

Quick Start Guide

Quick guide to the STUSYM system for managing school timetables

Version: 1.1 | Date: January 24, 2026

Welcome to the STUSYM system!

This guide will walk you through all the necessary steps from registration to creating your first working timetable for your school.

Time required:

20-30 minutes

What you will learn

- How to register and activate your account
- How to set up basic school information
- How to add persons, rooms, subjects, and classes (all optional)
- How to create your first lesson timetable
- How to export the timetable to PDF
- How to bulk print timetables (teachers, classes, rooms)
- How to share the timetable with other users

Step 1: Account Registration

1.1 Accessing the registration form

1. Open your web browser (Chrome, Firefox, Edge, Safari)
2. Go to: <https://www.stusym.com/registration>

1.2 Filling out the registration form

Required fields:

Field	Description	Example
School Name*	Full name of your school	Nová Ves Primary School
Last Name*	Your last name	Smith
Email*	Your work email	john.smith@school.com
Username*	Login for signing in	jsmith
Password*	Strong password (min. 8 characters)	••••••••
Confirm Password*	Re-enter password for confirmation	••••••••

Optional fields:

Field	Description	Example
First Name	Your first name	John
Domain	Subdomain for your school	newvesschool

 **TIP:** We recommend choosing and filling in the domain yourself (e.g., "newvesschool", "gymnasium", "brnoschool"). If you leave the field empty, the system will automatically create one from the school name, but the result may be long or unintuitive.

 **IMPORTANT:** Use a valid email address - you will receive a confirmation email!

1.3 Submitting the form

1. Check all the filled-in details
2. Click the "**Register**" button
3. Wait for the message: *"Registration was successful. A message with a link to complete registration has been sent to your email."*

1.4 Email Confirmation

1. Open your email client
2. Find the email from **STUSYM** (check spam too!)
3. Open the email with the subject: *"Registration confirmation - STUSYM"*
4. Click the **confirmation link** in the email
5. You will be redirected to the login page

 **DONE:** Your account is now active!

Step 2: First Login

2.1 Logging into the system

1. If you are not automatically logged in, go to your subdomain:
 - **<https://{your-domain}.stusym.com>**
 - Example: <https://newvesschool.stusym.com>

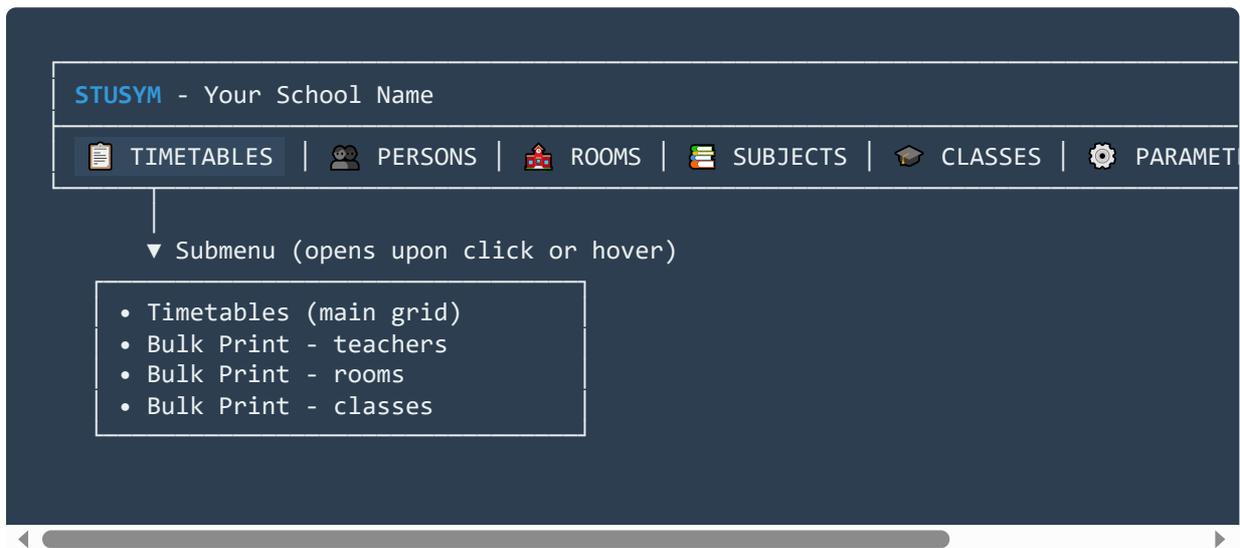
2. Enter:

- **Username:** (the one you specified during registration)
- **Password:** (your password)

3. Click on "**Login**"

2.2 Getting around the interface

After logging in, you will see the **admin interface** with a top horizontal menu that allows quick access to all modules:



TIP: The main menu is always located at the top of the screen. Individual sections (persons, rooms, subjects, classes) are not mandatory - fill in only the objects that are relevant to you. For the timetable, you can use only the information you need.

