CONTENTS PAGE

1. Introduction ..................................................................................................................3
2. Logging in to Database / User Login ...........................................................................4
3. SA-SAMS Main Menu – Access Timetabling Assistant ................................................5
4. Start New Time Table ................................................................................................5
5. Time Table Inputs Wizard ............................................................................................6
6. Compulsory Step 1 – Check Cycle Details ..................................................................7
7. Compulsory Step 2 – School Classes & Number of Periods .........................................7
8. Compulsory Step 3 – Check Educators & Time Table Codes ......................................8
9. Compulsory Step 4 – Subjects for Use on Time Table ...............................................9
10. Compulsory Step 5 – Educator to Learner Ration ....................................................10
11. Compulsory Step 6 – Maximum Periods for Supervision ..........................................10
12. Optional Inputs Tutorial .............................................................................................11
13. Creating Group/Tie Subjects .......................................................................................12
14. Individual Educator Time Table Load ........................................................................13/14
15. Summary of Educator Allocations ..........................................................................15
16. Summary of Grade/Class Allocations .....................................................................15/16/17
17. Create Time Table .....................................................................................................18
18. Automated Time Table in Time Design ....................................................................19
19. Time Design – Time Table Creator ..........................................................................20/21
20. Copy Master Tables to All & Saving Time Table ......................................................22
22. Add Rooms to Time Design ......................................................................................25
23. How to do Layout Menu ............................................................................................26
24. How to do Solve the Time Table ..............................................................................27
25. Validation Menu & Clash Table ..............................................................................28
26. Produce Time Table – Export to Excel ......................................................................29/30/31
27. Time Table Reports in Excel ....................................................................................32/33/34/35
INTRODUCTION

The timetabling module is quite easy, but one has to consider a few points before wanting to create a time table through SA-SAMS and TIMEDESIGN.

By now, you the user should be familiar with most of the modules in SA-SAMS. Timedesign is another programme using information or data from SA-SAMS to create the time table for your school. It can be setup very quickly or it can take time if you do not follow the set-up steps very carefully.

Timedesign is a programme that will automatically install during SA-SAMS installation or can be downloaded from the internet for free. It is a good programme that can create a time table in under a minute if the correct parameters are set up.

This manual will give you step by step guidelines in creating your schools automated time table.

Important points to consider before setting-up the time table.
1. The school will decide which time cycle it will use e.g. how many periods in a day, and how many days in a cycle. Some schools prefer a 5 day cycle with 9 periods per day; a 6 day cycle with 8 periods in a day or a 7 day cycle with 7 periods per day.
2. Minutes per period are normally set at 50 minutes per period.
3. This is set-up in the cycle information screen under the General School Information.
4. Please make sure that the Educator Subject Groups are set correctly, that means a subject group for each class per teacher, per subject.
5. ALL data in the Curriculum Module must be entered as the timetable and timedesign programmes make use of this information.

Tips: Make sure that all learners have subjects allocated to them. Create subject set in the Curriculum Module for each class no matter how many splits there are in a class.
Create educator subject groups and make sure these classes or learners are allocated to these learners.
If you have classrooms with numbers or names, make a note of these, so to set-up these rooms in timedesign, as I will show you later in this module.

School curriculum committees, as well as the principal, should take note of the Time Allocations as per the NCS policy document for Grades R-9.
LOGGING IN TO YOUR SCHOOLS DATABASE

Fig. 1

On the following screen - fig. 2 you will log in to your schools database.

- Enter the user name and the password for your school database in the required field, the default log is:
  
  User Name: **administrator**  
  Password: **admin**

- Click on the Log In button
- The Main menu screen will now be loaded (Fig. 3)
- Click on the Timetabling Assistant button.
The **Timetabling Assistant Menu** will open see (Fig. 4)

- Click on **Start a new time table**.
- Enter the time table name (Use an abbreviated of your school with date – suggestion e.g. CacHS7Dec2009 i.e. is for Cacadu High School.)
- Click on the **Start the Input Verification Wizard** button.
The Timetable Inputs Wizard will be opened (Fig. 5).

