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Cronos Timetable

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1. Introduction

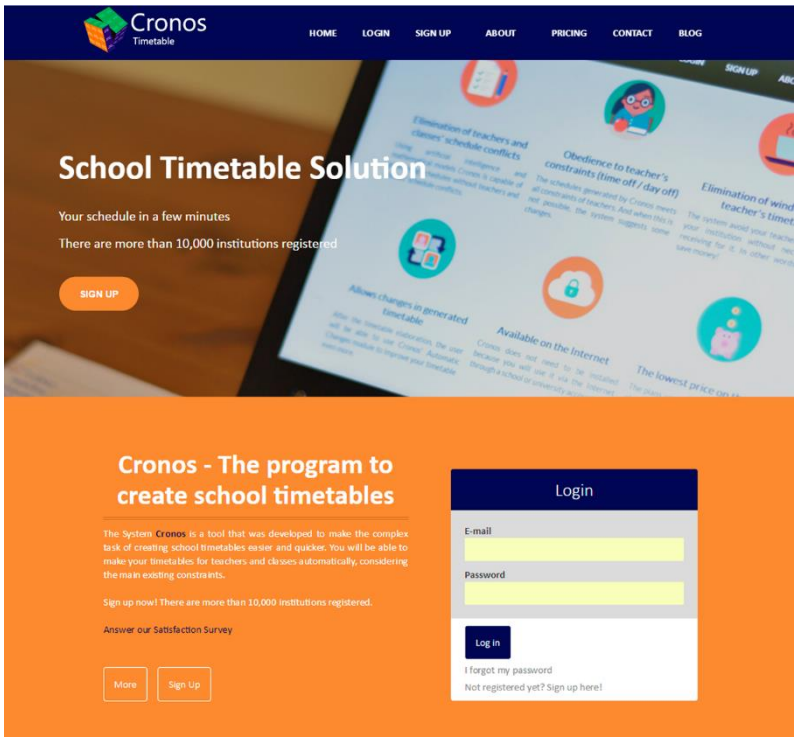
The System Cronos was developed to make the complex task of creating school timetables easier and quicker. You will be able to make your timetables for teachers and classes automatically, considering the main existing constraints.

The purpose of this manual is to describe the main functionalities of the system, with details of the entries, configurations and reports necessary for the elaboration of the school timetable of your educational institution.

2. Access to the System

The access to the Cronos System must be made through the internet, on the addresses www.cronostimetable.com.

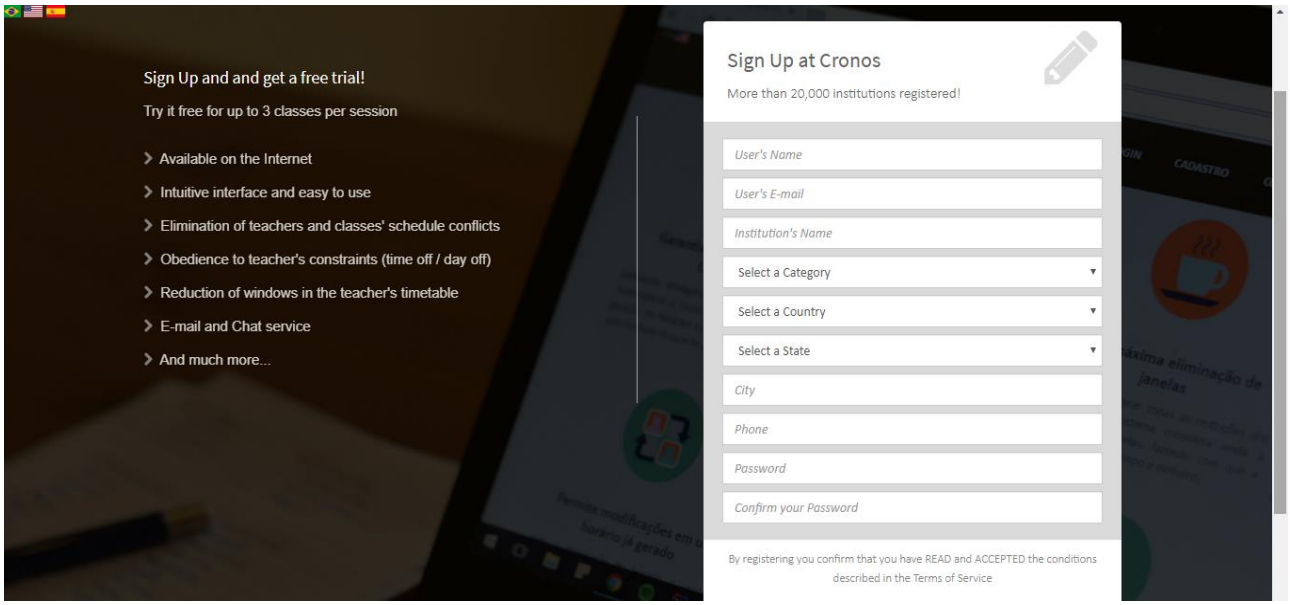
Below the initial screen of the Cronos System:



3. Registering a new educational institution

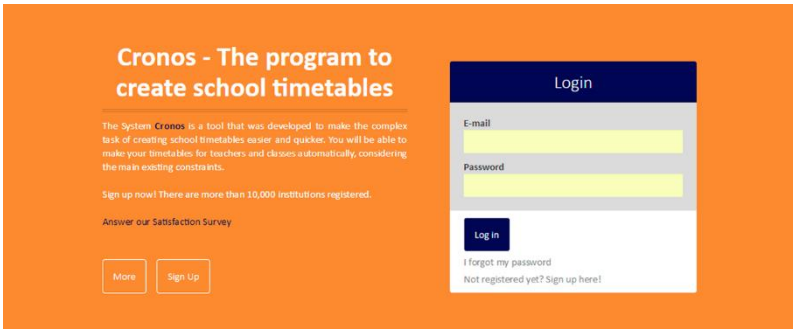
To register a new institution, the user must click on the “Sign Up” button located on the top menu of the Cronos System home screen.

