Basma

School Admin Guide

The complete reference for running your school in Basma: users and classes, the timetable from setup to publishing, substitutes, attendance, behaviour and reports, with practical examples from a single school.

Second edition

For school principals, their deputies and school office staff

November 2026

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Notice

All data shown in this guide, including the names of schools, teachers, students and parents, numbers and attendance records, is fictional and was prepared for explanation and illustration only. It is not connected to any real person or organisation, and any resemblance of names is purely coincidental.

1 Introduction

Welcome to the guide to the Basma admin panel. It is written for school principals, their deputies and school office staff. It explains the whole system step by step, using examples from one school that we follow from the first page to the last.

1.1 What is Basma?

Basma is a complete platform for following students at school. Teachers take attendance period by period in the mobile app, parents follow their children in the same app, and the school office manages it all from the admin panel on the web.

The admin panel is the school's "control room". From here you add teachers, students and parents, build and publish the timetable, organise cover when teachers are away, follow attendance and behaviour, and print registers and official letters.

1.2 Who uses the admin panel?

This guide is for the **school admin (the school's Admin account)**, the account with full rights over the school's data. Other school accounts with narrower rights can also sign in to the panel:

Admin (school admin) | Moderator | Register | Medical | Viewer

All of these accounts see the same sidebar, but the system stops anyone other than the admin from saving what they have no rights to. Teachers, parents and students never sign in to the admin panel; they use the mobile app only.

1.3 How the admin panel and the mobile app fit together

The panel and the app are two faces of one system and one database. What you save in the panel appears in the app, and what a teacher records in the app appears in the panel's reports. The table below shows who does what, and where:

Task	Where?	Who?
Take attendance for each period	Mobile app	Teacher (and moderator)
Record lateness at morning assembly	Mobile app	Moderator, or whoever is assigned the task
Review absence requests sent by parents	Mobile app	School office
Excellence points, notes and follow-up marks	Mobile app	Teacher
Add accounts and classes, and import data	Admin panel	School admin
Build and publish the timetable	Admin panel	School admin
Organise cover when a teacher is away	Admin panel (the substitute accepts the request in the app)	School admin
Reports, registers and printed letters	Admin panel	School admin
Exit permissions, medical reports, pledges and behavioural suspensions	Admin panel	School admin (the parent gets a notification in the app)

Notification language

The panel is bilingual (Arabic and English). However, the notifications the system sends to teachers and parents (cover requests, timetable publishing, behaviour notices) are always sent in Arabic, whatever language your interface uses.

1.4 What's new in this edition?

This second edition of the guide covers a major update to the admin panel. The main additions are:

- **A new Dashboard**: today's attendance in a single ring, today's timetable and cover periods, a "Needs your attention" list, indicators for the last 7, 30 or 90 days compared with the previous period, and an absentee report you can export and print.
- **A complete timetable system**: a "Start here" guide with four stages and 13 steps, the lessons matrix, a Rules center with twenty-three rules, a readiness check, automatic generation with several modes and diagnostic tools, a drag-and-drop editor, timetable versions (draft and published) with a publishing wizard and an effective date, printing and export, import from aSc TimeTables and Excel, rooms and labs, and a display screen for the staff room.
- **The new Substitutes**: a daily board where you record absences. The system suggests substitutes for the whole day in one click, using weights you control. You then publish the draft and each teacher receives a single notification, with a reply deadline, automatic hand-over to the next candidate and a monthly report.
- **A unified behaviour record**: exit permissions, medical reports, parent summons, pledges and behavioural suspensions on one page.
- **Self-registration with a join code**: teachers and parents join from the app with your school's code, and you approve them.
- **A unified Activity Log**: every addition, change or deletion made in the app or the panel, in one log you can filter and export.

1.5 How to read this guide

The chapters follow the natural order of work: signing in and getting to know the screen, then the Dashboard, then setting up users and classes, then the timetable and cover, then reports and behaviour, and finally settings. At the end you will find complete workflows, frequently asked questions and a glossary.

Conventions used in this guide:

Style	Meaning
Save	A button, field or heading that appears on screen with exactly this text.
Classes & Content → Timetable	The route in the sidebar: open the first group, then choose the second item.
“Tip” box	A quicker or better way to get the job done.
“Note” box	Information that explains how the system works.
“Important” box	Something that may give an unexpected result if you overlook it.
“Warning” box	An action that cannot be undone, or that deletes data permanently.
“Real-life example” box	A practical example from the demo school.

1.6 The demo school in this guide

Every example and screenshot in this guide comes from one fictional school, **Al-Riyada Intermediate School for Boys**:

- **8 classes** from Grade 6 to Grade 9: 6-1, 6-2, 7-1, 7-2, 8-1, 8-2, 9-1 and 9-2.
- **199 students** (24 to 26 in each class), **18 teachers** and **13 parent accounts**.
- **School admin**: Mr Salem Al-Khalidi, whom we follow in the examples. **Moderator**: Mr Mansour Al-Yaseen.
- The school week runs from Sunday to Thursday, with **7 periods a day**. Period 1 starts at 07:30, period 7 ends at 13:35, and Break is from 09:55 to 10:20.
- Ten subjects: Arabic (6 periods a week), English (5), Maths (5), Science (4), Islamic Education (3), Social Studies (2), Computing (2), PE (2), Art (2) and Homeroom (1), giving 32 periods a week for each class.
- The official timetable: **“Main timetable – Term 2”**, in effect from 25 October 2026. The system placed 256 of its 256 periods.

The school’s data was entered in Arabic, so the names of people, classes and subjects appear in Arabic in the screenshots, even though the panel itself is shown in English. In the text we give these names in English.

Most screenshots were taken on **demo day**: Sunday 15 November 2026 at 09:40, during period 3. On that day Mr Khaled Al-Anzi (Maths) was away on sick leave, and in Chapter 7 you will follow how his periods were covered.

2 Getting started

In this chapter you sign in to the admin panel, get to know the parts of the screen, and find out what to set up first at the start of the school year.

2.1 Signing in

The sign-in page carries the name **“BasmaCP Admin”** and the line “Sign in to manage the platform”.

1. Open the admin panel link that the Basma team gave you.
2. In **Username or email**, type your username or your email address; either works.
3. Type your **Password**.
4. If the “I’m not a robot” security check (reCAPTCHA) appears, tick it. The sign-in button stays disabled until you complete the check.
5. Press **Sign in**. The button changes to “Signing in…”, and then the **Dashboard** opens.

To change the language of the sign-in page, press the button at the top of the page. It reads “English” when the page is in Arabic, and “العربية” when it is in English.

> **Sign-in error messages**
>
> If the username or password is wrong, a general message appears: “Something went wrong. Try again.” There is no specific message for a wrong password. If the server cannot be reached, you see: “Could not reach the server. Check your connection and try again.”

> **Inactive accounts cannot sign in**
>
> Only active accounts can sign in to the panel. If a colleague makes your account inactive by mistake, you will not be able to sign in until another Admin at your school, or the Basma team, makes it active again.

2.2 The parts of the screen

Every page has three parts: the sidebar on the left, the top bar, and the content area.



Figure 1 The top bar (your name and the school name, and the theme, colour, language and sign-out buttons) and the sidebar with its five groups under “Dashboard”.

The top bar

- **Your name and your school’s name**: in the example, “Mr Salem” and “Al-Riyada Intermediate School for Boys”. They are hidden on very narrow phone screens.
- **Theme button** (sun or moon): switches between light and dark mode. The default is dark, and your choice is saved in the browser for a year.
- **Colour dot**: each press changes the interface colour: Sapphire (the default), then Gold, then Burgundy, then Emerald.
- **Language button**: “English” or “العربية”. It reopens the same page in the other language.
- **Sign out**: takes you back to the sign-in page.
- On phones and tablets a **menu button** (☰) appears for opening the sidebar. The sidebar closes by itself when you choose a page.

The sidebar

Its first item is **Dashboard**, followed by five groups that open and close when you press their heading. The group that contains the current page opens automatically.

Group	Items
Reports	Follow-Up Teacher · Student Points · Attendance Statistics · Daily Absence Sheet · Student Behavior Record · Warning Report · Delay Report · Student Review Report
People	Users List · Manage Students · Teachers · Moderators · Parents · Admins
Classes & Content	Manage Classes · Class Groups · Timetable · Subjects & Bell Schedule · Substitutes · Exam Invigilation · Departments · News
Import Data	Import Students · Import Teachers · Import Parents
School Settings	School Info · Education Stages · Behaviour Catalogue · Lock Holidays · Activity Log

> **Report links can be saved and shared**
>
> The filters on report pages are written into the page link. You can bookmark a filtered report, or send its link to a colleague in the same school office so they open it with the same filters.

2.3 Roles and permissions

Five types of school account can sign in to the panel. Admin and moderator accounts are managed on their own pages; Register, Medical and Viewer accounts are managed in **People** → **Users List**.

Role	What can it do?	Where is it managed?
Admin (school admin)	Everything in their school: accounts, classes, timetable, cover, reports, behaviour, settings and the Activity Log.	Admins
Moderator	View data, and record attendance and behaviour. In the app, moderators have extra permissions that you grant them (editing attendance, adding students while taking attendance).	Moderators
Register	Add and edit students and classes, with view-only access to staff, the timetable, attendance and reports.	Users List
Medical	Medical records, with view-only access to students, attendance and reports.	Users List
Viewer	View-only access to everything except the subscription and medical records.	Users List

> **One sidebar for everyone**
>
> The sidebar does not change with the role: moderators and viewers see the same links that you see. However, saving is blocked for anyone without the right permission, and they may see a general error page. Only the Activity Log page refuses to open for anyone but an Admin.

2.4 Behaviour shared across the panel

Some rules apply on many pages. Read them once here:

- **Lists** are shown in full, without paging, newest first. Search is a single text box with a `Search` button, and it matches any part of the text.
- **The status badge is a button**: pressing “Active” or “Inactive” in any list switches the status immediately. An inactive account cannot sign in.
- **Deleting is immediate on many pages**: the “Delete” buttons on the People, Classes, Class Groups, Departments and News pages delete on the first press, with no “Are you sure?” question and no undo.

- **No notification when accounts are created**: adding, editing or accepting an account sends no email or notification to its owner. Give them their username and password yourself.
- **The message "Please fill in all required fields."** sometimes appears for reasons other than empty fields. Read it as "not saved", and check the values you entered.
- **Printing** uses the browser's print window. To save a PDF file, choose "Save as PDF" there. Printouts come out black on white, even in dark mode.

> **Before you press "Delete"**
>
> Deletions on the People and Classes pages cannot be recovered, and they may wipe out whole attendance records with them. If you only want to stop someone from signing in, use the status badge to make them "Inactive" instead of deleting them.

2.5 Start-of-year setup checklist

If your school is new to Basma, or you are starting a new school year, follow this order. Each step depends on the one before it:

1. **School info**: check the three warning thresholds and the delay rule in **School Settings** → **School Info**. The printed letters depend on them.
2. **Education stages and the behaviour catalogue**: make sure your school's stage and its catalogue exist, so that pledges work.
3. **Classes**: add the classes in **Classes & Content** → **Manage Classes**.
4. **Class groups**: group the classes of each grade (for example "Grade 6"). Without groups, Attendance Statistics and Student Points stay empty.
5. **Teachers**: import them from a file or add them, then assign their classes.
6. **Students**: import them with their classes.
7. **Parents**: import them and link them to their children, or turn on joining with the school code.
8. **Holidays**: set the year's holidays in **School Settings** → **Lock Holidays**.
9. **Departments**: create the departments, assign teachers to them and choose their heads.
10. **Timetable**: follow the "Start here" guide through to publishing the timetable.

11. **Cover settings**: review the substitute ranking weights, the cover types and the absence reasons.

12. **News**: post a start-of-year news item for parents.

Each step is explained in detail in its own chapter, and Chapter 13 walks through a complete start of the year.

3 The Dashboard

The Dashboard is the first thing you see after signing in. It is designed to answer the morning questions at a glance: has attendance been taken? Which teachers are away? Are their periods covered? What is waiting for my decision?

The page has two parts: the **school overview** at the top and the **absentee report** at the bottom. This chapter explains each card using the figures from demo day: Sunday 15 November 2026 at 09:40.

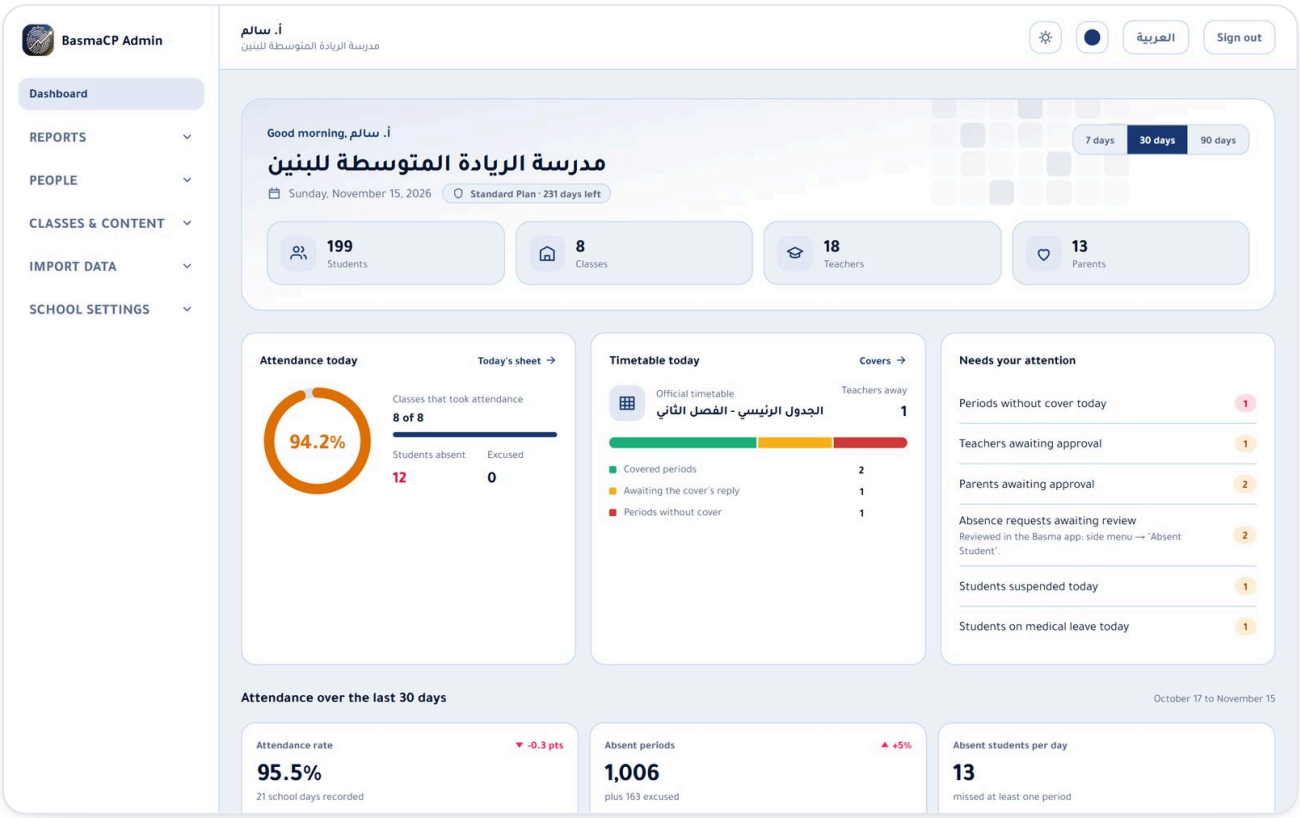


Figure 2 The Al-Riyada Dashboard on the morning of demo day: the greeting and school counts, then the “today” row (Attendance today, Timetable today, Needs your attention), then the indicators for the last 30 days.

3.1 The welcome band and school counts

At the top of the page is a greeting that changes with the time of day: “Good morning” before 12 noon Kuwait time and “Good evening” after that, followed by your name. Below it are the school name and today’s date.

Next to the date is the **subscription badge**, for example “Standard Plan · 231 days left”. The badge turns amber when 30 days or fewer remain, and red with the words “… subscription

expired” once it has ended.

On the other side is the **statistics window** switch: `7 days`, `30 days` (the default) and `90 days`. This switch changes the indicators, the chart and the two “most absent” cards. It does not change the “today” cards.

Below that are four counts. Each one is a link to its page:

Count	At Al-Riyada	What it counts	Opens
Students	199	The school’s students	Manage Students
Classes	8	The school’s classes	Manage Classes
Teachers	18	Teacher accounts only (not moderators or admins)	Teachers
Parents	13	Parent accounts	Parents

> **The counts include inactive accounts**
>
> The counts include every account of that type, including inactive accounts and join requests still waiting for your approval. That is why Al-Riyada shows 18 teachers even though one of them (Mr Ziyad Al-Subaie) has not been accepted yet.

3.2 The “Attendance today” card

The ring shows today’s attendance rate: the number of periods in which students were present, divided by all periods recorded today. On demo day it was **94.2%**.

The colour of the ring sums up the situation: **green** at 95% or above, **amber** from 85% to just under 95%, and **red** below 85%. That is why the Al-Riyada ring is amber. If no attendance has been recorded yet, it reads “Not recorded yet”.

- **Classes that took attendance**: “8 of 8”, with a progress bar. Every class has recorded at least one period today.
- **Students absent**: 12. This is the number of different students who missed at least one period without an excuse.

- **Excused**: 0. Note that this figure counts excused *periods*, not students.

The **Today's sheet** link opens the Daily Absence Sheet, so you can see who was absent in each period.

3.3 The “Timetable today” card

If the school has an official timetable version for today, the card shows:

- **Official timetable**: the version name, here “Main timetable – Term 2”.
- **Teachers away**: the number of teachers whose absence for today is recorded on the Substitutes page. Here it is 1 (Mr Khaled Al-Anzi).
- **A bar of today’s cover periods** in three colours: “Covered periods” (2) in green, “Awaiting the cover's reply” (1) in amber and “Periods without cover” (1) in red.

The **Covers** link takes you straight to the cover board.

> **Drafts do not appear here**
>
> The card shows published periods only. Cover that is still in an unpublished draft is not counted, and neither are cancelled periods.

If there is no official timetable for today, the card shows “No timetable published yet” and a **Start building the timetable** button that takes you to the timetable guide.

3.4 The “Needs your attention” card

This is your list of urgent tasks. An item appears only when its count is above zero, and each item links to the page where you deal with it. On demo day six items appeared:

Item	Count	What to do
Periods without cover today	1	Open Substitutes and find a substitute for period 6 in 7-1.
Teachers awaiting approval	1	Open Teachers and accept or reject Mr Ziyad Al-Subaie.
Parents awaiting approval	2	Open Parents and accept or reject the two requests.
Absence requests awaiting review	2	Review them in the mobile app (two medical appointments).
Students suspended today	1	For information: a student on a 3-day behavioural suspension.
Students on medical leave today	1	For information: a student with a medical report.

The first item has a red badge and the others have amber badges. When nothing is left, the card shows “Nothing needs your attention right now.” in green.

> **Absence requests are reviewed in the app**
>
> Parents submit absence requests from the mobile app, and the requests are reviewed and accepted in the app too (side menu → “Absent Student”). The admin panel only shows how many there are, so you do not miss them.

3.5 Period indicators and the chart

The section heading reads “Attendance over the last 30 days” (or 7 or 90, depending on the switch), with the exact dates beside it: “October 17 to November 15”. The window includes today and is compared with the same number of days immediately before it.

Indicator	Value in the example	How to read it
Attendance rate	95.5%, −0.3 pts, 21 school days recorded	Present periods ÷ recorded periods. The change is in percentage points against the previous 30 days.
Absent periods	1,006 (+5%), plus 163 excused	Unexcused absent periods. A rise is shown in red because it is a trend you do not want.
Absent students per day	13	The average number of students who missed at least one period on each recorded day.

Below the indicators is the “Present and absent, per school day” chart: one column for each day with records, green for present and orange for absent. Days with no records are left out. Switch between **Chart** and **Table** to see the same figures in a three-column table.

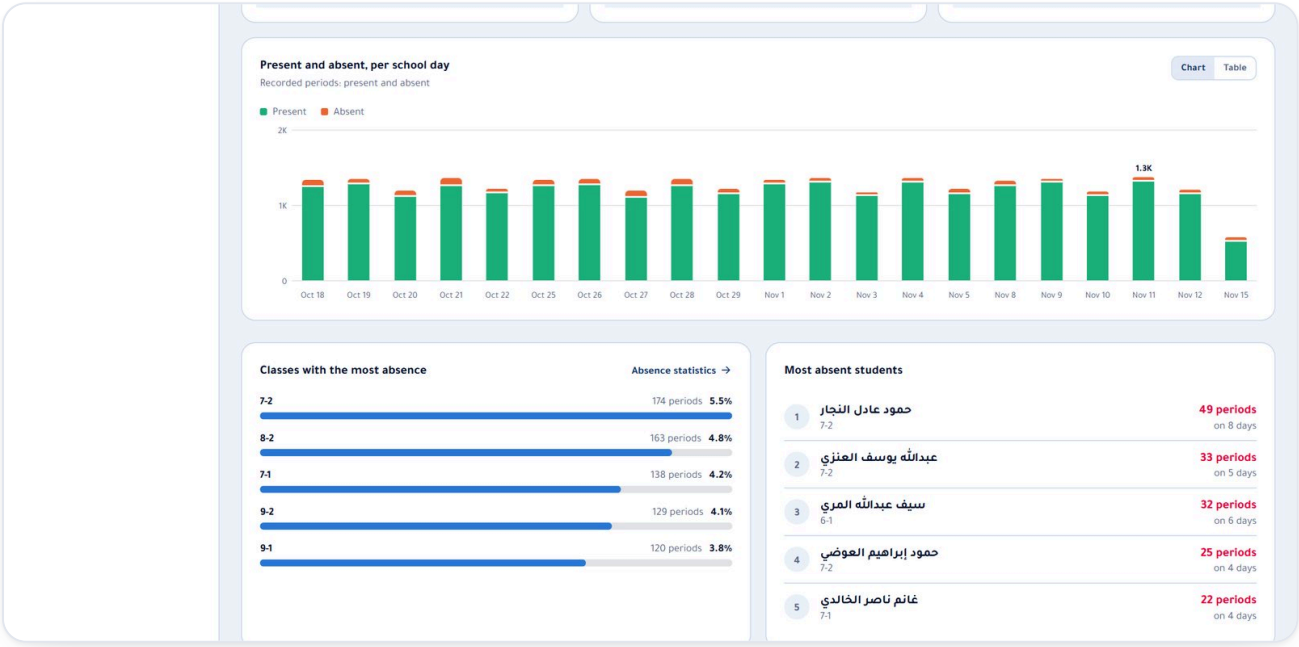


Figure 3 The day-by-day attendance chart (the column for 15 November is short because the day is not over yet), with “Classes with the most absence” and “Most absent students” below it.

Excused absence is not counted as absence in the indicators

In these indicators, excused absence (medical report, behavioural suspension, exit permission) is a separate category and is not included in “Absent periods”. The absentee report at the bottom of the page counts differently, however (see below).

3.6 Classes with the most absence and most absent students

Classes with the most absence shows the five classes with the highest rate of unexcused absence in the window. In the example: 7-2 at 5.5% (174 periods), then 8-2 at 4.8%, 7-1 at 4.2%, then 9-2 and 9-1. Only classes with at least 20 recorded periods in the window are listed, so a class that rarely takes attendance cannot appear with a misleading rate. The **Absence statistics** link opens the daily report.

Most absent students shows the five students with the most unexcused absent periods, together with the number of days. In the example the list is headed by Hamoud Adel Al-Najjar (7-2) with 49 periods on 8 days.

> **Click the student's name**
>
> Clicking a student's name in this card opens the absentee report at the bottom of the page, already filtered to that student, their class and the window dates. You can then see exactly which days and periods they missed before you call their parent.

3.7 Quick actions

Six shortcuts to the most frequent tasks:



Figure 4 Quick actions: Add a student, Daily absence sheet, Absence statistics, Timetable, Covers, Post news.

- **Add a student**: opens Manage Students (press "Add Student" there).
- **Daily absence sheet** and **Absence statistics**: today's two reports.
- **Timetable**: opens the timetable, or the timetable guide if there is no official timetable for today.
- **Covers**: the cover board.
- **Post news**: the News page.

3.8 The absentee report

At the bottom of the page is the **absentee report**: "Choose a period and class to list absent students and the periods they missed, then export or print." It is the quickest way to list the

absences of a group of students over a set period.

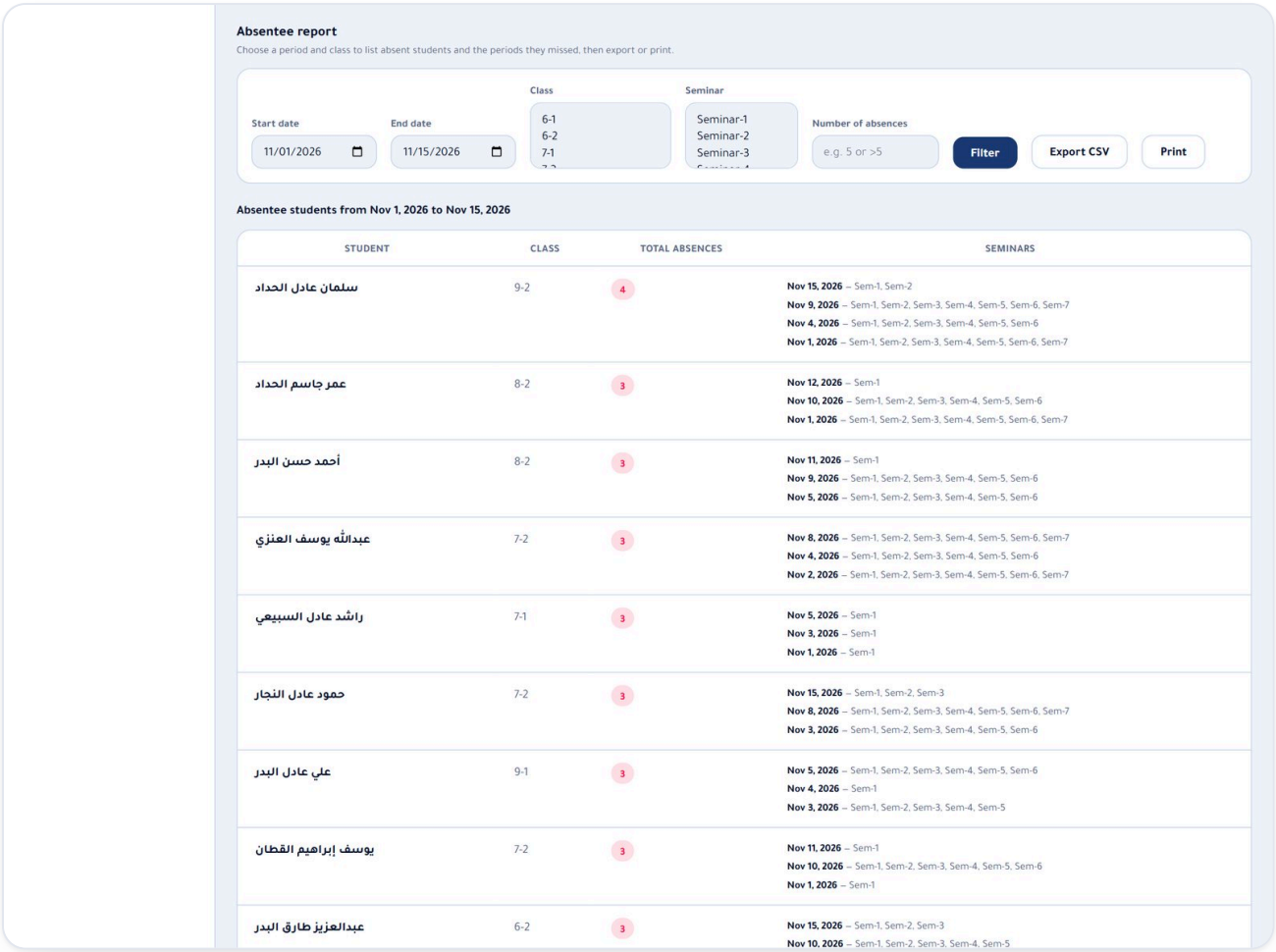


Figure 5 The absentee report from 1 to 15 November 2026: each student's class and number of days absent, and under "Seminars" the date of each day and the periods missed.

Filters

Field	Description
Start date / End date	Today by default.
Class	Multiple choice. Leave it empty for all classes.
Student	Appears only after you choose exactly one class and press “Filter” once.
Seminar	Multiple choice of periods 1 to 7, shown as “Seminar-1” to “Seminar-7” (period 1 to period 7). A student is listed if they missed any of the chosen periods.
Number of absences	A number for an exact match (such as 5), or a comparison starting with a symbol: `>5`, `>=5`, `<3` or `<=3`. It is compared with the number of *days*, not periods.
Show only	Appears when the start and end date are the same day: all absences, students with exit permission, students with a medical report, or students under suspension.

Results

The heading “Absentee students from … to …” appears above a table with these columns: **Student**, **Class**, **Total absences** (red badge) and **Seminars**. For each day, Seminars shows the date and then the periods missed, in the form “Sem-1, Sem-3”, plus any absence note recorded for the student that day. Students are sorted from most to least absent.

> **This report counts differently from the indicators above**
>
> “Total absences” in this report is the number of **days** on which the student missed at least one period, and it **includes excused absence**. The indicators at the top of the page count **periods** and keep excused absence separate. Do not compare the two figures.

Export and print

- `Export CSV`: downloads a file that opens correctly in Excel, Arabic included, with one row per student: student ID, name, class, all the periods missed in the date range, and total absences. It does not include the day-by-day breakdown.

- **Print**: prints the heading “Learner Follow-up System” and the school name, followed by the table. The rest of the page is left off the printout.

> **Updates can take two minutes to appear**
>
> The overview figures are cached for two minutes. If a teacher has just finished taking attendance, it can take up to two minutes to show in the ring. Reload the page after that.

Real-life example **Mr Salem’s morning round**

At 09:40 on demo day Mr Salem opened the Dashboard. He saw that the attendance ring was amber (94.2%) and that all eight classes had taken attendance. Then he looked at “Needs your attention”: one period without cover.

He clicked the item, went to Substitutes and dealt with period 6 in 7-1 (details in chapter 7). He then came back, accepted the request from the new teacher, Mr Ziyad Al-Subaie, on the Teachers page, and opened the mobile app to review the two absence requests.

Before the end of the school day he chose the 30-day window and clicked Hamoud Adel Al-Najjar’s name in “Most absent students”. The detailed absentee report appeared, and he printed it to attach to the parent summons.

4 Managing users

The “People” group is where you manage every account in your school: admins, teachers, moderators, parents and students, as well as Register, Medical and Viewer accounts.

4.1 General rules for all People pages

- **Usernames and email addresses must be unique across the whole platform**, not just within your school. If you see “This username is already in use.”, choose another one. Many schools use the person’s civil ID as their username.
- **A password is required when you create an account**, even though the field is not marked as required. When editing, leave it blank to keep the current password. “Confirm Password” must match, otherwise you see “Passwords do not match.”. The system does not enforce a minimum length, so choose strong passwords.
- Passwords are stored encrypted and nobody can see them after saving. If someone forgets theirs, set a new one for them with “Edit”.
- **Length limits**: name and email up to 100 characters, username up to 40 characters, and a student’s civil ID up to 20 digits.
- **No export** from the People pages, and no splitting of lists into pages.
- **Bulk delete** with the `Delete selected` button deletes accounts one by one, in order. If it reaches an account that is protected from deletion, it stops there: the accounts before it are deleted, but that account and the ones after it are not.

> **Deleting here is permanent and happens on the first click**
>
> Every “Delete” and “Delete selected” button on the People pages acts immediately, with no confirmation and no undo. During the school year, make an account “Inactive” rather than deleting it.

> **Case records are protected**
>
> You cannot delete a staff member or parent who is linked to a student’s case file, or a student who has a behaviour pledge or case file. A red message appears, such as “This teacher cannot be deleted: they have case-management history linked to their record.”. This protection of official records is deliberate.

4.2 Admins

Open **People** → **Admins**. This is where you add colleagues in the school administration who should have the same full permissions as you, such as a deputy principal.

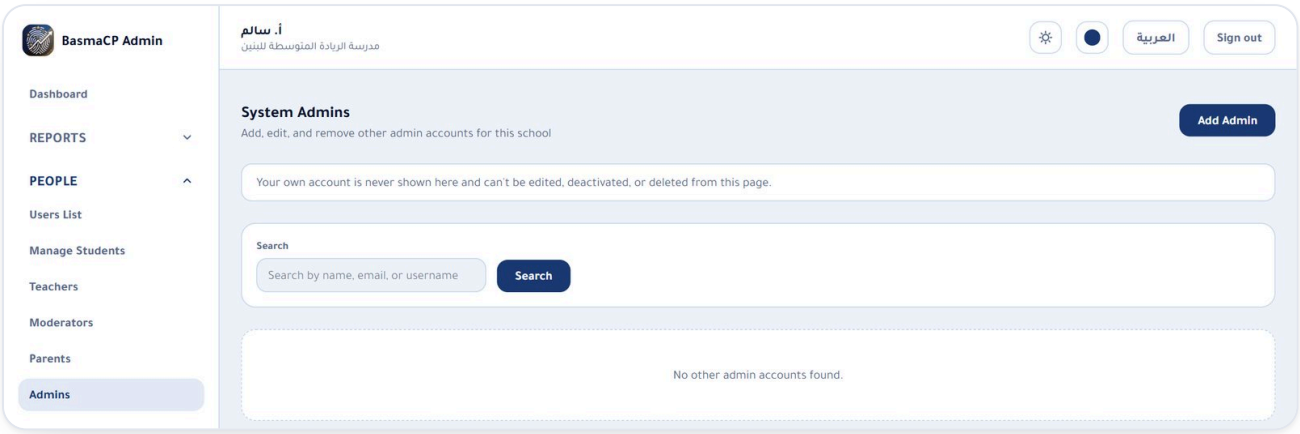


Figure 6 The System Admins page. Note the line “Your own account is never shown here and can't be edited, deactivated, or deleted from this page.” Al-Riyada has no other admin besides Mr Salem, so the list reads “No other admin accounts found.”

1. Press **Add Admin**.
2. Fill in the name, username, email (optional), password and its confirmation, address and personal description (both optional), and the status.
3. Press **Save**. The new account has the full permissions of a school admin.

Your own account never appears in this list, so you cannot deactivate or delete yourself by mistake. To change your own password, use the School Info page.

> **Check which page you are on**
>
> In the Arabic interface, the add button has the same label on this page and on the Moderators page. In English they are “Add Admin” and “Add Moderator”. Either way, check which page you are on: here you create an admin account with full permissions, there a moderator account with limited permissions.

4.3 Teachers

Open **People** → **Teachers**. The page lists all the school’s teachers, together with any requests to join with the school code.

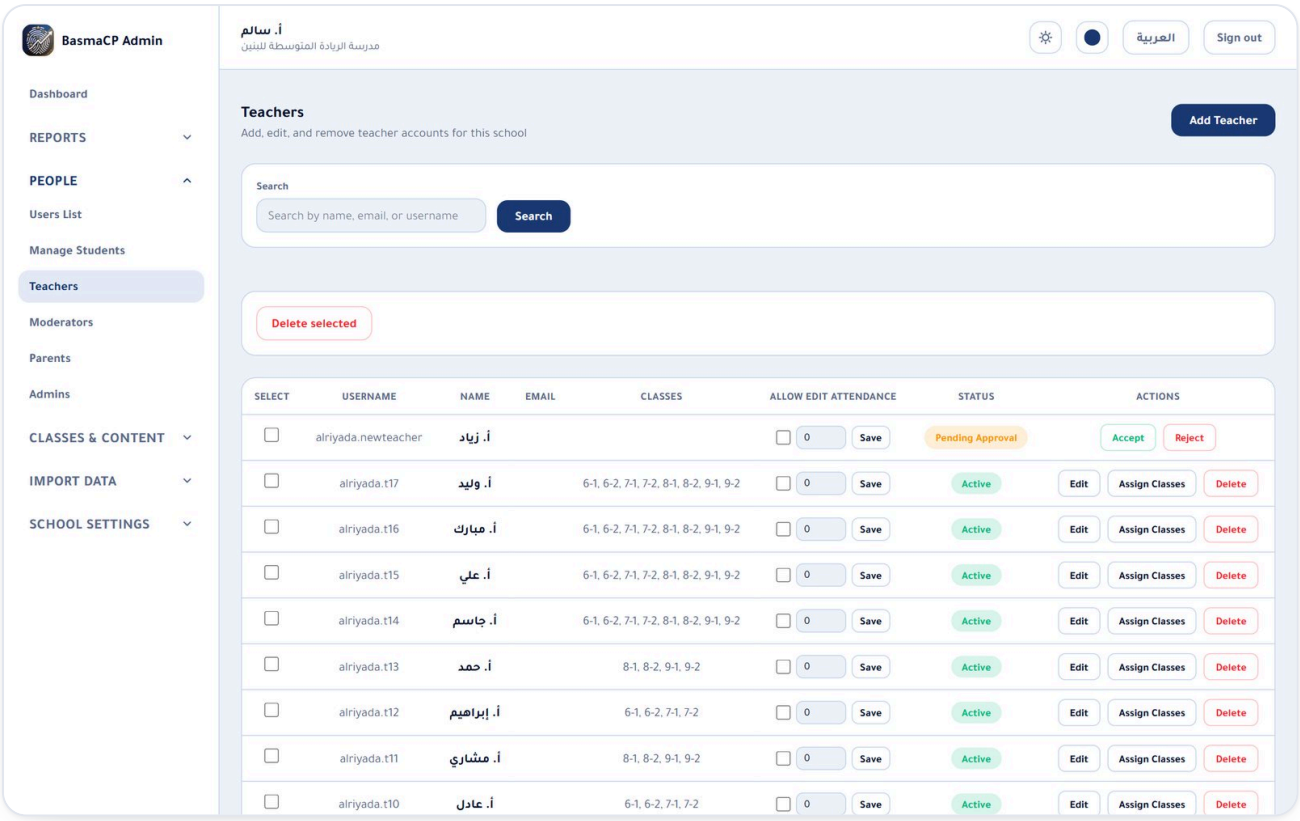


Figure 7 The teachers list. At the top is a join request from Mr Ziyad with the “Pending Approval” badge and the “Accept” and “Reject” buttons. Each teacher has their classes, an “Allow Edit Attendance” checkbox with a time limit in minutes, and a “Save” button.