Follow the following Steps:

- The **6 compulsory steps** on this screen need to be done.
- Click on **Check Cycle Details - 1**.
- It will open the **Check Cycle Details** window (Fig. 6)
- Check if cycle details are correct.
- Make a tick (√) in the **Cycle details checked and correct** box and then click on the **done** button.
- The **Timetable Inputs Wizard** will be opened (Fig. 5) again.
- You will notice that process 1 is coloured in yellow and the result box have the word **checked**.
- Click on **Check Class Details – 2**.
- It will open the **School Classes and number of periods requiring supervision** window (Fig. 7)
- Check if class details are correct and under the correct Phase (GET / FET).
- Make a tick (✓) in the ‘**Class details checked and correct**’ box and then click on the **done** button.

**Fig. 7**
- The **Timetable Inputs Wizard** will be opened (Fig. 5) again.
- You will notice that process 1 & 2 is coloured in yellow and the result box have the word **checked**.
- Click on **Check Educator Details - 3**.
- It will open the **Check Educators and TimeTable Codes** window (Fig. 8)
- Check if all educators are listed who teach a learning area.
- If you need to add an educator, you may do so by clicking on the **Add New Educator** button in the bottom left corner of your screen.
- The **selection option for use on the timetable** must have the Surname and Initial Clicked only.
- The **timetable code** option must be left unclick.
- Make a tick (✓) in the 'Educator details checked and correct' box and then click on the **done** button.

**Fig. 8**

![Image of the Check Educators and TimeTable Codes window]
The **Timetable Inputs Wizard** will be opened (Fig. 5) again.

You will notice that process 1, 2, 3 is coloured in yellow and the result box have the word *checked*.

Click on **Check Subject Details – 4**.

It will open the **Subjects for use on Timetable** window (Fig. 9)

Check if all subjects are listed as offered by your school.

If you need to add a subject, you may do so by clicking on the **Update Subjects** button in the top right hand corner of your screen.

Make sure you click in the **Subject Code Only** box. This option allows you to use the subject code which is much shorter for the cell when exporting the time table to excel.

Make a tick (✓) in the 'Subjects checked and correct' box and then click on the **Done** button.

**Fig. 9**
The **Timetable Inputs Wizard** will be opened (Fig. 5) again.

You will notice that process 1, 2, 3, 4 is coloured in yellow and the result box have the word **checked**.

Click on **Educator/Learner Ratio - 5**.

It will open the **Educator Ratio and Maximum Periods** window (Fig. 10)

Enter Provincial ratio: We use standard of 35 (Learners per class)

Click on yellow **Get Total Educators** underneath the Educator Learner Ratio table and make a tick (✓) in the box **Ratio checked and correct**.

Note the maximum number of periods requiring supervision table will have your totals as previously setup i.e. number of classes; days in cycle and periods in day, which will be multiplied together to give the maximum periods requiring supervision in your school, e.g. $6 \times 5 = 30 \times 9 = 270$.

Here one should already have in mind how the periods will be allocated according to time, per day, per cycle.

Make a tick (✓) in the ‘**Maximum periods are checked and correct**’ box and then click on the **Done** button.
- The **Timetable Inputs Wizard** will be opened (Fig. 5) again.
- You will notice that process 1, 2, 3, 4, 5 & 6 is coloured in yellow and the result box have the word *checked*.
- The **Timetable Inputs Wizard** will allow you now to set up the **Optional Inputs Tutorial**, steps 7, 8, 9 & 10. See (Fig. 11).

### Fig. 11

- I would recommend you set up your **group/tie subjects** here, as well as the set up of **individual educator load**, as it is much easier than doing them in the automated timetable (timedesign).
- **Group/ tie subjects** are: e.g. Mr. Martin gives *Life Sciences* to Gr.12A and Gr.12B.
- Because the **total number of learners** in GR12 doing *Life Sciences* are enough to fit in a class, i.e. 35 or less per ratio, Mr. Martin will combine these two classes and teach them as one class during the same period, e.g. period 1 – Day 2. Although he has combined these classes, you have to consider setting them up as **two separate** classes in the **Curriculum Module** under **Educator Subject Groups**, because when you print educator mark sheets, you will print mark sheets for each separate grade 12 class, because that is how you will **enter learner report cycle results** in the **Curriculum Module**.
- See (Fig. 12), (Fig. 13) & (Fig. 14) on the next page.
1. Click on drop down button & select both Gr.12A & B

