



Teacher Portal

Teacher Portal Guide

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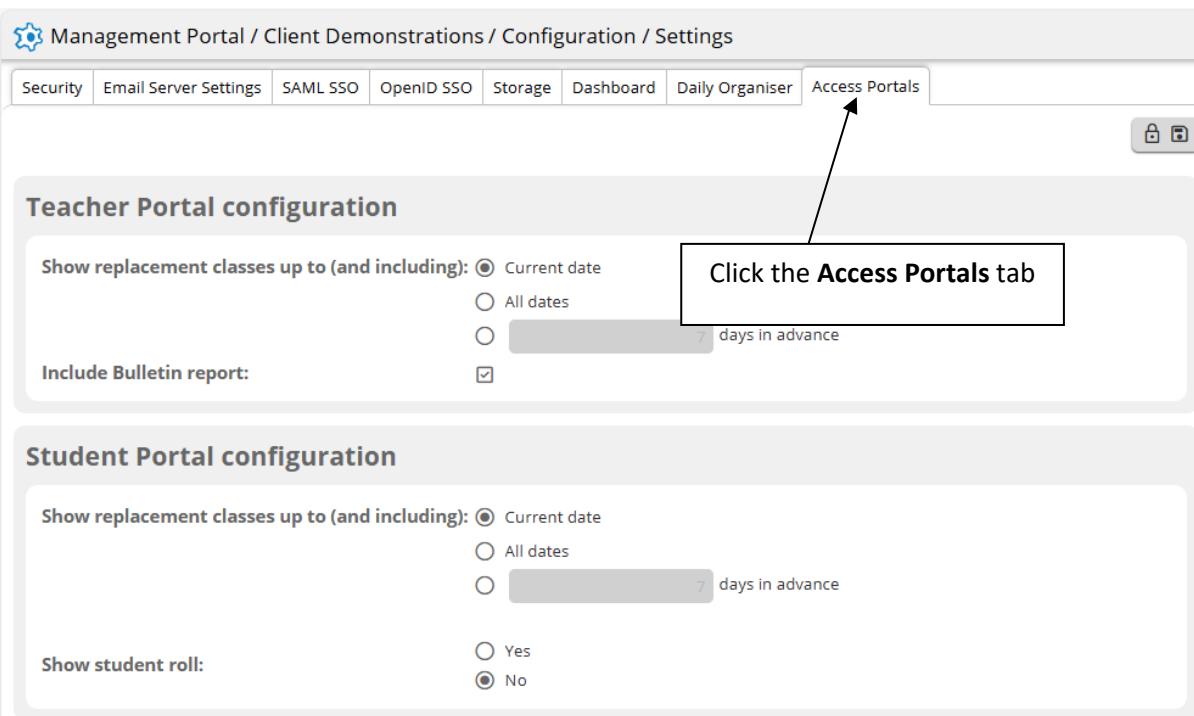
INTRODUCTION TO THE TEACHER PORTAL

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.