The list columns are: Select, Username, Name, Email, Classes, Allow Edit Attendance, Status and Actions.

Allowing attendance edits straight from the list

Each row has a checkbox, an “Edit window (minutes)” number box and a small **Save** button. Tick the box, enter the time limit (for example 30) and press “Save”. The teacher can then correct their attendance within that time after submitting it. If you untick the box, the time limit is saved as zero.

Adding or editing a teacher

1. Press **Add Teacher** (or **Edit** in the teacher’s row).
2. Fill in the name and username (usually the teacher’s civil ID), the email (optional), and, when adding, the password and its confirmation.
3. Leave “Teacher Type” set to “Regular”.
4. To let the teacher edit attendance after submitting it, tick “Allow this teacher to edit attendance after submission” and set the “Edit window (minutes)”.

5 Choose the status and press **Save**.

The teacher form has no phone field.

Assigning classes

Press **Assign Classes** in the teacher's row, tick every class the teacher currently teaches, then press **Save**. The list you save **replaces the old one**. If you untick everything, all classes are taken away from the teacher.

Accepting teachers who joined with the school code

A teacher who joins from the app with the school code appears in the same list with an amber "Pending Approval" badge, and stays inactive until you decide:

- **Accept**: activates the account, and the teacher can sign in to the app.
- **Reject**: **deletes** the account request permanently.

No notification is sent either way, so let the teacher know yourself.

Deleting a teacher

Deleting a teacher also permanently deletes their app sessions and devices, their class assignments, **their periods in the timetable**, the cover records in which they were the absent teacher, and **their exam invigilation duties**.

> **Do not delete a teacher during the year**
>
> Deleting a teacher mid-year empties their periods from the official timetable. If a teacher moves or retires, make them "Inactive", then give their periods to another teacher in the lessons matrix.

4.4 Moderators

Open **People** → **Moderators**. A moderator follows up attendance and behaviour, can sign in to the admin panel to view information, and has two permissions in the app that you control.

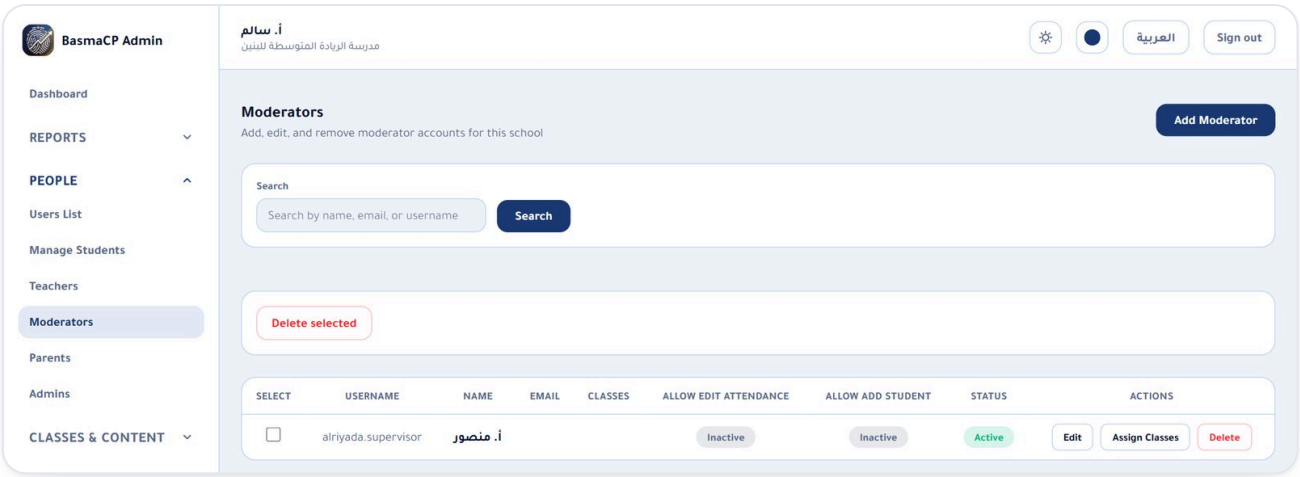


Figure 8 The moderators list: Mr Mansour Al-Yaseen, with the two permission columns “Allow Edit Attendance” and “Allow Add Student” (both “Inactive” here). Clicking a badge switches it.

The two permission columns are badges that you switch with a click, just like the status badge:

- **Allow this moderator to edit attendance after submission**: applies in the mobile app, to today’s and yesterday’s attendance only. It is on by default for new moderators.
- **Allow this moderator to add students while taking attendance**: applies in the mobile app, and is off by default.

Adding, editing and deleting work as on the Teachers page. The **Assign Classes** button sets the classes the moderator supervises, and the saved list replaces the old one.

4.5 Parents

Open **People** → **Parents**. The **Children** column shows the names of the students linked to each parent.

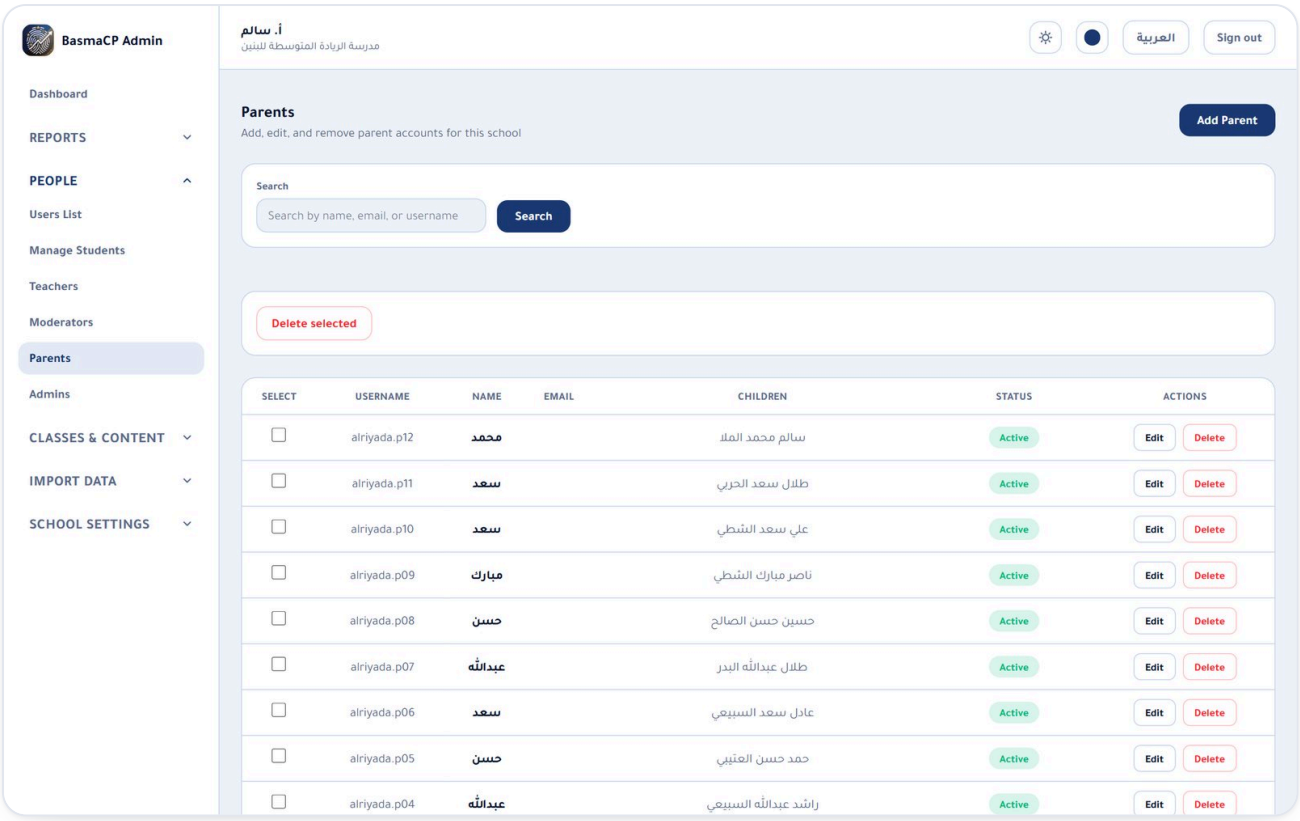


Figure 9 The parents list with their children's names, and the Edit and Delete buttons on each row. Join requests appear further down the same list, with "Pending Approval" and the "Accept" and "Reject" buttons.

Adding a parent

1. Press **Add Parent**.
2. Fill in the name, username, email (optional), password and its confirmation.
3. Set "Can view student absences" to **Yes** (the default) or **No**.
4. Choose the status and press **Save**.

> **Children are not linked here**
>
> This page does not link a parent to their children. Link them from **Manage Students** → **Assign Parent**, or with the student ID column when you import parents.

Accepting parents who joined with the school code

When a parent joins from the app, they enter their child's civil ID. If a student with that number exists in your school, the parent is linked automatically. If not, the Children column shows "No student linked yet" in amber.

- **Accept**: activates the account. If the parent is not linked to a student, link them from Manage Students after accepting.
- **Reject**: permanently deletes the account request and its links.

Deleting a parent deletes their account and their links to their children. It never deletes the students.

4.6 Manage Students

Open **People** → **Manage Students**. This is where all your school's student records are kept.

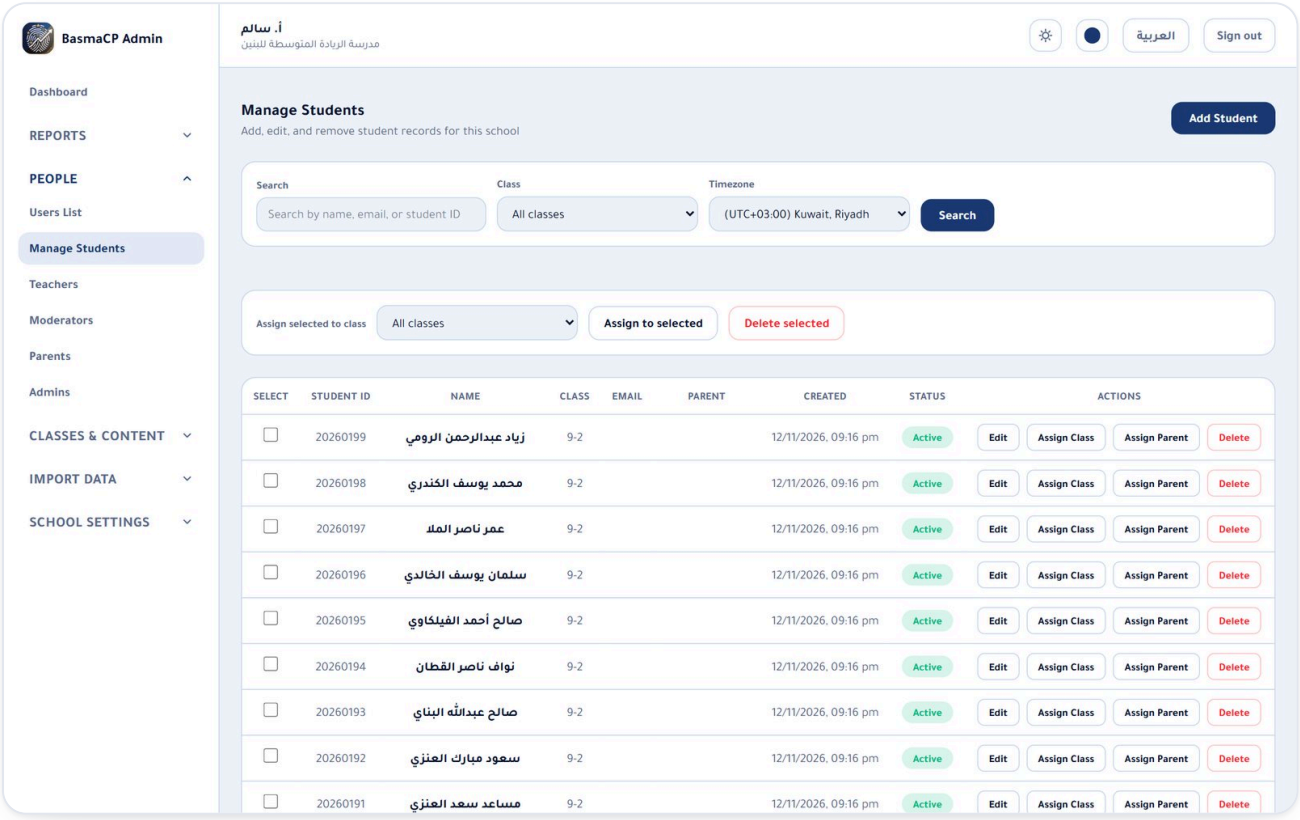


Figure 10 Manage Students: search, the class filter and the time zone at the top, then the bulk actions bar ("Assign selected to class", "Assign to selected", "Delete selected"), then the list with the Edit, Assign Class, Assign Parent and Delete buttons.

To filter, type part of a name, email or civil ID in the search box, or choose a class under "Class", then press **Search**. The "Timezone" field only changes how the "Created" column is displayed.

Adding a student

1. Press **Add Student**.
2. Enter the name (up to 100 characters).

3. Enter the civil ID in the “Student ID” field, or leave it blank: “Leave blank to auto-generate a unique ID”. An automatic number has 13 digits, so it cannot be confused with a real 12-digit civil ID.
4. If you wish, add the email, phone number, address and personal description.
5. Press **Save**.
6. **A new student is not in any class.** Press **Assign Class** in the student’s row and choose their class.

Messages you may see:

- “A student already exists with this ID.”: the civil ID must be unique across all schools.
- “The student limit has been reached…”: you have reached the number of students in your subscription plan.
- “Please activate extra features to add new students.”: the subscription has expired.

When you **edit** a student, the civil ID becomes a required field.

Assign Class (moving a student to a class)

Press **Assign Class**, choose the class the student is currently enrolled in (or “Not assigned”), then press **Save**.

> **What happens when you change a student’s class?**
>
> **The student’s whole attendance history** moves with them to the new class, together with their absence notes, any current medical report or behavioural suspension, and pending absence requests. After that, the student no longer appears in their old class’s reports. If you later move them back to a class they were in before, their earlier enrolment is reopened. “Not assigned” only ends their current enrolment.

Bulk actions

1. Tick the “Select” box for the students you want.
2. To assign them: choose a class under “Assign selected to class”, then press **Assign to selected**. The empty option “All classes” does nothing.
3. Or press **Delete selected** (immediate and permanent).

Pasting a list of names and moving students, with undo

The “Paste a list of names” tool (add students by name only, with automatic numbers and an undo option) and “Move students to another class” (also with undo) are in the mobile app. In the admin panel, use “Assign selected to class” or “Import Students”.

Assign Parent

Press **Assign Parent**, choose from the list of the school’s parents, then press **Save**. The parent account must already exist.

Saving replaces all previous links

This screen supports one parent per student: saving removes any previous link for the student and adds the new one. If a student has two parents (a father and a mother, for example), link both through the parent import.

Deleting a student

Deleting a student permanently erases everything about them: their class enrolments, attendance, notes, links to parents, points, titles and badges, medical reports and exit permissions, absence notes and lateness records. A student with a behaviour pledge or case file cannot be deleted.

4.7 Users List (Register, Medical, Viewer)

Open **People** → **Users List**. This page manages three kinds of support accounts: “Register”, “Medical” and “Viewer” (see the roles table in chapter 2).

1. Press **Add User**.
2. Fill in the name, the “User ID” (the sign-in name, which accepts letters and digits) and the email (optional).
3. Choose the “User Type”: Register (the default), Medical or Viewer.
4. Enter the password and its confirmation, choose the status “Active” or “Inactive”, then press **Save**.

As on the other pages, an “Inactive” account cannot sign in. This page has no bulk delete.

4.8 Teachers and parents joining with the school code

Instead of creating every account yourself, you can let teachers and parents create their own accounts in the app and then approve them.

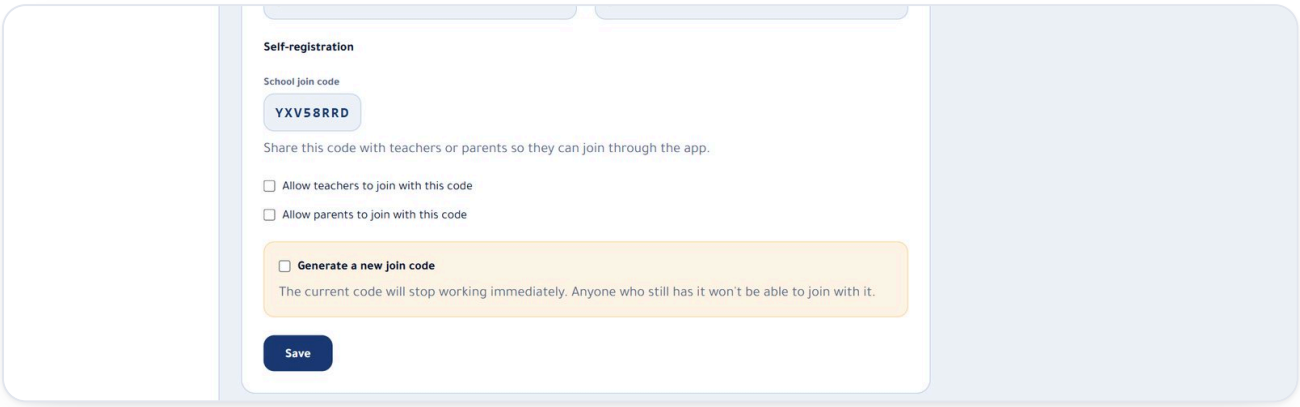


Figure 11 The “Self-registration” section of School Info: the school join code (here YXV58RRD), the options that allow teachers and parents to join, and the “Generate a new join code” option with its warning.

1. Open **School Settings** → **School Info** and scroll down to “Self-registration”.
2. Tick “Allow teachers to join with this code” and/or “Allow parents to join with this code”, then press **Save**.
3. Share the “School join code” (8 easy-to-read letters and digits) with the teachers or parents.
4. In the app, the person enters the code, their name, a username (3 to 30 characters, starting with a letter) and a password. A parent also adds their child’s civil ID.
5. The account is created inactive and awaiting approval, and appears on the Dashboard under “Needs your attention”.
6. On the Teachers or Parents page, press **Accept** or **Reject**.

To pause joining, untick the relevant option; the code stays the same. If the code has reached people it should not have, tick “Generate a new join code” and save: “The current code will stop working immediately”. The new code appears when you reload the page.

Real-life example **A new teacher joins with the code**

Mr Ziyad Al-Subaie has joined the staff of Al-Riyada. Mr Salem sent him the school code, and he created his account in the app. On Sunday morning, “Needs your attention” showed the item “Teachers awaiting approval” with a count of 1.

Mr Salem opened the Teachers page, found Mr Ziyad at the top of the list with the “Pending Approval” badge, and pressed “Accept”. He then pressed “Assign Classes”, chose his classes, and phoned him to say his account was ready, because the system does not send a notification when an account is accepted.

5 Classes and class groups

The class is the unit everything else is built on: attendance, the timetable and the reports. Class groups bring together the classes of one grade, so they appear side by side in the statistics and on the excellence leaderboard.

5.1 Managing classes

Open **Classes & Content** → **Manage Classes**. For each class the list shows its ID, name, code and the number of students currently enrolled in it.

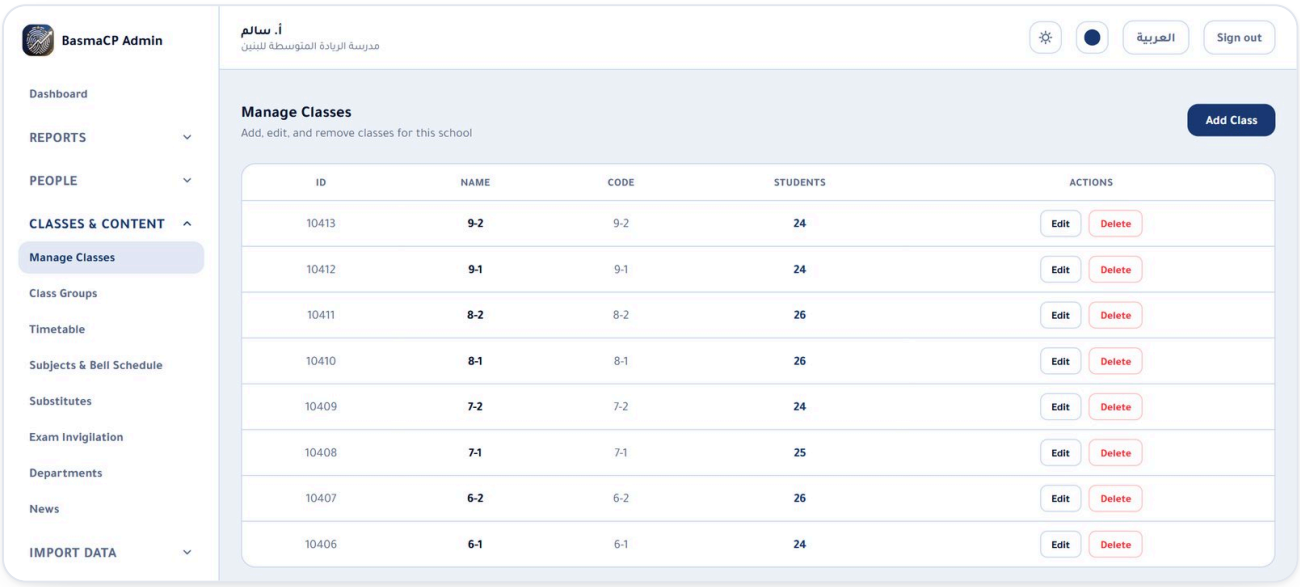


Figure 12 The eight classes of Al-Riyada school, newest first, each with its number of students (24 to 26).

The “Code” column is created automatically when you add a class. You never need to type or change it.

Adding a class

1. Press **Add Class**.
2. Type the **Class Name**: eight characters at most, such as “6-1” or “10-3”.
3. Set the class’s **number of periods** per day, from 1 to 8 (the default is 7). Attendance taking and the timetable grid both use it.
4. If you like, add a **Class Description** (up to 15 characters).

5 Press **Save**.

Messages you may see: “A class with this name already exists at this school.”, “The class limit has been reached. Activate extra features to add more.” (your subscription plan’s limit), or “Please activate extra features to add new classes.” (your subscription has expired).

Editing a class

Press **Edit**, change the name, number of periods or description, then press **Save**. The system does not check for duplicate names when you edit, so make sure yourself that no two classes share a name.

> **The timetable settings can overwrite the number of periods**
>
> The “Subjects & Bell Schedule” page has an “Apply this number to every class” option. If you tick it and save, every class’s number of periods is replaced with the school’s number.

Deleting a class: read this first

> **Deleting a class wipes its whole history**
>
> The “Delete” button acts at once, with no confirmation and no undo. Along with the class it deletes: **every attendance record** taken for the class, the enrolment of all its students (the students stay in the school with no class), its teacher assignments, its membership of class groups, its periods in the timetable, its cover records, its exam sessions and their invigilators, and its divisions. Print or export any reports you need before deleting, and never delete a class during the school year.

5.2 Class groups

Open **Classes & Content** → **Class Groups**. A group is a name that brings several classes together, such as “Grade 6” for classes 6-1 and 6-2. Groups are used in:

- **Attendance Statistics**: classes are shown grouped, with a total for each group.
- **Student Points**: each group has its own tab on the leaderboard.
- Per-period attendance statistics in the mobile app.

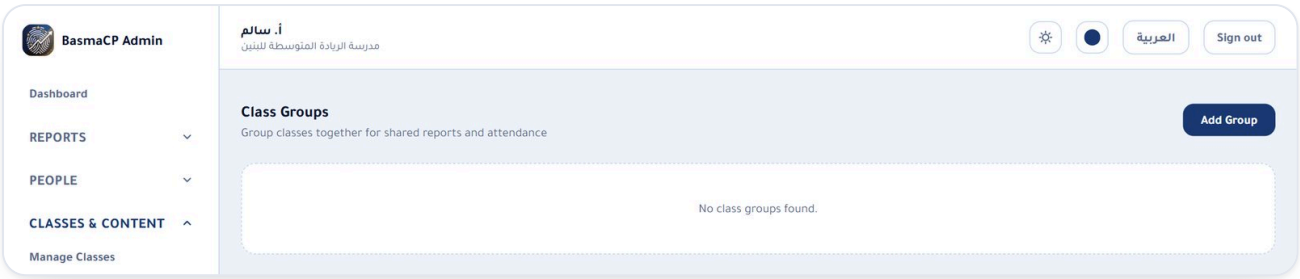


Figure 13 Al-Riyada school has not created any groups yet: “No class groups found.”

> **Without groups, two pages stay empty**
>
> “Attendance Statistics” and “Student Points” only show classes that belong to an active group. That is why both are empty at Al-Riyada school. Create your groups at the start of the year.

1. Press **Add Group**.
2. Type the **Group Name**, such as “Grade 7”.
3. Tick the classes that belong to it (7-1 and 7-2).
4. Press **Save**. Repeat for each grade.

A class can belong to more than one group, but be careful: a class in two groups is counted twice in the “School total” on Attendance Statistics. So keep each class in exactly one group.

Deleting a group happens at once, with no confirmation, but it only removes the grouping. Classes and students are not affected.

6 The timetable

The longest and most important chapter of this guide. It shows you how to build a timetable from scratch: setting up subjects and periods, entering lessons and rules, checking readiness, generating automatically, adjusting by drag and drop, and finally publishing to teachers, students and parents. Throughout the chapter we follow Mr Salem as he builds “Main timetable – Term 2” for Al-Riyada school.

6.1 Overview: timetable sections and versions

You reach the timetable from **Classes & Content** → **Timetable**, or from **Classes & Content** → **Subjects & Bell Schedule**. Every timetable page has a bar of fourteen tabs at the top:

#	Tab	What it does
1	Start here	The thirteen-step guide and the status of each step.
2	Timetable	The weekly timetable of one class, where you can place periods by hand and share the timetable with a QR code.
3	Editor	Drag-and-drop editing with instant clash checking.
4	Lessons	The lessons matrix: what each class studies, who teaches it and for how many periods.
5	Teachers	The teaching load report and each teacher’s page (limits, reductions and unavailable times).
6	Classes & groups	Class teachers, homeroom lessons and splitting a class into groups.
7	Rules	The Rules center: the rules that generation must respect.
8	Readiness	Checks what would stop the timetable being completed, before you generate.
9	Generate	Builds the timetable automatically, with diagnostic tools.
10	Versions	Drafts and published versions, the publishing wizard and comparison.
11	Print & export	Ready-made print templates, plus Excel and aSc files.
12	Import	Imports a timetable from aSc TimeTables, or lessons from Excel.
13	Rooms	Rooms, labs and buildings.
14	Settings	Working days, number of periods, subjects, period times and the display screen. This is the same page as “Subjects & Bell Schedule”.

Versions: why are there drafts?

A school can keep several **versions** of its timetable. Each version has a status:

- **Published**: teachers, students and parents see it in the app while it is in force. Any change you make to it reaches them immediately.
- **Draft**: “A draft nobody sees until it is published.” You can experiment freely.
- **Archived**: read-only, and not shown on any screen.

The idea is simple: **never experiment on the timetable people are using.** When you need a timetable for a new term, for Ramadan or after a staff change, create a draft from the current timetable, change it as much as you like, then publish it with the date it should take effect. The official timetable stays exactly as it is until that date.

When your school has more than one version, a **Version** field appears at the top of the timetable screens so you can choose which version to work on. Each name shows its status next to it: “Official today”, “Draft” or “Published”. If you do not choose, the screen works on the version that is official today.

> **The first version is created automatically**
>
> If your school has no version yet, the system creates one the first time it needs it, named “الجدول المدرسي” (“School timetable”). It is **published** and has no end date, which means a new school’s changes appear in the app straight away. If you would rather build your first timetable quietly, create a draft from the “Versions” tab and work in that.

What belongs to a version and what belongs to the whole school?

Separate for each version	Shared by all versions
Lessons (the subjects, number of periods and teacher for each class), and the cards placed in the timetable.	Subjects, period times, rooms, teachers’ limits, quotas and reductions, unavailable times, divisions and groups, class teachers, and rules.

So if you change a rule or a teacher’s unavailable times, the change affects the draft and the official version alike.

6.2 The “Start here” guide

The first tab, **Start here**, is headed “Where do I start? Building your school’s timetable, step by step”. Work through the steps from top to bottom. Each step depends on the ones before it, and its status updates automatically from your school’s data: a ✓ means the step is done, and the highlighted step is the next one.

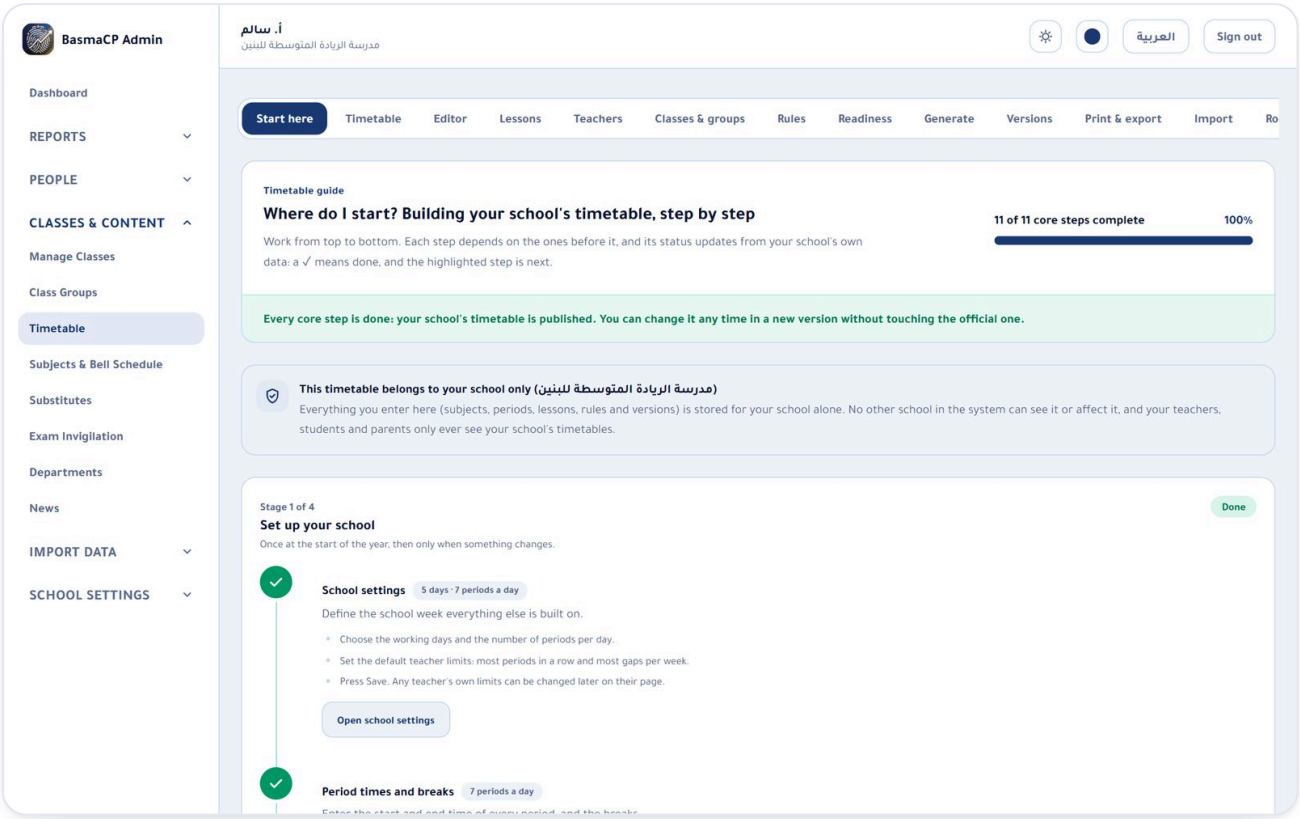


Figure 14 The timetable guide at Al-Riyada school: “11 of 11 core steps complete” (100%) and the message “Every core step is done: your school’s timetable is published.”, followed by Stage 1 with its completed steps.

The progress bar sits at the top of the page. It counts only the eleven core steps; the two optional steps (rooms, and print and share) are not included. Until the steps are complete, a “Next step” box appears with a **Start here** button that takes you straight to the page you need.

Next to each step’s title is a live figure from your school’s data, such as “10 subjects” or “80 lessons · 256 periods a week”. Under each step there is a short explanation, a few “how to” points and a button that opens the page concerned.

The four stages and thirteen steps

Stage	#	Step	Done when…	At Al-Riyada school
1. Set up your school Once at the start of the year	1	School settings	The settings have been saved once	5 days · 7 periods a day
	2	Period times and breaks	At least one period exists	7 periods a day
	3	Subjects	At least one subject exists	10 subjects
	4	Classes and class teachers	At least one class exists	8 classes
	5	Teachers and workloads	At least one active staff member exists	19 teachers
	6	Rooms and labs (optional)	At least one room exists	12 rooms
2. Lessons and rules	7	Lessons: what each class studies and who teaches it	At least one lesson exists	80 lessons · 256 periods a week
	8	Timetable rules	At least one active rule exists	12 active rules
3. Build the timetable	9	Readiness check	Readiness shows no errors	Readiness 100% · no errors
	10	Automatic generation	Periods have been placed in the timetable	256 of 256 periods placed

Stage	#	Step	Done when…	At Al-Riyada school
	11	Review and adjust by hand	Every period has been placed	✓
4. Publish and share	12	Publish the timetable	An official version with periods exists	Official: Main timetable – Term 2
	13	Print and share (optional)	Never marked as done	—

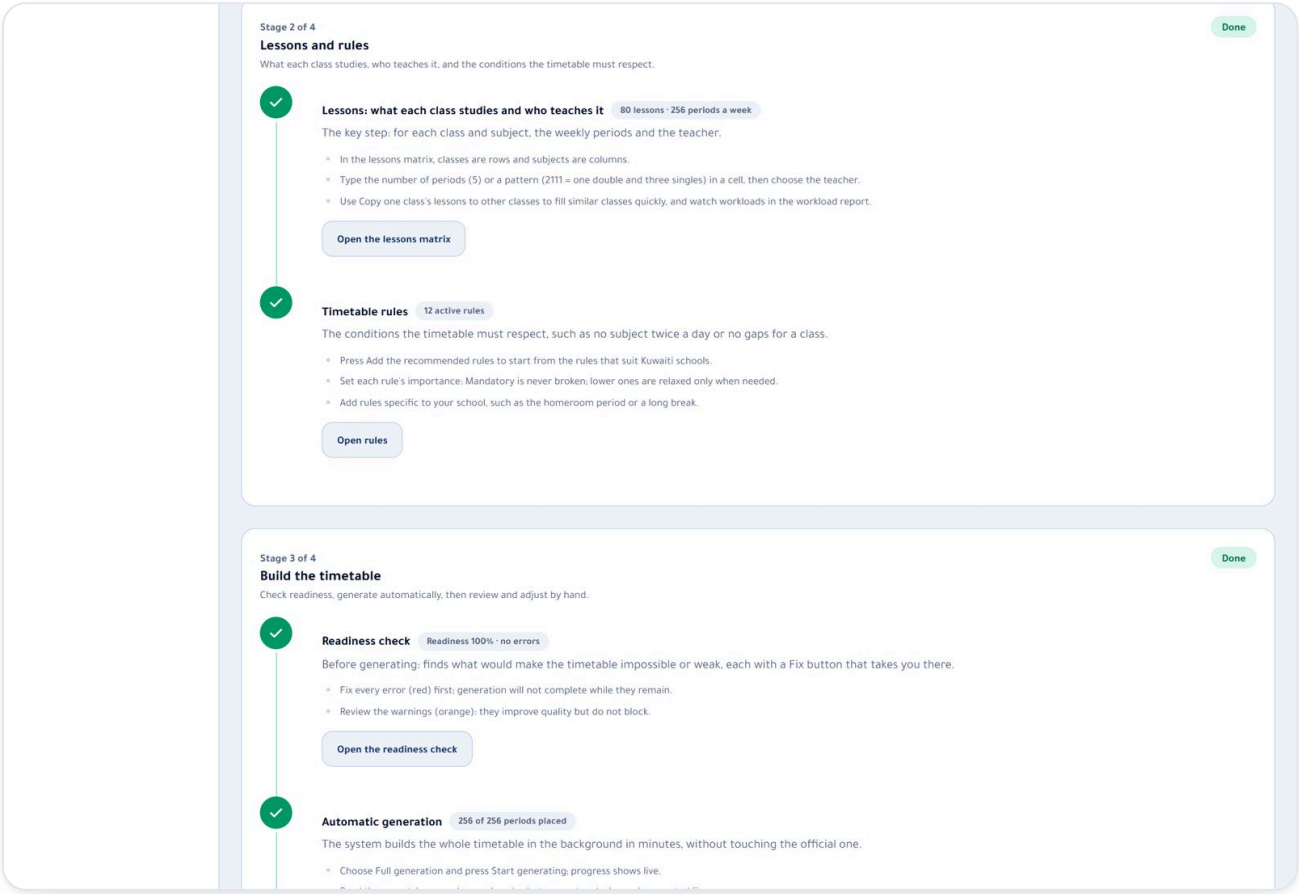


Figure 15 Stage 2 (lessons and rules) and Stage 3 (readiness check and automatic generation), each step with its live figures.