2. Click on drop down button & select Life Science subject for Gr12

3. Click on dropdown button and select Mr.

4. Type the name for this Tie i.e. Gr12A/B Life Sciences

5. Type in No. of Periods e.g. = 5
Another scenario would be where a class consist of a split, meaning that some learners in same class are doing different subjects, e.g. Mathematics and Mathematical Literacy. It means during the maths period, some of the learners will go to the educator teaching pure Mathematics, and some are going to the educator teaching Mathematical Literacy during the same period. Groups are therefore created for the mathematics learners and for the mathematical literacy learners in the same class.

INDIVIDUAL EDUCATOR TIMETABLE LOAD
The following window (Fig. 15) shows how to load individual Educator subject loads:

- Select Educator name from dropdown list.
- Select the Subject educator is teaching from dropdown list.
- Enter Number of Periods per cycle e.g. 5
- Select Class from dropdown list.
- Click on ACCEPT.
Notice in (Fig. 16) – When doing individual load for Mr. Kwami, the tie is automatically inserted from the previous step.
SUMMARY OF EDUCATOR ALLOCATIONS

- The next window shows the educator allocations (Fig. 17)
- Note the Total teaching periods per cycle.
- The Total teaching periods should be less than maximum periods per cycle.
- If you add up the Total number periods the sum must be less than the
- Click done after checking if Educator Allocations are correct.

Fig. 17

<table>
<thead>
<tr>
<th>Code</th>
<th>Educator</th>
<th>Post Level</th>
<th>Register Class</th>
<th>Total teaching periods per cycle</th>
<th>Maximum periods per cycle</th>
<th>Teaching percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M. ME BANGANI</td>
<td>02</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>2</td>
<td>M. EM GOLIFU</td>
<td>01</td>
<td></td>
<td>15</td>
<td>45</td>
<td>33.33%</td>
</tr>
<tr>
<td>3</td>
<td>M. HG GONGOTA</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>51.11%</td>
</tr>
<tr>
<td>4</td>
<td>M. MM JIKULAMBO</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>5</td>
<td>M. AKM IWANI</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>6</td>
<td>M. NC MACHINES</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>7</td>
<td>M. AN MORELLA</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>8</td>
<td>M. J. S. SEBASTIAN</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>9</td>
<td>M. S. ROY</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
<tr>
<td>10</td>
<td>M. NG YEN</td>
<td>01</td>
<td></td>
<td>30</td>
<td>45</td>
<td>44.44%</td>
</tr>
</tbody>
</table>

SUMMARY OF GRADE/CLASS ALLOCATIONS

- (Fig. 18) shows the Summary of Grade/Class Allocations after adding Individual Educator Load.
- To view a grade, select the dropdown button and select grade.
- (Fig. 17) will show the grades and classes as well as the Educator Code and number of periods allocated per subject.
- The Totals for each class should be the same. You will notice 10A has 39 while 10B has 34 periods allocated.
- **REMEMBER:** Each grade is supposed to have 7 subjects allocated to it, except where there are no splits in a class. In this case there are no splits, we must therefore find out why the totals are not the same.
- If we open up another SASAMS program, go to Curriculum, Setup Subjects and Subject Choices and click on Assign subjects to Individual learners we can see which subjects are allocated to learners in Gr10A and Gr10B.
- We will notice that Mathematical Literacy for Gr10A is wrongly allocated and there are no History allocated to Gr10B.
- Close this window, click on done, and go back to (Fig. 15) and search for educator where problem exists.
- When you click on the subject, the program will ask if you want to delete this subject.
- See (Fig. 18).
- Click on YES and re-allocate correct subject to this educator.
- See corrections in (Fig. 19).
- Click on done to create the TIMETABLE. See (Fig. 20)

**Fig. 17**
Maths Lit. changed to Mathematics.

NOTICE: History Gr.10B AND Mathematics Gr10A

CLICK on DONE if you are happy to create TIMETABLE

See Totals after corrections.
Fig. 20

The most important aspect of timetabling is to ensure that the timetable inputs are correct. Even an automated timetable cannot work if the timetable inputs are incorrect.

