

# WebUntis Timetabling

	Tuosdall	Wednesday	Thursday	Friday	
Monday	1420449	DII	SU	М	
D	М	BU	R	D	
E	D	E	WE	E	
М	-	1/I	D		
-	E	0	E		
BU	BU				
	SU				

untis.com

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2 VI 1 2 VII VIII IX	Lock periods	18 21 21 22 23 23 24 24 24 26 26 26 26 26 26 27 27 27 27 27 28 28

## 1 Foreword

The WebUntis timetabling module enables you to create a timetable online without installing any additional software on your PC, from the first data entry to publishing the timetable. The complete timetable is then the basis for all other WebUntis applications such as class register or WebUntis messenger.

WebUntis has a user administration function which enables the administrator to control who has certain rights to see only or to edit and who does not have such rights.

Furthermore, WebUntis is <u>Iso-27001</u> certified and all processes are in line with the guidelines of the General Data Protection Regulation (GDPR).



## 2 Login in WebUntis

Just go to: WebUntis.com and login for the first time with your individual access data.

		Login WebUntis
Login	· L	
praktikant		
Benutzer	UntisMobile	
Passwort	App Store	
Login	Cownloaden im Windows Store	
Forgot Password?		

After logging in with your user name and password you will see a button on your start screen which always brings you directly to the next step you need to do in order to create a timetable. When you log in for the first time this is the first step of the data entry wizard (to create a school year). The data entry wizard guides you through all necessary data entries up until timetable planning.

Datea entry and scheduling



## 3 Data entry

After successful login you will see an empty database, i.e. you now have to enter the data of your school. The data entry wizard will guide you step by step.

You only need to enter these data when you are logged in for the first time. In the up-coming years you only need to adjust it to the new school year.

🖇 Data entry wizard 🗲	٥
O School year	0
O Time grid	0
O Master data	0
O Subjects (0)	0
O Classes (0)	0
O Teacher (0)	0
O Rooms (0)	0
O Lessons (0)	0
O Scheduling	0
Overall progress: 0/8	

When you start all areas are greyed out and the step which is next is highlighted in orange. In our example below the next step is entry of school year. Every item has a question mark next to it. Just go there with your mouse and additional information will be displayed telling you what to do in this section.



## 3.1 School year

Click on the word 'school year' (which is still highlighted in orange as long as no school year has been created) in the data entry wizard and a dialogue box will open where you can enter the necessary data.

Enter a name for and select the period of the respective school year. The first date you need to enter is the first day of the school year, the second date you need to enter is the last day of the school year.

Save Save & New Cancel									
Short name									
2018/2019									
Period									
07/24/2018	07/	24/2	018						
	<		Aug	just 2	2018		>		
	29	30	31	1	2	3	4		
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	31	1		
	2	3	4	5	б	7	8		
	K			*			M		

Click on the <Save> button. The respective item will be checked in green meaning that this task has been completed and you have created a new school year. The next task on the list is the item 'Time grid', which is now highlighted in orange.

## 3.2 Time grid

Click on the word 'Time grid' in the data entry wizard, and a standard time grid will open which you can easily adjust to the time grid you use at your school.

Stunde	Vor	1	Bis	Bezeichnung	Mo	Di	Mi	Do	Fr	Sa	
1	08:00	~	08:50 🔹		~	~	×	×	~		
2	08:55	~	09:4Beginn-	und Endzeit	~	~	~	~	~		
3	10:00	~	10:50 🖌		~	~	~	~	Wird gen	erell zu	
4	10:55	~	11:45 🖌		~	~	~	× 1	unterrich	tet?	
5	11:50	~	12:40 🗸		×	~	~	~	~		
б	12:45	~	13:35 🗸		~	~	~	~	_Ռ_ 6		
7	13:40	~	14:30 🗸		~	~	~	~			
8	14:35	~	15:25 🗸		v	~	~	~			

- + and will add or remove periods in your time grid, i.e. you can adjust the maximum number of periods as is appropriate at your school.
- 'Fr.' and 'To' is for setting the start and the end time of the different periods.
- By clicking on a period in the time grid you decide if this unit is available for a lesson in general (in our example there will be no lessons on Friday afternoon)

When you have completed the time grid, confirm your entries by clicking on the <Save> button bottom left.

