

Daily Organiser

Timetabling Solutions Cloud Apps



Published date Jan 2026

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Timetabling Solutions

Hosted Application



Daily Organiser

Configure Timetable Solutions

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PROFESSIONAL LEARNING OBJECTIVES

- Understand the different modules in the Timetabling Solutions suite
- Configure the file locations and name formats in Timetabling Solutions Version 10.1

SKILLS

- Configure file locations
- Configure student and teacher name formats
- Archive data in zip format

TIMETABLING SOLUTIONS

Timetabling Solutions Version 10.1 is a sophisticated software suite for constructing, managing and publishing timetables. The program is designed in modular format installed locally on a computer. Additional compatible cloud applications are also available that complement Version 10.1.

The use of different modules makes it easier for the user to see the logic behind the timetabling process and allows schools to tailor the installation and use of the program to suit their needs.

DESKTOP APPLICATIONS

In Timetabling Solutions Version 10.1 there are two desktop modules used to construct and maintain timetables:

- Student Options: Contains student details and is used to create elective lines and assign classes to students based on their nominated preferences.
- Timetable Development: Used to construct the timetable, allocate yard duties and print/email timetables and class lists.

These two modules also feed data into the Timetabling Solutions cloud apps including Daily Organiser, Staff and Student Access Portals and Daily Reports.

Timetable data files for the desktop modules are stored in the following folders:

Folder	Contents
Timetable Project folder	Contains all .sfx and .tfx files for the current year or semester in the one folder eg Timetable 2026
Backup folder	Contains all automatic and point in time backups
Export folder	Contains files exported from Timetabling Solutions Version 10.1 for importing into compatible administration systems and other external programs

FILE LOCATIONS

It is important for users of the desktop modules to have access to the relevant data files. In some schools, one person is responsible for all student, timetabling and daily organiser tasks while in other schools the roles may be divided among several people.

Timetabling Solutions Version 10.1 software needs to be installed and activated individually on each computer for all staff who use the desktop software (Student Options or Timetable Development).

The data needs to be stored centrally so that all users can access it. The following file locations are recommended:

Folder	File Location
Timetable Project folder	Network
Backup folder	Local drive on individual computers
Export folder	Network

Read/write permission to the Timetable Project folder is required by all desktop application users.

CLOUD APPLICATIONS

Cloud apps are fully hosted by Timetabling Solutions using Microsoft Azure.

The web addresses for the apps hosted on Timetabling Solutions servers are:

URL	Application
timetabling.education	General Site - lists all available applications
mp.timetabling.education	Management Portal
cm.timetabling.education	Course Manager
do.timetabling.education	Daily Organiser
dr.timetabling.education	Daily Reports
selectmysubjects.com.au/manager	Web Preferences Manager (original version)
pm.timetabling.education	Preferences Manager (new version) – Coming Soon
st.timetabling.education	Staffing
sa.timetabling.education	Staff Access Portal
su.timetabling.education	Student Access Portal

The applications can be accessed using a desktop computer or laptop. The recommended browsers to use are Google Chrome, Microsoft Edge, Firefox, Safari or any other Chromium-based browser.

Cloud apps read data that is uploaded from the desktop applications. There is no software for users to install when using any of the cloud apps.

ACTIVATE VERSION 10.1

Each school is required to have at least one Global Administrator (usually from the IT Department) for the Timetabling Solutions Management Portal. Part of the Global Administrator's role is to:

- Set up individual users in the school
- Allocate User Roles that determine which apps each individual user can access and what access levels they have for those apps

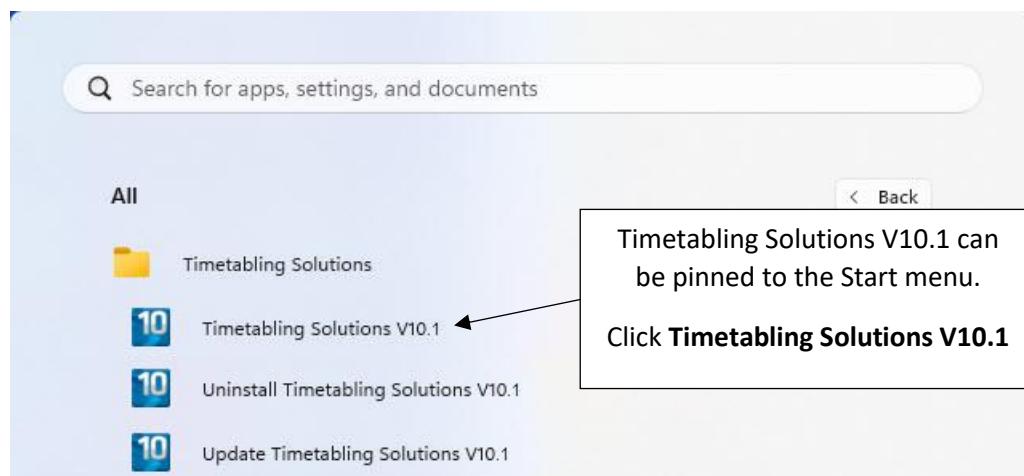
Individual users will receive an activation email from the Global Administrator to create a password. Users will then login using their email address and password to activate Timetabling Solutions Version 10.1.

If a user forgets their password, it can be reset by the user via the Sign In page in Version 10.1 or on <https://timetabling.education> via the Recover your account link.

If a user experiences any other problems logging in, they should check with the Global Administrator at their school to make sure their username is correct and that they have been assigned the appropriate roles. To access Version 10.1, users need to be assigned the role of 'Timetabler'.

The activation process may vary if the school uses Single Sign On or Two Factor Authentication.

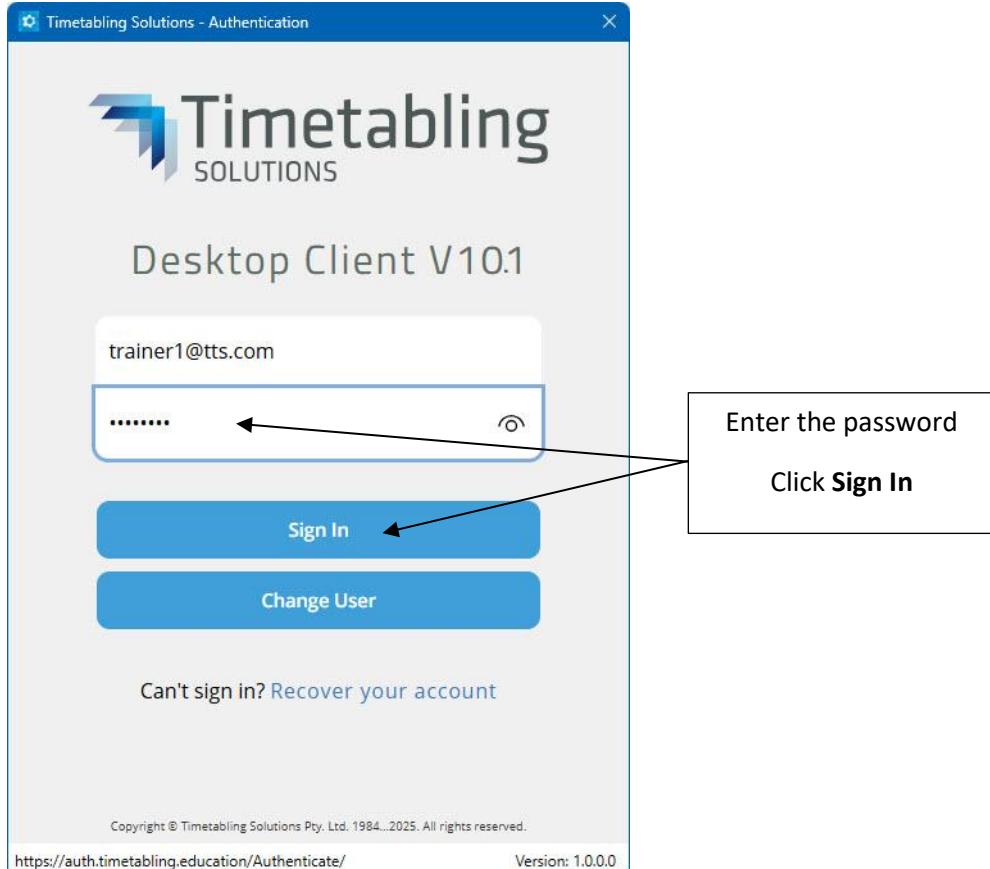
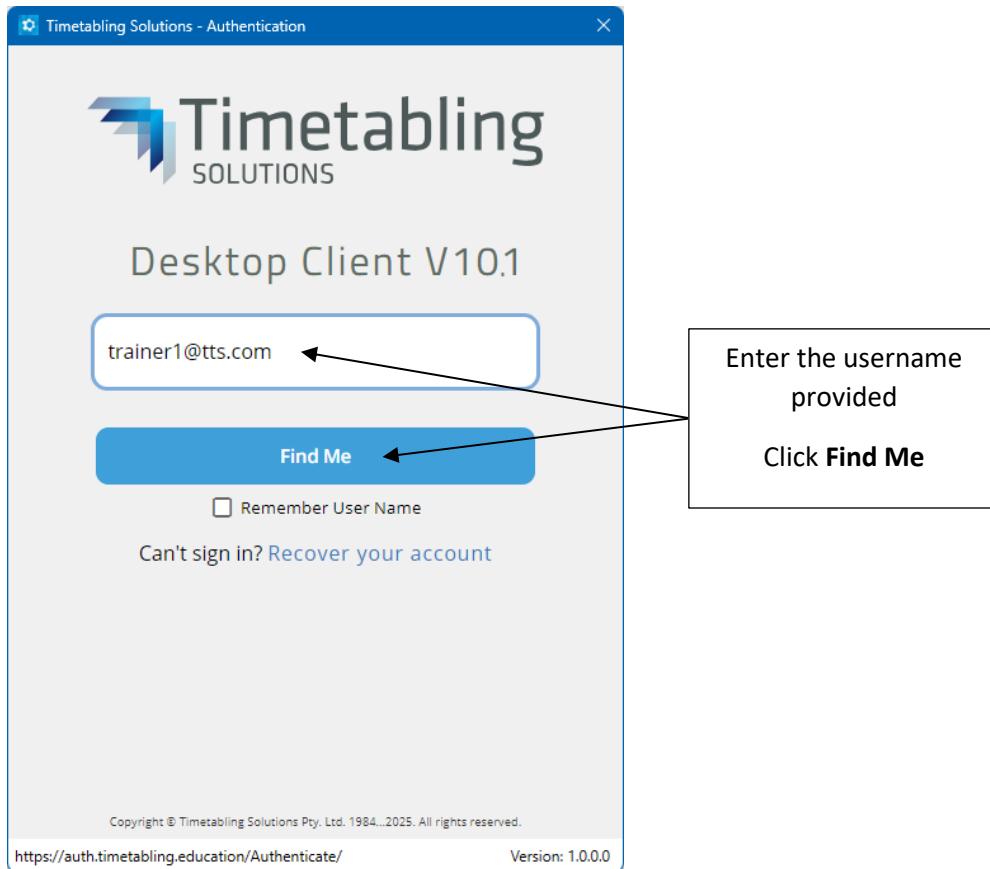
Timetabling Solutions Version 10.1 can be opened from the Windows Start menu.

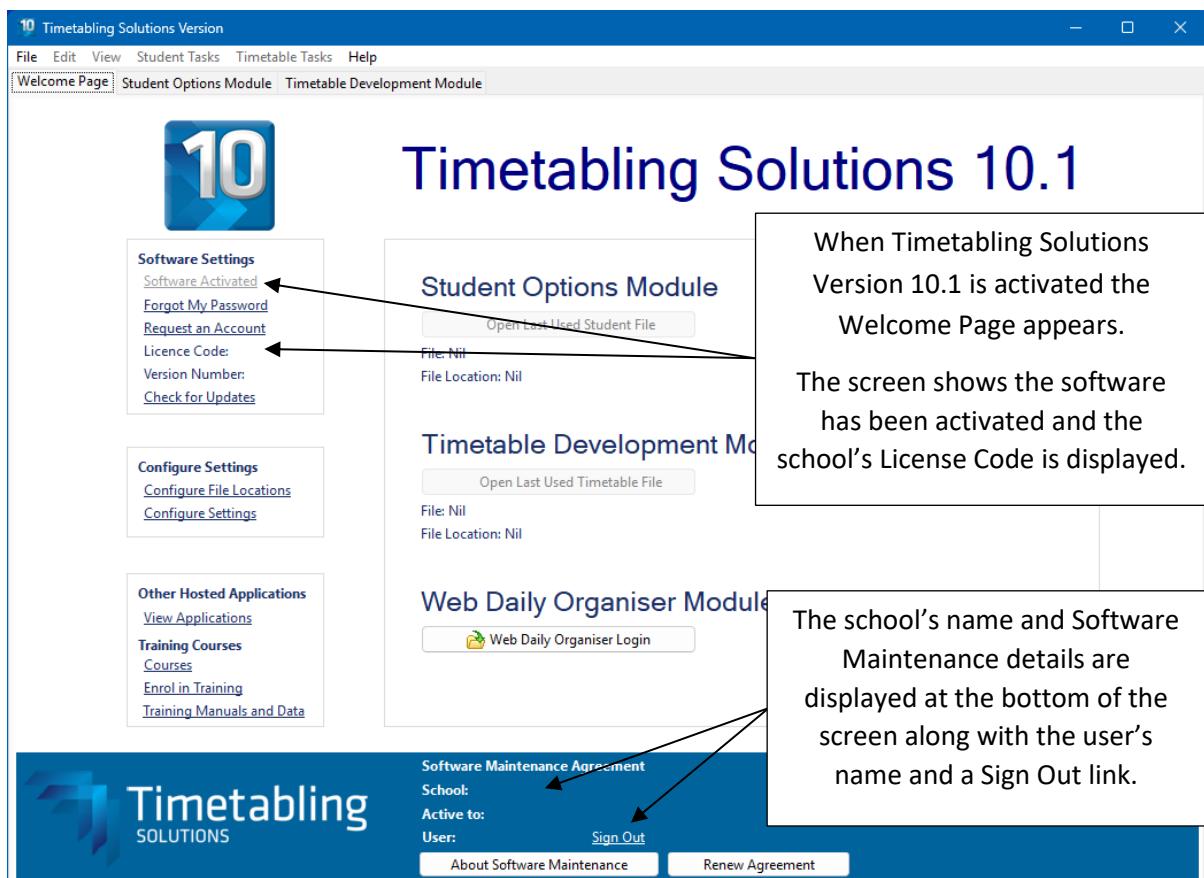
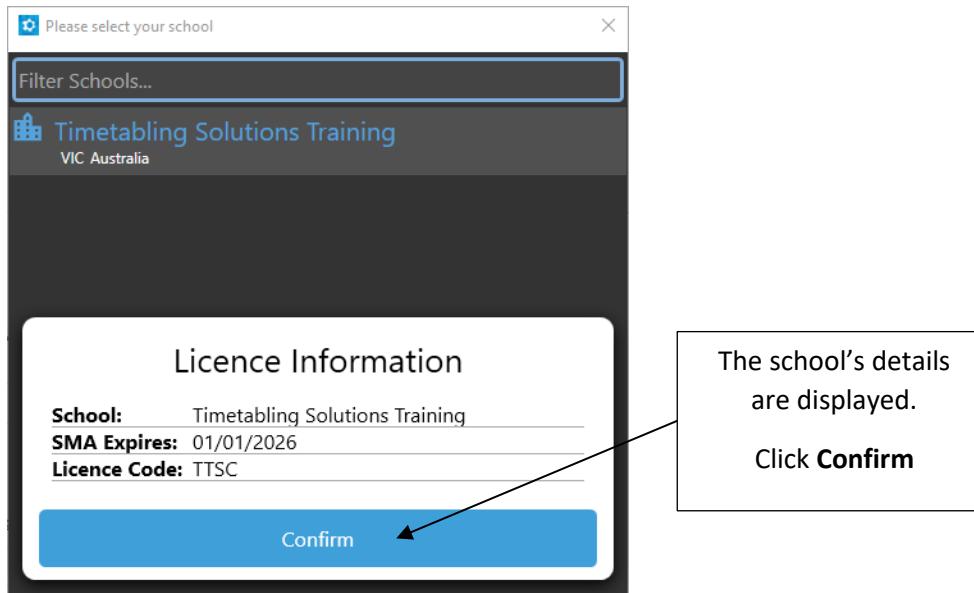
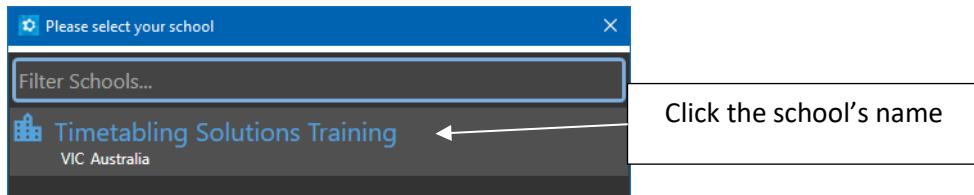


Alternative methods of opening Version 10.1 include:

- On the Start menu, scroll down to Timetabling Solutions, click Timetabling Solutions V10.1
- Create a desktop shortcut and double click on this
- Double click directly on a Student Options or Timetable Development file that was created in Version 10.1

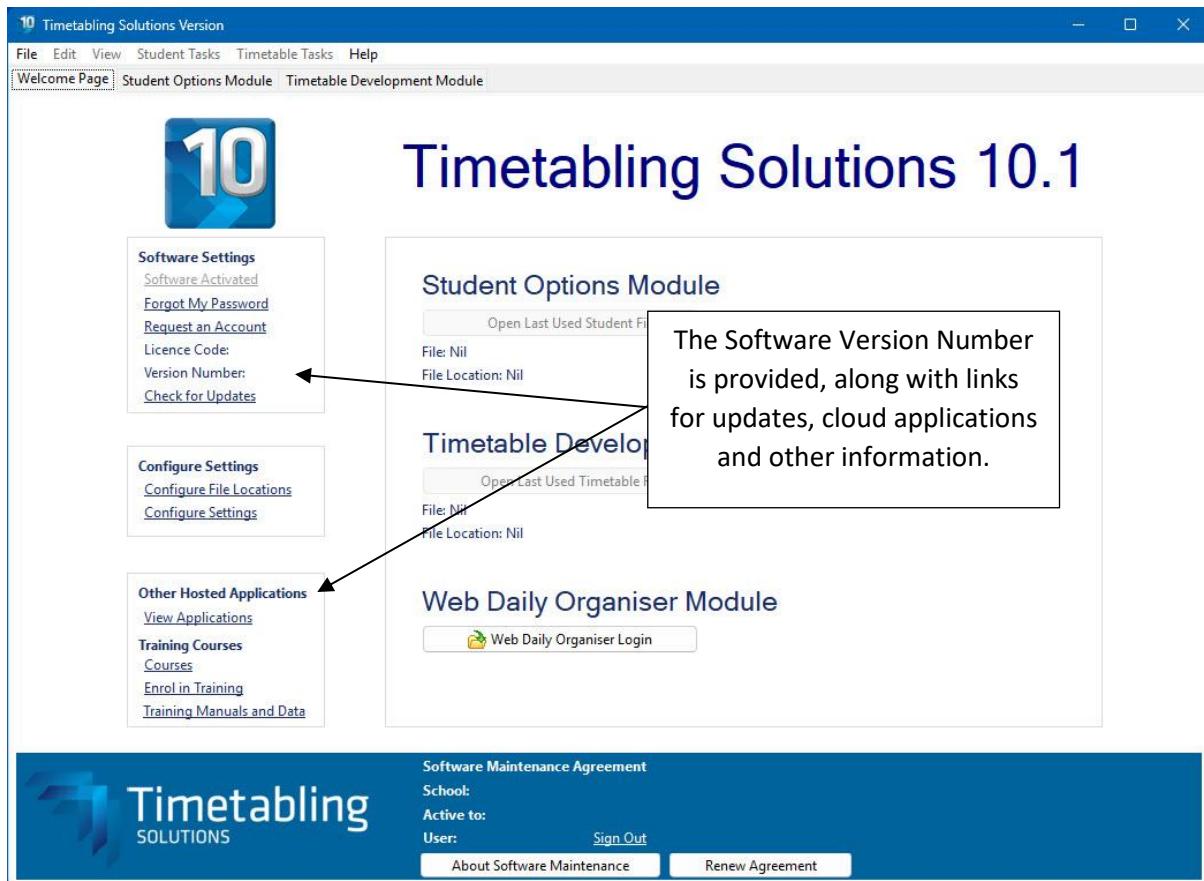
When Timetabling Solutions Version 10.1 is opened for the first time, the activation process begins.





VERSION 10.1 WELCOME PAGE

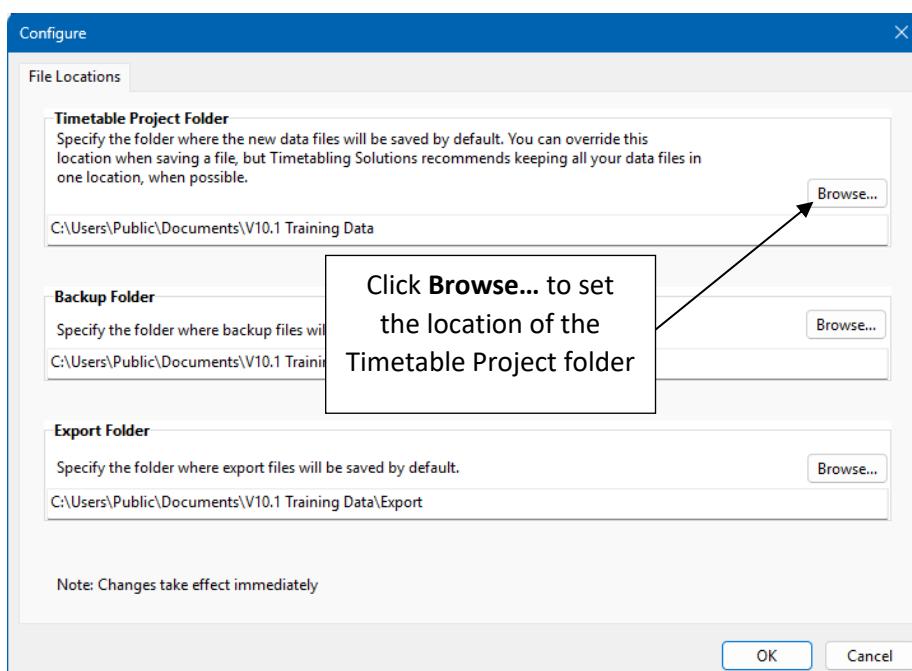
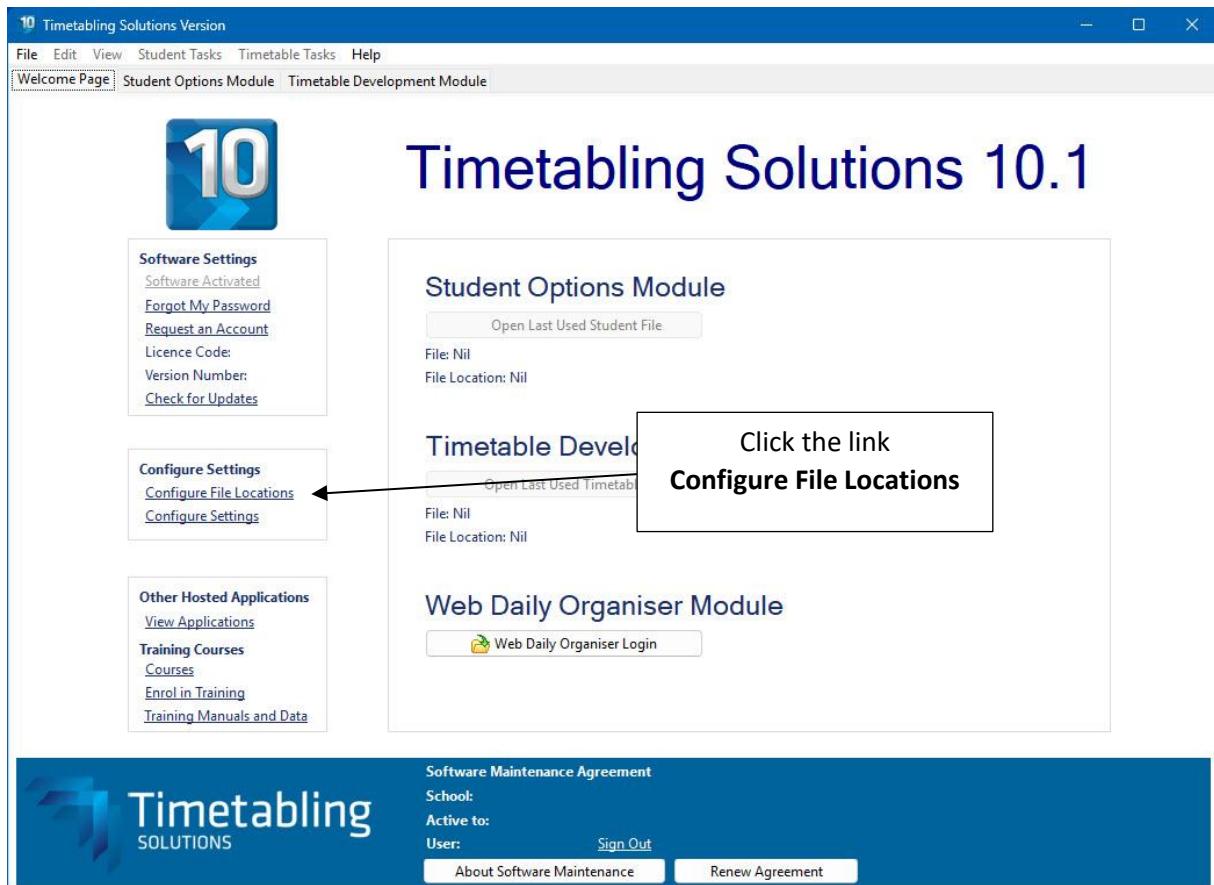
The Welcome Page can be used to access the desktop modules - Student Options and Timetable Development and to login to the Daily Organiser cloud app. It also has links to check for updates, configure the program and go to Timetabling Solutions cloud applications.

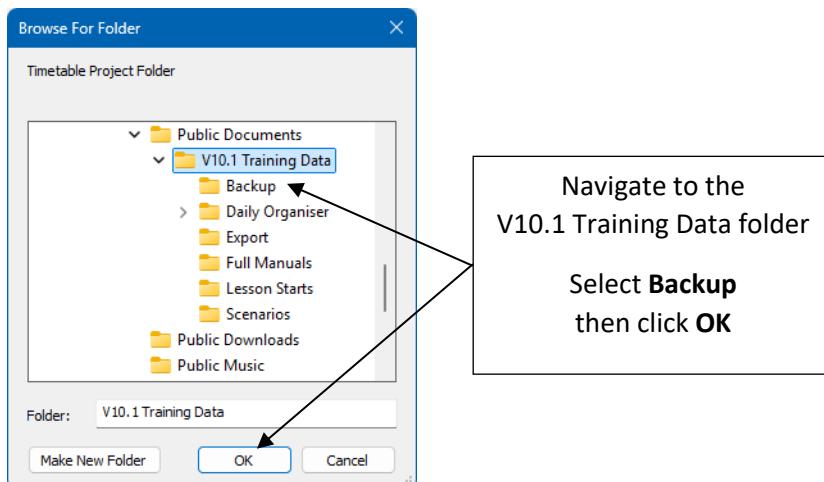
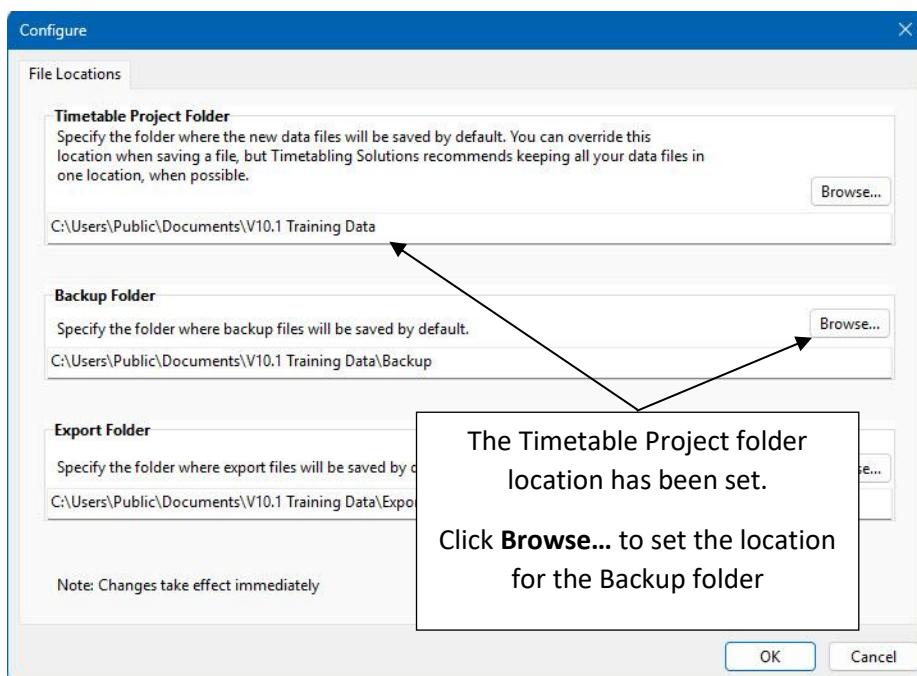
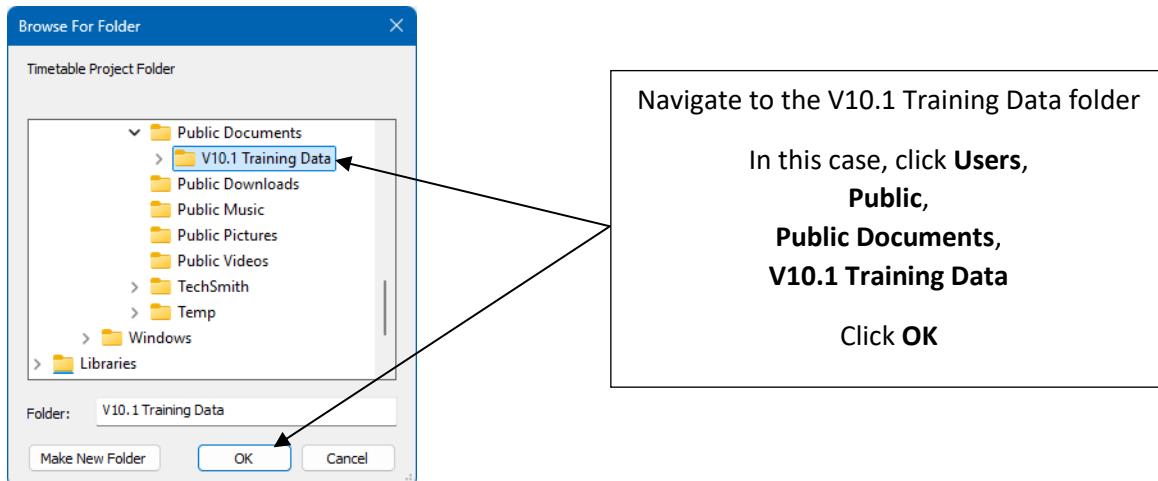


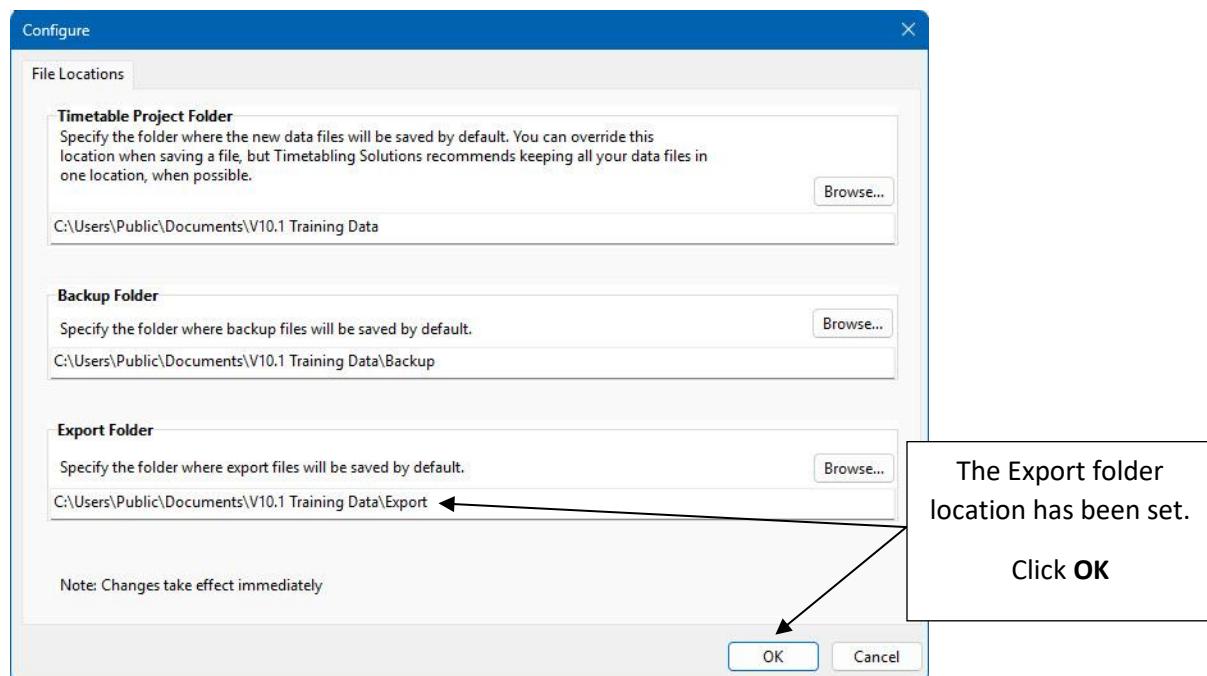
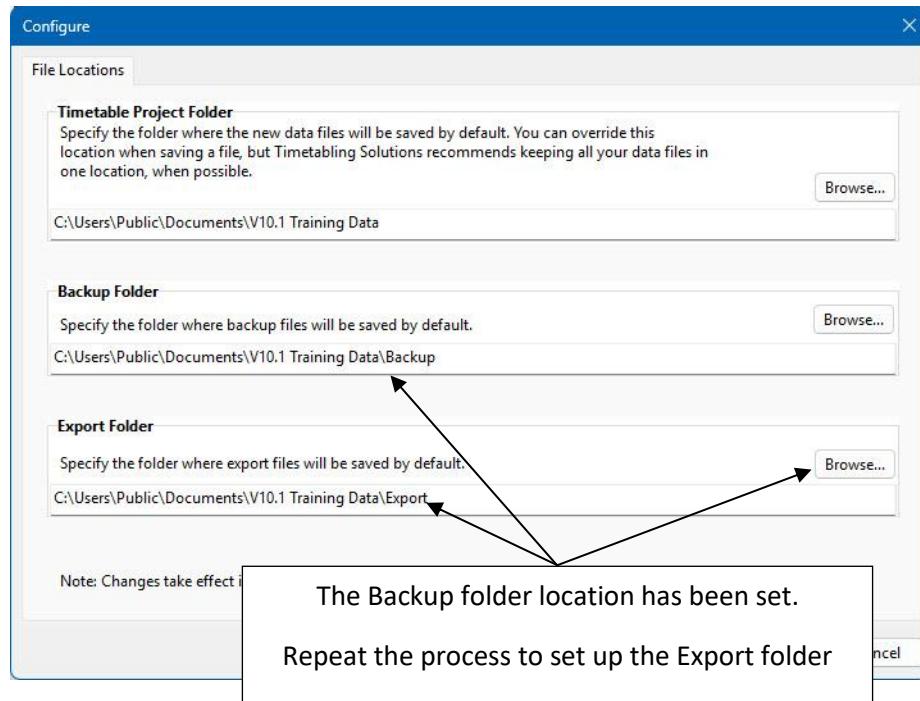
CONFIGURE FILE LOCATIONS

The file locations can be configured by individual users. It is important that all users of Version 10.1 desktop modules have access to the data in the Project Folder.

For training, the data is saved in a folder called V10.1 Training Data in the Public Documents folder.



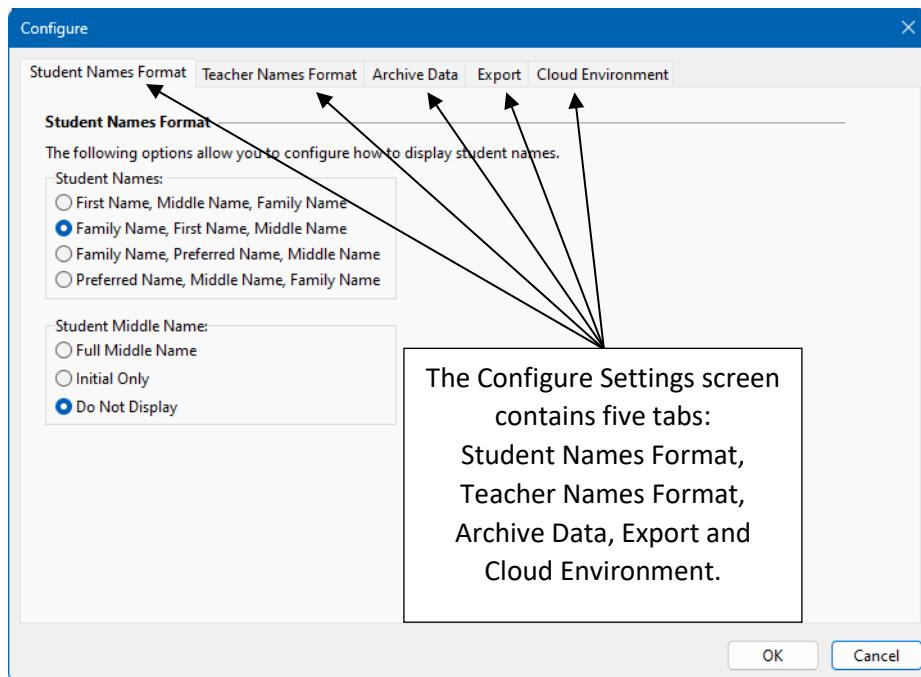
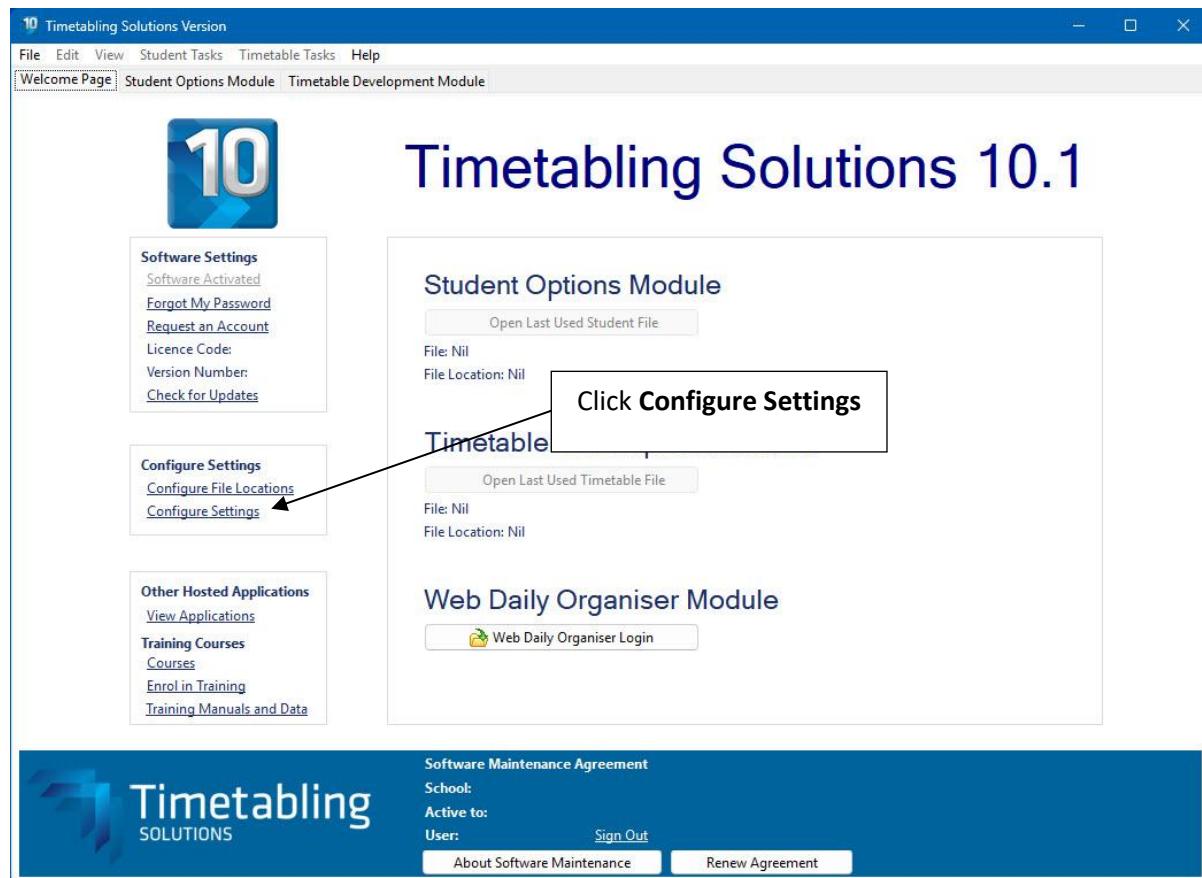




Each user can set up individual locations for the Timetable Project folder, Backup folder and Export folder. It is recommended that the Timetable Project folder is a shared folder on the school's network.

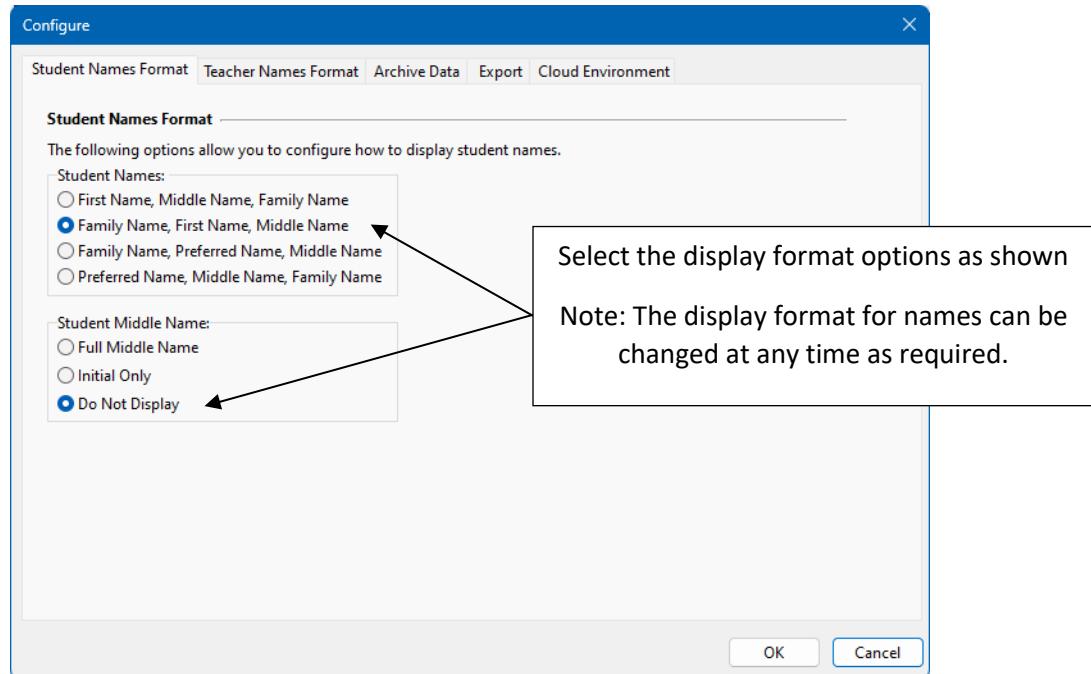
CONFIGURE SETTINGS IN VERSION 10.1

The way that data is displayed in the program can be personalised to suit each user's needs.



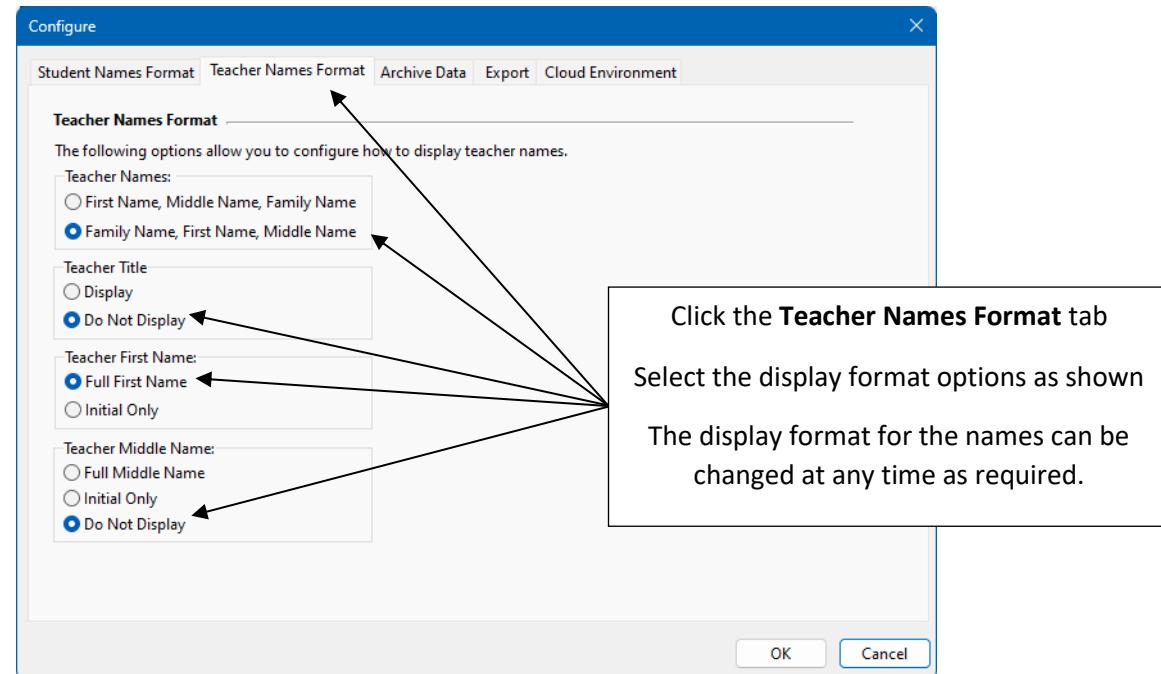
STUDENT NAMES FORMAT

The settings for displaying student names can be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.



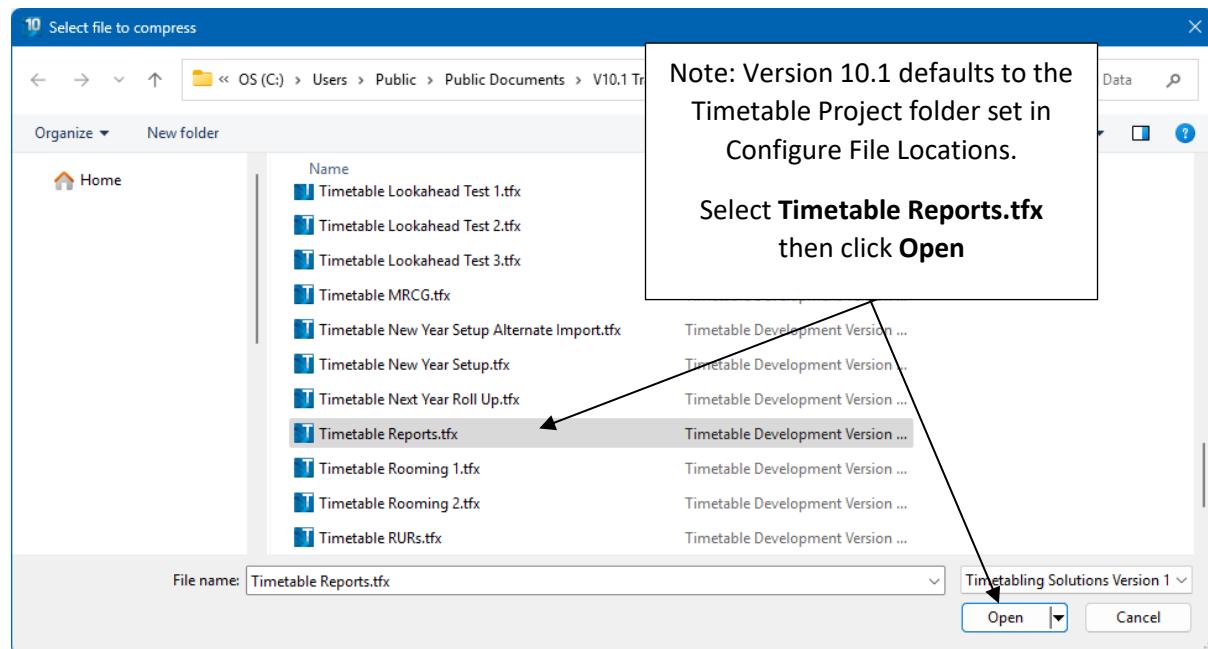
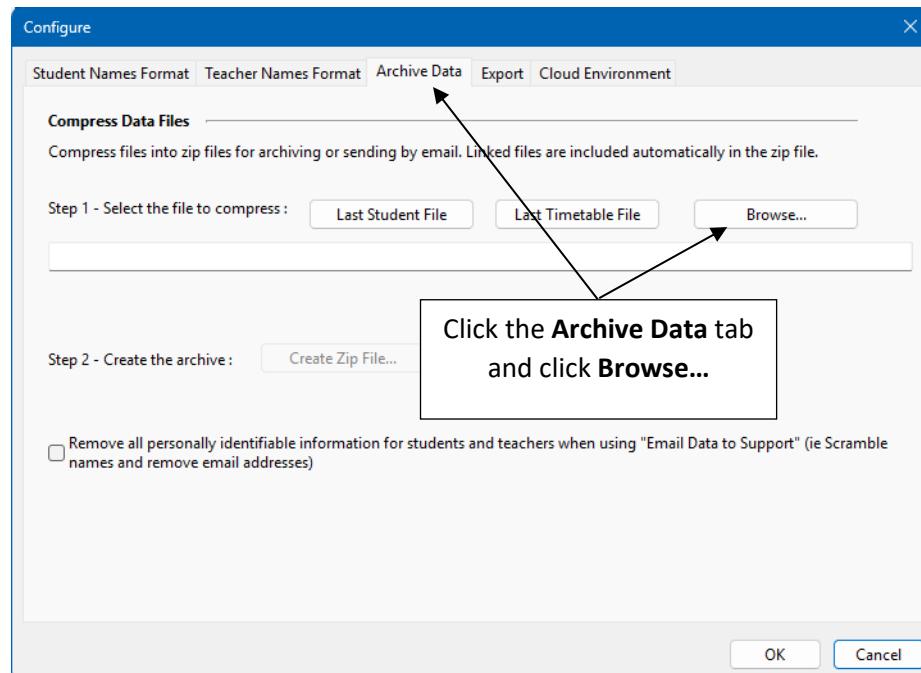
TEACHER NAMES FORMAT

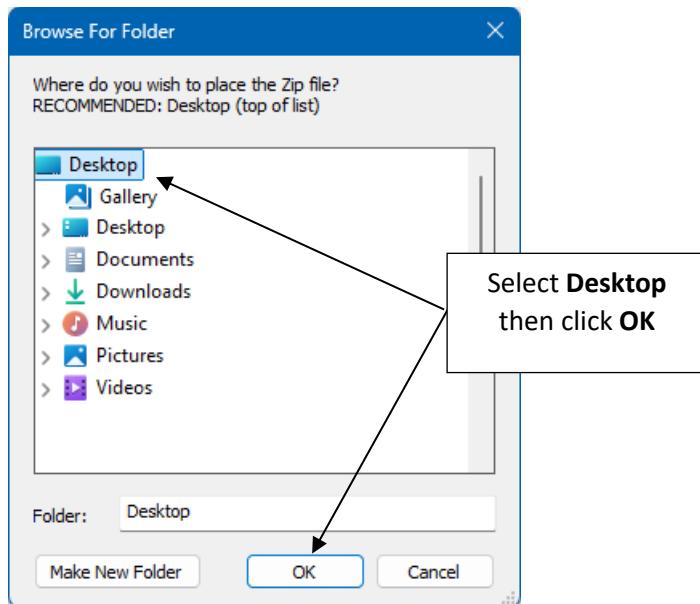
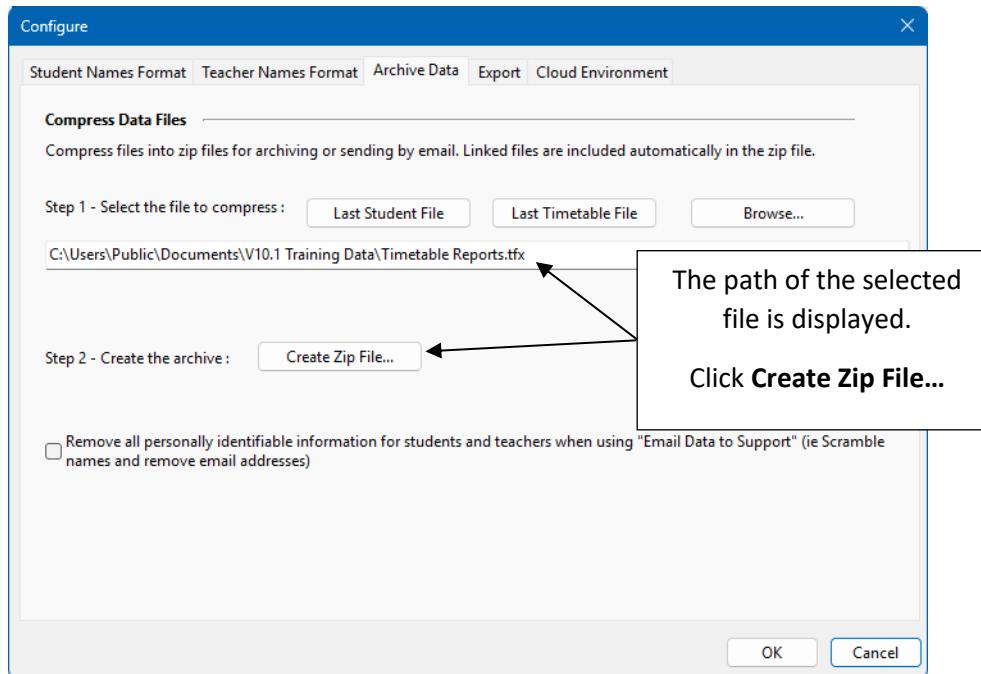
The settings for displaying teacher names can also be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.

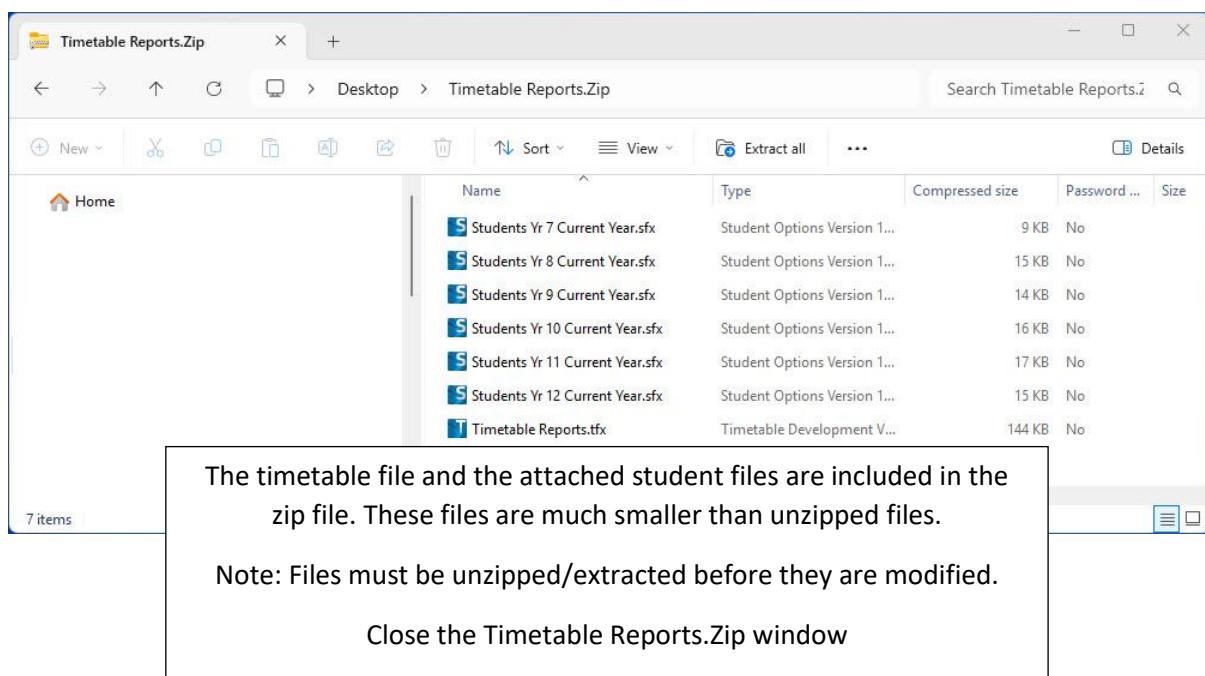
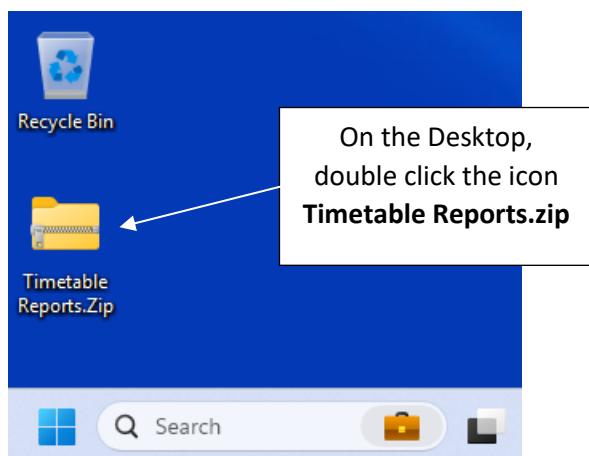
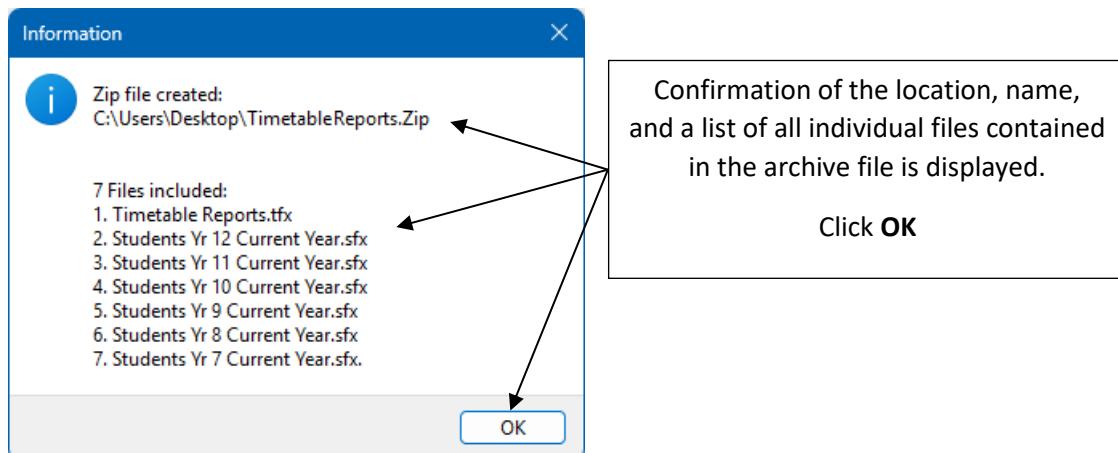


ARCHIVE DATA

Zip files can be created using the Archive Data function. The zip file will contain the selected file and any other files linked to the selected file.

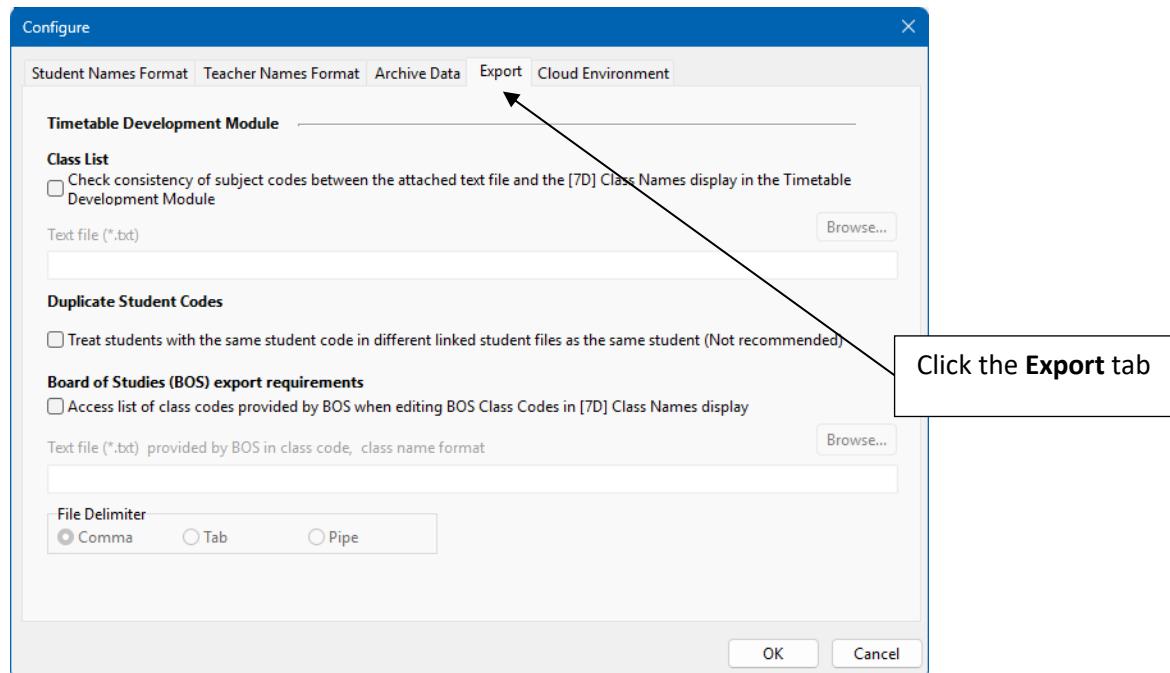






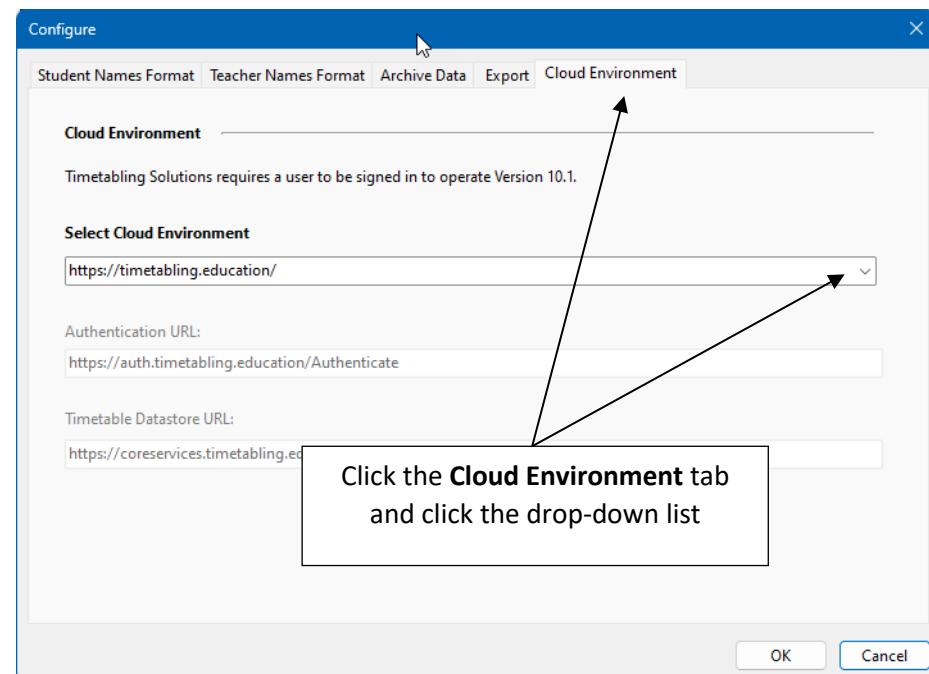
EXPORT

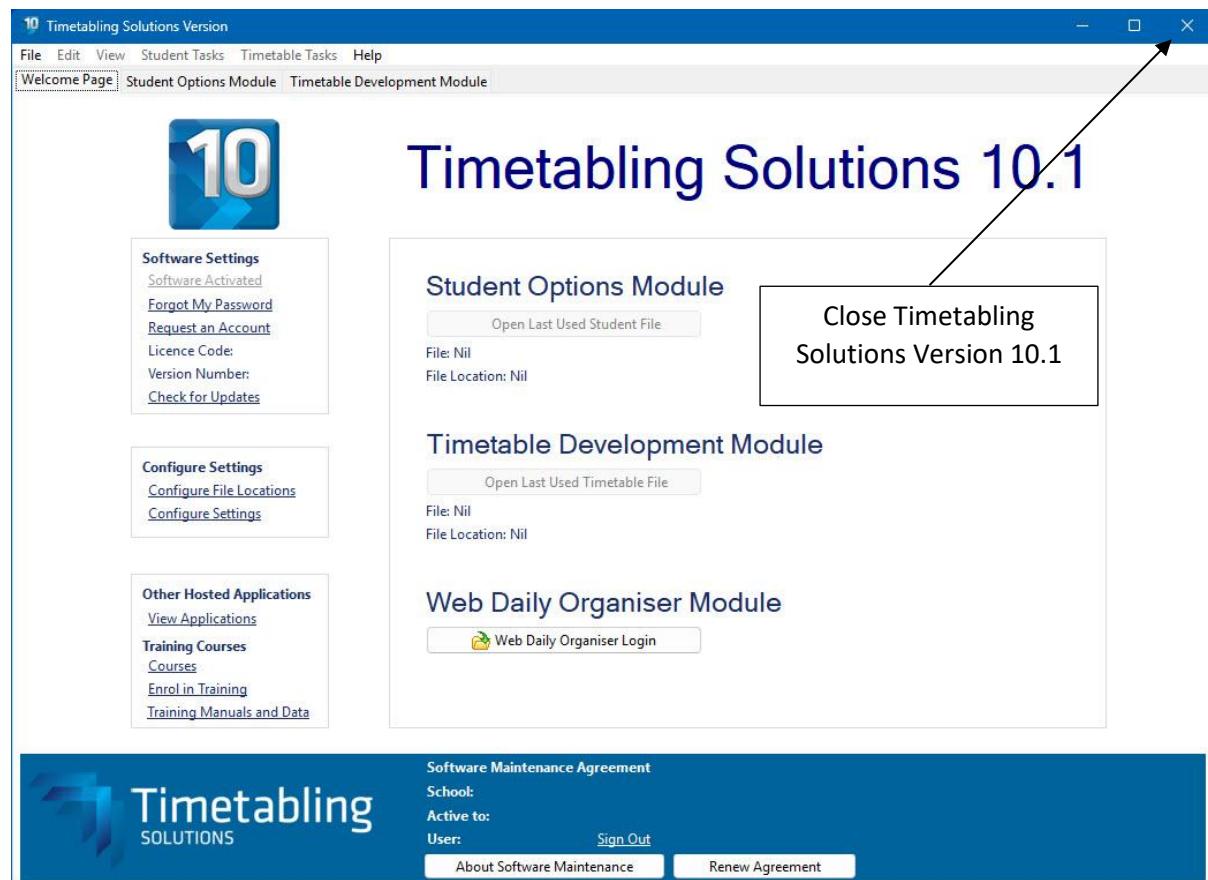
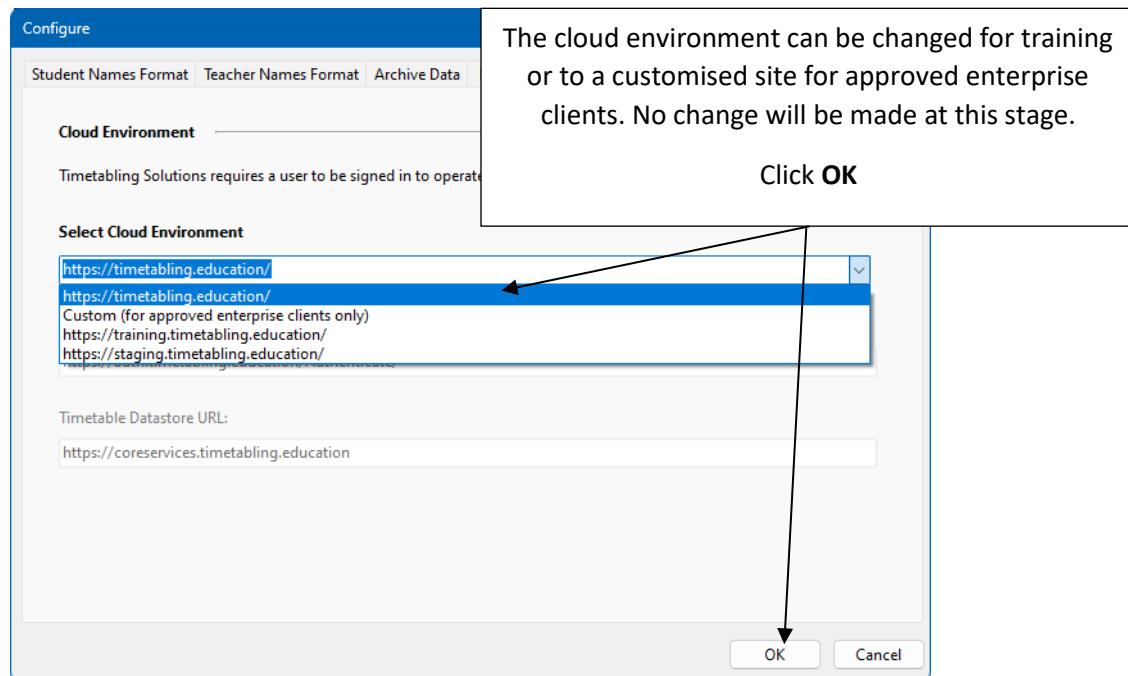
The Export tab allows the user to link files provided from various Boards of Studies. Use of this feature is covered in the specific export lessons available online.



CLOUD ENVIRONMENT

In Version 10.1, the Cloud Environment tab allows users to change the selected cloud environment. The default setting is Timetabling Solutions hosted site <https://timetabling.education>.





Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 1 - Set Up Daily Organiser

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PROFESSIONAL LEARNING OBJECTIVES

- Create a new Daily Organiser
- Set up a Calendar
- Define unsupervised classes
- Define reasons

SKILLS

- Set up a new Daily Organiser
- Navigate through the app
- Import and edit Parameters
- Add closure days and closure weeks
- Edit timetable days
- Set cycle start dates
- Add an unsupervised class
- Add and sort reasons

WHAT IS DAILY ORGANISER?

The Daily Organiser app is a fully hosted cloud application that allows users to manage the day-to-day operation of a school's timetable. In this application, it is possible to enter teacher absences, cancel lessons, make room changes, allocate teachers and students to activities, update class lists and select replacement teachers to cover teacher absences.

From the app, changes for each day can also be emailed to staff, published to the Staff Portal, Student Portal and Daily Reports or exported to third party applications.

The recommended browsers are Google Chrome, Microsoft Edge, Firefox, Safari or any other Chromium-based browser.

TIMETABLING SOLUTIONS CLOUD APPS

With the latest update, major changes have been made to several Timetabling Solutions apps to improve data management, workflow processes and apply a consistent theme across our cloud apps.

The following apps have an impact on how you use the Daily Organiser app:

- Management Portal: The Global Administrator or School Administrator must set up your school details including school name, campus information and academic year dates.
 - The Academic Year is the default location for all Published Timetables and Daily Organiser data.
 - Only one Daily Organiser can be created for an Academic Year.
 - The Timetabler and Daily Organiser no longer have to create Published Timetable Groups for the storage of data.

These changes were implemented to improve data management.

- Daily Organiser: When the first version of the Daily Organiser app was created, a conscious decision was made to keep the same classic look as used in Version 8 and 9 Daily Organiser on the desktop. With the latest release of the modern version several changes have been made:
 - The Daily Organiser for a particular year is created / opened by selecting the Campus and Academic Year.
 - The Home Page has been redesigned to include the Task Tree.
 - Items on the Task Tree have been renamed and moved to improve workflow and to better describe the tasks performed on each page.
 - The number of buttons on most screens has been reduced by adding drop-down menus to some buttons.
 - The speed of loading pages and completing tasks has improved by moving the data processing from the server to your browser.
 - The Daily Organiser app can be downloaded to your browser so that you can continue to work offline if there is a temporary interruption to the internet connectivity.

Note: The classic version of Daily Organiser will be available for a short period so that users can become familiar with the modern version before changing over.

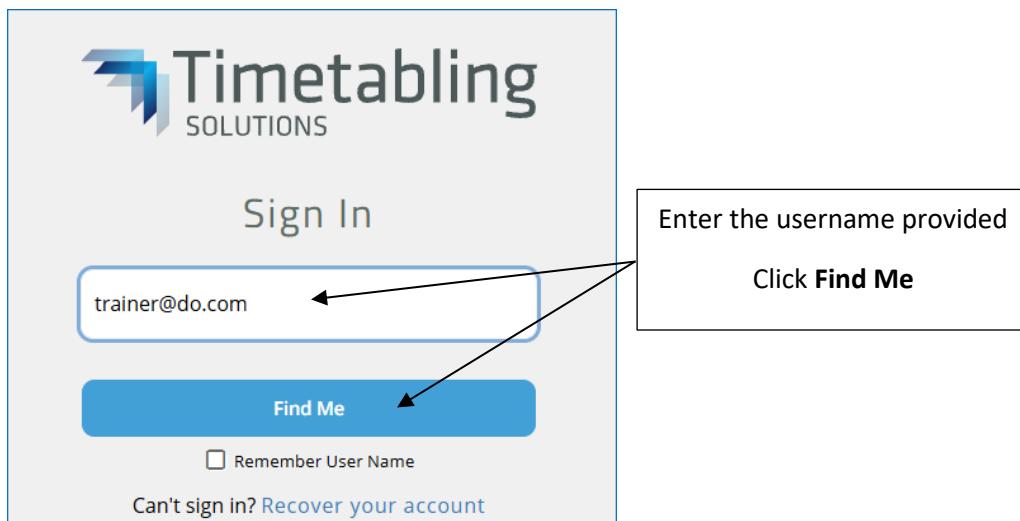
HOW TO GET STARTED

At the start of each Academic Year

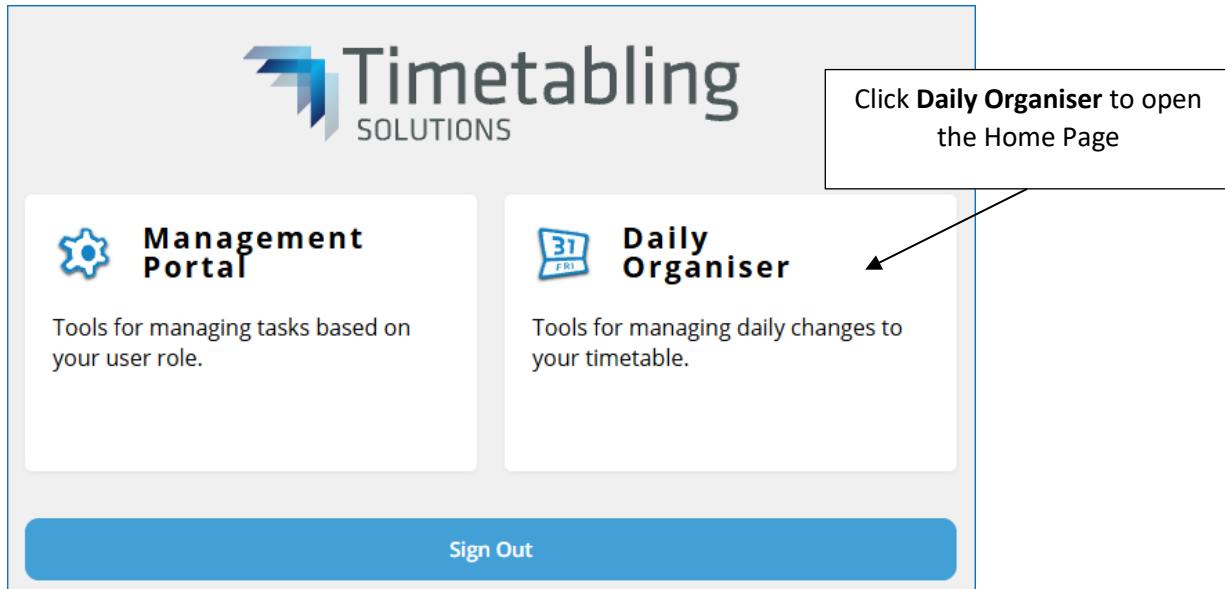
- The Global Administrator or School Administrator sets up the term/trimester dates for the Academic Year in the Management Portal.
- The Global Administrator must add the Timetabler and Daily Organiser as users.
- The Timetabler publishes a timetable from Version 10 Timetable Development. When publishing they select the Campus, Academic Year and enter a start date.
- The Daily Organiser can then open the app and get started.

OPEN DAILY ORGANISER

Open Google Chrome and enter the address for the training course training.timetabling.education.



Note: When logging in at school the address is timetabling.education. The school's Global Administrator or User Administrator will allocate staff a username and staff will create their own password. Timetabling Solutions should not be contacted, as records of passwords for individual usernames are not kept for security reasons.



Daily Organisers created before this update can be accessed by clicking Open Legacy

Campuses set up in the Management Portal are listed

The task tree and date selector are now located in the side bar

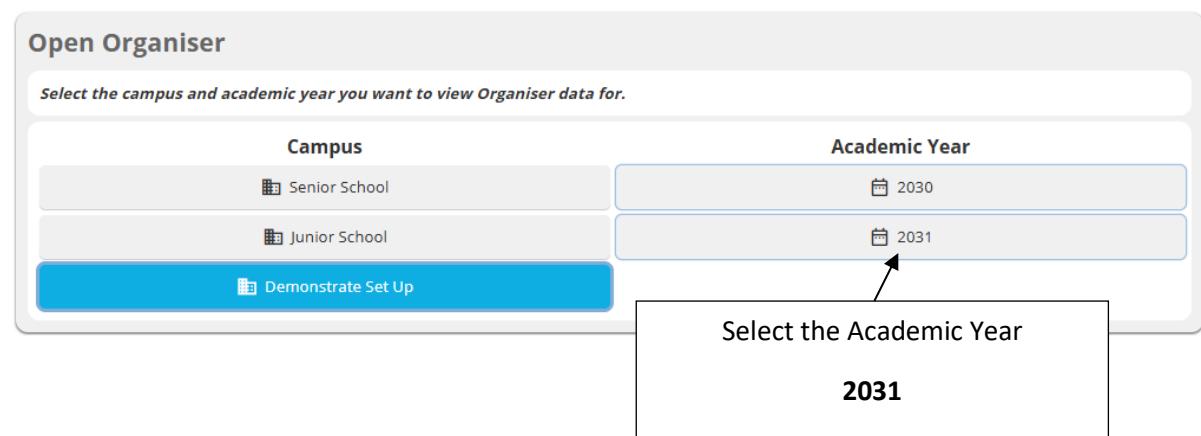
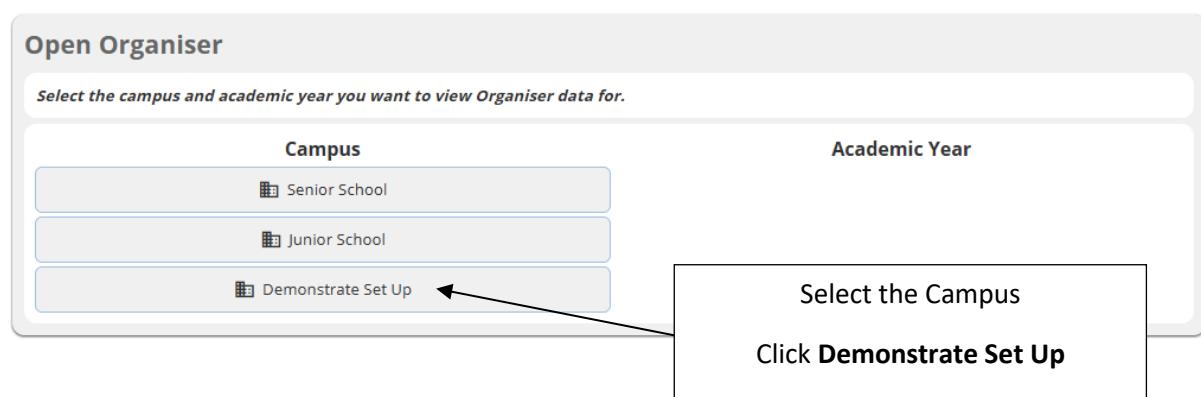
CREATE A DAILY ORGANISER FOR THE ACADEMIC YEAR

Daily Organiser data is accessed by selecting a Campus then selecting an Academic Year.

When opening the Daily Organiser for the first time,

- The start date, end date and school holidays are prefilled based on the term dates entered in the Management Portal.
- The user configures the Daily Organiser by specifying the start timetable day. This must align with the start date.
- Other parameters can be edited if required.
- Parameters can be imported from the cloud or from an existing Version 9 file.

In this example, a new Daily Organiser will be created for 2031 for the campus “Demonstrate Set Up”. It will run from Tuesday 28 January to Friday 12 December. The first timetable has already been published.



Configure New Academic Year

Demonstrate Set Up - 2031

Details

Start Timetable Day

Day 2

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Day 8

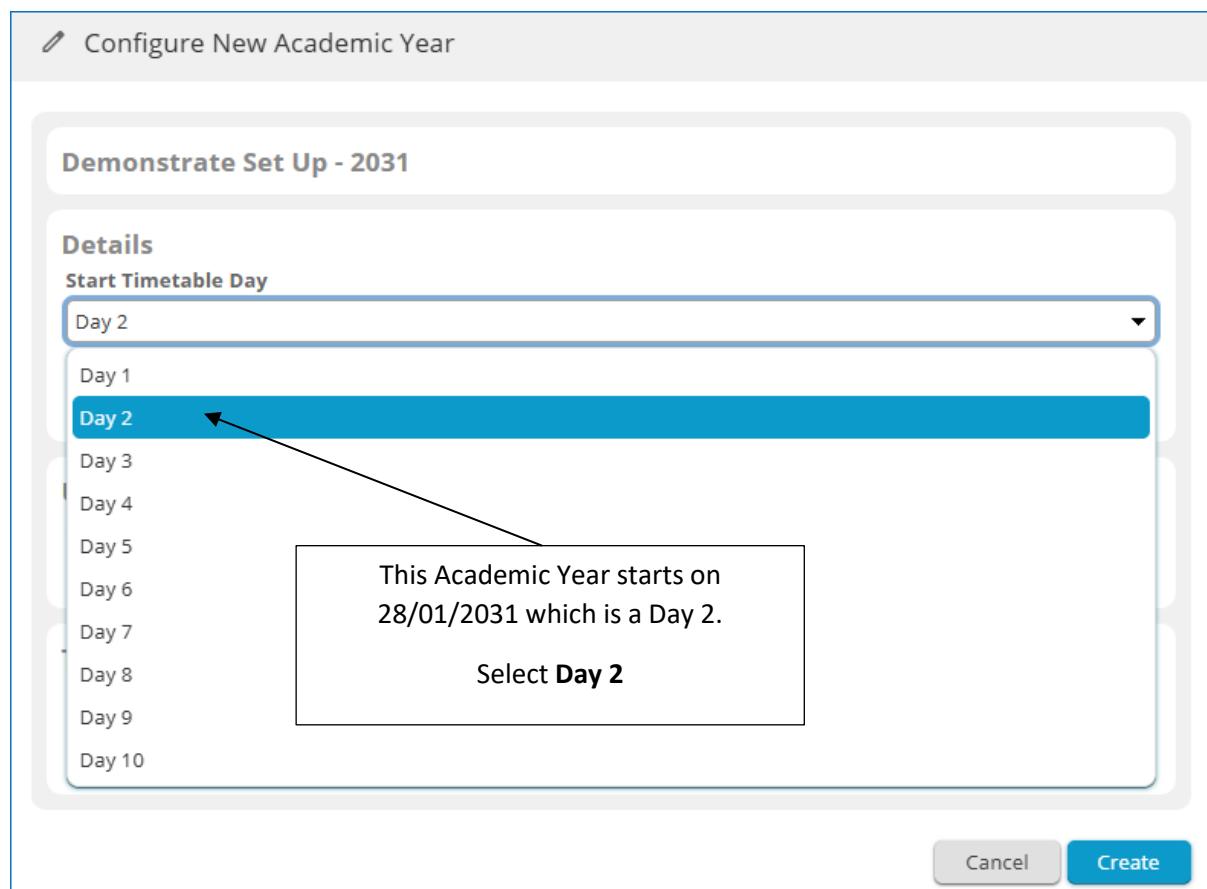
Day 9

Day 10

This Academic Year starts on 28/01/2031 which is a Day 2.

Select Day 2

Cancel Create



Configure New Academic Year

Demonstrate Set Up - 2031

Details

Start Timetable Day

Day 2

Start Date 28/01/2031

End Date 12/12/2031

Use Days

Sunday	Monday	Friday	Saturday
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The Start Date and End Date were defined in the Management Portal when the Academic Year was set up.

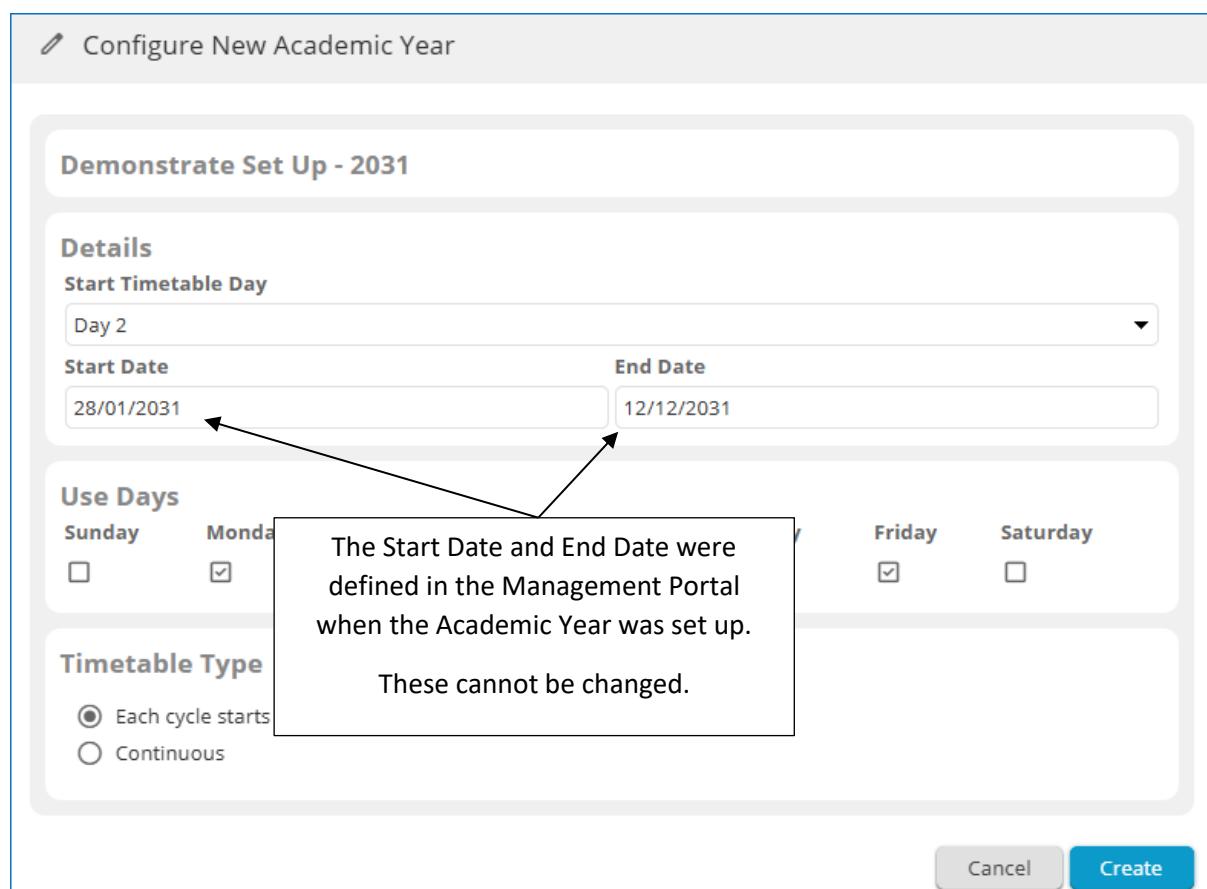
These cannot be changed.

Timetable Type

Each cycle starts

Continuous

Cancel Create



Configure New Academic Year

Demonstrate Set Up - 2031

Details

Start Timetable Day	Day 2	Default values have been entered for Use Days and Timetable Type. These can be changed if required.
Start Date	28/01/2031	Click Create

Use Days

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				

Timetable Type

- Each cycle starts on the same calendar day
- Continuous

Create

IMPORT PARAMETERS

Parameters can be imported from the cloud or from an existing Version 9 file. Checkboxes are used to select which parameters are imported.

When Timetabling Solutions is being used for the first time, there will be no previous Daily Organiser data to import. All the parameters will need to be entered manually.

② Confirm

Do you wish to import parameters from another Daily Organiser file?

Yes

Click **Yes**

In this example, Parameters will be imported from last year's Daily Organiser on the web.

Import Information

Daily Organiser (Web) Version 9 Daily Organiser

Select a file to import information from

Name	Start Date	End Date	Date Modified
Demonstrate Set Up - 2030	15/07/2030	13/12/2030	19/08/2025
Demonstrate Set Up - 2031	28/01/2031	12/12/2031	19/08/2025
Senior School - 2031 - Semester 1	28/01/2031	30/06/2031	16/08/2025

Cancel Next

Select **Daily Organiser (Web)** and **Demonstrate Set Up - 2030**
Click **Next**

Import Information

Daily Organiser (Web) Version 9 Daily Organiser

Select information to import

Calendar Settings
 Unsupervised Classes
 Teacher Absence Reasons
 Room Availability Reasons
 Cancellation Reasons
 Teacher Details
 Casual Teacher Details

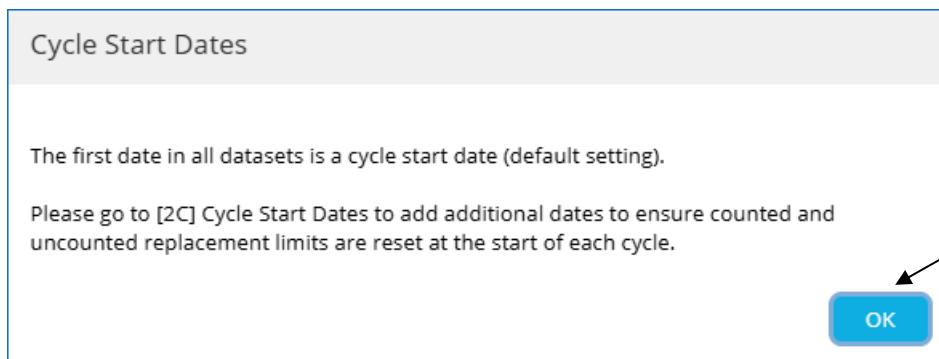
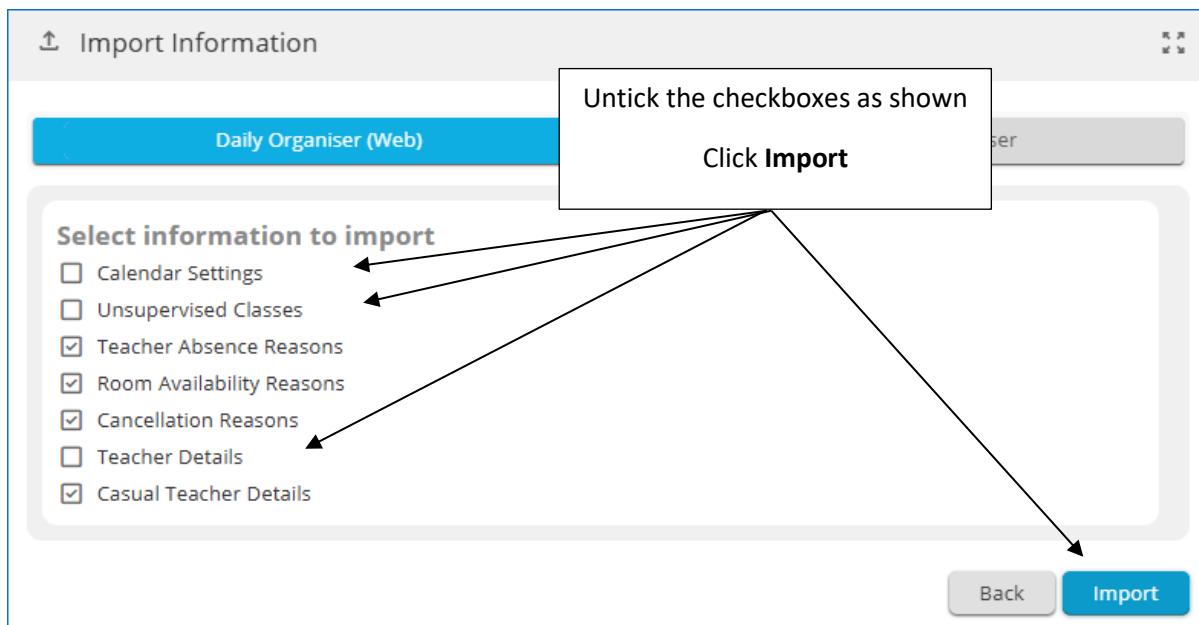
A list of parameters is displayed. By default, all checkboxes are ticked.