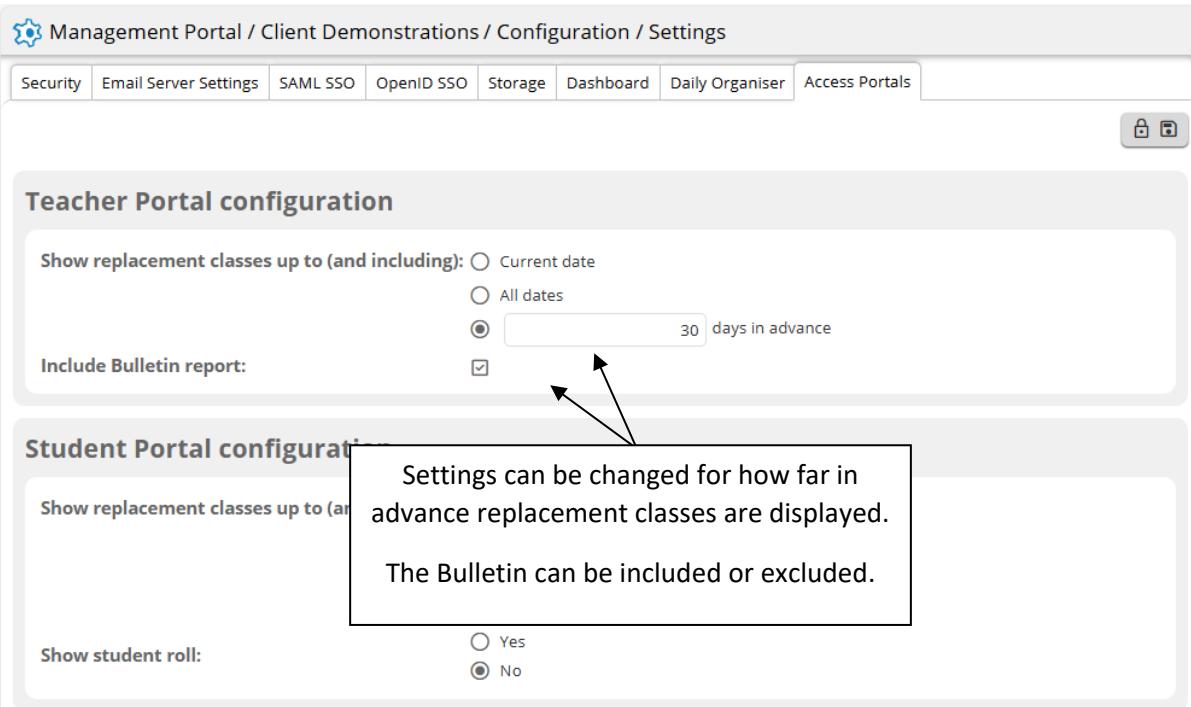
SETTINGS

Before creating users, configuration settings can be checked or amended. This is done in the Management Portal.

 On the Task Tree select:
[5] Settings



The screenshot shows the 'Management Portal / Client Demonstrations / Configuration / Settings' page. The top navigation bar includes tabs for Security, Email Server Settings, SAML SSO, OpenID SSO, Storage, Dashboard, Daily Organiser, and Access Portals. The 'Access Portals' tab is highlighted with a red box and an arrow pointing to it from the text above. Below the tabs, there are two main configuration sections: 'Teacher Portal configuration' and 'Student Portal configuration'. Each section contains settings for replacement classes (Current date, All dates, or a specific number of days in advance) and other options like 'Include Bulletin report' and 'Show student roll'.



Management Portal / Client Demonstrations / Configuration / Settings

Security Email Server Settings SAML SSO OpenID SSO Storage Dashboard Daily Organiser Access Portals

Teacher Portal configuration

Show replacement classes up to (and including): Current date
 All dates
 30 days in advance

Include Bulletin report:

Student Portal configuration

Show replacement classes up to (and including): Current date
 All dates
 30 days in advance

Show student roll: Yes
 No

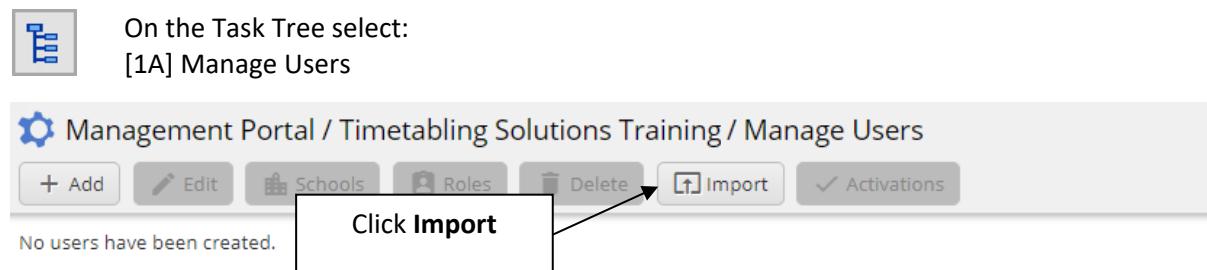
Settings can be changed for how far in advance replacement classes are displayed.
The Bulletin can be included or excluded.

USERS

To access the Teacher Portal a user must be in the Daily Organiser file and be given the Teacher role in the Management Portal.

IMPORT USERS

Users can be imported from Microsoft Excel, Timetable Development, Daily Organiser or Azure AD.



