

# 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
<a href="https://timetabling.education">timetabling.education</a>	General Site - lists all available applications
<a href="https://mp.timetabling.education">mp.timetabling.education</a>	Management Portal
<a href="https://cm.timetabling.education">cm.timetabling.education</a>	Course Manager
<a href="https://do.timetabling.education">do.timetabling.education</a>	Daily Organiser
<a href="https://dr.timetabling.education">dr.timetabling.education</a>	Daily Reports
<a href="https://selectmysubjects.com.au/manager">selectmysubjects.com.au/manager</a>	Web Preferences Manager (original version)
<a href="https://pm.timetabling.education">pm.timetabling.education</a>	Preferences Manager (new version) – Coming Soon
<a href="https://st.timetabling.education">st.timetabling.education</a>	Staffing
<a href="https://sa.timetabling.education">sa.timetabling.education</a>	Staff Access Portal
<a href="https://su.timetabling.education">su.timetabling.education</a>	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

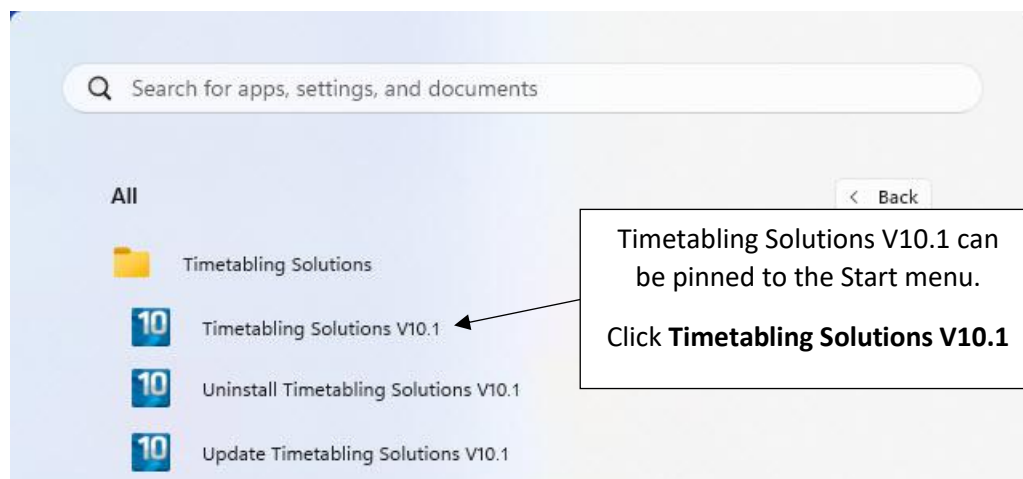
Individual users will receive an activation email from the Global Administrator to create a password. Users will then login using their email address and password to activate Timetabling Solutions Version 10.1.

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.

Timetabling SOLUTIONS

Desktop Client V10.1

trainer1@tts.com

Find Me

☐ Remember User Name

Can't sign in? [Recover your account](#)

Copyright © Timetabling Solutions Pty. Ltd. 1984...2025. All rights reserved.

<https://auth.timetabling.education/Authenticate/> Version: 1.0.0.0

Enter the username  
provided

Click **Find Me**

Timetabling SOLUTIONS

Desktop Client V10.1

trainer1@tts.com

.....

Sign In

Change User

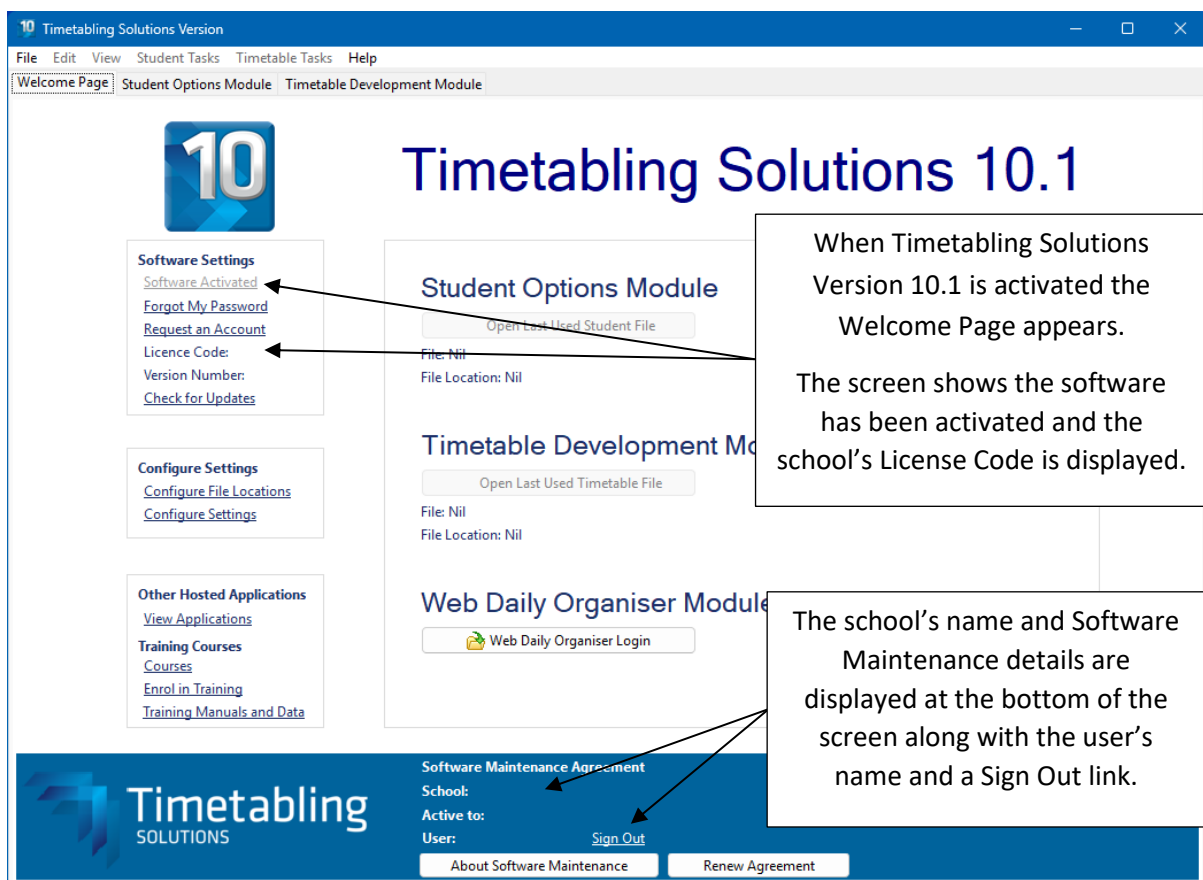
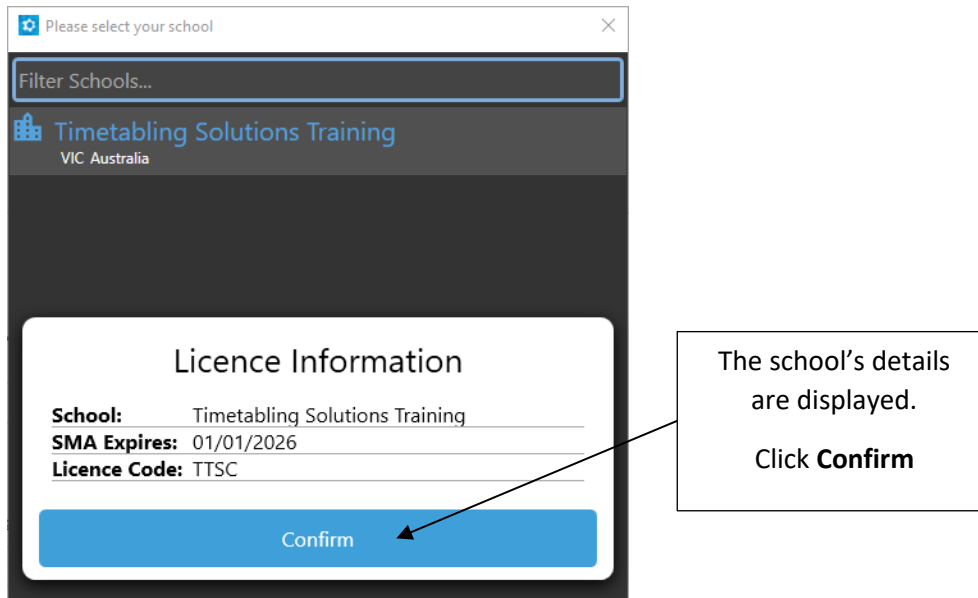
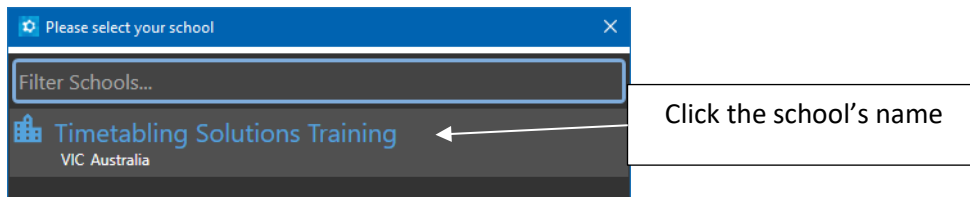
Can't sign in? [Recover your account](#)

Copyright © Timetabling Solutions Pty. Ltd. 1984...2025. All rights reserved.

<https://auth.timetabling.education/Authenticate/> Version: 1.0.0.0

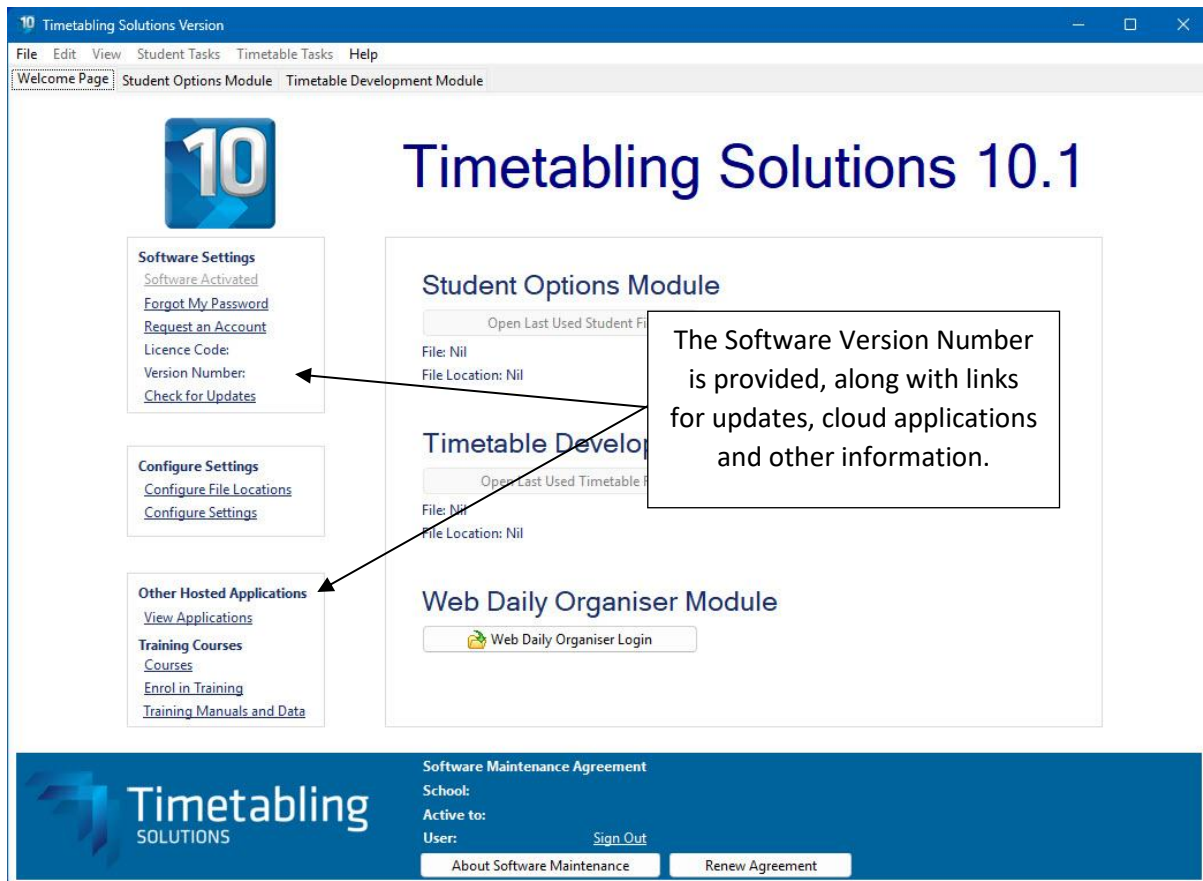
Enter the password

Click **Sign In**



## VERSION 10.1 WELCOME PAGE

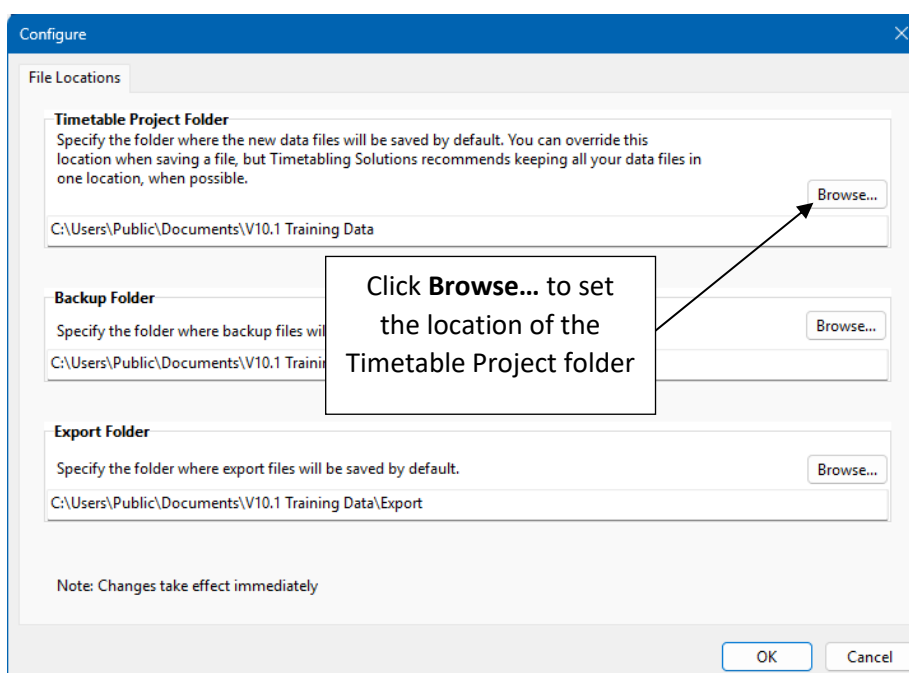
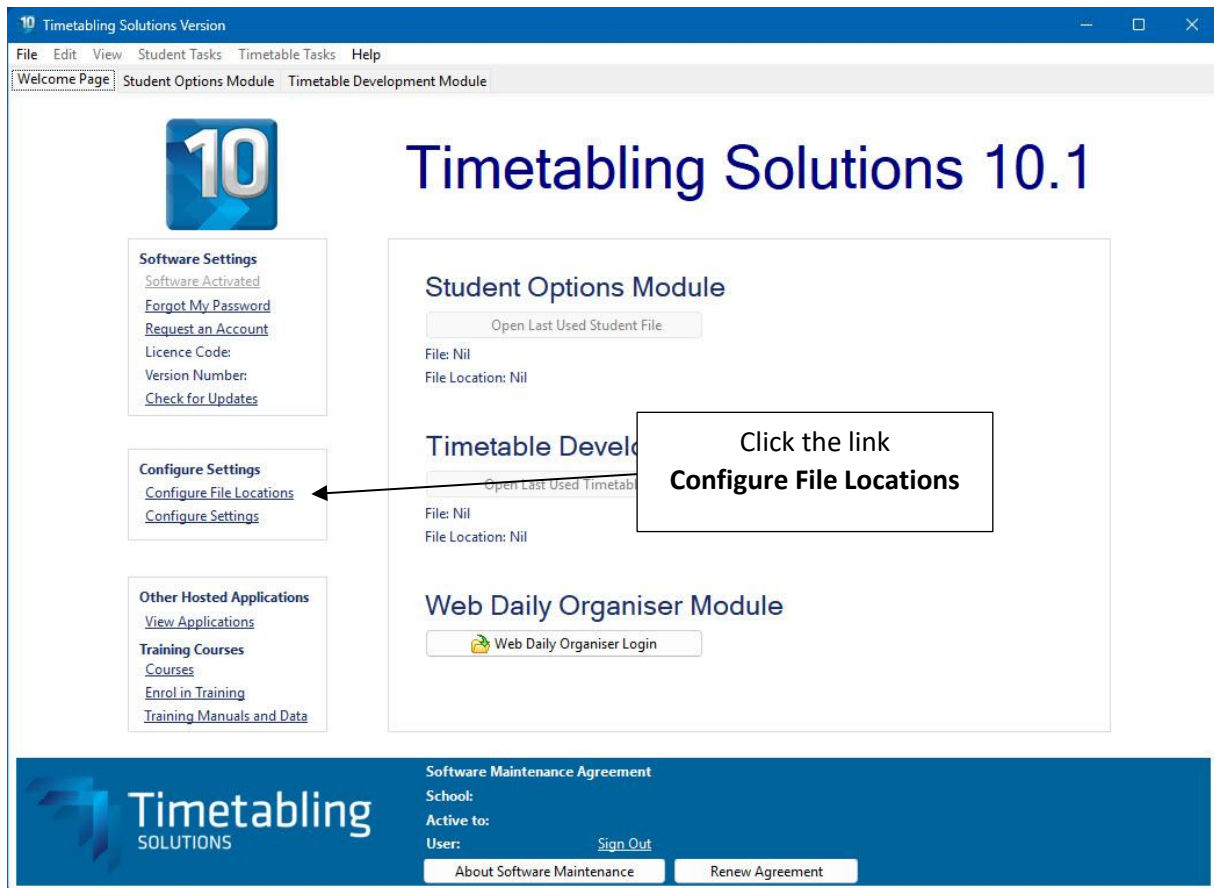
The Welcome Page can be used to access the desktop modules - Student Options and Timetable Development and to login to the Daily Organiser cloud app. It also has links to check for updates, configure the program and go to Timetabling Solutions cloud applications.

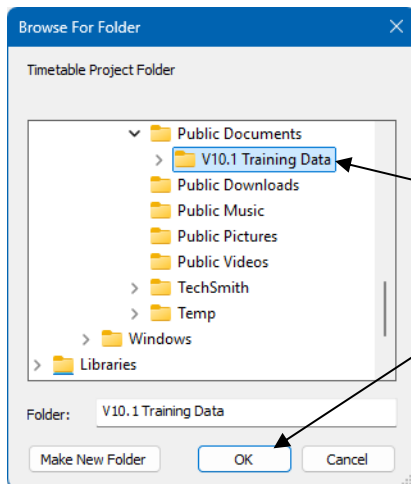


## CONFIGURE FILE LOCATIONS

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.

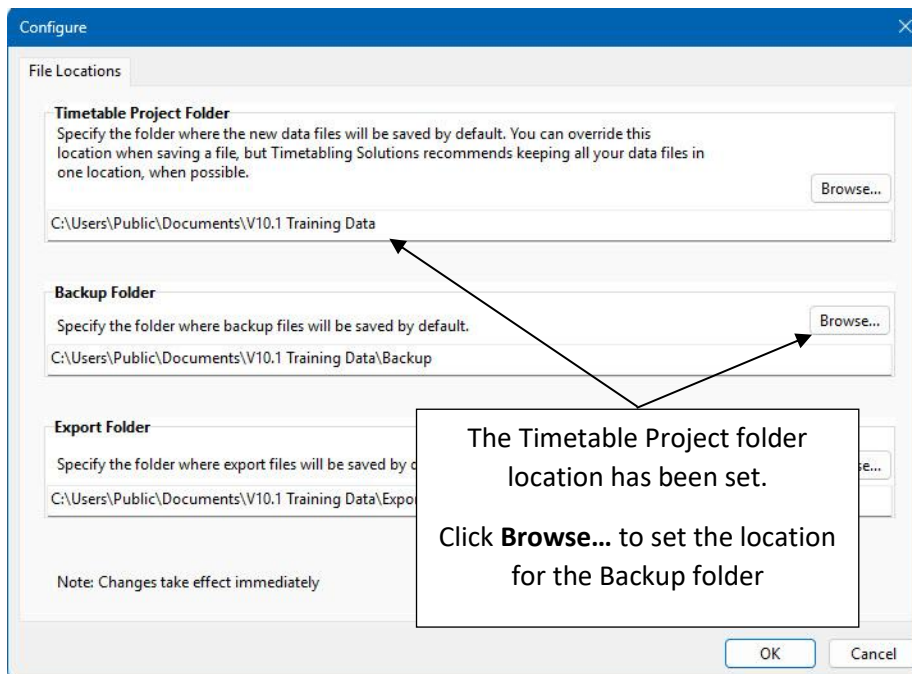




Navigate to the V10.1 Training Data folder

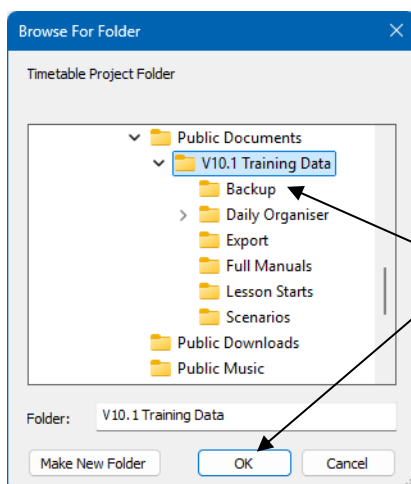
In this case, click **Users**,  
**Public**,  
**Public Documents**,  
**V10.1 Training Data**

Click **OK**



The Timetable Project folder  
location has been set.

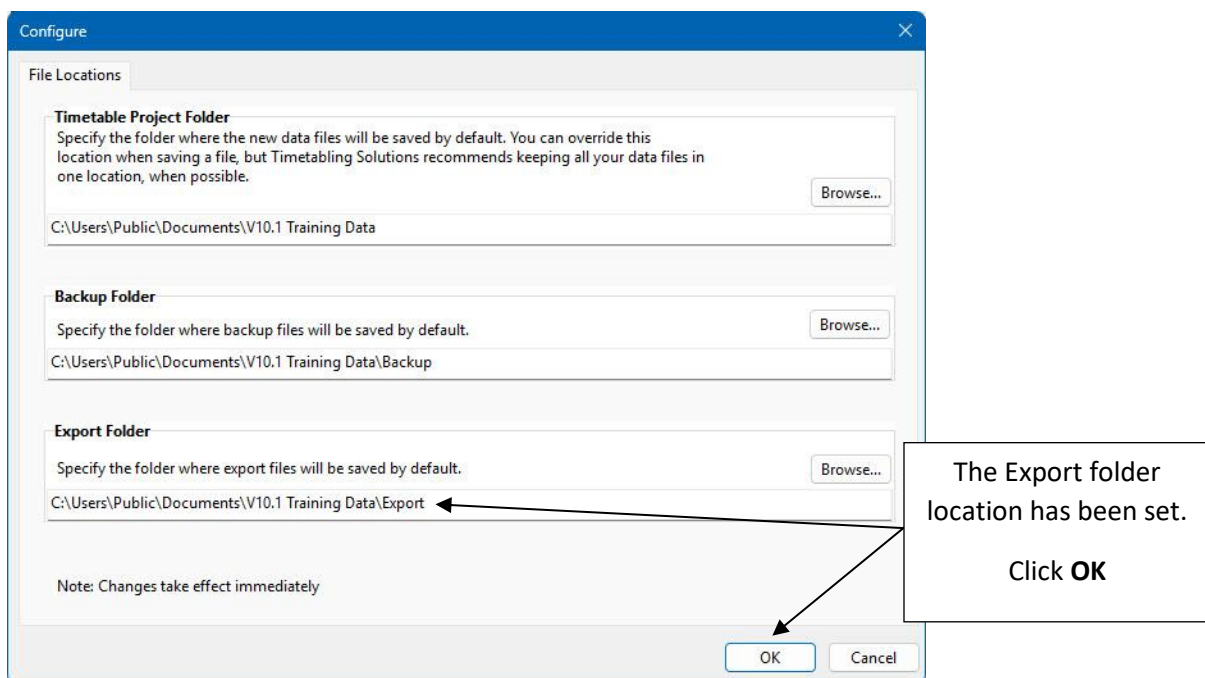
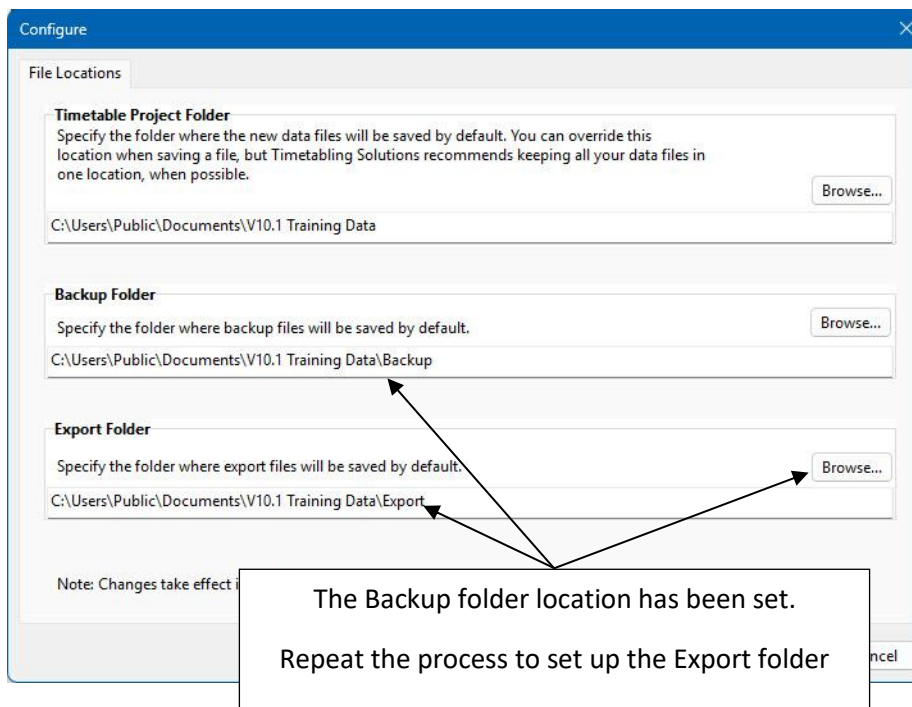
Click **Browse...** to set the location  
for the Backup folder



Navigate to the  
V10.1 Training Data folder

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

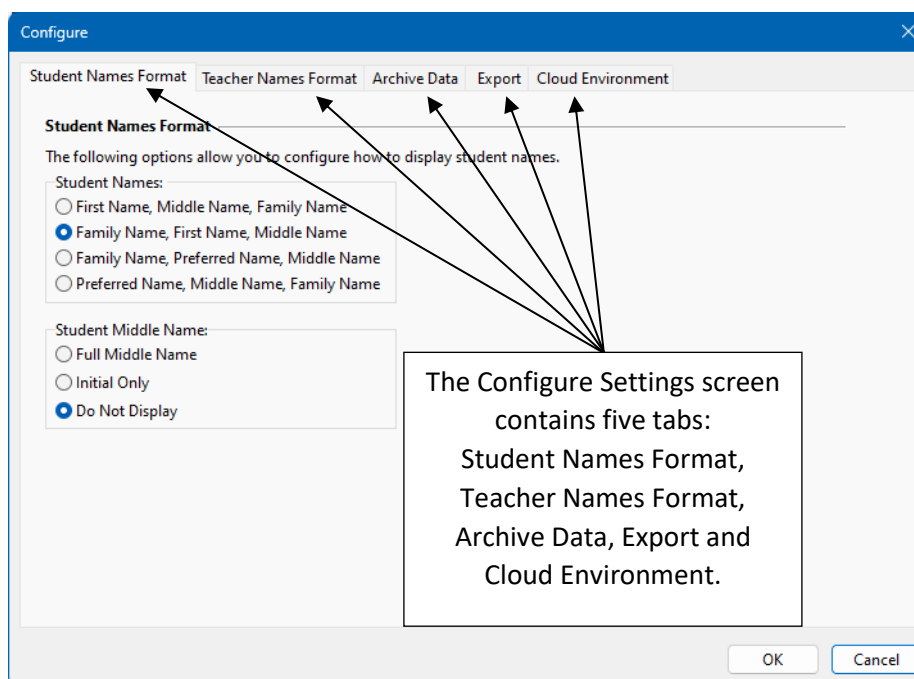
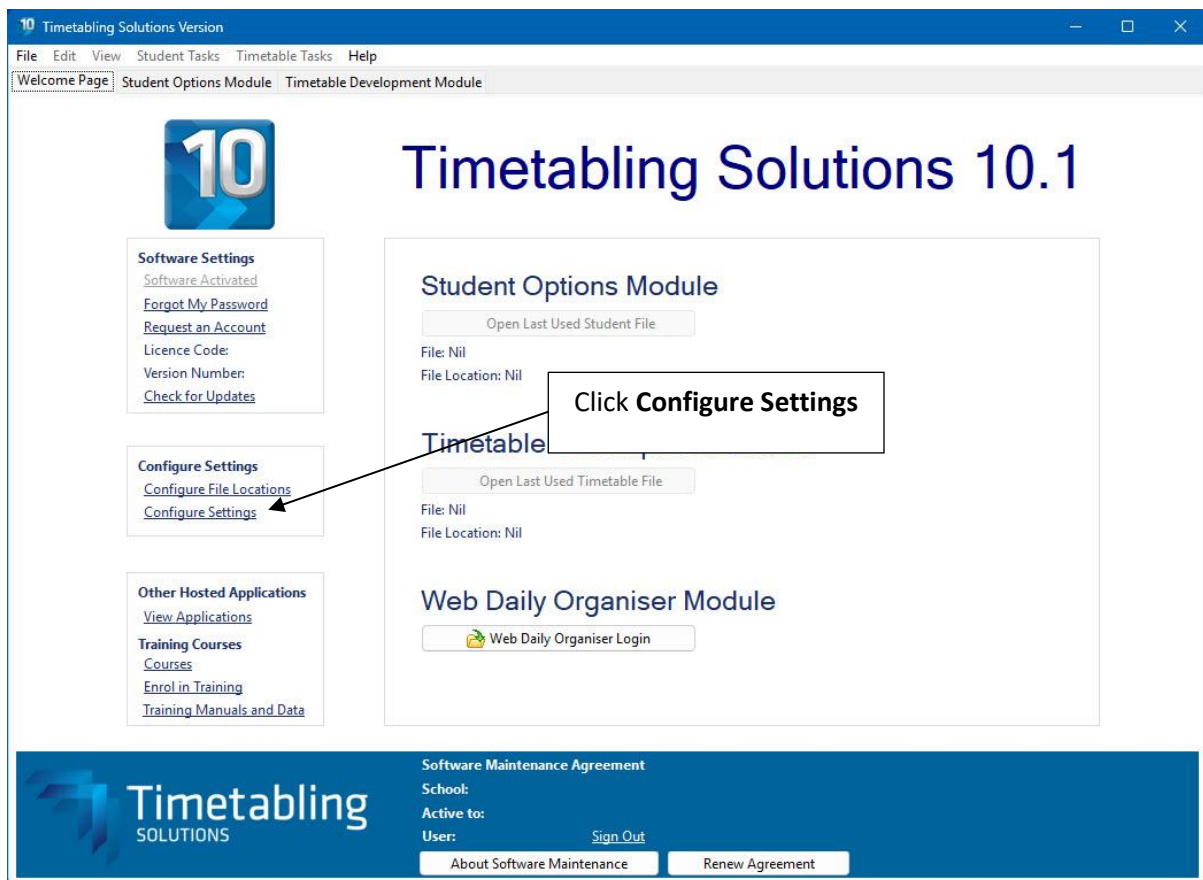




Each user can set up individual locations for the Timetable Project folder, Backup folder and Export folder. It is recommended that the Timetable Project folder is a shared folder on the school's network.

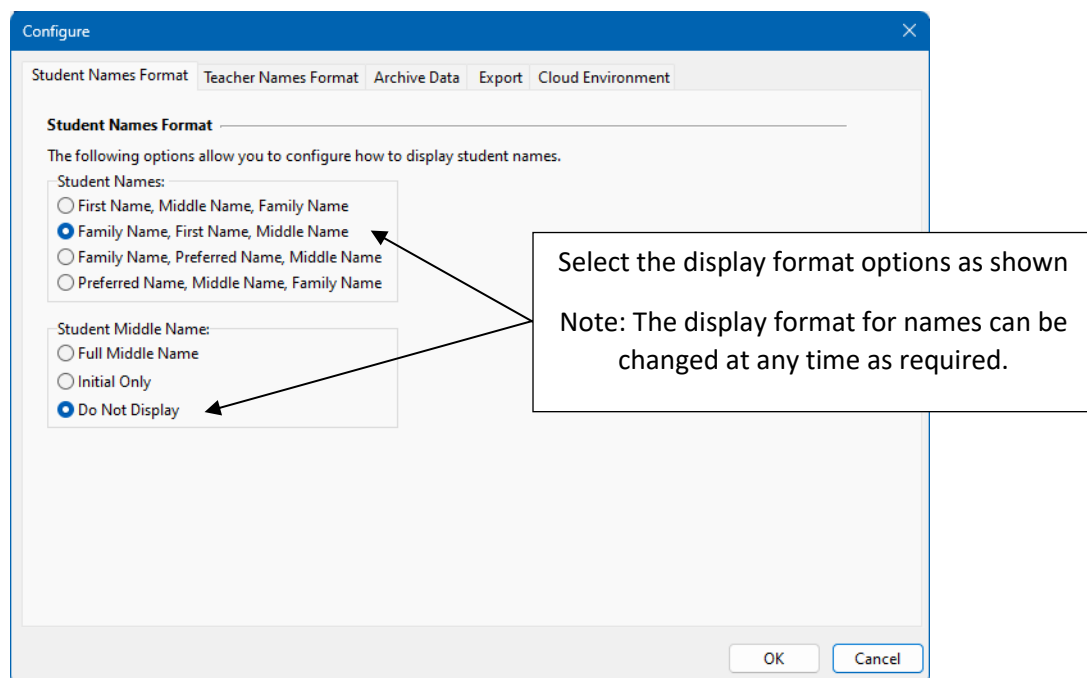
## CONFIGURE SETTINGS IN VERSION 10.1

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



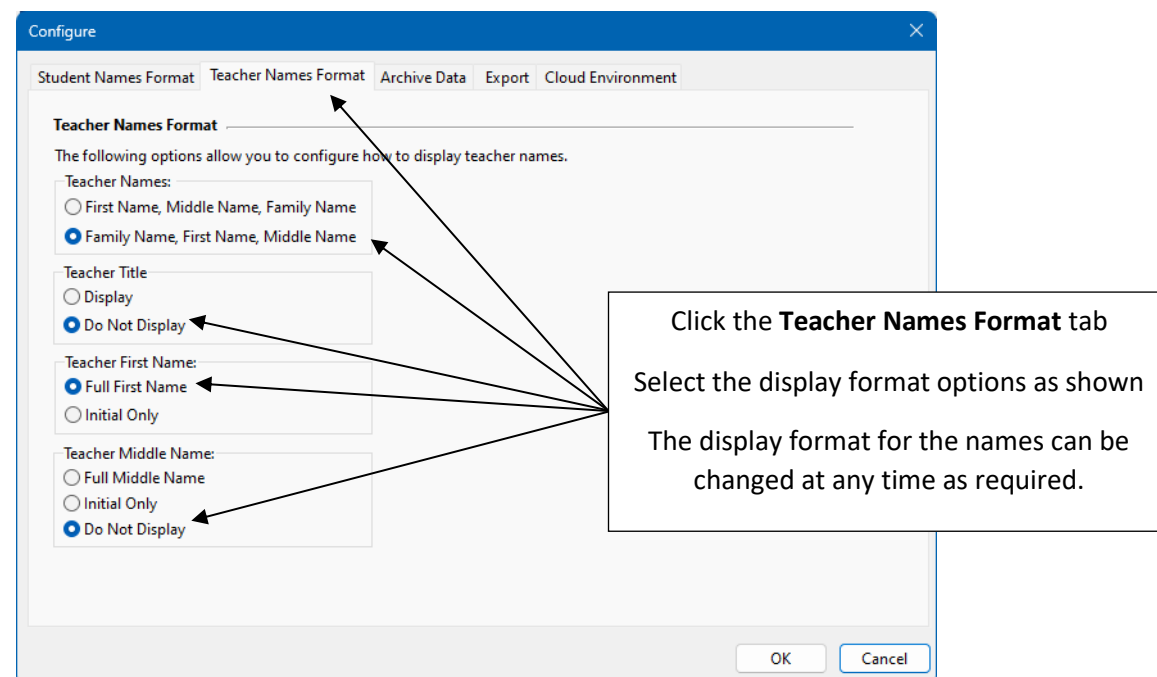
## STUDENT NAMES FORMAT

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.



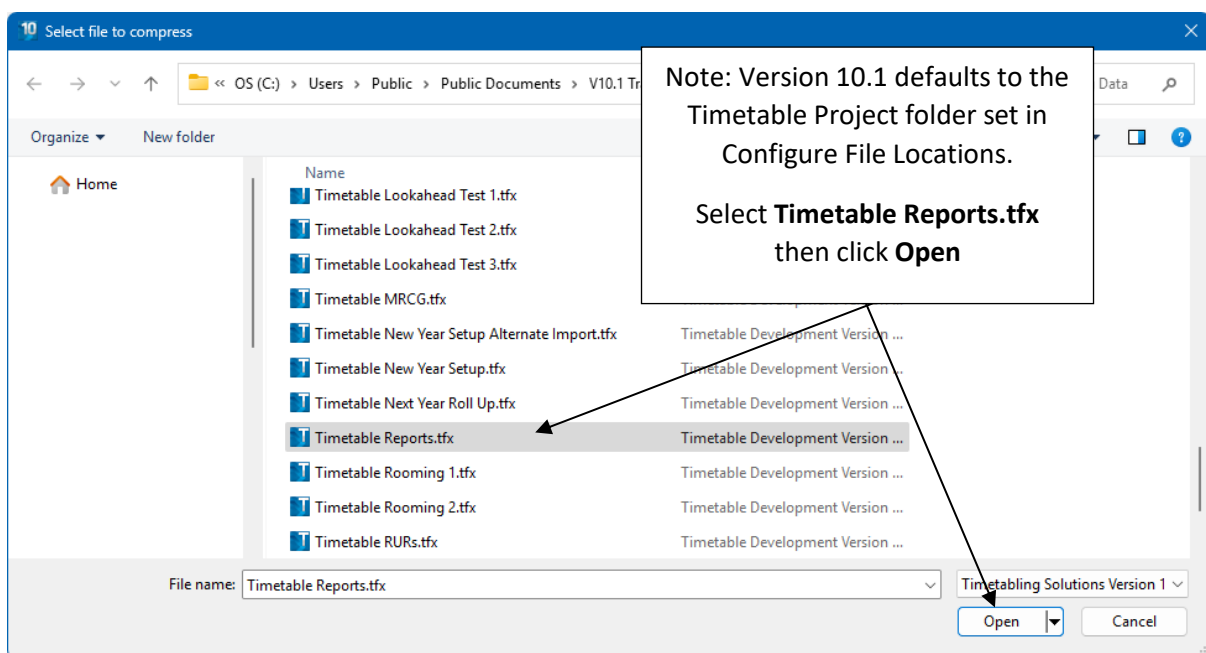
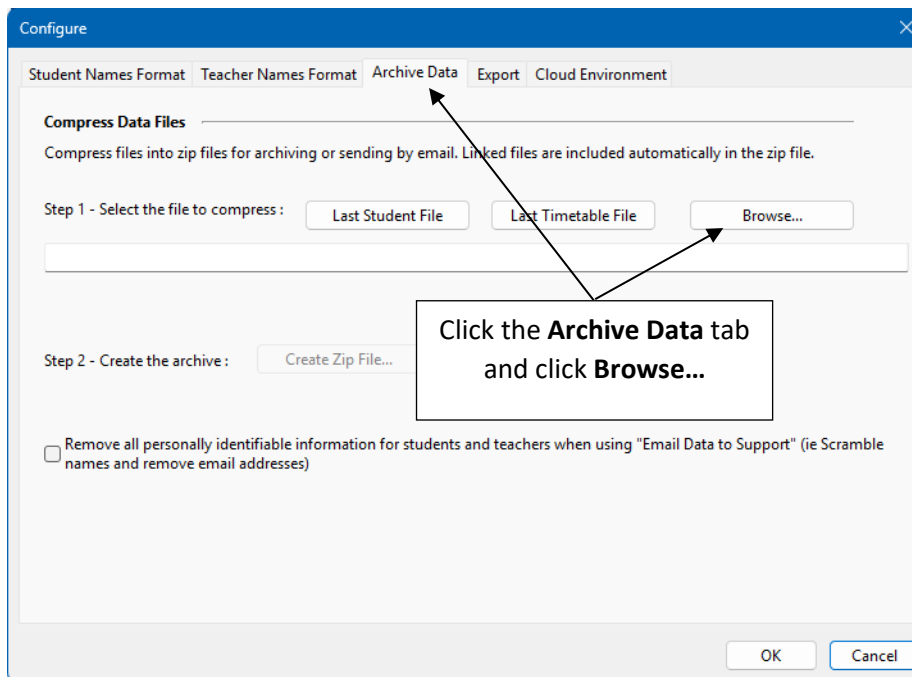
## TEACHER NAMES FORMAT

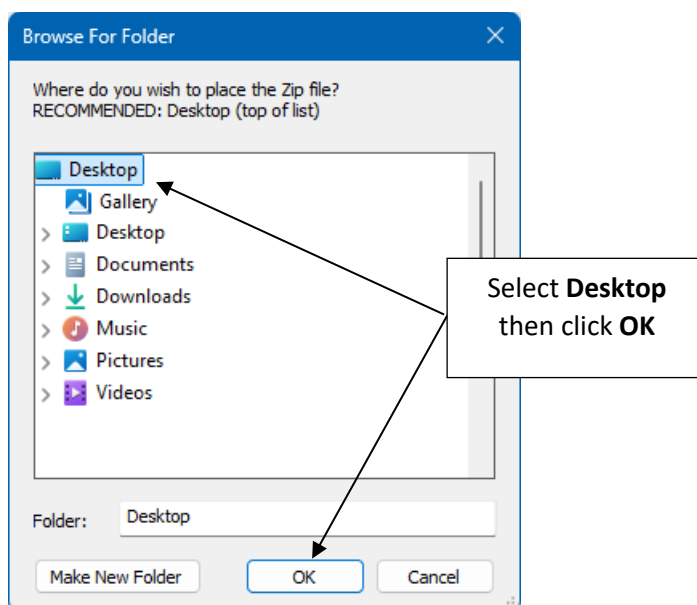
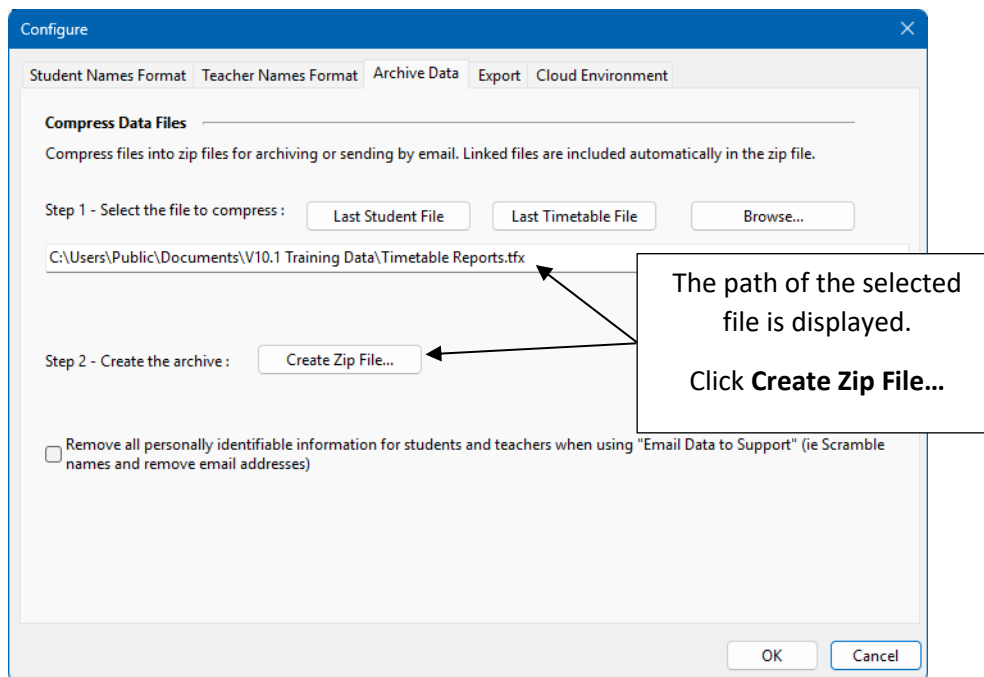
The settings for displaying teacher names can also be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.

