Timetabling Solutions
Hosted Application

Staff Access Portal

Staff Access Portal Guide
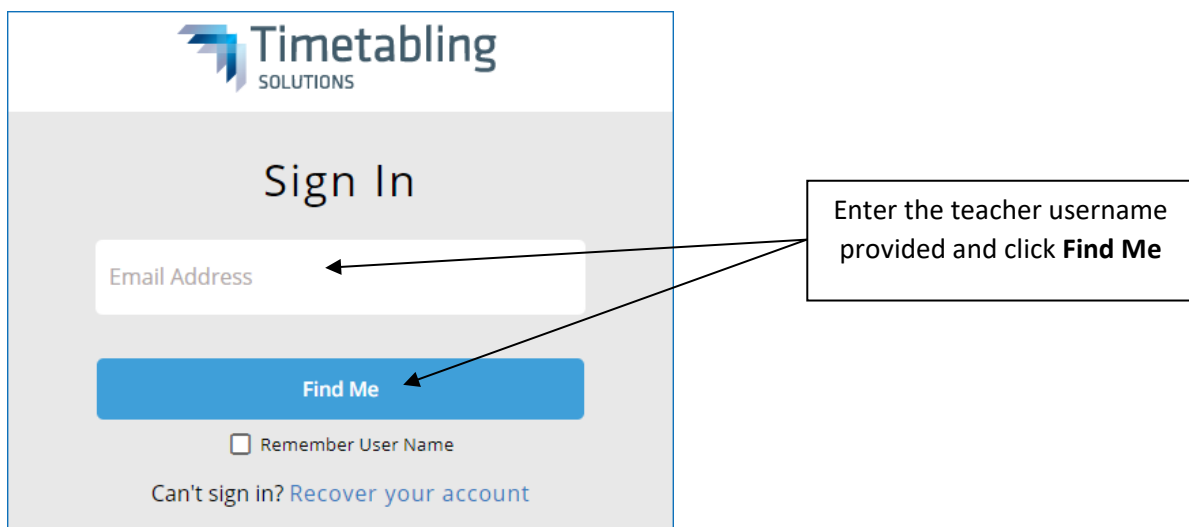
INTRODUCTION TO THE STAFF ACCESS PORTAL

The Staff Access 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 STAFF ACCESS PORTAL

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

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

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

Click **Staff Access Portal**

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.

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

Staff Access / Daily Organiser for Access Portals / My Timetable

Day View | Week View | Month View

< 20 - 26 November 2023 >

Show Legend

		Monday (20/11/2023)	Tuesday (21/11/2023)	Wednesday (22/11/2) Today	Thursday (23/11/2023)	Friday (24/11/2023)
AM		✕ All Day School Closed				
HR			09HRM1D Homeroom Yr9D M14 | 25 Stude...	09HRM1D Homeroom Yr9D M14 | 25 Students	09HRM1D Homeroom Yr9D M14 | 25 Students	09HRM1D Homeroom Yr9D M14 | 25 Students
1			12ENG1B English Yr12B S24	07RED1B Religion Yr7B J22 | 27 Students		
2			20 Students		12ENG1B English Yr12B S21 | 20 Students	
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

Staff Access / Daily Organiser for Access Portals / My Timetable

Day View | Week View | Month View

21st November
Tuesday 2023

Today | Bulletin

Show Legend

AM	
HR	**09HRM1D** Homeroom Yr9D M14	25 Students
1	**12ENG1B** English Yr12B S24
2	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

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.

Staff Access / Daily Organiser for Access Portals / 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

Staff Access / Daily Organiser for Access Portals / My Timetable

Day View | **Week View** | **Month View**

21st November
Tuesday 2023

< >   Today   Bulletin   Show Legend

AM	
HR	**09HRM1D** Homeroom Yr9D M14 | 25 Students
1	**12ENG1B** English Yr12B S24
2	
	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

