# Daily Organiser

## Timetabling Solutions Cloud Apps




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# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Configure Timetabling Solutions

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## PROFESSIONAL LEARNING OBJECTIVES

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

## SKILLS

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

# TIMETABLING SOLUTIONS

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

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

# DESKTOP APPLICATIONS

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

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

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

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

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

## FILE LOCATIONS

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

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

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

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

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

## CLOUD APPLICATIONS

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

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

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

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

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

# ACTIVATE VERSION 10.1

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

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

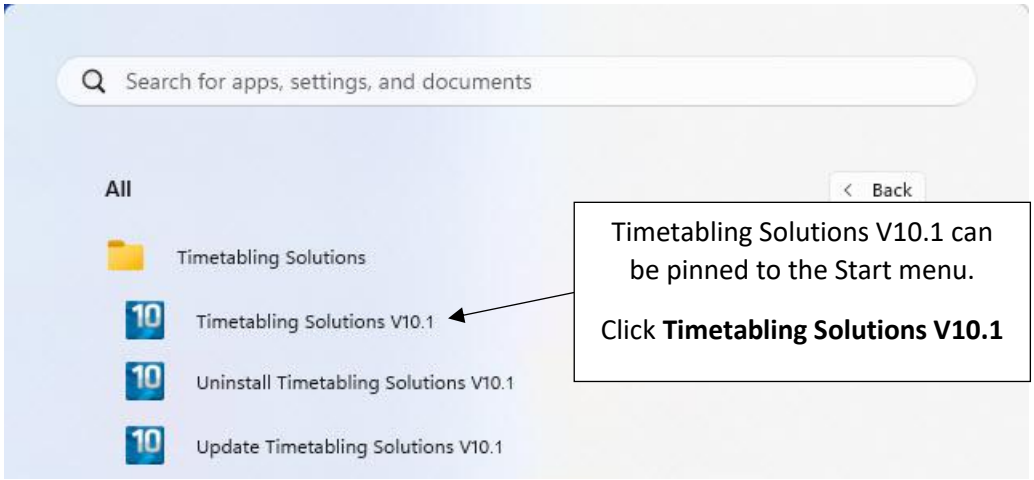
Individual users will receive an activation email from the Global Administrator to create a password. Users will then login using their email address and password to activate Timetabling Solutions Version 10.1.

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

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

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

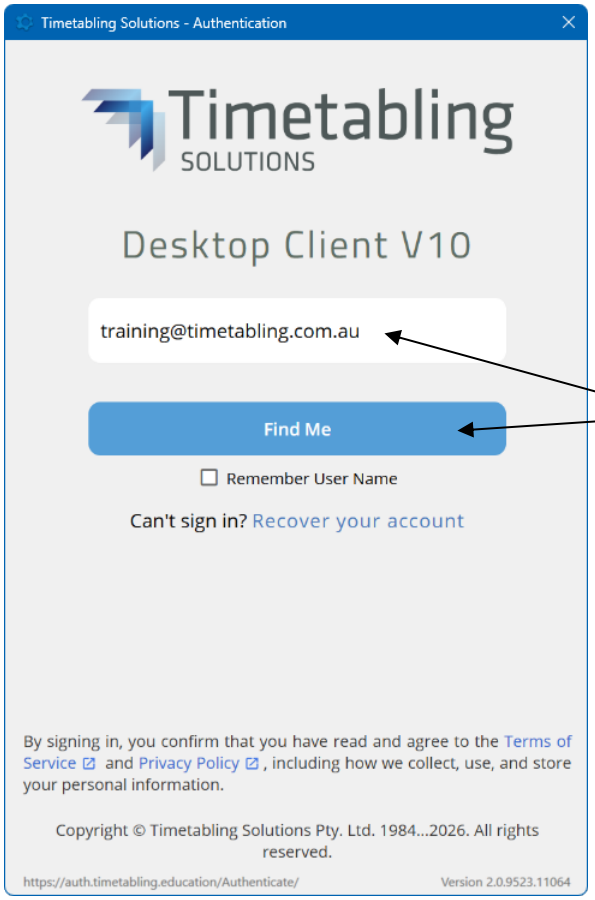
Timetabling Solutions Version 10.1 can be opened from the Windows Start menu.




Alternative methods of opening Version 10.1 include:

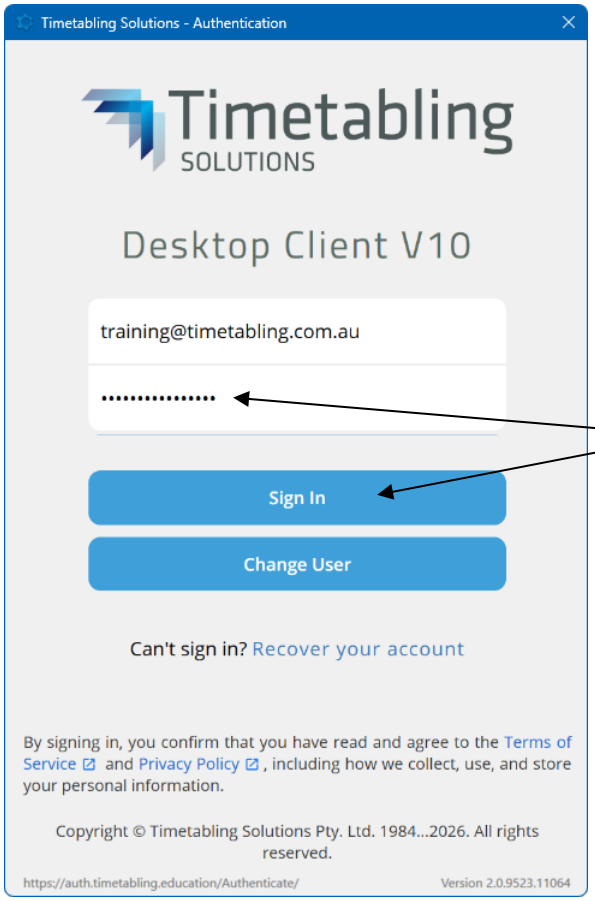
- On the Start menu, scroll down to Timetabling Solutions, click Timetabling Solutions V10.1
- Create a desktop shortcut and double click on this
- Double click directly on a Student Options or Timetable Development file that was created in Version 10.1

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



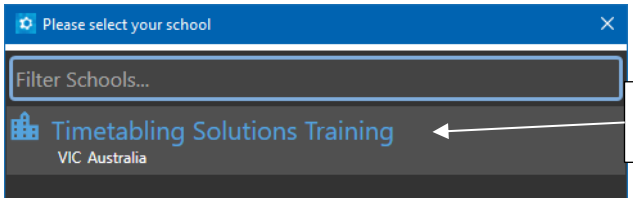

Enter the username provided

Click **Find Me**

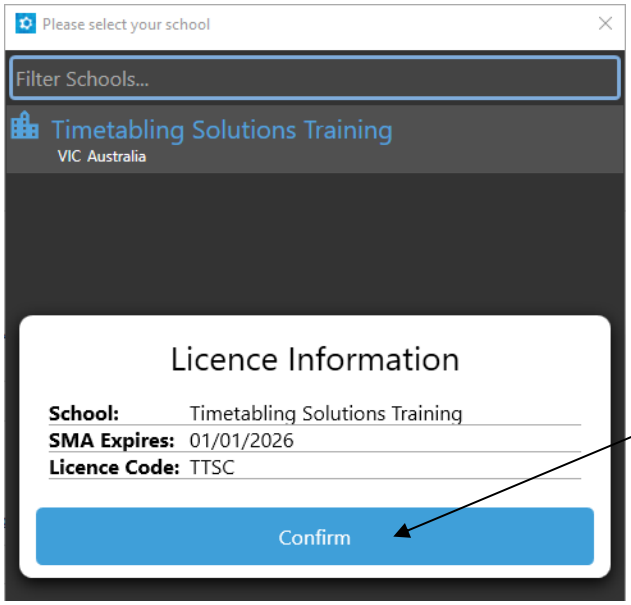



Enter the password

Click **Sign In**

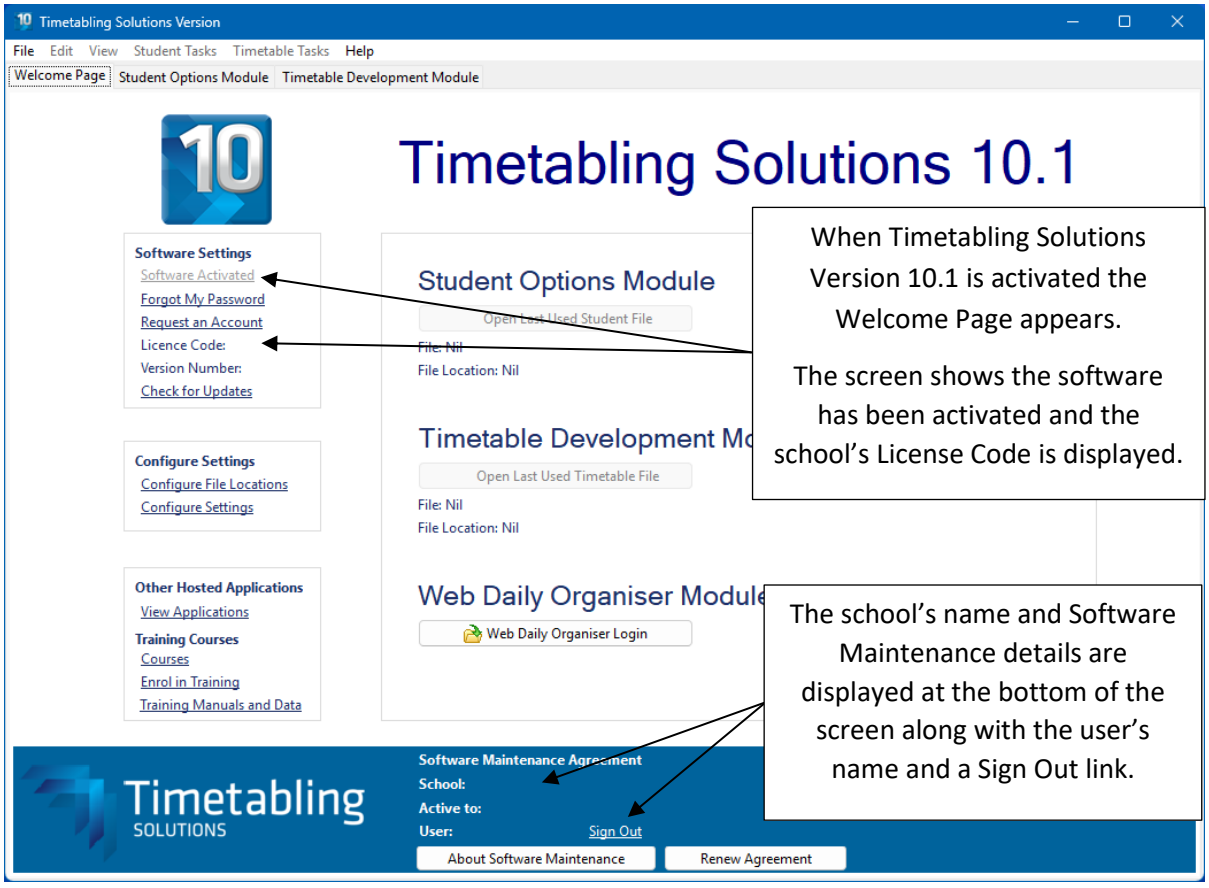



Click the school's name




The school's details are displayed.

Click **Confirm**



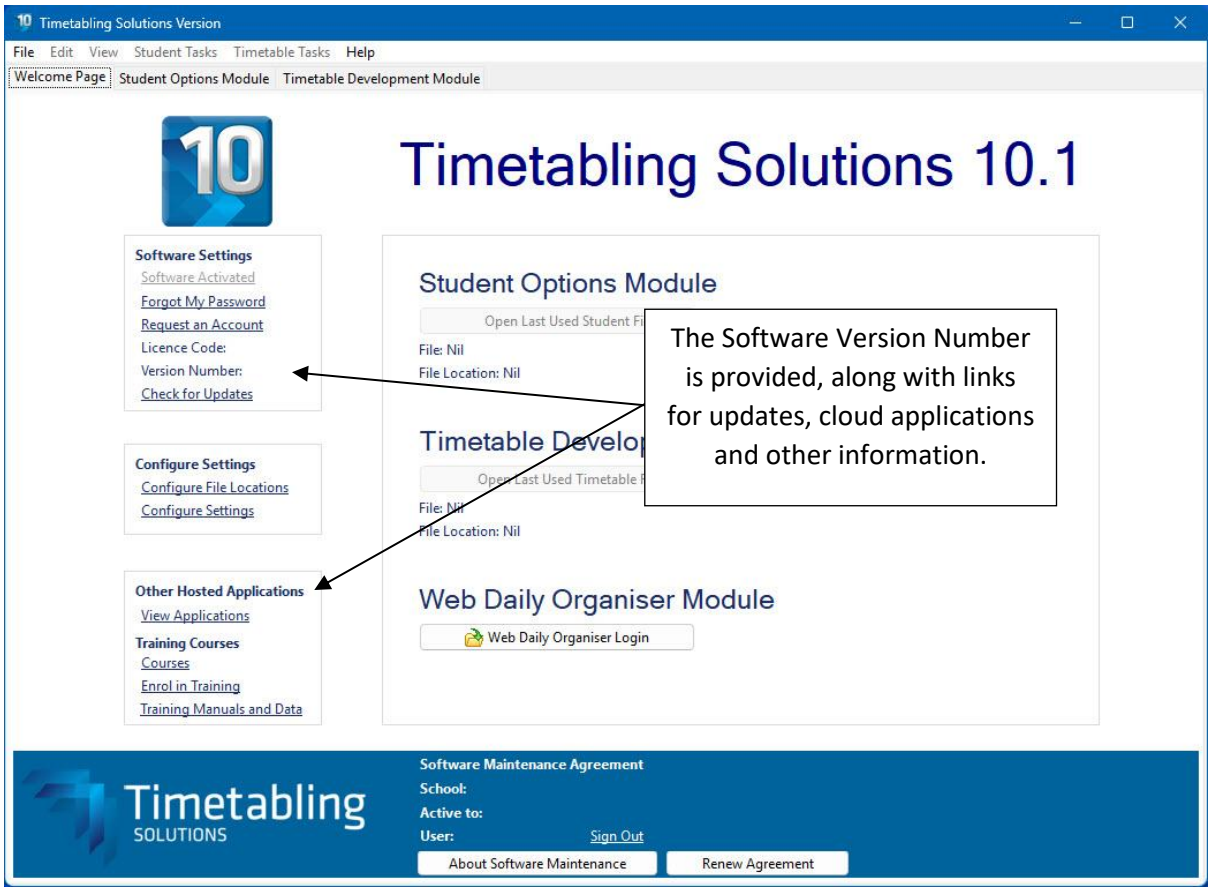

When Timetabling Solutions Version 10.1 is activated the Welcome Page appears.

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

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

# VERSION 10.1 WELCOME PAGE

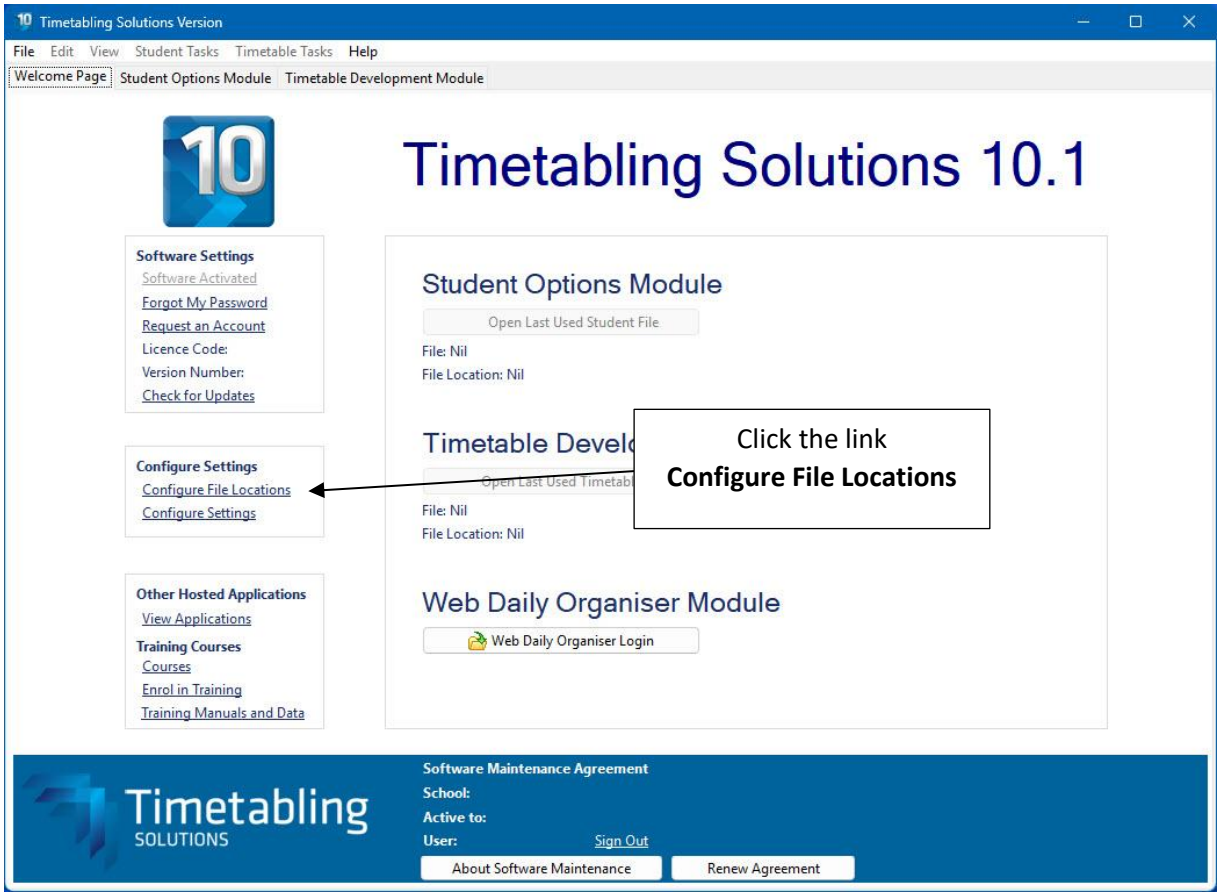
The Welcome Page can be used to access the desktop modules - Student Options and Timetable Development and to login to the Daily Organiser cloud app. It also has links to check for updates, configure the program and go to Timetabling Solutions cloud applications.

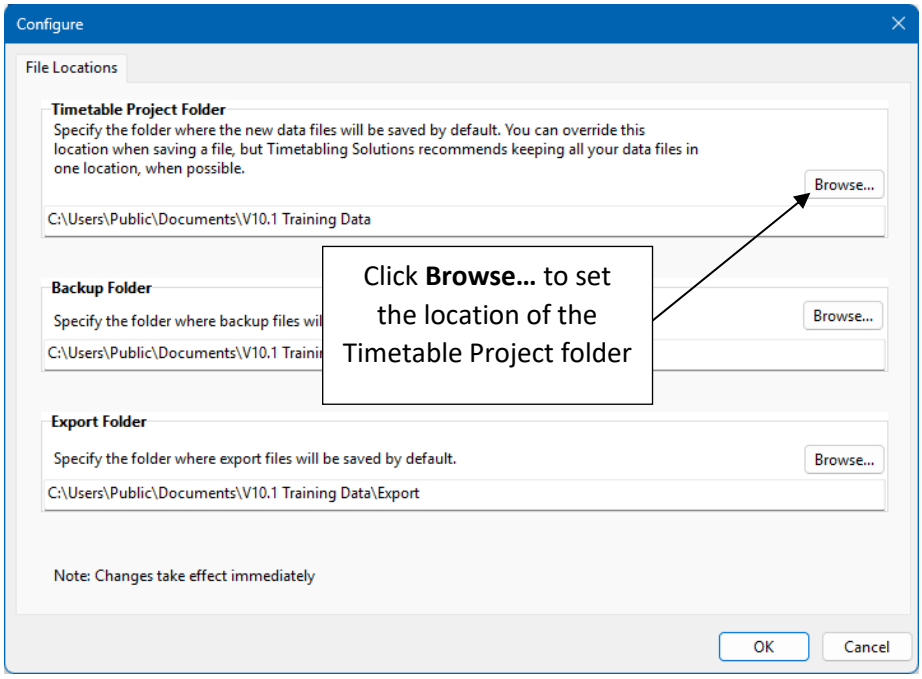


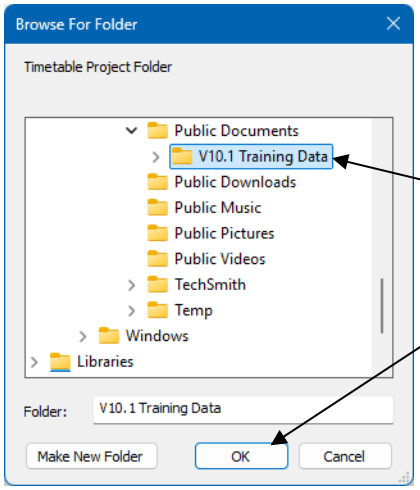
## CONFIGURE FILE LOCATIONS

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

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



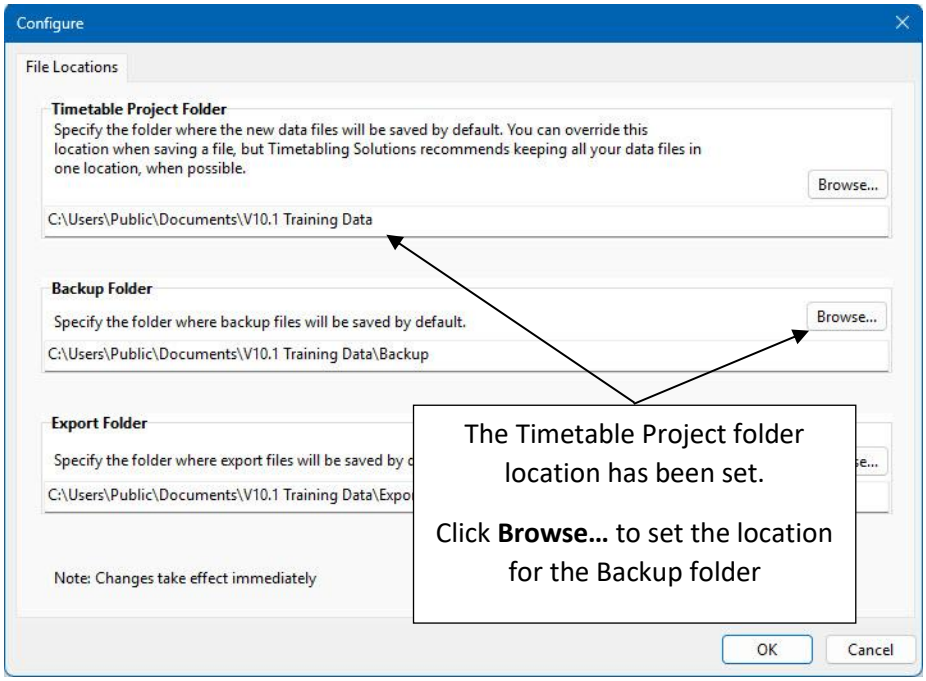






Navigate to the V10.1 Training Data folder

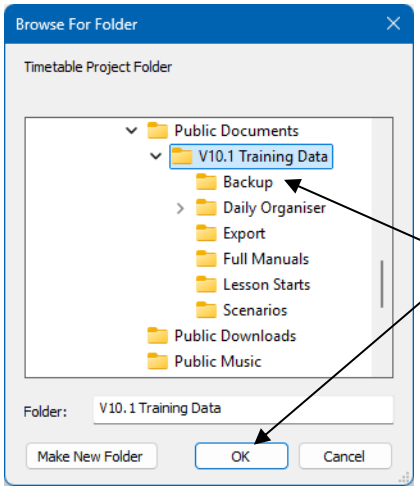
In this case, click **Users**,
**Public**,
**Public Documents**,
**V10.1 Training Data**

Click **OK**



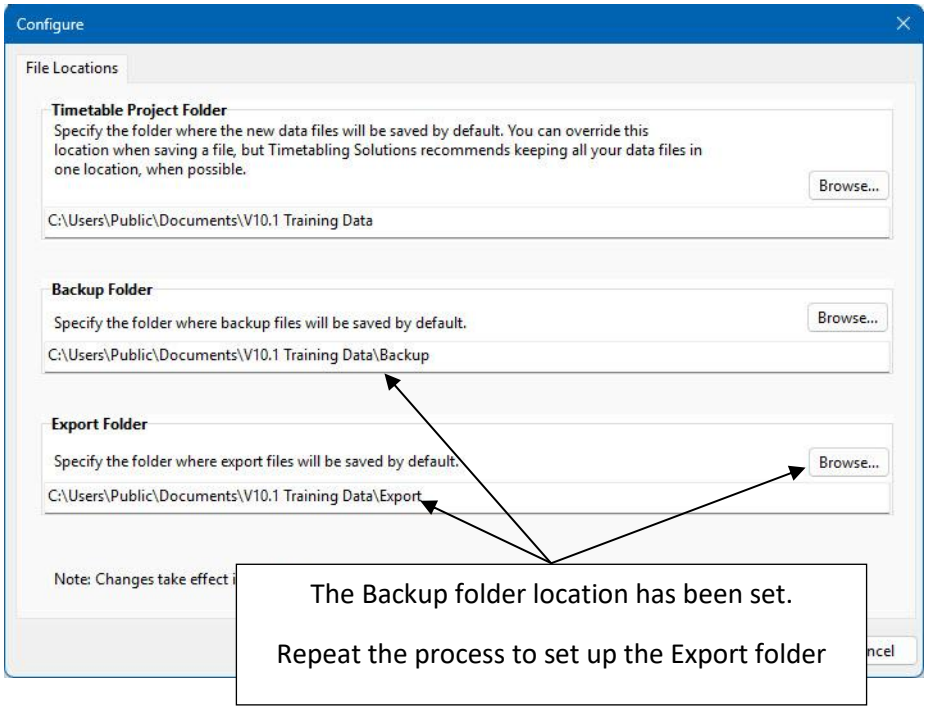

The Timetable Project folder location has been set.

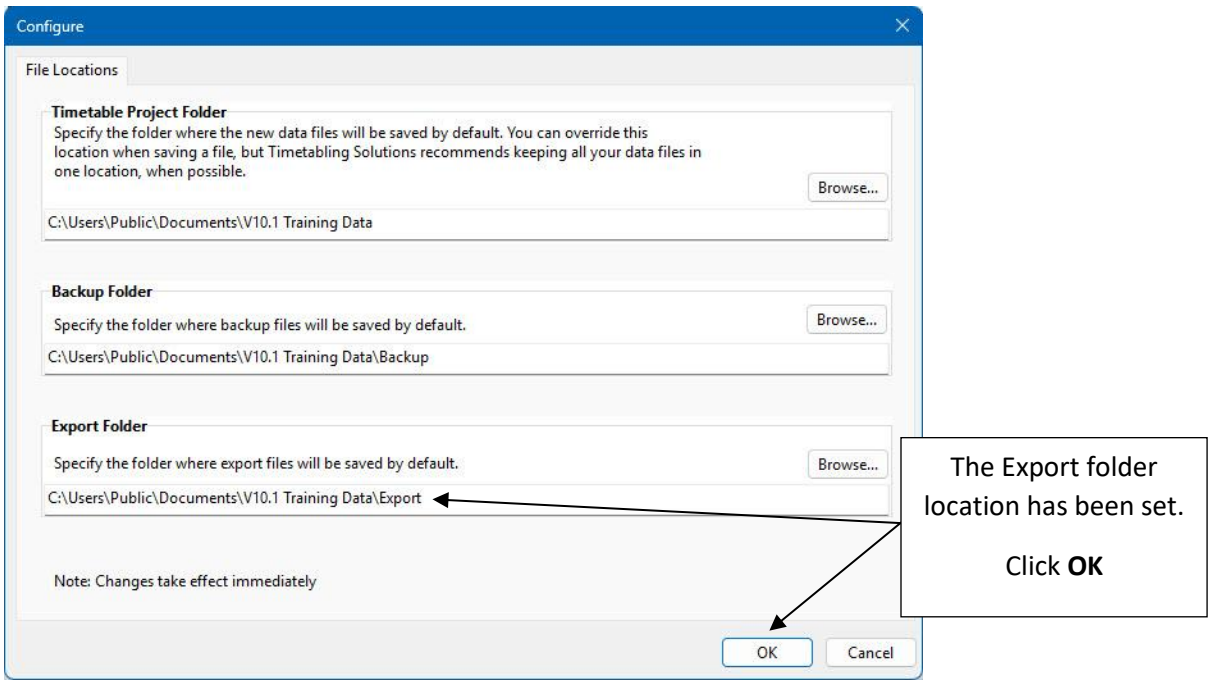
Click **Browse...** to set the location for the Backup folder




Navigate to the V10.1 Training Data folder

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

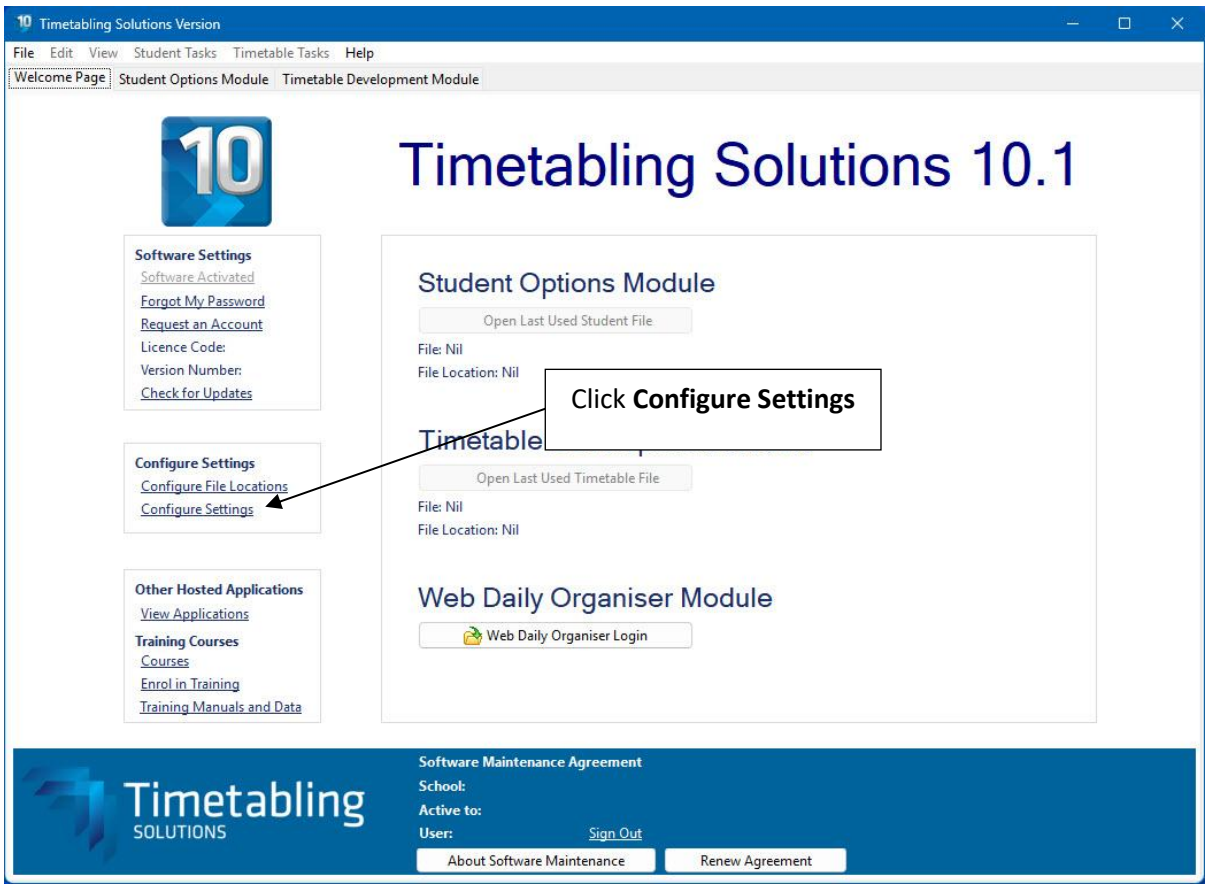


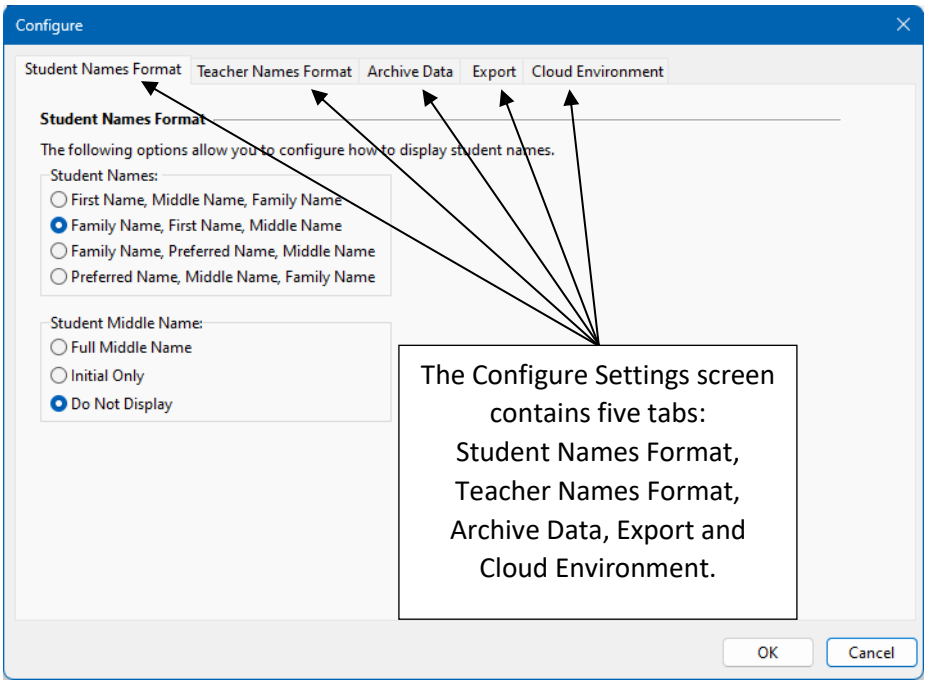




Each user can set up individual locations for the Timetable Project folder, Backup folder and Export folder. It is recommended that the Timetable Project folder is a shared folder on the school's network.

# CONFIGURE SETTINGS IN VERSION 10.1

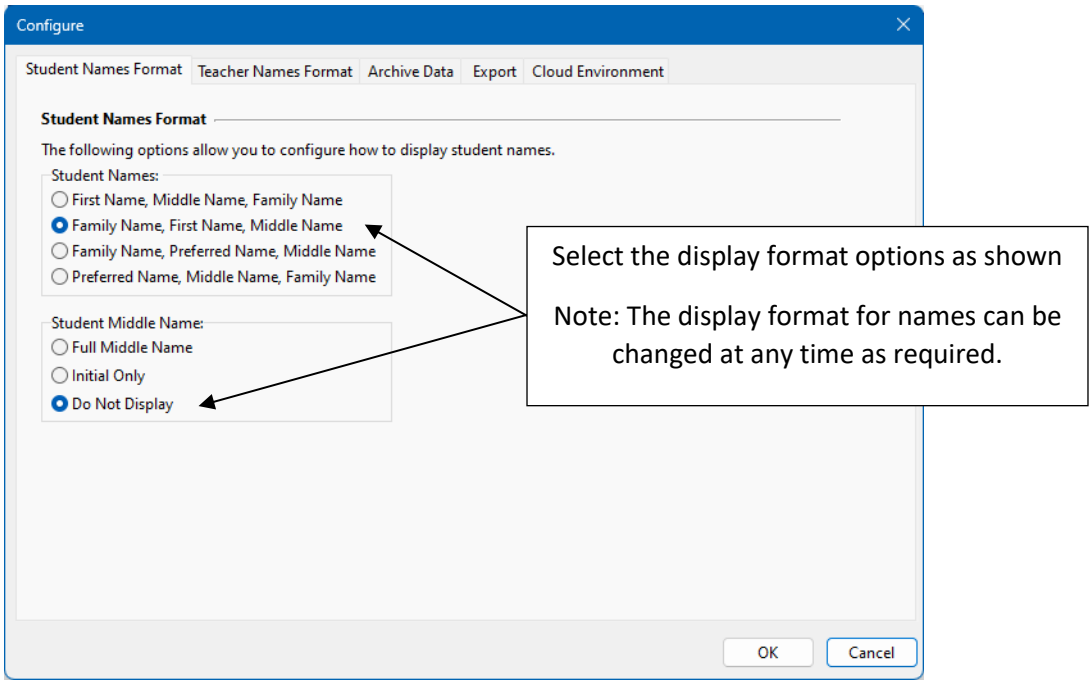
The way that data is displayed in the program can be personalised to suit each user's needs.



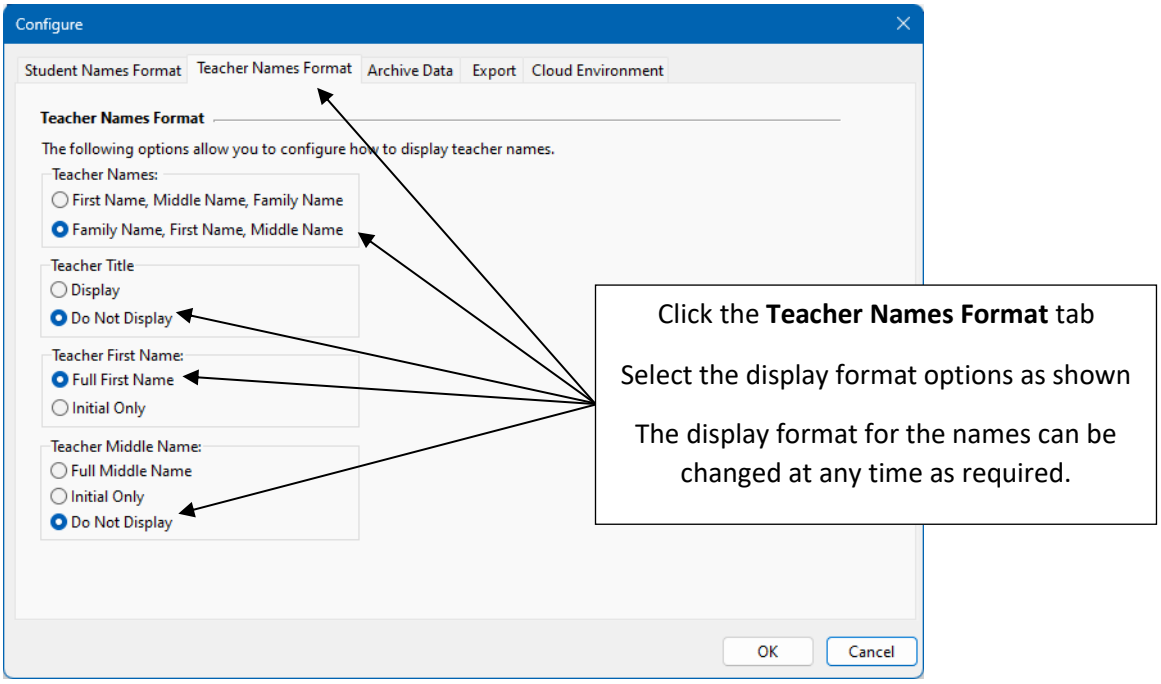
## STUDENT NAMES FORMAT

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



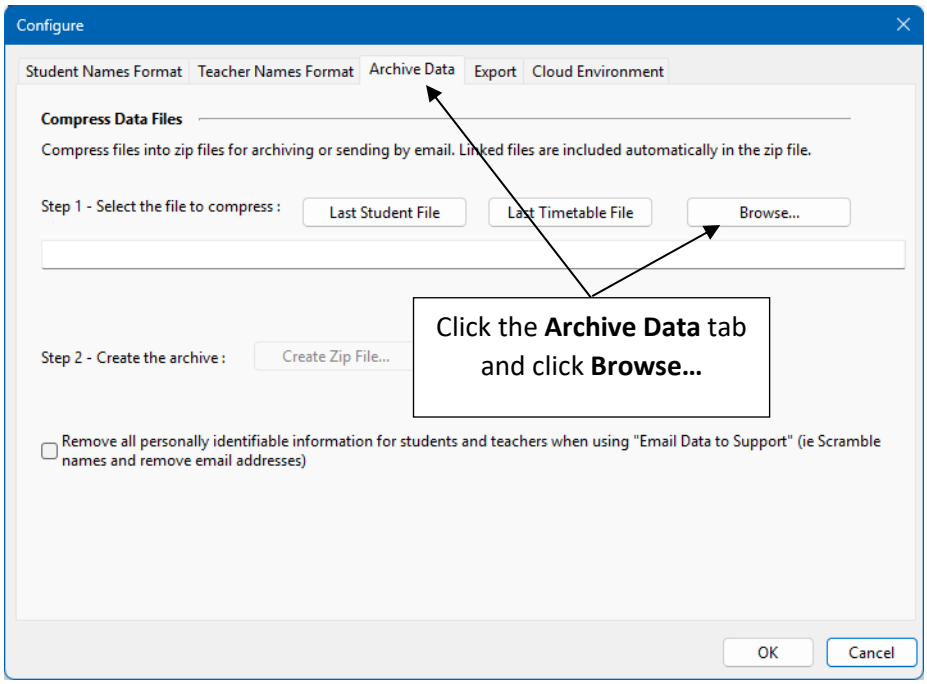

## TEACHER NAMES FORMAT

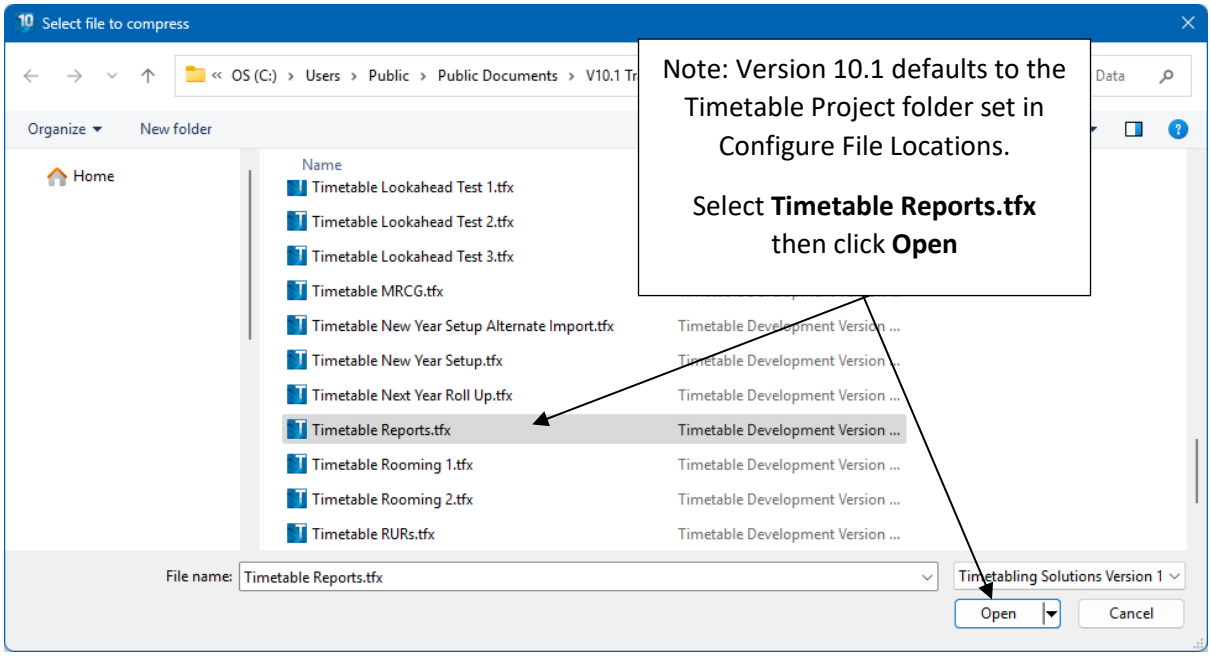
The settings for displaying teacher names can also be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.

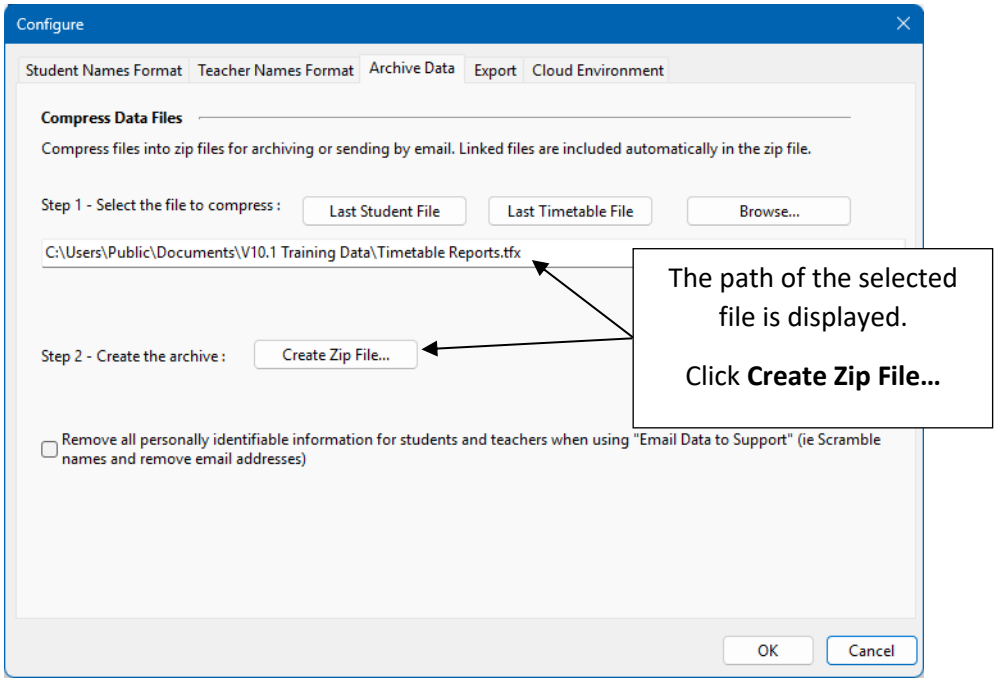


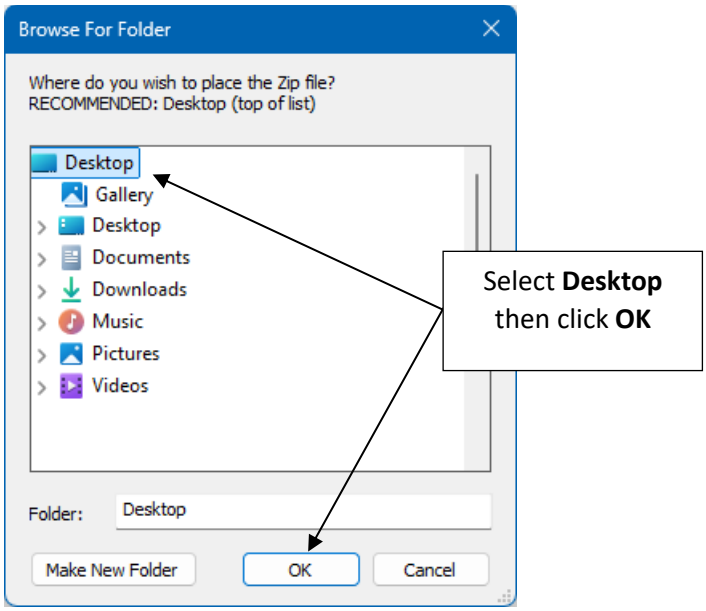
## ARCHIVE DATA

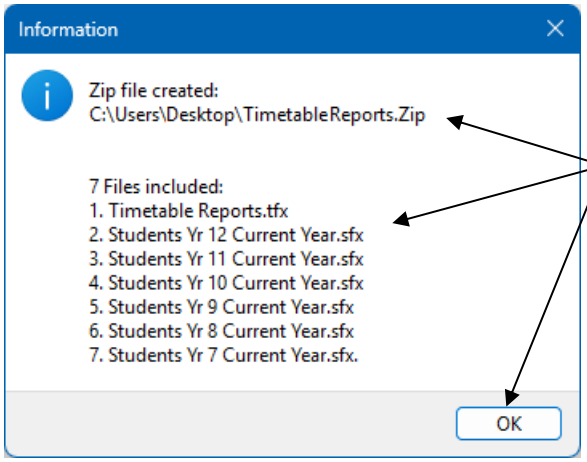
Zip files can be created using the Archive Data function. The zip file will contain the selected file and any other files linked to the selected file.



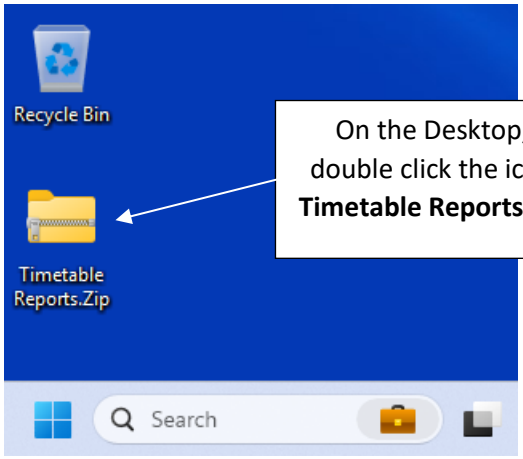

Configure
Student Names Format
Teacher Names Format
Archive Data
Export
Cloud Environment
Compress Data Files
Compress files into zip files for archiving or sending by email. Linked files are included automatically in the zip file.
Step 1 - Select the file to compress :
Last Student File
Last Timetable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


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

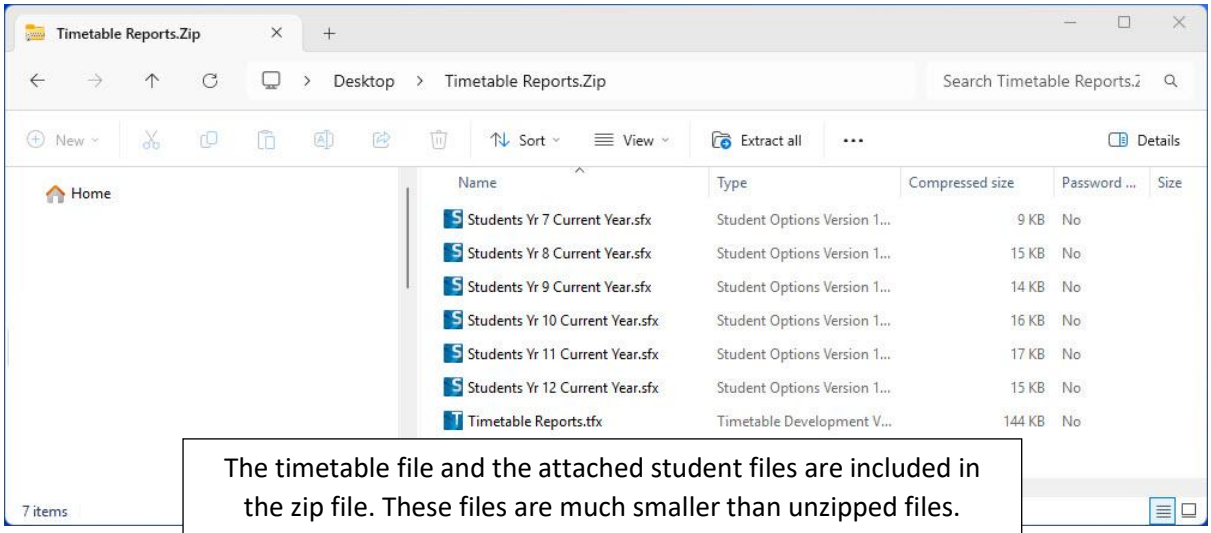



Confirmation of the location, name, and a list of all individual files contained in the archive file is displayed.

