Daily Organiser

Timetabling Solutions Cloud Apps

Published date Jan 2026

The information contained in this document represents the current view of Timetabling Solutions Pty Ltd on the issues discussed as of the date of publication. Because Timetabling Solutions must respond to changing market conditions, it should not be interpreted to be a commitment on the part of Timetabling Solutions, and Timetabling Solutions cannot guarantee the accuracy of any information presented after the date of publication.

This White Paper and/or Training Lesson is for informational purposes only. TIMETABLING SOLUTIONS MAKES NO WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, AS TO THE INFORMATION IN THIS DOCUMENT.

Complying with all applicable copyright laws is the responsibility of the user. Without limiting the rights under copyright, no part of this document may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording, or otherwise), or for any purpose, without the express written permission of Timetabling Solutions Pty Ltd.

Timetabling Solutions may have patents, patent applications, trademarks, copyrights, or other intellectual property rights covering subject matter in this document. Except as expressly provided in any written license agreement from Timetabling Solutions, the furnishing of this document does not give the user any license to these patents, trademarks, copyrights, or other intellectual property.

© Timetabling Solutions Pty. Ltd., 1984-2026. All rights reserved.

The names of actual companies and products mentioned herein may be the trademarks of their respective owners.

Configure Timetable Solutions 11
Professional Learning Objectives 12
Skills 12
Timetabling Solutions 13
Desktop Applications 13
File Locations 13
Cloud Applications 14
Activate Version 10.1 15
Version 10.1 Welcome Page 18
Configure File Locations 19
Configure Settings in Version 10.1 22
Student Names Format 23
Teacher Names Format 23
Archive Data 24
Export 27
Cloud Environment 27

Lesson 1 - Set Up Daily Organiser 29
Professional Learning Objectives 30
Skills 30
What is Daily Organiser? 31
Timetabling Solutions Cloud Apps 31
How to Get Started 32
Open Daily Organiser 32
Create a Daily Organiser for the Academic Year 34
Import Parameters 36
The Side Bar 39
Parameters 41
Date Format 42
Casual Teachers 43
Calendar 43
Closure Days and Weeks 44
Timetable Days 46
Summary 46
Edit a Timetable Day 47
Cycle Start Dates 49

Unsupervised Classes 51
Reasons 53
Teacher Absence Reasons 53
Sort Teacher Absence Reasons 55
Room Availability Reasons 56
Cancellations 57

Lesson 2 - Teacher Details 59
Professional Learning Objectives 60
Skills 60
Teacher Details 61
Customise the Display 61
Additional Information Box 64
Replacement Types 66
Cycle Limit and Overall Limit 68
Part Time Teachers 70
Temporary Sort 70
Under Allotted Teachers 72
Ineligible Teachers 73
Teachers who do not take either Counted or Uncounted Replacements 73
Teachers who can take In Lieu but not Counted Replacements 74
Different Models based on Industrial Agreements 75
Model 1: A Maximum Number of Replacement Classes per Year 75
Model 2: No Replacement Classes 75
Model 3: Paid Replacement Classes 76
Casual Teachers 76

Lesson 3 - Teacher Absences 79
Professional Learning Objectives 80
Skills 80
Open Another Campus and Academic Year 81
Teacher Absences 83
Change Display Settings 84
Make a Teacher Absent for a Day 88
Make a Teacher Absent for Part of a Day 89
Different Absence Reasons on the Same Day 91

Find a Teacher 92
Teachers Made Absent on Other Screens 95
Plan Days 96
Plan Multiple Days 96
Edit a Plan Day 103
Plan Casual Teacher Days 105
Casual Teacher Available for Multiple Days 105
Casual Teacher Unavailable for Multiple Days 106

Lesson 4 - Room Availability 109
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

Lesson 5 - Cancel Lessons and Yard Duties 117
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

Lesson 6 - Student Activities 139
Professional Learning Objectives 140
Skills 140
Student Activities 141

Student Activity with Specific Teachers 142
Add Students to an Activity 146
View Student Lesson Changes 148
Student Activities with Additional Teachers and Specific Rooms 149
Reminders 152
Add Students to an Activity 153
Teachers/Rooms/Students 154
Assign Students to Teachers or Rooms 160

Lesson 7 - Assign Replacement Teachers 165
Professional Learning Objectives 166
Skills 166
Teacher Replacements 167
The Upper and Lower Panes 167
Available Teacher Information in the Lower Pane 170
Teacher Timetable 170
Index 171
Teachers Load Availability and Counts 172
Select Information to Display in Lower Pane 172
Additional Information 174
Gauge Teacher Requirements 175
Enter Casual Teacher Availability 177
Load Adjustments 178
Assign Replacement Teachers 180
Assign Teachers from the Same Faculty 183
Assign One Teacher to Multiple Replacement Classes 183
Replacement Not Required 187
Email Students from Assign Screen 187
Assign One Teacher to Two Different Classes in the Same Period 191
Replacement Notes 193
Composite Classes 193
Override a Cycle or Overall Limit 195
Adjust the Count Status of a Replacement 196
Activity 198
Auto Assign Remaining Replacements 198
Show Unassigned Classes/Yard Duties/Activities 199

Lesson 8 - Room Replacements 201
Professional Learning Objectives 202
Skills 202
Room Replacements 203
Assign Rooms 203
Assign Rooms in the Upper Pane 205
Assign Rooms in the Lower Pane 206
Assign Two Classes to the Same Room 207
Edit Rooms 209
Add a Room to a Class 211
Remove a Class from a Room 212
Use Edit to Swap Rooms 212

Lesson 9 - Teacher Changes and the Bulletin 215
Professional Learning Objectives 216
Skills 216
The Reports Section 217
Check Replacements 218
Teacher Changes 219
View Teacher Changes with Inclusions 219
View Casual Teacher Changes Only 221
Composite Classes 222
Export Teacher Changes 224
Print Teacher Changes on a New Page 224
Email Teacher Changes 226
Daily Bulletin 229
Print Bulletin 232
Email Bulletin 232
Create Bulletin Messages 234
Share Button 235
Additional Print Features 237
Teacher Portal 238

Lesson 10 - Reports 241
Professional Learning Objectives 242
Skills 242
Reports 243
Selected Day Reports 244
Timetables 245
Teacher Timetables 245
Casual Teacher Timetables 248
Master Timetable 249
Summary Reports 249
Teacher Totals 249
Teacher Period Absence Details 251
Teacher Replacement Details 253
Individual Teacher Summaries 253
Student Activity Totals 254
Share Reports 255

Lesson 11 - Timetable Changes and the Home Page 257
Professional Learning Objectives 258
Skills 258
Published Timetable Files 259
View Published Timetables in Daily Organiser 259
Change the Date 260
Change the Classification of a Teacher 264
Return to an Earlier Date 265
Publish a Timetable in Version 10.1 266
Open Version 10 266
Management Portal 273
Publish Timetables from the Management Portal 274
The Home Page 279
Import and Export Data 279
Multiple Users 281
Publish Daily Organiser 282
Open on Today's Date 284
User's Profile 284
Permit Support Access 286

Help and Support 286
Timetabling Solutions Support 289
Download the Apps 290
Temporary Internet Disruption 292

Appendix - Hosted Applications 295
Hosted Applications 296
Web Preferences Manager 297
Web Preferences Manager Subscription 297
Course Manager App 298
Course Manager Subscription 298
Staffing App 299
Staffing Subscription 299
Daily Reports App 300
Daily Reports Subscription 300
Staff Access Portal 301
Staff Access Portal Subscription 301
Student Access Portal 302
Student Access Portal Subscription 302

Timetabling Solutions

Hosted Application

Daily Organiser

Configure Timetable Solutions

Professional Learning Objectives 12
Skills 12
Timetabling Solutions 13
Desktop Applications 13
File Locations 13
Cloud Applications 14
Activate Version 10.1 15
Version 10.1 Welcome Page 18
Configure File Locations 19
Configure Settings in Version 10.1 22
Student Names Format 23
Teacher Names Format 23
Archive Data 24
Export 27
Cloud Environment 27

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

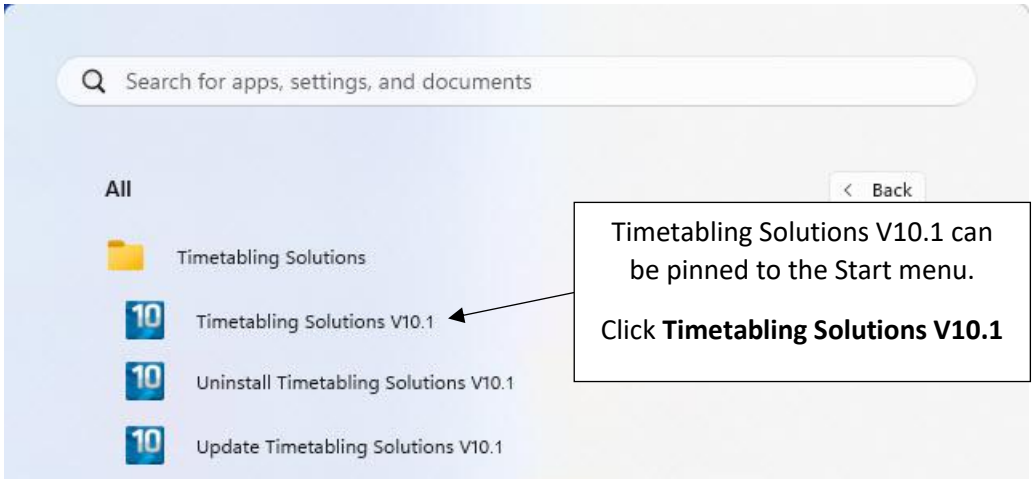
Individual users will receive an activation email from the Global Administrator to create a password. Users will then login using their email address and password to activate Timetabling Solutions Version 10.1.

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.

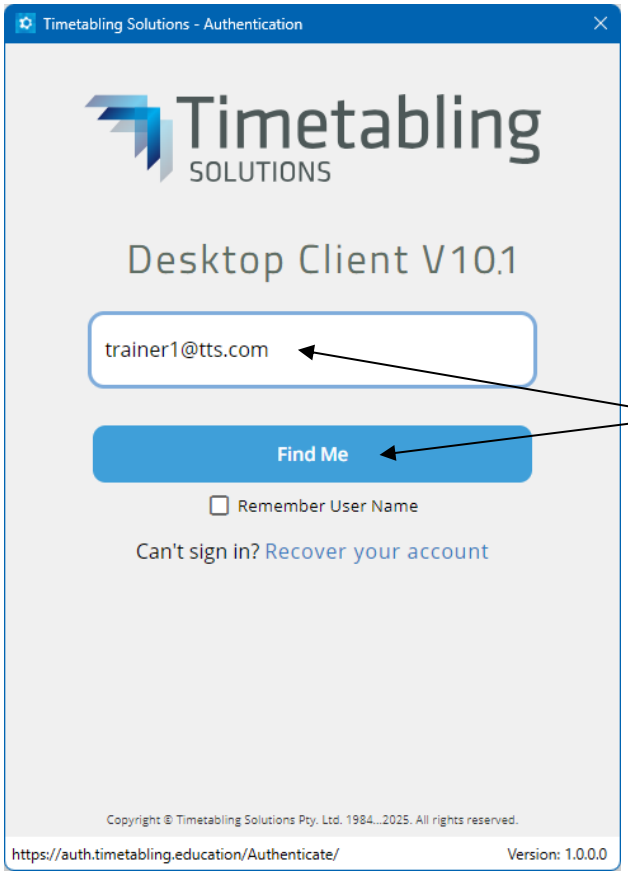
Timetabling Solutions Version 10.1 can be opened from the Windows Start menu.



Alternative methods of opening Version 10.1 include:

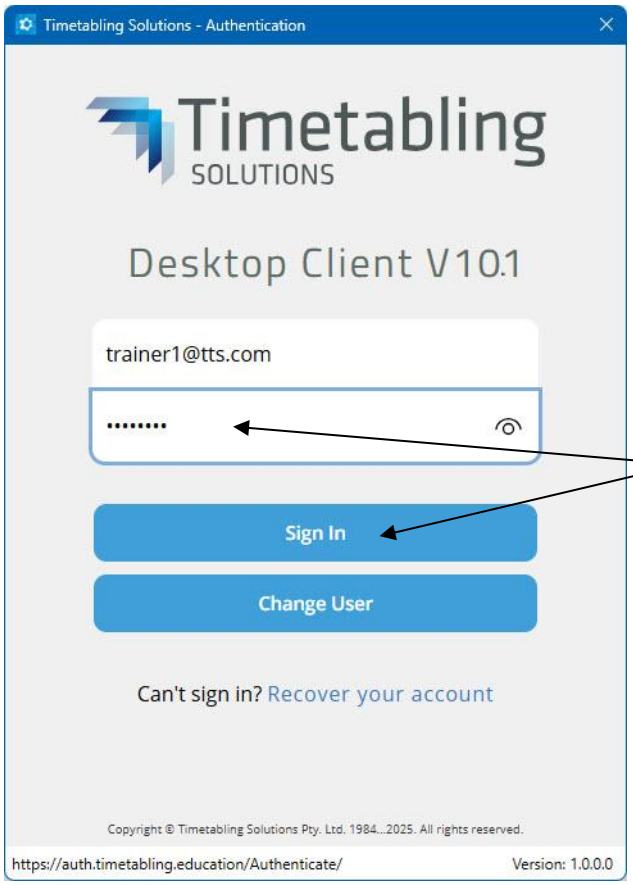
- On the Start menu, scroll down to Timetabling Solutions, click Timetabling Solutions V10.1
- Create a desktop shortcut and double click on this
- Double click directly on a Student Options or Timetable Development file that was created in Version 10.1

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



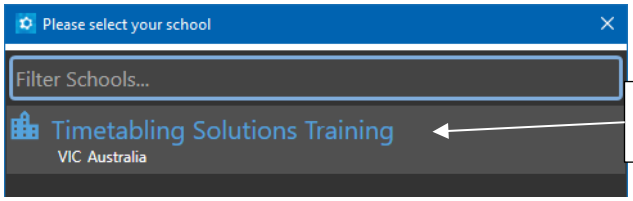
Enter the username provided

Click **Find Me**

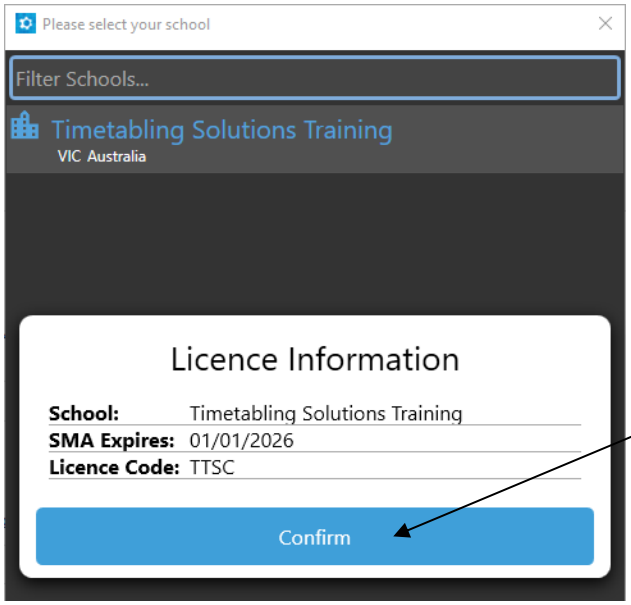


Enter the password

Click **Sign In**

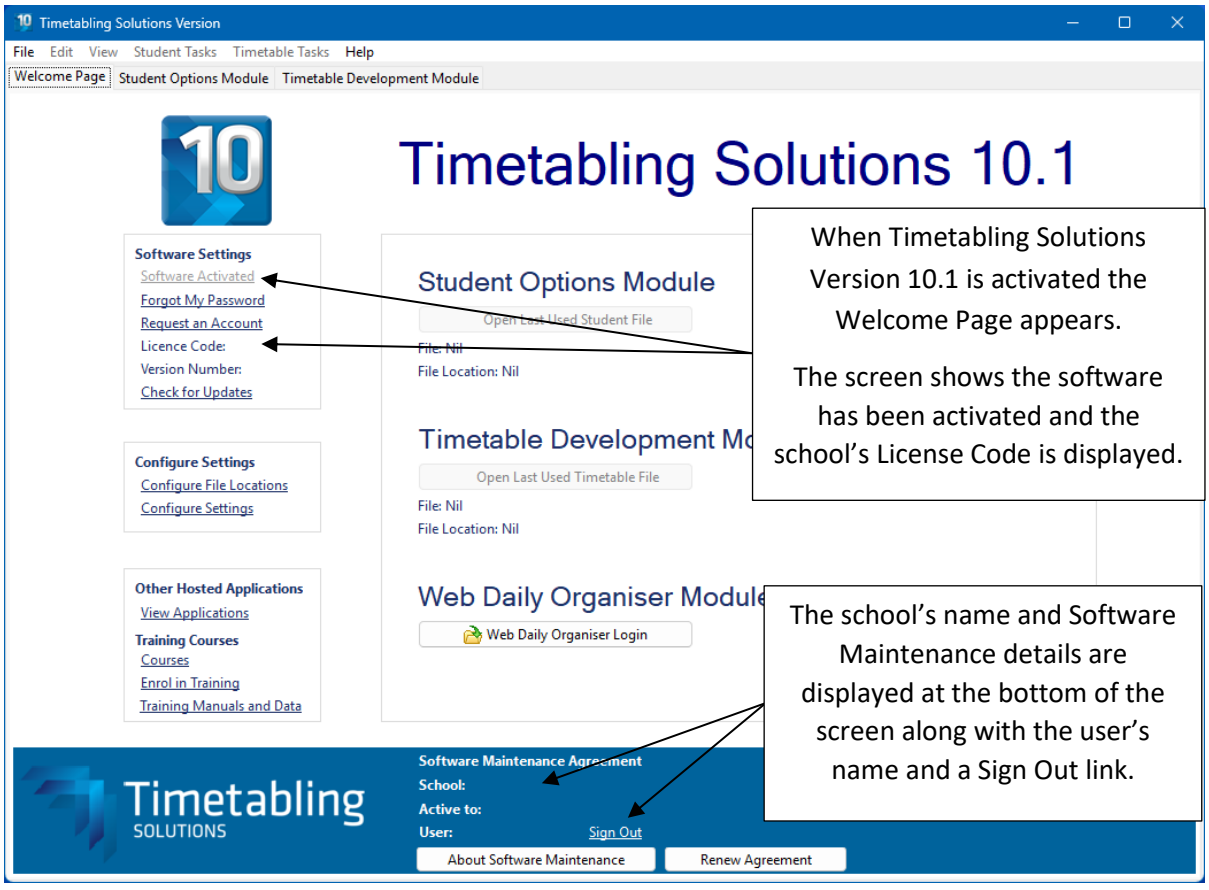


Click the school's name



The school's details are displayed.

Click **Confirm**



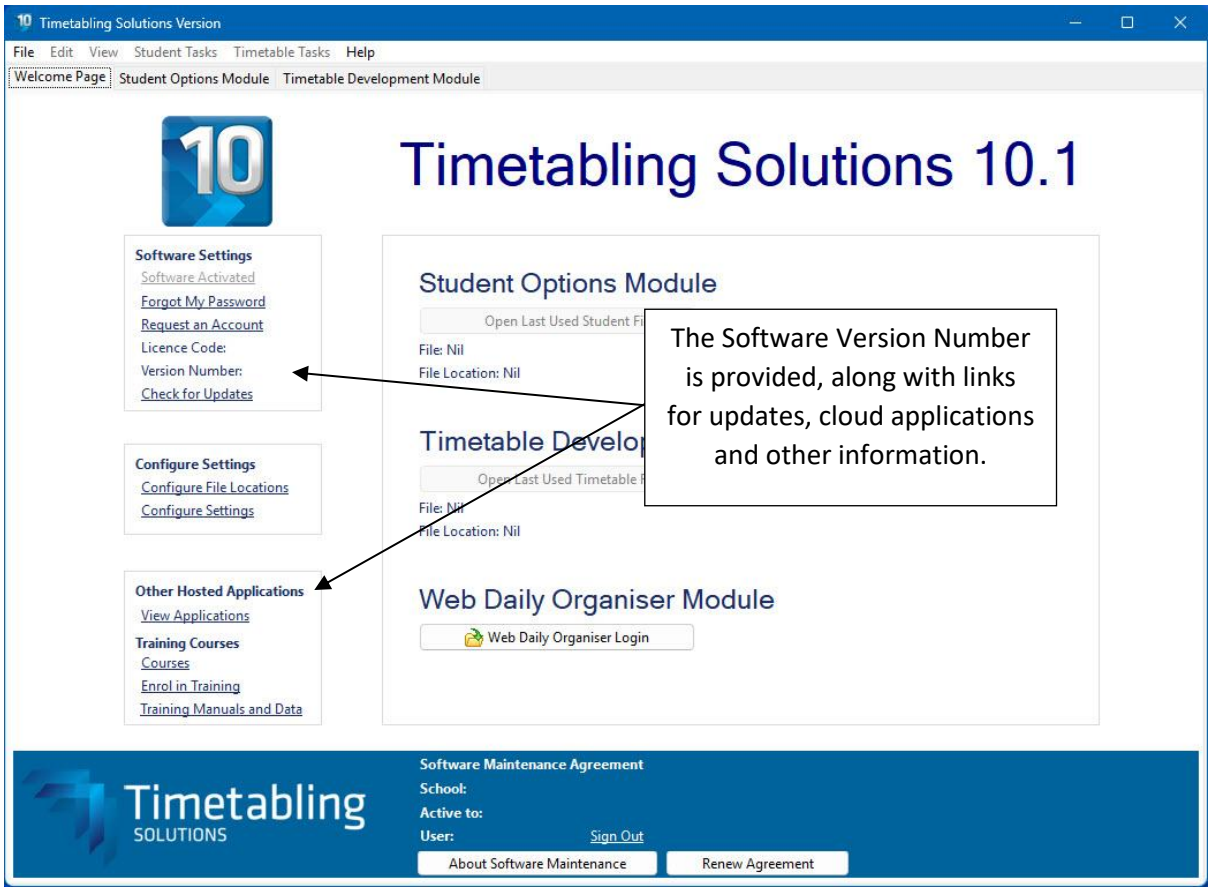
When Timetabling Solutions Version 10.1 is activated the Welcome Page appears.

The screen shows the software has been activated and the school's License Code is displayed.

The school's name and Software Maintenance details are displayed at the bottom of the screen along with the user's name and a Sign Out link.

VERSION 10.1 WELCOME PAGE

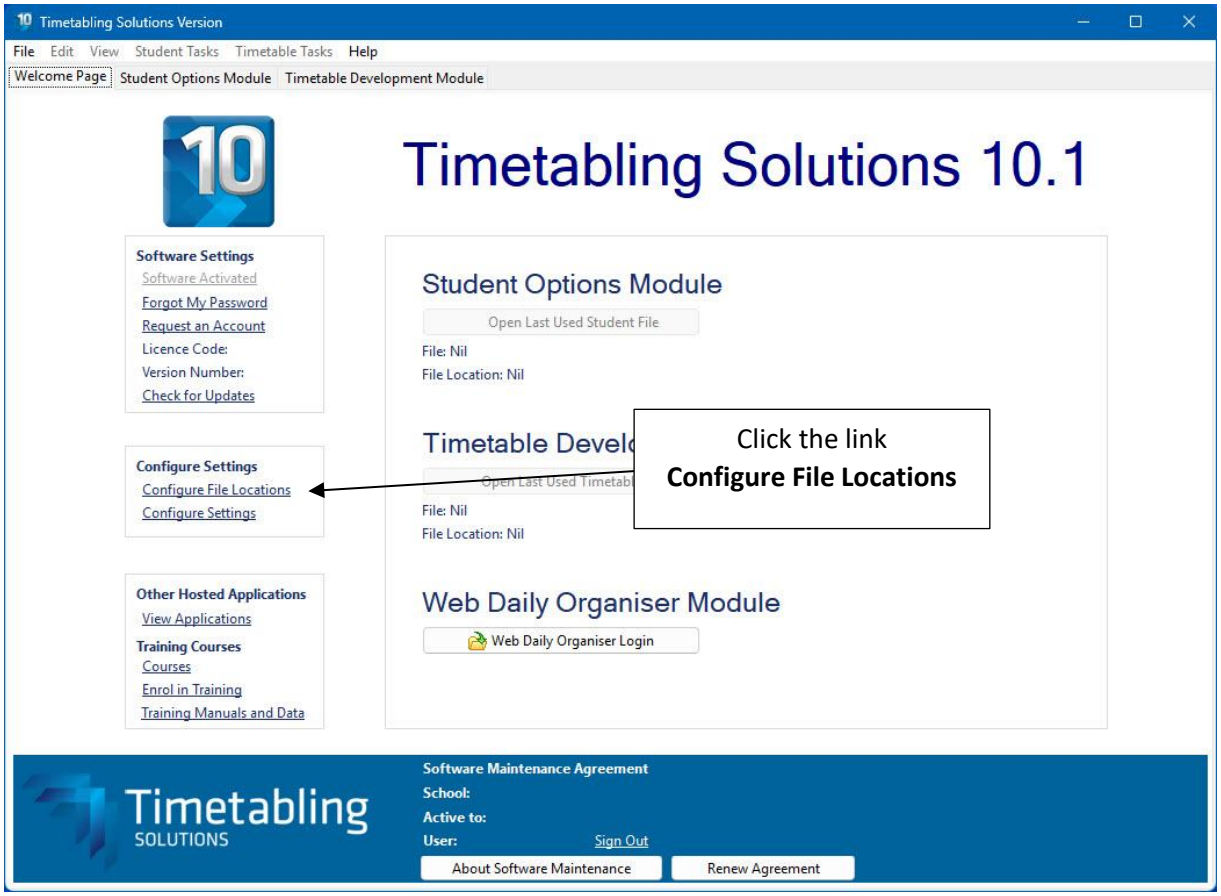
The Welcome Page can be used to access the desktop modules - Student Options and Timetable Development and to login to the Daily Organiser cloud app. It also has links to check for updates, configure the program and go to Timetabling Solutions cloud applications.

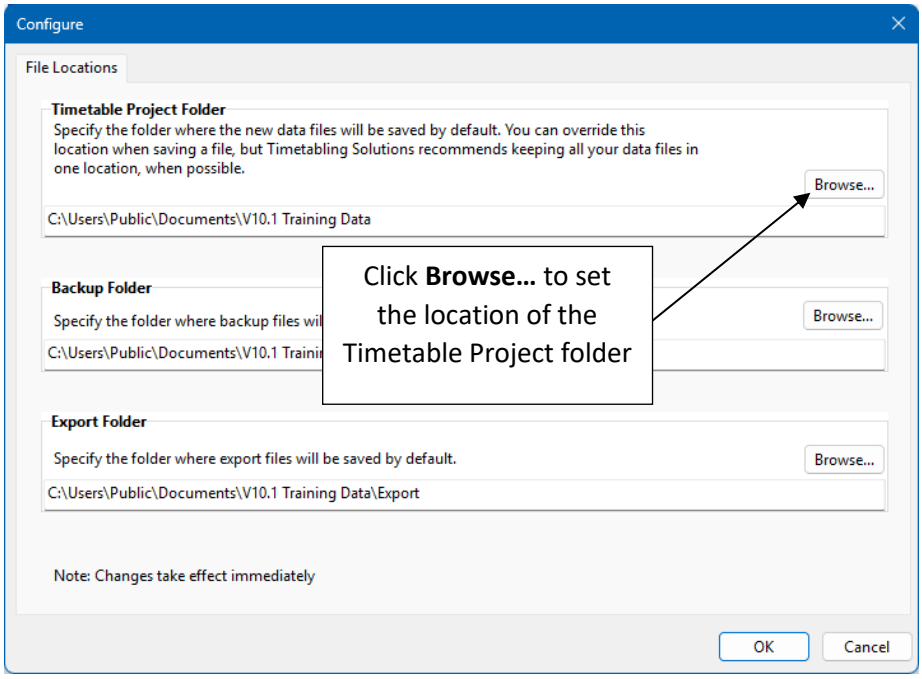


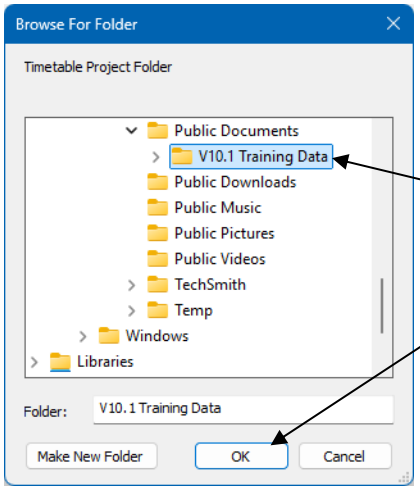
CONFIGURE FILE LOCATIONS

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.



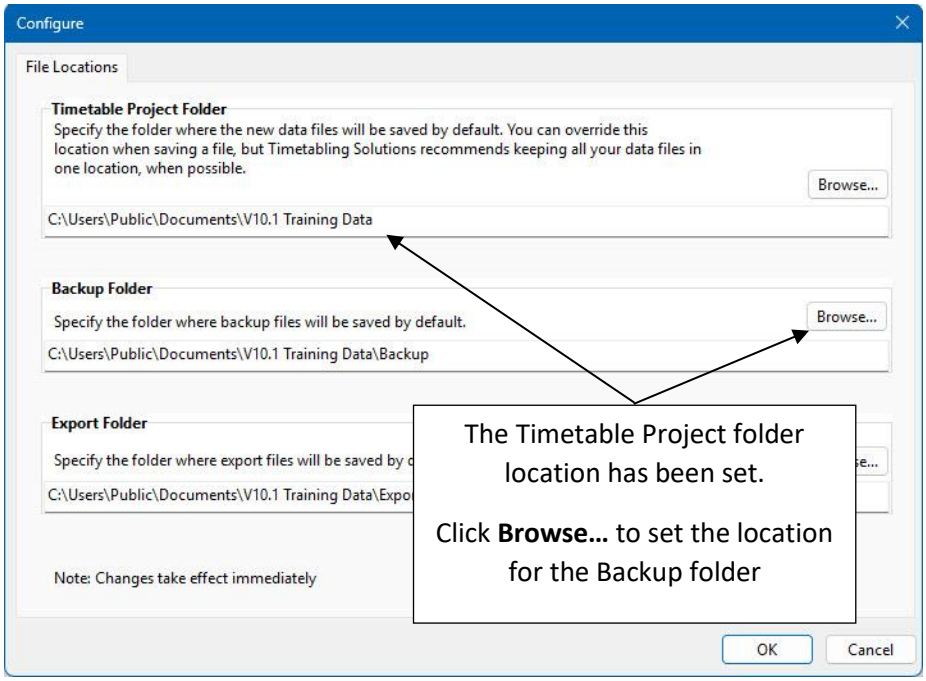




Navigate to the V10.1 Training Data folder

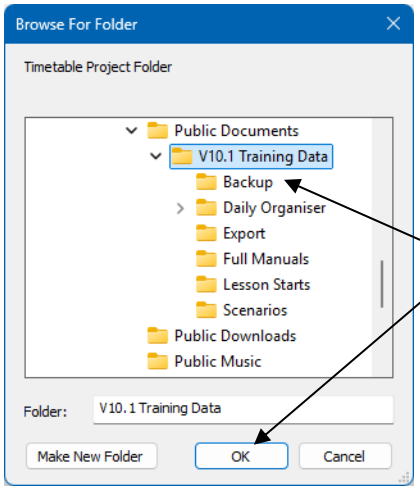
In this case, click **Users**,
Public,
Public Documents,
V10.1 Training Data

Click **OK**



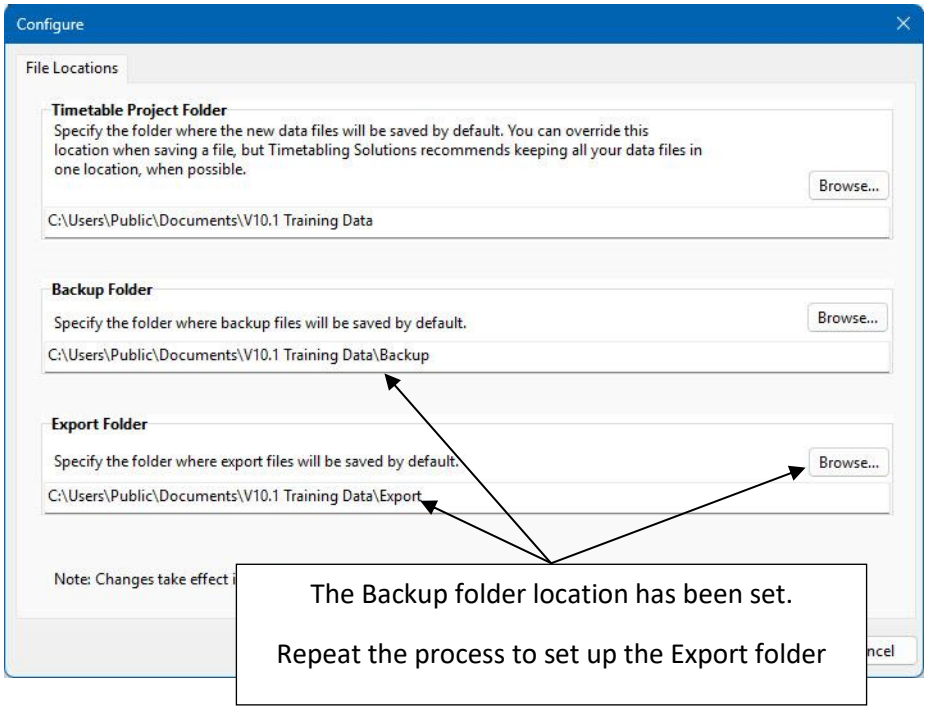
The Timetable Project folder location has been set.

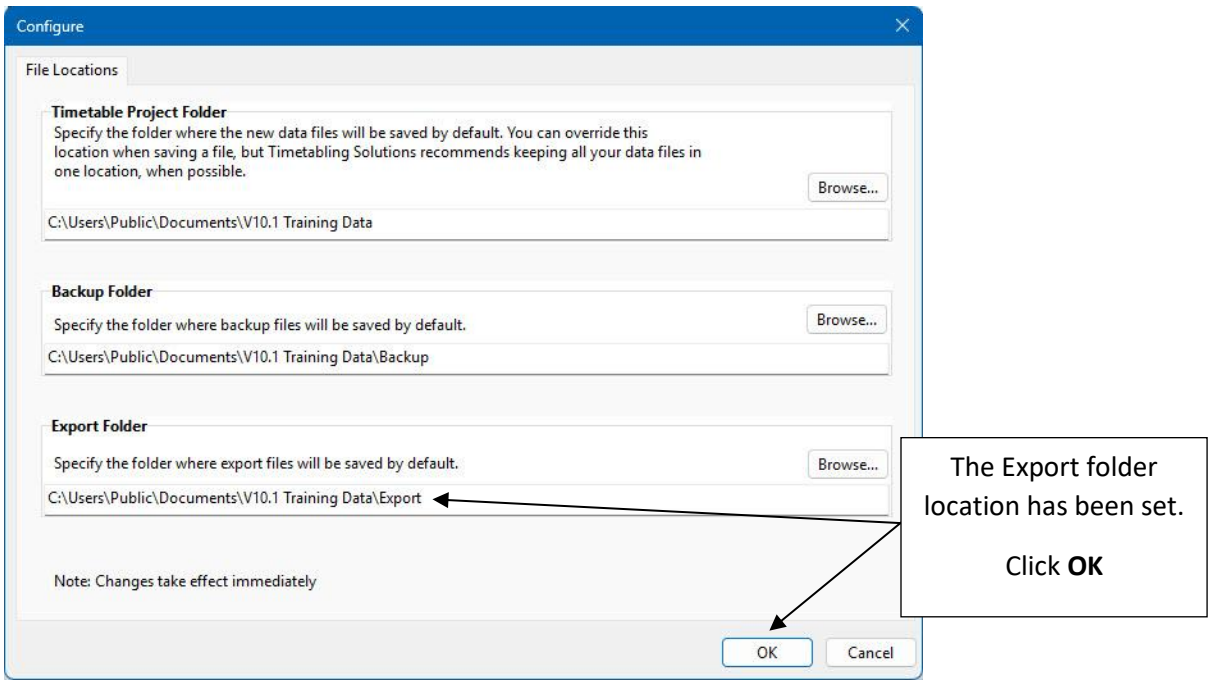
Click **Browse...** to set the location for the Backup folder



Navigate to the V10.1 Training Data folder

Select **Backup** then click **OK**

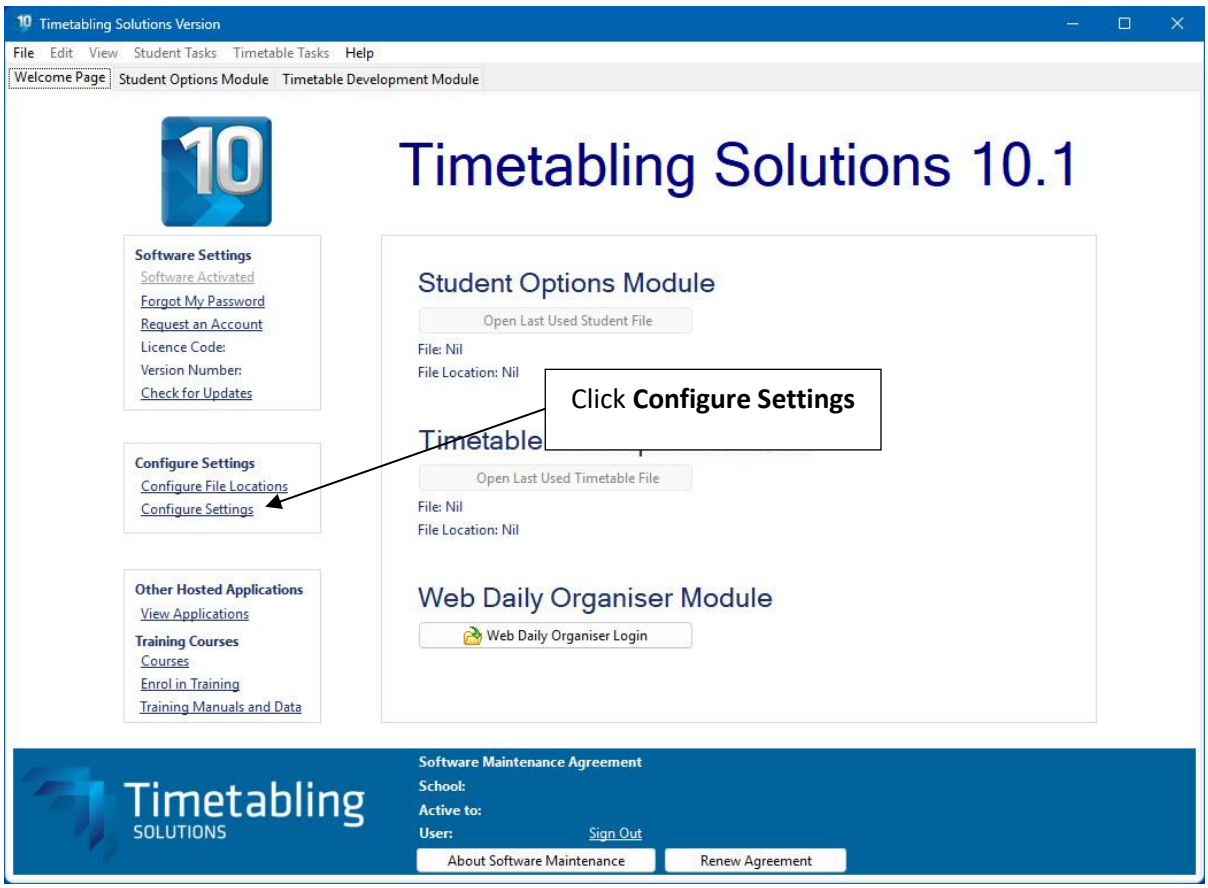


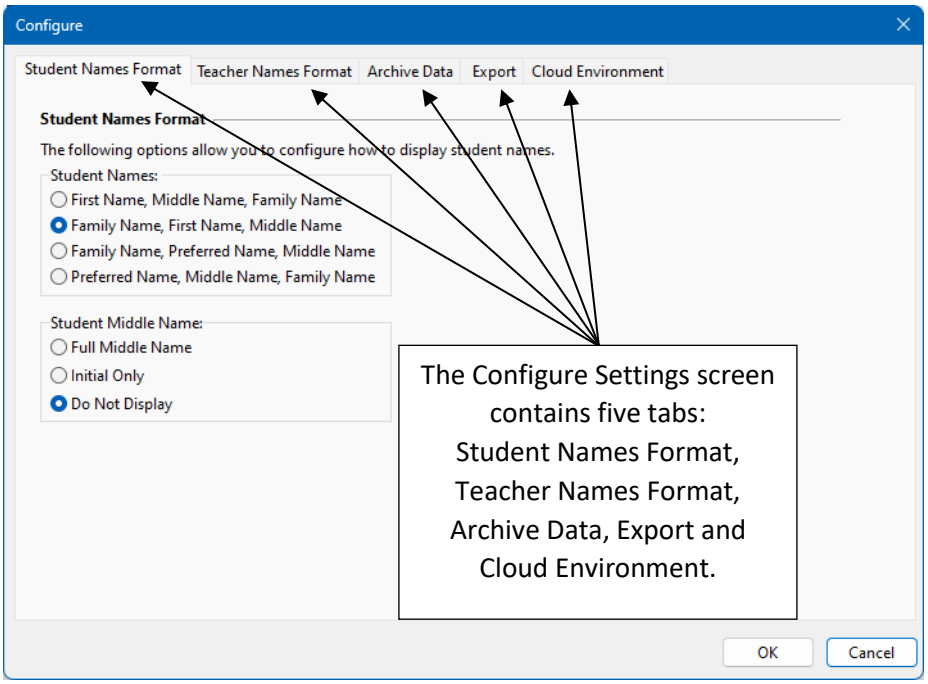


Each user can set up individual locations for the Timetable Project folder, Backup folder and Export folder. It is recommended that the Timetable Project folder is a shared folder on the school's network.

CONFIGURE SETTINGS IN VERSION 10.1

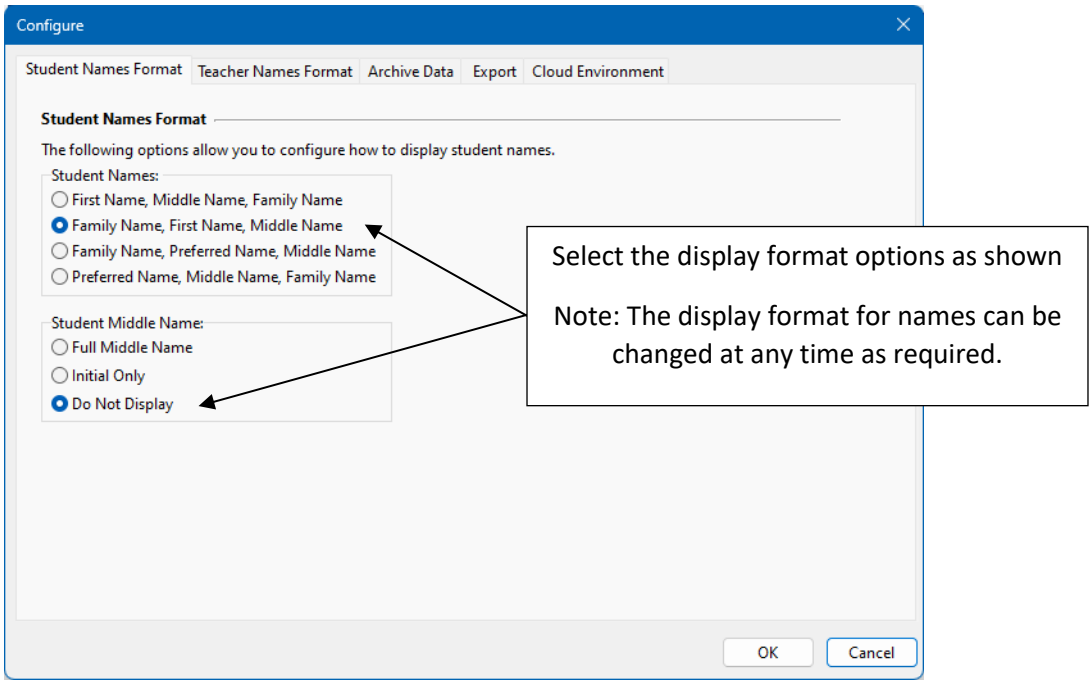
The way that data is displayed in the program can be personalised to suit each user's needs.





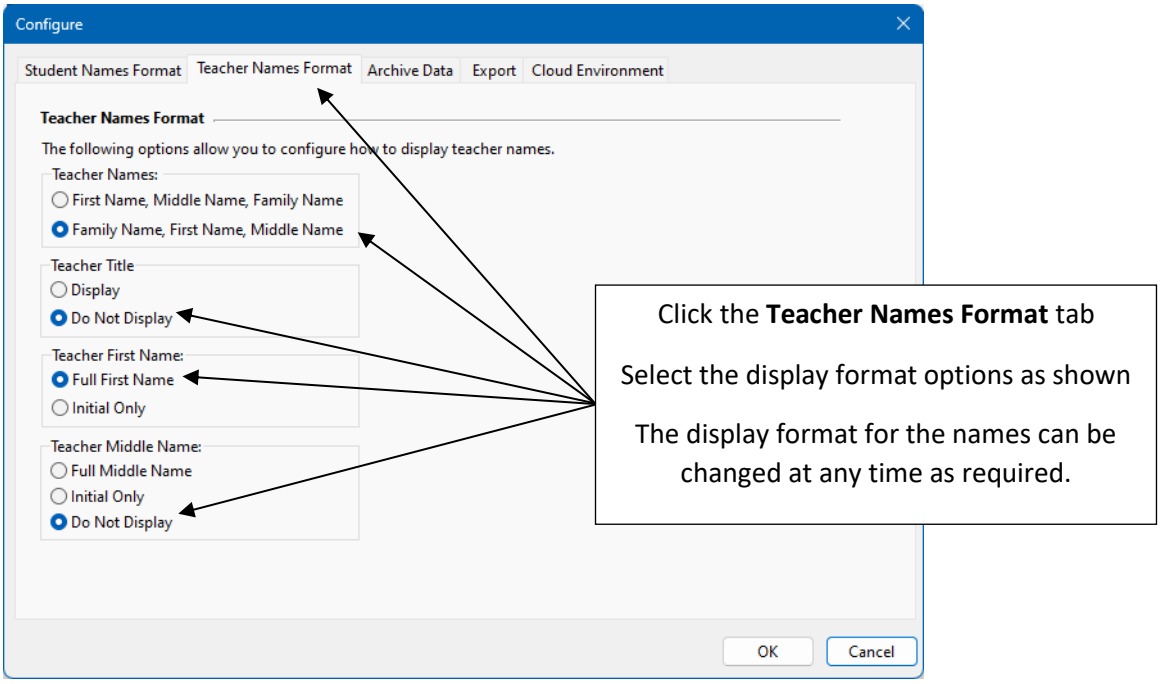
STUDENT NAMES FORMAT

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.



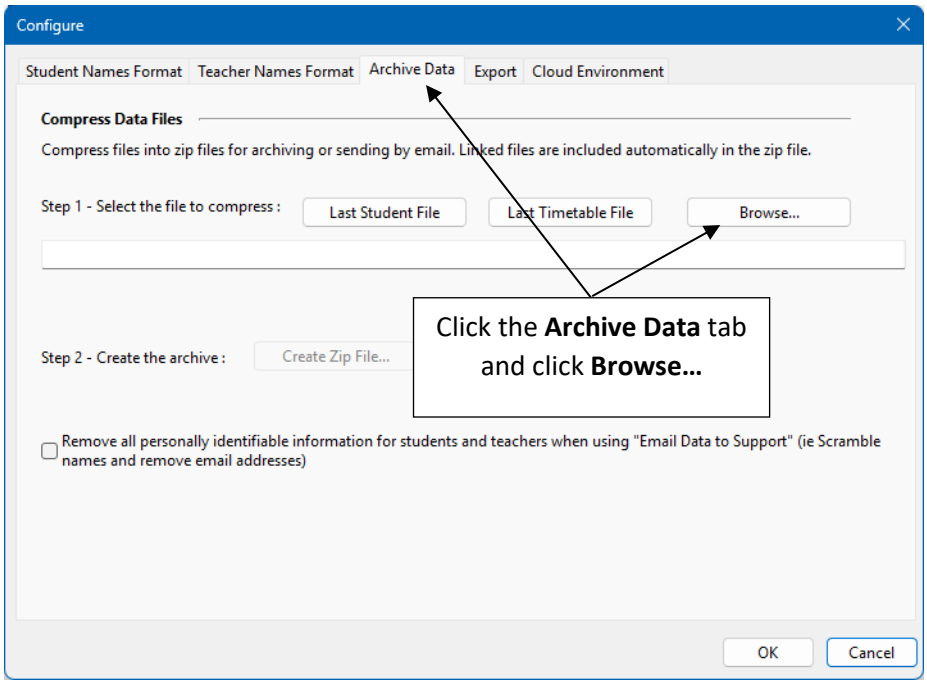
TEACHER NAMES FORMAT

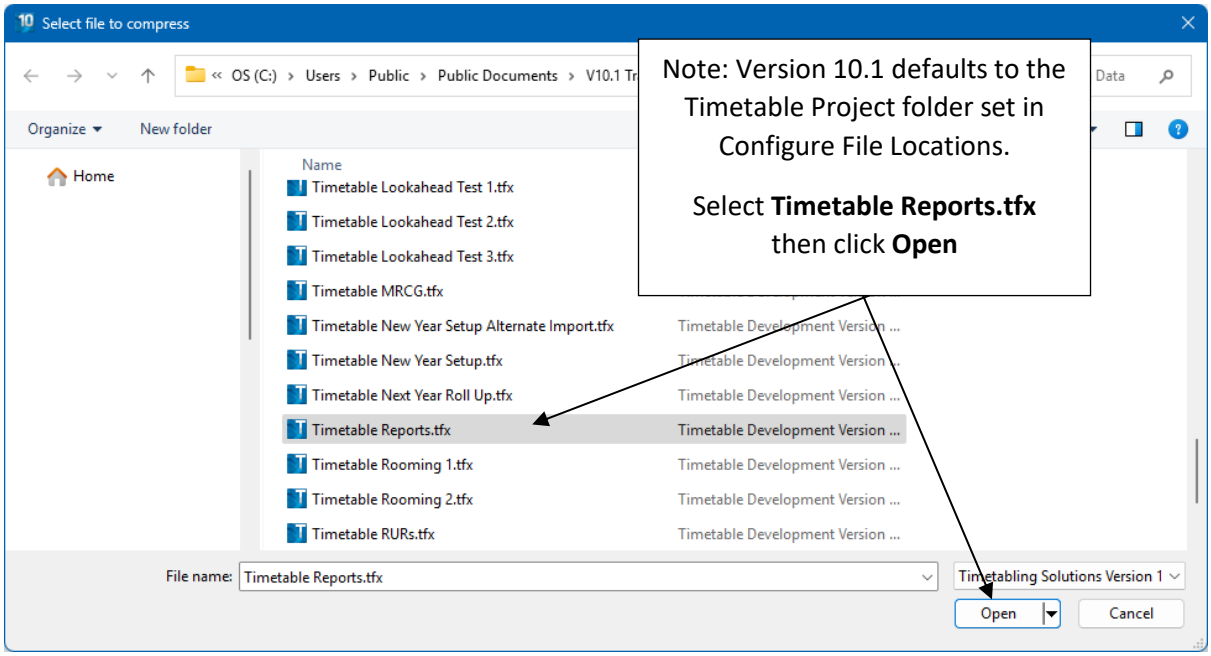
The settings for displaying teacher names can also be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.

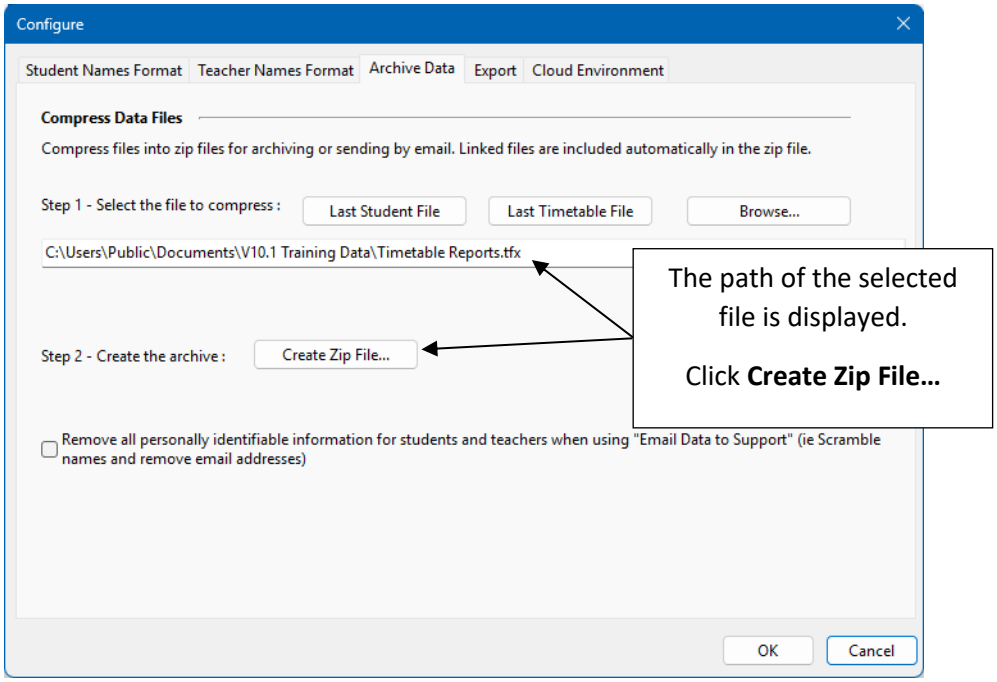


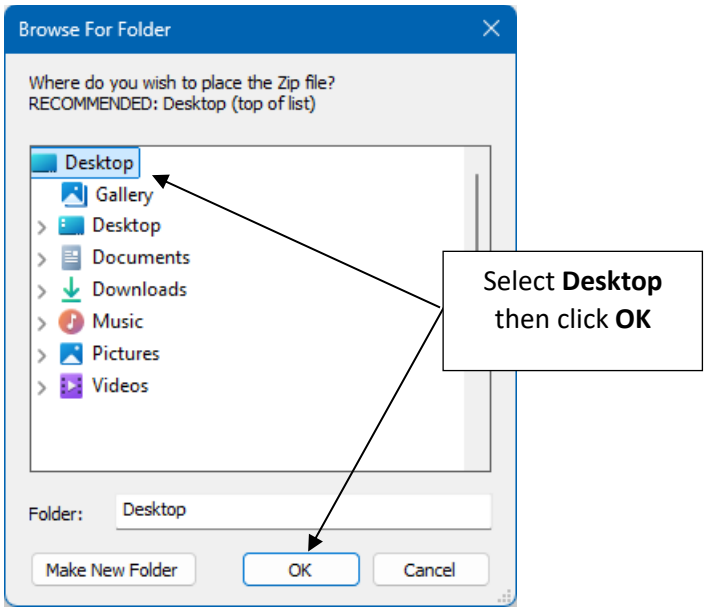
ARCHIVE DATA

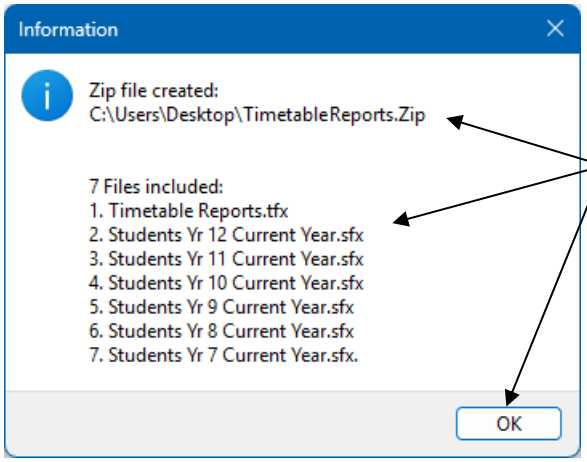
Zip files can be created using the Archive Data function. The zip file will contain the selected file and any other files linked to the selected file.





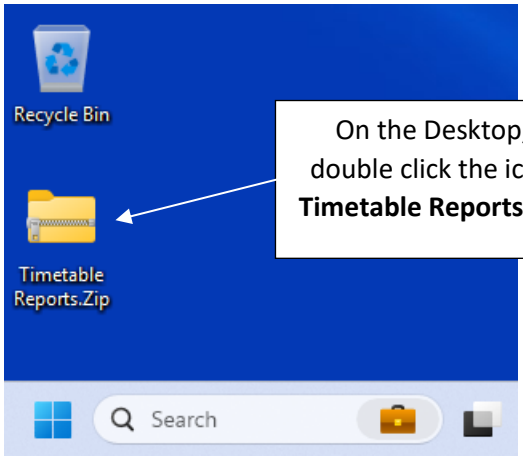

Configure
Student Names Format
Teacher Names Format
Archive Data
Export
Cloud Environment
Compress Data Files
Compress files into zip files for archiving or sending by email. Linked files are included automatically in the zip file.
Step 1 - Select the file to compress :
Last Student File
Last Timetable File
Browse...
C:\Users\Public\Documents\V10.1 Training Data\Timetable Reports.tfx
Step 2 - Create the archive :
Create Zip File...
Remove all personally identifiable information for students and teachers when using "Email Data to Support" (ie Scramble names and remove email addresses)
OK
Cancel
The path of the selected file is displayed.
Click Create Zip File...


Browse For Folder
Where do you wish to place the Zip file?
RECOMMENDED: Desktop (top of list)
Desktop
Gallery
Desktop
Documents
Downloads
Music
Pictures
Videos
Folder:
Desktop
Make New Folder
OK
Cancel
Select Desktop then click OK

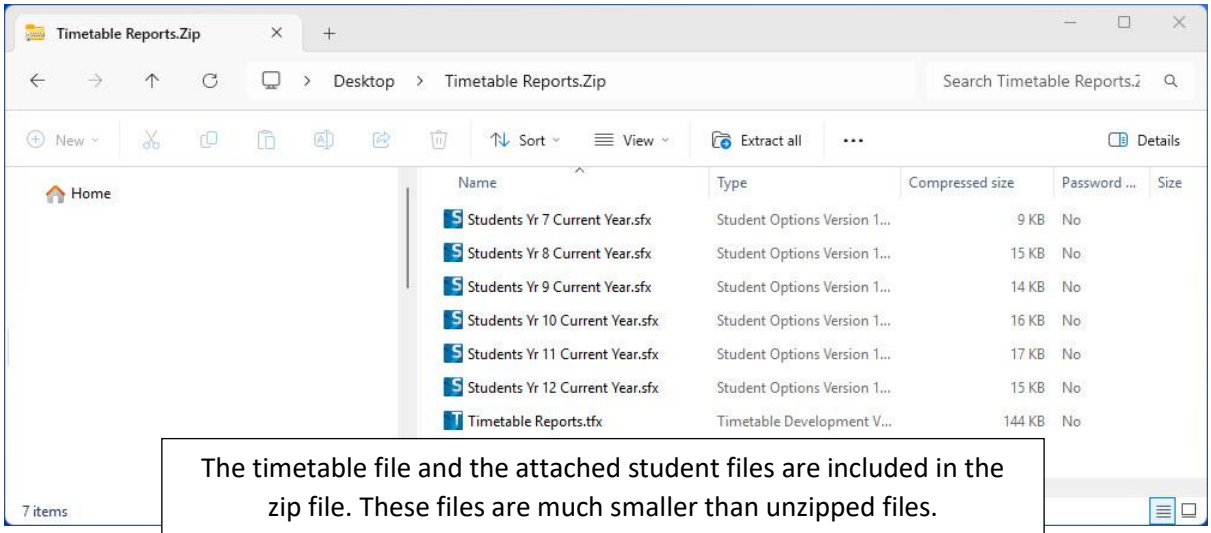


Confirmation of the location, name, and a list of all individual files contained in the archive file is displayed.

Click **OK**



On the Desktop, double click the icon **Timetable Reports.zip**



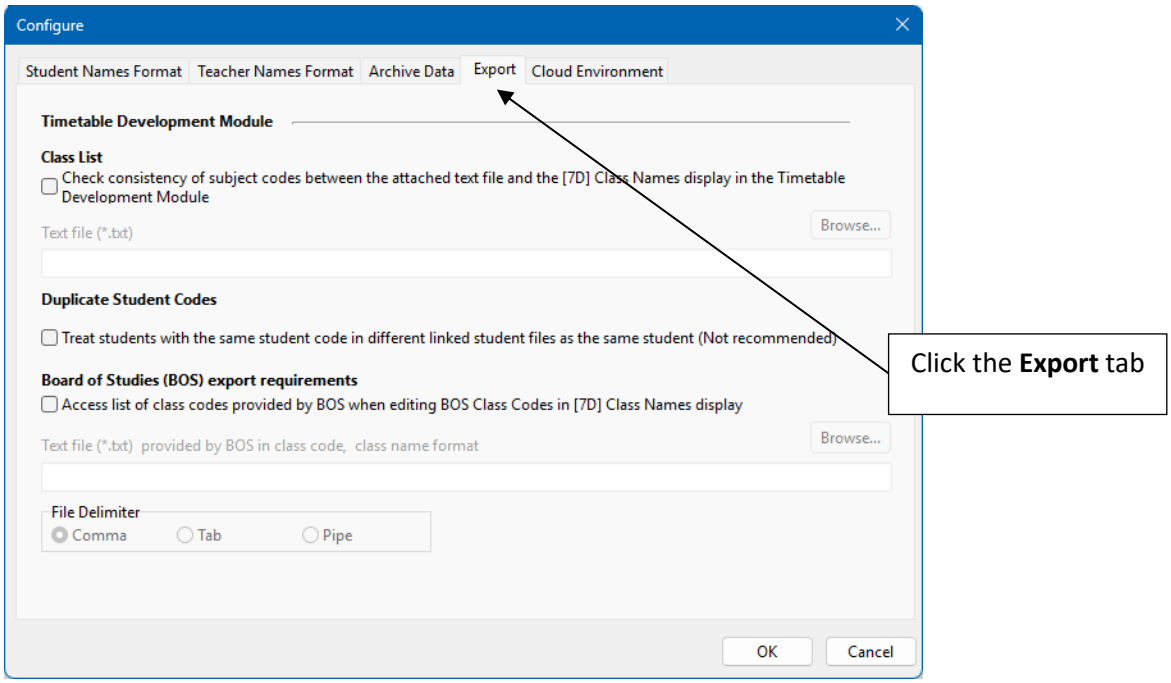
The timetable file and the attached student files are included in the zip file. These files are much smaller than unzipped files.

Note: Files must be unzipped/extracted before they are modified.

Close the Timetable Reports.Zip window

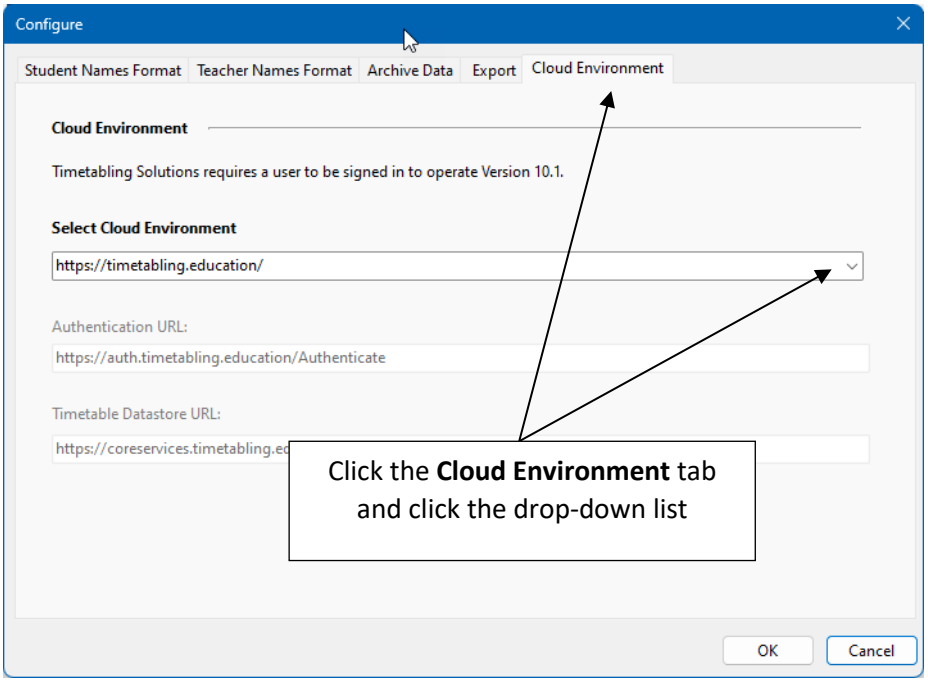
EXPORT

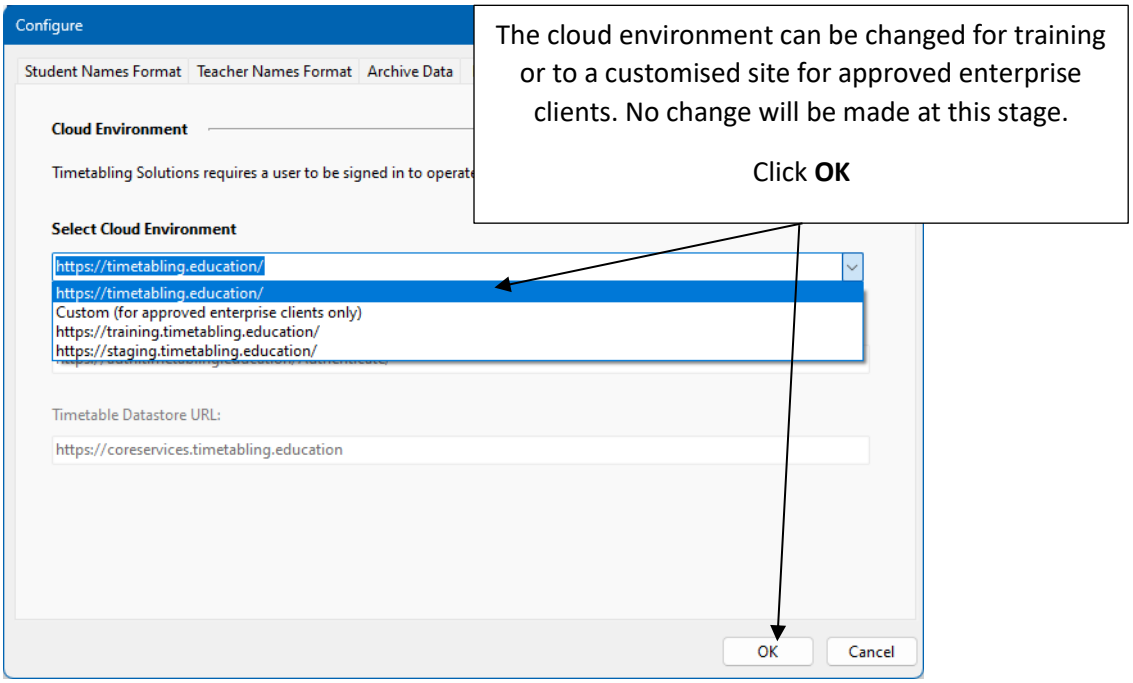
The Export tab allows the user to link files provided from various Boards of Studies. Use of this feature is covered in the specific export lessons available online.



CLOUD ENVIRONMENT

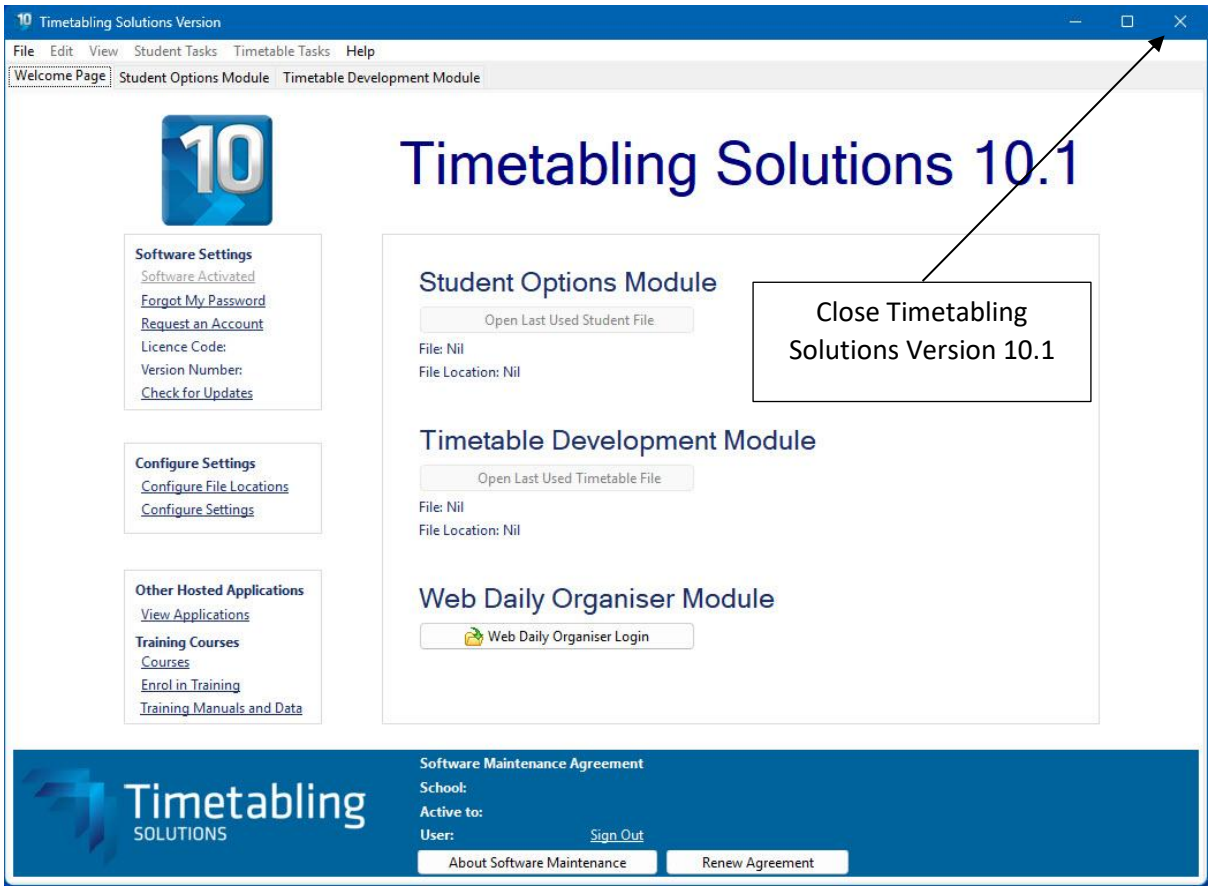
In Version 10.1, the Cloud Environment tab allows users to change the selected cloud environment. The default setting is Timetabling Solutions hosted site https://timetabling.education.





The cloud environment can be changed for training or to a customised site for approved enterprise clients. No change will be made at this stage.

Click **OK**



Close Timetabling Solutions Version 10.1

Timetabling Solutions

Hosted Application

Daily Organiser

Lesson 1 - Set Up Daily Organiser

Professional Learning Objectives 30
Skills 30
What is Daily Organiser? 31
Timetabling Solutions Cloud Apps 31
How to Get Started 32
Open Daily Organiser 32
Create a Daily Organiser for the Academic Year 34
Import Parameters 36
The Side Bar 39
Parameters 41
Date Format 42
Casual Teachers 43
Calendar 43
Closure Days and Weeks 44
Timetable Days 46
Summary 46
Edit a Timetable Day 47
Cycle Start Dates 49
Unsupervised Classes 51
Reasons 53
Teacher Absence Reasons 53
Sort Teacher Absence Reasons 55
Room Availability Reasons 56
Cancellations 57

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

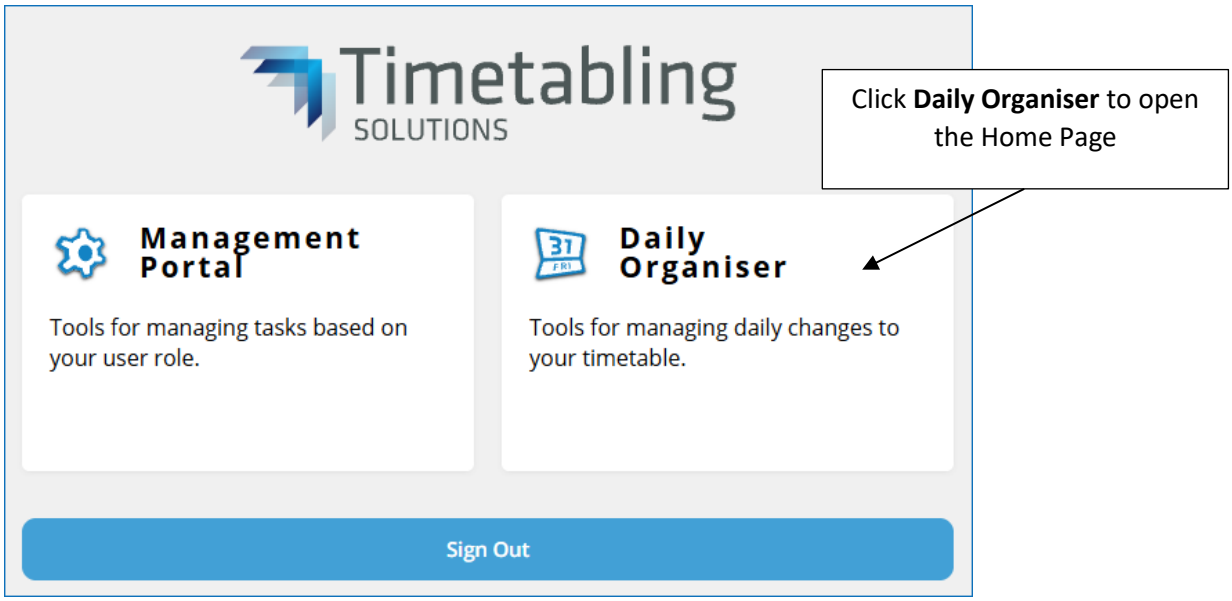
At the start of each Academic Year

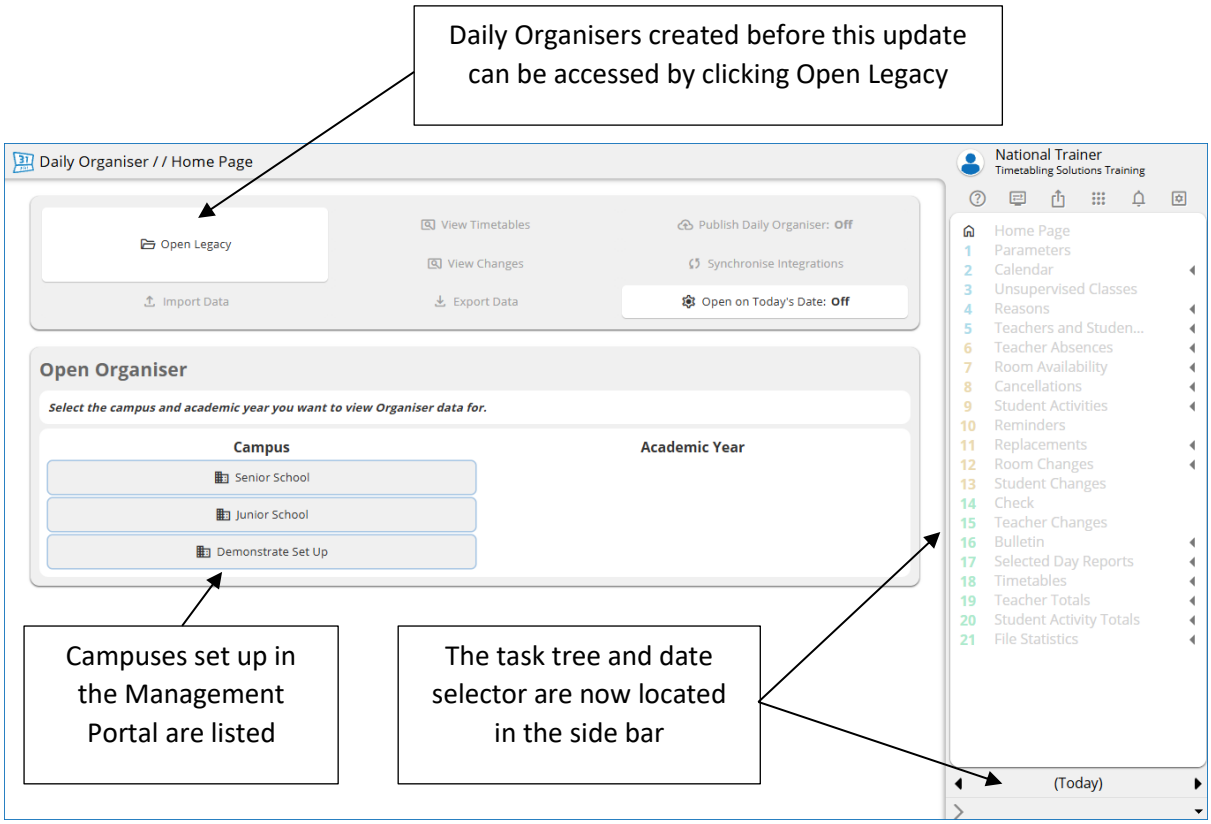
- The Global Administrator or School Administrator sets up the term/trimester dates for the Academic Year in the Management Portal.
- The Global Administrator must add the Timetabler and Daily Organiser as users.
- The Timetabler publishes a timetable from Version 10 Timetable Development. When publishing 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.





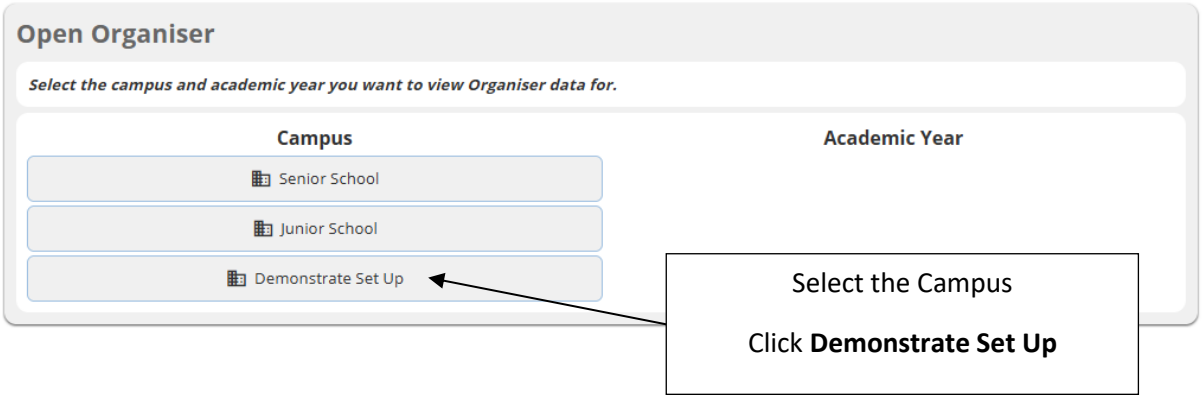
CREATE A DAILY ORGANISER FOR THE ACADEMIC YEAR

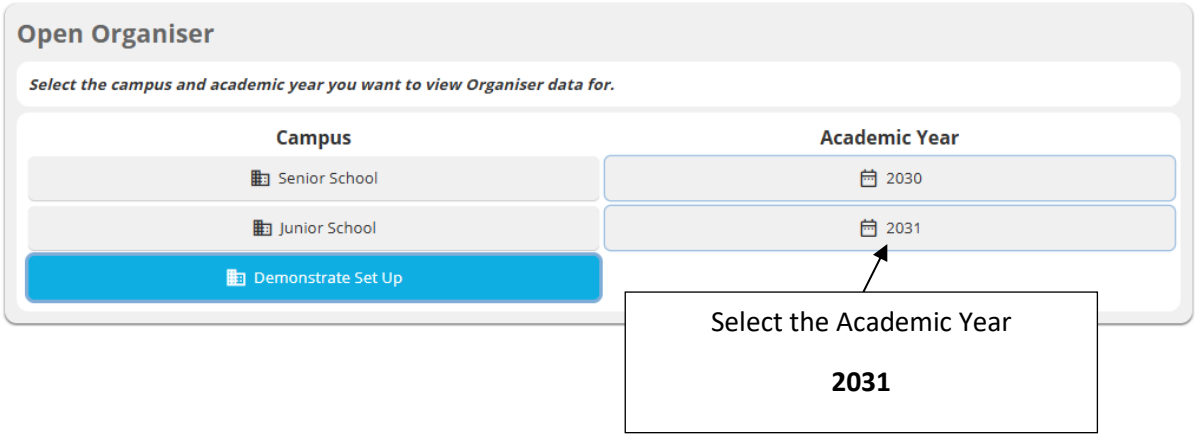
Daily Organiser data is accessed by selecting a Campus then selecting an Academic Year.

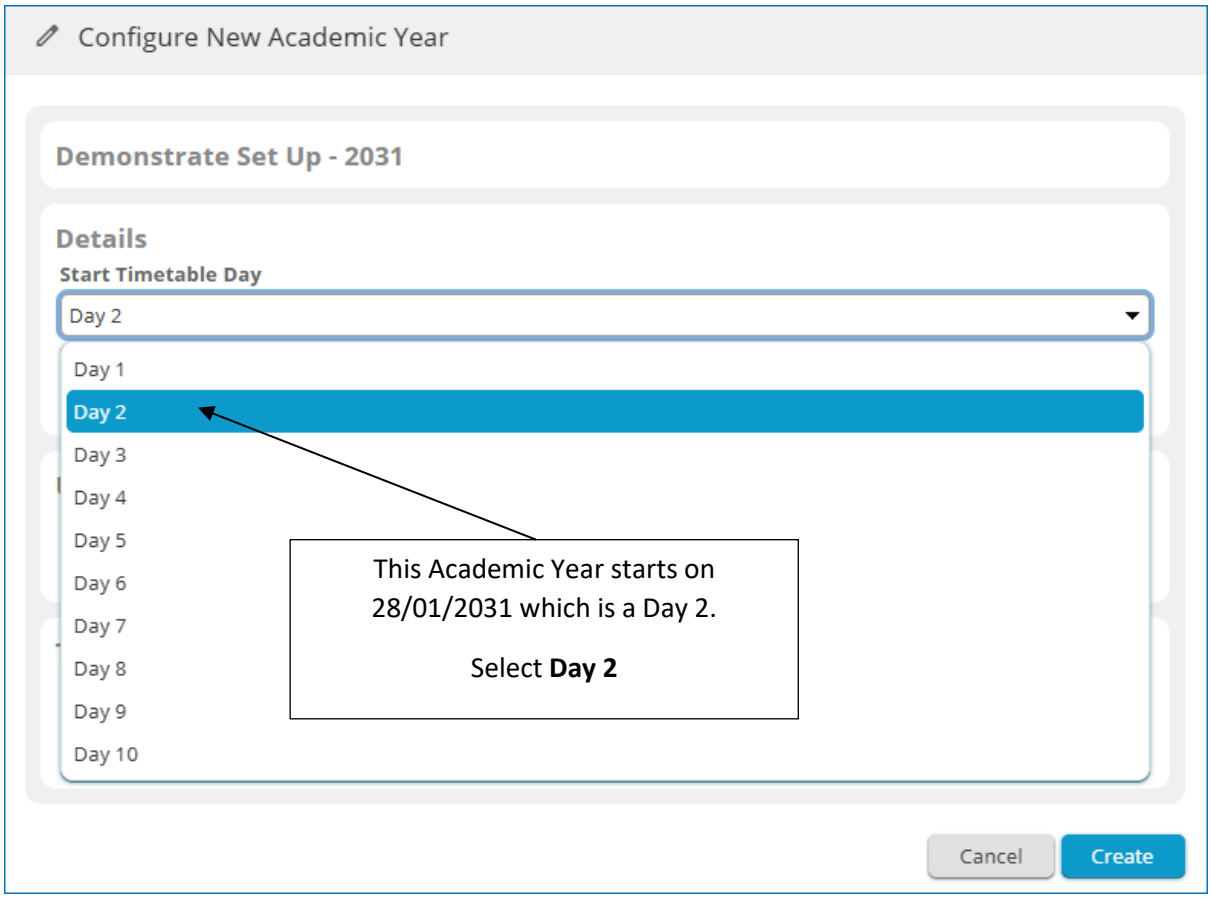
When opening the Daily Organiser for the first time,

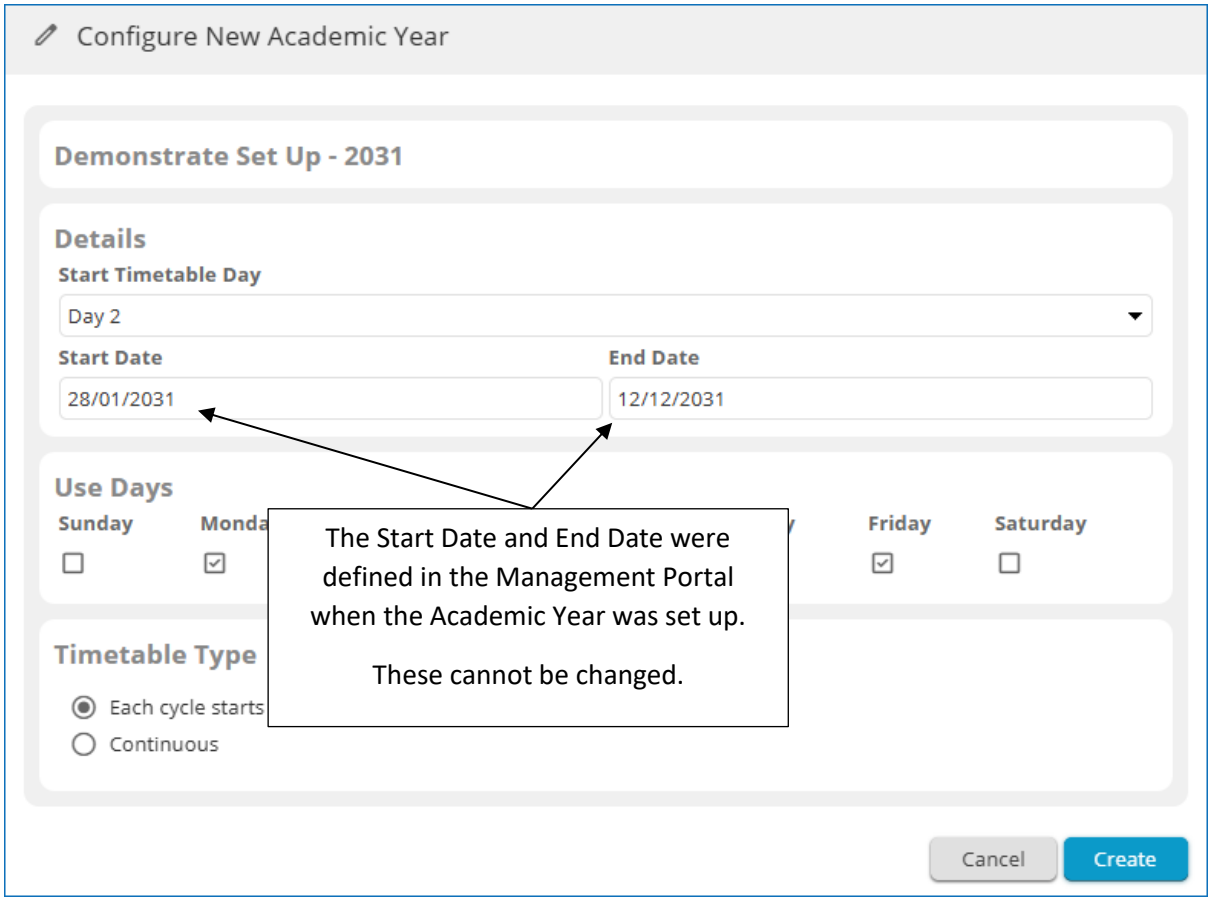
- The start date, end date and school holidays are prefilled based on the term dates entered in the Management Portal.
- The user configures the Daily Organiser by specifying the start timetable day. This must align with the start date.
- Other parameters can be edited if required.
- Parameters can be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

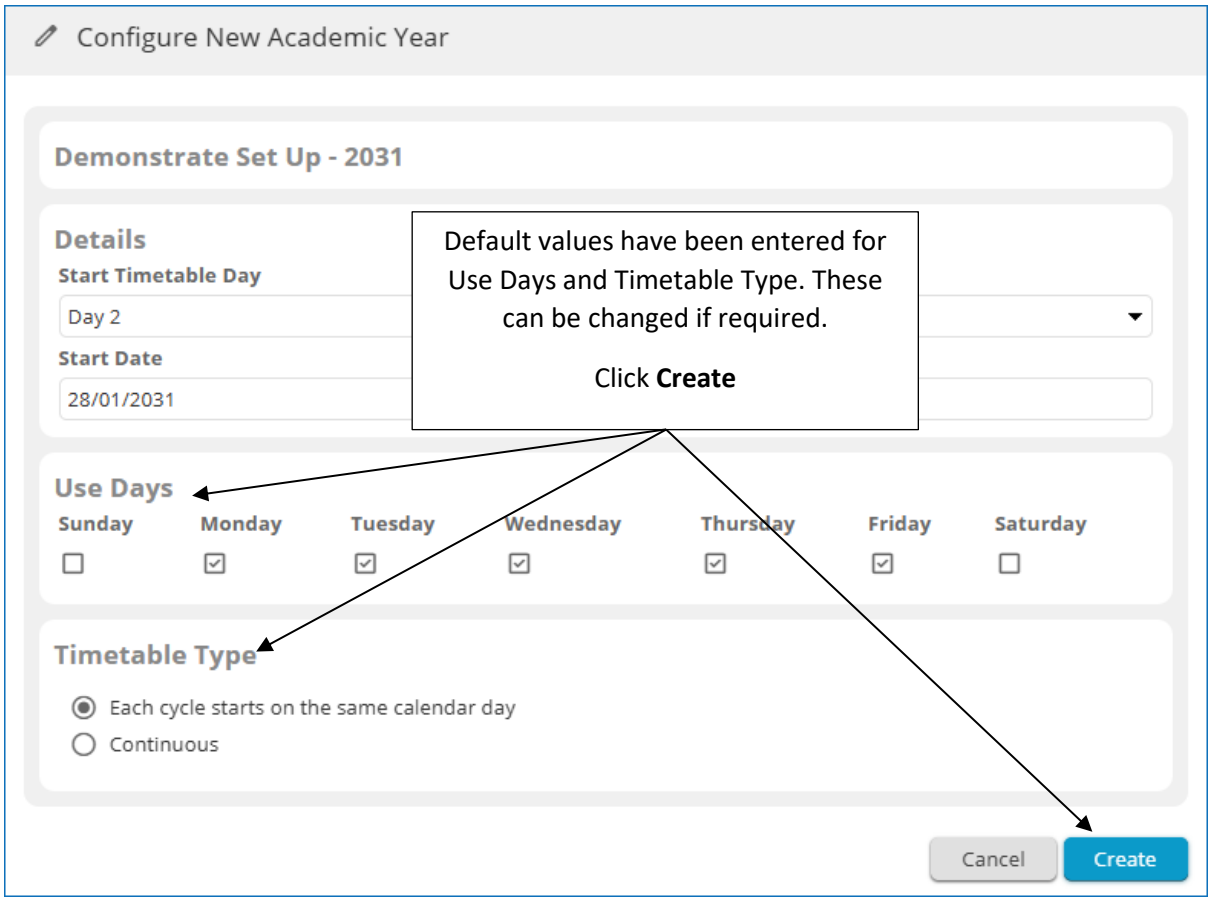
In this example, a new Daily Organiser will be created for 2031 for the campus “Demonstrate Set Up”. It will run from Tuesday 28 January to Friday 12 December. The first timetable has already been published.






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

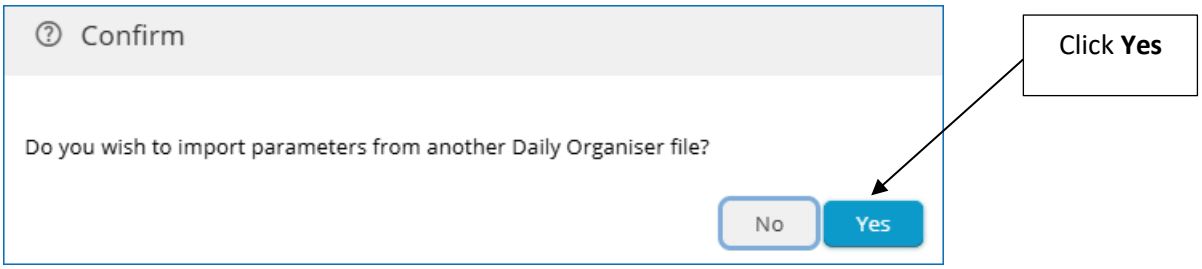

Configure New Academic Year
Demonstrate Set Up - 2031
Details
Start Timetable Day
Day 2
Start Date
End Date
28/01/2031
12/12/2031
Use Days
Sunday
Monda
Friday
Saturday
The Start Date and End Date were defined in the Management Portal when the Academic Year was set up.
These cannot be changed.
Timetable Type
Each cycle starts
Continuous
Cancel
Create



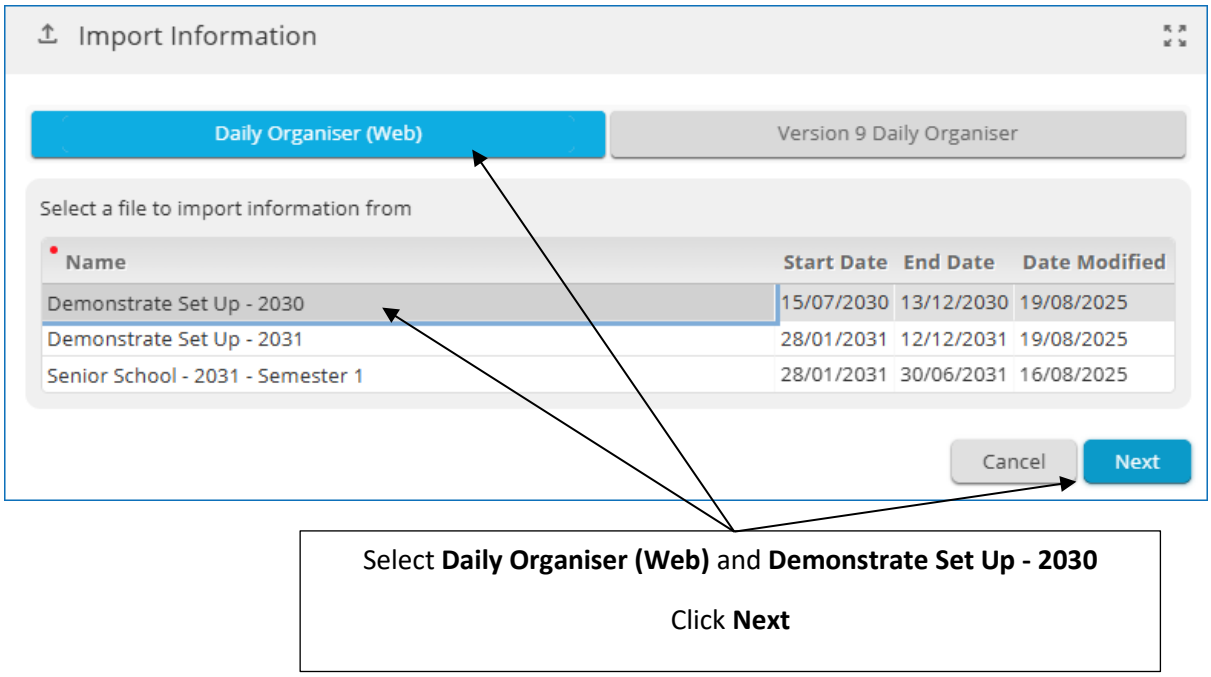
IMPORT PARAMETERS

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.

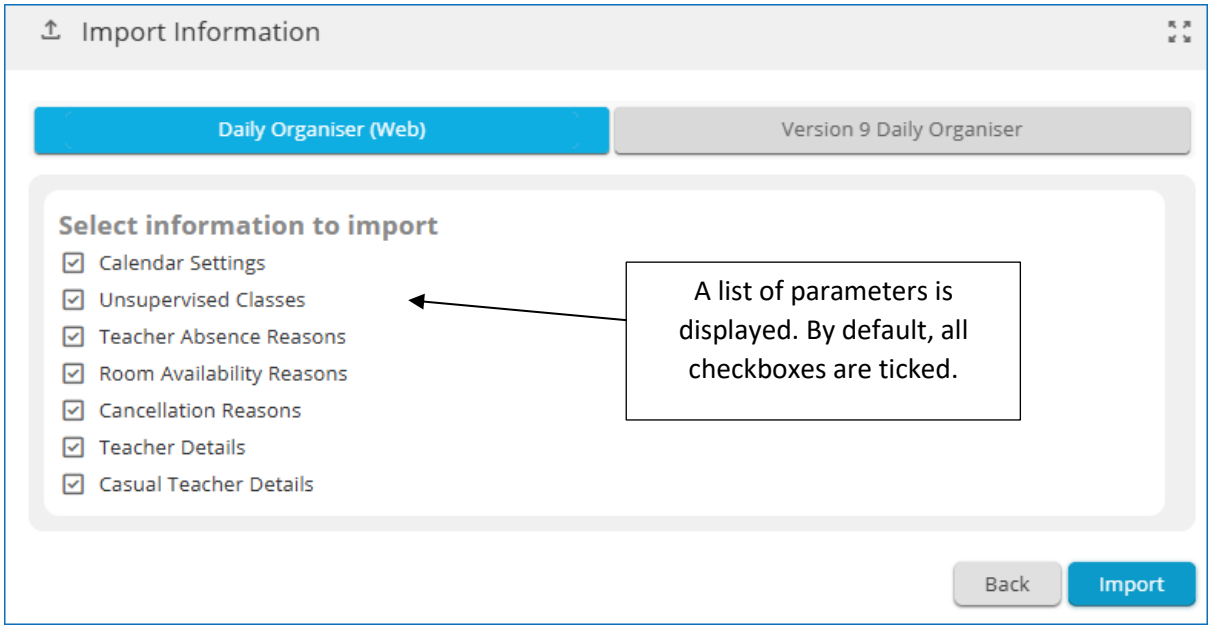


In this example, Parameters will be imported from last year's Daily Organiser on the web.



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

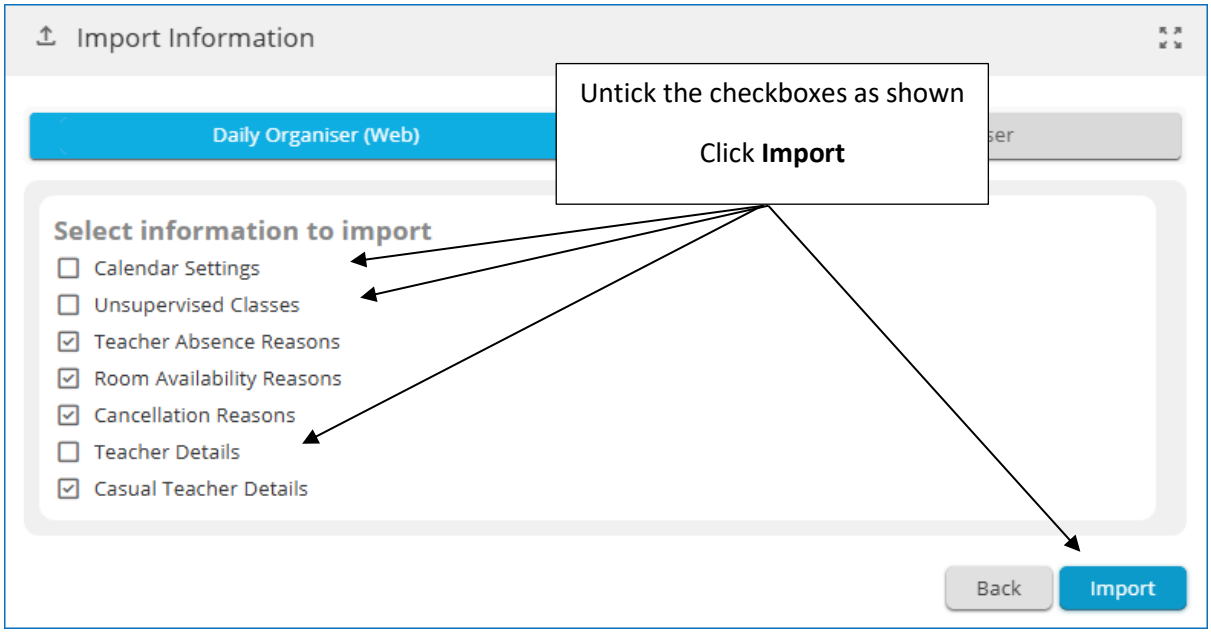
Click **Next**

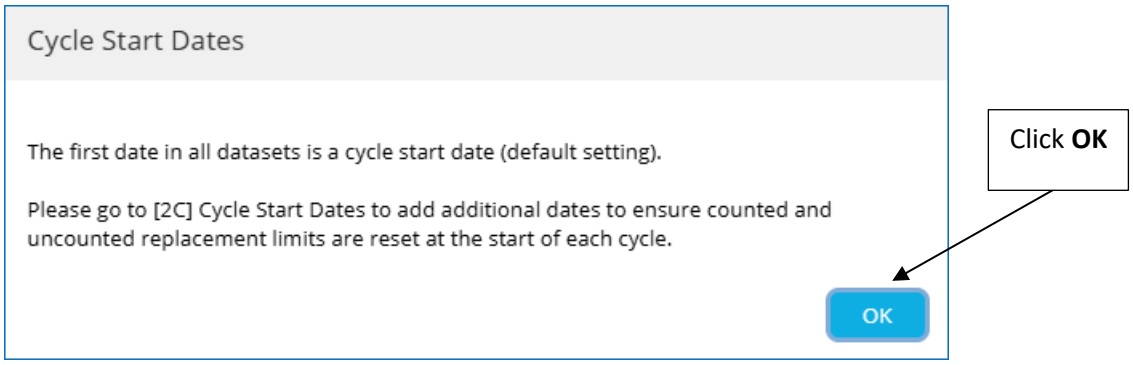


The following parameters are available to be imported:

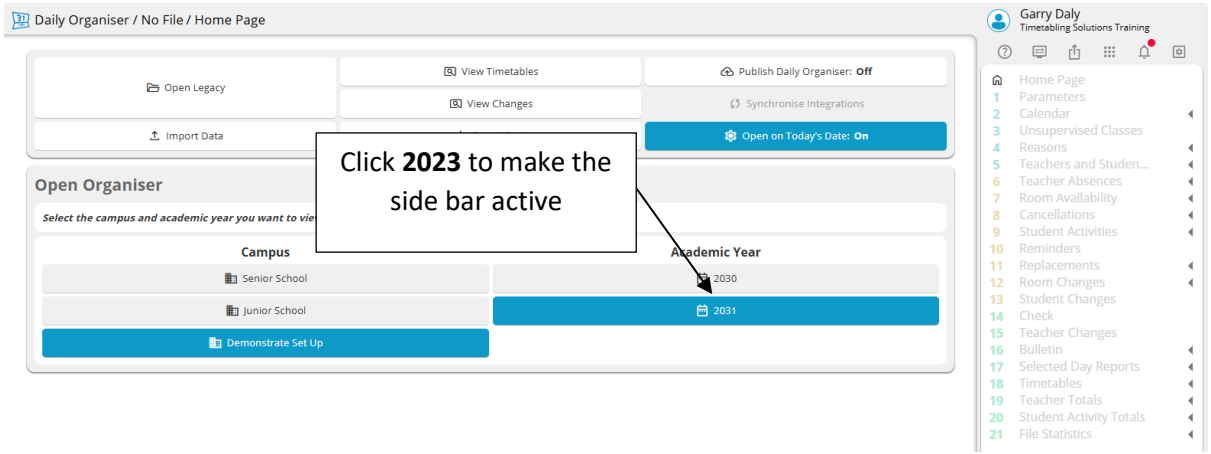
- Calendar Settings
- Unsupervised Classes: All class codes that were classified as unsupervised in the previous file or dataset can be imported if the codes are also present in this year's timetable.
- Teacher Absence Reasons
- Room Availability Reasons
- Cancellation Reasons
- Teacher Details Teacher 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.





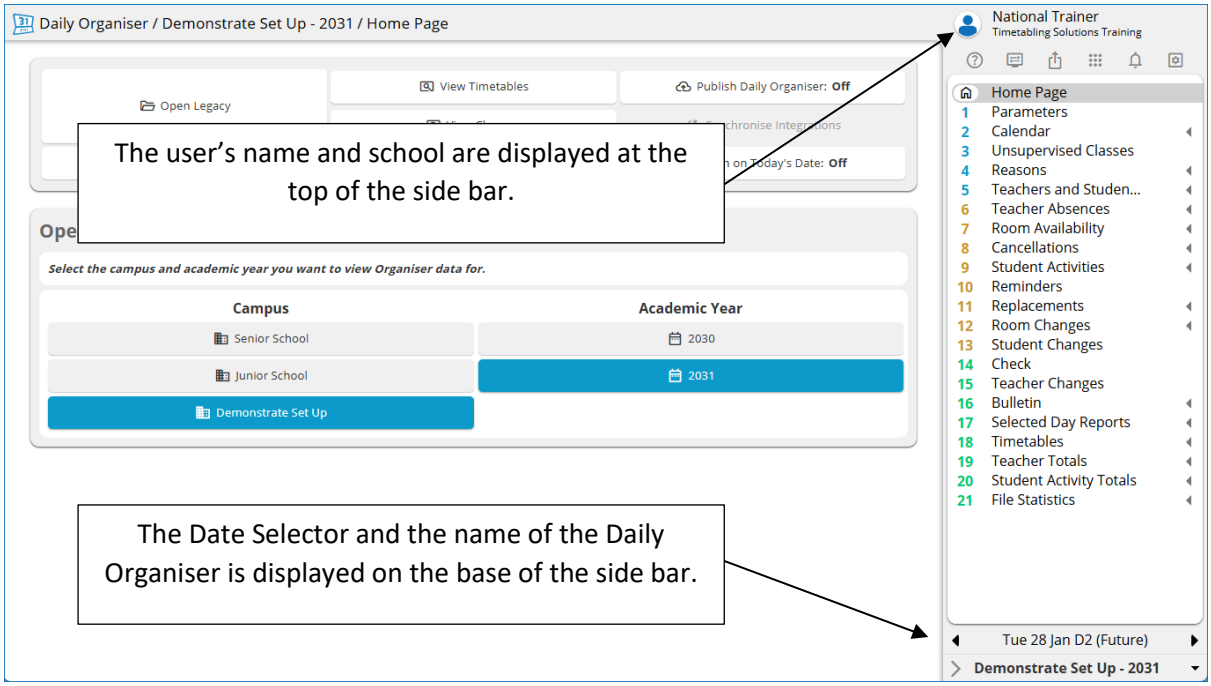
Note: The first date has been set as a default start date because all datasets must have cycle start dates to ensure replacements are allocated and recorded accurately.

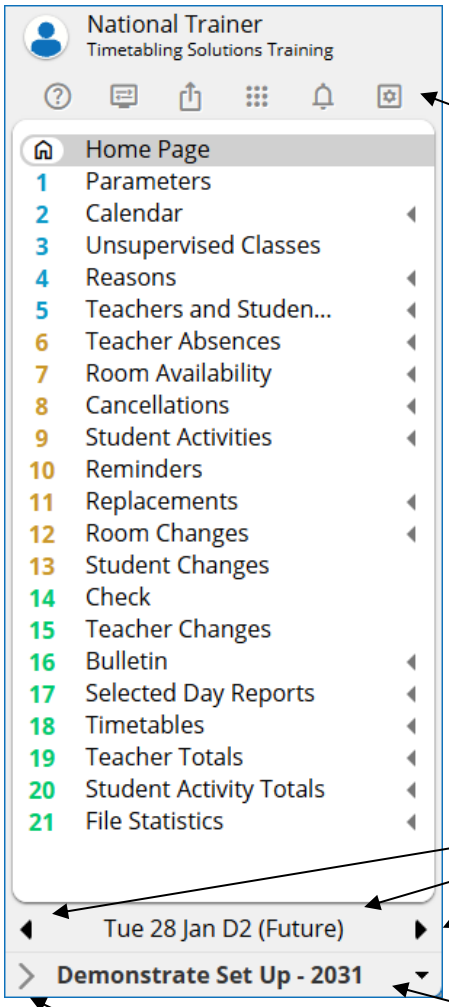


THE SIDE BAR

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





Hover over any icon to see its description

Click any task with a to expand the branch

Right click and select Expand All or Compress All to change how much of the Task Tree is displayed

Click the date to display the date selector

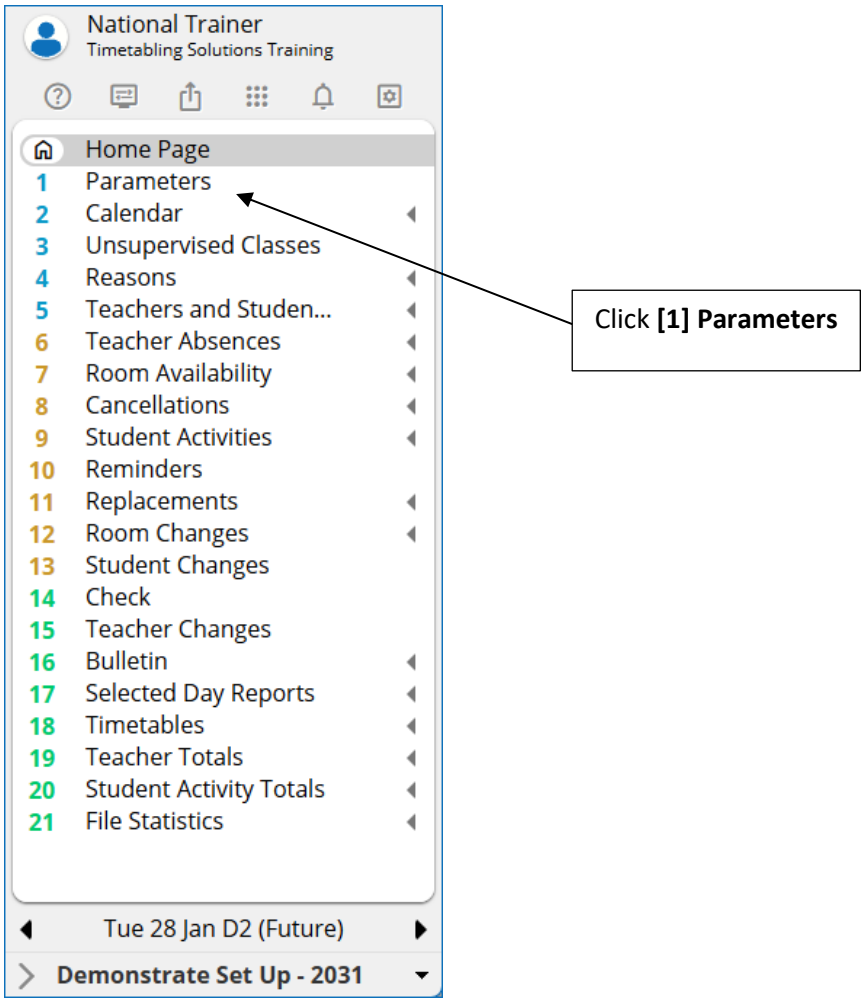
Alternatively, click to move back one day or to move forward one day

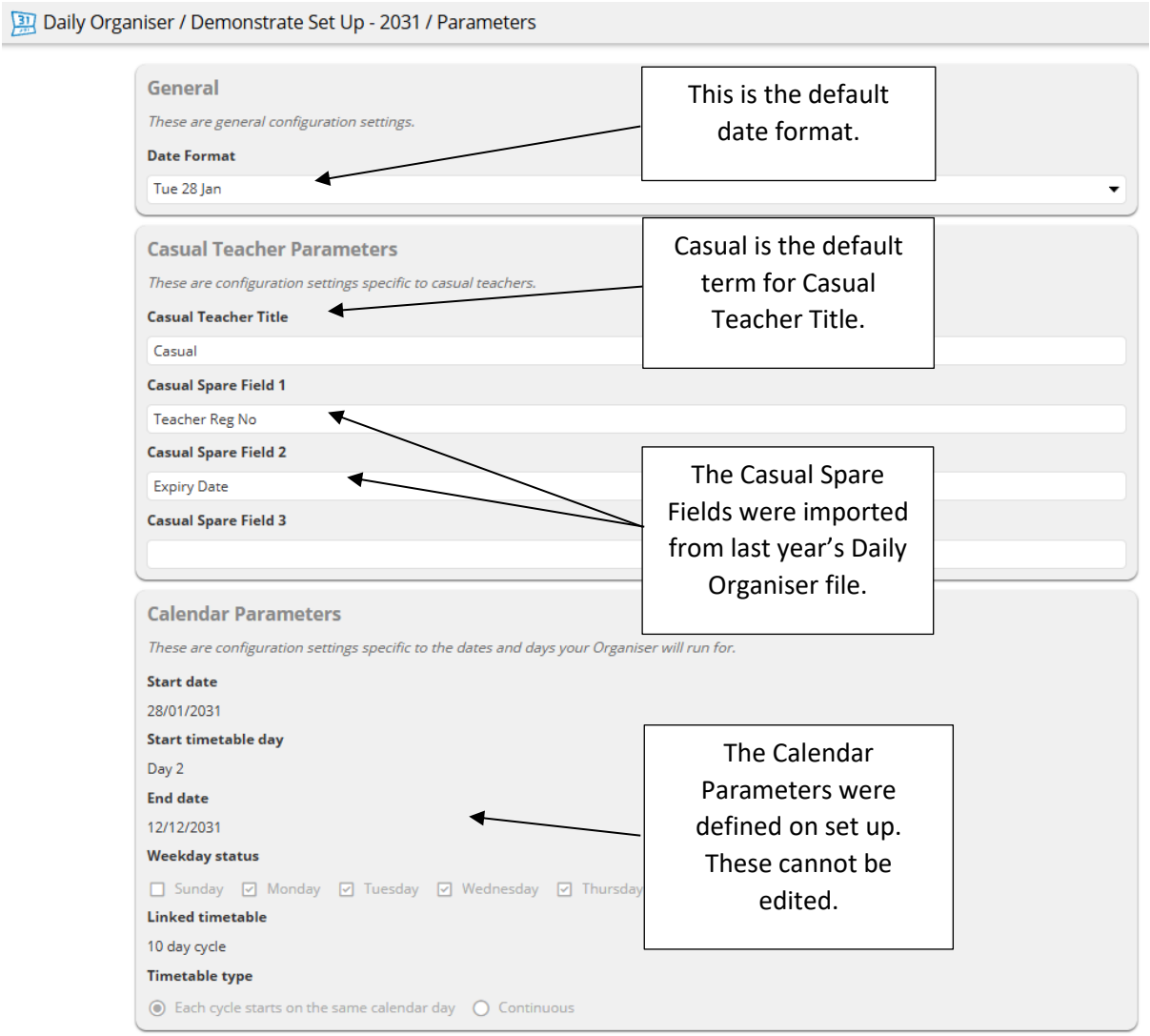
Click the selector to display all available Daily Organisers

can be used to minimise the side bar and then can be used to expand it.

PARAMETERS

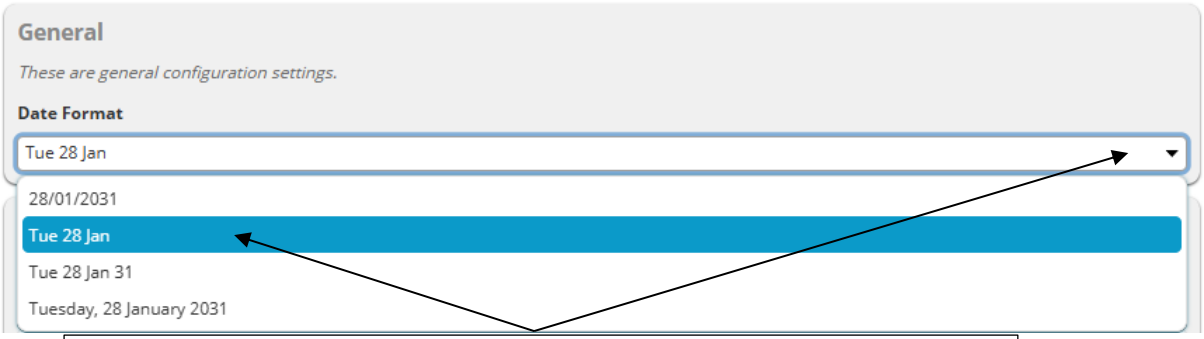
Parameters include the date format and casual teacher parameters which can be edited. It also includes any calendar parameters which were defined during the set up. These cannot be edited.





DATE FORMAT

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



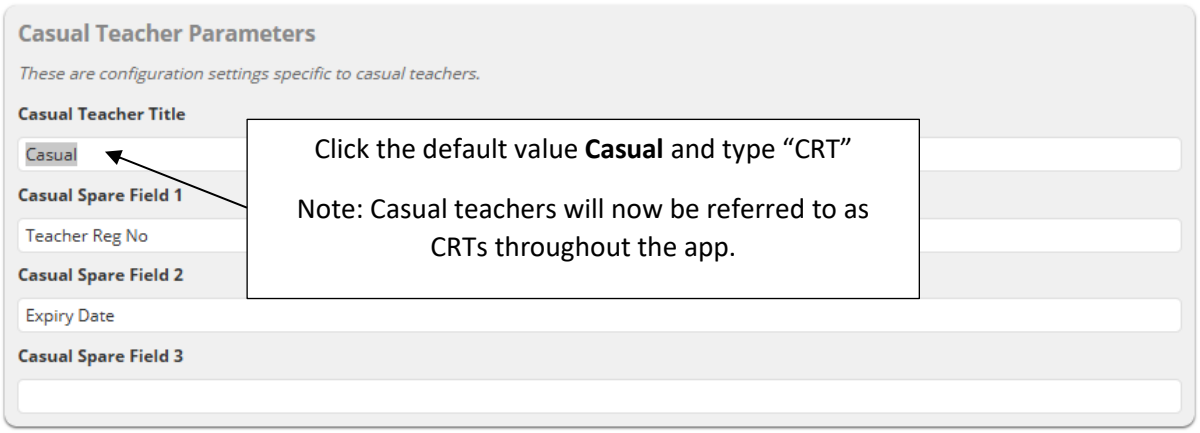
Click **Tue 28 Jan** and the drop-down menu displays alternative date formats

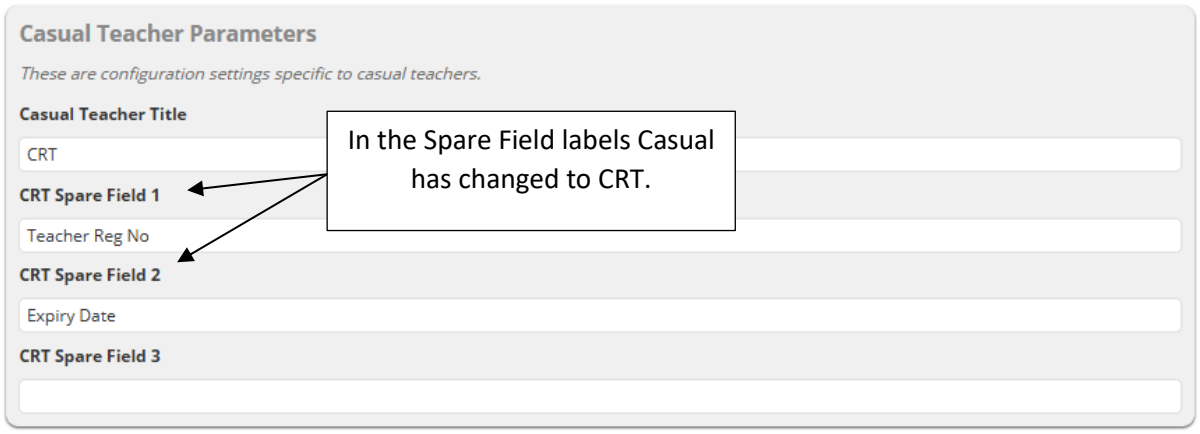
Click **Tue 28 Jan** again to collapse the drop-down menu

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.





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.

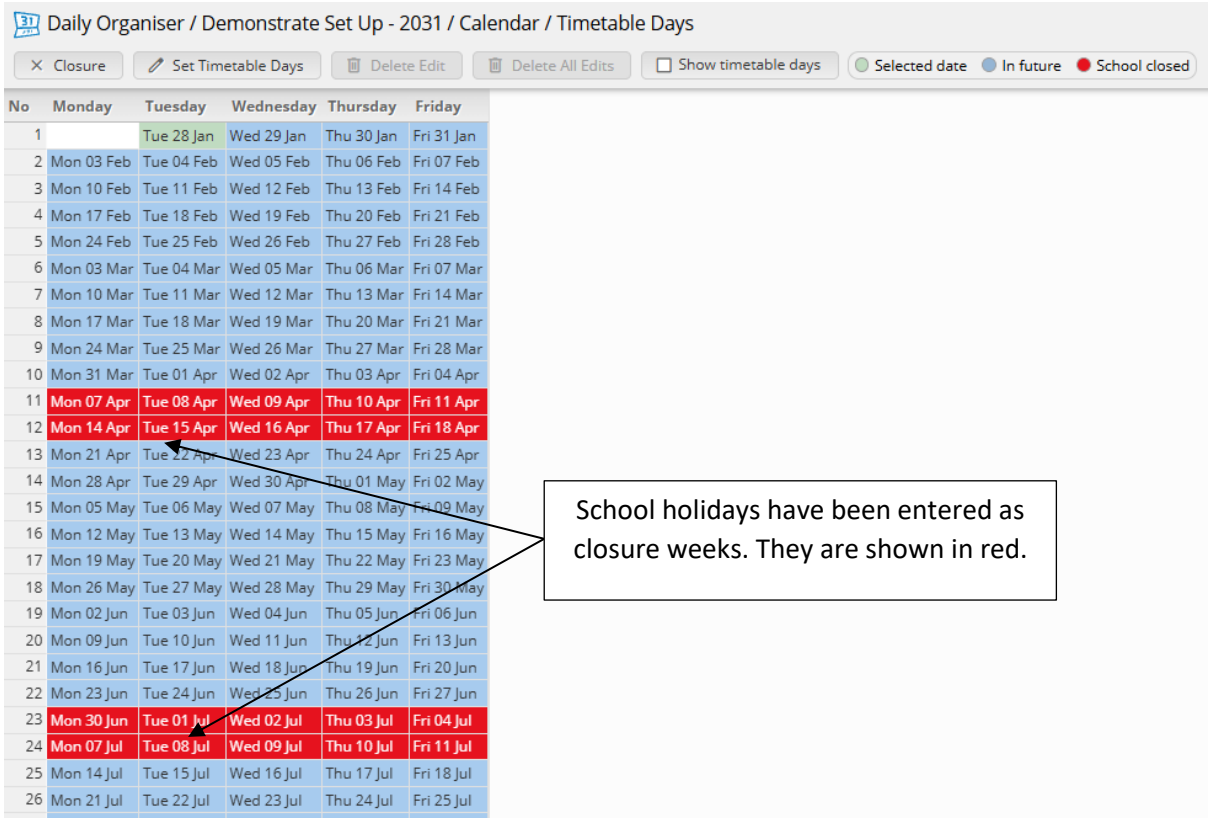
Once the calendar is set up, all the date selectors throughout the program will only require a date to be entered and the correct timetable day will automatically be selected.

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

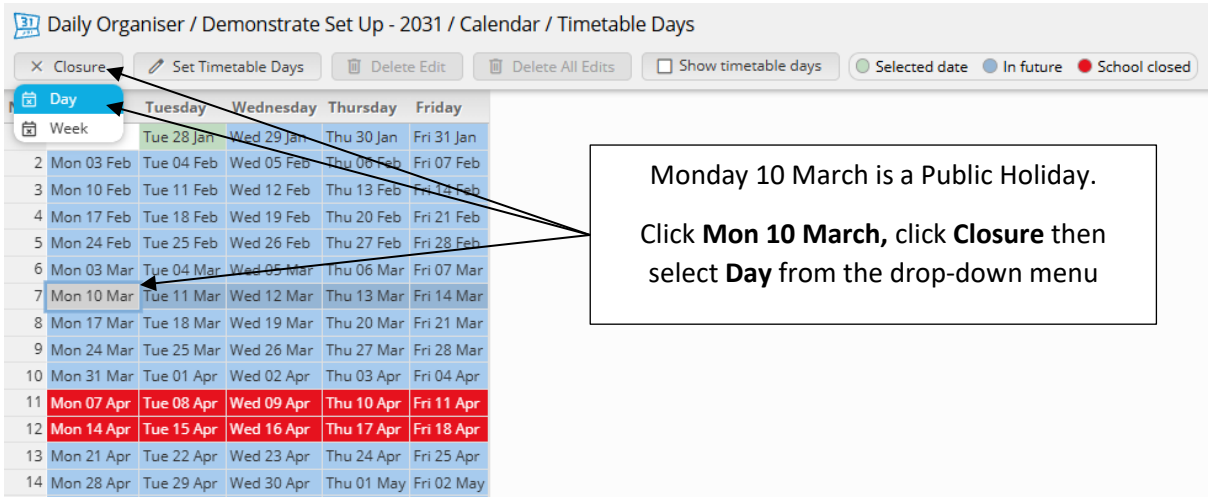
CLOSURE DAYS AND WEEKS

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.

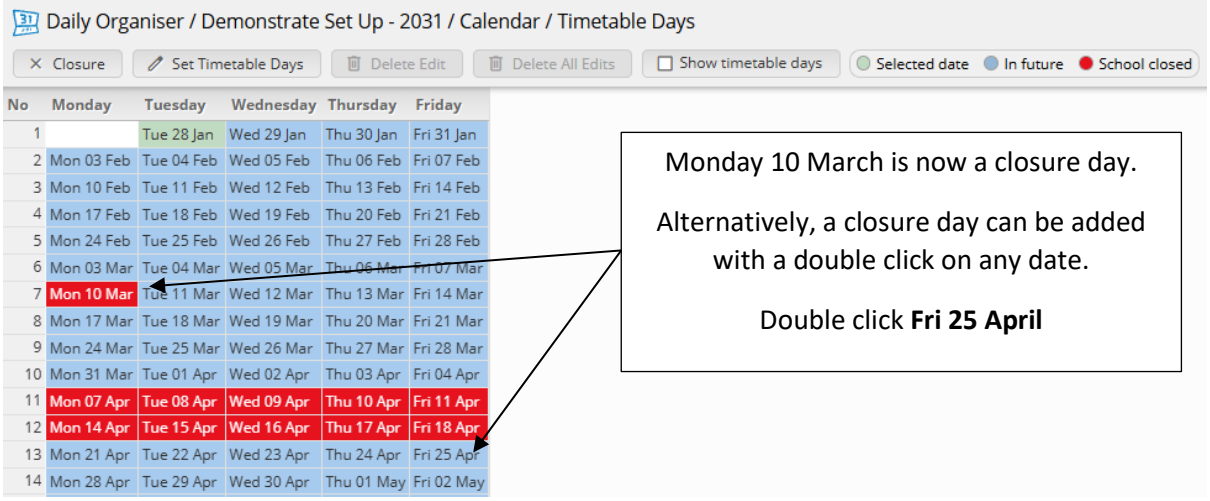
Do not include student free days or sports days as you may need to record teacher absences on these days.



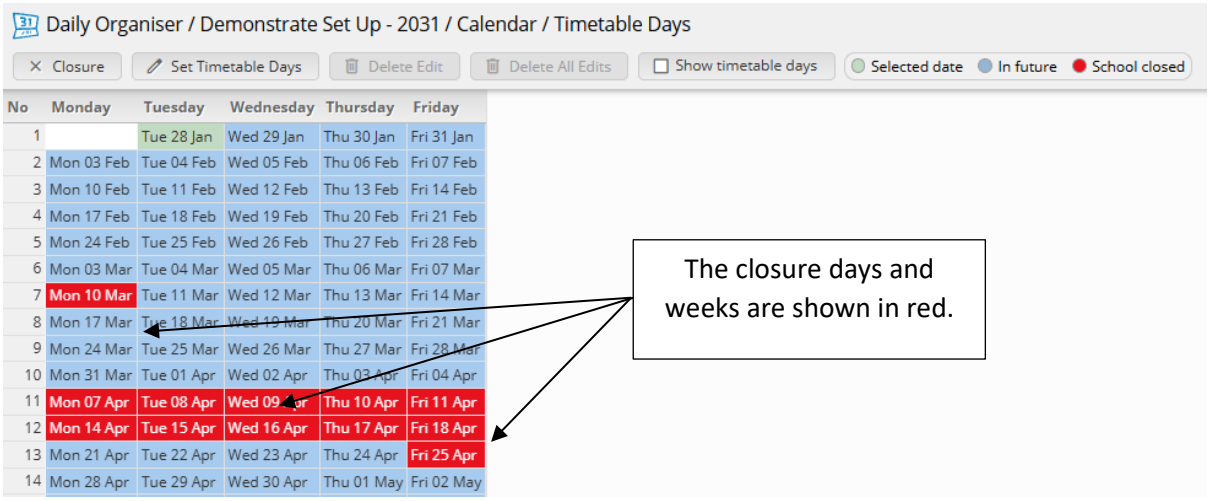
No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 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



	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

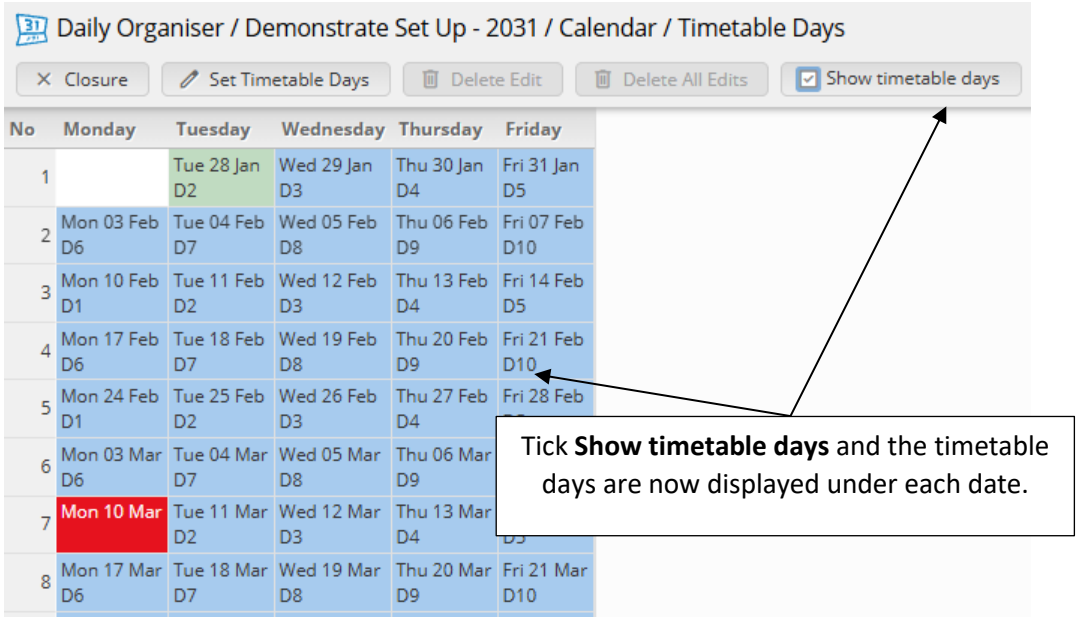
- double clicking on a date
- clicking on a date and selecting Closure - Day

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.

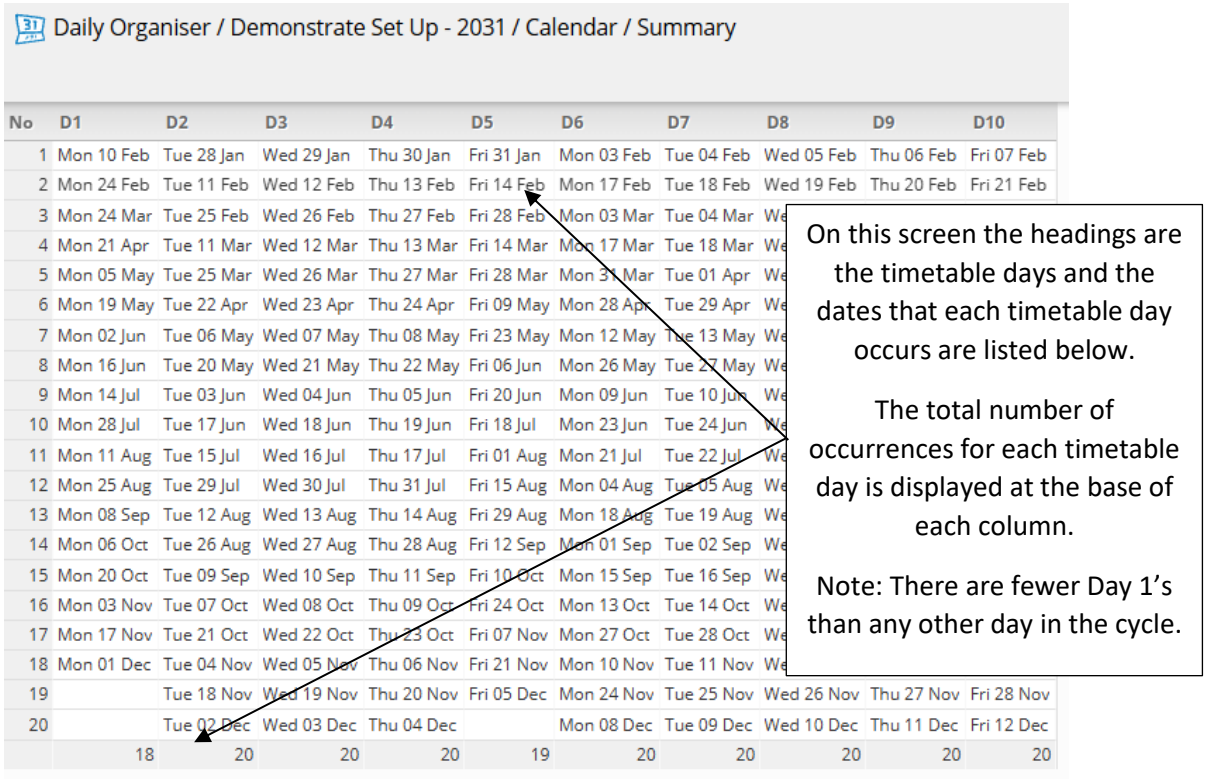


No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 Feb D3	Thu 13 Feb D4	Fri 14 Feb D5
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 Feb D8	Thu 20 Feb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

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

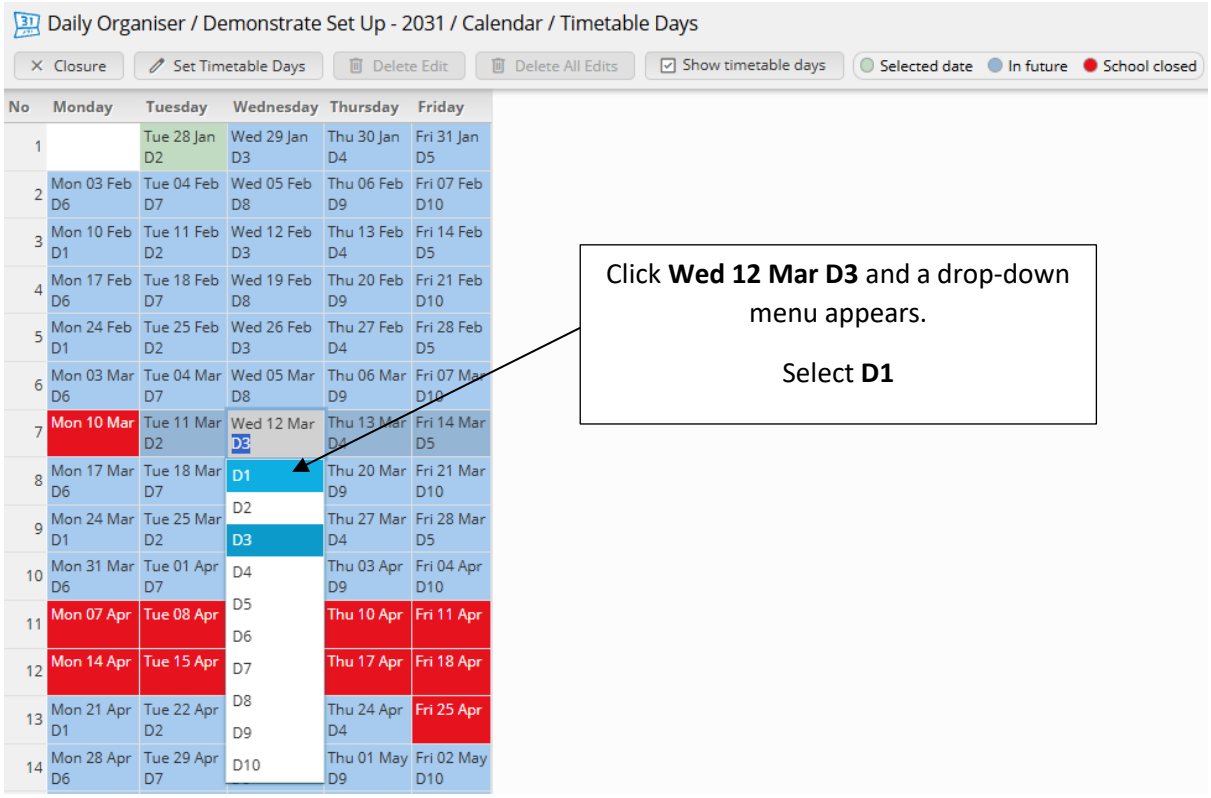


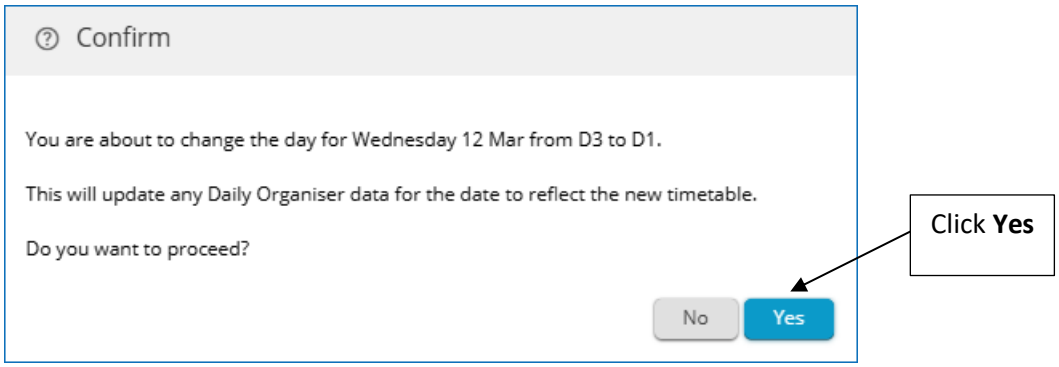
No	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
1	Mon 10 Feb	Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
2	Mon 24 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
3	Mon 24 Mar	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb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

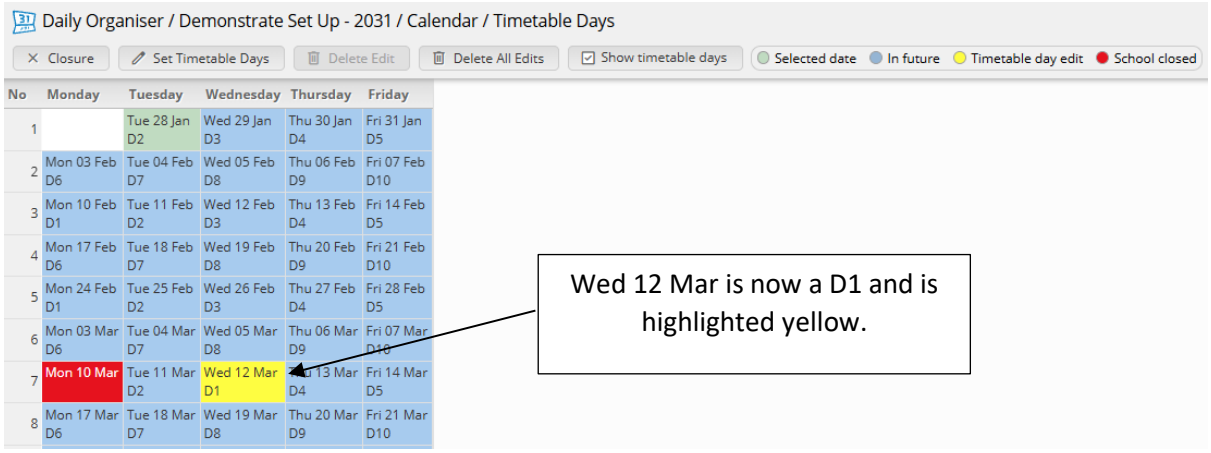
EDIT A TIMETABLE DAY

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



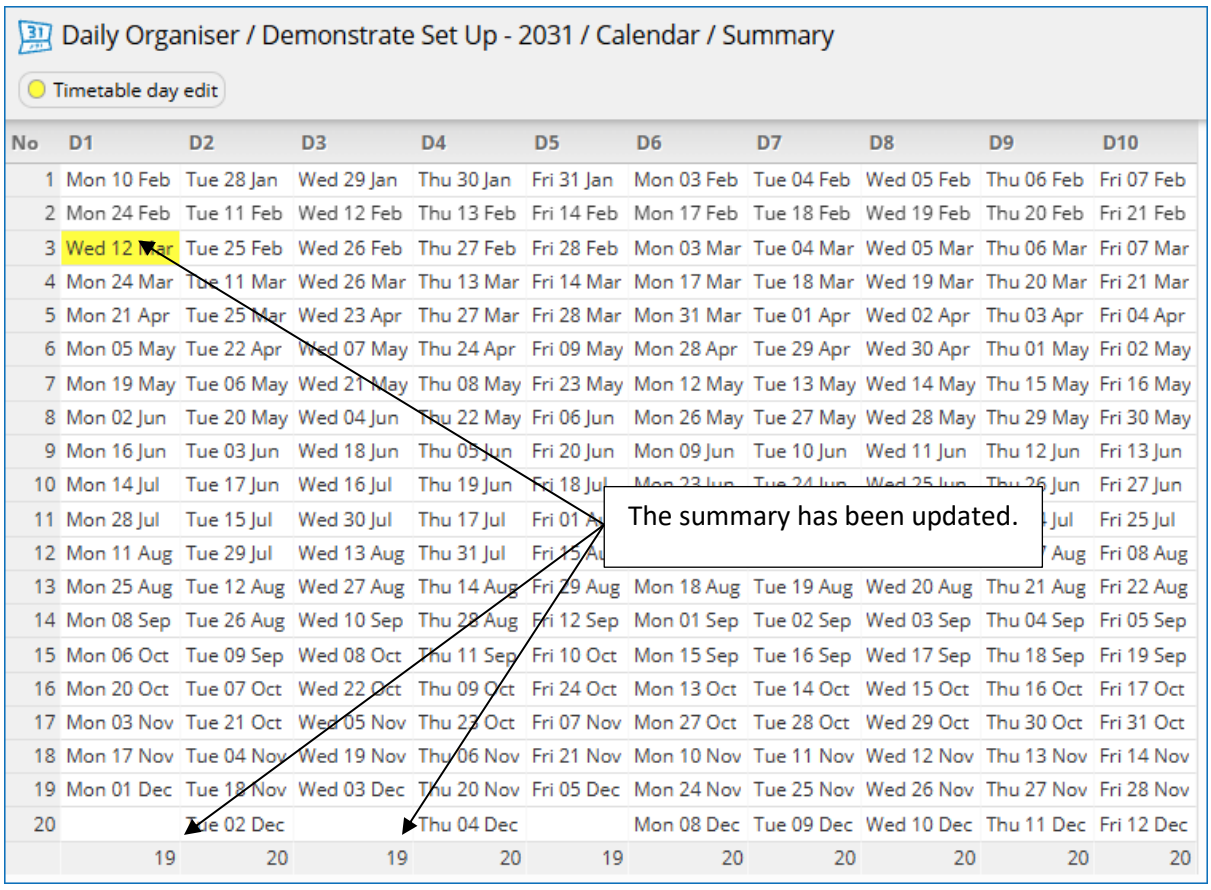




No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 Feb D3	Thu 13 Feb D4	Fri 14 Feb D5
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 Feb D8	Thu 20 Feb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

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



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 26 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				Jun	Fri 27 Jun
11	Mon 28 Jul	Tue 15 Jul	Wed 30 Jul	Thu 17 Jul	Fri 01 A				Jul	Fri 25 Jul
12	Mon 11 Aug	Tue 29 Jul	Wed 13 Aug	Thu 31 Jul	Fri 15 Au				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

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.

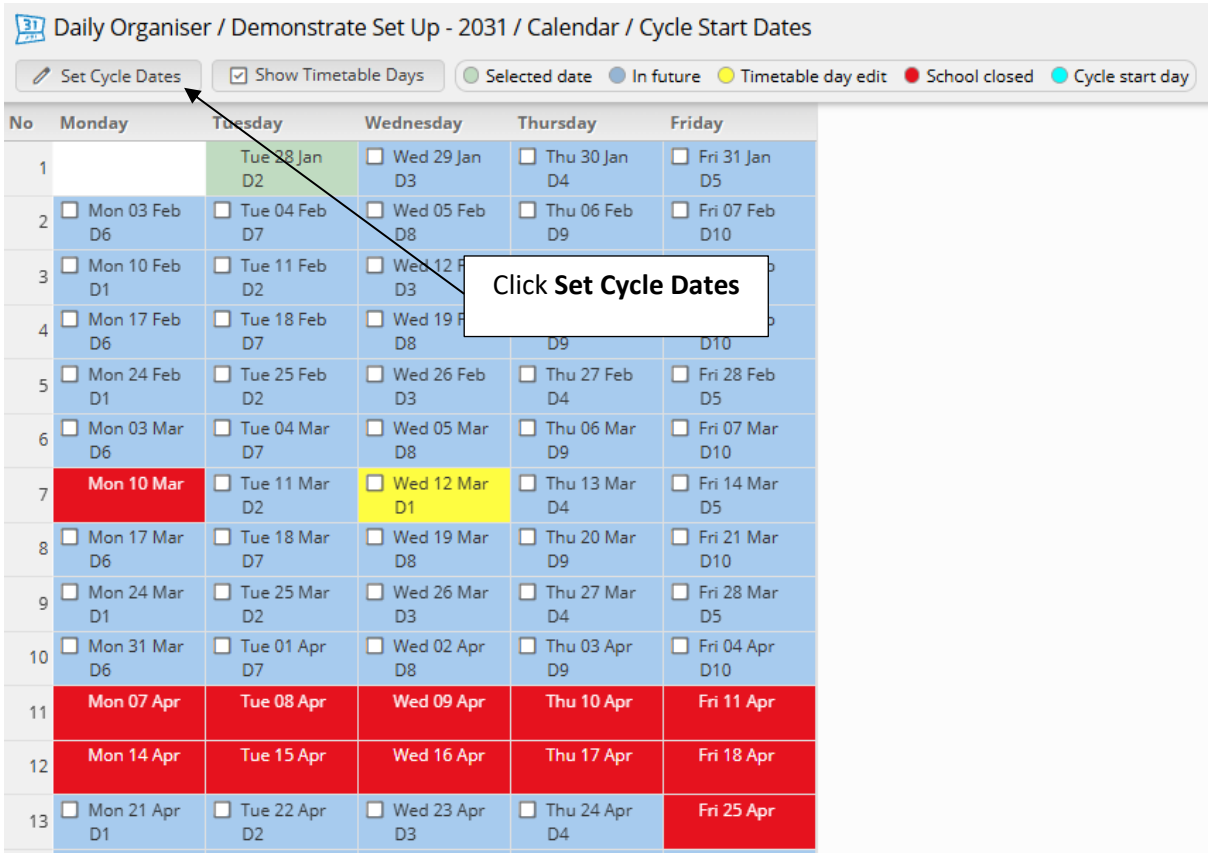
Usually, the cycle length in the Daily Organiser is the same as the timetable cycle length specified in the published timetable file but they can differ. If this is the case, it is important to ensure that uncounted and counted cycle limits are correct for the cycle length specified in the Daily Organiser.

Cycle start dates can be automatically set to start on:

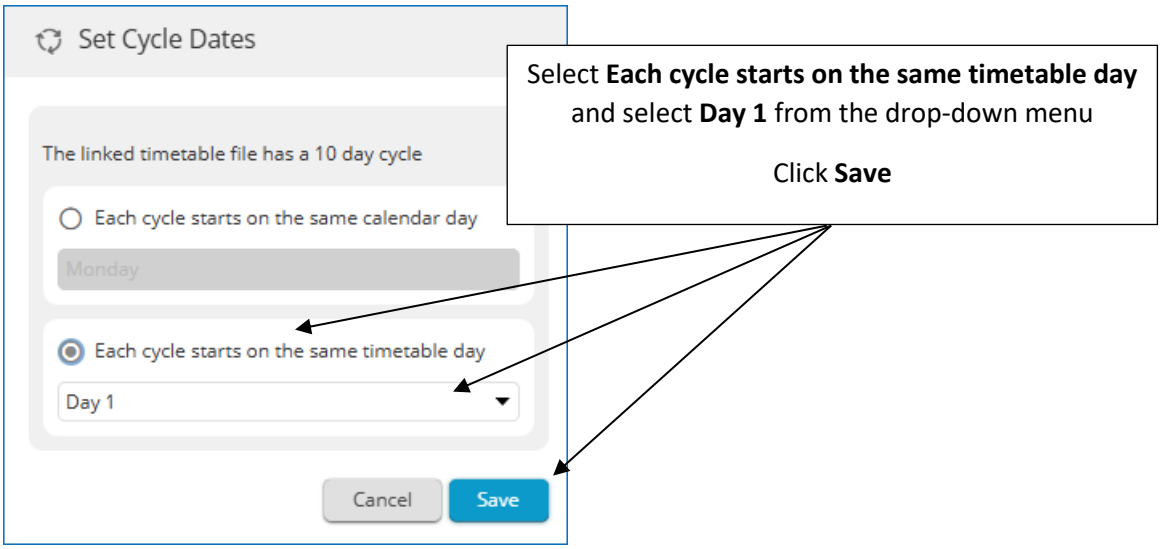
- the same calendar day each week, which is ideal for a 5 day timetable.
- the same timetable day each cycle, which is ideal for a 10 day cycle or continuous timetable.