Step 3: Adding Persons (optional)

3.1 What are persons?

Persons are people involved in the timetable - **mostly teachers**, but they can also be assistants, students, or other people. Persons are not mandatory - you can create timetables without them if you only need to track rooms and times.

3.2 Creating the first person

1. In the menu, click on: **Persons** → **New person**
2. Fill out the form according to the table below
3. Click on "**Save**"

Field	Description	Example
First Name*	Person's first name	Mary
Last Name*	Person's last name	Smith
Abbreviation*	3-4 letter abbreviation	SMI
Email*	Person's email	mary.smith@school.com
Role*	Select a role (mostly "Teacher")	Teacher
Active	✓ Checked	✓

 **TIP:** The abbreviation is displayed in the timetable instead of the full name. Use a consistent format (e.g., first 3 letters of the last name in capital letters: SMI, DOE, JOH).

3.3 Adding more persons

Repeat the process for other persons if you need them:

Example - 3 persons (teachers):

- **Mary Smith** (SMI) - mary.smith@school.com
- **Peter Doe** (DOE) - peter.doe@school.com
- **Eve Johnson** (JOH) - eve.johnson@school.com

 **TIP:** After saving a person, click "**Save and New**" to quickly create another record.

Step 4: Adding Rooms (optional)

Each lesson can take place in a specific room (classroom, gym, lab). The system can detect collisions - i.e., when a room is already occupied. Rooms are not mandatory - you can create timetables without them.

4.1 Creating a room

1. In the menu: **Rooms** → **New room**
2. Fill out the form:

Field	Description	Example
Name*	Room name	Classroom 1.A
Abbreviation	Short designation (optional)	1.A
Active	✓ Checked	✓

4.2 Room examples

Standard school:

- Classroom 1.A, Classroom 1.B, Classroom 2.A, Classroom 2.B
- Gym
- Computer Lab
- Science Lab
- Music Room
- Auditorium

 **TIP:** Use clear and unique names. If you have several buildings, use a prefix:
"Building A - Classroom 1.A"

Step 5: Adding Subjects (optional)

Subjects = teaching subjects (Mathematics, English, PE, etc.). Subjects are not mandatory - you can create timetables without them if you only track times and rooms.

5.1 Creating a subject

1. Menu: **Subjects** → **New subject**
2. Fill out the form:

Field	Description	Example
Name*	Subject name	Mathematics
Abbreviation*	1-3 letter abbreviation	Math
Active	✓ Checked	✓

5.2 Subject examples

Subject	Abbreviation
Mathematics	Math
English	Eng
History	Hist
Physical Education	PE
Physics	Phys
Chemistry	Chem

 **TIP:** Abbreviations are displayed in the timetable, so choose short and clear ones.

Step 6: Creating a Class (optional)

Class = a group of students (e.g., 5.A, 9.B, 1st grade). Classes are not mandatory - you can create timetables without them if you only track persons and rooms.

6.1 Creating a class

1. Menu: **Classes** → **New class**
2. Fill out the form:

Field	Description	Example
Name*	Class designation	5.A
School Year*	Select the current year	2025/2026
Class Teacher	Select a person from the autocomplete (optional)	Mary Smith (SMI)
Active	✓ Checked	✓

 **TIP:** When selecting a class teacher, start typing the name or abbreviation. The system will automatically suggest options. Click on the correct item from the suggestion.

Step 7: Creating the First Timetable

7.1 Accessing timetables

1. Menu: **Timetables** (the first item)
2. A page with filters and an empty timetable table will appear

7.2 Filter settings

Before creating a lesson, you must set for **whom** you are creating the timetable:

Filters:

- **School Year:** Select 2025/2026
- **Class:** Start typing 5.A and select from the autocomplete

⚠ IMPORTANT: You must select at least one of the filters: Class, Teacher, or Room!