After, the user must fill in the requested data and confirm the action.



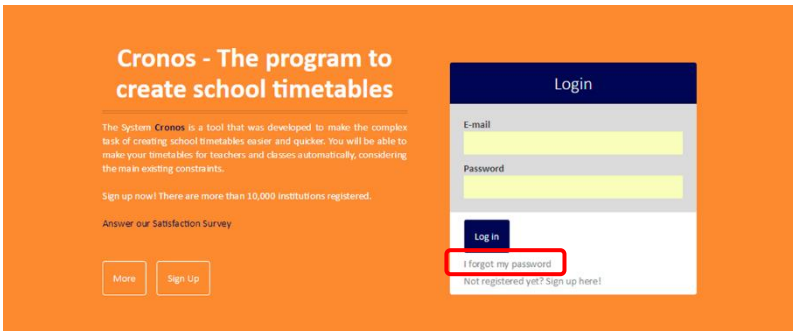
4. Login

To login to the Cronos System, the user must click on the “Login” button on the top menu of the main page. After, the user must then inform the e-mail and password used in the registration.



5. Remembering the password

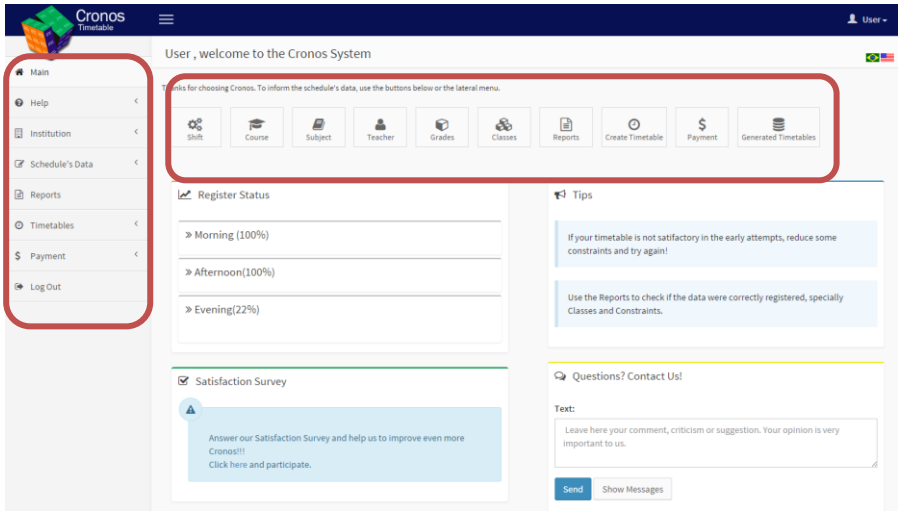
If the user has forgotten his password, he can retrieve it through the “I forgot my password” link on the Cronos System login screen.



After, the user must inform the e-mail address used when registering. The recovered password will be sent by email.

6. Main screen

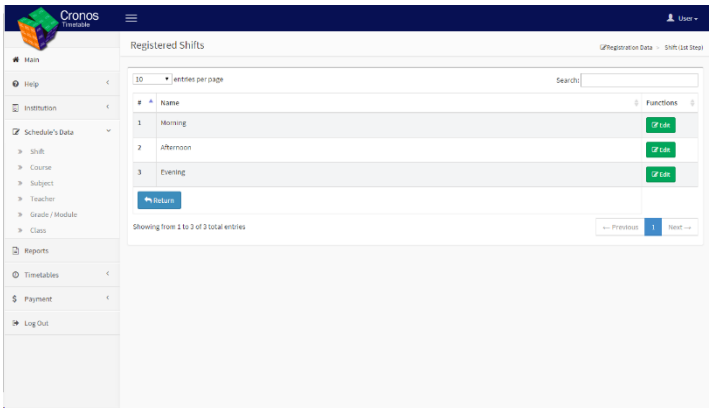
After logging into the system, the user will be redirected to the main Cronos System page.



