
Timetabling Solutions

Hosted Application



Teacher Portal

Teacher Portal Guide

Introduction to the Teacher Portal	2
Settings	2
Users	3
Import Users	3
Emergency Teachers	5
Publish the Daily Organiser File	7
Sign In to the Teacher Portal	9
Views	10
The Legend	11
The Bulletin	13
Class Lists	14
Upcoming Changes	15
Display Settings	16
Install Application	17

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

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
☐ 7 days in advance

Include Bulletin report: ☒

Student Portal configuration

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

Show student roll: ☐ Yes
☒ No

Click the Access Portals tab

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.



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

Management Portal / Timetabling Solutions Training / Manage Users

+ Add | Edit | Schools | Roles | Delete | Import | Activations

No users have been created.

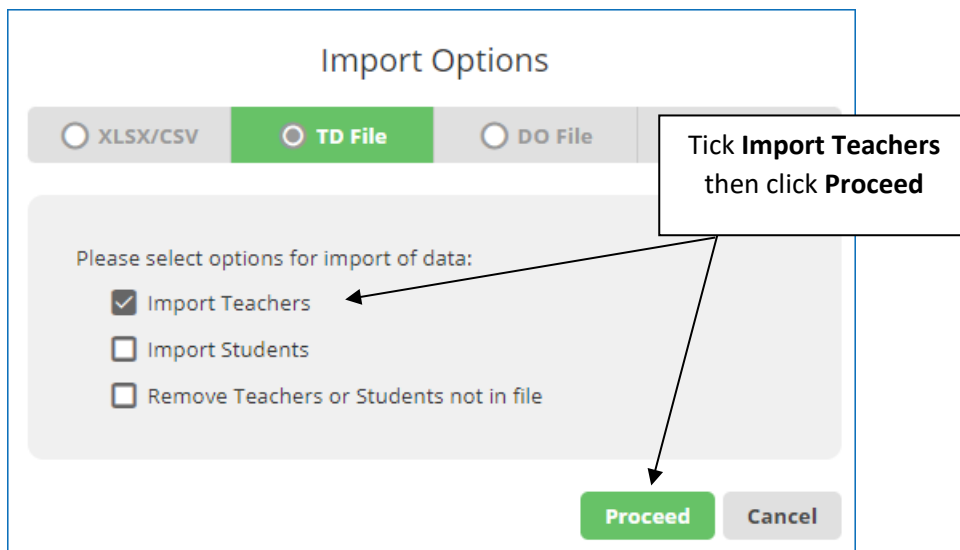
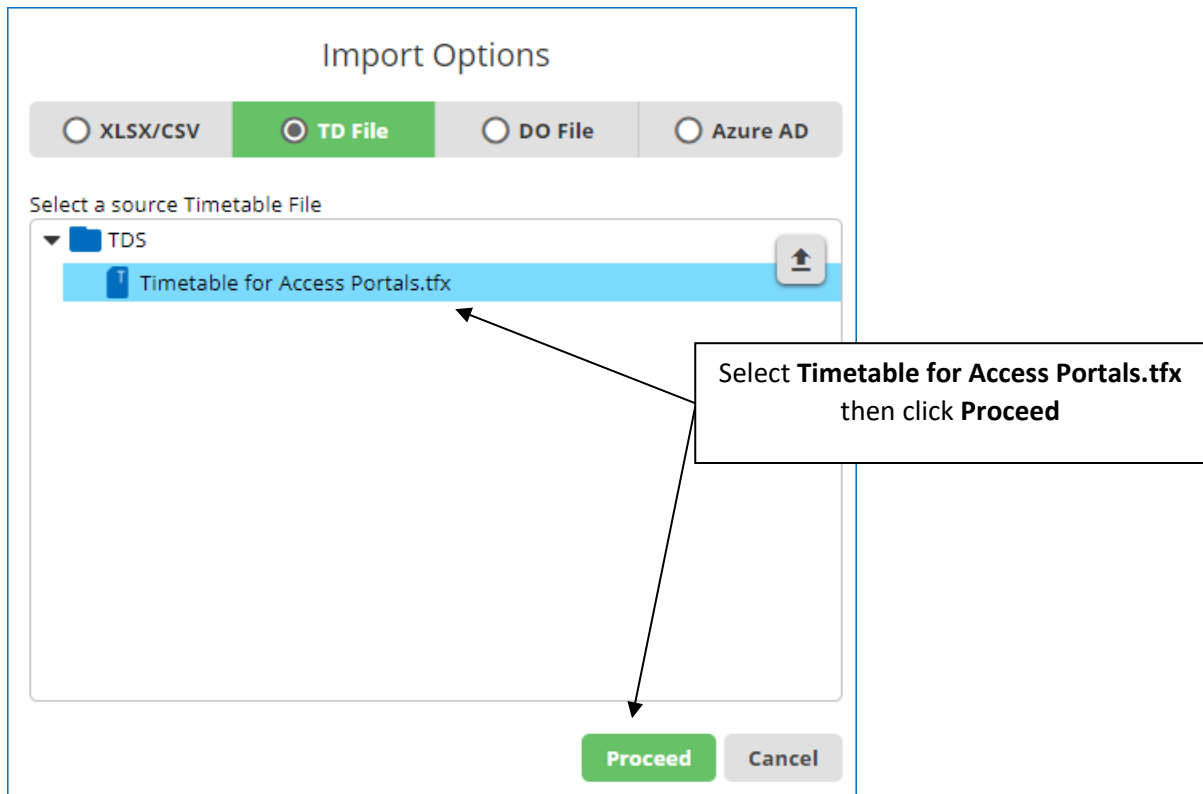
Click Import