Use the following steps in sequential order to determine and check your inputs:

**Timetable Steps**

<table>
<thead>
<tr>
<th>PROCESS</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPULSORY STEPS</td>
<td></td>
</tr>
<tr>
<td>1 Check Date Details</td>
<td>Checked</td>
</tr>
<tr>
<td>2 Check Class Details</td>
<td>Checked</td>
</tr>
<tr>
<td>3 Check Class Details</td>
<td>Checked</td>
</tr>
<tr>
<td>4 Check Subject Details</td>
<td>Checked</td>
</tr>
<tr>
<td>5 Educator/Learner Ratio</td>
<td>Checked</td>
</tr>
<tr>
<td>6 Maximum Periods for Supervision</td>
<td>Checked</td>
</tr>
<tr>
<td>7 Setting up groups/subjects</td>
<td></td>
</tr>
<tr>
<td>8 Setting up individual educator load</td>
<td></td>
</tr>
<tr>
<td>9 View summary of educator allocations</td>
<td></td>
</tr>
</tbody>
</table>

Click on a row NUMBER to perform the relevant step.

Check Include optional inputs when creating timetable.

CLICK on Create the timetable.
HOW TO USE THE AUTOMATED TIMETABLE IN TIMEDesign

- Click on Use an Existing Timetable box.
- Click on the Timetable you have just created (CAC7DEC2009).
- Click on Start the Automated Timetable.
- After clicking on Start the Automated Timetable, the Time Design- Timetable Creator window will open – see (Fig. 22)

**Fig. 21**

1. Click
2. Click
3. Click
TIME DESIGN – TIMETABLE CREATOR

- Notice Number of Days in Cycle.
- Notice Number of Periods in a Day
- NOTICE THE WINDOW HEADING (CAC7DEC2009.tb3) – (Fig. 22)

Fig. 22

- Click on Miscellaneous periods opens windows where miscellaneous periods can be created e.g. Assembly, breaks, or an item ‘like not available’. See (Fig. 23).
- Notice there is no DONE buttons on Time Design – you click from one button to another.
- Click on Master Tables Button – opens up (Fig. 24).
- If you click on a cell e.g. Day1; Period 1, and then right click it will bring up a window with your Miscellaneous Periods.
- Select the one you have created e.g. Assembly and it will add it to that cell. See (Fig.24)
Cell = Period1, Day 1

How to select cell and add item
HOW TO COPY MASTER TABLES TO ALL AND DO SAVE

- Remember to always after every instruction Copy Master Table to All. See (Fig. 25).
- Also remember after copy, to save your time table. See (Fig. 26)
- To **Copy** – Click Copy → Master Table to all (Fig. 25)
- To **Save** – Click on File → Save (Fig. 26)
HOW TO SET UP SINGLE OR DOUBLE PERIODS IN THE GROUPS TABLE

- Click on the **Groups** button. See (Fig. 27)
- The column **X/Dy** is the maximum periods per day allowed on the timetable (Fig. 27).
- In this case, because there are only **5 Days per Cycle**, you change the X/Dy to 1 where periods are equal or less than the number of days per cycle. See (Fig. 28).
- Where the periods are more than the days per cycle, leave it at 2, this will allow the program to create **double periods per subject per day**. See (Fig. 28).

**Fig. 27**

1. Click on

- Make changes for each subject allocation where necessary.
- When finish, remember to **Copy Master to All**.
- Also **Save** your changes.
2 X/Dy where Periods per Cycle is 8

1 X/Dy where Periods are less or equal Cycle 5.
HOW TO ADD ROOMS TO TIME DESIGN

- Click on **Rooms** button. See (Fig. 29)
- Add rooms by typing name or number of room under **Name**. See (Fig. 29)
- Press enter and type number of learners that can fit into room under **Capacity**. See (Fig. 29).
- When finish, remember to **Copy Master to All**.
- Also **Save** your changes.
HOW TO DO THE LAYOUT MENU