7. Registering the information for the schedule

a. Register Days and Schedules of the Shifts

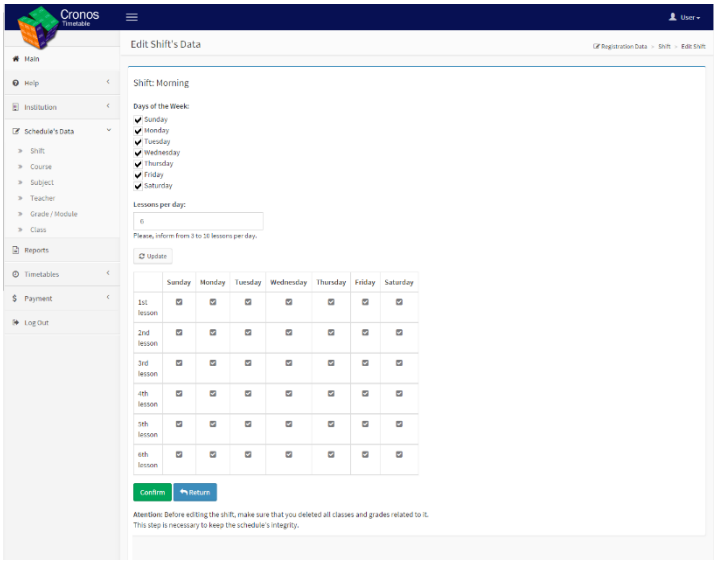
The system already has 3 pre-registered sessions: Morning, Afternoon, and Evening. using the link **Schedule's Data > Session** it is possible to see these sessions.



The user must click on the **Edit** button of the corresponding session to select the days and inform the number of daily lessons.

And remember that this step must be done only for the sessions that your Institution has, for example, if your institution does not have the Evening session, you do not have to inform the days and schedules for it.

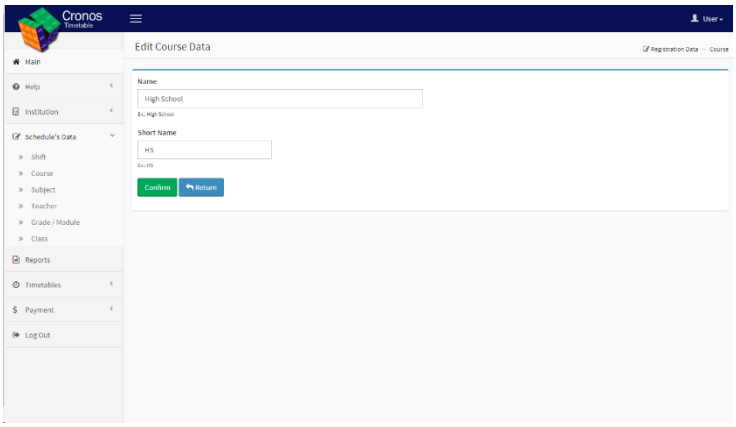
See an example in the picture Edit Session.



b. Register Course

The Course concept refers to the teaching modality offered by the Institution, like, for example, Elementary School, High school.

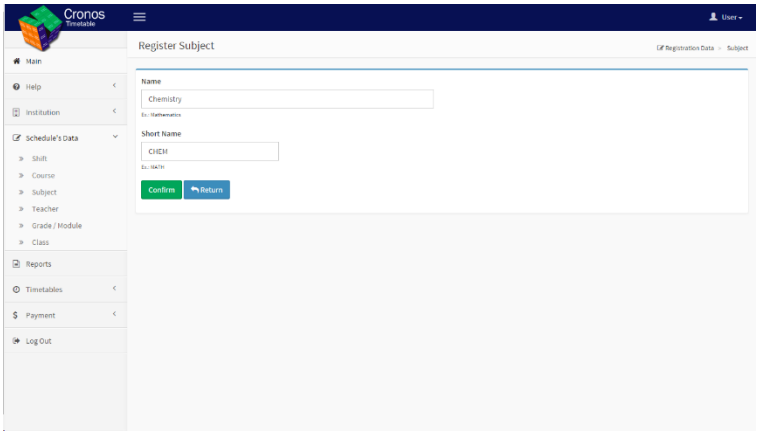
The user will be able to, using the link **Schedule's Data > Course**, register, edit and delete the course(s) of your Institution.



c. Register Subject

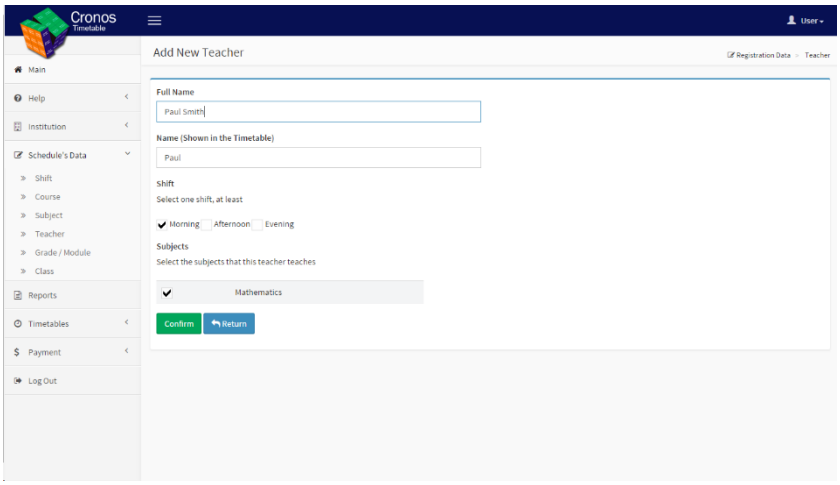
The user must, using the link **Schedule's Data > Subject** and the New Subject button, register the taught subjects at its Institutions.

Note that beyond the subject's name (Mathematics, History, English, etc.) it is necessary to register an abbreviation that will be shown in the generated timetable in a cleaner and simpler manner.



