School Dynamics

THE SCHOOL DYNAMICS MANUAL · CHAPTER 6

Teaching

Timetables, exam timetables, schemes of work, lesson plans, assignments, resources and the question bank.

1	9	10	Nov 2026
CHAPTER	LESSONS	SCREENS	EDITION

Edition of 11 November 2026. The latest version, with search and questions answered by the team, is at app.schooldynamics.ug/help.

Screens show the demo school: every name and figure is invented. © 2026 Newline Technologies Limited, Kampala.

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06

Teaching

Timetables, exam timetables, schemes of work, lesson plans, assignments, resources and the question bank.

The tools for planning and teaching: the timetable and exam timetable, schemes of work and lesson plans (and how they are checked), assignments, shared learning resources and the question bank.

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CHAPTER 6 · TEACHING

The weekly timetable

Each class's, teacher's and room's week of lessons. Add and move lessons with clash checks, see each teacher's load, and print.

For: Director of studies, Teacher, Head teacher · app.schooldynamics.ug/help/teaching/timetable

The timetable is the school's week of lessons: which class has which subject, with which teacher, in which room, and when. You can look at it a class at a time, a teacher at a time or a room at a time, and print any of them. The director of studies builds it here, lesson by lesson, or with the generator.

Open it from **Teaching › Timetable**.

Before you start

- Everyone who can see the Teaching menu can look at the timetable: the head teacher, deputy, director of studies, teachers, the secretary and the school administrator. A teacher with lessons on the timetable opens on their own week.
- Only the director of studies and the school administrator can add, change, move or remove lessons, and look after the rooms.
- The year's classes and their subjects must exist. See Classes and streams and Subjects.

Reading the timetable

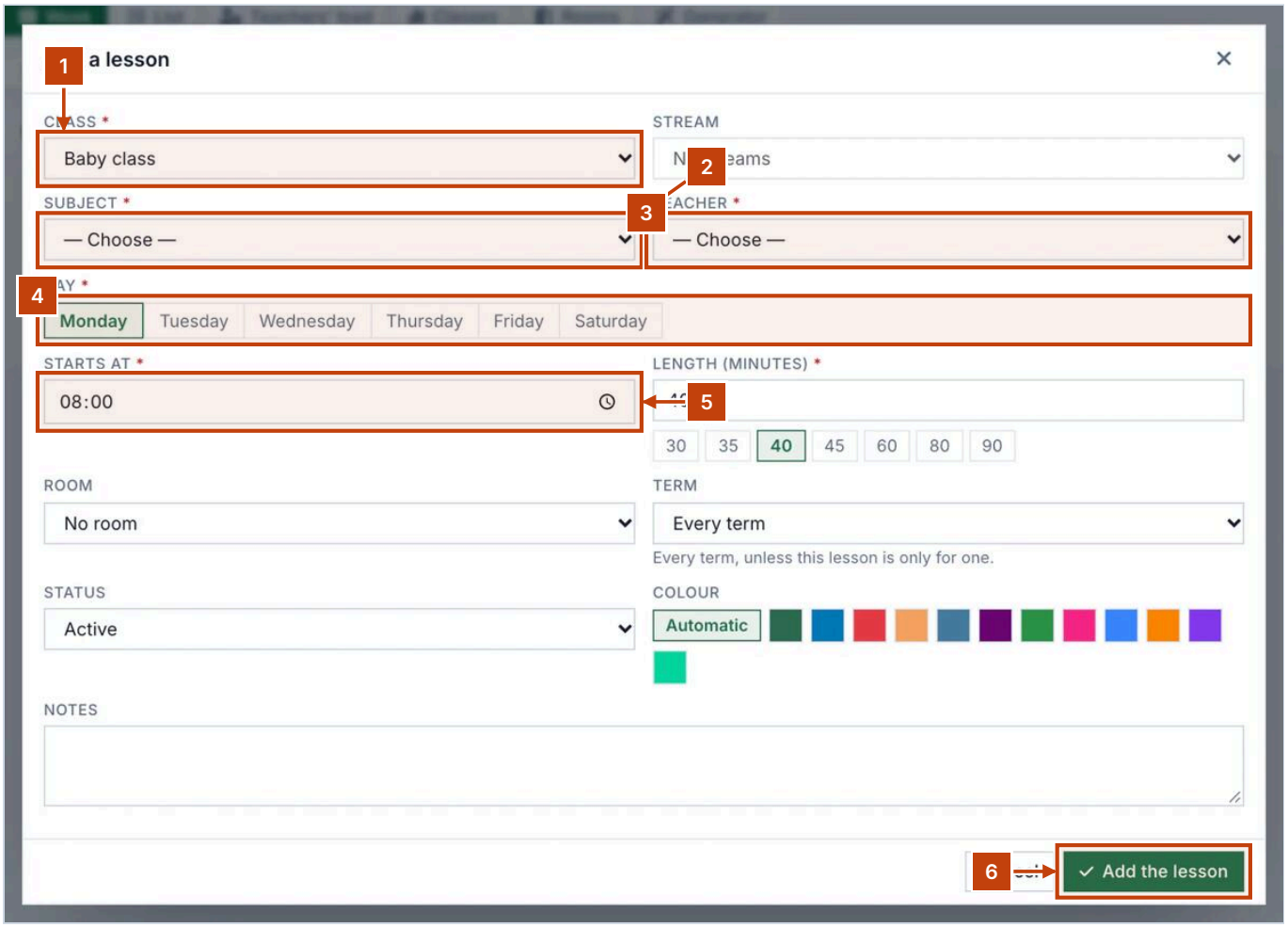
The page has four tabs: **Week**, **List**, **Teachers' load** and **Classes**. Those who build the timetable also see **Rooms** and **Generator** beside them.

Above the week, choose:

- the **year**, and the **term** (*Every term* shows all of the year's lessons);
- whose week to show: **Class**, **Teacher** or **Room**, then the class (and stream), the teacher or the room.

The **Week** tab is a grid, Monday to Friday, with Saturday added when any lesson falls on a Saturday. Each lesson shows its subject, its times, and the teacher and room. Its title line says how many lessons and hours a week are shown. A lesson with a dashed edge is a *draft* lesson. A lesson marked with a warning sign clashes with another (see below). The **List** tab shows the same lessons as a table, with their term and status.

Adding a lesson



The demo school · invented names and figures

1. The class. For one stream only, choose the stream beside it.
2. One of the class's subjects.
3. Who teaches it.
4. The day, Monday to Saturday.
5. The time it starts. Set its length beside it.
6. Saves the lesson, unless it clashes.

1. Choose the class, teacher or room whose week you are filling.
2. Press **Add a lesson**. To fill a gap in the week, press the **+** in the empty slot instead: its day and time are filled in for you.
3. Choose the class 1, and the stream if the lesson is for one stream only. Then choose the subject 2 and the teacher 3.
4. Choose the day 4 and the start time 5. Once the school has lessons (or a school day set in the generator), the usual start times show as buttons under the time. Set the length in minutes, or press one of the lengths offered.
5. Choose a room if the lesson needs one. Leave **Term** as *Every term* unless the lesson belongs to one term only.
6. Read the box at the bottom. Green means the class, the teacher and the room are free then. Red lists what the lesson clashes with.
7. Press **Add the lesson** 6.

The **Status** of a lesson is *Active* (the default), *Draft* or *Disabled*. You can also give it a colour (otherwise each subject gets its own) and a note.

A lesson lasts from 10 to 300 minutes and may not run past midnight. The subject and stream must belong to the class.

Clashes

A lesson cannot be saved on top of another lesson of the same class, the same teacher or the same room at a time that overlaps. The box in the dialog says which lesson is in the way, for example *Grace Achen is already teaching Mathematics with P.6 on Monday 08:00–08:40*.

- A lesson for one stream clashes with the whole class's lessons and with that stream's. A whole-class lesson clashes with every stream's.
- A room clashes only when the lesson has a room.
- Active and draft lessons count. Disabled ones do not.
- Only lessons of the same year count, and a lesson for one term does not clash with another term's lessons.

When the double booking is meant, for example one teacher taking two streams together, tick **Save it anyway — a combined lesson, or a double booking we mean**, then save. The week marks lessons that clash, and a line above it says how many there are.

Changing, moving and removing lessons

- **Change a lesson**: click it in the week (or press the pencil in the list). Change what you need and press **Save changes**.
- **Move a lesson**: drag it to another day or time in the week. The move is checked for clashes in the same way. If it clashes, the lesson does not move: it opens at its new day and time with the clashes listed, so you can save it anyway or choose another time.
- **Copy a lesson**: press **Copy** in the lesson (or the copy button in the list). A copy opens on the next day; choose its day and time, then save.
- **Remove a lesson**: open it and press **Remove**. You are asked first.

Disabled lessons are hidden. Tick **Show disabled** to see them.

Teachers' load and classes

The **Teachers' load** tab lists every teacher on the timetable: their lessons, periods and hours a week, lessons each day, the classes they teach, and their load:

Load	Hours a week
Normal	Up to 20
Heavy	Up to 30
Too much	More than 30

Only active lessons count. Click a teacher's name to open their week, or press the print button to print it.

The **Classes** tab shows how complete the timetable is: lessons a week, how many classes have a timetable, and how many have a lesson for every subject. Each class shows its subjects timetabled, the lessons it has a week and the subjects *Not timetabled yet*. The arrow opens that class's week.