The guide reads the official version

Steps 9 to 12 are measured on the version that is official today, not on the draft you are working on. If you generate a timetable in a new draft, the guide keeps showing the official version's figures until you publish the draft. Likewise, step 5 is complete as soon as your own account exists, because the guide counts every active staff member; check for yourself that your teachers have been added.

At the bottom of the guide is a box headed "Already have a timetable in aSc TimeTables?" with an **Import a timetable** button. If your timetable was prepared in aSc, import it into a draft instead of entering it by hand (see the section on importing).

Real-life example **Mr Salem starts the Term 2 timetable (1): the plan**

Mr Salem decided to build a new timetable for Al-Riyada school, to take effect on 25 October 2026. He opened "Start here" to see what was missing and found Stage 1 almost ready from last year: the working days, periods, subjects and classes.

He set himself a five-stop plan: review the settings and subjects; then class teachers and teacher quotas; then the lessons matrix and the recommended rules; then readiness and generation; and finally a review in the editor, then publishing. We will follow him at every stop.

6.3 Settings: the week, subjects and period times

Open the **Settings** tab, or **Classes & Content** → **Subjects & Bell Schedule**; they are the same page. Its title is "Subjects & Bell Schedule": the building blocks the weekly timetable is made of.

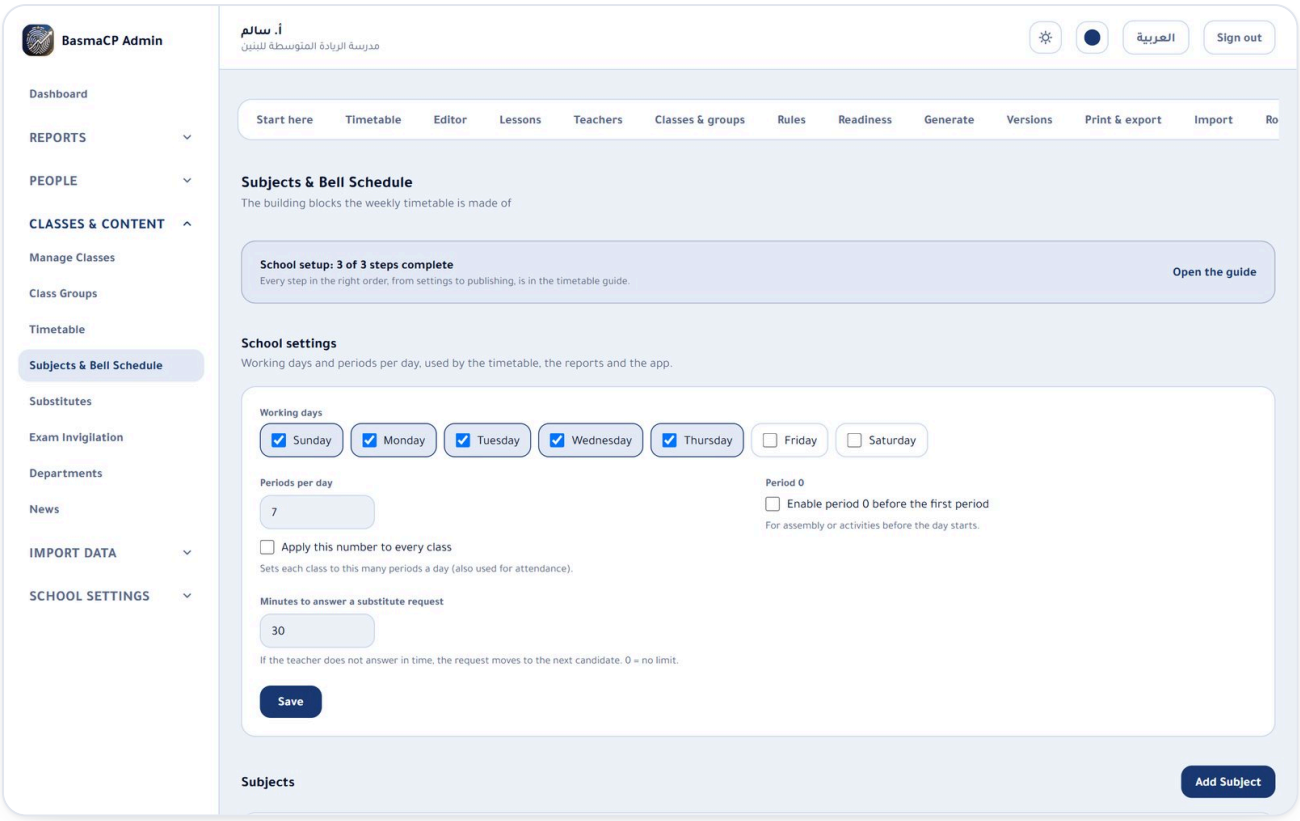


Figure 16 The top of the “Subjects & Bell Schedule” page: the “School setup: 3 of 3 steps complete” card, then “School settings”: working days Sunday to Thursday, 7 periods a day, and 30 minutes to answer a substitute request.

School settings

- **Working days**: tick the days the school works (Sunday to Thursday by default). You cannot remove a day that still has periods in any version that is not archived; move or delete those periods first.
- **Periods per day**: from 1 to 12 (the default is 7).
- **Apply this number to every class**: if you tick it, every class’s number of periods is replaced with this number, which is also the number attendance taking uses. The system refuses if any periods are placed after the new last period.
- **Period 0**: “Enable period 0 before the first period”, for assembly or activities before the day starts. You cannot switch it off while it holds periods.
- **Minutes to answer a substitute request**: from 0 to 600 (the default is 30). If the substitute teacher does not answer in time, the request moves to the next candidate. 0 means no time limit.

Press **Save**. You will see “Settings saved.”

Subjects

Add every subject taught in the school once, including homeroom and activity periods if they appear in the timetable.

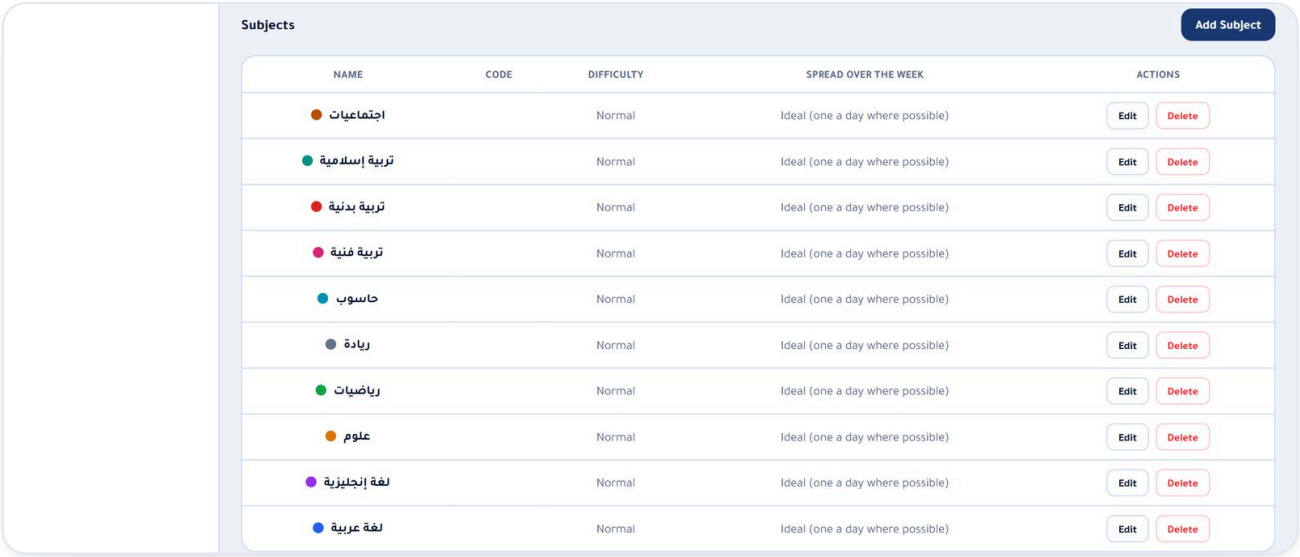


Figure 17 The ten subjects at Al-Riyada school, each with its own colour in the timetable, difficulty “Normal” and spread “Ideal (one a day where possible)”.

1. Press **Add Subject**.
2. Type the **Subject Name** (it must be unique) and, if you wish, a **Subject Code** (up to 20 characters). The code replaces the name on printed whole-school timetables and labels.
3. Choose the **Difficulty**: Easy, Normal or Hard. Hard subjects are preferred in the early periods when generating.
4. Choose how to **Spread over the week**: Ideal (one a day where possible); Ideal, no consecutive days; Medium (up to 2 a day); Low (up to 3 a day); or No limit.
5. Tick **Subject colour** and pick a colour.
6. Tick **Double lessons allowed** if the subject is sometimes taught as two periods in a row.
7. Press **Save**.

You cannot delete a subject that is used in a lesson in any version that is not archived: “This subject is used in the timetable and can't be removed.” Deleting hides a subject rather than erasing it, so archived versions keep their history.

Bell schedule and breaks

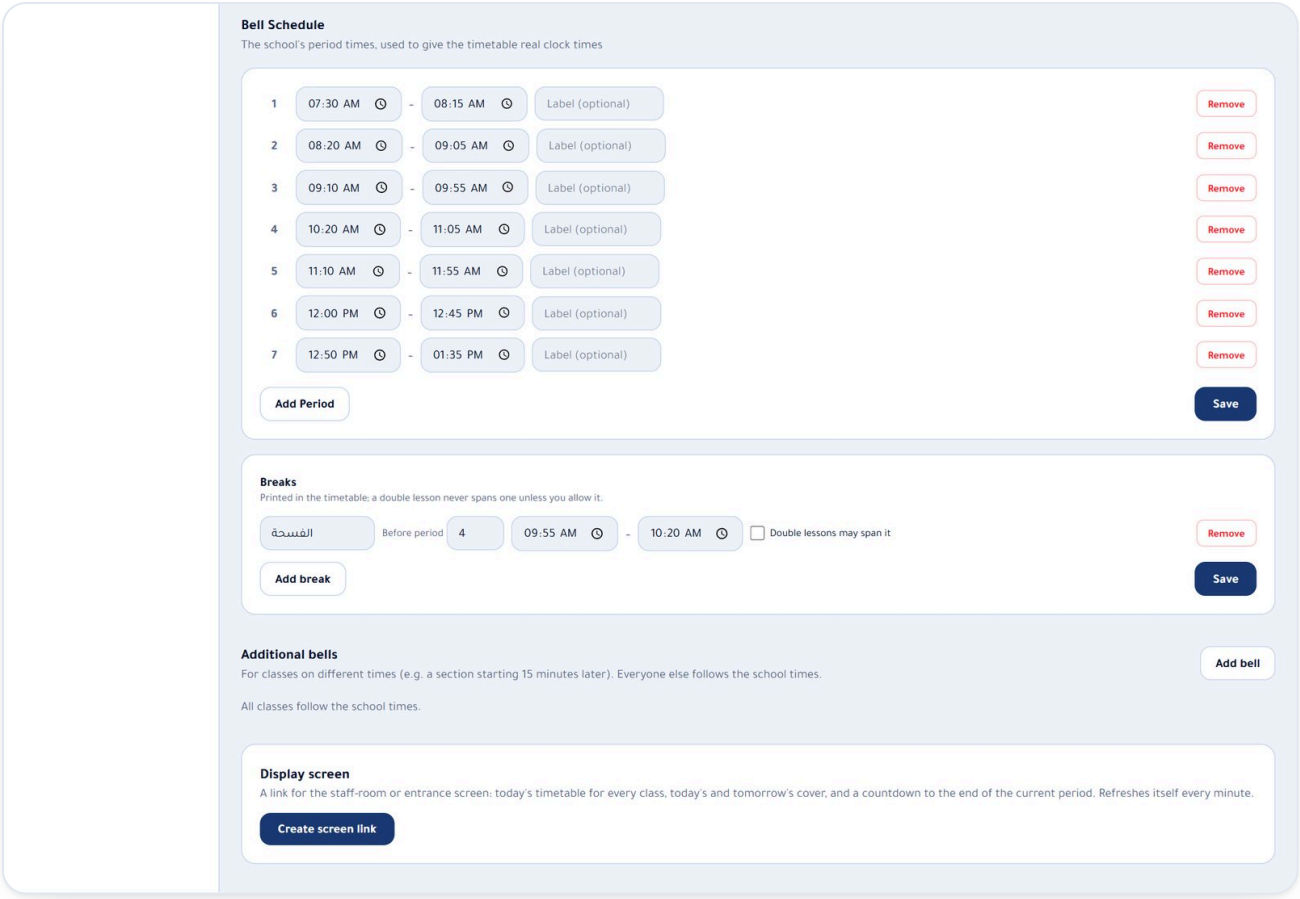


Figure 18 The times of the seven periods (07:30–08:15 to 12:50–13:35), the break before period 4 from 09:55 to 10:20, then “Additional bells” (all classes follow the school times), then “Display screen”.

In the **Bell Schedule**, each period has a row with its number, start and end times, and an optional label. **Add Period** adds a new row, and **Remove** deletes a row and renumbers the rest. **Save** saves the whole list.

> **Keep the number of rows equal to the number of periods**
>
> The number of rows in the bell schedule is not linked automatically to the “Periods per day” field. If you change one, change the other yourself so they match.

Below that are the **Breaks**. Each break has a name (the default is “Break”), “Before period” (the number of the period that follows it), start and end times, and a “Double lessons may span it” option. Unless you allow it, the generator never places a double lesson across a break, and the publishing check treats one as an error. Press **Save** under the breaks.

> **Breaks are not drawn on printouts**
>
> Although the text under the breaks says they are printed in the timetable, the current print templates do not draw them. Their real job is to stop double lessons running across them.

Additional bells

If some classes keep different times (for example, a section that starts fifteen minutes later), press **Add bell**:

1. Type the **Bell name**, such as “Intermediate section bell”.
2. Enter its period times (start and end only).
3. Tick the **Classes that follow it**. A class follows at most one additional bell; choosing it here moves it off any other bell.
4. Press **Save**. No confirmation message appears, but the bell shows up in the list.

Class timetables are printed, and their grid is shown, with the times of their own bell. The display screen, however, always follows the school’s main bell. At present you cannot add breaks to an additional bell.

Display screen

“A link for the staff-room or entrance screen: today's timetable for every class, today's and tomorrow's cover, and a countdown to the end of the current period. Refreshes itself every minute.”

1. Press **Create screen link**.
2. Press **Copy link** and open it in the browser of the wall screen, or press **Open the screen** to try it out.

The screen is always in Arabic, uses a dark theme and runs on Kuwait time. It shows the school name and today’s date; today’s timetable from the official version, with a row for each class and a column for each period (subject names only, no teacher names); the current period with a countdown; and two panels for today’s and tomorrow’s cover, with the substitutes’ names. On holidays it shows a “today is a holiday” message.

The link is a key

“Anyone with the link sees today's timetable and the names of cover teachers.” Do not share the link outside the school. If it reaches the wrong people, press **New link** (the old one stops working at once), or **Turn the screen off** to cancel it for good.

6.4 Classes and groups: class teachers, homeroom lessons and divisions

Open the **Classes & groups** tab. Here you choose each class’s class teacher, create homeroom lessons, and split a class into groups when a subject is taught to separate groups at the same time.

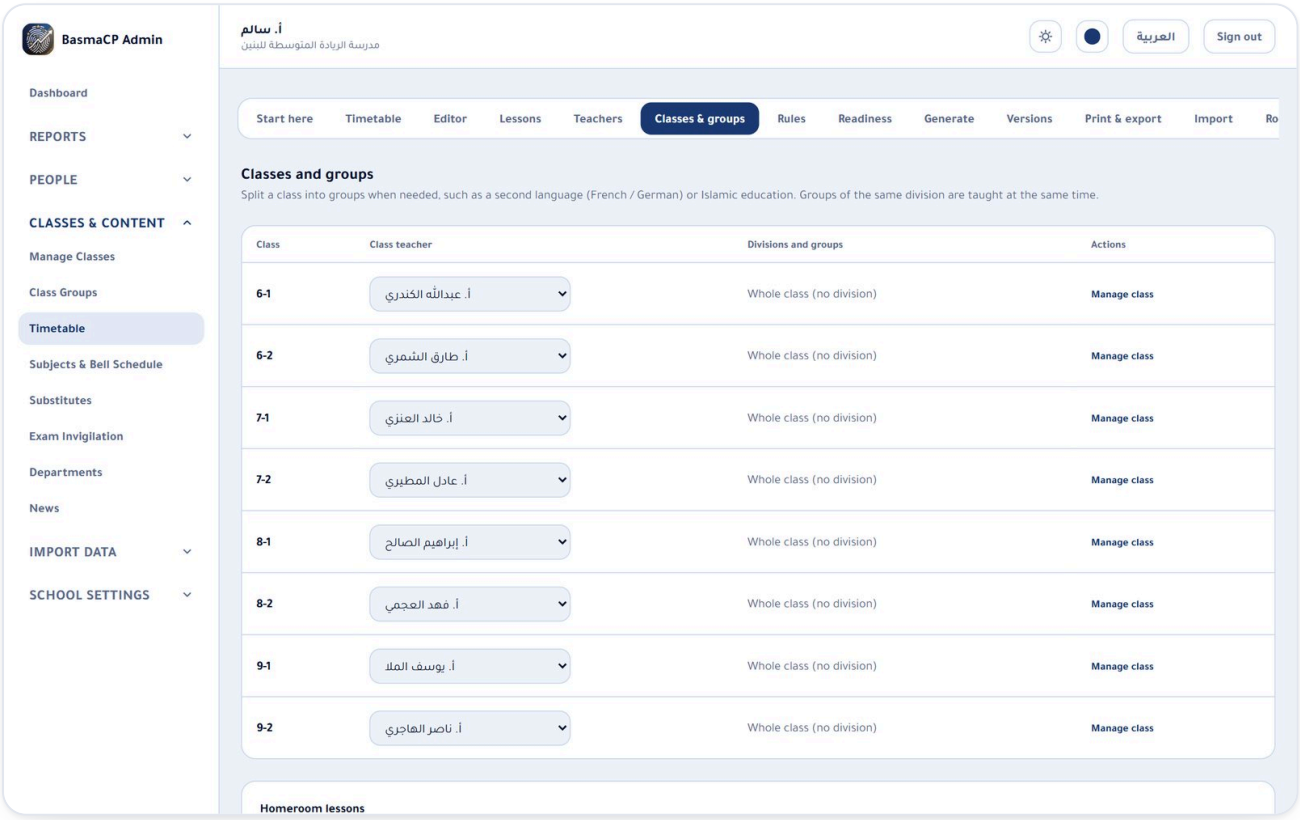


Figure 19 The class teachers at Al-Riyada school: Mr Abdullah Al-Kandari (6-1), Mr Tareq Al-Shammari (6-2), Mr Khaled Al-Anzi (7-1) and so on. Every class is “Whole class (no division)”.

Class teacher

Choose the class teacher from the drop-down list in the class’s row. **Your choice is saved immediately** and the word “Saved” appears. The class teacher is used for the homeroom period and is preferred when a substitute is chosen for cover.

Homeroom lessons

Instead of adding a homeroom lesson to each class by hand:

1. Under “Homeroom subject”, choose the subject (it is picked automatically if its name contains «ريادة», the Arabic for “homeroom”).
2. Press **Create homeroom lessons**. Every class that has a class teacher gets one weekly period taught by that teacher. Classes that already have a homeroom lesson are skipped.
3. Press the **Set its time in the rules** link to fix its time with the “Homeroom at a fixed time” rule.

If a warning such as “… classes have no class teacher” appears, choose the class teachers in the table above first.

> **Homeroom lessons go into the official version**
>
> The “Create homeroom lessons” button adds the lessons to the version that is official today, not to the draft you are working on. If you are building a new timetable in a draft, create the homeroom lessons **before** you create the draft (so they are copied into it), or add the Homeroom subject by hand in the lessons matrix inside the draft.

Divisions and groups within a class

“Split a class into groups when needed, such as a second language (French / German) or Islamic education. Groups of the same division are taught at the same time.” Only split a class for this purpose.

1. Press **Manage class** in the class’s row.
2. Under “New division”, type the **Division name**, such as “Second language”.
3. Type the names of at least two groups (such as “French” and “German”) and, if you wish, the number of students in each. **Add group** adds more groups, up to 8.
4. Press **Add division**.

After that, you choose the group for each class in the lesson form (“Group in …”). Groups of the same division are taught side by side, while groups from two different divisions clash.

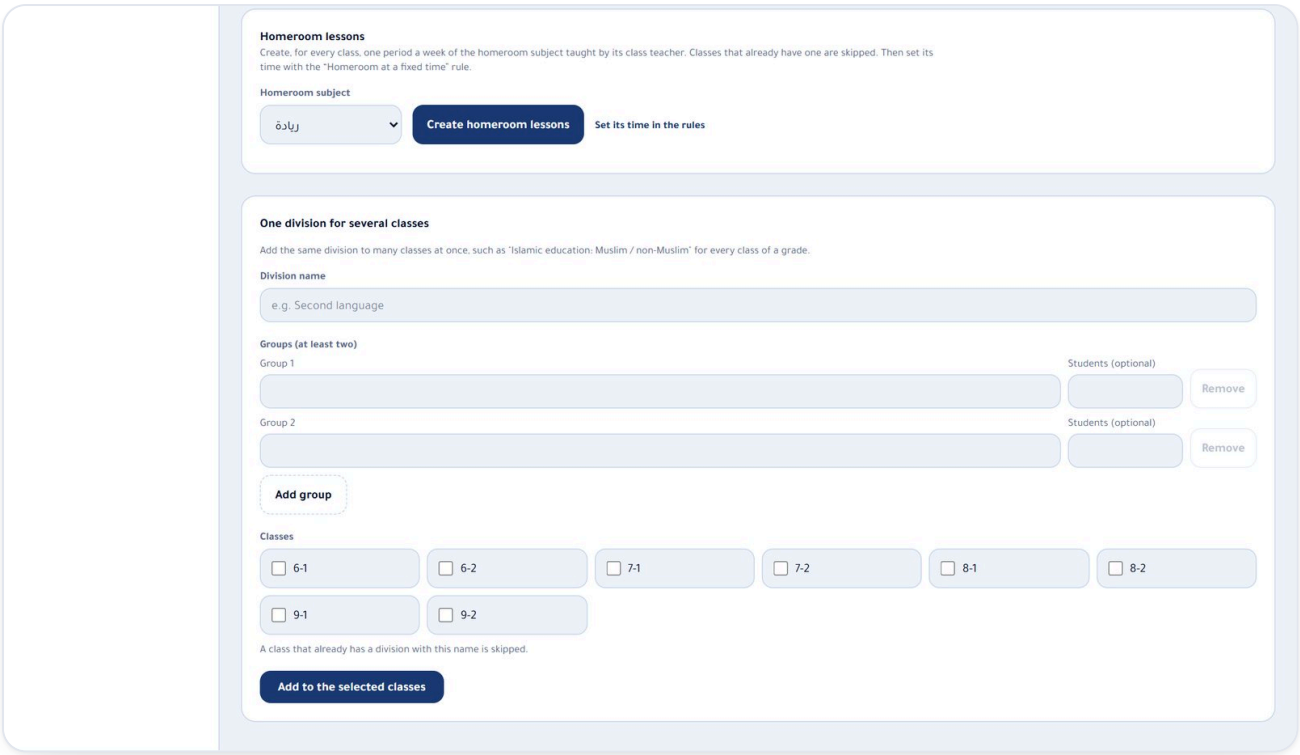


Figure 20 "Homeroom lessons" with the "Create homeroom lessons" button, then "One division for several classes", which adds the same division to many classes at once.

To add the same division to several classes (such as "Islamic education: Muslim / non-Muslim" for every class in a grade), use **One division for several classes**: fill in the division and its groups, tick the classes, then press **Add to the selected classes**. A class that already has a division with this name is skipped.

You cannot delete a division while any of its groups has lessons; delete or move those lessons first.

Class time-off

The "Manage class" page has a "Class time-off" grid: periods in which no lesson is placed for this class, such as a fixed activity or assembly. The grid works like a teacher's grid (see the next section) but without the "Standby" state. Unavailable periods are subtracted from the class's weekly capacity in the matrix.

6.5 Teachers: quotas, limits and availability

Open the **Teachers** tab. The **Teaching load report** appears: each teacher's quota, what is assigned to them in the selected version, and the reductions in force today.

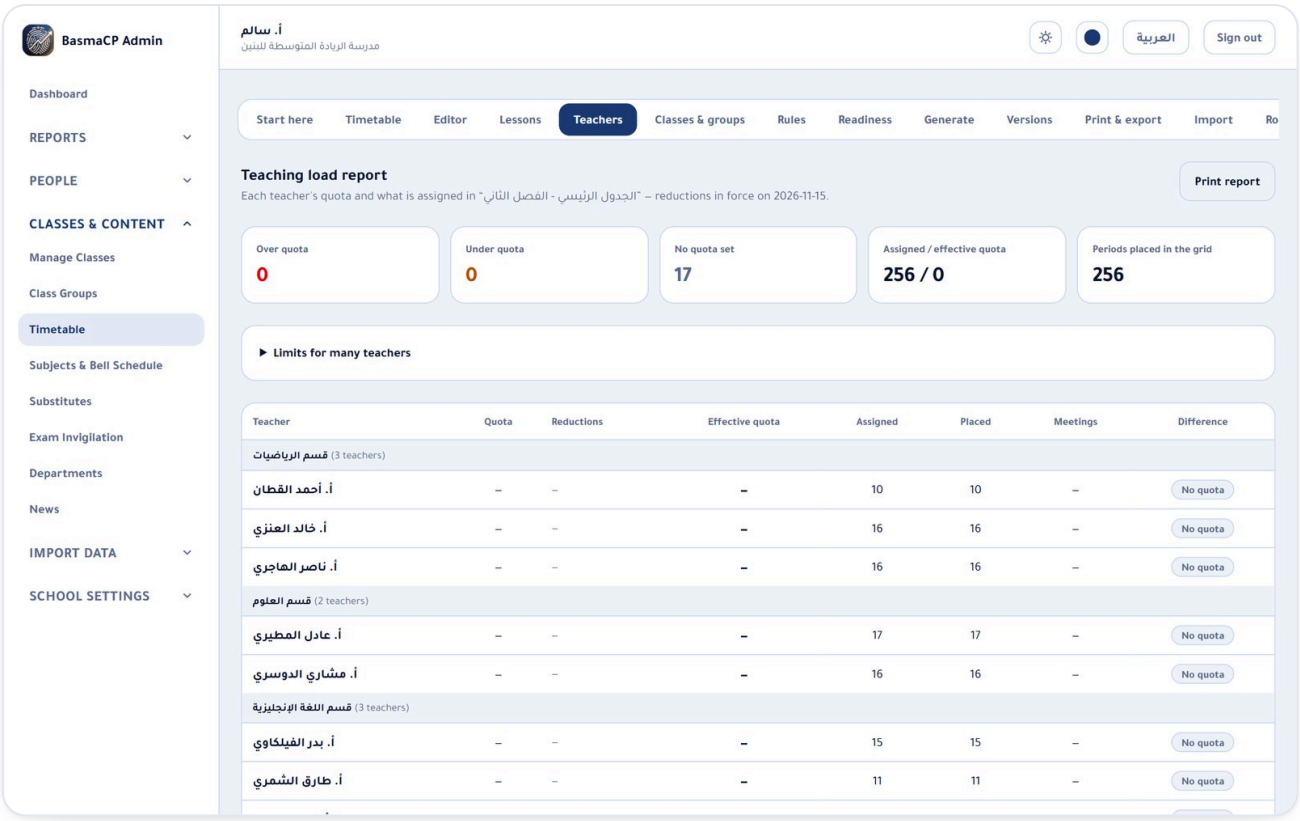


Figure 21 The teaching load report for the version “Main timetable – Term 2”: 256 periods placed, and 17 teachers with “No quota set”. Teachers are grouped by department (maths, science, English, Arabic and so on).

At the top are five tiles: Over quota, Under quota, No quota set, Assigned / effective quota, and Periods placed in the grid. Below them is a table grouped by department, with these columns:

- **Quota**, **Reductions** and **Effective quota** (the quota minus the reductions in force).
- **Assigned**: the teacher’s weekly periods in the lessons. **Placed**: how many of those are actually in the timetable. **Meetings**: department meeting periods.
- **Difference**, with a badge: “Over” (red), “Under” (amber), “On quota” (green) or “No quota” (grey).

The **Print report** button prints it straight away.

Limits for many teachers

Open “Limits for many teachers” to apply the same quota or limits to a whole department or to all teachers: “Apply to” (all teachers or one department), the weekly quota (0–60), the maximum periods a day, the maximum consecutive periods, and “Takes cover (substitute) periods” (no change / yes / no). Blank fields are left unchanged. Press **Apply**.

> **A new teacher does not appear in the report yet**
>
> Only teachers with a lesson, a quota or a meeting in the version appear in the teaching load report. To make a new teacher appear, give them a quota under “Limits for many teachers”, or assign them a lesson in the lessons matrix.

The teacher’s page

Click a teacher’s name in the report. Their page opens with four sections, and an “Assigned / effective quota” box at the top.

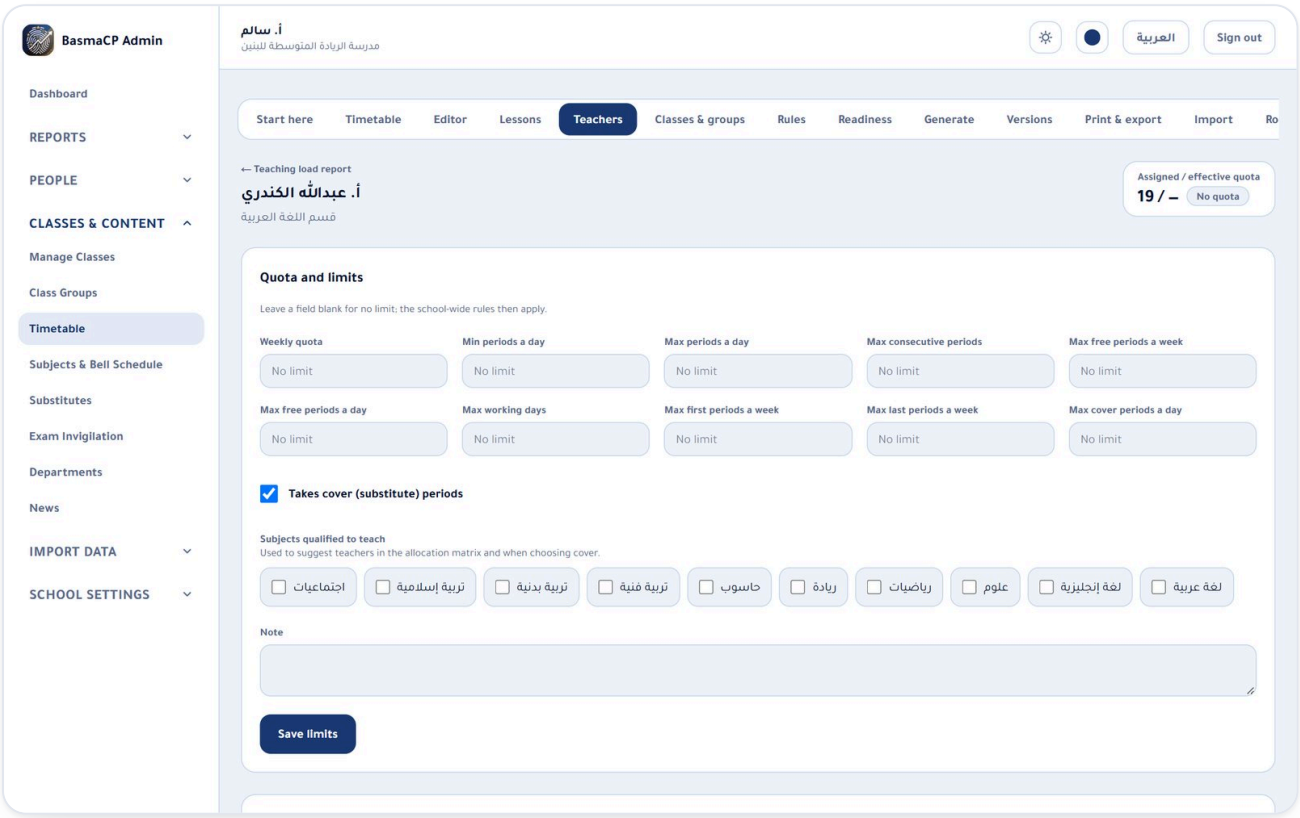


Figure 22 The page of Mr Abdullah Al-Kandari (Arabic department): 19 periods assigned, no quota, the “Quota and limits” section with its ten fields, “Takes cover (substitute) periods” and “Subjects qualified to teach”.

Quota and limits: leave a field blank if there is no limit; the school-wide rules then apply.

Field	Range	Field	Range
Weekly quota	0–60	Max free periods a day	0–10
Min periods a day	0–12	Max working days	1–7
Max periods a day	1–12	Max first periods a week	0–7
Max consecutive periods	1–12	Max last periods a week	0–7
Max free periods a week	0–40	Max cover periods a day	0–12

- **Takes cover (substitute) periods**: if you untick it, the teacher is never suggested as a substitute.
- **Subjects qualified to teach**: used to suggest teachers in the lessons matrix and when choosing cover.
- **Note**: up to 250 characters.

Press **Save limits**. Be careful: the button saves *every* field. A blank field removes its limit, and an unticked “Takes cover (substitute) periods” means “no”.

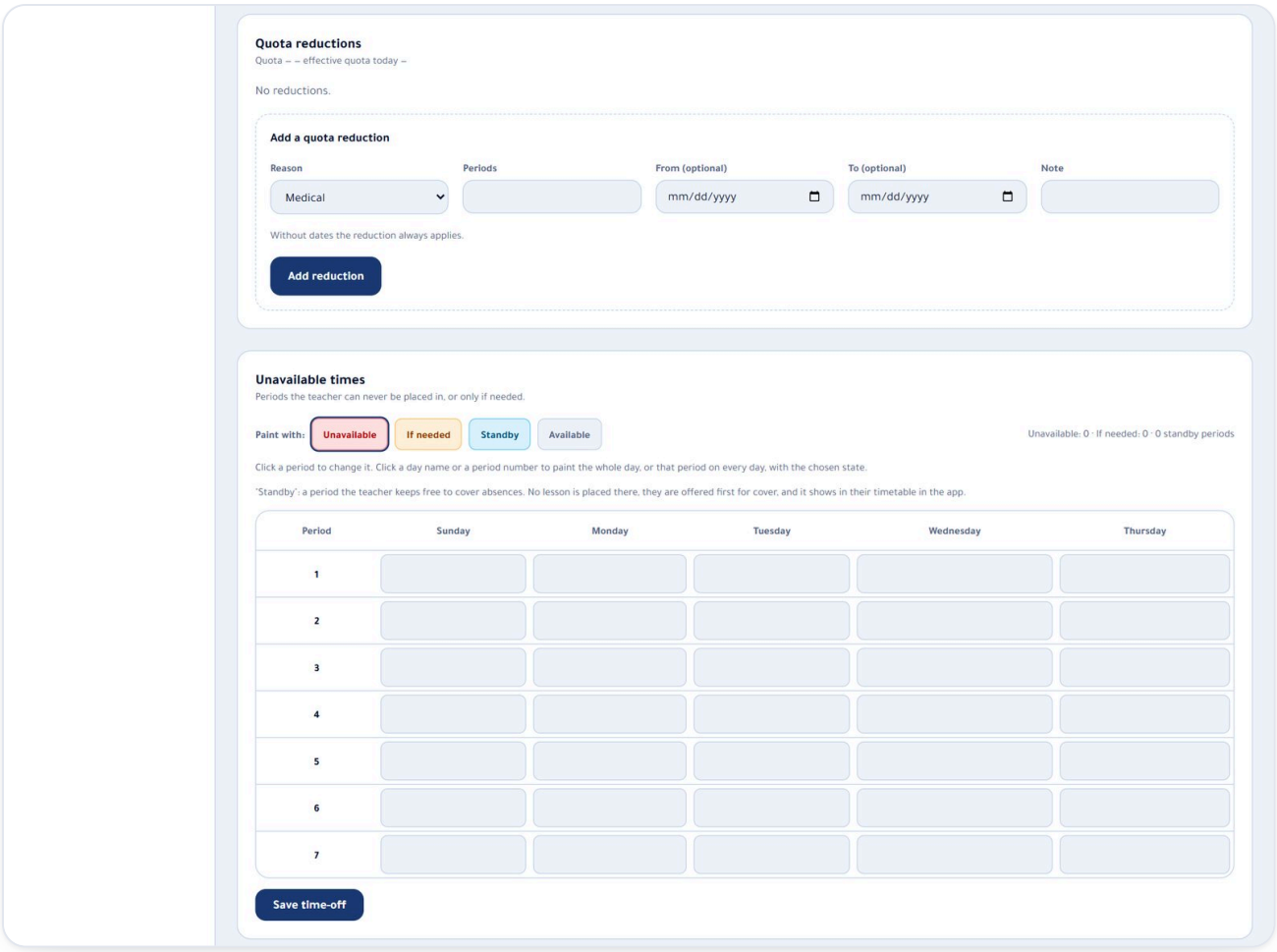


Figure 23 "Quota reductions" with its add form, then the "Unavailable times" grid with its paint brushes: Unavailable, If needed, Standby and Available.

