
Timetabling Solutions

Hosted Application



Staff Access Portal

Staff Access Portal Guide

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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.

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 / Timetabling Solutions Training / Settings

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

Staff Access Portal configuration

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

Include Bulletin report:

Student Access Portal configuration

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

Show student roll: Yes No

Management Portal / Timetabling Solutions Training / Settings

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

Staff Access Portal configuration

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

Include Bulletin report:

Student Access Portal configuration

Show replacement classes up to

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 Staff Access 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:
[1] 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

Proceed Cancel

Select **TD File**

Import Options

XLSX/CSV **TD File** DO File Azure AD

Select a source Timetable File

▼ TDS

- Timetable for Access Portals.tfx

Proceed **Cancel**

Select **Timetable for Access Portals.tfx** then click **Proceed**

Import Options

XLSX/CSV **TD File** DO File

Please select options for import of data:

- Import Teachers**
- Import Students
- Remove Teachers or Students not in file

Proceed **Cancel**

Tick **Import Teachers** then click **Proceed**

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+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 Staff Access 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:
[1] 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

Click Add

User Details

Title First Name* Middle Name Family Name*

Marie Curie

Email Addresses

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

Primary teacherTTSC+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

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	?

○ Required Fields *

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

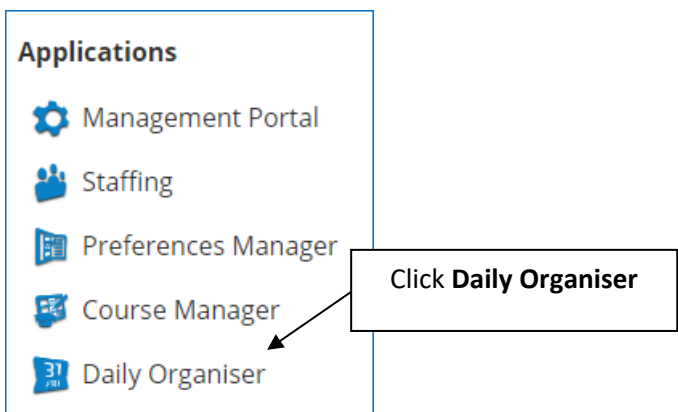
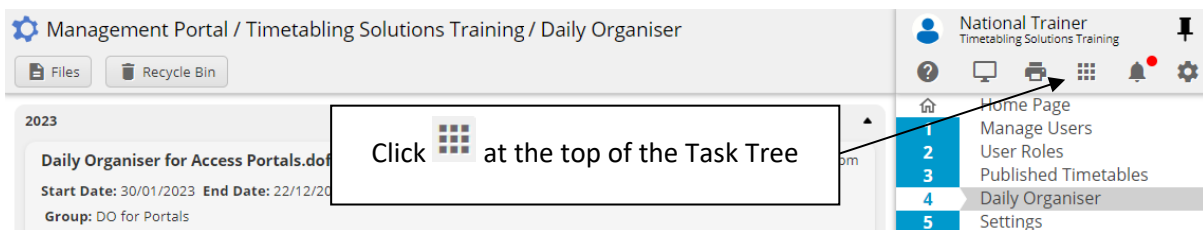
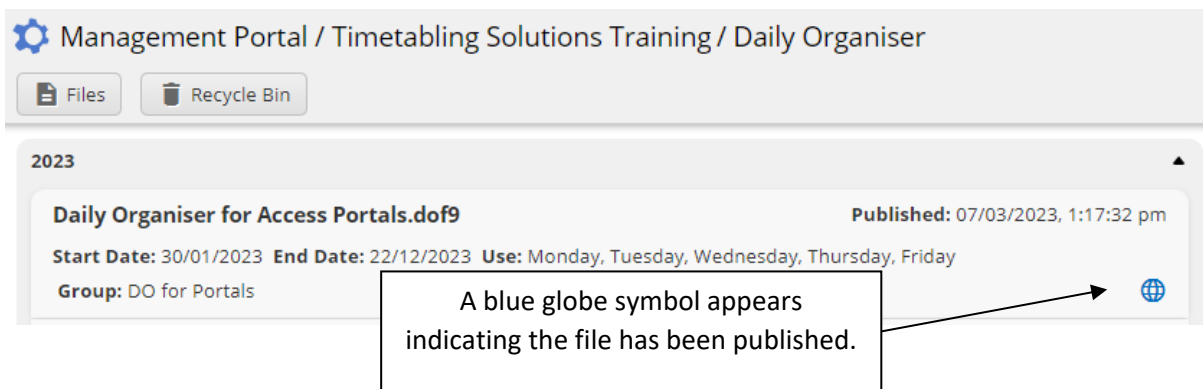
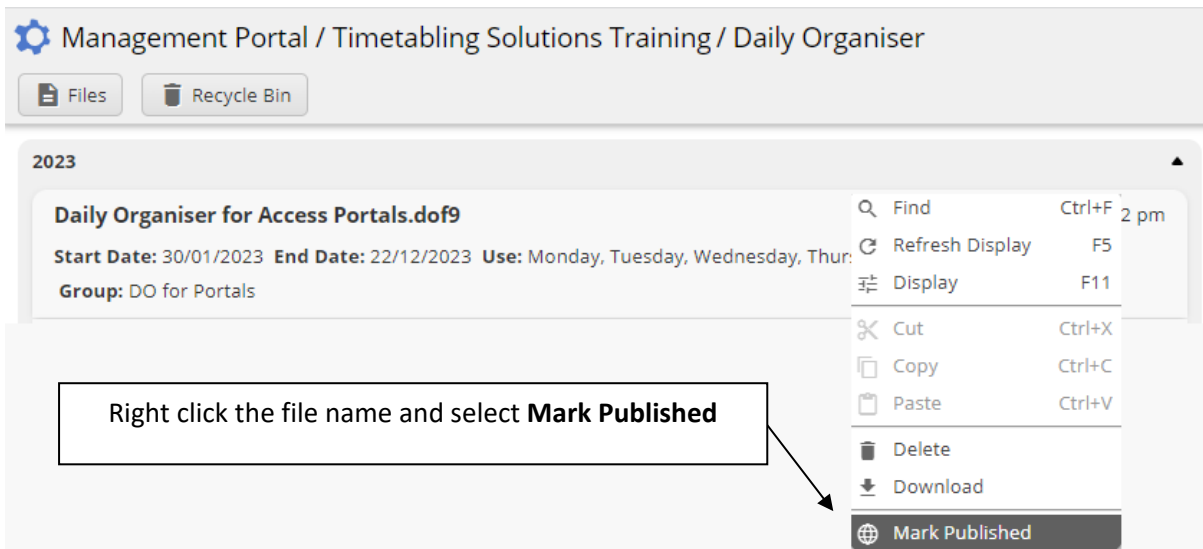
Marie Curie has been added as a user and will now be able to view her timetable in the Staff Access Portal.