Click **OK**




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



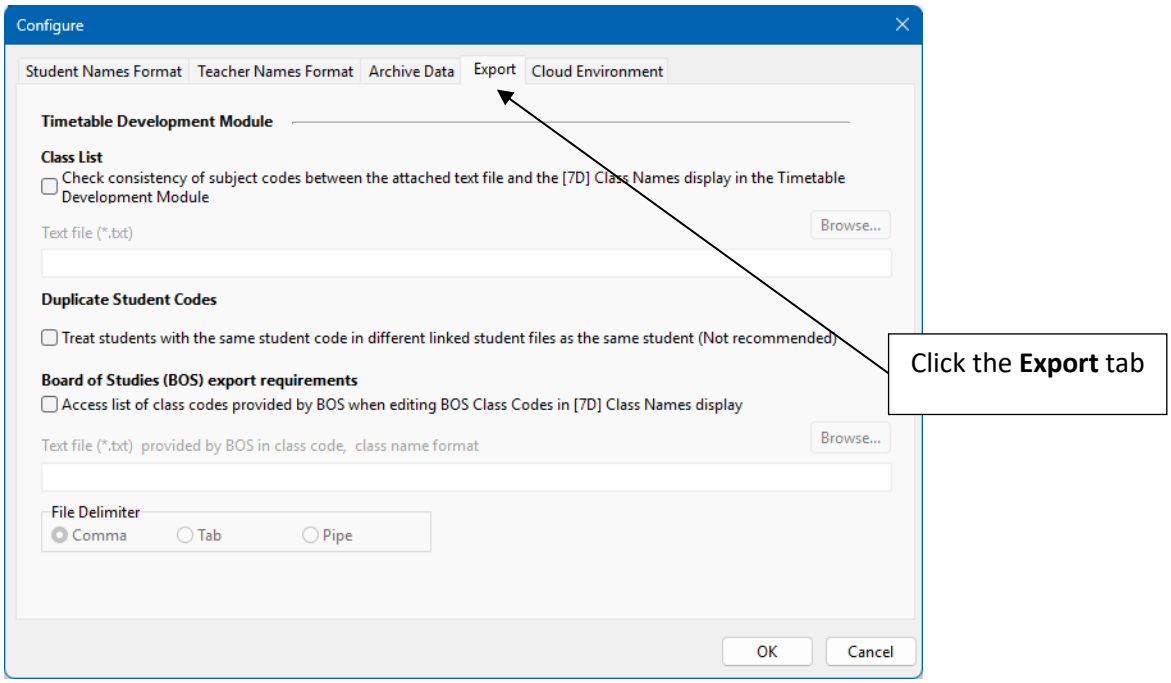

The timetable file and the attached student files are included in the zip file. These files are much smaller than unzipped files.

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

Close the Timetable Reports.Zip window

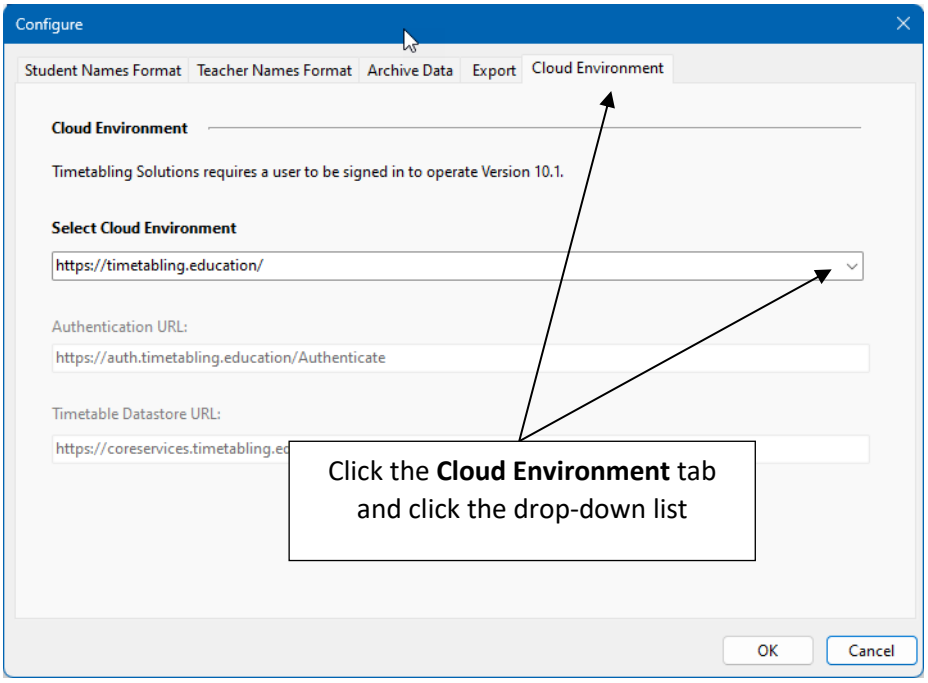
## EXPORT

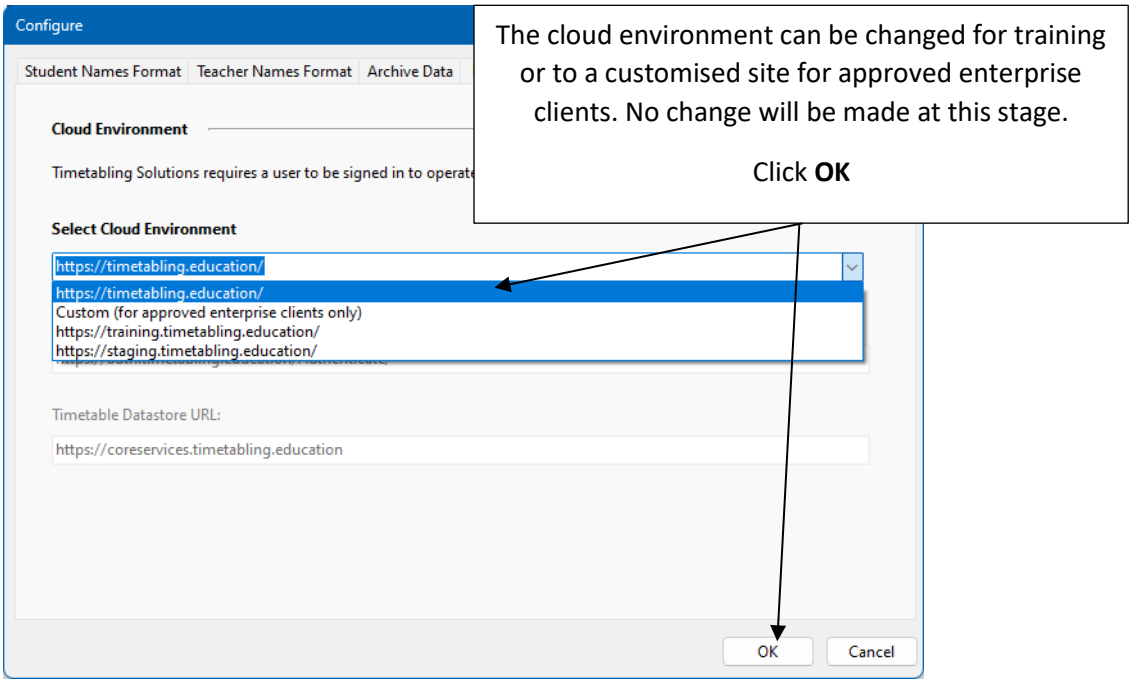
The Export tab allows the user to link files provided from various Boards of Studies. Use of this feature is covered in the specific export lessons available online.




## CLOUD ENVIRONMENT

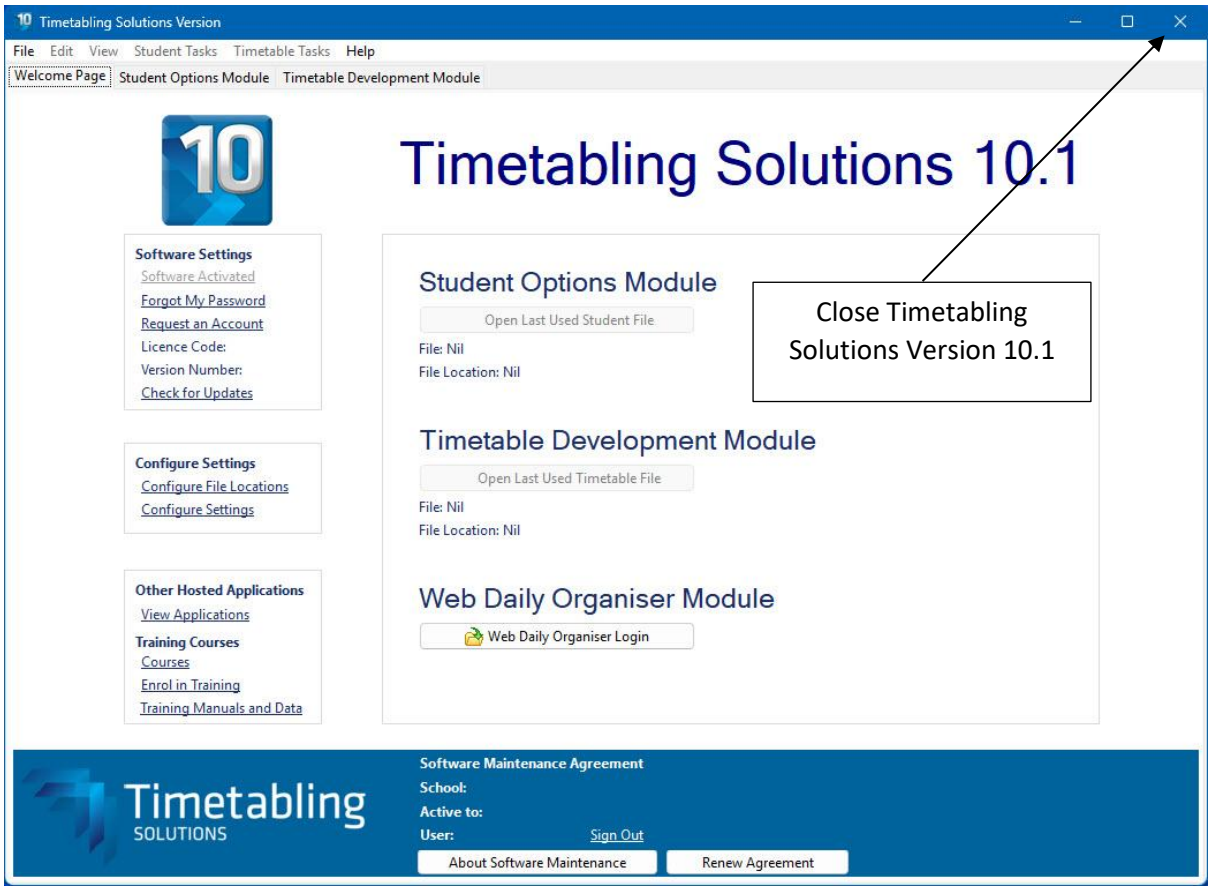
In Version 10.1, the Cloud Environment tab allows users to change the selected cloud environment. The default setting is Timetabling Solutions hosted site https://timetabling.education.






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

Click **OK**




Close Timetabling Solutions Version 10.1

# Timetabling Solutions

## Hosted Application




## Daily Organiser

## Lesson 1 - Set Up Daily Organiser

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## PROFESSIONAL LEARNING OBJECTIVES

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

## SKILLS

- Set up a new Daily Organiser
- Navigate through the app
- Import and edit Parameters
- Add closure days
- 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 the various cloud apps.

The following apps have an impact on how the Daily Organiser app is used:

- Management Portal: The Global Administrator or School Administrator must set up the school's 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 in each campus.
    - 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 used in Versions 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 been improved by moving the data processing from the server to the browser.
    - The Daily Organiser app can be downloaded to the browser so that work can continue 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 10.1 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](training.timetabling.education).




Enter the username provided

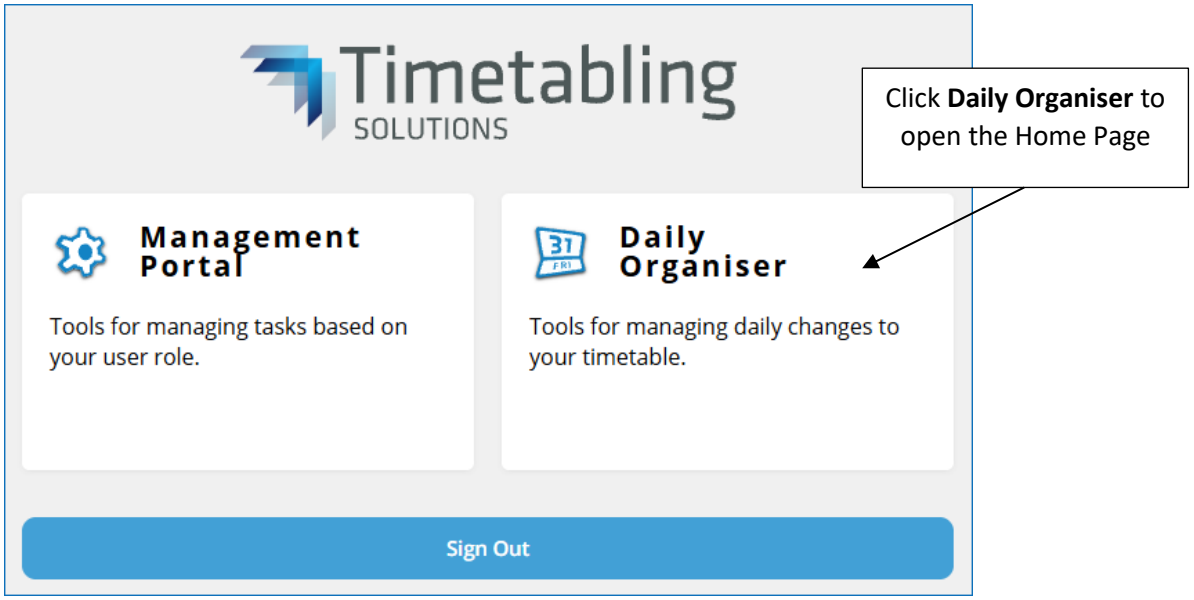
Click **Find Me**

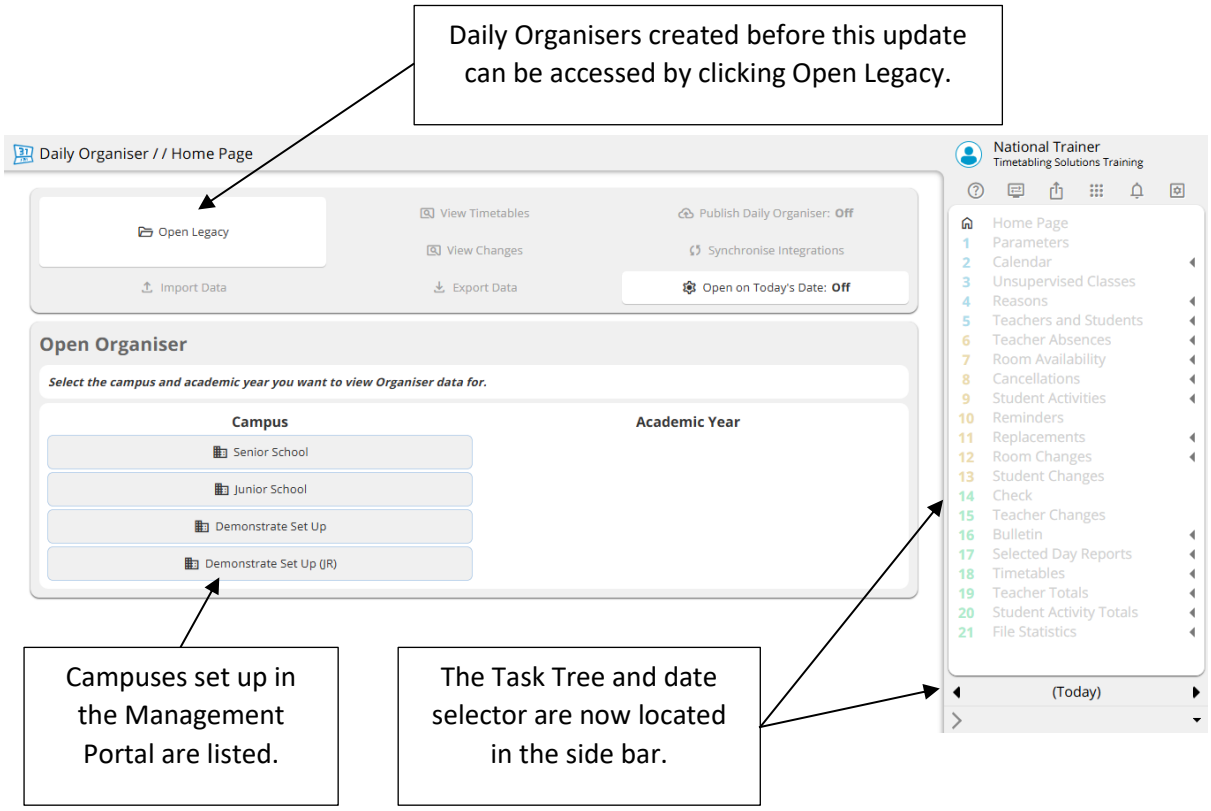



Enter the password provided

Click **Sign In**

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



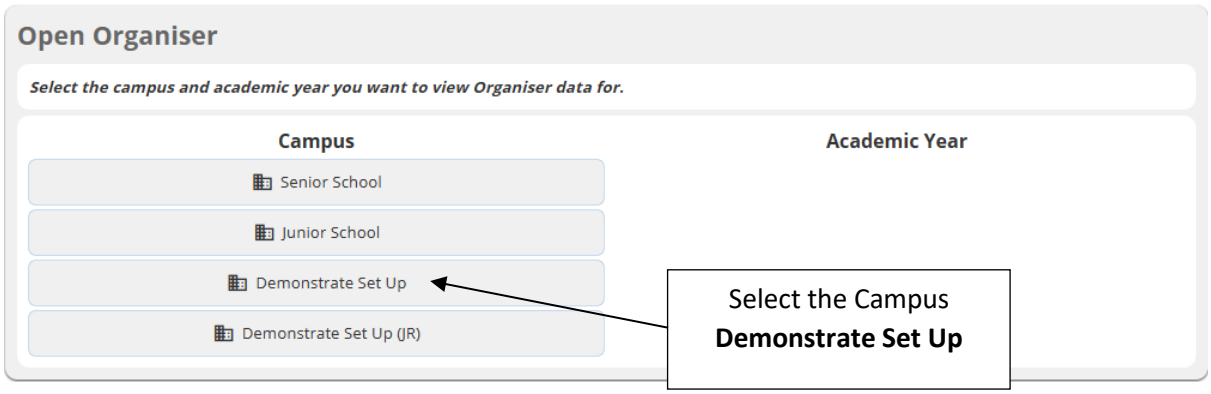
# CREATE A DAILY ORGANISER FOR THE ACADEMIC YEAR

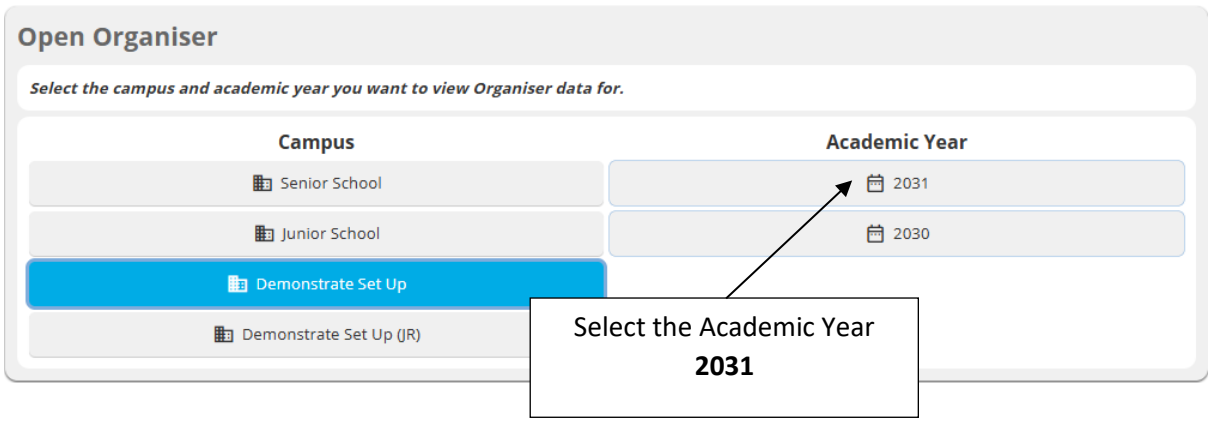
Daily Organiser data is accessed by selecting a Campus then selecting an Academic Year.

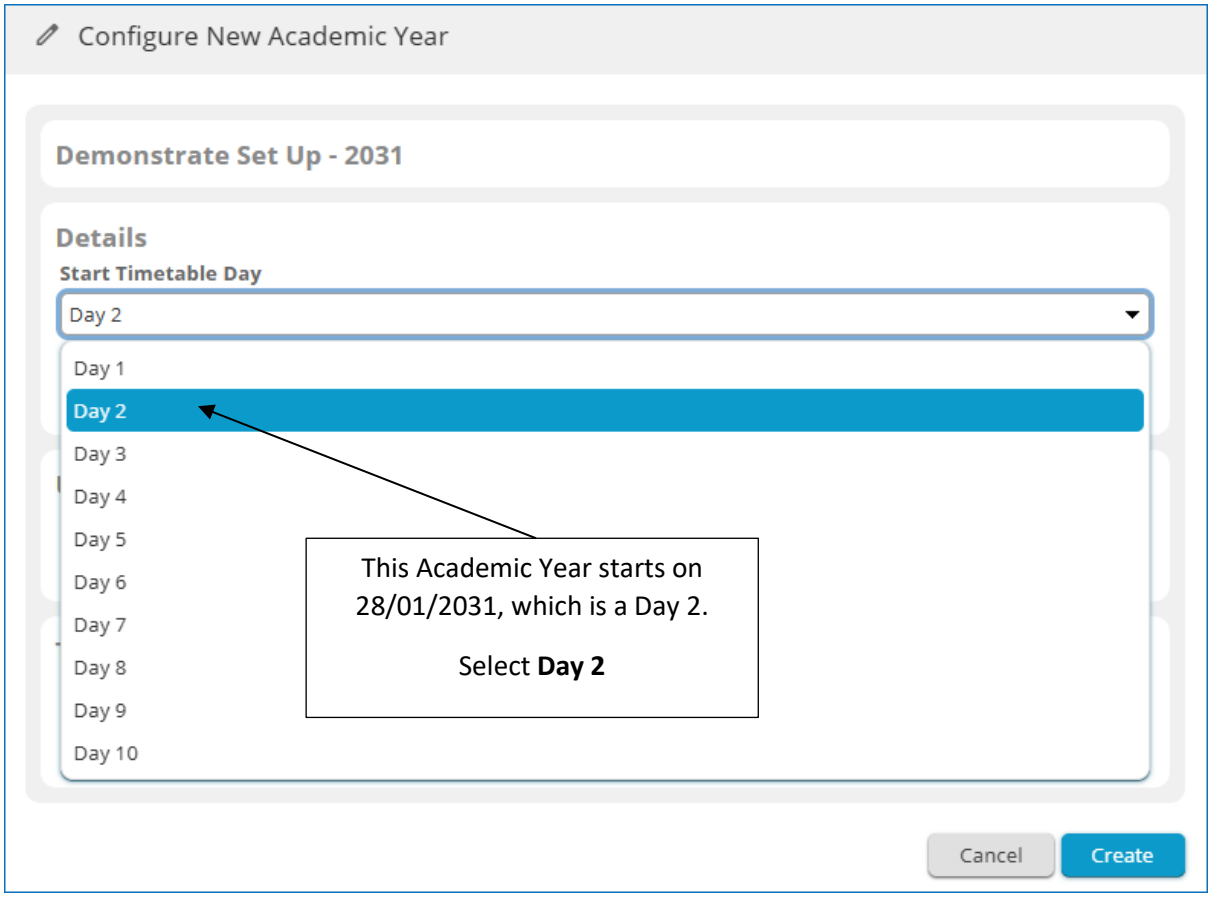
When opening the Daily Organiser for the first time,

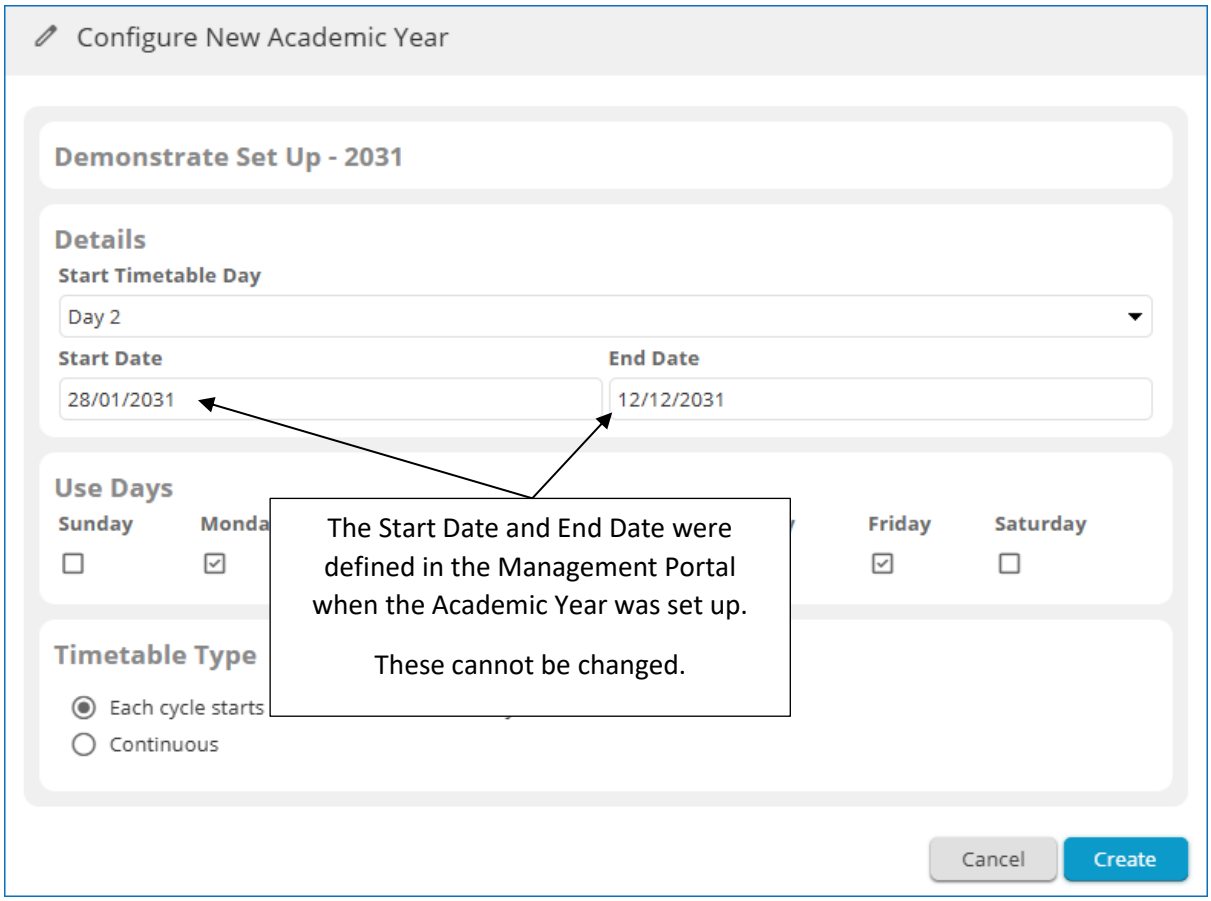
- The start date, end date and school holidays are prefilled based on the term dates entered in the Management Portal.
- The user configures the Daily Organiser by specifying the start timetable day. This must align with the start date.
- Other parameters can be edited if required.
- Parameters can be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

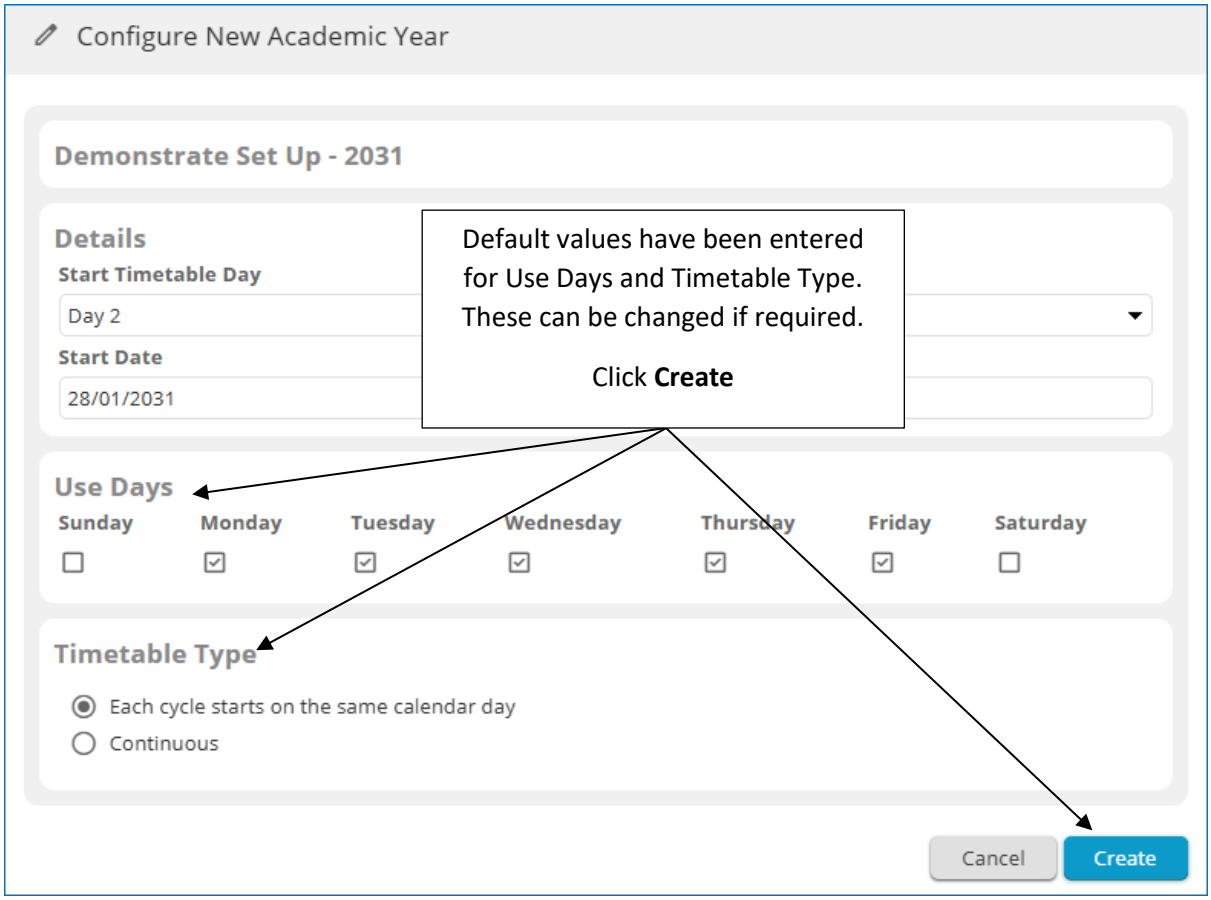
In this example, a new Daily Organiser will be created for 2031 for the campus “Demonstrate Set Up”. It will run from Tuesday 28 January to Friday 12 December. The first timetable has already been published.




Configure New Academic Year
Demonstrate Set Up - 2031
Details
Start Timetable Day
Day 2
Day 1
Day 2
Day 3
Day 4
Day 5
Day 6
Day 7
Day 8
Day 9
Day 10
This Academic Year starts on 28/01/2031, which is a Day 2.
Select Day 2
Cancel
Create

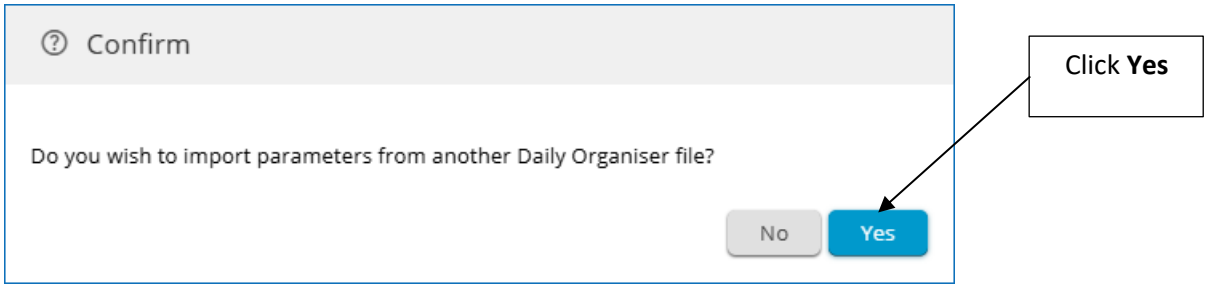

Configure New Academic Year
Demonstrate Set Up - 2031
Details
Start Timetable Day
Day 2
Start Date
End Date
28/01/2031
12/12/2031
Use Days
Sunday
Monda
Friday
Saturday
Timetable Type
Each cycle starts
Continuous
The Start Date and End Date were defined in the Management Portal when the Academic Year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



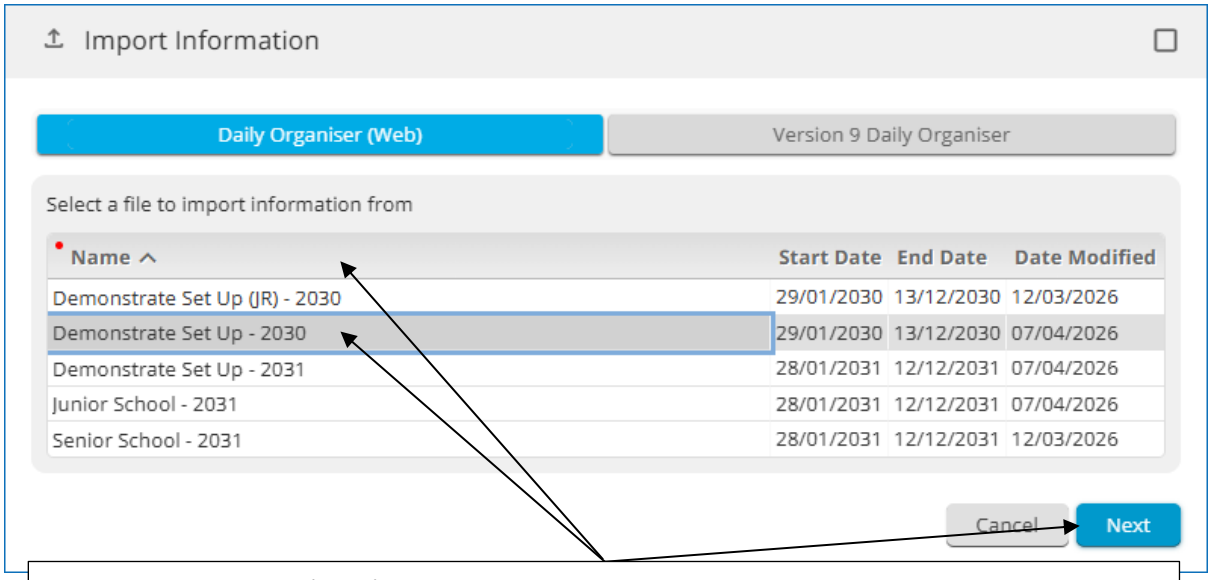

## IMPORT PARAMETERS

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

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

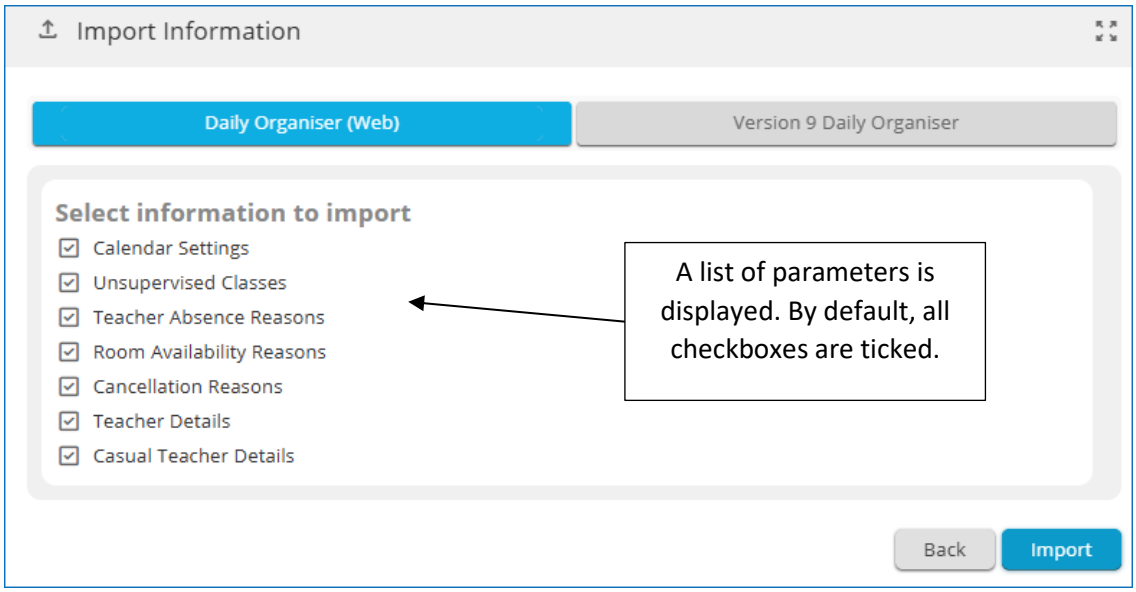



In this example, parameters will be imported from last year's Daily Organiser on the web.




With Daily Organiser (Web) selected, click **Name** to temporarily sort alphabetically by name.

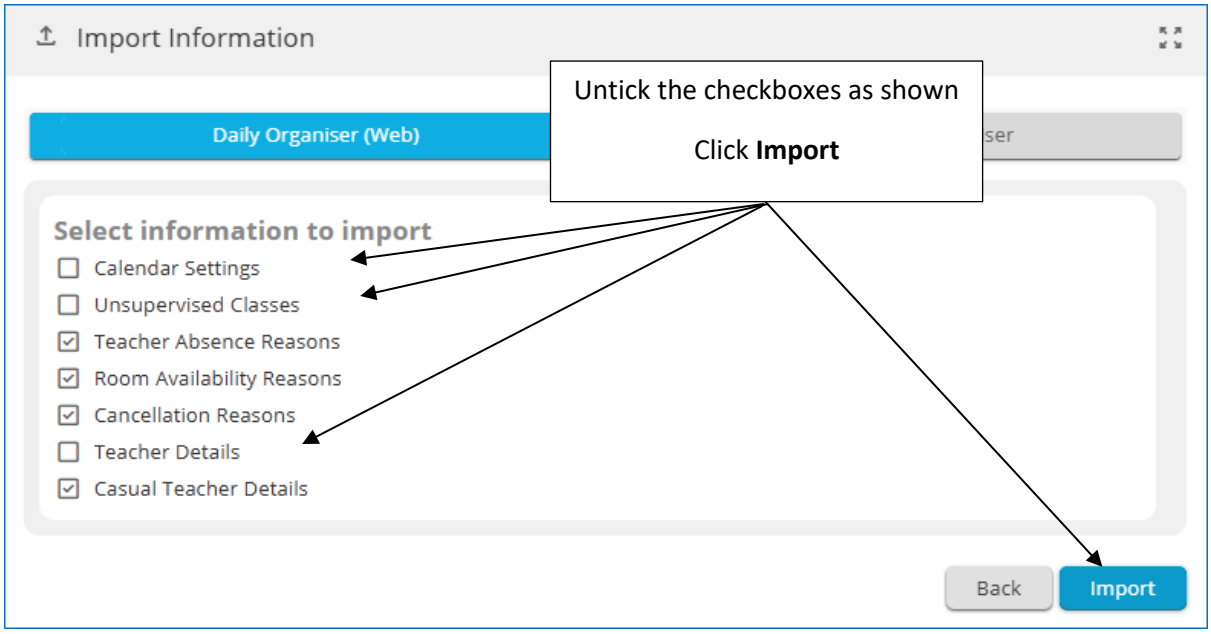
Click **Demonstrate Set Up - 2030** then click **Next**

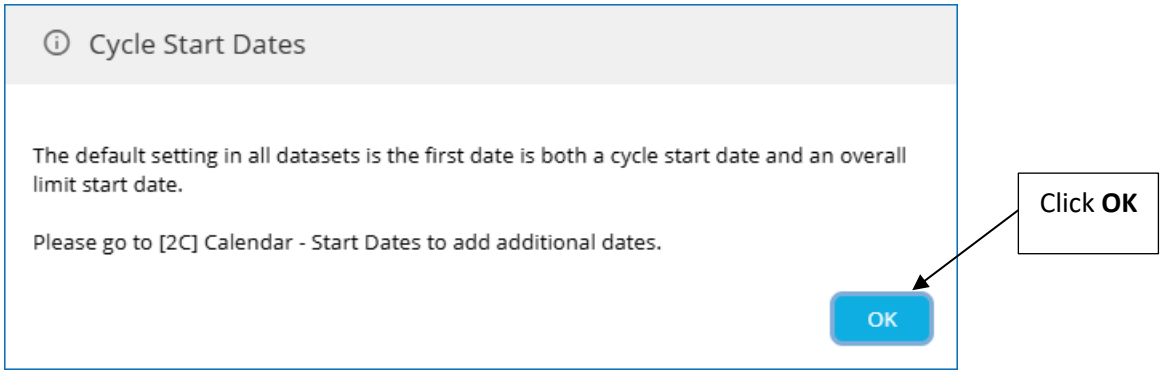


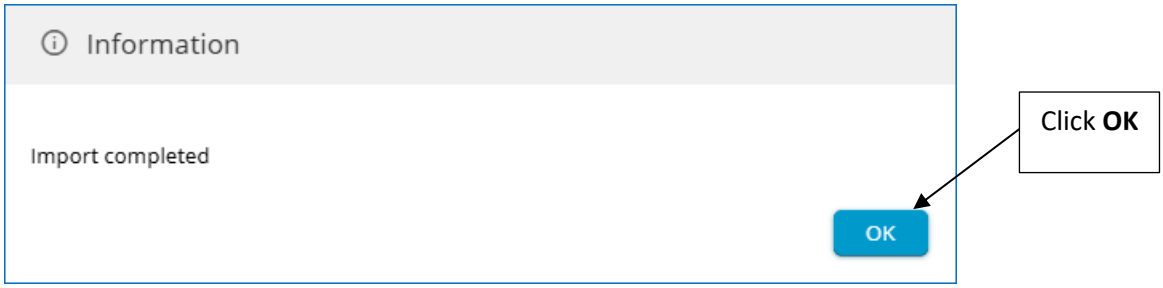

The following parameters are available to be imported:

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

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



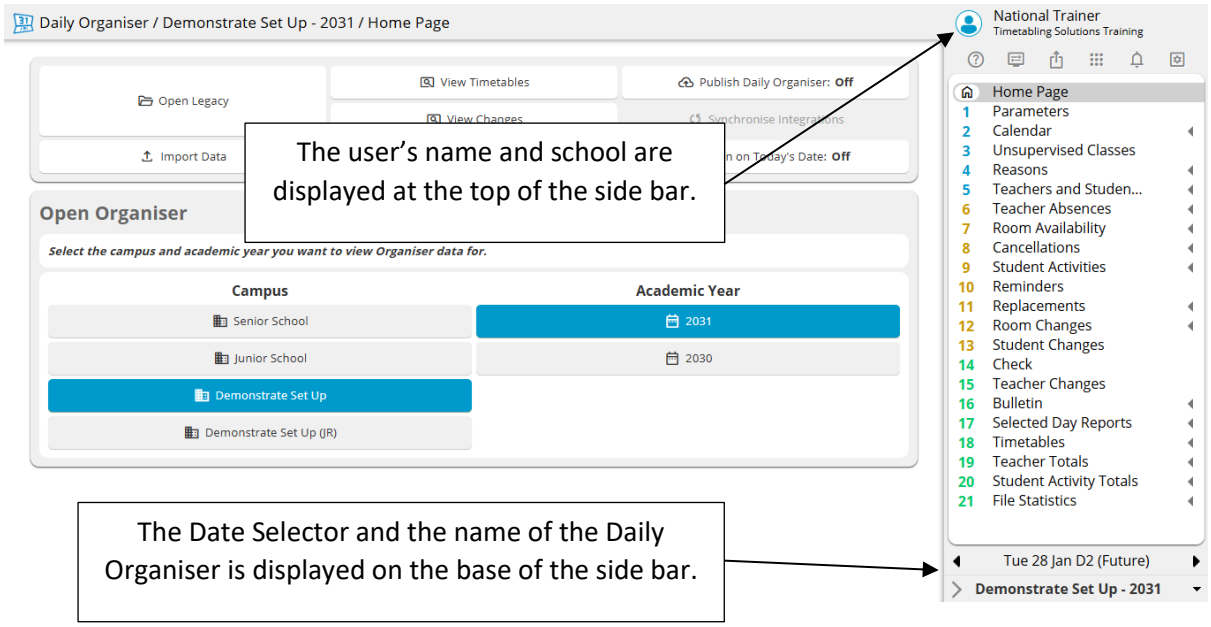



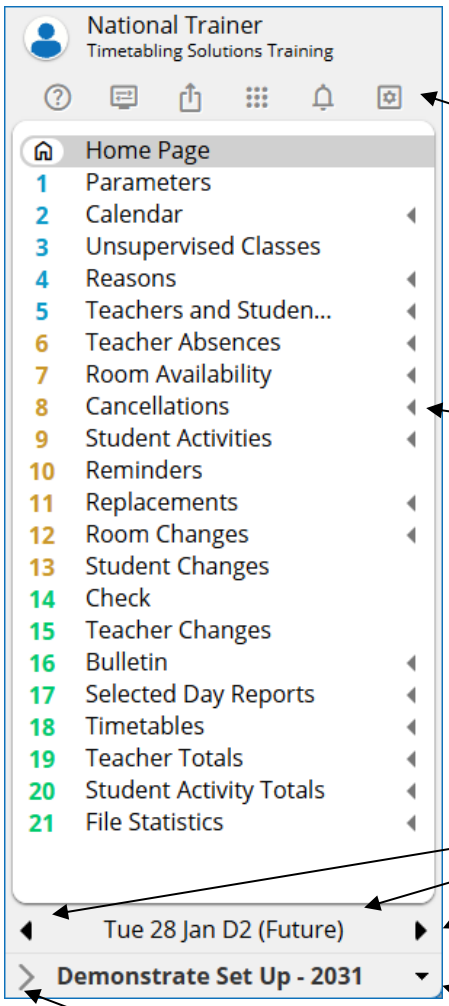

Note: The first date has been set as a default start date because all datasets must have cycle start dates to ensure replacements are allocated and recorded accurately.

## THE SIDE BAR

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

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






Hover over any icon
to see its description

Click any task with a to expand the branch

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

Click the date to display the date selector

Alternatively, click to move back one day or

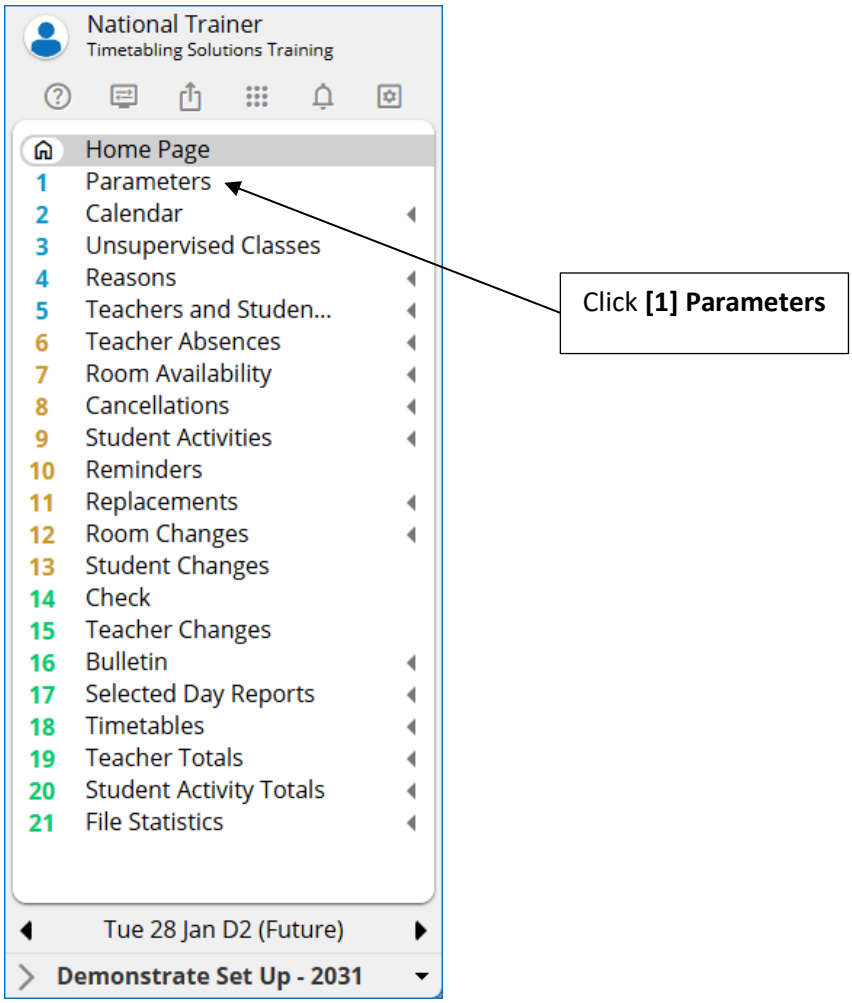
to move forward one day

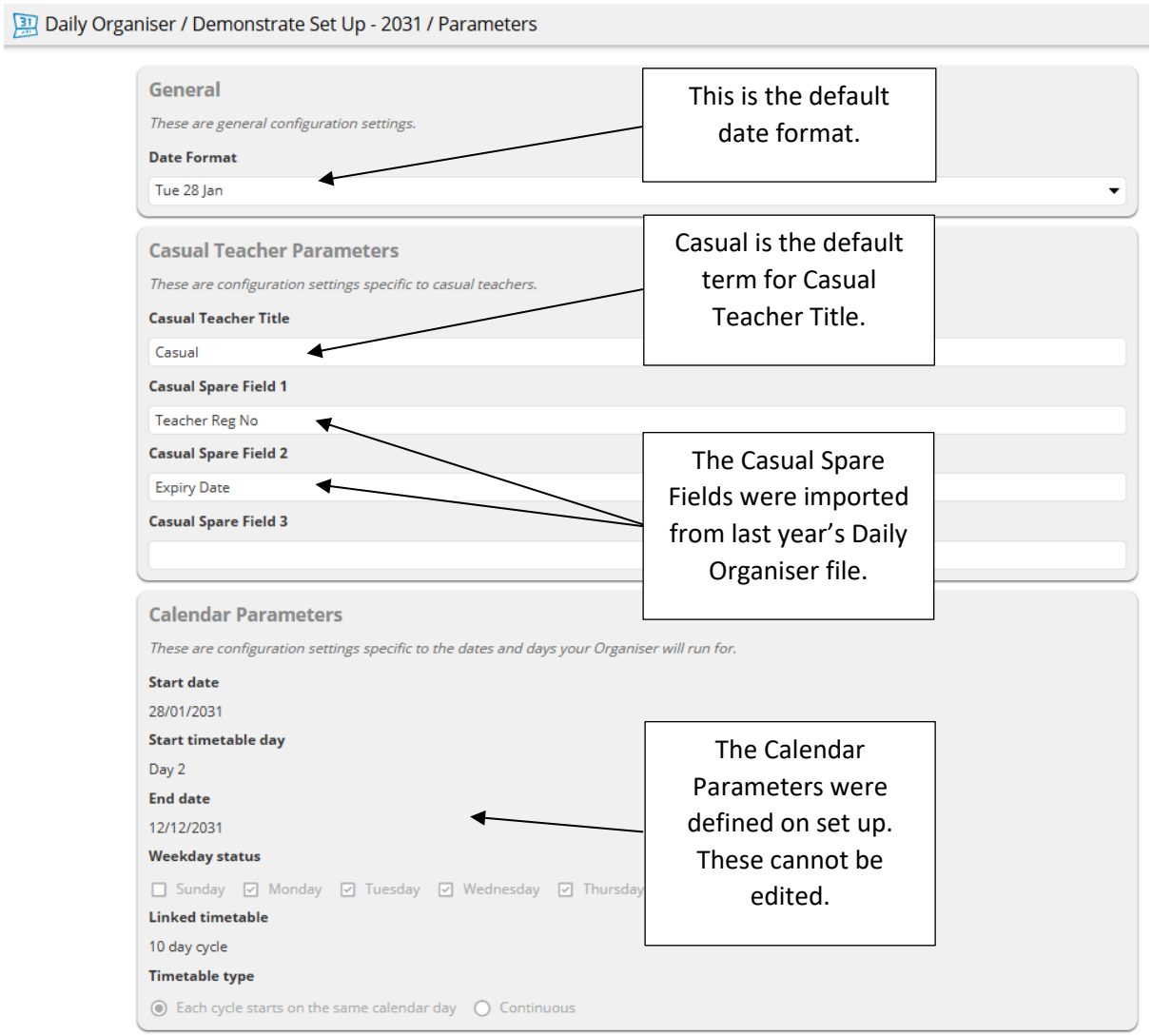
Click the selector to display all available Daily Organisers datasets

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

# PARAMETERS

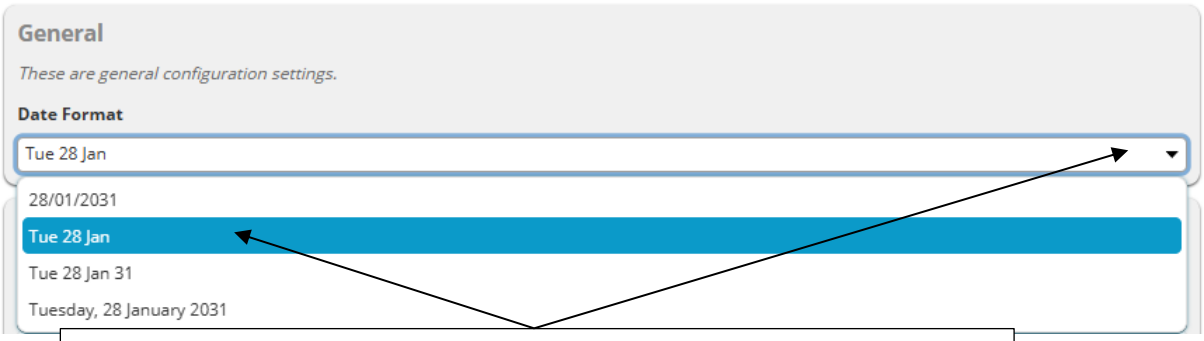
Parameters include the date format and casual teacher parameters, which can be edited. It also includes any calendar parameters which were defined during the set up. These cannot be edited.