Quota reductions: to reduce a teacher's quota temporarily or permanently:

1. Choose the "Reason": Medical, Study leave, Head of department or Other.
2. Type the number of "Periods" (1–40).
3. If the reduction is temporary, set the "From" and "To" dates. "Without dates the reduction always applies."
4. Press **Add reduction**.

Each reduction is listed with its status, "In force today" or "Not in force today". The "Delete" button next to it deletes it at once, without confirmation.

Unavailable times: "Periods the teacher can never be placed in, or only if needed."

- Choose a brush under "Paint with:": **Unavailable** (red), **If needed** (amber), **Standby** (blue) or **Available**.

- Click a period to change its state. Click a day name to paint the whole day, or a period number to paint that period on every day.
- Nothing is saved until you press **Save time-off**.

State	Effect on the timetable	Effect on cover
Unavailable	The generator never places a lesson here. Only the editor lets you override it, with a warning.	The teacher is not suggested as a substitute at this time.
If needed	Allowed, but counted as a remark that lowers the timetable's quality.	Suggested, but ranked lower.
Standby	No lesson is placed here, and it shows in the teacher's timetable in the app.	Suggested first to cover absences.

The last section, **Their week**, is a read-only view of the teacher's periods in the selected version. If a cell shows the word "Clash", it holds more than one card.

Real-life example

Mr Salem builds the Term 2 timetable (2): class teachers and teachers

On the "Classes & groups" tab, Mr Salem chose a class teacher for each class: Mr Abdullah Al-Kandari for 6-1, Mr Tareq Al-Shammari for 6-2, Mr Khaled Al-Anzi for 7-1, and so on up to Mr Nasser Al-Hajri for 9-2. Because he was going to build the new timetable in an empty draft, he did not use the "Create homeroom lessons" button (it adds the lessons to the official version). Instead, he decided to enter Homeroom himself in the draft's lessons matrix.

He then opened the teaching load report. No quotas had been set yet, so 17 teachers showed "No quota". He decided to finish the timetable first and then come back to set each teacher's weekly quota, so the report would show who was over and who was under. And because none of the teachers has a weekly day off, he left every "Unavailable times" grid fully available.

6.6 Rooms and labs

Rooms are optional, “but they stop two classes landing in the same lab at once”. Open the **Rooms** tab.

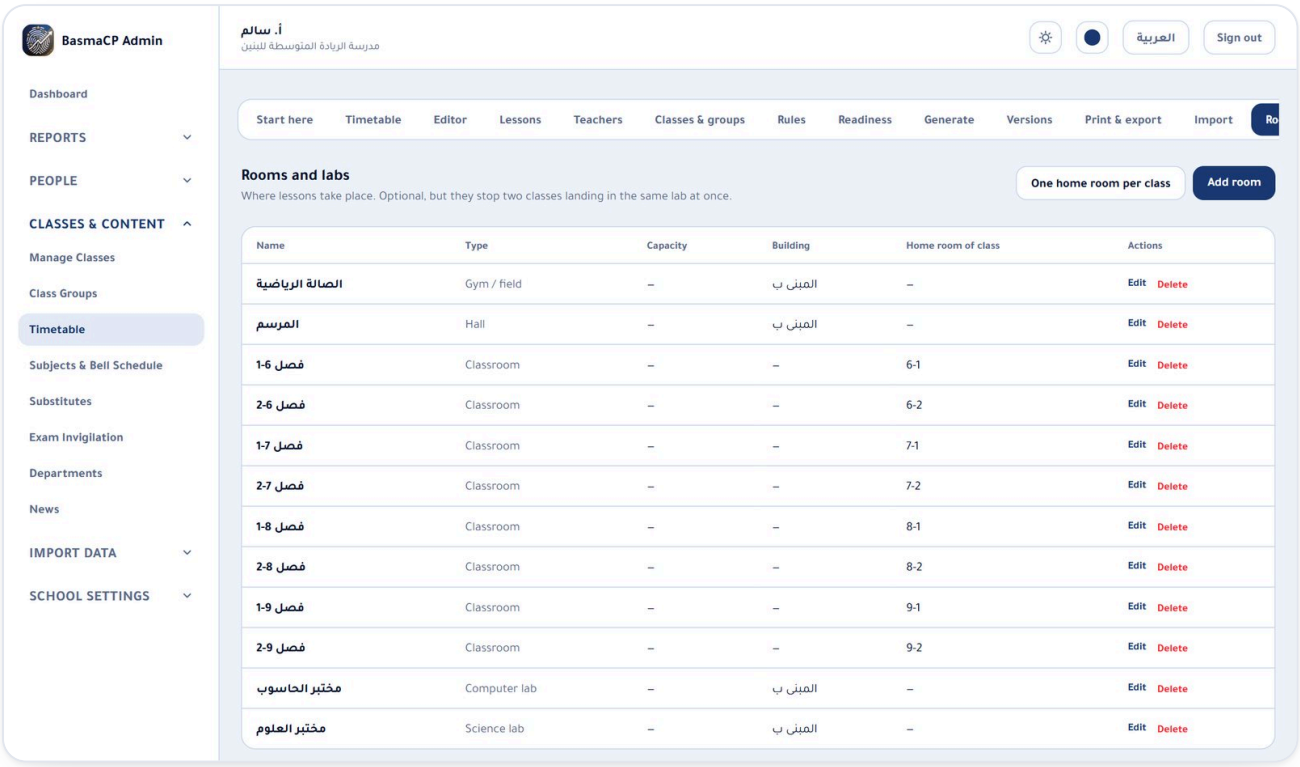


Figure 24 The twelve rooms at Al-Riyada school: a home room for each class (named in Arabic, “Class 6-1” to “Class 9-2”), plus the gym, the art room and the computer and science labs in “Building B”.

The quickest start is to press **One home room per class**. With a single click (and no confirmation), the system creates a room of type “Classroom” for every class that has no home room yet, named «فصل …» (Arabic for “Class …”).

To add a special room, press **Add room**:

- **Name** (must be unique) and **Short name**.
- **Type**: Classroom, Science lab, Computer lab, Gym / field, Library, Hall or Other.
- **Capacity** (1–2000): used by the publishing check and the room capacity rule.
- **Building**: only for schools with several buildings; the “Moving between buildings” rule uses it. Leave it blank if your school has one building.
- **Home room of class**: one home room per class.
- **Can hold several lessons at once**: for a playing field or a large hall. It is never counted as double-booked.
- **Available for lessons**: shown only when editing. The generator does not use a room that is unavailable.

Once you have added your labs, select them under “Allowed rooms” in the lesson form for the subjects that need them.

> **Deleting may only deactivate**
>
> If a room is used in any period or lesson (in any version, even an archived one), “Delete” deactivates it instead of deleting it. The message is the same either way: “Deleted (or deactivated if in use).”

6.7 Lessons: the matrix of what each class studies and who teaches it

This is the most important step in building the timetable. Open the `Lessons` tab. The **allocation matrix** appears, with this guidance: “Classes down, subjects across. Type the weekly periods in a cell (5) or their pattern (2111 = one double + 3 singles, 22 = two doubles), then pick the teacher from “Suggested teachers”.”

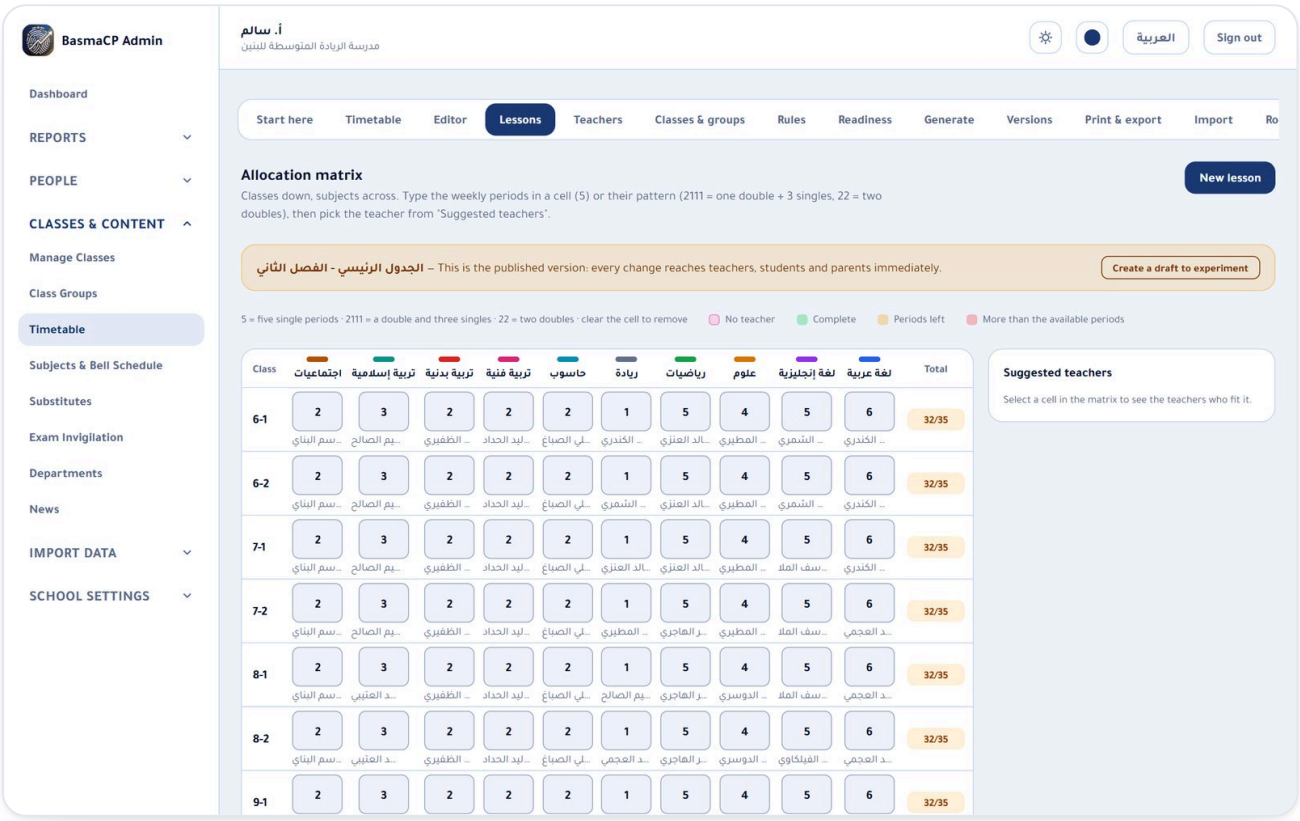


Figure 25 The allocation matrix at Al-Riyada: each cell holds the number of periods for that subject, with the teacher's name underneath, and the “Total” column shows 32/35 for every class. The “Suggested teachers” panel is on the right.

Reading the matrix

- Each column heading shows the subject's name (or code) with a bar in the subject's colour.

- Under the number in each cell is the name of the first teacher. A cell with no teacher is shown in **pink**.
- The **Total** column shows "allocated/available": the periods allocated out of the periods the class has in a week (daily periods × working days, minus any periods when the class is unavailable). It turns **green** when complete, **amber** when periods are left, and **red** when it goes over what is available.
- Above the matrix are the colour key and a counter of lessons without a teacher ("… lessons without a teacher").

At Al-Riyada every class shows amber (32 of 35): each class has 32 periods a week out of a possible 35, so three periods stay free at the end of some days. This is intended.

Typing the number of periods in a cell

1. Click the cell and type the number.
2. Press Enter or move out of the cell to save. "Saving…" appears, then "Saved". Press Esc to restore the old value.
3. Choose the teacher from the "Suggested teachers" panel next to the matrix.

How the system reads what you type:

You type	Meaning	Periods
5	Five single periods	5
22	Two double periods	4
2111	One double and three singles	5
211	One double and two singles	4
11	Two single periods (not eleven)	2
12	One single and one double	3
10	Ten periods (because it contains a zero)	10
(empty)	Removes the lesson	—

> **The 1-to-4 digit rule**
>
> Any number of two or more digits made up only of the digits 1, 2, 3 and 4 is read as a **pattern**: each digit is the length of one card (1 single, 2 double, and so on up to 4). That is why “11” means two periods, not eleven. The longest card is 4 periods in a row, and the absolute maximum is 40 periods.

Messages you may see:

- “More periods than the class has in a week (...).”
- When you clear the cell of a lesson that is placed in the timetable: “This lesson is placed in the timetable. Remove its cards from the timetable first, or delete it in the lesson form.”
- When you lower the number below what is placed: “... periods of this lesson are in the timetable; remove some before lowering the number.”
- When you change the pattern in a way that doesn't suit the placed cards: “The new pattern doesn't fit the cards already placed in the timetable.”

The “Suggested teachers” panel

When you click a cell, the panel shows the class and subject (“class · subject”) and a ranked list of teachers: subject specialists first, then those who already teach this class, then those who taught it before (in another version), then those with the most teaching load left. Next to each teacher is “allocated/effective quota”, in green within the quota and in red above it, and badges such as “Qualified”, “Teaches this class”, “Taught it before” and “Current”.

Click a teacher to assign them; “Assigned to ...” appears. To remove the teacher, press `Remove teacher`. If the lesson already has cards in the timetable, they move to the new teacher, and the system refuses the change if it would cause a clash.

Bulk tools

Open “Bulk tools” under the matrix:

- **Copy one class's lessons to other classes**: copies the subjects and their periods (with patterns and rooms) from one class to others. Choose “From class” and “To classes”, tick “Copy the teachers too” if you want, then press `Copy`. A subject the target class already has is kept as it is. Only simple lessons are copied.
- **One subject's periods for several classes**: for example, “Arabic = 6 for every class”. Choose the subject, type the number, tick the classes, then press `Apply`. Each class keeps its teacher, and a message tells you how many classes were set and how many were left unchanged.

The lesson form: joint lessons, groups and co-teaching

A single cell in the matrix represents a simple lesson: one whole class and one teacher. Other cases are entered with the **New lesson** button and appear in the “Joint, group and co-taught lessons” list under the matrix:

- **Joint lesson**: two or more classes together in the same period (PE for two classes, for example). Choose more than one class (up to 12).
- **Group lesson**: for each divided class a “Group in …” field appears, so you can choose “Whole class” or one group.
- **Co-teaching**: a “Main teacher”, then up to three co-teachers (“Co-teacher”).

The form fields are: subject, periods per week, period pattern (optional; digits from 1 to 4 that add up to the number of periods), classes, teachers, “Allowed rooms” (leave them empty if the lesson needs no special room) and a note. Then press **Add lesson** or **Save changes**.

If you change a lesson that is placed in the timetable (its classes, groups or teachers), its cards move with it. If any of them would clash, nothing is saved and a message names the day, the period and the reason. The **Delete lesson** button asks first, and deletes all the lesson's cards from that version along with it.

Real-life example

Mr Salem builds the Term 2 timetable (3): the matrix in twenty minutes

Mr Salem created an empty draft (see the section on versions) and opened its matrix. He started with class 6-1 and typed the periods for all ten subjects: Arabic 6, English 5, Maths 5, Science 4, Islamic Education 3, Social Studies 2, Computing 2, PE 2, Art 2, Homeroom 1. The total showed 32/35.

He then used “Copy one class's lessons to other classes” from 6-1 to the other seven classes, without copying the teachers, and the whole matrix filled with numbers in one click.

That left the teachers. He clicked each cell and chose from “Suggested teachers”: Arabic for 6-1, 6-2 and 7-1 to Mr Abdullah Al-Kandari, Maths for 6-1, 6-2 and 7-1 to Mr Khaled Al-Anzi, Social Studies in every class to Mr Jassim Al-Bannai, Homeroom to each class's class teacher, and so on. Once every pink cell had gone, the counter read “0 lessons without a teacher”: 80 lessons and 256 periods a week.

6.8 Rules center

Open the **Rules** tab. “The rules timetable generation follows, each with its importance: mandatory rules are never broken, the rest are weighed by importance.” Rules apply to the whole school and do not belong to any one version.

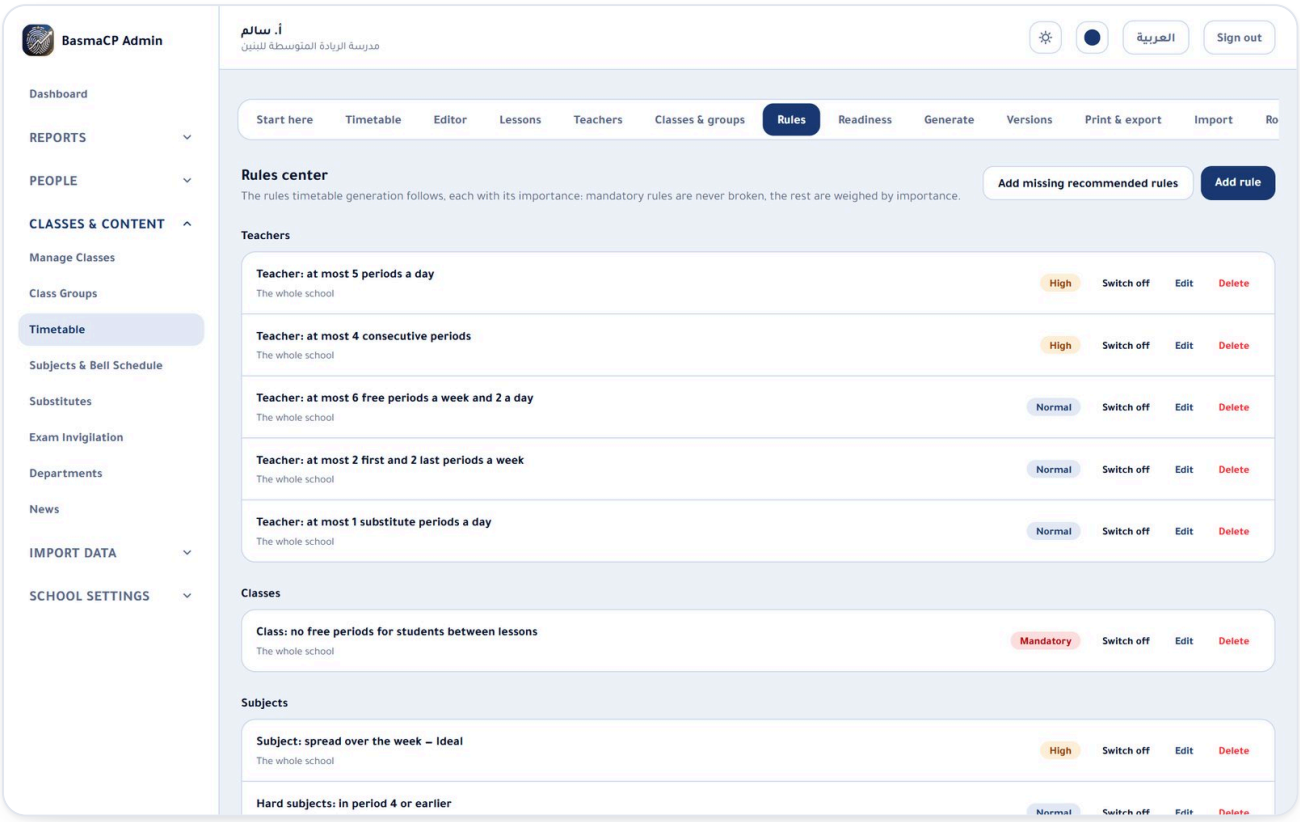


Figure 26 The recommended rules at Al-Riyada, grouped under “Teachers”, “Classes” and “Subjects”. Each rule shows its sentence, its scope (“The whole school”) and an importance badge, with Switch off, Edit and Delete buttons.

Importance levels

Importance	What does it mean?
Mandatory	The generator never breaks it; it would rather leave a period unplaced than break it. Breaking it by hand counts as an **error** in the timetable check.
High	A heavily weighted flexible rule: the generator breaks it only when it finds no alternative.
Normal	Weighs one tenth of “High”.
Low	The lightest rules; the generator relaxes these first.

Don't make everything mandatory

The more mandatory rules you have, the harder it is for the generator to find a complete timetable, and some periods may stay unplaced. Keep “Mandatory” for conditions the school can never accept being broken, and make everything else “High” or “Normal”.

The recommended rules for Kuwaiti schools

When the school has no rules at all, a “Start with the recommended rules for Kuwaiti schools” box appears with an **Add the recommended rules** button. Once rules exist, an **Add missing recommended rules** button at the top does the same job. The following rules are added for the whole school, switched on:

Rule	Value	Importance
Teacher's maximum periods a day	5 periods	High
Maximum consecutive periods	4	High
Maximum free periods	6 a week and 2 a day	Normal
Teacher's maximum first and last periods	2 first and 2 last a week	Normal
No gaps for students	—	Mandatory
Spread a subject over the week	Ideal	High
Hard subjects early in the day	Period 4 or earlier	Normal
Double lessons never across a break	—	Mandatory
Room capacity and special rooms are mandatory	—	Mandatory
Department meeting and council periods are reserved	—	Mandatory
Teacher's daily limit of substitute periods	1	Normal
Physical education not in the first period	Added if a subject with that name exists	Normal

A rule is not added twice if the school already has a school-wide rule of the same type, so pressing the button a second time adds nothing.

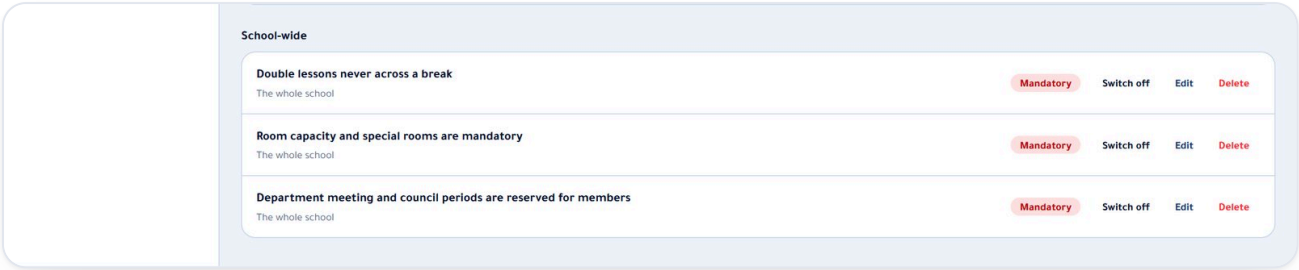


Figure 27 The “School-wide” section: three mandatory rules (double lessons never across a break, room capacity and special rooms, and reserved department meeting periods).

Adding or editing a rule

1. Press **Add rule**.
2. Choose the **rule type** from the list, which is grouped by category (each option has its code, such as “R20 — Homeroom at a fixed time”). A sentence explaining the rule appears below it.
3. Choose what it **applies to**: the whole school, some classes, some teachers, some subjects or some departments (depending on what the type allows). Tick at least one item.
4. Choose the **importance**.
5. Fill in the **values** for the type (numbers, a day or subjects). A new rule has no preset values.
6. Add a note if you like, and press **Save**.

Each row has **Switch off** to stop the rule without deleting it (the row fades and shows an “Off” badge), **Edit**, and **Delete** (which asks first).

For numeric rules, a rule for the teacher wins, then a rule for their department, then the school rule. The constraints on the teacher's page are also used in generation.

Catalogue of the twenty-three rules

Code	Rule	What does it enforce?	Values	Default importance
Teacher rules				
R1	Teacher's maximum periods a day	A teacher is never given more periods a day than this.	1–12	High
R2	Teacher's minimum periods a day	On each day a teacher works, they have at least this many periods.	1–12	Normal
R3	Maximum consecutive periods	Periods in a row without a break stay within the limit.	1–12	High
R4	Maximum free periods	Free periods between a teacher's lessons, per week and per day.	Weekly 0–40, daily 0–10	Normal
R5	Teacher's maximum working days	The generator chooses the teacher's working days so they don't exceed this number. For specific teachers or departments only.	1–7	Normal
R6	Teacher's maximum first and last periods	So no teacher carries the first or last period all week.	First 0–7, last 0–7	Normal
R18	Teacher's daily limit of substitute periods	A teacher is never asked to cover more periods a day than this.	0–12	Normal

Code	Rule	What does it enforce?	Values	Default importance
R21	Minimum gap length	If a teacher's day has a gap, it lasts at least this many periods, because a single free period is too short to use.	2–6	Low
Class rules				
R7	No gaps for students	Students' periods run from the start of the day with no free period in the middle.	—	Mandatory
R20	Homeroom at a fixed time	The chosen subject's lesson (such as Homeroom) goes in this period, and on this day if one is set.	One subject, the day (or any day), the period	High
Subject rules				
R8	Spread a subject over the week	Spreads a subject's periods over the days instead of piling them up.	No distribution / Low / Medium / Ideal / Ideal, never consecutive	High
R9	Hard subjects early in the day	Subjects marked “hard” go in this period or earlier.	Latest period 1–12	Normal
R10	Subject not in the first / last period	For example: PE not in the first period.	Subjects, plus “Not in the first period” and/or “Not in the last period”	Normal

Code	Rule	What does it enforce?	Values	Default importance
R11	Two subjects never on the same day	The two subjects never fall on the same day for one class.	Two subjects	Normal
R12	Two subjects consecutive / apart	The two subjects come one after the other, or are always kept apart.	Two subjects, plus a “Consecutive” option	Normal
R13	A subject at the same time for several classes	The subject's periods in the chosen classes run at the same time (for electives, for example).	One subject, for chosen classes	High
R14	A subject in the same period every day	The subject falls in the same period number every day.	Subjects	Low
R22	Days between a subject's lessons	At least this many days without the subject pass between two of its lessons. For example, 1 means never on consecutive days.	1–4	Normal
School-wide rules				
R15	Double lessons never across a break	A double lesson is never split by a break.	—	Mandatory
R16	Room capacity and special rooms are mandatory	No lesson in a room smaller than the class, and no lab subject outside its lab.	—	Mandatory

Code	Rule	What does it enforce?	Values	Default importance
R17	Department meeting and council periods are reserved	No lessons for department members during their meeting and council.	—	Mandatory
R19	Break (lunch / prayer) within a range	Every day, at least one period between the two given periods stays free. It does not count as a gap in the class's day.	From period, to period	High
R23	Moving between buildings	For schools with several buildings: a daily limit on moves between buildings, optionally requiring a free period to move.	Most moves 0–6, plus the free-period option	High

Real-life example **Mr Salem builds the Term 2 timetable (4): the rules**

Mr Salem pressed “Add the recommended rules”, and 12 rules were added, including “PE: not in the first period”, because the school has a subject with that name.

He thought about fixing the homeroom period with rule R20. He noted that one class teacher cannot attend two homeroom periods at the same time, but every teacher at his school is class teacher of only one class, so that would not be a problem. Even so, he decided to leave Homeroom free this term and not add the rule.

6.9 Readiness check

Before generating, open the **Readiness** tab. “The advisor checks “...” before generating: what keeps the timetable from completing, and what needs a look.” The check only reads the data and never changes the timetable. It works on a draft or on the published version.

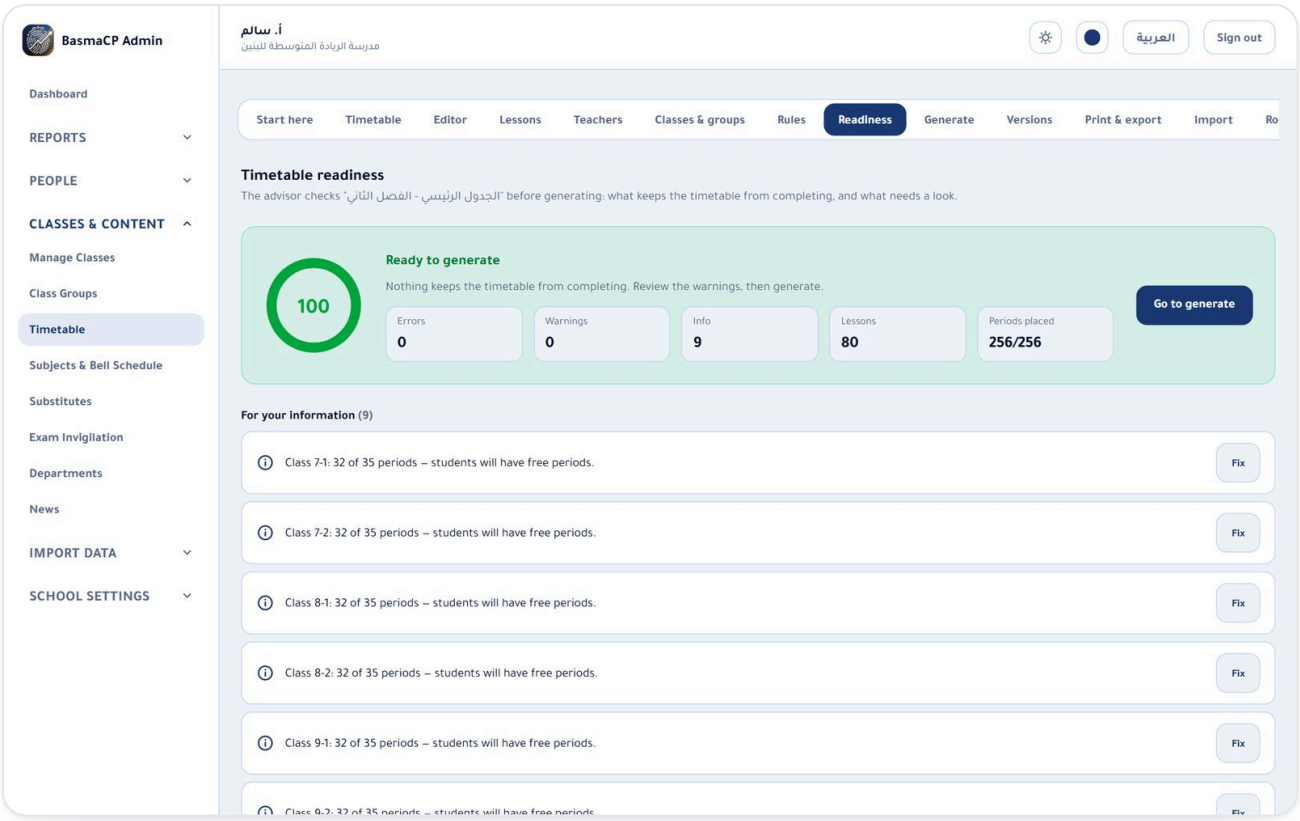


Figure 28 Readiness of “Main timetable – Term 2” (the name appears in Arabic): the ring shows 100, “Ready to generate”, 0 errors, 0 warnings, 9 info, 80 lessons and 256/256 periods placed, with the “Go to generate” button.

The results panel

The ring shows readiness from 0 to 100: each error takes off 15 points and each warning 4 points; information items take off nothing. The ring is green when the timetable is ready, amber at 60 or more, and red below that.

The timetable is **ready** when it has no errors and at least one lesson. Warnings do not block generation. When it is ready, “Ready to generate” appears with a **Go to generate** button. Otherwise you see “Fix the errors first”.

Findings and the “Fix” buttons

Findings are shown in three groups: “Errors that keep the timetable from completing” (red), “Warnings” (orange) and “For your information”. Almost every finding has a **Fix** button that takes you to the place where you can deal with it. The main checks are:

Type	Finding	“Fix” opens
Error	No lessons yet	The allocation matrix
Error	The class needs more periods than it has available	The class page
Error	The teacher needs more periods than their available time, or their periods don't fit their daily limit or number of working days	The teacher page
Error	A room is needed for more periods than it is available, or all the lesson's allowed rooms are switched off	Rooms / the lesson
Error	A teacher has a lesson during the department meeting or council	The teacher page
Warning	A lesson has no teacher, its teacher is suspended or awaiting approval, or its subject has been deleted	The lesson form
Warning	A teacher is assigned more than their quota, or less than their daily minimum	The teacher page
Warning	A group in a division has no lessons while the other groups do	The class page
Warning or error	Homeroom problems (a class with no class teacher, one class teacher for several classes at a single fixed time, and so on) when the homeroom rule exists	Classes & groups
Info	The class has fewer periods than available, so students will have free periods	The class page
Info	Teachers teaching without a set quota	The teaching load report
Info	Periods not yet placed in the timetable	Generate

At Al-Riyada nine “For your information” items appeared: eight of the form “Class …: 32 of 35 periods — students will have free periods.” and one “17 teachers teach without a set quota — set it to see over and under.” None of them blocks generation: thanks to the “No gaps for students” rule, the three free periods will fall at the end of the day.

6.10 Automatic generation

Open the **Generate** tab. “The generator builds the timetable in the background: it always keeps the must rules, gives up the least important ones first when it has to, and explains every period it could not place. Nothing is written to the published timetable; you review the result, then apply it as a draft.”

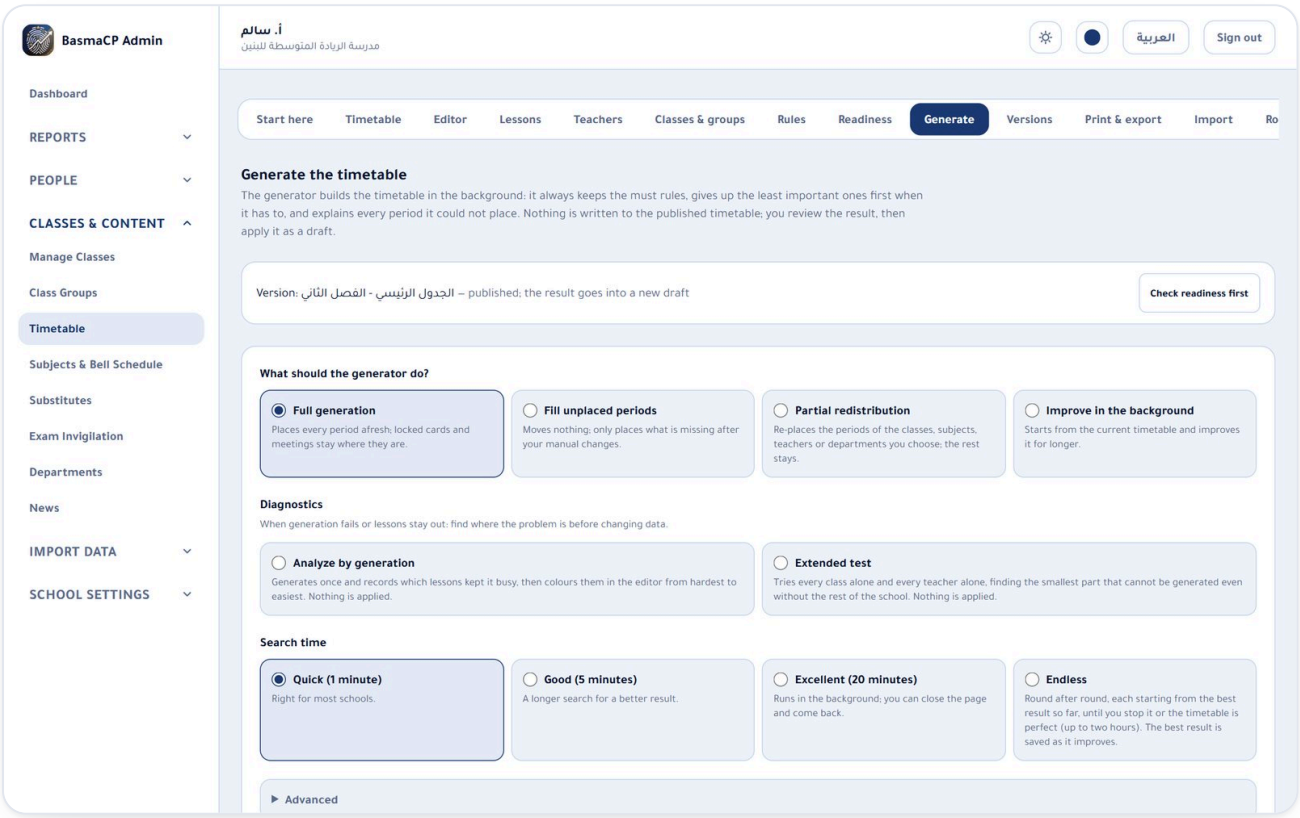


Figure 29 The Generate page: the target version at the top with a “Check readiness first” button, then “What should the generator do?” (four modes), “Diagnostics”, “Search time” and “Advanced”.

Starting a run

1. Check the version at the top: “Version: … — published; the result goes into a new draft” or “draft”.
2. Choose a mode under “What should the generator do?”.
3. For “Partial redistribution” only: choose the kind (classes, subjects, teachers or departments) and tick at least one item.

4. Choose the “Search time”.
5. Optionally, open “Advanced” and type a “Seed”.
6. Press **Start generating**. You are taken to the run's progress page.

Generation modes

Mode	What does it do?	When to use it
Full generation (the default)	Places every period afresh; locked cards and meetings stay where they are.	A new timetable, or many changes.
Fill unplaced periods	Moves nothing; only places what is missing after your manual changes.	After a manual edit that left periods out of the timetable.
Partial redistribution	Re-places the periods of the classes, subjects, teachers or departments you choose; the rest stays fixed.	A change of teacher or class without touching everything else.
Improve in the background	Starts from the current timetable and improves it for longer (20 minutes is chosen automatically).	A complete timetable you want to improve.

Diagnostics

“When generation fails or lessons stay out: find where the problem is before changing data.” The results of these two tools are never applied to the timetable.