Back Import

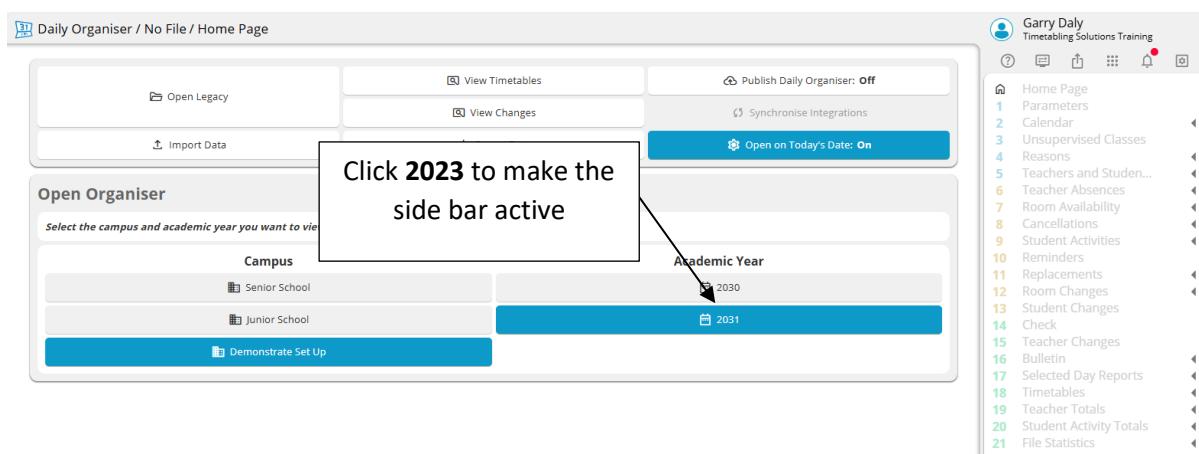
The following parameters are available to be imported:

- Calendar Settings
- Unsupervised Classes: All class codes that were classified as unsupervised in the previous file or dataset can be imported if the codes are also present in this year's timetable.
- Teacher Absence Reasons
- Room Availability Reasons
- Cancellation Reasons
- Teacher Details Teacher names, codes and loads are read from the linked published timetable files. It is recommended that teacher details are NOT imported from the previous Daily Organiser year as they relate to the previous year's published timetable.
- Casual Teacher Details (Note: In earlier versions of Daily Organiser, casual teachers were referred to as emergency teachers)

In this example, Teacher Absence Reasons, Room Availability Reasons, Cancellation Reasons and Casual Teacher Details will be imported.



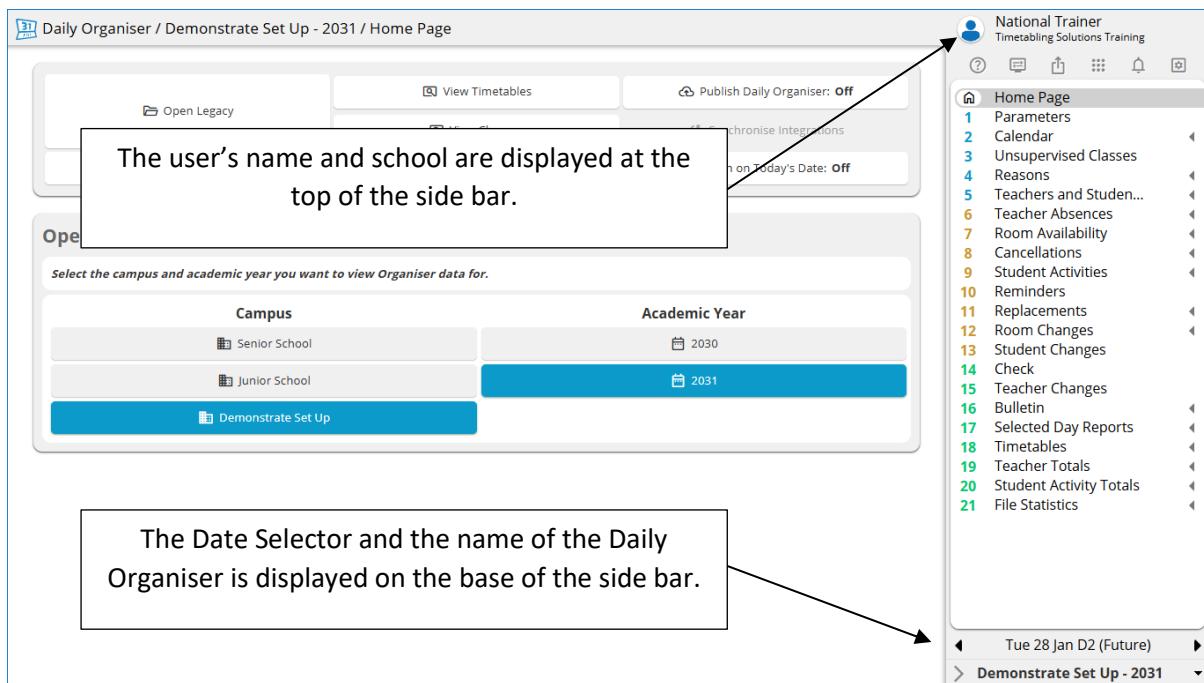
Note: The first date has been set as a default start date because all datasets must have cycle start dates to ensure replacements are allocated and recorded accurately.

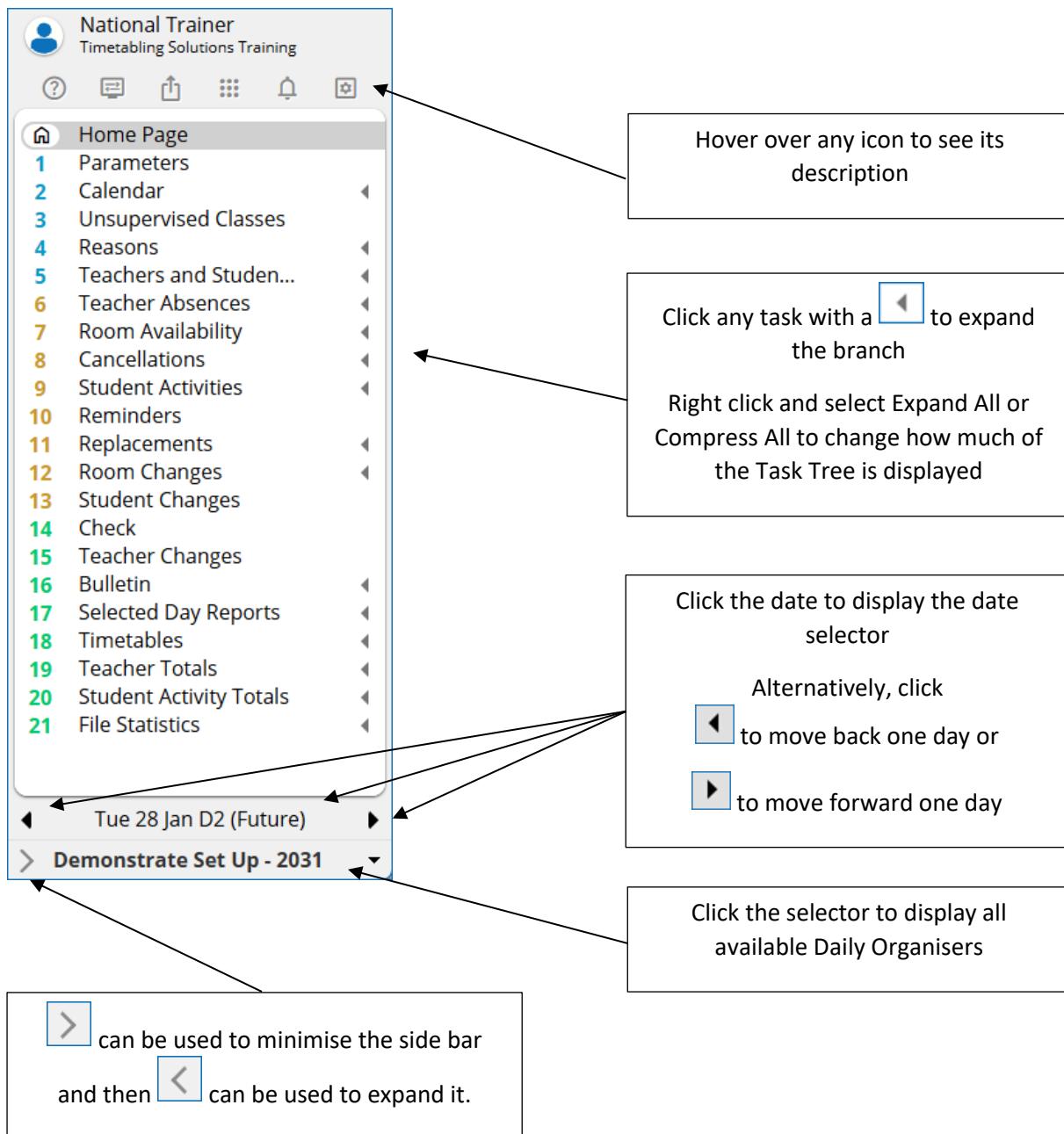


THE SIDE BAR

The sidebar on the right-hand side of the Home Page is available on all screens. It includes:

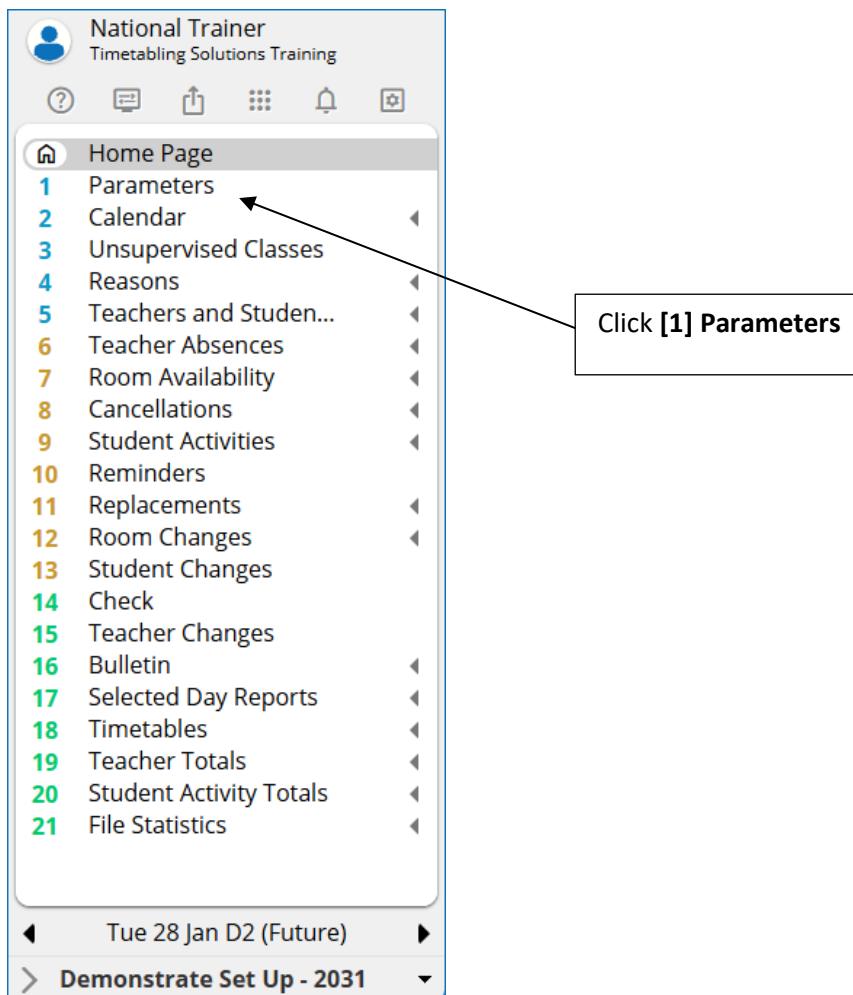
- User details
- Icon bar
- Task Tree
- Date Selector
- Daily Organiser Selector





PARAMETERS

Parameters include the date format and casual teacher parameters which can be edited. It also includes any calendar parameters which were defined during the set up. These cannot be edited.



General
These are general configuration settings.

Date Format
Tue 28 Jan

Casual Teacher Parameters
These are configuration settings specific to casual teachers.

Casual Teacher Title
Casual

Casual Spare Field 1
Teacher Reg No

Casual Spare Field 2
Expiry Date

Casual Spare Field 3

Calendar Parameters
These are configuration settings specific to the dates and days your Organiser will run for.

Start date
28/01/2031

Start timetable day
Day 2

End date
12/12/2031

Weekday status
 Sunday Monday Tuesday Wednesday Thursday

Linked timetable
10 day cycle

Timetable type
 Each cycle starts on the same calendar day Continuous

This is the default date format.

Casual is the default term for Casual Teacher Title.

The Casual Spare Fields were imported from last year's Daily Organiser file.

The Calendar Parameters were defined on set up. These cannot be edited.

DATE FORMAT

There are four date formats to choose. They are selected from the drop-down list in the General section.

General
These are general configuration settings.

Date Format

Tue 28 Jan

28/01/2031

Tue 28 Jan

Tue 28 Jan 31

Tuesday, 28 January 2031

Click **Tue 28 Jan** and the drop-down menu displays alternative date formats

Click **Tue 28 Jan** again to collapse the drop-down menu

The date will be displayed in this format throughout the app.

CASUAL TEACHERS

In the classic version, the term “Emergency Teacher” was used for teachers employed on a casual basis. In the modern version, the default term is “Casual” which can be changed to reflect the term used in your school. In this case, CRT will be used.

Casual Teacher Parameters

These are configuration settings specific to casual teachers.

Casual Teacher Title



Casual Spare Field 1

Casual Spare Field 2

Casual Spare Field 3

Expiry Date

Casual Spare Field 3

Click the default value **Casual** and type “CRT”

Note: Casual teachers will now be referred to as CRTs throughout the app.

Casual Teacher Parameters

These are configuration settings specific to casual teachers.

Casual Teacher Title

CRT Spare Field 1 

CRT Spare Field 2 

Teacher Reg No

Expiry Date

CRT Spare Field 3

In the Spare Field labels Casual has changed to CRT.

This change has been applied throughout the app on all the Task Tree and on all screens.

CALENDAR

In Daily Organiser, the calendar can be set to include closure days and weeks. A summary of the number of occurrences of each timetable day is also provided.

Schools can use this information to decide if the timetable day needs to be changed for a particular date. Timetable days can then be edited. For example, a Day 1 timetable could be run instead of a Day 3 timetable on a Wednesday.

Once the calendar is set up, all the date selectors throughout the program will only require a date to be entered and the correct timetable day will automatically be selected.



On the Task Tree select:
[2A] Calendar - Timetable Days

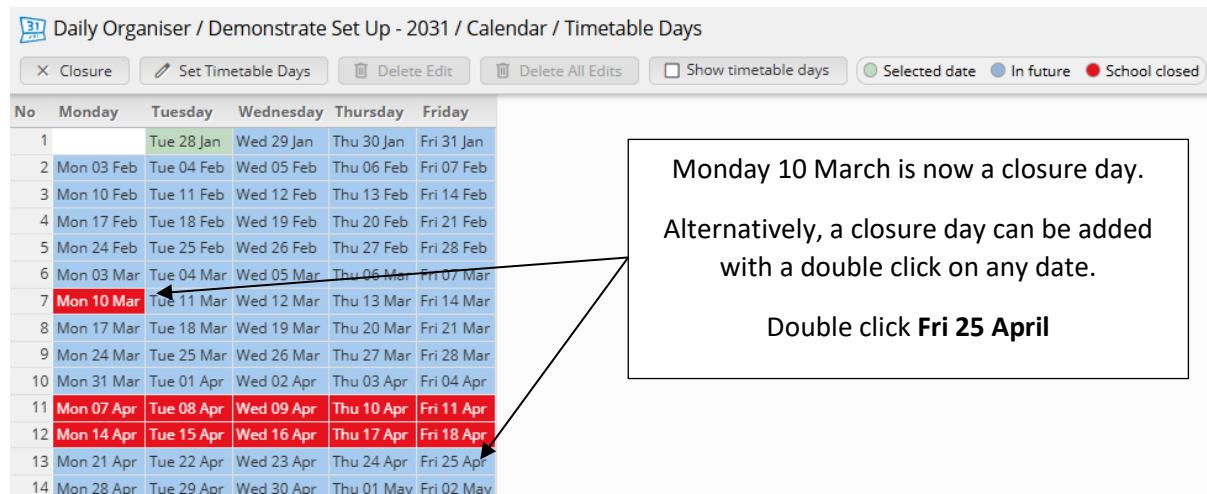
CLOSURE DAYS AND WEEKS

A closure day or week refers to any day when the regular timetable is not being run. For example, school holidays or public holidays. The school holidays are automatically entered as closure days based on the Term Dates set up in the Management Portal.

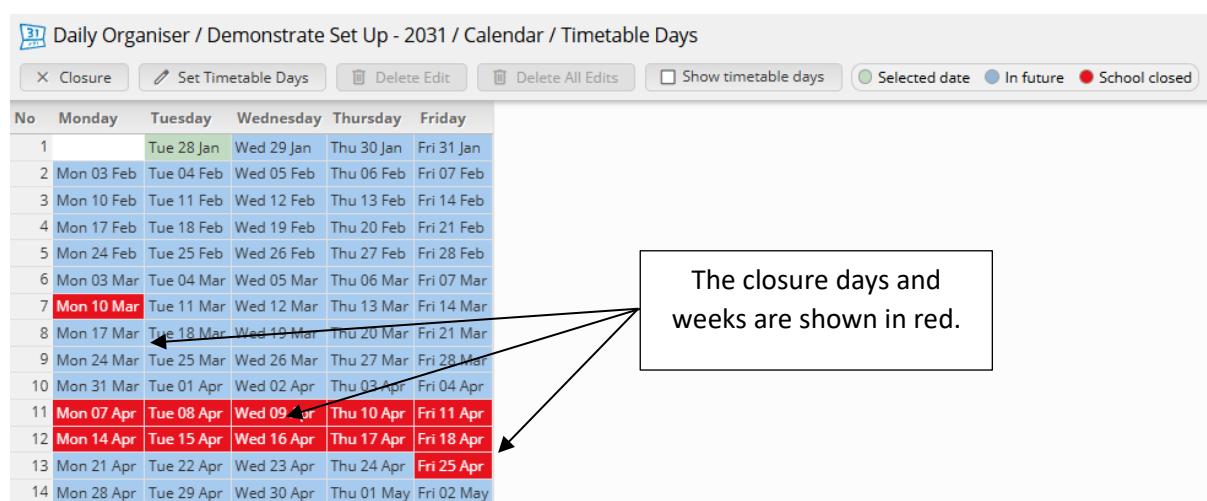
Do not include student free days or sports days as you may need to record teacher absences on these days.

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
7	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar
8	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
9	Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	Mon 21 Apr	Tue 22 Apr	Wed 23 Apr	Thu 24 Apr	Fri 25 Apr
14	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May
15	Mon 05 May	Tue 06 May	Wed 07 May	Thu 08 May	Fri 09 May
16	Mon 12 May	Tue 13 May	Wed 14 May	Thu 15 May	Fri 16 May
17	Mon 19 May	Tue 20 May	Wed 21 May	Thu 22 May	Fri 23 May
18	Mon 26 May	Tue 27 May	Wed 28 May	Thu 29 May	Fri 30 May
19	Mon 02 Jun	Tue 03 Jun	Wed 04 Jun	Thu 05 Jun	Fri 06 Jun
20	Mon 09 Jun	Tue 10 Jun	Wed 11 Jun	Thu 12 Jun	Fri 13 Jun
21	Mon 16 Jun	Tue 17 Jun	Wed 18 Jun	Thu 19 Jun	Fri 20 Jun
22	Mon 23 Jun	Tue 24 Jun	Wed 25 Jun	Thu 26 Jun	Fri 27 Jun
23	Mon 30 Jun	Tue 01 Jul	Wed 02 Jul	Thu 03 Jul	Fri 04 Jul
24	Mon 07 Jul	Tue 08 Jul	Wed 09 Jul	Thu 10 Jul	Fri 11 Jul
25	Mon 14 Jul	Tue 15 Jul	Wed 16 Jul	Thu 17 Jul	Fri 18 Jul
26	Mon 21 Jul	Tue 22 Jul	Wed 23 Jul	Thu 24 Jul	Fri 25 Jul

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
7	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar
8	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
9	Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	Mon 21 Apr	Tue 22 Apr	Wed 23 Apr	Thu 24 Apr	Fri 25 Apr
14	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May



No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
7	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar
8	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
9	Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	Mon 21 Apr	Tue 22 Apr	Wed 23 Apr	Thu 24 Apr	Fri 25 Apr
14	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May



No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
7	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar
8	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
9	Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	Mon 21 Apr	Tue 22 Apr	Wed 23 Apr	Thu 24 Apr	Fri 25 Apr
14	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May

Closure days can be removed by

- double clicking on a date
- clicking on a date and selecting Closure - Day

Closure weeks can be removed by

- clicking any date in the week and selecting Closure - Week

TIMETABLE DAYS

Timetable days can also be shown on calendars. This is useful for schools that have a 10 day or a continuous timetable.

 Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Timetable Days

X Closure Set Timetable Days Delete Edit Delete All Edits Show timetable days

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 Feb D3	Thu 13 Feb D4	Fri 14 Feb D5
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 Feb D8	Thu 20 Feb D9	Fri 21 Feb D10
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 03 Mar D6	Tue 04 Mar D7	Wed 05 Mar D8	Thu 06 Mar D9	
7	Mon 10 Mar D1	Tue 11 Mar D2	Wed 12 Mar D3	Thu 13 Mar D4	
8	Mon 17 Mar D6	Tue 18 Mar D7	Wed 19 Mar D8	Thu 20 Mar D9	Fri 21 Mar D10

Tick Show timetable days and the timetable days are now displayed under each date.

SUMMARY

The Summary screen gives details of how many times each timetable day occurs during the year.



On the Task Tree select:
[2B] Calendar - Summary

 Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Summary

No	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
1	Mon 10 Feb	Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
2	Mon 24 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
3	Mon 24 Mar	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
4	Mon 21 Apr	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
5	Mon 05 May	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
6	Mon 19 May	Tue 22 Apr	Wed 23 Apr	Thu 24 Apr	Fri 09 May	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May
7	Mon 02 Jun	Tue 06 May	Wed 07 May	Thu 08 May	Fri 23 May	Mon 12 May	Tue 13 May	Wed 14 May	Thu 15 May	Fri 16 May
8	Mon 16 Jun	Tue 20 May	Wed 21 May	Thu 22 May	Fri 06 Jun	Mon 26 May	Tue 27 May	Wed 28 May	Thu 29 May	Fri 30 May
9	Mon 14 Jul	Tue 03 Jun	Wed 04 Jun	Thu 05 Jun	Fri 20 Jun	Mon 09 Jun	Tue 10 Jun	Wed 11 Jun	Thu 12 Jun	Fri 13 Jun
10	Mon 28 Jul	Tue 17 Jun	Wed 18 Jun	Thu 19 Jun	Fri 18 Jul	Mon 23 Jun	Tue 24 Jun	Wed 25 Jun	Thu 26 Jun	Fri 27 Jun
11	Mon 11 Aug	Tue 15 Jul	Wed 16 Jul	Thu 17 Jul	Fri 01 Aug	Mon 21 Jul	Tue 22 Jul	Wed 23 Jul	Thu 24 Jul	Fri 25 Jul
12	Mon 25 Aug	Tue 29 Jul	Wed 30 Jul	Thu 31 Jul	Fri 15 Aug	Mon 04 Aug	Tue 05 Aug	Wed 06 Aug	Thu 07 Aug	Fri 08 Aug
13	Mon 08 Sep	Tue 12 Aug	Wed 13 Aug	Thu 14 Aug	Fri 29 Aug	Mon 18 Aug	Tue 19 Aug	Wed 20 Aug	Thu 21 Aug	Fri 22 Aug
14	Mon 06 Oct	Tue 26 Aug	Wed 27 Aug	Thu 28 Aug	Fri 12 Sep	Mon 01 Sep	Tue 02 Sep	Wed 03 Sep	Thu 04 Sep	Fri 05 Sep
15	Mon 20 Oct	Tue 09 Sep	Wed 10 Sep	Thu 11 Sep	Fri 10 Oct	Mon 15 Sep	Tue 16 Sep	Wed 17 Sep	Thu 18 Sep	Fri 19 Sep
16	Mon 03 Nov	Tue 07 Oct	Wed 08 Oct	Thu 09 Oct	Fri 24 Oct	Mon 13 Oct	Tue 14 Oct	Wed 15 Oct	Thu 16 Oct	Fri 17 Oct
17	Mon 17 Nov	Tue 21 Oct	Wed 22 Oct	Thu 23 Oct	Fri 07 Nov	Mon 27 Oct	Tue 28 Oct	Wed 29 Oct	Thu 30 Oct	Fri 31 Oct
18	Mon 01 Dec	Tue 04 Nov	Wed 05 Nov	Thu 06 Nov	Fri 21 Nov	Mon 10 Nov	Tue 11 Nov	Wed 12 Nov	Thu 13 Nov	Fri 14 Nov
19		Tue 18 Nov	Wed 19 Nov	Thu 20 Nov	Fri 05 Dec	Mon 24 Nov	Tue 25 Nov	Wed 26 Nov	Thu 27 Nov	Fri 28 Nov
20		Tue 02 Dec	Wed 03 Dec	Thu 04 Dec		Mon 08 Dec	Tue 09 Dec	Wed 10 Dec	Thu 11 Dec	Fri 12 Dec
	18	20	20	20	19	20	20	20	20	20

On this screen the headings are the timetable days and the dates that each timetable day occurs are listed below.

The total number of occurrences for each timetable day is displayed at the base of each column.

Note: There are fewer Day 1's than any other day in the cycle.

EDIT A TIMETABLE DAY

Sometimes a school may decide to change which timetable runs on a particular day to balance the number of occurrences of each timetable day in a semester or year. For example, a Day 1 (D1) timetable could run instead of Day 3 (D3) on a Wednesday.



On the Task Tree select:
[2A] Calendar - Timetable Days

Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Timetable Days

X Closure Set Timetable Days Delete Edit Delete All Edits Show timetable days Selected date In future School closed

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 Feb D3	Thu 13 Feb D4	Fri 14 Feb D5
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 Feb D8	Thu 20 Feb D9	Fri 21 Feb D10
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 03 Mar D6	Tue 04 Mar D7	Wed 05 Mar D8	Thu 06 Mar D9	Fri 07 Mar D10
7	Mon 10 Mar D1	Tue 11 Mar D2	Wed 12 Mar D3	Thu 13 Mar D4	Fri 14 Mar D5
8	Mon 17 Mar D6	Tue 18 Mar D7	D1	Thu 20 Mar D9	Fri 21 Mar D10
9	Mon 24 Mar D1	Tue 25 Mar D2	D2	Thu 27 Mar D4	Fri 28 Mar D5
10	Mon 31 Mar D6	Tue 01 Apr D7	D4	Thu 03 Apr D9	Fri 04 Apr D10
11	Mon 07 Apr D1	Tue 08 Apr D2	D5	Thu 10 Apr D6	Fri 11 Apr D7
12	Mon 14 Apr D1	Tue 15 Apr D2	D7	Thu 17 Apr D8	Fri 18 Apr D9
13	Mon 21 Apr D1	Tue 22 Apr D2	D8	Thu 24 Apr D4	Fri 25 Apr D9
14	Mon 28 Apr D6	Tue 29 Apr D7	D10	Thu 01 May D9	Fri 02 May D10

Click **Wed 12 Mar D3** and a drop-down menu appears.
 Select **D1**

② Confirm

You are about to change the day for Wednesday 12 Mar from D3 to D1.

This will update any Daily Organiser data for the date to reflect the new timetable.

Do you want to proceed?

Click Yes

Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Timetable Days

X Closure Set Timetable Days Delete Edit Delete All Edits Show timetable days Selected date In future Timetable day edit School closed

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 Feb D3	Thu 13 Feb D4	Fri 14 Feb D5
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 Feb D8	Thu 20 Feb D9	Fri 21 Feb D10
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 03 Mar D6	Tue 04 Mar D7	Wed 05 Mar D8	Thu 06 Mar D9	Fri 07 Mar D10
7	Mon 10 Mar D6	Tue 11 Mar D7	Wed 12 Mar D1	Thu 13 Mar D4	Fri 14 Mar D5
8	Mon 17 Mar D6	Tue 18 Mar D7	Wed 19 Mar D8	Thu 20 Mar D9	Fri 21 Mar D10

Wed 12 Mar is now a D1 and is highlighted yellow.

Note: The timetable days for a range of dates can be changed by using Set Timetable Days. This can be useful if a school wants to start each term or semester on Day 1 of a cycle.

 On the Task Tree select:
[2B] Calendar - Summary

Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Summary

Timetable day edit

No	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
1	Mon 10 Feb	Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
2	Mon 24 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
3	Wed 12 Mar	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
4	Mon 24 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
5	Mon 21 Apr	Tue 25 Mar	Wed 23 Apr	Thu 27 Mar	Fri 28 Mar	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr
6	Mon 05 May	Tue 22 Apr	Wed 07 May	Thu 24 Apr	Fri 09 May	Mon 28 Apr	Tue 29 Apr	Wed 30 Apr	Thu 01 May	Fri 02 May
7	Mon 19 May	Tue 06 May	Wed 21 May	Thu 08 May	Fri 23 May	Mon 12 May	Tue 13 May	Wed 14 May	Thu 15 May	Fri 16 May
8	Mon 02 Jun	Tue 20 May	Wed 04 Jun	Thu 22 May	Fri 06 Jun	Mon 26 May	Tue 27 May	Wed 28 May	Thu 29 May	Fri 30 May
9	Mon 16 Jun	Tue 03 Jun	Wed 18 Jun	Thu 05 Jun	Fri 20 Jun	Mon 09 Jun	Tue 10 Jun	Wed 11 Jun	Thu 12 Jun	Fri 13 Jun
10	Mon 14 Jul	Tue 17 Jun	Wed 16 Jul	Thu 19 Jun	Fri 18 Jul	Mon 23 Jun	Tue 24 Jun	Wed 25 Jun	Thu 26 Jun	Fri 27 Jun
11	Mon 28 Jul	Tue 15 Jul	Wed 30 Jul	Thu 17 Jul	Fri 01 Aug	Jul	Fri 25 Jul			
12	Mon 11 Aug	Tue 29 Jul	Wed 13 Aug	Thu 31 Jul	Fri 15 Aug	Aug	Fri 08 Aug			
13	Mon 25 Aug	Tue 12 Aug	Wed 27 Aug	Thu 14 Aug	Fri 29 Aug	Mon 18 Aug	Tue 19 Aug	Wed 20 Aug	Thu 21 Aug	Fri 22 Aug
14	Mon 08 Sep	Tue 26 Aug	Wed 10 Sep	Thu 28 Aug	Fri 12 Sep	Mon 01 Sep	Tue 02 Sep	Wed 03 Sep	Thu 04 Sep	Fri 05 Sep
15	Mon 06 Oct	Tue 09 Sep	Wed 08 Oct	Thu 11 Sep	Fri 10 Oct	Mon 15 Sep	Tue 16 Sep	Wed 17 Sep	Thu 18 Sep	Fri 19 Sep
16	Mon 20 Oct	Tue 07 Oct	Wed 22 Oct	Thu 09 Oct	Fri 24 Oct	Mon 13 Oct	Tue 14 Oct	Wed 15 Oct	Thu 16 Oct	Fri 17 Oct
17	Mon 03 Nov	Tue 21 Oct	Wed 05 Nov	Thu 23 Oct	Fri 07 Nov	Mon 27 Oct	Tue 28 Oct	Wed 29 Oct	Thu 30 Oct	Fri 31 Oct
18	Mon 17 Nov	Tue 04 Nov	Wed 19 Nov	Thu 06 Nov	Fri 21 Nov	Mon 10 Nov	Tue 11 Nov	Wed 12 Nov	Thu 13 Nov	Fri 14 Nov
19	Mon 01 Dec	Tue 18 Nov	Wed 03 Dec	Thu 20 Nov	Fri 05 Dec	Mon 24 Nov	Tue 25 Nov	Wed 26 Nov	Thu 27 Nov	Fri 28 Nov
20		Tue 02 Dec		Thu 04 Dec		Mon 08 Dec	Tue 09 Dec	Wed 10 Dec	Thu 11 Dec	Fri 12 Dec
	19	20	19	20	19	20	20	20	20	20

The summary has been updated.

CYCLE START DATES

In Daily Organiser, cycle start dates are used to reset cycle-based information for allocating replacements. When a new cycle start date is reached, uncounted and counted replacement cycle limits are reset. The first date is set as a cycle start date by default when the Daily Organiser is created.

Usually, the cycle length in the Daily Organiser is the same as the timetable cycle length specified in the published timetable file but they can differ. If this is the case, it is important to ensure that uncounted and counted cycle limits are correct for the cycle length specified in the Daily Organiser.

Cycle start dates can be automatically set to start on:

- the same calendar day each week, which is ideal for a 5 day timetable.
- the same timetable day each cycle, which is ideal for a 10 day cycle or continuous timetable.

They can also be set manually.



On the Task Tree select:
[2C] Calendar - Cycle Start Dates

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	<input type="checkbox"/> Wed 29 Jan D3	<input type="checkbox"/> Thu 30 Jan D4	<input type="checkbox"/> Fri 31 Jan D5
2	<input type="checkbox"/> Mon 03 Feb D6	<input type="checkbox"/> Tue 04 Feb D7	<input type="checkbox"/> Wed 05 Feb D8	<input type="checkbox"/> Thu 06 Feb D9	<input type="checkbox"/> Fri 07 Feb D10
3	<input type="checkbox"/> Mon 10 Feb D1	<input type="checkbox"/> Tue 11 Feb D2	<input type="checkbox"/> Wed 12 Feb D3		
4	<input type="checkbox"/> Mon 17 Feb D6	<input type="checkbox"/> Tue 18 Feb D7	<input type="checkbox"/> Wed 19 Feb D8		
5	<input type="checkbox"/> Mon 24 Feb D1	<input type="checkbox"/> Tue 25 Feb D2	<input type="checkbox"/> Wed 26 Feb D3	<input type="checkbox"/> Thu 27 Feb D4	<input type="checkbox"/> Fri 28 Feb D5
6	<input type="checkbox"/> Mon 03 Mar D6	<input type="checkbox"/> Tue 04 Mar D7	<input type="checkbox"/> Wed 05 Mar D8	<input type="checkbox"/> Thu 06 Mar D9	<input type="checkbox"/> Fri 07 Mar D10
7	Mon 10 Mar	<input type="checkbox"/> Tue 11 Mar D2	<input type="checkbox"/> Wed 12 Mar D1	<input type="checkbox"/> Thu 13 Mar D4	<input type="checkbox"/> Fri 14 Mar D5
8	<input type="checkbox"/> Mon 17 Mar D6	<input type="checkbox"/> Tue 18 Mar D7	<input type="checkbox"/> Wed 19 Mar D8	<input type="checkbox"/> Thu 20 Mar D9	<input type="checkbox"/> Fri 21 Mar D10
9	<input type="checkbox"/> Mon 24 Mar D1	<input type="checkbox"/> Tue 25 Mar D2	<input type="checkbox"/> Wed 26 Mar D3	<input type="checkbox"/> Thu 27 Mar D4	<input type="checkbox"/> Fri 28 Mar D5
10	<input type="checkbox"/> Mon 31 Mar D6	<input type="checkbox"/> Tue 01 Apr D7	<input type="checkbox"/> Wed 02 Apr D8	<input type="checkbox"/> Thu 03 Apr D9	<input type="checkbox"/> Fri 04 Apr D10
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	<input type="checkbox"/> Mon 21 Apr D1	<input type="checkbox"/> Tue 22 Apr D2	<input type="checkbox"/> Wed 23 Apr D3	<input type="checkbox"/> Thu 24 Apr D4	Fri 25 Apr

Set Cycle Dates

The linked timetable file has a 10 day cycle

Each cycle starts on the same calendar day
Monday

Each cycle starts on the same timetable day
Day 1

Select **Each cycle starts on the same timetable day**
and select **Day 1** from the drop-down menu
Click **Save**

Confirm

One or more Day 1s are school closure days. Set the cycle to start on the next day that is not a school closure day?

Click **Yes**

Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Cycle Start Dates

Show Timetable Days Selected date In future Timetable date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	<input type="checkbox"/> Wed 29 Jan D3	<input type="checkbox"/> Thu 30 Jan D4	<input type="checkbox"/> Fri 31 Jan D5
2	<input type="checkbox"/> Mon 03 Feb D6	<input type="checkbox"/> Tue 04 Feb D7	<input type="checkbox"/> Wed 05 Feb D8	<input type="checkbox"/> Thu 06 Feb D9	<input type="checkbox"/> Fri 07 Feb D10
3	<input checked="" type="checkbox"/> Mon 10 Feb D1	<input checked="" type="checkbox"/> Tue 11 Feb D2	<input type="checkbox"/> Wed 12 Feb D3	<input type="checkbox"/> Thu 13 Feb D4	<input type="checkbox"/> Fri 14 Feb D5
4	<input type="checkbox"/> Mon 17 Feb D6	<input type="checkbox"/> Tue 18 Feb D7	<input type="checkbox"/> Wed 19 Feb D8	<input type="checkbox"/> Thu 20 Feb D9	<input type="checkbox"/> Fri 21 Feb D10
5	<input checked="" type="checkbox"/> Mon 24 Feb D1	<input checked="" type="checkbox"/> Tue 25 Feb D2	<input type="checkbox"/> Wed 26 Feb D3	<input type="checkbox"/> Thu 27 Feb D4	<input type="checkbox"/> Fri 28 Feb D5
6	<input type="checkbox"/> Mon 03 Mar D6	<input type="checkbox"/> Tue 04 Mar D7	<input type="checkbox"/> Wed 05 Mar D8	<input type="checkbox"/> Thu 06 Mar D9	<input type="checkbox"/> Fri 07 Mar D10
7	Mon 10 Mar	<input checked="" type="checkbox"/> Tue 11 Mar D2	<input checked="" type="checkbox"/> Wed 12 Mar D1	<input type="checkbox"/> Thu 13 Mar D4	<input type="checkbox"/> Fri 14 Mar D5
8	<input type="checkbox"/> Mon 17 Mar D6	<input type="checkbox"/> Tue 18 Mar D7	<input type="checkbox"/> Wed 19 Mar D8	<input type="checkbox"/> Thu 20 Mar D9	<input type="checkbox"/> Fri 21 Mar D10
9	<input checked="" type="checkbox"/> Mon 24 Mar D1	<input type="checkbox"/> Tue 25 Mar D2	<input type="checkbox"/> Wed 26 Mar D3	<input type="checkbox"/> Thu 27 Mar D4	<input type="checkbox"/> Fri 28 Mar D5
10	<input type="checkbox"/> Mon 31 Mar D6	<input type="checkbox"/> Tue 01 Apr D7	<input type="checkbox"/> Wed 02 Apr D8	<input type="checkbox"/> Thu 03 Apr D9	<input type="checkbox"/> Fri 04 Apr D10
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	<input checked="" type="checkbox"/> Mon 21 Apr D1	<input type="checkbox"/> Tue 22 Apr D2	<input type="checkbox"/> Wed 23 Apr D3	<input type="checkbox"/> Thu 24 Apr D4	Fri 25 Apr

The first date was automatically made a cycle start date.

Most cycles start on a D1.

When D1 is a closure day, the next day is selected.

Wed 12 Mar has been changed to a D1.

Untick the checkbox as the previous day is a cycle start date

31 Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Cycle Start Dates

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	<input type="checkbox"/> Wed 29 Jan	<input type="checkbox"/> Thu 30 Jan	<input type="checkbox"/> Fri 31 Jan
2	<input type="checkbox"/> Mon 03 Feb	<input type="checkbox"/> Tue 04 Feb	<input type="checkbox"/> Wed 05 Feb	<input type="checkbox"/> Thu 06 Feb	<input type="checkbox"/> Fri 07 Feb
3	<input checked="checked" type="checkbox"/> Mon 10 Feb	<input type="checkbox"/> Tue 11 Feb	<input type="checkbox"/> Wed 12 Feb	<input type="checkbox"/> Thu 13 Feb	<input type="checkbox"/> Fri 14 Feb
4	<input type="checkbox"/> Mon 17 Feb	<input type="checkbox"/> Tue 18 Feb	<input type="checkbox"/> Wed 19 Feb	<input type="checkbox"/> Thu 20 Feb	<input type="checkbox"/> Fri 21 Feb
5	<input checked="checked" type="checkbox"/> Mon 24 Feb	<input type="checkbox"/> Tue 25 Feb	<input type="checkbox"/> Wed 26 Feb	<input type="checkbox"/> Thu 27 Feb	<input type="checkbox"/> Fri 28 Feb
6	<input type="checkbox"/> Mon 03 Mar	<input type="checkbox"/> Tue 04 Mar	<input type="checkbox"/> Wed 05 Mar	<input type="checkbox"/> Thu 06 Mar	<input type="checkbox"/> Fri 07 Mar
7	Mon 10 Mar	<input checked="checked" type="checkbox"/> Tue 11 Mar	<input checked="checked" type="checkbox"/> Wed 12 Mar	<input type="checkbox"/> Thu 13 Mar	<input type="checkbox"/> Fri 14 Mar
8	<input type="checkbox"/> Mon 17 Mar	<input type="checkbox"/> Tue 18 Mar	<input type="checkbox"/> Wed 19 Mar	<input type="checkbox"/> Thu 20 Mar	<input type="checkbox"/> Fri 21 Mar
9	<input checked="checked" type="checkbox"/> Mon 24 Mar	<input type="checkbox"/> Tue 25 Mar	<input type="checkbox"/> Wed 26 Mar	<input type="checkbox"/> Thu 27 Mar	<input type="checkbox"/> Fri 28 Mar
10	<input type="checkbox"/> Mon 31 Mar	<input type="checkbox"/> Tue 01 Apr	<input type="checkbox"/> Wed 02 Apr	<input type="checkbox"/> Thu 03 Apr	<input type="checkbox"/> Fri 04 Apr
11	Mon 07 Apr	Tue 08 Apr	Wed 09 Apr	Thu 10 Apr	Fri 11 Apr
12	Mon 14 Apr	Tue 15 Apr	Wed 16 Apr	Thu 17 Apr	Fri 18 Apr
13	<input checked="checked" type="checkbox"/> Mon 21 Apr	<input type="checkbox"/> Tue 22 Apr	<input type="checkbox"/> Wed 23 Apr	<input type="checkbox"/> Thu 24 Apr	Fri 25 Apr

Untick Show Timetable Days

UNSUPERVISED CLASSES

Unsupervised classes are classes that do not require supervision if their regular teachers are absent. Any classes entered in this section will not appear on the list of classes requiring a replacement on [11A] Replacements -Assign but will be listed as not requiring supervision on [14] Check.



On the Task Tree select:
[3] Unsupervised Classes

31 Daily Organiser / Demonstrate Set Up - 2031 / Unsupervised Classes

No unsupervised classes have been entered.

Click Add

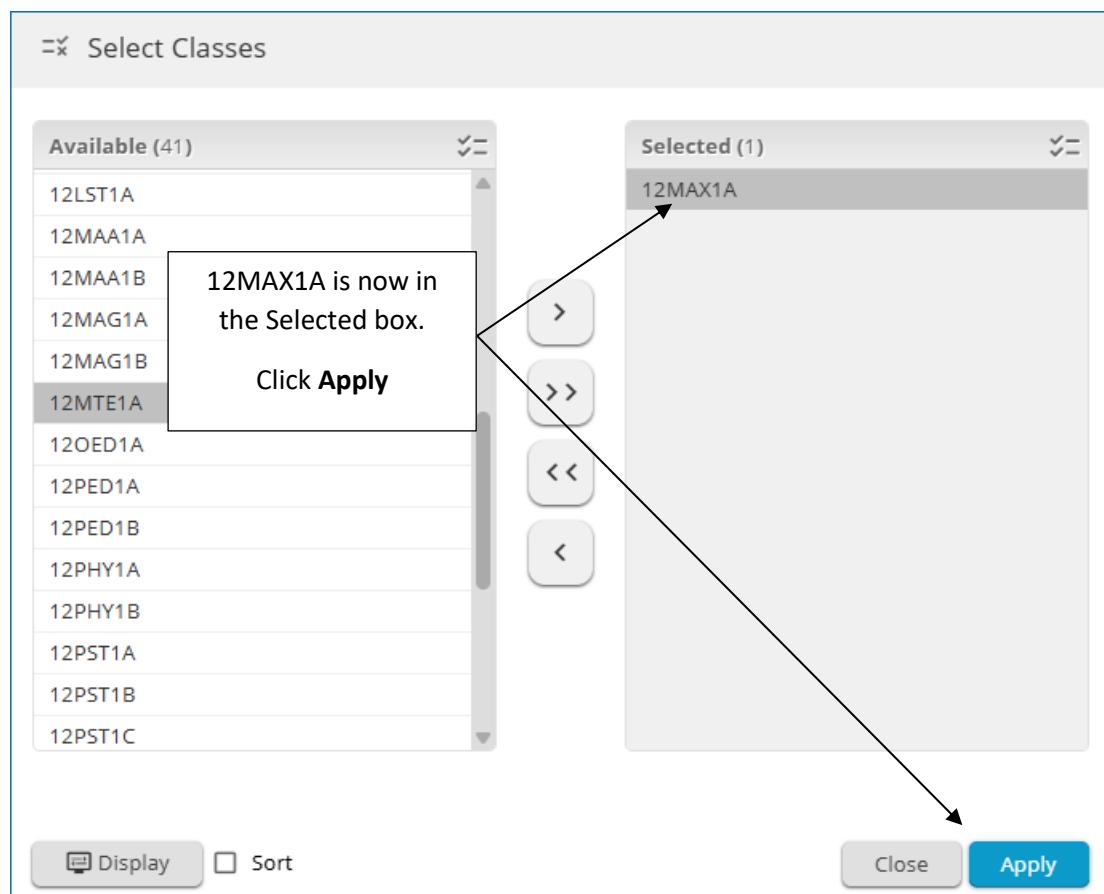
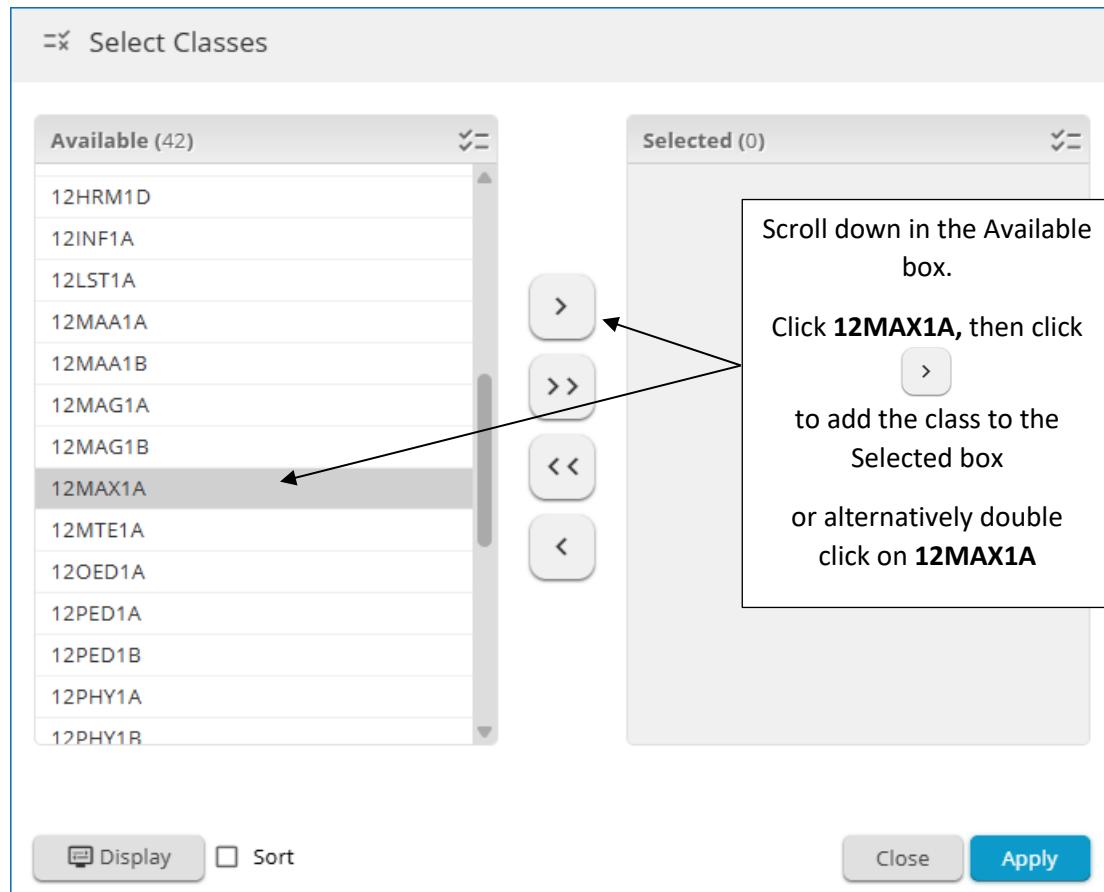
Select Roll Class

12

11
10A
10B
10C
10D
9A
9B
9C
9D
8A
8B
8C

Sort

Select 12 and click Apply



Daily Organiser / Demonstrate Set Up - 2031 / Unsupervised Classes

+ Add Delete Delete All

No	Roll	Class
1	12	12MAX1A

When the teacher who teaches 12MAX1A is absent, it will not appear in the list of classes needing replacements.

REASONS

Reasons must be recorded for all teacher absences, room availability changes and lesson cancellations. The reason name or code can be displayed throughout the app. Reasons can be imported or entered manually.

When Daily Organiser is used for the first time, there will be no previous Daily Organiser data to import so teacher absence reasons will need to be entered manually. In this example, reasons were imported when parameters were imported earlier in the lesson.

TEACHER ABSENCE REASONS

New reasons can be added at any time. They can be placed before or after existing records or at the top or bottom of the list.

 **On the Task Tree select:**
[4A] Reasons - Teacher Absence

Daily Organiser / Demonstrate Set Up - 2031 / Reasons / Teacher Absence

+ Add Delete Sort

No	Code	Reason	Count
1	CL	Carer's Leave	No
2	LEAVE	Personal Leave	No
3	PL	Professional Learning	No
4	EXC	Excursion	No
5	LATE	Late	No
6	PMEET	Parent Meeting	No
7	SMEET	Student Meeting	No
8	PPT	Professional Practice Time	No
9	CAMP	Camp	No
10	EXAM	Examination	No
11	YLA	Year Level Activity	No
12	OR	Orientation	No
13	WE	Work Experience Visit	No
14	F	Funeral	No
15	JD	Jury Duty	No
16	LWP	Leave Without Pay	No
17	STL	Study Leave	No
18	LSL	Long Service Leave	No
19	BUS	Bus Driver	Yes

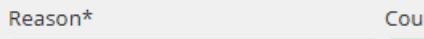
 Daily Organiser / Demonstrate Set Up - 2031 / Reasons / Teacher Absence

+ Add  

No ^	Code	Reason	Count
1	CL	Carer's Leave	No
2	LEAVE	Personal Leave	No
3	PL	Professional Learning	No
4	EXC	Excursion	No

Click in the first cell
then click **Add**

Add Reason Code

Code*  Count 

Before After Top

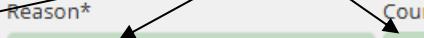
 Required Fields *

Cancel Record and Next Record and Close

The green cells are
required fields, and the
record buttons are inactive
until the required fields are
entered.

Add Reason Code

Type "MTR" for the Code and
"Mentor" for the Reason
Click on the **Count** drop-down menu
and select **Yes**

Code*  Count 

Before After Top Bottom

 Required Fields *

Cancel Record and Next Record and Close

Select **Top**

to add the new reason to the top of the list

Click **Record and Close**

No	Code	Reason	Count
1	MTR	Mentor	Yes
2	CL	Carer's Leave	No
3	LEAVE	Personal Leave	No
4	PL	Professional Learning	No
5	EXC	Excursion	No
6	LATE	Late	No
7	PMEET	Parent Meeting	No
8	SMEET	Student Meeting	No

For each teacher absence the reason count value can be set at Yes or No. For most absence reasons the count is No.

For all absence reasons the teacher is made absent and replacement teachers will be allocated to all classes for the absence.

When the count is Yes, the absent teacher is also compensated for any non-teaching periods that they have lost. The absent teacher will be given one counted replacement for each free period they are absent.

In this example, when a mentor gives up a non-teaching period to mentor a new teacher, the school wants it to count towards their cycle and overall limit.

Note: Alternatively, in some schools, a mentor is given an Unscheduled Duty in the timetable file. As a result, individual periods do not have to be recorded.

SORT TEACHER ABSENCE REASONS

Teacher absence reasons can be sorted alphabetically, or individual reasons can be moved up or down the list. In this list, the reasons have been manually sorted so that the most frequently used reasons are towards the top of the list.

No	Code	Reason	Count
1	MTR	Mentor	Yes
2	CL	Carer's Leave	No
3	LEAVE	Personal Leave	No
4	PL	Professional Learning	No
5	EXC	Excursion	No
6	LATE	Late	No
7	PMEET	Parent Meeting	No
8	SMEET	Student Meeting	No

Sort

Sort Ascending Sort Descending Move Up Move Down Clear

No	Code	Reason	Count
1	MTR	Mentor	Yes
2	CL	Carer's Leave	No
3	LEAVE	Personal Leave	No
4	PL	Professional Learning	No
5	EXC	Excursion	No
6	LATE	Late	No
7	PMEET	Parent Meeting	No
8	SMEET	Student Meeting	No
9	PPT	Professional Practice Time	No
10	CAMP	Camp	No
11	EXAM	Examination	No
12	MIA	Missing/Unauthorised	No

Click on **Mentor** then click **Move Down**
five times to move the reason down the list below Late

Click **OK**

Cancel OK

Daily Organiser / Demonstrate Set Up - 2031 / Reasons / Teacher Absence

+ Add Delete Sort

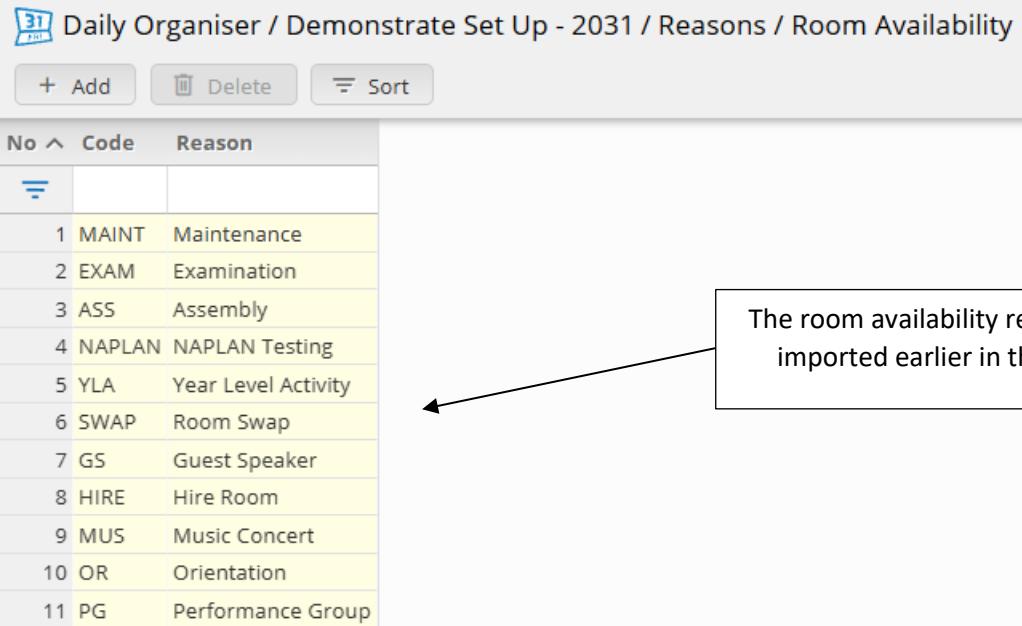
No	Code	Reason	Count
1	CL	Carer's Leave	No
2	LEAVE	Personal Leave	No
3	PL	Professional Learning	No
4	EXC	Excursion	No
5	LATE	Late	No
6	MTR	Mentor	Yes
7	PMEET	Parent Meeting	No
8	SMEET	Student Meeting	No

Mentor has now moved down the list.

ROOM AVAILABILITY REASONS

A class can be removed from a room, and the room can be made available or unavailable for other classes. When removing classes from rooms, room availability reasons must be entered.

 On the Task Tree select:
[4B] Reasons – Room Availability

 Daily Organiser / Demonstrate Set Up - 2031 / Reasons / Room Availability

+ Add Delete Sort

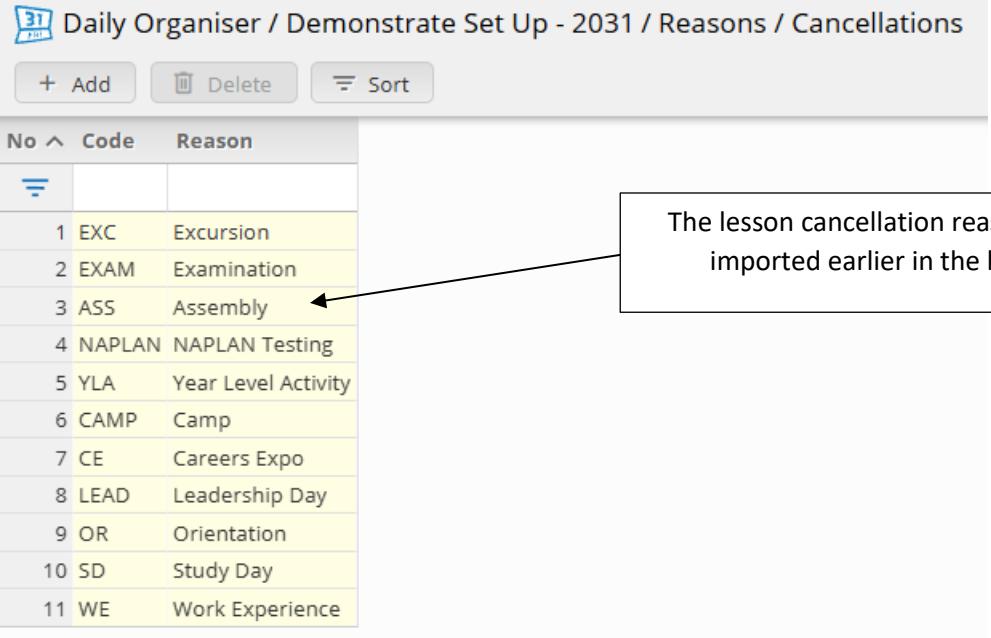
No	Code	Reason
1	MAINT	Maintenance
2	EXAM	Examination
3	ASS	Assembly
4	NAPLAN	NAPLAN Testing
5	YLA	Year Level Activity
6	SWAP	Room Swap
7	GS	Guest Speaker
8	HIRE	Hire Room
9	MUS	Music Concert
10	OR	Orientation
11	PG	Performance Group

The room availability reasons were imported earlier in the lesson.

CANCELLATIONS

When a class is cancelled a reason must be entered.

 **On the Task Tree select:**
[4C] Reasons - Cancellations

 Daily Organiser / Demonstrate Set Up - 2031 / Reasons / Cancellations

+ Add Delete Sort

No	Code	Reason
1	EXC	Excursion
2	EXAM	Examination
3	ASS	Assembly
4	NAPLAN	NAPLAN Testing
5	YLA	Year Level Activity
6	CAMP	Camp
7	CE	Careers Expo
8	LEAD	Leadership Day
9	OR	Orientation
10	SD	Study Day
11	WE	Work Experience

The lesson cancellation reasons were imported earlier in the lesson.

Reasons can be added or edited at any stage. If a reason has been used at any stage it can be edited but it cannot be deleted because historical data relating to that reason would be lost.

If a reason must be deleted, then it should only be done when a Daily Organiser is first created.

Timetabling Solutions



Hosted Application



Daily Organiser

Lesson 2 - Teacher Details

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PROFESSIONAL LEARNING OBJECTIVES

- Understand the different types of replacements
- Set replacement and eligibility limits for teachers
- Discuss the impact of Industrial Agreements on replacements

SKILLS

- Customise the display
- Set Cycle Limits and Overall Limits for counted replacements
- Utilise the Sort function
- Use the Quick Edit function
- Set uncounted replacement limits
- Make staff ineligible for all replacements
- Make a teacher ineligible for counted replacements only
- Add a casual teacher

TEACHER DETAILS

Teacher details are available in Daily Organiser through the linked published timetable. These details include teacher code, name, proposed load, actual load and email. Other teacher details such as the number of uncounted replacements, cycle limit, overall limit for counted replacements and casual teacher details are entered directly into Daily Organiser.



Open:

Demonstrate Set Up 2031

Date: Tue 28 Jan D2 (Future)



On the Task Tree select:

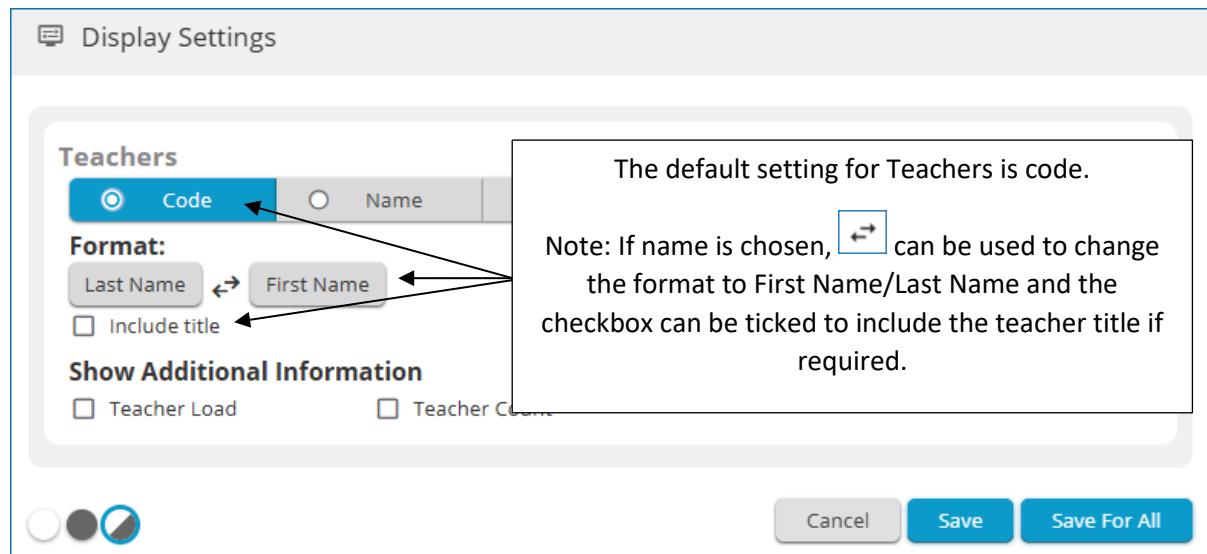
[5A] Teachers and Students - Teachers

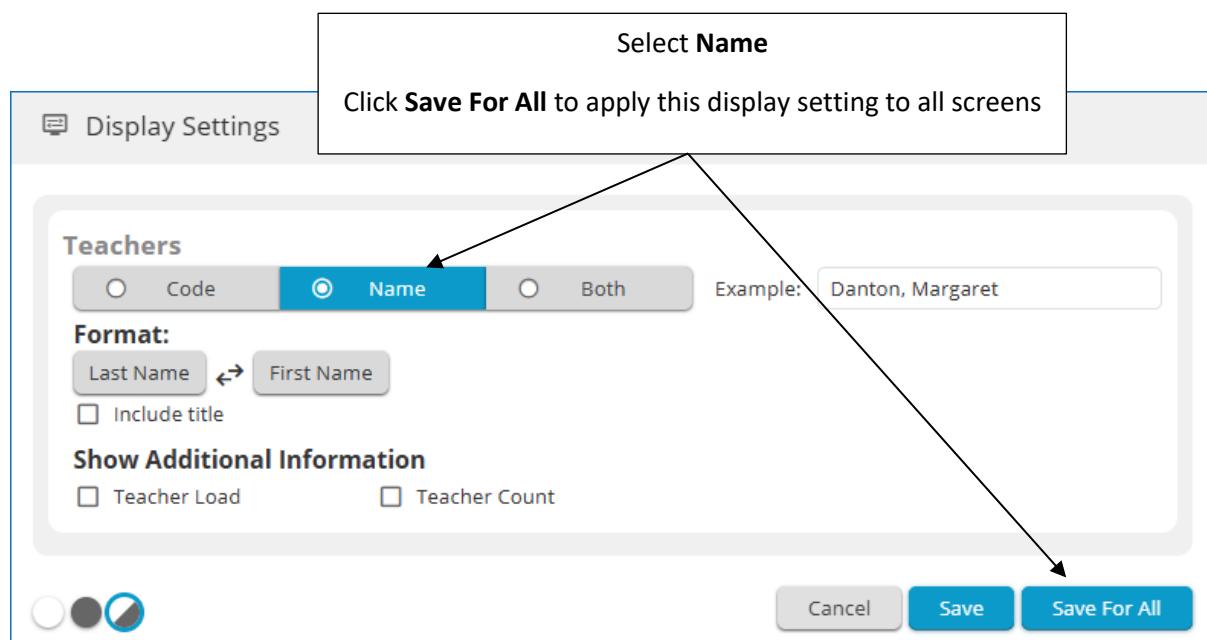
Note: The information in the white cells is imported from the linked published timetable file and cannot be edited.

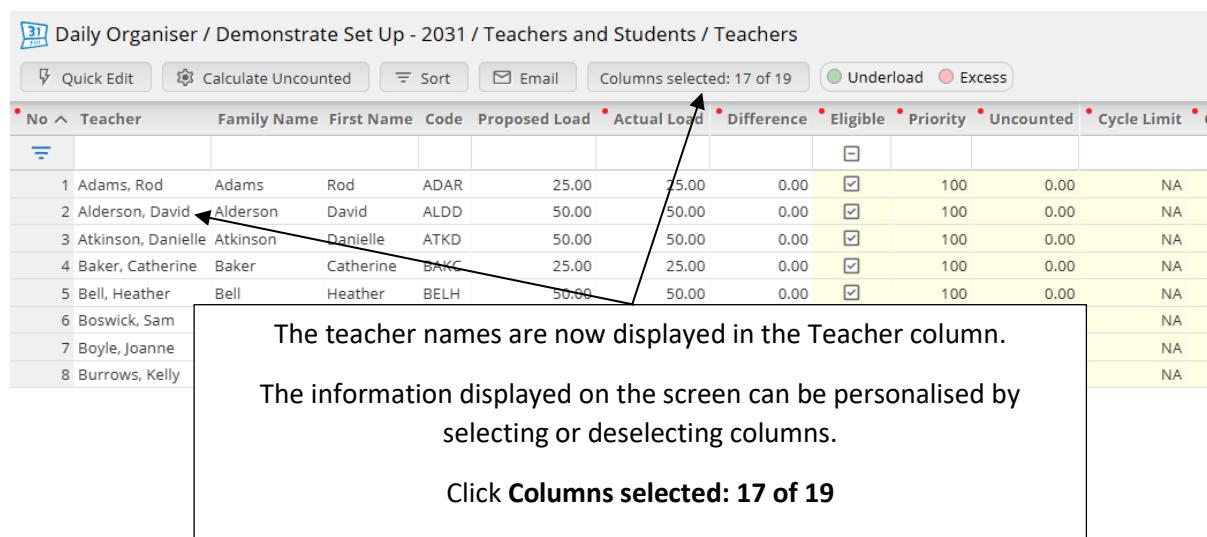
Cells with a yellow background can be edited by typing directly into the cells.

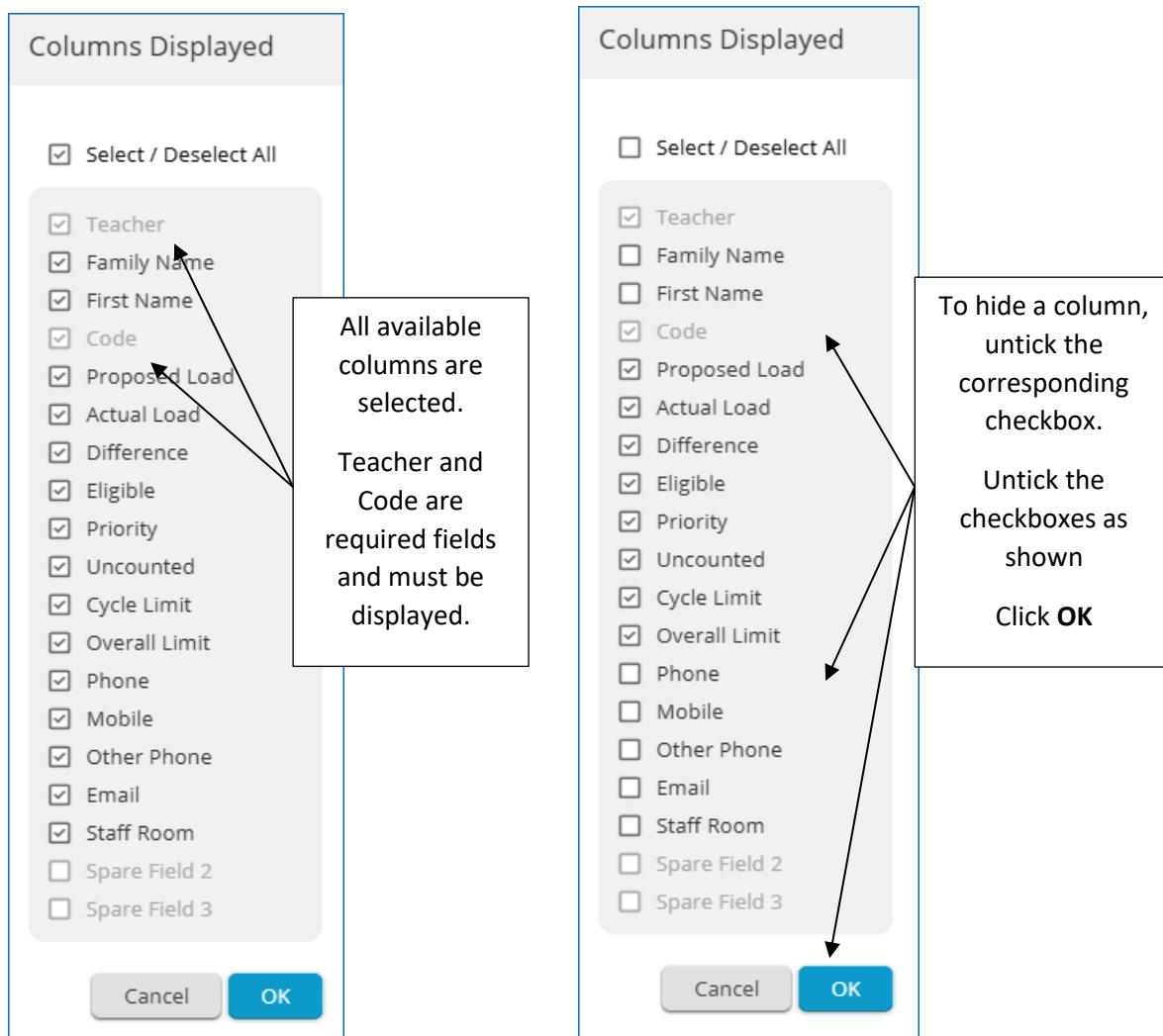
CUSTOMISE THE DISPLAY

The information displayed on the screen can be customised by changing the display settings and by changing the columns selected. The default settings are displayed.









31 Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers

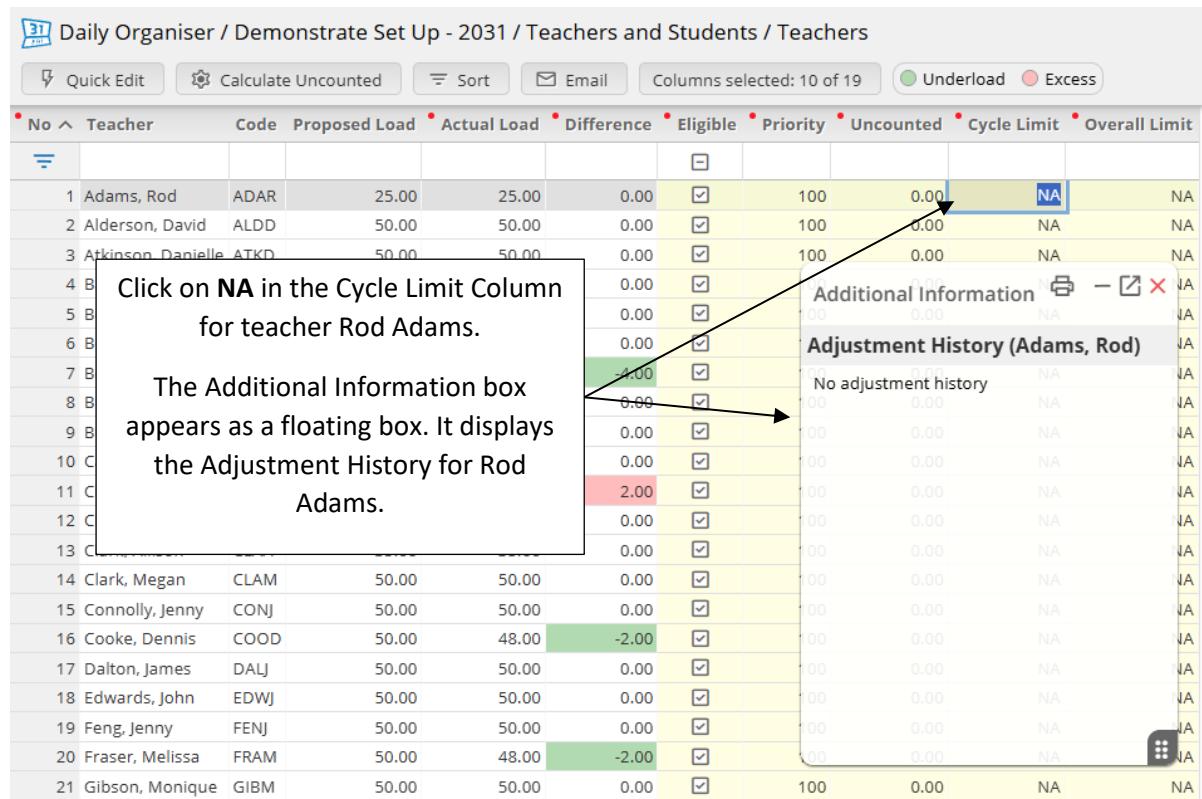
Quick Edit Calculate Uncounted Sort Email Columns selected: 10 of 19 Underload Excess

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA
8	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Only the 10 selected columns are displayed.

ADDITIONAL INFORMATION BOX

On selected screens throughout the app the Additional Information box displays relevant information.

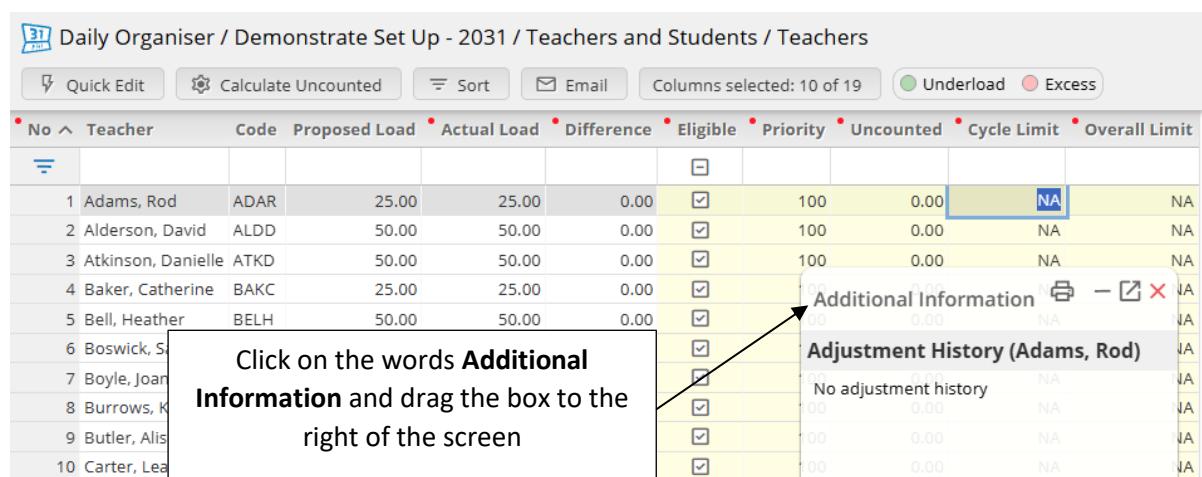


The screenshot shows a table of teacher data. A floating 'Additional Information' box is overlaid on the screen, specifically for teacher Rod Adams (row 1). The box contains the text: 'Click on NA in the Cycle Limit Column for teacher Rod Adams.' and 'The Additional Information box appears as a floating box. It displays the Adjustment History for Rod Adams.' An arrow points from the text in the box to the 'NA' value in the 'Cycle Limit' column for teacher Adams. Another arrow points from the text to the 'Adjustment History' section of the box.

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
6	Boswick, S.									
7	Boyle, Joan									
8	Burrows, K.									
9	Butler, Alison									
10	Carter, Lea									

The Additional Information box can be displayed

- As a floating box
- Locked to the right, left or base of the screen
- As a pop out window that can be moved anywhere on the screen, or to a second screen



The screenshot shows a table of teacher data. A floating 'Additional Information' box is overlaid on the screen, specifically for teacher Rod Adams (row 1). The box contains the text: 'Click on the words Additional Information and drag the box to the right of the screen.' An arrow points from the text in the box to the 'Additional Information' button in the top right corner of the box.

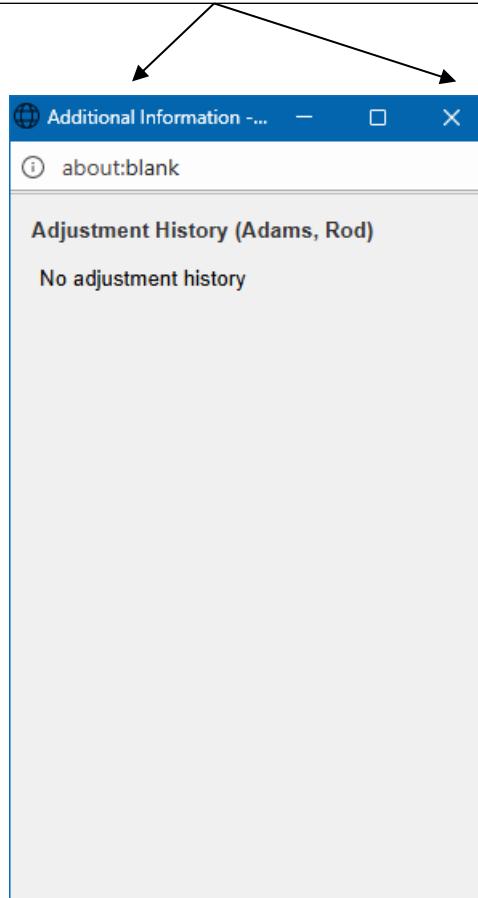
No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
6	Boswick, S.									
7	Boyle, Joan									
8	Burrows, K.									
9	Butler, Alison									
10	Carter, Lea									

The Additional Information box is now anchored to the right side of the screen.

Click  to move the Additional Information to a separate window.

Click on the words **Additional Information** and this window can be dragged anywhere on your screen or onto another screen to the right of the screen.

Close the window and it will return to its previous setting.



The Additional Information box returns to the right-handed side of the screen.

REPLACEMENT TYPES

The main function of the Daily Organiser is to assign a replacement teacher to any class or activity that does not have a teacher. There are various categories of replacement teachers that can be used.

Click ? to open Help & Support

Help & Support

Search for help

[5A] Teachers

The main function of the Daily Organiser is to allocate a replacement teacher to any class or activity that does not have a teacher. There are various categories of replacement teachers that can be used.

Click image to enlarge

REPLACEMENT TEACHERS

```

graph TD
    RT[REPLACEMENT TEACHERS] --> CS[Current Staff]
    RT --> AS[Additional Staff]
    CS --> IL[In Lieu]
    CS --> UU[Uncounted/Cycle]
    CS --> CR[Counted Replacements]
    AS --> CT[Casual Teachers]
  
```

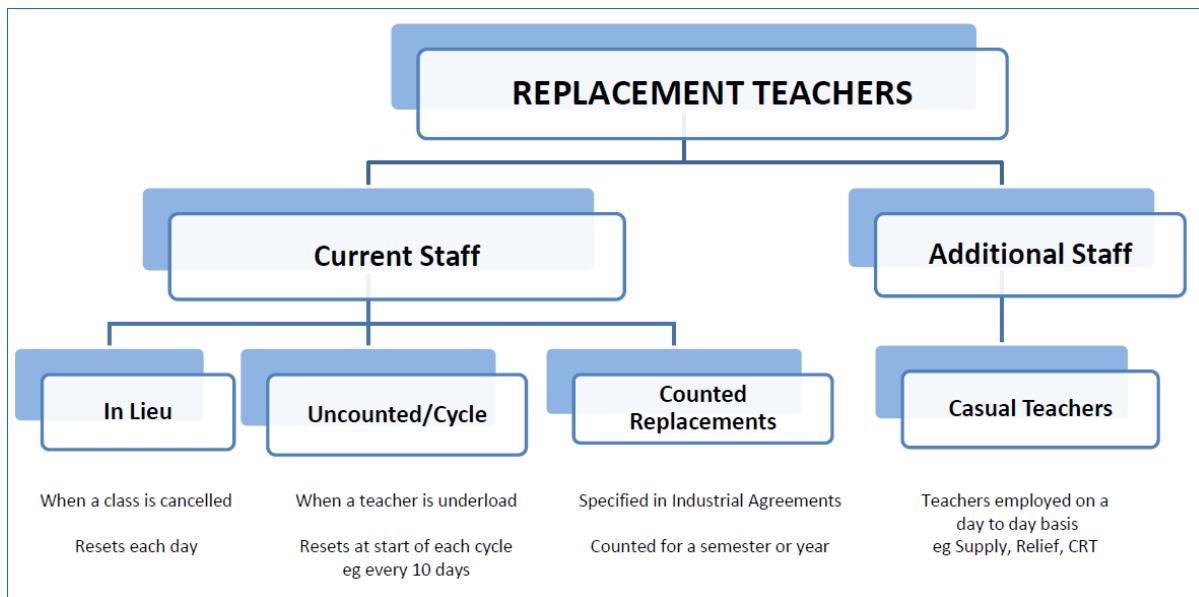
When a class is cancelled
Reverts each day

When a teacher is un併ed
Reverts at start of each cycle
eg every 30 days

Specified in Industrial Agreements
Counted for a semester or year

Teachers employed on a
day to day basis
eg Supply, Relief, CRT

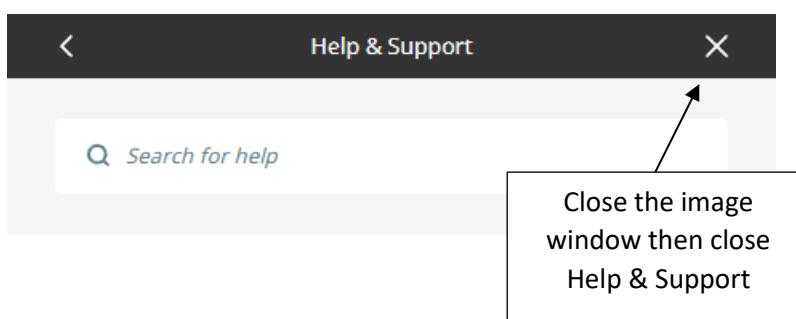
There are three different types of replacements that can be used for your current staff and one from external staff:



The Daily Organiser can be set up to handle three different types of replacements using current staff:

- “In Lieu” replacements are assigned to teachers who have had a class cancelled on the day of the replacement. These are assigned first. They must be used on the day that the classes have been cancelled as the program does not carry over “In Lieu” values.
- “Uncounted/Cycle” replacements are assigned to teachers who are underload. They are assigned after in lieu replacements and before counted replacements. The number of uncounted replacements for each teacher resets at the start of each cycle.
- “Counted Replacements” are assigned last. These are in addition to the teachers’ normal teaching load. Individual school or system wide industrial agreements specify the limit for this type of replacement, for example no more than 20 per year, or no more than one over a 10 day cycle.

In Daily Organiser, short term or casual replacement teachers can also be used. In previous versions they were called “Emergency Teachers”. Now the default term is “Casual” which can be changed as required. This was defined earlier as “CRT” in [1] Parameters.



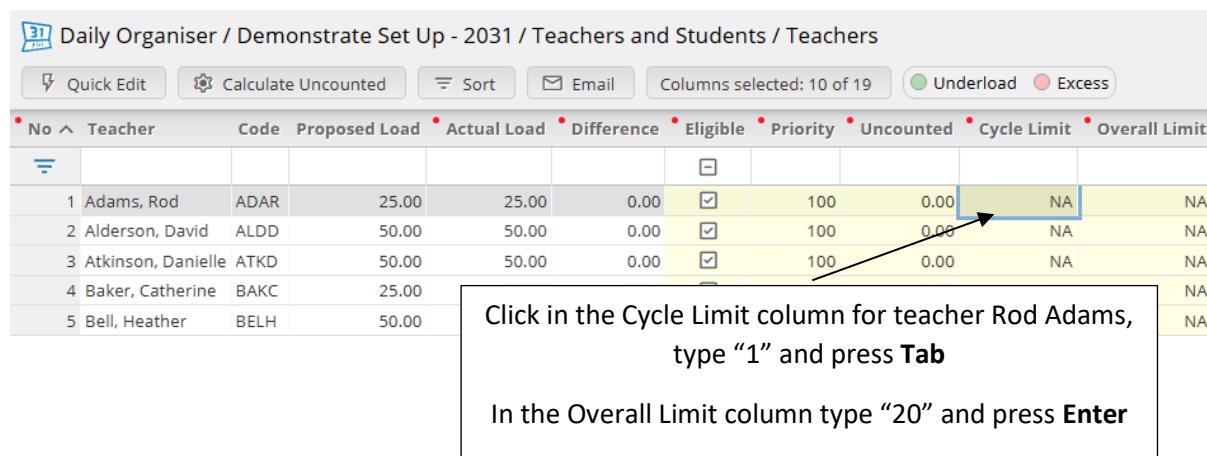
CYCLE LIMIT AND OVERALL LIMIT

The Cycle Limit and Overall Limit columns can be used to set the maximum number of counted replacement classes that can be assigned to a teacher.

The cycle limit is the maximum number of counted replacements for a timetable cycle. It resets at the start of each cycle. This timetable has a 10 day cycle and the start dates have been entered previously.

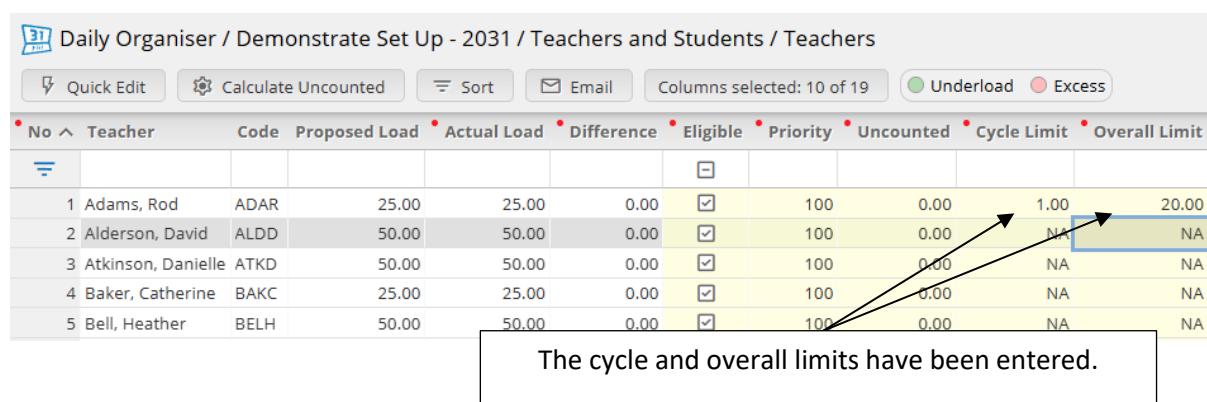
The overall limit is determined by the school's Industrial Agreement. In this case, a full time teacher can do a maximum of 20 replacements for the year with a maximum of one per cycle.

There is a default value of "NA" in each field for the Cycle Limit and the Overall Limit for each teacher. To use cycle limits and overall limits, values must be added to these fields.



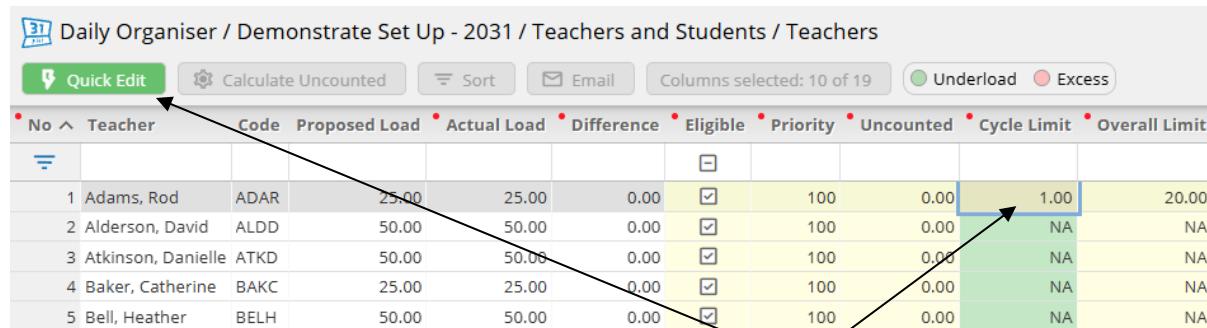
Click in the Cycle Limit column for teacher Rod Adams, type "1" and press Tab

In the Overall Limit column type "20" and press Enter



The cycle and overall limits have been entered.

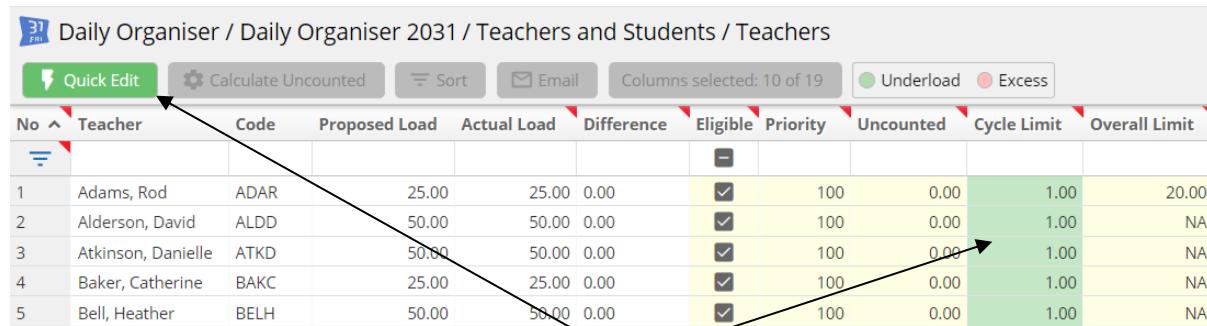
Cells can be selected for editing by clicking in the cell. Alternatively, when moving between cells in the table, press Tab to move one cell to the right or press Enter to move one cell down.



No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Click the **1.00** in the Cycle Limit column next to Rod Adams

Click **Quick Edit**



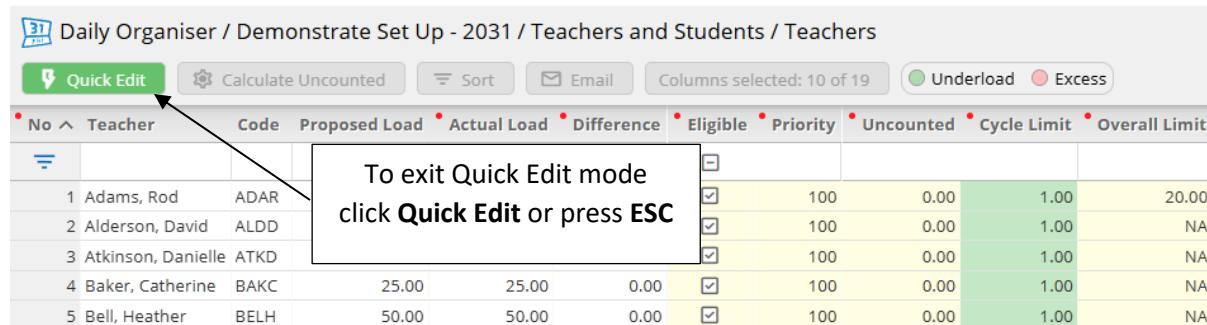
No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA

The Quick Edit button is green and the other buttons are inactive.

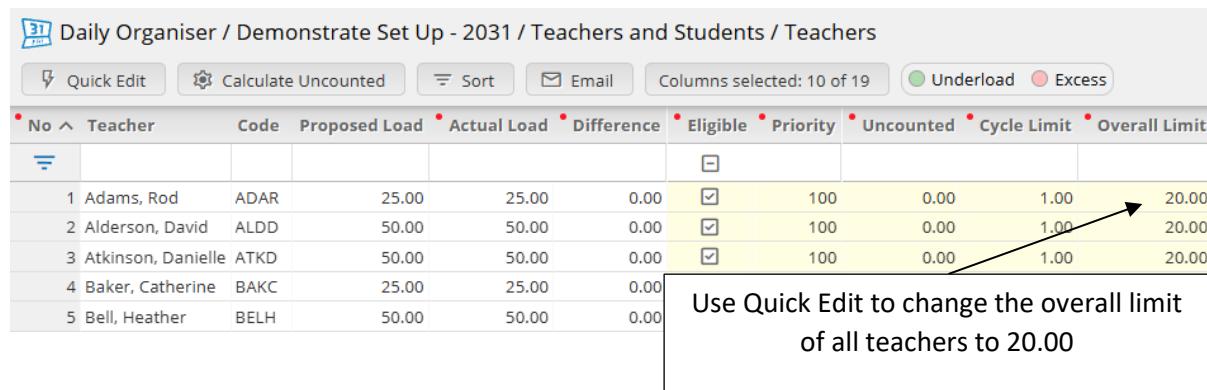
The Cycle Limit column has also changed to green.