Rooms

Rooms stop two lessons (or two exam papers) being put in one room at the same time. Open **Rooms** beside the tabs.

1. Press **New room**.
2. Type the name, for example *Science lab*, and choose the kind: classroom, laboratory, hall, library or other.
3. Give the number of seats if it matters, a building if the school has buildings, and notes.
4. Leave **In use (offered when timetabling)** ticked.
5. Press **Add the room**.

Two rooms cannot have the same name. A room's row menu has **Edit**, **Switch off** (or **Use again**) and, for a room with no lessons, **Delete**. Click a room's name to see its week.

Printing

Print opens the week on screen as a PDF: a class (or one stream), a teacher or a room, for the term chosen. The half-shaded button beside it prints the same week in black and white.

> **TIP**
>
> To give every teacher their own timetable, open **Teachers' load** and press the print button on each teacher's row.

Good to know

- Teachers with active lessons on this year's timetable get **My lessons today** on their dashboard. It also shows any exam they invigilate that day.
- Teacher workload counts each teacher's periods from the timetable.
- The exam timetable uses the same rooms.

QUESTIONS

Can a teacher change the timetable?
No. Teachers see the timetable and open on their own week. Only the director of studies and the school administrator can add, move or remove lessons and rooms.

How do I timetable two streams together for one lesson?
Add the lesson for each stream. When the second one says it clashes, tick **Save it anyway — a combined lesson, or a double booking we mean** and save.

What does a lesson with no term mean?
It runs every term of the year. Choose a term only for a lesson that belongs to one term.

Why can't I delete a room?
A room that has lessons on it cannot be deleted. Switch it off from its row menu instead, or move its lessons first.

Where do teachers see today's lessons?
On their dashboard, in **My lessons today**, which marks the lesson going on now and the next one. It appears once they have active lessons on this year's timetable.

CHAPTER 6 · TEACHING

Generate a timetable

Set the school day, lessons a week and when teachers cannot teach. The generator proposes a week you review, change, publish and can undo.

For: Director of studies, School administrator · app.schooldynamics.ug/help/teaching/timetable-generator

The timetable generator builds a whole week for you. It starts from your school day, how many lessons each subject gets, who teaches them, the times teachers cannot teach and the rooms some subjects need. It never puts a teacher, a class or a room in two places at once. What it makes is a draft: you review it in the timetable, move what you want, and only publishing replaces the real timetable.

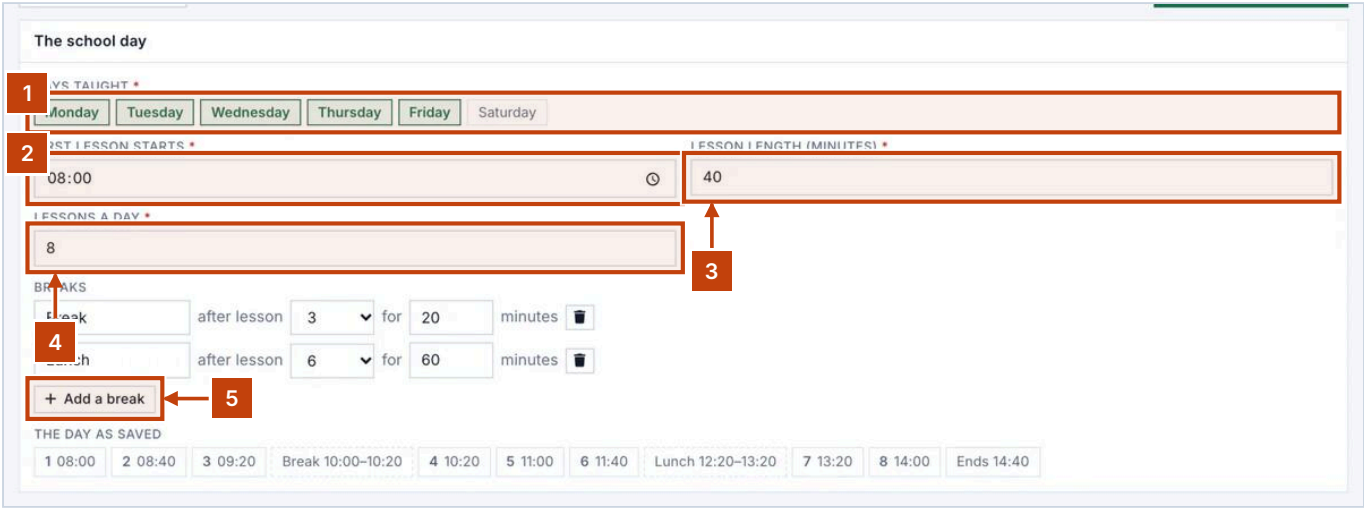
Open it from **Teaching › Timetable**, then the **Generator** tab.

Before you start

- Only the director of studies and the school administrator can use the generator.
- The year's classes and subjects must exist, and each subject should have its teacher. See Subjects.
- Add the laboratories and halls some subjects need under **Rooms** first. See The weekly timetable.

The generator has four tabs: **Drafts**, **School day**, **Lessons a week** and **Teachers**. Work through the last three, then generate from **Drafts**. The line under the tabs sums it up, for example *5 days × 8 lessons = 40 periods a week*.

1. The school day



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1. The days lessons are taught.
2. When the first lesson starts.
3. How long one lesson lasts.
4. How many lessons make a day.
5. Breaks and lunch, each after one of the day's lessons.

1. Open **School day**.
2. Choose the days taught 1. Monday to Friday is ticked at first.
3. Set when the first lesson starts 2, the lesson length in minutes 3 (20 to 120) and the lessons a day 4 (3 to 12).
4. Set the breaks 5: each has a name, the lesson it comes after and its length. At first there is a 20-minute break after lesson 3 and an hour's lunch after lesson 6.
5. Set the preferences (below) and the classes to timetable.
6. Press **Save the school day**. **The day as saved** shows each lesson's start time.

Preferences are what the generator tries to keep:

Preference	Means
Most periods of one subject a day	Per class, 1 to 4. Two allows a double.
Hard subjects in the morning, up to lesson	Hard subjects are kept before this lesson. At first, the last break.
Most lessons in a row for a teacher	2 to 12. A break ends a run.
Time the generator may take (seconds)	It stops then, with the best week found.

Under **Classes to timetable**, tick the classes to include. None ticked means every class. A class with streams gets a week for each stream, unless you tick **as one class**. The lessons of classes you leave out stay as they are, and the generator keeps their teachers and rooms free when they are teaching there.

2. Lessons a week

Open **Lessons a week** and choose a class. Each subject shows its lessons a week, its doubles, whether it is *Hard*, the rooms it needs and its teacher (one per stream when the class has streams). A line says how many of the week's periods are used; it turns red when the subjects need more than the week has.

Subjects marked *default* have not been set yet: the class's week is shared evenly between its subjects, leaving about a tenth free, and the compulsory subjects get the extra lessons.

To change a subject, click its name:

1. Type the **Lessons a week** and how many of them are **doubles** (two lessons in a row, for practicals). A subject can have at most half its lessons as doubles.
2. Tick **A hard subject: keep it in the morning** if it should be.
3. Under **Must be taught in**, tick the rooms it can use. Any one of them will do. With none ticked, it is taught in the class's own room.
4. Choose the teacher, or leave *The subject's own teachers, in turn*.
5. To use the same lessons, doubles and rooms for this subject in every other class, tick the box at the bottom.
6. Press **Save** (the button names the subject).

Defaults puts the subject back to the shared-out week.

3. Teachers

Teachers lists each teacher's periods a week (from the lessons a week of their subjects), their free periods and the classes they teach. *Too many* means they have more periods than free ones. Approved leave this term shows under the name.

To mark the times a teacher cannot teach, click their name. Tap a lesson to mark it; tap a day or a lesson number to mark the whole row. Then press **Save** (the button counts the times marked).

4. Generate and review

1. Press **Generate a timetable**.
2. Under **For**, choose the term (the active term is chosen), or every term of the year.
3. Leave **Seed** empty for a new draft.
4. Press **Generate the draft**. It works in the background for up to the time you allowed. You can leave the page.

The **Drafts** tab lists each draft with how many periods it placed (and how many it could not), its score and its state. A lower score is better: it counts the preferences the draft could not keep.

Click a draft's name to see its details: what it could not place and why, any warnings, and which preferences it broke.

Press **Review** to open the draft in the timetable itself. A blue band says you are looking at a draft. Moving, changing or removing lessons there changes only the draft, with the same clash checks as the real

timetable, plus the times teachers cannot teach. **Back to the timetable** leaves the draft.

5. Publish, undo, remove

Press **Publish** beside a draft (or **Publish…** in the review band). The window says exactly what will happen: which classes' timetable is replaced for the term, how many of their lessons will be switched off, and how many lessons the draft will write. Press **Publish** (the button counts the lessons) to go ahead.

> ⚠ CAREFUL
>
> Publishing replaces the timetable of the classes in the draft. Lessons that ran every term stop for the whole year. Each lesson is checked for clashes again as it is written; a clash you did not keep on purpose stops the whole publish, and nothing changes.

- **Undo**: the lessons a publish switched off are kept. Press **Undo** on the latest published draft of the year: its lessons are switched off and the old ones come back.
- **Remove**: a draft that is ready, failed or undone can be removed with the bin button. Its lessons are deleted; the timetable does not change.