**THE LAYOUT DISPLAYS ALL EDUCATORS, SUBJECTS, CLASSES, ROOMS THAT WERE ADDED TO A GROUP, OR CAN BE ADDED TO A GROUP.**

- Click on the **Layout** button.
- Window (Fig. 30) will open.
- Click on ‘+’ next to 12A/B Life Sciences.
- It will open up **Class** with classes, **Subject** with subject code, **Educators** = Jikumlambo MM and **Room**.
- You can add **Room**, by clicking on e.g. **Science Lab** and drag it to **Room**.
- It will add Science lab to room. See (Fig. 31)
- Repeat from bullet 3 to bullet 5 for each group, adding the rooms.
- When finish, remember to **Copy Master to All**.
- Also **Save** your changes.

---

**Fig. 30**

1. Click on Layout to open Layout window
2. Click on ‘+’, will change to ‘-’ and open sub-sections of group
3. Drag Science Lab to Room
HOW TO SOLVE THE TIME TABLE

This will allow *Time Design* to create the time table, using *all* the parameters you have entered.

- Click on the *Solve It* button. See (Fig. 31)
- This will open Window (Fig. 32) with an extra row of *COMMAND BUTTONS*.
- They are ➔ *Validation; Clash Table; Combing Chart; Solve It*.
- The window automatically opens on Validation. See (Fig. 32).
- Click on the ‘*Check the Information*’ button.
- It should bring up the message “*ALL OKAY*” next to the *Check the Information* button. See (Fig. 32).
- I there are clashes, you click on the Clash Table button. See (Fig. 33)
Fig. 32

1. Click

See message

1. Click

Fig. 33

1. Click
PROGRAM WILL NOW PRODUCE TIME TABLE AND HOW TO EXPORT TO EXCELL

- If validation was **ALL OKAY** – Click on the **SOLVE IT** button.
- See (Fig. 34)
- This will open Fig. 35.

**TO RUN TIME DESIGN PROGRAM**

- Click on the **Solve It** button. See (Fig. 35)
- The graph will start moving – See (Fig. 36)
- It will display the **Time Programme Started**. – See (Fig. 36)
- It will also display **Total Required**. – See (Fig. 36)
- It will also display **Total Best**. – See (Fig. 36)
- **Total Required** and **Total Best** must balance for Time table successfully created.
- **Best** and **Current** percentages must be 100%.
- It will display programme **Complete** at the bottom of **Time Elapsed**.

**YOU CAN NOW CLICK ON THE REPORTS BUTTON – see FIG. 36**
Fig. 35

1. CLICK

Click on report to create report in excel – Fig. 37

GRAPH
Running – Display Best & Current Percentages
CREATE TIME TABLE REPORTS TO EXPORT TO EXCEL

- All reports will have a default tick already.
- Click on the Transfer to Excel button – will show Progress of transfer and automatically create an Excel spreadsheet. See (Fig. 38)

Fig. 37

Fig. 38
TIME TABLE ON EXCEL SPREAD SHEETS

1. Shows the time table summary. See (Fig. 39)
2. The Educator tables – to be allocated to educators. See (Fig. 40)
3. The Class tables – to be allocated to class teachers as well as class monitors. See (Fig. 41)
4. The Room Tables – Show which periods are allocated to this room. See (Fig. 42)
5. Educator Stats – Show stats for use by SMT or Principal. See (Fig. 43)
6. Educator List – Show list of educators with groups allocated to them. See (Fig. 44)
7. Educator Availability List – Show which educator are available during certain periods, especially if required to invigilate where another educator is absent. See (Fig. 45).