Click the next cell in the Cycle Limit column and its value changes to 1.00

Use either the scroll wheel on the mouse or the down arrow on the keyboard to move down the column and change the Cycle Limit of all teachers to 1.00



No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA



• No	Teacher	Code	Proposed Load	• Actual Load	• Difference	• Eligible	• Priority	• Uncounted	• Cycle Limit	• Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00					
5	Bell, Heather	BELH	50.00	50.00	0.00					

Not all teachers will require an overall limit of 20.00 in the final data. For example, part time teachers and teachers who are overload generally take less replacements.

PART TIME TEACHERS

Part time teachers' availability is configured in the Timetable Development Module. This information flows through to Daily Organiser from the published timetable file. This means that a teacher will not appear on a replacement list when they are Not at School or Unavailable.

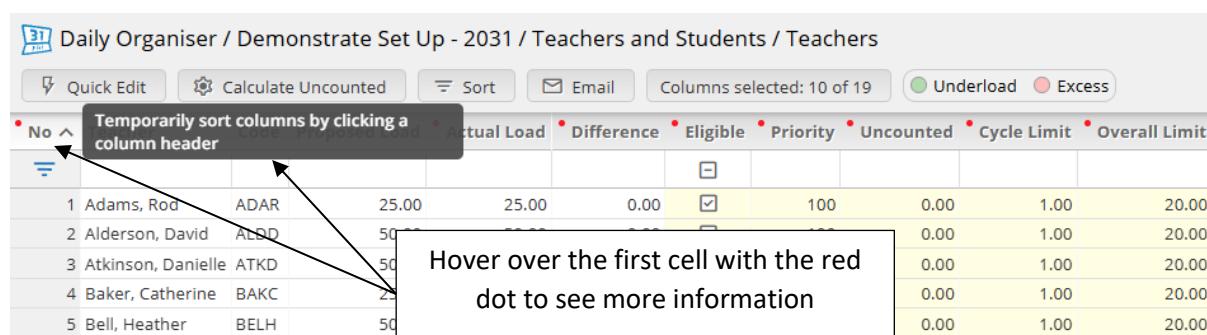
Part time teachers are usually required to take a pro-rata number of counted replacements, and their overall limit will need to be adjusted.

The overall limit can be used in conjunction with the Priority column to assist with the even distribution of replacement classes between full and part time teachers. The overall limit is used to set a maximum number of replacements to which a part time teacher can be assigned. Priority is used as part of an algorithm to sort teachers in priority order when assigning replacements on [11A] Replacements - Assign. This will be discussed in more detail in a later lesson.

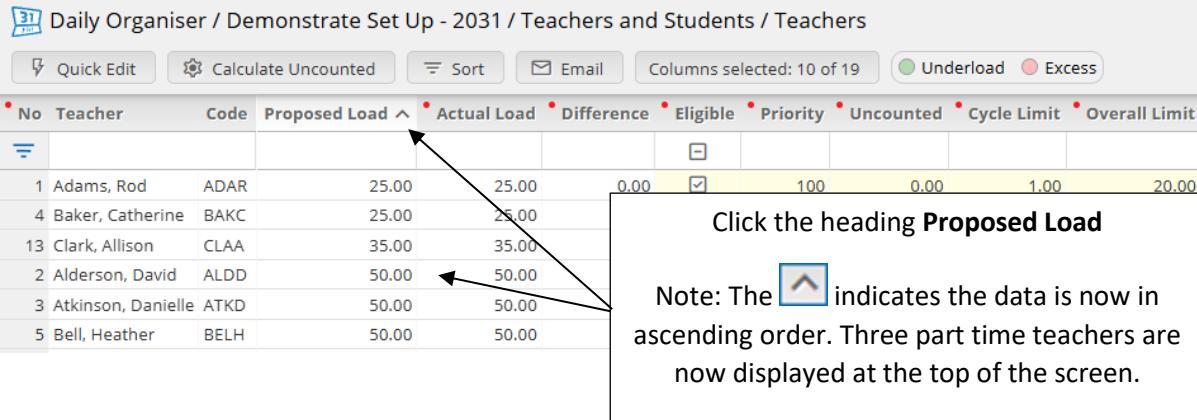
TEMPORARY SORT

A temporary sort can be done on any screen in the Daily Organiser app that has a red dot in the first cell (No. cell) in the top left-hand corner.

Columns can be sorted by clicking on the column header. The first click sorts the data in ascending order, the second click in descending order and the third click returns the data to its original order.



• No	Teacher	Code	Proposed Load	• Actual Load	• Difference	• Eligible	• Priority	• Uncounted	• Cycle Limit	• Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

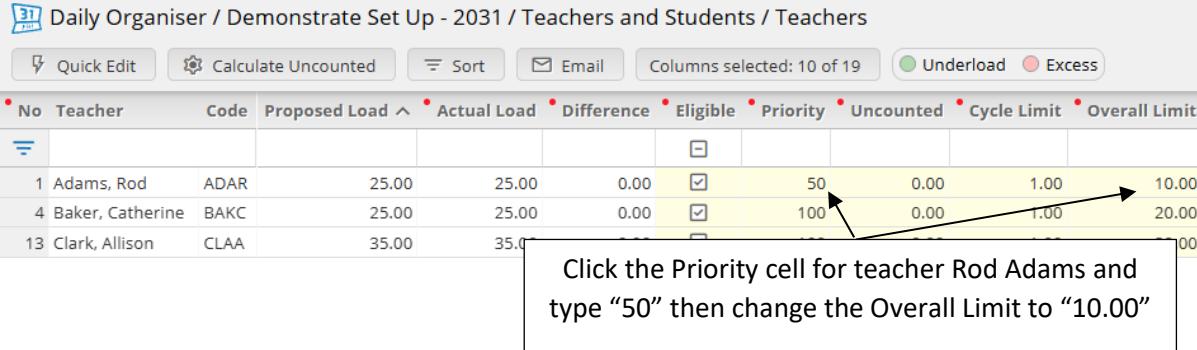


Click the heading **Proposed Load**

Note: The  indicates the data is now in ascending order. Three part time teachers are now displayed at the top of the screen.

In this example, the details will be entered for the following part time teachers:

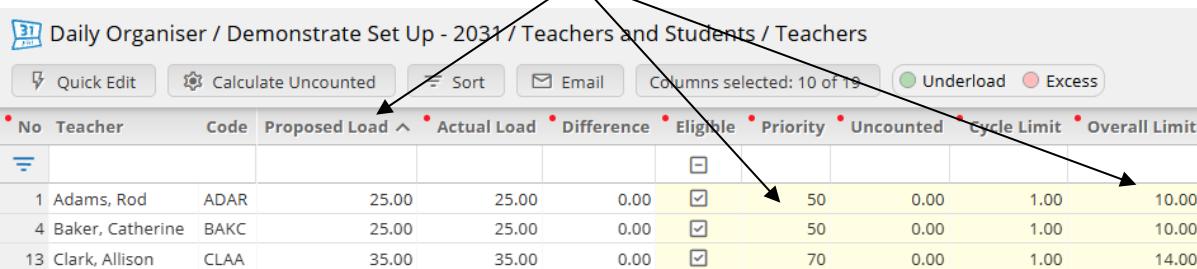
Name	Code	Proposed Load	Fraction (FTE)	Priority	Overall Limit
Rod Adams	ADAR	25.00	0.50	50	10.00
Catherine Baker	BAKC	25.00	0.50	50	10.00
Allison Clark	CLAA	35.00	0.70	70	14.00
Full Time Teacher	-	50.00	1.00	100	20.00



Click the Priority cell for teacher Rod Adams and type "50" then change the Overall Limit to "10.00"

Use the data in the table to change the Priority and Overall Limit values for the remaining part time teachers - Catherine Baker and Allison Clark

When finished click the heading **Proposed Load** twice to return to the original sort order



When finished click the heading **Proposed Load** twice to return to the original sort order

Note: This data needs to be entered at the start of the year and updated when teacher loads change in published timetables.

UNDER ALLOTTED TEACHERS

In most timetables, there are some teachers who are one or two (or even more) periods underload. Many schools give uncounted replacement classes to teachers who are not on a full load each cycle, to balance their loads.

In Daily Organiser, the difference between a teacher's actual load and proposed load is displayed. This can be used to calculate the uncounted replacements per cycle for teachers who are underload.

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
28	Knight, Natalie	KNIN	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
45	Walker, Sam	WALS	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
16	Cooke, Dennis	COOD	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
20	Fraser, Melissa	FRAM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
24	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
33	Murphy, John	MURJ	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
28	Knight, Natalie	KNIN	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	20.00
45	Walker, Sam	WALS	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	20.00
16	Cooke, Dennis	COOD	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
20	Fraser, Melissa	FRAM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
24	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
33	Murphy, John	MURJ	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00

Click Calculate Uncounted

Under allotted teachers now have a number in the Uncounted column equal to the value they are underload.

When finished, click the heading **Difference** twice to return to the original sort order

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers										
No ^ Teacher		Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
8	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

Joanne Boyle has an Uncounted value of 4.00. At the start of each cycle, Joanne will be available for a load of 4.00 uncounted replacements. This load can only be used in the current cycle and they will be assigned before she is given any counted replacements.

All teachers who are underload should now have a value in the Uncounted column. These values can be calculated automatically as described above or manually entered for individual teachers. Teachers who are on a full load or overload remain unchanged on 0.00.

At the beginning of the year, the number of uncounted replacements would need to be calculated for all teachers who are underload. They would need to be amended if a teacher's load changes during the year, for example, at the start of a new semester.

INELIGIBLE TEACHERS

Not all staff that are eligible to take replacements. For example. the Principal, support teacher or overload teachers may not take replacements. However, in some cases, they may be required to take In Lieu replacements.

TEACHERS WHO DO NOT TAKE EITHER COUNTED OR UNCOUNTED REPLACEMENTS

Some staff do not take any replacements, either counted or uncounted. These teachers can be excluded from appearing on the list of teachers available for a replacement so they will not appear as a possible replacement even if their classes are cancelled. In this case, the Principal, Sam Boswick (BOSS), should not be assigned replacements.

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers										
No ^ Teacher		Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input type="checkbox"/>	100	0.00	1.00	20.00

Type BOSS in the filter cell for Code and untick the Eligible checkbox

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers										
No ^ Teacher		Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
6	Boswick, Sam	BOSS	50.00							
Delete BOSS in the filter cell for Code, or click  to view all teachers										

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers										
No ^ Teacher		Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input type="checkbox"/>	100	0.00	1.00	20.00

Note: There is no need to adjust the data in the other columns for Sam Boswick as his name will not appear on the list of available teachers. It is possible to override this and assign a replacement class if necessary.

TEACHERS WHO CAN TAKE IN LIEU BUT NOT COUNTED REPLACEMENTS

Some teachers take counted replacements but are available for in lieu replacements when their classes are cancelled. This is commonly used for teachers with additional duties or who are overload. In this case, Judy Chappell (CHAJ) is overload. Judy must be made eligible for in lieu replacements but not counted replacements.

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers										
No ^ Teacher		Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1										
Judy Chappell is two periods overload with a proposed load of 50 and an actual load of 52. Change the Priority to 0 and the Cycle Limit and Overall Limit to 0.00										
2										
3										
4										
5										
6										
7	Boyle, Joanne	BOYJ	50.00	46.00	4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
8	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
9	Butler, Alison	BUTA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
10	Carter, Leanne	CARL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
11	Chappell, Judy	CHAJ	50.00	52.00	2.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
12	Cheng, William	CHEW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

The tick in the Eligible column indicates that Judy Chappell will appear on lists of teachers available for replacements. The cycle limit and overall limit of 0.00 indicate that Judy is not available for counted replacements but can still be used for in lieu replacements.

DIFFERENT MODELS BASED ON INDUSTRIAL AGREEMENTS

It is essential that the Daily Organisers are aware of the sections of their school's Industrial Agreement that relate to the assigning of replacement classes. The Industrial Agreement usually specifies how many replacement classes can be given to teachers. This will vary based on whether teachers are underload, on load or overload.

MODEL 1: A MAXIMUM NUMBER OF REPLACEMENT CLASSES PER YEAR

S3.3.5 However, part of this preparation and correction time may be used for supervision or cover periods for a maximum of ten (10) periods per year.

[CATHOLIC EMPLOYERS SINGLE ENTERPRISE COLLECTIVE AGREEMENT DIOCESAN SCHOOLS OF QUEENSLAND 2023-2026]

In this case, full time teachers can be assigned up to 10 replacement periods per year.

- This would be set up as described above with an Overall Limit of 10.00.
- Uncounted/Cycle would also be used for teachers who are underload.
- In Lieu replacements would be used when available.
- Casual teachers would also be employed on a daily basis.

MODEL 2: NO REPLACEMENT CLASSES

60.7 Extras in secondary schools

(a) An extra in a secondary school is defined as any class taken by a Teacher which is in addition to the maximum number of hours of scheduled class time in clause 60.4(b). These extras do not include classes which are taken in lieu of a Teacher's scheduled classes.

(b) Unless a Teacher agrees, the maximum number of extras per annum for full-time Teachers is as follows (with no more than one extra per week):

- (i) 10 hours in the 2023 school year;
- (ii) five hours in the 2024 school year; and
- (iii) no extras in the 2025 school year and subsequent years

[CATHOLIC EDUCATION MULT-ENTERPRISE AGREEMENT 2022]

In this case, extra and in lieu classes are defined. In 2025 and subsequent years, full-time teachers cannot be assigned a replacement class in addition to their regular classes.

- This would be set up by changing the Cycle Limit and Overall Limit to 0.00. This will produce a warning message if counted replacements are assigned.
- Uncounted/Cycle would also be used for teachers who are underload.
- In Lieu replacements would be used when available.
- Casual teachers would also be employed on a daily basis.

Schools would need to increase the number of teachers who are underload so that they are able to cover all replacements. Often, the number of replacements is not evenly spread throughout so casual teachers could not be employed to cover them all.

MODEL 3: PAID REPLACEMENT CLASSES

5.2.23 Relief Lessons Above Maximum Face To Face Teaching Load:

- a.
- b. in circumstances where the taking of a relief lesson would result in a teacher's face to face teaching load exceeding the maximum ..., all reasonable endeavours should be made to engage a Temporary Relief Teacher (TRT) or Permanent Relief Teacher (PRT).
- c. ...
- d. ...
- e. Where a teacher, agrees to take a relief lesson that results in a face to face teaching time in excess of their provision, they will be entitled to the equivalent amount of non-instruction time...
- f. In the event that the NIT is not able to be taken within the agreed period, the employee will instead receive an additional payment for the time worked in taking the relief lesson

[SOUTH AUSTRALIAN SCHOOL AND PRESCHOOL EDUCATION STAFF ENTERPRISE AGREEMENT 2024]

In this case, full time teachers cannot be assigned a replacement (relief lesson) above the maximum teaching load. Schools must use casual teachers (TRT or PRT) primarily, but full and part time teachers can agree to do a paid replacement class.

- This would be set up by changing the Cycle Limit and Overall Limit to 0.00 for all teachers.
- If a teacher agrees to do paid replacements, the number they are prepared to do could be entered as Cycle Limit and Overall Limits.
- Uncounted/Cycle would also be used for teachers who are underload.
- In Lieu replacements would be used when available.
- Casual teachers would also be employed on a daily basis.

When assigning replacements, In Lieu, Uncounted and casual teachers would be used first then counted replacements could be given to teachers who have agreed to do paid replacements. At the end of each cycle a report can be printed with the number of counted (paid) replacements each teacher has been assigned.

CASUAL TEACHERS

In this case, the term CRT is being used for Casual Teachers. This was defined in an earlier lesson in [1] Parameters. CRTs are often called into the school on a daily basis to cover the absent staff for that day.

When a new Daily Organiser is created the CRT details can be included in the import process. They can be added manually at any time.



**On the Task Tree select:
[5B] Teachers and Students - CRT**

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / CRT

+ Add Edit Delete Quick Edit Sort Email Columns selected: 14 of 15

No	CRT	Title	Family Name	First Name	Code	Priority	Address	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Curie, Marie	Mrs	Curie	Marie	CURM	100	Australia	5228 3700	0411 555 555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2031
2	Einstein, Bert	Mr	Einstein	Bert	EINB	100	Australia	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	Mr	Shakespeare	Billy	SHAB	100	Australia	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
4	Ball, Megan	Mrs	Ball	Megan	BALM	100	Australia	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
5	Crowe, Peter	Mr	Crowe	Peter	CROP	100	Australia	5228 1999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2033
6	Daly, Garry	Mr	Daly	Garry	DALG	100	Australia	5228 2021	0411 987 654		Maths, Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2033
7	Eisen												Mar 2031	
8	Fitzpa												Feb 2033	
9	Kong												Dec 2031	
10	Lunt												Dec 2031	
11	Lynch												Jan 2034	
12	McGu												Jan 2033	

The CRT details were imported in an earlier lesson. The information displayed on the screen can be customised by selecting or deselecting columns.

Click **Columns selected: 14 of 15**

Columns Displayed

Select / Deselect All

Title
 CRT
 Family Name
 First Name
 Code
 Priority
 Address
 Phone
 Mobile
 Other Phone
 Notes
 Email
 Teacher Reg No
 Expiry Date
 Spare Field 3

All available columns are selected. CRT and Code are required fields and cannot be unticked.

Cancel **OK**

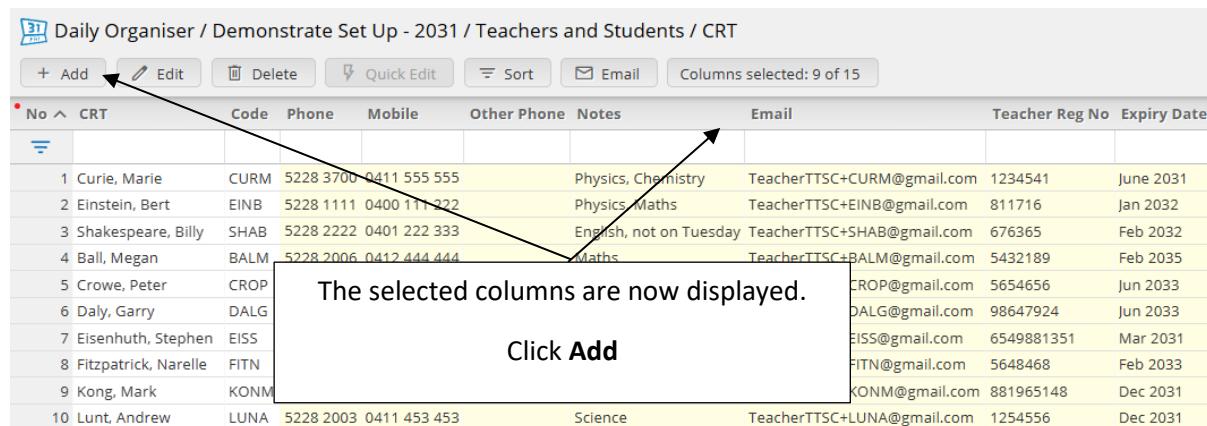
Columns Displayed

Select / Deselect All

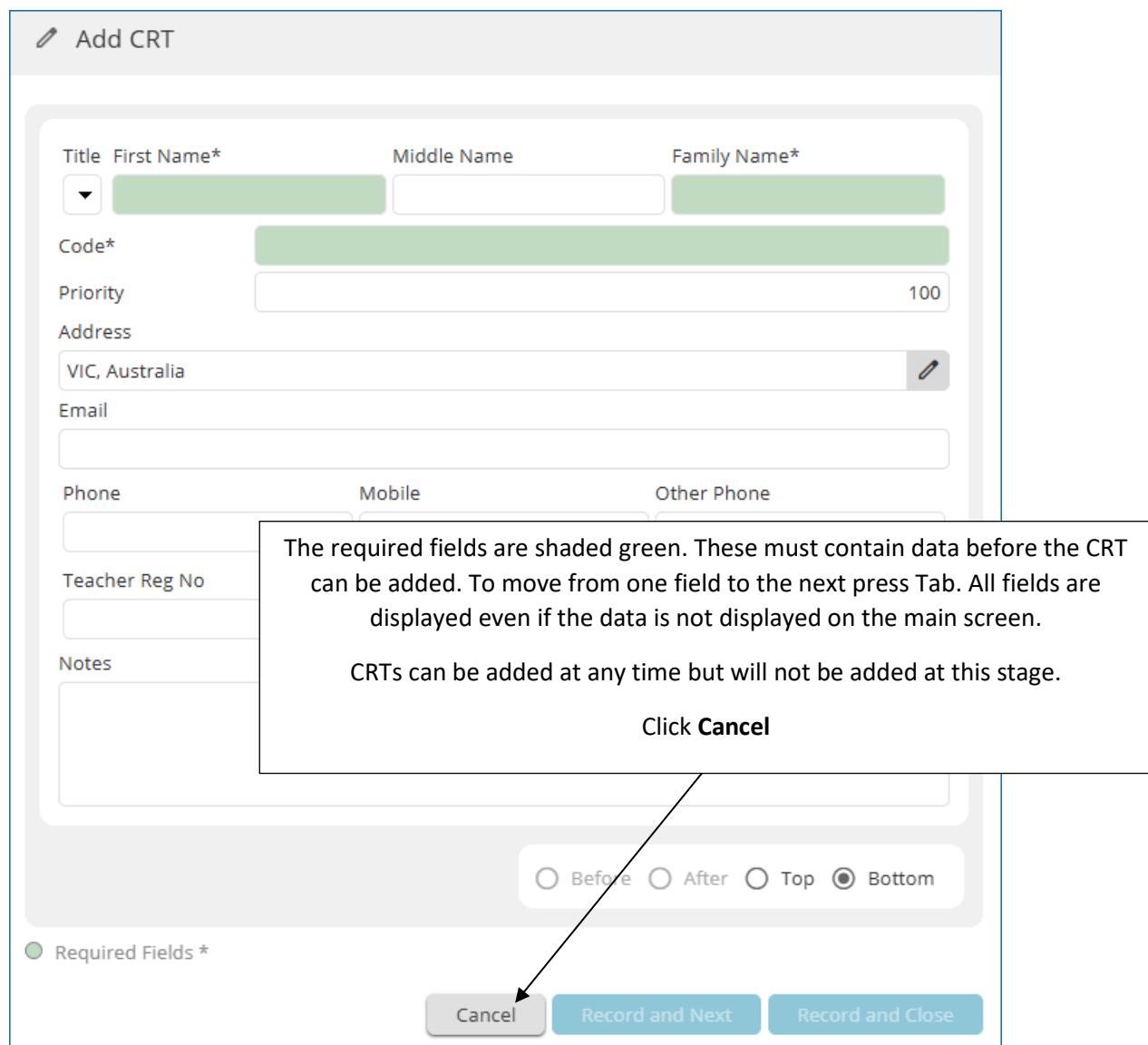
Title
 CRT
 Family Name
 First Name
 Code
 Priority
 Address
 Phone
 Mobile
 Other Phone
 Notes
 Email
 Teacher Reg No
 Expiry Date
 Spare Field 3

To hide a column, untick the corresponding checkbox. Untick the checkboxes as shown. Click **OK**

Cancel **OK**



No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Curie, Marie	CURM	5228 3700	0411 555 555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2031
2	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	SHAB	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
4	Ball, Megan	BALM	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
5	Crowe, Peter	CROP					CROP@gmail.com	5654656	Jun 2033
6	Daly, Garry	DALG					DALG@gmail.com	98647924	Jun 2033
7	Eisenhuth, Stephen	EISS					EISS@gmail.com	6549881351	Mar 2031
8	Fitzpatrick, Narelle	FITN					FITN@gmail.com	5648468	Feb 2033
9	Kong, Mark	KONM					KONM@gmail.com	881965148	Dec 2031
10	Lunt, Andrew	LUNA	5228 2003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2031



Add CRT

Title	First Name*	Middle Name	Family Name*
<input type="button" value="▼"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Code*	<input type="text" value=""/>		
Priority	<input type="text" value="100"/>		
Address	<input type="text" value="VIC, Australia"/>		
Email	<input type="text"/>		
Phone	Mobile	Other Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Teacher Reg No	<input type="text"/>		
Notes	<input type="text"/>		
<p>The required fields are shaded green. These must contain data before the CRT can be added. To move from one field to the next press Tab. All fields are displayed even if the data is not displayed on the main screen.</p> <p>CRTs can be added at any time but will not be added at this stage.</p> <p>Click Cancel</p>			
<input type="radio"/> Before <input type="radio"/> After <input type="radio"/> Top <input checked="" type="radio"/> Bottom			
<input type="radio"/> Required Fields *			
<input type="button" value="Cancel"/> <input type="button" value="Record and Next"/> <input type="button" value="Record and Close"/>			

Note: Some schools also add CRTs with generic names and codes that can be used on busy mornings when using non-regular casual teachers eg CRT1, CRT2, CRT3.

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 3 - Teacher Absences

Professional Learning Objectives	80
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Plan Casual Teacher Days	105
Casual Teacher Available for Multiple Days	105
Casual Teacher Unavailable for Multiple Days	106

PROFESSIONAL LEARNING OBJECTIVES

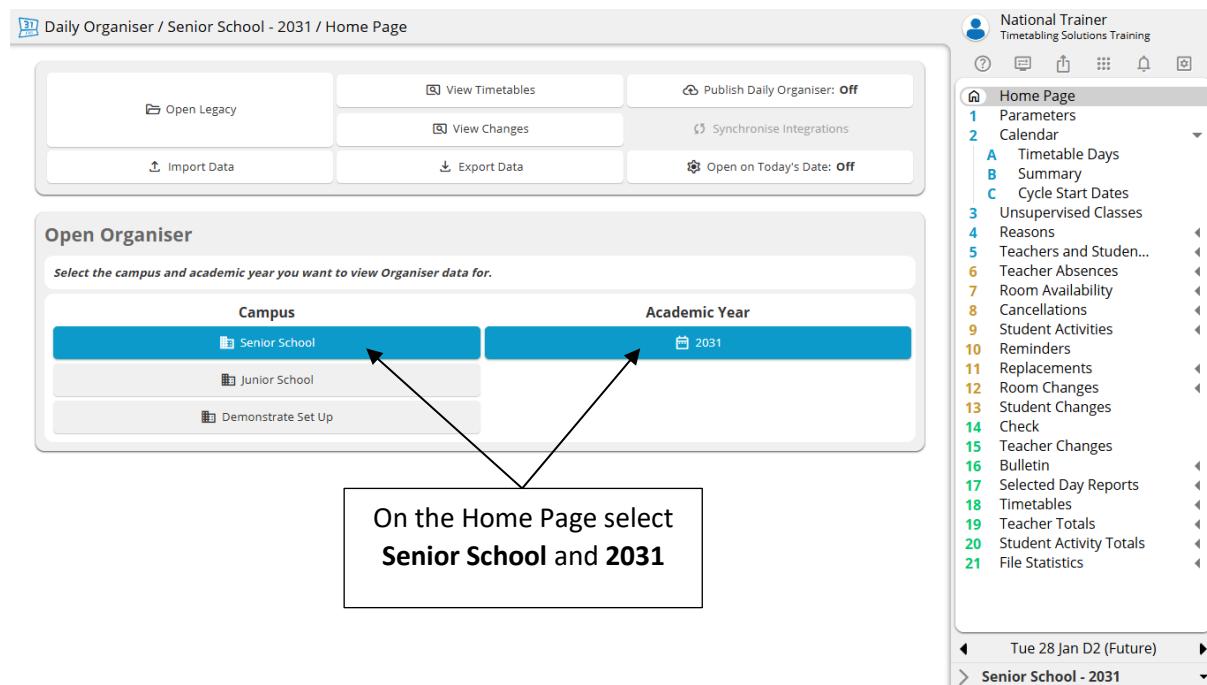
- Manage teacher absences
- Manage planned casual teacher availability

SKILLS

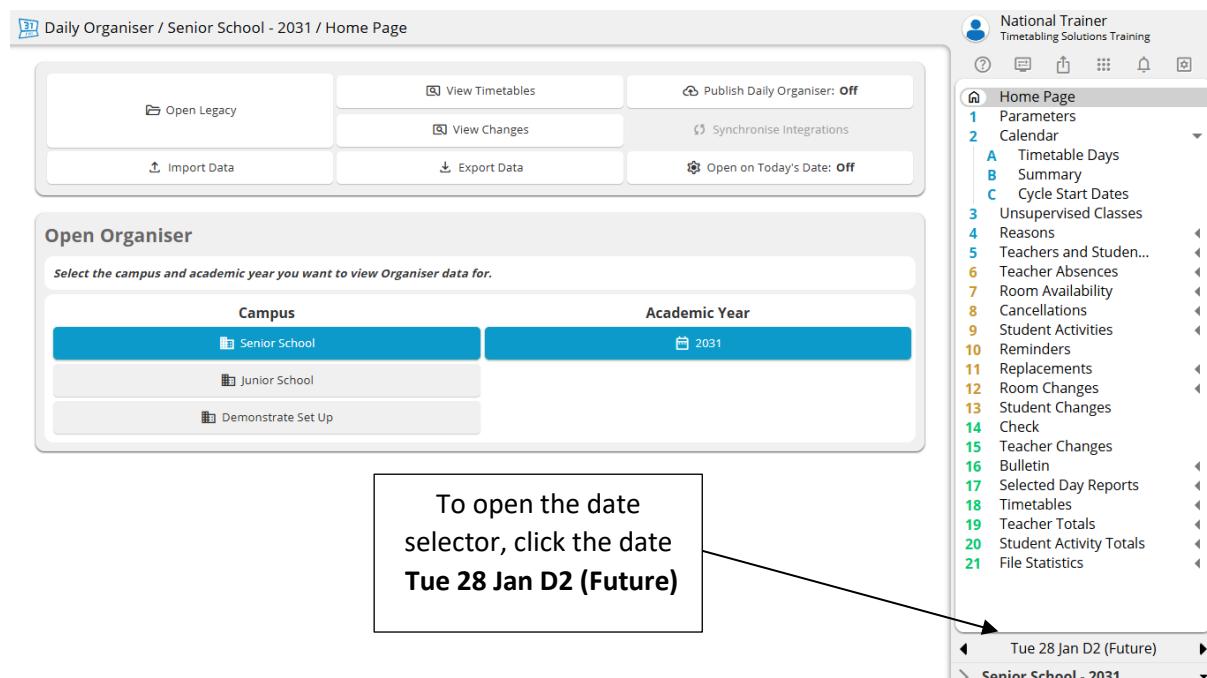
- Select a different Daily Organiser dataset
- Set the selected date
- Customise the display
- Make a teacher absent for the selected date
- Make a teacher absent for individual periods or yard duty sessions
- Edit an absence reason for a period
- Find a teacher using the search panel
- Enter a planned multiple day absence for a teacher
- Edit a planned absence
- Manage casual teacher availability

OPEN ANOTHER CAMPUS AND ACADEMIC YEAR

The Daily Organiser for Senior School 2031 will be used for the remaining lessons. In this data, the first week of the school year has been completed and Tuesday 4 Feb will be the selected date.

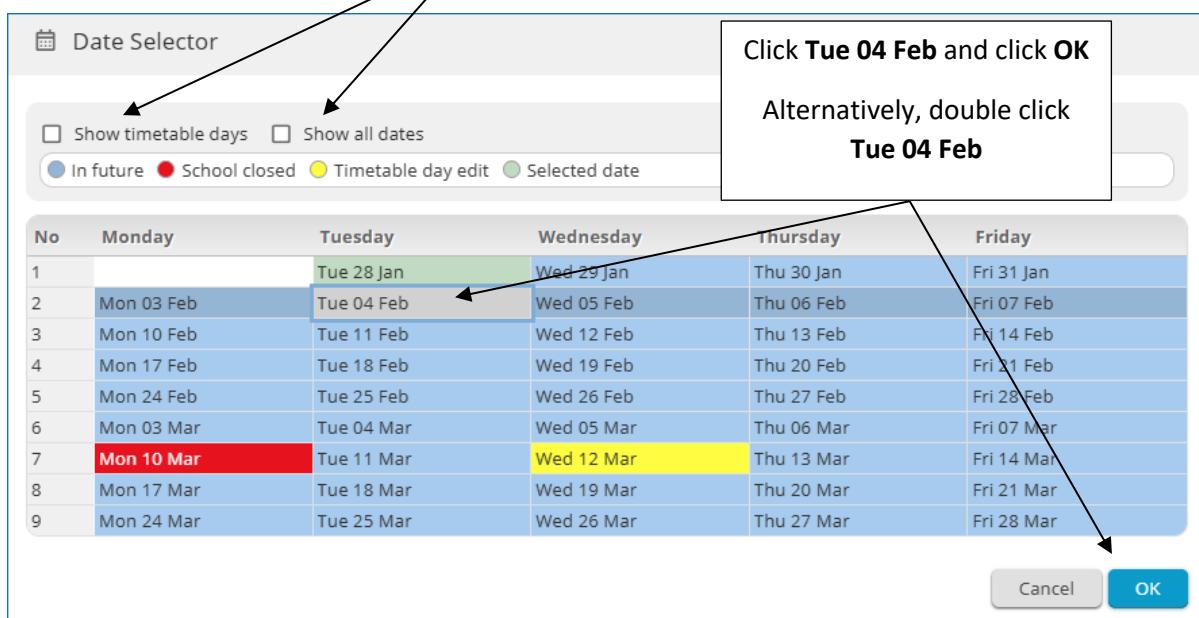


On the Home Page select Senior School and 2031



To open the date selector, click the date Tue 28 Jan D2 (Future)

Note: Not all dates are displayed. The checkboxes can be used to change the display to show timetable days and all dates if required.



Home Page
Parameters
Calendar
A Timetable Days
B Summary
C Cycle Start Dates
Unsupervised Classes
Reasons
Teachers and Studen...
Teacher Absences
Room Availability
Cancellations
Student Activities
Reminders
Replacements
Room Changes
Student Changes
Check
Teacher Changes
Bulletin
Selected Day Reports
Timetables
Teacher Totals
Student Activity Totals
File Statistics

Tue 04 Feb D7 (Future)
Senior School - 2031

The Daily Organiser name and date are displayed at the base of the side bar.

TEACHER ABSENCES

On [6] Teacher Absences there are two ways to make teachers absent:

- On [6A] Selected Day, teachers can be made absent for the whole day or part of the day that is selected.
- On [6B] Plan Days, teachers can be made absent for several days or part days which may include the selected day.



On the Task Tree select:

[6A] Teacher Absences – Selected Day

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Planned absence

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod					L							
2	Alderson, David	Y	L	L	L		L	L				L	
3	Atkinson, Danielle		L	L	L		L	L		L	L	Y	
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	
5	Bell, Heather		L				L	L		L			
6	Boswick, Sam						M	M					
7	Boyle, Joanne		L	L	L		L	L	Y		L		
8	Burrows, Kelly						M	M	Y		L		
9	Butler, Alison		L			Y	L	L		L			
10	Carter, Leanne		L	L	L			L		L EXC	L EXC	EXC	
11	Chappell, Judy		L				L	U	U	U	L EXC	L EXC	EXC
12	Cheng, William								L	L			

The Absence Reason is displayed.

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Planned absence

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod					L							
2	Alderson, David	Y	L	L	L		L	L				L	
3	Atkinson, Danielle		L	L	L		L	L		L	L	Y	
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	
5	Bell, Heather		L				L	L		L			
6	Boswick, Sam						M	M					
7	Boyle, Joanne		L	L	I		L	L	Y		L		
8	Burrows, Kelly						M	M	Y		L		
9	Butler, Alison		L			Y	L	L		L			
10	Carter, Leanne		L	L	L		L		L EXC	L EXC	EXC		
11	Chappell, Judy												
12	Cheng, William												
13	Clark, A												
14	Clark, M												
15	Connolly, S												
16	Cooke, J												

Select Danielle Atkinson

Danielle's full timetable is now displayed in Additional Information.

Additional Information

Teacher Timetable (Atkinson, Danielle)

Period	Class / Activity	Room	Details / Changes
AM			
HR	07HRM1B	J22	
1	09PEG1A	GYM1	
2	09PEG1A	GYM1	
R			
3	07HPE1C	GYM2	
4	07HPE1C	GYM2	
L1			
L2			
5	08SPT1D	OV1	
6	08SPT1D	OV1	
PM		BD	Yard Duty

CHANGE DISPLAY SETTINGS

Display settings can be changed for individual screens or for all screens throughout the app.

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Planned absence

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod					L							
2	Alderson, David	Y	L	L	L		L	L		L			
3	Atkinson, Danielle		L	L	L		L	L		L	L	Y	
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	
5	Bell, Heather		L				L	L		L			

Click 

National Trainer
Timetabling Solutions Training

Home Page
Parameters
Calendar
Timetabling Days
Summary
Cycle Start Dates

Display Settings

Absence Reasons
 Code Name Both Example: SL

Cancellation Reasons
 Code Name Both Example: ASS

Classes/Activities
 Code Name Both Example: 12ENG1B

Periods
 Code Name Both Example: 4

Rooms
 Code Name Both Example: LAB

Teachers
 Code Name Both Example: Danton,

Format:
Last Name First Name
 Include title

Show Additional Information
 Teacher Load Teacher Count

Yard Duty Areas
 Code Name Both Example: OV

Yard Duty Sessions
 Code Name Both Example: L2

Cancel Save Save For All

The default display settings are shown for all items except the setting for Teachers which was changed earlier.

Display Settings

Absence Reasons
 Code Name Both Example: Sick Leave

Cancellation Reasons
 Code Name Both Example: Assembly

Classes/Activities
 Code Name Both Example: 12ENG1B

Periods
 Code Name Both Example: 4

Rooms
 Code Name Both Example: LAB1

Teachers
 Code Name Both Example: Danton, Margaret

Format:
 Last Name First Name
 Include title

Show Additional Information
 Teacher Load Teacher Count

Yard Duty Areas
 Code Name Both Example: Oval

Yard Duty Sessions
 Code Name Both Example: L2

Cancel Save Save For All

Reports Include

Period and Yard Duty Loads
 Absence Reasons
 Cancellation Reasons
 Room Availability Reasons
 Replacement Notes
 Room Changes Notes
 Teacher Load

Select **Name** for Absence Reasons, Cancellation Reasons and Yard Duty Areas.
Click **Save For All**

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Planned absence Composite class

No	Teacher	AM	HR	1	2	R
1	Adams, Rod			L		
2	Alderson, David	Y	L	L	L	
3	Atkinson, Danielle		L	L	L	
4	Baker, Catherine	N	N	N	N	
5	Bell, Heath					

Additional Information Teacher Timetable (Atkinson, Danielle)

Period Class / Activity Room Details / Change

Display Teacher Absence Reasons names has resulted in the expansion of the timetable so that it no longer fits on the screen. It would be best to change the setting back to code just for this screen.

Click

National Trainer
Timetabling Solutions Training

Home Page
Parameters
Calendar
A Timetable Days
B Summary
C Cycle Start Dates

Display Settings

Absence Reasons
 Code Name Both Example: SL

Cancellation Reasons
 Code Name Both Example: Assembly

Classes/Activities
 Code Name Both Example: 12ENG1B

Periods
 Code Name Both Example: 4

Rooms
 Code Name Both Example: LAB1

Teachers
 Code Name Both Example: Danton, Margaret

Format:
 Last Name First Name Both
 Include title

Show Additional Information
 Teacher Load Teacher Count

Yard Duty Areas
 Code Name Both Example: Oval

Yard Duty Sessions
 Code Name Both Example: L2

Reports Include

Period and Yard Duty Loads
 Absence Reasons
 Cancellation Reasons
 Room Availability Reasons
 Replacement Notes
 Room Changes Notes
 Teacher Load
 Teacher Count
 Roll Classes

Select **Code** for Absence Reasons
and click **Save**

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Planned absence Composite class

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod				L								
2	Alderson, David	Y		L	L		L	L				L	
3	Atkinson, Danielle		L	L		L	L		L	L		Y	
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	
5	Bell, Heather		L			L	L		L				
	A. Bawden, Sam				M	M							

Additional Information

Teacher Timetable (Atkinson, Danielle)

Period	Class / Activity	Room	Details / Change
AM			
HR	07HRM1B	J22	

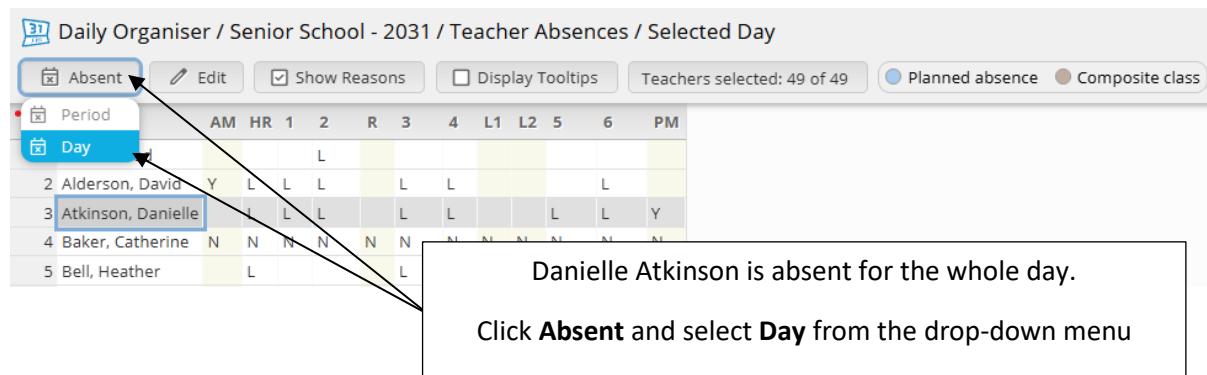
Home Page
Parameters
Calendar
A Timetables Days
B Summary
C Cycle Start Dates
3 Unsupervised Classes

The timetable information now fits the screen.

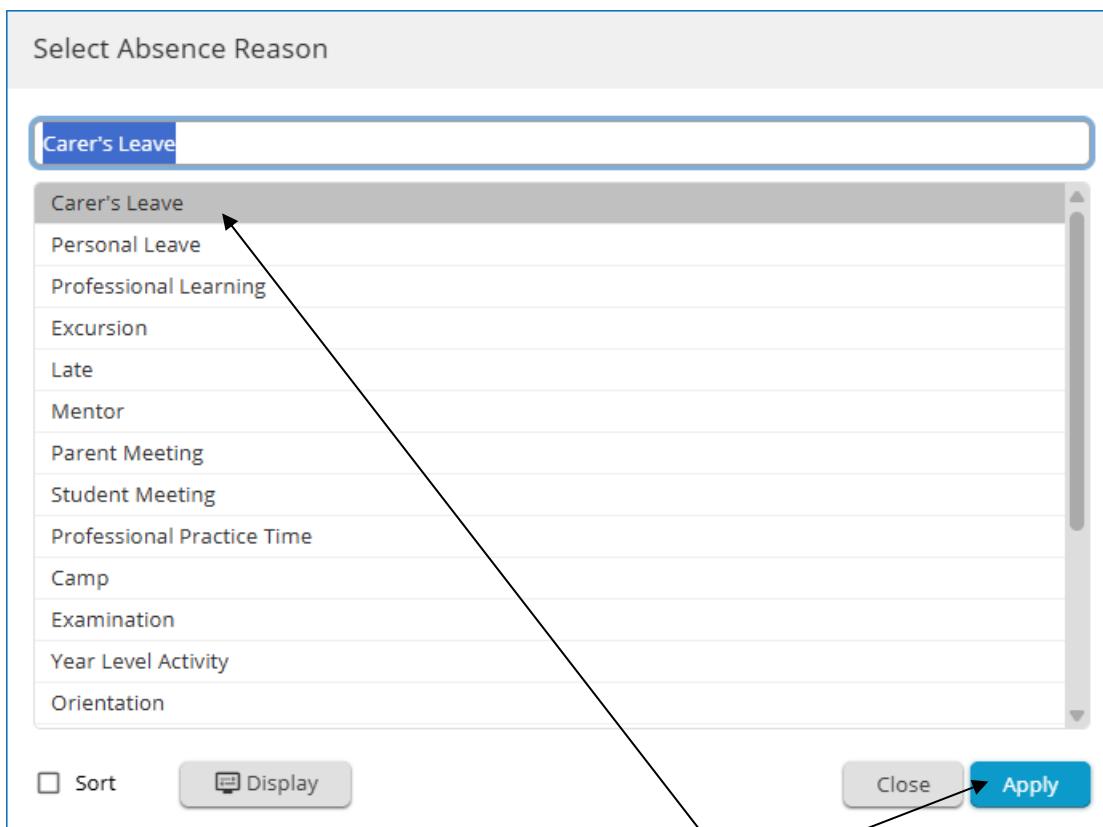
The timetable information now fits the screen.

MAKE A TEACHER ABSENT FOR A DAY

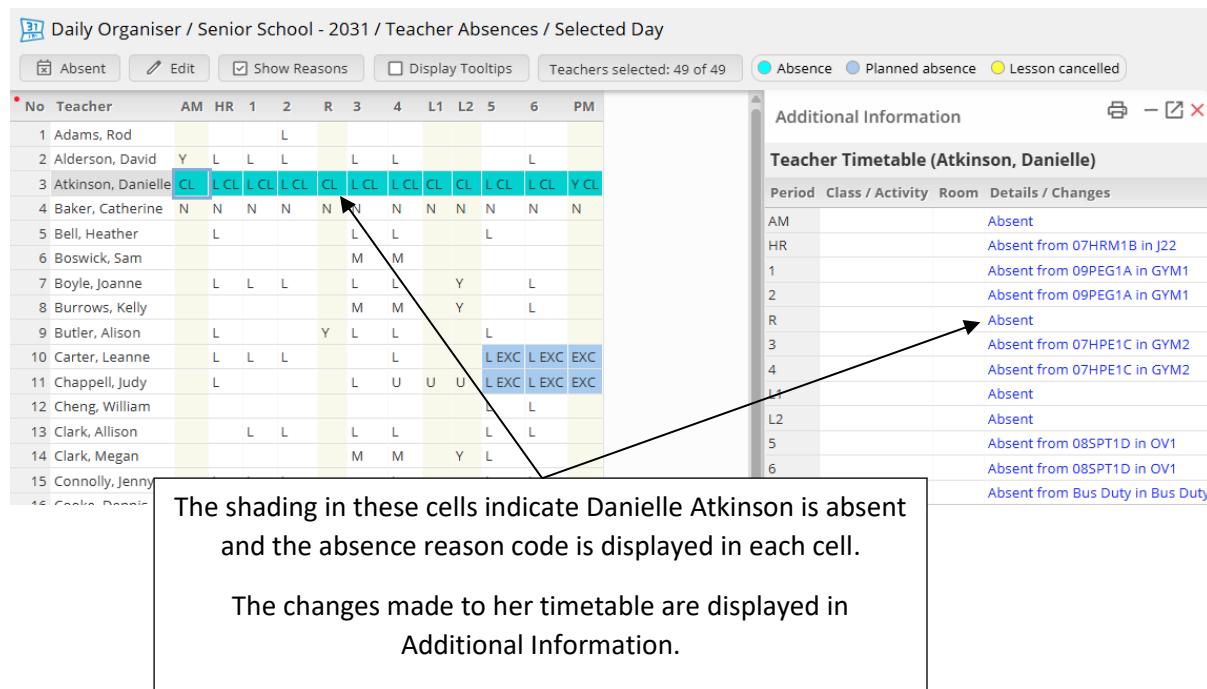
When teachers are made absent for a day, a reason needs to be selected. In this case, Danielle Atkinson is on carer's leave.



The screenshot shows the 'Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day' interface. At the top, there are buttons for 'Absent' (with a dropdown menu), 'Edit', 'Show Reasons' (unchecked), 'Display Tooltips' (unchecked), 'Teachers selected: 49 of 49', 'Planned absence' (radio button), and 'Composite class' (radio button). The main area shows a grid of teachers and their availability across periods AM, HR, 1, 2, R, 3, 4, L1, L2, 5, 6, and PM. Teacher 3, Danielle Atkinson, is highlighted with a blue box. A callout box points to the 'Absent' button with the text: 'Danielle Atkinson is absent for the whole day. Click **Absent** and select **Day** from the drop-down menu'.



The screenshot shows the 'Select Absence Reason' dialog box. At the top, there is a search bar containing 'Carer's Leave'. Below it is a list of absence reasons: Carer's Leave (highlighted with a blue box), Personal Leave, Professional Learning, Excursion, Late, Mentor, Parent Meeting, Student Meeting, Professional Practice Time, Camp, Examination, Year Level Activity, and Orientation. At the bottom of the dialog are 'Sort' and 'Display' buttons, and 'Close' and 'Apply' buttons. A callout box points to the 'Carer's Leave' item with the text: 'Select **Carer's Leave** and click **Apply**'.



The shading in these cells indicate Danielle Atkinson is absent and the absence reason code is displayed in each cell.

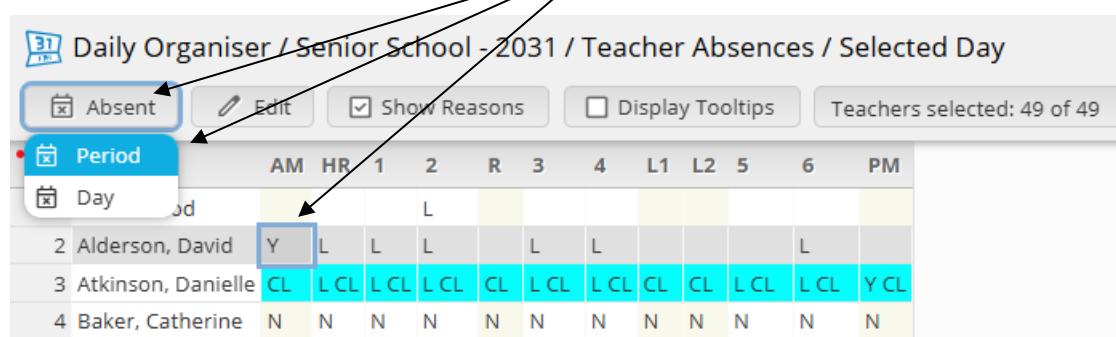
The changes made to her timetable are displayed in Additional Information.

MAKE A TEACHER ABSENT FOR PART OF A DAY

There are times when a teacher may be absent for part of the day. In this case, David Alderson has just called to say that he will be late and absent for his Yard Duty and Homeroom class. David also mentioned that he has a parent meeting in Period 1.

Click **Y** in the AM column next to David Alderson, click **Absent** then select **Period**

Alternatively, a teacher can be made absent for a yard duty session or a period by double clicking in a cell.



Select Absence Reason

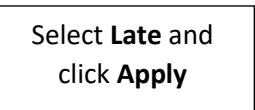
Late

Carer's Leave

Personal Leave

Professional Learning

Excursion

Late 

Mentor

Parent Meeting

Student Meeting

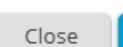
Professional Practice Time

Camp

Examination

Year Level Activity

Orientation

Sort  Display  

31
1pm

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

	<input type="checkbox"/> Absent	<input type="pen"/> Edit	<input checked="" type="checkbox"/> Show Reasons	<input type="checkbox"/> Dismiss			
• No	Teacher	AM	HR	1	2	R	3
1	Adams, Rod			L			
2	Alderson, David	Y	LATE	L	LATE	L	L
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	Y CL
4	Baker, Catherine	N	N	N	N	N	N

When a teacher is made absent for multiple sessions, the absence reason automatically defaults to the first absence reason entered.

DIFFERENT ABSENCE REASONS ON THE SAME DAY

A teacher can be made absent for several different reasons on the same day. The reason David Alderson is absent in Period 1 needs to be edited.

Select Absence Reason

Parent Meeting

Carer's Leave

Personal Leave

Professional Learning

Excursion

Late

Mentor

Parent Meeting

Student Meeting

Professional Practice Time

Camp

Examination

Year Level Activity

Orientation

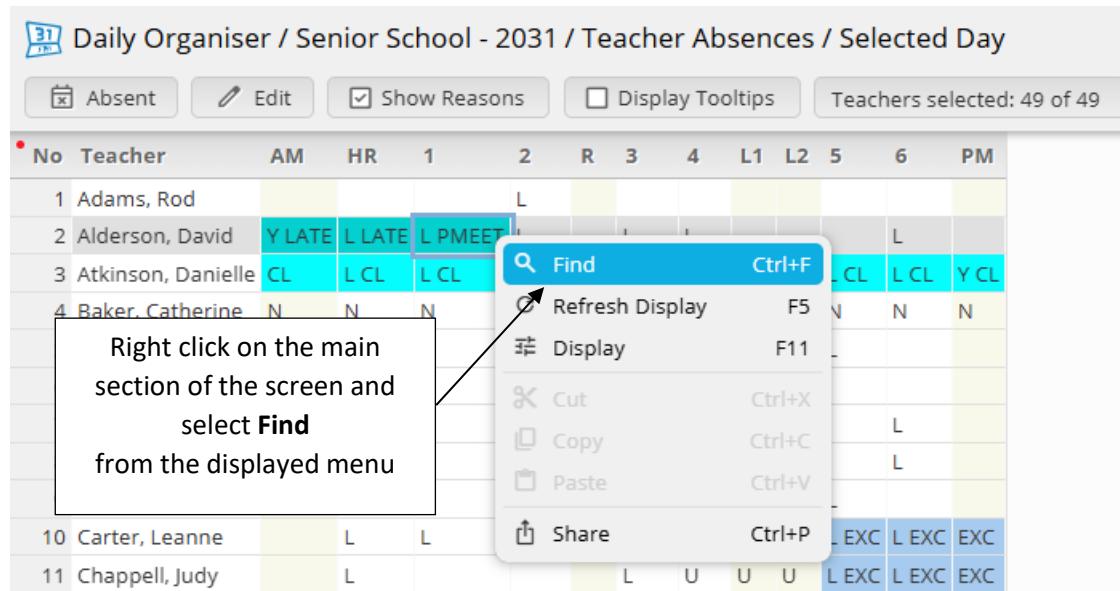
Select Parent Meeting and click Apply

Sort Display

Close **Apply**

FIND A TEACHER

The Find feature on the right mouse click menu can be used to search for data on many screens throughout Daily Organiser. In this case, a search will be done for teacher Peta Wallen.



Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

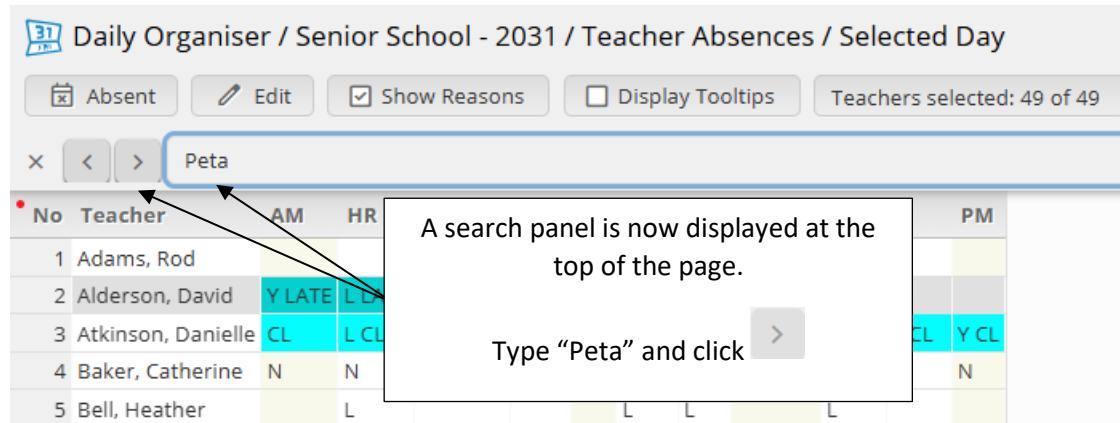
Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	
1	Adams, Rod					L								
2	Alderson, David	Y LATE	L LATE	L PMEET								L		
3	Atkinson, Danielle	CL	L CL	L CL							CL	L CL	Y CL	
4	Baker, Catherine	N	N	N							N	N	N	
10	Carter, Leanne			L	L						EXC	L EXC	EXC	
11	Chappell, Judy			L					L	U	U	L EXC	L EXC	EXC

Right click on the main section of the screen and select **Find** from the displayed menu

Find Ctrl+F

- Refresh Display F5
- Display F11
- Cut Ctrl+X
- Copy Ctrl+C
- Paste Ctrl+V
- Share Ctrl+P



Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49

Peta

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod												
2	Alderson, David	Y LATE	L LATE										
3	Atkinson, Danielle	CL	L CL	L CL							CL	Y CL	
4	Baker, Catherine	N	N	N							N		
5	Bell, Heather			L					L	L	L		

A search panel is now displayed at the top of the page.

Type "Peta" and click >

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent **Edit** **Show Reasons** **Display Tooltips** **Teachers selected: 49 of 49**

Period **Day**

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
23	Harley, Brett			L	L			L		L		L	
24	Jackson, Chris												
25	Jackson, Toni			L	L	L							
26	Jones, Adam							L					
27	Kelly, Rachel					L	L						
28	Knight, Natalie			L	L	L	Y	L					

Scroll down and Peta Wallen is now selected.
Click Absent then select Day

No	Teacher	1	2	3	4	5	6	7	8	9	10	11	12
41	Simpson, Kevin	L	L		L			L		L		L	
42	Smyth, Martin	L	L	L	L	L			L	L			
43	Talbot, Peter			L	L	L	L						
44	Thomson, Wayne		L	L	L	L	L		L	L			
45	Wallen, Peta			L		L	L		L	L			
46	Walker, Sam		L	L	L				L	L			

Select Absence Reason

Professional Learning

Carer's Leave
Personal Leave
Professional Learning
Excursion
Late
Mentor
Parent Meeting
Student Meeting
Professional Practice Time
Camp
Examination
Year Level Activity
Orientation

Select Professional Learning
Click Apply

Sort **Display** **Close** **Apply**

Peta Wallen has been made absent for the full day.

Note: In Period 3, Peta Wallen has a composite class. Both classes in the composite are listed on her timetable.

Period	1	2	3	4	L1	L2	5	6	PM
1	L	L	L	L	L	L	L	L	
2	L	L	L	L	L	L	L	L	
3	L	L	L	L	L	Y	L	L	
4	L	L	L	L	L	Y	L	L	
L1	L	L	L	L	L	Y	L	L	
L2	L	L	L	L	L	Y	L	L	
5	L	L	L	L	L	L	L	L	
6	L	L	L	L	L	L	L	L	
PM									

Teacher timetables show all classes that are composites. When a teacher of a composite class is absent, all classes in the composite are covered by one replacement teacher as the default. Multiple teachers can be used if required.

Scroll to the top and click to close the search panel

Period	1	2	3	4	L1	L2	5	6	PM			
1					L	L		L				
2					CL	L CL	L CL	CL	CL	L CL	L CL	Y CL
3					N	N	N	N	N	N	N	N
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N
5	Bell, Heather	L				L	L		L			

TEACHERS MADE ABSENT ON OTHER SCREENS

Teachers who have been made absent in [6B] Teacher Absences - Plan Days or [9A] Student Activities - Plan are highlighted in blue on this screen. Only teachers made absent on this screen can be edited here.

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Absence Planned absence Composite class

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod			L									
2	Alderson, David	Y LATE	L LATE	L PMEET	L		L	L			L		
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	L CL	L CL	CL	L CL	L CL	Y CL	
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	
5	Bell, Heather		L				L	L		L			
6	Boswick, Sam						M	M					
7	Boyle, Joanne		L	L	L		L	L	Y		L		
8	Burrows, Kelly						M	M	Y		L		
9	Butler, Alison		L			Y	L	L		L			
10	Carter, Leanne		L	L	L		L		L EXC	L EXC	EXC		
11	Chappell, Judy		L			L	U	U	U	L EXC	L EXC	EXC	
12	Cheng, William								L	L			
13	Clark, Allison			L	L		L	L		L	L		
14	Clark, Megan						M	M	Y	L			
15	Connolly, Jenny		L	L	L		L		L	L			
16	Cooke, Dennis		L	L	L		L	L	L	L			
17	Dalton, James		L	L	L		L	Y		L			
18	Edw								L				

Click in Period 5 for Leanne Carter

The blue colour indicates that she has a planned absence. Leanne's timetable in Additional Information shows the absence as a Student Activity.

Double click in Period 5

Additional Information

Teacher Timetable (Carter, Leanne)

Period	Class / Activity	Room	Details / Changes
AM			
HR	08HRM1A	J11	
1	10OED1A	OV1	
2	10OED1A	OV1	
R			
3			
4	12OED1A	S14	
L1			
L2			
5	Senior Netball	Student Activity Absent from 08SPT1F in OV1	
6	Senior Netball	Student Activity Absent from 08SPT1F in OV1	
		Student Activity Absent from 08SPT1F in OV1	

Information

Carter, Leanne is absent in 5,6,PM due to a Student Activity on [9A] Plan: Senior Netball. Edits to this activity must be completed on [9A].

OK

Note: Edits to activities cannot be completed on this screen.

Click OK

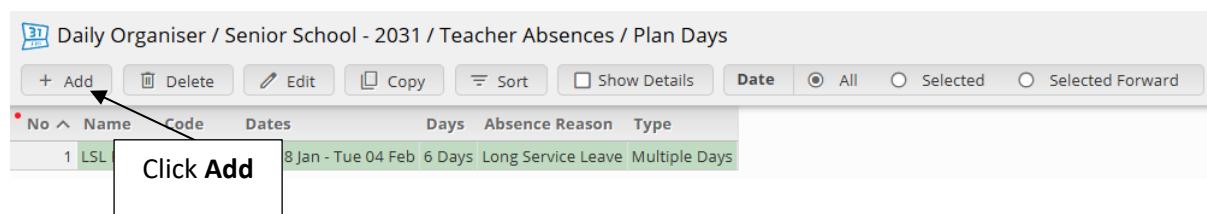
PLAN DAYS

Plan Days can be used to enter teacher absences in advance. The absences can be for part days, full days or multiple days for one or more teachers. This is useful when recording teacher absences for conferences, professional learning and planned personal leave.

PLAN MULTIPLE DAYS

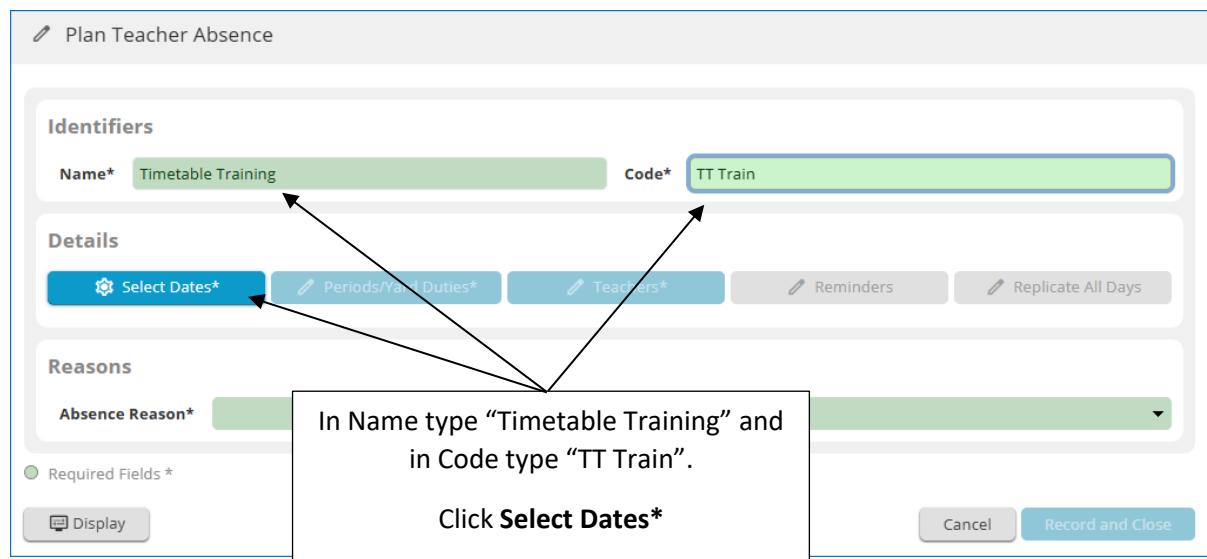
In this example, teacher Paul Wood will be updating his professional skills by attending Student Options training on Tuesday and Daily Organiser training on Friday of this week.

 **On the Task Tree select:**
[6B] Teacher Absence - Plan Days



Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days

No	Name	Code	Dates	Days	Absence Reason	Type
1	LSL		8 Jan - Tue 04 Feb	6 Days	Long Service Leave	Multiple Days



Plan Teacher Absence

Identifiers

Name*	Timetable Training	Code*	TT Train
-------	--------------------	-------	----------

Details

Select Dates*	Periods/Vis Duties*	Teachers*	Reminders	Replicate All Days
---------------	---------------------	-----------	-----------	--------------------

Reasons

Absence Reason*	
-----------------	--

Required Fields *

Display

In Name type "Timetable Training" and in Code type "TT Train".

Click Select Dates*

Cancel Record and Close

Select Dates

Tick the checkboxes for **Tue 04 Feb and Fri 07 Feb**

Click OK

Show timetable days Show all dates
 In future Completed School closed Timet

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		<input type="checkbox"/> Tue 28 Jan	<input type="checkbox"/> Wed 29 Jan	<input type="checkbox"/> Thu 30 Jan	<input type="checkbox"/> Fri 31 Jan
2	<input type="checkbox"/> Mon 03 Feb	<input checked="" type="checkbox"/> Tue 04 Feb	<input type="checkbox"/> Wed 05 Feb	<input type="checkbox"/> Thu 06 Feb	<input checked="" type="checkbox"/> Fri 07 Feb
3	<input type="checkbox"/> Mon 10 Feb	<input type="checkbox"/> Tue 11 Feb	<input type="checkbox"/> Wed 12 Feb	<input type="checkbox"/> Thu 13 Feb	<input type="checkbox"/> Fri 14 Feb
4	<input type="checkbox"/> Mon 17 Feb	<input type="checkbox"/> Tue 18 Feb	<input type="checkbox"/> Wed 19 Feb	<input type="checkbox"/> Thu 20 Feb	<input type="checkbox"/> Fri 21 Feb
5	<input type="checkbox"/> Mon 24 Feb	<input type="checkbox"/> Tue 25 Feb	<input type="checkbox"/> Wed 26 Feb	<input type="checkbox"/> Thu 27 Feb	<input type="checkbox"/> Fri 28 Feb
6	<input type="checkbox"/> Mon 03 Mar	<input type="checkbox"/> Tue 04 Mar	<input type="checkbox"/> Wed 05 Mar	<input type="checkbox"/> Thu 06 Mar	<input type="checkbox"/> Fri 07 Mar
7	Mon 10 Mar	<input type="checkbox"/> Tue 11 Mar	<input type="checkbox"/> Wed 12 Mar	<input type="checkbox"/> Thu 13 Mar	<input type="checkbox"/> Fri 14 Mar
8	<input type="checkbox"/> Mon 17 Mar	<input type="checkbox"/> Tue 18 Mar	<input type="checkbox"/> Wed 19 Mar	<input type="checkbox"/> Thu 20 Mar	<input type="checkbox"/> Fri 21 Mar
9	<input type="checkbox"/> Mon 24 Mar	<input type="checkbox"/> Tue 25 Mar	<input type="checkbox"/> Wed 26 Mar	<input type="checkbox"/> Thu 27 Mar	<input type="checkbox"/> Fri 28 Mar
10	<input type="checkbox"/> Mon 31 Mar	<input type="checkbox"/> Tue 01 Apr	<input type="checkbox"/> Wed 02 Apr	<input type="checkbox"/> Thu 03 Apr	<input type="checkbox"/> Fri 04 Apr

Cancel **OK**

Plan Teacher Absence

Identifiers

Name* **Timetable Training** Code* **TT Train**

Details

Select Dates* Periods/Yard Duties* Teachers* Reminders Replicate All Days

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
1	Tue 04 Feb	D7			
2	Fri 07 Feb	D10			

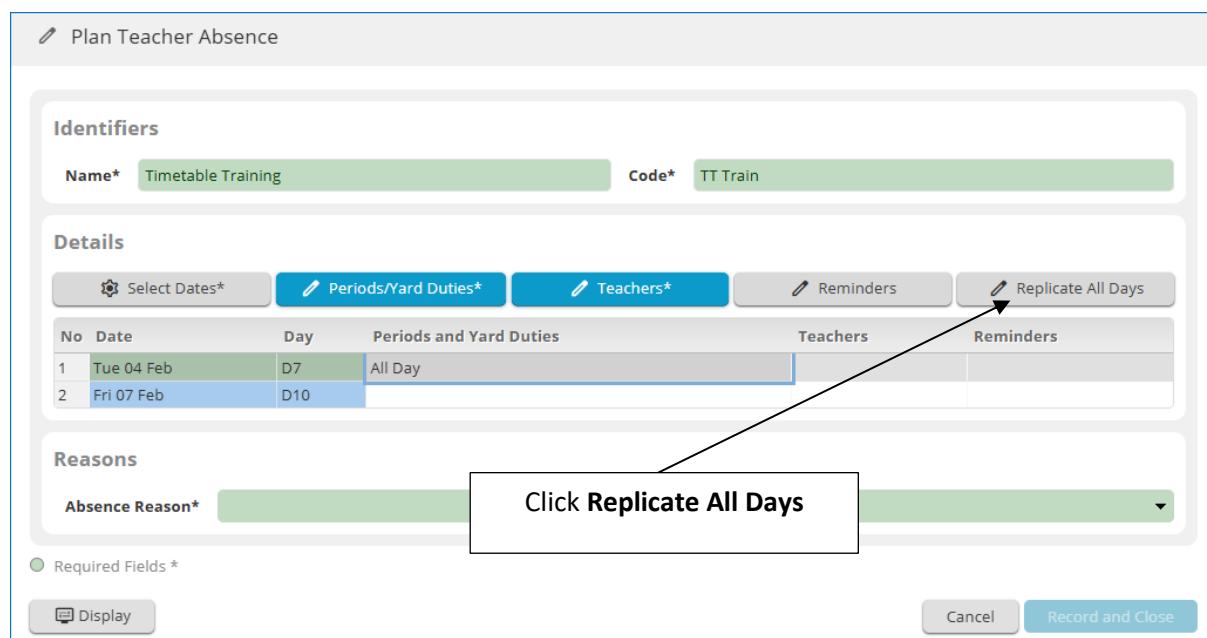
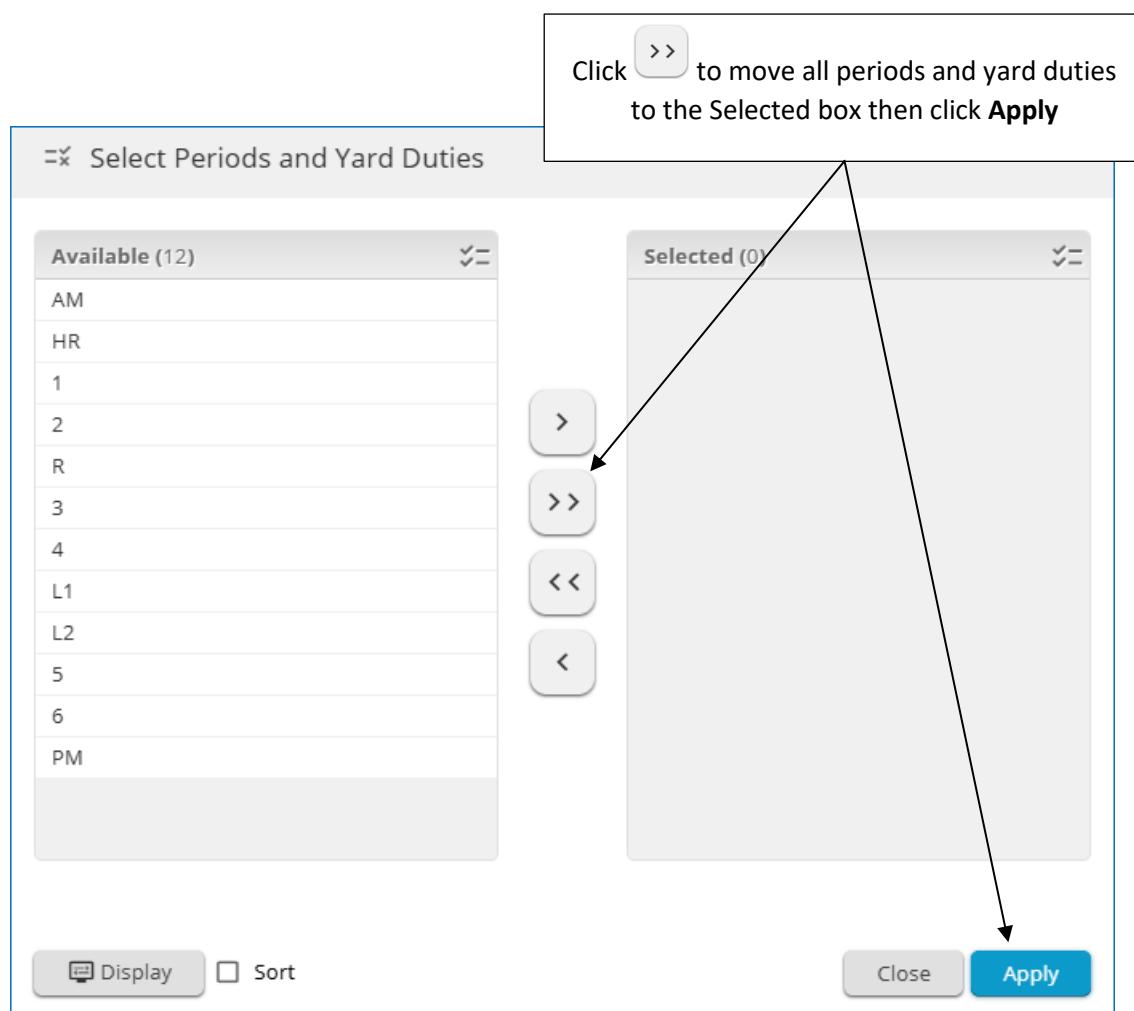
Reasons

Absence Reason*

Required Fields * Display

The selected dates are now displayed. Click on the first selected date then **Click Periods/Yard Duties***

Cancel **Record and Close**



Plan Teacher Absence

Identifiers

Name* Timetable Training Code* TT Train

Details

Select Dates* Periods/Yard Duties* Teachers* Reminders Replicate All Days

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
1	Tue 04 Feb	D7	All Day		
2	Fri 07 Feb	D10	All Day		

Reasons

Absence Reason*

Required Fields *

Display

The same periods have now been selected for both days.

Click **Teachers***

Cancel Record and Close

Scroll down and select **Paul Wood**

Click  to move him to the Selected box and click **Apply**

Select Teachers

Available (49)	Selected (0)
Newman, Peter	
Patel, Marek	
Pearson, Sean	
Rennie, Matthew	
Rogers, Paul	
Simpson, Kevin	
Smyth, Martin	
Talbot, Peter	
Thomson, Wayne	
Wallen, Peta	
Walker, Sam	
White, Eva	
Wood, Paul	
Young, Bernard	

Display Sort Filter Close Apply

Plan Teacher Absence

Identifiers

Name*	Timetable Training	Code*	TT Train
-------	--------------------	-------	----------

Details

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
1	Tue 04 Feb	D7	All Day	Wood, Paul	
2	Fri 07 Feb	D10	All Day		

Reasons

Absence Reason*

Required Fields *

Display

Click on Paul Wood then click **Replicate All Days**

Cancel Record and Close

Plan Teacher Absence

Identifiers

Name*	Timetable Training	Code*	TT Train
-------	--------------------	-------	----------

Details

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
1	Tue 04 Feb	D7	All Day	Wood, Paul	
2	Fri 07 Feb	D10	All Day	Wood, Paul	

Reasons

Absence Reason*

Required Fields *

Display

Paul Wood has now been selected for both days.

Cancel Record and Close

Plan Teacher Absence

Identifiers	Carer's Leave Personal Leave Professional Learning
Details	Excursion Late Mentor Parent Meeting Student Meeting Professional Practice Time Camp Examination Year Level Activity Orientation Work Experience Visit Funeral
Reasons	Absence Reason* Professional Learning
<input checked="" type="radio"/> Required Fields * <input type="button" value="Display"/> Click the Absence Reason drop-down menu and select Professional Learning	
<input type="button" value="Cancel"/> <input type="button" value="Record and Close"/>	

Plan Teacher Absence

Identifiers	Name* Timetable Training Code* TT Train																		
Details	<input type="button" value="Select Dates*"/> <input type="button" value="Periods/Yard Duties*"/> <input type="button" value="Teachers*"/> <input type="button" value="Reminders"/> <input type="button" value="Replicate All Days"/> <table border="1"> <thead> <tr> <th>No</th> <th>Date</th> <th>Day</th> <th>Periods and Yard Duties</th> <th>Teachers</th> <th>Reminders</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tue 04 Feb</td> <td>D7</td> <td>All Day</td> <td>Wood, Paul</td> <td></td> </tr> <tr> <td>2</td> <td>Fri 07 Feb</td> <td>D10</td> <td>All Day</td> <td>Wood, Paul</td> <td></td> </tr> </tbody> </table>	No	Date	Day	Periods and Yard Duties	Teachers	Reminders	1	Tue 04 Feb	D7	All Day	Wood, Paul		2	Fri 07 Feb	D10	All Day	Wood, Paul	
No	Date	Day	Periods and Yard Duties	Teachers	Reminders														
1	Tue 04 Feb	D7	All Day	Wood, Paul															
2	Fri 07 Feb	D10	All Day	Wood, Paul															
Reasons	Absence Reason* Professional Learning Click Record and Close																		
<input checked="" type="radio"/> Required Fields * <input type="button" value="Display"/> <input type="button" value="Cancel"/> <input type="button" value="Record and Close"/>																			

Information

All changes made to this activity will flow through to the relevant screens for all the selected days.

Click OK

OK

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days							
						Date	
No	Name	Code	Dates	Days	Absence Reason	Type	
1	LSL FRAM	LSL FRAM	Tue 28 Jan - Tue 04 Feb	6 Days	Long Service Leave	Multiple Days	
2	Timetable Training	TT Train	Tue 04 Feb - Fri 07 Feb	2 Days	Professional Learning	Multiple Days	

This planned absence is recorded as Multiple Days.

To see more information tick **Show Details** and
make sure **All** is selected

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days								
						Date		
No	Name	Code	Date	Day	Periods/Yard Duties	Teachers	Absence Reason	Type
1	LSL FRAM	LSL FRAM	Tue 28 Jan	D2	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
1	LSL FRAM	LSL FRAM	Wed 29 Jan	D3	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
1	LSL FRAM	LSL FRAM	Thu 30 Jan	D4	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
1	LSL FRAM	LSL FRAM	Fri 31 Jan	D5	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
1	LSL FRAM	LSL FRAM	Mon 03 Feb	D6	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
1	LSL FRAM	LSL FRAM	Tue 04 Feb	D7	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
2	Timetable Training	TT Train	Tue 04 Feb	D7	All Day	Wood, Paul	Professional Learning	Multiple Days
2	Timetable Training	TT Train	Fri 07 Feb	D10	All Day	Wood, Paul	Professional Learning	Multiple Days

Each day is now displayed separately. The cell colours indicate if the absence is before the selected date (pink), on the selected date (green), or after the selected date (blue).

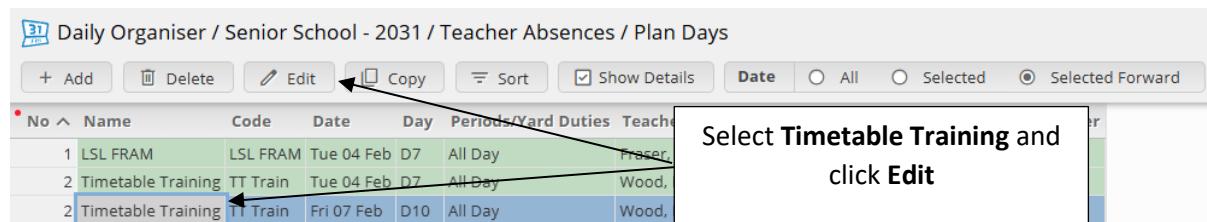
Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days								
						Date		
No	Name	Code	Date	Day	Periods/Yard Duties	Teachers	Absence Reason	Type
1	LSL FRAM	LSL FRAM	Tue 04 Feb	D7	All Day	Fraser, Melissa	Long Service Leave	Multiple Days
2	Timetable Training	TT Train	Tue 04 Feb	D7	All Day	Wood, Paul	Professional Learning	Multiple Days
2	Timetable Training	TT Train	Fri 07 Feb	D10	All Day	Wood, Paul	Professional Learning	Multiple Days

Completed planned absences can be hidden.

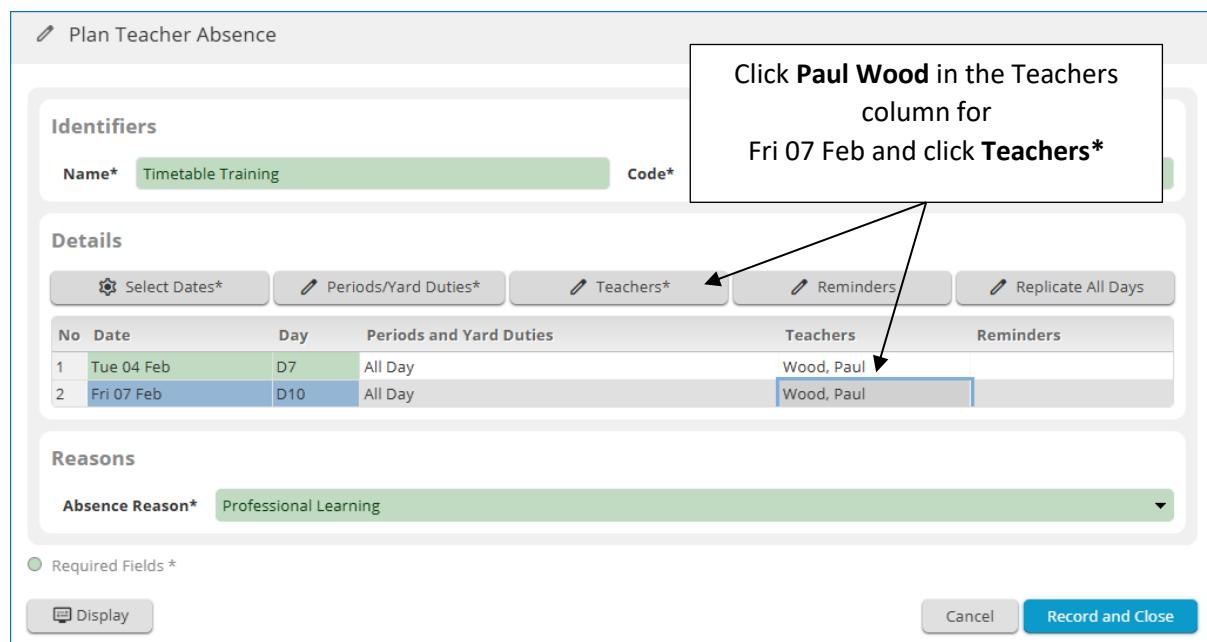
Click **Selected Forward** to display the planned absences for the selected day and future dates only

EDIT A PLAN DAY

In this example, Brett Harley will also be attending the Timetable Training on Friday. The existing Plan Day activity can be edited to include Brett.

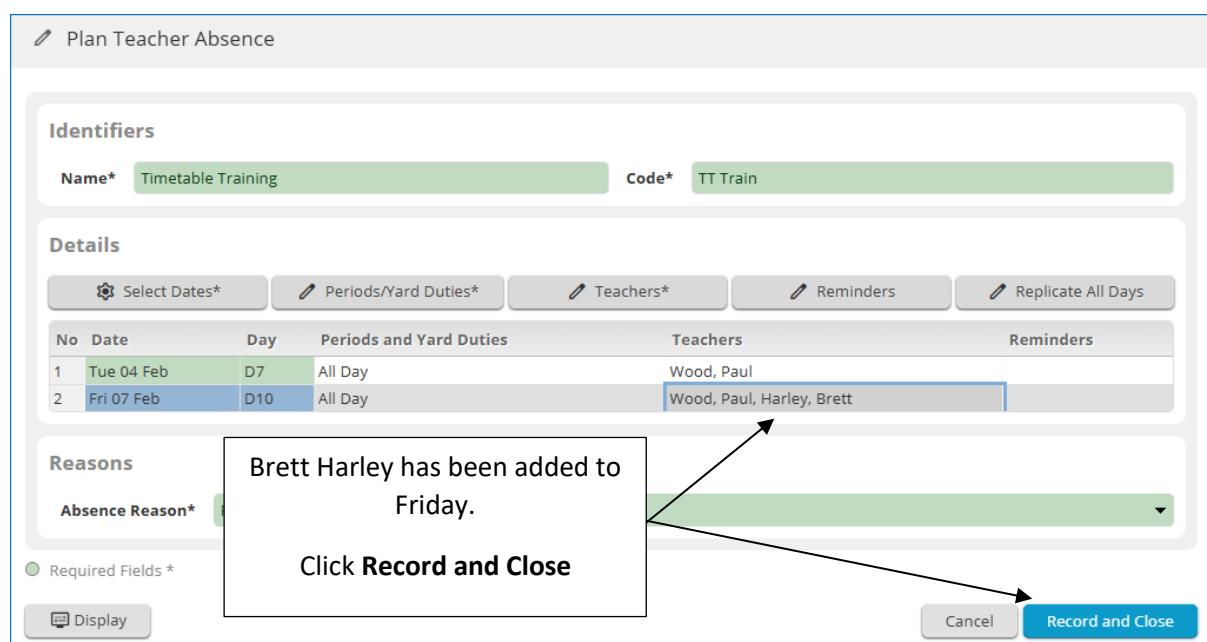
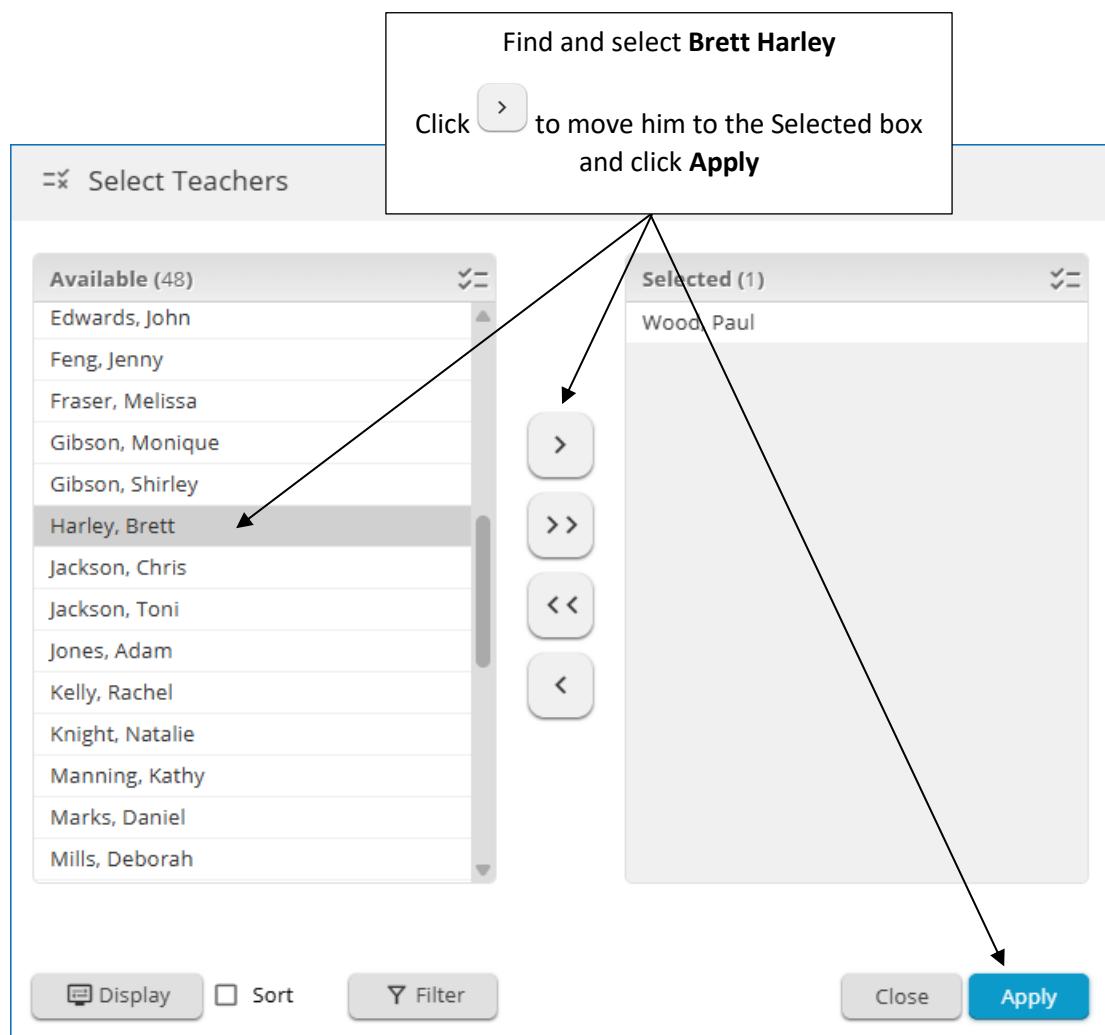


Select Timetable Training and click Edit



Click Paul Wood in the Teachers column for Fri 07 Feb and click Teachers*

Required Fields *



Information

All changes made to this activity will flow through to the relevant screens for all the selected days.

OK

Click OK

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days

+ Add Delete Edit Copy Sort Show Details Date All Selected Selected Forward Selected date

No	Name	Code	Dates	Days	Absence Reason	Type
1	LSL FRAM	LSL FRAM	Tue 28 Jan - Tue 04 Feb	6 Days	Long Service Leave	Multiple Days
2	Timetable Training	TT Train	Tue 04 Feb - Fri 07 Feb	2 Days	Professional Learning	Multiple Days

To return the screen to the original settings
Untick **Show Details** and for the Date select **All**

PLAN CASUAL TEACHER DAYS

Casual teachers (CRTs) can be made available or unavailable for selected days and dates. Daily Organisers can plan ahead by:

- booking casual teachers in advance
- entering details of casual teacher unavailability

In this dataset, some planned CRT days have already been entered.



On the Task Tree select:
[6C] Teacher Absences - Plan CRT Days

CASUAL TEACHER AVAILABLE FOR MULTIPLE DAYS

Planned CRT days can be used when a casual teacher is required. In this case, Bert Einstein was booked for the first week of the school year.

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan CRT Days

+ Add Delete Edit Copy Sort Show Details Date All Selected Selected Forward Selected date

No	Name	Code	Dates	Days	Available	Type
1	Bert Start of Year	Bert Start	Tue 28 Jan - Tue			
2	Billy not Tuesdays	Billy X Tues	Tue 28 Jan - Thu			
3	Yr 11 Camp	11 Camp	Wed 26 Feb - Fri			

Click anywhere on the first line and click **Edit**

Plan CRT Availability

Identifiers

Name*	Bert Start of Year	Code*	Bert Start
-------	--------------------	-------	------------

Details

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
21	Tue 28 Jan	D2	All Day	Einstein, Bert	
22	Wed 29 Jan	D3	All Day	Einstein, Bert	
23	Thu 30 Jan	D4	All Day	Einstein, Bert	
24	Fri 31 Jan	D5	All Day	Einstein, Bert	
25	Mon 03 Feb	D6	All Day	Einstein, Bert	
26	Tue 04 Feb	D7	All Day	Einstein, Bert	

Availability

Available Yes No - Cannot use

Notes

Required Fields *

Planned CRT days are entered in a similar way to planned teacher absences. The only difference is that it is necessary to indicate if the CRT is available or not. In this case, Yes was selected to make Bert Einstein available.

Click **Cancel**

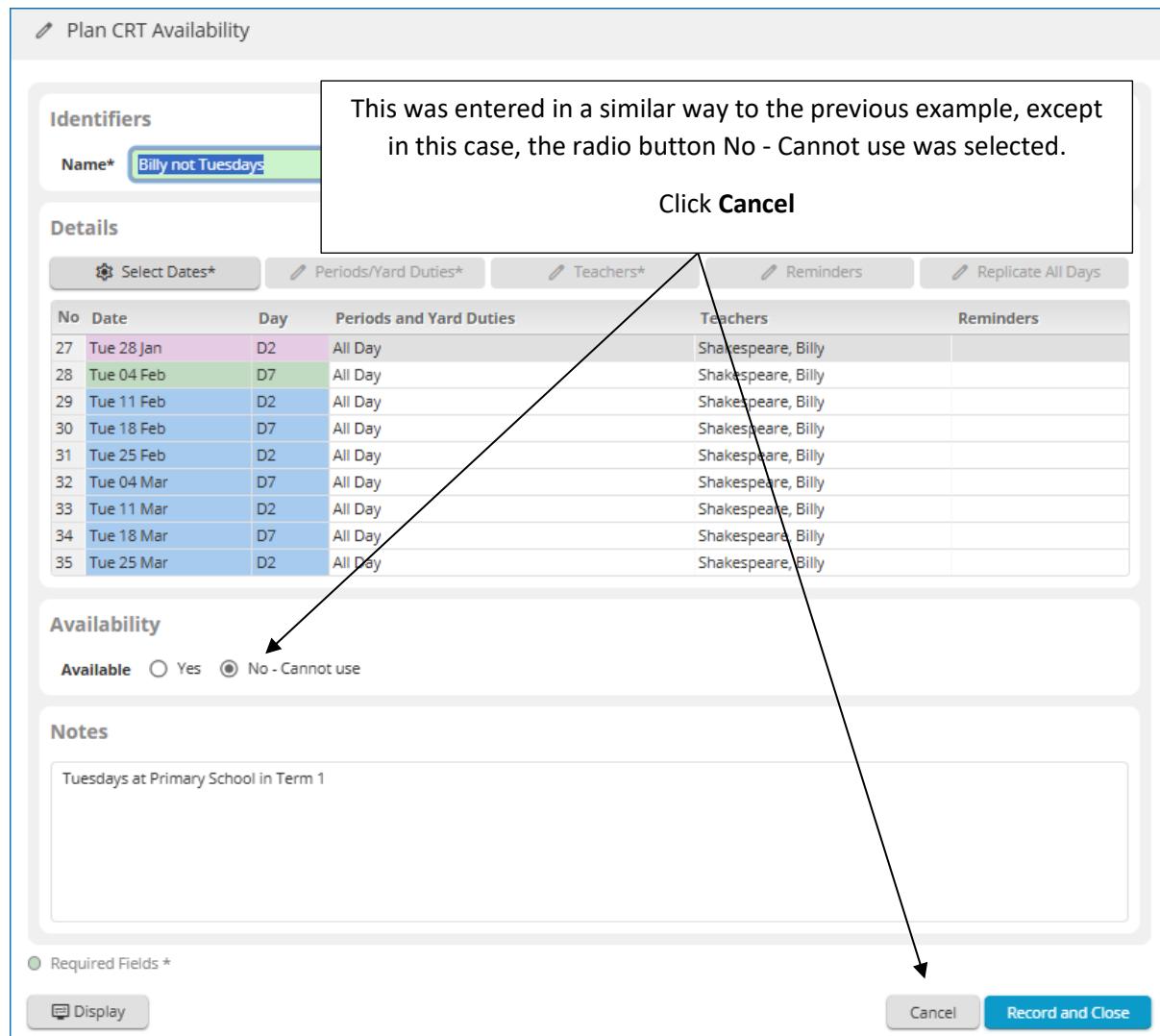
CASUAL TEACHER UNAVAILABLE FOR MULTIPLE DAYS

Planned CRT days can be used to record when a casual teacher cannot be used. In this case, Billy Shakespeare has been made unavailable every Tuesday in Term 1.