Only one draft can be generated or published at a time. If another is running you are asked to wait for it to finish.

QUESTIONS

Does generating change the timetable teachers see?
No. A draft changes nothing. Only publishing replaces the timetable, after you confirm, and the latest publish can be undone.

Why were some lessons not placed?
Click the draft's name: its details list each subject that could not be placed, with the reason. Fewer lessons a week, more lessons a day, fewer times teachers cannot teach or a longer time limit usually help.

Can I get the same draft again?
Yes. Type the draft's seed (shown in its details) when you generate. The same seed and the same settings give the same draft.

I published a draft by mistake. What do I do?
Press **Undo** beside it in the drafts list. Its lessons are switched off and the lessons it replaced come back. Only the latest published draft of the year can be undone.

CHAPTER 6 · TEACHING

The exam timetable and invigilators

Plan a term's exam papers day by day, choose who invigilates each one, publish it for staff, and print it.

For: Director of studies, Head teacher, Teacher · app.schooldynamics.ug/help/teaching/exam-timetable

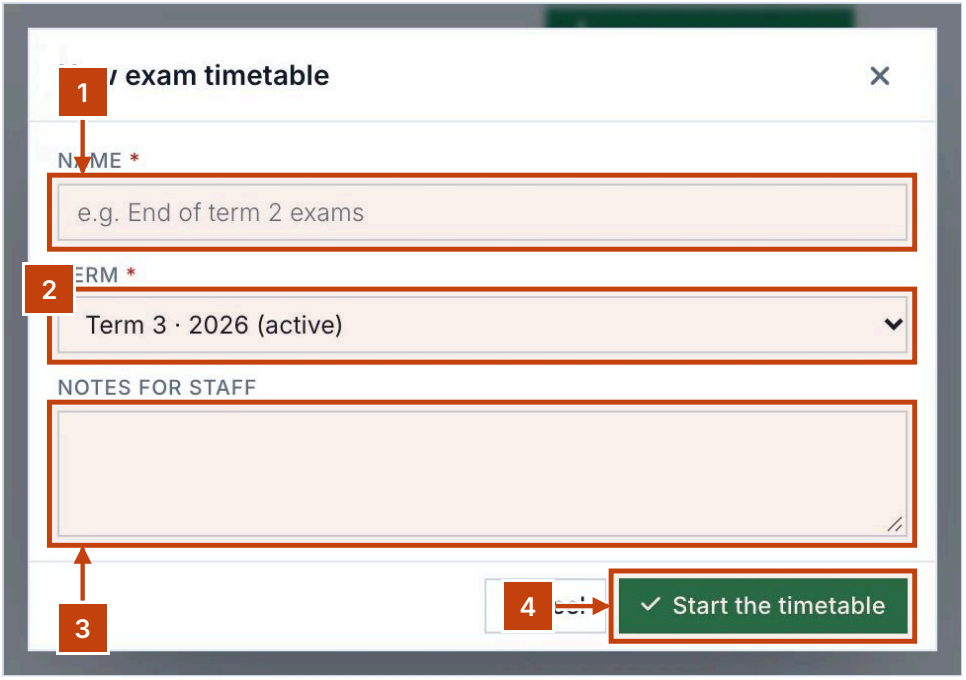
The exam timetable plans one sitting of exams, such as the end-of-term exams: which class sits which paper, on which day, from when to when, in which room, and who invigilates. It checks for clashes as you go, gives every teacher a list of their duties, and prints.

Open it from **Teaching › Exam timetable**.

Before you start

- The director of studies, the head teacher, the deputy and the school administrator build exam timetables.
- Every other member of staff who can see the Teaching menu reads the published ones and their own duties.
- The rooms come from the timetable's **Rooms** page. See The weekly timetable.

Start an exam timetable



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1. A name staff will recognise, for example End of term 2 exams.
2. The term the exams belong to.
3. Notes for staff, shown under the name.
4. Starts it as a draft. Add its papers next.

1. Press **New exam timetable**.
2. Type its name 1 and choose the term 2. The active term is chosen for you.
3. Add notes for staff if you have any 3.
4. Press **Start the timetable** 4.

It starts as a **Draft**: only those who build exam timetables can see it. **Rename** changes its name, term or notes. Once it has papers, its term cannot change: make a new exam timetable for another term.

Add the papers

1. Press **Add a paper**. To add one on a day already listed, press **Paper on this day** beside that day.
2. Choose the class and the subject. Under **Paper**, add *Paper 1* or *Practical* if the subject has more than one.
3. Choose the day, and when it starts and ends. A new paper starts with the same day and times as the last one you added.
4. Choose a room if it needs one, and add a note to print on the timetable, for example *Bring a calculator*.
5. Read the box at the bottom: green means the class, the room and the invigilators are free.
6. Press **Add the paper**.

A paper cannot be set on a Sunday, must end after it starts, and lasts at most 6 hours. The class must be in the term's year.

A paper clashes when the class already sits a paper at that time, or the room is already used. The check covers every exam timetable of the school, draft or published. When it is meant, tick **Save it anyway — we mean it**.

To change or remove a paper, press the pencil on its row. **Remove** takes its invigilators off too.

Choose the invigilators

1. Press the person button on a paper's row. **Who invigilates** opens.
2. Find each member of staff and tick them.
3. Choose one as **Chief** if you want.
4. Press **Set** (the button counts the invigilators).

The window warns when someone is already watching another paper at that time, or is on approved leave that day. Tick **Save anyway — we mean it** to keep them. A paper can have up to 20 invigilators.

The **Invigilators** tab lists everyone with duties: their papers, hours and how many as chief. The print button on a row prints that person's duties.

Publish

Press **Publish** when the papers are in (an empty exam timetable cannot be published). Then:

- every member of staff with a duty sees it under **My duties**. Those with lessons on the timetable also see it on the day in **My lessons today** on their dashboard;
- the school calendar shows the exam week, from the first paper to the last;
- if the school sends fees reminders before exams, they count from the first paper. See Reminders and demand notices.

Back to draft hides it from staff again and drops the exam week from the calendar.

> ⚠ CAREFUL
>
> **Delete** removes the exam timetable with all its papers and invigilators, and cannot be undone. Only a draft can be deleted.

Print

- **Print** gives the whole exam timetable as a PDF. To print one class's papers, choose the class first, then press **Print this class**.
- Each invigilator's duties print from the **Invigilators** tab.

My duties

Every member of staff has a **My duties** tab. It lists their invigilation on published exam timetables, from a month ago onwards: the day and time, the class and paper, the room, and who else is watching. The number on the tab counts the duties still to come. The print button prints your own duties for that sitting.

QUESTIONS

Who can see the exam timetable?
Those who build it see drafts too. Every other member of staff who can see the Teaching menu sees it once it is published, and their own duties under **My duties**.

Can one invigilator watch two papers at the same time?
Only if you say it is meant: tick **Save anyway — we mean it** in **Who invigilates**. This is for one person walking between two small rooms.

Why can't I delete an exam timetable?
A published one is seen by teachers. Press **Back to draft** first, then **Delete**.

Does the exam timetable enter marks?
No. It plans when papers are sat and who watches them. Marks are entered under Marks entry, as always.

Schemes of work

Plan each subject's term week by week, mark lessons conducted or skipped, and have a supervisor approve the plan.

For: Teacher, Director of studies, Head teacher · app.schooldynamics.ug/help/teaching/schemes-of-work

