



Teacher Portal Guide

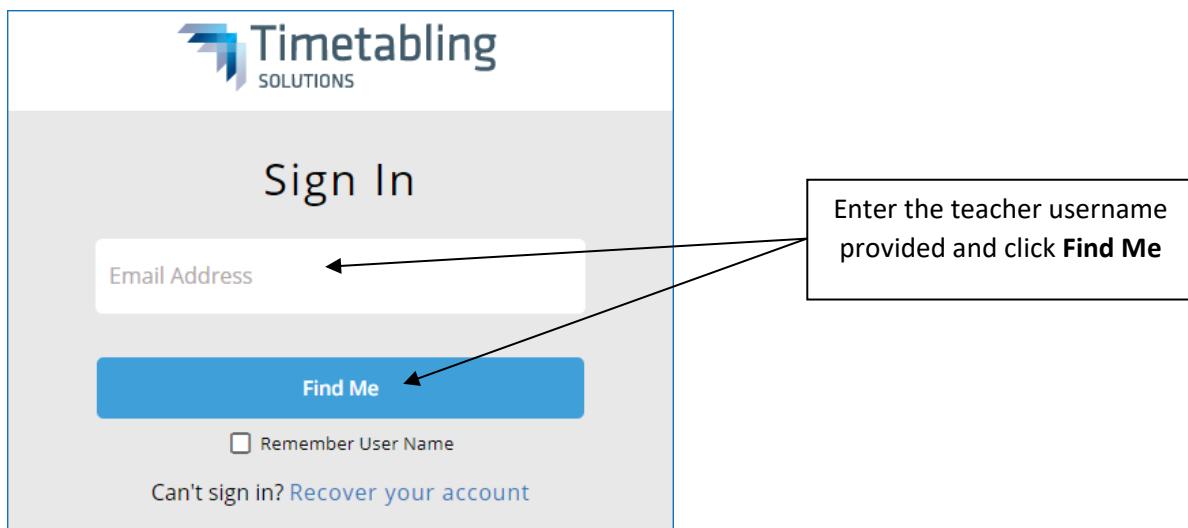
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INTRODUCTION TO THE TEACHER PORTAL

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.



Timetabling
SOLUTIONS

Sign In

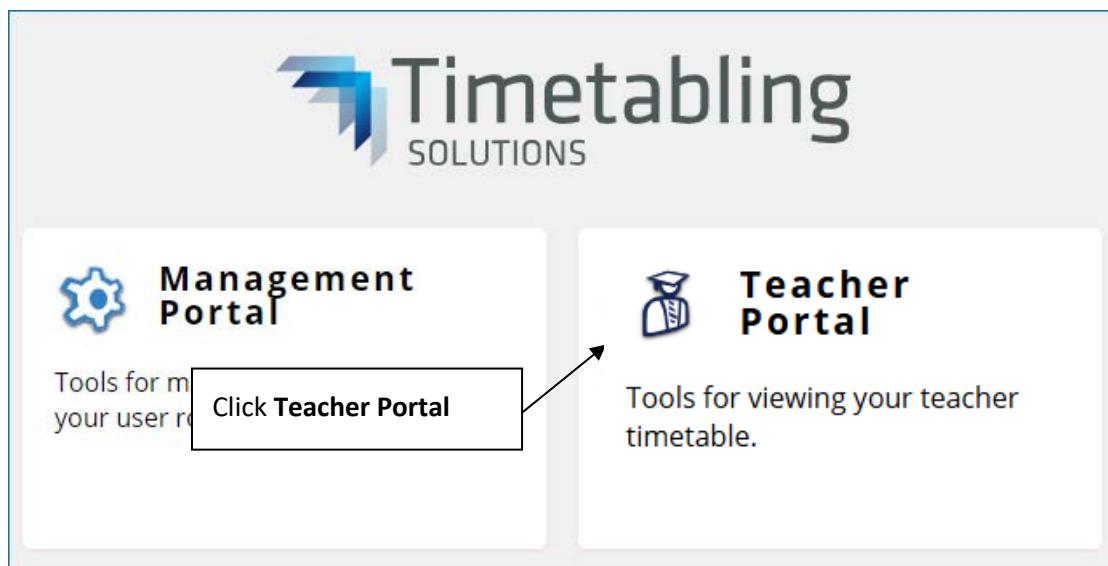
Email Address

Find Me

Remember User Name

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

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



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

AM

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

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**

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)
X All Day School Closed	09HRM1D Homeroom Yr9D M14 25 Students				
All Day School Closed	12ENG1B English Yr12B S24	07RED1B Religion Yr7B J22 27 Students	12ENG1B English Yr12B S21 20 Students	12ENG1B English Yr12B S21 20 Students	09ENG1D English Yr9D M12 22 Students
All Day School Closed	09ENG1D English Yr9D M12 22 Students	11ENG1D	07RED1B	09ENG1D English Yr9D M12 22 Students	12ENG1B English Yr12B S21 20 Students
All Day School Closed	09ENG1D English Yr9D M12 22 Students	11ENG1D	07RED1B	09ENG1D English Yr9D M12 22 Students	12ENG1B English Yr12B S21 20 Students