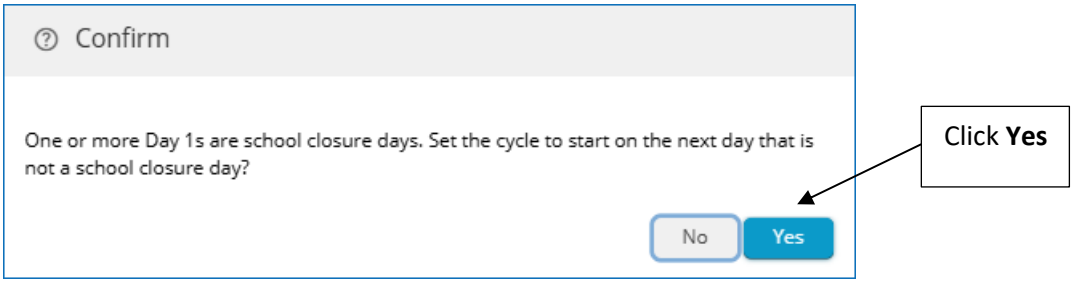
They can also be set manually.

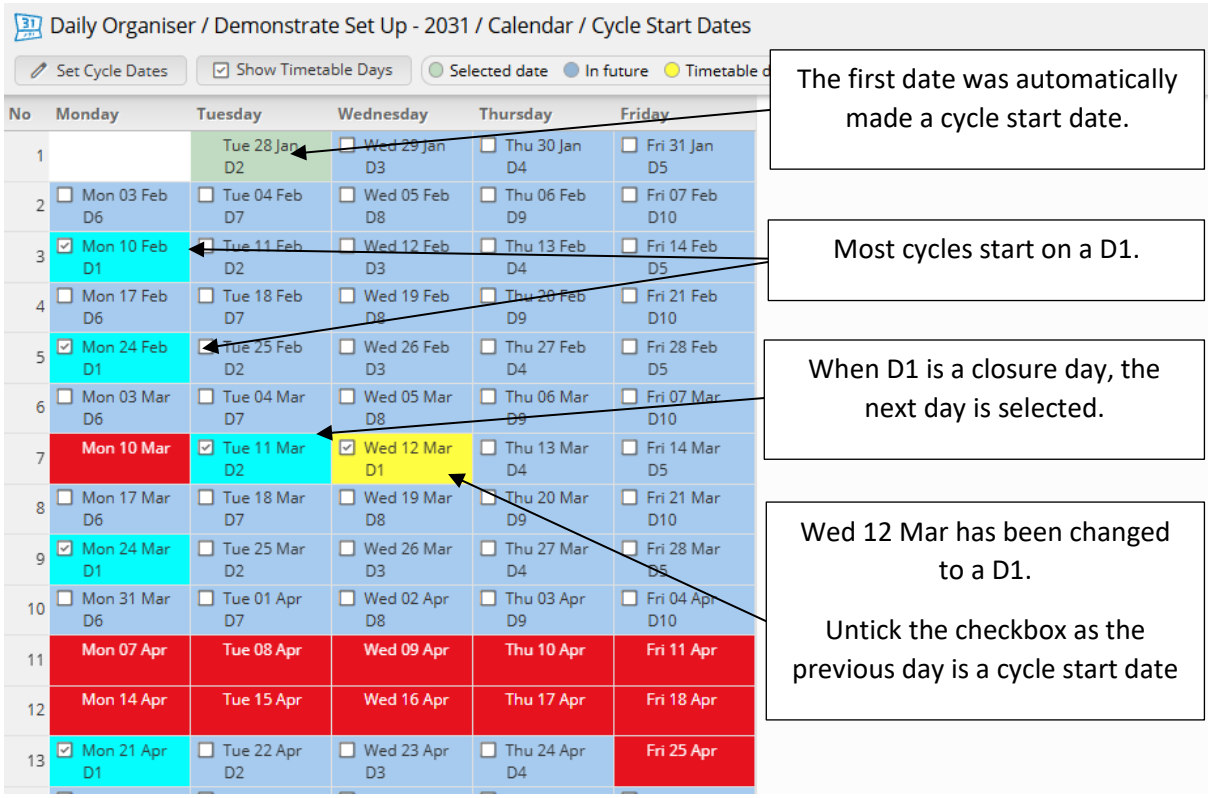
On the Task Tree select:
[2C] Calendar - Cycle Start Dates

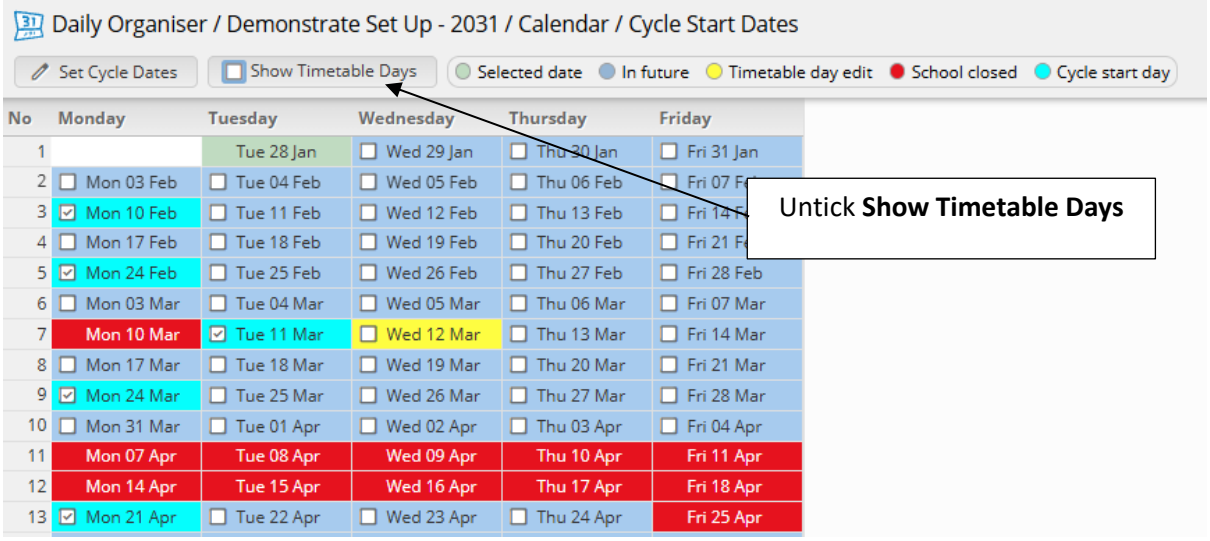


No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D6	Tue 04 Feb D7	Wed 05 Feb D8	Thu 06 Feb D9	Fri 07 Feb D10
3	Mon 10 Feb D1	Tue 11 Feb D2	Wed 12 F D3		
4	Mon 17 Feb D6	Tue 18 Feb D7	Wed 19 F D8	D9	D10
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 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	Tue 11 Mar D2	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
9	Mon 24 Mar D1	Tue 25 Mar D2	Wed 26 Mar D3	Thu 27 Mar D4	Fri 28 Mar D5
10	Mon 31 Mar D6	Tue 01 Apr D7	Wed 02 Apr D8	Thu 03 Apr D9	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	Mon 21 Apr D1	Tue 22 Apr D2	Wed 23 Apr D3	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
Cancel
Save
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?
No
Yes
Click Yes


Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Cycle Start Dates
Set Cycle Dates
Show Timetable Days
Selected date
In future
No
Monday
Tuesday
Wednesday
Thursday
Friday
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

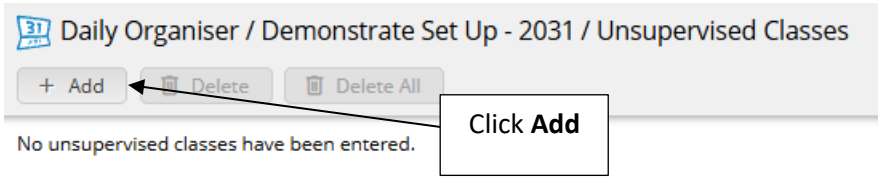


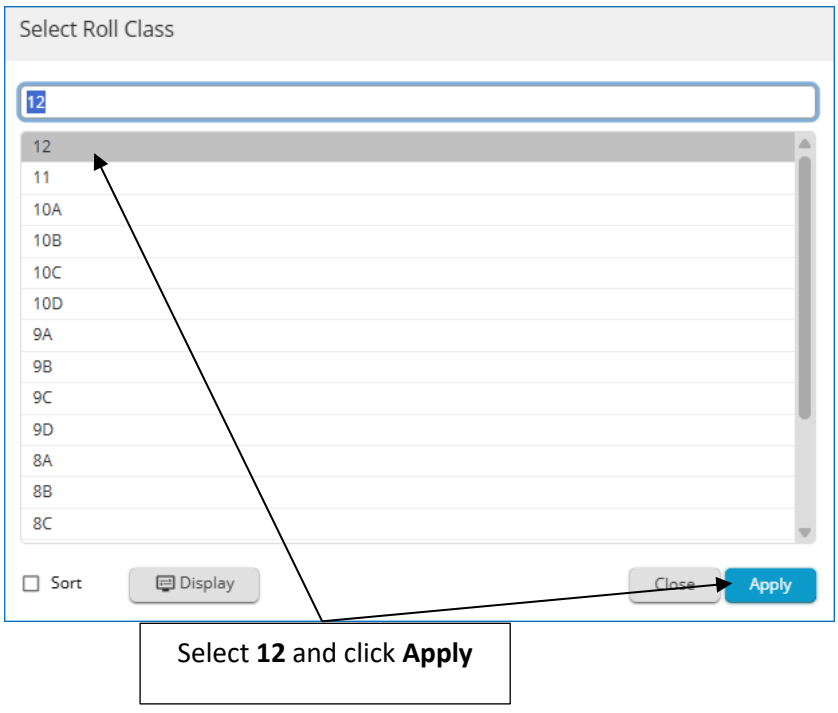
No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Fe
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Fe
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Fe
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 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

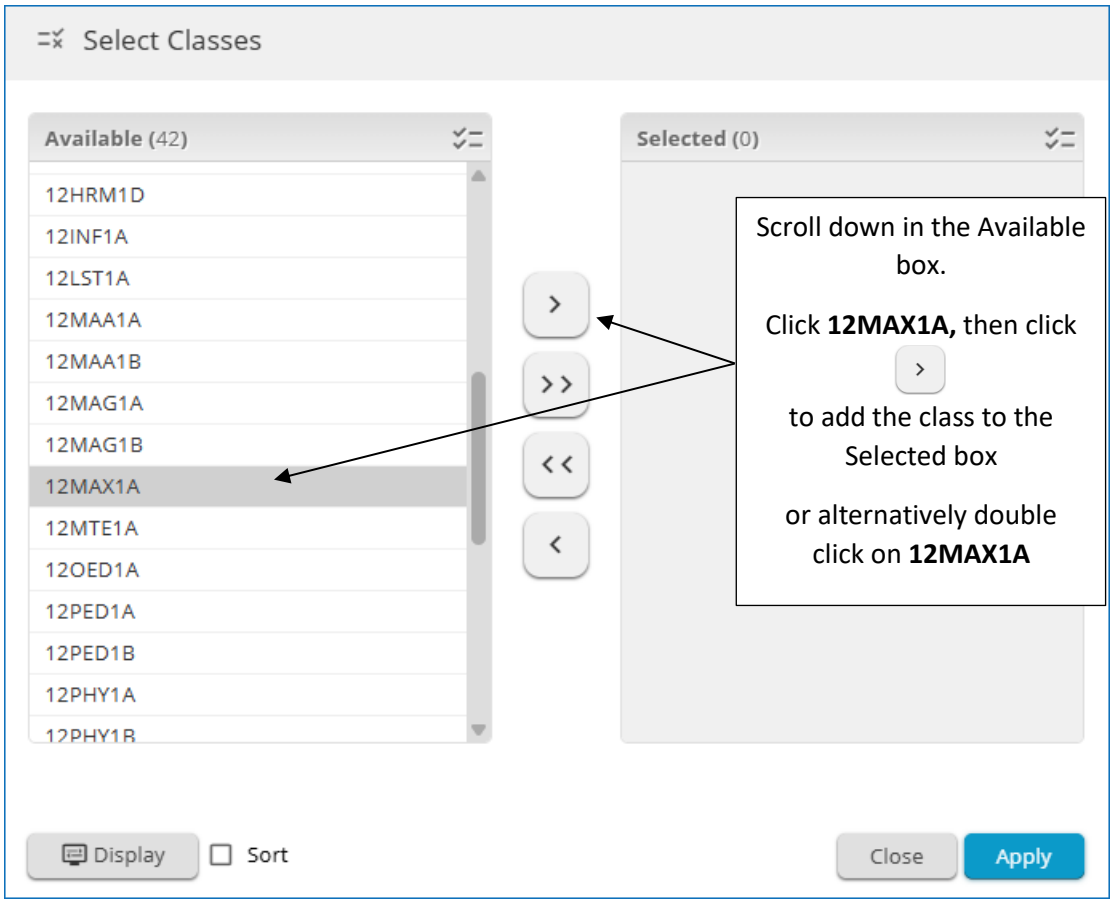
UNSUPERVISED CLASSES

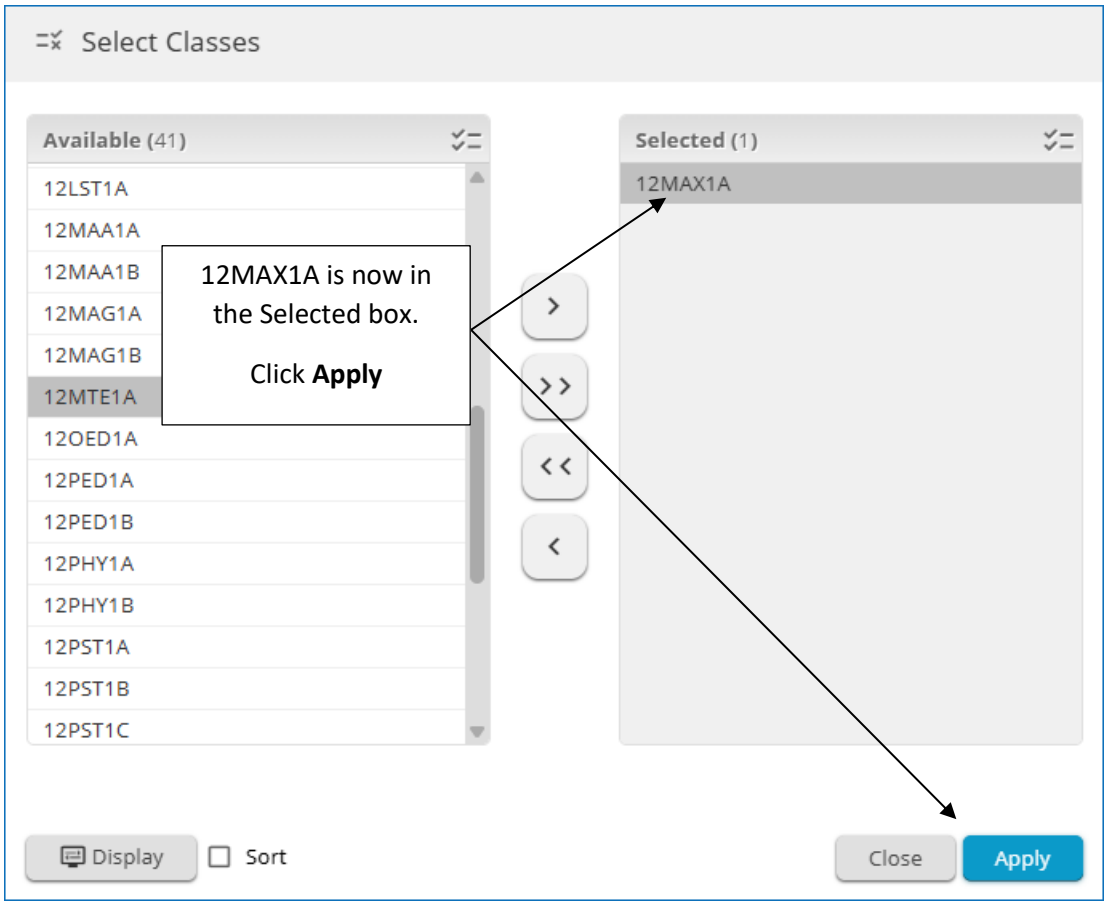
Unsupervised classes are classes that do not require supervision if their regular teachers are absent. Any classes entered in this section will not appear on the list of classes requiring a replacement on [11A] Replacements -Assign but will be listed as not requiring supervision on [14] Check.

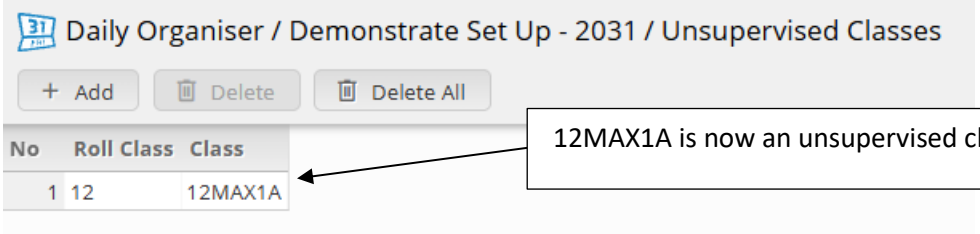
On the Task Tree select:
[3] Unsupervised Classes






Select Classes
Available (42)
12HRM1D
12INF1A
12LST1A
12MAA1A
12MAA1B
12MAG1A
12MAG1B
12MAX1A
12MTE1A
12OED1A
12PED1A
12PED1B
12PHY1A
Selected (0)
Scroll down in the Available box.
Click 12MAX1A, then click
to add the class to the Selected box
or alternatively double click on 12MAX1A
Display
Sort
Close
Apply


Select Classes
Available (41)
12LST1A
12MAA1A
12MAA1B
12MAG1A
12MAG1B
12MTE1A
12OED1A
12PED1A
12PED1B
12PHY1A
12PHY1B
12PST1A
12PST1B
12PST1C
Selected (1)
12MAX1A
12MAX1A is now in the Selected box.
Click Apply
Display
Sort
Close
Apply



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

REASONS

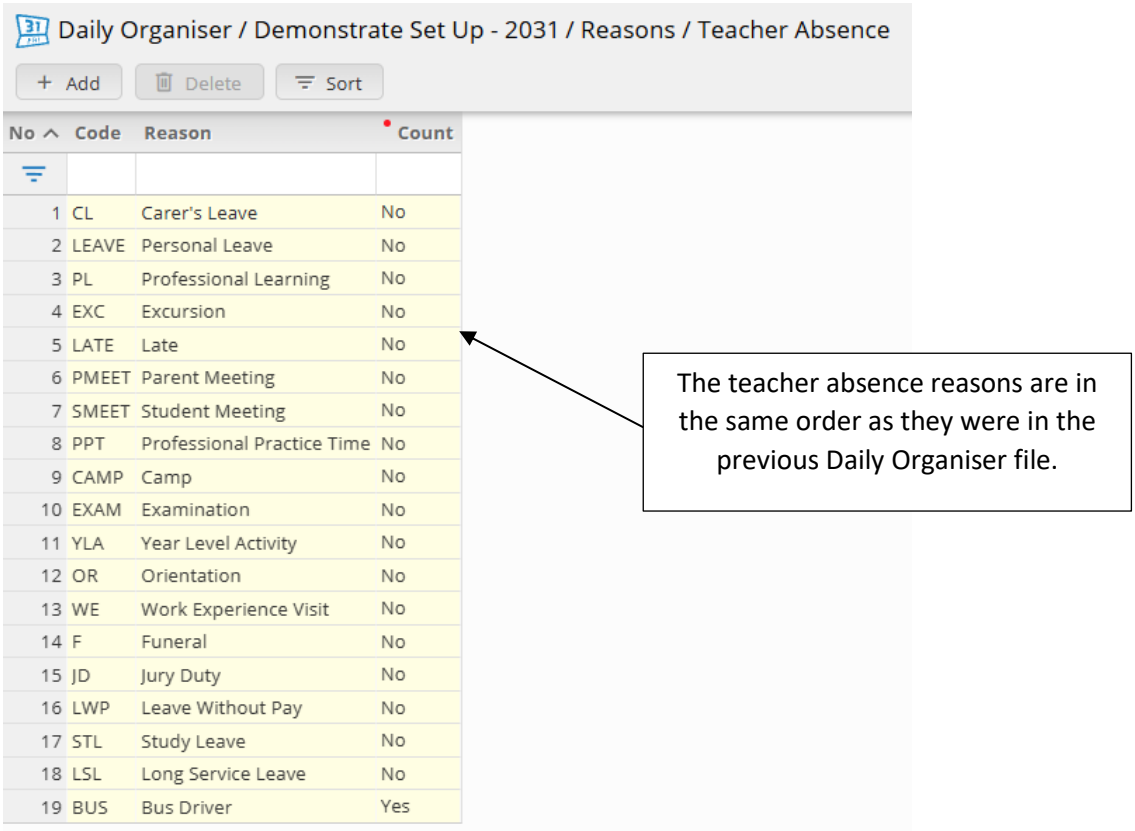
Reasons must be recorded for all teacher absences, room availability changes and lesson cancellations. The reason name or code can be displayed throughout the app. Reasons can be imported or entered manually.

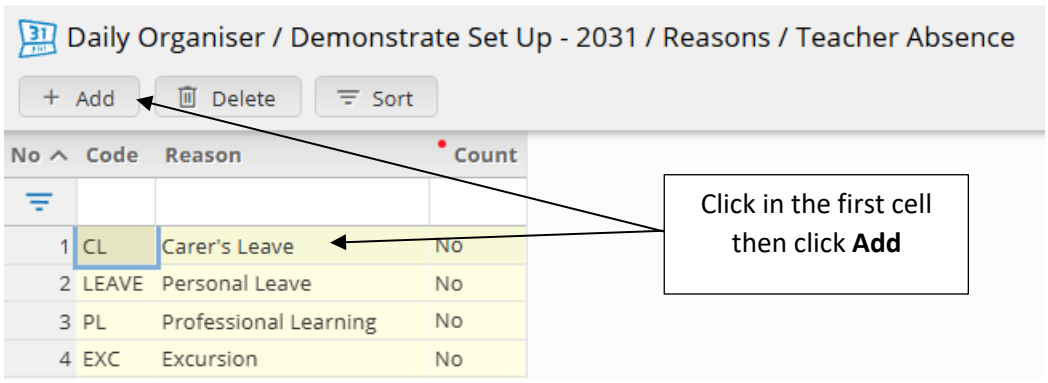
When Daily Organiser is used for the first time, there will be no previous Daily Organiser data to import so teacher absence reasons will need to be entered manually. In this example, reasons were imported when parameters were imported earlier in the lesson.

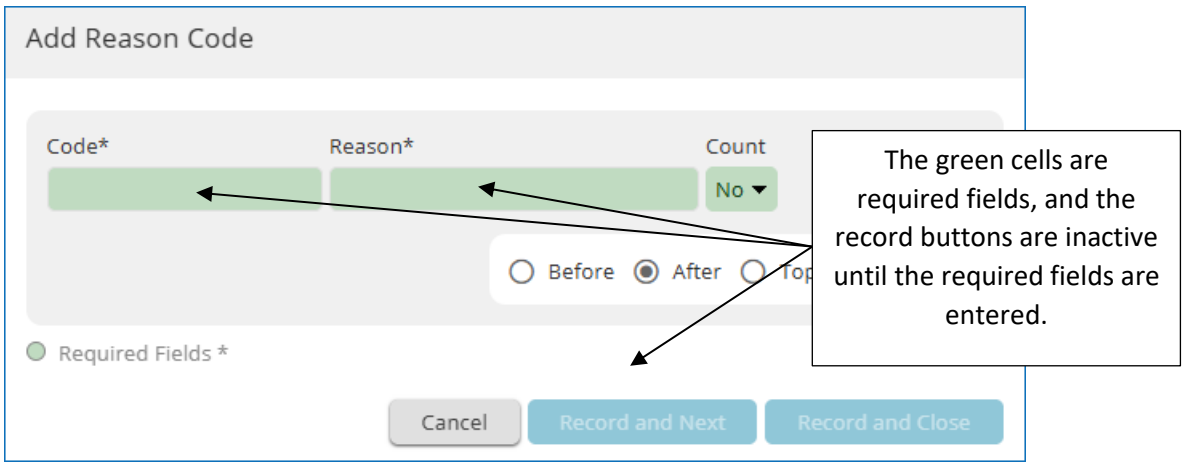
TEACHER ABSENCE REASONS

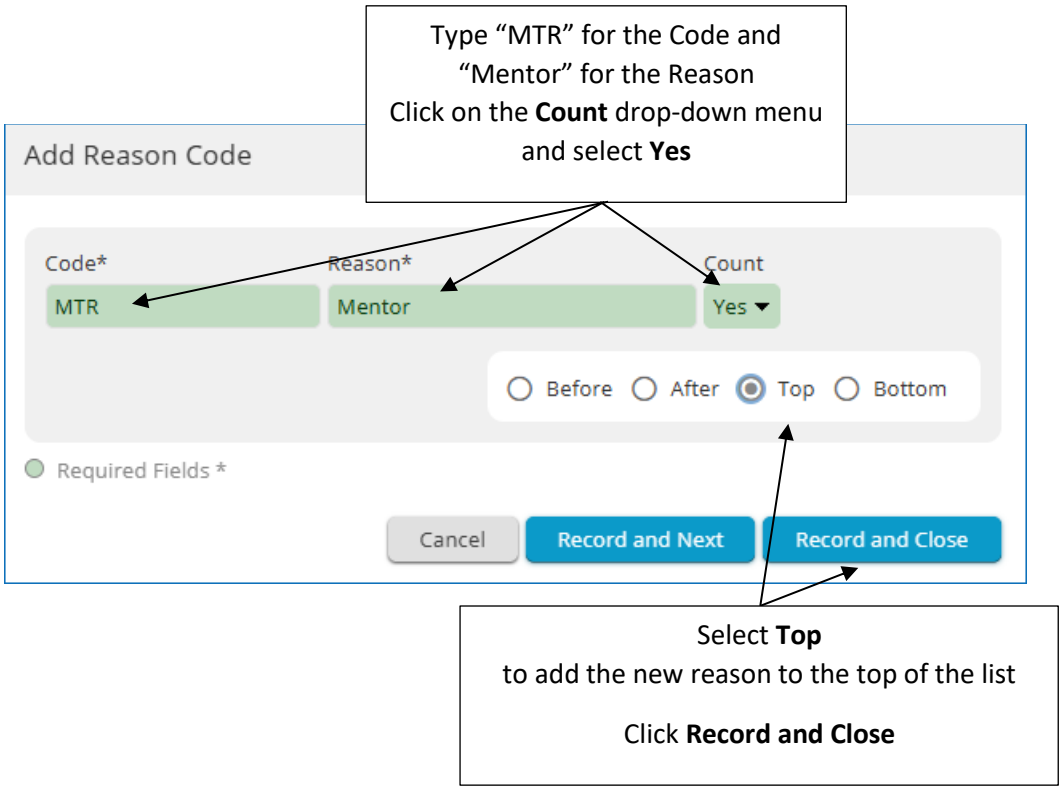
New reasons can be added at any time. They can be placed before or after existing records or at the top or bottom of the list.

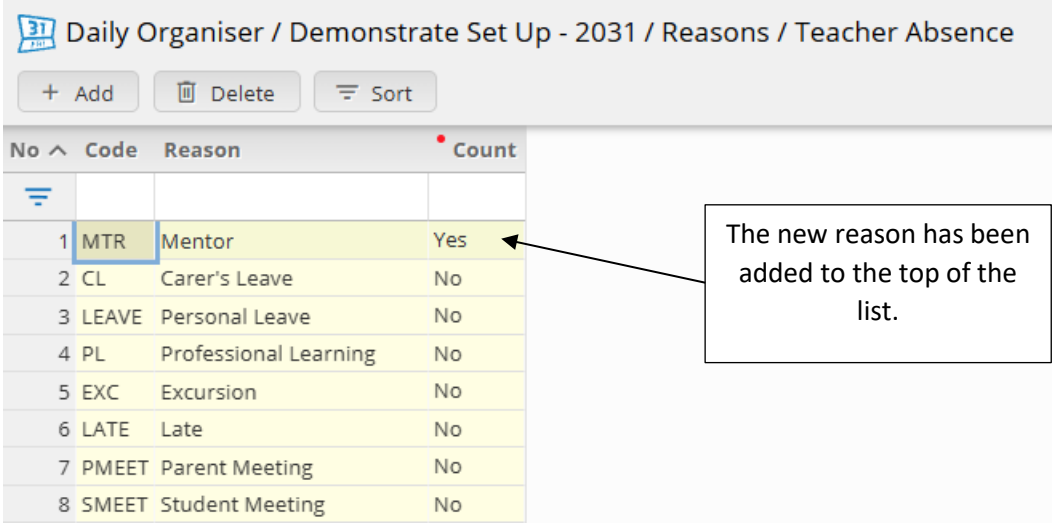
On the Task Tree select:
[4A] Reasons - Teacher Absence




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
Click in the first cell then click Add


Add Reason Code
Code*
Reason*
Count
No
Before
After
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.


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



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.

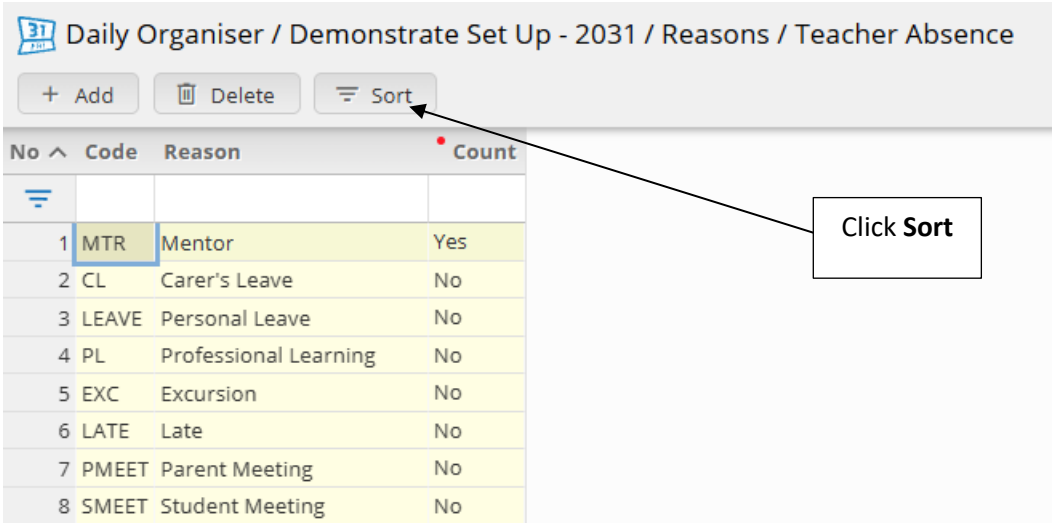
When the count is Yes, the absent teacher is also compensated for any non-teaching periods that they have lost. The absent teacher will be given one counted replacement for each free period they are absent.

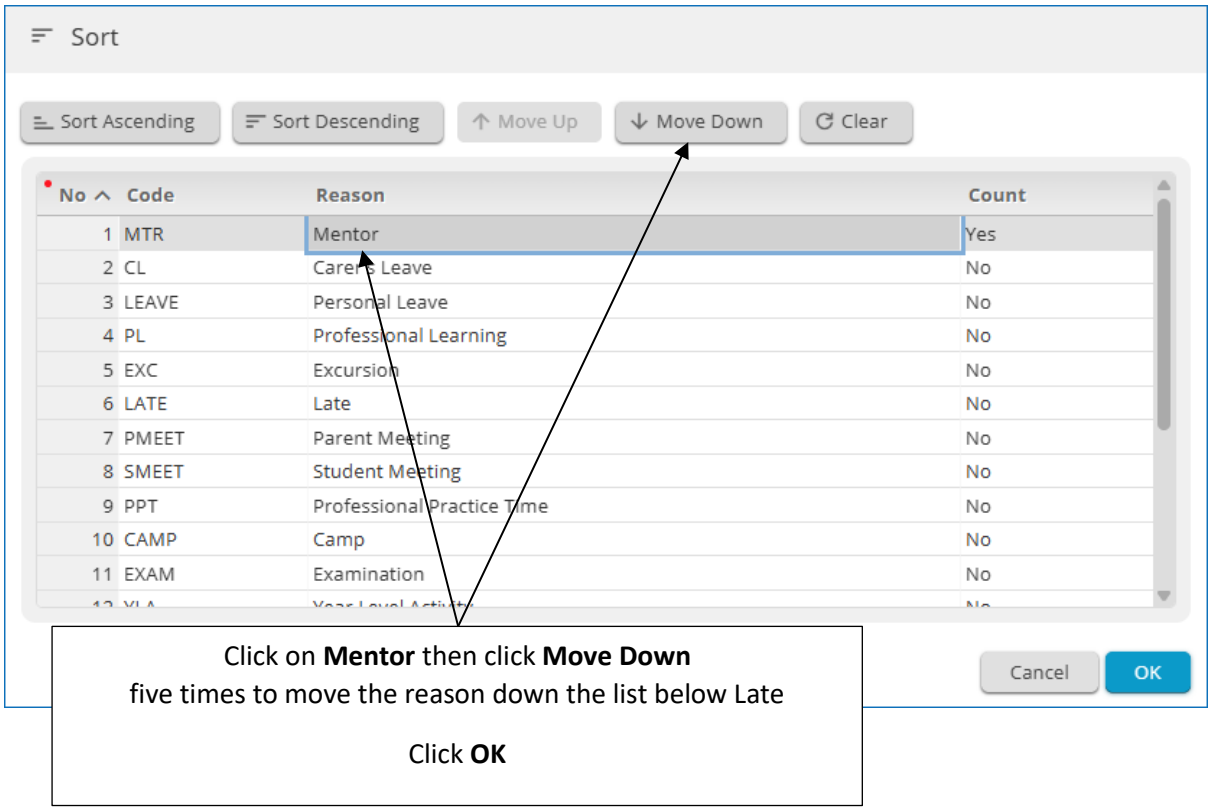
In this example, when a mentor gives up a non-teaching period to mentor a new teacher, the school wants it to count towards their cycle and overall limit.

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

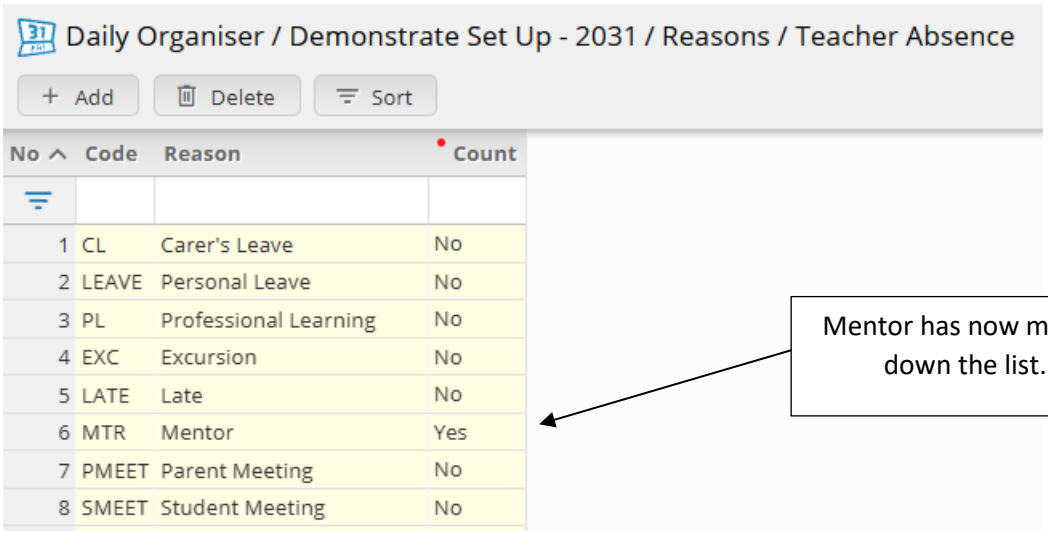
Teacher absence reasons can be sorted alphabetically, or individual reasons can be moved up or down the list. In this list, the reasons have been manually sorted so that the most frequently used reasons are towards the top of the list.





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

Click **OK**

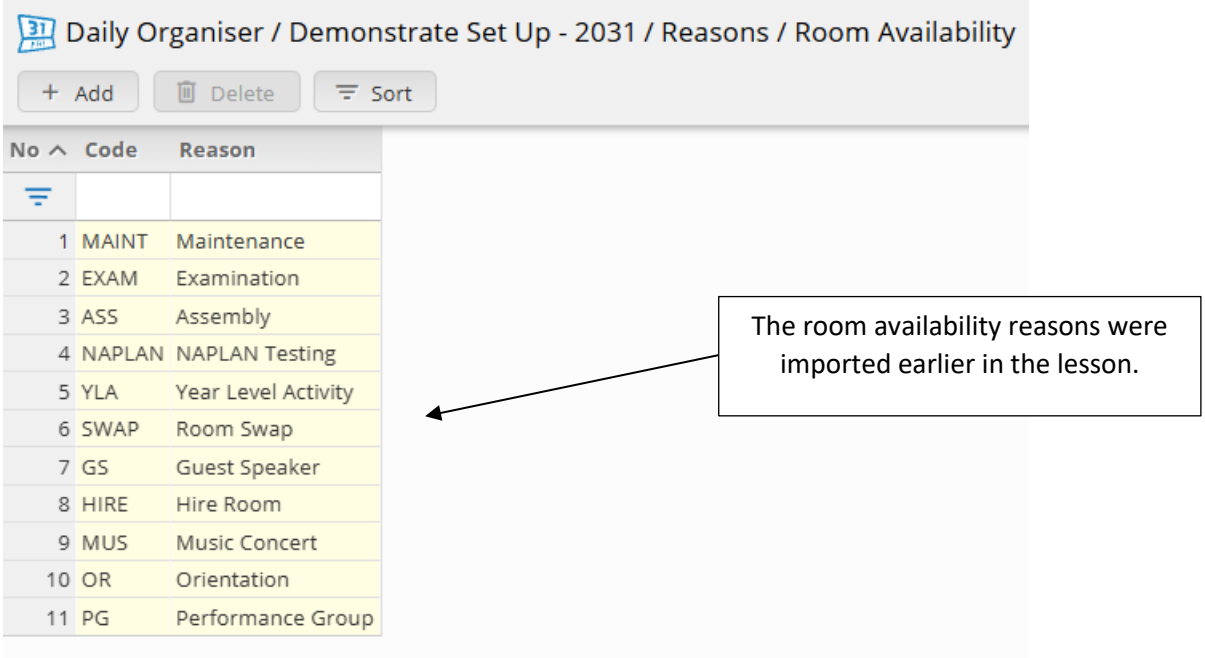


Mentor has now moved down the list.

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.

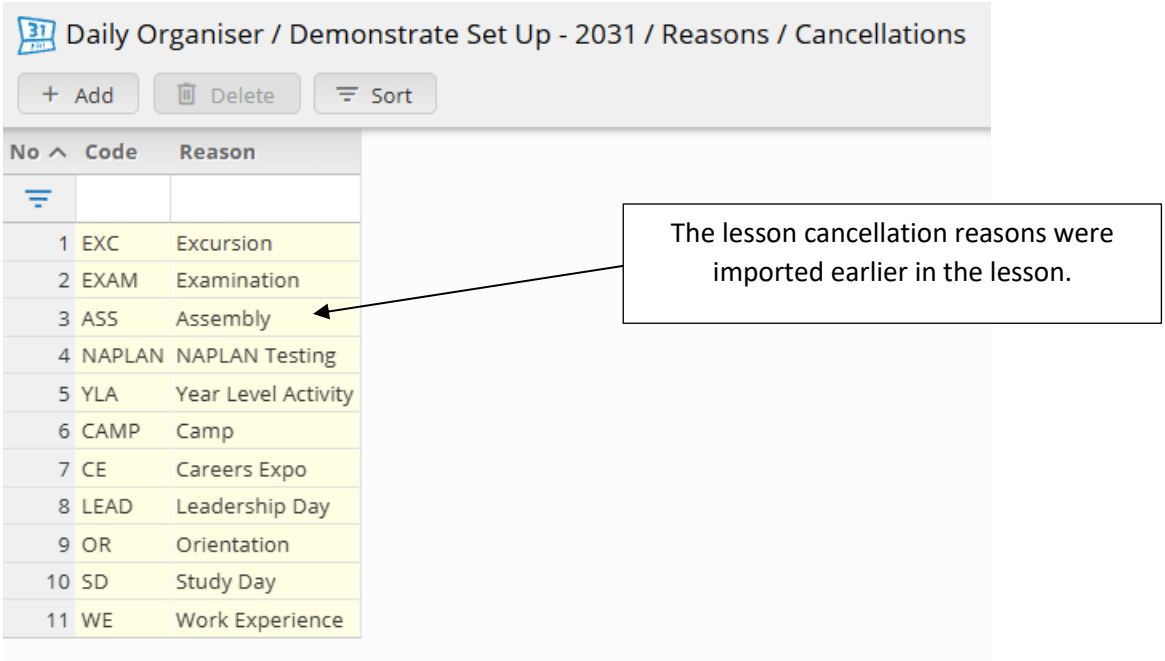
On the Task Tree select:
[4B] Reasons – Room Availability



CANCELLATIONS

When a class is cancelled a reason must be entered.

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



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

Professional Learning Objectives 60
Skills 60
Teacher Details 61
Customise the Display 61
Additional Information Box 64
Replacement Types 66
Cycle Limit and Overall Limit 68
Part Time Teachers 70
Temporary Sort 70
Under Allotted Teachers 72
Ineligible Teachers 73
Teachers who do not take either Counted or Uncounted Replacements 73
Teachers who can take In Lieu but not Counted Replacements 74
Different Models based on Industrial Agreements 75
Model 1: A Maximum Number of Replacement Classes per Year 75
Model 2: No Replacement Classes 75
Model 3: Paid Replacement Classes 76
Casual Teachers 76

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

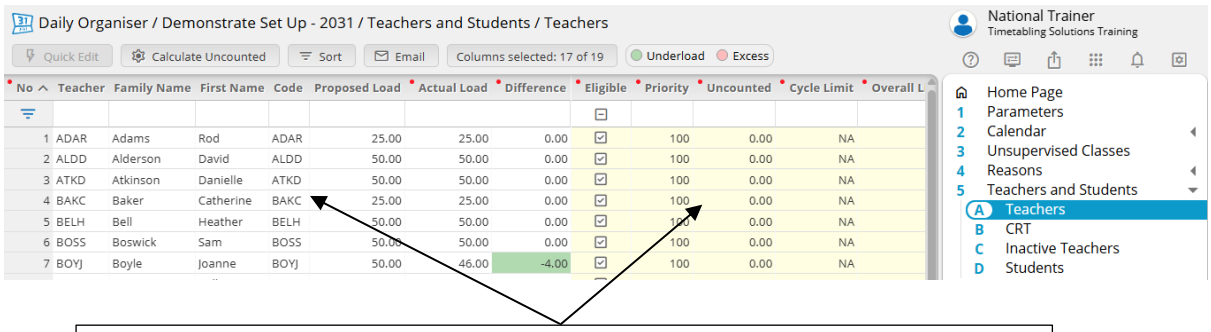
- Customise the display
- Set Cycle Limits and Overall Limits for counted replacements
- Utilise the Sort function
- Use the Quick Edit function
- Set uncounted replacement limits
- Make staff ineligible for all replacements
- Make a teacher ineligible for counted replacements only
- Add a casual teacher

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

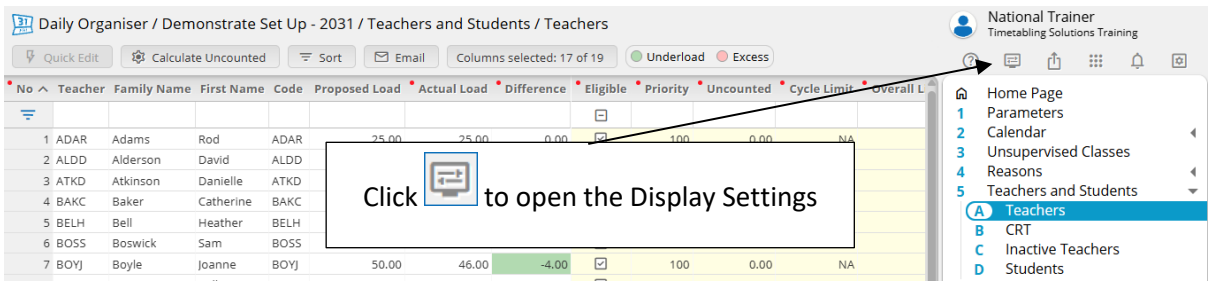


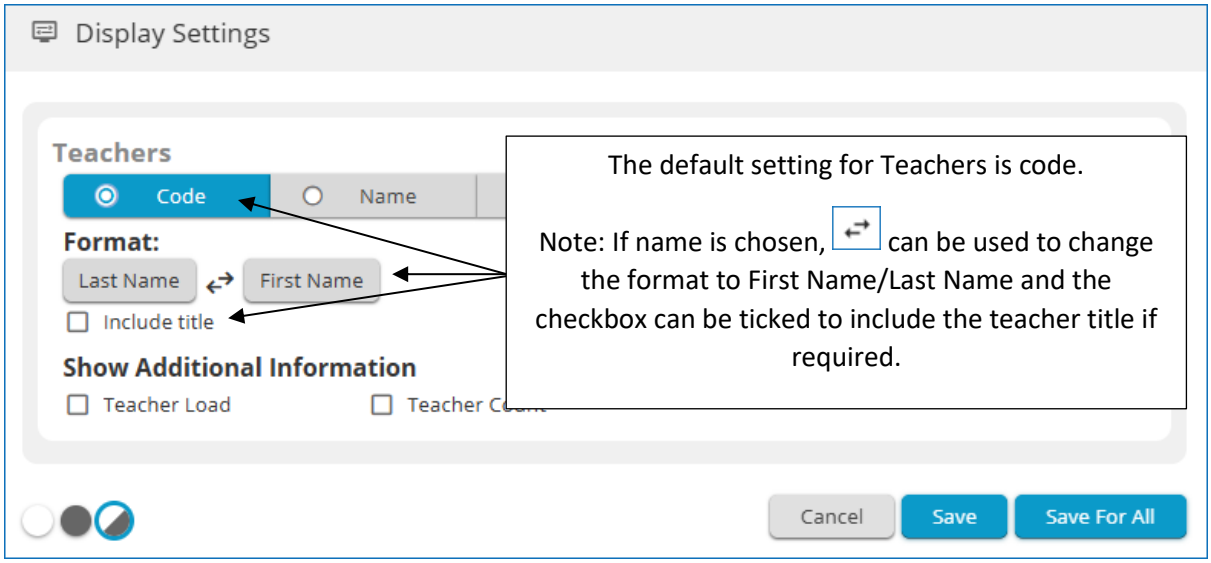
Note: The information in the white cells is imported from the linked published timetable file and cannot be edited.

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

CUSTOMISE THE DISPLAY

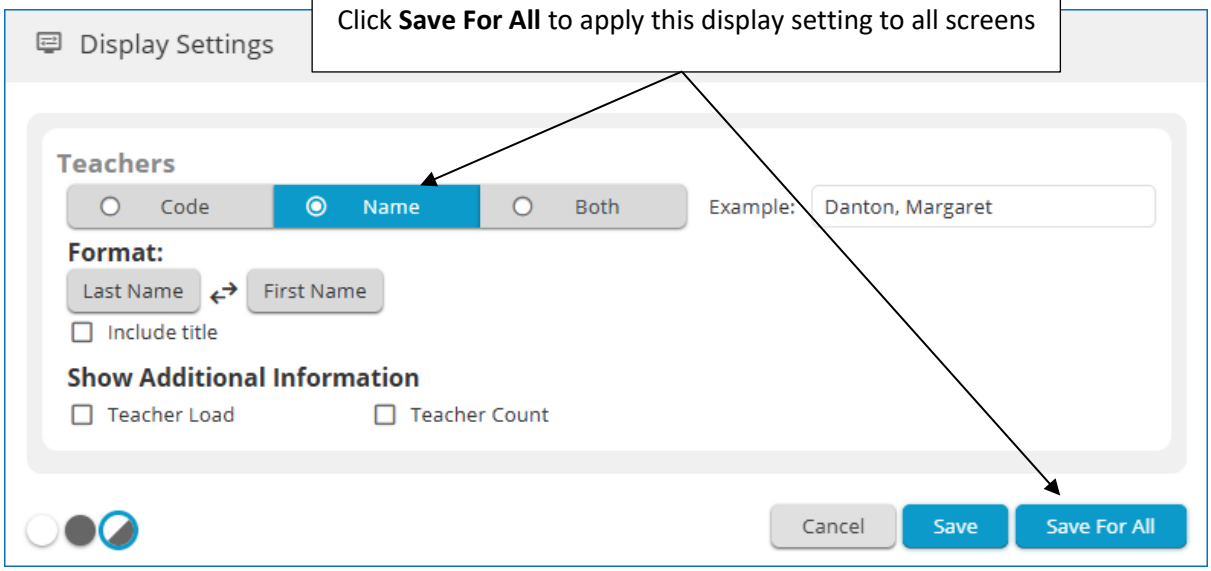
The information displayed on the screen can be customised by changing the display settings and by changing the columns selected. The default settings are displayed.





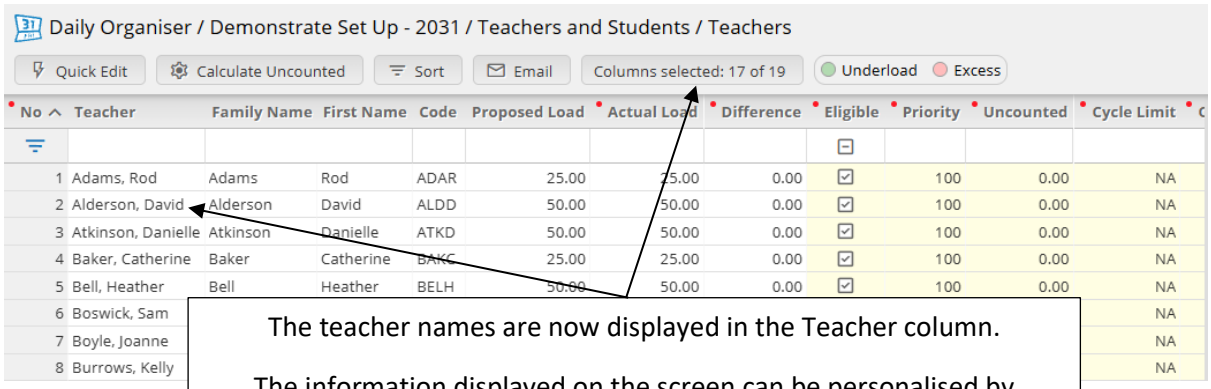
The default setting for Teachers is code.

Note: If name is chosen, ⇄ can be used to change the format to First Name/Last Name and the checkbox can be ticked to include the teacher title if required.



Select **Name**

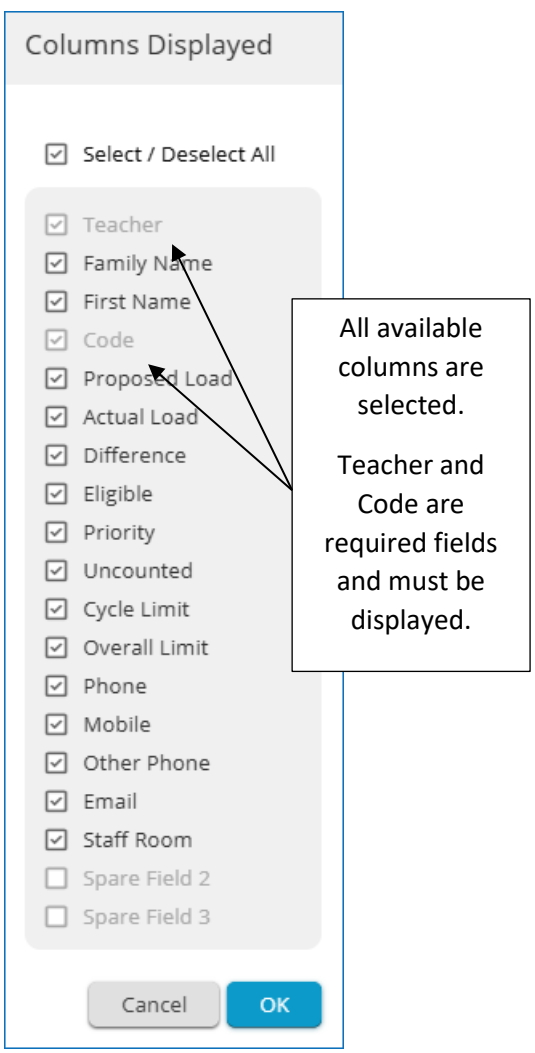
Click **Save For All** to apply this display setting to all screens



The teacher names are now displayed in the Teacher column.

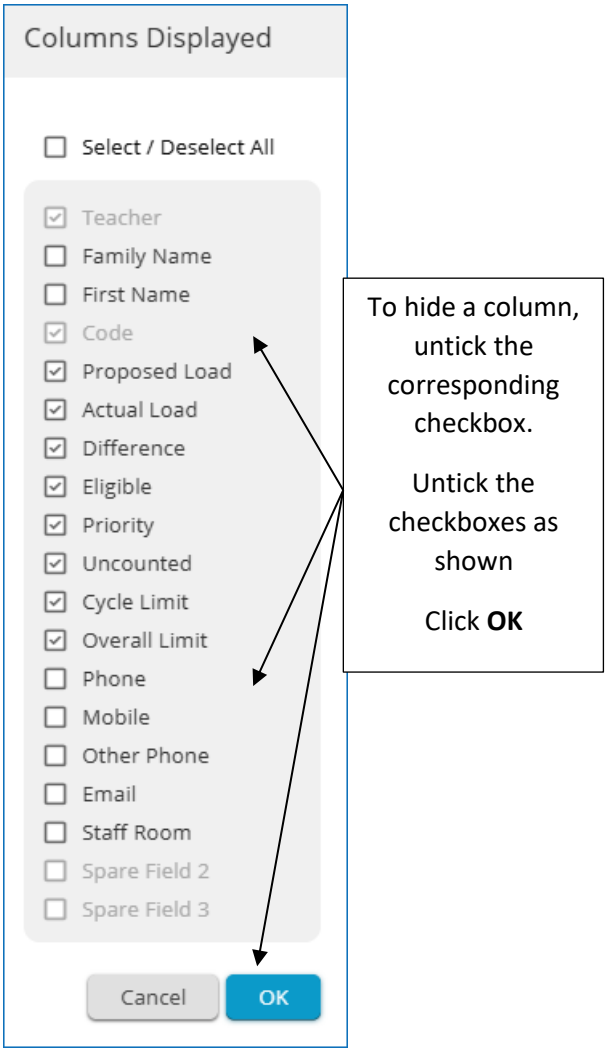
The information displayed on the screen can be personalised by selecting or deselecting columns.

Click **Columns selected: 17 of 19**



All available columns are selected.

Teacher and Code are required fields and must be displayed.



To hide a column, untick the corresponding checkbox.

Untick the checkboxes as shown

Click **OK**

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

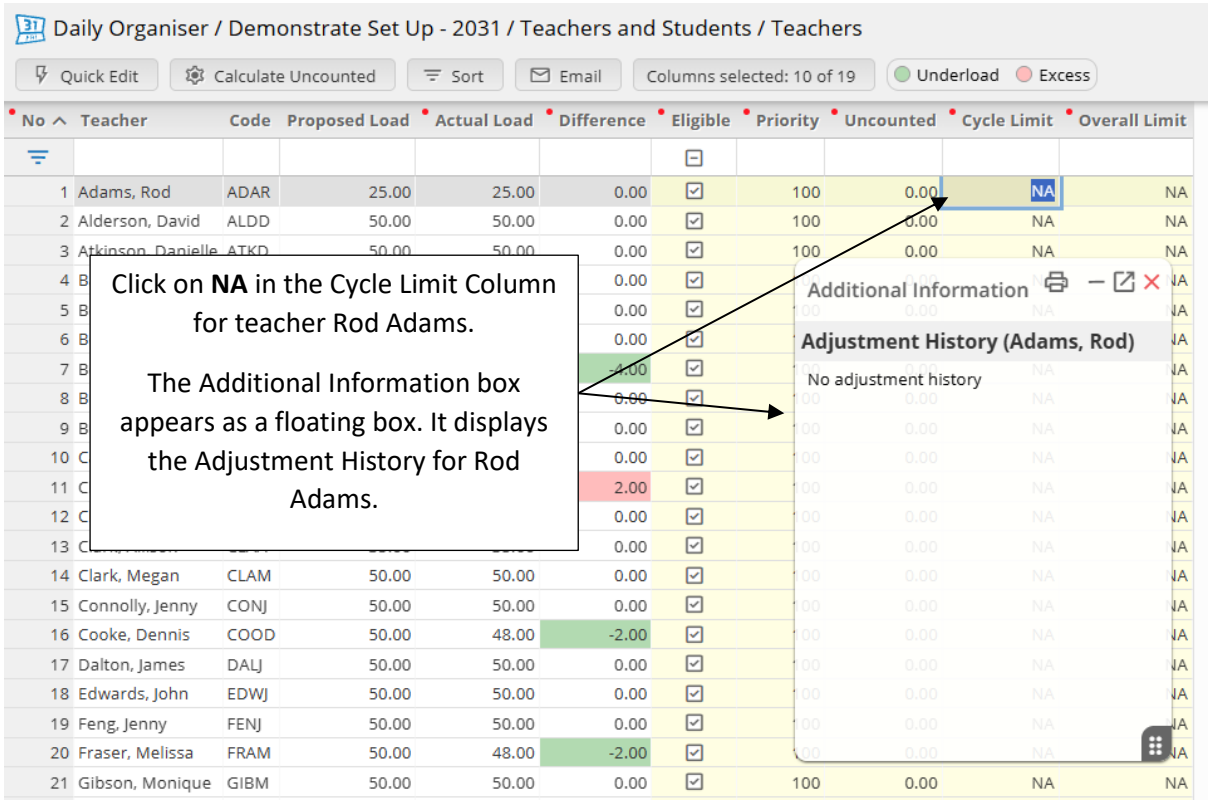
Quick Edit | Calculate Uncounted | Sort | Email | Columns selected: 10 of 19 | Underload | Excess

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	☑	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	☑	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	☑	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	☑	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	☑	100	0.00	NA	NA
6	Boswick, Sam	BOSS	50.00	50.00	0.00	☑	100	0.00	NA	NA
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	☑	100	0.00	NA	NA
8	Burrows, Kelly	BURK	50.00	50.00	0.00	☑	100	0.00	NA	NA

Only the 10 selected columns are displayed.

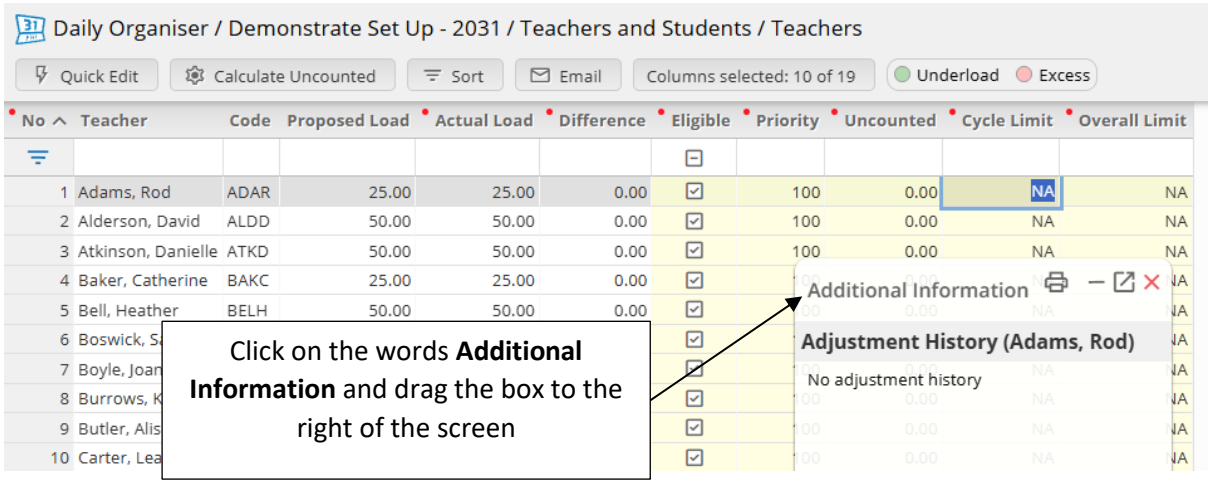
ADDITIONAL INFORMATION BOX

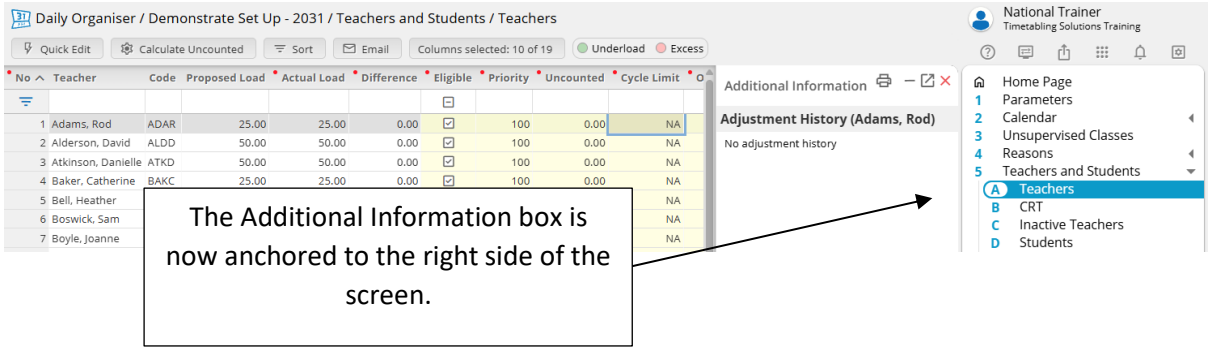
On selected screens throughout the app the Additional Information box displays relevant information.

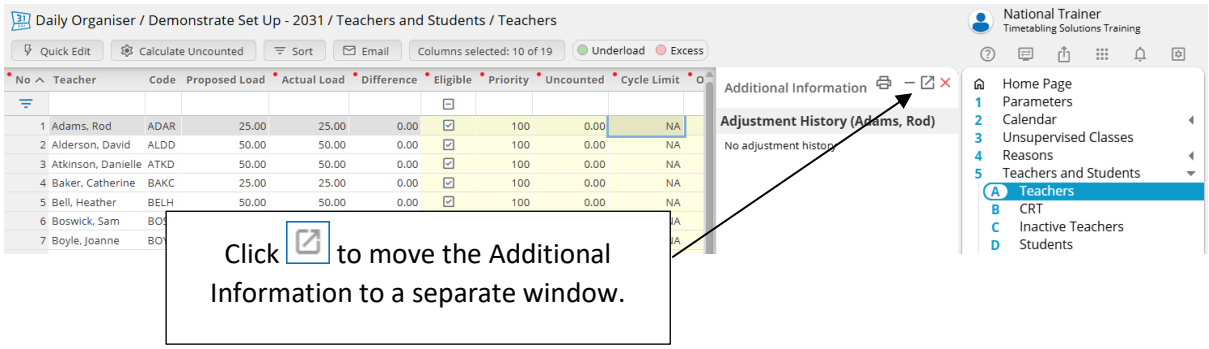


The Additional Information box can be displayed

- 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

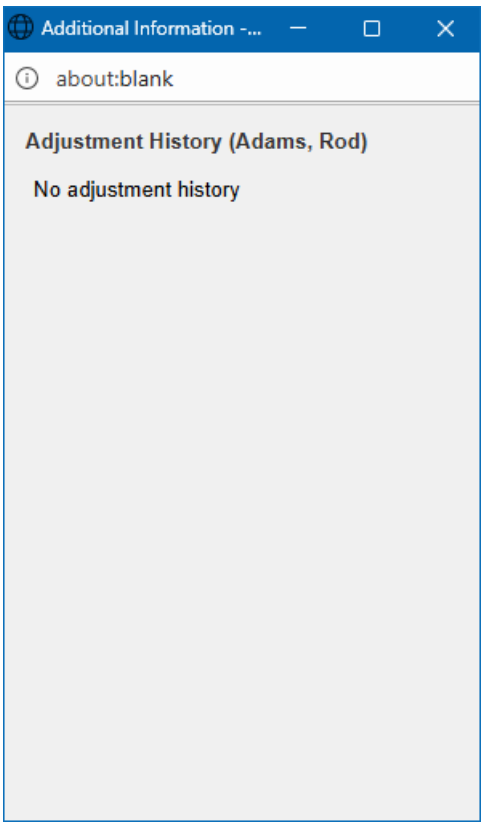


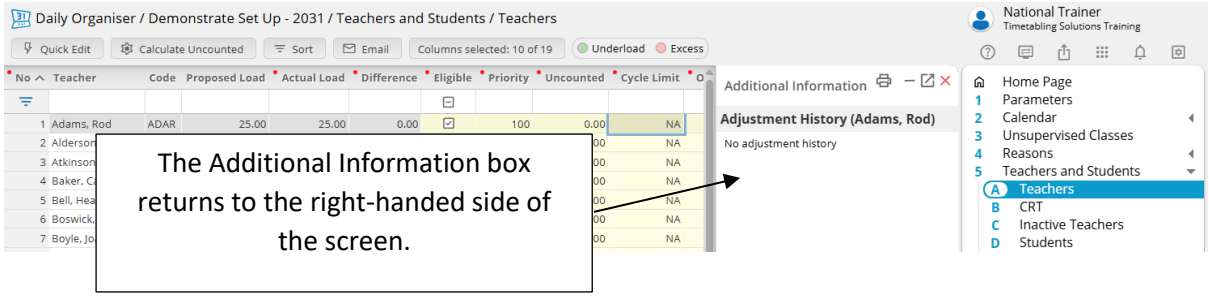




Click on the words **Additional Information** and this window can be dragged anywhere on your screen or onto another screen to the right of the screen.

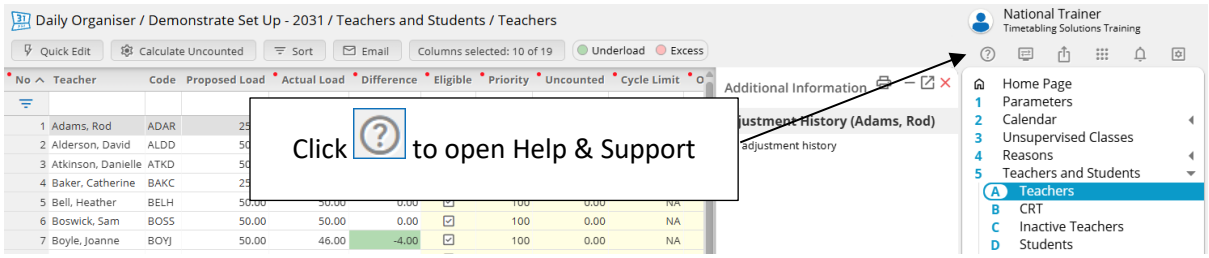
Close the window and it will return to its previous setting.

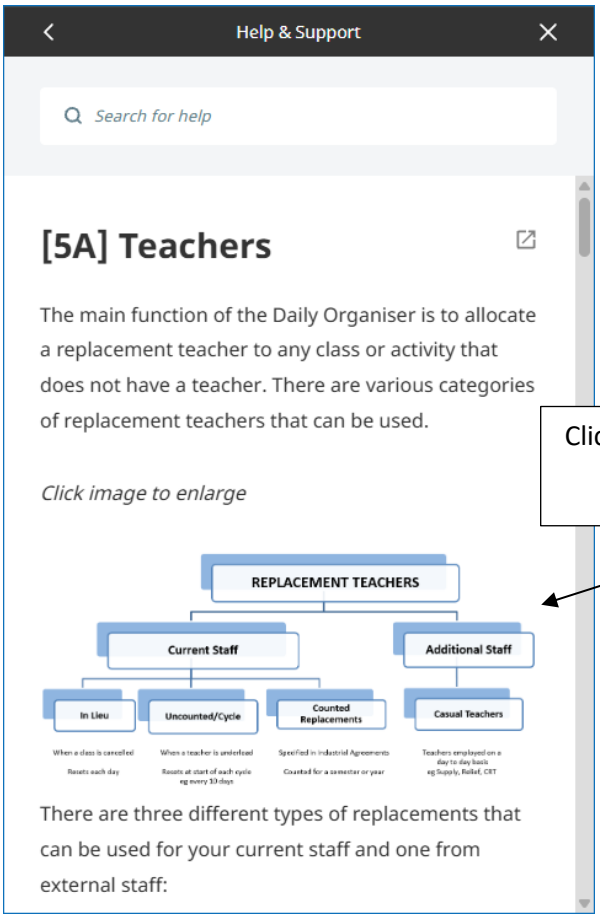




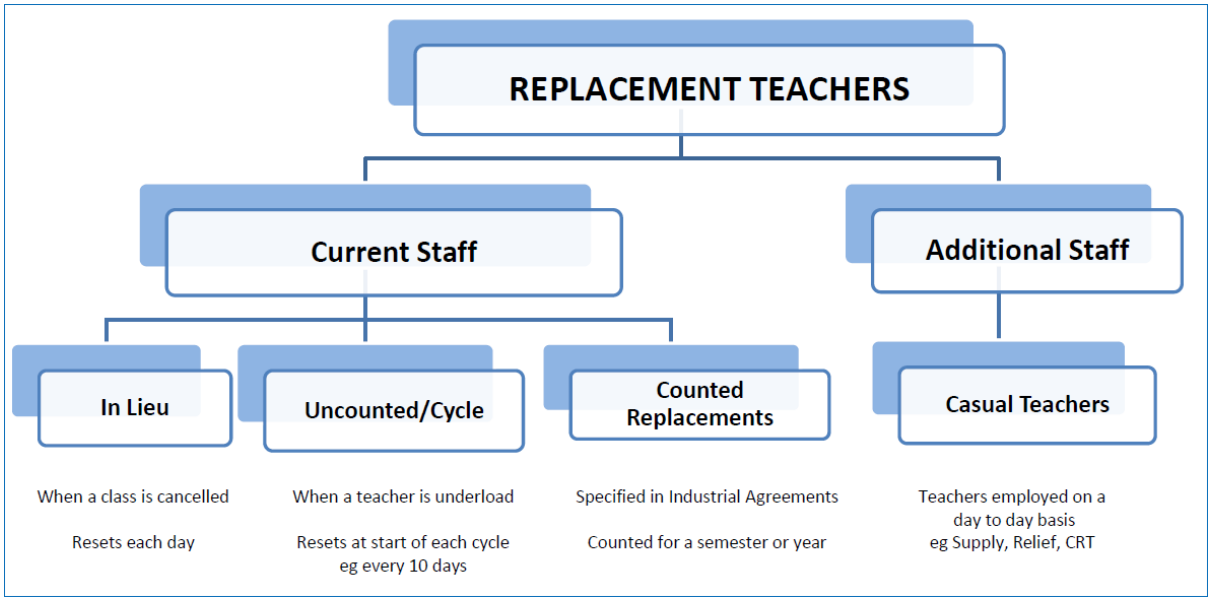
REPLACEMENT TYPES

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.





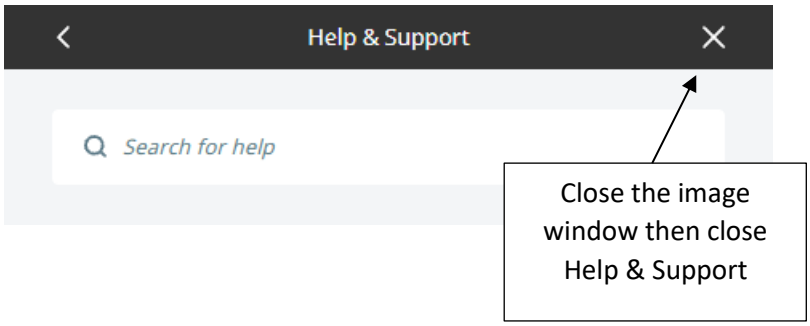
Click the image to open an enlarged version in another window



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.



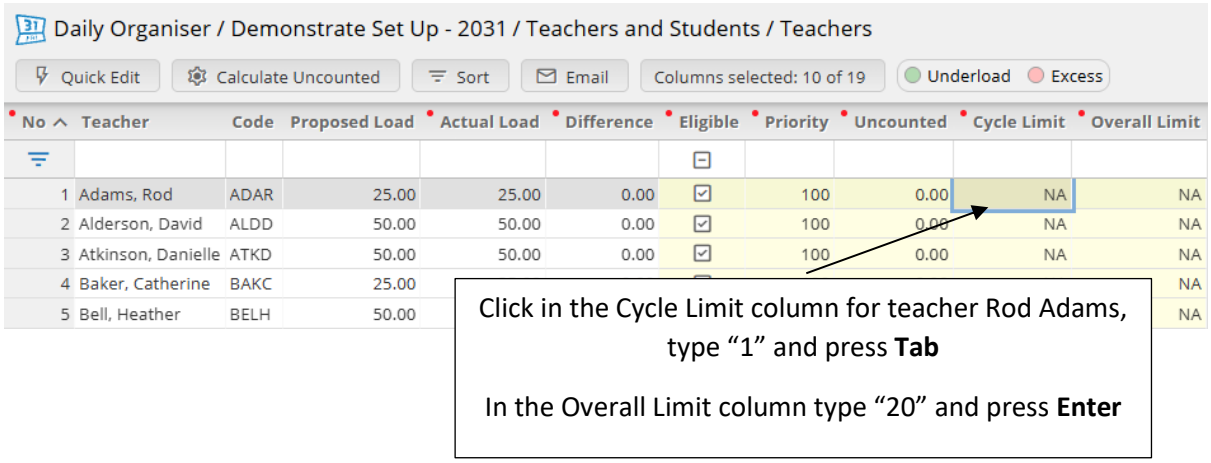
CYCLE LIMIT AND OVERALL LIMIT

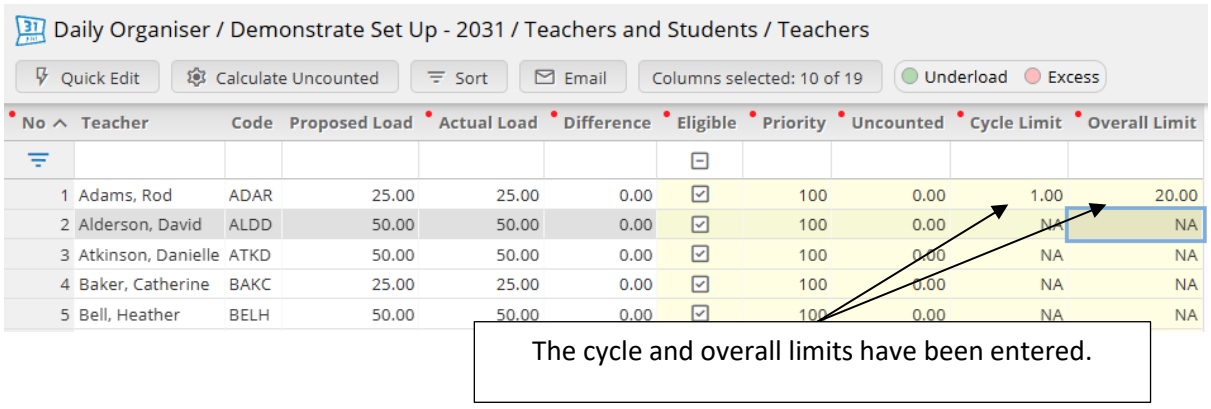
The Cycle Limit and Overall Limit columns can be used to set the maximum number of counted replacement classes that can be assigned to a teacher.

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.

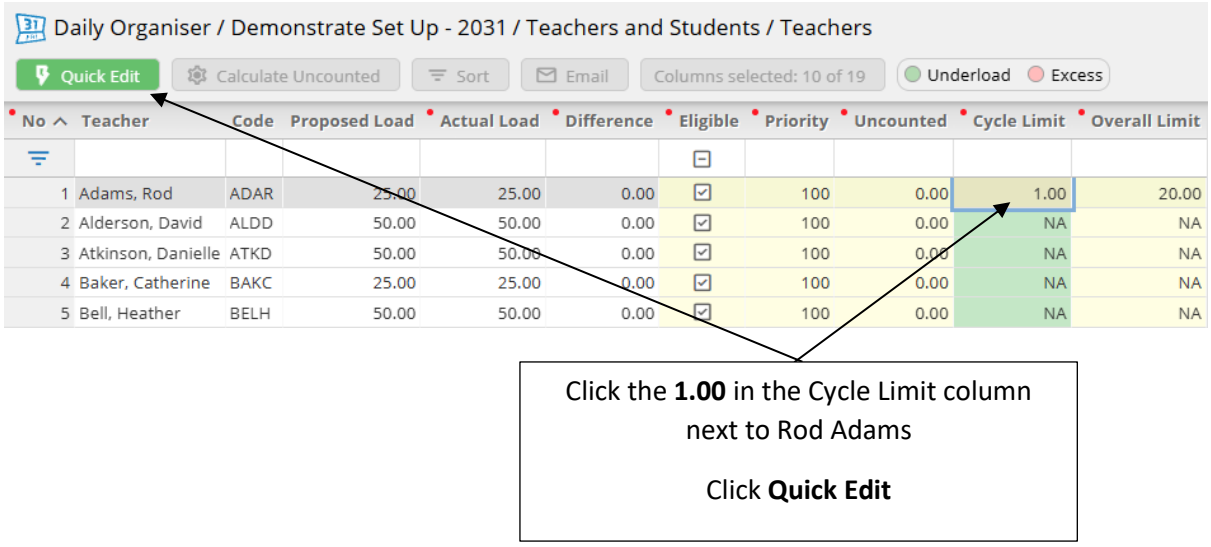
The overall limit is determined by the school's Industrial Agreement. In this case, a full time teacher can do a maximum of 20 replacements for the year with a maximum of one per cycle.

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.



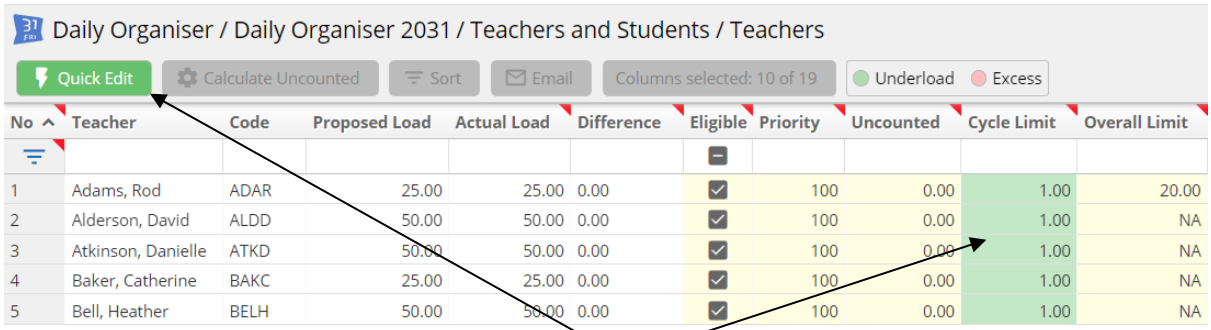


Cells can be selected for editing by clicking in the cell. Alternatively, when moving between cells in the table, press Tab to move one cell to the right or press Enter to move one cell down.



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

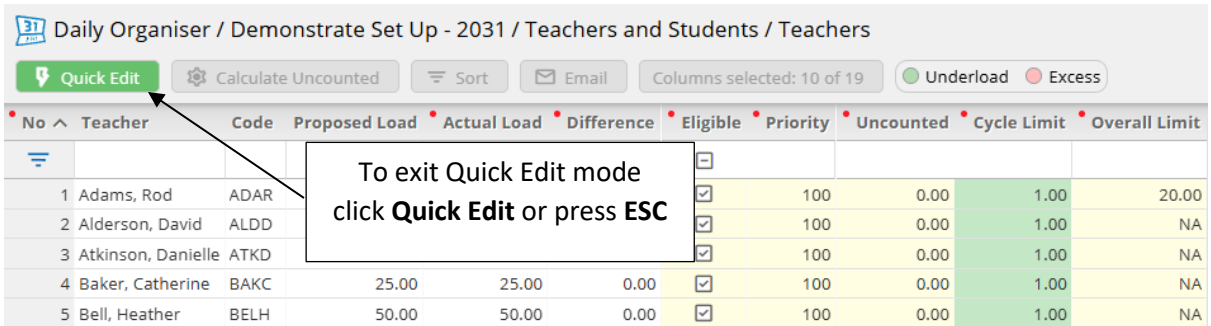
Click **Quick Edit**



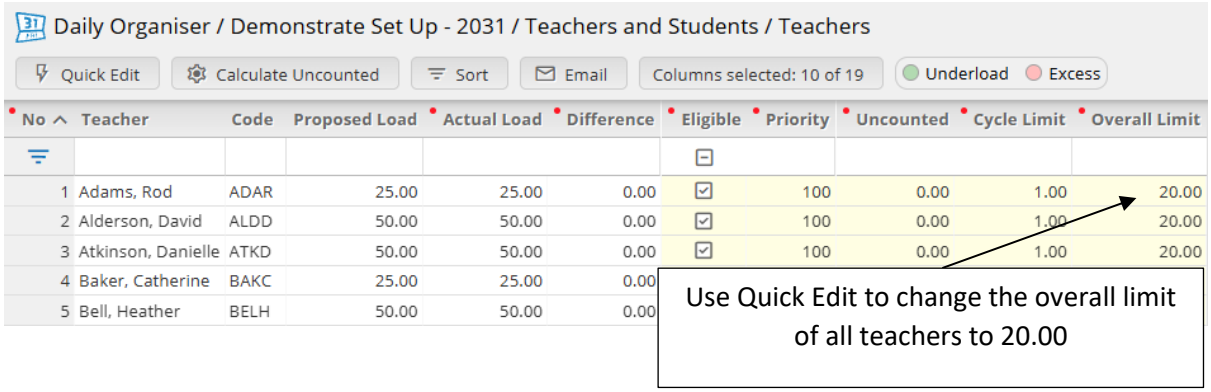
The Quick Edit button is green and the other buttons are inactive.
The Cycle Limit column has also changed to green.

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



To exit Quick Edit mode click **Quick Edit** or press **ESC**



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.

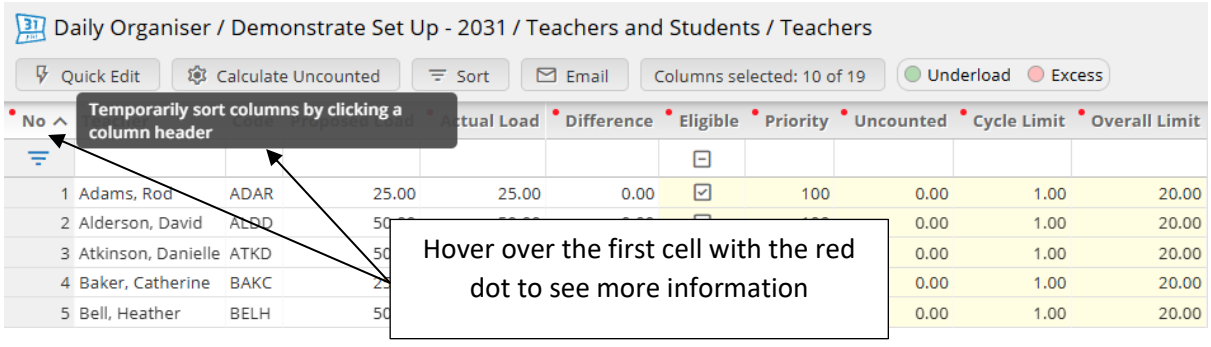
Part time teachers are usually required to take a pro-rata number of counted replacements, and their overall limit will need to be adjusted.

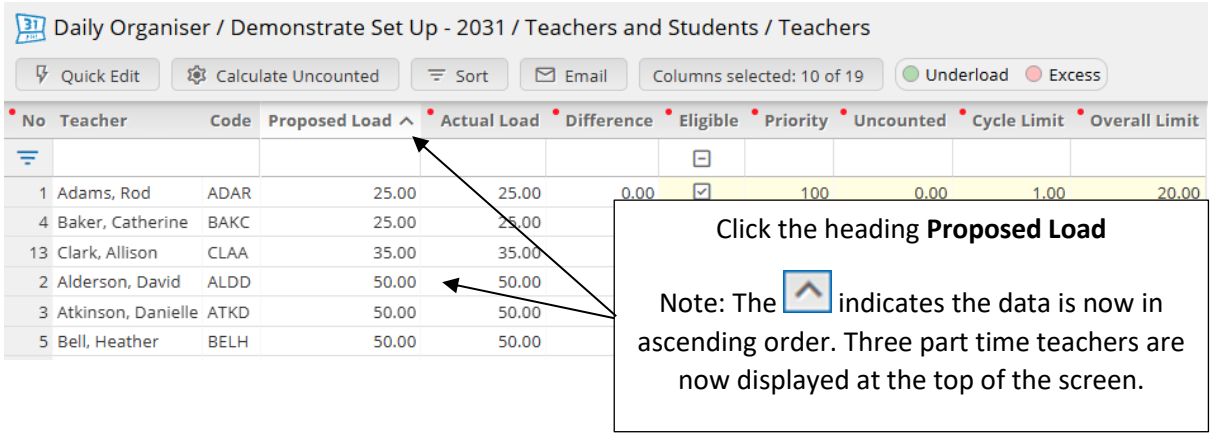
The overall limit can be used in conjunction with the Priority column to assist with the even distribution of replacement classes between full and part time teachers. The overall limit is used to set a maximum number of replacements to which a part time teacher can be assigned. Priority is used as part 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.

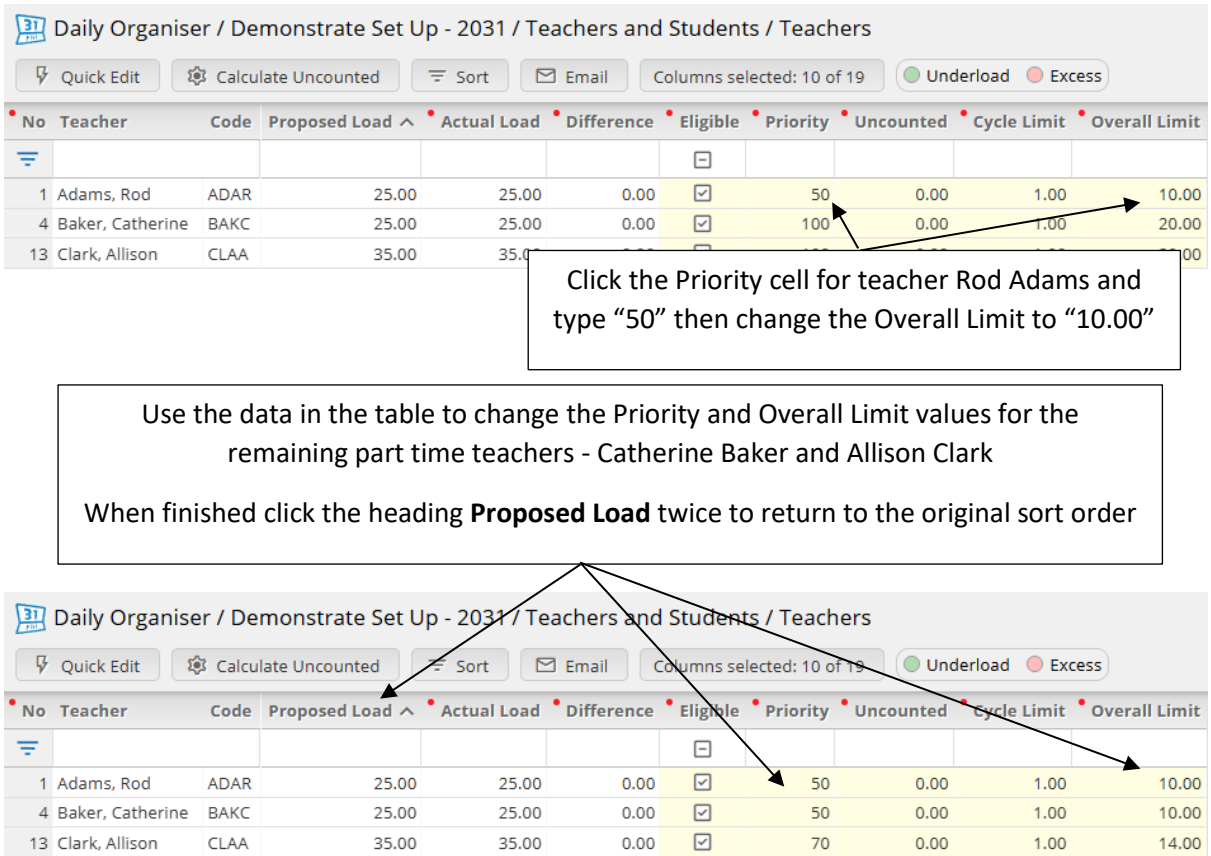
Columns can be sorted by clicking on the column header. The first click sorts the data in ascending order, the second click in descending order and the third click returns the data to its original order.





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

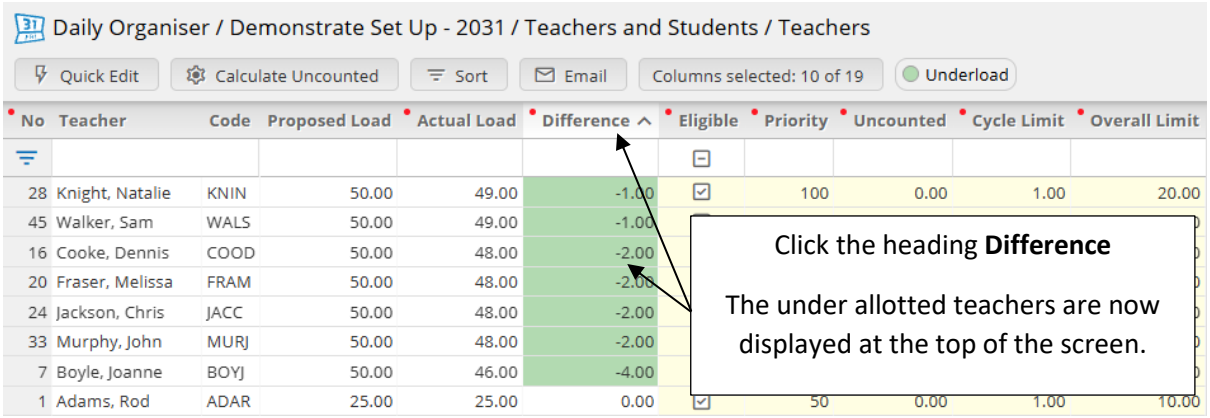


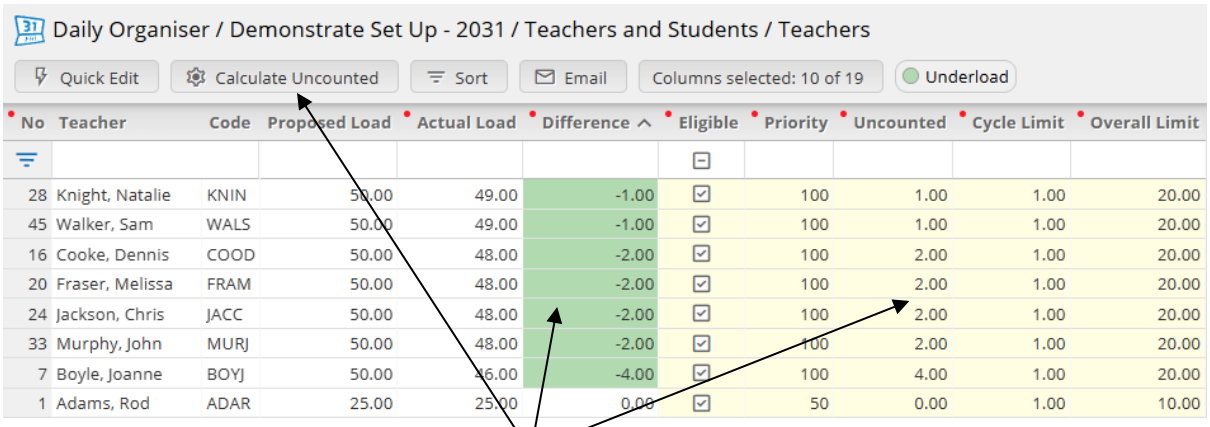
Note: This data needs to be entered at the start of the year and updated when teacher loads change in published timetables.

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.

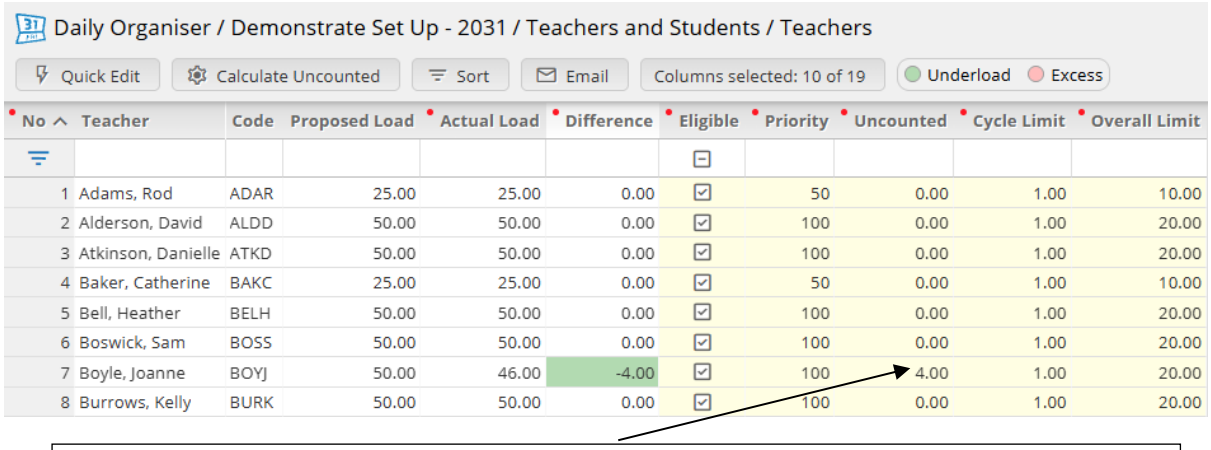




Click **Calculate Uncounted**

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



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	☑	50	0.00	1.00	10.00
2	Alderson, David	ALDD	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	☑	50	0.00	1.00	10.00
5	Bell, Heather	BELH	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
6	Boswick, Sam	BOSS	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	☑	100	4.00	1.00	20.00
8	Burrows, Kelly	BURK	50.00	50.00	0.00	☑	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.

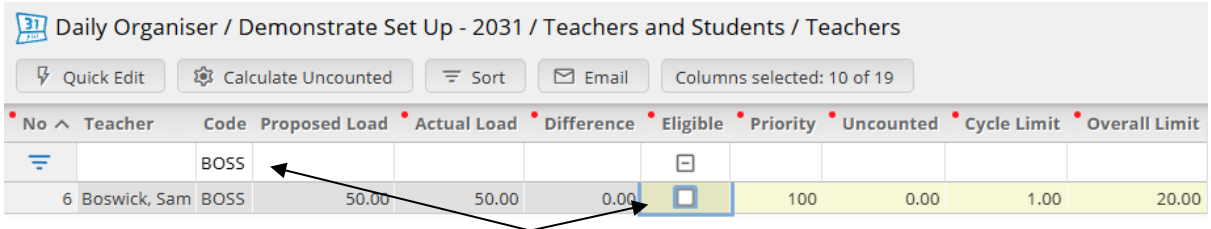
At the beginning of the year, the number of uncounted replacements would need to be calculated for all teachers who are underload. They would need to be amended if a teacher's load changes during the year, for example, at the start of a new semester.

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.

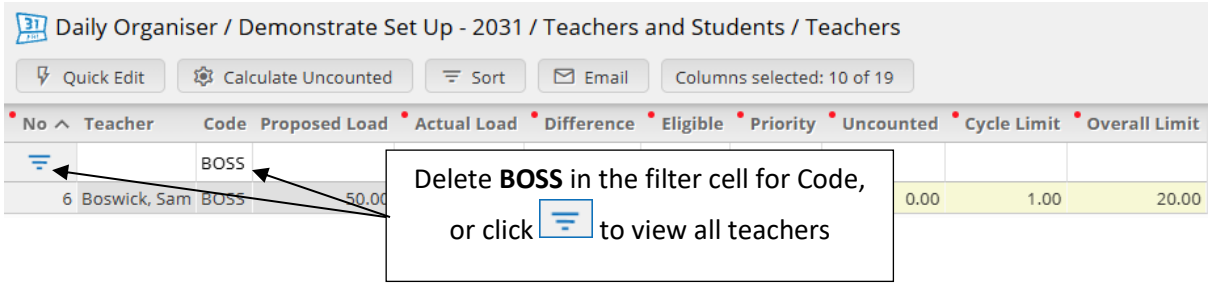
TEACHERS WHO DO NOT TAKE EITHER COUNTED OR UNCOUNTED REPLACEMENTS

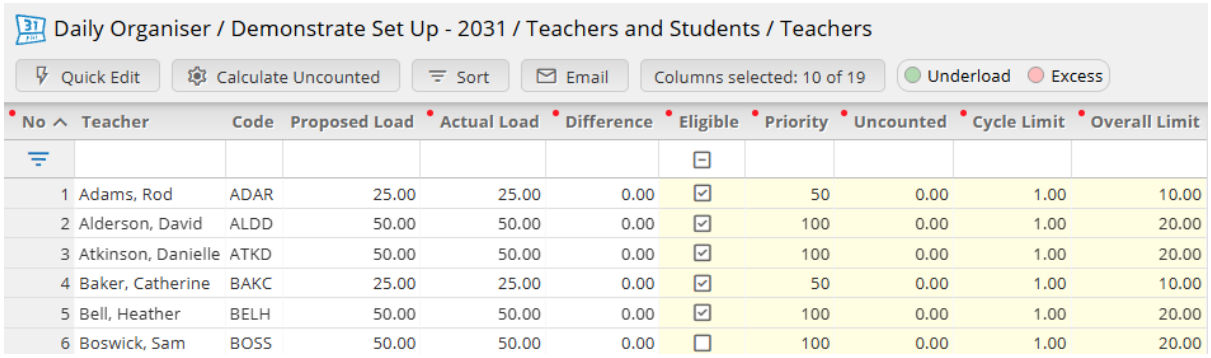
Some staff do not take any replacements, either counted or uncounted. These teachers can be excluded from appearing on the list of teachers available for a replacement so they will not appear as a possible replacement even if their classes are cancelled. In this case, the Principal, Sam Boswick (BOSS),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



No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
		BOSS				☐				
6	Boswick, Sam	BOSS	50.00	50.00	0.00	☐	100	0.00	1.00	20.00

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

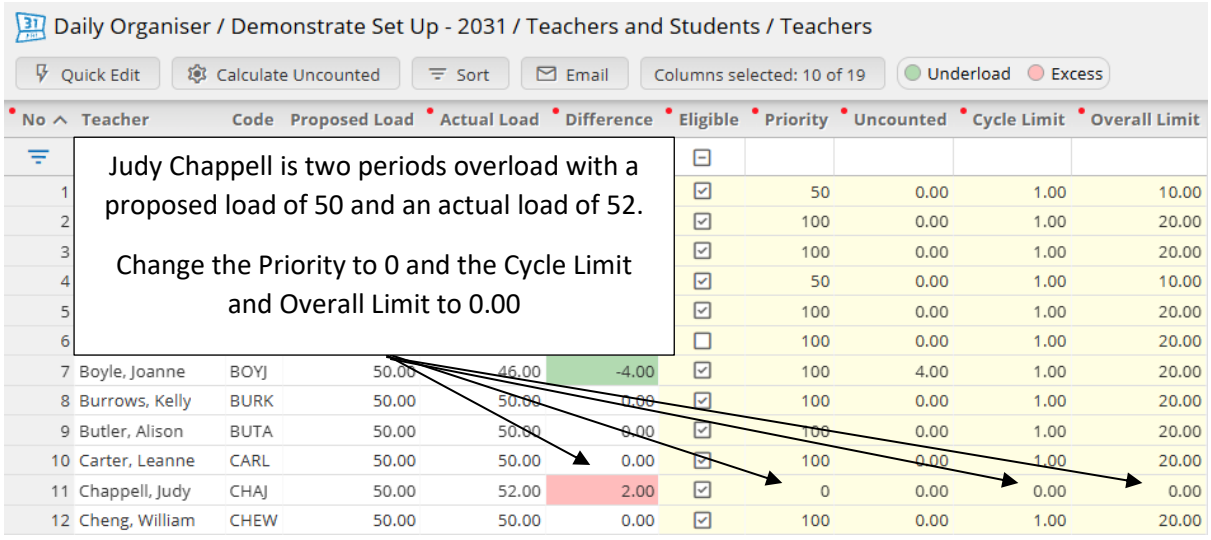




Note: There is no need to adjust the data in the other columns for Sam Boswick as his name will not appear on the list of available teachers. It is possible to override this and assign a replacement class if necessary.

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.



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.

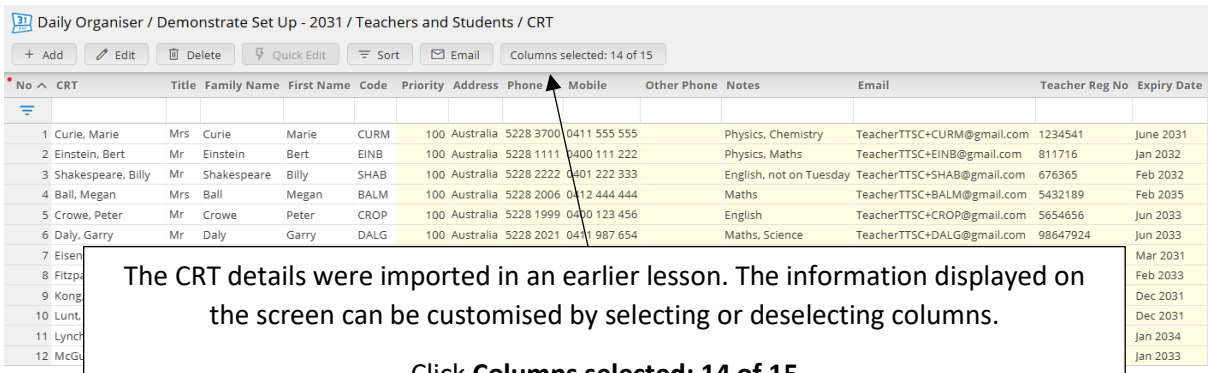
When assigning replacements, In Lieu, Uncounted and casual teachers would be used first then counted replacements could be given to teachers who have agreed to do paid replacements. At the end of each cycle a report can be printed with the number of counted (paid) replacements each teacher has been assigned.

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.

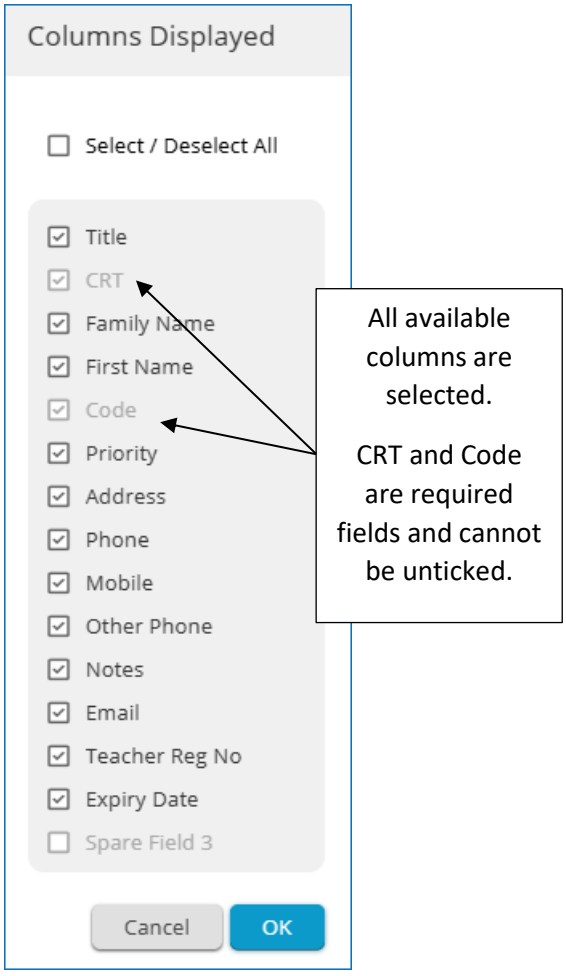
When a new Daily Organiser is created the CRT details can be included in the import process. They can be added manually at any time.

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



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**



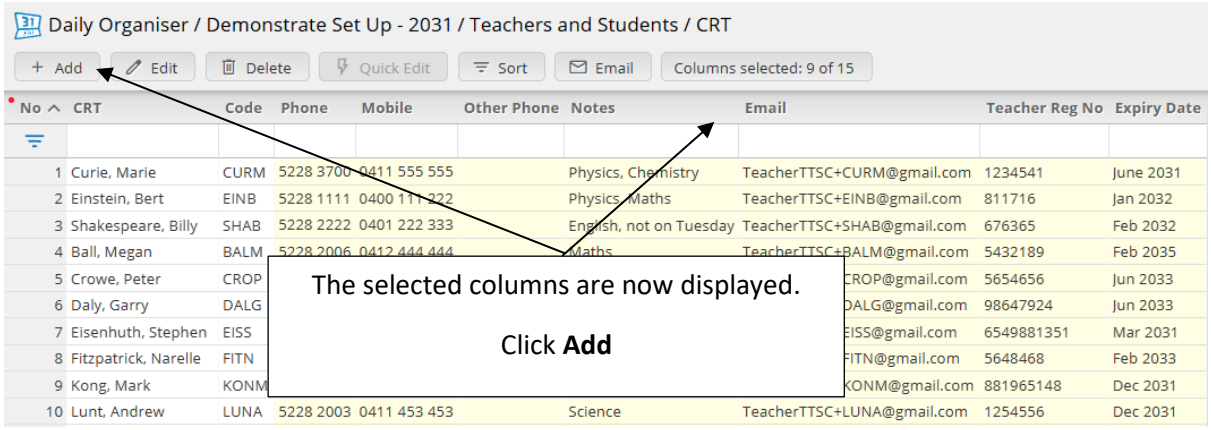
All available columns are selected.

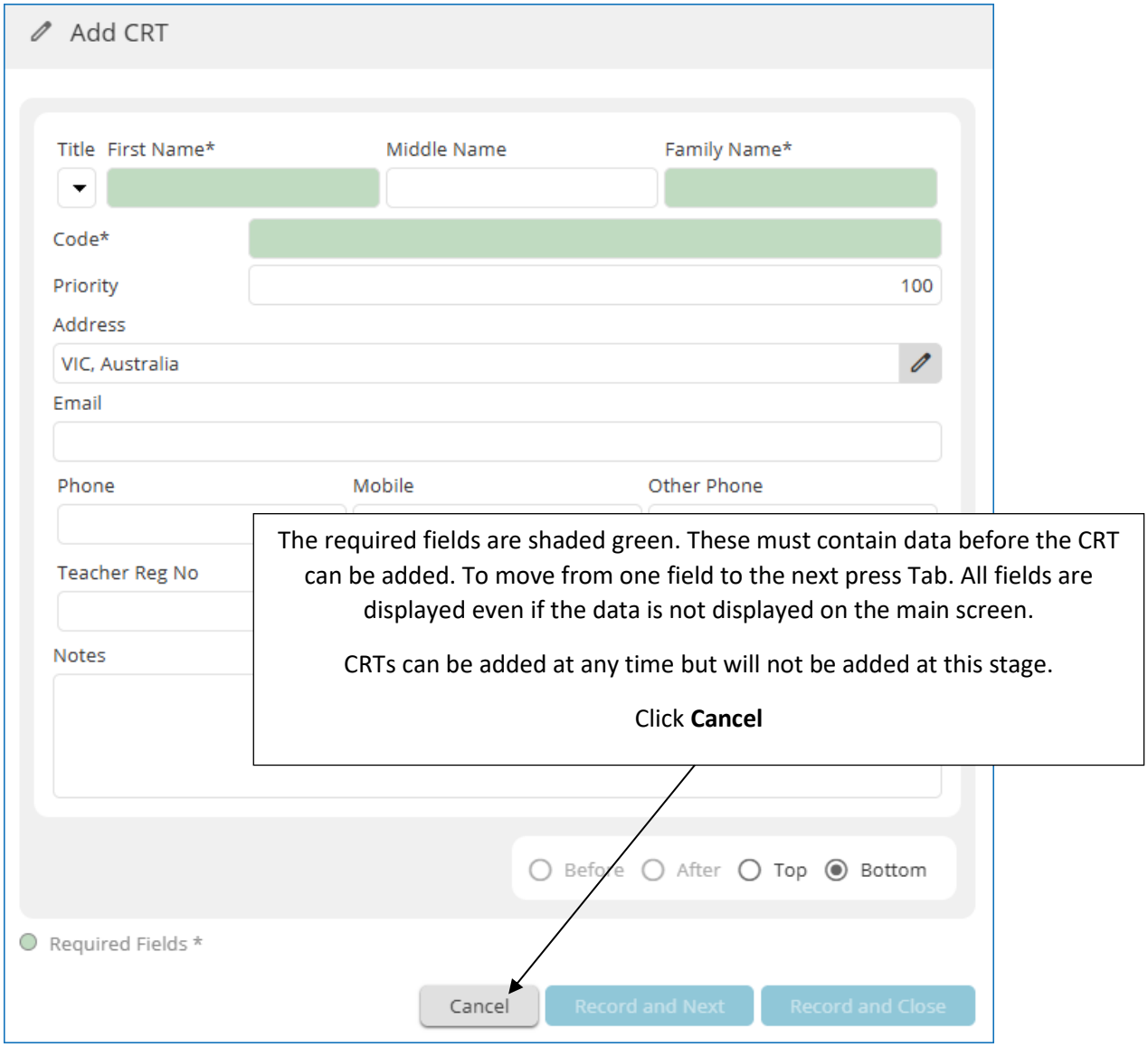
CRT and Code are required fields and cannot be unticked.

To hide a column, untick the corresponding checkbox.

Untick the checkboxes as shown

Click **OK**





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
Skills 80
Open Another Campus and Academic Year 81
Teacher Absences 83
- Change Display Settings 84
- Make a Teacher Absent for a Day 88
- Make a Teacher Absent for Part of a Day 89
- Different Absence Reasons on the Same Day 91
- Find a Teacher 92
- Teachers Made Absent on Other Screens 95

Plan Days 96
- Plan Multiple Days 96
- Edit a Plan Day 103

Plan Casual Teacher Days 105
- Casual Teacher Available for Multiple Days 105
- Casual Teacher Unavailable for Multiple Days 106

PROFESSIONAL LEARNING OBJECTIVES

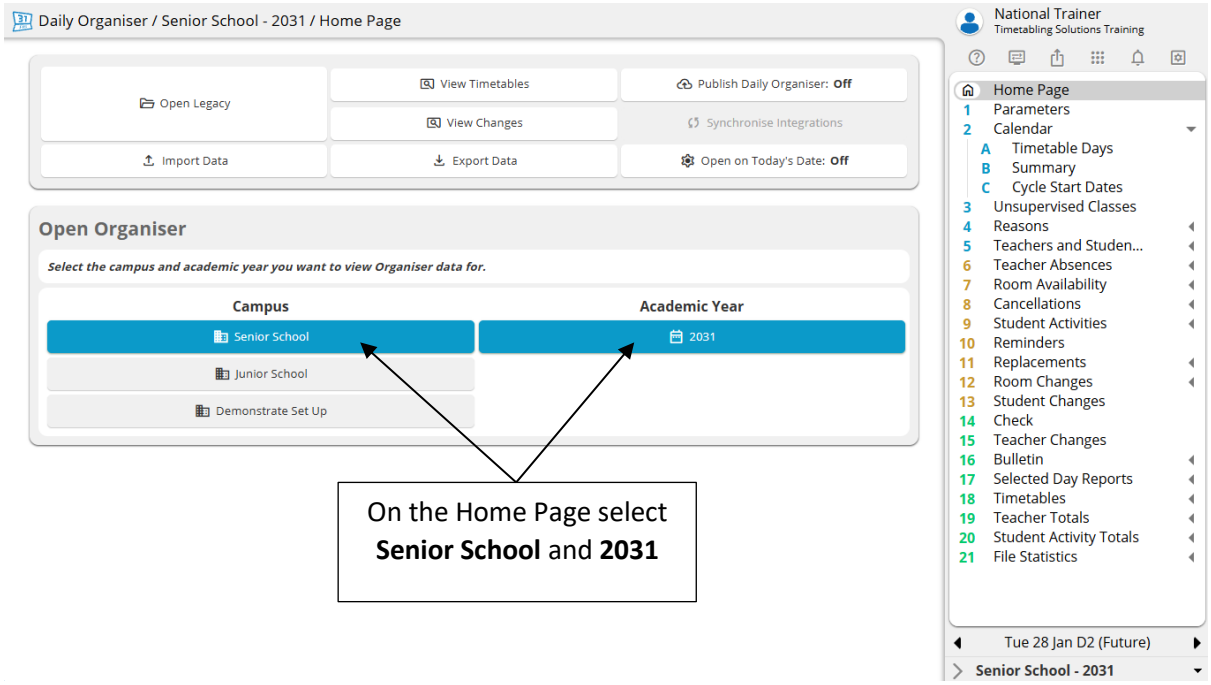
- Manage teacher absences
- Manage planned casual teacher availability

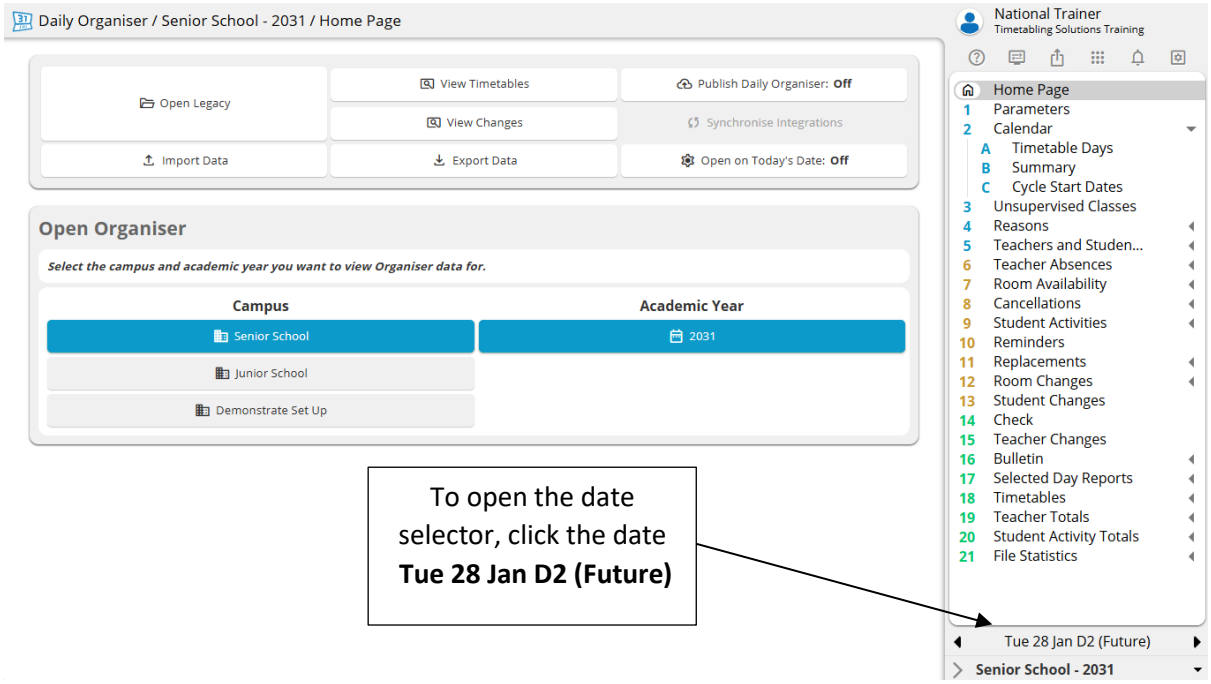
SKILLS

- 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

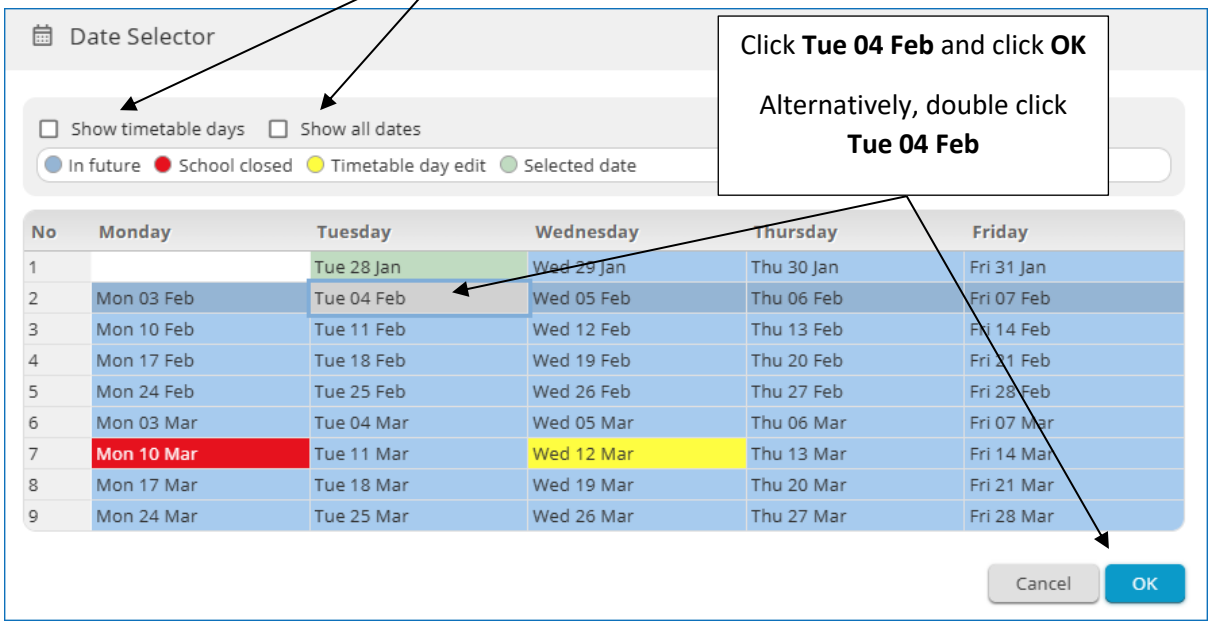
OPEN ANOTHER CAMPUS AND ACADEMIC YEAR

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.

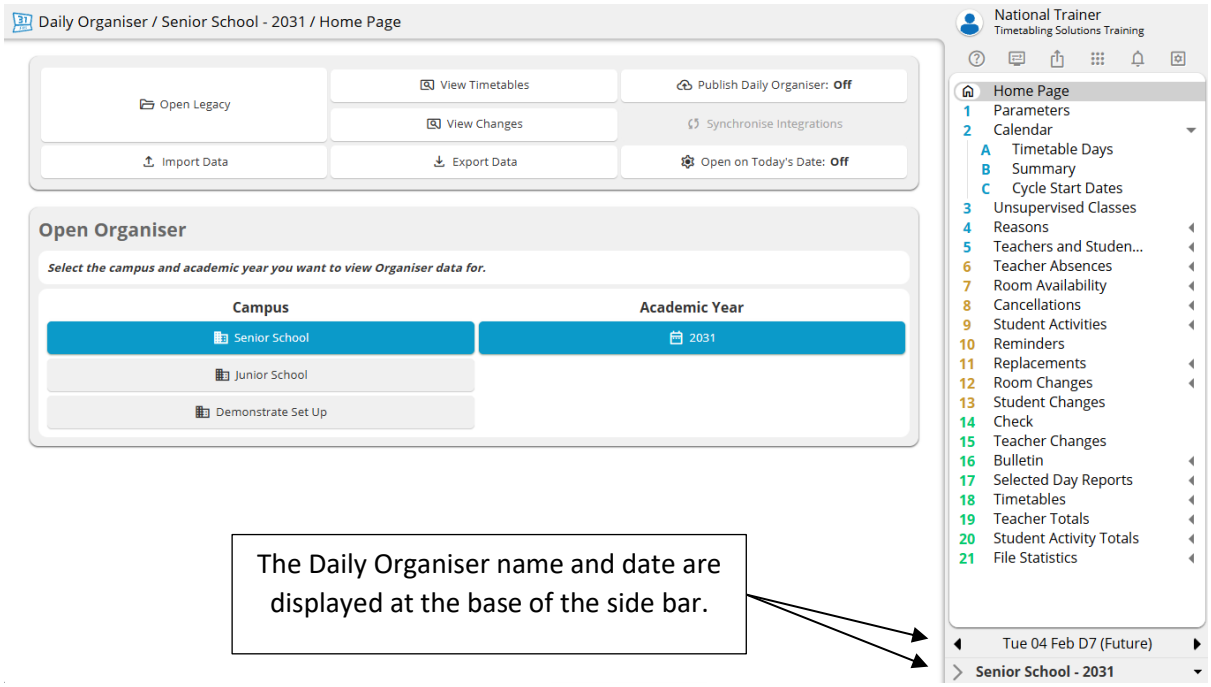




Note: Not all dates are displayed. The checkboxes can be used to change the display to show timetable days and all dates if required.



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



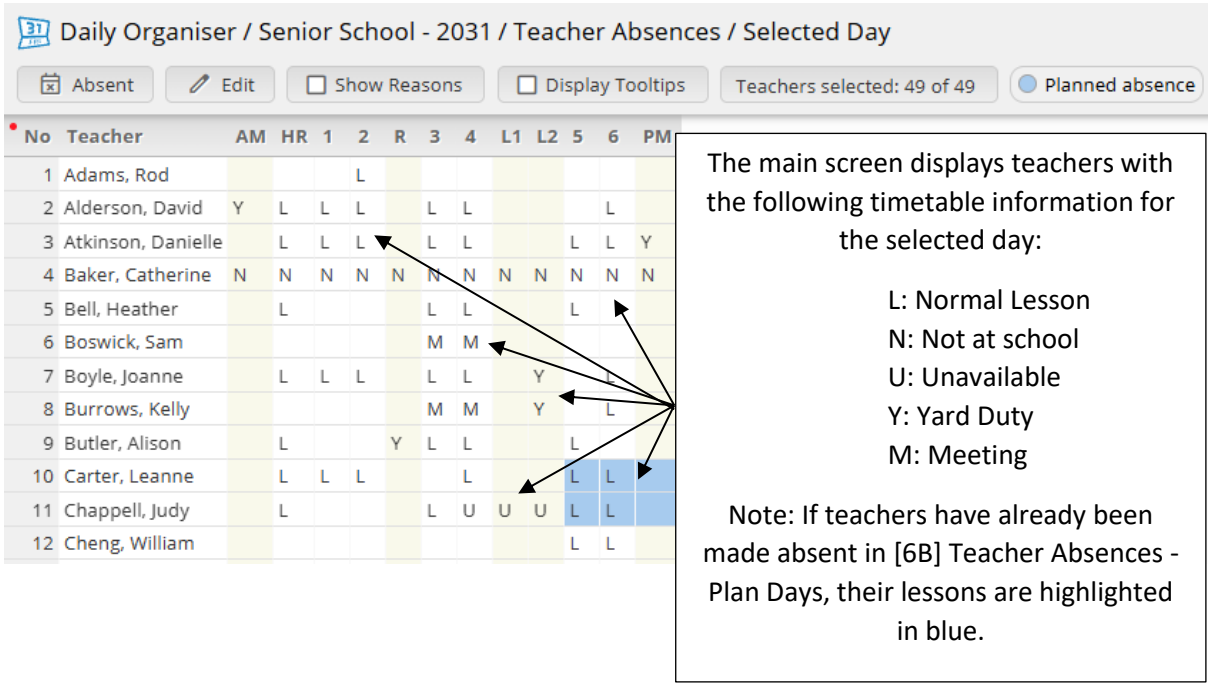
The Daily Organiser name and date are displayed at the base of the side bar.

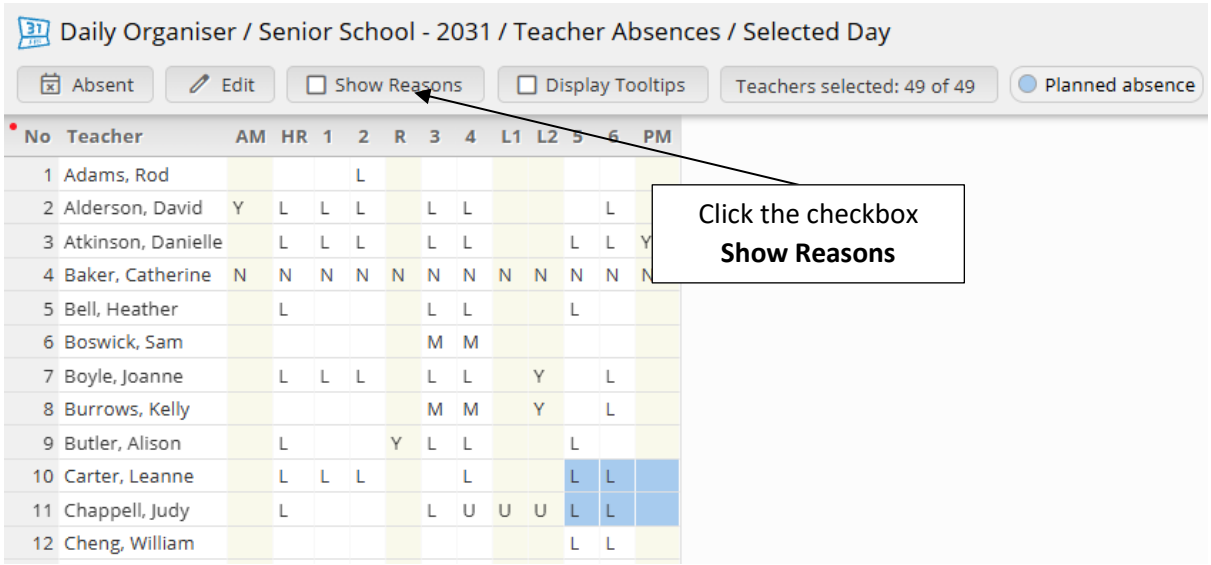
TEACHER ABSENCES

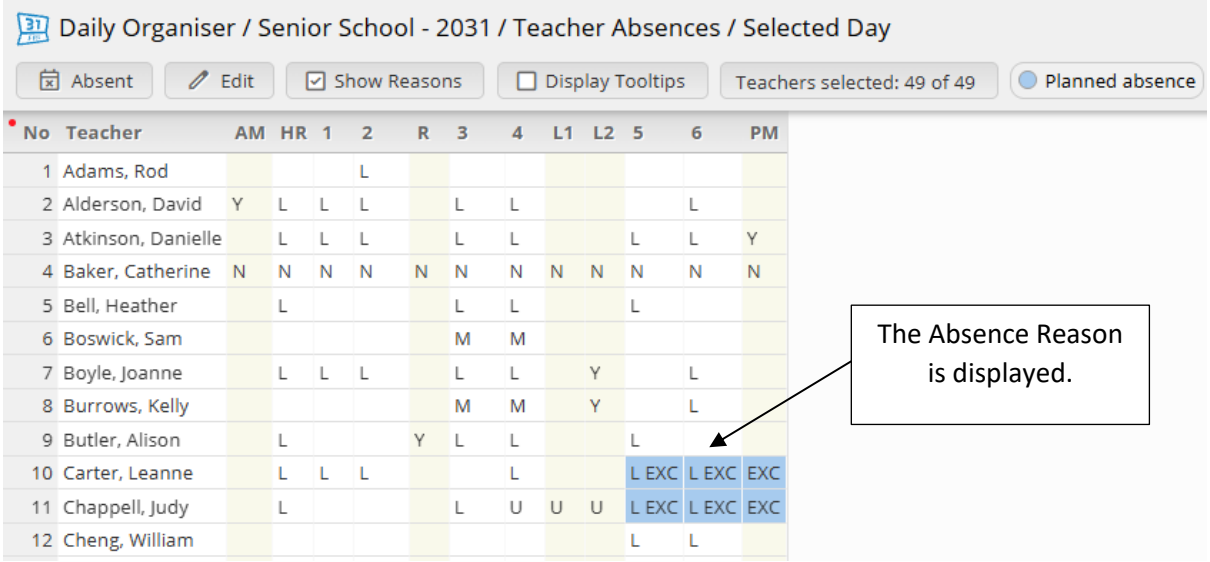
On [6] Teacher Absences there are two ways to make teachers absent:

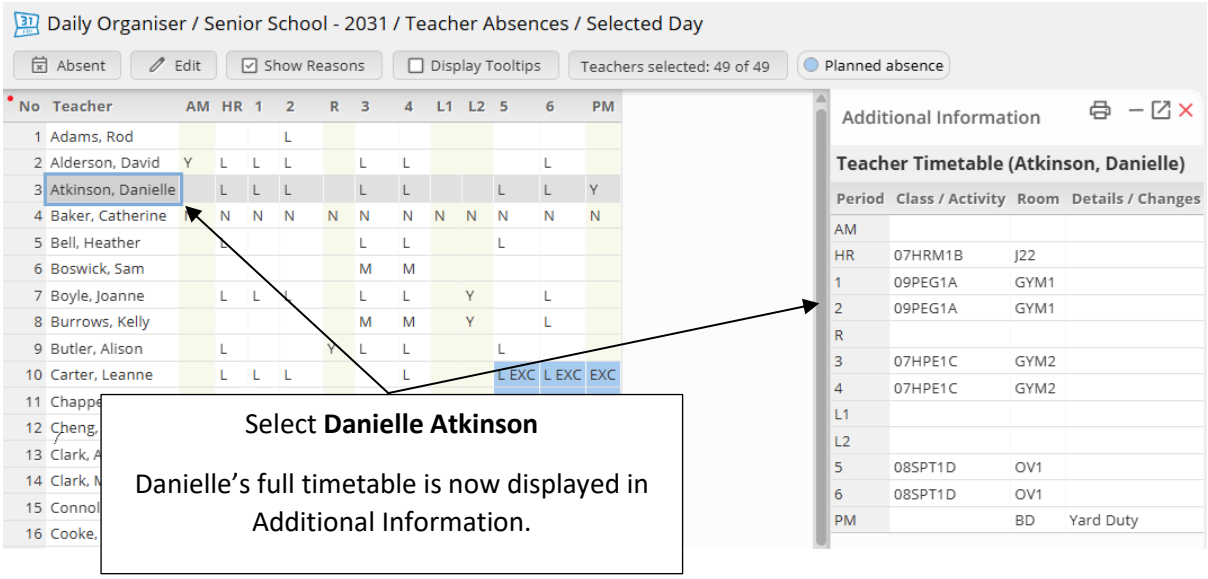
- On [6A] Selected Day, teachers can be made absent for the whole day or part of the day that is selected.
- On [6B] Plan Days, teachers can be made absent for several days or part days which may include the selected day.

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



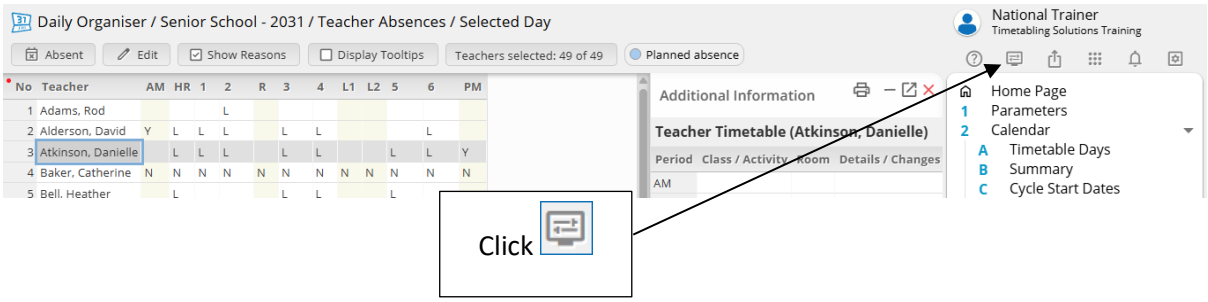


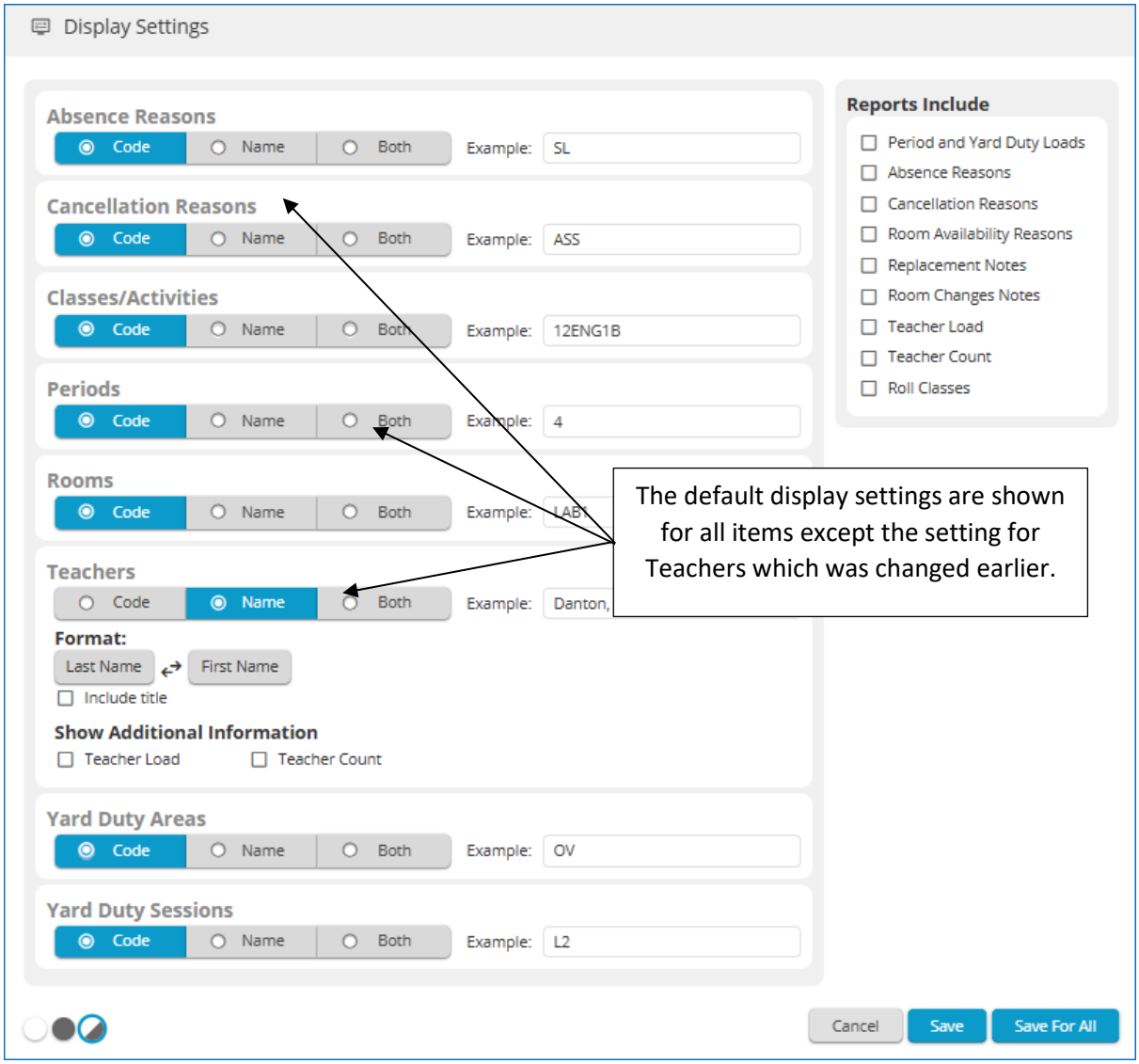


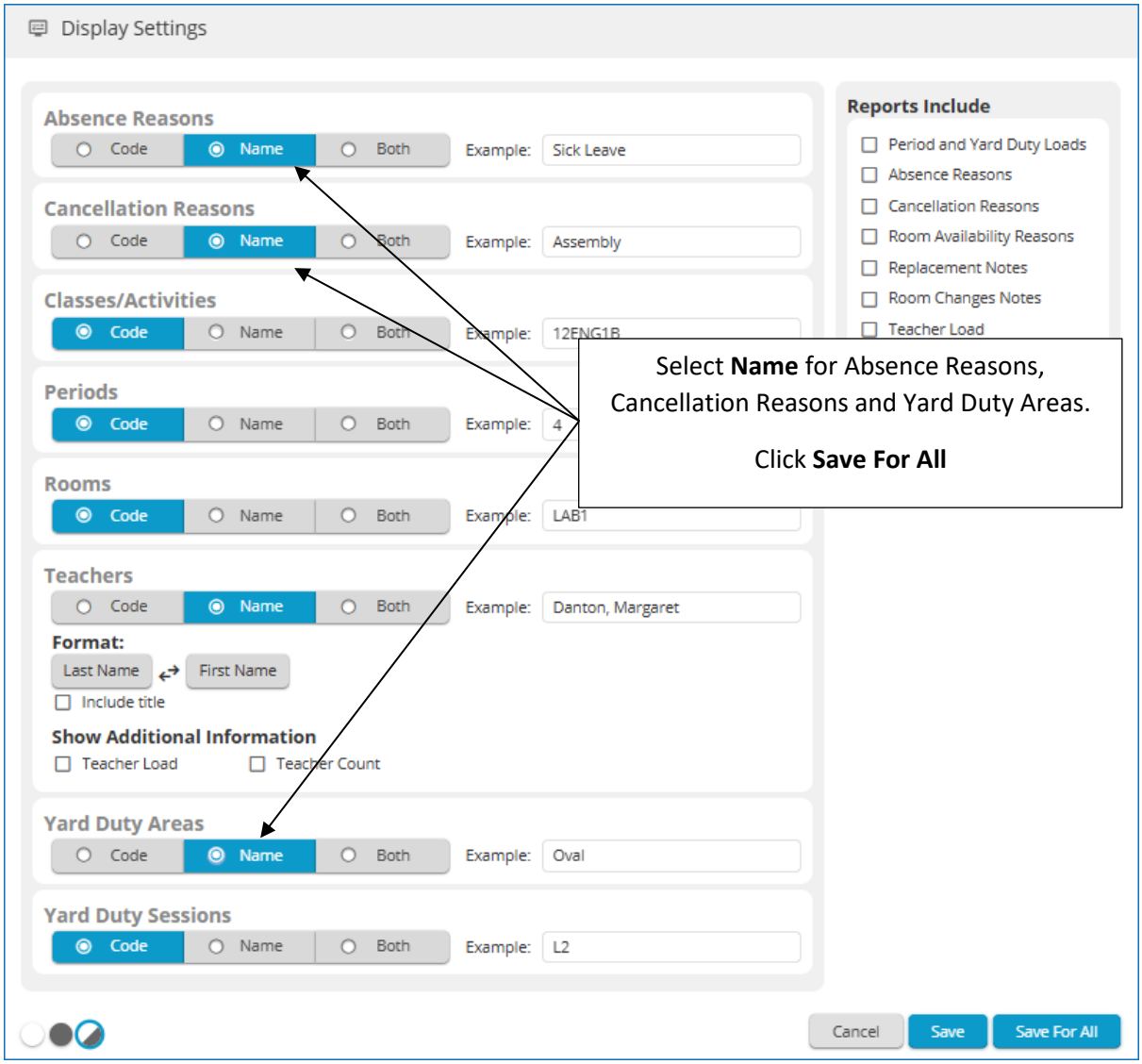


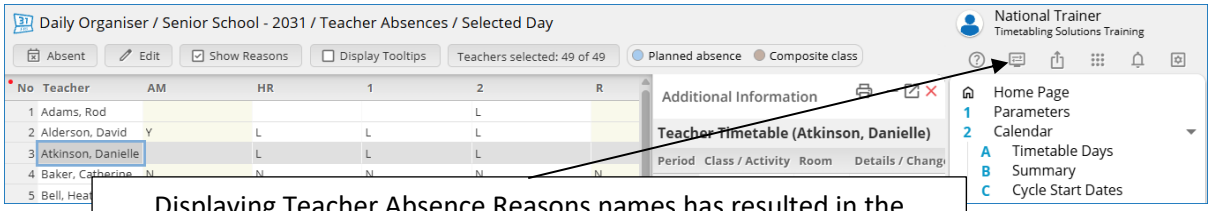
CHANGE DISPLAY SETTINGS

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



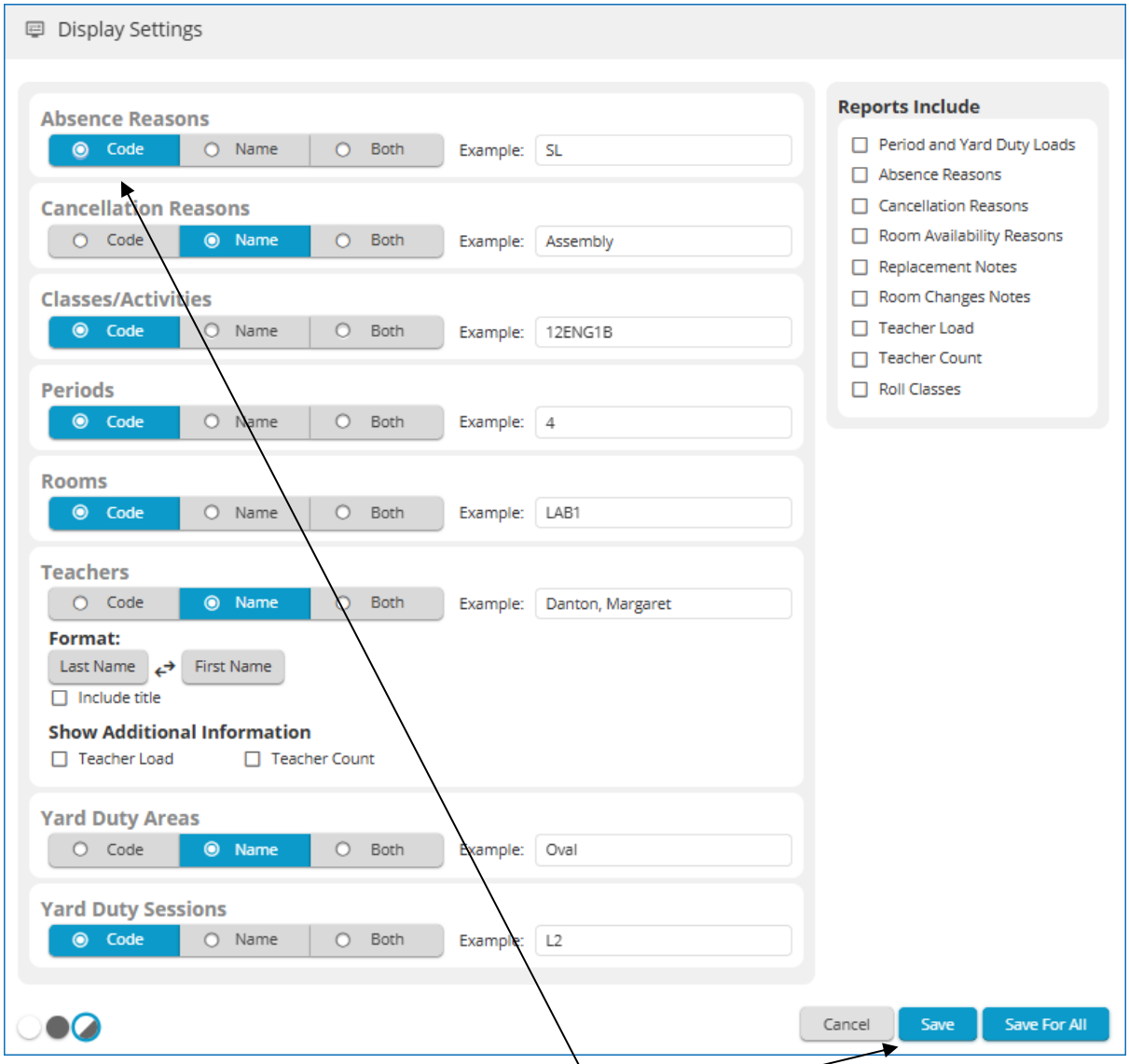

Display Settings
Absence Reasons
Code
Name
Both
Example:
SL
Cancellation Reasons
Code
Name
Both
Example:
ASS
Classes/Activities
Code
Name
Both
Example:
12ENG1B
Periods
Code
Name
Both
Example:
4
Rooms
Code
Name
Both
Example:
Teachers
Code
Name
Both
Example:
Danton,
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Yard Duty Areas
Code
Name
Both
Example:
OV
Yard Duty Sessions
Code
Name
Both
Example:
L2
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
The default display settings are shown for all items except the setting for Teachers which was changed earlier.
Cancel
Save
Save For All



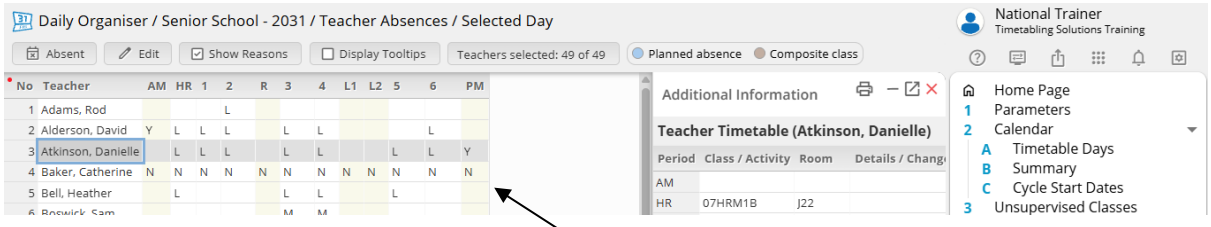


Displaying Teacher Absence Reasons names has resulted in the expansion of the timetable so that it no longer fits on the screen. It would be best to change the setting back to code just for this screen.