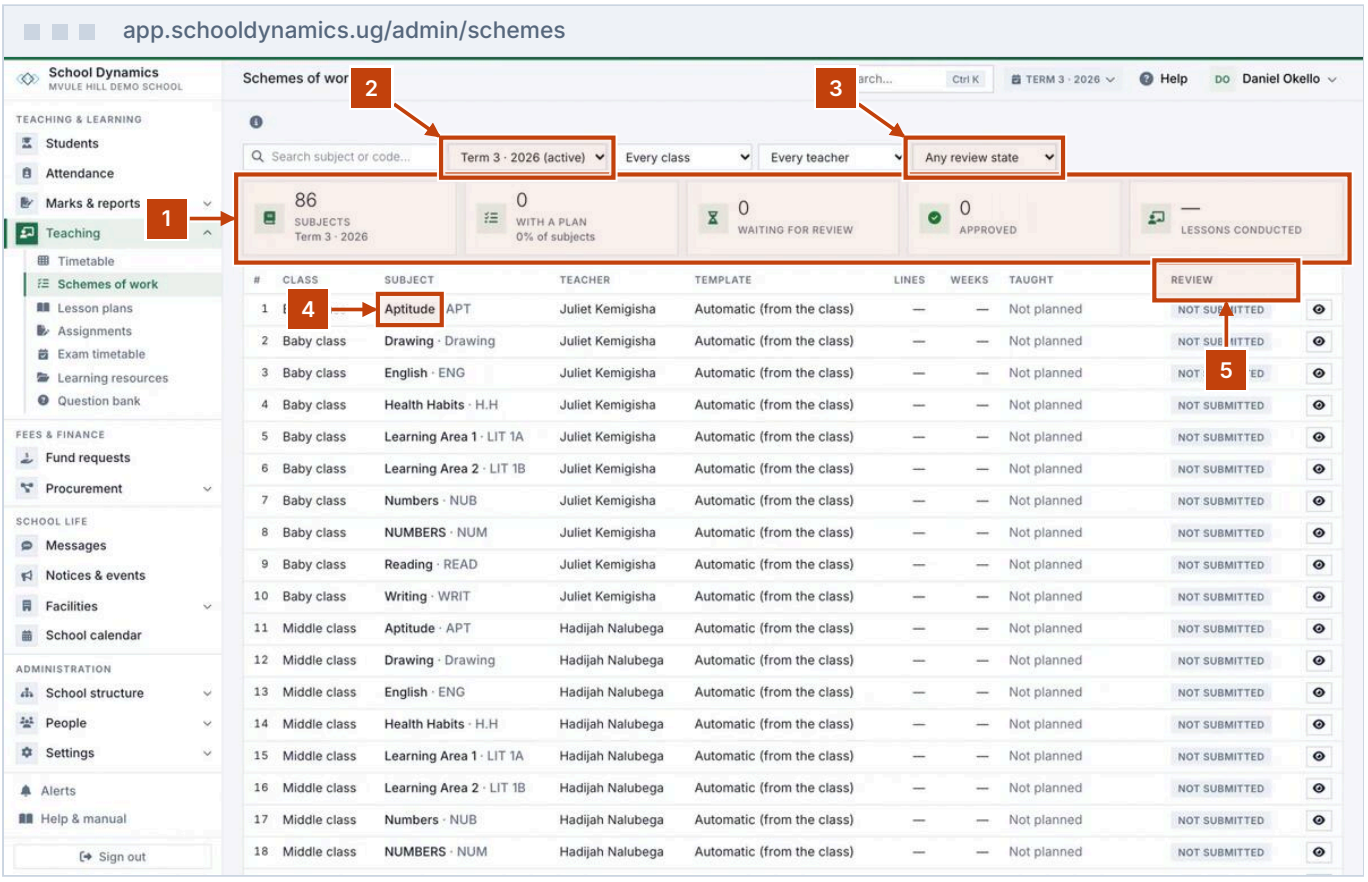
A scheme of work is a subject's plan for the term, week by week: the themes and topics, what is taught and how, with what materials. Teachers write the scheme for each subject they teach, tick off each lesson as it is conducted, and submit the plan for review. A supervisor approves it or sends it back.

Open it from **Teaching › Schemes of work**.

Before you start

- Teachers see the subjects they are named on as a teacher. Someone who teaches none is told so; ask the director of studies to add you. See Subjects.
- The head teacher, the deputy, the director of studies and the school administrator see every subject's scheme and review them.
- A teacher's own named supervisor (set on their staff record) sees and reviews that teacher's schemes too.

The list of schemes



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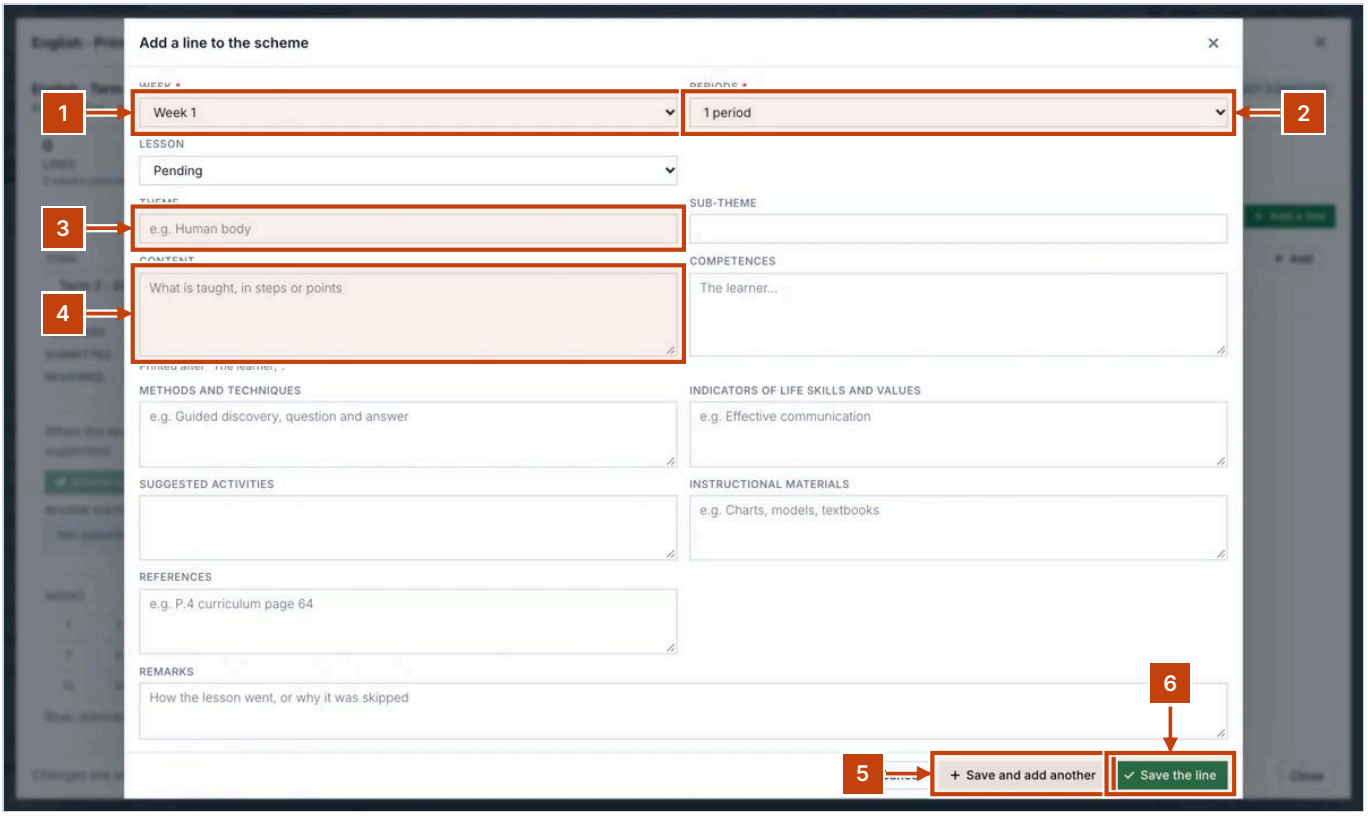
1. The term at a glance: subjects, those with a plan, waiting for review, approved, and lessons conducted.
2. The term. It opens on the active term.
3. Only the schemes in one state, for example Submitted.
4. Click a subject to open its scheme.
5. Where each scheme is: Not submitted, Submitted, Changes requested or Approved.

The figures at the top 1 cover the term chosen 2: the subjects, how many have a plan, how many wait for review, how many are approved, and the share of planned lessons conducted. Supervisors also see a line when schemes are waiting for them, with **Show them**.

Each row is a subject 4: its class, teacher and template, the lines and weeks planned, how many lessons were conducted (and skipped), and its review state 5. Use the review filter 3 to see one state only. The print button prints a subject's scheme for the term.

Plan the term

Click a subject to open its scheme. On the left are the term, the review and a grid of weeks 1 to 18: blue weeks are planned, green ones have every lesson done. On the right is the plan, week by week. Changes are saved as you make them.



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1 The week of the term, 1 to 18.

2 How many periods the line takes.

3 The theme, then the topic and sub-topic.

4 What is taught, in steps or points.

5 Saves it and starts the next line of the same week.

6 Saves it and closes.

1. Press **Add a line**, or **Add** on a week.
2. Choose the week 1 and the number of periods 2.
3. Type the theme, topic and sub-topic 3.
4. Type the content 4, then the competences, methods and techniques, life skills and values, suggested activities, instructional materials and references.
5. Press **Save the line** 6. To type the next line of the same week, press **Save and add another** 5: the week, theme and topic stay filled in.

A line needs at least a theme, a topic or some content.

The fields follow the subject's layout. The nursery layout has a theme and sub-theme with one column of competences; the primary layout has a topic and sub-topic, with subject and language competences apart; the English (language) layout is the primary one with a single column of competences. **Automatic** picks the primary layout for P.1 to P.7 and secondary classes, and the nursery layout for the others. The director of studies and the school administrator can change a subject's layout under **Template**.

More ways to fill a scheme:

- **Copy a scheme** copies the lines of another term's scheme of this subject, or of the same subject in an earlier year, as lessons not yet taught. Weeks you have already planned are left as they are.
- Tick several lines and press **Set topic** to give them all the same topic.
- A line's row menu has **Edit the line**, **Write a lesson plan from it** (see Lesson plans) and **Delete**.

Record how the lessons went

Each line has three buttons: **Conducted**, **Skipped** and **Pending**. Press one as the term goes on. To add a remark (how it went, or why it was skipped), choose **Record the lesson** in the line's row menu, then press **Record lesson**.

You can record lessons all term, even after the scheme is submitted or approved.

Submit, approve or send back

The teacher submits:

1. When the term's plan is ready, press **Submit for review**.
2. Add a note for your supervisor if you want.
3. Press **Submit for review**.

The scheme needs at least one line. From now on the plan is fixed for the teacher until it is reviewed.

A supervisor reviews. Open the scheme and press:

- **Approve**, with a comment if you want. Every line of the term's scheme is marked approved.
- **Send back**, saying what should change, then **Send back to the teacher**. The teacher sees *Changes requested* with your comment, changes the plan and submits it again.

Nobody reviews a subject they teach: another supervisor does. A supervisor can approve a scheme that was never submitted, send back one already approved, and change the plan at any time. Every step is kept under **Review history**.