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

AM HR 09HRM1D Homeroom Yr9D M14 | 23 Students

1 12ENG1B English Yr12B S24 20 Students

R

3 09ENG1D English Yr9D M12 | 22 Students

4 11ENG1D English Yr11D S22 | 21 Students

L1

L2 Junior Yard

5 08SPT1D Sport Yr8D

Today Bulletin Show Legend

 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 > [Show Legend](#)

Tuesday 2023

AM

HR	09HRM1D Homeroom Yr9D M14 25 Students
1	12ENG1B English Yr12B S24 20 Students
2	
R	
3	09ENG1D English Yr9D M12 22 Students
4	11ENG1D English Yr11D S22 21 Students
L1	
L2	Junior Yard
5	08SPT1D Sport Yr8D

HR 12ENG1B English Yr12B S24 20 Students

3 09ENG1D English Yr9D M12 | 22 Students

4 11ENG1D English Yr11D S22 | 21 Students

L2 Junior Yard

5 08SPT1D Sport Yr8D

English Yr12B - 12ENG1B
Changed Lesson

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

Ø Senior Sch Rm 2

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.

for 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

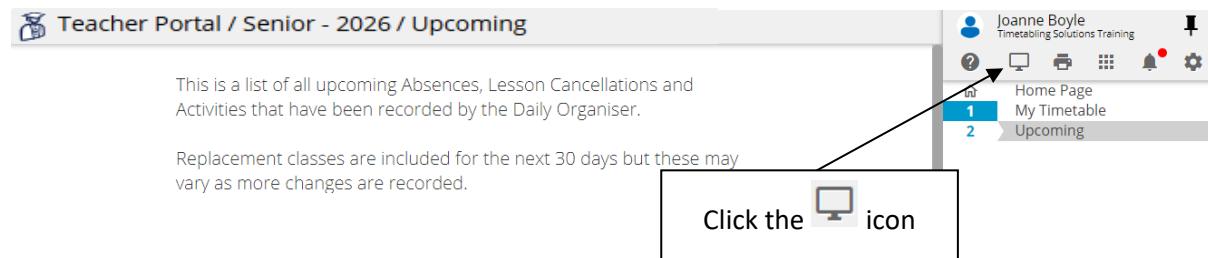
Period 6

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 Grid Table

Periods

Show: Automatic Period Name Period Code Example:  12MAT.02 A
12MAT.02 B

Rooms

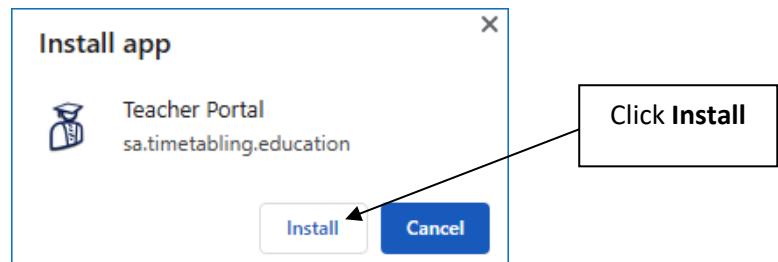
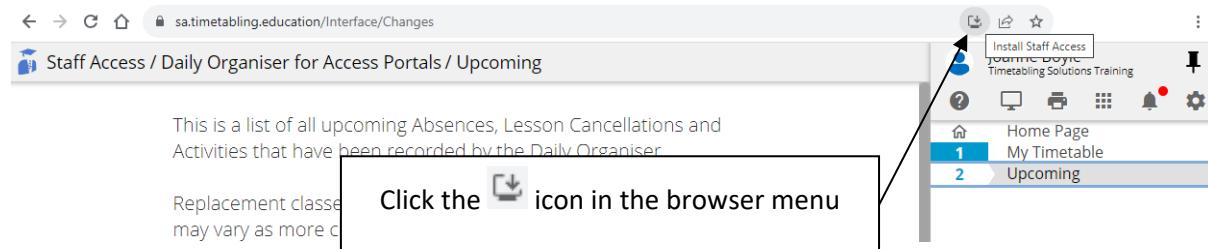
Show: Automatic Room Name Room Code Example:  12MAT.02
Yr12 Maths 2
ROOM1 | DANTM01

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.