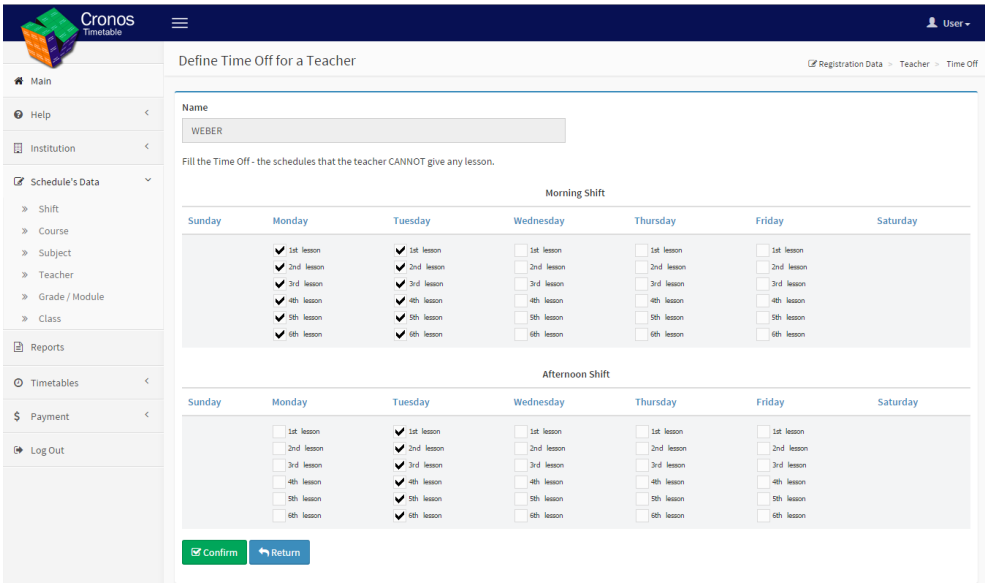
d. Register a Teacher

The user must, using the link **Schedule's Data > Teacher** and the New Teacher button, register the teachers that teach at the Institution / School, select the session that the teacher teaches the lessons and inform its respective subjects.



e. Join Time Off to the Teacher

The user must, using the link **Schedule's Data > Teacher** and the Time Off button, select and save the time off for each teacher.

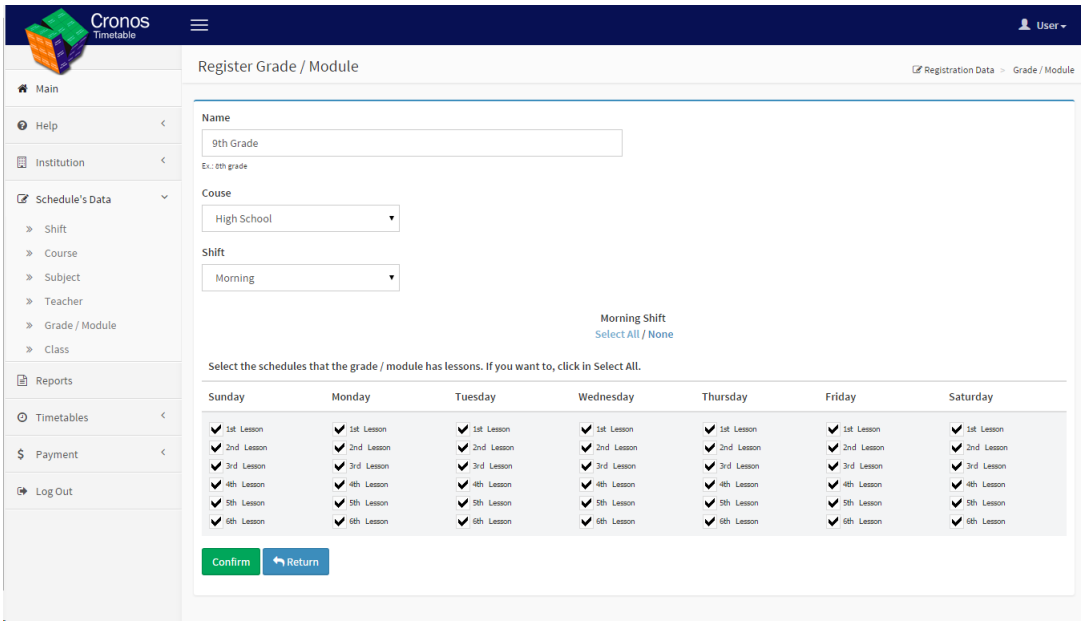


f. Register Grade / Module

Modules refer to the Institution's grade. If there is from 1st to 9th Grades for the Elementary School, all of them must be registered.

To register the Grades / Modules you just have to click on the **Schedule's Data > Grade / Module** link and click on New Grade / Module, and inform the Grade's / Module's name, its Course, select the Session and indicate the schedules that the lesson can be allocated.

Look at the example below, that the cells are selected and, so, indicating in which period the lessons for that Grade / Module registered can happen.