Click



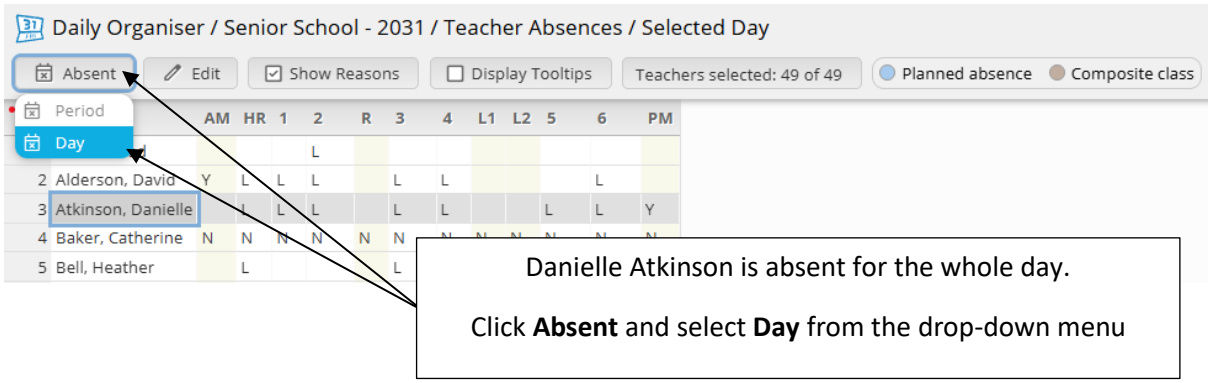
Select **Code** for Absence Reasons and click **Save**

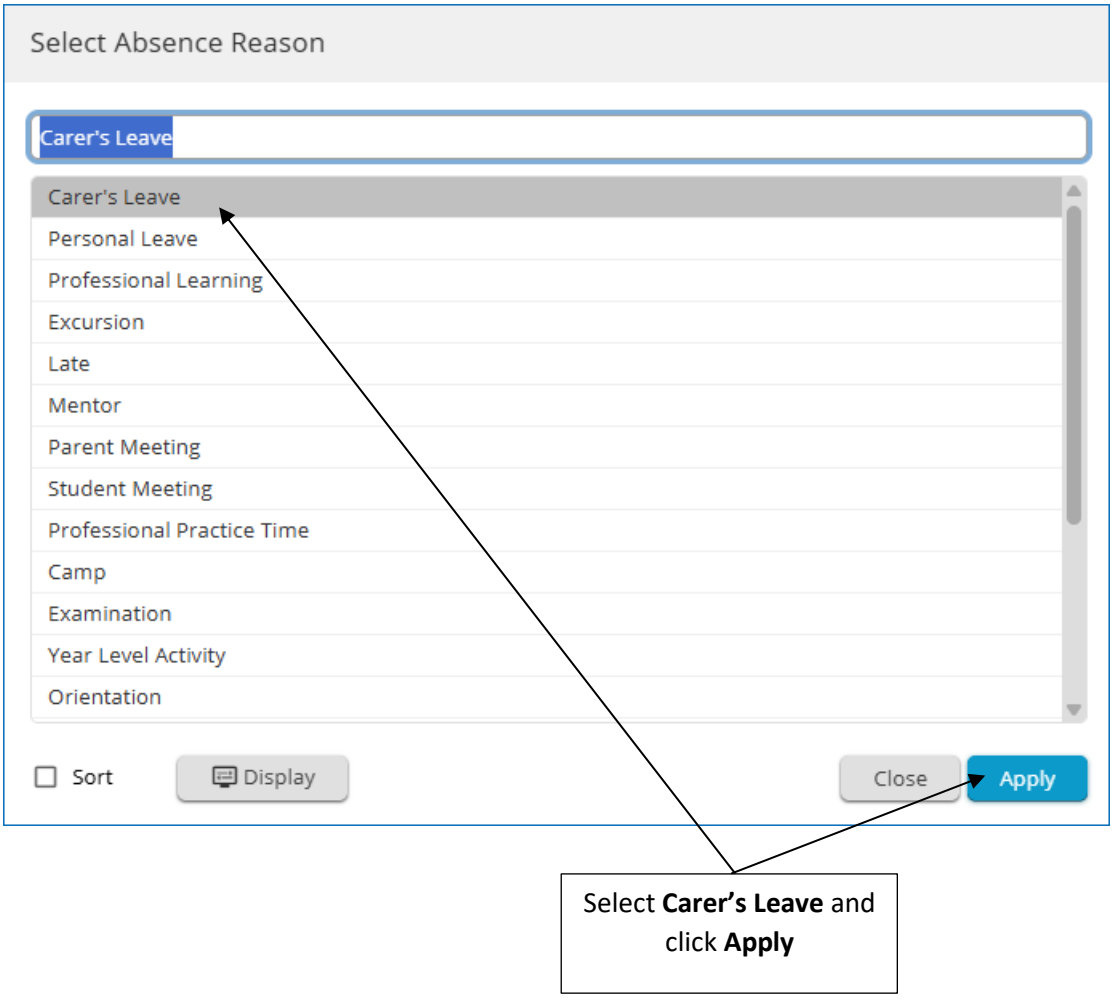


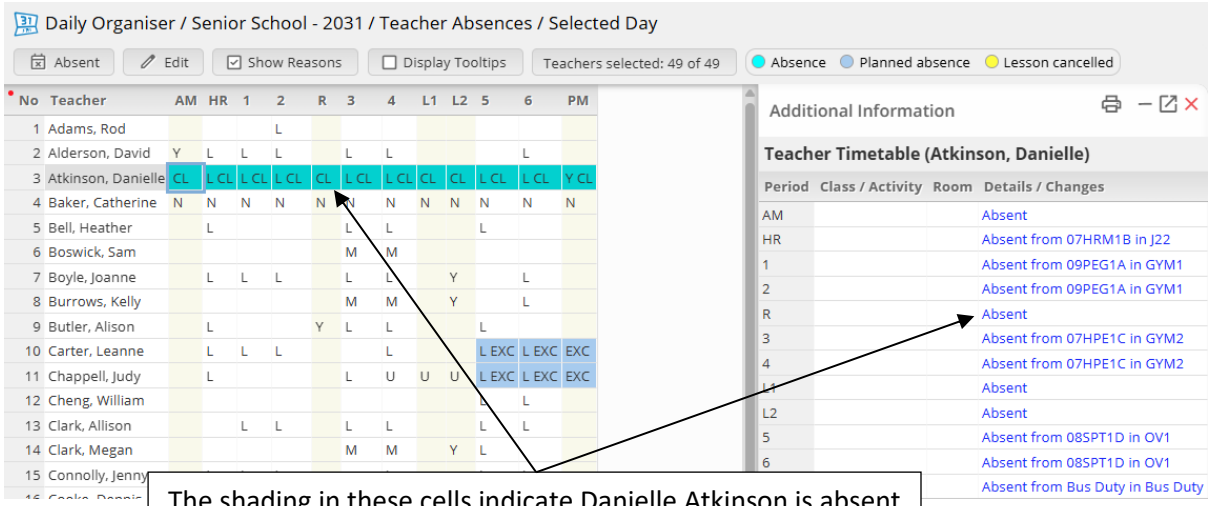
The timetable information now fits the screen.

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

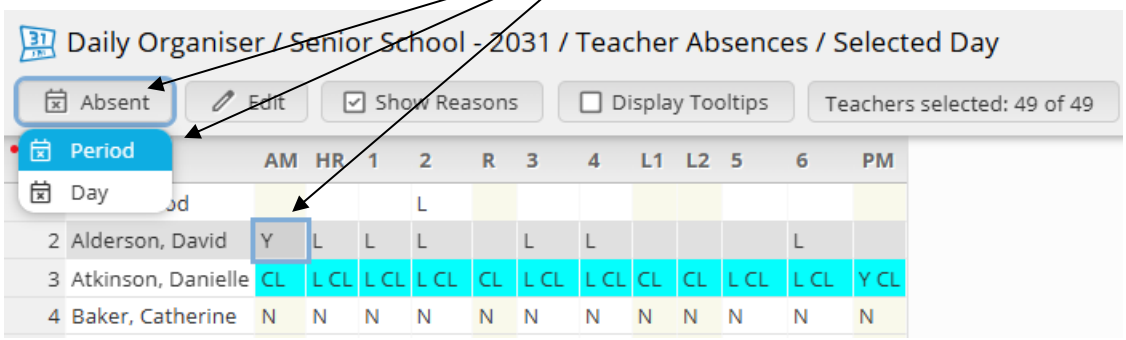
The changes made to her timetable are displayed in Additional Information.

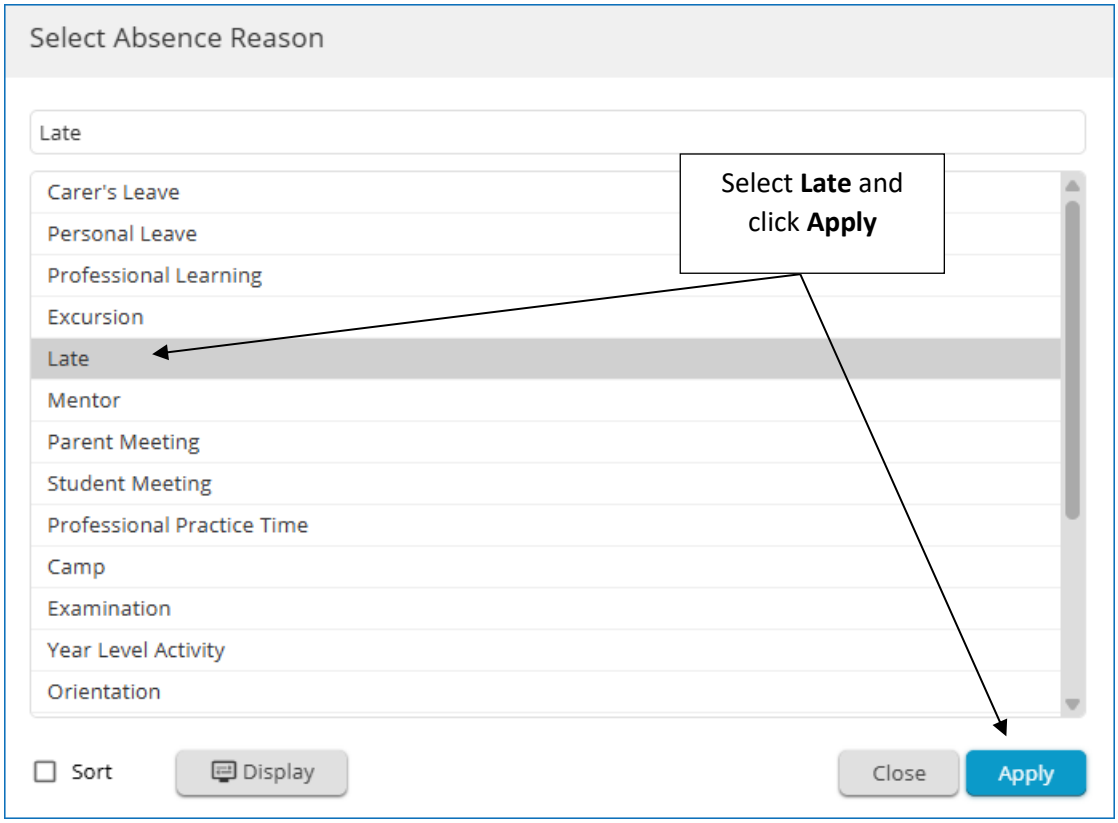
MAKE A TEACHER ABSENT FOR PART OF A DAY

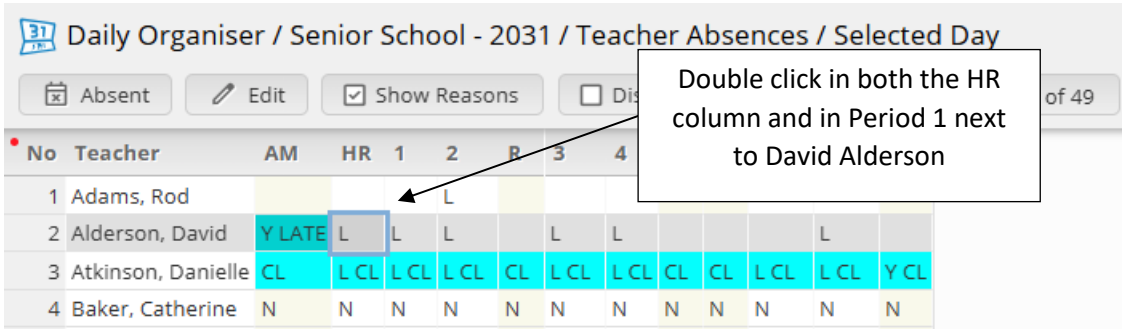
There are times when a teacher may be absent for part of the day. In this case, David Alderson has just called to say that he will be late and absent for his Yard Duty and Homeroom class. David also mentioned that he has a parent meeting in Period 1.

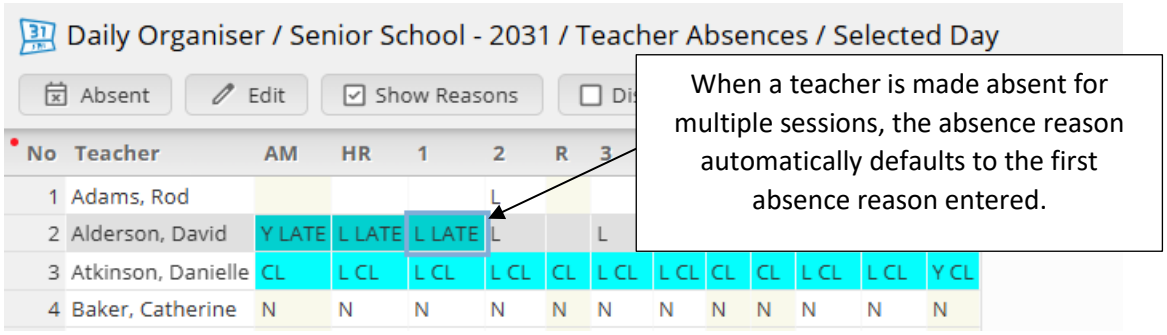
Click **Y** in the AM column next to David Alderson, click **Absent** then select **Period**

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



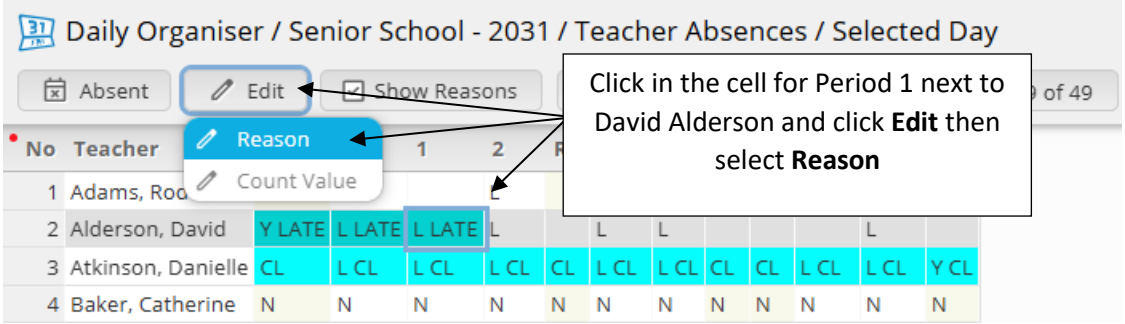

Select Absence Reason
Late
Carer's Leave
Personal Leave
Professional Learning
Excursion
Late
Mentor
Parent Meeting
Student Meeting
Professional Practice Time
Camp
Examination
Year Level Activity
Orientation
Sort
Display
Close
Apply
Select **Late** and click **Apply**

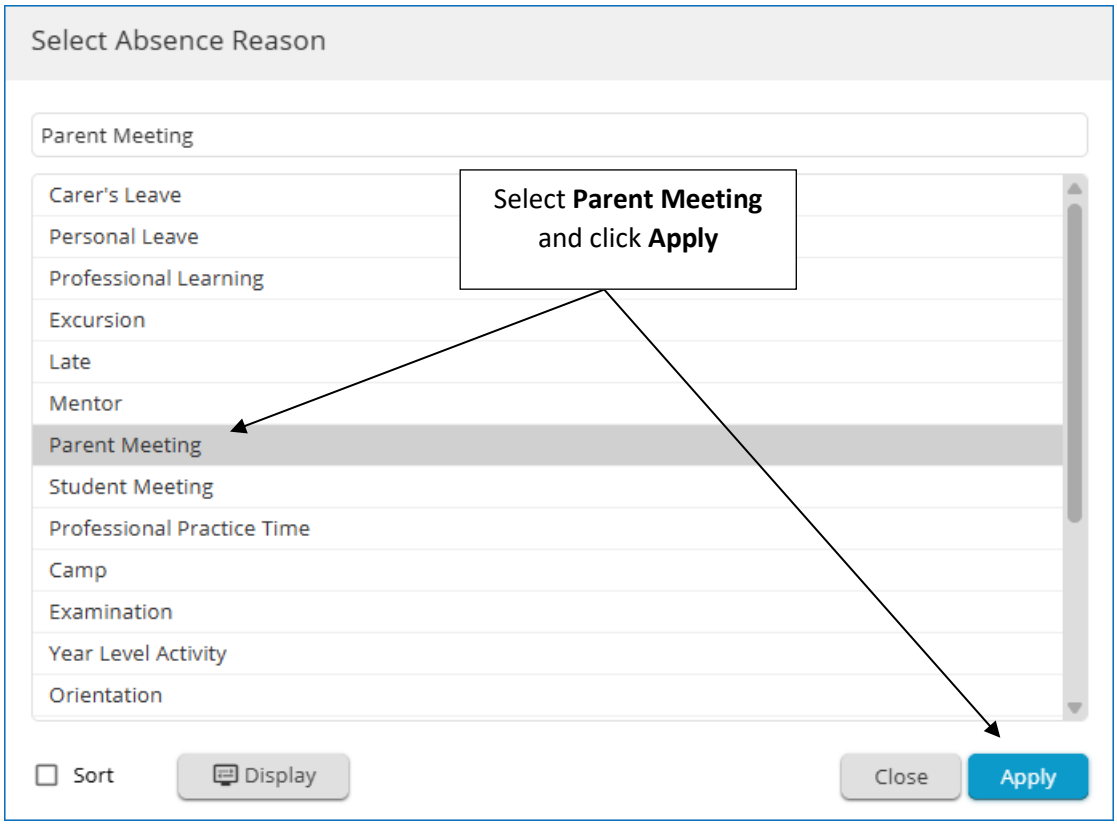

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
of 49
Double click in both the HR column and in Period 1 next to David Alderson
No Teacher AM HR 1 2 R 3 4
1 Adams, Rod L
2 Alderson, David Y LATE L L L L L L
3 Atkinson, Danielle CL L CL L CL L CL CL L 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 N

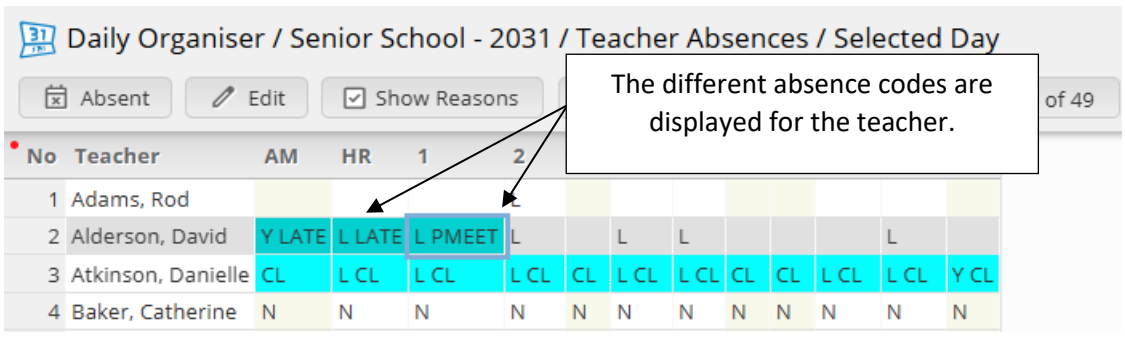

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
When a teacher is made absent for multiple sessions, the absence reason automatically defaults to the first absence reason entered.
No Teacher AM HR 1 2 R 3
1 Adams, Rod L
2 Alderson, David Y LATE L LATE L LATE 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

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.

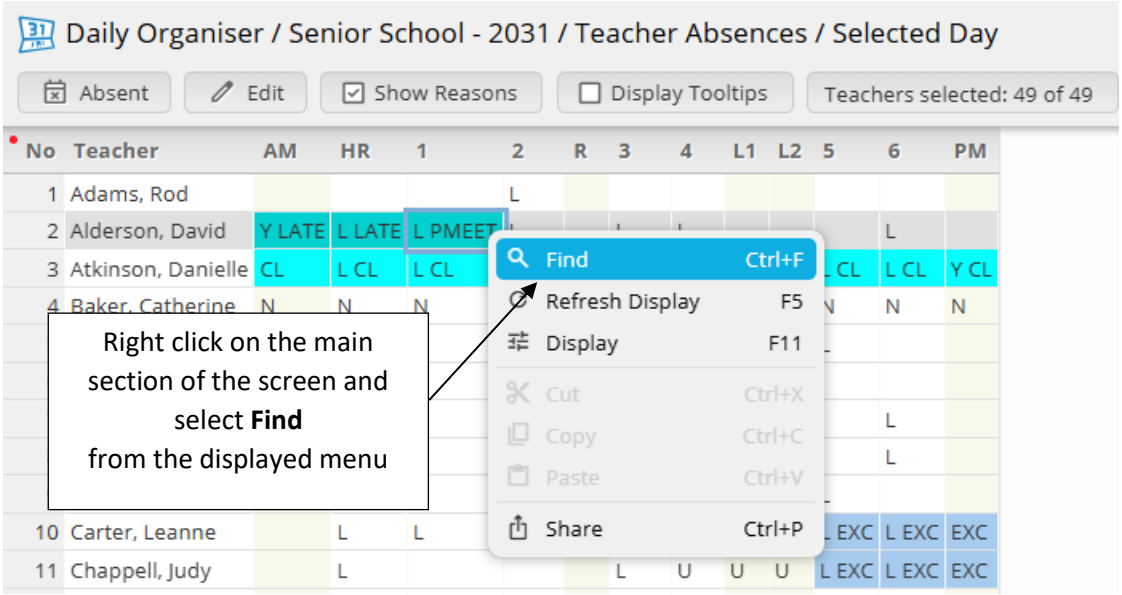


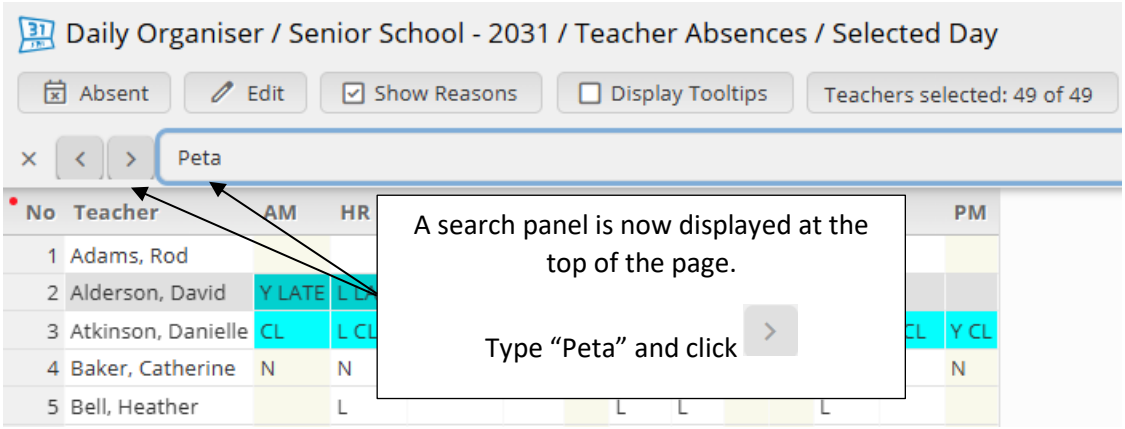


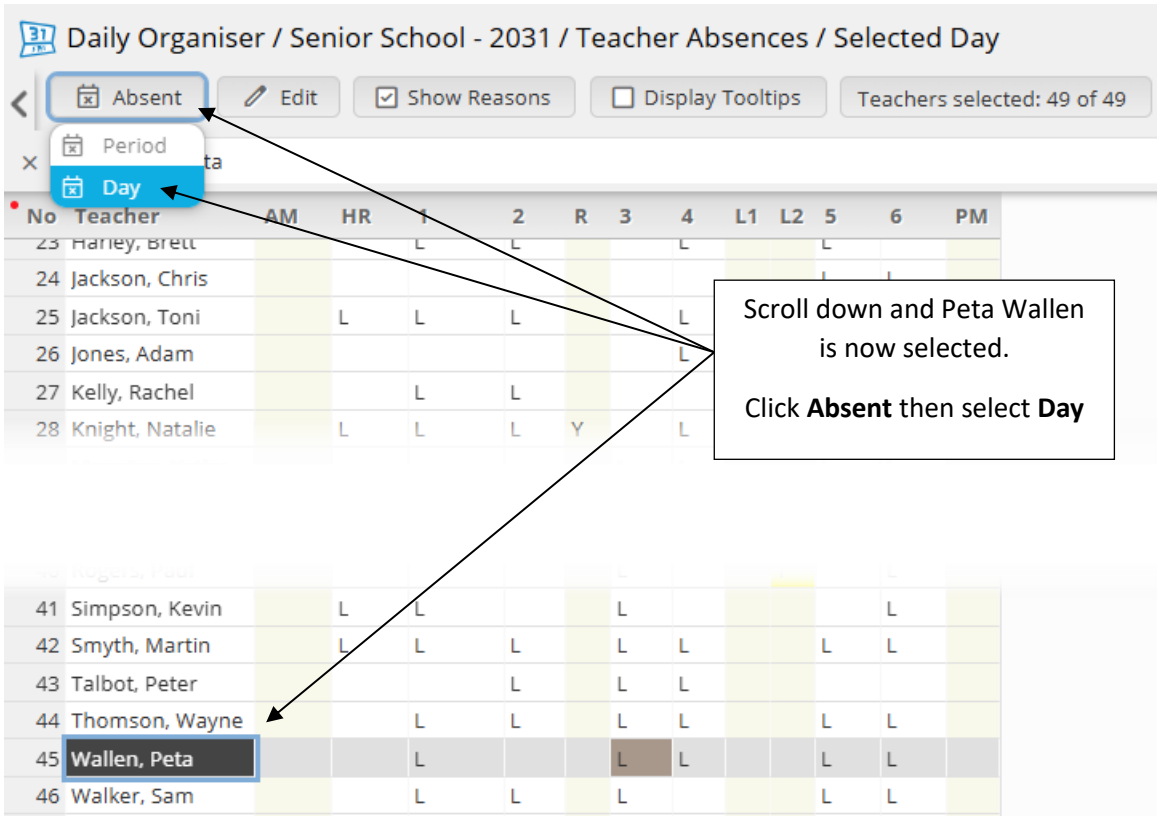


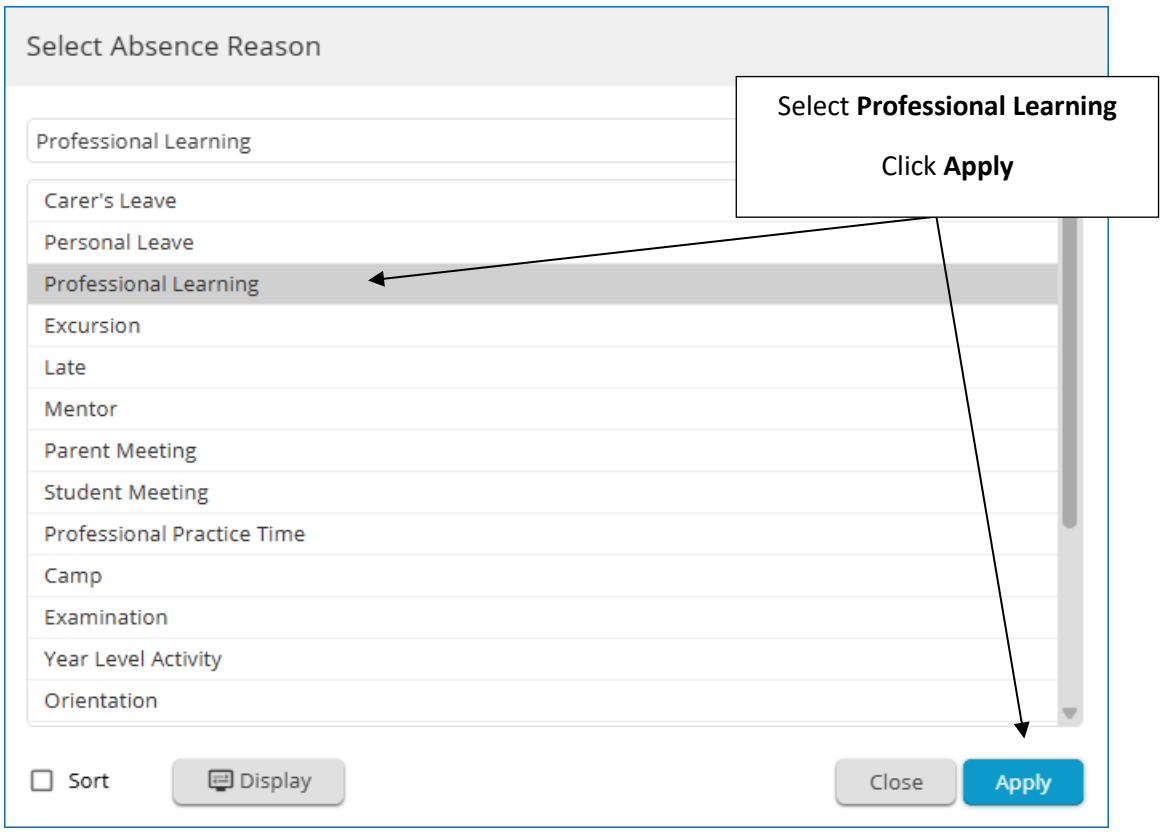
FIND A TEACHER

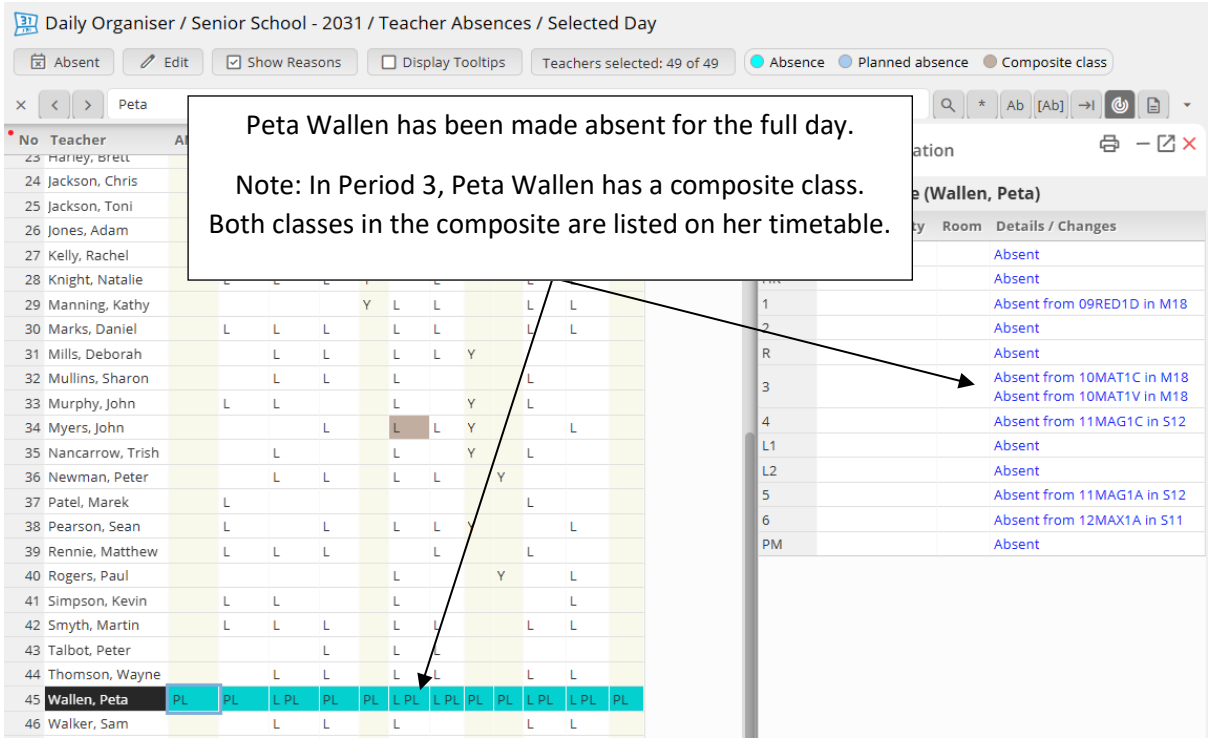
The Find feature on the right mouse click menu can be used to search for data on many screens throughout Daily Organiser. In this case, a search will be done for teacher Peta Wallen.



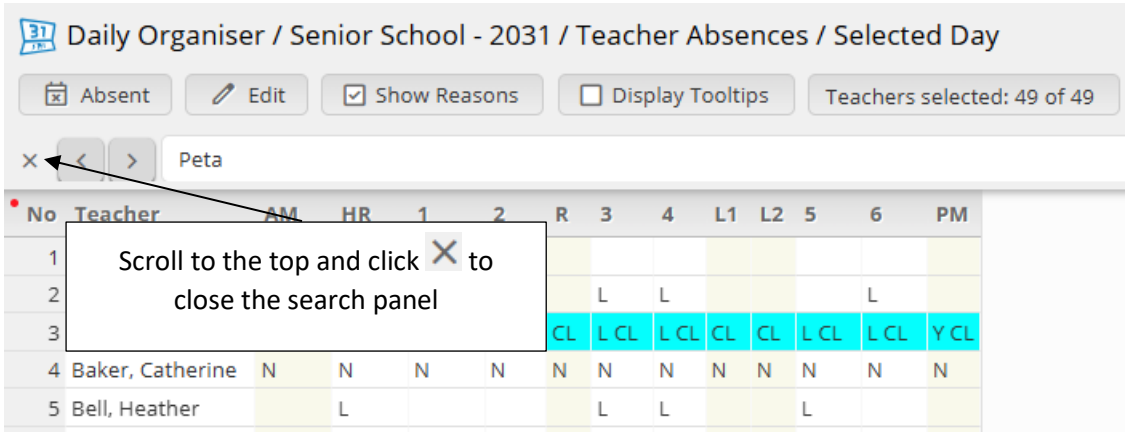



Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
Display Tooltips
Teachers selected: 49 of 49
Period
Day
Scroll down and Peta Wallen is now selected.
Click Absent then select Day
41 Simpson, Kevin
42 Smyth, Martin
43 Talbot, Peter
44 Thomson, Wayne
45 Wallen, Peta
46 Walker, Sam


Select Absence Reason
Professional Learning
Select Professional Learning
Click Apply
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
Close
Apply

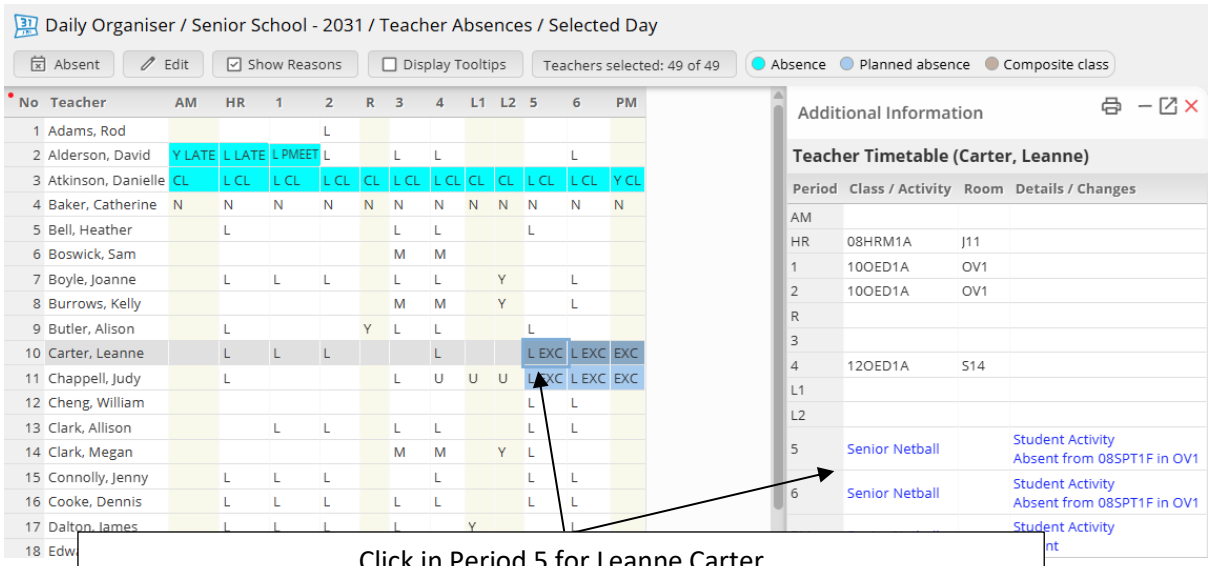


Teacher timetables show all classes that are composites. When a teacher of a composite class is absent, all classes in the composite are covered by one replacement teacher as the default. Multiple teachers can be used if required.



TEACHERS MADE ABSENT ON OTHER SCREENS

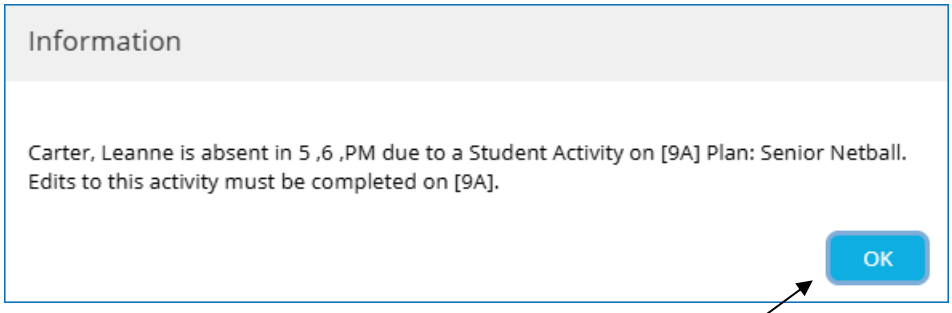
Teachers who have been made absent in [6B] Teacher Absences - Plan Days or [9A] Student Activities - Plan are highlighted in blue on this screen. Only teachers made absent on this screen can be edited here.



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



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

Click **OK**

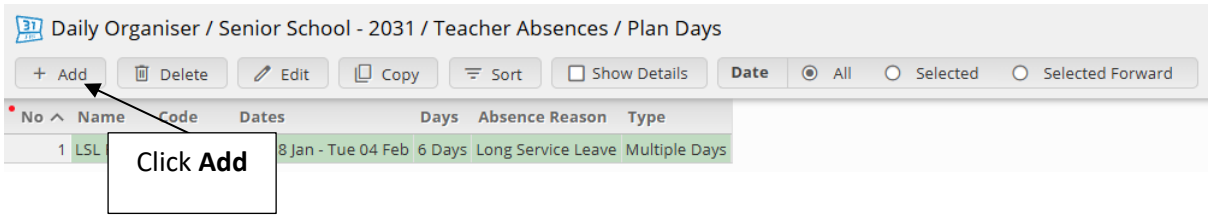
PLAN DAYS

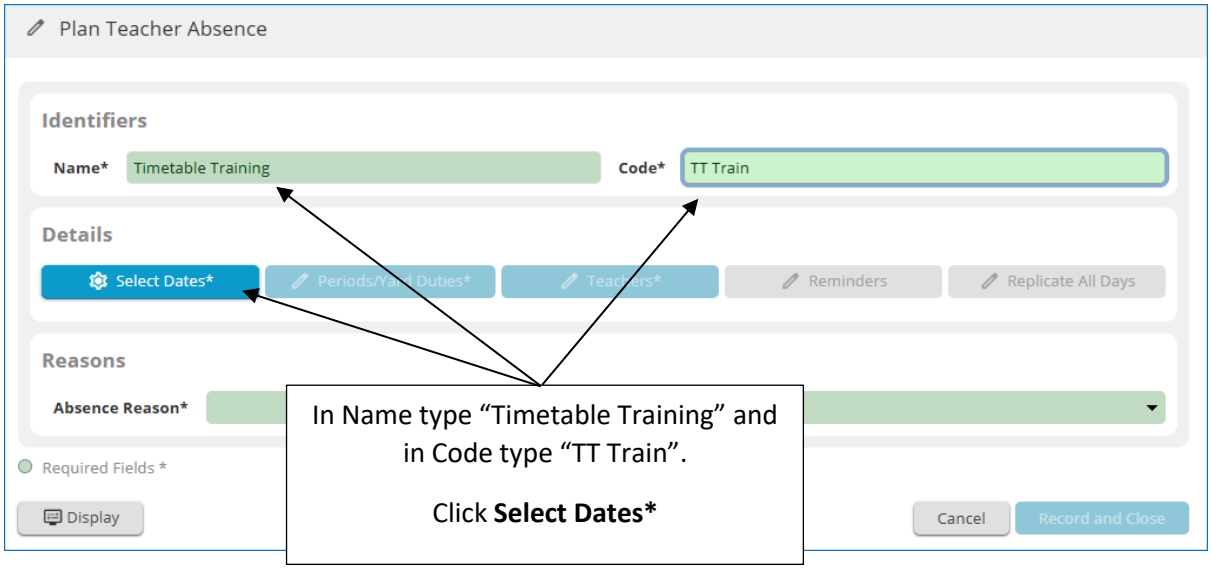
Plan Days can be used to enter teacher absences in advance. The absences can be for part days, full days or multiple days for one or more teachers. This is useful when recording teacher absences for conferences, professional learning and planned personal leave.

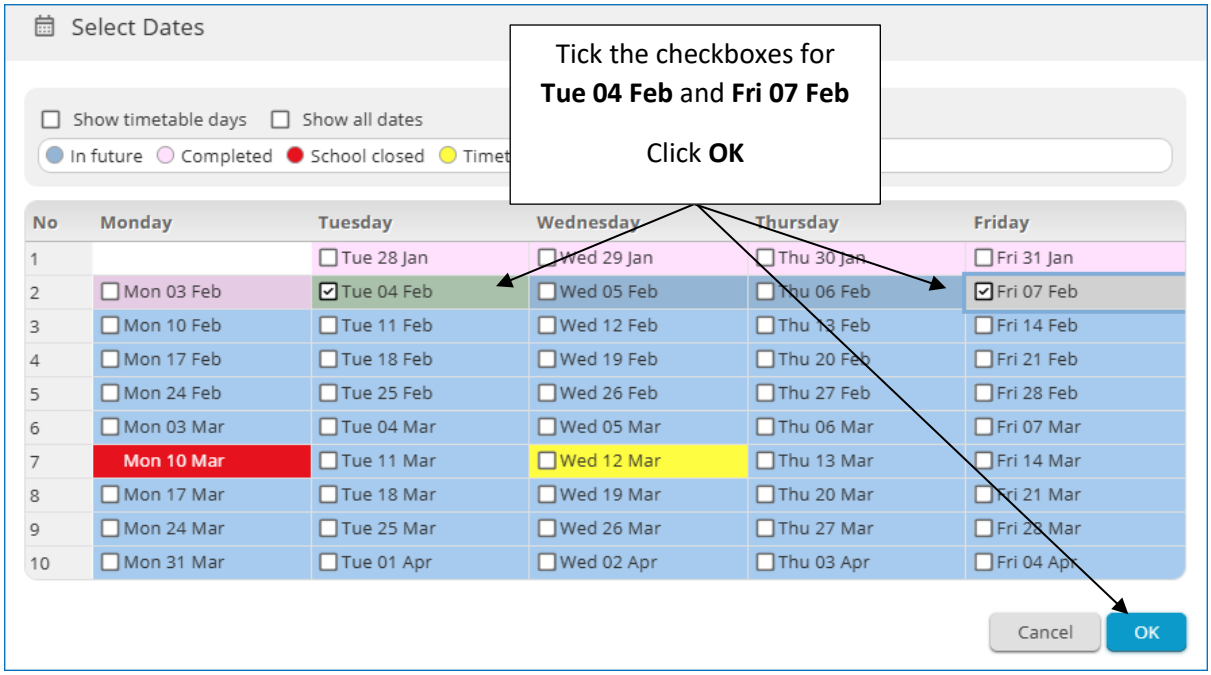
PLAN MULTIPLE DAYS

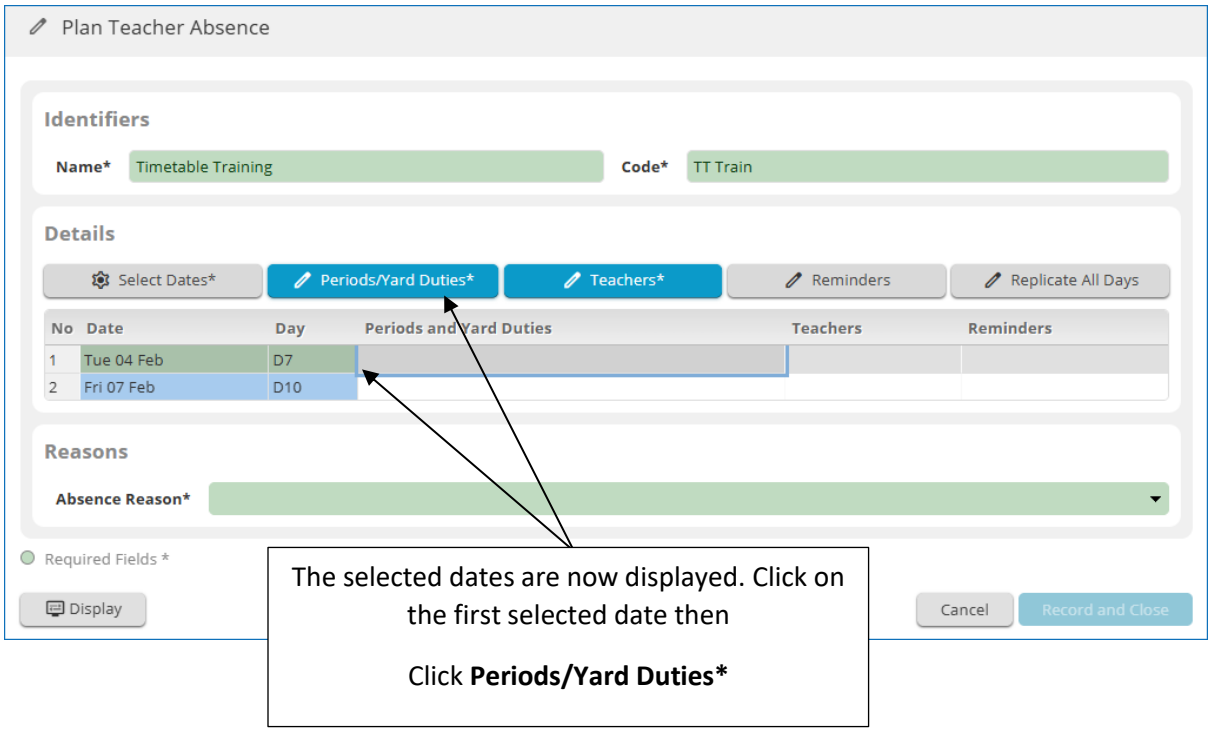
In this example, teacher Paul Wood will be updating his professional skills by attending Student Options training on Tuesday and Daily Organiser training on Friday of this week.

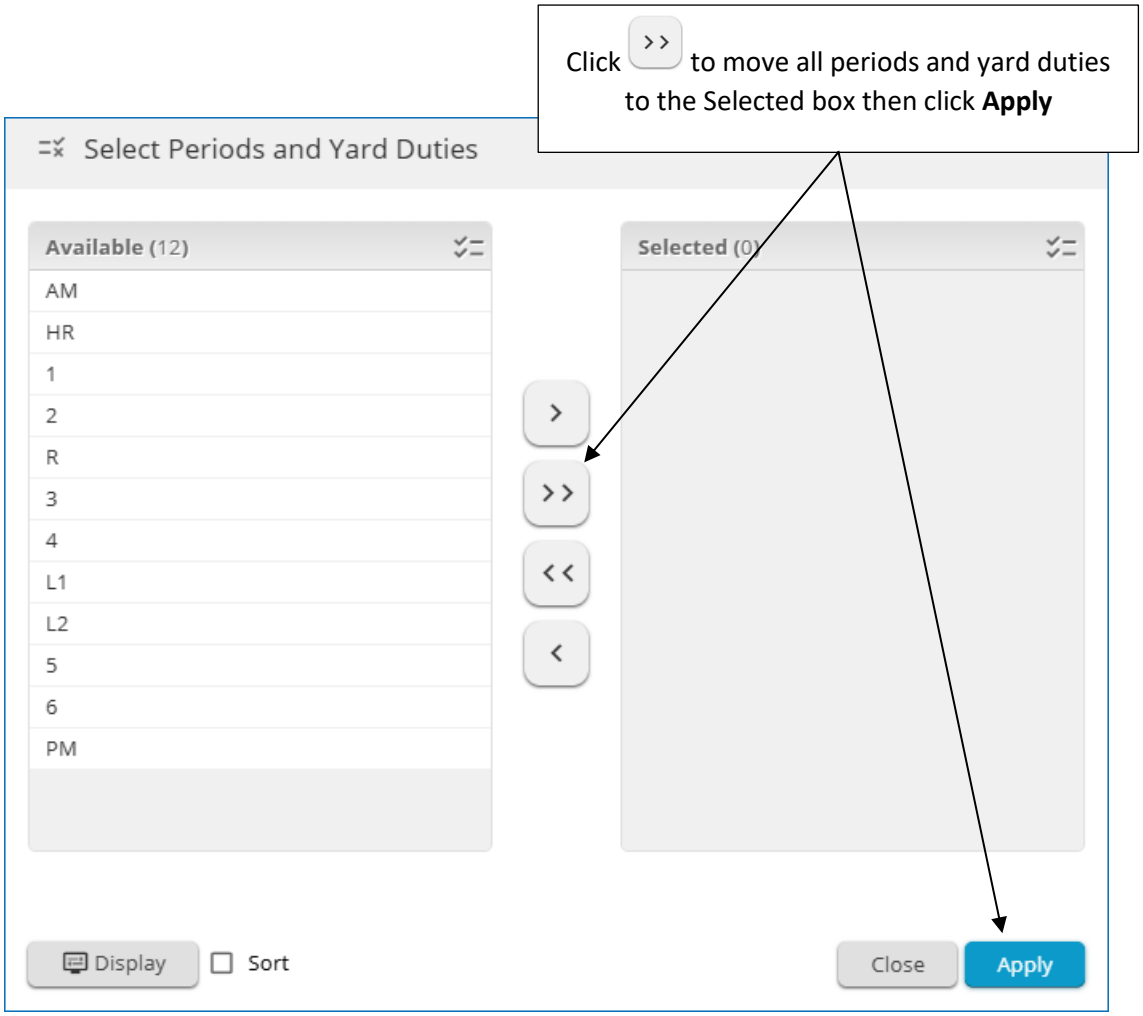
On the Task Tree select:
[6B] Teacher Absence - Plan Days

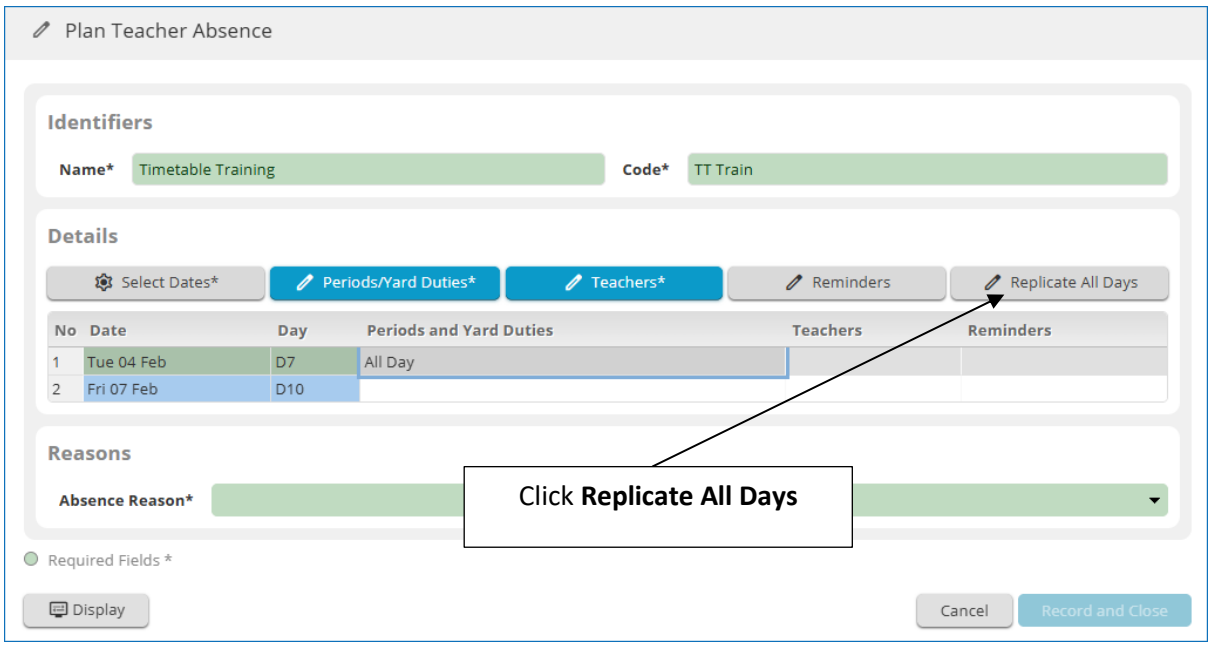


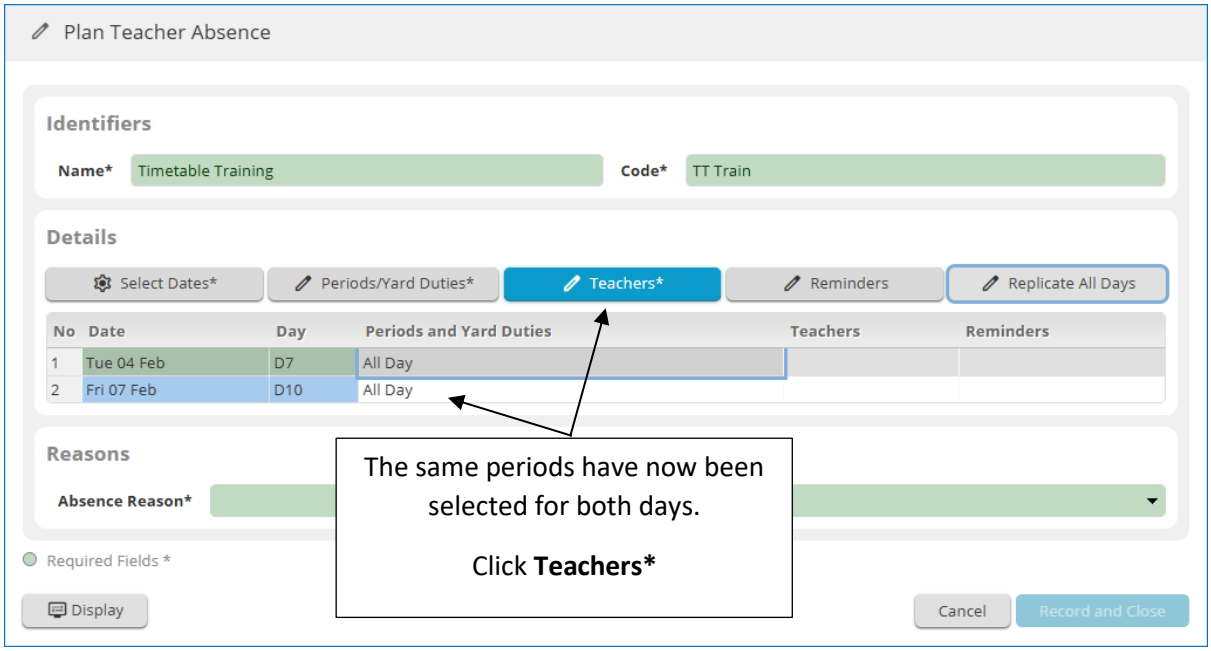


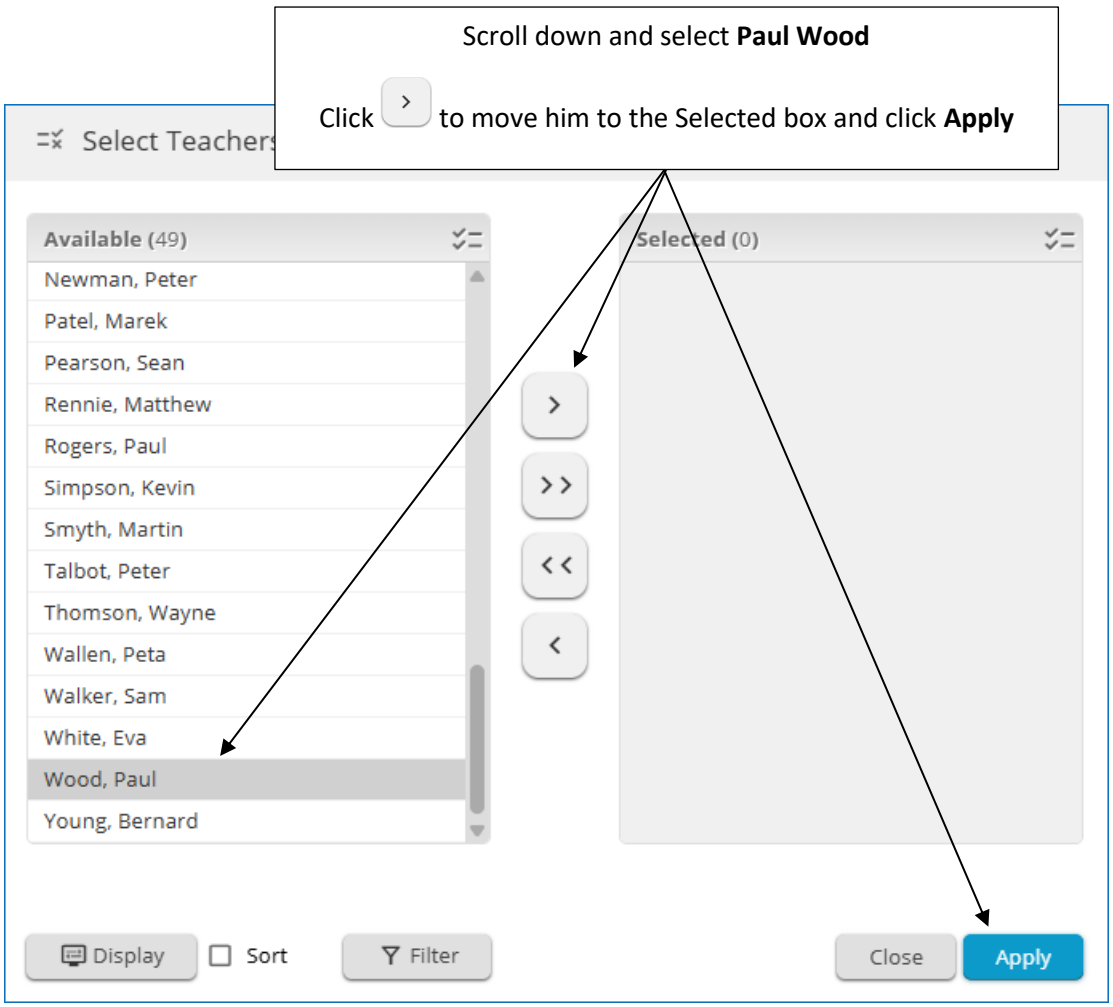

Select Dates
Tick the checkboxes for
Tue 04 Feb and Fri 07 Feb
Click OK
Show timetable days
Show all dates
In future
Completed
School closed
No
Monday
Tuesday
Wednesday
Thursday
Friday
Cancel
OK

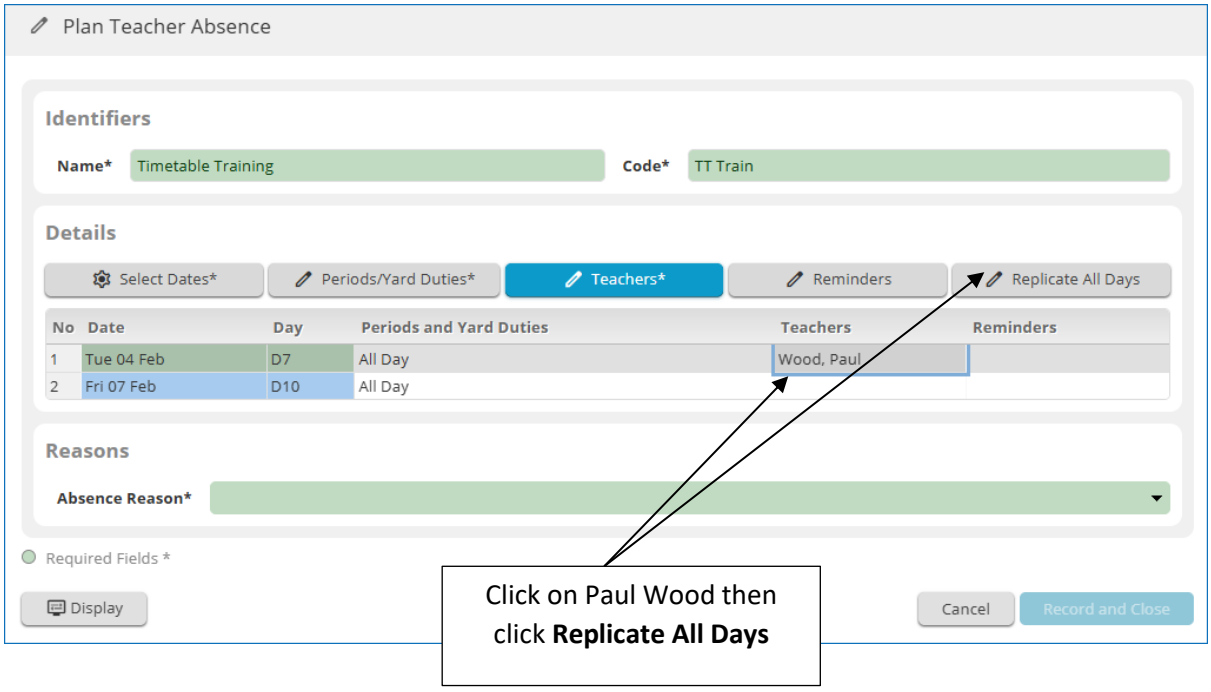

Plan Teacher Absence
Identifiers
Name*
Timetable Training
Code*
TT Train
Details
Select Dates*
Periods/Yard Duties*
Teachers*
Reminders
Replicate All Days
No
Date
Day
Periods and Yard Duties
Teachers
Reminders
1
Tue 04 Feb
D7
2
Fri 07 Feb
D10
Reasons
Absence Reason*
Required Fields *
Display
Cancel
Record and Close
The selected dates are now displayed. Click on the first selected date then
Click Periods/Yard Duties*

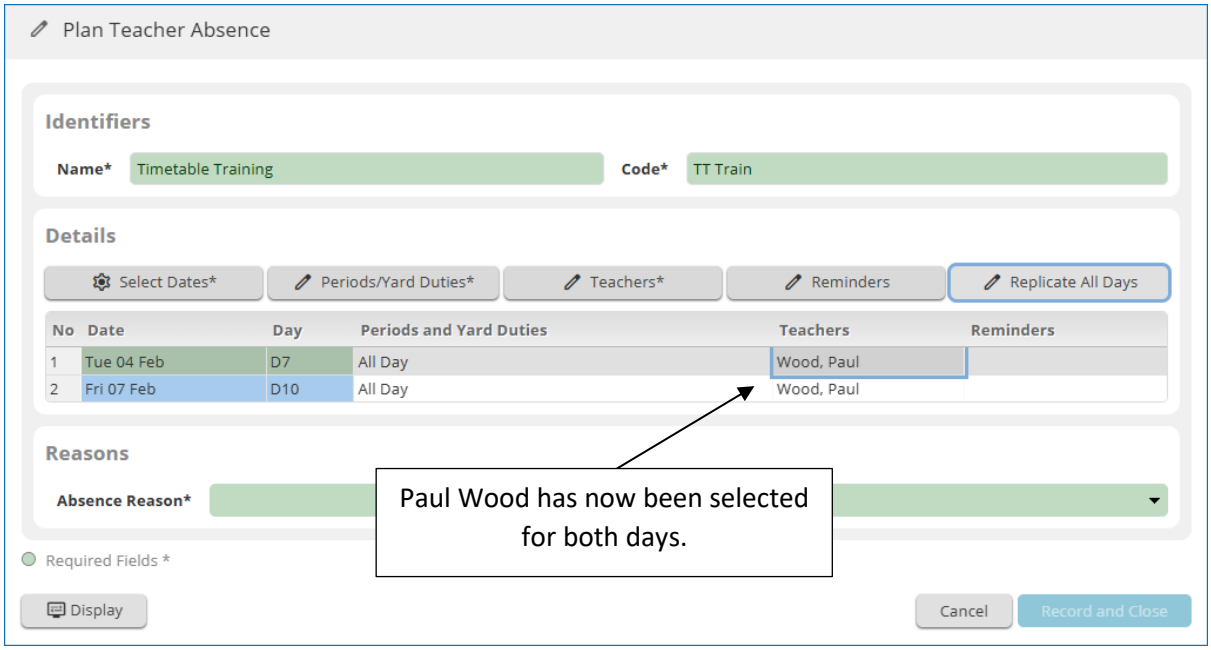

Click >> to move all periods and yard duties to the Selected box then click **Apply**
Select Periods and Yard Duties
Available (12)
AM
HR
1
2
R
3
4
L1
L2
5
6
PM
Selected (0)
Display
Sort
Close
Apply

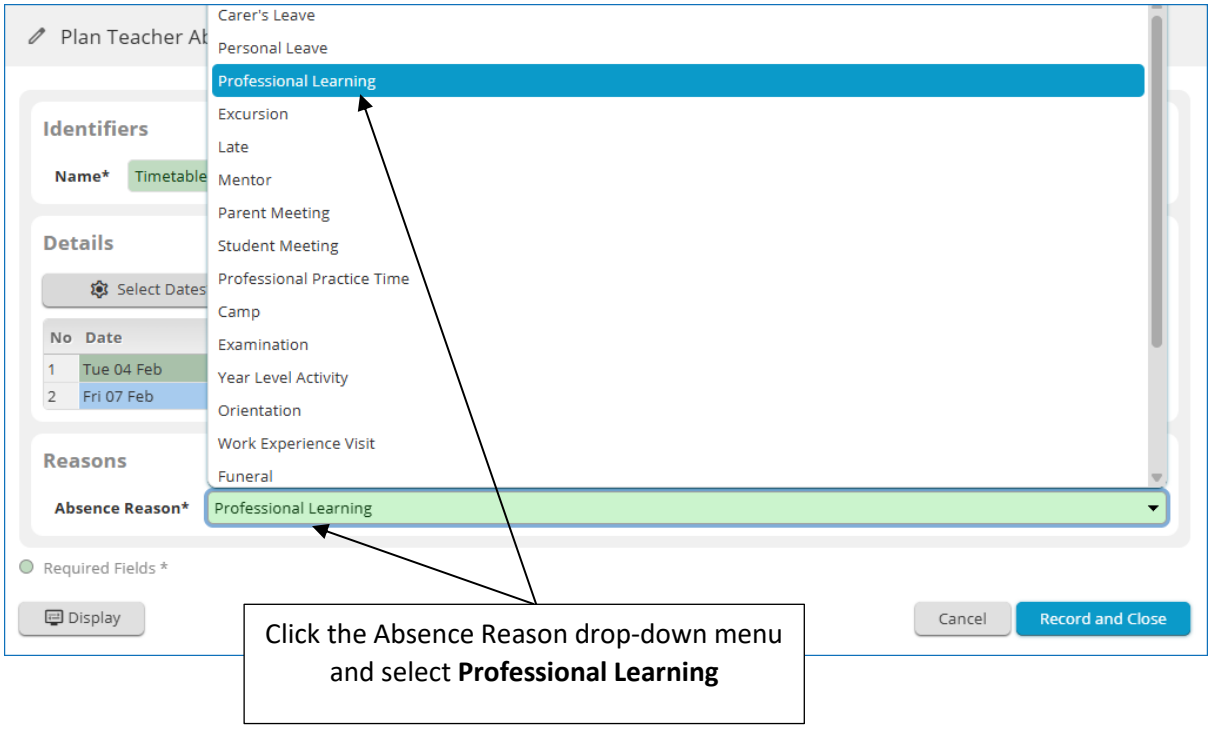

Plan Teacher Absence
Identifiers
Name* Timetable Training
Code* TT Train
Details
Select Dates*
Periods/Yard Duties*
Teachers*
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Reminders
1 Tue 04 Feb D7 All Day
2 Fri 07 Feb D10
Reasons
Absence Reason*
Click **Replicate All Days**
Required Fields *
Display
Cancel
Record and Close

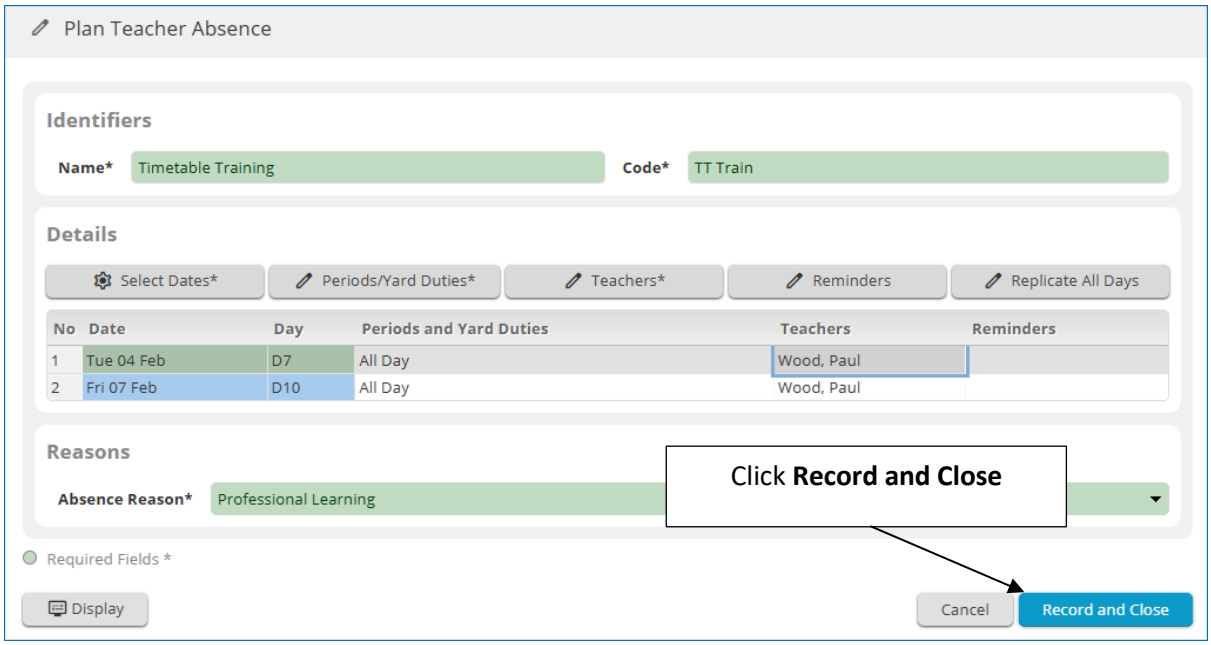

Plan Teacher Absence
Identifiers
Name* Timetable Training
Code* TT Train
Details
Select Dates*
Periods/Yard Duties*
Teachers*
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Reminders
1 Tue 04 Feb D7 All Day
2 Fri 07 Feb D10 All Day
Reasons
Absence Reason*
Required Fields *
Display
Cancel
Record and Close
The same periods have now been selected for both days.
Click Teachers*

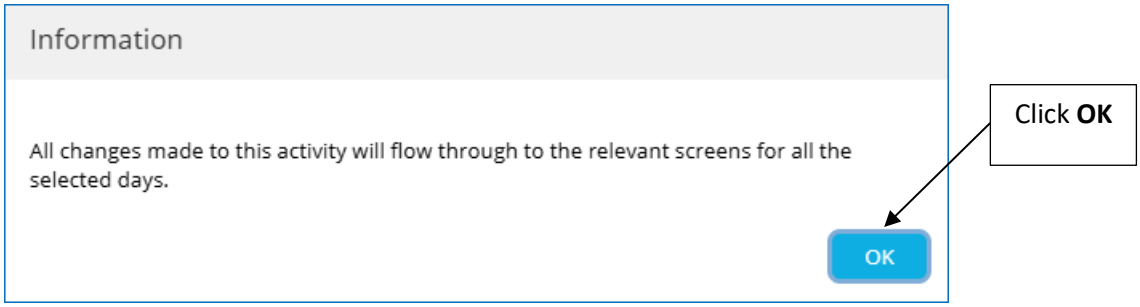

Scroll down and select Paul Wood
Click › to move him to the Selected box and click Apply
Select Teachers
Available (49)
Newman, Peter
Patel, Marek
Pearson, Sean
Rennie, Matthew
Rogers, Paul
Simpson, Kevin
Smyth, Martin
Talbot, Peter
Thomson, Wayne
Wallen, Peta
Walker, Sam
White, Eva
Wood, Paul
Young, Bernard
Selected (0)
Display
Sort
Filter
Close
Apply

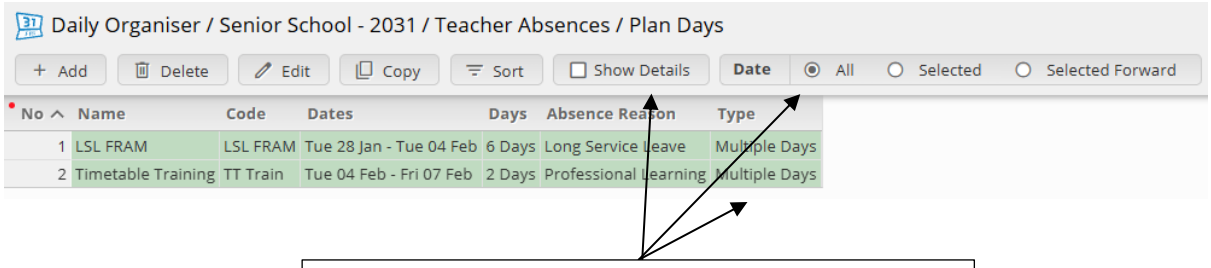

Plan Teacher Absence
Identifiers
Name* Timetable Training
Code* TT Train
Details
Select Dates*
Periods/Yard Duties*
Teachers*
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Reminders
1 Tue 04 Feb D7 All Day Wood, Paul
2 Fri 07 Feb D10 All Day
Reasons
Absence Reason*
Required Fields *
Display
Cancel
Record and Close
Click on Paul Wood then click Replicate All Days


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 Wood, Paul
2 Fri 07 Feb D10 All Day Wood, Paul
Reasons
Absence Reason*
Required Fields *
Display
Cancel
Record and Close
Paul Wood has now been selected for both days.


Plan Teacher Ab
Identifiers
Name*
Timetable
Details
Select Dates
No Date
1 Tue 04 Feb
2 Fri 07 Feb
Reasons
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
Work Experience Visit
Funeral
Required Fields *
Display
Cancel
Record and Close
Click the Absence Reason drop-down menu and select **Professional Learning**

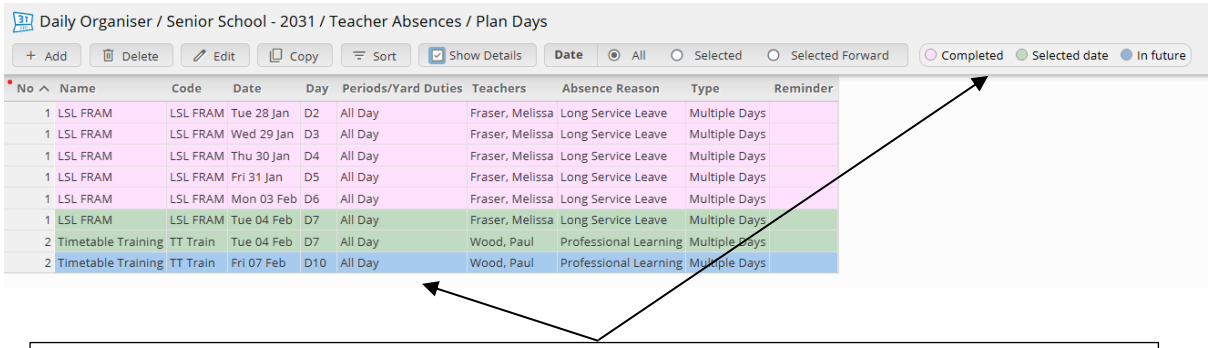

Plan Teacher Absence
Identifiers
Name*
Timetable Training
Code*
TT Train
Details
Select Dates*
Periods/Yard Duties*
Teachers*
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Reminders
1 Tue 04 Feb D7 All Day Wood, Paul
2 Fri 07 Feb D10 All Day Wood, Paul
Reasons
Absence Reason*
Professional Learning
Required Fields *
Display
Cancel
Record and Close
Click **Record and Close**


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

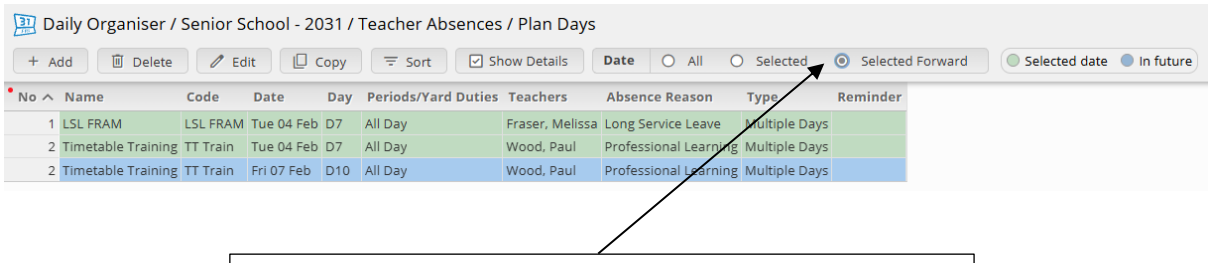


This planned absence is recorded as Multiple Days.

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



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).

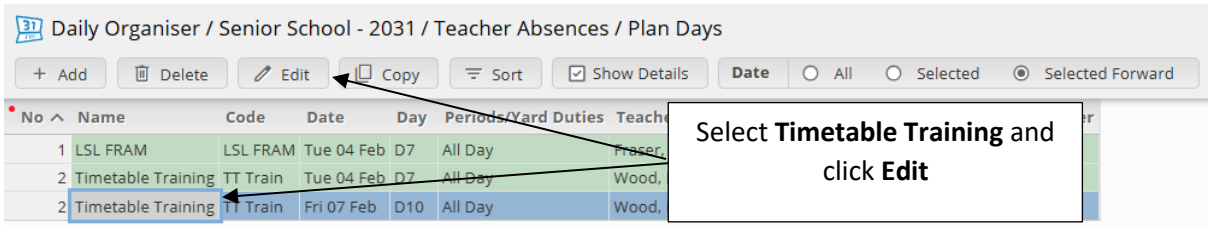


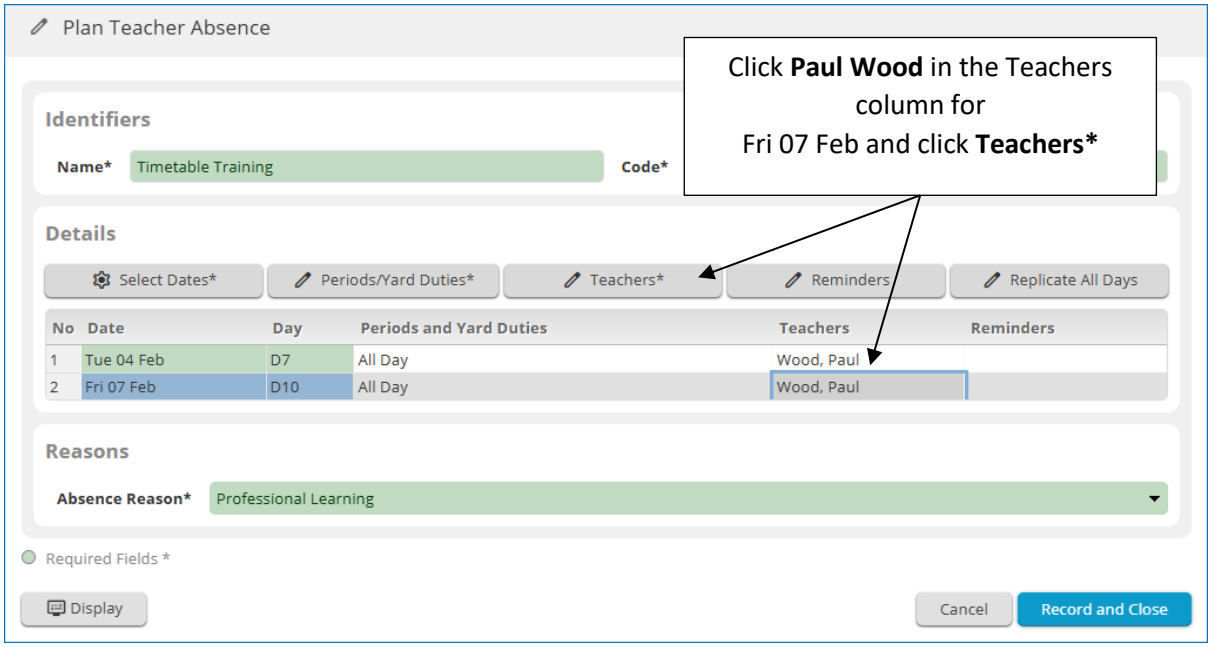
Completed planned absences can be hidden.

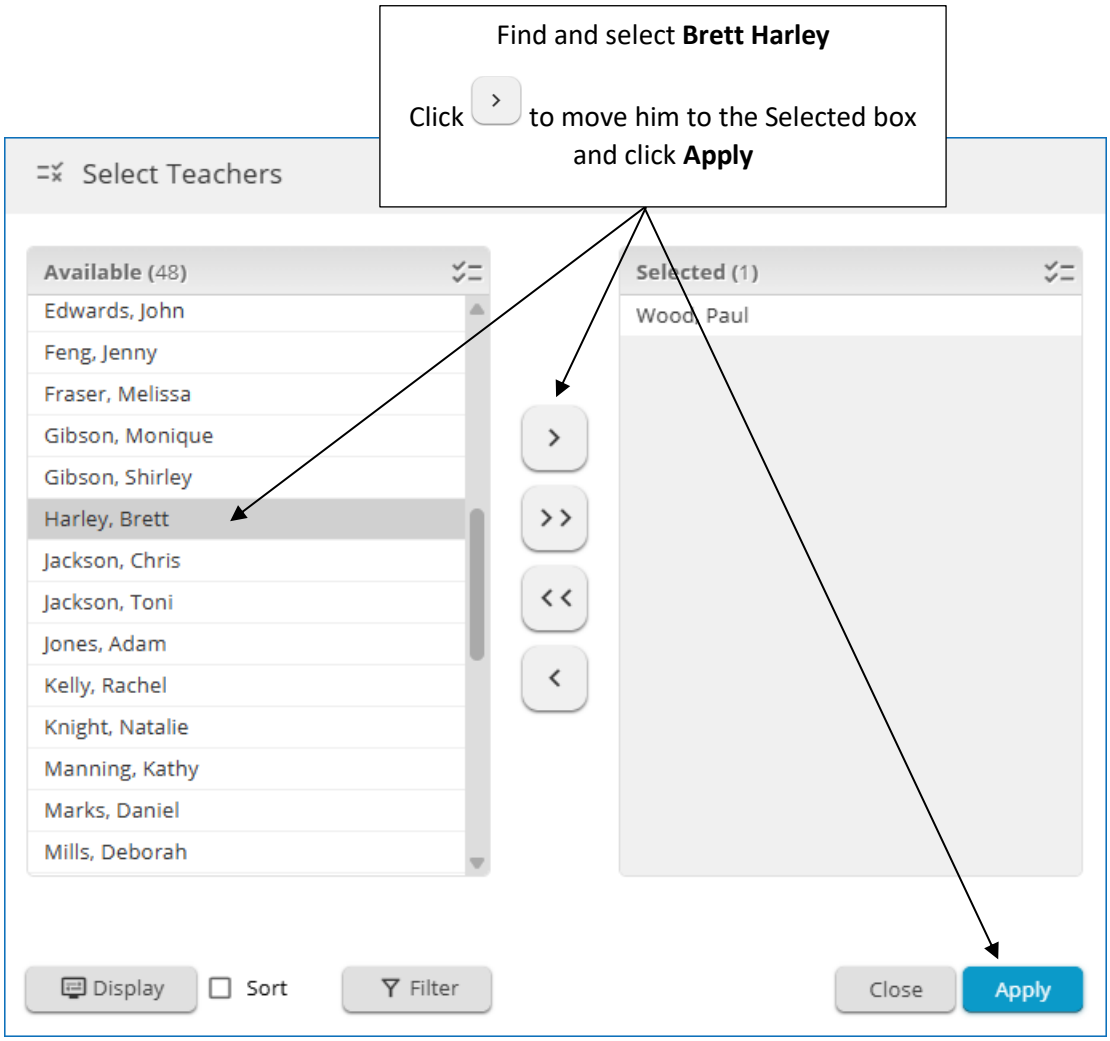
Click **Selected Forward** to display the planned absences for the selected day and future dates only

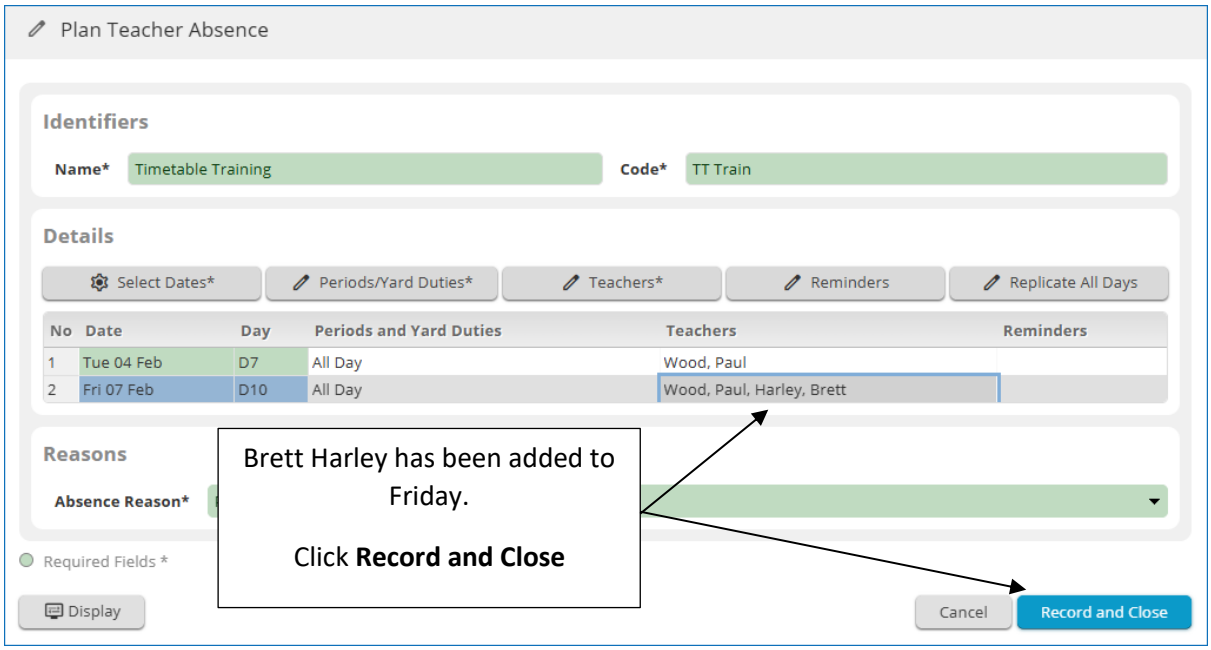
EDIT A PLAN DAY

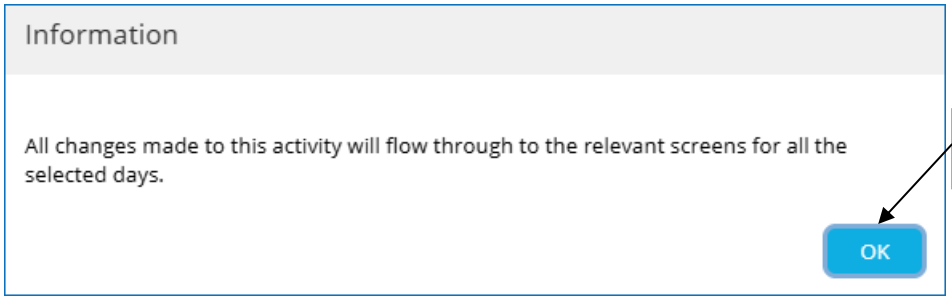
In this example, Brett Harley will also be attending the Timetable Training on Friday. The existing Plan Day activity can be edited to include Brett.

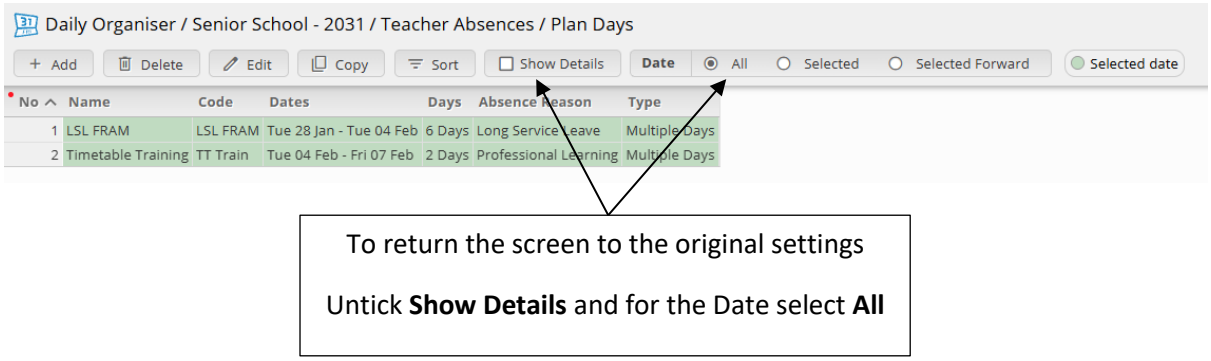





Find and select **Brett Harley**
Click › to move him to the Selected box and click **Apply**
Select Teachers
Available (48)
Edwards, John
Feng, Jenny
Fraser, Melissa
Gibson, Monique
Gibson, Shirley
Harley, Brett
Jackson, Chris
Jackson, Toni
Jones, Adam
Kelly, Rachel
Knight, Natalie
Manning, Kathy
Marks, Daniel
Mills, Deborah
Selected (1)
Wood, Paul
Display
Sort
Filter
Close
Apply


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 Wood, Paul
2 Fri 07 Feb D10 All Day Wood, Paul, Harley, Brett
Reasons
Absence Reason*
Required Fields *
Display
Cancel
Record and Close
Brett Harley has been added to Friday.
Click **Record and Close**





PLAN CASUAL TEACHER DAYS

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

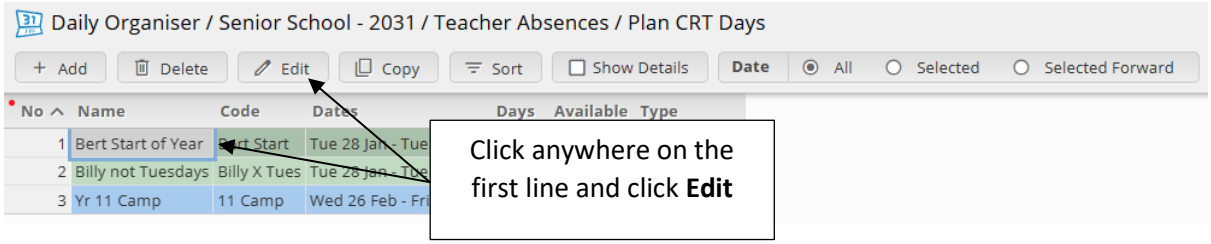
- booking casual teachers in advance
- entering details of casual teacher unavailability

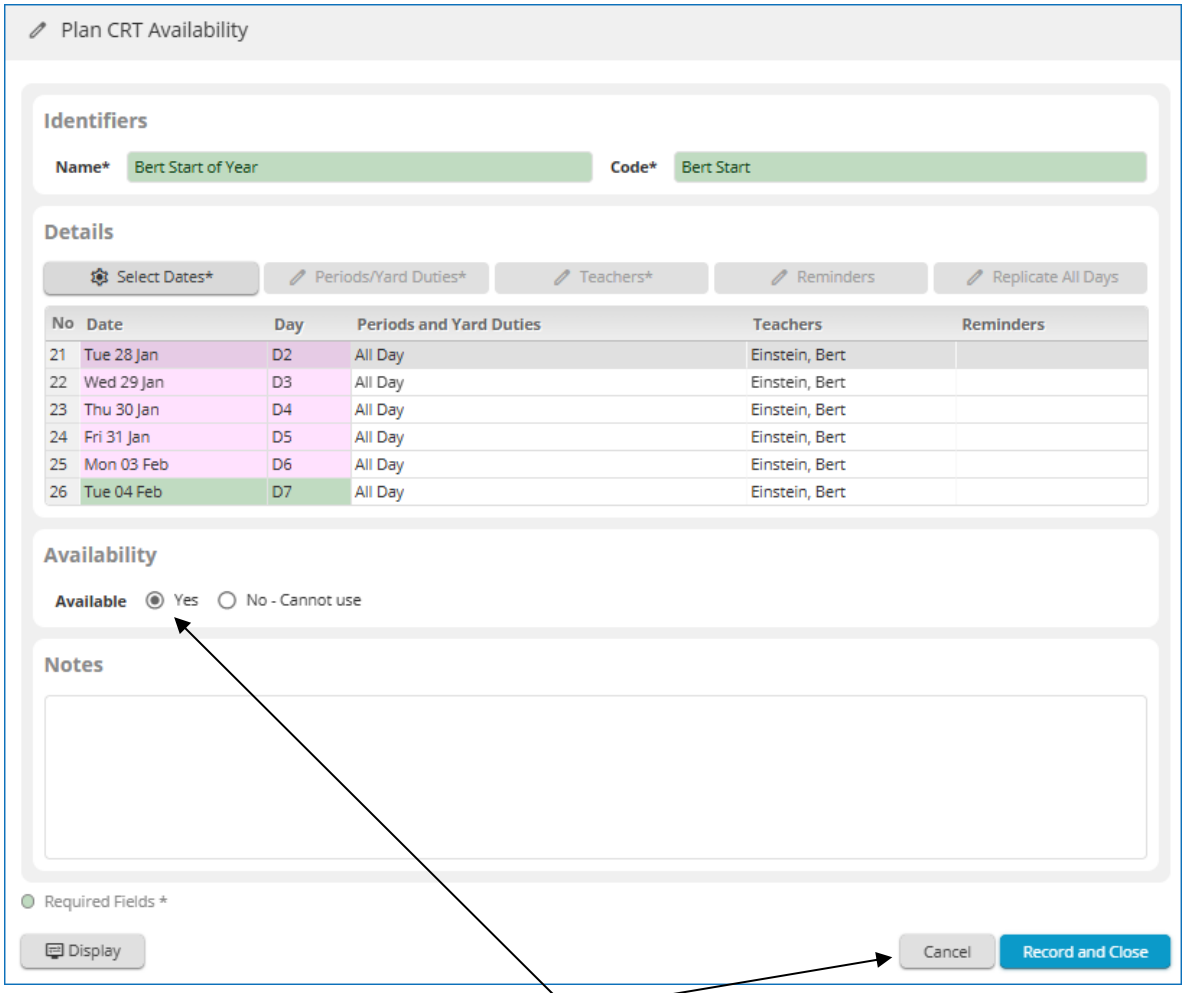
In this dataset, some planned CRT days have already been entered.

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.



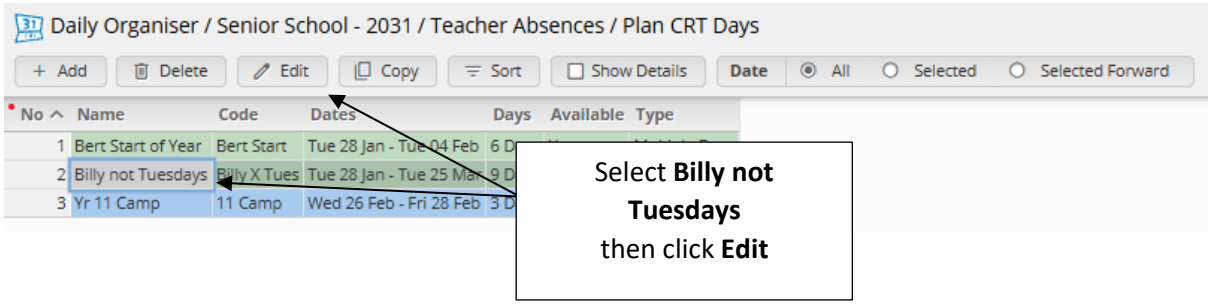


Planned CRT days are entered in a similar way to planned teacher absences. The only difference is that it is necessary to indicate if the CRT is available or not. In this case, Yes was selected to make Bert Einstein available.

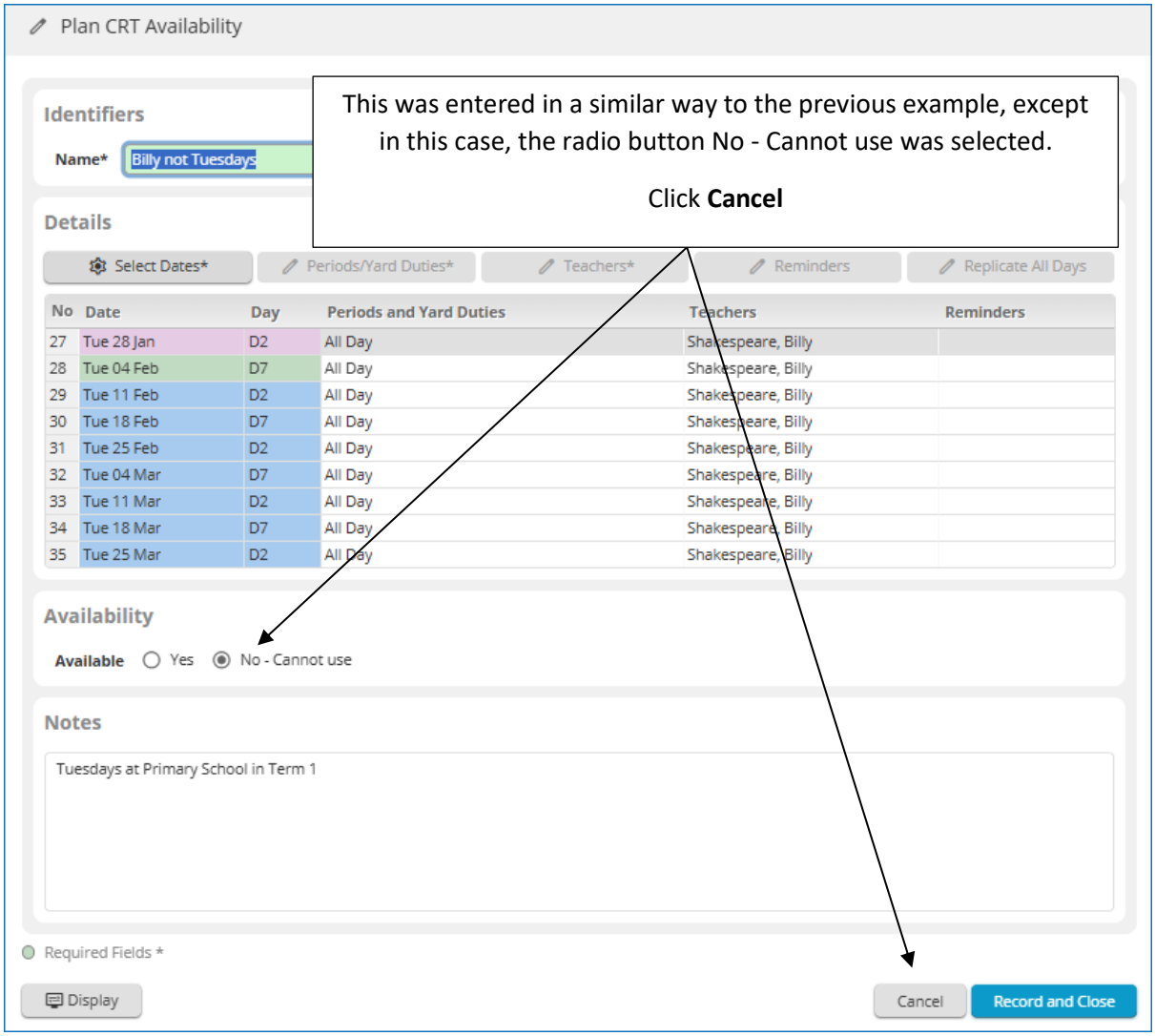
Click **Cancel**

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.



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



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.

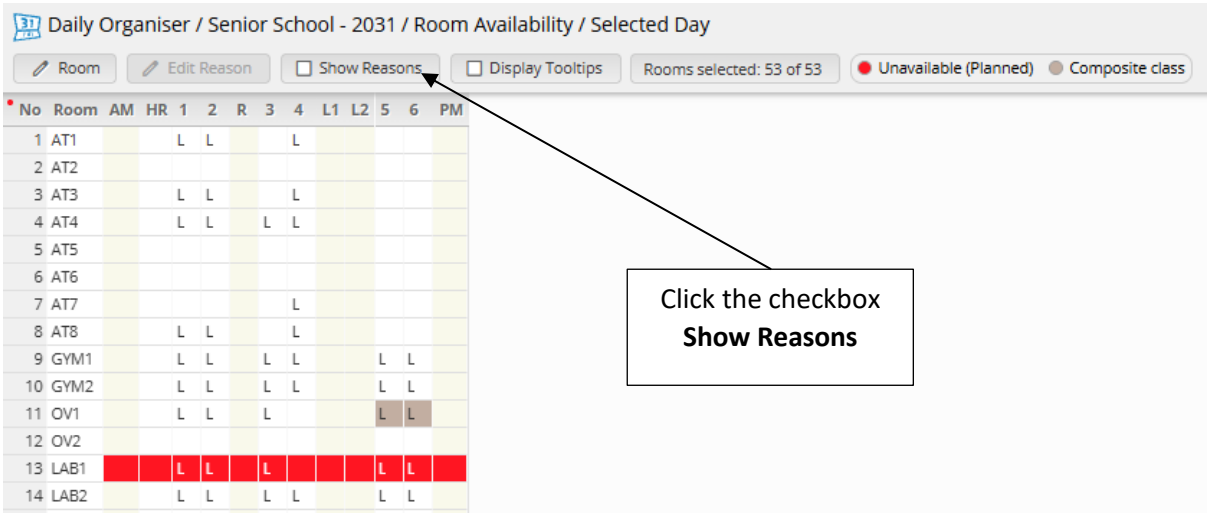
On [7] Room Availability, there are two ways of removing classes from a room:

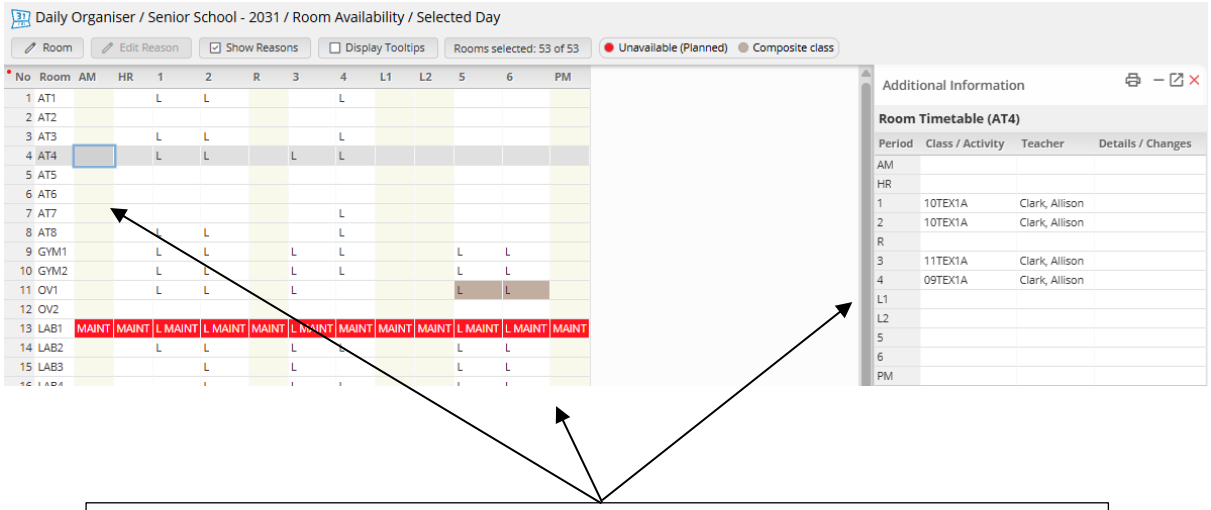
- On [7A] Selected Day, classes can be removed from a room for the whole day or part of the day that is selected.
- On [7B] Plan Days, classes can be removed from a room for several days or part days which may include the selected day.

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



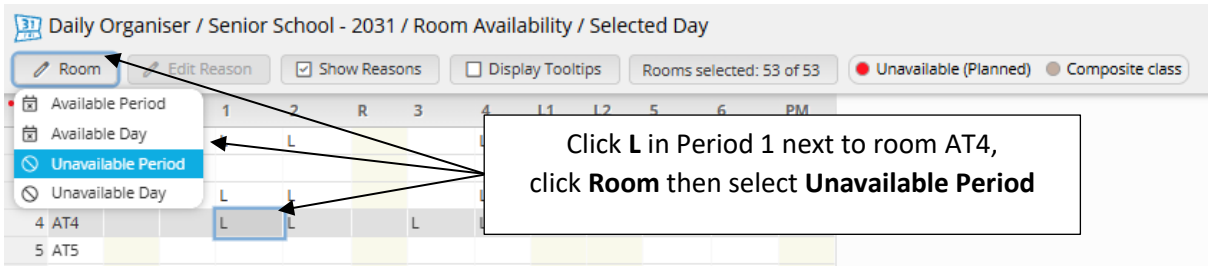


The main screen displays timetable information for each room for the selected day. A normal lesson is represented by "L".
The red cells indicate that a room has been made unavailable on [7B] Room Availability - Plan Days.

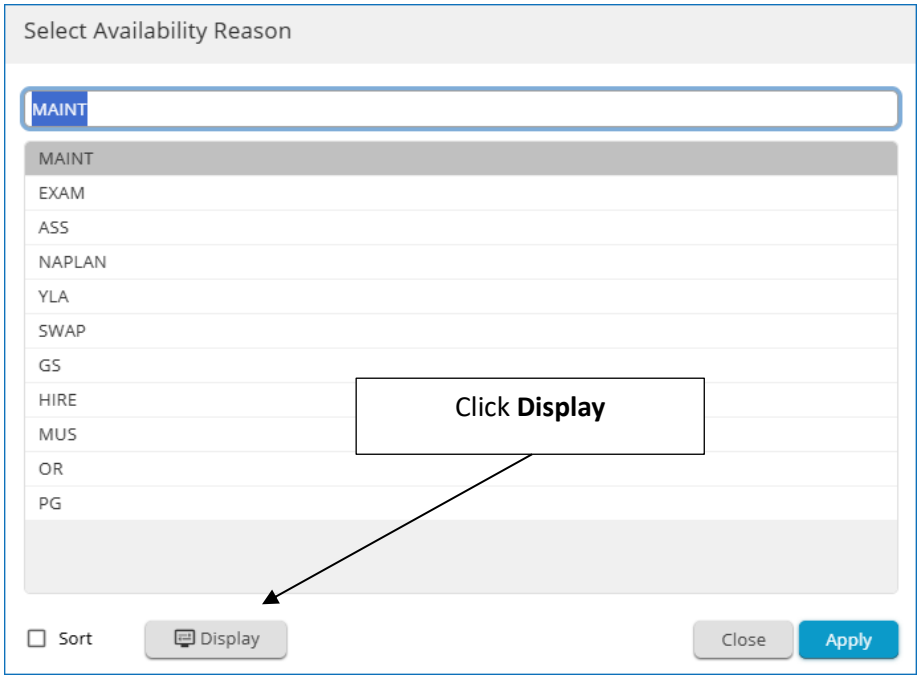
Click room **AT4** to display the timetable for this room in Additional Information

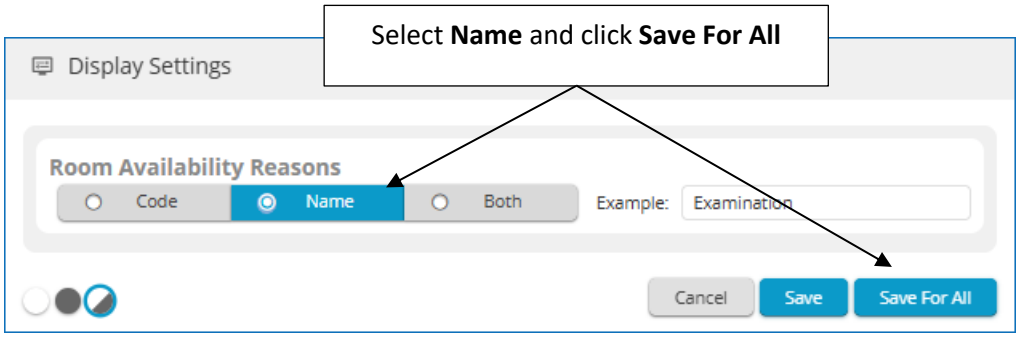
REMOVE A CLASS AND MAKE THE ROOM UNAVAILABLE

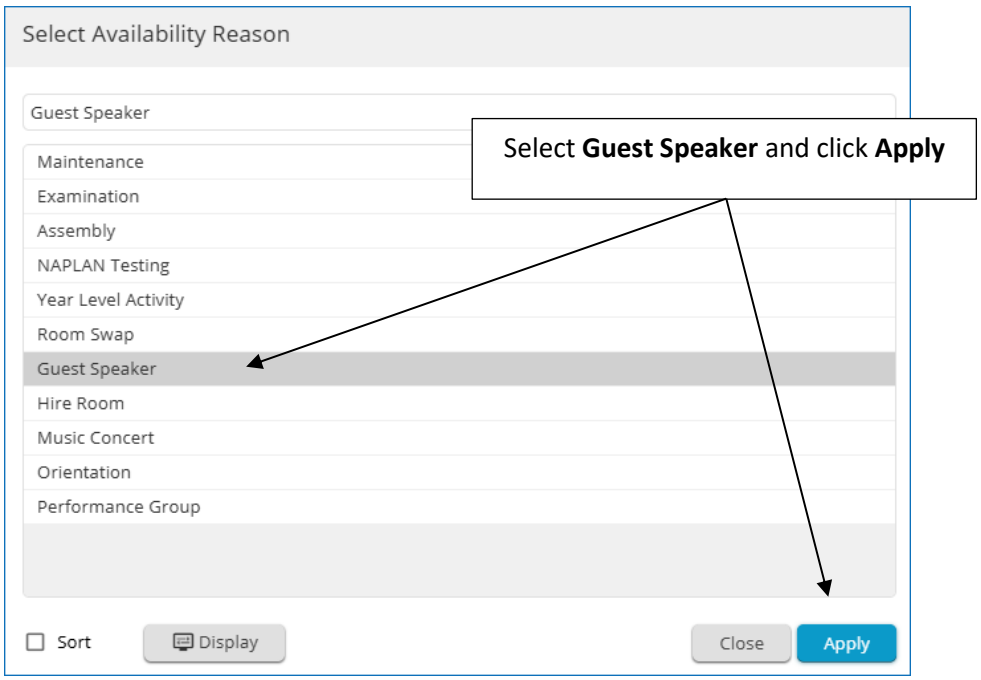
In Daily Organiser, it is possible to remove a class from a room for a period or a day and make the room available or unavailable to other classes. In this case, 08RED1A which is normally in room J11 has negotiated to use AT4 in Period 2 for a guest speaker. AT4 will need to be kept free in Period 1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

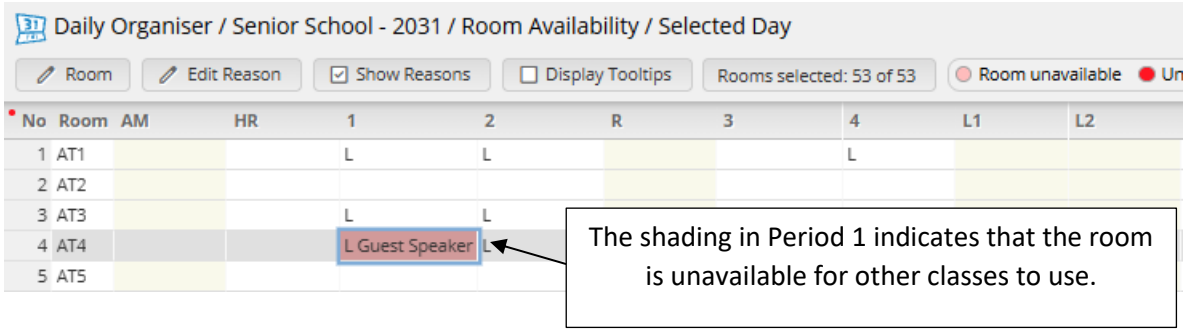


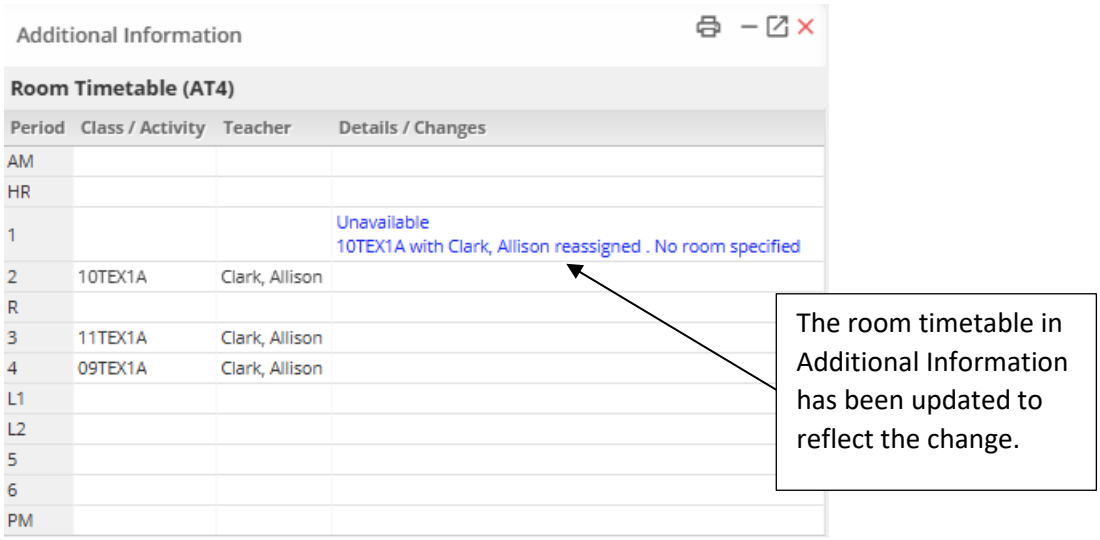
Click **L** in Period 1 next to room AT4,
click **Room** then select **Unavailable Period**


Select Availability Reason
MAINT
MAINT
EXAM
ASS
NAPLAN
YLA
SWAP
GS
HIRE
MUS
OR
PG
Click **Display**
Sort
Display
Close
Apply


Select **Name** and click **Save For All**
Display Settings
Room Availability Reasons
Code
Name
Both
Example:
Examination
Cancel
Save
Save For All

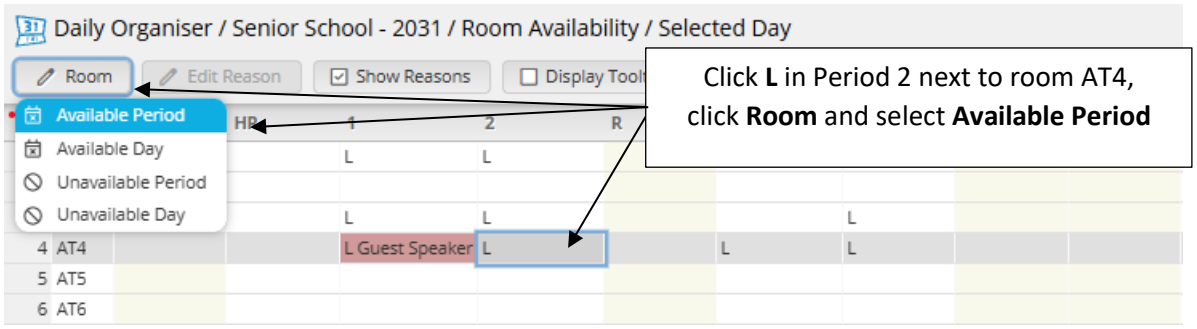

Select Availability Reason
Guest Speaker
Select **Guest Speaker** and click **Apply**
Maintenance
Examination
Assembly
NAPLAN Testing
Year Level Activity
Room Swap
Guest Speaker
Hire Room
Music Concert
Orientation
Performance Group
Sort
Display
Close
Apply

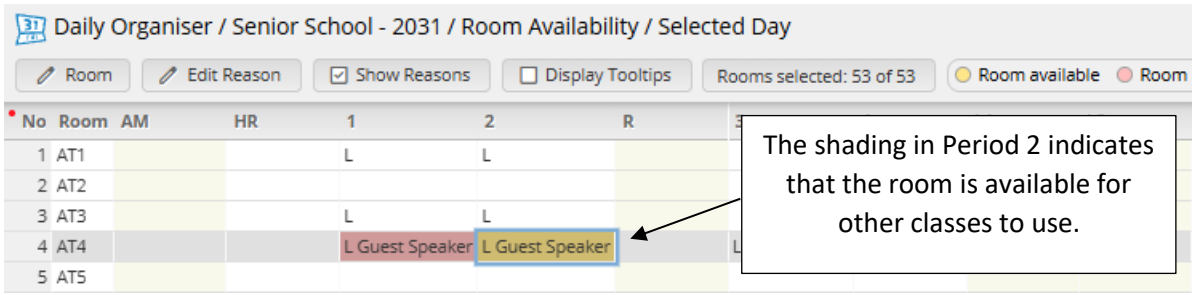


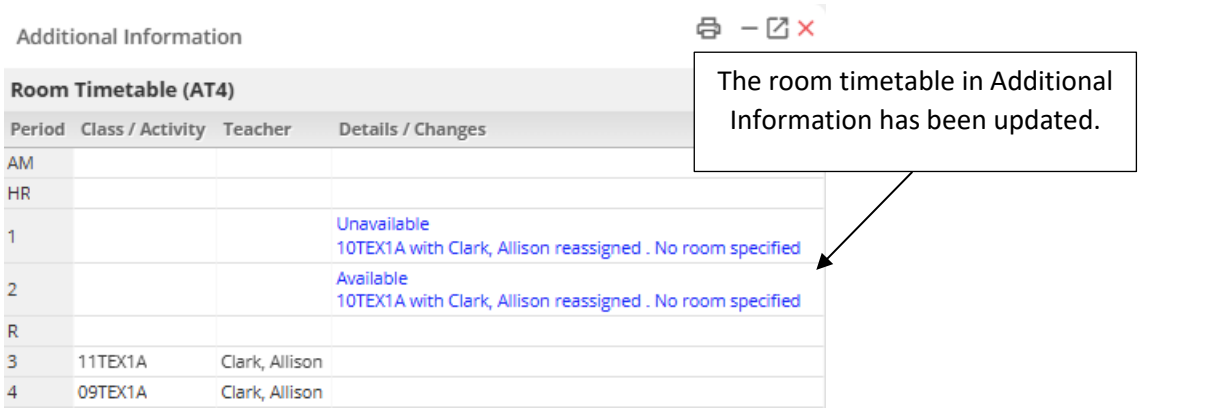


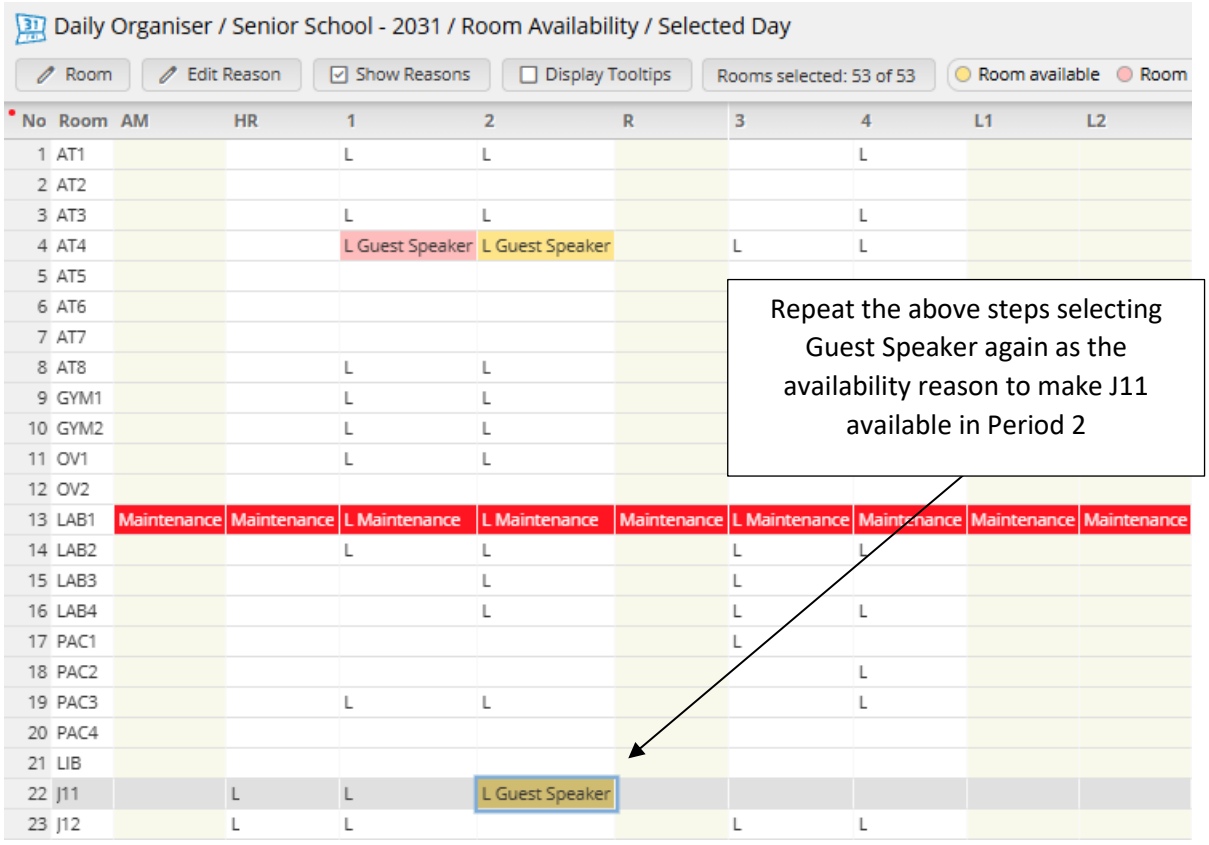
REMOVE A CLASS AND MAKE THE ROOM AVAILABLE

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







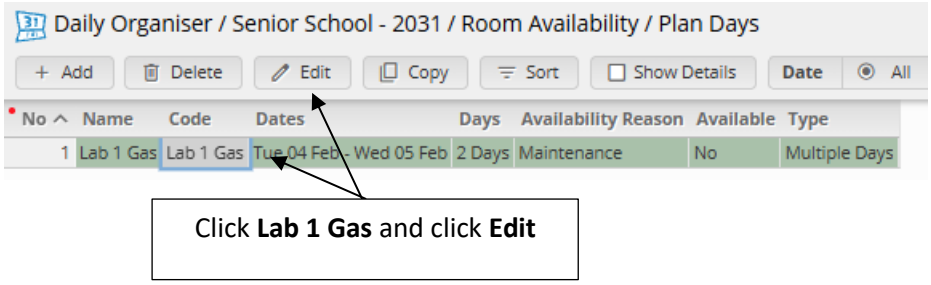


The classes will not be reassigned to other rooms at this stage. This will be done on [12A] Room Changes - Assign in a later lesson.

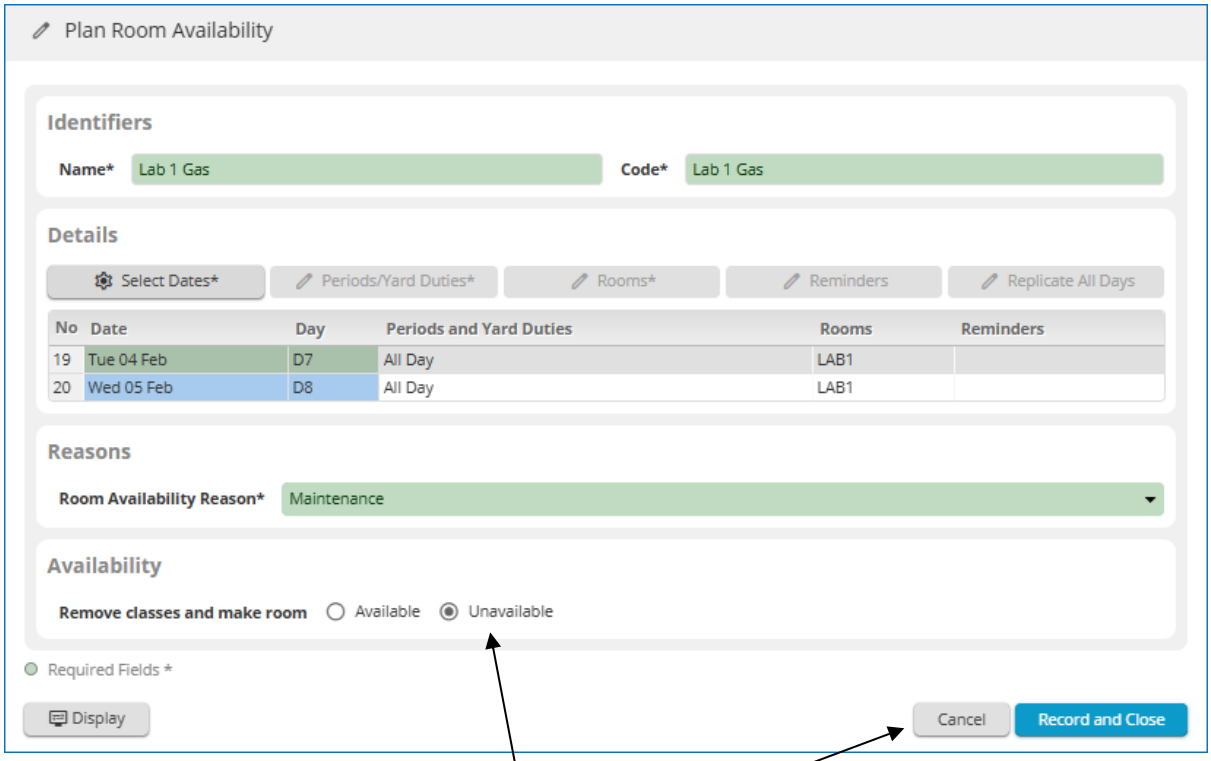
PLAN DAYS

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.

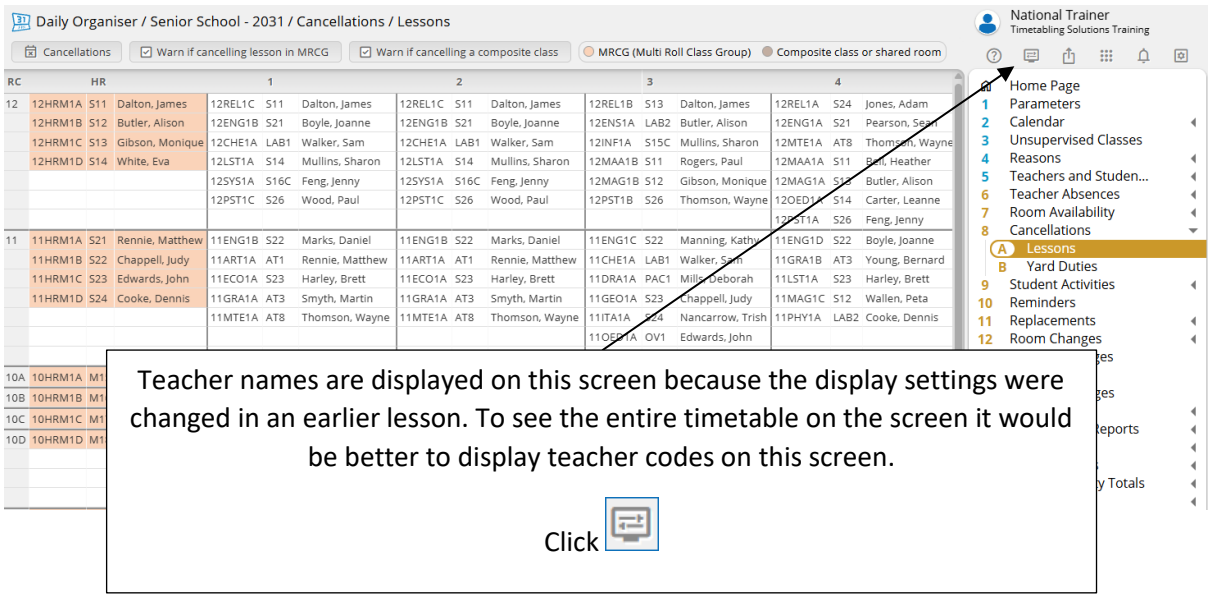
When a class is cancelled the teacher is made available for an In Lieu replacement and the room is made available.

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.

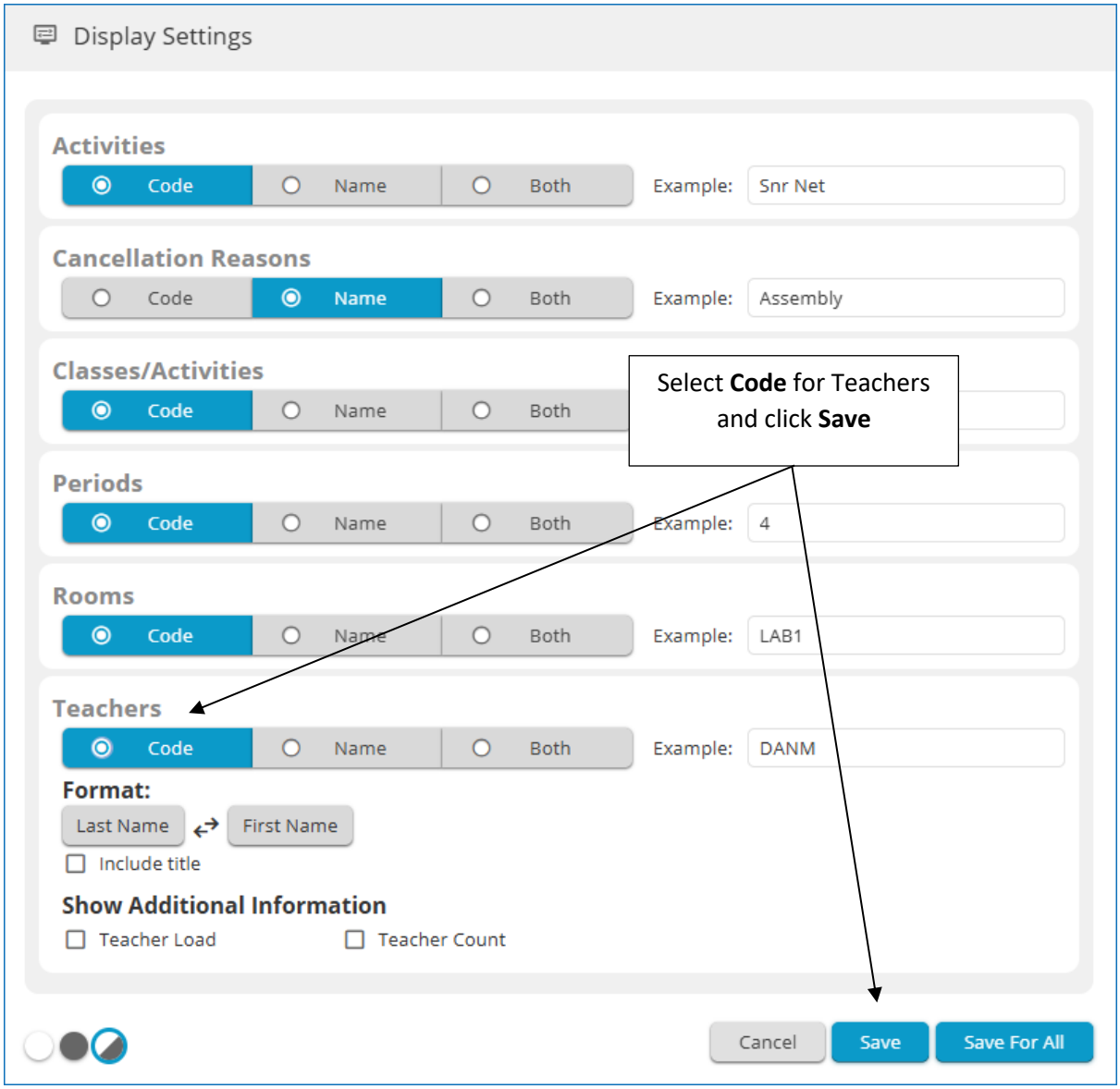
Colours are used to highlight:

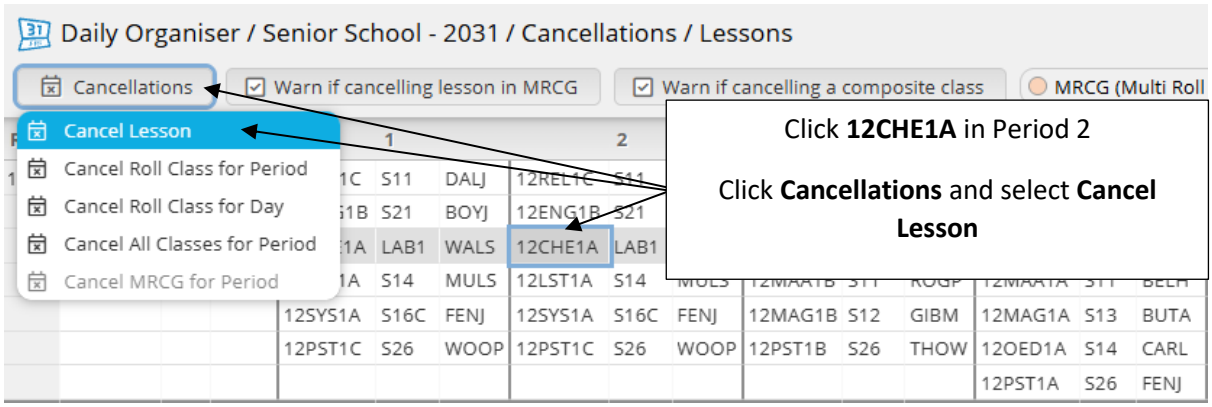
- MRCGs
- Composite classes and shared rooms
- Teacher and room clashes from the timetable file
- Cancelled lessons

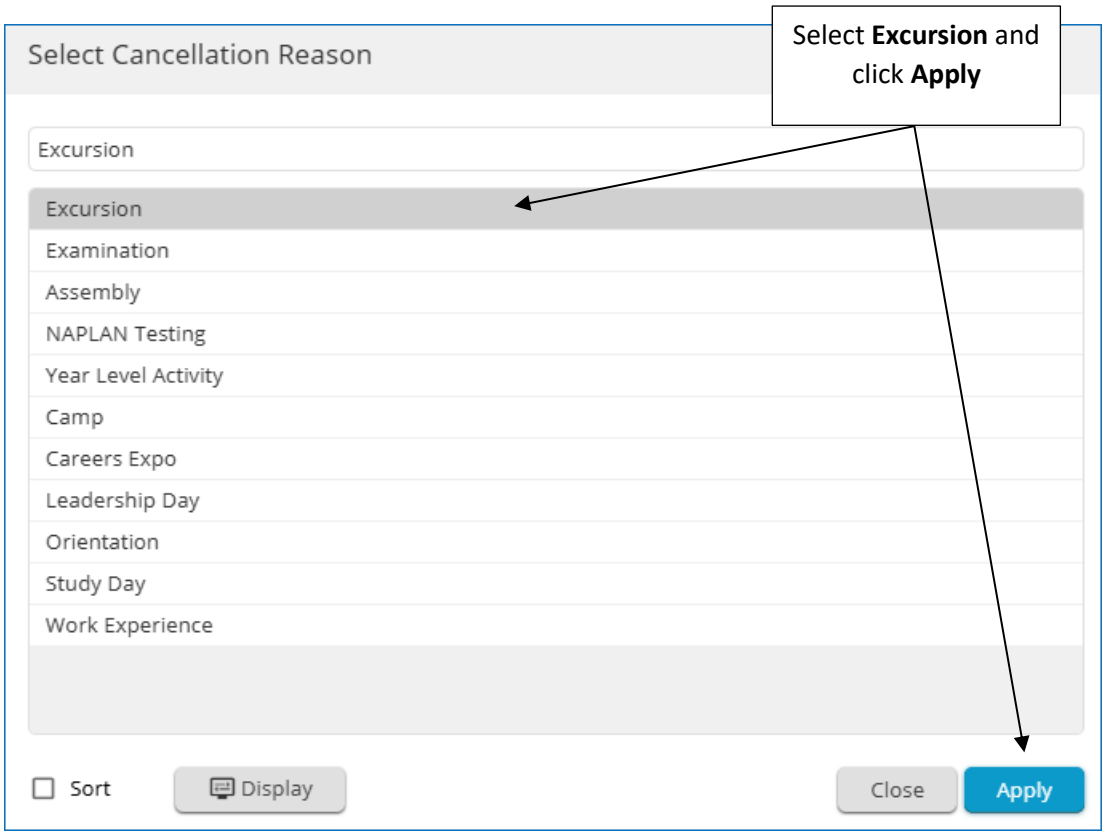


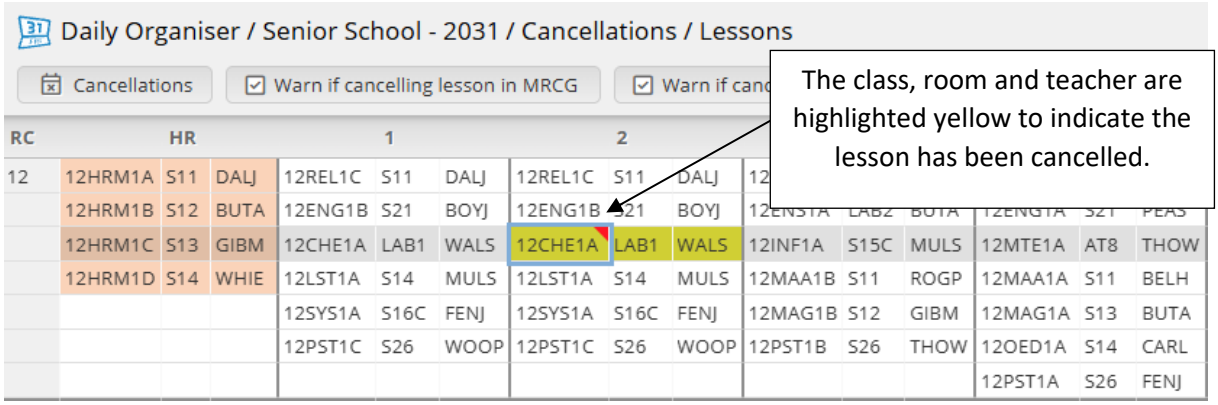
Teacher names are displayed on this screen because the display settings were changed in an earlier lesson. To see the entire timetable on the screen it would be better to display teacher codes on this screen.

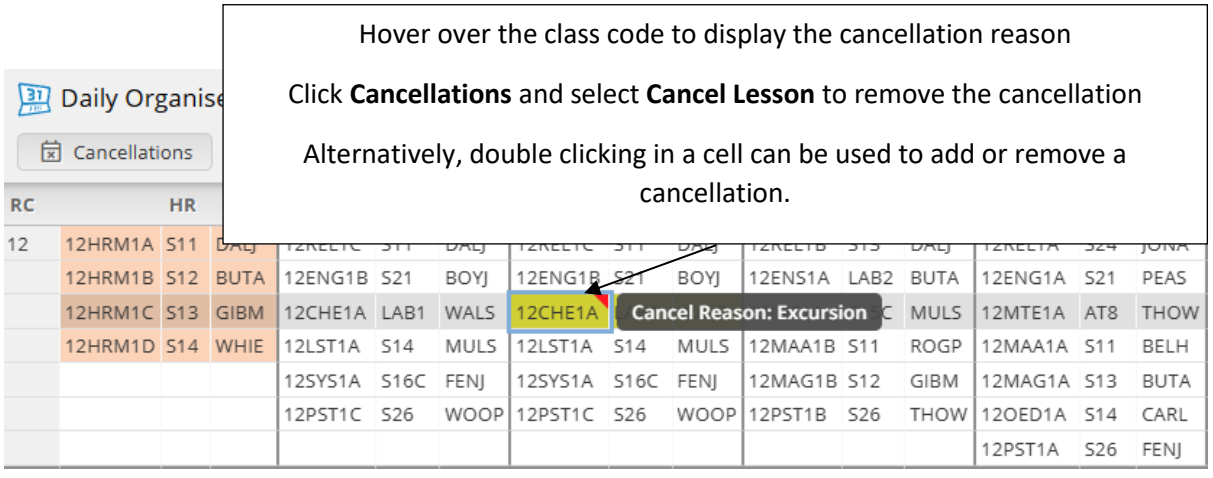
Click


Display Settings
Activities
Code
Name
Both
Example:
Snr Net
Cancellation Reasons
Code
Name
Both
Example:
Assembly
Classes/Activities
Code
Name
Both
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
Cancel
Save
Save For All
Select Code for Teachers and click Save


Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel MRCG for Period
1
2
12CHE1A
LAB1
WALS
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
Click 12CHE1A in Period 2
Click Cancellations and select Cancel Lesson

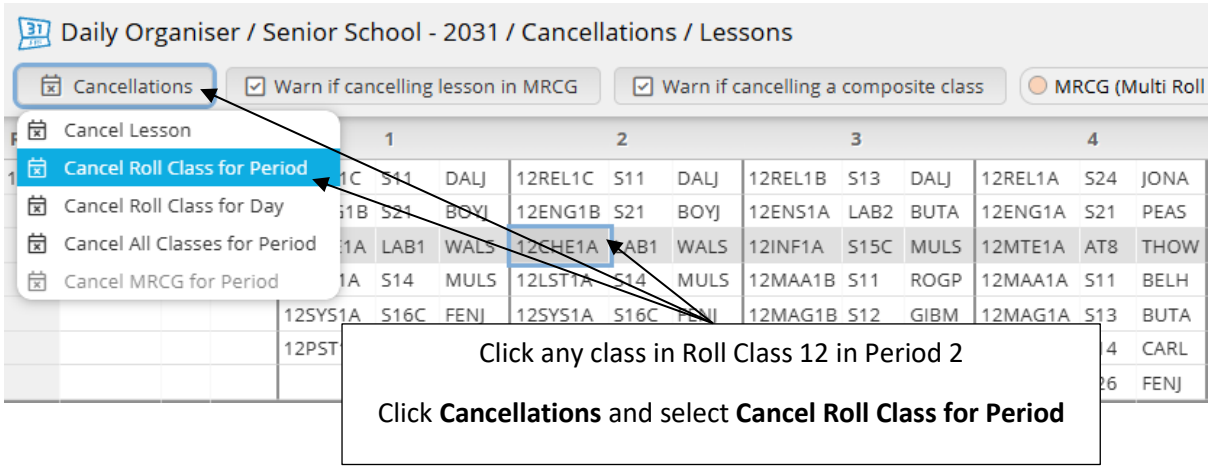

Select Cancellation Reason
Select **Excursion** and click **Apply**
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply

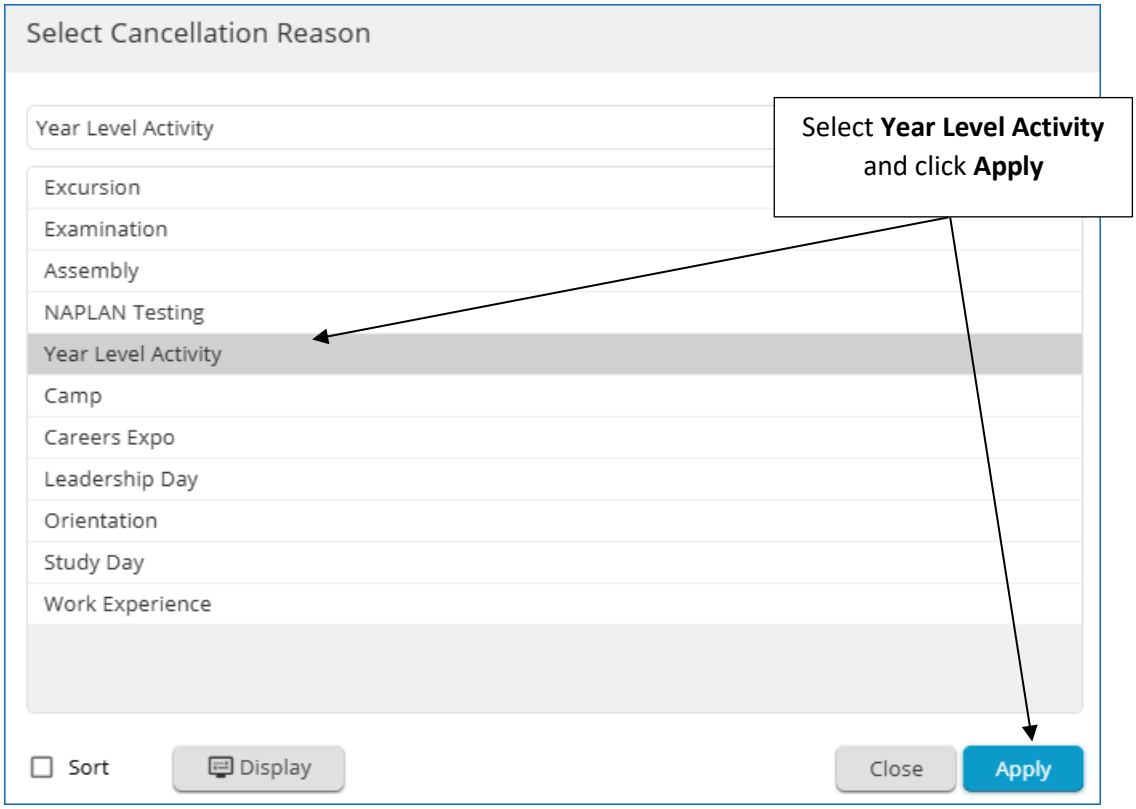

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
The class, room and teacher are highlighted yellow to indicate the lesson has been cancelled.
RC HR 1 2
12 12HRM1A S11 DALJ 12REL1C S11 DALJ 12REL1C S11 DALJ
12HRM1B S12 BUTA 12ENG1B S21 BOYJ 12ENG1B S21 BOYJ
12HRM1C S13 GIBM 12CHE1A LAB1 WALS 12CHE1A LAB1 WALS 12INF1A S15C MULS 12MTE1A AT8 THOW
12HRM1D S14 WHIE 12LST1A S14 MULS 12LST1A S14 MULS 12MAA1B S11 ROGP 12MAA1A S11 BELH
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

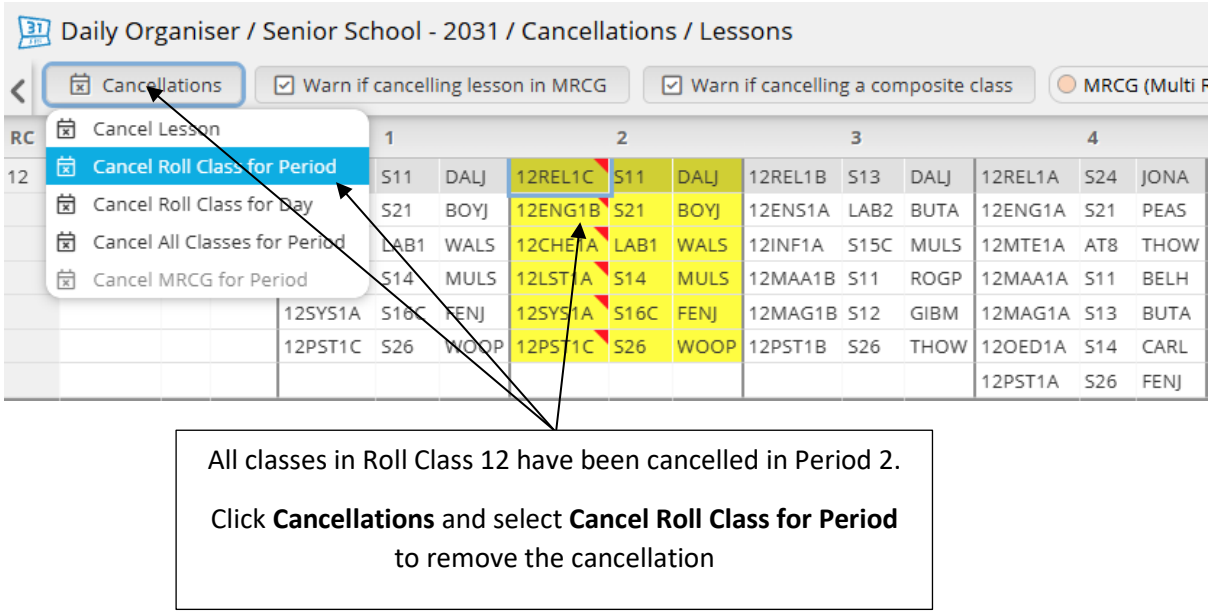

Hover over the class code to display the cancellation reason
Click **Cancellations** and select **Cancel Lesson** to remove the cancellation
Alternatively, double clicking in a cell can be used to add or remove a cancellation.
Cancellations
Cancel Reason: Excursion

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.