- **Analyze by generation**: generates the timetable once and records which lessons gave it the most trouble, then colours them in the editor from hardest to easiest.
- **Extended test**: tries every class alone and every teacher alone, to find the smallest part that cannot be generated even without the rest of the school (5 minutes is chosen automatically).

Search time

Duration	Description
Quick (1 minute)	Right for most schools. The default.
Good (5 minutes)	A longer search for a better result.
Excellent (20 minutes)	Runs in the background; you can close the page and come back.
Endless	Round after round, each starting from the best result so far, until you stop it or the timetable is complete with no violations (up to two hours). The best result is saved as it improves. Not available for the diagnostic tools.

Seed: “The same number with the same data gives the same timetable, to repeat a result you liked.” If you leave it empty, the system picks a number and shows it on the run page.

> **One run at a time**
>
> Only one generation can run for the school at a time. If you try to start while a run is in progress, you see “Another generation is running for this school.” with a “Follow the running generation” link. Lessons with no teacher, with an inactive teacher or for a deleted subject are left out of generation.

Under the form, “Previous runs” lists the last 20 runs for this version: number, mode, status (Queued, Running, Stopping..., Completed, Failed, Stopped, with “applied” if the result was applied), periods placed, time, and an **Open** button.

The run page

While the run is working, the page refreshes every second and a half. It shows the current stage (building a first timetable, improving the timetable, finishing...), a progress bar, “Periods placed”, “Score (lower is better)” and the time. The **Stop** button stops the search and keeps the best timetable found so far, which you can apply as usual.

When the run finishes, the report appears:

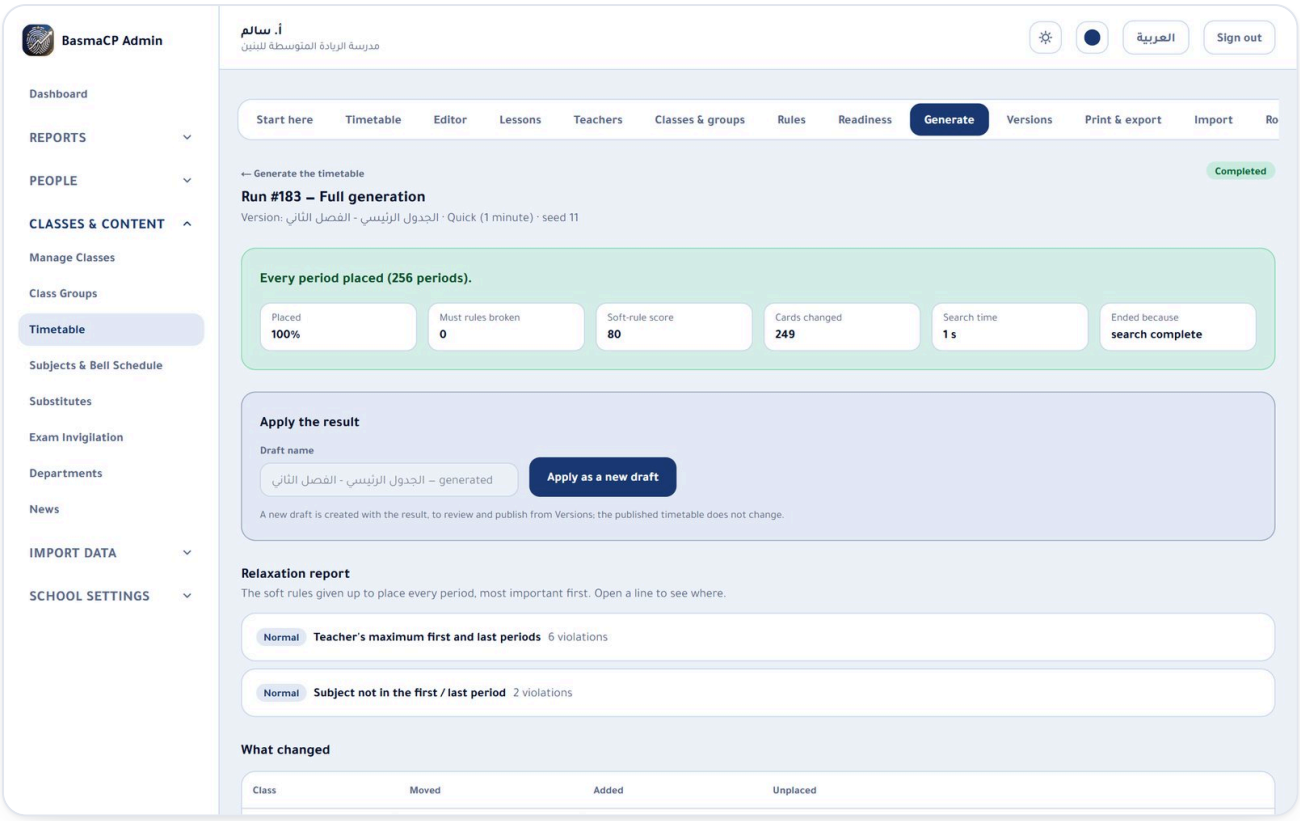


Figure 30 Run #183 – Full generation (Quick, seed 11): “Every period placed (256 periods).” Placed 100% and Must rules broken 0, followed by “Apply the result”, the “Relaxation report” and “What changed”.

- **Summary**: “Every period placed” or “... of ... periods placed”, with boxes for Placed, Must rules broken, Soft-rule score, Cards changed, Search time and Ended because (search complete, time ran out, stopped, no violations...).
- **Why isn't it complete?** (when periods are left over): for each unplaced period, the subject, classes and teachers; the main reason (the teacher and class are never free at the same time, a department meeting, the teacher is unavailable, the class is full, no room, a mandatory rule...); and suggested fixes such as “Give the period to a qualified teacher with quota left: ...” or “Make the rule “...” high instead of must, or loosen its value.”
- **Lessons left out of the run**: no teacher, the teacher is inactive, or the subject was deleted.
- **Relaxation report**: the flexible rules that were relaxed, most important first, with the number of violations. Click a line to see where. In the example: “Teacher's maximum first and last periods” (6 violations) and “Subject not in the first / last period” (2 violations).
- **What changed**: a table with, for each class, the number of cards moved, added and left unplaced, plus a `Preview` button.



Figure 31 “Preview: 6-1”, showing class 6-1 as the result would leave it. A dashed frame marks a card that was “moved”, a green frame one that is “new”, and a plain frame one that is “unchanged”.

With **Analyze by generation**, a “The hardest lessons” section shows how many lessons fall into each level (could not be placed, hard, medium, easy), a table of the 20 hardest lessons, and a **Colour them in the editor** button. With the **Extended test**, the parts that “cannot be generated even alone” are listed, with what was left out and why, and the mandatory rules involved.

Applying the result

The “Apply the result” panel appears when the run has finished (or been stopped), has not yet been applied, and placed at least one period.

1. Type a “Draft name” if you like (the default is “version name — generated”).
2. Press **Apply as a new draft**: a new draft is created as a copy of the source version, containing the result. The source version does not change.
3. If the run was on a draft in the first place, a second button, **Apply to the draft “…”**, writes the result into that same draft.
4. You are taken to the timetable with the message “The result of run #… was applied to this version. Review it, then publish it from Versions if it is a draft.”

Rules for applying a result

A generation result is never written into a published version; a new draft is always created. Each run can be applied only once. If the version changes (its lessons or cards) after the run starts, the system refuses to apply it: “The version changed after the run started. Start a new run.”

Real-life example

Mr Salem builds the Term 2 timetable (5): readiness and generation

Mr Salem opened “Readiness” on his draft and found one error: a Computing lesson for class 9-2 with no teacher, which he had forgotten. He pressed “Fix”, went straight to the lesson and chose Mr Ali Al-Sabbagh. Back on the Readiness tab, the ring showed 100 in green.

He pressed “Go to generate”, chose “Full generation” and “Quick (1 minute)”, then “Start generating”. A few seconds later he saw “Every period placed (256 periods)”, with no mandatory rules broken and only slight relaxation of two Normal rules.

He opened the previews for 6-1 and 7-1 and liked the layout, so he named the draft “Main timetable – Term 2” and pressed “Apply as a new draft”.

The screenshots in this section show a later run (#183) that he carried out on the published version to try things out. Notice that the Generate page describes it as “published; the result goes into a new draft”, so the trial does not touch the timetable the teachers are using.

6.11 The Timetable tab: one class’s week

Open the **Timetable** tab and choose a class from the list. The page “Timetable: The weekly schedule for one class” opens. If the school has more than one version, choose one under “Version”. The **Generate Schedule** button at the top takes you to generation.

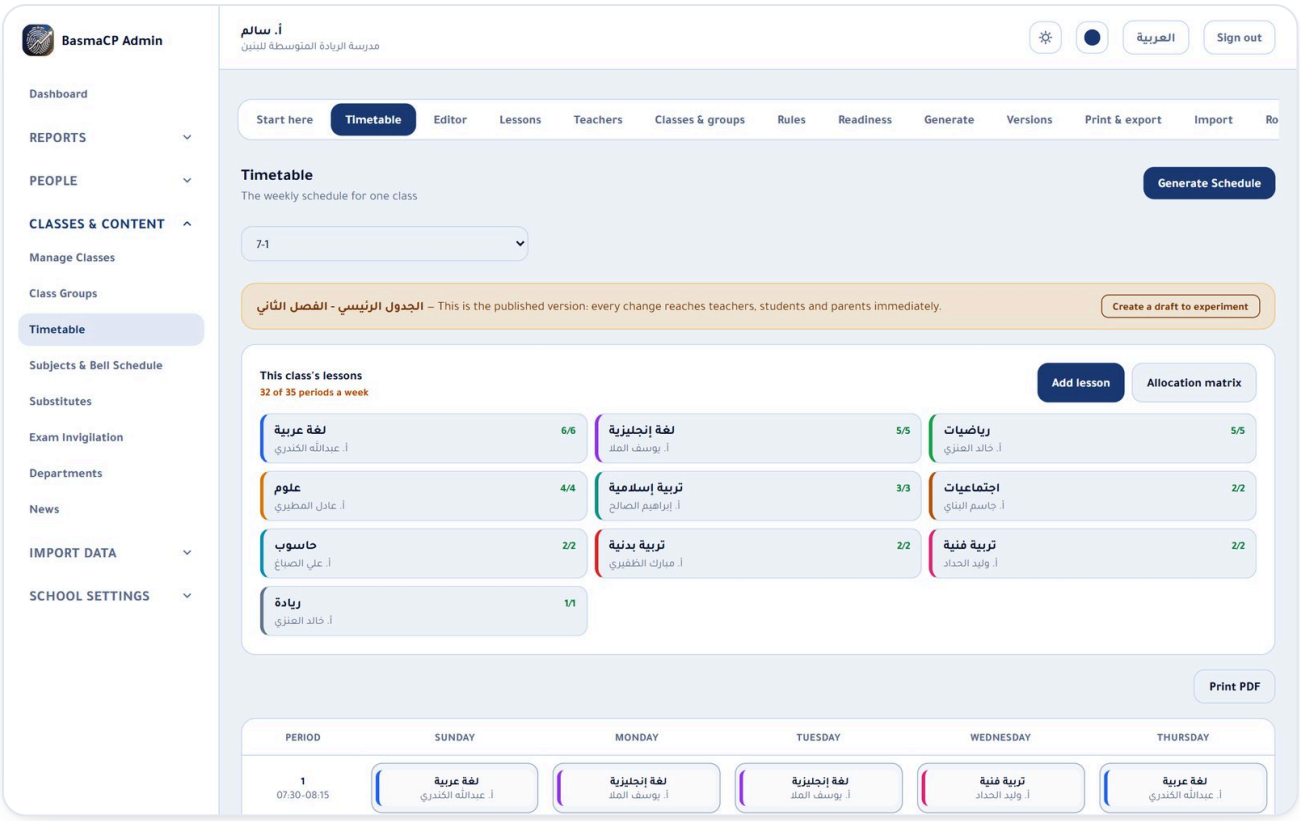


Figure 32 Class 7-1 in the published version: the orange banner warns that every change is visible at once, then “This class's lessons” (32 of 35 periods a week), then the weekly grid with period times.

From top to bottom

1. **Version banner**: in the published version it reads “This is the published version: every change reaches teachers, students and parents immediately.”, with a **Create a draft to experiment** button. In a draft it reads “A draft nobody sees until it is published.”
2. **This class's lessons**: the load line (“32 of 35 periods a week”), the **Add lesson** and **Allocation matrix** buttons, then one card per lesson showing the subject, the teacher and “placed/needed” (green when complete). A card with no teacher shows “No teacher” in pink. Click a card to open the lesson form.
3. **Print PDF**: opens the class timetable in a new tab, ready to print (landscape), for the chosen version. The link is temporary.
4. **Weekly grid**: days in columns and periods in rows, with each period's time from the class's bell schedule. Each cell holds a card with the subject (with its colour strip), the teacher and the room. A card may carry a “Joint” or “Double” badge, or a lock. An empty cell shows “+”.
5. **Share this class's schedule**: creates a QR code for parents and students to scan.

Editing a cell

Click any cell. The cell editor opens below the grid, headed “Day · Period …”:

- **In this period**: the cards already there, with a **Clear** button for a simple card, or **Remove the whole card** for a joint or double card (it is removed from every joint class and from all its periods). **There is no confirmation.**
- **Lock lesson** / **Unlock**: automatic generation never moves a locked lesson.
- **Place one of this class's lessons**: appears when the class has lessons that are not fully placed. Choose the lesson, the length and the room, then press **Place here**.
- **Quick place: subject and teacher**: places a period of the subject with the chosen teacher. If the class has no lesson with that subject and teacher, one is created automatically, and it is removed again when all its periods are removed.

If a placement is refused, a message explains why, for example “That teacher is already teaching another class at this time.”, “The teacher is unavailable at this time.” or “A double lesson can't run across a break.”. The grid on this tab never lets you place a lesson in unavailable time; only the editor allows that.

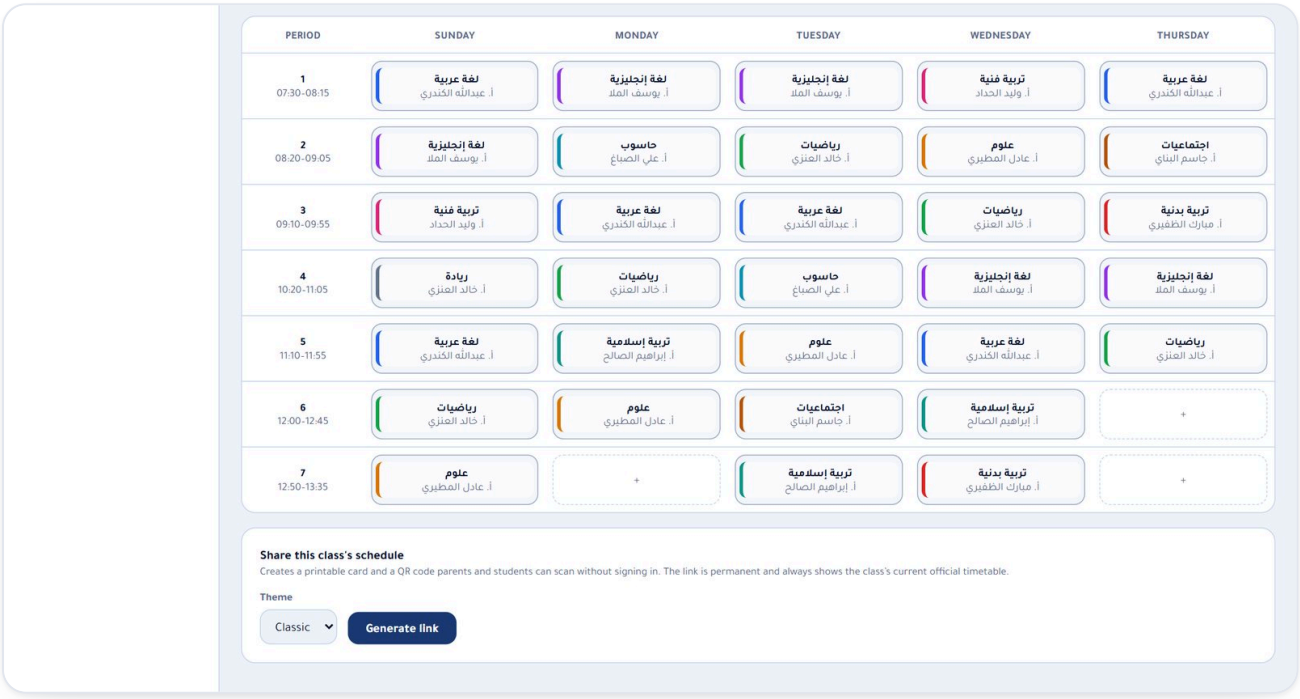


Figure 33 The week for class 7-1: Sunday starts with Arabic with Mr Abdullah Al-Kandari; period 4 is Homeroom and period 6 is Maths, both with Mr Khaled Al-Anzi. The three free periods fall at the end of Monday and Thursday. Below the grid is “Share this class's schedule”.

Sharing the timetable with a QR code

1. Choose a “Theme”: Classic, Vivid or Mono.
2. Press **Generate link**. The QR code and the link appear.
3. Press **Copy link**, or print the card and put it up in the classroom.

“The link is permanent and always shows the class’s current official timetable”, and no sign-in is needed. In other words, it updates itself when you publish a new timetable.

6.12 The editor: drag and drop

Open the **Editor** tab. “Drag a card to a new place, or click it and then click the place. Every place is coloured at once by how well it fits; each change saves itself and can be undone.”

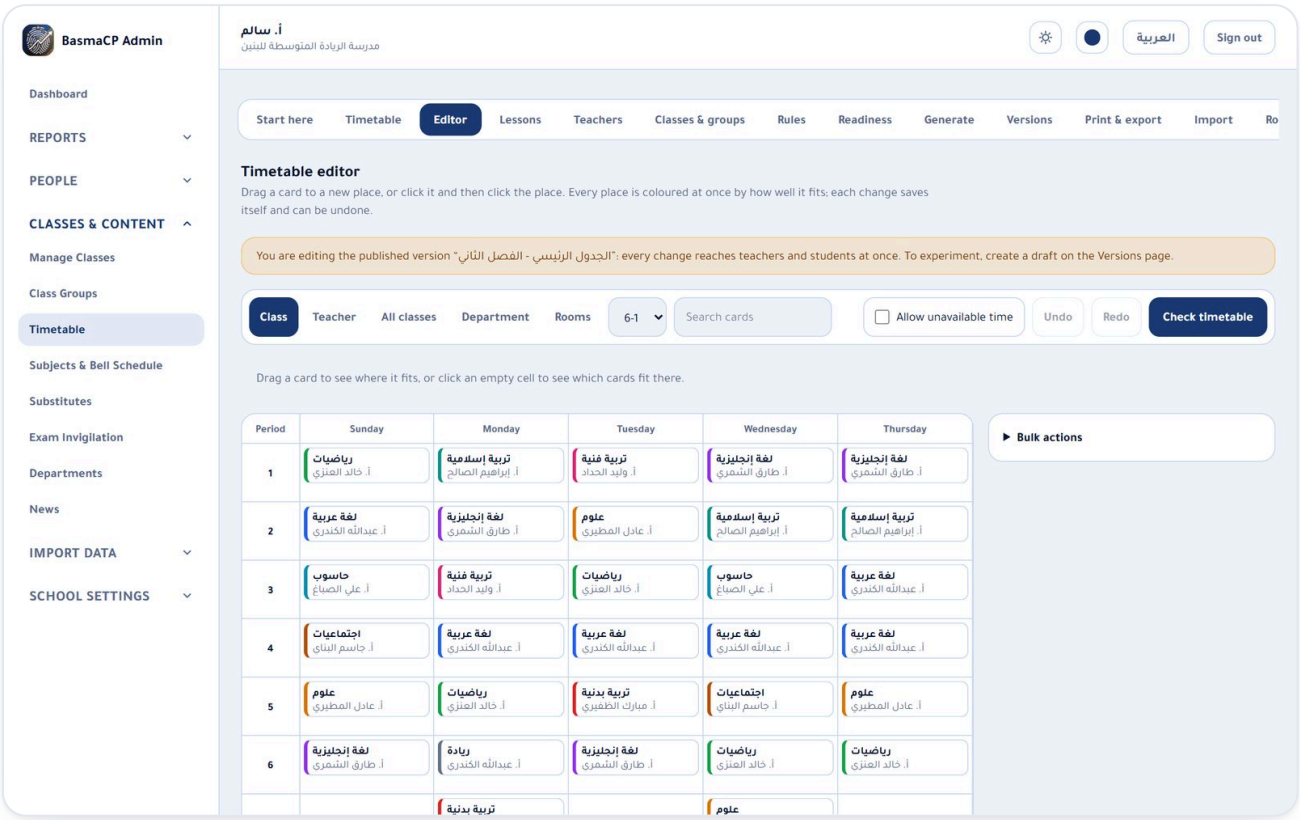


Figure 34 The editor in the “Class” view for class 6-1: the toolbar (views, class picker, search, “Allow unavailable time”, Undo, Redo, “Check timetable”), the grid, and the “Bulk actions” panel beside it.

> **Check which version you are editing**
>
> If the version is published, a banner reads: “You are editing the published version “...”: every change reaches teachers and students at once. To experiment, create a draft on the Versions page.” Editing the published version sends no notification; the timetable simply changes in the app without warning. Use a draft for big changes.

The toolbar

- **View**: **Class** (one class's week), **Teacher** (one teacher's week), **All classes** (every class in one wide grid), **Department** (the teachers of one department, with each one's load), **Rooms** (all rooms).

- **Picker** for the class, teacher or department.
- **Search cards**: fades out the cards that do not contain the text you type.
- **Allow unavailable time**: lets you place a card in unavailable time, with a warning. “Double booking is never allowed.” It switches off again every time the page loads.
- **Undo** (Ctrl+Z) and **Redo** (Ctrl+Y).
- **Check timetable**.

Placement colours

When you pick up or select a card, every cell is coloured:

Colour	Meaning	What happens when you drop it?
Green, “Fits”	Nothing in the way.	Saved at once.
Blue, “Possible, with a note”	An “If needed” time, over the teacher's daily maximum, a hard subject after the allowed period, or no suitable room free.	Saved at once.
Red, “Busy”	The teacher or the class is busy at this time.	An automatic swap, or the displacement window (see below).
Grey, “Unavailable time”	Unavailable time for the teacher, class, subject or room.	Refused, unless “Allow unavailable time” is on; then it is saved with a warning.
Hatched, “Not possible”	Not a working day, outside the class's day, or a double that would run across the break.	Refused, with the reason.

While you drag over a cell, the status line below the toolbar explains its colour, for example “Mr … is busy with 7-2” or “Over …'s daily maximum”.

Moving a card

1. **By dragging**: drag the card to the new cell and drop it.

2 **By clicking** (in the Class and Teacher views): click the card to select it, then click the new place. Press Esc to cancel.

If you drop it on a busy cell:

- If the cell holds a single movable card of the same length that fits your card's old place, **the two cards swap places automatically**.
- If the card in the way is locked or is a meeting: “The card in the way is locked or a meeting.”
- Otherwise the window “This place is taken by:” opens, with a `Take them off and put the card here` button: the cards in the way move to the “Unplaced” list at the bottom of the page, so you can place them somewhere else.

In the wide views (All classes and Department), a card can only be dropped in the rows of its own classes or teachers. In the Rooms view you can only move it to another room on the same day and period.

The selected-card panel and suggested moves

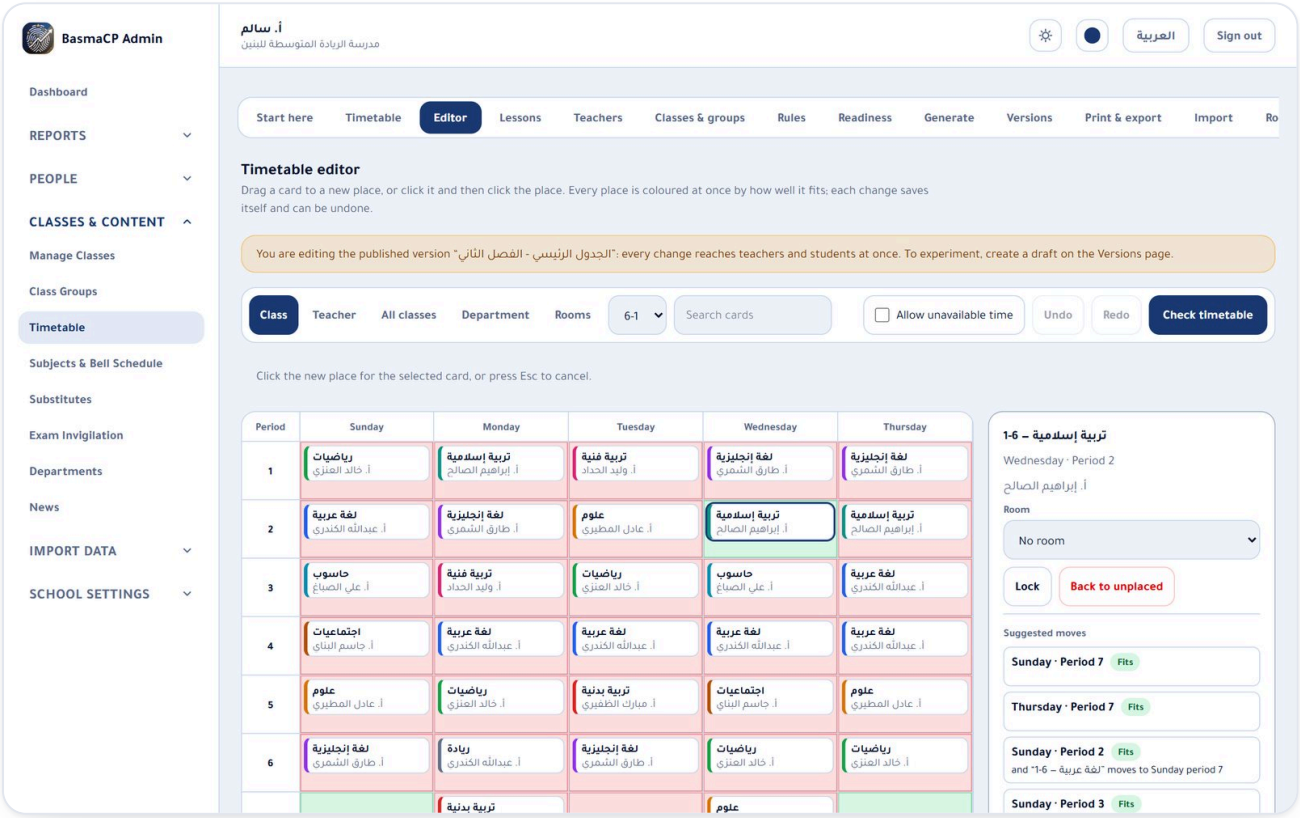


Figure 35 The card “Islamic Education – 6-1” (Wednesday, period 2, Mr Ibrahim Al-Saleh) is selected: red cells are busy and green cells fit. The side panel shows the room, the “Lock” and “Back to unplaced” buttons, and “Suggested moves”.

When you select a card, a side panel shows:

- **Room**: “No room” or any active room. A change is saved at once.
- `Lock` / `Unlock`.
- `Back to unplaced`: takes the card off the timetable and puts it in the list at the bottom.
- **Suggested moves**: up to six places, best first, each with a “Fits” or “Possible, with a note” badge. A suggestion can be a chain, such as “Sunday · Period 2”, followed by “Arabic – 6-1 moves to Sunday period 7”: the card in the way moves to a free place, and both moves are saved together. Click a suggestion to carry it out.

Unplaced periods

At the bottom of the page is “Unplaced periods (...)”, with `For this view` and `All` buttons. Each item shows the subject, the number of periods, the classes and the teachers. Drag it to a place, or click it to see suggested places. When the list is empty it reads “Every period is placed.”

It also works the other way round: click an empty cell (with no card selected) to see “Cards that fit ...” from the list at the bottom, and click one to place it.

Bulk actions

- **Swap two days**: for the class or teacher on screen, or for the whole school in the other views. Choose the two days, then press `Apply`.
- **Shift periods one later, from a given period**: on one day or on every day.
- In the Class and Teacher views: **lock** all of its periods, **unlock** them, or **take them all off** to the unplaced list.

“Locked cards and meetings don't move. Each action runs completely or not at all, and can be undone.”

> **Undo history is lost when you reload**
>
> The editor keeps your last 100 steps for undo, but only in the browser. They are lost when you reload the page or switch version. Your changes themselves stay saved; what you lose is the ability to undo them.

Checking the timetable

Press `Check timetable`. A panel opens with a summary such as “... errors and ... warnings” or “No errors.”:

- **Errors**: a card in unavailable time, outside the class's day, or a double across the break; a room too small for the class, or a room booked twice; a teacher teaching during their department meeting; or any “Mandatory” rule broken.

- **Warnings**: unplaced periods, more periods than needed, a card without the room its lesson needs, or a broken flexible rule.

Click any item to highlight its cards in the grid. At the end of the panel is a **Publish wizard** link.

Real-life example

Mr Salem builds the Term 2 timetable (6): finishing touches in the editor

Mr Salem opened the draft in the editor and chose class 6-1. He noticed that Islamic Education on Wednesday had landed in period 2, and he would rather keep Wednesday mornings for languages. He clicked the card, the grid lit up, and “Suggested moves” showed Sunday period 7 and Thursday period 7 as “Fits”.

But period 7 is the last of the day, and 6-1 already ends Sunday and Thursday with light periods. The other suggestions would have meant moving “Arabic – 6-1” or “Computing – 6-1” to period 7. He decided the current slot was better and pressed Esc to cancel the selection without changing anything.

After reviewing the other classes the same way, he pressed “Check timetable”: no errors, only flexible warnings. Then he pressed “Publish wizard”.

6.13 Versions and publishing

Open the **Versions** tab: “Prepare a new timetable as a draft without touching the published one, then publish it from a start date.”

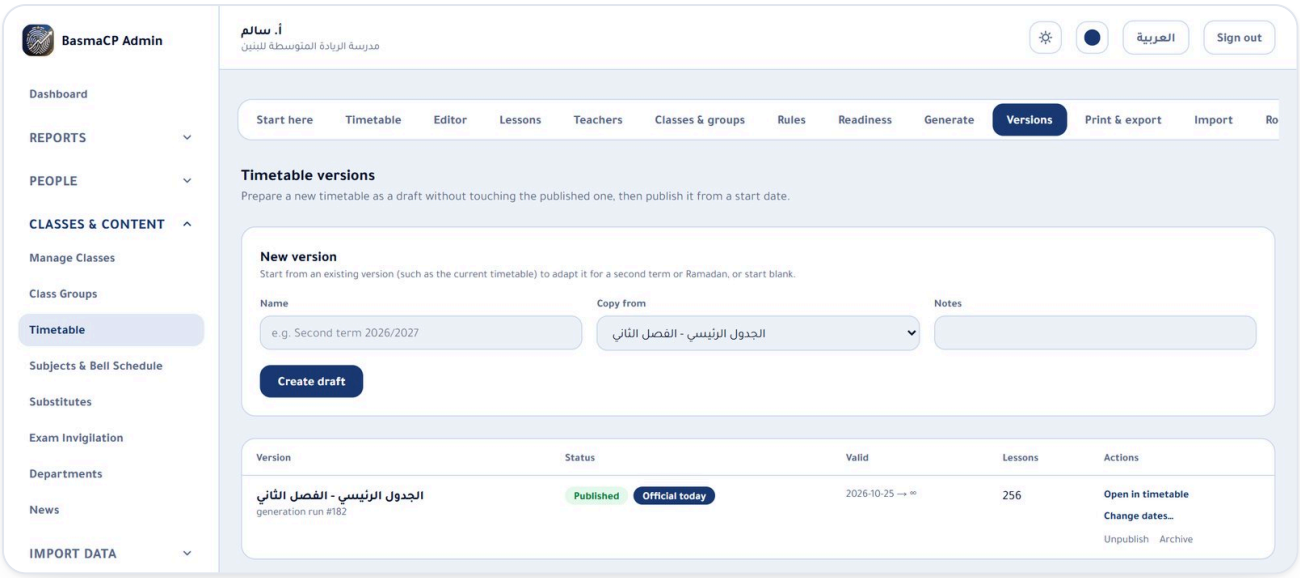


Figure 36 The “New version” box (Name, Copy from, Notes) and, below it, the list of versions: “Main timetable – Term 2” is Published and “Official today”, valid from 2026-10-25 with no end date (∞), with 256 lessons.

Which version do people see?

Teachers, students and parents see the published version whose validity period covers that day. If two published versions overlap, the one published most recently wins. If no version is official today, an amber warning appears: “No version is official today, so teachers and students see no timetable. Publish one.”

The list of versions

The columns are: Version (with its notes), Status (with “Official today”), Valid (the validity period), Lessons (the number of periods placed; a double counts as two) and Actions. Published versions come first, then drafts, then archived versions.

Creating a new version (and copying a version)

1. Under “New version”, type a **Name**, such as “Second term 2026/2027”.
2. Under **Copy from**, choose an existing version (by default, the one official today), or “Blank”.
3. Add notes if you like.
4. Press **Create draft**. A draft is created with a copy of the source's lessons and cards, and it opens straight away.

Choose the name carefully

At present you cannot rename a version or change its notes after creating it. Choose a clear name that says which period it covers, such as “Ramadan timetable 2027”.

Actions for each version

Action	When it appears	What it does
Open in timetable	Any version that is not archived	Opens the version in the “Timetable” tab.
Publish…	Drafts	Opens the publish wizard.
Change dates…	Published versions	Opens the publish wizard to change the validity period.
Compare with the official one	When an official version exists and this is a different one	Opens the comparison page.
Unpublish	Published versions	The version becomes a draft again **at once, with no confirmation**. If it was official today, nobody will see any timetable.
Archive	Any version that is not archived	Asks first, then makes the version read-only. **Archiving cannot be undone.**
Delete	Drafts and archived versions only	Asks first, then deletes the version and all its periods permanently.

The publish wizard: four steps

Press **Publish…** next to the draft. The wizard “Publish “…”” opens with four steps: Dates, Check, Tell, Confirm. If a version is official today, the wizard also offers a button to compare with it, and a preview line: how many cards were moved, added and removed, and how many teachers' timetables changed.

1. **When does this timetable apply?** Set “Starts on” (required) and “Ends on (optional)”.
   - No end date: it replaces the official timetable from the start date, and the previous timetable stops applying the day before.
   - With an end date (for example, a Ramadan timetable): it applies only between the two dates, then the usual timetable comes back automatically.
2. **Final check**: the number of errors and warnings, with an “Open in the editor” link for each. “Warnings never stop publishing. Errors need fixing or your explicit agreement.” If there are errors, “Next” stays disabled until you tick “I understand the timetable has errors and I want to publish it”.
3. **Who should be told?**
   - “No one”: the timetable shows in the app without a notification.
   - “Only teachers whose timetable changed”: with their number. This is the default when an official version exists.
   - “All teachers”: everyone who teaches in this timetable. This is the default when there is no official version.
   - “Everyone”: all teachers and parents (the notification also reaches active student accounts).
4. **Confirm publishing**: a summary line such as ““…” will be published and apply from …, with no end date.” Then press `Publish`. The server runs the check again; if new errors appear, it takes you back to step 2.

After publishing, a green panel shows ““…” is published.”, the date it applies from, a line for each version that was closed or archived, and the notification line. Each recipient receives a notification titled “School timetable” that opens their timetable in the app. Teachers read: “The school timetable “…” has been published and applies from …. Open My Schedule to see your timetable.” (Like all notifications, it is sent in Arabic.)

> **Publishing with no end date archives later versions**
>
> When you publish a version **with no end date**, any other published version that started before its start date and runs past it is closed the day before, and **any published version that starts on or after that date is archived**, with no way to unarchive it. So if you have already published a Ramadan timetable and then publish an open-ended change that starts before it, the Ramadan timetable will be archived. Before publishing an open-ended version, create a draft copied from the published Ramadan timetable, and publish it again afterwards. Publishing **with an end date** does not affect other versions.

Comparing two versions

“Compare with the official one”, or the publish wizard, takes you to “Compare two versions”. Choose the “First version (before)” and the “Second version (after)”, then press **Compare**. You see the cards moved, added, removed and unchanged; two tables, “By class” and “By teacher”; and detailed lists of every move, from where to where.

Real-life example **Mr Salem builds the Term 2 timetable (7): publishing**

In the publish wizard, Mr Salem set “Starts on” to 25 October 2026 and left “Ends on” empty. The final check found no errors. Because the school had no published timetable before this one, the default in the Tell step was “All teachers”, and he kept it; parents would see their children's timetable in the app without needing a notification.

He pressed “Publish”, and every teacher received the “School timetable” notification. From the morning of 25 October, “Main timetable – Term 2” was “Official today”, with 256 periods. Back in “Start here” he saw “11 of 11 core steps complete”.

Finally, he opened “Print & export”, printed the class timetables to put up in the classrooms and the teacher timetables to hand out, and created the display-screen link for the staff room.

6.14 Printing and exporting

Open the **Print & export** tab: “Ready-to-print templates (or save as PDF), plus Excel and aSc files.”