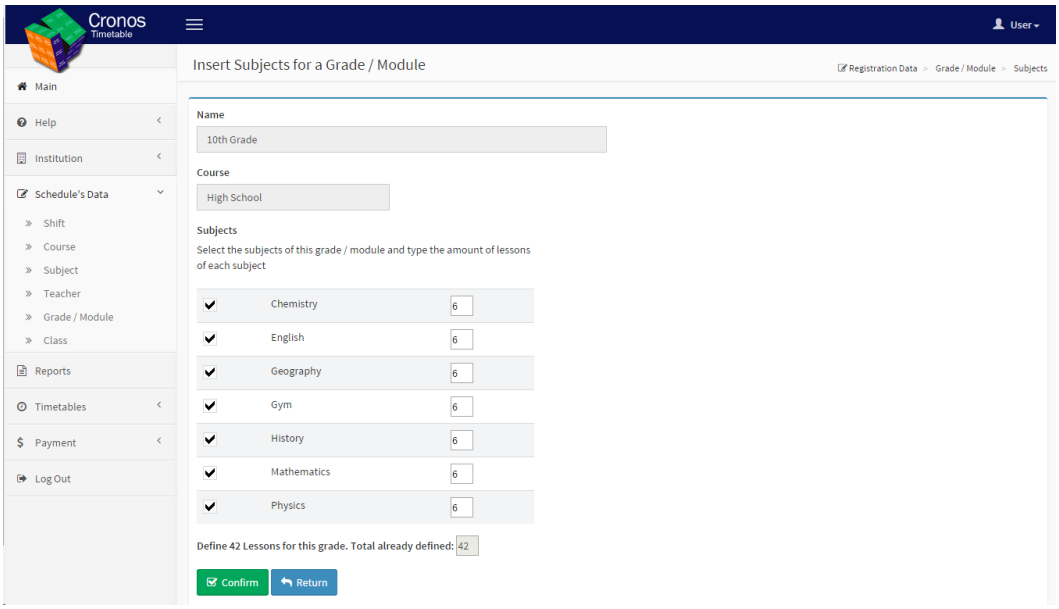


g. Launch a Subject for a Grade / Module

The user must, using the link **Schedule's Data > Grade / Module**, select a Grade / Module and click on the Register Subject button and inform the Subjects and the number of lessons that each Subject will have in this Grade / Module.

Note that the total sum of lessons of Subjects must equal to the selected cells chosen in the 5th step (in our example, 25 cells).

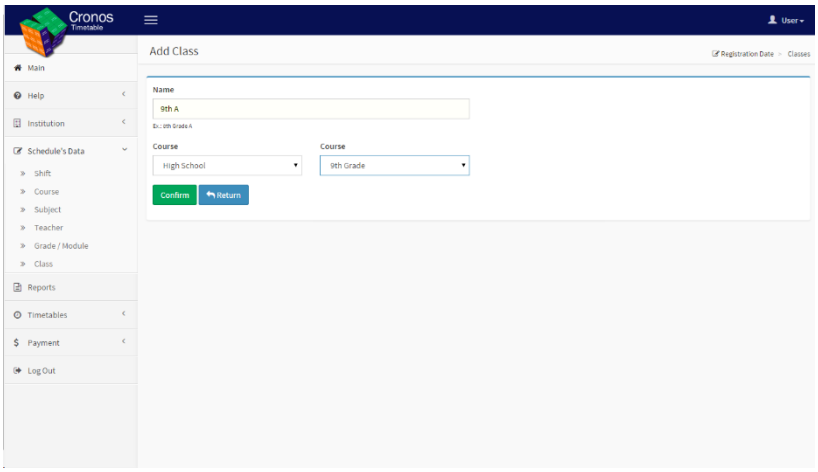
Observation: All the Classes of a Grade / Module will follow the definition made in this functionality.



h. Register Class

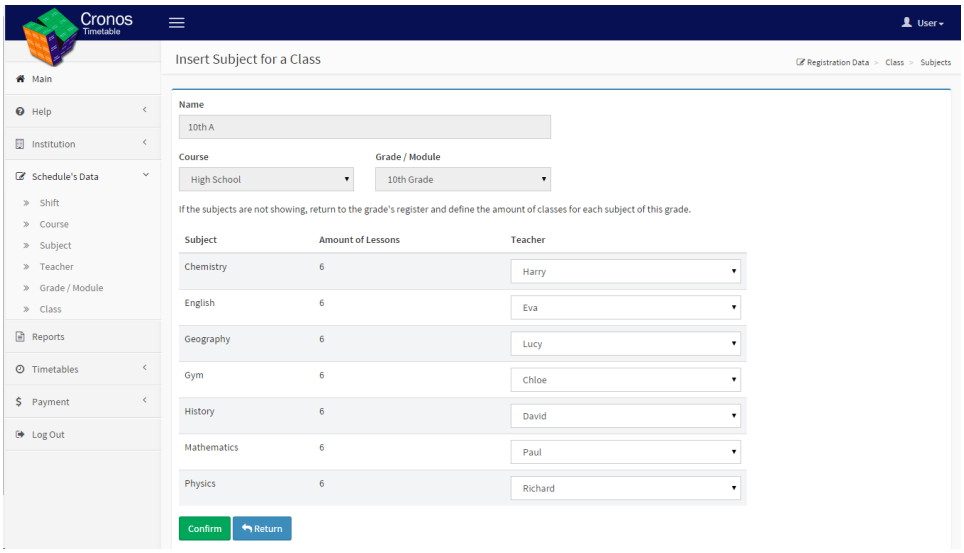
In this step the user must inform how many Classes there are in each Grade / Module, for example, 5th grade A, 5th grade B, 5th grade C, 6th grade A, 6th grade B etc.