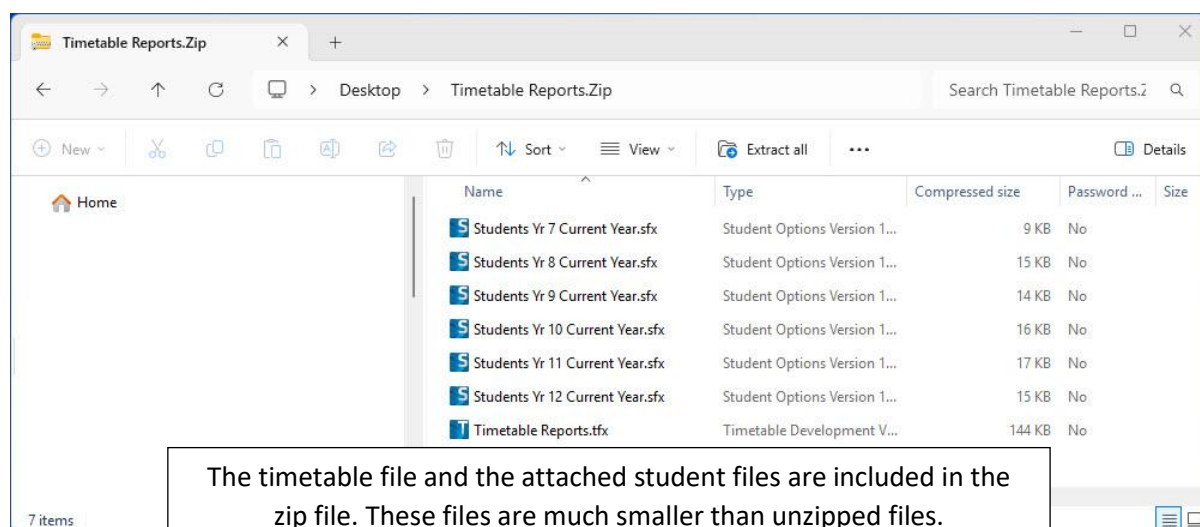
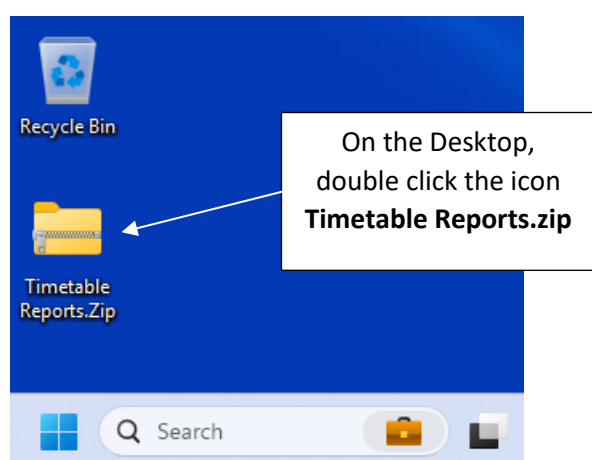
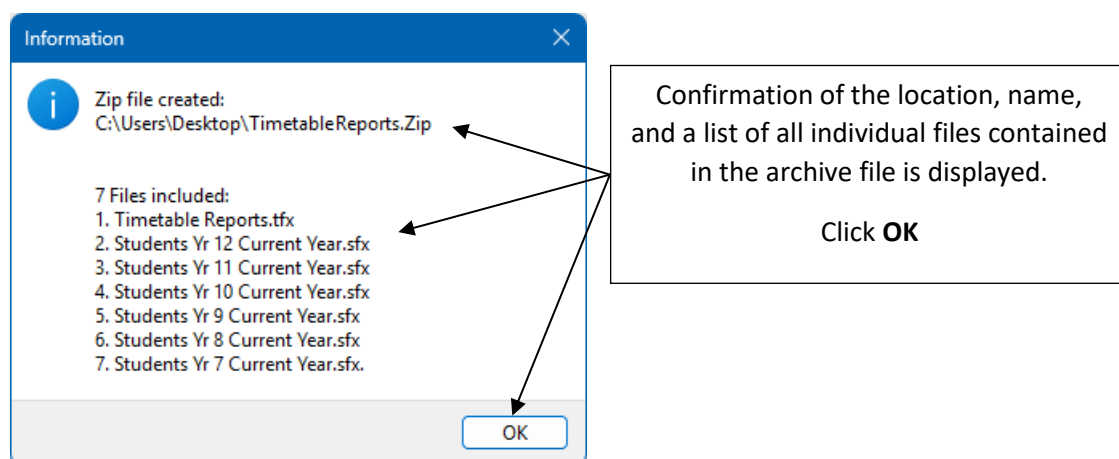


## ARCHIVE DATA

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.





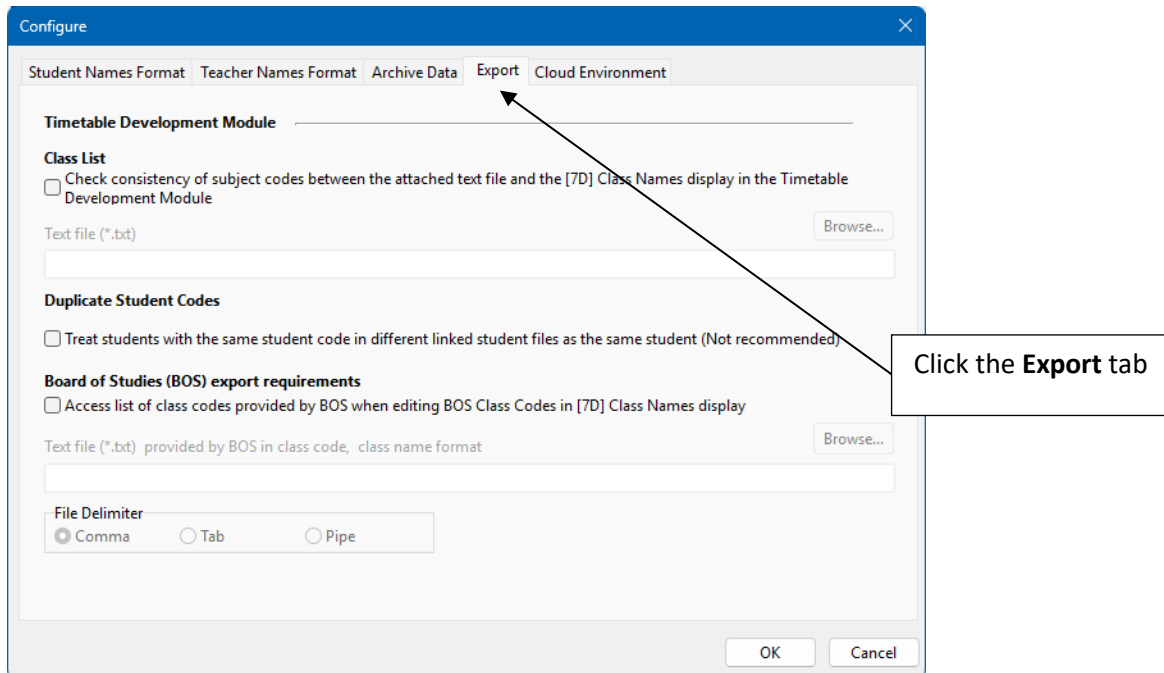


Note: Files must be unzipped/extracted before they are modified.

Close the Timetable Reports.Zip window

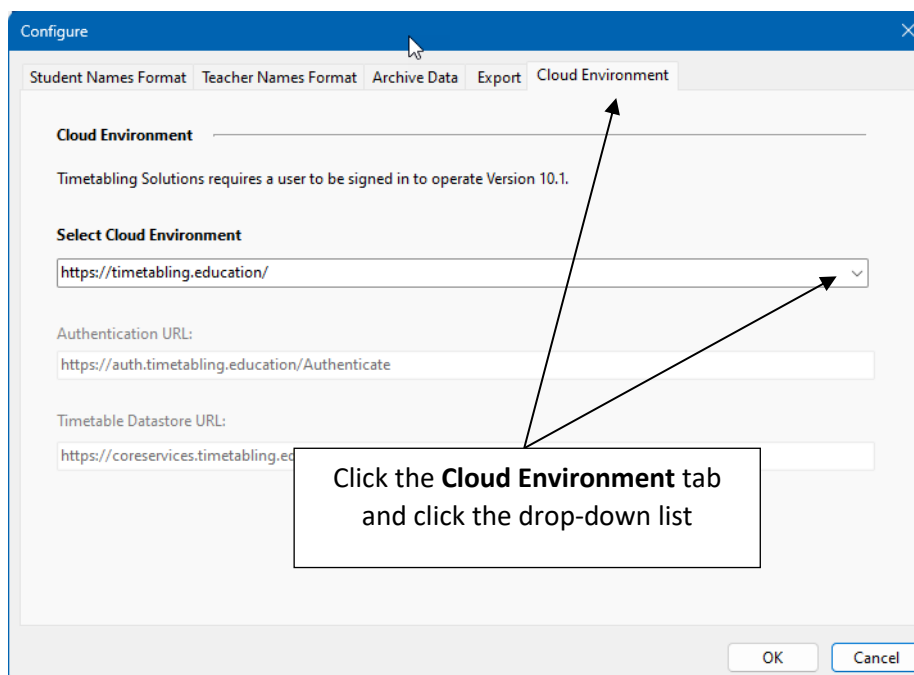
## EXPORT

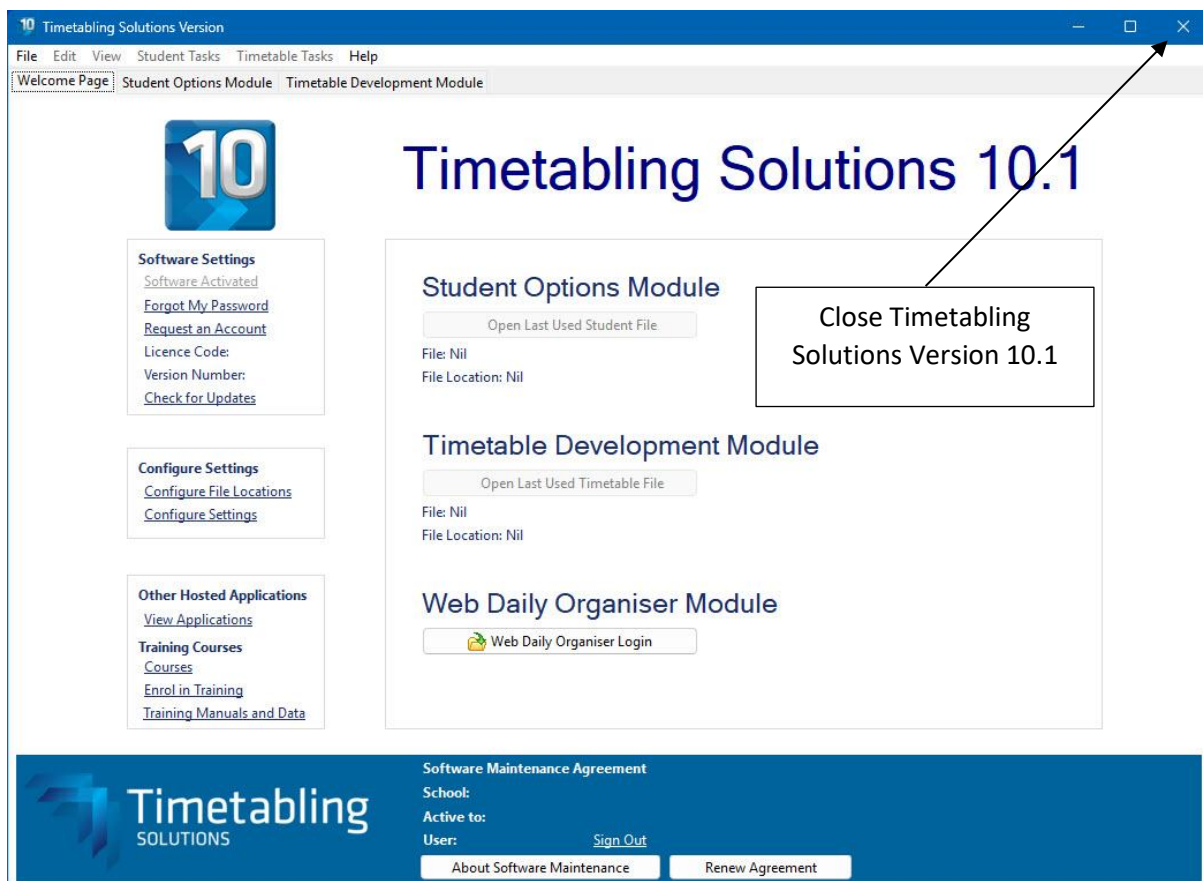
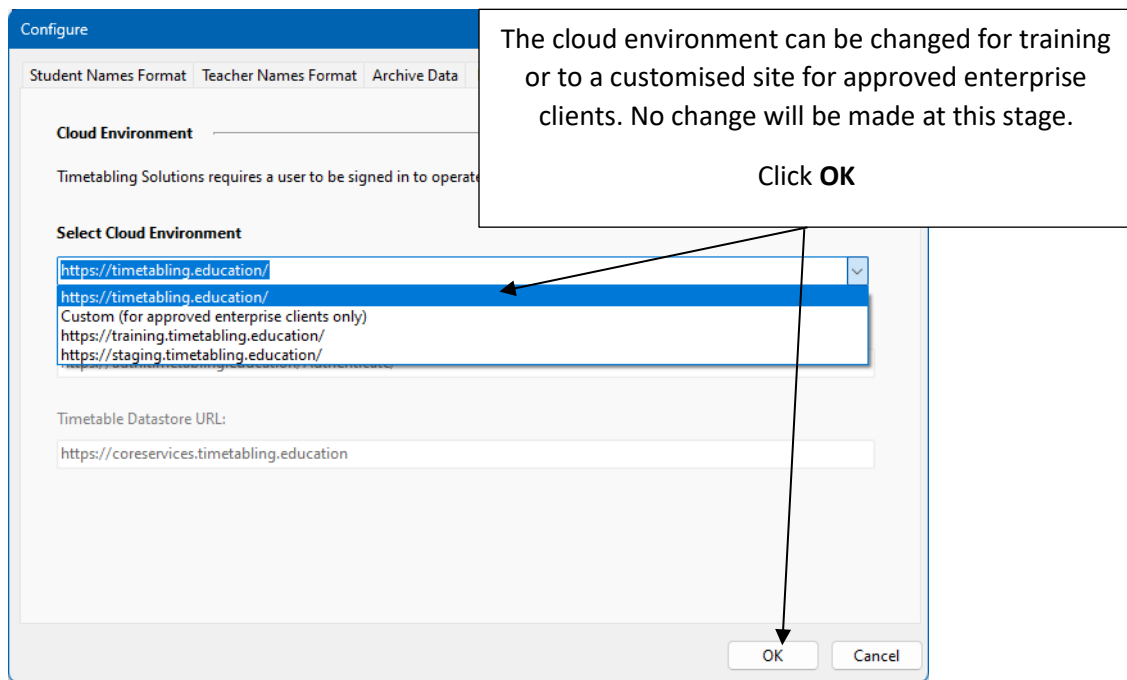
The Export tab allows the user to link files provided from various Boards of Studies. Use of this feature is covered in the specific export lessons available online.



## 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>.







---

# 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](https://training.timetabling.education).



The screenshot shows the Timetabling SOLUTIONS Sign In page. The username field contains 'trainer@do.com'. The 'Find Me' button is highlighted with a blue arrow pointing to it from a callout box. Below the button is a checkbox for 'Remember User Name' and a link for 'Can't sign in? Recover your account'.

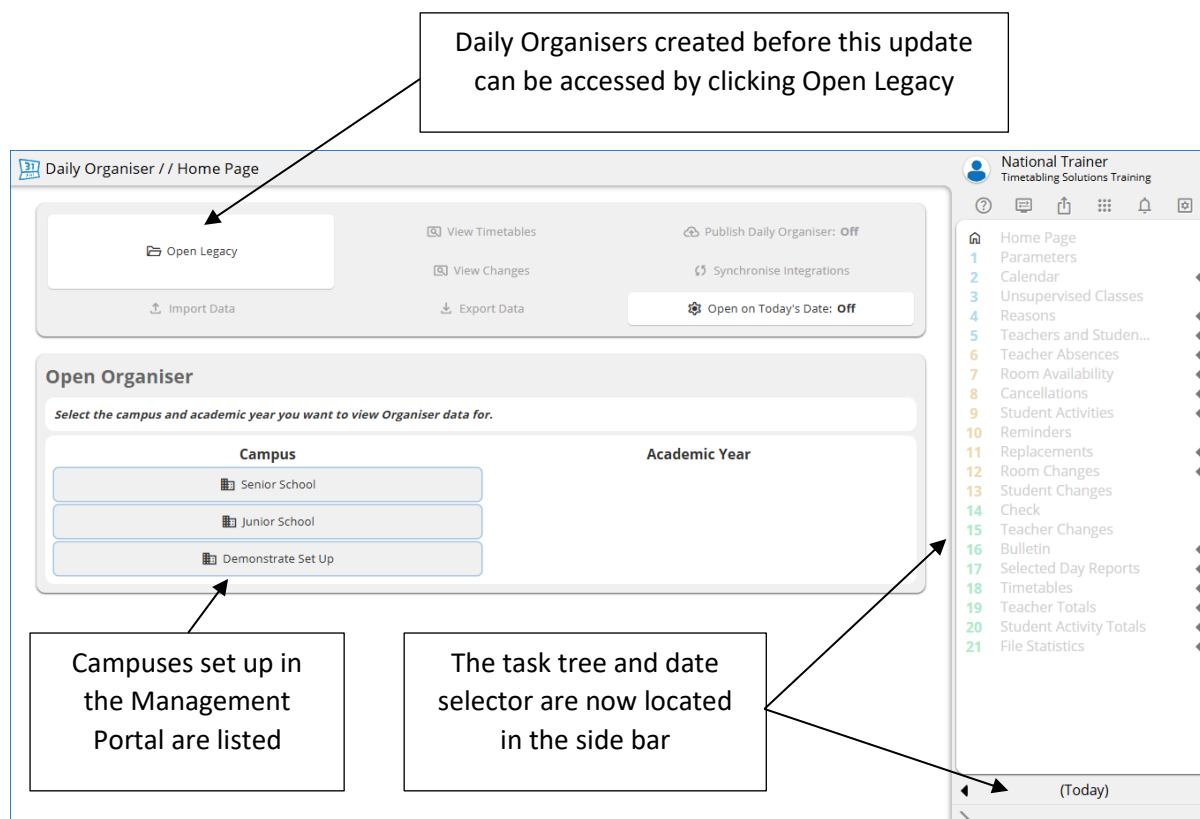
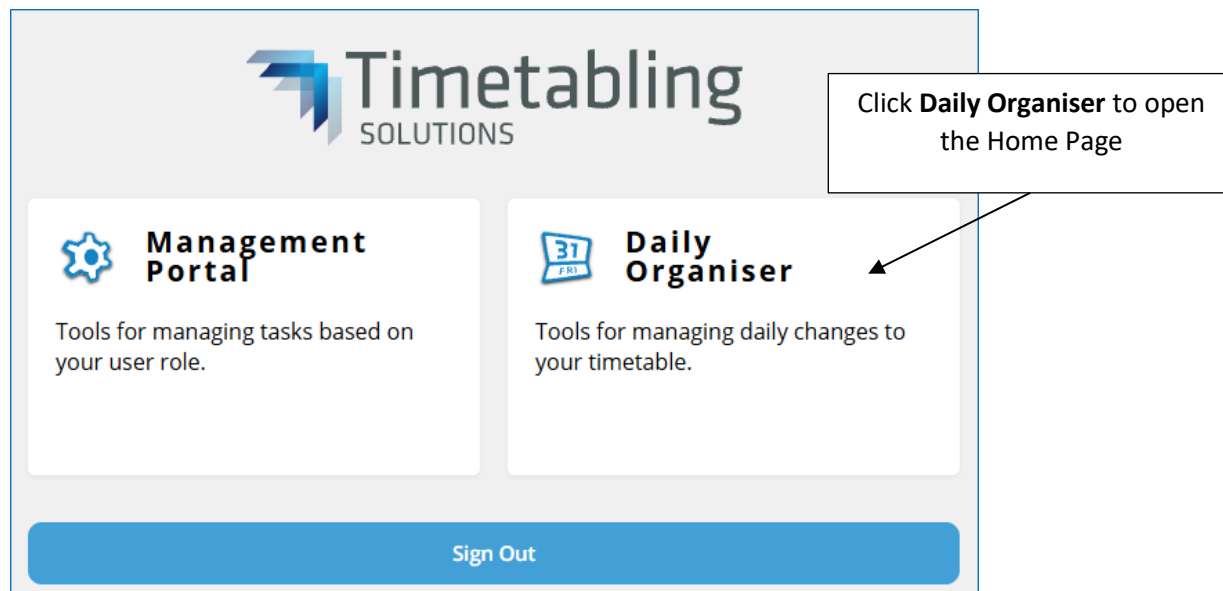
Enter the username provided  
Click **Find Me**



The screenshot shows the Timetabling SOLUTIONS Sign In page. The username field contains 'trainer@do.com' and the password field is masked with dots. The 'Sign In' button is highlighted with a blue arrow pointing to it from a callout box. Below the buttons is a link for 'Can't sign in? Recover your account'.

Enter the password provided  
Click **Sign In**

Note: When logging in at school the address is [timetabling.education](https://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.

The screenshot shows the 'Open Organiser' form with the title 'Open Organiser' and the instruction 'Select the campus and academic year you want to view Organiser data for.' Below this, there are two columns: 'Campus' and 'Academic Year'. The 'Campus' column has three options: 'Senior School', 'Junior School', and 'Demonstrate Set Up'. The 'Academic Year' column is empty. An arrow points from a text box to the 'Demonstrate Set Up' option.

**Open Organiser**

Select the campus and academic year you want to view Organiser data for.

Campus	Academic Year
Senior School	
Junior School	
Demonstrate Set Up	

Select the Campus  
Click **Demonstrate Set Up**


The screenshot shows the 'Open Organiser' form with the title 'Open Organiser' and the instruction 'Select the campus and academic year you want to view Organiser data for.' Below this, there are two columns: 'Campus' and 'Academic Year'. The 'Campus' column has three options: 'Senior School', 'Junior School', and 'Demonstrate Set Up'. The 'Academic Year' column has two options: '2030' and '2031'. An arrow points from a text box to the '2031' option.

**Open Organiser**

Select the campus and academic year you want to view Organiser data for.

Campus	Academic Year
Senior School	2030
Junior School	2031
Demonstrate Set Up	

Select the Academic Year  
**2031**

 Configure New Academic Year

**Demonstrate Set Up - 2031**

**Details**


**Start Timetable Day**

Day 2

Day 1  
Day 2  
Day 3  
Day 4  
Day 5  
Day 6  
Day 7  
Day 8  
Day 9  
Day 10

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

Cancel Create

 Configure New Academic Year

**Demonstrate Set Up - 2031**

**Details**

**Start Timetable Day**

Day 2

**Start Date** 28/01/2031 **End Date** 12/12/2031

**Use Days**

Sunday ☐ Monday ☒ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday ☐

**Timetable Type**

☒ Each cycle starts on the same day of the week  
☐ Continuous

The Start Date and End Date were defined in the Management Portal when the Academic Year was set up.  
These cannot be changed.

Cancel Create

**Configure New Academic Year**

**Demonstrate Set Up - 2031**

**Details**

**Start Timetable Day**  
Day 2

**Start Date**  
28/01/2031

Default values have been entered for Use Days and Timetable Type. These can be changed if required.  
Click **Create**

**Use Days**

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

**Timetable Type**

☒ Each cycle starts on the same calendar day  
☐ 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.

**Confirm**

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

No Yes

Click **Yes**

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



The screenshot shows the 'Import Information' window. At the top, there are two tabs: 'Daily Organiser (Web)' (selected) and 'Version 9 Daily Organiser'. Below the tabs, a message says 'Select a file to import information from'. A table lists three files:

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

At the bottom right, there are 'Cancel' and 'Next' buttons. Arrows point from the 'Daily Organiser (Web)' tab, the 'Demonstrate Set Up - 2030' row, and the 'Next' button to a text box below the screenshot.

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

Click **Next**

The screenshot shows the 'Import Information' window with the 'Daily Organiser (Web)' tab selected. Below the tabs, a message says 'Select information to import'. A list of parameters is displayed, all with checked checkboxes:

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

At the bottom right, there are 'Back' and 'Import' buttons. An arrow points from a text box to the list of parameters.

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

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.

Import Information

Daily Organiser (Web)

Select information to import

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

Back Import

Untick the checkboxes as shown

Click Import

Cycle Start Dates

The first date in all datasets is a cycle start date (default setting).

Please go to [2C] Cycle Start Dates to add additional dates to ensure counted and uncounted replacement limits are reset at the start of each cycle.

OK

Click OK

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.

Daily Organiser / No File / Home Page

Open Legacy

View Timetables

View Changes

Publish Daily Organiser: Off

Synchronise Integrations

Open on Today's Date: On

Open Organiser

Select the campus and academic year you want to view

Campus

- Senior School
- Junior School

Demonstrate Set Up

Academic Year

- 2030
- 2031

Click 2023 to make the side bar active

Garry Daly

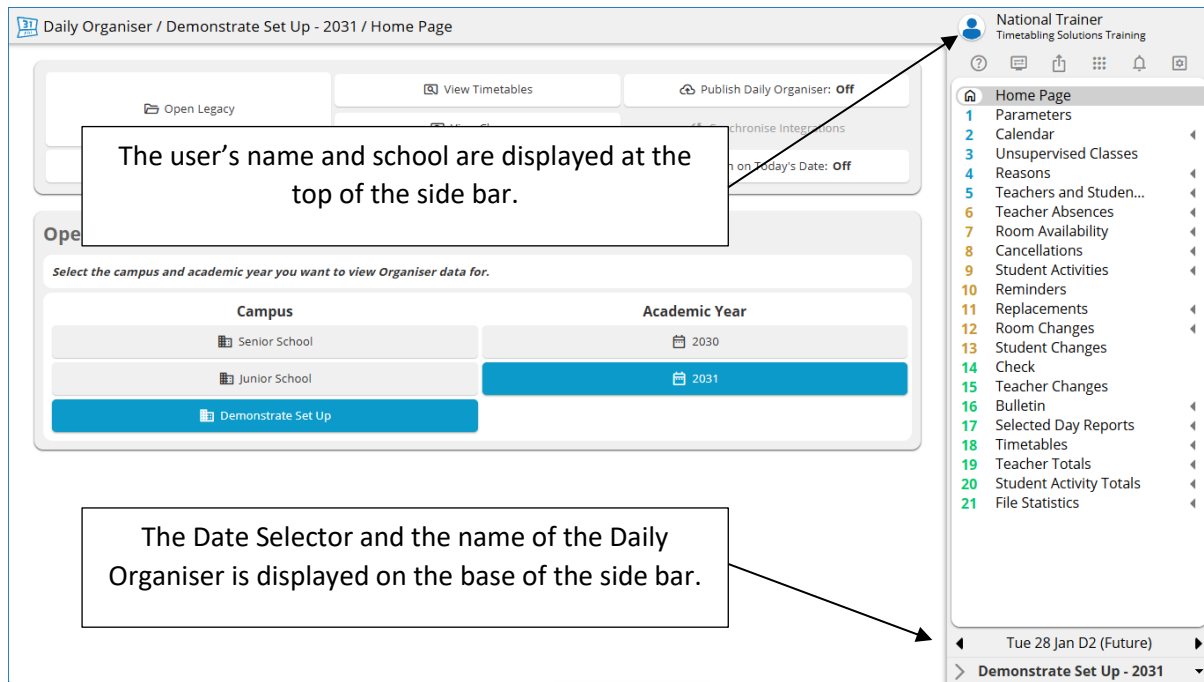
Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Studen...
- Teacher Absences
- Room Availability
- Cancellations
- Student Activities
- Reminders
- Replacements
- Room Changes
- Student Changes
- Check
- Teacher Changes
- Bulletin
- Selected Day Reports
- Timetables
- Teacher Totals
- Student Activity Totals
- File Statistics

## 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





The screenshot shows the 'National Trainer' interface for 'Timetabling Solutions Training'. It features a sidebar with a list of tasks numbered 1 to 21. The tasks are: Home Page, Parameters, Calendar, Unsupervised Classes, Reasons, Teachers and Studen..., Teacher Absences, Room Availability, Cancellations, Student Activities, Reminders, Replacements, Room Changes, Student Changes, Check, Teacher Changes, Bulletin, Selected Day Reports, Timetables, Teacher Totals, Student Activity Totals, and File Statistics. Below the list is a date selector showing 'Tue 28 Jan D2 (Future)' and a selector for 'Demonstrate Set Up - 2031'. Arrows point from various UI elements to callout boxes explaining their functions.

**Callout 1:** Hover over any icon to see its description



**Callout 2:** Click any task with a  to expand the branch

**Callout 3:** Right click and select Expand All or Compress All to change how much of the Task Tree is displayed

**Callout 4:** Click the date to display the date selector

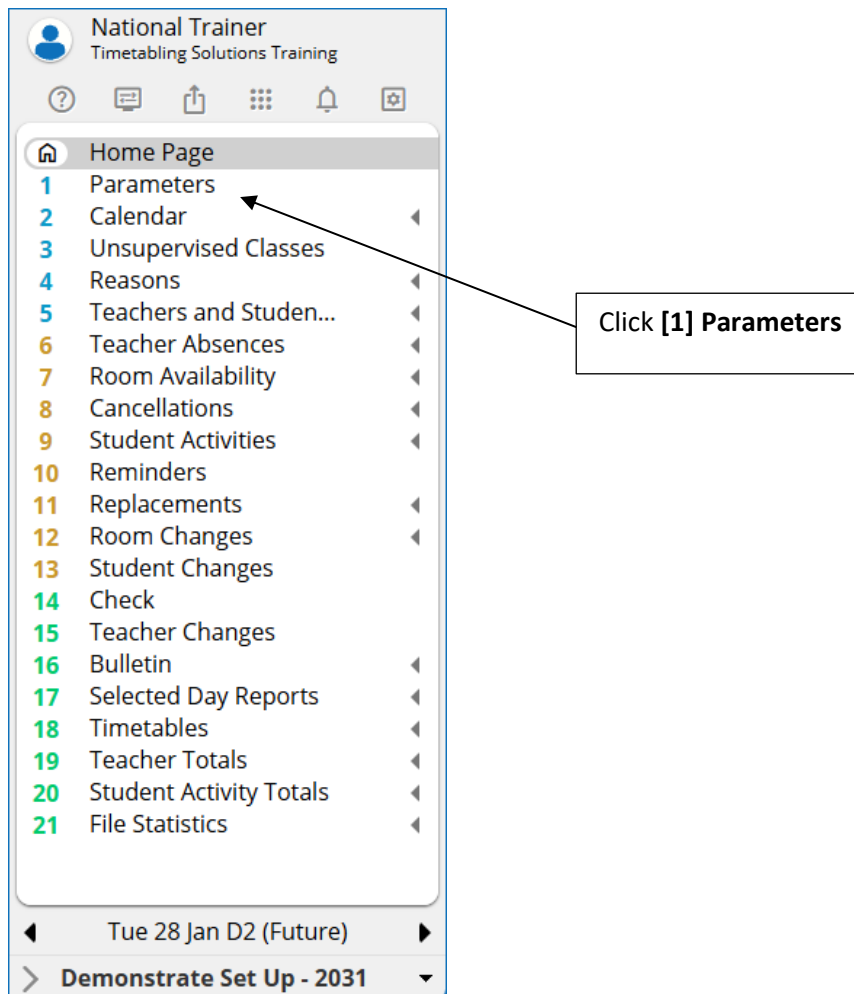
**Callout 5:** Alternatively, click  to move back one day or  to move forward one day

**Callout 6:** Click the selector to display all available Daily Organisers

**Callout 7:**  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.



Daily Organiser / Demonstrate Set Up - 2031 / Parameters

### General

*These are general configuration settings.*

**Date Format**

Tue 28 Jan

This is the default date format.

### Casual Teacher Parameters

*These are configuration settings specific to casual teachers.*

**Casual Teacher Title**

Casual

**Casual Spare Field 1**

Teacher Reg No

**Casual Spare Field 2**

Expiry Date

**Casual Spare Field 3**

Casual is the default term for Casual Teacher Title.

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

### Calendar Parameters

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

**Start date**

28/01/2031

**Start timetable day**

Day 2

**End date**

12/12/2031

**Weekday status**

☐ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday

**Linked timetable**

10 day cycle

**Timetable type**

☒ Each cycle starts on the same calendar day ☐ Continuous

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

## DATE FORMAT

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

### General

*These are general configuration settings.*

**Date Format**

Tue 28 Jan

28/01/2031

**Tue 28 Jan**

Tue 28 Jan 31

Tuesday, 28 January 2031

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

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

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

## CASUAL TEACHERS

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

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

**Casual Teacher Title**

**Casual Spare Field 1**

**Casual Spare Field 2**

**Casual Spare Field 3**

Click the default value **Casual** and type “CRT”  
 Note: Casual teachers will now be referred to as CRTs throughout the app.

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

**Casual Teacher Title**

**CRT Spare Field 1**

**CRT Spare Field 2**

**CRT Spare Field 3**

In the Spare Field labels Casual has changed to CRT.

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

## CALENDAR

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

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

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



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

## CLOSURE DAYS AND WEEKS

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

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

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

☐ Show timetable days
 
☒ Selected date
 ☐ In future
 ☐ School closed

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

School holidays have been entered as closure weeks. They are shown in red.

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

☐ Show timetable days
 
☒ Selected date
 ☐ In future
 ☐ School closed

☒ Day  
☐ Week

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

Monday 10 March is a Public Holiday.  
Click **Mon 10 March**, click **Closure** then select **Day** from the drop-down menu



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

☐ Show timetable days
 
☒ Selected date
 ☐ In future
 ☐ School closed

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

Monday 10 March is now a closure day.

Alternatively, a closure day can be added with a double click on any date.

Double click **Fri 25 April**

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

☐ Show timetable days
 
☒ Selected date
 ☐ In future
 ☐ School closed

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

The closure days and weeks are shown in red.

Closure days can be removed by

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

Closure weeks can be removed by

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

## TIMETABLE DAYS

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

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

☒ Show timetable days

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

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

## SUMMARY

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



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

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

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

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

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

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

## EDIT A TIMETABLE DAY

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



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

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

☒ Show timetable days

☒ Selected date
 ☐ In future
 ☐ School closed

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

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

Select **D1**

**Confirm**

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

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

Do you want to proceed?

Click **Yes**

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

☒ Show timetable days
 
☐ Selected date
 ☐ In future
 ☐ Timetable day edit
 ☐ School closed

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

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

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



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

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

☒ Timetable day edit

No	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10
1	Mon 10 Feb	Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan	Mon 03 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
2	Mon 24 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb	Mon 17 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
3	Wed 12 Mar	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar
4	Mon 24 Mar	Tue 11 Mar	Wed 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	Mon 23 Jun	Tue 24 Jun	Wed 25 Jun	Thu 26 Jun	Fri 27 Jun
11	Mon 28 Jul	Tue 15 Jul	Wed 30 Jul	Thu 17 Jul	Fri 01 Aug	Mon 28 Jul	Tue 29 Jul	Wed 30 Jul	Thu 31 Jul	Fri 01 Aug
12	Mon 11 Aug	Tue 29 Jul	Wed 13 Aug	Thu 31 Jul	Fri 15 Aug	Mon 08 Aug	Tue 09 Aug	Wed 10 Aug	Thu 11 Aug	Fri 12 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

The summary has been updated.

## CYCLE START DATES

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

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

Cycle start dates can be automatically set to start on:

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

They can also be set manually.



**On the Task Tree select:**

**[2C] Calendar - Cycle Start Dates**

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

☒ Show Timetable Days
 
☐ Selected date
 ☐ In future
 ☐ Timetable day edit
 ☐ School closed
 ☐ Cycle start day

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
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

Click Set Cycle Dates

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 
 ● Timetable closure

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

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

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

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

Untick **Show Timetable Days**

## UNSUPERVISED CLASSES

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



**On the Task Tree select:**  
**[3] Unsupervised Classes**

Daily Organiser / Demonstrate Set Up - 2031 / Unsupervised Classes

No unsupervised classes have been entered.

Click **Add**

Select Roll Class

12

12  
11  
10A  
10B  
10C  
10D  
9A  
9B  
9C  
9D  
8A  
8B  
8C

☐ Sort

Select **12** and click **Apply**

**Select Classes**

**Available (42)**

- 12HRM1D
- 12INF1A
- 12LST1A
- 12MAA1A
- 12MAA1B
- 12MAG1A
- 12MAG1B
- 12MAX1A**
- 12MTE1A
- 12OED1A
- 12PED1A
- 12PED1B
- 12PHY1A
- 12PHY1B


**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**


>

>>

<<

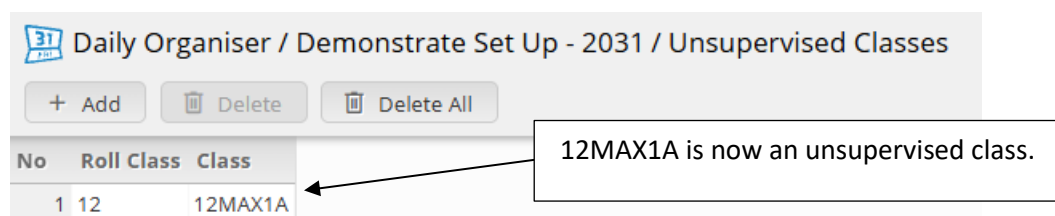
<

12MAX1A is now in the Selected box.  
Click **Apply**

 Display ☐ Sort

Close **Apply**





Daily Organiser / Demonstrate Set Up - 2031 / Unsupervised Classes

+ Add   Delete   Delete All

No	Roll Class	Class
1	12	12MAX1A

12MAX1A is now an unsupervised class.

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

## REASONS

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

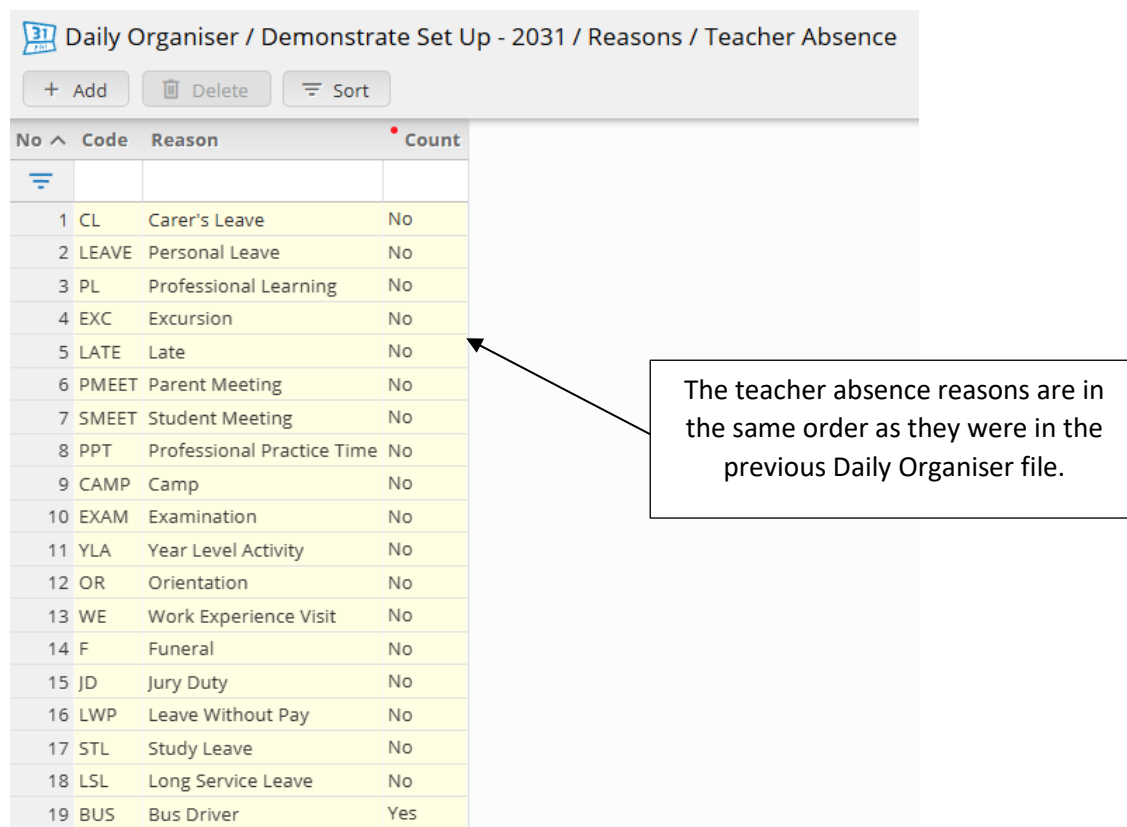
When Daily Organiser is used for the first time, there will be no previous Daily Organiser data to import so teacher absence reasons will need to be entered manually. In this example, reasons were imported when parameters were imported earlier in the lesson.

## TEACHER ABSENCE REASONS

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



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



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

+ Add   Delete   Sort

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

The teacher absence reasons are in the same order as they were in the previous Daily Organiser file.

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 ☐ Top

Required Fields \*

Cancel Record and Next Record and Close

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

Add Reason Code

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

Code\* 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**

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

+ Add Delete Sort

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

The new reason has been added to the top of the list.

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.

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

+ Add Delete Sort

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

Click Sort

Sort

Sort Ascending Sort Descending Move Up Move Down Clear

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

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

Click **OK**

Cancel OK

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

+ Add Delete Sort

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

Mentor has now moved down the list.

## ROOM AVAILABILITY REASONS

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



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

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

+ Add Delete Sort

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

The room availability reasons were imported earlier in the lesson.

## CANCELLATIONS

When a class is cancelled a reason must be entered.



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

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

+ Add Delete Sort

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

The lesson cancellation reasons were imported earlier in the lesson.

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

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



---

# Timetabling Solutions

Hosted Application



Daily Organiser

---



## Lesson 2 - Teacher Details

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**

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

Quick Edit Calculate Uncounted Sort Email Columns selected: 17 of 19 Underload Excess

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

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Students
  - A Teachers
  - B CRT
  - C Inactive Teachers
  - D Students

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.


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

Quick Edit Calculate Uncounted Sort Email Columns selected: 17 of 19 Underload Excess

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

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Students
  - A Teachers
  - B CRT
  - C Inactive Teachers
  - D Students

Click  to open the Display Settings

Display Settings

**Teachers**

☒ Code ☐ Name

**Format:**

Last Name ↔ First Name


☐ Include title

**Show Additional Information**

☐ Teacher Load ☐ Teacher Count

Cancel Save Save For All

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.

Display Settings

**Teachers**

☐ Code ☒ Name ☐ Both

Example: Danton, Margaret

**Format:**

Last Name ↔ First Name

☐ Include title

**Show Additional Information**

☐ Teacher Load ☐ Teacher Count

Cancel Save Save For All

Select Name

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

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

Quick Edit Calculate Uncounted Sort Email Columns selected: 17 of 19 Underload Excess

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

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**

### Columns Displayed

☒ Select / Deselect All

- ☒ Teacher
- ☒ Family Name
- ☒ First Name
- ☒ Code
- ☒ Proposed Load
- ☒ Actual Load
- ☒ Difference
- ☒ Eligible
- ☒ Priority
- ☒ Uncounted
- ☒ Cycle Limit
- ☒ Overall Limit
- ☒ Phone
- ☒ Mobile
- ☒ Other Phone
- ☒ Email
- ☒ Staff Room
- ☐ Spare Field 2
- ☐ Spare Field 3

Cancel OK

### Columns Displayed

☐ Select / Deselect All

- ☒ Teacher
- ☐ Family Name
- ☐ First Name
- ☒ Code
- ☒ Proposed Load
- ☒ Actual Load
- ☒ Difference
- ☒ Eligible
- ☒ Priority
- ☒ Uncounted
- ☒ Cycle Limit
- ☒ Overall Limit
- ☐ Phone
- ☐ Mobile
- ☐ Other Phone
- ☐ Email
- ☐ Staff Room
- ☐ Spare Field 2
- ☐ Spare Field 3

Cancel OK

**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	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
8	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Only the 10 selected columns are displayed.

## ADDITIONAL INFORMATION BOX

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

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

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
6	Boswick, S	BOSW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
7	Boyle, Joan	BOYL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
8	Burrows, K	BURR	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
9	Butler, Alis	BUTL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
10	Carter, Lea	CART	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
11	Clark, Megan	CLAM	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
12	Connolly, Jenny	CONJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
13	Cooke, Dennis	COOD	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
14	Dalton, James	DALJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
15	Edwards, John	EDWJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
16	Feng, Jenny	FENJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
17	Fraser, Melissa	FRAM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
18	Gibson, Monique	GIBM	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Click on NA in the Cycle Limit Column for teacher Rod Adams.

The Additional Information box appears as a floating box. It displays the Adjustment History for Rod Adams.

Additional Information

Adjustment History (Adams, Rod)

No adjustment history

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

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

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

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

Click on the words **Additional Information** and drag the box to the right of the screen

Additional Information

Adjustment History (Adams, Rod)

No adjustment history

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
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
5	Bell, Heather								NA
6	Boswick, Sam								NA
7	Boyle, Joanne								NA

Additional Information

Adjustment History (Adams, Rod)

No adjustment history

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

National Trainer  
Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Students
  - A Teachers
  - B CRT
  - C Inactive Teachers
  - D Students

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
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
2	Alderson, David	ALDD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
3	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA
6	Boswick, Sam	BO							NA
7	Boyle, Joanne	BO							NA

Additional Information

Adjustment History (Adams, Rod)

No adjustment history

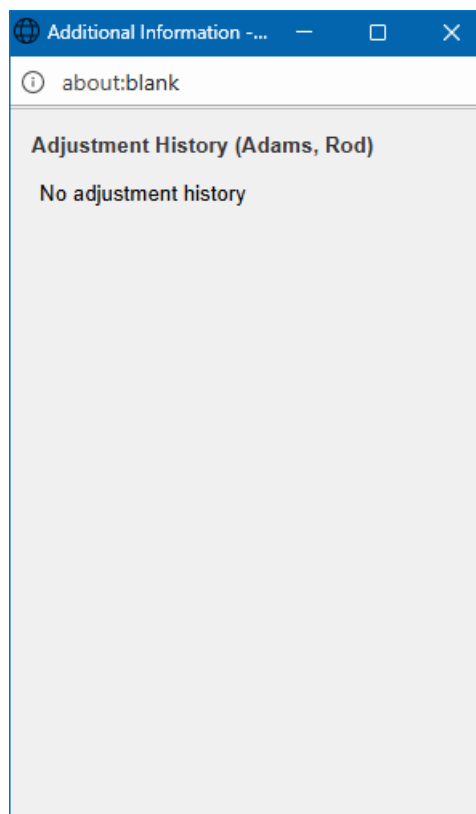
Click  to move the Additional Information to a separate window.