Import Options

☐ XLSX/CSV ☒ TD File ☐ DO File ☐ Azure AD

Select TD File

Proceed Cancel



Import Options

☐ XLSX/CSV
☒ TD File
☐ DO File

Addition/Update Counts

Type	Added	Updated
Teachers	49	0

Close

The teachers have been imported.

Click **Close**

Management Portal / Timetabling Solutions Training / Manage Users

Add
 Edit
 Schools
 Roles
 Delete
 Import
 Activations

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			BAKC
14	Teacher	TeacherTTSC+BELH@ymail.com			BELH
41	Teacher	TeacherTTSC+BOSS@ymail.com		wick	BOSS
18	Teacher	TeacherTTSC+BOYJ@ymail.com		le	BOYJ
24	Teacher	TeacherTTSC+BURK@ymail.com		rows	BURK
2	Teacher	TeacherTTSC+BUTA@ymail.com		er	BUTA
26	Teacher	TeacherTTSC+CART@ymail.com	Leanne	Carter	CART
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

[+ Add](#)
[Edit](#)
[Schools](#)
[Roles](#)
[Delete](#)
[Import](#)
[Activations](#)

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

Title First Name* Middle Name Family Name*

Email Addresses

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

☒ Primary ☒

Password

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

Addresses

Phone Numbers

Status

☒ Teacher Code
☐ Student Code
☒ Online

☐ Required Fields *

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

<input type="checkbox"/>	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	?


☐ Required Fields *

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

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.

