THE COLLABORATIVE INTRUCTIONAL DESIGN SYSTEM

(CIDS)

An initiative towards transforming teachers in designing instruction for delivering effective and efficient 21st century learning experiences that inspires learners of all levels towards VUCA world.

MODULE 5:

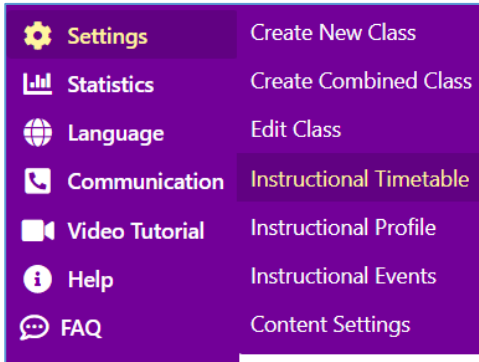# CREATE INSTRUCTIONAL TIMETABLE

The ASIE Model of CIDS is a flexible instructional design tool. You may choose minimum features/items or add optional items to design your instructional planning to cater to your needs. Most of the items are customizable to formulate the instructional activities.

A. CREATE INSTRUCTIONAL TIMETABLE

Instructional Timetable – set the time and amount of IPA – Instructional Planning Activities.

Read information from the info button for assistance

1. Setting Instructional Timetable

⚙ Settings	Create New Class
📊 Statistics	Create Combined Class
🌐 Language	Edit Class
📞 Communication	Instructional Timetable
📹 Video Tutorial	Instructional Profile
ℹ Help	Instructional Events
💬 FAQ	Content Settings

- Press **Settings – Instructional Timetable**

- Read information at the info button – **What should I do?** for a complete process.

Settings on the Instructional Timetable   **X**

1. By default some items have been set. Please read the information on the relevant item and edit the settings if necessary.
2. Press on the **Scheduling** items of the Instructional Timetable and fill in the settings.
3. Press **Add** on each Scheduling line after the subject settings.
4. Press **Save** at the end of the display.
   - Scheduling items can still be edited
5. Press **Activate** to activate the Instructional Timetable.
   a. Editing can no longer be done
   b. If there are major changes to the table, Press **Deactivate Timetable,** and create the new one
   c. **Deactivate Timetable** - The timetable will be removed from the display list and kept in the **Archive**
   d. It will not affect the previous IPA and statistical reports
   e. Any timetable found in the Archive can be copied (duplicated) to form a new timetable
6. Press **Copy** (duplicate) if there are minor changes and need to reuse the timetable.
   a. The timetable is copied (duplicate), listed on the display and can be edited (need to rename the timetable) and continue to edit
   b. Repeat the process

Example :

By default information on general time setting of the school has been selected. This information does not need you be changed if this information is within the range of your timetable. Please read instruction at side of the item.

Select *School session start time if required*

- Select *School session end time*
- Select *Maximum period per session*

Scheduling

Day	Class Name	Subject	Time From - to	No. of Periods	No. of DLPs	Action
Monday ⌄	1 Alpha ⌄	Mathematics	9:00 AM - 10:00 AM	2	1	Delete
Tuesday ⌄	1 Alpha ⌄	Science	8:30 AM - 9:00 AM	1	1	Delete
Wednesday ⌄	1 Alpha ⌄	Science	9:00 AM - 10:00 AM	2	1	Delete
Choose Day ⌄	Select class ⌄	Choose Category ⌄	Start Time: End Time:	1 ⌄	1 ⌄	Add
Press to select day according to timetable	Press to select the class according to timetable	Press to select category and subject of the teaching period	Press to select start time and end time for the teaching period	Press to select numbers of teaching period	Press to select numbers of DLP needed	Press to add settings

Friday ⌄	1 Beta ⌄	Physical Education	11:00 AM - 12:00 PM	2	1	Delete
Friday ⌄	10 Alpha ⌄	Tourism	12:00 PM - 12:30 PM	1	1	Delete
Choose Day ⌄	Select class ⌄	Choose Category ⌄	Start Time: End Time:	1 ⌄	1 ⌄	Add
Press to select day according to timetable	Press to select the class according to timetable	Press to select category and subject of the teaching period	Press to select start time and end time for the teaching period	Press to select numbers of teaching period	Press to select numbers of IPA needed	Press to add settings

Please press the Add button each time you enter information in the table row before pressing the Save button at the end of the display.
You can press and drag to sort the timetable rows

SET A | Add Timetable | Archive

Press Add Timetable Set for flexible instructional timetable or to create a new one.