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan CRT Days

No	Name	Code	Dates	Days	Available	Type
1	Bert Start of Year	Bert Start	Tue 28 Jan - Tue 04 Feb	6 D	Yes	
2	Billy not Tuesdays	Billy X Tues	Tue 28 Jan - Tue 25 Mar	9 D	No	
3	Yr 11 Camp	11 Camp	Wed 26 Feb - Fri 28 Feb	3 D	Yes	

Select **Billy not Tuesdays** then click **Edit**



This was entered in a similar way to the previous example, except in this case, the radio button No - Cannot use was selected.

Click **Cancel**

No	Date	Day	Periods and Yard Duties	Teachers	Reminders
27	Tue 28 Jan	D2	All Day	Shakespeare, Billy	
28	Tue 04 Feb	D7	All Day	Shakespeare, Billy	
29	Tue 11 Feb	D2	All Day	Shakespeare, Billy	
30	Tue 18 Feb	D7	All Day	Shakespeare, Billy	
31	Tue 25 Feb	D2	All Day	Shakespeare, Billy	
32	Tue 04 Mar	D7	All Day	Shakespeare, Billy	
33	Tue 11 Mar	D2	All Day	Shakespeare, Billy	
34	Tue 18 Mar	D7	All Day	Shakespeare, Billy	
35	Tue 25 Mar	D2	All Day	Shakespeare, Billy	

Availability

Available Yes No - Cannot use

Notes

Tuesdays at Primary School in Term 1

Required Fields *

In both these examples, the data set up here will flow through to [11C] Replacements – CRT Availability.

All teacher absences for the selected day and planned absences have been entered.

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 4 - Room Availability

Professional Learning Objectives	110
Skills	110
Room Availability	111
Remove a Class and Make the Room Unavailable	112
Remove a Class and Make the Room Available	114
Plan Days	116

PROFESSIONAL LEARNING OBJECTIVES

- Manage the removal of classes from rooms on a selected day or multiple days

SKILLS

- Remove a class from a room and make it unavailable
- Remove a class from a room and make it available
- Manage a planned room availability

ROOM AVAILABILITY

Permanent room changes are made in the timetable file but at times it is necessary to remove a class from a room for a period or for a day. The room can be made available for another class to use, or the room can be made unavailable for all classes.

On [7] Room Availability, there are two ways of removing classes from a room:

- On [7A] Selected Day, classes can be removed from a room for the whole day or part of the day that is selected.
- On [7B] Plan Days, classes can be removed from a room for several days or part days which may include the selected day.

In both cases, the room can be made either available or unavailable for other classes to use.



Open:
Senior School 2031
Date: Tue 04 Feb D7 (Future)



On the Task Tree select:
[7A] Room Availability - Selected Day

Daily Organiser / Senior School - 2031 / Room Availability / Selected Day

Show Reasons **Display Tooltips** Rooms selected: 53 of 53 **Unavailable (Planned)** **Composite class**

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	AT1			L	L		L						
2	AT2												
3	AT3			L	L			L					
4	AT4			L	L		L	L					
5	AT5												
6	AT6												
7	AT7					L							
8	AT8			L	L		L						
9	GYM1			L	L		L	L					
10	GYM2			L	L		L	L					
11	OV1			L	L		L		L	L			
12	OV2												
13	LAB1				L	L		L		L	L		
14	LAB2			L	L		L	L		L	L		

Click the checkbox **Show Reasons**

The screenshot shows a room availability grid for a selected day. The grid has columns for Room (No), AM, HR, Periods 1-6, R, L1, L2, 5, 6, and PM. Rows list rooms: AT1, AT2, AT3, AT4, AT5, AT6, AT7, AT8, GYM1, GYM2, OV1, OV2, LAB1, LAB2, LAB3, and LAB4. Cells are colored yellow (normal lesson), grey (available), or red (unavailable). A red box highlights the 'MAINT' cells in the LAB1 row. A blue box highlights cell (4,2) for room AT4 in Period 1. An arrow points from this cell to the 'Additional Information' window on the right, which displays the 'Room Timetable (AT4)' with four entries: Period 1 (10TEX1A, Clark, Allison), Period 2 (10TEX1A, Clark, Allison), Period 3 (11TEX1A, Clark, Allison), and Period 4 (09TEX1A, Clark, Allison).

The main screen displays timetable information for each room for the selected day. A normal lesson is represented by "L".

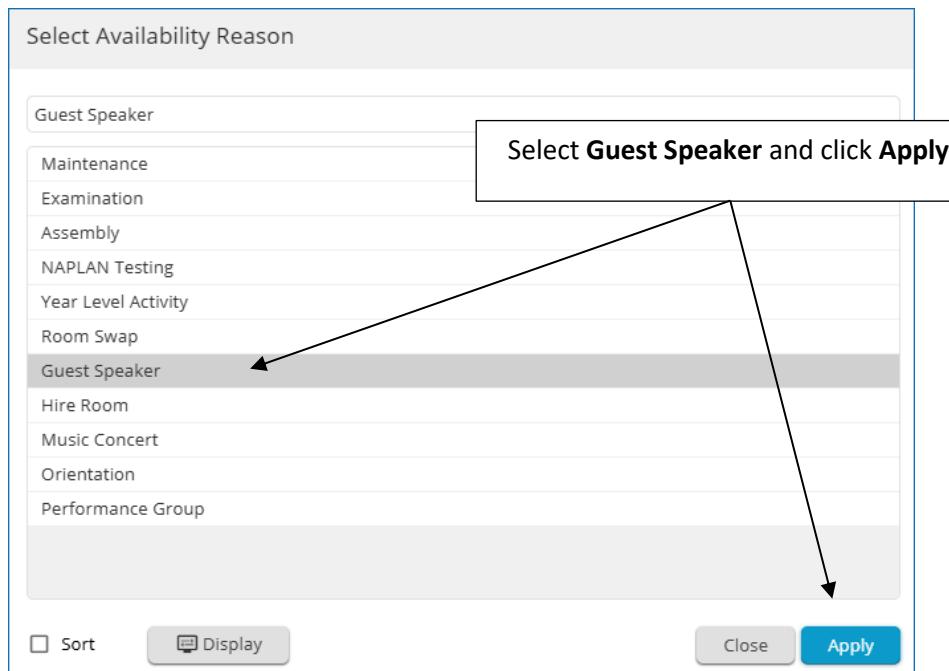
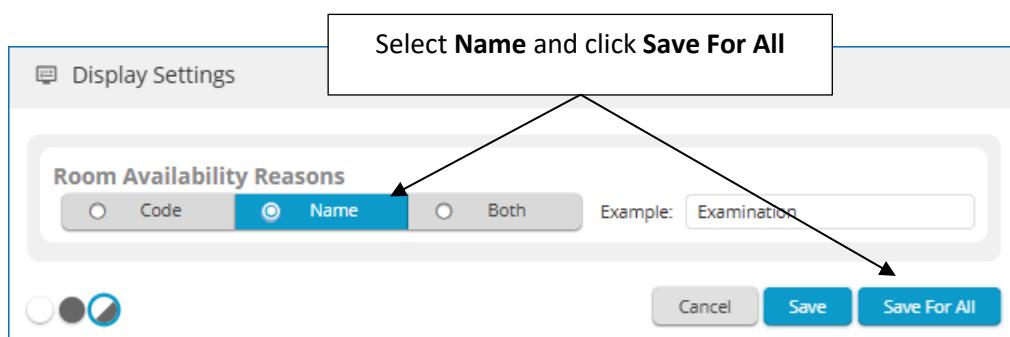
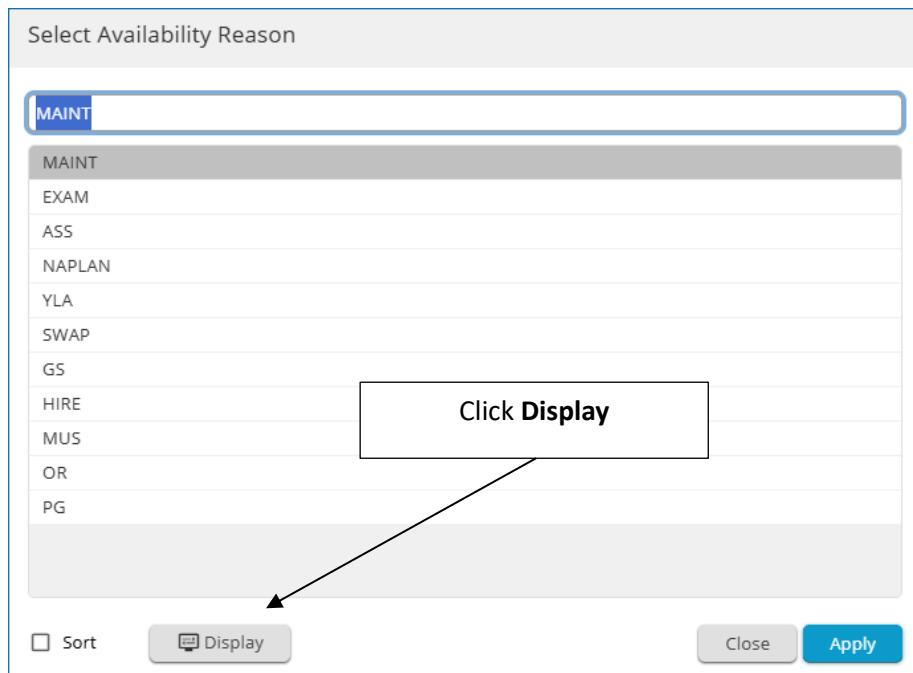
The red cells indicate that a room has been made unavailable on [7B] Room Availability - Plan Days.

Click room **AT4** to display the timetable for this room in Additional Information

REMOVE A CLASS AND MAKE THE ROOM UNAVAILABLE

In Daily Organiser, it is possible to remove a class from a room for a period or a day and make the room available or unavailable to other classes. In this case, 08RED1A which is normally in room J11 has negotiated to use AT4 in Period 2 for a guest speaker. AT4 will need to be kept free in Period 1 so that it can be set up.

The screenshot shows a room availability grid with a context menu open over cell (4,2) for room AT4 in Period 1. The menu items are: Available Period (selected), Available Day, Unavailable Period (highlighted with a blue box), and Unavailable Day. A callout box with an arrow points to the 'Unavailable Period' option with the text: "Click L in Period 1 next to room AT4, click Room then select Unavailable Period".



Daily Organiser / Senior School - 2031 / Room Availability / Selected Day

Room Edit Reason Show Reasons Display Tooltips Rooms selected: 53 of 53 Room unavailable Room available

No	Room	AM	HR	1	2	R	3	4	L1	L2
1	AT1			L	L			L		
2	AT2									
3	AT3			L	L					
4	AT4			L Guest Speaker	L Guest Speaker					
5	AT5									

The shading in Period 1 indicates that the room is unavailable for other classes to use.

Additional Information

Room Timetable (AT4)

Period	Class / Activity	Teacher	Details / Changes
AM			
HR			
1			Unavailable 10TEX1A with Clark, Allison reassigned . No room specified
2	10TEX1A	Clark, Allison	
R			
3	11TEX1A	Clark, Allison	
4	09TEX1A	Clark, Allison	
L1			
L2			
5			
6			
PM			

The room timetable in Additional Information has been updated to reflect the change.

REMOVE A CLASS AND MAKE THE ROOM AVAILABLE

A room can also be made available when a class is removed.

Daily Organiser / Senior School - 2031 / Room Availability / Selected Day

Room Edit Reason Show Reasons Display Tooltips Available Period Available Day Unavailable Period Unavailable Day

No	Room	AM	HR	1	2	R	3	4	L1	L2
1	AT1			L	L			L		
2	AT2									
3	AT3			L	L			L		
4	AT4			L Guest Speaker	L Guest Speaker			L		
5	AT5									
6	AT6									

Click L in Period 2 next to room AT4, click Room and select Available Period

Daily Organiser / Senior School - 2031 / Room Availability / Selected Day

Room Edit Reason Show Reasons Display Tooltips Rooms selected: 53 of 53 Room available Room unavailable

No	Room	AM	HR	1	2	R	3	4	L1	L2
1	AT1			L	L			L		
2	AT2									
3	AT3			L	L			L		
4	AT4			L Guest Speaker	L Guest Speaker			L		
5	AT5									

The shading in Period 2 indicates that the room is available for other classes to use.

Additional Information

Room Timetable (AT4)

Period	Class / Activity	Teacher	Details / Changes
AM			
HR			
1			Unavailable 10TEX1A with Clark, Allison reassigned . No room specified
2			Available 10TEX1A with Clark, Allison reassigned . No room specified
R			
3	11TEX1A	Clark, Allison	
4	09TEX1A	Clark, Allison	

The room timetable in Additional Information has been updated.

 Daily Organiser / Senior School - 2031 / Room Availability / Selected Day

•	No	Room	AM	HR	1	2	R	3	4	L1	L2
1	AT1				L	L			L		
2	AT2										
3	AT3				L	L			L		
4	AT4				L Guest Speaker	L Guest Speaker		L	L		
5	AT5										
6	AT6										
7	AT7										
8	AT8				L	L					
9	GYM1				L	L					
10	GYM2				L	L					
11	OV1				L	L					
12	OV2										
13	LAB1	Maintenance	Maintenance	L Maintenance	L Maintenance	Maintenance	L Maintenance	Maintenance	Maintenance	Maintenance	
14	LAB2			L	L		L	L			
15	LAB3					L		L			
16	LAB4					L		L			
17	PAC1						L				
18	PAC2							L			
19	PAC3			L	L			L			
20	PAC4								L		
21	LIB										
22	J11			L	L	L Guest Speaker					
23	J12			L	L		L	L			

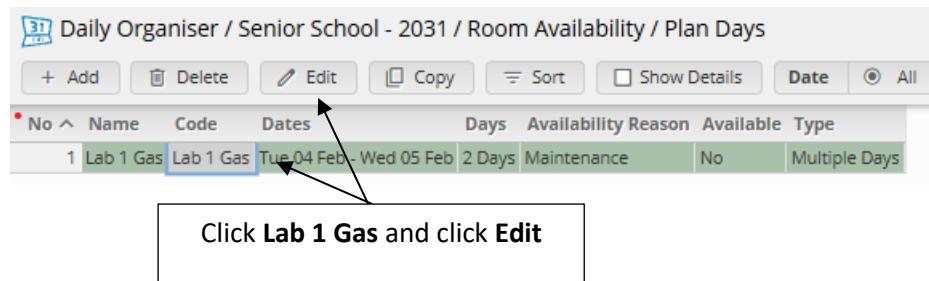
Repeat the above steps selecting Guest Speaker again as the availability reason to make J11 available in Period 2

The classes will not be reassigned to other rooms at this stage. This will be done on [12A] Room Changes - Assign in a later lesson.

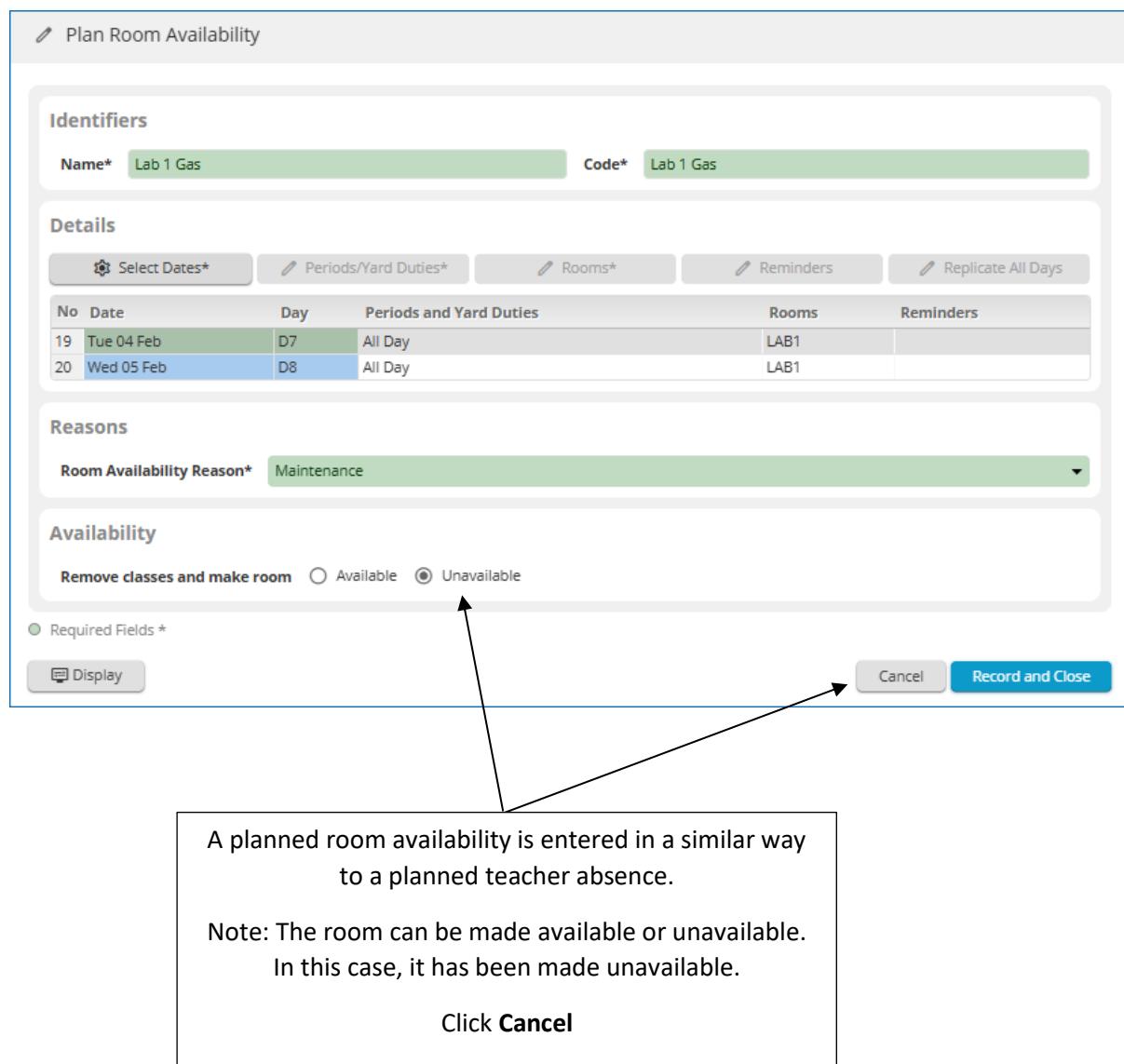
PLAN DAYS

Plan Days can be used to remove classes and make rooms available or unavailable for part days, full days or multiple days. In this case, a planned room availability has already been created.

 **On the Task Tree select:**
[7B] Room Availability - Plan Days



Click Lab 1 Gas and click Edit



A planned room availability is entered in a similar way to a planned teacher absence.

Note: The room can be made available or unavailable. In this case, it has been made unavailable.

Click Cancel

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 5 - Cancel Lessons and Yard Duties

Professional Learning Objectives	118
Skills	118
Cancellations	119
Cancel Lessons	119
Cancel a Lesson for a Period	119
Cancel a Roll Class for a Period	122
Cancel a Roll Class for a Day	123
Cancel an MRCG for a Period	129
Cancel a Composite Class	131
Cancel Yard Duties	134
Cancel a Yard Duty Area for a Session	134
Cancel All Yard Duty Areas for a Session	136
Cancel a Yard Duty Area for a Day	137

PROFESSIONAL LEARNING OBJECTIVES

- Manage cancellation of classes and yard duties for the selected day

SKILLS

- Cancel a lesson for a period
- Cancel a Roll Class for a period or a day
- Cancel an MRCG for a period
- Cancel a composite class
- Remove a cancellation
- Cancel a yard duty area for a session
- Cancel all yard duties for a session
- Cancel a yard duty area for a day

CANCELLATIONS

Lessons and Yard Duties can be cancelled for the selected day on [8] Cancellations.



Open:
Senior School 2031
Date: Tue 04 Feb D7 (Future)



On the Task Tree select:
[8A] Cancellations - Lessons

CANCEL LESSONS

Lessons can be cancelled for individual periods or for the selected day. The cancellations can be applied to Roll Classes, MRCGs or composite classes. When cancelling classes, a warning can be given if cancelling classes in MRCGs or composite classes. Each cancellation requires a lesson cancellation reason to be entered.

When a class is cancelled the teacher is made available for an In Lieu replacement and the room is made available.

CANCEL A LESSON FOR A PERIOD

The Lessons screen displays a copy of the master timetable for the selected day and date, with classes arranged in the same order as they are in the timetable file.

Colours are used to highlight:

- MRCGs
- Composite classes and shared rooms
- Teacher and room clashes from the timetable file
- Cancelled lessons

Teacher names are displayed on this screen because the display settings were changed in an earlier lesson. To see the entire timetable on the screen it would be better to display teacher codes on this screen.

Display Settings

Activities

Code Name Both Example: Snr Net

Cancellation Reasons

Code Name Both Example: Assembly

Classes/Activities

Code Name Both

Select **Code** for Teachers and click **Save**

Periods

Code Name Both Example: 4

Rooms

Code Name Both Example: LAB1

Teachers

Code Name Both Example: DANM

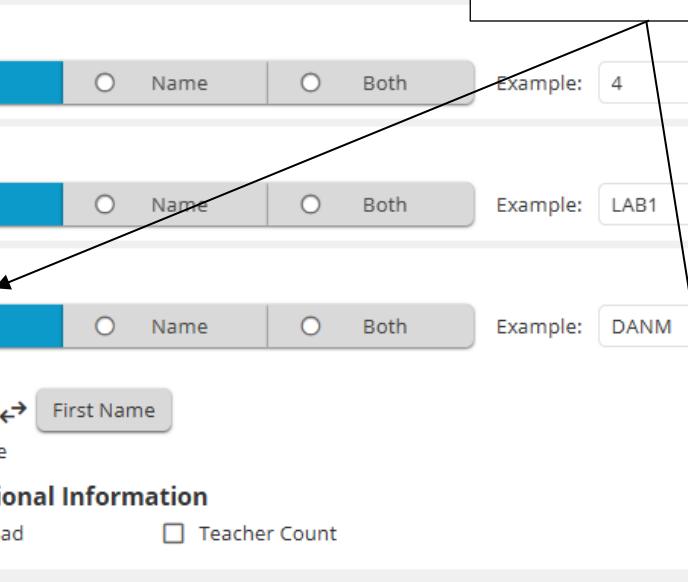
Format:

Last Name  First Name

Include title

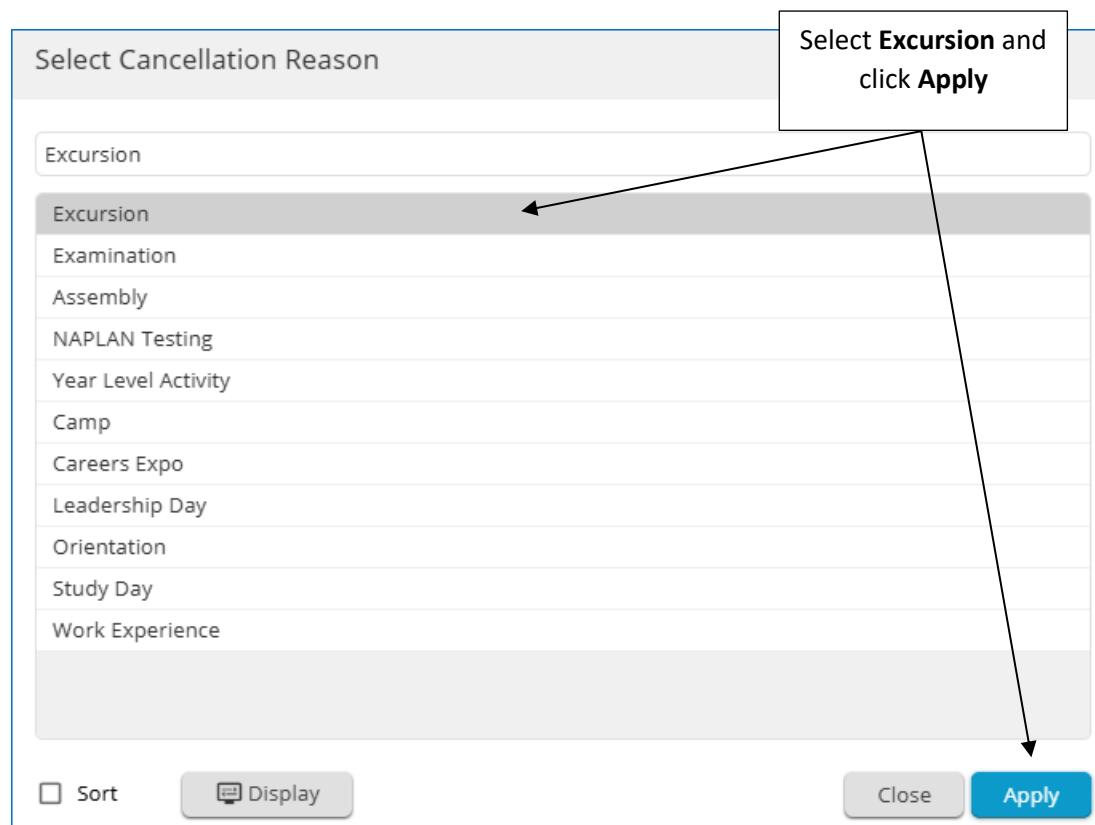
Show Additional Information

Teacher Load Teacher Count



Click **12CHE1A** in Period 2

Click **Cancellations** and select **Cancel Lesson**



Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if can...

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if can...

RC	HR	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	3

CANCEL A ROLL CLASS FOR A PERIOD

In the timetable, some Roll Classes have more than one class assigned in each period. In this case, Cancel Roll Class for Period can be used to cancel all the classes.

Click any class in Roll Class 12 in Period 2

Click Cancellations and select Cancel Roll Class for Period

Select Cancellation Reason

Year Level Activity

- Excursion
- Examination
- Assembly
- NAPLAN Testing
- Year Level Activity**
- Camp
- Careers Expo
- Leadership Day
- Orientation
- Study Day
- Work Experience

Select Year Level Activity and click Apply

Sort

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group)

RC	HR	1	2	3	4
12		S11 DALJ 12REL1C S11 DALJ	12ENG1B S21 BOYJ 12CHE1A LAB1 WALS	12REL1B S13 DALJ 12INF1A S15 MULS	12REL1A S24 JONA 12MAA1B S11 ROGP
		S21 BOYJ 12ENG1B S21 BOYJ	12CHE1A LAB1 WALS 12LST1A S14 MULS	12ENS1A LAB2 BUTA 12MTE1A AT8 THOW	12ENG1A S21 PEAS 12MAA1A S11 BELH
			12SY51A S16C FENJ 12SY51A S16C FENJ	12MAG1B S12 GIBM 12PST1B S26 THOW	12MAG1A S13 BUTA 12OED1A S14 CARL
			12PST1C S26 WOOP 12PST1C S26 WOOP		12PST1A S26 FENJ

All classes in Roll Class 12 have been cancelled in Period 2.

Click **Cancellations** and select **Cancel Roll Class for Period** to remove the cancellation

CANCEL A ROLL CLASS FOR A DAY

Classes that are blocked in MRCGs often contain students from several Roll Classes, so it is important to have a sound knowledge of the timetable when cancelling classes.

In this example, 10A students are going on an excursion. On the selected day, Yr10 students are in MRCGs for all periods except Periods 4 and 5. This means that 10A students are mixed with students from other roll classes for all of their classes in Periods 1, 2, 3 and 6. Classes 10RED1A and 10SOS1A that occur in Periods 4 and 5 contain only 10A students so they are the only classes that will be cancelled.

When cancelling classes in an MRCG, a warning can be given.

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Composite class or shared room

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ 12REL1C S11 DALJ	12REL1E S11 DALJ 12REL1B S13 DALJ	12REL1A S24 JONA 12REL1E S13 KELR	12REL1D S24 JONA			
	12HRM1B S12 BUTA 12ENG1B S21 BOYJ	12ENG1B S21 BOYJ 12ENS1A LAB2 BUTA	12INF1A S15 MULS 12MAA1B S11 ROGP				
	12HRM1C S13 GIBM 12CHE1A LAB1 WALS	12CHE1A LAB1 WALS 12LST1A S14 MULS	12MTE1A AT8 THOW 12MAG1B S12 GIBM	12MAA1A S11 BELH 12MAG1A S13 BUTA			
	12HRM1D S14 WHIE 12LST1A S14 MULS	12LST1A S14 MULS 12MAG1C S12 WALP	12PST1B S26 THOW 12PST1C S26 WOOP	12OED1A S14 CARL 12PST1A S26 FENJ			
		12SY51A S16C FENJ 12SY51A S16C FENJ	12MAG1C S12 WALP 12PST1C S26 WOOP				
		12PST1C S26 WOOP 12PST1C S26 WOOP	12PST1A S26 FENJ				
11	11HRM1A S21 RENM 11ENG1B S22 MARD	11ENG1B S22 MARD 11ENG1C S22 MANK	11ENG1D S22 BOYJ 11ACC1A S22 HARB	11REL1A S22 KNIN 11REL1B S23 MARD			
	11HRM1B S22 CHAJ 11ART1A AT1 RENM	11ART1A AT1 RENM 11CHE1A LAB1 WALS	11GRA1B AT3 YOUB 11ENS1A LAB3 JACC	11REL1C S12 GIBS 11REL1D S25 SIMK			
	11HRM1C S23 EDWJ 11ECO1A S23 HARB	11ECO1A S23 HARB 11DRA1A PAC1 MILD	11LST1A S23 HARB 11MAG1C S12 WALP	11INF1A S15 MULS 11MAA1A S11 BELH			
	11HRM1D S24 COOD 11GRA1A AT3 SMYM	11GRA1A AT3 SMYM 11GE01A S23 CHAJ	11GE01A S23 CHAJ 11TA1A S24 NANT	11MAG1C S12 WALP 11MAA1A S11 BELH			
		11MTE1A AT8 THOW 11MTE1A AT8 THOW	11MTE1A AT8 THOW 11TA1A S24 NANT	11PHY1A LAB2 COOD 11MAG1A S12 WALP			
			11OED1A OV1 EDWJ 11TEX1A AT4 CLAA				
10A	10HRM1A M15 KNIN 10ACC1A M10 WHIE	10ACC1A M10 WHIE 10MAA1A M14 MYEJ	10RED1A M15 KNIN 10SOS1A M11 MANK	10ENG1A M10 DALJ 10ENG1B M11 MANK			
10B	10HRM1B M16 SMYM 10FRE1A M11 GIBS	10FRE1A M11 GIBS 10MAA1B M15 NEWP	10SOS1B M16 SMYM 10RED1B M15 KNIN	10ENG1B M11 MANK 10ENG1C M15 KELR			
10C	10HRM1C M17 JACT 10MED1A M19C MILD	10MED1A M19C MILD 10MAT1A M11 BELH	10RED1C M10 TALP 10SCI1C LAB4 CHEW	10ENG1C M15 KELR 10ENG1D M13 PEAS			
10D	10HRM1D M18 CONJ 10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ 10MAT1B M17 COOD	10SOS1D M17 JACT 10RED1D M16 SMYM	10ENG1D M12 BOYJ 10ENG1E M12 BOYJ			
		10OED1A OV1 CARL 10TEX1A AT4 CLAA	10OED1A OV1 CARL 10TEX1A AT4 CLAA	10MAT1V M18 WALP 11MAT1X M14 MYEJ			
		10TEX1A AT4 CLAA 10TEX1A AT4 CLAA					

Note: The checkbox Warn if cancelling lesson in MRCG is ticked and all classes in an MRCG are shaded as indicated.

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Composite class or shared room

	1	2	3	4	5	6
1	1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD
11	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW
11	11HRM1C S23 EDWJ	11ECO1A S23 HAR	11ECO1A S23 HAR	11DRA1A PAC1 MILD	11LST1A S23 HAR	11INF1A S15C MULS
11	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH
11		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP		10ENG1D M13 PEAS
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP		10ENG1E M12 BOYJ
				11MAT1X M14 MYEJ		

Click any class in Roll Class 10A

Click Cancellations and select Cancel Roll Class for Day

② Confirm

One or more lessons are in an MRCG. Do you want to cancel these lessons too?

Click No

Select Cancellation Reason

Select Excursion and click Apply

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

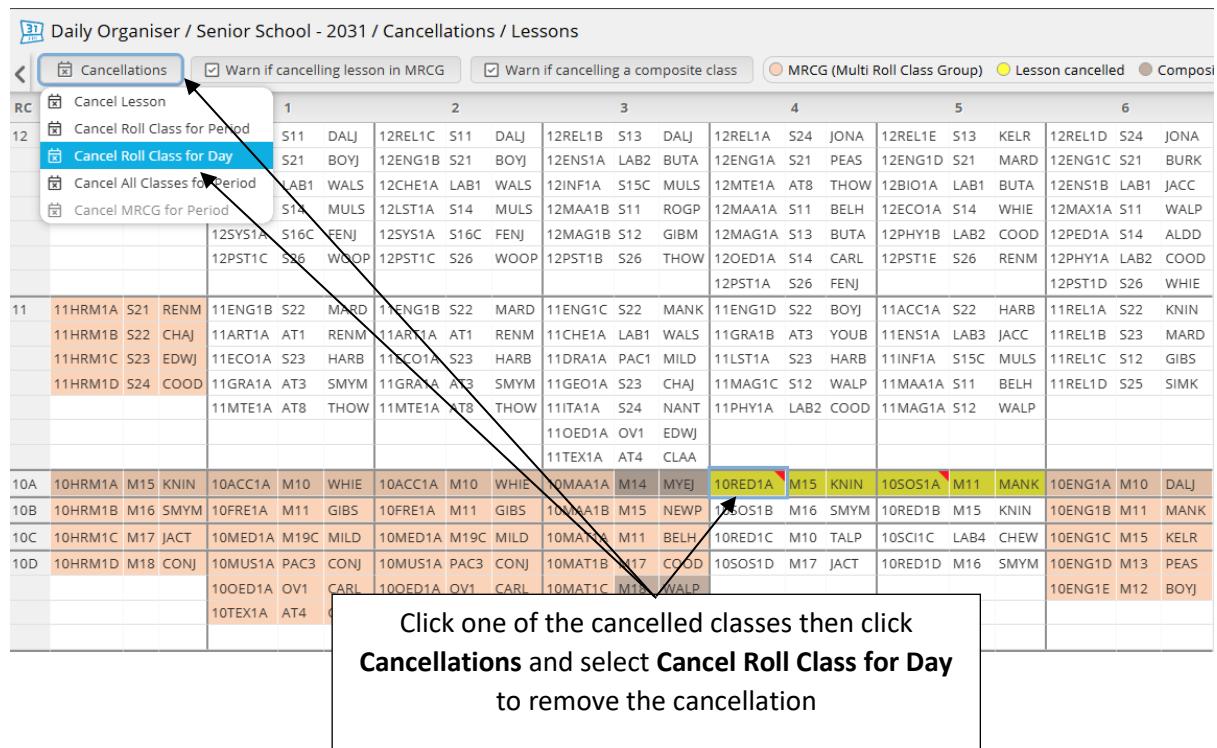
Sort

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Composite class or shared room

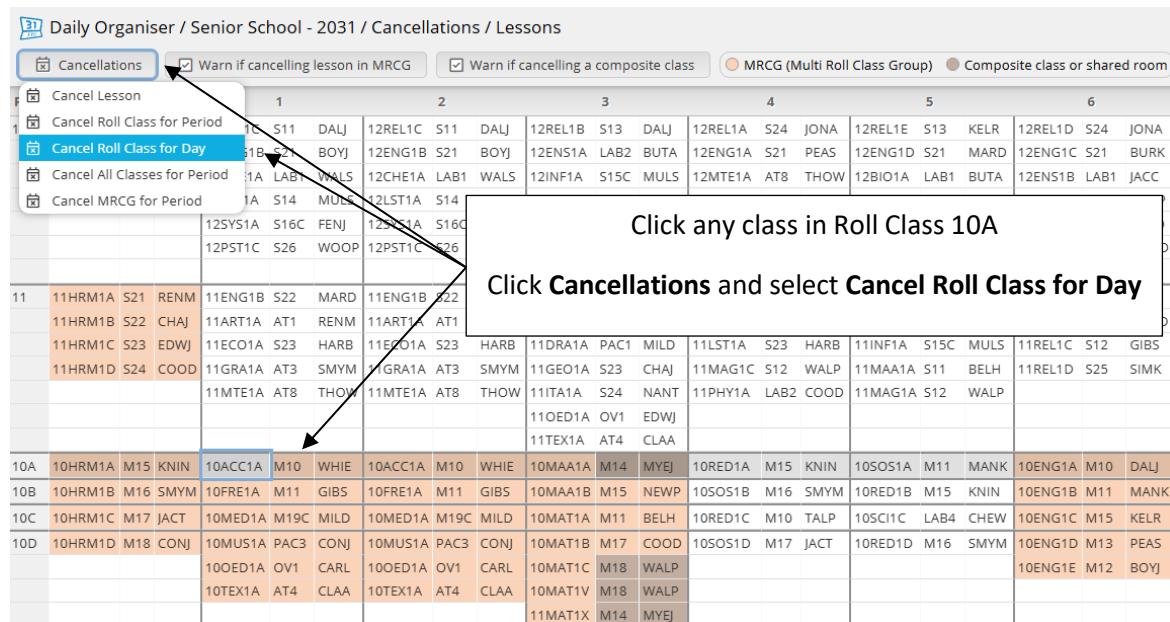
RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1			COOD WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG				
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B S23 YOUB	11ENS1A LAB3 JACC	11REL1B S23	KNIN
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12	MARD
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25	GIBS
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
				11OED1A OV1 EDWJ			
				11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			

Only classes in 10A not in an MRCG have been cancelled.



Click one of the cancelled classes then click
Cancellations and select **Cancel Roll Class for Day**
 to remove the cancellation

As a comparison repeat the above steps and choose Yes when asked to cancel lessons in an MRCG.



Click any class in Roll Class 10A
 Click Cancellations and select Cancel Roll Class for Day

② Confirm

One or more lessons are in an MRCG. Do you want to cancel these lessons too?

Click Yes

Select Cancellation Reason

Select Excursion and click Apply

Excursion

- Excursion
- Examination
- Assembly
- NAPLAN Testing
- Year Level Activity
- Camp
- Careers Expo
- Leadership Day
- Orientation
- Study Day
- Work Experience

Sort **Apply**

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Composite class or shared room

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1C S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
							12PHY1A LAB2 COOD
							12PST1D S26 WHIE
11	11HRM1A S21 REN	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1A S22 KNIN
	11HRM1B S22 CHAJ			11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S23 HARB		11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11MTE1A AT8 THOW	11ITA1A S24 NAN	11PHY1A LAB2 COOD	11MAG1A S12 WALP	11REL1D S25 SIMK
				11OED1A OV1 EDWJ			
				11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Lesson cancelled Composite

RC	Cancel Lesson	1	2	3	4	5	6
12	<input checked="" type="checkbox"/> Cancel Roll Class for Period	S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	<input checked="" type="checkbox"/> Cancel Roll Class for Day	S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	<input checked="" type="checkbox"/> Cancel All Classes for Period	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC	
	<input checked="" type="checkbox"/> Cancel MRCG for Period	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP	
		12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD	
		12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD	
				12OED1A S26 FENJ		12PST1D S26 WHIE	
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
				11OED1A OV1 EDWJ			
				11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1A M11 BELH			10ENG1E M12 BOYJ
		10TEX1A AT4					

Click one of the cancelled classes then click Cancellations and select Cancel Roll Class for Day to remove the cancellation

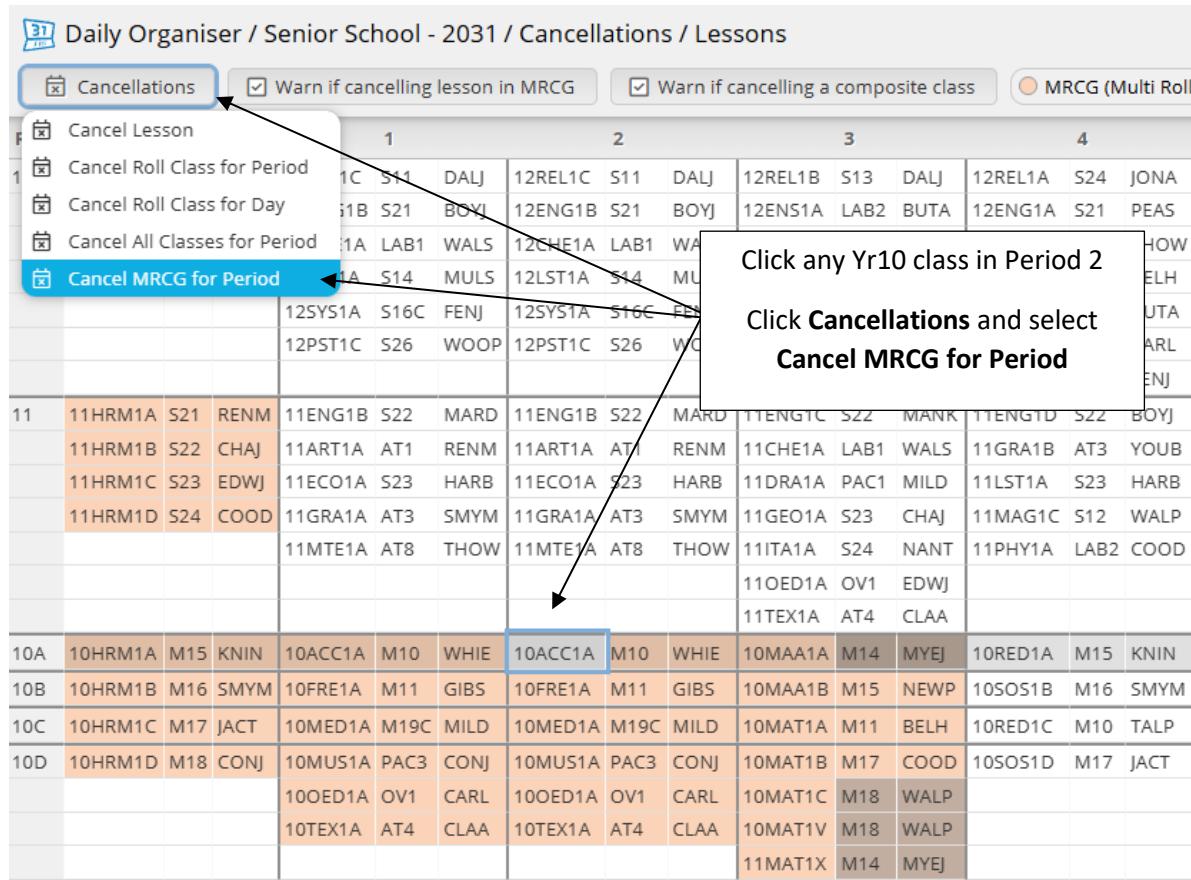
② Confirm

One or more lessons are in an MRCG. Do you want to remove the cancellations for these lessons too?

Click Yes

CANCEL AN MRCG FOR A PERIOD

It is possible to cancel all classes in an MRCG for a period. In this case, Yr10 are going to have a Year Level Meeting in Period 2, so their regular classes need to be cancelled.



Cancel MRCG for Period

Warn if cancelling lesson in MRCG

Warn if cancelling a composite class

MRCG (Multi Roll)

Click any Yr10 class in Period 2

Click Cancellations and select Cancel MRCG for Period

		1	2	3	4
1	1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	
	11B S21 BOUL	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	
	11A LAB1 WALS	12CHE1A LAB1 WA			
	11A S14 MULS	12LST1A S14 MU			
	12SYS1A S16C FENJ	12SYS1A S16C FEN			
	12PST1C S26 WOOP	12PST1C S26 WO			
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD
				11OED1A OV1 EDWJ	
				11TEX1A AT4 CLAA	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP	
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP	
				11MAT1X M14 MYEJ	

Select Cancellation Reason

Year Level Activity

Excursion
Examination
Assembly
NAPLAN Testing

Select Year Level Activity and click Apply

Year Level Activity

Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience

Sort Display Close **Apply**

31 Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi R

RC Cancel Lesson Cancel Roll Class for Period Cancel Roll Class for Day Cancel All Classes for Period Cancel MRCG for Period

12 S11 DALJ 12REL1C S11 DALJ 12REL1B S13 DALJ 12REL1A S24 JONA
S21 BOYJ 12ENG1B S21 BOYJ 12ENS1A LAB2 BUTA 12ENG1A S21 PEAS
LAB1 WALS 12CHE1
S14 MULS 12LST1A
12SYS1A S16C FENI 12SYS1A
12PST1C S26 WOOP 12PST1A

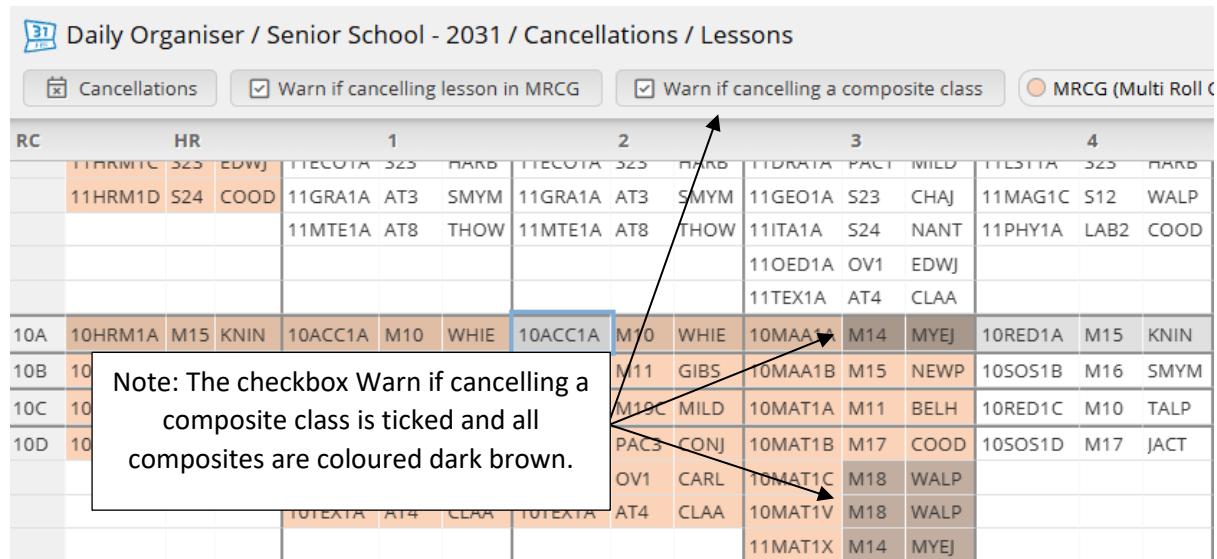
All classes in the MRCG have been cancelled.
Click one of the cancelled classes then click Cancellations and select Cancel MRCG for Period to remove the cancellation

	1	2	3	4
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1	
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1	
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HAR	11DRA1A PAC1 MILD
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT
				11OED1A OV1 EDWJ
				11TEX1A AT4 CLAA
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP
				11MAT1X M14 MYEJ

CANCEL A COMPOSITE CLASS

A composite class occurs when two or more classes are taken by the same teacher in the same period. When cancelling a composite class, it is possible to cancel either one or all the classes in the composite. A teacher is only made available for in lieu classes if all the classes in the composite for a period are cancelled.

A warning can be given when cancelling composite classes.

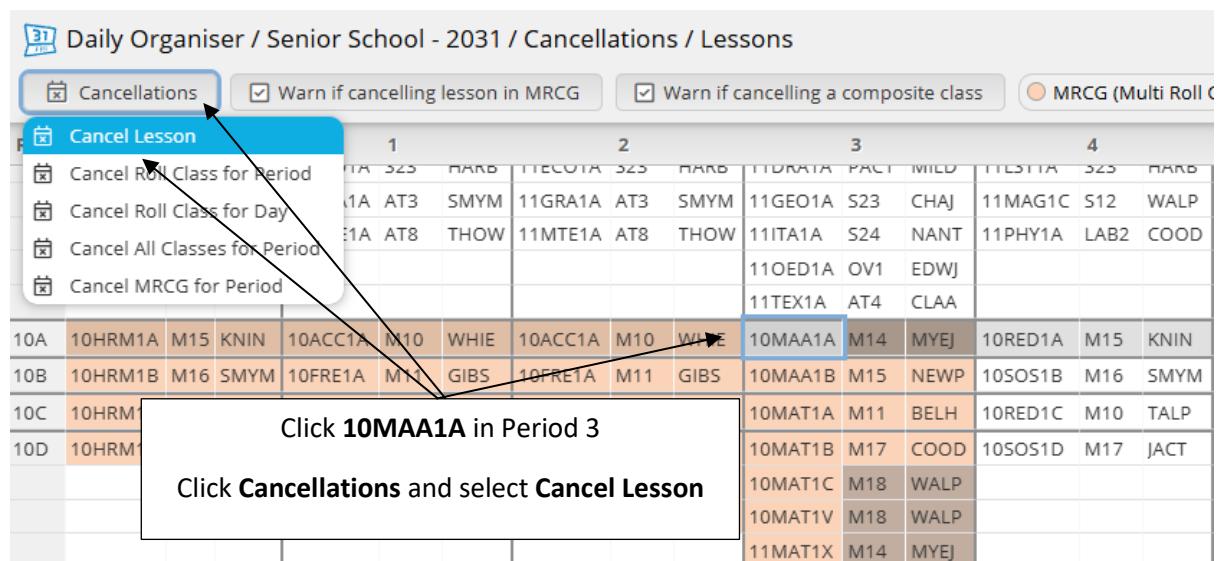


Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll C)

RC	HR	1	2	3	4
		11HRM1C S23 EDWJ	11ECOTA S23 MARS	11ECOTA S23 MARS	11ECOTA S23 MARS
		11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ
			11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT
					11OED1A OV1 EDWJ
					11TEX1A AT4 CLAA
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 COOD	10MAT1A M11 BELH	10MAT1A M11 BELH	10RED1C M10 TALP	
10D	10HRM1D M18 JACT	10MAT1B M17 COOD	10MAT1B M17 COOD	10SOS1D M17 JACT	
		10MAT1C M18 WALP	10MAT1C M18 WALP		
		10MAT1V M18 WALP	10MAT1V M18 WALP		
		11MAT1X M14 MYEJ	11MAT1X M14 MYEJ		

Note: The checkbox Warn if cancelling a composite class is ticked and all composites are coloured dark brown.



Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll C)

Cancel Lesson

- Cancel Roll Class for Period
- Cancel Roll Class for Day
- Cancel All Classes for Period
- Cancel MRCG for Period

RC	HR	1	2	3	4
		11HRM1C S23 EDWJ	11ECOTA S23 MARS	11ECOTA S23 MARS	11ECOTA S23 MARS
		11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ
			11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT
					11OED1A OV1 EDWJ
					11TEX1A AT4 CLAA
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 COOD	10MAT1A M11 BELH	10MAT1A M11 BELH	10RED1C M10 TALP	
10D	10HRM1D M18 JACT	10MAT1B M17 COOD	10MAT1B M17 COOD	10SOS1D M17 JACT	
		10MAT1C M18 WALP	10MAT1C M18 WALP		
		10MAT1V M18 WALP	10MAT1V M18 WALP		
		11MAT1X M14 MYEJ	11MAT1X M14 MYEJ		

Click 10MAA1A in Period 3

Click Cancellations and select Cancel Lesson

② Confirm

This lesson is in an MRCG. Cancel this lesson?

Cancel Yes

Click Yes

② Confirm

One or more lessons is a composite. Create cancellation for all composites?

- (Yes) Cancel all lessons in the composite.
- (No) Cancel selected lesson only.

Cancel No Yes

Click Yes

Select Cancellation Reason

Careers Expo

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

Select Careers Expo

Click Apply

Sort Display

Close Apply

The image consists of three vertically stacked screenshots of a software application. The top screenshot shows a 'Confirm' dialog with the message 'This lesson is in an MRCG. Cancel this lesson?' and two buttons: 'Cancel' and 'Yes'. An arrow points from the 'Yes' button to a box labeled 'Click Yes'. The middle screenshot shows a similar 'Confirm' dialog with the message 'One or more lessons is a composite. Create cancellation for all composites?' and two buttons: 'Cancel', 'No', and 'Yes'. An arrow points from the 'Yes' button to a box labeled 'Click Yes'. The bottom screenshot shows a list titled 'Select Cancellation Reason' with various options: Careers Expo, Excursion, Examination, Assembly, NAPLAN Testing, Year Level Activity, Camp, Careers Expo, Leadership Day, Orientation, Study Day, and Work Experience. The 'Careers Expo' option is highlighted with a gray background. At the bottom of the list are buttons for 'Sort', 'Display', 'Close', and 'Apply'. An arrow points from the 'Apply' button to a box labeled 'Select Careers Expo Click Apply'.

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi R

RC	Cancel Lesson				1	2	3	4				
	S23	MAR6	TEC01A	S23	MAR6	TEC01A	PACT	WILD	TEC01A	S23	MAR6	
	Cancel Roll Class for Period	AT3	SMYM	11GRA1A	AT3	SMYM	11GEO1A	S23	CHAJ	11MAG1C	S12	WALP
	Cancel Roll Class for Day	AT8	THOW	11MTE1A	AT8	THOW	11ITA1A	S24	NANT	11PHY1A	LAB2	COOD
	Cancel All Classes for Period						11OED1A	OV1	EDWJ			
	Cancel MRCG for Period						11TEX1A	AT4	CLAA			
10A	10HRM1A	M15	KNIN	10ACC1A	M10	WHIE	10ACC1A	M10	WHIE	10MAA1A	M14	MYEJ
10B	10HRM1B	M16	SMYM	10FRE1A	M11	GIBS	10FRE1A	M11	GIBS	10MAA1B	M15	NEWP
10C	10HRM1C	M17	JACT	10MED1A	M19C	MILD	10MED1A	M19C	MILD	10MAT1A	M11	BELH
10D	10HRM1D	M18	CONJ	10MUS1A	PAC3	CONJ	10MUS1A	PAC3	CONJ	10MAT1B	M17	COOD
				10OED1A	OV1	CARL	10OED1A	OV1	CARL	10MAT1C	M18	WALP
				10TEX1A	AT4	CLAA	10TEX1A	AT4	CLAA	10MAT1V	M18	WALP
										11MAT1X	M14	MYEJ

Both composite classes have been cancelled.

Click one of the cancelled classes then click **Cancellations** and select **Cancel Lesson** to remove the cancellation

② Confirm

One or more lessons is a composite. Remove cancellation for all composites?

- **(Yes)** Remove cancellation for all lessons in composite.
- **(No)** Remove cancellation for selected lesson only.

Click Yes

CANCEL YARD DUTIES

Yard Duties can be cancelled for

- an area for individual sessions
- all areas for a session
- an area for a day

CANCEL A YARD DUTY AREA FOR A SESSION

If there are yard duty areas in the school that are only used by particular year levels, it may be necessary to cancel these yard duties when that year level is absent. For example, if Yr11 students have an exam that goes through Recess there may be no need to have a member of staff supervising the Senior Yard. This duty can be cancelled, and the teacher used for another task.



On the Task Tree select:
[8B] Cancellations - Yard Duties

Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Cancellations

Cancel Area for Session

Cancel All Areas for Session

Cancel Area for Day

	Yard	Senior Yard	Oval
L1	Dalton, James	Myers, John	Mills, Deborah
L2	Boyle, Joanne	White, Eva	Clark, Megan
PM	Atkinson, Danielle		

Click **Monique Gibson** in the Senior Yard at Recess

Click **Cancellations** and select **Cancel Area for Session**

Select Cancellation Reason

Examination
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience

Select Examination and click Apply

Sort Display

Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
AM	Alderson, David						
R		Butler, Alison	Gibson, Monique	Knight, Natalie	Manning, Kathy		
L1		Dalton, James	Myers, John	Mills, Deborah	Pearson, Sean	Nancarrow, Trish	Murphy, John
L2		Boyle, Joanne	White, Eva	Clark, Megan	Burrows, Kelly	Newman, Peter	Rogers, Paul
PM	Atkinson, Danielle						

The yellow shading indicates that the yard duty has been cancelled.

Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

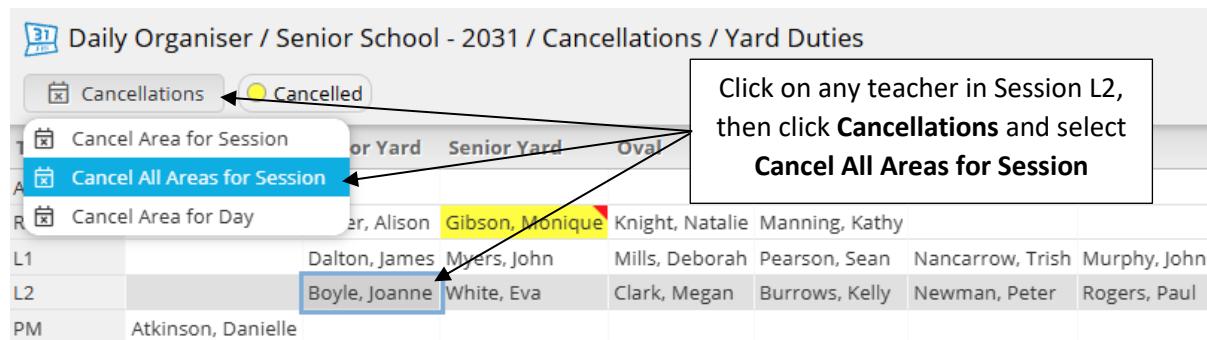
Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
AM	Alderson, David						
R		Butler, Alison	Gibson, Monique	Cancel reason: Examination			
L1		Dalton, James	Myers, John	Mills, Deborah	Pearson, Sean	Nancarrow, Trish	Murphy, John
L2		Boyle, Joanne	White, Eva	Clark, Megan	Burrows, Kelly	Newman, Peter	Rogers, Paul
PM	Atkinson, Danielle						

Hover over the class code to display the cancellation reason

Alternatively, double click in a cell can be used to add or remove a cancellation.

CANCEL ALL YARD DUTY AREAS FOR A SESSION

In some cases, it may be necessary to cancel all yard duty areas for a session. For example, a whole school event. In this case, there is going to be an early finish so Lunch 2 yard duty will be cancelled due to a shortened lunch time.



Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

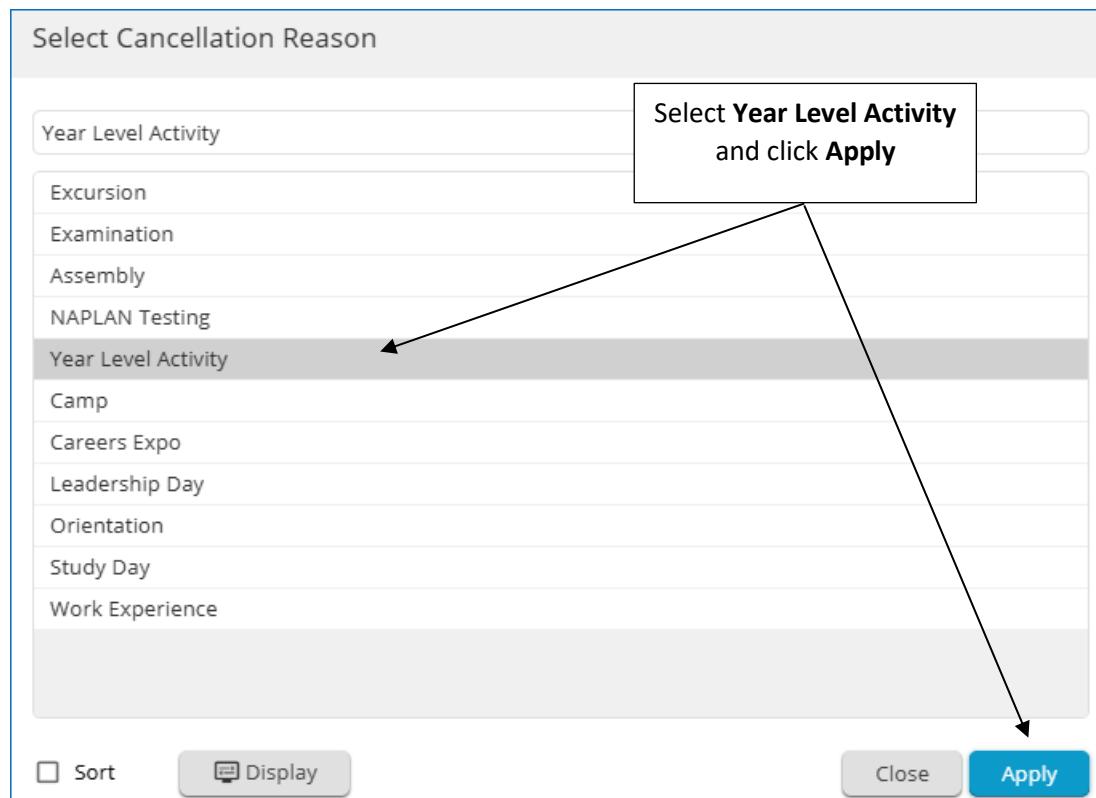
Cancellations **Cancelled**

Cancel Area for Session

Cancel All Areas for Session

Cancel Area for Day

	Primary Yard	Senior Yard	Oval
L1	Dalton, James	Myers, John	Mills, Deborah
L2	Boyle, Joanne	White, Eva	Clark, Megan
PM	Atkinson, Danielle		Burrows, Kelly
			Newman, Peter
			Rogers, Paul



Select Cancellation Reason

Year Level Activity

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

Sort

Apply

Select **Year Level Activity** and click **Apply**

Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Cancellations **Cancelled**

Cancel Area for Session **Cancel All Areas for Session** **Cancel Area for Day**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000	1001	1002	1003	1004	1005	1006	1007	1008	1009	10010	10011	10012	10013	10014	10015	10016	10017	10018	10019	10020	10021	10022	10023	10024	10025	10026	10027	10028	10029	10030	10031	10032	10033	10034	10035	10036	10037	10038	10039	10040	10041	10042	10043	10044	10045	10046	10047	10048	10049	10050	10051	10052	10053	10054	10055	10056	10057	10058	10059	10060	10061	10062	10063	10064	10065	10066	10067	10068	10069	10070	10071	10072	10073	10074	10075	10076	10077	10078	10079	10080	10081	10082	10083	10084	10085	10086	10087	10088	10089	10090	10091	10092	10093	10094	10095	10096	10097	10098	10099	100100	100101	100102	100103	100104	100105	100106	100107	100108	100109	100110	100111	100112	100113	100114	100115	100116	100117	100118	100119	100120	100121	100122	100123	100124	100125	100126	100127	100128	100129	100130	100131	100132	100133	100134	100135	100136	100137	100138	100139	100140	100141	100142	100143	100144	100145	100146	100147	100148	100149	100150	100151	100152	100153	100154	100155	100156	100157	100158	100159	100160	100161	100162	100163	100164	100165	100166	100167	100168	100169	100170	100171	100172	100173	100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CANCEL A YARD DUTY AREA FOR A DAY

Sometimes, it would make sense for a school to cancel a yard duty area for a day. In this case the Gym will be closed today due to interschool sporting activities. The duties for Gym 1 and Gym 2 will need to be cancelled for the day.

31 Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Cancellations **Cancelled**

Cancel Area for Session **Cancel All Areas for Session** **Cancel Area for Day**

	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
R	Miller, Alison	Gibson, Monique	Knight, Natalie	Manning, Kathy		
L1	Dalton, James	Myers, John	Mills, Deborah	Pearson, Sean	Nancarrow, Trish	Murphy, John
L2	Boyle, Joanne	White, Eva	Clark, Megan	Burrows, Kelly	Newman, Peter	Rogers, Paul
PM	Atkinson, Danielle					

Click on any teacher with a Gym 1 session, then click **Cancellations** and select **Cancel Area for Day**

Select Cancellation Reason

Year Level Activity	Select Year Level Activity and click Apply
Excursion	
Examination	
Assembly	
NAPLAN Testing	
Year Level Activity	
Camp	
Careers Expo	
Leadership Day	
Orientation	
Study Day	
Work Experience	

Sort

31 Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
AM	Alderson, David						
R		All yard duties have been cancelled for Gym 1.			Manning, Kathy		
L1					Johnson, Sean	Nancarrow, Trish	Murphy, John
L2		Follow the same steps to cancel the yard duties for Gym 2			Browns, Kelly	Newman, Peter	Rogers, Paul
PM							

31 Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties

Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
AM	Alderson, David						
R		Butler, Alison	Gibson, Monique	Knight, Natalie	Manning, Kathy		
L1		Dalton, James	Myers, John	Mills, Deborah	Pearson, Sean	Nancarrow, Trish	Murphy, John
L2		Boyle, Joanne	White, Eva	Clark, Megan	Burrows, Kelly	Newman, Peter	Rogers, Paul
PM		All yard duties have been cancelled for Gym 2.					

All yard duties have been cancelled for Gym 2.

Click **Cancellations** and select **Cancel All Areas for Session** to remove the cancellation for Gym 2, then follow the same steps to remove the cancellation for Gym 1

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 6 - Student Activities

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PROFESSIONAL LEARNING OBJECTIVES

- Create and manage Student Activities

SKILLS

- Add a Student Activity with specific teachers
- Add a Student Activity with assigned rooms and additional teachers
- Add reminder notes
- Add students to a Student Activity
- Link teachers and rooms in a Student Activity
- Assign students to teachers or rooms in a Student Activity

STUDENT ACTIVITIES

For long term planning, Student Activities can be set up in advance for part days, full days or multiple days.

When creating a Student Activity:

- lessons can be cancelled for the Roll Classes attending the activity
- teachers attending the activity can be made absent
- rooms can be assigned to the activity making them unavailable for other classes
- provision can be made for additional teachers and rooms to be assigned later

Once an activity has been set up:

- teachers and rooms can be linked
- students can be assigned to the activity
- students can be assigned to teachers or rooms



Open:

Senior School 2031

Date: Tue 04 Feb D7 (Future)



On the Task Tree select:

[9A] Student Activities - Plan

Several Student Activities have already been entered.

Click All

The cell colours indicate if the activity is prior to the selected date (pink), on the selected date (green) or in the future (blue).

STUDENT ACTIVITY WITH SPECIFIC TEACHERS

If specific teachers are required to supervise a whole activity, they can be included in the activity and their absence will be entered automatically. In this example, Roll Class 9D will be on an excursion to the Zoo. Two teachers will be taking the students on this excursion.

Screenshot of the Daily Organiser / Senior School - 2031 / Student Activities / Plan screen. A 'Click Add' button is highlighted with a callout box.

No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10			1 Day	Yes	10A, 10B, 10C, 10D	Single Day
3	YLA 9			1 Day	Yes	9A, 9B, 9C, 9D	Single Day
4	YLA 8			1 Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA 7	Tue 28 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Yes	11	Multiple Days
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	No	12, 11	Multiple Days

Screenshot of the Plan Student Activity window. A callout box highlights the 'Name*' and 'Code*' fields.

In Name type "Yr 9D Zoo Trip" and in Code type "9D Zoo"

Then enter the information below in the relevant fields

1. Click **Select Dates*** and select 04 Feb, then click **OK**
2. Click **Periods/Yard Duties*** and move all to the Selected box, then click **Apply**
3. Click **Teachers** and move **Joanne Boyle** and **Dennis Cooke** to the Selected box, then click **Apply**
4. Note: A cell has appeared for the teacher **Absence Reason**, select the reason **Excursion**
5. In Cancellations select the radio button **Cancel lessons NOT in an MRCG in the selected Roll Classes**
6. Note: The cells **Roll Classes*** and **Cancellation Reason*** are now green indicating that they are required fields
7. Click in **Roll Classes***, select **9D**, then click **Apply**
8. Click in **Cancellation Reason*** and select **Excursion**
9. Click **Record and Close**

Plan Student Activity

Identifiers

Name* Yr 9D Zoo Trip Code* 9D Zoo

Details

Select Dates* Periods/Yard Duties* Teachers Rooms Reminders Replicate All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms	Reminders
1	Tue 04 Feb	D7	All Day	BOYJ, COOD		0	0	

Reasons

Absence Reason* Excursion Room Availability Reason

Cancellations

None - do not cancel lessons
 Cancel all lessons in the selected Roll Classes
 Cancel composites in other Roll Classes
 Cancel lessons NOT in an MRCG in the selected Roll Classes

Roll Classes* 9D Cancellation Reason* Excursion

When all the data has been entered click **Record and Close**

Required Fields *

Display Cancel Record and Close

Information

All changes made to this activity will flow through to the relevant screens for all the selected days.

Click OK

OK

Daily Organiser / Senior School - 2031 / Student Activities / Plan

+ Add Delete Edit Copy Sort Show Details Date All Selected

No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10	YLA 10				10A, 10B, 10C, 10D	Single Day
3	YLA 9	YLA 9				9A, 9B, 9C, 9D	Single Day
4	YLA 8	YLA 8				8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA7				7A, 7B, 7C, 7D	Single Day
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Yes	11	Multiple Days
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	No	12, 11	Multiple Days
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Not MRCGs	9D	Single Day

The details of the Student Activity have been recorded.



**On the Task Tree select:
[6A] Teacher Absences - Selected Day**

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

Absent Edit Show Reasons Display Tooltips Teachers selected: 49 of 49 Absence Planned absence

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams, Rod				L								
2	Alderson, David	Y LATE	L LATE	L PMEET	L		L	L			L		
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	L CL	L CL	CL	CL	L CL	L CL	Y CL
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	N
5	Bell, Heather	CL	L				L	L			L		
6	Boswick, Sam						M	M					
7	Boyle, Joanne	EXC	L EXC	L EXC	L EXC	EXC	L EXC	L EXC	EXC	Y EXC	EXC	L EXC	EXC
8	Burrows, Kelly						M	M	Y		L		
9	Butler, Alison		L			Y	L	L			L		
10	Carter, Leanne		L	L	L			L		L EXC	L EXC	L EXC	
11	Chappell, Judy		L				L	U	U	U	L EXC	L EXC	EXC
12	Cheng, William										L	L	
13	Clark, Allison			L	L		L	L		L	L		
14	Clark, Megan						M	M	Y	L			
15	Connolly, Jenny		L	L	L			L		L	L		
16	Cooke, Dennis	EXC	L EXC	L EXC	L EXC	EXC	L EXC	L EXC	EXC	EXC	L EXC	EXC	EXC
17	Dalton, James		L	L	L		L		Y				
18	Edwards, John		L				L	L					
19	Feng, Jenny		L	L	L			L					
20	Fraser, Melissa	LSL	LSL	LSL	L LSL	LSL	L LSL	LSL					
21	Gibson, Monique		L	L		Y	L	L					

The teachers added to the Student Activity are displayed here with a planned absence.



**On the Task Tree select:
[8A] Cancellations - Lessons**

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Lesson cancelled Composite c

RC	HR	The classes not in a MRCG have been cancelled.														6
11	11HRM1A S21 RENM															B
	11HRM1B S22 CHAJ															11REL1B S23 MARD
	11HRM1C S23 EDWJ															11REL1C S12 GIBS
	11HRM1D S24 COOD															11REL1D S25 SIMK
																P
10A	10HRM1A M15 KNIN	10ACC1A	M10	WHITE	10ACC1A	M10	WHITE	10MAT1A	M14	MYEJ	10RED1A	M15	KNIN	10SOS1A	M11	MANK
10B	10HRM1B M16 SMYM	10FRE1A	M11	GIBS	10FRE1A	M11	GIBS	10MAT1B	M15	NEWL	10SOS1B	M16	SMYM	10RED1B	M15	KNIN
10C	10HRM1C M17 JACT	10MED1A	M19C	MILD	10MED1A	M19C	MILD	10MAT1A	M11	BELH	10RED1C	M10	TALP	10SCI1C	LAB4	CHEW
10D	10HRM1D M18 CONJ	10MUS1A	PAC3	CONJ	10MUS1A	PAC3	CONJ	10MAT1B	M17	COOD	10SOS1D	M17	JACT	10RED1D	M16	SMYM
		10OED1A	OV1	CARL	10OED1A	OV1	CARL	10MAT1C	M18	WALP				10ENG1D	M13	PEAS
		10TEX1A	AT4	CLAA	10TEX1A	AT4	CLAA	10MAT1V	M18	WALP				10ENG1E	M12	BOYJ
								11MAT1X	M14	MYEJ						
9A	09HRM1A M11 BELH	09PER1A	GYM2	ALDD	09PEB1A	GYM	ALDD	09ENG1A	M10	TALP	09ART1A	AT1	RENM	09FRE1A	M12	MURJ
9B	09HRM1B M12 PEAS	09PEG1A	GYM1	ATKD	09PEG1A	GYM1	ATKD	09ENG1B	M16	PEAS	09DRA1A	PAC2	MILD	09FRE1B	M13	GNS5
9C	09HRM1C M13 SIMK	09RED1C	M13	KNIN	09GEO1C	M17	JACT	09ENG1C	M13	MARD	09MUS1A	PAC3	CONJ	09ITA1A	M14	CLAM
9D	09HRM1D M14 BOYJ	09RED1D	M18	WALP	09SCI1D	LAB3	FRAM	09ENG1D	M12	BOYJ	09TEX1A	AT4	CLAA	09ITA1B	M18	NANT
								09ENG1E	M19C	SIMK	09WOO1A	AT7	EDWJ	09LSP1A	M19C	PATM

② Confirm

This lesson is in an MRCG. Cancel this lesson?

Click Yes

Select Cancellation Reason

Select Excursion and click Apply

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

Sort

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Cancellations Warn if cancelling lesson in MRCG Warn if cancelling a composite class MRCG (Multi Roll Class Group) Lesson cancelled Composite c

RC	HR	1	2	3	4	5	6
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15 MULS	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
10A	10HRM1A M15 KNIN	10ACC1A					
10B	10HRM1B M16 SMYM	10FRE1A					
10C	10HRM1C M17 JACT	10MED1A					
10D	10HRM1D M18 CONJ	10MUS1A					
		10OED1A					
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			
9A	09HRM1A M11 BELH	09PEB1A GYM2 ALDD	09PEB1A GYM2 ALDD	09ENG1A M10 TALP	09ART1A AT1 RENM	09FRE1A M12 MURJ	09RED1A M14 MYEJ
9B	09HRM1B M12 PEAS	09PEG1A GYM1 ATKD	09PEG1A GYM1 ATKD	09ENG1B M16 PEAS	09DRA1A PAC2 MILD	09FRE1B M13 GIBS	09SCI1B LAB3 ROGP
9C	09HRM1C M13 SIMK	09RED1C M13 KNIN	09GEO1C M17 JACT	09ENG1C M13 MARD	09MUS1A PAC3 CONJ	09ITA1A M14 CLAM	09SCI1C LAB4 CHEW
9D	09HRM1D M14 BOYJ	09RED1D M18 WALP	09SCI1D LAB3 FRAM	09ENG1D M12 BOYJ	09TEX1A AT4 CLAA	09ITA1B M18 NANT	09HIS1D M16 SMYM
				09ENG1E M19C SIMK	09WOO1A AT7 EDWJ	09LSP1A M19C PATM	

Cancellations entered on this screen can be edited here whereas cancellations entered in a Student Activity, must be edited on [9A] Student Activities - Plan.

ADD STUDENTS TO AN ACTIVITY

When students are added to an activity, they are removed from all their classes that have not been cancelled on that day. These changes will then flow through to class lists in the Staff and Student Portals. In this case, 9D students will be added to the Yr 9D Zoo Trip activity.

 **On the Task Tree select:
[9B] Student Activities - Organise**

 **Click 9D Zoo and click Add Students**

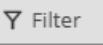
No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan			Yes	Year Level Activity	12, 11	Single Day	203	
2	YLA 10	YLA 10	Tue 28 Jan			Yes	Year Level Activity	10A, 10B, 10C, 10D	Single Day	104	
3	YLA 9	YLA 9	Tue 28 Jan			Yes	Year Level Activity	9A, 9B, 9C, 9D	Single Day	101	
4	YLA 8	YLA 8	Tue 28 Jan			Yes	Year Level Activity	8A, 8B, 8C, 8D	Single Day	106	
5	YLA 7	YLA7	Tue 28 Jan			Yes	Year Level Activity	7A, 7B, 7C, 7D	Single Day	105	
6	YR 7 Orientation	7OR	Wed 29 Jan			Yes	Excursion	7A, 7B, 7C, 7D	Single Day	105	
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp	Yes	Camp	11	Multiple Days	103	
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion	No		12, 11	Multiple Days	12	
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion	Not MRCGs	Excursion	9D	Single Day	0	

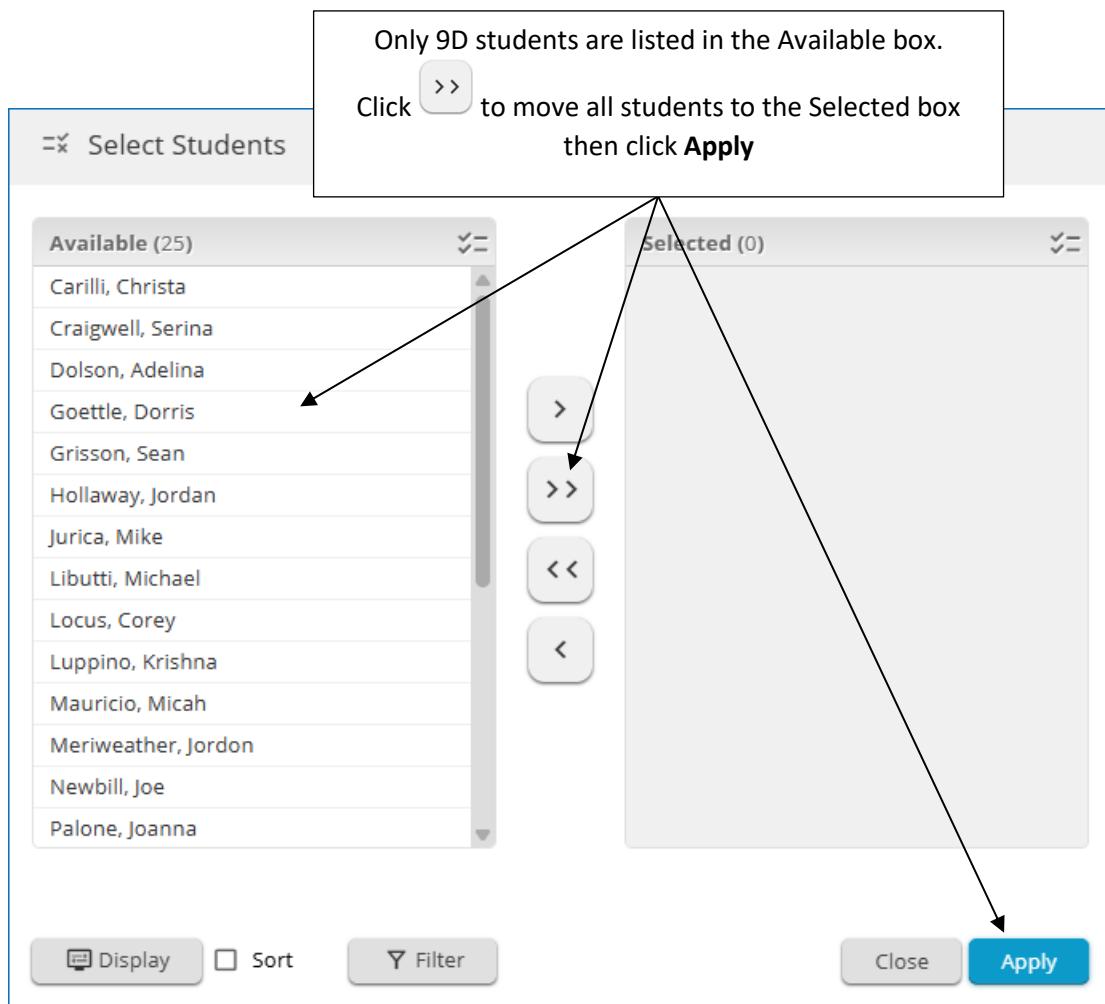
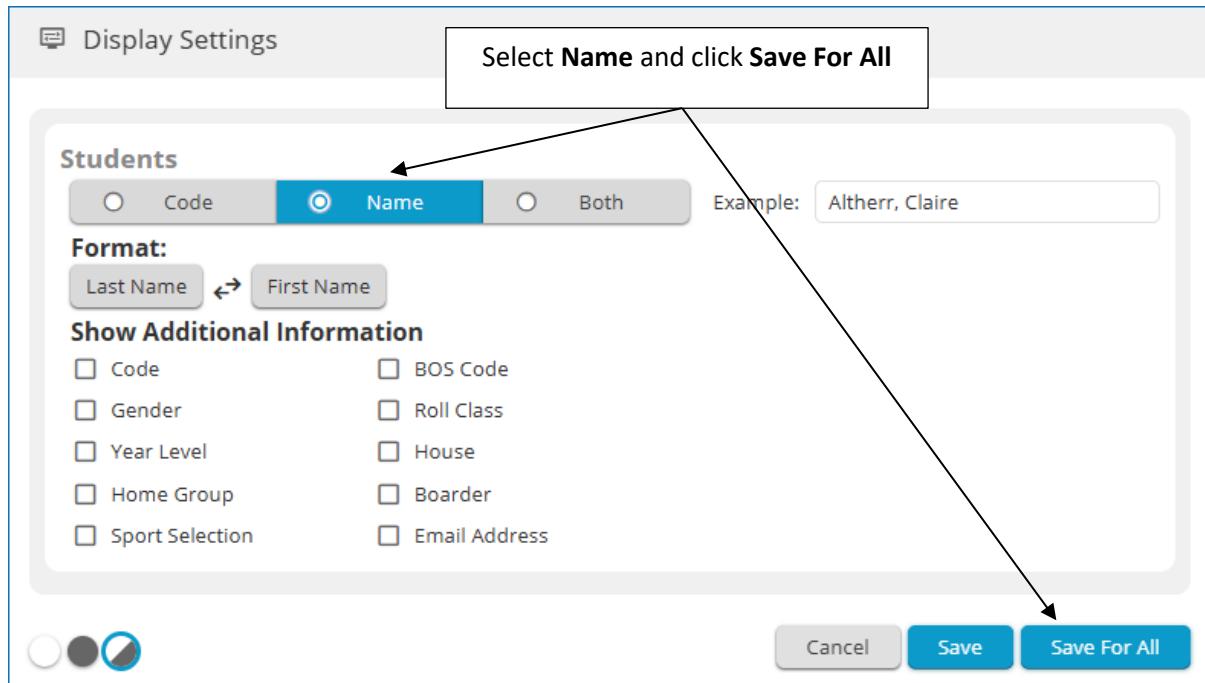
Select Students

Available (25)

- Carilli, Christa / CARIC01
- Craigwell, Serina / CRAIS01
- Dolson, Adelina / DOLSA01
- Goettle, Dorris / GOETD01
- Grisson, Sean / GRISS01
- Hollaway, Jordan / HOLLJ01
- Jurica, Mike / JURIM01
- Libutti, Michael / LIBUM01
- Locus, Corey / LOCUC01
- Luppino, Krishna / LUPPK01
- Mauricio, Micah / MAURM01
- Meriweather, Jordon / MERIJ01
- Newbill, Joe / NEWBJ01
- Palone, Joanna / PALOJ01

Selected (0)

 **Display**
 Sort
 **Filter**
Click Display
Close
Apply



25 students have now been added to the activity.

No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity YLA					Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity YLA					Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity YLA					Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity YLA					Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity YLA					Single Day	105
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion				7A, 7B, 7C, 7D	Single Day	105
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp		Yes	Camp	11	Multiple Days	103
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion		No		12, 11	Multiple Days	12
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion			Excursion	9D	Single Day	25

VIEW STUDENT LESSON CHANGES

These 25 students have now been removed from all classes for this day. Class lists are updated throughout the app. For example, the updated class lists can be seen in the Reports section.



On the Task Tree select:
[17H] Selected Day Reports – Student Lesson Changes

All reports initially display in Print Preview.

Untick the **Preview** checkbox

Orientation	Portrait	Separate Pages	<input type="checkbox"/>	Preview	<input checked="" type="checkbox"/>			
Timetables	Students							
Period	Roll Class	Class	Students (Normal)	Students At Activity	Students Out	Students In	Students In Lesson	
HR	9D	09HRM1D	25	25	0	0	0	
1	9D	09RED1D	25	25	0	0	0	
2	9D	09SCI1D	25	25	0	0	0	
3	9A	09ENG1A	22	6	0	0	16	
3	9B	09ENG1B	22	5	0	0	17	
3	9C	09ENG1C	22	4	0	0	18	
3	9D	09ENG1D	22	6	0	0	16	
3	9D	09ENG1E	13	4	0	0	9	
4	9A	09ART1A	18	6	0	0	12	
4	9B	09DRA1A	22	6	0	0	16	
4	9C	09MUS1A	22				17	
4	9D	09TEX1A	21				19	
4	9D	09WOO1A	18				12	

The number of students attending the activity has resulted in adjusted totals for all Year 9 lessons.

Period	Roll Class	Class	Students (Normal)	Students At Activity	Students Out	Students In	Students In Lesson
HR	9D	09HRM1D	25	25	0	0	0
1	9D	09RED1D	25	25	0	0	0
2	9D	09SCI1D	25	25	0	0	0
3	9A	09ENG1A	22	6	0	0	16
3	9B	09ENG1B	22	5	0	0	17
3	9C	09ENG1C	22	4	0	0	18
3	9D	09ENG1D	22	6	0	0	16
3	9D	09ENG1E	13	4	0	0	9
4	9A	09ART1A	18	6	0	0	12
4	9B	09DRA1A	22	6	0	0	16
4	9C	09MUS1A	22				17
4	9D	09TEX1A	21				19
4	9D	09WOO1A	18				12

STUDENT ACTIVITIES WITH ADDITIONAL TEACHERS AND SPECIFIC ROOMS

When creating a Student Activity, it is not always necessary to assign teachers for the whole activity as in the last example. An alternative is to assign teachers based on their availability on a period-by-period basis. When setting up the activity, only the number of teachers required must be specified.

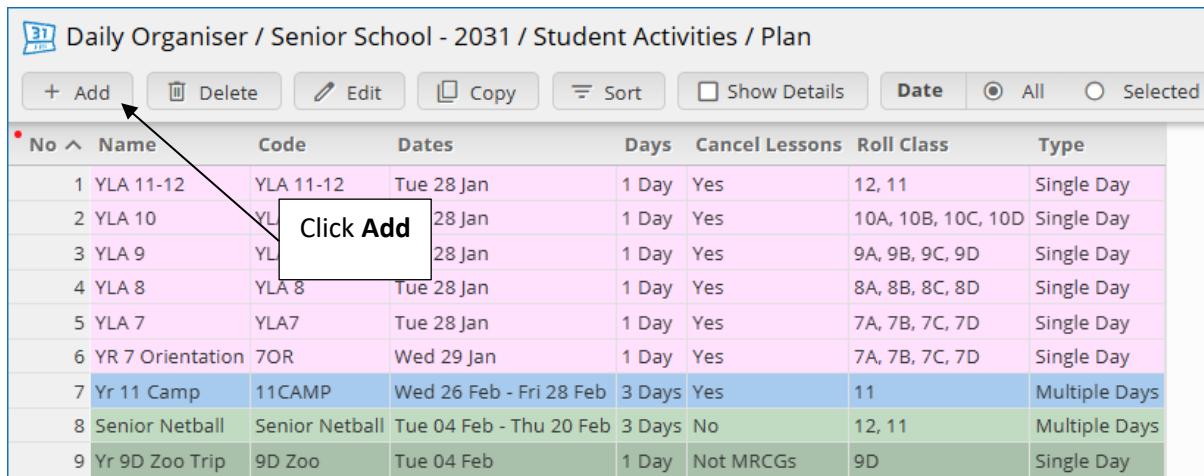
If specific rooms are required, they can be assigned when setting up the activity. Alternatively, the number of rooms required can be specified and the actual rooms can be assigned later on a period-by-period basis.

In this example, a Student Activity for the Yr11 English Examination will be set up for Periods 1, 2 and Recess. Five teachers and five rooms will be required. It is not necessary to have the same teachers supervising the entire exam, but specific rooms will be necessary.



On the Task Tree select:
[9A] Student Activities - Plan

Daily Organiser / Senior School - 2031 / Student Activities / Plan



No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10	YLA	28 Jan	1 Day	Yes	10A, 10B, 10C, 10D	Single Day
3	YLA 9	YLA	28 Jan	1 Day	Yes	9A, 9B, 9C, 9D	Single Day
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Yes	11	Multiple Days
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	No	12, 11	Multiple Days
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Not MRCGs	9D	Single Day

Enter the following details in the relevant cells

1. In **Name*** type "Yr 11 English Exam" and in **Code*** type "11 ENG EXAM"
2. Click **Select Dates*** and select 04 Feb, then click **OK**
3. Click **Periods/Yard Duties*** and move 1,2 and R to the Selected box, then click **Apply**
4. Click **Rooms** and scroll down. Move the last 5 rooms on the list S22, S23, S24, S25 and S26 to the Selected box, then click **Apply**
5. Note: A box has appeared for the **Room Availability Reason***, select the reason Examination
6. Click in **Add Teachers** and type "5"
7. Click **Reminders** and type: "Set up for Yr 11 English Exam", then click **OK**
8. In **Cancellations** select the radio button **Cancel all lessons in the selected Roll Classes**
9. Note: The cells **Roll Classes*** and **Cancellation Reason*** are now green indicating that they are required fields
10. Click in **Roll Class**, select 11, then click **Apply**
11. Click in **Cancellation Reason** and select **Examination**
12. Click **Record and Close**

Plan Student Activity

Identifiers

Name* **Yr 11 English Exam** Code* **11ENG EXAM**

Details

Select Dates* Periods/Yard Duties* Teachers Rooms Reminders Replicate All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms	Reminders
1	Tue 04 Feb	D7	1-R		S22, S23, S24, S25, S26	5	0	Set up for Yr 11 English Exam

Reasons

Absence Reason Room Availability Reason* Examination

Cancellations

None - do not cancel lessons
 Cancel all lessons in the selected Roll Classes
 Cancel composites in other Roll Classes
 Cancel lessons NOT in an MRCG in the selected Roll Classes

When all the data has been entered
click **Record and Close**

Roll Classes* 11
Cancellation Reason* Examination

Required Fields *

Display Cancel Record and Close

Information

All changes made to this activity will flow through to the relevant screens for all the selected days.

Click **OK**

OK

Daily Organiser / Senior School - 2031 / Student Activities / Plan

Actions: + Add, Delete, Edit, Copy, Sort, Show Details, Date, All, Selected

No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Yes	10A, 10B, 10C, 10D	Single Day
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Yes	9A, 9B, 9C, 9D	Single Day
4	YLA 8		The details of the new Student Activity have been recorded.				Single Day
5	YLA 7						Single Day
6	YR 7 Ori						Single Day
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Yes	11	Multiple Days
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	No	12, 11	Multiple Days
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Not MRCGs	9D	Single Day
10	Yr 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Yes	11	Single Day

One of the key differences between this planned Student Activity and the previous one is that no teachers were made absent in this activity. The five additional teachers required will be assigned on a period-by-period basis on [11A] Replacements – Assign.



On the Task Tree select:
[8A] Cancellations - Lessons

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

Actions: Cancellations, Warn if cancelling lesson in MRCG, Warn if cancelling a composite class, MRCG (Multi Roll)

RC	HR	1	2	3	4
12	12HRM1A S11 DALJ	12REL1C S11	All classes in Roll Class 11 have been cancelled for Period 1 and 2.		
	12HRM1B S12 BUTA	12ENG1B S21			
	12HRM1C S13 GIBM	12CHE1A LAB1			
	12HRM1D S14 WHIE	12LST1A S14			
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL
					12PST1A S26 FENJ
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD
				11OED1A OV1 EDWJ	
				11TEX1A AT4 CLAA	



On the Task Tree select:
[7A] Room Availability – Selected Day

The screenshot shows the Daily Organiser interface. On the left, a list of rooms is shown with room numbers 25 to 53 and their corresponding room types (e.g., J14, J15C, J21, J22, J23, J24, J25, M10, M11, M12, M13, M14, M15, M16, M17, M18, M19C, S11, S12, S13, S14, S15C, S16C, S21, S22, S23, S24, S25, S26). A note in a box says: "Scroll down and click Room S26. Note: The five rooms have been made unavailable and classes using these rooms have been removed." On the right, the Room Timetable for Room S26 is displayed, showing periods 1 through 6. The timetable includes student activity names like 11ENG EXAM and 12PST1C, teacher names like Thomson, Wayne, and Feng, Jenny, and room availability status.

REMINDERS

Reminders appear when opening a Daily Organiser dataset on a particular date. They are especially useful for reminding the staff using Daily Organiser of upcoming events, especially if multiple staff are using Daily Organiser.

Reminder notes can be added for:

- Teachers on [6B] Teacher Absences - Plan Days
- Casual teachers on [6C] Teacher Absences - Plan CRT Days
- Room Availability on [7B] Room Availability - Plan Days
- Student Activities on [9A] Student Activities - Plan

Reminders can also be added, deleted or edited on [10] Reminders.