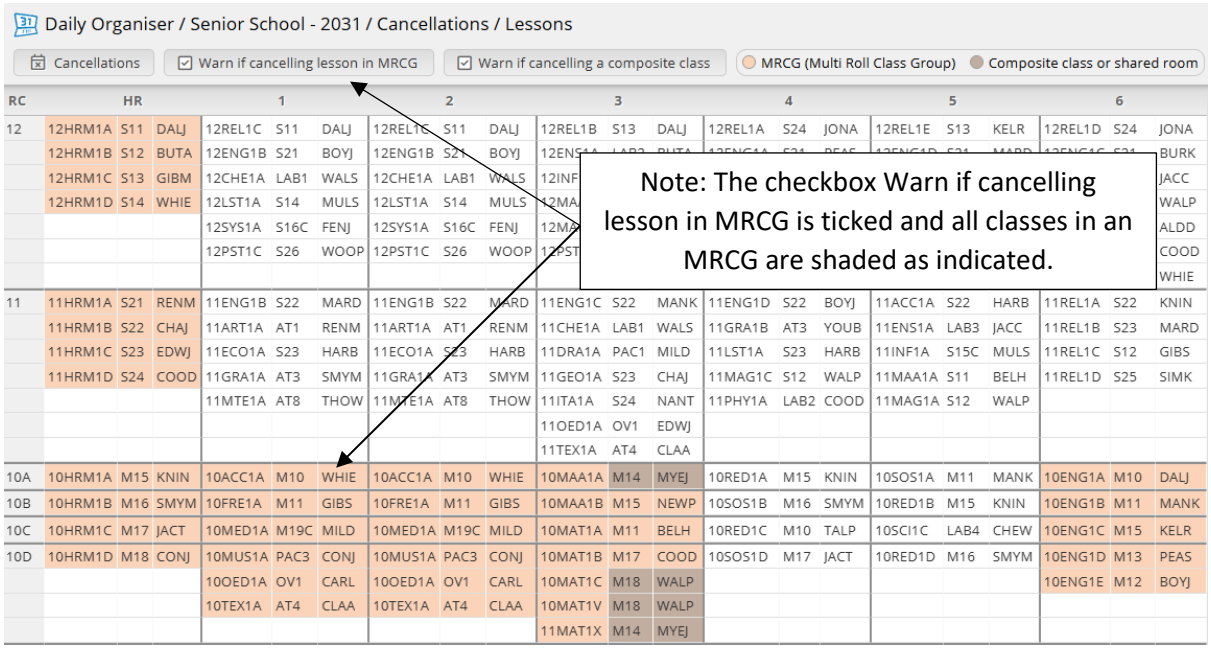


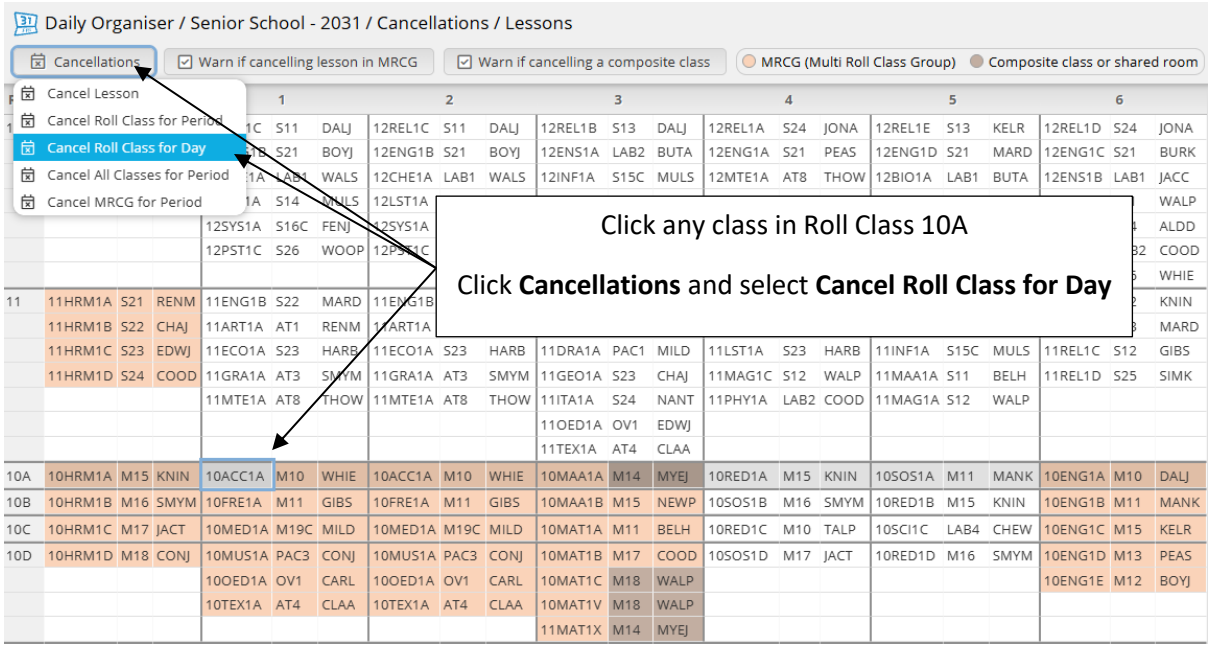
CANCEL A ROLL CLASS FOR A DAY

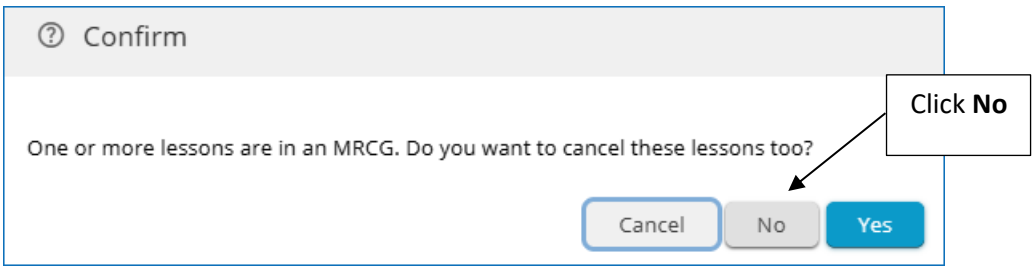
Classes that are blocked in MRCGs often contain students from several Roll Classes, so it is important to have a sound knowledge of the timetable when cancelling classes.

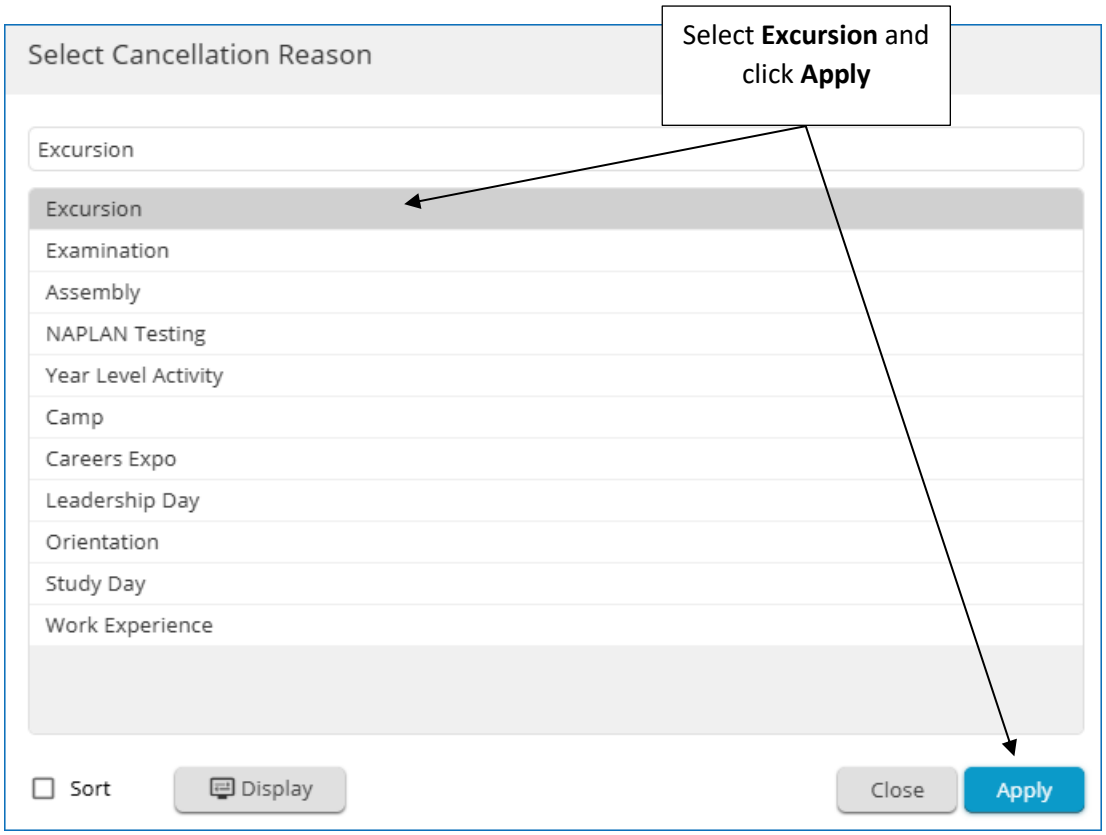
In this example, 10A students are going on an excursion. On the selected day, Yr10 students are in MRCGs for all periods except Periods 4 and 5. This means that 10A students are mixed with students from other roll classes for all of their classes in Periods 1, 2, 3 and 6. Classes 10RED1A and 10SOS1A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

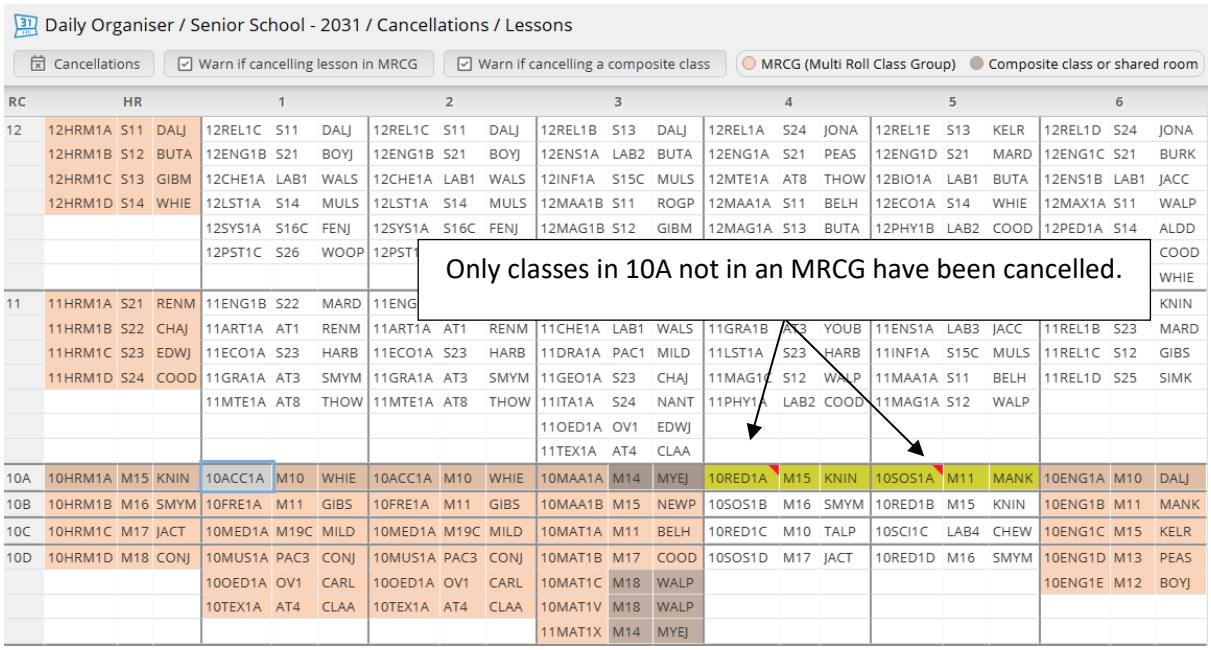
When cancelling classes in an MRCG, a warning can be given.

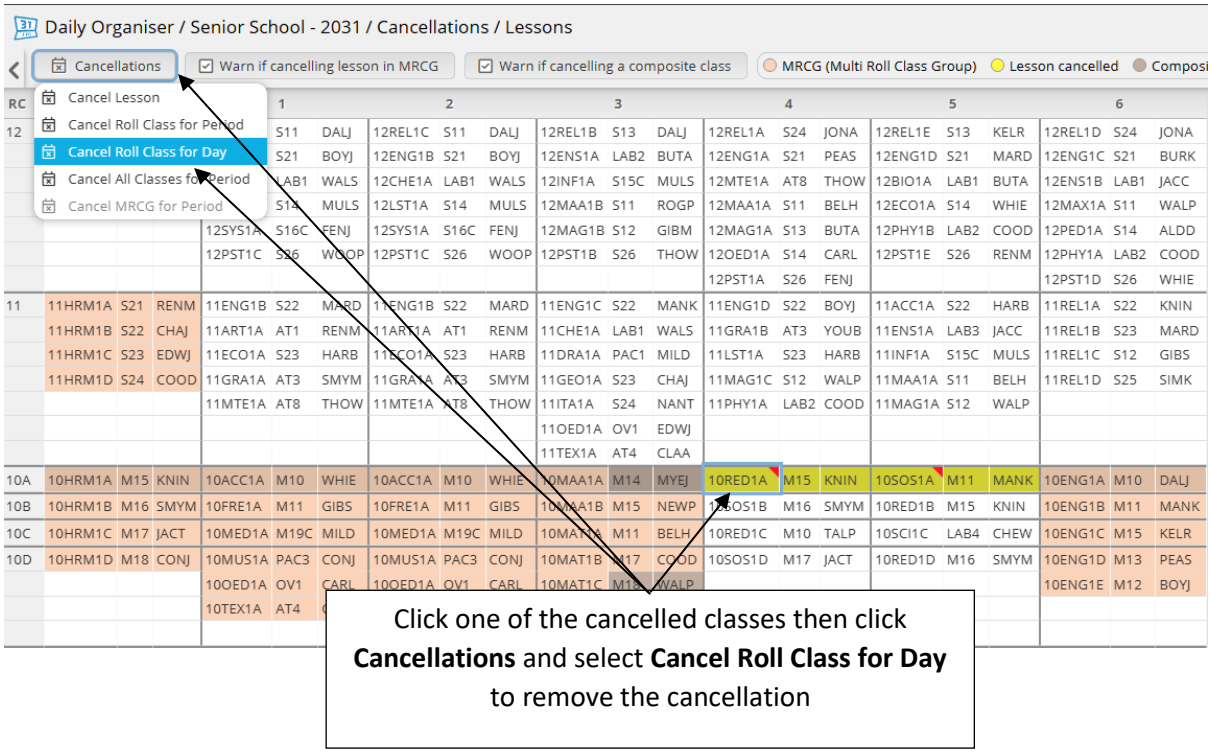



Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel MRCG for Period
Click any class in Roll Class 10A
Click Cancellations and select Cancel Roll Class for Day

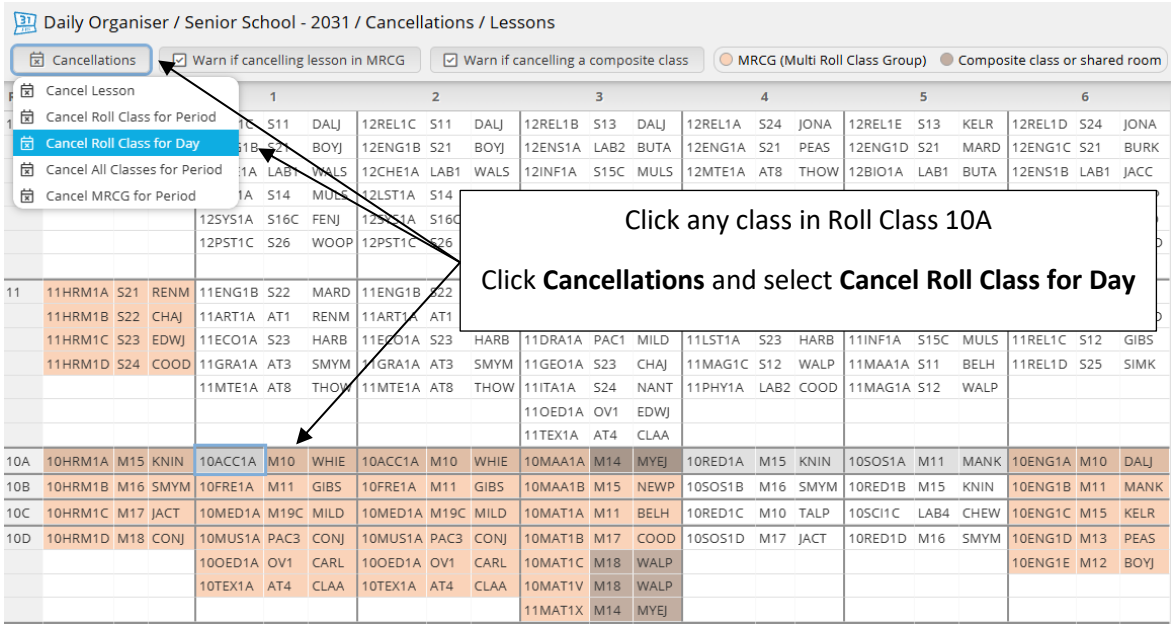

Confirm
One or more lessons are in an MRCG. Do you want to cancel these lessons too?
Cancel
No
Yes
Click No

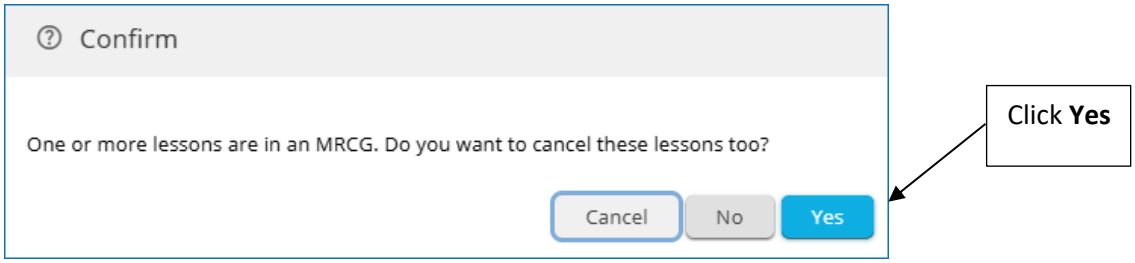

Select Cancellation Reason
Select **Excursion** and click **Apply**
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply

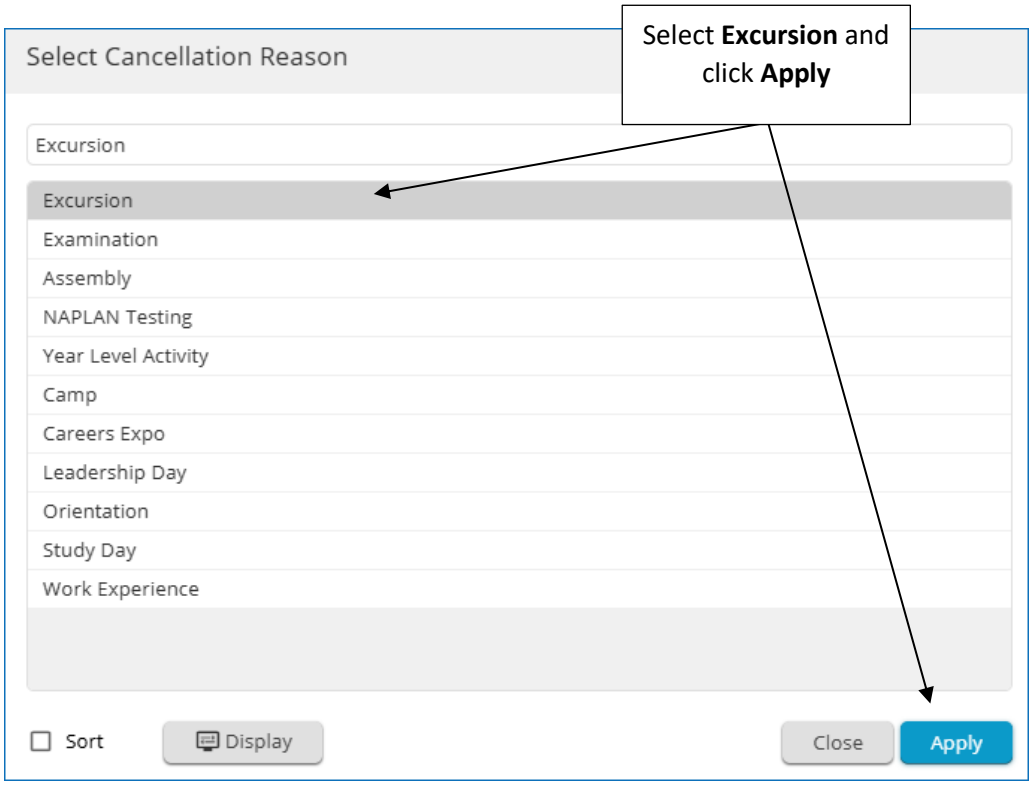

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
Only classes in 10A not in an MRCG have been cancelled.

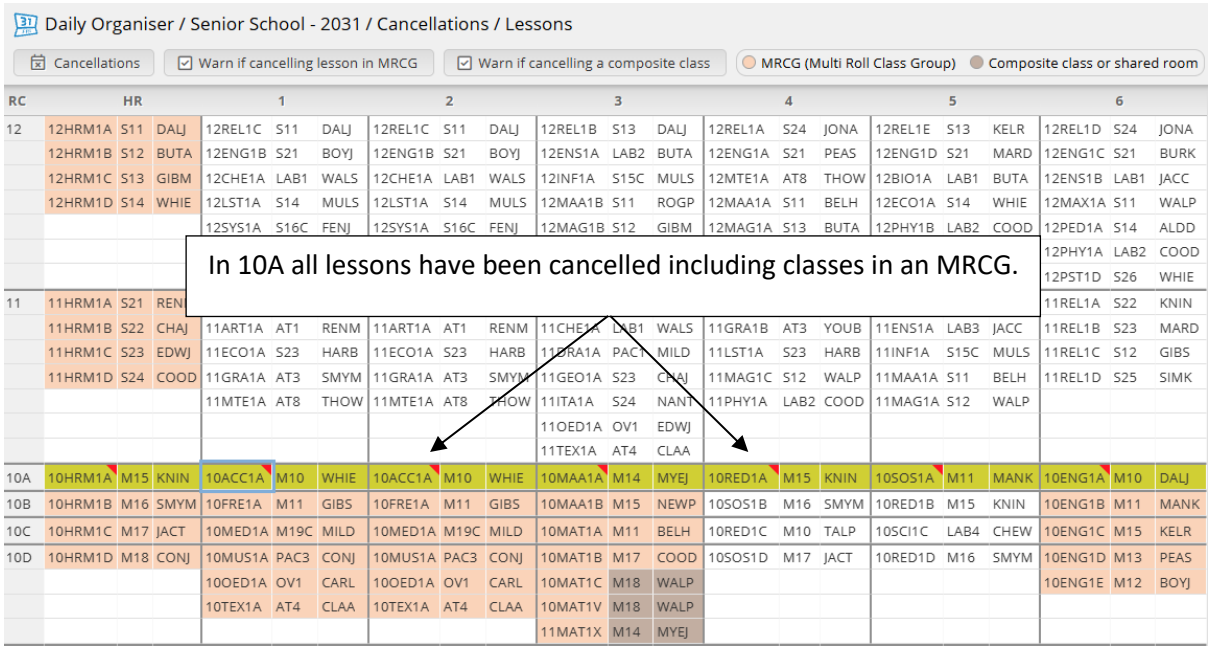


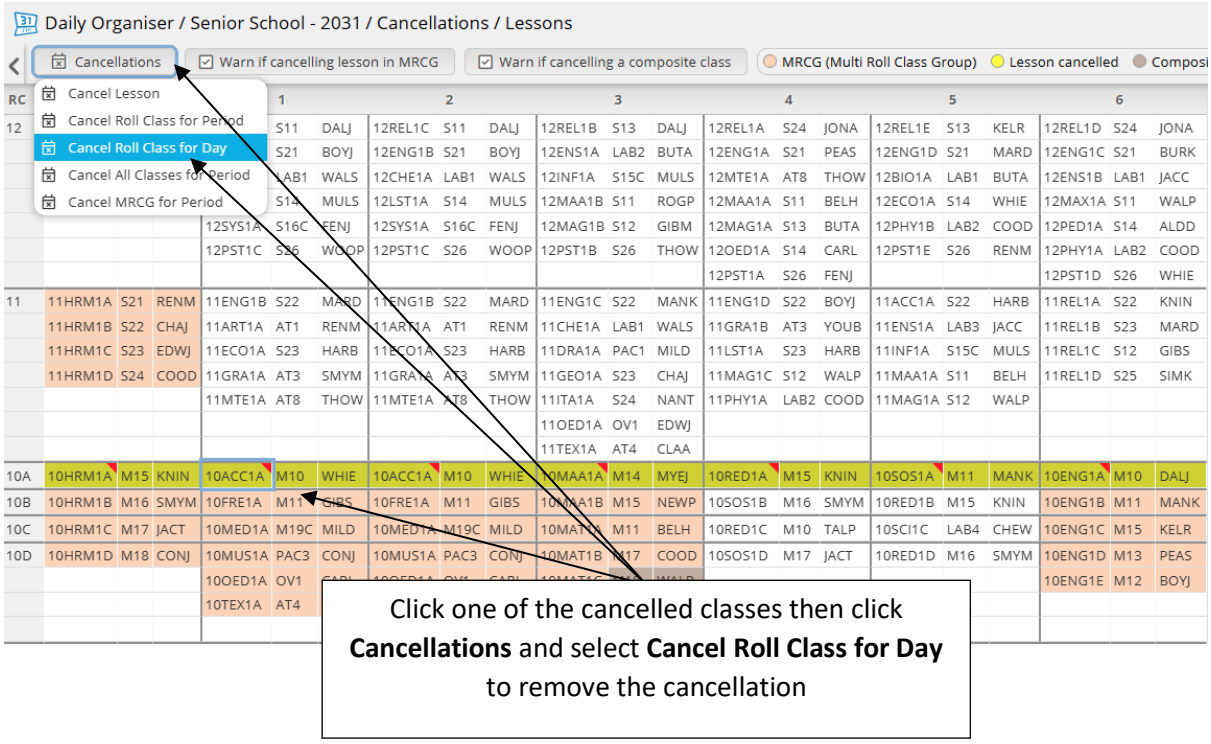
As a comparison repeat the above steps and choose Yes when asked to cancel lessons in an MRCG.

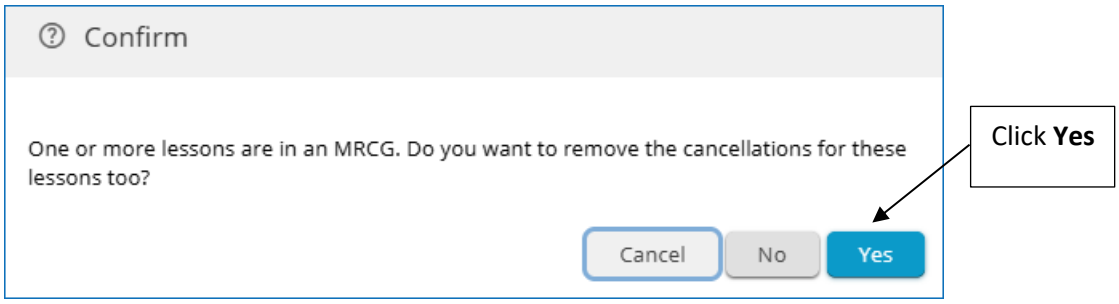



Confirm
One or more lessons are in an MRCG. Do you want to cancel these lessons too?
Cancel
No
Yes
Click **Yes**


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
Display
Close
Apply

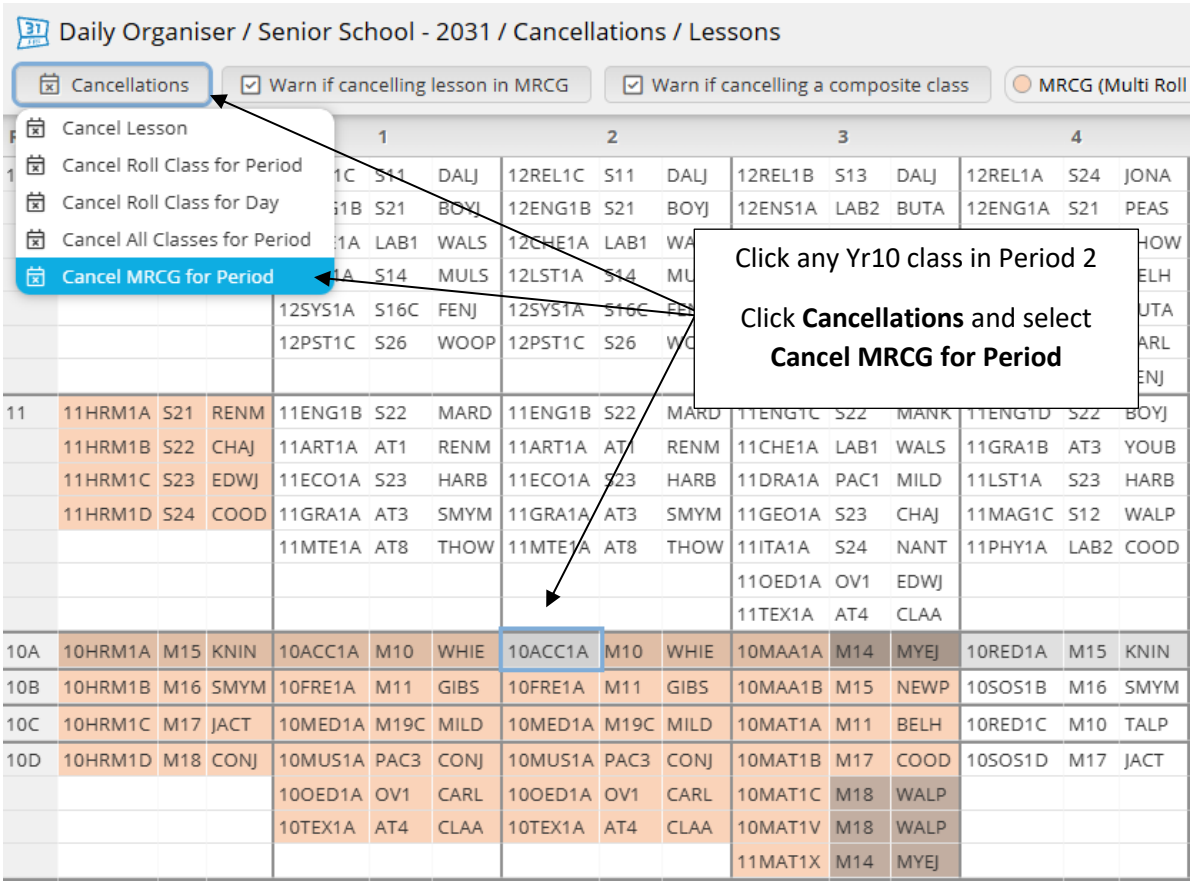

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
In 10A all lessons have been cancelled including classes in an MRCG.

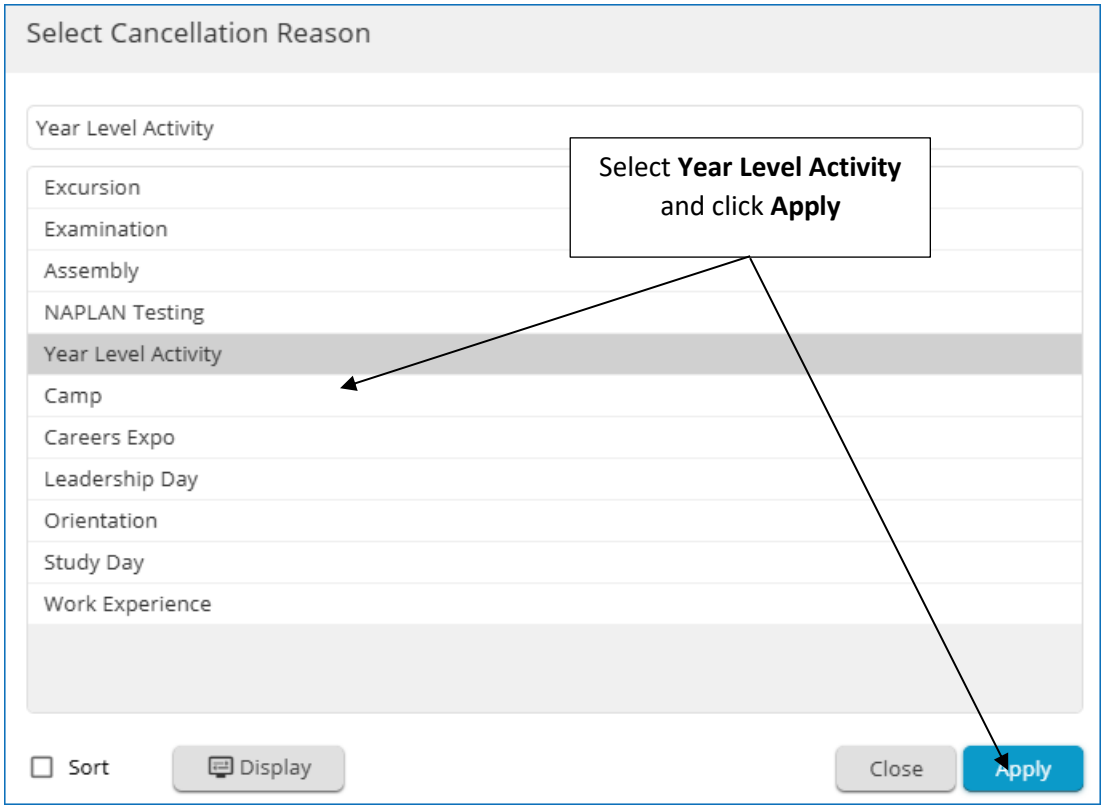

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Lesson cancelled
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel MRCG for Period
Click one of the cancelled classes then click **Cancellations** and select **Cancel Roll Class for Day** to remove the cancellation

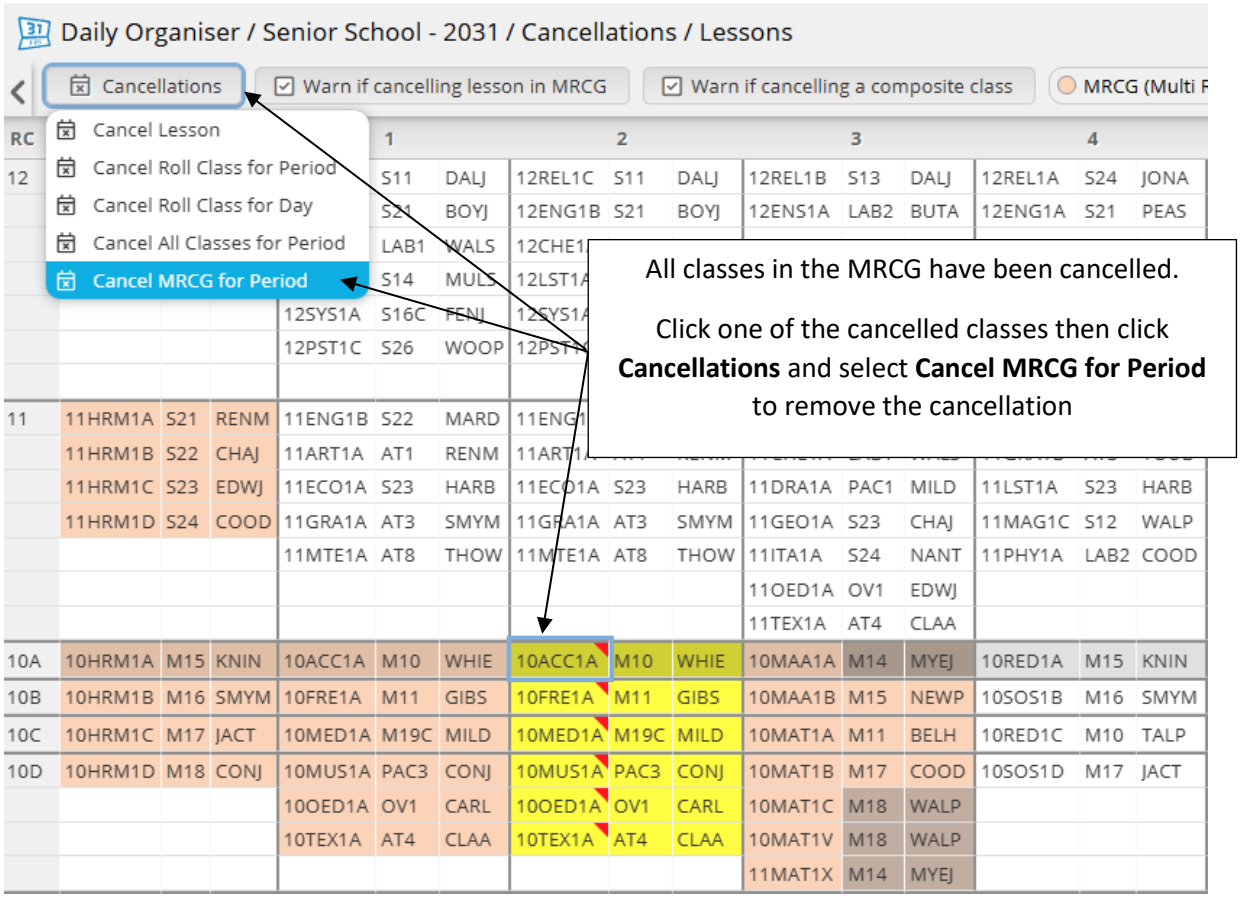

Confirm
One or more lessons are in an MRCG. Do you want to remove the cancellations for these lessons too?
Cancel
No
Yes
Click **Yes**

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.



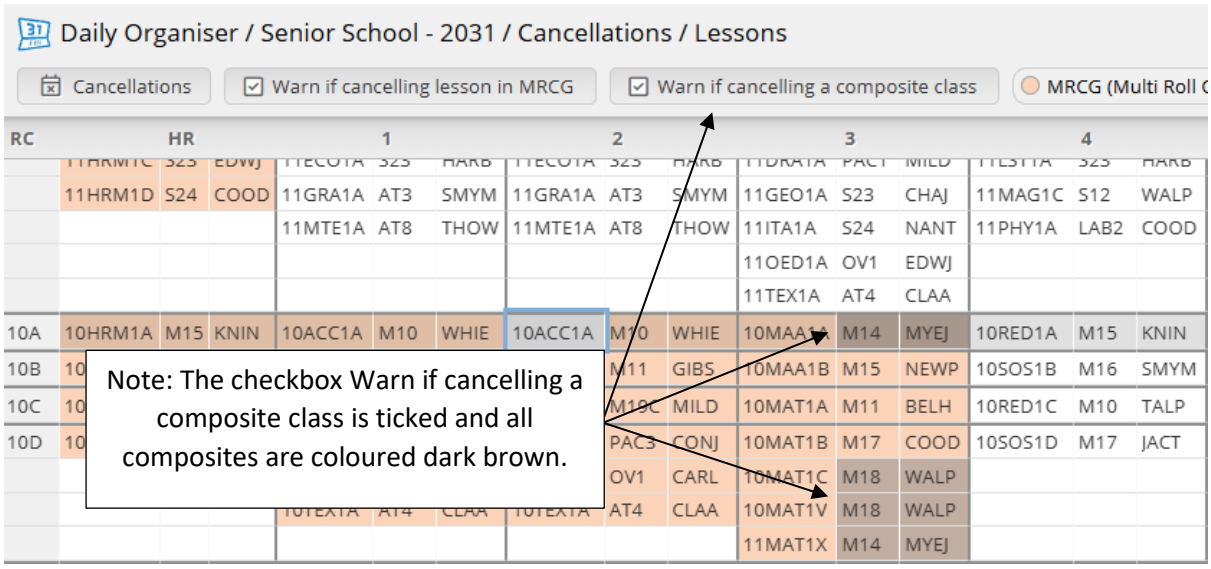

Select Cancellation Reason
Year Level Activity
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply
Select **Year Level Activity** and click **Apply**

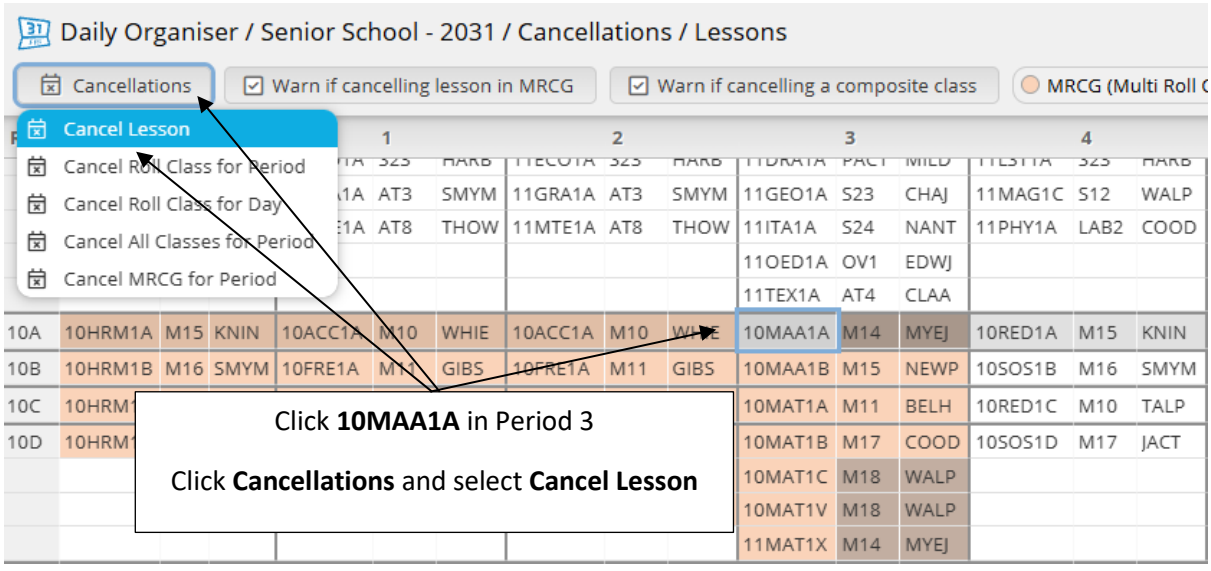

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel MRCG for Period
All classes in the MRCG have been cancelled.
Click one of the cancelled classes then click **Cancellations** and select **Cancel MRCG for Period** to remove the cancellation

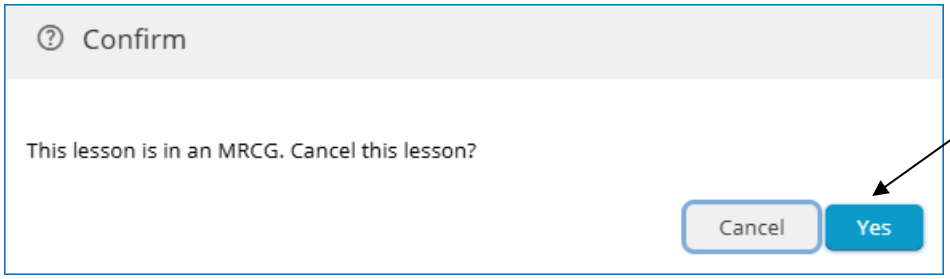
CANCEL A COMPOSITE CLASS

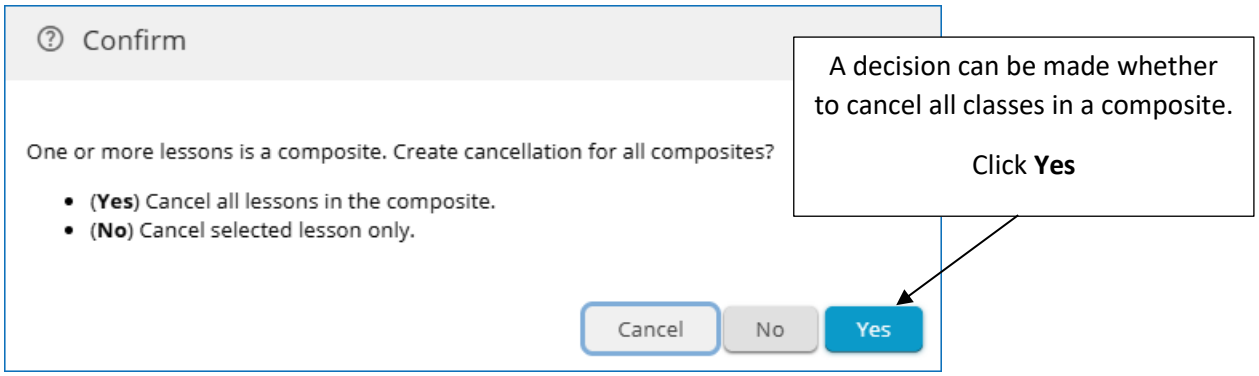
A composite class occurs when two or more classes are taken by the same teacher in the same period. When cancelling a composite class, it is possible to cancel either one or all the classes in the composite. A teacher is only made available for in lieu classes if all the classes in the composite for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

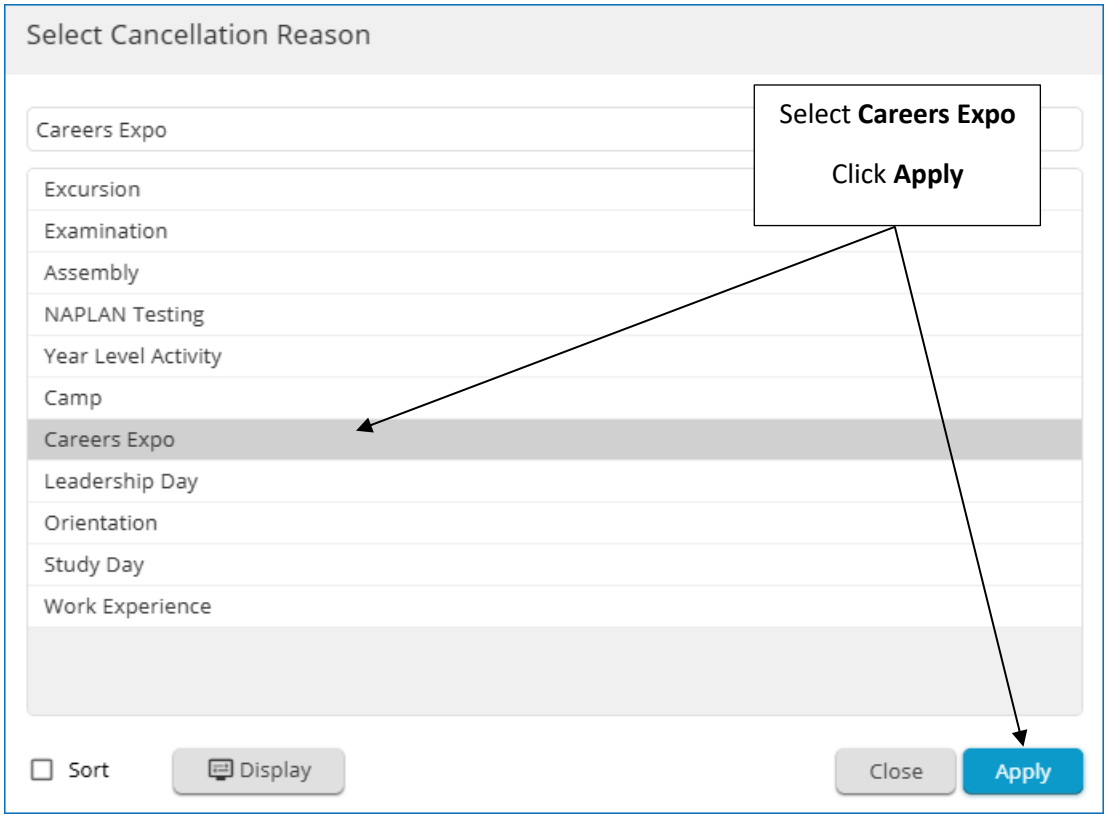
A warning can be given when cancelling composite classes.

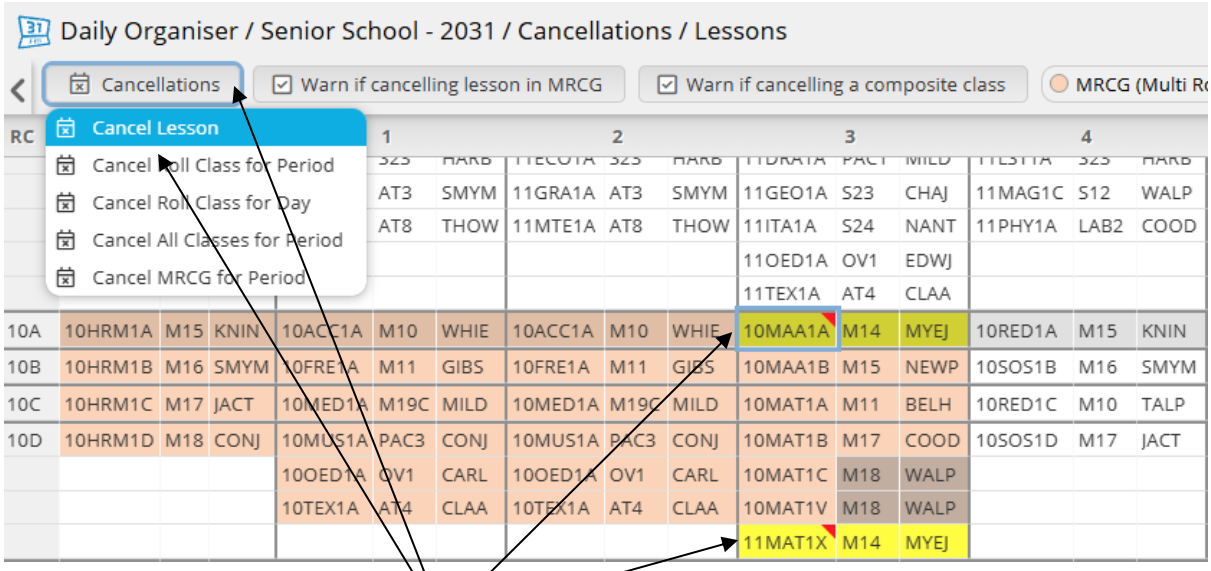





Confirm
This lesson is in an MRCG. Cancel this lesson?
Cancel
Yes
Click **Yes**

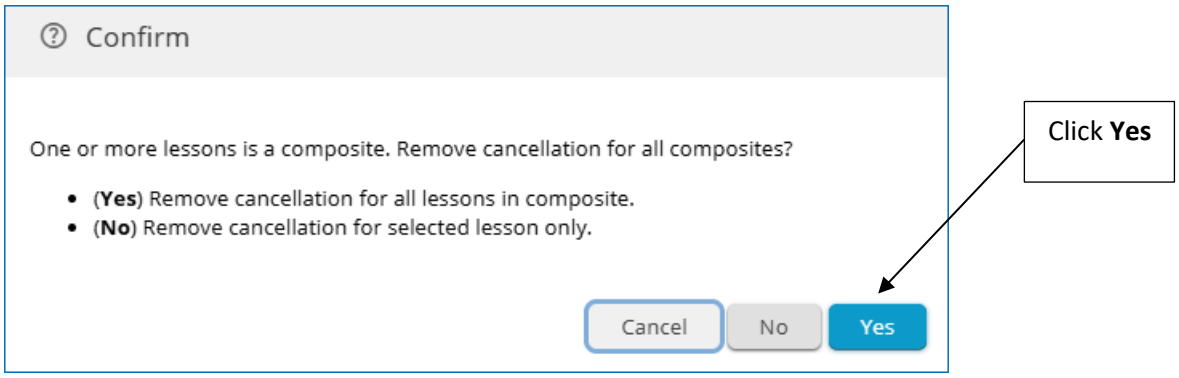

Confirm
One or more lessons is a composite. Create cancellation for all composites?
(**Yes**) Cancel all lessons in the composite.
(**No**) Cancel selected lesson only.
Cancel
No
Yes
A decision can be made whether to cancel all classes in a composite.
Click **Yes**


Select Cancellation Reason
Careers Expo
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply
Select **Careers Expo**
Click **Apply**



Both composite classes have been cancelled.

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



CANCEL YARD DUTIES

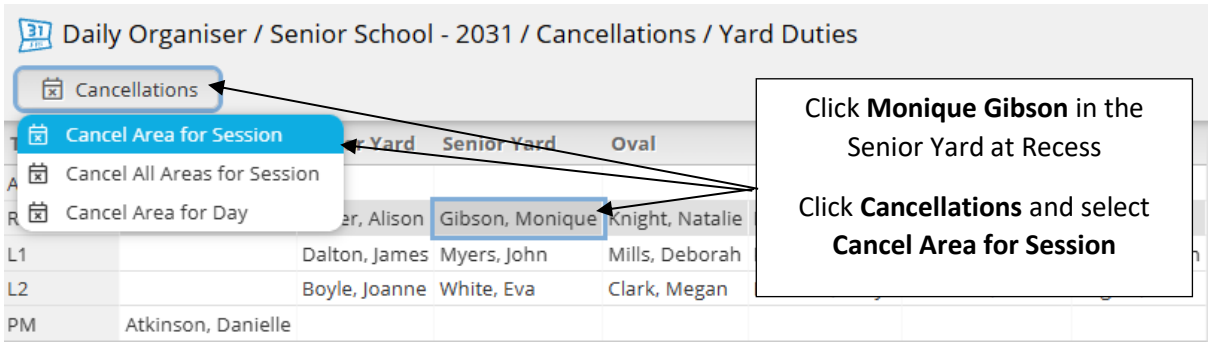
Yard Duties can be cancelled for

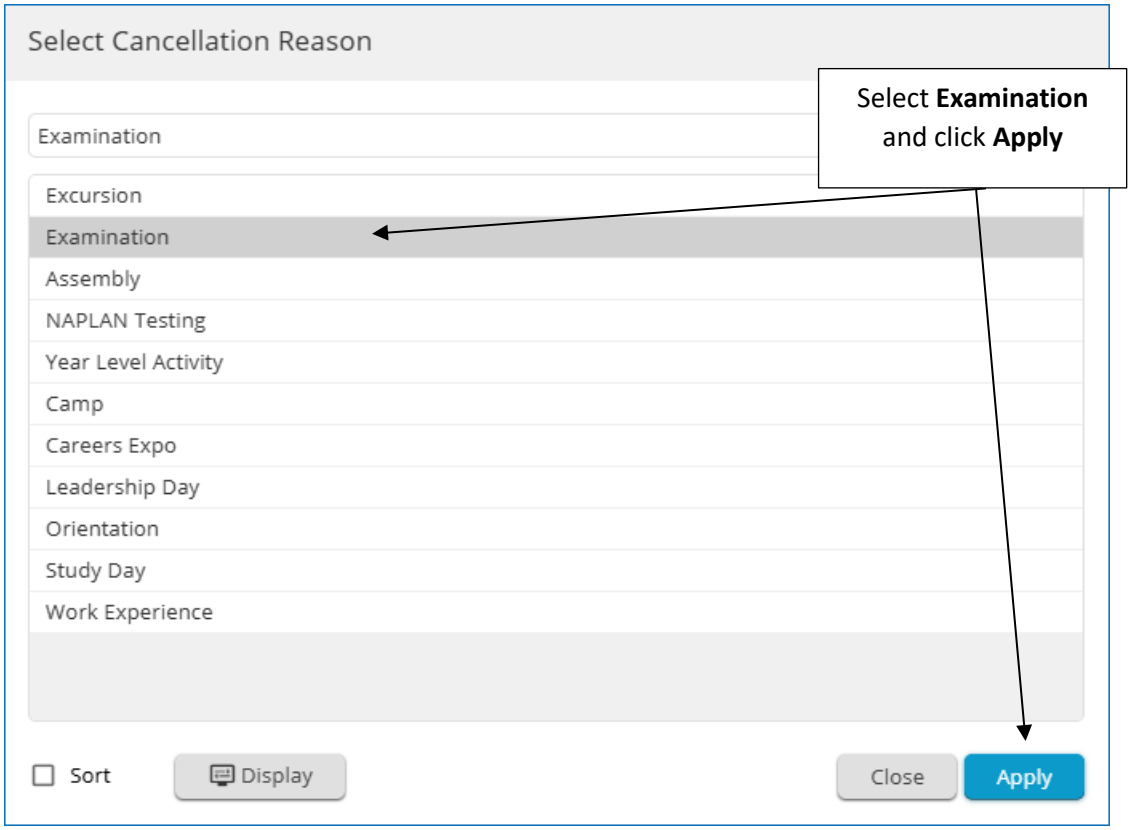
- an area for individual sessions
- all areas for a session
- an area for a day

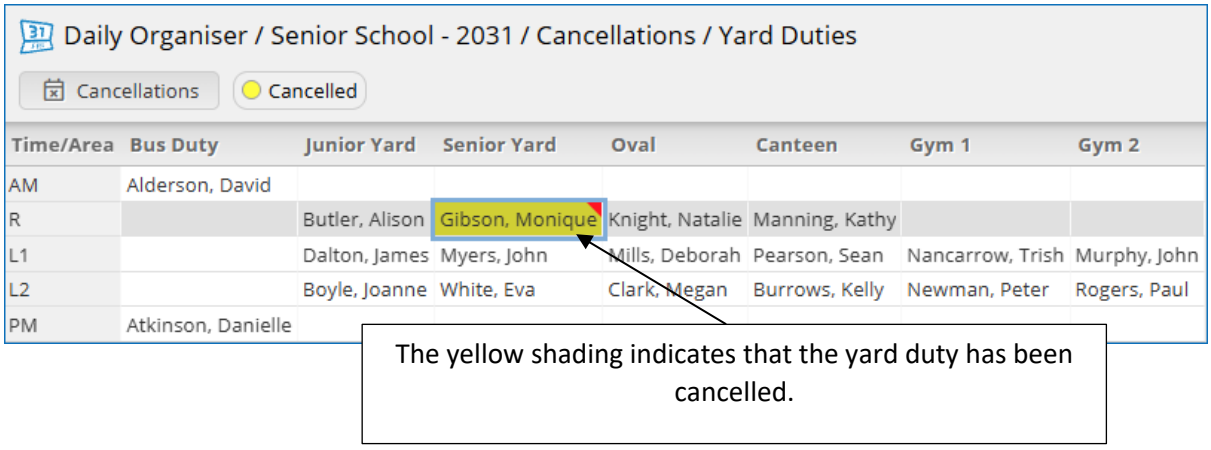
CANCEL A YARD DUTY AREA FOR A SESSION

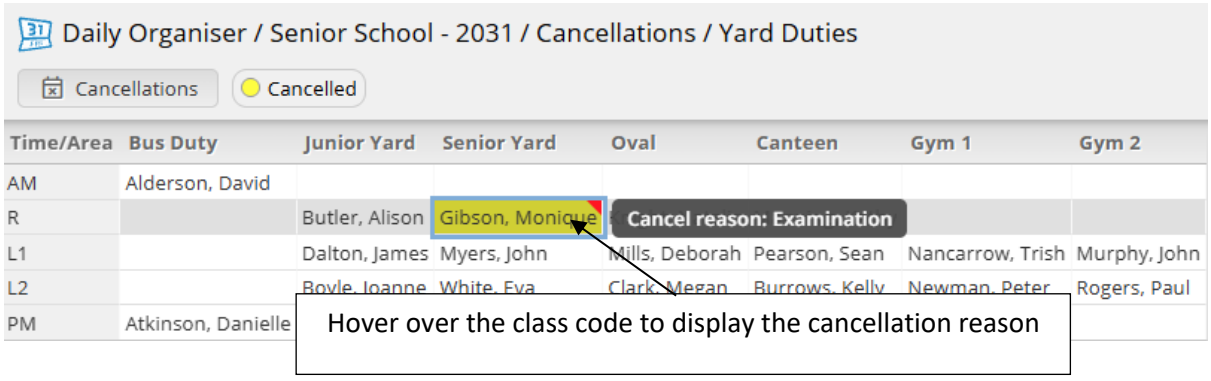
If there are yard duty areas in the school that are only used by particular year levels, it may be necessary to cancel these yard duties when that year level is absent. For example, if Yr11 students have an exam that goes through Recess there may be no need to have a member of staff supervising the Senior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

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





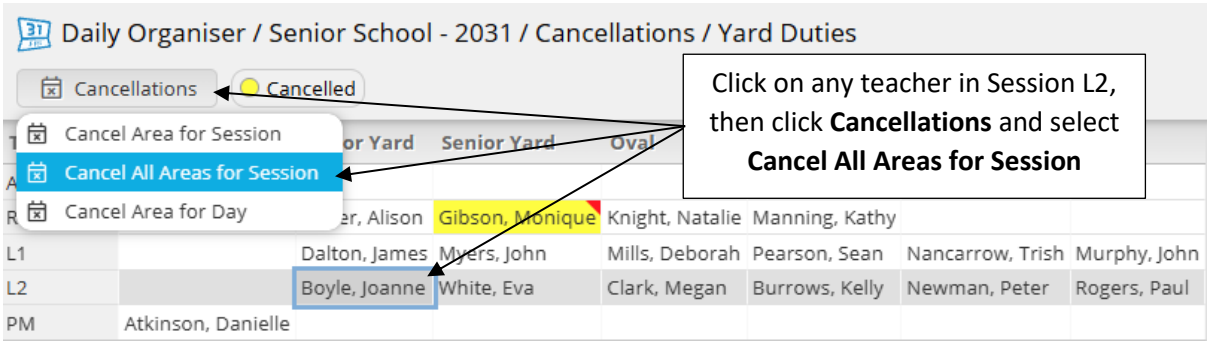


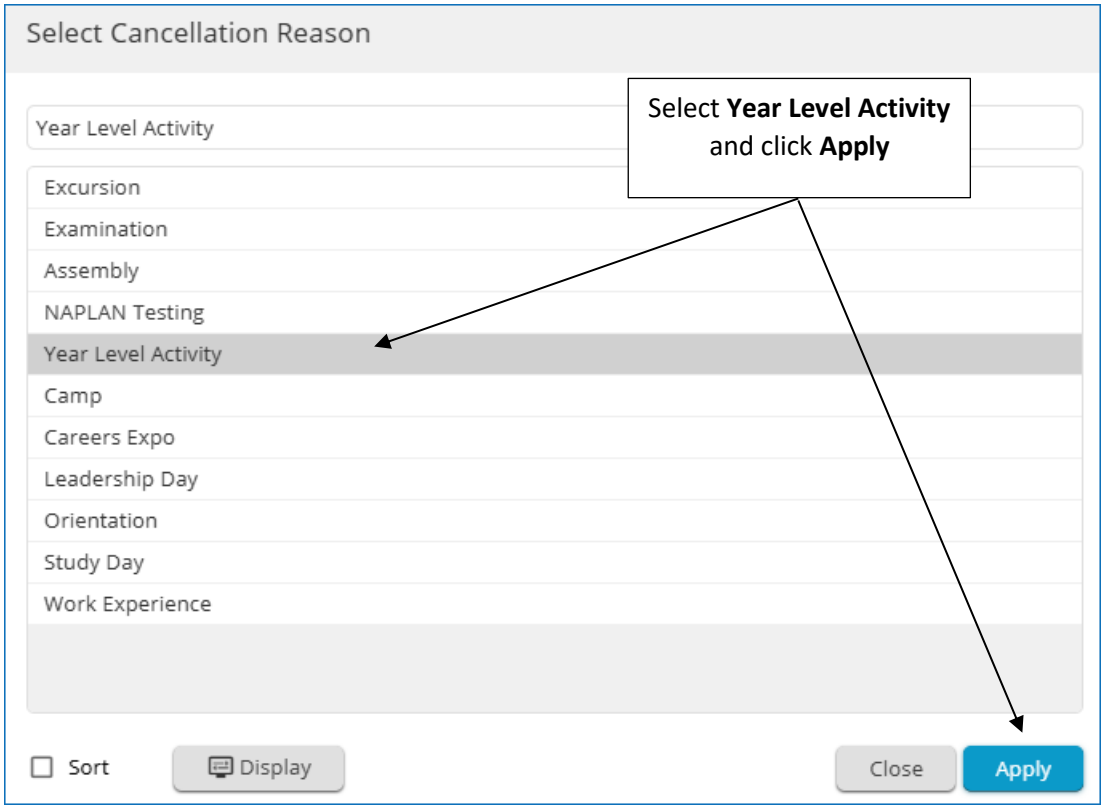


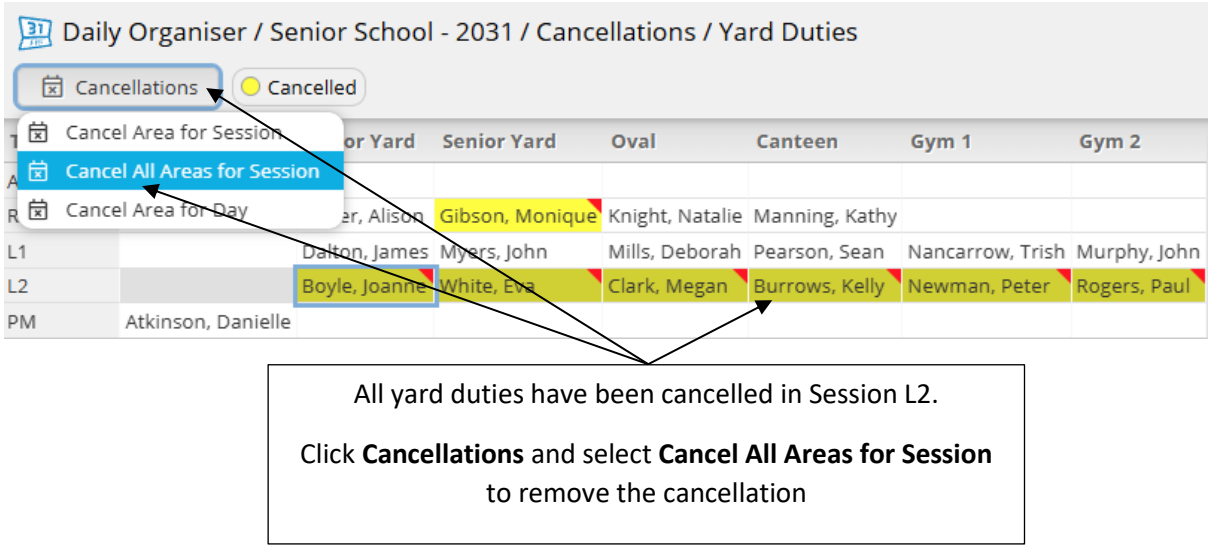
Alternatively, double click in a cell can be used to add or remove a cancellation.

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.





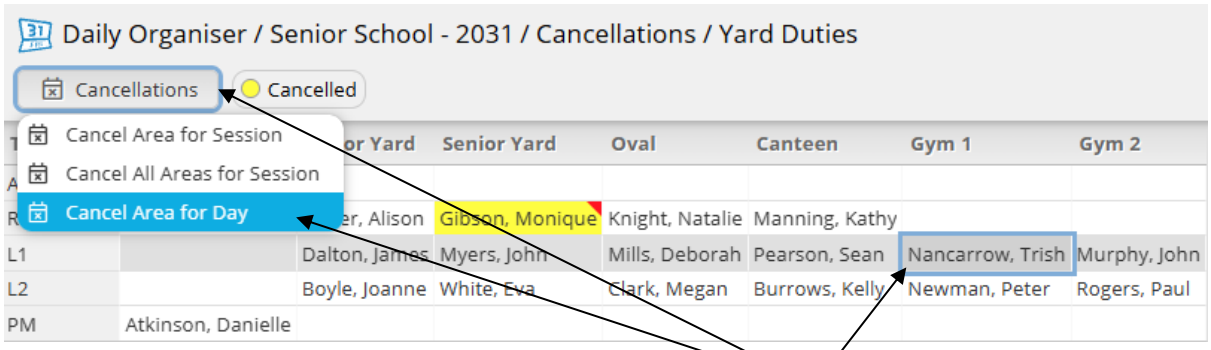


All yard duties have been cancelled in Session L2.

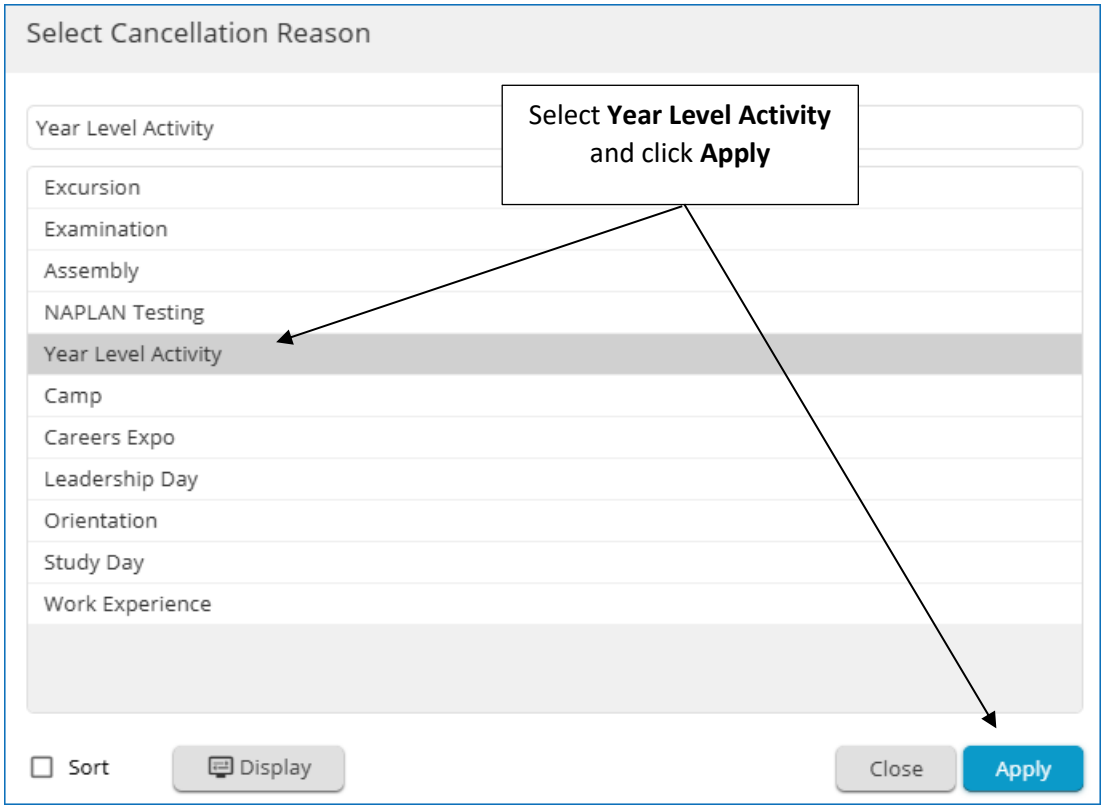
Click **Cancellations** and select **Cancel All Areas for Session** to remove the cancellation

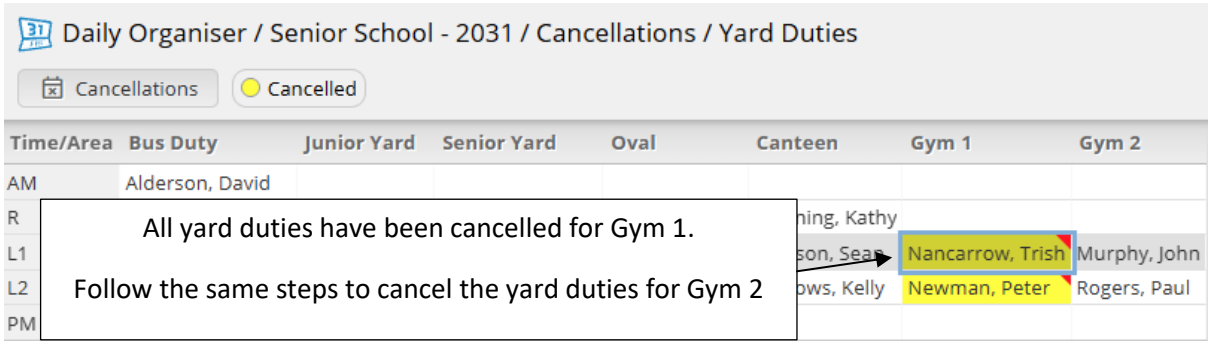
CANCEL A YARD DUTY AREA FOR A DAY

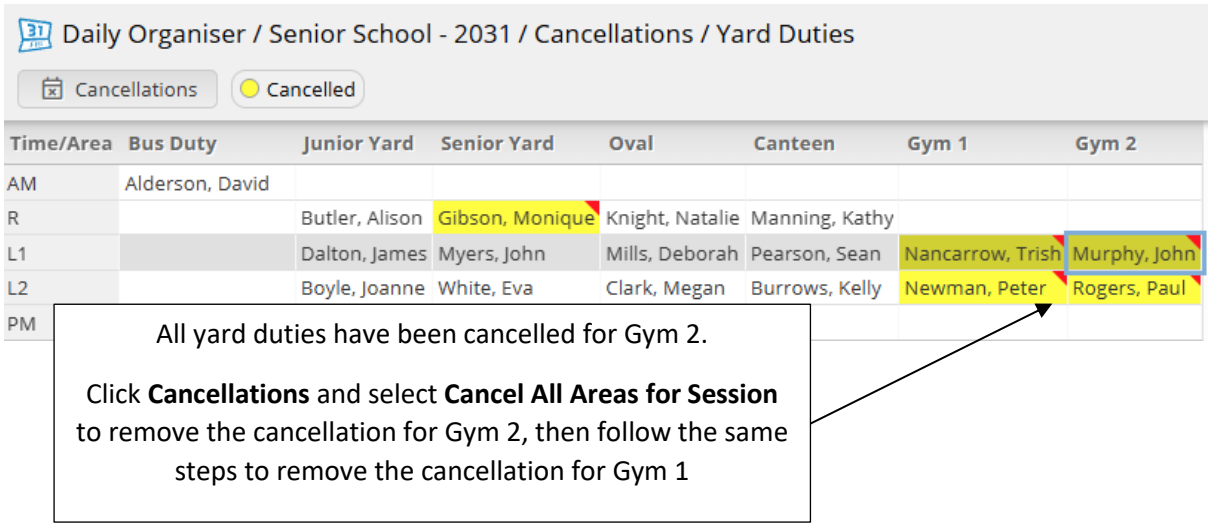
Sometimes, it would make sense for a school to cancel a yard duty area for a day. In this case the Gym will be closed today due to interschool sporting activities. The duties for Gym 1 and Gym 2 will need to be cancelled for the day.



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


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


Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties
Cancellations
Cancelled
Time/Area Bus Duty Junior Yard Senior Yard Oval Canteen Gym 1 Gym 2
AM Alderson, David
R
L1 Nancarrow, Trish Murphy, John
L2 Newman, Peter Rogers, Paul
PM
All yard duties have been cancelled for Gym 1.
Follow the same steps to cancel the yard duties for Gym 2


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

Professional Learning Objectives 140
Skills 140
Student Activities 141
Student Activity with Specific Teachers 142
Add Students to an Activity 146
View Student Lesson Changes 148
Student Activities with Additional Teachers and Specific Rooms 149
Reminders 152
Add Students to an Activity 153
Teachers/Rooms/Students 154
Assign Students to Teachers or Rooms 160

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:

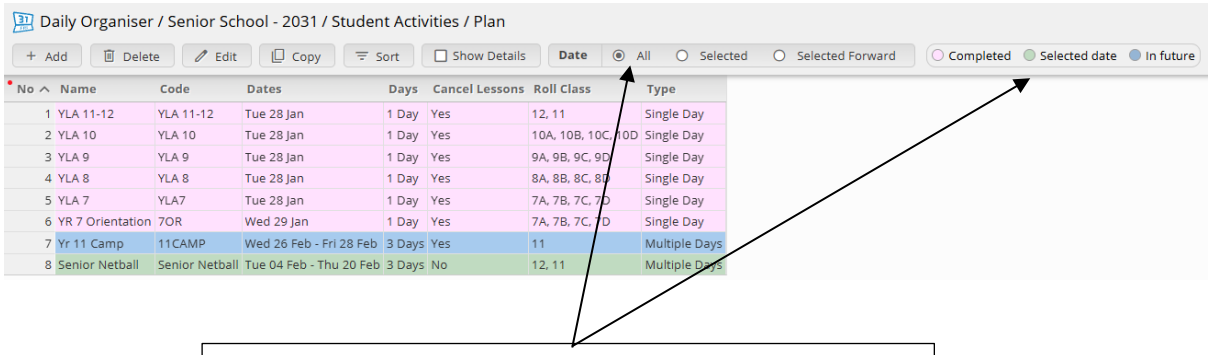
- lessons can be cancelled for the Roll Classes attending the activity
- teachers attending the activity can be made absent
- rooms can be assigned to the activity making them unavailable for other classes
- provision can be made for additional teachers and rooms to be assigned later

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



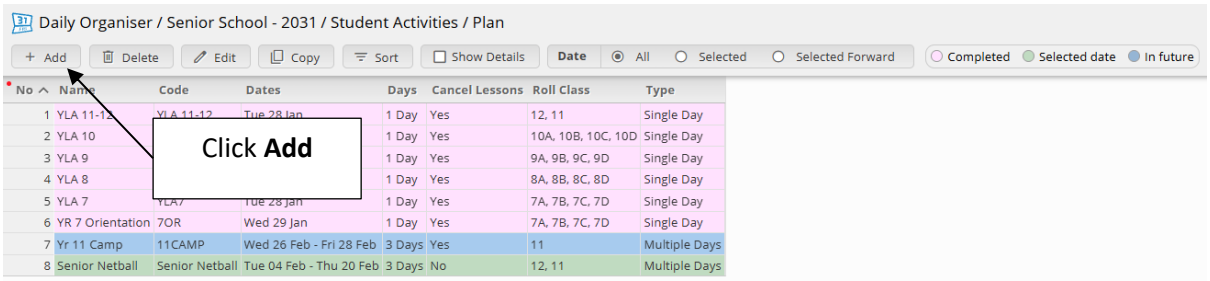
Several Student Activities have already been entered.

Click **All**

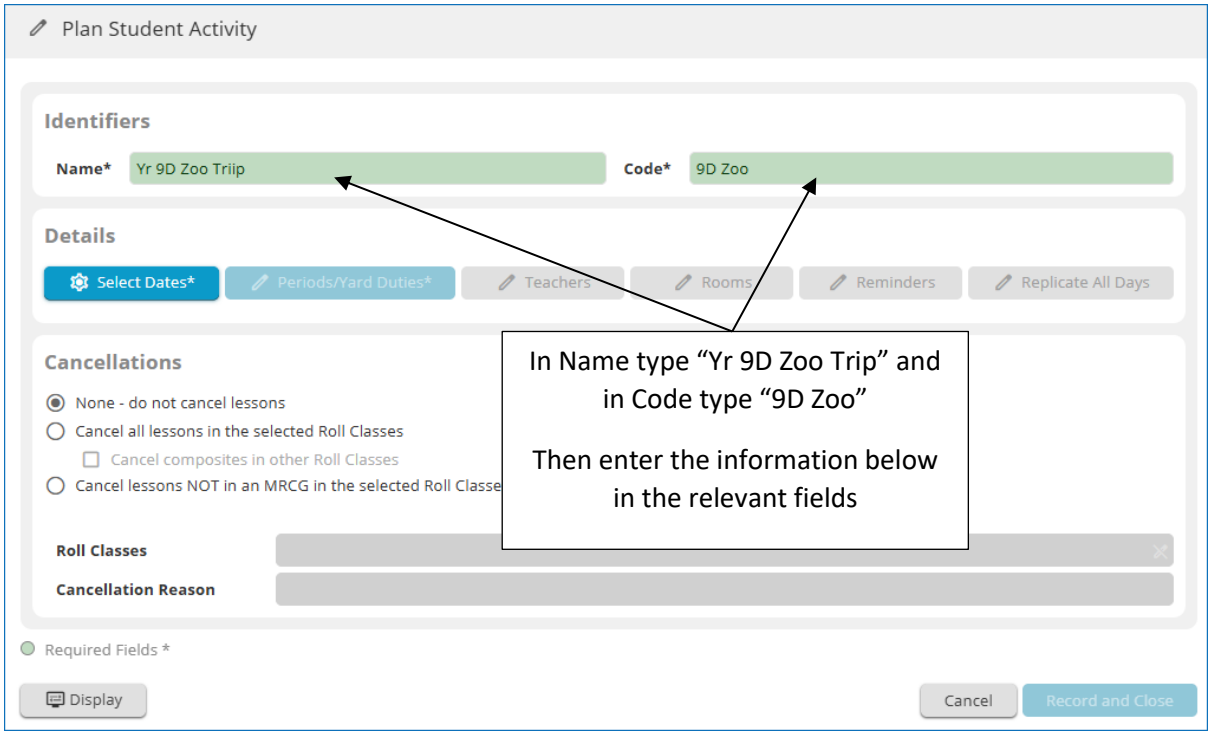
The cell colours indicate if the activity is prior to the selected date (pink), on the selected date (green) or in the future (blue).

STUDENT ACTIVITY WITH SPECIFIC TEACHERS

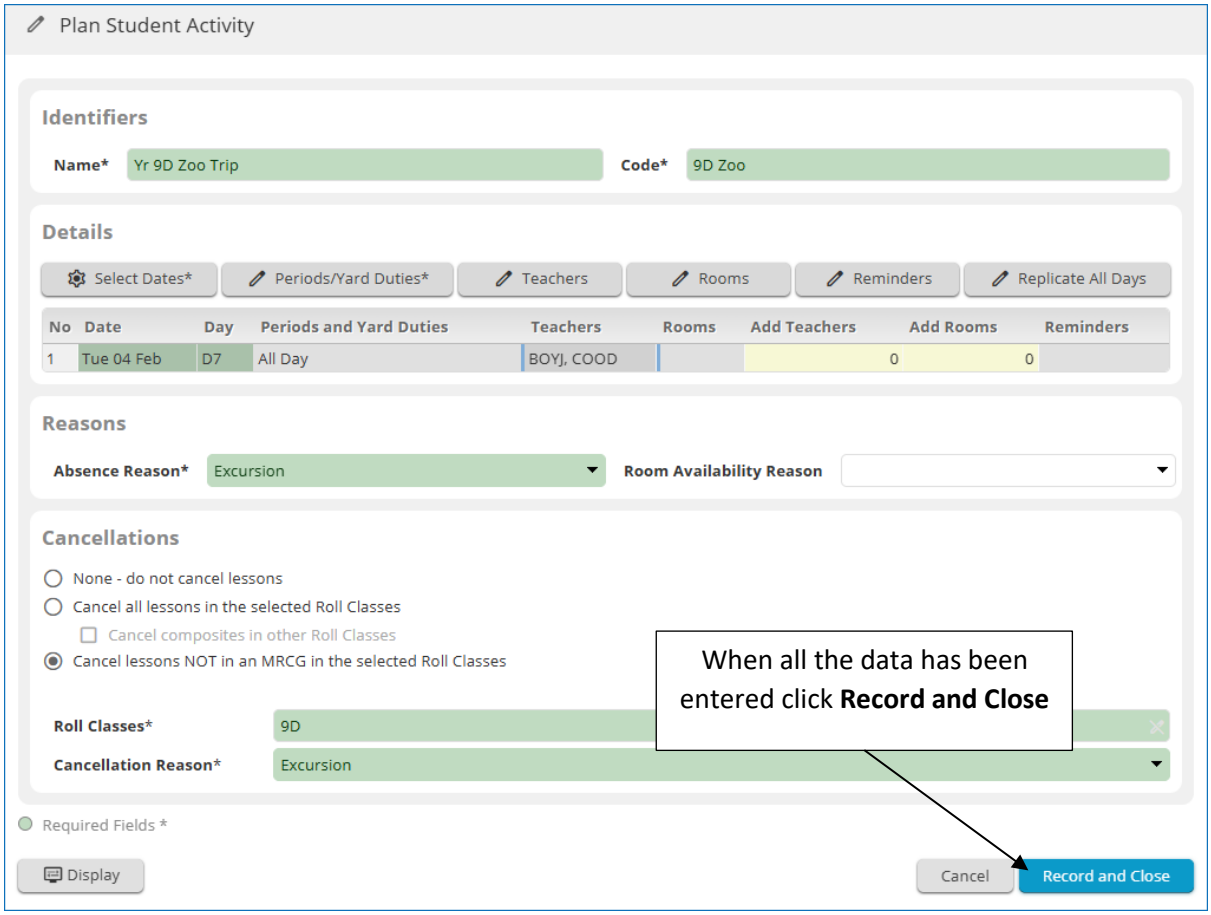
If specific teachers are required to supervise a whole activity, they can be included in the activity and their absence will be entered automatically. In this example, Roll Class 9D will be on an excursion to the Zoo. Two teachers will be taking the students on this excursion.

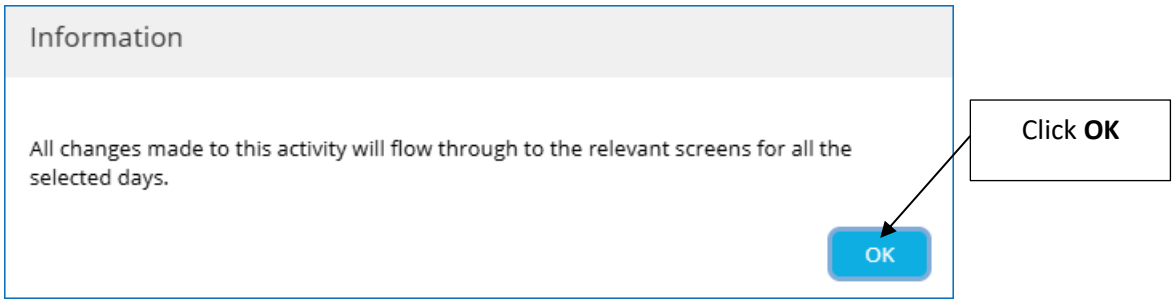


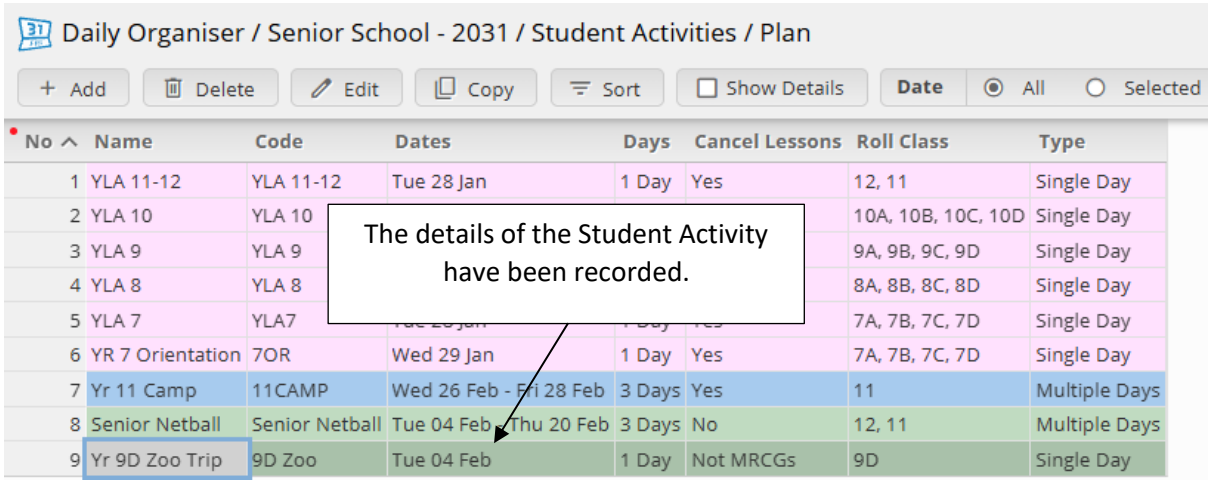
No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10			1 Day	Yes	10A, 10B, 10C, 10D	Single Day
3	YLA 9			1 Day	Yes	9A, 9B, 9C, 9D	Single Day
4	YLA 8			1 Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Yes	7A, 7B, 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



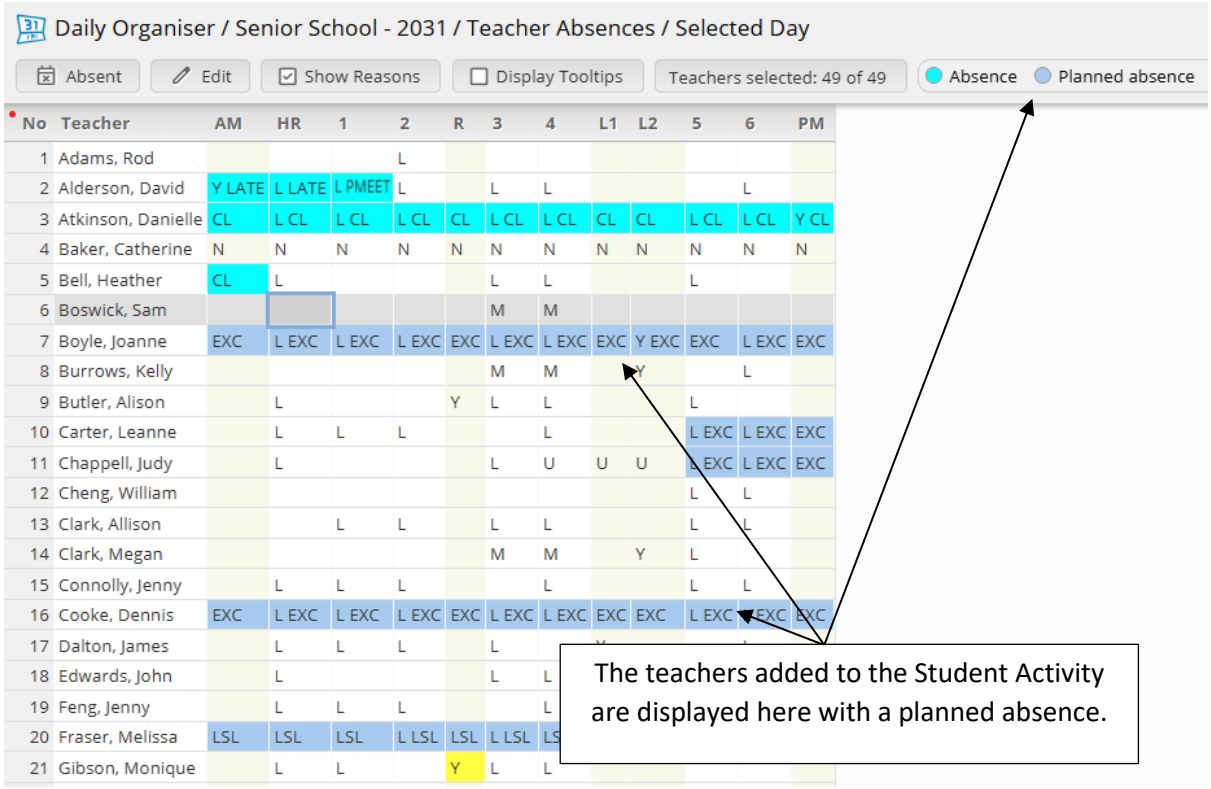
1. Click **Select Dates*** and select 04 Feb, then click **OK**
2. Click **Periods/Yard Duties*** and move all to the Selected box, then click **Apply**
3. Click **Teachers** and move **Joanne Boyle** and **Dennis Cooke** to the Selected box, then click **Apply**
4. Note: A cell has appeared for the 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

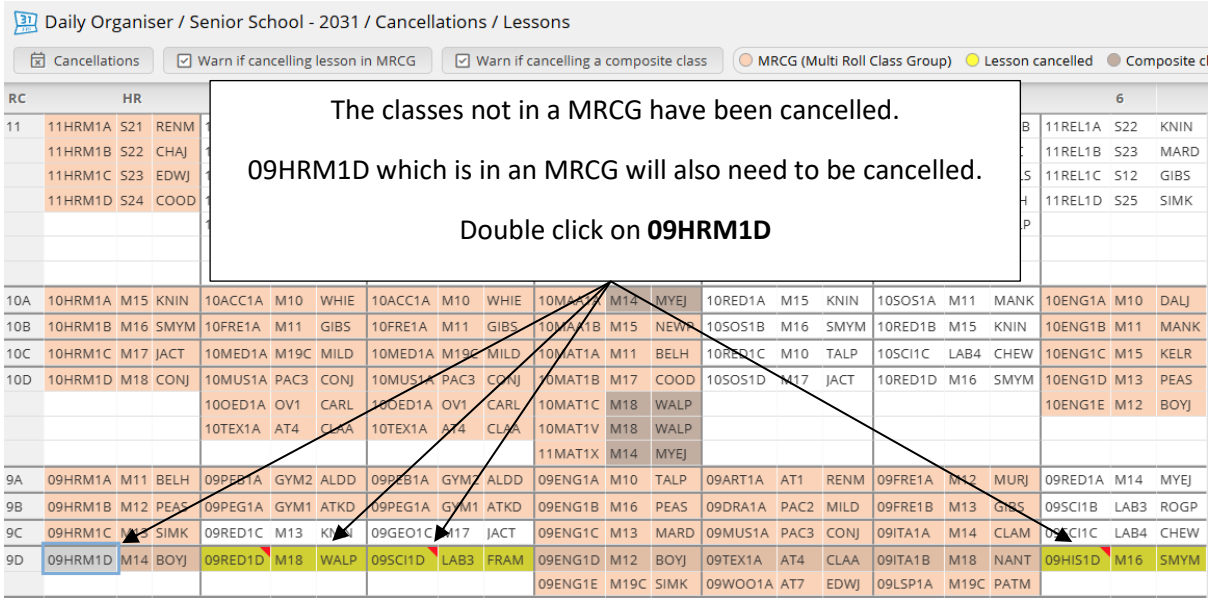

Information
All changes made to this activity will flow through to the relevant screens for all the selected days.
OK
Click OK

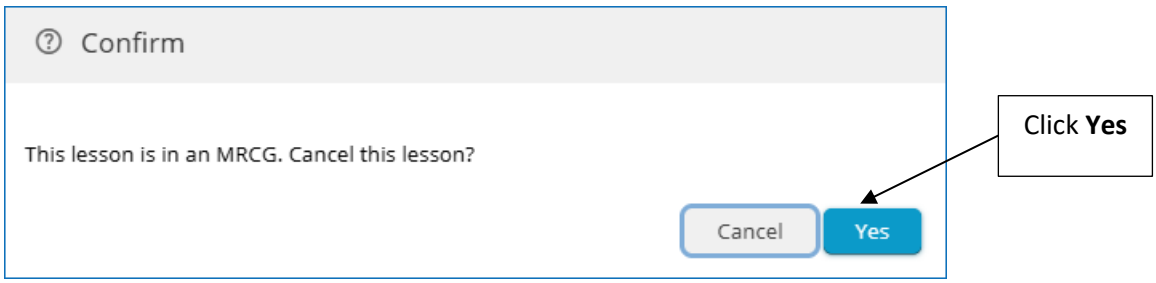

Daily Organiser / Senior School - 2031 / Student Activities / Plan
Add
Delete
Edit
Copy
Sort
Show Details
Date
All
Selected
No Name Code Dates Days Cancel Lessons Roll Class Type
1 YLA 11-12 YLA 11-12 Tue 28 Jan 1 Day Yes 12, 11 Single Day
2 YLA 10 YLA 10 10A, 10B, 10C, 10D Single Day
3 YLA 9 YLA 9 9A, 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.

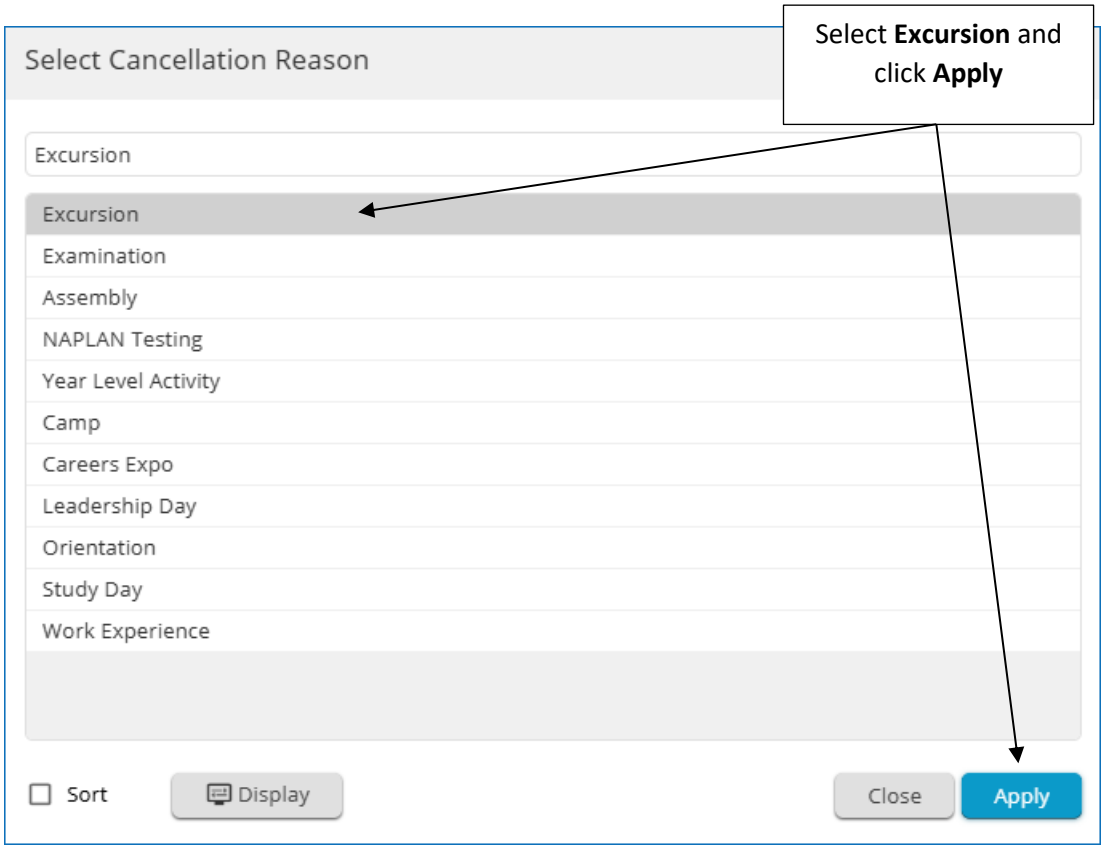
On the Task Tree select:
[6A] Teacher Absences - Selected Day

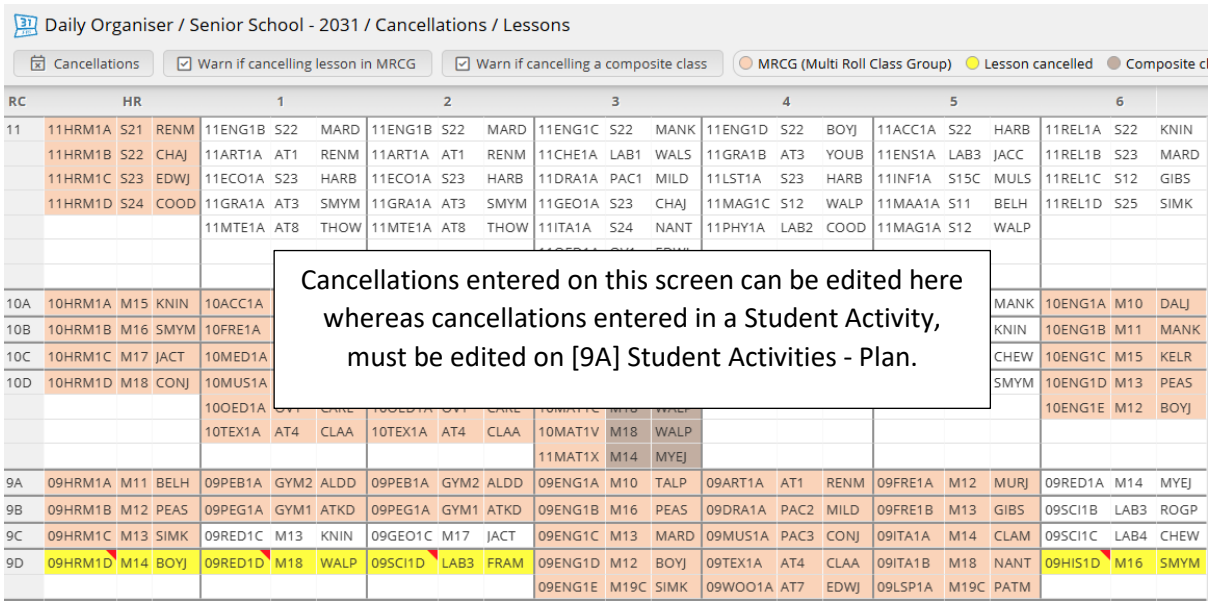


On the Task Tree select:
[8A] Cancellations - Lessons




Confirm
This lesson is in an MRCG. Cancel this lesson?
Cancel
Yes
Click **Yes**

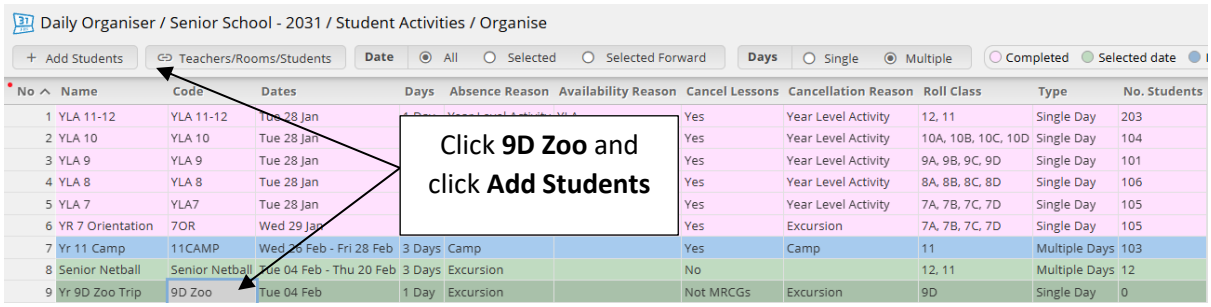

Select Cancellation Reason
Select **Excursion** and click **Apply**
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply


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

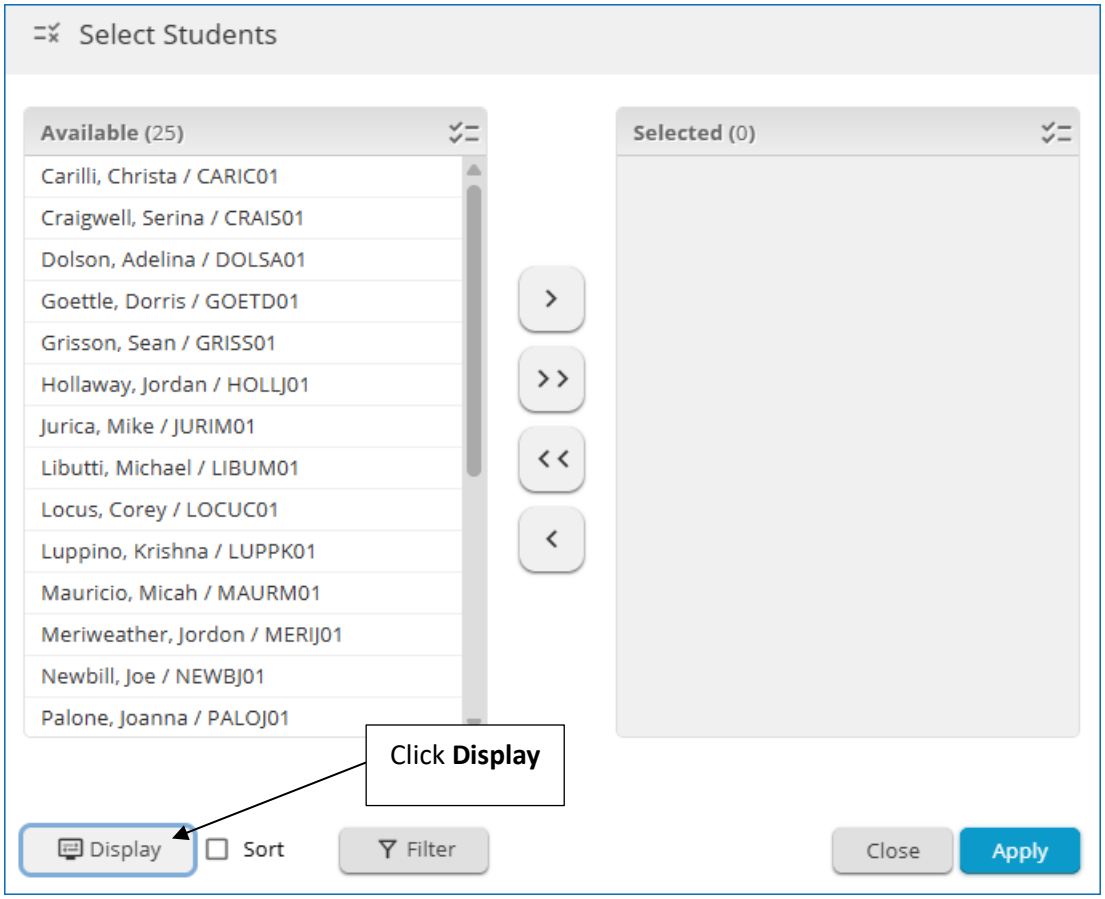
ADD STUDENTS TO AN ACTIVITY

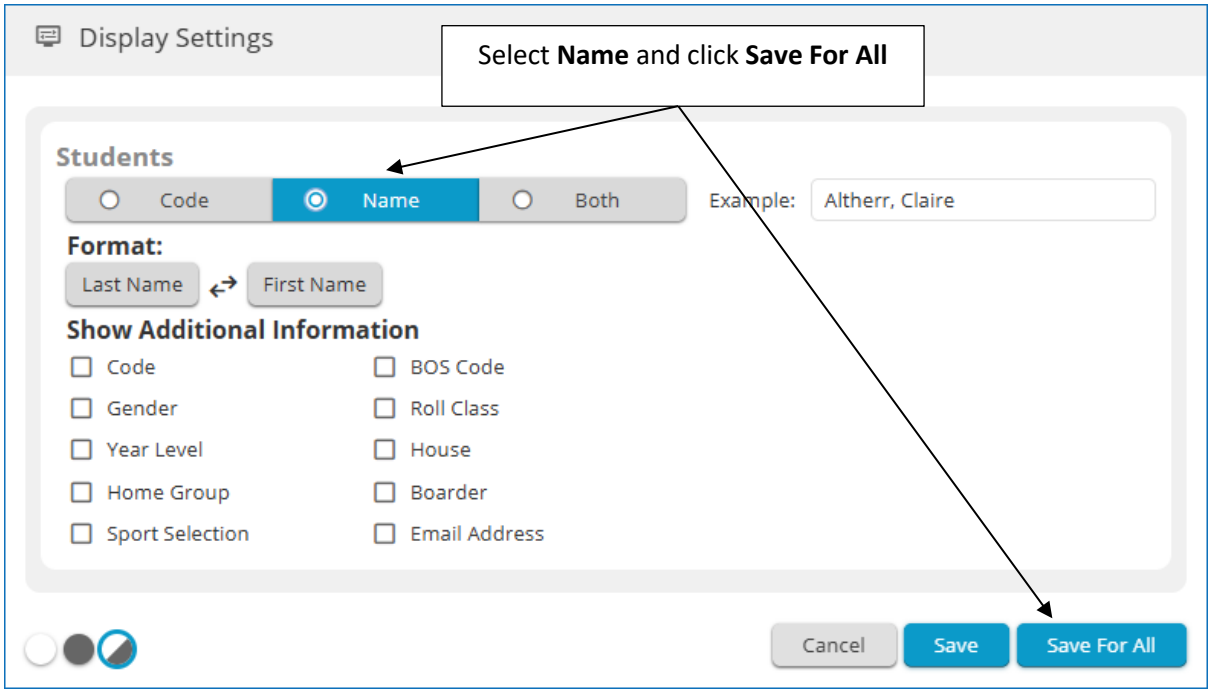
When students are added to an activity, they are removed from all their classes that have not been cancelled on that day. These changes will then flow through to class lists in the Staff and Student Portals. In this case, 9D students will be added to the Yr 9D Zoo Trip activity.

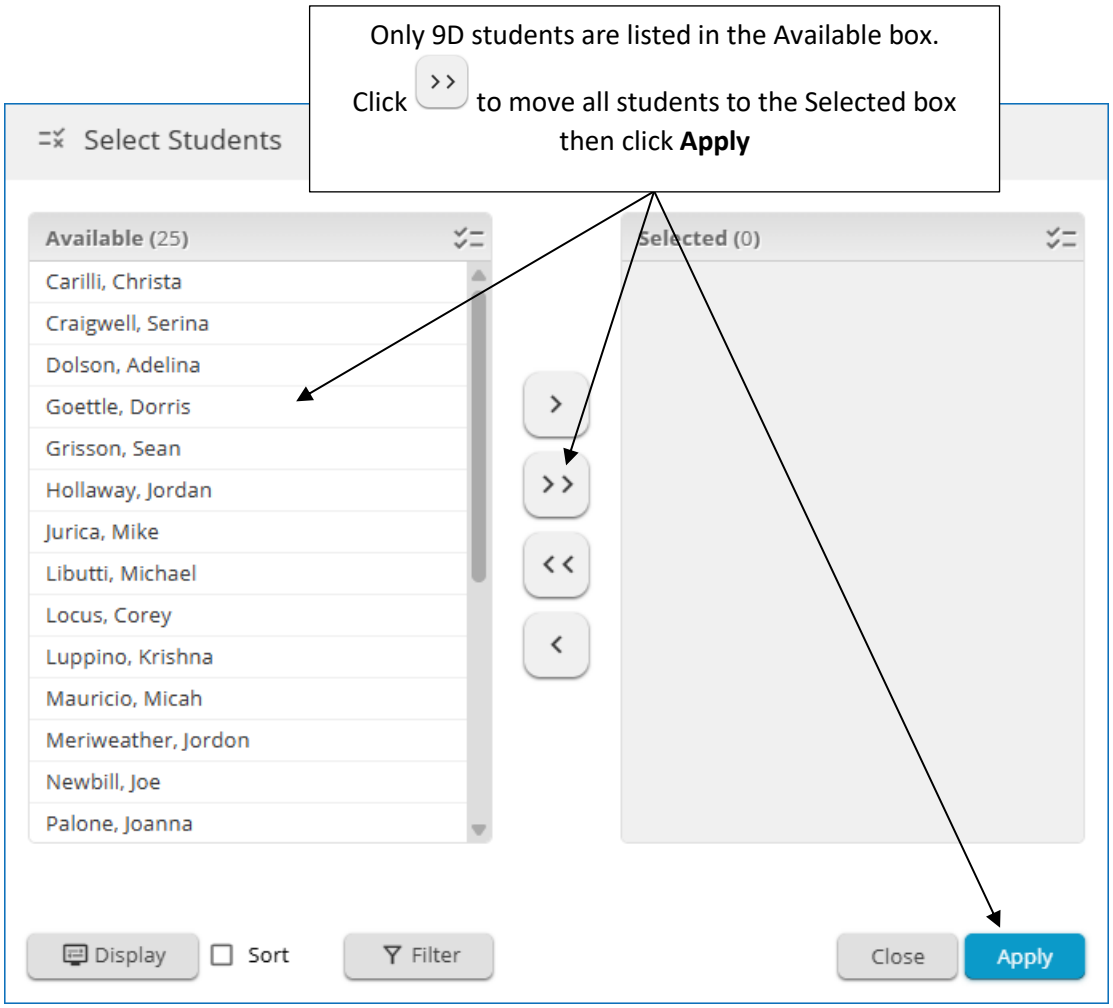
On the Task Tree select:
[9B] Student Activities - Organise

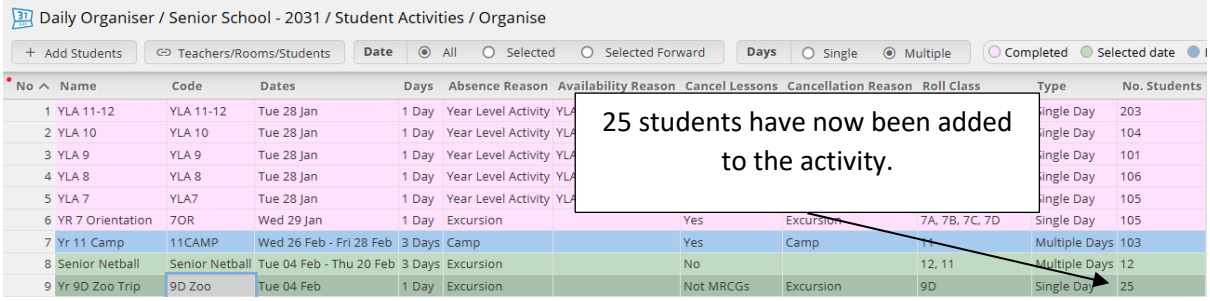


No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan				Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan				Yes	Year Level Activity	10A, 10B, 10C, 10D	Single Day	104
3	YLA 9	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




Display Settings
Select **Name** and click **Save For All**
Students
Code
Name
Both
Example:
Altherr, Claire
Format:
Last Name
First Name
Show Additional Information
Code
Gender
Year Level
Home Group
Sport Selection
BOS Code
Roll Class
House
Boarder
Email Address
Cancel
Save
Save For All

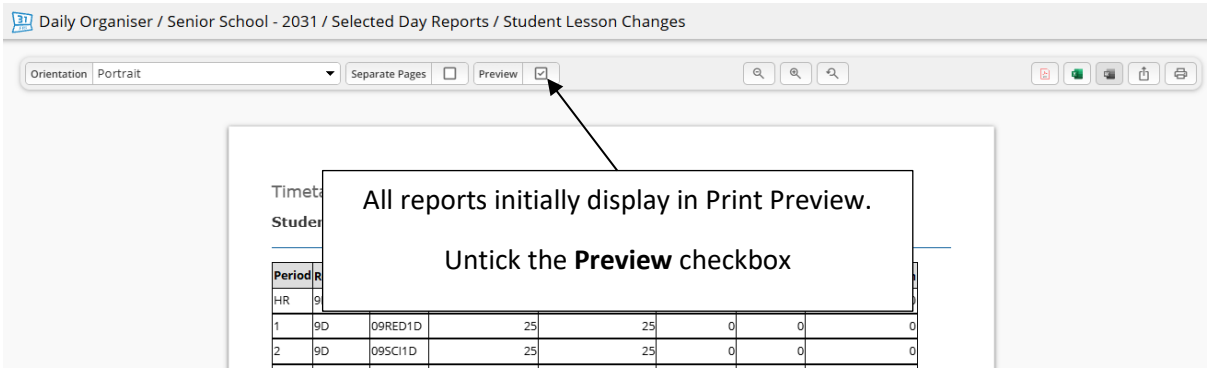

Only 9D students are listed in the Available box.
Click >> to move all students to the Selected box then click **Apply**
Select Students
Available (25)
Carilli, Christa
Craigwell, Serina
Dolson, Adelina
Goettle, Dorris
Grisson, Sean
Hollaway, Jordan
Jurica, Mike
Libutti, Michael
Locus, Corey
Luppino, Krishna
Mauricio, Micah
Meriweather, Jordon
Newbill, Joe
Palone, Joanna
Selected (0)
Display
Sort
Filter
Close
Apply

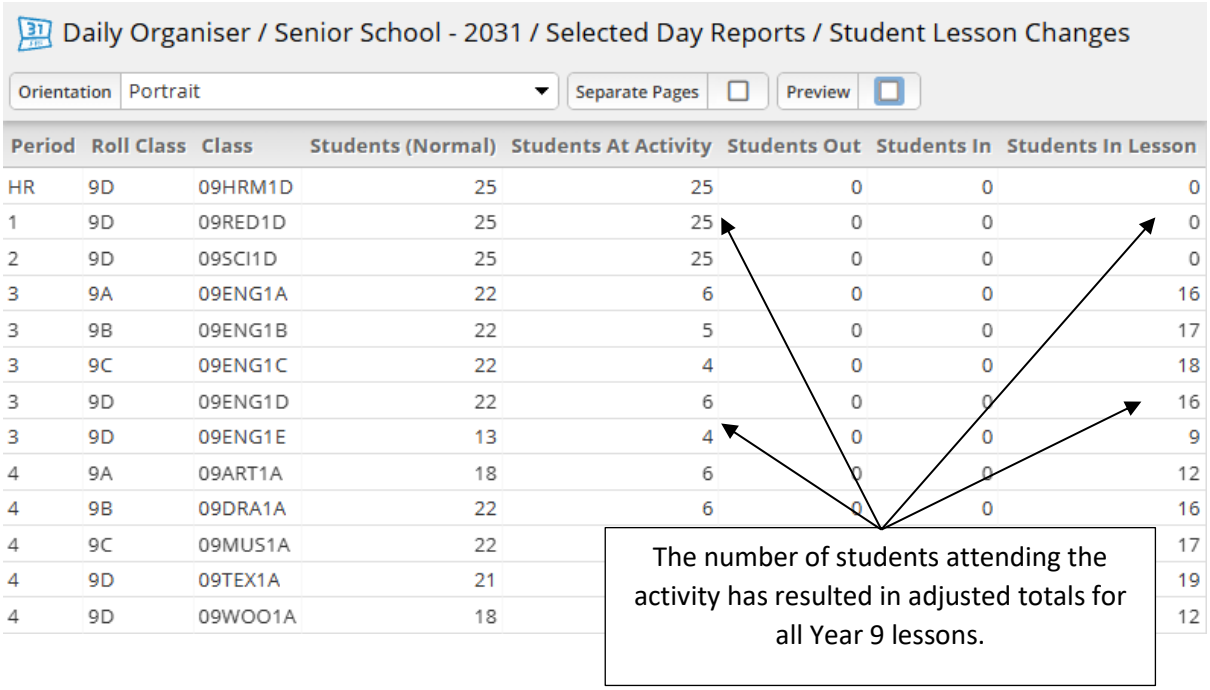


VIEW STUDENT LESSON CHANGES

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





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

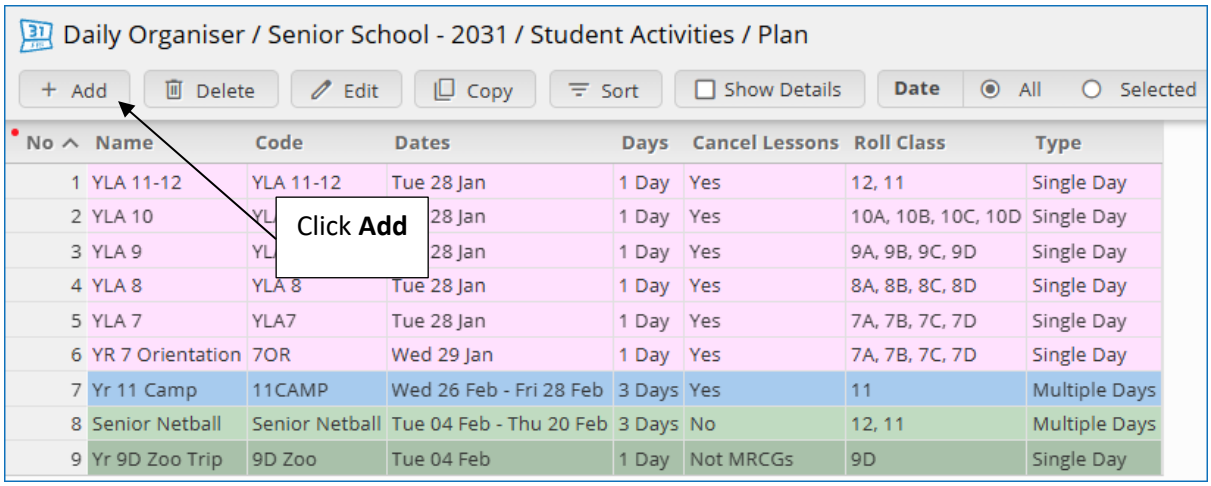
STUDENT ACTIVITIES WITH ADDITIONAL TEACHERS AND SPECIFIC ROOMS

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.

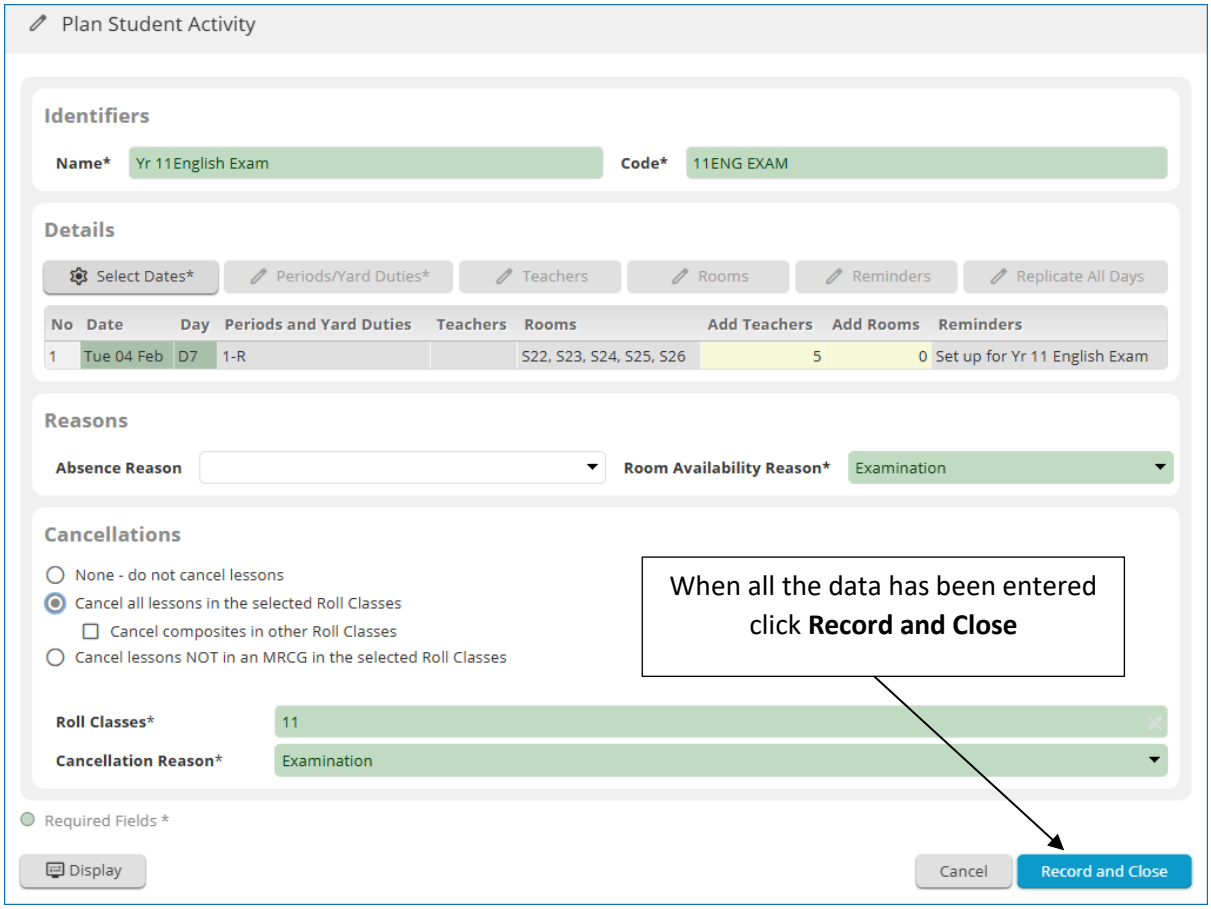
On the Task Tree select:
[9A] Student Activities - Plan

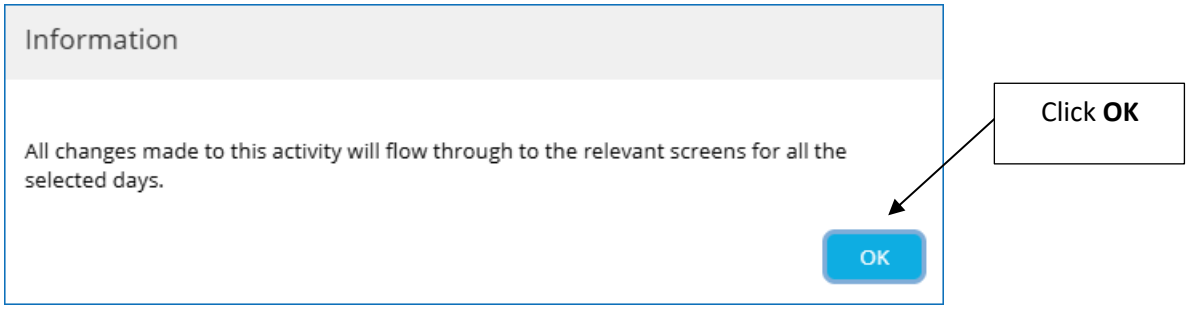


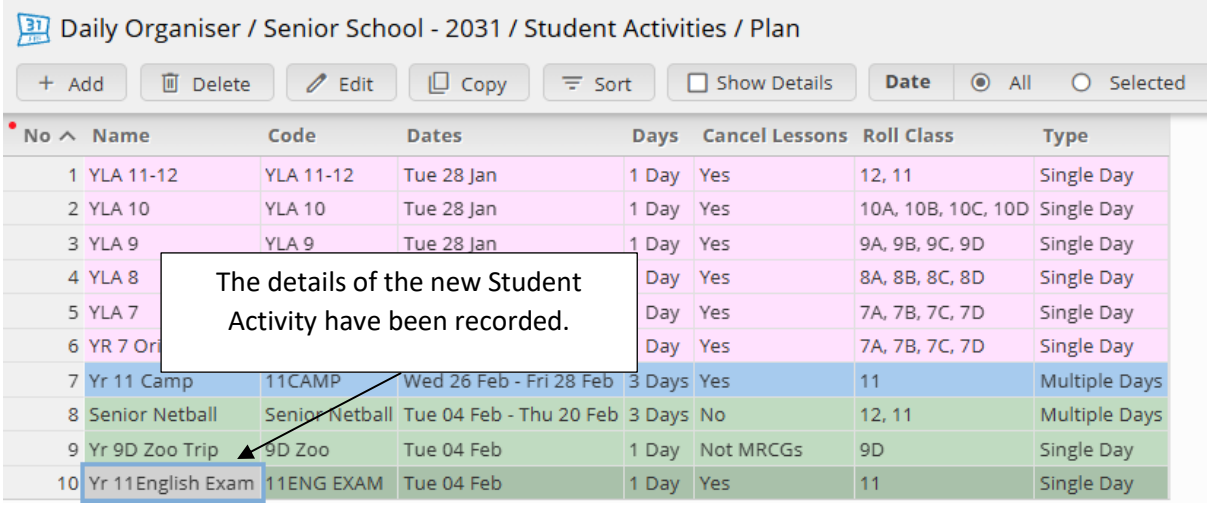
No	Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Yes	12, 11	Single Day
2	YLA 10	YL	28 Jan	1 Day	Yes	10A, 10B, 10C, 10D	Single Day
3	YLA 9	YL	28 Jan	1 Day	Yes	9A, 9B, 9C, 9D	Single Day
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA7	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 11English 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

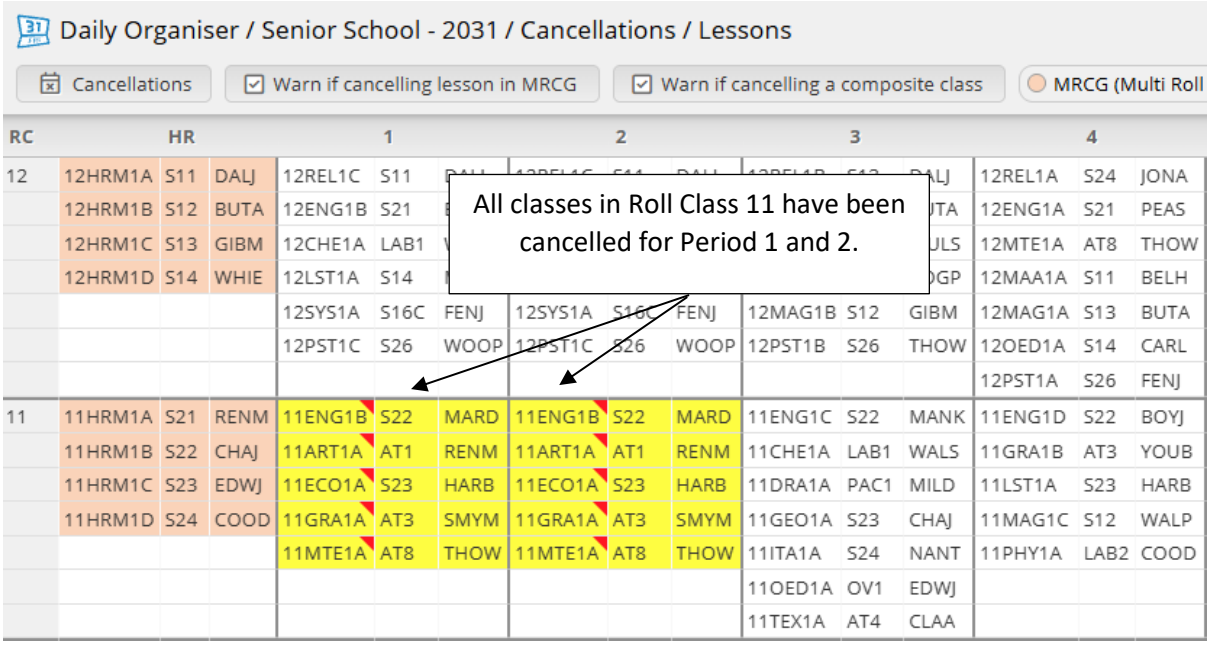

Information
All changes made to this activity will flow through to the relevant screens for all the selected days.
OK
Click OK



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			Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7			Day	Yes	7A, 7B, 7C, 7D	Single Day
6	YR 7 Ori			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
10	Yr 11English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Yes	11	Single Day

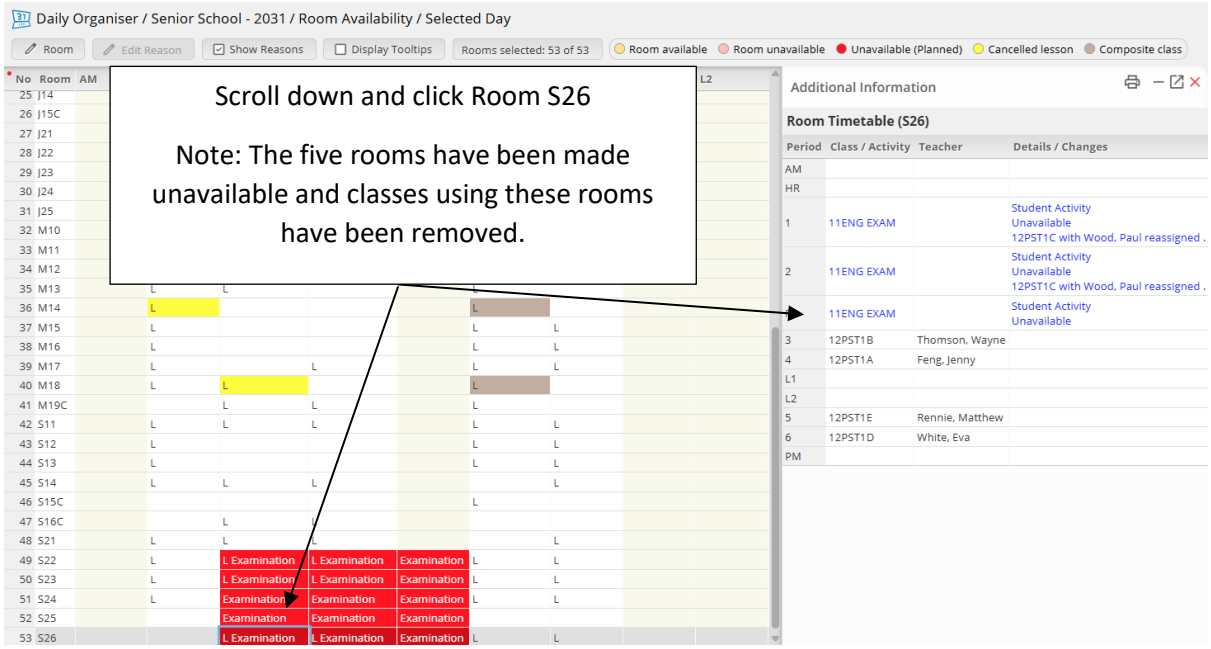
One of the key differences between this planned Student Activity and the previous one is that no teachers were made absent in this activity. The five additional teachers required will be assigned on a period-by-period basis on [11A] Replacements – Assign.

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



RC	HR			1			2			3			4		
12	12HRM1A	S11	DALJ	12REL1C	S11							DALJ	12REL1A	S24	JONA
	12HRM1B	S12	BUTA	12ENG1B	S21							UTA	12ENG1A	S21	PEAS
	12HRM1C	S13	GIBM	12CHE1A	LAB1							ULS	12MTE1A	AT8	THOW
	12HRM1D	S14	WHIE	12LST1A	S14							GP	12MAA1A	S11	BELH
				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



REMINDERS

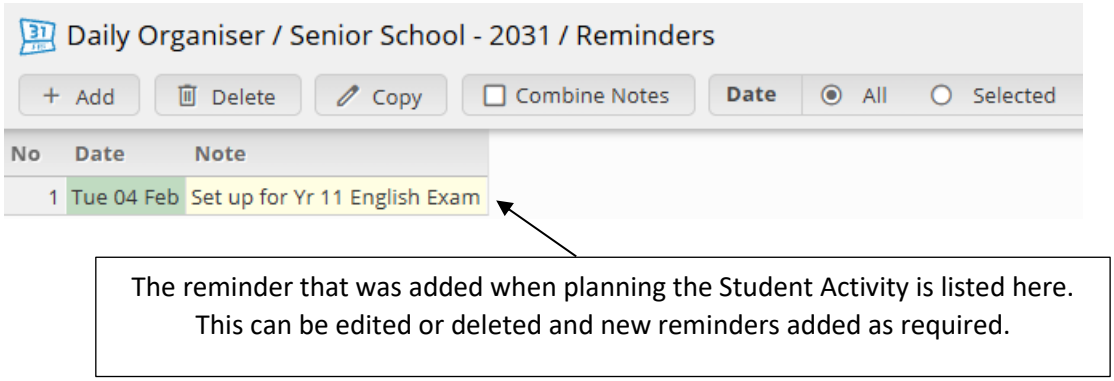
Reminders appear when opening a Daily Organiser dataset on a particular date. They are especially useful for reminding the staff using Daily Organiser of upcoming events, especially if multiple staff are using Daily Organiser.

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

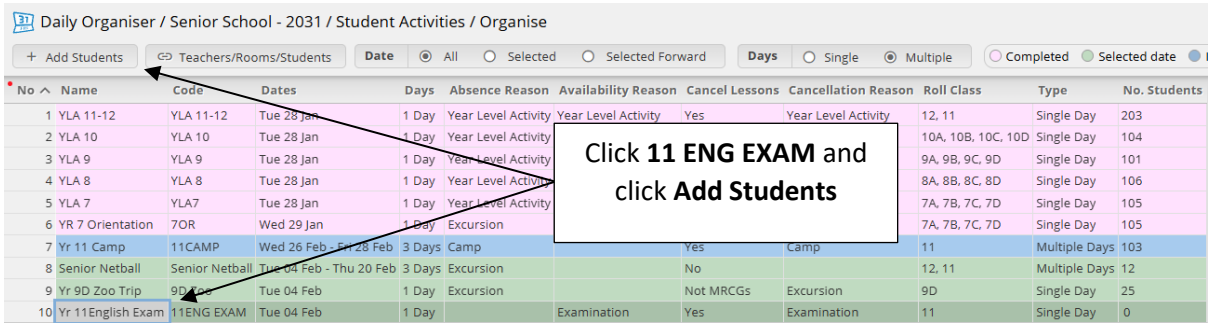


This reminder will appear any time the Daily Organiser is opened on this date.

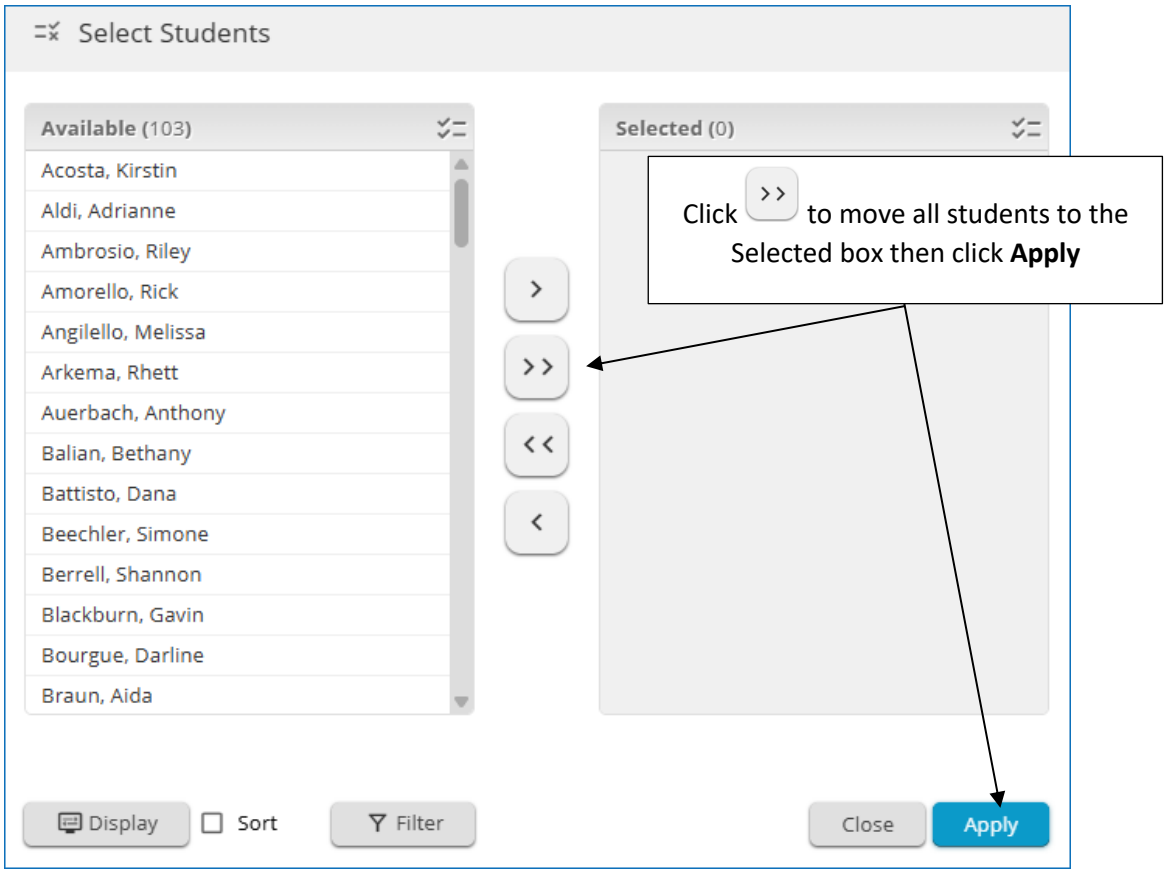
ADD STUDENTS TO AN ACTIVITY

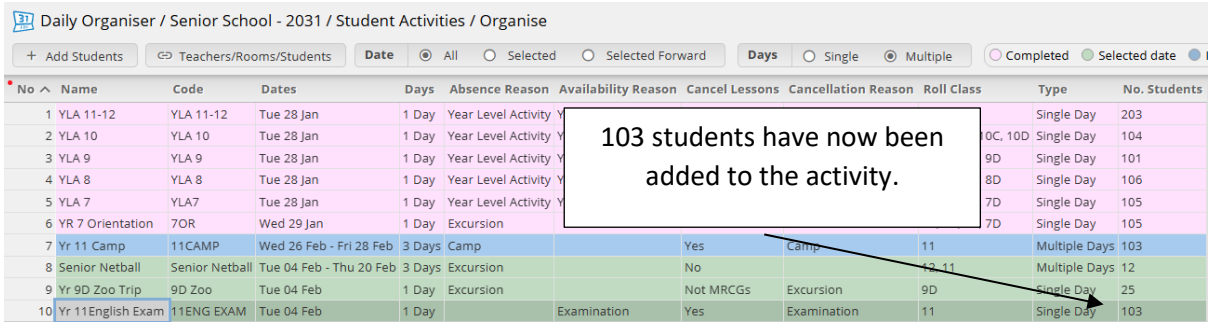
Students can be added to the activity and then allocated to a particular room or teacher.

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



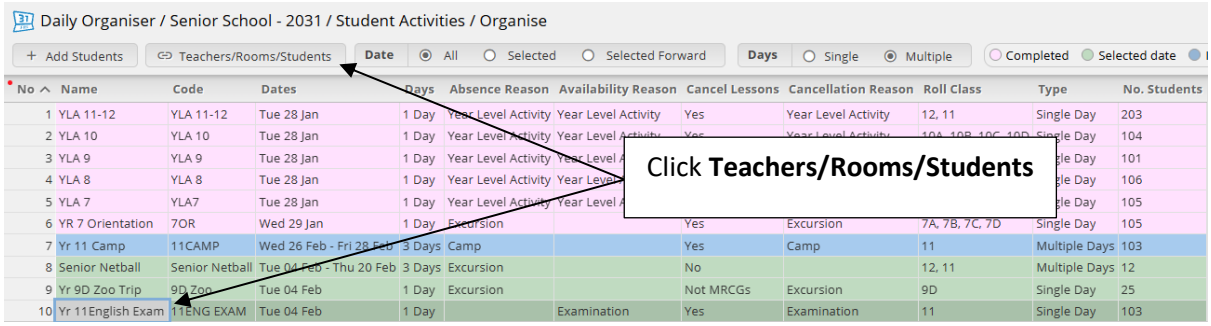
No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity				10A, 10B, 10C, 10D	Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity				9A, 9B, 9C, 9D	Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity				8A, 8B, 8C, 8D	Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity				7A, 7B, 7C, 7D	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		Not MRCGs	Excursion	9D	Single Day	25
10	Yr 11English Exam	11ENG EXAM	Tue 04 Feb	1 Day		Examination	Yes	Examination	11	Single Day	0

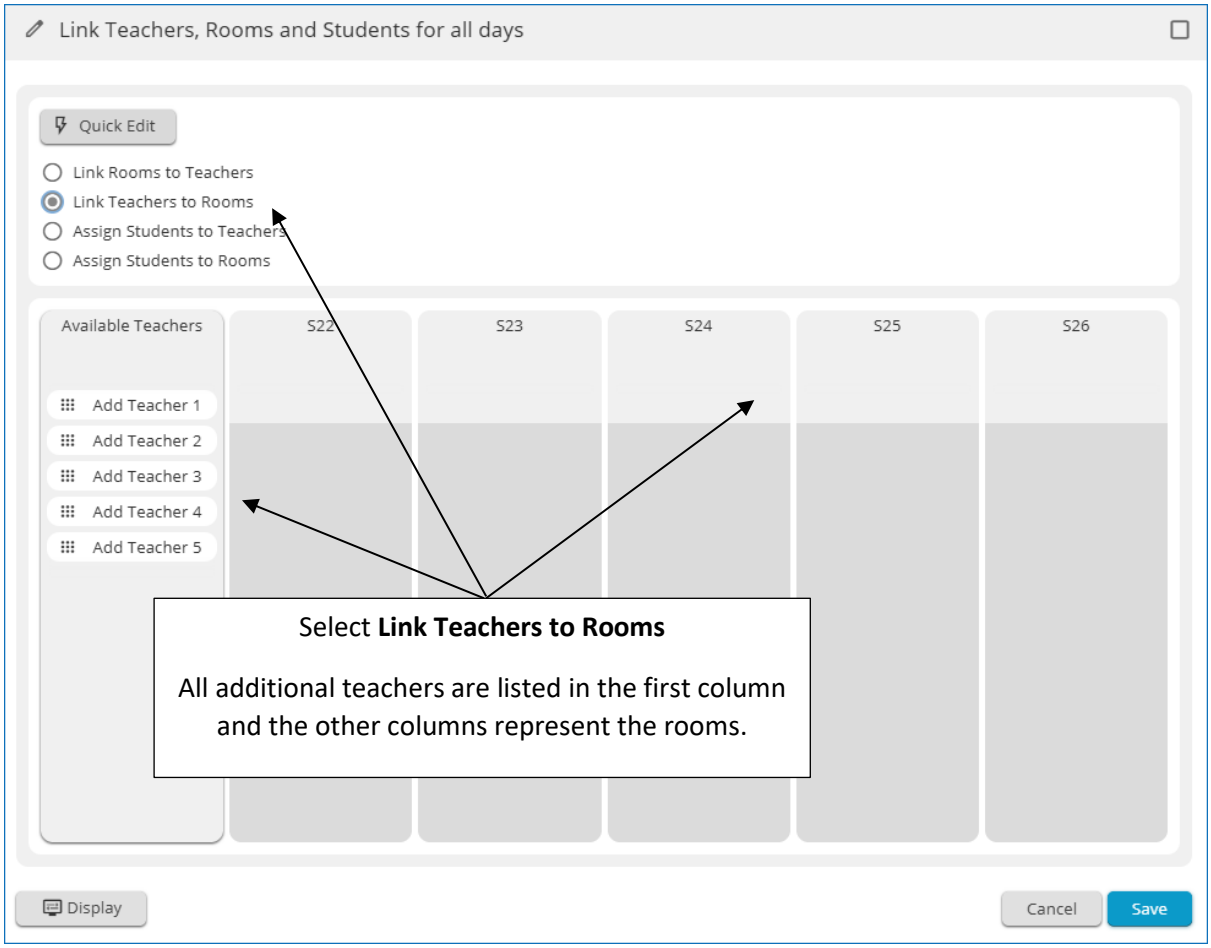




TEACHERS/ROOMS/STUDENTS

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



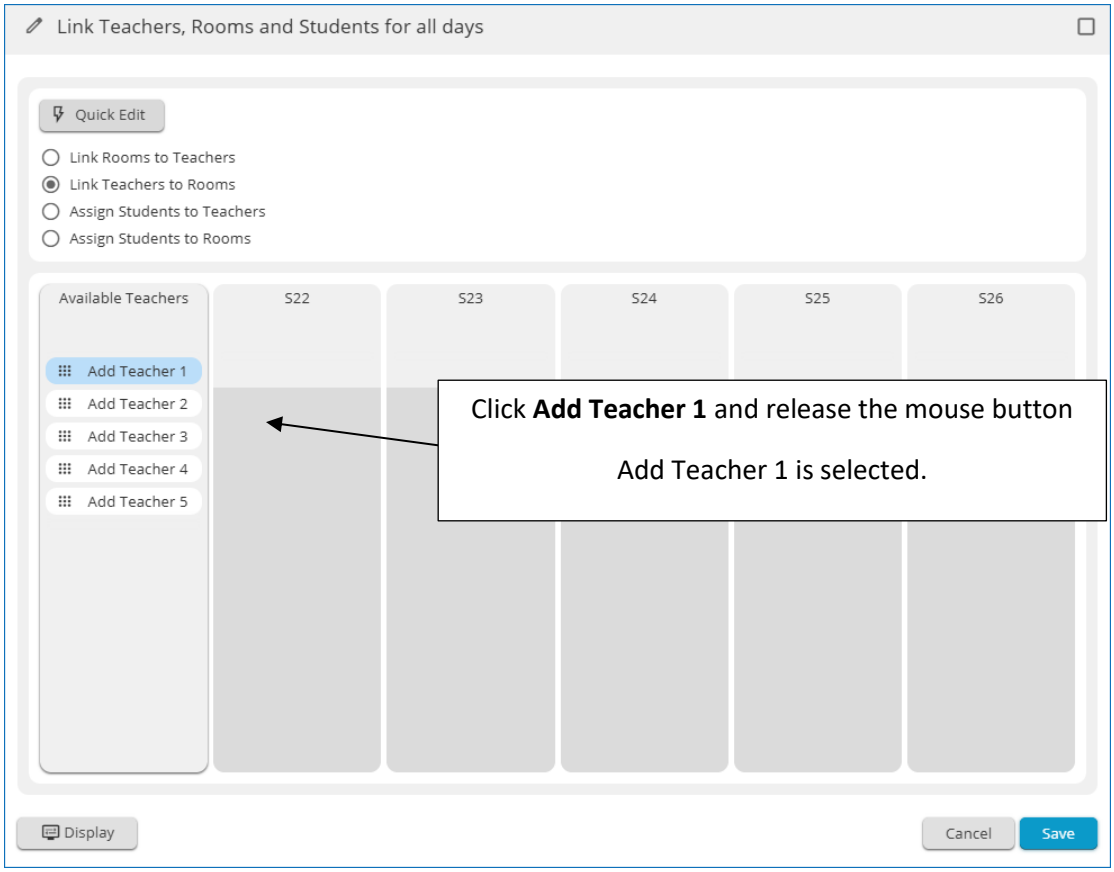


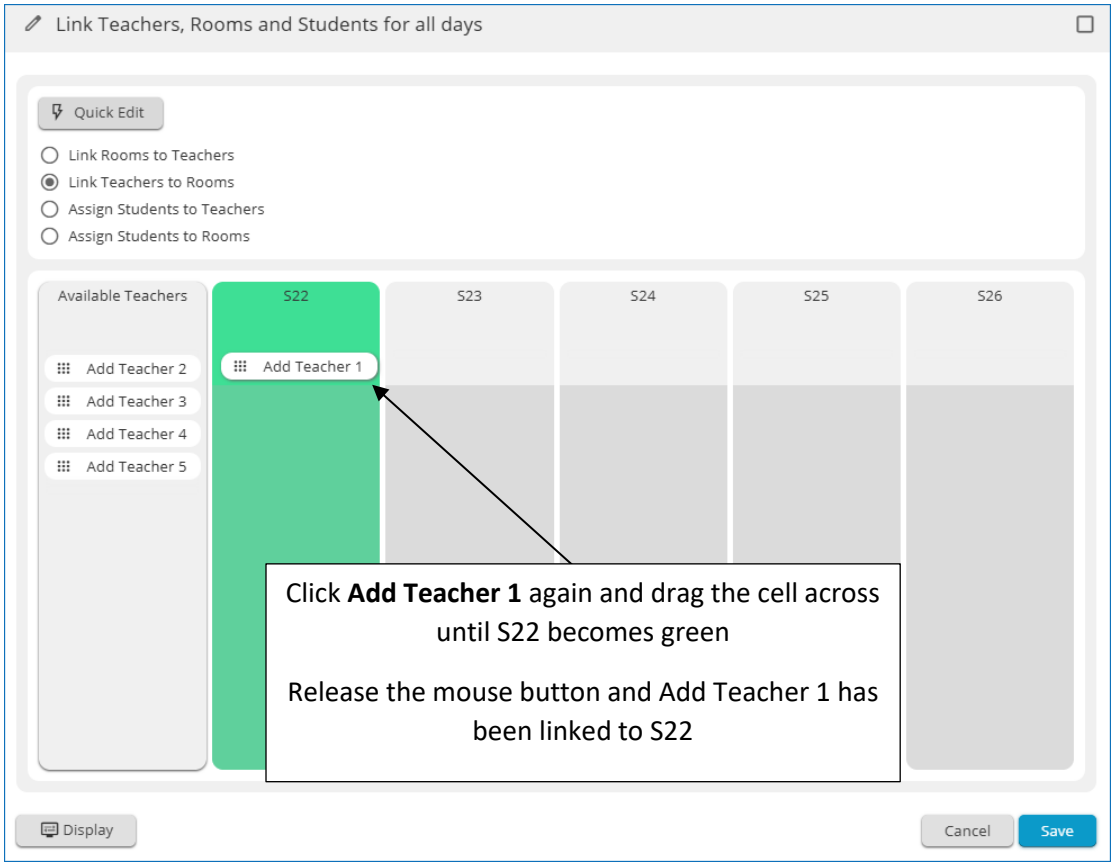
Teachers can only be linked to one room and rooms can only be linked to one teacher.