Through the link **Schedule's Data > Class** and the New Class button, the user will register the Classes of each Grade / Module.



i. Launch Subject and Teacher for a Class

The user must use the links for the **Schedule's Data > Class** and the Register Subject / Teacher button select a Teacher for the Subjects indicated.

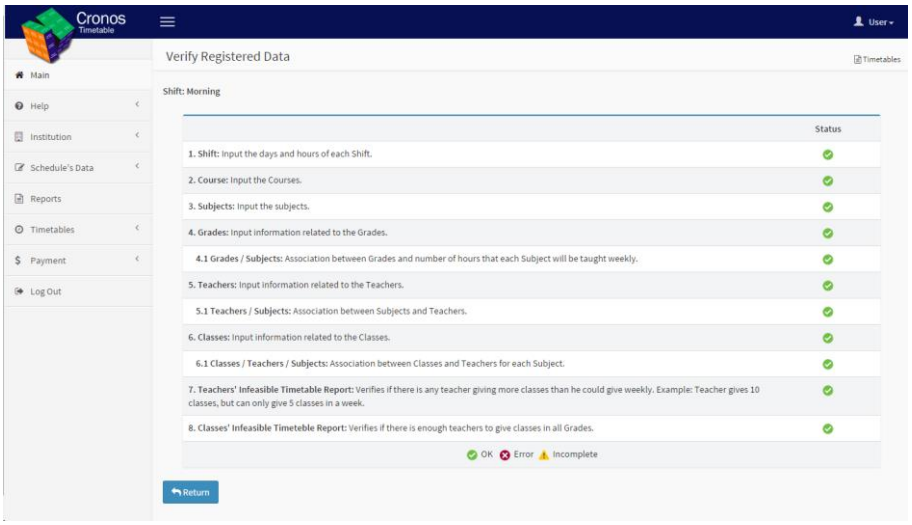


8. Reports

The user must, using the link **Reports**, to see and verify if all data was registered correctly.

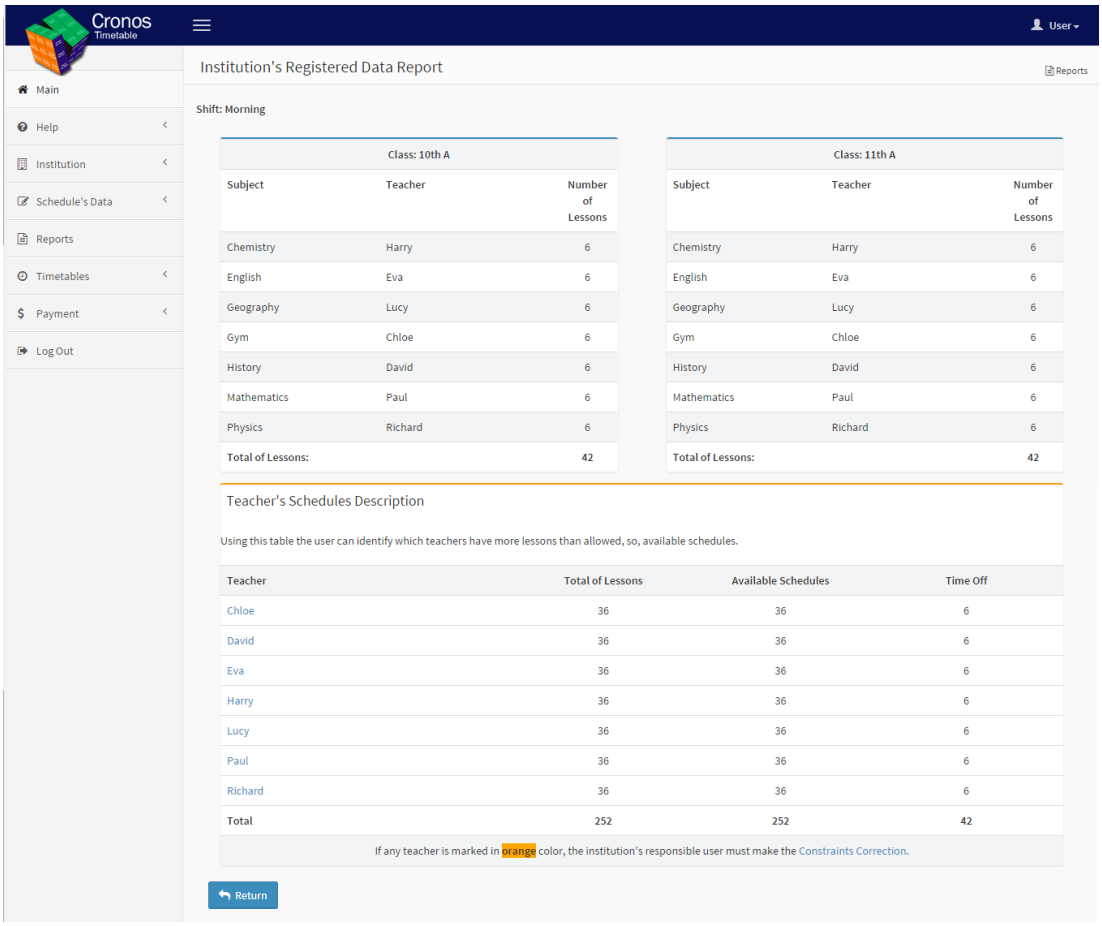
a. Registered Data Situation

Shows all of the data registered in the system.



b. Institution's Registered Data

Display the registered data per Session: Grades, Teachers, Subjects and number of Classes.



c. Teacher's Infeasible Timetables

Shows the Teachers' Infeasible Timetables per Session.