English Yr12B - 12ENG1B
Changed Lesson

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

🚫 Senior Sch Rm 21

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

Staff Access / Daily Organiser for Access Portals / 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
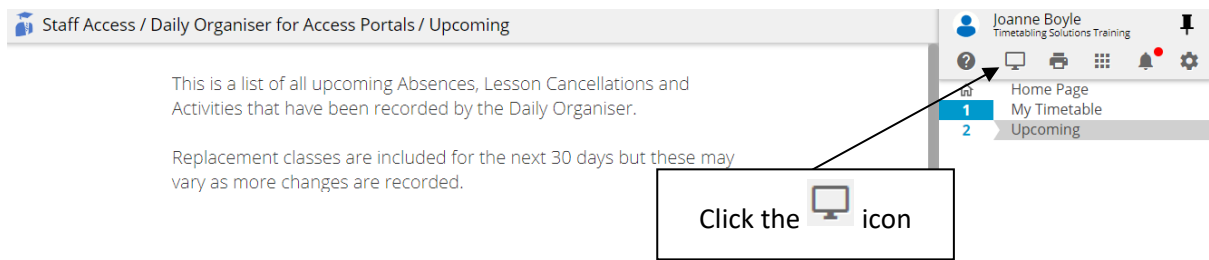
English Yr9D - 09ENG1D
Absent: Study Leave
Period 6   Students 22   Room Middle Sch Rm 12

DISPLAY SETTINGS

Display settings for the timetable can be customised.

Staff Access / Daily Organiser for Access Portals / Upcoming

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
1   My Timetable
2   Upcoming

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

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

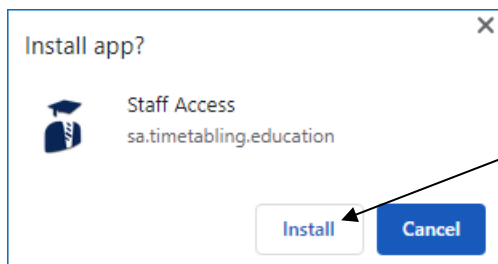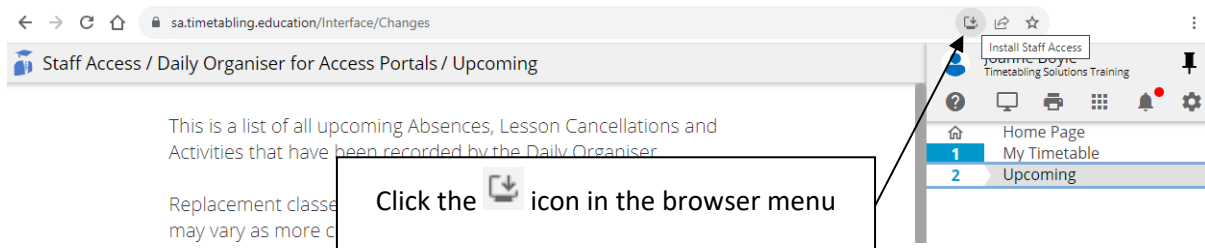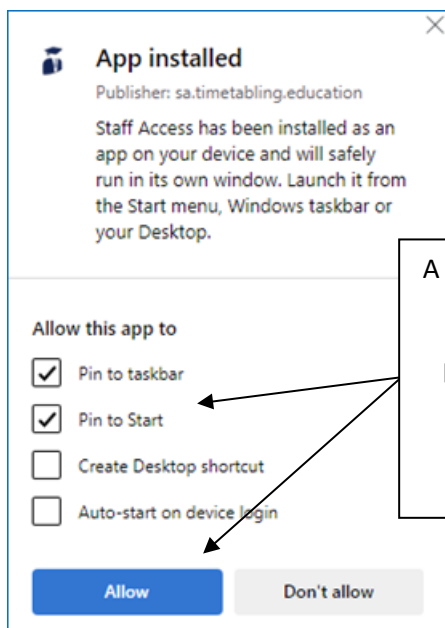### Periods

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

Save   Cancel

INSTALL APPLICATION

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

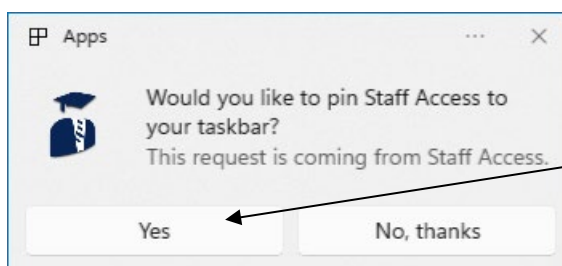Click the 📥 icon in the browser menu

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