National Trainer  
Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Students
  - A Teachers
  - B CRT
  - C Inactive Teachers
  - D Students

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

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



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

Additional Information


Adjustment History (Adams, Rod)

No adjustment history

Home Page  
1 Parameters  
2 Calendar  
3 Unsupervised Classes  
4 Reasons  
5 Teachers and Students  
A Teachers  
B CRT  
C Inactive Teachers  
D Students

## REPLACEMENT TYPES

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

Click  to open Help & Support

Additional Information

Adjustment History (Adams, Rod)

No adjustment history

Home Page  
1 Parameters  
2 Calendar  
3 Unsupervised Classes  
4 Reasons  
5 Teachers and Students  
A Teachers  
B CRT  
C Inactive Teachers  
D Students

Help & Support

Search for help

### [5A] Teachers

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

Click image to enlarge

**REPLACEMENT TEACHERS**

- Current Staff
  - In Lieu
 

When a class is cancelled  
Results each day
  - Uncounted/Cycle
 

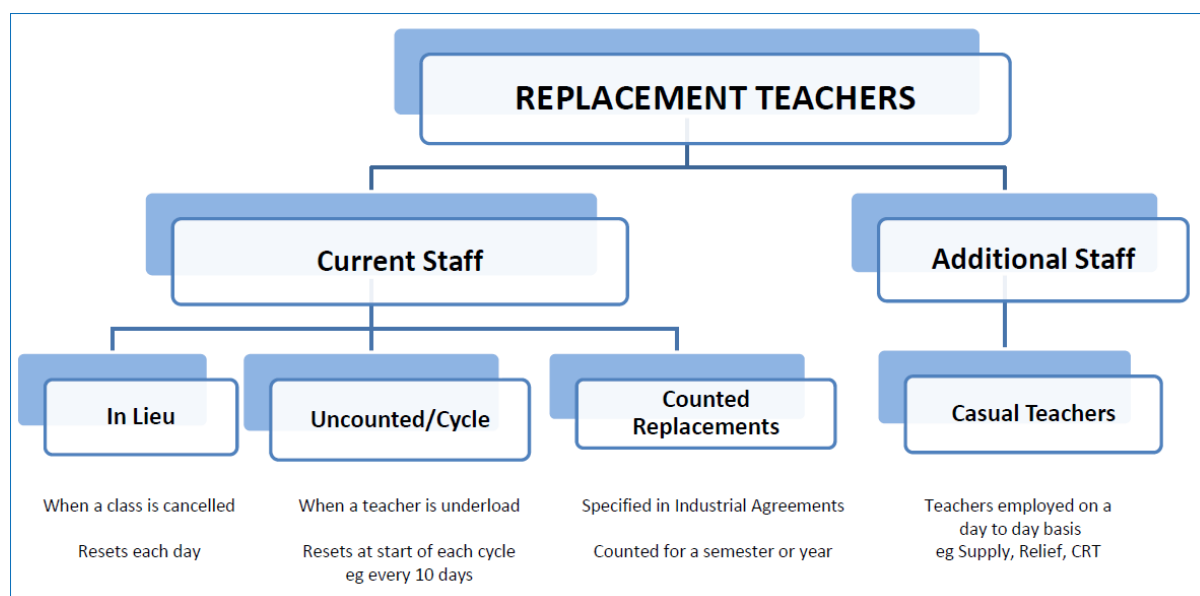
When a teacher is underload  
Results at start of each cycle  
eg every 30 days
  - Counted Replacements
 

Specified in Industrial Agreements  
Counted for a semester or year
- Additional Staff
  - Casual Teachers
 

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

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

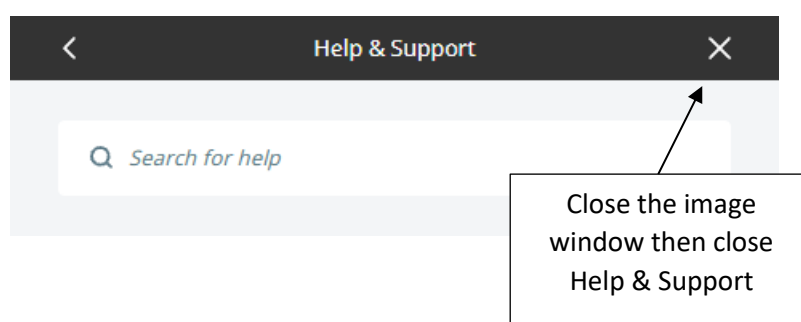
Click the image to open an enlarged version in another window



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.

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

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

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

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

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

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

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

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

The cycle and overall limits have been entered.

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



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

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

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

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

Click **Quick Edit**

Daily Organiser / Daily Organiser 2031 / Teachers and Students / Teachers

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

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

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

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

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

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				<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Alderson, David	ALDD				<input checked="" type="checkbox"/>	100	0.00	1.00	NA
3	Atkinson, Danielle	ATKD				<input checked="" type="checkbox"/>	100	0.00	1.00	NA
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
5	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA

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

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

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

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

Use Quick Edit to change the overall limit of all teachers to 20.00

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

## PART TIME TEACHERS

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

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

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

## TEMPORARY SORT

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

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

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

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

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

Temporarily sort columns by clicking a column header


Hover over the first cell with the red dot to see more information

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

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Baker, Catherine	BAKC	25.00	25.00						
13	Clark, Allison	CLAA	35.00	35.00						
2	Alderson, David	ALDD	50.00	50.00						
3	Atkinson, Danielle	ATKD	50.00	50.00						
5	Bell, Heather	BELH	50.00	50.00						

Click the heading **Proposed Load**

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

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

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

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

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
13	Clark, Allison	CLAA	35.00	35.00	0.00	<input checked="" type="checkbox"/>	70	0.00	1.00	14.00

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

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

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

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

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams, Rod	ADAR	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
4	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
13	Clark, Allison	CLAA	35.00	35.00	0.00	<input checked="" type="checkbox"/>	70	0.00	1.00	14.00

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.

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

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

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

Click the heading **Difference**  
The under allotted teachers are now displayed at the top of the screen.

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

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

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

Click **Calculate Uncounted**

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

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

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

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

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

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

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

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

## INELIGIBLE TEACHERS

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

## TEACHERS WHO DO NOT TAKE EITHER COUNTED OR UNCOUNTED REPLACEMENTS

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

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

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


No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
6	Boswick, Sam	BOSS	50.00	50.00	0.00	<input type="checkbox"/>	100	0.00	1.00	20.00

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

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

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
6	Boswick, Sam	BOSS	50.00							

Delete **BOSS** in the filter cell for Code, or click  to view all teachers

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

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

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

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

### TEACHERS WHO CAN TAKE IN LIEU BUT NOT COUNTED REPLACEMENTS

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

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

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						<input type="checkbox"/>				
2						<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
3						<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4						<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
5						<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
6						<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
7	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
8	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
9	Butler, Alison	BUTA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
10	Carter, Leanne	CARL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
11	Chappell, Judy	CHAJ	50.00	52.00	2.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
12	Cheng, William	CHEW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

Judy Chappell is two periods overload with a proposed load of 50 and an actual load of 52.  
Change the Priority to 0 and the Cycle Limit and Overall Limit to 0.00

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

## DIFFERENT MODELS BASED ON INDUSTRIAL AGREEMENTS

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

### MODEL 1: A MAXIMUM NUMBER OF REPLACEMENT CLASSES PER YEAR

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

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

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

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

### MODEL 2: NO REPLACEMENT CLASSES

60.7 Extras in secondary schools

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

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

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

[CATHOLIC EDUCATION MULT-ENTERPRISE AGREEMENT 2022]

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

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

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

### MODEL 3: PAID REPLACEMENT CLASSES

#### 5.2.23 Relief Lessons Above Maximum Face To Face Teaching Load:

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

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

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

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

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

### CASUAL TEACHERS

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

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





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

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

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

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

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

Click **Columns selected: 14 of 15**

### Columns Displayed

☐ Select / Deselect All

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

Cancel OK

All available columns are selected.

CRT and Code are required fields and cannot be unticked.

### Columns Displayed

☐ Select / Deselect All

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

Cancel OK

To hide a column, untick the corresponding checkbox.

Untick the checkboxes as shown

Click **OK**

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

+ Add Edit Delete Quick Edit Sort Email Columns selected: 9 of 15

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

The selected columns are now displayed.

Click Add

Add CRT

Title First Name\* Middle Name Family Name\*

Code\* Priority 100

Address VIC, Australia

Email

Phone Mobile Other Phone

Teacher Reg No

Notes

The required fields are shaded green. These must contain data before the CRT can be added. To move from one field to the next press Tab. All fields are displayed even if the data is not displayed on the main screen.

CRTs can be added at any time but will not be added at this stage.

Click **Cancel**

☐ Before ☐ After ☐ Top ☒ Bottom

☒ Required Fields \*

Cancel Record and Next Record and Close

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

---

# Timetabling Solutions

Hosted Application



Daily Organiser

---



## Lesson 3 - Teacher Absences

Professional Learning Objectives .....	80
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.

The screenshot shows the 'Daily Organiser / Senior School - 2031 / Home Page'. The 'Open Organiser' section has a prompt: 'Select the campus and academic year you want to view Organiser data for.' Below this, there are two columns: 'Campus' and 'Academic Year'. In the 'Campus' column, 'Senior School' is selected. In the 'Academic Year' column, '2031' is selected. A text box with an arrow points to these selections, stating: 'On the Home Page select Senior School and 2031'. On the right side, there is a sidebar menu with a list of items, including 'Home Page', 'Parameters', 'Calendar', 'Timetable Days', 'Summary', 'Cycle Start Dates', 'Unsupervised Classes', 'Reasons', 'Teachers and Studen...', 'Teacher Absences', 'Room Availability', 'Cancellations', 'Student Activities', 'Reminders', 'Replacements', 'Room Changes', 'Student Changes', 'Check', 'Teacher Changes', 'Bulletin', 'Selected Day Reports', 'Timetables', 'Teacher Totals', 'Student Activity Totals', and 'File Statistics'. At the bottom of the sidebar, the date 'Tue 28 Jan D2 (Future)' is displayed, and below that, 'Senior School - 2031' is shown.

This screenshot is identical to the one above, showing the 'Daily Organiser / Senior School - 2031 / Home Page' with 'Senior School' and '2031' selected. A new text box with an arrow points to the date 'Tue 28 Jan D2 (Future)' in the sidebar, stating: 'To open the date selector, click the date Tue 28 Jan D2 (Future)'. The sidebar menu and other elements remain the same.

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

**Date Selector**

☐ Show timetable days    ☐ Show all dates  
☒ In future    ☐ School closed    ☐ Timetable day edit    ☐ Selected 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 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

Cancel OK

Click **Tue 04 Feb** and click **OK**  
Alternatively, double click **Tue 04 Feb**

Daily Organiser / Senior School - 2031 / Home Page

National Trainer  
Timetabling Solutions Training

**Open Organiser**

Select the campus and academic year you want to view Organiser data for.

Campus	Academic Year
<input checked="" type="radio"/> Senior School <input type="radio"/> Junior School <input type="radio"/> Demonstrate Set Up	<input checked="" type="radio"/> 2031

1 Home Page  
 2 Parameters  
 3 Calendar  
 4 Timetable Days  
 5 Summary  
 6 Cycle Start Dates  
 7 Unsupervised Classes  
 8 Reasons  
 9 Teachers and Studen...  
 10 Teacher Absences  
 11 Room Availability  
 12 Cancellations  
 13 Student Activities  
 14 Reminders  
 15 Replacements  
 16 Room Changes  
 17 Student Changes  
 18 Check  
 19 Teacher Changes  
 20 Bulletin  
 21 Selected Day Reports  
 22 Timetables  
 23 Teacher Totals  
 24 Student Activity Totals  
 25 File Statistics

Tue 04 Feb D7 (Future)  
 Senior School - 2031

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

## TEACHER ABSENCES

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

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



**On the Task Tree select:**

**[6A] Teacher Absences – Selected Day**

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

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

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

The main screen displays teachers with the following timetable information for the selected day:

L: Normal Lesson  
 N: Not at school  
 U: Unavailable  
 Y: Yard Duty  
 M: Meeting

Note: If teachers have already been made absent in [6B] Teacher Absences - Plan Days, their lessons are highlighted in blue.

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

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

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

Click the checkbox **Show Reasons**

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

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

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

The Absence Reason is displayed.

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

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

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

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

Additional Information

Teacher Timetable (Atkinson, Danielle)

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


## CHANGE DISPLAY SETTINGS

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

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

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

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

Click 

Additional Information

Teacher Timetable (Atkinson, Danielle)

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

National Trainer  
 Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Timetable Days
- Summary
- Cycle Start Dates



Display Settings

**Absence Reasons**  
☒ Code ☐ Name ☐ Both Example: SL

**Cancellation Reasons**  
☒ Code ☐ Name ☐ Both Example: ASS

**Classes/Activities**  
☒ Code ☐ Name ☐ Both Example: 12ENG1B

**Periods**  
☒ Code ☐ Name ☐ Both Example: 4

**Rooms**  
☒ Code ☐ Name ☐ Both Example: LAB

**Teachers**  
☐ Code ☒ Name ☐ Both Example: Danton,  
**Format:**  
Last Name ↔ First Name  
☐ Include title  
**Show Additional Information**  
☐ Teacher Load ☐ Teacher Count

**Yard Duty Areas**  
☒ Code ☐ Name ☐ Both Example: OV

**Yard Duty Sessions**  
☒ Code ☐ Name ☐ Both Example: L2

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

Cancel Save Save For All

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

Display Settings

**Absence Reasons**  
☐ Code ☒ Name ☐ Both Example: Sick Leave

**Cancellation Reasons**  
☐ Code ☒ Name ☐ Both Example: Assembly

**Classes/Activities**  
☒ Code ☐ Name ☐ Both Example: 12ENG1B

**Periods**  
☒ Code ☐ Name ☐ Both Example: 4

**Rooms**  
☒ Code ☐ Name ☐ Both Example: LAB1

**Teachers**  
☐ Code ☒ Name ☐ Both Example: Danton, Margaret

**Format:**  
 Last Name ↔ First Name  
☐ Include title

**Show Additional Information**  
☐ Teacher Load ☐ Teacher Count

**Yard Duty Areas**  
☐ Code ☒ Name ☐ Both Example: Oval

**Yard Duty Sessions**  
☒ Code ☐ Name ☐ Both Example: L2

**Reports Include**

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

Cancel Save Save For All

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

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

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

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

Additional Information

Teacher Timetable (Atkinson, Danielle)

Period Class / Activity Room Details / Change

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

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 

Display Settings

**Absence Reasons**  
☒ Code ☐ Name ☐ Both Example: SL

**Cancellation Reasons**  
☐ Code ☒ Name ☐ Both Example: Assembly

**Classes/Activities**  
☒ Code ☐ Name ☐ Both Example: 12ENG1B

**Periods**  
☒ Code ☐ Name ☐ Both Example: 4

**Rooms**  
☒ Code ☐ Name ☐ Both Example: LAB1

**Teachers**  
☐ Code ☒ Name ☐ Both Example: Danton, Margaret

**Format:**  
 Last Name ↔ First Name  
☐ Include title

**Show Additional Information**  
☐ Teacher Load ☐ Teacher Count

**Yard Duty Areas**  
☐ Code ☒ Name ☐ Both Example: Oval

**Yard Duty Sessions**  
☒ Code ☐ Name ☐ Both Example: L2

**Reports Include**

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

Cancel Save Save For All

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

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

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

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

**Additional Information**

**Teacher Timetable (Atkinson, Danielle)**

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

Home Page  
 1 Parameters  
 2 Calendar  
 A Timetable Days  
 B Summary  
 C Cycle Start Dates  
 3 Unsupervised Classes

The timetable information now  
fits the screen.

**MAKE A TEACHER ABSENT FOR A DAY**

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

The screenshot shows the 'Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day' interface. At the top, there are buttons for 'Absent', 'Edit', 'Show Reasons', and 'Display Tooltips'. Below these is a table with columns for 'Period', 'Day', and time slots (AM, HR, 1, 2, R, 3, 4, L1, L2, 5, 6, PM). The table lists teachers and their absence status. A callout box points to the 'Absent' button and the 'Day' option in the drop-down menu.

Danielle Atkinson is absent for the whole day.  
Click **Absent** and select **Day** from the drop-down menu

The 'Select Absence Reason' dialog box is shown. It has a search bar at the top with 'Carer's Leave' entered. Below the search bar is a list of absence reasons. The 'Carer's Leave' option is highlighted. At the bottom, there are buttons for 'Sort', 'Display', 'Close', and 'Apply'.

Select **Carer's Leave** and click **Apply**

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

☒ Show Reasons
 ☐ Display Tooltips
 Teachers selected: 49 of 49
 ● Absence
 ● Planned absence
 ● Lesson cancelled

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

**Additional Information**

**Teacher Timetable (Atkinson, Danielle)**

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

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.

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

☒ Show Reasons
 ☐ Display Tooltips
 Teachers selected: 49 of 49

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

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

Select **Late** and click **Apply**

31<sup>st</sup> Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

☒ Show Reasons

of 49

No	Teacher	AM	HR	1	2	P	3	4
1	Adams, Rod				L			
2	Alderson, David	Y LATE	L	L	L		L	L
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	L CL	L CL
4	Baker, Catherine	N	N	N	N	N	N	N

Double click in both the HR column and in Period 1 next to David Alderson

31<sup>st</sup> Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day

☒ Show Reasons

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
4	Baker, Catherine	N	N	N	N	N	N

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

## DIFFERENT ABSENCE REASONS ON THE SAME DAY

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

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

☐ Absent 
 
☒ Show Reasons 
 of 49

Click in the cell for Period 1 next to David Alderson and click **Edit** then select **Reason**

No	Teacher	AM	HR	1	2	3	4	5	6	7	8	9	10	11	12
1	Adams, Rod														
2	Alderson, David	Y LATE	L LATE	L LATE	L										
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	L CL	L CL	CL	L CL	L CL	L CL	Y CL		
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	N	N	N

Select Absence Reason

Parent Meeting

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

Select **Parent Meeting** and click **Apply**

☐ Sort

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

☐ Absent 
 
☒ Show Reasons 
 of 49

The different absence codes are displayed for the teacher.

No	Teacher	AM	HR	1	2	3	4	5	6	7	8	9	10	11	12
1	Adams, Rod														
2	Alderson, David	Y LATE	L LATE	L P MEET	L										
3	Atkinson, Danielle	CL	L CL	L CL	L CL	CL	L CL	L CL	CL	L CL	L CL	L CL	Y CL		
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	N	N	N

## FIND A TEACHER

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

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

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

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

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

- Find (Ctrl+F)
- Refresh Display (F5)
- Display (F11)
- Cut (Ctrl+X)
- Copy (Ctrl+C)
- Paste (Ctrl+V)
- Share (Ctrl+P)

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

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

x < > Peta

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

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

Type "Peta" and click >



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

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

☒ Period
 ☒ Day

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
23	Harley, Brett			L	L			L			L		
24	Jackson, Chris												
25	Jackson, Toni		L	L	L			L					
26	Jones, Adam												
27	Kelly, Rachel			L	L								
28	Knight, Natalie		L	L	L	Y		L					
29	Wagner, Paul												
41	Simpson, Kevin		L	L			L					L	
42	Smyth, Martin		L	L	L		L	L			L	L	
43	Talbot, Peter				L		L	L					
44	Thomson, Wayne			L	L		L	L			L	L	
45	Wallen, Peta			L			L	L			L	L	
46	Walker, Sam			L	L		L				L	L	

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

Select Absence Reason

Professional Learning

Carer's Leave

Personal Leave

Professional Learning

Excursion

Late

Mentor

Parent Meeting

Student Meeting

Professional Practice Time

Camp

Examination

Year Level Activity

Orientation

☐ Sort

Select **Professional Learning**  
Click **Apply**

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

☒ Show Reasons
 ☐ Display Tooltips
 Teachers selected: 49 of 49
 ● Absence
 ● Planned absence
 ● Composite class

Peta Wallen has been made absent for the full day.

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

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
23	Harley, Brett												
24	Jackson, Chris												
25	Jackson, Toni												
26	Jones, Adam												
27	Kelly, Rachel												
28	Knight, Natalie												
29	Manning, Kathy												
30	Marks, Daniel												
31	Mills, Deborah												
32	Mullins, Sharon												
33	Murphy, John												
34	Myers, John												
35	Nancarrow, Trish												
36	Newman, Peter												
37	Patel, Marek												
38	Pearson, Sean												
39	Rennie, Matthew												
40	Rogers, Paul												
41	Simpson, Kevin												
42	Smyth, Martin												
43	Talbot, Peter												
44	Thomson, Wayne												
45	Wallen, Peta	PL	PL	L PL	PL	PL	L PL	L PL	PL	PL	L PL	L PL	PL
46	Walker, Sam												

Search (Wallen, Peta)

Room	Details / Changes
	Absent
	Absent
1	Absent from 09RED1D in M18
2	Absent
R	Absent
3	Absent from 10MAT1C in M18 Absent from 10MAT1V in M18
4	Absent from 11MAG1C in S12
L1	Absent
L2	Absent
5	Absent from 11MAG1A in S12
6	Absent from 12MAX1A in S11
PM	Absent

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.

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

☒ Show Reasons
 ☐ Display Tooltips
 Teachers selected: 49 of 49

Scroll to the top and click  to close the search panel

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1													
2													
3													
4	Baker, Catherine	N	N	N	N	N	N	N	N	N	N	N	N
5	Bell, Heather		L				L	L			L		

## TEACHERS MADE ABSENT ON OTHER SCREENS

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

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

☒ Show Reasons
 ☐ Display Tooltips
 Teachers selected: 49 of 49
 ● Absence
 ● Planned absence
 ● Composite class

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

**Additional Information**

**Teacher Timetable (Carter, Leanne)**

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

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

### Information

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

OK

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

Click **OK**

## PLAN DAYS

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

## PLAN MULTIPLE DAYS

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



**On the Task Tree select:**

**[6B] Teacher Absence - Plan Days**

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

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

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

Click Add

Plan Teacher Absence

**Identifiers**

Name\* Timetable Training Code\* TT Train

**Details**

Select Dates\* Periods/Assign Duties\* Teachers\* Reminders Replicate All Days

**Reasons**


Absence Reason\*

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

Click **Select Dates\***

Required Fields \*

Display Cancel Record and Close


 Select Dates

☐ Show timetable days ☐ Show all dates

☒ In future ☐ Completed ☐ School closed ☐ Timetable

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

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

 Plan Teacher Absence

**Identifiers**

Name\* Timetable Training Code\* TT Train

**Details**

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

**Reasons**

Absence Reason\*  

Required Fields \*

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\*

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\***

Select Teachers

Scroll down and select **Paul Wood**

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

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

Display Sort Filter Close Apply

✎ Plan Teacher Absence

**Identifiers**

Name\* Timetable Training Code\* TT Train

**Details**

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 Absence

**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

Click **Record and Close**

Cancel Record and Close

**Information**

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

Click **OK**

OK

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

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

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

This planned absence is recorded as Multiple Days.

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

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

+ Add Delete Edit Copy Sort Show Details Date ☒ All ☐ Selected ☐ Selected Forward ☐ Completed ☒ Selected date ☐ In future

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

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

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

+ Add Delete Edit Copy Sort Show Details Date ☐ All ☐ Selected ☒ Selected Forward ☐ Selected date ☐ In future

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

Completed planned absences can be hidden.

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

## EDIT A PLAN DAY

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

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

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

No	Name	Code	Date	Day	Periods/Yard Duties	Teachers
1	LSL FRAM	LSL FRAM	Tue 04 Feb	D7	All Day	Fraser,
2	Timetable Training	TT Train	Tue 04 Feb	D7	All Day	Wood,
2	Timetable Training	TT Train	Fri 07 Feb	D10	All Day	Wood,

Select **Timetable Training** and click **Edit**

Plan Teacher Absence

**Identifiers**

Name\* Timetable Training Code\*

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

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	

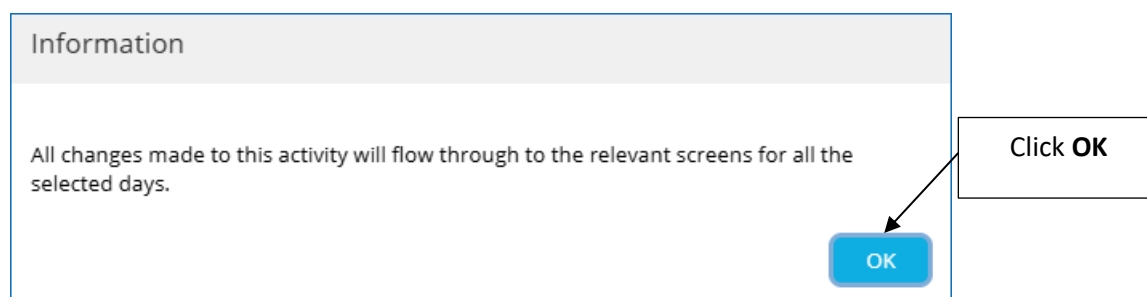
**Reasons**

Absence Reason\* Brett Harley has been added to Friday.

 Display
 Cancel Record and Close

Brett Harley has been added to Friday.

Click **Record and Close**



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

☐ Show Details
 ☒ Date
 ☐ All
 ☐ Selected
 ☐ Selected Forward
 ☒ Selected date

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

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

## PLAN CASUAL TEACHER DAYS

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

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

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



**On the Task Tree select:**

**[6C] Teacher Absences - Plan CRT Days**

## CASUAL TEACHER AVAILABLE FOR MULTIPLE DAYS

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

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

☐ Show Details
 ☒ Date
 ☐ All
 ☐ Selected
 ☐ Selected Forward

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

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

Plan CRT Availability

**Identifiers**

Name\* Bert Start of Year Code\* Bert Start

**Details**

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

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

**Availability**

Available ☒ Yes ☐ No - Cannot use

**Notes**

Required Fields \*

Display Cancel Record and Close

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

Click **Cancel**

### CASUAL TEACHER UNAVAILABLE FOR MULTIPLE DAYS

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

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

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

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

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

Plan CRT Availability

**Identifiers**

Name\*

**Details**

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

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

**Availability**

Available ☐ Yes ☒ No - Cannot use

**Notes**

Tuesdays at Primary School in Term 1

Required Fields \*

Display Cancel Record and Close

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

Click **Cancel**

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

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





---

# Timetabling Solutions

Hosted Application



Daily Organiser



---

## Lesson 4 - Room Availability

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

**PROFESSIONAL LEARNING OBJECTIVES**

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

**SKILLS**

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

## ROOM AVAILABILITY

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

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

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

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



**Open:**

**Senior School 2031**

**Date: Tue 04 Feb D7 (Future)**



**On the Task Tree select:**

**[7A] Room Availability - Selected Day**

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

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

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

Click the checkbox  
**Show Reasons**

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

Room Edit Reason Show Reasons Display Tooltips Rooms selected: 53 of 53 Unavailable (Planned) Composite class

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	AT1			L	L			L					
2	AT2												
3	AT3			L	L			L					
4	AT4			L	L			L					
5	AT5												
6	AT6												
7	AT7							L					
8	AT8				L			L					
9	GYM1			L	L			L			L	L	
10	GYM2			L	L			L			L	L	
11	OV1			L	L			L					
12	OV2												
13	LAB1	MAINT	MAINT	L MAINT	L MAINT	MAINT	L MAINT	MAINT	MAINT	MAINT	L MAINT	L MAINT	MAINT
14	LAB2			L	L			L			L	L	
15	LAB3				L			L			L	L	
16	LAB4												

Additional Information

Room Timetable (AT4)

Period	Class / Activity	Teacher	Details / Changes
AM			
HR			
1	10TEX1A	Clark, Allison	
2	10TEX1A	Clark, Allison	
R			
3	11TEX1A	Clark, Allison	
4	09TEX1A	Clark, Allison	
L1			
L2			
5			
6			
PM			

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.

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

Room Edit Reason Show Reasons Display Tooltips Rooms selected: 53 of 53 Unavailable (Planned) Composite class

Available Period Available Day Unavailable Period Unavailable Day

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
4	AT4			L	L			L					
5	AT5												

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 Settings

Select **Name** and click **Save For All**

Room Availability Reasons

☐ Code ☒ Name ☐ Both Example: Examination

☐ ☐ ☒

Select Availability Reason

Guest Speaker

Guest Speaker
Maintenance
Examination
Assembly
NAPLAN Testing
Year Level Activity
Room Swap
Guest Speaker
Hire Room
Music Concert
Orientation
Performance Group

Select **Guest Speaker** and click **Apply**

☐ Sort

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

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

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

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

Additional Information

Room Timetable (AT4)

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

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

## REMOVE A CLASS AND MAKE THE ROOM AVAILABLE

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

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

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

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

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

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

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

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

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

## Additional Information



## Room Timetable (AT4)

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

The room timetable in Additional Information has been updated.

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

☒ Show Reasons
 ☐ Display Tooltips
 Rooms selected: 53 of 53
 ● Room available
 ● Room

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

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

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

## PLAN DAYS

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



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

Daily Organiser / Senior School - 2031 / Room Availability / Plan Days

+ Add Delete Edit Copy Sort Show Details Date All

No	Name	Code	Dates	Days	Availability Reason	Available	Type
1	Lab 1 Gas	Lab 1 Gas	Tue 04 Feb - Wed 05 Feb	2 Days	Maintenance	No	Multiple Days

Click **Lab 1 Gas** and click **Edit**

Plan Room Availability

**Identifiers**

Name\* Lab 1 Gas Code\* Lab 1 Gas

**Details**

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

No	Date	Day	Periods and Yard Duties	Rooms	Reminders
19	Tue 04 Feb	D7	All Day	LAB1	
20	Wed 05 Feb	D8	All Day	LAB1	

**Reasons**

Room Availability Reason\* Maintenance

**Availability**

Remove classes and make room ☐ Available ☒ Unavailable

Required Fields \*

Display Cancel Record and Close

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

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

RC	HR	1	2	3	4
12	12HRM1A S11	Dalton, James	12REL1C S11	Dalton, James	12REL1B S13
	12HRM1B S12	Butler, Alison	12ENG1B S21	Boyle, Joanne	12ENS1A LAB2
	12HRM1C S13	Gibson, Monique	12CHE1A LAB1	Walker, Sam	12INF1A S15C
	12HRM1D S14	White, Eva	12LST1A S14	Mullins, Sharon	12MAA1B S11
			12SY51A S16C	Feng, Jenny	12MAG1B S12
			12PST1C S26	Wood, Paul	12PST1B S26
11	11HRM1A S21	Rennie, Matthew	11ENG1B S22	Marks, Daniel	11ENG1C S22
	11HRM1B S22	Chappell, Judy	11ART1A AT1	Rennie, Matthew	11CHE1A LAB1
	11HRM1C S23	Edwards, John	11ECO1A S23	Harley, Brett	11DRA1A PAC1
	11HRM1D S24	Cooke, Dennis	11GRA1A AT3	Smyth, Martin	11GE01A S23
			11MTE1A AT8	Thomson, Wayne	11ITA1A S24
					11OEP1A OV1
10A	10HRM1A M1				
10B	10HRM1B M1				
10C	10HRM1C M1				
10D	10HRM1D M1				

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

National Trainer  
Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Studen...
- Teacher Absences
- Room Availability
- Cancellations
- A Lessons**
- B Yard Duties
- Student Activities
- Reminders
- Replacements
- Room Changes

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

Click **12CHE1A** in Period 2

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

	1	2
12C S11 DALJ	12REL1C S11	
12B S21 BOYJ	12ENG1B S21	
12A LAB1 WAL5	12CHE1A LAB1	
12A S14 MUL5	12LST1A S14	
12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM
12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW
		12OED1A S14 CARL
		12PST1A S26 FENJ

Select Cancellation Reason

Excursion

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

Select **Excursion** and click **Apply**

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

☒ Warn if cancelling lesson in MRCG ☒ Warn if cancelling lesson in MRCG

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
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS
		12SYS1A S16C FENJ	12SYS1A S16C FENJ
		12PST1C S26 WOOP	12PST1C S26 WOOP
			12PST1B S26 THOW
			12PST1A S26 FENJ

The class, room and teacher are highlighted yellow to indicate the lesson has been cancelled.

Daily Organiser

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.

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
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS
		12SYS1A S16C FENJ	12SYS1A S16C FENJ
		12PST1C S26 WOOP	12PST1C S26 WOOP
			12PST1B S26 THOW
			12PST1A S26 FENJ

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.

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	3	4
12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA		
12ENG1B S21 BOYJ	12ENG1A S21 PEAS			
12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW		
12MAA1B S11 ROGP	12MAA1A S11 BELH			
12SY51A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA		
12PST				

Click any class in Roll Class 12 in Period 2

Click **Cancellations** and select **Cancel Roll Class for Period**

Select Cancellation Reason

Year Level Activity

Excursion

Examination

Assembly

NAPLAN Testing

**Year Level Activity**

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

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 ☐ MRCG (Multi F

RC 12

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

1	2	3	4
S11 DALJ 12REL1C	S11 DALJ 12REL1B	S13 DALJ 12REL1A	S24 JONA 12REL1A
S21 BOYJ 12ENG1B	S21 BOYJ 12ENS1A	LAB2 BUTA 12ENG1A	S21 PEAS 12MTE1A
LAB1 WAL5 12CHE1A	LAB1 WAL5 12INF1A	S15C MUL5 12MTE1A	AT8 THOW 12MAA1A
S14 MUL5 12LST1A	S14 MUL5 12MAA1B	S11 ROGP 12MAG1A	S11 BELH 12MAG1A
12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	S13 BUTA 12OED1A
12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	S14 CARL 12PST1A
			S26 FENJ

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

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

## CANCEL A ROLL CLASS FOR A DAY

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

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

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

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

RC 12

12HRM1A S11 DALJ 12REL1C S11 DALJ 12REL1B S13 DALJ 12REL1A S24 JONA 12REL1E S13 KELR 12REL1D S24 JONA

12HRM1B S12 BUTA 12ENG1B S21 BOYJ 12ENG1B S21 BOYJ 12ENG1A LAB2 BUTA 12ENG1A S21 PEAS 12ENG1D S24 MARD 12ENG1C S21 BURK

12HRM1C S13 GIBM 12CHE1A LAB1 WAL5 12CHE1A LAB1 WAL5 12INF1A 12MAA1A S11 ROGP 12MAG1A S13 BELH 12MAG1B S12 GIBM 12OED1A S14 CARL 12PST1A S26 FENJ

12HRM1D S14 WHIE 12LST1A S14 MUL5 12LST1A S14 MUL5 12MAA1B S11 ROGP 12MAG1A S13 BELH 12MAG1B S12 GIBM 12OED1A S14 CARL 12PST1A S26 FENJ

12SYS1A S16C FENJ 12SYS1A S16C FENJ 12MAA1B S11 ROGP 12MAG1A S13 BELH 12MAG1B S12 GIBM 12OED1A S14 CARL 12PST1A S26 FENJ

12PST1C S26 WOOP 12PST1C S26 WOOP 12PST1B S26 THOW 12OED1A S14 CARL 12PST1A S26 FENJ

RC 11

11HRM1A S21 RENM 11ENG1B S22 MARD 11ENG1B S22 MARD 11ENG1C S22 MANK 11ENG1D S22 BOYJ 11ACC1A S22 HARB 11REL1A S22 KNIN

11HRM1B S22 CHAJ 11ART1A AT1 RENM 11ART1A AT1 RENM 11CHE1A LAB1 WAL5 11GRA1B AT3 YOUB 11ENS1A LAB3 JACC 11REL1B S23 MARD

11HRM1C S23 EDWJ 11ECO1A S23 HARB 11ECO1A S23 HARB 11DRA1A PAC1 MILD 11LST1A S23 HARB 11INF1A S15C MUL5 11REL1C S12 GIB5

11HRM1D S24 COOD 11GRA1A AT3 SMYM 11GRA1A AT3 SMYM 11GEO1A S23 CHAJ 11MAG1C S12 WALP 11MAA1A S11 BELH 11REL1D S25 SIMK

11MTE1A AT8 THOW 11MTE1A AT8 THOW 11ITA1A S24 NANT 11PHY1A LAB2 COOD 11MAG1A S12 WALP

11OED1A OV1 EDWJ 11TEX1A AT4 CLAA

RC 10A

10HRM1A M15 KNIN 10ACC1A M10 WHIE 10ACC1A M10 WHIE 10MAA1A M14 MYEJ 10RED1A M15 KNIN 10SOS1A M11 MANK 10ENG1A M10 DALJ

RC 10B

10HRM1B M16 SMYM 10FRE1A M11 GIB5 10FRE1A M11 GIB5 10MAA1B M15 NEWP 10SOS1B M16 SMYM 10RED1B M15 KNIN 10ENG1B M11 MANK

RC 10C

10HRM1C M17 JACT 10MED1A M19C MILD 10MED1A M19C MILD 10MAT1A M11 BELH 10RED1C M10 TALP 10SCI1C LAB4 CHEW 10ENG1C M15 KELR

RC 10D

10HRM1D M18 CONJ 10MUS1A PAC3 CONJ 10MUS1A PAC3 CONJ 10MAT1B M17 COOD 10SOS1D M17 JACT 10RED1D M16 SMYM 10ENG1D M13 PEAS

10OED1A OV1 CARL 10OED1A OV1 CARL 10MAT1C M18 WALP 10ENG1E M12 BOYJ

10TEX1A AT4 CLAA 10TEX1A AT4 CLAA 10MAT1V M18 WALP 11MAT1X M14 MYEJ

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

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

☐ 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**

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

**Confirm**

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

Click No



### Select Cancellation Reason

Excursion

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort
 

Display

Close

Apply

Select **Excursion** and click **Apply**

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

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

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

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

☒ Cancellations ☒ Warn if cancelling lesson in MRCG ☒ Warn if cancelling a composite class ☐ MRCG (Multi Roll Class Group) ☐ Lesson cancelled ☐ Composite 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 one of the cancelled classes then click **Cancellations** and select **Cancel Roll Class for Day** to remove the cancellation

RC	1	2	3	4	5	6
12	S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	LAB1 WAL5	12CHE1A LAB1 WAL5	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	S14 MUL5	12LST1A S14 MUL5	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
	12SY51A S16C FENJ	12SY51A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
				12PST1A S26 FENJ		12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11CHE1A LAB1 WAL5	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
			11OED1A OV1 EDWJ			
			11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA				

As a comparison repeat the above steps and choose Yes when asked to cancel lessons 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) ☐ 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**

RC	1	2	3	4	5	6
12	S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	LAB1 WAL5	12CHE1A LAB1 WAL5	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	S14 MUL5	12LST1A S14 MUL5	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
	12SY51A S16C FENJ	12SY51A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
				12PST1A S26 FENJ		12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11CHE1A LAB1 WAL5	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
			11OED1A OV1 EDWJ			
			11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10MAT1V M18 WALP			
			11MAT1X M14 MYEJ			

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

Excursion

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

☐ Sort

Display

Close

Apply

Select Excursion and click Apply

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
							12PHY1A LAB2 COOD
							12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11GRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1C S12 GIBS
	11HRM1D S24 COOD	11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NAN1	11PHY1A LAB2 COOD	11MAG1A S12 WALP	11REL1D S25 SIMK
				11OED1A OV1 EDWJ			
				11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			

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
 ● Composite

☐ Cancel Lesson  
☐ Cancel Roll Class for Period  
☒ **Cancel Roll Class for Day**  
☐ Cancel All Classes for Period  
☐ Cancel MRCG for Period

RC	1	2	3	4	5	6
12	S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
				12PST1A S26 FENJ		12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP
			11OED1A OV1 EDWJ			
			11TEX1A AT4 CLAA			
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM
		10OED1A OV1				
		10TEX1A AT4				

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?

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.

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**

Click any Yr10 class in Period 2

Click **Cancellations** and select **Cancel MRCG for Period**

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

### Select Cancellation Reason

Year Level Activity

Excursion

Examination

Assembly

NAPLAN Testing

**Year Level Activity**

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

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 ☐ MRCG (Multi F

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

RC	1	2	3	4
12	S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA
	S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS
	LAB1 WAL5	12CHE1		
	S14 MUL3	12LST1A		
	12SYS1A S16C FENJ	12SYS1A		
	12PST1C S26 WOOP	12PST1C		
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1	
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1	
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP
		11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD
			11OED1A OV1 EDWJ	
			11TEX1A AT4 CLAA	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIB5	10FRE1A M11 GIB5	10MAA1B M15 NEWP
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP
				11MAT1X M14 MYEJ

## CANCEL A COMPOSITE CLASS

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

A warning can be given when cancelling composite classes.

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

RC	HR	1	2	3	4
	11HRM1C S23 EDWJ	11ECOT1A S23 HARB	11ECOT1A S23 HARB	11DRATA PACT MILD	11EST1A S23 HARB
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD
				11OED1A OV1 EDWJ	
				11TEX1A AT4 CLAA	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 COOD	10MAT1A M11 BELH	10MAT1A M11 BELH	10RED1C M10 TALP	
10D	10HRM1D M18 WALP	10MAT1B M17 COOD	10MAT1B M17 COOD	10SOS1D M17 JACT	
		10MAT1C M18 WALP	10MAT1C M18 WALP		
		10MAT1V M18 WALP	10MAT1V M18 WALP		
		11MAT1X M14 MYEJ	11MAT1X M14 MYEJ		

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

Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

☒ Cancel Lesson

☐ Cancel Roll Class for Period

☐ Cancel Roll Class for Day

☐ Cancel All Classes for Period

☐ Cancel MRCG for Period

RC	HR	1	2	3	4
	11HRM1C S23 EDWJ	11ECOT1A S23 HARB	11ECOT1A S23 HARB	11DRATA PACT MILD	11EST1A S23 HARB
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD
				11OED1A OV1 EDWJ	
				11TEX1A AT4 CLAA	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 COOD	10MAT1A M11 BELH	10MAT1A M11 BELH	10RED1C M10 TALP	
10D	10HRM1D M18 WALP	10MAT1B M17 COOD	10MAT1B M17 COOD	10SOS1D M17 JACT	
		10MAT1C M18 WALP	10MAT1C M18 WALP		
		10MAT1V M18 WALP	10MAT1V M18 WALP		
		11MAT1X M14 MYEJ	11MAT1X M14 MYEJ		

Click **10MAA1A** in Period 3

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

**Confirm**

This lesson is in an MRCG. Cancel this lesson?

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.

A decision can be made whether to cancel all classes in a composite.

Click **Yes**

**Select Cancellation Reason**

Careers Expo	<input type="checkbox"/>
Excursion	<input type="checkbox"/>
Examination	<input type="checkbox"/>
Assembly	<input type="checkbox"/>
NAPLAN Testing	<input type="checkbox"/>
Year Level Activity	<input type="checkbox"/>
Camp	<input type="checkbox"/>
<b>Careers Expo</b>	<input checked="" type="checkbox"/>
Leadership Day	<input type="checkbox"/>
Orientation	<input type="checkbox"/>
Study Day	<input type="checkbox"/>
Work Experience	<input type="checkbox"/>

☐ Sort

Select **Careers Expo**

Click **Apply**



Daily Organiser / Senior School - 2031 / Cancellations / Lessons

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

**Cancel Lesson**

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

RC	1	2	3	4
	S23 HARB	11GEO1A S23 HARB	11GEO1A S23 CHAJ	11MAG1C S12 WALP
	AT3 SMYM	11GRA1A AT3 SMYM	11ITA1A S24 NANT	11PHY1A LAB2 COOD
	AT8 THOW	11MTE1A AT8 THOW	11OED1A OV1 EDWJ	
			11TEX1A AT4 CLAA	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT
		10OED1A OV1 CARL	10MAT1C M18 WALP	
		10TEX1A AT4 CLAA	10MAT1V M18 WALP	
			11MAT1X M14 MYEJ	

Both composite classes have been cancelled.

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

**Confirm**

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

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

Click Yes

## CANCEL YARD DUTIES

Yard Duties can be cancelled for

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

## CANCEL A YARD DUTY AREA FOR A SESSION

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



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

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

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

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

	Yard	Senior Yard	Oval
A			
R	er, Alison	Gibson, Monique	knight, Natalie
L1	Dalton, James	Myers, John	Mills, Deborah
L2	Boyle, Joanne	White, Eva	Clark, Megan
PM	Atkinson, Danielle		

Select Cancellation Reason

Examination

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

Select **Examination** and click **Apply**

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

☒ 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	Atkinson, Danielle						

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

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

☒ Cancelled

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

Hover over the class code to display the cancellation reason

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

## CANCEL ALL YARD DUTY AREAS FOR A SESSION

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

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

☒ Cancellations ☐ Cancelled

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

Click on any teacher in Session L2, then click **Cancellations** and select **Cancel All Areas for Session**

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

**Select Cancellation Reason**

Year Level Activity

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

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

☐ Sort

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

☒ Cancellations ☐ Cancelled

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

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.

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

☒ Cancellations ☐ Cancelled

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

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

Select Cancellation Reason

Year Level Activity

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

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

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

Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
AM	Alderson, David						
R						Manning, Kathy	
L1						Pearson, Sean	Murphy, John
L2						Burrows, Kelly	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

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**

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

<input type="button" value="+ Add"/> <input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Sort"/> <input type="button" value="Show Details"/> <input checked="" type="radio"/> Date <input checked="" type="radio"/> All <input type="radio"/> Selected <input type="radio"/> Selected Forward <input type="radio"/> Completed <input type="radio"/> Selected date <input type="radio"/> In future							
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	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

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.

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

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

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		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

Plan Student Activity

**Identifiers**

Name\* Yr 9D Zoo Triip Code\* 9D Zoo

**Details**

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

**Cancellations**

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

**Roll Classes**

**Cancellation Reason**

**Required Fields \***

Display Cancel Record and Close

In Name type "Yr 9D Zoo Triip" and in Code type "9D Zoo"  
Then enter the information below in the relevant fields

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

Plan Student Activity

### Identifiers

Name\*  Code\*

### Details

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\*  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\*

Cancellation Reason\*

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

### Information

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

Click **OK**

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

☒ 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**

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

📅 Absent ✎ Edit ☒ Show Reasons ☐ Display Tooltips Teachers selected: 49 of 49 ● Absence ● Planned absence

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

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



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

[illegible]

Confirm

This lesson is in an MRCG. Cancel this lesson?

Cancel

Yes

Click Yes

Select Cancellation Reason

Excursion

Excursion

Examination

Assembly

NAPLAN Testing

Year Level Activity

Camp

Careers Expo

Leadership Day

Orientation

Study Day

Work Experience

☐ Sort

Display

Close

Apply

Select **Excursion** and click **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
 ☐ Composite class

RC	HR		1	2	3	4	5	6
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN	
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WAL	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD	
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS	
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK	
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP		
10A	10HRM1A M15 KNIN	10ACC1A				MANK	10ENG1A M10 DALJ	
10B	10HRM1B M16 SMYM	10FRE1A				KNIN	10ENG1B M11 MANK	
10C	10HRM1C M17 JACT	10MED1A				CHEW	10ENG1C M15 KELR	
10D	10HRM1D M18 CONJ	10MUS1A				SMYM	10ENG1D M13 PEAS	
		10OED1A					10ENG1E M12 BOYJ	
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP				
				11MAT1X M14 MYEJ				
9A	09HRM1A M11 BELH	09PEB1A GYM2 ALDD	09PEB1A GYM2 ALDD	09ENG1A M10 TALP	09ART1A AT1 RENM	09FRE1A M12 MURJ	09RED1A M14 MYEJ	
9B	09HRM1B M12 PEAS	09PEG1A GYM1 ATKD	09PEG1A GYM1 ATKD	09ENG1B M16 PEAS	09DRA1A PAC2 MILD	09FRE1B M13 GIBS	09SCI1B LAB3 ROGP	
9C	09HRM1C M13 SIMK	09RED1C M13 KNIN	09GEO1C M17 JACT	09ENG1C M13 MARD	09MUS1A PAC3 CONJ	09ITA1A M14 CLAM	09SCI1C LAB4 CHEW	
9D	09HRM1D M14 BOYJ	09RED1D M18 WALP	09SCI1D LAB3 FRAM	09ENG1D M12 BOYJ	09TEX1A AT4 CLAA	09ITA1B M18 NANT	09HIS1D M16 SMYM	
				09ENG1E M19C SIMK	09WOO1A AT7 EDWJ	09LSP1A M19C PATM		

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

## ADD STUDENTS TO AN ACTIVITY

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



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

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

+ Add Students Teachers/Rooms/Students Date All Selected Selected Forward Days Single Multiple Completed Selected date

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

Click 9D Zoo and click Add Students

Select Students

Available (25)

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

>

>>

<<

<

Selected (0)

Click Display

Display Sort Filter Close Apply

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 ☐ BOS Code  
☐ Gender ☐ Roll Class  
☐ Year Level ☐ House  
☐ Home Group ☐ Boarder  
☐ Sport Selection ☐ Email Address

Cancel Save **Save For All**

Select Students

Only 9D students are listed in the Available box.  
Click >> to move all students to the Selected box then click **Apply**

**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**

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

+ Add Students Teachers/Rooms/Students Date All Selected Selected Forward Days Single Multiple Completed Selected date

No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	YLA				Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity	YLA				Single Day	104
3	YLA 9	YLA 9	Tue 28 Jan	1 Day	Year Level Activity	YLA				Single Day	101
4	YLA 8	YLA 8	Tue 28 Jan	1 Day	Year Level Activity	YLA				Single Day	106
5	YLA 7	YLA7	Tue 28 Jan	1 Day	Year Level Activity	YLA				Single Day	105
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Excursion		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

25 students have now been added to the activity.