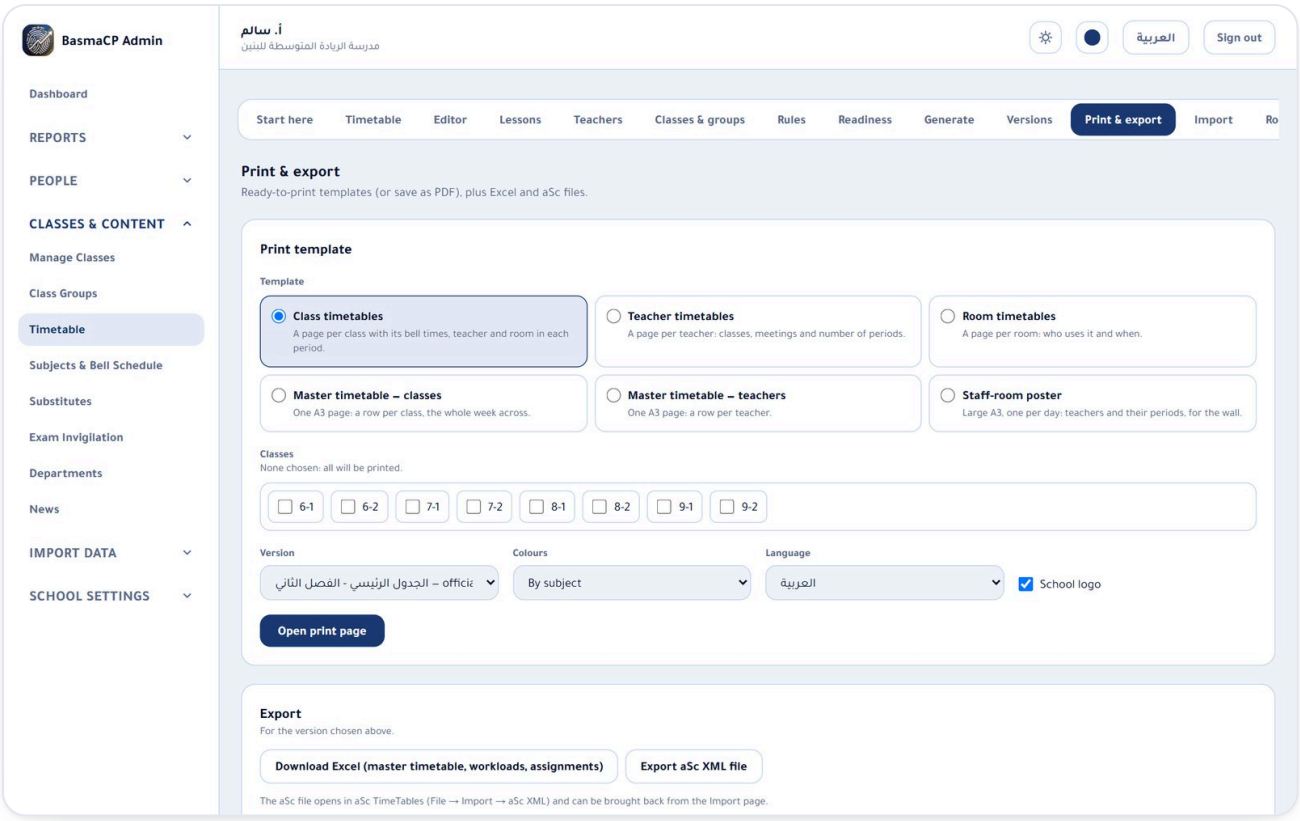


Figure 37 The six print templates, the class picker (“None chosen: all will be printed”), Version, Colours, Language and School logo, the “Open print page” button, and then “Export”.

Printing

1. Choose a **template**:
   - Class timetables: a page per class with its bell times, and the teacher and room in each period.
   - Teacher timetables: a page per teacher with their classes, meetings and number of periods.
   - Room timetables: a page per room: who uses it and when.
   - Master timetable – classes: one A3 page, a row per class.
   - Master timetable – teachers: one A3 page, a row per teacher.
   - Staff-room poster: a large A3 sheet for each day, to put up on the wall.
2. For the class, teacher and room templates, choose the ones you want, or choose none to print them all (those that have periods).
3. Choose the **Version** (drafts can be printed too), the **Colours** (By subject, By teacher, No colours), the **Language** and the **School logo**.
4. Press `Open print page`. A ready page opens in a new tab; use your browser's Print or Save as PDF.

> **If the tab does not open**
>
> The print page opens a moment after you press the button, and your browser's pop-up blocker may stop it. If the success message appears but no tab opens, allow pop-ups for the panel's site and try again. The link is valid for 30 minutes.

Exporting

- **Download Excel (master timetable, workloads, assignments)**: a workbook with four sheets, titled in Arabic: Classes (the master timetable by class), Teachers, Workloads (teaching load, assigned, placed, difference, status, first and last periods, gaps...), and Lessons.
- **Export aSc XML file**: a file that opens in aSc TimeTables (File → Import → aSc XML) and can be brought back into Basma from the Import page. Every item in it carries an identifier, so it is matched correctly on the way back even if it was renamed in aSc. The file does not include extra bell schedules or breaks.

6.15 Importing from aSc TimeTables and Excel

Open the **Import** tab: “From aSc TimeTables or an Excel file. The official timetable is not changed: each import becomes a draft version to review and publish.”

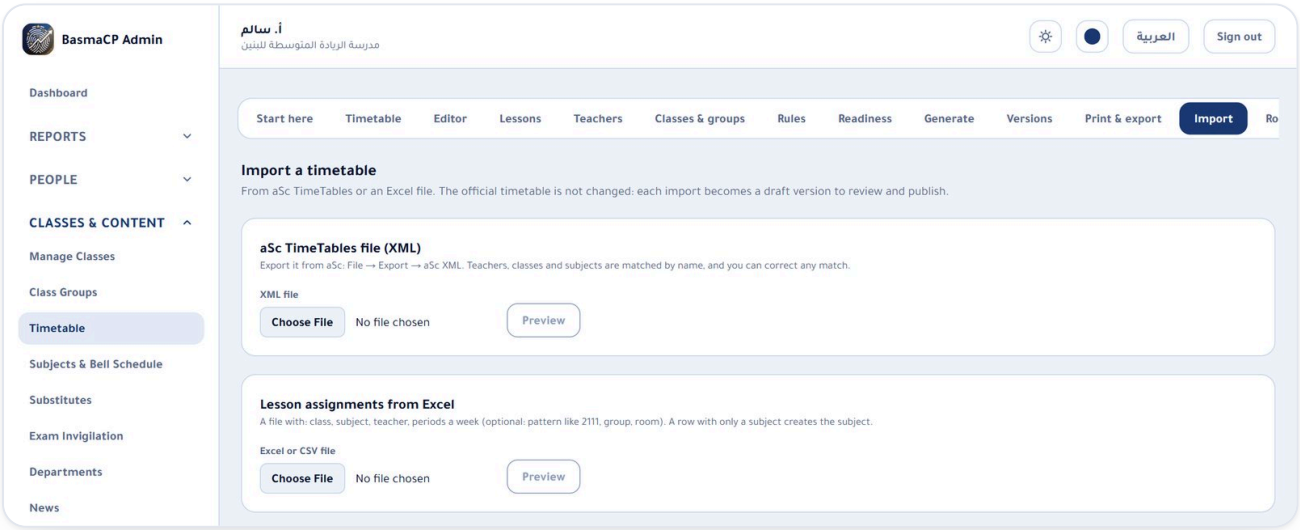


Figure 38 The two import panels, “aSc TimeTables file (XML)” and “Lesson assignments from Excel”, each with a file picker and a “Preview” button.

From aSc TimeTables

1. In aSc, export the file: File → Export → aSc XML (up to 8 MB).
2. Choose the file under “XML file” and press **Preview**. Nothing is saved yet.

3. Read the six boxes: Lessons in file, Periods in file, Lessons to import, Periods to place, Lessons left out, Periods left out (these turn amber when they are not zero).
4. Review the four matching tables: Teachers, Classes, Subjects and Rooms. Names are matched automatically, ignoring Arabic spelling variants (forms of hamza, tā' marbūṭa, final yā' and diacritics). Unmatched rows are red.
   - Teachers and classes: choose the existing match or "— no match —". The import never creates teachers or classes; a lesson without a match is left out.
   - Subjects and rooms: choose an existing one, "Create new" (the default when there is no match), or "— leave out —".
5. If you change any match, press **Refresh preview**.
6. Review what will not be imported, and why. Watch for periods on days outside the school week, periods for week B only, or periods for term 2 only; they are not placed, because Basma uses a one-week timetable.
7. Optionally, tick "Set class teachers from the file" (it only fills classes that have no class teacher), and type a name for the draft.
8. Press **Create draft version**. The result appears, with **Open the draft in the editor** and **Versions & publishing** buttons.

> **What stays if you delete the draft**
>
> Subjects, rooms and groups created by the import, and class teachers if you chose to set them, are added to the school's general data. They stay even if you delete the draft later. Clashing cards in the aSc file are skipped and counted under "Left out".

Lesson assignments from Excel

There is no template to download; prepare an **.xlsx** or **.csv** file yourself, with headings in the first row. The system recognises these headings (the Arabic ones are accepted too):

Field	Accepted headings	Required?
Subject	subject, المادة، المقرر	Yes (the only required column)
Class	class, section, الفصل، الصف، الشعبة	For a lesson row
Teacher	teacher, المعلم، المدرس، المعلمة	For a lesson row
Periods	periods, عدد الحصص، الحصص، النصاب، حصص	Yes, unless there is a pattern
Pattern	pattern, التوزيع، نمط	Optional (e.g. 2111)
Group	group, المجموعة	Optional
Room	room, القاعة، الغرفة	Optional

1. Choose the file and press **Preview**.
2. Under “Columns”, check that each column is linked to the right field, and refresh the preview if you change anything.
3. Review the summary (“... good rows”, “... rows with problems”, “New subjects”) and the “Check” column for each row: OK, subject only, or the error (class not found, teacher not found, invalid number of periods, pattern does not add up to the periods).
4. Choose “Into”: a new draft (a copy of the official timetable), or an existing draft.
5. Press **Import ... rows**, then **Open lesson assignments**.

- Several classes in one cell (separated by + or a comma) make a joint lesson; several teachers (separated by / or a comma) mean co-teaching.
- Rows with errors are skipped and good rows are imported. A row with only a subject creates that subject.
- Imported lessons are **not placed** on the timetable; generate them or place them afterwards.

Do not import the same file twice into the same draft

Importing into an existing draft **adds** lessons; it does not replace them, so importing the same file twice duplicates the lessons. Also note: an unknown room is ignored without a message, and a row with a class but no teacher is imported without a teacher (the readiness check will warn you).

7 Substitutes

When a teacher is absent, you record the absence once. The system works out which periods need cover and suggests the best substitute for each one. You then publish the draft, and each substitute receives a single request listing all their periods. This chapter walks through the whole cycle using the demo day.

Open **Classes & Content** → **Substitutes**: “Record teacher absences, suggest cover for the whole day in one click, review the draft, then publish it.” At the top of the page are three tabs: **Day board** (the default), **Monthly report** and **Settings**.

7.1 Before you start: what cover depends on

The quality of the substitute suggestions depends on data you set up on other pages:

Data	Where it is set	Effect
An official timetable that covers the day	Timetable	Without it, no cover periods are created: “There is no official timetable for this day.”
School days and holidays	Subjects & Bell Schedule · Lock Holidays	Holidays and non-school days are skipped automatically.
Time allowed to answer a cover request	Subjects & Bell Schedule	When it runs out, the request moves to the next candidate.
“Takes cover (substitute) periods”, the daily cover limit and the subjects the teacher is qualified to teach	The teacher’s page in the timetable	A teacher who does not take cover is never suggested.
Unavailable times and standby periods	The teacher’s page in the timetable	“Unavailable” rules the teacher out, “If needed” lowers their rank, and “Standby” puts them at the top.
Class teacher	Classes & groups	The class teacher gets extra points.
The rule “Teacher’s daily limit of substitute periods”	Rules	The school-wide limit, used when a teacher has no limit of their own.
Departments	Departments	A teacher from the absent teacher’s department gets extra points.

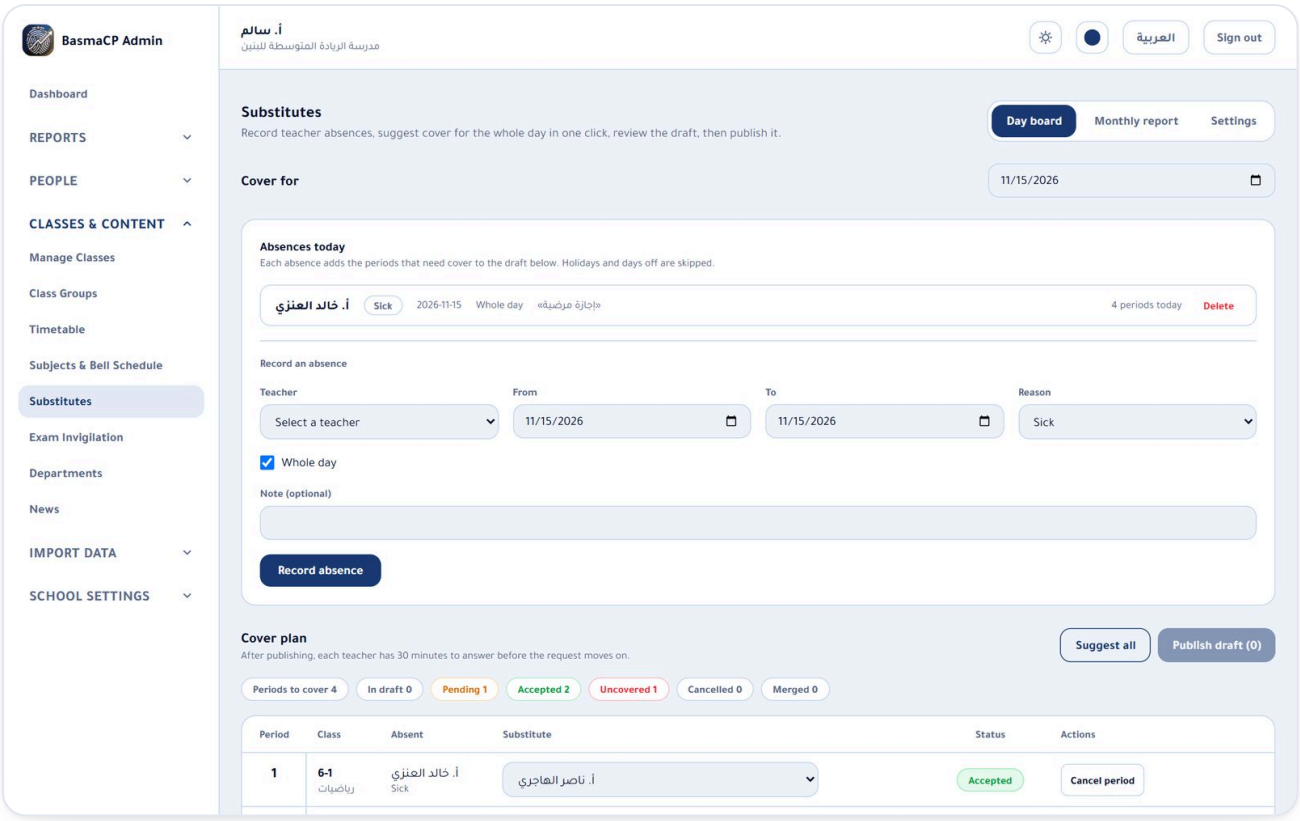


Figure 39 The Day board for 15 November 2026: Mr Khaled Al-Anzi's absence (Sick, whole day, note "sick leave", 4 periods today), the "Record an absence" form, and below it the "Cover plan" with its buttons and counters.

7.2 Step 1: Record the absence

Choose the day in the date field next to "Cover for". The "Absences today" section lists every absence that covers this day: the teacher, the reason, the dates, the periods ("Whole day" or the period numbers), the note, how many of their periods need cover today, and a "Delete" button.

1. Under "Record an absence", choose the **Teacher**.
2. Set **From** and **To**. For a one-day absence, leave "To" as it is. The maximum is 92 days.
3. Choose the **Reason**: Sick (the default), Leave, Official duty, Training, Personal or Other, followed by any reasons your school has added.
4. Leave **Whole day** ticked, or untick it and choose the periods the teacher will miss.
5. Add a **Note** if you wish (up to 200 characters).
6. Press **Record absence**.

What happens next?

- A cover period is created in the draft for each of the teacher's periods in the official timetable, on every school day in the range, including days still to come. Meeting periods need no cover, a period shared by several classes counts once, and a co-taught period needs no cover as long as the other teacher is present.
- If the absent teacher was covering periods for someone else, those covers are reassigned: they are removed from the draft, and published requests move straight to the next candidate.
- A message appears: "Absence recorded: … periods added to the draft; … periods this teacher was covering moved to someone else."
- The absent teacher is not notified.

> **Absences cannot be edited**
>
> If a new absence overlaps one already recorded for the same teacher, you see: "This teacher already has an absence in these dates. Delete or change it first." Since an absence cannot be edited, delete the old one and record it again with the correct dates.

Deleting an absence: press "Delete" and confirm: "Delete …'s absence? Its cover from today on is removed and anyone asked to cover is told." Cover periods on past days stay on record, and every substitute who had been assigned receives a "cover assignment cancelled" notification.

7.3 Step 2: The cover plan

Below the absences is the "Cover plan" section. Under its heading is a reminder of the time limit: "After publishing, each teacher has 30 minutes to answer before the request moves on." Then come the counters: Periods to cover, In draft (with "… with no one"), Pending, Accepted, Uncovered, Cancelled and Merged.



Figure 40 The cover plan on the demo day: periods 1 and 2 "Accepted"; period 4 in 7-1 "Pending" with Mr Abdullah Al-Kandari and the badges explaining why he was suggested; period 6 in 7-1 "Uncovered" with a "Find cover" button.

The table is grouped by period, with these columns: Period, Class (with the subject below), Absent (with the reason below), Substitute, Status and Actions.

The Substitute column

A drop-down list of the best candidates (up to 25), highest score first. Each candidate shows their name, the reasons they were suggested and their load: “today X · term Y”. The same reasons appear as small badges under the chosen substitute:

Badge	Meaning
standby	The time is reserved for standby in their timetable (blue).
teaches the class	They teach this class another subject.
class teacher	They are this class’s class teacher.
subject specialist	They teach the same subject, or are marked as qualified for it on their page.
same department	They belong to the absent teacher’s department.
fills a gap	The period falls between two of their lessons, so it fills a gap.
leaves a gap	It would leave them free periods next to their lessons (amber).
too many in a row	It would take them over their limit of periods in a row (amber).
only if needed	The time is marked “If needed” on their page (amber).

A substitute you choose yourself is marked “Chosen by hand ("Suggest all" keeps it)”. If teachers have declined or not answered, you see a note such as “1 teacher declined”. If your school has defined cover types, a “Type” list also appears.

Statuses

Before publishing (draft)	After publishing
Draft: substitute chosen · **No one yet** · **To cancel** · **To merge**	**Pending** · **Accepted** · **Uncovered** · **Cancelled**

7.4 Step 3: “Suggest all”

Press **Suggest all**. The system fills every draft period that was not chosen by hand:

1. It starts with the hardest period, the one with the fewest candidates, and settles each choice before moving to the next.
2. It never books anyone twice in the same period, and it spreads cover across teachers.
3. If periods are still empty, it tries swapping earlier choices to make room.
4. It shows the result: “Cover suggested for … periods. … have no one free.”

Nothing reaches teachers at this stage; only the administration can see the draft. Review the suggestions and change any of them by hand.

7.5 How candidates are ranked

Conditions with no exceptions. A teacher is suggested only if they are:

- A teacher or a moderator (an Admin is never suggested as a substitute, although an Admin’s absence can be recorded).
- Active, free in the official timetable at that period (no lesson and no meeting), not absent, and not already covering another class in the same period (even in the draft).
- Marked “Takes cover (substitute) periods”, and below their daily cover limit (their own limit or the school rule; a limit of 0 means never).
- Not marked “Unavailable” at that time.
- Not someone who declined or let the same request expire, unless you choose them by hand.

Points. Each candidate gains or loses points, and the highest score is listed first. The defaults (all can be changed in Settings) are:

Criterion	Effect	Default
Standby period	+	1000
Teaches the class	+	40
Subject specialist	+	30
Class teacher	+	25
Fills a gap in their day	+	20
Same department	+	15
Leaves a gap (for each free period it leaves)	–	20 per period
More periods in a row than their limit	–	25
Per cover this term	–	4
Per cover today	–	12
“If needed” time	–	20

On a tie, the teacher who has covered fewer periods this term comes first, then alphabetical order. “Term” here follows the Kuwaiti school year: September to January, then February to August. Only real cover (pending or accepted) is counted.

> **Why standby comes first**
>
> Its default weight is 1000 points, more than all the other criteria put together. A teacher with a standby period at a given time will always be suggested first for that time. This is the best way to organise fair cover: spread standby periods across teachers on their pages.

7.6 Step 4: Publish, and what happens next

1. Press **Publish draft (...)**.
2. Confirm: “Publish ... periods? Each teacher gets one message with their periods.”

3 The result appears: “... published, ... teachers notified. No cover: ....”

Draft status	After publishing
Has a substitute	“Pending”, and the answer time starts.
No one yet	“Uncovered”.
To cancel	“Cancelled”.
To merge	Accepted straight away; the teacher taking the merged class does not need to answer.

Each substitute receives **one notification** and one message in the app inbox covering all their periods that day. It is titled “cover request” and asks them to accept or decline from “Coverage Requests” in the app, or “merged period” if it is a merge.

After publishing

- **The teacher accepts** in the app: the period becomes “Accepted”.
- **The teacher declines**: the request moves straight to the next best candidate, who is notified. If no one is left, the period becomes “Uncovered” and every Admin at the school receives a “period without cover” alert.
- **No answer within the time limit**: the request moves on in the same way. This is checked every 5 minutes, and whenever the Day board is opened.
- **Students and parents** see published cover changes in the class timetable in the app, without a notification. Drafts are never visible to anyone else.

7.7 Actions for each period

Action	When it appears	What it does
Choosing from the “Substitute” list	Draft, Uncovered and Pending periods	In the draft: sets the substitute and marks the choice as made by hand. After publishing: the request immediately waits for the new teacher’s answer and they are notified; the previous teacher is told their assignment is cancelled.
Cancel period	Any period that is not cancelled	Asks first: “Cancel this period? Students and parents see it as cancelled once published.” In the draft it becomes “To cancel”; after publishing it is cancelled at once.
Merge with ...	When another group from the same class has a lesson in the same period with a teacher who is present	The students join that teacher’s lesson. In the draft it shows “To merge”; after publishing it is accepted at once and the teacher taking the merged class is notified.
Reset	Cancelled or merged periods, or a draft period with a substitute	In the draft it goes back to “No one yet”. After publishing it becomes “Uncovered”.
Find cover	Uncovered periods only	Picks the best available candidate and sends them the request **immediately**, with an answer time, without going through the draft.
Type	When cover types exist	Sets the type of cover. It only affects the “Paid cover” count in the monthly report.

Replacing a substitute who has accepted

Once the substitute has accepted, the only action on the row is “Cancel period”. To replace them, press “Cancel period”, then “Reset” (the period becomes Uncovered), then “Find cover” or choose someone from the list.

Real-life example **Demo day: Mr Khaled Al-Anzi is on sick leave**

At 07:05 on Sunday 15 November, Mr Khaled Al-Anzi, Maths teacher and head of the Maths department, phoned in sick. Mr Salem opened Substitutes on today’s date, chose Mr Khaled, left the reason as “Sick” and “Whole day” ticked, typed “sick leave” in the note, and pressed “Record absence”. Four periods appeared in the draft:

- Period 1: Maths, 6-1.
- Period 2: Maths, 6-2.
- Period 4: Homeroom, 7-1 (Mr Khaled is this class’s class teacher).
- Period 6: Maths, 7-1.

He pressed “Suggest all”. The system suggested Mr Nasser Al-Hajri for period 1 and Mr Ahmad Al-Qattan for period 2 (both from the Maths department and subject specialists), and Mr Abdullah Al-Kandari for period 4, with the badges “teaches the class”, “subject specialist” and “fills a gap”. Period 6 was left with no one free. He pressed “Publish draft (4)” and confirmed.

Before period 1 began, Mr Nasser and Mr Ahmad accepted in the app. At 09:40 the plan looked as in the screenshot: “Accepted 2”, “Pending 1” for the homeroom period, and “Uncovered 1” for period 6. This is the same picture the “Timetable today” card showed on the Dashboard.

To deal with period 6, Mr Salem pressed “Find cover”. If the system had found a free teacher, it would have sent them the request at once, with 30 minutes to answer. If no one was free, he would have seen “No teacher is free for this period right now.” He would then have two options: choose a teacher himself from the list, or press “Cancel period”, so that students and parents see it as cancelled in the app.

And had Mr Abdullah not answered the homeroom request within 30 minutes, it would have moved to the next candidate automatically, without Mr Salem having to do anything.

7.8 The monthly report

Open the **Monthly report** tab and choose the “Month”. Total boxes appear: School days, Teacher absence days, Periods needing cover, Accepted, Paid cover, Pending, Uncovered, Cancelled and Merged.

Next comes the **Teachers** table (one row for each teacher who was absent or gave cover): Absence days, Absent periods, Reasons, Cover given, Paid cover, Pending, Merged, and Declined / no answer. It is sorted by most absence, then most cover. Below it is the **Day by day** table.

- Drafts that were never published are not included.
- “Absence days” counts every school day within the absence, even if the teacher missed only some of their periods.

The **Download Excel** button downloads a file with three sheets, Teachers, Days and Summary, whose names and headings are in Arabic. There is no print button on this tab; use the Excel file or your browser’s print command.

7.9 Cover settings

Open the **Settings** tab. It has three sections:

- **Ranking substitutes**: the ten criteria and their weights (whole numbers from 0 to 100000). Each criterion shows a + or – sign, a hint and its default value. Press **Save ranking**. The **Defaults** button restores the original weights and saves them at once, without asking.
- **Types of cover**: for example “Regular” and “Paid”. Each type has a name, a “paid” box and a “default” box. Add one on the dashed “New type” line, then press **Add**. The default type is given only to periods created after you set it. Up to 20 types.
- **The school’s absence reasons**: added to the six built-in reasons, up to 30 in total. Deleting a reason changes absences recorded with it to “Other”.

> **Make cover fairer**
>
> If the monthly report shows that a few teachers are doing most of the cover, raise the weight of “Per cover this term” (say, from 4 to 10), or give standby periods to the teachers who are asked least.

8 Exam invigilation, departments and news

Three supporting tools in the Classes & Content group: scheduling exam sessions and assigning invigilators, organising academic departments and their meetings, and posting school news to the app.

8.1 Exam invigilation

Open **Classes & Content** → **Exam Invigilation**: “Schedule exam sessions and distribute invigilators fairly, by subject specialization and existing load”.

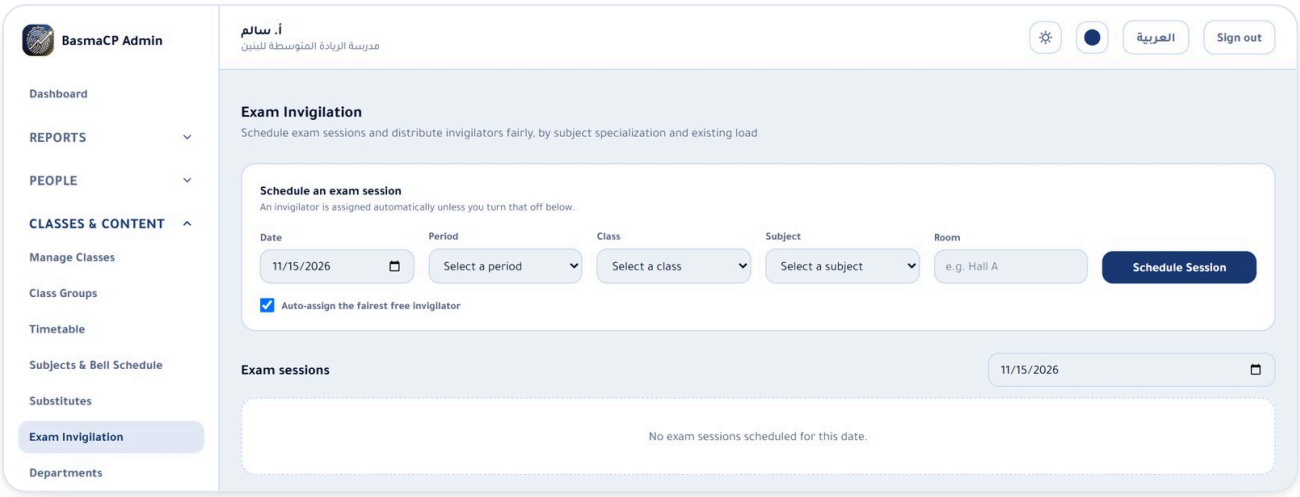


Figure 41 The “Schedule an exam session” form (Date, Period, Class, Subject, Room) with “Auto-assign the fairest free invigilator”, and below it “Exam sessions” for the chosen date.

Scheduling a session

1. Choose the **Date**, the **Period** (from the periods in the bell schedule), the **Class** and the **Subject**.
2. Type the **Room**, for example “Hall A”.
3. Leave “Auto-assign the fairest free invigilator” ticked if you want the system to choose the invigilator.
4. Press `Schedule Session`.

How is the invigilator chosen automatically? From active teachers and moderators (never Admins), leaving out anyone who has a lesson in the official timetable at that time or another invigilation. Priority goes first to teachers of the same subject, then to whoever has done the fewest

invigilations overall. If no one is available, the session is created with the red text “No invigilator assigned”.

> **What the system does not check**
>
> The system does not check whether the same class already has another exam in the same period, and it does not take teacher absences, cover or unavailable times into account. During exam weeks, compare the invigilators with the Substitutes board. The system does refuse a room that is already booked for the same date and period.

Managing invigilators and the signature sheet

- Each session card shows the period, class, subject, room and the invigilators’ names.
- To add a second invigilator, choose them from “Select a teacher” and press **Add**. To remove one, press × next to their name (this is immediate, with no confirmation, and the teacher is not told).
- Every invigilator you add receives an “exam invigilation assignment” notification with the subject, class, period, room and date, and sees their duties in the app. Exam sessions also appear in the class timetable for students and parents.
- **Print signature sheet**: a page in Arabic with the session details and the class list in alphabetical order, with columns for number, student name, academic number and signature, plus two signature lines for the invigilators.

> **Sessions cannot be edited or deleted**
>
> Once an exam session is created, it cannot be edited or deleted. Check the details carefully before pressing “Schedule Session”. If you make a mistake, create a correct session and contact Basma support to remove the wrong one.

8.2 Departments

Open **Classes & Content** → **Departments**: “Academic departments, who's assigned to each, and the printable per-department teacher timetable.”

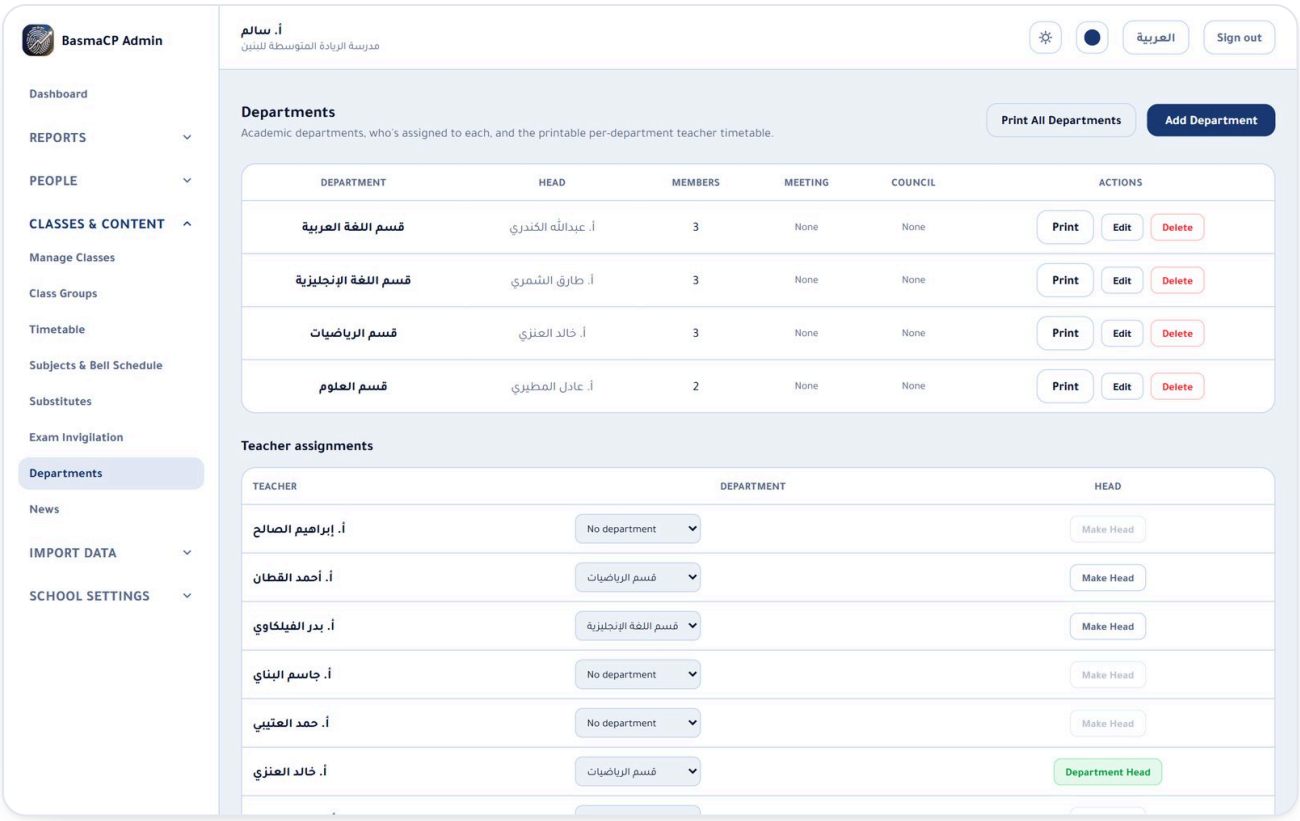


Figure 42 Al-Riyada's four departments and their heads (Arabic: Mr Abdullah Al-Kandari; English: Mr Tareq Al-Shammari; Maths: Mr Khaled Al-Anzi; Science: Mr Adel Al-Mutairi), with the "Teacher assignments" table below.

Why departments matter

- For cover: a teacher from the absent teacher's department gets extra points.
- For the timetable: the department meeting and council times are reserved for members, so no lessons are placed in them. You can also re-run partial generation for a whole department and apply group constraints to it.
- In the editor: the "Department" view groups the department's teachers together with their loads.

Adding a department and setting its meetings

1. Press **Add Department**, type the "Department Name", then press **Save**.
2. Press **Edit** on the department's row.
3. Set the "Department Meeting" (day and period) and the "Admin Council Meeting" (day and period), or choose "None" in both fields.
4. Press **Save**.

> **Set meetings through “Edit”**
>
> The add form shows the meeting fields, but it saves only the name. Add the department first, then set its meetings through “Edit”.

If some members teach at the meeting time, a yellow bar appears: “... members teach at the meeting time, so the meeting can't block their time until that lesson moves.”, with a “See on the Readiness page” button. Move their lessons in the editor.

Assigning teachers

In the lower table, change the “Department” for each teacher; the change is saved **immediately**. Then press **Make Head** for the head of department; the button turns green and reads “Department Head”. Each department has one head, and a new head replaces the previous one. A teacher cannot be made head before being assigned to the department.

Printing and deleting

Print on a department’s row, or **Print All Departments**, produces a page in Arabic with a weekly timetable for each member, meetings shaded and the head listed first.

Delete is immediate, with no confirmation. A department that still has members cannot be deleted, but the page shows no message: it simply reloads and the department is still there. Move all members to “No department” first (a suspended teacher who does not appear in the table also counts as a member).

8.3 News

Open **Classes & Content** → **News**: “Post and manage news for your school”. A published item appears on the News screen of the app for everyone at your school.



Figure 43 Al-Riyada’s three news items, all “Published”: honouring outstanding students, the first-term parents’ meeting, and registration opening for the Holy Quran competition.

1. Press **Add News**.
2. Type the **Title** (up to 30 characters) and the **Content** (up to 300 characters). Images and attachments are not supported.
3. Press **Save**. The item is saved as “Pending”, meaning it is not yet published.
4. Press the status badge to change it to **“Published”**. Press it again to unpublish.

> **“Pending” means “not published”**
>
> No one reviews the item; the status simply means you have not published it yet. Publishing sends no notification, so users find the item on the News screen in the app. Your plan sets a daily limit on the number of news items.

Edit does not change the publishing status. **Delete** is immediate and permanent, and also removes the item’s likes and read records.

9 Attendance and absence

Teachers take attendance in the mobile app, and you follow the results in the Reports group. This chapter covers four reports: the Daily Absence Sheet, Attendance Statistics, the Delay Report and the Warning Report.

9.1 Key ideas before the reports

Attendance is stored as one record per student per period, with one of these statuses: **present**, **absent** or **late** (late is recorded from the morning-assembly lateness screen in the app). If attendance was not taken for a period, there is no record at all (“Not recorded”).

Each absence record also carries a separate flag: **excused** or **unexcused**. The excused flag is set automatically when you record a medical report, a behavioural suspension or an exit permission for the student. An excused absence still shows as “absent” on the Daily Absence Sheet and in Attendance Statistics. Only the Warning Report and the automatic warnings to parents tell the two apart.

Absence day: when warnings are counted, a day counts once, whether the student missed one period or all seven.