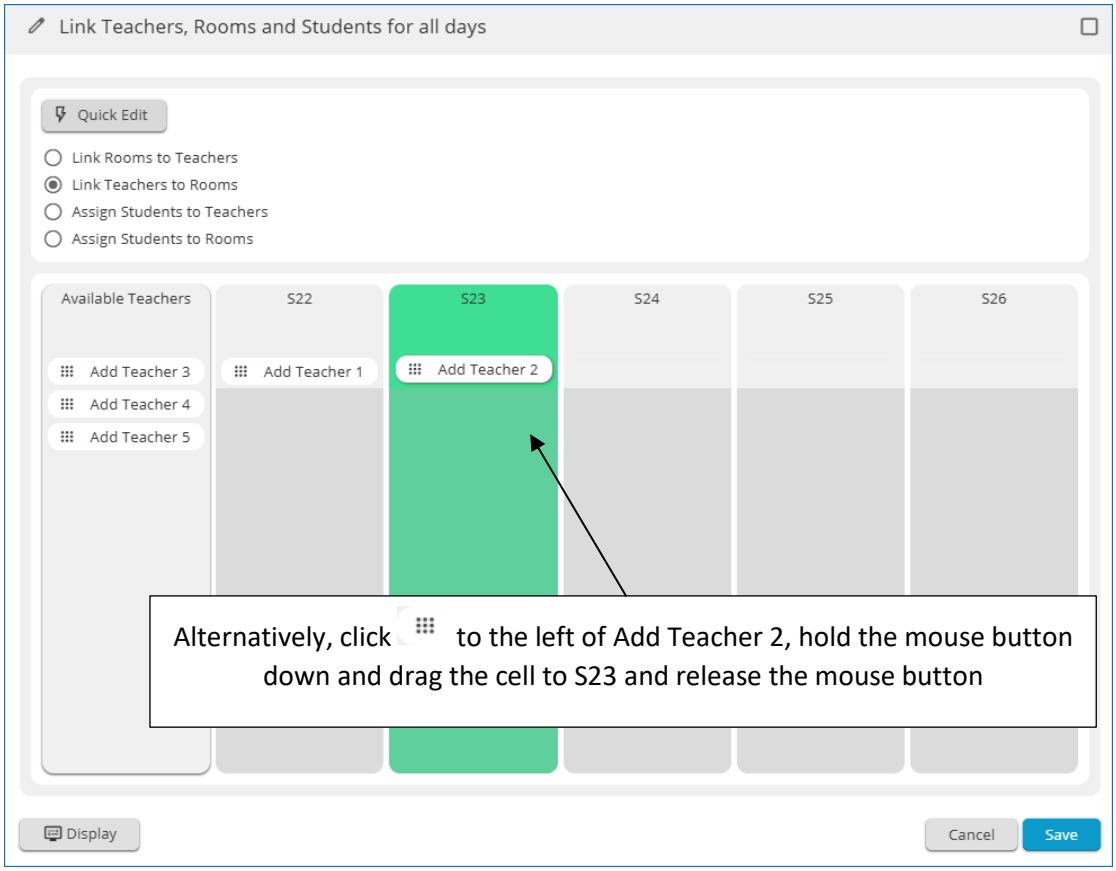
There are three methods for moving teachers:

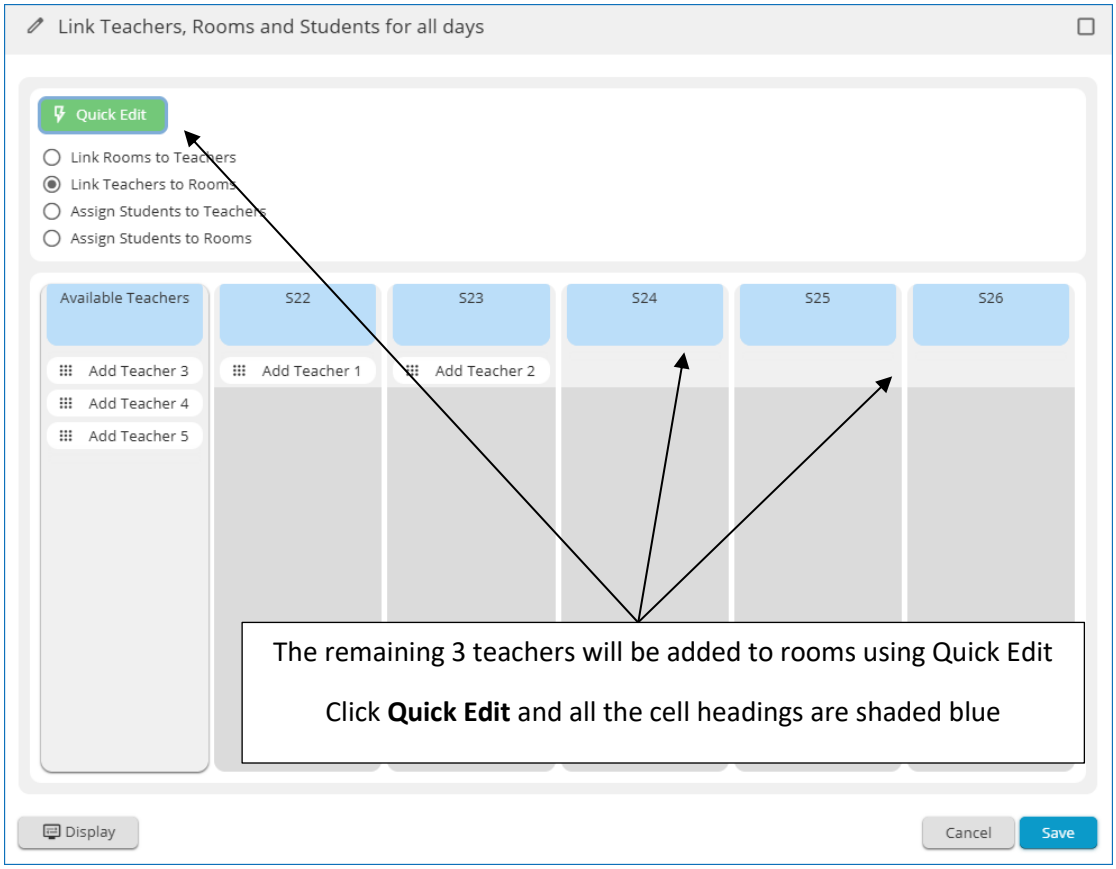
- Two clicks: Click on the teacher's name release the mouse button then click again to drag and drop the teacher into a room
- Single click: Clicking on the symbol next to the teacher's name to drag and drop the teacher into a room
- Quick Edit

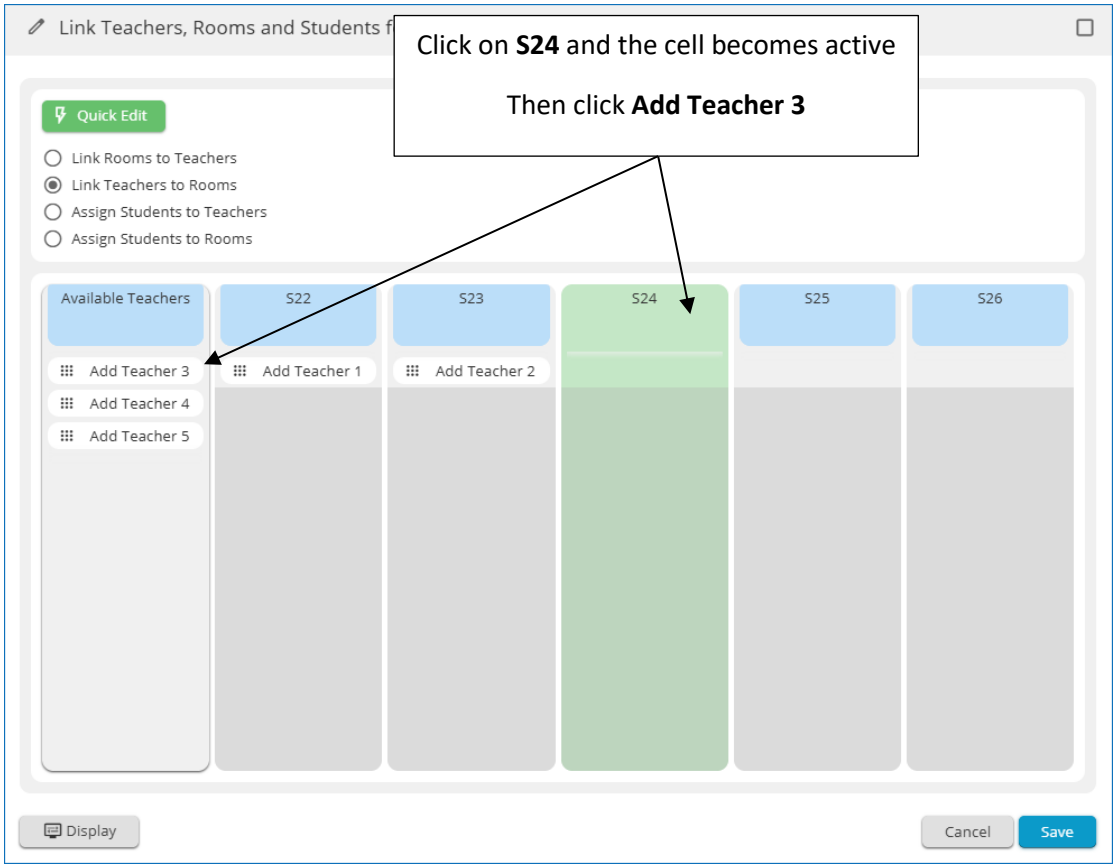
All three methods are explained here.

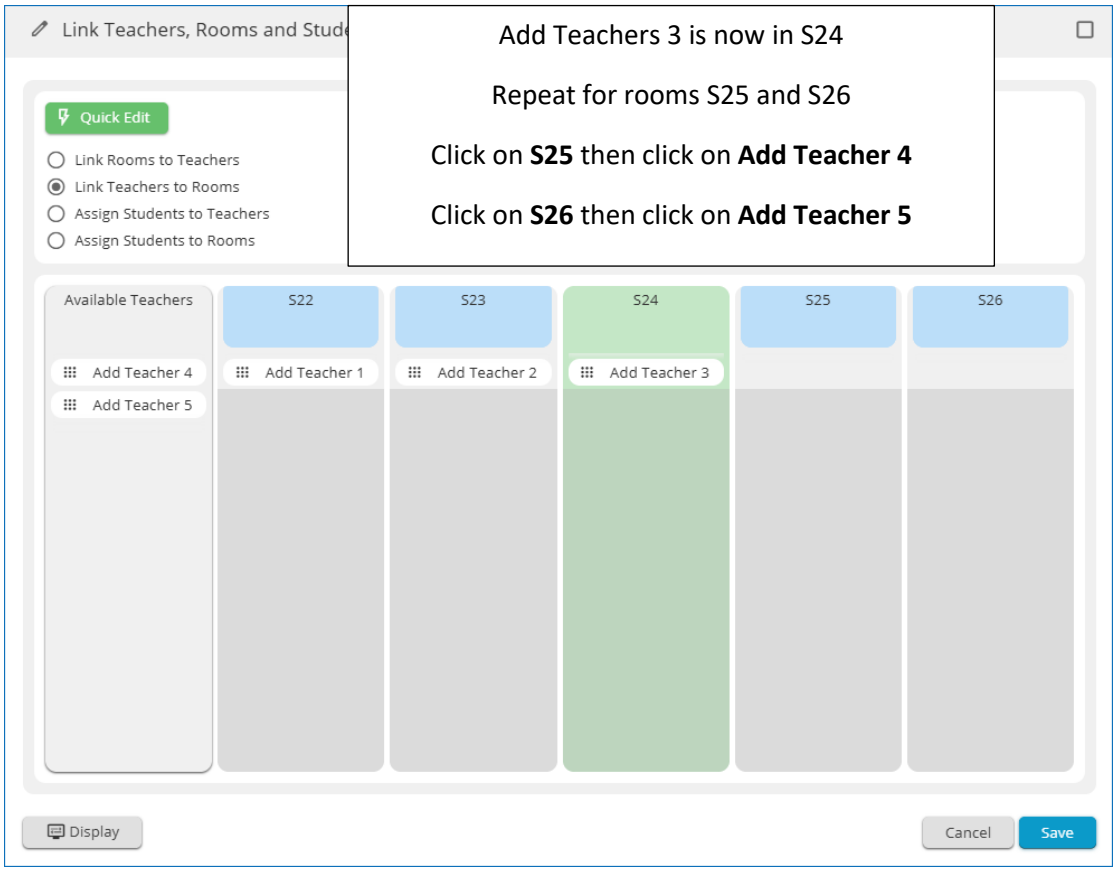

Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 1
Add Teacher 2
Add Teacher 3
Add Teacher 4
Add Teacher 5
Click **Add Teacher 1** and release the mouse button
Add Teacher 1 is selected.
Display
Cancel
Save

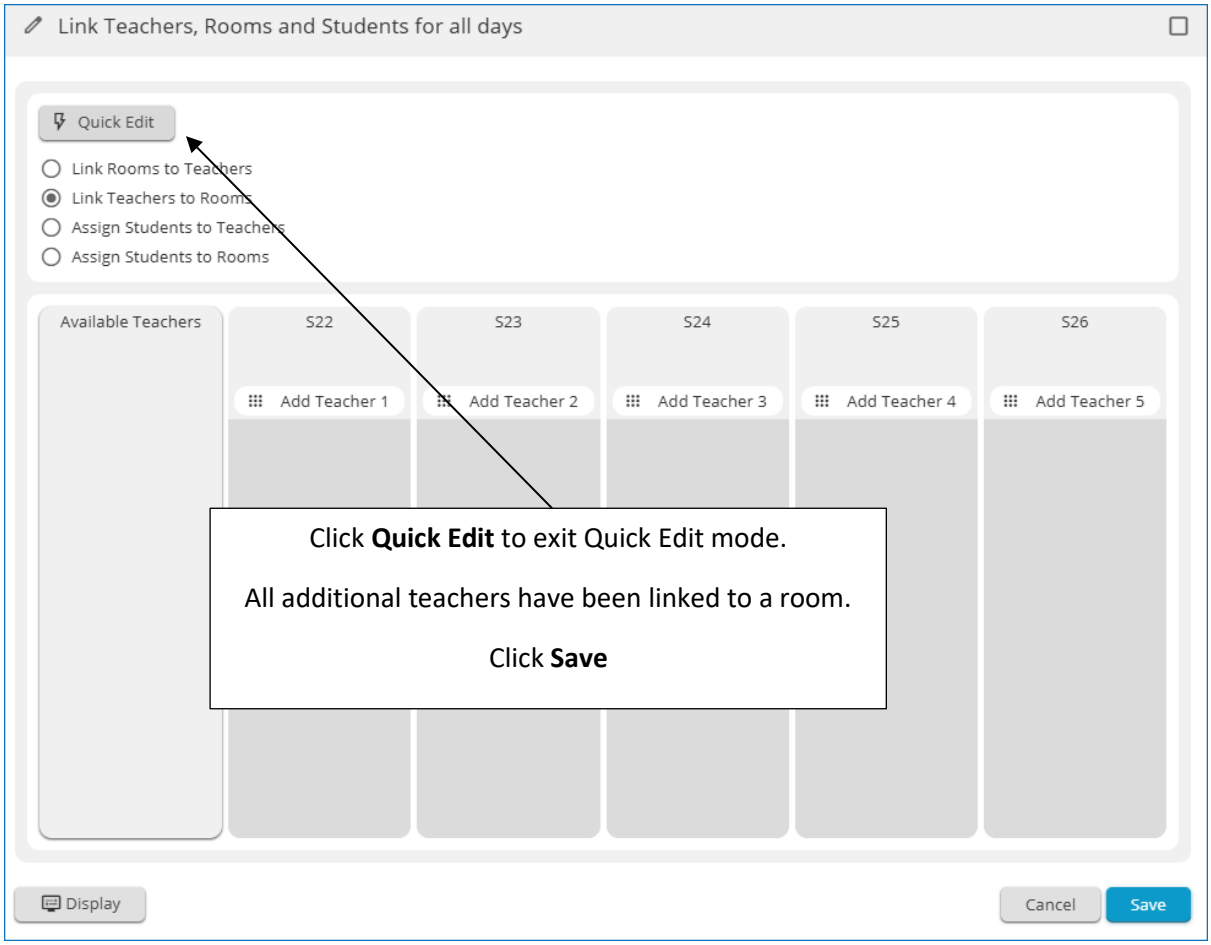

Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 2
Add Teacher 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Click **Add Teacher 1** again and drag the cell across until S22 becomes green
Release the mouse button and Add Teacher 1 has been linked to S22
Display
Cancel
Save


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 3
Add Teacher 4
Add Teacher 5
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
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 3
Add Teacher 4
Add Teacher 5
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 f
Click on **S24** and the cell becomes active
Then click **Add Teacher 3**
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 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
Display
Cancel
Save


Link Teachers, Rooms and Stude
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**
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 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
Add Teacher 3
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.

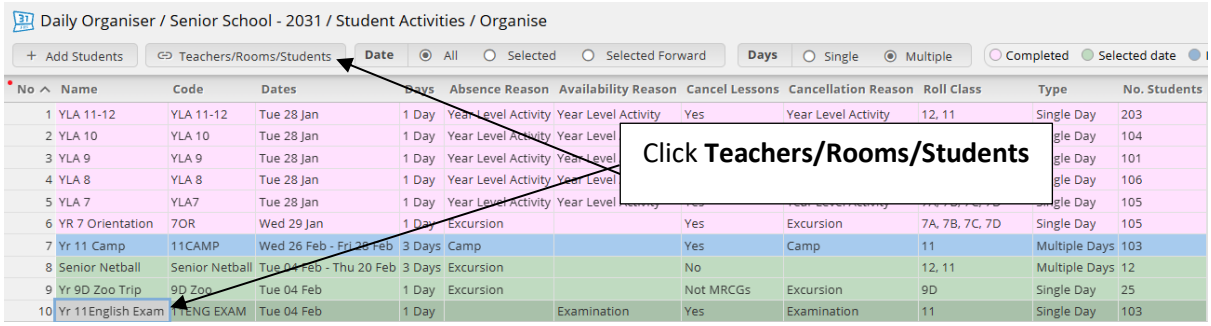
If a Student Activity is created that only includes additional teachers and additional rooms, then the program automatically links Additional Teacher 1 to Additional Room 1, Additional Teacher 2 to Additional Room 2 and Additional Teacher 3 to Additional Room 3. The links can then be changed on this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

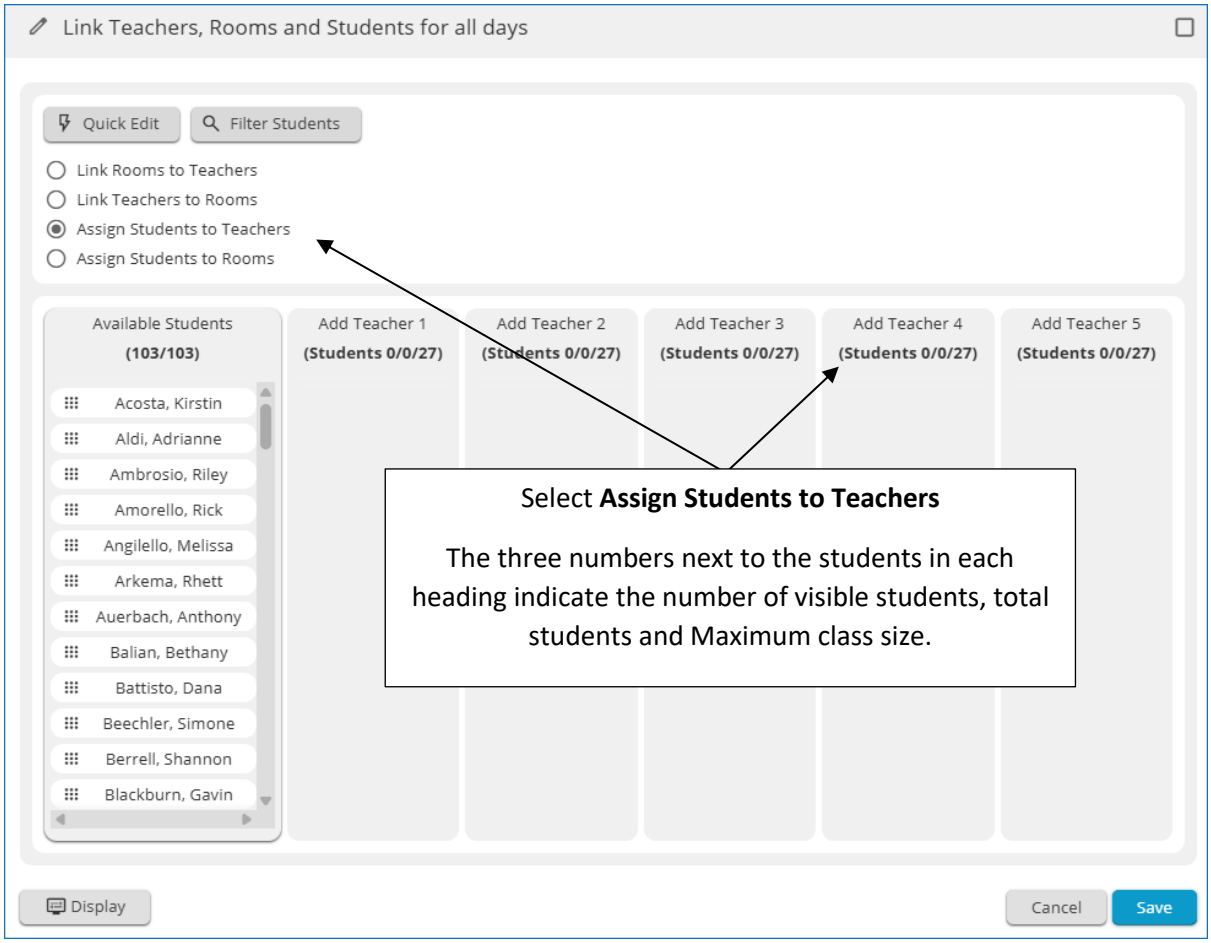
ASSIGN STUDENTS TO TEACHERS OR ROOMS

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.

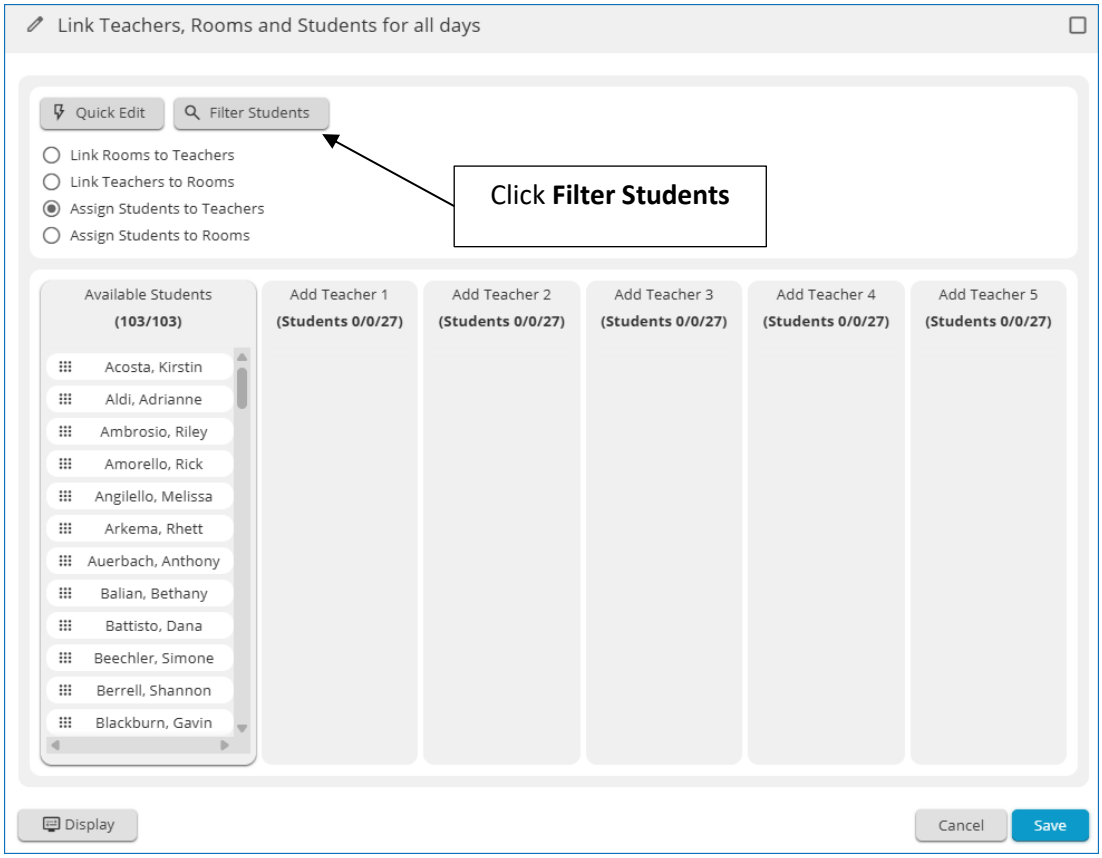
In this example, there are 5 English classes at Yr 11 and each class will be assigned to their own room. The Filter Students function will be used to allocate students to teachers.

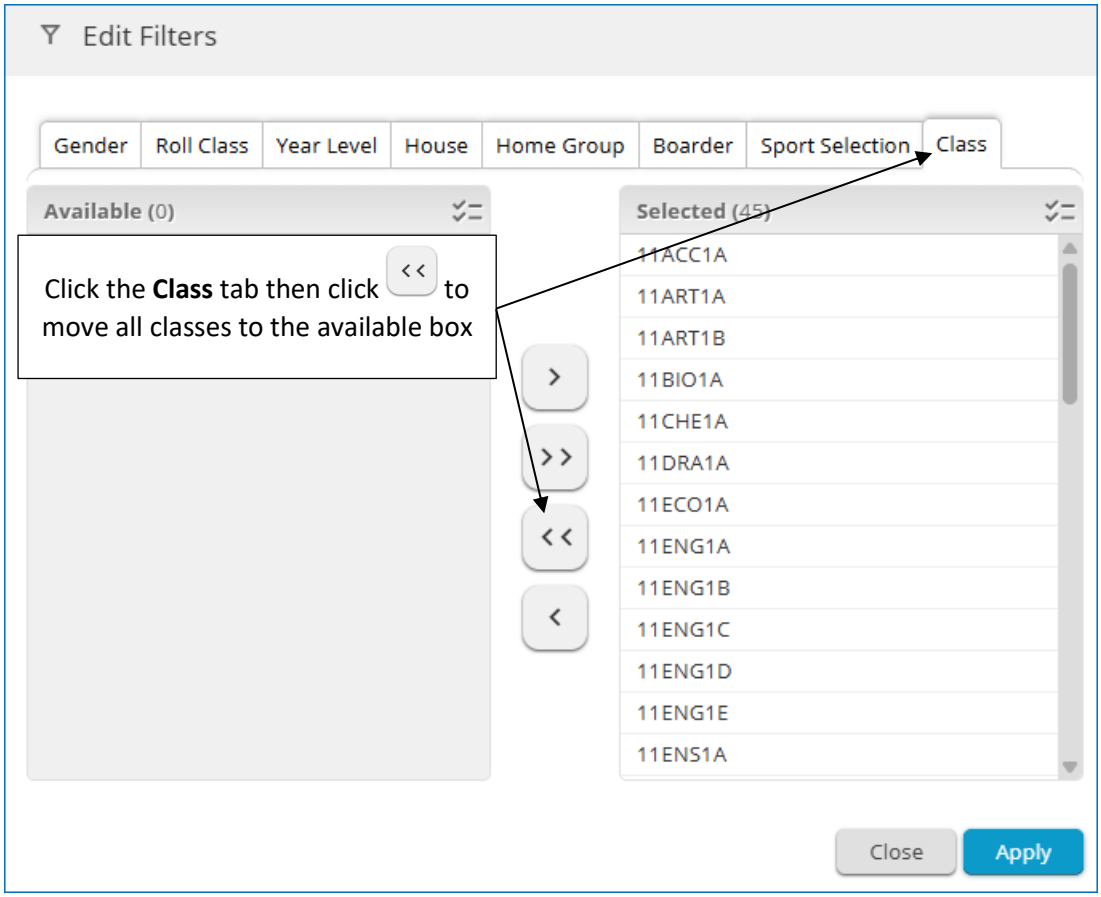


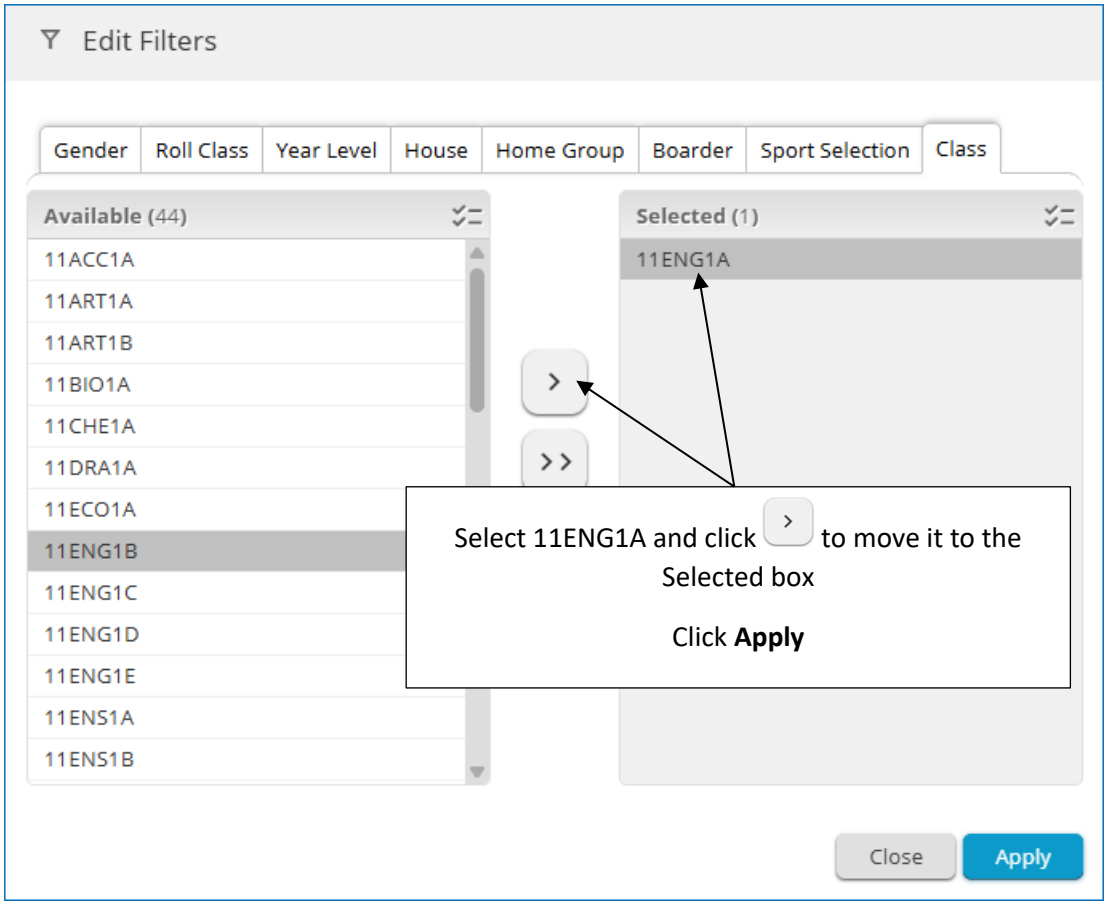


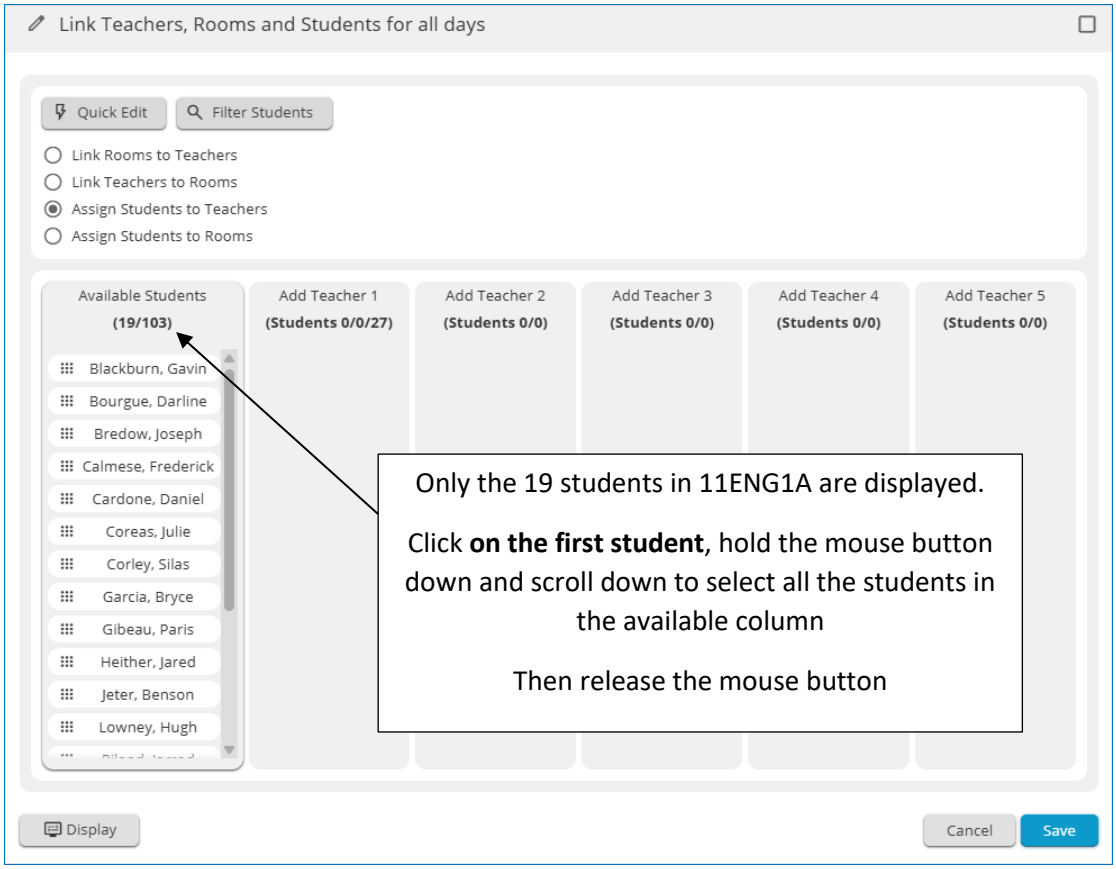
Students are selected by using the Filter Students function and they are assigned by moving them into the relevant column. This can be done by dragging and dropping or by using Quick Edit.

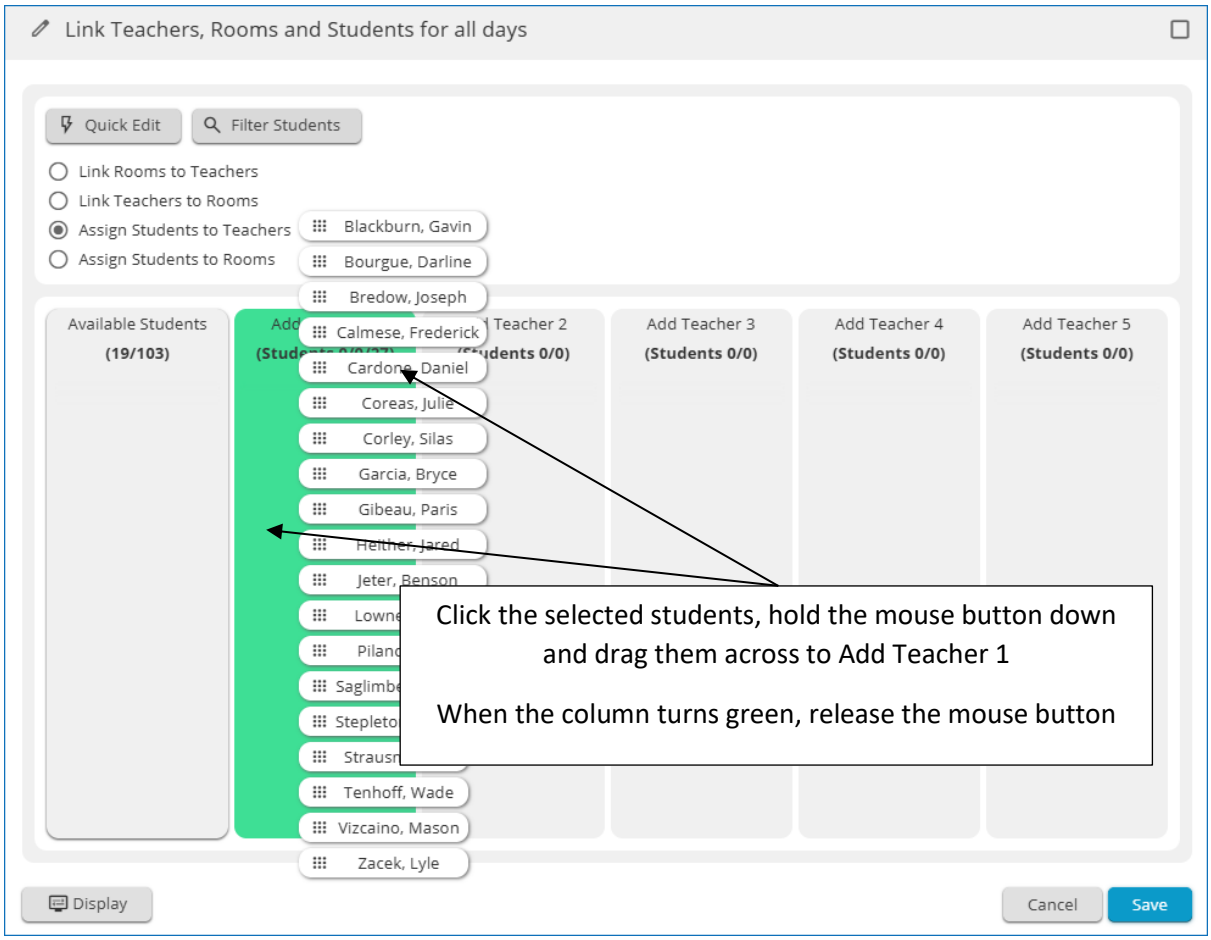
- All available students are listed in the first column. This is a fixed column which is always displayed.
- Each column has a vertical scroll bar to view all students in the column.
- The horizontal scroll bar appears when all the columns do not fit on the screen.




Edit Filters
Gender
Roll Class
Year Level
House
Home Group
Boarder
Sport Selection
Class
Available (0)
Selected (45)
11ACC1A
11ART1A
11ART1B
11BIO1A
11CHE1A
11DRA1A
11ECO1A
11ENG1A
11ENG1B
11ENG1C
11ENG1D
11ENG1E
11ENS1A
Click the Class tab then click << to move all classes to the available box
Close
Apply


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

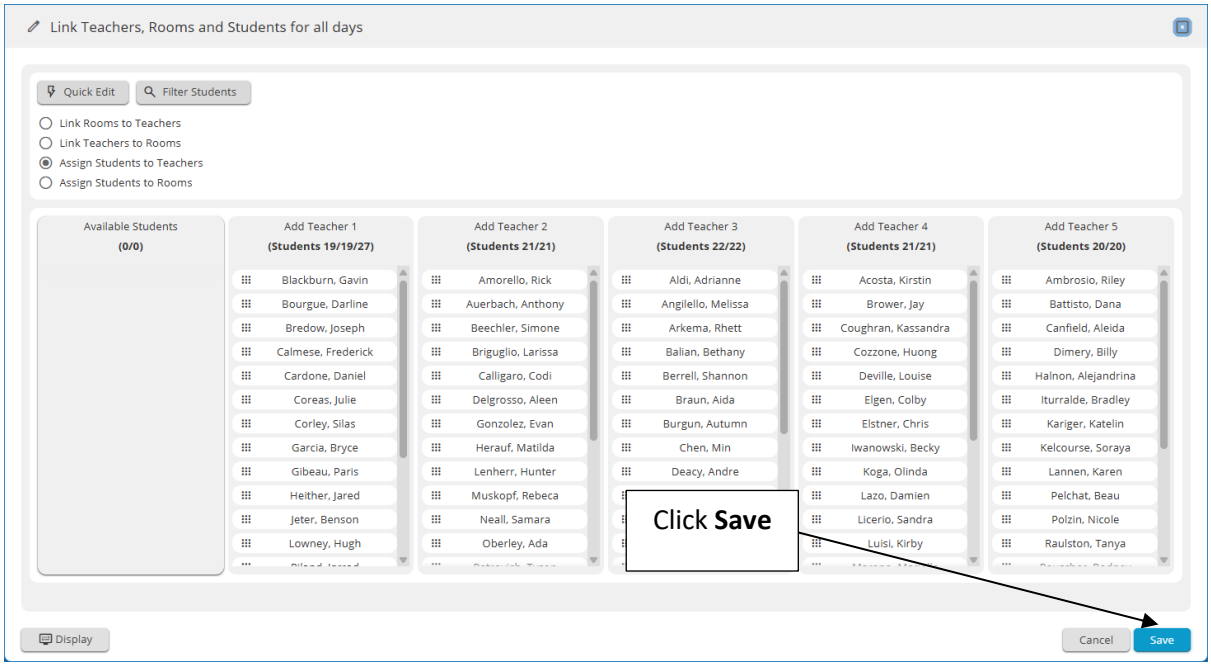

Link Teachers, Rooms and Students for all days
Quick Edit
Filter Students
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Students (19/103)
Add Teacher 1 (Students 0/0/27)
Add Teacher 2 (Students 0/0)
Add Teacher 3 (Students 0/0)
Add Teacher 4 (Students 0/0)
Add Teacher 5 (Students 0/0)
Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Heither, Jared
Jeter, Benson
Lowney, Hugh
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

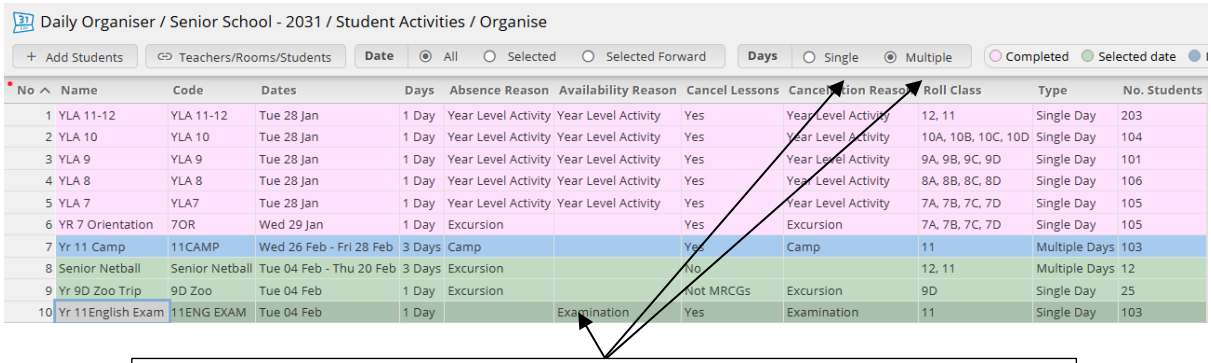

Link Teachers, Rooms and Students for all days
Quick Edit
Filter Students
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Students (19/103)
Add Teacher 3 (Students 0/0)
Add Teacher 4 (Students 0/0)
Add Teacher 5 (Students 0/0)
Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Jeter, Benson
Tenhoff, Wade
Vizcaino, Mason
Zacek, Lyle
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.





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 11English 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

Professional Learning Objectives 166
Skills 166
Teacher Replacements 167
Available Teacher Information in the Lower Pane 170
Teacher Timetable 170
Index 171
Teachers Load Availability and Counts 172
Select Information to Display in Lower Pane 172
Additional Information 174
Gauge Teacher Requirements 175
Enter Casual Teacher Availability 177
Load Adjustments 178
Assign Replacement Teachers 180
Assign Teachers from the Same Faculty 183
Assign One Teacher to Multiple Replacement Classes 183
Replacement Not Required 187
Email Students from Assign Screen 187
Assign One Teacher to Two Different Classes in the Same Period 191
Replacement Notes 193
Composite Classes 193
Override a Cycle or Overall Limit 195
Adjust the Count Status of a Replacement 196
Activity 198
Auto Assign Remaining Replacements 198
Show Unassigned Classes/Yard Duties/Activities 199

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)

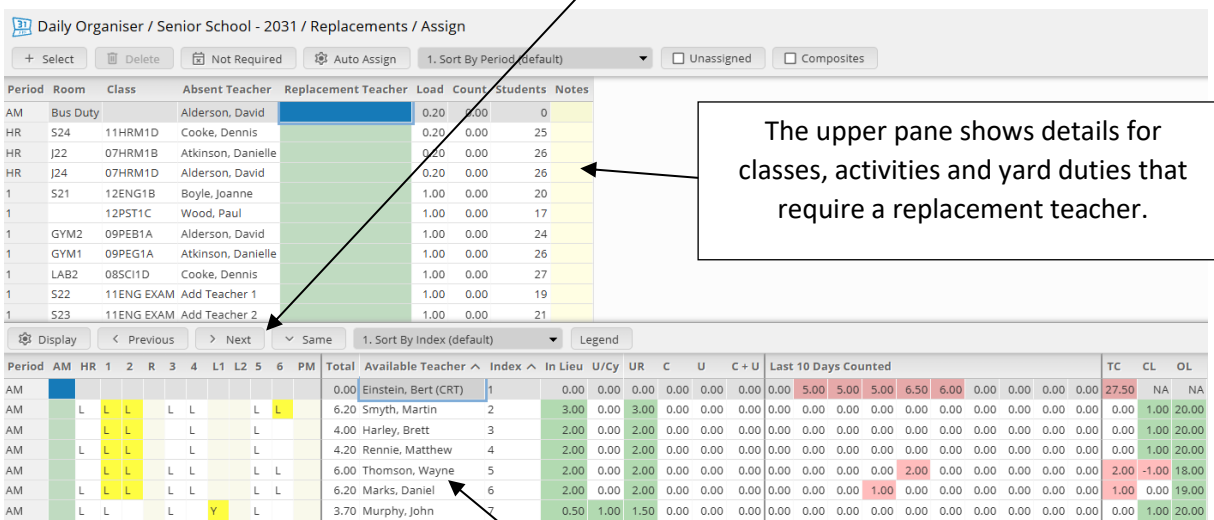
On the Task Tree select:
[11A] Replacements - Assign

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.

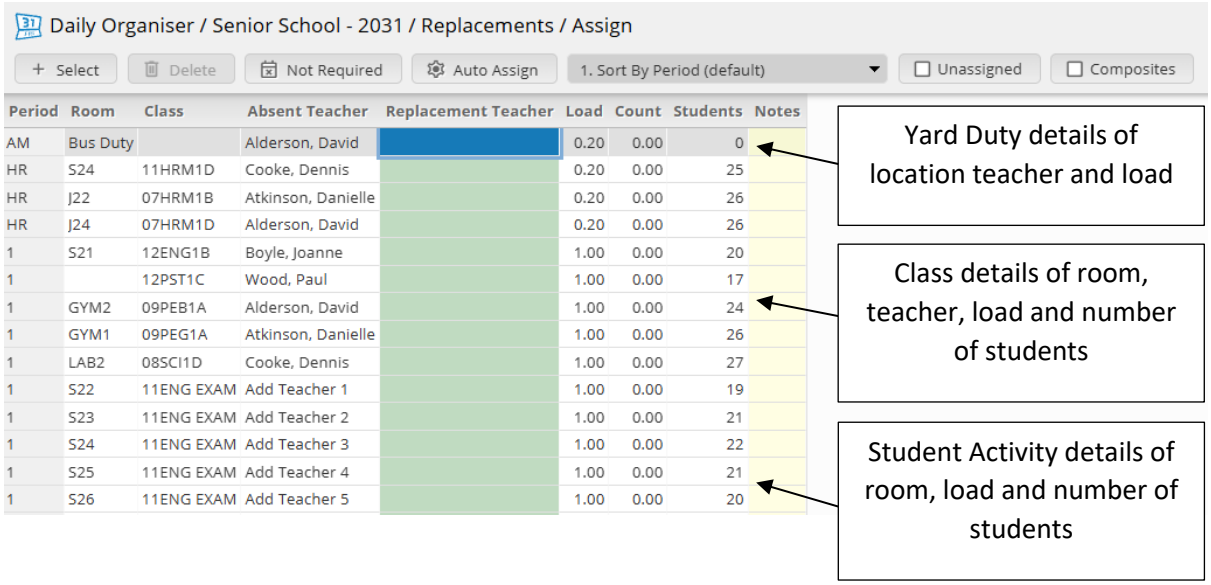
This is a split screen. The two parts of the screen are separated by a menu bar.

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.

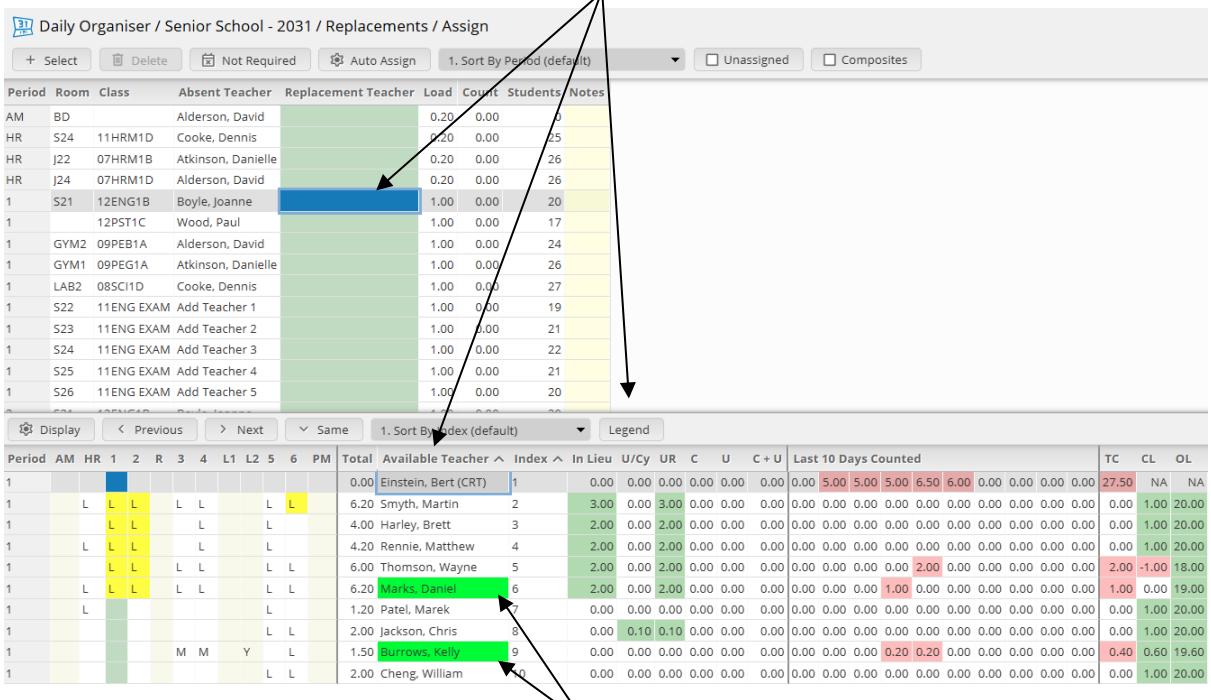
The lower pane shows a list of staff available to take the replacements for the lesson highlighted in the upper pane.



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	

Click in the Replacement Teacher cell for Joanne Boyle's 12ENG1B in Period 1 in the upper pane

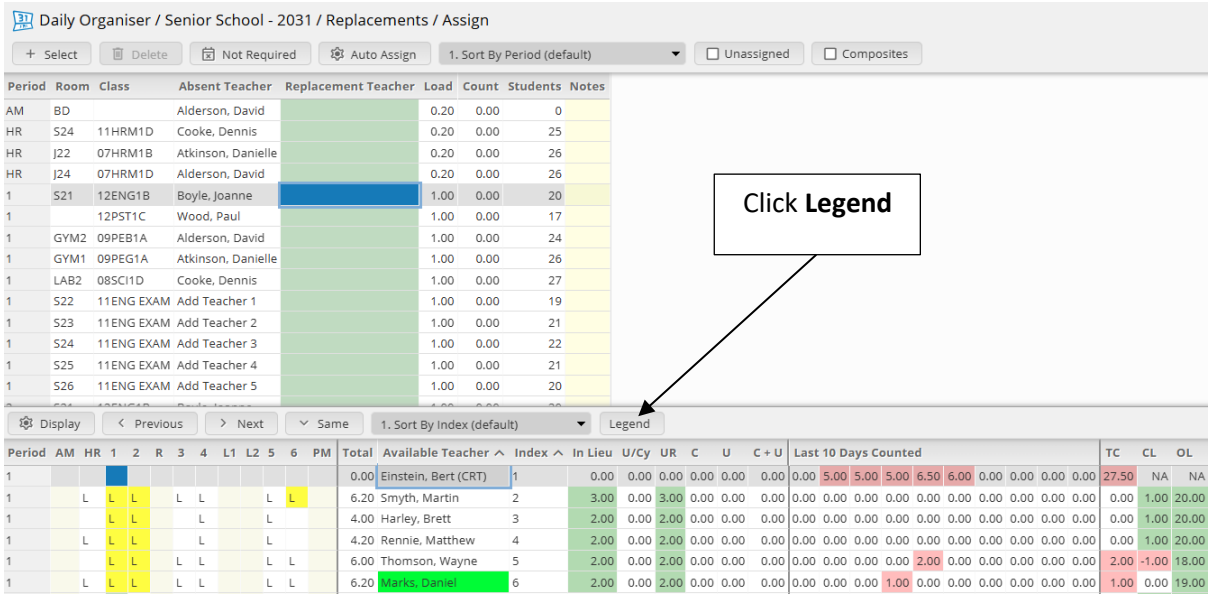
Available teachers for Period 1 are displayed in the lower pane.

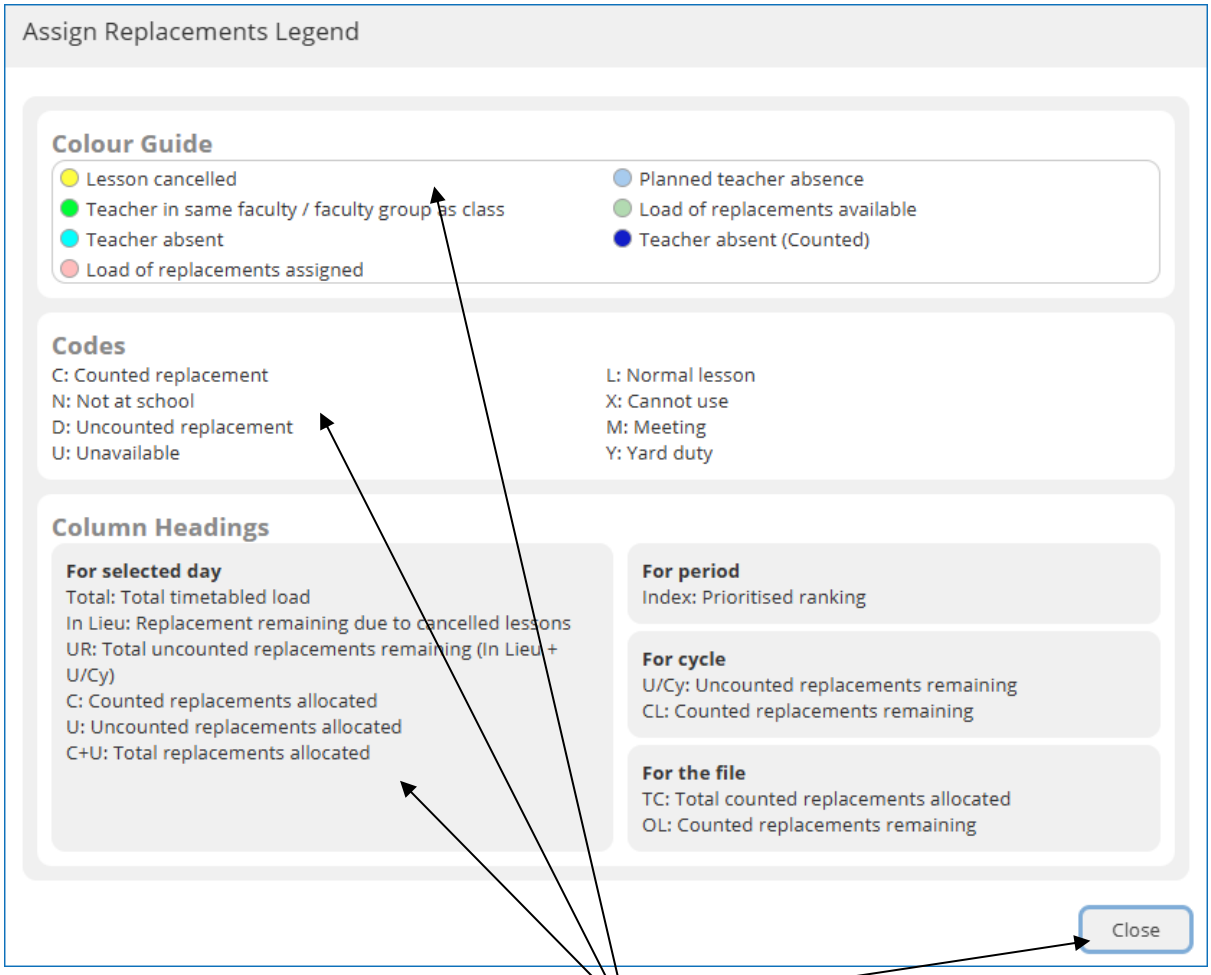


Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted										TC	CL	OL
1													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.50	NA	NA
1		L	L	L		L	L			L	L		6.20	Smyth, Martin	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	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	0.00	1.00	20.00
1			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	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	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
1		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		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	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.





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**

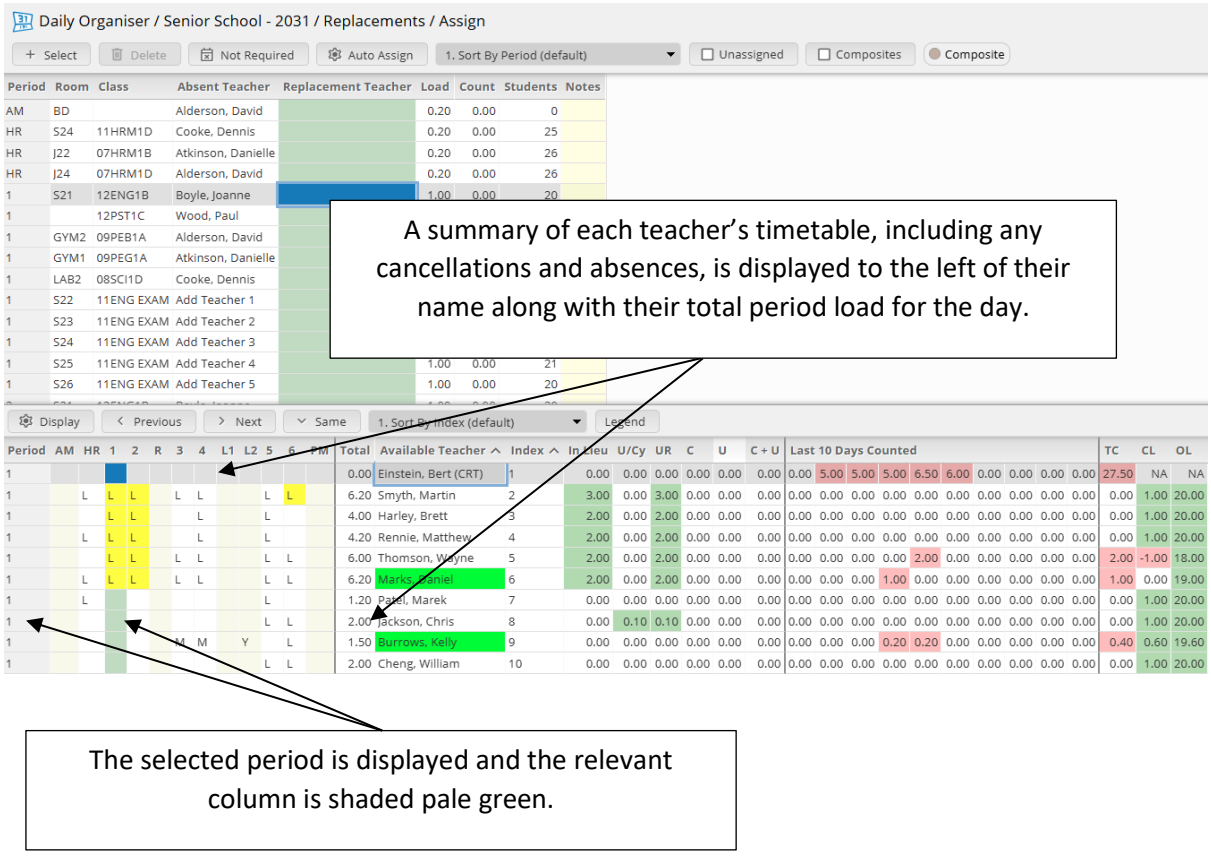
AVAILABLE TEACHER INFORMATION IN THE LOWER PANE

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.



INDEX

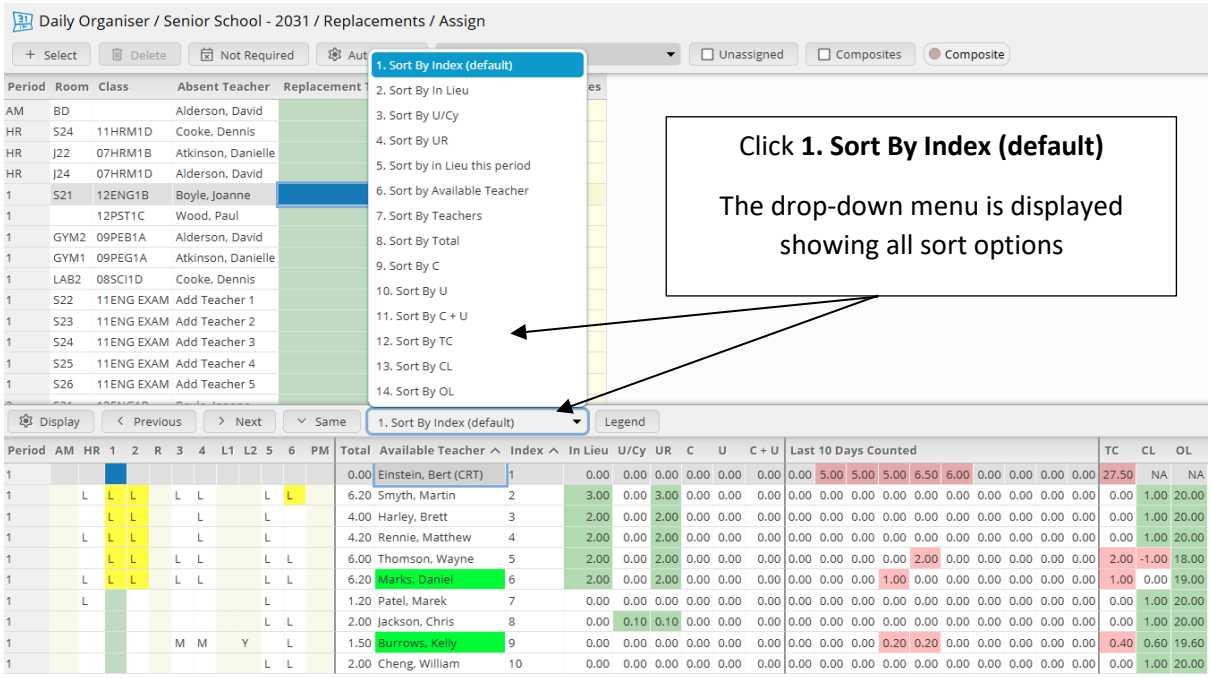
The index is a ranking that is automatically calculated to prioritise the staff for allocation of replacements. Casual teachers are always ranked first in the index calculations. The algorithm used to calculate the index for teachers considers the following factors in determining this ranking:

- 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:

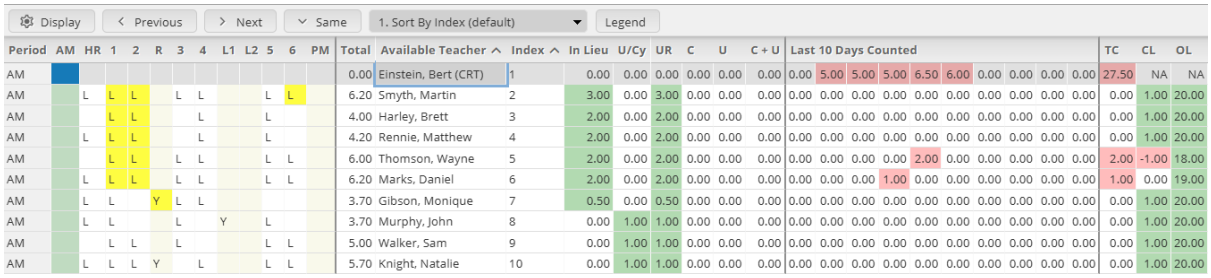
- Casual teachers
- In lieu
- Uncounted/cycle
- Counted replacements



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.



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	5.00	5.00	5.00	6.50	6.00	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	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	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	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	2.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
AM		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	1.00	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	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		Y		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	0.00	0.00	0.00	0.00	0.00	0.00	1.00	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	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	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	0.00	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:

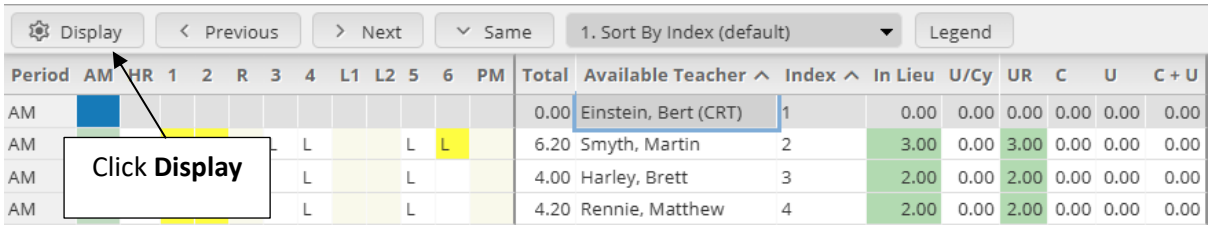
- C: the load of counted replacements assigned on the selected day
- U: the load of In Lieu and U/Cy replacements assigned on the selected day
- C+U: the total of the above two

The pink cells indicate the count of replacements already assigned:

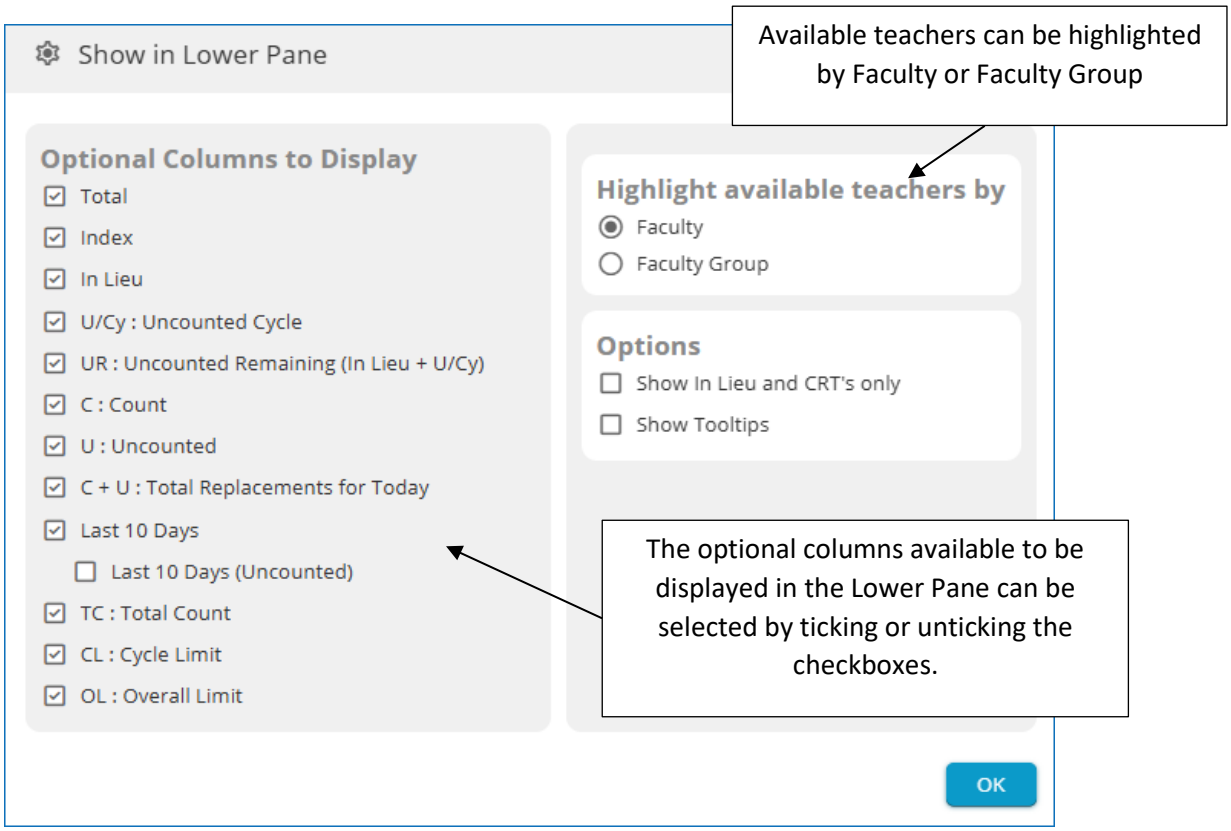
- Last 10 Days Counted: the load of counted replacements assigned for each day for the last 10 days
- TC: the total load of counted replacements that have already been assigned in this dataset

SELECT INFORMATION TO DISPLAY IN LOWER PANE

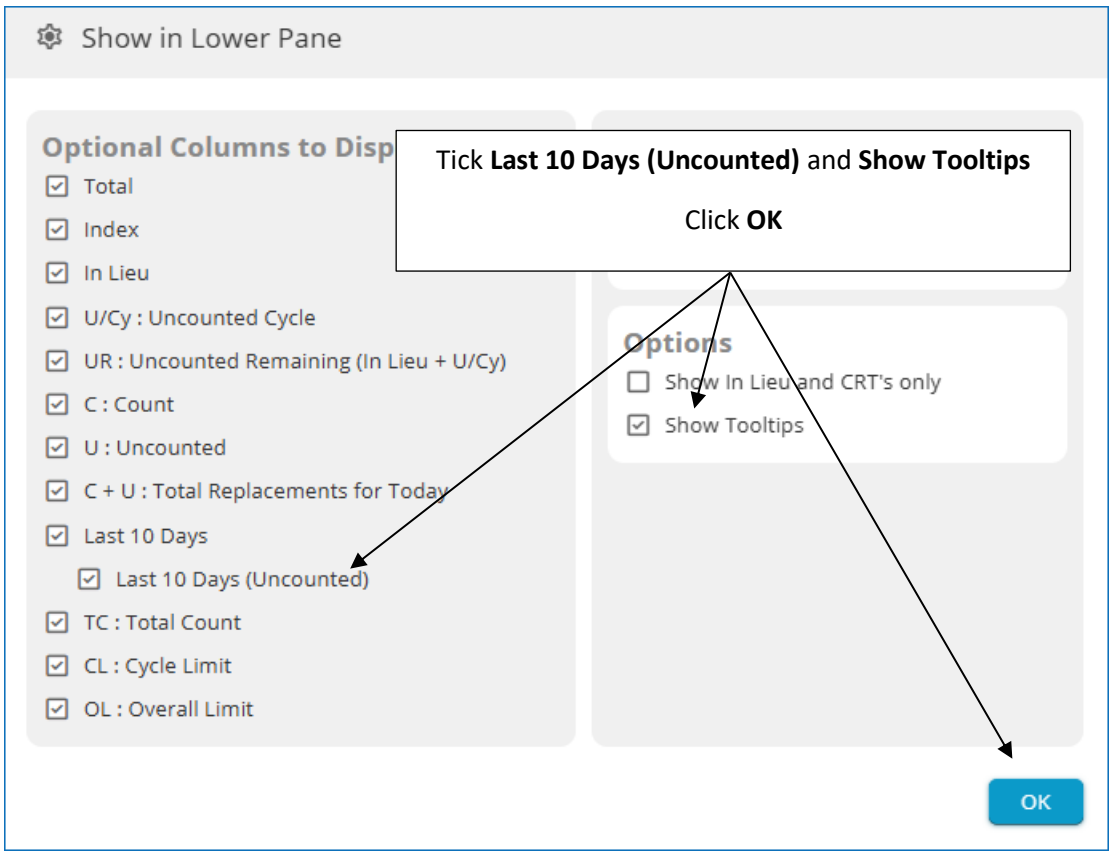
It is possible for the Daily Organiser to personalise the data displayed in the lower pane. The Period, Available Teacher and summary timetable columns are always displayed. All other columns can be displayed or hidden.

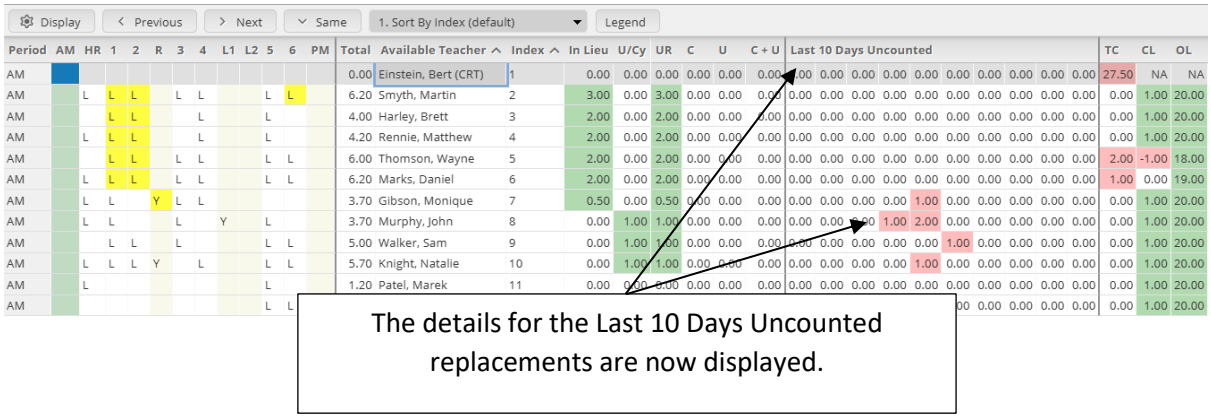


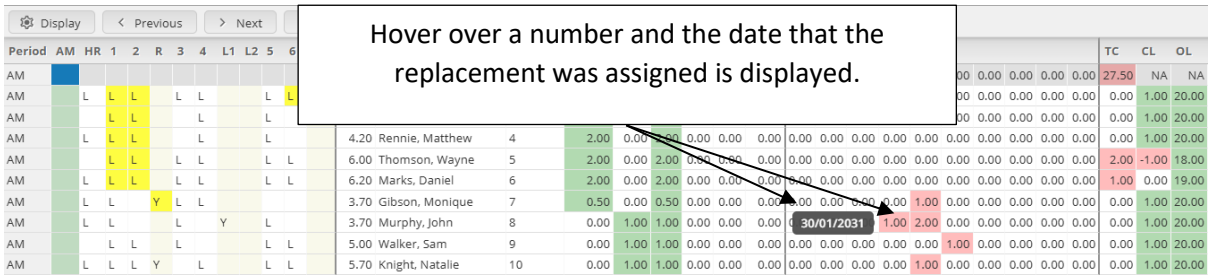
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U
AM													0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00
AM							L	L			L	L	6.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00
AM							L				L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00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

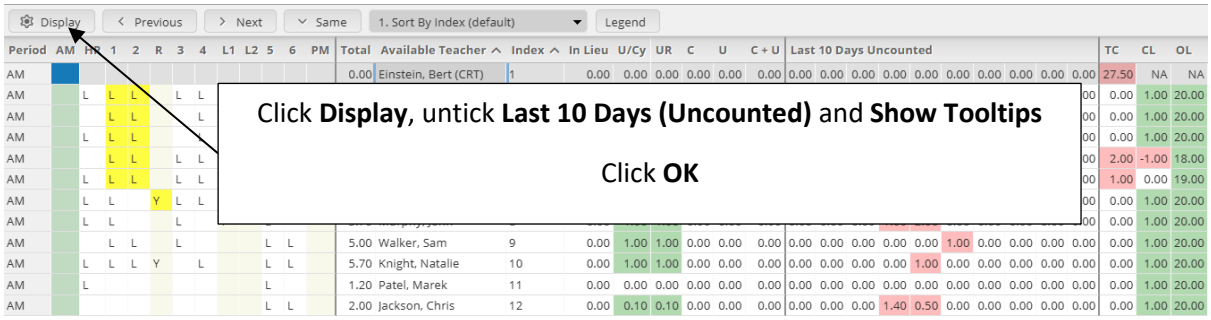


The display can be changed to show Last 10 days (Uncounted) instead of Last 10 days (Counted).



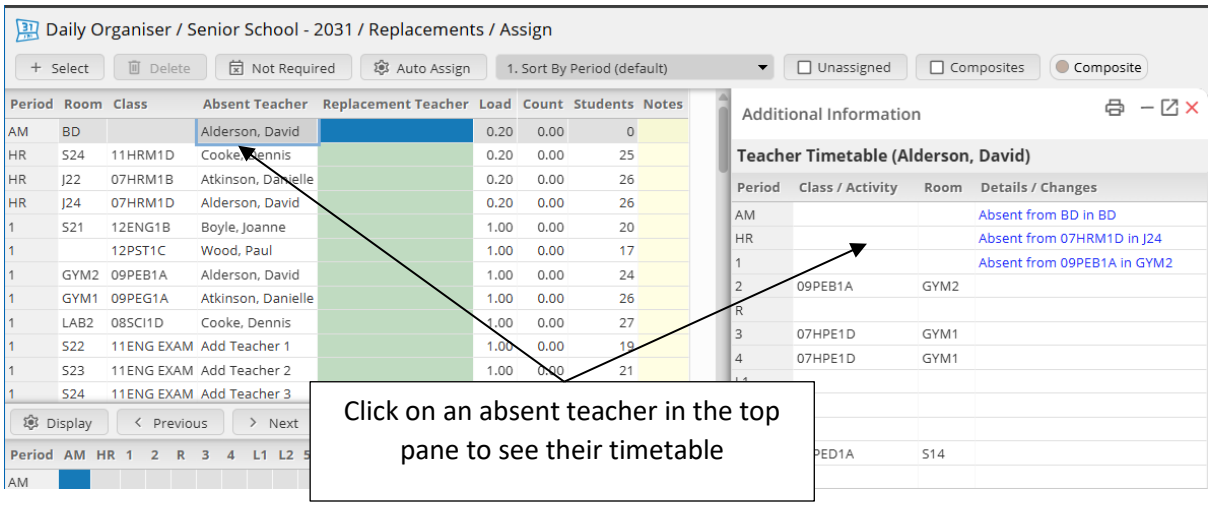


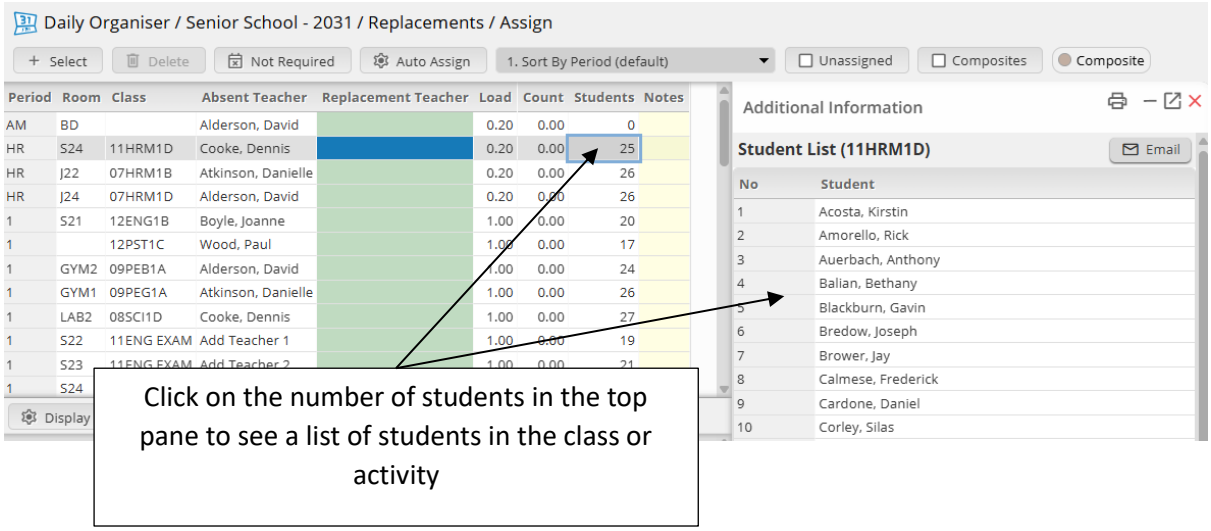


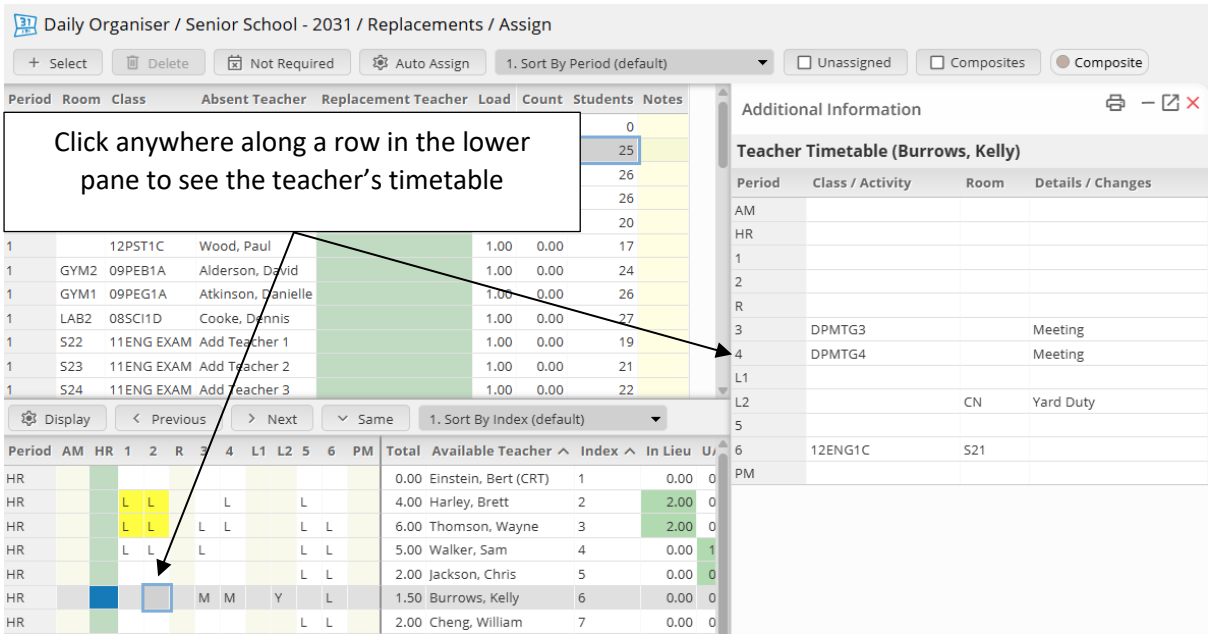


ADDITIONAL INFORMATION

The data displayed in the Additional Information box varies depending on which cell is selected.







GAUGE TEACHER REQUIREMENTS

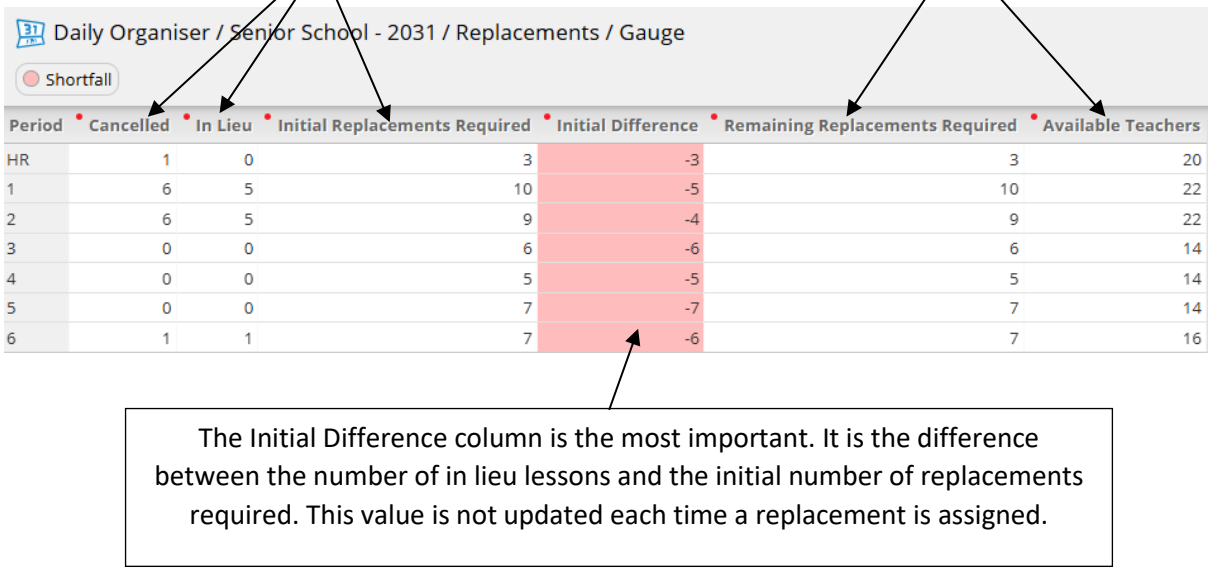
Before allocating replacement teachers, it is important to get an overview of how many replacements are needed for the day and determine if casual teachers are required.

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.



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.

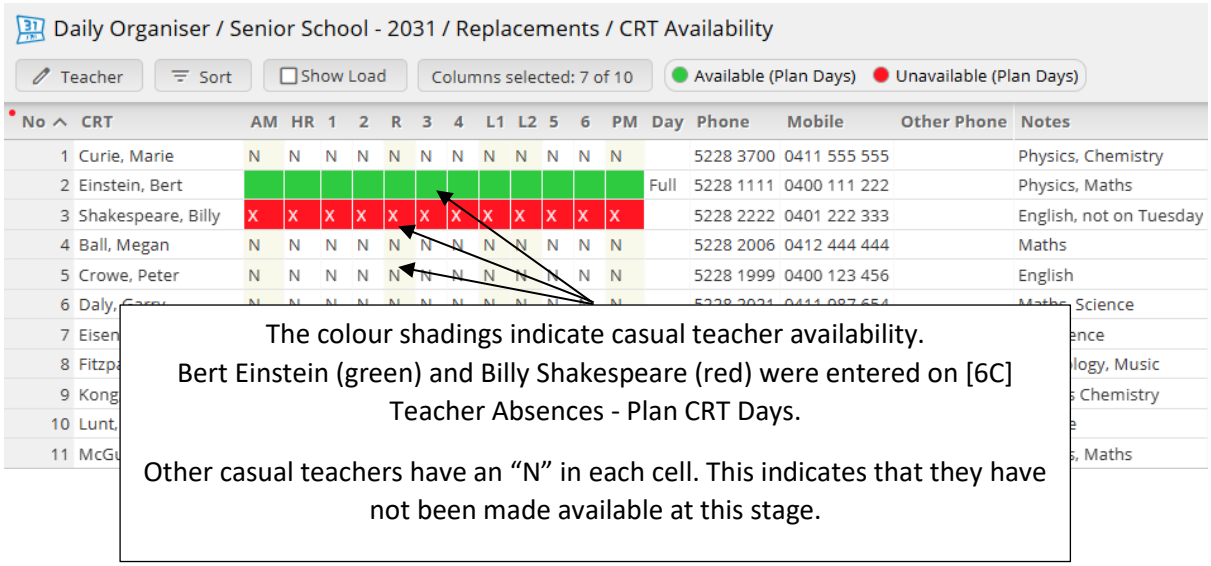
For each period, if the Initial Difference value is:

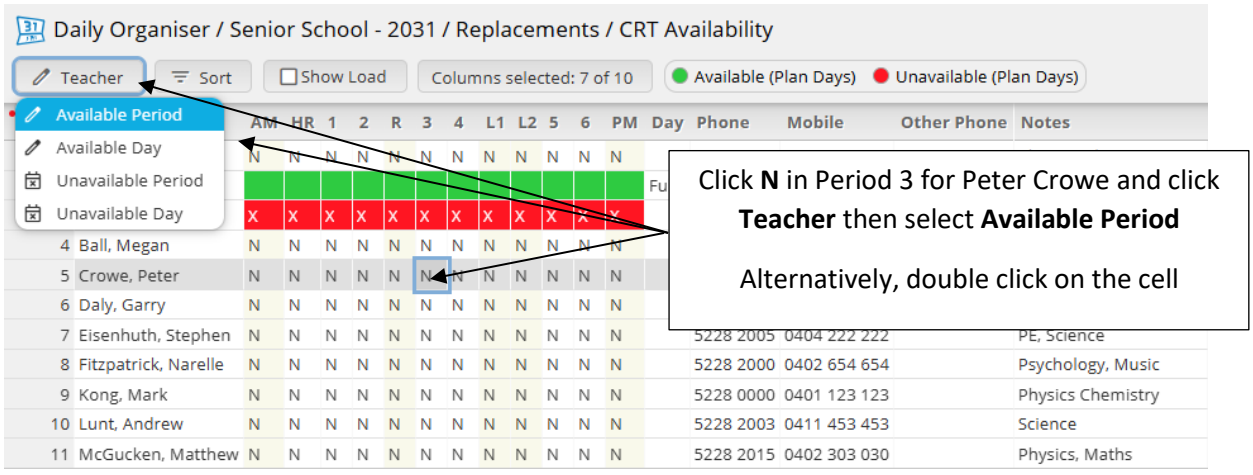
- Zero: There are enough in lieu replacements to cover all classes.
- Greater than zero (green cells): There is an excess of in lieu replacements, more than enough to cover all classes this period. Excess could be used in other periods.
- Less than zero (red cells): There is a shortfall of in lieu replacements,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

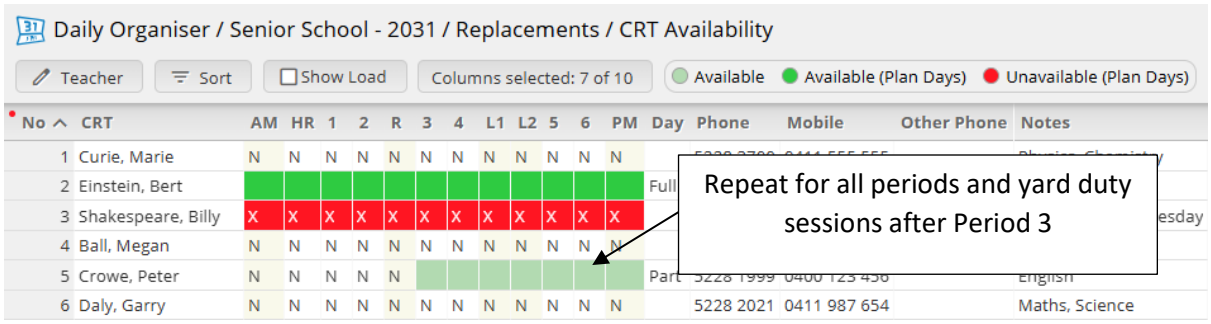
ENTER CASUAL TEACHER AVAILABILITY

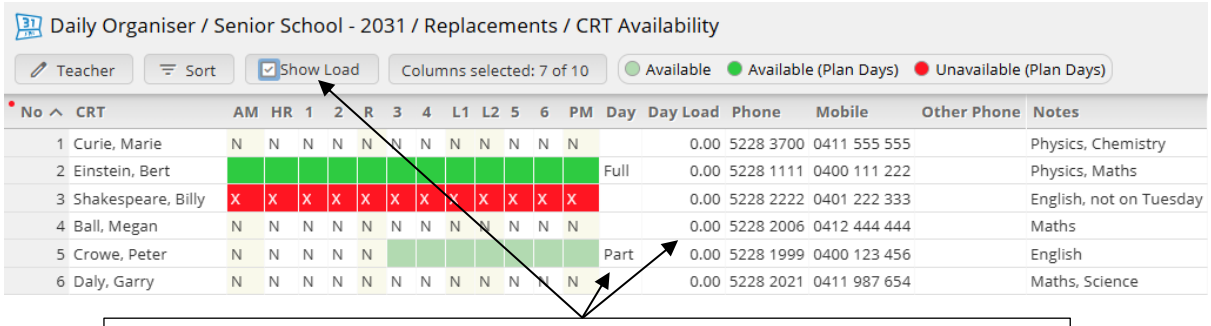
In a previous lesson, casual teachers were made available and unavailable on [6C] Teacher Absences - Plan CRT Days. On this screen a casual teacher can be made available or unavailable for the selected day. In this case, Peter Crowe will be made available from Period 3 onwards.

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









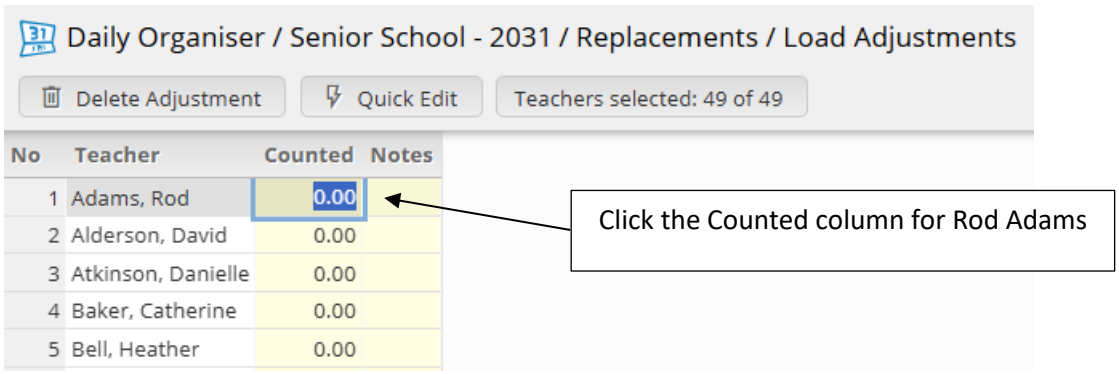
No	CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Day Load	Phone	Mobile	Other Phone	Notes
1	Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 3700	0411 555 555		Physics, Chemistry
2	Einstein, Bert													Full	0.00	5228 1111	0400 111 222		Physics, Maths
3	Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X	X		0.00	5228 2222	0401 222 333		English, not on Tuesday
4	Ball, Megan	N	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 2006	0412 444 444		Maths
5	Crowe, Peter	N	N	N	N	N								Part	0.00	5228 1999	0400 123 456		English
6	Daly, Garry	N	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 2021	0411 987 654		Maths, Science

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

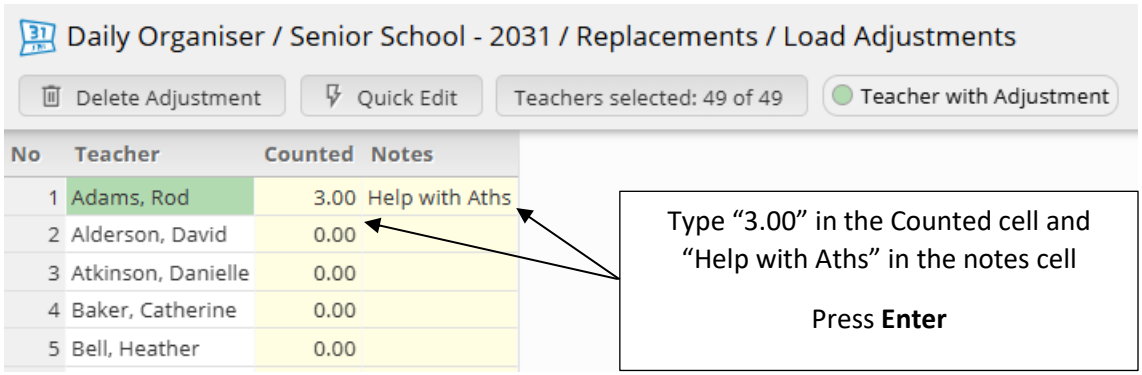
It is possible to adjust the number of counted replacements assigned to a teacher. For example, Rod Adams has offered to help the Sports Co-ordinator for a day to set up for the Athletics Sports and the Principal has agreed that this will count as 3 replacement classes.

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



No	Teacher	Counted	Notes
1	Adams, Rod	0.00	
2	Alderson, David	0.00	
3	Atkinson, Danielle	0.00	
4	Baker, Catherine	0.00	
5	Bell, Heather	0.00	

Click the Counted column for Rod Adams

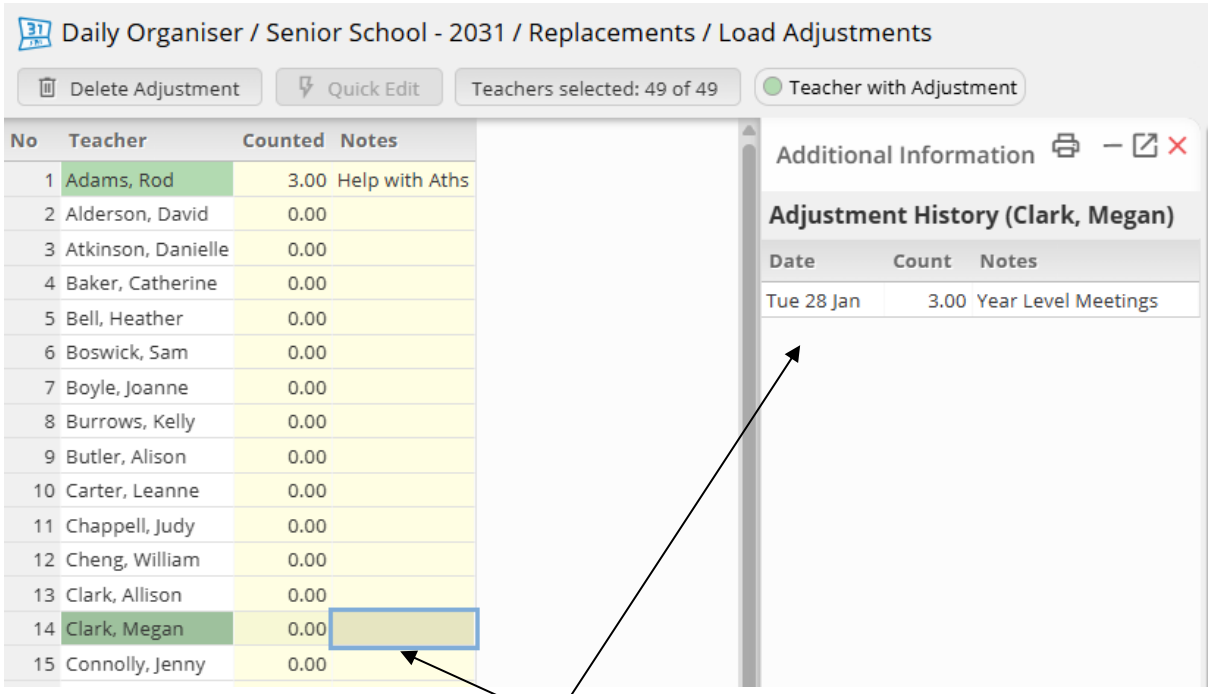


No	Teacher	Counted	Notes
1	Adams, Rod	3.00	Help with Aths
2	Alderson, David	0.00	
3	Atkinson, Danielle	0.00	
4	Baker, Catherine	0.00	
5	Bell, Heather	0.00	

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

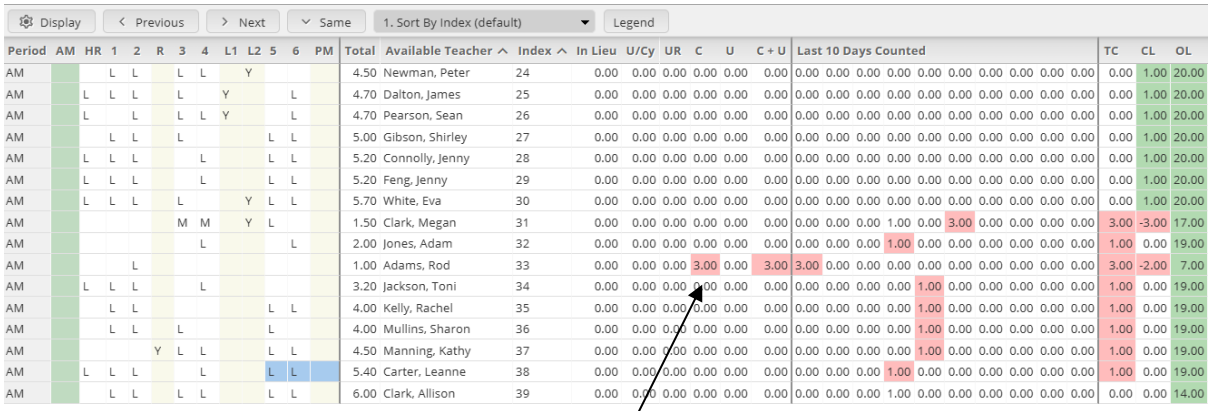
Press **Enter**

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.



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

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



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

ASSIGN REPLACEMENT TEACHERS

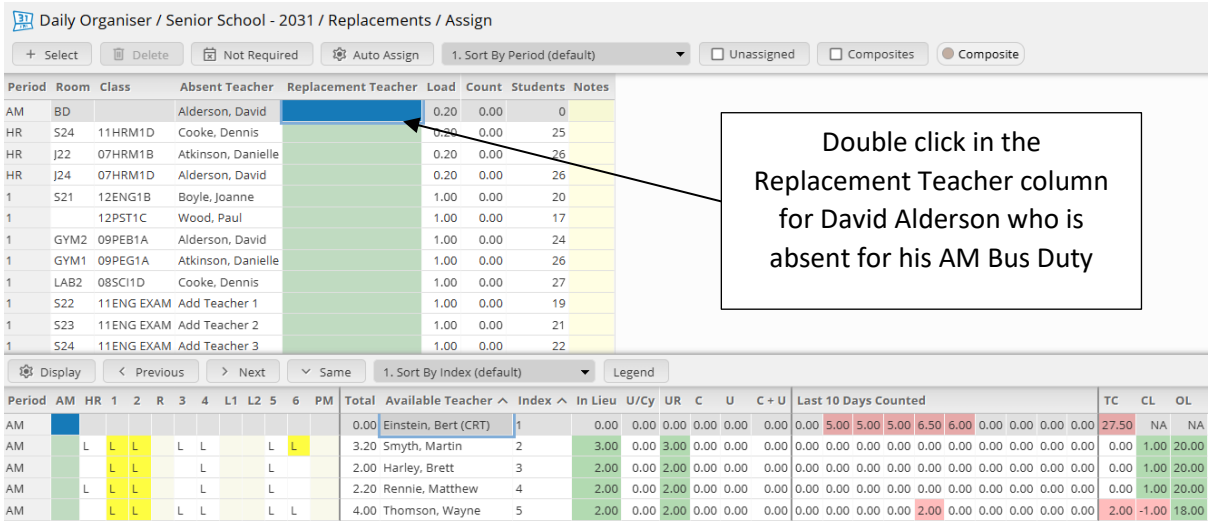
The process of assigning replacement teachers is central to Daily Organiser. Replacement teachers can be assigned to classes from the upper pane, the lower pane or by using the Select button.

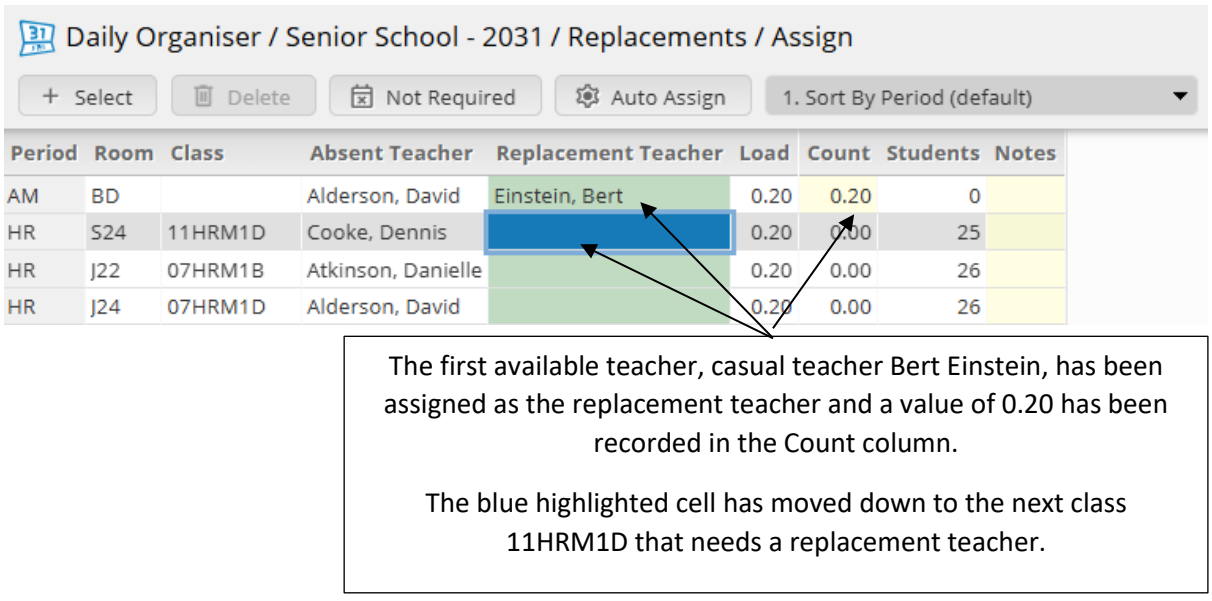
In the lower pane available teachers are displayed with details of their faculty along with their availability for Counted, Uncounted/Cycle and In Lieu replacements.

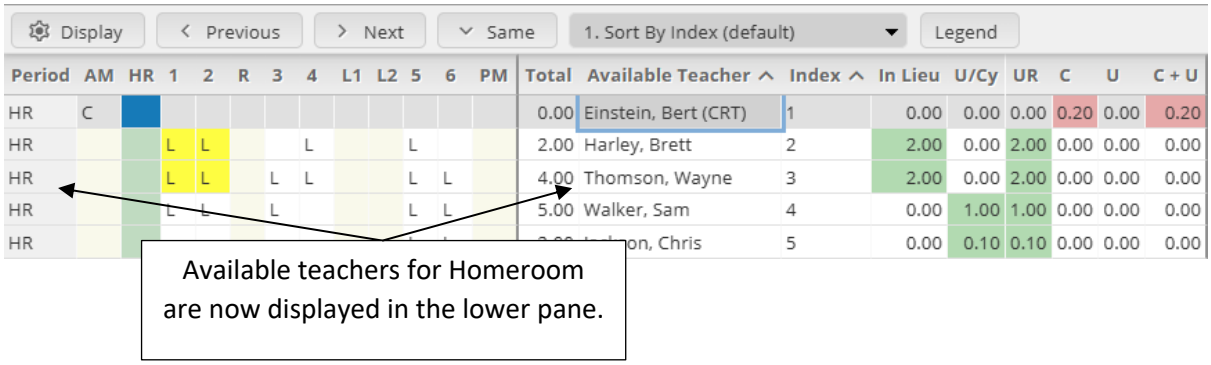
Note: When teachers are available for all three types of replacements they are assigned in the following order:

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

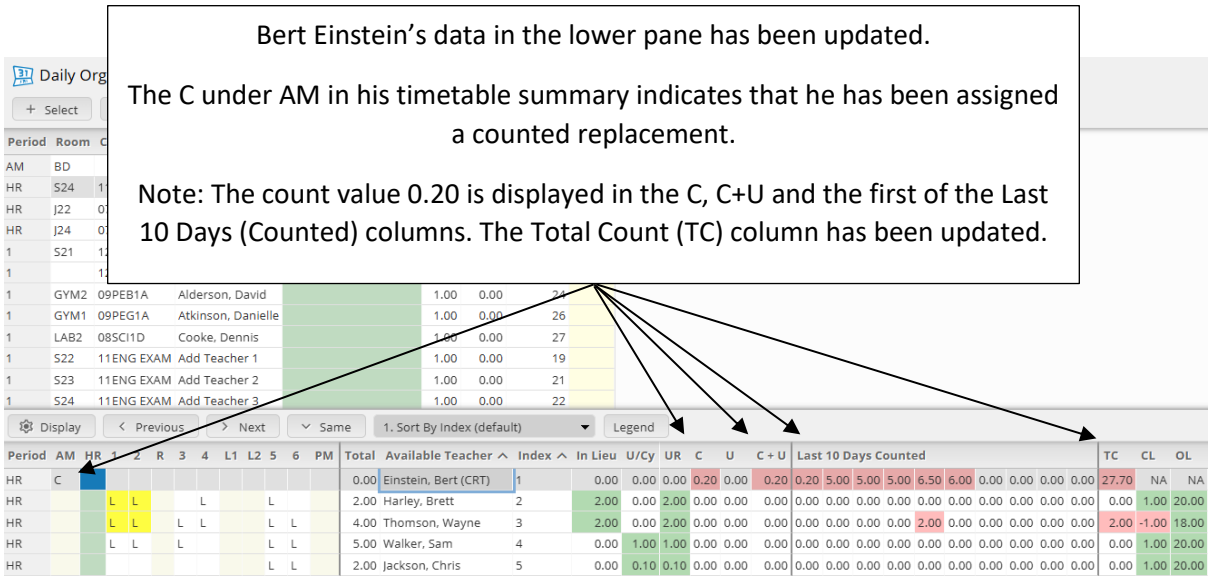
To assign from the upper pane, double click in the Replacement Teacher cell and the first available teacher from the lower pane will be assigned. In this case, the available teachers have been sorted by Index.



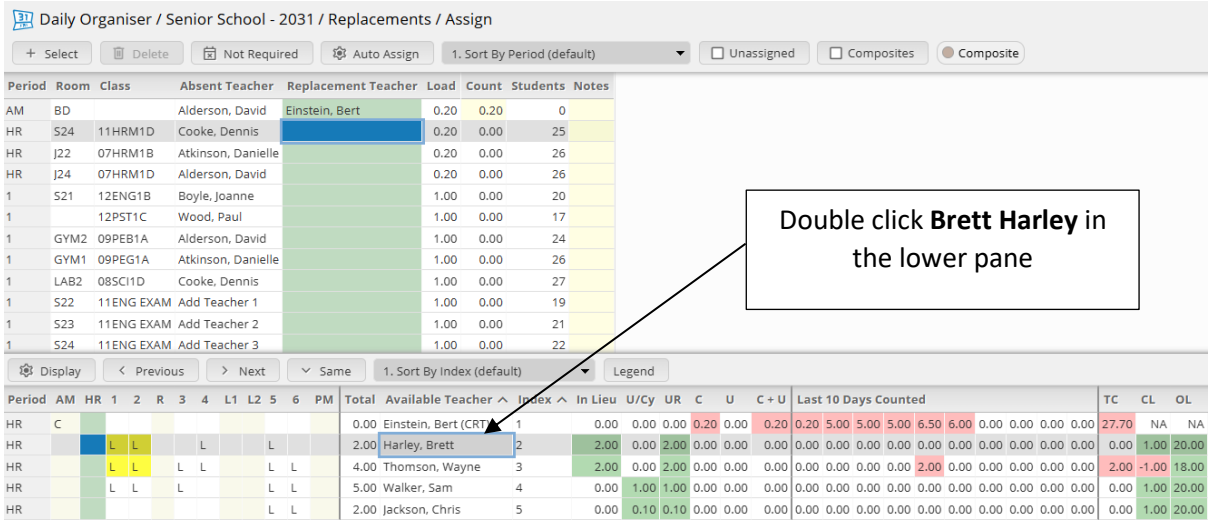


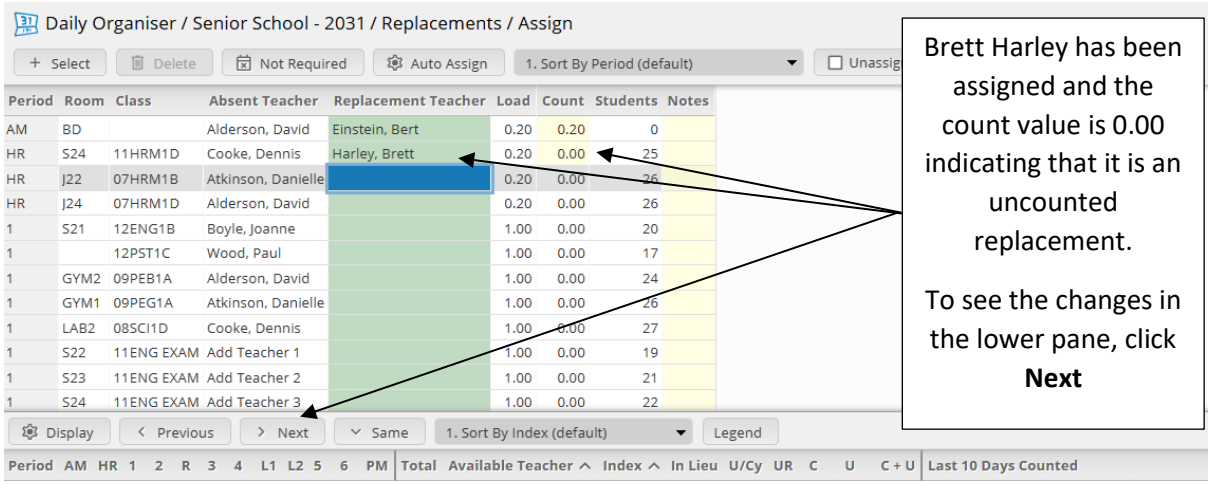


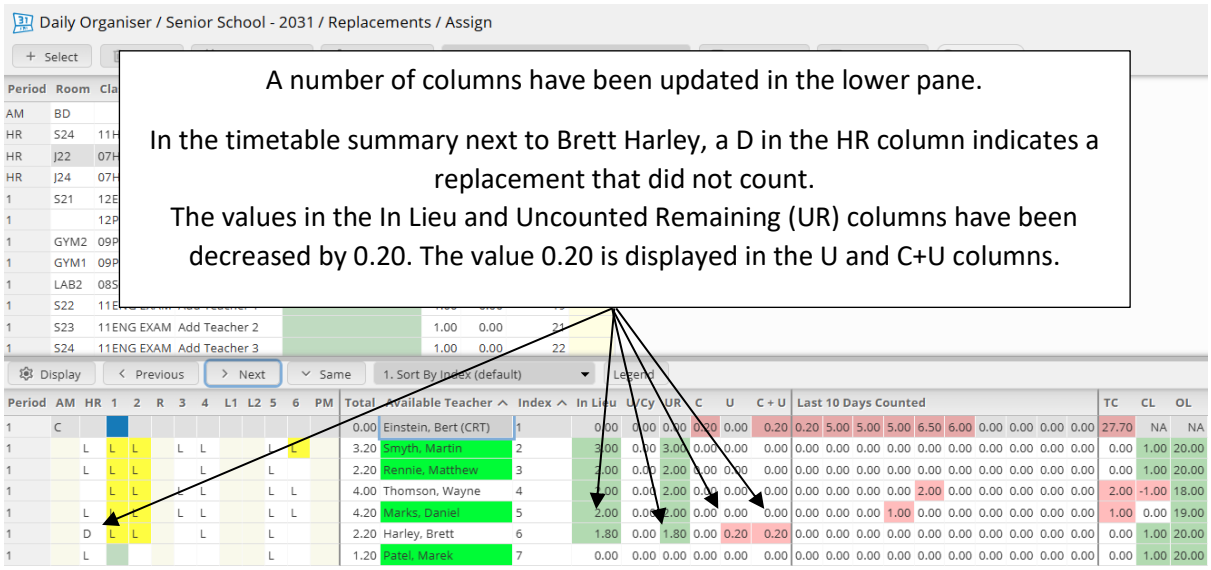
When a counted replacement is assigned to a teacher, data in the C, Last 10 Days, Cycle Limit and Overall Limit columns in the lower pane are automatically updated.



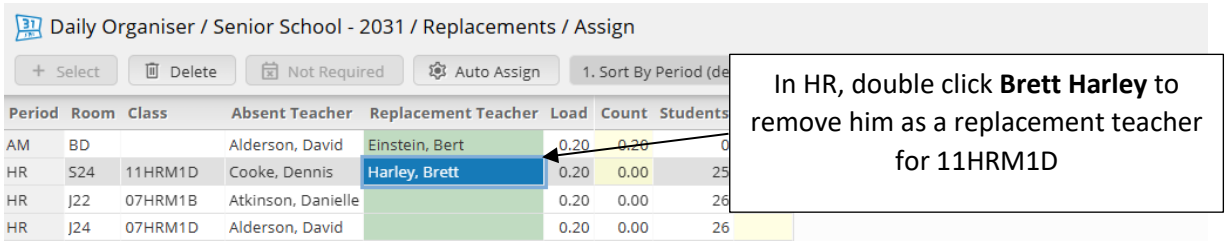
A double click on a teacher's name in the lower pane will assign that teacher to the class selected in the upper pane. In this case, a teacher with an in lieu replacement available will be selected.

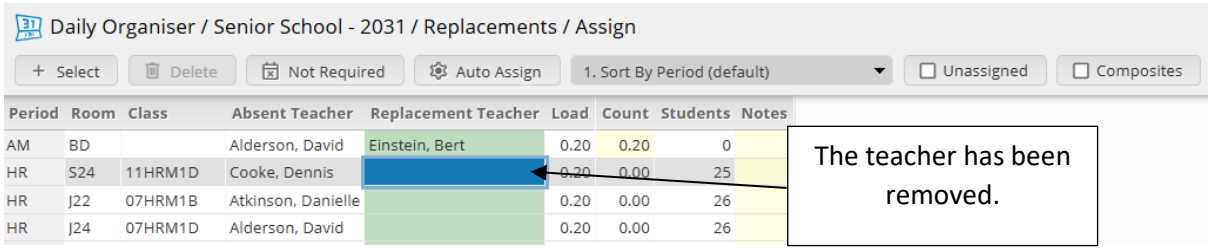






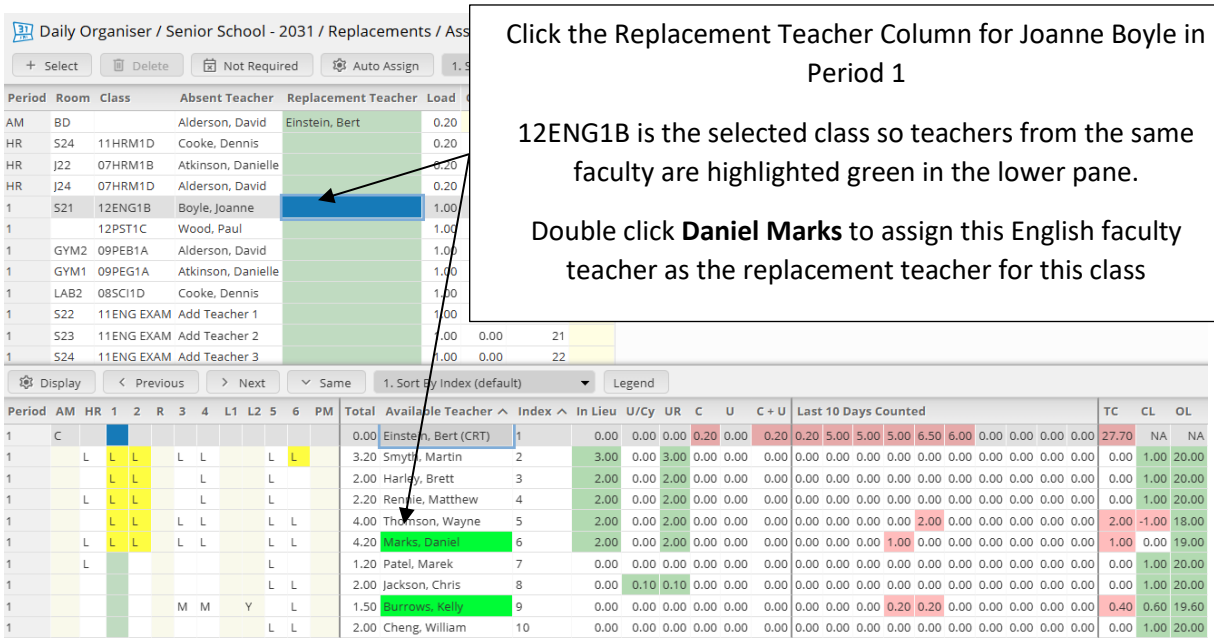
Replacement teachers can be removed by selecting the teacher and using the Delete button or by double clicking on the teacher's name.





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.

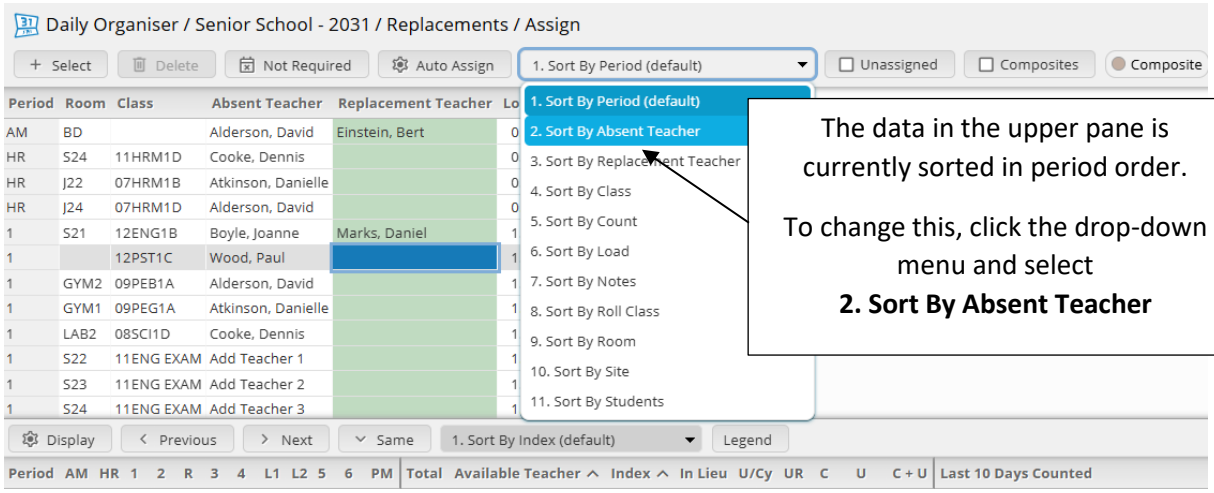


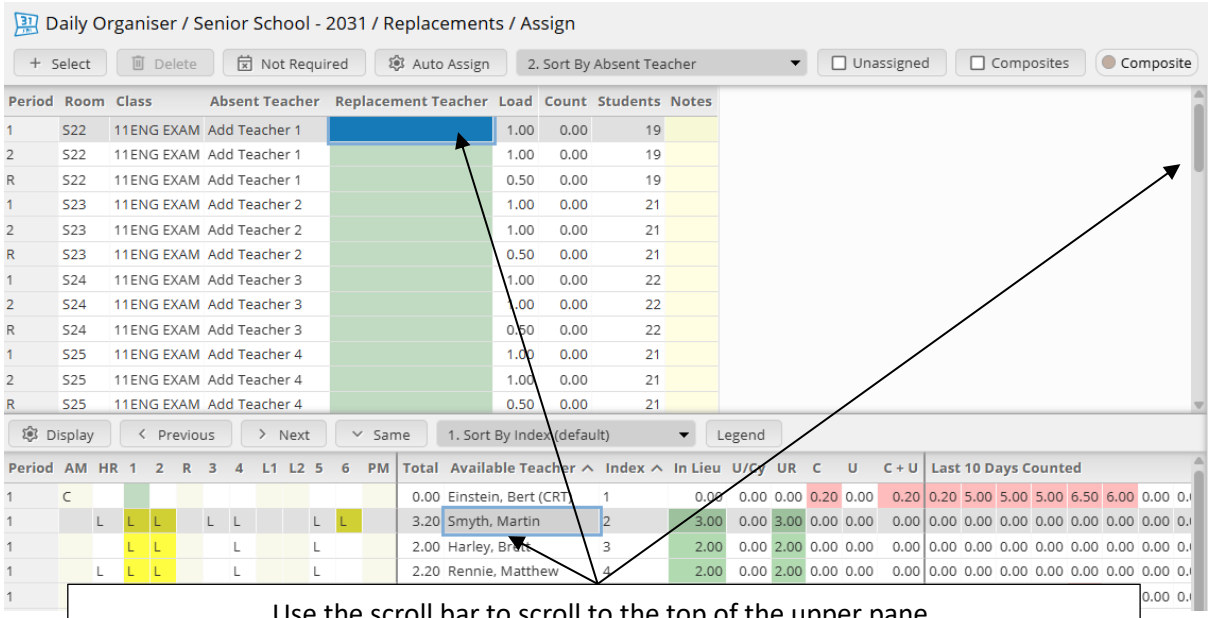
ASSIGN ONE TEACHER TO MULTIPLE REPLACEMENT CLASSES

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.

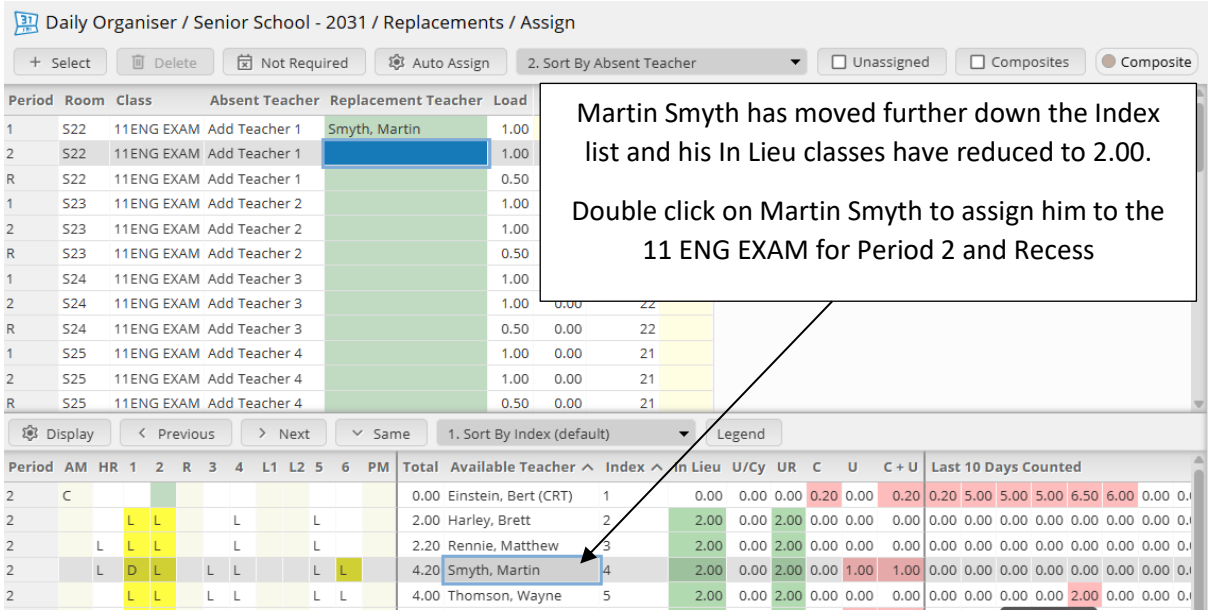




Use the scroll bar to scroll to the top of the upper pane.

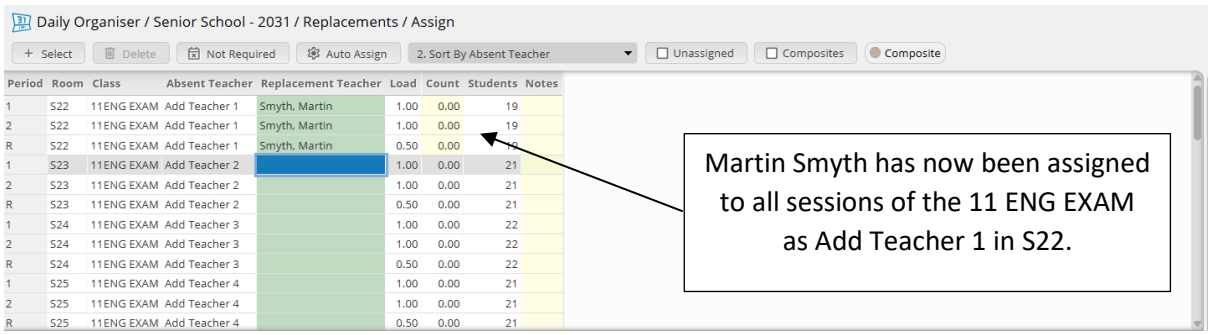
Click in the Replacement Teacher column for Add Teacher 1 in Period 1

In the lower pane, double click **Martin Smyth**



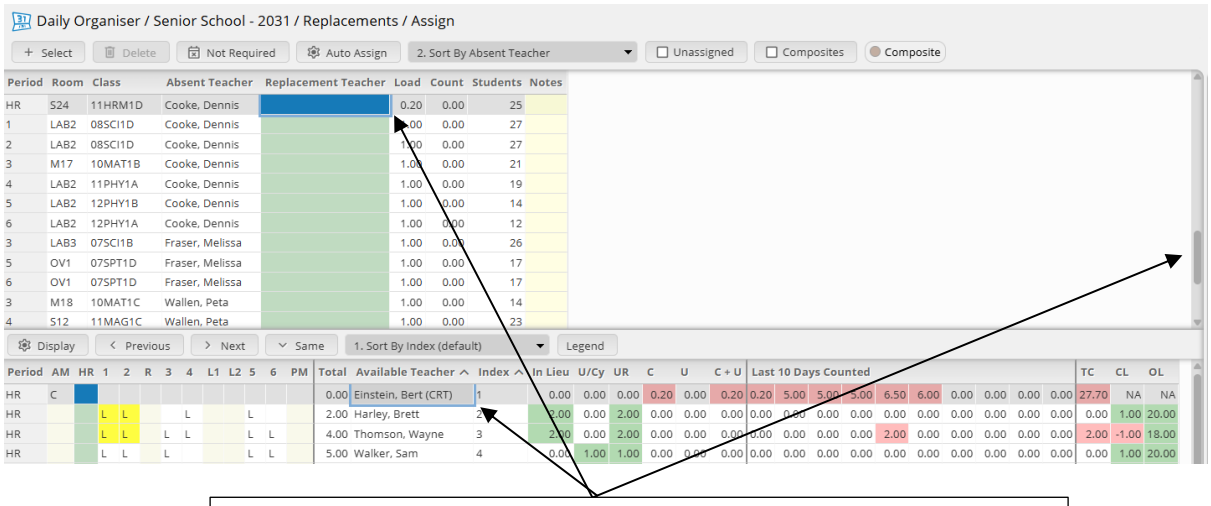
Martin Smyth has moved further down the Index list and his In Lieu classes have reduced to 2.00.

Double click on Martin Smyth to assign him to the 11 ENG EXAM for Period 2 and Recess



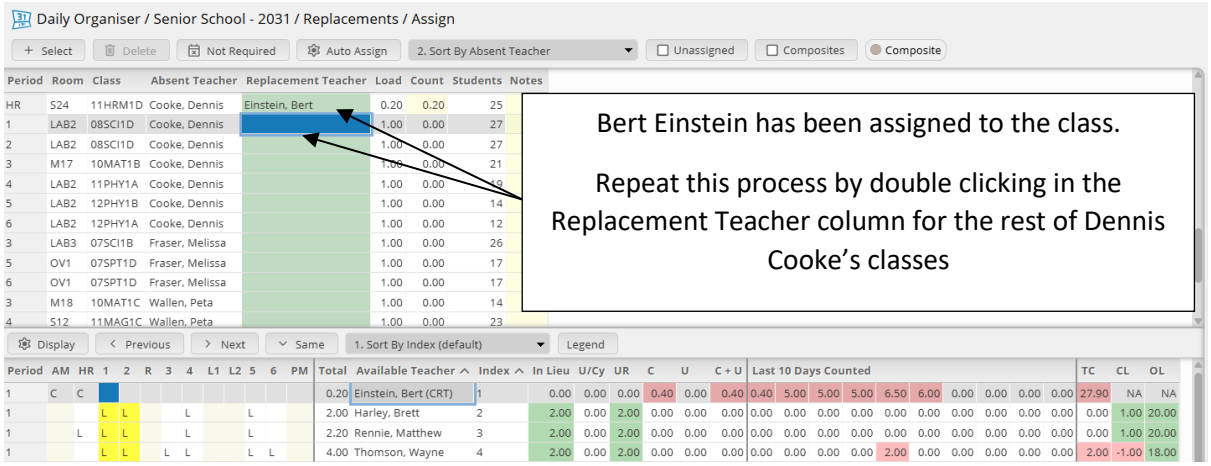
Martin Smyth has now been assigned to all sessions of the 11 ENG EXAM as Add Teacher 1 in S22.

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.



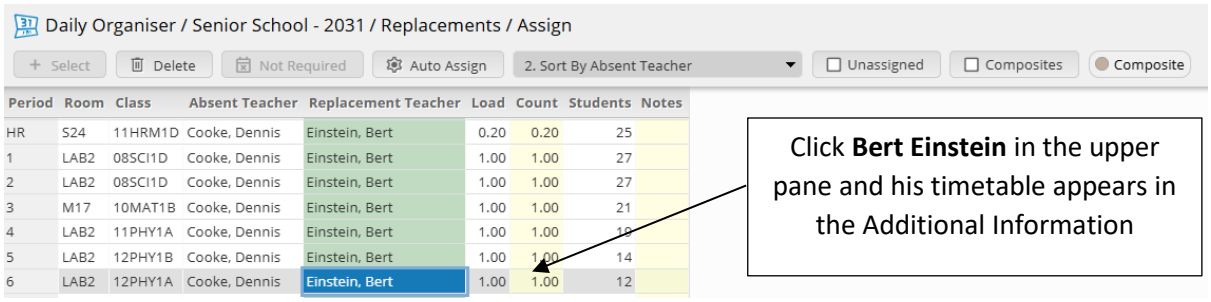
Use the top scroll bar to scroll down to Dennis Cooke's classes

Double click in the Replacement Teacher column for Dennis Cooke in Period HR to assign the first available teacher Bert Einstein

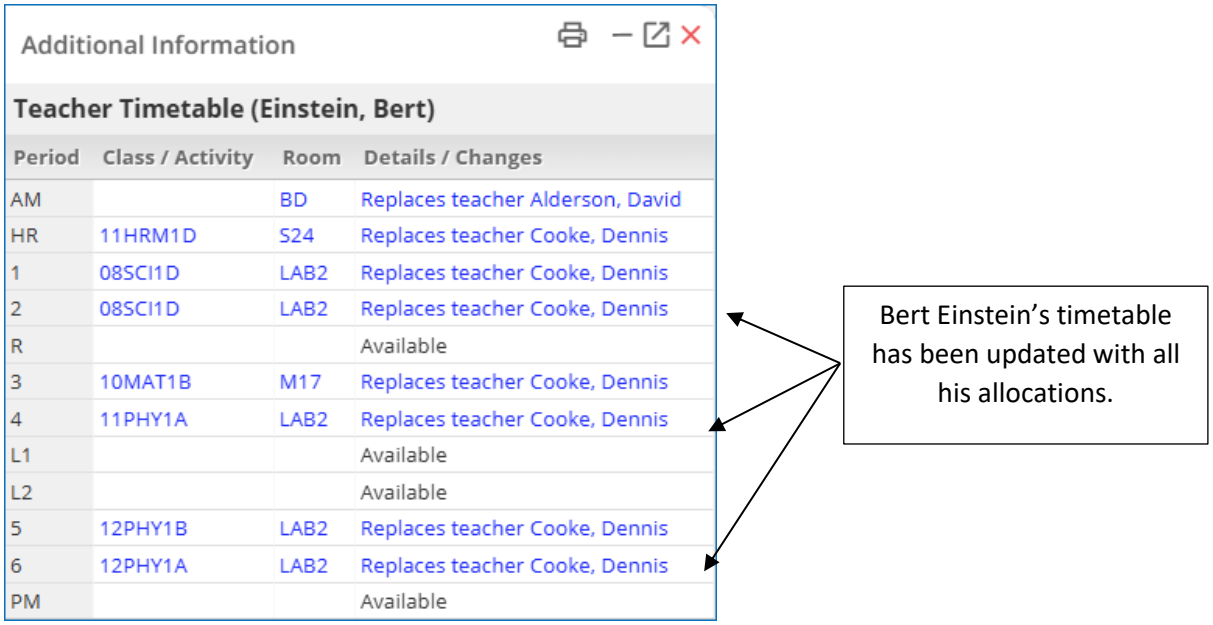


Bert Einstein has been assigned to the class.

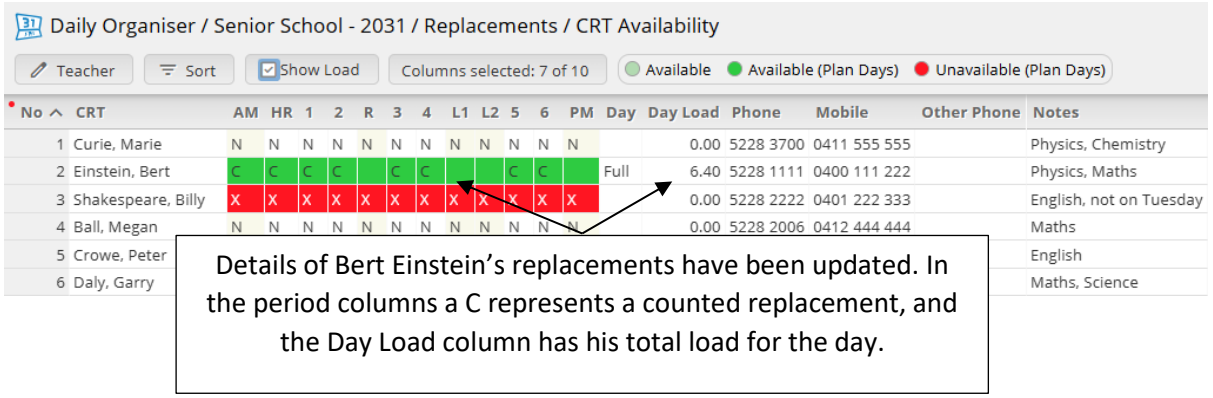
Repeat this process by double clicking in the Replacement Teacher column for the rest of Dennis Cooke's classes



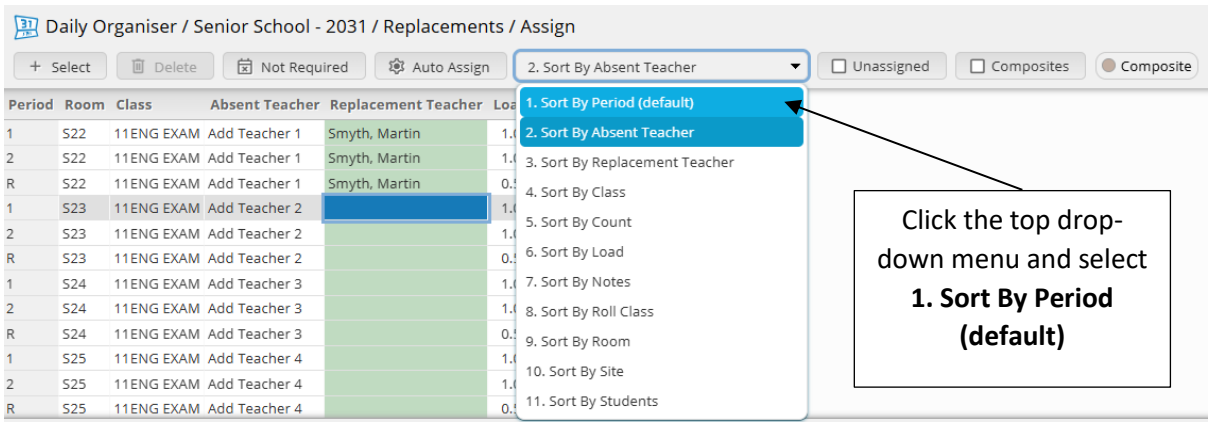
Click **Bert Einstein** in the upper pane and his timetable appears in the Additional Information



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

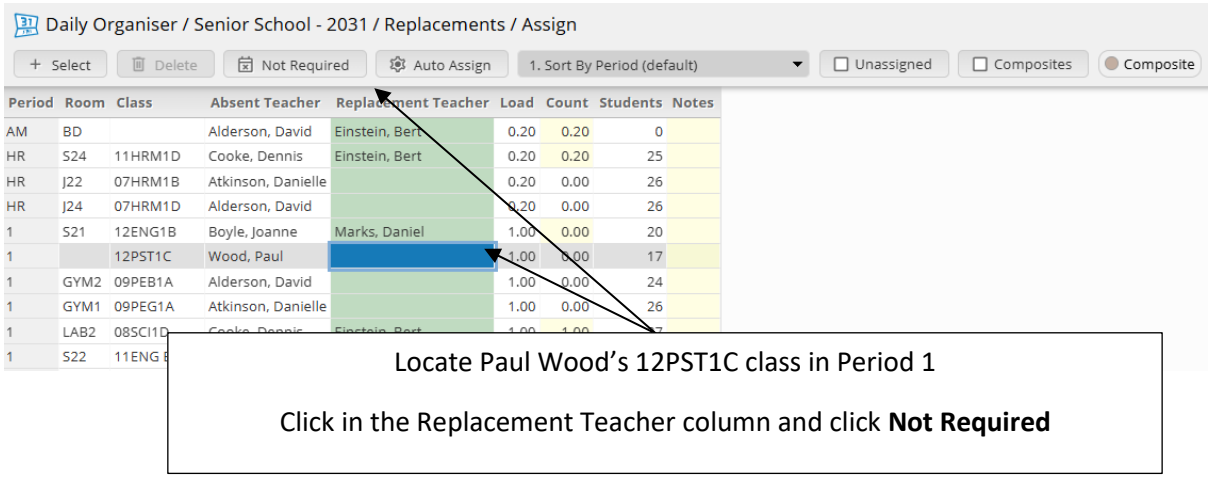


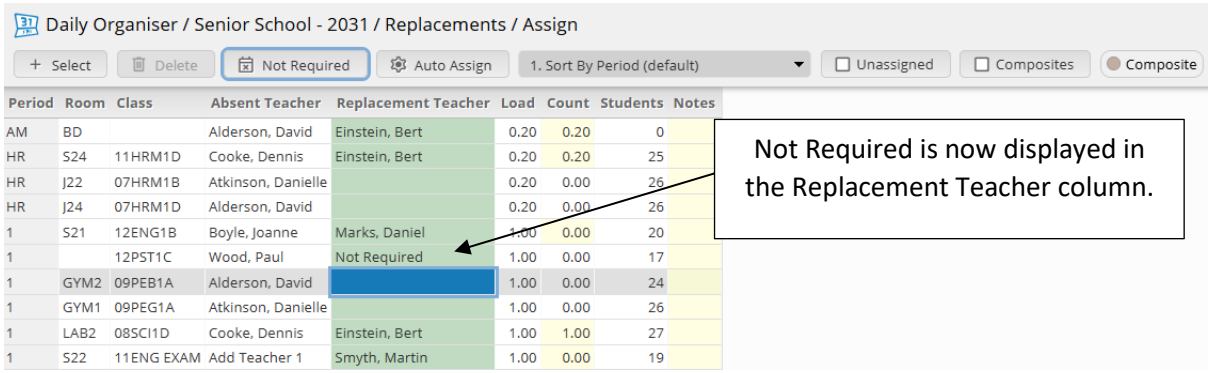
On the Task Tree select:
[11A] Replacements - Assign

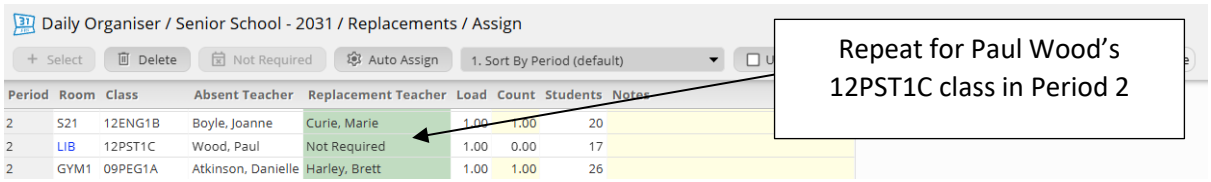


REPLACEMENT NOT REQUIRED

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.



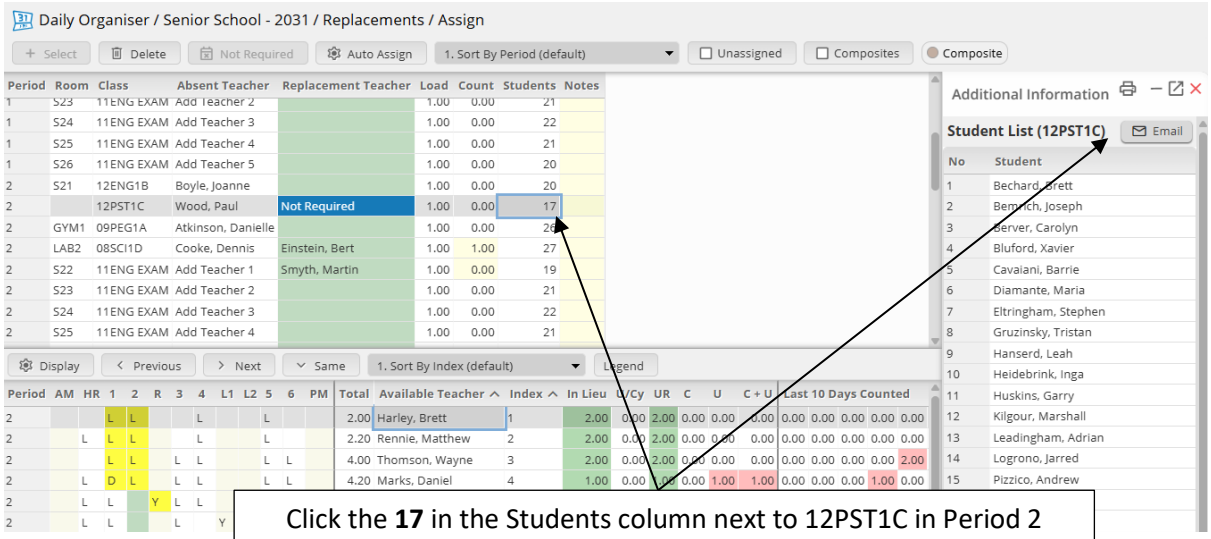




EMAIL STUDENTS FROM ASSIGN SCREEN

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.

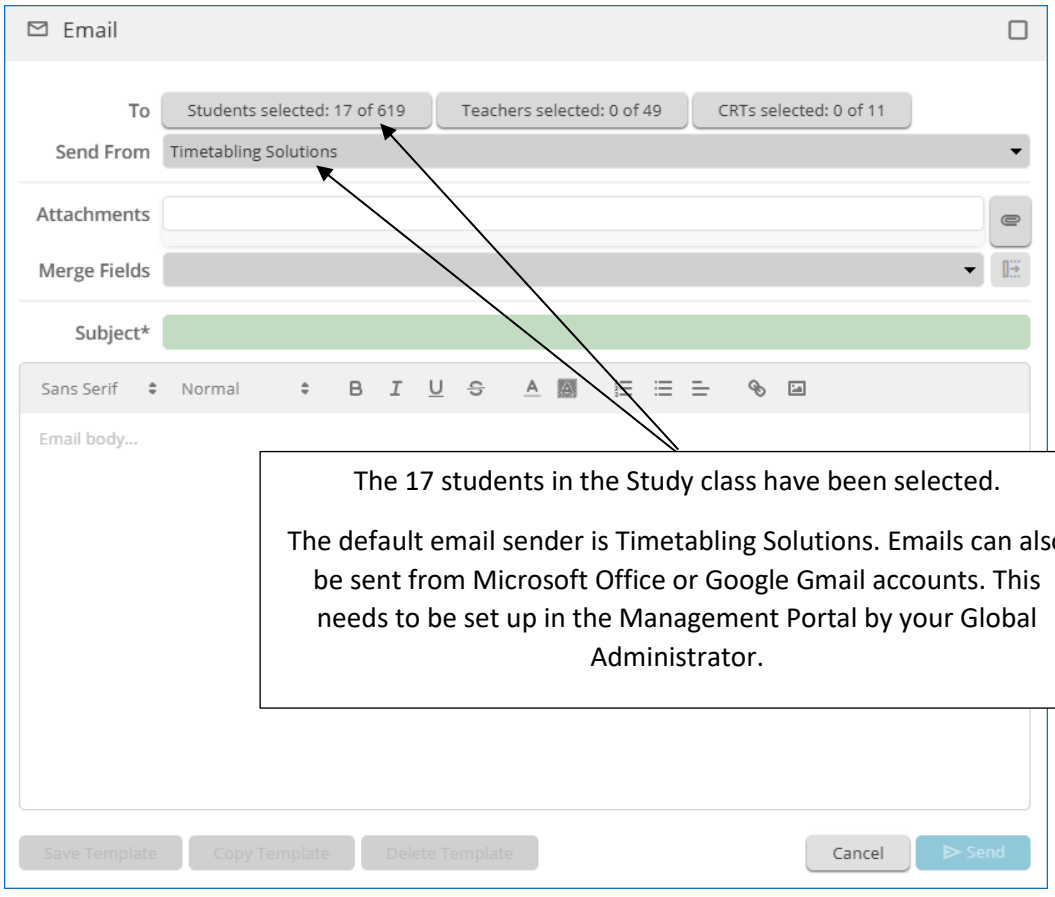
An email can be sent to students in a particular class directly from the Assign screen. In this case, the 17 students in 12PST1C need to be told to go to the Library in Periods 1 and 2.