## 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**

Daily Organiser / Senior School - 2031 / Selected Day Reports / Student Lesson Changes

Orientation Portrait Separate Pages Preview

All reports initially display in Print Preview.  
Untick the **Preview** checkbox

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

Daily Organiser / Senior School - 2031 / Selected Day Reports / Student Lesson Changes

Orientation Portrait Separate Pages Preview

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

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



## STUDENT ACTIVITIES WITH ADDITIONAL TEACHERS AND SPECIFIC ROOMS

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

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

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



On the Task Tree select:

[9A] Student Activities - Plan

Daily Organiser / Senior School - 2031 / Student Activities / Plan							
<div> <span>+ Add</span> <span>Delete</span> <span>Edit</span> <span>Copy</span> <span>Sort</span> <span>Show Details</span> <span>Date</span> <span>All</span> <span>Selected</span> </div>							
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	YLA 8	Tue 28 Jan	1 Day	Yes	8A, 8B, 8C, 8D	Single Day
5	YLA 7	YLA 7	Tue 28 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
6	YR 7 Orientation	7OR	Wed 29 Jan	1 Day	Yes	7A, 7B, 7C, 7D	Single Day
7	Yr 11 Camp	11CAMP	Wed 26 Feb - Fri 28 Feb	3 Days	Yes	11	Multiple Days
8	Senior Netball	Senior Netball	Tue 04 Feb - Thu 20 Feb	3 Days	No	12, 11	Multiple Days
9	Yr 9D Zoo Trip	9D Zoo	Tue 04 Feb	1 Day	Not MRCGs	9D	Single Day

Enter the following details in the relevant cells

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

Plan Student Activity

---

**Identifiers**

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

**Details**

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

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

**Reasons**

Absence Reason  Room Availability Reason\* Examination

**Cancellations**

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

Roll Classes\* 11

Cancellation Reason\* Examination

Required Fields \*

Display Cancel Record and Close

When all the data has been entered 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**

**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	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 Or			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 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day	Yes	11	Single Day

The details of the new Student Activity have been recorded.

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



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

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

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

RC	HR	1	2	3	4
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1A S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BUTA	12ENG1B S21 BUTA	12ENG1B S21 BUTA	12ENG1A S21 PEAS
	12HRM1C S13 GIBM	12CHE1A LAB1 GIBM	12CHE1A LAB1 GIBM	12CHE1A LAB1 GIBM	12MTE1A AT8 THOW
	12HRM1D S14 WHIE	12LST1A S14 WHIE	12LST1A S14 WHIE	12LST1A S14 WHIE	12MAA1A S11 BELH
		12SY51A S16C FENJ	12SY51A 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	

All classes in Roll Class 11 have been cancelled for Period 1 and 2.



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

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

Room Edit Reason Show Reasons Display Tooltips Rooms selected: 53 of 53 Room available Room unavailable Unavailable (Planned) Cancelled lesson Composite class

**Scroll down and click Room S26**

**Note: The five rooms have been made unavailable and classes using these rooms have been removed.**

Additional Information

**Room Timetable (S26)**

Period	Class / Activity	Teacher	Details / Changes
AM			
HR			
1	11ENG EXAM		Student Activity Unavailable 12PST1C with Wood, Paul reassigned .
2	11ENG EXAM		Student Activity Unavailable 12PST1C with Wood, Paul reassigned .
	11ENG EXAM		Student Activity Unavailable
3	12PST1B	Thomson, Wayne	
4	12PST1A	Feng, Jenny	
L1			
L2			
5	12PST1E	Rennie, Matthew	
6	12PST1D	White, Eva	
PM			

## 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**

Daily Organiser / Senior School - 2031 / Reminders

+ Add Delete Copy Combine Notes Date All Selected

No	Date	Note
1	Tue 04 Feb	Set up for Yr 11 English Exam

The reminder that was added when planning the Student Activity is listed here. This can be edited or deleted and new reminders added as required.

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**

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

+ Add Students Teachers/Rooms/Students Date All Selected Selected Forward Days Single Multiple Completed Selected date

No	Name	Code	Dates	Days	Absence Reason	Availability Reason	Cancel Lessons	Cancellation Reason	Roll Class	Type	No. Students
1	YLA 11-12	YLA 11-12	Tue 28 Jan	1 Day	Year Level Activity	Year Level Activity	Yes	Year Level Activity	12, 11	Single Day	203
2	YLA 10	YLA 10	Tue 28 Jan	1 Day	Year Level Activity				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 11 English Exam	11ENG EXAM	Tue 04 Feb	1 Day		Examination	Yes	Examination	11	Single Day	0

Click **11 ENG EXAM** and  
click **Add Students**

Select Students

Available (103)

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

>

>>

<<

<

Selected (0)

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

Display Sort Filter Close Apply

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

+ Add Students

Teachers/Rooms/Students

Date

All

Selected

Selected Forward

Days

Single

Multiple

Completed

Selected date

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

103 students have now been added to the activity.

TEACHERS/ROOMS/STUDENTS

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

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

+ Add Students

Teachers/Rooms/Students

Date

All

Selected

Selected Forward

Days

Single

Multiple

Completed

Selected date

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

Click Teachers/Rooms/Students

Link Teachers, Rooms and Students for all days

Quick Edit

☐ Link Rooms to Teachers  
☒ Link Teachers to Rooms  
☐ Assign Students to Teachers  
☐ Assign Students to Rooms

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


Select **Link Teachers to Rooms**

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

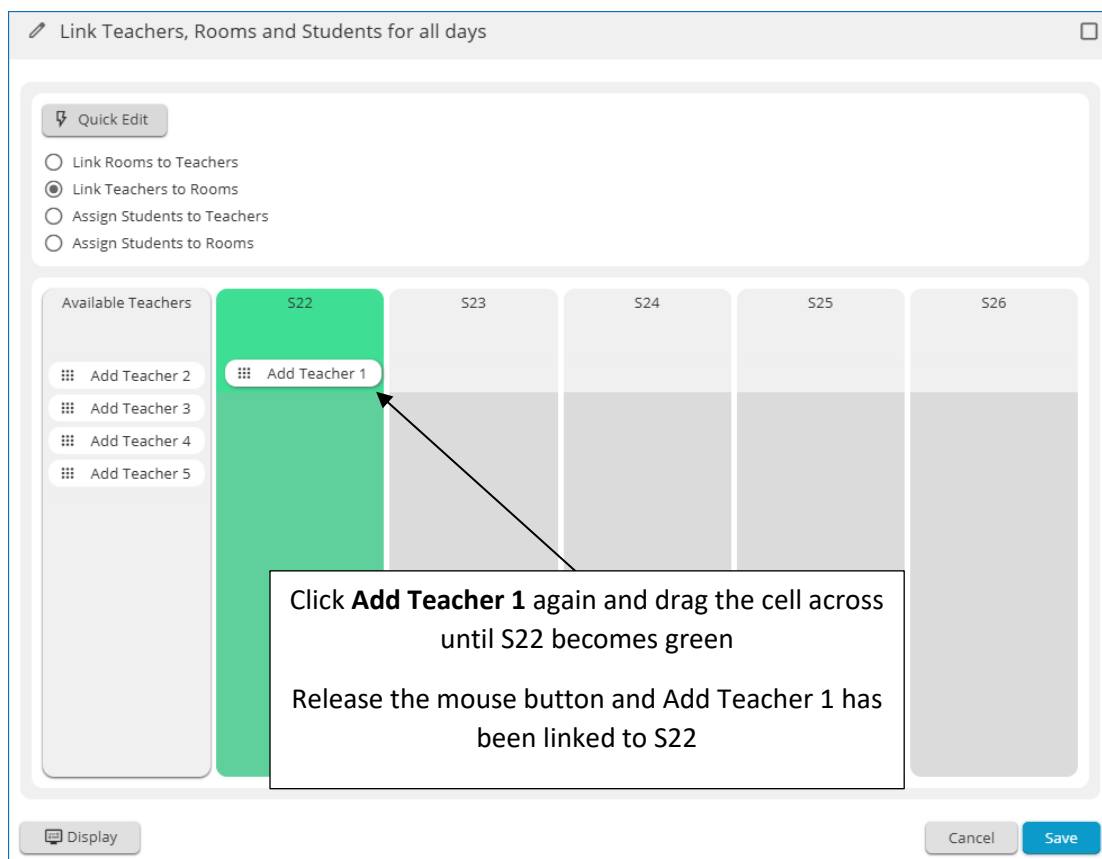
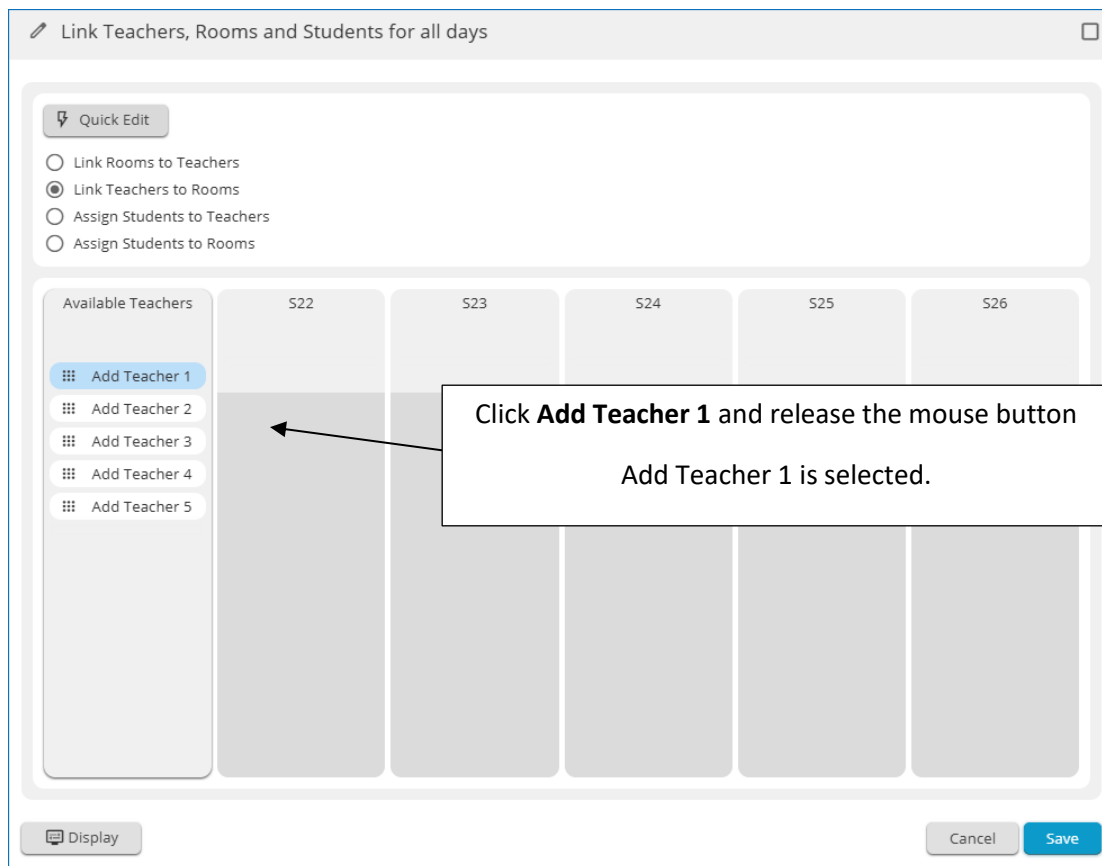
Display Cancel Save

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

There are three methods for moving teachers:

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

All three methods are explained here.






Link Teachers, Rooms and Students for all days

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
<div>Add Teacher 3</div> <div>Add Teacher 4</div> <div>Add Teacher 5</div>	<div>Add Teacher 1</div>	<div>Add Teacher 2</div>			

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
<div>Add Teacher 3</div> <div>Add Teacher 4</div> <div>Add Teacher 5</div>	<div>Add Teacher 1</div>	<div>Add Teacher 2</div>			

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

Quick Edit

- ☐ Link Rooms to Teachers
- ☒ Link Teachers to Rooms
- ☐ Assign Students to Teachers
- ☐ Assign Students to Rooms

Click on **S24** and the cell becomes active

Then click **Add Teacher 3**

Available Teachers	S22	S23	S24	S25	S26
<div>Add Teacher 3</div> <div>Add Teacher 4</div> <div>Add Teacher 5</div>	<div>Add Teacher 1</div>	<div>Add Teacher 2</div>			

Display

Cancel Save

Link Teachers, Rooms and Students

**Quick Edit**

- ☐ Link Rooms to Teachers
- ☒ Link Teachers to Rooms
- ☐ Assign Students to Teachers
- ☐ Assign Students to Rooms

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**

Available Teachers

- ☒ Add Teacher 4
- ☐ Add Teacher 5

S22	S23	S24	S25	S26
<input checked="" type="checkbox"/> Add Teacher 1	<input checked="" type="checkbox"/> Add Teacher 2	<input checked="" type="checkbox"/> Add Teacher 3		

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 1 Add Teacher 2 Add Teacher 3 Add Teacher 4 Add Teacher 5

Click **Quick Edit** to exit Quick Edit mode.

All additional teachers have been linked to a room.

Click **Save**

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.

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

+ Add Students Teachers/Rooms/Students Date All Selected Selected Forward Days Single Multiple Completed Selected date

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

Click Teachers/Rooms/Students

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 (103/103)

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

Add Teacher 1 (Students 0/0/27)

Add Teacher 2 (Students 0/0/27)

Add Teacher 3 (Students 0/0/27)

Add Teacher 4 (Students 0/0/27)

Add Teacher 5 (Students 0/0/27)

Select **Assign Students to Teachers**

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

Display Cancel Save

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

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

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

Click **Filter Students**

Available Students (103/103)

Add Teacher 1 (Students 0/0/27)

Add Teacher 2 (Students 0/0/27)

Add Teacher 3 (Students 0/0/27)

Add Teacher 4 (Students 0/0/27)

Add Teacher 5 (Students 0/0/27)

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

Display Cancel Save

**Edit Filters**

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

Available (0)

Selected (45)

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

> >> << <

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

Close Apply

**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

> >>

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

Click **Apply**

11ENG1A

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					
Piland, Robert					
Saglimbeni, Anthony					
Stepleton, David					
Strauss, David					
Tenhoff, Wade					
Vizcaino, Mason					
Zacek, Lyle					

Display Cancel Save

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

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					
Piland, Robert					
Saglimbeni, Anthony					
Stepleton, David					
Strauss, David					
Tenhoff, Wade					
Vizcaino, Mason					
Zacek, Lyle					

Display Cancel Save

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

Repeat this process to add students to the other rooms.

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

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

Link Teachers, Rooms and Students for all days

Quick Edit Filter Students

☐ Link Rooms to Teachers  
☐ Link Teachers to Rooms  
☒ Assign Students to Teachers  
☐ Assign Students to Rooms

Available Students (0/0)

Add Teacher 1 (Students 19/19/27)

Add Teacher 2 (Students 21/21)

Add Teacher 3 (Students 22/22)

Add Teacher 4 (Students 21/21)

Add Teacher 5 (Students 20/20)

Click Save

Display Cancel Save

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

+ Add Students Teachers/Rooms/Students Date ☒ All ☐ Selected ☐ Selected Forward Days ☐ Single ☒ Multiple ☐ Completed ☒ Selected date

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

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



---

# Timetabling Solutions

## Hosted Application



## Daily Organiser

---



### Lesson 7 - Assign Replacement Teachers

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

Yard Duty details of location teacher and load

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

Student Activity details of room, load and number of students

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

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

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

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select

- Delete

📅 Not Required

⚙️ Auto Assign

1. Sort By Period (default)

📄 Unassigned

📄 Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David		0.20	0.00	0	
HR	S24	11HRM1D	Cooke, Dennis		0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	
1	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	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 Legend

📄 Display

< Previous

> Next

▼ Same

1. Sort By Index (default)

Legend

Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL										
1												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	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	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	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00	

### Assign Replacements Legend

**Colour Guide**

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

**Codes**

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

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

**Column Headings**

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

**For period**  
Index: Prioritised ranking

**For cycle**  
U/Cy: Uncounted replacements remaining  
CL: Counted replacements remaining

**For the file**  
TC: Total counted replacements allocated  
OL: Counted replacements remaining

Close

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

Click **Close**

## AVAILABLE TEACHER INFORMATION IN THE LOWER PANE

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

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

## TEACHER TIMETABLE

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

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

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

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

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

## INDEX

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

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

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

When assigning replacement teachers, the following should be prioritised:

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select   Delete   Not Required   Aut   Unassigned   Composites   Composite

Period Room Class Absent Teacher Replacement

AM BD Alderson, David

HR S24 11HRM1D Cooke, Dennis

HR J22 07HRM1B Atkinson, Danielle

HR J24 07HRM1D Alderson, David

1 S21 12ENG1B Boyle, Joanne

1 12PST1C Wood, Paul

1 GYM2 09PEB1A Alderson, David

1 GYM1 09PEG1A Atkinson, Danielle

1 LAB2 08SC1D Cooke, Dennis

1 S22 11ENG EXAM Add Teacher 1

1 S23 11ENG EXAM Add Teacher 2

1 S24 11ENG EXAM Add Teacher 3

1 S25 11ENG EXAM Add Teacher 4

1 S26 11ENG EXAM Add Teacher 5

1. Sort By Index (default)

2. Sort By In Lieu

3. Sort By U/Cy

4. Sort By UR

5. Sort by In Lieu this period

6. Sort by Available Teacher

7. Sort By Teachers

8. Sort By Total

9. Sort By C

10. Sort By U

11. Sort By C + U

12. Sort By TC

13. Sort By CL

14. Sort By OL

Click 1. Sort By Index (default)

The drop-down menu is displayed showing all sort options

Display < Previous > Next Same Legend

Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL											
1												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	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	0.00	1.00	20.00	
1			L	L	L	L	L	L	L	L		4.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L	L	L	L	L	L	L		4.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L	L	L	L	L	L		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	L	L		6.20	Marks, Daniel	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
1		L										1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1												2.00	Jackson, Chris	8	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60	
1										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	0.00	1.00	20.00

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





⚙️ Show in Lower Pane

**Optional Columns to Display**

- ☒ Total
- ☒ Index
- ☒ In Lieu
- ☒ U/Cy : Uncounted Cycle
- ☒ UR : Uncounted Remaining (In Lieu + U/Cy)
- ☒ C : Count
- ☒ U : Uncounted
- ☒ C + U : Total Replacements for Today
- ☒ Last 10 Days
  - ☐ Last 10 Days (Uncounted)
- ☒ TC : Total Count
- ☒ CL : Cycle Limit
- ☒ OL : Overall Limit

**Highlight available teachers by**

- ☒ Faculty
- ☐ Faculty Group

**Options**

- ☐ Show In Lieu and CRT's only
- ☐ Show Tooltips

OK

Available teachers can be highlighted by Faculty or Faculty Group

The optional columns available to be displayed in the Lower Pane can be selected by ticking or unticking the checkboxes.

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

⚙️ Show in Lower Pane

**Optional Columns to Display**

- ☒ Total
- ☒ Index
- ☒ In Lieu
- ☒ U/Cy : Uncounted Cycle
- ☒ UR : Uncounted Remaining (In Lieu + U/Cy)
- ☒ C : Count
- ☒ U : Uncounted
- ☒ C + U : Total Replacements for Today
- ☒ Last 10 Days
  - ☒ Last 10 Days (Uncounted)
- ☒ TC : Total Count
- ☒ CL : Cycle Limit
- ☒ OL : Overall Limit

**Options**

- ☐ Show In Lieu and CRT's only
- ☒ Show Tooltips

OK

Tick **Last 10 Days (Uncounted)** and **Show Tooltips**

Click **OK**

Display		Previous		Next		Same		1. Sort By Index (default)		Legend																															
Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/CY	UR	C	U	C + U	Last 10 Days Uncounted										TC	CL	OL								
AM												0.00	Einstein, Bert (CRT)	1		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.50	NA	NA				
AM		L	L	L		L	L			L	L	6.20	Smyth, Martin	2		3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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							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	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	0.00	0.00	0.00	1.00	20.00				
AM			L	L		L	L			L	L	6.00	Thomson, Wayne	5		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00				
AM		L	L	L		L	L			L		6.20	Marks, Daniel	6		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	20.00				
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	0.00	0.00	1.00	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	0.00	0.00	1.00	2.00	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	0.00	0.00	0.00	1.00	0.00	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	0.00	0.00	0.00	1.00	0.00	20.00			
AM		L										1.20	Patel, Marek	11		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	20.00			
AM										L	L																								0.00	0.00	0.00	0.00	0.00	1.00	20.00

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

[illegible]

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

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

Click **OK**

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

Click **OK**

## ADDITIONAL INFORMATION

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

The screenshot shows the 'Daily Organiser / Senior School - 2031 / Replacements / Assign' window. The main pane displays a table of replacements:

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

An arrow points from the 'Alderson, David' entry in the 'Absent Teacher' column to the right-hand pane.

The right-hand pane, titled 'Additional Information', shows the 'Teacher Timetable (Alderson, David)':

Period	Class / Activity	Room	Details / Changes
AM			<a href="#">Absent from BD in BD</a>
HR			<a href="#">Absent from 07HRM1D in J24</a>
1			<a href="#">Absent from 09PEB1A in GYM2</a>
2	09PEB1A	GYM2	
R			
3	07HPE1D	GYM1	
4	07HPE1D	GYM1	
L1			
PED1A		S14	

A callout box at the bottom states: "Click on an absent teacher in the top pane to see their timetable".

Click on an absent teacher in the top pane to see their timetable

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

Additional Information

Student List (11HRM1D)

No	Student
1	Acosta, Kirstin
2	Amorello, Rick
3	Auerbach, Anthony
4	Balian, Bethany
5	Blackburn, Gavin
6	Bredow, Joseph
7	Brower, Jay
8	Calmeze, Frederick
9	Cardone, Daniel
10	Corley, Silas

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
							0	
							25	
							26	
							26	
							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	

Additional Information

Teacher Timetable (Burrows, Kelly)

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

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

## GAUGE TEACHER REQUIREMENTS

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



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

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

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

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

31 Daily Organiser / Senior School - 2031 / Replacements / Gauge

Shortfall

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

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

For each period, if the Initial Difference value is:

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

## ENTER CASUAL TEACHER AVAILABILITY

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



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

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

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

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

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

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

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

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

Available Period Available Day Unavailable Period Unavailable Day

No	CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile	Other Phone	Notes
4	Ball, Megan	N	N	N	N	N	N	N	N	N	N	N	N					
5	Crowe, Peter	N	N	N	N	N	N	N	N	N	N	N	N					
6	Daly, Garry	N	N	N	N	N	N	N	N	N	N	N	N					
7	Eisenhuth, Stephen	N	N	N	N	N	N	N	N	N	N	N	N		5228 2005	0404 222 222		PE, Science
8	Fitzpatrick, Narelle	N	N	N	N	N	N	N	N	N	N	N	N		5228 2000	0402 654 654		Psychology, Music
9	Kong, Mark	N	N	N	N	N	N	N	N	N	N	N	N		5228 0000	0401 123 123		Physics Chemistry
10	Lunt, Andrew	N	N	N	N	N	N	N	N	N	N	N	N		5228 2003	0411 453 453		Science
11	McGucken, Matthew	N	N	N	N	N	N	N	N	N	N	N	N		5228 2015	0402 303 030		Physics, Maths

Click N in Period 3 for Peter Crowe and click **Teacher** then select **Available Period**

Alternatively, double click on the cell

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

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

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

Repeat for all periods and yard duty sessions after Period 3

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

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

No	CRT	AM	HR	1	2	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		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		0.00	5228 2222	0401 222 333		English, not on Tuesday
4	Ball, Megan	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 2006	0412 444 444		Maths
5	Crowe, Peter	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		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

Daily Organiser / Senior School - 2031 / Replacements / Load Adjustments

Delete Adjustment Quick Edit Teachers selected: 49 of 49

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

Daily Organiser / Senior School - 2031 / Replacements / Load Adjustments

Delete Adjustment Quick Edit Teachers selected: 49 of 49 Teacher with Adjustment

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.

Daily Organiser / Senior School - 2031 / Replacements / Load Adjustments

Delete Adjustment

Quick Edit

Teachers selected: 49 of 49

Teacher with Adjustment

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

Additional Information

Adjustment History (Clark, Megan)

Date	Count	Notes
Tue 28 Jan	3.00	Year Level Meetings

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



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

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

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



## ASSIGN REPLACEMENT TEACHERS

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

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

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

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

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

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL										
AM													0.00	Einstein, Bert (CRT)	1	0.00	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				3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM			L	L				L	L				2.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM		L	L	L				L	L				2.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
AM			L	L				L	L				4.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	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		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

The first available teacher, casual teacher Bert Einstein, has been assigned as the replacement teacher and a value of 0.20 has been recorded in the Count column.

The blue highlighted cell has moved down to the next class 11HRM1D that needs a replacement teacher.



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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U
HR	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20
HR			L	L			L			L			2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00
HR			L	L			L	L		L	L		4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00
HR			L	L			L			L	L		5.00	Walker, Sam	4	0.00	1.00	1.00	0.00	0.00	0.00
HR													2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00

Available teachers for Homeroom are now displayed in the lower pane.

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

Bert Einstein's data in the lower pane has been updated.

The C under AM in his timetable summary indicates that he has been assigned a counted replacement.

Note: The count value 0.20 is displayed in the C, C+U and the first of the Last 10 Days (Counted) columns. The Total Count (TC) column has been updated.

Period	Room	C	AM	BD	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
HR	S24	1	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA
HR	J22	0													2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
HR	J24	0													4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1	S21	1													5.00	Walker, Sam	4	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	1.00	20.00	
1															2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	GYM2	09PEB1A													1.00	Alderson, David	24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1	GYM1	09PEG1A													1.00	Atkinson, Danielle	26	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1	LAB2	08SC1D													1.00	Cooke, Dennis	27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1	S22	11ENG EXAM													1.00	Add Teacher 1	19	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	S23	11ENG EXAM													1.00	Add Teacher 2	21	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	S24	11ENG EXAM													1.00	Add Teacher 3	22	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	

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.

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select

Delete

Not Required

Auto Assign

1. Sort By Period (default)

☐ Unassigned

☐ Composites

☒ Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20		
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	

Display

< Previous

> Next

< Same

1. Sort By Index (default)

Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL									
HR	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA
HR			L	L			L			L			2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		
HR			L	L			L	L		L	L		4.00	Thomson, Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
HR			L	L			L			L	L		5.00	Walker, Sam	4	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	1.00	20.00		
HR													2.00	Jackson, Chris	5	0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00		

Double click **Brett Harley** in the lower pane

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

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

Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Total Available Teacher Index In Lieu U/Cy UR C U C+U Last 10 Days Counted

Brett Harley has been assigned and the count value is 0.00 indicating that it is an uncounted replacement.

To see the changes in the lower pane, click **Next**

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select

A number of columns have been updated in the lower pane.

In the timetable summary next to Brett Harley, a D in the HR column indicates a replacement that did not count.

The values in the In Lieu and Uncounted Remaining (UR) columns have been decreased by 0.20. The value 0.20 is displayed in the U and C+U columns.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C+U	Last 10 Days Counted	TC	CL	OL												
1	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA				
1	L	L	L	L	L	L	L	L	L	L	L	L	3.20	Smyth, Martin	2	0.00	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	0.00	0.00	1.00	20.00	
1	L	L	L	L	L	L	L	L	L	L	L	L	2.20	Rennie, Matthew	3	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1	L	L	L	L	L	L	L	L	L	L	L	L	4.00	Thomson, Wayne	4	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1	L	L	L	L	L	L	L	L	L	L	L	L	4.20	Marks, Daniel	5	0.00	0.00	4.00	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	0.00	19.00
1	D	L	L	L	L	L	L	L	L	L	L	L	2.20	Harley, Brett	6	1.80	0.00	1.80	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1	L	L	L	L	L	L	L	L	L	L	L	L	1.20	Patel, Marek	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Harley, Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

In HR, double click **Brett Harley** to remove him as a replacement teacher for 11HRM1D

The teacher has been removed.

## ASSIGN TEACHERS FROM THE SAME FACULTY

If faculties and faculty groups have been set up in the timetable file, they can be useful when allocating replacements. The default setting is to show teachers in the same faculty as the selected class.

Click the Replacement Teacher Column for Joanne Boyle in Period 1

12ENG1B is the selected class so teachers from the same faculty are highlighted green in the lower pane.

Double click **Daniel Marks** to assign this English faculty teacher as the replacement teacher for this class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load
AM	BD		Alderson, David	Einstein, Bert	0.20
HR	S24	11HRM1D	Cooke, Dennis		0.20
HR	J22	07HRM1B	Atkinson, Danielle		0.20
HR	J24	07HRM1D	Alderson, David		0.20
1	S21	12ENG1B	Boyle, Joanne		1.00
1		12PST1C	Wood, Paul		1.00
1	GYM2	09PEB1A	Alderson, David		1.00
1	GYM1	09PEG1A	Atkinson, Danielle		1.00
1	LAB2	08SCI1D	Cooke, Dennis		1.00
1	S22	11ENG EXAM	Add Teacher 1		1.00
1	S23	11ENG EXAM	Add Teacher 2		1.00
1	S24	11ENG EXAM	Add Teacher 3		1.00

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL											
1	C												0.00	Einstein, Bert (CRT)	1		0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	27.70	NA	NA	
1		L	L	L							L	L	3.20	Smyth, Martin	2		3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L									2.00	Harley, Brett	3		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L	L	L									2.20	Rennie, Matthew	4		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L									4.00	Thomson, Wayne	5		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
1		L	L	L									4.20	Marks, Daniel	6		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
1		L											1.20	Patel, Marek	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1													2.00	Jackson, Chris	8		0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1					M	M							1.50	Burrows, Kelly	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60
1													2.00	Cheng, William	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00

## ASSIGN ONE TEACHER TO MULTIPLE REPLACEMENT CLASSES

The ability to sort data in the upper pane is useful when assigning multiple replacements to one teacher. It can be used to assign:

- one replacement teacher to all sessions of an activity
- a casual teacher to all classes of a teacher who is absent

In this example, Martin Smyth will be assigned as Additional Teacher 1 to all sessions of the Yr 11 English Exam in S23.

The data in the upper pane is currently sorted in period order.

To change this, click the drop-down menu and select **2. Sort By Absent Teacher**

Period	Room	Class	Absent Teacher	Replacement Teacher	Load
AM	BD		Alderson, David	Einstein, Bert	0
HR	S24	11HRM1D	Cooke, Dennis		0
HR	J22	07HRM1B	Atkinson, Danielle		0
HR	J24	07HRM1D	Alderson, David		0
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1
1		12PST1C	Wood, Paul		1
1	GYM2	09PEB1A	Alderson, David		1
1	GYM1	09PEG1A	Atkinson, Danielle		1
1	LAB2	08SCI1D	Cooke, Dennis		1
1	S22	11ENG EXAM	Add Teacher 1		1
1	S23	11ENG EXAM	Add Teacher 2		1
1	S24	11ENG EXAM	Add Teacher 3		1

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
2	S22	11ENG EXAM	Add Teacher 1		1.00	0.00	19	
R	S22	11ENG EXAM	Add Teacher 1		0.50	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
R	S23	11ENG EXAM	Add Teacher 2		0.50	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
R	S24	11ENG EXAM	Add Teacher 3		0.50	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
R	S25	11ENG EXAM	Add Teacher 4		0.50	0.00	21	

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted								
1	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	
1		L	L	L		L	L		L	L			3.20	Smyth, Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1			L	L			L		L				2.00	Harley, Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1		L					L		L				2.20	Rennie, Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00
2	S22	11ENG EXAM	Add Teacher 1		1.00
R	S22	11ENG EXAM	Add Teacher 1		0.50
1	S23	11ENG EXAM	Add Teacher 2		1.00
2	S23	11ENG EXAM	Add Teacher 2		1.00
R	S23	11ENG EXAM	Add Teacher 2		0.50
1	S24	11ENG EXAM	Add Teacher 3		1.00
2	S24	11ENG EXAM	Add Teacher 3		1.00
R	S24	11ENG EXAM	Add Teacher 3		0.50
1	S25	11ENG EXAM	Add Teacher 4		1.00
2	S25	11ENG EXAM	Add Teacher 4		1.00
R	S25	11ENG EXAM	Add Teacher 4		0.50

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted								
2	C												0.00	Einstein, Bert (CRT)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	
2			L	L			L		L				2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2		L	L	L			L		L				2.20	Rennie, Matthew	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2			L	L			L		L				4.20	Smyth, Martin	4	2.00	0.00	2.00	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2		L					L		L				4.00	Thomson, Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

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




Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select Delete Not Required Auto Assign 2. Sort By Absent Teacher Unassigned Composites Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
2	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
R	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	0.50	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
R	S23	11ENG EXAM	Add Teacher 2		0.50	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
R	S24	11ENG EXAM	Add Teacher 3		0.50	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
R	S25	11ENG EXAM	Add Teacher 4		0.50	0.00	21	

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



Additional Information   

**Teacher Timetable (Einstein, Bert)**


Period	Class / Activity	Room	Details / Changes
AM		BD	Replaces teacher Alderson, David
HR	11HRM1D	S24	Replaces teacher Cooke, Dennis
1	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
2	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
R			Available
3	10MAT1B	M17	Replaces teacher Cooke, Dennis
4	11PHY1A	LAB2	Replaces teacher Cooke, Dennis
L1			Available
L2			Available
5	12PHY1B	LAB2	Replaces teacher Cooke, Dennis
6	12PHY1A	LAB2	Replaces teacher Cooke, Dennis
PM			Available

Bert Einstein's timetable has been updated with all his allocations.



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

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

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




No	CRT	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Day Load	Phone	Mobile	Other Phone	Notes
1	Curie, Marie	N	N	N	N	N	N	N	N	N	N	N	N		0.00	5228 3700	0411 555 555		Physics, Chemistry
2	Einstein, Bert	C	C	C	C	C	C	C	C	C	C	C	C	Full	6.40	5228 1111	0400 111 222		Physics, Maths
3	Shakespeare, Billy	X	X	X	X	X	X	X	X	X	X	X	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																		English
6	Daly, Garry																		Maths, Science

Details of Bert Einstein's replacements have been updated. In the period columns a C represents a counted replacement, and the Day Load column has his total load for the day.



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

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select  Delete  Not Required  Auto Assign **2. Sort By Absent Teacher** ☐ Unassigned ☐ Composites ☒ Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.0
2	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.0
R	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	0.0
1	S23	11ENG EXAM	Add Teacher 2		1.0
2	S23	11ENG EXAM	Add Teacher 2		1.0
R	S23	11ENG EXAM	Add Teacher 2		0.0
1	S24	11ENG EXAM	Add Teacher 3		1.0
2	S24	11ENG EXAM	Add Teacher 3		1.0
R	S24	11ENG EXAM	Add Teacher 3		0.0
1	S25	11ENG EXAM	Add Teacher 4		1.0
2	S25	11ENG EXAM	Add Teacher 4		1.0
R	S25	11ENG EXAM	Add Teacher 4		0.0

1. Sort By Period (default)  
 2. Sort By Absent Teacher  
 3. Sort By Replacement Teacher  
 4. Sort By Class  
 5. Sort By Count  
 6. Sort By Load  
 7. Sort By Notes  
 8. Sort By Roll Class  
 9. Sort By Room  
 10. Sort By Site  
 11. Sort By Students

Click the top drop-down menu and select  
**1. Sort By Period (default)**



## REPLACEMENT NOT REQUIRED

Sometimes a decision is made not to cover a class. For example, a small Yr12 class might be combined with another class, or a Study class might be sent to the Library. In this case, Paul Wood's 12PST1C class in Periods 1 and 2 will go to the Library.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	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	
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	11ENG1B						

Locate Paul Wood's 12PST1C class in Period 1

Click in the Replacement Teacher column and click **Not Required**

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	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	
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20	
1		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	

Not Required is now displayed in the Replacement Teacher column.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
2	S21	12ENG1B	Boyle, Joanne	Curie, Marie	1.00	1.00	20	
2	LIB	12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
2	GYM1	09PEG1A	Atkinson, Danielle	Harley, Brett	1.00	1.00	26	

Repeat for Paul Wood's 12PST1C class in Period 2

## EMAIL STUDENTS FROM ASSIGN SCREEN

In Daily Organiser, it is possible to email students and teachers directly. To send emails, email addresses must be entered for students in Student Options [2A] Student Names and for teachers in Timetable Development [4A] Teacher Names. When the timetable is published, these email addresses are available to use in the Daily Organiser dataset.

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	
2	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
2		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
2	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	25	
2	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
2	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
2	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
2	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
2	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	

Additional Information Student List (12PST1C) Email

No	Student
1	Bechard, Brett
2	Bemrich, Joseph
3	Berber, Carolyn
4	Bluford, Xavier
5	Cavaiani, Barrie
6	Diamante, Maria
7	Eltringham, Stephen
8	Gruzinsky, Tristan
9	Hanserd, Leah
10	Heidebrink, Inga
11	Huskings, Garry
12	Kilgour, Marshall
13	Leadingham, Adrian
14	Logrono, Jarred
15	Pizzico, Andrew

Click the 17 in the Students column next to 12PST1C in Period 2  
The students in this class are displayed in the Additional Information  
Click Email

Email

To: Students selected: 17 of 619 Teachers selected: 0 of 49 CRTs selected: 0 of 11

Send From: Timetabling Solutions

Attachments:

Merge Fields:

Subject\*:

Sans Serif Normal B I U A

Email body...

Save Template Copy Template Delete Template Cancel Send

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 B I U S A [Image] [Image] [Image] [Image] [Image]

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

Subject\*: Code Family Name

Sans Serif First Name Preferred Name

Hi

Select **First Name** from the Merge Fields drop down menu and then click [Image]

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

Subject\*: 12PST1C in Periods 1 & 2

Sans Serif Normal B I U S A [Icons]

Hi [FirstName]

Mr Wood is absent today. At the start of Period 1 go to the Library to collect work and have the Roll Marked

Mr Harley  
Daily Organiser

When the email is complete it can be sent by clicking Send.  
No emails will be sent at this stage.  
Click **Cancel**

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](mailto: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.

Daily Organiser / Senior School - 2031 / Replacements

+ Select Delete Not Required Auto Assign

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Einstein, Bert	0.20	0.20	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

Click on **Bert Einstein** in Dennis Cooke's 11HRM1D then click **Delete** to remove him from Dennis Cooke's 11HRMD class

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke, Dennis	Einstein, Bert	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

Click **Select**

Select Teacher

Edwards, John (Own Lesson)

Carter, Leanne (Own Lesson)

Chappell, Judy (Own Lesson)

Connolly, Jenny (Own Lesson)

Cooke, Dennis (Absent own less

Dalton, James (Own Lesson)

Edwards, John (Own Lesson)

Feng, Jenny (Own Lesson)

Fraser, Melissa (Absent own lesson)

Gibson, Monique (Own Lesson)

Jackson, Toni (Own Lesson)

Knight, Natalie (Own Lesson)

Marks, Daniel (Own Lesson)

Murphy, John (Own Lesson)

☐ Sort

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**

**Confirm**

Edwards, John is already taking a lesson in HR. Do you want this teacher to take this replacement as well?

Click **Yes**

Daily Organiser

+ Select

D

Period	Room	Class						
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

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

This process can also be used to swap a teacher from one class to another. For example, if a Yr9 Maths teacher is to be removed from their regular class to take a Yr12 Maths replacement. Use Select to assign them to the Yr12 Maths class, unassign them from their Yr9 Maths class and then assign another teacher to this class in that order.

## REPLACEMENT NOTES

Notes can be added for timetabled classes, Student Activities and yard duty replacements. It is possible to display the added notes on [15] Teacher Changes and [16] Bulletin.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	26	
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24							

Click in the Notes column for 11HRM1D and type "Please mark this roll as well as your own" then click away from the cell.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	BD		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson, Danielle		0.20	0.00	26	
HR	J24	07HRM1D	Alderson, David		0.20	0.00	26	

The note has been recorded. This can now be included on screens [15] Teacher Changes and [16] Bulletin when reports are printed or emailed.

## COMPOSITE CLASSES

In Daily Organiser, the default setting for composite classes is that the first class in the composite is displayed on the Assign screen. When replacement teachers are assigned, they are assigned to all instances of the composite class. However, it is possible to display all composite classes and assign different teachers to each one if required.

In this example, Peta Wallen has a composite class in Period 3 of 10MAT1C and 10MAT1V.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta		1.00	0.00	14	
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16	
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa					
3	GYM2	07HPE1C	Atkinson, Danielle					

Use the scroll bar to scroll down to Period 3 and select 10MAT1C

Tick **Composites**

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta		1.00	0.00	14	
3	M18	10MAT1V	Wallen, Peta		0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16	
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	
4	LAB2	11PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	19	

Both composite classes are now displayed.

Assign Peter Crowe as the replacement teacher to the first composite class

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	
3													0.00	Crowe, Peter (CRT)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00 4.40 0.00 0.00 0.00 0.00
3			L	L					L				2.00	Harley, Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
3			L	L					L				2.20	Rennie, Matthew	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
3			L	L	L	Y			L		L		5.70	Knight, Natalie	4	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00
3			L						L				1.20	Patel, Marek	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6
3	M12	09ENG1D	Boyle, Joanne		1.00	0.00	16
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00	26
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26

In the Replacement Teacher column Peter Crowe has been added to both composite classes.

The values in the Count column indicate that it is only counting as one replacement.

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

## VERRIDE A CYCLE OR OVERALL LIMIT

In some cases, it may be necessary to assign a replacement class to a teacher who has already reached their cycle or overall limit. In this case, Adam Jones was given a counted replacement last week which is part of this 10 day cycle.

Click **09ENG1D** in Period 3

Adam Jones has a Cycle Limit of 0.00 as he was given a replacement last week.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.00	20	
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne	Adam Jones	1.00	0.00	16	
3	LAB4	08SC1A	Wood, Paul		1.00	0.00	26	
3	LAB3	07SC1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	
4	LAB2	11PMV1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	10	

Double click **Adam Jones** 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						
3			L	L									2.00	Harley, Brett	1		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L	L									2.20	Rennie, Matthew	2		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L	L	Y								5.70	Knight, Natalie	3		0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L										1.20	Patel, Marek	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3													2.00	Jackson, Chris	5		0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3													2.00	Cheng, William	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L										3.20	Young, Bernard	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L	L									5.20	Connolly, Jenny	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L	L									5.20	Feng, Jenny	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
3			L	L									2.00	Jones, Adam	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	19.00	

A message appears warning that his load is about to be exceeded.

Click **Yes**

The cycle limit for the number of replacements taken by teacher Jones, Adam will be exceeded. Do you still want this teacher as a replacement?

No Yes

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count
R	Senior Sch Rm 26	11ENG EXAM	Add Teacher 5		0.50	0.0
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.0
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.0
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.0
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.0

Adam Jones has been assigned to this class.

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

Display		Previous		Next		Same		1. Sort By Index (default)		Legend																											
Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted										TC	CL	OL				
1			L	L								4.00	Thomson, Wayne	3		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00
		L										1.20	Patel, Marek	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
												2.00	Jackson, Chris	5		0.00	0.10	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
1					M	M		Y				1.50	Burrows, Kelly	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60
1												2.00	Cheng, William	7		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
								Y				2.50	Rogers, Paul	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L			L	L					3.00	Talbot, Peter	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
		L										3.20	Young, Bernard	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
		L										3.40	Bell, Heather	11		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1					Y		L	L				3.70	Butler, Alison	12		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		C					L	L				4.20	Edwards, John	13		0.00	0.00	0.00	0.20	0.20	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.80	19.80	
			L				L	L	Y			4.50	Myers, John	14		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1		L					L	L	Y			4.70	Pearson, Sean	15		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
					M	M			Y			1.50	Clark, Megan	16		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00	-3.00	17.00	
1			L									1.00	Adams, Rod	17		0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	7.00	
						C	L					3.00	Jones, Adam	18		0.00	0.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
					Y							4.50	Manning, Kathy	19		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	0.00	19.00	
1		L					L	U	U	U		3.40	Chappell, Judy	20		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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

## ADJUST THE COUNT STATUS OF A REPLACEMENT

There are times when it is necessary to manually adjust the Count value of a replacement lesson. In this example, Kathy Manning will set up the Yr11 English Exam and supervise it in Period 1. This will be counted as two replacements.



Daily Organiser / Senior School - 2021 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20	
1		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SC11D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2		1.00	0.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	
2	S21	12ENG1B	Boyle, Joanne		1.00	0.00	20	
2		12PST1C	Wood, Paul	Not Required	1.00	0.00	17	
2	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
2	LAB2	08SC11D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	

Click in the Replacement Teacher cell for Additional Teacher 2 in Period 1  
  
In the lower pane double click **Kathy Manning**

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	▲	In Lieu	U/Cy	UR	C	U	C+U	Last 10 Days Counted	TC	CL	OL										
1			L	L				L		L			2.00	Harley, Brett	1		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00	
1			L	L	L			L		L			2.20	Rennie, Matthew	2		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1			L	L			L	L		L			4.00	Thomson, Wayne	3		2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-1.00	18.00	
1			L							L			1.20	Patel, Marek	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1						M	M		Y		L		1.50	Burrows, Kelly	5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.60	19.60	
1										L			2.00	Cheng, William	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1			C							L			2.20	Jackson, Chris	7		0.00	0.00	0.00	0.10	0.10	0.20	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.90	19.90
1								L		Y		L	2.50	Rogers, Paul	8		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1					L																															

?

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select

Delete

Not Required

Auto Assign

1. Sort By Period (default)

Unassigned

Composites

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20
1		12PST1C	Wood, Paul	Not Required	1.00	0.00	17
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19
1	S23	11ENG EXAM	Add Teacher 2	Manning, Kathy	2.00	2.00	21
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20

The value in the Count column is 1.00.

Click in the Count cell and edit the value to **2.00**

Press **Enter**

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel	1.00	0.00	20	
1		12PST1C	Wood, Paul		1.00	0.00	17	
1	GYM2	09PEB1A	Alderson, David		1.00	0.00	24	
1	GYM1	09PEG1A	Atkinson, Danielle		1.00	0.00	26	
1	LAB2	08SCI1D	Cooke, Dennis	Einstein, Bert	1.00	1.00	27	
1	S22	11ENG EXAM	Add Teacher 1	Smyth, Martin	1.00	0.00	19	
1	S23	11ENG EXAM	Add Teacher 2	Manning, Kathy	2.00	2.00	21	
1	S24	11ENG EXAM	Add Teacher 3		1.00	0.00	22	
1	S25	11ENG EXAM	Add Teacher 4		1.00	0.00	21	
1	S26	11ENG EXAM	Add Teacher 5		1.00	0.00	20	

This will now count as 2.00 replacements.