Fig. 39

Fig. 40
### Fig. 41

**Class Tables**

<table>
<thead>
<tr>
<th>Period</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assembly</td>
<td>LO 10 - 10A</td>
<td>AGRIS - 10A</td>
<td>XI 10 - 10A</td>
<td>AGRIS - 10A</td>
</tr>
<tr>
<td></td>
<td>LO 10</td>
<td>AGRIS</td>
<td>XI 10</td>
<td>AGRIS</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PS 10 - 10A</td>
<td>AGRIS - 10A</td>
<td>LS 10 - 10A</td>
<td>XI 10 - 10A</td>
<td>MATH 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>PS 10</td>
<td>AGRIS</td>
<td>LS 10</td>
<td>MATH 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SEBASTIAN J. S</td>
<td>BANGANI ME</td>
<td>MARTINS N. C</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
</tr>
<tr>
<td>3</td>
<td>LS 10 - 10A</td>
<td>MATH 10 - 10A</td>
<td>LO 10 - 10A</td>
<td>AGRIS - 10A</td>
<td>LS 10</td>
</tr>
<tr>
<td></td>
<td>LS 10</td>
<td>MATH 10</td>
<td>LO 10</td>
<td>AGRIS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MARTINS N. C</td>
<td>BANGANI ME</td>
<td>MOKO LAAN</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
</tr>
<tr>
<td>4</td>
<td>AGRIS - 10A</td>
<td>PS 10 - 10A</td>
<td>XI 10 - 10A</td>
<td>LO 10 - 10A</td>
<td>AGRIS</td>
</tr>
<tr>
<td></td>
<td>AGRIS</td>
<td>PS 10</td>
<td>XI 10</td>
<td>LO 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BANGANI ME</td>
<td>SEBASTIAN J. S</td>
<td>MOKO LAAN</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
</tr>
<tr>
<td>5</td>
<td>MATH 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>MATH 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>ENAL 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>MATH 10</td>
<td>ENAL 10</td>
<td>MATH 10</td>
<td>ENAL 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BANGANI ME</td>
<td>MOKO LAAN</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>ENAL 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>MATH 10 - 10A</td>
<td>LS 10 - 10A</td>
<td>XI 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>ENAL 10</td>
<td>ENAL 10</td>
<td>MATH 10</td>
<td>LS 10</td>
<td>XI 10</td>
</tr>
<tr>
<td></td>
<td>KIYAMU AKM</td>
<td>KIYAMU AKM</td>
<td>BANGANI ME</td>
<td>MARTINS N. C</td>
<td>MOKO LAAN</td>
</tr>
<tr>
<td>7</td>
<td>ENAL 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>PS 10 - 10A</td>
<td>XI 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>ENAL 10</td>
<td>ENAL 10</td>
<td>ENAL 10</td>
<td>PS 10</td>
<td>XI 10</td>
</tr>
<tr>
<td></td>
<td>KIYAMU AKM</td>
<td>KIYAMU AKM</td>
<td>SEBASTIAN J. S</td>
<td>MOKO LAAN</td>
<td>BANGANI ME</td>
</tr>
<tr>
<td>8</td>
<td>XI 10 - 10A</td>
<td>LS 10 - 10A</td>
<td>PS 10 - 10A</td>
<td>ENAL 10 - 10A</td>
<td>PS 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>XI 10</td>
<td>LS 10</td>
<td>PS 10</td>
<td>ENAL 10</td>
<td>PS 10</td>
</tr>
<tr>
<td></td>
<td>MOKO LAAN</td>
<td>MARTINS N. C</td>
<td>SEBASTIAN J. S</td>
<td>KIYAMU AKM</td>
<td>SEBASTIAN J. S</td>
</tr>
<tr>
<td>9</td>
<td>XI 10 - 10A</td>
<td>XI 10 - 10A</td>
<td>XI 10 - 10A</td>
<td>XI 10 - 10A</td>
<td>XI 10 - 10A</td>
</tr>
<tr>
<td></td>
<td>XI 10</td>
<td>XI 10</td>
<td>XI 10</td>
<td>XI 10</td>
<td>XI 10</td>
</tr>
<tr>
<td></td>
<td>MOKO LAAN</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
<td>BANGANI ME</td>
</tr>
</tbody>
</table>

### Fig. 42

**Room Tables**

**Science Lab**

<table>
<thead>
<tr>
<th>Period</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Assembly</td>
<td>LSC 12 - 12A/12B</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>LSC 12 - 12A/12B</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>LSC 12</td>
<td>LSC 12</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
<td>JIKULAMBO MM</td>
</tr>
<tr>
<td></td>
<td>LSC 12</td>
<td>12A</td>
<td>JIKULAMBO MM</td>
<td>12A</td>
<td></td>
</tr>
</tbody>
</table>
### Fig. 45