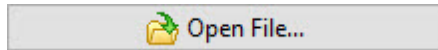
PUBLISH THE DAILY ORGANISER FILE

In order for data to appear in the Staff Access Portal, the Daily Organiser file must be published.

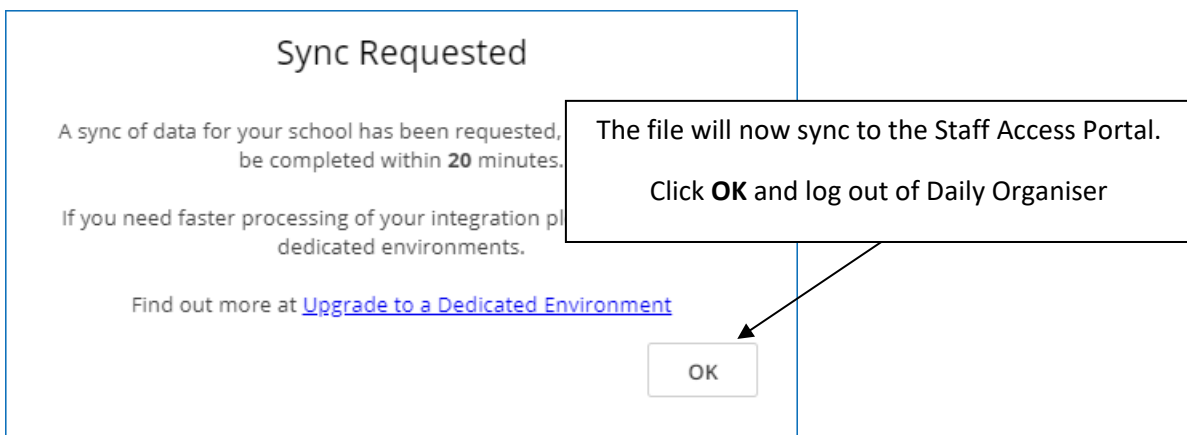
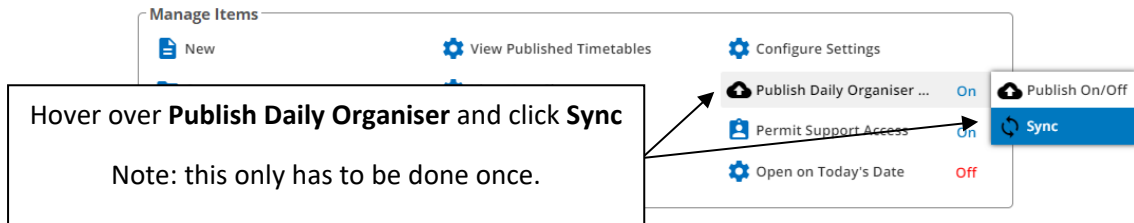
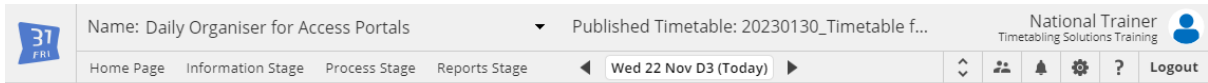