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

## ACTIVITY

Please complete the following tasks:

- Make casual teacher Marie Curie available for the day.
- Use a combination of casual teachers, counted and uncounted replacements to manually assign replacement teachers to all Period 1, Period 2 classes and the Student Activities in Recess

## AUTO ASSIGN REMAINING REPLACEMENTS

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

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00		
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.00		
3	LAB4	08SCI1A	Wood, Paul		1.00	0.00		
3	LAB3	07SCI1B	Fraser, Melissa		1.00	0.00	26	
3	GYM2	07HPE1C	Atkinson, Danielle		1.00	0.00	26	
4	S22	11ENG1D	Boyle, Joanne		1.00	0.00	21	
4	S12	11MAG1C	Wallen, Peta		1.00	0.00	23	

Click Auto Assign

**Information**

Auto Assign complete.

Click OK

OK

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
3	M17	10MAT1B	Cooke, Dennis	Einstein, Bert	1.00	1.00	21	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen, Peta	Crowe, Peter	0.00	0.00	6	
3	M12	09ENG1D	Boyle, Joanne	Jones, Adam	1.00	1.00	16	
3	LAB4	08SCI1A	Wood, Paul	Patel, Marek	1.00	1.00	26	
3	LAB3	07SCI1B	Fraser, Melissa	Knight, Natalie	1.00	0.00		
3	GYM2	07HPE1C	Atkinson, Danielle	Curie, Marie	1.00	1.00		
4	S22	11ENG1D	Boyle, Joanne	Walker, Sam	1.00	2.00		
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	

All classes have been covered. Replacement Teachers will still need to be assigned to yard duties.

## SHOW UNASSIGNED CLASSES/YARD DUTIES/ACTIVITIES

It is possible to hide classes, activities and yard duties that have already had a replacement teacher assigned, leaving only those still needing replacements displayed in the upper pane.

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

Tick Unassigned

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

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

In the upper pane, click the Replacement Teacher cell for Joanne Boyle's Junior Yard

When allocating teachers to yard duties it is best to use the information in the lower pane to see if they are teaching before or after the yard duty.

In the lower pane, double click Shirley Gibson who is free before Lunch

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index
L2		C	C	C		C	C		C	C			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		L			L				2.70	Rennie, Matthew	7
L2		L				L			L	L			3.20	Young, Bernard	8
L2				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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
PM	Bus Duty		Atkinson, Danielle		0.20	0.00	0	

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

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted				
PM		C	C	C		C	C				C	C	0.00	Curie, Marie (CRT)	1	0.00	0.00	0.00	6.20	0.00	6.20	6.20	6.40	0.00	0.00	6.00
PM		C		C	C		C				C	C	0.00	Einstein, Bert (CRT)	2	0.00	0.00	0.00	6.20	0.00	6.20	6.20	5.00	5.00	5.00	6.50
PM						C	C				C	C	0.00	Crowe, Peter (CRT)	3	0.00	0.00	0.00	4.00	0.00	4.00	4.00	0.00	4.40	0.00	0.00
PM		L	D	L			L	L			L	L	4.20	Marks, Daniel	4	1.00	0.00	1.00	0.00	1.00	1.00	0.00	0.00	0.00	1.00	0.00
PM						M	M		Y		L		1.50	Burrows, Kelly	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.20
PM			D	D	C		L				L		2.50	Harley, Brett	6	0.00	0.00	0.00	0.50	2.00	2.50	0.50	0.00	0.00	0.00	0.00

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

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
--------	------	-------	----------------	---------------------	------	-------	----------	-------

All replacements have now been assigned.

Untick **Unassigned**

Daily Organiser / Senior School - 2031 / Replacements / Assign

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

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson, David	Einstein, Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.20	26	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson, Danielle	Curie, Marie	0.20	0.20	26	
HR	J24	07HRM1D	Alderson, David	Jackson, Chris	0.20	0.10	26	

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	

The upper pane shows details for classes or activities that need a room to be assigned.

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

< 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

The lower pane shows a list of rooms available to be used for the lesson highlighted in the upper pane.

Daily Organiser / Senior School - 2031 / Room Changes / Assign

+ Select

Delete

Not Required

1. Sort By Period (default)

Show Unassigned

Show Composite/Shared

Period	Class	Teacher	Timetabled Room	Replacement Room	Students	Notes
1	12CHE1A	Walker, Sam	LAB1		17	
1	12PST1C		S26		17	
1	10TEX1A	Clark, Allison	AT4		14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4		14	
2	08RED1A	Kelly, Rachel	J11		26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

< 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

Click Legend

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.

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	

Double click in the Replacement Room column for class 10TEX1A in Period 1

Then repeat for the same class in Period 2

< 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
1							L						AT7	25
1			L	L			L						AT8	25

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	AT1	14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4	AT1	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	

AT1 has been assigned to these classes.

The next class requiring a room is now highlighted.

## 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.

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	AT1	14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4	AT1	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	

08RED1A in Period 2 is highlighted in the upper pane.

Double click on **AT4** in the lower pane

< 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
2													AT2	27
2			L	L			L						AT3	27
2			L	L		L	L						AT4	27
2													AT5	27
2													AT6	27

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	AT1	14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4	AT1	14	
2	08RED1A	Kelly, Rachel	J11	AT4	26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

Click **AT4** and the room timetable with changes is displayed in Additional Information




Additional Information    			
Room Timetable (AT4)			
Period	Class / Activity	Teachers	Details / Changes
AM			
HR			
1			Unavailable 10TEX1A with Clark, Allison reassigned AT1
2	08RED1A	Kelly, Rachel	10TEX1A with Clark, Allison reassigned AT1 Reassigned from J11
R			
3	11TEX1A	Clark, Allison	
4	09TEX1A	Clark, Allison	
L1			
L2			
5			
6			
PM			

Room changes are displayed in blue font.

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

## ASSIGN TWO CLASSES TO THE SAME ROOM

It is possible to assign two classes to the same room. In this case the teacher of 12CHE1A, Sam Walker, has organised to share computer room S16C with another class in Period 2. This room is not listed on the lower pane because it is in use.

Daily Organiser / Senior School - 2031 / Room Changes / Assign						
 Select		 Delete	 Not Required	1. Sort By Period (default)	<input type="checkbox"/> Show Unassigned	<input type="checkbox"/> Show Composite/Shared
Period	Class	Teacher	Timetabled Room	Replacement Room	Students	Notes
1	12CHE1A	Walker, Sam	LAB1		17	
1	12PST1C		S26		17	
1	10TEX1A	Clark, Allison	AT4	AT1	14	
2	12CHE1A	Walker, Sam	LAB1		17	
2	12PST1C		S26		17	
2	10TEX1A	Clark, Allison	AT4	AT1	14	
2	08RED1A	Kelly, Rachel	J11	AT4	26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	


Click in the Replacement Room column for 12CHE1A in Period 2

Click **Select**

Select Room

S16C (Used for lesson)

M10 (Used for lesson)  
M11 (Used for lesson)  
M17 (Used for lesson)  
M19C (Used for lesson)  
S11 (Used for lesson)  
S14 (Used for lesson)  
**S16C (Used for lesson)**  
S21 (Used for lesson)  
S22 (Unavailable - Examination)  
S23 (Unavailable - Examination)  
S24 (Unavailable - Examination)  
S25 (Unavailable - Examination)  
S26 (Unavailable - Examination)

☐ Sort     Display    Close    Apply

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**

Confirm

S16C is already in use in 2. Do you want to assign this class to the room as well?

No Yes

Click Yes

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	AT1	14	
2	12CHE1A	Walker, Sam	LAB1	S16C	17	
2	12PST1C		S26		17	
2	12SYS1A	Feng, Jenny	S16C	S16C	12	
2	10TEX1A	Clark, Allison	AT4	AT1	14	
2	08RED1A	Kelly, Rachel	J11	AT4	26	
3	11CHE1A	Walker, Sam	LAB1		19	
5	12BIO1A	Butler, Alison	LAB1		18	
6	12ENS1B	Jackson, Chris	LAB1		12	

Note: Both classes are now listed on the screen.

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

Additional Information

Room Timetable (S16C)

Period	Class / Activity	Teachers	Details / Changes
AM			
HR			
1	12SYS1A	Feng, Jenny	
2	12SYS1A 12CHE1A	Feng, Jenny Walker, Sam	Reassigned from LAB1
R			
3			
4			
L1			
L2			
5			
6			
PM			

Both classes are now displayed on the room timetable.

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

## EDIT ROOMS

The Edit screen displays the master timetable for the selected day including lesson cancellations, classes without rooms, teacher replacements and reassigned rooms. Student Activities, however, are not displayed on this screen. This screen can be used to edit rooms by adding or removing rooms for regular classes.



On the Task Tree select:  
[12B] Room Changes - Edit

Daily Organiser / Senior School - 2031 / Room Changes / Edit

RC	HR	1	2	3	4	5
12	12HRM1A S11 Dalton, James	12REL1C S11 Dalton, James	12REL1C S11 Dalton, James	12REL1B S13 Dalton, James	12REL1A S24 Jones, Adam	12REL1E S13 Kelly, Rachel
	12HRM1B S12 Butler, Alison	12ENG1B S21 Marks, Daniel	12ENG1B S21 Nancarrow, Trish	12EN51A LAB2 Butler, Alison	12ENG1A S21 Pearson, Sean	12ENG1D S21 Marks, Daniel
	12HRM1C S13 Gibson, Monique	12CHE1A Walker, Sam	12CHE1A Walker, Sam	12INF1A S15C Mullins, Sharon	12MTE1A AT8 Thomson, Wayne	12BIO1A Butler, Alison
	12HRM1D S14 White, Eva	12LST1A S14 Mullins, Sharon	12LST1A S14 Mullins, Sharon	12MAA1B S11 Rogers, Paul	12MAA1A S11 Bell, Heather	12ECO1A S14 White, Eva
		12SYS1A S16C Feng, Jenny	12SYS1A S16C Feng, Jenny	12MAG1B S12 Gibson, Monique	12MAG1A S13 Butler, Alison	12PHY1B LAB2 Emmerson, Bert
		12PST1C	12PST1C	12PST1B S26 Thomson, Wayne	12OED1A S14 Carter, Leanne	12PST1E S26 Rennie, Matthew
					12PST1A S26 Feng, Jenny	
11	11HRM1A S21 Rennie, Matthew	11ENG1B S22 Marks, Daniel	11ENG1B S22 Marks, Daniel	11ENG1C S22 Manning, Kathy	11ENG1D S22 Walker, Sam	11ACC1A S22 Harley, Brett
	11HRM1B S22 Chappell, Judy	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew	11CHE1A Walker, Sam	11GBA1B AT3 Young, Bernard	11PS1A LAB3 Jackson, Chris
	11HRM1C S23 Edwards, John	11ECOT1A S23 Harley, Brett	11ECOT1A S23 Harley, Brett			
	11HRM1D S24	11GRAT1A AT3 Smyth, Marlon	11GRAT1A AT3 Smyth, Marlon			
		11MTE1A AT8 Thomson, Wayne	11MTE1A AT8 Thomson, Wayne			
10A	10HRM1A M15 Knights, Natalie	10ACC1A M10 White, Eva	10ACC1A M10 White, Eva			
10B	10HRM1B M16 Smyth, Marlon	10FRE1A M11 Gibson, Shirley	10FRE1A M11 Gibson, Shirley			
10C	10HRM1C M17 Jackson, Toni	10MED1A M19C Mills, Deborah	10MED1A M19C Mills, Deborah			
10D	10HRM1D M18 Connolly, Jenny	10MUS1A PAC3 Connolly, Jenny	10MUS1A PAC3 Connolly, Jenny			
		10OED1A OV1 Carter, Leanne	10OED1A OV1 Carter, Leanne			
		10TEX1A AT1 Clark, Allison	10TEX1A AT1 Clark, Allison			

This screen is an updated copy of the [8A] Cancellations - Lessons screen. All changes made to classes, rooms and teachers are shown here.

Click

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](#)

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NAN	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
				12PST1B S26 THOW	12PED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
							12PST1D S26 WHIE

The legend on the menu bar provides a key for the colours used on this screen to highlight changes made to the timetable.

## ADD A ROOM TO A CLASS

The Edit button can be used to add a room to a class. In this case, 12PST1C must be assigned to the Library (LIB) in Periods 1 and 2.

Daily Organiser / Senior School - 2031 / Room Changes / Edit

● MRCG
 ● Cancelled
 ● Composite/Shared
 ● Clash
 ● No teacher
 ● No room
 ● Change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ				
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 MARD				
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS				
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS				
		12SYS1A S16C FENJ	12SYS1A S16C FENJ				
		12PST1C	12PST1C				

Click on the blank room cell next to 12PST1C in Period 1

Click Edit

Select Room

LIB

AT2  
 AT3 (Lesson cancelled - Examination)  
 AT5  
 AT6  
 AT7  
 AT8 (Lesson cancelled - Examination)  
 OV2  
 LAB3  
 LAB4  
 PAC1  
 PAC2  
 PAC4  
 LIB

Select LIB and click Apply

☐ Sort

Daily Organiser / Senior School - 2031 / Room Changes / Edit

● MRCG
 ● Cancelled
 ● Composite/Shared
 ● Clash
 ● No teacher
 ● No room
 ● Change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S14 BUTA	12ENS1B S14 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 JACC
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

The blue text indicates that the room has been edited.

Repeat and assign 12PST1C to the LIB in Period 2

## REMOVE A CLASS FROM A ROOM

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

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S14 BUTA	12ENS1B S11 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

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

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Room edit Change Room removed

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S14 BUTA	12ENS1B S11 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

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

## USE EDIT TO SWAP ROOMS

The Edit screen can be used to quickly swap rooms for classes. The teacher of 12ENS1A has requested a computer room S15C in Period 3. The class currently in that room will be moved to S16C.

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Room edit Change Room removed

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S14 BUTA	12ENS1B S11 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
				12PST1A S26 FENJ			12PST1D S26 WHIE

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

Click **Edit**



Select Room

S15C (Used for lesson)

M15 (Used for lesson)  
M16 (Used for lesson)  
M17 (Used for lesson)  
M18 (Used for lesson)  
M19C (Used for lesson)  
S11 (Used for lesson)  
S12 (Used for lesson)  
S13 (Used for lesson)  
**S15C (Used for lesson)**  
S22 (Used for lesson)  
S23 (Used for lesson)  
S24 (Used for lesson)  
S26 (Used for lesson)

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

Click **Apply**

☐ Sort

Confirm

S15C is already in use in 3. Do you want to assign this class to the room as well?

Click **Yes**

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Room edit Change Room removed

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S14 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A BUTA	12ENS1B JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAG1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINB	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 EINB
					12PST1A S26 FENJ		12PST1D S26 WHIE

The red cells indicate a room clash.

Click on **S15C** next to 12INF1A

Click **Edit**

Select Room

S16C

Select room **S16C**  
Click **Apply**

J15C  
J22  
J23  
J24  
J25  
S14  
**S16C**  
S21  
S25  
---In Use ---  
AT4 (Used for lesson)  
GYM1 (Used for lesson)  
GYM2 (Used for lesson)

☐ Sort

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher No room Room edit Change Room removed

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S24 KELR	12REL1D S24 JONA	
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1D S21 MARD	12ENG1C S21 BURK	
	12HRM1C S13 GIBM	12CHE1A S16C WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12BIO1A S21 BUTA	12ENS1B S13 JACC	
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12ECO1A S14 WHIE	12MAX1A S11 ALDD	
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12PHY1B LAB2 EINH	12PED1A S14 ALDD	
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PHY1A LAB2 EINH	
				12PST1A S26 FENJ	12PST1E S26 RENM	12PST1D S26 WHIE	

The red shading has disappeared, and the rooms are now in bold blue to indicate that they have been edited.

Use screens [12A] Room Changes - Assign or [12B] Room Changes - Edit to assign rooms to all classes that do not have a room

Daily Organiser / Senior School - 2031 / Room Changes / Edit

Edit Remove Undo Undo All MRCG Cancelled Composite/Shared Clash No teacher Room edit Change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S24 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 NANT	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB3 WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A S23 BUTA	12ENS1B S13 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 ALDD
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 EINH	12PED1A S14 ALDD
		12PST1C LIB	12PST1C LIB	12PST1B S26 THOW	12OED1A S14 CARL	12PHY1A LAB2 EINH	12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 ROGP	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 EDWJ	11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 EINH	11MAA1A S11 BELH	11REL1D S25 SIMK
				11OED1A OV1 EDWJ		11MAG1A S12 MILD	
				11TEX1A AT4 CLAA			

All classes have now been assigned to 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:**

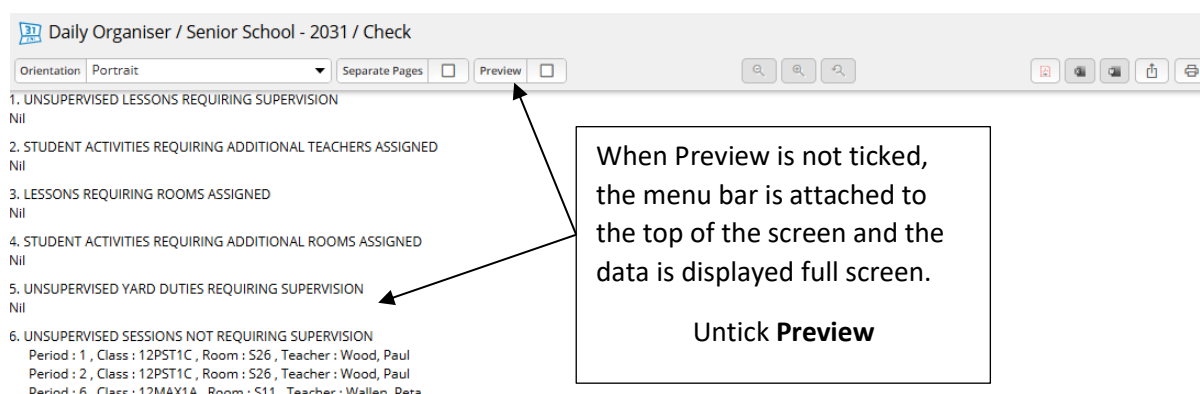
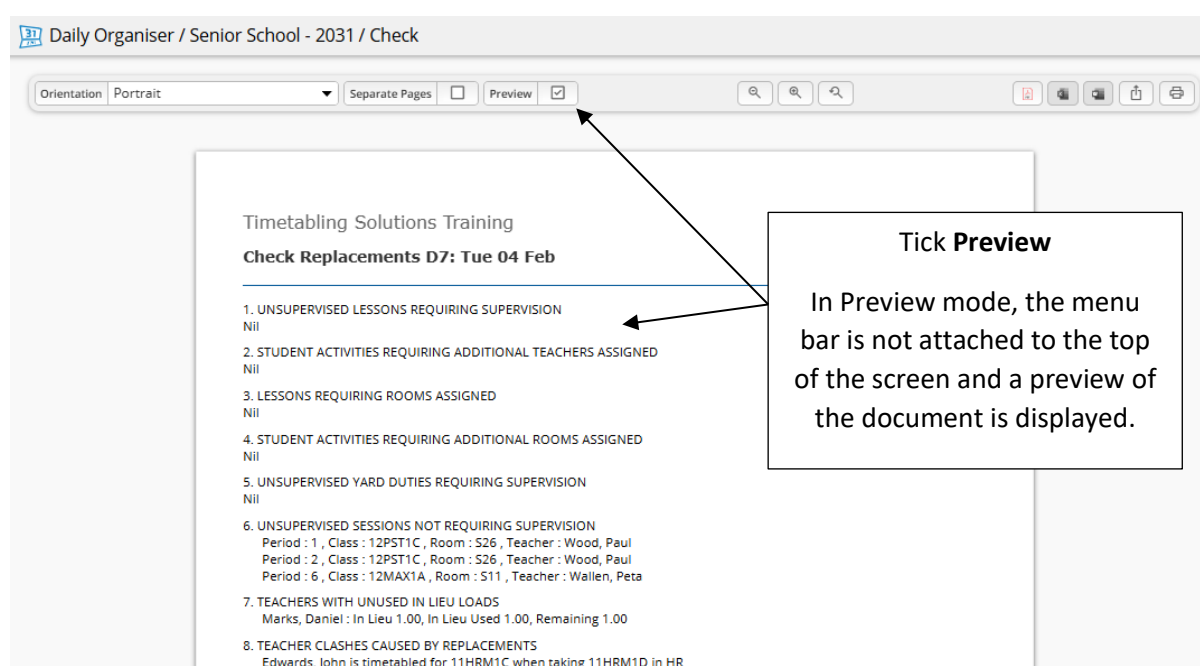
**Senior School 2031**

**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.

### Timetabling Solutions Training

#### Check Replacements D7: Tue 04 Feb

1. UNSUPERVISED LESSONS REQUIRING SUPERVISION  
Nil

2. STUDENT ACTIVITIES REQUIRING ADDITIONAL TEACHERS ASSIGNED  
Nil

3. LESSONS REQUIRING ROOMS ASSIGNED  
Nil

4. STUDENT ACTIVITIES REQUIRING ADDITIONAL ROOMS ASSIGNED  
Nil

5. UNSUPERVISED YARD DUTIES REQUIRING SUPERVISION  
Nil

6. UNSUPERVISED SESSIONS NOT REQUIRING SUPERVISION  
Period : 1 , Class : 12PST1C , Room : S26 , Teacher : Wood, Paul  
Period : 2 , Class : 12PST1C , Room : S26 , Teacher : Wood, Paul  
Period : 6 , Class : 12MAX1A , Room : S11 , Teacher : Wallen, Peta

7. TEACHERS WITH UNUSED IN LIEU LOADS  
Marks, Daniel : In Lieu 1.00, In Lieu Used 1.00, Remaining 1.00

8. TEACHER CLASHES CAUSED BY REPLACEMENTS  
Edwards, John is timetabled for 11HRM1C when taking 11HRM1D in HR

9. TEACHERS WHOSE CYCLE OR OVERALL REPLACEMENTS EXCEED THE LIMIT

#### Cycle Replacements

Adams, Rod : Cycle Limit - 1.00 exceeded by 2.00  
Clark, Megan : Cycle Limit - 1.00 exceeded by 3.00  
Jones, Adam : Cycle Limit - 1.00 exceeded by 1.00  
Manning, Kathy : Cycle Limit - 1.00 exceeded by 2.00  
Thomson, Wayne : Cycle Limit - 1.00 exceeded by 1.00  
Wallen, Peta : Cycle Limit - 1.00 exceeded by 0.20

10. ROOM CLASHES CAUSED BY ROOM CHANGES  
The room S16C is used by the replacement 12CHE1A and the class 12SYS1A in 2

11. STUDENTS SCHEDULED TO ATTEND TWO STUDENT ACTIVITIES AT ONCE  
Nil

Items 1,2 and 5 cover classes, activities, and yard duties that have not had replacement teachers assigned.

Items 3 and 4 cover lessons and activities that have not been assigned to rooms.

Item 6 lists unsupervised classes where replacements were designated "Not Required" on [11A] Replacements - Assign.

Classes included on [3] Unsupervised Classes are also listed here.

Items 7,8 and 9 contain information about how teachers were affected by the changes made for the selected day.

Item 10 lists any room clashes created when assigning or editing rooms.

Item 11 lists students attending two activities at the same time.

## TEACHER CHANGES

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



**On the Task Tree select:**  
**[15 Teacher Changes]**

## VIEW TEACHER CHANGES WITH INCLUSIONS

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

Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait Separate Pages: ☐ Preview: ☐

**Teacher: Bell, Heather**  
Please take this replacement class  
Period: 6  
Class: 08SPT1D  
Room: OV1  
Absent Teacher: Atkinson, Danielle

**Teacher: Butler, Alison**  
Please take this replacement class  
Period: 6  
Class: 08SPT1F  
Room: OV1  
Absent Teacher: Carter, Leanne

Click the Inclusions

Include in Teacher Changes Report

**Display**


- ☐ Student attendance lists
- ☒ Teacher lesson cancellations
- ☐ CRTs only
- ☐ Composite classes separately



**Print/ Email**

- ☒ Same page
- ☐ Teacher new page
- ☐ Teacher item new page

OK

Tick **Teacher lesson cancellations**  
Click **OK**

 Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation Portrait ▼ Separate Pages ☐ Preview ☐

**Teacher: Marks, Daniel**

This class has been cancelled  
Period: 1  
Class: 11ENG1B  
Room: S22

This class has been cancelled  
Period: 2  
Class: 11ENG1B  
Room: S22

Please take this replacement class  
Period: 1  
Class: 12ENG1B  
Room: S21  
Absent Teacher: Boyle, Joanne

Scroll down to teacher Daniel Marks  
Daniel's lesson cancellations and replacement classes are now displayed.

Click Inclusions

**Include in Teacher Changes Report****Display**

- ☒ Student attendance lists
- ☐ Teacher lesson cancellations
- ☐ CRTs only
- ☐ Composite classes separately

**Print/ Email**

- ☒ Same page
- ☐ Teacher new page
- ☐ Teacher item new page

OK

Untick **Teacher lesson cancellations** and tick **Student attendance lists**

Click **OK**



**Daily Organiser / Senior School - 2031 / Teacher Changes**

Orientation: Portrait ☐ Separate Pages ☐ Preview ☐

**Teacher: Bell, Heather**  
 Please take this replacement class  
 Period: 6  
 Class: 08SPT1D  
 Room: OV1  
 Absent Teacher: Atkinson, Danielle  
 Students: Griep, Brock  
 Guedes, Charles  
 Harger, Brent  
 Head, Brenton  
 Hullinger, Zachariah  
 Jeanfrancois, Johnathon  
 Kalamaras, Lennard  
 Khalife, Raguel  
 Korpela, Brendan  
 Lobo, Clinton  
 Loshek, Sachiko  
 Luick, Tad  
 Marich, Nathaniel  
 Matrone, Julian  
 Mendia, Neil  
 Nickol, Gwen  
 Olesen, Angie  
 Palacios, Lara

Scroll up to the top of the screen

Student lists are now included for classes.

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

Click Inclusions



## VIEW CASUAL TEACHER CHANGES ONLY

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

**Include in Teacher Changes Report**

**Display**

☐ Student attendance lists  
☐ Teacher lesson cancellations  
☒ CRTs only  
☐ Composite classes separately

**Print/ Email**

☒ Same page  
☐ Teacher new page  
☐ Teacher item new page

**OK**

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

Click **OK**

**Daily Organiser / Senior School - 2031 / Teacher Changes**

Orientation: Portrait ☐ Separate Pages ☐ Preview ☐

**Teacher: Curie, Marie**  
 Please take this replacement class  
 Period: HR  
 Class: 07HRM1B  
 Room: J22  
 Absent Teacher: Atkinson, Danielle

Please take this replacement class  
 Period: 1  
 Class: 09PEG1A  
 Room: GYM1  
 Absent Teacher: Atkinson, Danielle

Please take this replacement class  
 Period: 2  
 Class: 09PEG1A  
 Room: GYM1  
 Absent Teacher: Atkinson, Danielle

Only CRT replacements are displayed.

This can be printed or emailed to casual teachers.

## COMPOSITE CLASSES

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

**Daily Organiser / Senior School - 2031 / Teacher Changes**

Orientation: Portrait ☐ Separate Pages ☐ Preview ☐

Please take this replacement class  
 Period: 5  
 Class: 12PHY1B  
 Room: LAB2  
 Absent Teacher: Cooke, Dennis

Please take this replacement class  
 Period: 6  
 Class: 12PHY1A  
 Room: LAB2  
 Absent Teacher: Cooke, Dennis

**Teacher: Crowe, Peter**  
 Please take this replacement class  
 Period: 3  
 Class: 10MAT1C  
 Room: M18  
 Absent Teacher: Wallen, Peta  
 Composite Class: 10MAT1C  
 10MAT1V

Scroll down to casual teacher Peter Crowe

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

Click Inclusions

Include in Teacher Changes Report

**Display**

- ☐ Student attendance lists
- ☐ Teacher lesson cancellations
- ☒ CRTs only
- ☒ Composite classes separately

**Print/ Email**

- ☒ Same page
- ☐ Teacher new page
- ☐ Teacher item new page

OK

Tick **Composite classes separately**

Click **OK**


Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait Separate Pages: ☐ Preview: ☐

**Teacher: Crowe, Peter**  
Please take this replacement class  
Period: 3  
Class: 10MAT1C  
Room: M18  
Absent Teacher: Wallen, Peta

Please take this replacement class  
Period: 3  
Class: 10MAT1V  
Room: M18  
Absent Teacher: Wallen, Peta

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 

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 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.

Daily Organiser / Senior School - 2031 / Teacher Changes

Orientation: Portrait Separate Pages Preview

**Teacher: Bell, Heather**  
Please take this replacement class  
Period: 6  
Class: 08SPT1D  
Room: OV1  
Absent Teacher: Atkinson, Danielle

Click Inclusions

Include in Teacher Changes Report

**Display**

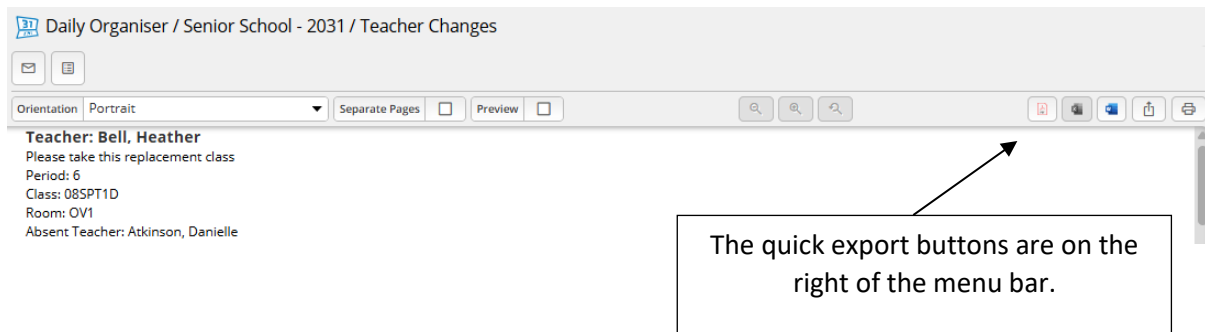
- ☐ Student attendance lists
- ☐ Teacher lesson cancellations
- ☐ CRTs only
- ☐ Composite classes separately

**Print/ Email**






- ☐ Same page
- ☒ Teacher new page
- ☐ Teacher item new page

OK

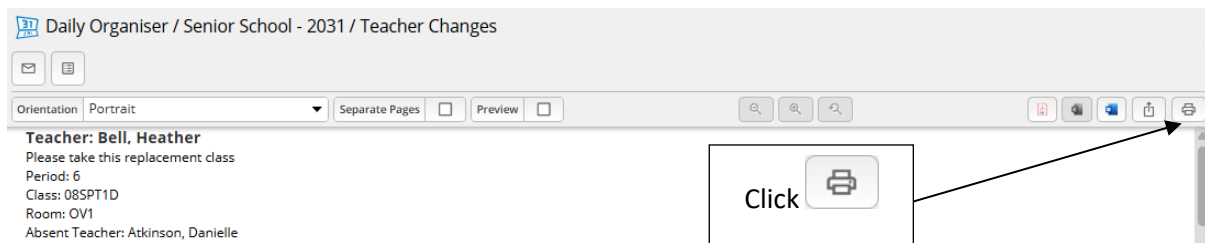
Select **Teacher new page**  
Click **OK**

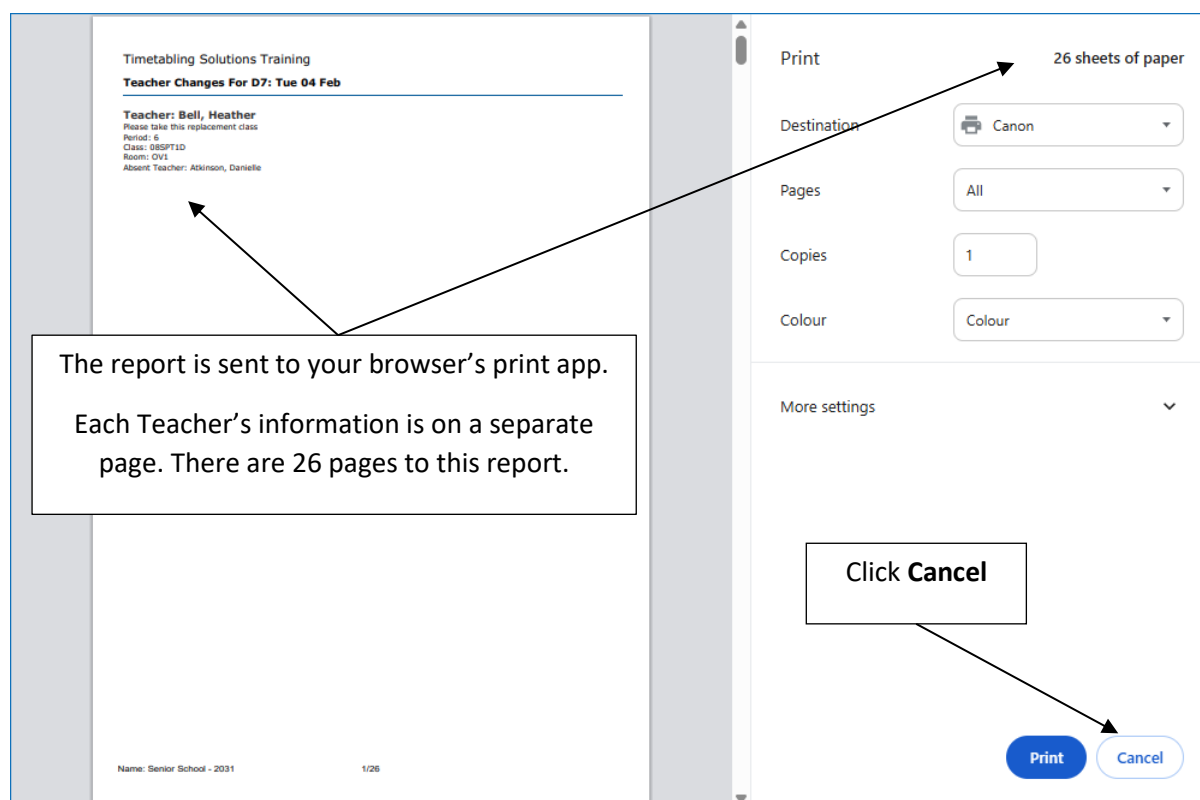


The report can be exported by selecting the appropriate button:

-  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.

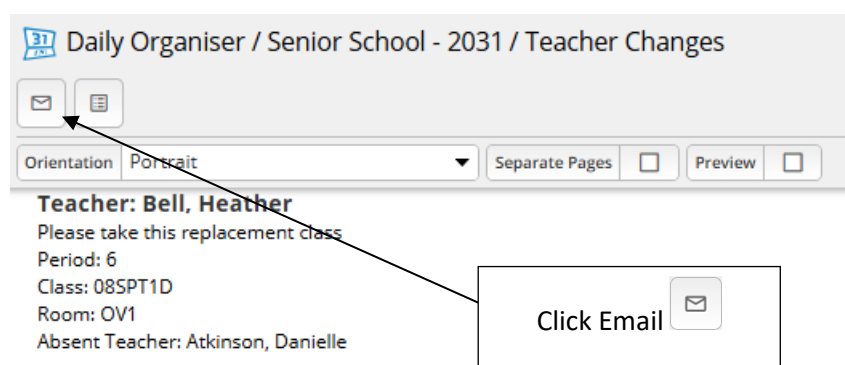




## EMAIL TEACHER CHANGES

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

Sans Serif Normal B I U S A [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

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\* Custom

Subject\* Daily Changes

Attachments Bulletin

Merge Fields

Sans Serif Normal B I U S A [Image] [Image] [Image] [Image] [Image] [Image] [Image] [Image]

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

Sans Serif Normal B I U G A [Icons]

Hi [FirstName]

The attached file details your timetable changes for today.

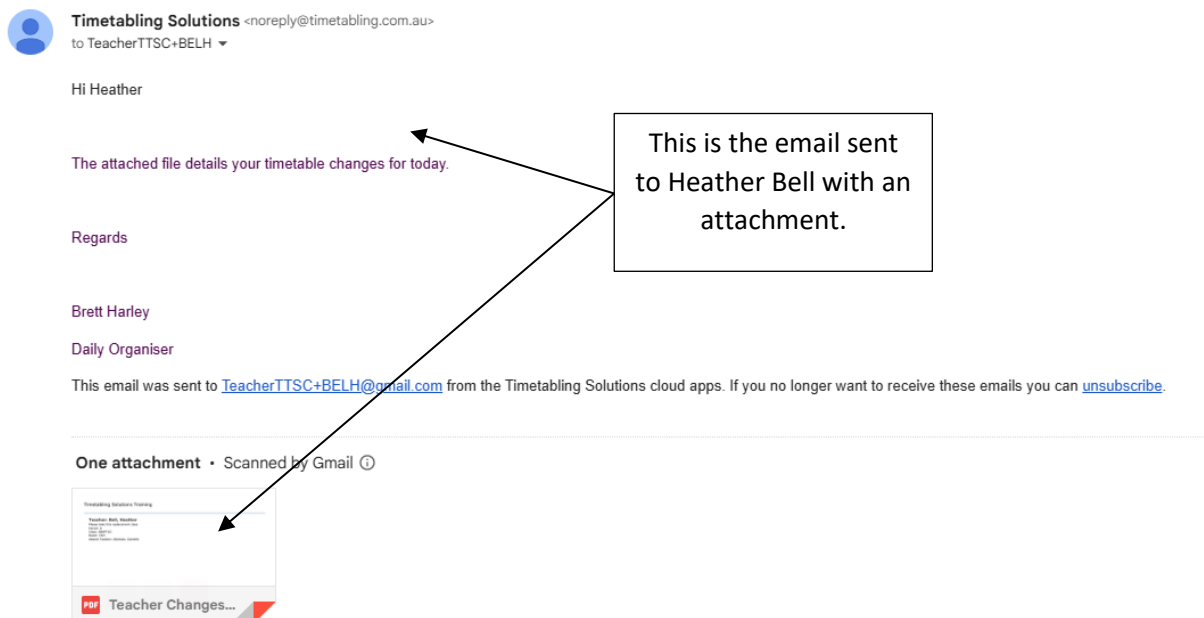
Regards

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 Training

### Teacher: Bell, Heather

Please take this replacement class

Period: 6

Class: 08SPT1D

Room: OV1

Absent Teacher: Atkinson, Danielle

The attachment only contained details of Heather's changes for the day.

## DAILY BULLETIN

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

The Bulletin can be:

- printed and posted on a notice board
- emailed to staff
- viewed in Teacher Portals
- Shared by posting a link in Teams



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

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait ☐ Separate Pages ☐ Preview ☐

### Teacher Absences

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Click Inclusions

### Include in Bulletin Report

- ☒ Teacher Absences
- ☒ CRTs
- ☒ Cancellations
- ☒ Planned Teacher Absences
- ☒ Student Activities
- ☒ Student Attendance Changes
- ☒ Replacement Teachers
- ☒ Room Changes
- ☒ Messages
- ☒ Show composite classes

OK

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

**Click OK**

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait    Separate Pages: ☐    Preview: ☐

Replacement Teachers				
Period	Room/Area	Class	Absent Teacher	Replacement Teacher
AM	Bus Duty		Alderson, David	Einstein, Bert
HR	S23	11HRM1C	Edwards, John	Edwards, John
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John
HR	J22	07HRM1B	Atkinson, Danielle	Curie, Marie
HR	J24	07HRM1D	Alderson, David	Jackson, Chris
1	S21	12ENG1B	Boyle, Joanne	Marks, Daniel
1	LIB	12PST1C	Wood, David	
1	GYM2	09PER1A	Alderson, David	
1	GYM1	09PEG1A	Atkinson, Danielle	
1	LAB2	08SC11D	Cooke, Dennis	
1	S22	11ENG EXAM	Add Teacher	
1	S23	11ENG EXAM	Add Teacher	
1	S24	11ENG EXAM	Add Teacher	
1	S25	11ENG EXAM	Add Teacher	
1	LIB	11ENG EXAM	Add Teacher	
2	S21	12ENG1B	Boyle, Joanne	Nancarrow, Trish

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Students
- 6 Teacher Absences
  - A Selected Day
  - B Plan Days
  - C Plan CRT Days
- 7 Room Availability
- 8 Cancellations
- 9 Student Activities
- 10 Reminders
- 11 Replacements
- 12 Room Changes
- 13 Student Changes
- 14 Check
- 15 Teacher Changes
- 16 Bulletin
  - A Preview
  - B Messages

Scroll down to the Replacement Teachers table

**Click**

Display Settings

#### Absence Reasons

☐ Code
☒ Name
☐ Both

Example: Sick Leave

#### Activities

☒ Code
☐ Name
☐ Both

Example: Snr Net

#### Cancellation Reasons

☐ Code
☒ Name
☐ Both

Example: Assembly

#### Replacement Teachers

☐ Code
☒ Name
☐ Both

Example: 12ENG1B

#### Replacement Teachers

- ☐ Replacement teachers first column
- ☐ Replacement teachers alphabetically

#### Reports Include

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

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.

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait | Separate Pages: ☐ | Preview: ☐

Replacement Teachers

Period	Room/Area	Class	Absent Teacher	Replacement Teacher	Notes
AM	Bus Duty		Alderson, David	Einstein, Bert	
HR	S23	11HRM1C	Edwards, John	Edwards, John	
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson, Danielle	Curie, Marie	
HR	J24	07HRM1D	Alderson, David	Jackson, Chris	

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Students
- 6 Teacher Absences
  - A Selected Day
  - B Plan Days
  - C Plan CRT Days

The display settings have changed, and notes are now displayed.



Click

Display Settings

Absence Reasons

Code Name Both Examples Sick Leave

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**

Replacement Teachers

- ☒ Replacement teachers first column
- ☒ Replacement teachers alphabetically

Reports Include

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

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait | Separate Pages: ☐ | Preview: ☐

Replacement Teachers

Replacement Teacher	Period	Room/Area	Class	Absent Teacher
Bell, Heather	6	OV1	08SPT1D	Atkinson, Danielle
Butler, Alison	6	OV1	08SPT1F	Carter, Leanne
Cheng, William	4	S12	11MAG1C	Wallen, Peta
Crowe, Peter	3	M18	10MAT1C	Wallen, Peta
Crowe, Peter	3	M18	10MAT1V	Wallen, Peta
Crowe, Peter	4	LAB4	08SCI1A	Wood, Paul

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Students
- 6 Teacher Absences
  - A Selected Day
  - B Plan Days
  - C Plan CRT Days
- 7 Room Availability

Click

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



and untick all checkboxes and click **Save**

## PRINT BULLETIN

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

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait Separate Pages: ☐ Preview: ☐

**Teacher Absences**

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Scroll to the top of the screen and click to export the document to Word

**Recent download history**

**Bulletin for D7- Tue 04 Feb.docx**  
6.0 KB • 1 minute ago

Full download history

Download details appear in the upper right corner of your browser.  
A Word document has been downloaded. It can be opened as required.

## EMAIL BULLETIN

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

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait Separate Pages: ☐ Preview: ☐

**Teacher Absences**

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

Click

Email

To Teachers selected: 49 of 49 CRT Teachers selected: 3 of 11

Send From Timetabling Solutions

Templates\*

Subject\* Bulletin for D7: Tue 04 Feb

Attachments Bulletin Tue 04 Feb.pdf

Merge Fields

Sans Serif Normal B I U S A [Image] [Image] [Image] [Image]

Email body...

The attached PDF file the Bulletin

A PDF of the Bulletin will be sent to all staff and selected casual teachers (only those used today).

Save Template Copy Template Delete Template Cancel Send

Email

To Teachers selected: 49 of 49 CRT Teachers selected: 3 of 11

Send From Timetabling Solutions

Templates\*

Subject\* Custom

Attachments Daily Changes

Merge Fields Bulletin

Sans Serif Normal B I U S A [Image] [Image] [Image] [Image]

Email body...

Click in the Templates field and select **Bulletin**

Save Template Copy Template Delete Template Cancel Send

Email

To Teachers selected: 49 of 49 CRT Teachers selected: 3 of 11

Send From Timetabling Solutions

Templates\* Bulletin

Subject\* Teacher Changes for Day 7: Tue 04 Feb

Attachments Bulletin Tue 04 Feb.pdf

Merge Fields

Sans Serif Normal B I U S A

Hi [FirstName]

Today's Bulletin is attached.

Regards

Brett Harley  
Daily Organiser

The template contains the email body.

Emails will not be sent at this stage.  
Click **Cancel**

Save Template Copy Template Delete Template Cancel Send

## CREATE BULLETIN MESSAGES

A message can be added to the Bulletin before printing. This will appear under a separate heading at the end of the Bulletin.



**On the Task Tree select:**  
**[16B] Bulletin - Messages**

Daily Organiser / Senior School - 2031 / Bulletin / Messages

+ Add Edit Delete Copy

No messages have been entered.

Click **Add**

**Enter Bulletin Message**

Title\*  
Yr 11 English Exam

Message  
Yr 11 students will be late to Period 3 because of the English Exam

☐ Display Message on New Page  
☒ Include in Bulletin

Required Fields \*

Cancel Record and Close Record and Next

For Title type  
"Yr 11 English Exam"

For Message type  
"Yr 11 students will be late to Period 3 because of the English Exam"

Tick **Include in Bulletin**

Click **Record and Close**

Daily Organiser / Senior School - 2031 / Bulletin / Messages

+ Add Edit Delete Copy

No ^	Title	Message	New Page	Include in Bulletin
1	Yr 11 English Exam	Yr 11 students will be late to Period 3 because of the English Exam	No	Yes

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

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

## SHARE BUTTON

The Share button can be used to send a link to the Bulletin to all or selected users. In this example a link will be created to send to staff via Teams.



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


Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait Separate Pages: ☐ Preview: ☐

**Teacher Absences**


Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Bell, Heather	AM


Click Share

 Share This Content

*This will share the information you're currently viewing as it appears right now.*

**Who will have access to this?**


☒  Anyone from this school  
*Any user who is logged into this school can view the shared content.*

☐  Share this with


**Will people be able to print this?**


☐ People with access can print

**How should they receive it?**


☒  Give me a link I can share with them

**When should the share expire?**

22/09/2025 


 Print Cancel Create


A link can be created to share with others  
Click **Create**

 Share This Content

*This will share the information you're currently viewing as it appears right now.*

**Who will have access to this?**


☒  Anyone from this school  
*Any user who is logged into this school can view the shared content.*

☐  Share this with


**Will people be able to print this?**

☐ People with access can print


**How should they receive it?**


☒  Give me a link I can share with them


**When should the share expire?**

01/10/2025 

**Your share link**

<http://mp.dev.timetabling.education//Interface/Report/0e714c87-1be7-4b19-92> 

 Print Cancel Create

Click Copy Link  and paste into apps such as Teams to share the bulletin with other staff.  
This will not be done at this stage.