Print and spreadsheet

In an open scheme, **Print** gives the term's scheme as a PDF in the subject's layout. The menu beside it has **Print every term** and **Spreadsheet of this term**.

QUESTIONS

I cannot see my subject. Why?
You see only the subjects you are named on as a teacher. Ask the director of studies to add you to the subject. See Subjects.

Can I change my scheme after submitting it?

No. The plan is fixed while it waits for review and once it is approved. You can still mark lessons conducted or skipped. A supervisor can send it back if it needs changes.

Do I have to type the whole scheme again next year?

No. Open the new term's scheme and press **Copy a scheme**. Copy from another term of the subject, or from the same subject in an earlier year.

Who approves my scheme?

The head teacher, the deputy, the director of studies or the school administrator, or your own supervisor if one is named on your staff record. Nobody approves a subject they teach themselves.

Lesson plans

Write a plan for one lesson from the school's template, submit it, and have your supervisor approve it or send it back.

For: Teacher, Director of studies, Head teacher · app.schooldynamics.ug/help/teaching/lesson-plans

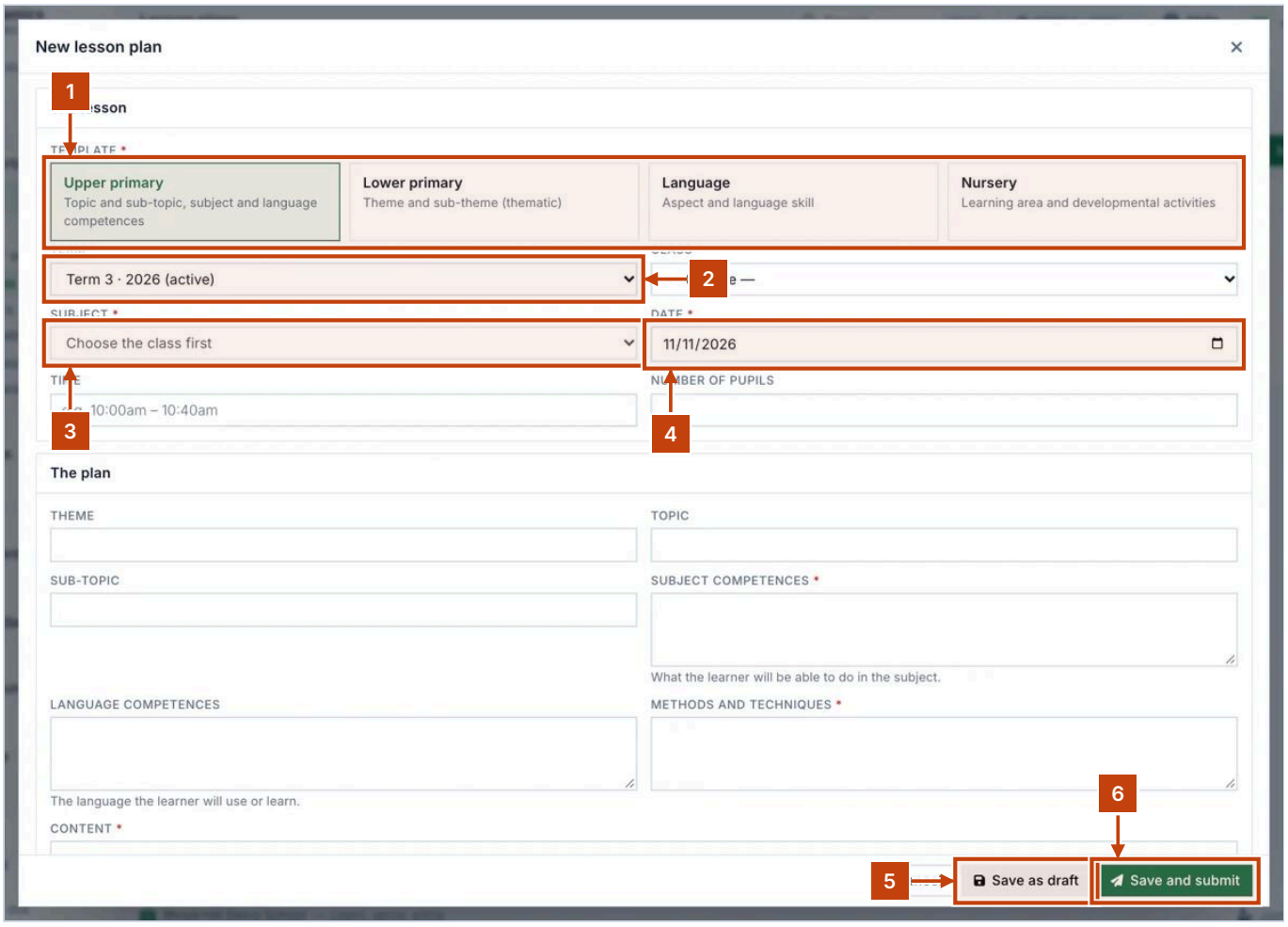
A lesson plan is the plan for one lesson: what will be taught, how, with what, and the steps of the lesson. Teachers write it from one of the school's templates and submit it. Their supervisor approves it or sends it back saying what to change.

Open it from **Teaching › Lesson plans**.

Before you start

- Teachers plan lessons for the subjects they teach. A nursery plan names a learning area instead of a subject, for a class the teacher teaches in.
- Teachers see their own plans and the plans of anyone they supervise. The head teacher, the deputy, the director of studies and the school administrator see every plan.
- A plan's supervisor is the teacher's supervisor on their staff record. The head teacher, the deputy, the director of studies and the school administrator can review anyone's plans, so a teacher with no supervisor named is still reviewed.

Write a plan



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1. The template: upper primary, lower primary, language or nursery.
2. The term, then the class.
3. One of your subjects in that class.
4. The day of the lesson.
5. Keep it as a draft to finish later.
6. Save it and send it to your supervisor.

1. Press **New lesson plan**.
2. Choose the template 1: **Upper primary** (topic and sub-topic, subject and language competences), **Lower primary** (theme and sub-theme), **Language** (aspect and language skill) or **Nursery** (learning area and developmental activities).
3. Choose the term 2 and the class, then the subject 3. For a nursery plan, type the learning area.
4. Set the date 4, and the time and number of pupils if you want.
5. If the subject has a scheme of work this term, choose a line under **Fill from the scheme of work** and press **Fill the plan**.
6. Fill in **The plan**. **More fields** shows the template's other fields.
7. Under **Lesson procedure**, type each step: its duration, its name, the teacher's activity and the pupils' activity. **Add a step** adds a row.
8. Press **Save as draft** 5, or type a note for your supervisor and press **Save and submit** 6.

These must be filled in before a plan saves: the subject competences (for nursery, the competences), methods and techniques, content, life skills and values, learning aids and references. If one is missing, the form says which.

Fill in **Self-evaluation** (strengths, areas to improve, strategies) after the lesson.

> TIP
> In a scheme of work, a line's row menu has **Write a lesson plan from it**. It opens a new plan with the class, subject, template and the line's content already filled in.

The head teacher, the deputy, the director of studies and the school administrator also see **Teacher** and **Supervisor** in the form, to write a plan for another teacher or choose who reviews it.

Find a plan

The page has two tabs, **Plans** and **By teacher**. The figures at the top count the term's drafts, plans submitted, plans sent back for changes and plans approved. Supervisors also see how many wait for their review.

On **Plans**, search by topic, theme or content, and filter by term, status, template and class. Supervisors can filter by teacher. When plans are waiting for you, press **Waiting for me** to see only those. Click a plan to open it; the print button prints it.

By teacher lists the teachers whose plans you can see (the head teacher, deputy, director of studies and school administrator see everyone who teaches a subject that year), even those with no plans, with their drafts, plans waiting for review (and since when), plans sent back, approved and the last lesson planned. Click a name to see that teacher's plans.

Submit and review

Open a plan to read it. The buttons at the bottom depend on who you are and where the plan is:

Button	Who	When
Edit	The plan's teacher	While it is a draft or sent back
Edit	The head teacher's office	At any time
Submit for review	The plan's teacher	A draft, or a plan sent back
Approve / **Send back**	The teacher's named supervisor, or the head teacher's office	A submitted plan, never your own
Delete	The plan's teacher, or the head teacher's office	A draft never submitted
Print	Everyone who can open it	Always

Here *the head teacher's office* means the head teacher, the deputy, the director of studies and the school administrator.

- **Submit for review** needs a short note for the supervisor.
- **Approve** takes a comment if you want one. Left empty, it says *Approved by* you on today's date.
- **Send back** needs you to say what should change. The teacher sees it at the top of the plan as *What to change*, edits the plan and submits it again.

Nobody reviews their own plan, and only a submitted plan can be reviewed. The plan's **Review** section keeps who submitted it, who reviewed it, when, and what they wrote.

QUESTIONS

Who reviews my lesson plans?
Your supervisor named on your staff record, or the head teacher, the deputy, the director of studies or the school administrator, who can review anyone's plans. Nobody reviews their own plan.

Can I change a plan after submitting it?
No. You can change it while it is a draft, or after it is sent back for changes. A supervisor can change it at any time.

Can I delete a plan?
Only a draft that was never submitted. The plan's teacher or a supervisor can delete it.