On the Task Tree select:
[10] Reminders

The screenshot shows the Reminders list in the Daily Organiser. A reminder for 'Tue 04 Feb Set up for Yr 11 English Exam' is selected and highlighted in green. A note below the list states: "The reminder that was added when planning the Student Activity is listed here. This can be edited or deleted and new reminders added as required." An arrow points from the note to the selected reminder in the list.

This reminder will appear any time the Daily Organiser is opened on this date.

ADD STUDENTS TO AN ACTIVITY

Students can be added to the activity and then allocated to a particular room or teacher.



On the Task Tree select:
[9B] Student Activities - Organise

No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	10A, 10B, 10C, 10D	Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	9A, 9B, 9C, 9D	Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	8A, 8B, 8C, 8D	Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	7A, 7B, 7C, 7D	Single Day	105
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion	Excursion	Yes	Excursion	7A, 7B, 7C, 7D	Single Day	105
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp	Camp	Yes	Camp	11	Multiple Days	103
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion	Excursion	No	Excursion	12, 11	Multiple Days	12
9	Yr 9D Zoo Trip	9D ZO	Tue 04 Feb	1 Day	Excursion	Excursion	No	Not MRCGs	9D	Single Day	25
10	Yr 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Examination	Examination	Yes	Examination	11	Single Day	0

Available (103)

Selected (0)

Click >> to move all students to the Selected box then click **Apply**

Display Sort Filter Close Apply

Daily Organiser / Senior School - 2031 / Student Activities / Organise													
+ Add Students			Teachers/Rooms/Students		Date	<input type="radio"/> All	<input type="radio"/> Selected	<input type="radio"/> Selected Forward	Days	<input type="radio"/> Single	<input type="radio"/> Multiple	<input type="radio"/> Completed	<input type="radio"/> Selected date
No	^ Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students		
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes			Single Day	203		
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes			0C, 10D	Single Day	104	
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes			9D	Single Day	101	
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes			8D	Single Day	106	
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes			7D	Single Day	105	
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion					7D	Single Day	105	
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp		Yes		Camp	11	Multiple Days	103	
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion		No			12, 11	Multiple Days	12	
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion			Not MRCGs	Excursion	9D	Single Day	25	
10	Yr 11English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Examination	Yes		Examination	11		Single Day	103	

103 students have now been added to the activity.

TEACHERS/ROOMS/STUDENTS

When a Student Activity includes both teachers and rooms, teachers can be linked to rooms or rooms can be linked to teachers.

Daily Organiser / Senior School - 2031 / Student Activities / Organise													
+ Add Students			Teachers/Rooms/Students		Date	<input type="radio"/> All	<input type="radio"/> Selected	<input type="radio"/> Selected Forward	Days	<input type="radio"/> Single	<input type="radio"/> Multiple	<input type="radio"/> Completed	<input type="radio"/> Selected date
No	^ Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students		
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes		Year Level Activity	12, 11	Single Day	203	
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes		Year Level Activity	10A, 10B, 10C, 10D	Single Day	104	
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes				Single Day	101	
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes				Single Day	106	
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes				Single Day	105	
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion		Yes		Excursion	7A, 7B, 7C, 7D	Single Day	105	
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp		Yes		Camp	11	Multiple Days	103	
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion		No			12, 11	Multiple Days	12	
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion			Not MRCGs	Excursion	9D	Single Day	25	
10	Yr 11English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Examination	Yes		Examination	11		Single Day	103	

Click Teachers/Rooms/Students

 Link Teachers, Rooms and Students for all days □

Quick Edit

Link Rooms to Teachers
 Link Teachers to Rooms
 Assign Students to Teachers
 Assign Students to Rooms

Available Teachers	S22	S23	S24	S25	S26
Add Teacher 1 Add Teacher 2 Add Teacher 3 Add Teacher 4 Add Teacher 5					

Select Link Teachers to Rooms

All additional teachers are listed in the first column and the other columns represent the rooms.

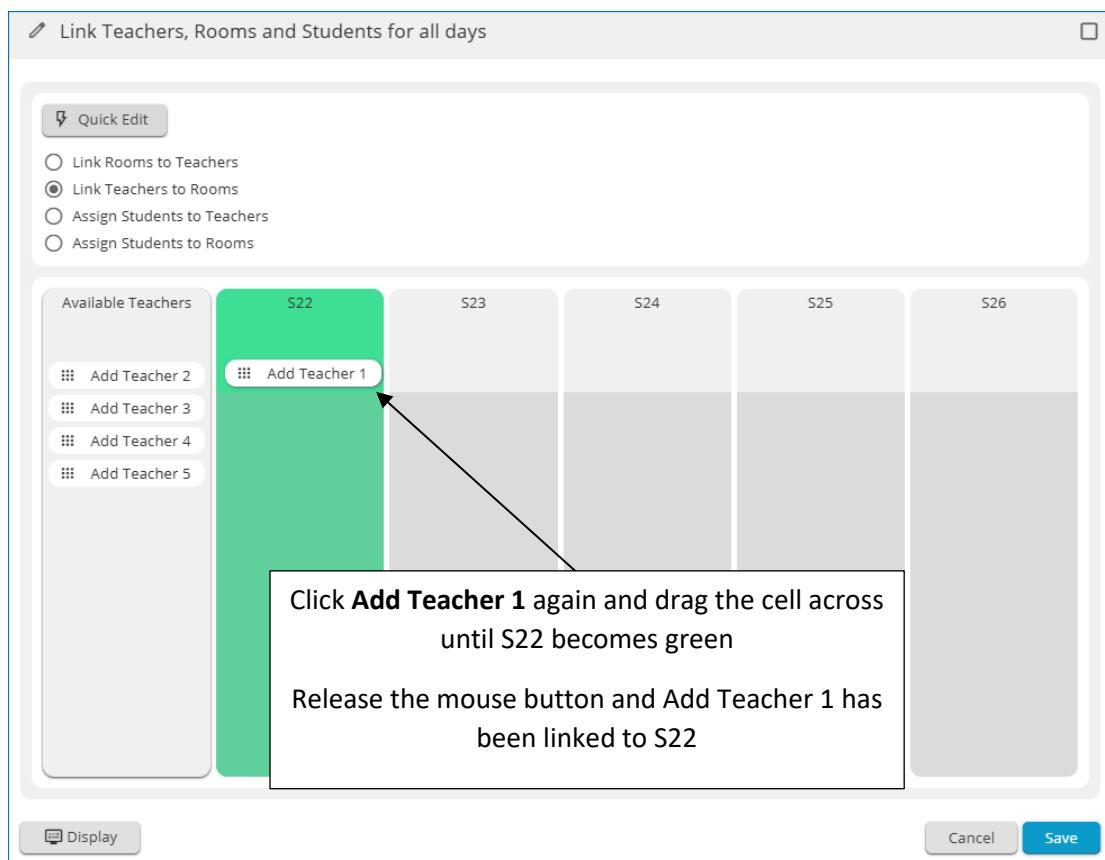
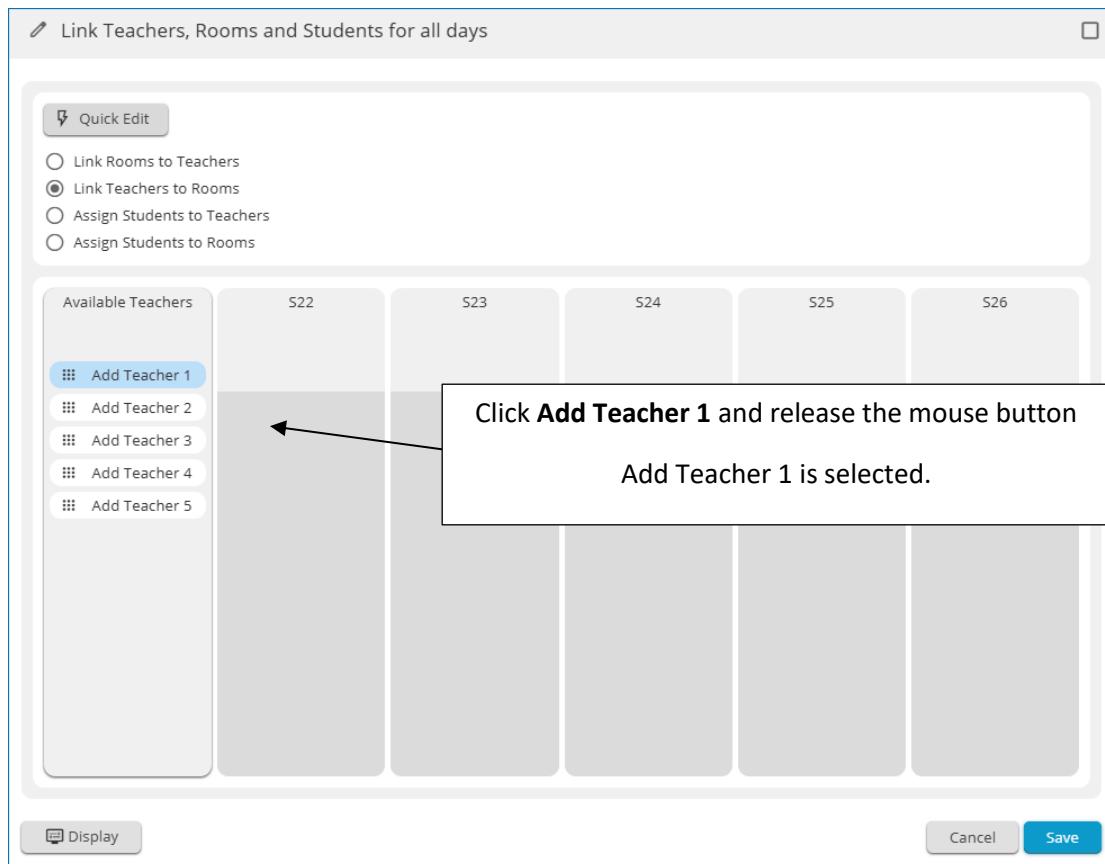
Display Cancel Save

Teachers can only be linked to one room and rooms can only be linked to one teacher.

There are three methods for moving teachers:

- Two clicks: Click on the teacher's name release the mouse button then click again to drag and drop the teacher into a room
- Single click: Clicking on the symbol  next to the teacher's name to drag and drop the teacher into a room
- Quick Edit

All three methods are explained here.



Link Teachers, Rooms and Students for all days

Link Teachers to Rooms

Available Teachers

- ⋮ Add Teacher 3
- ⋮ Add Teacher 4
- ⋮ Add Teacher 5

S22	S23	S24	S25	S26
⋮ Add Teacher 1	⋮ Add Teacher 2			

Alternatively, click ⋮ to the left of Add Teacher 2, hold the mouse button down and drag the cell to S23 and release the mouse button

Display Cancel Save

Link Teachers, Rooms and Students for all days

Link Teachers to Rooms

Available Teachers

- ⋮ Add Teacher 3
- ⋮ Add Teacher 4
- ⋮ Add Teacher 5

S22	S23	S24	S25	S26
⋮ Add Teacher 1	⋮ Add Teacher 2			

The remaining 3 teachers will be added to rooms using Quick Edit

Click **Quick Edit** and all the cell headings are shaded blue

Display Cancel Save

Link Teachers, Rooms and Students

Link Teachers to Rooms

Link Rooms to Teachers

Assign Students to Teachers

Assign Students to Rooms

Available Teachers

S22 **S23** **S24** **S25** **S26**

Click on **S24** and the cell becomes active
Then click **Add Teacher 3**

⋮ Add Teacher 3
⋮ Add Teacher 4
⋮ Add Teacher 5

⋮ Add Teacher 1
⋮ Add Teacher 2

⋮ Add Teacher 3

⋮ Add Teacher 4

⋮ Add Teacher 5

Display Cancel Save

Link Teachers, Rooms and Students

Link Teachers to Rooms

Link Rooms to Teachers

Assign Students to Teachers

Assign Students to Rooms

Available Teachers

S22 **S23** **S24** **S25** **S26**

Add Teachers 3 is now in S24
Repeat for rooms S25 and S26
Click on **S25** then click on **Add Teacher 4**
Click on **S26** then click on **Add Teacher 5**

⋮ Add Teacher 4
⋮ Add Teacher 5

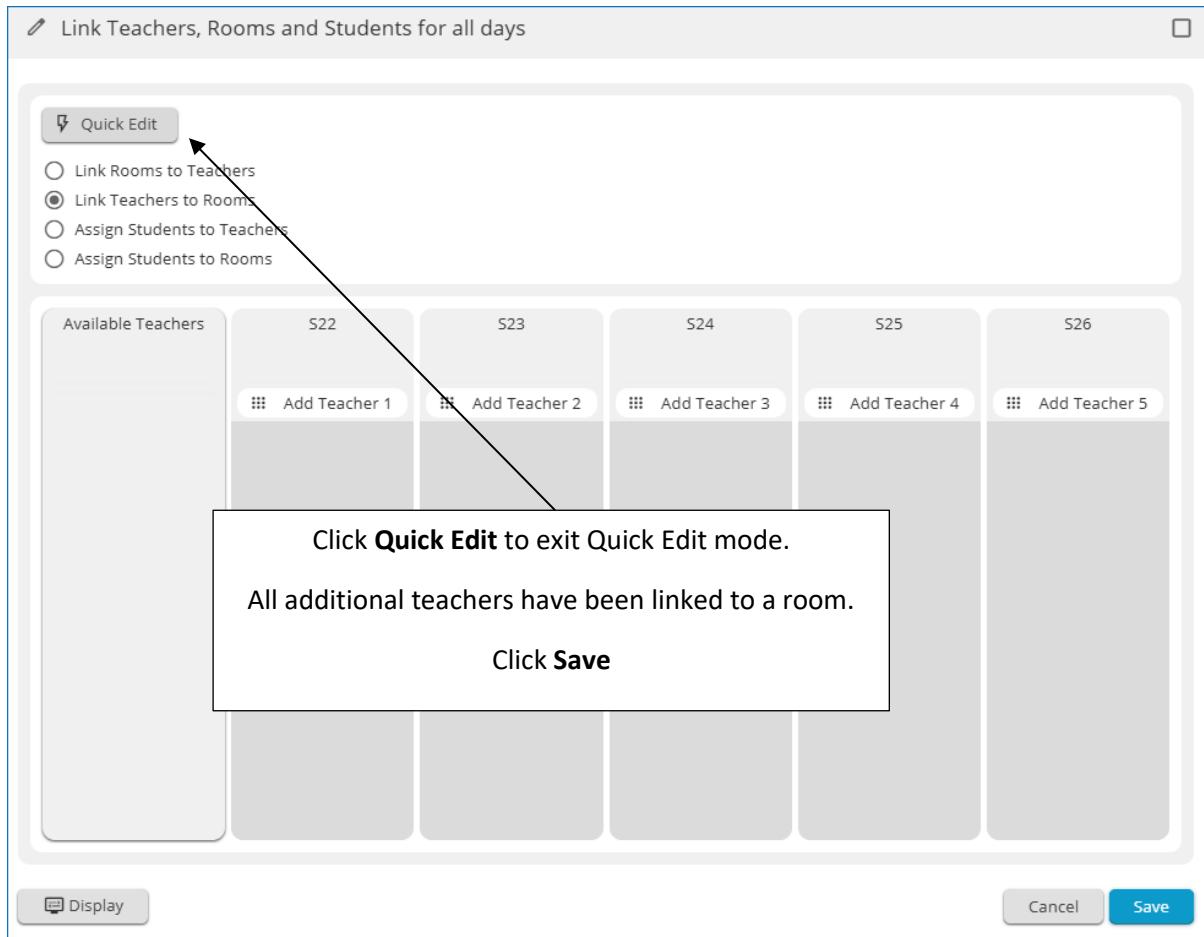
⋮ Add Teacher 1
⋮ Add Teacher 2

⋮ Add Teacher 3

⋮ Add Teacher 4

⋮ Add Teacher 5

Display Cancel Save



Both teachers and rooms will be displayed on [11] Replacements - [A] Assign where teachers will be allocated to the activity.

In the above example, additional teachers were linked to specific rooms. In any Student Activity that includes specific teachers and/or rooms the links must be established in this way.

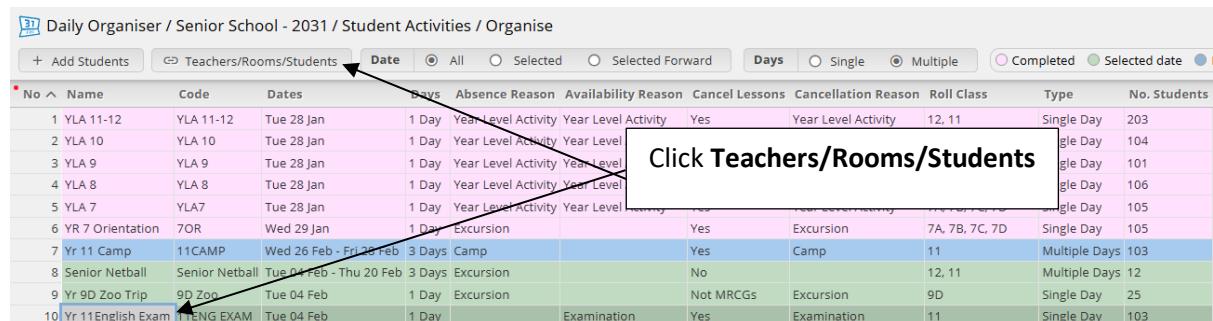
If a Student Activity is created that only includes additional teachers and additional rooms, then the program automatically links Additional Teacher 1 to Additional Room 1, Additional Teacher 2 to Additional Room 2 and Additional Teacher 3 to Additional Room 3. The links can then be changed on this screen.

ASSIGN STUDENTS TO TEACHERS OR ROOMS

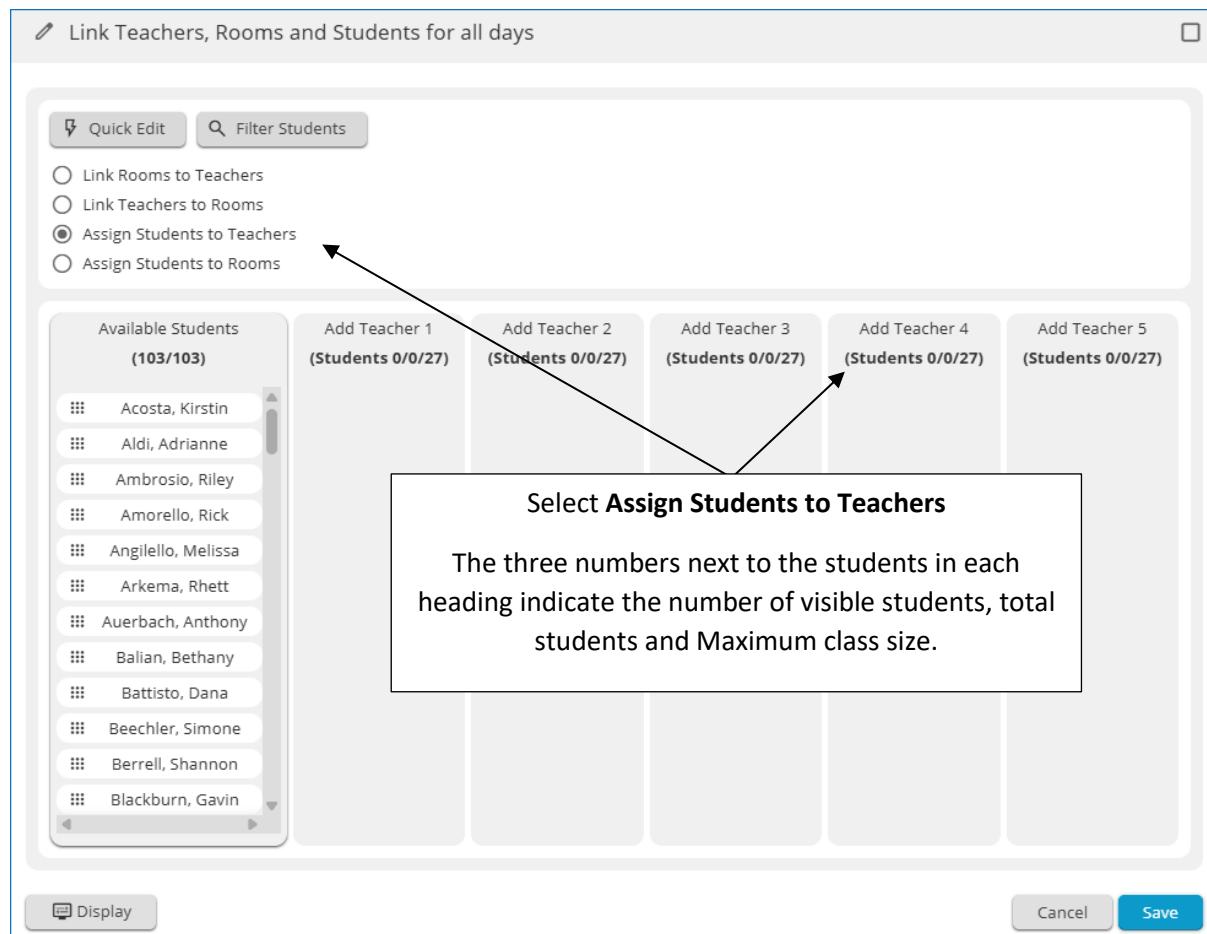
Students can now be assigned to the teachers or rooms. As the teachers are linked to the rooms either can be chosen. In both cases, the room seat limit will be enforced.

The room capacity will determine the number of students that can be assigned to a teacher/room.

In this example, there are 5 English classes at Yr 11 and each class will be assigned to their own room. The Filter Students function will be used to allocate students to teachers.



No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	Year Level				Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	Year Level				Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	Year Level				Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	Year Level				Single Day	105
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion		Yes	Excursion	7A, 7B, 7C, 7D	Single Day	105
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp		Yes	Camp	11	Multiple Days	103
8	Senior Netball	Senior Netball	Tue 24 Feb - Thu 20 Feb	3 Days	Excursion		No		12, 11	Multiple Days	12
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion		Not MRCGs	Excursion	9D	Single Day	25
10	Yr 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day		Examination	Yes	Examination	11	Single Day	103



Link Rooms to Teachers
 Link Teachers to Rooms
 Assign Students to Teachers
 Assign Students to Rooms

Available Students (103/103)

- Acosta, Kirstin
- Aldi, Adrienne
- Ambrosio, Riley
- Amorello, Rick
- Angilello, Melissa
- Arkema, Rhett
- Auerbach, Anthony
- Balian, Bethany
- Battisto, Dana
- Beechler, Simone
- Berrell, Shannon
- Blackburn, Gavin

Add Teacher 1 (Students 0/0/27) Add Teacher 2 (Students 0/0/27) Add Teacher 3 (Students 0/0/27) Add Teacher 4 (Students 0/0/27) Add Teacher 5 (Students 0/0/27)

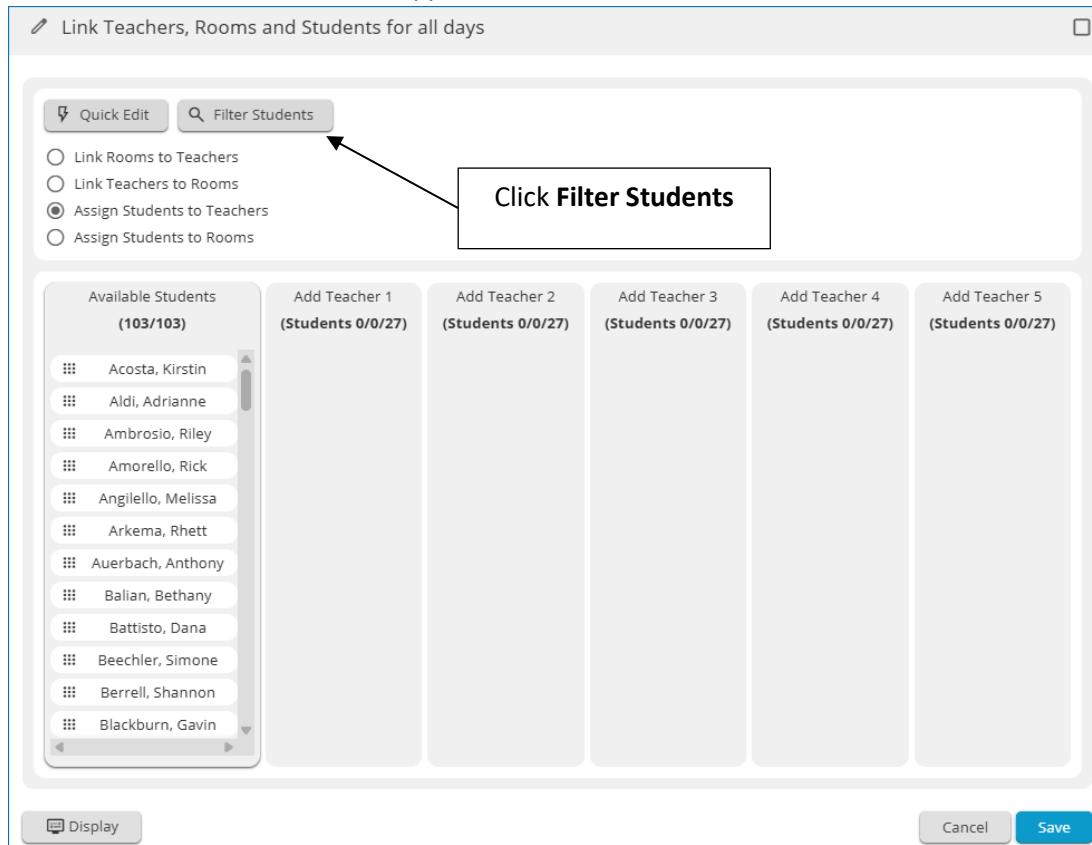
Select Assign Students to Teachers

The three numbers next to the students in each heading indicate the number of visible students, total students and Maximum class size.

Display Cancel Save

Students are selected by using the Filter Students function and they are assigned by moving them into the relevant column. This can be done by dragging and dropping or by using Quick Edit.

- All available students are listed in the first column. This is a fixed column which is always displayed.
- Each column has a vertical scroll bar to view all students in the column.
- The horizontal scroll bar appears when all the columns do not fit on the screen.



Y Edit Filters

Gender Roll Class Year Level House Home Group Boarder Sport Selection Class

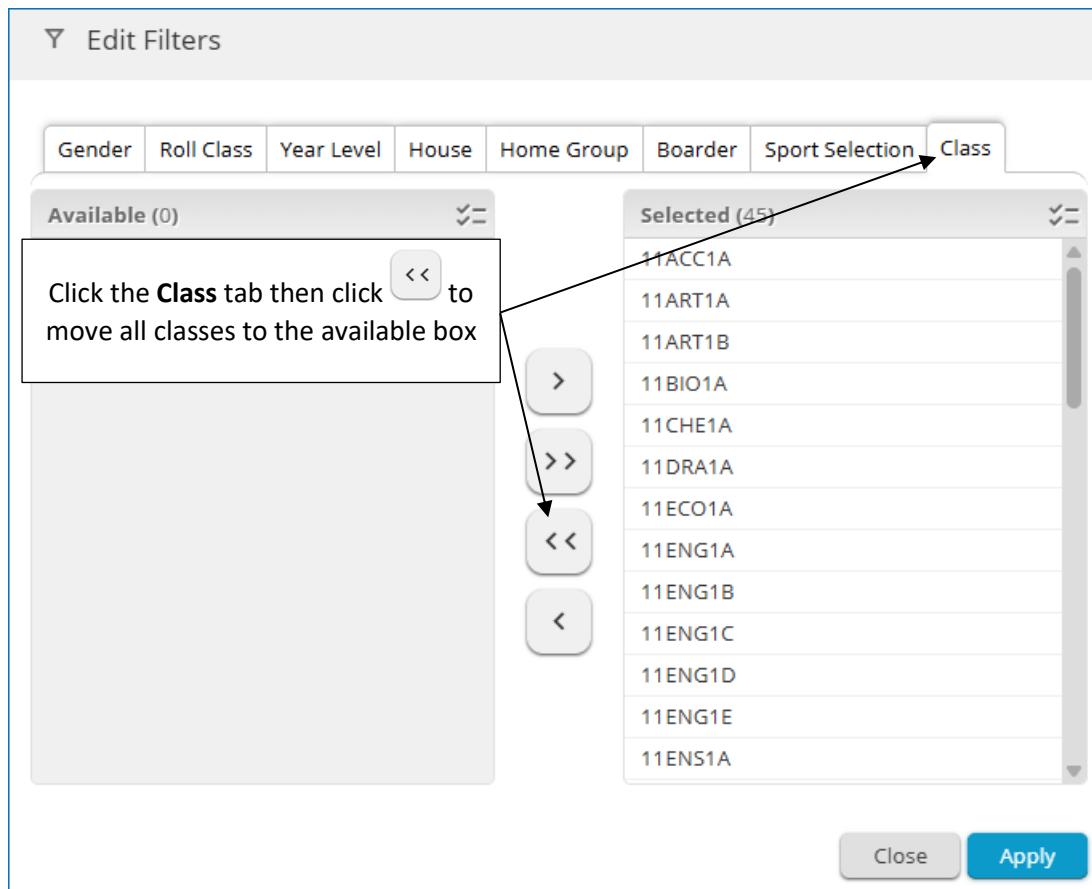
Available (0) Selected (45)

Click the **Class** tab then click  to move all classes to the available box

<< > >> <<< <

11ACC1A
11ART1A
11ART1B
11BIO1A
11CHE1A
11DRA1A
11ECO1A
11ENG1A
11ENG1B
11ENG1C
11ENG1D
11ENG1E
11ENS1A

Close Apply



Y Edit Filters

Gender Roll Class Year Level House Home Group Boarder Sport Selection Class

Available (44) Selected (1)

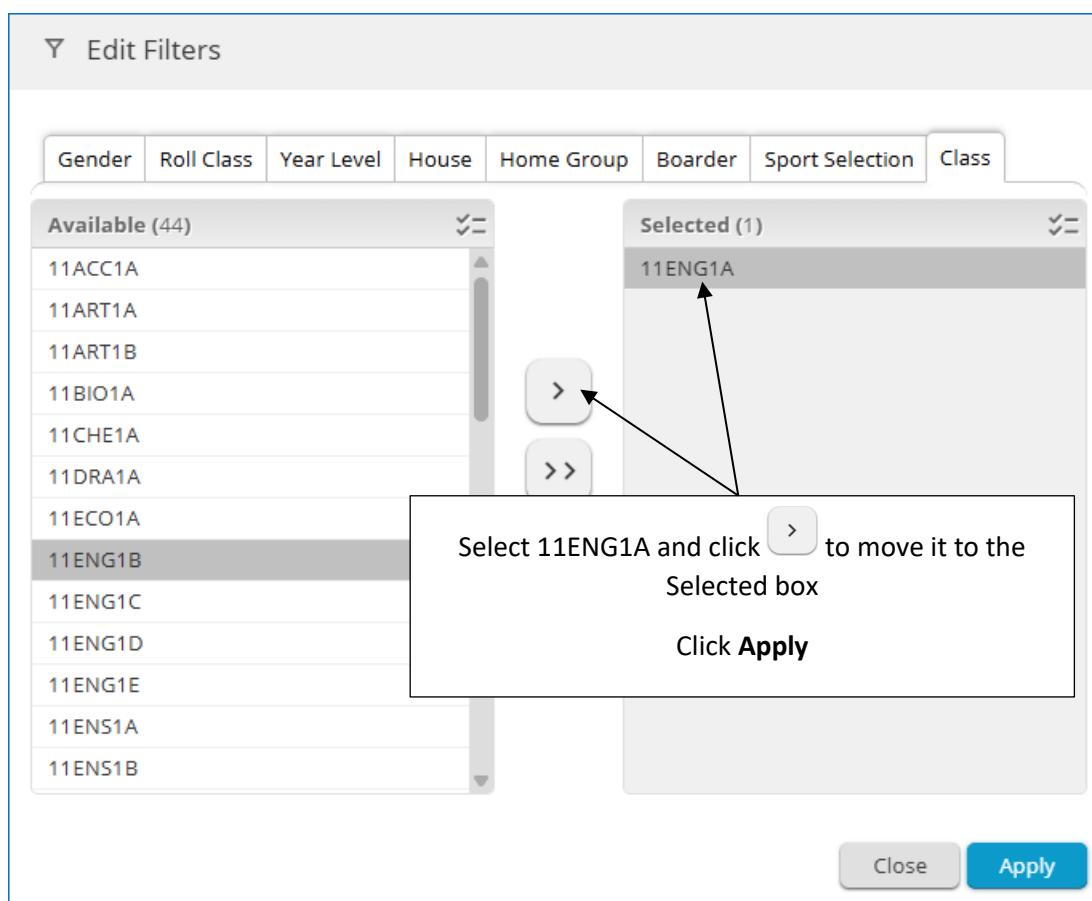
11ACC1A
11ART1A
11ART1B
11BIO1A
11CHE1A
11DRA1A
11ECO1A
11ENG1B
11ENG1C
11ENG1D
11ENG1E
11ENS1A
11ENS1B

11ENG1A

Select 11ENG1A and click  to move it to the Selected box

Click **Apply**

Close Apply



Link Teachers, Rooms and Students for all days

Quick Edit Filter Students

Link Rooms to Teachers
 Link Teachers to Rooms
 Assign Students to Teachers
 Assign Students to Rooms

Available Students (19/103)

Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Heither, Jared
Jeter, Benson
Lowney, Hugh

Add Teacher 1 (Students 0/0/27) Add Teacher 2 (Students 0/0) Add Teacher 3 (Students 0/0) Add Teacher 4 (Students 0/0) Add Teacher 5 (Students 0/0)

Only the 19 students in 11ENG1A are displayed.
Click on the first student, hold the mouse button down and scroll down to select all the students in the available column
Then release the mouse button

Display Cancel Save

Link Teachers, Rooms and Students for all days

Quick Edit Filter Students

Link Rooms to Teachers
 Link Teachers to Rooms
 Assign Students to Teachers
 Assign Students to Rooms

Available Students (19/103)

Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Heither, Jared
Jeter, Benson
Lowney, Hugh
Piland, Michael
Saglimbeni, Michael
Stepleton, Michael
Straus, Michael
Tenhoff, Wade
Vizcaino, Mason
Zacek, Lyle

Add Teacher 1 (Students 0/0/27) Add Teacher 2 (Students 0/0) Add Teacher 3 (Students 0/0) Add Teacher 4 (Students 0/0) Add Teacher 5 (Students 0/0)

Click the selected students, hold the mouse button down and drag them across to Add Teacher 1
When the column turns green, release the mouse button

Display Cancel Save

Repeat this process to add students to the other rooms.

- 11ENG1B to Add Teacher 2
- 11ENG1C to Add Teacher 3
- 11ENG1D to Add Teacher 4
- 11ENG1E to Add Teacher 5

Then click **Filter students** and **Apply** to display all students again.

Link Teachers, Rooms and Students for all days

Link Rooms to Teachers
 Link Teachers to Rooms
 Assign Students to Teachers
 Assign Students to Rooms

Available Students (0/0)	Add Teacher 1 (Students 19/19/27)	Add Teacher 2 (Students 21/21)	Add Teacher 3 (Students 22/22)	Add Teacher 4 (Students 21/21)	Add Teacher 5 (Students 20/20)
Blackburn, Gavin	Amorello, Rick	Aldi, Adrienne	Acosta, Kirstin	Ambrosio, Riley	
Bourque, Darline	Auerbach, Anthony	Angilello, Melissa	Brower, Jay	Battisto, Dana	
Bredow, Joseph	Beechler, Simone	Arkema, Rhett	Coughran, Kassandra	Canfield, Aleida	
Calmese, Frederick	Briguglio, Larissa	Balian, Bethany	Cozzone, Huong	Dimery, Billy	
Cardone, Daniel	Caligaro, Codi	Berrell, Shannon	Deville, Louise	Halnon, Alejandrina	
Coreas, Julie	Delgrossio, Aleen	Braun, Aida	Elgen, Colby	Iturralde, Bradley	
Corley, Silas	Gonzolez, Evan	Burgun, Autumn	Elstner, Chris	Kariger, Katalin	
Garcia, Bryce	Herauf, Matilda	Chen, Min	Iwanowski, Becky	Kelcourse, Soraya	
Gibau, Paris	Lenherr, Hunter	Deacy, Andre	Koga, Olinda	Lannen, Karen	
Heither, Jared	Muskopf, Rebeca	Neall, Samara	Lazo, Damien	Pelchat, Beau	
Jeter, Benson	Oberley, Ada	Oberley, Ada	Licerio, Sandra	Polzin, Nicole	
Lowney, Hugh			Luisi, Kirby	Raulston, Tanya	
...					

Daily Organiser / Senior School - 2031 / Student Activities / Organise

All Selected Selected Forward Days Single Multiple Completed Selected date

No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	10A, 10B, 10C, 10D	Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	9A, 9B, 9C, 9D	Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	8A, 8B, 8C, 8D	Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	7A, 7B, 7C, 7D	Single Day	105
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion		Yes	Excursion	7A, 7B, 7C, 7D	Single Day	105
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Camp		Yes	Camp	11	Multiple Days	103
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	Excursion		No		12, 11	Multiple Days	12
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Excursion		Not MRCGs	Excursion	9D	Single Day	25
10	Yr 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day		Examination	Yes	Examination	11	Single Day	103

Note: Both the activities set up in this lesson were single day activities. When multiple day activities are set up linking teachers and rooms, adding students and assigning students can be done for single days or for all days of the activity by selecting the appropriate radio button.

Timetabling Solutions



Hosted Application



Daily Organiser

Lesson 7 - Assign Replacement Teachers

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PROFESSIONAL LEARNING OBJECTIVES

- Understand the information available on the Assign screen
- Manage teacher replacements on the Assign screen
- Gauge teacher replacement requirements
- Manage casual teacher availability

SKILLS

- View teacher timetables and student lists in Additional Information
- View the legend
- View highlight teachers in the same faculty as a class requiring replacement
- Understand the index
- View available in lieu and uncounted loads
- View counted and uncounted replacements in the last 10 days
- View the summary information
- Customise the display
- Enter casual teacher availability for full and part days
- Assign teacher replacements in the upper and lower panes
- Utilise sort functions in the upper and lower panes
- Assign a casual teacher to all replacement lessons for one teacher
- Assign a teacher to more than one class
- Enter replacement notes
- Assign a teacher to a composite class
- Override a cycle or overall teacher replacements limit
- Adjust count loads for teacher replacements
- Email students from the upper pane
- Assign teacher replacements automatically

TEACHER REPLACEMENTS

The Assign screen is used each day to assign replacement teachers to classes, yard duties and to assign additional teachers to activities. All the relevant information is displayed to help the Daily Organiser assign teachers as required.

Open:
Senior School 2031
Date: Tue 04 Feb D7 (Future)

 On the Task Tree select:
[11A] Replacements - Assign

THE UPPER AND LOWER PANES

The upper and lower panes display information which allows the Daily Organiser to make informed decisions when assigning replacement teachers.

This is a split screen. The two parts of the screen are separated by a menu bar.

The position of the menu bar separating the two panes can be adjusted by clicking the top of the menu bar and dragging it up or down.

The upper pane shows details for classes, activities and yard duties that require a replacement teacher.

The upper pane shows details for classes, activities and yard duties that require a replacement teacher.

The lower pane shows a list of staff available to take the replacements for the lesson highlighted in the upper pane.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	

Yard Duty details of location teacher and load

Class details of room, teacher, load and number of students

Student Activity details of room, load and number of students

Click in the Replacement Teacher cell for Joanne Boyle's 12ENG1B in Period 1 in the upper pane
Available teachers for Period 1 are displayed in the lower pane.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL									
1													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00	6.00	0.00	0.00	0.00	27.50	NA	NA		
1													6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1													4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1													4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1													6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1													6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00	
1													1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1													2.00	Jackson, Chris	8	0.00	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1													1.50	Burrows, Kelly	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.40	0.60	19.60	
1													2.00	Cheng, William	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	

An English class is selected on the upper pane, so all teachers in the English faculty are highlighted bright green in the lower pane.

Teachers in the same faculty can only be displayed in Daily Organiser if classes and teachers have been added to faculties in the timetable file. If faculty groups have also been set up in the timetable file, the display can be changed to highlight teachers in the same faculty group.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1		GYM2	09PEB1A	Alderson, David	1.00	0.00	24	
1		GYM1	09PEG1A	Atkinson, Danielle	1.00	0.00	26	
1		LAB2	08SC1D	Cooke, Dennis	1.00	0.00	27	
1		S22	11ENG EXAM	Add Teacher 1	1.00	0.00	19	
1		S23	11ENG EXAM	Add Teacher 2	1.00	0.00	21	
1		S24	11ENG EXAM	Add Teacher 3	1.00	0.00	22	
1		S25	11ENG EXAM	Add Teacher 4	1.00	0.00	21	
1		S26	11ENG EXAM	Add Teacher 5	1.00	0.00	20	
					4.00	0.00	20	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL										
1													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	27.50	NA	NA		
1		L	L	L		L	L		L	L			6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1			L	L				L		L			4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L				L		L			4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1		L	L	L		L	L		L	L			6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00		
1		L	L	L		L	L		L	L			6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00			

Assign Replacements Legend

Colour Guide

- Lesson cancelled
- Teacher in same faculty / faculty group as class
- Teacher absent
- Load of replacements assigned
- Planned teacher absence
- Load of replacements available
- Teacher absent (Counted)

Codes

C: Counted replacement
N: Not at school
D: Uncounted replacement
U: Unavailable

L: Normal lesson
X: Cannot use
M: Meeting
Y: Yard duty

Column Headings

For selected day

Total: Total timetabled load
In Lieu: Replacement remaining due to cancelled lessons
UR: Total uncounted replacements remaining (In Lieu + U/Cy)
C: Counted replacements allocated
U: Uncounted replacements allocated
C+U: Total replacements allocated

For period

Index: Prioritised ranking

For cycle

U/Cy: Uncounted replacements remaining
CL: Counted replacements remaining

For the file

TC: Total counted replacements allocated
OL: Counted replacements remaining

Close

The Legend provides a key to the colours used in the lower pane, the codes displayed on teacher timetables and the full names for the column headings.

Click Close

AVAILABLE TEACHER INFORMATION IN THE LOWER PANE

Along with their name, the following data is displayed for each available teacher:

- the timetable summary, including total teaching load for the day
- the Index
- the availability for In Lieu, Uncounted /Cycle and Uncounted Remaining
- the number of counted and uncounted replacements already allocated
- summary information for Last 10 days, Total Count, Cycle and Overall Limits

TEACHER TIMETABLE

An updated summary of each teacher's timetable and their period load for the selected date is displayed to the left of the teacher's name.

The screenshot shows the 'Daily Organiser / Senior School - 2031 / Replacements / Assign' interface. At the top, there are buttons for '+ Select', 'Delete', 'Not Required', 'Auto Assign', and sorting options. Below is a table of teachers and their loads:

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD	11HRM1D	Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul					
1	GYM2	09PEB1A	Alderson, David					
1	GYM1	09PEG1A	Atkinson, Danielle					
1	LAB2	08SC11D	Cooke, Dennis					
1	S22	11ENG EXAM	Add Teacher 1					
1	S23	11ENG EXAM	Add Teacher 2					
1	S24	11ENG EXAM	Add Teacher 3					
1	S25	11ENG EXAM	Add Teacher 4					
1	S26	11ENG EXAM	Add Teacher 5					

A summary of each teacher's timetable, including any cancellations and absences, is displayed to the left of their name along with their total period load for the day.

Below is a detailed timetable grid:

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL								
1													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	27.50	NA	NA	
1	L	L	L	L	L	L	L	L	L	L	L		6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	L	L	L	L	L	L	L	L	L	L	L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1	L	L	L	L	L	L	L	L	L	L	L		4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1	L	L	L	L	L	L	L	L	L	L	L		6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
1	L	L	L	L	L	L	L	L	L	L	L		6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
1	L							L	L	L	L		1.20	Batel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1								L	L	L	L		2.00	Jackson, Chris	8	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1								M	M	Y	L		1.50	Burrows, Kelly	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60
1													2.00	Cheng, William	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00

The selected period is displayed and the relevant column is shaded pale green.

INDEX

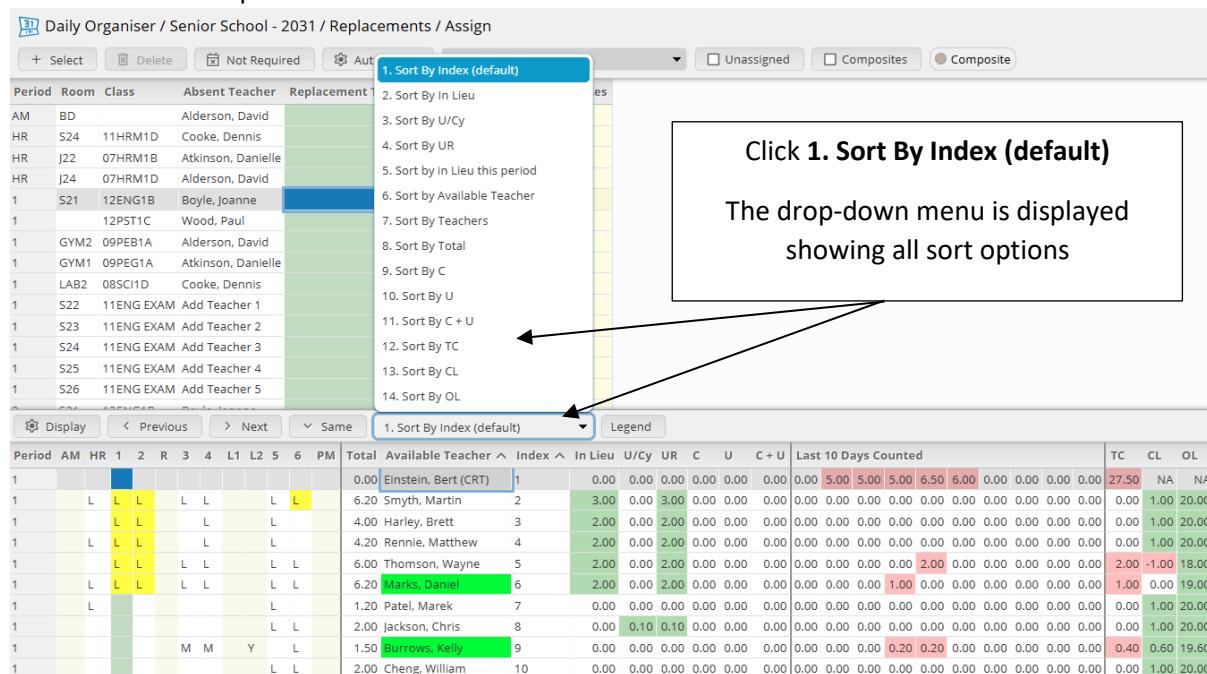
The index is a ranking that is automatically calculated to prioritise the staff for allocation of replacements. Casual teachers are always ranked first in the index calculations. The algorithm used to calculate the index for teachers considers the following factors in determining this ranking:

- in lieu
- uncounted/cycle
- total load for the day
- cycle limit
- overall limit
- priority

There are several ways in which the order of the teachers in the lower pane can be displayed. The default setting is “Sort By Index”. This results in high priority teachers at the top of the list.

When assigning replacement teachers, the following should be prioritised:

- Casual teachers
- In lieu
- Uncounted/cycle
- Counted replacements



Click 1. Sort By Index (default)
The drop-down menu is displayed showing all sort options

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL					
1													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA			
1			L	L	L	L	L	L	L	L	L		6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1			L	L	L	L	L	L	L	L	L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1			L	L	L	L	L	L	L	L	L		4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1			L	L	L	L	L	L	L	L	L		6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1			L	L	L	L	L	L	L	L	L		6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00	
1			L										1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1													2.00	Jackson, Chris	8	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1													1.50	Burrows, Kelly	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.40	0.60	19.60
1													2.00	Cheng, William	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	

Casual teachers are always listed at the top of the list irrespective of how the list is sorted.

TEACHERS LOAD AVAILABILITY AND COUNTS

The data to the right of the Index column is colour coded to help Daily Organisers assign replacement teachers.

Display												1. Sort By Index (default)	Legend																
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL				
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA		
AM	L	L	L	L	L	L	L	L	L	L	L		6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	L	L	L	L	L	L	L	L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	L	L	L	L	L	L	L	L		4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	L	L	L	L	L	L	L	L		6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00	-1.00	18.00
AM	L	L	L	L	L	L	L	L	L	L	L		6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	1.00	0.00	19.00
AM	L	L	L	Y	L	L	L	L	L	L	L		3.70	Gibson, Monique	7	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	Y	L	L	L	L	L	L	L		3.70	Murphy, John	8	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	L	L	L	L	L	L	L	L		5.00	Walker, Sam	9	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM	L	L	L	Y	L	L	L	L	L	L	L		5.70	Knight, Natalie	10	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	

The green cells indicate the load of replacements that teachers are available to be assigned:

- In Lieu: the available replacements to be used today due to cancelled classes
- U/Cy: the available replacements due to a teacher being underload
- UR: the total of In Lieu and U/Cy replacements
- CL: the load of counted replacements a teacher can be given per cycle
- OL: the load of counted replacements a teacher can be given in this dataset

Cells in the following columns will be pink once replacements have been assigned:

- C: the load of counted replacements assigned on the selected day
- U: the load of In Lieu and U/Cy replacements assigned on the selected day
- C+U: the total of the above two

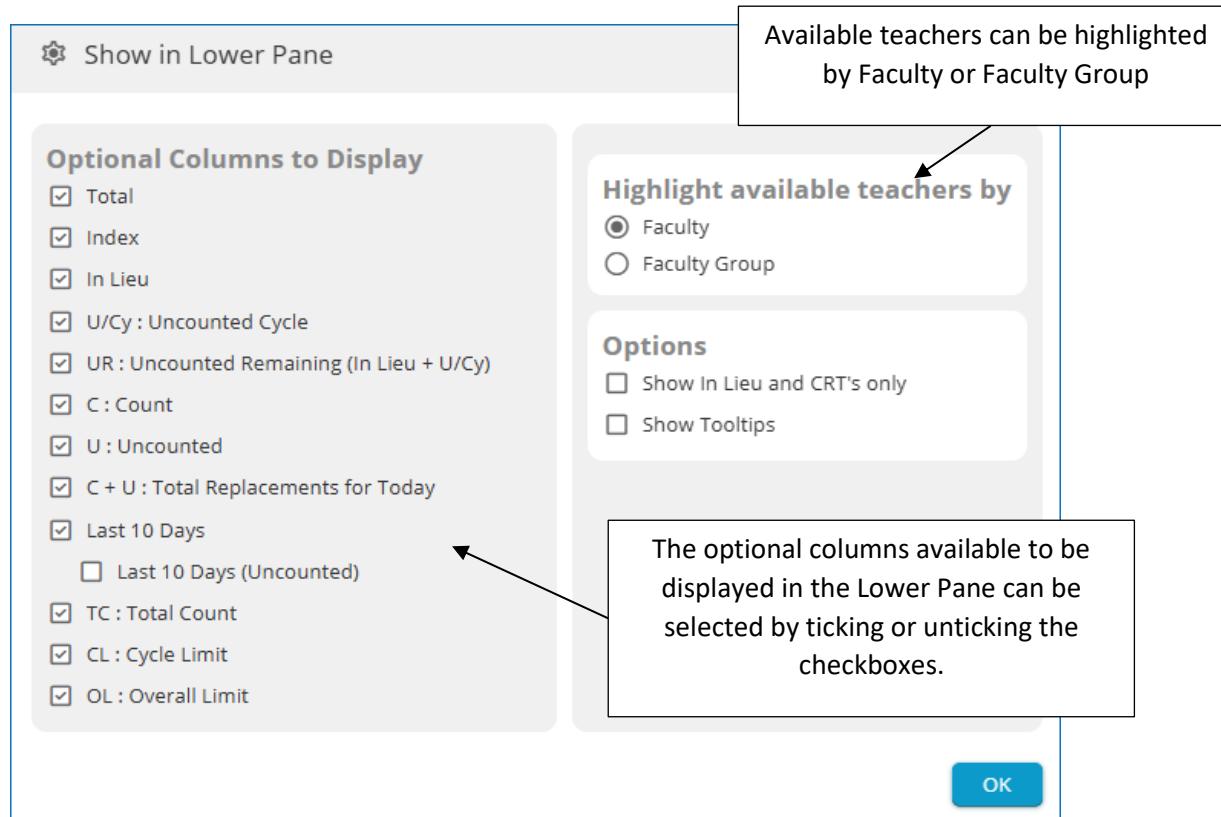
The pink cells indicate the count of replacements already assigned:

- Last 10 Days Counted: the load of counted replacements assigned for each day for the last 10 days
- TC: the total load of counted replacements that have already been assigned in this dataset

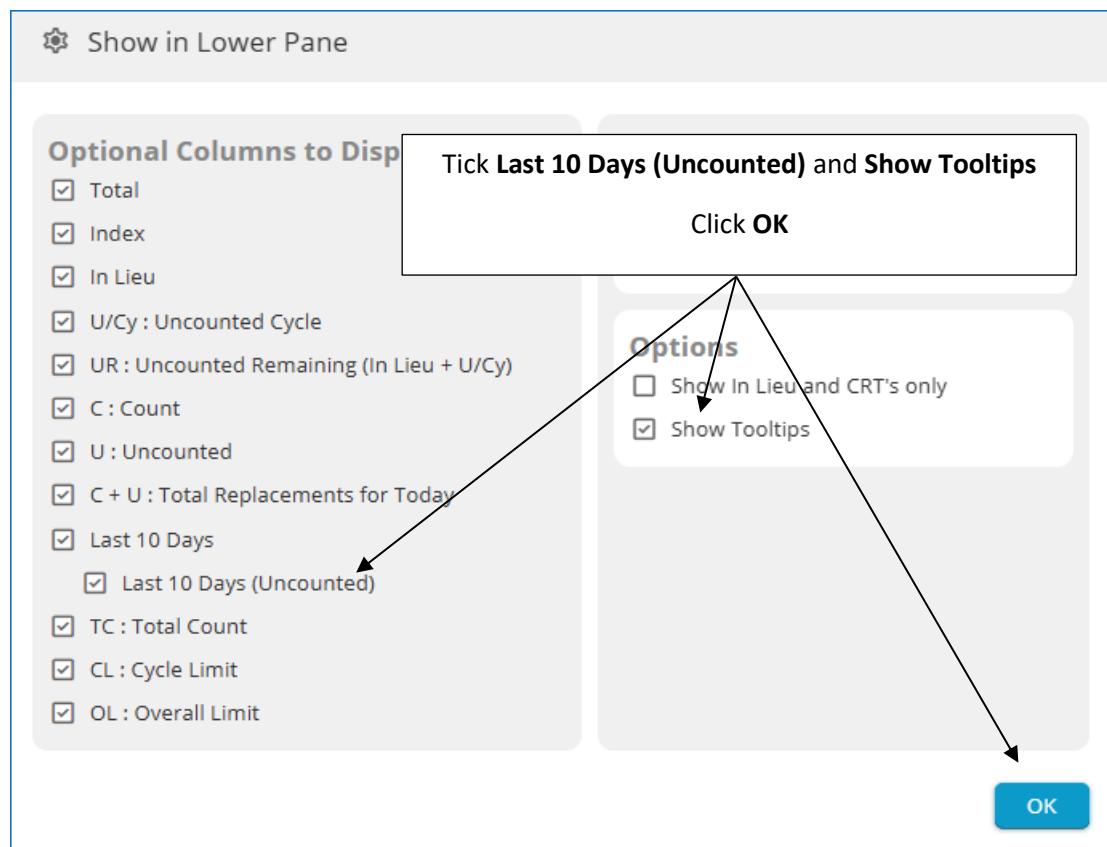
SELECT INFORMATION TO DISPLAY IN LOWER PANE

It is possible for the Daily Organiser to personalise the data displayed in the lower pane. The Period, Available Teacher and summary timetable columns are always displayed. All other columns can be displayed or hidden.

Display												1. Sort By Index (default)	Legend									
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
AM								L	L	L	L		6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00
AM								L	L	L	L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00
AM								L	L	L	L		4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00



The display can be changed to show Last 10 days (Uncounted) instead of Last 10 days (Counted).



Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Uncounted	TC	CL	OL				
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA		
AM		L	L	L		L	L	L	L				6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM			L	L		L		L					4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM		L	L	L		L		L					4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM			L	L		L	L	L	L				6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
AM			L	L		L	L	L	L				6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
AM			L	L		Y	L	L					3.70	Gibson, Monique	7	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	20.00
AM			L	L		L	Y	L					3.70	Murphy, John	8	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	0.00	0.00	20.00
AM			L	L		L		L	L				5.00	Walker, Sam	9	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	20.00
AM		L	L	L	Y	L		L	L				5.70	Knight, Natalie	10	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	20.00
AM			L					L					1.20	Patel, Marek	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
AM								L	L													0.00	0.00	0.00	0.00				

The details for the Last 10 Days Uncounted replacements are now displayed.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Uncounted	TC	CL	OL						
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA			
AM		L	L	L		L	L	L	L				4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00			
AM			L	L	L		L	L					6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00		
AM			L	L	L		L	L	L				6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00		
AM			L	L	L	Y	L	L					3.70	Gibson, Monique	7	0.50	0.00	0.50	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L	L	L	L	Y	L					3.70	Murphy, John	8	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	0.00	0.00	1.00	20.00		
AM			L	L	L	L	L	L					5.00	Walker, Sam	9	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L	L	L	Y	L	L					5.70	Knight, Natalie	10	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L				L		L				1.20	Patel, Marek	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM								L	L					2.00	Jackson, Chris	12	0.00	0.10	0.10	0.00	0.00	0.00	0.00	1.40	0.50	0.00	0.00	0.00	0.00	1.00	20.00
AM																															

Hover over a number and the date that the replacement was assigned is displayed.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Uncounted	TC	CL	OL						
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA			
AM			L	L	L	L	L	L					4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00			
AM			L	L	L	L	L	L					6.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00		
AM			L	L	L	L	L	L					6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00		
AM			L	L	L	Y	L	L					3.70	Gibson, Monique	7	0.50	0.00	0.50	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L	L	L	L	Y	L					3.70	Murphy, John	8	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	0.00	0.00	0.00	20.00		
AM			L	L	L	L	L	L					5.00	Walker, Sam	9	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L	L	L	Y	L	L					5.70	Knight, Natalie	10	0.00	1.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM			L				L		L				1.20	Patel, Marek	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
AM								L	L					2.00	Jackson, Chris	12	0.00	0.10	0.10	0.00	0.00	0.00	0.00	1.40	0.50	0.00	0.00	0.00	0.00	1.00	20.00
AM																															

Click Display, untick Last 10 Days (Uncounted) and Show Tooltips

Click OK

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	21	

Additional Information

Student List (11HRM1D)

No Student

- 1 Acosta, Kirstin
- 2 Amorello, Rick
- 3 Auerbach, Anthony
- 4 Balian, Bethany
- 5 Blackburn, Gavin
- 6 Bredow, Joseph
- 7 Brower, Jay
- 8 Calmese, Frederick
- 9 Cardone, Daniel
- 10 Corley, Silas

Click on the number of students in the top pane to see a list of students in the class or activity

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	

Additional Information

Teacher Timetable (Burrows, Kelly)

Period	Class / Activity	Room	Details / Changes
AM			
HR			
1			
2			
R			
3	DPMTG3		Meeting
4	DPMTG4		Meeting
L1			
L2		CN	Yard Duty
5			
6	12ENG1C	S21	
PM			

Click anywhere along a row in the lower pane to see the teacher's timetable

GAUGE TEACHER REQUIREMENTS

Before allocating replacement teachers, it is important to get an overview of how many replacements are needed for the day and determine if casual teachers are required.



On the Task Tree select:
[11B] Replacements - Gauge

This screen displays summary information on a period-by-period basis. For each lesson, there are details of the number of cancelled lessons, in lieu replacements available and replacement teachers needed. It also calculates the net number of teachers required each lesson. This is useful in determining if a casual teacher is required.

The first three columns show the number of cancelled lessons, in lieu replacements available and the initial number of replacements required. This information is not updated as replacement teachers are assigned.

The last two columns show the number of replacements currently required and the number of available teachers. These values are updated each time a replacement is assigned.

Daily Organiser / Senior School - 2031 / Replacements / Gauge

Shortfall

Period	Cancelled	In Lieu	Initial Replacements Required	Initial Difference	Remaining Replacements Required	Available Teachers
HR	1	0	3	-3	3	20
1	6	5	10	-5	10	22
2	6	5	9	-4	9	22
3	0	0	6	-6	6	14
4	0	0	5	-5	5	14
5	0	0	7	-7	7	14
6	1	1	7	-6	7	16

The Initial Difference column is the most important. It is the difference between the number of in lieu lessons and the initial number of replacements required. This value is not updated each time a replacement is assigned.

For each period, if the Initial Difference value is:

- Zero: There are enough in lieu replacements to cover all classes.
- Greater than zero (green cells): There is an excess of in lieu replacements, more than enough to cover all classes this period. Excess could be used in other periods.
- Less than zero (red cells): There is a shortfall of in lieu replacements, more teachers will be needed to cover classes for this period. These replacement teachers can come from either unscheduled teachers or casual teachers.

ENTER CASUAL TEACHER AVAILABILITY

In a previous lesson, casual teachers were made available and unavailable on [6C] Teacher Absences - Plan CRT Days. On this screen a casual teacher can be made available or unavailable for the selected day. In this case, Peter Crowe will be made available from Period 3 onwards.



On the Task Tree select:
[11C] Replacements - CRT Availability

31 Daily Organiser / Senior School - 2031 / Replacements / CRT Availability

Teacher Sort Show Load Columns selected: 7 of 10 Available (Plan Days) Unavailable (Plan Days)

No ^ CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile	Other Phone	Notes
1 Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N	5228 3700 0411 555 555		Physics, Chemistry		
2 Einstein, Bert													Full	5228 1111 0400 111 222		Physics, Maths	
3 Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X	X	5228 2222 0401 222 333		English, not on Tuesday		
4 Ball, Megan	N	N	N	N	N	N	N	N	N	N	N	N	5228 2006 0412 444 444		Maths		
5 Crowe, Peter	N	N	N	N	N	N	N	N	N	N	N	N	5228 1999 0400 123 456		English		
6 Daly, Garry	N	N	N	N	N	N	N	N	N	N	N	N	5228 2021 0411 987 654		Maths, Science		
7 Eisenhuth, Stephen															Science		
8 Fitzpatrick, Narelle															Psychology, Music		
9 Kong, Mark															Physics Chemistry		
10 Lunt, Andrew															Maths		
11 McGucken, Matthew																	

The colour shadings indicate casual teacher availability. Bert Einstein (green) and Billy Shakespeare (red) were entered on [6C] Teacher Absences - Plan CRT Days.

Other casual teachers have an "N" in each cell. This indicates that they have not been made available at this stage.

31 Daily Organiser / Senior School - 2031 / Replacements / CRT Availability

Teacher Sort Show Load Columns selected: 7 of 10 Available (Plan Days) Unavailable (Plan Days)

Available Period Available Day Unavailable Period Unavailable Day

No ^ CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile	Other Phone	Notes
1 Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N	5228 3700 0411 555 555		Physics, Chemistry		
2 Einstein, Bert													Full	5228 1111 0400 111 222		Physics, Maths	
3 Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X	X	5228 2222 0401 222 333		English, not on Tuesday		
4 Ball, Megan	N	N	N	N	N	N	N	N	N	N	N	N	5228 2006 0412 444 444		Maths		
5 Crowe, Peter	N	N	N	N	N	N	N	N	N	N	N	N	5228 1999 0400 123 456		English		
6 Daly, Garry	N	N	N	N	N	N	N	N	N	N	N	N	5228 2021 0411 987 654		Maths, Science		
7 Eisenhuth, Stephen															Science		
8 Fitzpatrick, Narelle															Psychology, Music		
9 Kong, Mark															Physics Chemistry		
10 Lunt, Andrew															Maths		
11 McGucken, Matthew																	

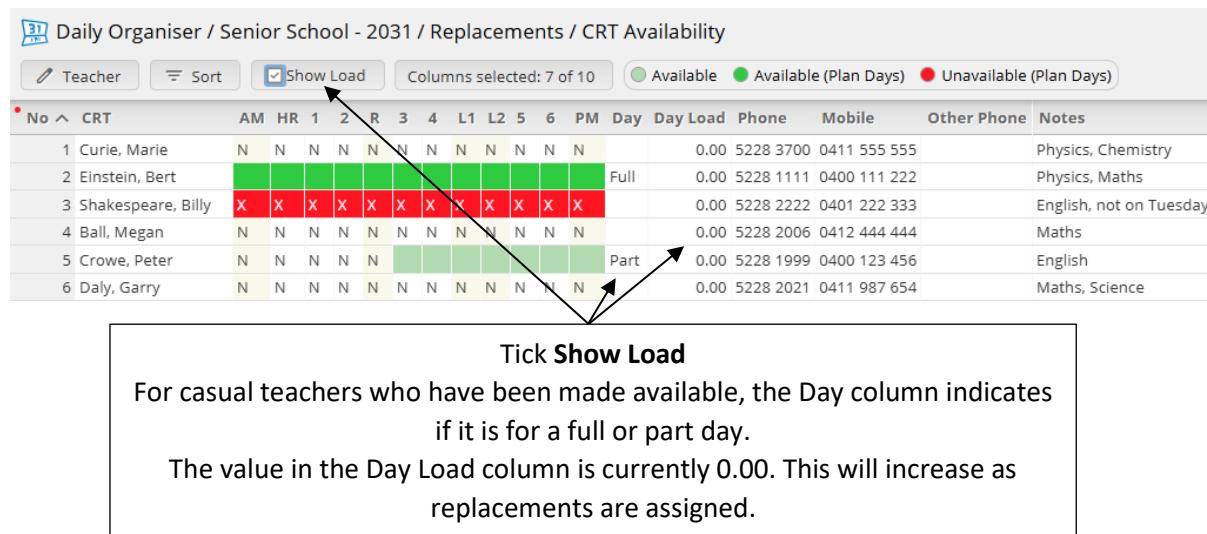
Click N in Period 3 for Peter Crowe and click Teacher then select Available Period
Alternatively, double click on the cell

31 Daily Organiser / Senior School - 2031 / Replacements / CRT Availability

Teacher Sort Show Load Columns selected: 7 of 10 Available Available (Plan Days) Unavailable (Plan Days)

No ^ CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile	Other Phone	Notes
1 Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N	5228 3700 0411 555 555		Physics, Chemistry		
2 Einstein, Bert													Full	5228 1111 0400 111 222		Physics, Maths	
3 Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X	X	5228 2222 0401 222 333		English, not on Tuesday		
4 Ball, Megan	N	N	N	N	N	N	N	N	N	N	N	N	5228 2006 0412 444 444		Maths		
5 Crowe, Peter	N	N	N	N	N	N	N	N	N	N	N	N	5228 1999 0400 123 456		English		
6 Daly, Garry	N	N	N	N	N	N	N	N	N	N	N	N	5228 2021 0411 987 654		Maths, Science		
7 Eisenhuth, Stephen															Science		
8 Fitzpatrick, Narelle															Psychology, Music		
9 Kong, Mark															Physics Chemistry		
10 Lunt, Andrew															Maths		
11 McGucken, Matthew																	

Repeat for all periods and yard duty sessions after Period 3



Tick Show Load

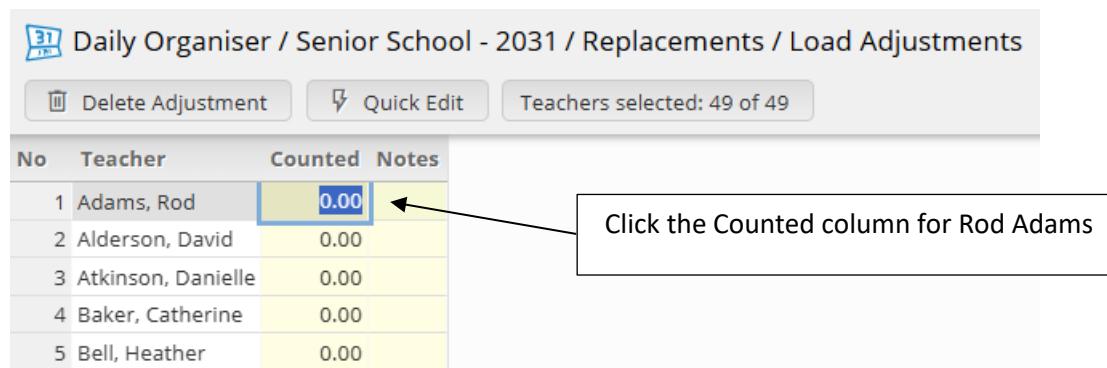
For casual teachers who have been made available, the Day column indicates if it is for a full or part day.

The value in the Day Load column is currently 0.00. This will increase as replacements are assigned.

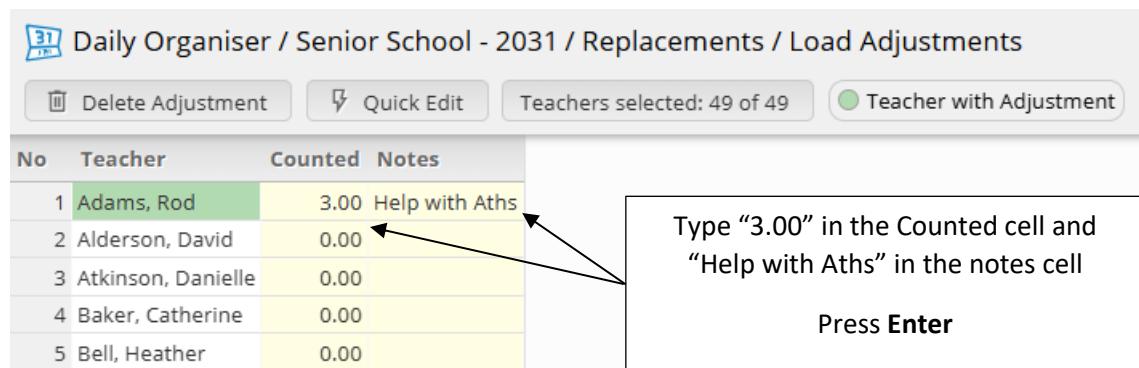
LOAD ADJUSTMENTS

It is possible to adjust the number of counted replacements assigned to a teacher. For example, Rod Adams has offered to help the Sports Co-ordinator for a day to set up for the Athletics Sports and the Principal has agreed that this will count as 3 replacement classes.

 **On the Task Tree select:**
[11D] Replacements - Load Adjustments



Click the Counted column for Rod Adams



Type “3.00” in the Counted cell and “Help with Aths” in the notes cell
Press **Enter**

Any teacher who has been given a load adjustment is shaded green. Details of the adjustment are displayed in the Additional Information when you select the teacher.

No	Teacher	Counted	Notes
1	Adams, Rod	3.00	Help with Aths
2	Alderson, David	0.00	
3	Atkinson, Danielle	0.00	
4	Baker, Catherine	0.00	
5	Bell, Heather	0.00	
6	Boswick, Sam	0.00	
7	Boyle, Joanne	0.00	
8	Burrows, Kelly	0.00	
9	Butler, Alison	0.00	
10	Carter, Leanne	0.00	
11	Chappell, Judy	0.00	
12	Cheng, William	0.00	
13	Clark, Allison	0.00	
14	Clark, Megan	0.00	
15	Connolly, Jenny	0.00	

Click on **Megan Clark** and the details are shown in the Additional Information



On the Task Tree select:
[11A] Replacements - Assign

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL												
AM			L	L		L	L	Y				PM	4.50	Newman, Peter	24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	Y			L		PM	4.70	Dalton, James	25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	Y	L		L		PM	4.70	Pearson, Sean	26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	5.00	Gibson, Shirley	27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	5.20	Connolly, Jenny	28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	5.20	Feng, Jenny	29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	5.70	White, Eva	30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	1.50	Clark, Megan	31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	3.00	0.00	0.00	0.00	0.00	3.00	-3.00	17.00	0.00	0.00	19.00
AM			L						L			PM	2.00	Jones, Adam	32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L						L			PM	1.00	Adams, Rod	33	0.00	0.00	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	7.00	0.00	0.00	20.00	
AM			L	L	L	L	L	L		L		PM	3.20	Jackson, Toni	34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L	L	L	L	L	L		L		PM	4.00	Kelly, Rachel	35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L	L	L	L	L	L		L		PM	4.00	Mullins, Sharon	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L	L	L	L	L	L		L		PM	4.50	Manning, Kathy	37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L	L	L	L	L	L		L		PM	5.40	Carter, Leanne	38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	19.00	
AM			L	L	L	L	L	L		L		PM	6.00	Clark, Allison	39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.00	

In the lower pane scroll down to Rod Adams. The load adjustment has been added to his Counted column.

ASSIGN REPLACEMENT TEACHERS

The process of assigning replacement teachers is central to Daily Organiser. Replacement teachers can be assigned to classes from the upper pane, the lower pane or by using the Select button.

In the lower pane available teachers are displayed with details of their faculty along with their availability for Counted, Uncounted/Cycle and In Lieu replacements.

Note: When teachers are available for all three types of replacements they are assigned in the following order:

- in lieu (must be used on the selected day)
- uncounted/cycle (must be used in the current cycle)
- counted

To assign from the upper pane, double click in the Replacement Teacher cell and the first available teacher from the lower pane will be assigned. In this case, the available teachers have been sorted by Index.

Double click in the Replacement Teacher column for David Alderson who is absent for his AM Bus Duty

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD	11HRM1D	Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SC11D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/CY	U/U	C	U	C + U	Last 10 Days Counted	TC	CL	OL											
AM			L	L	L	L	L	L	L				0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	27.50	NA	NA				
AM			L	L	L	L	L	L	L				3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00				
AM			L	L	L	L	L	L	L				2.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00			
AM			L	L	L	L	L	L	L				2.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00			
AM			L	L	L	L	L	L	L				4.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00		

The first available teacher, casual teacher Bert Einstein, has been assigned as the replacement teacher and a value of 0.20 has been recorded in the Count column.

The blue highlighted cell has moved down to the next class 11HRM1D that needs a replacement teacher.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD	11HRM1D	Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

1. Sort By Index (default)												Legend										
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	
HR	C												0.00	Einstein, Bert (CRT)	1		0.00	0.00	0.00	0.20	0.00	0.20
HR			L	L		L							2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00
HR			L	L	L	L							4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00
HR			L	L	L	L							5.00	Walker, Sam	4	0.00	1.00	1.00	0.00	0.00	0.00	0.00
HR													2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00

Available teachers for Homeroom
are now displayed in the lower pane.

When a counted replacement is assigned to a teacher, data in the C, Last 10 Days, Cycle Limit and Overall Limit columns in the lower pane are automatically updated.

Bert Einstein's data in the lower pane has been updated.

 The C under AM in his timetable summary indicates that he has been assigned a counted replacement.

 Note: The count value 0.20 is displayed in the C, C+U and the first of the Last 10 Days (Counted) columns. The Total Count (TC) column has been updated.

1. Sort By Index (default)												Legend											
Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL		
HR	C								0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	6.50	0.00	0.00	0.00
HR			L	L	L				2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
HR			L	L	L	L			4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	
HR			L	L	L	L			5.00	Walker, Sam	4	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
HR									2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	

A double click on a teacher's name in the lower pane will assign that teacher to the class selected in the upper pane. In this case, a teacher with an in lieu replacement available will be selected.

Double click Brett Harley in the lower pane

1. Sort By Index (default)												Legend														
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL	
AM	BD												0.20	Alderson, David	0.20	0.00	0.20	0.00	0.20	0.00	0.00	0.00	0.00	27.70	NA	NA
HR	S24	11HRM1D	Cooke, Dennis	Einstein, Bert									0.20	0.00	25								1.00	20.00		
HR	J22	07HRM1B	Atkinson, Danielle										0.20	0.00	26								0.00	1.00	20.00	
HR	J24	07HRM1D	Alderson, David										0.20	0.00	26								0.00	-1.00	18.00	
1	S21	12ENG1B	Boyle, Joanne										1.00	0.00	20								0.00	1.00	20.00	
1		12PST1C	Wood, Paul										1.00	0.00	17								0.00	1.00	20.00	
1	GYM2	09PEB1A	Alderson, David										1.00	0.00	24								0.00	1.00	20.00	
1	GYM1	09PEG1A	Atkinson, Danielle										1.00	0.00	26								0.00	1.00	20.00	
1	LAB2	08SC11D	Cooke, Dennis										1.00	0.00	27								0.00	1.00	20.00	
1	S22	11ENG EXAM	Add Teacher 1										1.00	0.00	19								0.00	1.00	20.00	
1	S23	11ENG EXAM	Add Teacher 2										1.00	0.00	21								0.00	1.00	20.00	
1	S24	11ENG EXAM	Add Teacher 3										1.00	0.00	22								0.00	1.00	20.00	

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassign

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Harley, Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Total Available Teacher ^ Index ^ In Lieu U/Cy UR C U C+U Last 10 Days Counted

Brett Harley has been assigned and the count value is 0.00 indicating that it is an uncounted replacement.

To see the changes in the lower pane, click **Next**

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Index (default) Legend

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD							
HR	S24	11HRM1D						
HR	J22	07HRM1B						
HR	J24	07HRM1D						
1	S21	12ENG1B						
1		12PST1C						
1	GYM2	09PEB1A						
1	GYM1	09PEG1A						
1	LAB2	08SCI1D						
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	21	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	

A number of columns have been updated in the lower pane.

In the timetable summary next to Brett Harley, a D in the HR column indicates a replacement that did not count.

The values in the In Lieu and Uncounted Remaining (UR) columns have been decreased by 0.20. The value 0.20 is displayed in the U and C+U columns.

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Total Available Teacher ^ Index ^ In Lieu U/Cy UR C U C+U Last 10 Days Counted TC CL OL

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher ^	Index ^	In Lieu	U/Cy	UR	C	U	C+U	Last 10 Days Counted	TC	CL	OL											
1	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	0.00	27.70	NA	NA		
1	L	L	L	L	L	L	L						3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1	L	L	L	L	L	L	L						2.20	Rennie, Matthew	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1	L	L	L	L	L	L	L						4.00	Thomson, Wayne	4	4.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1	L	L	L	L	L	L	L						4.20	Marks, Daniel	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	2.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00	
1	D	L	L	L	L	L	L						2.20	Harley, Brett	6	1.80	0.00	1.80	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1	L												1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		

Replacement teachers can be removed by selecting the teacher and using the Delete button or by double clicking on the teacher's name.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default)

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Harley, Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

In HR, double click Brett Harley to remove him as a replacement teacher for 11HRM1D

Daily Organiser / Senior School - 2031 / Replacements / Assign

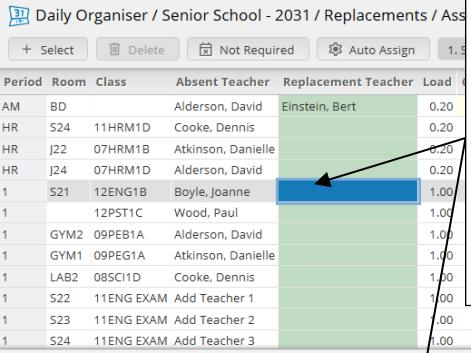
+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Harley, Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

The teacher has been removed.

ASSIGN TEACHERS FROM THE SAME FACULTY

If faculties and faculty groups have been set up in the timetable file, they can be useful when allocating replacements. The default setting is to show teachers in the same faculty as the selected class.



Click the Replacement Teacher Column for Joanne Boyle in Period 1

12ENG1B is the selected class so teachers from the same faculty are highlighted green in the lower pane.

Double click **Daniel Marks** to assign this English faculty teacher as the replacement teacher for this class

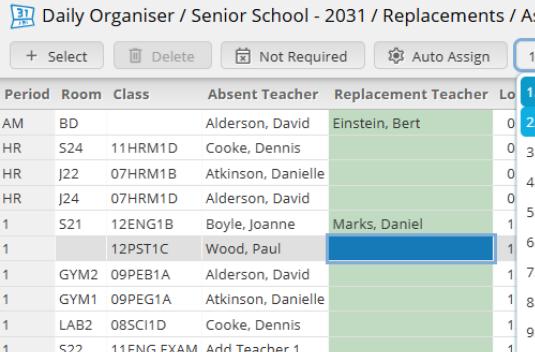
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher ^	Index ^	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL											
1	C				L	L	L	L	L	L	L		0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA		
1		L	L	L	L	L	L	L	L	L	L		3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1		L	L	L	L	L	L	L	L	L	L		2.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L	L	L	L	L	L	L	L		2.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L	L	L	L	L	L	L	L		4.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1		L	L	L	L	L	L	L	L	L	L		4.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	19.00		
1		L	L	L	L	L	L	L	L	L	L		1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L	L	L	L	L	L	L	L		2.00	Jackson, Chris	8	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1				M	M	Y	L						1.50	Burrows, Kelly	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60	
1								L	L				2.00	Cheng, William	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		

ASSIGN ONE TEACHER TO MULTIPLE REPLACEMENT CLASSES

The ability to sort data in the upper pane is useful when assigning multiple replacements to one teacher. It can be used to assign:

- one replacement teacher to all sessions of an activity
- a casual teacher to all classes of a teacher who is absent

In this example, Martin Smyth will be assigned as Additional Teacher 1 to all sessions of the Yr 11 English Exam in S23.



The data in the upper pane is currently sorted in period order.

To change this, click the drop-down menu and select **2. Sort By Absent Teacher**

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher ^	Index ^	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL										
AM	BD												0.00	Einstein, Bert	0	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA	
HR	S24	11HRM1D											0.00	Cooke, Dennis	0	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
HR	J22	07HRM1B											0.00	Atkinson, Danielle	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
HR	J24	07HRM1D											0.00	Alderson, David	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	S21	12ENG1B											0.00	Boyle, Joanne	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		12PST1C											0.00	Wood, Paul	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	GYM2	09PEB1A											0.00	Alderson, David	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	GYM1	09PEG1A											0.00	Atkinson, Danielle	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	LAB2	08SCI1D											0.00	Cooke, Dennis	0	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	S22	11ENG EXAM	Add Teacher 1										0.00		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	S23	11ENG EXAM	Add Teacher 2										0.00		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	S24	11ENG EXAM	Add Teacher 3										0.00		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
2	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
R	S22	11ENG EXAM	Add Teacher 1		0.50	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
R	S23	11ENG EXAM	Add Teacher 2		0.50	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
R	S24	11ENG EXAM	Add Teacher 3		0.50	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
R	S25	11ENG EXAM	Add Teacher 4		0.50	0.00	21	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted							
1	C				R							PM	0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00
1		L	L	L	L	L	L	L	L	L	L	3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1		L	L	L	L	L	L	L	L	L	L	2.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1	L	L	L	L	L	L	L	L	L	L	L	2.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1																													

Use the scroll bar to scroll to the top of the upper pane.

Click in the Replacement Teacher column for Add Teacher 1 in Period 1

In the lower pane, double click Martin Smyth

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
2	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
R	S22	11ENG EXAM	Add Teacher 1		0.50	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
R	S23	11ENG EXAM	Add Teacher 2		0.50	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
R	S24	11ENG EXAM	Add Teacher 3		0.50	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
R	S25	11ENG EXAM	Add Teacher 4		0.50	0.00	21	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted							
2	C				R							PM	0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00
2		L	L	L	L	L	L	L	L	L	L	2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2		L	L	L	L	L	L	L	L	L	L	2.20	Rennie, Matthew	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	L	D	L	L	L	L	L	L	L	L	L	4.20	Smyth, Martin	4	2.00	0.00	2.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	L	L	L	L	L	L	L	L	L	L	L	4.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2																													

Martin Smyth has moved further down the Index list and his In Lieu classes have reduced to 2.00.

Double click on Martin Smyth to assign him to the 11 ENG EXAM for Period 2 and Recess

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
2	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
R	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	0.50	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
R	S23	11ENG EXAM	Add Teacher 2		0.50	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
R	S24	11ENG EXAM	Add Teacher 3		0.50	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
R	S25	11ENG EXAM	Add Teacher 4		0.50	0.00	21	

Display < Previous > Next Same 1. Sort By Index (default) Legend

Martin Smyth has now been assigned to all sessions of the 11 ENG EXAM as Add Teacher 1 in S22.

Another example is when a specialist casual teacher has been employed and they need to be assigned to all classes of an absent teacher. In this case, Dennis Cooke, a Maths/Science teacher is absent, and all classes are to be assigned to Bert Einstein.

Use the top scroll bar to scroll down to Dennis Cooke's classes

Double click in the Replacement Teacher column for Dennis Cooke in Period HR to assign the first available teacher Bert Einstein

Bert Einstein has been assigned to the class.

Repeat this process by double clicking in the Replacement Teacher column for the rest of Dennis Cooke's classes

Click **Bert Einstein** in the upper pane and his timetable appears in the Additional Information

Additional Information

Teacher Timetable (Einstein, Bert)

Period	Class / Activity	Room	Details / Changes
AM		BD	Replaces teacher Alderson, David
HR	11HRM1D	S24	Replaces teacher Cooke, Dennis
1	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
2	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
R			Available
3	10MAT1B	M17	Replaces teacher Cooke, Dennis
4	11PHY1A	LAB2	Replaces teacher Cooke, Dennis
L1			Available
L2			Available
5	12PHY1B	LAB2	Replaces teacher Cooke, Dennis
6	12PHY1A	LAB2	Replaces teacher Cooke, Dennis
PM			Available

Bert Einstein's timetable has been updated with all his allocations.

 On the Task Tree select:
[11C] Replacements - CRT Availability

Daily Organiser / Senior School - 2031 / Replacements / CRT Availability

No	CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Day Load	Phone	Mobile	Other Phone	Notes
1	Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N	0.00	5228 3700	0411 555 555		Physics, Chemistry	
2	Einstein, Bert	C	C	C	C	C	C	C			C	C	Full	6.40	5228 1111	0400 111 222		Physics, Maths	
3	Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X		0.00	5228 2222	0401 222 333		English, not on Tuesday	
4	Ball, Megan	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 2006	0412 444 444		Maths	
5	Crowe, Peter																	English	
6	Daly, Garry																	Maths, Science	

Details of Bert Einstein's replacements have been updated. In the period columns a C represents a counted replacement, and the Day Load column has his total load for the day.

 On the Task Tree select:
[11A] Replacements - Assign

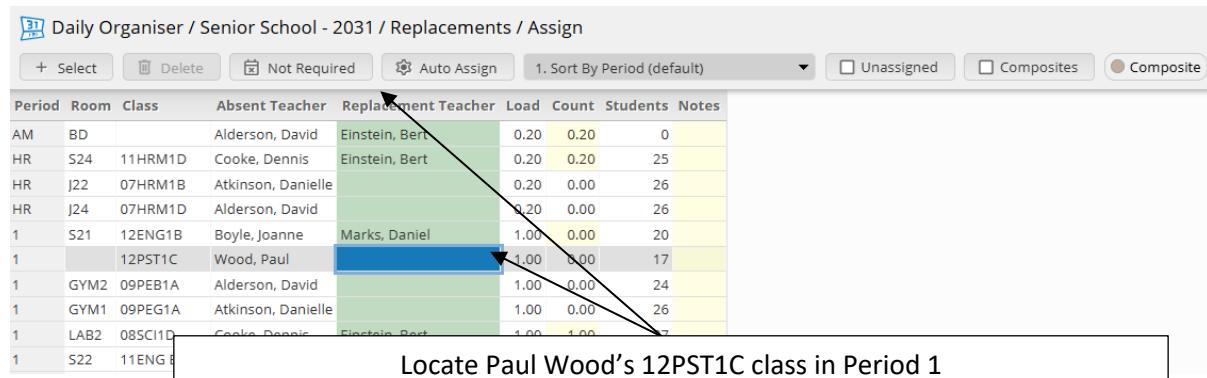
Daily Organiser / Senior School - 2031 / Replacements / Assign

Period	Room	Class	Absent Teacher	Replacement Teacher	Load
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.0
2	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.0
R	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	0.0
1	S23	11ENG EXAM	Add Teacher 2		1.0
2	S23	11ENG EXAM	Add Teacher 2		1.0
R	S23	11ENG EXAM	Add Teacher 2		0.0
1	S24	11ENG EXAM	Add Teacher 3		1.0
2	S24	11ENG EXAM	Add Teacher 3		1.0
R	S24	11ENG EXAM	Add Teacher 3		0.0
1	S25	11ENG EXAM	Add Teacher 4		1.0
2	S25	11ENG EXAM	Add Teacher 4		1.0
R	S25	11ENG EXAM	Add Teacher 4		0.0

Click the top drop-down menu and select
1. Sort By Period (default)

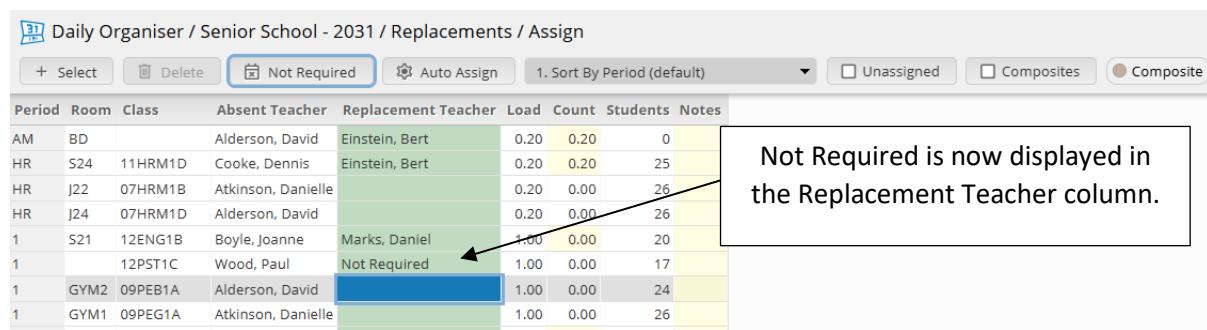
REPLACEMENT NOT REQUIRED

Sometimes a decision is made not to cover a class. For example, a small Yr12 class might be combined with another class, or a Study class might be sent to the Library. In this case, Paul Wood's 12PST1C class in Periods 1 and 2 will go to the Library.

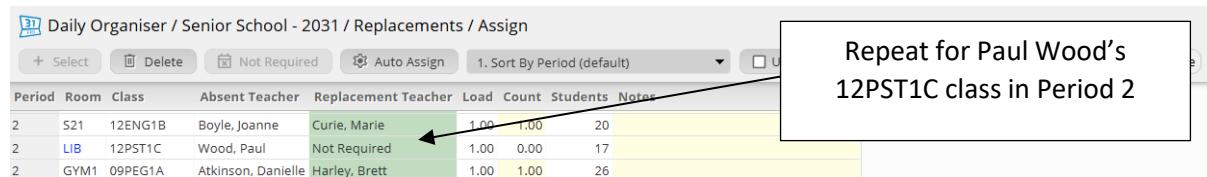


Locate Paul Wood's 12PST1C class in Period 1

Click in the Replacement Teacher column and click **Not Required**



Not Required is now displayed in the Replacement Teacher column.



Repeat for Paul Wood's 12PST1C class in Period 2

EMAIL STUDENTS FROM ASSIGN SCREEN

In Daily Organiser, it is possible to email students and teachers directly. To send emails, email addresses must be entered for students in Student Options [2A] Student Names and for teachers in Timetable Development [4A] Teacher Names. When the timetable is published, these email addresses are available to use in the Daily Organiser dataset.

An email can be sent to students in a particular class directly from the Assign screen. In this case, the 17 students in 12PST1C need to be told to go to the Library in Periods 1 and 2.