## ADDITIONAL PRINT FEATURES

Additional print features are available by accessing the Print screen from the Share Button.

**Share This Content**

*This will share the information you're currently viewing as it appears right now.*

**Who will have access to this?**

☒ Anyone from this school  
*Any user who is logged into this school can view the shared content.*

☐ Share this with

**Will people be able to print this?**

☐ People with access can print

**How should they receive it?**

☒ Give me a link I can share with them

**When should the share expire?**

01/10/2025

**Your share link**

<http://mp.dev.timetabling.education//Interface/Report/0e714c87-1be7-4b19-92>

Print Cancel Create

**Print Options**

**Printer Font Settings**

**School Name** Verdana 14

**Table Heading** Verdana 12 Bold

**Table** Verdana 9

**Export Only**

**Page Orientation**

☒ Portrait

☐ Landscape

**Extra Margin (mm)**

Top 10 Left 10

Bottom 10 Right 10

**Format Options**

☐ Add extra columns

1 column width 25

☒ Export each table on a separate page/sheet

**Print**

Preview

**Export**

Excel

Word

PDF

Close Print

These settings can be used to change the way the data is displayed on the screen.

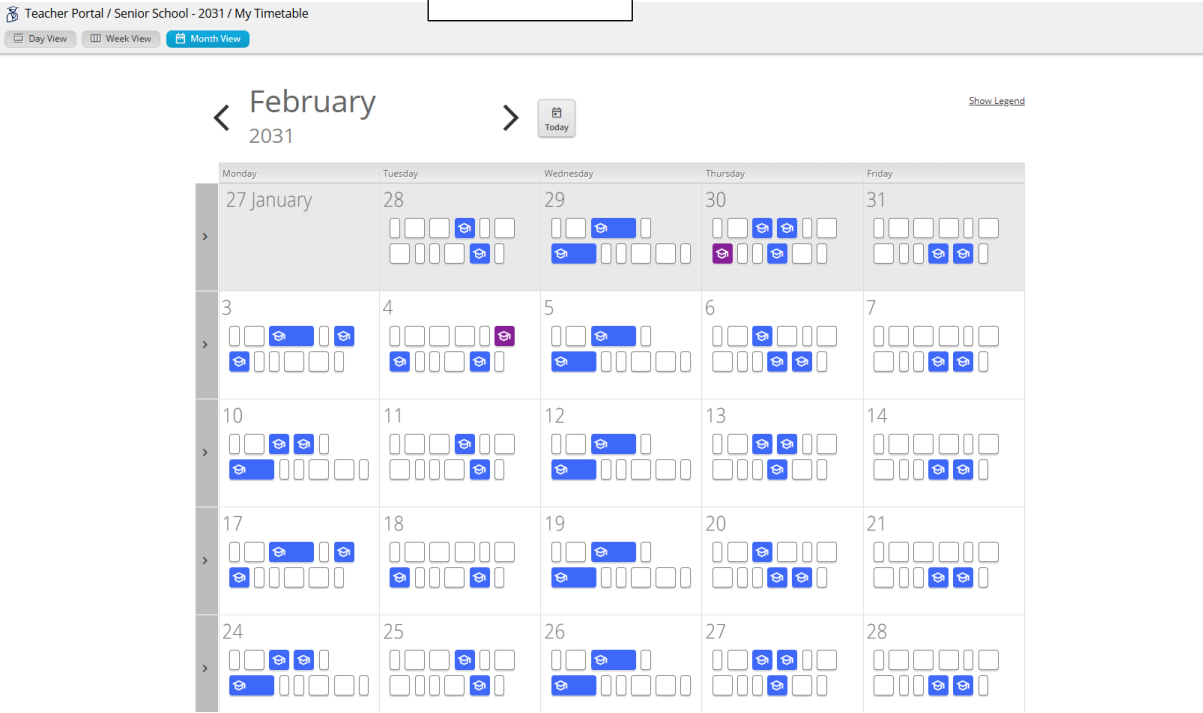
Click **Close** then click **Cancel**

TEACHER PORTAL

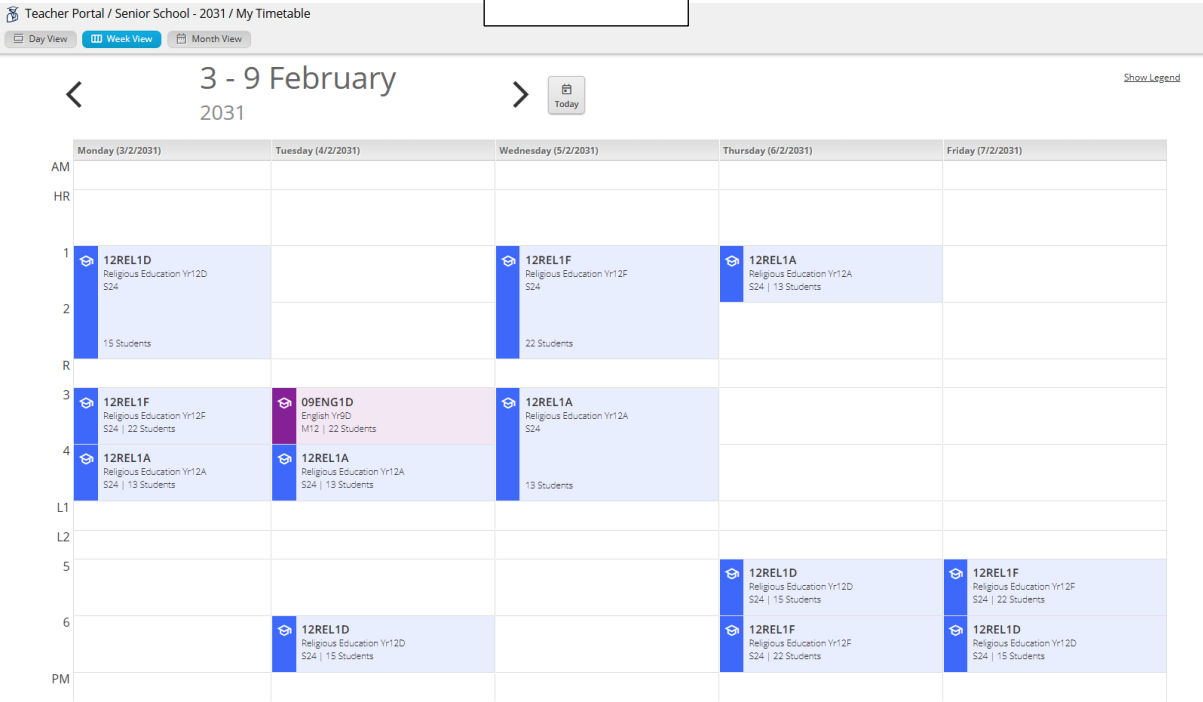
Teachers can also see any daily changes in their Teacher Portal.

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

AM  
HR  
1  
2  
R  
3  
4  
L1  
L2  
5  
6  
PM

Today Bulletin

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 PREC01	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				

Show Legend



---

# 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**

Daily Organiser / Senior School - 2031 / Selected Day Reports / Absent Teachers

Teacher	Period / Yard Duty
Alderson, David	AM,HR
Alderson, David	1
Atkinson, Danielle	All Day
Boyle, Joanne	All Day
Carter, Leanne	5-PM
Chappell, Judy	5-PM
Cooke, Dennis	All Day
Fraser, Melissa	All Day
Wallen, Peta	All Day
Wood, Paul	All Day

A list of all the teachers absent on the selected day is displayed.

Click

National Trainer  
Timetabling Solutions Training

- Home Page
- 1 Parameters
- 2 Calendar
- 3 Unsupervised Classes
- 4 Reasons
- 5 Teachers and Studen...
- 6 Teacher Absences
- 7 Room Availability
- 8 Cancellations
- 9 Student Activities
- 10 Reminders
- 11 Replacements
- 12 Room Changes
- 13 Student Changes
- 14 Check
- 15 Teacher Changes
- 16 Bulletin
- 17 Selected Day Reports
  - A Absent Teachers
  - B Replacement Teachers

Display Settings

**Absence Reasons**

☐ Code ☒ Name ☐ Both Example: Sick Leave

**Periods**

☒ Code ☐ Name ☐ Both Example: 4

**Teachers**

☐ Code ☒ Name ☐ Both

**Format:**

Last Name ↔ First Name

☐ Include title

**Show Additional Information**

☐ Teacher Load ☐ Teacher Count

**Yard Duty Sessions**

☒ Code ☐ Name ☐ Both Example: L2

**Reports Include**

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

Tick Absence Reasons and click Save

Cancel Save Save For All



Teacher	Period / Yard Duty	Absence Reason
Alderson, David	AM,HR	Late
Alderson, David	1	Parent Meeting
Atkinson, Danielle	All Day	Carer's Leave
Boyle, Joanne	All Day	Excursion
Carter, Leanne	5-PM	Excursion
Chappell, Judy	5-PM	Excursion
Cooke, Dennis	All Day	Excursion
Fraser, Melissa	All Day	Long Service Leave
Wallen, Peta	All Day	Professional Learning
Wood, Paul	All Day	Professional Learning

## 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.

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Full Cycle Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☐

Orientation Portrait Separate Pages ☐ Preview ☐

**Teacher: Adams, Rod**

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1				095C11A LAB3		12PST1D S26				075C11A LAB3		
D2					Oval		085C11B LAB4					
D3	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school
D4			075C11A LAB3			085C11B LAB4	085C11B LAB4				095C11A LAB3	
D5			075C11A LAB3	095C11A LAB3						085C11B LAB4	12PST1D S26	
D6			12PST1D S26		Oval		095C11A LAB3			075C11A LAB3		
D7				085C11B LAB4								
D8	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school
D9				095C11A LAB3		085C11B LAB4	085C11B LAB4			075C11A LAB3		
D10						075C11A LAB3	095C11A LAB3			085C11B LAB4	12PST1D S26	

49 Teachers Available

Filter

Adams, Rod / ADAR

Alderson, David / ALDD

Atkinson, Danielle / ATKD

Baker, Catherine / BAKC

Bell, Heather / BELH

Boswick, Sam / BOSS

Boyle, Joanne / BOYJ

Burrows, Kelly / BURK

Butler, Alison / BUTA

Carter, Leanne / CARL

Chappell, Judy / CHAJ

Cheng, William / CHEW

Clark, Allison / CLAA

Clark, Megan / CLAM

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Selected Day Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☐

Orientation Portrait Separate Pages ☐ Preview ☐

**Teacher: Adams, Rod**

Period	Class / Activity	Room	Details / Changes
AM			
HR			
1			
2	085C11B	LAB4	
R			
3			
4			
L1			
L2			
5			
6			
PM			

49 Teachers Available

Filter

Adams, Rod / ADAR

Alderson, David / ALDD

Atkinson, Danielle / ATKD

Baker, Catherine / BAKC

Bell, Heather / BELH

Boswick, Sam / BOSS

Boyle, Joanne / BOYJ

Burrows, Kelly / BURK

Butler, Alison / BUTA

Carter, Leanne / CARL

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

This displays Rod Adams' timetable for the current day.

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Selected Day Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☐ Timetable change

Orientation Portrait Separate Pages ☐ Preview ☐

**Teacher: Edwards, John**

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C	S23	Replaces teacher Cooke, Dennis
1	09PEB1A	GYM2	Replaces teacher Alderson, David
2			
R			
3	11OED1A	OV1	
4	09WOO1A	AT7	
L1			
L2			
5	08SPT1E	OV1	
6	08SPT1E	OV1	
PM			

49 Teachers Available

Filter

Edwards, John / EDWJ

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

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Selected Day Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☐ Timetable change

Orientation Portrait Separate Pages ☐ Preview ☐

Teacher: Edwards, John

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C	S23	Replaces teacher Cooke, Dennis
1	09PEB1A	GYM2	Replaces teacher Alderson, David
2			
R			
3	11OED1A	OV1	
4	09WOO1A	AT7	
L1			
L2			
5	08SPT1E	OV1	
6	08SPT1E	OV1	
PM			

49 Teachers Available

ed

Edwards, John / EDWJ

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**

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Selected Day Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☒ Timetable change

Orientation Portrait Separate Pages ☐ Preview ☐

Teacher: Edwards, John

Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1C 11HRM1D	S23 S24	Replaces teacher Cooke, Dennis
1	09PEB1A	GYM2	Replaces teacher Alderson, David
2			
R			
3	11OED1A	OV1	
4	09WOO1A	AT7	
L1			
L2			
5	08SPT1E	OV1	
6	08SPT1E	OV1	
PM			

49 Teachers Available

ed

Edwards, John / EDWJ

The homeroom clash is now displayed.

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49 Timetable Full Cycle Yard duties on timetable ☒ Timetable without changes ☐ Composites and clashes ☐ Timetable change

Orientation Portrait Separate Pages ☐ Preview ☐

Full Cycle

Selected Day

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1	11HRM1C S23	10WOO1A AT7			09WOO1B AT7	09WOO1B AT7				10SPT1D OV2	10SPT1D OV2	
D2	11HRM1C S23	11OED1A OV1	09WOO1B AT7							08SPT1E OV1	08SPT1E OV1	
D3	11HRM1C S23	10WOO1A AT7	10WOO1A AT7		09WOO1A AT7	09WOO1A AT7		Canteen			12PST1B S26	
D4	11HRM1C S23	09WOO1B AT7	10WOO1A AT7		11OED1A OV1	11OED1A OV1				09PEB1B GYM2	09PEB1B GYM2	
D5	11HRM1C S23	11OED1A OV1						Oval				
D6	11HRM1C S23	09WOO1B AT7	09WOO1B AT7		10WOO1A AT7				Junior Yard	10SPT1D OV2	10SPT1D OV2	
D7	11HRM1C S23	09PEB1A GYM2			11OED1A OV1	09WOO1A AT7				08SPT1E OV1	08SPT1E OV1	
D8	11HRM1C S23	10WOO1A AT7	10WOO1A AT7		09WOO1A AT7	09WOO1A AT7					12PST1B S26	
D9	11HRM1C	09PEB1B	09PEB1B		11OED1A	11OED1A				09WOO1B	10WOO1A	

49 Teachers Available

ed

Edwards, John / EDWJ

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.

Daily Organiser / Senior School - 2031 / Timetables / Teachers

Teachers selected: 49 of 49   Timetable   Full Cycle   Yard duties on timetable ☒   Timetable without changes ☒   Composites and clashes ☐

Orientation   Portrait   Separate Pages ☐   Preview ☐

Teacher: Edwards, John

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1	11HRM1C S23	10WOO1A AT7		09WOO1A AT7		09WOO1B AT7	09WOO1B AT7			10SPT1D OV2	10SPT1D OV2	
D2	11HRM1C S23	11OED1A OV1		09WOO1A AT7		09WOO1A AT7	09WOO1A AT7			08SPT1E OV1	08SPT1E OV1	
D3	11HRM1C S23	10WOO1A AT7	10WOO1A AT7			09WOO1A AT7	09WOO1A AT7		Canteen		12PST1B S26	
D4	11HRM1C S23	09WOO1B AT7	10WOO1A AT7		11OED1A OV1	11OED1A OV1				09PEB1B GYM2	09PEB1B GYM2	
D5	11HRM1C S23	11OED1A OV1						Oval				
D6	11HRM1C S23	09WOO1B AT7	09WOO1B AT7		10WOO1A AT7				Junior Yard	10SPT1D OV2	10SPT1D OV2	
D7	11HRM1C S23				11OED1A OV1	09WOO1A AT7				08SPT1E OV1	08SPT1E OV1	
D8	11HRM1C S23	10WOO1A AT7	10WOO1A AT7		09WOO1A AT7	09WOO1A AT7					12PST1B S26	
D9	11HRM1C S23	09PEB1B GYM2	09PEB1B GYM2		11OED1A OV1	11OED1A OV1				09WOO1B AT7	10WOO1A AT7	
D10	11HRM1C S23											

49 Teachers Available

ed

Edwards, John / EDWJ

Tick **Timetable without changes**

Changes for the selected day are not included.

There are similar screens for room and student timetables.

## CASUAL TEACHER TIMETABLES

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



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

Daily Organiser / Senior School - 2031 / Timetables / CRT

CRTs selected: 3 of 3   Yard duties on timetable ☒   Composites and clashes ☐   Timetable change

Orientation   Portrait   Separate Pages ☐   Preview ☐

CRT: Einstein, Bert

Period	Class / Activity	Room	Details / Changes
AM		Bus Duty	Replaces teacher Alderson, David
HR			Available
1	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
2	08SCI1D	LAB2	Replaces teacher Cooke, Dennis
R			Available
3	10MAT1B	M17	Replaces teacher Cooke, Dennis
4	11PHY1A	LAB2	Replaces teacher Cooke, Dennis
L1			Available
L2			Available
5	12PHY1B	LAB2	Replaces teacher Cooke, Dennis
6	12PHY1A	LAB2	Replaces teacher Cooke, Dennis
PM			Available

3 Teachers Available

Filter

Curie, Marie / CURM

Einstein, Bert / EINB

Crowe, Peter / CROP

Select the second casual teacher **Bert Einstein** and his timetable for the day is displayed including yard duties.

## MASTER TIMETABLE

The master timetable displays all classes for the selected day. It can be displayed with or without changes. Note: Student Activities and yard duties are not included in the master timetable.



**On the Task Tree select:**  
**[18E] Timetables - Master**

Daily Organiser / Senior School - 2031 / Timetables / Master

Roll Class: 18/18    Display without today's changes ☐    ☒ No teacher or room assigned    ☐ Lesson cancellation    [Teacher or Room changes](#)

Orientation: Portrait    Separate Pages ☐    Preview ☐    🔍 🔍 🔍

RC	HR	1	2	3	4
12	12HRM1A S11 Dalton, James	12REL1C S11 Dalton, James	12REL1C S11 Dalton, James	12REL1B S13 Dalton, James	12REL1A S24 Jones, Adam
	12HRM1B S12 Butler, Alison	12ENG1B S21 Marks, Daniel	12ENG1B S21 Nancarrow, Trish	12ENS1A S15C Butler, Alison	12ENG1A S21 Pearson, Sean
	12HRM1C S13 Gibson, Monique	12CHE1A LAB3 Walker, Sam	12CHE1A S16C Walker, Sam	12INF1A S16C Mullins, Sharon	12MTE1A AT8 Thomson, Wayne
	12HRM1D S14 White, Eva	12LST1A S14 Mullins, Sharon	12LST1A S14 Mullins, Sharon	12MAA1B S11 Rogers, Paul	12MAA1A S11 Bell, Heather
		12SYS1A S16C Feng, Jenny	12SYS1A S16C Feng, Jenny	12MAG1B S12 Gibson, Monique	12MAG1A S13 Butler, Alison
		12PST1C LIB	12PST1C LIB	12PST1B S26 Thomson, Wayne	12OED1A S14 Carter, Leanne
					12PST1A S26 Feng, Jenny
11	11HRM1A S21 Rennie, Matthew	11ENG1B S22 Marks, Daniel	11ENG1B S22 Marks, Daniel	11ENG1C S22 Manning, Kathy	11ENG1D S22 Walker, Sam
	11HRM1B S22 Chappell, Judy	11ART1A AT1 Rennie, Matthew	11ART1A AT1 Rennie, Matthew	11CHE1A LAB2 Walker, Sam	11GRA1B AT3 Young, Bernard
	11HRM1C S23 Edwards, John	11ECO1A S23 Harley, Brett	11ECO1A S23 Harley, Brett	11DRA1A PAC1 Mills, Deborah	11LST1A S23 Harley, Brett
	11HRM1D S24 Edwards, John	11GRA1A AT3 Smyth, Martin	11GRA1A AT3 Smyth, Martin	11GE01A S23 Chappell, Judy	11MAG1C S12 Cheng, William
		11MTE1A AT8 Thomson, Wayne	11MTE1A AT8 Thomson, Wayne	11ITA1A S24 Nancarrow, Trish	11PHY1A LAB2 Einstein, Bert
				11OED1A OV1 Edwards, John	
				11TEX1A AT4 Clark, Allison	
10A	10HRM1A M15 Knight, Natalie	10ACC1A M10 White, Eva	10ACC1A M10 White, Eva	10MAA1A M14 Myers, John	10RED1A M15 Knight, Natalie
10B	10HRM1B M16 Smyth, Martin	10FRE1A M11 Gibson, Shirley	10FRE1A M11 Gibson, Shirley	10MAA1B M15 Newman, Peter	10SOS1B M16 Smyth, Martin
10C	10HRM1C M17 Jackson, Toni	10MED1A M19C Mills, Deborah	10MED1A M19C Mills, Deborah	10MAT1A M11 Bell, Heather	10RED1C M10 Talbot, Peter
10D	10HRM1D M18 Connolly, Jenny	10MUS1A PAC3 Connolly, Jenny	10MUS1A PAC3 Connolly, Jenny	10MAT1B M17 Einstein, Bert	10SOS1D M17 Jackson, Toni
		10OED1A			
		10TEX1A			

Teacher and room changes are in blue text and cancelled classes are shaded yellow.

## 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**

Daily Organiser / Senior School - 2031 / Teacher Totals / Summary

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:20/20 Absences Replacement Limits

Orientation: Portrait Separate Pages Preview

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.

Daily Organiser / Senior School - 2031 / Teacher Totals / Summary

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:20/20 Absences Replacement Limits

Orientation: Portrait Separate Pages Preview

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

Daily Organiser / Senior School - 2031 / Teacher Totals / Summary

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:20/20 Absences Replacement Limits

Orientation: Portrait Separate Pages Preview

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**

Daily Organiser / Senior School - 2031 / Teacher Totals / Period Absences

Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:20/20

Orientation: Portrait Separate Pages Preview

Teacher	Date	Day	Periods	Periods Absent	Counted Absences	Teaching Lessons Absent	Teaching Lessons Replaced	Absence Reason
Alderson, David	28/01/2031	D2	5	1.00	0.00	0.00	0.00	Year Level Activity
Alderson, David	29/01/2031	D3	1,2,3,4,5,6	6.00	0.00	1.00	0.00	Excursion
Alderson, David	04/02/2031	D7	HR	0.20	0.00	0.00	0.00	Late
Alderson, David	04/02/2031	D7	1	1.00	0.00	0.00	0.00	Parent Meeting

Click **Absence Reasons: 20 of 20**

**Selected Absence Reasons**

**Available (18)**

- Professional Learning
- Excursion
- Late
- Mentor
- P
- S
- P
- C
- E
- Y
- C
- Work Experience Visit
- Funeral
- Jury Duty

**Selected (2)**

- Carer's Leave
- Personal Leave

Remove all reasons except **Carer's Leave** and **Personal Leave** from the Selected box as shown

Click **Apply**

Display ☐ Sort

Close Apply

Daily Organiser / Senior School - 2031 / Teacher Totals / Period Absences

Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Absence Reasons:2/20

Orientation Portrait Separate Pages ☐ Review ☐

Teacher	Date	Day	Periods	Periods Absent	Counted Absences	Teaching Lessons Absent	Teaching Lessons Replaced	Absence Reason
Atkinson, Danielle	30/01/2031	D4	HR-2,3,4,5,6	6.20	0.00	4.20	4.20	Carer's Leave
Atkinson, Danielle	31/01/2031	D5	HR-2,3,4,5,6	6.20	0.00	4.20	4.20	Carer's Leave
Atkinson, Danielle	03/02/2031	D6	HR-2,3,4,5,6	6.20	0.00	6.20	6.20	Carer's Leave
Atkinson, Danielle	04/02/2031	D7	HR-2,3,4,5,6	6.20	0.00	6.20	6.20	Carer's Leave
Knight, Natalie	30/01/2031	D4	HR-2,3,4,5,6	6.20	0.00	5.20	5.20	Personal Leave

Only details for these 2 reasons are now displayed.

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

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



## TEACHER REPLACEMENT DETAILS

The Replacements screen lists all counted, uncounted and in lieu replacements. Either teachers or casual teachers can be selected.



**On the Task Tree select:**  
**[19D] Teacher Totals – Replacements**

Daily Organiser / Senior School - 2031 / Teacher Totals / Replacements

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Sort by replacement teacher ☐ Include absence reason ☐

Orientation: Portrait Separate Pages ☐ Preview ☐

Replacement Teacher	Date	Day	Period	Absent Teacher	Class	Room	Load	Counted	Uncounted	In Lieu
Rogers, Paul	28/01/2031	D2	1	Cooke, Dennis	10MAT1B	M17	1.00	0.00	0.00	1.00
Manning, Kathy	28/01/2031	D2	1	White, Eva	08GEO1D	J14	1.00	0.00	0.00	1.00
Talbot, Peter	28/01/2031	D2	3	Simpson, Kevin	07ENG1C	J23	1.00	0.00	0.00	1.00
Boyle, Joanne	28/01/2031	D2	5	Marks, Daniel	12ENG1D	S21	1.00	0.00	1.00	0.00
Walker, Sam	28/01/2031	D2	5	Atkinson, Danielle	08SPT1D	OV1	1.00	0.00	0.00	1.00

By default, the data is sorted by date.

Tick the checkbox **Sort by replacement teacher**

Daily Organiser / Senior School - 2031 / Teacher Totals / Replacements

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers:49/49 Sort by replacement teacher ☒ Include absence reason ☐

Orientation: Portrait Separate Pages ☐ Preview ☐

Replacement Teacher	Date	Day	Period	Absent Teacher	Class	Room	Load	Counted	Uncounted	In Lieu
Alderson, David	30/01/2031	D4	6	Atkinson, Danielle	09PEG1B	GYM1	1.00	1.00	0.00	0.00
Atkinson, Danielle	28/01/2031	D2	6	Young, Bernard	07SPT1C	OV1	1.00	0.00	0.00	1.00
Baker, Catherine	29/01/2031	D3	1	Feng, Jenny	10SYS1A	M19C	1.00	0.00	0.00	1.00
Baker, Catherine	29/01/2031	D3	2	Alderson, David	08HRE1C	GYM2	1.00	0.00	0.00	1.00
Baker, Catherine	29/01/2031	D3	4	Feng, Jenny	12PST1A	S26	1.00	0.00	0.00	1.00
Bell, Heather	04/02/2031	D7	6	Atkinson, Danielle	08SPT1D	OV1	1.00	1.00	0.00	0.00

The data is now sorted by Replacement Teacher.

## INDIVIDUAL TEACHER SUMMARIES

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



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

Daily Organiser / Senior School - 2031 / Teacher Totals / Individual

Teachers: Teachers Start Date 28/01/2031 End Date 12/12/2031 Teachers selected: 49 of 49

Orientation: Portrait Separate Pages Preview

### Teacher Summary for Edwards, John

28/01/2031 to 12/12/2031

49 Teachers Available

ed

Edwards, John / EDWJ

#### Absences

Type	Date	Day	Name	Period / Yard Duty	Counted	Reason
Student activity	28/01/2031	D2	YLA 11-12	1	0.00	Year Level Activity
Student activity	26/02/2031	D3	11CAMP	All Day	0.00	Camp
Student activity	27/02/2031	D4	11CAMP	All Day	0.00	Camp
Student activity	28/02/2031	D5	11CAMP	All Day	0.00	Camp

#### Replacement Taken

Type	Date	Day	Period / Yard Duty	Absent Teacher	Class	Room	Load	Counted	Uncounted	In Lieu	Adjustment	Notes
Lesson	04/02/2031	D7	1	Alderson, David	09PEB1A	GYM2	1.00	1.00	0.00	0.00		
Lesson	04/02/2031	D7	HR	Cooke, Dennis	11HRM1D	S24	0.20	0.00	0.00	0.00		Please mark this roll as well as your own

Type "ed" and click **John Edwards**

All information relating to John's absences and replacements is displayed.

## STUDENT ACTIVITY TOTALS

Student Activity Totals displays summary information for roll classes and students made during the selected dates.

The table below gives a brief description of each report.

No	Report	Description
20A	Roll Classes	Lists the number of periods each roll class has participated in activities.
20B	Students	Lists the number of periods each student has participated in activities.
20C	Details	Lists the details of the activities each student has participated in. This includes the activity, date, period load and activity periods.

## SHARE REPORTS

The Share button can be used to share information on any screen in Daily Organiser to anyone who is listed as a user in your Management Portal.



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

Daily Organiser / Senior School - 2031 / Bulletin / Preview

Orientation: Portrait | Separate Pages: ☒ | Preview: ☐

**Teacher Absences**

Teacher	Period / Yard Duty
Alderson, David	AM-1
Atkinson, Danielle	All Day
Bell, Heather	AM
Boyle, Joanne	All Day

Click Share

**Share This Content**

*This will share the information you're currently viewing as it appears right now.*

**Who will have access to this?**

☒ Anyone from this school  
*Any user who is logged into this school can view the shared content.*

☐ Share this with

**Will people be able to print this?**

☐ People with access can print

**How should they receive it?**

☒ Give me a link I can share with them

**When should the share expire?**

22/09/2025

Print | Cancel | Create

The Daily Organiser can select who to share information with within Timetabling Solutions apps, print permissions, create a link and for how long it will be available.



---

# Timetabling Solutions

## Hosted Application



## Daily Organiser



---

### Lesson 11 - Timetable Changes and the Home Page

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.

Daily Organiser / Senior School - 2031 / Home Page

Open Legacy

View Timetables

Publish Daily Organiser: Off

View Changes

Synchronise Integrations

Import Data

Export Data

Open on Today's Date: Off

Click **View Timetables**

Published Timetables

Current Future

Name	Start Date ^	Publish Date
Timetable 2031 V1.tfx	28/01/2031	19/11/2025
Timetable 2031 V2.tfx	03/03/2031	19/11/2025

Close

A list of all the published timetable files for this Academic Year is displayed with the current timetable shaded green.

Click **Close**

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

Timetabling Solutions

Hosted Application

Page 259 of 302

## 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.

Daily Organiser / Senior School - 2031 / Home Page

Open Legacy View Timetables Publish Daily Organiser: Off

View Changes Synchronise Integrations

Import Data Export Data Open on Today's Date: Off

**Open Organiser**

Select the campus and academic year you want to view Organiser data for.

**Campus** **Academic Year**

Senior School 2031

Junior School

Demonstrate Set Up

Home Page

1 Parameters

2 Calendar

3 Unsupervised Classes

4 Reasons

5 Teachers and Students

6 Teacher Absences

7 Room Availability

8 Cancellations

9 Student Activities

10 Reminders

11 Replacements

12 Room Changes

13 Student Changes

14 Check

15 Teacher Changes

16 Bulletin

17 Selected Day Reports

18 Timetables

19 Teacher Totals

20 Student Activity Totals

21 File Statistics

Tue 04 Feb D7 (Future)

Senior School - 2031

Click on the date to open the Date Selector box

**Date Selector**

☐ Show timetable days ☐ Show all dates

☐ In future ☐ Completed ☐ School closed ☐ Timetable day edit ☐ Selected date

The checkboxes can be used to display more data 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
10	Mon 31 Mar	Tue 01 Apr	Wed 02 Apr	Thu 03 Apr	Fri 04 Apr

Cancel OK



**Date Selector**

☐ Show timetable days   ☐ Show all dates  
☒ In future   ☐ Completed   ☐ School closed   ☐ Timetable

Select the first Monday in March, the date that the new published timetable will start

Click **OK**

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

Cancel OK

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



**On the Task Tree select:**

**[5A] Teachers and Students - Teachers**

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley									20.00
20	Harley, Brett									20.00
21	Jackson, Chris									20.00
22	Jackson, Toni									20.00
23	Jones, Adam									20.00
24	Kelly, Rachel									20.00
41	Thomson, Wayne	THOW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
42	Walker, Sam	WALS	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	20.00
43	Wallen, Peta	WALP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
44	White, Eva	WHIE	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
45	Wood, Paul	WOOP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
46	Young, Bernard	YOUB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
47	Curie, Marie	CURM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
48	Flintstone, Fred	FLIF	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
49	Flintstone, Wilma	FLIW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Scroll to the bottom of the screen and the 3 new teachers are now included with default values in the Priority, Uncounted, Cycle Limit and Overall Limit columns.

Teacher	Priority	Uncounted	Cycle Limit	Overall Limit
Marie Curie	100	2.00	1.00	18.00
Fred Flintstone	50	0.00	1.00	9.00
Wilma Flintstone	100	0.00	1.00	18.00

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley	GIBS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
20	Harley, Brett	HARB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
21	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
22	Jackson, Toni	JACT	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
23	Jones, Adam	JONA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
24	Kelly, Rachael	KEL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
25	Knight, Nick	KNT	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
40	Talbot, Peter	TAL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
41	Thomson, Wayne	THOM	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
42	Walker, Sam	WALS	50.00	49.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	20.00
43	Wallen, Peta	WALP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
44	White, Eva	WHIE	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
45	Wood, Paul	WOOP	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
46	Young, Bernard	YOUB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
47	Curie, Marie	CURM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	18.00
48	Flintstone, Fred	FLIF	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	9.00
49	Flintstone, Wilma	FLIW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	18.00

For the three new teachers use the information in the above table to edit the values in the Priority, Uncounted, Cycle Limit and Overall Limit columns

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
19	Gibson, Shirley	GIBS	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
20	Harley, Brett	HARB	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
21	Jackson, Chris	JACC	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00
22	Jackson, Toni	JACT	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00

Click Sort

Sort

Sort Ascending Sort Descending Move Up Move Down Clear

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Atkinson, Danielle	ATKD	50	50	0.00	true	100	0	1	20
2	Baker, Catherine	BAKC	25	25	0.00	true	50	0	1	10
3	Bell, Heather	BELH	50	50	0.00	true	100	0	1	20
4	Boswick, Sam	BOSS	50	50	0.00	false	100	0	1	20
5	Boyle, Joanne	BOYJ	50	46	-4.00	true	100	4	1	20
6	Burrows, Kelly	BURK	50	50	0.00	true	100	0	1	20
7	Butler, Alison	BUTA	50	50	0.00	true	100	0	1	20
8	Carter, Leanne	CARL	50	50	0.00	true	100	0	1	20
9	Chappell, Judy	CHAJ	50	52	2.00	true	0	0	0	0
10	Cheng, William	CHEW	50	50	0.00	true	100	0	1	20
11	Clark, Allison	CLAA	35	35	0.00	true	70	0	1	10

Cancel OK

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

Click **OK**

Daily Organiser / Senior School - 2031 / Teachers and Students / Teachers

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

No	Teacher	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Atkinson, Danielle	ATKD	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
2	Baker, Catherine	BAKC	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	10.00
3	Bell, Heather	BELH	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
4	Boswick, Sam	BOSS	50.00	50.00	0.00	<input type="checkbox"/>	100	0.00	1.00	20.00
5	Boyle, Joanne	BOYJ	50.00	46.00	-4.00	<input checked="" type="checkbox"/>	100	4.00	1.00	20.00
6	Burrows, Kelly	BURK	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
7	Butler, Alison	BUTA	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
8	Carter, Leanne	CARL	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
9	Chappell, Judy	CHAJ	50.00	52.00	2.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
10	Cheng, William	CHEW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
11	Clark, Allison	CLAA	35.00	35.00	0.00	<input checked="" type="checkbox"/>	70	0.00	1.00	14.00
12	Clark, Megan	CLAM	50.00			<input type="checkbox"/>		0.00	1.00	20.00
13	Connolly, Jenny	CONJ	50.00			<input type="checkbox"/>		0.00	1.00	20.00
14	Curie, Marie	CURM	50.00			<input type="checkbox"/>		2.00	1.00	18.00
15	Dalton, James	DALJ	50.00			<input type="checkbox"/>		0.00	1.00	20.00
16	Edwards, John	EDWJ	50.00			<input type="checkbox"/>		0.00	1.00	20.00
17	Feng, Jenny	FENJ	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	20.00
18	Flintstone, Fred	FLIF	25.00	25.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	9.00
19	Flintstone, Wilma	FLIW	50.00	50.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	18.00
20	Fraser, Melissa	FRAM	50.00	48.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	20.00

The teachers are now sorted alphabetically.



On the Task Tree select:

[5C] Teachers and Students - Inactive Teachers

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

Delete Edit Classification

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

The teachers listed here are teachers who were in any published timetable for this academic year but not in the current published timetable.

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

## CHANGE THE CLASSIFICATION OF A TEACHER

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

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

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

Delete Edit Classification

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams, Rod	25.00	21.00	<input checked="" type="checkbox"/>								TeacherTTSC+ADAR@gmail.com
2	Alderson, David	50.00	50.00	<input checked="" type="checkbox"/>								TeacherTTSC+ALDD@gmail.com
3	Cooke, Dennis	50.00	48.00	<input checked="" type="checkbox"/>								TeacherTTSC+COOD@gmail.com

Click on **Rod Adams** and click **Edit Classification**

Confirm

Convert inactive teacher Adams, Rod to a CRT ?

Cancel OK

Click **OK**

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

Delete Edit Classification CRTs

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

Rod Adams' details are now shaded green indicating that he is a casual teacher.



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

Daily Organiser / Senior School - 2031 / Teachers and Students / CRT

+ Add Edit Delete Quick Edit Sort Email Columns selected: 9 of 15

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Adams, Rod	ADAR					TeacherTTSC+ADAR@gmail.com		
2	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	SHAB	5						Feb 2032
4	Ball, Megan	BALM	5						Feb 2035
5	Crowe, Peter	CROP	5						Jun 2033
6	Daly, Garry	DALG	5						Jun 2033
7	Eisenhuth, Stephen	EISS	5						Mar 2031
8	Fitzpatrick, Narelle	FITN	5						Feb 2033
9	Kong, Mark	KONM	5						Dec 2031
10	Lunt, Andrew	LUNA	5						Dec 2031
11	McGucken, Matthew	MCGM	5						Jan 2033

Rod Adams has now been added to the list of casual teachers and Marie Curie has been removed.

If the date is changed back to a date prior to this published timetable file, Marie Curie will then be listed, and Rod Adams will not be listed as a casual teacher.

## 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.

Daily Organiser / Daily Organiser 2031 One Week Later / Teachers and Students / CRT

+ Add Edit Delete Quick Edit Sort Email Columns selected: 9 of 16

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
2	Shakespeare, Billy	SHAB	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
3	Ball, Megan	BALM	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
4	Crowe, Peter	CROP	5228 1999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2033
5	Daly, Garry	DALG	5228 2021	0411 987 654		Maths, Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2033
6	Eisenhuth, Stephen	EISS	5228 2005	0404 222 222		PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2031
7	Fitzpatrick, Narelle	FITN	5228 2000	0402 654 654		Psychology, Music	TeacherTTSC+FITN@gmail.com	5648468	Feb 2033
8	Kong, Mark	KONM	5228 0000	0401 123 123		Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2031
9	Lunt, Andrew	LUNA	5228 2003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2031
10	McGucken, Matthew	MCGM	5228 2015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2033

Click on the date and change the date back to Tue 04 Feb D7

National Trainer  
Timetabling Solutions Training

- Home Page
- Parameters
- Calendar
- Unsupervised Classes
- Reasons
- Teachers and Students
  - A Teachers
  - B CRT
  - C Inactive Teachers
  - D Students
- Teacher Absences
- Room Availability
- Cancellations
- Student Activities
- Reminders
- Replacements
- Room Changes
- Student Changes
- Check
- Teacher Changes
- Bulletin
- Selected Day Reports
- Timetables
- Teacher Totals
- Student Activity Totals
- File Statistics

Mon 03 Mar D6 (Future)

Daily Organiser 2031 One Wee...

Daily Organiser / Senior School - 2031 / Teachers and Students / CRT

+ Add Edit Delete Quick Edit Sort Email Columns selected: 9 of 15

No	CRT	Code	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Curie, Marie	CURM	5228 3700	0411 555 555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2031
2	Einstein, Bert	EINB	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2032
3	Shakespeare, Billy	SHAB	5228 2222	0401 222 333		English, not on Tuesday	TeacherTTSC+SHAB@gmail.com	676365	Feb 2032
4	Ball, Megan	BALM	5228 2006	0412 444 444		Maths	TeacherTTSC+BALM@gmail.com	5432189	Feb 2035
5	Crowe, Peter	CROP	5228 1999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2033
6	Daly, Garry	DALG	5228				@gmail.com	98647924	Jun 2033
7	Eisenhuth, Stephen	EISS	5228				@gmail.com	6549881351	Mar 2031
8	Fitzpatrick, Narelle	FITN	5228				@gmail.com	5648468	Feb 2033
9	Kong, Mark	KONM	5228				M@gmail.com	881965148	Dec 2031
10	Lunt, Andrew	LUNA	5228 2003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2031
11	McGucken, Matthew	MCGM	5228 2015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2033

Marie Curie is again listed as a casual teacher and Rod Adams is not.



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

Daily Organiser / Senior School - 2031 / Teachers and Students / Inactive Teachers

Delete Edit Classification CRTs

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Curie, Marie	50.00	48.00	<input checked="" type="checkbox"/>	100							
2	Flintstone, Fred	25.00	21.00	<input checked="" type="checkbox"/>	50							
3	Flintstone, Wilma	50.00	50.00	<input checked="" type="checkbox"/>	100							

The teachers in the published timetable file starting on 3 March are listed as other teachers for this date.

## PUBLISH A TIMETABLE IN VERSION 10.1

The Timetabler creates and maintains the timetable file for the academic year. It is their responsibility to publish a timetable at the start of the year and when any changes are made throughout the year. In some cases, the Timetabler is also the Daily Organiser.

The best way to publish a timetable is directly from Version 10.1 desktop app.

**Note: In training courses this process will be demonstrated only.**

### Important Message for Global Administrator

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

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

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

## OPEN VERSION 10

On the Desktop, open Timetabling Solutions Version 10.1.



# Timetabling Solutions 10.1

#### Software Settings

[Software Activated](#)  
[Forgot My Password](#)  
[Request an Account](#)  
Licence Code:  
Version Number: `   
[Check for Updates](#)

#### Configure Settings

[Configure File Locations](#)  
[Configure Settings](#)

#### Other Hosted Applications

[View Applications](#)  
**Training Courses**  
[Courses](#)  
[Enrol in Training](#)  
[Training Manuals and Data](#)

### Student Options Module

Open Last Used Student File


File: Nil  
File Location: Nil

### Timetable Development Module

Open Last Used Timetable File

File: Nil  
File Location: Nil

### Web Daily Organiser Module

 Web Daily Organiser Sign in

Click **Timetable Development Module**



## Timetable Development Module - Home Page

### File Open

Timetable File: Nil

Student Files: Nil

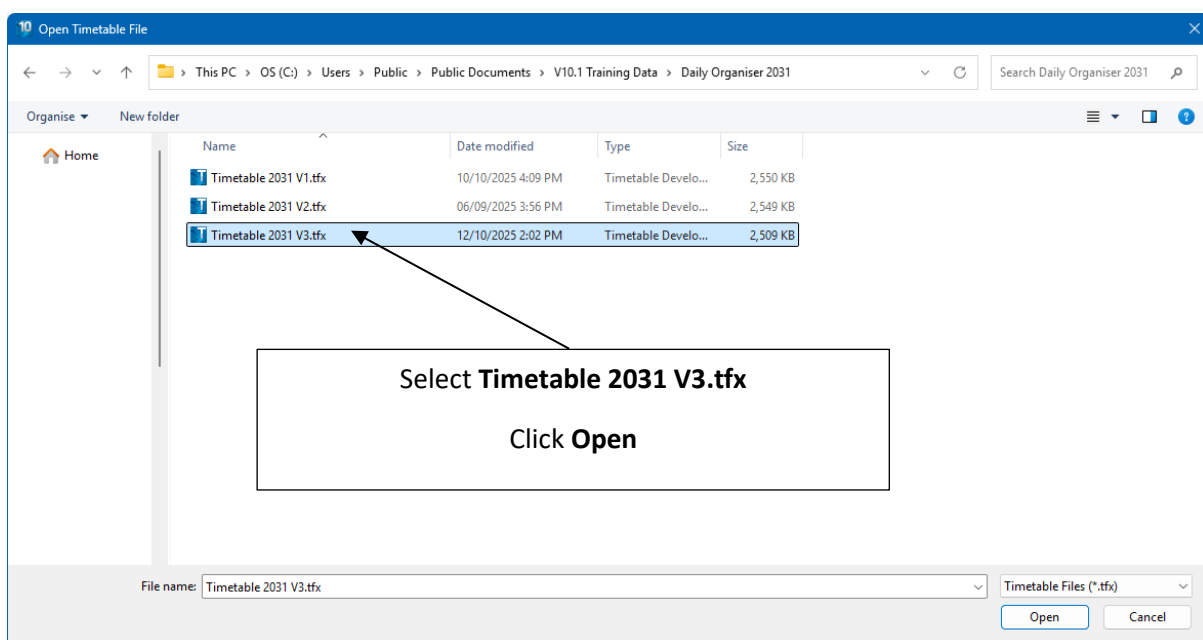
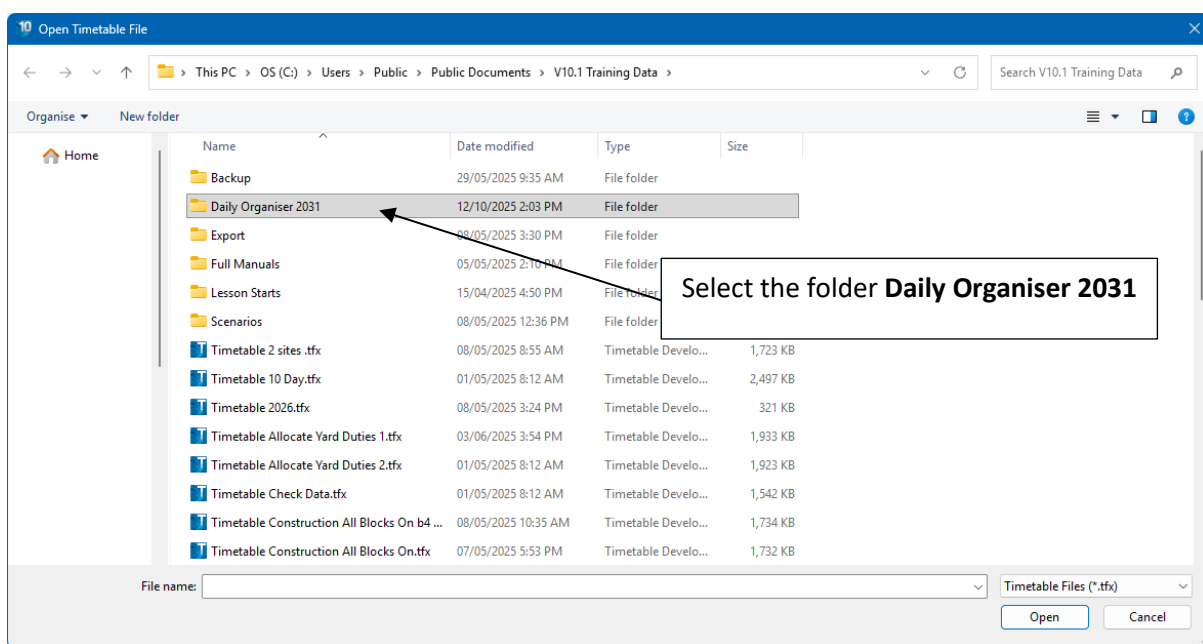
Backup File: Nil

Quick Export: Nil

Click **Open File...**

### File Items

New File...	Save	Quick Export
Open File...	Copy File...	Publish Timetable
Close File	Save and Backup	Contact Support...