Do I have to type the plan from nothing?
No. If the subject has a scheme of work this term, choose one of its lines under **Fill from the scheme of work** and press **Fill the plan**.

Assignments and homework

Set homework, projects, classwork and quizzes for a class, see what was handed in, and mark it with scores and feedback.

For: Teacher, Director of studies · app.schooldynamics.ug/help/teaching/assignments

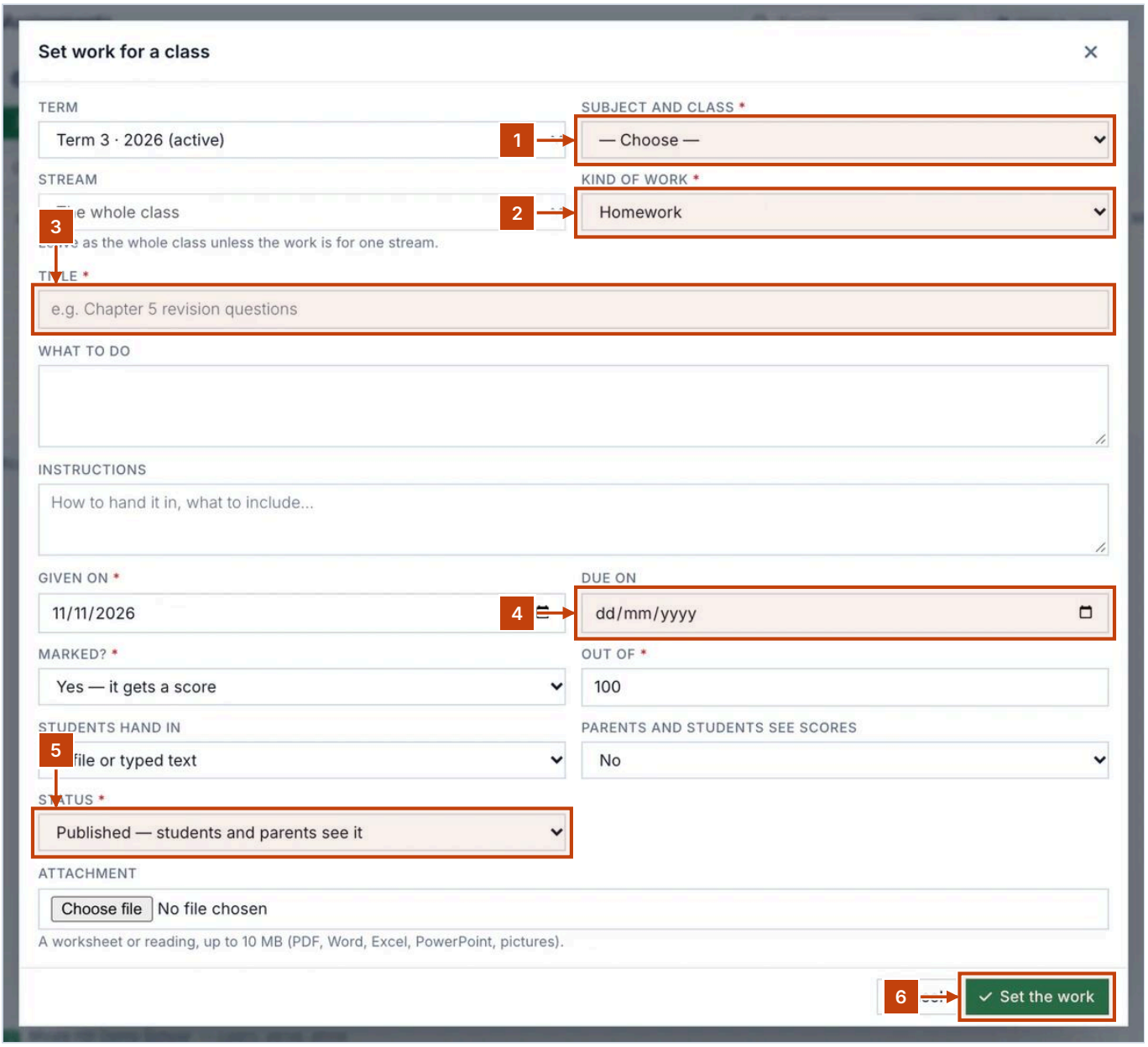
Assignments are the work teachers set for a class: homework, assignments, projects, classwork and quizzes. Every student of the class is listed on the work. Parents hand it in on the phone app, and the teacher records what came in, marks it and gives feedback here.

Open it from **Teaching › Assignments**.

Before you start

- Teachers set work for the subjects they teach. They see the work they set and the work others set for their subjects.
- The head teacher, the deputy, the director of studies and the school administrator see all work and can change any of it.

Set work



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1. The subject and class. Only the subjects you teach are offered.
2. Homework, assignment, project, classwork or quiz.
3. A short title students will recognise.
4. When it is due. It cannot be before the day it is given.
5. Draft keeps it hidden. Published shows it to students and parents.
6. Every active student of the class is listed for it.

1. Press **Set work**.
2. Choose the subject and class 1. Leave **Stream** as *The whole class* unless the work is for one stream.
3. Choose the kind of work 2 and type a title 3.
4. Type what to do and any instructions.
5. Set the day it is given and the day it is due 4.
6. Under **Marked?**, choose *Yes — it gets a score* and type what it is out of, or *No — only whether it was done*.
7. Choose how students hand it in: a file or typed text, a file only, typed text only, or nothing (done in class).
8. Choose whether parents and students see the scores on the app.
9. Choose the status 5, attach a worksheet if you have one, and press **Set the work** 6.

An attachment can be up to 10 MB: a PDF, a Word or Excel file, a CSV or text file, or a picture. The term is the active term unless you choose another.

Follow the work

The figures at the top count the work published, work due in the next 7 days, overdue work that students still owe, and work handed in but not yet marked. The tabs narrow the list:

- **Everything**: all the work, newest first.
- **Outstanding**: published work not yet handed in by everyone, due in the next 7 days, overdue or with no due date, soonest first.
- **To mark**: marked work with submissions still to mark.

Each row shows who the work is for, who set it, when it is due (highlighted when it is overdue), how many have handed it in, and how many are marked.

Mark the work

Click a piece of work to open it. Its figures show the students, how many handed in, how many are still out and how many are marked, with the average score. Under **Students' work** is every student:

1. Show **Everyone**, or only those **Waiting**, **Handed in**, **Marked** or **Not handed in**.
2. For each student, set the status, type the score and add feedback. Their typed answer, file, photos and any parent's comment show beside them.
3. Press **Save changes**.

Changes stay on the screen until you press **Save changes**. A score marks the work as marked. A score cannot be below zero or above what the work is out of, and work that is not marked takes no score. Rows that could not be saved turn red, with the reason.

To set several students at once, tick them and press **Handed in** or **Not handed in**. Once the due date has passed, **Waiting → not handed in** marks everyone still waiting as not handed in.

Change, close or delete work

The work's row menu, and the menu in its window, have **Edit**, **Publish**, **Close**, **Archive** and **Back to draft**:

Status	Means
Draft	Not shown to students and parents yet.
Published	Students and parents see it, and parents can hand it in.
Closed	Parents still see it, but no more work is taken.
Archived	Put away. Parents no longer see it.

Once students have handed work in, its class and stream stay as they are. You cannot lower what it is out of below a score already given.

Delete is offered only while nobody has handed the work in or been marked. After that, close or archive it.

The work's window also has **Add students who joined since**, and **Spreadsheet**, which downloads every student's status, score and feedback.

What parents see

Parents see their children's published and closed work in the phone app, and hand in published work there: typed text, a file, or up to 10 photos, as the work allows. Work already marked cannot be handed in again. They see the scores only when the work says parents and students see them. See The parents' app.

QUESTIONS

I do not see Set work. Why?
The button shows only to someone who teaches a subject. Ask the director of studies to name you as the subject's teacher.

How do parents hand work in?
In the phone app, while the work is **Published**. They type an answer, attach a file or send up to 10 photos, as the work allows.

Why can't I delete a piece of work?
Once any student has handed it in or been marked, it stays. Close it (no more work taken) or archive it instead.

A new student joined the class. Are they on the list?
Not on work set before they joined. Open the work and choose **Add students who joined since** in its menu.

Learning resources

Share notes, past papers and links with a class, for staff to find and parents to open in the phone app.