On the Task Tree select:
[4] Daily Organiser



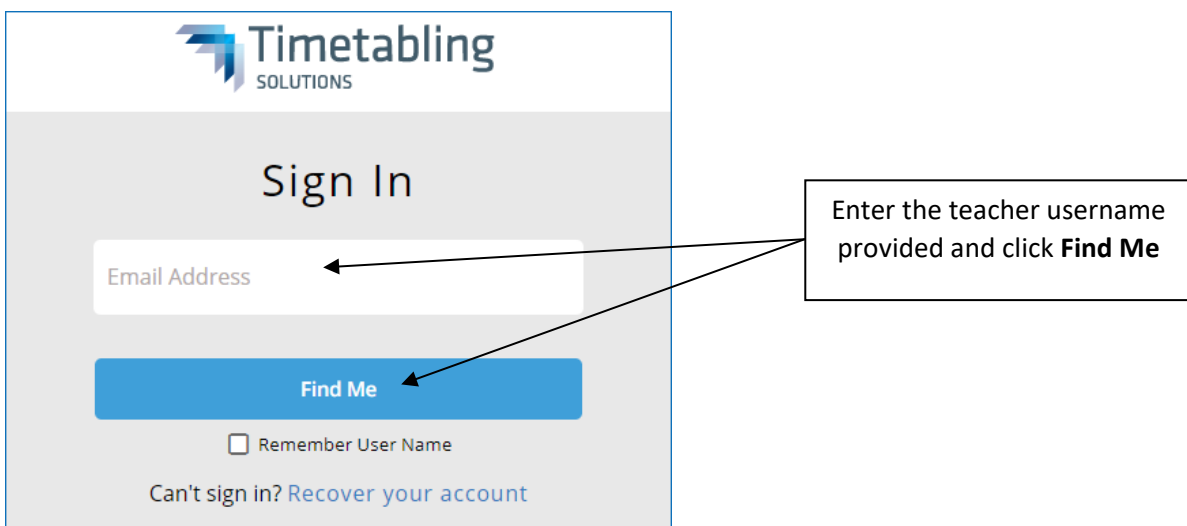


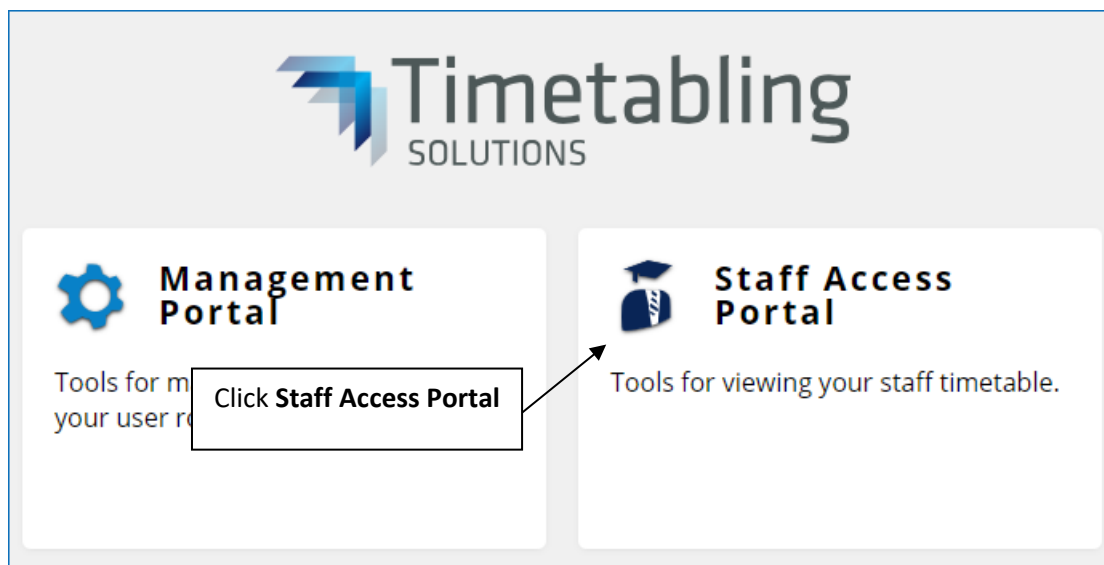
Open the file: Daily Organiser for Access Portals