## Timetable Development Module - Home Page

File Open

**Timetable File:** Timetable 2031 V3.tfx

**Student Files:** Students: 619 (Files: 6)

**Backup File:** Nil

**Quick Export:**

Click **Publish Timetable**

File Items

New File...	Save	Quick Export
Open File...	Copy File...	Publish Timetable
Close File	Save and Backup	Contact Support...

10 Supplementary Task

Help F1

Supplementary Task: View V9 Timetable Publish History and Publish Timetable

Publish Timetable for Web Daily Organiser Clear Published Timetable File History Publish for V9 Daily Organiser Delete Published Timetable File For V9

☐ Hide missing files Sign in to <https://timetabling.education> to view Published Timetables for Web Daily Organiser

Information

There are no published timetables to V9 Daily Organiser from this file

Click **Publish Timetable for Web Daily Organiser**

Confirm

Check all day, period and yard duty codes before publishing.

Changing or removing these codes later will cause a [Period Structure Realignment](#) and may permanently delete data from your Daily Organiser.

Day Codes - edited on task [1B] Days and Periods per Day

Period Codes - edited on task [1C] Period Details - select Period Codes

Yard Duty Codes - edited on task [10C] Yard Duty Session Names

☐ Don't show again

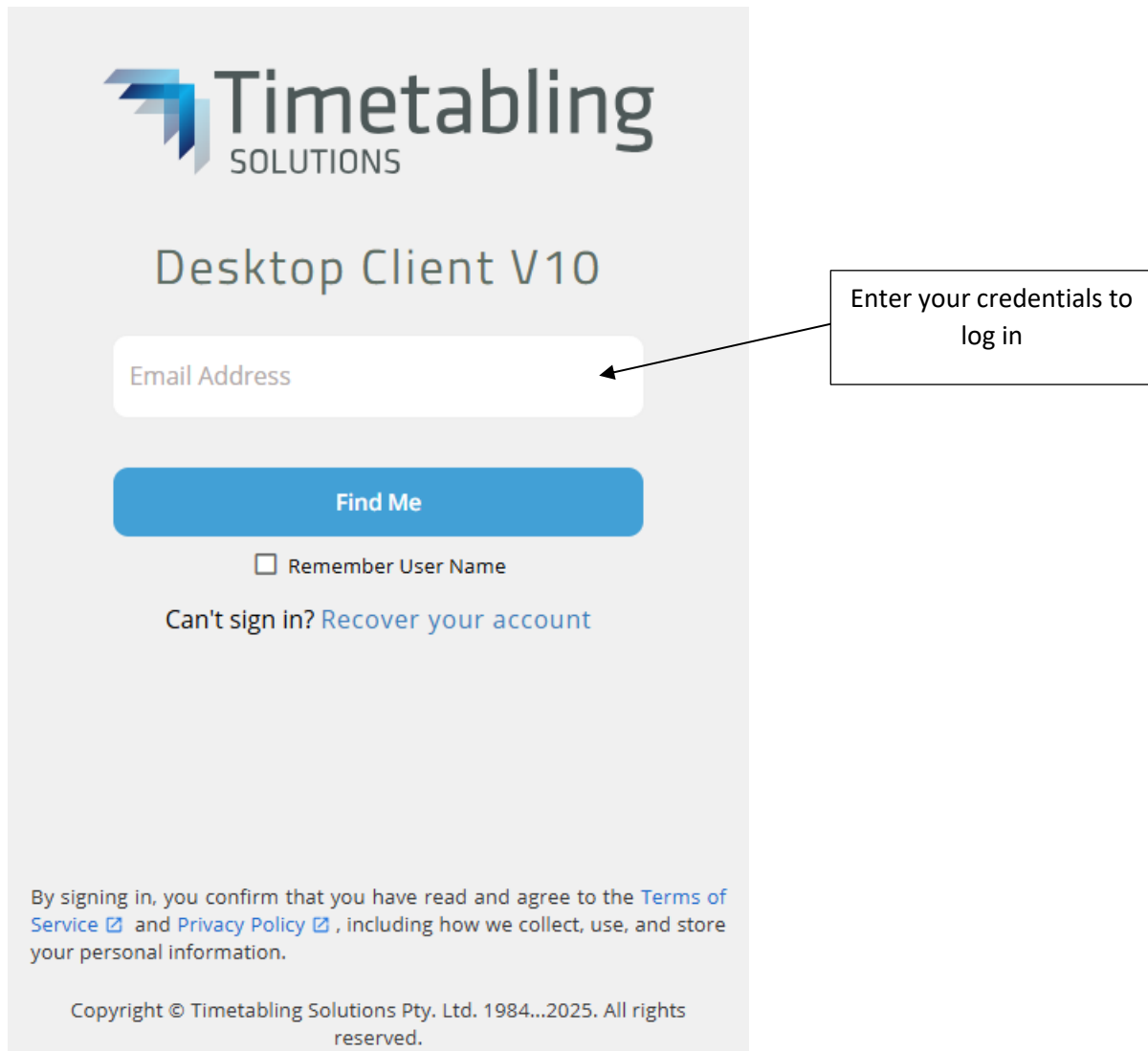
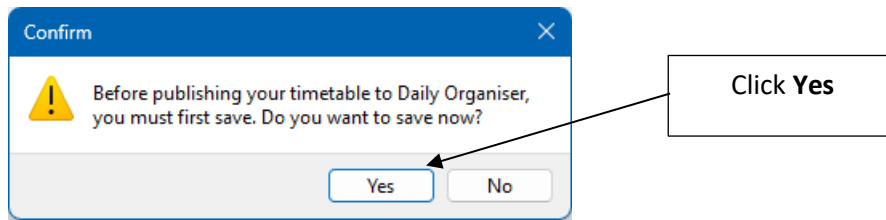
OK

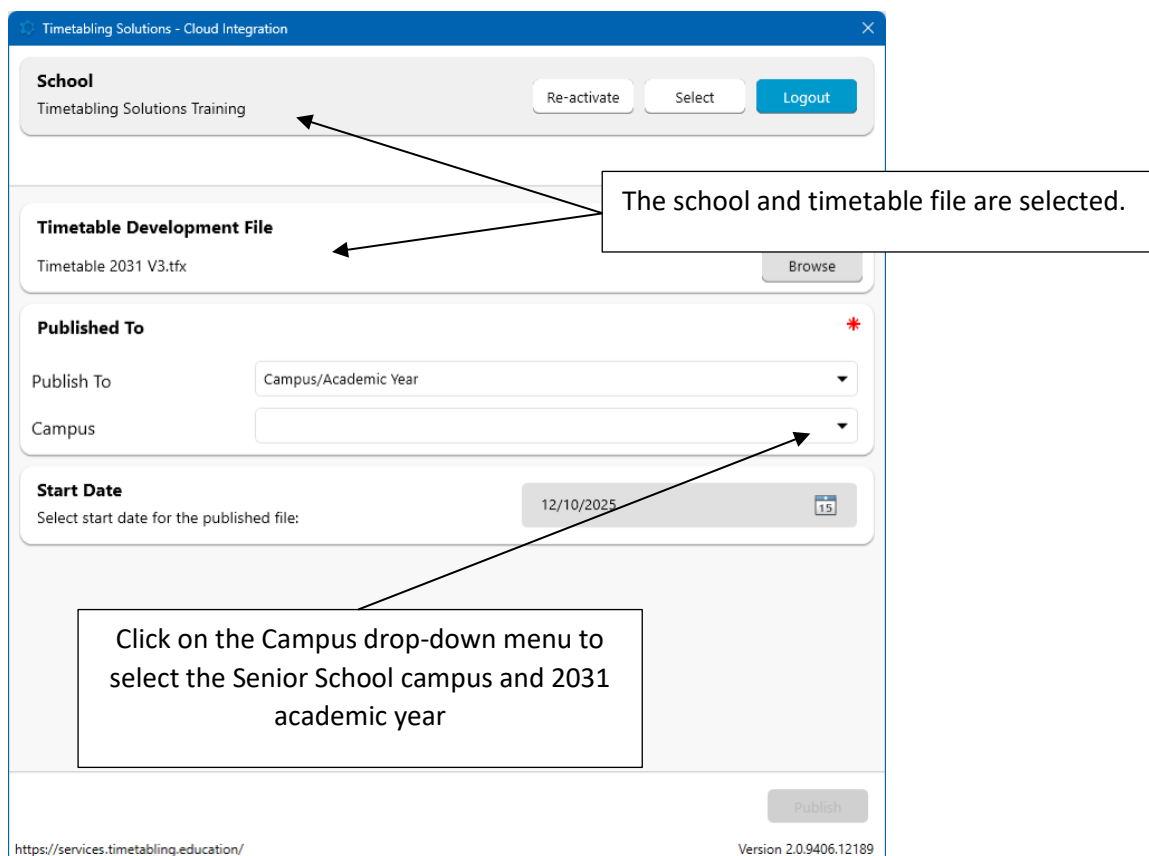
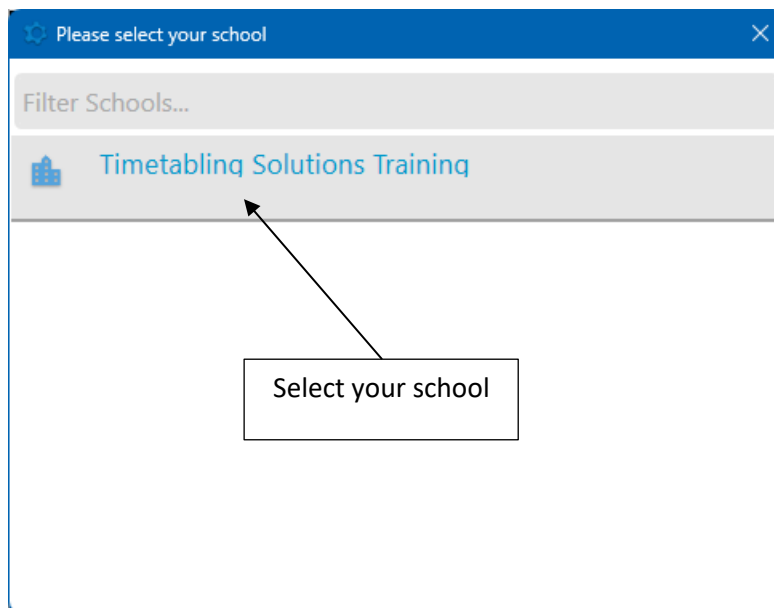
This is a warning message for the first time the timetable is published.

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

Click **OK**







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

Click on the date selector and choose 17 March 2031.

Click **Publish**

March 2031

M.	Tu.	W.	Th.	F.	Sa.	Su.
24	25	26	27	28	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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.

Click **OK**

OK



## Import Completed

The email has details of the campus, academic year and the published file.



The following files imported successfully to Published Timetable Group "Senior School\_2031":

1. 310317142359\_310317\_Timetable 2031 V3.tfx

They are now ready for use in your Timetabling Solutions web apps.

### 10 Supplementary Task

Help F1

#### Supplementary Task: View V9 Timetable Publish History and Publish Timetable

Publish Timetable for Web Daily Organiser Clear Published Timetable File History Publish for V9 Daily Organiser Delete Published Timetable File For V9

☐ Hide missing files Sign in to <https://timetabling.education> to view Published Timetables for Web Daily Organiser

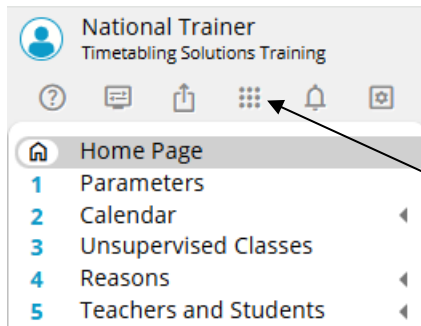
##### Information

There are no published timetables to V9 Daily Organiser from this file

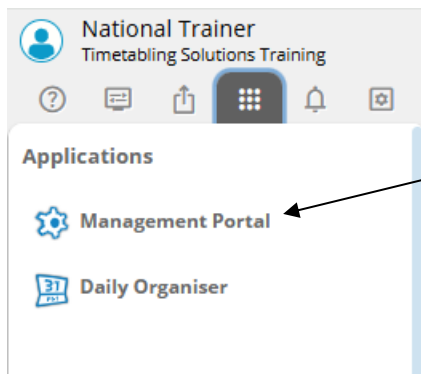
Details of files published to the cloud can be viewed in the cloud applications.  
Close out of the Timetable Development Module

## MANAGEMENT PORTAL


All staff and students in your school can be set up as users in the Management Portal. The roles and apps they are assigned when they are set up will determine what they can access in the portal.

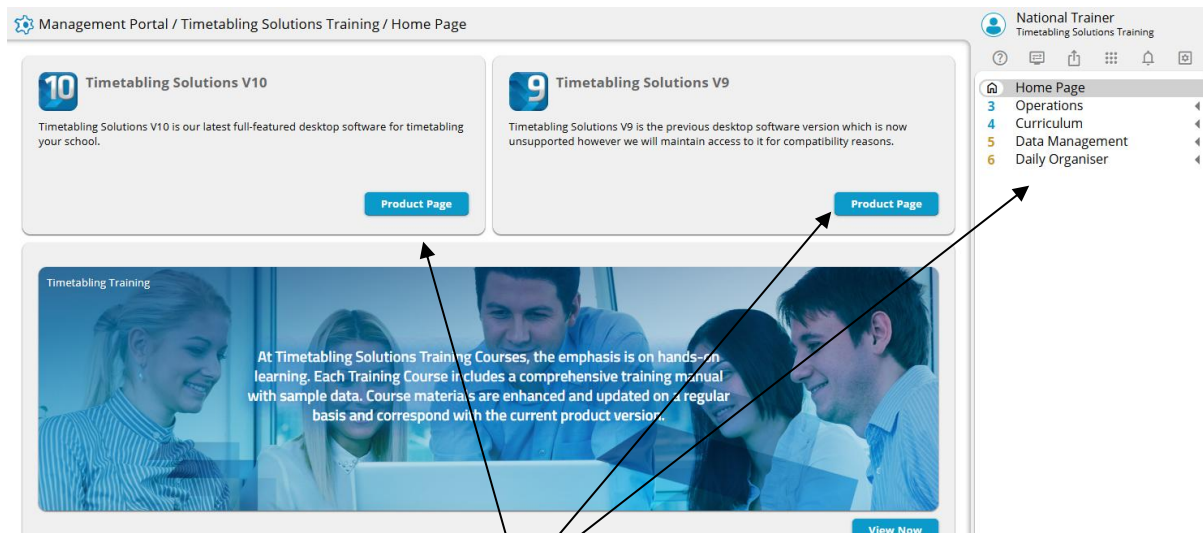


Click  to view apps



In this case, the user has access to the Daily Organiser and the Management Portal.

Click  to open the Management Portal



From the Home Page, this user can download the Version 9 or 10 desktop apps and view training information. The Daily Organiser role was assigned to this user and they only have access to four items on the task tree.

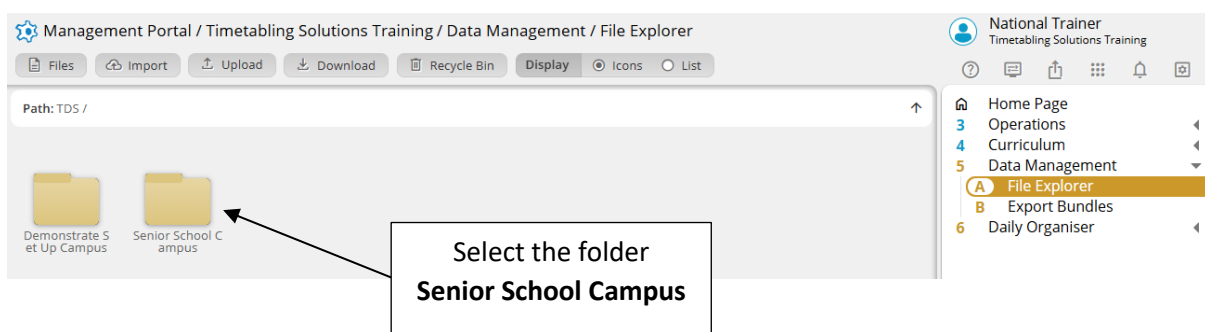
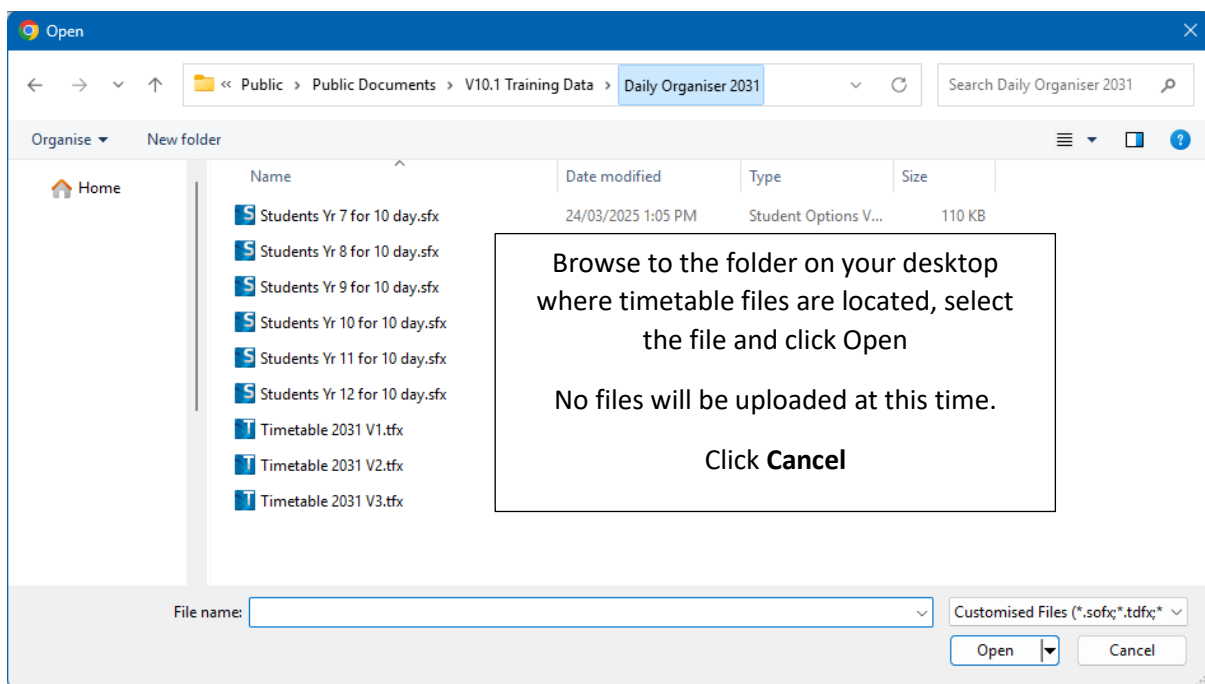
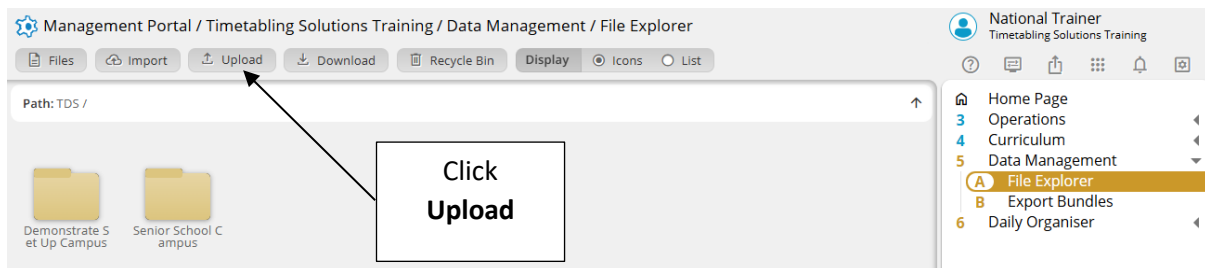
## PUBLISH TIMETABLES FROM THE MANAGEMENT PORTAL

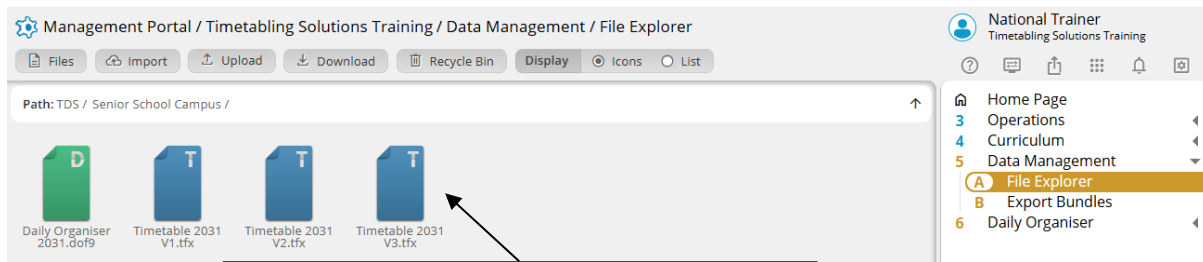
Files created in Timetabling Solutions desktop apps can be uploaded to the Management Portal. Uploaded files are displayed in Data Management.



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

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

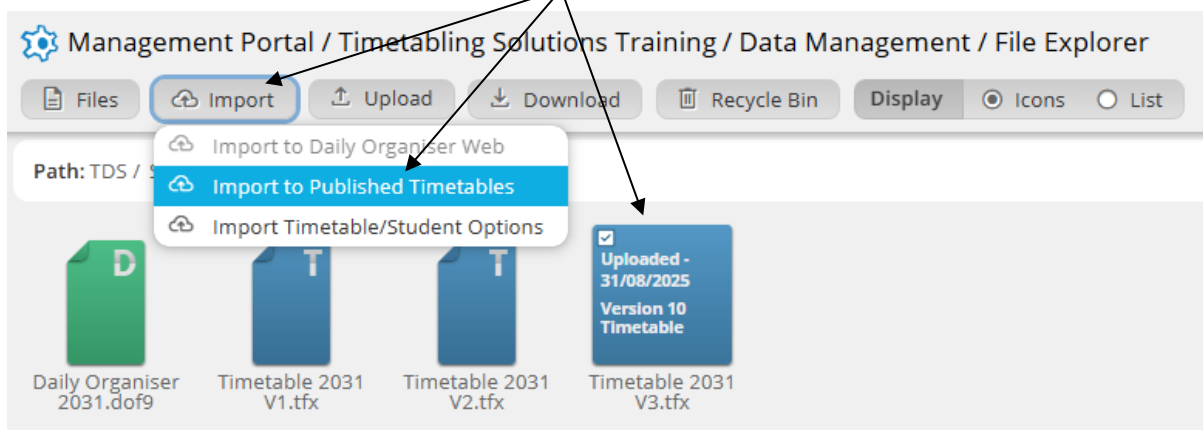




These files have already been uploaded.

Click on the file **Timetable 2031 V3**

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



Select a Campus and Academic Year

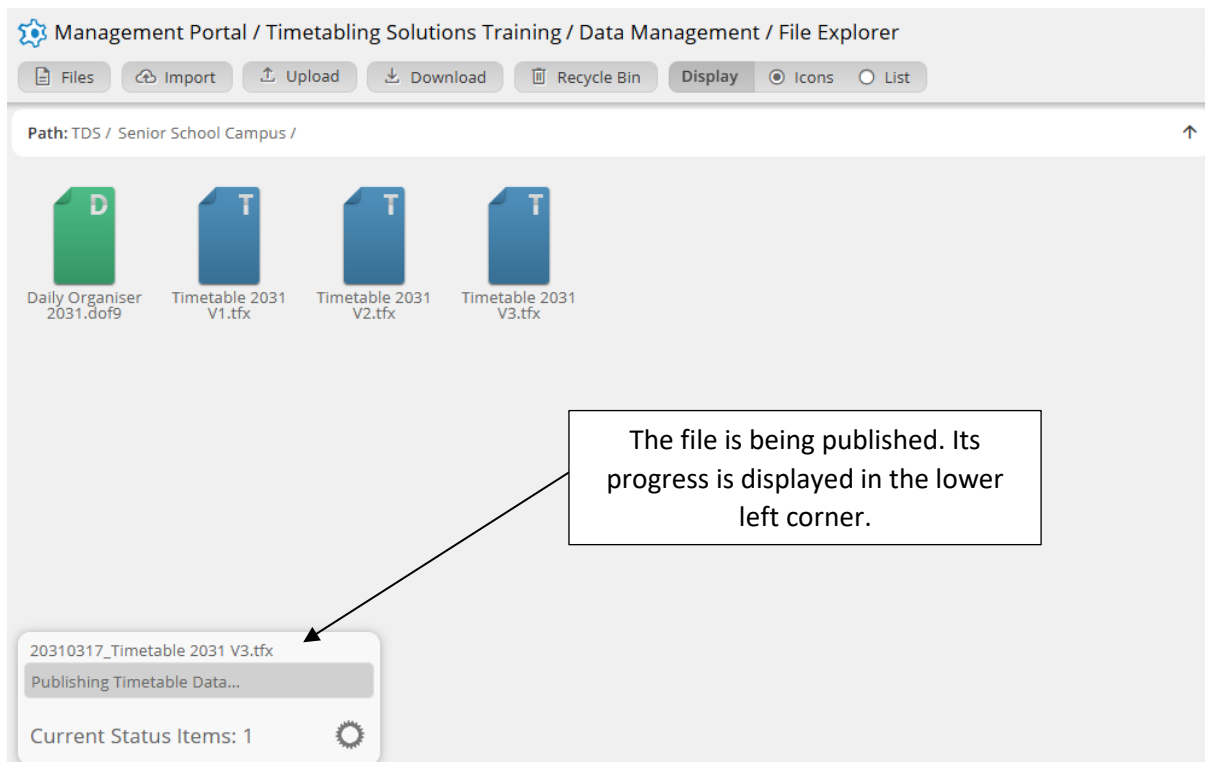
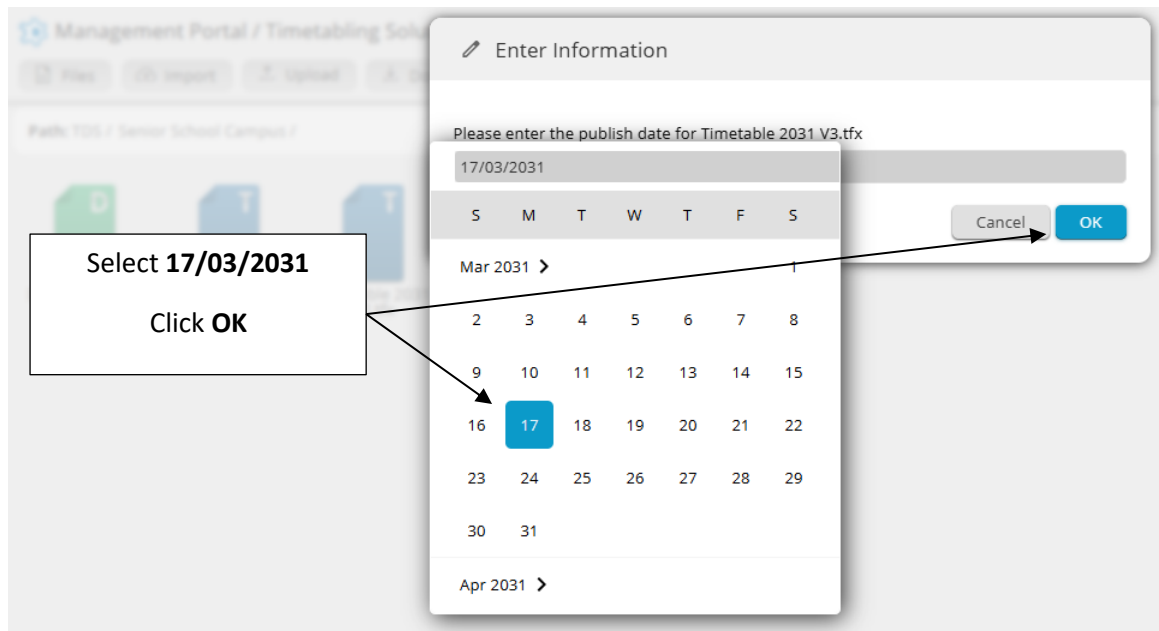
**Campus**  
Senior School

**Academic Year**  
2031

Cancel OK

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

Click **OK**



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



Management Portal / Timetabling Solutions Training / Daily Organiser / Published Timetables

Files Recycle Bin

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

Demonstrate Set Up - 2030  
Timetable 2030.tfx  
Start Date: 29/01/2030  
Published: 19/11/25 5:06 pm

Demonstrate Set Up - 2031  
Timetable 2031.tfx  
Start Date: 28/01/2031  
Published: 19/11/25 5:07 pm

Senior School - 2031  
Timetable 2031 V1.tfx  
Start Date: 28/01/2031  
Published: 19/11/25 5:11 pm  
Timetable 2031 V2.tfx  
Start Date: 03/03/2031  
Published: 19/11/25 5:11 pm  
Timetable 2031 V3.tfx  
Start Date: 17/03/2031  
Published: 16/12/25 12:55 pm

Details of all published timetables are displayed.



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

Management Portal / Timetabling Solutions Training / Daily Organiser / Organisers

Files Recycle Bin

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

Demonstrate Set Up - 2030  
Daily Organiser 2030.dof9  
Start Date: 29/01/2030 End Date: 12/12/2030 Use: Monday, Tuesday, Wednesday, Thursday, Friday  
Published: 19/11/25 5:13 pm

Demonstrate Set Up - 2031  
Daily Organiser 2031.dof9  
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday  
Published: 10/12/25 10:17 am

Senior School - 2031  
Daily Organiser 2031.dof9  
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday  
Published: 19/11/25 5:18 pm

Details of all Daily Organisers are displayed.

Management Portal / Timetabling Solutions Training / Daily Organiser / Organisers

Files Recycle Bin



National Trainer  
Timetabling Solutions Training

Applications  
Management Portal  
Daily Organiser

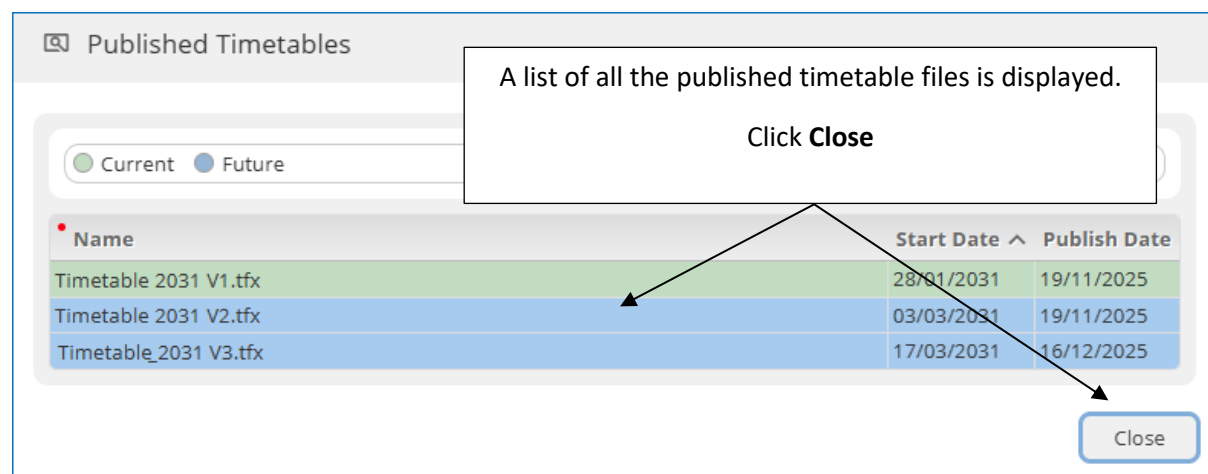
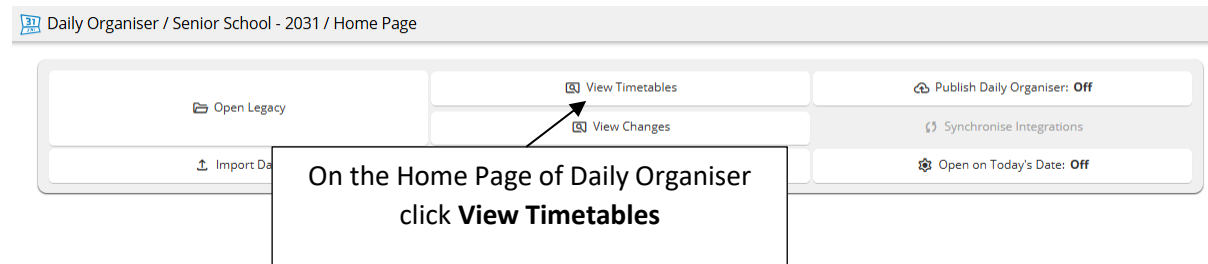
Demonstrate Set Up - 2030  
Demonstrate Set Up - 2030  
Start Date: 15/07/2030 End Date: 13/12/2030 Use: Monday, Tuesday, Wednesday, Thursday, Friday  
Published: 22/8/25 4:48 pm

Demonstrate Set Up - 2031  
Demonstrate Set Up - 2031  
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday, Tuesday, Wednesday, Thursday, Friday  
Published: 19/8/25 5:47 pm

Senior School - 2031  
Senior School - 2031  
Start Date: 28/01/2031 End Date: 12/12/2031 Use: Monday,

Click  then  to return to Daily Organiser

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



## THE HOME PAGE

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

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

Campuses set up in the Management Portal are listed.

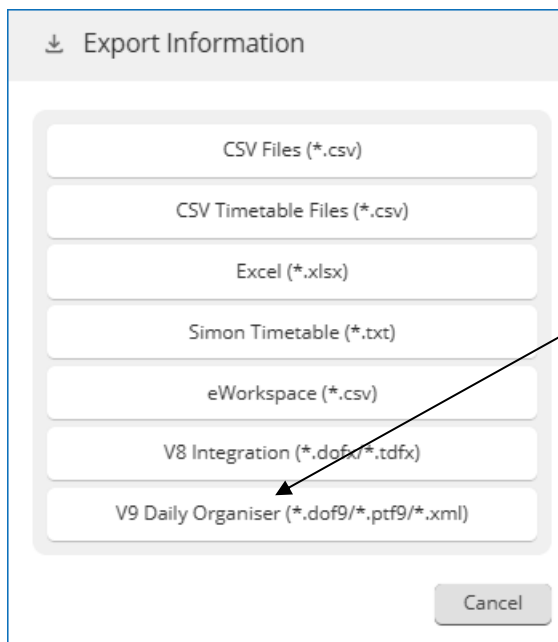
The task tree and date selector are now located in the side bar.

## IMPORT AND EXPORT DATA

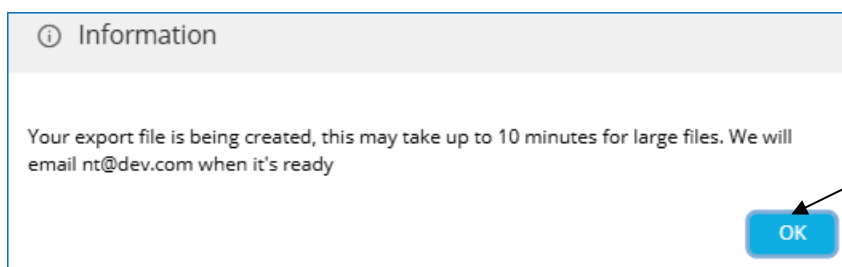
Data was imported when the file was first created. If data had not been imported at this stage, it could be imported at a later date provided no data had been manually entered on the relevant screens.

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

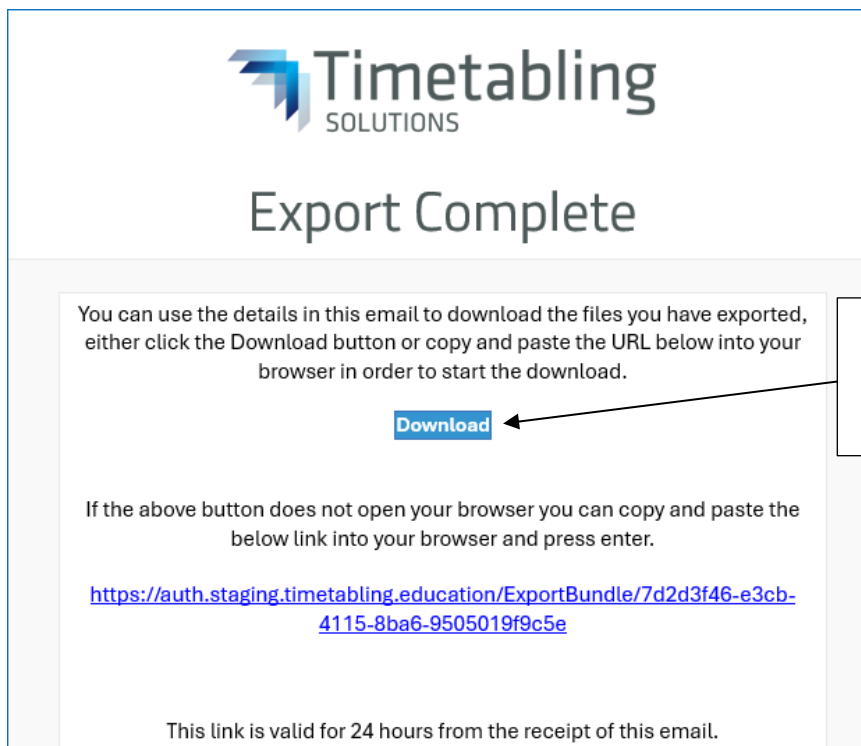
Click Export Data



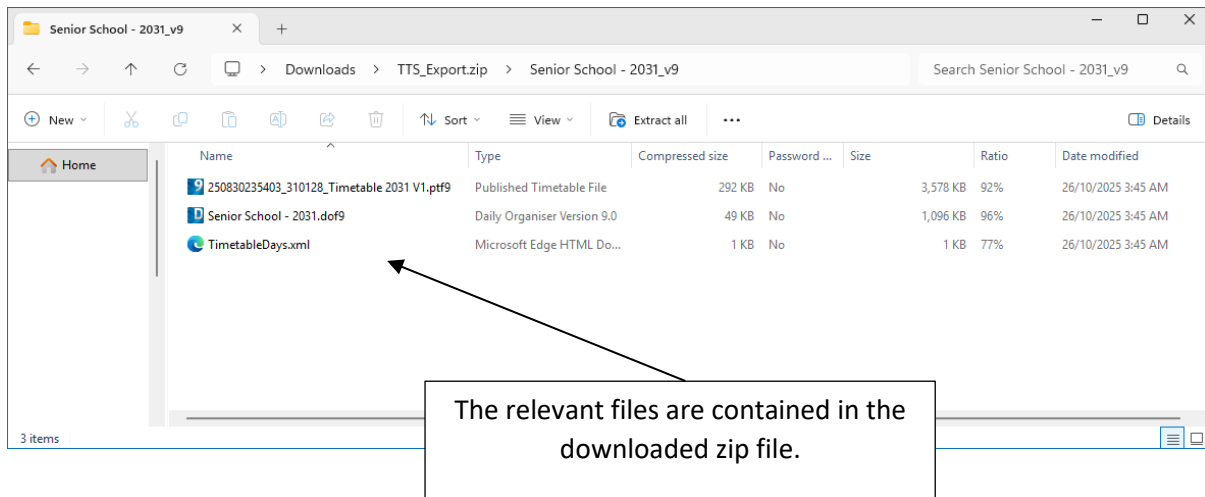
A list of available exports is displayed.  
Click **V9 Daily Organiser (\*.dof9/\*.ptf9/\*.xml)**



Click **OK**



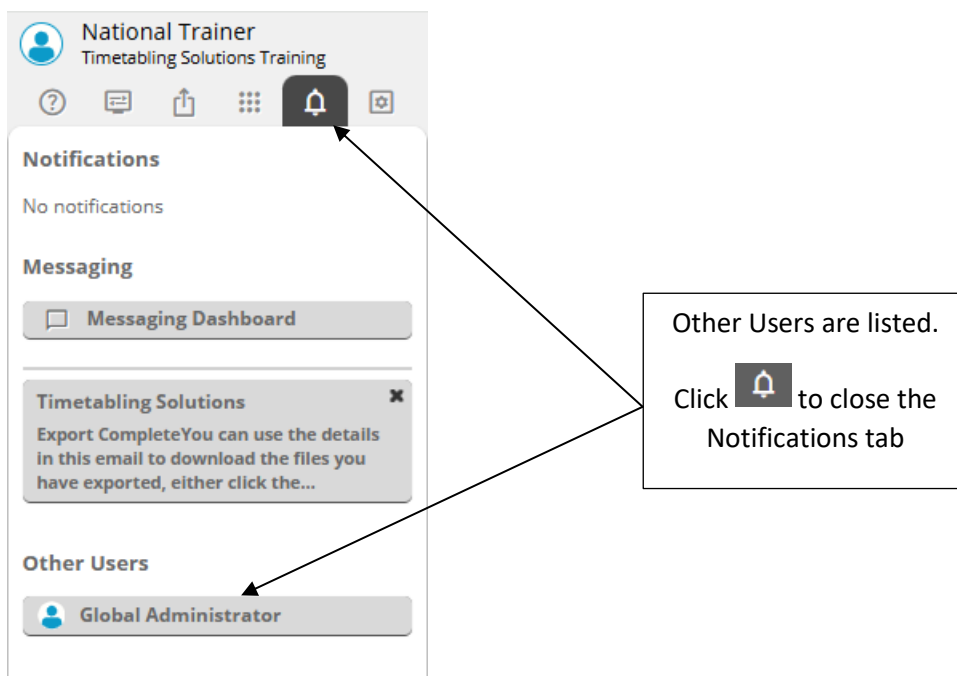
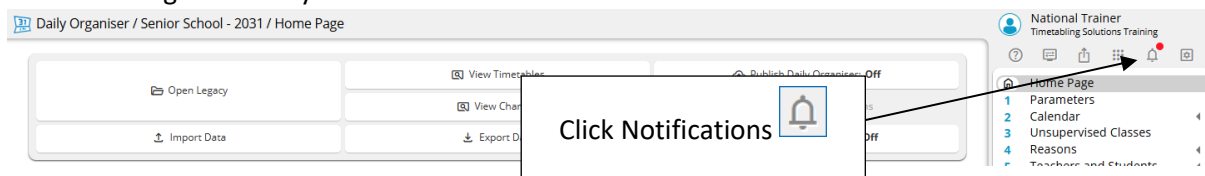
When the export is complete the data can be downloaded.



## 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.



Daily Organiser / Senior School - 2031 / Home Page

Open Legacy

View Timetables

Publish Daily Organiser: Off

Import Data

View Changes

Synchronise Integrations

Export Data

Open on Today's Date: Off

Click View Changes

Daily Organiser Changes

All changes are listed with details of the user who made the changes.

Click Close

Date	User	Action
26/10/25 3:01 pm	nt@dev.com	Teacher Details Joanne Boyle (BOYJ) had its value for Uncounted changed from "0.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Sam Walker (WALS) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Joanne Boyle (BOYJ) had its value for Uncounted changed from "0.00000" to "4.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "0.00000" to "1.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "0.00000" to "2.0"
26/10/25 3:01 pm	nt@dev.com	Teacher Details Sam Walker (WALS) had its value for Uncounted changed from "0.00000" to "1.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Joanne Boyle (BOYJ) had its value for Uncounted changed from "4.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Dennis Cooke (COOD) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Melissa Fraser (FRAM) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Chris Jackson (JACC) had its value for Uncounted changed from "2.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details Natalie Knight (KNIN) had its value for Uncounted changed from "1.00000" to "0.0"
26/10/25 2:16 pm	nt@dev.com	Teacher Details John Murphy (MURJ) had its value for Uncounted changed from "2.00000" to "0.0"

Close

## 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

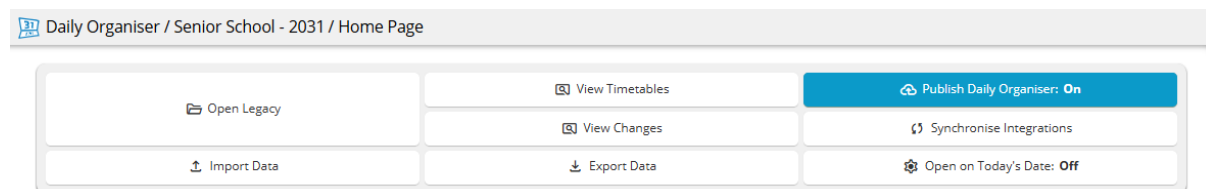
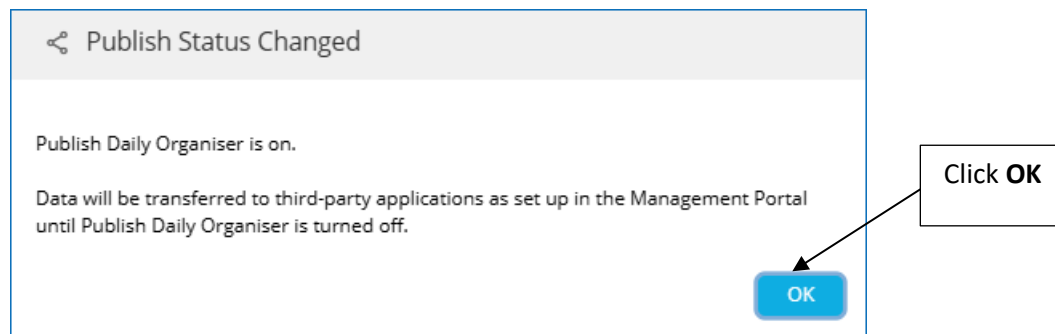
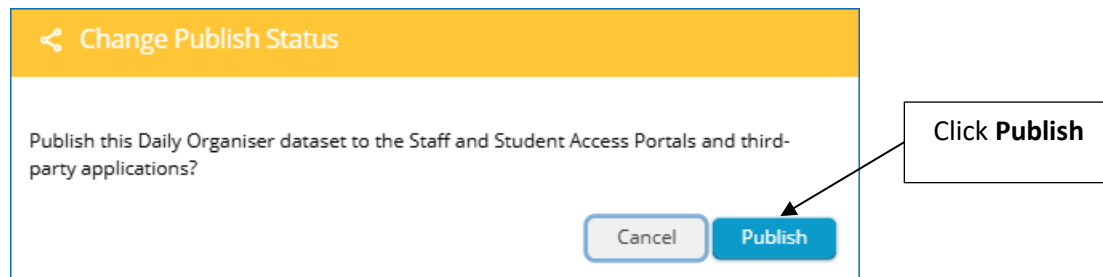
- Import users for each portal
- Configure settings for each portal

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.