## DATE FORMAT

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



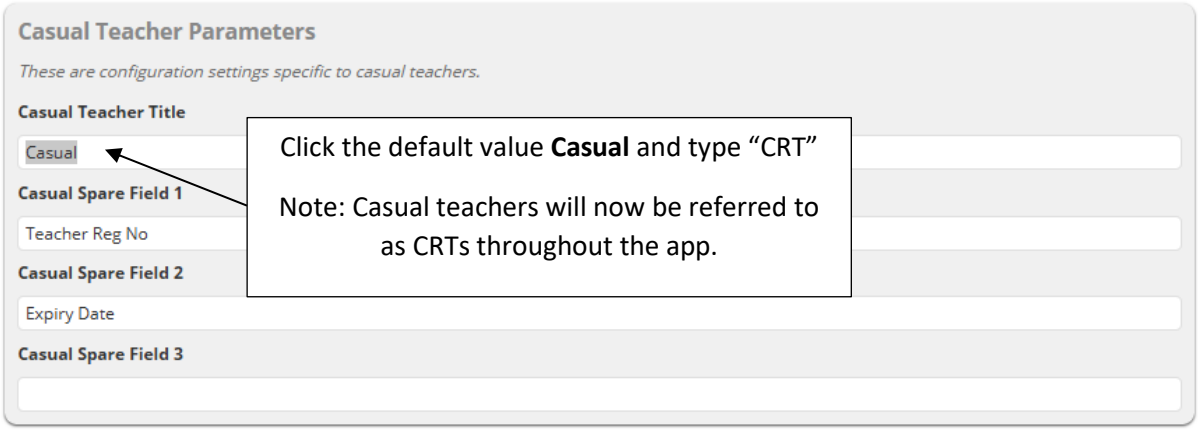

Click **Tue 28 Jan** and the drop-down menu displays alternative date formats

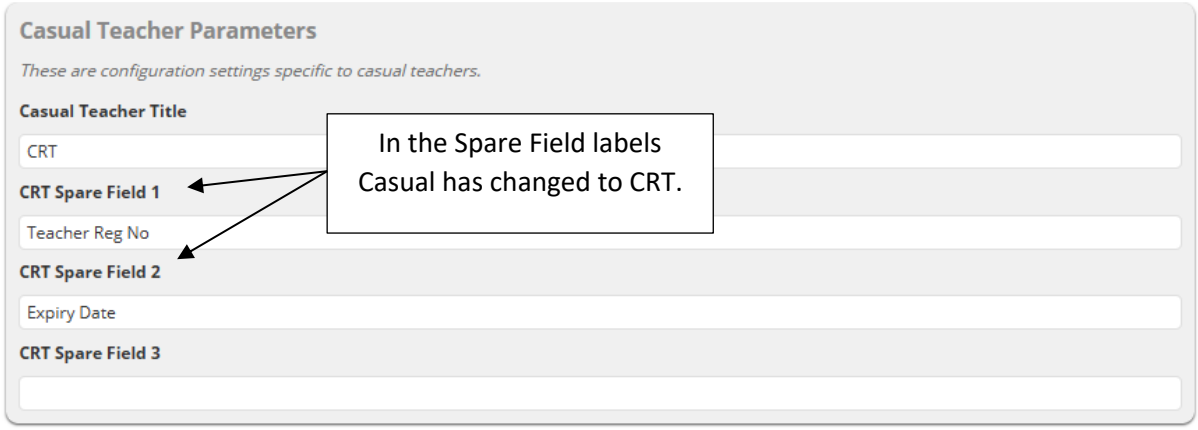
Click **Tue 28 Jan** again to collapse the drop-down menu

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

## CASUAL TEACHERS

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




This change has been applied throughout the app on 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.

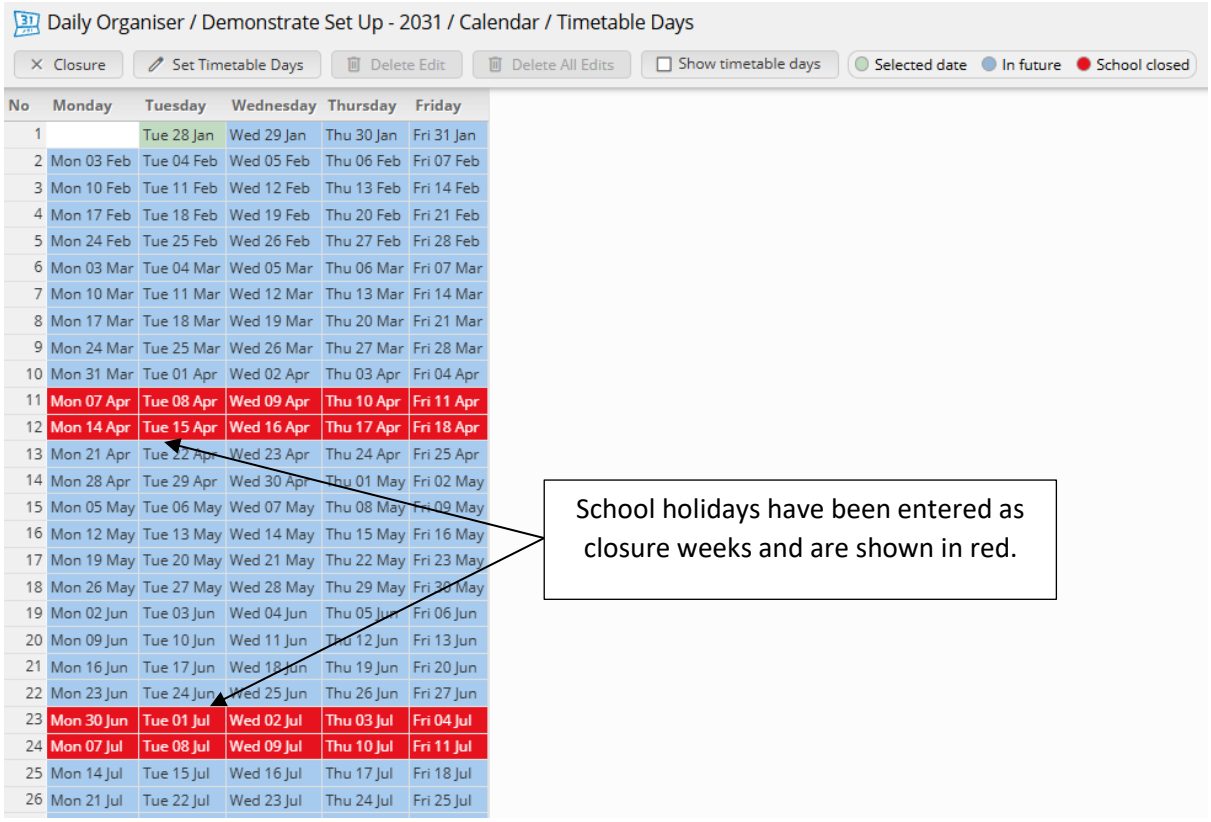
Once the calendar is set up, all the date selectors throughout the program will only require a date to be entered and the correct timetable day will automatically be selected.

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

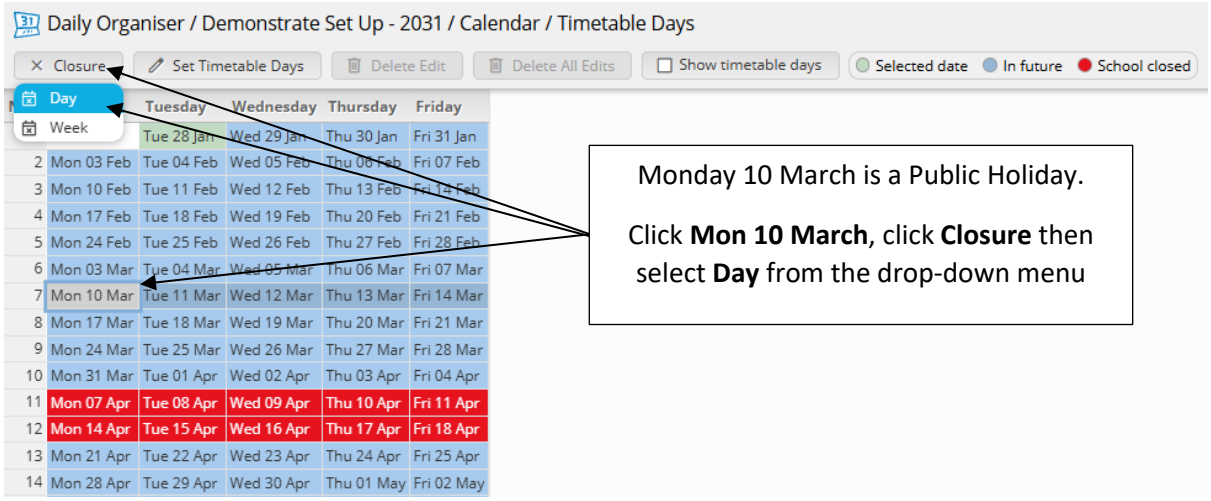
## CLOSURE DAYS AND WEEKS

Closure Days refer to any days 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. Closure Days can be entered for single days or for weeks.

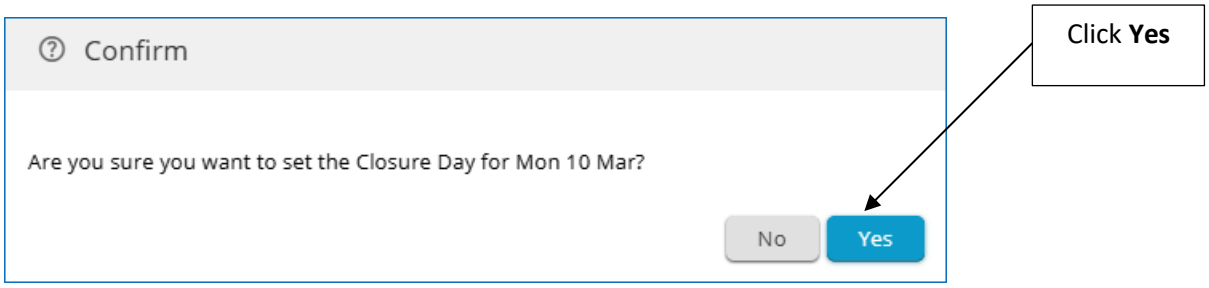
Do not include student free days or sports days as teacher absences may need to be recorded on these days.

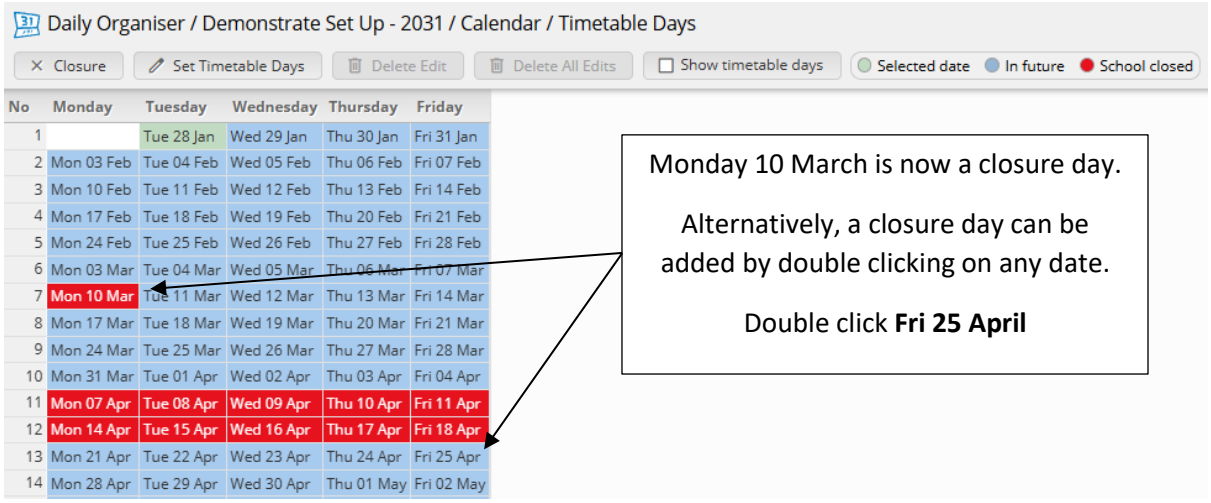



| No | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 1 | | Tue 28 Jan | Wed 29 Jan | Thu 30 Jan | Fri 31 Jan |
| 2 | Mon 03 Feb | Tue 04 Feb | Wed 05 Feb | Thu 06 Feb | Fri 07 Feb |
| 3 | Mon 10 Feb | Tue 11 Feb | Wed 12 Feb | Thu 13 Feb | Fri 14 Feb |
| 4 | Mon 17 Feb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

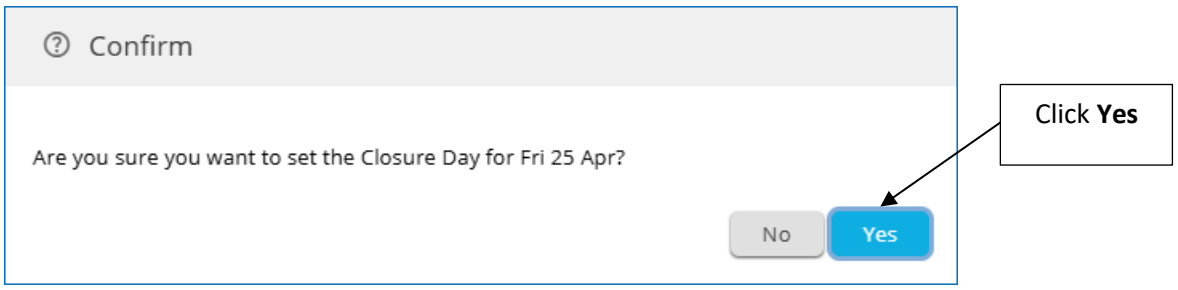


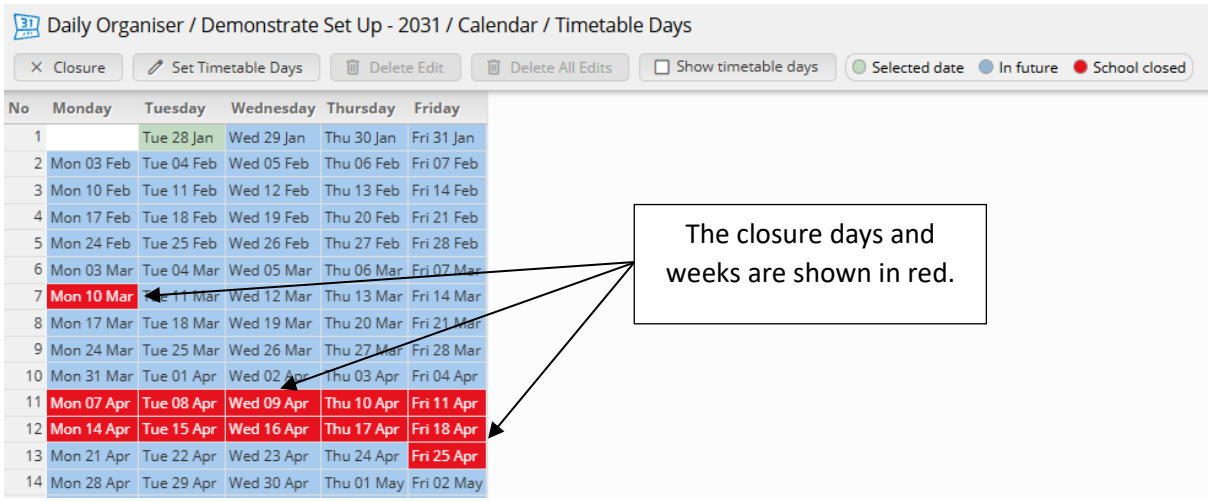

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|---|---|---|---|---|---|
| | | Tue 28 Jan | Wed 29 Jan | Thu 30 Jan | Fri 31 Jan |
| 2 | Mon 03 Feb | Tue 04 Feb | Wed 05 Feb | Thu 06 Feb | Fri 07 Feb |
| 3 | Mon 10 Feb | Tue 11 Feb | Wed 12 Feb | Thu 13 Feb | Fri 14 Feb |
| 4 | Mon 17 Feb | Tue 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 |
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| 11 | Mon 07 Apr | Tue 08 Apr | Wed 09 Apr | Thu 10 Apr | Fri 11 Apr |
| 12 | Mon 14 Apr | Tue 15 Apr | Wed 16 Apr | Thu 17 Apr | Fri 18 Apr |
| 13 | Mon 21 Apr | Tue 22 Apr | Wed 23 Apr | Thu 24 Apr | Fri 25 Apr |
| 14 | Mon 28 Apr | Tue 29 Apr | Wed 30 Apr | Thu 01 May | Fri 02 May |




| No | Monday | Tuesday | Wednesday | Thursday | Friday |
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| 11 | Mon 07 Apr | Tue 08 Apr | Wed 09 Apr | Thu 10 Apr | Fri 11 Apr |
| 12 | Mon 14 Apr | Tue 15 Apr | Wed 16 Apr | Thu 17 Apr | Fri 18 Apr |
| 13 | Mon 21 Apr | Tue 22 Apr | Wed 23 Apr | Thu 24 Apr | Fri 25 Apr |
| 14 | Mon 28 Apr | Tue 29 Apr | Wed 30 Apr | Thu 01 May | Fri 02 May |




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

Closure days can be removed by

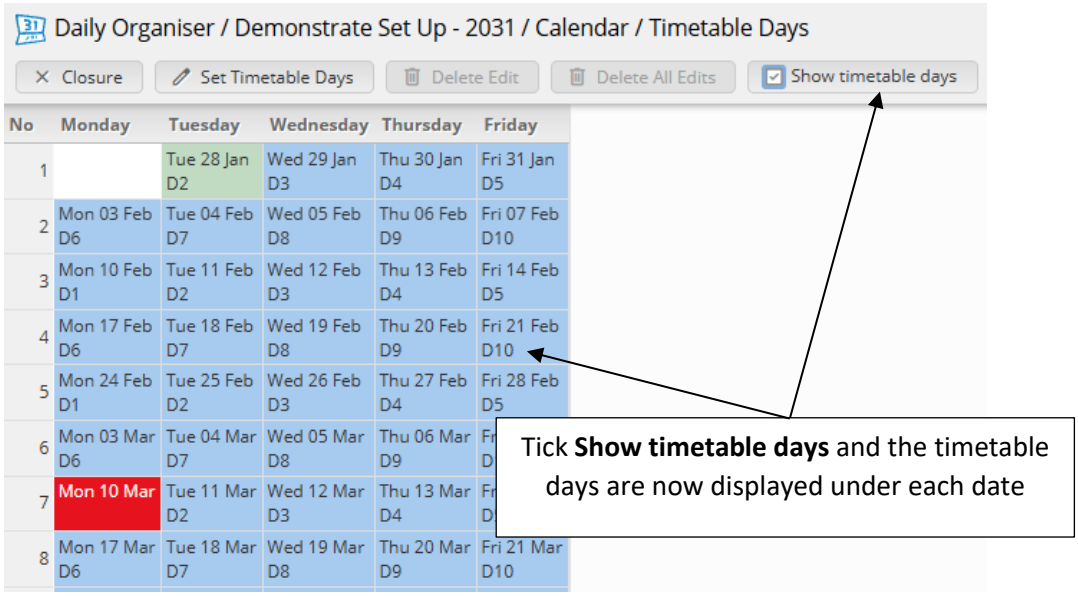
- double clicking on a date
- clicking on a date and selecting Closure – Day

Closure weeks can be removed by

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

## TIMETABLE DAYS

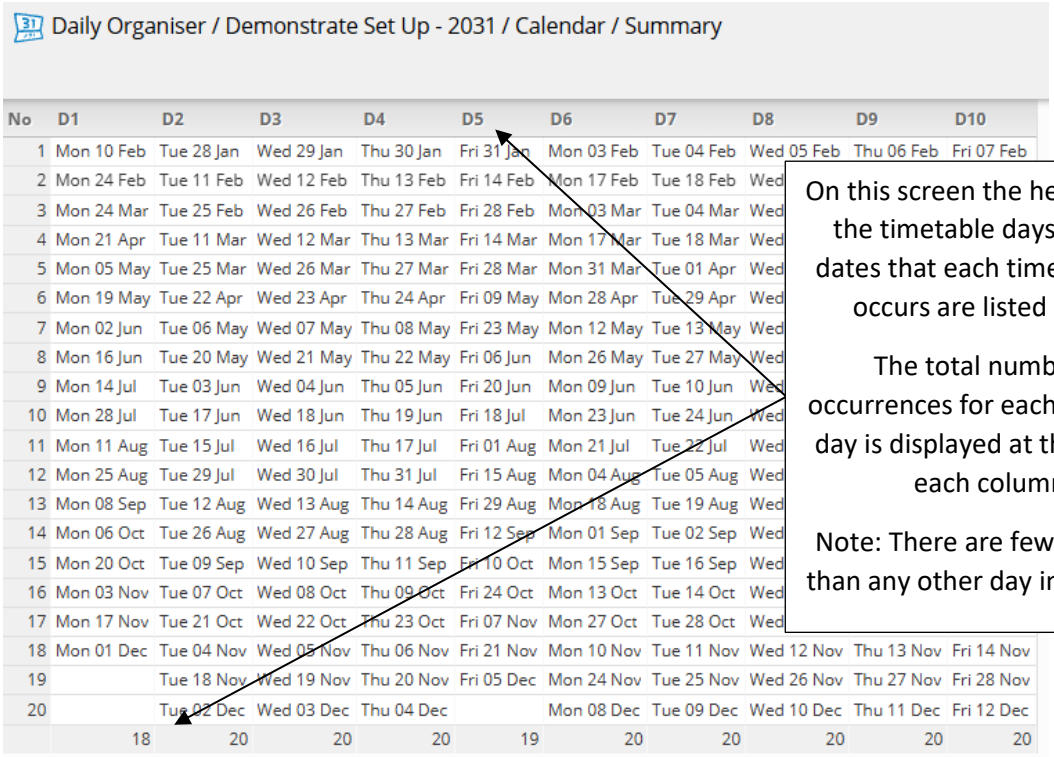
Timetable days can also be shown on calendars. This is useful for schools that have a 10 day or a continuous timetable.



## SUMMARY

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

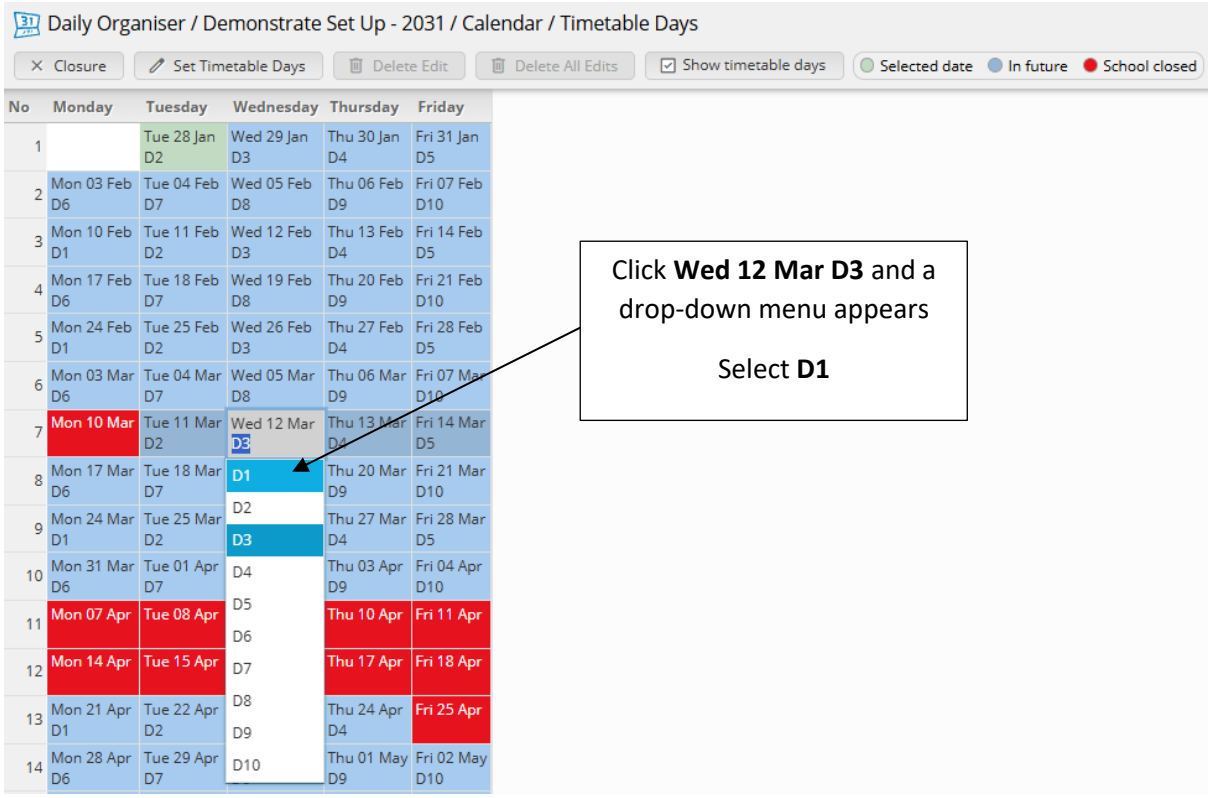
**On the Task Tree select:**
**[2B] Calendar - Summary**

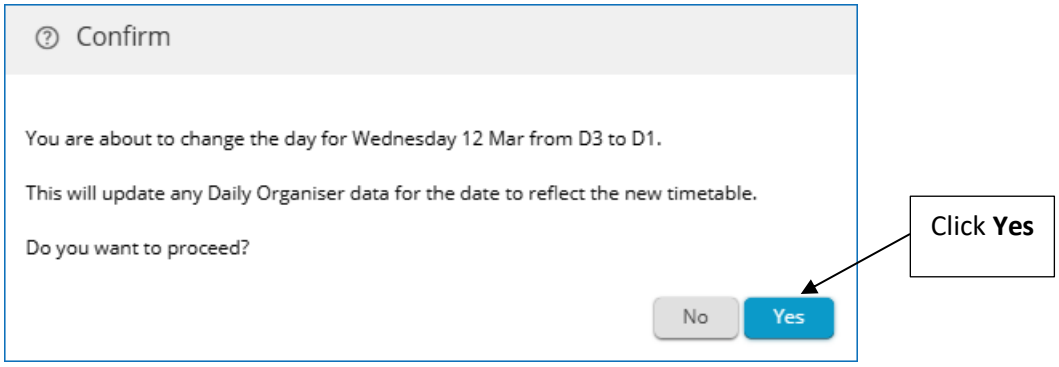


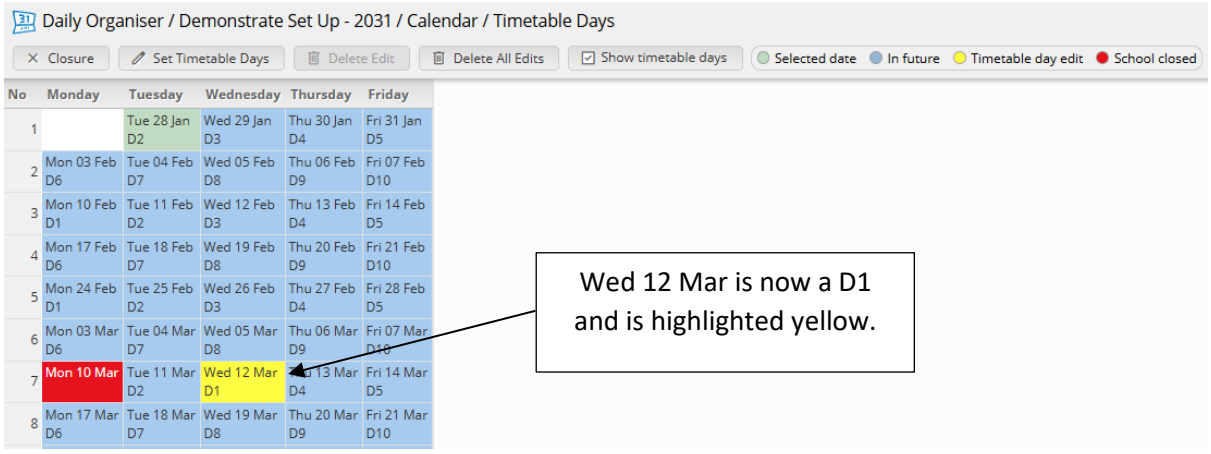

## EDIT A TIMETABLE DAY

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**

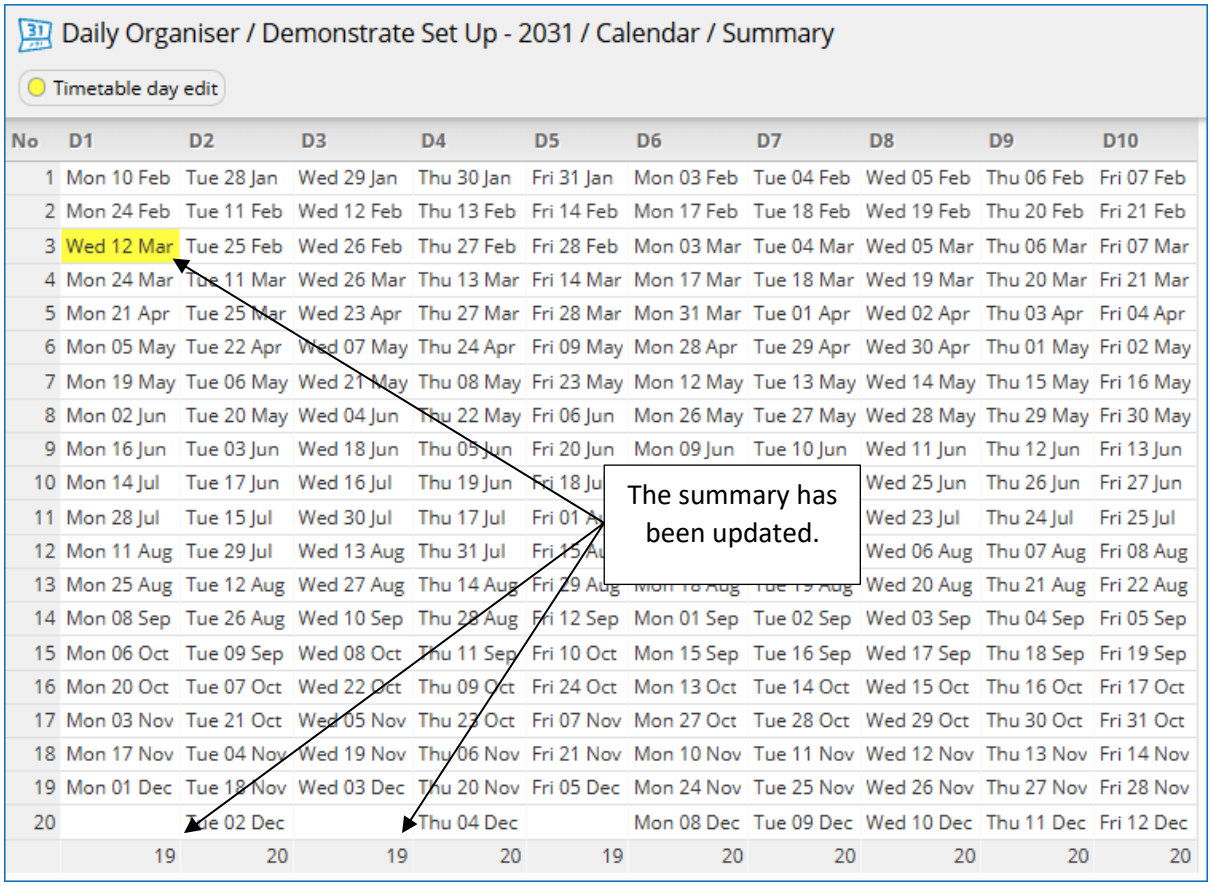

Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Timetable Days
Closure
Set Timetable Days
Delete Edit
Delete All Edits
Show timetable days
Selected date
In future
School closed
No Monday Tuesday Wednesday Thursday Friday
1 Tue 28 Jan D2 Wed 29 Jan D3 Thu 30 Jan D4 Fri 31 Jan D5
2 Mon 03 Feb D6 Tue 04 Feb D7 Wed 05 Feb D8 Thu 06 Feb D9 Fri 07 Feb D10
3 Mon 10 Feb D1 Tue 11 Feb D2 Wed 12 Feb D3 Thu 13 Feb D4 Fri 14 Feb D5
4 Mon 17 Feb D6 Tue 18 Feb D7 Wed 19 Feb D8 Thu 20 Feb D9 Fri 21 Feb D10
5 Mon 24 Feb D1 Tue 25 Feb D2 Wed 26 Feb D3 Thu 27 Feb D4 Fri 28 Feb D5
6 Mon 03 Mar D6 Tue 04 Mar D7 Wed 05 Mar D8 Thu 06 Mar D9 Fri 07 Mar D10
7 Mon 10 Mar 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 Tue 08 Apr D4 Thu 10 Apr Fri 11 Apr
12 Mon 14 Apr Tue 15 Apr D5 Thu 17 Apr Fri 18 Apr
13 Mon 21 Apr D1 Tue 22 Apr D2 D6 Thu 24 Apr D4 Fri 25 Apr
14 Mon 28 Apr D6 Tue 29 Apr D7 D7 Thu 01 May D9 Fri 02 May D10
D8
D9
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?
No
Yes
Click Yes


Daily Organiser / Demonstrate Set Up - 2031 / Calendar / Timetable Days
Closure
Set Timetable Days
Delete Edit
Delete All Edits
Show timetable days
Selected date
In future
Timetable day edit
School closed
No Monday Tuesday Wednesday Thursday Friday
1 Tue 28 Jan D2 Wed 29 Jan D3 Thu 30 Jan D4 Fri 31 Jan D5
2 Mon 03 Feb D6 Tue 04 Feb D7 Wed 05 Feb D8 Thu 06 Feb D9 Fri 07 Feb D10
3 Mon 10 Feb D1 Tue 11 Feb D2 Wed 12 Feb D3 Thu 13 Feb D4 Fri 14 Feb D5
4 Mon 17 Feb D6 Tue 18 Feb D7 Wed 19 Feb D8 Thu 20 Feb D9 Fri 21 Feb D10
5 Mon 24 Feb D1 Tue 25 Feb D2 Wed 26 Feb D3 Thu 27 Feb D4 Fri 28 Feb D5
6 Mon 03 Mar D6 Tue 04 Mar D7 Wed 05 Mar D8 Thu 06 Mar D9 Fri 07 Mar D10
7 Mon 10 Mar 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**




| 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 Ju | | | Wed 25 Jun | Thu 26 Jun | Fri 27 Jun |
| 11 | Mon 28 Jul | Tue 15 Jul | Wed 30 Jul | Thu 17 Jul | Fri 01 A | | | Wed 23 Jul | Thu 24 Jul | Fri 25 Jul |
| 12 | Mon 11 Aug | Tue 29 Jul | Wed 13 Aug | Thu 31 Jul | Fri 15 Au | | | Wed 06 Aug | Thu 07 Aug | Fri 08 Aug |
| 13 | Mon 25 Aug | Tue 12 Aug | Wed 27 Aug | Thu 14 Aug | Fri 29 Aug | | | Wed 20 Aug | Thu 21 Aug | Fri 22 Aug |
| 14 | Mon 08 Sep | Tue 26 Aug | Wed 10 Sep | Thu 28 Aug | Fri 12 Sep | Mon 01 Sep | Tue 02 Sep | Wed 03 Sep | Thu 04 Sep | Fri 05 Sep |
| 15 | Mon 06 Oct | Tue 09 Sep | Wed 08 Oct | Thu 11 Sep | Fri 10 Oct | Mon 15 Sep | Tue 16 Sep | Wed 17 Sep | Thu 18 Sep | Fri 19 Sep |
| 16 | Mon 20 Oct | Tue 07 Oct | Wed 22 Oct | Thu 09 Oct | Fri 24 Oct | Mon 13 Oct | Tue 14 Oct | Wed 15 Oct | Thu 16 Oct | Fri 17 Oct |
| 17 | Mon 03 Nov | Tue 21 Oct | Wed 05 Nov | Thu 23 Oct | Fri 07 Nov | Mon 27 Oct | Tue 28 Oct | Wed 29 Oct | Thu 30 Oct | Fri 31 Oct |
| 18 | Mon 17 Nov | Tue 04 Nov | Wed 19 Nov | Thu 06 Nov | Fri 21 Nov | Mon 10 Nov | Tue 11 Nov | Wed 12 Nov | Thu 13 Nov | Fri 14 Nov |
| 19 | Mon 01 Dec | Tue 18 Nov | Wed 03 Dec | Thu 20 Nov | Fri 05 Dec | Mon 24 Nov | Tue 25 Nov | Wed 26 Nov | Thu 27 Nov | Fri 28 Nov |
| 20 | | Tue 02 Dec | | Thu 04 Dec | | Mon 08 Dec | Tue 09 Dec | Wed 10 Dec | Thu 11 Dec | Fri 12 Dec |
| | 19 | 20 | 19 | 20 | 19 | 20 | 20 | 20 | 20 | 20 |

## CYCLE START DATES

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

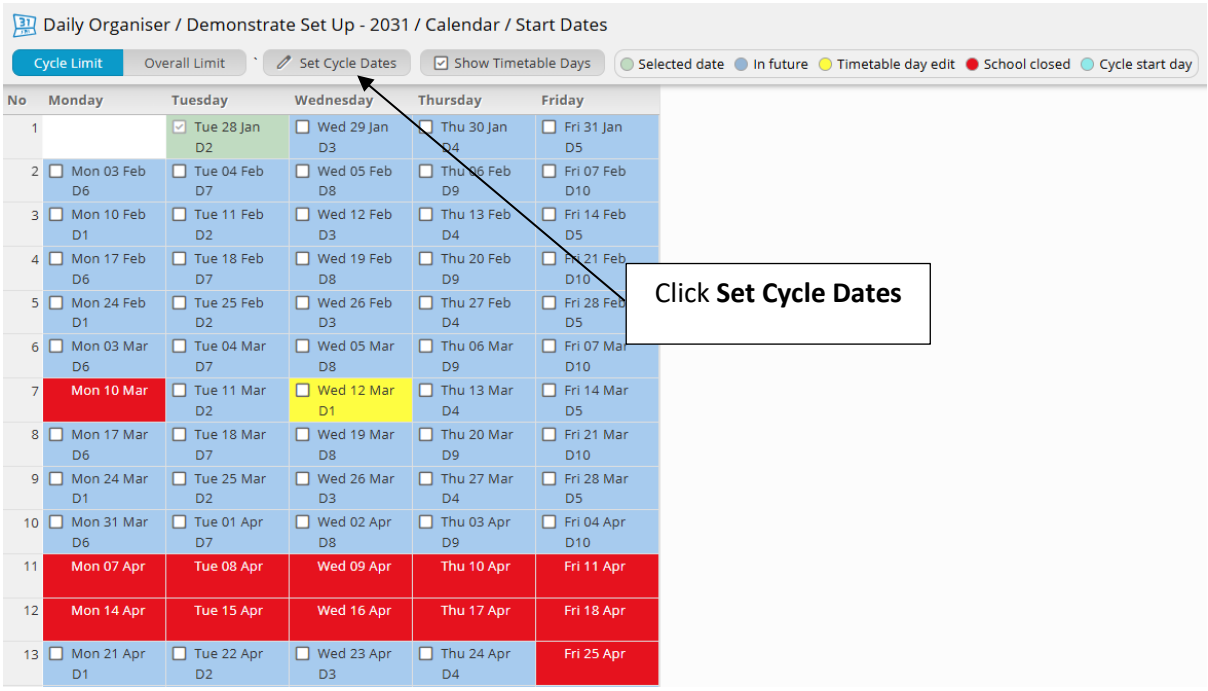
Usually, the cycle length in the Daily Organiser is the same as the timetable cycle length specified in the published timetable file – but they can differ. If this is the case, it is important to ensure that uncounted and counted cycle limits are correct for the cycle length specified in the Daily Organiser.

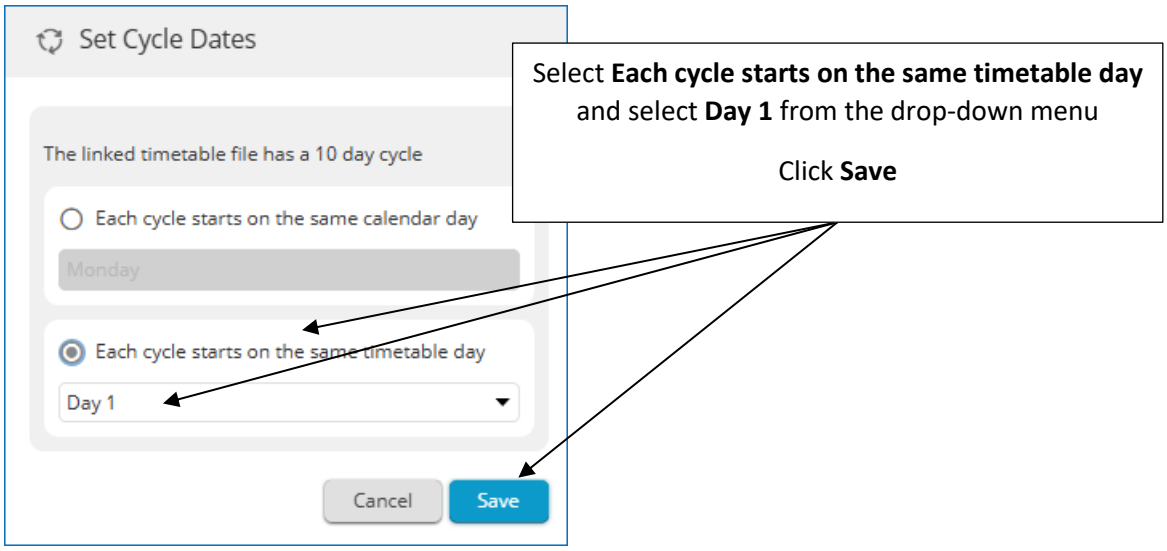
Cycle start dates can be automatically set to start on:

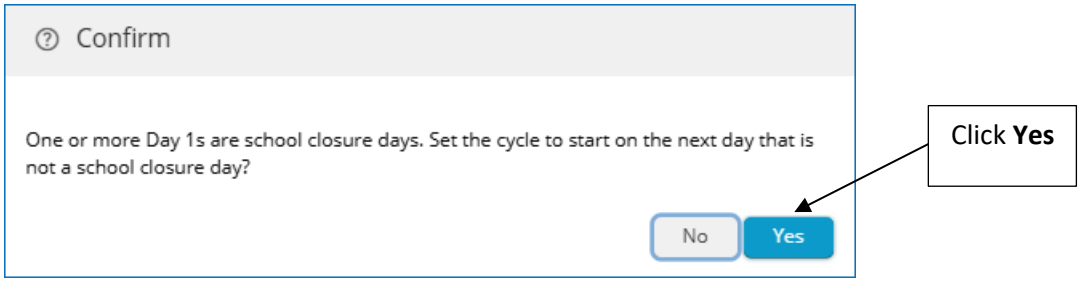
- the same calendar day each week, which is ideal for a 5 day timetable.
- the same timetable day each cycle, which is ideal for a 10 day cycle or continuous timetable.

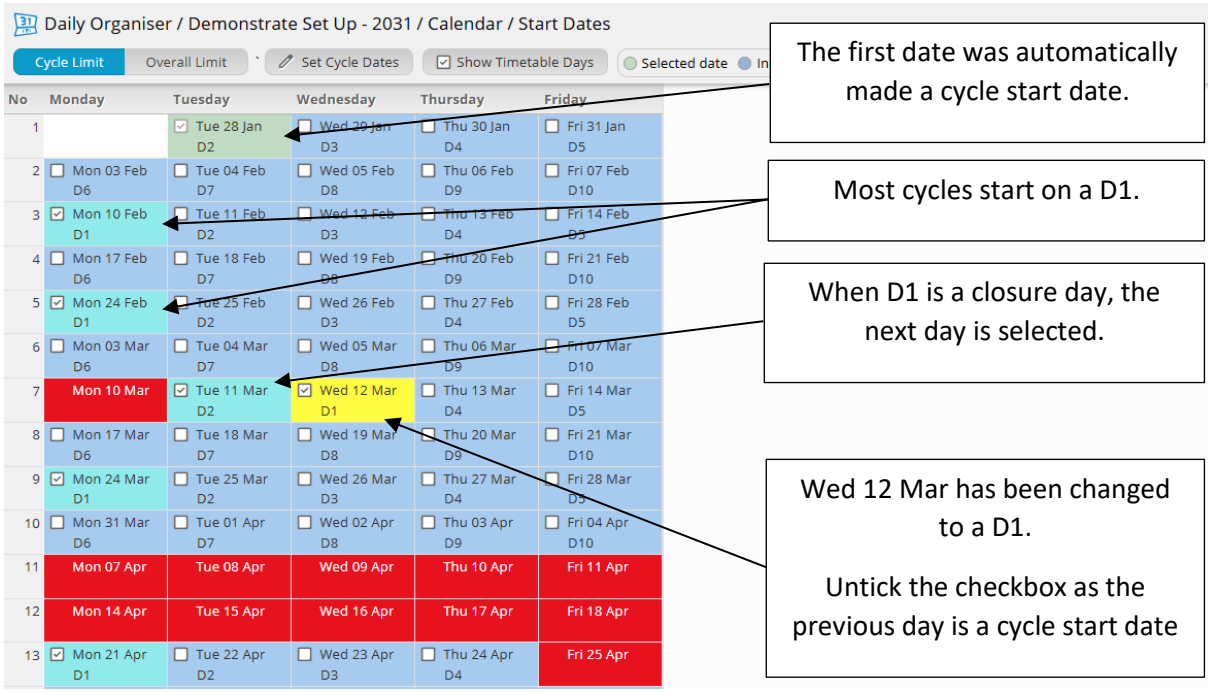
They can also be set manually.