Daily Organiser / Senior School - 2031 / Replacements / Assign

Additional Information

Student List (12PST1C)

Click the 17 in the Students column next to 12PST1C in Period 2

The students in this class are displayed in the Additional Information

Click Email

Email

To: Students selected: 17 of 619

Send From: Timetabling Solutions

Attachments:

Merge Fields:

Subject*:

Sans Serif

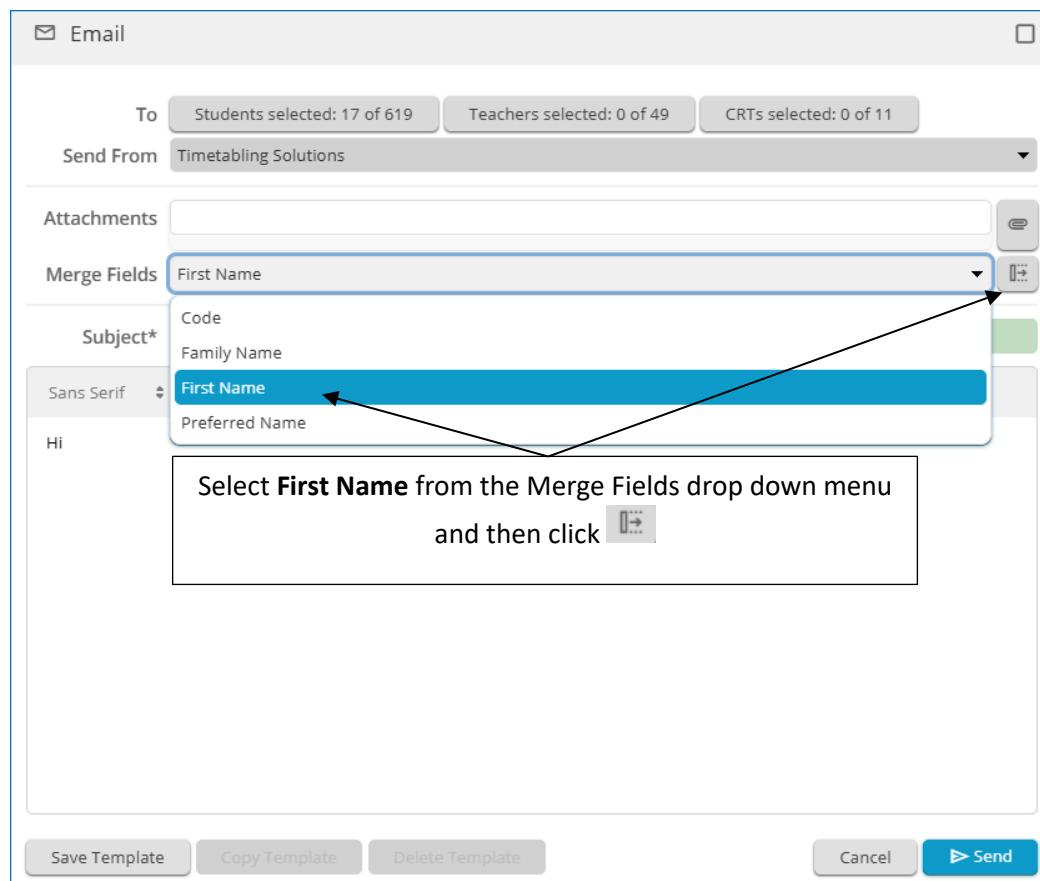
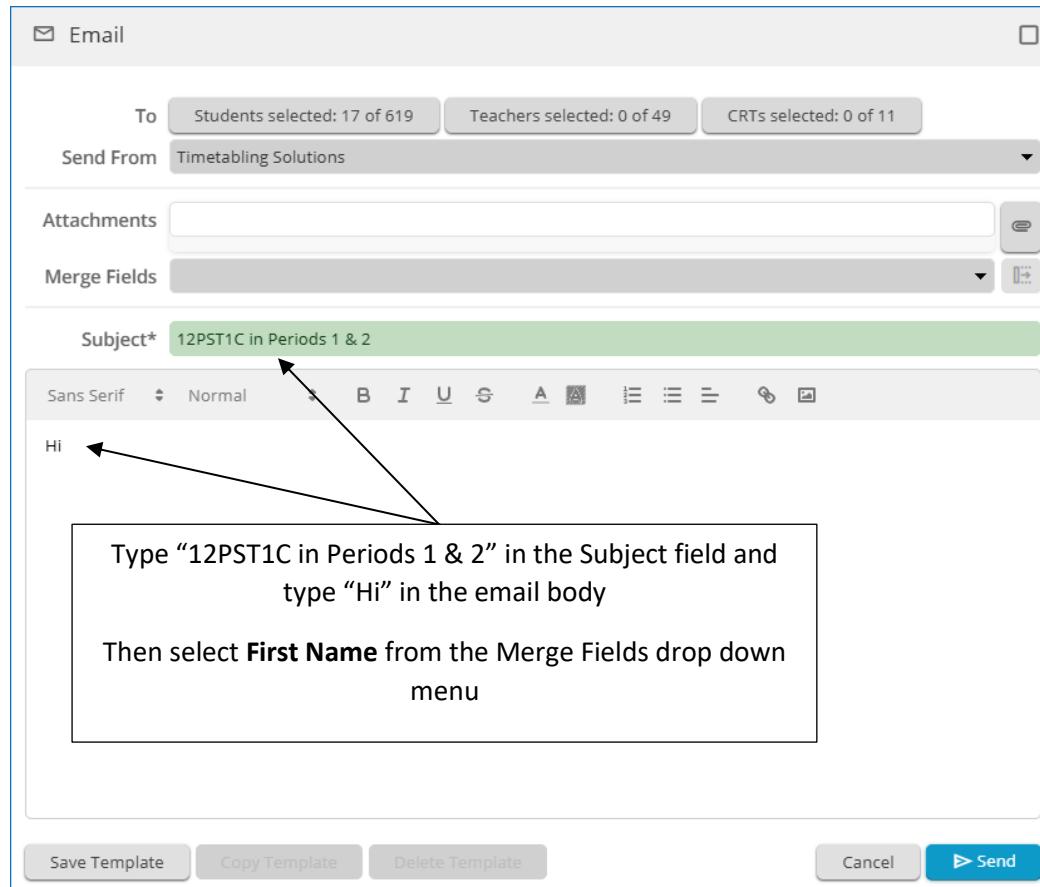
Email body...

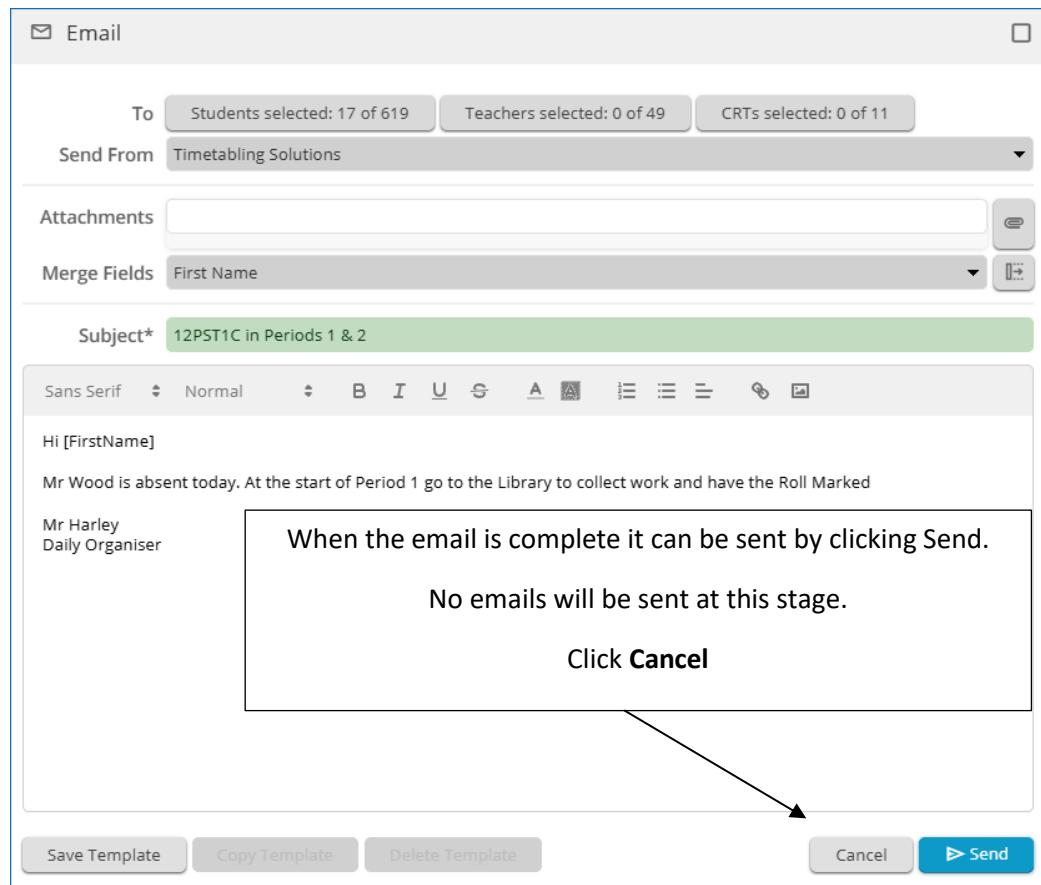
The 17 students in the Study class have been selected.

The default email sender is Timetabling Solutions. Emails can also be sent from Microsoft Office or Google Gmail accounts. This needs to be set up in the Management Portal by your Global Administrator.

Save Template Copy Template Delete Template Cancel ▶ Send

Note: Teachers and CRTs can also be included in emails.





Note: Email templates can be created and saved. This will be shown in a later lesson.

Important Message for Global Administrator

When using the default email settings, all emails are sent from noreply@timetabling.com.au. Some schools have experienced issues with their spam and junk filters not delivering these emails. It is **highly recommended** that the email settings are changed so that all emails are sent directly from your school server using a school email address.

The Global Administrator for your school can configure this in **[2B] Configuration – Settings – Email Server Settings** in the Management Portal.

ASSIGN ONE TEACHER TO TWO DIFFERENT CLASSES IN THE SAME PERIOD

It is possible to assign teachers to more than one class in the same period.

In this example, it is accepted practice to combine Homeroom classes if a teacher is absent. Currently Bert Einstein is taking a Bus Duty and a Homeroom. Dennis Cooke's Homeroom class (11HRM1D) will be taken off Bert Einstein and supervised by the teacher in the adjacent room, John Edwards. John will be taking his usual 11HRM1C as well as 11HRM1D. John Edwards is not in the list of Available Teachers in the lower pane because he has a class this period.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Einstein, Bert	0.20	0.20	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Einstein, Bert	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

Select Teacher

Edwards, John (Own Lesson)

Carter, Leanne (Own Lesson)

Chappell, Judy (Own Lesson)

Connolly, Jenny (Own Lesson)

Cooke, Dennis (Absent own less

Dalton, James (Own Lesson)

Edwards, John (Own Lesson)

Feng, Jenny (Own Lesson)

Fraser, Melissa (Absent own lesson)

Gibson, Monique (Own Lesson)

Jackson, Toni (Own Lesson)

Knight, Natalie (Own Lesson)

Marks, Daniel (Own Lesson)

Murphy, John (Own Lesson)

Sort Display

Note: If Sort is not ticked, the teachers are displayed with the available teachers at the top of the list.

Scroll down and note that the teachers who are not available have the reason displayed after their name.

Click John Edwards (Own Lesson)

Click Apply

② Confirm

Edwards, John is already taking a lesson in HR. Do you want this teacher to take this replacement as well?

Click Yes

No Yes

Daily Organiser

+ Select

Period Room Class

AM	BD	Alderson, David	Einstein, Bert	0.20	0.20	0
HR	S23	11HRM1C	Edwards, John	0.20	0.00	26
HR	S24	11HRM1D	Cooke, Dennis	0.20	0.00	25
HR	J22	07HRM1B	Atkinson, Danielle	0.20	0.00	26
HR	J24	07HRM1D	Alderson, David	0.20	0.00	26

John Edwards is now the replacement teacher for this class and his original class has been added to the list. The value in the Count column is 0.00 because this is not an additional class.

This process can also be used to swap a teacher from one class to another. For example, if a Yr9 Maths teacher is to be removed from their regular class to take a Yr12 Maths replacement. Use Select to assign them to the Yr12 Maths class, unassign them from their Yr9 Maths class and then assign another teacher to this class in that order.

REPLACEMENT NOTES

Notes can be added for timetabled classes, Student Activities and yard duty replacements. It is possible to display the added notes on [15] Teacher Changes and [16] Bulletin.

 Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select  Delete  Not Required  Auto Assign 1. Sort By Period (default)

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24							Click in the Notes column for 11HRM1D and type "Please mark this roll as well as your own" then click away from the cell.

 Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select  Delete  Not Required  Auto Assign 1. Sort By Period (default) Unassigned

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

The note has been recorded. This can now be included on screens [15] Teacher Changes and [16] Bulletin when reports are printed or emailed.

COMPOSITE CLASSES

In Daily Organiser, the default setting for composite classes is that the first class in the composite is displayed on the Assign screen. When replacement teachers are assigned, they are assigned to all instances of the composite class. However, it is possible to display all composite classes and assign different teachers to each one if required.

In this example, Peta Wallen has a composite class in Period 3 of 10MAT1C and 10MAT1V.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta		1.00	0.00	14	
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16	
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	

Use the scroll bar to scroll down to Period 3 and select 10MAT1C

Tick Composites

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta		1.00	0.00	14	
3	M18	10MAT1V	Wallen, Peta		0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16	
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	
4	LAB2	11PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	19	

Both composite classes are now displayed.

Assign Peter Crowe as the replacement teacher to the first composite class

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available	Teacher	Index	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted		
3													0.00	Crowe, Peter (CRT)	1			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L	L				L		L			2.00	Harley, Brett	2			2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L	L	L			L		L			2.20	Rennie, Matthew	3			2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L	L	L	Y		L		L	L		5.70	Knight, Natalie	4			0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L							L			1.20	Patel, Marek	5			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default)

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26

In the Replacement Teacher column Peter Crowe has been added to both composite classes.

The values in the Count column indicate that it is only counting as one replacement.

Note: The replacement teacher is added to both classes whether the checkbox is ticked or unticked. Any change made to the green cell will apply to both the composite classes. A different teacher could be assigned to the second class by editing the teacher in the brown cell.

OVERWRITE A CYCLE OR OVERALL LIMIT

In some cases, it may be necessary to assign a replacement class to a teacher who has already reached their cycle or overall limit. In this case, Adam Jones was given a counted replacement last week which is part of this 10 day cycle.

Click **09ENG1D** in Period 3

Adam Jones has a Cycle Limit of 0.00 as he was given a replacement last week.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16	
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	
4	LAB2	11DHW1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	10	

Display < Previous > Next ▾ Same 1. Sort By Period (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL		
3			L	L				L		L			2.00	Harley, Brett	1	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3			L	L	L			L		L			2.20	Rennie, Matthew	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3			L	L	L	Y		L		L			5.70	Knight, Natalie	3	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L					L		L			1.20	Patel, Marek	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Cheng, William	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			3.20	Young, Bernard	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			5.20	Connolly, Jenny	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			5.20	Feng, Jenny	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Jones, Adam	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00

Display < Previous > Next ▾ Same 1. Sort By Index (default) Legend

Double click Adam Jones in the lower pane

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne		1.00			
3	LAB4	08SCI1A	Wood, Paul		1.00			
3	LAB3	07SCI1B	Fraser, Melissa		1.00			
3	GYM2	07HPE1C	Atkinson, Danielle		1.00			
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	
4	LAB2	11DHW1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	10	

Display < Previous > Next ▾ Same 1. Sort By Period (default) Unassigned Composites Composite

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL		
3			L	L				L		L			2.00	Harley, Brett	1	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3			L	L	L			L		L			2.20	Rennie, Matthew	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3			L	L	L	Y		L		L			5.70	Knight, Natalie	3	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3			L					L		L			1.20	Patel, Marek	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Cheng, William	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			3.20	Young, Bernard	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			5.20	Connolly, Jenny	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			5.20	Feng, Jenny	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3								L		L			2.00	Jones, Adam	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00

Display < Previous > Next ▾ Same 1. Sort By Index (default) Legend

A message appears warning that his load is about to be exceeded.

Click Yes

The cycle limit for the number of replacements taken by teacher Jones, Adam will be exceeded. Do you still want this teacher as a replacement?

No Yes

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.0
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.0
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.0
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.0
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.0

Adam Jones has been assigned to this class.
In the upper pane, scroll up and click any Period 1 class

Display < Previous > Next ▾ Same 1. Sort By Index (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL			
1			L	L		L	L						4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	2.00	0.00	0.00	2.00			
1			L					L					1.20	Patel, Marek	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1								L	L				2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1						M	M		Y	L			1.50	Burrows, Kelly	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.40	19.60
1								L	L				2.00	Cheng, William	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1								L		Y	L		2.50	Rogers, Paul	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1			L			L	L						3.00	Talbot, Peter	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1			L					L	L				3.20	Young, Bernard	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1			L					L	L				3.40	Bell, Heather	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1						Y	L	L	L				3.70	Butler, Alison	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1						C		L	L	L			4.20	Edwards, John	13	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.20	0.80	19.80
1								L	L	Y	L		4.50	Myers, John	14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1								L	L	L	Y	L	4.70	Pearson, Sean	15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
1								M	M	Y	L		1.50	Clark, Megan	16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	3.00	0.00	0.00	17.00
1								L					1.00	Adams, Rod	17	0.00	0.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	7.00
1								C	L		L		3.00	Jones, Adam	18	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
1						Y	L	L	L	L			4.50	Manning, Kathy	19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	0.00	0.00	19.00
1			L					L	U	U	U	L	3.40	Chappell, Judy	20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Adam is now 18th on the index for this period. He has 1.00 replacements today and his cycle limit is -1.00. The negative value indicates that he is over the cycle limit.

ADJUST THE COUNT STATUS OF A REPLACEMENT

There are times when it is necessary to manually adjust the Count value of a replacement lesson. In this example, Kathy Manning will set up the Yr11 English Exam and supervise it in Period 1. This will be counted as two replacements.

Click in the Replacement Teacher cell for Additional Teacher 2 in Period 1

In the lower pane double click Kathy Manning

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20	
1		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	
2	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
2		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
2	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
2	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	

Display < Previous > Next > Same 1. Sort By Index (default) Legend

Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Total Available Teacher ^ Index ^ In Lieu U/Cy UR C U C + U Last 10 Days Counted TC CL OL

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	^	Index	^	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL			
1			L	L	L	L	L						2.00	Harley, Brett	1	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
1			L	L	L	L	L						2.20	Rennie, Matthew	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L	L	L						4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
1			L					L					1.20	Patel, Marek	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1				M	M	Y	L						1.50	Burrows, Kelly	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20	0.00	0.00	0.40	0.60	19.60
1					L	L	L						2.00	Cheng, William	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1			C					L	L				2.20	Jackson, Chris	7	0.00	0.00	0.00	0.10	0.10	0.20	0.10	0.00	0.00	0.00	0.00	0.00	0.10	0.90	19.90
1				L		Y	L						2.50	Rogers, Paul	8	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L	L	L						3.00	Talbot, Peter	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L		L	L	L						3.20	Young, Bernard	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L	L	L						3.40	Bell, Heather	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	Y	L	L	L						3.70	Butler, Alison	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			C	L	L	L	L						4.20	Edwards, John	13	0.00	0.00	0.00	0.20	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.20	0.80	19.80
1			L	L	L	Y	L						4.50	Myers, John	14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L	L	Y	L					4.70	Pearson, Sean	15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1				M	M	Y	L						1.50	Clark, Megan	16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	3.00	0.00	0.00	3.00	-3.00	17.00
1			L					L					1.00	Adams, Rod	17	0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	7.00
1				C	L		L						3.00	Jones, Adam	18	0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
1			Y	L	L	L	L						4.50	Manning, Kathy	19	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
1			L	U	U	U	L	L					3.40	Chappell, Judy	20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Confirm

The cycle limit for the number of replacements taken by teacher Manning, Kathy will be exceeded. Do you still want this teacher as a replacement?

No Yes

Click Yes

The value in the Count column is 1.00.

Click in the Count cell and edit the value to 2.00

Press Enter

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20
1		12PST1C	Wood, Paul	Not Required	1.00	0.00	17
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19
1	S23	11ENG EXAM	Add Teacher 2	Manning, Kathy	2.00	2.00	21
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20

Sort By Period (default) Unassigned Composites Composite

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2	Manning, Kathy	2.00	2.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	

This will now count as
2.00 replacements.

Note: Both the Load and Count have been changed to 2.00.

ACTIVITY

Please complete the following tasks:

- Make casual teacher Marie Curie available for the day.
- Use a combination of casual teachers, counted and uncounted replacements to manually assign replacement teachers to all Period 1, Period 2 classes and the Student Activities in Recess

AUTO ASSIGN REMAINING REPLACEMENTS

In Daily Organiser it is also possible to automatically assign replacement teachers. The automatic function assigns replacements based on the index order so that casual teachers, in lieu and uncounted replacements are used before counted replacements.

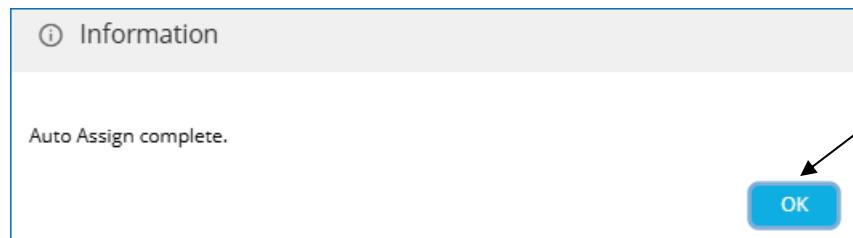
Note: The automatic function does not assign teachers to yard duties.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 1. Sort By Period (default) Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00		
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.00		
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00		
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	

Click Auto Assign



Click OK

Daily Organiser / Senior School - 2031 / Replacements / Assign

1. Sort By Period (default)

Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
3	W17	10MATT1B	COOKE, Dennis	EINSTEIN, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.00	16	
3	LAB4	08SCI1A	Wood, Paul	Patel, Marek	1.00	1.00	26	
3	LAB3	07SCI1B	Fraser, Melissa	Knight, Natalie	1.00	0.00	0	
3	GYM2	07HPE1C	Atkinson, Danielle	Curie, Marie	1.00	1.00	26	
4	S22	11ENG1D	Boyle, Joanne	Walker, Sam	1.00	1.00	20	
4	S12	11MAG1C	Wallen, Peta	Cheng, William	1.00	1.00	20	
4	LAB2	11PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	26	
4	LAB4	08SCI1A	Wood, Paul	Crowe, Peter	1.00	1.00	26	
4	GYM2	07HPE1C	Atkinson, Danielle	Curie, Marie	1.00	1.00	26	
L2	Junior Yard		Boyle, Joanne		0.50	0.00	0	
5	LAB2	12PHY1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	14	

All classes have been covered.
Replacement Teachers will still need to be assigned to yard duties.

SHOW UNASSIGNED CLASSES/YARD DUTIES/ACTIVITIES

It is possible to hide classes, activities and yard duties that have already had a replacement teacher assigned, leaving only those still needing replacements displayed in the upper pane.

Daily Organiser / Senior School - 2031 / Replacements / Assign

1. Sort By Period (default)

Unassigned

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
L2	Junior Yard		Boyle, Joanne		0.50	0.00	0	
PM	Bus Duty		Atkinson, Danielle		0.20	0.00	0	

Tick Unassigned

Daily Organiser / Senior School - 2031 / Replacements / Assign

1. Sort By Period (default)

Unassigned Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
L2	Junior Yard		Boyle, Joanne		0.50	0.00	0	
PM	Bus Duty		Atkinson, Danielle		0.20	0.00	0	

In the upper pane, click the Replacement Teacher cell for Joanne Boyle's Junior Yard

When allocating teachers to yard duties it is best to use the information in the lower pane to see if they are teaching before or after the yard duty.

In the lower pane, double click Shirley Gibson who is free before Lunch

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index
L2	C	C	C	C	C	C	C	C	C	C	C	4.00	Curie, Marie (CRT)	1	
L2	C	C	C	C	C	C	C	C	C	C	C	0.00	Einstein, Bert (CRT)	2	
L2					C	C		C	C	C	C	3.00	Crowe, Peter (CBT)	3	
L2	L	D	L	L	L	L	L	L	L	L	L	4.20	Marks, Daniel	4	
L2	D	D	C	L	L	L	L	L	L	L	L	2.50	Harley, Brett	5	
L2	C		C					L	L	L	L	2.70	Jackson, Chris	6	
L2	L	D	D	C	L	L	L	L	L	L	L	2.70	Bennie, Matthew	7	
L2	L				L	L	L	L	L	L	L	3.20	Young, Bernard	8	
L2		L		L	L	L	Y	L	L	L	L	4.50	Myers, John	9	
L2	L	L	L	L	L	Y	L	L	L	L	L	4.70	Dalton, James	10	
L2	L	L	D	L	Y	L	L	L	L	L	L	4.70	Murphy, John	11	
L2	L	L	L	L	L	Y	L	L	L	L	L	4.70	Pearson, Sean	12	
L2	L	D	D	D	L	L	L	L	L	L	L	4.70	Smyth, Martin	13	
L2		L	L	L	L	L	Y	L	L	L	L	5.00	Gibson, Shirley	14	

Joanne Boyle's Junior Yard duty has now disappeared from the upper pane because only classes, activities or yard duties with no replacements are displayed.

Assign **Brett Harley** to the remaining Yard Duty as he is free in Period 6

All replacements have now been assigned.

Untick **Unassigned**

All classes, student activities and yard duties are displayed.

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 8 - Room Replacements

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PROFESSIONAL LEARNING OBJECTIVES

- Understand the information available on the Assign and Edit screens
- Manage room changes on the Assign and Edit screens

SKILLS

- Utilise the Assign screen to assign room replacements
- Assign rooms in the upper and lower panes of the Assign screen
- Assign two classes to the same room
- Utilise the Edit screen to assign, remove or swap rooms for classes

ROOM REPLACEMENTS

In Daily Organiser on [12] Room Changes, there are two screens that can be used to complete room changes:

- [12A] Room Changes - Assign: Rooms can be assigned to any classes that have been removed from a room and also to student activities that need additional rooms.
- [12B] Room Changes - Edit: This is the master timetable for the day showing all replacement teachers, cancelled classes and room changes. Rooms can be added or removed for any lessons by editing the room.

Note: Student Activities are not displayed on screen [12B] Edit, so only rooms for regular classes can be edited on this screen.



Open:

Senior School 2031

Date: Tue 04 Feb D7 (Future)

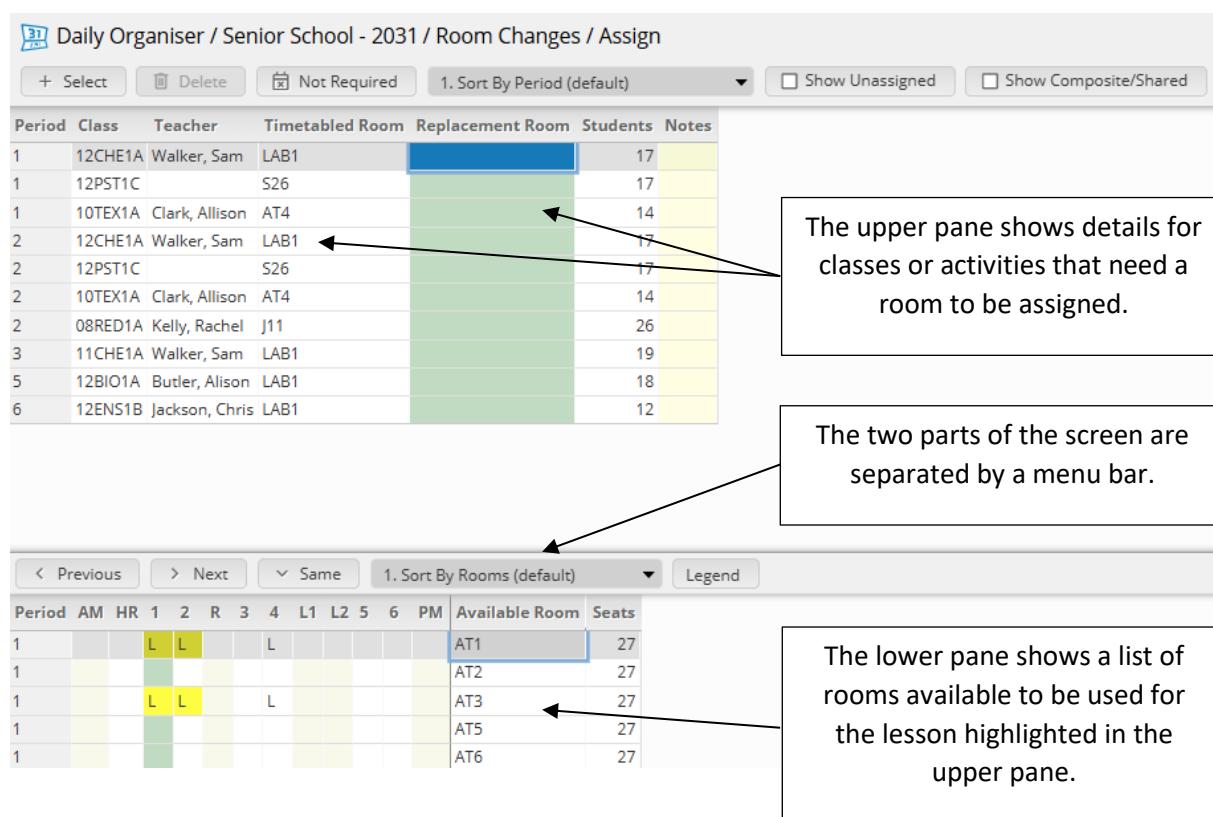


On the Task Tree select:

[12A] Room Changes - Assign

ASSIGN ROOMS

The Assign Rooms screen works in a similar way to screen [11A] Replacements - Assign. The default settings for this screen display the classes needing a room sorted by period in the top pane and the available rooms sorted alphabetically in the lower pane.



The upper pane shows details for classes or activities that need a room to be assigned.

The two parts of the screen are separated by a menu bar.

The lower pane shows a list of rooms available to be used for the lesson highlighted in the upper pane.

Daily Organiser / Senior School - 2031 / Room Changes / Assign

+ Select Delete Not Required 1. Sort By Period (default) Show Unassigned Show Composite/Shared

Period	Class	Teacher	Timetabled Room	Replacement Room	Students	Notes
1	12CHE1A	Walker, Sam	LAB1		17	
1	12PST1C		S26		17	
1	10TEX1A	Clark, Allison	AT4		14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4		14	
2	08RED1A	Kelly, Rachel	J11		26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

Click Legend

< Previous > Next ▾ Same 1. Sort By Rooms (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Room	Seats
1			L	L		L						AT1	27	
1												AT2	27	
1			L	L		L						AT3	27	
1												AT5	27	
1												AT6	27	

Assign Rooms Legend

Colour Guide

- Room available
- Available (Planned)
- Room unavailable
- Unavailable (Planned)
- Cancelled lesson
- Composite class

The Legend provides a key to the colours and letters used in the lower pane.

Click Close

Codes

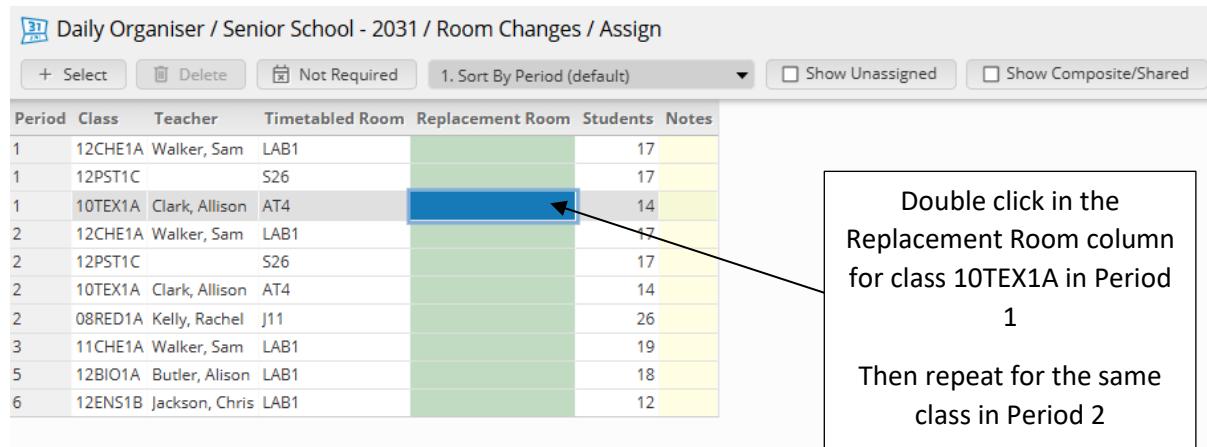
- E: Room edit
- L: Normal lesson
- R: Room reassigned

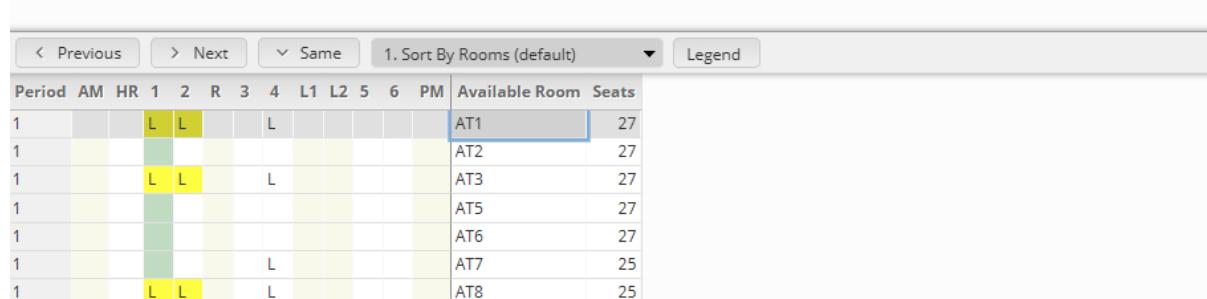
Close

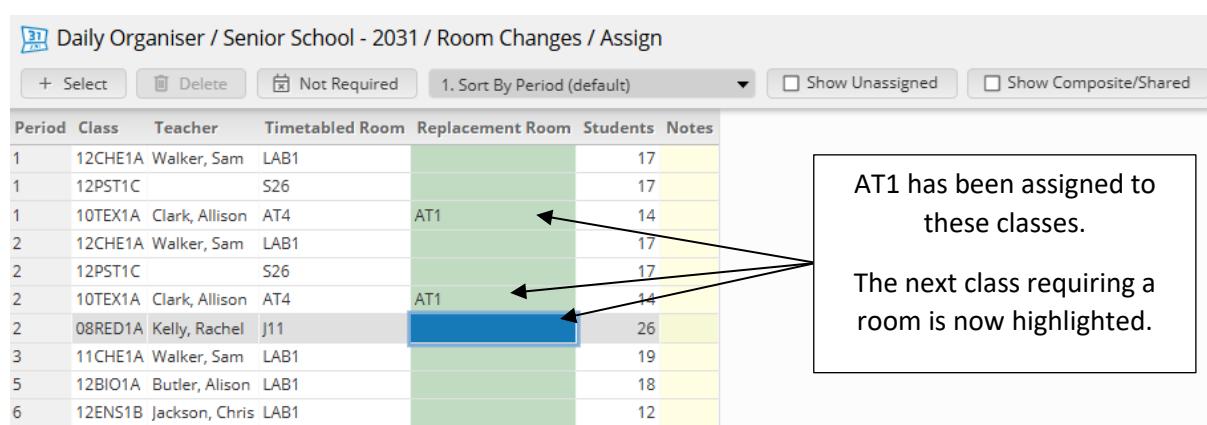
ASSIGN ROOMS IN THE UPPER PANE

Double click in the Assigned Room cell next to the class in the upper pane to assign the room listed at the top of the lower pane.

In an earlier lesson 10TEX1A was removed from AT4 in Period 1 to allow the room to be set up for a guest speaker for 08RED1A in Period 2. To complete the set up for this 10TEX1A must be assigned to AT1 in Periods 1 and 2. The class 08RED1A will need to be assigned to AT4 in Period 2.







ASSIGN ROOMS IN THE LOWER PANE

Select a class in the upper pane and then double click on any room in the lower pane to assign it to the selected class. In this case, 08RED1A will need to be assigned to AT4 in Period 2.

Additional Information					
Room Timetable (AT4)					
Period	Class / Activity	Teachers	Details / Changes		
AM					
HR					
1			Unavailable		
			10TEX1A with Clark, Allison reassigned AT1		
2	08RED1A	Kelly, Rachel	10TEX1A with Clark, Allison reassigned AT1		
			Reassigned from J11		
R					
3	11TEX1A	Clark, Allison			
4	09TEX1A	Clark, Allison			
L1					
L2					
5					
6					
PM					

Room changes are displayed in blue font.

Note: The Additional Information can also display student lists (by clicking on a number in the Students column).

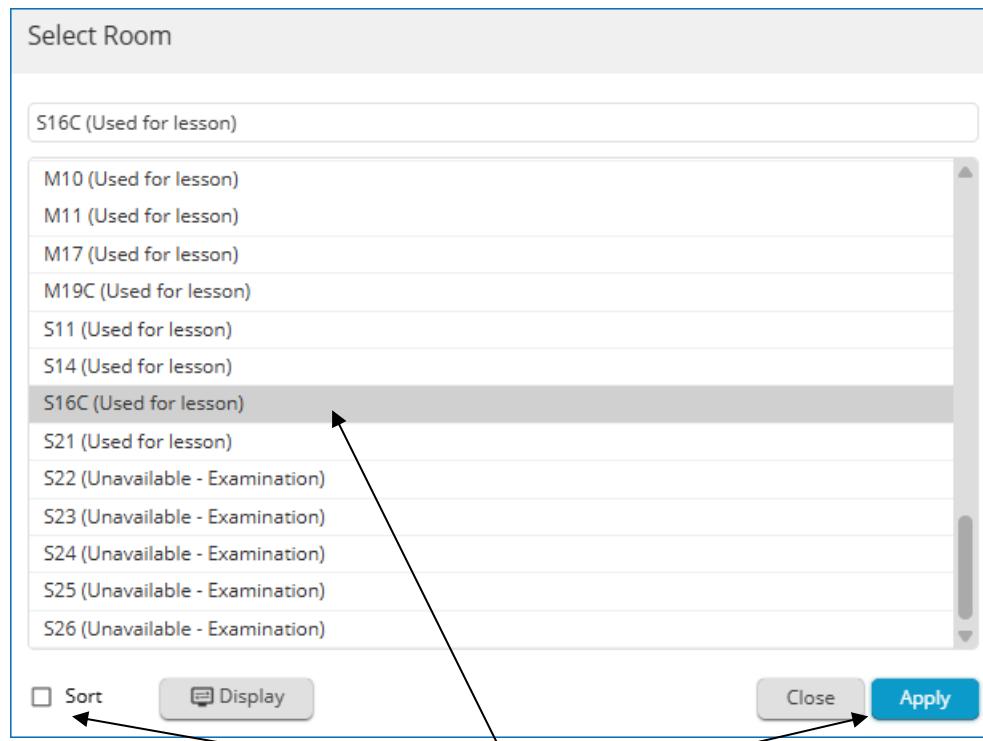
ASSIGN TWO CLASSES TO THE SAME ROOM

It is possible to assign two classes to the same room. In this case the teacher of 12CHE1A, Sam Walker, has organised to share computer room S16C with another class in Period 2. This room is not listed on the lower pane because it is in use.

Daily Organiser / Senior School - 2031 / Room Changes / Assign						
<input type="button" value="Select"/>	<input type="button" value="Delete"/>	<input type="button" value="Not Required"/>	1. Sort By Period (default)	<input type="checkbox"/> Show Unassigned	<input type="checkbox"/> Show Composite/Shared	
Period	Class	Teacher	Timetabled Room	Replacement Room	Students	Notes
1	12CHE1A	Walker, Sam	LAB1		17	
1	12PST1C		S26		17	
1	10TEX1A	Clark, Allison	AT4	AT1	14	
2	12CHE1A	Walker, Sam	LAB1	LAB1	17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4	AT1	14	
2	08RED1A	Kelly, Rachel	J11	AT4	26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

Click in the Replacement Room column for 12CHE1A in Period 2

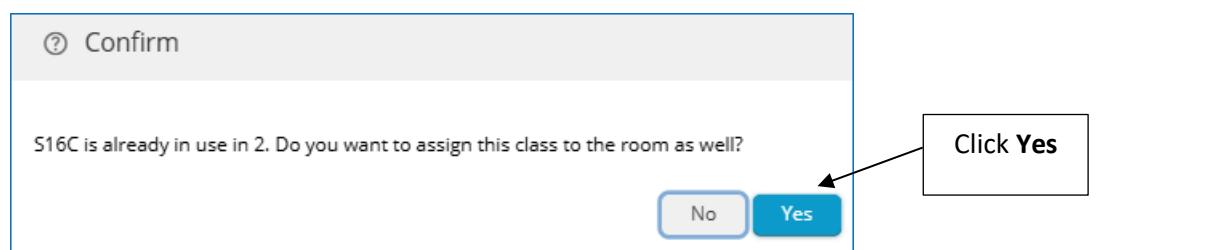
Click Select



If Sort is not ticked, the rooms are displayed with the available rooms at the top of the list. Rooms that are in use or have had their use changed have the reason displayed after their name/code.

Scroll down the list and select **S16C (Used for lesson)**

Click **Apply**



Daily Organiser / Senior School - 2031 / Room Changes / Assign

Period	Class	Teacher	Timetabled Room	Replacement Room	Students	Notes
1	12CHE1A	Walker, Sam	LAB1		17	
1	12PST1C		S26		17	
1	10TEX1A	Clark, Allison	AT4	AT1	14	
2	12CHE1A	Walker, Sam	LAB1	S16C	17	
2	12PST1C		S26		17	
2	12SYS1A	Feng, Jenny	S16C	S16C	12	
2	10TEX1A	Clark, Allison	AT4	AT1	14	
2	08RED1A	Kelly, Rachel	J11	AT4	26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

Note: Both classes are now listed on the screen.
Click on **S16C** to display the room timetable in the Additional Information

Additional Information

Room Timetable (S16C)

Period	Class / Activity	Teachers	Details / Changes
AM			
HR			
1	12SYS1A	Feng, Jenny	
2	12SYS1A 12CHE1A	Feng, Jenny Walker, Sam	Reassigned from LAB1
R			
3			
4			
L1			
L2			
5			
6			
PM			

Both classes are now displayed on the room timetable.

This process could be taken a step further and the original class 12SYS1A could be assigned to another room if required.

EDIT ROOMS

The Edit screen displays the master timetable for the selected day including lesson cancellations, classes without rooms, teacher replacements and reassigned rooms. Student Activities, however, are not displayed on this screen. This screen can be used to edit rooms by adding or removing rooms for regular classes.



On the Task Tree select:
[12B] Room Changes - Edit

Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC	HR	1	2	3	4	5
12	12HRM1A S11 Dalton, James	12REL1C S11 Dalton, James	12REL1B S11 Dalton, James	12REL1A S24 Jones, Adam	12REL1E S13 Kelly, Rachel	
	12HRM1B S12 Butler, Alison	12ENG1B S21 Marks, Daniel	12ENG1B S22 Nancarrow, Trish	12ENG1A S21 Pearson, Sean	12ENG1D S21 Marks, Daniel	
	12HRM1C S13 Gibson, Monique	12CHE1A S23 Walker, Sam	12CHE1A S24 Walker, Sam	12INF1A S15C Mullins, Sharon	12MTE1A AT8 Thomson, Wayne	12BIO1A S21 Butler, Alison
	12HRM1D S14 White, Eva	12LST1A S14 Mullins, Sharon	12LST1A S14 Mullins, Sharon	12MAA1B S11 Rogers, Paul	12MAA1A S11 Bell, Heather	12ECO1A S14 White, Eva
		12SYS1A S16 Feng, Jenny	12SYS1A S16 Feng, Jenny	12MAG1B S12 Gibson, Monique	12MAG1A S13 Butler, Alison	12PHY1B LAB2 Edwards, John
		12PST1C	12PST1C	12PST1B S26 Thomson, Wayne	12PST1E S26 Thomson, Wayne	12PST1A S26 Feng, Jenny
11	11HRM1A S21 Rennie, Matthew	11ENG1B S22 Marks, Daniel	11ENG1B S22 Marks, Daniel	11ENG1A S22 Manning, Kathy	11ENG1D S22 Walker, Sam	11ACC1A S22 Harley, Brett
	11HRM1B S22 Chappell, Judy	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew
	11HRM1C S23 Edwards, John	11ECO1A S23 Smyth, Martin	11ECO1A S23 Smyth, Martin	11ECO1A S23 Smyth, Martin	11ECO1A S23 Smyth, Martin	11ECO1A S23 Smyth, Martin
	11HRM1D S24 Edwards, John	11GRA1A AT3 Thompson, Wayne	11GRA1A AT3 Thompson, Wayne	11GRA1A AT3 Thompson, Wayne	11GRA1A AT3 Thompson, Wayne	11GRA1A AT3 Thompson, Wayne
				11TGA1		
				11TGB1		
				11TGC1		
				11TGD1		
				11TGE1		
				11TGF1		
				11TGH1		
				11TGI1		
				11TGT1		
				11TGU1		
				11TGV1		
				11TGW1		
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				11TGI1		
				11TGT1		

Display Settings

Classes/Activities

Code Name Both Example: 12ENG1B

Periods

Code Name Both Example: 4

Rooms

Code Name Both Example: LAB1

Select **Code** for Teachers
 Click **Save**

Teachers

Code Name Both Example: DANM

Format:

Last Name First Name

Include title

Show Additional Information

Teacher Load Teacher Count

Yard Duty Areas

Code Name Both Example: Oval

Yard Duty Sessions

Code Name Both Example: L2

The legend on the menu bar provides a key for the colours used on this screen to highlight changes made to the timetable.

ADD A ROOM TO A CLASS

The Edit button can be used to add a room to a class. In this case, 12PST1C must be assigned to the Library (LIB) in Periods 1 and 2.

Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC HR 1 2 3 4 5 6

12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C FENJ	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

Click on the blank room cell next to 12PST1C in Period 1

Click Edit

Select Room

LIB

AT2

AT3 (Lesson cancelled - Examination)

AT5

AT6

AT7

AT8 (Lesson cancelled - Examination)

OV2

LAB3

LAB4

PAC1

PAC2

PAC4

LIB

Select LIB and click Apply

Sort Display Close Apply

Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC HR 1 2 3 4 5 6

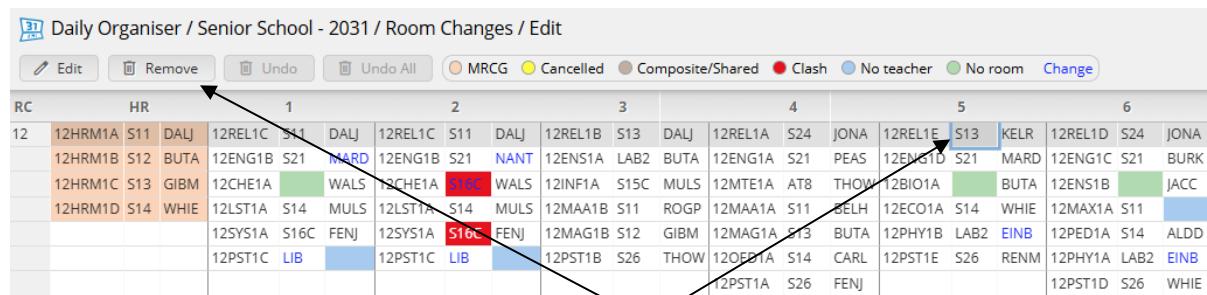
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C FENJ	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

The blue text indicates that the room has been edited.

Repeat and assign 12PST1C to the LIB in Period 2

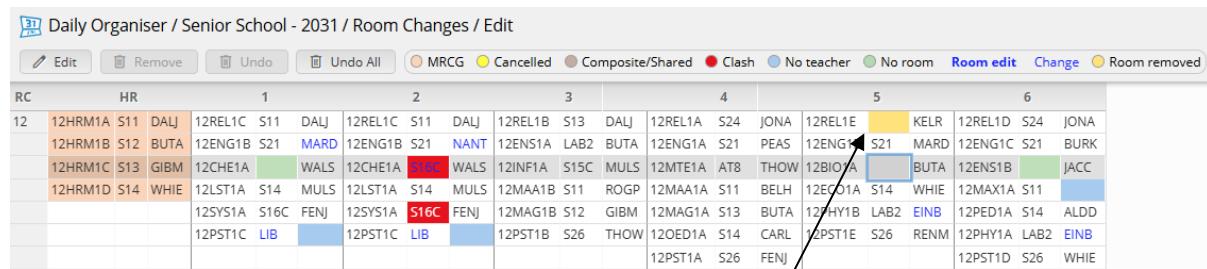
REMOVE A CLASS FROM A ROOM

The Remove button can be used to remove a class from a room.



RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S15C MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAG1A S13 GIBM	12MAG1A S13 BUTA	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

Click on the room **S13** in Period 5
and click **Remove**

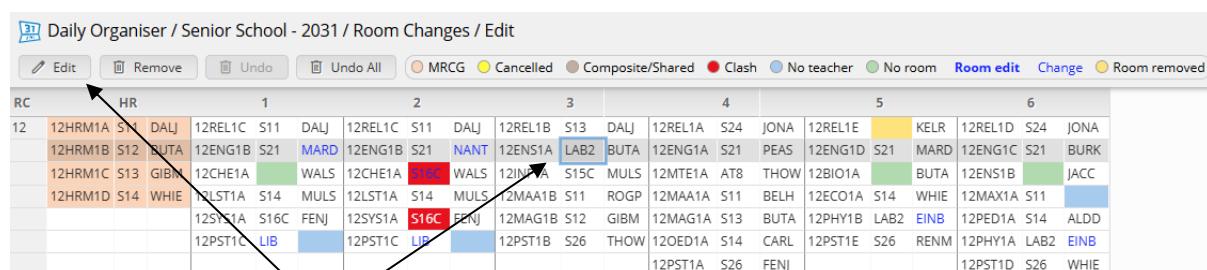


RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S21 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

Move the cursor to another cell to see the yellow colour that indicates a room has been removed.

USE EDIT TO SWAP ROOMS

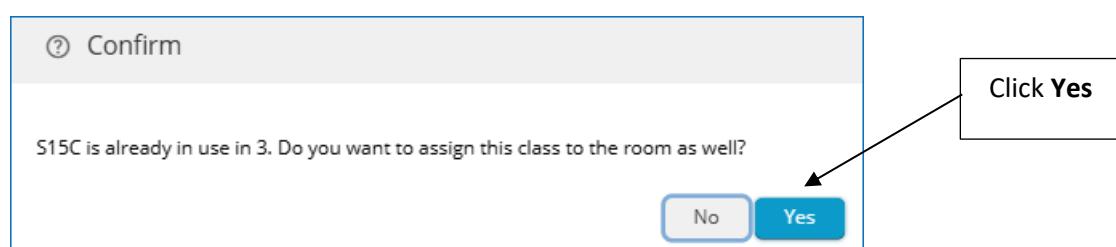
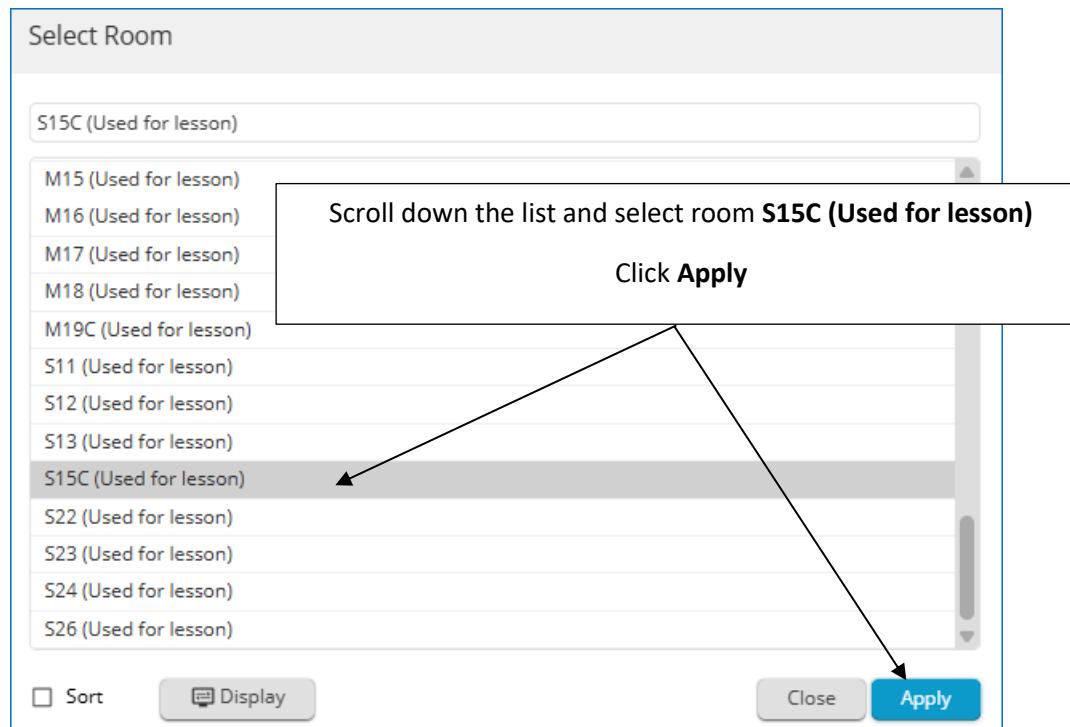
The Edit screen can be used to quickly swap rooms for classes. The teacher of 12ENS1A has requested a computer room S15C in Period 3. The class currently in that room will be moved to S16C.



RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

Click on **LAB2** in the cell next to 12ENS1A in Period 3

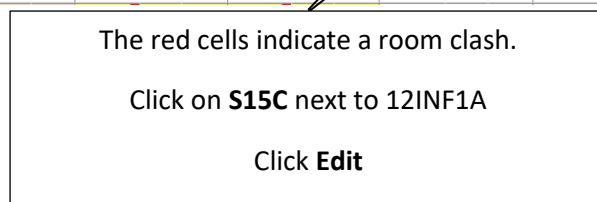
Click **Edit**

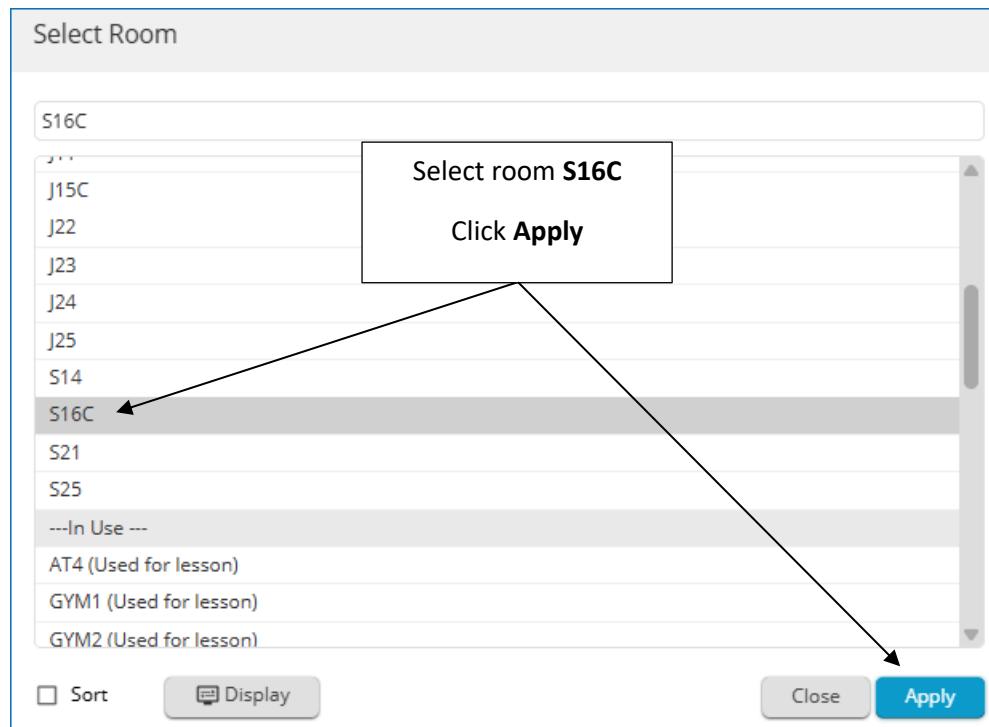


Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Room edit Change Room removed

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S15C WALS	12INF1A S15C MULS	12MT1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MA1A S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE





Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC HR 1 2 3 4 5 6

12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ		12PST1D S26 WHIE	

The red shading has disappeared, and the rooms are now in bold blue to indicate that they have been edited.

Use screens [12A] Room Changes - Assign or [12B] Room Changes - Edit to assign rooms to all classes that do not have a room

Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC HR 1 2 3 4 5 6

12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S24 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB3 WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B S13 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ		12PST1D S26 WHIE	

All classes have now been assigned to a room.

Timetabling Solutions



Hosted Application



Daily Organiser

Lesson 9 - Teacher Changes and the Bulletin

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PROFESSIONAL LEARNING OBJECTIVES

- Identify the reports available for disseminating daily changes

SKILLS

- View and analyse the Check screen
- View and customise display settings for disseminating daily changes
- Utilise the Teacher Changes screen to print and email teacher changes
- Preview and customise display settings for the Bulletin
- Add a message to the Bulletin
- Print the Bulletin to Microsoft Word
- Utilise email teachers to set up an email for the Bulletin

THE REPORTS SECTION

The items that are green on the Task Tree are in the reports section of the app. All these screens can be viewed in Preview or Full Screen modes. The default setting is Preview.



Open:
Senior School 2031
Date: Tue 04 Feb D7 (Future)



On the Task Tree select:
[14 Check]

Daily Organiser / Senior School - 2031 / Check

Orientation: Portrait Separate Pages Preview

Timetabling Solutions Training
Check Replacements D7: Tue 04 Feb

1. UNSUPERVISED LESSONS REQUIRING SUPERVISION
Nil

2. STUDENT ACTIVITIES REQUIRING ADDITIONAL TEACHERS ASSIGNED
Nil

3. LESSONS REQUIRING ROOMS ASSIGNED
Nil

4. STUDENT ACTIVITIES REQUIRING ADDITIONAL ROOMS ASSIGNED
Nil

5. UNSUPERVISED YARD DUTIES REQUIRING SUPERVISION
Nil

6. UNSUPERVISED SESSIONS NOT REQUIRING SUPERVISION
Period : 1, Class : 12PST1C, Room : S26, Teacher : Wood, Paul
Period : 2, Class : 12PST1C, Room : S26, Teacher : Wood, Paul
Period : 6, Class : 12MAX1A, Room : S11, Teacher : Wallen, Peta

7. TEACHERS WITH UNUSED IN LIEU LOADS
Marks, Daniel : In Lieu 1.00, In Lieu Used 1.00, Remaining 1.00

8. TEACHER CLASHES CAUSED BY REPLACEMENTS
Edwards, John is timetabled for 11HRM1C when taking 11HRM1D in HR

Tick Preview

In Preview mode, the menu bar is not attached to the top of the screen and a preview of the document is displayed.

Daily Organiser / Senior School - 2031 / Check

Orientation: Portrait Separate Pages Preview

1. UNSUPERVISED LESSONS REQUIRING SUPERVISION
Nil

2. STUDENT ACTIVITIES REQUIRING ADDITIONAL TEACHERS ASSIGNED
Nil

3. LESSONS REQUIRING ROOMS ASSIGNED
Nil

4. STUDENT ACTIVITIES REQUIRING ADDITIONAL ROOMS ASSIGNED
Nil

5. UNSUPERVISED YARD DUTIES REQUIRING SUPERVISION
Nil

6. UNSUPERVISED SESSIONS NOT REQUIRING SUPERVISION
Period : 1, Class : 12PST1C, Room : S26, Teacher : Wood, Paul
Period : 2, Class : 12PST1C, Room : S26, Teacher : Wood, Paul
Period : 6, Class : 12MAX1A, Room : S11, Teacher : Wallen, Peta

When Preview is not ticked, the menu bar is attached to the top of the screen and the data is displayed full screen.

Untick Preview

CHECK REPLACEMENTS

The Check screen is a summary report of changes that have been made for the selected day. It is strongly recommended that this is reviewed before sending information to staff.

Note: Teacher replacements made in an earlier lesson will flow through to this lesson. Hence, replacement information may differ on the screen in the following screenshots.

Timetabling Solutions Training

Check Replacements D7: Tue 04 Feb

1. UNSUPERVISED LESSONS REQUIRING SUPERVISION
Nil
2. STUDENT ACTIVITIES REQUIRING ADDITIONAL TEACHERS ASSIGNED
Nil
3. LESSONS REQUIRING ROOMS ASSIGNED
Nil
4. STUDENT ACTIVITIES REQUIRING ADDITIONAL ROOMS ASSIGNED
Nil
5. UNSUPERVISED YARD DUTIES REQUIRING SUPERVISION
Nil

Items 1,2 and 5 cover classes, activities, and yard duties that have not had replacement teachers assigned.

Items 3 and 4 cover lessons and activities that have not been assigned to rooms.

6. UNSUPERVISED SESSIONS NOT REQUIRING SUPERVISION
 - Period : 1 , Class : 12PST1C , Room : S26 , Teacher : Wood, Paul
 - Period : 2 , Class : 12PST1C , Room : S26 , Teacher : Wood, Paul
 - Period : 6 , Class : 12MAX1A , Room : S11 , Teacher : Wallen, Peta

Item 6 lists unsupervised classes where replacements were designated “Not Required” on [11A] Replacements - Assign. Classes included on [3] Unsupervised Classes are also listed here.

7. TEACHERS WITH UNUSED IN LIEU LOADS
Marks, Daniel : In Lieu 1.00, In Lieu Used 1.00, Remaining 1.00

Items 7,8 and 9 contain information about how teachers were affected by the changes made for the selected day.

8. TEACHER CLASHES CAUSED BY REPLACEMENTS
Edwards, John is timetabled for 11HRM1C when taking 11HRM1D in HR

9. TEACHERS WHOSE CYCLE OR OVERALL REPLACEMENTS EXCEED THE LIMIT

Cycle Replacements

- Adams, Rod : Cycle Limit - 1.00 exceeded by 2.00
- Clark, Megan : Cycle Limit - 1.00 exceeded by 3.00
- Jones, Adam : Cycle Limit - 1.00 exceeded by 1.00
- Manning, Kathy : Cycle Limit - 1.00 exceeded by 2.00
- Thomson, Wayne : Cycle Limit - 1.00 exceeded by 1.00
- Wallen, Peta : Cycle Limit - 1.00 exceeded by 0.20

10. ROOM CLASHES CAUSED BY ROOM CHANGES
The room S16C is used by the replacement 12CHE1A and the class 12SYS1A in 2

Item 10 lists any room clashes created when assigning or editing rooms.

11. STUDENTS SCHEDULED TO ATTEND TWO STUDENT ACTIVITIES AT ONCE
Nil

Item 11 lists students attending two activities at the same time.

TEACHER CHANGES

The Teacher Changes report lists changes for individual teachers and casual teachers for the selected day. This information can be printed and/or emailed as a single report or as individual reports for the relevant teachers.



On the Task Tree select:
[15 Teacher Changes]

VIEW TEACHER CHANGES WITH INCLUSIONS

The default setting displays details of replacement classes for teachers. Student attendance lists and lesson cancellations can also be displayed. Data printed or emailed from this screen can be customised.

31 Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait Separate Pages: Preview:

Teacher: Bell, Heather
Please take this replacement class
Period: 6
Class: 08SPT1D
Room: OV1
Absent Teacher: Atkinson, Danielle

Teacher: Butler, Alison
Please take this replacement class
Period: 6
Class: 08SPT1F
Room: OV1
Absent Teacher: Carter, Leanne

Click the Inclusions

Include in Teacher Changes Report

Display

Student attendance lists
 Teacher lesson cancellations
 CRTs only
 Composite classes separately

Print/ Email

Same page
 Teacher new page
 Teacher item new page

OK

Tick Teacher lesson cancellations
Click OK

Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait | Separate Pages | Preview |

Teacher: Marks, Daniel
This class has been cancelled
Period: 1
Class: 11ENG1B
Room: S22

This class has been cancelled
Period: 2
Class: 11ENG1B
Room: S22

Please take this replacement class
Period: 1
Class: 12ENG1B
Room: S21
Absent Teacher: Boyle, Joanne

Scroll down to teacher Daniel Marks
Daniel's lesson cancellations and replacement classes are now displayed.

Click Inclusions

Include in Teacher Changes Report

Display
 Student attendance lists
 Teacher lesson cancellations
 CRTs only
 Composite classes separately

Print/ Email
 Same page
 Teacher new page
 Teacher item new page

OK

Untick **Teacher lesson cancellations** and tick **Student attendance lists**
Click **OK**

 Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait  Separate Pages  Preview 

Teacher: Bell, Heather
 Please take this replacement class
 Period: 6
 Class: 08SPT1D
 Room: OV1
 Absent Teacher: Atkinson, Danielle
 Students: Griep, Brock
 Guedes, Charles
 Harger, Brent
 Head, Brenton
 Hullinger, Zachariah
 Jeanfrancois, Johnathon
 Kalamaras, Lennard
 Khalife, Raguel
 Korpela, Brendan
 Lobo, Clinton
 Loshek, Sachiko
 Luick, Tad
 Marich, Nathaniel
 Matrone, Julian
 Mendoza, Neil
 Nickol, Gwen
 Olesen, Angie
 Palacios, Lara

Scroll up to the top of the screen

Student lists are now included for classes.

For Student Activities, class lists will only be included if students have been assigned to a teacher in the activity.

Click Inclusions 

VIEW CASUAL TEACHER CHANGES ONLY

The casual teachers are always listed at the end of the full report. The display can be changed to show only casual teachers.

Include in Teacher Changes Report

Display

Student attendance lists
 Teacher lesson cancellations
 CRTs only
 Composite classes separately

Print/ Email

Same page
 Teacher new page
 Teacher item new page

OK

Untick **Student attendance lists** and tick **CRTs only**

Click **OK**

 Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait  Separate Pages Preview

Teacher: Curie, Marie
Please take this replacement class
Period: HR
Class: 07HRM1B
Room: J22
Absent Teacher: Atkinson, Danielle

Teacher: Curie, Marie
Please take this replacement class
Period: 1
Class: 09PEG1A
Room: GYM1
Absent Teacher: Atkinson, Danielle

Teacher: Curie, Marie
Please take this replacement class
Period: 2
Class: 09PEG1A
Room: GYM1
Absent Teacher: Atkinson, Danielle

Only CRT replacements are displayed.
This can be printed or emailed to casual teachers.

COMPOSITE CLASSES

Composite classes can be listed together or separately on this screen.

 Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait  Separate Pages Preview

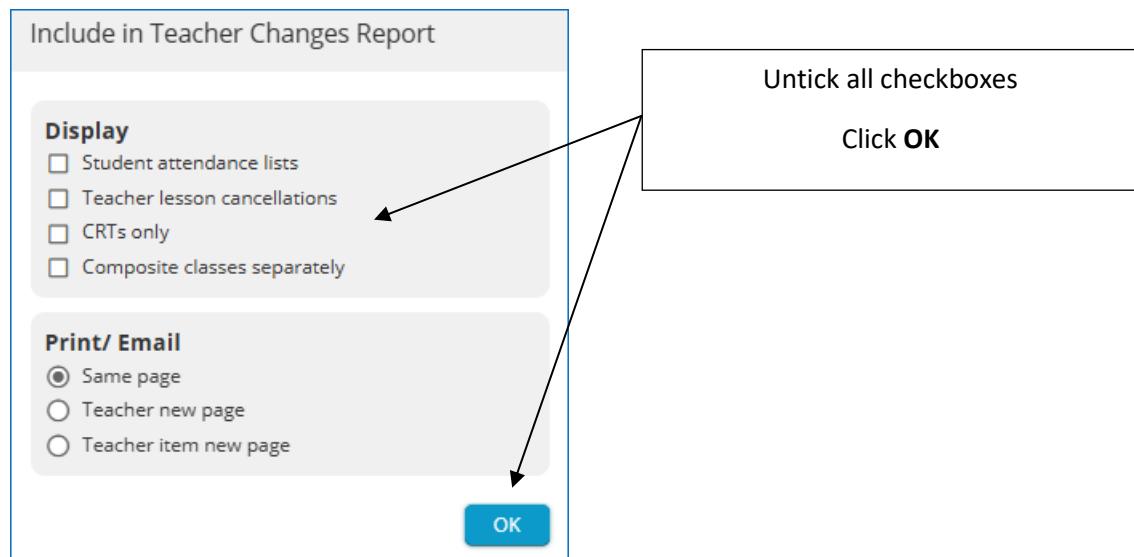
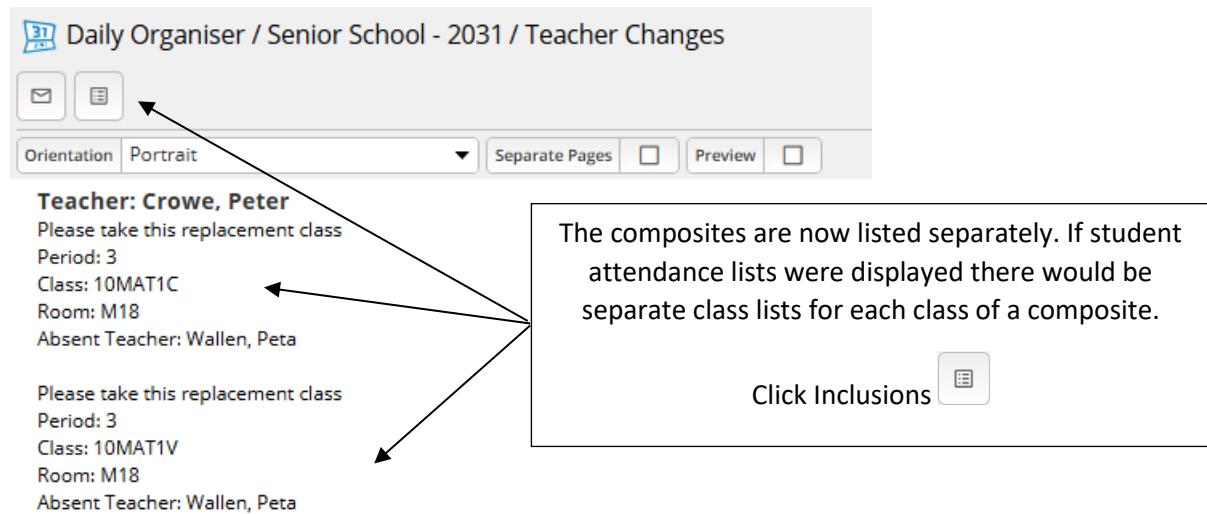
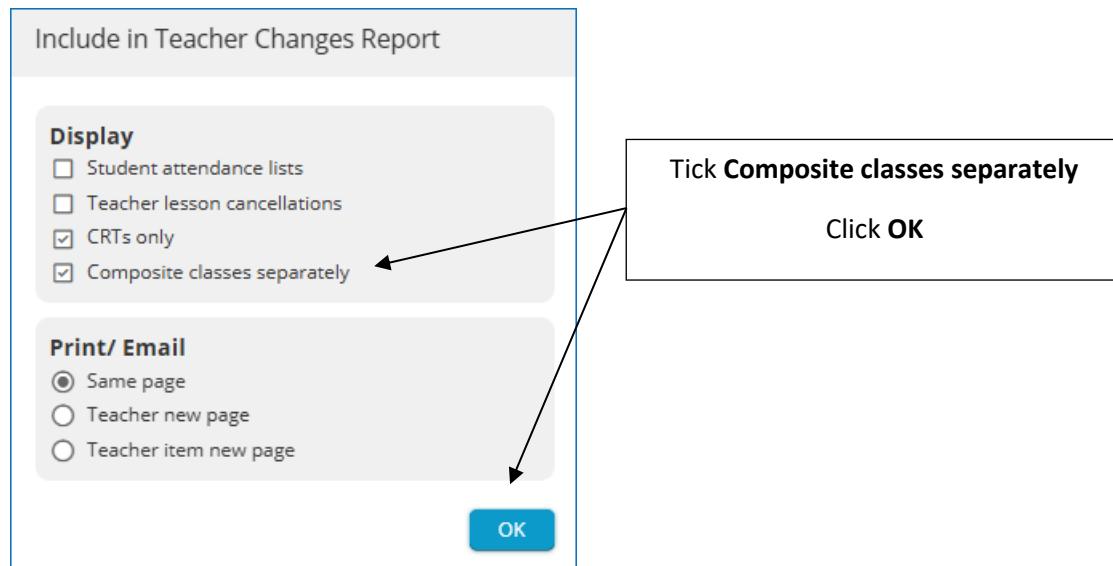
Teacher: Crowe, Peter
Please take this replacement class
Period: 5
Class: 12PHY1B
Room: LAB2
Absent Teacher: Cooke, Dennis

Teacher: Crowe, Peter
Please take this replacement class
Period: 6
Class: 12PHY1A
Room: LAB2
Absent Teacher: Cooke, Dennis

Teacher: Crowe, Peter
Please take this replacement class
Period: 3
Class: 10MAT1C
Room: M18
Absent Teacher: Wallen, Peta
Composite Class: 10MAT1C
10MAT1V

Scroll down to casual teacher Peter Crowe
Only one replacement is recorded for Period 3 with both classes listed. If student attendance lists were displayed there would be a single list for this class.

Click Inclusions 



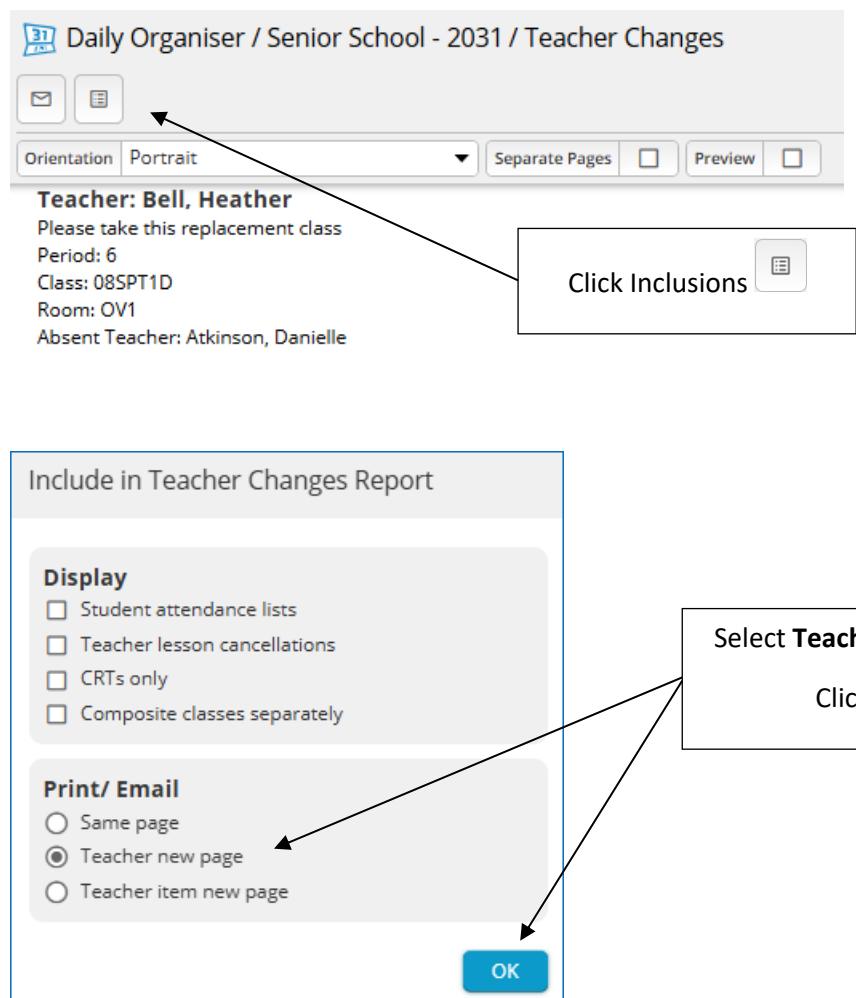
EXPORT TEACHER CHANGES

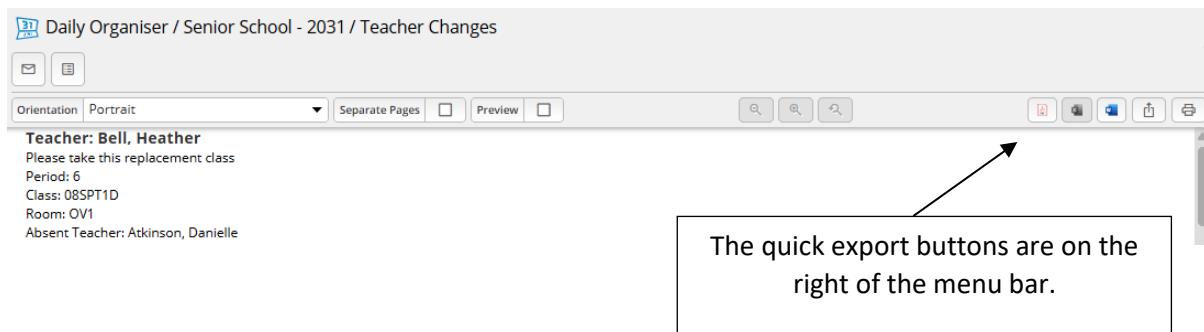
The report can be exported then printed, emailed or shared with teachers. There are three options for formatting this report:

- **Same page:** All information is in one continuous document.
- **Teacher new page:** The information for each teacher begins on a new page (useful for distributing printed copies or emailing individual replacement teachers).
- **Teacher item new page:** The information for each item begins on a new page (useful for distributing printed copies with class lists to individual teachers or emailing class lists to individual replacement teachers).

PRINT TEACHER CHANGES ON A NEW PAGE

When the information on the Teacher Changes screen is printed or emailed, the settings on the Include page determine what is sent to the printer or emailed to teachers. The most common way to print and email this data is to have each teacher on a new page.



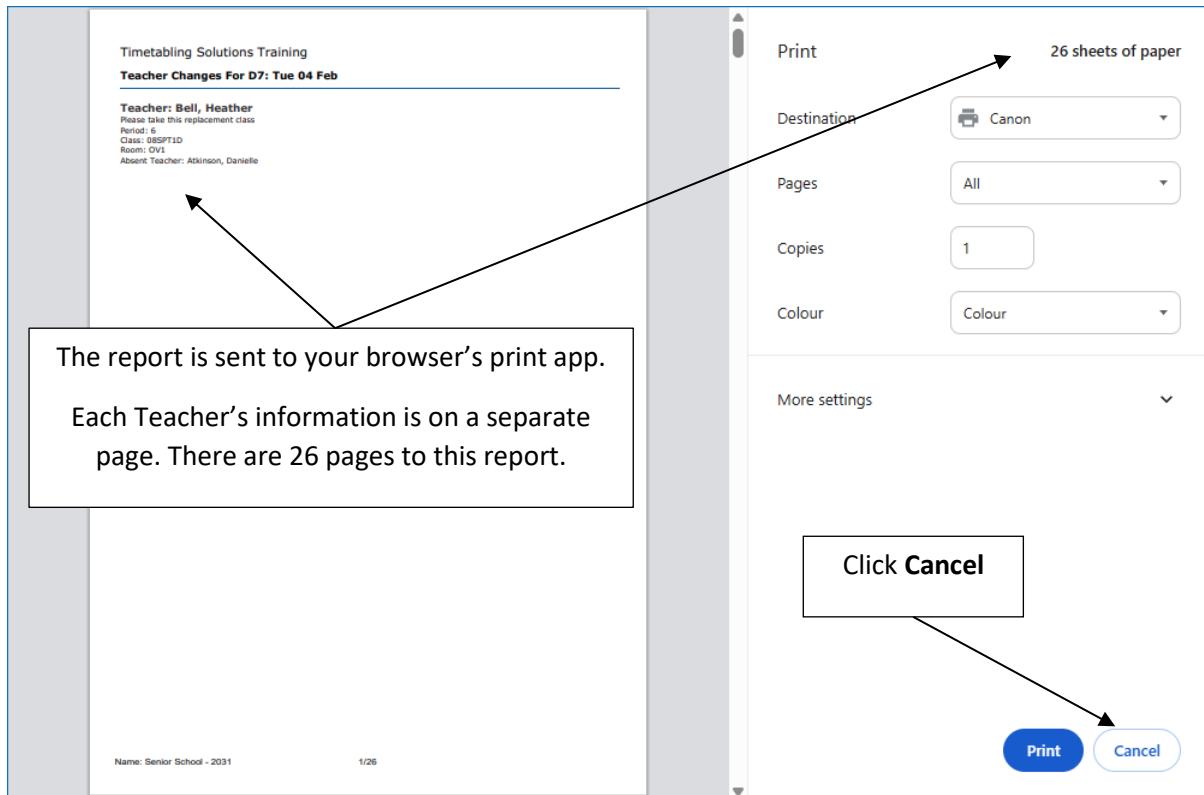


The report can be exported by selecting the appropriate button:

- Export to pdf:
- Export to spreadsheet
- Export to document
- Share the report
- Print the report

Note: On all screens only one of Export to spreadsheet and Export to document will be active. In this case Export to spreadsheet is inactive.

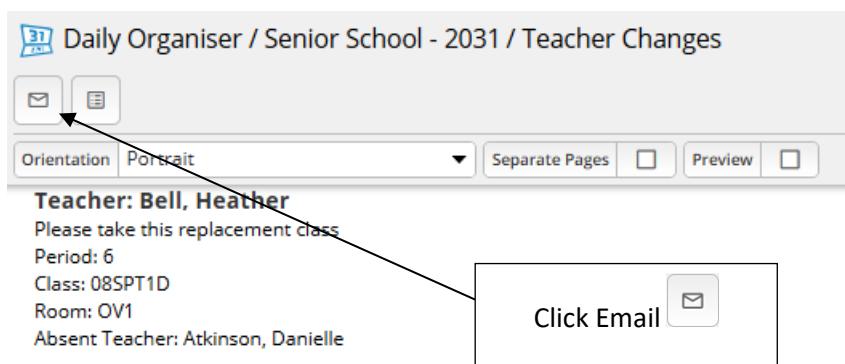


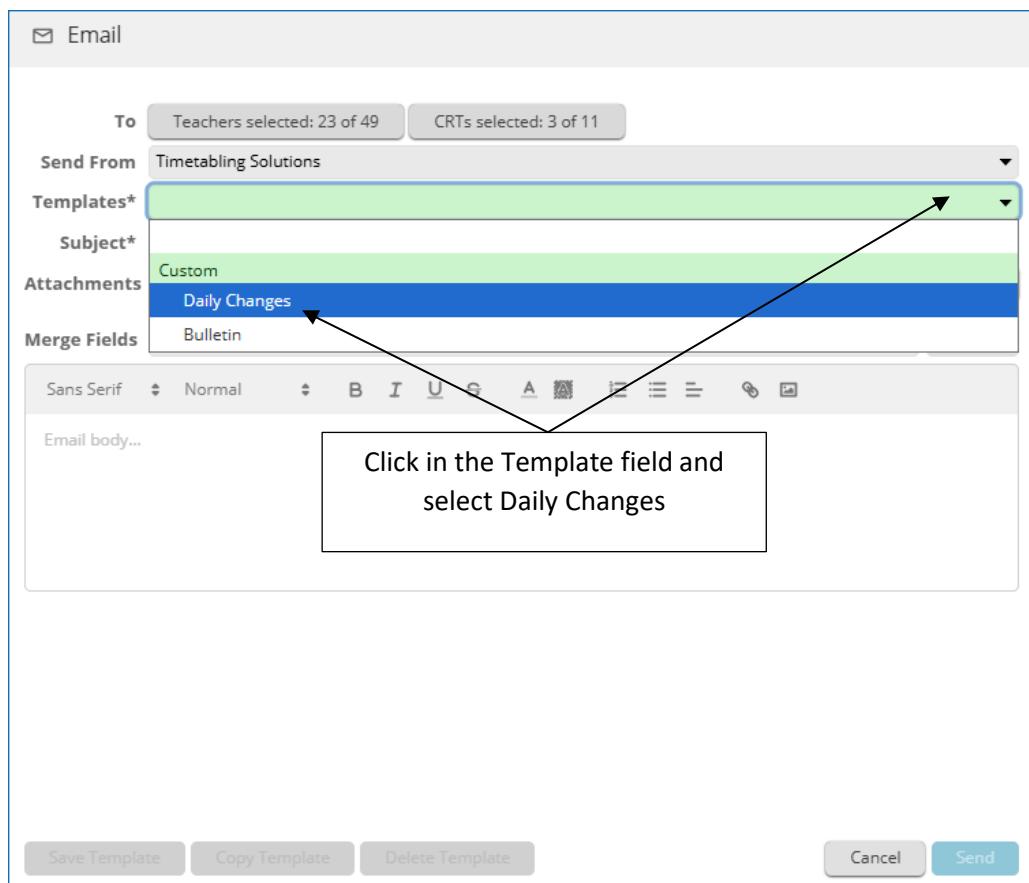
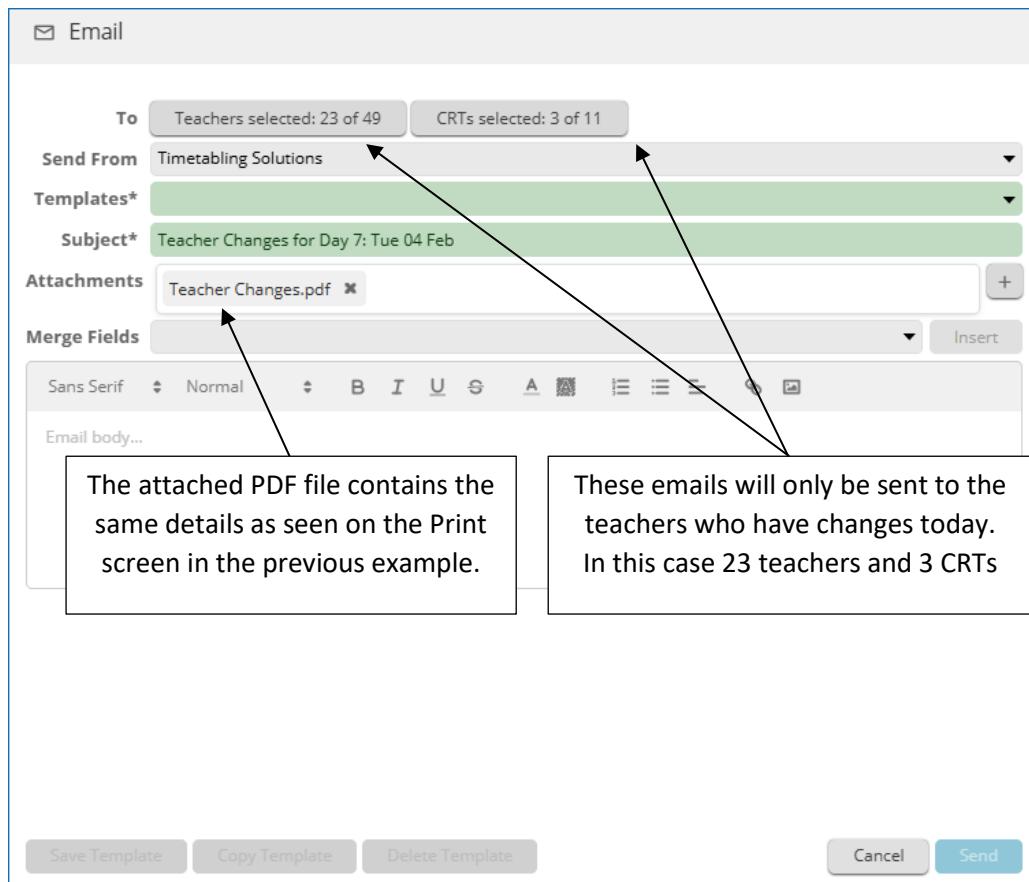


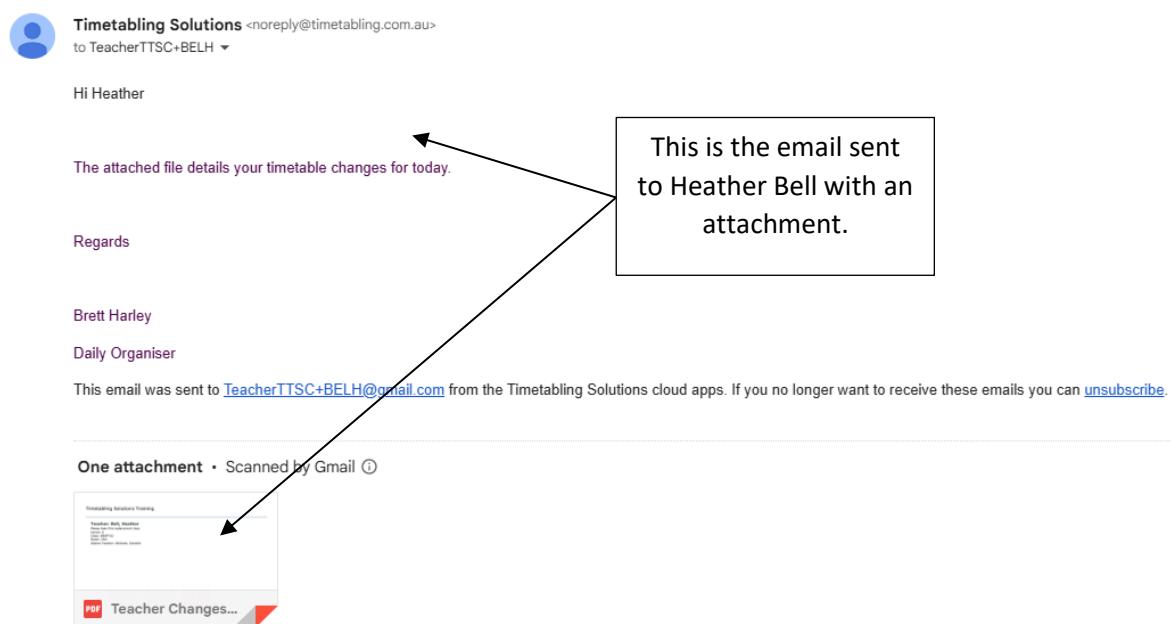
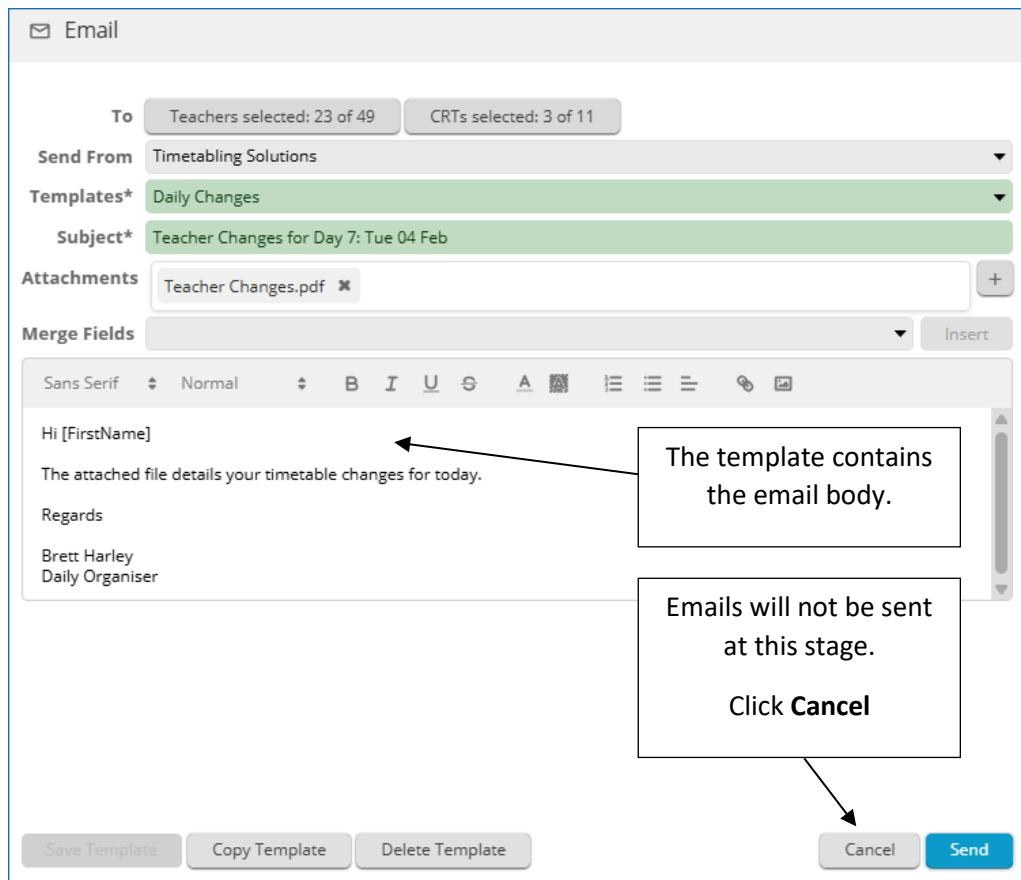
EMAIL TEACHER CHANGES

When the information on the Teacher Changes screen is emailed, the settings on the Include page determine what is included in the attachment. In this case, each teacher will receive an email with details of their own changes for the day as an attachment.

Email templates can be created and stored in the app.







Timetabling Solutions Training

Teacher: Bell, Heather

Please take this replacement class
Period: 6
Class: 08SPT1D
Room: OV1
Absent Teacher: Atkinson, Danielle

The attachment only contained details of Heather's changes for the day.

DAILY BULLETIN

The Daily Bulletin is a summary report that details changes to the timetable for the selected day. The Bulletin can be customised to include particular data and display settings. When customising the Bulletin it is recommended to keep the document as simple as possible.

The Bulletin can be:

- printed and posted on a notice board
- emailed to staff
- viewed in Teacher Portals
- Shared by posting a link in Teams



On the Task Tree select:
[16A] Bulletin - Preview

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait Separate Pages Preview

Teacher Absences

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Click Inclusions

Include in Bulletin Report

Teacher Absences
 CRTs
 Cancellations
 Planned Teacher Absences
 Student Activities
 Student Attendance Changes
 Replacement Teachers
 Room Changes
 Messages
 Show composite classes

Click OK

The default setting is for all checkboxes to be ticked. Information can be removed or added by unticking/ticking the appropriate checkboxes.

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait | Separate Pages | Preview |

Replacement Teachers

Period	Room/Area	Class	Absent Teacher	Replacement Teacher
AM	Bus Duty		Alderson, David	Einstein, Bert
HR	S23	11HRM1C	Edwards, John	Edwards, John
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John
HR	J22	07HRM1B	Atkinson, Danielle	Curie, Marie
HR	J24	07HRM1D	Alderson, David	Jackson, Chris
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel
1	LIB	12PST1C	Wood,	
1	GYM2	09PFB1A	Alderson, David	
1	GYM1	09PFB1A	Alderson, David	
1	LAB2	08S11D	Cooke, Dennis	
1	S22	11ENG EXAM	Add Teacher	
1	S23	11ENG EXAM	Add Teacher	
1	S24	11ENG EXAM	Add Teacher	
1	S25	11ENG EXAM	Add Teacher	
1	LIB	11ENG EXAM	Add Teacher	
2	S21	12ENG1B	Boyle, Joanne	Nancarrow, Trish

Click

Scroll down to the Replacement Teachers table

Home Page
Parameters
Calendar
Unsupervised Classes
Reasons
Teachers and Students
Teacher Absences
Selected Day
Plan Days
Plan CRT Days
Room Availability
Cancellations
Student Activities
Reminders
Replacements
Room Changes
Student Changes
Check
Teacher Changes
Bulletin
Preview
Messages

Display Settings

Absence Reasons
 Code Name Both Example: Sick Leave

Activities
 Code Name Both Example: Snr Net

Cancellation Reasons
 Code Name Both Example: Assembly

In the Reports Include box tick Replacement Notes

Click Save

Replacement Teachers
 Replacement teachers first column
 Replacement teachers alphabetically

Reports Include

Period and Yard Duty Loads
 Absence Reasons
 Cancellation Reasons
 Room Availability Reasons
 Replacement Notes
 Room Changes Notes
 Teacher Load
 Teacher Count
 Roll Classes

Note: When a checkbox is ticked or unticked in Display Settings, by clicking Save the change will be applied to all relevant screens.

The display settings have changed, and notes are now displayed.

Click

Display Settings

Absence Reasons

Some schools prefer to print the bulletin with replacement teachers in the first column and/or sorted in alphabetical order.