Management Portal / Timetabling Solutions Training / Manage Users

+ Add Edit Schools Roles Delete Import Activations

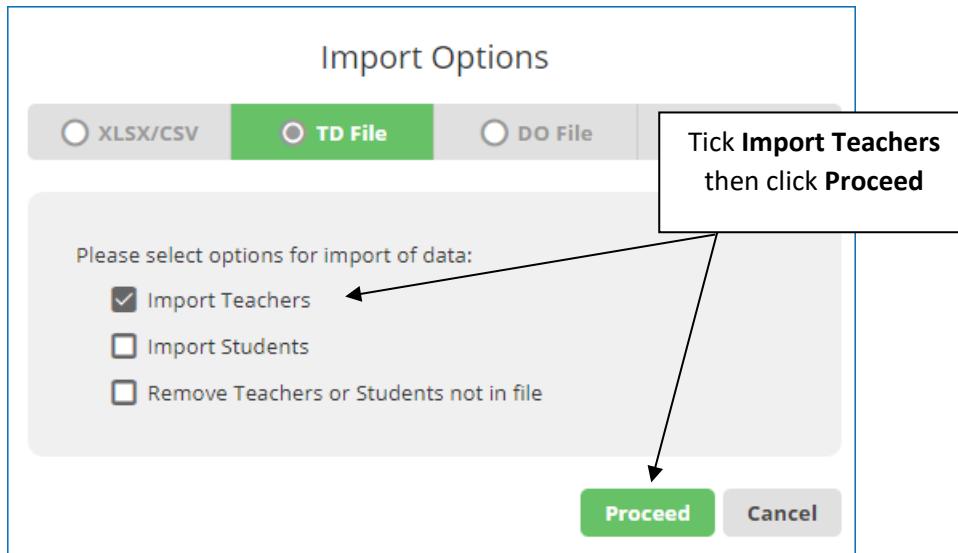
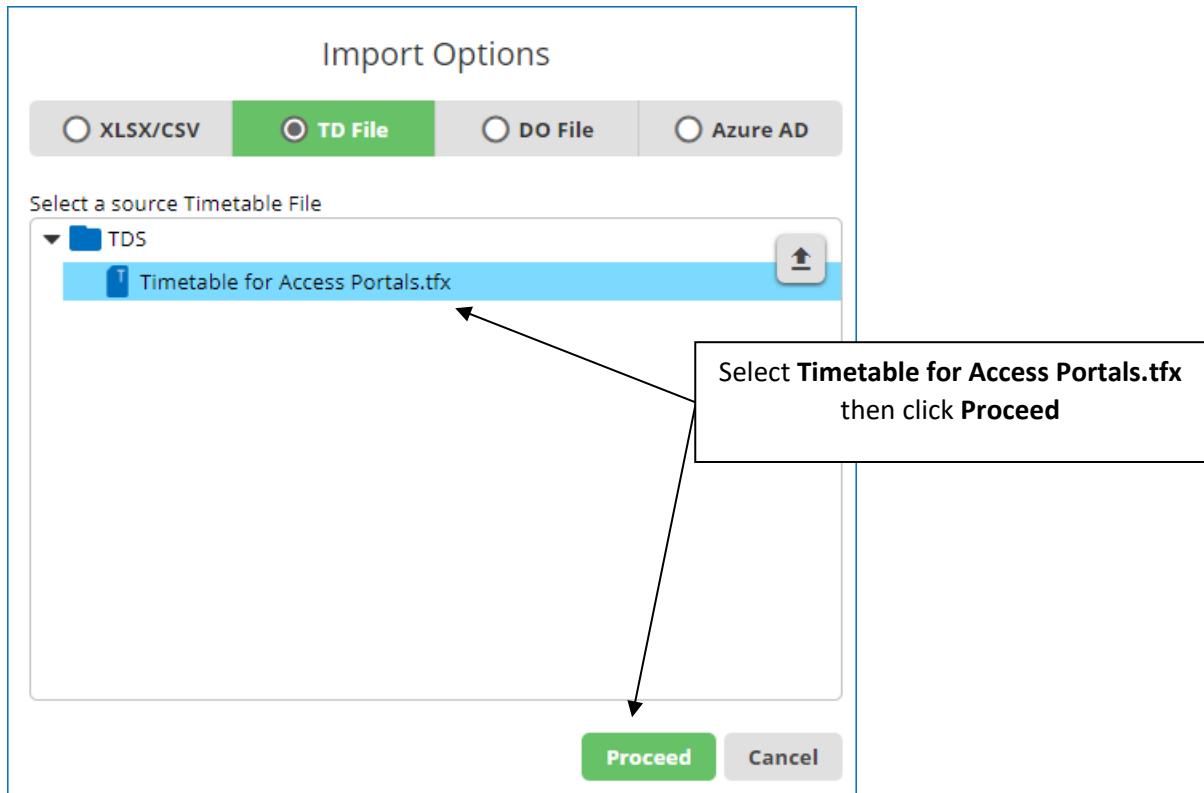
No users have been created.