For: Teacher, Director of studies · app.schooldynamics.ug/help/teaching/learning-resources

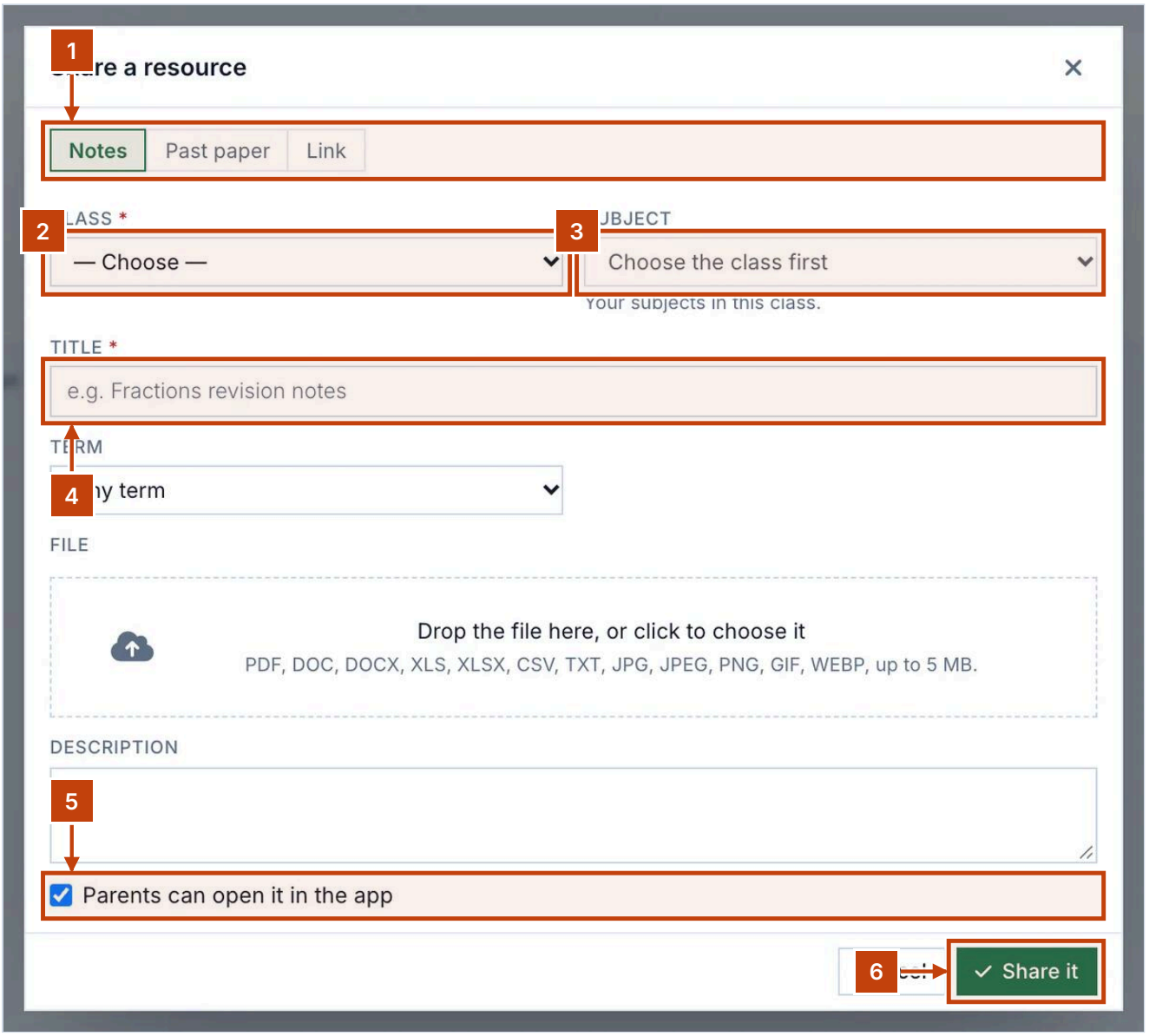
Learning resources are the notes, past papers and links teachers share with a class. Staff find them here; parents open the ones marked for them in the phone app.

Open it from **Teaching › Learning resources**.

Before you start

- Teachers, the head teacher, the deputy, the director of studies and the school administrator can share resources. Other staff who see the Teaching menu can read them.
- A teacher shares for the subjects they teach, or for a whole class they teach in.

Share a resource



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1. Notes, a past paper or a link.
2. The class it is for.
3. One of your subjects in that class, or the whole class.
4. A title parents and students will recognise.
5. Untick it to keep the resource for staff only.
6. Shares it with the class.

1. Press **Share a resource**.
2. Choose the kind 1: **Notes**, **Past paper** or **Link**.
3. Choose the class 2, then one of your subjects 3, or leave *The whole class*.
4. Type a title 4, for example *Fractions revision notes*.
5. Choose a term if it belongs to one. For a past paper, type the year of the paper.
6. Drop the file in the box, or click it to choose the file. For a link, type the web address instead.
7. Add a description if it helps.
8. Leave **Parents can open it in the app** ticked 5, or untick it to keep it for staff.
9. Press **Share it** 6.

A file can be a PDF, a Word or Excel file, a CSV or text file, or a picture, up to 5 MB. Files are kept small because parents open them on phone data. A larger file is refused with a message: save it smaller (a PDF, or fewer pictures) and try again. A link must start with http:// or https://.

Find a resource

Search by title or description, and filter by class, subject and kind. Tick **Shared by me** to see only yours. Each row shows the class and subject, the kind (with a past paper's year), the size, who shared it and when. *Staff only* under a title means parents do not see it.

Press the download button (or the arrow, for a link) to open it, or the eye to see its details. The details window has **Open the file** (or **Open the link**), and, for the person who shared it and for the head teacher, deputy, director of studies and school administrator, **Edit** and **Remove**.

When you edit a resource, leave the file box empty to keep the current file.

What parents see

Parents see the resources marked for them, for the classes their children are in this year, in the phone app. When a resource is removed, parents no longer see it. See The parents' app.

QUESTIONS

Which parents see a resource?
Parents of children in that class this year, in the phone app, when **Parents can open it in the app** is ticked.

My file is too big. What do I do?
Files are kept small for parents on phone data. Save it as a PDF, or with fewer pictures, and share it again.

Can I change or remove a resource someone else shared?
Only the person who shared it can, or the head teacher, the deputy, the director of studies or the school administrator.

The question bank

Keep exam and practice questions by subject and topic, with a marking guide. Teachers type them, or draft them with AI and approve them.

For: Teacher, Director of studies · app.schooldynamics.ug/help/teaching/question-bank

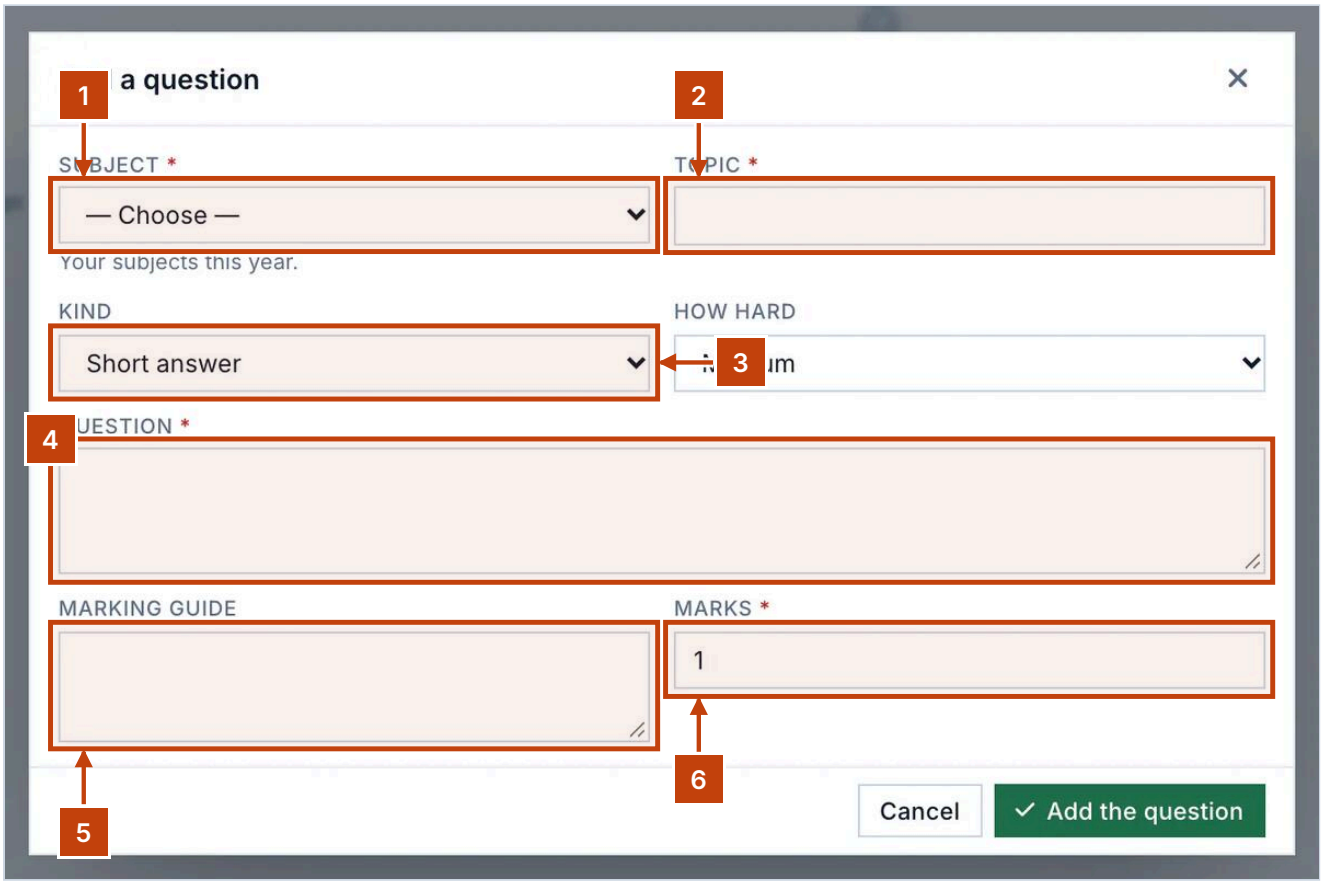
The question bank keeps exam and practice questions by subject and syllabus topic, each with a marking guide. Teachers build it up over the terms and draw on it when setting tests and exams.