#### 3.3 Master data

In the section 'Master data' you need to enter designations for subjects, classes, teachers and rooms.

All master data need to have a unique short name, entering a long name is optional and recommended. By clicking on the <Save & New> button, all your entries are saved and you can immediately continue to enter the next master data element.

Sure Cours & New Coursel	🛇 School year	0
Save Save & New Cancer	🛇 Time grid	0
Short name	O Master data	0
GER 🗸	O Subjects (0)	0
Full name	O Classes (0)	0
German 🗸	O Teacher (0)	0
Background colour	O Rooms (0)	0
×	O Lessons (0)	0
	O Scheduling	0
	Overall progress: 2/8	

The master data you entered – e.g. subjects – are displayed in a list and can be edited or deleted. Just click on the respective line. A dialogue box opens and you can either edit your entry, delete it or you click on the 'Cancel' button to exit the dialogue box.



When you have entered the master data, the respective section will turn green and the number of elements you entered will be shown in brackets next to its name.



#### 3.4 Lessons

Via 'Lessons' in your data entry wizard you can define your lessons.

Enter the number of required weekly periods, the subject, class, teacher and the room.

Save Cancel	Delete			
Periods/week				
3				×
Student group	Subiect	Class	Teacher	Room
Statent group	Mat	▼ × 1A	✓ Gau × Gau	✓ R1 × ✓

The example above shows a mathematics lesson with 4 periods in class 1a with teacher Gauss in room R1. By clicking on <Save & New> you will create this lesson and will start creating a new one.

If several classes or teachers are involved in this lesson, you simply add them.

Save Can	cel Delete			
Periods/week				
2				×
Student group	Subject	class	Teacher	Room
	RK	▼ × 1A	× Cer	× • R1 × •
		× 1B	Ť	

Students of classes 1a and 1b take part in the double-period RK lesson. This way, you can also define an additional special tuition teacher, a trainee, team teaching, etc..

If two or more teachers shall teach two different groups of students at the same time you simply create every lesson separately (e.g. sports lesson for girls of class 1a with teacher Curie and sports lesson for boys of class 1a with teacher Gauss). Only to a later point in time of the scheduling process you define that both lessons take place at the same time. You therefore define two separate lessons, one with Curie and one with Gauss.

0	Student group	Periods/week	Subject	Class	Teacher	Room
		3	Mat	1A	Gau	R1
		2	Rel	1A, 1B	Cur	R1
		2	PE	1A	Cur	Th2
		2	PE	1A	Gau	Th1

#### 3.5 Time range of timetable

When you have entered the lessons you can create a timetable. When you activate the item <Scheduling> in the data entry wizard for the first time, you are asked to give a name to the new timetable and to select a time range for it. When you create your first timetable it will always be the entire school year. If you change the timetable during the school year then you could give the new

Create an new timetable			🖇 Data entry wizard 🗧	•
Name of the timetable			School year	0
2018/2019_Version1		×	오 Time grid	0
Period			🛛 Master data	0
07/16/2018	07/01/2019	<b></b>	🛇 Subjects (4)	0
Note			🛇 Classes (3)	0
			🛛 Teacher (3)	0
Create and energy			🛛 Rooms (5)	0
Create and open			Lessons (4)	0
			O Scheduling	0
			Overall progress:	

Click on <Create and open> and the time range of the timetable will be created and opened. Your next step will then be scheduling.

2018	3/2019_Version1 (07/16/2018 - 07/01/2019)				🕩 Exit	the schedulingt mode	WebUntis Scheduling
*	Welcome to WebUntis timetabling!					>	
Ê						🔥 Publish	
	Enter restrictions for master data:	Enter restrictions for lessons:		Schedule the lessons		Schedule automat	ically
ŗ	🔏 Classes (3) 🔶	🖾 Lessons (4) 🔶	>	🛗 Schedule periods 🔶		0 Diagnosis	C
	Example: lessons in class 1a can only be scheduled up to	Example: double periods, couplings.				<ul> <li>Master data (0)</li> </ul>	~
	period 5.					<ul> <li>Lessons (0)</li> </ul>	~
	🞓 Teachers (4) 🔶					<ul> <li>Timetable (0)</li> </ul>	~
	Example: teacher 1 is not available on Thursdays and Fridays.						
	Subjects (4)						
	Example: subject MATH might be taught several times per day.						
	Rooms (5) +						
	Example: room LAB is available in the afternoon.						

timetable the name e.g. '2018\_2019\_Sem2' having a different time range, i.e. 04.02.2019 to 07.07.2019.