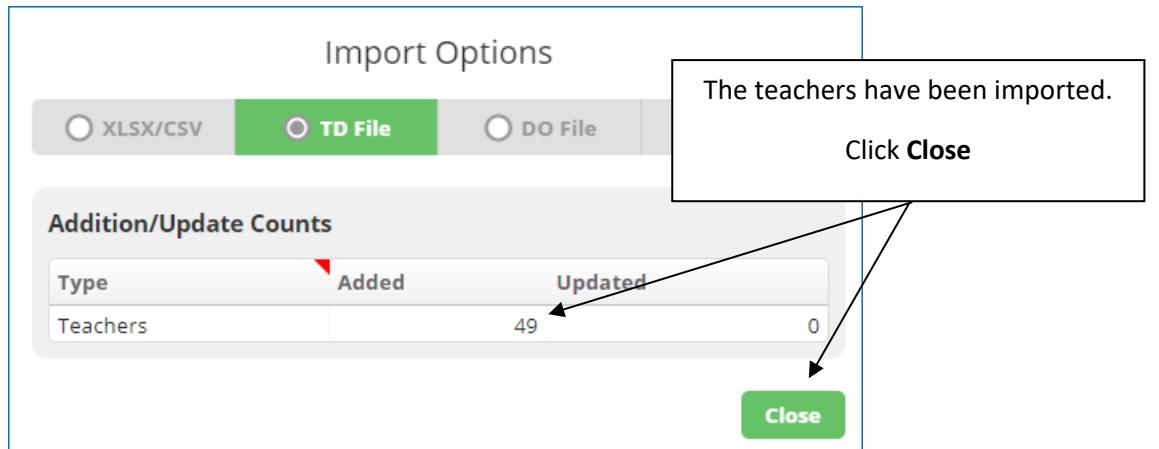
Click Import

Import Options

XLSX/CSV TD File DO File Azure AD

Select TD File Proceed Cancel





Management Portal / Timetabling Solutions Training / Manage Users

No	Type	Username	First Name	Family Name	Code
40	Teacher	TeacherTTSC+ADAR@ymail.com	Rod	Adams	ADAR
10	Teacher	TeacherTTSC+ALDD@ymail.com	David	Alderson	ALDD
9	Teacher	TeacherTTSC+ATKD@ymail.com	Danielle	Atkinson	ATKD
6	Teacher	TeacherTTSC+BAKC@ymail.com	Er	BAKC	
14	Teacher	TeacherTTSC+BELH@ymail.com		BELH	
41	Teacher	TeacherTTSC+BOSS@ymail.com		BOSS	
18	Teacher	TeacherTTSC+BOYJ@ymail.com		BOYJ	
24	Teacher	TeacherTTSC+BURK@ymail.com		BURK	
2	Teacher	TeacherTTSC+BUTA@ymail.com		BUTA	
26	Teacher	TeacherTTSC+CARL@ymail.com	Leanne	Carter	CARL
22	Teacher	TeacherTTSC+CHAJ@ymail.com	Judy	Chappell	CHAJ
49	Teacher	TeacherTTSC+CHEW@ymail.com	William	Cheng	CHEW
3	Teacher	TeacherTTSC+CLAA@ymail.com	Allison	Clark	CLAA
30	Teacher	TeacherTTSC+CLAM@ymail.com	Megan	Clark	CLAM
16	Teacher	TeacherTTSC+CONJ@ymail.com	Jenny	Connolly	CONJ
12	Teacher	TeacherTTSC+COOD@ymail.com	Dennis	Cooke	COOD
15	Teacher	TeacherTTSC+DALJ@ymail.com	James	Dalton	DALJ
19	Teacher	TeacherTTSC+EDWJ@ymail.com	John	Edwards	EDWJ
17	Teacher	TeacherTTSC+FENJ@ymail.com	Jenny	Feng	FENJ
31	Teacher	TeacherTTSC+FRAM@ymail.com	Melissa	Fraser	FRAM

Teachers have automatically been assigned the Teacher role.

