

1. Select
 A. Administration workspace
 B. Timetable management page
 C. Manage days sub-page

2. Select timetable period

3. Create, then configure the Terms:
 A. Select which term number this is.
 B. Set the term start and end dates.
 C. Select which week this term starts with.

4. Select which days are teaching days and the cycle

5. Add Non-teaching days

6. Find the first day/cycle each term start with.
 Click the icon to auto populate days. This needs to be done for each term.

7. Click SAVE

*These options determine what appears in the teachers' programmes.
 E.g. T1W1, T1W2*

Step 2: Day Management