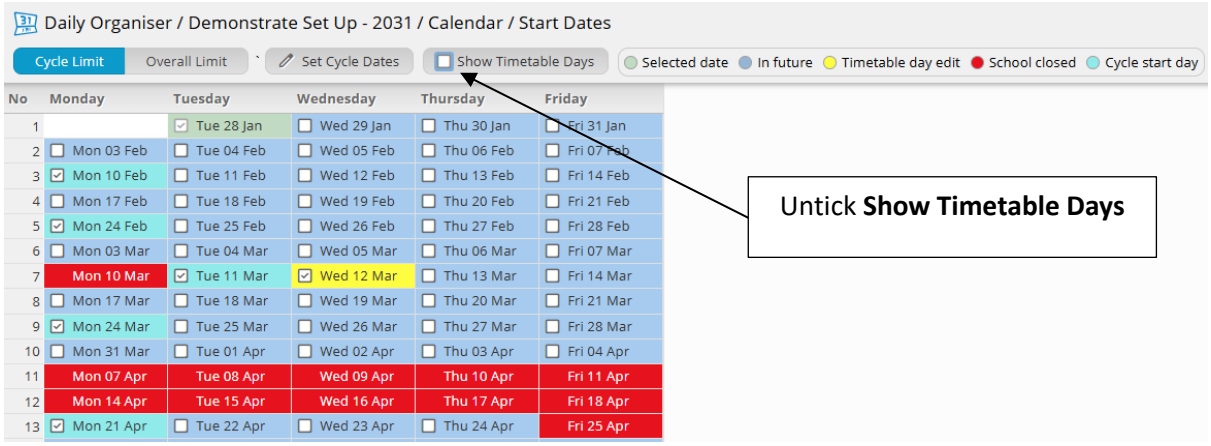
**On the Task Tree select:**
**[2C] Calendar - Start Dates**



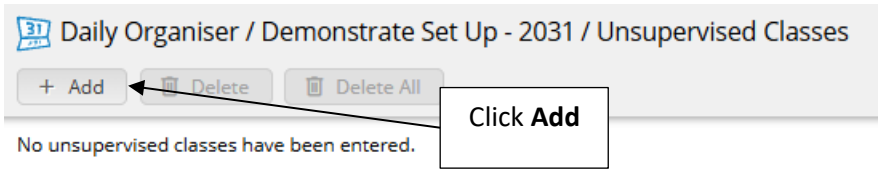


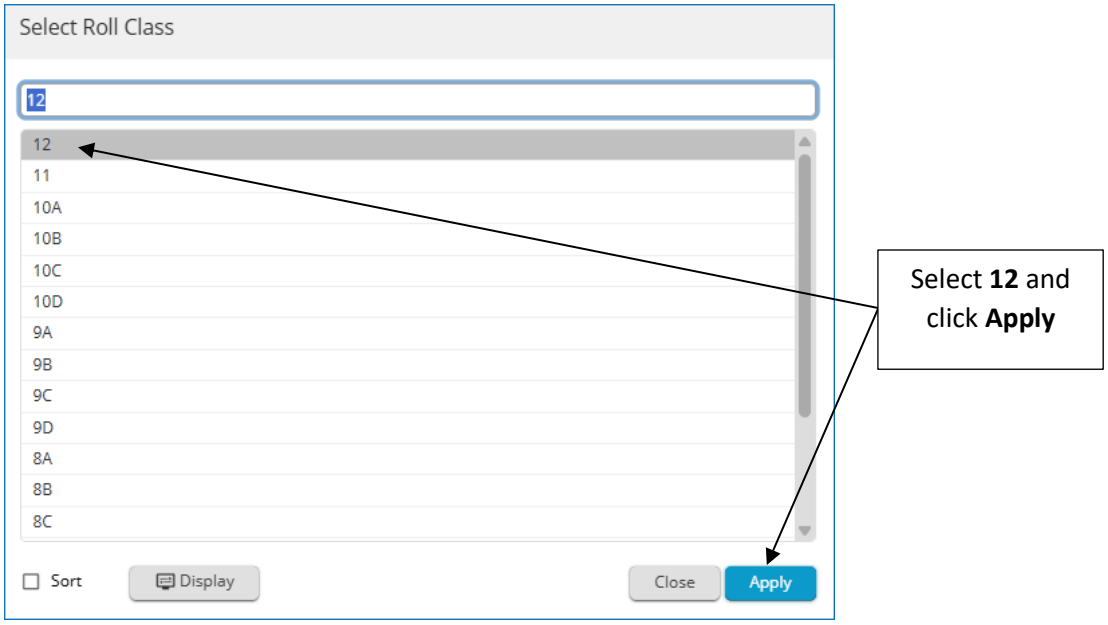



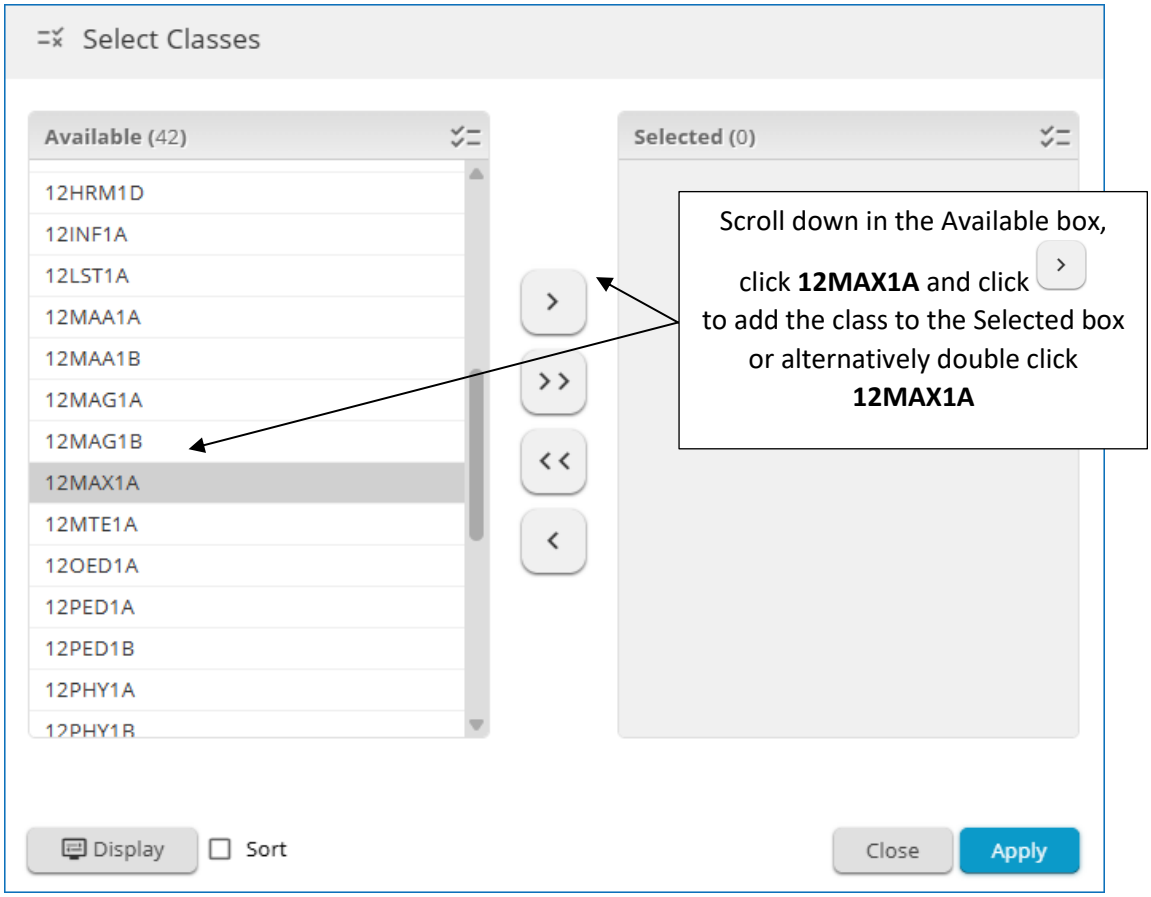

## UNSUPERVISED CLASSES

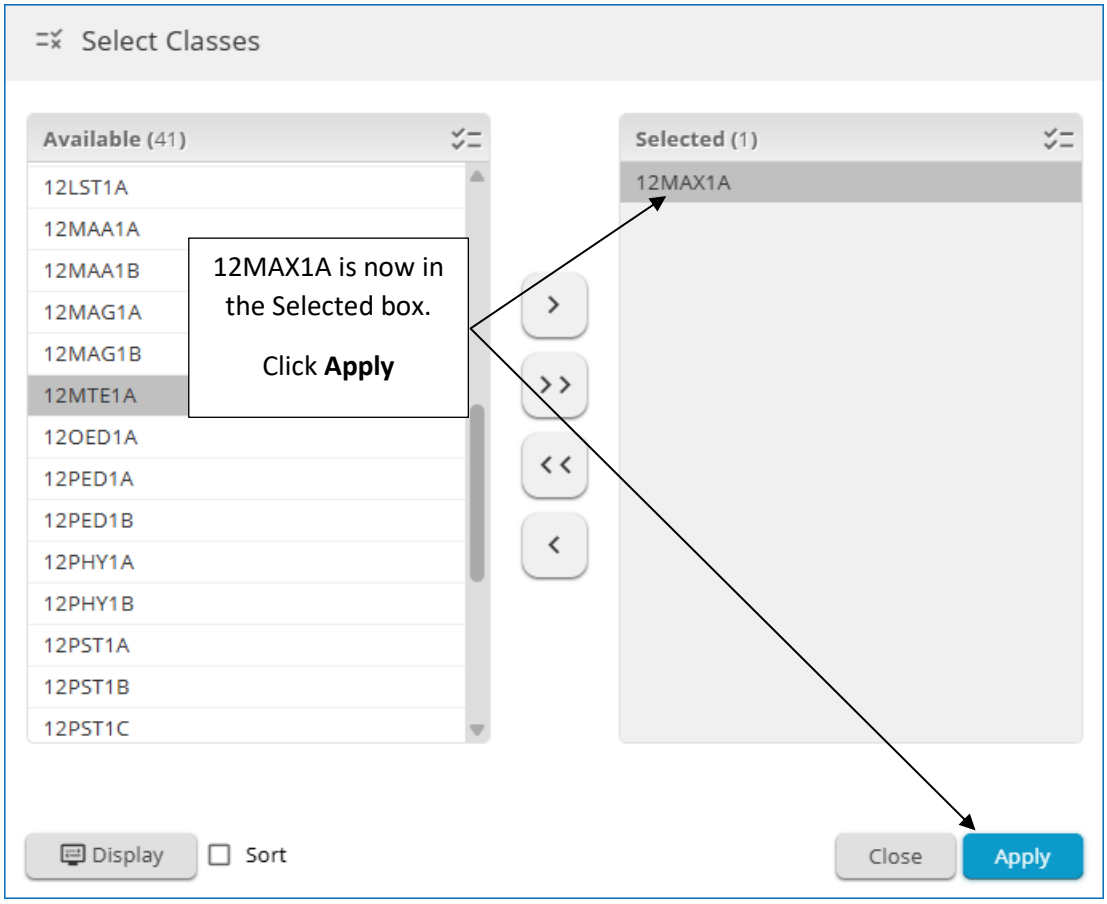
An unsupervised class is a class that does not require supervision if their regular teacher is absent. Any class entered in this section will not appear on the list of classes requiring a replacement on [11A] Replacements - Assign but will be listed as not requiring supervision on [14] Check.

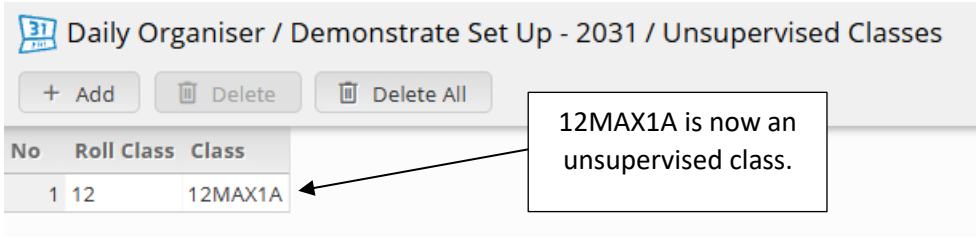
**On the Task Tree select:**
**[3] Unsupervised Classes**


Daily Organiser / Demonstrate Set Up - 2031 / Unsupervised Classes
+ Add
Delete
Delete All
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
Display
Close
Apply
Select **12** and click **Apply**


Select Classes
Available (42)
Selected (0)
12HRM1D
12INF1A
12LST1A
12MAA1A
12MAA1B
12MAG1A
12MAG1B
12MAX1A
12MTE1A
12OED1A
12PED1A
12PED1B
12PHY1A
12PHY1B
Scroll down in the Available box, click **12MAX1A** and click › to add the class to the Selected box or alternatively double click **12MAX1A**
Display
Sort
Close
Apply




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

## REASONS

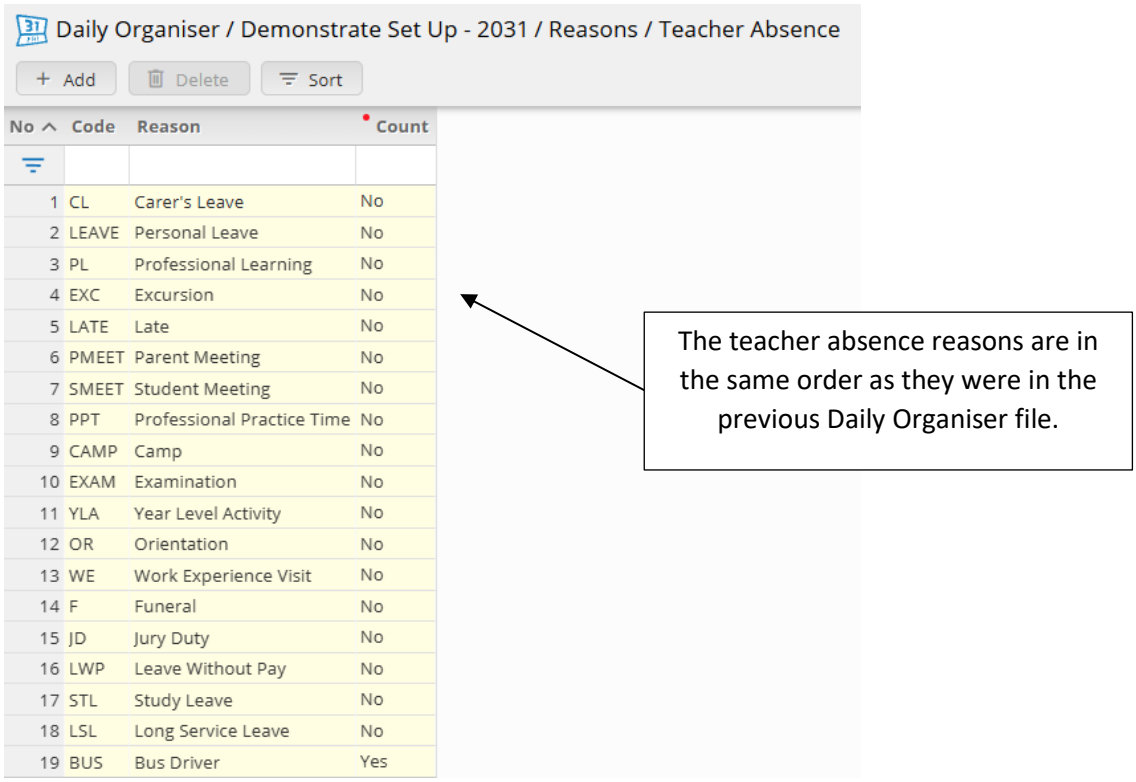
Reasons must be recorded for all teacher absences, room availability changes and lesson cancellations. The reason name or code can be displayed throughout the app. Reasons can be imported or entered manually.

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.

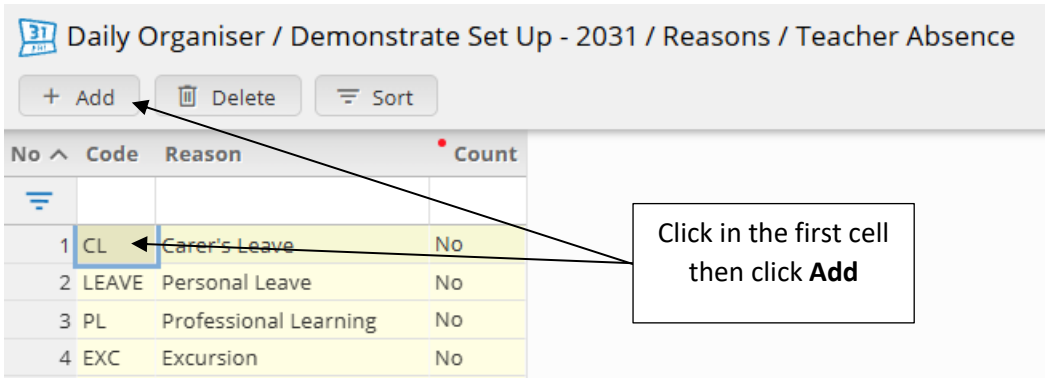
## TEACHER ABSENCE REASONS

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.

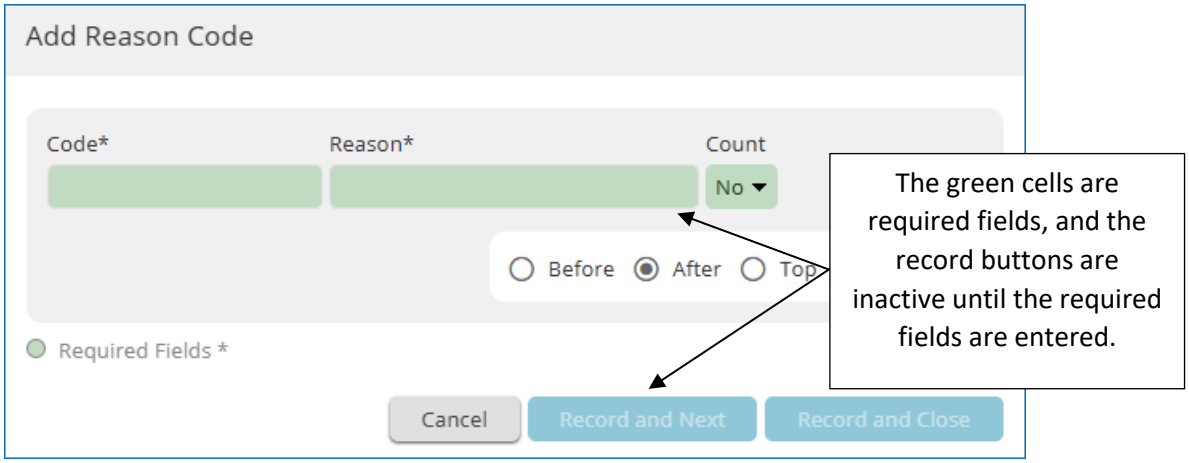
**On the Task Tree select:**
**[4A] Reasons - Teacher Absence**

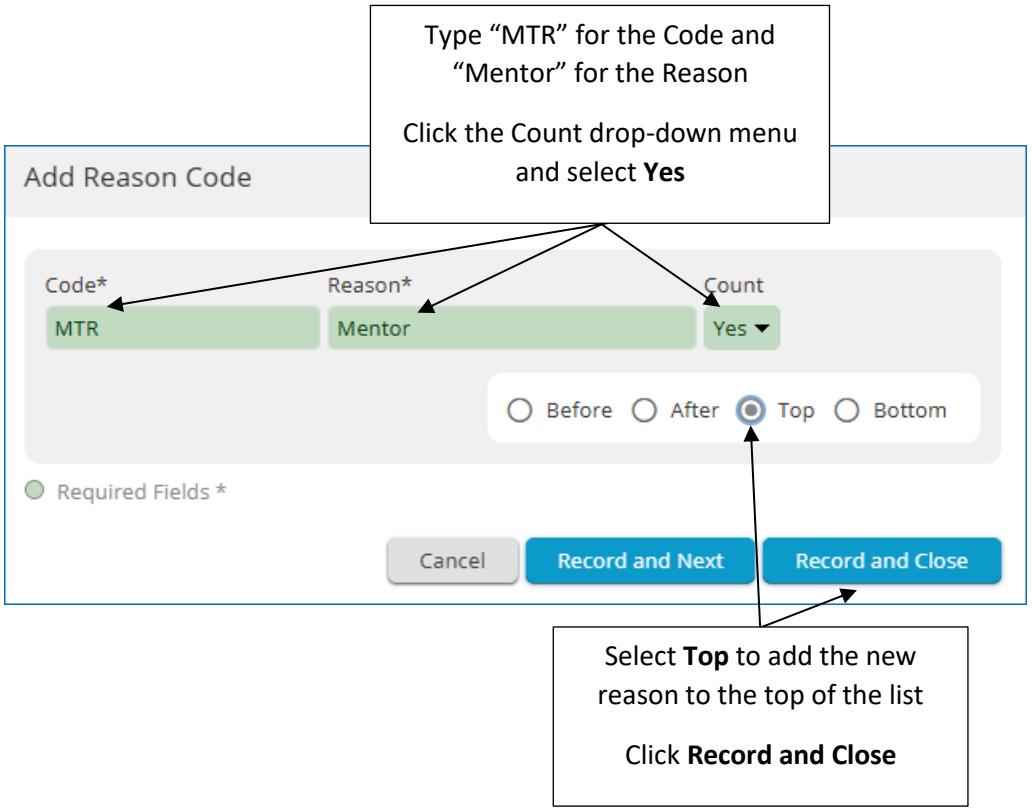


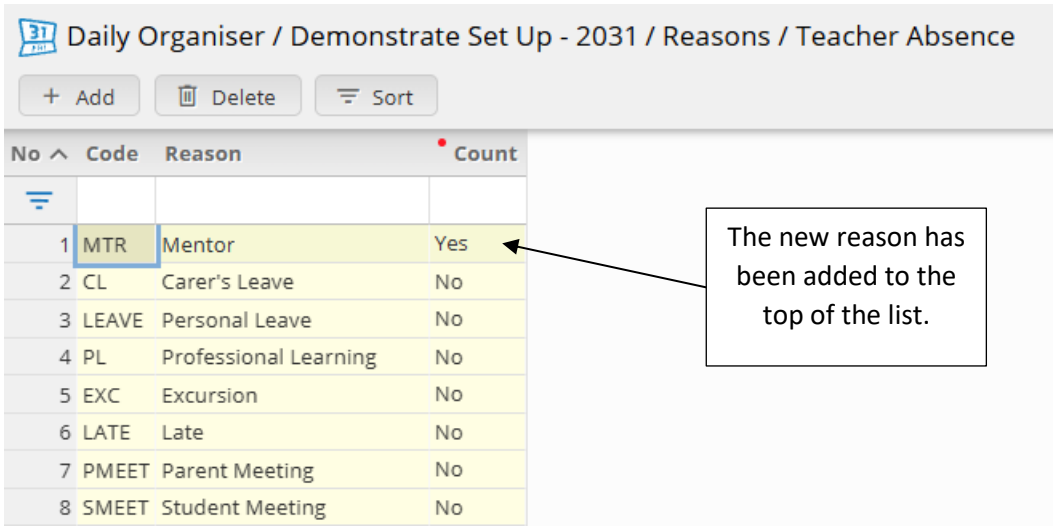

| No | Code | Reason | Count |
|---|---|---|---|
| 1 | CL | Carer's Leave | No |
| 2 | LEAVE | Personal Leave | No |
| 3 | PL | Professional Learning | No |
| 4 | EXC | Excursion | No |
| 5 | LATE | Late | No |
| 6 | PMEET | Parent Meeting | No |
| 7 | SMEET | Student Meeting | No |
| 8 | PPT | Professional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




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


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.


Type “MTR” for the Code and “Mentor” for the Reason
Click the Count drop-down menu and select **Yes**
Add Reason Code
Code*
Reason*
Count
MTR
Mentor
Yes
Before
After
Top
Bottom
Required Fields *
Cancel
Record and Next
Record and Close
Select **Top** to add the new reason to the top of the list
Click **Record and Close**




For each teacher absence reason, the count value can be set as 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.

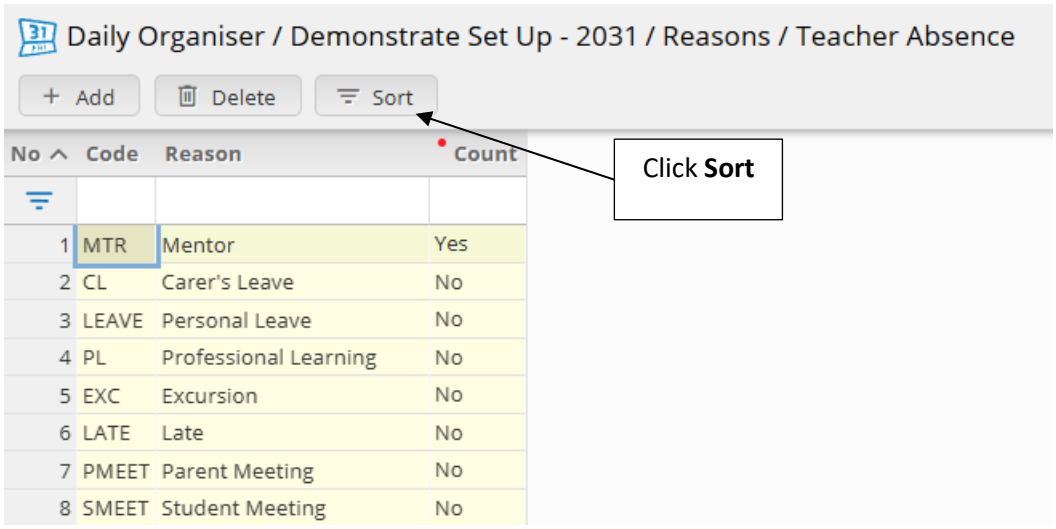
When the count is Yes, the absent teacher is also compensated for any non-teaching periods that they have lost. The absent teacher will be given one counted replacement for each free period they are absent.

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 limit and overall limit.

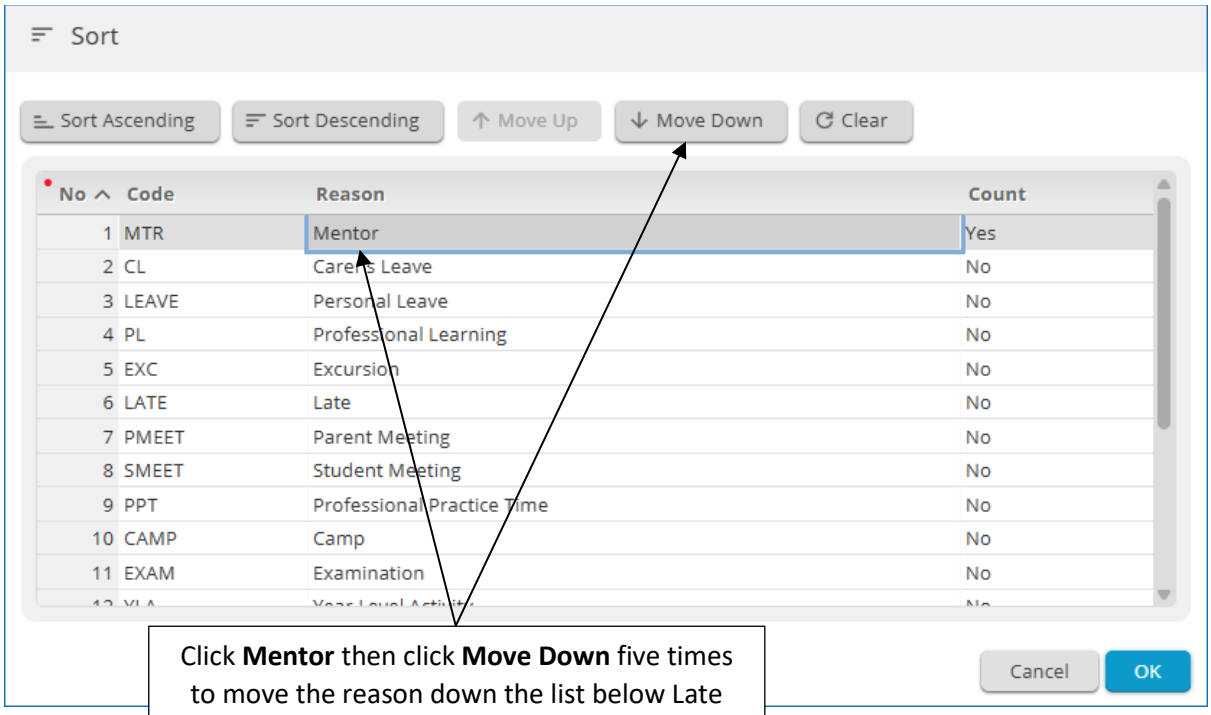
Note: Alternatively, in some schools, a mentor is given an Unscheduled Duty in the timetable file. As a result, individual periods do not have to be recorded.

## SORT TEACHER ABSENCE REASONS

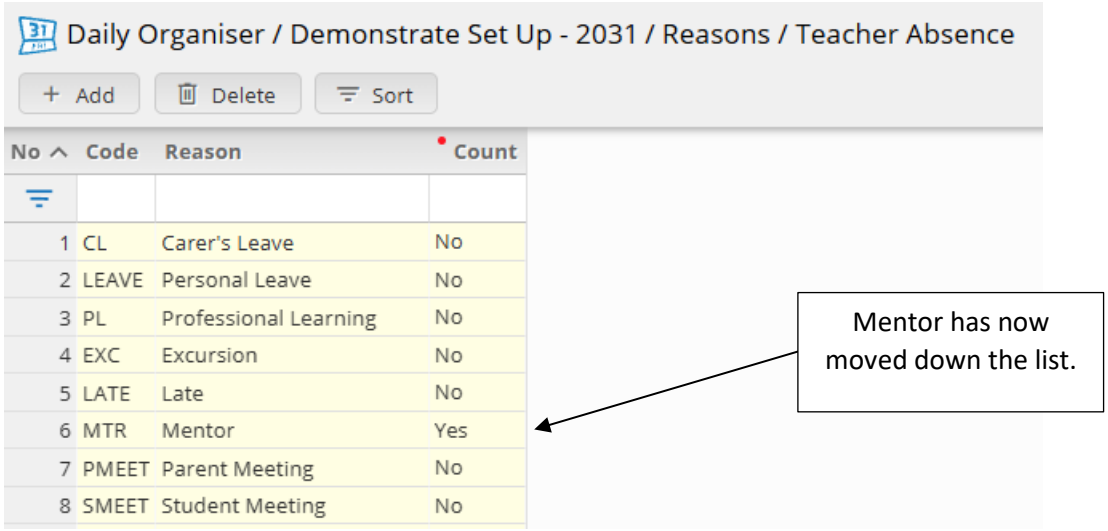
Teacher absence reasons can be sorted alphabetically, or individual reasons can be moved up or down the list. In this list, the reasons have been manually sorted so that the most frequently used reasons are towards the top of the list.




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



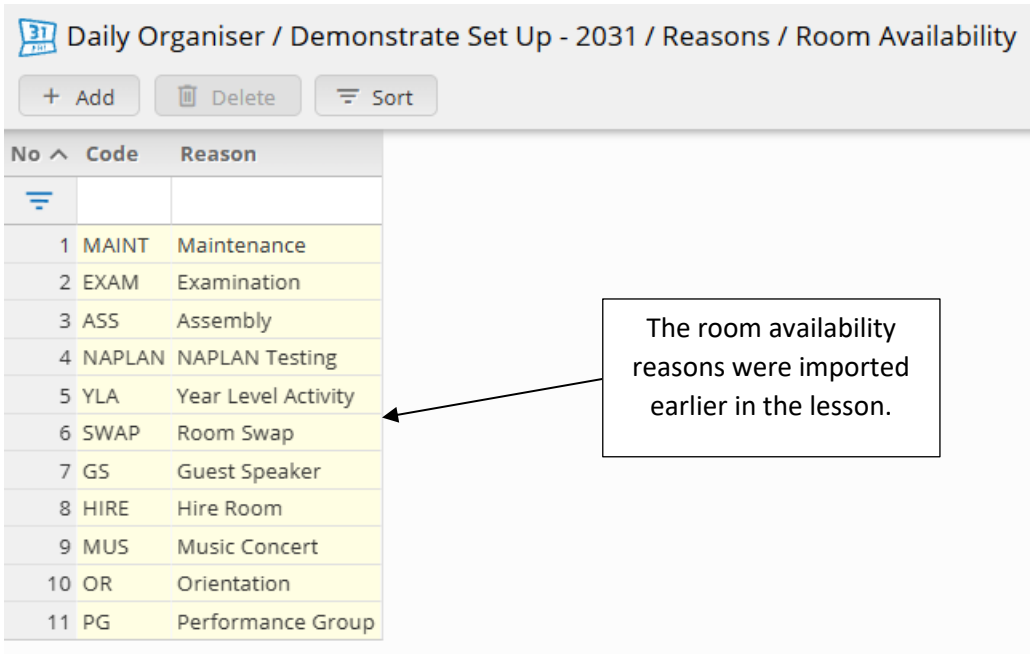

| No | Code | Reason | Count |
|---|---|---|---|
| 1 | MTR | Mentor | Yes |
| 2 | CL | Carer's Leave | No |
| 3 | LEAVE | Personal Leave | No |
| 4 | PL | Professional Learning | No |
| 5 | EXC | Excursion | No |
| 6 | LATE | Late | No |
| 7 | PMEET | Parent Meeting | No |
| 8 | SMEET | Student Meeting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




## ROOM AVAILABILITY REASONS

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

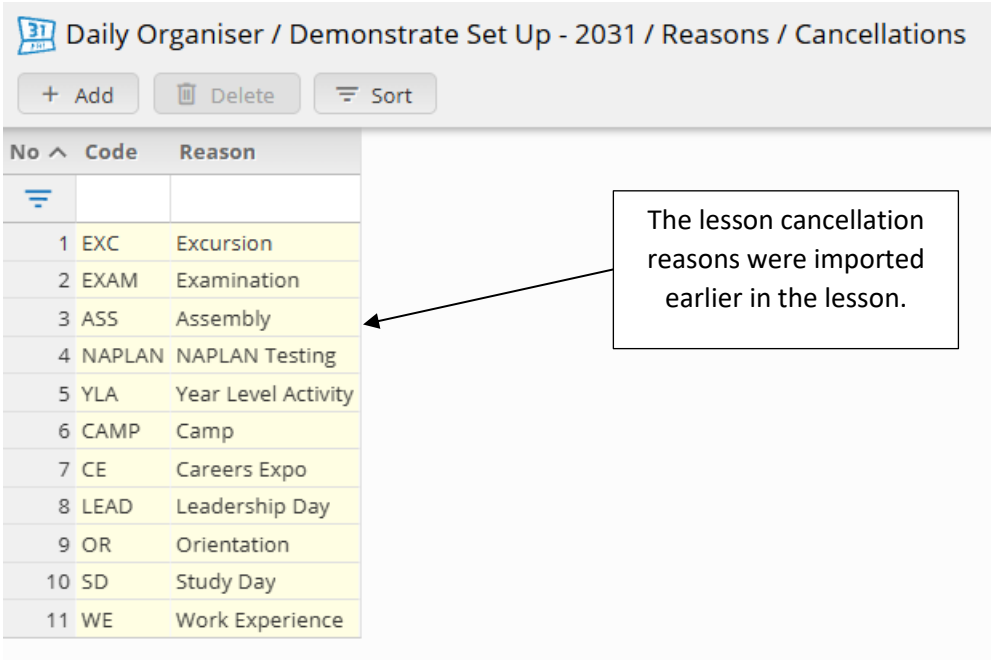
**On the Task Tree select:**
**[4B] Reasons - Room Availability**



## CANCELLATIONS

When a class is cancelled a reason must be entered.

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




Reasons can be added or edited at any stage. If a reason has been used at any stage it can be edited, but it cannot be deleted without first assigning a replacement reason. This is because otherwise, historical data relating to that reason would be lost.

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

# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Lesson 2 - Teacher Details

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## PROFESSIONAL LEARNING OBJECTIVES

- Understand the different types of replacements
- Set replacement and eligibility limits for teachers
- Discuss making changes to Uncounted, Cycle Limit and Overall Limit
- Discuss the impact of Industrial Agreements on replacements

## SKILLS

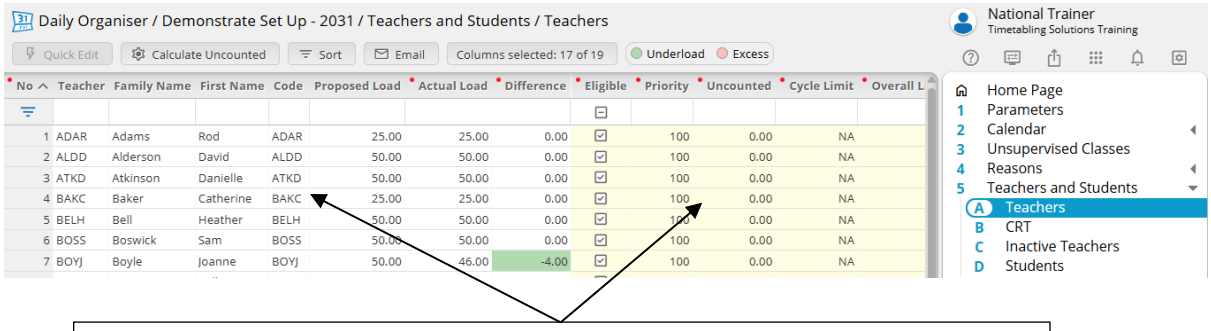
- Customise the display
- Set Cycle Limits and Overall Limits for counted replacements
- Utilise the Sort function
- Use the Quick Edit function
- Set uncounted replacement limits
- Make staff ineligible for all replacements
- Make a teacher ineligible for counted replacements only
- Add a casual teacher

## TEACHER DETAILS

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

**Open:**
**Demonstrate Set Up - 2031**
**Date: Tue 28 Jan D2 (Future)**

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

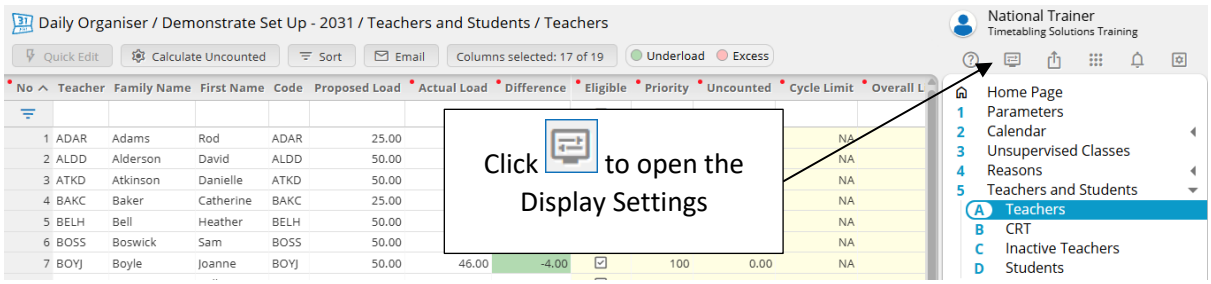


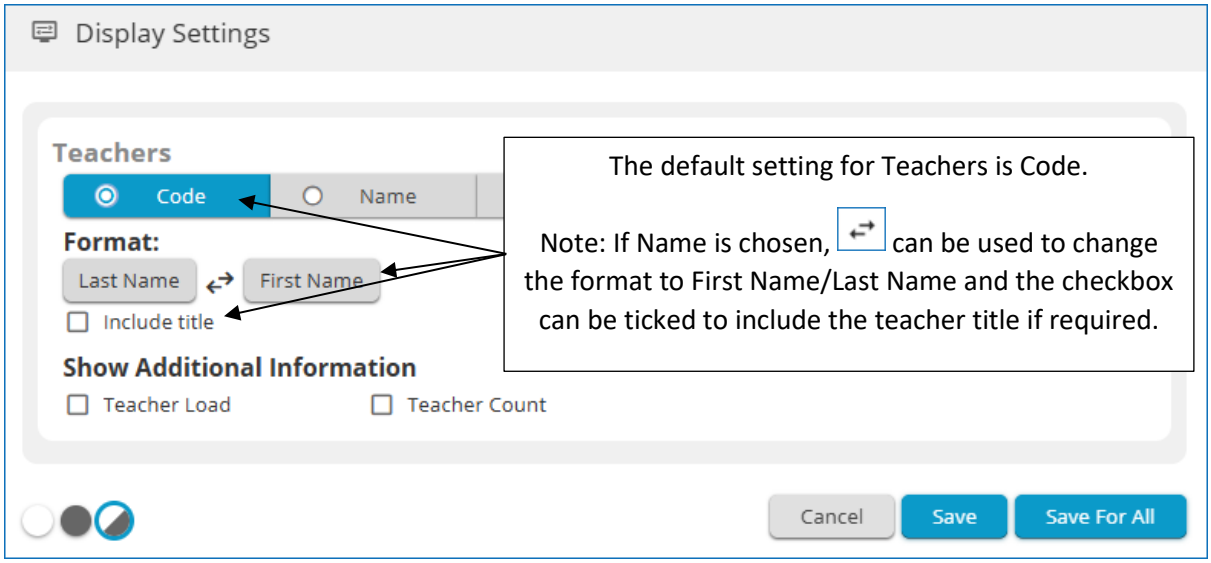

Note: The information in the white cells is imported from the linked published timetable file and cannot be edited.

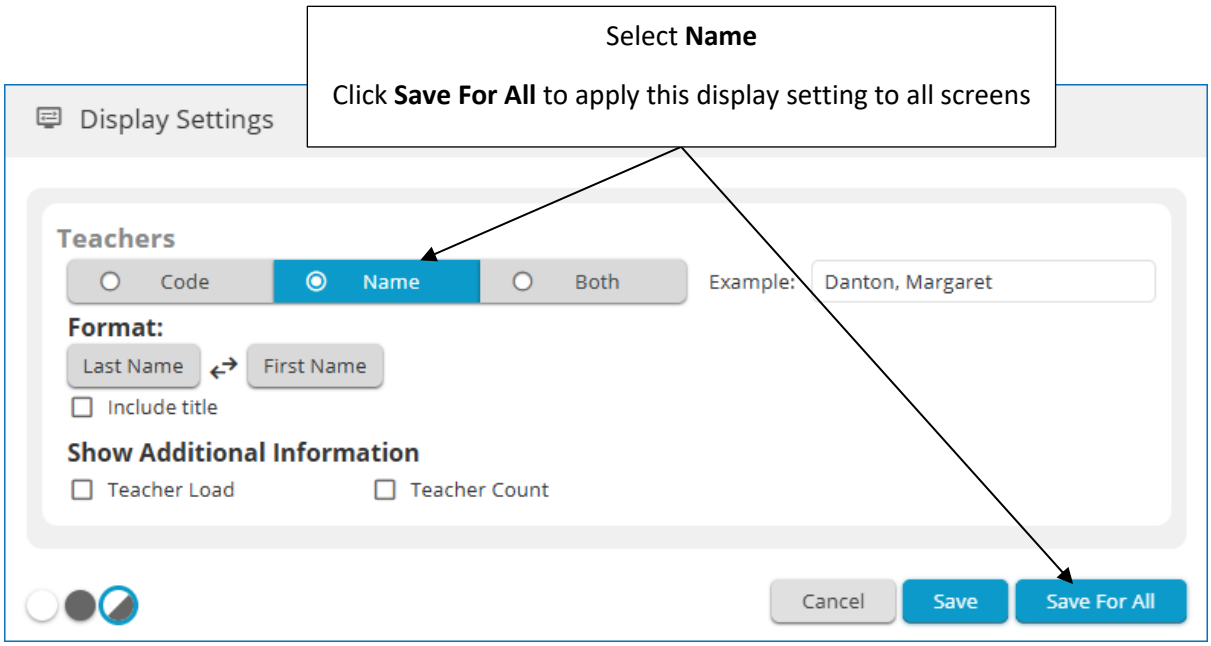
Cells with a yellow background can be edited by typing directly into the cells.

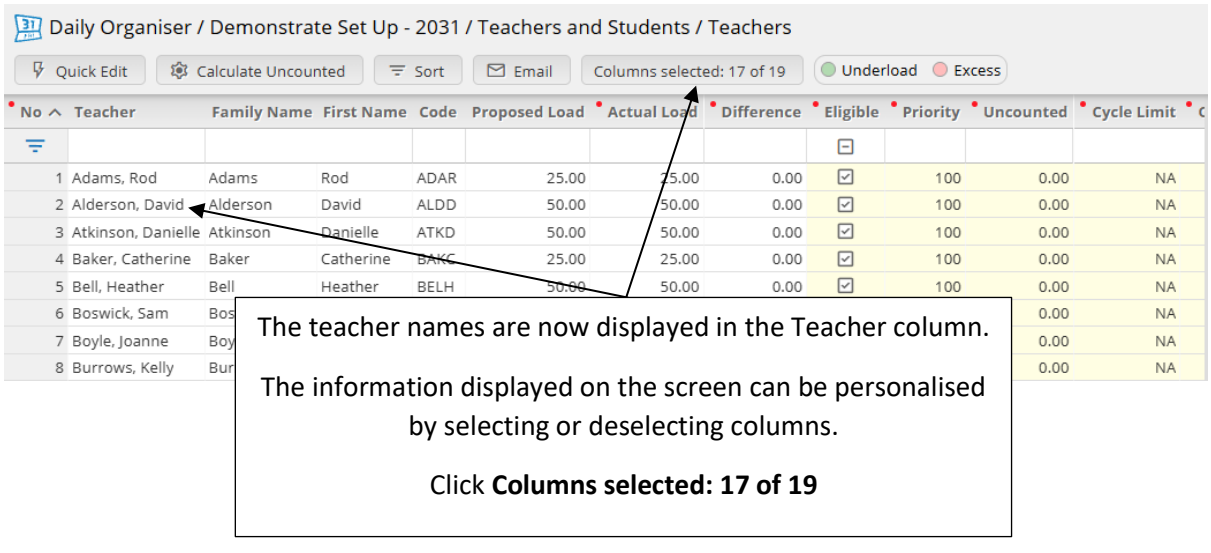
## CUSTOMISE THE DISPLAY

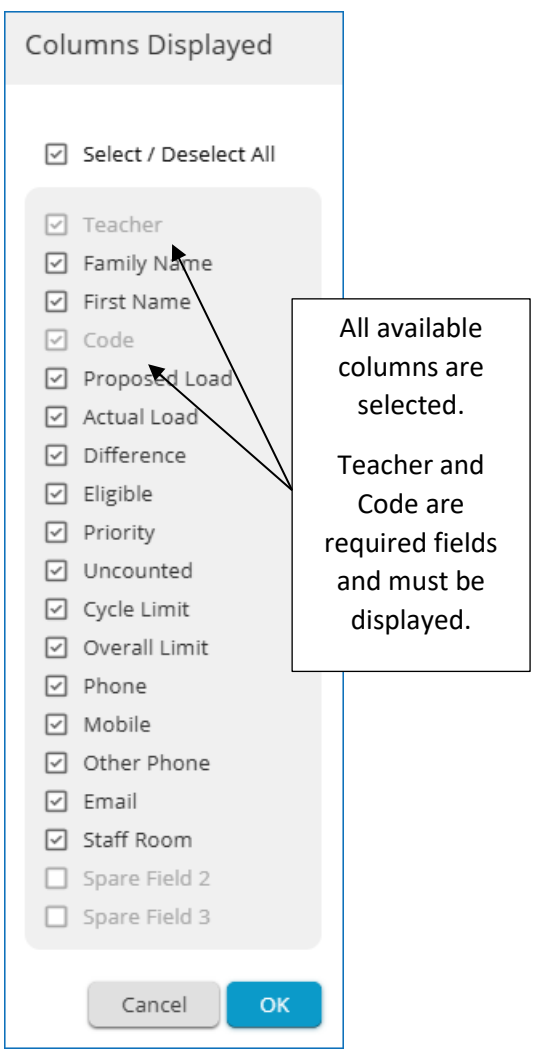
The information displayed on the screen can be customised by changing the display settings and by changing the columns selected. The default settings are displayed.




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.

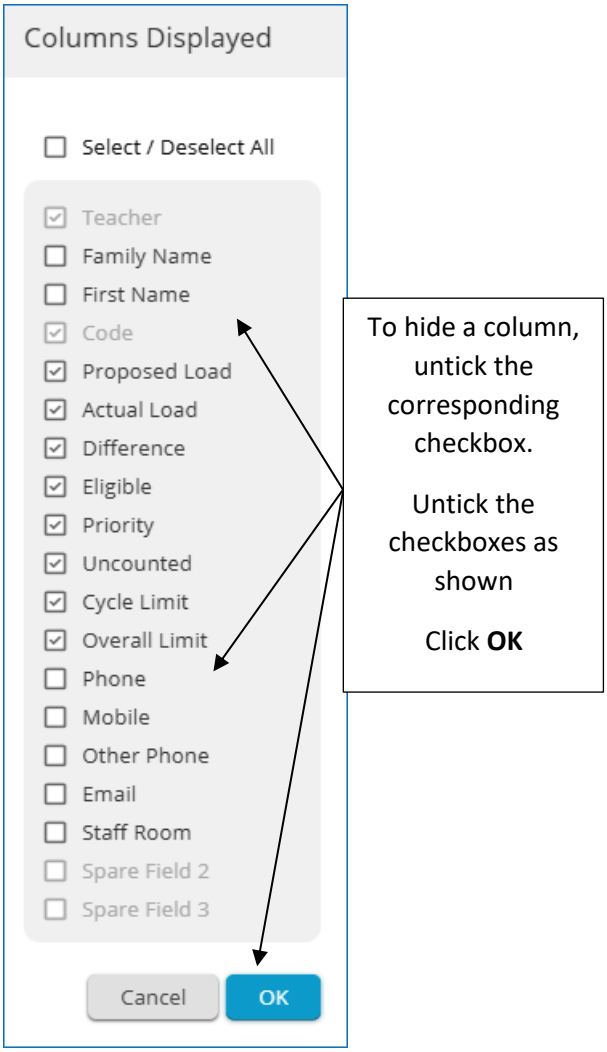

Select **Name**
Click **Save For All** to apply this display setting to all screens
Display Settings
Teachers
Code
Name
Both
Example:
Danton, Margaret
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Cancel
Save
Save For All


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 0.00 100 0.00 NA
2 Alderson, David Alderson David ALDD 50.00 50.00 0.00 100 0.00 NA
3 Atkinson, Danielle Atkinson Danielle ATKD 50.00 50.00 0.00 100 0.00 NA
4 Baker, Catherine Baker Catherine BAKC 25.00 25.00 0.00 100 0.00 NA
5 Bell, Heather Bell Heather BELH 50.00 50.00 0.00 100 0.00 NA
6 Boswick, Sam 0.00 NA
7 Boyle, Joanne 0.00 NA
8 Burrows, Kelly 0.00 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**




All available columns are selected.

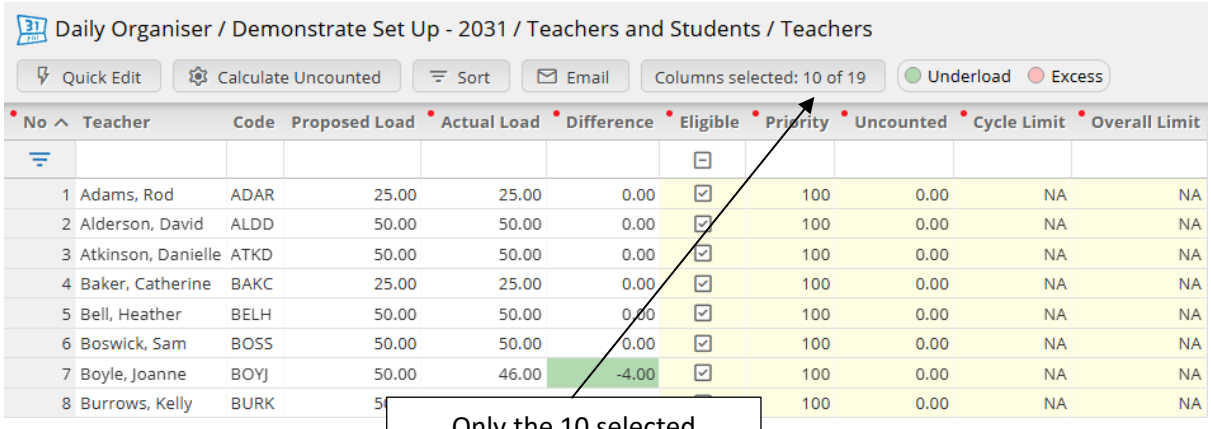
Teacher and Code are required fields and must be displayed.




To hide a column, untick the corresponding checkbox.

Untick the checkboxes as shown

Click **OK**

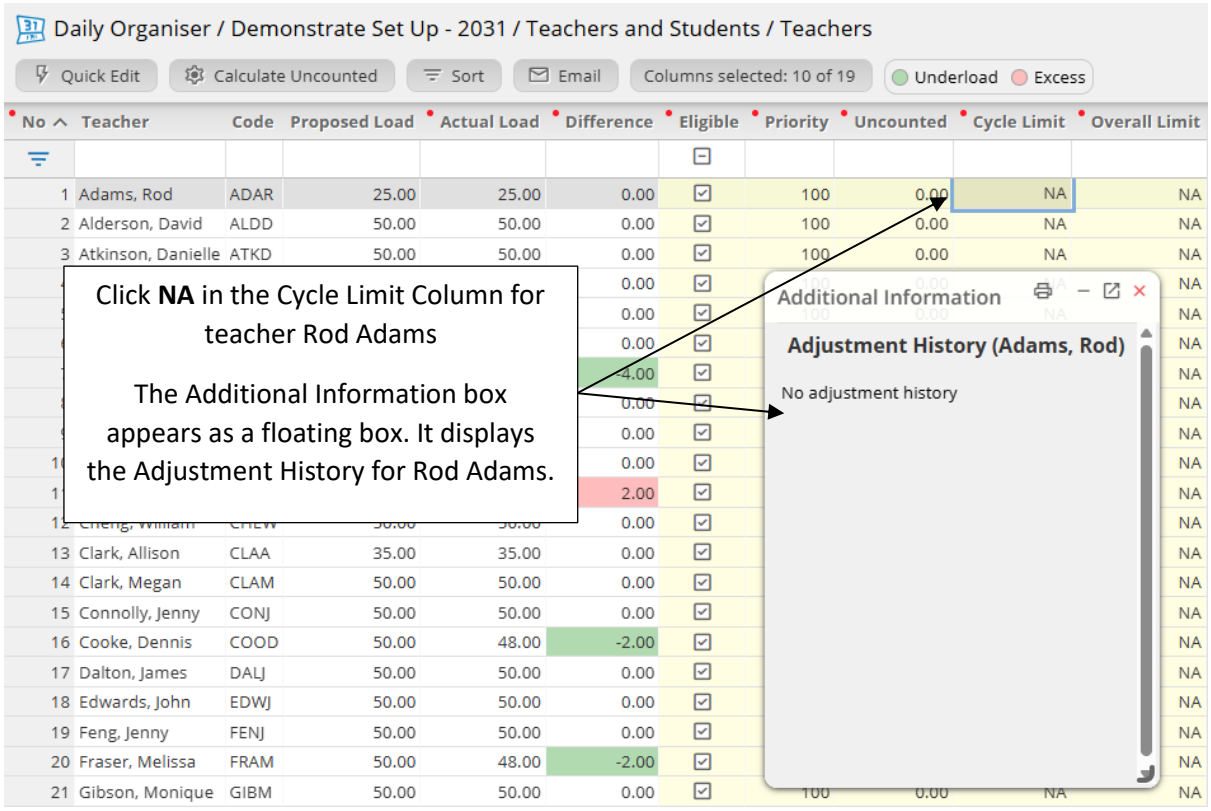



| No | Teacher | Code | Proposed Load | Actual Load | Difference | Eligible | Priority | Uncounted | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | ADAR | 25.00 | 25.00 | 0.00 | ☑ | 100 | 0.00 | NA | NA |
| 2 | Alderson, David | ALDD | 50.00 | 50.00 | 0.00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

Only the 10 selected columns are displayed.