Click the **17** in the Students column next to 12PST1C in Period 2

The students in this class are displayed in the Additional Information

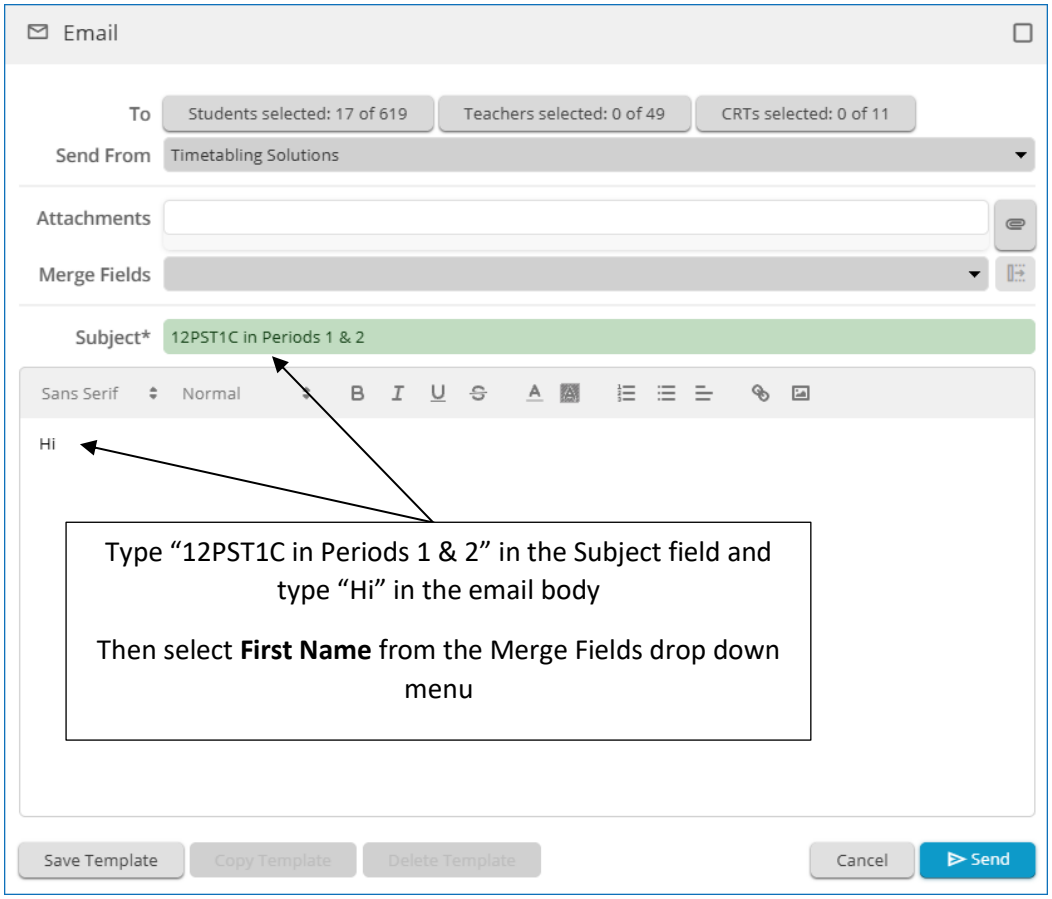
Click **Email**

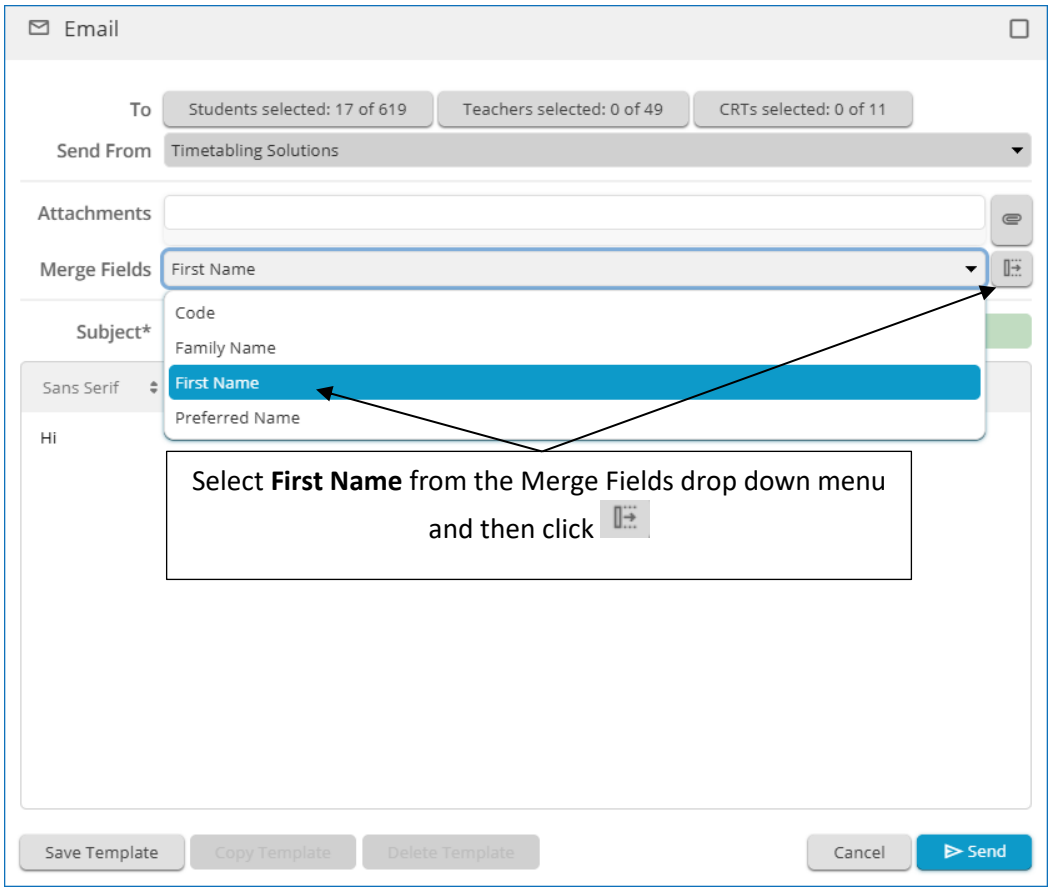


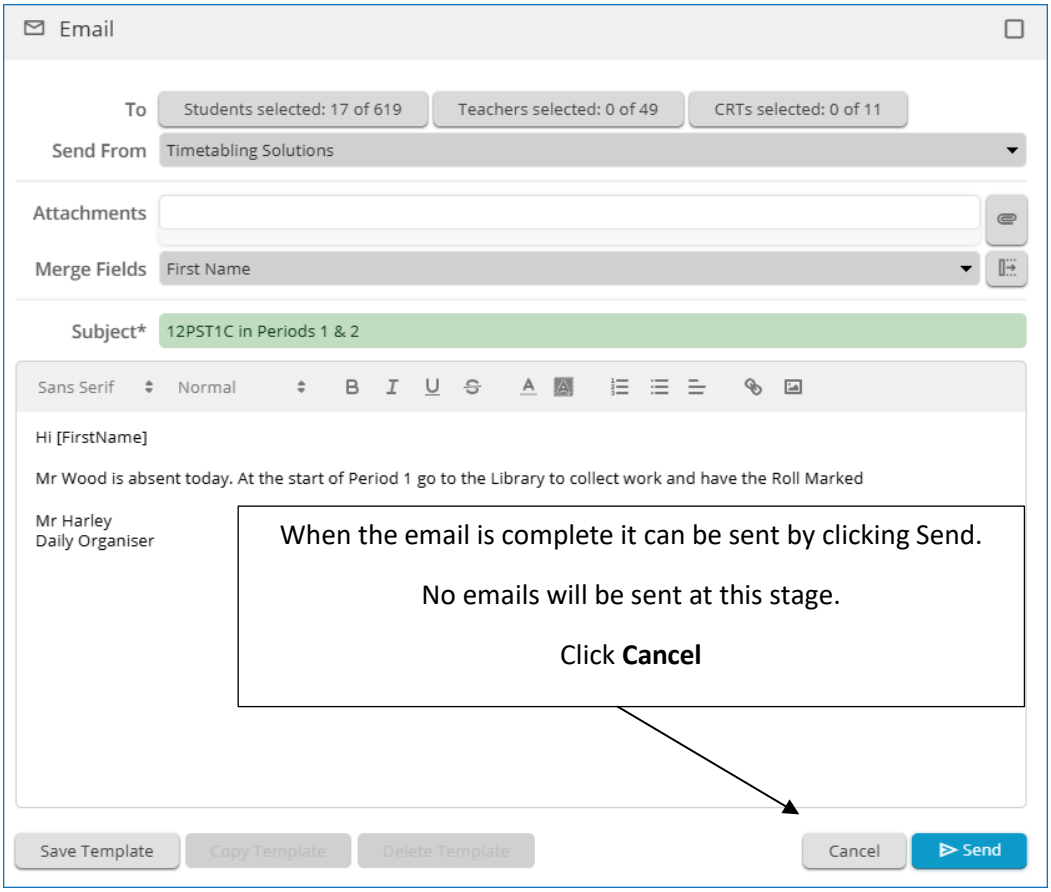
The 17 students in the Study class have been selected.

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.

Note: Teachers and CRTs can also be included in emails.


Email
To
Students selected: 17 of 619
Teachers selected: 0 of 49
CRTs selected: 0 of 11
Send From
Timetabling Solutions
Attachments
Merge Fields
Subject*
12PST1C in Periods 1 & 2
Sans Serif
Normal
Hi
Type “12PST1C in Periods 1 & 2” in the Subject field and type “Hi” in the email body
Then select First Name from the Merge Fields drop down menu
Save Template
Copy Template
Delete Template
Cancel
Send


Email
To
Students selected: 17 of 619
Teachers selected: 0 of 49
CRTs selected: 0 of 11
Send From
Timetabling Solutions
Attachments
Merge Fields
First Name
Code
Family Name
First Name
Preferred Name
Subject*
Sans Serif
Hi
Select First Name from the Merge Fields drop down menu and then click
Save Template
Copy Template
Delete Template
Cancel
Send



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.

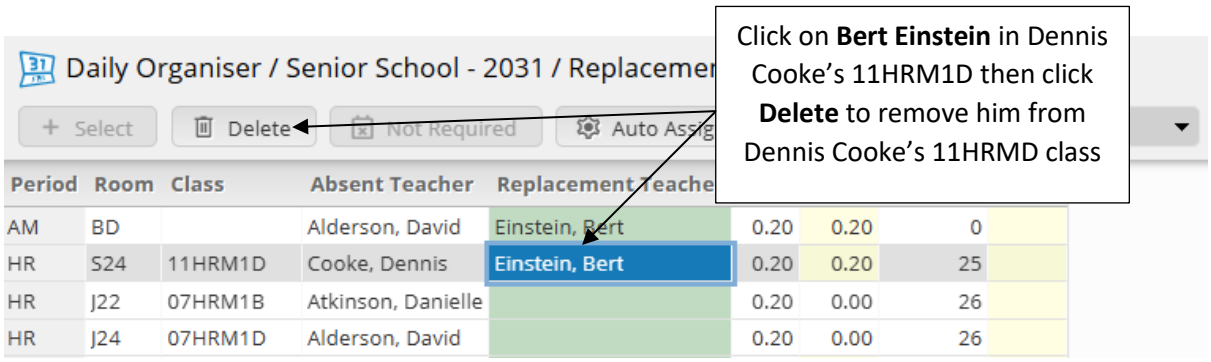
It is **highly recommended** that the email settings are changed so that all emails are sent directly from your school server using a school email address.

The Global Administrator for your school can configure this in **[2B] Configuration – Settings – Email Server Settings** in the Management Portal.

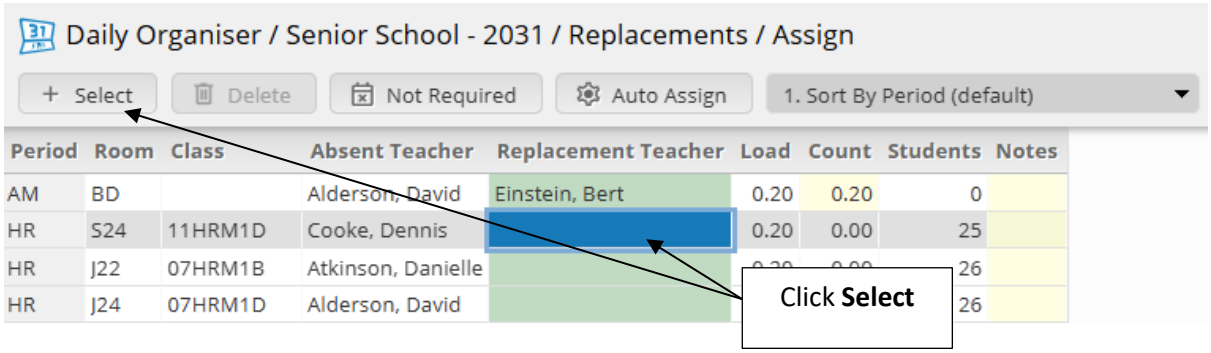
ASSIGN ONE TEACHER TO TWO DIFFERENT CLASSES IN THE SAME PERIOD

It is possible to assign teachers to more than one class in the same period.

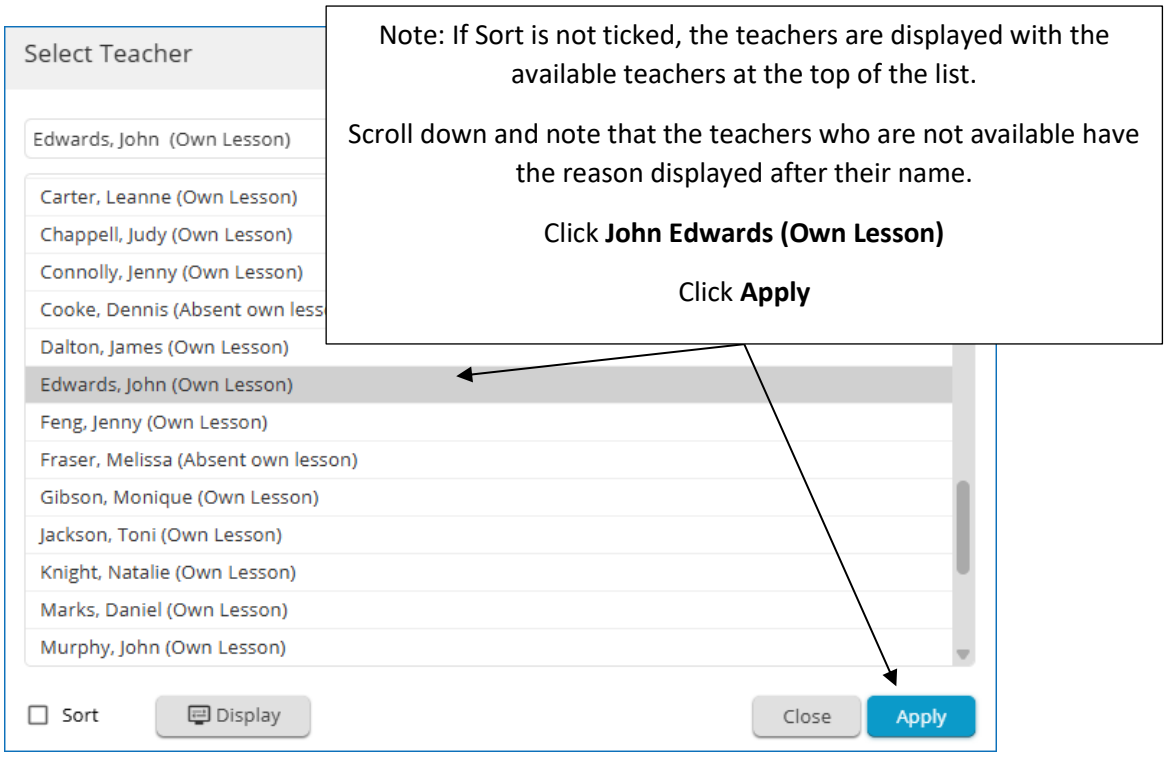
In this example, it is accepted practice to combine Homeroom classes if a teacher is absent. Currently Bert Einstein is taking a Bus Duty and a Homeroom. Dennis Cooke's Homeroom class (11HRM1D) will be taken off Bert Einstein and supervised by the teacher in the adjacent room, John Edwards. John will 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 Teache			
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		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle				26	
HR	J24	07HRM1D	Alderson, David				26	

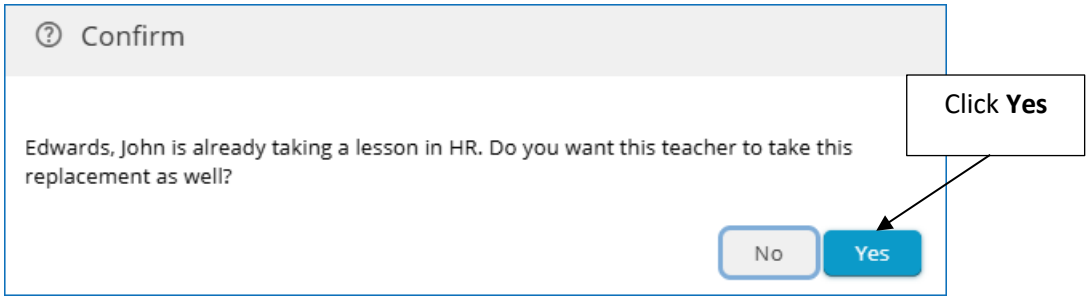


Note: If Sort is not ticked, the teachers are displayed with the available teachers at the top of the list.

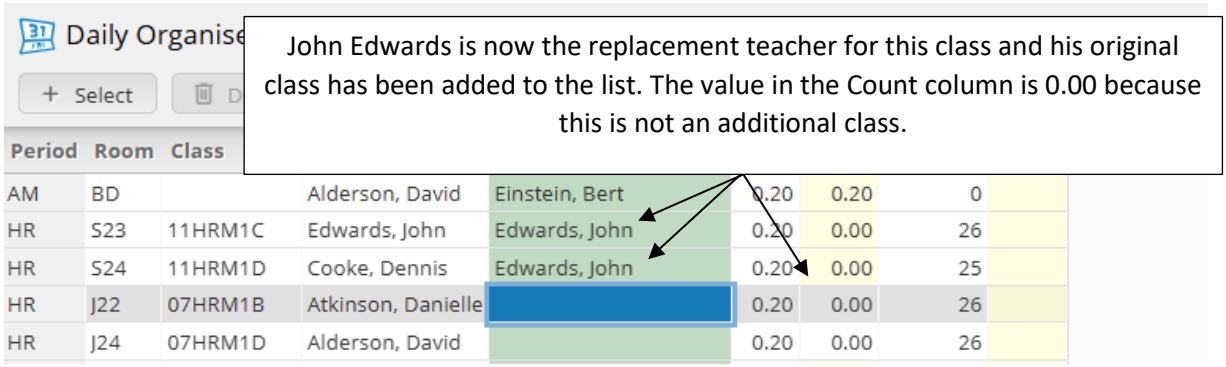
Scroll down and note that the teachers who are not available have the reason displayed after their name.

Click **John Edwards (Own Lesson)**

Click **Apply**



Click **Yes**

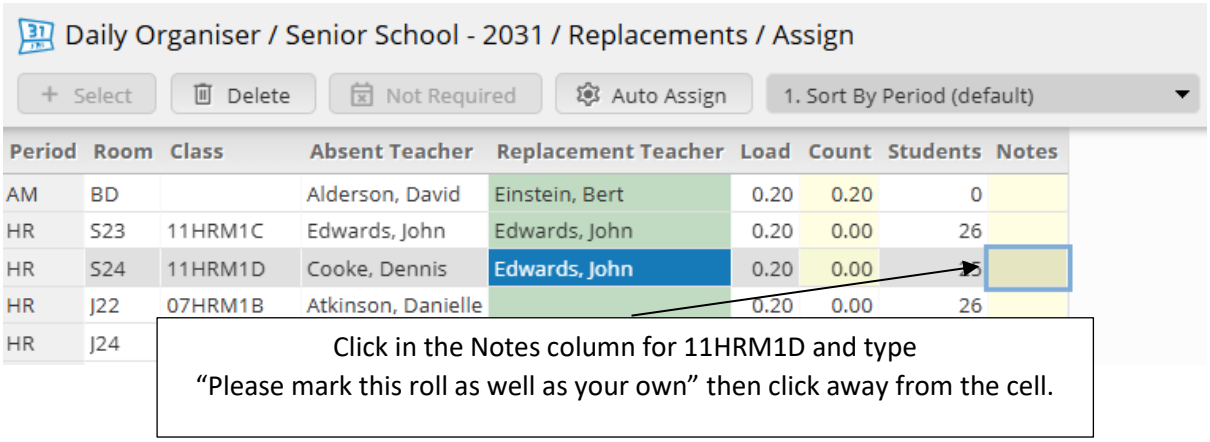


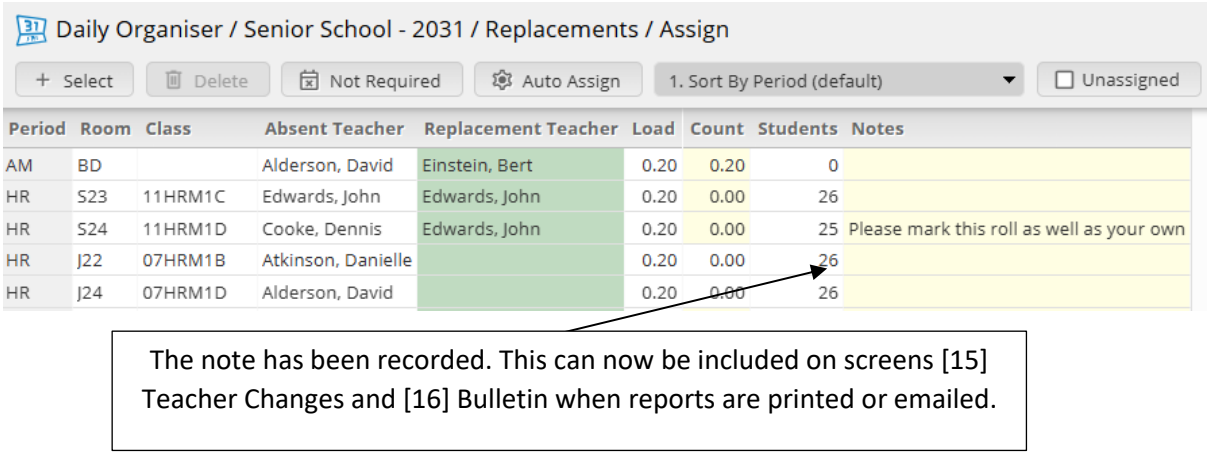
John Edwards is now the replacement teacher for this class and his original class has been added to the list. The value in the Count column is 0.00 because this is not an additional class.

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.

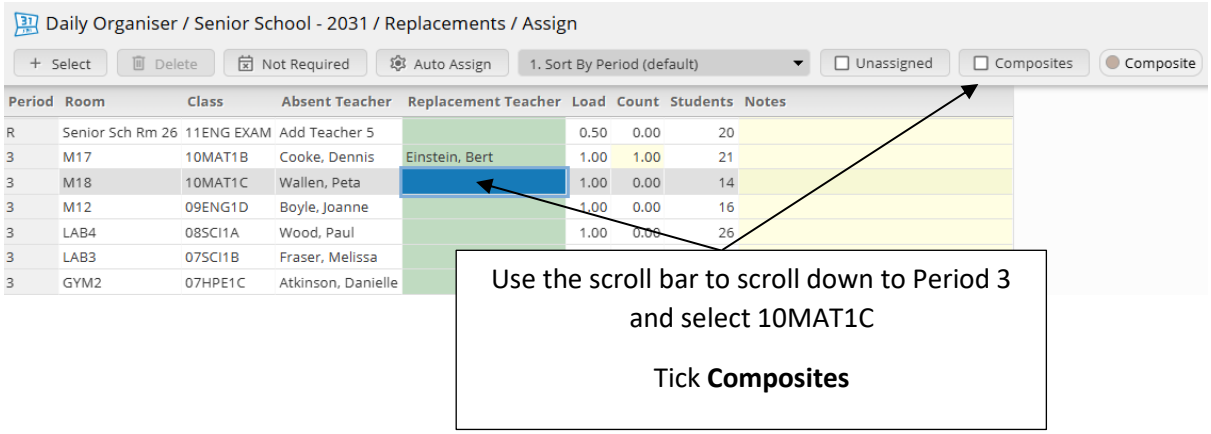


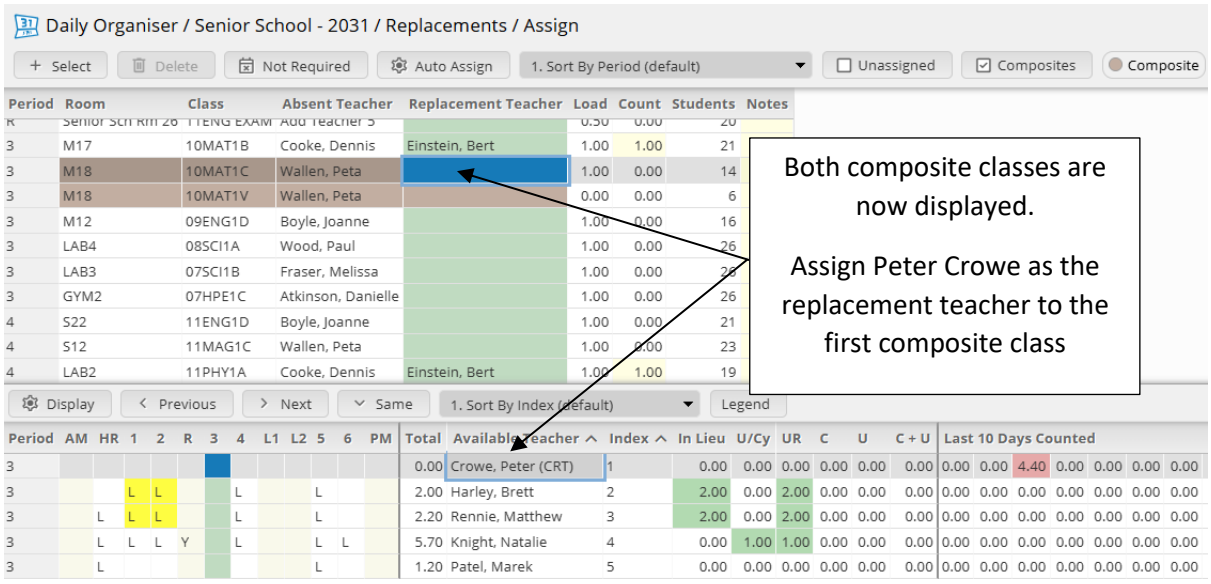


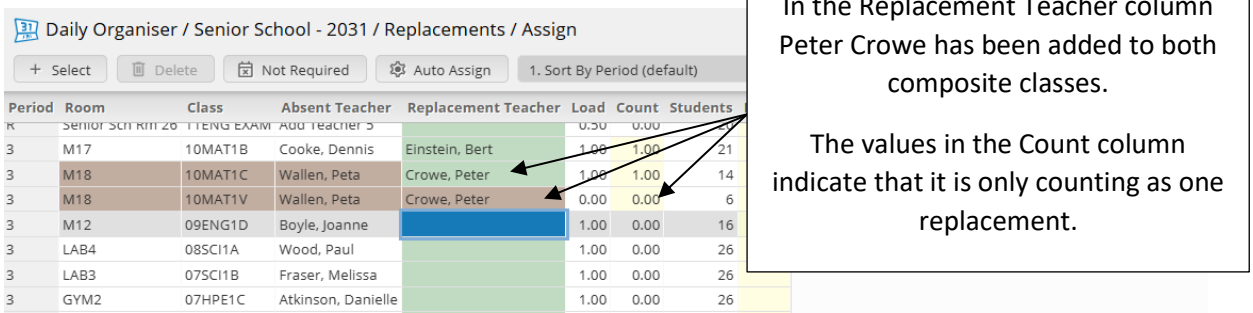
COMPOSITE CLASSES

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.



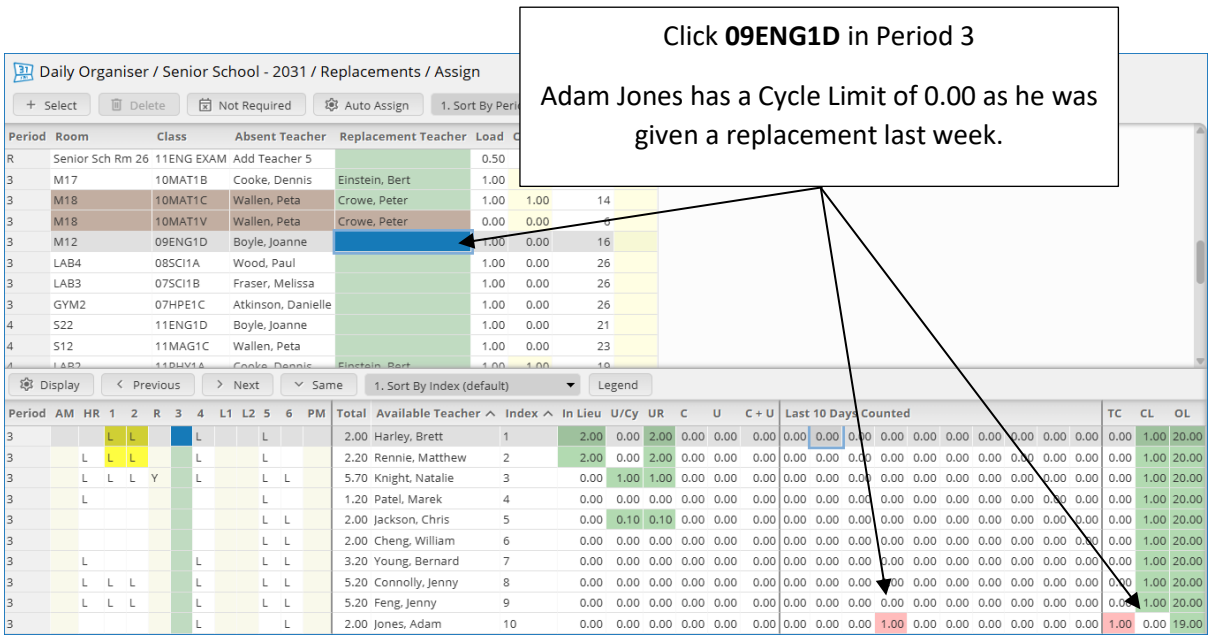


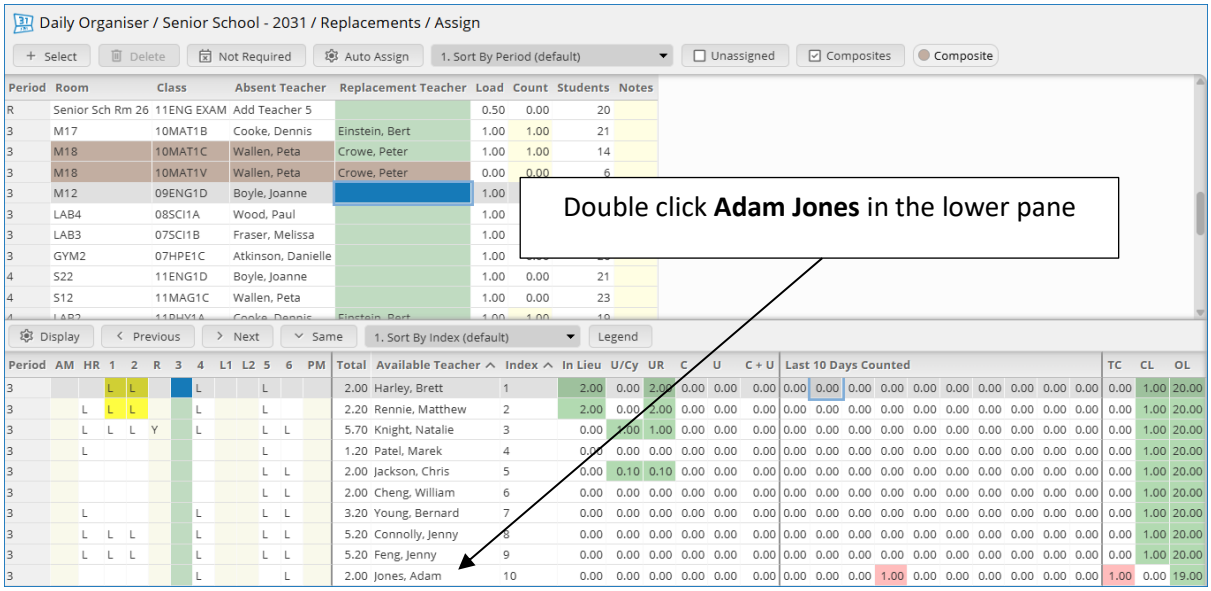


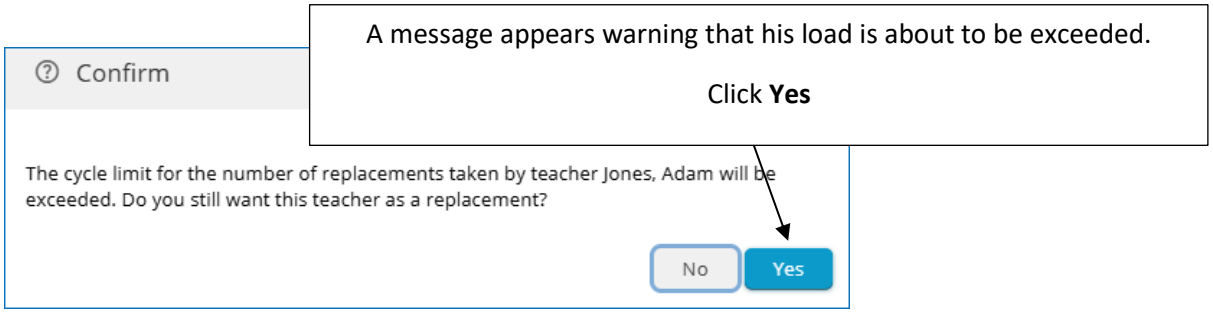
Note: The replacement teacher is added to both classes whether the checkbox is ticked or unticked. Any change made to the green cell will apply to both the composite classes. A different teacher could be assigned to the second class by editing the teacher in the brown cell.

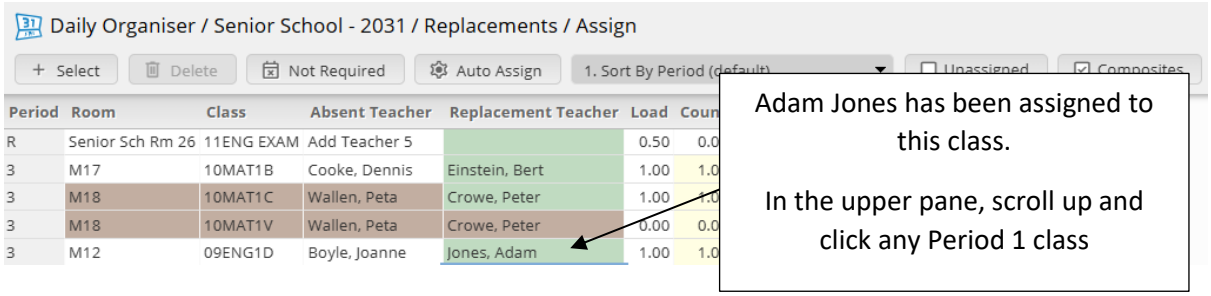
OVERRIDE A CYCLE OR OVERALL LIMIT

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.



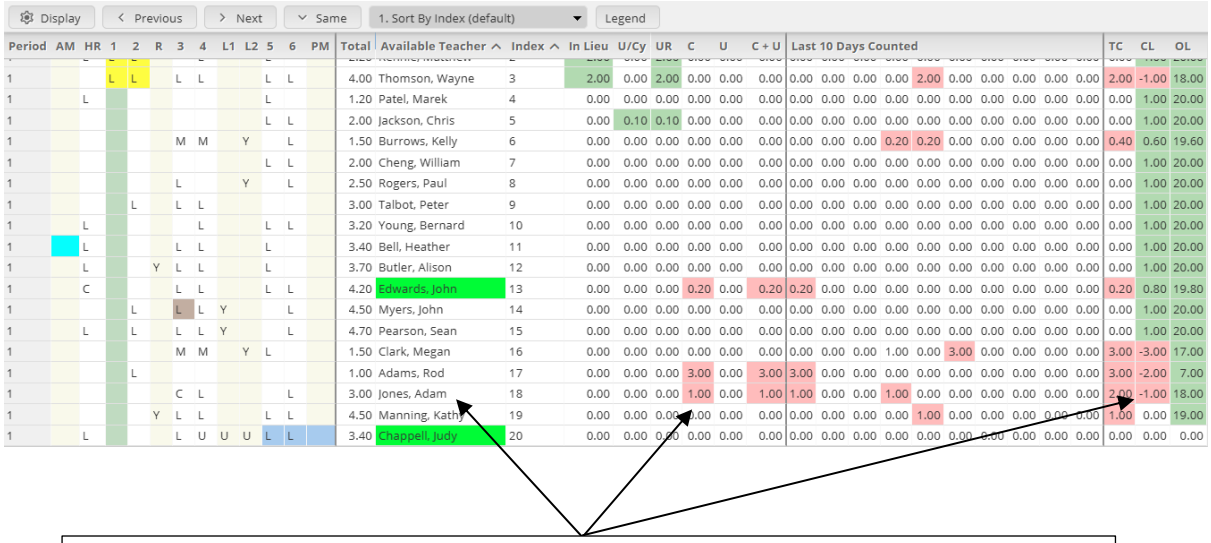






Adam Jones has been assigned to this class.

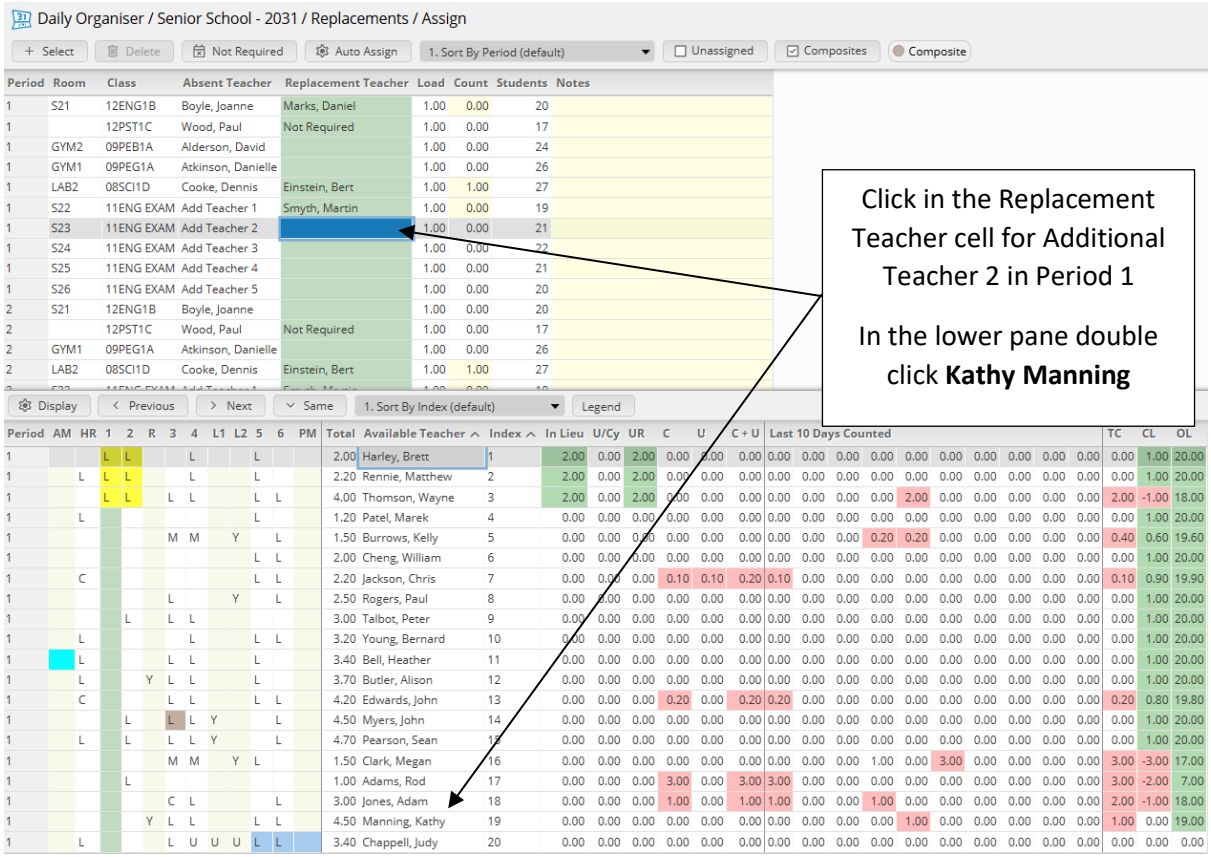
In the upper pane, scroll up and click any Period 1 class

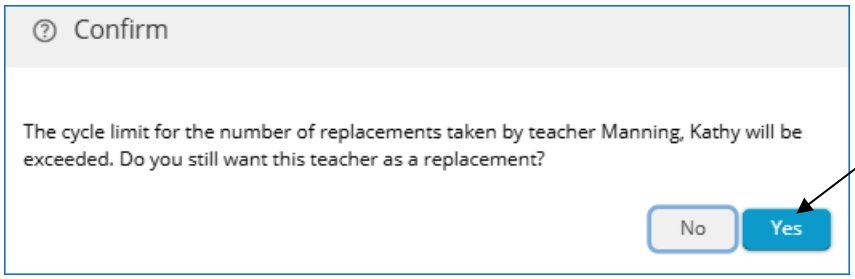


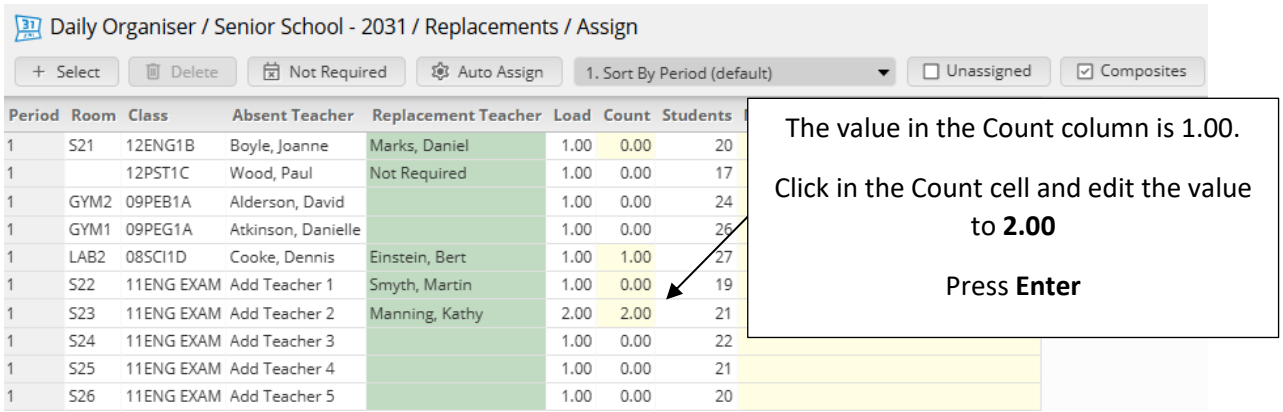
Adam is now 18th on the index for this period. He has 1.00 replacements today and his cycle limit is -1.00. The negative value indicates that he is over the cycle limit.

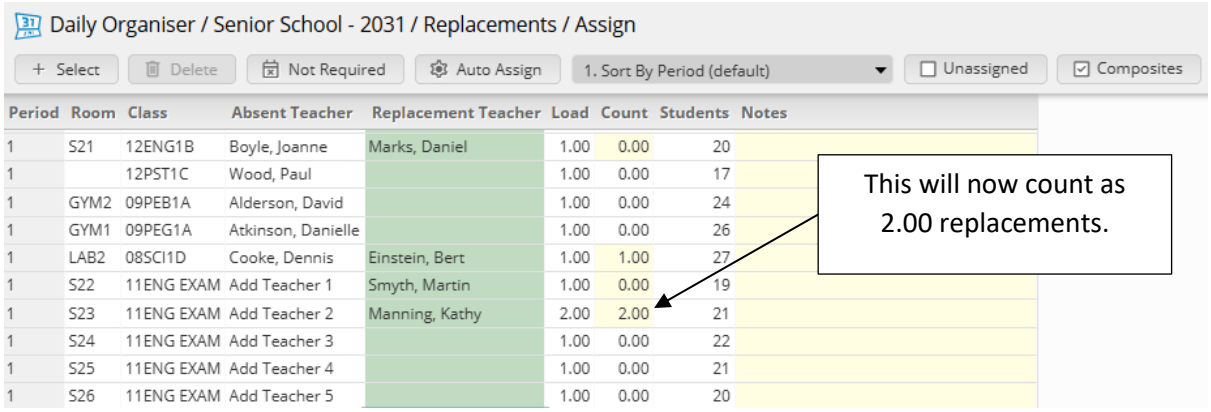
ADJUST THE COUNT STATUS OF A REPLACEMENT

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.


Daily Organiser / Senior School - 2031 / Replacements / Assign
Click in the Replacement Teacher cell for Additional Teacher 2 in Period 1
In the lower pane double click **Kathy Manning**


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**


Daily Organiser / Senior School - 2031 / Replacements / Assign
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	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	

Note: Both the Load and Count have been changed to 2.00.

ACTIVITY

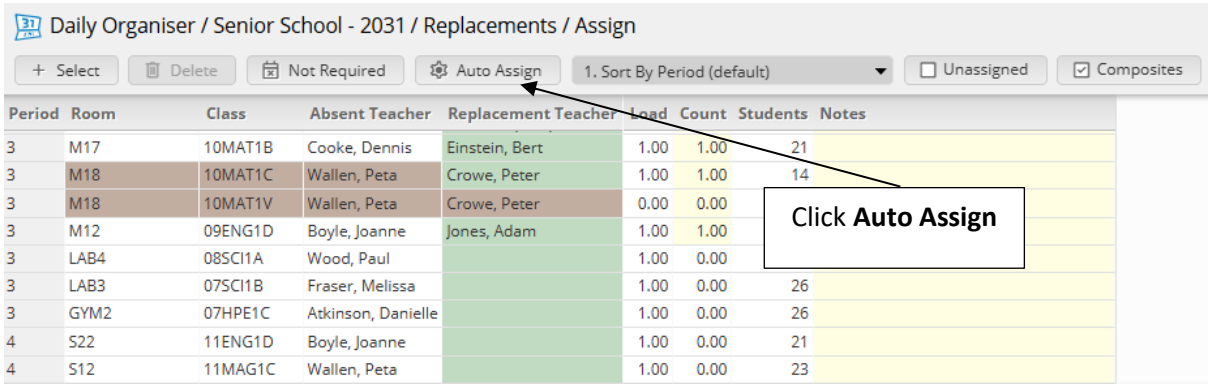
Please complete the following tasks:

- 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

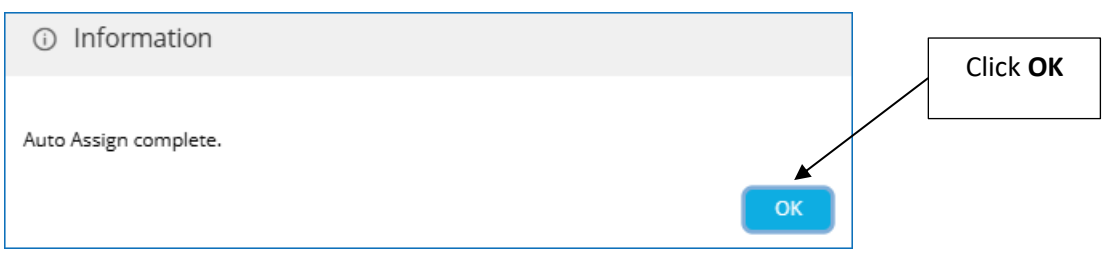
AUTO ASSIGN REMAINING REPLACEMENTS

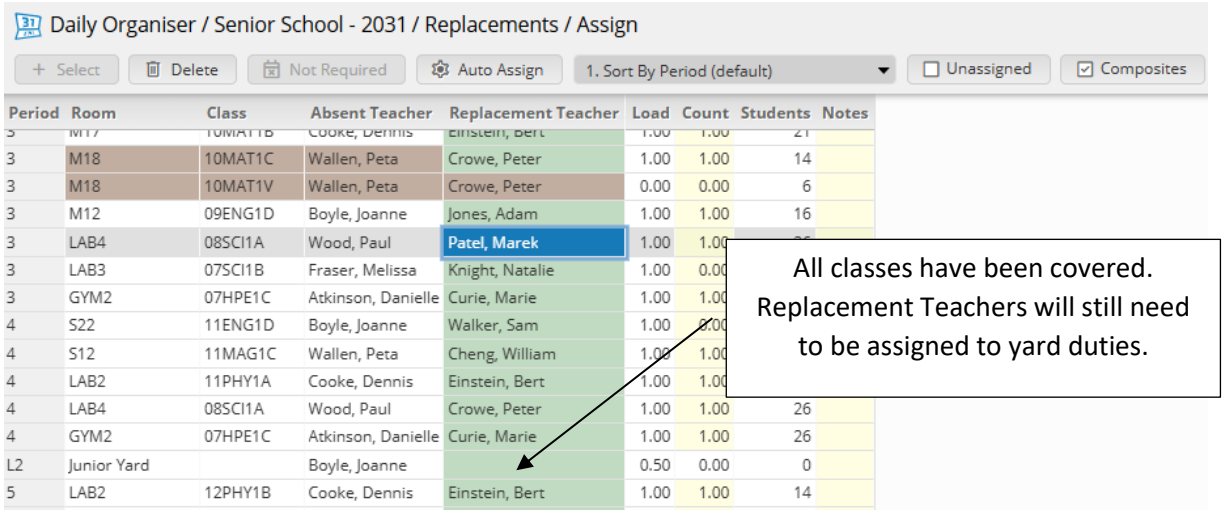
In Daily Organiser it is also possible to automatically assign replacement teachers. The automatic function assigns replacements based on the index order so that casual teachers, in lieu and uncounted replacements are used before counted replacements.

Note: The automatic function does not assign teachers to yard duties.



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	

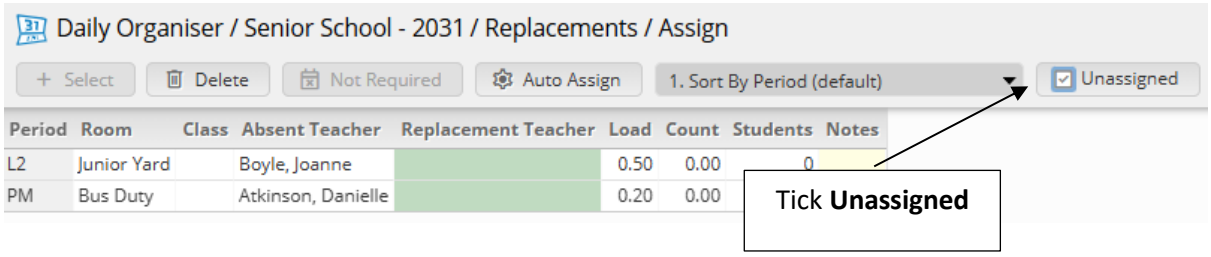




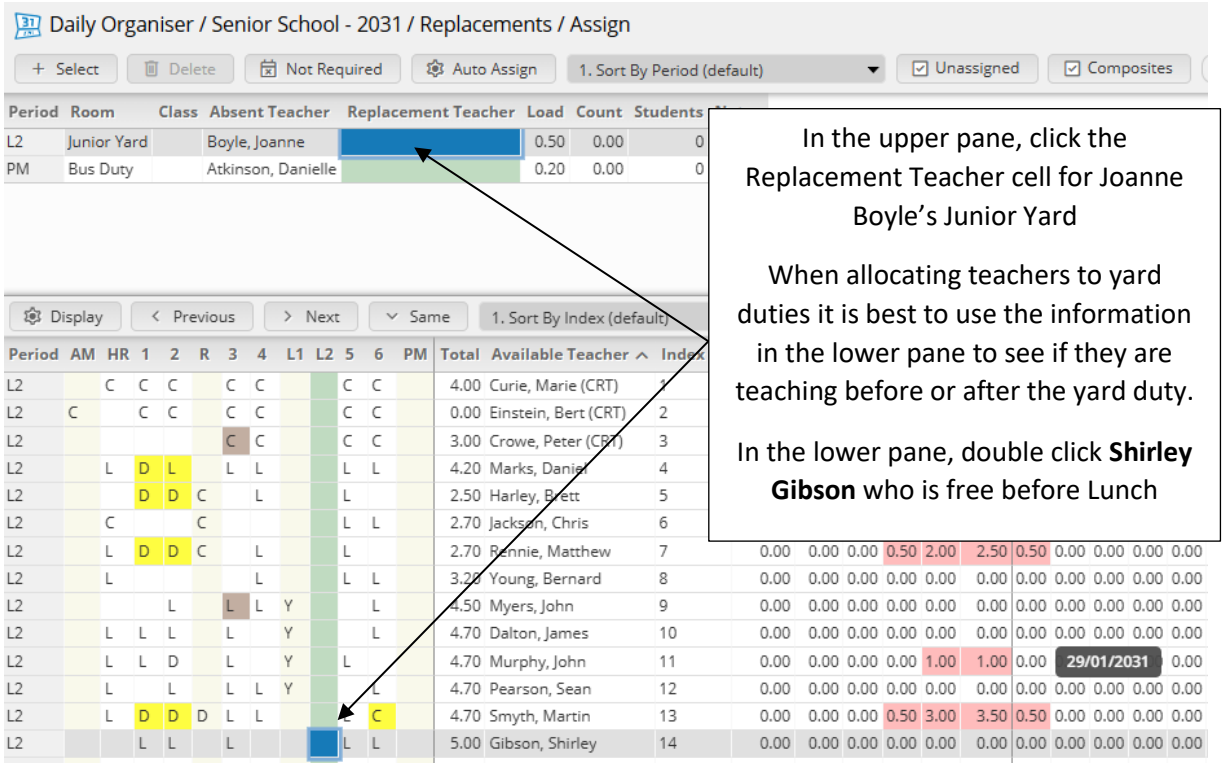
Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.00	16	
3	LAB4	08SCI1A	Wood, Paul	Patel, Marek	1.00	1.00		
3	LAB3	07SCI1B	Fraser, Melissa	Knight, Natalie	1.00	0.00		
3	GYM2	07HPE1C	Atkinson, Danielle	Curie, Marie	1.00	1.00		
4	S22	11ENG1D	Boyle, Joanne	Walker, Sam	1.00	0.00		
4	S12	11MAG1C	Wallen, Peta	Cheng, William	1.00	1.00		
4	LAB2	11PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00		
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	

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.



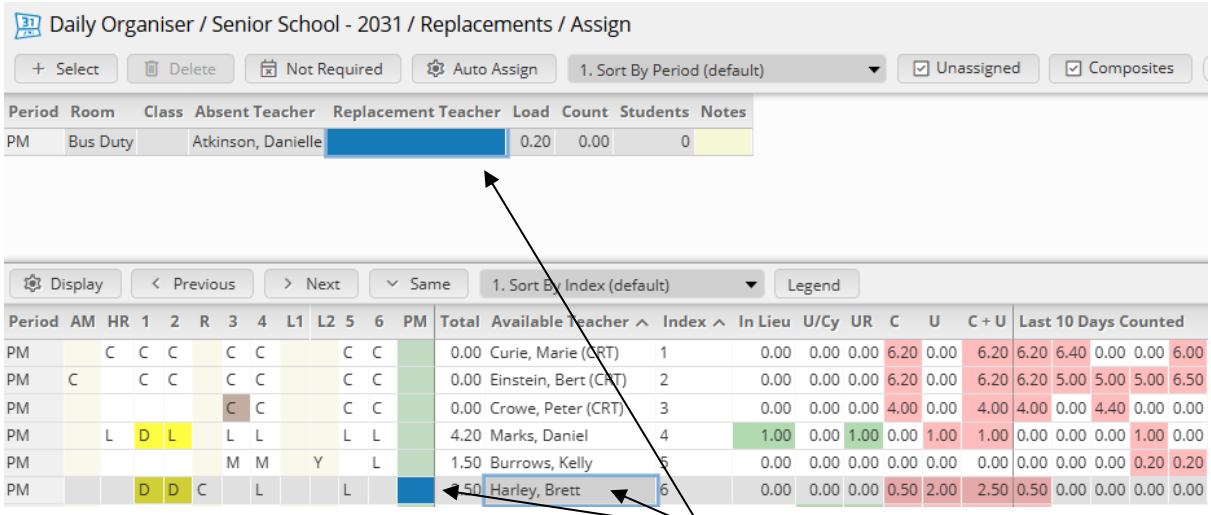
Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
L2	Junior Yard		Boyle, Joanne		0.50	0.00	0	
PM	Bus Duty		Atkinson, Danielle		0.20	0.00	0	



Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
L2	Junior Yard		Boyle, Joanne		0.50	0.00	0
PM	Bus Duty		Atkinson, Danielle		0.20	0.00	0

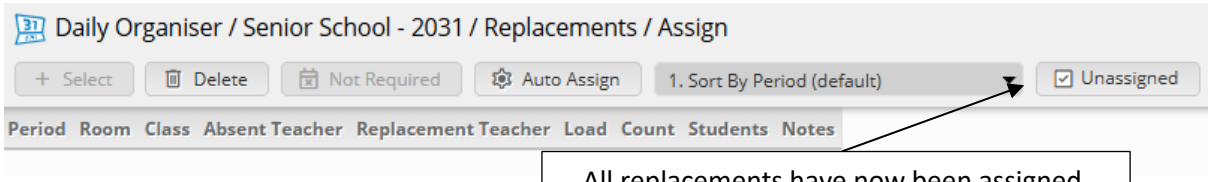
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index
L2		C	C	C		C	C			C	C		4.00	Curie, Marie (CRT)	1
L2	C		C	C		C	C			C	C		0.00	Einstein, Bert (CRT)	2
L2						C	C			C	C		3.00	Crowe, Peter (CRT)	3
L2		L	D	L		L	L			L	L		4.20	Marks, Daniel	4
L2			D	D	C		L			L			2.50	Harley, Brett	5
L2		C			C					L	L		2.70	Jackson, Chris	6
L2		L	D	D	C		L			L			2.70	Rennie, Matthew	7
L2		L					L			L	L		3.20	Young, Bernard	8
L2				L		L	L	Y			L		4.50	Myers, John	9
L2		L	L	L		L		Y			L		4.70	Dalton, James	10
L2		L	L	D		L		Y		L			4.70	Murphy, John	11
L2		L		L		L	L	Y			L		4.70	Pearson, Sean	12
L2		L	D	D	D	L	L				C		4.70	Smyth, Martin	13
L2			L	L		L				L	L		5.00	Gibson, Shirley	14

| | | | | | |



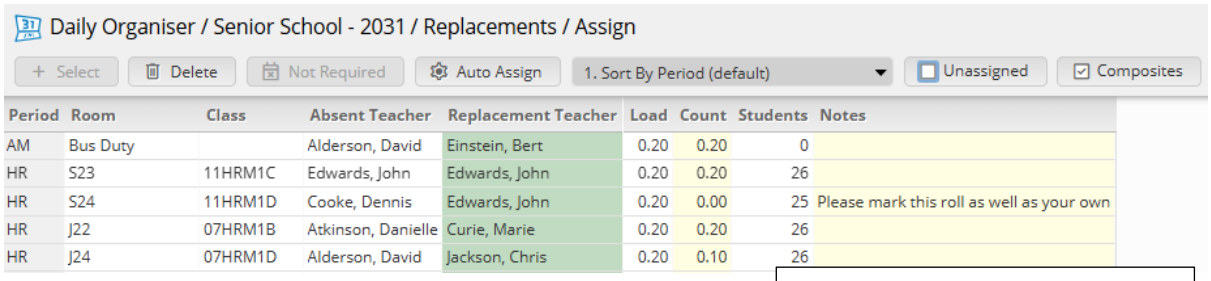
Joanne Boyle's Junior Yard duty has now disappeared from the upper pane because only classes, activities or yard duties with no replacements are displayed.

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

Professional Learning Objectives 202
Skills 202
Room Replacements 203
Assign Rooms 203
Assign Rooms in the Upper Pane 205
Assign Rooms in the Lower Pane 206
Assign Two Classes to the Same Room 207
Edit Rooms 209
Add a Room to a Class 211
Remove a Class from a Room 212
Use Edit to Swap Rooms 212

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:

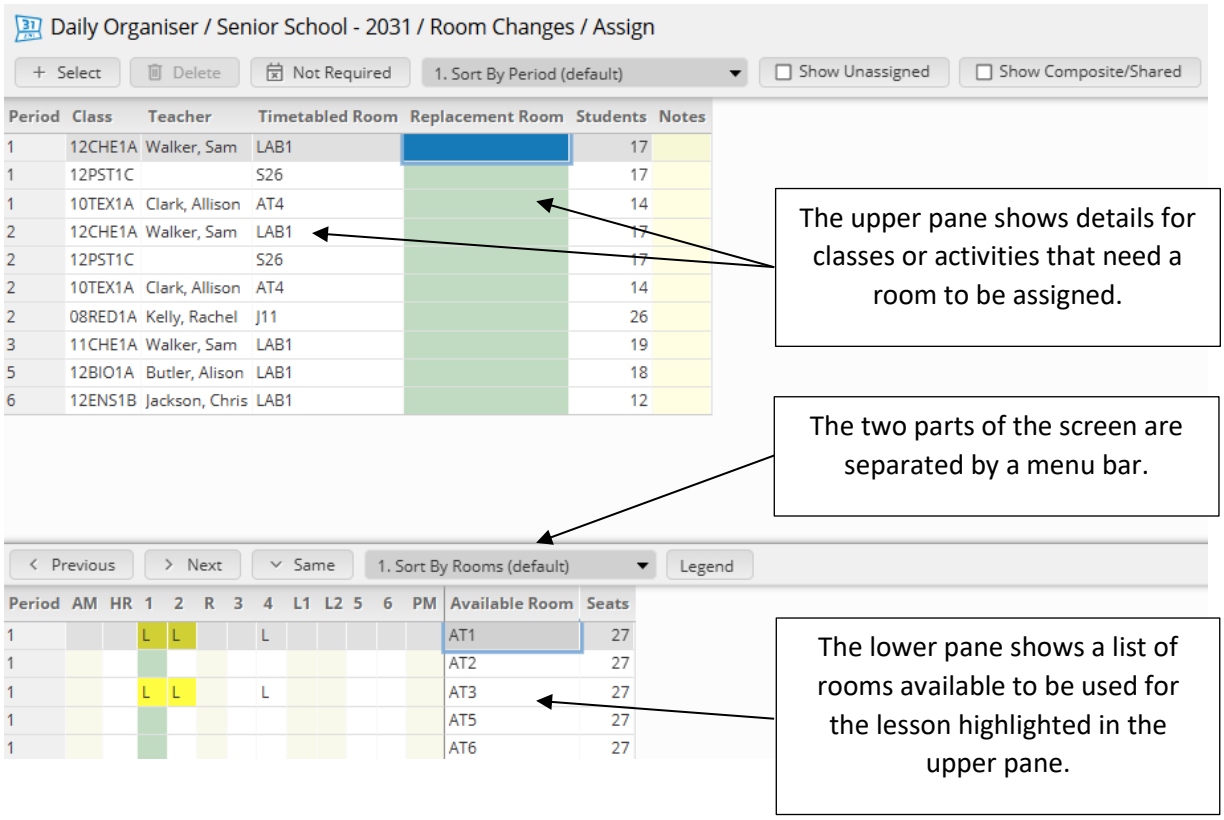
- [12A] Room Changes - Assign: Rooms can be assigned to any classes that have been removed from a room and also to student activities that need additional rooms.
- [12B] Room Changes - Edit: This is the master timetable for the day showing all replacement teachers, cancelled classes and room changes. 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.

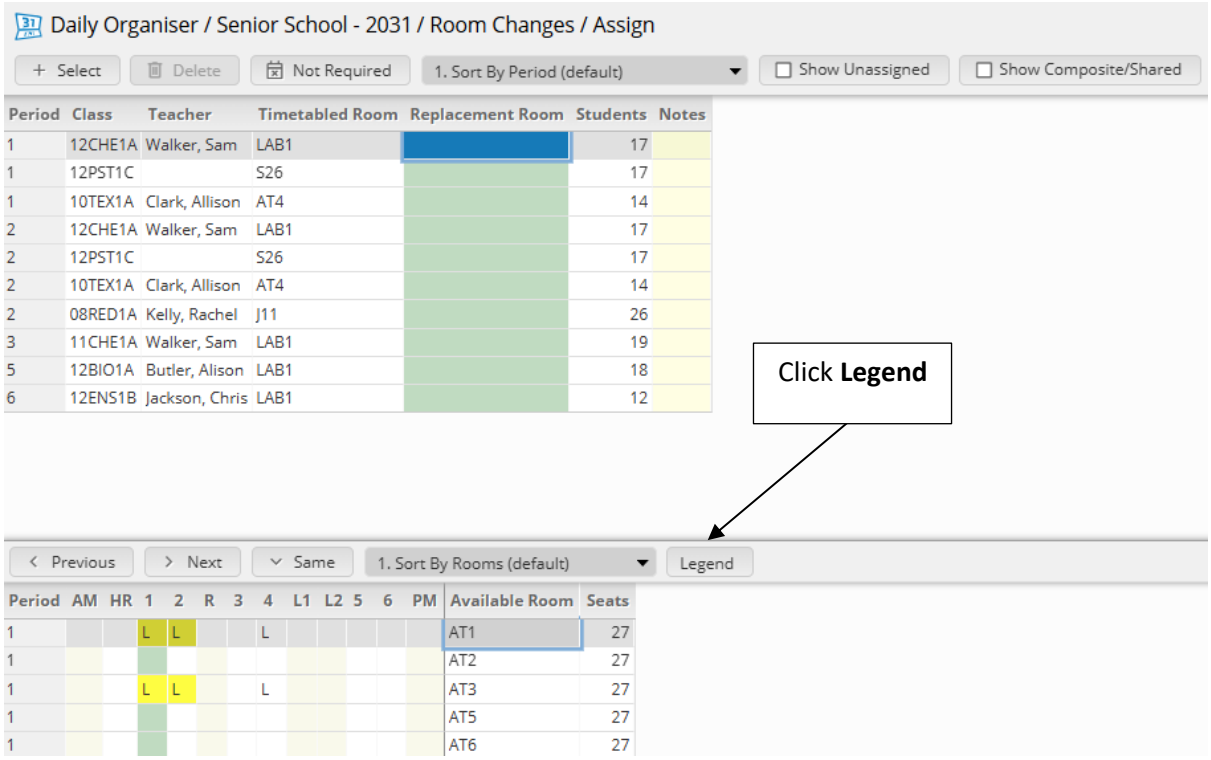
Open:
Senior School 2031
Date: Tue 04 Feb D7 (Future)

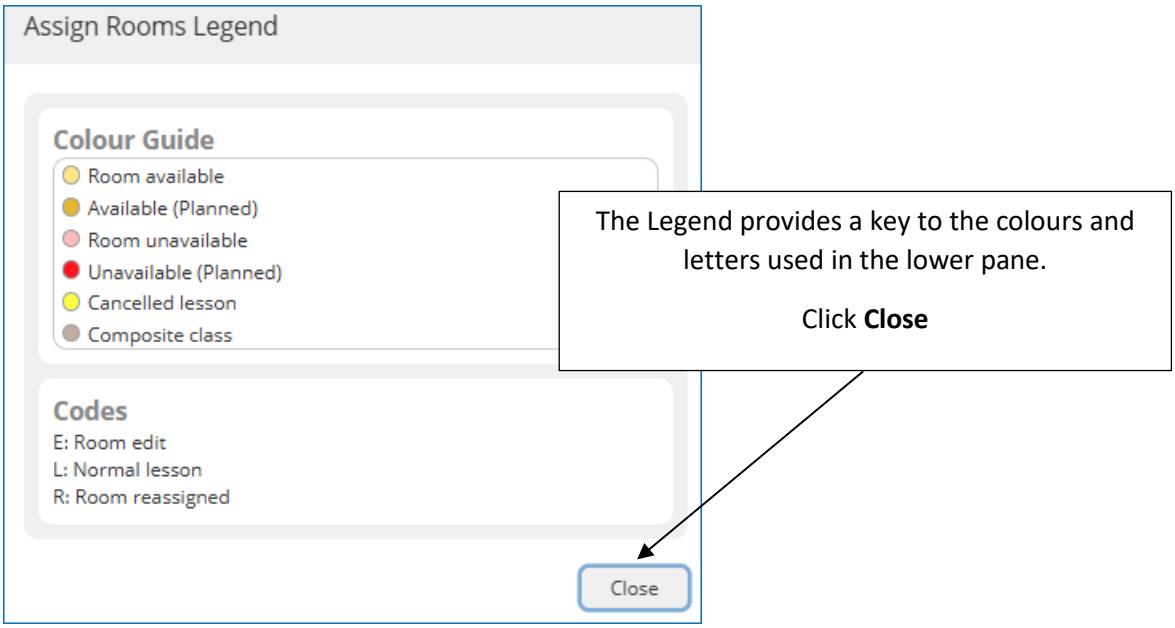
On the Task Tree select:
[12A] Room Changes - Assign

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.



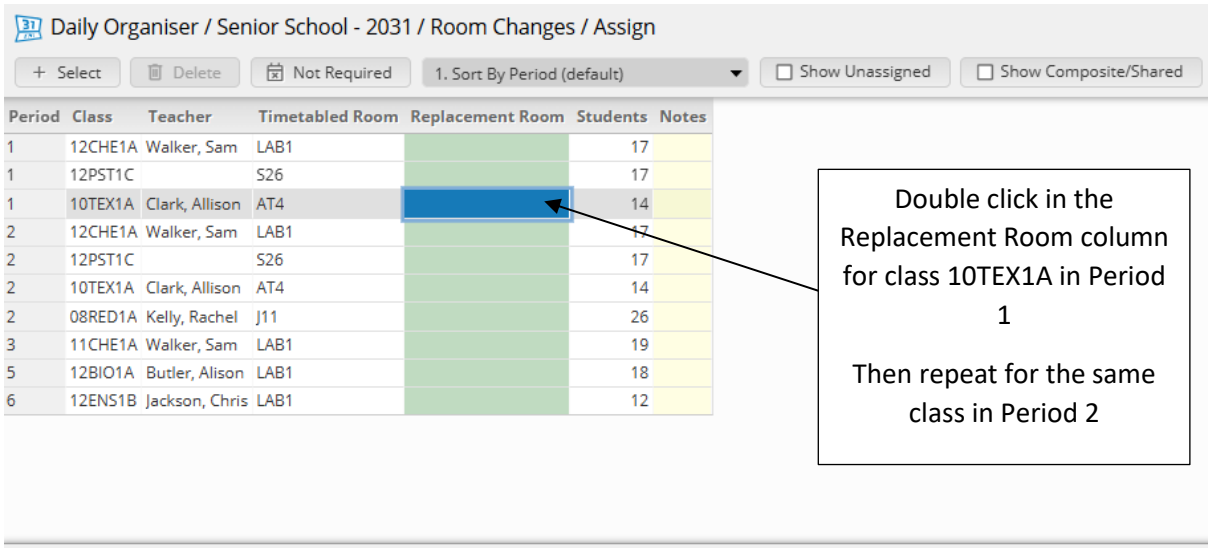

Daily Organiser / Senior School - 2031 / Room Changes / Assign
Select
Delete
Not Required
1. Sort By Period (default)
Show Unassigned
Show Composite/Shared
Period Class Teacher Timetabled Room Replacement Room Students Notes
1 12CHE1A Walker, Sam LAB1 17
1 12PST1C S26 17
1 10TEX1A Clark, Allison AT4 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

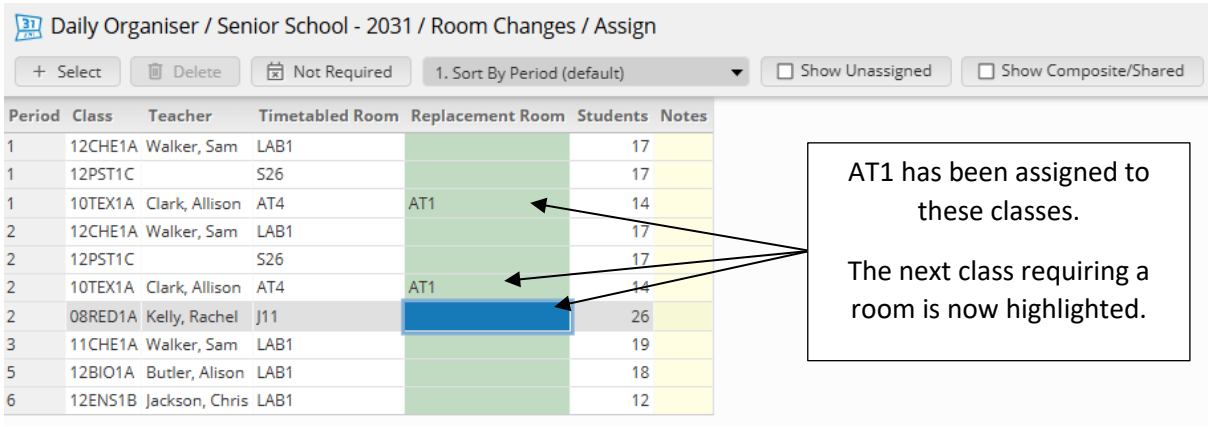

Assign Rooms Legend
Colour Guide
Room available
Available (Planned)
Room unavailable
Unavailable (Planned)
Cancelled lesson
Composite class
Codes
E: Room edit
L: Normal lesson
R: Room reassigned
Close
The Legend provides a key to the colours and letters used in the lower pane.
Click Close

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.

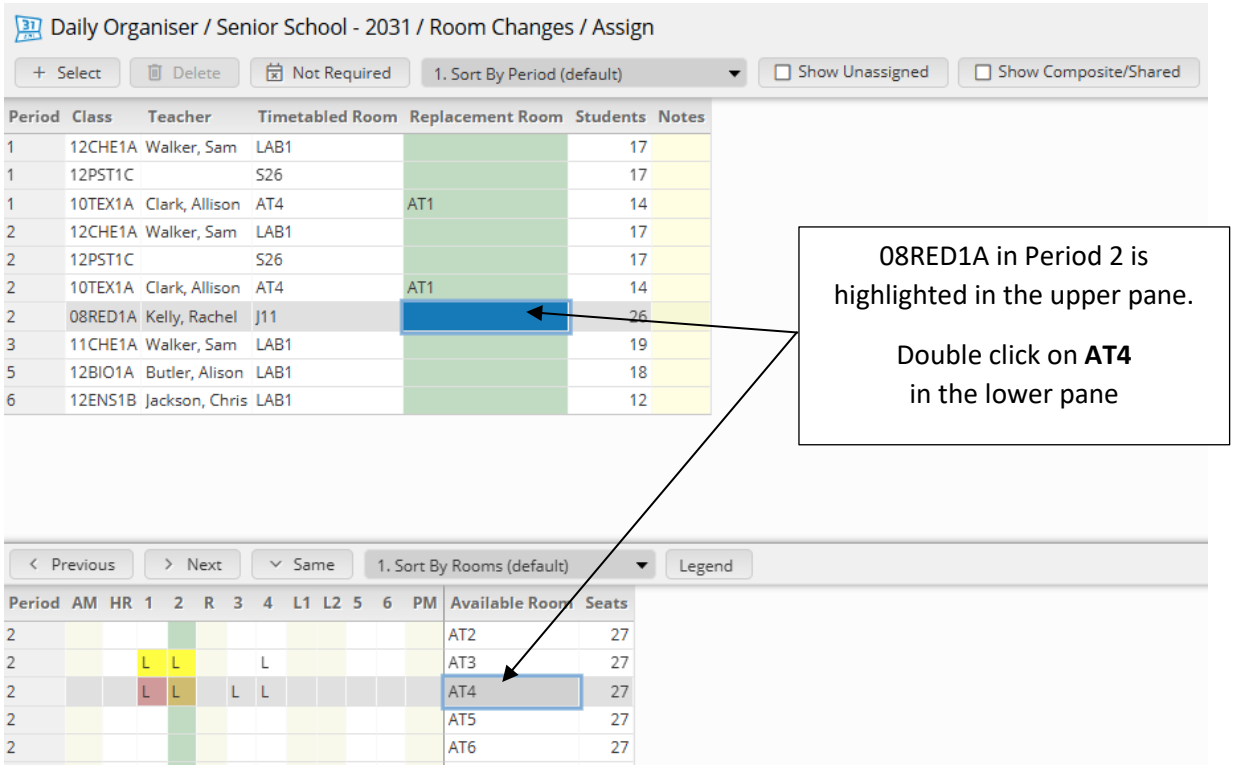
In an earlier lesson 10TEX1A was removed from AT4 in Period 1 to allow the room to be set up for a guest speaker for 08RED1A in Period 2. To complete the set up for this 10TEX1A must be assigned to AT1 in Periods 1 and 2. The class 08RED1A will need to be assigned to AT4 in Period 2.

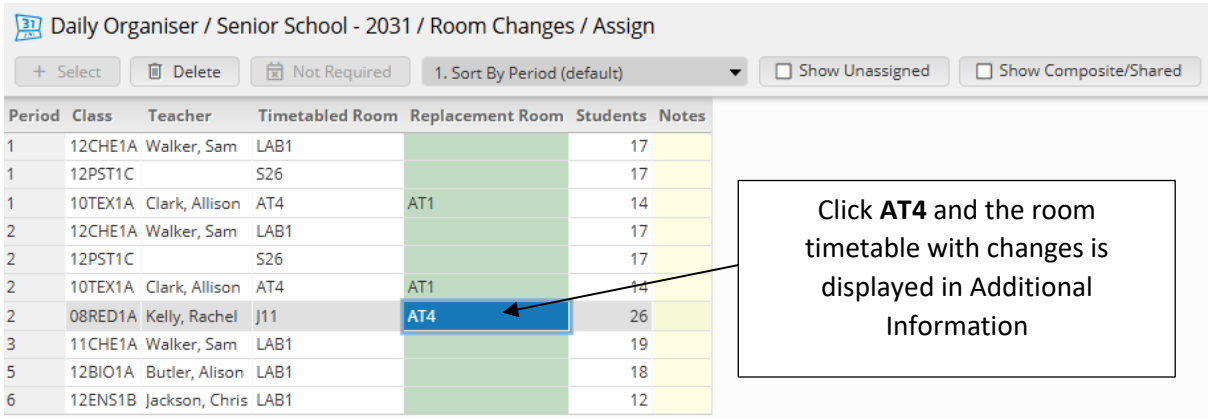


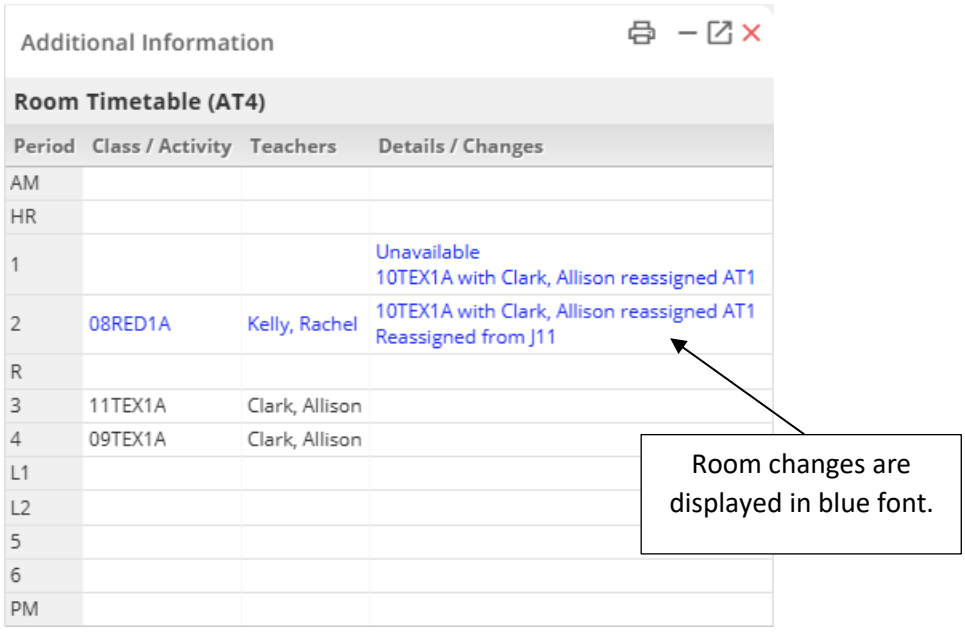


ASSIGN ROOMS IN THE LOWER PANE

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.



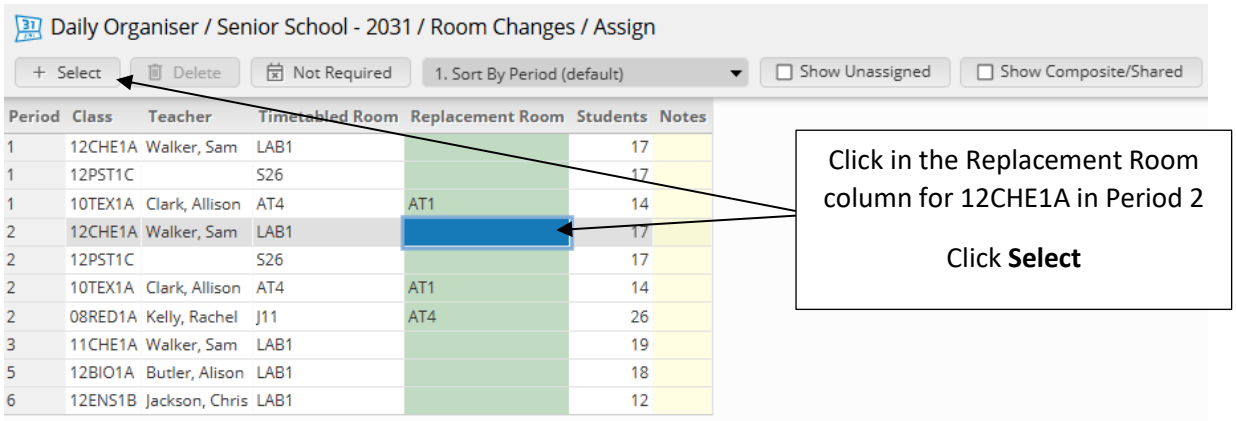


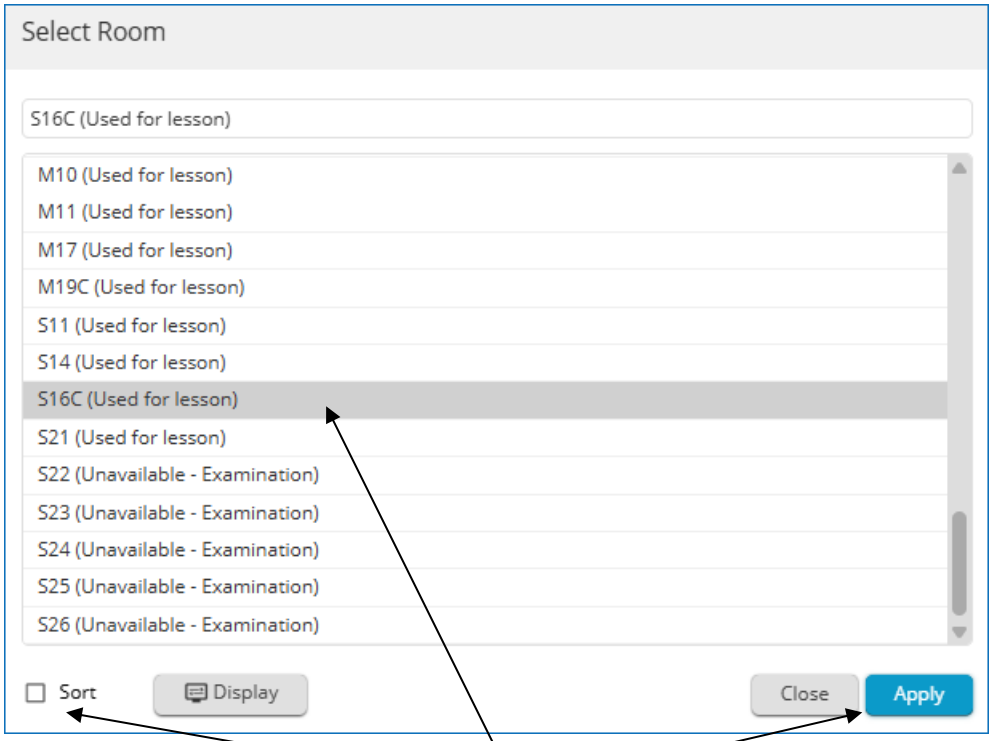


Note: The Additional Information can also display student lists (by clicking on a number in the Students column).

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.

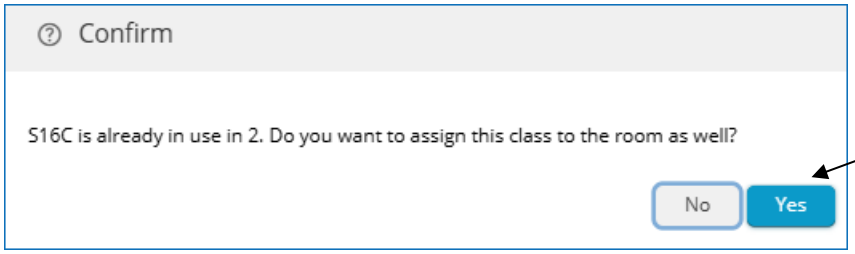




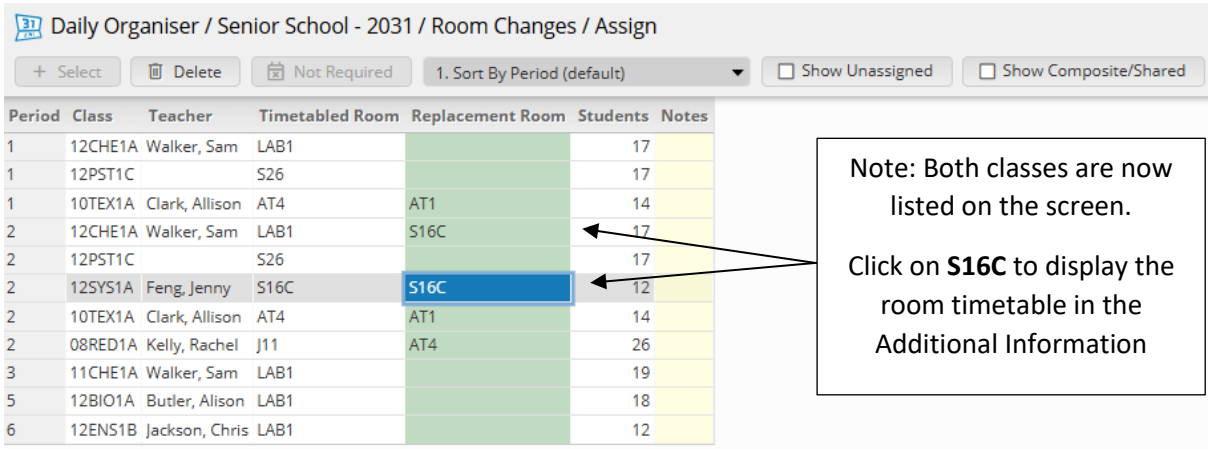
If Sort is not ticked, the rooms are displayed with the available rooms at the top of the list. Rooms that are in use or have had their use changed have the reason displayed after their name/code.

Scroll down the list and select **S16C (Used for lesson)**

Click **Apply**

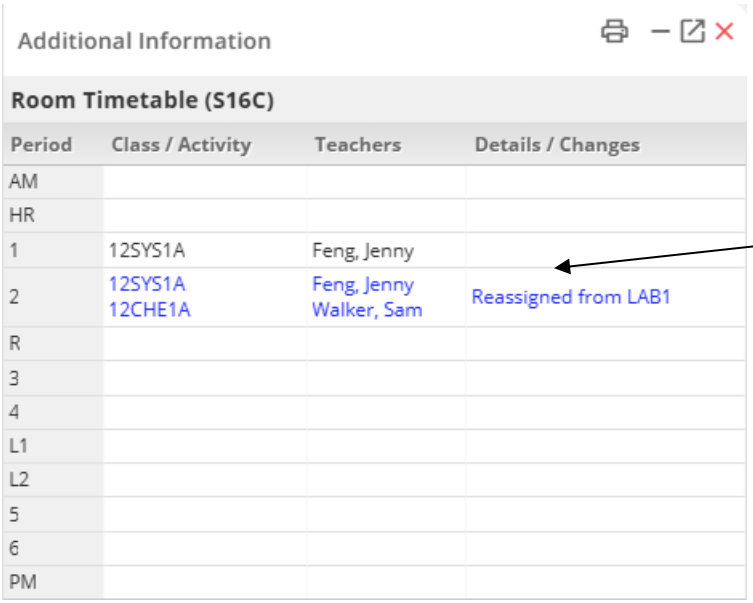


Click **Yes**



Note: Both classes are now listed on the screen.

Click on **S16C** to display the room timetable in the Additional Information

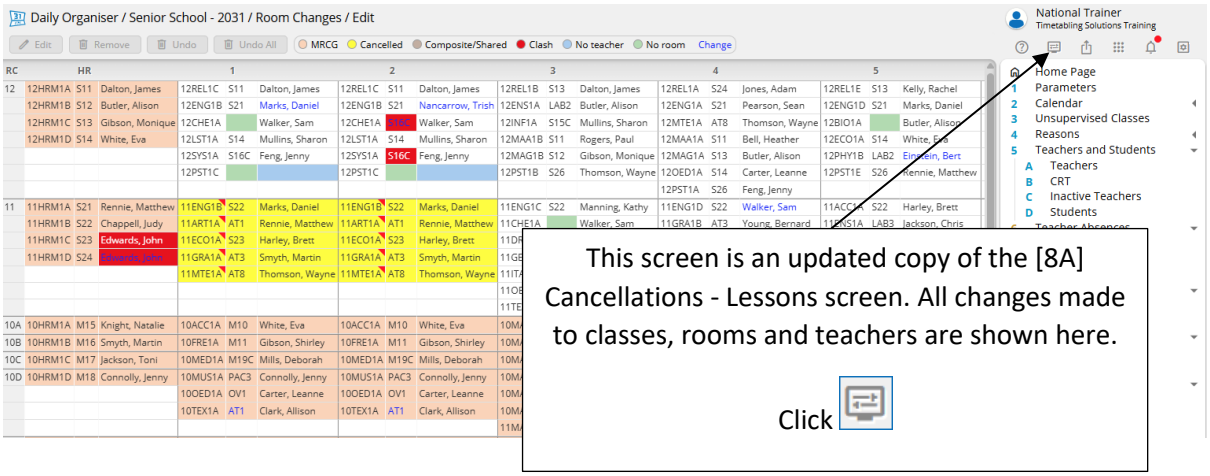


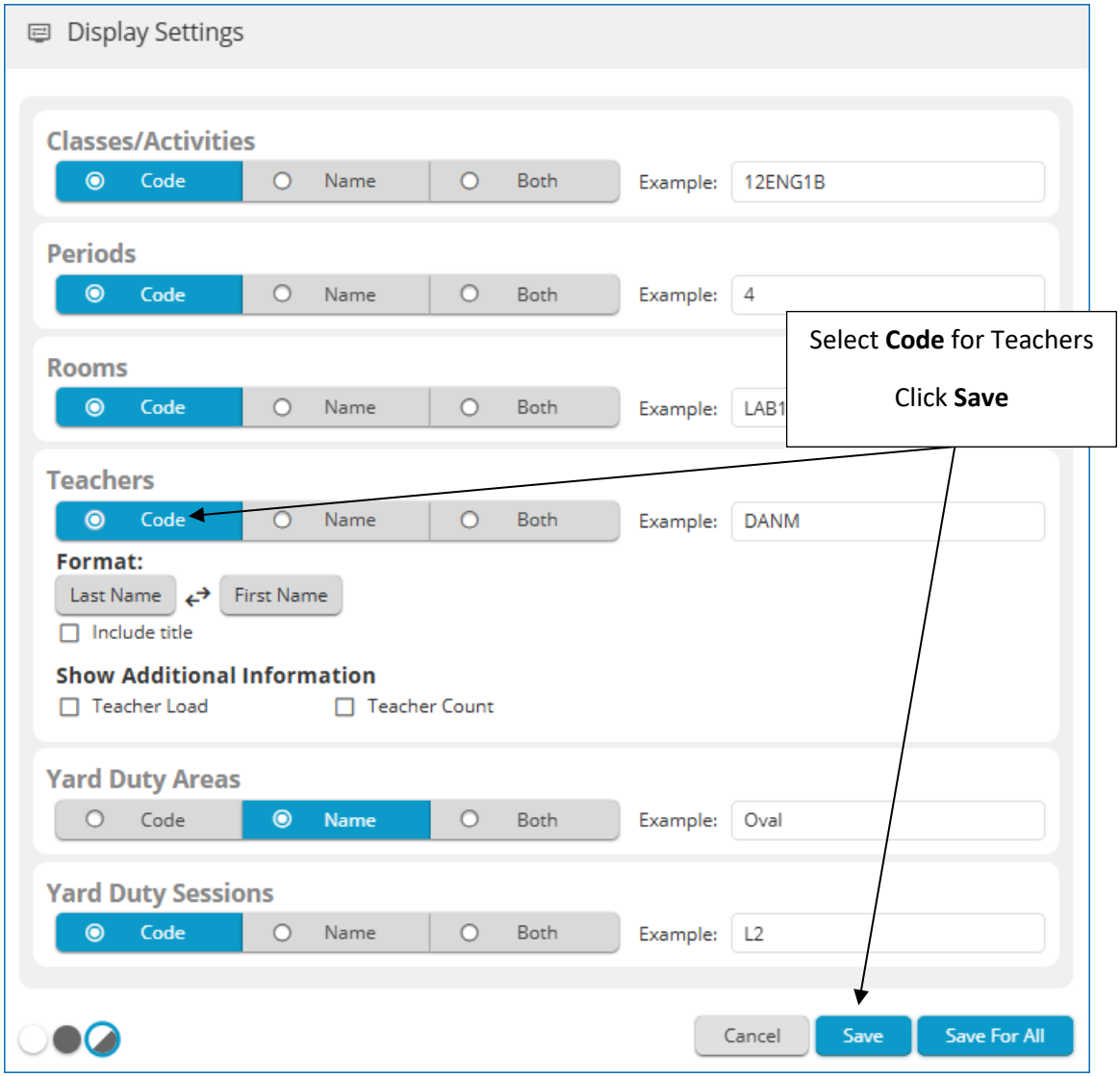
This process could be taken a step further and the original class 12SYS1A could be assigned to another room if required.

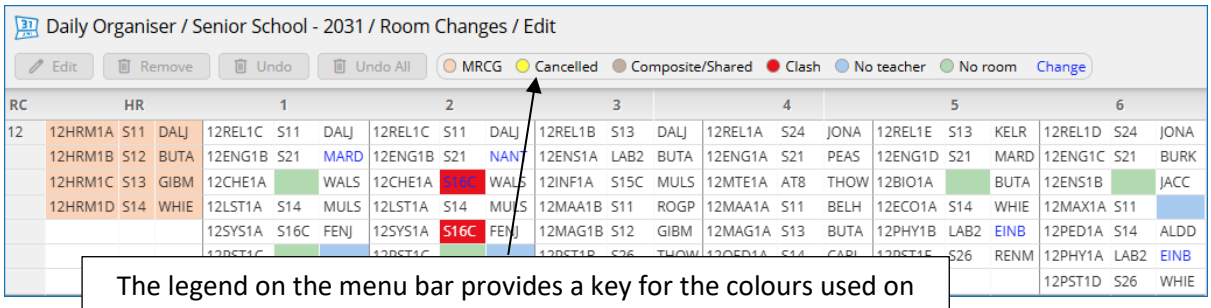
EDIT ROOMS

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

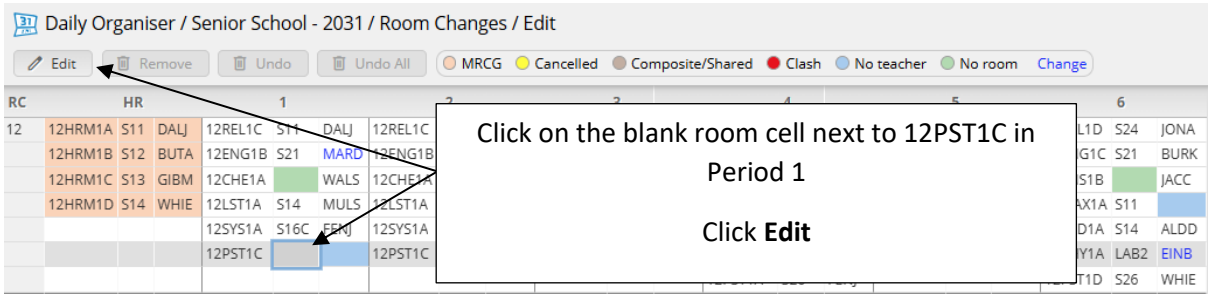


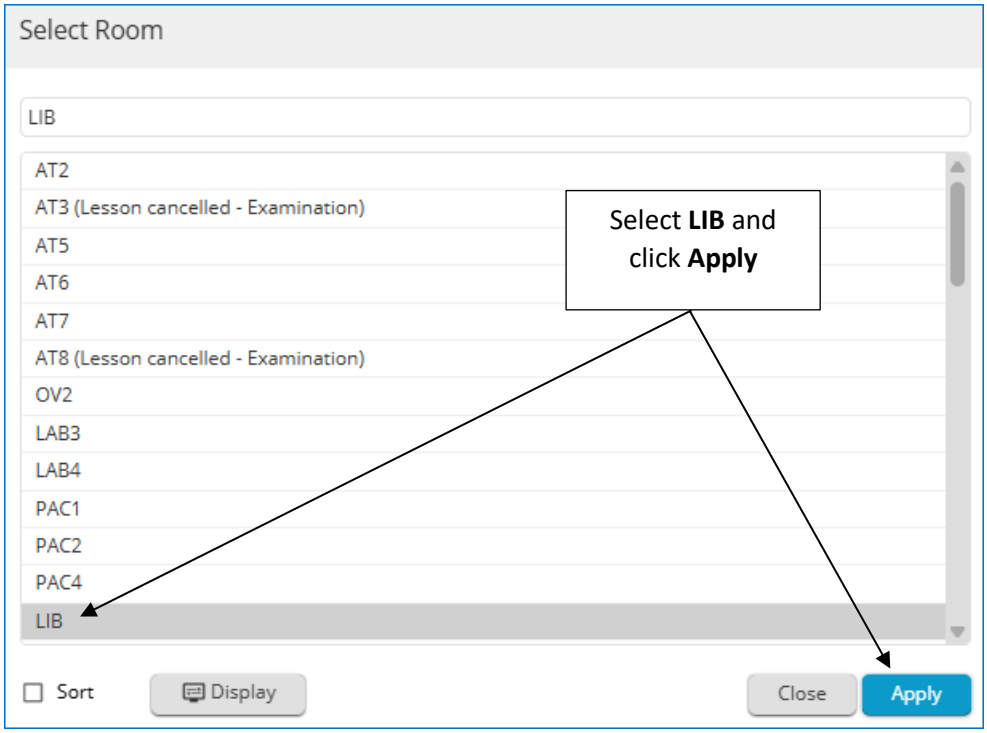

Display Settings
Classes/Activities
Code
Name
Both
Example:
12ENG1B
Periods
Code
Name
Both
Example:
4
Rooms
Code
Name
Both
Example:
LAB1
Teachers
Code
Name
Both
Example:
DANM
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Yard Duty Areas
Code
Name
Both
Example:
Oval
Yard Duty Sessions
Code
Name
Both
Example:
L2
Cancel
Save
Save For All
Select Code for Teachers
Click Save

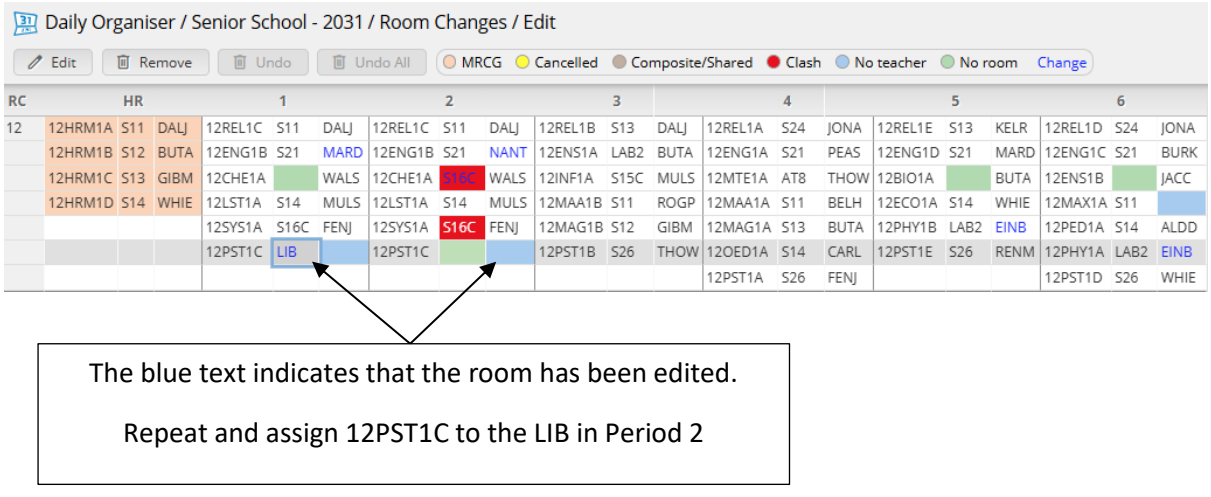

Daily Organiser / Senior School - 2031 / Room Changes / Edit
Edit
Remove
Undo
Undo All
MRCG
Cancelled
Composite/Shared
Clash
No teacher
No room
Change
The legend on the menu bar provides a key for the colours used on this screen to highlight changes made to the timetable.

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.

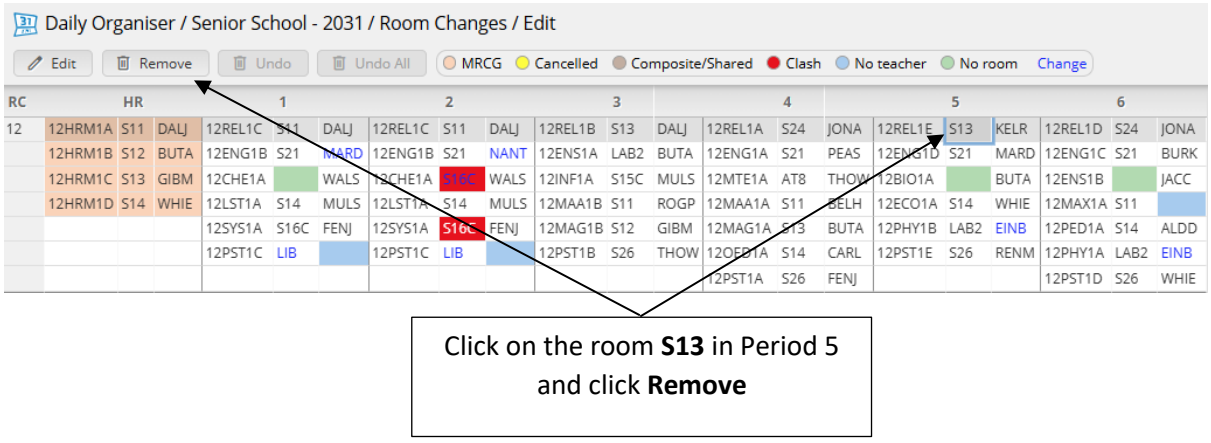




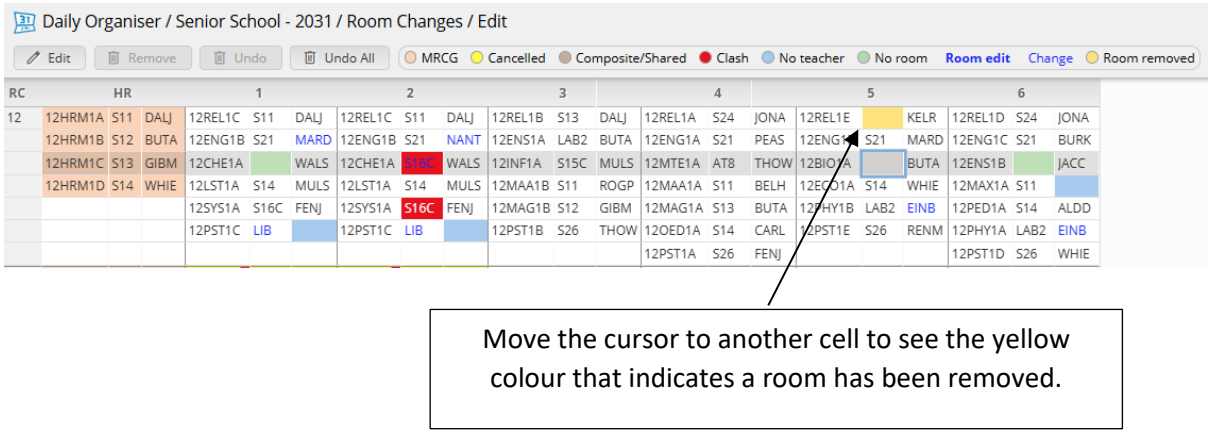


REMOVE A CLASS FROM A ROOM

The Remove button can be used to remove a class from a room.



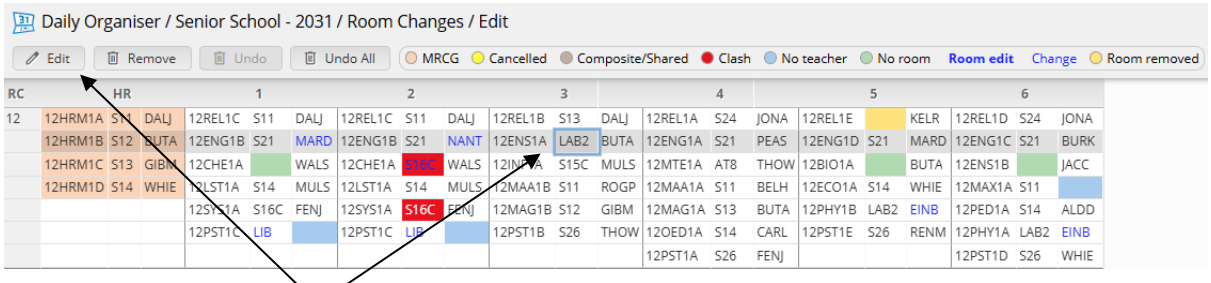
Click on the room **S13** in Period 5 and click **Remove**



Move the cursor to another cell to see the yellow colour that indicates a room has been removed.

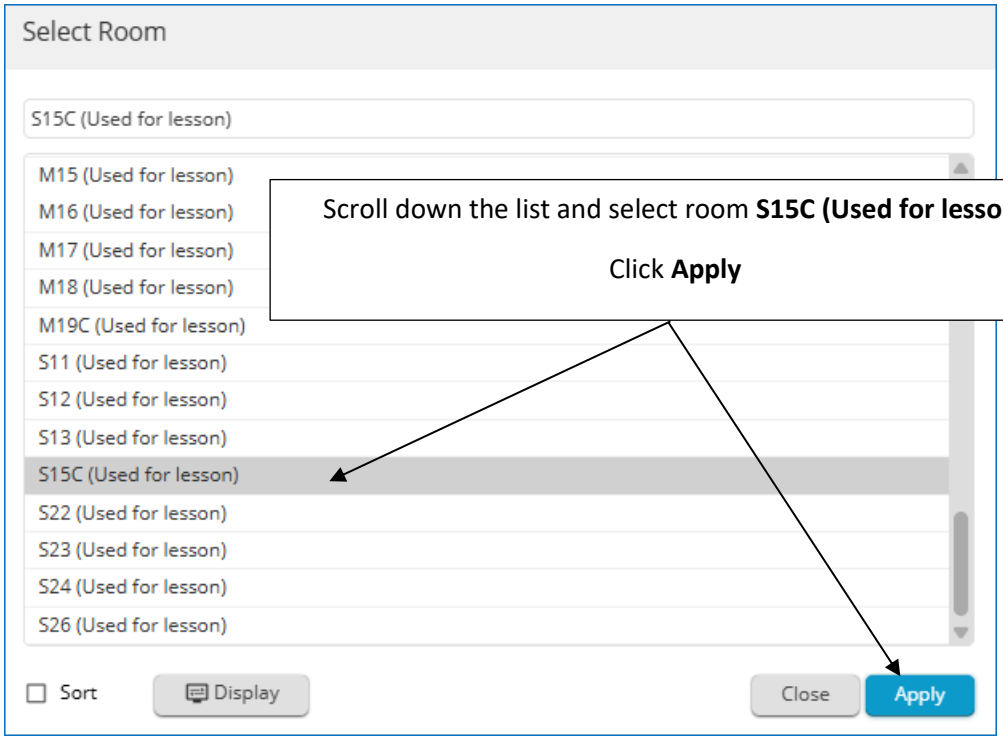
USE EDIT TO SWAP ROOMS

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.



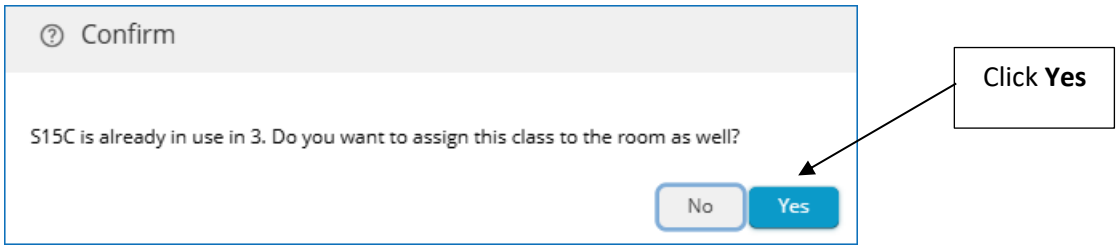
Click on **LAB2** in the cell next to 12ENS1A in Period 3

Click **Edit**

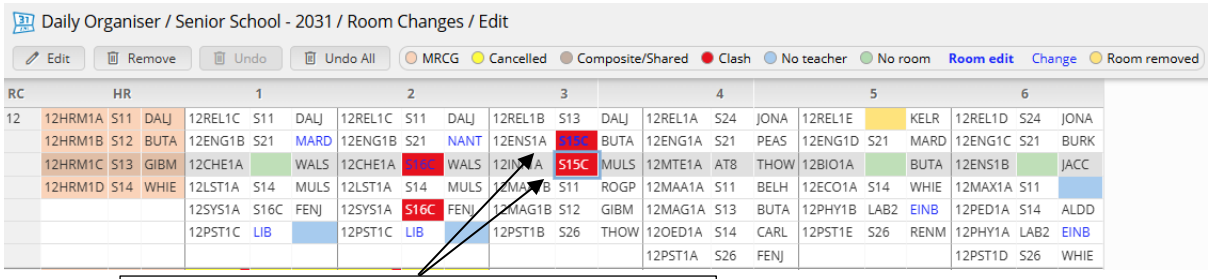


Scroll down the list and select room **S15C (Used for lesson)**

Click **Apply**



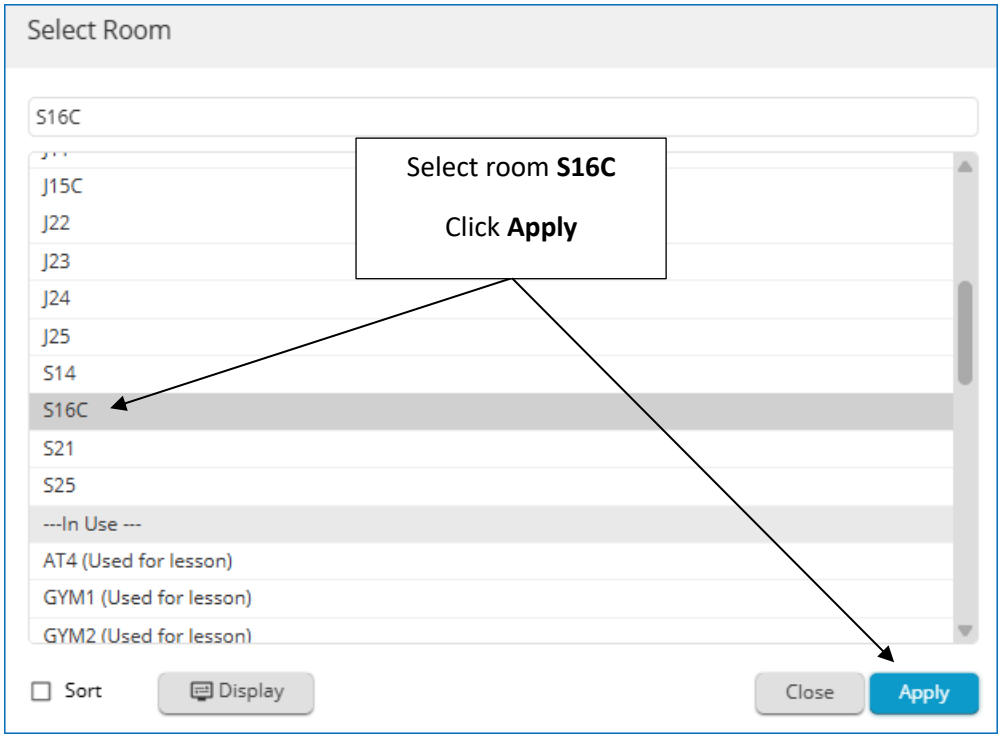
Click **Yes**

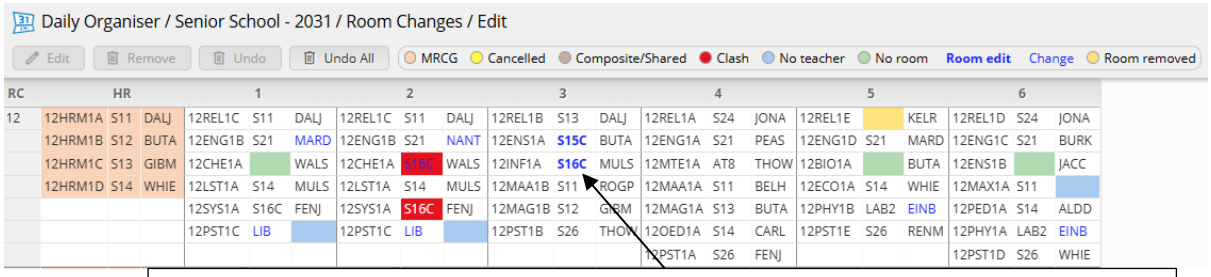


The red cells indicate a room clash.

Click on **S15C** next to 12INF1A

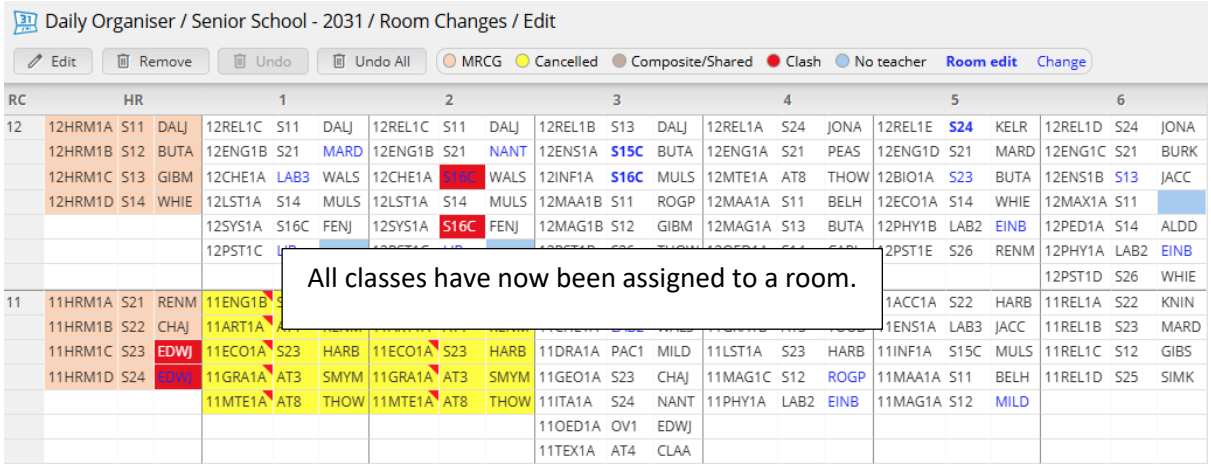
Click **Edit**





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



Timetabling Solutions

Hosted Application

Daily Organiser

Lesson 9 - Teacher Changes and the Bulletin

Professional Learning Objectives 216
Skills 216
The Reports Section 217
Check Replacements 218
Teacher Changes 219
View Teacher Changes with Inclusions 219
View Casual Teacher Changes Only 221
Composite Classes 222
Export Teacher Changes 224
Print Teacher Changes on a New Page 224
Email Teacher Changes 226
Daily Bulletin 229
Print Bulletin 232
Email Bulletin 232
Create Bulletin Messages 234
Share Button 235
Additional Print Features 237
Teacher Portal 238

PROFESSIONAL LEARNING OBJECTIVES

- Identify the reports available for disseminating daily changes

SKILLS

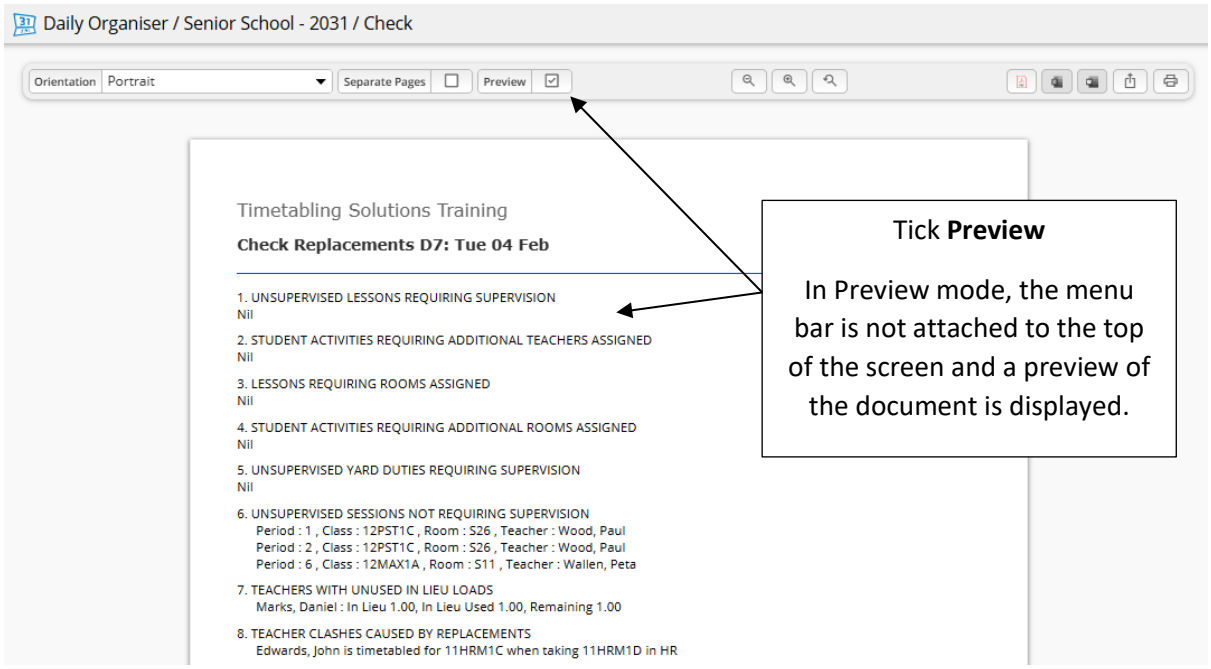
- View and analyse the Check screen
- View and customise display settings for disseminating daily changes
- Utilise the Teacher Changes screen to print and email teacher changes
- Preview and customise display settings for the Bulletin
- Add a message to the Bulletin
- Print the Bulletin to Microsoft Word
- Utilise email teachers to set up an email for the Bulletin

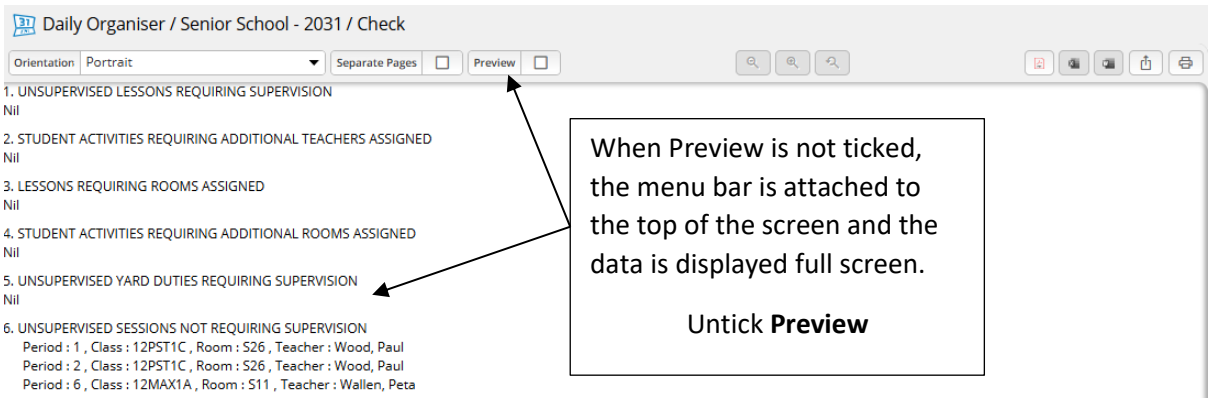
THE REPORTS SECTION

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]

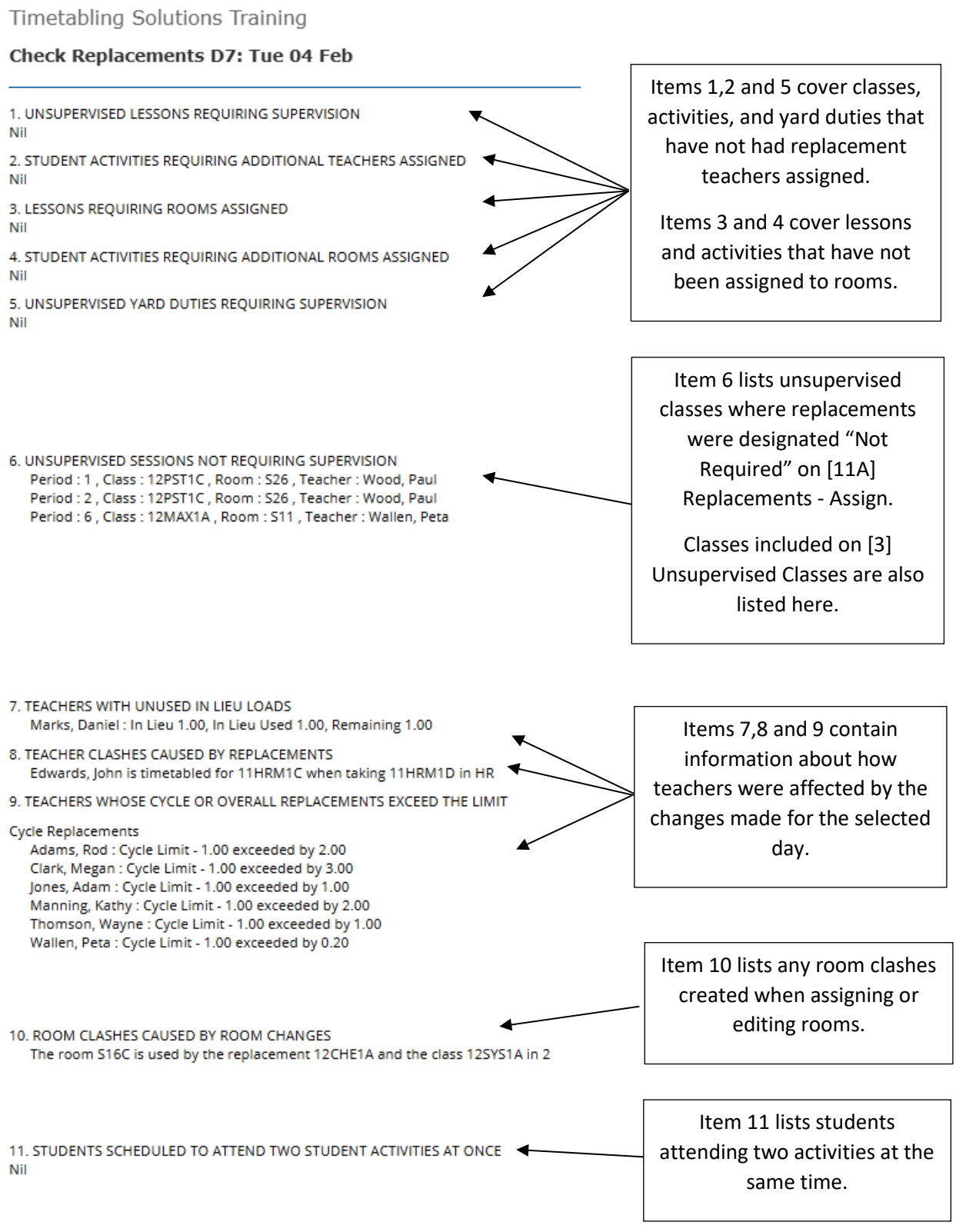




CHECK REPLACEMENTS

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.



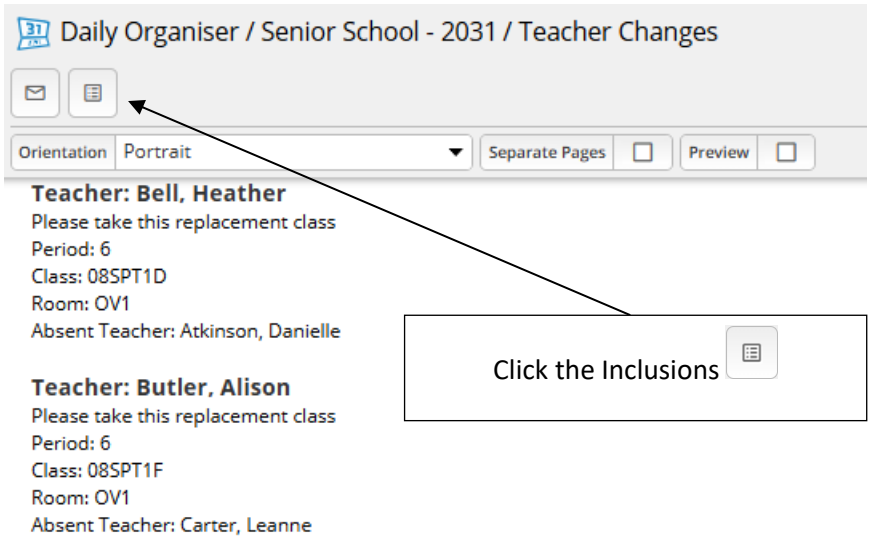
TEACHER CHANGES

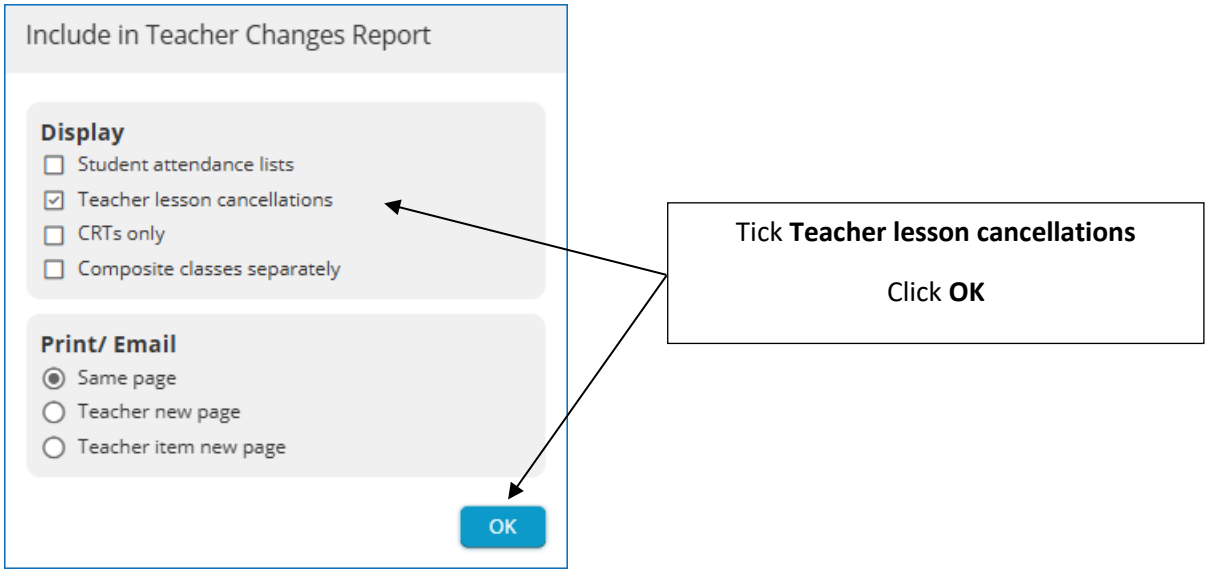
The Teacher Changes report lists changes for individual teachers and casual teachers for the selected day. This information can be printed and/or emailed as a single report or as individual reports for the relevant teachers.

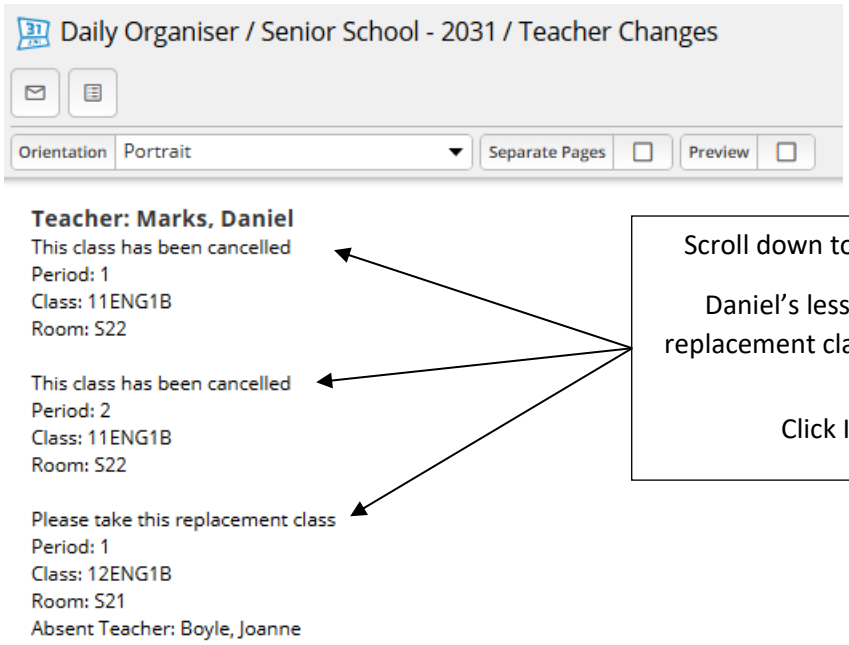
On the Task Tree select:
[15 Teacher Changes]

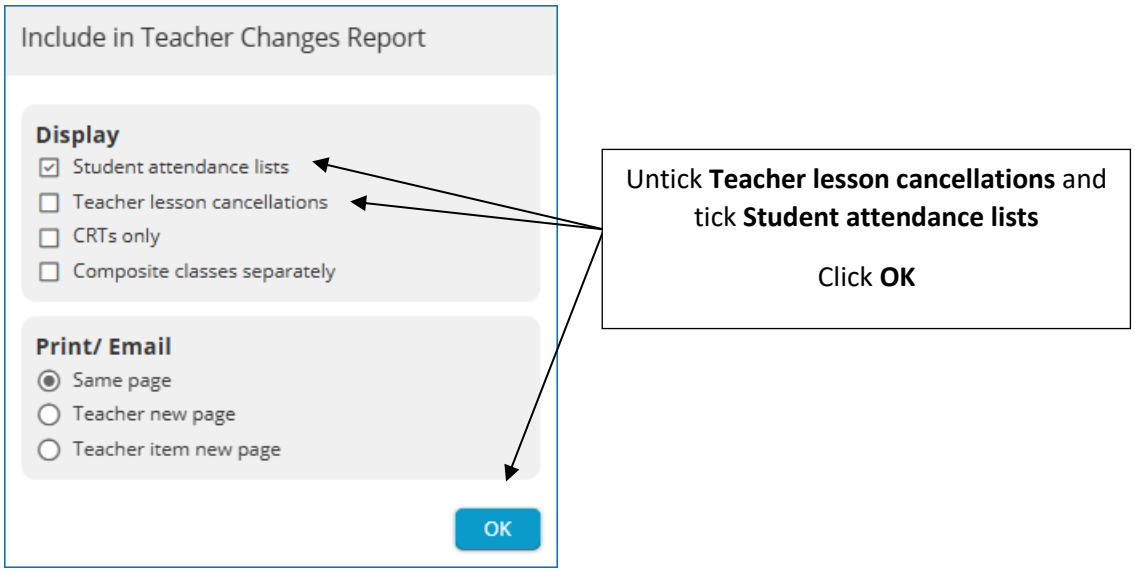
VIEW TEACHER CHANGES WITH INCLUSIONS

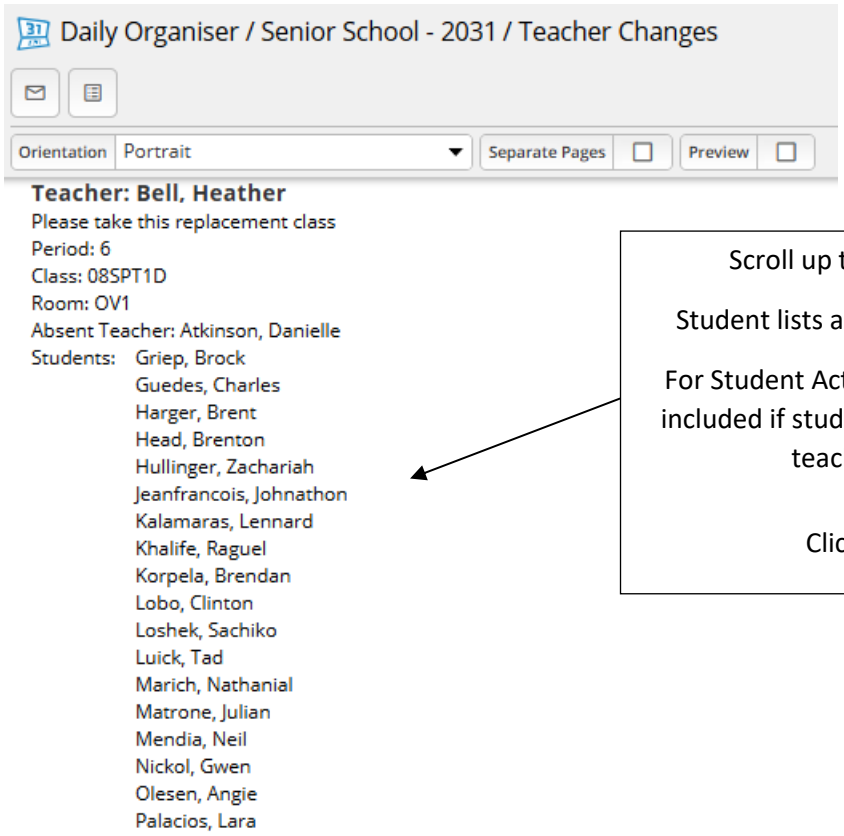
The default setting displays details of replacement classes for teachers. Student attendance lists and lesson cancellations can also be displayed. Data printed or emailed from this screen can be customised.






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**



Scroll up to the top of the screen

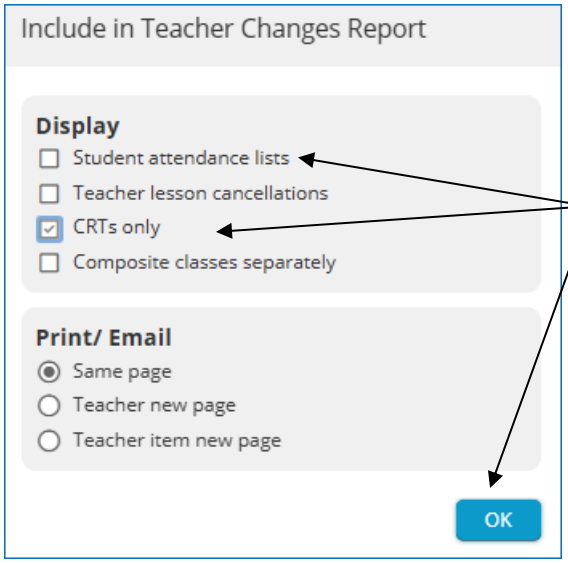
Student lists are now included for classes.

For Student Activities, class lists will only be included if students have been assigned to a teacher in the activity.

Click Inclusions

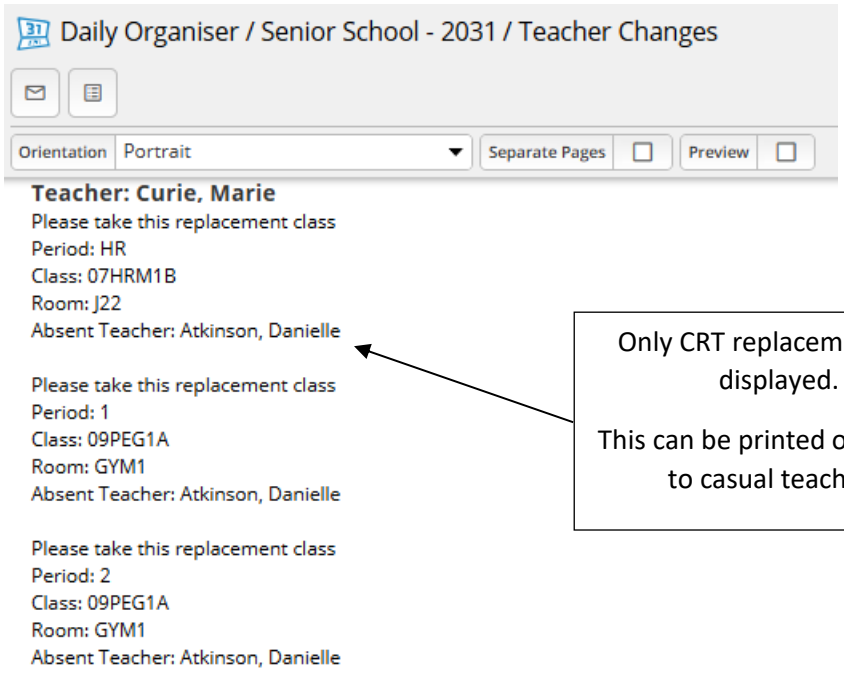
VIEW CASUAL TEACHER CHANGES ONLY

The casual teachers are always listed at the end of the full report. The display can be changed to show only casual teachers.



Untick **Student attendance lists** and tick **CRTs only**

Click **OK**

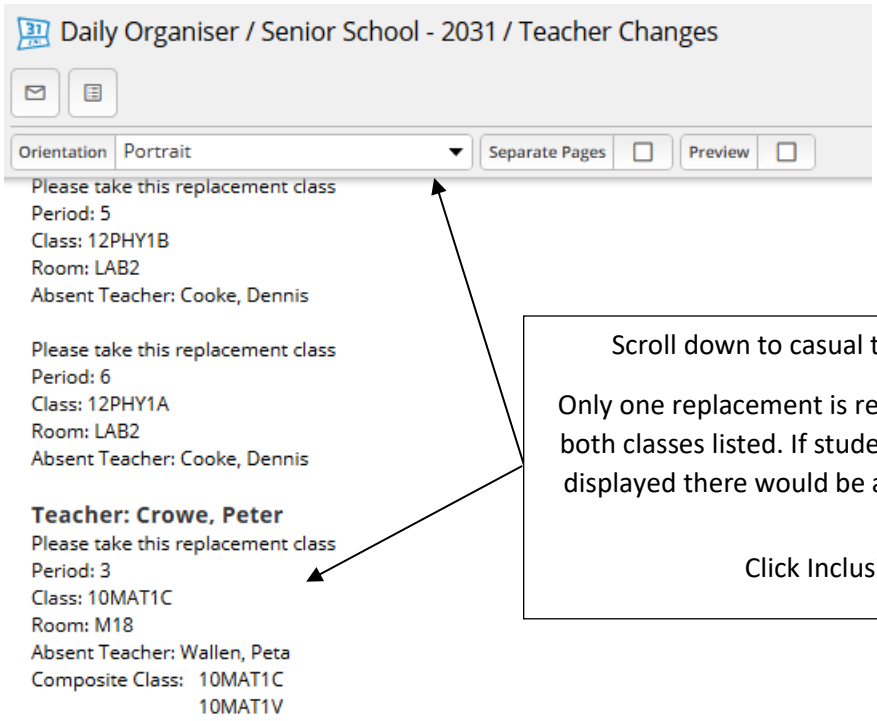


Only CRT replacements are displayed.

This can be printed or emailed to casual teachers.

COMPOSITE CLASSES

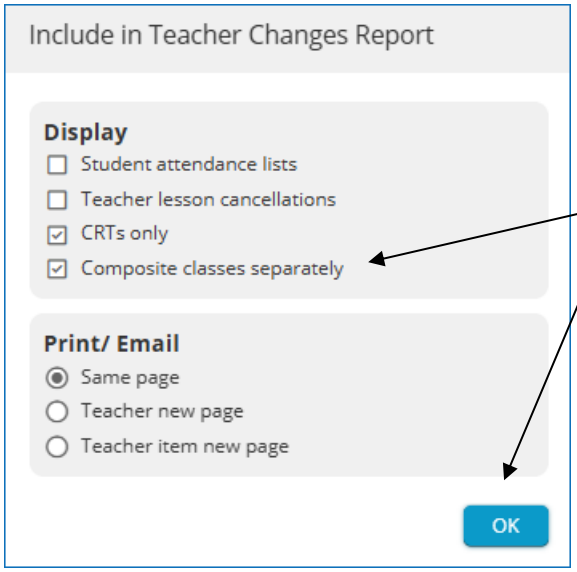
Composite classes can be listed together or separately on this screen.



Scroll down to casual teacher Peter Crowe

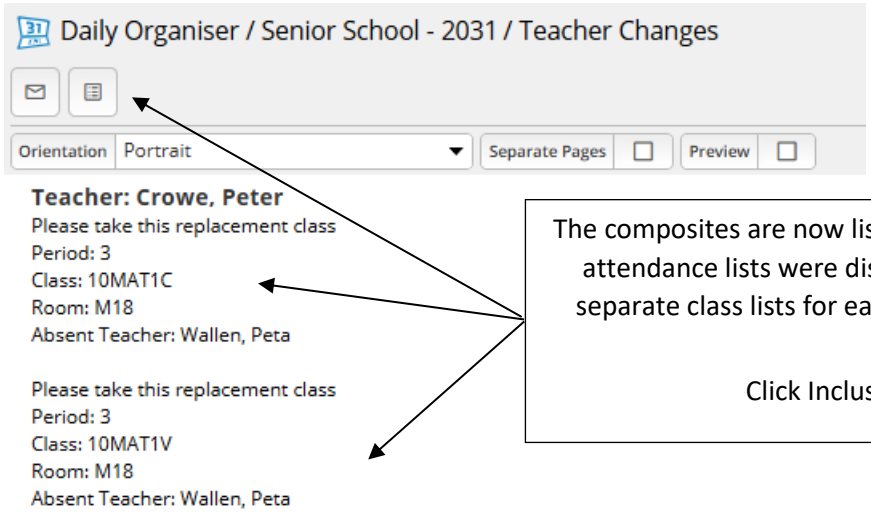
Only one replacement is recorded for Period 3 with both classes listed. If student attendance lists were displayed there would be a single list for this class.

Click Inclusions



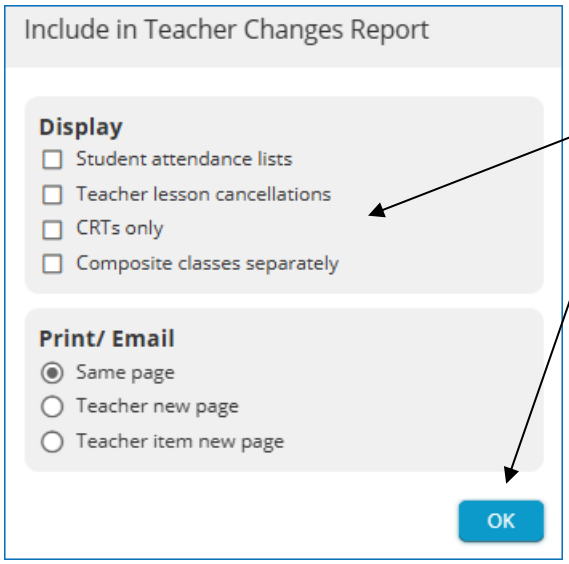
Tick **Composite classes separately**

Click **OK**



The composites are now listed separately. If student attendance lists were displayed there would be separate class lists for each class of a composite.