The user will be able to verify the available and off time of the teachers for each session.

Also it is possible to verify if there is a lot of time off defined in certain days of the week. The ideal is that these schedules be distributed during the week.

d. Fixed Lessons:

Displays the classes that were fixed in each class.

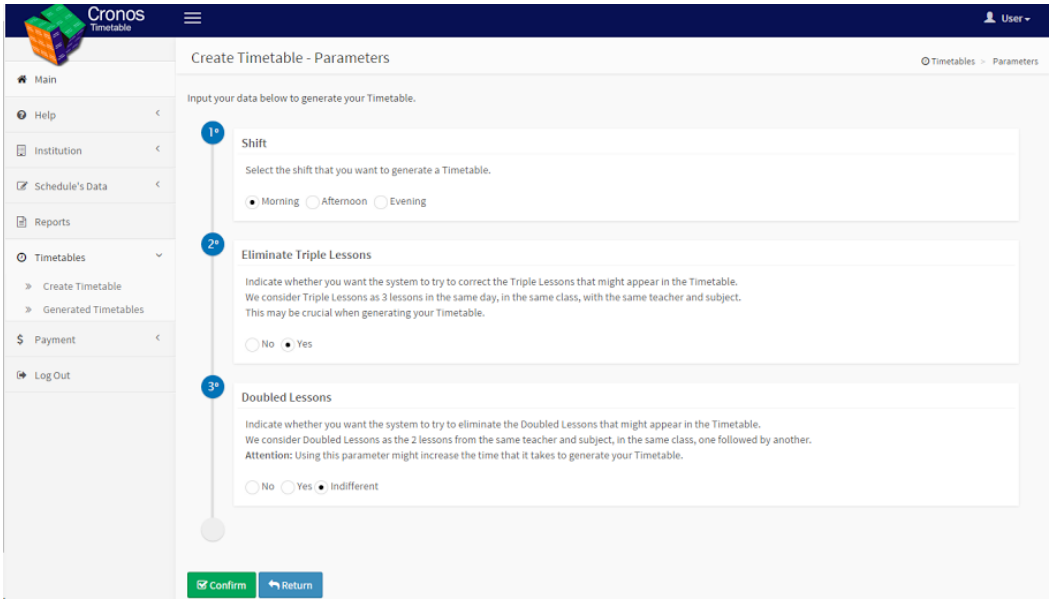
e. Teacher Schedule

Displays each teacher's lessons based on the schedules already generated.

9. Schedule Generation

The user must, using the link **Timetables > Generated Timetable**, select the session and request a timetable generation.

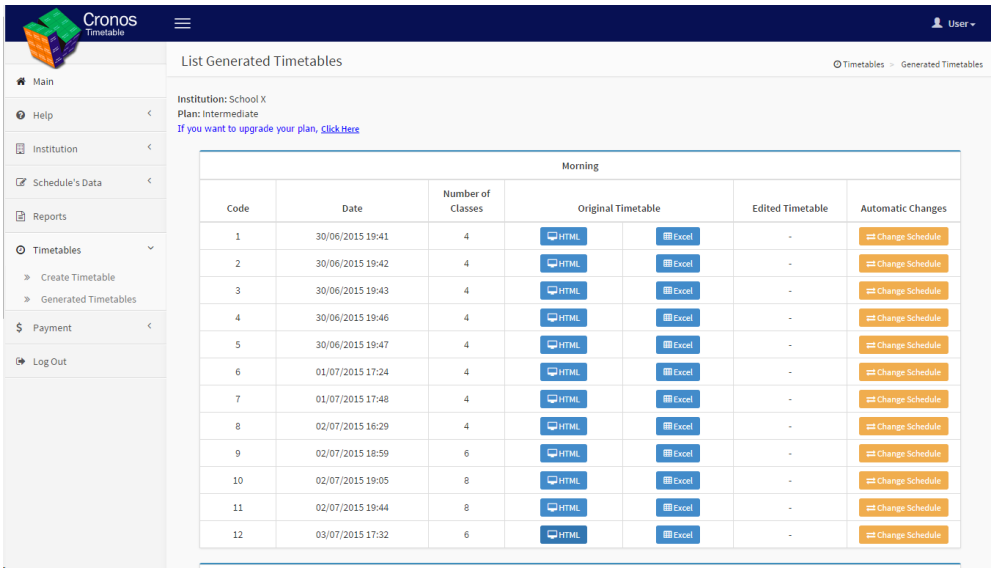
Before, however, the registered data will be authenticated.