The Teacher role gives users access to the Teacher Portal.

EMERGENCY TEACHERS

To grant access to Emergency Teachers, they first need to be added as users to the Management Portal.



On the Task Tree select:
[1A] Manage Users

Management Portal / Timetabling Solutions Training / Manage Users

Click Add

No	Type	Username	First Name	Family Name	Code
535	User	admin@tts.com.au	Timetabling	Assistant	
34	Student	DAMA01@gmail.com	Anthea	Adamko	ADAMA01
369	Student	DAMM01@gmail.com	Michelle	Adamo	ADAMM01
89	Student	GUIC01@gmail.com	Christina	Aguilera	AGUIC01
377	Student	StudentTTSC+11ALEKN01@gmail.com	Narelle	Aleksandrowicz	ALEKN01
492	Student	StudentTTSC+11ALLES01@gmail.com	Sandy	Allen	ALLES01
35	Student	StudentTTSC+11ANDEA01@gmail.com	Anthea	Anderson	ANDEA01
210	Student	StudentTTSC+11ANISJ01@gmail.com	Jennifer	Aniston	ANISJ01

User Details

First Name* Marie **Middle Name** Curie **Family Name*** Curie

Email Addresses
You must provide at least one email address to be used for login.

Primary teacherTTTSC+CURM@gmail.com

Password

Automatically create a password Send me a copy of the new password

Addresses

Phone Numbers

Status

Teacher Code CURM Student Code Online

Required Fields *

Save and Next **Cancel**

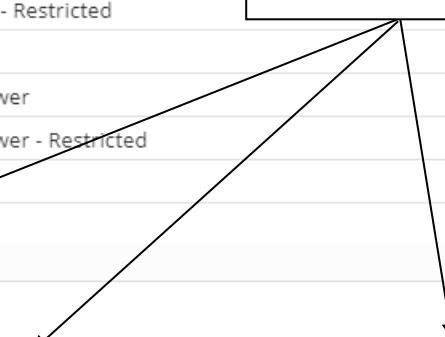
Notes:

- Marie Curie is an Emergency Teacher.
- Enter Marie's First Name, Last Name and email address
- Tick **Automatically create a password**
- Tick **Teacher**
- Enter Marie's teacher code that is used in Daily Organiser
- Click Save and Next**

User Roles

Role	?
<input type="checkbox"/> Global Administrator	?
<input type="checkbox"/> User Administrator	?
<input type="checkbox"/> Application Administrator	?
<input type="checkbox"/> Daily Organiser	?
<input type="checkbox"/> Course Manager	?
<input type="checkbox"/> Course Manager - Restricted	?
<input type="checkbox"/> Preferences Manager	?
<input type="checkbox"/> Preferences Manager - Restricted	?
<input type="checkbox"/> Staffing Manager	?
<input type="checkbox"/> Staffing Manager - Restricted	?
<input type="checkbox"/> Timetabler	?
<input type="checkbox"/> Daily Reports Viewer	?
<input type="checkbox"/> Daily Reports Viewer - Restricted	?
<input type="checkbox"/> Student	?
<input checked="" type="checkbox"/> Teacher	?

Tick Teacher, click Send Activation Email and click Save and Close



Required Fields *

Marie Curie has been added as a user and will now be able to view her timetable in the Teacher Portal.