## 4 Scheduling requirements

After having created a time range for a new timetable (see chapter: Time range of timetable), you can complete several tasks as you have been used to before:

**Enter requirements for master data:** In this section you enter framework conditions which need to be considered when a timetable is created (either manually or automatically) (e.g. a teacher's day off).

**Enter requirements for lessons:** Here you define for instance double-period requirements or couplings (e.g. a German lesson has a special tuition teacher).

**Scheduling of lessons:** Here you can create a timetable manually according to the entered requirements.

#### 4.1 Requirements for master data

Here you can define different master data elements which need to be considered in scheduling. These are time request regarding classes, teacher, subjects and rooms, for individual subjects you can define that they can take place several times a day (e.g. Monday, first period and Monday, third period)

Enter restrictions for master data:								
🔏 Classes (3) 🛛 🔸								
Example: lessons in class 1a can only be scheduled up to period 5.								
🞓 Teachers (4) 🛛 🔸								
Example: teacher 1 is not available on Thursdays and Fridays.								
Subjects (4)								
Example: subject MATH might be taught several times per day.								
Rooms (5) 🔶								
Example: room LAB is available in the afternoon.								

#### 4.1.1 Time requests

You can enter time requests either directly via the start screen of the scheduling tool or via the button on the left.



Select from the list of master data (e.g. 1a) one element and define in which unit of the day which time request should apply. The example below for class 1a shows that from period 1 to period of 5 the class must have lessons by all means, in period 8 and on Friday afternoons they shall never have any lessons.

🔏 Class 🎓 Teacher 🛛 🗐	Subject	• Room						
Time requests								
✓ 1A	++	+	0 -					
2A		Mo	Tu	We	Th	Fr	Sa	Su
	1	++	++	++	++	++		
	2	++	++	++	++	++		
	3	++	++	++	++	++		
	4	++	++	++	++	++		
	5	++	++	++	++	++		
	6	0	0	0	0			
	7	0	0	0	0			
	8							
1 elements selected								

In this example teacher DC has his day off on Wednesdays and if possible no lesson should take place in the first period.

🔏 Class 🛛 🚖 Teacher	Subject	Room						
	e subject	Koom						
Time requests								
Cur	++	+	0 -					
C DC		Mo	Tu	We	Th	Dr.	50	Cu .
Gau		MO	Tu	we	In	F1	Sa	Su
New	1	-	-			-		
	2	0	0		0	0		
	3	0	0		0	0		
	4	0	0		0	0		
	5	0	0		0	0		
	6	0	0		0	0		
	7	0	0		0	0		
	8	0	0		0	0		
1 elements selected								

According to the same principle you can schedule time requests for subjects and rooms.

#### 4.1.2 Subject several times a day

You can define here if a subject can be scheduled several times a day.

If it is permitted that e.g. DLS (D= German/L=reading/S=writing) takes place several times a day (e.g. Monday in the first, third and fourth period), then select the subject (DLS), check the box 'several times a day' and click on <Save>.

🔏 Klasse	🖻 Lehrer	ar Fach	Raum
Zeitwünsche	Bedingungen		
Θ	Name		Chaicharn Abbrachan
¥			Speichen
0	FÖ		Name
D	GEO		DLS
D	M1		mehrmals am Tag erlaubt 🜖
D	MAT		
0	RE		
	RK		
	SP		
	SU		
	WE		
10 Elemente			

## 4.2 Requirements for lessons

You can define double-periods or blocks as well as couplings for lessons.

*	Welcome to WebUntis timetabling!	
Ê		
	Enter restrictions for master data:	Enter restrictions for lessons:
æ	🔏 Classes (3) 🔶	🖾 Lessons (7) 🔶
	Example: lessons in class 1a can only be scheduled up to period 5.	Example: double periods, couplings.