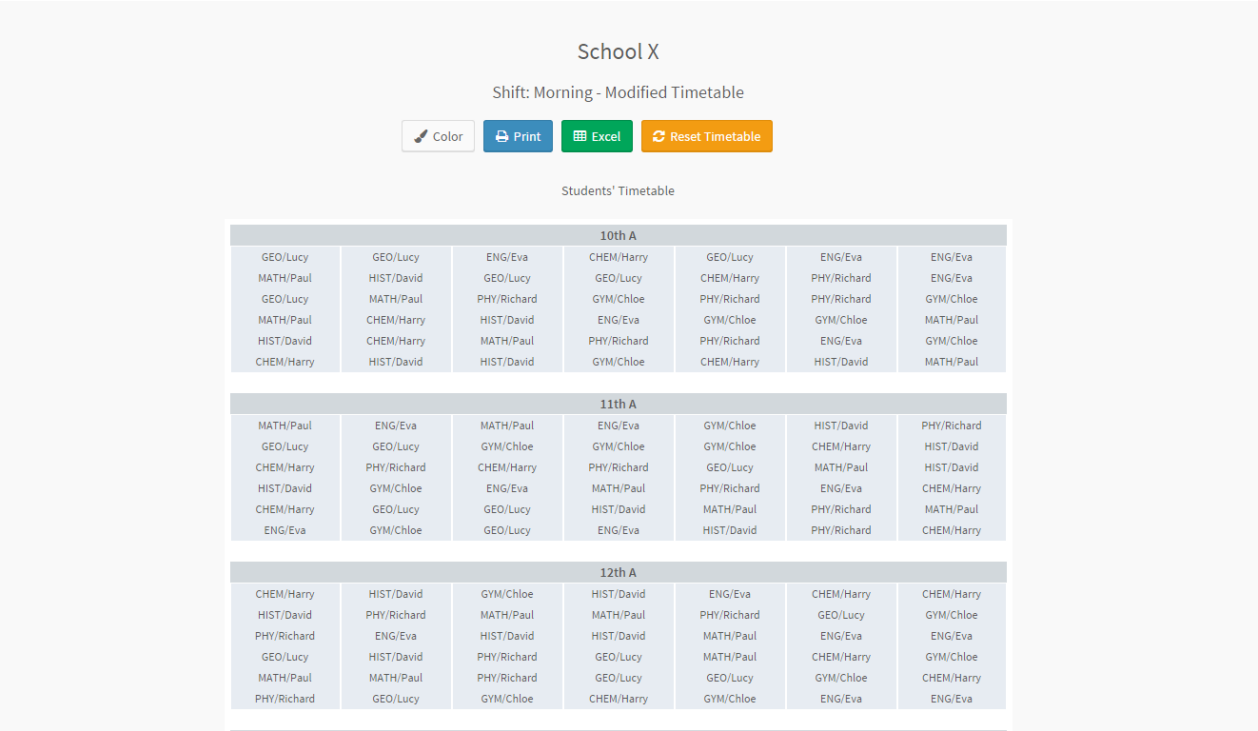


10. Timetable View

The user must, using the link **Schedules > Timetables**, see the generated timetables.

The timetables will be able to be viewed in HTML and Excel formats.





School X

Shift: Morning - Modified Timetable

Color | Print | Excel | Reset Timetable

Students' Timetable

10th A						
GEO/Lucy	GEO/Lucy	ENG/Eva	CHEM/Harry	GEO/Lucy	ENG/Eva	ENG/Eva
MATH/Paul	HIST/David	GEO/Lucy	GEO/Lucy	CHEM/Harry	PHY/Richard	ENG/Eva
GEO/Lucy	MATH/Paul	PHY/Richard	GYM/Chloe	PHY/Richard	PHY/Richard	GYM/Chloe
MATH/Paul	CHEM/Harry	HIST/David	ENG/Eva	GYM/Chloe	GYM/Chloe	MATH/Paul
HIST/David	CHEM/Harry	MATH/Paul	PHY/Richard	PHY/Richard	ENG/Eva	GYM/Chloe
CHEM/Harry	HIST/David	HIST/David	GYM/Chloe	CHEM/Harry	HIST/David	MATH/Paul

11th A						
MATH/Paul	ENG/Eva	MATH/Paul	ENG/Eva	GYM/Chloe	HIST/David	PHY/Richard
GEO/Lucy	GEO/Lucy	GYM/Chloe	GYM/Chloe	GYM/Chloe	CHEM/Harry	HIST/David
CHEM/Harry	PHY/Richard	CHEM/Harry	PHY/Richard	GEO/Lucy	MATH/Paul	HIST/David
HIST/David	GYM/Chloe	ENG/Eva	MATH/Paul	PHY/Richard	ENG/Eva	CHEM/Harry
CHEM/Harry	GEO/Lucy	GEO/Lucy	HIST/David	MATH/Paul	PHY/Richard	MATH/Paul
ENG/Eva	GYM/Chloe	GEO/Lucy	ENG/Eva	HIST/David	PHY/Richard	CHEM/Harry

12th A						
CHEM/Harry	HIST/David	GYM/Chloe	HIST/David	ENG/Eva	CHEM/Harry	CHEM/Harry
HIST/David	PHY/Richard	MATH/Paul	MATH/Paul	PHY/Richard	GEO/Lucy	GYM/Chloe
PHY/Richard	ENG/Eva	HIST/David	HIST/David	MATH/Paul	ENG/Eva	ENG/Eva
GEO/Lucy	HIST/David	PHY/Richard	GEO/Lucy	MATH/Paul	CHEM/Harry	GYM/Chloe
MATH/Paul	MATH/Paul	PHY/Richard	GEO/Lucy	GEO/Lucy	GYM/Chloe	CHEM/Harry
PHY/Richard	GEO/Lucy	GYM/Chloe	CHEM/Harry	GYM/Chloe	ENG/Eva	ENG/Eva