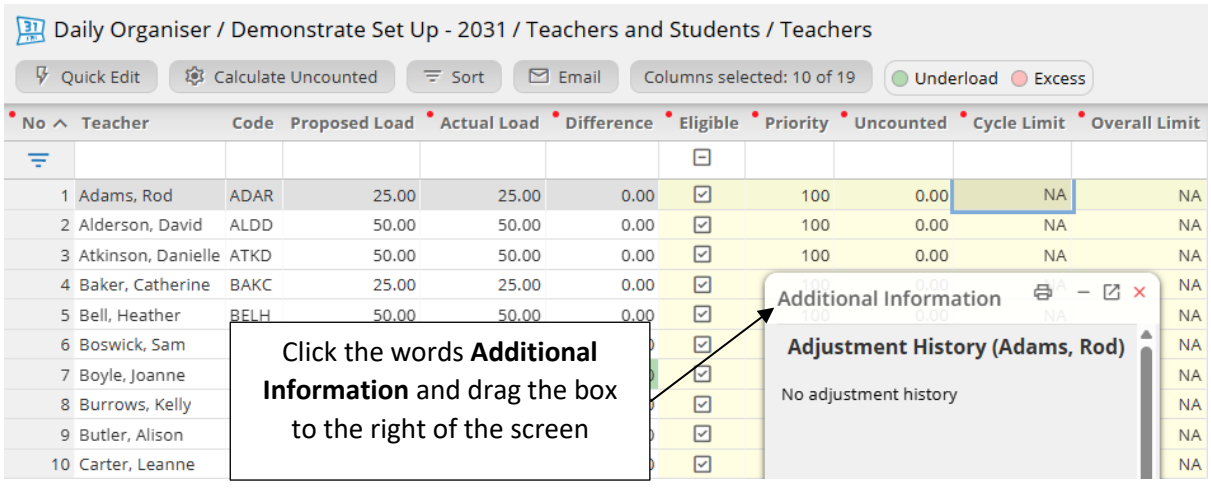
## ADDITIONAL INFORMATION BOX

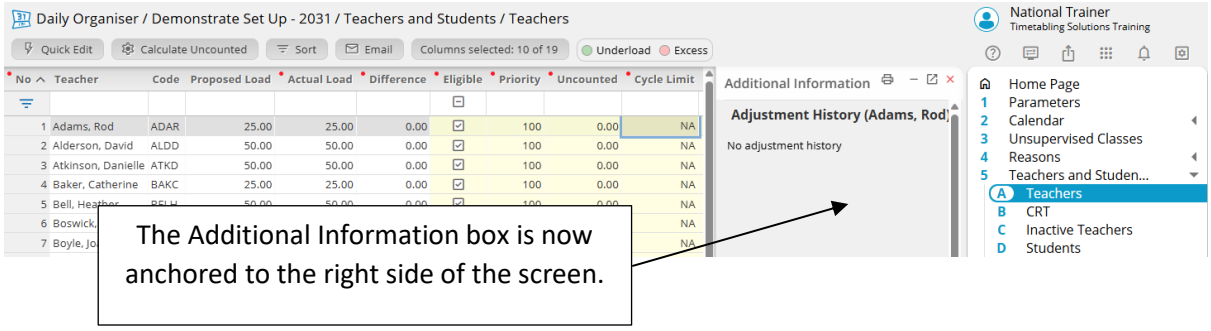
On selected screens throughout the app, the Additional Information box displays relevant information.

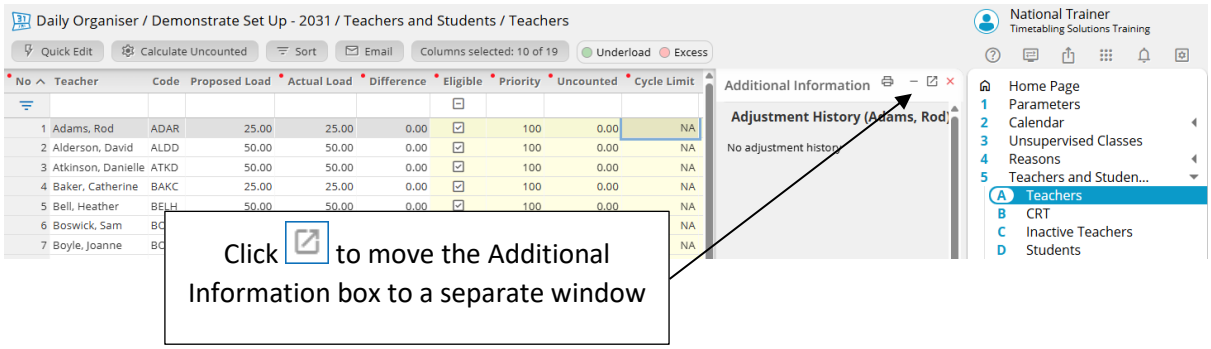


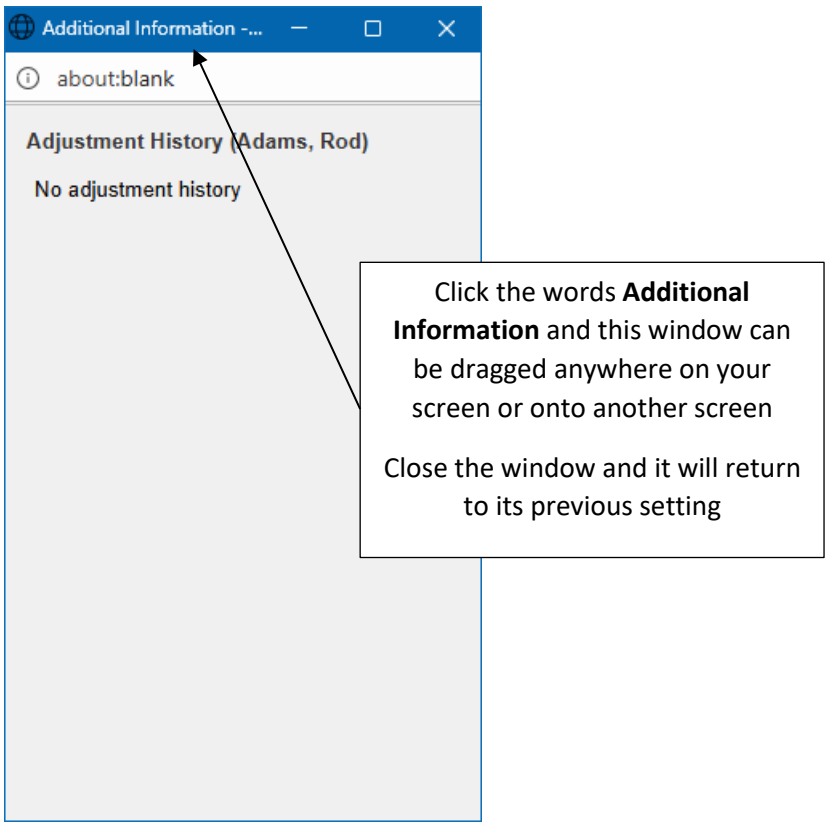

The Additional Information box can be displayed:

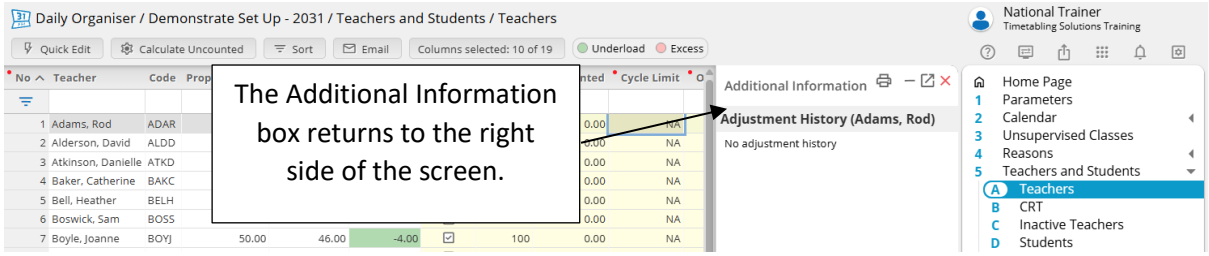
- As a floating box
- Locked to the right, left or base of the screen
- As a pop out window that can be moved anywhere on the screen, or to a second screen




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 0.00 100 0.00 NA
2 Alderson, David ALDD 50.00 50.00 0.00 100 0.00 NA
3 Atkinson, Danielle ATKD 50.00 50.00 0.00 100 0.00 NA
4 Baker, Catherine BAKC 25.00 25.00 0.00 100 0.00 NA
Additional Information
Adjustment History (Adams, Rod)
No adjustment history
National Trainer
Timetabling Solutions Training
Home Page
1 Parameters
2 Calendar
3 Unsupervised Classes
4 Reasons
5 Teachers and Studen...
A Teachers
B CRT
C Inactive Teachers
D Students
The Additional Information box is now anchored to the right side of the screen.

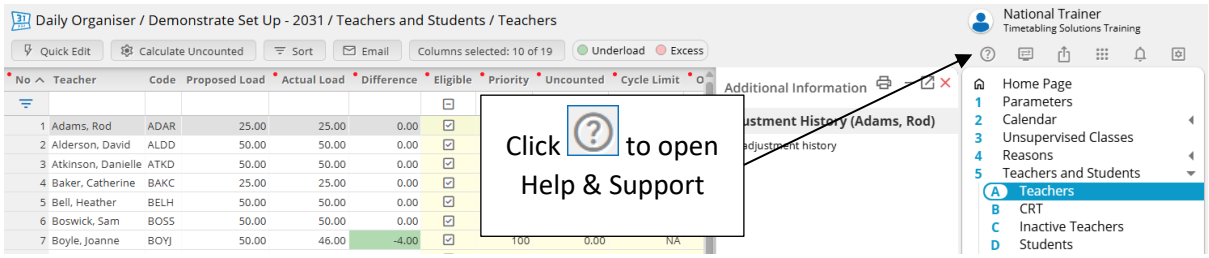

Daily Organiser / Demonstrate Set Up - 2031 / Teachers and Students / Teachers
Quick Edit
Calculate Uncounted
Sort
Email
Columns selected: 10 of 19
Underload
Excess
Additional Information
Adjustment History (Adams, Rod)
No adjustment history
National Trainer
Timetabling Solutions Training
Home Page
1 Parameters
2 Calendar
3 Unsupervised Classes
4 Reasons
5 Teachers and Studen...
A Teachers
B CRT
C Inactive Teachers
D Students
Click to move the Additional Information box to a separate window

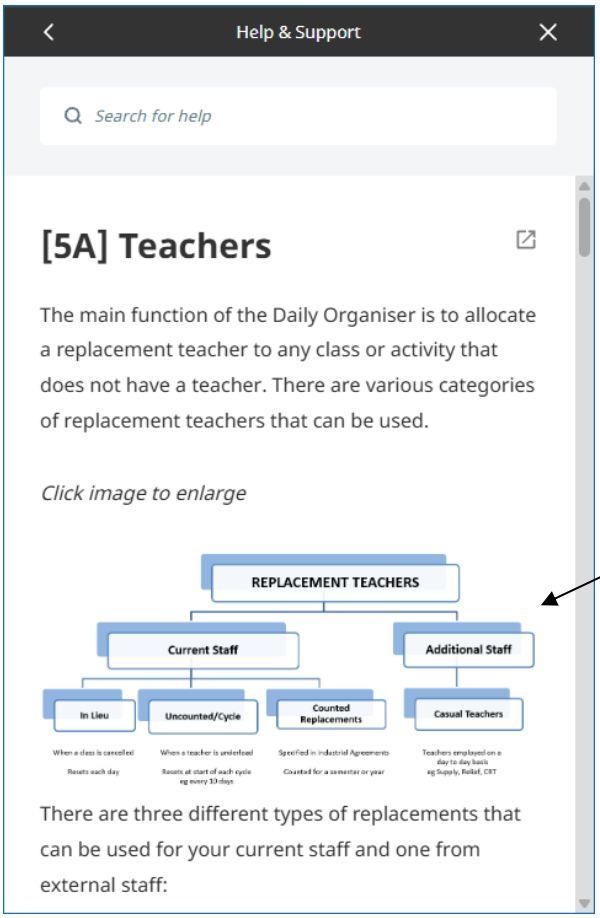

Additional Information -...
about:blank
Adjustment History (Adams, Rod)
No adjustment history
Click the words **Additional Information** and this window can be dragged anywhere on your screen or onto another screen
Close the window and it will return to its previous setting



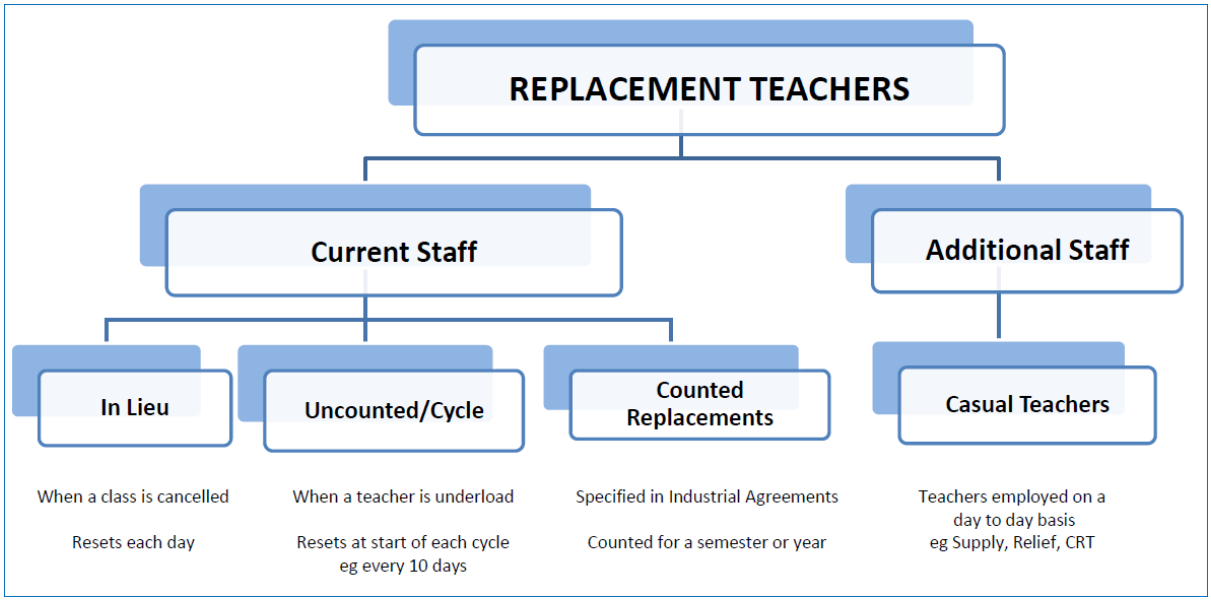

## REPLACEMENT TYPES

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



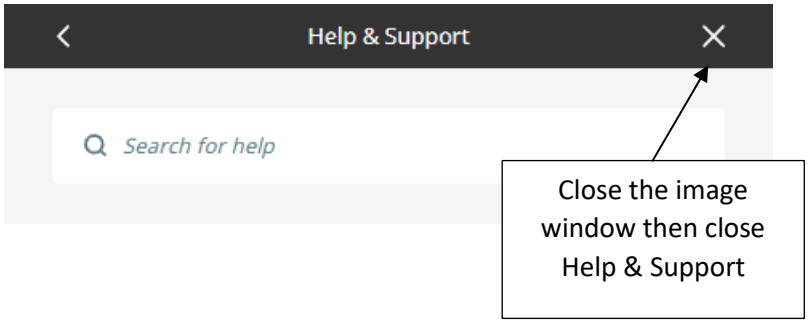

Click the image to open an enlarged version in another window




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

- "In Lieu" replacements are assigned to teachers who have had a class cancelled on the day of the replacement. These should be 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 should be 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" should be 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 and 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

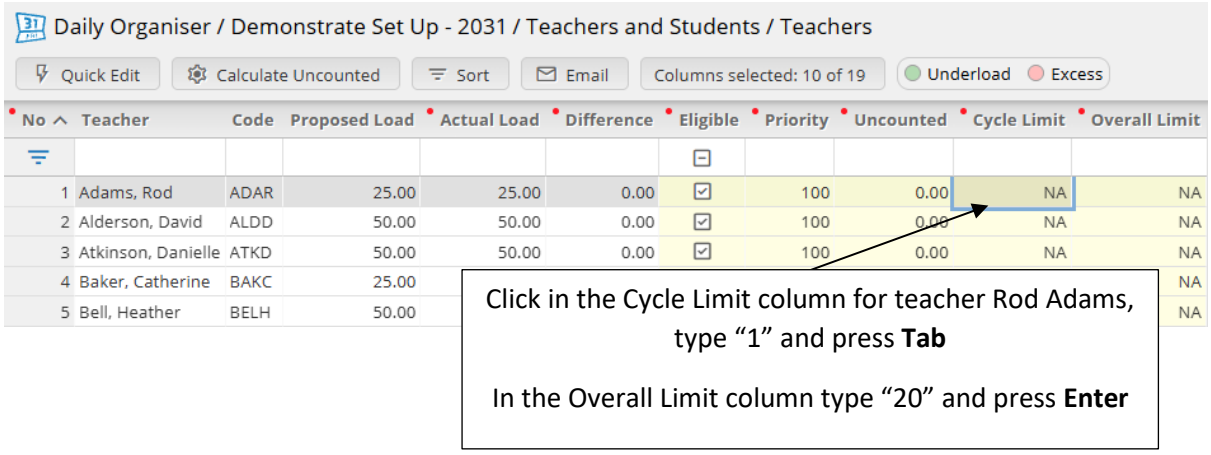
The Cycle Limit and Overall Limit columns can be used to set the maximum number of counted replacement classes that can be assigned to a teacher.

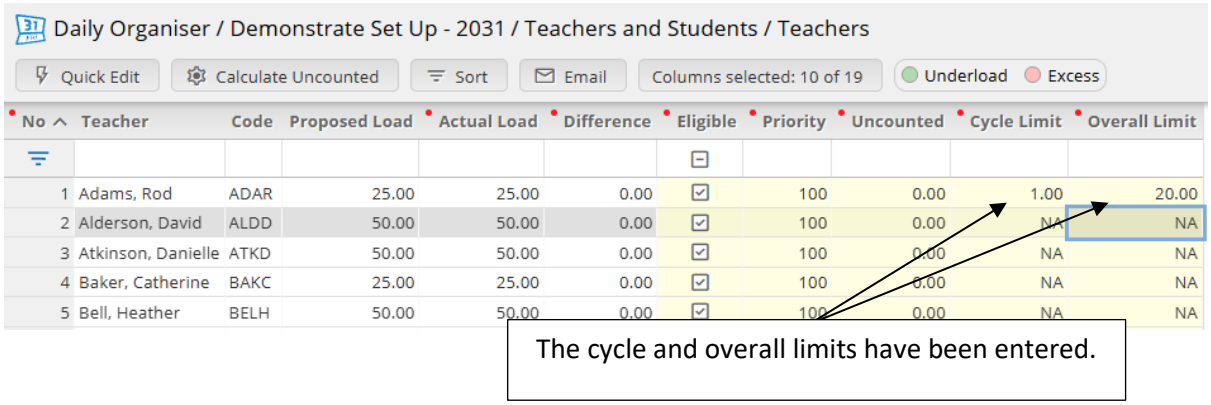
The cycle limit is the maximum number of counted replacements for a timetable cycle. It resets at the start of each cycle. This timetable has a 10 day cycle and the cycle start dates have been entered previously.

The overall limit is determined by the school's Industrial Agreement. This is the maximum number of counted replacements for a year (default), semester, trimester or term. In schools where the overall limit is not based on a year, the overall limit can be reset on screen [2C] Calendar - Start Dates.

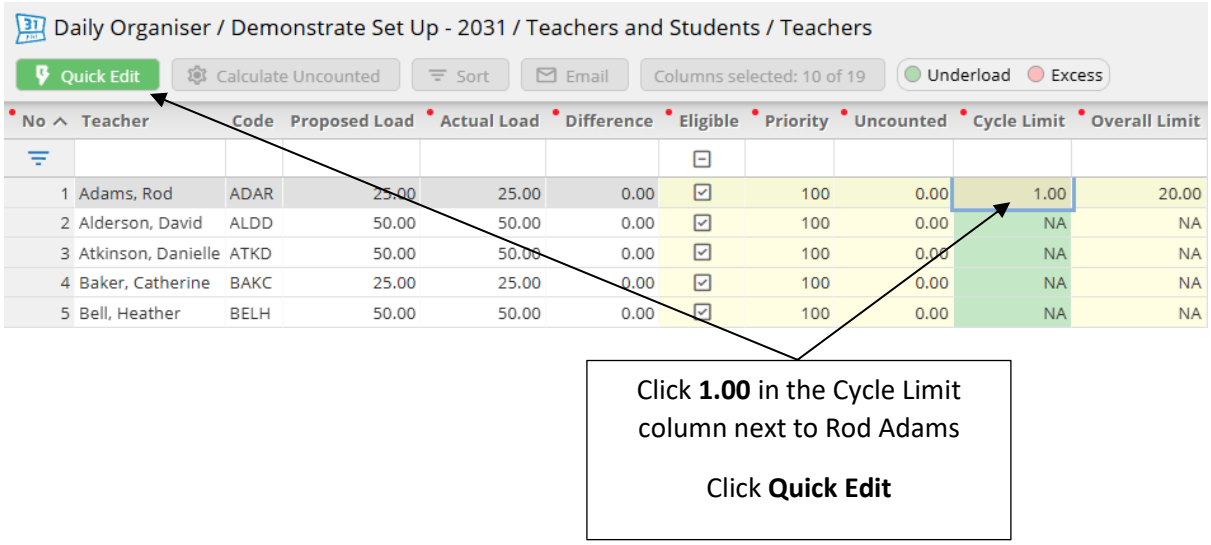
In this dataset, a full time teacher can do a maximum of 20 counted replacements for the year, with a maximum of one per cycle.

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



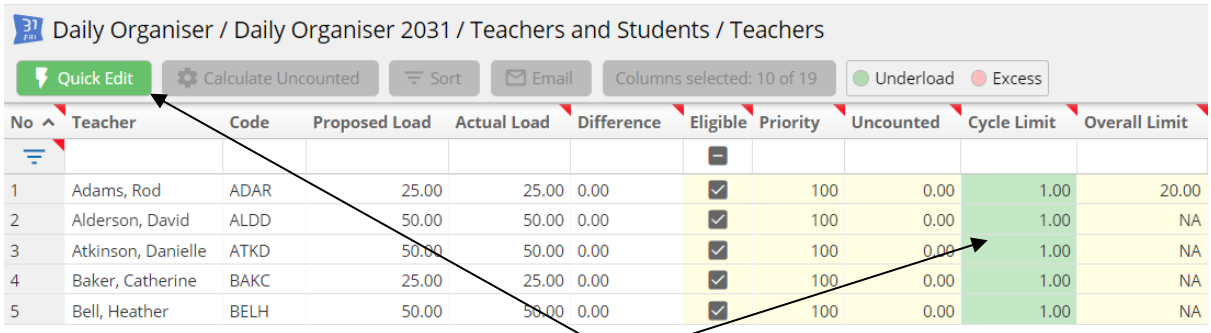




Cells can be selected for editing by clicking in the cell. Alternatively, when moving between cells in the table, press Tab to move one cell to the right or press Enter to move one cell down.




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

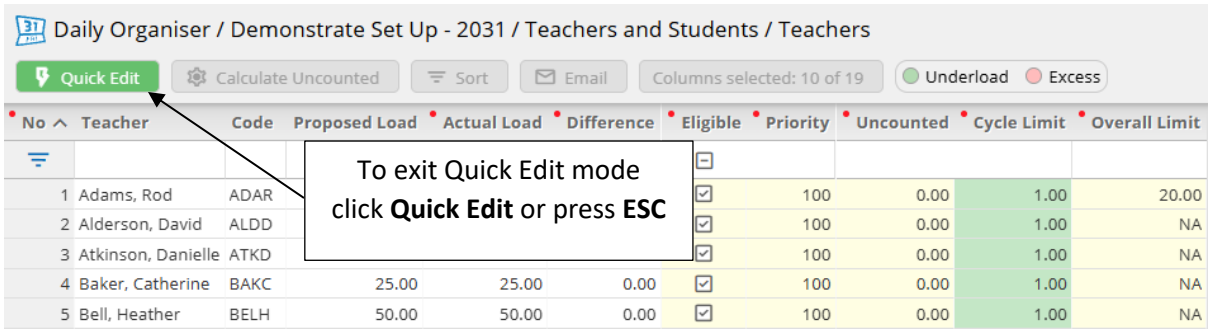
Click **Quick Edit**



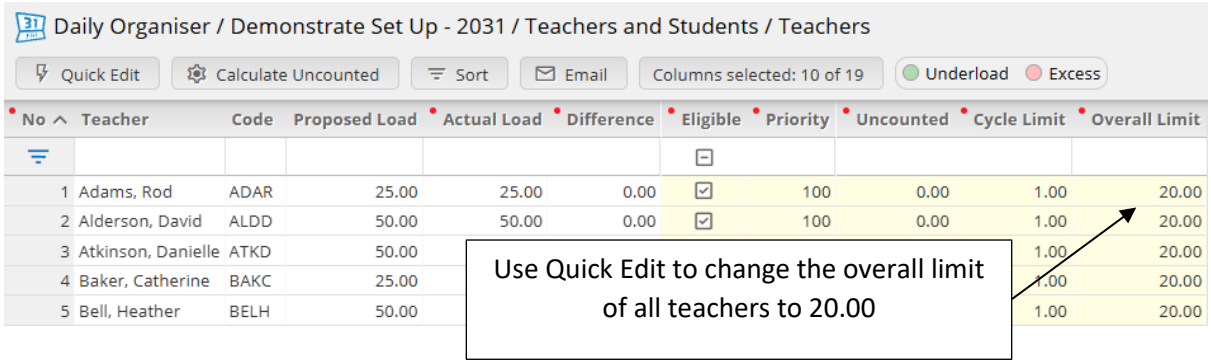

The Quick Edit button is green and the other buttons are inactive.
The Cycle Limit column has also changed to green.

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

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




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




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

## PART TIME TEACHERS

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

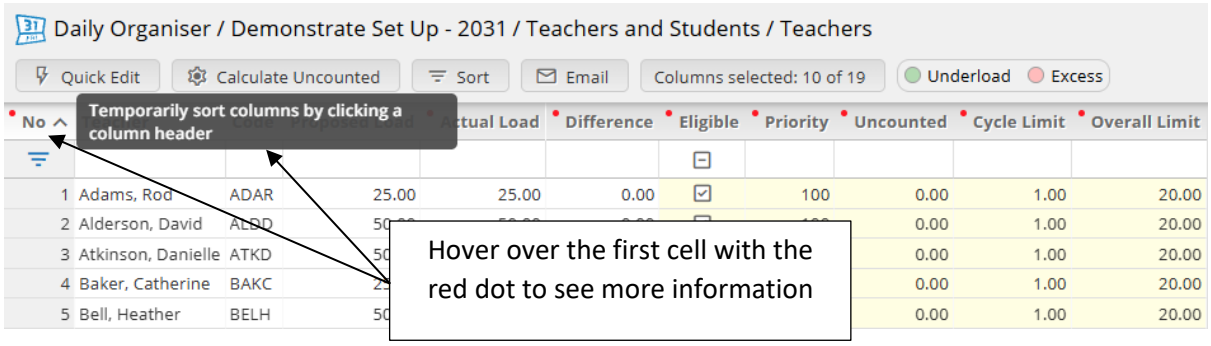
Part time teachers are usually required to take a pro-rata number of counted replacements, and their overall limit will need to be adjusted.

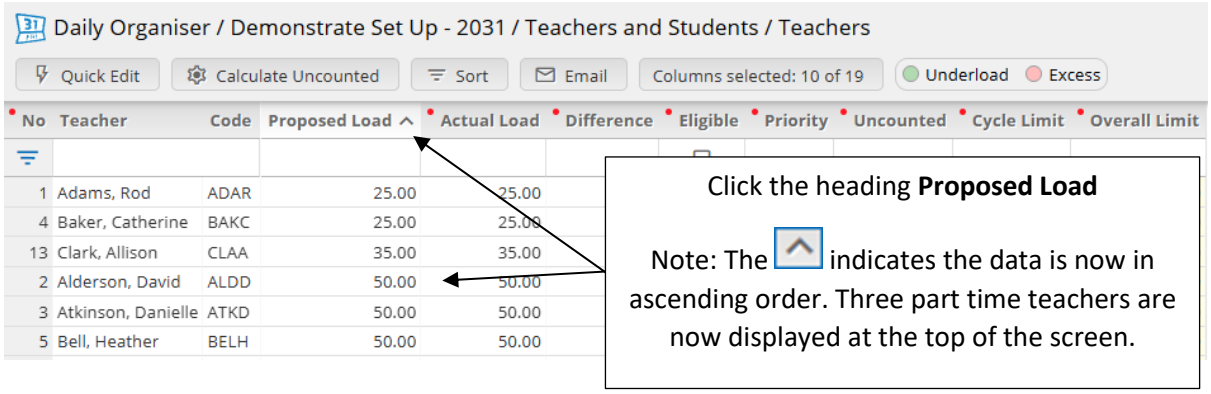
The overall limit can be used in conjunction with the Priority column to assist with the even distribution of replacement classes between full and part time teachers. The overall limit is used to set a maximum number of replacements to which a part time teacher can be assigned. Priority is used as part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

## TEMPORARY SORT

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

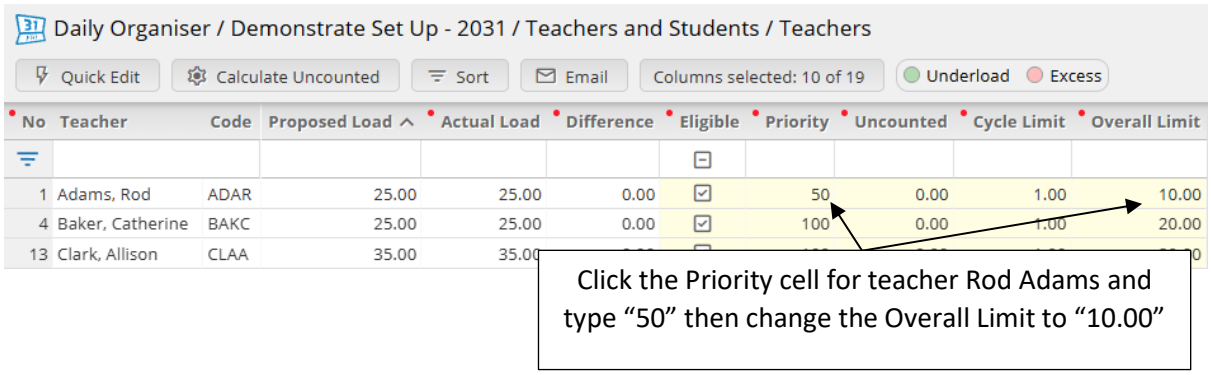
Columns can be sorted by clicking on the column header. The first click sorts the data in ascending order, the second click in descending order, and the third click returns the data to its original order.





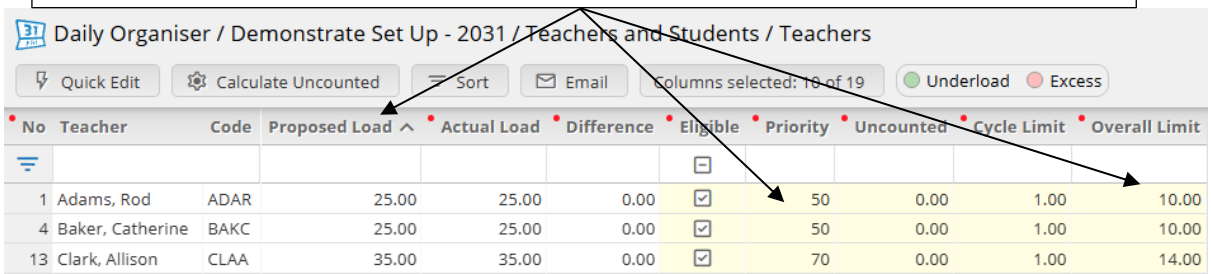

In this example, the details will be entered for the following part time teachers:

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




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

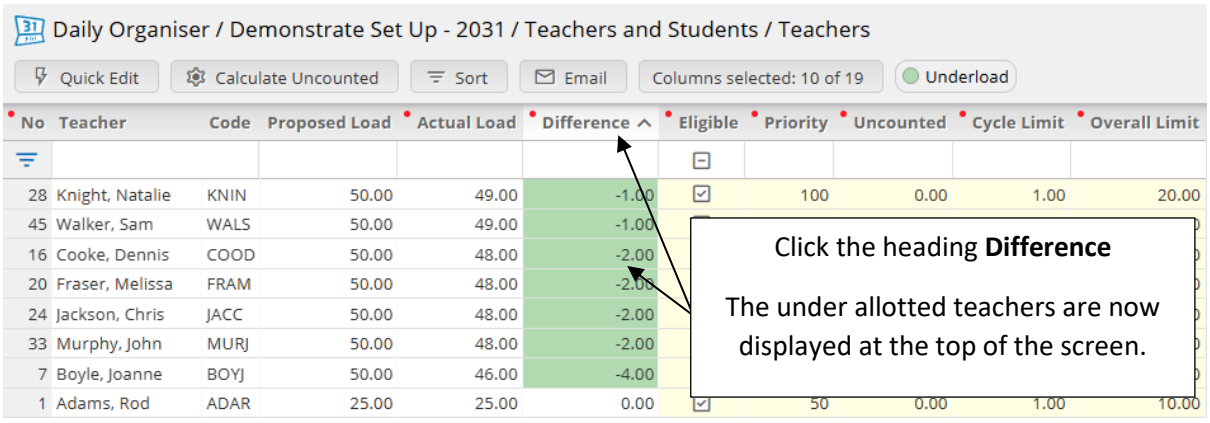


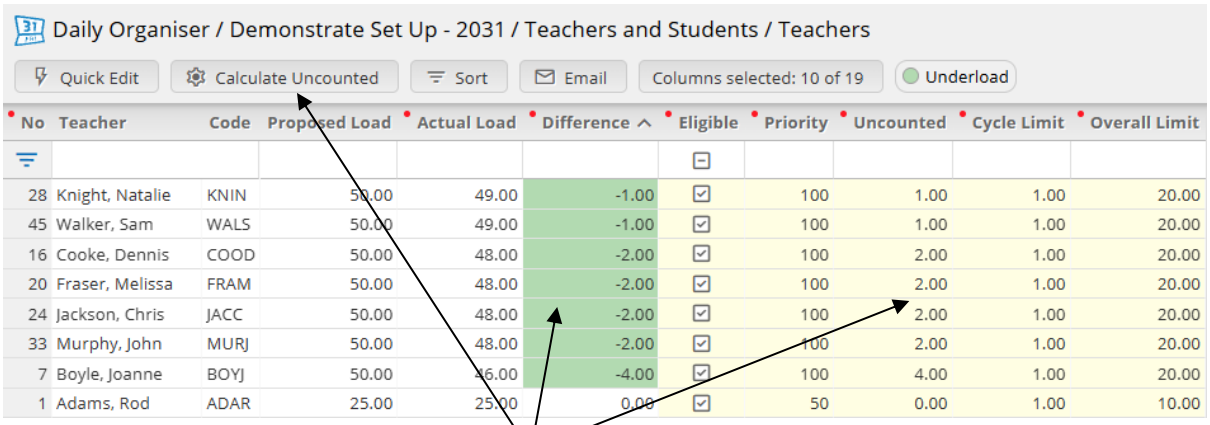

Note: This data needs to be entered at the start of the year and updated when teacher loads change in published timetables.

# UNDER ALLOTTED TEACHERS

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

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

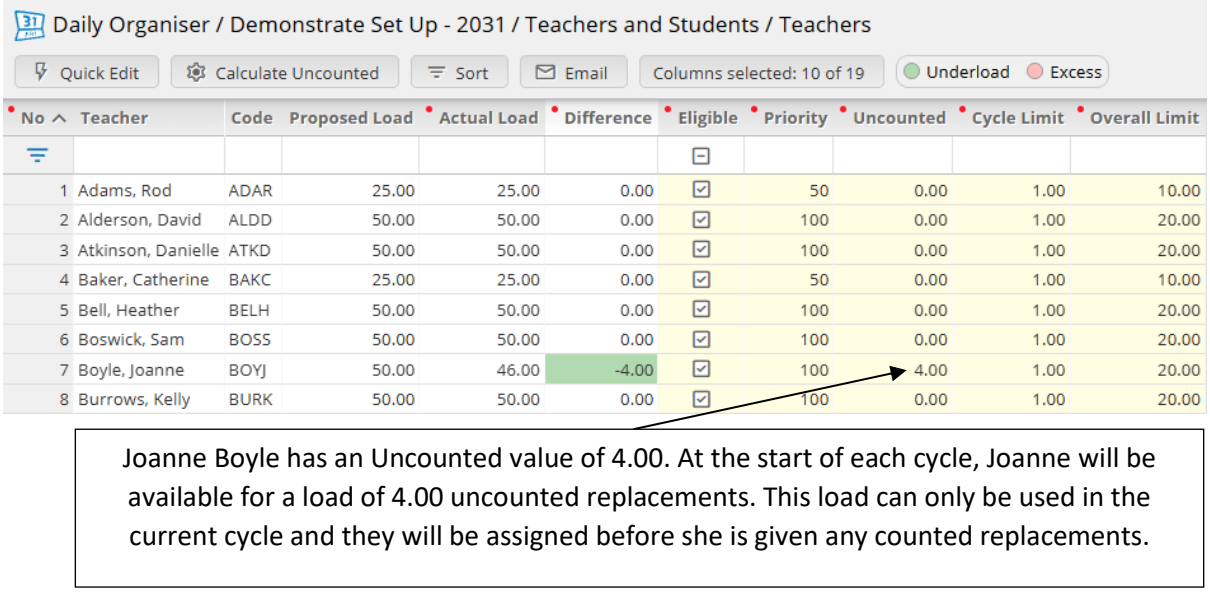



Click **Calculate Uncounted**

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

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




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

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

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

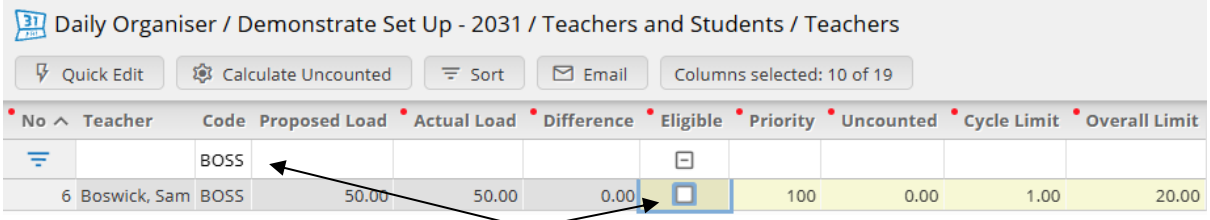
At the beginning of the year, the number of uncounted replacements would need to be calculated for all teachers who are underload. They would need to be amended if a teacher's load changes during the year – for example, at the start of a new semester.

## INELIGIBLE TEACHERS

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

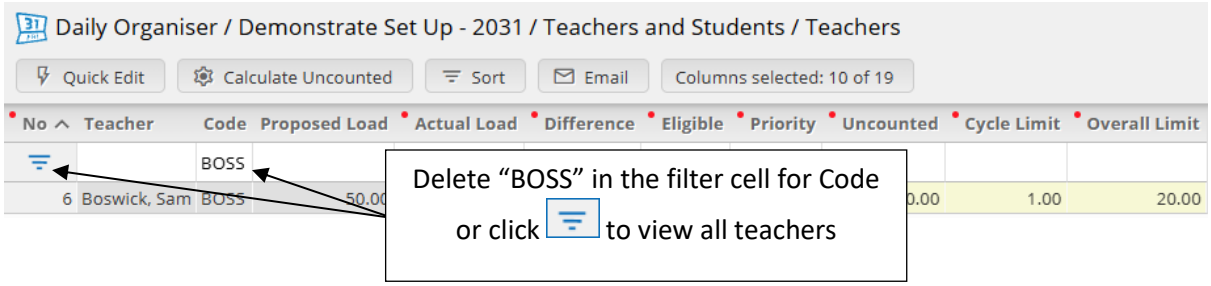
## TEACHERS WHO DO NOT TAKE EITHER COUNTED OR UNCOUNTED REPLACEMENTS

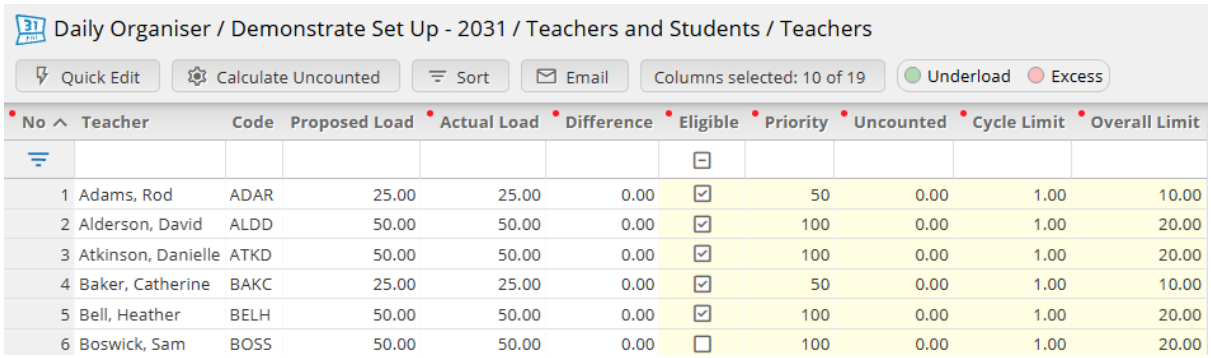
Some staff do not take any replacements, either counted or uncounted. These teachers can be excluded from appearing on the list of teachers available for a replacement so they will not appear as a possible replacement even if their classes are cancelled. In this case, the Principal, Sam Boswick (BOSS),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




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

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

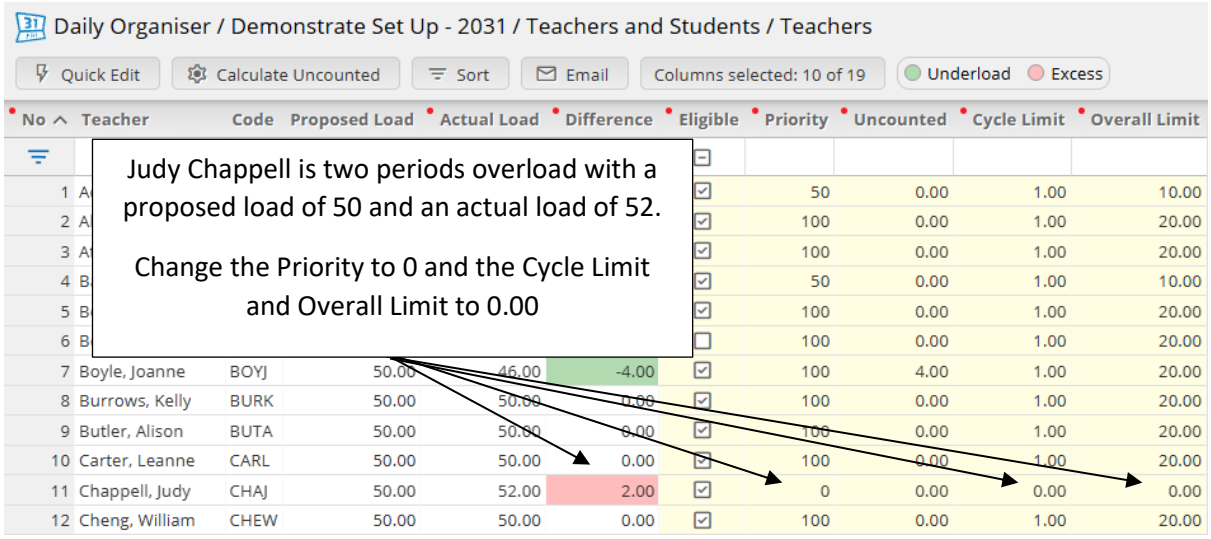



Note: There is no need to adjust the data in the other columns for Sam Boswick as their name will not appear on the list of available teachers. It is possible to override this and assign a replacement class if necessary.

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

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




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

# CHANGE UNCOUNTED, CYCLE LIMIT AND OVERALL LIMIT

The uncounted, cycle limit and overall limits are cyclic. Any changes will be applied from the start of a cycle.

## CHANGE UNCOUNTED OR CYCLE LIMIT

If a teacher's load changes during the year, it may affect their uncounted or cycle limit. When these changes occur in the timetable file, they are not automatically updated in the Daily Organiser app.

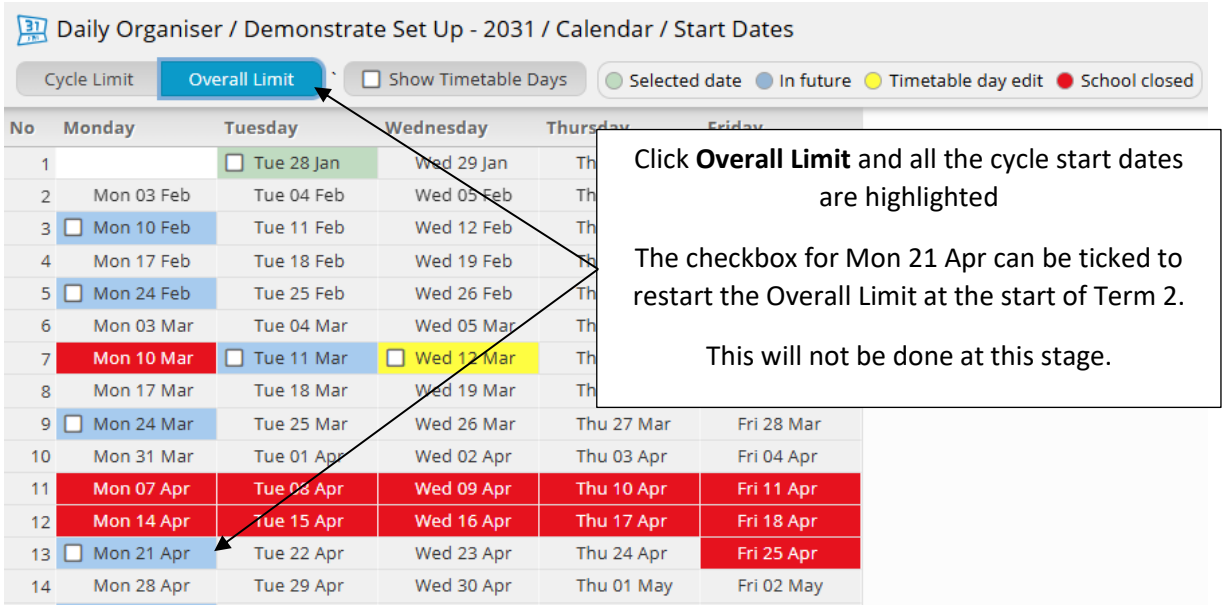
The Daily Organiser must manually make these changes on this screen. The changes will take effect from the start of the current cycle. All changes are displayed in the Additional Information box.

## CHANGE THE OVERALL LIMIT

Some schools require the Overall Limit to be reset at the start of each term or semester. In the past this was done by creating a new Daily Organiser dataset. In the current version there can only be one dataset for each calendar year. Therefore, changes must be made in this dataset.

Changes to the Overall Limit can only be applied to a cycle start date.

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




| No | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|---|
| 1 | | Tue 28 Jan | Wed 29 Jan | Th | |
| 2 | Mon 03 Feb | Tue 04 Feb | Wed 05 Feb | Th | |
| 3 | Mon 10 Feb | Tue 11 Feb | Wed 12 Feb | Th | |
| 4 | Mon 17 Feb | Tue 18 Feb | Wed 19 Feb | Th | |
| 5 | Mon 24 Feb | Tue 25 Feb | Wed 26 Feb | Th | |
| 6 | Mon 03 Mar | Tue 04 Mar | Wed 05 Mar | Th | |
| 7 | Mon 10 Mar | Tue 11 Mar | Wed 12 Mar | Th | |
| 8 | Mon 17 Mar | Tue 18 Mar | Wed 19 Mar | Th | |
| 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 |

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

# DIFFERENT MODELS BASED ON INDUSTRIAL AGREEMENTS

It is essential that the Daily Organiser is 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

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

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.

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

To implement this:

- Set the Overall Limit for each full-time teacher to 10.00.
- Use Uncounted/Cycle replacements for teachers who are underload.
- Use In Lieu replacements when available.
- Employ Casual teachers on a daily basis as required.

## MODEL 2: NO REPLACEMENT CLASSES

[MELBOURNE DIOCESE CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT 2022]

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

In this case, in 2025 and subsequent years, full-time teachers cannot be assigned a replacement class if doing so would exceed their maximum number of hours of scheduled class time.

To implement this:

- Set the Cycle Limit and Overall Limit to 0.00 for all teachers. This will produce a warning message if counted replacements are assigned.
- Use Uncounted/Cycle replacements for teachers who are underload.
- Use In Lieu replacements when available.
- Employ Casual teachers on a daily basis as required.

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

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

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 ….

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.

To implement this:

- Set 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 their Cycle Limit and Overall Limit.
- Use Uncounted/Cycle replacements for teachers who are underload.
- Use In Lieu replacements when available.
- Employ Casual teachers on a daily basis as required.