![Microsoft Excel - TimeDesign](image)

#### A - Period 9

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Educator Free Periods</td>
<td>Day 1</td>
<td>GONGOTA NC</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Period 1</td>
<td>Day 2</td>
<td>KVAMI AKM</td>
<td>JIKUMALAMBO MM</td>
<td>GONGOTA NC</td>
<td>JIKUMALAMBO MM</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td>MARTINS N C</td>
<td>KVAMI AKM</td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td>SEBASTIAN JS</td>
<td>SOGOYI S</td>
<td>SEBASTIAN JS</td>
<td>SOGOYI S</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
</tr>
<tr>
<td>7</td>
<td>Period 2</td>
<td>Day 3</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td>GONGOTA NC</td>
<td>MARTINS N C</td>
<td>GOLFLIMS</td>
<td>GONGOTA NC</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td>JIKUMALAMBO MM</td>
<td>MIKELA AN</td>
<td>KWAMI AKM</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>SEBASTIAN JS</td>
<td>SEBASTIAN JS</td>
<td>SOGOYI S</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
</tr>
<tr>
<td>12</td>
<td>Period 3</td>
<td>Day 4</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>GOLFLIMS</td>
<td>JIKUMALAMBO MM</td>
<td>MARTINS N C</td>
<td>JIKUMALAMBO MM</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td>JIKUMALAMBO MM</td>
<td>MARTINS N C</td>
<td>SEBASTIAN JS</td>
<td>KWAMI AKM</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td>KVAMI AKM</td>
<td>SEBASTIAN JS</td>
<td>MARTINS N C</td>
<td>SOGOYI S</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
<td>MIKELA AN</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td>MIKELA AN</td>
<td>ZOTE NG</td>
<td>MIKELA AN</td>
<td>ZOTE NG</td>
</tr>
<tr>
<td>18</td>
<td>Period 4</td>
<td>Day 5</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td>MIKELA AN</td>
<td>GONGOTA NC</td>
<td>GONGOTA NC</td>
<td>JIKUMALAMBO MM</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td>SEBASTIAN JS</td>
<td>JIKUMALAMBO MM</td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>SOGOYI S</td>
<td>MARTINS N C</td>
<td>SEBASTIAN JS</td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td>ZOTE NG</td>
<td>ZOTE NG</td>
<td>SEBASTIAN JS</td>
<td>SOGOYI S</td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
</tr>
<tr>
<td>24</td>
<td>Period 5</td>
<td>Day 6</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td>BANANI ME</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td>KVAMI AKM</td>
<td>GONGOTA NC</td>
<td>GOLFLIMS</td>
<td>JIKUMALAMBO MM</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td>MARTINS N C</td>
<td>JIKUMALAMBO MM</td>
<td>MARTINS N C</td>
<td>SEBASTIAN JS</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
<td>SOGOYI S</td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>SEBASTIAN JS</td>
<td>ZOTE NG</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>SOGOYI S</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Period 6</td>
<td>Day 7</td>
<td>JIKUMALAMBO MM</td>
<td>BANANI ME</td>
<td>BANANI ME</td>
<td>JIKUMALAMBO MM</td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td>MARTINS N C</td>
<td>JIKUMALAMBO MM</td>
<td>BANANI ME</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td>ZOTE NG</td>
<td>MIKELA AN</td>
<td>ZOTE NG</td>
<td>MARTINS N C</td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>MIKELA AN</td>
<td>SOGOYI S</td>
<td>MIKELA AN</td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td>SOGOYI S</td>
<td>ZOTE NG</td>
<td>SOGOYI S</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Period 7</td>
<td>Day 8</td>
<td>GONGOTA NC</td>
<td>GOLFLIMS</td>
<td>GOLFLIMS</td>
<td>GOLFLIMS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GONGOTA NC</td>
<td>GOLFLIMS</td>
<td>BANANI ME</td>
<td></td>
</tr>
</tbody>
</table>