
Timetabling Solutions



Teacher Portal



Teacher Portal Guide

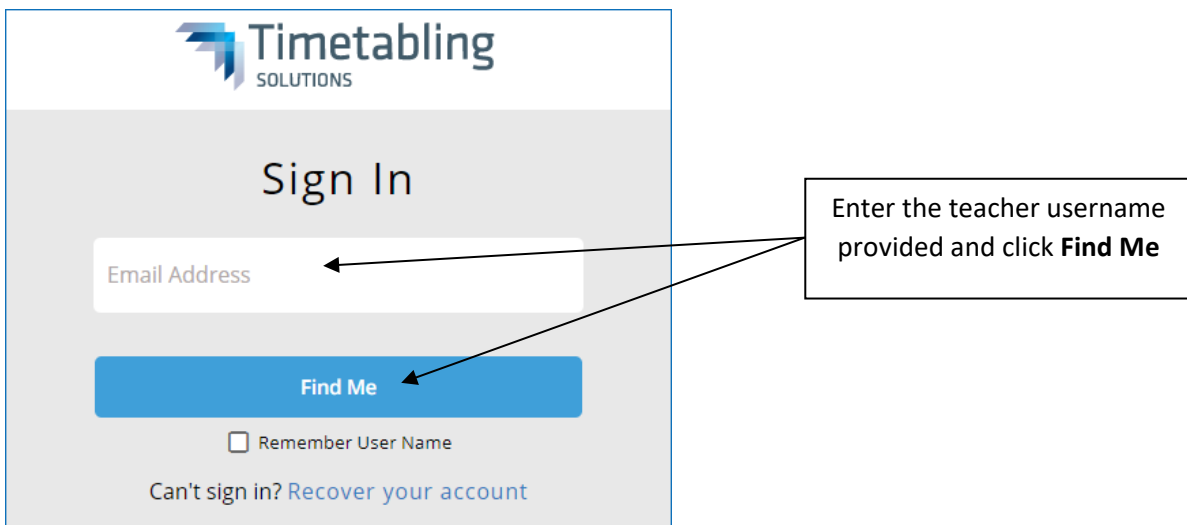
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INTRODUCTION TO THE TEACHER PORTAL

The Teacher Portal is a fully hosted web application that provides a personalised view of an individual timetable. Class lists, absences, lesson cancellations and activities recorded by the Daily Organiser can also be viewed.

SIGN IN TO THE TEACHER PORTAL

To access the Teacher Portal, open your browser and enter the address timetabling.education.



The screenshot shows the 'Sign In' page for Timetabling Solutions. The page has a white header with the logo and a grey background for the sign-in form. The form includes a text input field labeled 'Email Address', a blue 'Find Me' button, a checkbox for 'Remember User Name', and a link for 'Can't sign in? Recover your account'. A callout box on the right contains the text 'Enter the teacher username provided and click **Find Me**', with two arrows pointing to the 'Email Address' field and the 'Find Me' button.

Timetabling SOLUTIONS

Sign In

Email Address

Find Me

☐ Remember User Name

Can't sign in? [Recover your account](#)

Enter the teacher username provided and click **Find Me**



The image shows the 'Sign In' screen for Timetabling SOLUTIONS. At the top is the logo. Below it is the title 'Sign In'. There are two input fields: the first contains the email 'TeacherTTSC+BOYJ@gmail.com' and the second contains a masked password '.....'. Below the fields are two blue buttons: 'Sign In' and 'Change User'. At the bottom is a link: 'Can't sign in? [Recover your account](#)'. A callout box on the right contains the text 'Enter the password provided and click **Sign In**'. Two arrows point from this box to the password field and the 'Sign In' button.