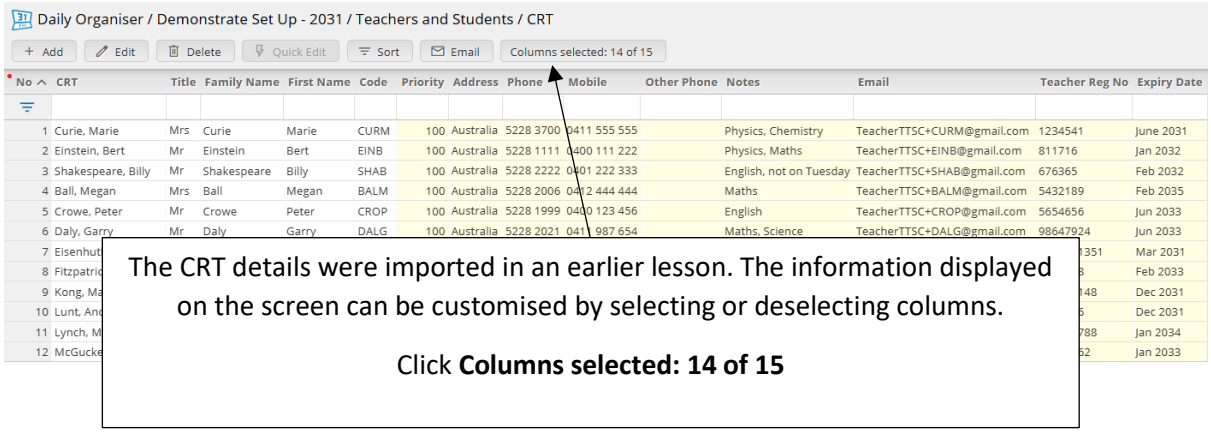
When assigning replacements, In Lieu, Uncounted and Casual teachers would be used first, then Counted replacements could be given to teachers who have agreed to do paid replacements. At the end of each cycle a report can be printed with the number of counted (paid) replacements each teacher has been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

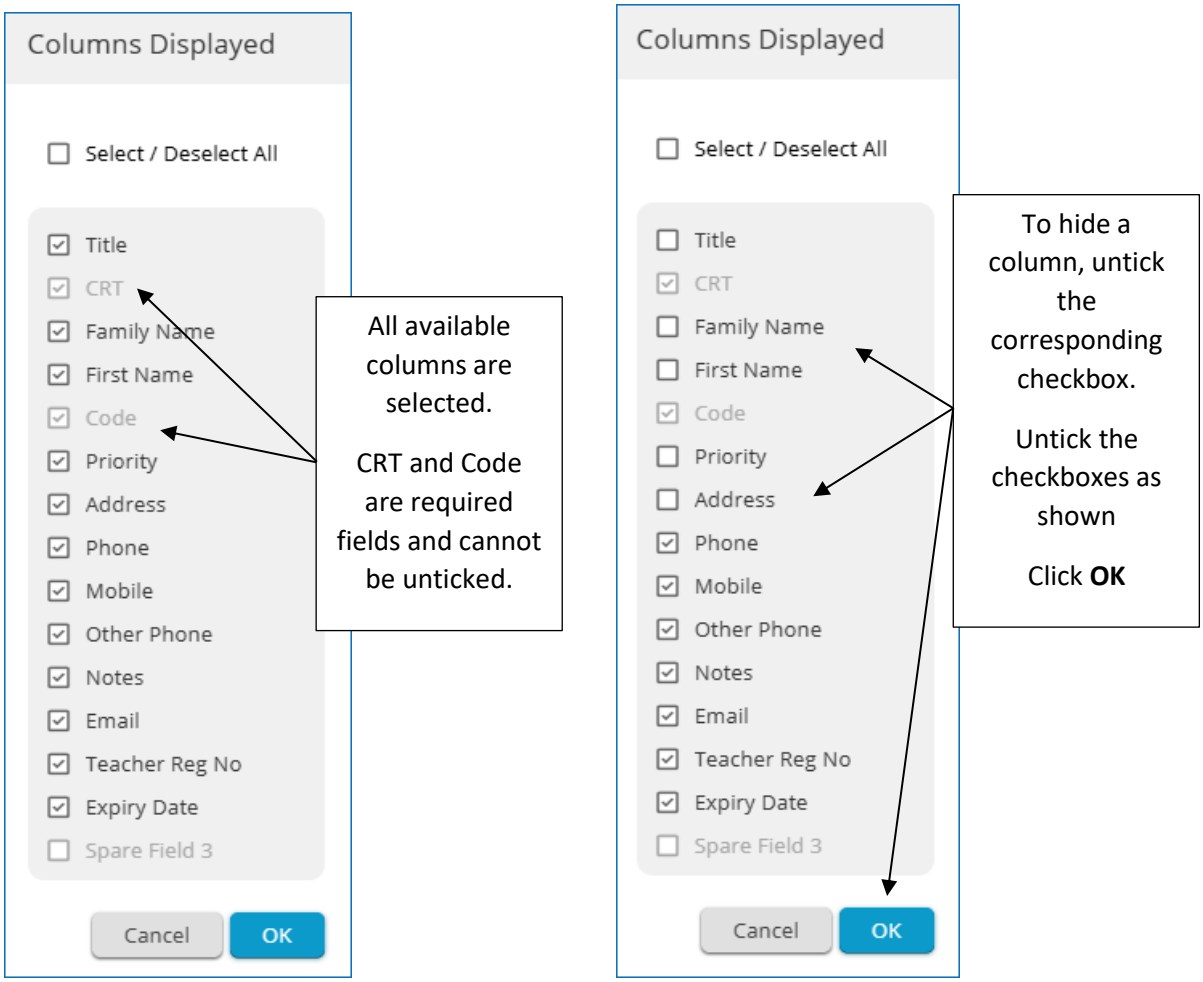
# CASUAL TEACHERS

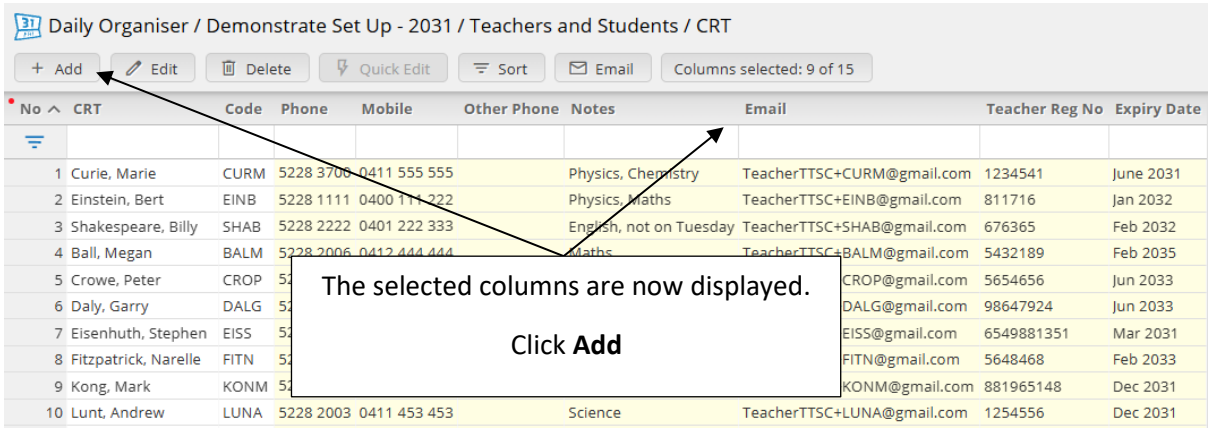
In this case, the term CRT is being used for Casual teachers. This was defined in an earlier lesson in [1] Parameters. CRTs are often called into the school on a daily basis to cover the absent staff for that day.

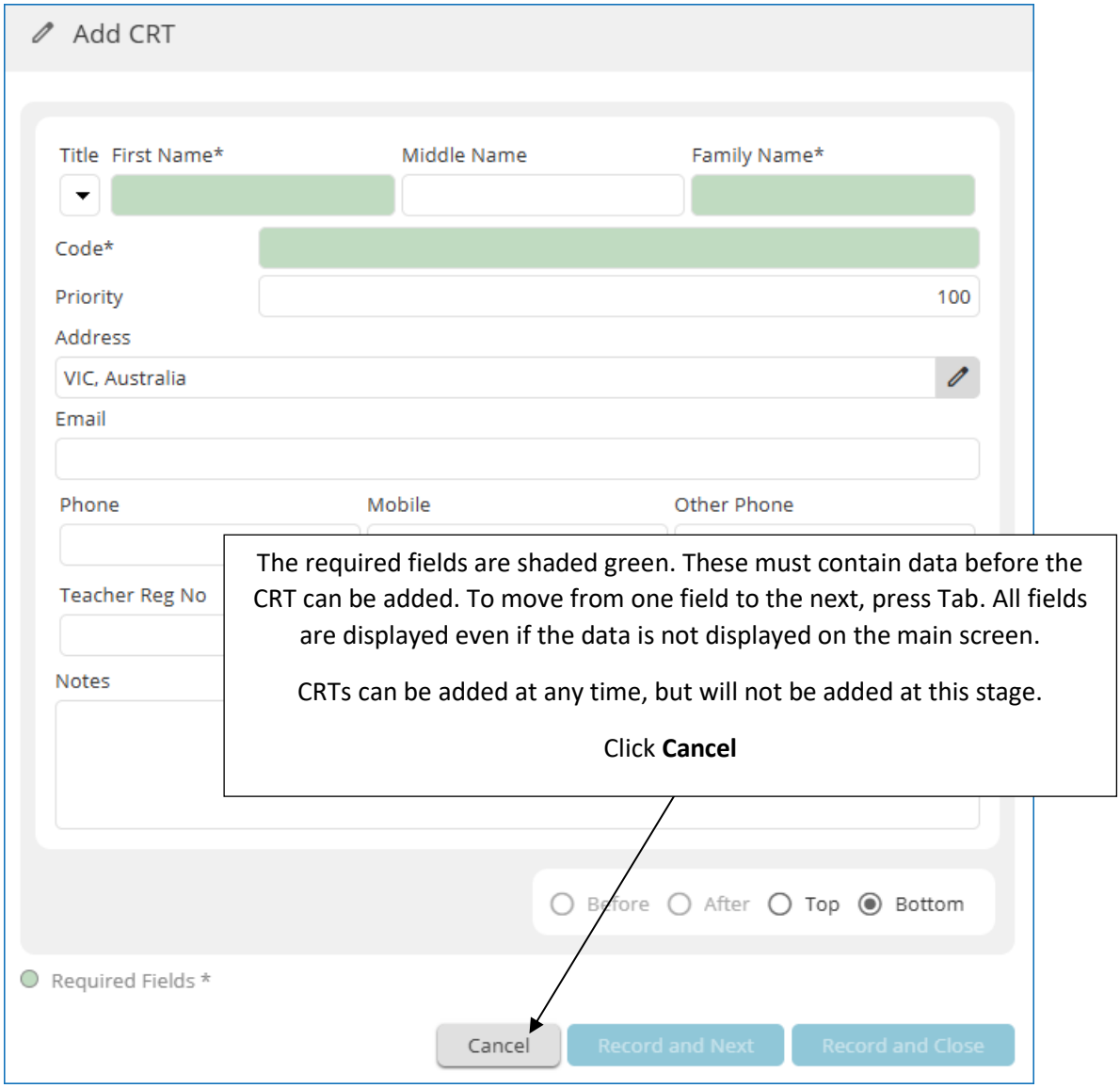
When a new Daily Organiser is created, the CRT details can be included in the import process. They can be added manually at any time.

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




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 3706 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 52 CROP@gmail.com 5654656 Jun 2033
6 Daly, Garry DALG 52 DALG@gmail.com 98647924 Jun 2033
7 Eisenhuth, Stephen EISS 52 EISS@gmail.com 6549881351 Mar 2031
8 Fitzpatrick, Narelle FITN 52 FITN@gmail.com 5648468 Feb 2033
9 Kong, Mark KONM 52 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




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 ..... 84
Skills ..... 84
Open Another Campus and Academic Year ..... 85
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Selected Day ..... 87
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- Make a Teacher Absent for Part of a Day ..... 94
- Different Absence Reasons on the Same Day ..... 96

Plan Days ..... 97
- Group Teacher Absences ..... 97
- Edit a Group Teacher Absence ..... 105
- Individual Teacher Absences ..... 108
- Find a Teacher ..... 108
- Edit Individual Teacher Absences ..... 113

Plan CRT Days ..... 116
- Group CRT Availabilities ..... 117
- Individual CRT availabilities ..... 120

## PROFESSIONAL LEARNING OBJECTIVES

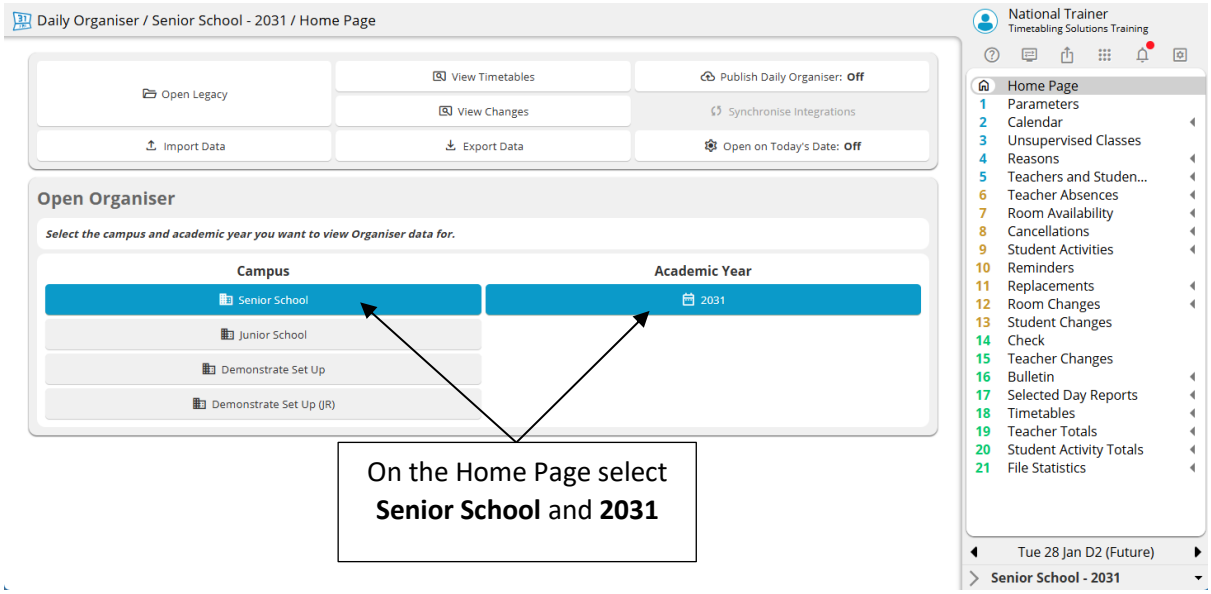
- Manage teacher absences
- Manage planned Casual teacher availability

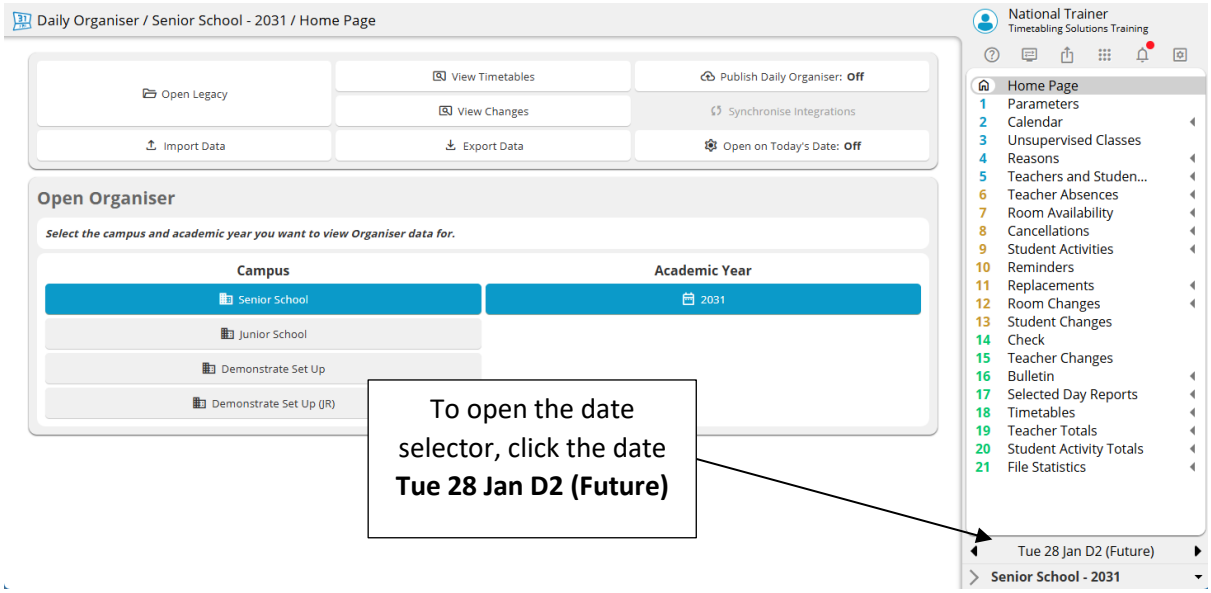
## SKILLS

- 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 group teacher absence for teachers
- Edit a group teacher absence
- Manage Casual teacher availability

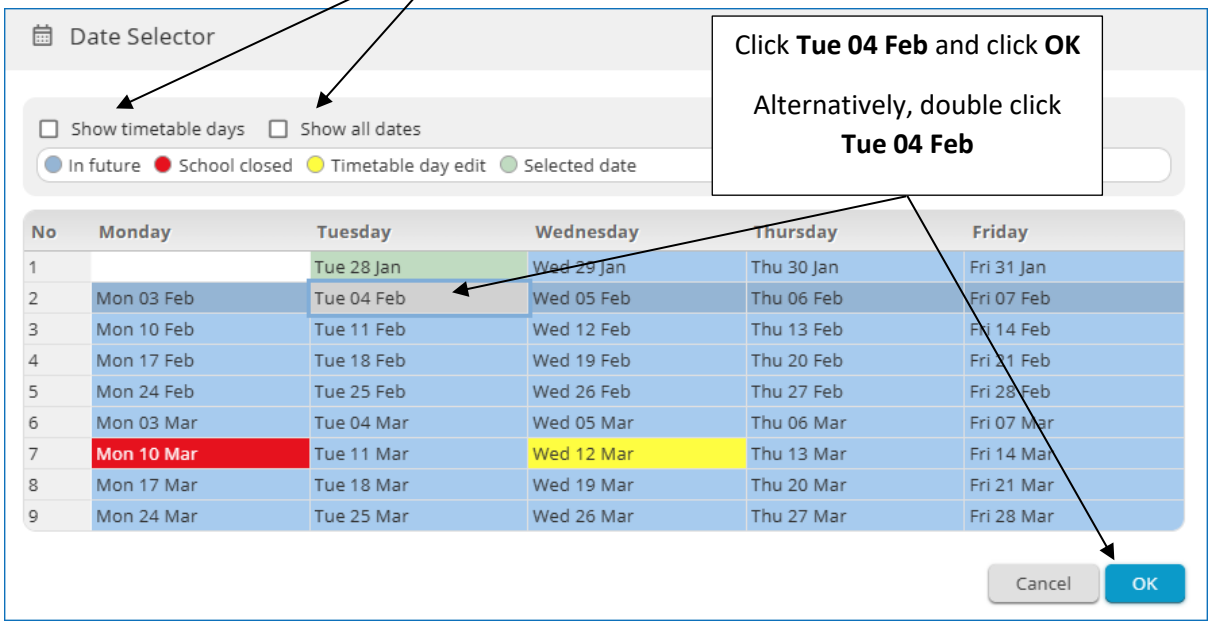
# OPEN ANOTHER CAMPUS AND ACADEMIC YEAR

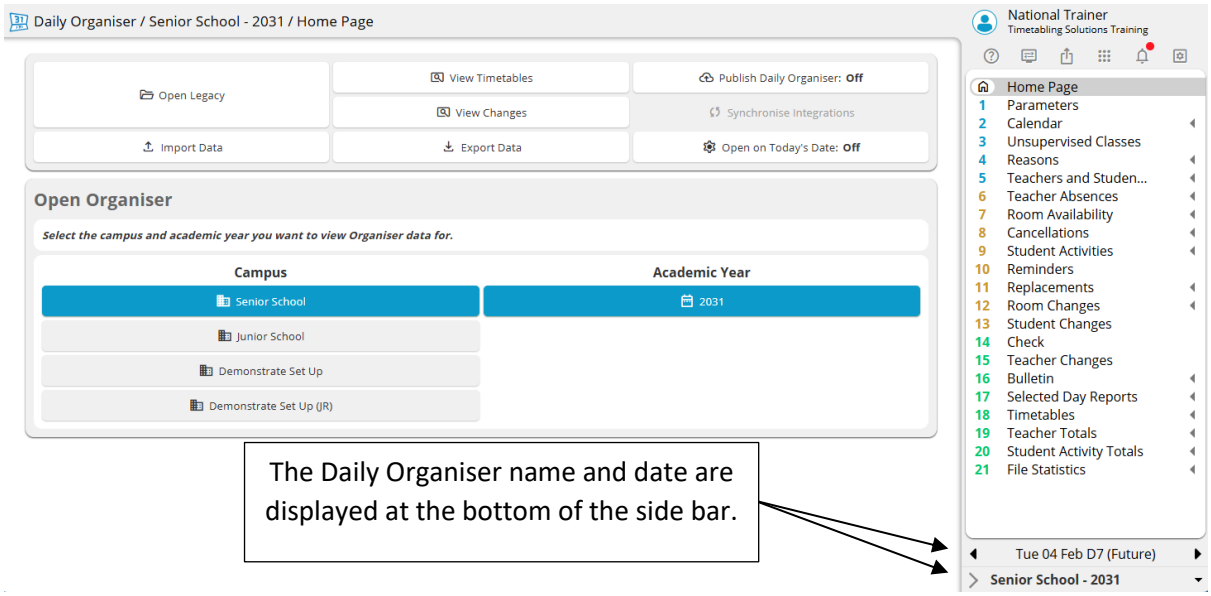
The Daily Organiser for Senior School - 2031 will be used for the remaining lessons. In this data, the first week of the school year has been completed and Tuesday 4 Feb will be the selected date.



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




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

# TEACHER ABSENCES

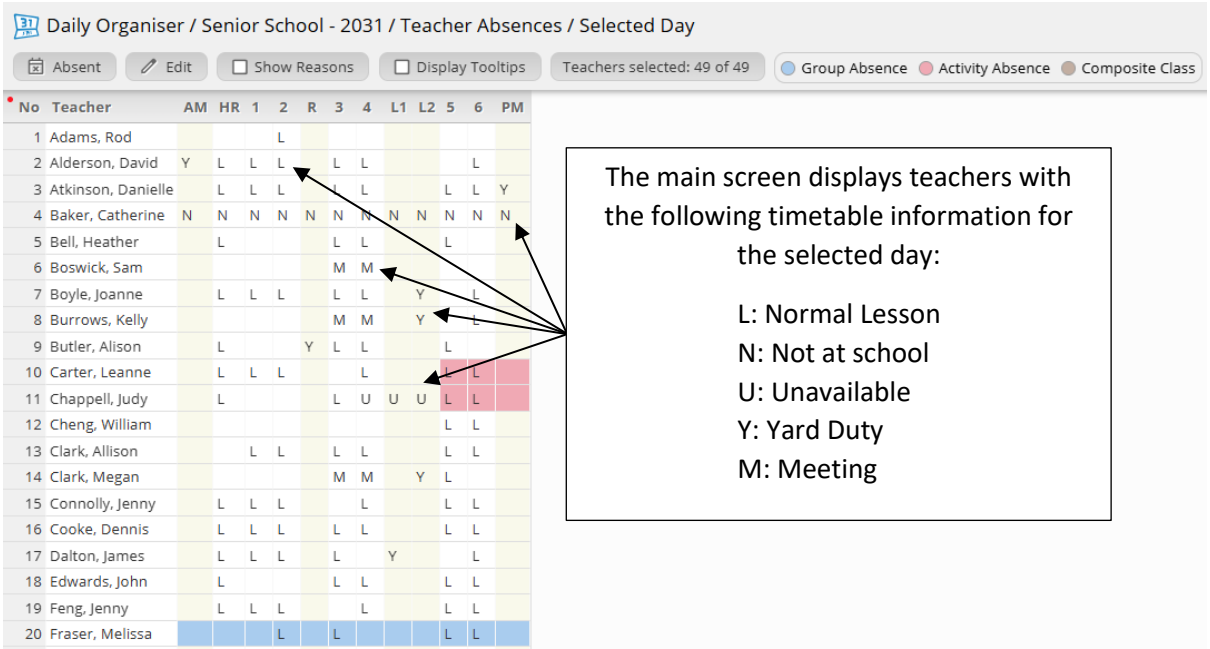
On [6] Teacher Absences there are three ways to make teachers absent:

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

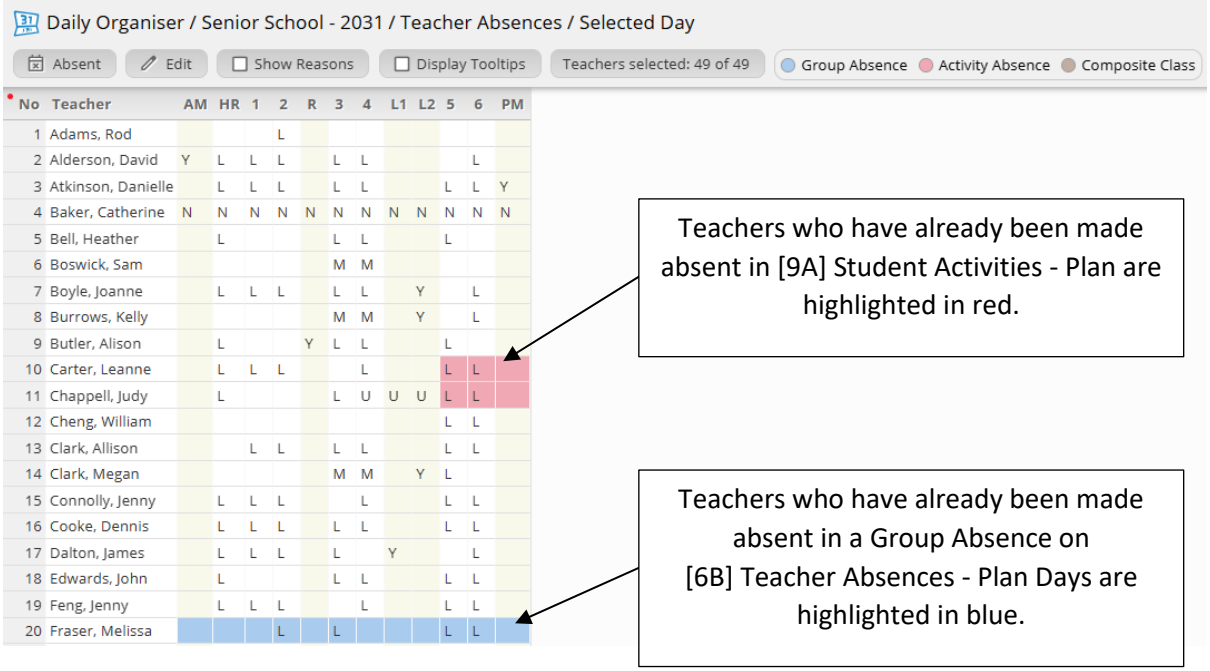
# SELECTED DAY

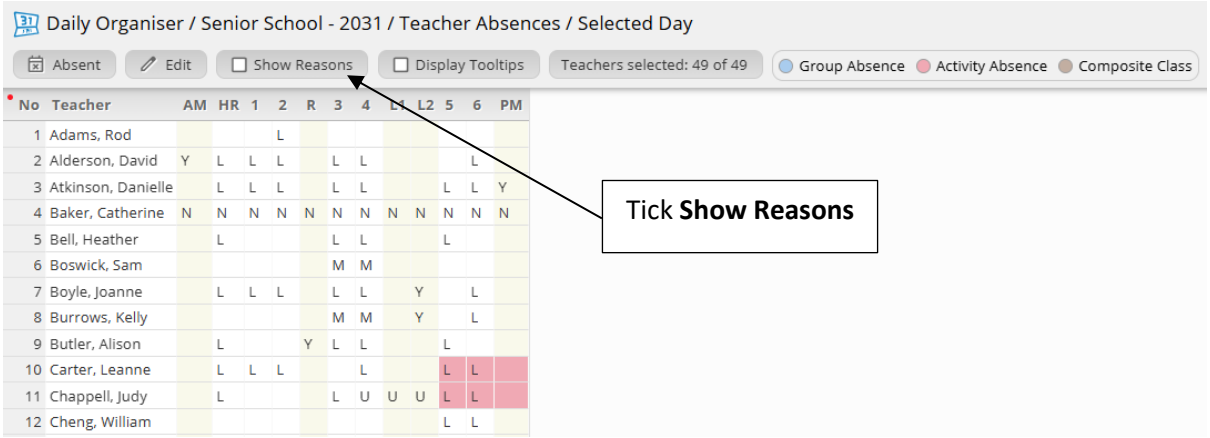
Individual teachers can be made absent for the whole day or part of the day that is selected.

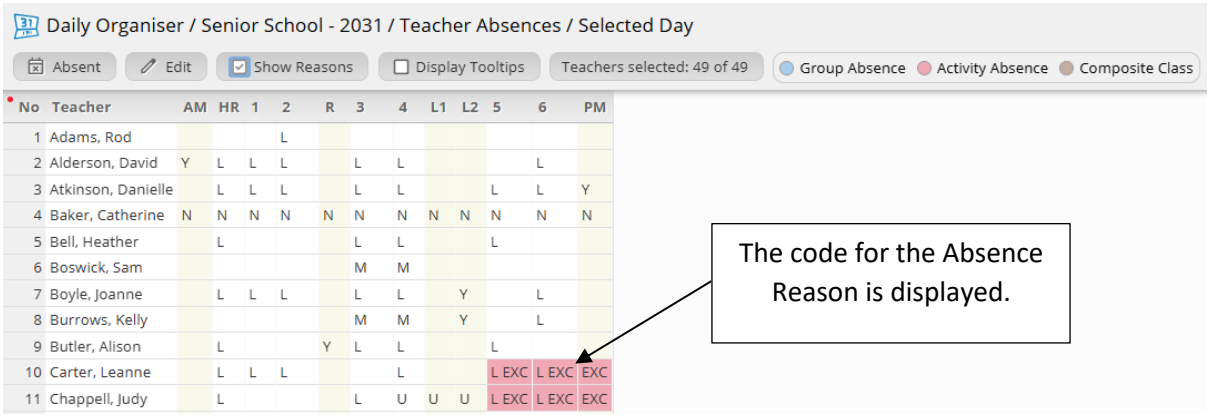
**On the Task Tree select:**
**[6A] Teacher Absences - Selected Day**

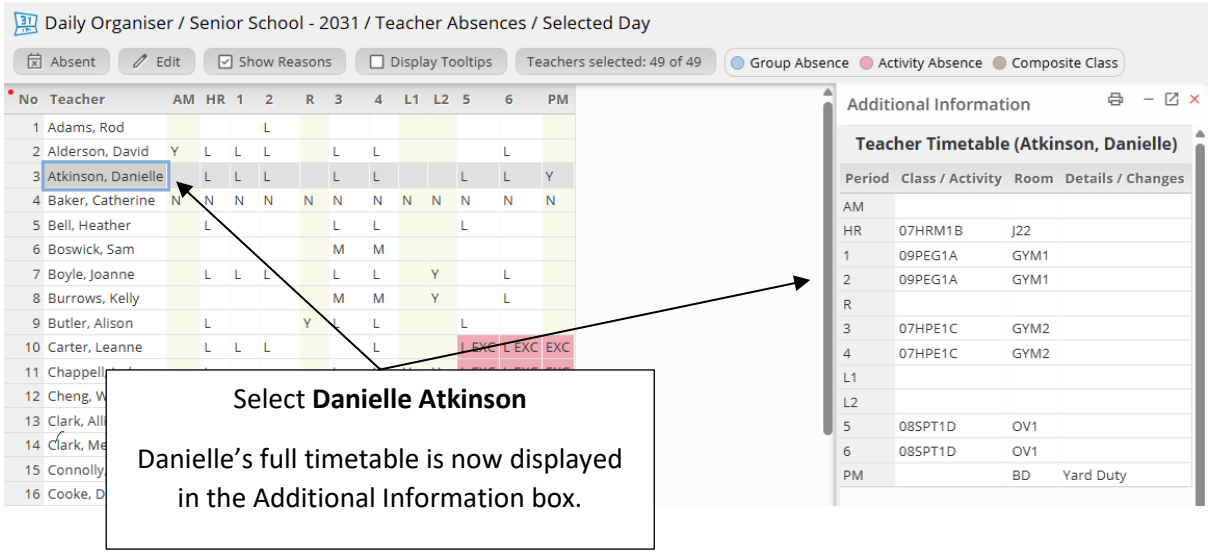



| No | Teacher | AM | HR | 1 | 2 | R | 3 | 4 | L1 | L2 | 5 | 6 | PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | | | | L | | | | | | | | |
| 2 | Alderson, David | Y | L | L | L | | L | L | | | | L | |
| 3 | Atkinson, Danielle | | L | L | L | | L | L | | | L | L | Y |
| 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 | |
| 13 | Clark, Allison | | | L | L | | L | L | | | L | L | |
| 14 | Clark, Megan | | | | | | M | M | | Y | L | | |
| 15 | Connolly, Jenny | | L | L | L | | | L | | | L | L | |
| 16 | Cooke, Dennis | | L | L | L | | L | L | | | L | L | |
| 17 | Dalton, James | | L | L | L | | L | | Y | | | L | |
| 18 | Edwards, John | | L | | | | L | L | | | L | L | |
| 19 | Feng, Jenny | | L | L | L | | | L | | | L | L | |
| 20 | Fraser, Melissa | | | | L | | L | | | | L | L | |


Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
Display Tooltips
Teachers selected: 49 of 49
Group Absence
Activity Absence
Composite Class
Teachers who have already been made absent in [9A] Student Activities - Plan are highlighted in red.
Teachers who have already been made absent in a Group Absence on [6B] Teacher Absences - Plan Days are highlighted in blue.

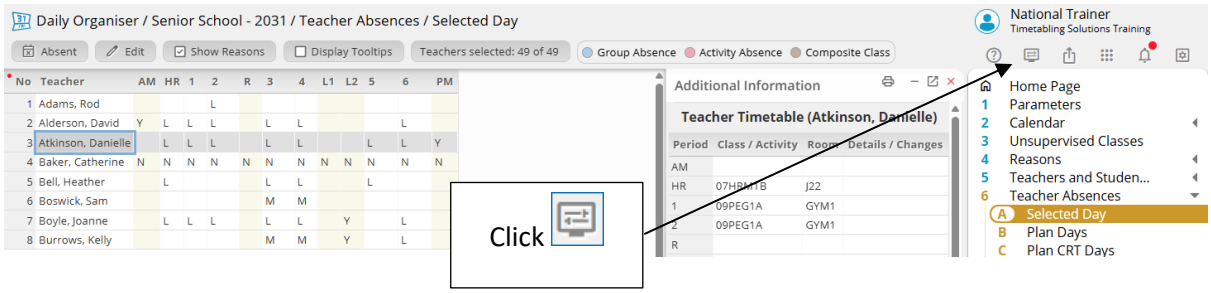

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
Display Tooltips
Teachers selected: 49 of 49
Group Absence
Activity Absence
Composite Class
Tick **Show Reasons**

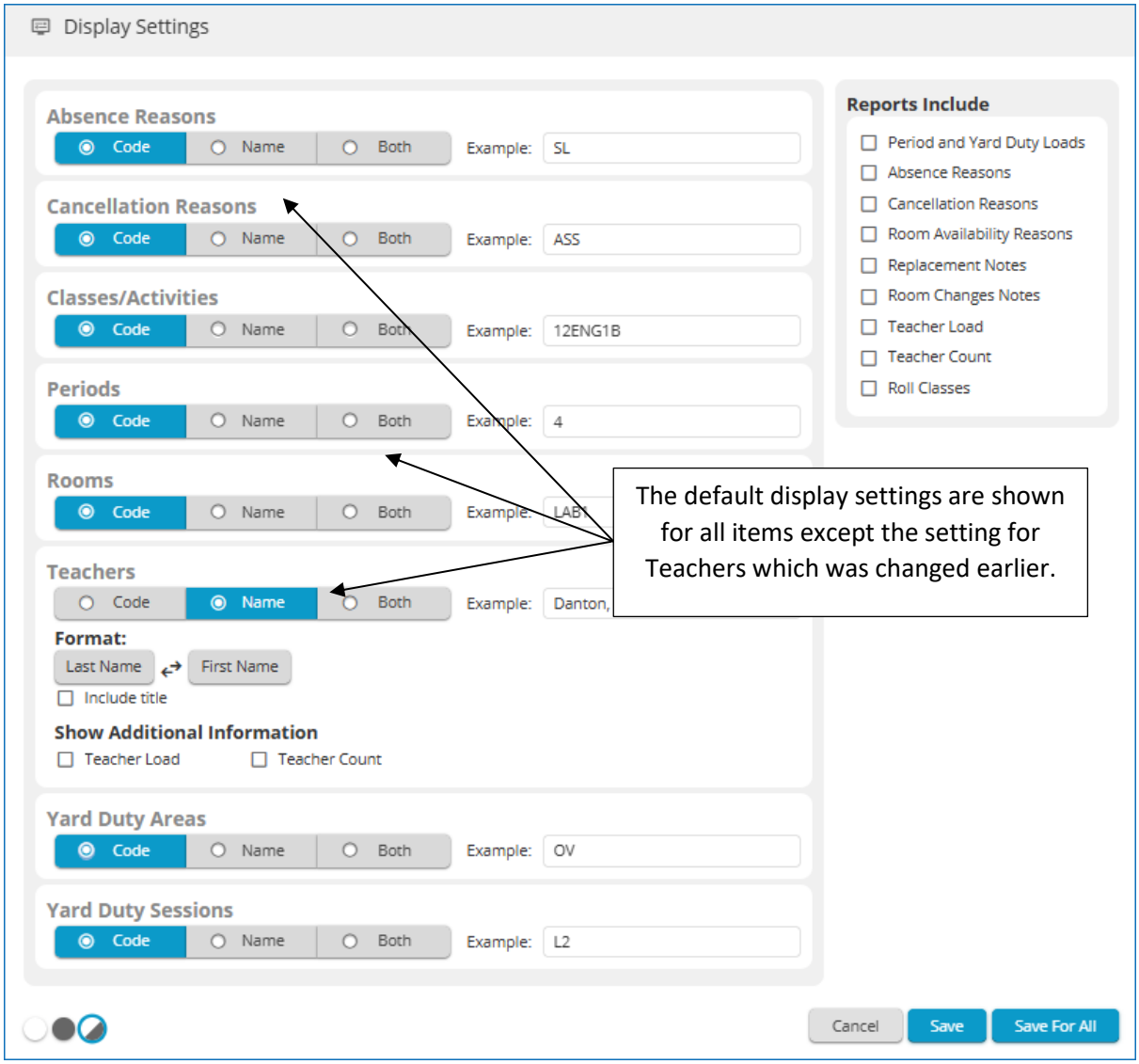

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
Display Tooltips
Teachers selected: 49 of 49
Group Absence
Activity Absence
Composite Class
The code for the Absence Reason is displayed.

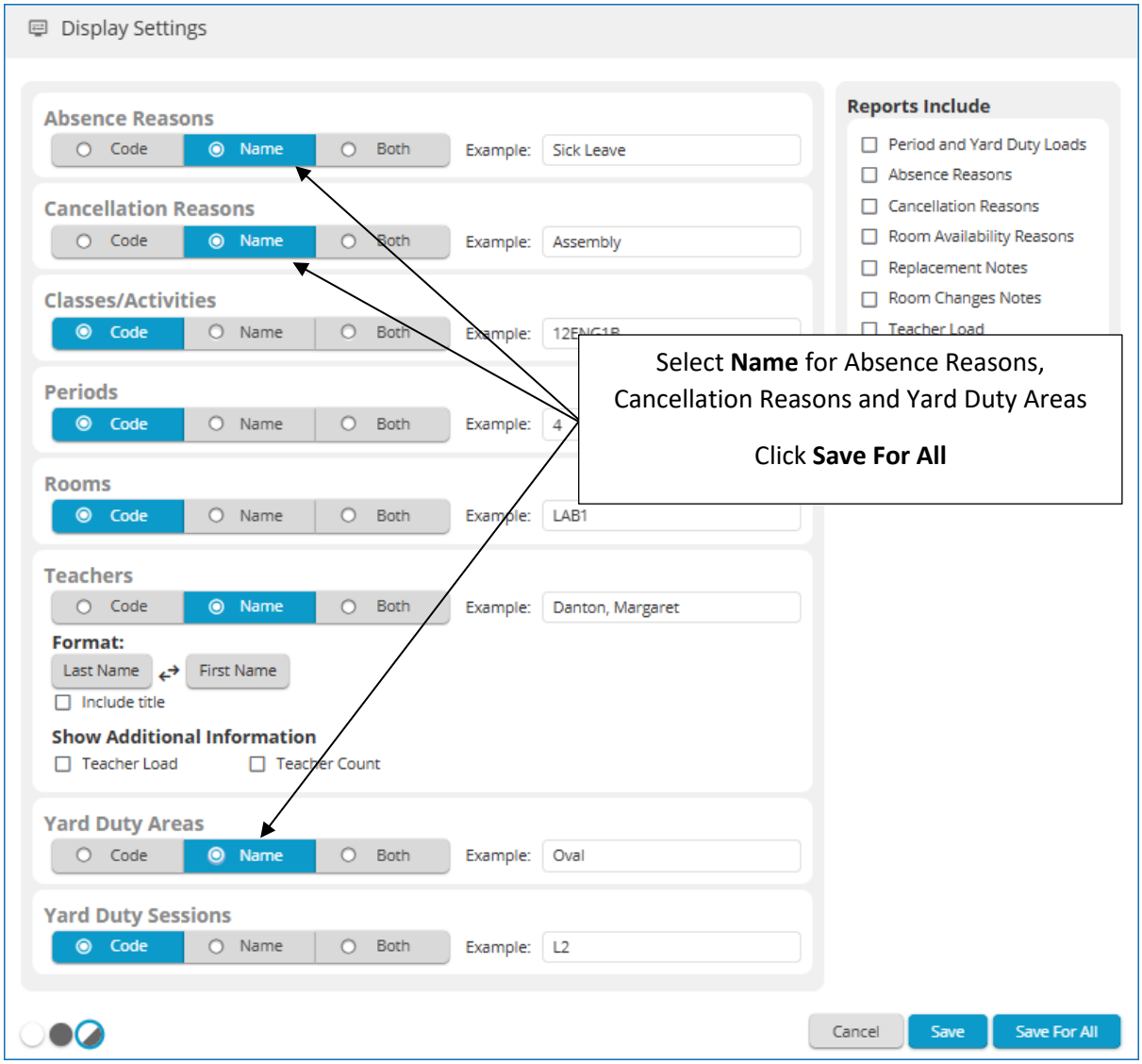


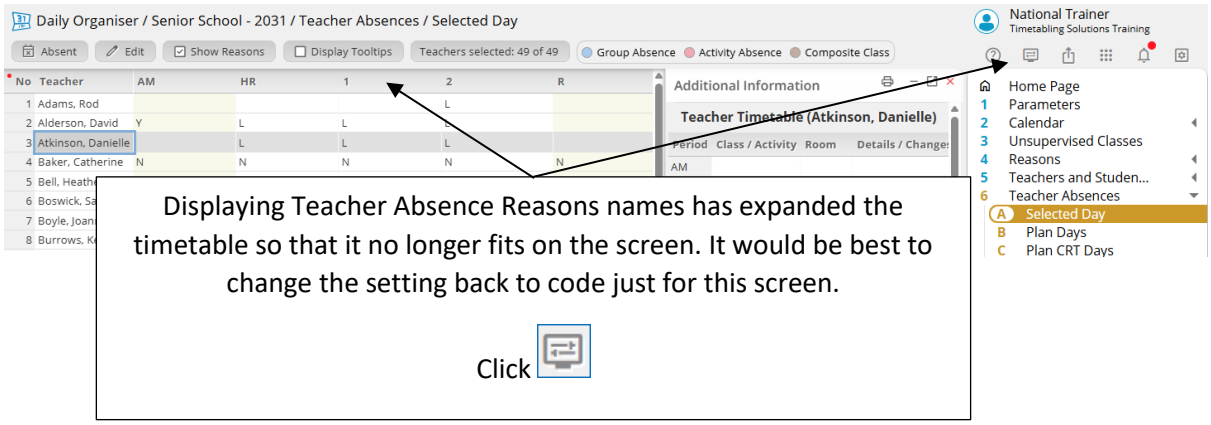

## CHANGE DISPLAY SETTINGS

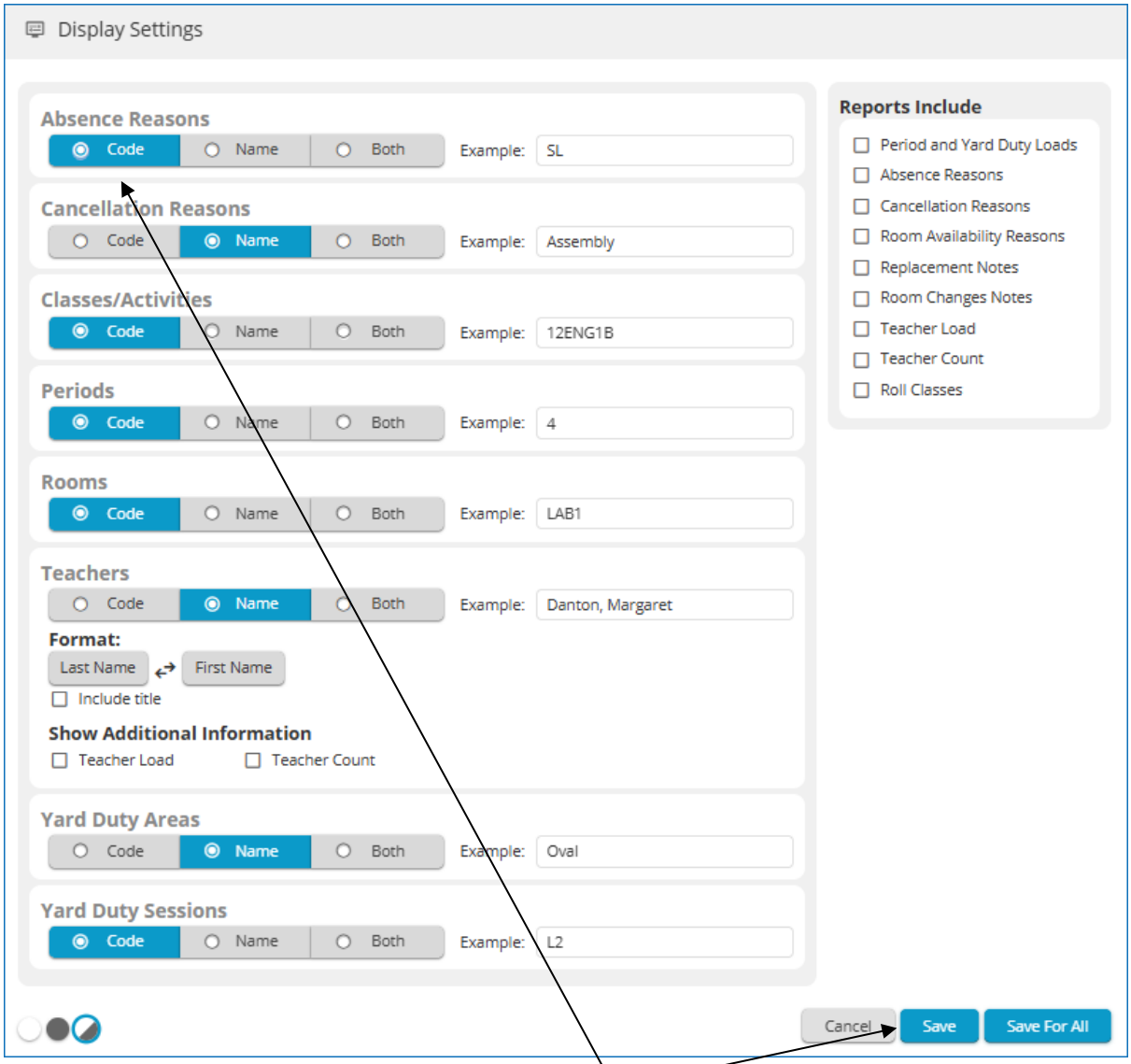
Display settings can be changed for individual screens or for all screens throughout the app.



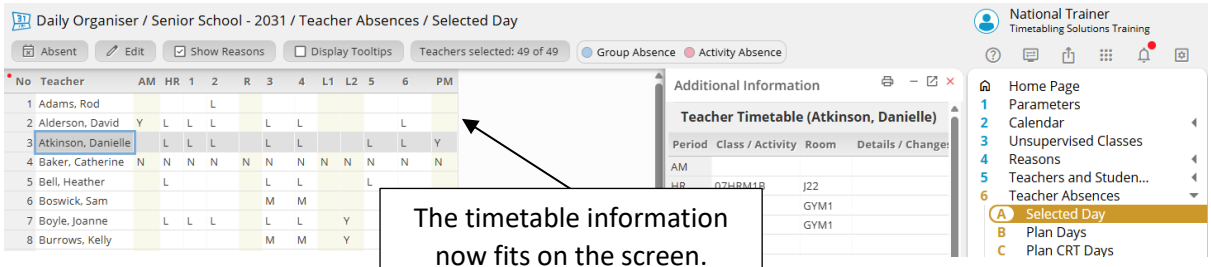

Display Settings
Absence Reasons
Code
Name
Both
Example:
SL
Cancellation Reasons
Code
Name
Both
Example:
ASS
Classes/Activities
Code
Name
Both
Example:
12ENG1B
Periods
Code
Name
Both
Example:
4
Rooms
Code
Name
Both
Example:
Teachers
Code
Name
Both
Example:
Danton,
Format:
Last Name
First Name
Include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


Display Settings
Absence Reasons
Code
Name
Both
Example:
Sick Leave
Cancellation Reasons
Assembly
Classes/Activities
Periods
Rooms
LAB1
Teachers
Danton, Margaret
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Yard Duty Areas
Oval
Yard Duty Sessions
L2
Reports Include
Period and Yard Duty Loads
Absence Reasons
Cancellation Reasons
Room Availability Reasons
Replacement Notes
Room Changes Notes
Teacher Load
Select Name for Absence Reasons, Cancellation Reasons and Yard Duty Areas
Click Save For All
Cancel
Save
Save For All


Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
National Trainer
Timetabling Solutions Training
Absent
Edit
Show Reasons
Display Tooltips
Teachers selected: 49 of 49
Group Absence
Activity Absence
Composite Class
Additional Information
Teacher Timetable (Atkinson, Danielle)
Home Page
Parameters
Calendar
Unsupervised Classes
Reasons
Teachers and Studen...
Teacher Absences
Selected Day
Plan Days
Plan CRT Days
Displaying Teacher Absence Reasons names has expanded the timetable so that it no longer fits on the screen. It would be best to change the setting back to code just for this screen.
Click



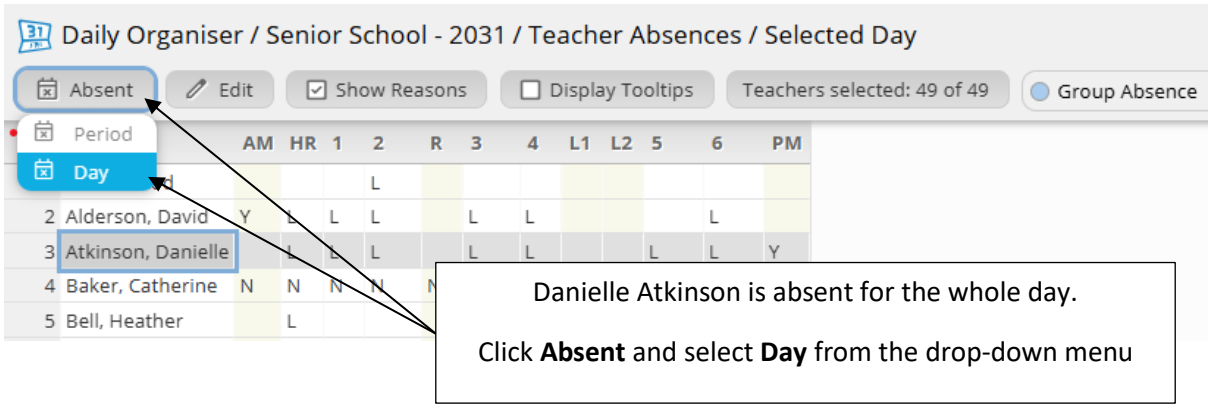

Select **Code** for Absence Reasons and click **Save**

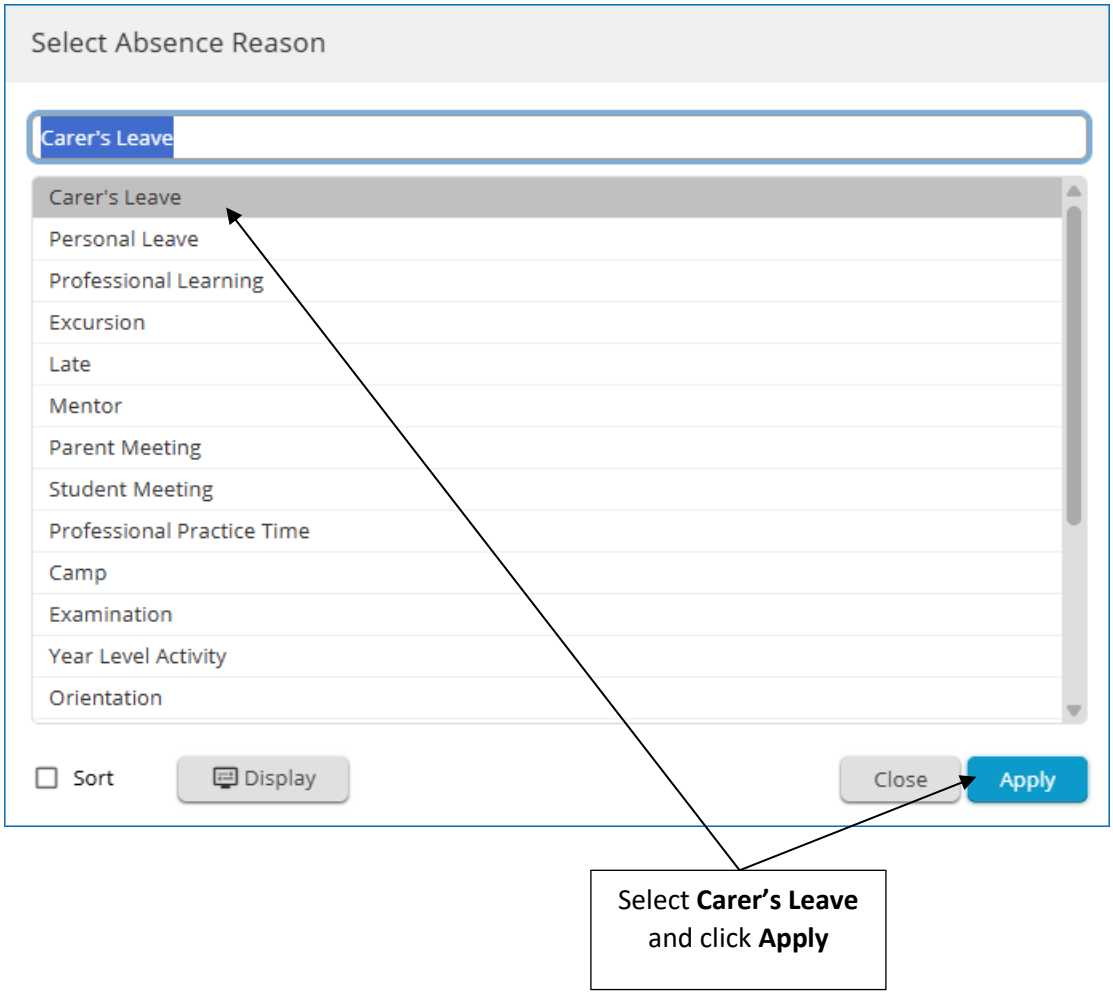


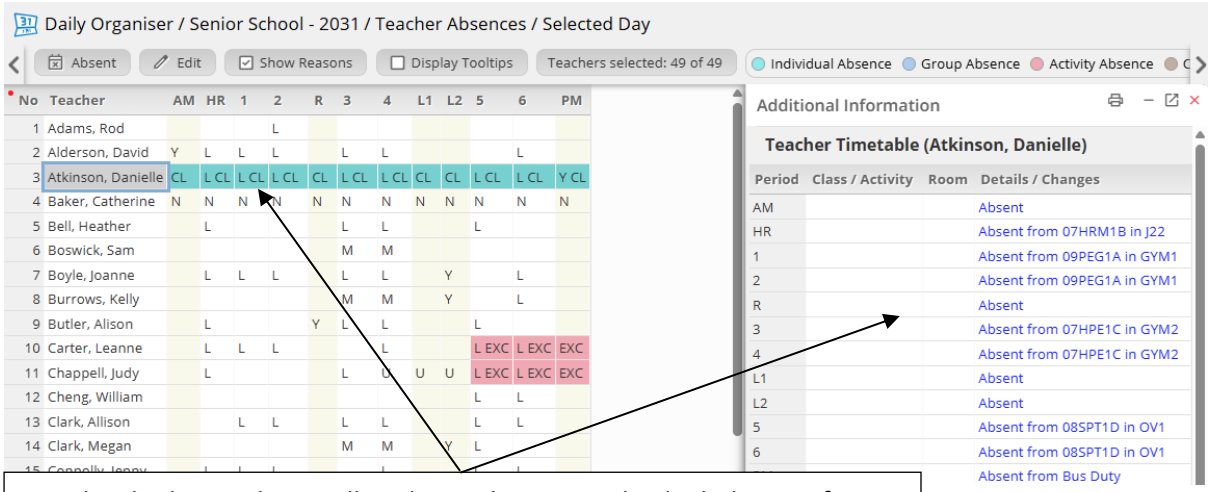

The timetable information now fits on the screen.