#### 4.2.1 Define block requirements

Every lesson is scheduled in single periods by default. If you do not want to have it this way then you need to define a block requirement for the respective lesson.

If you want a lesson to be split in a double-period and a single period, for instance, then you need to



select this option. The chosen option is shown in the details of the lesson.

In addition to the pre-defined options you can easily define your own individual block options by drag and drop, and assigning it to the respective lesson.

If you want to split a seven-period lesson into, e.g. a four-period and a three-period block, just drag four and then three boxes and thus merge them to individual blocks, then select this option.



#### 4.2.2 Define couplings

You can define lesson requirements for two lessons which shall take place at the same time.

In our example below, for instance, lesson RK of class 1a shall take place at the same time as lesson RE which is attended by several classes.

Select lesson RK from the list of lessons. Click on the <Coupling> button.

class.	Scheduling units
Subject	Periods/week 2
DLS - Gau - 1A 7	
Mat - Gau - 1A 3	
PE - Cur - 1A         2           PE - Gau - 1A         2	Create period blocks
RE - Hus - 1A, 1B, 2A         1           Rel - Cur - 1A, 1B         2	Choose from pre-defined blocks
RK - Cer - 1A         2	

You will be asked to select the lesson you want to be coupled to the first lesson you have selected from the list of lessons.

#### Scheduling units



Select lesson RE and confirm by clicking on the <Coupling> button. Since lesson RE is only a single period lesson, the number of weekly periods is automatically set to 1. The result is a planning unit with one weekly period RK and one planning unit with RK and RE.

Periods/week 1 -	Û	×	ø
1 x 1 📕			
<b>RK</b> - Cer - 1A			
<b>RE</b> - Hus - 1A, 1B, 2A			\$

Periods/week 1	前	84	e,
-	_	0.1	- T
1 x 1 📕			
<b>RK</b> - Cer - 1A			

Coupled lessons show the coupling icon next to their name.

<b>€</b> 1
2
<b>%</b> 2

A coupled lesson is shown as such when scheduling a timetable and is – regardless if automatically or manually – scheduled at the same time (see chapter: Manual scheduling).



You can de-couple lessons by clicking on <De-couple>.

Periods/week 1 -	Û	%	90
1 x 1 📕			
<b>RK</b> - Cer - 1A			
<b>RE</b> - Hus - 1A, 1B, 2A		(	53

## 5 Scheduling

According to the frame requirements you have set the timetable is scheduled automatically or manually.

## 5.1 Manual scheduling

Either you click on the <Scheduling> button or on the scheduling icon on the left to be directed to the scheduling tool.



#### 5.1.1 Schedule and unschedule periods

Drag the lesson you want to schedule from the list and drop it on the position in the timetable you it to be scheduled. As an alternative, you can select the timetable by clicking on it. You then schedule it by clicking on the position in the timetable where you want to have it.



If a position is not suitable for scheduling because an element is e.g. blocked (time request --) or because it has already been scheduled, it will be highlighted in red as you can see in our example on Monday. Teacher Gauss is blocked by a time request on Monday.

Time requests				
Cer	++	+ (	- 0	
		Мо	Tu	We
🧹 Gau	1		0	0
Hus	2		0	0
New	3		0	0
	4		0	0
	5		0	0
	6		0	0
	7		0	0
	8		0	0

A time request with a single minus (-) is highlighted in orange.



In the lesson you see the number of units to be scheduled and the number of already scheduled units of this lesson.

Scheduling						
Lessons	Class	1A				
Selection			Mon		Tue	
DLS - Gau - 1A - R1	1			DLS	Gau	R1
1 x 2	2					
2 x 2	3					
1 x 2	4					
DLS - Gau - 1A - R1	5					
Mat - Gau - 1A 3 (0)	6					

If you want to unschedule a lesson, just drag it from the timetable and drop it on the left side next to the timetable.



Alternatively, you select the period and by clicking on <Unschedule> you take it out of the timetable.



All periods already scheduled can be taken out of the timetable by clicking on <Unschedule all>.



#### 5.1.2 Lock periods

If a manually scheduled period shall not be changed by automatic scheduling you can lock it in the timetable. A locked period has a lock icon next to its name.



#### 5.1.3 Change room

The room entered at the lesson is allocated to the lesson when scheduled provided that it has not already been scheduled. If you want to change the room for a period already scheduled click on the <Change room> button.