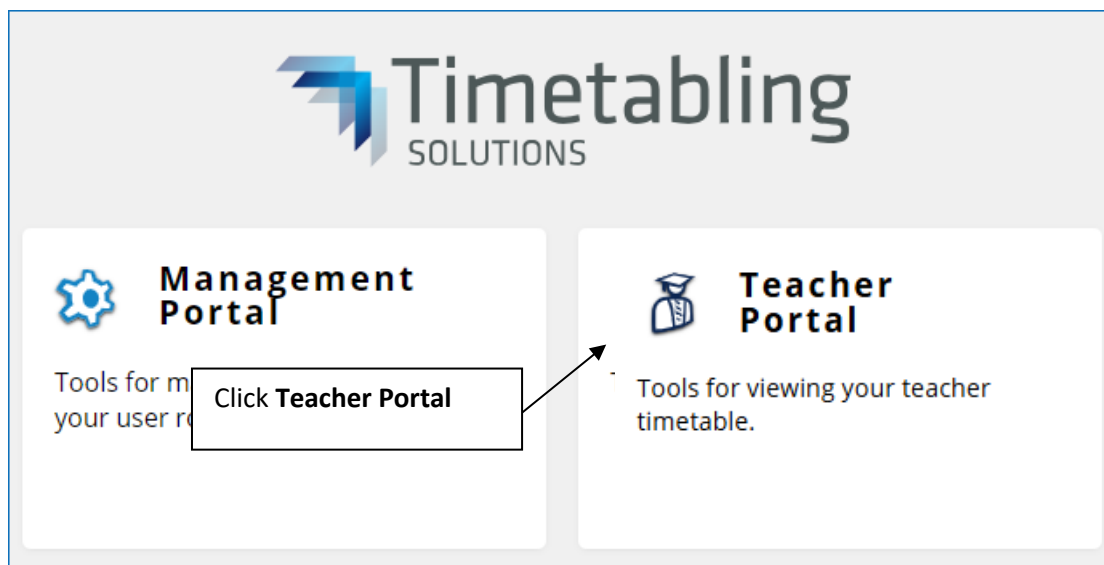
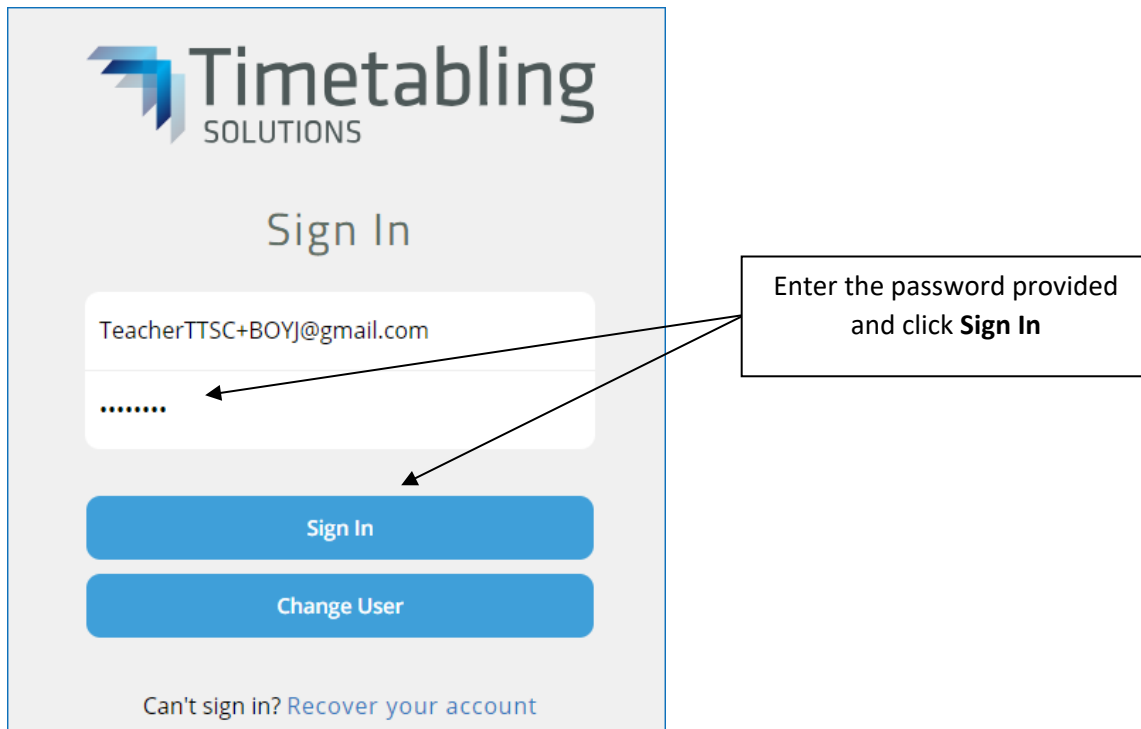


The image shows a 'Sign In' form for Timetabling SOLUTIONS. The form is light gray with rounded corners. At the top is the logo, which consists of a blue stylized 'T' made of three horizontal bars of increasing length, followed by the text 'Timetabling' in a large, bold, sans-serif font, and 'SOLUTIONS' in a smaller, all-caps, sans-serif font below it. Below the logo is the text 'Sign In' in a medium-sized, bold, sans-serif font. Underneath is a white input field with the placeholder text 'Email Address' in a small, gray, sans-serif font. Below the input field is a blue button with the text 'Find Me' in white, bold, sans-serif font. Below the button is a checkbox with the text 'Remember User Name' in a small, gray, sans-serif font. At the bottom of the form is the text 'Can't sign in? [Recover your account](#)' in a small, gray, sans-serif font, where the link is in blue. To the right of the form, a white box with a black border contains the text 'Enter the teacher username provided and click **Find Me**'. Two black arrows point from this box: one to the 'Email Address' input field and another to the 'Find Me' button.