## MAKE A TEACHER ABSENT FOR A DAY

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






The shading in these cells indicate this is an individual Absence for Danielle Atkinson and the absence reason code is displayed in each cell.

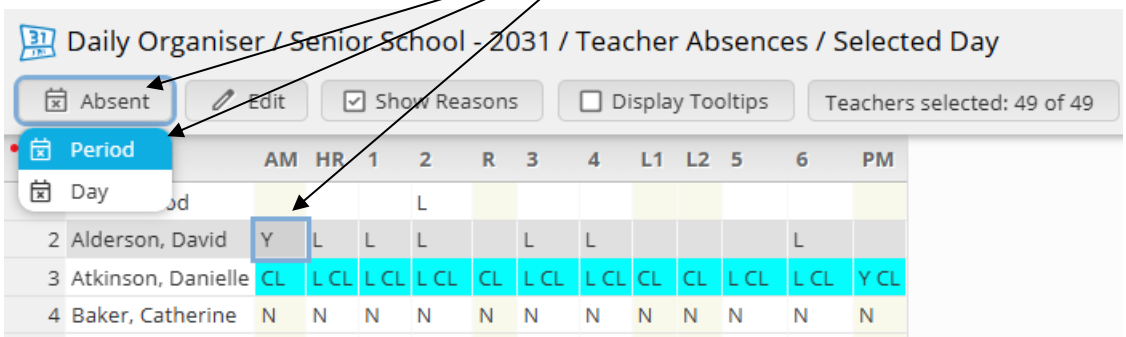
The changes made to her timetable are displayed in the Additional Information box.

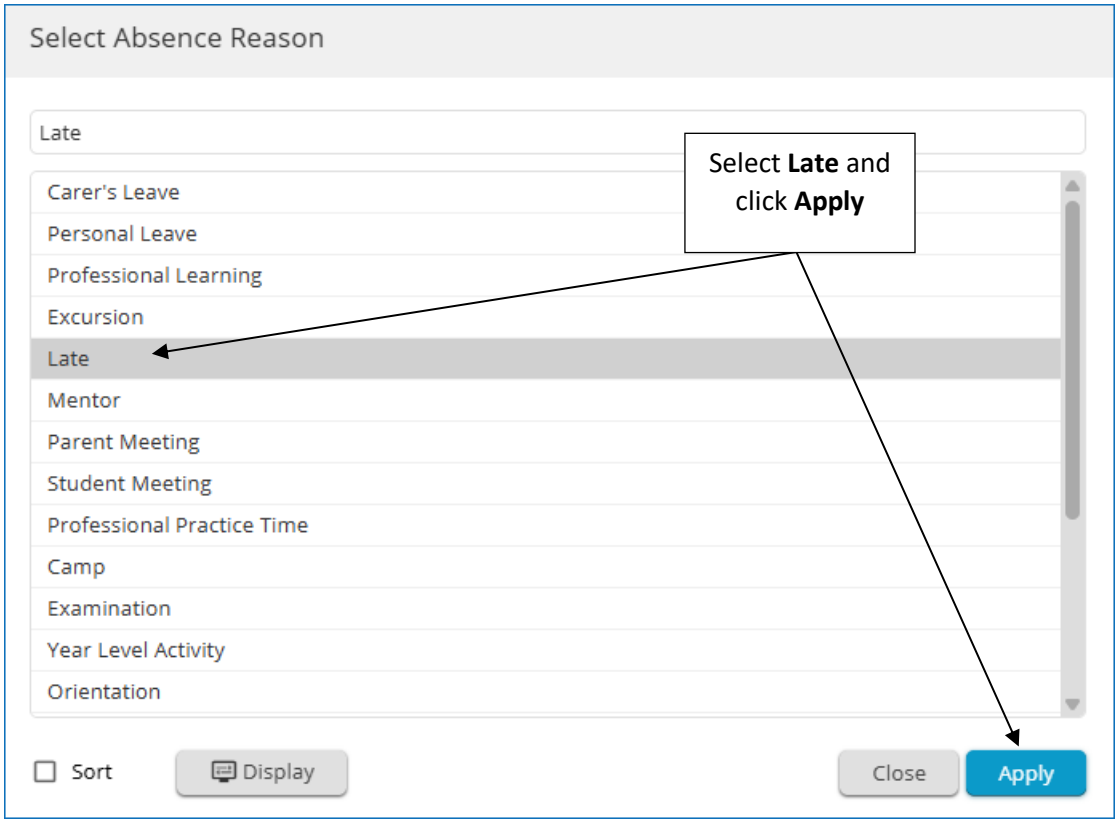
## MAKE A TEACHER ABSENT FOR PART OF A DAY

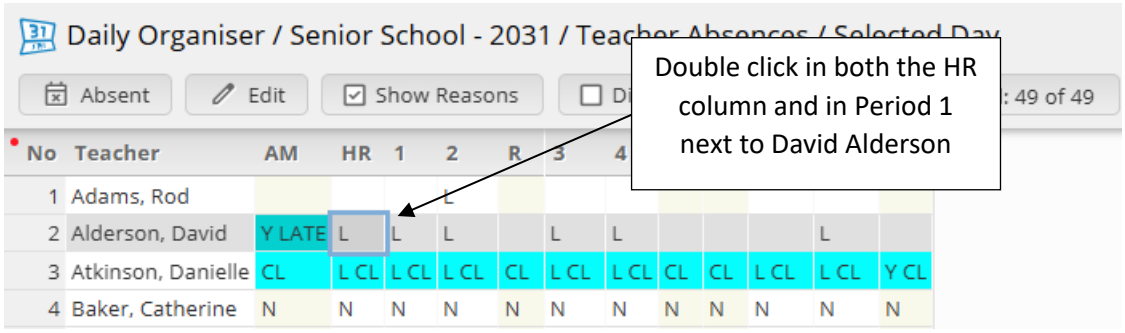
There are times when a teacher may be absent for part of the day. In this case, David Alderson has just called to say that he will be late and absent for his Yard Duty and Homeroom class. David also mentioned that he has a parent meeting in Period 1.

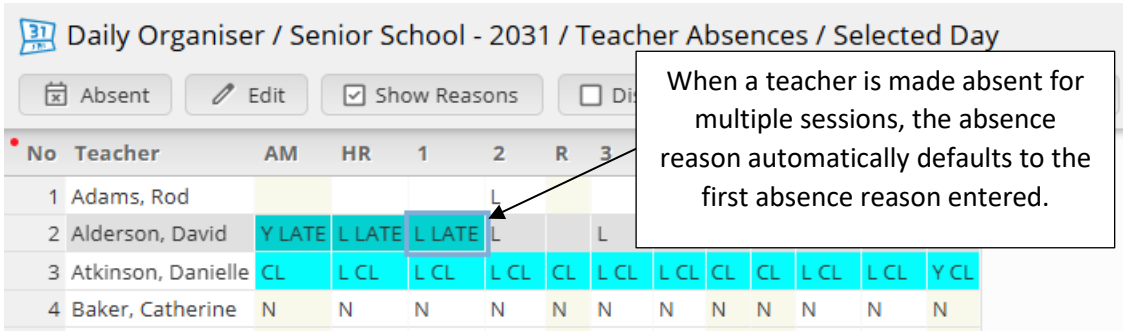
Click **Y** in the AM column next to David Alderson, click **Absent** then select **Period**

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



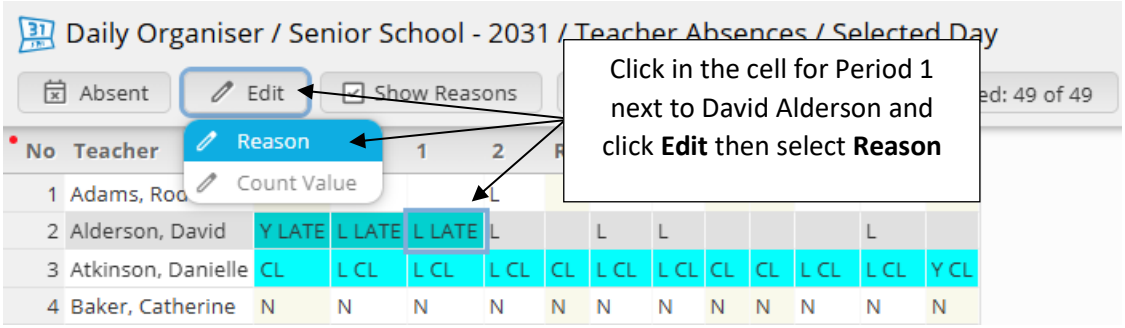

Select Absence Reason
Late
Carer's Leave
Personal Leave
Professional Learning
Excursion
Late
Mentor
Parent Meeting
Student Meeting
Professional Practice Time
Camp
Examination
Year Level Activity
Orientation
Sort
Display
Close
Apply
Select **Late** and click **Apply**

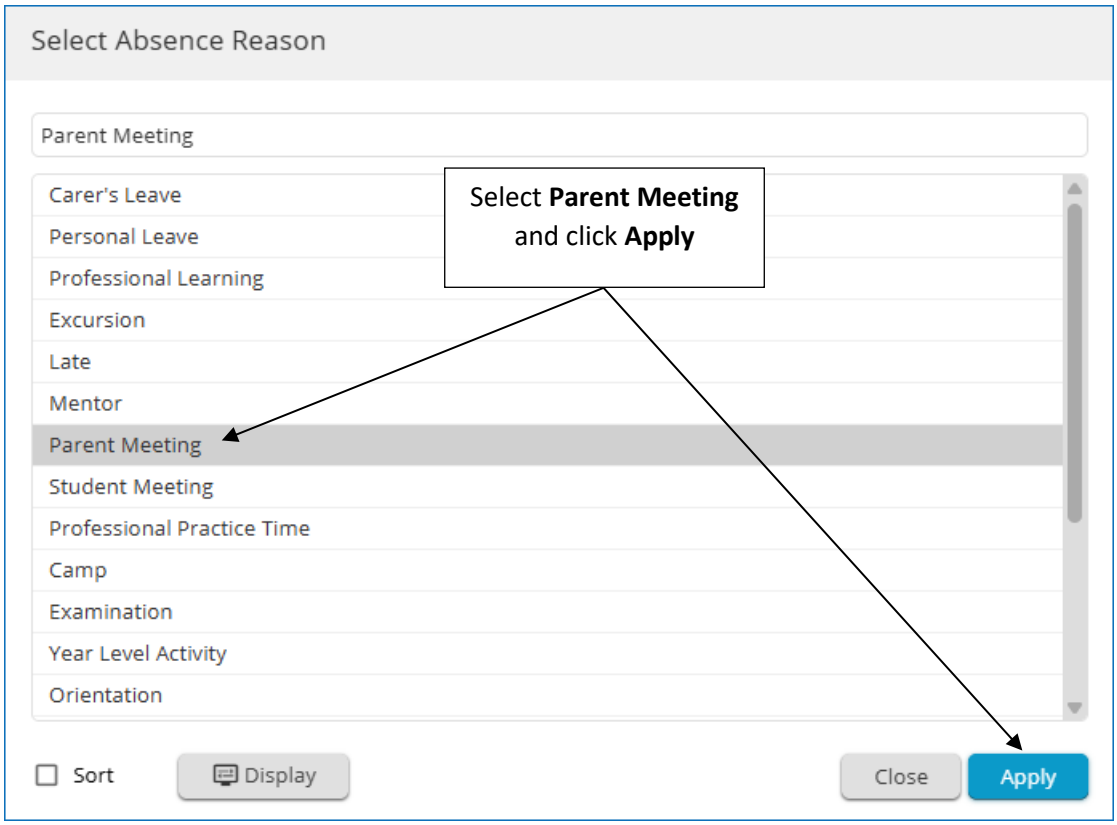

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
49 of 49
Double click in both the HR column and in Period 1 next to David Alderson
No Teacher AM HR 1 2 R 3 4
1 Adams, Rod
2 Alderson, David Y LATE L L L L L L
3 Atkinson, Danielle CL L CL L CL L CL CL L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

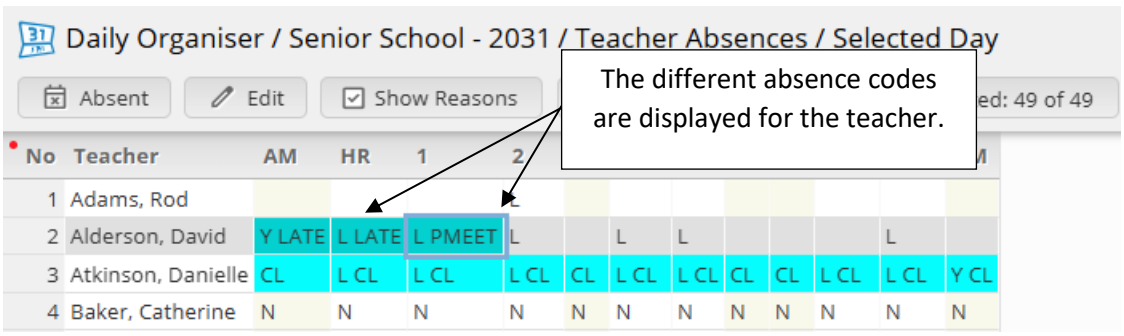

Daily Organiser / Senior School - 2031 / Teacher Absences / Selected Day
Absent
Edit
Show Reasons
When a teacher is made absent for multiple sessions, the absence reason automatically defaults to the first absence reason entered.
No Teacher AM HR 1 2 R 3
1 Adams, Rod
2 Alderson, David Y LATE L LATE L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

## DIFFERENT ABSENCE REASONS ON THE SAME DAY

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



# PLAN DAYS

Plan Days can also be used to enter teacher absences for part days, full days or multiple days.

This is useful when recording teacher absences for conferences, professional learning and planned personal leave.

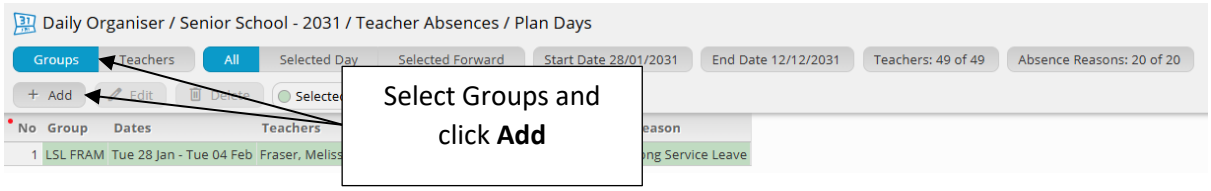
On Plan Days there are two modes for entering and viewing data.

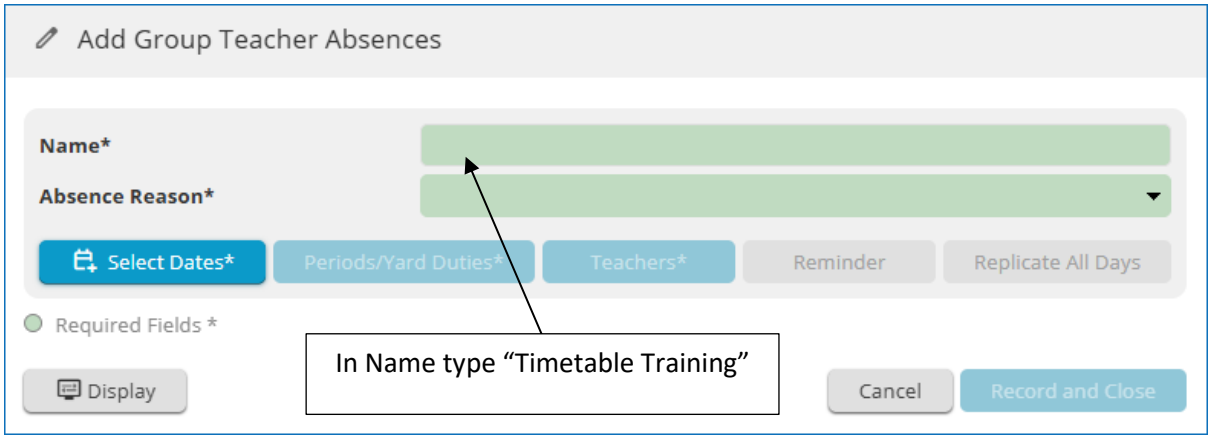
- Groups Mode: The screen displays details of all group absences. Absences for groups of teachers can be entered, edited or deleted for part/single/multiple days.
- Teachers Mode: The screen displays all teachers with summary information on all their absences. Individual teacher absences can be entered for part/single/multiple days. Absences can be edited or deleted for single days.

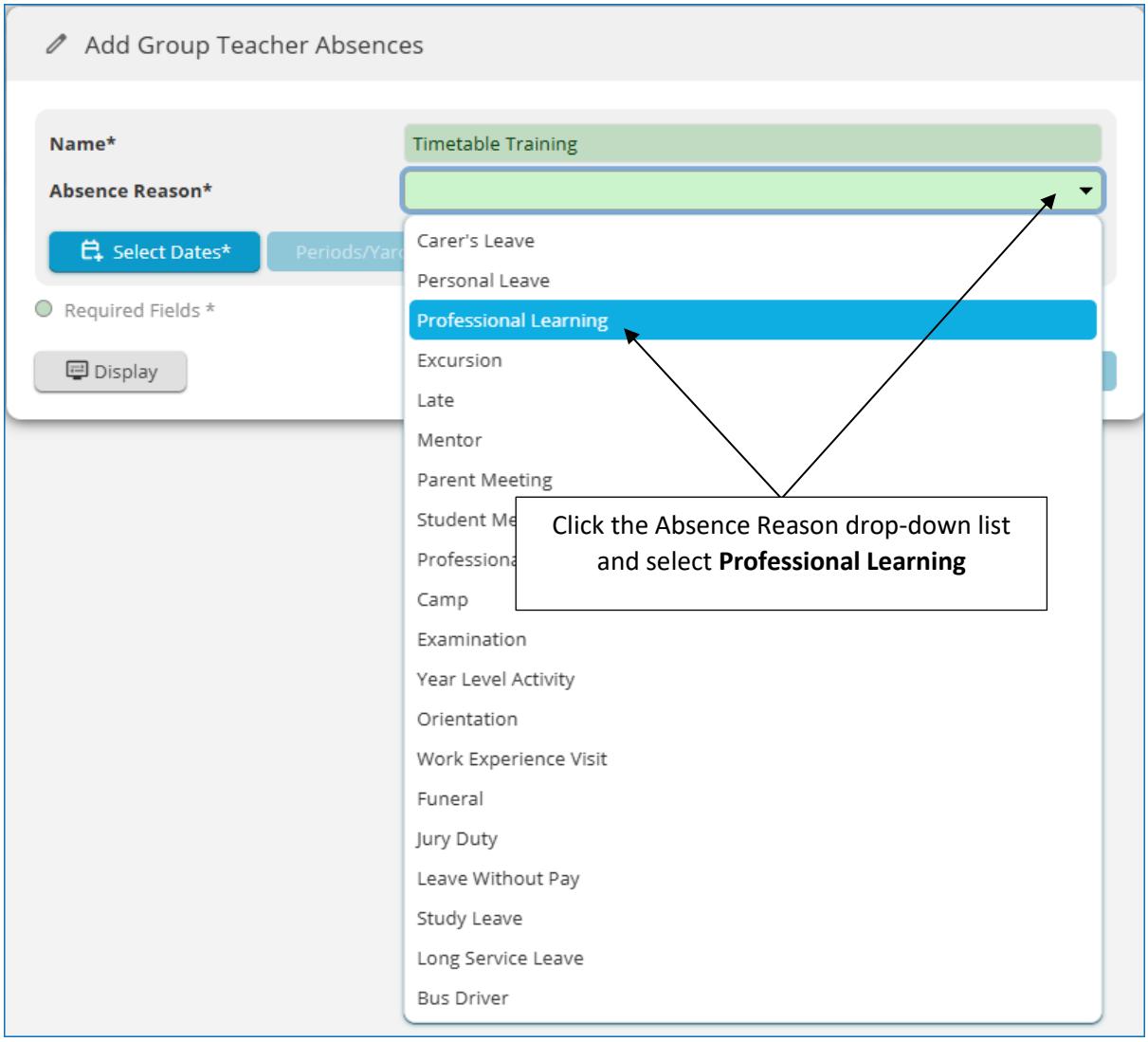
## GROUP TEACHER ABSENCES

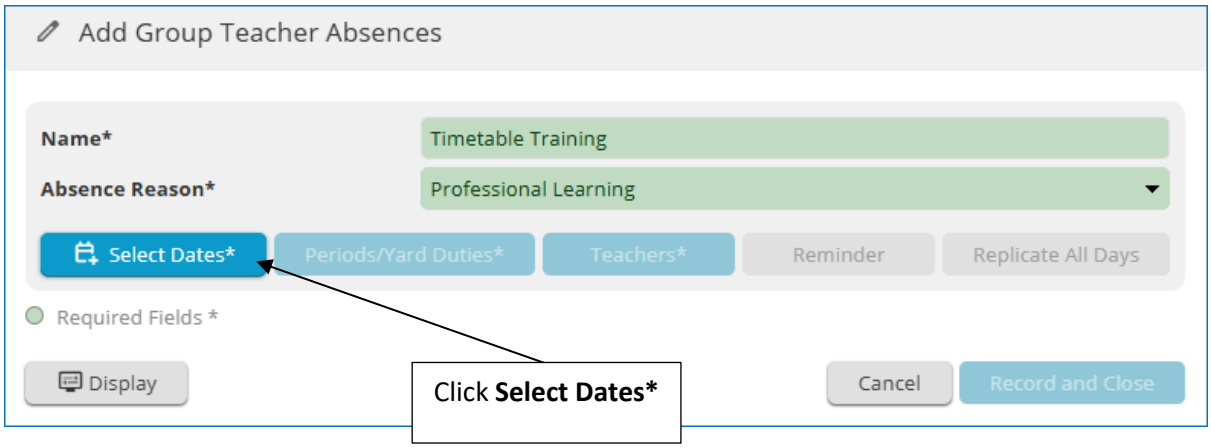
In this example, teachers Brett Harley and Paul Wood will be updating their professional skills by attending Timetable Solutions training Tuesday to Friday.

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

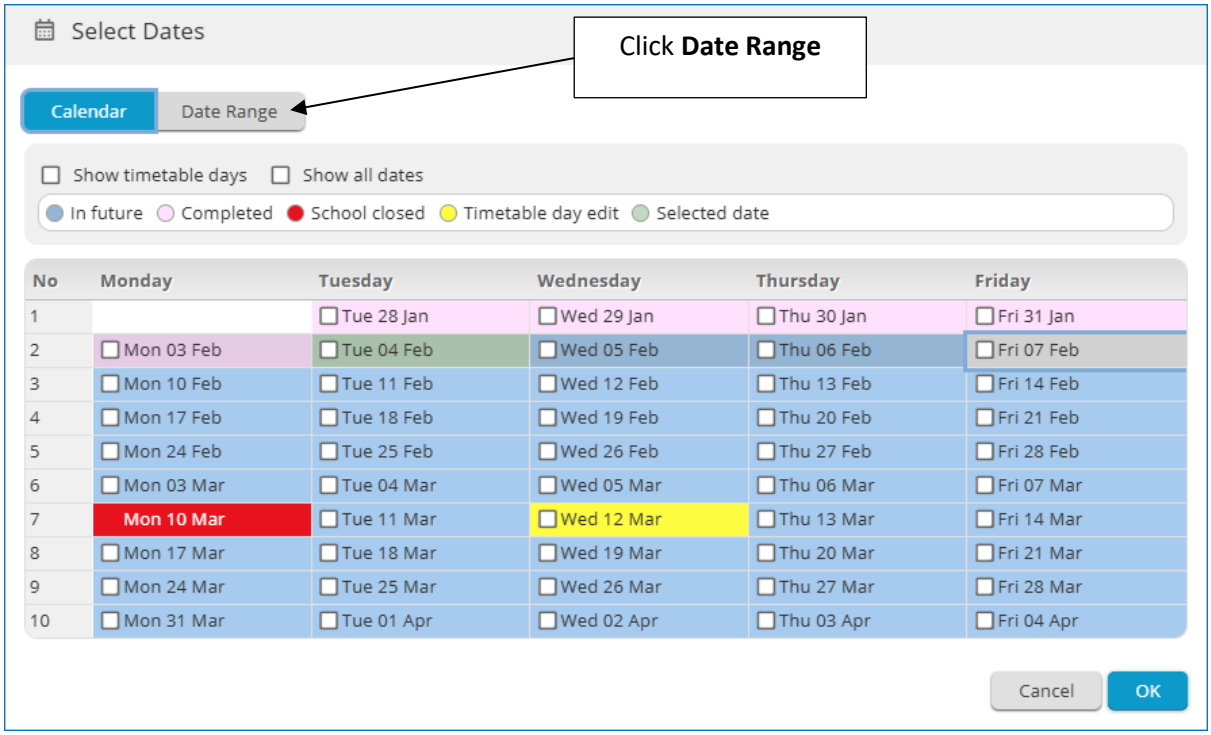


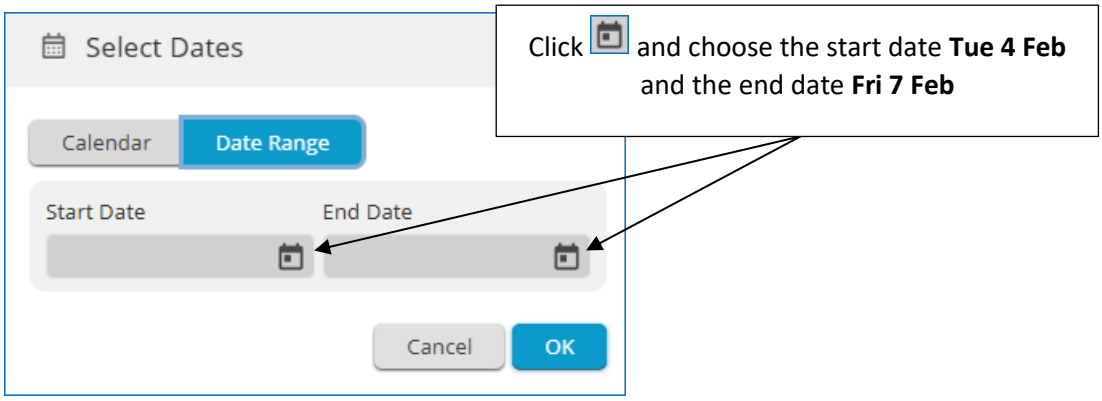



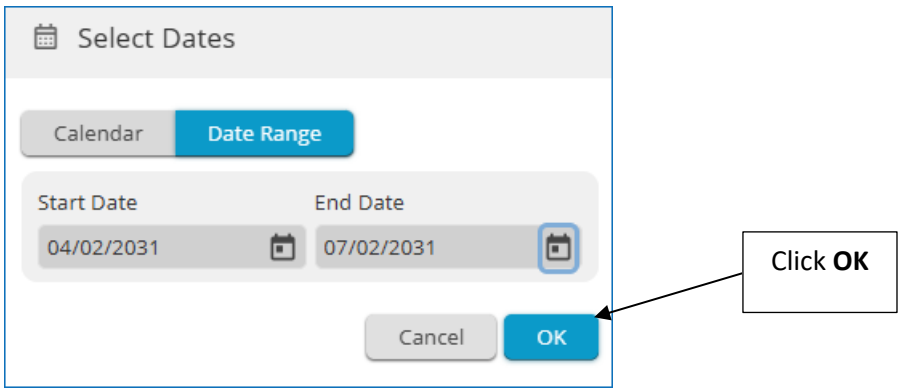


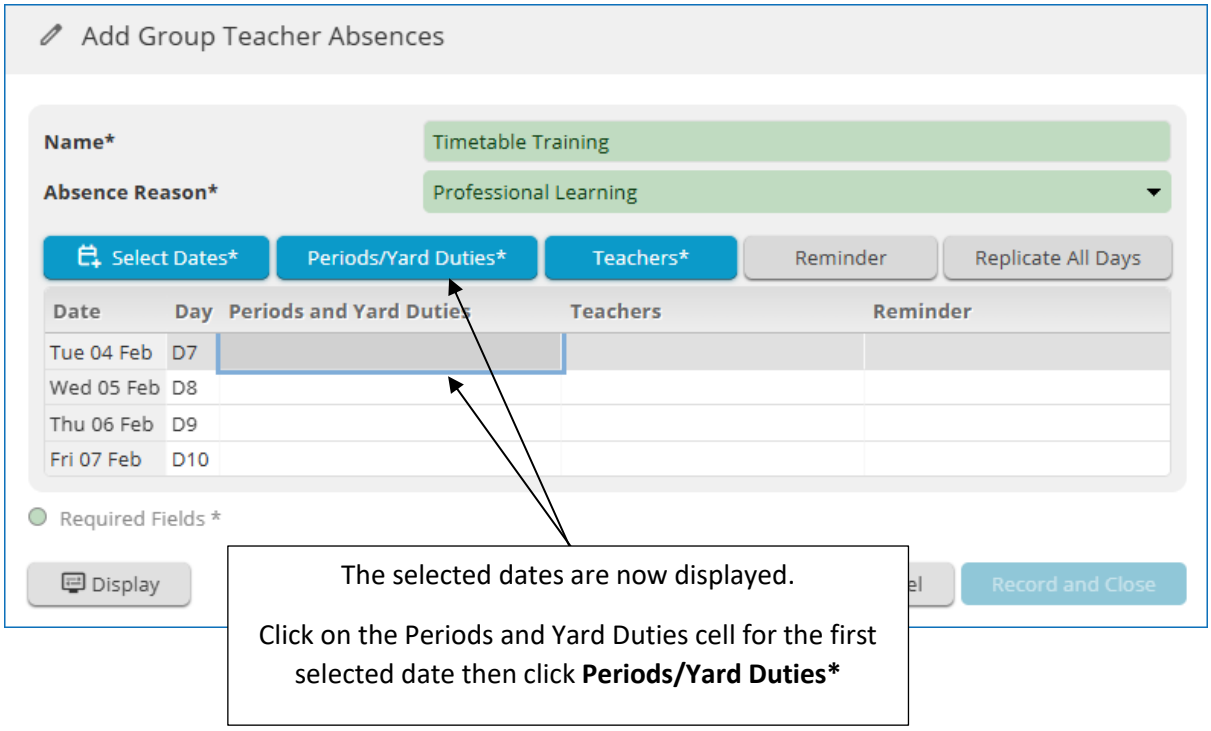




When selecting dates, the Calendar can be used to select individual dates or the Date Range can be used to select a range of dates.


Select Dates
Click **Date Range**
Calendar
Date Range
Show timetable days
Show all dates
In future
Completed
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
10
Mon 31 Mar
Tue 01 Apr
Wed 02 Apr
Thu 03 Apr
Fri 04 Apr
Cancel
OK

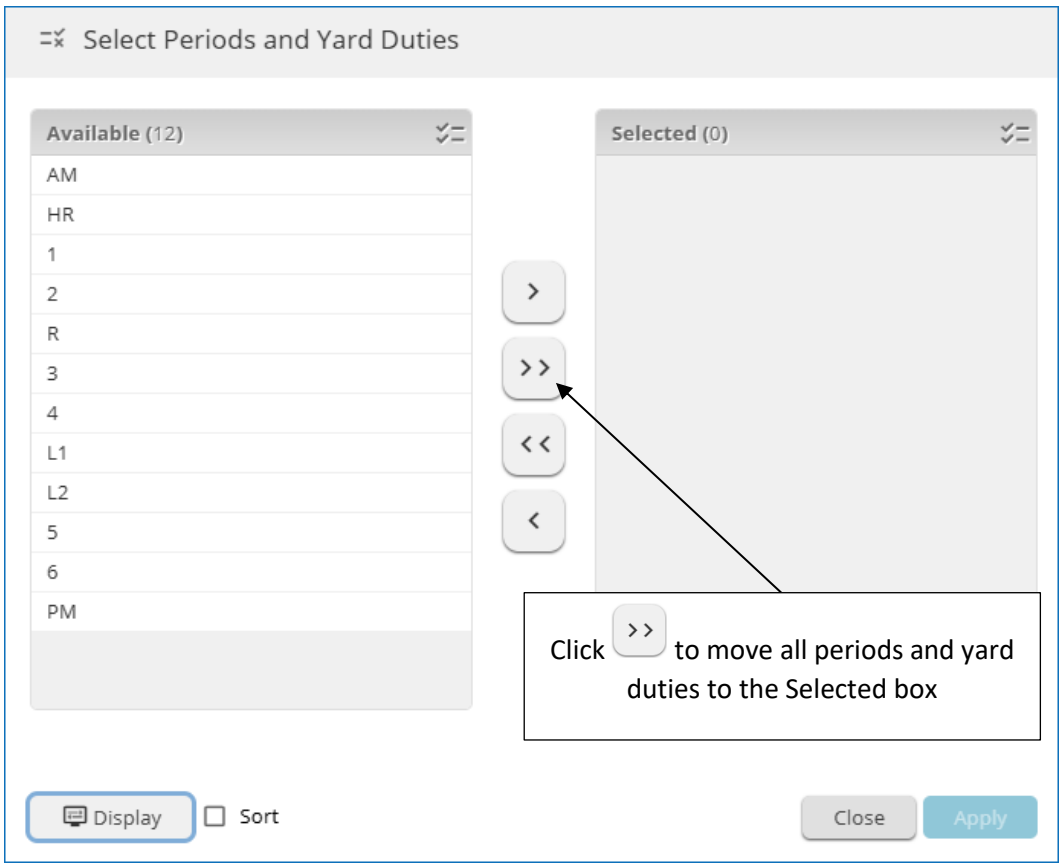

Select Dates
Click and choose the start date **Tue 4 Feb** and the end date **Fri 7 Feb**
Calendar
Date Range
Start Date
End Date
Cancel
OK


Select Dates
Calendar
Date Range
Start Date
End Date
04/02/2031
07/02/2031
Cancel
OK
Click **OK**

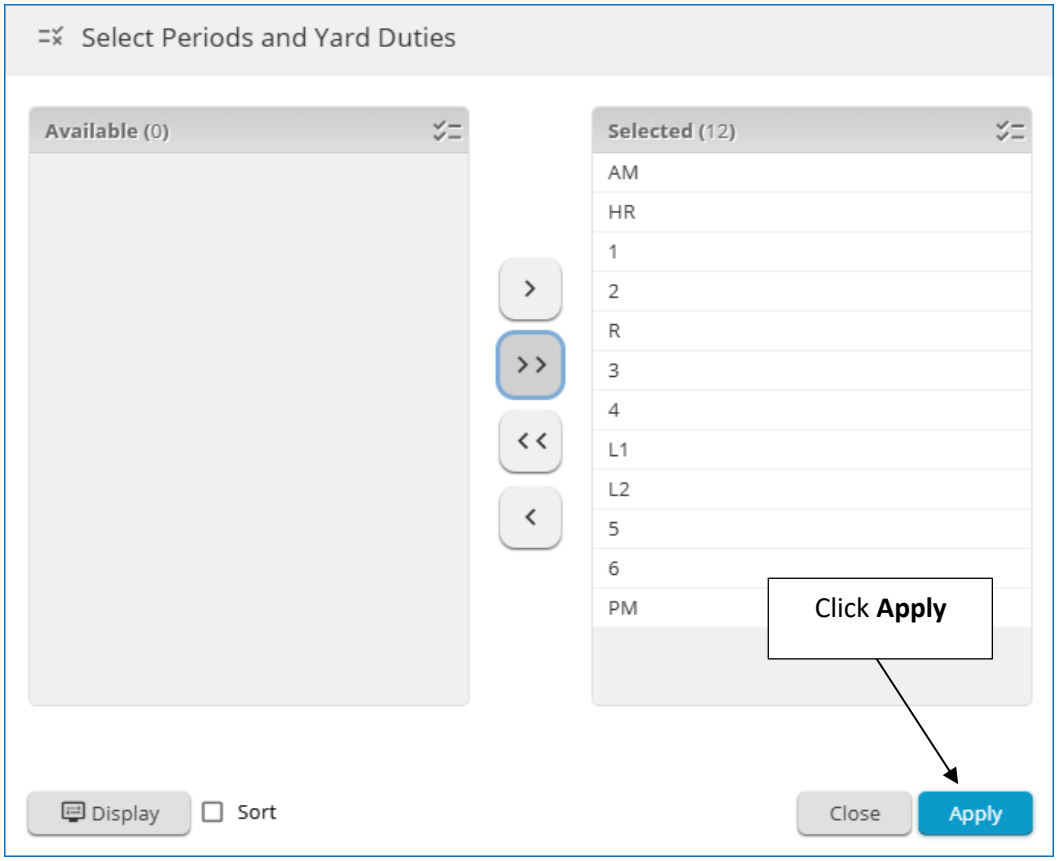


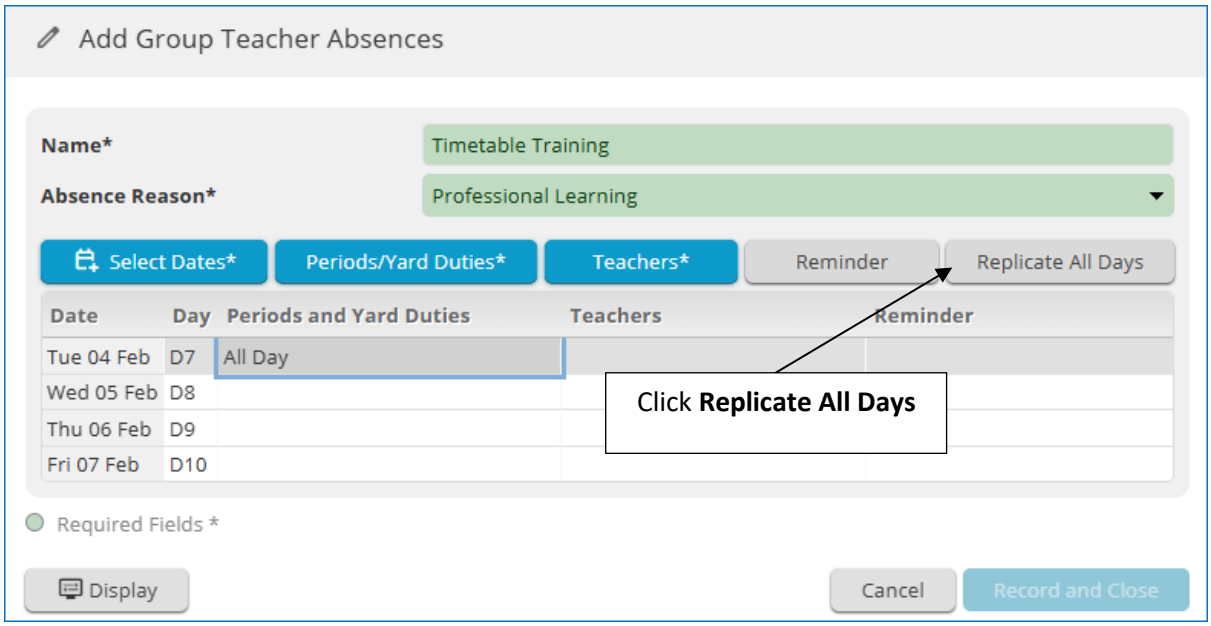

The selected dates are now displayed.

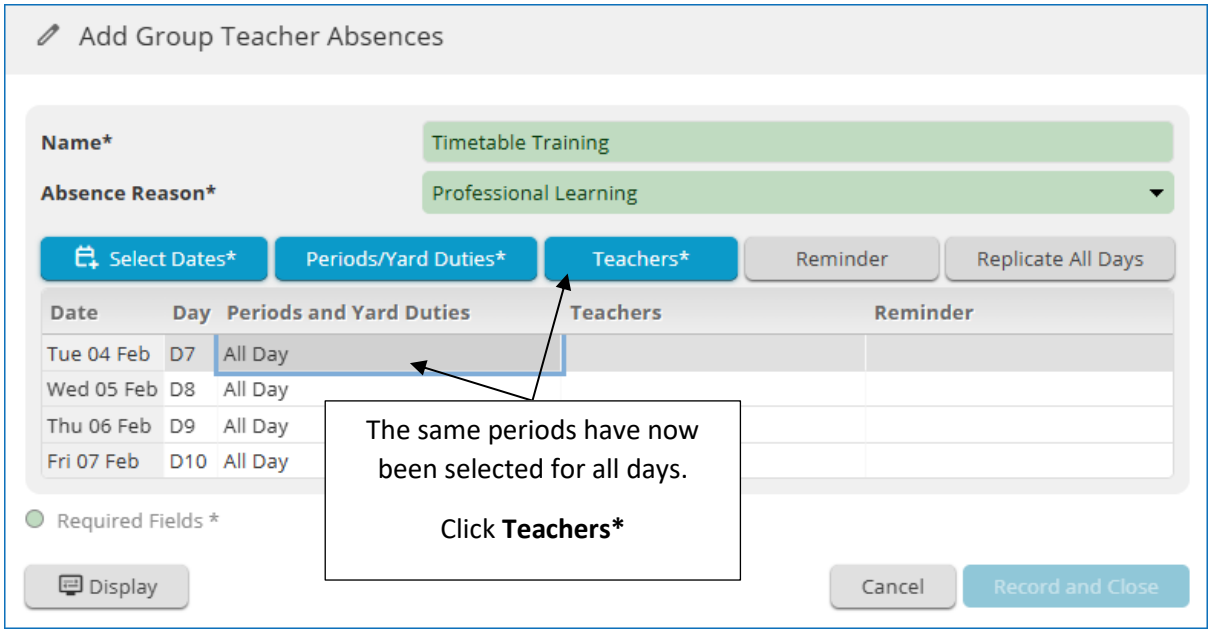
Click on the Periods and Yard Duties cell for the first selected date then click **Periods/Yard Duties***

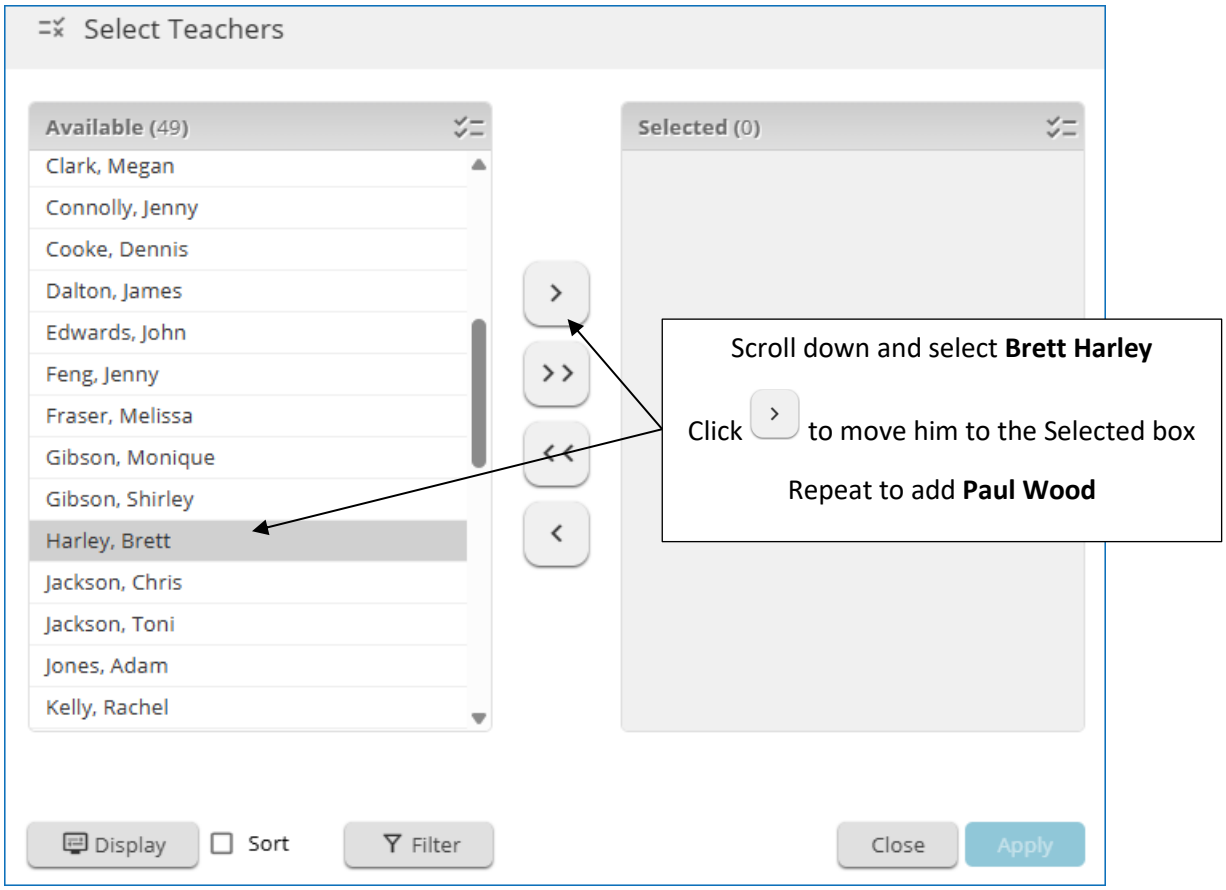


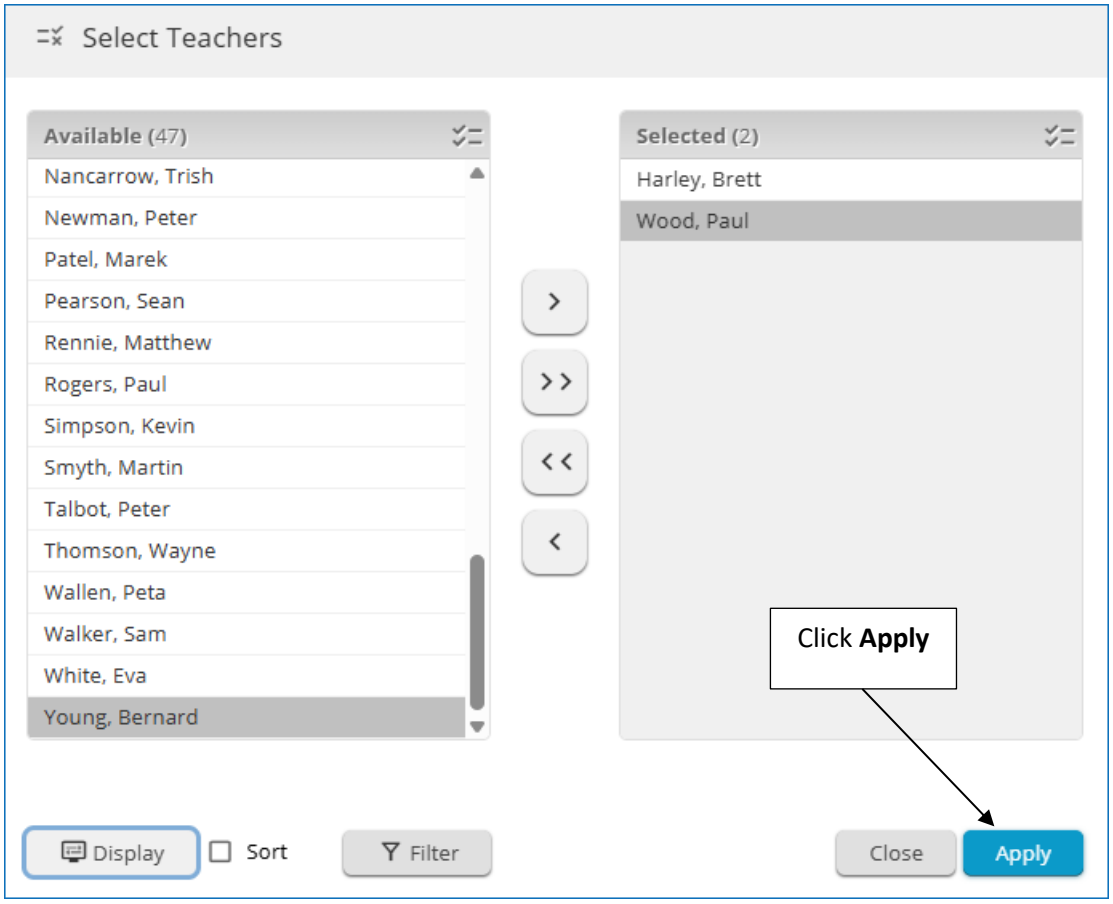

Click >> to move all periods and yard duties to the Selected box

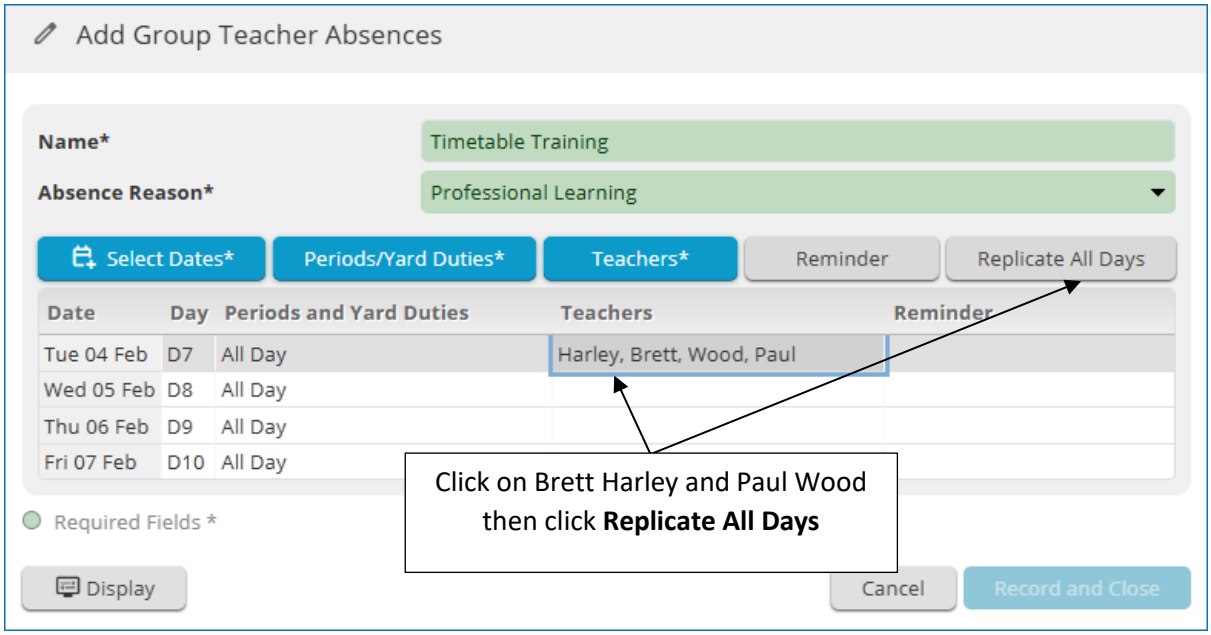

Select Periods and Yard Duties
Available (0)
Selected (12)
AM
HR
1
2
R
3
4
L1
L2
5
6
PM
Click Apply
Display
Sort
Close
Apply