Save | View Timetable | Activate Timetable | Delete

- Fill in the teaching time information (no need to enter break time, etc.)
- Select **Day**
- Select **Class Name**
- Select **Subject and Subject Category**
- Select **Time**
- Select the number of teaching *Periods*
- Select the number of IPAs that needs to be created at given period.
- Press **Add/enter**
- Repeat the above steps to add more subjects
- Press and drag a specific strip to arrange the table *(if necessary)*
- Press **Save**
- Editing is still applicable at this level **(**press **delete** or **add subject)**

- Press **Add Timetable Set** *t*o create a 2nd Schedule *(for schools that adopt a Flexible Timetable or in certain circumstances the school needs 2 set of timetables)*
- Press **View Timetable** if necessary to check the schedule
- If error is displayed – it means there is an overlap of time or incorrect AM -PM selection. Please check and correct.
- Press the particular *time slot* to edit.

Press on the specific timetable for editing

	7:15 AM	7:45 AM	8:15 AM	8:45 AM	9:15 AM	9:45 AM	10:15 AM	10:45 AM	11:15 AM	11:45 AM	12:15 PM	12:45 PM	1:15 PM
Monday		Applied Science 10 Beta 8:00 AM - 8:30 AM	Physics 10 Alpha 8:30 AM - 9:00 AM	Mathematics 9 Alpha 9:00 AM - 10:00 AM		Additional Mathematics 10 Beta 10:00 AM - 11:00 AM		Acting 1 Beta 11:00 AM - 12:00 PM				
Tuesday		Science 10 Alpha 8:00 AM - 9:00 AM		Science 10 Beta 9:00 AM - 10:00 AM		Mathematics 9 Beta 10:00 AM - 11:00 AM		Visual Art Education 1 Beta 11:00 AM - 12:00 PM				
Wednesday		English 10 Alpha 8:00 AM - 9:00 AM		Acting 1 Alpha 9:00 AM - 10:00 AM		English 10 Beta 10:00 AM - 11:00 AM						
Thursday		Business Studies 10 Alpha 8:00 AM - 8:30 AM	Computer Science 10 Beta 8:30 AM - 9:00 AM	Communication 9 Beta 9:00 AM - 9:30 AM		Civics Education 1 Beta 10:00 AM - 10:30 AM		History 10 Alpha 11:00 AM - 12:00 PM		History 10 Beta 12:00 PM - 1:00 PM		
Friday		Catering and Serving 6 Alpha 8:00 AM - 9:00 AM		Catering and Serving 6 Beta 9:00 AM - 10:00 AM		Physical Education 1 Alpha 10:00 AM - 11:00 AM		Physical Education 1 Beta 11:00 AM - 12:00 PM		Tourism 10 Alpha 12:00 PM - 12:30 PM		

SET A1 SET A

TEACHING PERIOD ANALYSIS

Applied Science 10 Beta	Amount of Teaching Period: 1	Amount of IPA: 1
Physics 10 Alpha	Amount of Teaching Period: 1	Amount of IPA: 1
Mathematics 9 Alpha	Amount of Teaching Period: 2	Amount of IPA: 1

Computer Science 10 Beta	Amount of Teaching Period: 1	Amount of IPA: 1
Communication 9 Beta	Amount of Teaching Period: 1	Amount of IPA: 1
Civics Education 1 Beta	Amount of Teaching Period: 1	Amount of IPA: 1
History 10 Alpha	Amount of Teaching Period: 2	Amount of IPA: 1
History 10 Beta	Amount of Teaching Period: 2	Amount of IPA: 1
Catering and Serving 6 Alpha	Amount of Teaching Period: 2	Amount of IPA: 1
Catering and Serving 6 Beta	Amount of Teaching Period: 2	Amount of IPA: 1
Physical Education 1 Alpha	Amount of Teaching Period: 2	Amount of IPA: 1
Physical Education 1 Beta	Amount of Teaching Period: 2	Amount of IPA: 1
Tourism 10 Alpha	Amount of Teaching Period: 1	Amount of IPA: 1
Summary	Total Teaching Period: **39**	Total IPA: **23**

Back Print/Save PDF

2. **Activate Timetable -** for statistical analysis purposes

- Press **Activate Timetable**
- Read information
- Press **Confirm Activate**

3. Re-editing the timetable
- Delete button is not function at this stage
- You need to press **Deactivate Timetable**
- It will be stored as **Archive – the timetable** is still applicable in previous IPAs created

- Press **copy** – it will duplicate the timetable
- Start editing – delete item or add subject
- **Save**
- **Activate the Timetable**

SUMMARY

> ✓ Create Instructional Timetable
> ✓ Fill in the information
> ✓ Select day, subject & time
> ✓ Press Save
> ✓ Activate the timetable