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

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)	Thursday (23/11/2023)	Friday (24/11/2023)	
<div> X All Day School Closed </div>	AM				
	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 J22 27 Students		
	2				
	R				
3	09ENG1D English Yr9D M12 22 Students	11ENG1D English Yr11D S22 21 Students	Religion Yr7B J22 27 Students	English Yr9D M12 22 Students	
4	11ENG1D English Yr11D S22 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**

Close


Teacher Portal

Day View
Week View
Month View

<
20 - 26 November
>
Show Legend

<
20
2023

Monday (20/11/2023)

×
All Day
School Closed

Tuesday (21/11/2023)

AM

HR

1

2

R

3

09HRM1D

Homeroom Yr9D

M14 | 25 Stude...

12ENG1B

English Yr12B

S24

20 Students

09ENG1D

English Yr9D

M12 | 22 Students

Wednesday (22/11/2023)

Today

09HRM1D

Homeroom Yr9D

M14 | 25 Students

07RED1B

Religion Yr7B

J22 | 27 Students

11ENG1D

English Yr11D

M11 | 22 Students

Thursday (23/11/2023)

09HRM1D

Homeroom Yr9D

M14 | 25 Students

12ENG1B

English Yr12B

S21 | 20 Students

07RED1B

Religion Yr7B

J22 | 27 Students

Friday (24/11/2023)

09HRM1D

Homeroom Yr9D

M14 | 25 Students

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

Timetabling Solutions

Hosted Application

Page 11 of 18

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


Teacher Portal

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 22

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.

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.



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.

Joanne Boyle
Timetabling Solutions Training

Home Page
My Timetable
Upcoming

Click the icon

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 ↑↓

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

Example:

Claire Altherr

ALTHC01

Teachers

Show: ☒ Automatic

☐ Teacher Name

☐ Teacher Code

Show Title: ☐

Format: First Name Last Name ↔

Example:

Margaret Dant

ROOM1

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

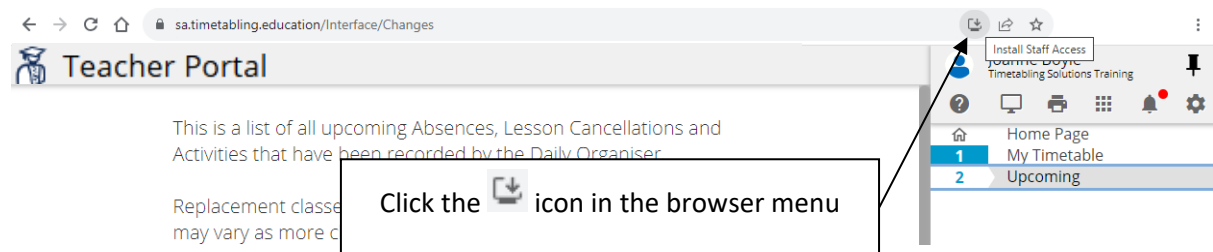
● ● ●
Save
Cancel

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

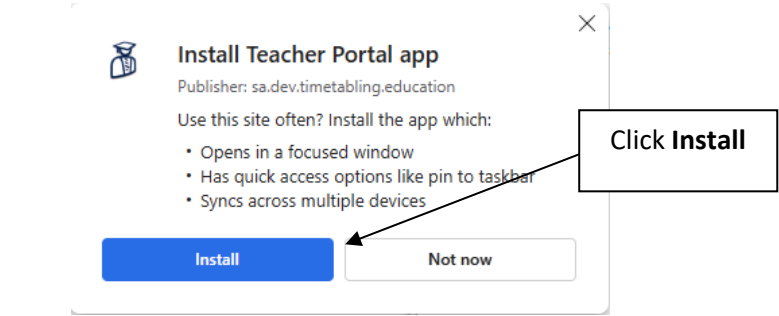
Click **Cancel**

INSTALL APPLICATION

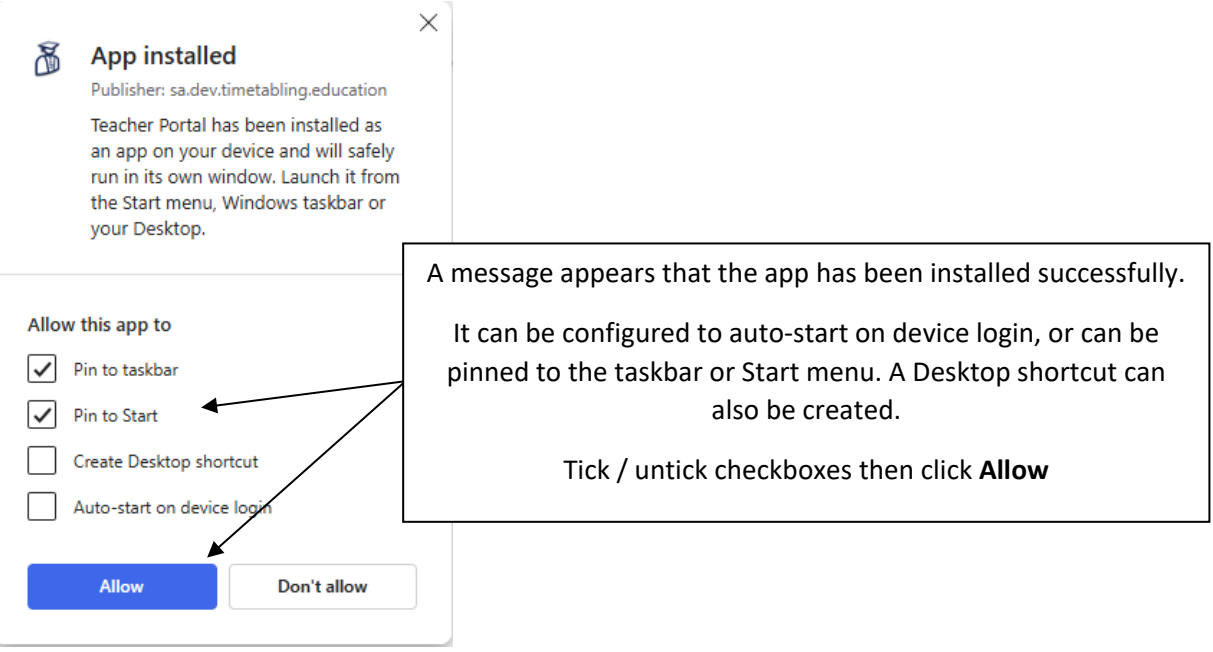
The Teacher Portal can be installed as an app, making it easier to open and check the timetable daily.



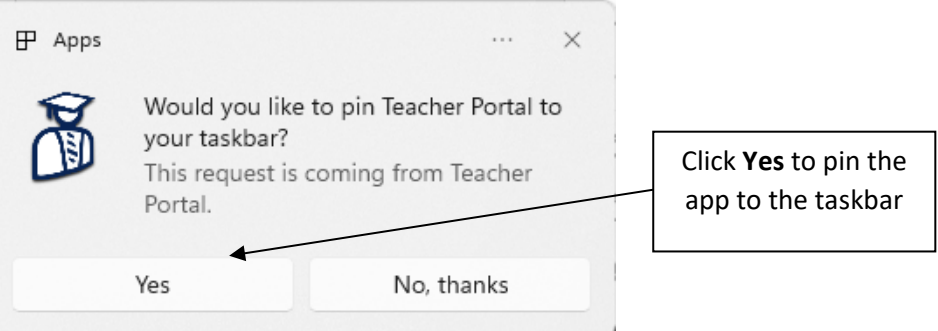
Click the icon in the browser menu



Click Install



A message appears that the app has been installed successfully. It can be configured to auto-start on device login, or can be pinned to the taskbar or Start menu. A Desktop shortcut can also be created. Tick / untick checkboxes then click **Allow**



Click **Yes** to pin the app to the taskbar

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.