Timetabling
SOLUTIONS

Sign In

TeacherTTSC+BOYJ@gmail.com

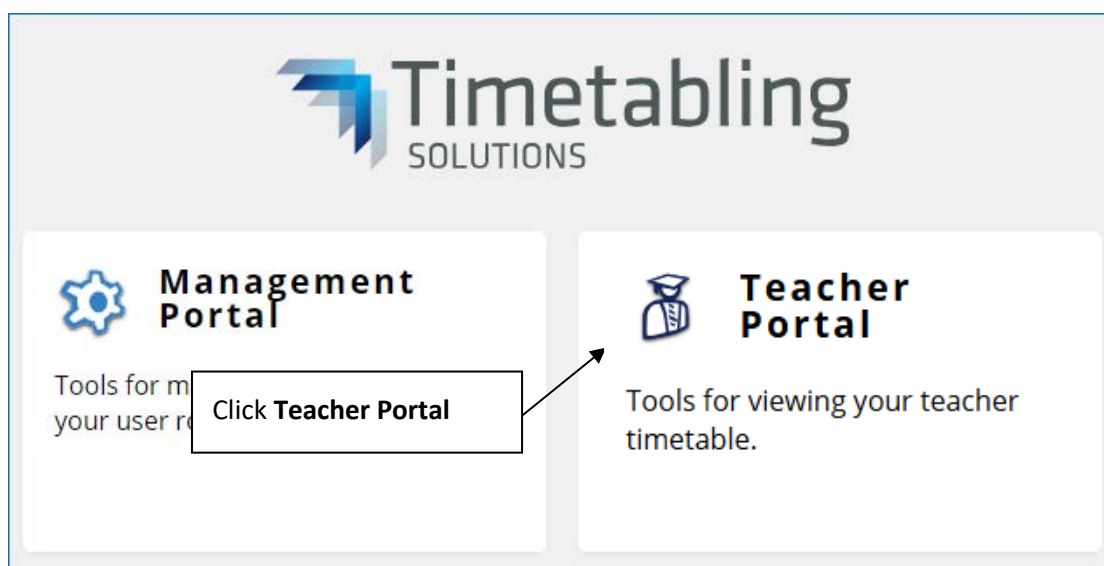
.....

Sign In

Change User

Can't sign in? [Recover your account](#)

Enter the password provided and click **Sign In**



VIEWS

Joanne's timetable is displayed. Week View is the default view selected when first logged in. Other views are Day View and Month View.

Teacher Portal / Senior - 2026 / My Timetable

Day View
Week View
Month View

<
20 - 26 November
2023
>

[Show Legend](#)

Monday (20/11/2023)	Tuesday (21/11/2023)	Wednesday (22/11/2023) Today	Thursday (23/11/2023)	Friday (24/11/2023)
<div> <div>×</div> All Day School Closed </div>				
AM				
HR	<div> 09HRM1D Homeroom Yr9D M14 25 Stude... </div>	<div> 09HRM1D Homeroom Yr9D M14 25 Students </div>	<div> 09HRM1D Homeroom Yr9D M14 25 Students </div>	<div> 09HRM1D Homeroom Yr9D M14 25 Students </div>
1	<div> 12ENG1B English Yr12B S24 20 Students </div>	<div> 07RED1B Religion J22 27 Students </div>		
2				
R				
3	<div> 09ENG1D English Yr9D M12 22 Stude... </div>	<div> 11ENG1D English Yr11D S22 21 Students </div>	<div> Religion Yr7B J22 27 Students </div>	<div> English Yr9D M12 22 Students </div>
4	<div> 11ENG1D English Yr11D S22 21 Stude... </div>		<div> 09ENG1D English Yr9D M12 22 Students </div>	<div> 12ENG1B English Yr12B S21 20 Students </div>
L1				

The date selected is at the top of the timetable. Use the arrows to move between weeks.


Joanne's classes for the week are listed.


Click **Show Legend**


THE LEGEND


A legend provides a key for the colours used on the timetable.


Dialog



Lesson



Changed Lesson



Cancellation



Free


Activity


Absence Lesson


Meeting


Yard Duty


Absence Free

A list of coloured icons and what they represent is displayed.

Click **Close**

Close













Teacher Portal / Senior - 2026 / My Timetable

Day View
Week View
Month View

<
20 - 26 November
>

2023

[Show Legend](#)

Monday (20/11/2023)	Tuesday (21/11/2023)	Wednesday (22/11/2023) Today	Thursday (23/11/2023)	Friday (24/11/2023)
<div style="display: flex; align-items: center;"> × <div> All Day School Closed </div> </div>				
	<div style="display: flex; align-items: center;">  <div> 09HRM1D Homeroom Yr9D M14 25 Students </div> </div>	<div style="display: flex; align-items: center;">  <div> 09HRM1D Homeroom Yr9D M14 25 Students </div> </div>	<div style="display: flex; align-items: center;">  <div> 09HRM1D Homeroom Yr9D M14 25 Students </div> </div>	<div style="display: flex; align-items: center;">  <div> 09HRM1D Homeroom Yr9D M14 25 Students </div> </div>
	<div style="display: flex; align-items: center;">  <div> 12ENG1B English Yr12B S24 20 Students </div> </div>	<div style="display: flex; align-items: center;">  <div> 07RED1B Religion Yr7B J22 27 Students </div> </div>		
			<div style="display: flex; align-items: center;">  <div> 12ENG1B English Yr12B S21 20 Students </div> </div>	
	<div style="display: flex; align-items: center;">  <div> 09ENG1D </div> </div>	<div style="display: flex; align-items: center;">  <div> 11ENG1D </div> </div>	<div style="display: flex; align-items: center;">  <div> 07RED1B </div> </div>	<div style="display: flex; align-items: center;">  <div> 09ENG1D English Yr9D M12 22 Students </div> </div>
				<div style="display: flex; align-items: center;">  <div> 12ENG1B English Yr12B S21 20 Students </div> </div>

The school is closed on Monday and all lessons cancelled are indicated by the red shading.