Open it from **Teaching › Question bank**.

Before you start

- Every member of staff who can see the Teaching menu reads the questions in the bank.
- Teachers, the head teacher, the deputy, the director of studies and the school administrator can add questions. A teacher adds questions only for the subjects they teach this year.

Add a question



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1 One of the subjects you teach this year.

2 The syllabus topic.

3 Short answer, structured, multiple choice or essay.

4 The question as students will read it.

5 The marking guide: the answer, or the points that earn marks.

6 What the question is worth, 1 to 100.

1. Press **Add a question**.
2. Choose the subject 1 and type the topic 2.
3. Choose the kind 3 and how hard it is (easy, medium or hard).
4. Type the question 4. For a multiple-choice question, type the choices A to D.
5. Type the marking guide 5 and the marks 6.
6. Press **Add the question**.

A question you type goes into the bank at once. A multiple-choice question needs at least two choices.

Find a question

Search the topics and questions, and filter by class and subject. Each row shows the question, its kind and difficulty, the subject and class, the topic and the marks. Click a question to read it with its choices and marking guide, who added it and when.

The subject's teachers, the head teacher, the deputy, the director of studies and the school administrator can **Edit** or **Remove** a question from its window.

Draft questions with AI

When the school allows AI suggestions, those who add questions also see **Draft with AI**.

1. Press **Draft with AI**.
2. Choose the subject, then the topic. Topics from the subject's schemes of work and the syllabus are suggested as you type; you can type your own.
3. Choose the kind, how hard, and how many questions (up to 10).
4. Press **Draft the questions**.

The questions come back as your drafts, under **My drafts**. None is in the bank until you approve it. Read each one, change what you want with **Edit**, then press **Approve**. Drafts are never printed or shared.

> GOOD TO KNOW
>
> Only the subject's name, the class level and the topic are sent to the AI, with how many questions and what kind. The school's name and nobody's details are sent. The school administrator or the head teacher turns AI suggestions on or off with **AI suggestions** on the Alerts page.

QUESTIONS

Who can see the questions?
Every member of staff who can see the Teaching menu reads the questions in the bank. Teachers add and change questions only for the subjects they teach.

I do not see Draft with AI. Why?
The school has not allowed AI suggestions. The school administrator or the head teacher turns them on with **AI suggestions** on the Alerts page. If that button is not there, AI is not available on your system yet.

What is sent to the AI?
Only the subject's name, the class level, the topic, how many questions and what kind. Never the school's name or anyone's details.

Teacher workload

Each teacher's term in one table, with their periods on the timetable, classes and subjects, and how far their marks entry has got.

For: Head teacher, Director of studies · app.schooldynamics.ug/help/teaching/teacher-workload

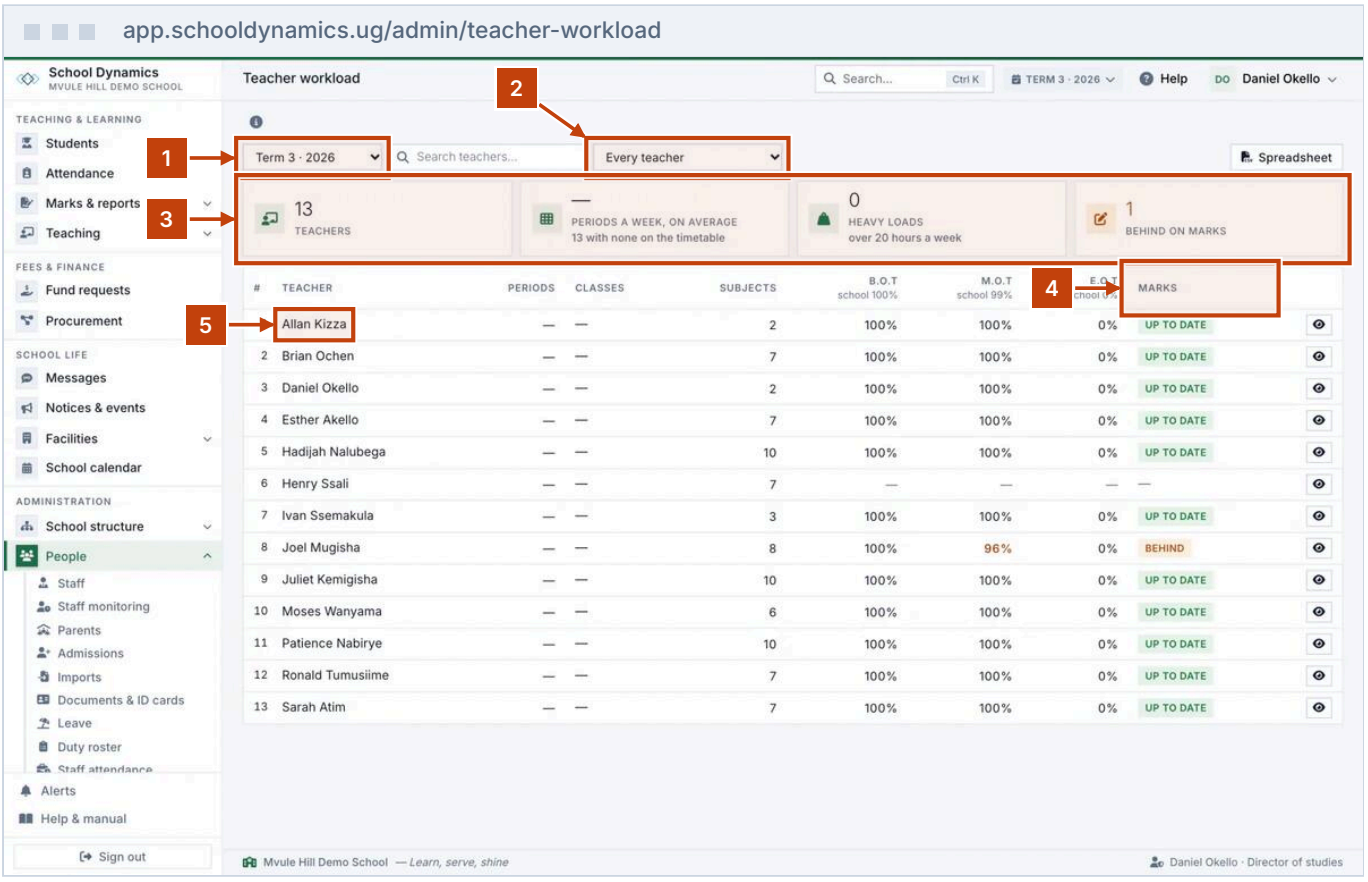
Teacher workload puts each teacher's term on one line: how many periods they teach a week, the classes they lead, the subjects they teach, and how much of their marks entry is done for each exam. It reads the timetable, the subjects and the marks; it changes nothing.

Open it from **People › Teacher workload**.

Before you start

- The head teacher, the deputy, the director of studies, the bursar and the school administrator can open it.
- Periods come from the timetable. Marks come from the term's report cards: the exams counted this term, or, if none is set, each exam anyone has entered marks for.

Reading the page



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1 The term.

2 Only those behind on marks, with heavy loads, or with no periods.

3 Teachers, average periods a week, heavy loads and those behind on marks.

4 Behind or Up to date, and the load when it is heavy.

5 Click a teacher to see their week and each subject's marks.

Choose the term 1. To see only some teachers 2, choose **Behind on marks**, **Heavy or too many periods** or **No periods on the timetable**, or search by name.

The figures at the top 3 count the teachers, the average periods a week (and how many have none on the timetable), the heavy loads (over 20 hours a week) and those behind on marks.

Each teacher's row shows:

- **Periods**: lessons a week on the timetable, with the hours.
- **Classes**: the classes they teach on the timetable.
- **Subjects**: how many subjects they are named on.
- **One column for each exam**: the share of their marks that are in. The column's heading shows the school's share. A teacher's figure is highlighted when it is below the school's.
- **Marks** 4: *Behind* when their share is below the school's for any exam, *Up to date* otherwise. *Heavy* (over 20 hours a week) or *Too many periods* (over 30) shows here too.

A mark counts as in when the teacher has submitted it. Only active students' marks count.

Everyone who has lessons on the timetable, leads a class or stream, or is named on a subject is listed.

One teacher's term

Click a teacher 5. The window shows their periods and hours, their subjects and their marks entry, then:

- their lessons on each day of the week;
- the classes and streams they lead as class or stream teacher;
- the classes they teach on the timetable, and their subjects;
- for each subject, the number of students and how many marks are in for each exam.

Open the timetable shows that teacher's week.

Spreadsheet

Spreadsheet downloads the table for the term: each teacher's periods and hours, classes, the classes they lead, their subjects, their share of marks in for each exam, and whether they are behind.

> TIP
>
> Before the end-of-term meeting, choose **Behind on marks** and talk to those teachers first. The term at a glance shows which classes and subjects are furthest behind.

QUESTIONS

What does Behind mean?
Less of the teacher's marks are in, for at least one exam, than of the school's marks as a whole. It measures how much is in, not when it was entered.

Why does a teacher show no periods?
They have no active lessons on this year's timetable for the term. Periods come only from the timetable.

Can I change anything on this page?
No. It only reads the timetable, the subjects and the marks.



School Dynamics

Questions? Ask under any lesson in the app, or write to the team.

app.schooldynamics.ug/help