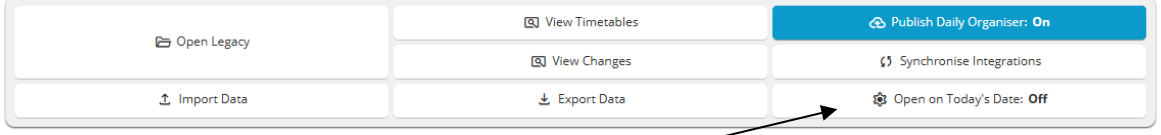


The data will be synced with third party applications at the time specified in the Management Portal. If an immediate sync is required Synchronise Integrations can be clicked.

## 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.

Daily Organiser / Senior School - 2031 / Home Page

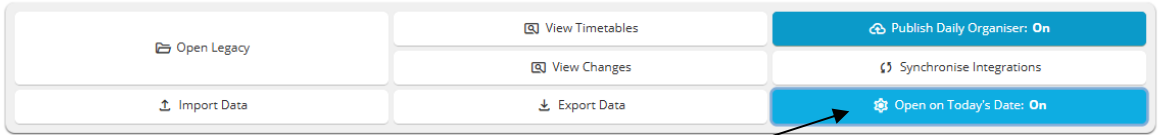


Open Legacy View Timetables Publish Daily Organiser: On  
View Changes Synchronise Integrations  
Import Data Export Data Open on Today's Date: Off

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.

Daily Organiser / Senior School - 2031 / Home Page



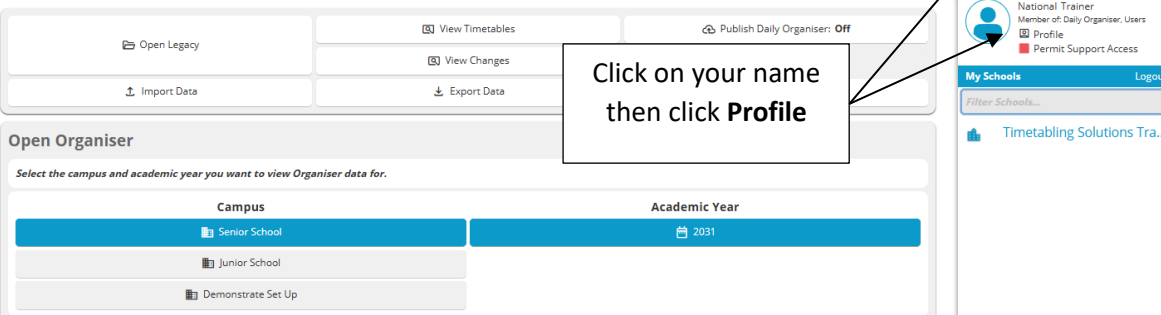
Open Legacy View Timetables Publish Daily Organiser: On  
View Changes Synchronise Integrations  
Import Data Export Data Open on Today's Date: On

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.

Daily Organiser / Senior School - 2031 / Home Page



Open Legacy View Timetables Publish Daily Organiser: Off  
View Changes Synchronise Integrations  
Import Data Export Data

Open Organiser

Select the campus and academic year you want to view Organiser data for.

Campus	Academic Year
Senior School	2031
Junior School	
Demonstrate Set Up	

Click on your name then click **Profile**

National Trainer  
Timetabling Solutions Training  
National Trainer  
Member of: Daily Organiser, Users  
Profile  
Permit Support Access

My Schools Logout  
Filter Schools...  
Timetabling Solutions Tra...



Management Portal / Timetabling Solutions Training / Home Page

National Trainer  
No Work Title

Change Password

**Basic Information**

Title

First Name  Last Name

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 authenticate rather 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

Home Page

Operations

Curriculum

Data Management

File Explorer

Export Bundles

Daily Organiser

Organisers

Published Timetables

Timetabling Solutions Training



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  
No Work Title

Change Password

**Basic Information**

Click  then  to return to Daily Organiser

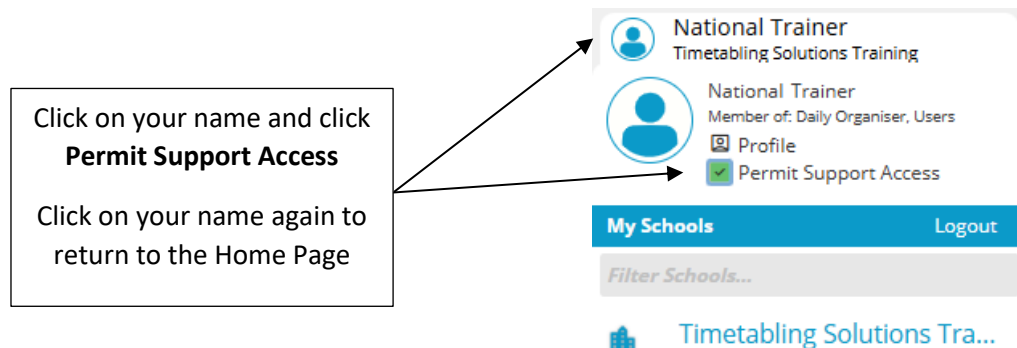
Applications

Management Portal

Daily Organiser

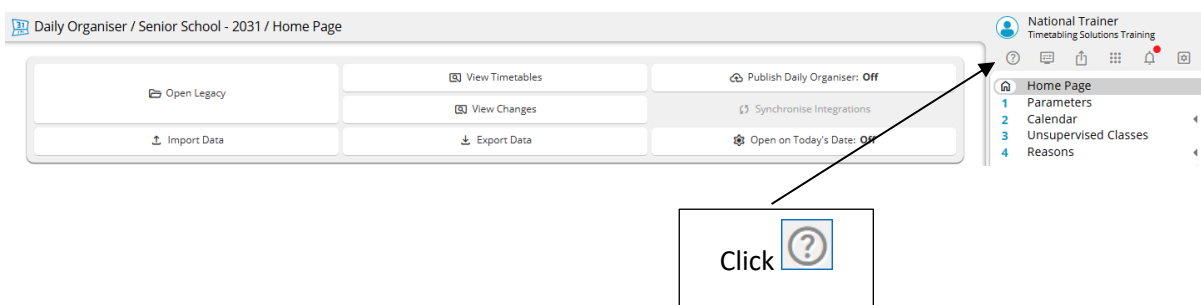
## PERMIT SUPPORT ACCESS

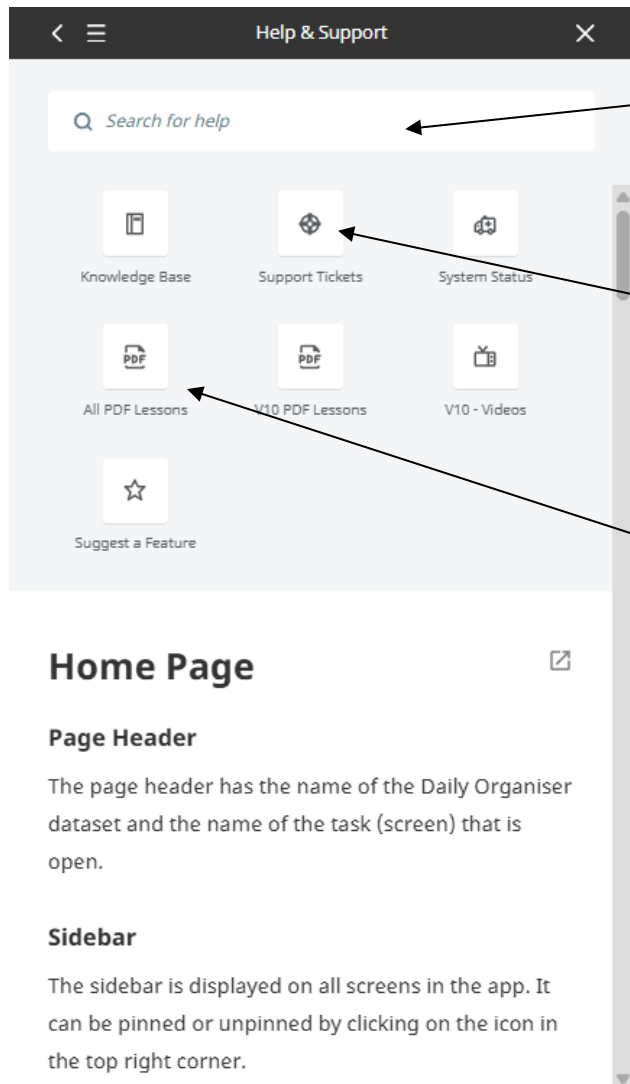
When Permit Support Access is turned on your school data can be accessed by support staff at Timetabling Solutions. This is required when reporting an issue with the program and when getting phone or email support.



## 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.





The screenshot shows the 'Help & Support' screen. At the top is a dark header with a back arrow, a menu icon, the text 'Help & Support', and a close 'X' icon. Below the header is a search bar with a magnifying glass icon and the placeholder text 'Search for help'. Under the search bar are six icons in a 2x3 grid: a book icon for 'Knowledge Base', a ticket icon for 'Support Tickets', a status icon for 'System Status', a PDF icon for 'All PDF Lessons', another PDF icon for 'V10 PDF Lessons', and a video icon for 'V10 - Videos'. At the bottom of the grid is a star icon for 'Suggest a Feature'. A vertical scrollbar is on the right. Three callout boxes with arrows point to specific elements: the first points to the search bar, the second points to the 'Support Tickets' icon, and the third points to the 'All PDF Lessons' icon.

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.

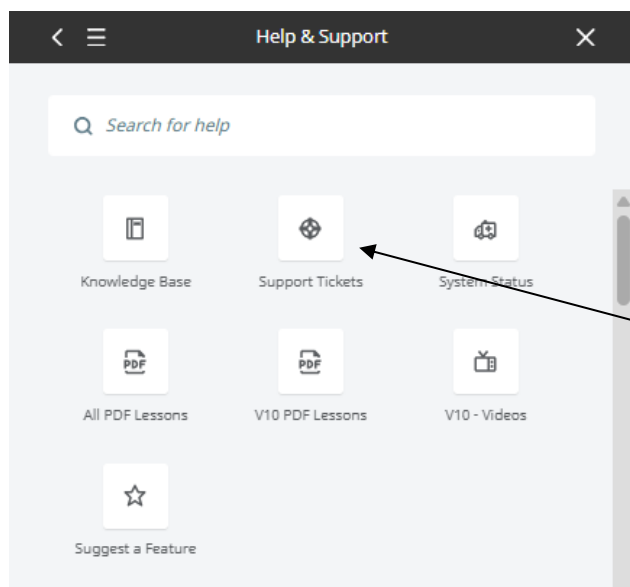
## Home Page

### Page Header

The page header has the name of the Daily Organiser dataset and the name of the task (screen) that is open.

### Sidebar

The sidebar is displayed on all screens in the app. It can be pinned or unpinned by clicking on the icon in the top right corner.



This screenshot is identical to the one above, showing the 'Help & Support' screen. A single callout box with an arrow points to the 'Support Tickets' icon.

Click **Support Tickets**

<

≡

Help & Support

×

Knowledge Base

Support Tickets

System Status

All PDF Lessons

V10 PDF Lessons

V10 - Videos

Suggest a Feature

Create

Suggestions

Completed

Create new conversation

Subject

Describe your issue here...

Continue

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

Hosted Application

Page 288 of 302

## TIMETABLING SOLUTIONS SUPPORT

Support from Timetabling Solutions can be requested directly through Daily Organiser.

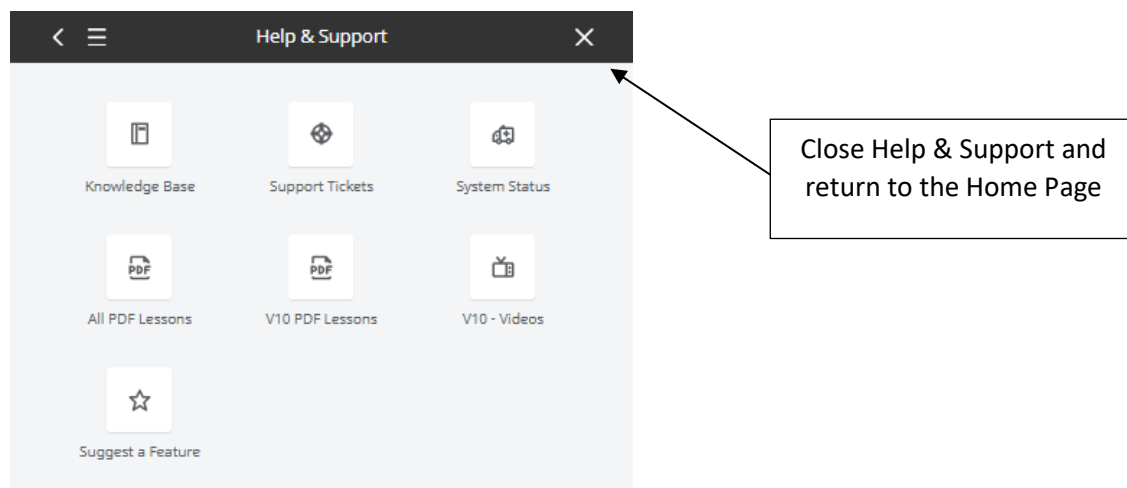
When raising an issue, the procedure is:

- 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.



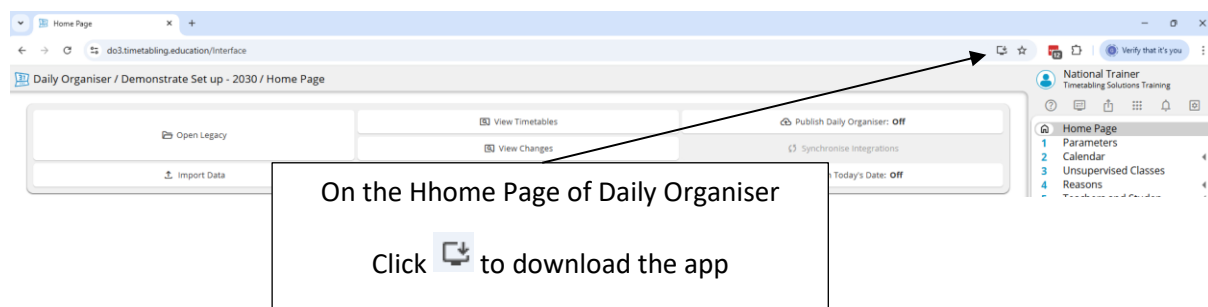
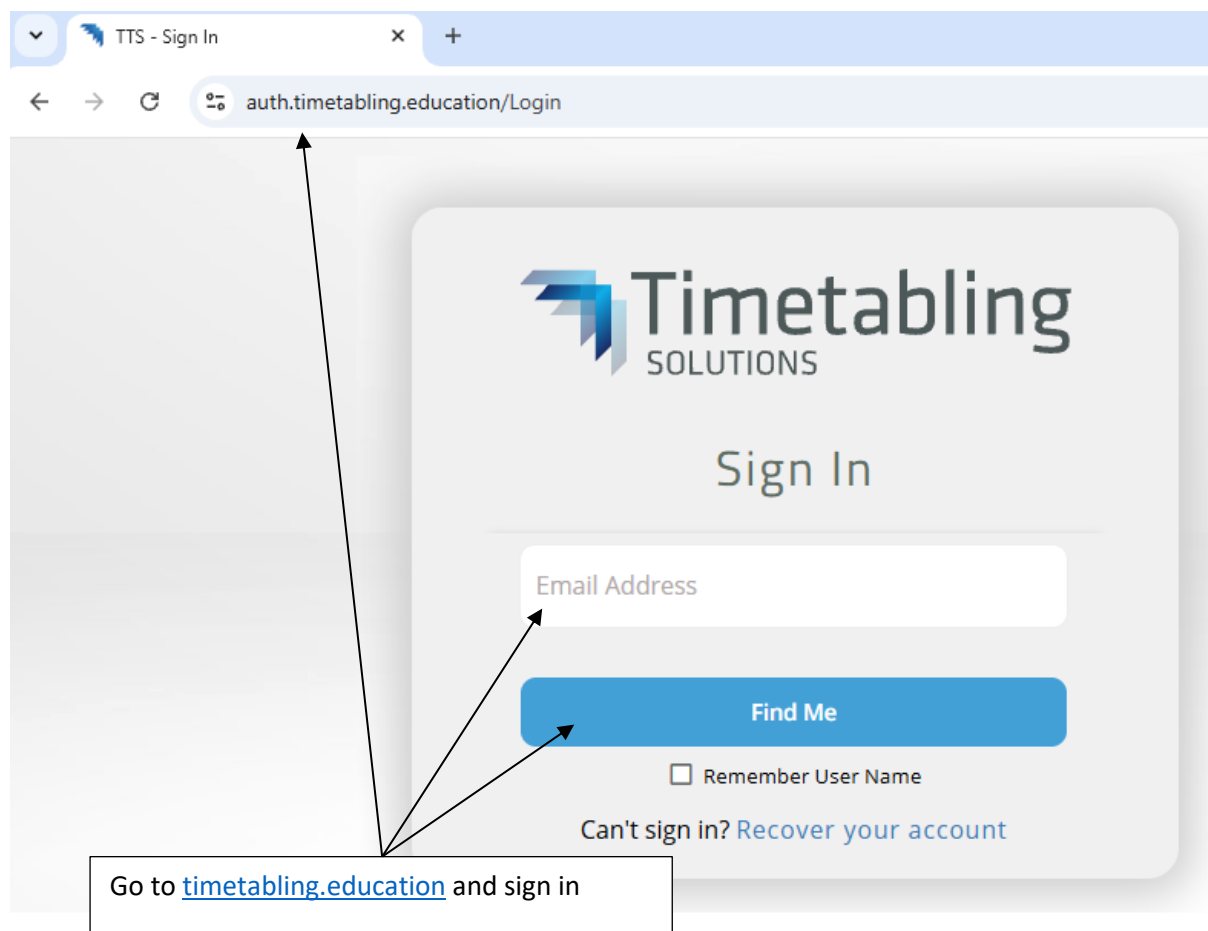
## DOWNLOAD THE APPS

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](https://training.timetabling.education).

To get the latest version of the app log onto [timetabling.education](https://timetabling.education)



**Install app**

Daily Organiser  
do3.timetabling.education

Click **Install**

Install Cancel

Daily Organiser - Home Page

Daily Organiser // Home Page

Open Legacy

View Timetables

View Changes

Import Data

Export Data

Publish Daily Organiser: **Off**

Synchronise Integrations

Open on Today's Date: **Off**

**Open  
Organiser**

The app has been downloaded.

Select the campus and academic year you want to view Organiser data for.

**Campus**

Senior School

Junior School

Demonstrate Set up

**Academic Year**

A shortcut can be added to your taskbar for easy access.

All Timetabling Solutions online apps can be downloaded.

## TEMPORARY INTERNET DISRUPTION

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

Daily Organiser / Senior School - 2031 / Home Page

Open Legacy

View Timetables

Publish Daily Organiser: **Off**

Import Data

View Changes

Synchronise Integrations

Export Data

Open on Today's Date: **Off**

### Open Organiser

Select the campus and academic year you want to view Organiser data for.

**Campus**

Senior School

Junior School

Demonstrate Set Up

**Academic Year**

2031

A message appears at the bottom of your screen.

No Internet Connection

Daily Organiser / Senior School - 2031 / Replacements / Assign

+ Select

Delete

Not Required

Auto Assign

2. Sort By Absent Teacher

Unassigned

Composites

Composite

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
HR	S24	11HRM1D	Cooke, Dennis	Edwards, John	0.20	0.00	25	Please mark this roll as well as your own
1	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
2	LAB2	08SCI1D	Cooke, Dennis		1.00	0.00	27	
3	M17	10MAT1B	Cooke, Dennis		1.00	0.00	21	
4	LAB2	11PHY1A	Cooke, Dennis		1.00	0.00	19	
5	LAB2	12PHY1B	Cooke, Dennis		1.00	0.00	14	
6	LAB2	12PHY1A	Cooke, Dennis	Einstein, Bert	1.00	1.00	12	
HR	S23	11HRM1C	Edwards, John	Edwards, John	0.20	0.00	26	
3	LAB3	07SCI1B	Fraser, Melissa	Knight, Natalie	1.00	0.00	26	
5	OV1	07SPT1D	Fraser, Melissa	Curie, Marie	1.00	1.00	17	
6	OV1	07SPT1D	Fraser, Melissa	Curie, Marie	1.00	1.00	17	
3	M18	10MAT1C	Wallen, Peta	Crowe, Peter	1.00	1.00	14	

Display

< Previous

> Next

< Same

1. Sort By Index (default)

Legend

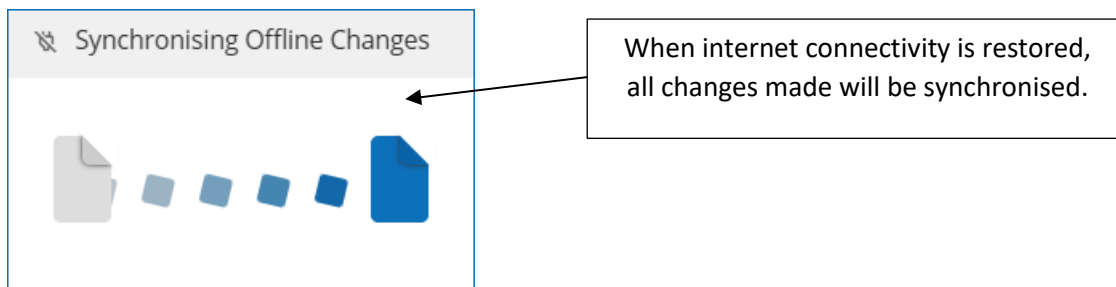
Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days Counted	TC	CL	OL												
5		C								C			-5.00	Einstein, Bert (CRT)	1		0.00	0.00	0.00	1.20	0.00	1.20	1.20	5.00	5.00	5.00	6.50	6.00	0.00	0.00	0.00	0.00	0.00	28.70	NA	NA	
5						M	M		Y	L			1.50	Burrows, Kelly	2		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	0.40	0.60	19.60	
5					L		L	Y		L			4.50	Myers, John	3		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	
5				L	L		L	L		Y			4.50	Newman, Peter	4		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
5			L	L	L		L	Y		L			4.70	Dalton, James	5		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
5			L		L		L	L	Y			L	4.70	Pearson, Sean	6		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	20.00
5				L									1.00	Adams, Rod	7		0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	7.00	
5							C	L		L			3.00	Jones, Adam	8		0.00	0.00	0.00	1.00	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	2.00	-1.00	18.00	
5			L	L	L					L			3.20	Jackson, Toni	9		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00
5			Y	L	L		L	L		L			5.40	Alderson, David	10		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	19.00	
5				L	L		L	L	Y			C	5.50	Mills, Deborah	11		0.00	0.00	0.00	1.00	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	1.00	0.00	19.00

The message updates as you make changes.

No Internet Connection | 165 Changes

The message updates as you make changes.





Emails cannot be sent while there is no internet connectivity.



---

# Timetabling Solutions



## Hosted Applications

---

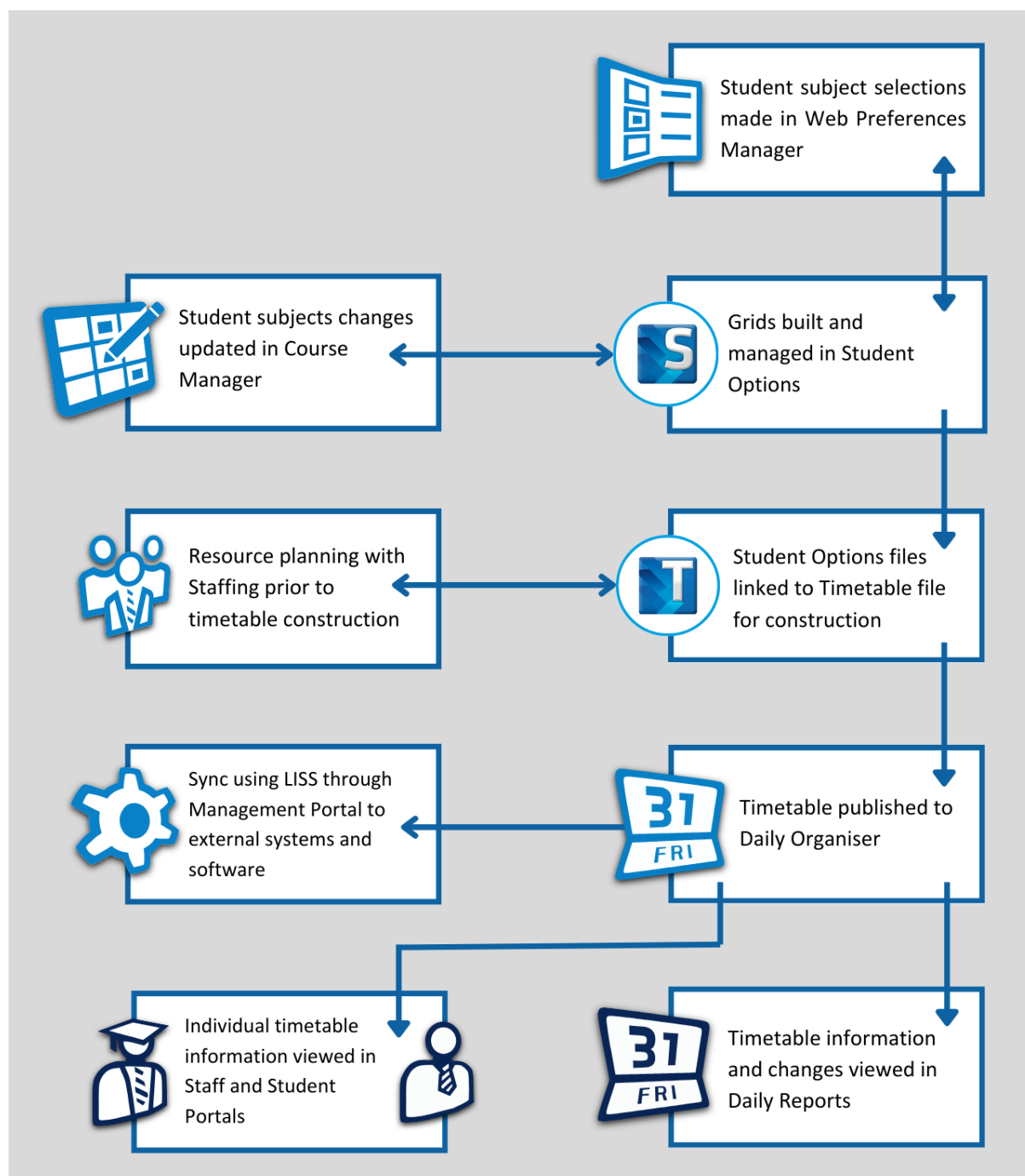
### Appendix - Hosted Applications

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.

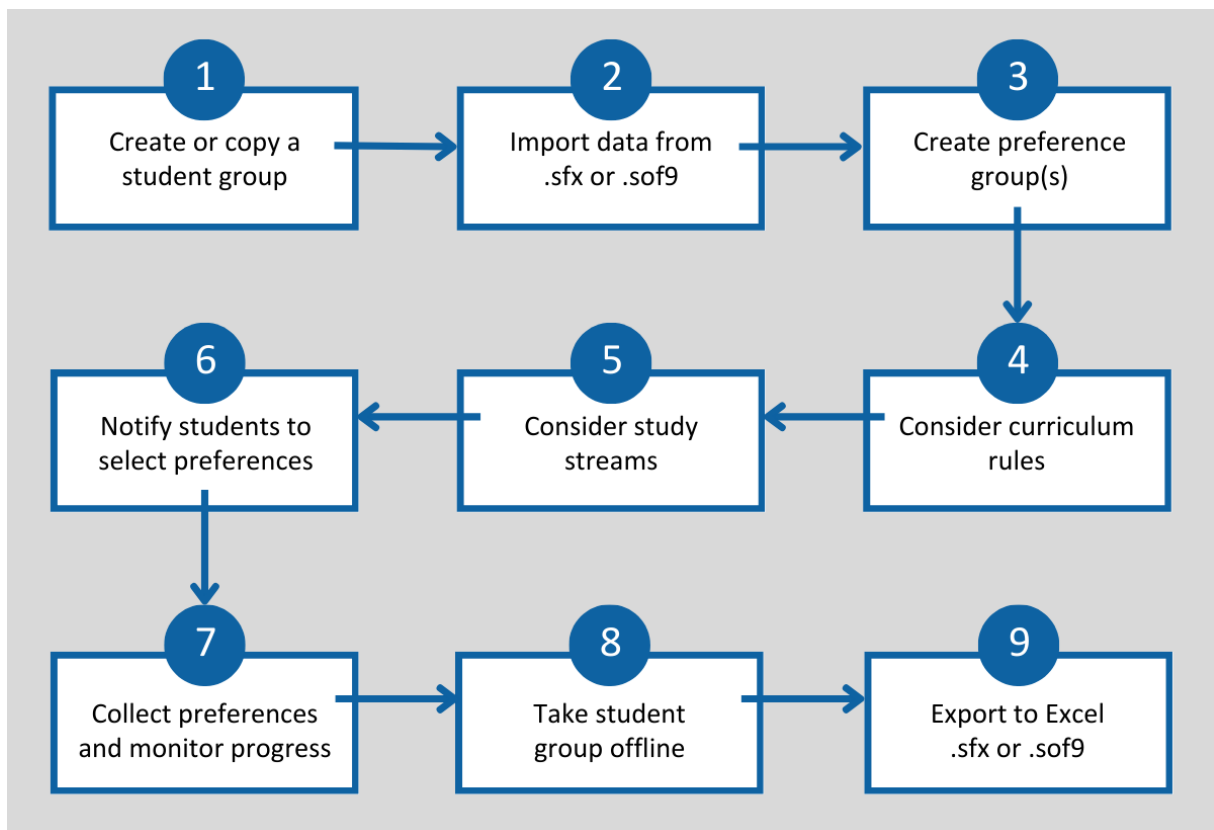
The flow-chart below shows each of the applications and how they can fit together in the timetabling process.



## 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.

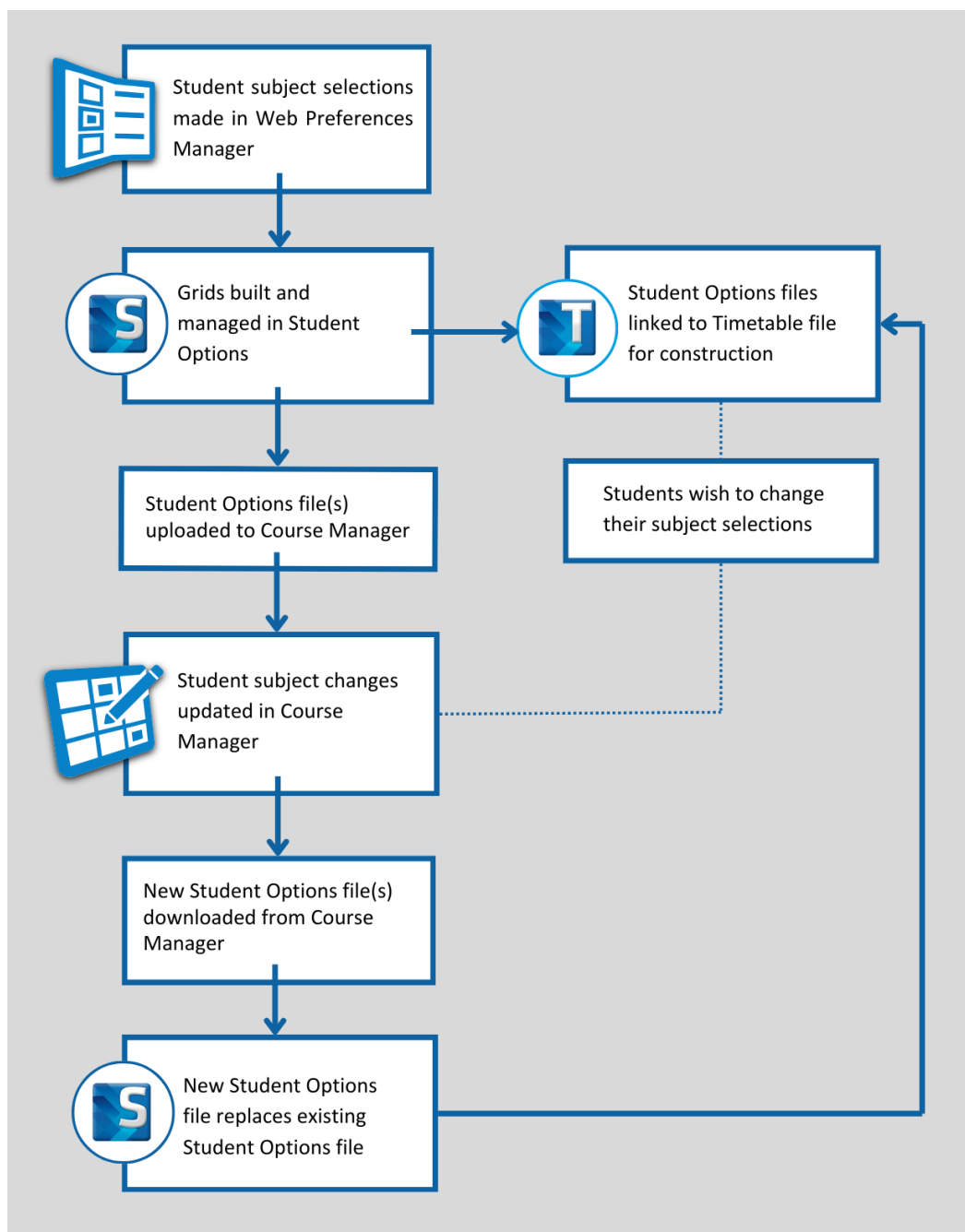
A 60 minute demonstration/tutorial is also included with the subscription.



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

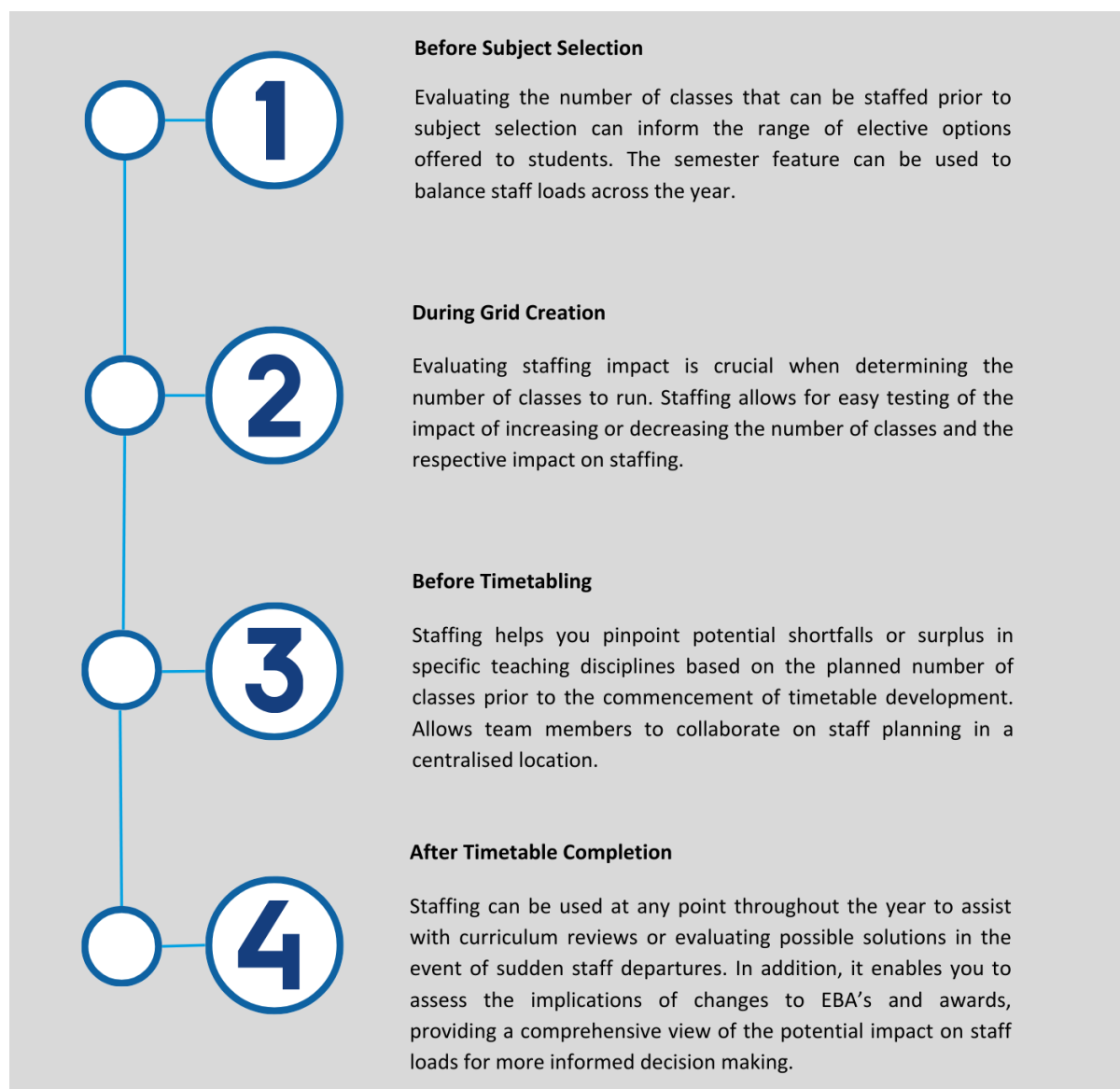
The purchase of a 12 month Course Manager subscription includes five user accounts, access to online help and 60 minutes of phone/email "How to" support.



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.



## STAFFING SUBSCRIPTION

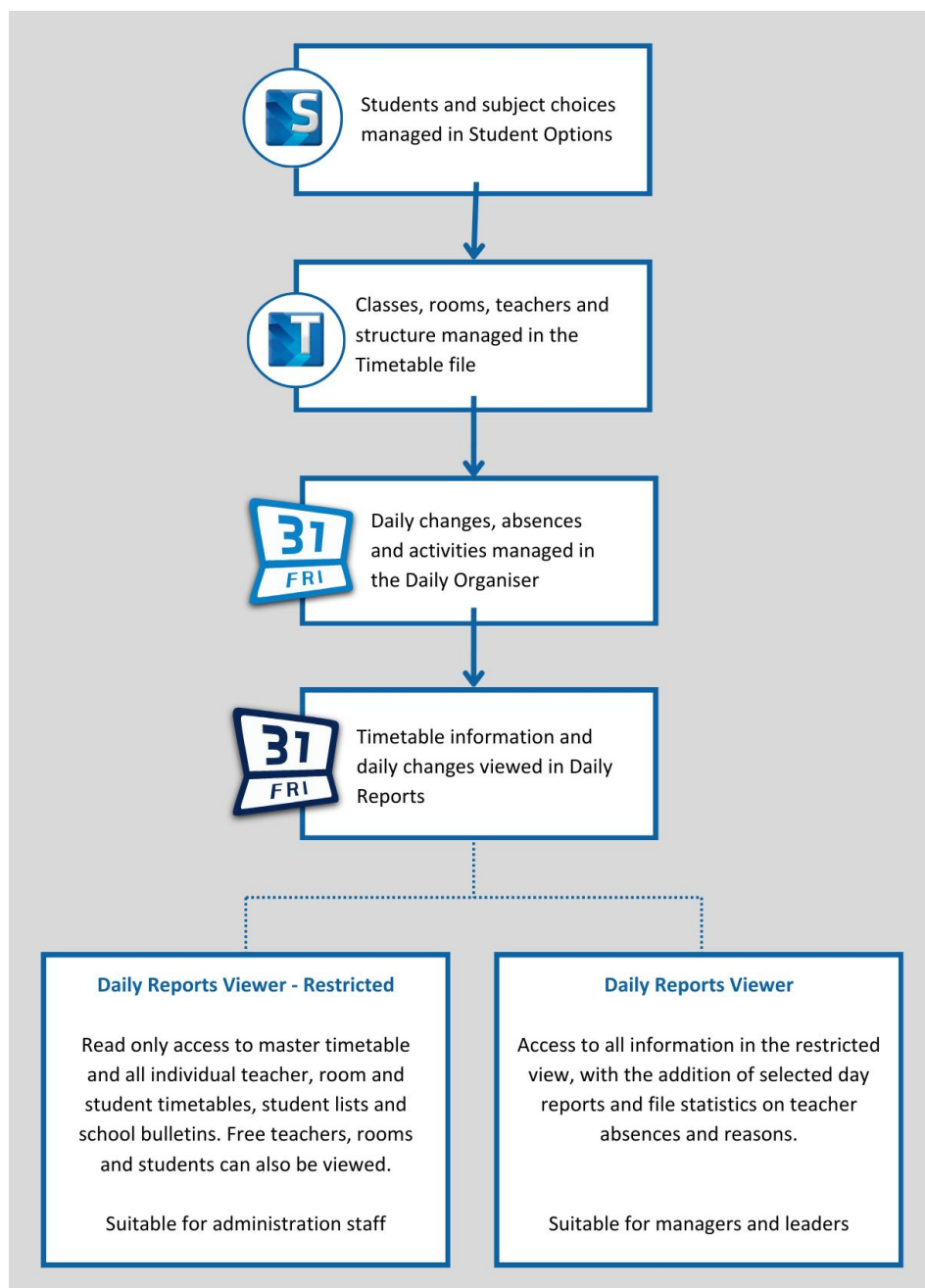
The purchase of a 12 month Staffing subscription includes three user accounts, access to online help and 60 minutes of phone/email "How to" support.



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.

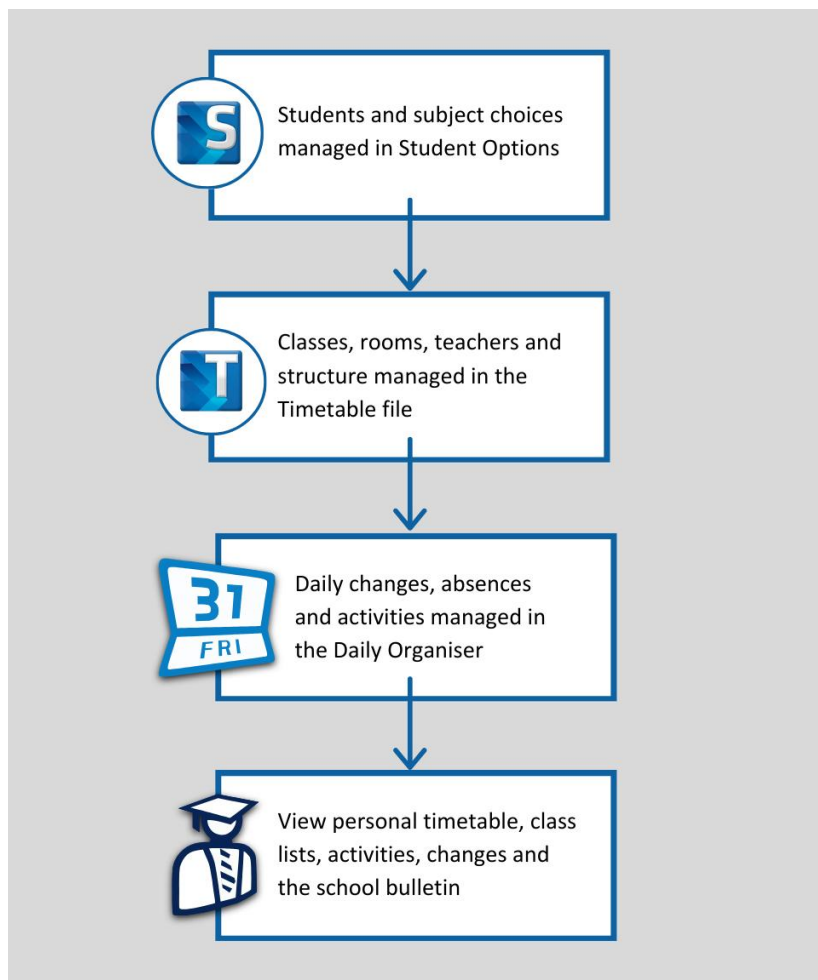


Click or scan the QR code to organise a demonstration or free trial of Daily Reports or any one of our Web Applications.



## 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.



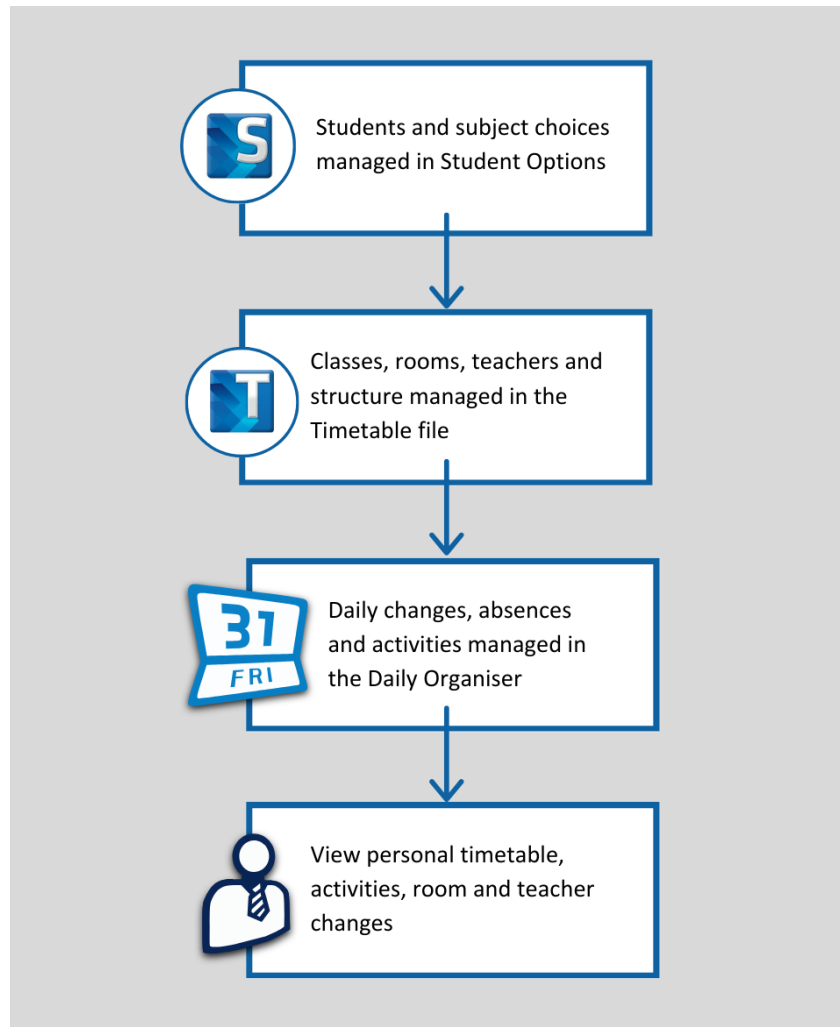
## STAFF ACCESS PORTAL SUBSCRIPTION

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.