Untick Replacement Notes

Tick Replacement teachers first column and Replacement teachers alphabetically

Click Save

Code Name Both Example: D3

Replacement Teachers

Replacement teachers first column
 Replacement teachers alphabetically

Reports Include

Period and Yard Duty Loads
 Absence Reasons
 Cancellation Reasons
 Room Availability Reasons
 Replacement Notes
 Room Changes Notes
 Teacher Load
 Teacher Count
 Roll Classes

Click

Replacement teachers are now in alphabetical order in the first column.

and untick all checkboxes and click Save

PRINT BULLETIN

The Bulletin can be printed directly or exported as a Word file or a PDF file. In this case, a Word document will be created.

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait Separate Pages Preview

Teacher Absences

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Scroll to the top of the screen and click  to export the document to Word

Recent download history X

 Bulletin for D7- Tue 04 Feb.docx

6.0 KB • 1 minute ago

Full download history □

Download details appear in the upper right corner of your browser.

A Word document has been downloaded. It can be opened as required.

EMAIL BULLETIN

A PDF copy of the bulletin can be emailed to all or selected teachers.

31
15%

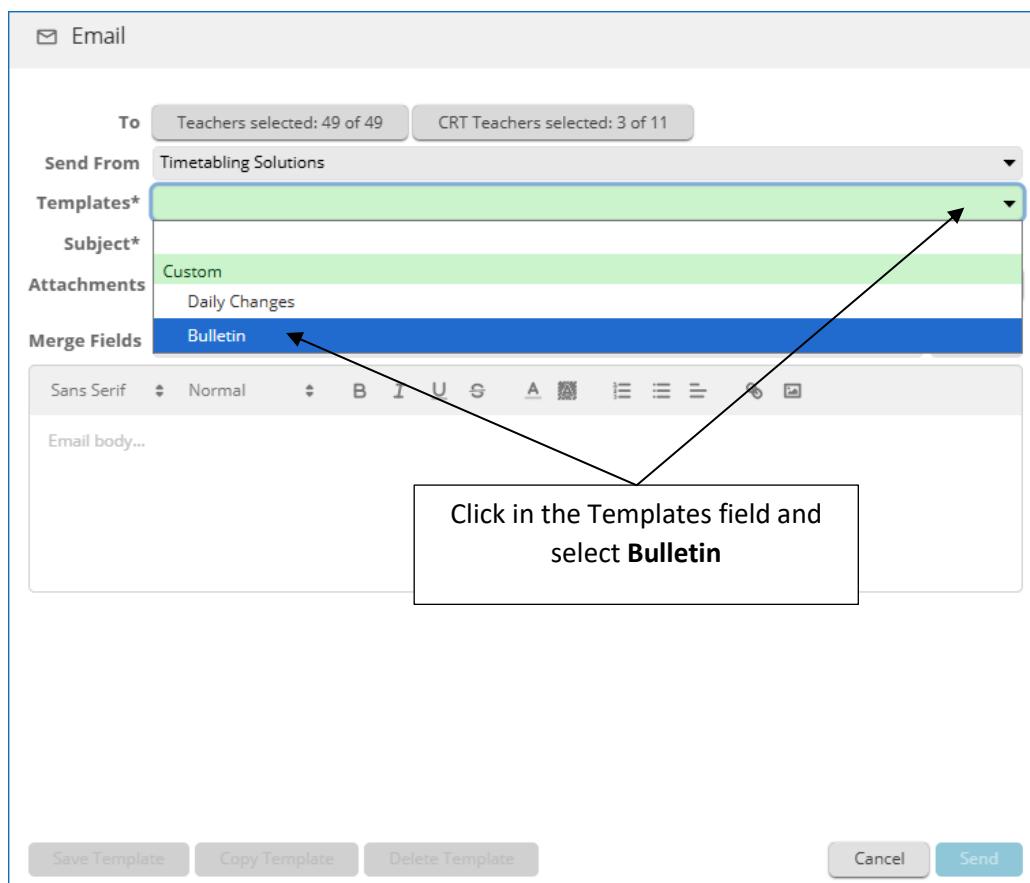
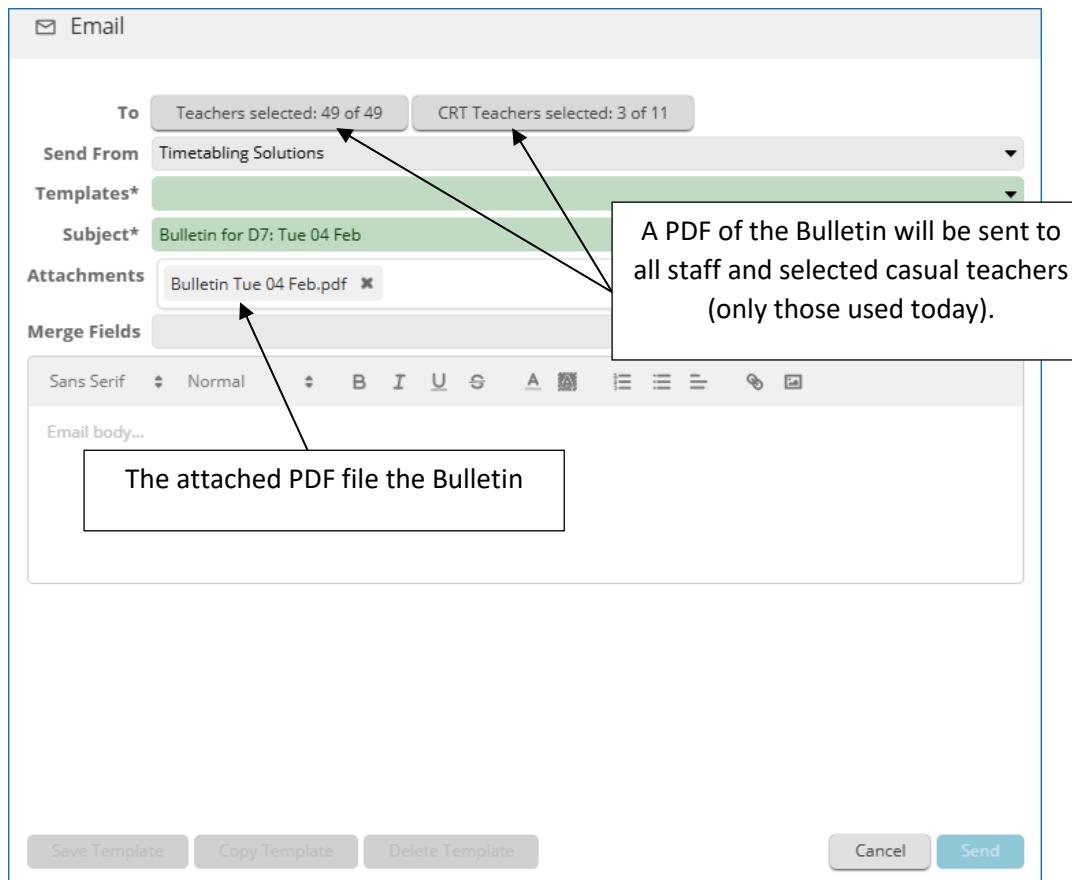
Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation Portrait Separate Pages Preview

Teacher Absences

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Click



Email

To Teachers selected: 49 of 49 **CRT Teachers selected: 3 of 11**

Send From Timetabling Solutions

Templates* Bulletin

Subject* Teacher Changes for Day 7: Tue 04 Feb

Attachments Bulletin Tue 04 Feb.pdf

Merge Fields

Sans Serif Normal B I U S A

Hi [FirstName]
Today's Bulletin is attached.
Regards
Brett Harley
Daily Organiser

The template contains the email body.

Emails will not be sent at this stage.
Click **Cancel**

Save Template Copy Template Delete Template Cancel **Send**

CREATE BULLETIN MESSAGES

A message can be added to the Bulletin before printing. This will appear under a separate heading at the end of the Bulletin.

 **On the Task Tree select:**
[16B] Bulletin - Messages

Daily Organiser / Senior School - 2031 / Bulletin / Messages

+ Add Edit Delete Copy

No messages have been entered.

Click **Add**

Enter Bulletin Message

Title*
Yr 11 English Exam

Message
Yr 11 students will be late to Period 3 because of the English Exam

Display Message on New Page

Include in Bulletin

Required Fields*

Cancel **Record and Close** **Record and Next**

For Title type
"Yr 11 English Exam"

For Message type
"Yr 11 students will be late to Period 3 because of the English Exam"

Tick **Include in Bulletin**

Click **Record and Close**

Daily Organiser / Senior School - 2031 / Bulletin / Messages

No	Title	Message	New Page	Include in Bulletin
1	Yr 11 English Exam	Yr 11 students will be late to Period 3 because of the English Exam	No	Yes

This message will appear at the end of the Bulletin. If the New Page column is changed to a Yes, the message will appear at the end of the Bulletin on a new page.

Note: This message is not date specific, so it will keep appearing on the Bulletin until the value in the Include in Bulletin cell is changed to No.

SHARE BUTTON

The Share button can be used to send a link to the Bulletin to all or selected users. In this example a link will be created to send to staff via Teams.



**On the Task Tree select:
[16A] Bulletin - Preview**

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Teacher Absences

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM

Click Share

Share This Content

This will share the information you're currently viewing as it appears right now.

Who will have access to this?

Anyone from this school
Any user who is logged into this school can view the shared content.

Share this with

Will people be able to print this?

People with access can print

How should they receive it?

Give me a link I can share with them

When should the share expire?

22/09/2025

Print Cancel Create

A link can be created to share with others

Click **Create**

Share This Content

This will share the information you're currently viewing as it appears right now.

Who will have access to this?

Anyone from this school
Any user who is logged into this school can view the shared content.

Share this with

Will people be able to print this?

People with access can print

How should they receive it?

Give me a link I can share with them

When should the share expire?

01/10/2025

Your share link

<http://mp.dev.timetabling.education//Interface/Report/0e714c87-1be7-4b19-92>

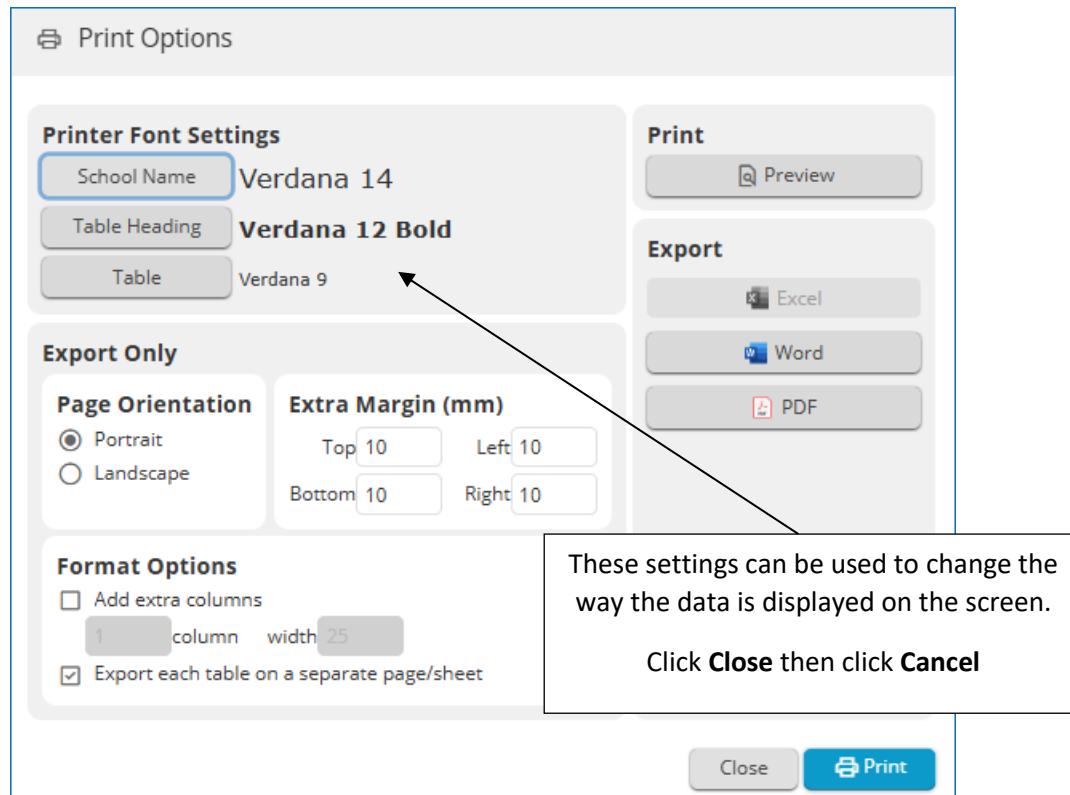
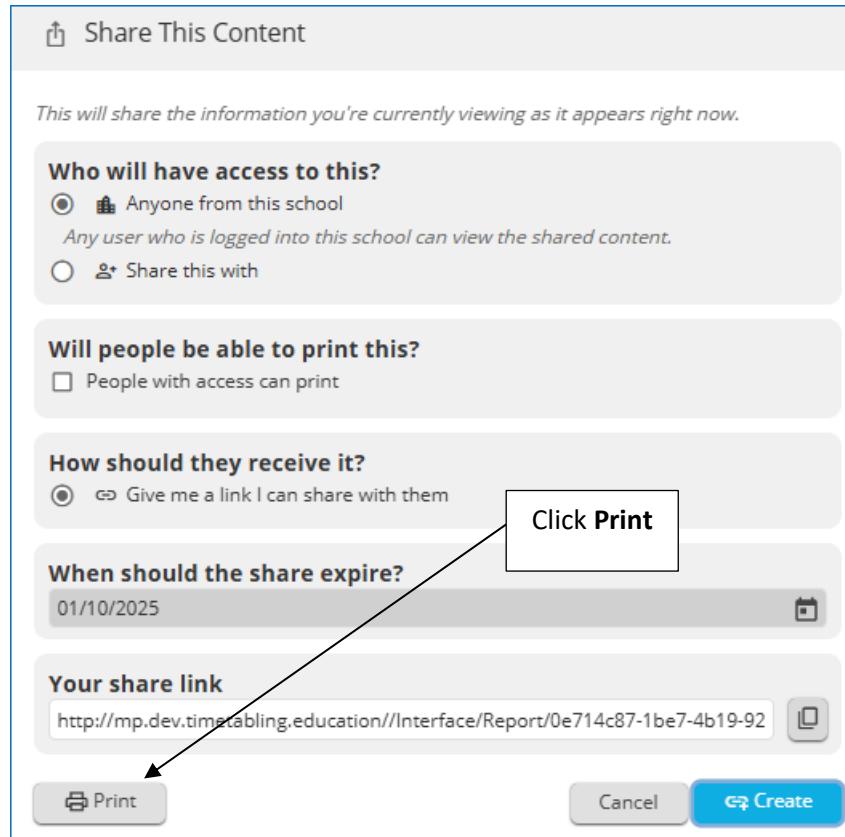
Print Cancel Create

Click **Copy Link** and paste into apps such as Teams to share the bulletin with other staff.

This will not be done at this stage.

ADDITIONAL PRINT FEATURES

Additional print features are available by accessing the Print screen from the Share Button.



TEACHER PORTAL

Teachers can also see any daily changes in their Teacher Portal.

They can view their timetable by month, week or day and see today's bulletin.

Monthly view

February 2031				
Monday	Tuesday	Wednesday	Thursday	Friday
27 January	28	29	30	31
3				
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Weekly view

3 - 9 February 2031				
Monday (3/2/2031)	Tuesday (4/2/2031)	Wednesday (5/2/2031)	Thursday (6/2/2031)	Friday (7/2/2031)
AM				
HR				
1	12REL1D Religious Education Yr12D S24 15 Students		12REL1F Religious Education Yr12F S24 22 Students	12REL1A Religious Education Yr12A S24 13 Students
2				
R				
3	12REL1F Religious Education Yr12F S24 22 Students	09ENG1D English Yr9D M1/2 22 Students	12REL1A Religious Education Yr12A S24	
4	12REL1A Religious Education Yr12A S24 13 Students	12REL1A Religious Education Yr12A S24 13 Students	13 Students	
L1				
L2				
5			12REL1D Religious Education Yr12D S24 15 Students	12REL1F Religious Education Yr12F S24 22 Students
6	12REL1D Religious Education Yr12D S24 15 Students		12REL1F Religious Education Yr12F S24 22 Students	12REL1D Religious Education Yr12D S24 15 Students
PM				

The daily view includes details of replacement classes with class lists and a link to the Bulletin.

Teacher Portal / Senior School - 2031 / My Timetable

Day View Week View Month View

4th February
Tuesday 2031

AM HR

1

2

R

3 09ENG1D English Yr9D M12 | 22 Students

4 12REL1A Religious Education Yr12A S24 | 18 Students

L1

L2

5

6 12REL1D Religious Education Yr12D S24 | 18 Students

PM

Today Bulletin

Show Legend

English Yr9D - 09ENG1D
Changed Lesson Absent Teacher: Joanne Boyle

Students 22 Period 3 Room Middle Sch Rm 12

Student Roll

Alise Nyberg NYBEA01	Angelika Alberro ALBEA01	Ashlea Amonette AMONA01	Carina Olivari OLIVC01	Christie Scheller SCHEC01
Collette Fruth FRUTC01	George Precise PRECG01	Harrison Perreault PERRH01	Jill Sander SANJE01	Kiera Levieille LEVIK01
Kyra Hails HAIIK01	Larry Roehrig ROEHL01	Pia Abina ABINP01	Reuben Pietrzak PIETR01	Rosalina Bailey BAILR01
Scarlett Garlock GARLS01				

Timetabling Solutions

Hosted Application



Daily Organiser

Lesson 10 - Reports

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PROFESSIONAL LEARNING OBJECTIVES

- View and use the reports available in Daily Organiser

SKILLS

- Access selected day reports
- View and customise display settings for teachers and casual teacher timetables
- Access and customise displays for the available Teachers Totals reports
- Adjust the date range for Teacher Totals reports

REPORTS

In Daily Organiser, the Reports section contains several reports which can be useful for Daily Organisers. Some of the reports provide information for the selected day only, others give summary information for the entire dataset. All reports can be shared with other staff when required.

The table below gives a brief description of each report.

No	Report	Description
17A	Absent Teachers	List of teachers absent on the selected day.
17B	Replacement Teachers	List of all replacement teachers on the selected day.
17C	Unscheduled Teachers	List of all unscheduled teachers and casual teachers for each lesson of the selected day.
17D	Teacher Summary	Report showing all information relating to teachers and casual teachers on the selected day. This report combines the information from [6] Teacher Absences - [A] Selected Day and the lower pane of the [11] Replacements - [A] Assign screen.
17E	Cancellations	List of all cancelled classes for the selected day.
17F	Room Changes	List of all room changes for the selected day. This includes rooms assigned to classes and activities on [12] Room Changes - [A] Assign and room edits from [12] Room Changes - [B] Edit.
17G	Unscheduled Rooms	List of all unscheduled rooms for each lesson of the selected day.
17H	Student Lesson Changes	List of all classes with updated student numbers.
17I	Student Activities	List of all Student Activities for the selected day.
17J	Students at Activities	Lists all students and teachers at activities on the selected day. This includes the duration of the activity and the rooms being used.
17K	Activity Class Lists	Lists students by class lists as assigned on Teachers/Rooms/Students on screen [9] Student Activities - [B] Organise.

SELECTED DAY REPORTS

The information in this section refers to the selected day only. Many of the reports are identical to tables that were included in the Bulletin in the previous lesson.



Open:
Senior School – 2031
Date: Tue 04 Feb D7 (Future)



On the Task Tree select:
[17A] Selected Day Reports - Absent Teachers

Daily Organiser / Senior School - 2031 / Selected Day Reports / Absent Teachers

Orientation: Portrait Separate Pages Preview

Teacher Period / Yard Duty

Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

A list of all the teachers absent on the selected day is displayed.

Click

National Trainer
Timetabling Solutions Training

- 1 Home Page
- 2 Parameters
- 3 Calendar
- 4 Unsupervised Classes
- 5 Reasons
- 6 Teachers and Studen...
- 7 Teacher Absences
- 8 Room Availability
- 9 Cancellations
- 10 Student Activities
- 11 Reminders
- 12 Replacements
- 13 Room Changes
- 14 Student Changes
- 15 Check
- 16 Teacher Changes
- 17 Bulletin
- 18 Selected Day Reports
- A Absent Teachers**
- B Replacement Teachers**

Display Settings

Absence Reasons

Code Name Both Example: Sick Leave

Periods

Code Name Both Example: 4

Teachers

Code Name Both Example: First Name

Format: Last Name \leftrightarrow First Name Include title

Show Additional Information

Teacher Load Teacher Count

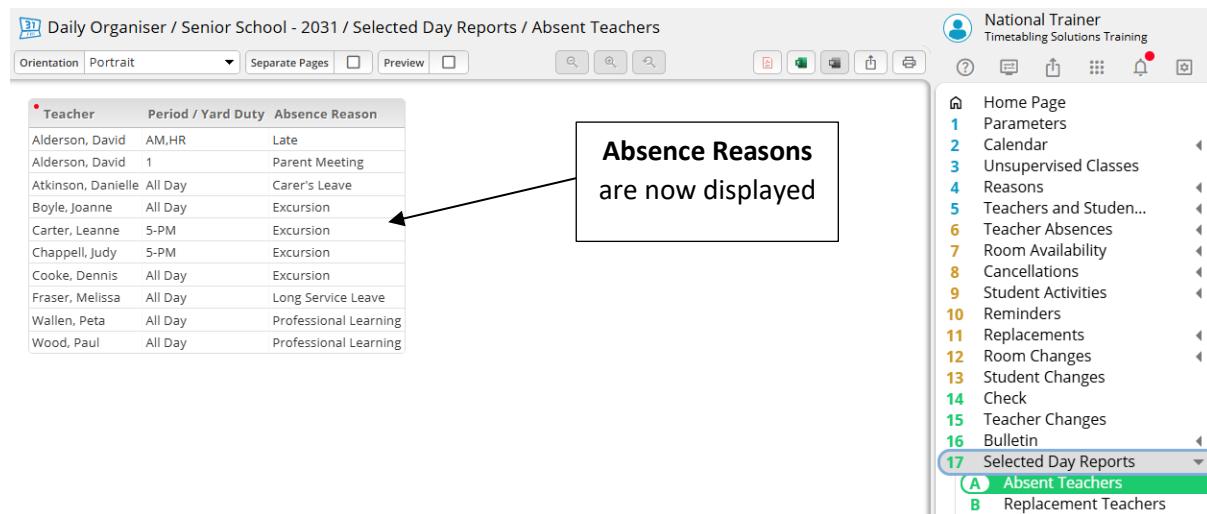
Yard Duty Sessions

Code Name Both Example: L2

Reports Include

Period and Yard Duty Loads
 Absence Reasons
 Cancellation Reasons
 Room Availability Reasons
 Replacement Notes
 Room Changes Notes
 Teacher Load
 Teacher Count
 Roll Classes

Cancel **Save** Save For All



The screenshot shows the 'Absent Teachers' report in the Daily Organiser. The report lists teachers, their period/yard duty, and absence reason. A callout box highlights the absence reasons, with an arrow pointing from the text 'Absence Reasons are now displayed' to the 'Reasons' column in the table.

Teacher	Period / Yard Duty	Absence Reason
Alderson, David	AM,HR	Late
Alderson, David	1	Parent Meeting
Atkinson, Danielle	All Day	Carer's Leave
Boyle, Joanne	All Day	Excursion
Carter, Leanne	5-PM	Excursion
Chappell, Judy	5-PM	Excursion
Cooke, Dennis	All Day	Excursion
Fraser, Melissa	All Day	Long Service Leave
Wallen, Peta	All Day	Professional Learning
Wood, Paul	All Day	Professional Learning

Absence Reasons are now displayed

The task tree on the right shows the following structure:

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Student Activities
- Teacher Absences
- Room Availability
- Cancellations
- Student Activities
- Reminders
- Replacements
- Room Changes
- Student Changes
- Check
- Teacher Changes
- Bulletin
- Selected Day Reports
 - Absent Teachers** (selected)
 - Replacement Teachers

TIMETABLES

In Daily Organiser, timetables for teachers, casual teachers, rooms, students, and a master timetable can be viewed. Checkboxes are available to change the data displayed for each timetable.



On the Task Tree select:
[18A] Timetables - Teachers

TEACHER TIMETABLES

Teacher timetables can be displayed:

- for the selected day or the cycle
- with or without changes for the selected day
- with or without yard duties
- with or without composite classes and clashes

Select Rod Adams/ADAR

The full timetable for Rod Adams is displayed with yard duties.

Teachers selected: 49 of 49 Timetable Full Cycle Yard duties on timetable Timetable without changes Composites and clashes

Orientation: Portrait Separate Pages Preview

Teacher: Adams, Rod

AM	HR	1	2	R	3	4	L1	L2	5	6	PM
			095C1A LAB3		12PST1D S26				075C1A LAB3		
D1											
D2				Oval		085C1B LAB4					
D3	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school
D4		075C1A LAB3			085C1B LAB4	085C1B LAB4				095C1A LAB3	
D5		075C1A LAB3	095C1A LAB3						085C1B LAB4	12PST1D S26	
D6		12PST1D S26		Oval		095C1A LAB3			075C1A LAB3		
D7			085C1B LAB4								
D8	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school
D9			095C1A LAB3		085C1B LAB4	085C1B LAB4			075C1A LAB3		
D10					075C1A LAB3	095C1A LAB3			085C1B LAB4	12PST1D S26	

Teachers selected: 49 of 49 Timetable **Selected Day** Yard duties on timetable Timetable without changes Composites and clashes

Orientation: Portrait Separate Pages Preview

Selected Day

Period	Class / Activity	Room	Details / Changes
AM			
HR			
1			
2	085C1B	LAB4	
R			
3			
4			
L1			
L2			
5			
6			
PM			

Click the Timetable drop-down box and select **Selected Day**
This displays Rod Adams' timetable for the current day.

Teachers selected: 49 of 49 Timetable Selected Day Yard duties on timetable Timetable without changes Composites and clashes Timetable change

Orientation: Portrait Separate Pages Preview

Teacher: Edwards, John

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C	S23	Replaces teacher Cooke, Dennis
1	09PEB1A	GYM2	Replaces teacher Alderson, David
2			
3	11OED1A	OV1	
4	09WOD1A	AT7	
L1			
L2			
5	08SPT1E	OV1	
6	08SPT1E	OV1	
PM			

To choose another teacher the Filter box can be used by typing any part of the name.
In the Filter box type "ed" then click on **John Edwards** to display his timetable

Teachers selected: 49 of 49 | Timetable | Selected Day | Yard duties on timetable | Timetable without changes | Composites and clashes | Timetable change

Orientation: Portrait | Separate Pages | Preview |

Teacher: Edwards, John

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C S23	OV1	Replaces teacher Cooke, Dennis
1	09PEB1A GYM2	AT7	Replaces teacher Alderson, David
2			
R			
3	11OED1A OV1		
4	09WOO1A AT7		
L1			
L2			
5	08SPT1E OV1		
6	08SPT1E OV1		
PM			

John's timetable displays all changes in blue font.

Replacement classes are listed in the Class/Activity column with the teacher that is replaced displayed in the Details/Changes column.

Tick the checkbox Composites and clashes

Teachers selected: 49 of 49 | Timetable | Selected Day | Yard duties on timetable | Timetable without changes | Composites and clashes Timetable change

Orientation: Portrait | Separate Pages | Preview |

Teacher: Edwards, John

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C S23	OV1	Replaces teacher Cooke, Dennis
1	11HRM1D S24	OV1	Replaces teacher Alderson, David
09PEB1A GYM2			
2			
R			
3	11OED1A OV1		
4	09WOO1A AT7		
L1			
L2			
5	08SPT1E OV1		
6	08SPT1E OV1		
PM			

The homeroom clash is now displayed.

Teachers selected: 49 of 49 | Timetable | **Full Cycle** | Yard duties on timetable | Timetable without changes | Composites and clashes | Timetable change

Orientation: Portrait | Separate Pages | Preview |

Selected Day

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1			10WOO1A			09WOO1B	09WOO1B			10SPT1D	10SPT1D	
			S23	AT7		AT7	AT7			OV2	OV2	
D2		11HRM1C	11OED1A	09WOO1B						08SPT1E	08SPT1E	
		S23	OV1	AT7						OV1	OV1	
D3		11HRM1C	10WOO1A	10WOO1A		09WOO1A	09WOO1A		Canteen		12PST1B	
		S23	AT7	AT7		AT7	AT7			S26		
D4		11HRM1C	09WOO1B	10WOO1A		11OED1A	11OED1A			09PEB1B	09PEB1B	
		S23	AT7	AT7		OV1	OV1			GYM2	GYM2	
D5		11HRM1C	11OED1A						Oval			
		S23	OV1									
D6		11HRM1C	09WOO1B	09WOO1B		10WOO1A				10SPT1D	10SPT1D	
		S23	AT7	AT7		AT7				OV2	OV2	
D7		11HRM1C	09PEB1A	GYM2		11OED1A	09WOO1A			08SPT1E	08SPT1E	
		S23	AT7			OV1	AT7			OV1	OV1	
D8		11HRM1C	10WOO1A	10WOO1A		09WOO1A	09WOO1A				12PST1B	
		S23	AT7	AT7		AT7	AT7			S26		
D9		11HRM1C	09PEB1B	09PEB1B		11OED1A	11OED1A			09WOO1B	10WOO1A	

Click the Timetable drop-down box and select **Full Cycle** and untick the checkbox **Composites and clashes**

John's timetable for the cycle is now displayed with changes included for the selected day.

49 Teachers Available

Teachers selected: 49 of 49 | Timetable | Full Cycle | Yard duties on timetable | Timetable without changes | Composites and clashes |

Orientation: Portrait | Separate Pages | Preview |

Teacher: Edwards, John

AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1	S23	11HRM1C 10WOO1A AT7			09WOO1B 09WOO1B AT7 AT7				10SPT1D 10SPT1D OV2		
D2	S23	11HRM1C 11OED1A 09WOO1A OV1 AT7							08SPT1E 08SPT1E OV1		
D3	S23	11HRM1C 10WOO1A 10WOO1A AT7 AT7			09WOO1A 09WOO1A AT7 AT7	Canteen			12PST1B S26		
D4	S23	11HRM1C 09WOO1B 10WOO1A AT7 AT7			11OED1A 11OED1A OV1 OV1			09PEB1B 09PEB1B GYM2			
D5	S23	11HRM1C 11OED1A OV1					Oval				
D6	S23	11HRM1C 09WOO1B 09WOO1B AT7 AT7			10WOO1A AT7	Junior Yard	10SPT1D 10SPT1D OV2 OV2				
D7	S23	11HRM1C OV1			11OED1A 09WOO1A AT7 AT7			08SPT1E 08SPT1E OV1			
D8	S23	11HRM1C 10WOO1A 10WOO1A AT7 AT7			09WOO1A 09WOO1A AT7 AT7				12PST1B S26		
D9	S23	11HRM1C 09PEB1B 09PEB1B GY			11OED1A 11OED1A OV1			09WOO1B 10WOO1A			
D10	S23	11HRM1C S23									

Tick Timetable without changes
Changes for the selected day are not included.

There are similar screens for room and student timetables.

CASUAL TEACHER TIMETABLES

Timetables for casual teachers used on the selected day are displayed with all classes, activities and duties assigned.



On the Task Tree select:
[18B] Timetables - CRT

3 Teachers Available

CRTs selected: 3 of 3 | Yard duties on timetable | Composites and clashes | Timetable change

Orientation: Portrait | Separate Pages | Preview |

CRT: Einstein, Bert

Period	Class / Activity	Room	Details / Changes
AM		Bus Duty	Replaces teacher Alderson, David
HR			Available
1	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
2	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
R			Available
3	10MAT1B	M17	Replaces teacher Cooke, Dennis
4	11PHY1A	LAB2	Replaces teacher Cooke, Dennis
L1			Available
L2			Available
5	12PHY1B	LAB2	Replaces teacher Cooke, Dennis
6	12PHY1A	LAB2	Replaces teacher Cooke, Dennis
PM			Available

Select the second casual teacher **Bert Einstein** and his timetable for the day is displayed including yard duties.

MASTER TIMETABLE

The master timetable displays all classes for the selected day. It can be displayed with or without changes. Note: Student Activities and yard duties are not included in the master timetable.



**On the Task Tree select:
[18E] Timetables - Master**

Screenshot of the Daily Organiser software showing the Master Timetable for Senior School - 2031. The interface includes a toolbar with buttons for Roll Class:18/18, Display without today's changes, No teacher or room assigned, Lesson cancellation, Teacher or Room changes, Orientation (Portrait), Separate Pages, Preview, and search functions.

The timetable grid shows four periods (1, 2, 3, 4) for various rooms (RC) and hours (HR). The grid includes student names, teacher names, and room numbers. A callout box in the bottom right corner of the grid area states: "Teacher and room changes are in blue text and cancelled classes are shaded yellow." Two arrows point from this callout box to specific cells in the grid: one arrow points to a blue text entry "Walker, Sam" in cell 11HRM1B S22, and another arrow points to a yellow shaded cell 11HRM1D S24.

SUMMARY REPORTS

There are two summary reports sections, Teacher Totals and Student Activity Totals. In each section a date range can be selected to give summary reports for specific dates.

TEACHER TOTALS

Teacher Totals displays summary information for teacher absences, replacements and adjustments made during the selected dates. It also displays cycle information set up on screen [5A] Teachers and Students - Teachers. Screen [19A] Teacher Totals - Summary gives summary information on teacher absences and replacements for a selected date range. More detailed information is available on the other screens.



**On the Task Tree select:
[19A] Teacher Totals - Summary**

No	Teacher	Days Absence Recorded	Periods Absent	Lessons Replaced	YD Absent	Counted	Uncounted	In Lieu	Absent	Adjustments	Total	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams, Rod	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	1.00	10.00
2	Alderson, David	3	8.20	5.20	0.20	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	20.00
3	Atkinson, Danielle	10	52.40	24.80	1.60	0.00	0.00	1.00	0.00	0.00	1.00	0.00	1.00	20.00
4	Baker, Catherine	0	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	3.00	0.00	1.00	10.00

The date range defaults to the start date and end date of the dataset. The start and end date can be edited by clicking on the cell and selecting a new date from the calendar.

The first 4 columns, highlighted blue, relate to absences:

Days Absence Recorded: Number of days a teacher has been absent for at least one period.

Periods Absent: Total number of periods a teacher has been absent.

Lessons Replaced: Total number of teaching periods a teacher has been absent and a replacement teacher has been assigned.

YD Absent: Total load of yard duties a teacher has been absent.

No	Teacher	Days Absence Recorded	Periods Absent	Lessons Replaced	YD Absent	Counted	Uncounted	In Lieu	Absent	Adjustments	Total	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams, Rod	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	1.00	10.00
2	Alderson, David	3	8.20	5.20	0.20	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	20.00
3	Atkinson, Danielle	10	52.40	24.80	1.60	0.00	0.00	1.00	0.00	0.00	1.00	0.00	1.00	20.00
4	Baker, Catherine	0	0.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	3.00	0.00	1.00	10.00
5	Bell, Heather	2	1.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00	20.00
6	Boswick, Sam	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
7	Boyle, Joanne	2	7.20	6.00	0.50	0.00	3.00	1.00	0.00	0.00	4.00	4.00	1.00	20.00
8	Burrows, Kelly	0	0.00	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.40	0.00	1.00	20.00

The next 6 columns, highlighted pink, relate to the various types of replacements:

Counted: Counted replacements assigned on [11A]

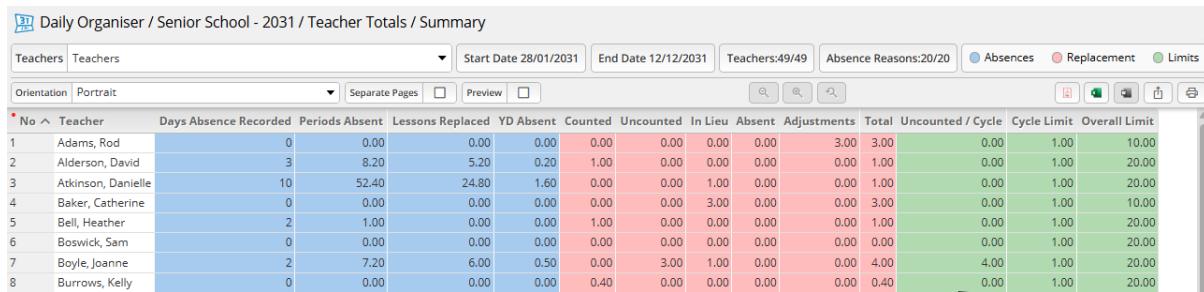
Uncounted: Uncounted replacements assigned on [11A]

In Lieu: In Lieu replacements assigned on [11A]

Absent: Periods absent due to a counted absence assigned on [6A]

Adjustments: Load adjustments added on [11D]

Total: The sum of all the above



No	Teacher	Days Absence Recorded	Periods Absent	Lessons Replaced	YD Absent	Counted	Uncounted	In Lieu	Absent	Adjustments	Total	Uncounted / Cycle	Cycle Limit	Overall Limit	
1	Adams, Rod		0	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	1.00	10.00	
2	Alderson, David		3	8.20	5.20	0.20	1.00	0.00	0.00	0.00	1.00	0.00	1.00	20.00	
3	Atkinson, Danielle		10	52.40	24.80	1.60	0.00	1.00	0.00	0.00	1.00	0.00	1.00	20.00	
4	Baker, Catherine		0	0.00	0.00	0.00	0.00	0.00	3.00	0.00	0.00	3.00	0.00	1.00	10.00
5	Bell, Heather		2	1.00	0.00	0.00	1.00	0.00	0.00	0.00	1.00	0.00	1.00	20.00	
6	Boswick, Sam		0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
7	Boyle, Joanne		2	7.20	6.00	0.50	0.00	3.00	1.00	0.00	0.00	4.00	1.00	20.00	
8	Burrows, Kelly		0	0.00	0.00	0.40	0.00	0.00	0.00	0.00	0.40	0.00	1.00	20.00	

The last 3 columns highlighted green, relate to information entered on [5A]: Teachers and Students – Teachers:

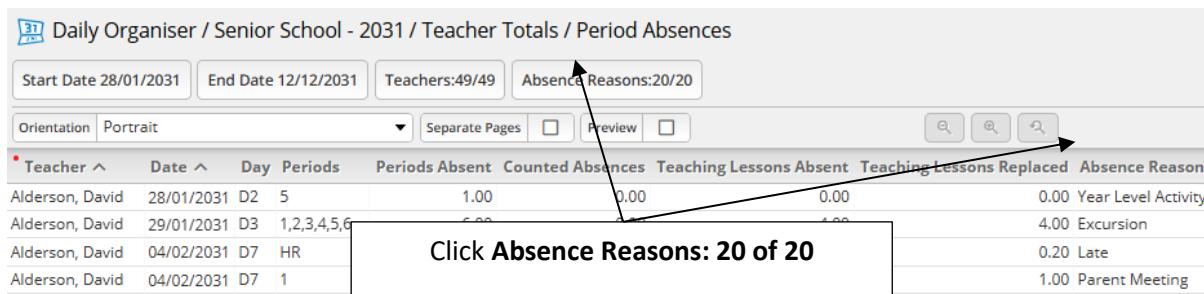
Uncounted/Cycle
Cycle Limit
Overall Limit

TEACHER PERIOD ABSENCE DETAILS

The Period Absences screen lists all teacher absences by date with details of periods absent, counted absences, teaching lessons absent and teaching lessons replaced. This screen can be customised by selecting a subset of teacher and/or absence reason.

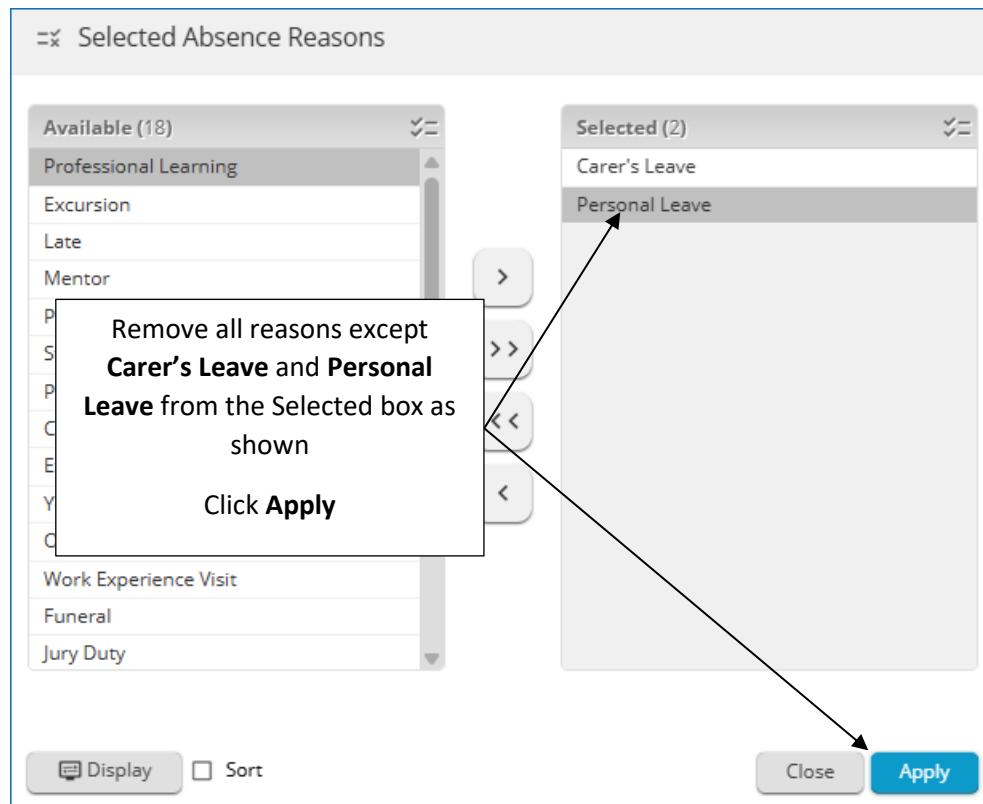


On the Task Tree select:
[19B] Teacher Totals – Period Absences



Daily Organiser / Senior School - 2031 / Teacher Totals / Period Absences								
Start Date 28/01/2031		End Date 12/12/2031		Teachers:49/49		Absence Reasons:20/20		
Orientation	Portrait	Separate Pages	Preview					
* Teacher	Date	Day	Periods	Periods Absent	Counted Absences	Teaching Lessons Absent	Teaching Lessons Replaced	Absence Reason
Alderson, David	28/01/2031	D2	5	1.00	0.00	0.00	0.00	0.00 Year Level Activity
Alderson, David	29/01/2031	D3	1,2,3,4,5,6	6.00	0.00	1.00	4.00	4.00 Excursion
Alderson, David	04/02/2031	D7	HR	0.00	0.00	0.00	0.20	0.20 Late
Alderson, David	04/02/2031	D7	1	0.00	0.00	0.00	1.00	1.00 Parent Meeting

Click Absence Reasons: 20 of 20



Daily Organiser / Senior School - 2031 / Teacher Totals / Period Absences

Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:2/20

Teacher	Date	Day	Periods	Periods Absent	Counted Absences	Teaching Lessons Absent	Teaching Lessons Replaced	Absence Reason
Atkinson, Danielle	30/01/2031	D4	HR-2,3,4,5,6	6.20	0.00	4.20	4.20	Carer's Leave
Atkinson, Danielle	31/01/2031	D5	HR-2,3,4,5,6	6.20	0.00	4.20	4.20	Carer's Leave
Atkinson, Danielle	03/02/2031	D6	HR-2,3,4,5,6	6.20	0.00	6.20	6.20	Carer's Leave
Atkinson, Danielle	04/02/2031	D7	HR-2,3,4,5,6	6.20	0.00	6.20	6.20	Carer's Leave
Knight, Natalie	30/01/2031	D4	HR-2,3,4,5,6	6.20	0.00	5.20	5.20	Personal Leave

Only details for these 2 reasons are now displayed.

Click **Absence Reasons selected: 2 of 20** and move all reasons back into the Selected box

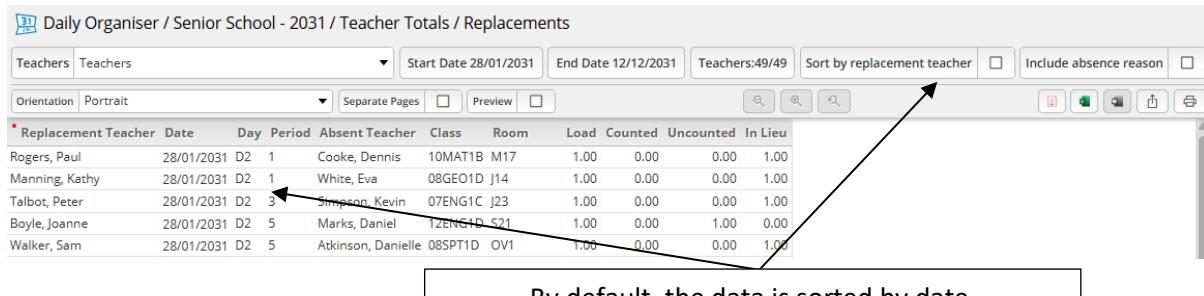
This report is useful if teacher absences need to be reported to the Business Manager on a regular basis. Use the date selector and Absences Reason Selector to customise the data.

TEACHER REPLACEMENT DETAILS

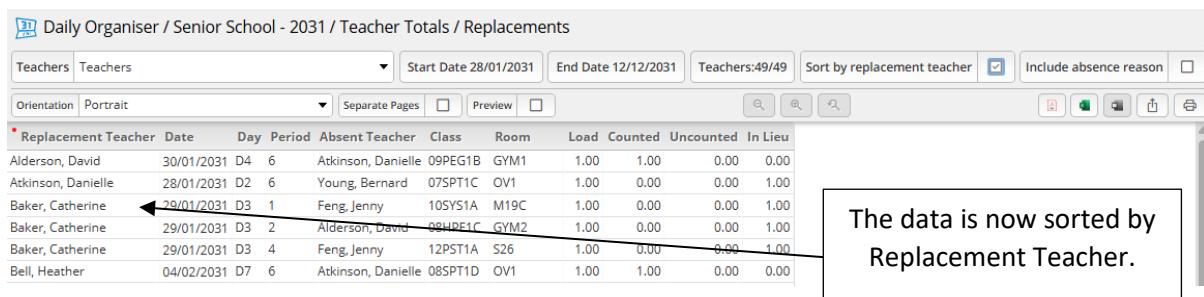
The Replacements screen lists all counted, uncounted and in lieu replacements. Either teachers or casual teachers can be selected.



On the Task Tree select:
[19D] Teacher Totals – Replacements



By default, the data is sorted by date.
 Tick the checkbox **Sort by replacement teacher**



The data is now sorted by Replacement Teacher.

INDIVIDUAL TEACHER SUMMARIES

The Individual screen displays the specific details of absences and replacements for a selected teacher.



On the Task Tree select:
[19F] Teacher Totals – Individual

Daily Organiser / Senior School - 2031 / Teacher Totals / Individual

Teachers Teachers Orientation Portrait Separate Pages Preview Start Date 28/01/2031 End Date 12/12/2031 Teachers selected: 49 of 49

Teacher Summary for Edwards, John
28/01/2031 to 12/12/2031

49 Teachers Available

Absences

Type	Date	Day	Name	Period / Yard Duty	Counted	Reason
Student activity	28/01/2031	D2	YLA 11-12 1		0.00	Year Level Activity
Student activity	26/02/2031	D3	11CAMP	All Day	0.00	Camp
Student activity	27/02/2031	D4	11CAMP	All Day	0.00	Camp
Student activity	28/02/2031	D5	11CAMP	All Day	0.00	Camp

Replacement Taken

Type	Date	Day	Period / Yard Duty	Absent Teacher	Class	Room	Load	Counted	Uncounted	In Lieu	Adjustment	Notes
Lesson	04/02/2031	D7	1	Alderson, David	09PEB1A	GYM2	1.00	1.00	0.00	0.00		
Lesson	04/02/2031	D7	HR	Cooke, Dennis	11HRM1D	S24	0.20	0.00	0.00	0.00		Please mark this roll as well as your own

Type “ed” and click **John Edwards**
All information relating to John’s absences and replacements is displayed.

STUDENT ACTIVITY TOTALS

Student Activity Totals displays summary information for roll classes and students made during the selected dates.

The table below gives a brief description of each report.

No	Report	Description
20A	Roll Classes	Lists the number of periods each roll class has participated in activities.
20B	Students	Lists the number of periods each student has participated in activities.
20C	Details	Lists the details of the activities each student has participated in. This includes the activity, date, period load and activity periods.

SHARE REPORTS

The Share button can be used to share information on any screen in Daily Organiser to anyone who is listed as a user in your Management Portal.



**On the Task Tree select:
[16A] Bulletin - Preview**

The screenshot shows the Daily Organiser interface with the 'Teacher Absences' report selected. A callout box points to the 'Click Share' button in the top right corner of the preview area. The 'Share This Content' dialog box is open, containing the following settings:

- Who will have access to this?**
 Anyone from this school
Any user who is logged into this school can view the shared content.
 Share this with
- Will people be able to print this?**
 People with access can print
- How should they receive it?**
 Give me a link I can share with them
- When should the share expire?**
22/09/2025

At the bottom of the dialog are 'Print', 'Cancel', and 'Create' buttons. A callout box on the right side of the dialog contains the text: 'The Daily Organiser can select who to share information with within Timetabling Solutions apps, print permissions, create a link and for how long it will be available.'

Timetabling Solutions



Hosted Application



Daily Organiser

Lesson 11 - Timetable Changes and the Home Page

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PROFESSIONAL LEARNING OBJECTIVES

- Define the importance of publishing a timetable when the timetable data changes

SKILLS

- Publish a timetable to the cloud Daily Organiser application from a Version 10 timetable file
- Change the date in a Daily Organiser data set to edit teacher details from a new published timetable file
- Change a teacher classification to become a casual teacher
- Move between dates to access a previous published timetable file
- Publish a timetable to the cloud Daily Organiser application from the Management Portal

PUBLISHED TIMETABLE FILES

Each time the timetable changes, the Timetabler will need to publish a new timetable. The Campus, Academic Year and the start date will need to be specified.

A timetable has been published to start on 3 March. In this timetable three new teachers are included to replace staff who are retiring or on leave:

- Fred Flintstone has replaced Rod Adams who will become a casual teacher.
- Wilma Flintstone has replaced David Alderson who has retired.
- Marie Curie, who is currently a casual teacher, will be replacing Dennis Cooke while he is on long service leave.

It is important that there is good communication between the Timetabler and the Daily Organiser. When major changes are made the Daily Organiser needs to update data in the app for new teachers.

Open:



Senior School – 2031

Date: Tue 04 Feb D7 (Future)

VIEW PUBLISHED TIMETABLES IN DAILY ORGANISER

A list of published timetable files and start dates can be viewed from the Home Page.

Click View Timetables

Name	Start Date	Publish Date
Timetable 2031 V1.tfx	28/01/2031	19/11/2025
Timetable 2031 V2.tfx	03/03/2031	19/11/2025

A list of all the published timetable files for this Academic Year is displayed with the current timetable shaded green.

Click Close

For all dates between 28/01/2031 and 02/03/2031 the first file will be read by the Daily Organiser app. For all dates on and after the 03/03/2031 the second file will be read.

CHANGE THE DATE

When the date is changed, the Daily Organiser app reads the appropriate file for the selected date.

Daily Organiser will automatically read the correct published timetable for the selected date.



The screenshot shows the Daily Organiser Home Page. On the left, there is a 'Open Organiser' section with a dropdown for 'Campus' (set to 'Senior School') and 'Academic Year' (set to '2031'). On the right, a sidebar menu lists various features from 'Home Page' to 'File Statistics'. A callout box with an arrow points from the text 'Click on the date to open the Date Selector box' to the date dropdown in the sidebar.

Date Selector

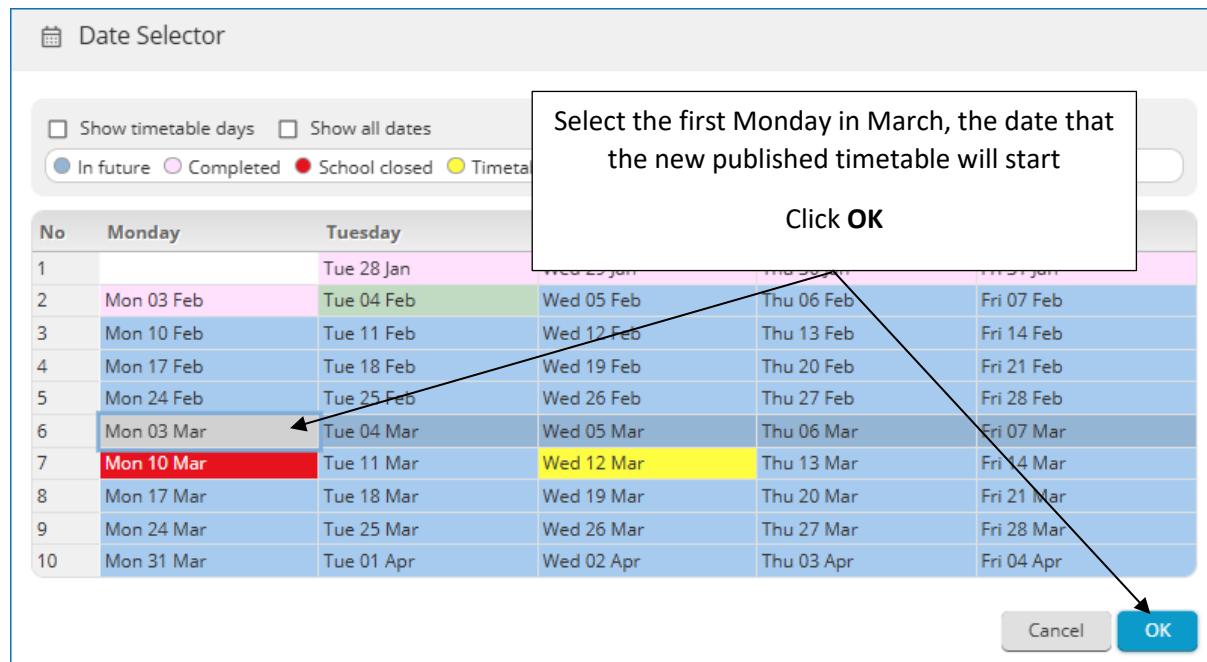
The Date Selector box contains the following controls:

- Show timetable days Show all dates
- In future Completed School closed Timetable day edit Selected date

A callout box with an arrow points from the text 'The checkboxes can be used to display more data if required.' to the 'Show timetable days' and 'Show all dates' checkboxes.

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
7	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar
8	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar
9	Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr

Buttons at the bottom right of the Date Selector box are 'Cancel' and 'OK'.

 Date Selector

Select the first Monday in March, the date that the new published timetable will start

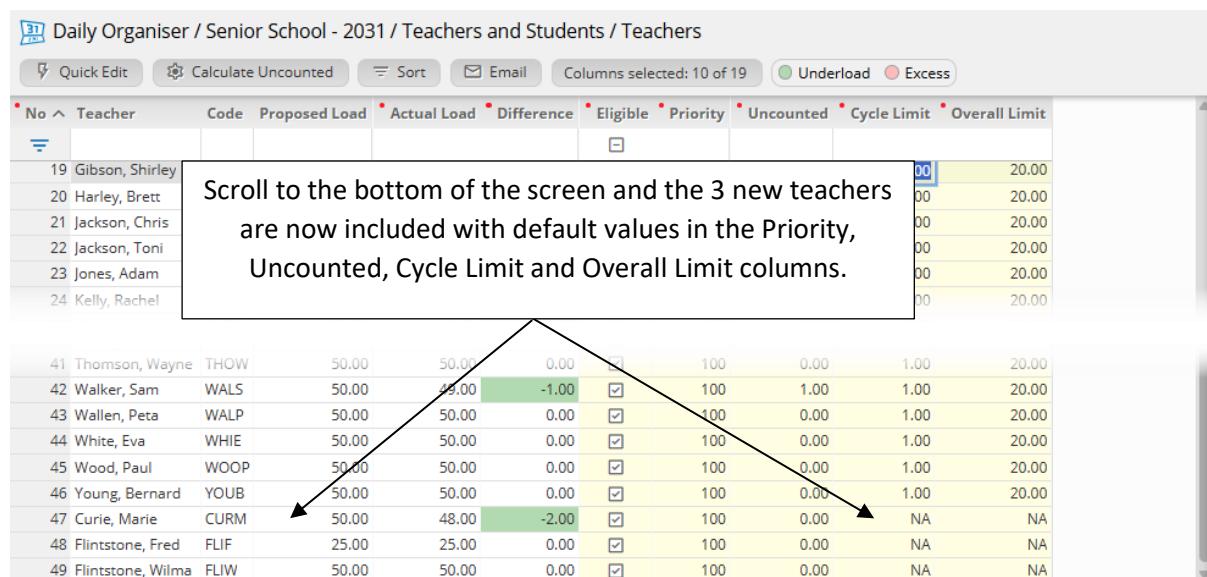
Click OK

Mon 03 Mar

Cancel OK

Alternatively, the date can be selected by double clicking on it.

 On the Task Tree select:
[5A] Teachers and Students - Teachers

 Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

Quick Edit Calculate Uncounted Sort Email Columns selected: 10 of 19 Underload Excess

No Teacher Code Proposed Load Actual Load Difference Eligible Priority Uncounted Cycle Limit Overall Limit

19 Gibson, Shirley
20 Harley, Brett
21 Jackson, Chris
22 Jackson, Toni
23 Jones, Adam
24 Kelly, Rachel

Scroll to the bottom of the screen and the 3 new teachers are now included with default values in the Priority, Uncounted, Cycle Limit and Overall Limit columns.

41 Thomson, Wayne THOW 50.00 50.00 0.00 100 0.00 1.00 20.00
42 Walker, Sam WALS 50.00 49.00 -1.00 100 1.00 1.00 20.00
43 Wallen, Peta WALP 50.00 50.00 0.00 100 0.00 1.00 20.00
44 White, Eva WHIE 50.00 50.00 0.00 100 0.00 1.00 20.00
45 Wood, Paul WOOP 50.00 50.00 0.00 100 0.00 1.00 20.00
46 Young, Bernard YOUB 50.00 50.00 0.00 100 0.00 1.00 20.00
47 Curie, Marie CURM 50.00 48.00 -2.00 100 0.00 NA NA
48 Flintstone, Fred FLIF 25.00 25.00 0.00 100 0.00 NA NA
49 Flintstone, Wilma FLIW 50.00 50.00 0.00 100 0.00 NA NA

Teacher	Priority	Uncounted	Cycle Limit	Overall Limit
Marie Curie	100	2.00	1.00	18.00
Fred Flintstone	50	0.00	1.00	9.00
Wilma Flintstone	100	0.00	1.00	18.00

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

Quick Edit Calculate Uncounted Sort Email Columns selected: 10 of 19 Underload Excess

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley	GIBS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
20	Harley, Brett	HARB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
21	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
22	Jackson, Toni	JAET	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
23	Jones, Adam	IONA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
24	Kelly, Rachael									
25	Knight, Niamh									
40	Talbot, Paul									
41	Thomson, Wayne	THOW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
42	Walker, Sam	WALS	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	20.00
43	Wallen, Peta	WALP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
44	White, Eva	WHIE	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
45	Wood, Paul	WOOP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
46	Young, Bernard	YOUB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
47	Curie, Marie	CURM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	18.00
48	Flintstone, Fred	FLIF	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	9.00
49	Flintstone, Wilma	FLIW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	18.00

For the three new teachers use the information in the above table to edit the values in the Priority, Uncounted, Cycle Limit and Overall Limit columns

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

Quick Edit Calculate Uncounted Sort Email Columns selected: 10 of 19 Underload Excess

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley	GIBS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
20	Harley, Brett	HARB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
21	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
22	Jackson, Toni	JAET	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

Click Sort

Sort

Sort Ascending Sort Descending Move Up Move Down Clear

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Atkinson, Danielle	ATKD	50	50	0.00	true	100	0	1	2
2	Baker, Katherine	BAKC	25	25	0.00	true	50	0	1	1
3	Bell, Heather	BELH	50	50	0.00	true	100	0	1	2
4	Boswick, Sam	BOSS	50	50	0.00	false	100	0	1	2
5	Boyle, Joanne	BOYJ	50	46	-4.00	true	100	4	1	2
6	Burrows, Kelly	BURK	50	50	0.00	true	100	0	1	2
7	Butler, Alison	BUTA	50	50	0.00	true	100	0	1	2
8	Carter, Leanne	CARL	50	50	0.00	true	100	0	1	2
9	Chappell, Judy	CHAJ	50	52	2.00	true	0	0	0	0
10	Cheng, William	CHEW	50	50	0.00	true	100	0	1	2
11	Clark, Allison	CLAA	35	35	0.00	true	70	0	1	1

Cancel OK

Click on a teacher in the first column and click Sort Ascending

Click OK

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

Quick Edit Calculate Uncounted Sort Email Columns selected: 10 of 19 Underload Excess

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
3	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Boswick, Sam	BOSS	50.00	50.00	0.00	<input type="checkbox"/>	100	0.00	1.00	20.00
5	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
6	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
7	Butler, Alison	BUTA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
8	Carter, Leanne	CARL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
9	Chappell, Judy	CHAJ	50.00	52.00	2.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
10	Cheng, William	CHEW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
11	Clark, Allison	CLAA	35.00	35.00	0.00	<input checked="" type="checkbox"/>	70	0.00	1.00	14.00
12	Clark, Megan	CLAM	50.00					0.00	1.00	20.00
13	Connolly, Jenny	CONJ	50.00					0.00	1.00	20.00
14	Curie, Marie	CURM	50.00					2.00	1.00	18.00
15	Dalton, James	DALJ	50.00					0.00	1.00	20.00
16	Edwards, John	EDWJ	50.00					0.00	1.00	20.00
17	Feng, Jenny	FENJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
18	Flintstone, Fred	FLIF	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	9.00
19	Flintstone, Wilma	FLIW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	18.00
20	Fraser, Melissa	FRAM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00

The teachers are now sorted alphabetically.



On the Task Tree select:
[5C] Teachers and Students - Inactive Teachers

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

Delete Edit Classification

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams, Rod	25.00	21.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00				TeacherTTSC+ADAR@gmail.com
2	Alderson, David	50.00	50.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00				TeacherTTSC+ALDD@gmail.com
3	Cooke, Dennis	50.00	48.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00				TeacherTTSC+COOD@gmail.com

The teachers listed here are teachers who were in any published timetable for this academic year but not in the current published timetable.

Warning: Although there is a button to delete teachers from this list, it is strongly recommended that teachers are not deleted. If a teacher is deleted, all historical data for that teacher is removed from the file. That is, there will be no records of absences or replacements taken for deleted teachers.

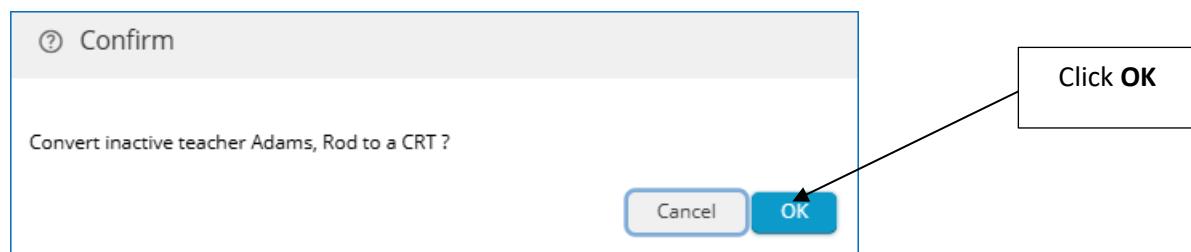
CHANGE THE CLASSIFICATION OF A TEACHER

When timetable changes are made, it is often necessary to change the classification of a teacher or teachers. In this case:

- Marie Curie was a casual teacher before the change, and she is now a full time teacher.
- Rod Adams was a part time teacher, and he now wants to be a casual teacher.

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams, Rod	25.00	21.00	<input checked="" type="checkbox"/>								TeacherTTSC+ADAR@gmail.com
2	Alderson, David	50.00	50.00	<input checked="" type="checkbox"/>								TeacherTTSC+ALDD@gmail.com
3	Cooke, Dennis	50.00	48.00	<input checked="" type="checkbox"/>								TeacherTTSC+COOD@gmail.com



Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams, Rod	25.00	21.00	<input checked="" type="checkbox"/>		50	0.00	1.00	10.00			TeacherTTSC+ADAR@gmail.com
2	Alderson, David	50.00	50.00	<input checked="" type="checkbox"/>		100	0.00	1.00	20.00			TeacherTTSC+ALDD@gmail.com
3	Cooke, Dennis	50.00	48.00	<input checked="" type="checkbox"/>		100	0.00	1.00	20.00			TeacherTTSC+COOD@gmail.com

On the Task Tree select:
[5B] Teachers and Students - CRT

Daily Organiser / Senior School - 2031 / Teachers and Students / CRT

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Adams, Rod	ADAR					TeacherTTSC+ADAR@gmail.com		
2	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	SHAB	5						Feb 2032
4	Ball, Megan	BALM	5						Feb 2035
5	Crowe, Peter	CROP	5						Jun 2033
6	Daly, Garry	DALG	5						Jun 2033
7	Eisenhuth, Stephen	EISS	5						Mar 2031
8	Fitzpatrick, Narelle	FITN	5						Feb 2033
9	Kong, Mark	KONM	5						Dec 2031
10	Lunt, Andrew	LUNA	5						Dec 2031
11	McGucken, Matthew	MCGM	5						Jan 2033

RETURN TO AN EARLIER DATE

Data integrity is maintained for staff who are in one published timetable file but not another. Their names will appear in the appropriate lists depending on the date that the file is opened. All records will be retained for absences, replacements, and activities as either a teacher or as a casual teacher.

Click on the date and change the date back to
Tue 04 Feb D7

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
2	Shakespeare, Billy	SHAB	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
3	Ball, Megan	BALM	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
4	Crowe, Peter	CROP	5228 1999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2033
5	Daly, Garry	DALG	5228 2021	0411 987 654		Maths, Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2033
6	Eisenhuth, Stephen	EISS	5228 2005	0404 222 222		PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2031
7	Fitzpatrick, Narelle	FITN	5228 2000	0402 654 654		Psychology, Music	TeacherTTSC+FITN@gmail.com	5648468	Feb 2033
8	Kong, Mark	KONM	5228 0000	0401 123 123		Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2031
9	Lunt, Andrew	LUNA	5228 2003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2031
10	McGucken, Matthew	MCGM	5228 2015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2033

Marie Curie is again listed as a casual teacher and Rod Adams is not.

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Curie, Marie	CURM	5228 3700	0411 555 555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2031
2	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	SHAB	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
4	Ball, Megan	BALM	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
5	Crowe, Peter	CROP	5228 1999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2033
6	Daly, Garry	DALG	5228				@gmail.com	98647924	Jun 2033
7	Eisenhuth, Stephen	EISS	5228				@gmail.com	6549881351	Mar 2031
8	Fitzpatrick, Narelle	FITN	5228				@gmail.com	5648468	Feb 2033
9	Kong, Mark	KONM	5228				@gmail.com	881965148	Dec 2031
10	Lunt, Andrew	LUNA	5228 2005	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2031
11	McGucken, Matthew	MCGM	5228 2015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2033

On the Task Tree select:
[5C] Teachers and Students – Inactive Teachers

The teachers in the published timetable file starting on 3 March are listed as other teachers for this date.

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Curie, Marie	50.00	48.00	<input checked="" type="checkbox"/>		100						
2	Flintstone, Fred	25.00	21.00	<input checked="" type="checkbox"/>		50						
3	Flintstone, Wilma	50.00	50.00	<input checked="" type="checkbox"/>		100						

PUBLISH A TIMETABLE IN VERSION 10.1

The Timetabler creates and maintains the timetable file for the academic year. It is their responsibility to publish a timetable at the start of the year and when any changes are made throughout the year. In some cases, the Timetabler is also the Daily Organiser.

The best way to publish a timetable is directly from Version 10.1 desktop app.

Note: In training courses this process will be demonstrated only.

Important Message for Global Administrator

When adding staff as users in the Management Portal it is important that staff are assigned to the correct **roles in the Management Portal** to enable the staff to perform their roles within the school.

The person responsible for constructing the timetable will need to be assigned the role of **Timetabler** (to be able to use the Version 10.1) on the desktop.

The person who uses the Daily Organiser module will need to be assigned the role of **Daily Organiser**. If this person is also responsible for uploading published timetables, they would also need to be assigned the role of **Timetabler**.

OPEN VERSION 10

On the Desktop, open Timetabling Solutions Version 10.1.

Timetabling Solutions 10.1

Student Options Module

Click Timetable Development Module

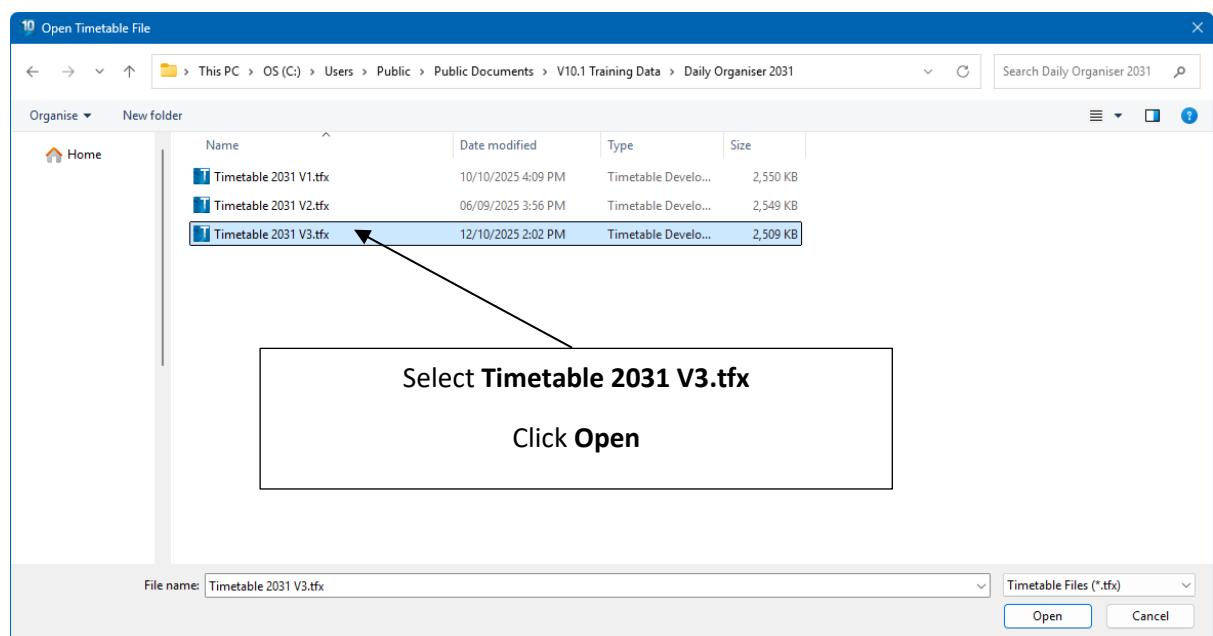
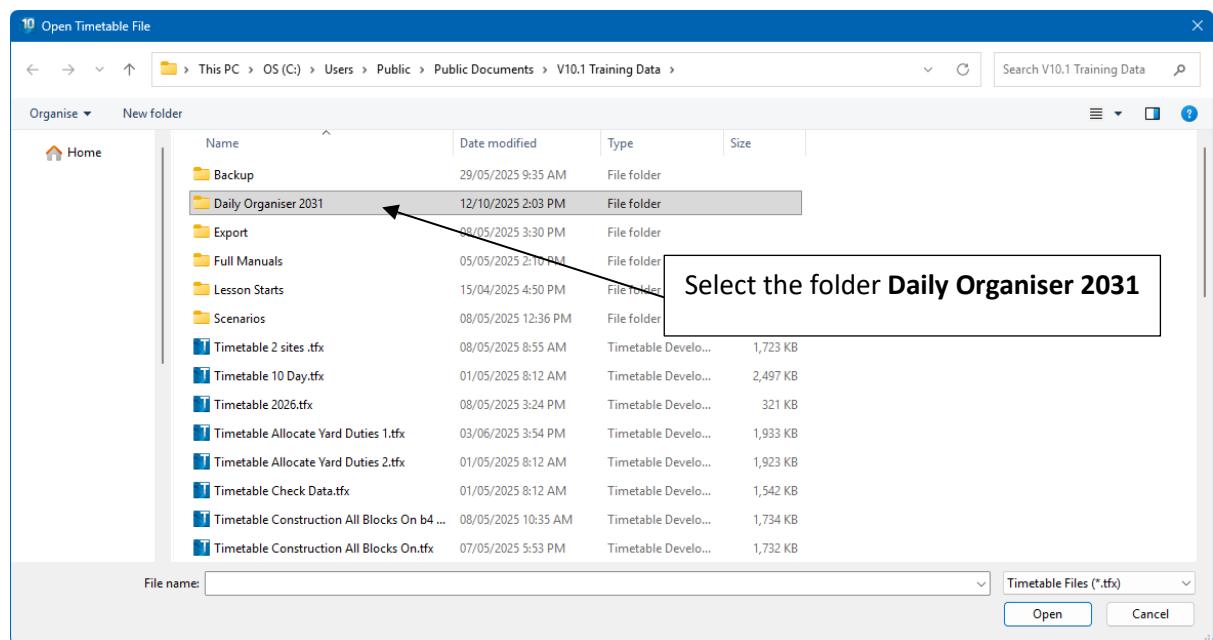
Timetable Development Module

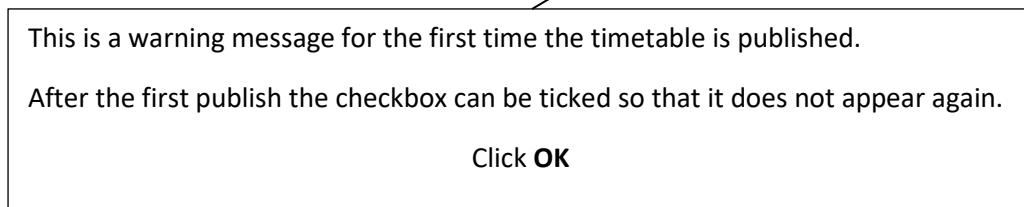
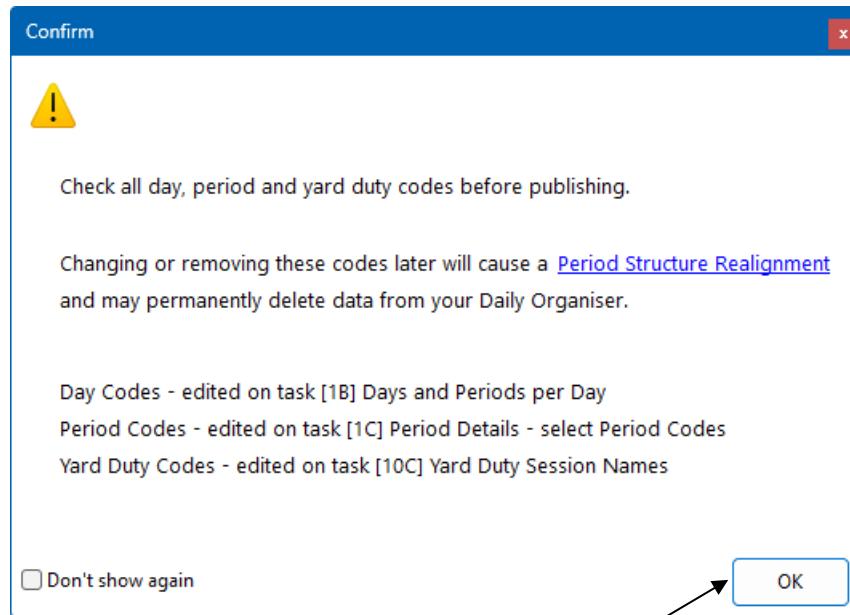
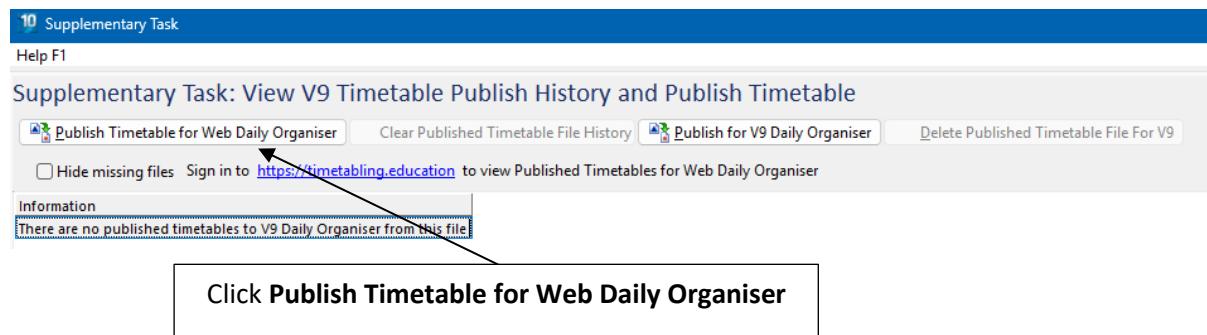
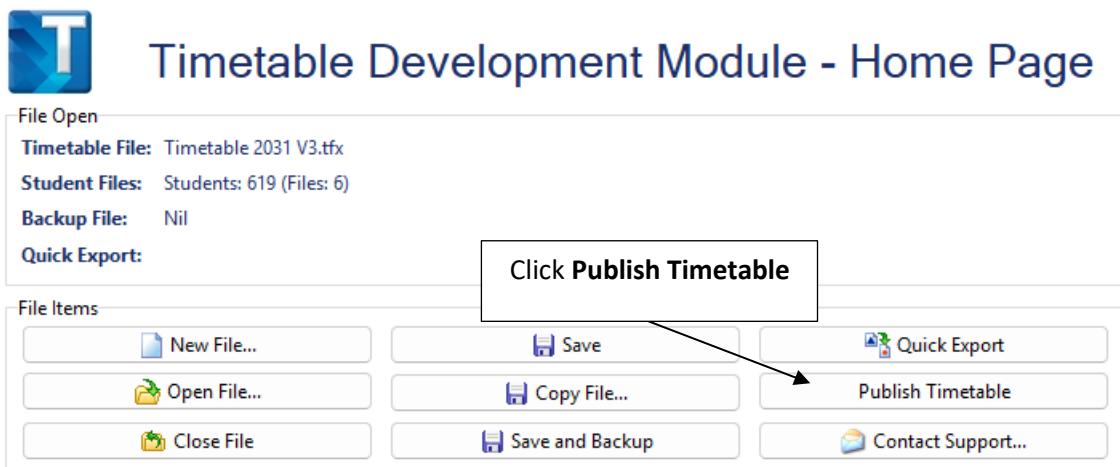
Web Daily Organiser Module

Software Settings

Configure Settings

Other Hosted Applications





The image shows two screenshots of a software interface. The top screenshot is a 'Confirm' dialog box with a yellow warning icon. It asks, 'Before publishing your timetable to Daily Organiser, you must first save. Do you want to save now?'. There are 'Yes' and 'No' buttons. A callout box with an arrow points to the 'Yes' button, labeled 'Click Yes'. The bottom screenshot is the 'Timetabling SOLUTIONS Desktop Client V10' login screen. It features a logo with three blue and grey bars, the text 'Timetabling SOLUTIONS', and 'Desktop Client V10'. It has fields for 'Email Address' and 'Find Me' (a large blue button). Below the fields is a 'Remember User Name' checkbox and a 'Can't sign in? Recover your account' link. At the bottom, a note states: '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.' A copyright notice at the very bottom reads: 'Copyright © Timetabling Solutions Pty. Ltd. 1984...2025. All rights reserved.'

Confirm

Before publishing your timetable to Daily Organiser, you must first save. Do you want to save now?

Yes No

Click Yes

Timetabling SOLUTIONS

Desktop Client V10

Email Address

Find Me

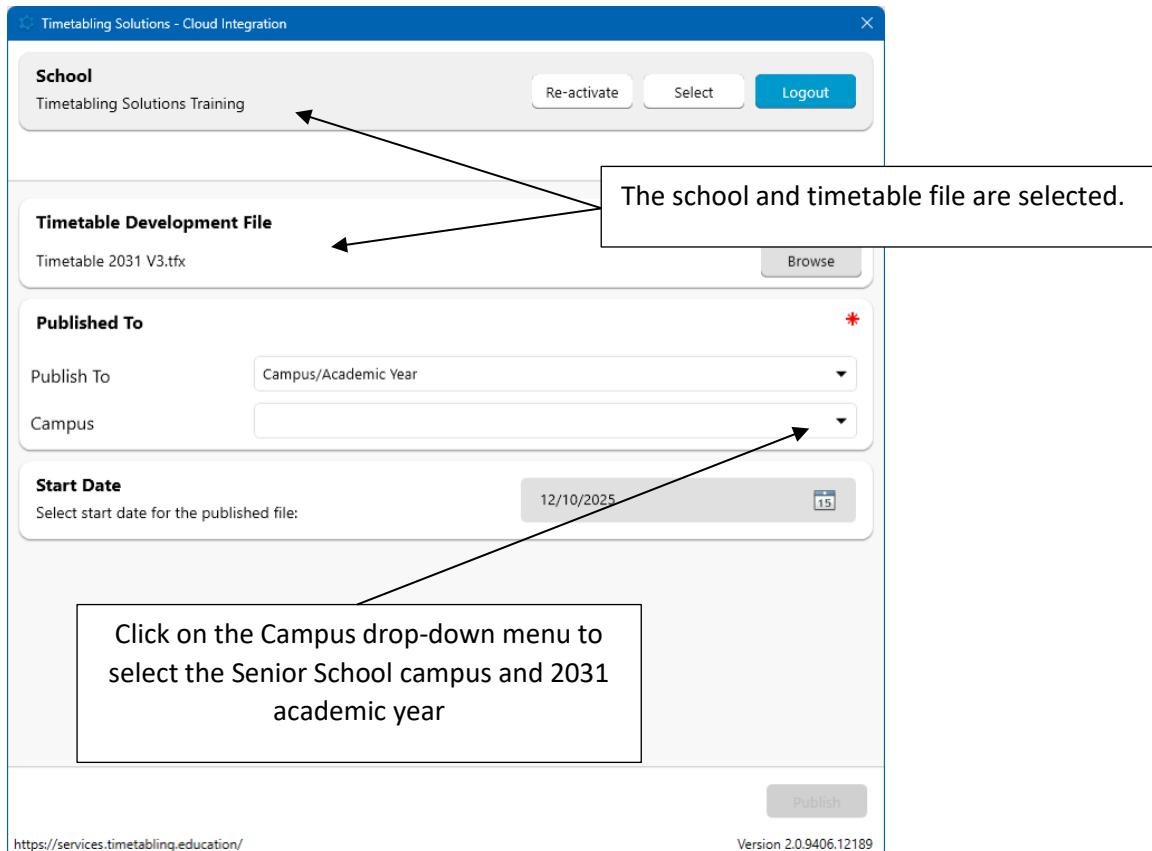
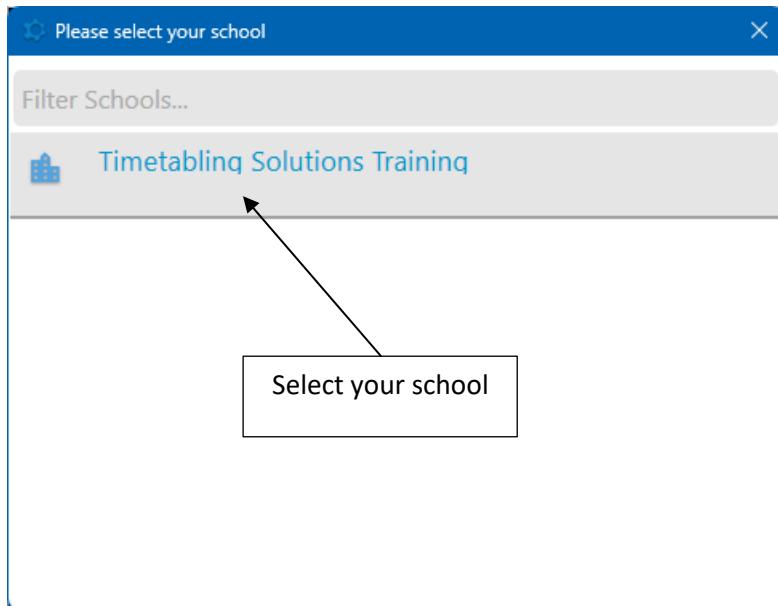
Remember User Name

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.

Copyright © Timetabling Solutions Pty. Ltd. 1984...2025. All rights reserved.

Enter your credentials to log in



School
Timetabling Solutions Training

Re-activate Select Logout

Timetable Development File
Timetable 2031 V3.tfx

Published To

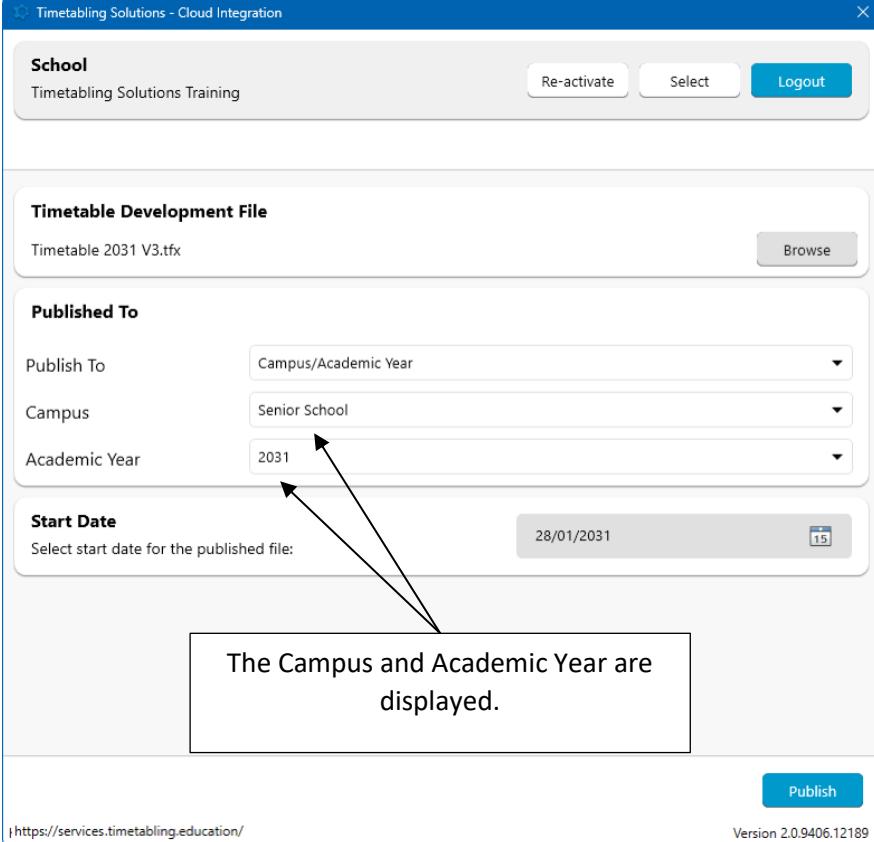
Publish To: Campus/Academic Year
Campus: Senior School
Academic Year: 2031

Start Date
Select start date for the published file: 28/01/2031

The Campus and Academic Year are displayed.

Publish

<https://services.timetabling.education/> Version 2.0.9406.12189



School
Timetabling Solutions Training

Re-activate Select Logout

Timetable Development File
Timetable 2031 V3.tfx

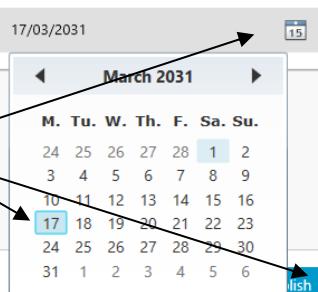
Published To

Publish To: Campus/Academic Year
Campus: Senior School
Academic Year: 2031

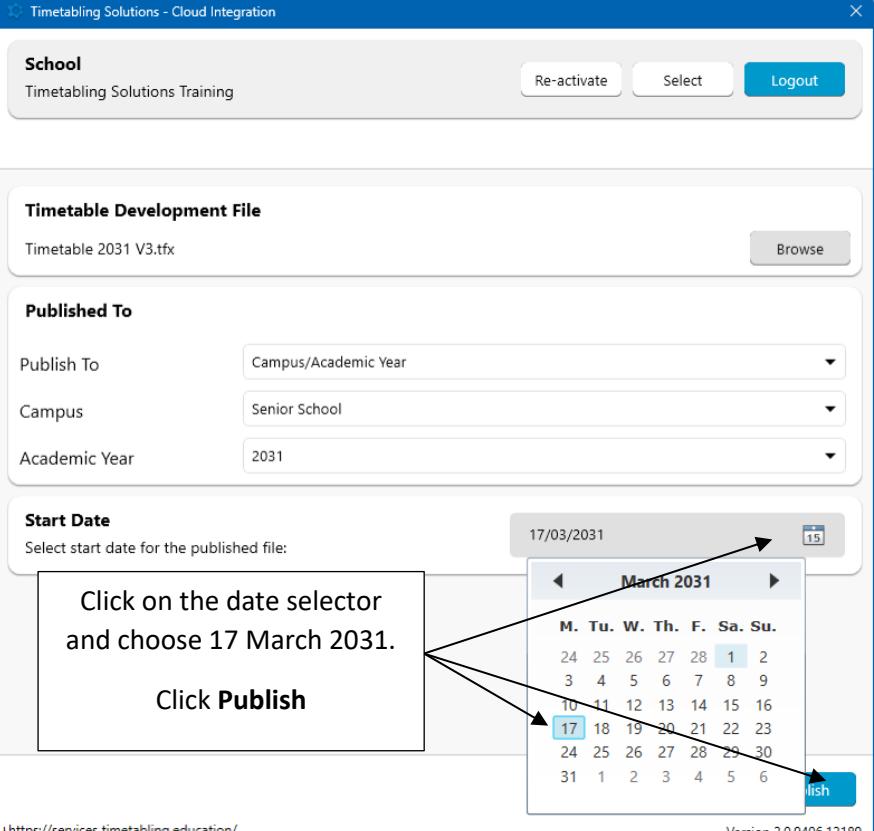
Start Date
Select start date for the published file: 17/03/2031

Click on the date selector and choose 17 March 2031.

Click Publish



<https://services.timetabling.education/> Version 2.0.9406.12189



① Timetable Publishing

Your current timetable is being published to Daily Organiser. It will start on 17/03/2031.

When this process is complete you will be sent an email.

Click **OK**

OK



Import Completed

The email has details of the campus, academic year and the published file.



The following files imported successfully to Published Timetable Group "Senior School_2031":

1. 310317142359_310317_Timetable 2031 V3.tfx

They are now ready for use in your Timetabling Solutions web apps.

10 **Supplementary Task**

Help F1

Supplementary Task: View V9 Timetable Publish History and Publish Timetable

Publish Timetable for Web Daily Organiser Clear Published Timetable File History Publish for V9 Daily Organiser Delete Published Timetable File For V9

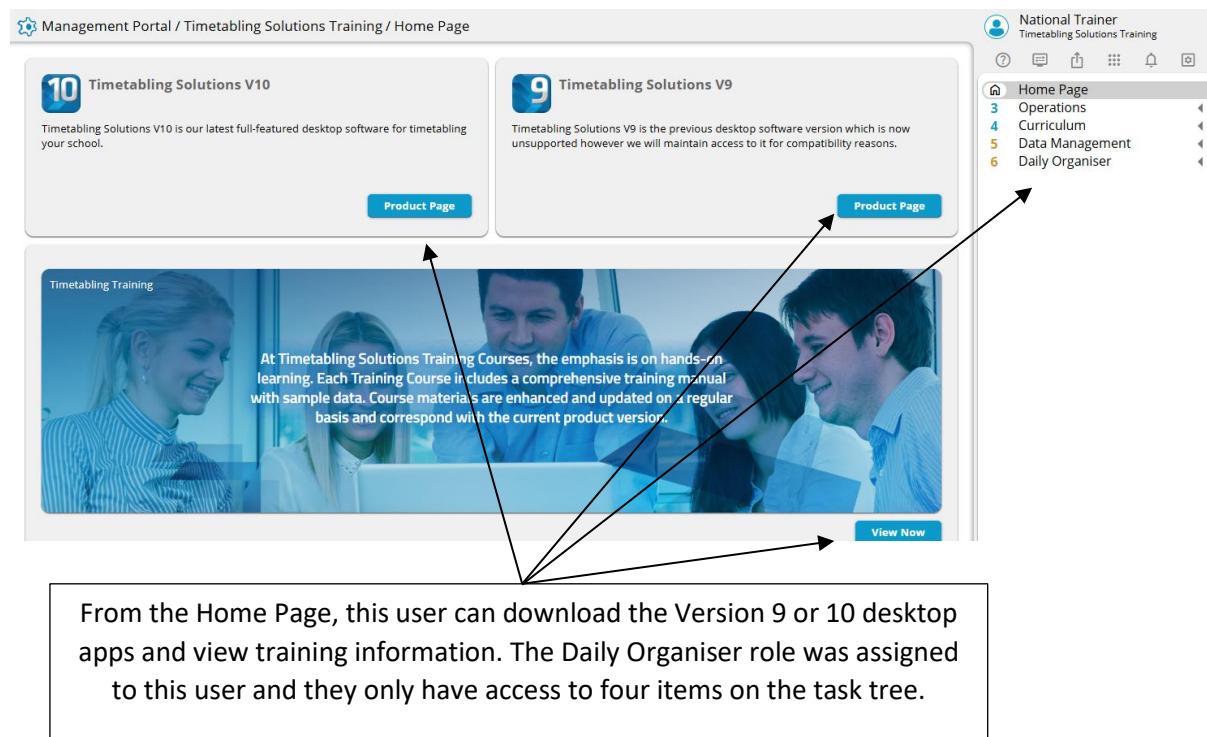
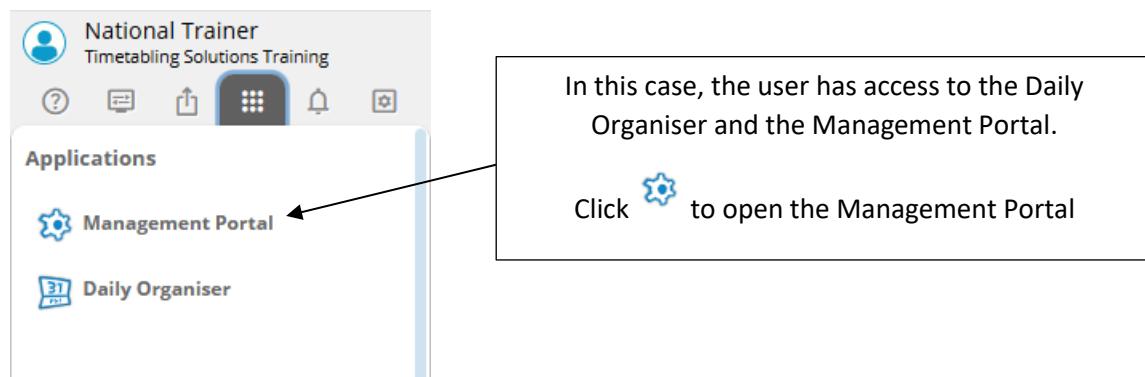
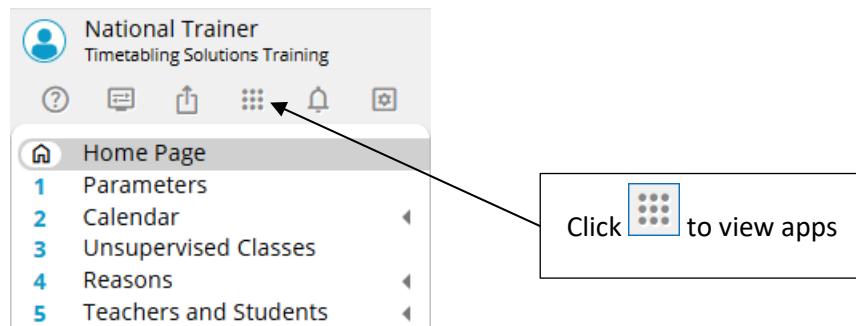
Hide missing files Sign in to <https://timetabling.education> to view Published Timetables for Web Daily Organiser

Information
There are no published timetables to V9 Daily Organiser from this file.