Where	What it counts	Excused absence	Scope
Dashboard indicators	Periods	Shown separately, not counted as absence	The selected period of time
Absentee report on the Dashboard	Days	Counted as absence	The selected dates
Attendance Statistics	Students in one period	Counted as absence	One day and one period
Warning Report	Days	Depends on “Absence Type”	All classes, all time
Automatic warnings to parents	Unexcused days	Not counted	Current class only

The default date after midnight

Between midnight and 03:00 Kuwait time, the default date in report fields may show yesterday. If you work at that time, change it by hand.

Two print buttons

The Warning Report, the Delay Report and the Student Review Report each have two print buttons, and each prints a different document. Use the right button. Do not use Ctrl+P on these pages, because it may print the wrong document.

9.2 Daily Absence Sheet

Open **Reports** → **Daily Absence Sheet**: “Per-student, per-period attendance for one day”.

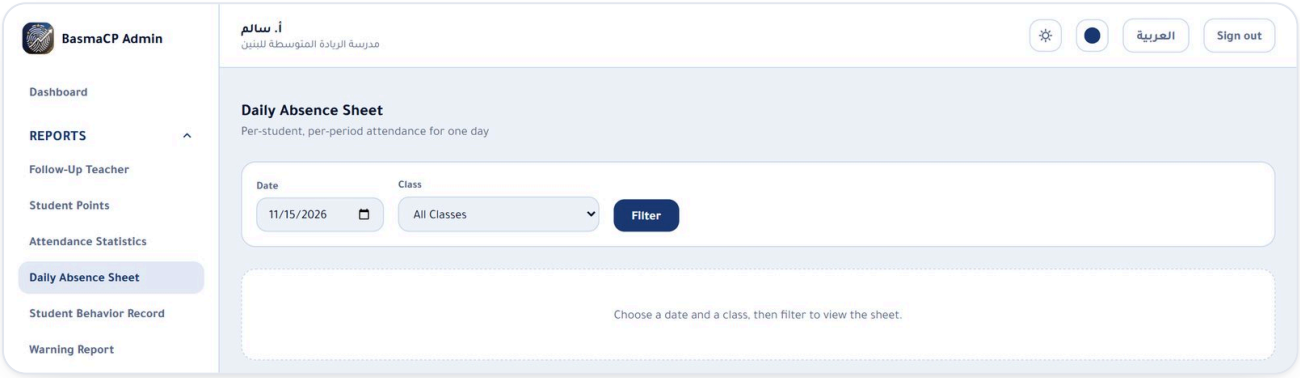


Figure 44 The Daily Absence Sheet before filtering: choose the date and the class (“All Classes” or a single class), then press “Filter”.

1. Choose the **Date** and the **Class** (or “All Classes”).
2. Press **Filter**. Nothing appears until you do.
3. A table appears for each class. Press **Print**. With “All Classes”, each class prints on its own page.

The columns are: #, Student ID (the civil ID), Student Name, then periods 1 to 7. Each cell holds a symbol. Hover over it to see the status in words:

Symbol	Status
✓ green	Present
✕ red	Absent (excused or unexcused; medical report, suspension and exit permission days show ✕)
○ amber	Late
–	Not recorded

Under each table there are rows for each period: the total number of students, the actual attendance (present plus late), the number of absent students, and the **name of the teacher** who actually entered the attendance (not the scheduled teacher). This tells you who took attendance and who did not.

> **Following up classes that have not taken attendance**
>
> When the Dashboard shows “Classes that took attendance 6 of 8”, open the Daily Absence Sheet for all classes. A period whose whole column shows “–” has not been taken yet, and the teacher name under it is blank. Contact the teacher of that period, whom you can find in the timetable.

9.3 Attendance Statistics

Open **Reports** → **Attendance Statistics**. The page is titled “Attendance Statistics”, with the subtitle “Daily absence count by class group”.

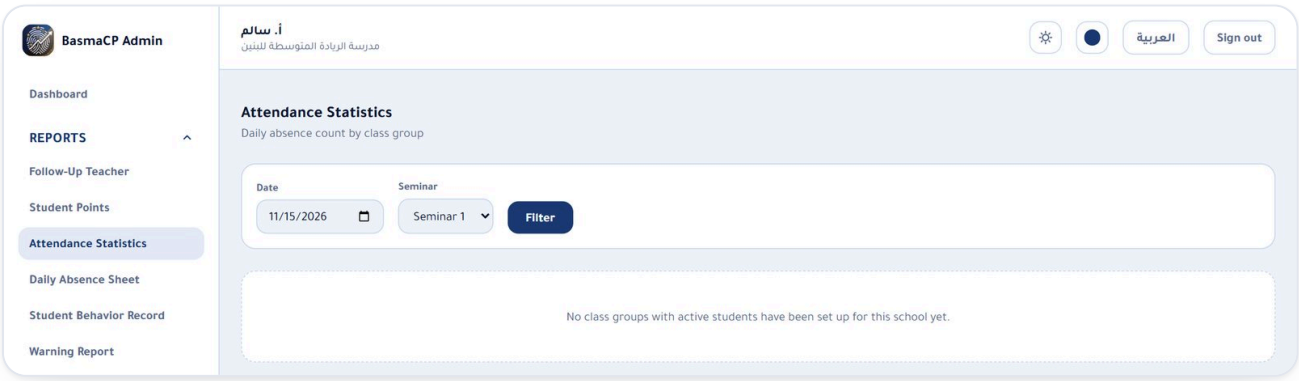


Figure 45 At Al-Riyada the page shows “No class groups with active students have been set up for this school yet.”, because the school has not created any class groups.

1. Today's figures for the first period appear straight away.
2. Change the **Date** or the **Seminar** (the panel's word for a period here, from “Seminar 1” to “Seminar 8”) and press **Filter**.
3. Press **Print** for a paper copy.

For each class you see Present, Absent and Total (the number of enrolled students). Under the classes of each group there is a “Group total” row, and at the end “School total” and “Attendance rate”.

- A class whose attendance was not taken in that period shows “Attendance not submitted yet for this seminar” and is left out of the totals, so it does not look like 100% attendance.
- Late students count as present.
- Only classes that belong to an active class group and have students appear. Create the groups first (chapter 5).

9.4 Delay Report

Open **Reports** → **Delay Report**: “Find students whose lateness count crosses a threshold”.

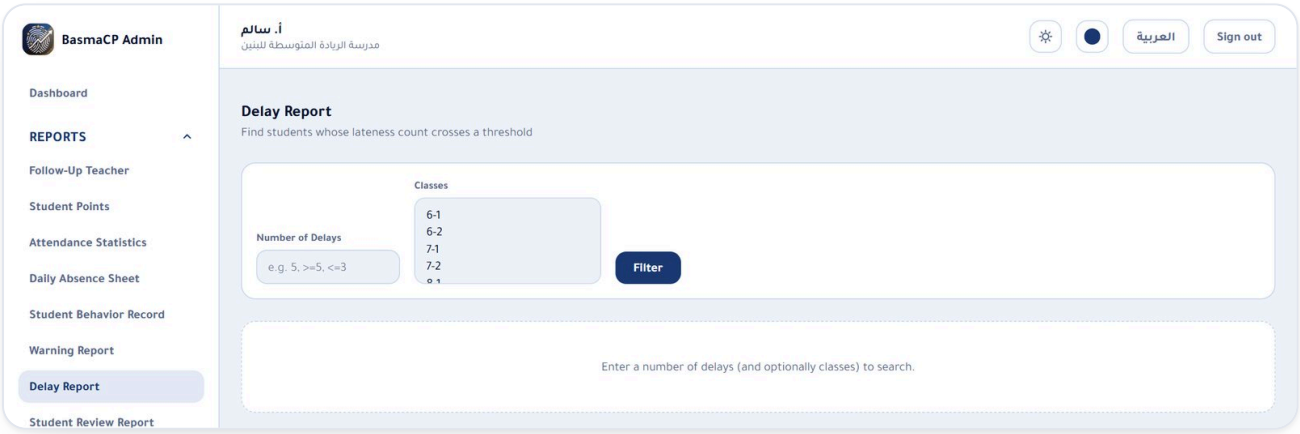


Figure 46 The Delay Report: the “Number of Delays” box, the multi-select “Classes” list and the “Filter” button.

1. In **Number of Delays**, type a number or a comparison, such as `>=3` (see the table below).
2. Choose **Classes** if you want (hold Ctrl and click to choose more than one), or leave it empty for all classes.
3. Press **Filter**.
4. Print with **Print List** for the list, or **Print Letters** for a lateness letter for each student.

The results show #, Student ID, Name, Class and Total delays. The total is every time the student has been late for morning assembly since records began (at most once a day). The lateness letter gives only the number (“We inform you that your child was late to school on the following number of occasions”), not the dates.

> **Lateness turns into absence**
>
> Each time a student's unconverted lateness count reaches the number set in “Delay rule” on the School Info page (5 if it is not set), that day is converted into an **unexcused absence** in the first period, with an Arabic note meaning “absence due to lateness for morning assembly”, and the count starts again. This absence counts towards warnings.

How to fill in the number box (Delay Report and Warning Report)

You type	Meaning
5	Exactly 5
>5	More than 5
>=5	5 or more
<3	Fewer than 3
<=3	3 or fewer
=5	Exactly 5

> **Sign before the number**
>
> Type the comparison sign **before** the number, as in >=5. If you type it after (for example 5<), you get no results and no error message. In the Arabic interface, right-to-left text can make the example inside the box look reversed, so take care if you switch languages.

9.5 Warning Report

Open **Reports** → **Warning Report**: “Find students whose absence count crosses a warning threshold”.

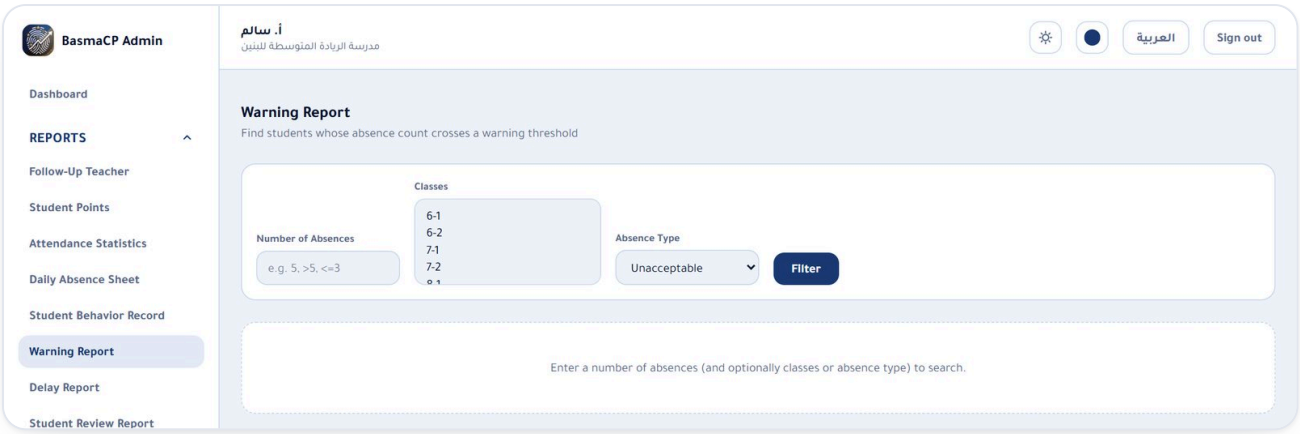


Figure 47 The Warning Report: “Number of Absences”, “Classes”, “Absence Type” (default “Unacceptable”) and the “Filter” button.

1. Type the **Number of Absences**, such as `>=10`.
2. Choose **Classes** if you want.
3. Choose the **Absence Type**: “Unacceptable” (unexcused, the default), “Acceptable” (excused) or “All”.
4. Press **Filter**.
5. Press **Print List** for the list, or **Print Letters** for a letter for each student.

The table title changes with the type (“Unacceptable absence report”, and so on). The columns are #, Student ID, Name, Class (the current one) and Total absences.

How is absence counted here? It is the number of separate days on which the student missed any period, **across every class** the student has been in, and **since records began**, with no time limit. Medical report, suspension and exit permission days are “acceptable”, so they are only counted with “Acceptable” or “All”. Limiting “Classes” sets which classes' absences are counted.

The warning letter: one page per student, with the date and the school name, the sentence “We inform you that your child was absent from school without an acceptable excuse on the following days”, the parent's name, the student ID and the class, the list of absence dates, and “School Principal”.

Set the warning thresholds before printing

The number of dates on the letter is capped by the level of the number you typed: below the second threshold, up to (first threshold) dates are printed; below the third, up to (second threshold); otherwise up to (third threshold). **If the thresholds are zero (not set), the letters print with no dates.** Set the first, second and third “Warning report condition” fields on the School Info page.

Automatic warnings to parents

This report sends nothing. However, each time attendance or lateness is saved from the app, the system compares the student's absence with the three thresholds and sends the parent a first, second or third warning notification, once for each level. This check counts unexcused absence **in the current class only**. So a student who has moved between two classes may appear in the report at a higher level than the warning the family received.

Real-life example **Following up a month of absence with parents**

On demo day, Mr Salem opened the Dashboard with the 30-day range. Under “Most absent students” he saw that Hamoud Adel Al-Najjar (7-2) had missed 49 periods over 8 days. He decided to send warning letters to the Grade 7 students.

Before printing, he opened School Info and found that the three warning thresholds were still zero. He set them to match the school's policy (for example: 3 days for the first, 6 for the second and 10 for the third) and saved. Then he opened the Warning Report, typed >=6, chose classes 7-1 and 7-2, left the type as “Unacceptable” and pressed Filter. Hamoud appeared with other students. He pressed Print Letters, and a letter came out for each student with the dates of their absences.

He then opened the Student Behavior Record, chose 7-2 and then Hamoud, and recorded a parent summons for next Tuesday with the reason “repeated unexcused absence”. The father received a notification straight away, and Mr Salem printed the summons letter and wrote the appointment time on it by hand.

10 Behaviour and student records

In the Student Behavior Record you record exit permissions, medical reports, parent summonses, pledges and behavioural suspensions, and print their official letters. This chapter also covers the excellence, student review and teacher follow-up reports, the Behaviour Catalogue and education stages.

10.1 Student Behavior Record

Open **Reports** → **Student Behavior Record**: “Exit permissions, medical leave, parent summons, pledges, and suspensions -- all in one place”. This is the only page in the Reports group that saves data.

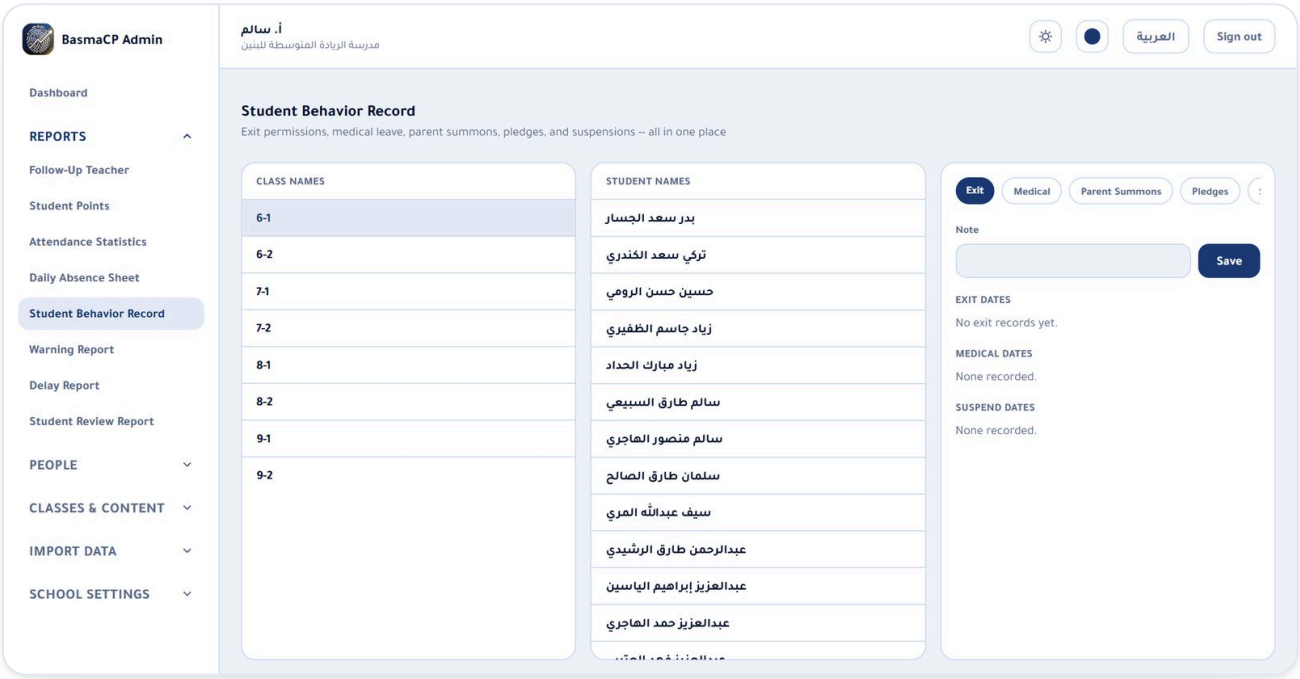


Figure 48 Three columns: “Class Names” (6-1 selected), then “Student Names”, then the record tabs (Exit, Medical, Parent Summons...) with the tab's form and its dates.

1. In the “Class Names” column, click the class.
2. In the “Student Names” column, click the student.
3. In the third column, choose a tab: **Exit** (the default), **Medical**, **Parent Summons**, **Pledges** or **Suspension**.

On narrow screens one column shows at a time, with “Back to classes” and “Back to students” buttons.

Rules shared by all five tabs

- **Every save notifies the parents**: each parent linked to the student gets a push notification on their phone and a message in the app, with fixed text in Arabic. Teachers and the student are not notified.
- **Deleting is immediate and permanent**: the “Remove” button has no confirmation and no undo, and it **does not recall the notification** the parent has already received.
- Medical report and suspension days skip Friday and Saturday, but they **do not skip the holidays** set in “Lock Holidays”.
- Records are **per class**: a student's record shows only in the selected class.
- The total absence line on the printed letters counts the student's unexcused absence in this class only, and compares it with the warning thresholds.

> **Set the warning thresholds before printing letters**
>
> If the three warning thresholds are still zero (as in a new school), every exit permission, medical report or suspension letter will say “Please note the student has a third warning.”, whatever the student's actual absence. Set the thresholds on the School Info page first.

10.2 Exit permission

This records a student leaving during the school day with permission (for example, when a parent collects them). The time recorded is the moment you save. It works for the current day only, once per student per day.

1. Choose the class, the student and the “Exit” tab.
2. Type a “Note” if you want. It is used as the reason for leaving.
3. Press `Save`.

After you save, the day's periods in this class are marked as excused: periods with no attendance are filled in as excused absence, and periods already taken stay as they are, with the excused flag added. An Arabic note meaning “exit permission for the student” is added, the parents are notified, and the form is replaced by “This student already has an exit recorded today.”

`Print` prints a “Student Exit Permission” letter for the most recent exit: the class and name, the time and date, the reason (or “Parent/Guardian” if no note was typed), the total absence, and a table of previous exit permissions.

Check the other two tabs first

You cannot record an exit for a student who is suspended or on sick leave today. In that case a general error page may appear instead of a clear message. Open the “Medical” and “Suspension” tabs before you record an exit.

Removing an exit permission sets that day's attendance back to unexcused, and deletes the note and the absence records the exit added.

10.3 Medical report

This records sick leave of one to three school days. Those days are marked as excused absence, with an Arabic note meaning “absence with an accepted medical excuse”.

1. Choose the “Medical” tab.
2. Set the “Start Date” (today by default) and the “Days” (1, 2 or 3).
3. Press `Save`.

For each day covered, **all attendance for that day in this class is replaced** by excused absence for every period, and the parents are notified. The system refuses the report if any of the days overlaps another medical report, an exit permission or a suspension.

The printout is a “Medical Treatment Form”: the student, class and student ID, the total absence, “Approved — School Principal”, and a “Previous Medical Records” table.

Removing a medical report wipes those days' attendance

Removing a medical report also deletes **all attendance records for those days in the class**, including what teachers recorded, so the days show as “Not recorded”. The original attendance does not come back. The same applies when you remove a suspension.

Effect on Student Points: every 3 medical days take away one point.

10.4 Parent summons

This records a request for the parent to come to the school on a given date, for a given reason. One summons per student per date.

1. Choose the “Parent Summons” tab.

2. Set the “Date” (future dates are allowed) and type the “Reason” (required).
3. Press **Save**. The parents get a notification with the reason and the date.

The summons appears under “Summons Details” (Reason, Date, Recorded By). A summons has no effect on attendance or points.

The printout is a “Parent Summons” letter: a formal letter for the most recent summons, asking the parent to attend on that day and date to discuss the reason, with a table of previous summonses.

> **Write the appointment time by hand**
>
> The system saves the summons date without a time, so the time on the printed letter is not real. Write the appointment time on the letter by hand after printing.

10.5 Pledges

This records a written behaviour pledge, chosen from the Behaviour Catalogue in line with the behaviour bylaw. It is always dated today, and a student can have one pledge per day.

1. Choose the “Pledges” tab.
2. Choose the “Education Stage” (if the school has more than one stage), then the “Degree”, then the “Violation”, then the “Action”. Each field opens after the one before it.
3. Type the “Final Decision” if you want.
4. Press **Save**.

If the student already has this violation on record, “(×N)” appears next to it, with the warning “This violation has already been recorded N time(s) for this student -- consider a higher degree.”

After you save, the parents are notified with the text of the violation, and **the student is frozen for two days**: teachers cannot give them excellence points. Under “Pledge Details” there is a card for each pledge. The “Final Decision” is the only field in the whole record that you can edit later (with its own “Save” button).

The printout is a “Student pledge not to repeat a violation of (degree)” form, with the violation, the actions, the pledge text, and signature lines for the student and the parent.

Pledges need the Behaviour Catalogue

If you see “No education stages are configured for this school yet…”, the school needs an education stage and its catalogue (see “Education Stages” and “Behaviour Catalogue” below). Removing a pledge does not lift the freeze or recall the notification. A student who has a pledge cannot be deleted.

10.6 Behavioural suspension

This records a disciplinary suspension of one to five school days. Those days are marked as excused absence, with an Arabic note meaning “behavioural suspension decision for the student”.

1. Choose the “Suspension” tab.
2. Set the “Start Date” (tomorrow by default) and the “Days” (1–5).
3. Type a “Note” if you want. It is used as the reason in the notification and the letter.
4. Press **Save**.

The days are spread over school days, their attendance is replaced by excused absence, and the parents are notified. **The student is frozen from points for 3 days**, and each suspension day takes two points off their excellence total.

The printout is a “Student Behavioral Suspension Decision”: a letter to the parent with the number of suspension days, the start and end dates and the reason (or “Violation of the school's general order”), a request to attend with the day and time left blank to fill in by hand, and a table of previous suspension days.

For accounts other than Admin

Only an Admin can record a medical report or a suspension with a past date. If a moderator tries, they see “This class could not be found.”, but the real reason is that past dates are blocked.

10.7 Student Points

Open **Reports** → **Student Points**. The page is titled “Student Points”, with the subtitle “Behavioral excellence leaderboard”. Teachers give points from the app, and this page shows the top students.

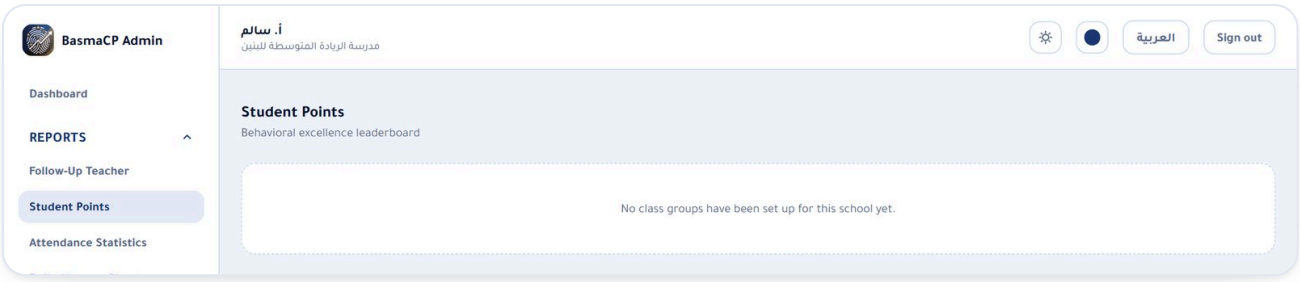


Figure 49 At Al-Riyada: “No class groups have been set up for this school yet.” The leaderboard needs class groups.

1. Choose a tab: “General” or a class group.
2. Choose the time range: “This year”, “This month” or “This week”.
3. Read the podium for the top three, and the table for places four to ten (Student, Class, Points).

How points are calculated: points in the range + total star ratings − unexcused absence days − (medical days ÷ 3) − (suspension days × 2). A negative result shows as zero. Only the points in the range follow the range you choose; everything else is counted over all time. “This year” means all points ever recorded.

> **Who appears on the leaderboard?**
>
> Only students in classes that belong to an active class group appear, even under “General”. Only the top ten are shown, and in a quiet week students with zero points may appear.

10.8 Student Review Report

Open **Reports** → **Student Review Report**: “Teacher rating breakdown per student, and a school-wide learning-difficulty screening list”. It is based on the 16-item rating that teachers add with their notes in the app.

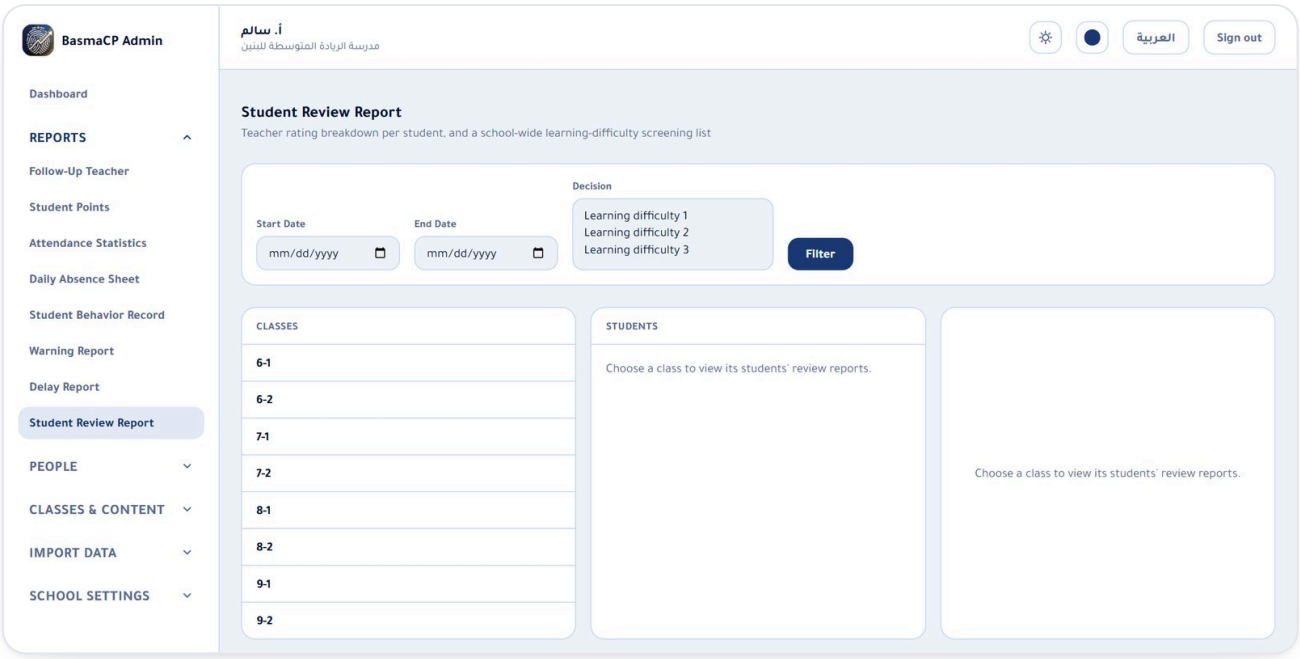


Figure 50 The filters (Start Date, End Date and Decision: Learning difficulty 1, 2 and 3), then the Classes and Students columns and the scorecard panel.

A student's scorecard

1. Click the class, then the student, or “All students” for a card for every student in the class.
2. Set the start and end dates if you want, then press **Filter**.
3. Press **Print**. Each card prints on its own page.

The card shows the number of ratings (“Raters”), a table of the 16 items with the number of ratings at each score from 1 to 5, the “Overall level”, eight sub-levels (In-class level, General behavior, Practical exam performance, Theoretical exam performance, Learning difficulties, Talent & creativity, Reading difficulty, Writing difficulty), the notes, and a “Rating breakdown” bar chart. The levels always appear in Arabic, in five bands: weak, acceptable, good, very good and excellent.

The screening list (learning difficulties)

1. Set **both dates**.
2. Choose one or more levels under “Decision” and press **Filter**.
3. Press **Print Screening List**.

The screening list covers the whole school and **does not appear on screen**. It appears only when you print (or save it as a PDF). Its columns are #, Student, Class and Result. “Learning difficulty 3”

is the most severe and “Learning difficulty 1” the mildest. The Decision filter only works when both dates are set.

10.9 Follow-Up Teacher

Open **Reports** → **Follow-Up Teacher**. This read-only report shows the follow-up marks a teacher has recorded for a class in the app, grouped by date, with a column for each criterion the teacher set up.

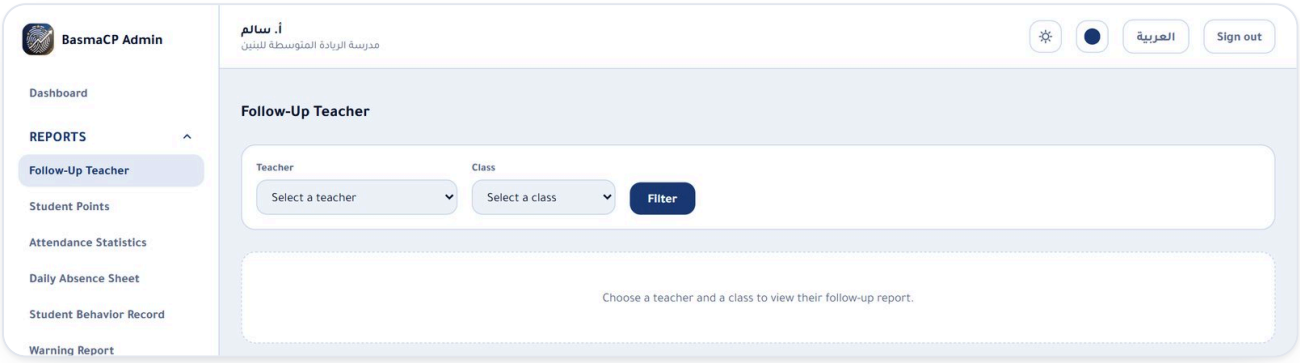


Figure 51 Follow-Up Teacher: choose a teacher and a class, then press “Filter”.

1. Choose the **Teacher** and the **Class**, then press **Filter**.
2. Read the table: one row per student, and under each date the criteria columns with their maximum marks.
3. Press **Export Excel** or **Print** when you need to.

Each cell shows the mark the teacher recorded. If the teacher recorded nothing, and the criterion has an attendance mark and the student was present, that mark appears. If the student was absent, 0 appears. The teacher's notes about each student appear only in the printout and the Excel file. There is no time limit: every date on which marks were recorded appears.

10.10 Behaviour Catalogue

Open **School Settings** → **Behaviour Catalogue**: “Violations and actions for each severity degree, per education stage, based on the MoE regulation.” Pledge items are chosen from this catalogue.



Figure 52 At Al-Riyada: “No education stages are configured for this school yet.”, with an “Add an education stage” link.

When stages exist, there is a tab for each stage, and a card for each degree with “Violations” and “Actions” columns (actions are grouped into escalation steps: first action, second action and so on). The “Added by school” badge marks the items you added, and “used in … pledge(s)” shows how often an item has been used.

- **Add**: type in “Add a violation for this degree” or “Add an action for this degree”, then press `Add`. A new action joins the last escalation step.
- **Remove**: the “Remove” button hides the item from the pledge form and keeps the pledges already recorded against it. It acts at once with no confirmation, and you cannot bring the item back from the panel.

10.11 Education Stages

Open **School Settings** → **Education Stages**: “Your school's own stages, used to scope the violations/actions catalog by student stage”.

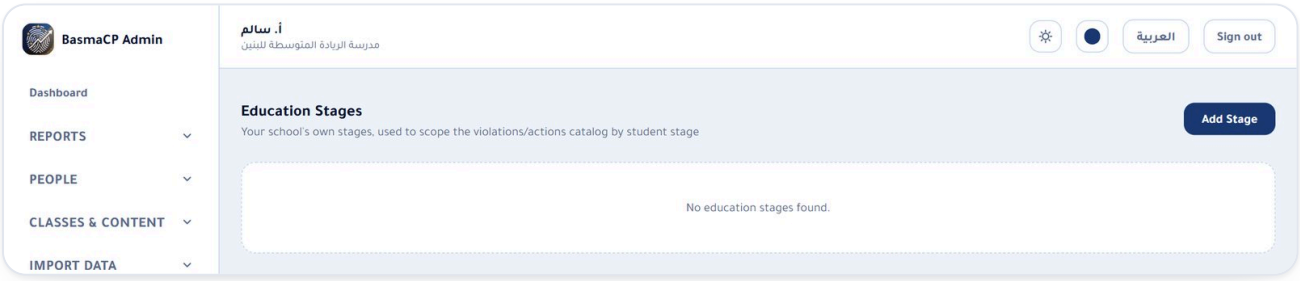


Figure 53 The Education Stages page and the “Add Stage” button.

1. Press `Add Stage`.
2. Fill in “Arabic Name”, “English Name”, “Minimum Age” and “Maximum Age”.
3. Press `Save`.

The official bylaw catalogue

A stage you add on this page starts with an empty catalogue, and degrees cannot be created from the panel. If a stage appears without a catalogue (“This stage has no catalogue…”), contact Basma support to load the official bylaw catalogue for your stage (primary, intermediate or secondary). Deleting a stage takes effect at once with no confirmation, and hides its whole catalogue.

11 Bulk import

Instead of adding hundreds of students, teachers and parents one at a time, prepare an Excel file and import them all at once. This chapter explains the format of each file and the most common mistakes.

11.1 Rules for all import files

- Accepted formats: **.xlsx** or **.csv**. From an .xlsx file, only the **first sheet** is read. Older .xls files are rejected with "Unsupported file type. Please upload a CSV or .xlsx file."
- The page states a maximum of 5 MB. Stay within it, and split very large files.
- The first row holds the column headings. Write the headings in English exactly as shown in the tables below; column order and letter case do not matter. Any other column is ignored, and completely empty rows are skipped.
- The `Download a template` link downloads a ready-made file with the correct headings.
- The `Import` button processes the whole file in one go ("Importing..."). Large files can take a while.
- An import **cannot be undone**. Any account created by mistake has to be deleted by hand from its page.

> **Delete the sample row from the template**
>
> Every template has a sample row under the headings (such as "Sample Student Name"). Delete it before adding your own data, or an account with the sample name will be imported.

11.2 Import Students

Open **Import Data** → **Import Students**.

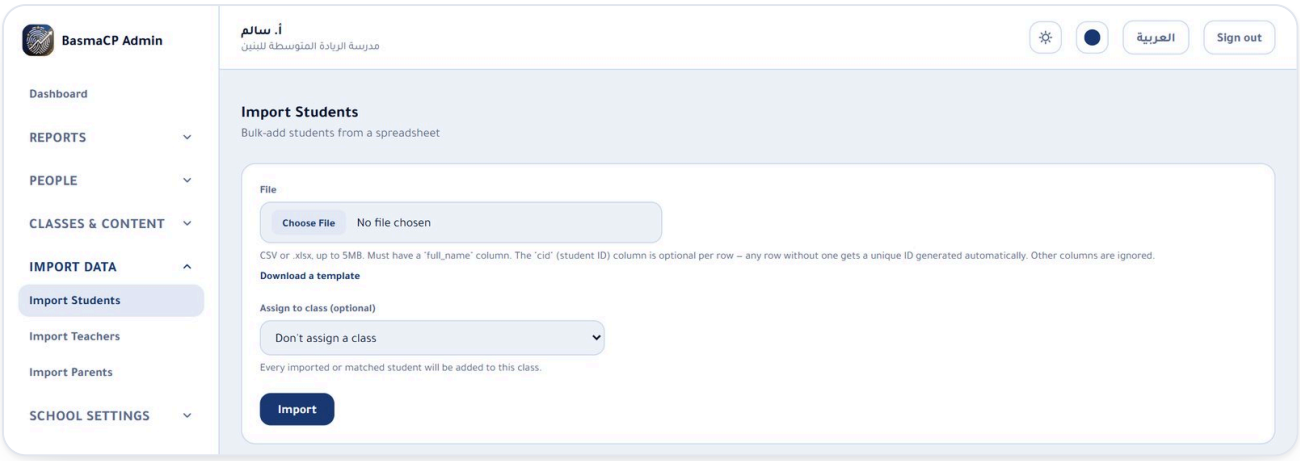


Figure 54 Import Students: the file picker, the “Download a template” link, the “Assign to class (optional)” field and the “Import” button.

Column	Contents	Required?
`full_name`	The student’s name	Yes
`cid`	Civil ID (only the digits are kept). If left blank, the student is given a unique number automatically.	No

1. Choose the file under “File”.
2. To add every student in the file to one class, pick it in “Assign to class (optional)”. Otherwise leave it on “Don't assign a class”.
3. Press **Import**.