The blue classes are lessons that have not changed.

Click **12ENG1B** on Tuesday

Teacher Portal / Senior - 2026 / My Timetable

Day View

Week View

Month View

<

21st November

>

Tuesday 2023

Today

Bulletin

Show Legend

AM

HR

1

2

R

3

4

L1

L2

5

09HRM1D

Homeroom Yr9D

M14 | 23 Students

12ENG1B

English Yr12B

S24

20 Students

09ENG1D

English Yr9D

M12 | 22 Students

11ENG1D

English Yr11D

S22 | 21 Students

Junior Yard

08SPT1D

Sport Yr8D

English Yr12B - 12ENG1B

Changed Lesson

Students 20

Period 1 - 2

Room Senior Sch Rm 24

Senior Sch Rm 21

Student Roll

Adrian Gooding
GOODA01

Andria Ostrowski
OSTRA01

Cheryl Smith
SMITC01

Daniella Pringle
PRIND01

The display changes to Day View.

The purple shading indicates 12ENG1B is a changed lesson.

The room for this class has been changed from Rm S21 to Rm S24.

Click **Bulletin**

THE BULLETIN

The Bulletin is a summary report that details changes to the school's master timetable for the selected day.



Teacher Portal / Senior - 2026 / Home Page

Bulletin for Day 2: Tue 21 Nov

Teacher Absences

No	Teacher	Period / Yard Duty
2	ALDD	5-PM
3	ATKD	5-PM

CRT

There are no crt available for replacements

Lesson Cancellations

There are no cancelled lessons this day

Tuesday's bulletin is displayed listing all the changes to the master timetable for the selected day.

Teacher Activities

There are no teacher activities this day

Student Activities

No	Student Activity	Periods	Teachers	Rooms	No Students
2	Snr Nball	5-PM	ALDD,ATKD		23

Student Attendance Changes

No students have attendance changes recorded

Replacement Teachers


Period	Room/Area	Class	Absent Teacher	Replacement Teacher
5	OV1	08SPT1D	ATKD	BOYJ
6	S14	12PED1A	ALDD	MURJ
6	OV1	08SPT1D	ATKD	PATM
PM	BD		ATKD	EDWJ




CLASS LISTS

The class list for each class is available including any changes.





On the Task Tree select:
[1] My Timetable


Teacher Portal / Senior - 2026 / My Timetable

 Day View
  Week View
  Month View

< **21st November** >

 Today
  Bulletin

Show Legend

AM

HR

1

2

R

3

4

L1

L2

5

09HRM1D
Homeroom Yr9D
M14 | 25 Students


12ENG1B
English Yr12B
S24
20 Students

09ENG1D
English Yr9D
M12 | 22 Students

11ENG1D
English Yr11D
S22 | 21 Students

Junior Yard


08SPT1D
Sport Yr8D








English Yr12B - 12ENG1B

Changed Lesson

The class list for 12ENG1B is displayed.
This list can be exported to Excel.

 Senior Sch Rm 27

Student Roll 

-  Adrian Gooding
GOODA01
-  Andria Ostrowski
OSTRA01
-  Cheryl Smith
SMITC01
-  Daniella Pringle
PRIND01

UPCOMING CHANGES

It is possible to view a list of upcoming changes to the timetable for a selected amount of time. The number of days in advance that are displayed can be edited in the Management Portal.



On the Task Tree select:
[2] Upcoming



Teacher Portal / Senior - 2026 / Upcoming

This is a list of all upcoming Absences, Lesson Cancellations and Activities that have been recorded by the Daily Organiser.