SIGN IN TO THE TEACHER PORTAL

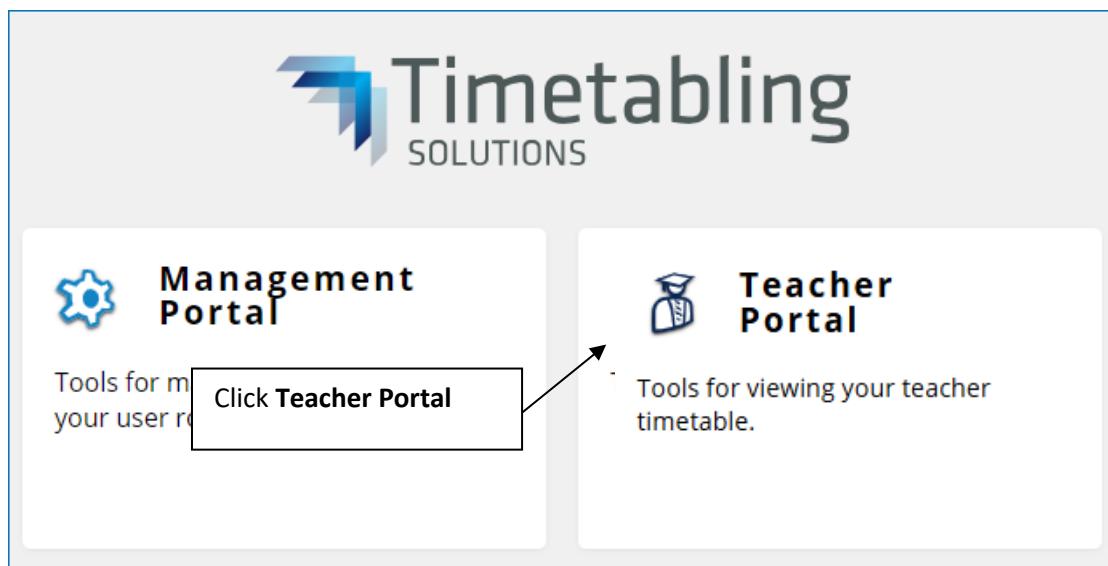
To access the Teacher Portal, open your browser and enter the address timetabling.education.



The image shows the 'Sign In' page of the Timetabling Solutions website. The page features a logo with a stylized 'T' icon and the text 'Timetabling SOLUTIONS'. Below the logo is the 'Sign In' heading. A text input field is labeled 'Email Address' with a placeholder 'Email Address'. A blue button labeled 'Find Me' is positioned below the input field. To the right of the input field, a callout box contains the text: 'Enter the teacher username provided and click **Find Me**'. Below the input field is a checkbox labeled 'Remember User Name'. At the bottom of the page, there is a link 'Can't sign in? [Recover your account](#)'.

By signing in, you confirm that you have read and agree to the [Terms of Service](#) and [Privacy Policy](#), including how we collect, use, and store your personal information.

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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

[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)
AM X All Day School Closed	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students
HR	12ENG1B English Yr12B S24 20 Students	07RED1B Religion J22 27			
1					
2					
R					
3	09ENG1D English Yr9D M12 22 Students	11EN English Yr11D S22		Religion Yr7B J22 27 Students	English Yr9D M12 22 Students
4	11ENG1D English Yr11D S22 21 Students		21 Students	09ENG1D English Yr9D M12 22 Students	12ENG1B English Yr12B S21 20 Students
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**

 Teacher Portal

[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)
AM All Day School Closed	HR 09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	09HRM1D Homeroom Yr9D M14 25 Students	
	1 12ENG1B English Yr12B S24 20 Students	07RED1B Religion Yr7B J22 27 Students		12ENG1B English Yr12B S21 20 Students	
	2				
R					
3	09ENG1D	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