SIGN IN TO THE STAFF ACCESS PORTAL

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





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.

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

Staff Access / Daily Organiser for Access Portals / My Timetable

Day View Week View Month View

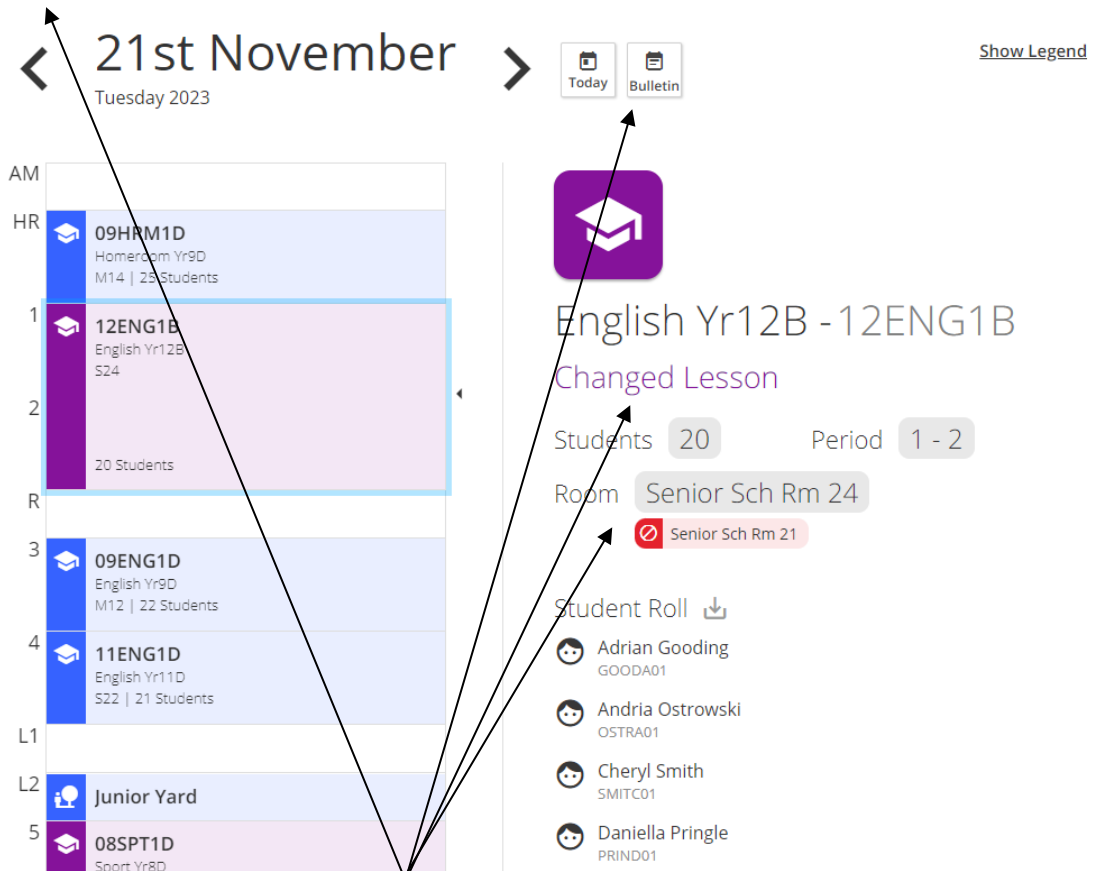
< 20 - 26 November 2023 > [Show Legend](#)

Monday (20/11/2023)	Tuesday (21/11/2023)	Wednesday (22/11/2023) Today	Thursday (23/11/2023)	Friday (24/11/2023)
All Day School Closed	AM			
	HR	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	
	2			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



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.