Click Inclusions



Untick all checkboxes

Click **OK**

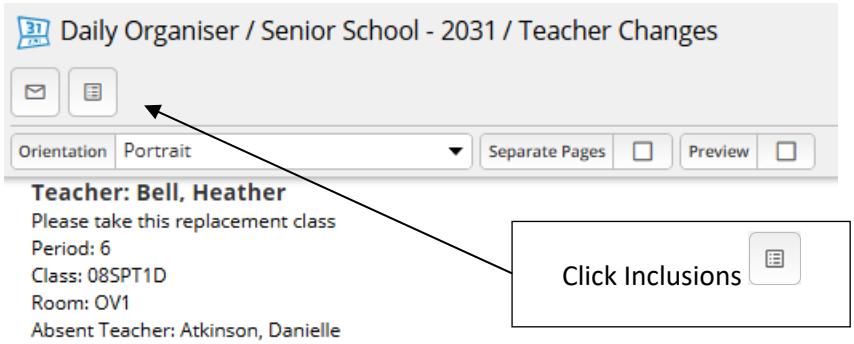
EXPORT TEACHER CHANGES

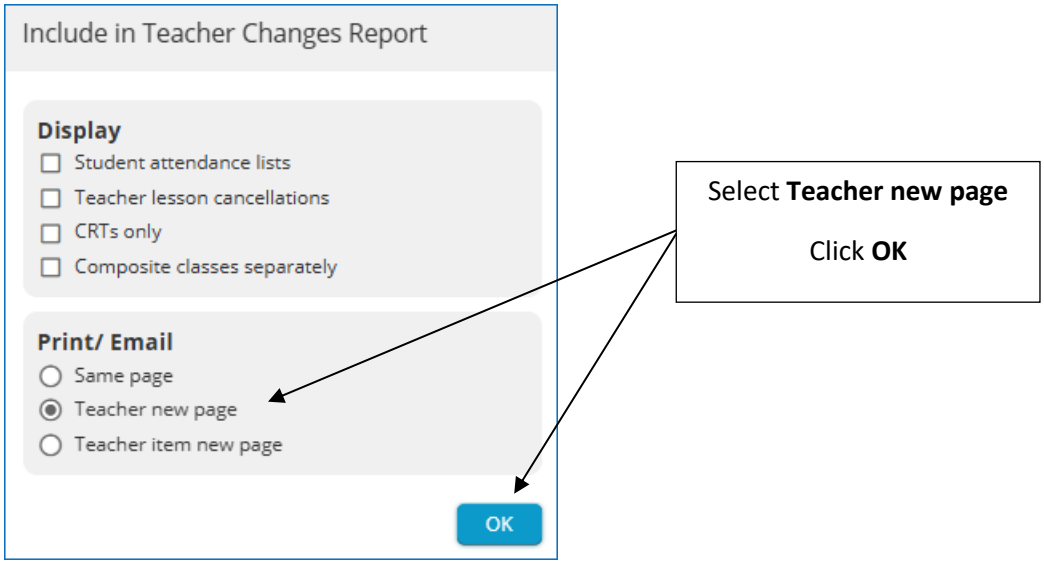
The report can be exported then printed, emailed or shared with teachers. There are three options for formatting this report:

- **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:

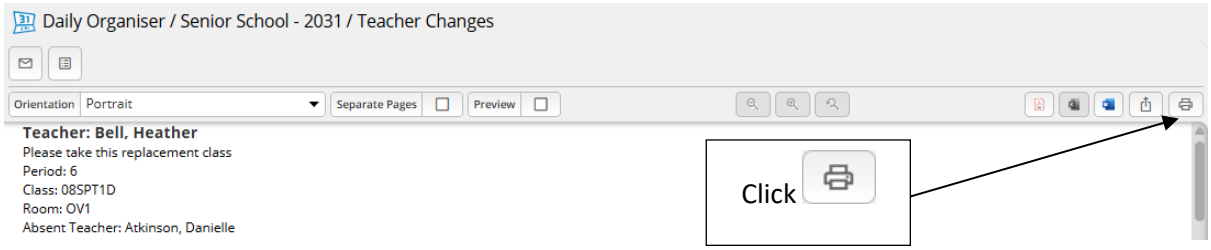
Export to spreadsheet

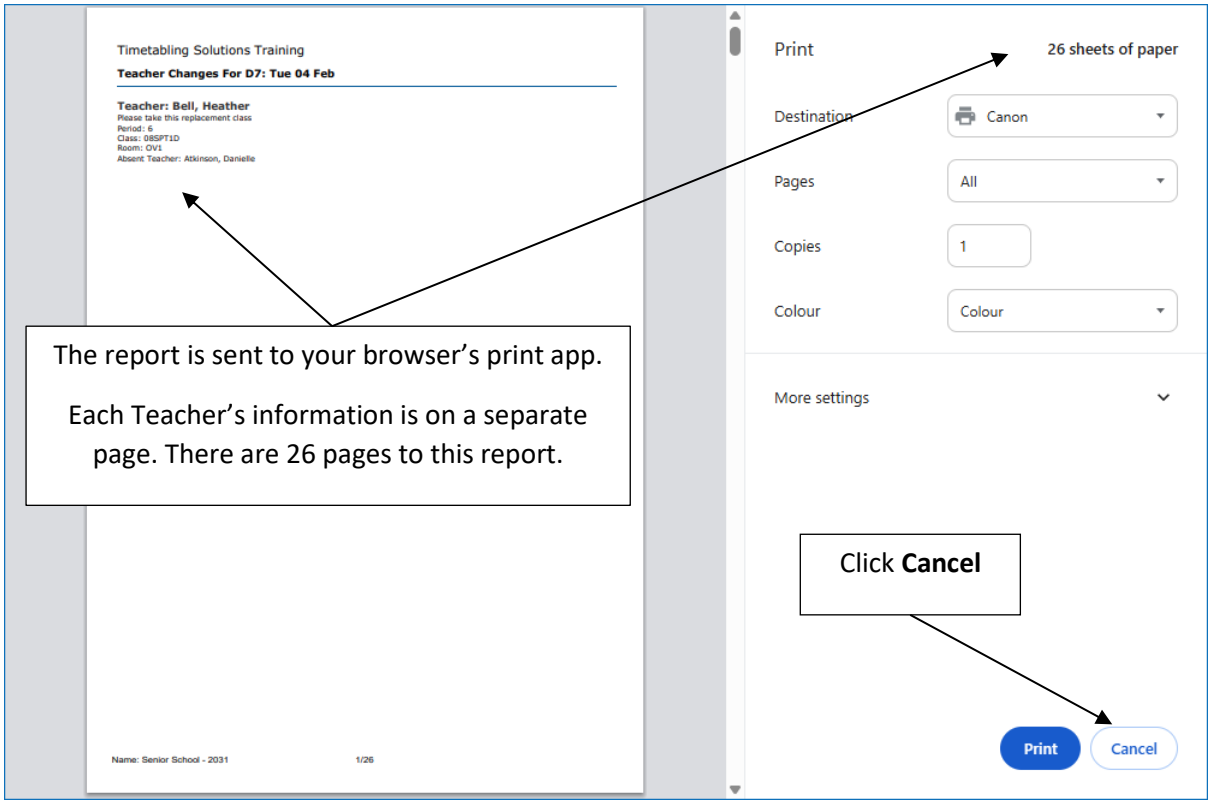
Export to document

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.

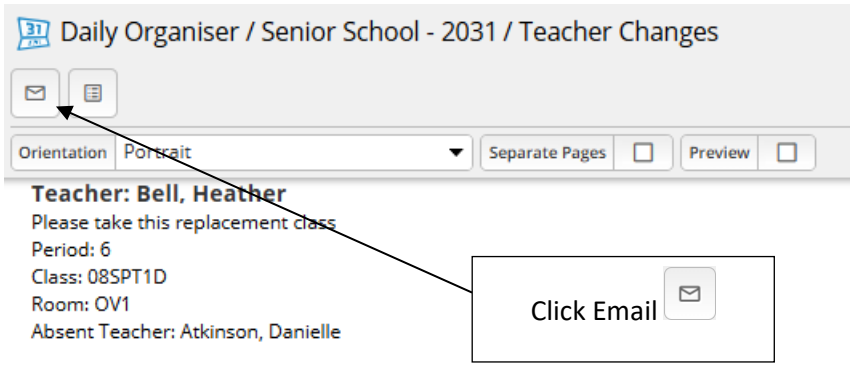


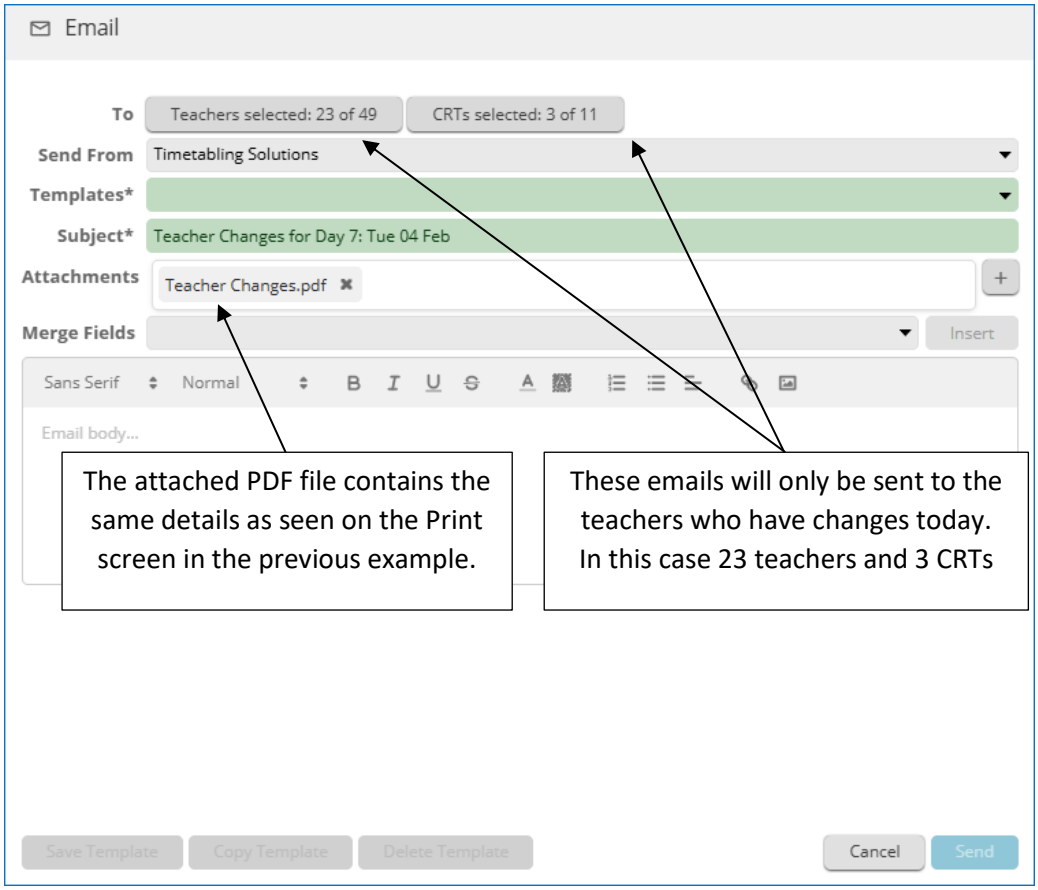


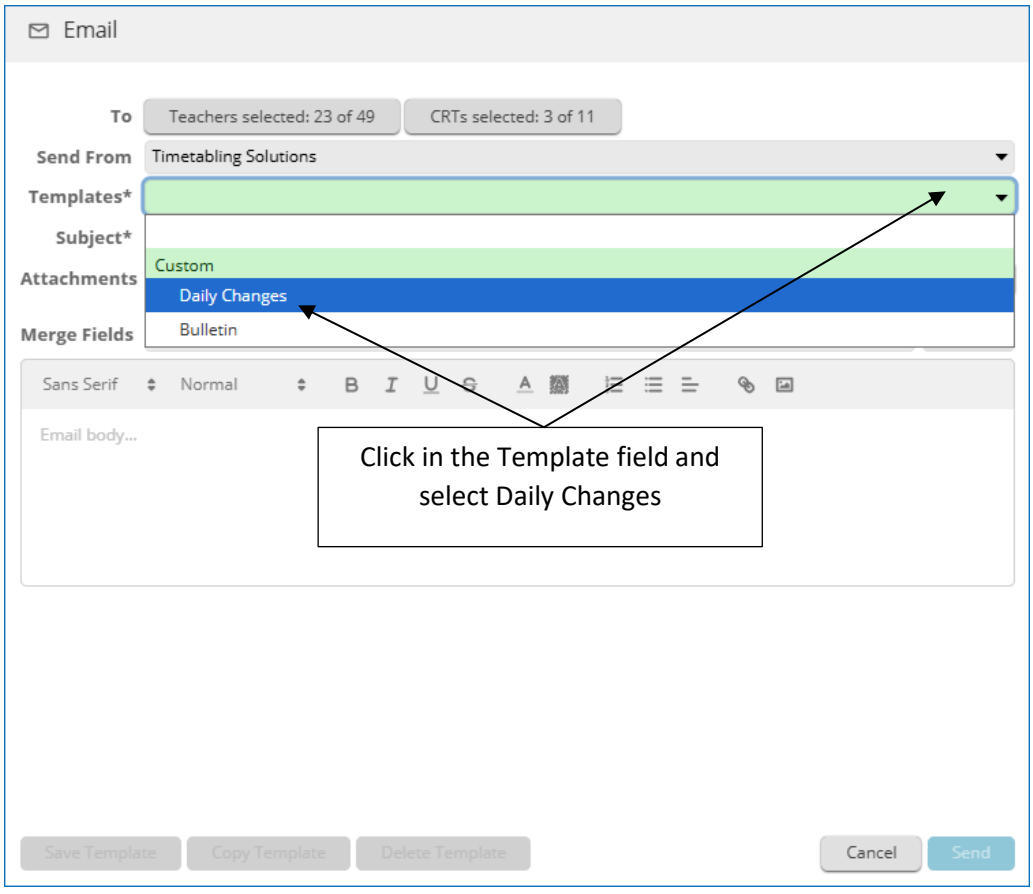
EMAIL TEACHER CHANGES

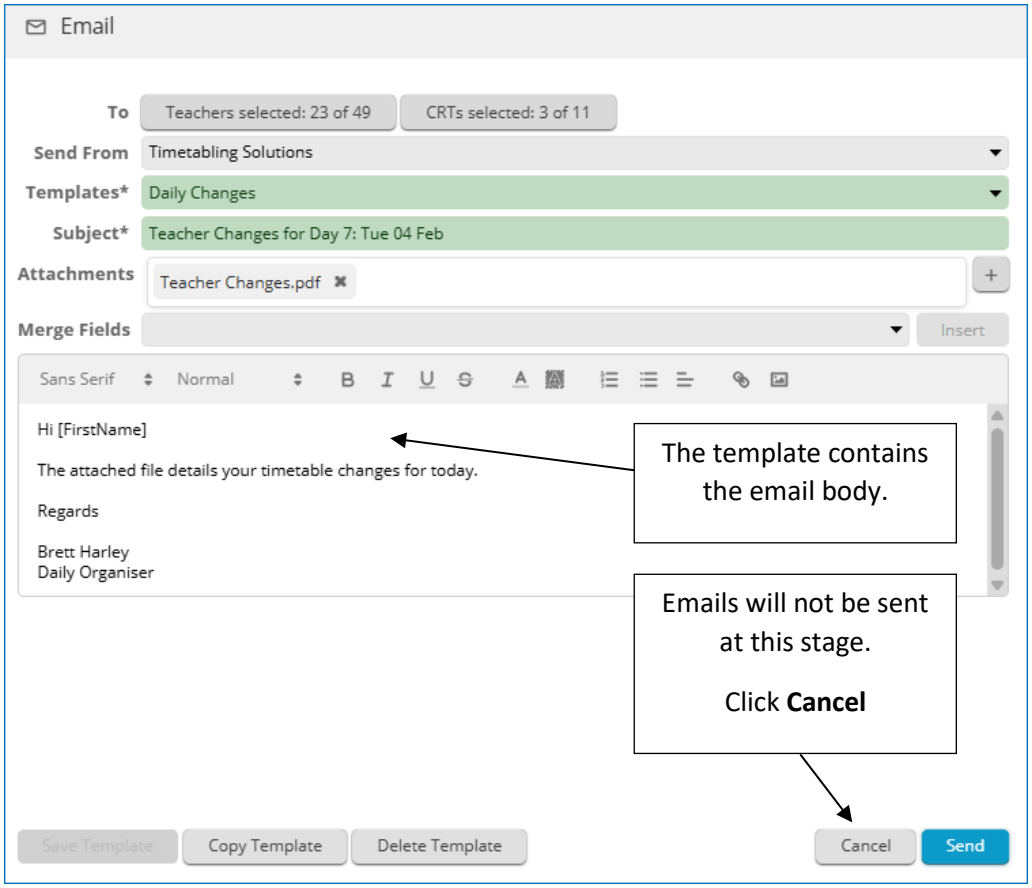
When the information on the Teacher Changes screen is emailed, the settings on the Include page determine what is included in the attachment. In this case, each teacher will receive an email with details of their own changes for the day as an attachment.

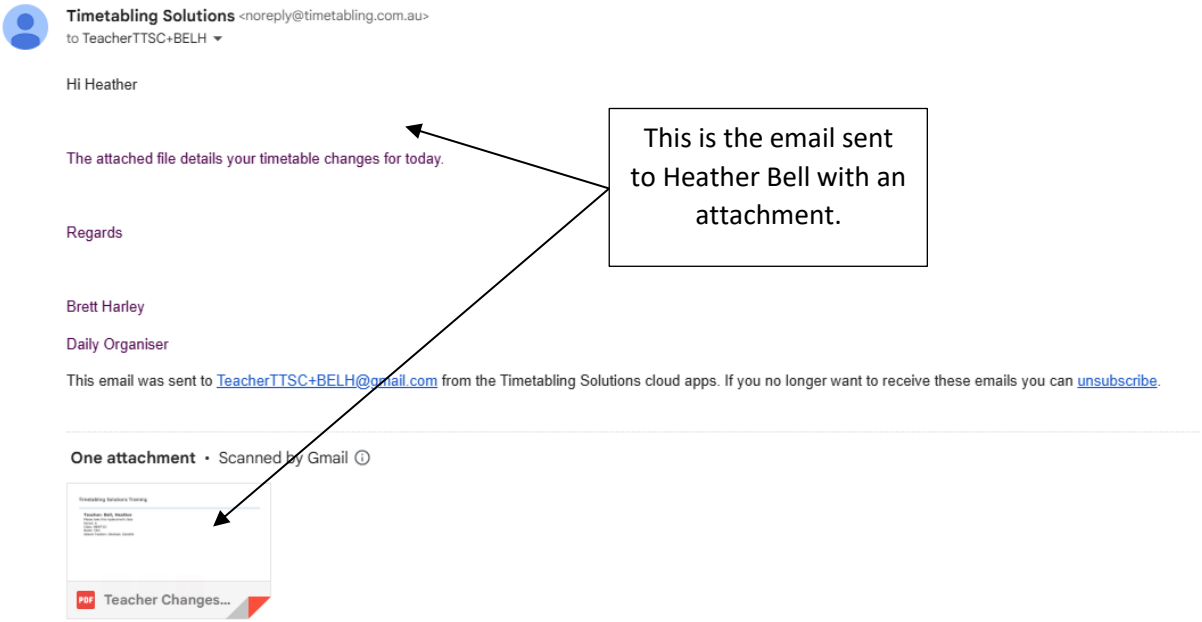
Email templates can be created and stored in the app.

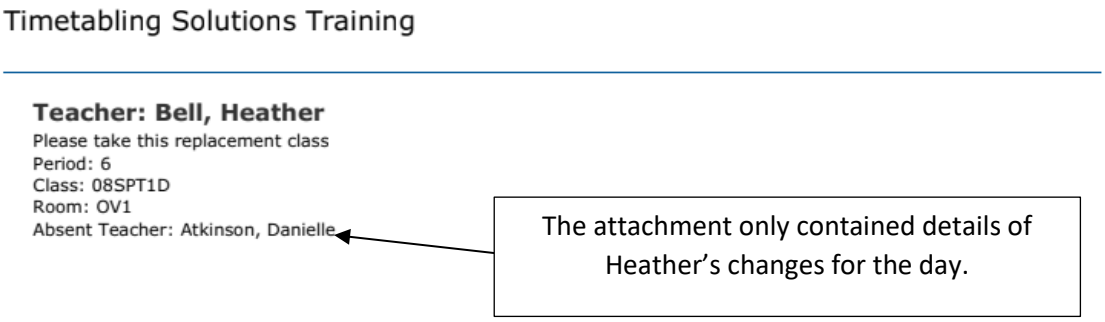



Email
To
Teachers selected: 23 of 49
CRTs selected: 3 of 11
Send From
Timetabling Solutions
Templates*
Subject*
Teacher Changes for Day 7: Tue 04 Feb
Attachments
Teacher Changes.pdf
Merge Fields
Insert
Sans Serif
Normal
Email body...
The attached PDF file contains the same details as seen on the Print screen in the previous example.
These emails will only be sent to the teachers who have changes today. In this case 23 teachers and 3 CRTs
Save Template
Copy Template
Delete Template
Cancel
Send


Email
To
Teachers selected: 23 of 49
CRTs selected: 3 of 11
Send From
Timetabling Solutions
Templates*
Subject*
Attachments
Merge Fields
Custom
Daily Changes
Bulletin
Sans Serif
Normal
Email body...
Click in the Template field and select Daily Changes
Save Template
Copy Template
Delete Template
Cancel
Send


Email
To
Teachers selected: 23 of 49
CRTs selected: 3 of 11
Send From
Timetabling Solutions
Templates*
Daily Changes
Subject*
Teacher Changes for Day 7: Tue 04 Feb
Attachments
Teacher Changes.pdf
Merge Fields
Insert
Sans Serif
Normal
Hi [FirstName]
The attached file details your timetable changes for today.
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


Timetabling Solutions <noreply@timetabling.com.au>
to TeacherTTSC+BELH
Hi Heather
The attached file details your timetable changes for today.
Regards
Brett Harley
Daily Organiser
This email was sent to TeacherTTSC+BELH@gmail.com from the Timetabling Solutions cloud apps. If you no longer want to receive these emails you can unsubscribe.
One attachment • Scanned by Gmail
Teacher Changes...
This is the email sent to Heather Bell with an attachment.



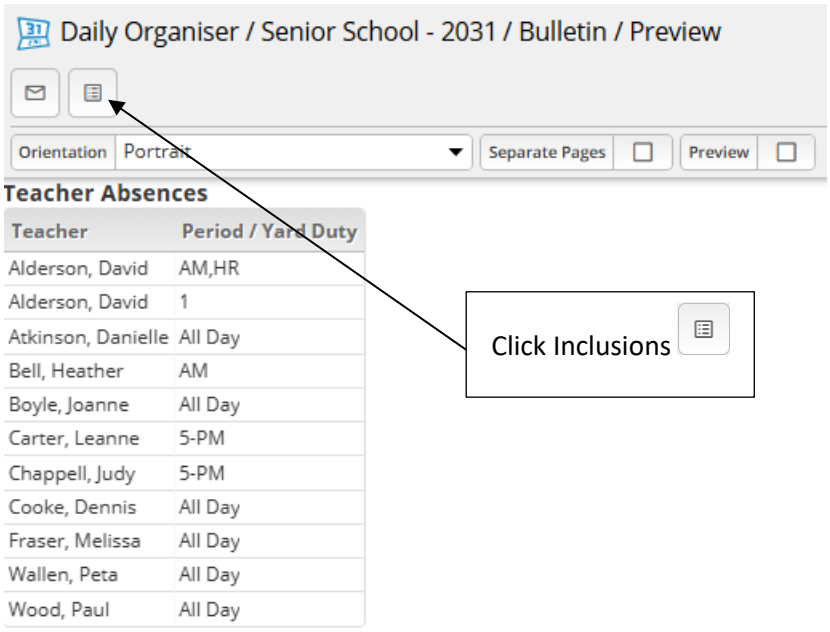
DAILY BULLETIN

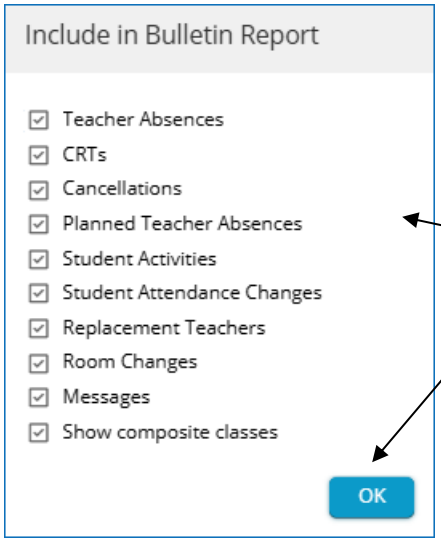
The Daily Bulletin is a summary report that details changes to the timetable for the selected day. The Bulletin can be customised to include particular data and display settings. When customising the Bulletin it is recommended to keep the document as simple as possible.

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

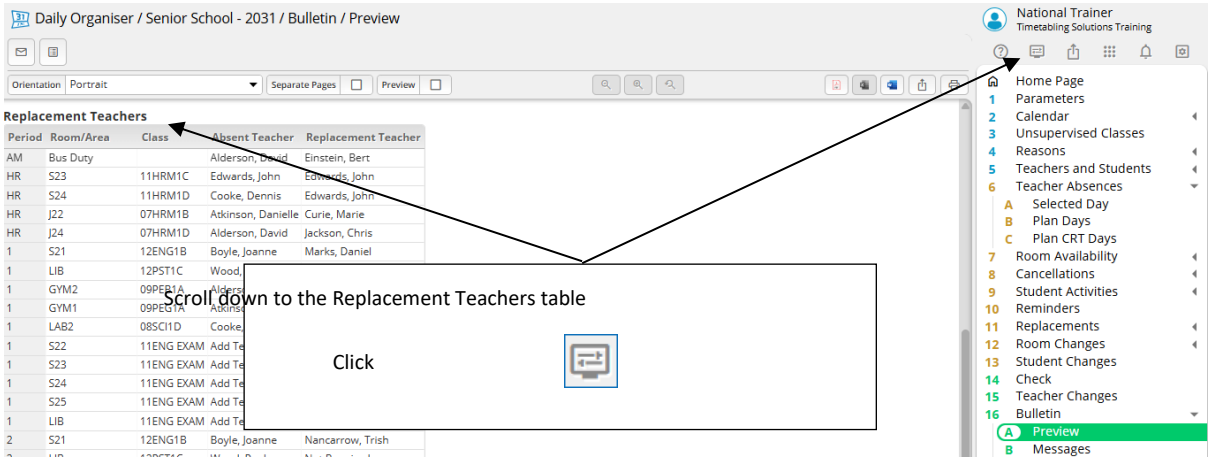
On the Task Tree select:
[16A] Bulletin - Preview





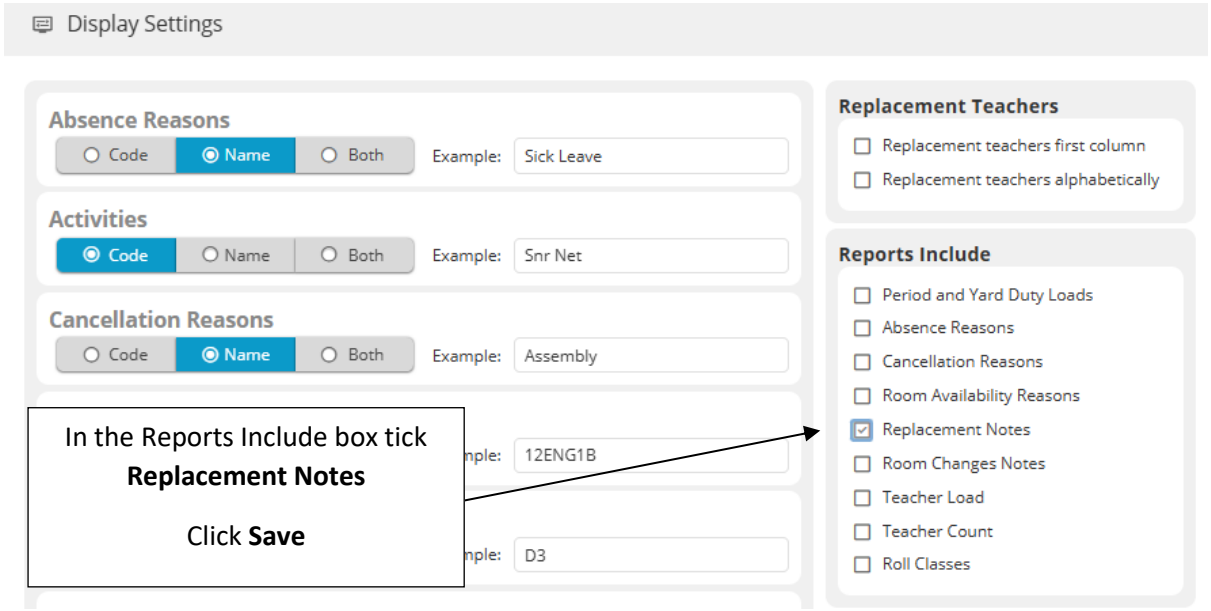
The default setting is for all checkboxes to be ticked. Information can be removed or added by unticking/ticking the appropriate checkboxes.

Click **OK**



Scroll down to the Replacement Teachers table

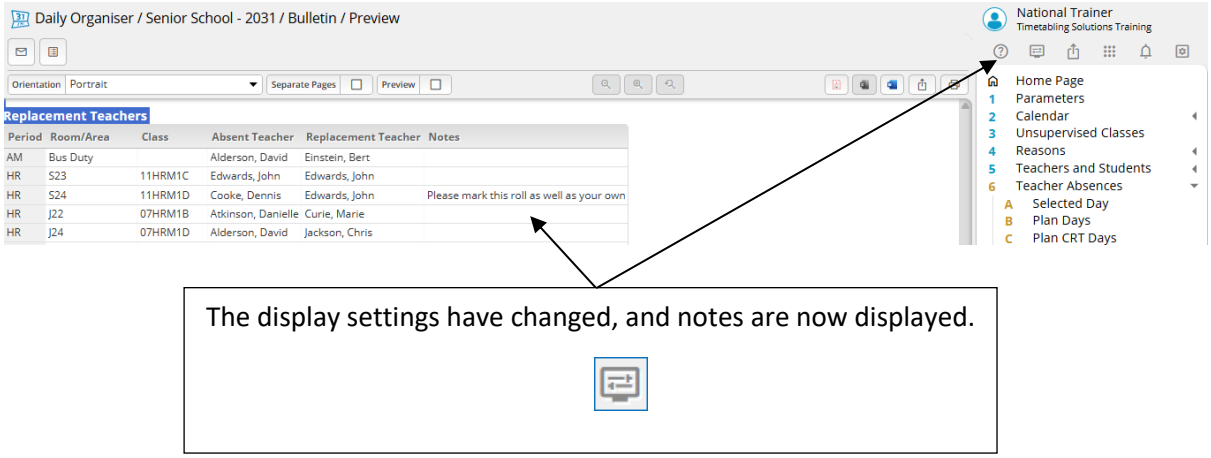
Click



In the Reports Include box tick **Replacement Notes**

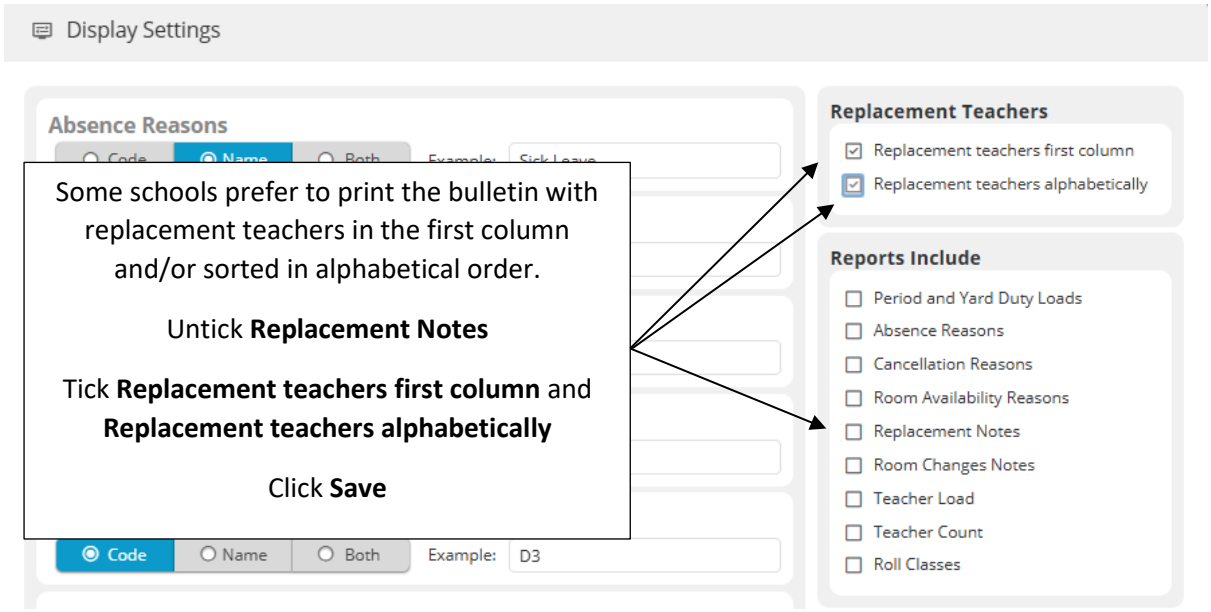
Click **Save**

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

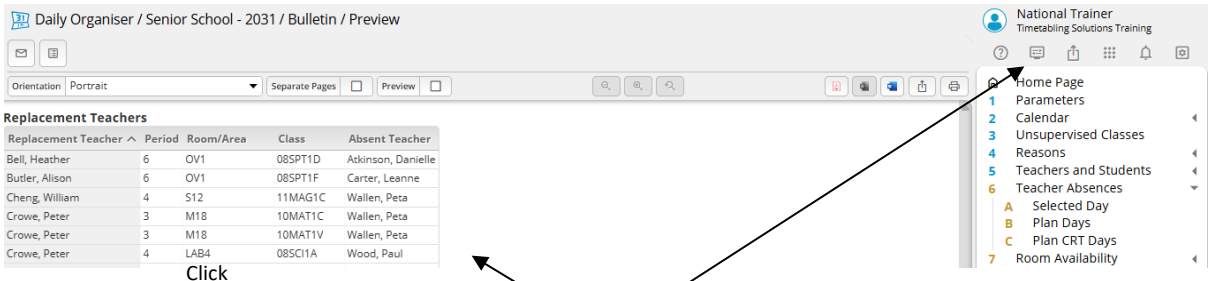


Some schools prefer to print the bulletin with replacement teachers in the first column and/or sorted in alphabetical order.

Untick **Replacement Notes**

Tick **Replacement teachers first column** and **Replacement teachers alphabetically**

Click **Save**



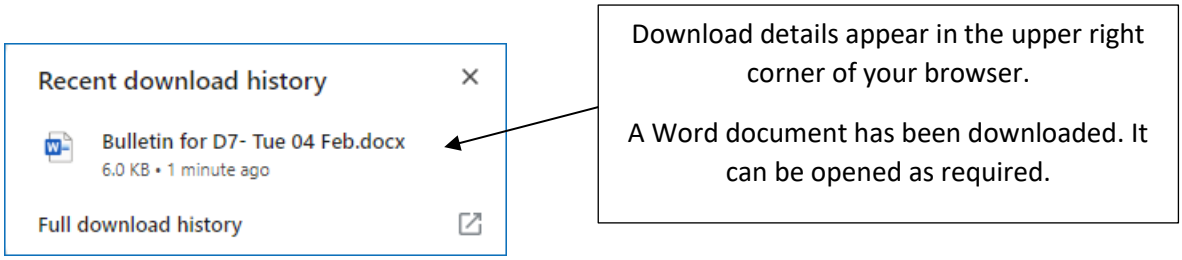
Click

Replacement teachers are now in alphabetical order in the first column.

and untick all checkboxes and click **Save**

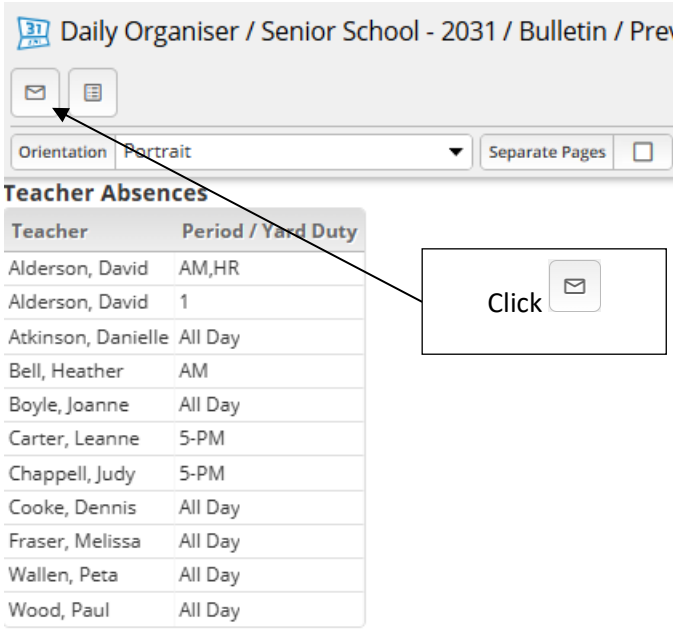
PRINT BULLETIN

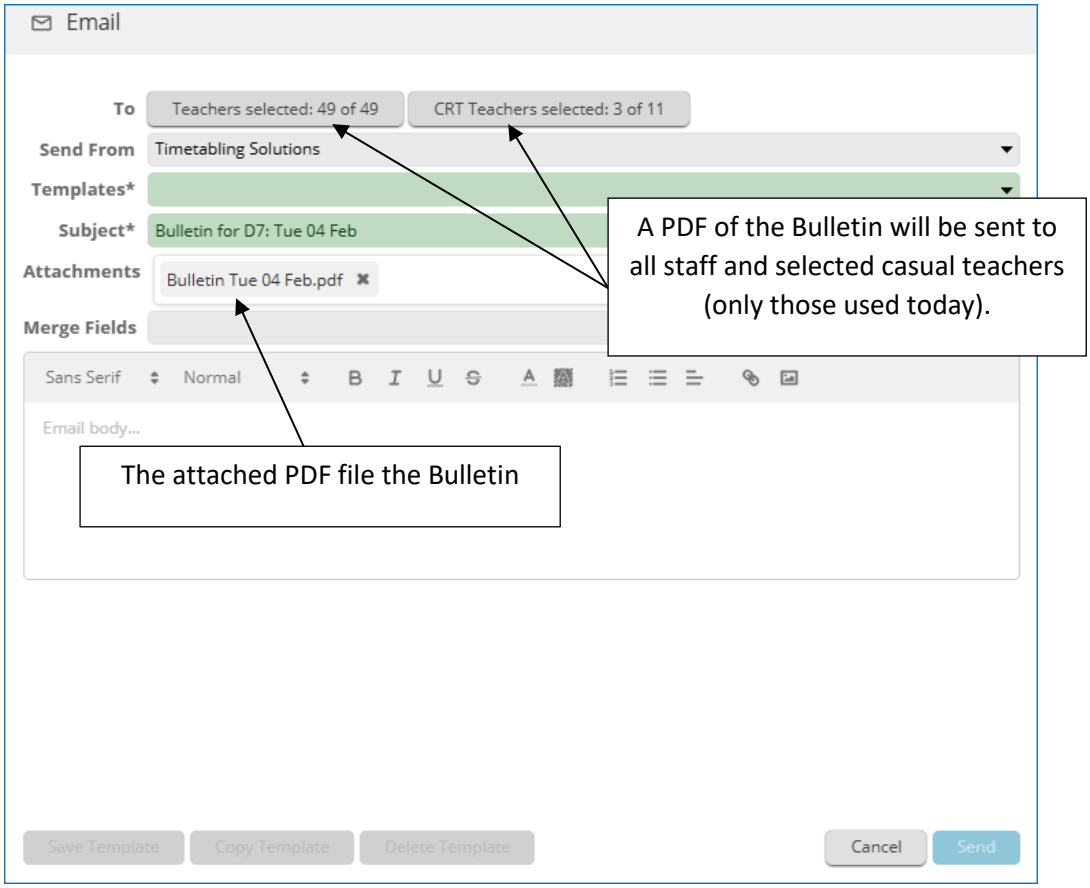
The Bulletin can be printed directly or exported as a Word file or a PDF file. In this case, a Word document will be created.

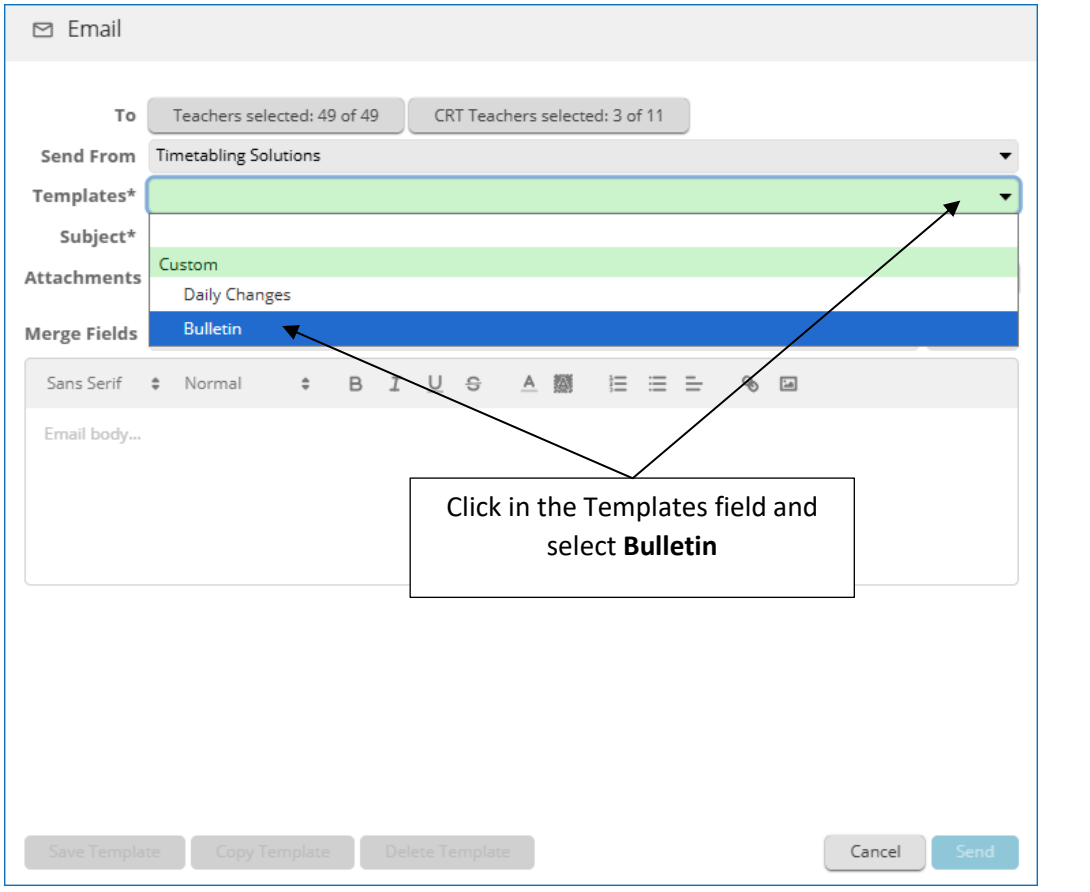


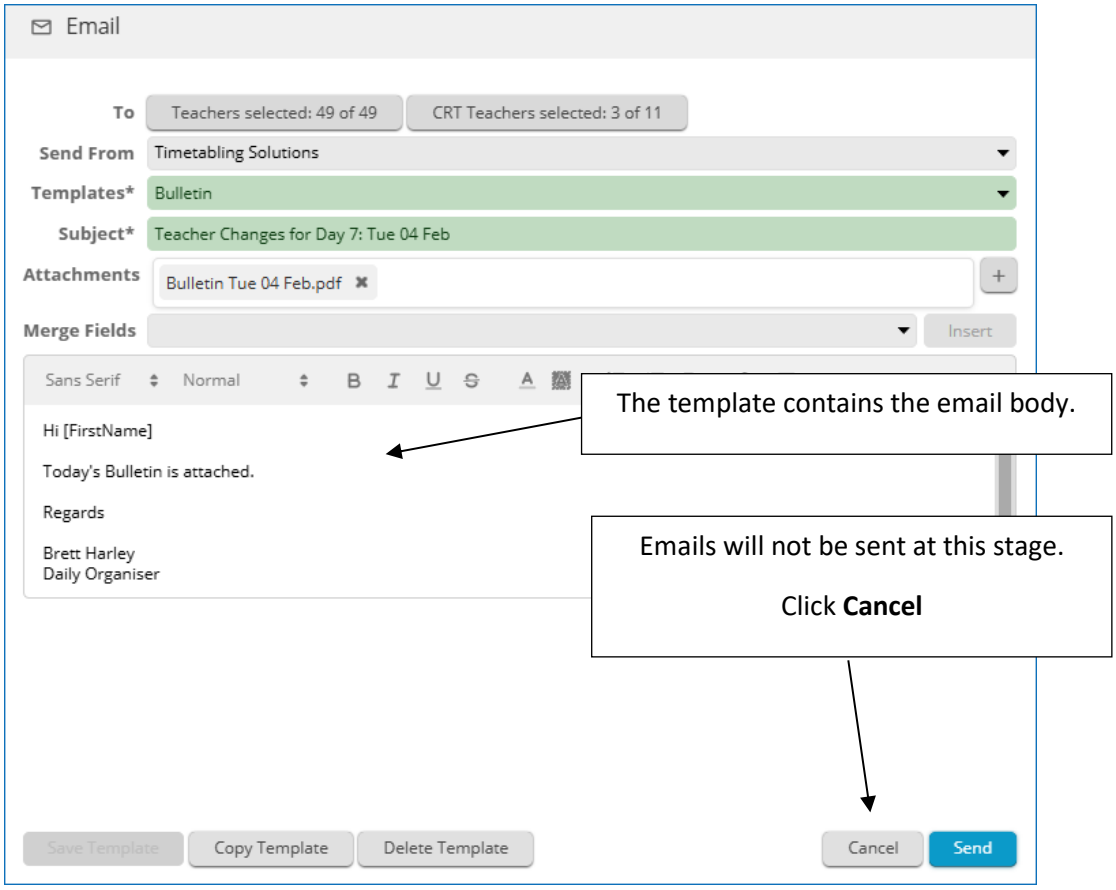
EMAIL BULLETIN

A PDF copy of the bulletin can be emailed to all or selected teachers.




Email
To
Teachers selected: 49 of 49
CRT Teachers selected: 3 of 11
Send From
Timetabling Solutions
Templates*
Subject*
Bulletin for D7: Tue 04 Feb
Attachments
Bulletin Tue 04 Feb.pdf
Merge Fields
Sans Serif
Normal
Email body...
Save Template
Copy Template
Delete Template
Cancel
Send
A PDF of the Bulletin will be sent to all staff and selected casual teachers (only those used today).
The attached PDF file the Bulletin

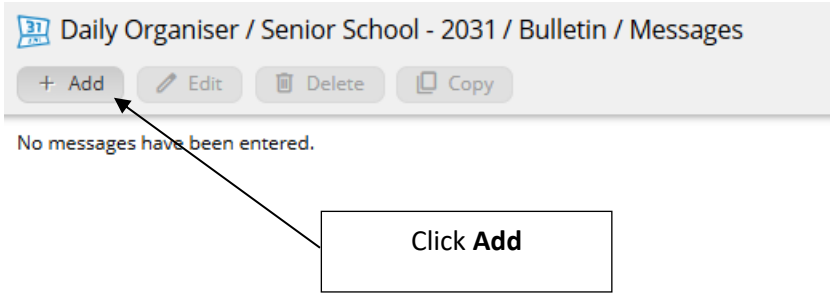

Email
To
Teachers selected: 49 of 49
CRT Teachers selected: 3 of 11
Send From
Timetabling Solutions
Templates*
Subject*
Attachments
Merge Fields
Custom
Daily Changes
Bulletin
Sans Serif
Normal
Email body...
Save Template
Copy Template
Delete Template
Cancel
Send
Click in the Templates field and select **Bulletin**

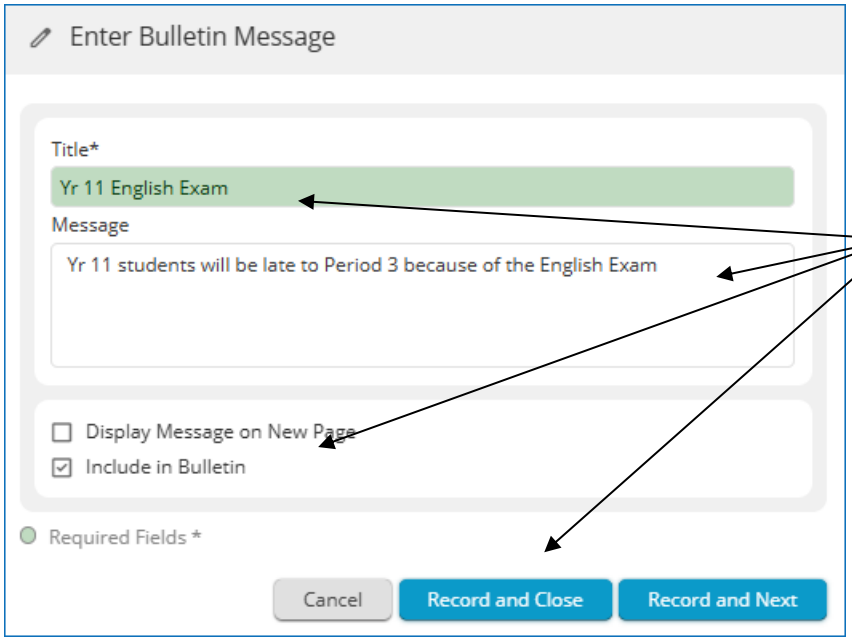


CREATE BULLETIN MESSAGES

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



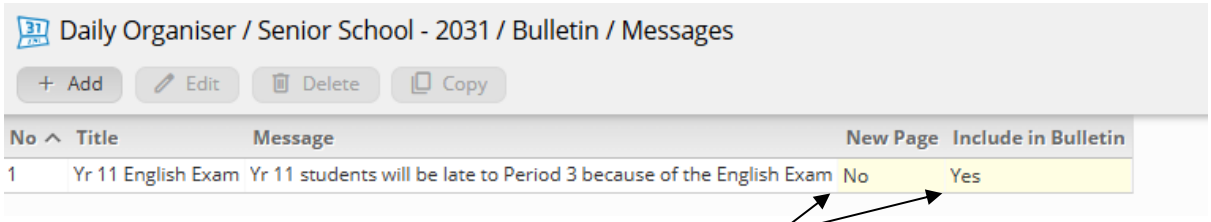


For Title type
"Yr 11 English Exam"

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**



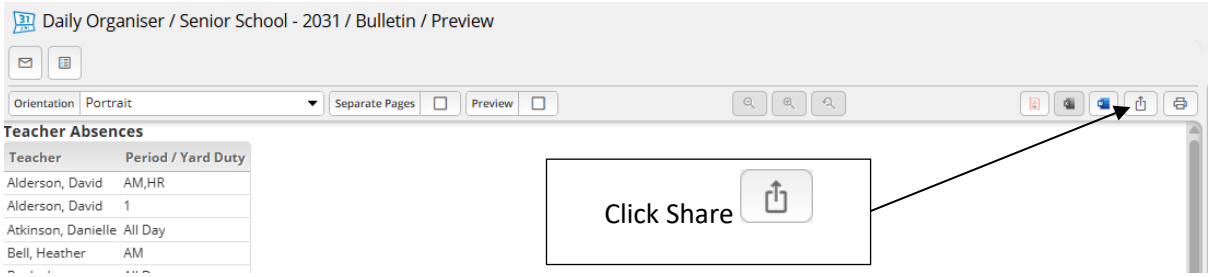
This message will appear at the end of the Bulletin. If the New Page column is changed to a Yes, the message will appear at the end of the Bulletin on a new page.

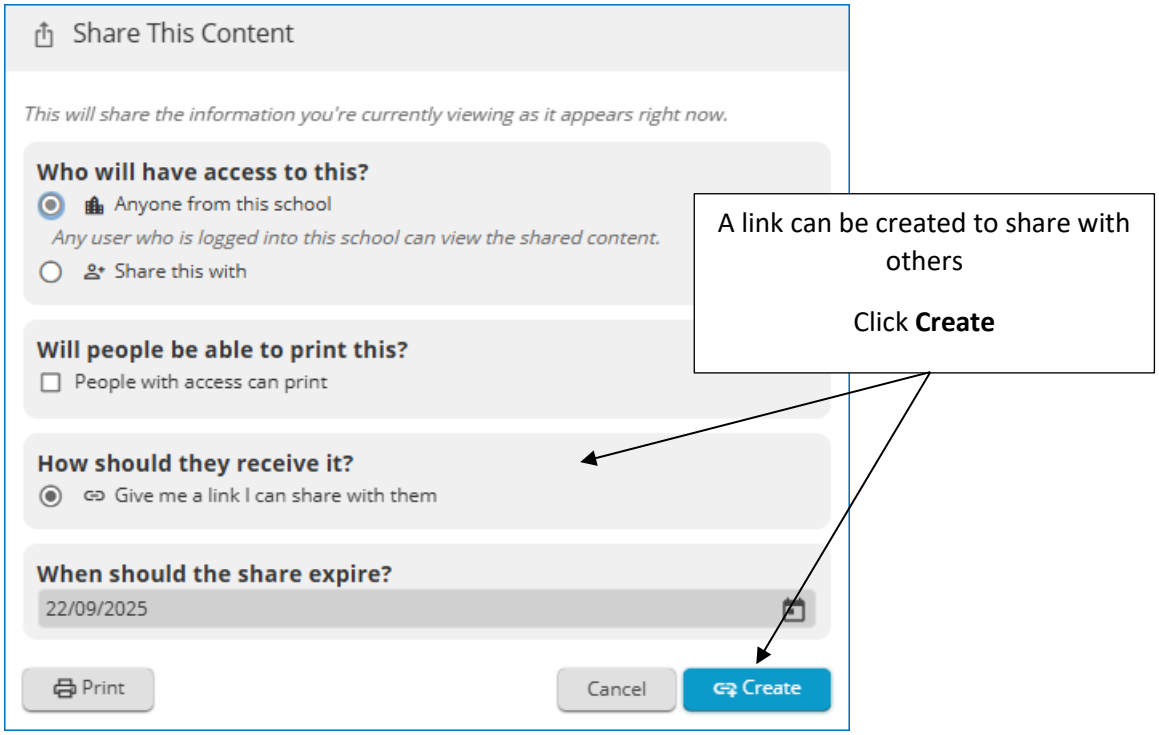
Note: This message is not date specific, so it will keep appearing on the Bulletin until the value in the Include in Bulletin cell is changed to No.

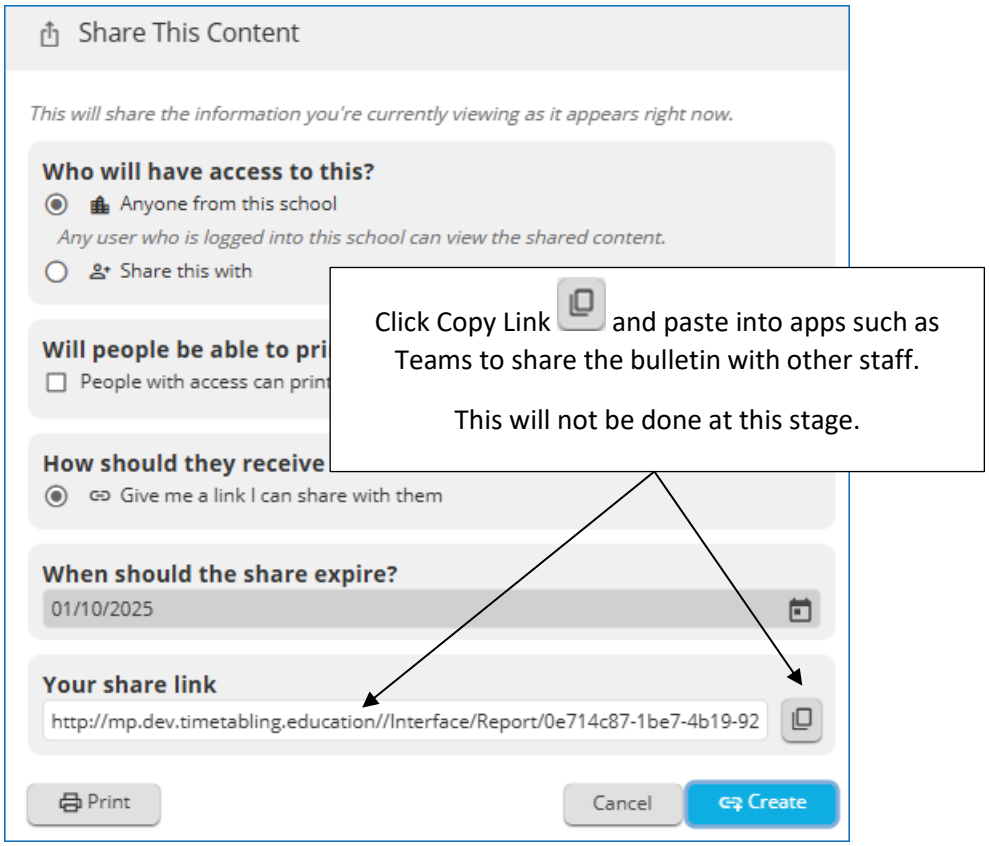
SHARE BUTTON

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

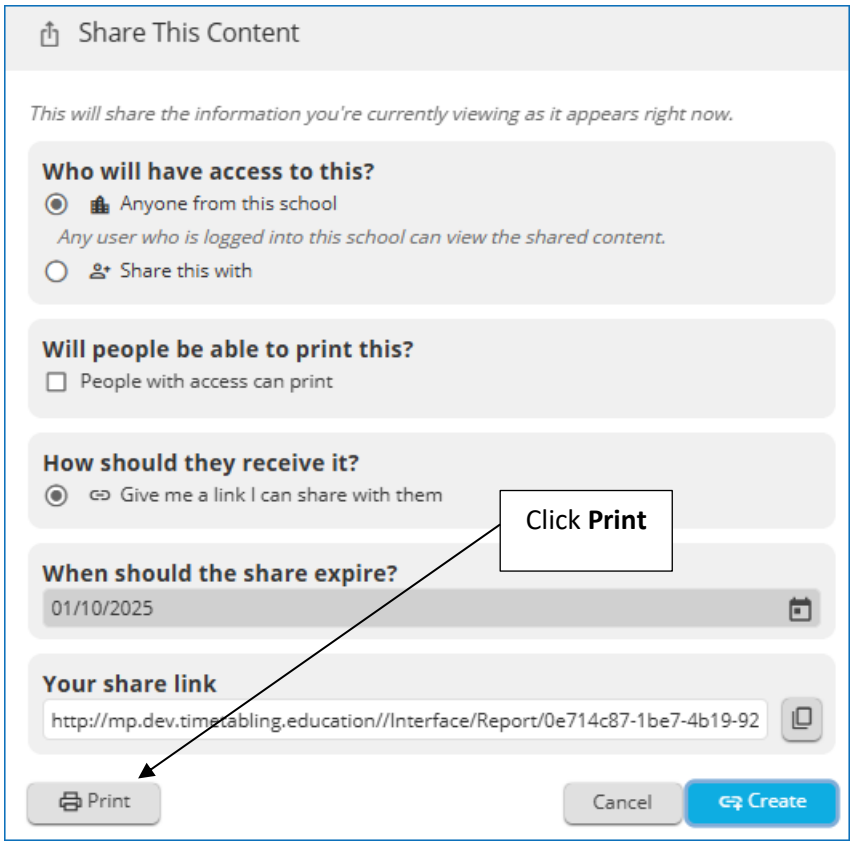


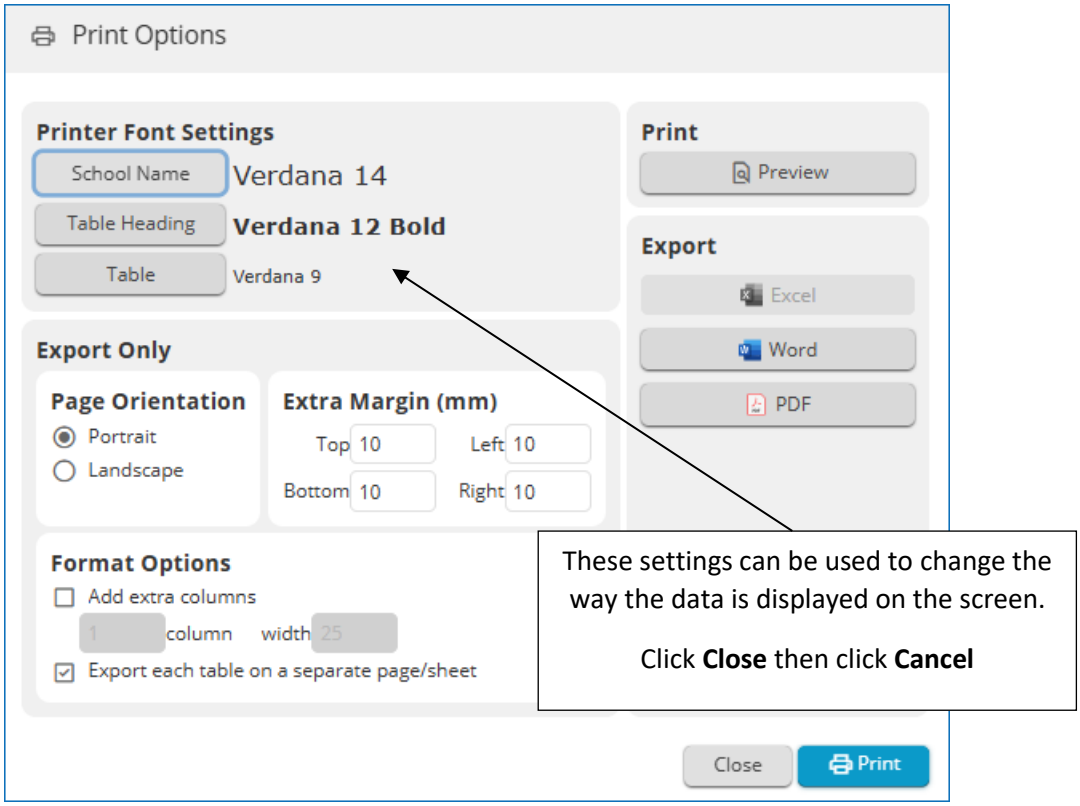

Share This Content
This will share the information you're currently viewing as it appears right now.
Who will have access to this?
Anyone from this school
Any user who is logged into this school can view the shared content.
Share this with
Will people be able to print this?
People with access can print
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 pri
People with access can print
How should they receive
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.



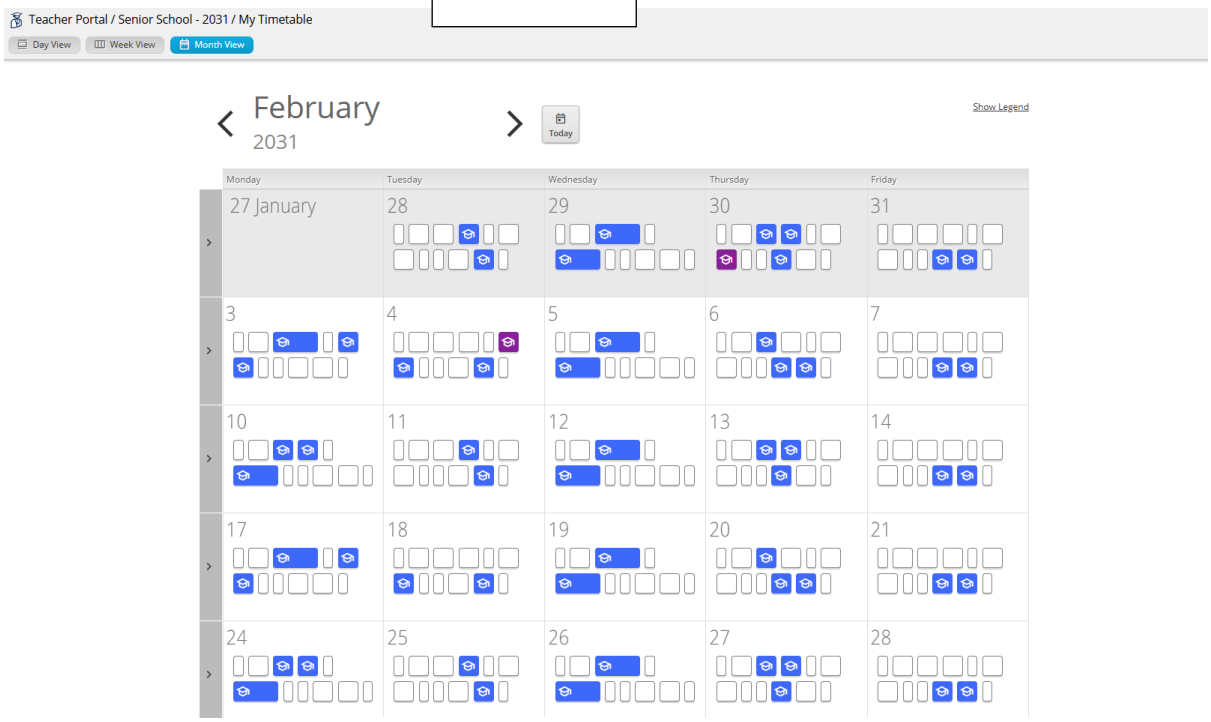


TEACHER PORTAL

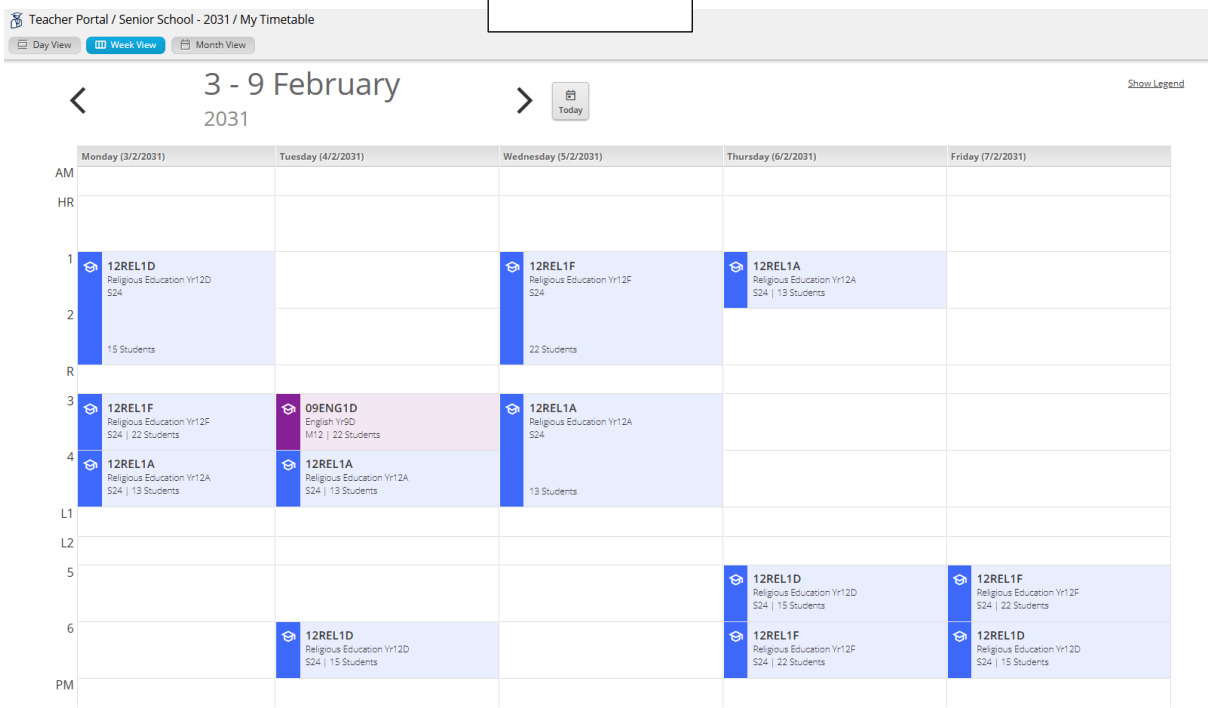
Teachers can also see any daily changes in their Teacher Portal.

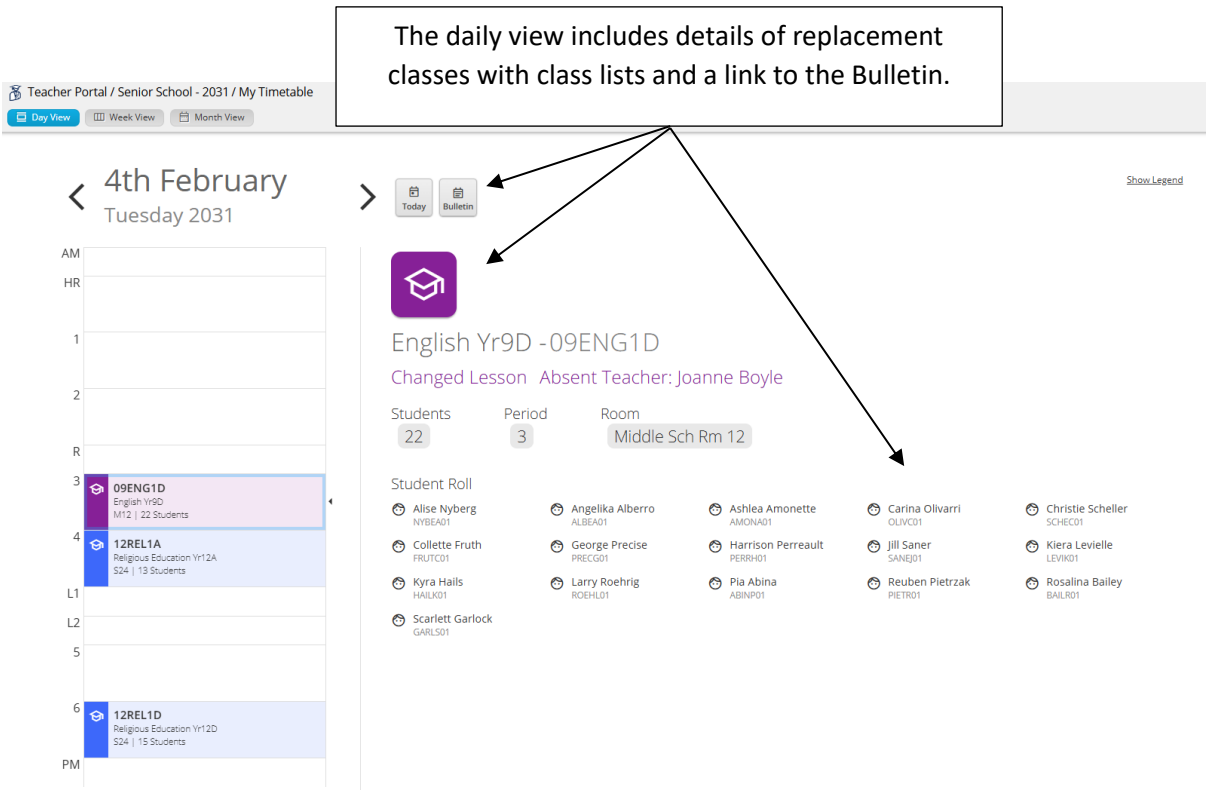
They can view their timetable by month, week or day and see today's bulletin.

Monthly view



Weekly view




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
Today
Bulletin
Show Legend
AM
HR
1
2
R
3
4
L1
L2
5
6
PM
09ENG1D
English Yr9D
M12 | 22 Students
12REL1A
Religious Education Yr12A
S24 | 15 Students
12REL1D
Religious Education Yr12D
S24 | 15 Students
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 Olivarri OLIVC01
Christie Scheller SCHEC01
Collette Fruth FRUTC01
George Precise PRECG01
Harrison Perreault PERRH01
Jill Saner SANEJ01
Kiera Levielle LEVIK01
Kyra Hails HAILK01
Larry Roehrig ROEHL01
Pia Abina ABINP01
Reuben Pietrzak PIETR01
Rosalina Bailey BAILR01
Scarlett Garlock GARLS01

Timetabling Solutions

Hosted Application

Daily Organiser

Lesson 10 - Reports

Professional Learning Objectives 242
Skills 242
Reports 243
Selected Day Reports 244
Timetables 245
Teacher Timetables 245
Casual Teacher Timetables 248
Master Timetable 249
Summary Reports 249
Teacher Totals 249
Teacher Period Absence Details 251
Teacher Replacement Details 253
Individual Teacher Summaries 253
Student Activity Totals 254
Share Reports 255

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.

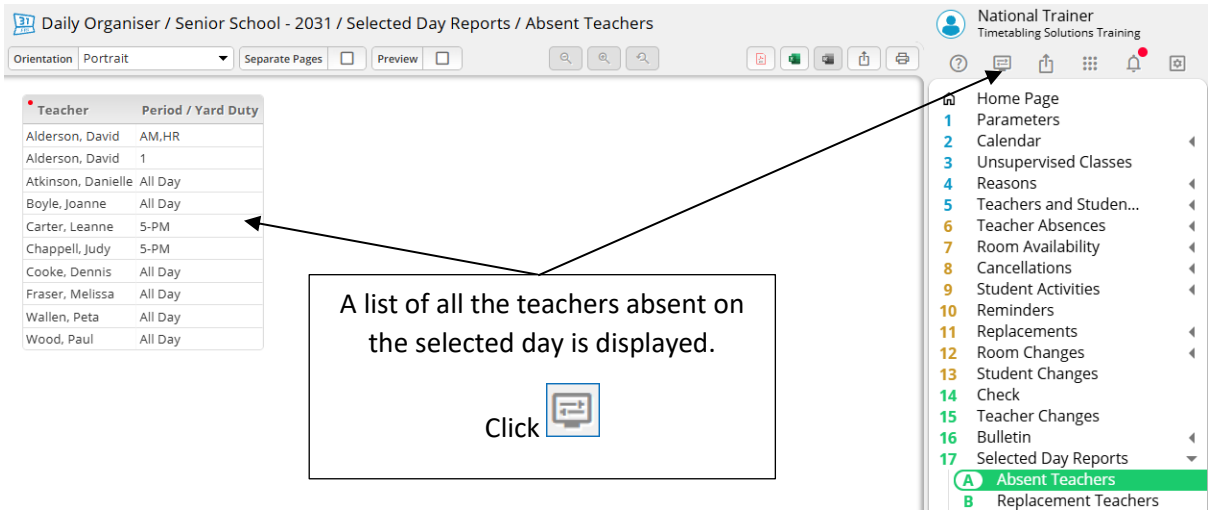
No	Report	Description
17A	Absent Teachers	List of teachers absent on the selected day.
17B	Replacement Teachers	List of all replacement teachers on the selected day.
17C	Unscheduled Teachers	List of all unscheduled teachers and casual teachers for each lesson of the selected day.
17D	Teacher Summary	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.

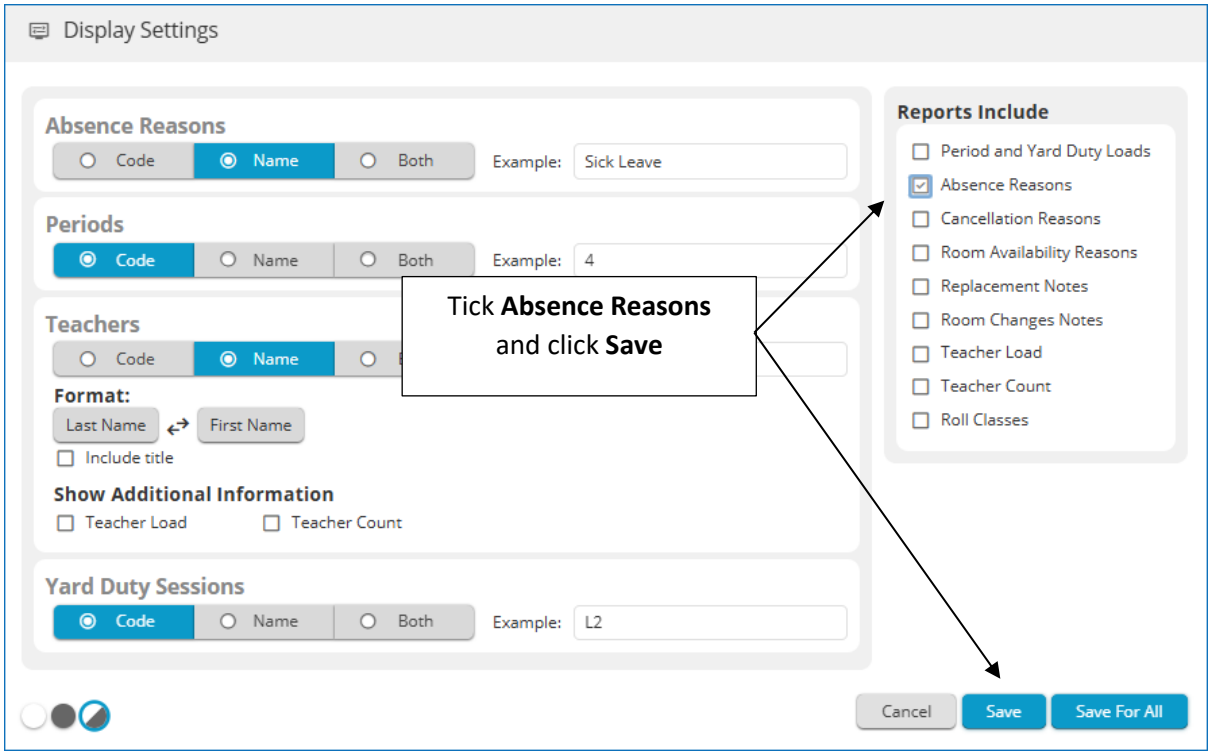
SELECTED DAY REPORTS

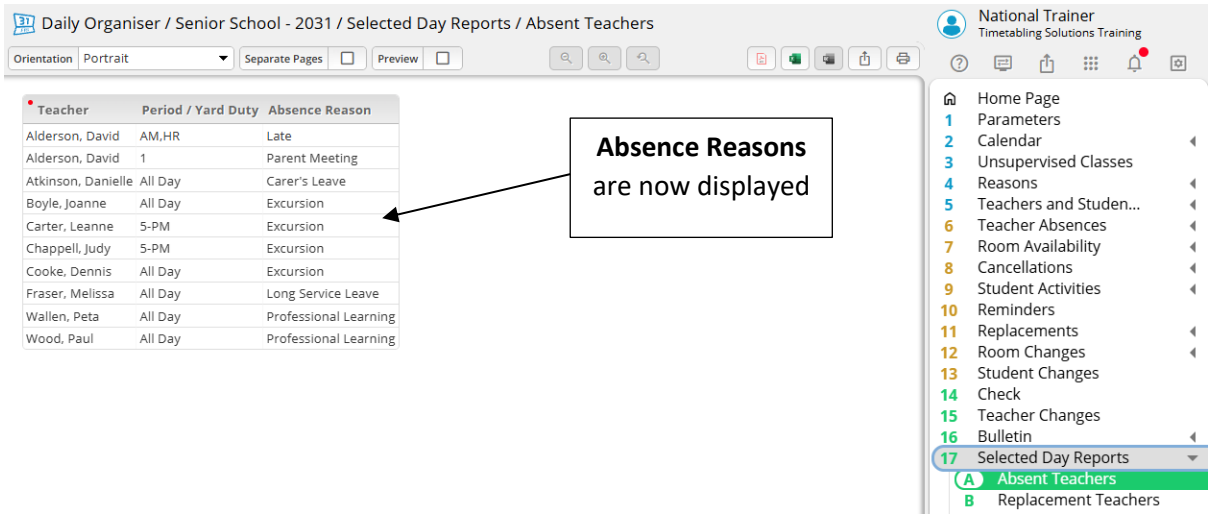
The information in this section refers to the selected day only. Many of the reports are identical to tables that were included in the Bulletin in the previous lesson.

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

On the Task Tree select:
[17A] Selected Day Reports - Absent Teachers







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

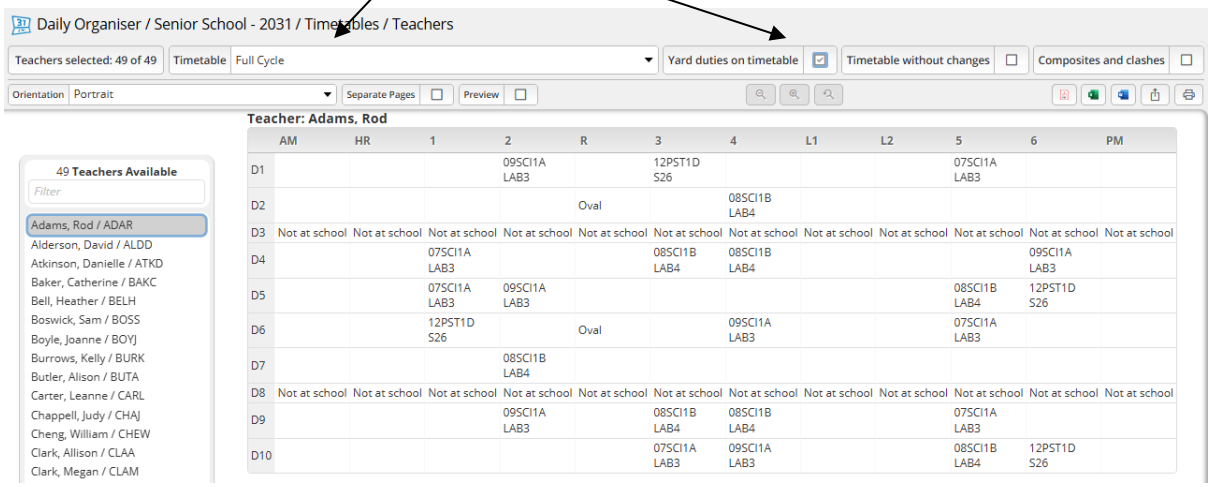
TEACHER TIMETABLES

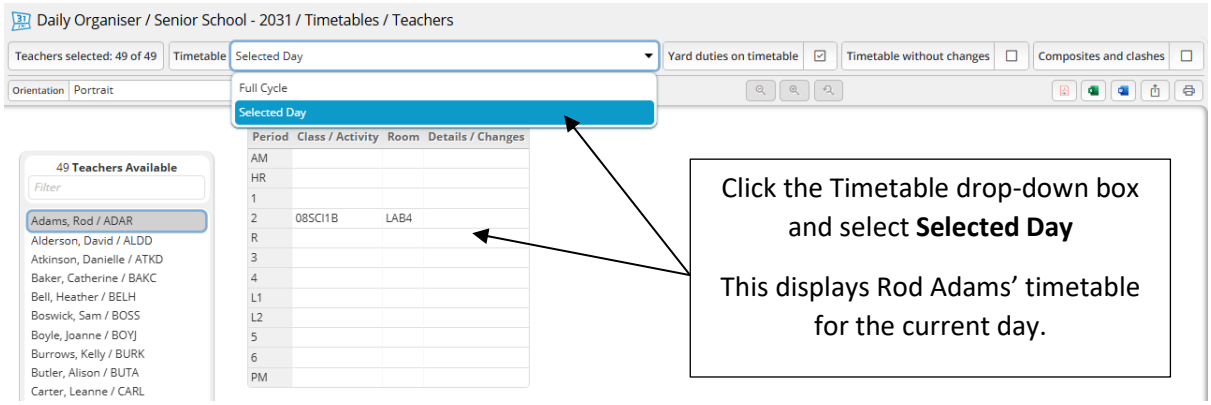
Teacher timetables can be displayed:

- 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**

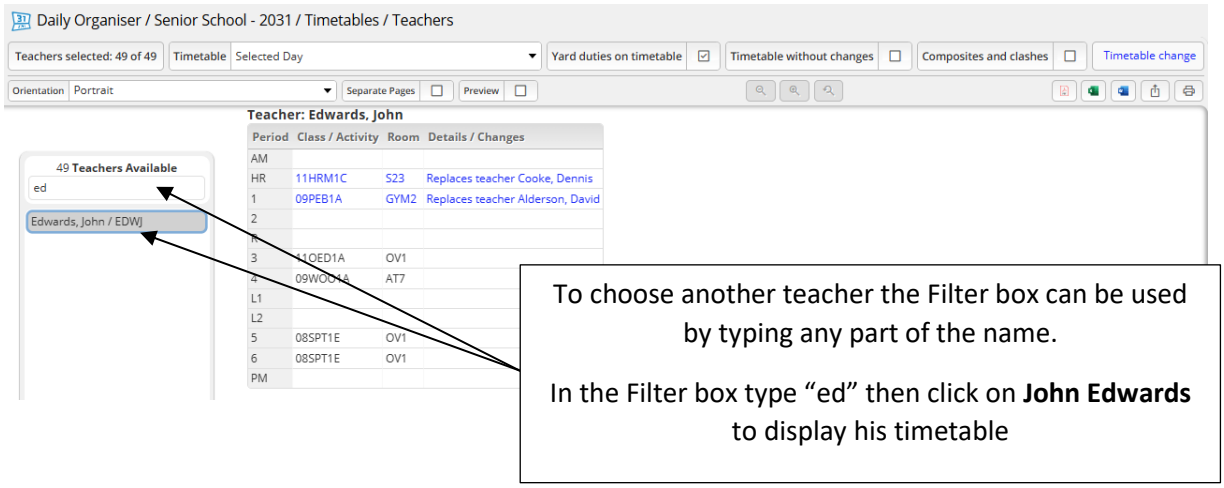
The full timetable for Rod Adams is displayed with yard duties.





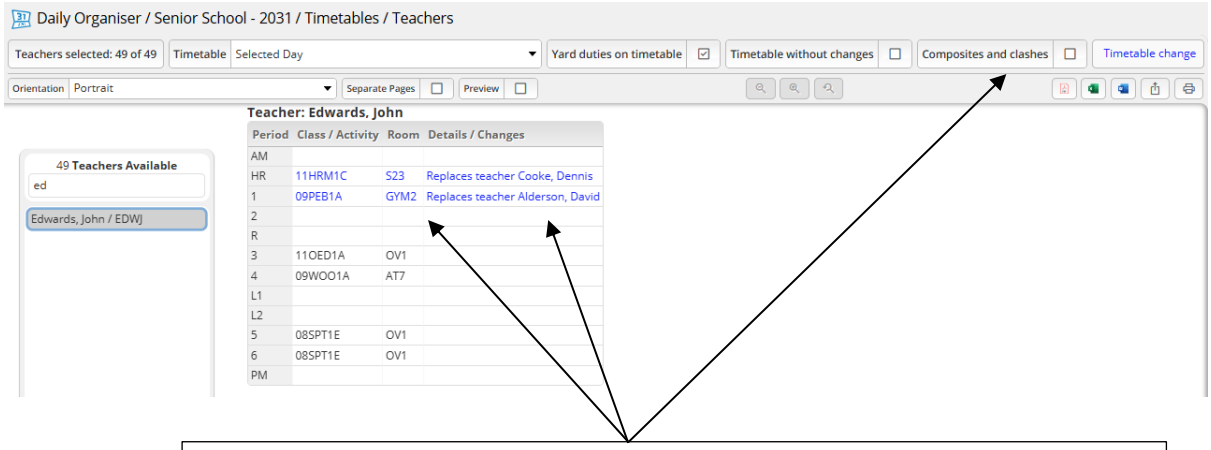
Click the Timetable drop-down box and select **Selected Day**

This displays Rod Adams' timetable for the current day.



To choose another teacher the Filter box can be used by typing any part of the name.

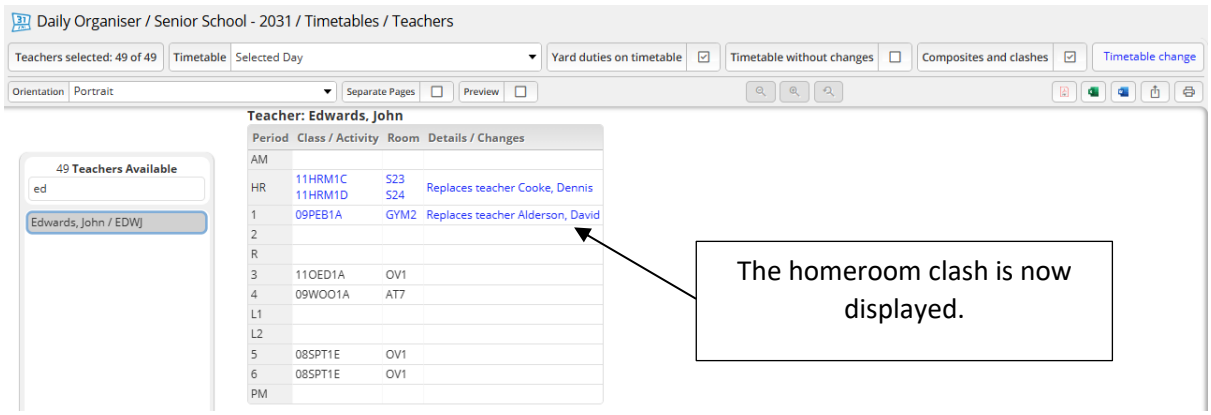
In the Filter box type "ed" then click on **John Edwards** to display his timetable



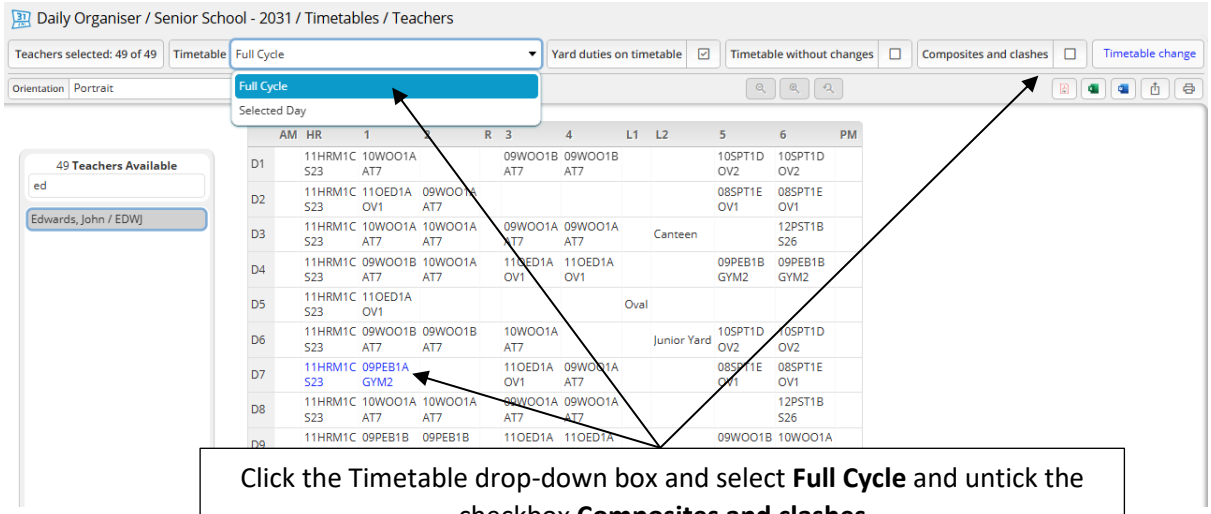
John's timetable displays all changes in blue font.

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**

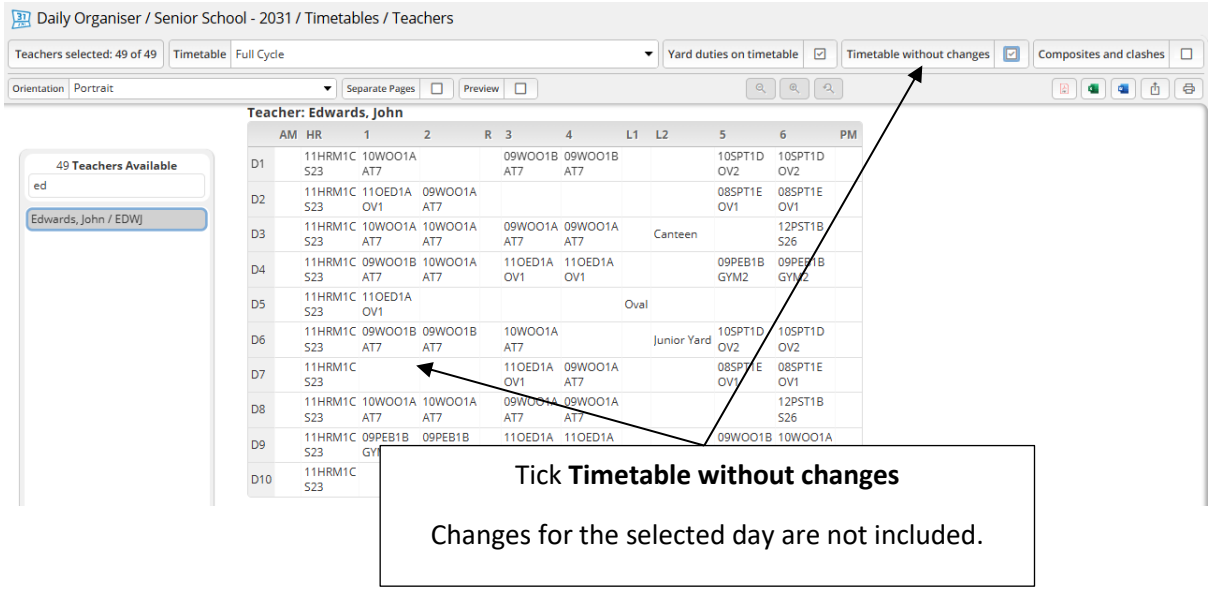


The homeroom clash is now displayed.



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.

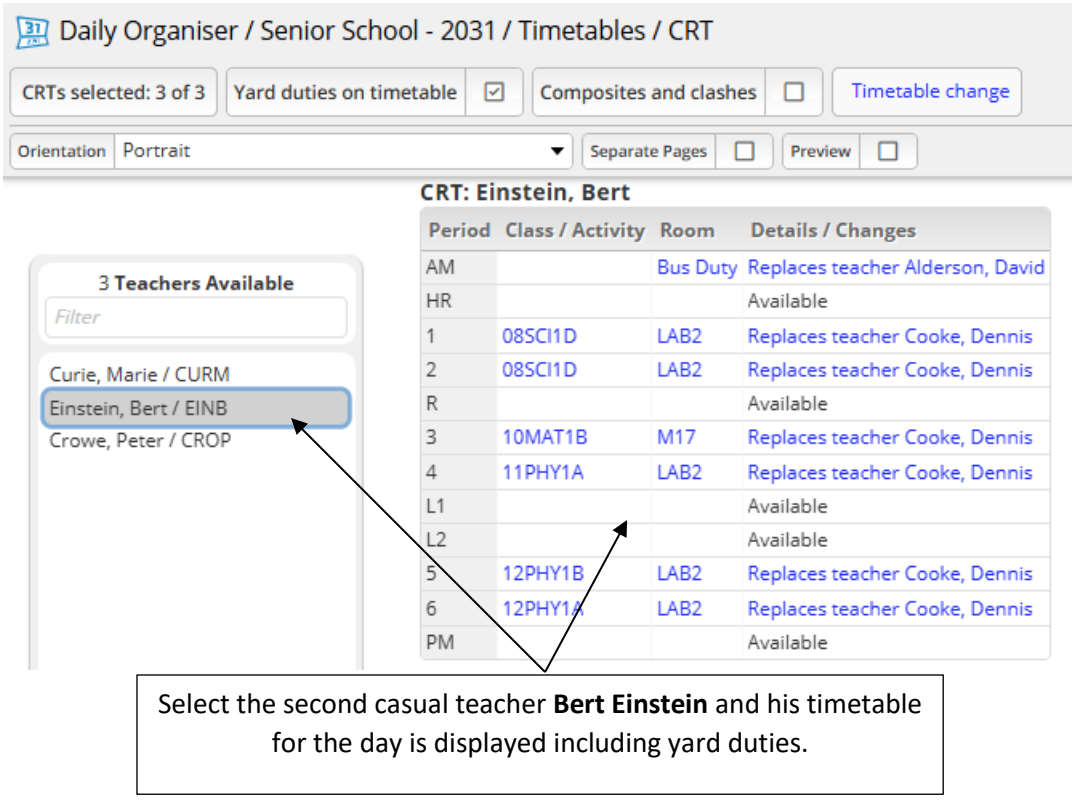


There are similar screens for room and student timetables.

CASUAL TEACHER TIMETABLES

Timetables for casual teachers used on the selected day are displayed with all classes, activities and duties assigned.

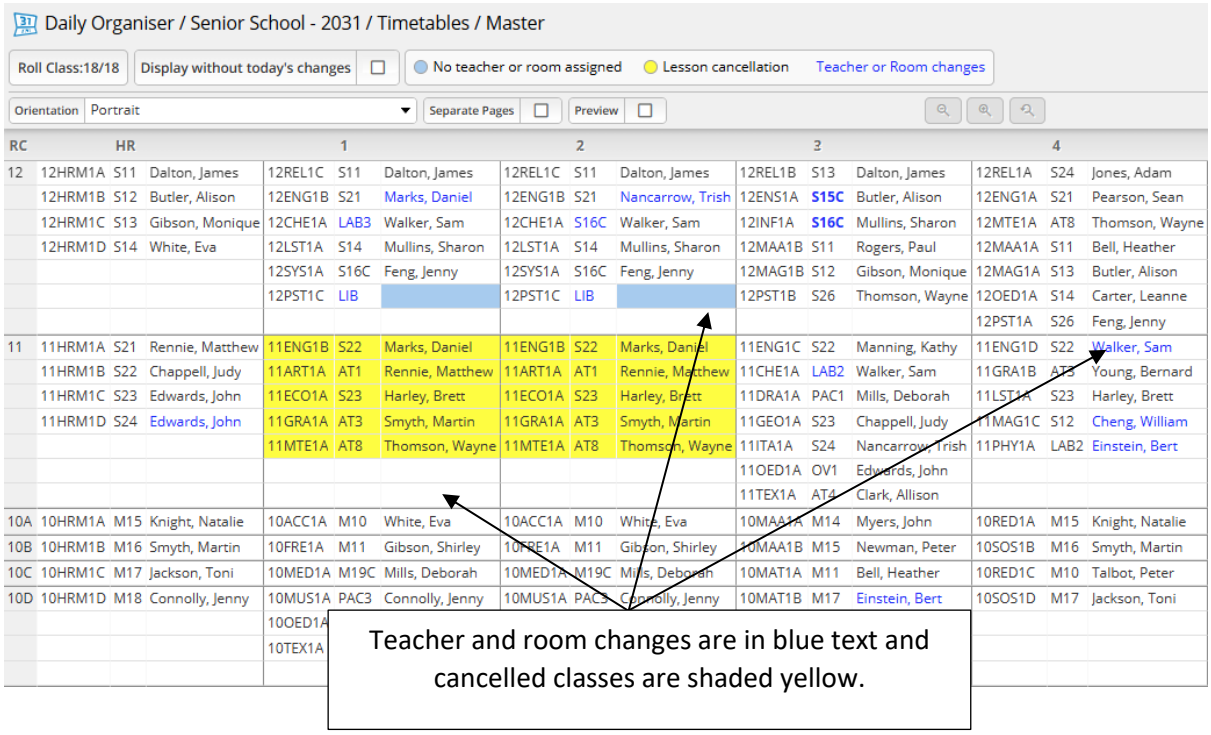
On the Task Tree select:
[18B] Timetables - CRT



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



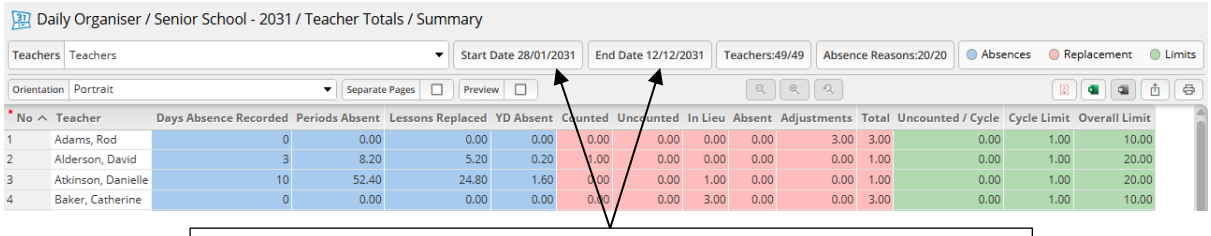
SUMMARY REPORTS

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

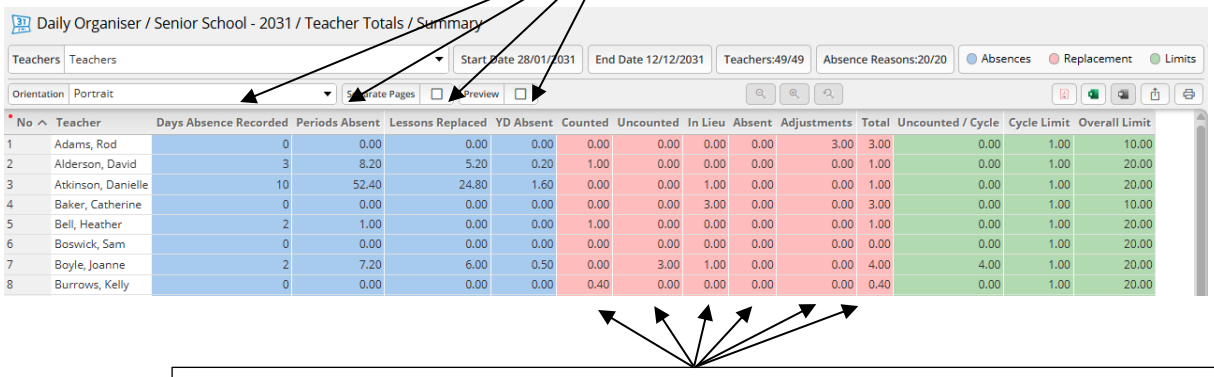


No	Teacher	Days Absence Recorded	Periods Absent	Lessons Replaced	YD Absent	Counted	Uncounted	In Lieu	Absent	Adjustments	Total	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams, Rod	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	3.00	0.00	1.00	10.00
2	Alderson, David	3	8.20	5.20	0.20	1.00	0.00	0.00	0.00	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	0.00	3.00	0.00	0.00	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:

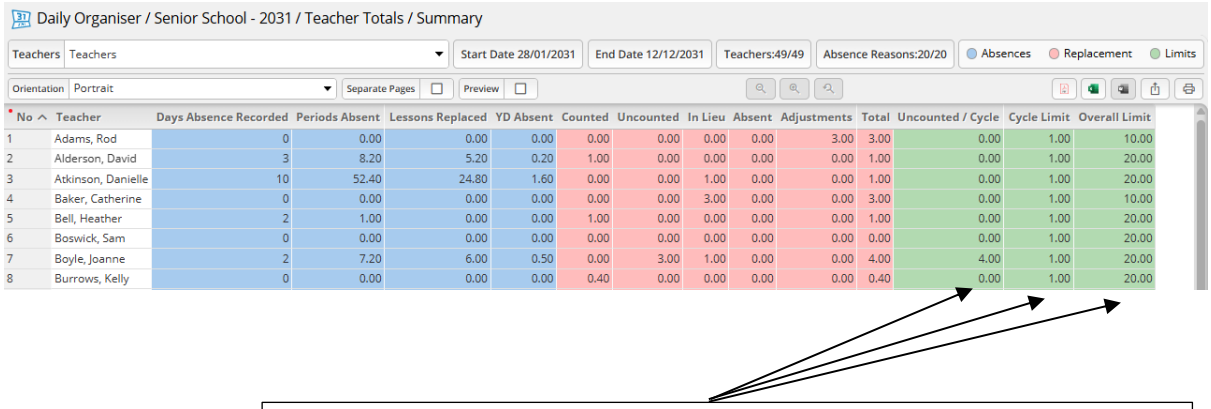
Days Absence Recorded: Number of days a teacher has been absent for at least one period.
Periods Absent: Total number of periods a teacher has been absent.
Lessons Replaced: Total number of teaching periods a teacher has been absent and a replacement teacher has been assigned.
YD Absent: Total load of 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	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	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	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	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	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

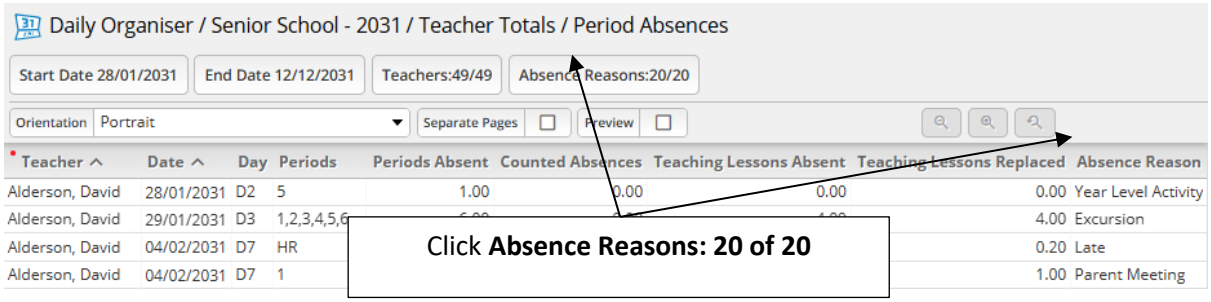
The last 3 columns highlighted green, relate to information entered on [5A]: Teachers and Students – Teachers:

Uncounted/Cycle
Cycle Limit
Overall Limit

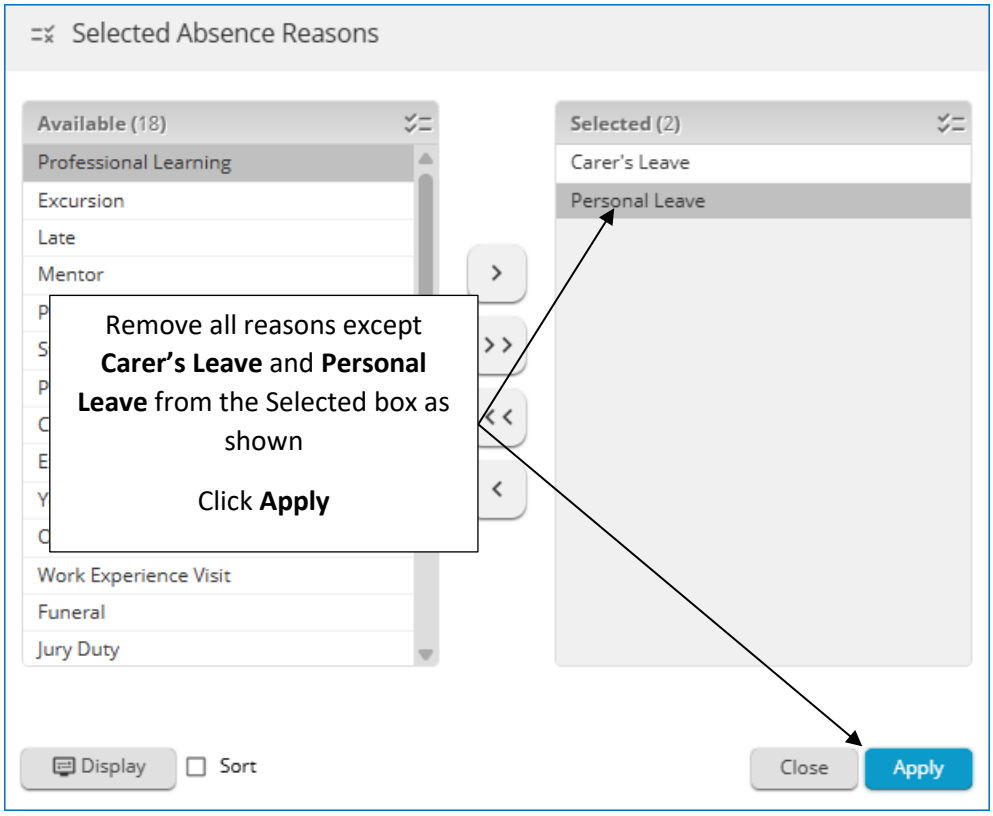
TEACHER PERIOD ABSENCE DETAILS

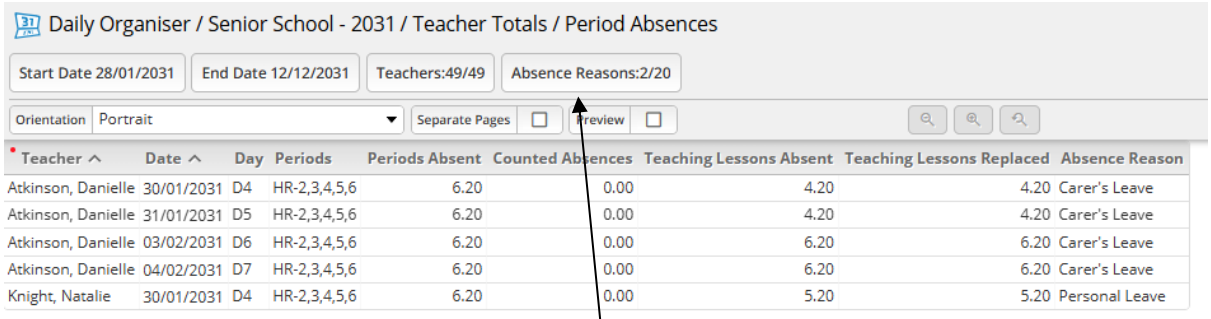
The Period Absences screen lists all teacher absences by date with details of periods absent, counted absences, teaching lessons absent and teaching lessons replaced. This screen can be customised by selecting a subset of teacher and/or absence reason.

On the Task Tree select:
[19B] Teacher Totals – Period Absences



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	Year Level Activity
Alderson, David	29/01/2031	D3	1,2,3,4,5,6				4.00	Excursion
Alderson, David	04/02/2031	D7	HR				0.20	Late
Alderson, David	04/02/2031	D7	1				1.00	Parent Meeting





Only details for these 2 reasons are now displayed.

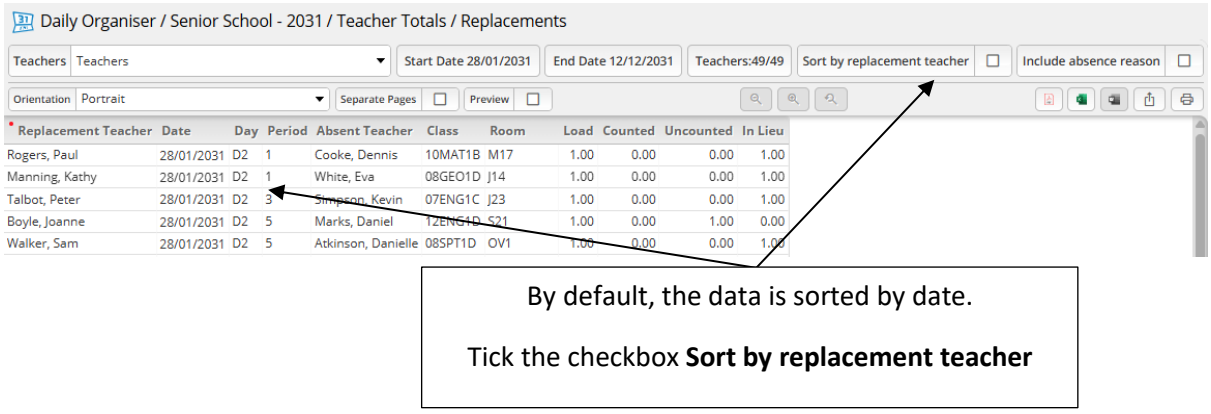
Click **Absence Reasons selected: 2 of 20**
and move all reasons back into the Selected box

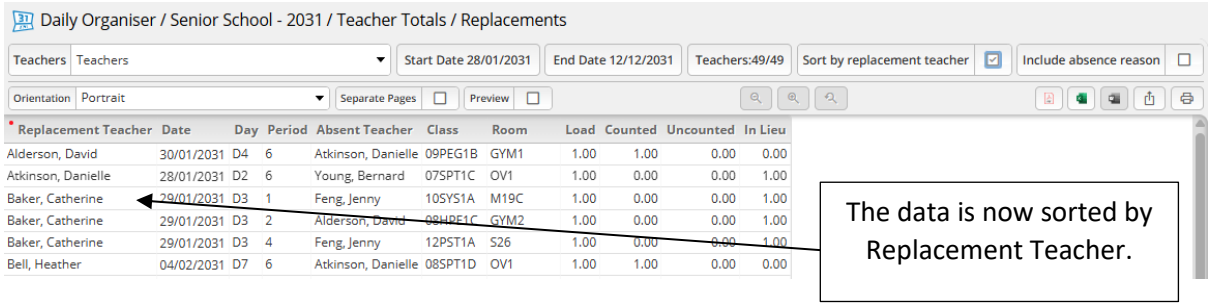
This report is useful if teacher absences need to be reported to the Business Manager on a regular basis. Use the date selector and Absences Reason Selector to customise the data.

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

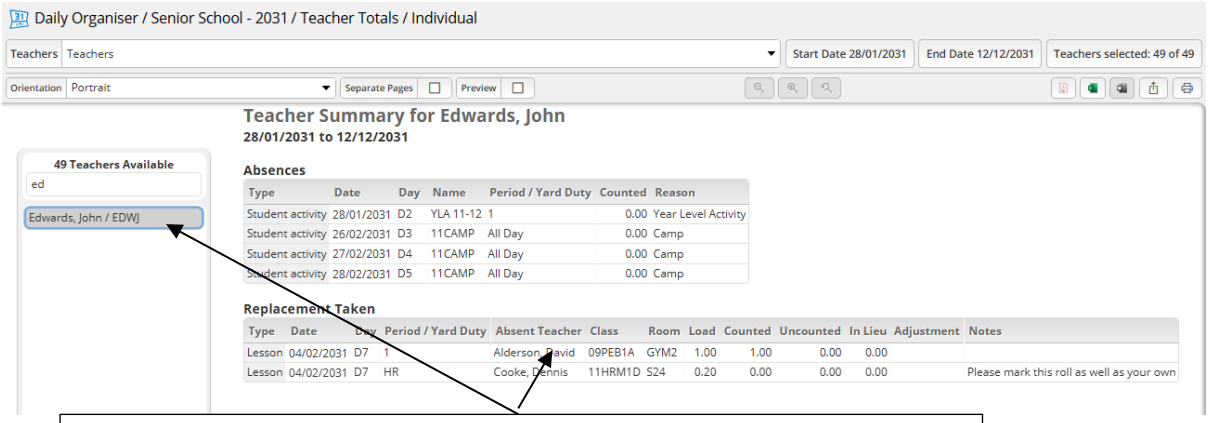




INDIVIDUAL TEACHER SUMMARIES

The Individual screen displays the specific details of absences and replacements for a selected teacher.

On the Task Tree select:
[19F] Teacher Totals – Individual



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.

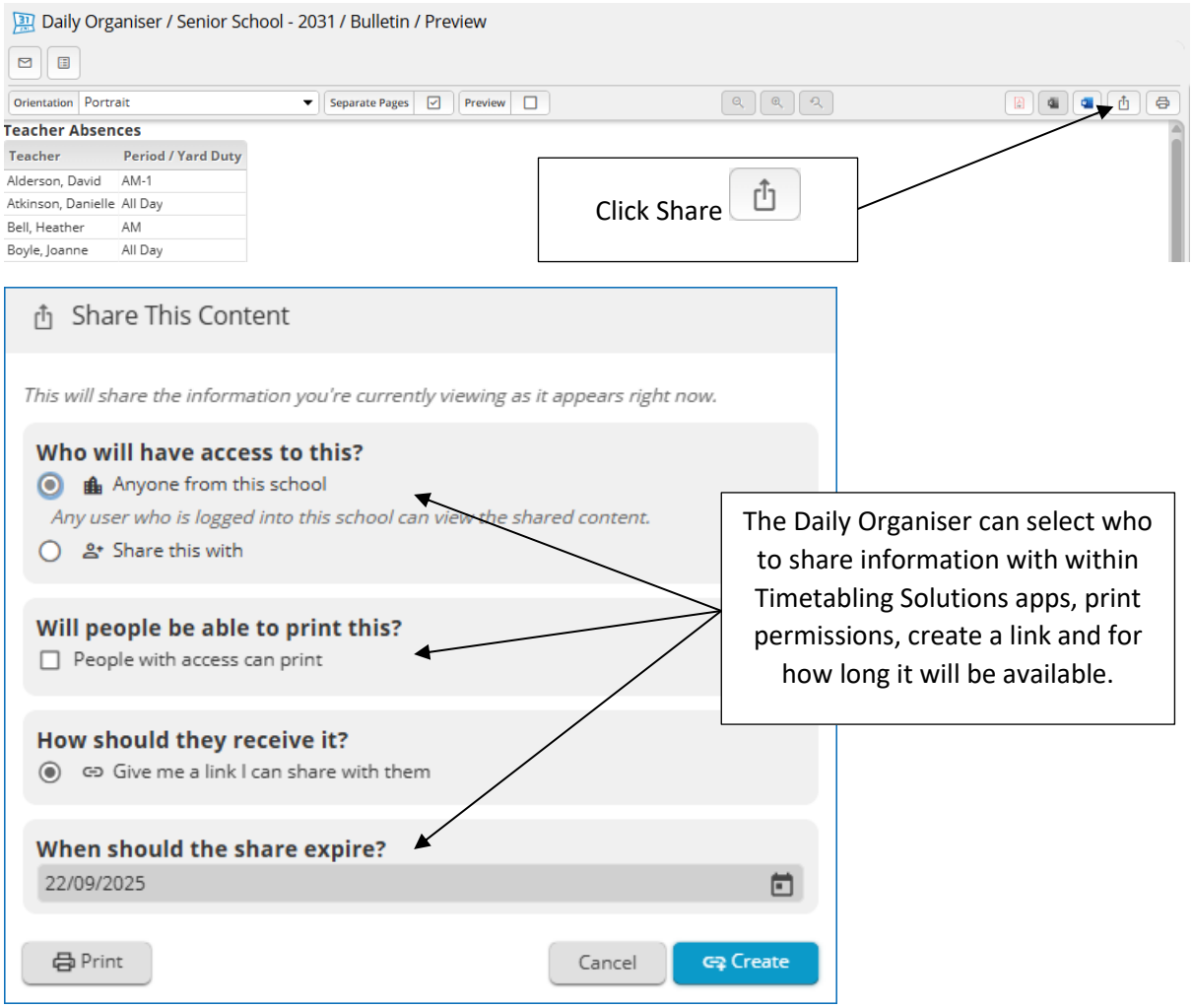
The table below gives a brief description of each report.

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



Timetabling Solutions

Hosted Application

Daily Organiser

Lesson 11 - Timetable Changes and the Home Page

Professional Learning Objectives 258
Skills 258
Published Timetable Files 259
View Published Timetables in Daily Organiser 259
Change the Date 260
Change the Classification of a Teacher 264
Return to an Earlier Date 265
Publish a Timetable in Version 10.1 266
Open Version 10 266
Management Portal 273
Publish Timetables from the Management Portal 274
The Home Page 279
Import and Export Data 279
Multiple Users 281
Publish Daily Organiser 282
Open on Today's Date 284
User's Profile 284
Permit Support Access 286
Help and Support 286
Timetabling Solutions Support 289
Download the Apps 290
Temporary Internet Disruption 292

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:

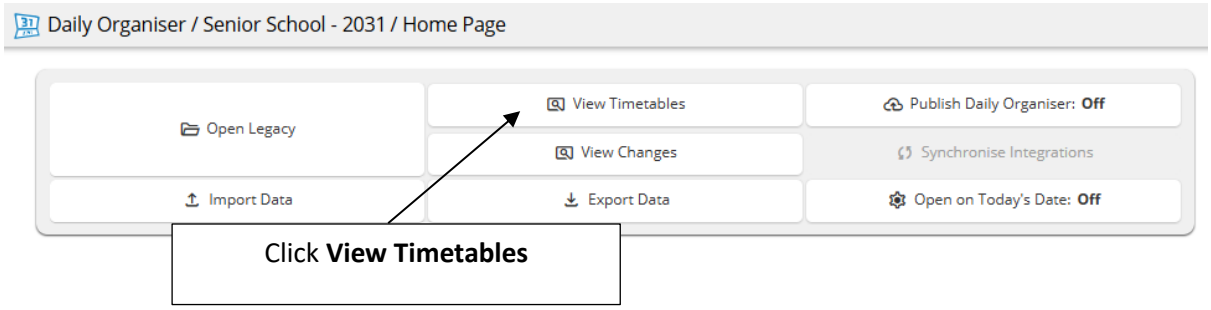
- Fred Flintstone has replaced Rod Adams who will become a casual teacher.
- Wilma Flintstone has replaced David Alderson who has retired.
- Marie Curie, who is currently a casual teacher, will be replacing Dennis Cooke while he is on long service leave.

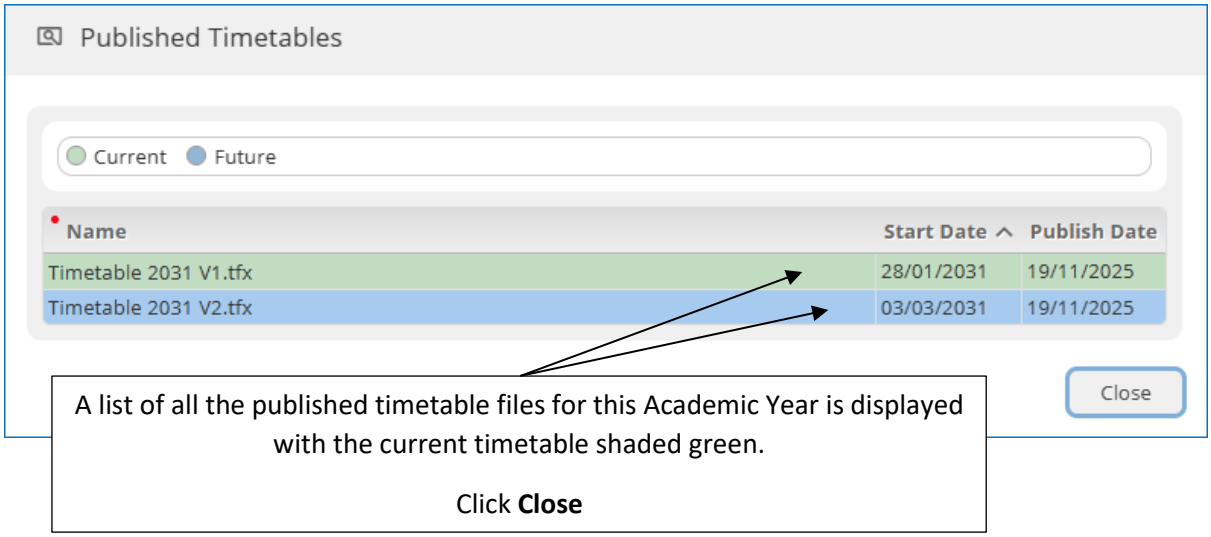
It is important that there is good communication between the Timetabler and the Daily Organiser. When major changes are made the Daily Organiser needs to update data in the app for new teachers.

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.



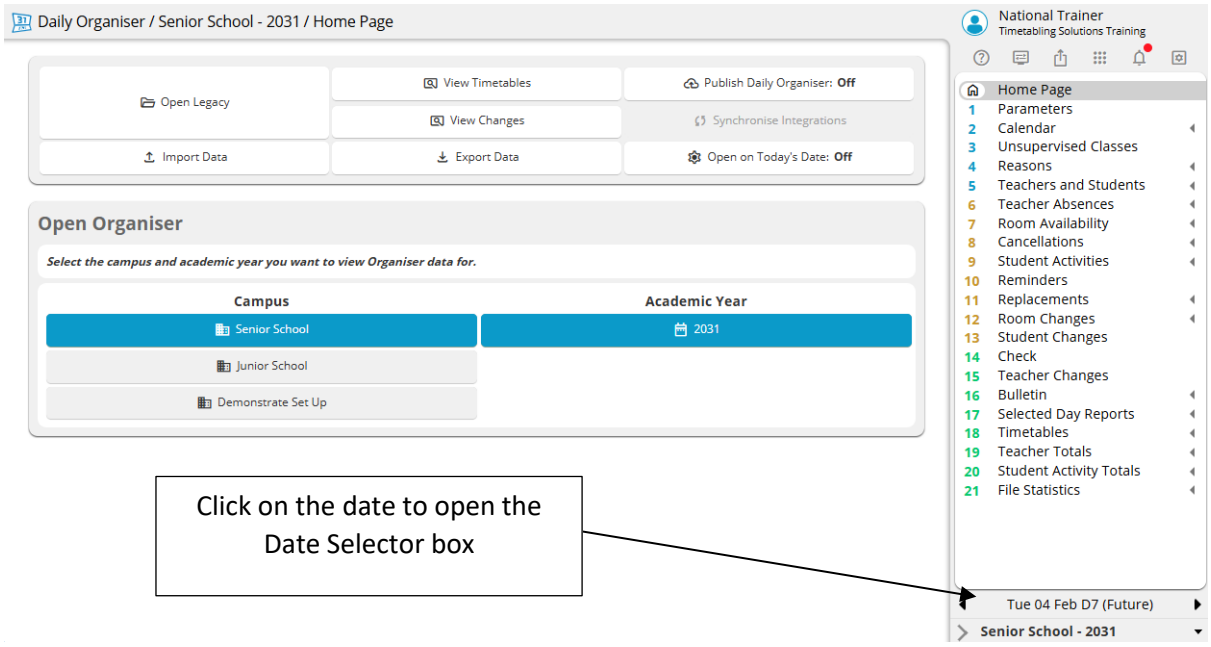


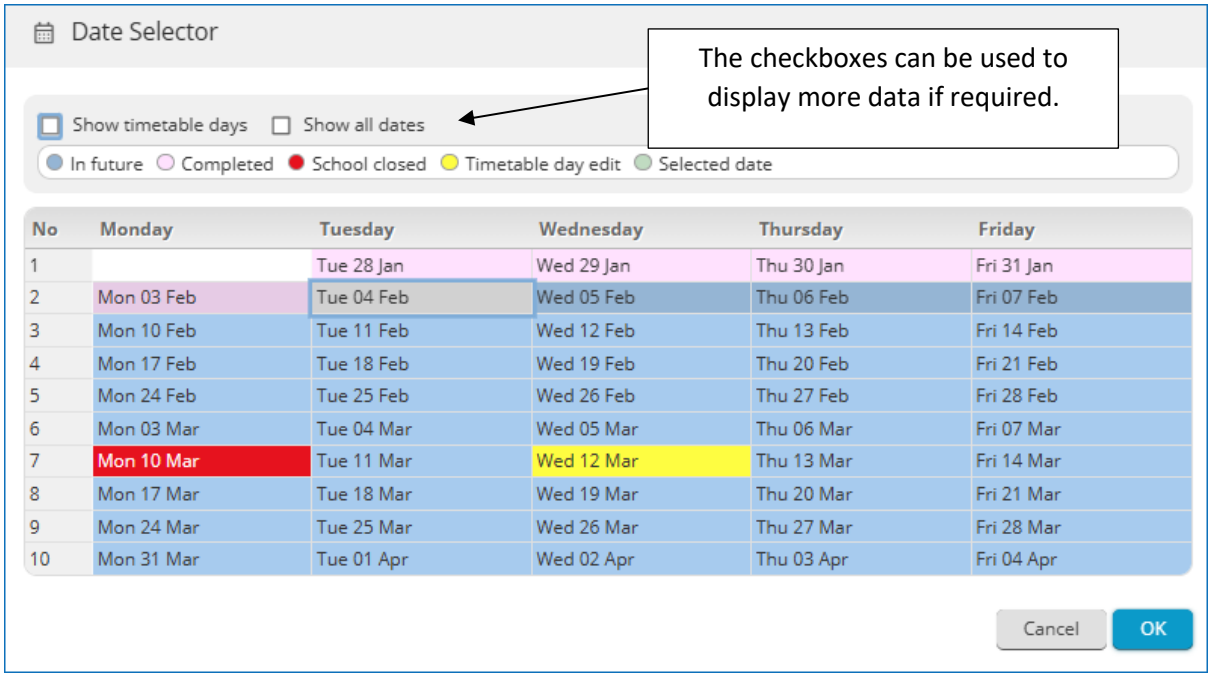
For all dates between 28/01/2031 and 02/03/2031 the first file will be read by the Daily Organiser app. For all dates on and after the 03/03/2031 the second file will be read.

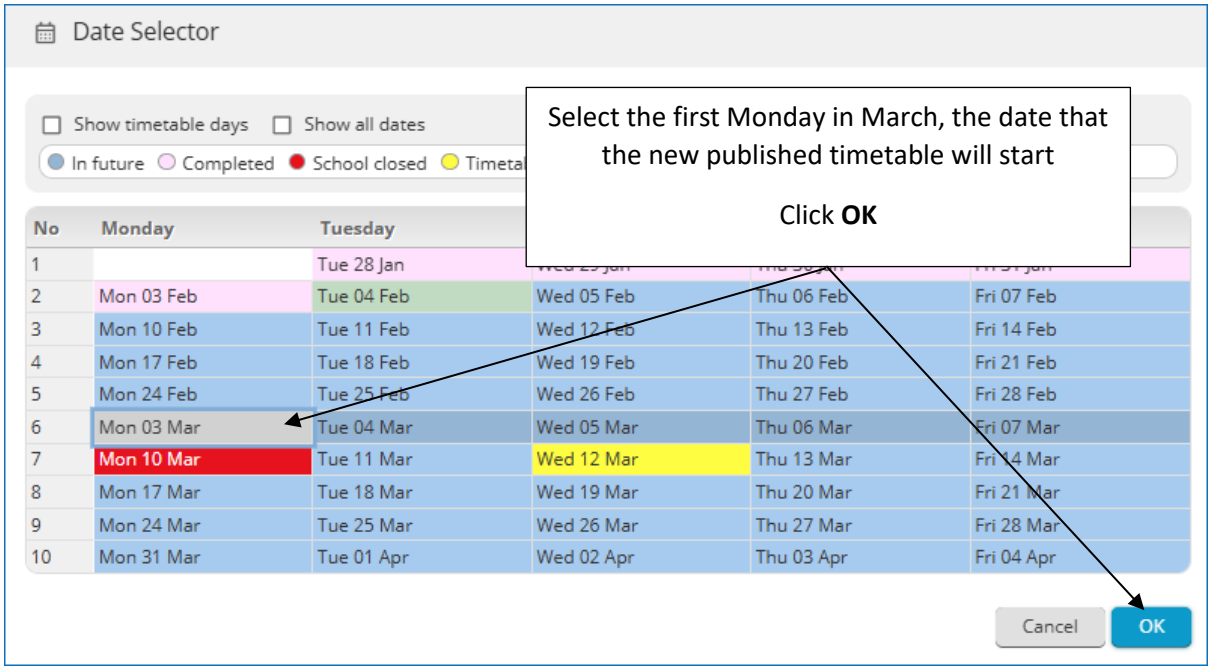
CHANGE THE DATE

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.



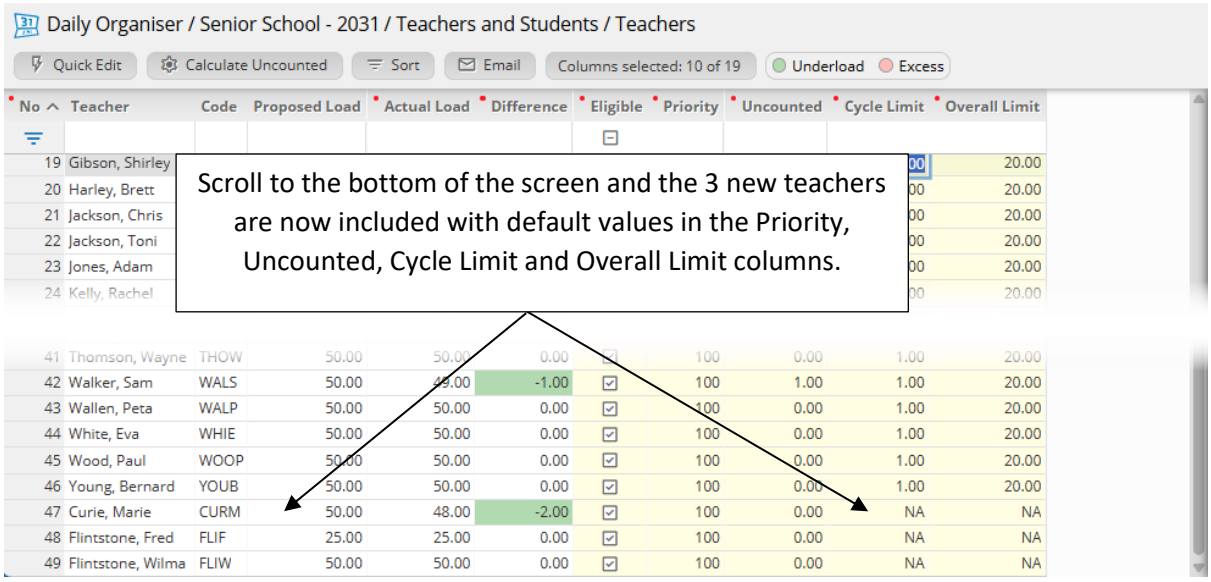




No	Monday	Tuesday			
1		Tue 28 Jan			
2	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 10 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	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

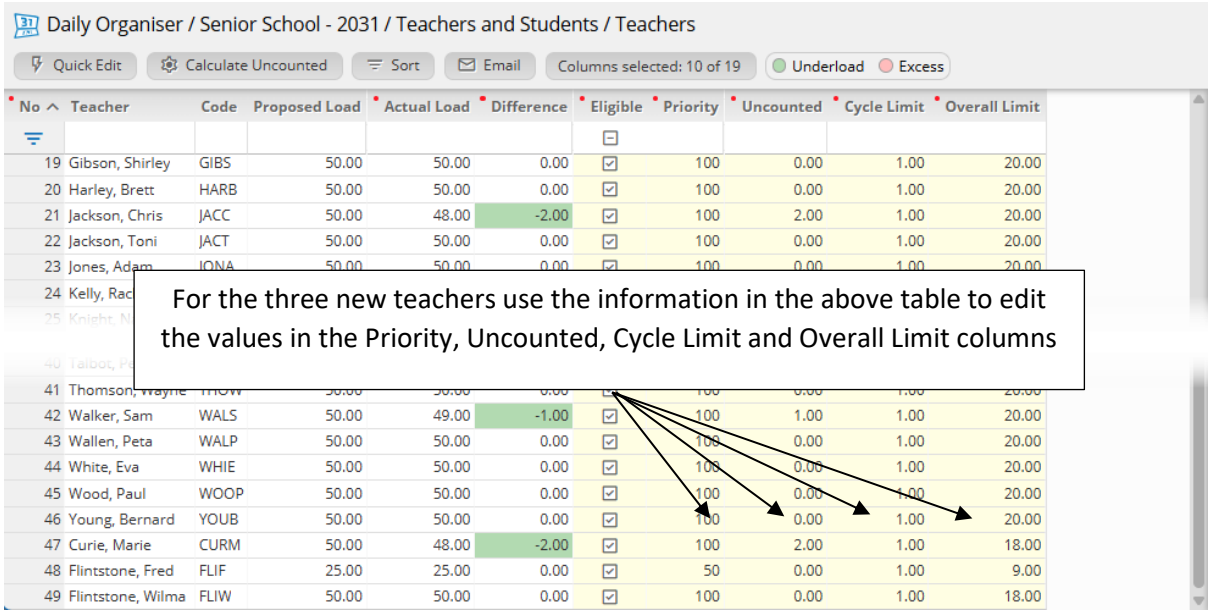
Alternatively, the date can be selected by double clicking on it.

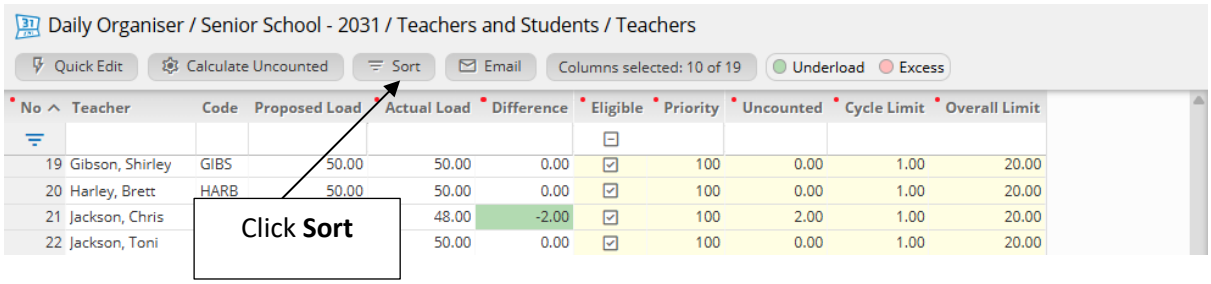
On the Task Tree select:
[5A] Teachers and Students - Teachers

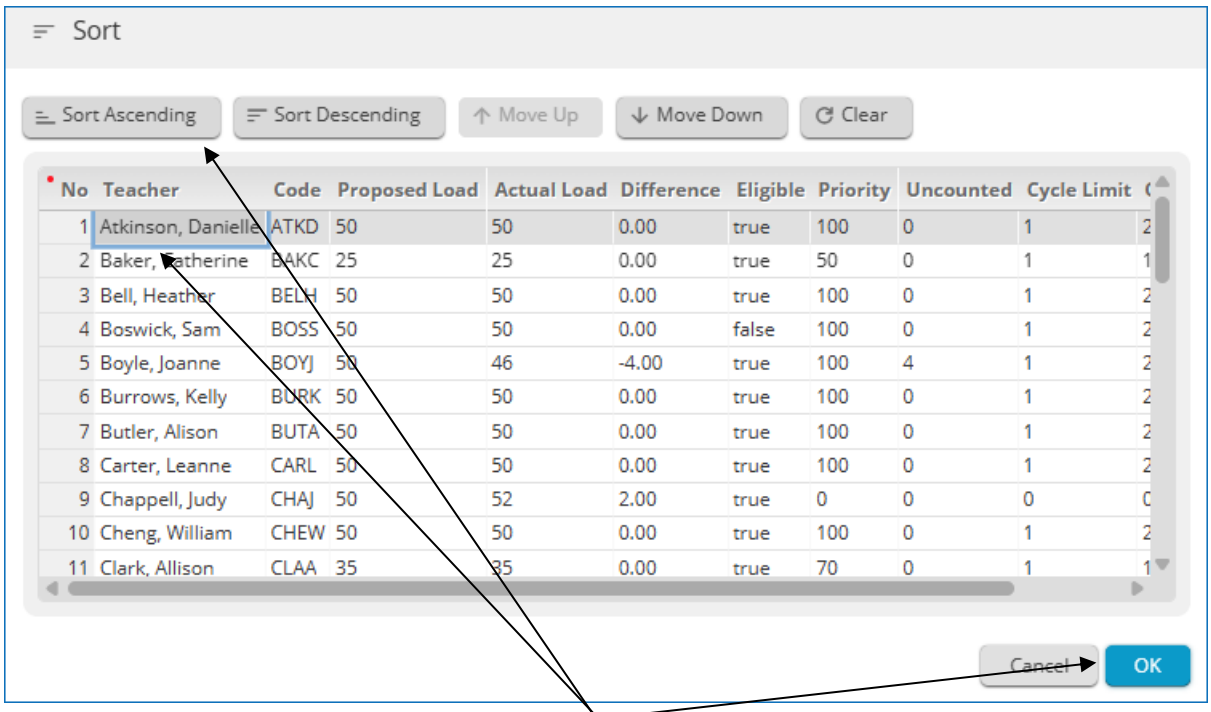


No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley								00	20.00
20	Harley, Brett								00	20.00
21	Jackson, Chris								00	20.00
22	Jackson, Toni								00	20.00
23	Jones, Adam								00	20.00
24	Kelly, Rachel								00	20.00
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

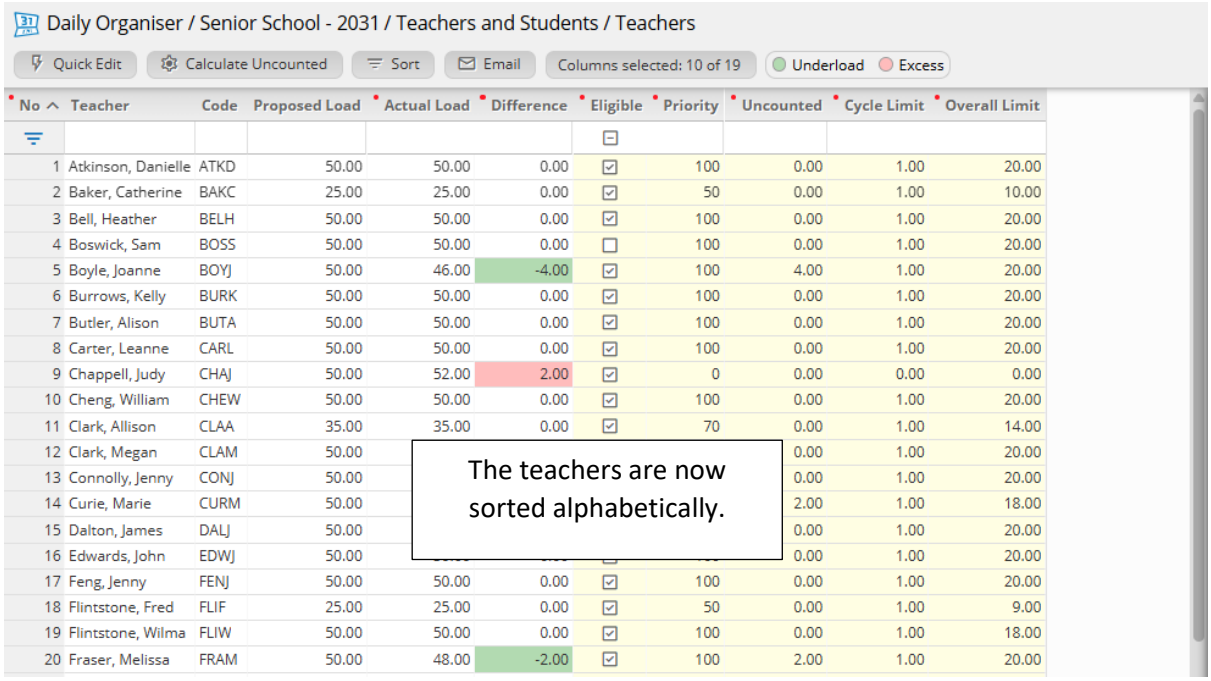






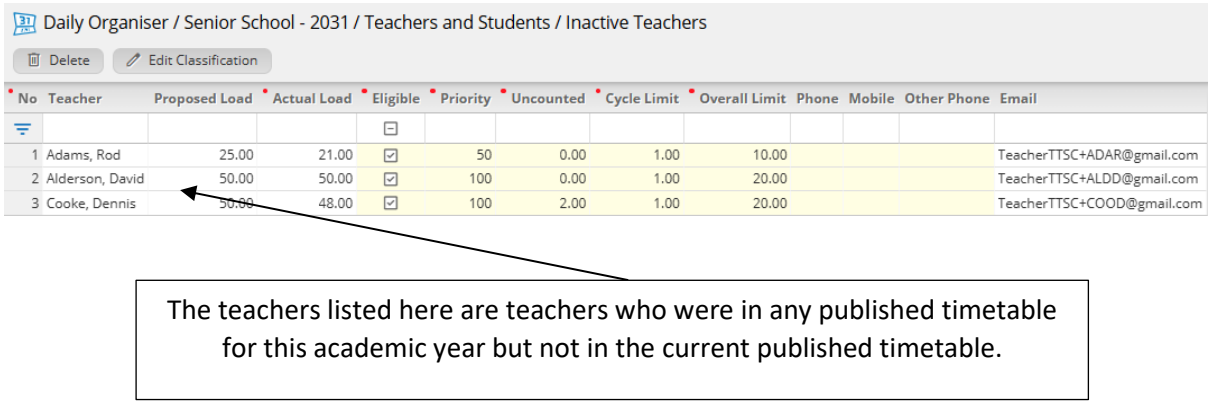
Click on a teacher in the first column and click **Sort Ascending**

Click **OK**



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	☑	100	0.00	1.00	20.00
2	Baker, Catherine	BAKC	25.00	25.00	0.00	☑	50	0.00	1.00	10.00
3	Bell, Heather	BELH	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
4	Boswick, Sam	BOSS	50.00	50.00	0.00	☐	100	0.00	1.00	20.00
5	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	☑	100	4.00	1.00	20.00
6	Burrows, Kelly	BURK	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
7	Butler, Alison	BUTA	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
8	Carter, Leanne	CARL	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
9	Chappell, Judy	CHAJ	50.00	52.00	2.00	☑	0	0.00	0.00	0.00
10	Cheng, William	CHEW	50.00	50.00	0.00	☑	100	0.00	1.00	20.00
11	Clark, Allison	CLAA	35.00	35.00	0.00	☑	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	☑	100	0.00	1.00	20.00
18	Flintstone, Fred	FLIF	25.00	25.00	0.00	☑	50	0.00	1.00	9.00
19	Flintstone, Wilma	FLIW	50.00	50.00	0.00	☑	100	0.00	1.00	18.00
20	Fraser, Melissa	FRAM	50.00	48.00	-2.00	☑	100	2.00	1.00	20.00

On the Task Tree select:
[5C] Teachers and Students - Inactive Teachers



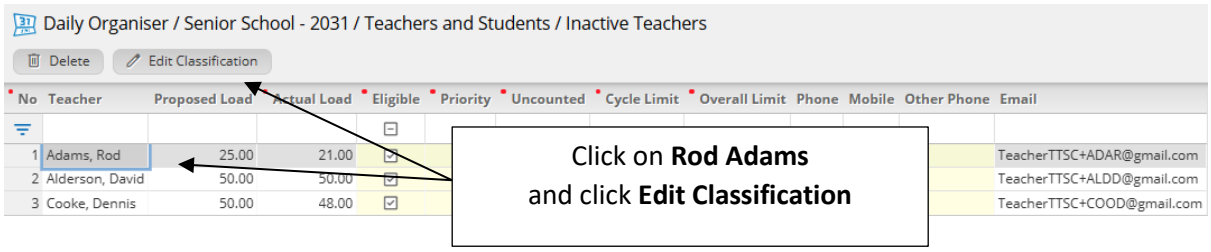
No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams, Rod	25.00	21.00	☑	50	0.00	1.00	10.00				TeacherTTSC+ADAR@gmail.com
2	Alderson, David	50.00	50.00	☑	100	0.00	1.00	20.00				TeacherTTSC+ALDD@gmail.com
3	Cooke, Dennis	50.00	48.00	☑	100	2.00	1.00	20.00				TeacherTTSC+COOD@gmail.com

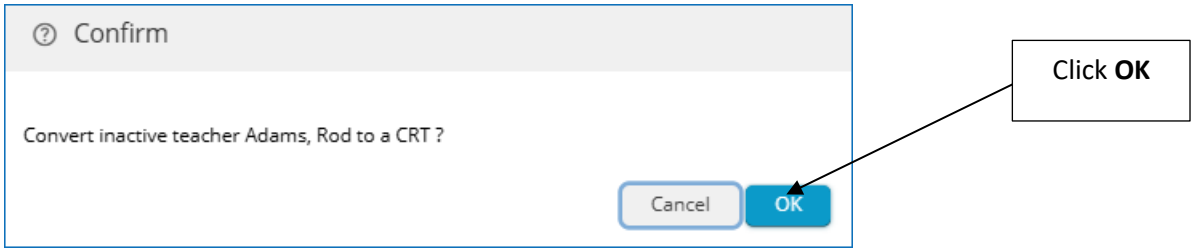
Warning: Although there is a button to delete teachers from this list, it is strongly recommended that teachers are not deleted. If a teacher is deleted, all historical data for that teacher is removed from the file. That is, there will be no records of absences or replacements taken for deleted teachers.

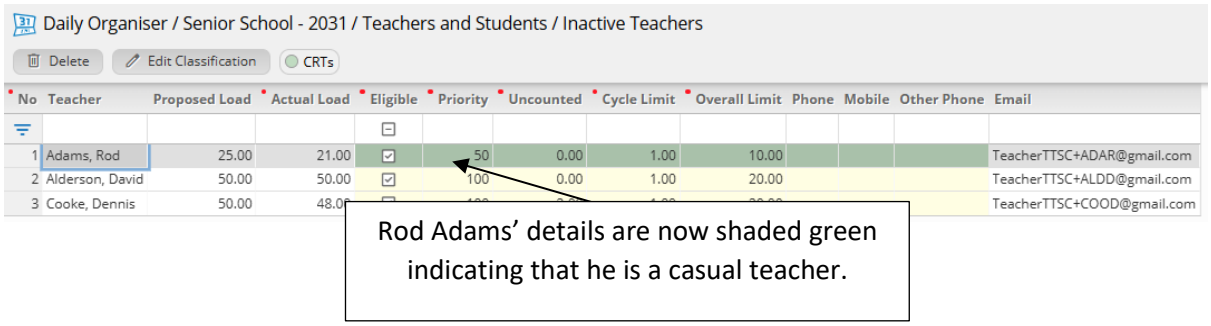
CHANGE THE CLASSIFICATION OF A TEACHER

When timetable changes are made, it is often necessary to change the classification of a teacher or teachers. In this case:

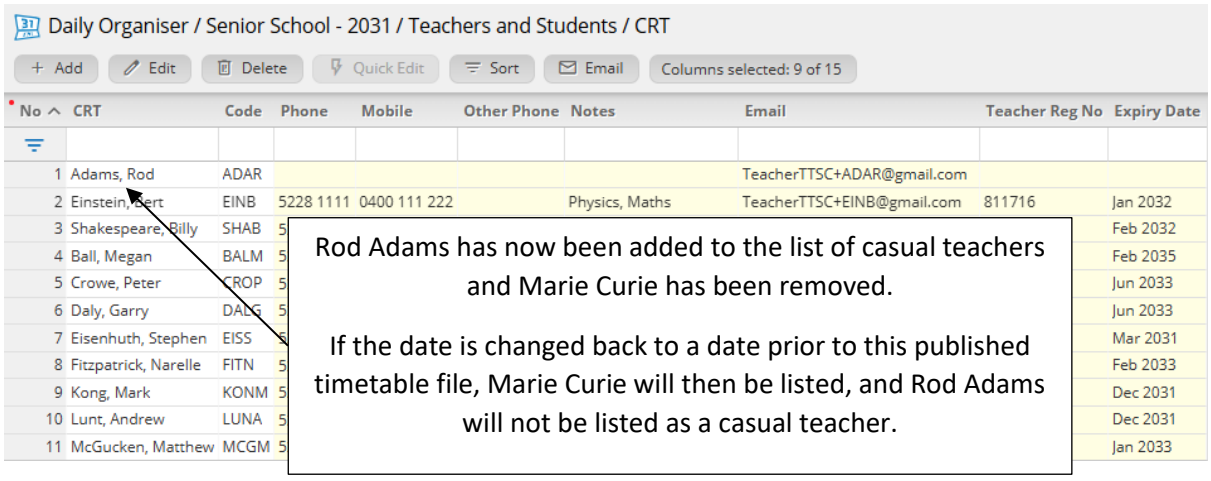
- Marie Curie was a casual teacher before the change, and she is now a full time teacher.
- Rod Adams was a part time teacher, and he now wants to be a casual teacher.





