the class.
5. Select hyperlinks to view items in the timetable. For example, Room, Teacher, Class.

Planning


To view available rooms

1. Select the Sentral menu icon () and then under Scheduling, select Timetables.
The Timetables home screen displays.
2. Select Planning in the left menu and choose Available Rooms.
The total number of rooms available overall for each period display.
3. For schools using multi-grid, select the correct tab to display available rooms.
4. Select the term and week to view.
5. Select Filter in the right pane to narrow down and verify availability of one room or multiple rooms.
6. Select one or more rooms and select Filter.
7. View room details.
The periods that display '0' availability indicate the selected room or rooms are booked, while numbers larger than '0' indicate how many rooms (in total, out of your filter) are available.
8. Select a number to see the names of available rooms.
9. Select the room name to see the week's timetable for that specific room.

To view available teachers

1. Select the Sentral menu icon () and then under Scheduling, select Timetables.
The Timetables home screen displays.
2. Select Planning in the left menu and choose Available Teachers.
The total number of teachers available overall for each period display.
3. For schools using multi-grid, select the correct tab to display available teachers.
4. Select the term and week to view.
5. Specify school years and faculties to narrow your search, and then select Filter.
6. View teacher details.
The periods that display '0' indicate that the selected teachers are not available, while numbers larger than '0' indicate how many teachers (in total, out of your filter) are available.
7. Select a number to see the names of available teachers.
8. Select a teacher name to see the week's timetable for that specific teacher.

To use meeting planner

1. Select the Sentral menu icon () and then under Scheduling, select Timetables.
The Timetables home screen displays.
2. Select Planning in the left menu and choose Meeting Planner.
The Plan a Meeting screen displays. It combines the functionality from Available Teachers and Available Rooms menus. It shows the total number of teachers available overall for each period.
3. For schools using multi-grid, select the correct tab to use for planning.
4. Select the term and week to view.
5. Use the filter options to narrow down the selection of teachers and rooms.
6. Use the room and teacher information to check the availability of staff and rooms for meetings.

Printing

Overview

Use the information in this section to print Student Timetables for a cohort of students in a Roll Class or an entire Year.



Note: To print a single timetable for a specific student or teacher, see the topics under [Search for a timetable](#)

To print student timetables for a cohort

1. Select the Sentral menu icon (⋮) and then under Scheduling, select Timetables.
The Timetables home screen displays.
2. Select Printing in the left menu and choose Student Timetables.
The Print Student Timetables screen displays.
3. For schools using multi-grid, select the correct tab.
4. Specify the print style and whether to print one timetable per page.
5. Filter by roll class or school year.
6. Select the periods to print.
Periods are selected by default. Deselect any periods that you don't want to include.
7. Select Print to generate the report.
8. Choose whether to view in your browser and print or download the report.