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

Time	Lesson	Students
HR	09HRM1D Homeroom Yr9D M14 25 Students	25
1	12ENG1B English Yr12B S24	20
3	09ENG1D English Yr9D M12 22 Students	22
4	11ENG1D English Yr11D S22 21 Students	21
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 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

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.


Joanne Boyle
Timetabling Solutions Training

- Home Page
- My Timetable
- Upcoming


Click the  icon

Display Settings

Classes

Primary Heading: Example:  12MAT.02
Secondary Heading: Yr12 Maths 2
Lesson

Students

Primary Heading: Example:  Claire Altherr
Secondary Heading: ALTHC01

Format:


Layout: Grid Table

Show Additional Information:

<input type="checkbox"/> BOS Code	<input type="checkbox"/> Gender
<input type="checkbox"/> Roll Class	<input type="checkbox"/> Year Level
<input type="checkbox"/> House	<input type="checkbox"/> Home Group
<input type="checkbox"/> Web Choices	<input type="checkbox"/> Student Spare Field 1
<input type="checkbox"/> Student Spare Field 2	<input type="checkbox"/> Student Spare Field 3

Teachers

Show: Automatic
 Teacher Name
 Teacher Code



Example:  Margaret Dant
ROOM1

Show Title:

Format:


Periods

Show: Automatic
 Period Name
 Period Code

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

Rooms

Show: Automatic
 Room Name
 Room Code

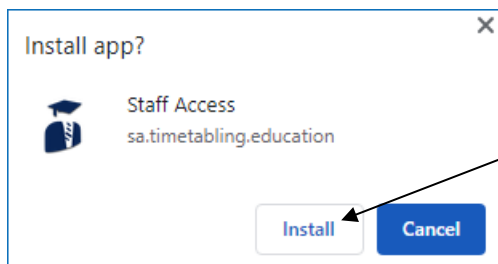
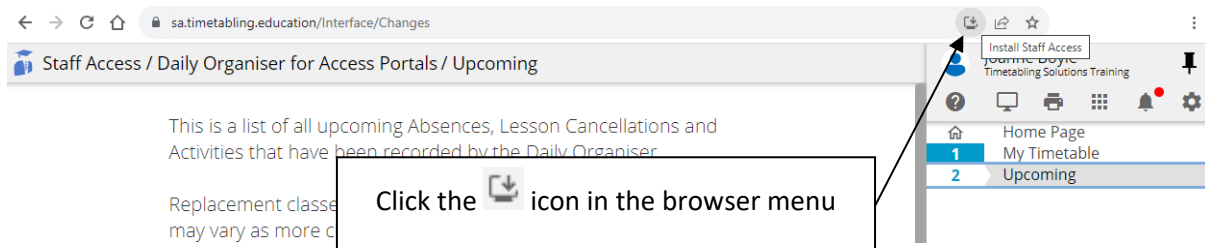
Example:  12MAT.02
Yr12 Maths 2
ROOM1 | DANTM01

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

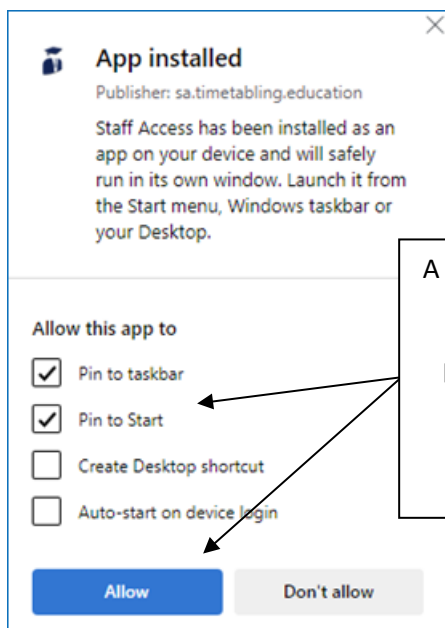
Click **Cancel**

INSTALL APPLICATION

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



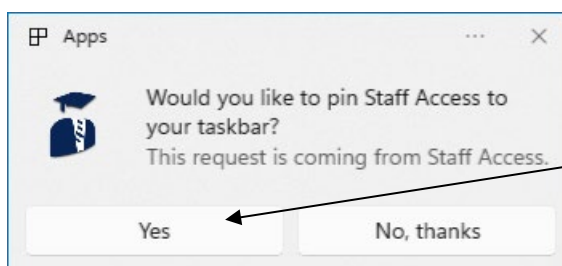
Click **Install**



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