7.3 Timetable Table

After setting the filter, you will see a table:

	7:05	8:00	8:55	10:00	10:55	...
Mon						
Tue						
Wed						
Thu						
Fri						

Columns = time slots (lessons), Rows = days of the week

7.4 Creating the first lesson

Form below the table:

1. **School Year:** Already pre-filled (2025/2026)
2. **Subject:** Start typing and select from the autocomplete (e.g., Mathematics)
3. **Teacher:** Start typing and select from the autocomplete (e.g., Smith)
4. **Room:** Start typing and select from the autocomplete (e.g., 1.A)
5. **Class:** Already pre-filled (5.A)
6. **Day:** Select a radio button (e.g., Monday)
7. **Lesson:** Select the lesson number (e.g., 1 = 8:00-8:45)
8. **Repetition:** Select "Every week"
9. Click on **"Insert"**

 **IMPORTANT:** You must click on the item in the autocomplete! Just typing the text is not enough.

 Success! The first lesson is created. In the timetable, you will see e.g.: `Math`
`1.A SMI` on Monday at 8:00.

Step 8: Export to PDF

8.1 Timetable Export

1. Set filters: **School Year** + **Class/Teacher/Room**
2. Click the "**Export to PDF**" icon at the top of the timetable
3. The PDF file will be downloaded to your computer
4. The file can be printed or shared

 **TIP:** Export PDFs for all classes at the beginning of the school year and print them. Each class can have its own timetable on the notice board.

Step 9: Bulk Print of Timetables (teachers, classes, rooms)

The system allows you to bulk generate and print timetables for multiple subjects at once. This is ideal for distributing personal timetables for all teachers, an overview of the occupancy of all rooms, or creating printing materials for all classes.

9.1 Selecting Export Type

1. In the main menu, click on: **Timetables**
2. In the submenu, select the desired type of bulk printing:
 - o **Bulk Print (PDF) - teachers**

- **Bulk Print (PDF) - rooms**
- **Bulk Print (PDF) - classes**

9.2 Selecting subjects for printing

1. In the displayed list (teachers/rooms/classes), you will see a checkbox for each item.
2. You can select specific items or use the top checkbox to select **all items** on the current page.
3. You can use search (Text field) to find a specific group (e.g., a certain department or pavilion).

9.3 PDF Parameter Settings and Generation

1. Click the large blue "**Generate PDF**" button below the list.
2. A settings window will open:
 - **Generation Date:** The date that will be displayed in the document (the default is today's).
 - **Header text:** Custom text (e.g., school name) that appears at the top of each page.
 - **Footer text:** Custom text that appears at the bottom of each page.
3. Click "**Generate PDF**" in this window.

The system creates one PDF document where each subject (teacher/room/class) has its own timetable on a separate page in a clear landscape format.

Common Problems and Solutions

✗ Problem 1: Autocomplete not working

Symptoms: After typing text into the field, the item is not selected, the form reports an error.

Solution:

-  **YOU MUST CLICK** on the item in the autocomplete!
- Just typing the text is not enough - you must select from the suggestion list
- If the autocomplete shows nothing, check your spelling

Problem 2: Alert "Timetable item already exists"

Symptoms: A warning about duplication is displayed when inserting a lesson.

Reason: A lesson already exists at the specified time for the same teacher / room / class.

Solution:

- Check the timetable - maybe you've already created the lesson
- Change the time, day or resource (teacher/room/class)
- If you want to overwrite: Click "OK" and proceed

Tips and Best Practices

 **TIP: Consistent Abbreviations:** Use a unified format for abbreviations:

- **Persons:** First 3 letters of the last name in capitals (SMI, DOE, JOH)
- **Subjects:** Standard abbreviations (Math, Eng, PE, Phys, Chem, ...)
- **Rooms:** Number + letter (1.A, 2.B) or function (GYM, LAB)

 **TIP: Gradual Schedule Building:**

1. **Day 1:** Add all data (persons, rooms, subjects, classes)
2. **Day 2-3:** Create a sample timetable for one class
3. **Day 4-7:** Gradually add other classes
4. **Day 8:** Collision check and final adjustments

Checklist - Have you finished everything?

- Registered and active account
- Added persons if needed (with email and abbreviations)
- Added rooms if needed
- Added subjects if needed (with abbreviations)
- Created classes if needed (with school year)
- Timetable created for at least one class or time slot
- Timetable export to PDF tested (optional)
- Bulk print of timetables tested (teachers, classes, rooms)
- Accounts created for other users (optional)
- Login credentials shared with other users (optional)

Congratulations! 🎉

You have successfully completed the Quick Start Guide and have a functional school timetable management system!



Save dozens of hours a year



Have an overview of all timetables



Avoid collisions



Simply export timetables

Support

Need help?

Email: info@stusym.com

Web: <https://www.stusym.com>

Do you have suggestions for improving this guide? Email us: info@stusym.com

Document Version: 1.1 | **Date:** January 24, 2026 | **Author:** STUSYM Team