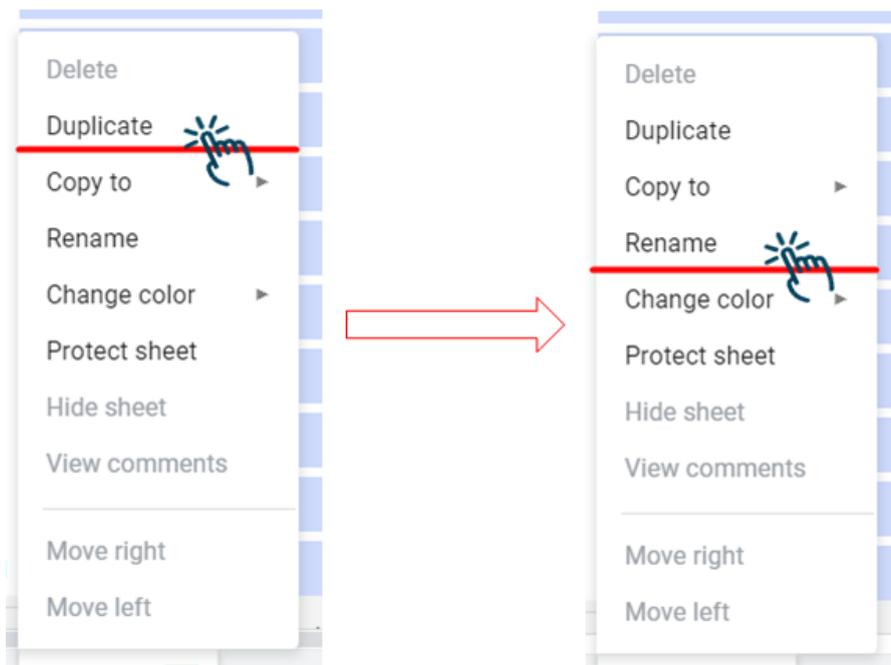


Use the "Class schedule template" to create a weekly schedule of classes and extra activities.

One template sheet is designed for 1 week. After a week has passed, you can clear the fields if there is no need to keep records of the past weeks. If you want to save entered data and have access to it in the future, it is necessary to create duplicate sheets for each week.



To do this, right-click on the sheet name and select the "Duplicate" function, and then rename the new sheet.

At the top of the table, you need to enter a few values to set up the template to work:

Monday Date	Start of classes	End of classes
-------------	------------------	----------------

- In the "Monday Date" field, you must specify the date of Monday for the week for which you are creating the schedule in the mm/dd/yy format;
- In the "Start of classes" field, from the drop-down list, select the appropriate value for the beginning of the student's day from the proposed ones in 1 hour increments;
- In the "End of classes" field, it is necessary to select from the drop-down list the appropriate value for the end of the student's day from those offered in increments of 1 hour.

An example of filling:

Monday Date	Start of classes	End of classes
12/13/21	7:00 AM	6:00 PM

The lesson schedule is designed for 5 days of one week. On the left, in the “Time” column, there is a list of hours of the day in the range from “Start of classes” to “End of classes” in half an hour increments.

You need to enter the subject’s name in the appropriate cells at the intersection of time and day of the week. If necessary, you can combine the cells (if the lesson lasts more than half an hour) and change the cells’ color to separate the items among themselves.

An example of filling out the schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM		Basketball classes		Basketball classes	
7:30 AM					
8:00 AM					
8:30 AM	Math Room 101	Literature Room 202	Geology Room 101	Chemistry Room 501	Math Room 101
9:00 AM	Biology Room 201	History Room 601	History of art Room 222	Computer technology Room 505	English Room 401
9:30 AM					
10:00 AM	Physics Room 301	Astronomy Room 201	Math Room 101	Astronomy Room 201	Computer technology Room 505
10:30 AM					
11:00 AM					