Result cards appear: Added, With an auto ID, Already existed, Invalid rows and Skipped (limit reached). Below them, tables list the affected rows by their row number in the file:

- **Already existed**: a student with this civil ID already exists. The record is not changed (not even the name). However, if the student belongs to your school and you chose a class, the student is added to that class.
- **Invalid rows**: “Missing name”, or “Invalid student ID” (the ID contains no digits).
- **Skipped — student limit reached**: the rows beyond the number of students your plan allows.

> **Importing is not a way to move students**
>
> Import new students only. To move an existing student from one class to another, use “Assign Class” in Manage Students; it carries the student’s attendance record across.

11.3 Import Teachers

Open **Import Data** → **Import Teachers**.

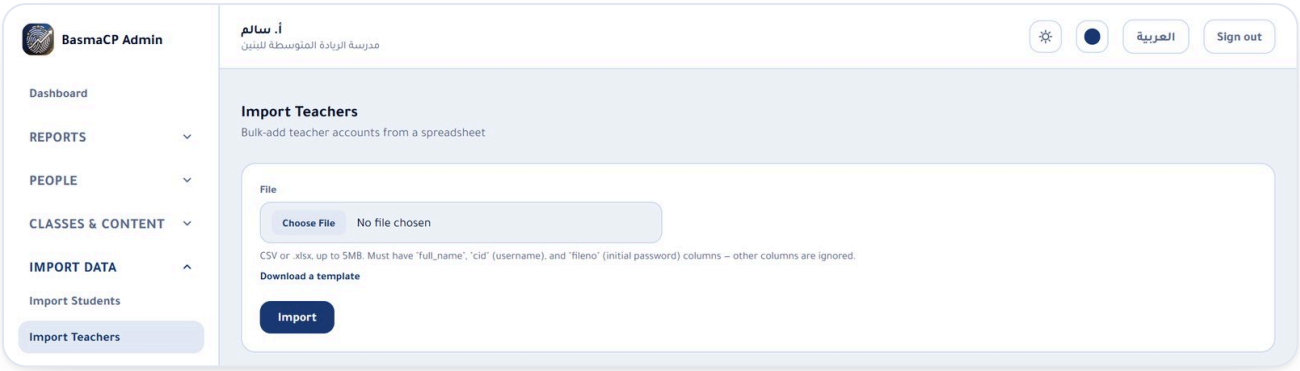


Figure 55 Import Teachers: the required columns are full_name, cid (the username) and fileno (the initial password).

Column	Contents	Required?
`full_name`	The teacher's name	Yes
`cid`	Username (digits only, usually the civil ID; any letters are removed)	Yes
`fileno`	Initial password	Yes

Teachers are created as active accounts, with no classes and no email. Assign their classes afterwards on the Teachers page. "Already existed" means the username is already used by an account somewhere on the platform, so nothing changes for that row. Reasons for invalid rows: "Missing or invalid username", "Missing name" and "Missing password". The import does not work while the subscription has expired.

11.4 Import Parents

Open **Import Data** → **Import Parents**: "Bulk-add parent accounts from a spreadsheet, optionally linking each to an existing student".

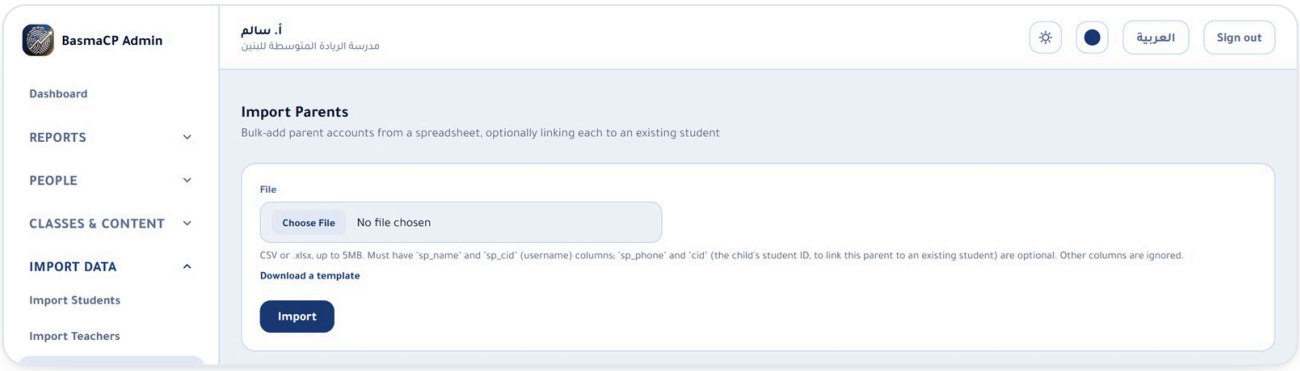


Figure 56 Import Parents: the required columns sp_name and sp_cid, and the optional columns sp_phone and cid (the child's civil ID, used for linking).

Column	Contents	Required?
`sp_name`	The parent's name	Yes
`sp_cid`	The parent's username (digits only)	Yes
`sp_phone`	Phone number	No
`cid`	The child's civil ID, to link the parent to an existing student in your school	No

- Arabic-Indic digits (٩–٠) are converted automatically.
- To link a parent to more than one child, repeat the same `sp_cid` on several rows with different `cid` values. Use the same method to link both the father and the mother to one student.
- "Already existed (still linked to the child below, if given)": a parent with this username already exists in your school. The account is not changed, but it is linked to the child given in the row.
- "Parent created, but the given child wasn't found in this school": link the parent later from Manage Students.

Initial password = username

The parent import has no password column. Every new parent's password is **the same as their username** (the `sp_cid` value). Tell parents this and ask them to change it after they first sign in.

Avoid duplicate usernames

The parent import checks for duplicates within your school only. If the same number is already used by a teacher, or by a parent at another school, a second account with the same username may be created, which causes confusion at sign-in. Make sure parents' numbers never match teachers' numbers.

11.5 Common errors and how to fix them

What you see	Cause	Fix
"Please choose a file to import."	No file was chosen.	Choose the file, then press "Import".
"No data rows found in this file."	The file has no data rows, or the data is not on the first sheet.	Move the data to the first sheet, under the heading row.
"Unsupported file type…"	An old .xls file, or another format.	Save it as .xlsx or .csv.
Every row is "invalid"	The headings are in Arabic or misspelt.	Use the template and paste your data under its headings.
A student named "Sample Student Name"	The sample row was not deleted.	Delete the student in Manage Students.
"Please activate extra features…"	The subscription has expired.	Renew the subscription, then import again.
A general error page	Usually the file is too large.	Split it into smaller files.

12 School settings

In the School Settings group you set the school's details, warning thresholds and join code, mark holidays and review the activity log. (Education stages and the behaviour catalogue are covered in Chapter 10.)

12.1 School Info

Open **School Settings** → **School Info**. It is one long form with a **Save** button at the bottom; after saving you see "School info saved successfully."

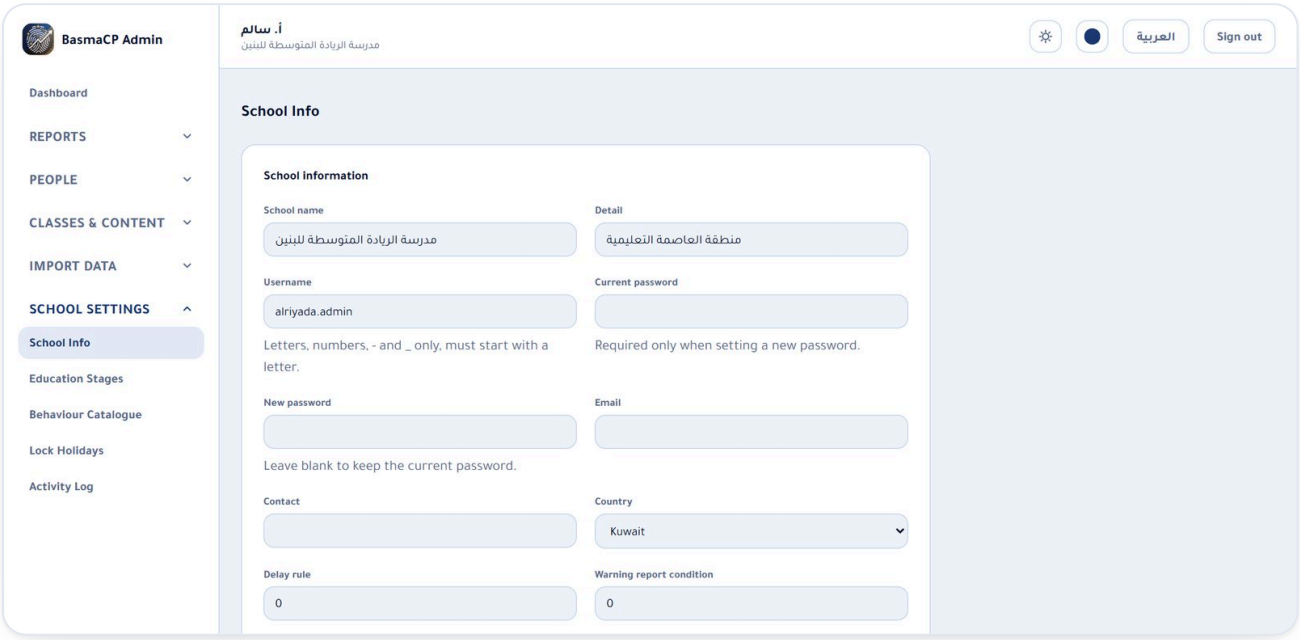


Figure 57 "School information": name and detail, username and password, email, contact and country, then the delay rule and the three warning report conditions (zero at Al-Riyada).

Field	Description
School name, Detail	“Detail” is a line printed in the header of printouts, such as “Capital Educational District”.
Username	Letters, numbers, - and _ only, and it must start with a letter.
Current password, New password	For changing your own password. Leave “New password” blank to keep the current one; “Current password” is needed only when you set a new one. The new password must differ from the current one.
Email, Contact, Country	Contact details.
Delay rule	How many late arrivals count as one unexcused day of absence (5 if not set).
Warning report condition, second, third	The number of days of absence for each warning level. They are used by the automatic warnings to parents, the letters in the Warning Report and the warning line in behaviour record letters.

Fields that may not save

In the current release, changes to “School name”, “Username”, “Email” or “Contact” on this page may not be saved, even though the success message appears. If the old value comes back after you reload the page, contact Basma support to change it. Likewise, once the delay rule or a warning condition has been set, it cannot be set back to zero; the previous value stays.

The “Self-registration” section (the join code) is covered in Chapter 4.

12.2 Lock Holidays

Open **School Settings** → **Lock Holidays**: “Mark dates as locked so attendance can't be taken on them”.

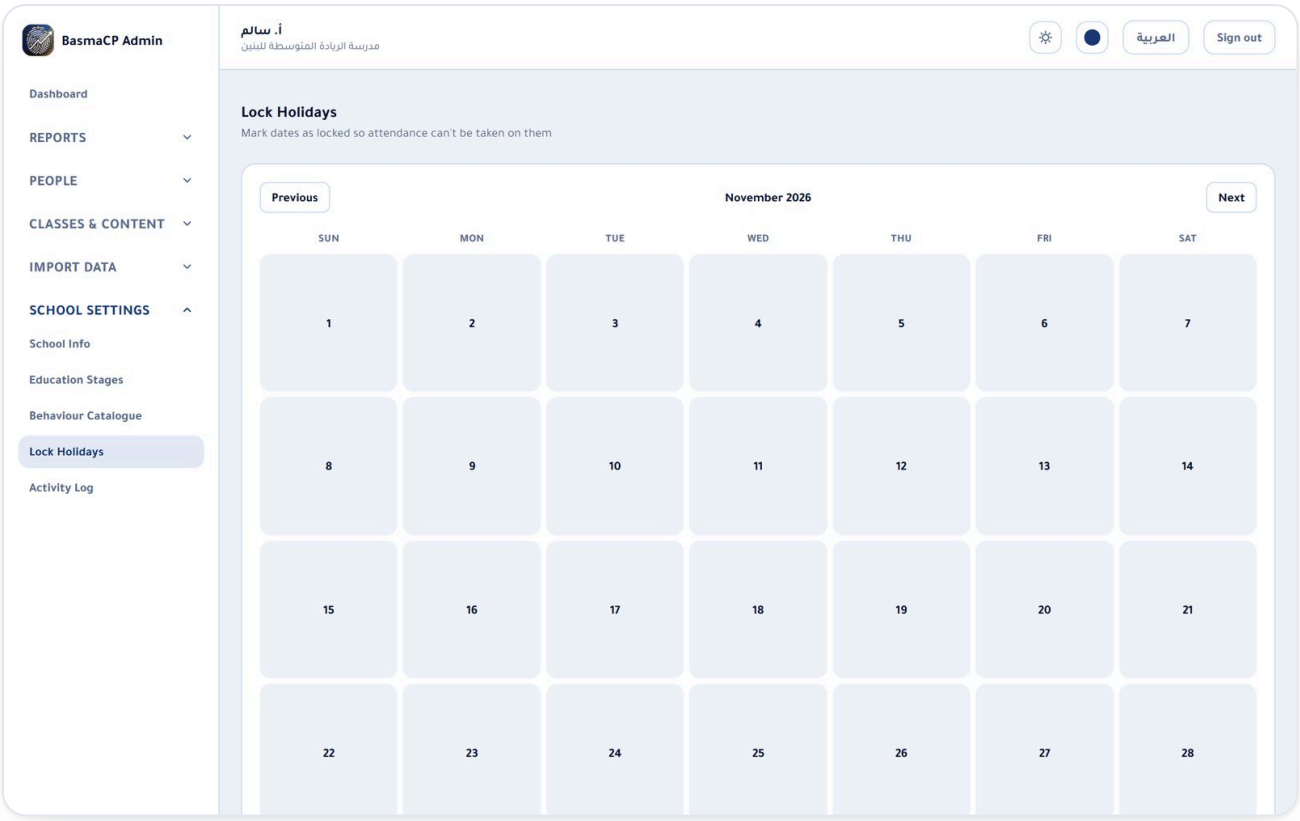


Figure 58 The November 2026 calendar with the “Previous” and “Next” buttons. Click a date to lock it (it turns red), and click it again to unlock it.

1. Move between months with **Previous** and **Next**.
2. Click each holiday so it turns red. Click it again to clear it.
3. Press **Save** when you have finished (“Saved.”).

- Saving replaces the whole holiday list, across all months, with what you see.
- Changes are lost if you leave the page before saving.
- You cannot select a whole range; click the days one by one.
- Holidays are skipped for cover, and the staff-room display screen shows a holiday notice on them. They are not skipped, however, when counting the days of a medical report or a behavioural suspension.

Mark the whole year’s holidays at once

At the start of the year, go through the calendar month by month, mark every known official holiday, then press “Save” once at the end.

12.3 Activity Log

Open **School Settings** → **Activity Log**: “Unified audit trail — mobile app and admin panel activity together, from the same database”. Only an Admin can open this page.

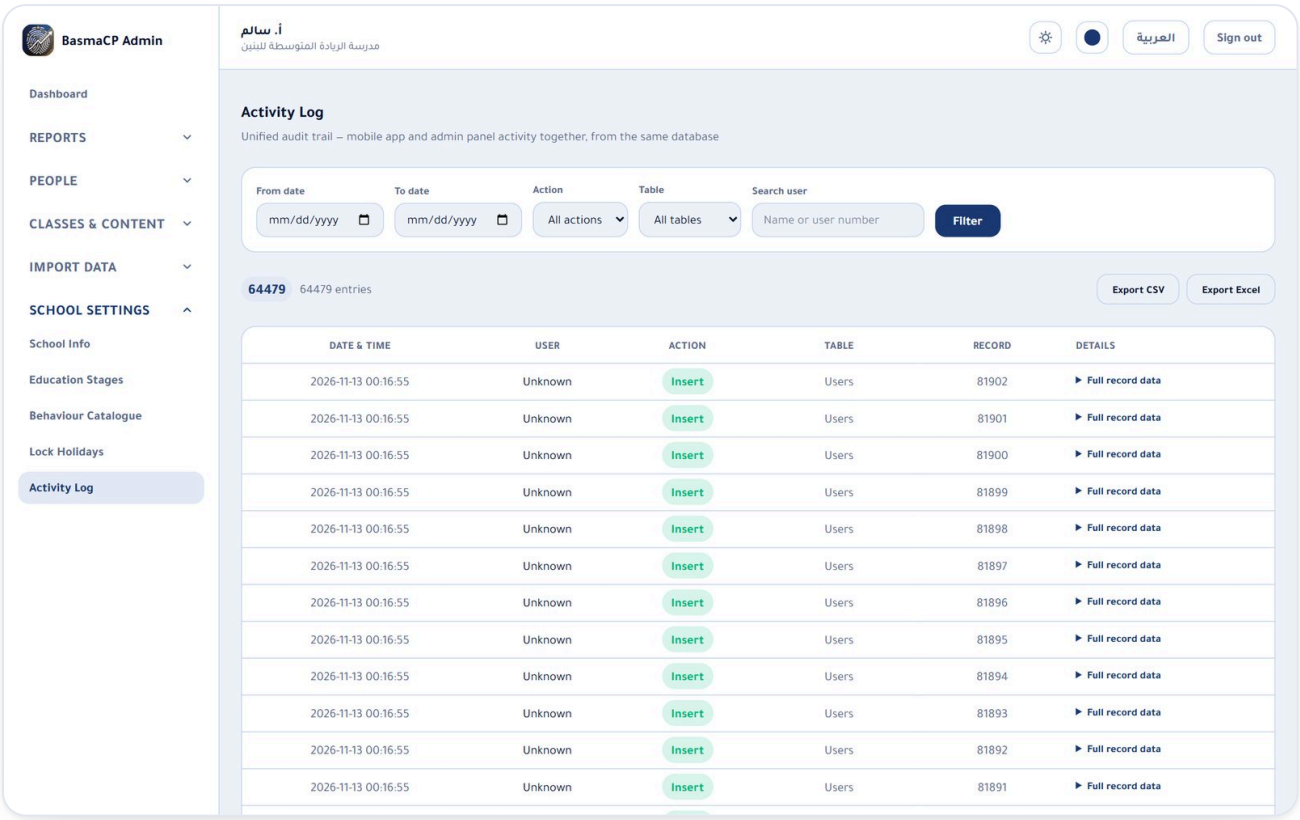


Figure 59 Activity Log: the filters (From date, To date, Action, Table, Search user) and the “Filter” button, the number of entries, the “Export CSV” and “Export Excel” buttons, then the table.

Every insert, update and delete, from both the app and the panel, is logged for seven tables: Attendance, Students, Classes, Users, Notes, Pledges and School info. Entries older than two years are deleted automatically, and Admins who have an email address receive a warning two weeks beforehand.

1. Set “From date” and “To date”.
2. Choose the “Action” (Insert, Update or Delete) and the “Table”.
3. In “Search user”, type the name or user number of the person who made the change.
4. Press **Filter**.

The columns are Date & time, User, Action, Table, Record and Details. For an update, Details shows one line per changed field, in the form “… from X to Y”; for an insert or delete it shows “Full record data”. Each page holds 50 entries.

Times are in GMT

“Date & time” is shown in universal time (GMT). Add 3 hours to get Kuwait time.

Treat exported files as confidential

“Export CSV” and “Export Excel” export everything that matches the filter (up to 20,000 rows), and the full record data for users can include sensitive information. Store the files somewhere secure and do not send them outside the school administration.

Real-life example **Who changed the attendance for period 3?**

A parent rang to ask why his son’s absence in 7-2 on Thursday had been changed to present. Mr Salem opened the Activity Log, set Thursday’s date in both date fields, chose “Update” and “Attendance”, then pressed “Filter”. He found the change with the teacher’s name and the time, and the details read “attendance from 0 to 1”. After adding 3 hours to the time, it was clear that the teacher had corrected his record within the editing window, after the student arrived late.

13 Daily, weekly and termly workflows

This chapter walks through complete workflows from the first step to the last, bringing together what you learned in the previous chapters. Each workflow lists the pages in the order you use them.

13.1 Start of the school year

Real-life example **Mr Salem prepares Al-Riyada for a new year**

1. **School Info**: he checked “Detail” and set the three warning conditions and the delay rule.
2. **Education Stages**: he made sure the “Intermediate” stage and its catalogue were there. When he found the catalogue empty, he asked Basma support to load the bylaw catalogue.
3. **Manage Classes**: he added the eight classes (6-1 to 9-2) with seven periods a day.
4. **Class Groups**: he created “Grade 6”, “Grade 7”, “Grade 8” and “Grade 9”, each with two classes.
5. **Import Teachers**: he downloaded the template, deleted the sample row, filled in each teacher’s name, civil ID and an initial password, then imported the file.
6. **Import Students**: he imported one file per class, choosing the class in “Assign to class (optional)”.
7. **Import Parents**: a file with each parent’s name, civil ID and phone number and the child’s civil ID. He then sent parents a message: “Your username and initial password are both your civil ID; change your password after you sign in.”
8. **Teachers**: he gave each teacher their classes with “Assign Classes” and allowed them to edit attendance for 30 minutes.
9. **Lock Holidays**: he marked the whole year’s holidays and saved.
10. **Departments**: he created the Arabic, English, Maths and Science departments, assigned the teachers and appointed the heads.
11. **Timetable**: he followed “Start here” all the way to publishing (Chapter 6).
12. **News**: he posted a start-of-year news item.

13.2 A teacher is absent today

Real-life example **A morning with an unexpected absence**

1. **Substitutes** → **Day board**: use “Record an absence” for the teacher, with the reason and “Whole day”.
2. **Suggest all**, then review the suggestions and their badges, change any by hand, or use “Cancel period” or “Merge with …” where it makes sense.
3. **Publish draft (…)**, then confirm.
4. Follow the statuses: Pending → Accepted, or declined → the next candidate is asked automatically.
5. For any “Uncovered” period: **Find cover**, choose someone by hand, or cancel the period.
6. Go back to the Dashboard and check the “Timetable today” card.

The full walkthrough, using Mr Khaled Al-Anzi’s absence, is in Chapter 7.

13.3 A planned week of leave

Real-life example **Mr Meshari Al-Dosari on a training course**

Mr Salem was told that Mr Meshari Al-Dosari (Science for 8-1, 8-2, 9-1 and 9-2) would attend a training course from next Sunday to Thursday.

1. He recorded an absence with the reason “Training” from Sunday to Thursday. Draft cover periods were created in advance for all five days.
2. Each morning that week he opened the Day board on that date, pressed “Suggest all”, then “Publish draft”, because substitutes are chosen by who is free on each day.
3. On Tuesday the course ended two days early. Mr Salem deleted the absence (the cover periods from that day on were removed and the substitutes were told), then recorded a new absence for Sunday to Monday only. The periods on the days already gone stayed on record.

13.4 A new student mid-year

Real-life example **A student transfers into 8-1**

1. **Manage Students** → **Add Student**: enter the name and civil ID, then press “Save”. If you see “A student already exists with this ID.”, the student is registered at another school on Basma; contact Basma support to have them transferred.
2. **Assign Class** → 8-1 → “Save”. The student appears straight away in the 8-1 attendance list in the app.
3. If the father already has an account, use **Assign Parent**. If not, send him the school’s join code so he can join from the app with his son’s civil ID (the link is made automatically), then approve him on the Parents page.
4. The timetable does not need to change; a class has one timetable for all its students.

13.5 A Ramadan timetable as a new version

Real-life example **Fewer periods during Ramadan**

During Ramadan, Al-Riyada cuts the periods for some subjects so the day ends earlier, then goes back to the usual timetable afterwards.

1. On the “Versions” tab, Mr Salem created a “New version” called “Ramadan timetable 2027”, copied from “Main timetable – Term 2”.
2. In the lessons matrix of the draft, he used “One subject's periods for several classes” to reduce PE and Art in every class. The system does not accept a number lower than the periods already placed, so he first moved each class’s periods to “Unplaced” in the editor (“Bulk actions”, then “Take all of the class's periods off”), and then lowered the number.
3. Readiness check on the draft: no errors, only “For your information” notes that classes will have empty periods, which was the intention.
4. On “Generate” he chose “Full generation” on the draft, then “Apply to the draft “Ramadan timetable 2027””. Thanks to the “No gaps for students” rule, the empty periods fell at the end of the day.
5. On “Versions” he pressed “Compare with the official one” to see how many teachers’ timetables would change.
6. In the publish wizard he set “Starts on” to the first school day of Ramadan and “Ends on” to its last day, and chose to notify “Everyone”.

After the last day of Ramadan, the usual timetable comes back on its own, with nothing more to do.

> **Do not publish an open-ended version after the Ramadan timetable**
>
> Ramadan period times are set in the “Bell Schedule”, which all versions share, so remember to set them back after Ramadan. And if, before Ramadan, you need to publish a change to the usual timetable **with no end date**, the Ramadan timetable you already published will be archived. First create a draft copied from it, then publish that draft again with its dates after you have published the change.

13.6 Replacing a teacher mid-year

Real-life example **A new teacher takes over a colleague's periods**

Mr Saud Al-Rashidi (Arabic for 9-1 and 9-2) moved to another school, and Mr Ziyad Al-Subaie took over his periods.

1. On "Teachers", Mr Salem set Mr Saud's account to "Inactive" instead of deleting it, so his periods and records were kept.
2. On "Versions", he created a draft from the official timetable.
3. In the draft's matrix he clicked the Arabic cells for 9-1 and 9-2 and chose Mr Ziyad from "Suggested teachers". The cards move to the new teacher and stay in the same slots.
4. Had Mr Ziyad been busy at some of those times, the system would have refused the change. The fix: in the editor, move the Arabic cards for both classes to "Unplaced", change the teacher in the matrix, then run generation in "Fill unplaced periods" mode and apply the result to the draft.
5. He published the draft from next Sunday with no end date, notifying "Only teachers whose timetable changed".

13.7 End of year and clean-up

Real-life example **Closing the school year**

1. Print or export the reports you need to keep: the absentee report on the Dashboard (CSV), the monthly cover report (Excel) and, if needed, the Activity Log.
2. Archive old timetable versions on “Versions” so they no longer appear in the lists.
3. Move students to their new classes with “Assign selected to class” (or in the app, with the move tool, which has an undo).
4. Set the accounts of teachers who are leaving to “Inactive”.
5. Do not delete any class that has attendance history until you have exported its reports, because deleting a class erases all of its attendance.

14 Troubleshooting and FAQ

Practical answers to the questions school admins ask most often, with workarounds for situations you may meet in the current release.

14.1 Signing in and accounts

I see “Something went wrong. Try again.” when I sign in.

This message usually means the username or password is wrong, or the account is inactive. Check your typing and keyboard language, and complete the security check if it appears. If the problem continues, ask another Admin at your school to set a new password for you from “Admins”, or contact Basma support.

How do I change my password?

Go to **School Settings** → **School Info**. Enter your “Current password” and a different “New password”, then press “Save”. Your own account does not appear on the “Admins” page.

I created an account for a teacher. Will they be notified?

No. Creating, editing or approving accounts sends no email and no notification. Give the teacher their username and password yourself.

A parent has forgotten their password.

Open “Parents”, press “Edit” on their row, enter a new password and confirm it, then press “Save”. Passwords are never shown to anyone, so you cannot look up the old one.

I deleted an account by mistake. Can I get it back?

No. Deleting on the People pages is permanent. The deletion is recorded in the “Activity Log”, but nothing can be restored from there. Create the account again and link it to its classes or children once more. In future, set accounts to “Inactive” instead of deleting them.

I deleted several accounts at once and the deletion stopped halfway.

A bulk delete stops at the first protected account (one with a case file or a pledge). The accounts before it were deleted; that account and the ones after it were not. Untick the protected account and delete the rest again.

A parent shows “No student linked yet”.

When they joined, they entered a civil ID that does not match any student in your school. Approve them, then in “Manage Students” press “Assign Parent” next to their child and choose them.

A student has two parents, and linking one replaces the other.

The “Assign Parent” screen supports one parent and replaces the previous link. To link two, use “Import Parents” with two rows for the same student (one row per parent, with the same value in the `cid` column).

14.2 Dashboard and reports

A teacher took attendance but the “Attendance today” ring did not change.

The Dashboard figures refresh every two minutes. Wait a moment, then reload the page.

Why does a student's absence count differ between the Dashboard and the Warning Report?

Because each place counts differently. The Dashboard indicators count unexcused periods. The absentee report counts days, including excused ones. The Warning Report counts days across all classes since the start, according to the “Absence Type” you choose. See the comparison table at the start of chapter 9.

“Attendance Statistics” and “Student Points” are empty.

Both need class groups. Go to **Classes & Content** → **Class Groups**, create a group for each grade and add its classes.

I typed “5<” in the Warning Report and got no results.

Type the comparison sign before the number: >5 or >=5. The reversed form returns no results and no message.

Warning letters print without dates, or every letter says “third warning”.

The three warning thresholds in “School Info” are still set to zero. Set them, then print again.

The appointment time on the parent summons letter is wrong.

The system stores only the date of the summons. Write the appointment time by hand on the printed letter.

I pressed “Print Screening List” and got a blank page.

The screening list needs both a start date and an end date, and at least one screening level. Press “Search” before you print.

The absentee report shows periods as “Seminar-1” and “Sem-1”.

That is how this report names periods: “Seminar-1” or “Sem-1” means period 1, and so on.

A general error page appeared when I recorded an exit permission.

Most likely the student is on a behavioural suspension or sick leave today, and the system does not allow an exit permission then. Go back and check the student's “Medical” and “Suspension” tabs.

I deleted a medical report entered by mistake, and the student's attendance for those days disappeared.

Deleting a medical report or a behavioural suspension also deletes the class attendance records for those days. Ask the teachers to record them again if they are still within the editing window, or contact Basma support.

The student still cannot earn points after I deleted their pledge.

The points freeze (two days after a pledge, three days after a behavioural suspension) is not lifted by deleting the record. It ends on its own when the period is over.

The “Pledges” tab says there are no education stages.

Add a stage in “Education Stages”. If the stage appears without a behaviour catalogue, contact Basma support to load the official bylaw catalogue for it.

Times in the “Activity Log” are 3 hours behind.

The log shows times in UTC. Add 3 hours for Kuwait time.

I changed the school name or email, and the old value came back after saving.

In the current release these fields may not save from the “School Info” page. Contact Basma support to change them.

14.3 Timetable

I edited the timetable and teachers saw the change straight away. How can I try things out without them seeing?

You were working on the published version. Create a draft from the “Versions” tab (or with the “Create a draft to experiment” button), work on that, and publish it when you are done. Edits to the published version send no notification, but they appear in the app immediately.

I created the homeroom lessons but they do not appear in my draft.

The “Create homeroom lessons” button adds them to the official version. Add Homeroom to your draft from the lessons matrix (1 period, taught by the class teacher), or create the homeroom lessons before you create the draft.

A new teacher is missing from the teaching load report.

The report shows only teachers who have a lesson, a teaching load or a meeting. Assign them a lesson in the matrix, or give them a load from “Limits for many teachers”.

The “Start here” guide does not reflect what I did in my draft.

The guide measures the official version. It will update once you publish the draft.

I typed “11” in the matrix and got two periods.

Numbers made only of the digits 1 to 4 are read as a pattern, so “11” means two single periods. To enter eleven periods, use the lesson form, or type the right pattern for what you need. “10” is read as ten because it contains a zero.

I cannot clear a cell in the matrix or reduce its number.

The lesson is already placed in the timetable. First lift its cards in the editor (“Back to unplaced”) or remove them from the timetable cells, or delete the whole lesson from the lesson form.

Some periods are still “Unplaced” after generation.

Open the run report. The “Why isn't it complete?” section gives the reason for each period and a suggested fix. Common causes: a strict mandatory rule (change it to “High”), a teacher without enough free time (lighten their load or their unavailable times), or one room shared by too many periods. If you are unsure, run “Analyze by generation”, then “Colour them in the editor” to see the hardest periods, or run the “Extended test” to find which class or teacher cannot be generated even on its own.

“Another generation is running for this school.”

Only one generation can run per school. Press “Follow the running generation”, then wait for it to finish or stop it with “Stop”.

“The version changed after the run started. Start a new run.”

You edited the version (a lesson or a card) while the generator was running, so the result no longer matches. Start the generation again and leave the version alone until it finishes.

I reloaded the editor and can no longer undo.

The undo history is kept only in your browser and is lost on reload. Your edits themselves are saved. To reverse an older edit, move the card back to its previous place by hand.

I want to rename a version.

Versions cannot be renamed at present. Create a new version copied from it with the right name, then delete the old one if it is a draft.

I pressed “Unpublish” and the timetable disappeared from the app.

Unpublishing turns the version back into a draft immediately, with no confirmation. Open its publish wizard (“Publish…”) and publish it again with its dates.

I published a change and the Ramadan timetable I had published earlier disappeared.

Publishing without an end date archives any published versions that start after it, and you cannot unarchive a version or copy from an archived one. If you have a draft copied from the Ramadan timetable, publish it with its dates. Otherwise, rebuild it in a new draft. In future, always publish temporary changes with an end date.

I pressed “Open print page” and nothing opened.

Allow pop-ups for the admin panel's site in your browser, then try again. The link is valid for 30 minutes.

Breaks do not appear on the printed timetable.

The current print templates do not draw breaks. Their job is to stop a double period from running across them.

I deleted a room and it stayed in the list, greyed out.

The room is used in periods or lessons (even in an archived version), so it was disabled instead of deleted. The generator does not use disabled rooms.

I saved an additional bell and no message appeared.

That is expected. After saving, the bell appears in the “Additional bells” list.

I imported an Excel lessons file twice and the lessons were duplicated.

Importing into an existing draft adds lessons; it does not replace them. Delete the draft and import once more, into “A new draft (a copy of the official timetable)”.

I entered the department meeting when I added the department, but it was not saved.

The add form saves only the name. Press “Edit” on the department's row and set the meeting and the council.

I pressed “Delete” on a department and it was not deleted.

A department with members cannot be deleted. Move all its members to “No department” in the “Teacher assignments” table (including those whose accounts are suspended), then delete it.

14.4 Cover and exams

No cover periods are created after I record an absence.

Check that a published timetable covers that day, that the day is not a holiday or a non-school day, and that the teacher has periods on that day.

A particular teacher is never suggested as a substitute.

On their page in the timetable, check the “Takes cover (substitute) periods” box, the “Max cover periods a day” setting (0 means never) and their “Unavailable” times. Remember that Admins are never suggested.

I want to change the length of a recorded absence.

Absences cannot be edited. Delete it (its cover periods from today onwards are deleted and the substitutes are told), then record it again with the correct dates.

How do I replace a substitute who has already accepted a period?

Press “Cancel period”, then “Reset” (the period becomes uncovered), then “Find cover” or choose someone from the list.

I made a mistake in an exam session.

Sessions cannot be edited or deleted from the panel. Create a correct session and contact Basma support to remove the wrong one.

An invigilator who is absent today was assigned.

Automatic invigilator assignment does not take teacher absences into account. Remove the invigilator with the × mark and add someone else by hand.

15 Glossary

The main terms used in the admin panel, in alphabetical order.

Absence day

A day on which a student missed at least one period. It counts once, however many periods were missed.

Actual teaching load

A teacher's weekly teaching load minus any reductions in force.

Additional bell

Period times for some classes that differ from the school's times.

Archiving

Making a timetable version read-only and taking it out of use. It cannot be undone.

Behaviour catalogue

The list of offences and actions for each degree and stage under the behaviour bylaw. Pledges are chosen from it.

Card

A period placed in the timetable (or two consecutive periods for a double).

Class group

A name that brings several classes together (for example “Grade 7”) for statistics and the excellence board.

Class teacher

The teacher responsible for a class. They teach its homeroom period and are preferred for cover.

Co-teaching

A lesson taught by more than one teacher at the same time.

Cover

Covering an absent teacher's period with another teacher (the substitute).

Delay rule

The number of late arrivals that count as one unexcused absence day.

Display screen

A link that shows today's timetable and cover on a screen in the school.

Division and group

Splitting a class into groups that study different subjects at the same time (for example French / German).

Double period

Two consecutive periods of the same subject, written as “2” in the period pattern.

Draft

A timetable version no one else sees until it is published.

Excused / unexcused

A mark on an absence record. “Excused” is set automatically by a medical report, a behavioural suspension or an exit permission.

Freeze

A block on giving a student excellence points: two days after a pledge and three days after a behavioural suspension.

Generation

Building the timetable automatically from the lessons and rules.

Join code

An 8-character code teachers and parents use to join the school from the app.

Lesson

A subject assigned to a class (or to several classes or a group), with its weekly number of periods and its teacher. The lessons matrix shows all lessons.

Mandatory, High, Normal, Low

The importance levels of rules. A mandatory rule is never broken; the generator relaxes the others when it has to, starting with the least important.

Merged lesson

A lesson for two or more classes together in the same period.

Official today

The published version that covers today's date. Teachers, students and parents see it.

Pattern

How a lesson's periods are split into cards, for example 2111 (one double and three singles).

Period 0

An optional period before period 1, for assembly or activities.

Pinning

Locking a card in place so that automatic generation does not move it.

Readiness

A check of the version before generation that finds anything preventing a complete timetable.

Response time

The minutes a substitute has to accept a cover request before it passes to the next candidate.

Seed

An optional number for generation. The same number with the same data gives the same timetable.

Standby (standby period)

A period in a teacher's timetable during which they stay free to cover absences. Teachers on standby are suggested first for cover.

Unavailable / If needed

States in the unavailability grid. The first prevents placement; the second allows it at a lower priority.

Uncovered

A published cover period with no substitute.

Validity period

The time during which a published version is the official timetable.

Version

A complete timetable with its lessons and cards. Its status is draft, published or archived.

Warning thresholds

The number of absence days for the first, second and third warnings, set in School Info.