In the dialogue box opening up the already scheduled room (Wtech) is shown. It can be deleted and you can select another free room from the drop-down list. Alternatively, you can add a second room to the already scheduled room.



## 5.2 Automatic scheduling

If you want the timetable to be scheduled automatically according to your entries, then click on the <Automatic scheduling> button.

>	
🚯 Publish	
Schedule automatically	$\supset$
<ol> <li>Diagnosis</li> </ol>	C
• Master data (1)	^
Oclasses (1)	~
<ul> <li>Teachers (0)</li> </ul>	~
✓ Rooms (0)	~

A dialogue box is opened and you can start the automatic scheduling process.



When the calculation is completed you will be directed to the finished timetable.



## 6 Diagnosis

The Diagnosis tool indicates any weaknesses in your entries in every phase of the timetable planning, however, it also indicates any mistakes which have been made in scheduling. This is the reason why diagnosis is split in three areas in which problems may occur:

- Master data
- Lessons
- Timetable



Currently the following diagnosis items have been implemented:

- · Subject once per day not possible
- Clash
- Subject several times per day
- Block requirement has not been respected

## 6.1 Master data diagnosis

WebUntis 2019 has a diagnosis item in its master data section called 'Subject not possible once per day'.

#### 6.1.1 Subject not possible once per day

If you want to schedule a 7-period lesson in a 5-day week in seven single units, WebUntis does not have a valid solution to this task and therefore it indicates this weakness in your entries before you even have scheduled one single period.



Click on the button next to the diagnosis item and WebUntis will suggest all possible measures which will solve the problem. In this case:

- Change requirement
- · Change block requirement



By clicking on the suggested solution you are directed to the view where you can change any entries necessary.

#### Change requirements

Clicking on this link directs you to the entry of those requirements which can be defined for this subject. If you check the box 'Several times a day' next to the subject (in this case DLS) then it is permitted to schedule the 7-period DLS lesson several times a day which therefore makes flawless scheduling possible again.

🔏 Class 🛛 🖻 Teacher	Subject Room	
Time requests Constraints	_	
	Name	Save Cancel
ſ <b>⊻</b>	DLS	Save cancer
0	Ger	Name
	Mat	DLS
	PE	Several times per day admissible 🚯
0	RE	

#### **Block requirement**

An alternative would be to allow for double-periods or blocks for this 7-period lesson. This would also be a possibility to find a good solution for scheduling this lesson.

#### Scheduling units

Periods/week 7 -	Û	*	ø
2 x 2			
<b>DLS</b> - Gau - 1A			

#### **Refresh view**

When you have chosen one of the possibilities suggested to you, then click on the Refresh button, diagnosis is refreshed and this item will disappear.

<ol> <li>Diagnosis</li> </ol>	$\bigcirc$
<ul><li>Master data (1)</li></ul>	~
Olasses (1)	^
1A: Subject once per day not possible DLS - Gau - 1A	۵

## 6.2 Timetable diagnosis

If a requirement is violated in the scheduling process, this will be indicated in the diagnosis under the item: timetable. WebUntis 2019 diagnosis the following violations:

- Clash
- Subject several times a day
- Block requirement has not been respected

#### 6.2.1 Clash

A clash in classes or in teachers is indicated under the timetable section in the diagnosis.



By clicking on <Reschedule period> you are directed to the timetable in which the clash occurs. You can resolve the problem there.

1A:	Clash		
	Fri, 5. p	eriod: PE - Cur - 1A	*
	Fri, 5.	Re-schedule period	

#### 6.2.2 Subject several times per day

If a subject is inadmissibly scheduled several times per day in one class this will be indicated in the diagnosis. In the example below subject M - mathematics has been scheduled on Friday in the first and the third period.



#### 6.2.3 Block requirement has not been respected

If a lesson which should be scheduled in single periods is scheduled in double-periods or blocks, it will be indicated in the diagnosis. The same is true for the converse case that entered block requirements have not been respected.

In the example below mathematics which should have been scheduled in single periods, has been scheduled in double-periods on Friday.



## 7 Publish

The timetable should, of course, only be publicly accessible when scheduling has been completed. Even if a user (e.g. a teacher) has access to WebUntis, he or she does not see the timetables as long as they are in the planning phase.