Details of files published to the cloud can be viewed in the cloud applications.
Close out of the Timetable Development Module

MANAGEMENT PORTAL

All staff and students in your school can be set up as users in the Management Portal. The roles and apps they are assigned when they are set up will determine what they can access in the portal.



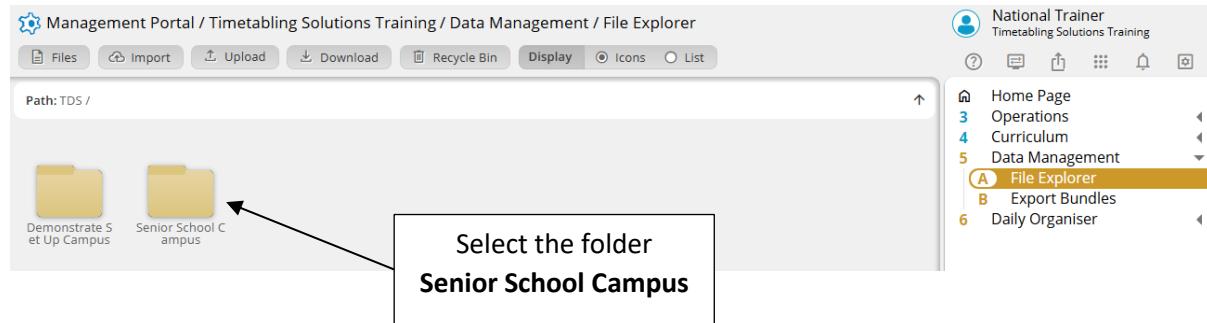
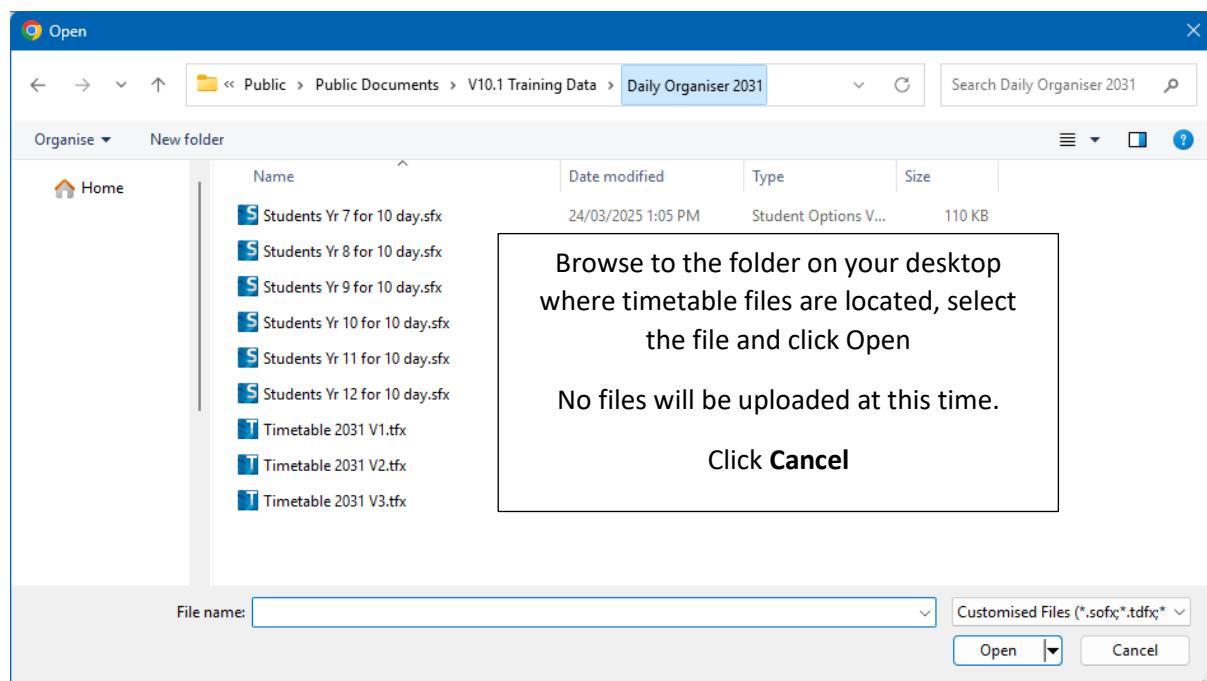
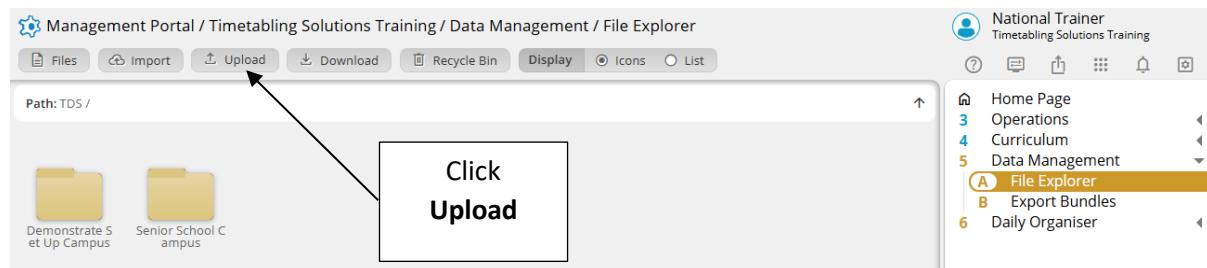
PUBLISH TIMETABLES FROM THE MANAGEMENT PORTAL

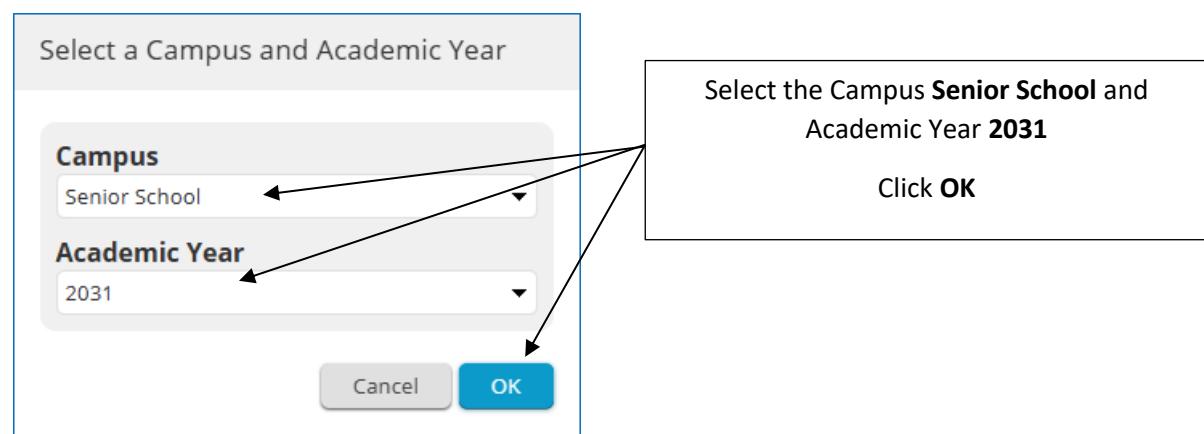
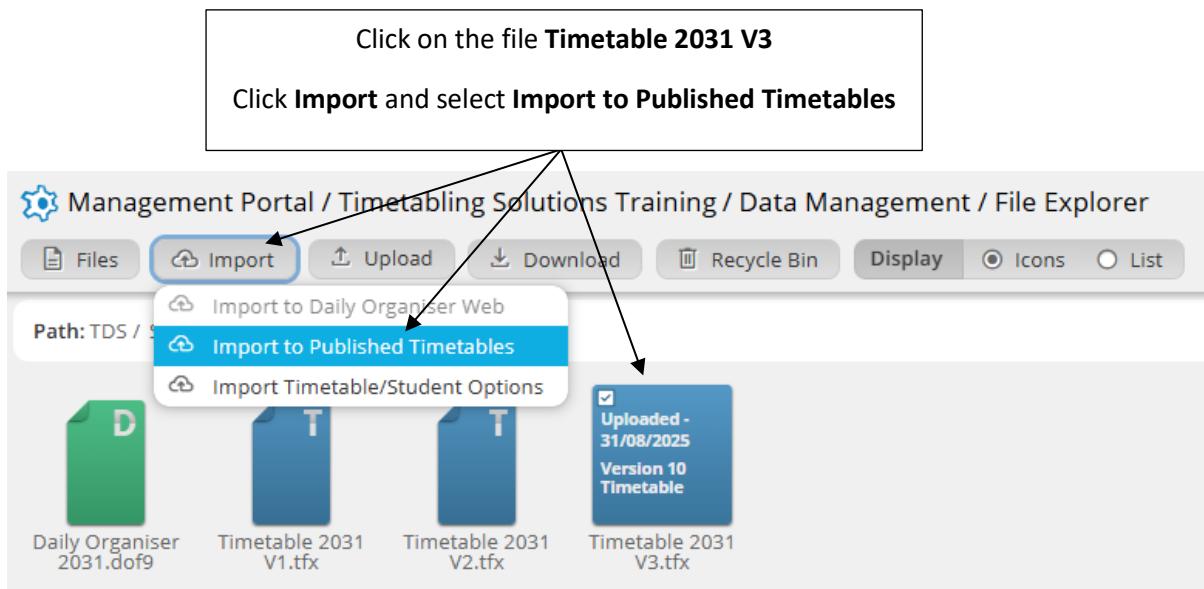
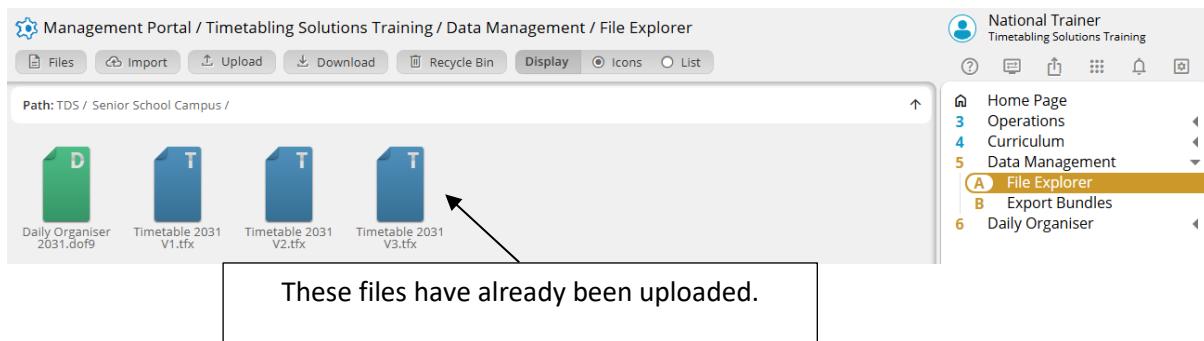
Files created in Timetabling Solutions desktop apps can be uploaded to the Management Portal. Uploaded files are displayed in Data Management.

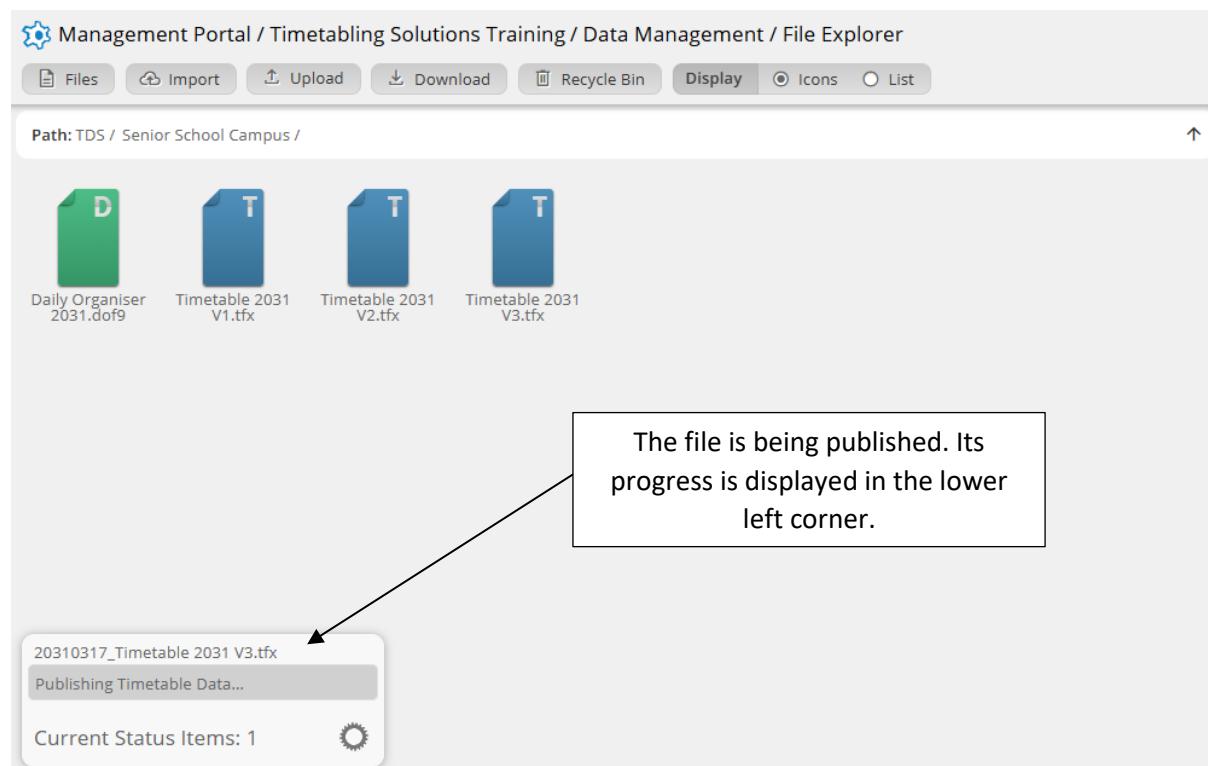
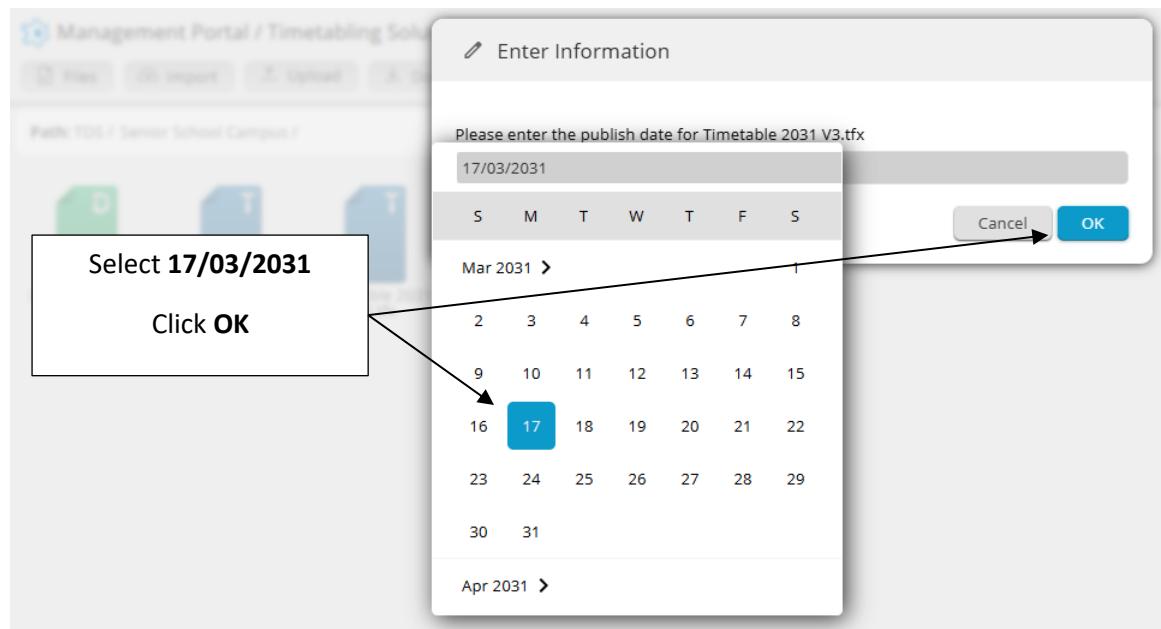


**On the Task Tree select:
[5A] Data Management – File Explorer**

Note: In training courses uploading files will be demonstrated only.







On the Task Tree select:
[6B] Daily Organiser - Published Timetables

Management Portal / Timetabling Solutions Training / Daily Organiser / Published Timetables

Files Recycle Bin

Demonstrate Set Up - 2030

Timetable 2030.tfx
Start Date: 29/01/2030 Published: 19/11/25 5:06 pm

Demonstrate Set Up - 2031

Timetable 2031.tfx
Start Date: 28/01/2031 Published: 19/11/25 5:07 pm

Senior School - 2031

Timetable 2031 V1.tfx
Start Date: 28/01/2031 Published: 19/11/25 5:11 pm

Timetable 2031 V2.tfx
Start Date: 03/03/2031 Published: 19/11/25 5:11 pm

Timetable 2031 V3.tfx
Start Date: 17/03/2031 Published: 16/12/25 12:55 pm

Details of all published timetables are displayed.



On the Task Tree select:
[6A] Daily Organiser - Organisers

Management Portal / Timetabling Solutions Training / Daily Organiser / Organisers

Files Recycle Bin

Demonstrate Set Up - 2030

Daily Organiser 2030.dof9
Start Date: 29/01/2030 End Date: 13/12/2030 Use: Monday, Tuesday, Wednesday, Thursday, Friday Published: 19/11/25 5:13 pm

Demonstrate Set Up - 2031

Demonstrate Set Up - 2031
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday Published: 10/12/25 10:17 am

Senior School - 2031

Daily Organiser 2031.dof9
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday Published: 19/11/25 5:18 pm

Details of all Daily Organisers are displayed.

Management Portal / Timetabling Solutions Training / Daily Organiser / Organisers

Files Recycle Bin

Demonstrate Set Up - 2030

Demonstrate Set Up - 2030
Start Date: 15/07/2030 End Date: 13/12/2030 Use: Monday, Tuesday, Wednesday, Thursday, Friday Published: 22/8/25 4:48 pm

Demonstrate Set Up - 2031

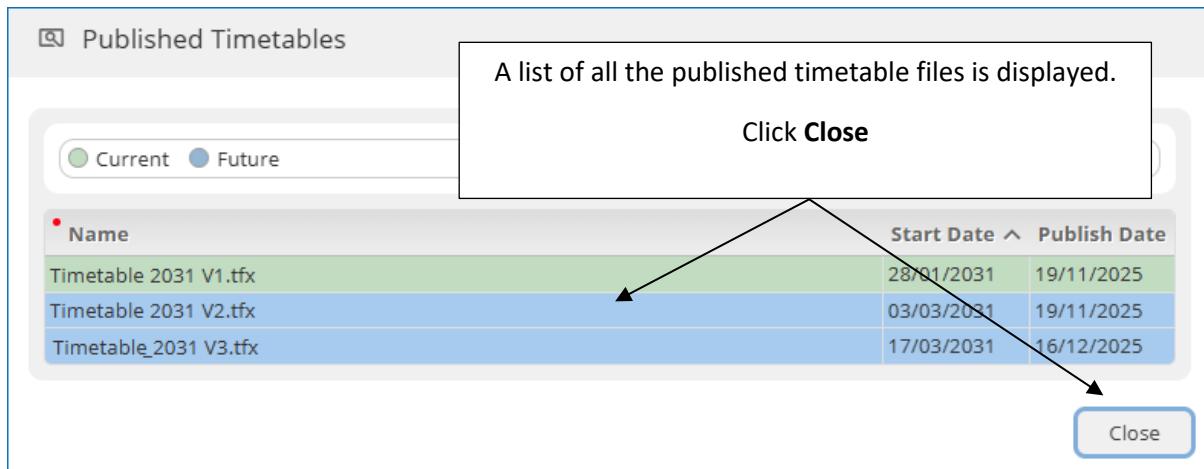
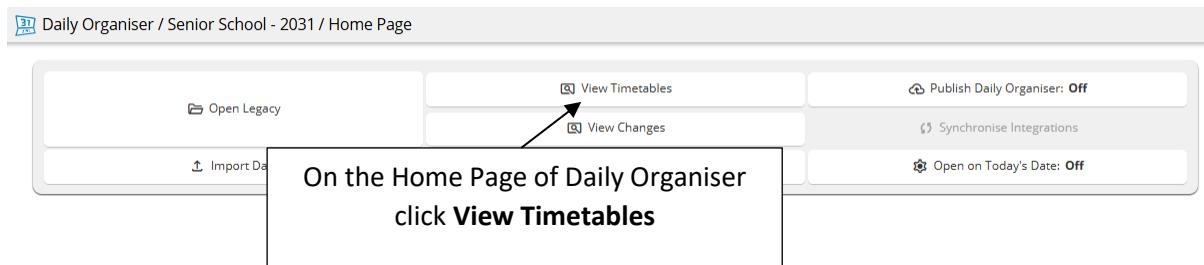
Demonstrate Set Up - 2031
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday Published: 19/8/25 5:17 pm

Senior School - 2031

Senior School - 2031
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Published: 19/8/25 5:17 pm

Click [grid icon] then [document icon] to return to Daily Organiser

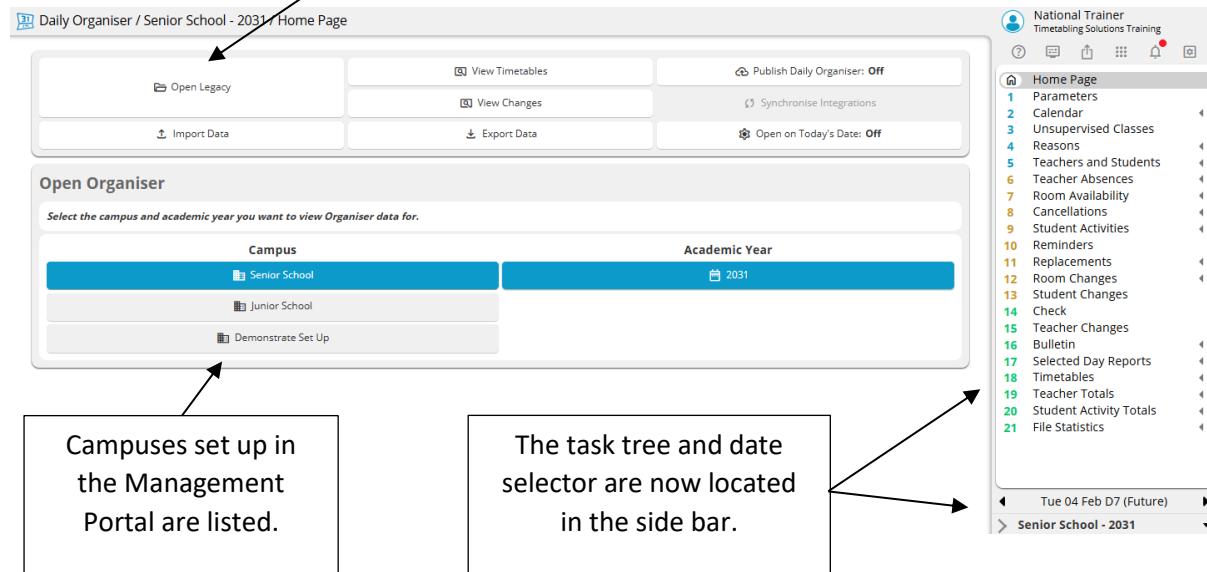
The details of Published Timetables can be viewed in the Daily Organiser



THE HOME PAGE

The Home Page in this version of Daily Organiser is quite different from the Home Page in the classic version.

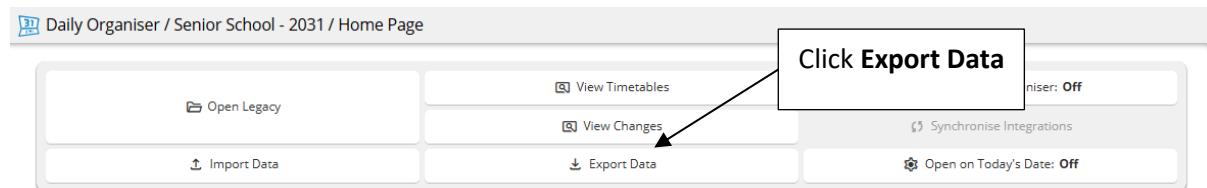
Daily Organisers created before this update can be accessed by clicking Open Legacy.

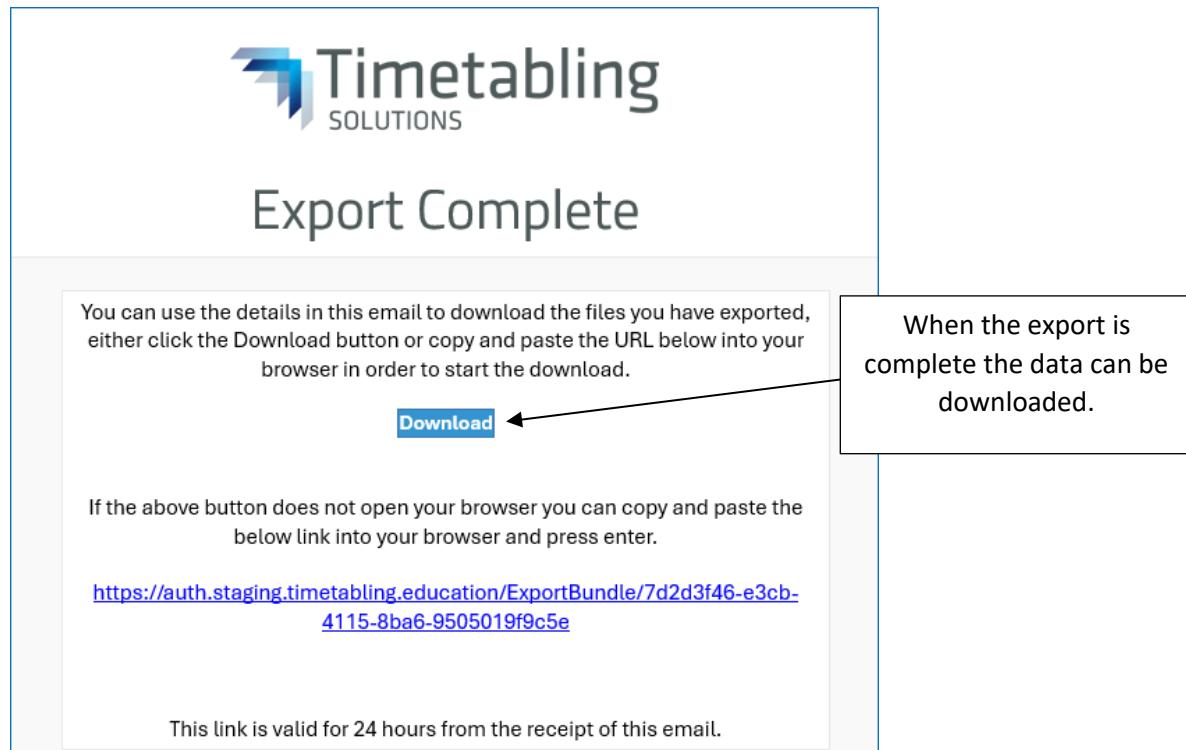
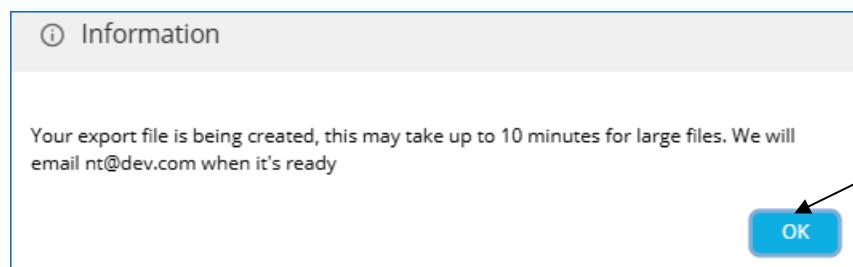
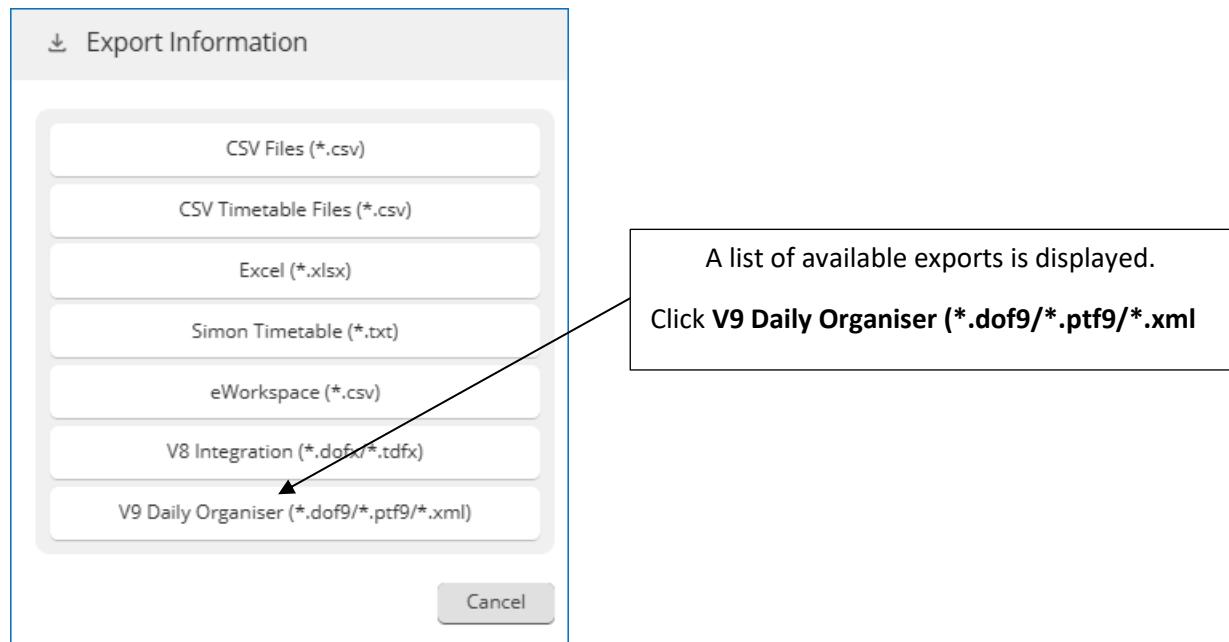


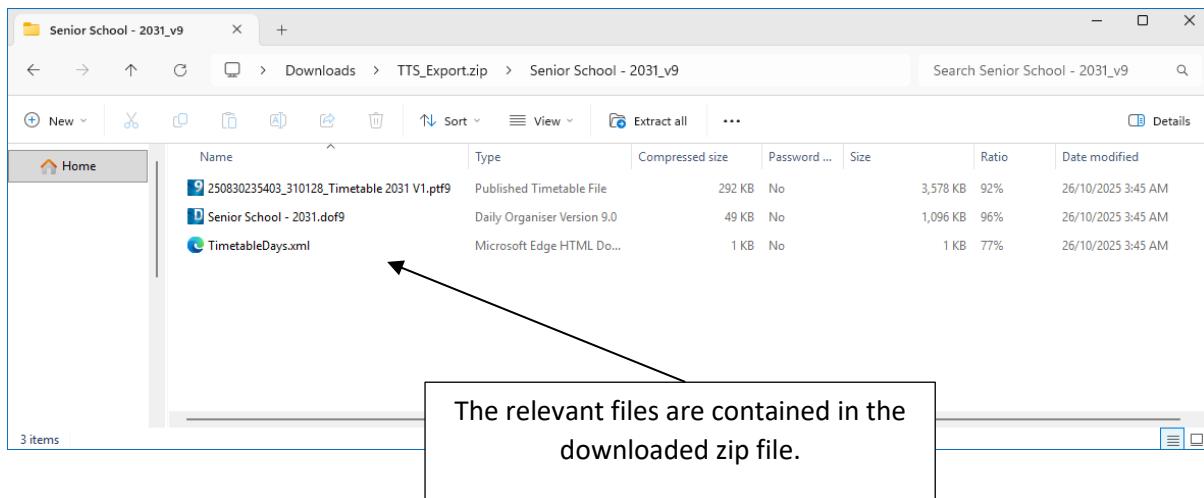
IMPORT AND EXPORT DATA

Data was imported when the file was first created. If data had not been imported at this stage, it could be imported at a later date provided no data had been manually entered on the relevant screens.

Data can be exported at any time to the listed files.







MULTIPLE USERS

Daily Organiser allows access by multiple users at the one time.

- Current users can be viewed in the Notifications tab.
- Changes made by individual users can be viewed.



All changes are listed with details of the user who made the changes.

Click Close

Close

Date	User	Action
26/10/25 3:01 pm	nt@dev.com	Teacher Details Joann
26/10/25 3:01 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Sam Walker (WALS) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Joanne Boyle (BOYJ) had its value for Uncounted changed from "0.00000" to "4.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "0.00000" to "1.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Sam Walker (WALS) had its value for Uncounted changed from "0.00000" to "1.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Joanne Boyle (BOYJ) had its value for Uncounted changed from "4.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "2.00000" to "0.0"

PUBLISH DAILY ORGANISER

The Daily Organiser can be published directly to the Staff Portal, Student Portal and third-party applications. This must be set up in the Management Portal by the Global Administrator at your school.

For the Staff and Student Portals, the Global Administrator must

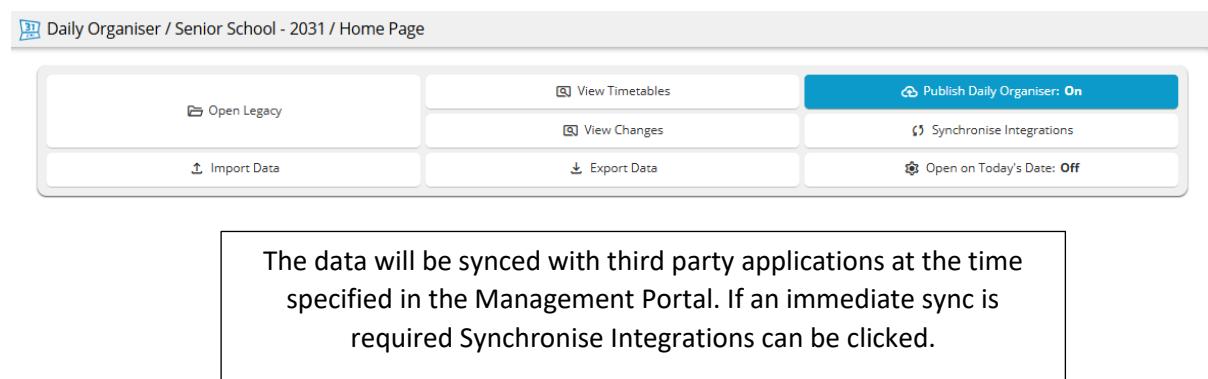
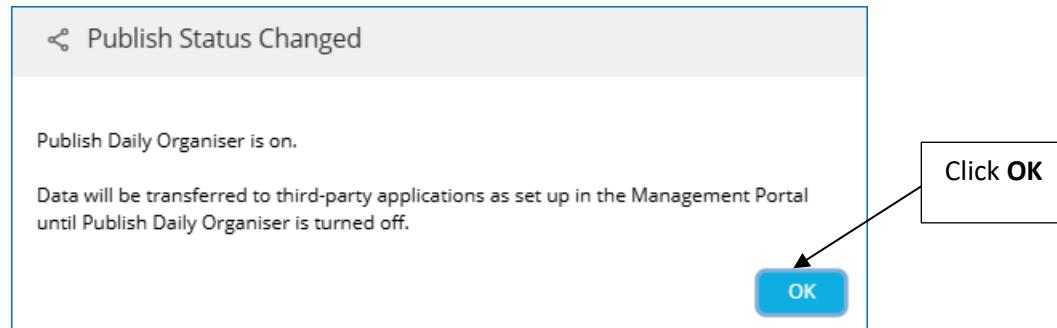
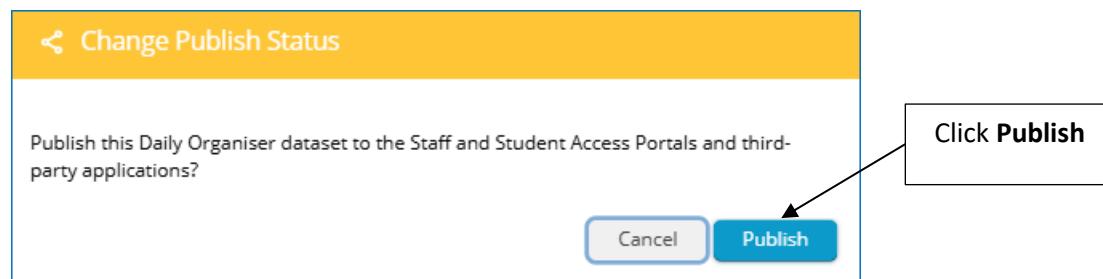
- Import users for each portal
- Configure settings for each portal

For third-party applications, the Global Administrator must

- Set up the SIFF/LISS integrations

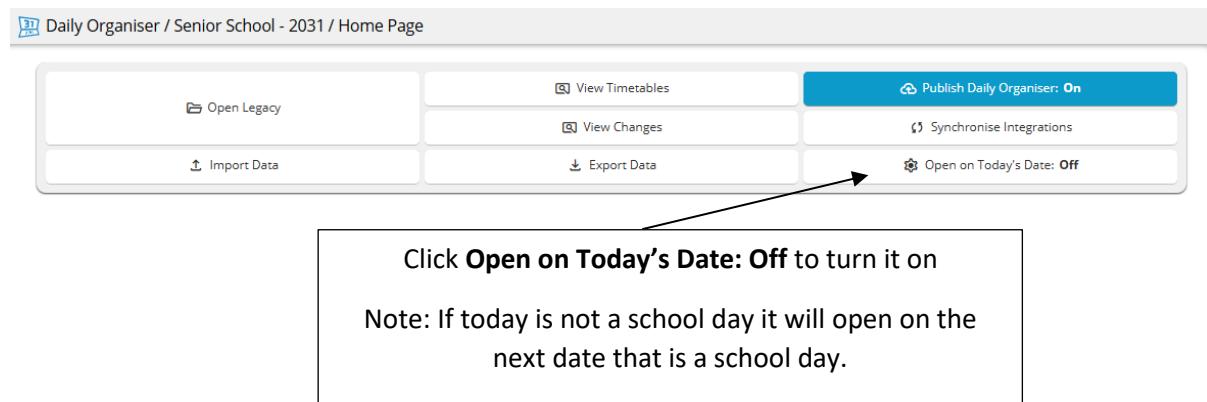
When set up, the data will be transferred from Daily Organiser directly to their programs. It can be set up to trigger the sync at a particular time of the day, otherwise it can be manually triggered by the Daily Organiser.

Once these have been set up in the Management Portal they must be turned on in Daily Organiser.

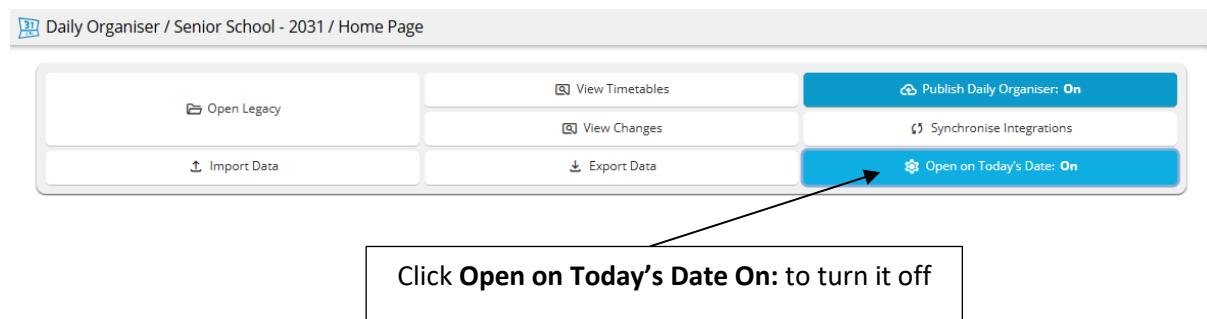


OPEN ON TODAY'S DATE

In Daily Organiser, the default setting is for the application to always open on the date that the dataset was last opened on. Some users prefer it to always open on today's date.



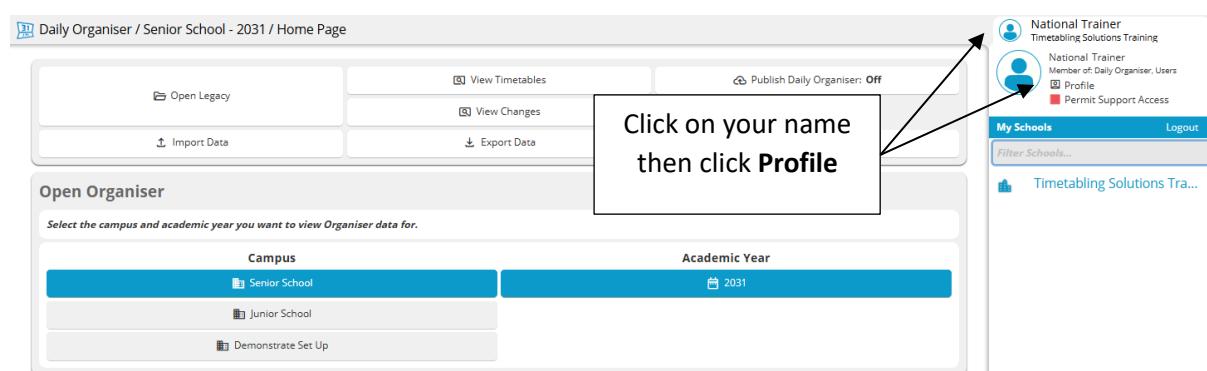
The screenshot shows the Daily Organiser Home Page. At the top right, there is a button labeled "Open on Today's Date: Off". A callout box with an arrow points to this button, containing the text "Click Open on Today's Date: Off to turn it on". Below this, another callout box contains the note: "Note: If today is not a school day it will open on the next date that is a school day." The rest of the page includes standard navigation links like "Open Legacy", "View Timetables", "Import Data", "Export Data", and "Publish Daily Organiser: On".



The screenshot shows the Daily Organiser Home Page with the "Open on Today's Date" setting turned on. The button is now blue and labeled "Open on Today's Date: On". A callout box with an arrow points to this button, containing the text "Click Open on Today's Date On: to turn it off". The rest of the page is identical to the previous screenshot.

USER'S PROFILE

Users can access their profile by clicking on their name at the top of the task tree.



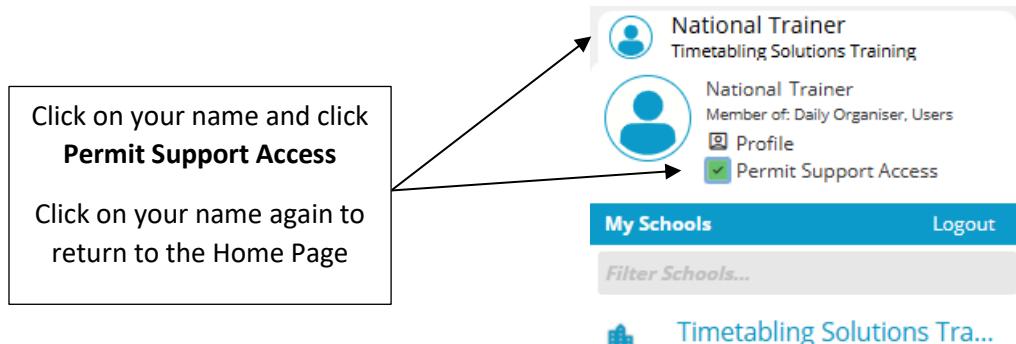
The screenshot shows the Daily Organiser Home Page. At the top right, there is a user profile icon with the text "National Trainer", "Timetabling Solutions Training", "National Trainer", "Member of Daily Organiser, Users", "Profile", and "Permit Support Access". Below the profile, there are buttons for "My Schools" and "Logout". A callout box with an arrow points to the user profile area, containing the text "Click on your name then click Profile". The rest of the page includes standard navigation links like "Open Legacy", "View Timetables", "Import Data", "Export Data", and "Publish Daily Organiser: Off".

The Profile screen can be used to change a Password, update details, turn on Two-Factor Authentication or switch between Classic and Modern versions of Daily Organiser

Click  then  to return to Daily Organiser

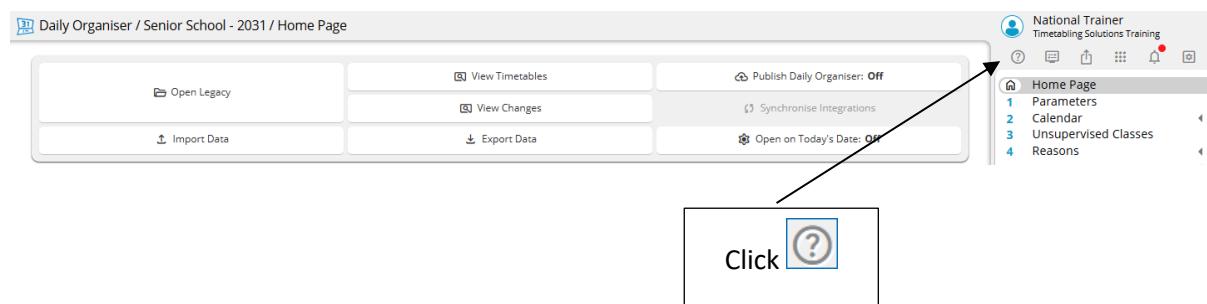
PERMIT SUPPORT ACCESS

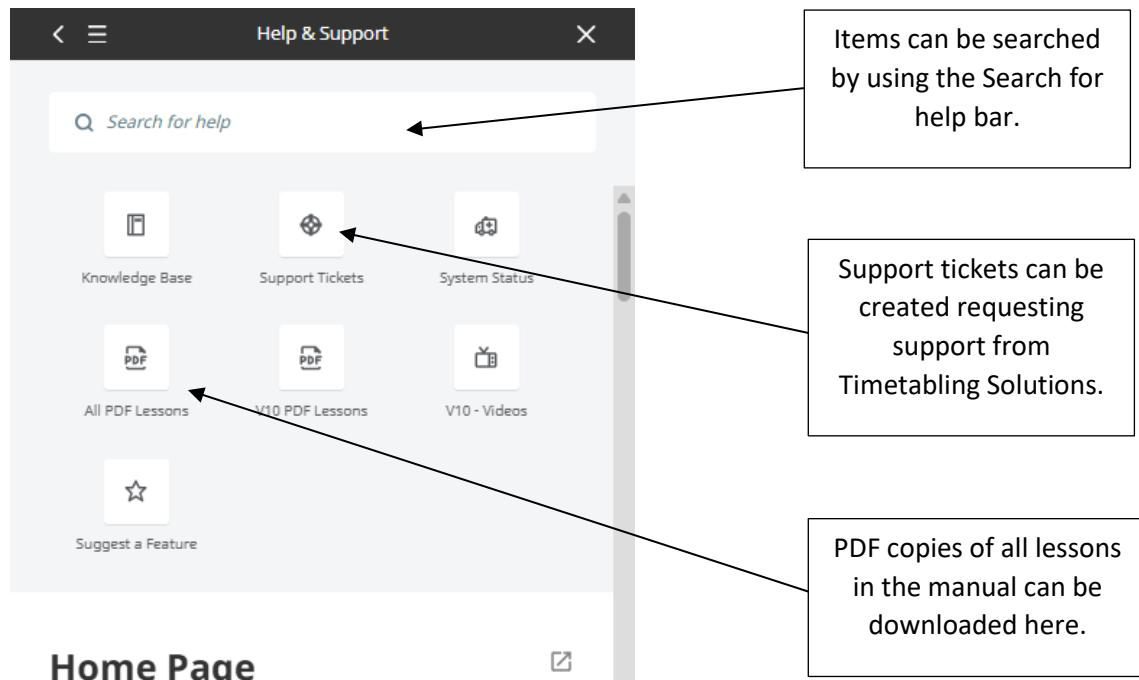
When Permit Support Access is turned on your school data can be accessed by support staff at Timetabling Solutions. This is required when reporting an issue with the program and when getting phone or email support.



HELP AND SUPPORT

The Help and Support section can be used to report any issues with the app. Each screen has information about how to use the main features on that screen. Help and Support is available on all screens.





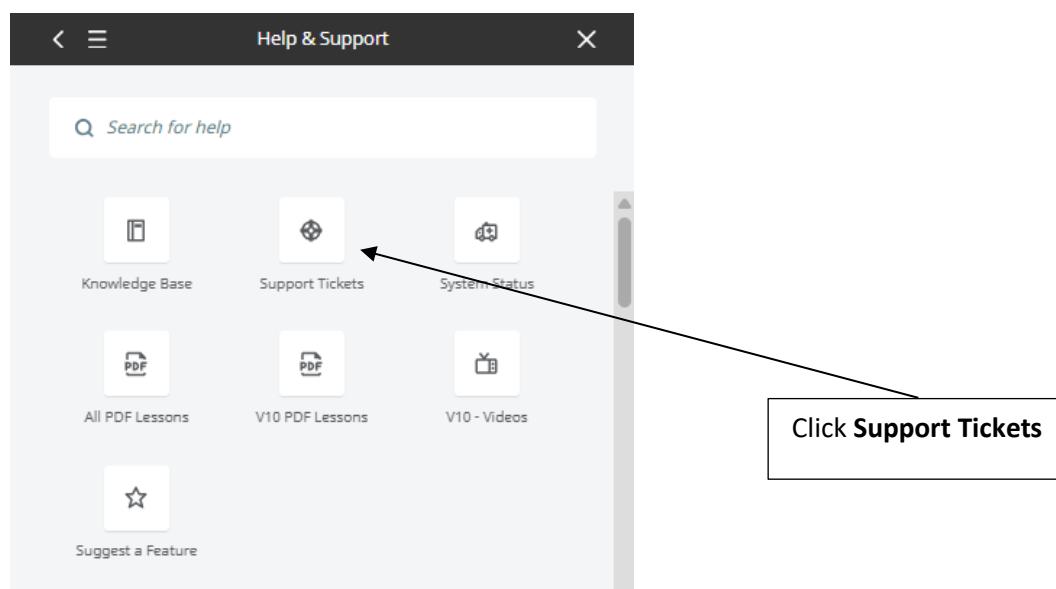
Home Page

Page Header

The page header has the name of the Daily Organiser dataset and the name of the task (screen) that is open.

Sidebar

The sidebar is displayed on all screens in the app. It can be pinned or unpinned by clicking on the icon in the top right corner.



The screenshot shows the 'Help & Support' section of a software application. At the top, there are navigation icons: a left arrow, a menu icon (three horizontal lines), the text 'Help & Support', and a close (X) icon. Below this, there are six links arranged in a 3x2 grid:

- Knowledge Base (document icon)
- Support Tickets (ticket icon)
- System Status (gauge icon)
- All PDF Lessons (PDF icon)
- V10 PDF Lessons (PDF icon)
- V10 - Videos (video camera icon)

Below these links is a 'Suggest a Feature' button with a star icon. At the bottom of the sidebar, there is a navigation bar with three items: a blue 'Create' button, a grey 'Suggestions' button, and a grey 'Completed' button.

The main content area is titled 'Create new conversation'. It contains two input fields: 'Subject' and 'Describe your issue here...'. A blue 'Continue' button is located at the bottom of the form. A callout box with a grey border and black text is positioned to the right of the 'Continue' button, containing the following text:

Details of the support issue can be entered in the appropriate fields before the ticket is submitted.
A ticket will not be submitted at this time.

TIMETABLING SOLUTIONS SUPPORT

Support from Timetabling Solutions can be requested directly through Daily Organiser.

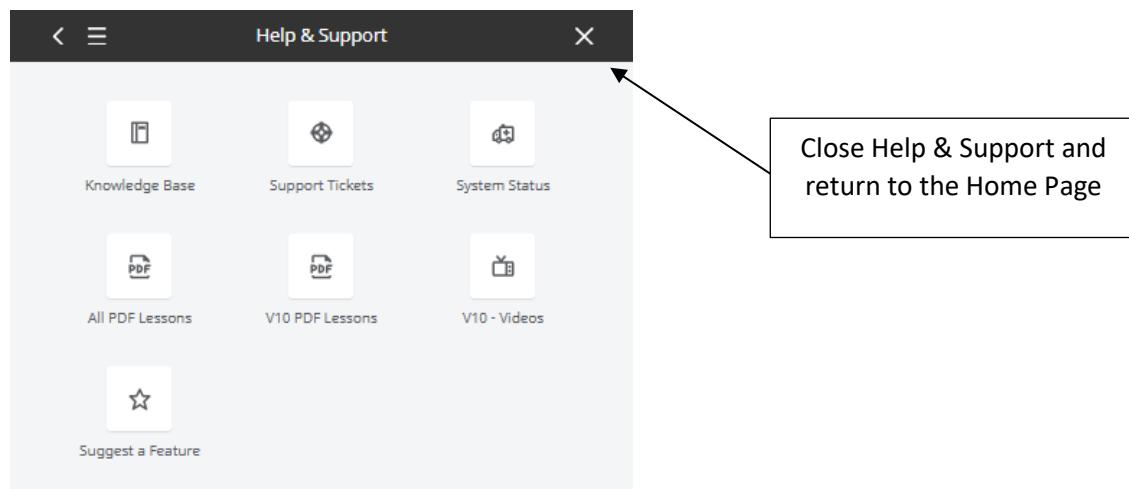
When raising an issue, the procedure is:

- Activate Permit Support Access on the Home Page
- Create a support ticket on the screen that assistance is needed
- Submit the support ticket

When Timetabling Solutions receive a support ticket, we will:

- Assign a Support Person to the ticket
- Investigate the issue and provide details to our programmers
- When the issue is fixed it will be checked in a test environment before an update is applied
- Daily Organiser is updated on the server
- The user who raised the ticket is notified
- The user turns off Permit Support Access on the Home Page

Note: At no time will the school's data be removed from its secure location. Any changes made by Timetabling Solutions Support will be logged. These can be viewed on the Home Page.



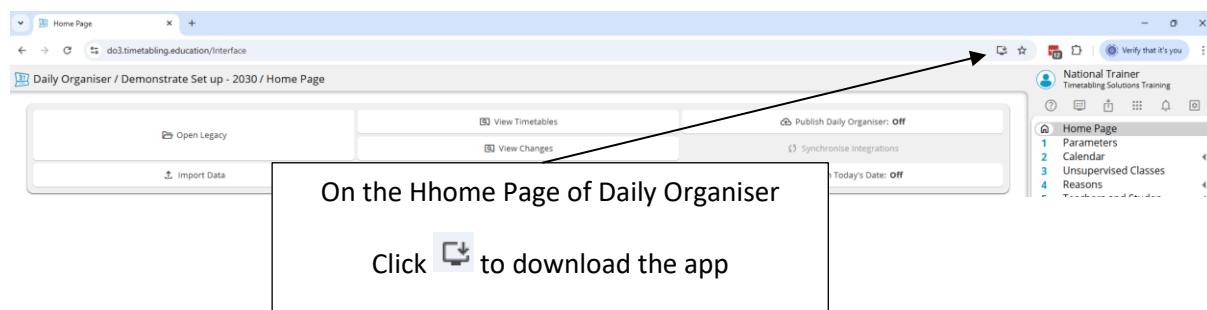
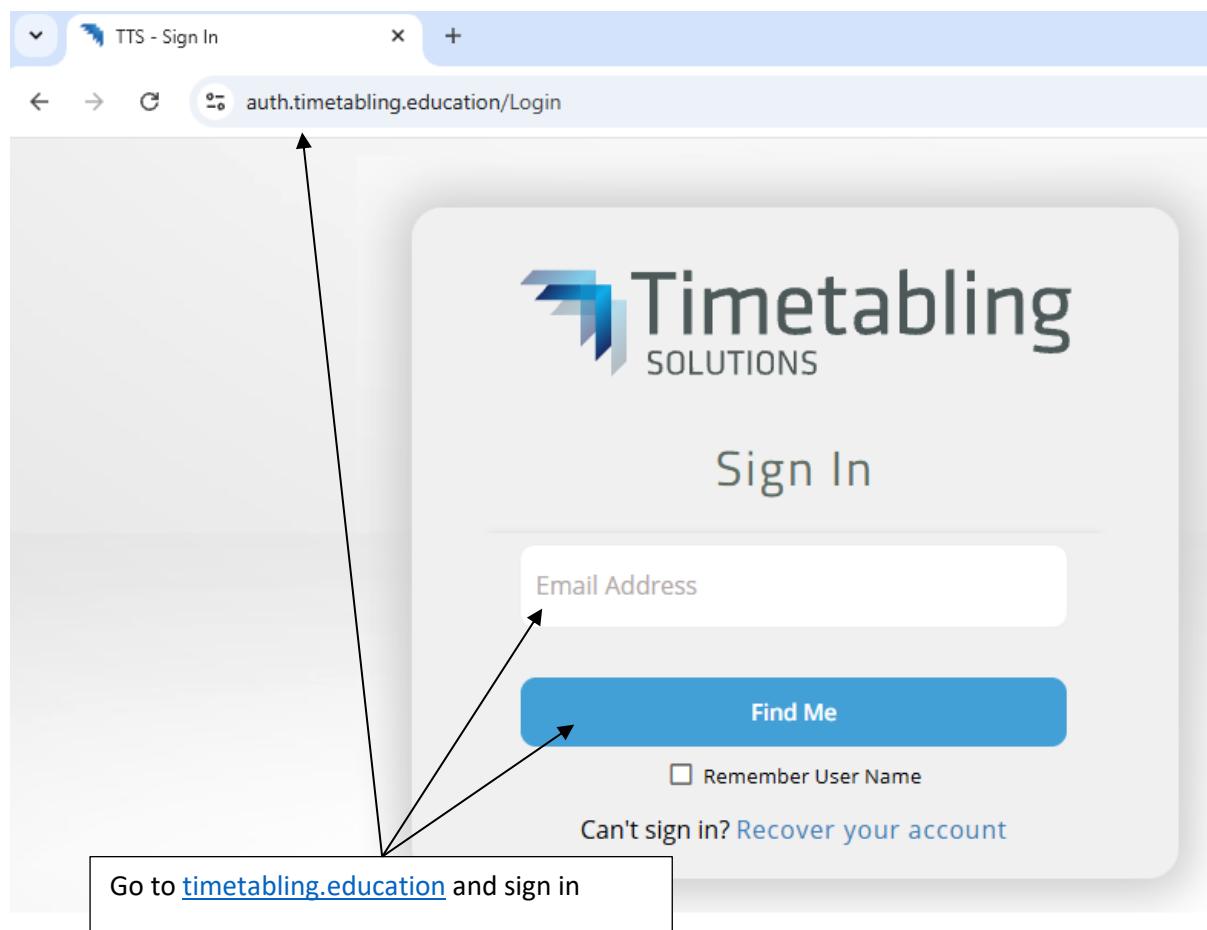
DOWNLOAD THE APPS

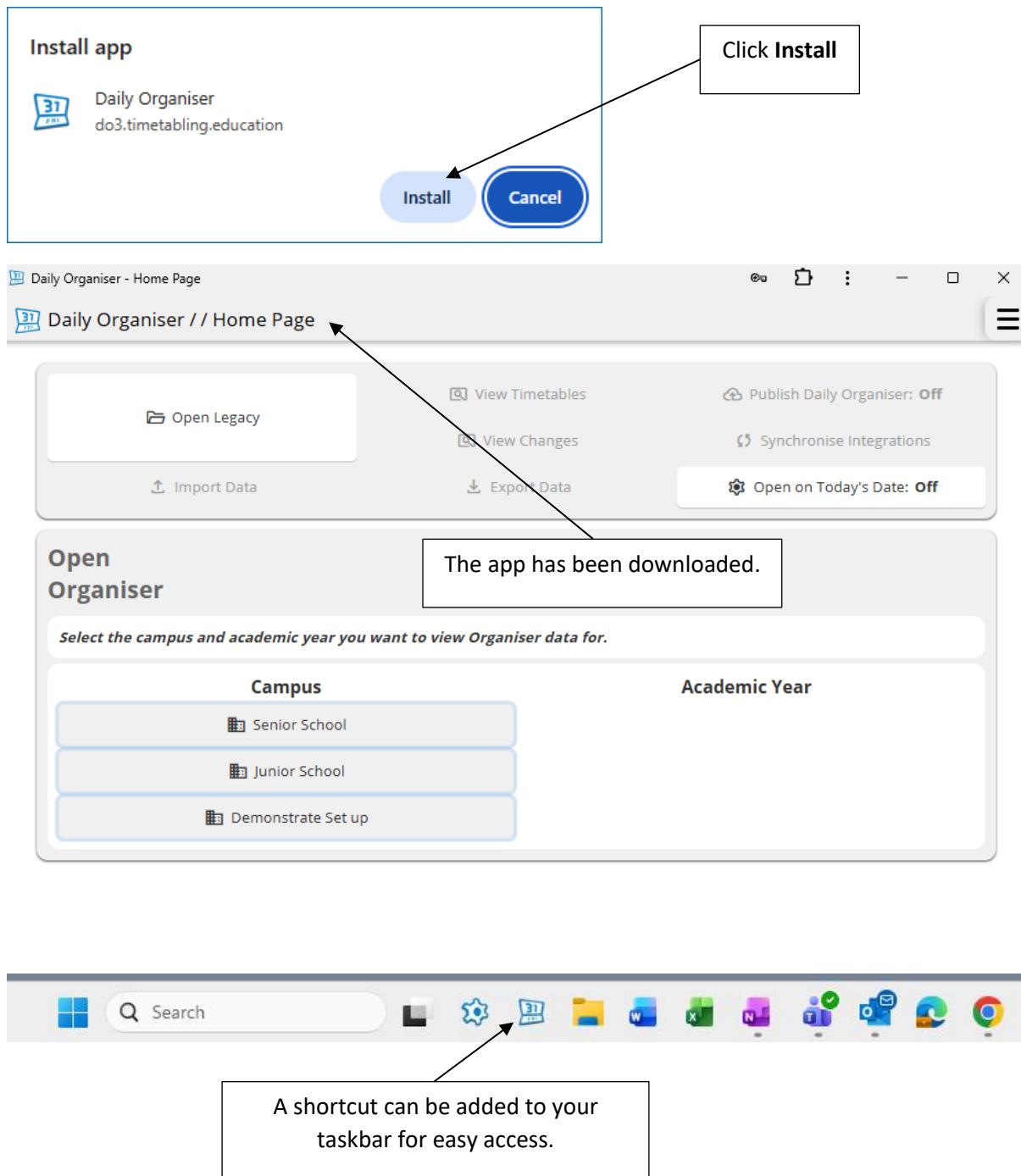
The Daily Organiser and Management Portal apps can be downloaded from your browser and shortcut icons can be pinned to your Taskbar.

WARNING

Do not do this during training as you are using the training site training.timetabling.education.

To get the latest version of the app log onto timetabling.education





All Timetabling Solutions online apps can be downloaded.

TEMPORARY INTERNET DISRUPTION

If there is an interruption to internet connectivity while you are using the app either on the browser or the downloaded app a warning message appears but you can continue working.

Daily Organiser / Senior School - 2031 / Home Page

Open Organiser

Select the campus and academic year you want to view Organiser data for.

Campus	Academic Year
Senior School	2031
Junior School	
Demonstrate Set Up	

No Internet Connection

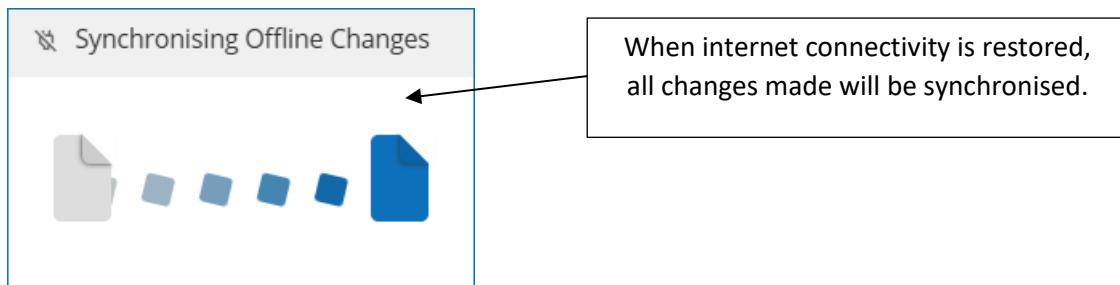
Daily Organiser / Senior School - 2031 / Replacements / Assign

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	Please mark this roll as well as your own
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
2	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
3	M17	10MAT1B	Cooke, Dennis		1.00	0.00	21	
4	LAB2	11PHY1A	Cooke, Dennis		1.00	0.00	19	
5	LAB2	12PHY1B	Cooke, Dennis		1.00	0.00	14	
6	LAB2	12PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	12	
HR	S23	11HRM1C	Edwards, John		0.20	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa	Knight, Natalie	1.00	0.00	26	
5	OV1	07SPT1D	Fraser, Melissa	Curie, Marie	1.00	1.00	17	
6	OV1	07SPT1D	Fraser, Melissa	Curie, Marie	1.00	1.00	17	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	

No Internet Connection

The message updates as you make changes.

No Internet Connection | 165 Changes



Emails cannot be sent while there is no internet connectivity.



Hosted Applications

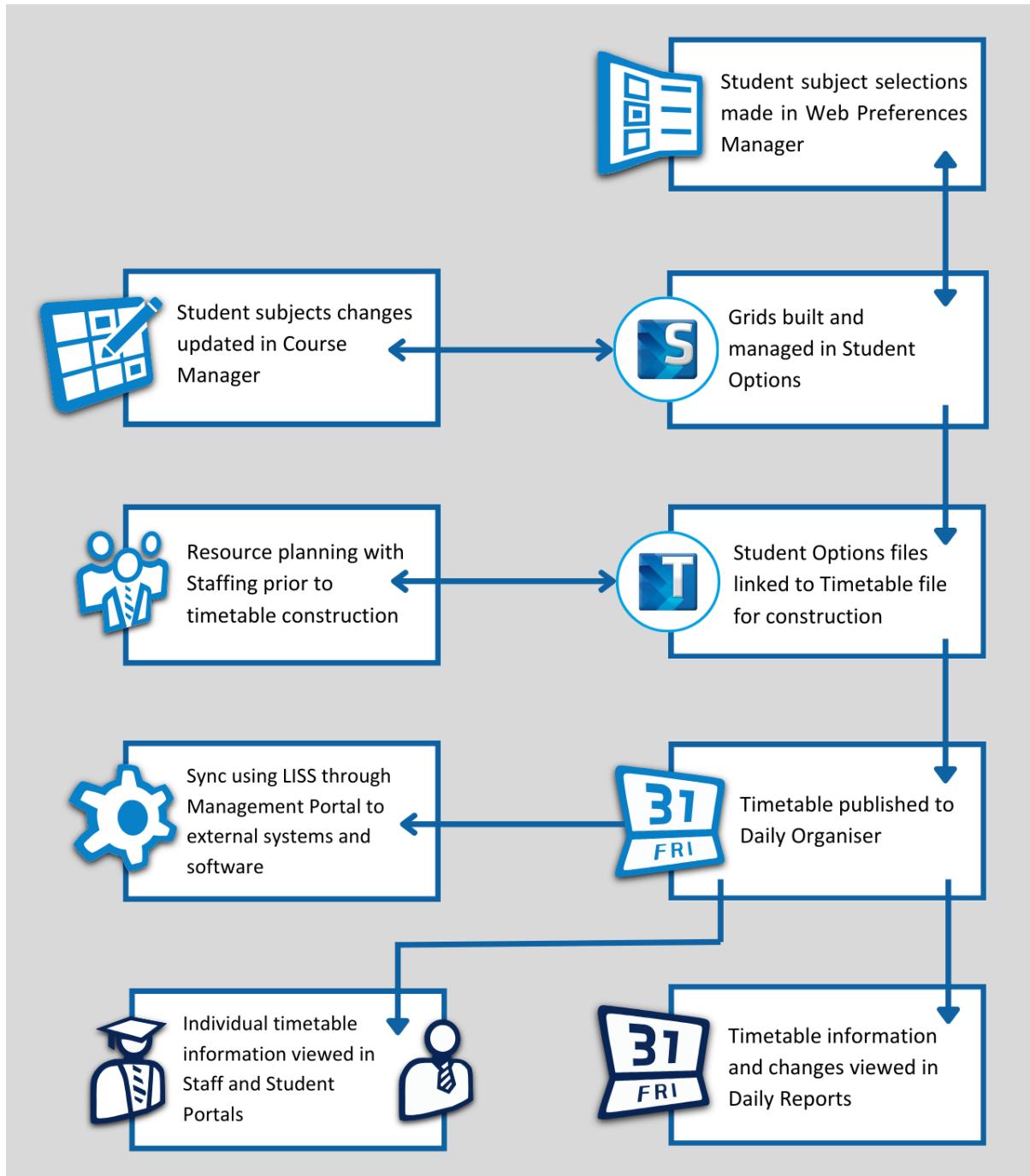
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HOSTED APPLICATIONS

Timetabling Solutions has a range of cloud applications to assist with the timetabling process.

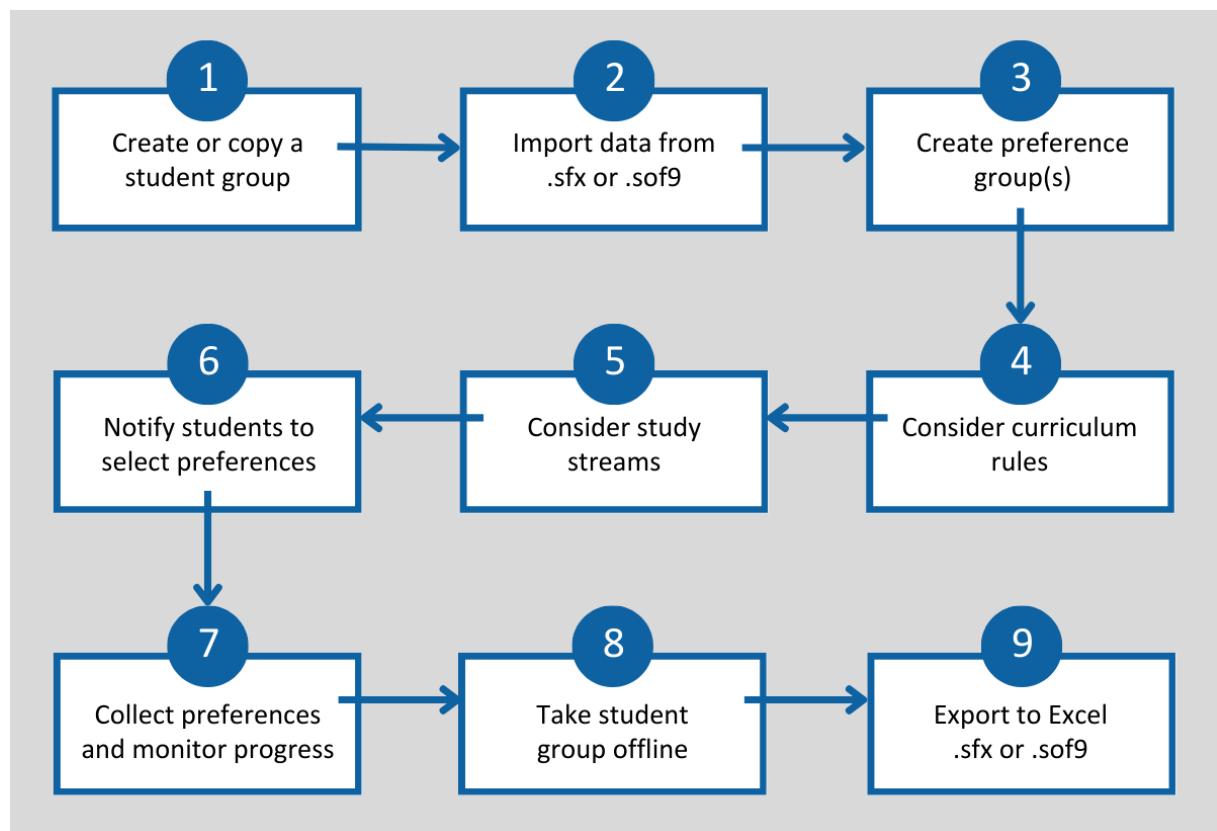
The flow-chart below shows each of the applications and how they can fit together in the timetabling process.



WEB PREFERENCES MANAGER

Timetabling Solutions Web Preferences Manager and Preferences Manager Apps (yet to be released) are fully hosted web applications that can be used for students to enter their preferences online.

- Data imported into Web Preferences Manager must be in the form of a V9 Student Options file. V10.1 files can be saved back to V9 format to accommodate this.
- Data exported from Web Preferences Manager is downloaded as a zipped V9 Student Options file. This needs to be unzipped and converted to V10.1 format.
- Data imported into Preferences Manager is uploaded as a V10.1 Student Options file.
- Data exported from Preferences Manager is downloaded as a V10.1 Student Options file.



WEB PREFERENCES MANAGER SUBSCRIPTION

The purchase of a 12 month Web Preferences Manager subscription includes full access to the application with unlimited users, students and student groups.

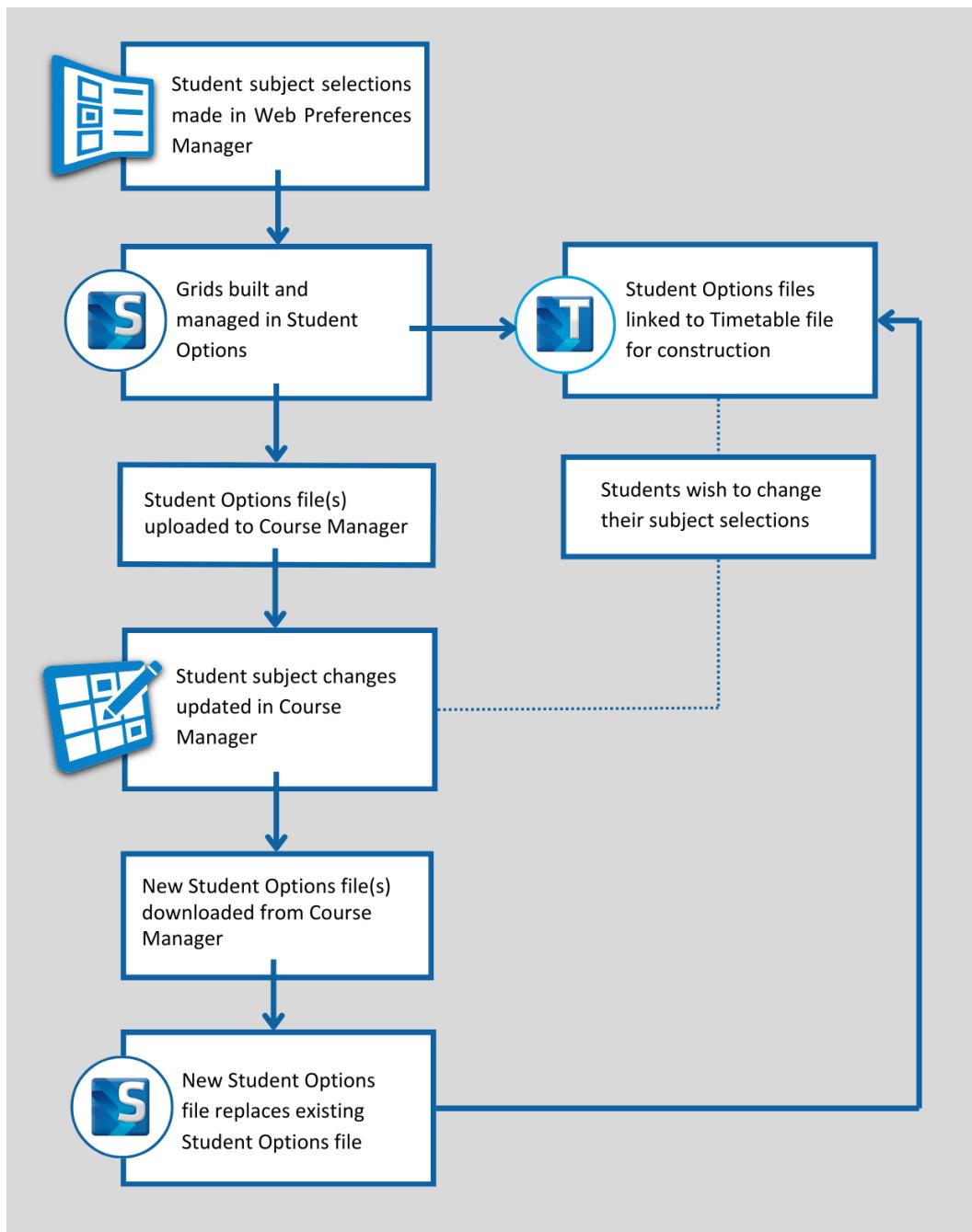
A 60 minute demonstration/tutorial is also included with the subscription.



Click or scan the QR code to organise a demonstration or free trial of Web Preferences Manager or any one of our Web Applications.

COURSE MANAGER APP

Course Manager is a multi-user fully hosted app (Microsoft Azure) that allows multiple users to access and change student subject preferences and classes.



COURSE MANAGER SUBSCRIPTION

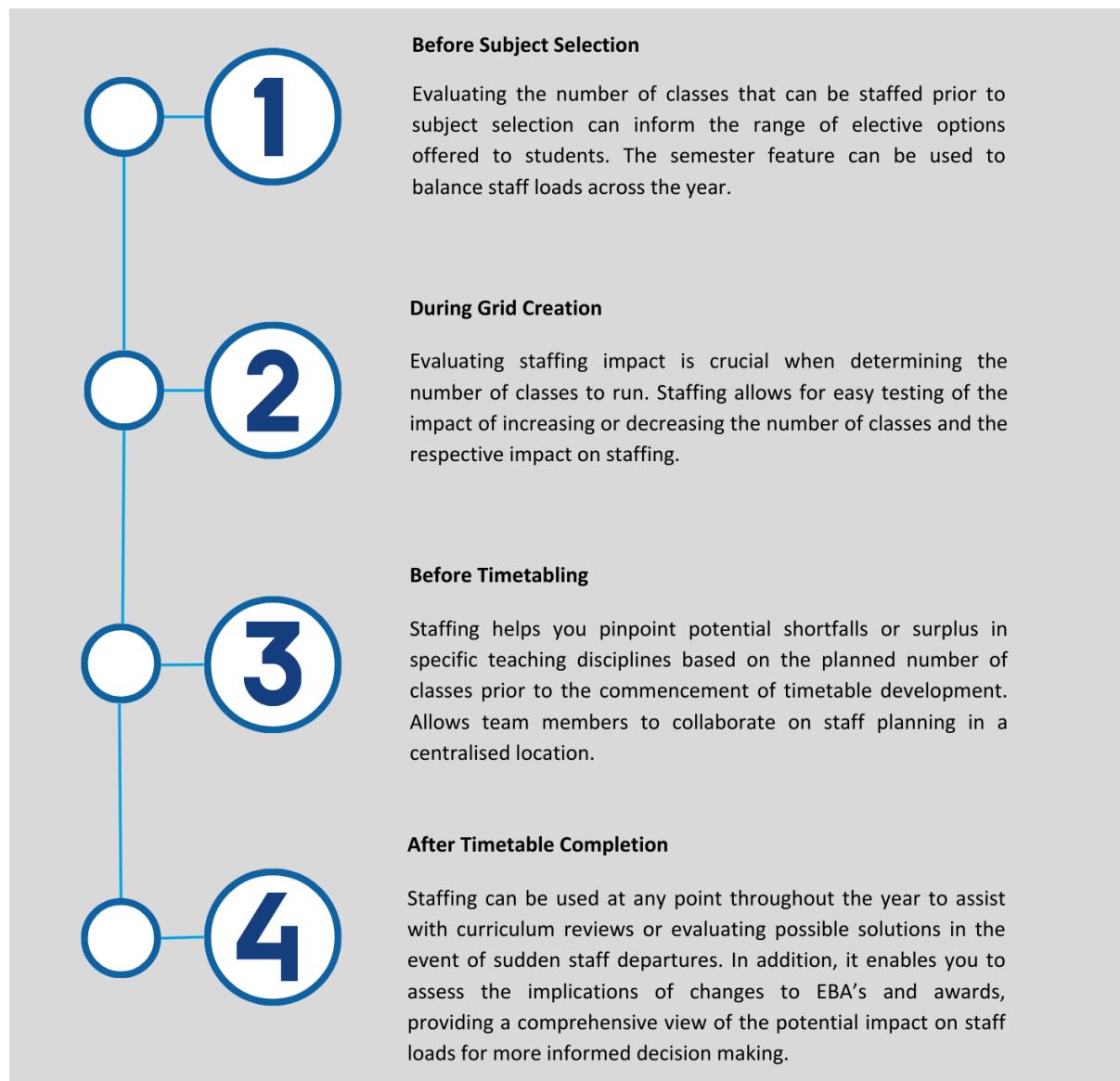
The purchase of a 12 month Course Manager subscription includes five user accounts, access to online help and 60 minutes of phone/email “How to” support.



Click or scan the QR code to organise a demonstration or free trial of Course Manager or any one of our Web Applications.

STAFFING APP

Staffing is a multi-user fully hosted app (Microsoft Azure) that allows users to analyse staffing needs and create staffing loads for their timetable. Data from Staffing can be imported and exported easily to and from the timetable file and can be used at various stages of the timetabling process. Its greatest advantage is when it is used prior to construction of the timetable.



STAFFING SUBSCRIPTION

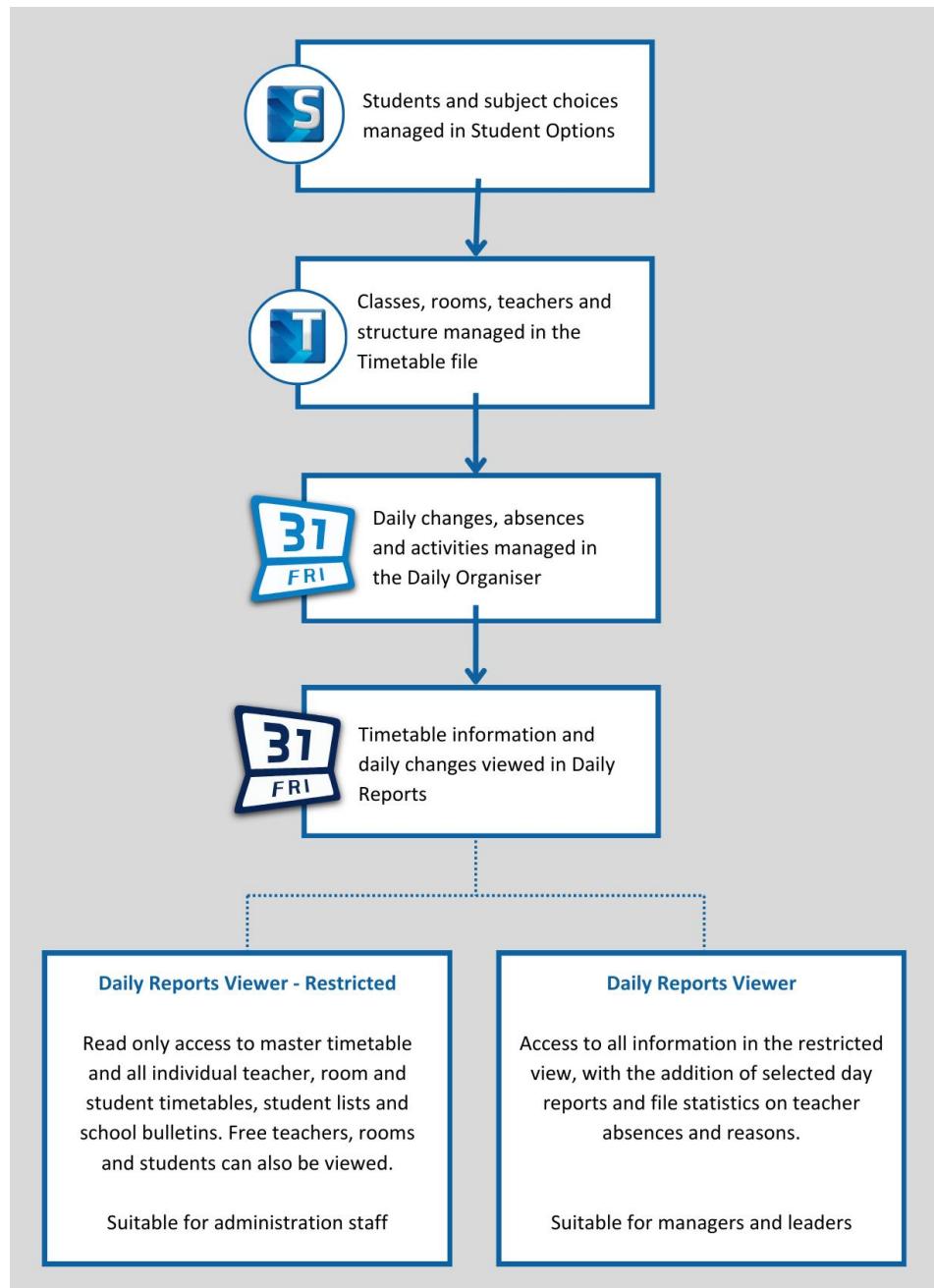
The purchase of a 12 month Staffing subscription includes three user accounts, access to online help and 60 minutes of phone/email "How to" support.



Click or scan the QR code to organise a demonstration or free trial of Staffing or any one of our Web Applications.

DAILY REPORTS APP

Daily Reports provides read-only access to a teacher's personal timetable, class list, activities, changes and bulletin.



DAILY REPORTS SUBSCRIPTION

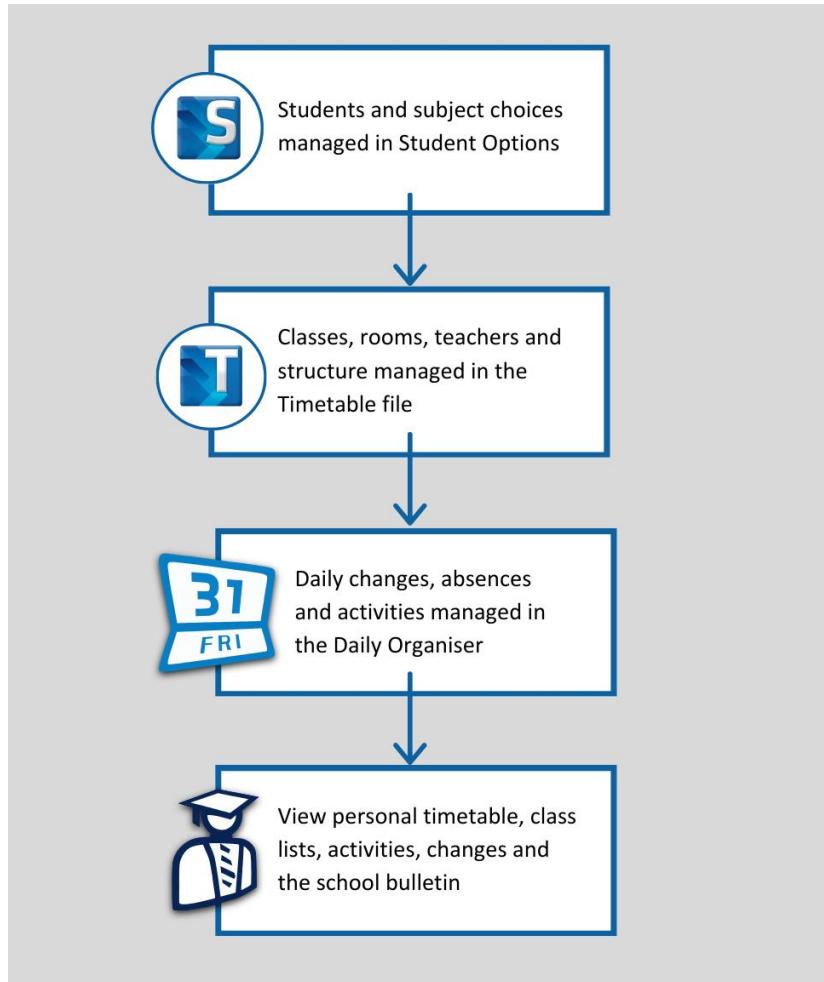
The purchase of a 12 month Daily Reports subscription includes user accounts, access to online help and 60 minutes of phone/email "How to" support.



Click or scan the QR code to organise a demonstration or free trial of Daily Reports or any one of our Web Applications.

STAFF ACCESS PORTAL

The Staff Access Portal is a multi-user fully hosted app (Microsoft Azure) that reads directly from Timetabling Solutions Daily Organiser Web Application. It allows users to view their own personal timetable, class lists, activities, changes and the school bulletin.



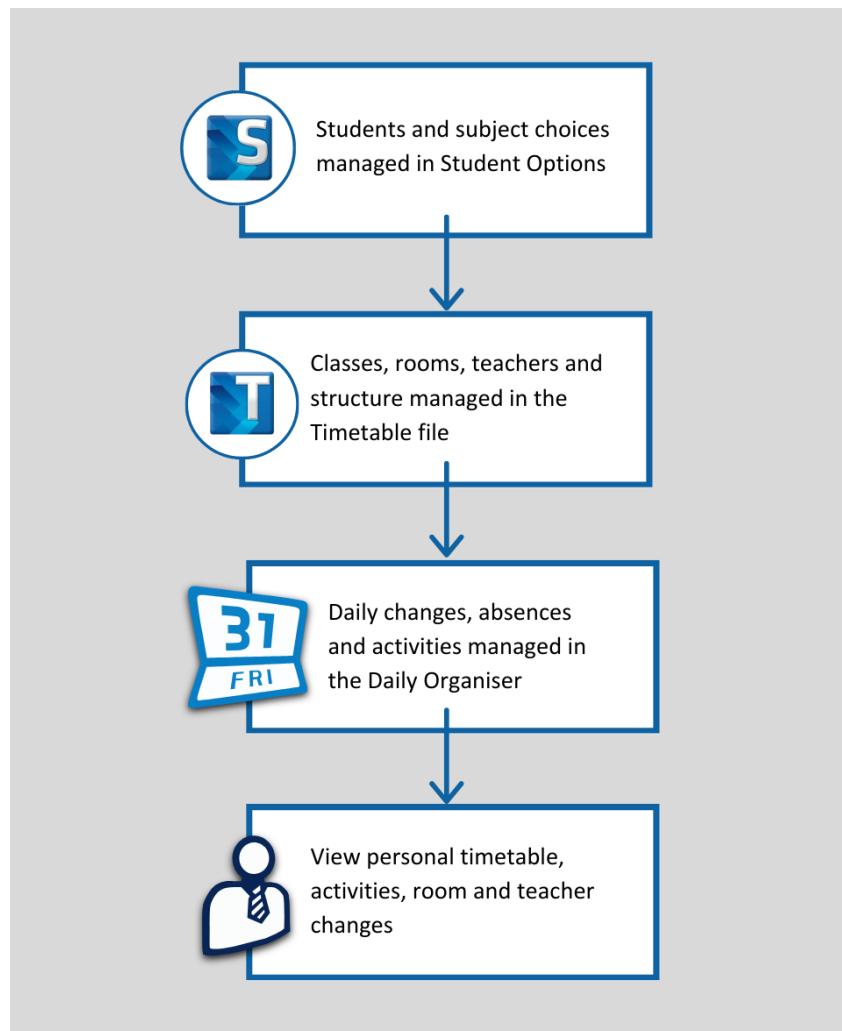
STAFF ACCESS PORTAL SUBSCRIPTION

The Staff Access Portal is supplied with the Web Daily Organiser, no additional fees apply.

A user with the role Global Administrator is required to complete the setup of the Staff Access Portals. Refer to the help section of the Management Portal for further information.

STUDENT ACCESS PORTAL

The Student Access Portal is a multi-user fully hosted app (Microsoft Azure) that allows users to view their own personal timetable, activities and changes.



STUDENT ACCESS PORTAL SUBSCRIPTION

The Student Access Portal is supplied with the Web Daily Organiser, no additional fees apply.

A user with the role Global Administrator is required to complete the setup of the Student Access Portals. Refer to the help section of the Management Portal for further information.