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**

21st November Tuesday 2023

< AM HR 1 2 R 3 4 L1 L2 5 > Today Bulletin

Show Legend

English Yr12B - 12ENG1B
Changed Lesson

Students 20 Period 1 - 2
Room Senior Sch Rm 24 Ø Senior Sch Rm 21

Student Roll Download

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

THE BULLETIN

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



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

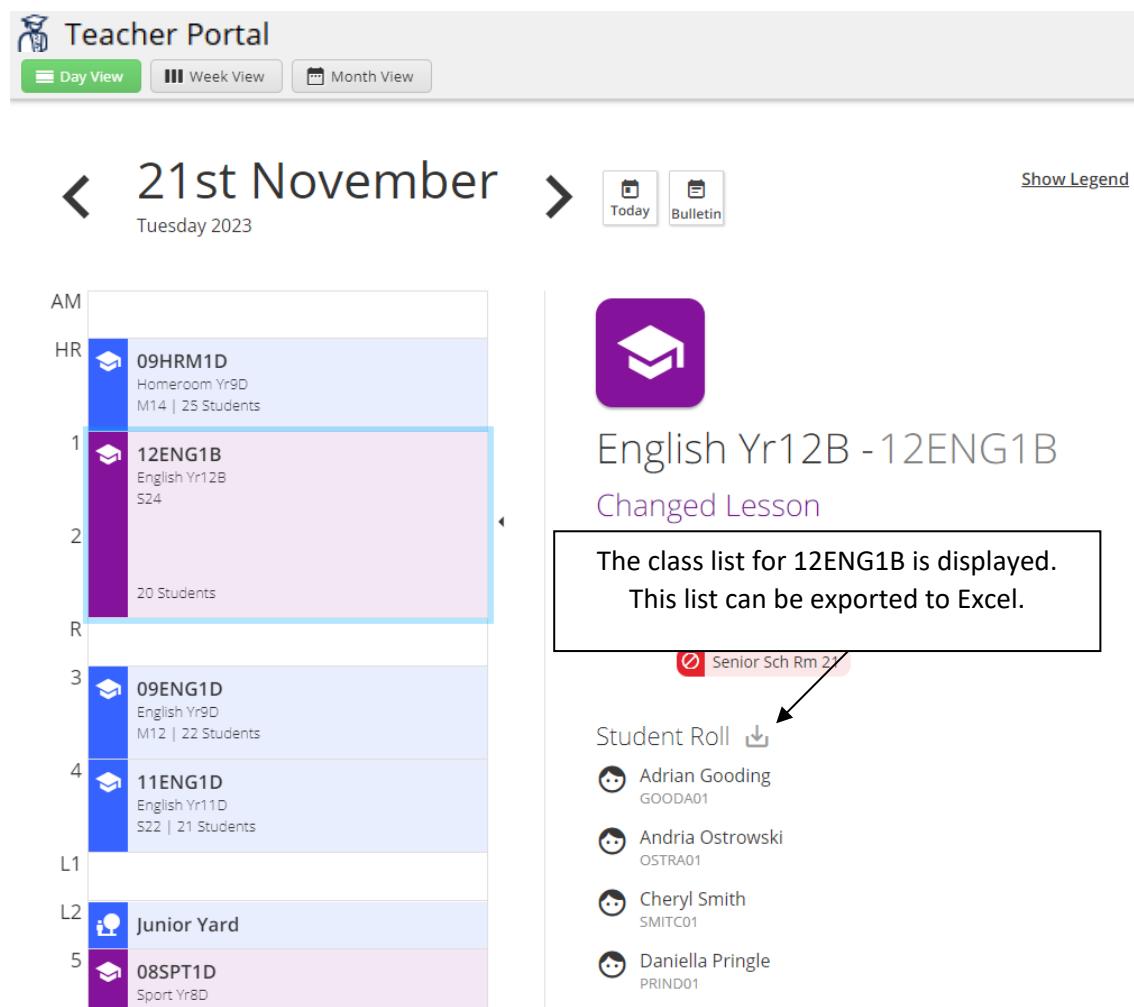
Period	Room/Area	Class	Absent Teacher	Replacement Teacher
5	OV1	08SPT1D	ATKD	BOYJ
6	S14	12PED1A	ALDD	MURJ
6	OV1	08SPT1D	ATKD	PATM
PM	BD		ATKD	EDWJ

CLASS LISTS

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



On the Task Tree select:
[1] My Timetable



The screenshot shows the Teacher Portal interface. At the top, there are navigation buttons for 'Day View' (highlighted in green), 'Week View', and 'Month View'. The date '21st November' is displayed in the center, with 'Tuesday 2023' below it. To the right are buttons for 'Today' and 'Bulletin', and a link to 'Show Legend'. On the left, a vertical timeline shows classes from HR to 5. The '12ENG1B' class is highlighted in pink. The right side shows a list of students for this class, with an arrow pointing to the 'Student Roll' button.

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

**English Yr12B - 12ENG1B
Changed Lesson**

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

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

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.

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.

 Teacher Portal

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

Replacement classes are included for the next 30 days but these may vary as more changes are recorded.

Click the  icon

Joanne Boyle
Timetabling Solutions Training

Home Page
My Timetable
Upcoming

Display Settings

Classes

Primary Heading:

Secondary Heading:

Example: 12MAT.02
Yr12 Maths 2
Lesson

Students

Primary Heading:

Secondary Heading:

Format:

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

Example: Claire Altherr
ALTHC01

Teachers

Show: Automatic Teacher Name Teacher Code

Show Title:

Format:

Example: Margaret Dant
ROOM1

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

Click Cancel

Periods

Show: Automatic Period Name Period Code

Example: HR 12MAT.02 A
 1 12MAT.02 B

Rooms

Show: Automatic Room Name Room Code

Example: 12MAT.02
Yr12 Maths 2
ROOM1 | DANTM01

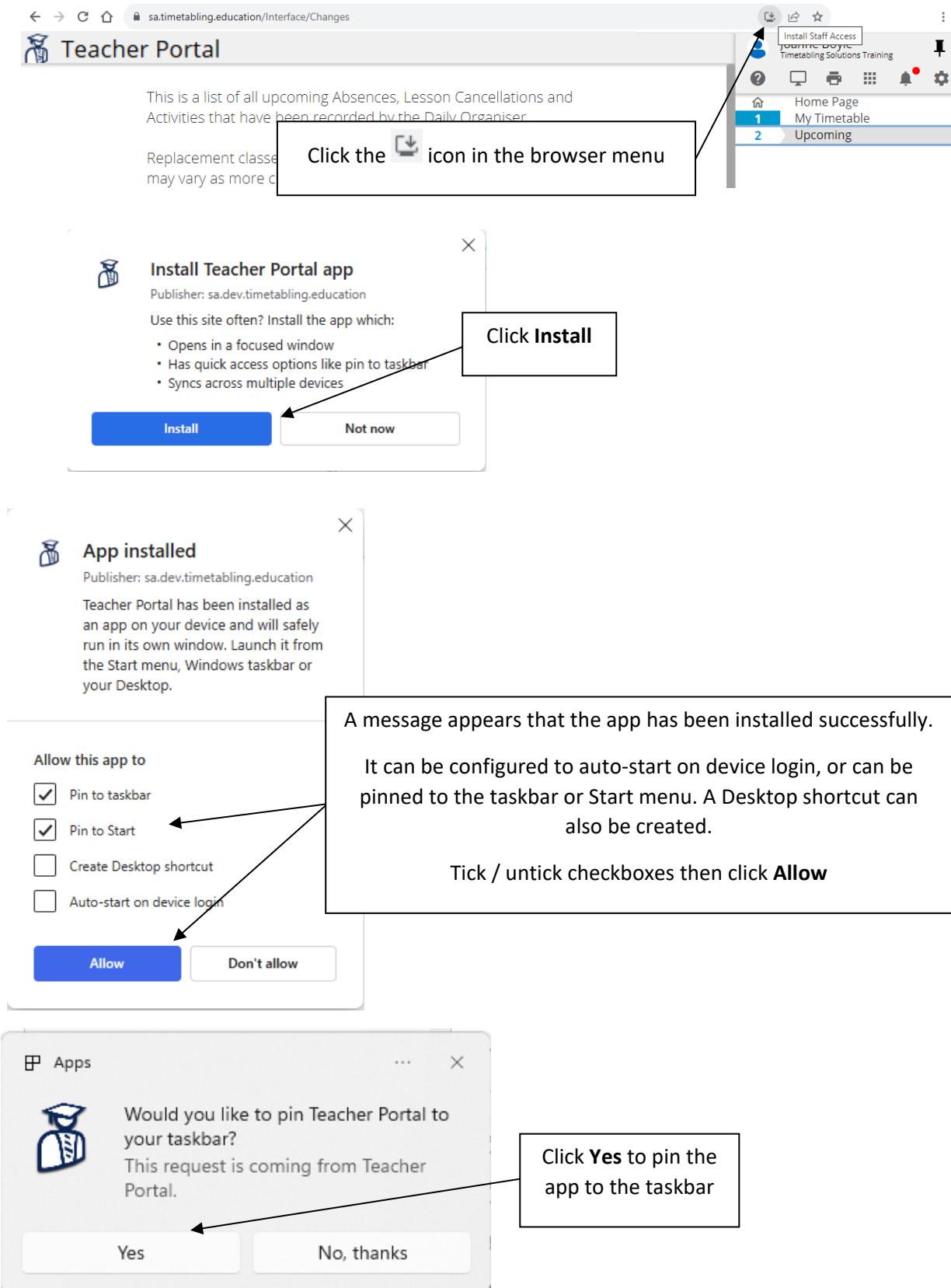
Timetabling Solutions

Hosted Application

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INSTALL APPLICATION

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



NOTES

The Teacher Portal displays information from your Daily Organiser dataset. When a new dataset for the following year is created, the Teacher Portal will begin displaying that data only once the current year has finished.

At present, if a teacher is assigned to multiple campuses, the Teacher Portal will display data only from the first campus. This is a known issue, and development work is underway to address it.