By clicking on the <Publish> button the timetable will be published only after having been confirmed, and all users will have access to their timetables depending on their assigned rights.

_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_							
																	🕞 I			mode	WebU	ntis		
																		-			Scrieduli	ing		
												Class		•	6A	•	4	>	>					
																		6						
Class	6A														+	¢	•	U	📤 Publish					
																				1				
		Mon			Tue			Wed		Today	Timetable	Lessons	Book	Class regis	ter Substituti	ons Cour	ses Sch	eduling	Master data	Administrati	on			
1	GWK	Asim	R6A	0 <sub>G</sub>	Mor	R6A	D	Colu	R6A	K Class	🖻 Teac	ther 📕	Subject	ct 🛙 Ro	oom 🔌 Stu	ident -	Resou	rce						
2	PH	Hero	R6A	SVIT	Callas	R6A	<b>O</b> VB	Sutt	R2A		_									- 1				
3	OWBI	Ion	R6A	OWBI	Ion	R6A	ME	Lind	R6A	6A	-	Depart	tment >	× <b>+</b>	07/09/2018	+								
4	0 E	Mag	R6A	θ.	Bin	R6A	0 <sub>G</sub>	Mor	R6A	Class tea	acher: Kelly													
		-								1A 1B 2	A 28 3A 38 3	BC 4A 4B 44	C 5A 5B	5C 6A 6B 7A	7B 8A 8B 8C 9/									
											,	Moniozioa			Tue ozta			Me	el outra		Thueste		c	ringlag
										8:00 AM		in on on yes	Anton		rac 07,10			~	0-1-		ea.			New
											GWK		R6A		G	R6A		D	R6A		G	R6A	BE	R6A
										8:55 AM	6A PH		Hero R6A		6A I	Callas R6A	2A	,3A,3C VB	Sutt R2A		6A 8IO	lon R6A	6A ME	Lind R6A
										10:00 AM	6A,6B,7B		lon D6A	64	6B,7B	lon D64		6A ME	Lind	6	A.6B	Grill	6A F	Rigg,Moz
										10:55 AM	60		Maa		60	Die		64	Mar	_	CA.	Dise Mer	6A 6P	Here
										4	E		R6A		L	R6A		G	R6A		F	R6A	ETH	R6A
										11:55 AM	2A, 3A, 3C VB		Sutt R2A	6A	68,78 WE	Ass R6A		6A E	Shak R6A		6A RK	Marx R6A	6A,6B LUM	Stone R6A

Publish

Publish

## 8 Exit timetable planning

Any entries in timetable planning are immediately saved, i.e. when you exit the planning tool via the <Exit timetable planning> button, you will be back at the same stage of your timetable planning after your next login at which you have exited it.

test (08/14/2017 - 07/29/2018).													🕒 Exit the schedulingt mode										
*	Scheduling Class 💌  6A 💌											4		>									
Ê	Lessons	Class	6A															÷	٥	۰	<b>a</b>		n Publish
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۶	Coloritor Incora la contrata colorida las	1	GWK	Asim	R6A	0 <sub>G</sub>	Mor	R6A	D	Colu	R6A	0 <sub>G</sub>	Mor	R6A	0 <sub>BE</sub>	New	R6A	BIO	Ion	R6A	-	6	Diagnosis
	periods	2	PH	Hero	R6A	SVIT	Callas	R6A	OVB	Sutt	R2A	BIO	Ion	R6A	ME	Lind	R6A	ο.	Grill	R6A			• • • • • • • • • • • • • • • • • • •
		3	OWBI	Ion	R6A	OWBI	Ion	R6A	ME	Lind	R6A	θ ι	Grill	R6A	0 F	Rigg	R6A	GSPB	MLa	R6A			<ul> <li>Master data (0)</li> </ul>
		4	θE	Mag	R6A	θL	Bin	R6A	0 <sub>G</sub>	Mor	R6A	0 <sub>F</sub>	Rigg	R6A	<b>O</b> ETH	Hero	R6A	OLUK	Gaus	s R6A			<ul> <li>Lessons (0)</li> </ul>

## 9 Rights system

**Rights system** 