A list of all upcoming changes to the timetable is displayed including absences, lesson cancellations and activities.

the next 30 days but these may

Monday, 11th December 2023



English Yr101E - 10ENG1E

Cancelled: Work Experience

Period (1-1)

Students (20)

Room (Middle Sch Rm 12)



Maths: General Yr11B - 11MAG1B

Changed Lesson

Period (1-2)

Students (24)

Room (Senior Sch Rm 12)

Tuesday, 12th December 2023



Information Tech. Yr11A - 11INF1A

Changed Lesson

Period (5)

Students (22)

Room (Senior Sch Rm 15)

Wednesday, 13th December 2023



English Yr9D - 09ENG1D

Absent: Study Leave

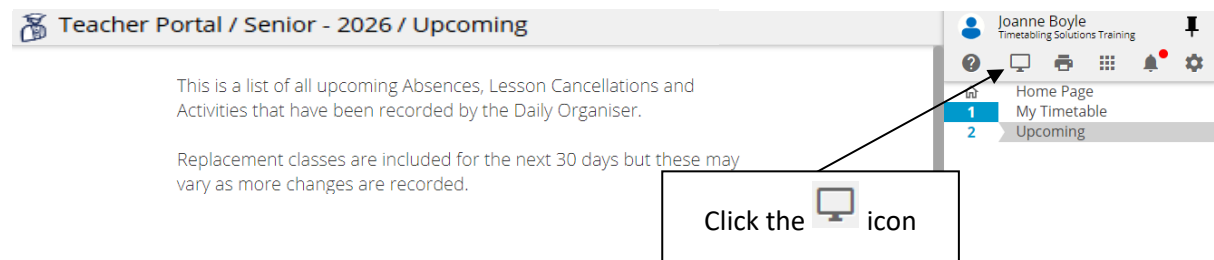
Period (6)

Students (22)

Room (Middle Sch Rm 12)

DISPLAY SETTINGS

Display settings for the timetable can be customised.



Display Settings

Classes

Primary Heading: Class Code

Secondary Heading: Class Name ↑↓

Example:

12MAT.02

Yr12 Maths 2
Lesson

Students

Primary Heading: Student Name

Secondary Heading: Student Code ↑↓

Example:

Claire Altherr

ALTHC01

Format: First Name Last Name ↔

Layout: ● Grid ○ Table

Show Additional Information:

☐ BOS Code

☐ Gender

☐ Roll Class

☐ Year Level

☐ House

☐ Home Group

☐ Web Choices

☐ Student Spare Field 1

☐ Student Spare Field 2

☐ Student Spare Field 3

Teachers

Show: ● Automatic

○ Teacher Name

○ Teacher Code

Example:

Margaret Dant

ROOM1

Show Title: ☐

Format: First Name Last Name ↔

Periods

Show: ● Automatic

○ Period Name

○ Period Code

Example:

HR

1

12MAT.02 A

12MAT.02 B

Rooms

Show: ● Automatic

○ Room Name

○ Room Code

Example:

12MAT.02

Yr12 Maths 2
ROOM1 | DANTM01

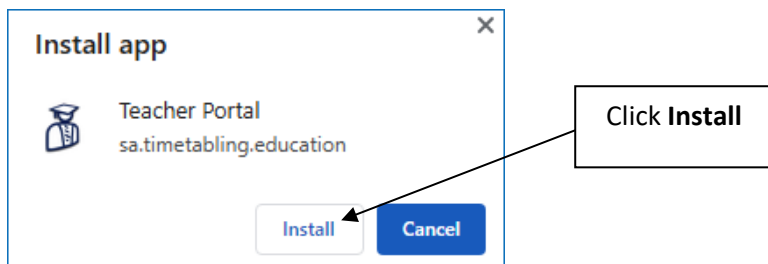
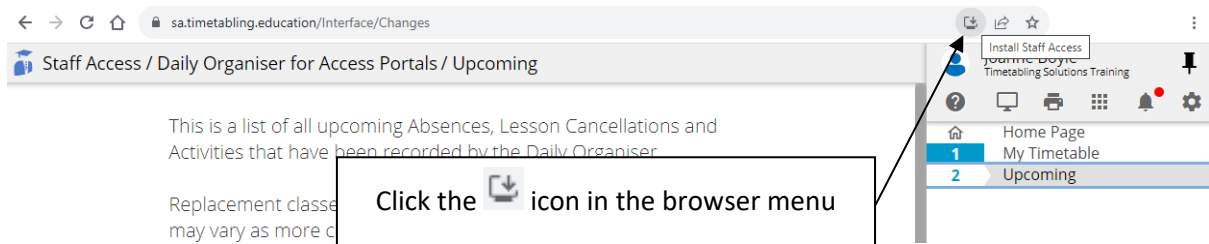
Save
Cancel

Display settings for Classes, Students, Teachers, Periods and Rooms can be changed and checkboxes ticked to include various details.

Click **Cancel**

INSTALL APPLICATION

The Teacher Portal can be installed as an app, making it easier to open and check the timetable daily.



The app will then appear on your task bar. It can be configured to auto-start on device login, or can be pinned to the taskbar by right-click the icon.