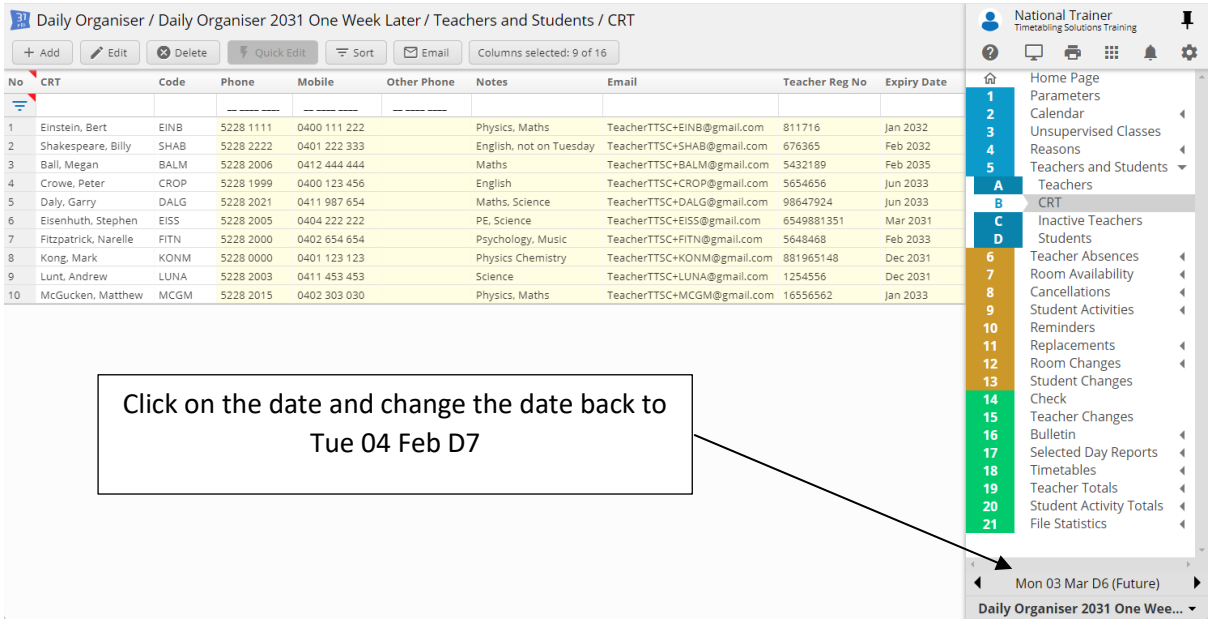


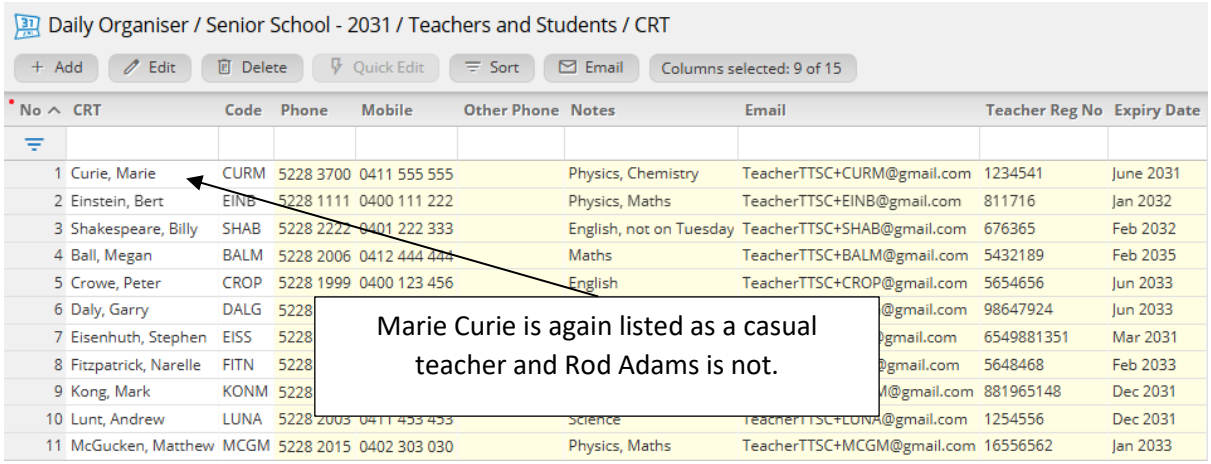
On the Task Tree select:
[5B] Teachers and Students - CRT



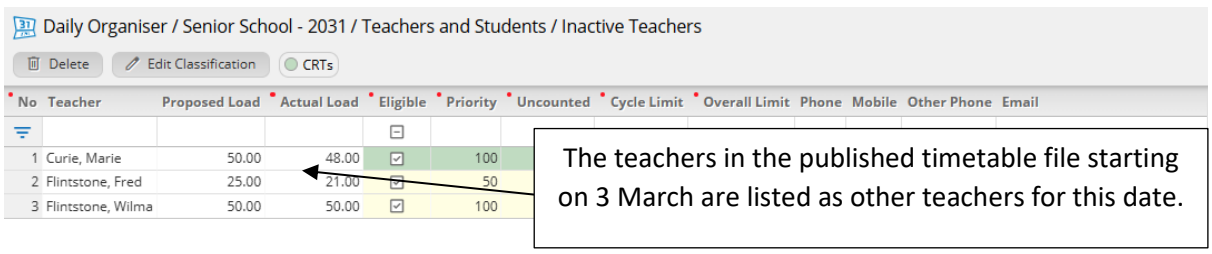
RETURN TO AN EARLIER DATE

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.





On the Task Tree select:
[5C] Teachers and Students – Inactive Teachers



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

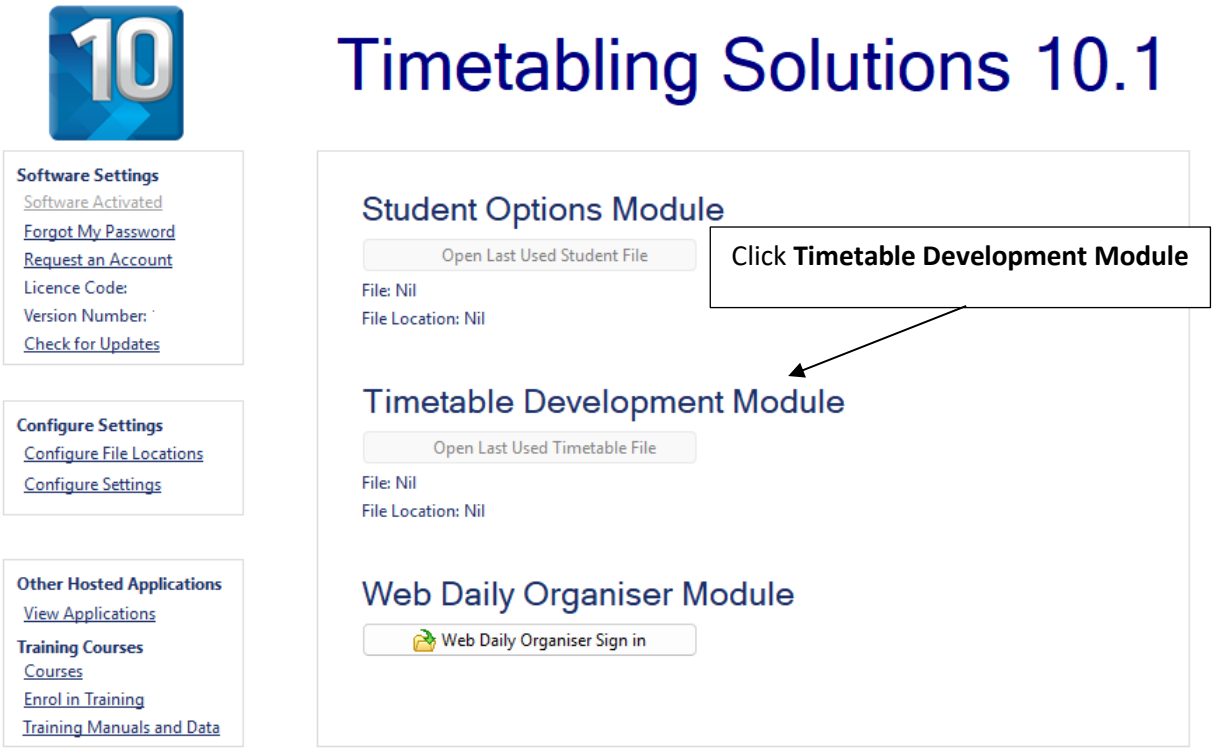
When adding staff as users in the Management Portal it is important that staff are assigned to the correct **roles in the Management Portal** to enable the staff to perform their roles within the school.

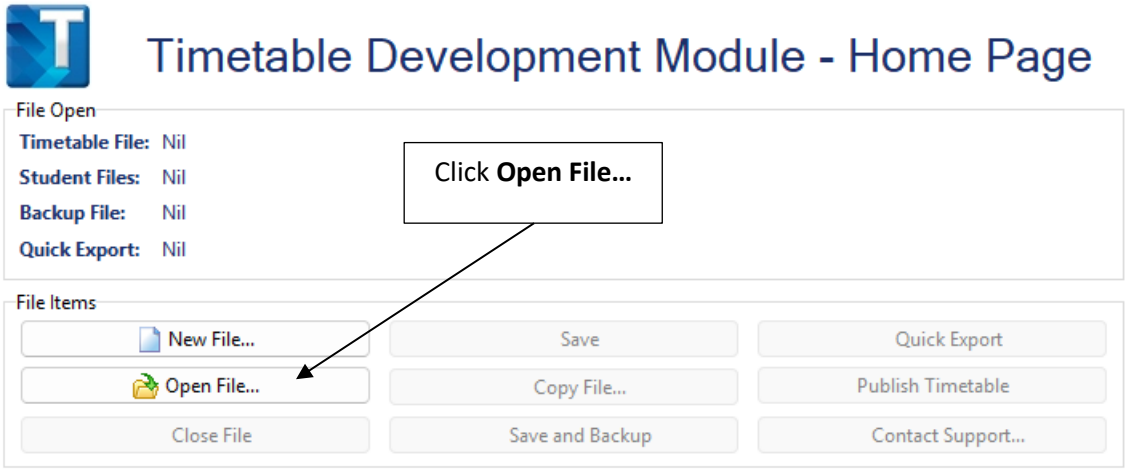
The person responsible for constructing the timetable will need to be assigned the role of **Timetabler** (to be able to use the Version 10.1) on the desktop.

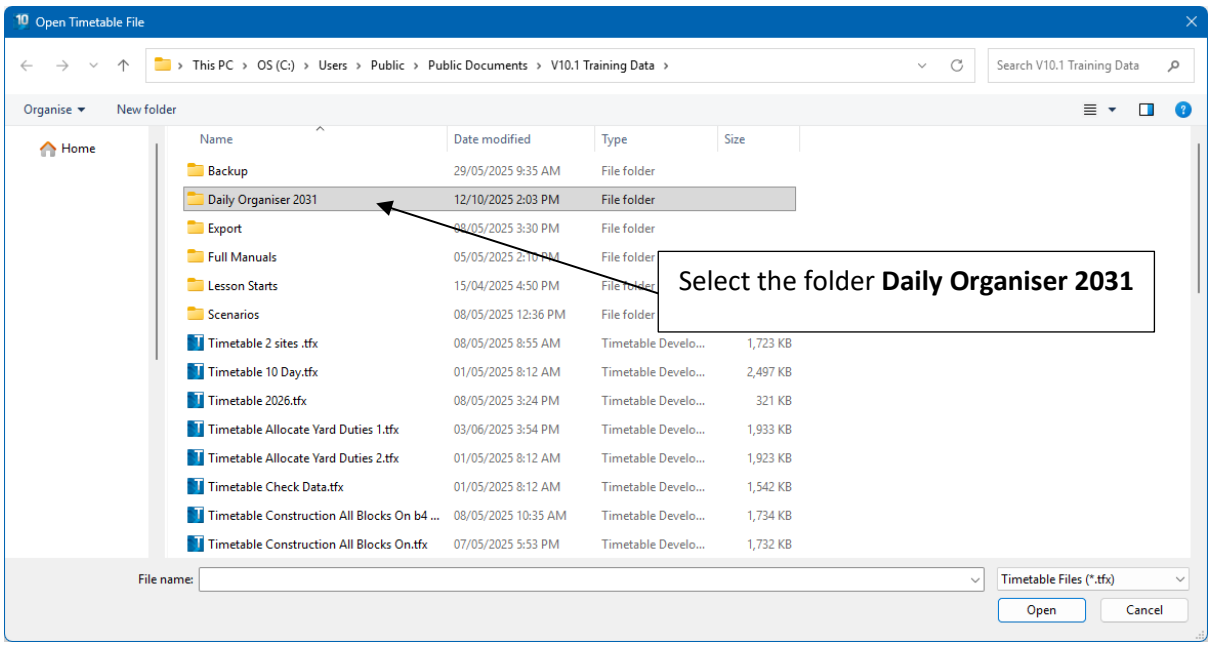
The person who uses the Daily Organiser module will need to be assigned the role of **Daily Organiser**. If this person is also responsible for uploading published timetables, they would also need to be assigned the role of **Timetabler.**

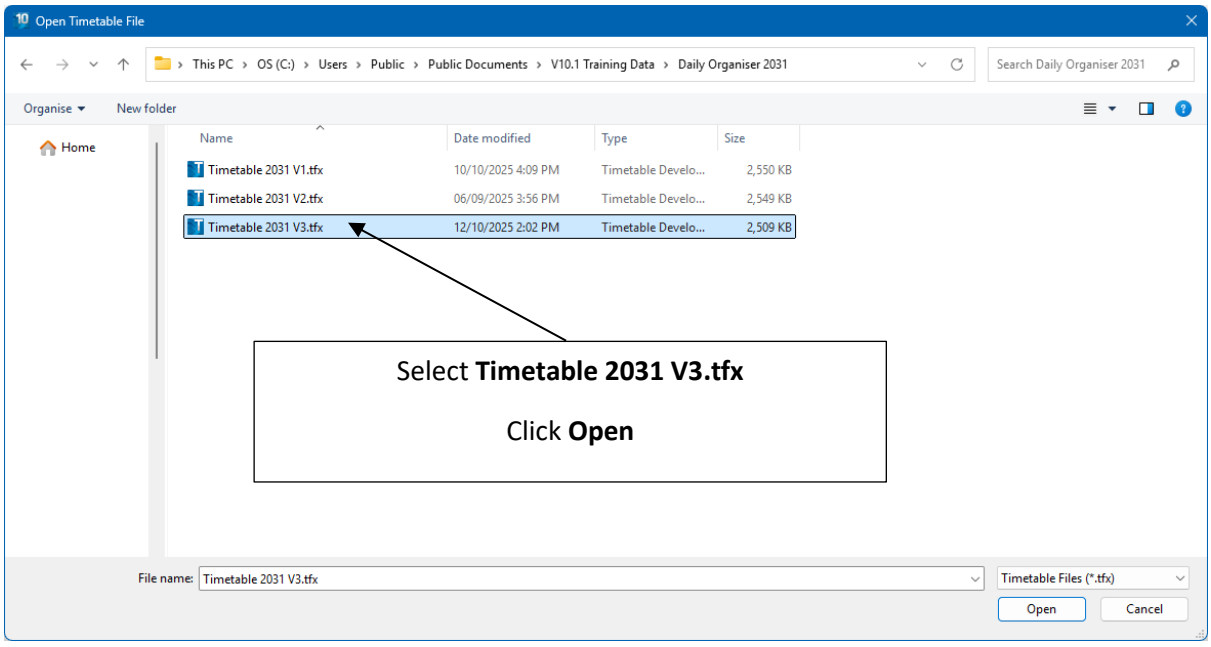
OPEN VERSION 10

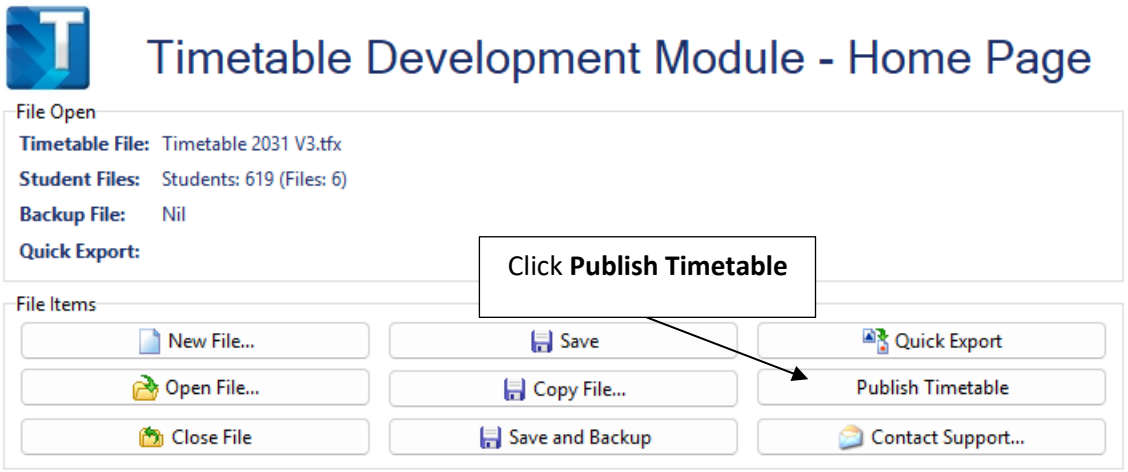
On the Desktop, open Timetabling Solutions Version 10.1.



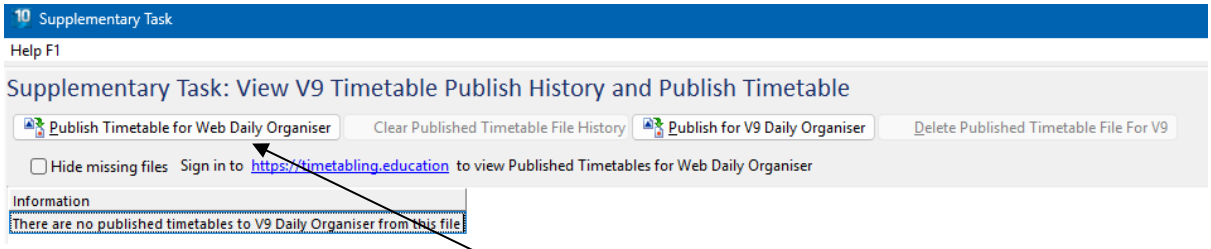

Timetable Development Module - Home Page
File Open
Timetable File: Nil
Student Files: Nil
Backup File: Nil
Quick Export: Nil
Click Open File...
File Items
New File...
Open File...
Close File
Save
Copy File...
Save and Backup
Quick Export
Publish Timetable
Contact Support...


Open Timetable File
This PC › OS (C:) › Users › Public › Public Documents › V10.1 Training Data ›
Search V10.1 Training Data
Organise
New folder
Home
Name
Date modified
Type
Size
Backup 29/05/2025 9:35 AM File folder
Daily Organiser 2031 12/10/2025 2:03 PM File folder
Export File folder
Full Manuals 05/05/2025 2:10 PM File folder
Lesson Starts 15/04/2025 4:50 PM File folder
Scenarios 08/05/2025 12:36 PM File folder
Timetable 2 sites .tfx 08/05/2025 8:55 AM Timetable Develo... 1,723 KB
Timetable 10 Day.tfx 01/05/2025 8:12 AM Timetable Develo... 2,497 KB
Timetable 2026.tfx 08/05/2025 3:24 PM Timetable Develo... 321 KB
Timetable Allocate Yard Duties 1.tfx 03/06/2025 3:54 PM Timetable Develo... 1,933 KB
Timetable Allocate Yard Duties 2.tfx 01/05/2025 8:12 AM Timetable Develo... 1,923 KB
Timetable Check Data.tfx 01/05/2025 8:12 AM Timetable Develo... 1,542 KB
Timetable Construction All Blocks On b4 ... 08/05/2025 10:35 AM Timetable Develo... 1,734 KB
Timetable Construction All Blocks On.tfx 07/05/2025 5:53 PM Timetable Develo... 1,732 KB
Select the folder Daily Organiser 2031
File name:
Timetable Files (*.tfx)
Open
Cancel

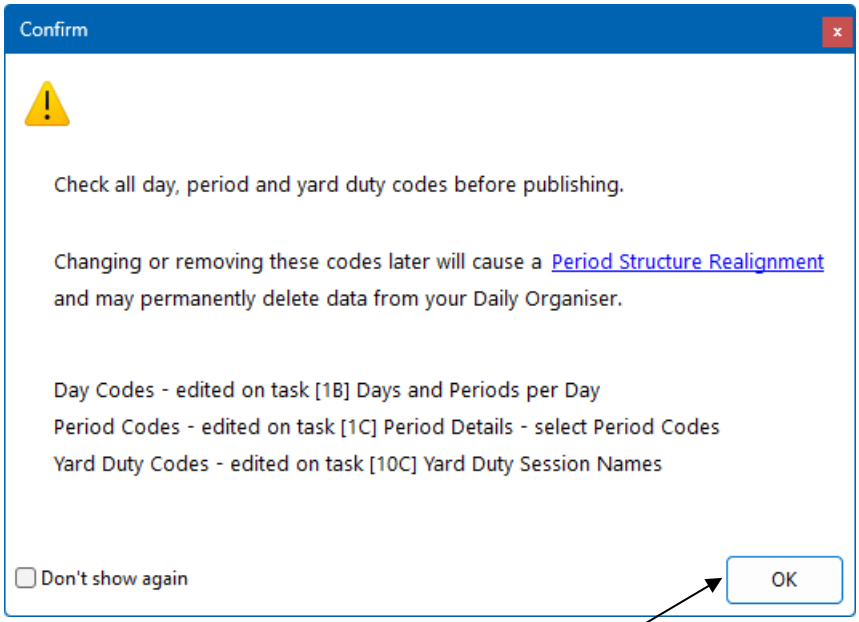

Open Timetable File
This PC › OS (C:) › Users › Public › Public Documents › V10.1 Training Data › Daily Organiser 2031
Search Daily Organiser 2031
Organise
New folder
Home
Name
Date modified
Type
Size
Timetable 2031 V1.tfx 10/10/2025 4:09 PM Timetable Develo... 2,550 KB
Timetable 2031 V2.tfx 06/09/2025 3:56 PM Timetable Develo... 2,549 KB
Timetable 2031 V3.tfx 12/10/2025 2:02 PM Timetable Develo... 2,509 KB
Select Timetable 2031 V3.tfx
Click Open
File name: Timetable 2031 V3.tfx
Timetable Files (*.tfx)
Open
Cancel



Click **Publish Timetable**



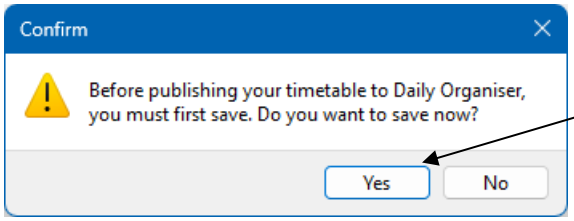
Click **Publish Timetable for Web Daily Organiser**



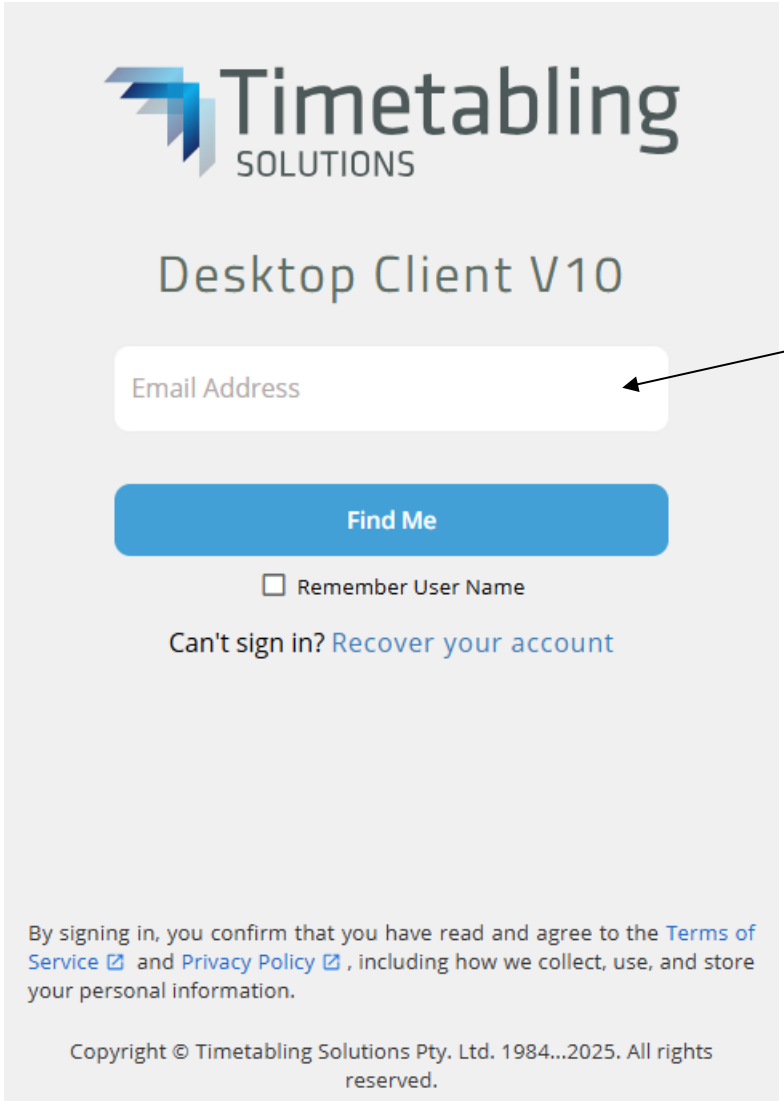
This is a warning message for the first time the timetable is published.

After the first publish the checkbox can be ticked so that it does not appear again.

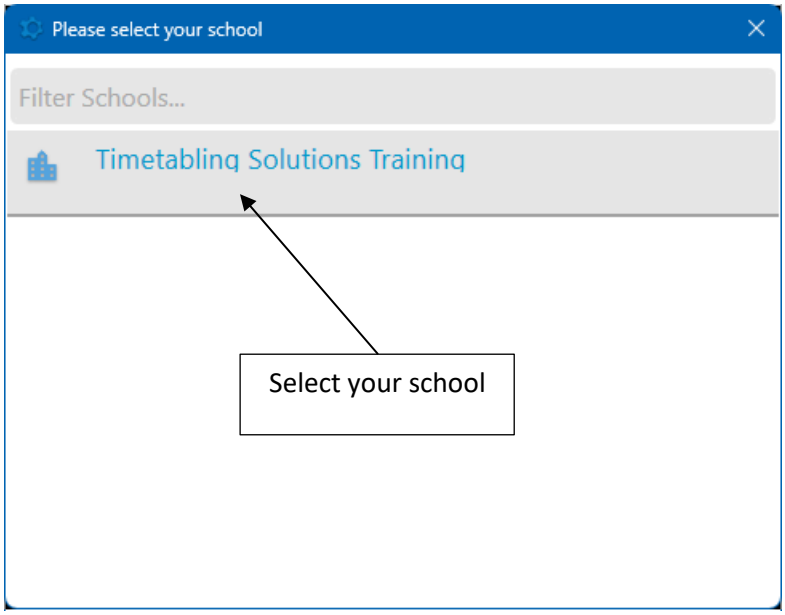
Click **OK**

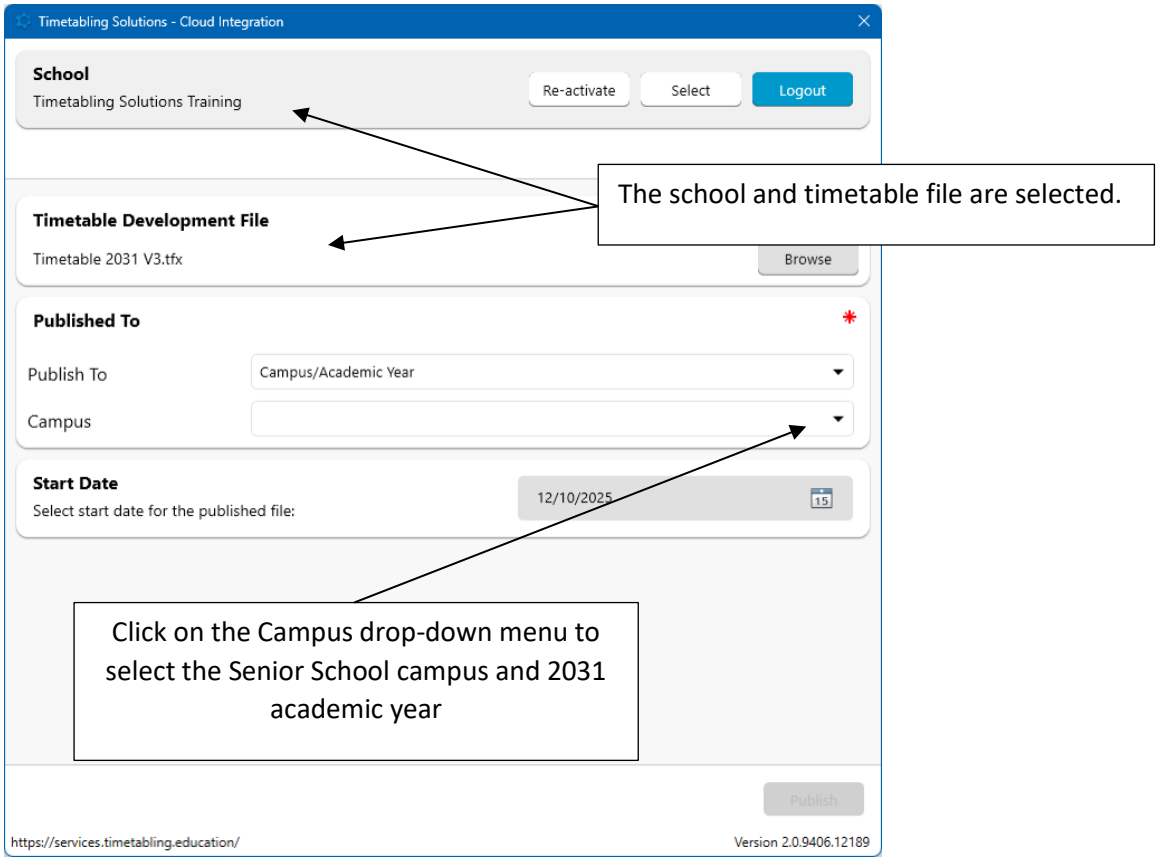


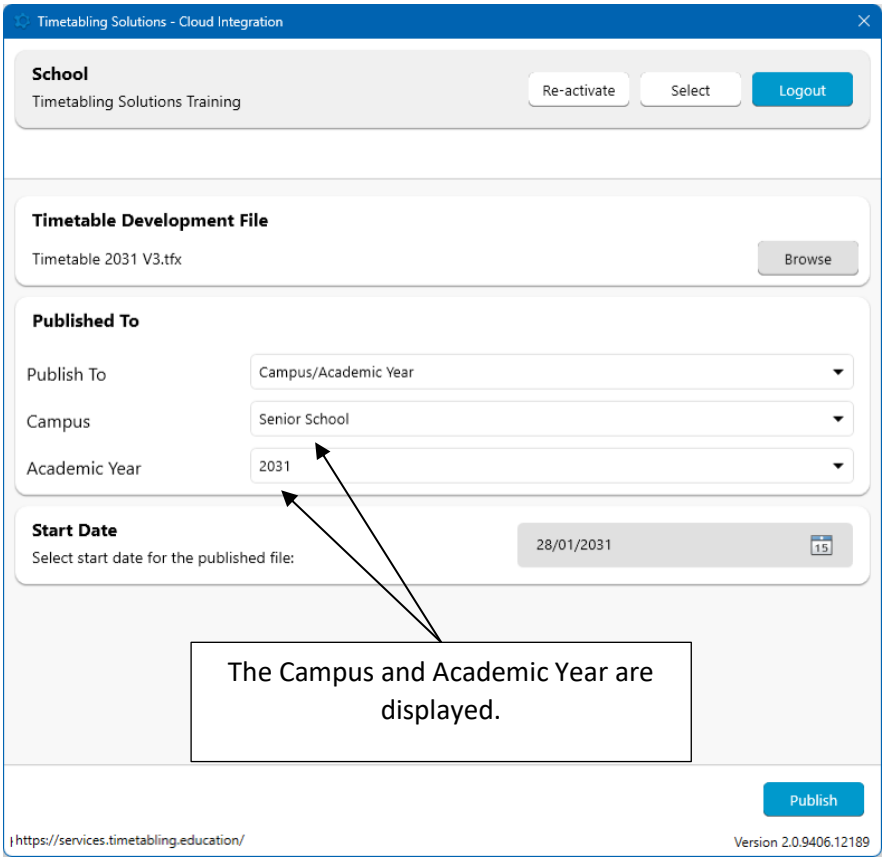
Click **Yes**

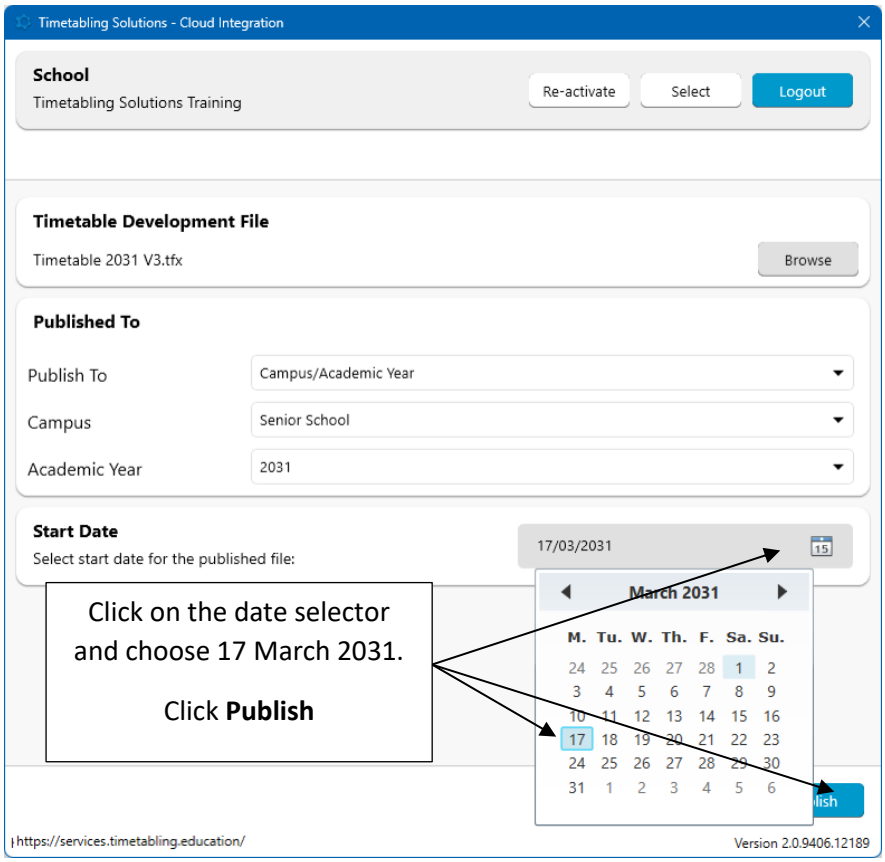


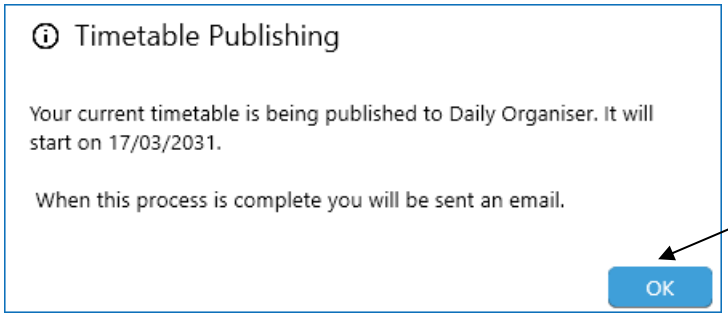
Enter your credentials to log in

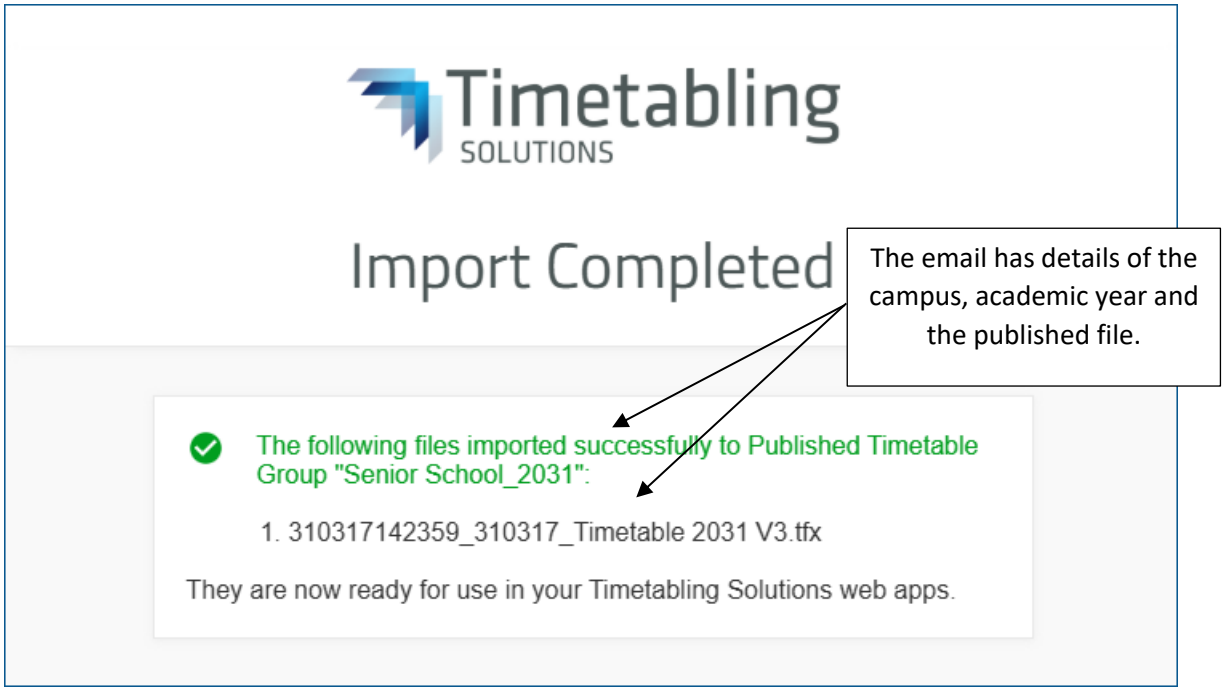

Please select your school
Filter Schools...
Timetabling Solutions Training
Select your school

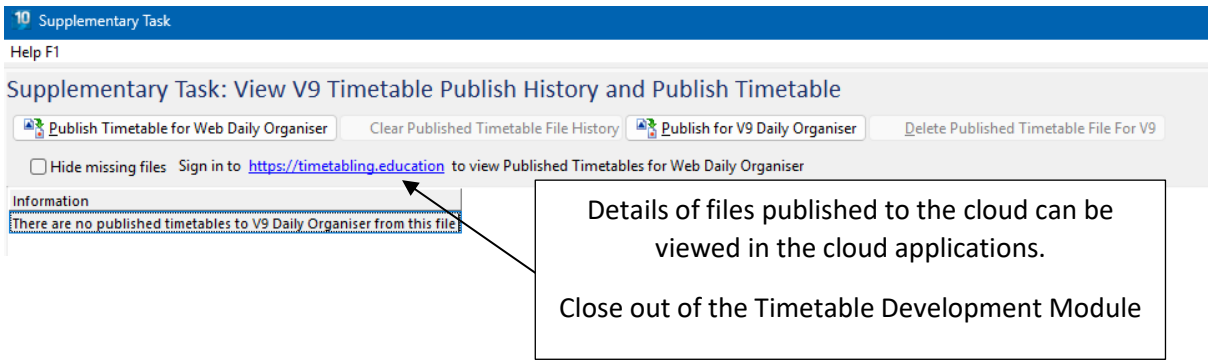

Timetabling Solutions - Cloud Integration
School
Timetabling Solutions Training
Re-activate
Select
Logout
Timetable Development File
Timetable 2031 V3.tfx
Browse
Published To
Publish To
Campus/Academic Year
Campus
Start Date
Select start date for the published file:
12/10/2025
Publish
https://services.timetabling.education/
Version 2.0.9406.12189
The school and timetable file are selected.
Click on the Campus drop-down menu to select the Senior School campus and 2031 academic year


Timetabling Solutions - Cloud Integration
School
Timetabling Solutions Training
Re-activate
Select
Logout
Timetable Development File
Timetable 2031 V3.tfx
Browse
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


Timetabling Solutions - Cloud Integration
School
Timetabling Solutions Training
Re-activate
Select
Logout
Timetable Development File
Timetable 2031 V3.tfx
Browse
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
March 2031
M. Tu. W. Th. F. Sa. Su.
Click on the date selector and choose 17 March 2031.
Click Publish
https://services.timetabling.education/
Version 2.0.9406.12189

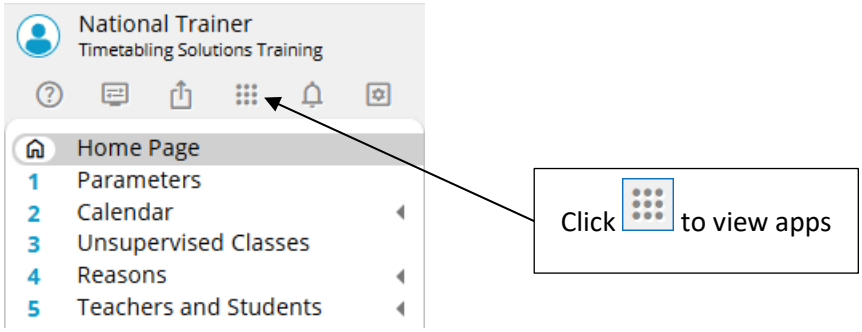

Timetable Publishing
Your current timetable is being published to Daily Organiser. It will start on 17/03/2031.
When this process is complete you will be sent an email.
OK
Click **OK**

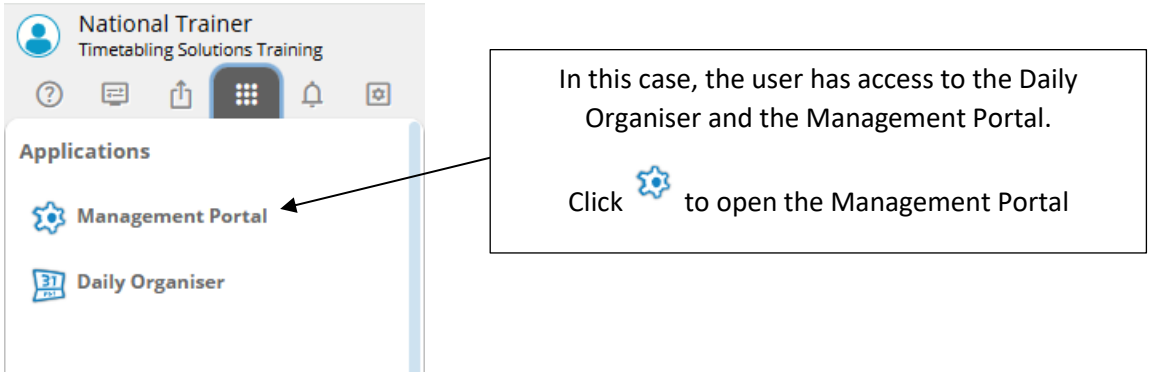

Timetabling SOLUTIONS
Import Completed
The following files imported successfully to Published Timetable Group "Senior School_2031":
1. 310317142359_310317_Timetable 2031 V3.tfx
They are now ready for use in your Timetabling Solutions web apps.
The email has details of the campus, academic year and the published file.

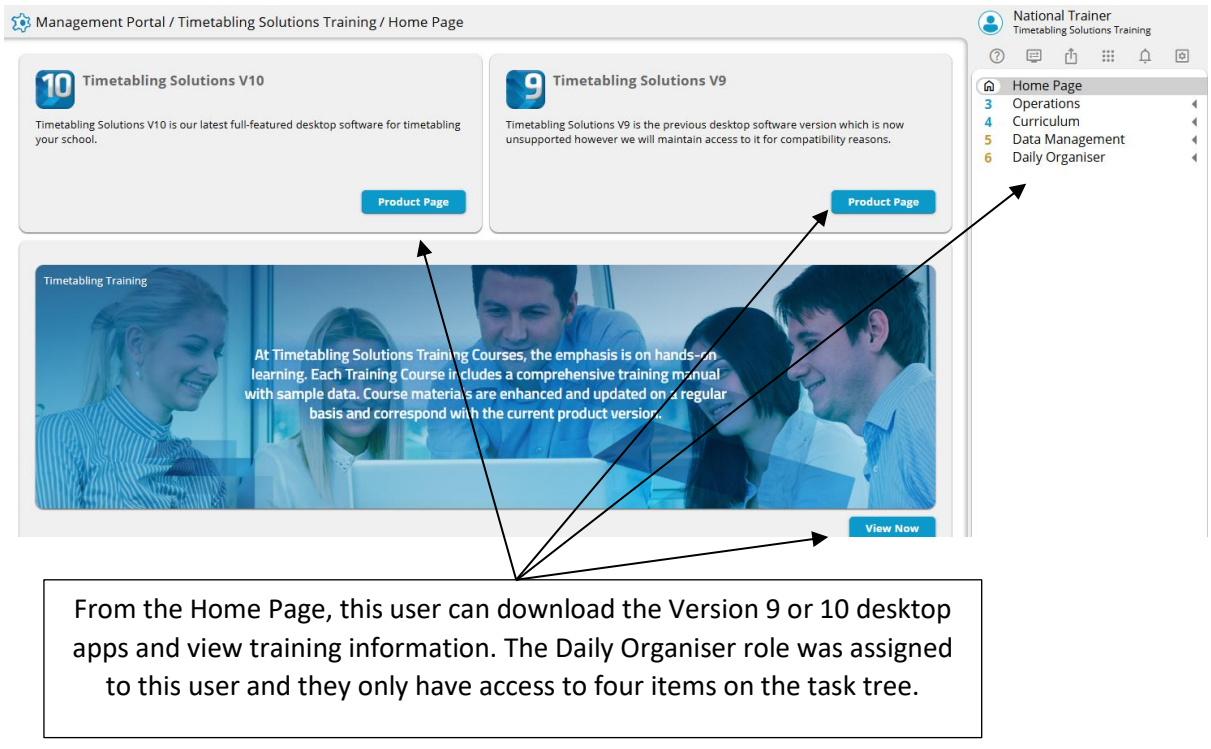

Supplementary Task
Help F1
Supplementary Task: View V9 Timetable Publish History and Publish Timetable
Publish Timetable for Web Daily Organiser
Clear Published Timetable File History
Publish for V9 Daily Organiser
Delete Published Timetable File For V9
Hide missing files
Sign in to https://timetabling.education 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.





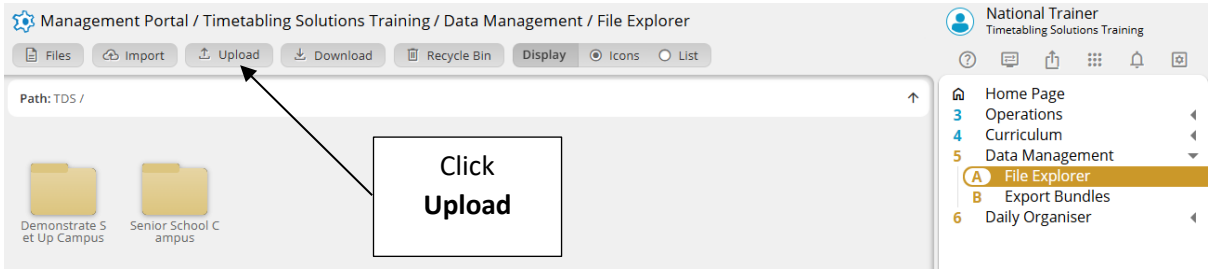


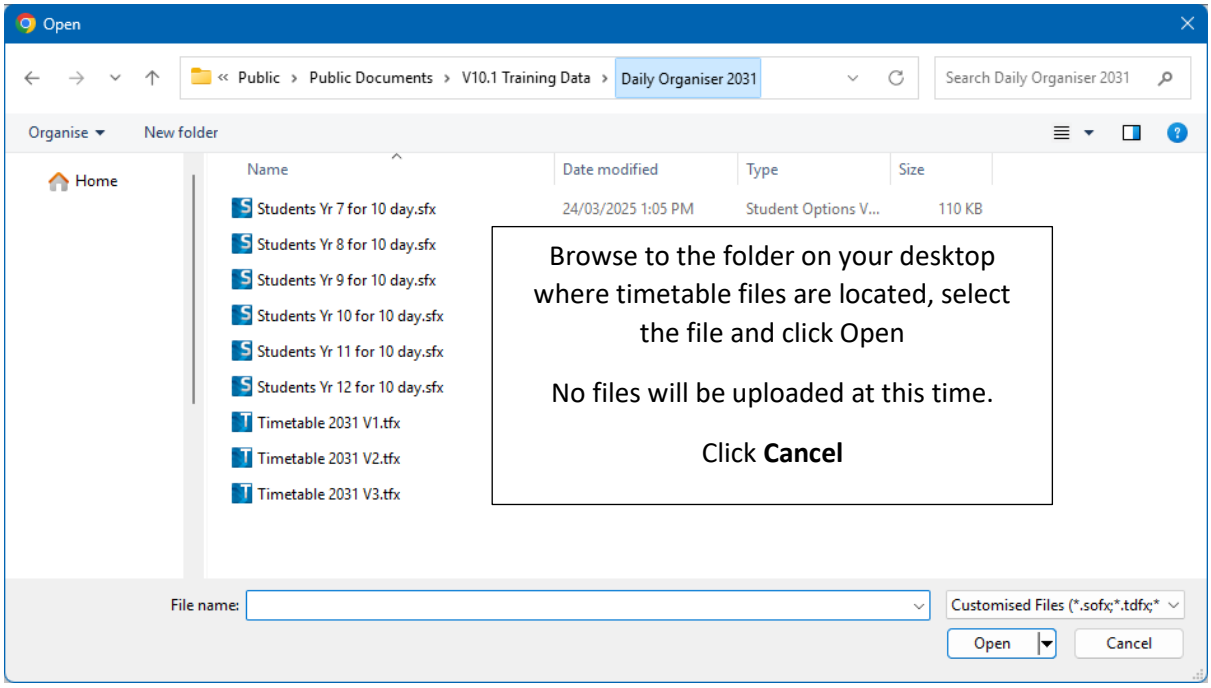
PUBLISH TIMETABLES FROM THE MANAGEMENT PORTAL

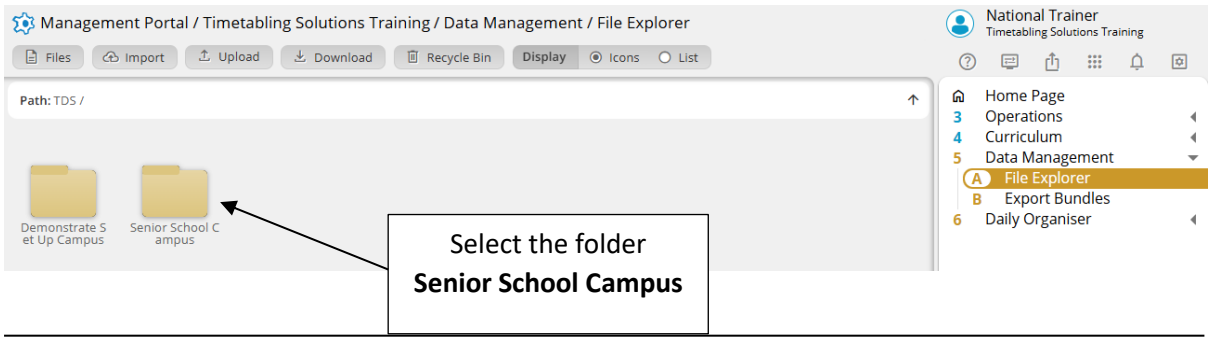
Files created in Timetabling Solutions desktop apps can be uploaded to the Management Portal. Uploaded files are displayed in Data Management.

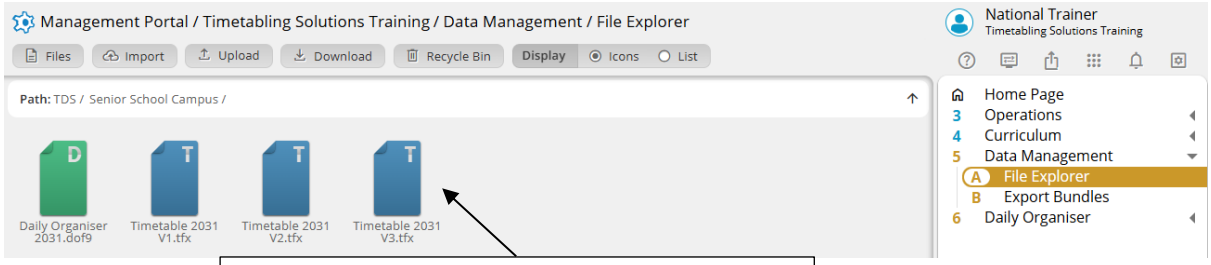
On the Task Tree select:
[5A] Data Management – File Explorer

Note: In training courses uploading files will be demonstrated only.





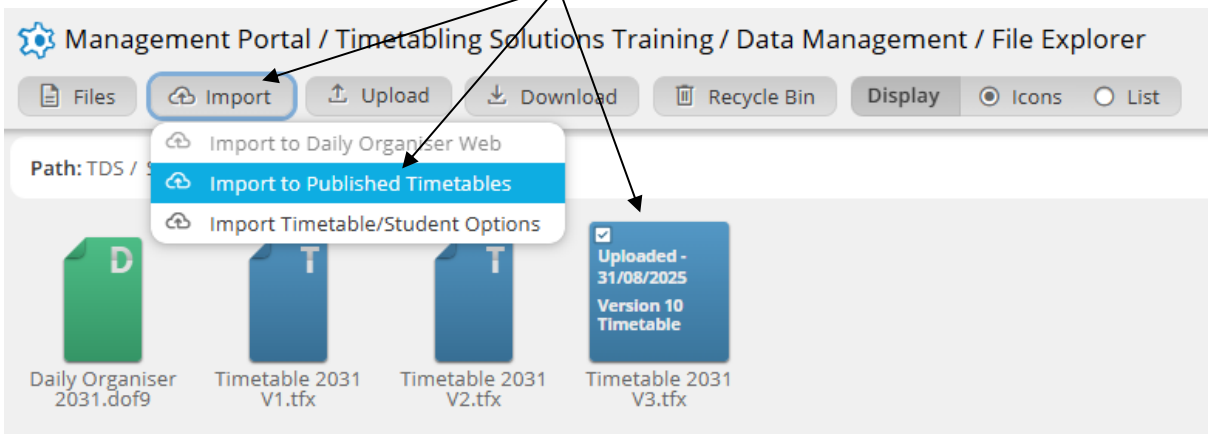


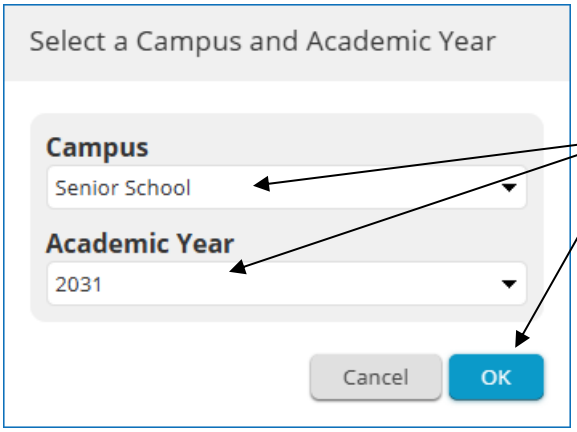


These files have already been uploaded.

Click on the file **Timetable 2031 V3**

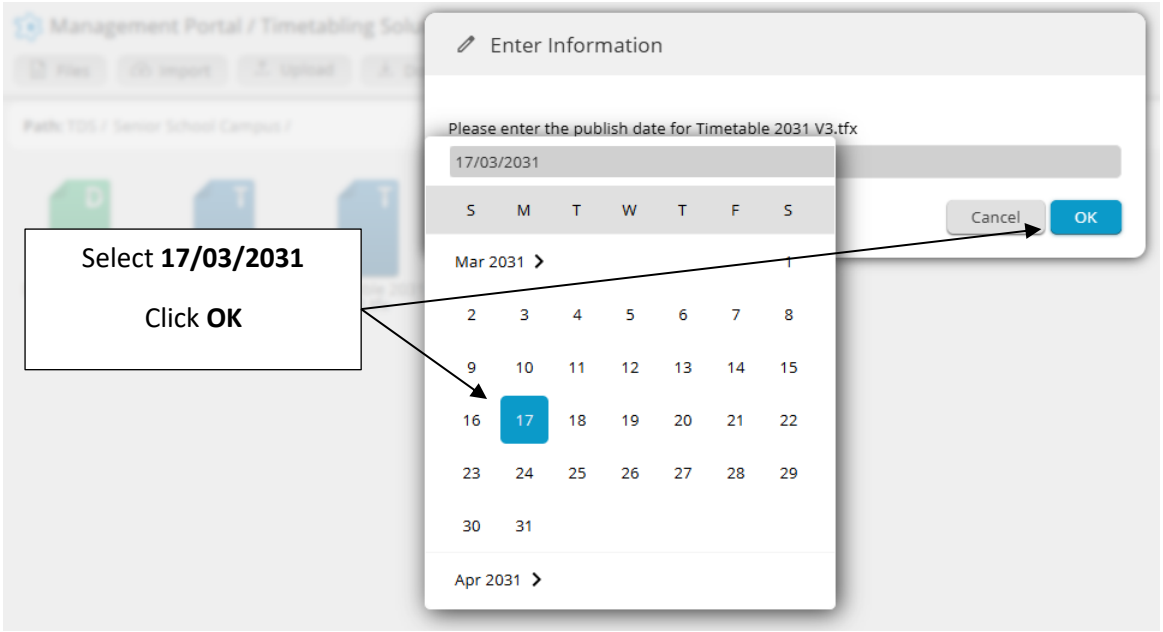
Click **Import** and select **Import to Published Timetables**

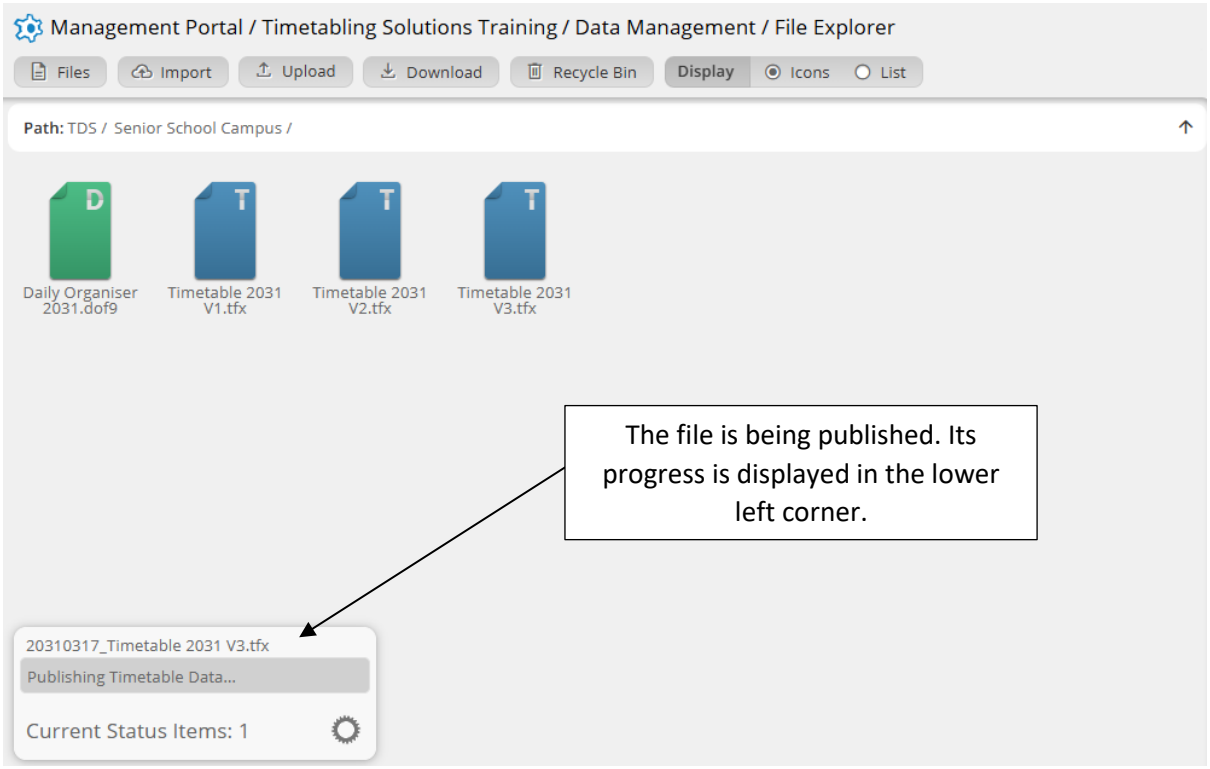




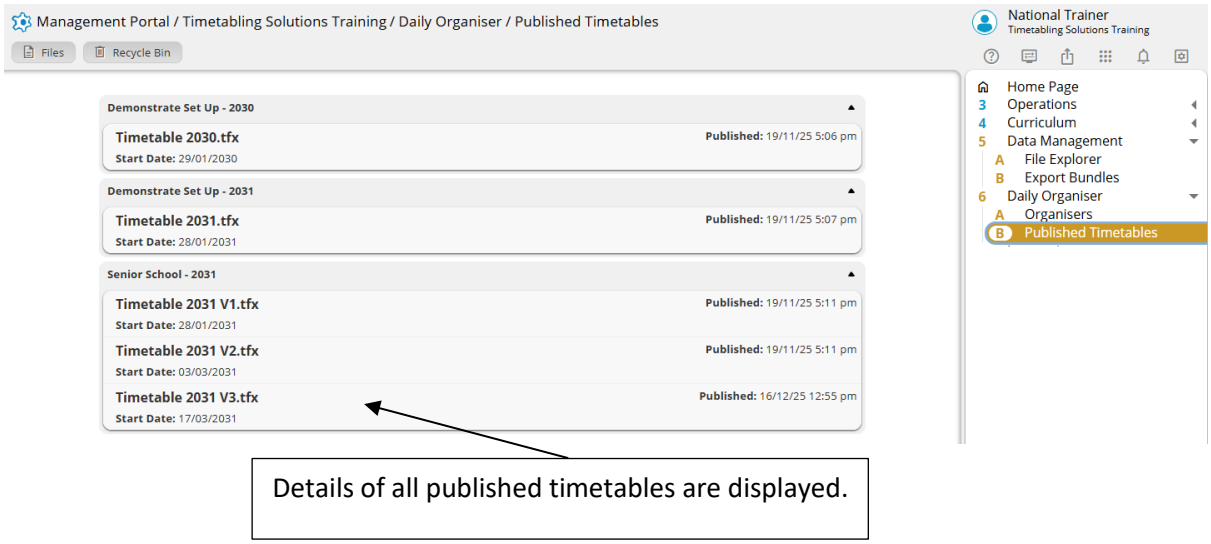
Select the Campus **Senior School** and Academic Year **2031**

Click **OK**



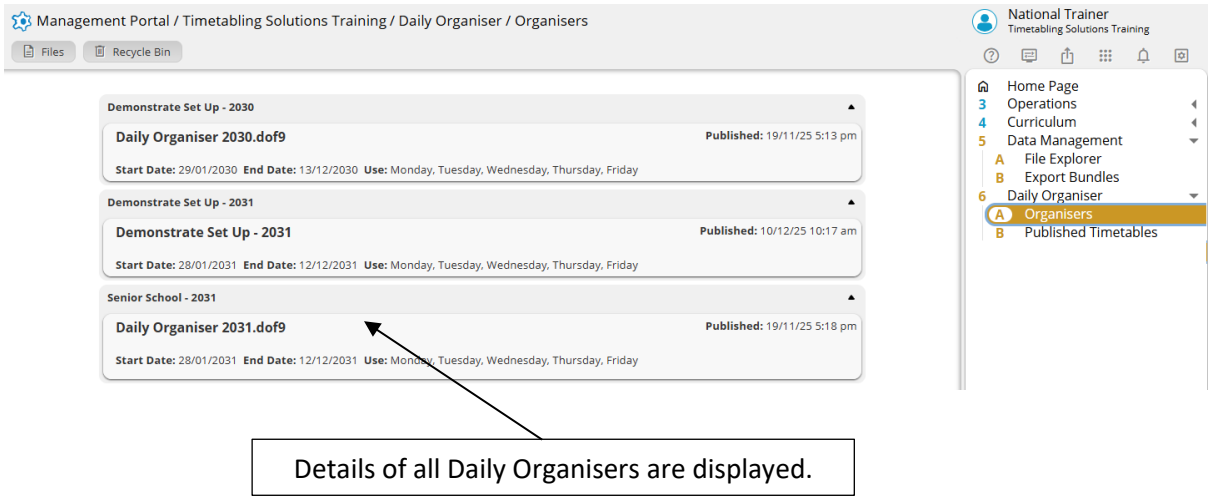


On the Task Tree select:
[6B] Daily Organiser - Published Timetables

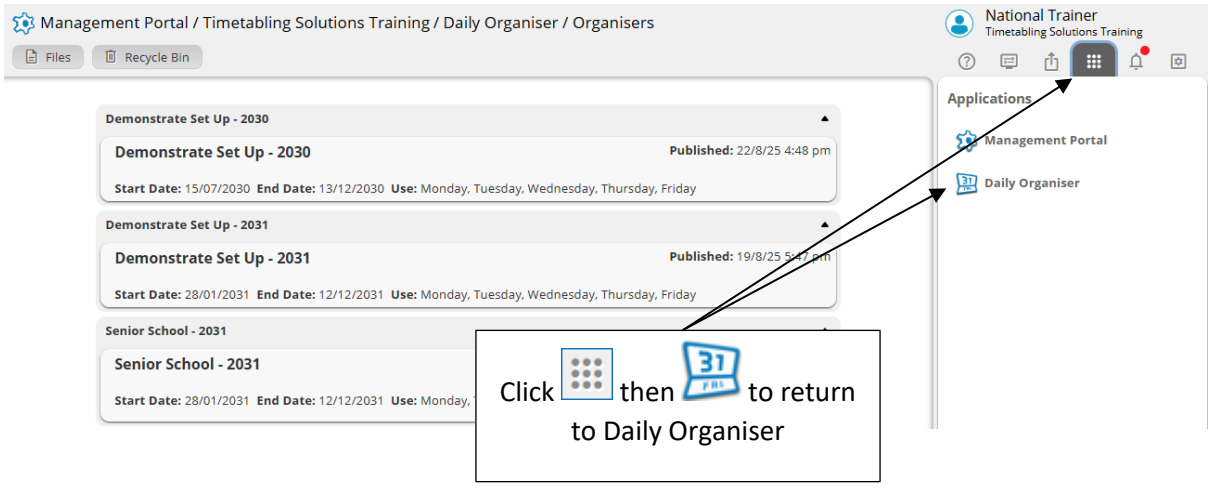


Details of all published timetables are displayed.

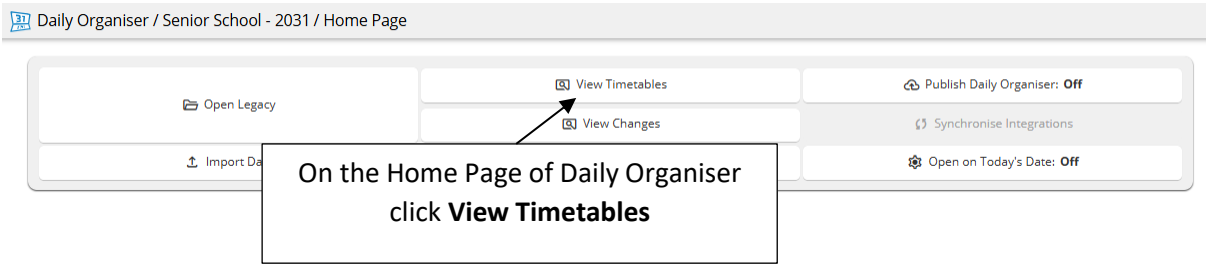
On the Task Tree select:
[6A] Daily Organiser - Organisers

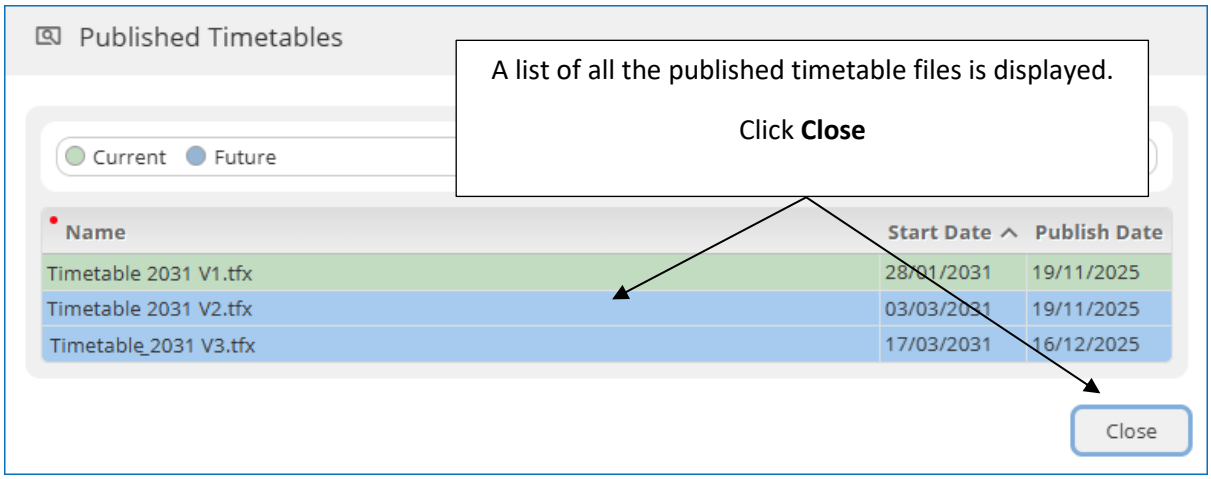


Details of all Daily Organisers are displayed.



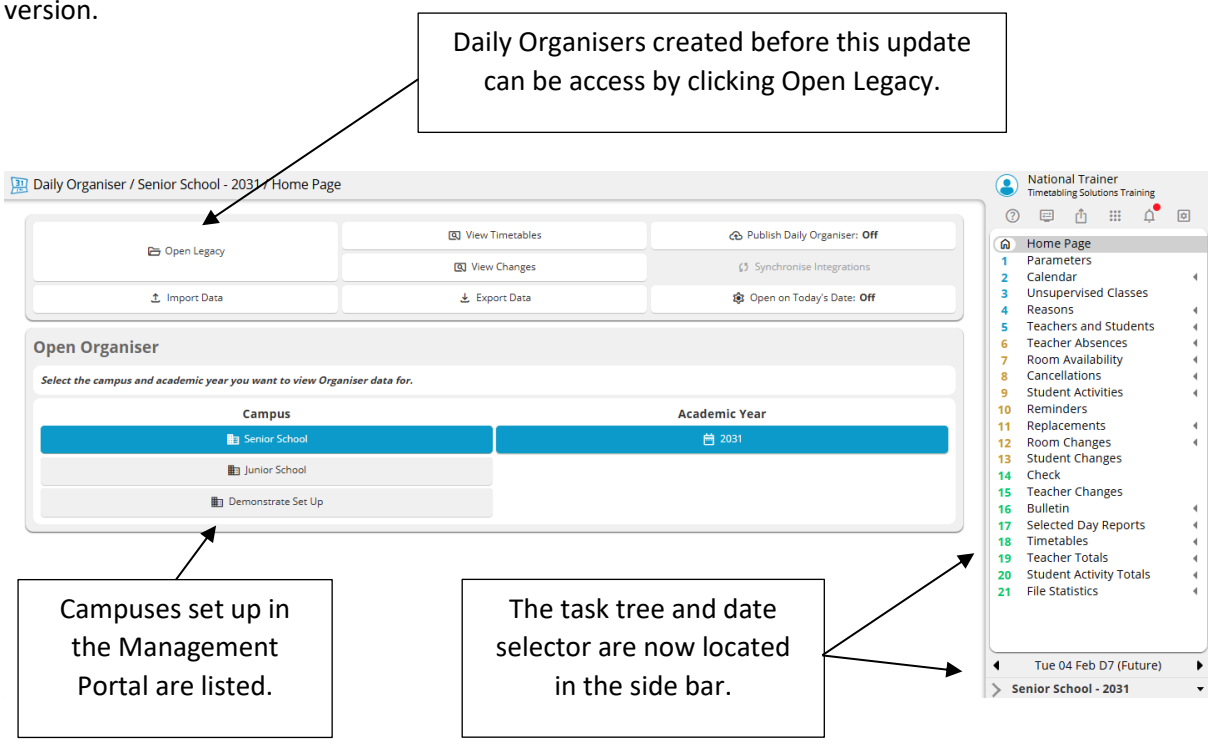
The details of Published Timetables can be viewed in the Daily Organiser





THE HOME PAGE

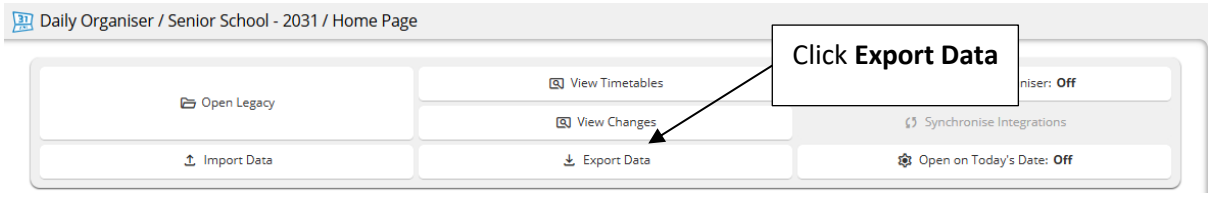
The Home Page in this version of Daily Organiser is quite different from the Home Page in the classic version.

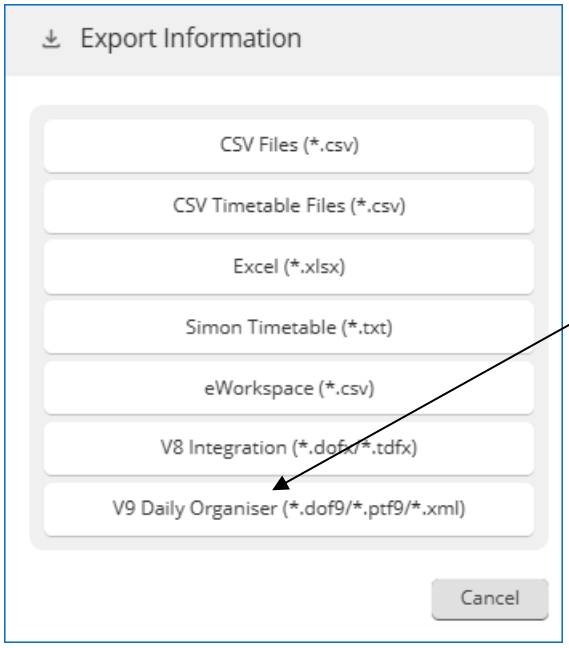


IMPORT AND EXPORT DATA

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.

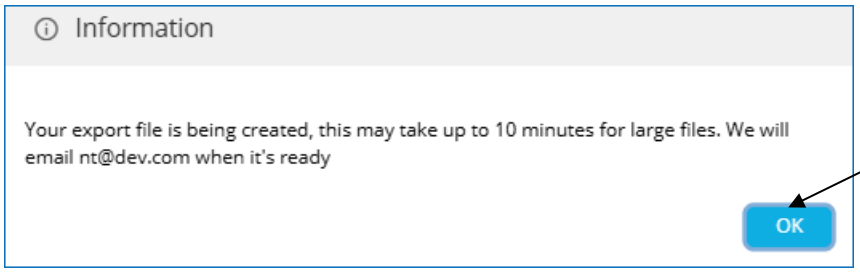
Data can be exported at any time to the listed files.



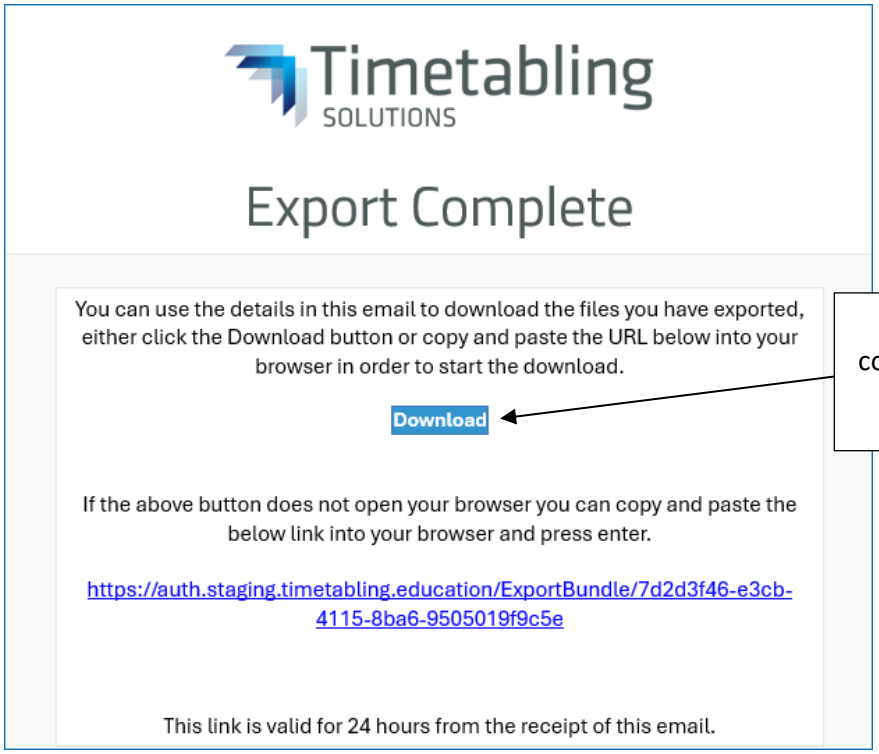


A list of available exports is displayed.

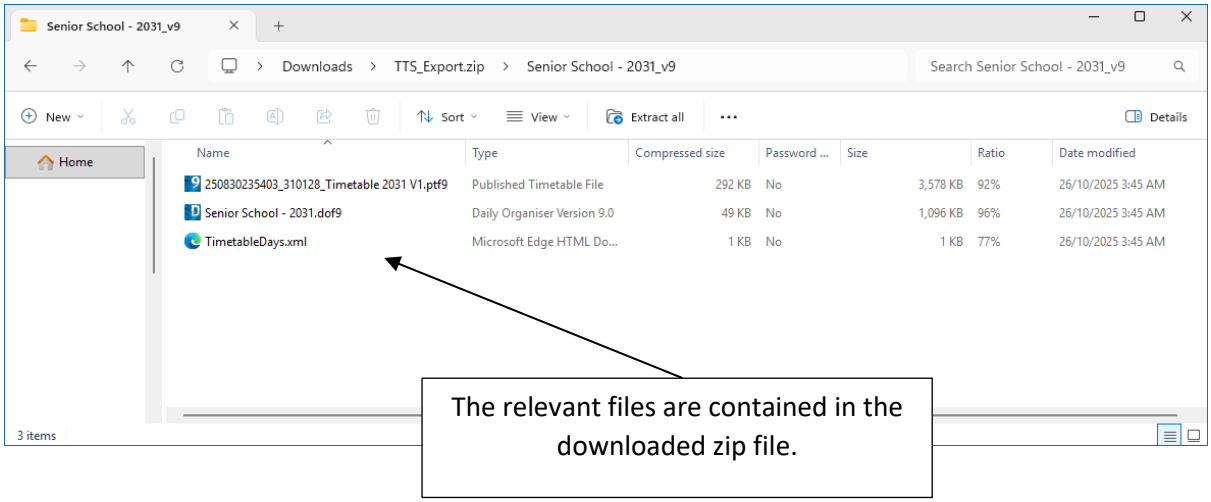
Click **V9 Daily Organiser (*.dof9/*.ptf9/*.xml**



Click **OK**



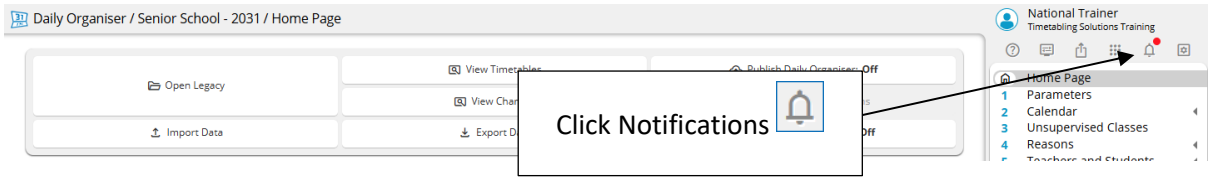
When the export is complete the data can be downloaded.

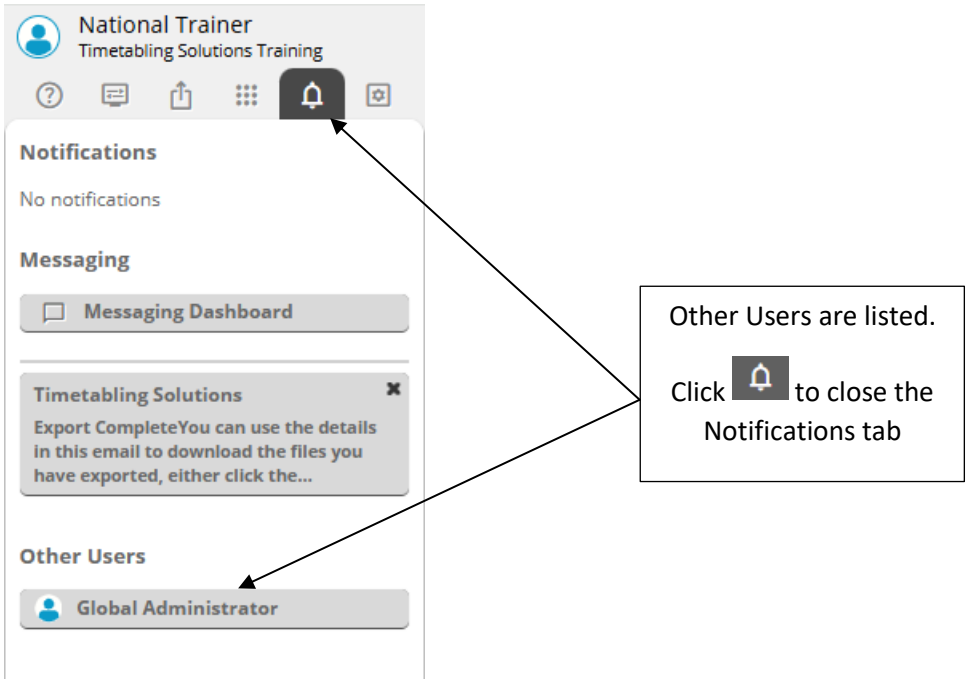


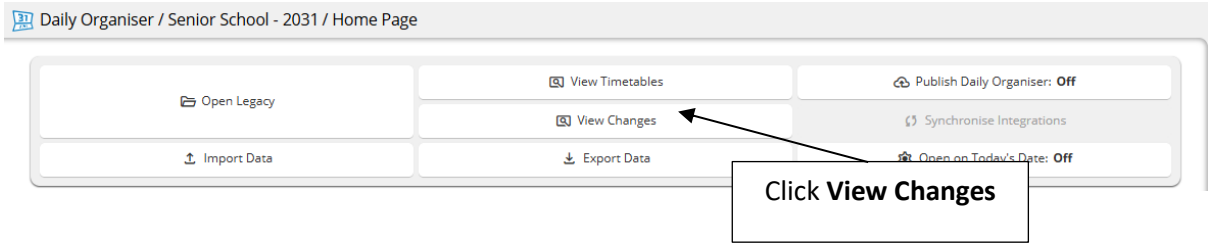
MULTIPLE USERS

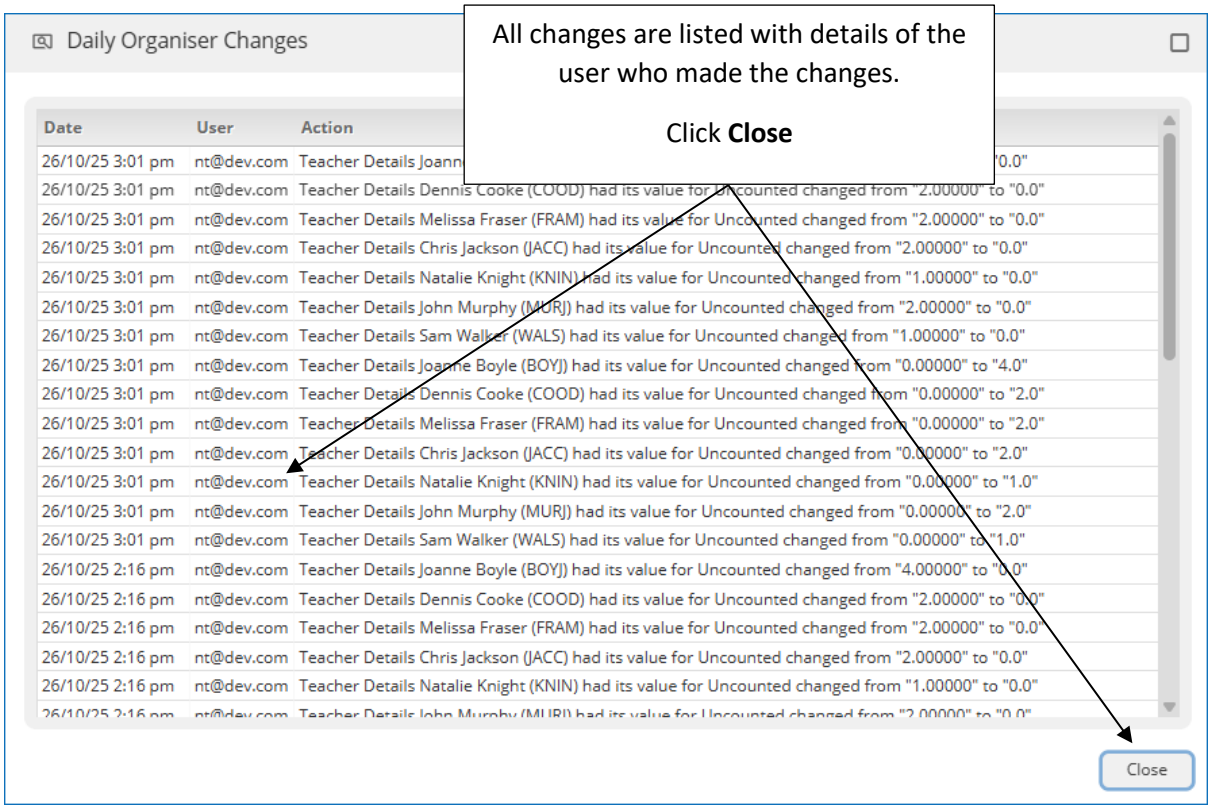
Daily Organiser allows access by multiple users at the one time.

- Current users can be viewed in the Notifications tab.
- Changes made by individual users can be viewed.









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

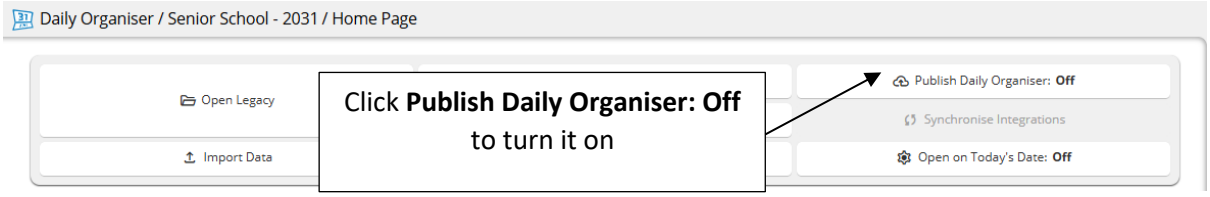
- Import users for each portal
- Configure settings for each portal

For third-party applications, the Global Administrator must

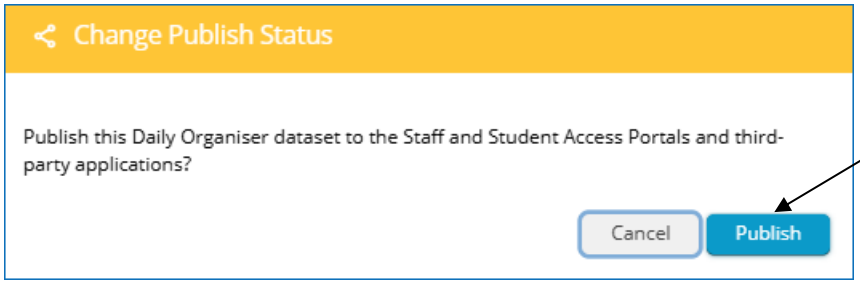
- Set up the SIFF/LISS integrations

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.

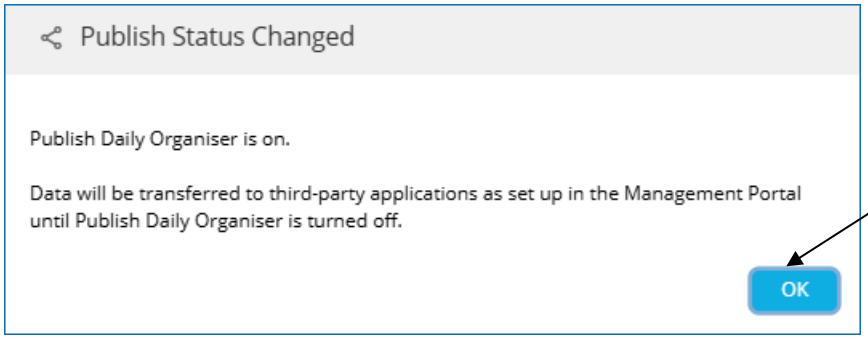
Once these have been set up in the Management Portal they must be turned on in Daily Organiser.



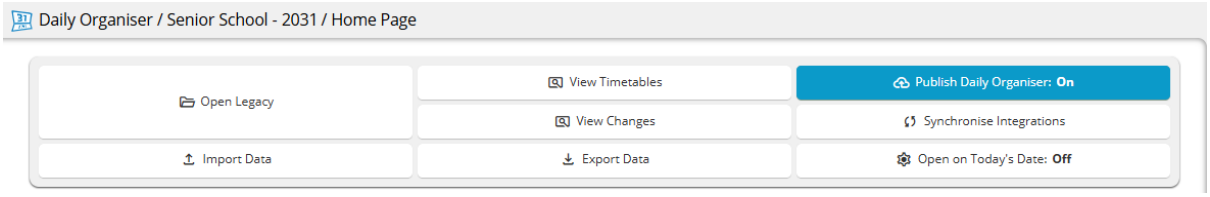
Click **Publish Daily Organiser: Off** to turn it on



Click **Publish**



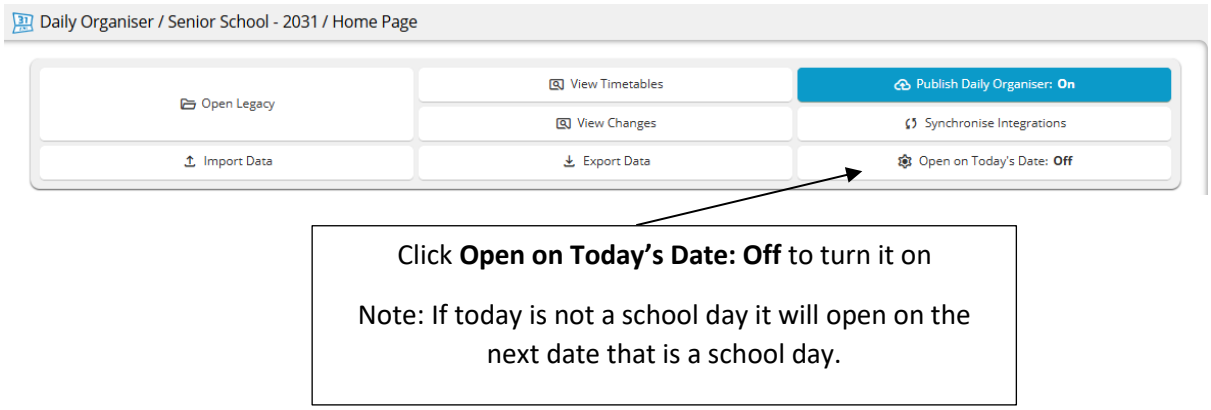
Click **OK**



The data will be synced with third party applications at the time specified in the Management Portal. If an immediate sync is required Synchronise Integrations can be clicked.

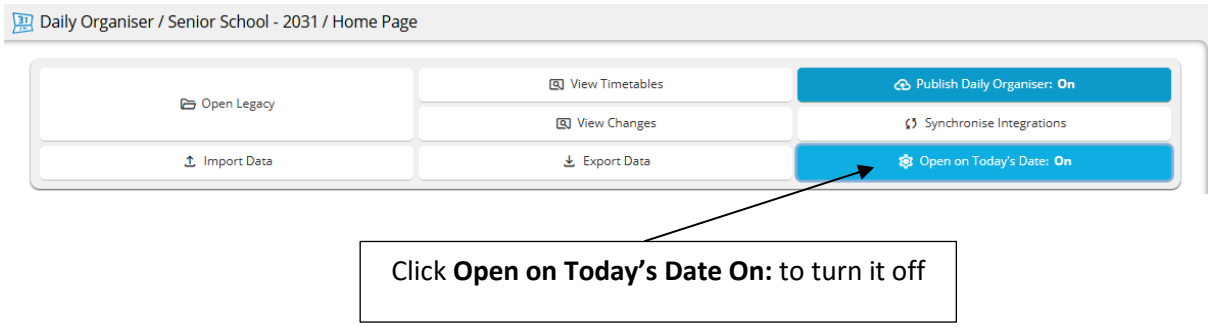
OPEN ON TODAY'S DATE

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.



Click **Open on Today's Date: Off** to turn it on

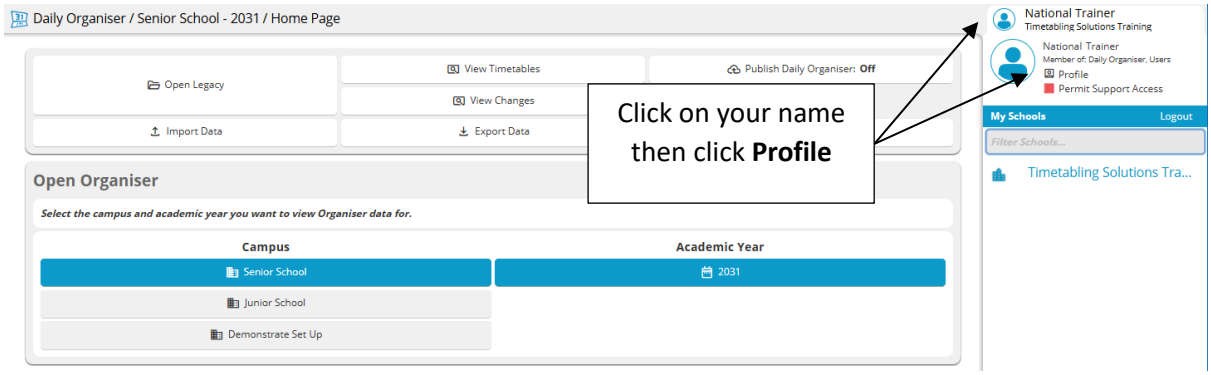
Note: If today is not a school day it will open on the next date that is a school day.



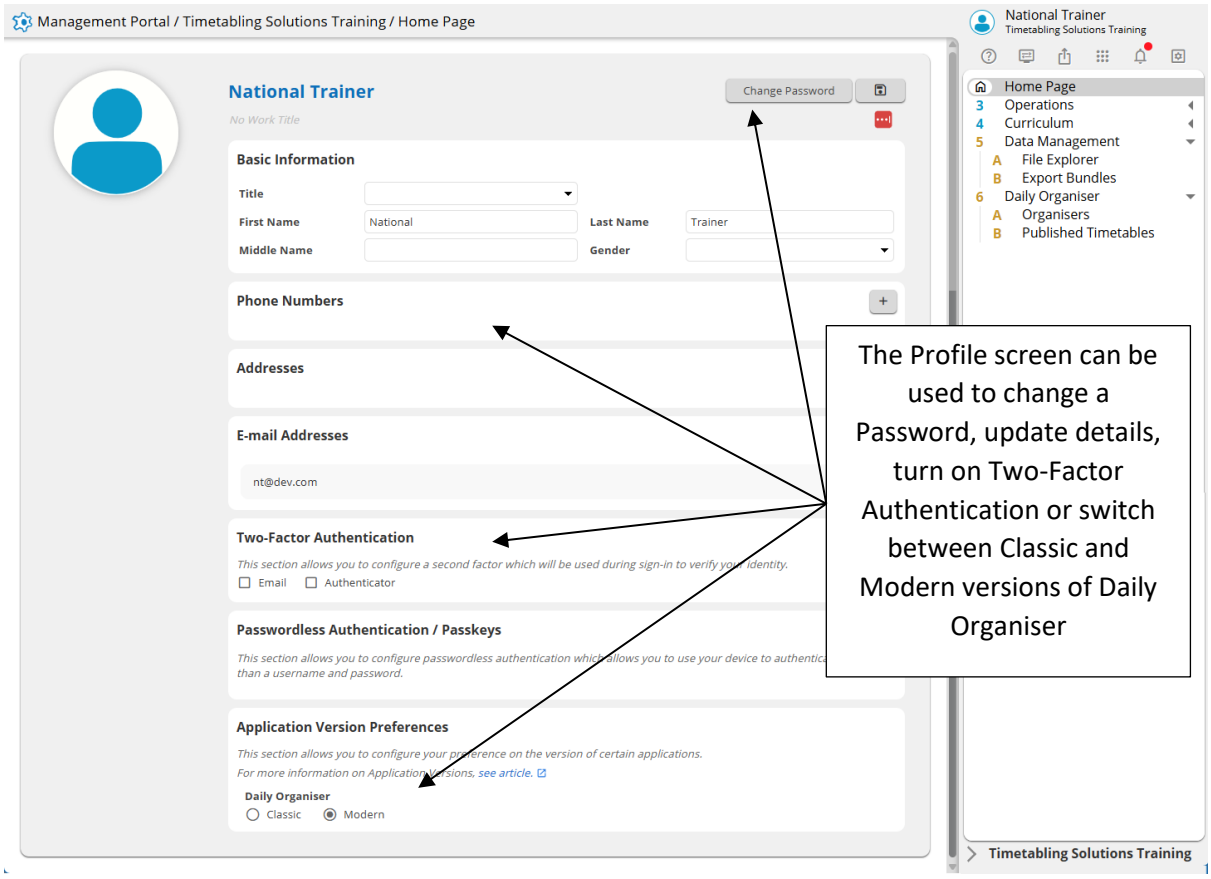
Click **Open on Today's Date On:** to turn it off

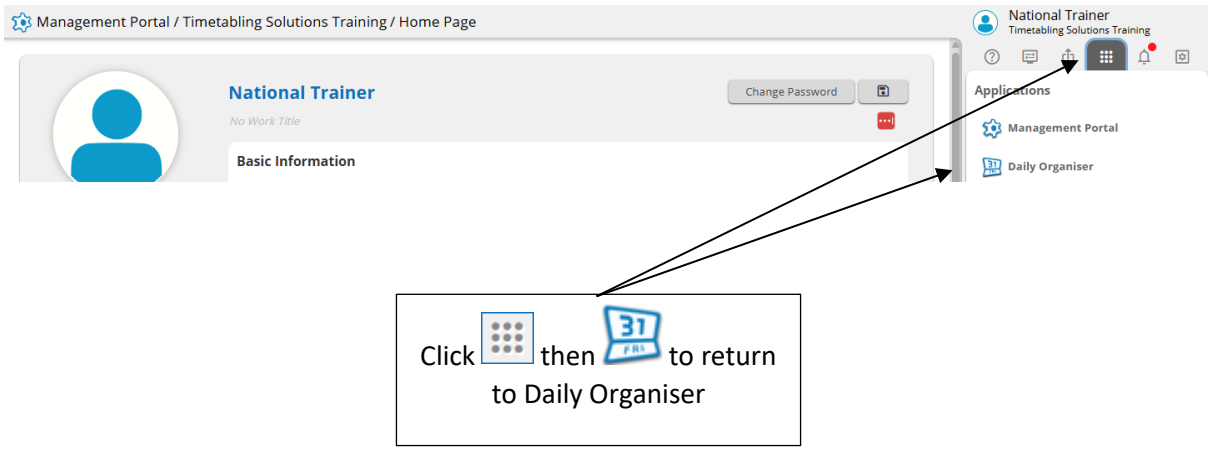
USER'S PROFILE

Users can access their profile by clicking on their name at the top of the task tree.



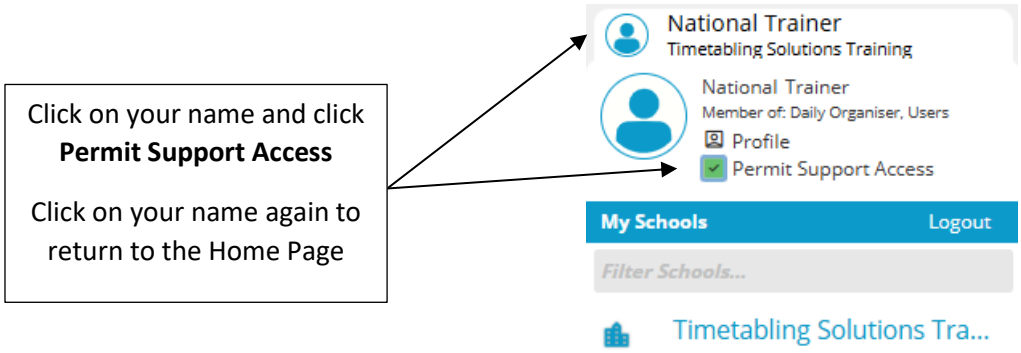
Click on your name then click **Profile**


Management Portal / Timetabling Solutions Training / Home Page
National Trainer
Timetabling Solutions Training
Home Page
3 Operations
4 Curriculum
5 Data Management
A File Explorer
B Export Bundles
6 Daily Organiser
A Organisers
B Published Timetables
Timetabling Solutions Training
National Trainer
No Work Title
Change Password
Basic Information
Title
First Name
National
Last Name
Trainer
Middle Name
Gender
Phone Numbers
Addresses
E-mail Addresses
nt@dev.com
Two-Factor Authentication
This section allows you to configure a second factor which will be used during sign-in to verify your identity.
Email
Authenticator
Passwordless Authentication / Passkeys
This section allows you to configure passwordless authentication which allows you to use your device to authentica
than a username and password.
Application Version Preferences
This section allows you to configure your preference on the version of certain applications.
For more information on Application Versions, see article.
Daily Organiser
Classic
Modern
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


Management Portal / Timetabling Solutions Training / Home Page
National Trainer
Timetabling Solutions Training
Applications
Management Portal
Daily Organiser
National Trainer
No Work Title
Change Password
Basic Information
Click then to return to Daily Organiser

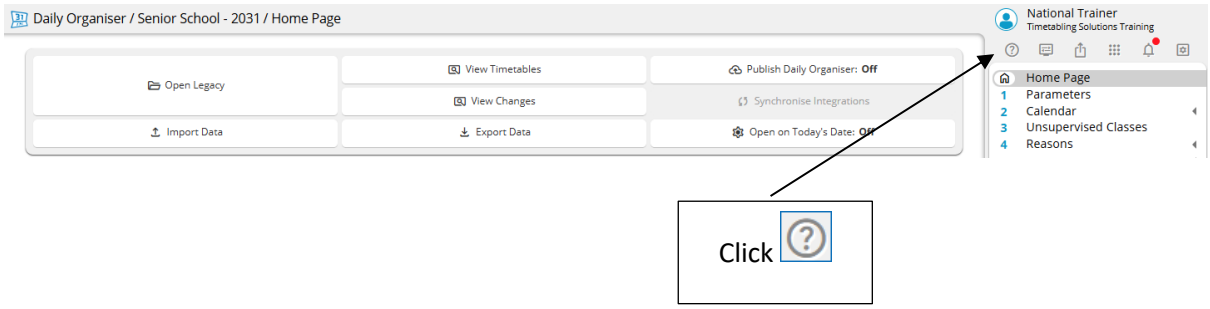
PERMIT SUPPORT ACCESS

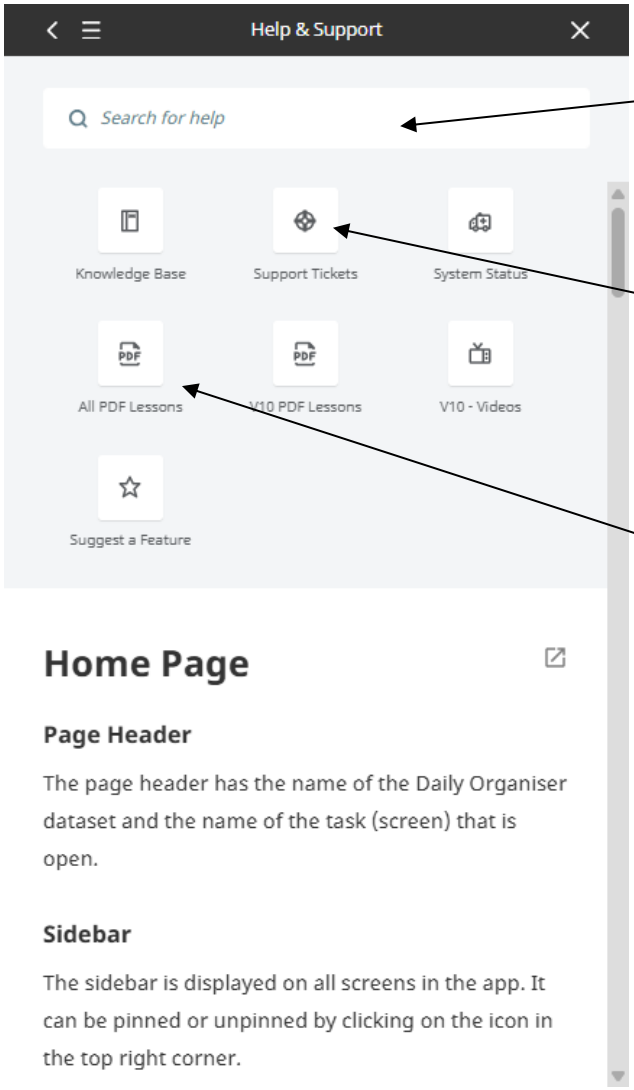
When Permit Support Access is turned on your school data can be accessed by support staff at Timetabling Solutions. This is required when reporting an issue with the program and when getting phone or email support.



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.

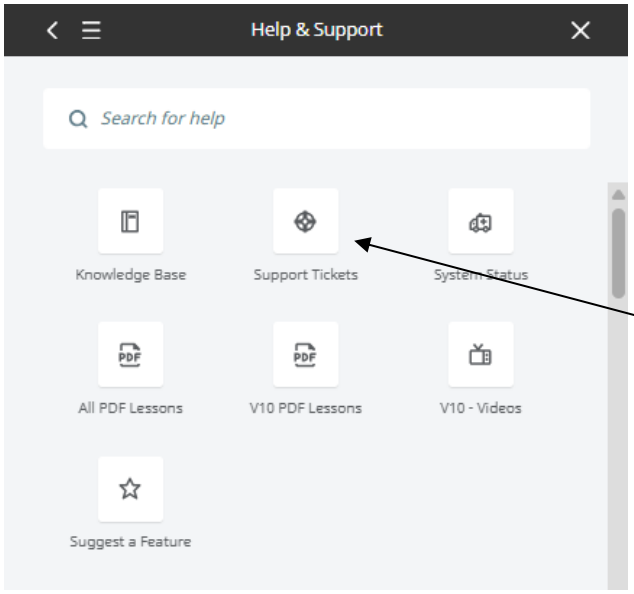




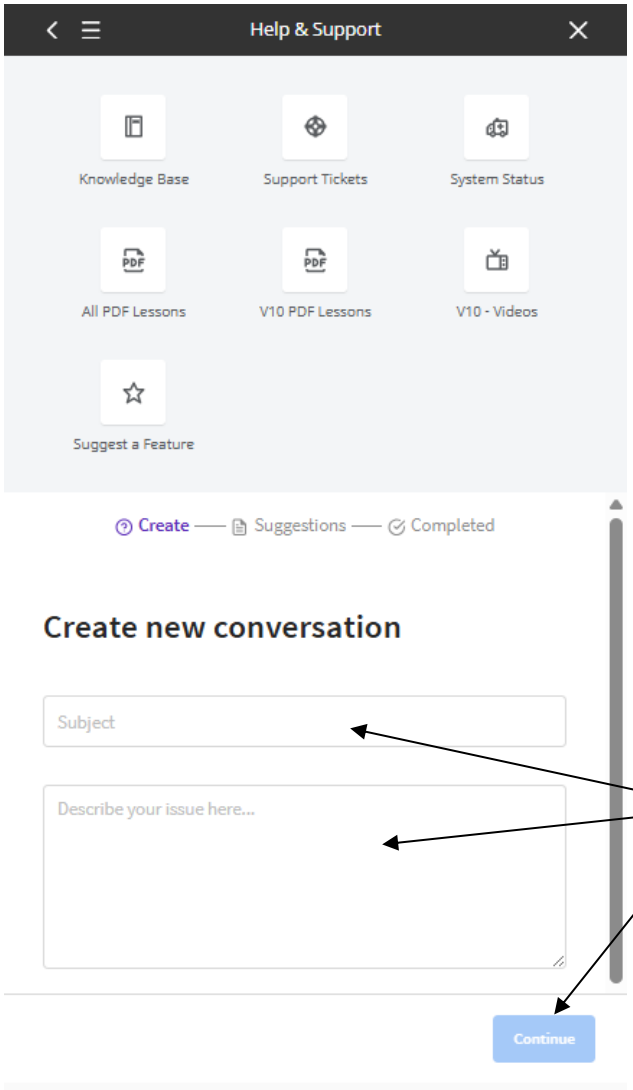
Items can be searched by using the Search for help bar.

Support tickets can be created requesting support from Timetabling Solutions.

PDF copies of all lessons in the manual can be downloaded here.



Click **Support Tickets**



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.

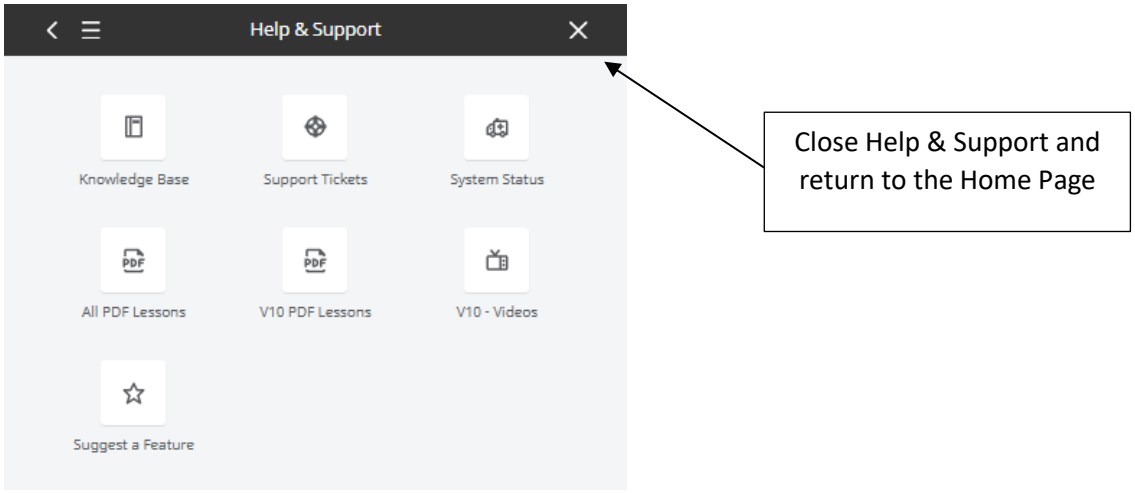
When raising an issue, the procedure is:

- 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.



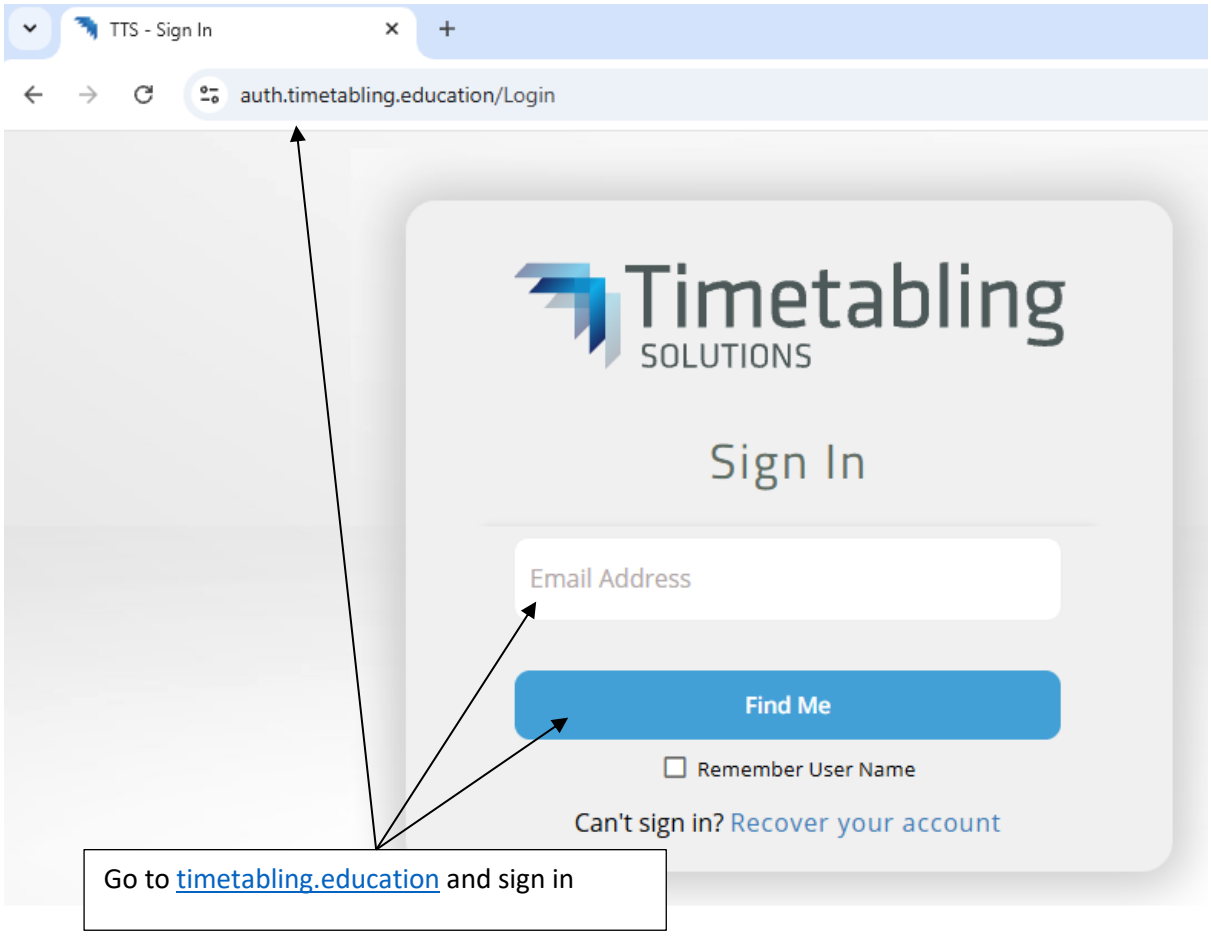
DOWNLOAD THE APPS

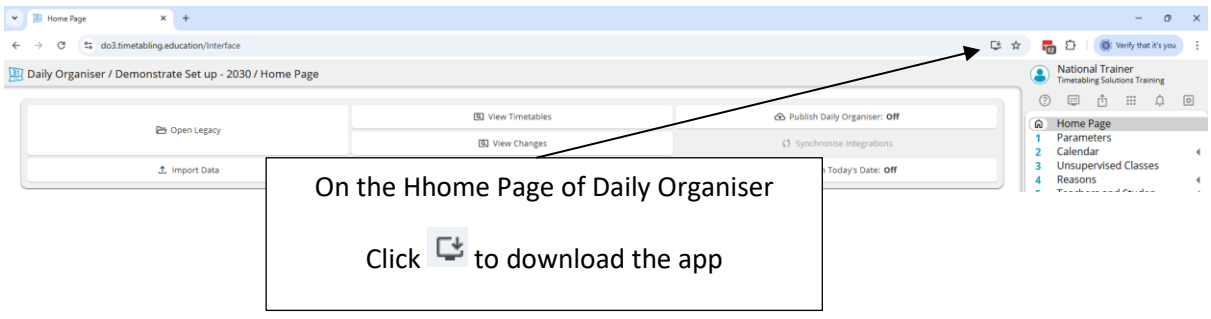
The Daily Organiser and Management Portal apps can be downloaded from your browser and shortcut icons can be pinned to your Taskbar.

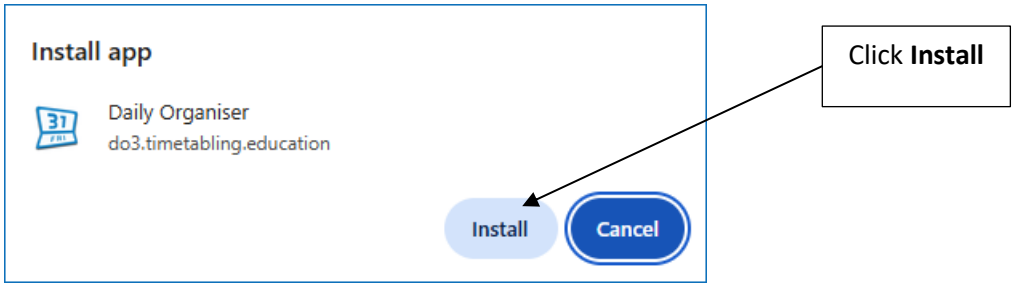
WARNING

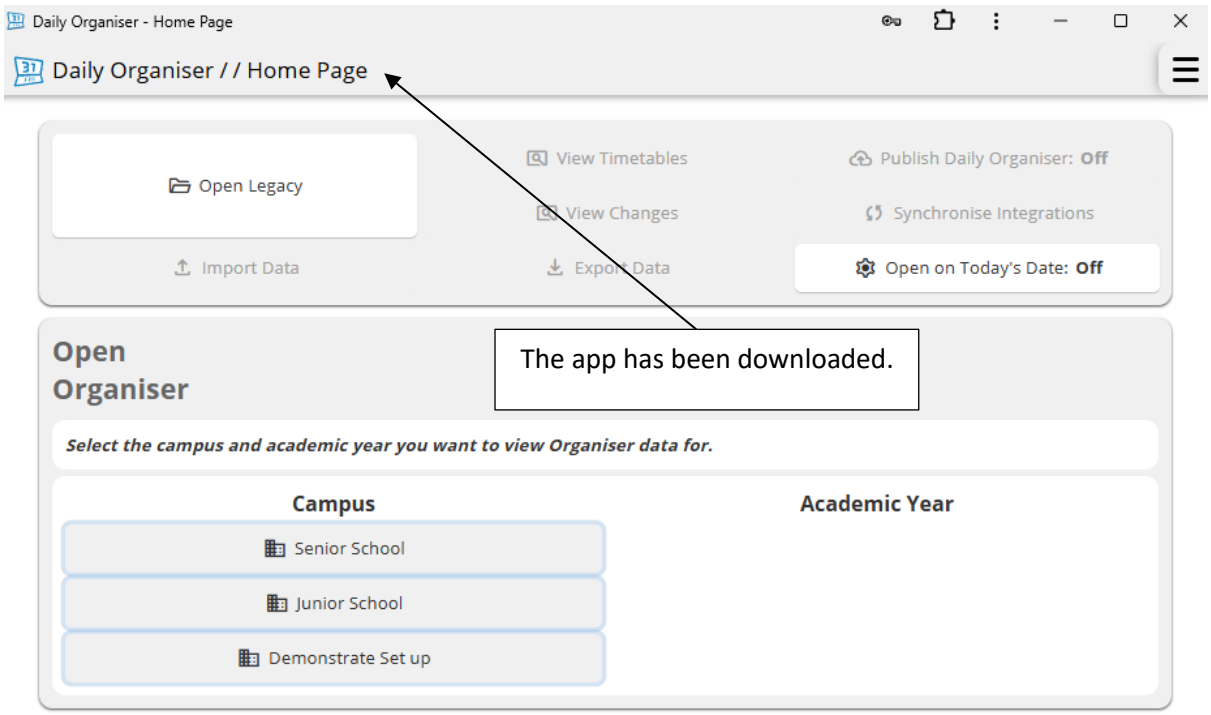
Do not do this during training as you are using the training site training.timetabling.education.

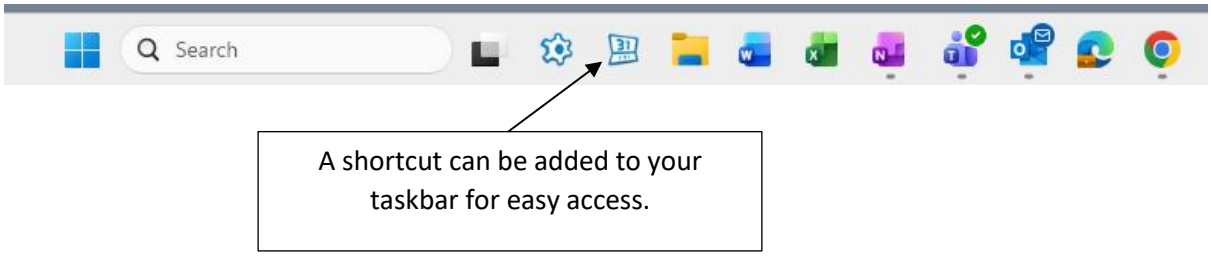
To get the latest version of the app log onto timetabling.education







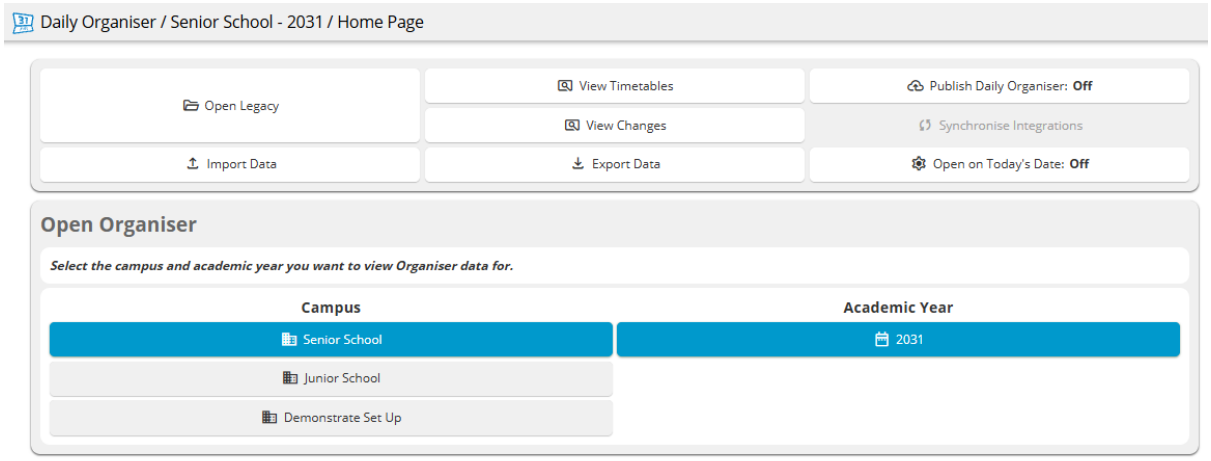




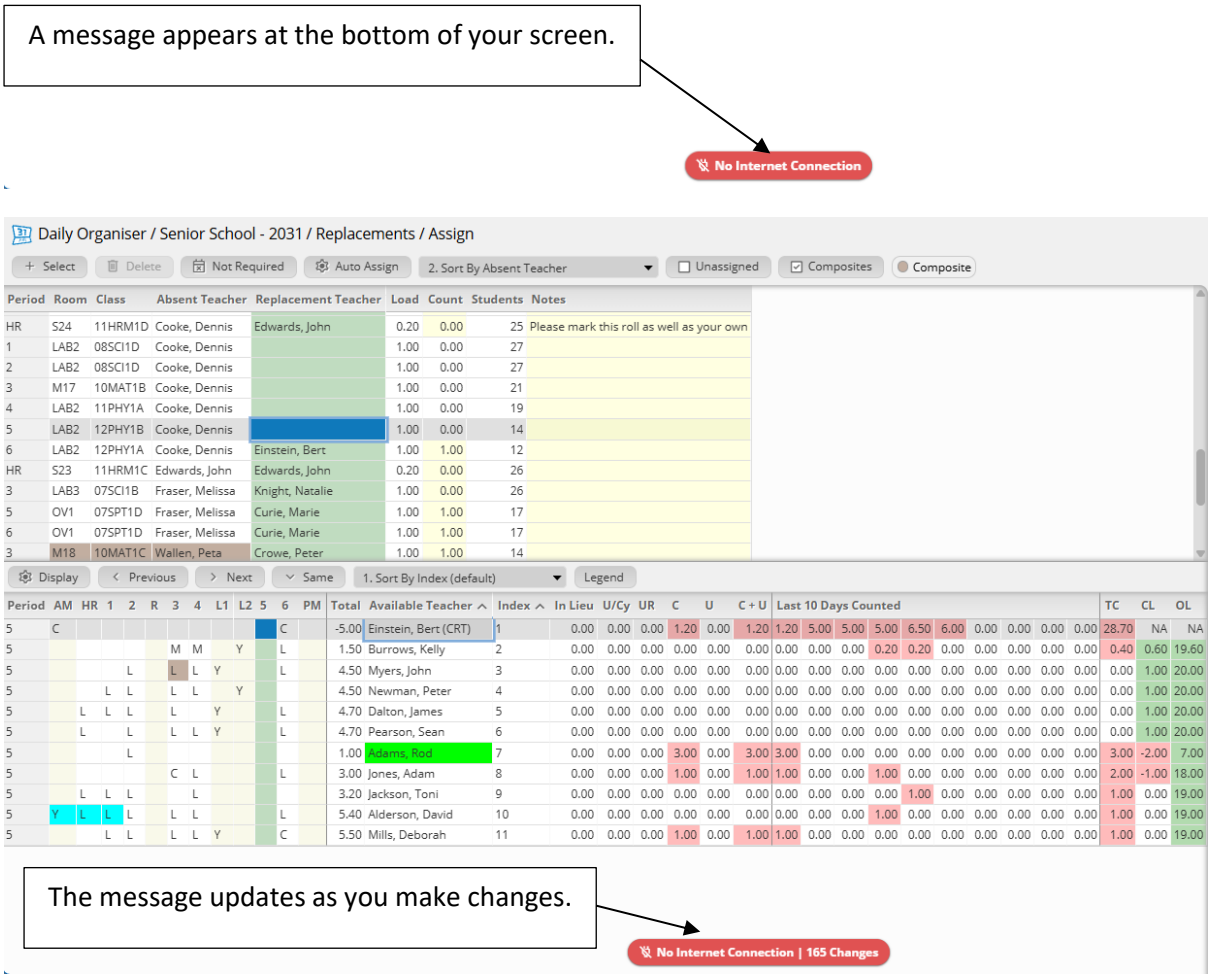
All Timetabling Solutions online apps can be downloaded.

TEMPORARY INTERNET DISRUPTION

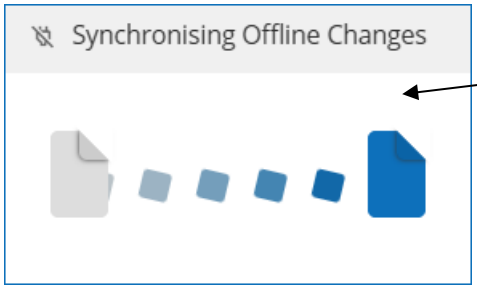
If there is an interruption to internet connectivity while you are using the app either on the browser or the downloaded app a warning message appears but you can continue working.



A message appears at the bottom of your screen.



The message updates as you make changes.



When internet connectivity is restored, all changes made will be synchronised.

Emails cannot be sent while there is no internet connectivity.

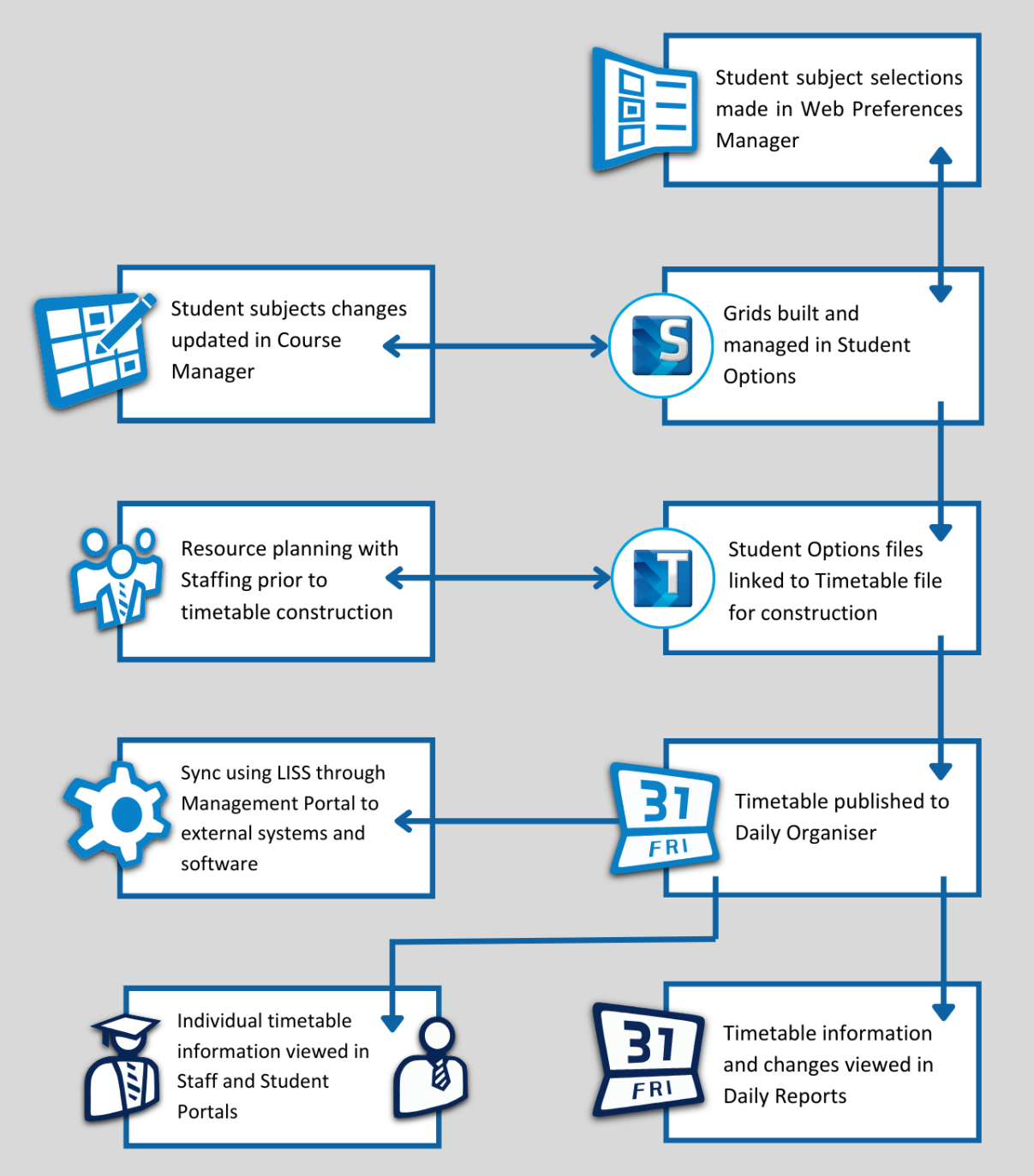
Appendix - Hosted Applications

Hosted Applications 296
Web Preferences Manager 297
Web Preferences Manager Subscription 297
Course Manager App 298
Course Manager Subscription 298
Staffing App 299
Staffing Subscription 299
Daily Reports App 300
Daily Reports Subscription 300
Staff Access Portal 301
Staff Access Portal Subscription 301
Student Access Portal 302
Student Access Portal Subscription 302

HOSTED APPLICATIONS

Timetabling Solutions has a range of cloud applications to assist with the timetabling process.

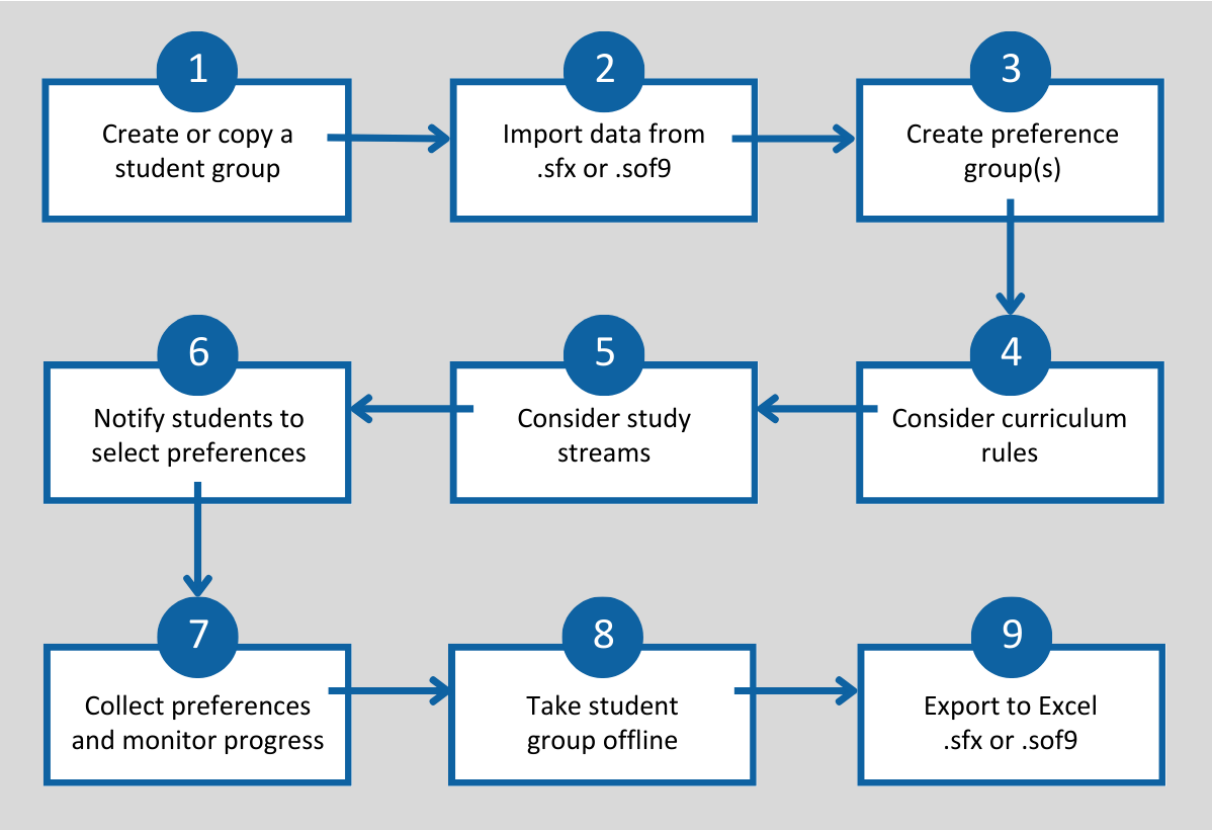
The flow-chart below shows each of the applications and how they can fit together in the timetabling process.



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

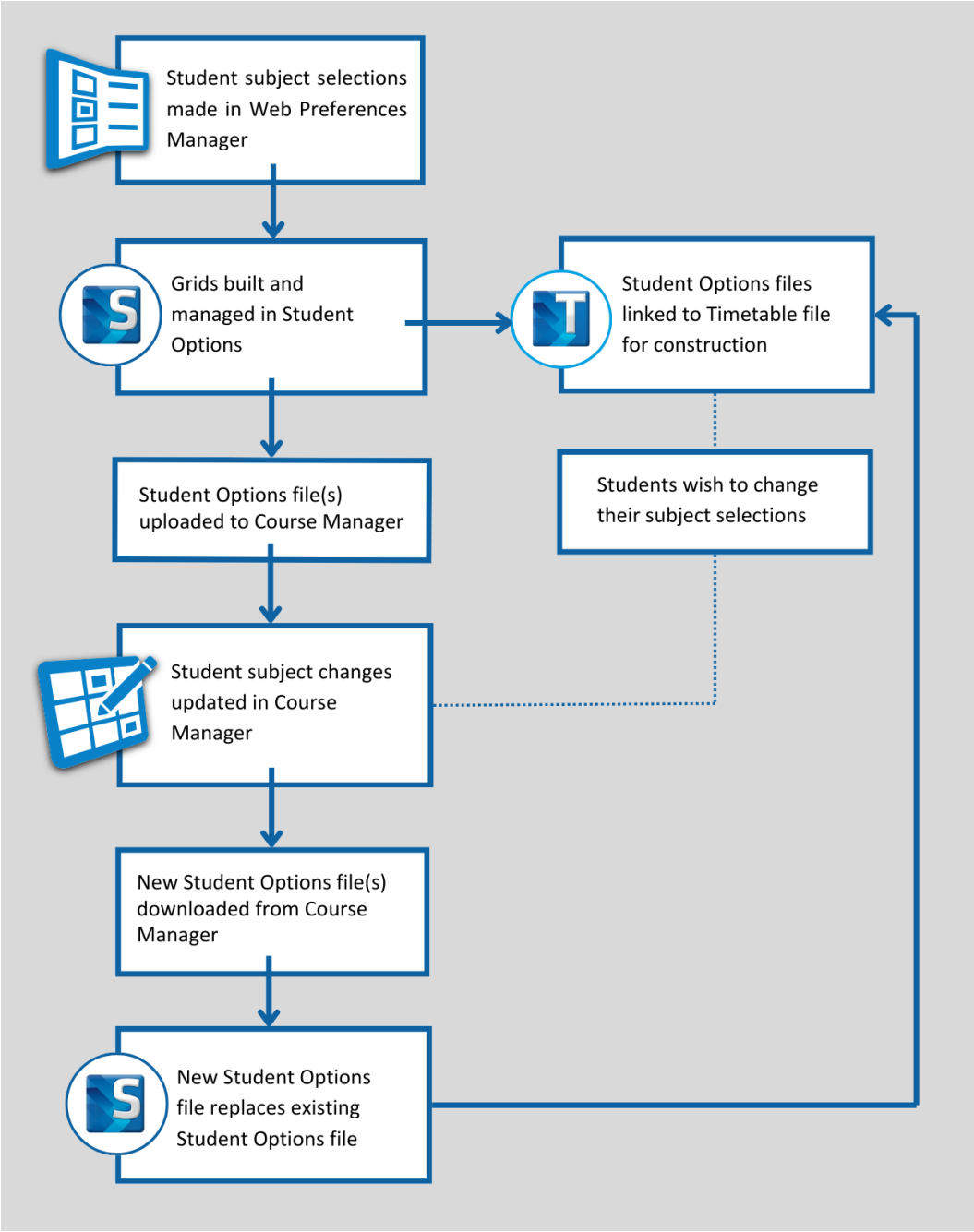
The purchase of a 12 month Web Preferences Manager subscription includes full access to the application with unlimited users, students and student groups.

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.



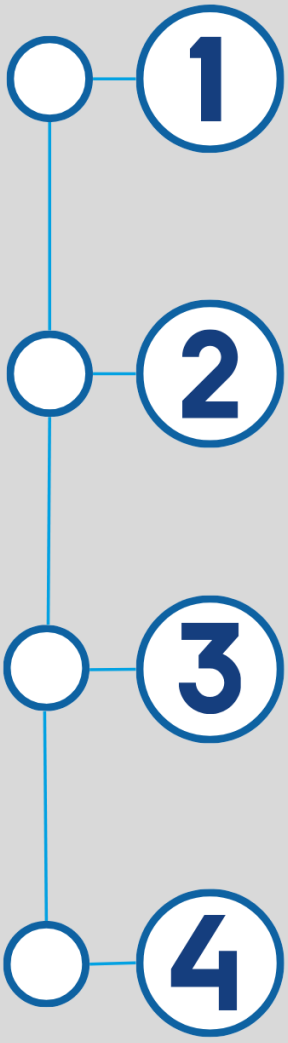
COURSE MANAGER SUBSCRIPTION

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.



Before Subject Selection

Evaluating the number of classes that can be staffed prior to subject selection can inform the range of elective options offered to students. The semester feature can be used to balance staff loads across the year.

During Grid Creation

Evaluating staffing impact is crucial when determining the number of classes to run. Staffing allows for easy testing of the impact of increasing or decreasing the number of classes and the respective impact on staffing.

Before Timetabling

Staffing helps you pinpoint potential shortfalls or surplus in specific teaching disciplines based on the planned number of classes prior to the commencement of timetable development. Allows team members to collaborate on staff planning in a centralised location.

After Timetable Completion

Staffing can be used at any point throughout the year to assist with curriculum reviews or evaluating possible solutions in the event of sudden staff departures. In addition, it enables you to assess the implications of changes to EBA's and awards, providing a comprehensive view of the potential impact on staff loads for more informed decision making.

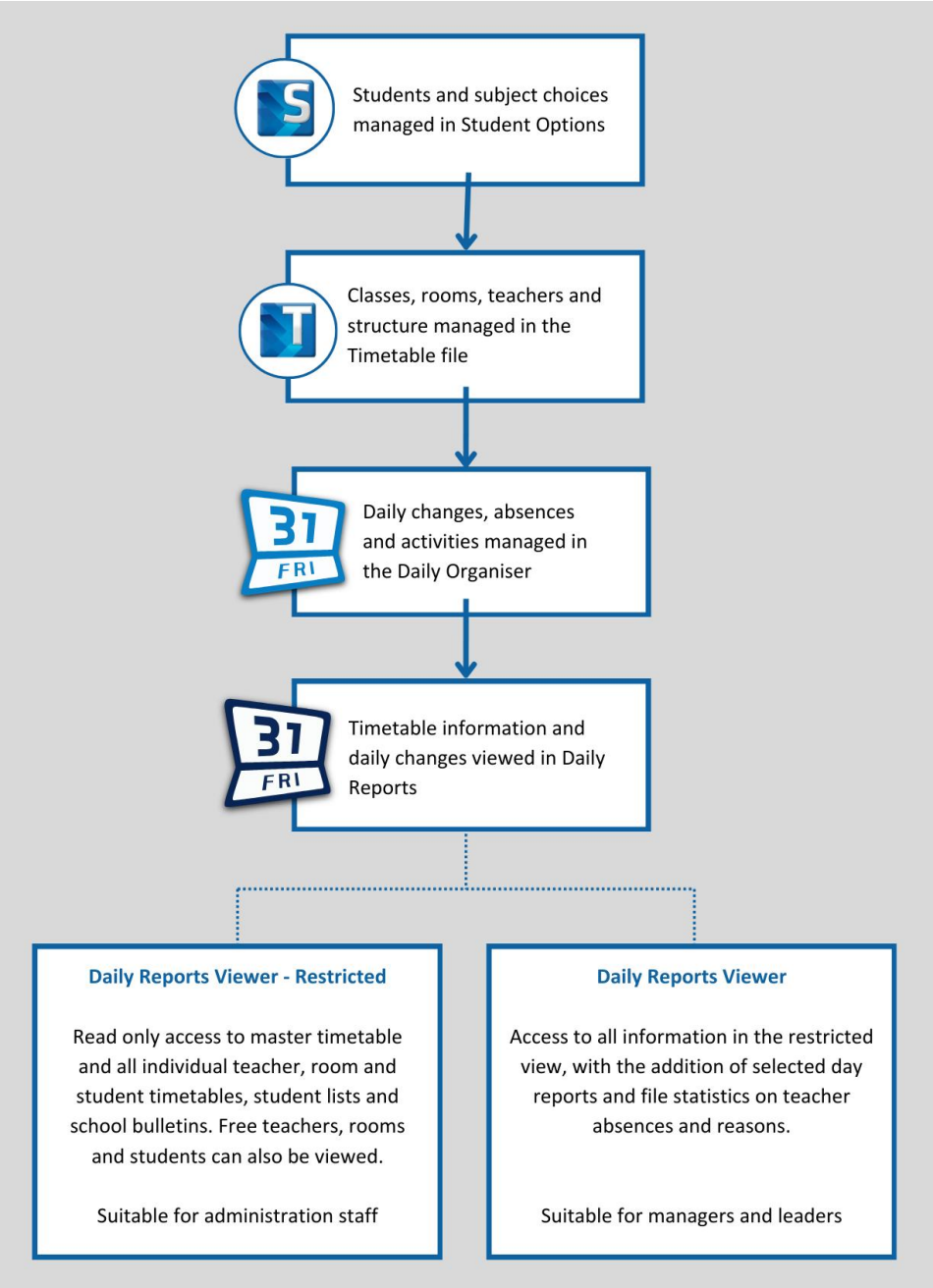
STAFFING SUBSCRIPTION

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.



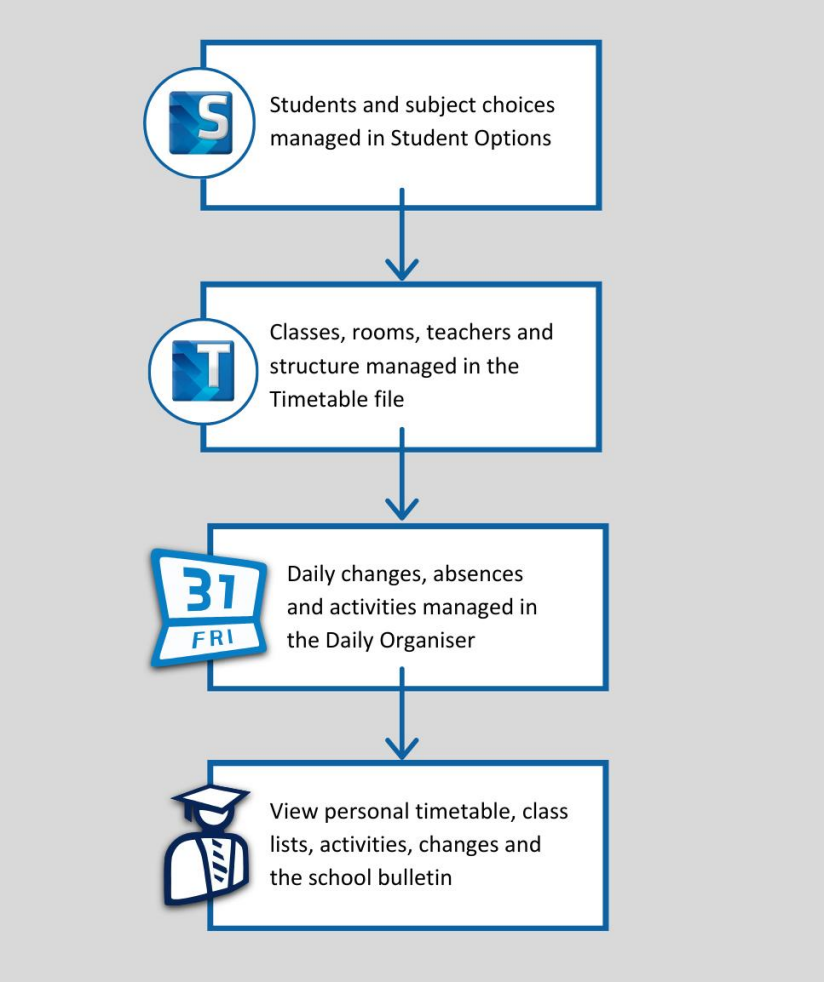
DAILY REPORTS SUBSCRIPTION

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.



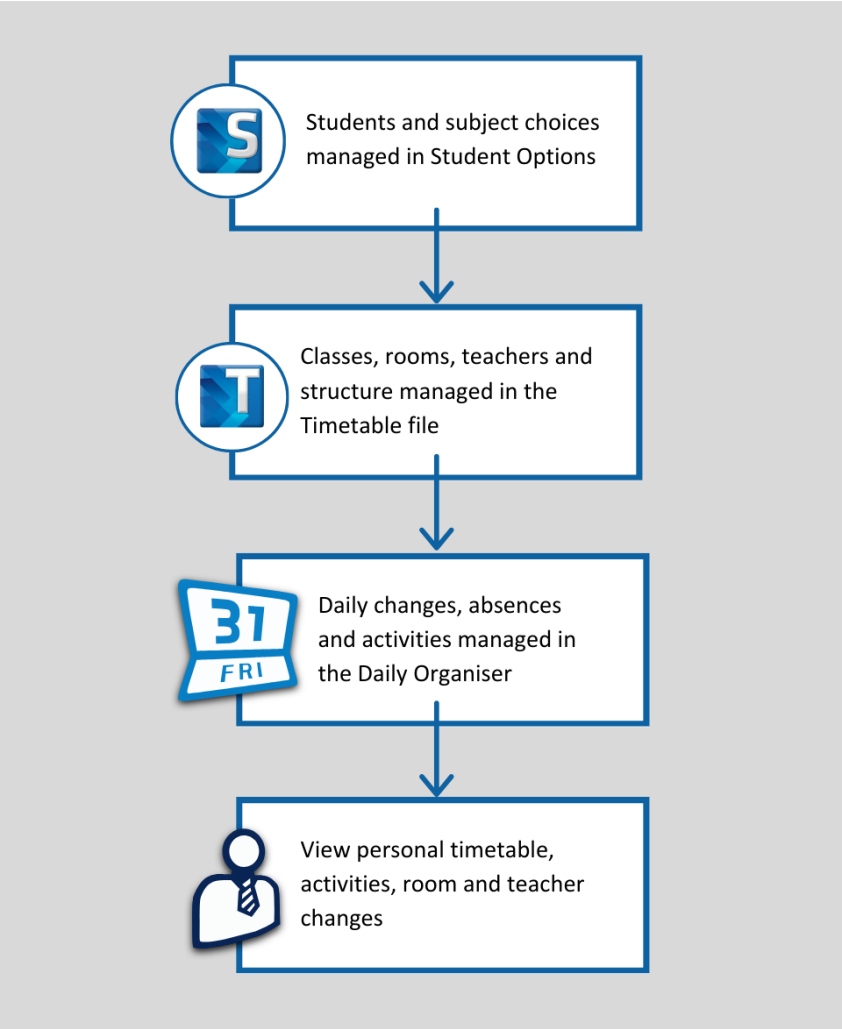
STAFF ACCESS PORTAL SUBSCRIPTION

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.