



1. Select  
 A. Administration workspace  
 B. Timetable management page  
 C. Cycle/period setup sub-page

7. click SAVE

3. Set code (eg. 2019S2),  
 Description, Date and year

5. Set Visibility options

4. Set days and periods. The  
 'cycle code' and 'period code'  
 MUST match that in the  
 timetabling system

6. Set the group to a unique  
 number for timetable period  
 (eg. 2019S1 and 2019S2 will  
 have the same group number)

2. Create new OR copy  
 existing timetable structure

Step 1: Timetable setup