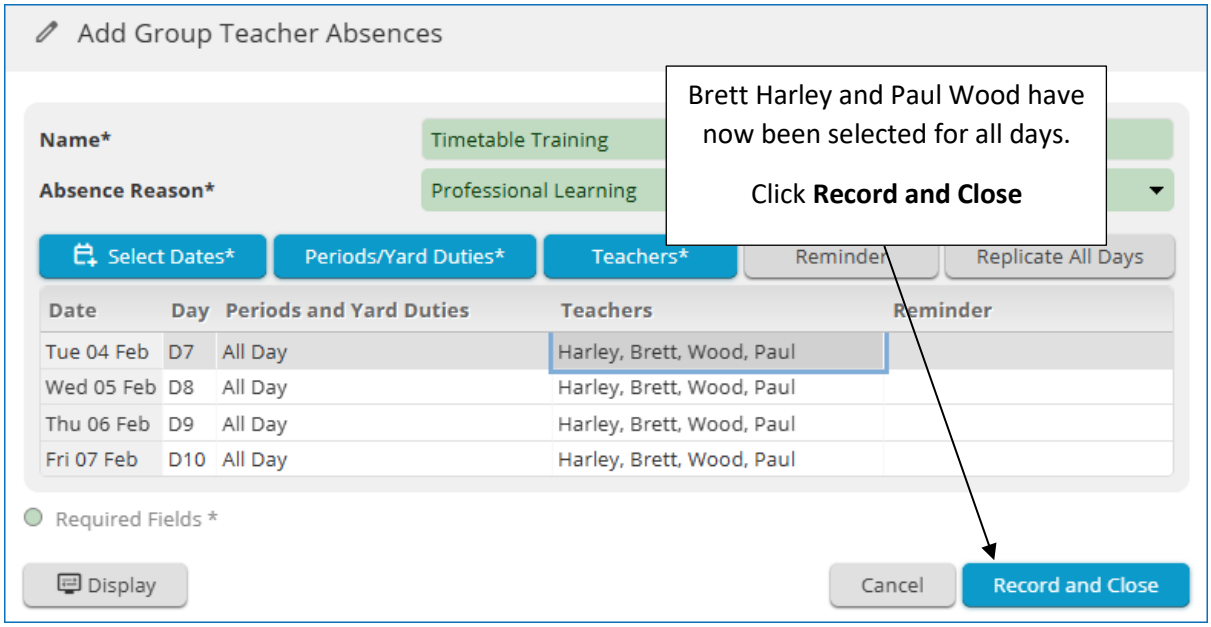

Add Group Teacher Absences
Name*
Timetable Training
Absence Reason*
Professional Learning
Select Dates*
Periods/Yard Duties*
Teachers*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Teachers
Reminder
Tue 04 Feb
D7
All Day
Wed 05 Feb
D8
Thu 06 Feb
D9
Fri 07 Feb
D10
Click Replicate All Days
Required Fields *
Display
Cancel
Record and Close

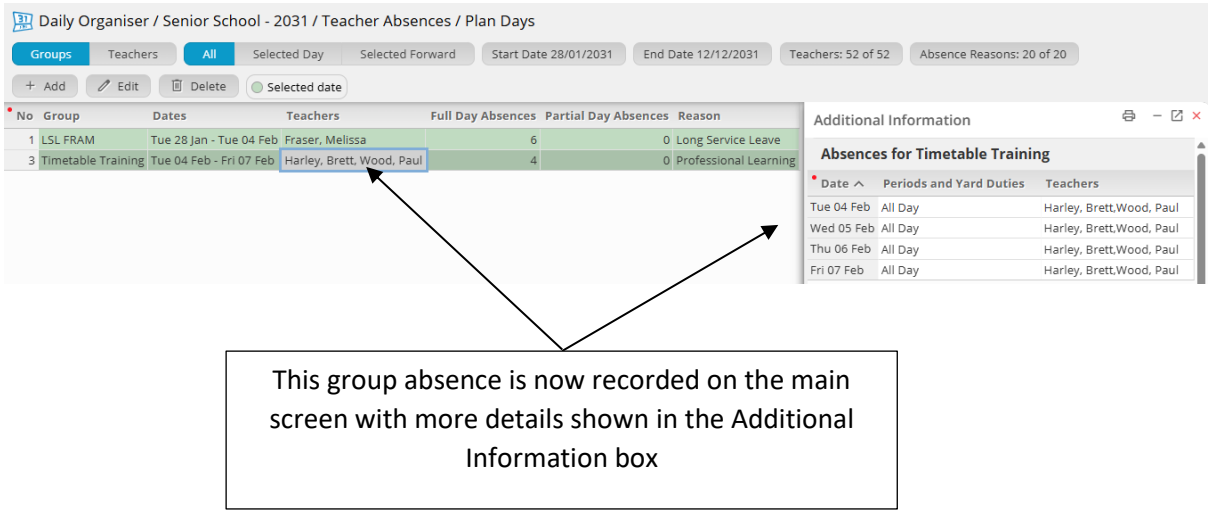

Add Group Teacher Absences
Name*
Timetable Training
Absence Reason*
Professional Learning
Select Dates*
Periods/Yard Duties*
Teachers*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Teachers
Reminder
Tue 04 Feb D7 All Day
Wed 05 Feb D8 All Day
Thu 06 Feb D9 All Day
Fri 07 Feb D10 All Day
Required Fields *
Display
Cancel
Record and Close
The same periods have now been selected for all days.
Click Teachers*


Select Teachers
Available (49)
Clark, Megan
Connolly, Jenny
Cooke, Dennis
Dalton, James
Edwards, John
Feng, Jenny
Fraser, Melissa
Gibson, Monique
Gibson, Shirley
Harley, Brett
Jackson, Chris
Jackson, Toni
Jones, Adam
Kelly, Rachel
Selected (0)
Display
Sort
Filter
Close
Apply
Scroll down and select Brett Harley
Click to move him to the Selected box
Repeat to add Paul Wood

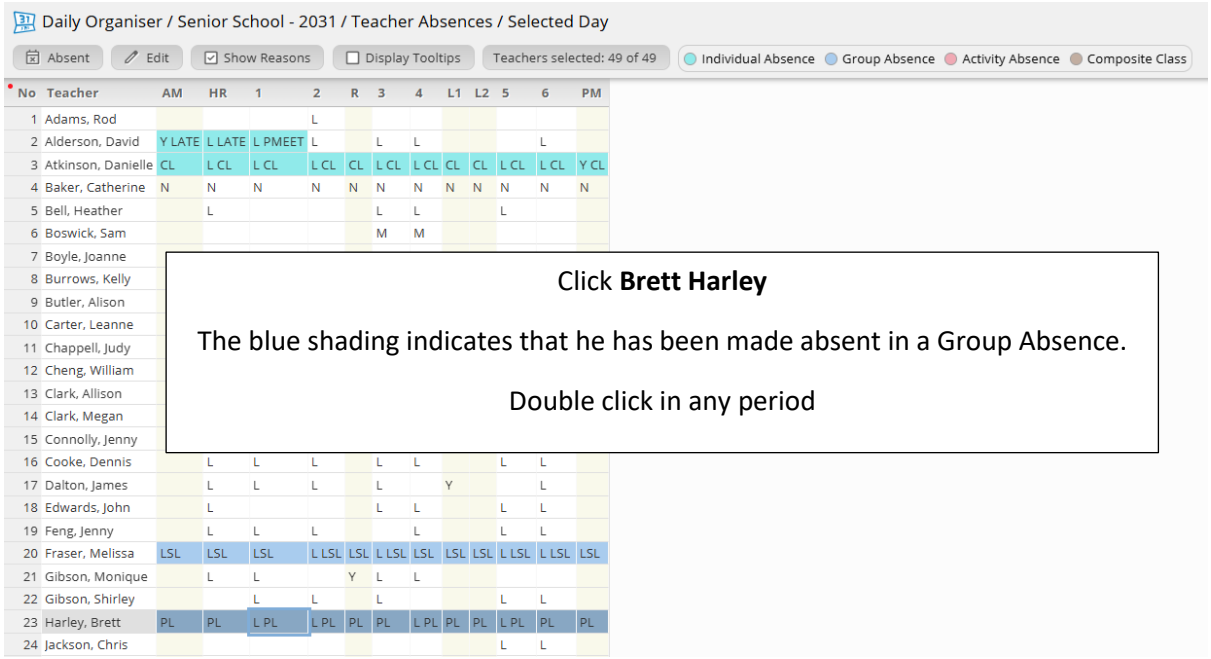

Select Teachers
Available (47)
Nancarrow, Trish
Newman, Peter
Patel, Marek
Pearson, Sean
Rennie, Matthew
Rogers, Paul
Simpson, Kevin
Smyth, Martin
Talbot, Peter
Thomson, Wayne
Wallen, Peta
Walker, Sam
White, Eva
Young, Bernard
Selected (2)
Harley, Brett
Wood, Paul
Click Apply
Display
Sort
Filter
Close
Apply

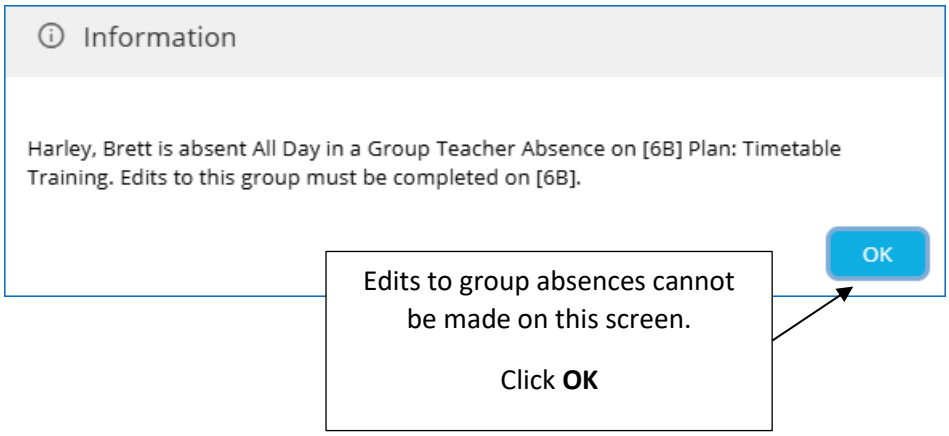

Add Group Teacher Absences
Name*
Timetable Training
Absence Reason*
Professional Learning
Select Dates*
Periods/Yard Duties*
Teachers*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Teachers
Reminder
Tue 04 Feb
D7
All Day
Harley, Brett, Wood, Paul
Wed 05 Feb
D8
All Day
Thu 06 Feb
D9
All Day
Fri 07 Feb
D10
All Day
Click on Brett Harley and Paul Wood then click Replicate All Days
Required Fields *
Display
Cancel
Record and Close




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

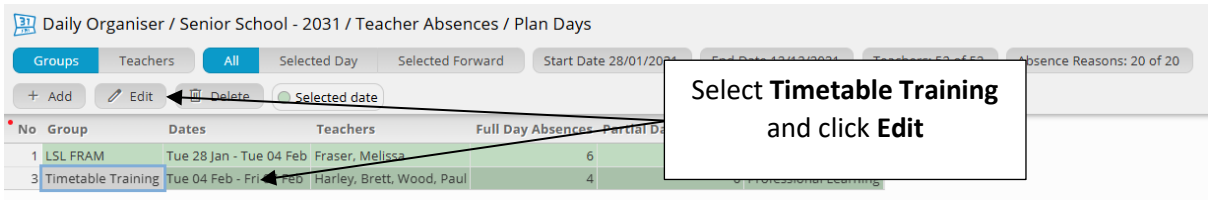


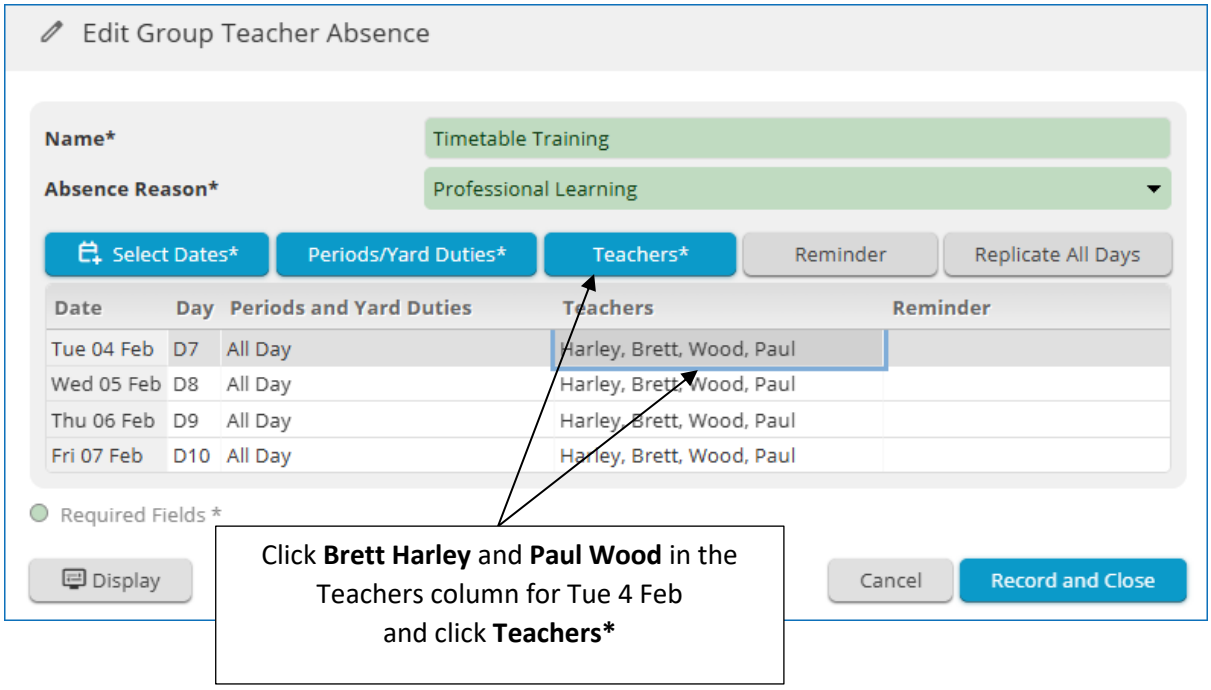




## EDIT A GROUP TEACHER ABSENCE

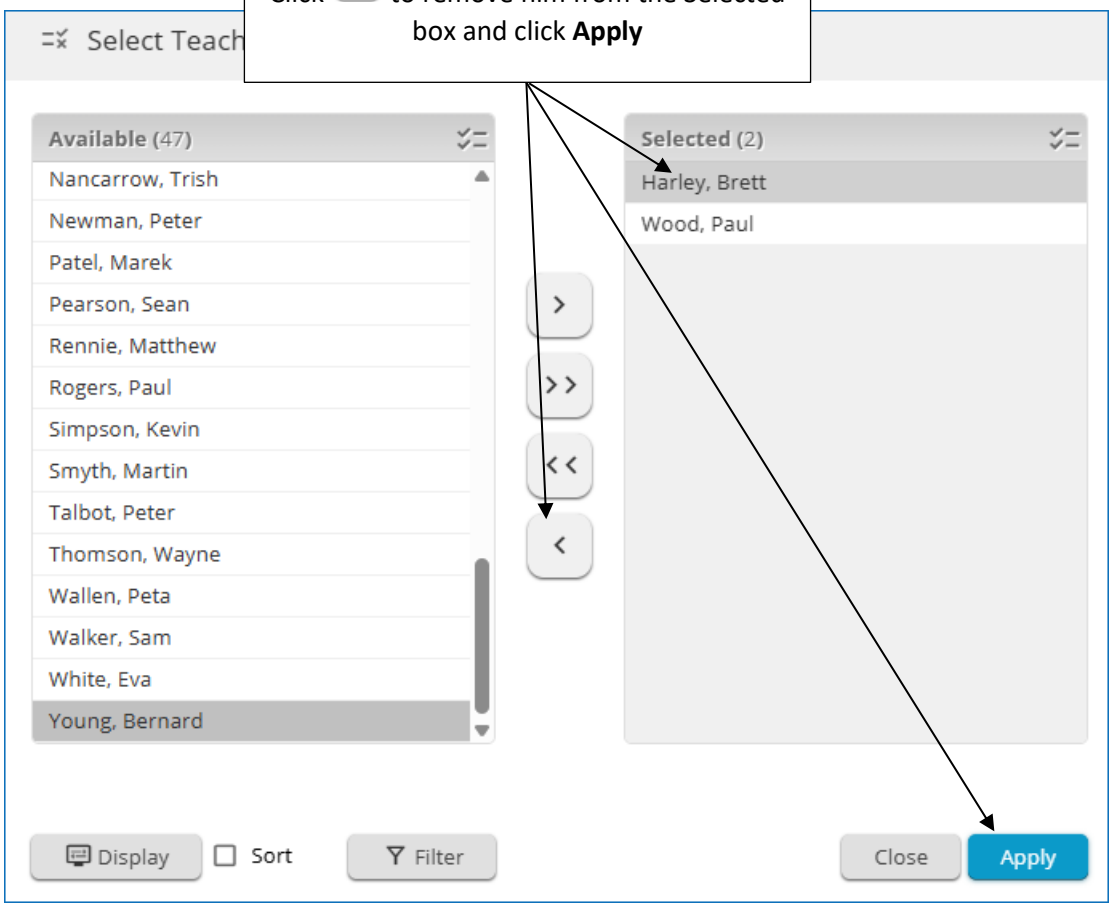
It has been decided that Brett Harley will not be attending Timetable Training on Tuesday. The existing Plan Day activity can be edited to exclude Brett.

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



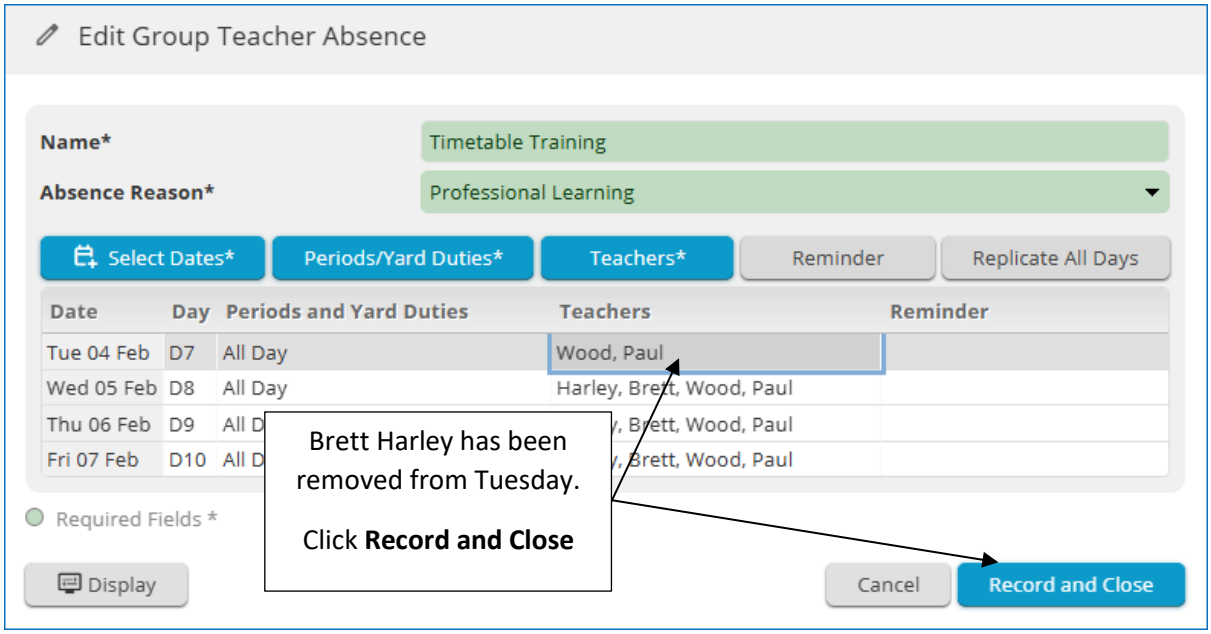


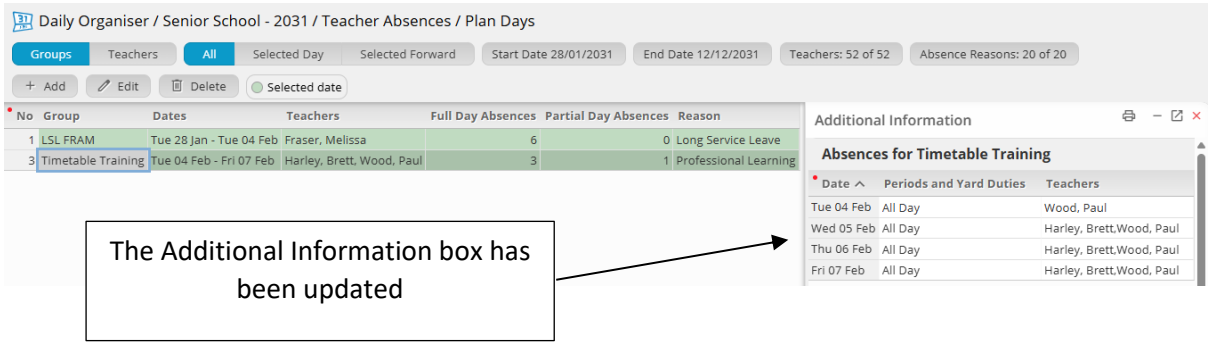

Click **Brett Harley** and **Paul Wood** in the Teachers column for Tue 4 Feb and click **Teachers***




Select **Brett Harley**

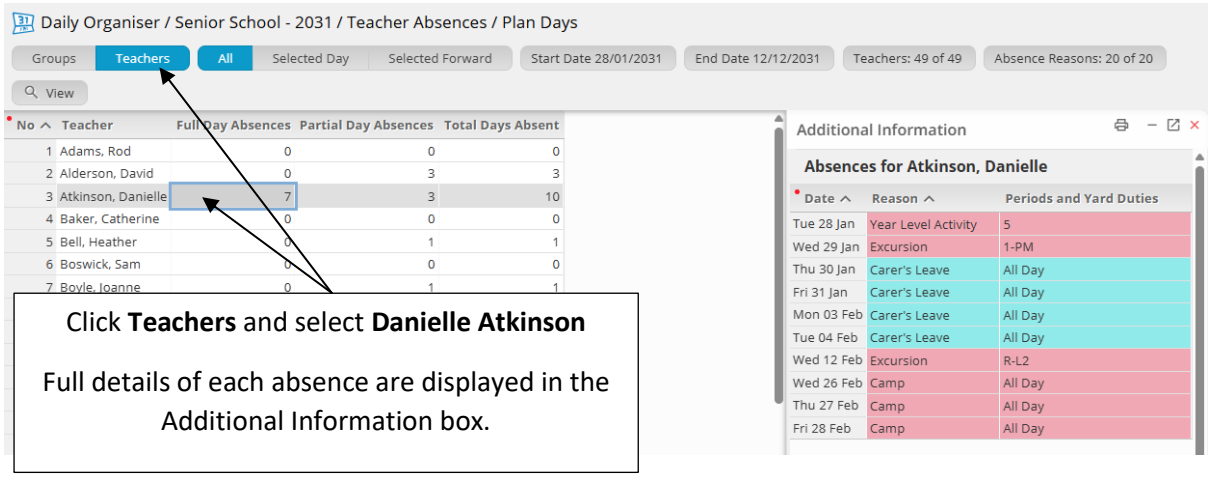
Click < to remove him from the Selected box and click **Apply**


Edit Group Teacher Absence
Name*
Timetable Training
Absence Reason*
Professional Learning
Select Dates*
Periods/Yard Duties*
Teachers*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Teachers
Reminder
Tue 04 Feb D7 All Day Wood, Paul
Wed 05 Feb D8 All Day Harley, Brett, Wood, Paul
Thu 06 Feb D9 All D , Brett, Wood, Paul
Fri 07 Feb D10 All D , Brett, Wood, Paul
Brett Harley has been removed from Tuesday.
Click Record and Close
Required Fields *
Display
Cancel
Record and Close


Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days
Groups
Teachers
All
Selected Day
Selected Forward
Start Date 28/01/2031
End Date 12/12/2031
Teachers: 52 of 52
Absence Reasons: 20 of 20
Add
Edit
Delete
Selected date
No Group Dates Teachers Full Day Absences Partial Day Absences Reason
1 LSL FRAM Tue 28 Jan - Tue 04 Feb Fraser, Melissa 6 0 Long Service Leave
3 Timetable Training Tue 04 Feb - Fri 07 Feb Harley, Brett, Wood, Paul 3 1 Professional Learning
Additional Information
Absences for Timetable Training
Date
Periods and Yard Duties
Teachers
Tue 04 Feb All Day Wood, Paul
Wed 05 Feb All Day Harley, Brett,Wood, Paul
Thu 06 Feb All Day Harley, Brett,Wood, Paul
Fri 07 Feb All Day Harley, Brett,Wood, Paul
The Additional Information box has been updated

## INDIVIDUAL TEACHER ABSENCES

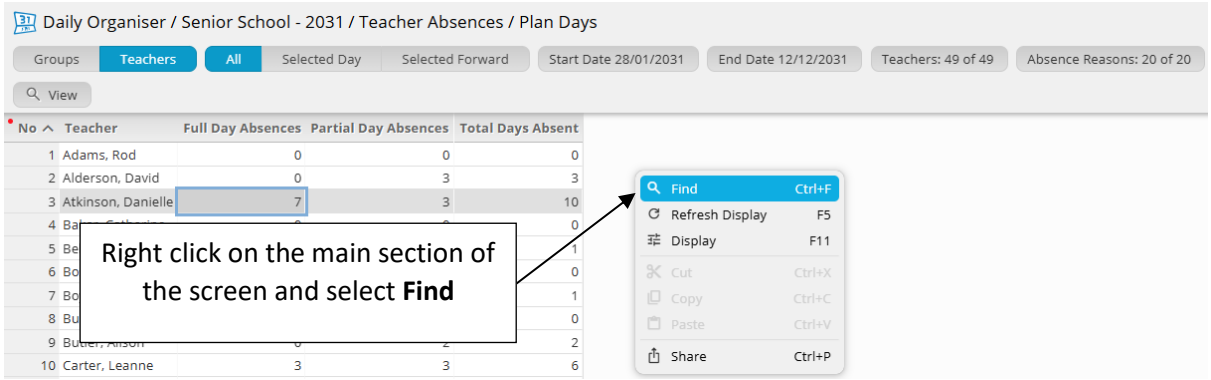
A summary of all teacher absences is displayed on the Plan Days screen when the Teacher mode is selected. This screen can also be used to add or edit teacher absences.

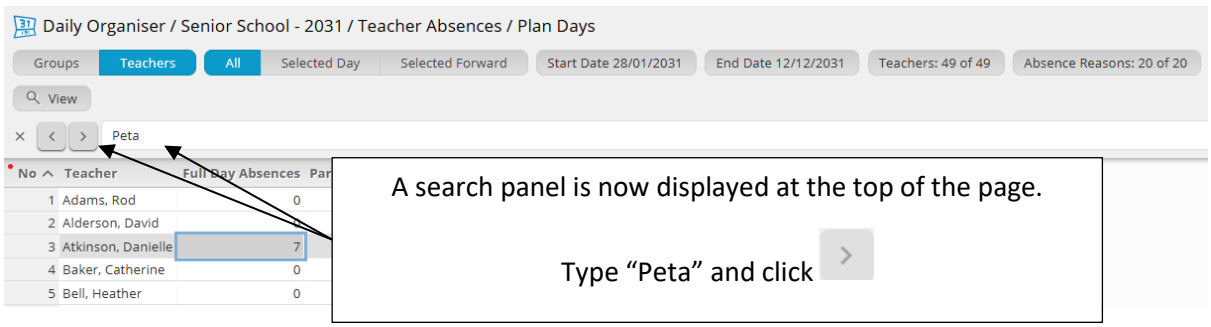


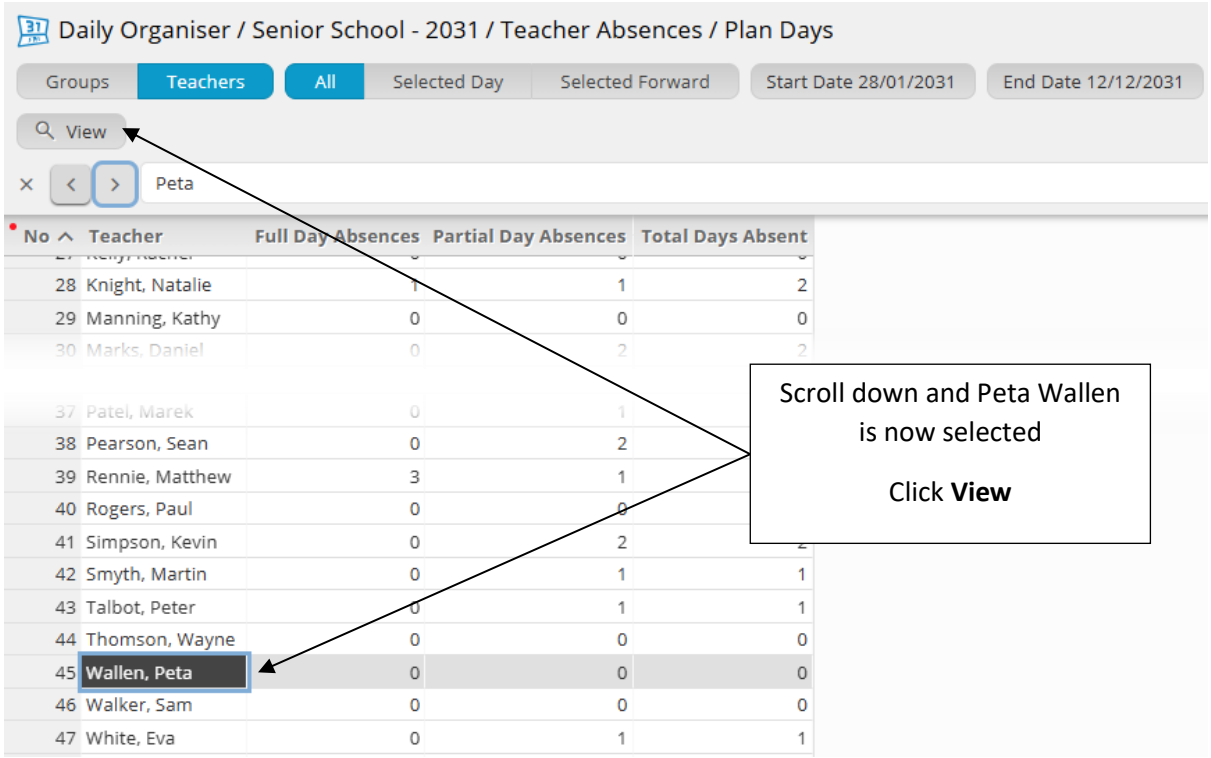

Note: The cell colours in the Additional Information box are the same as those used on [6A] Teacher Absences - Selected Day. Red cells are Activity absences and teal cells are individual absences entered on [6A] or this screen.

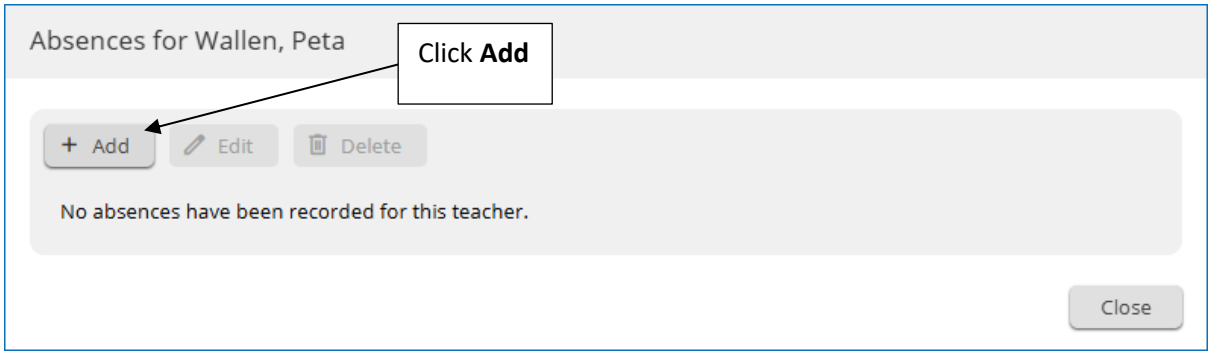
## FIND A TEACHER

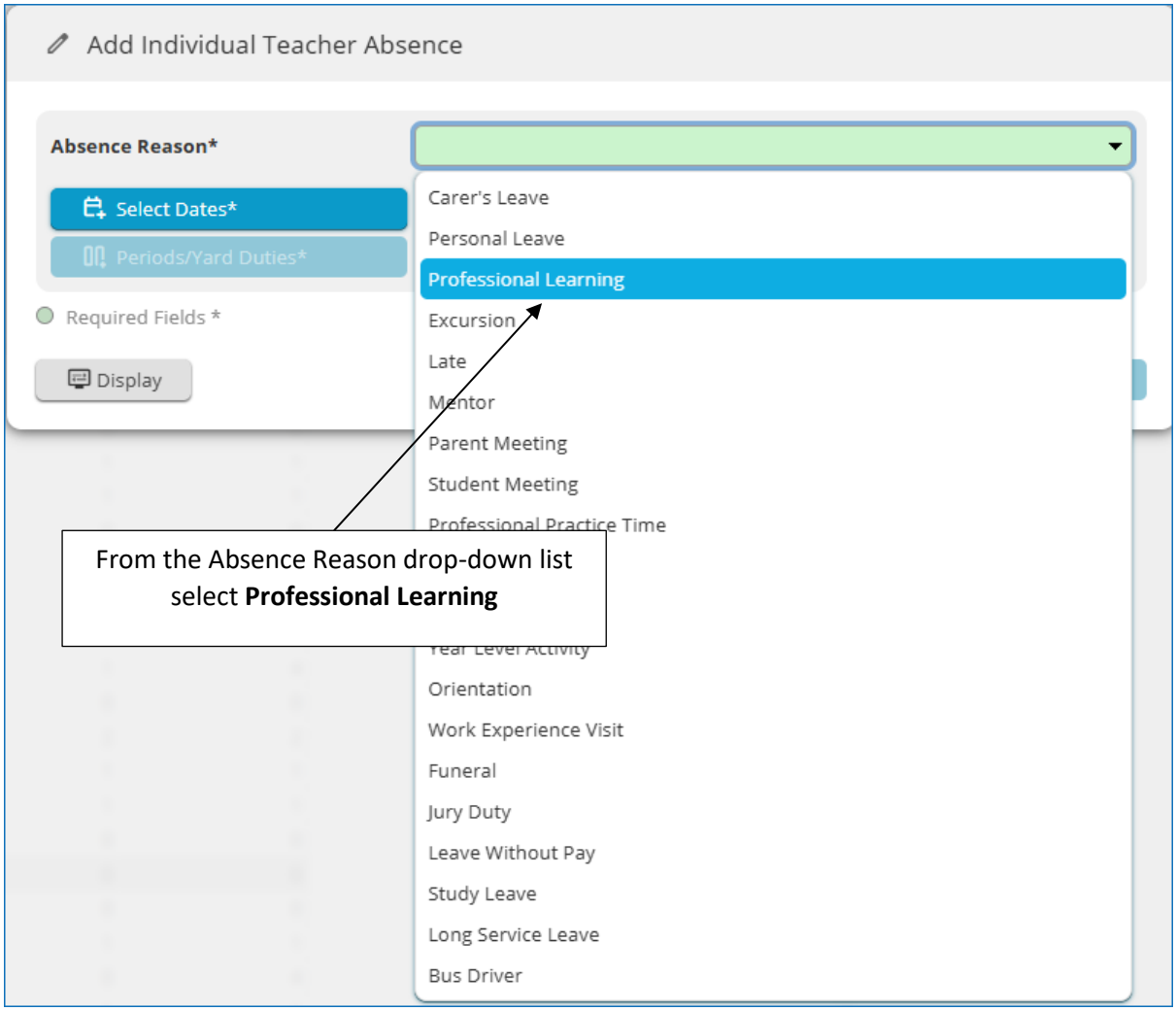
The Find feature on the right mouse click menu can be used to search for data on many screens throughout Daily Organiser. In this case, a search will be done for teacher Peta Wallen who will be absent on Tue 04 Feb and Tue 11 Feb for Professional Learning.

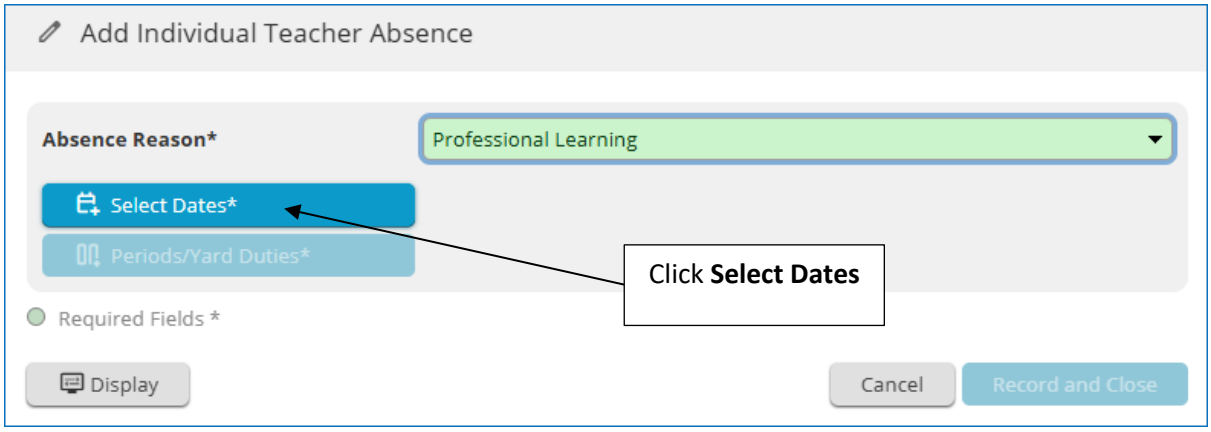


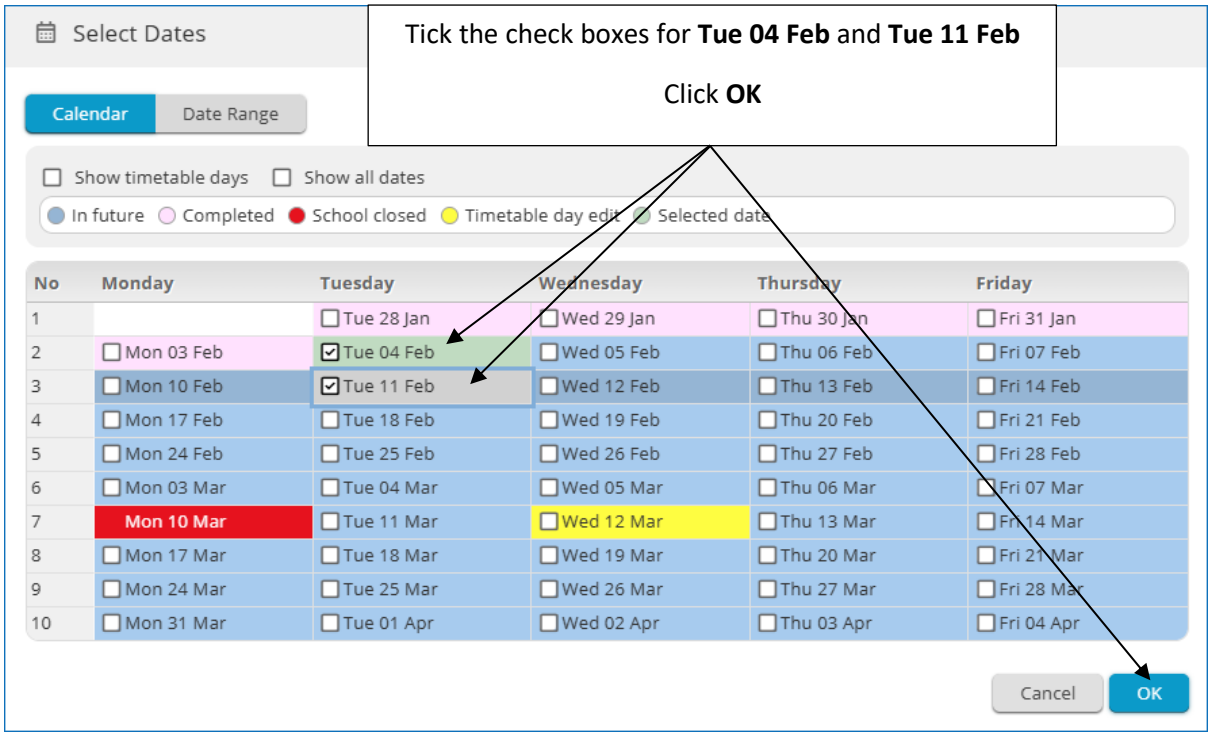



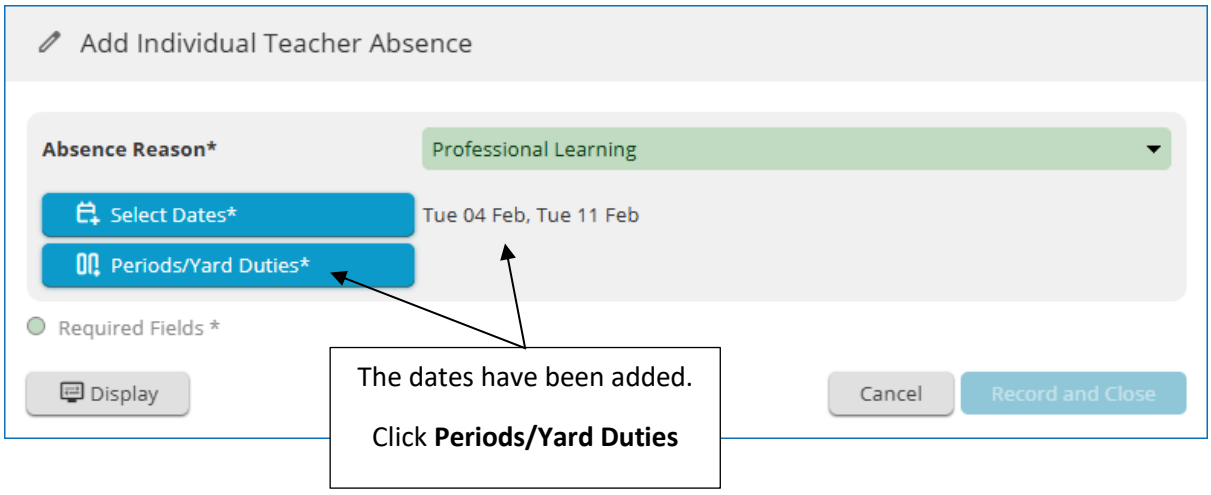

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days
Groups
Teachers
All
Selected Day
Selected Forward
Start Date 28/01/2031
End Date 12/12/2031
View
Peta
No
Teacher
Full Day Absences
Partial Day Absences
Total Days Absent
28 Knight, Natalie 1 1 2
29 Manning, Kathy 0 0 0
38 Pearson, Sean 0 2
39 Rennie, Matthew 3 1
40 Rogers, Paul 0 0
41 Simpson, Kevin 0 2
42 Smyth, Martin 0 1 1
43 Talbot, Peter 0 1 1
44 Thomson, Wayne 0 0 0
45 Wallen, Peta 0 0 0
46 Walker, Sam 0 0 0
47 White, Eva 0 1 1
Scroll down and Peta Wallen is now selected
Click View

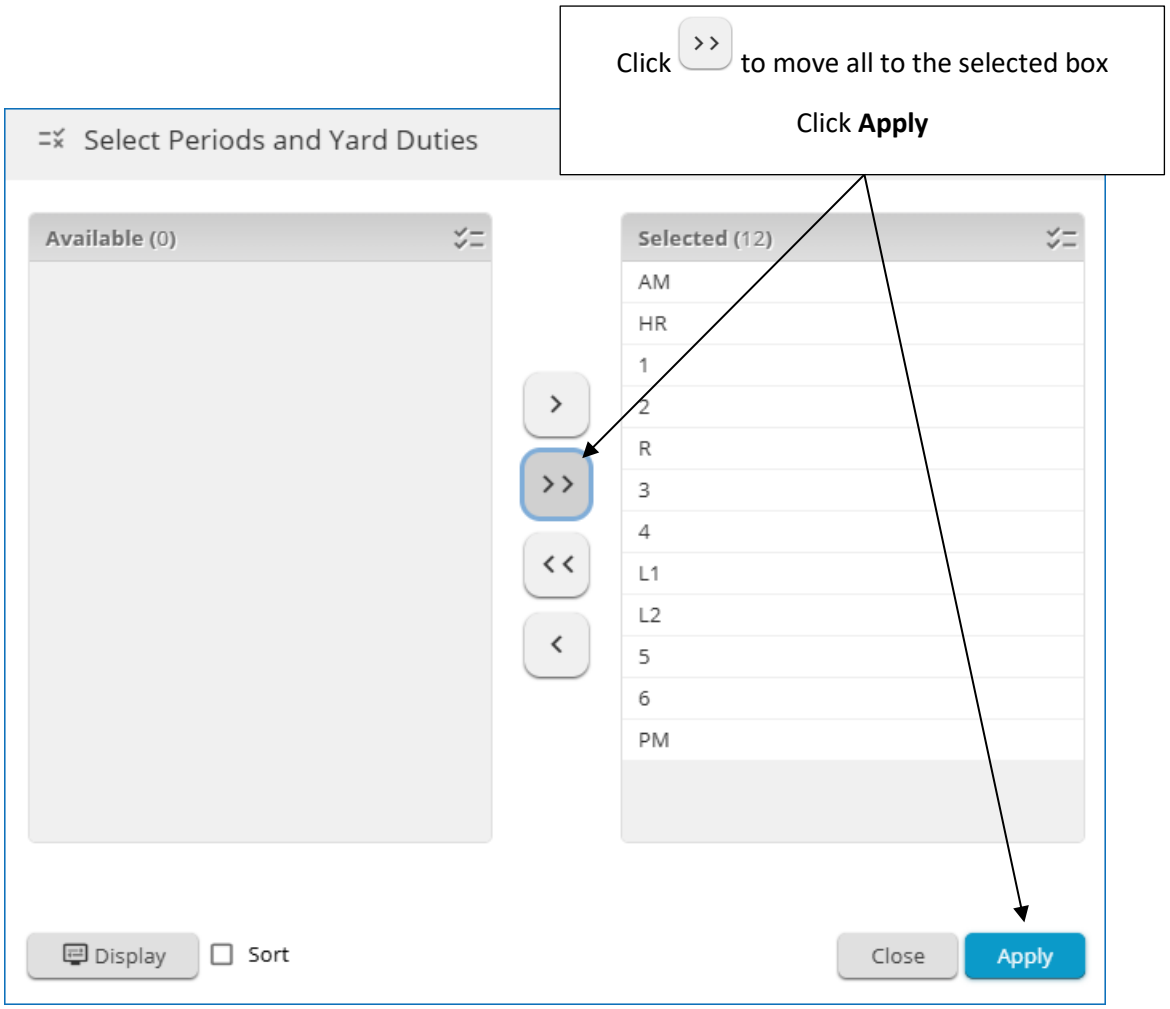

Absences for Wallen, Peta
Click Add
Add
Edit
Delete
No absences have been recorded for this teacher.
Close

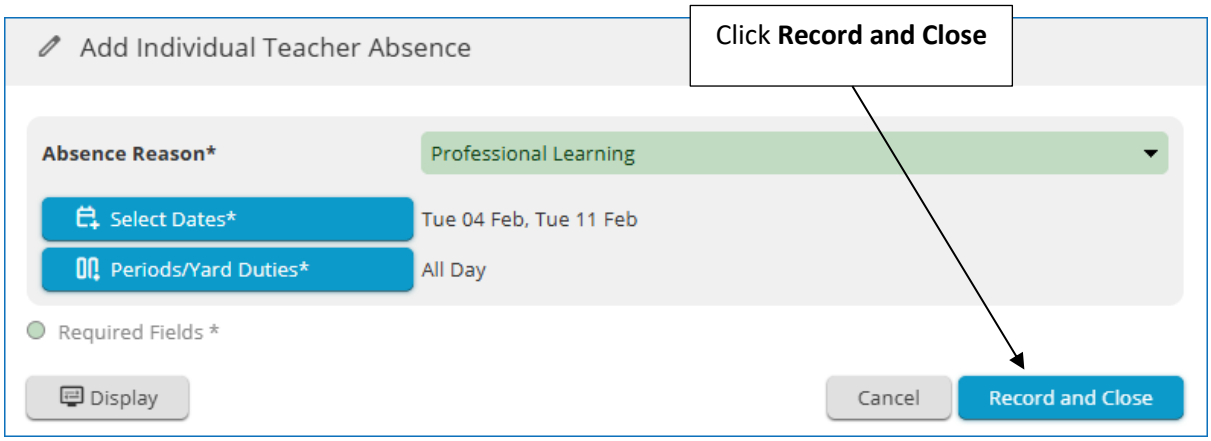

Add Individual Teacher Absence
Absence Reason*
Select Dates*
Periods/Yard Duties*
Required Fields *
Display
Carer's Leave
Personal Leave
Professional Learning
Excursion
Late
Mentor
Parent Meeting
Student Meeting
Professional Practice Time
Orientation
Work Experience Visit
Funeral
Jury Duty
Leave Without Pay
Study Leave
Long Service Leave
Bus Driver
From the Absence Reason drop-down list select **Professional Learning**

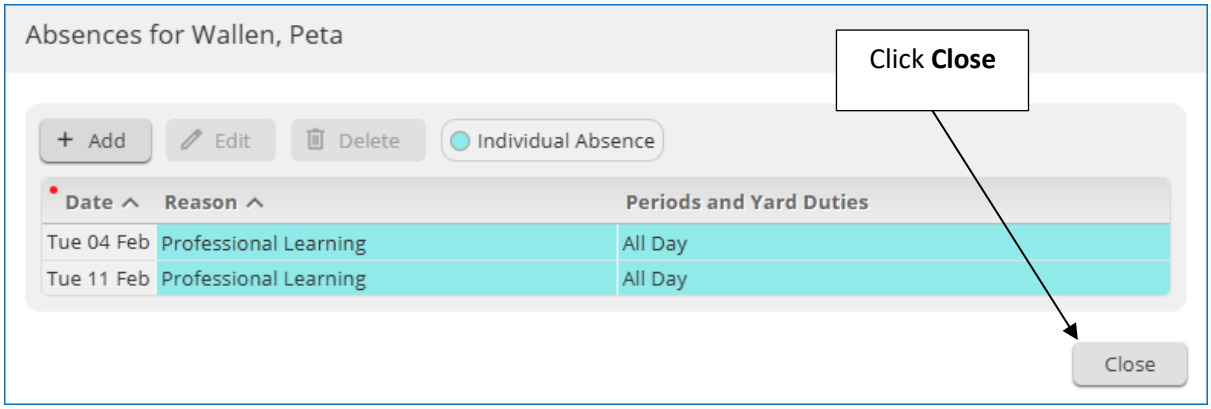

Add Individual Teacher Absence
Absence Reason*
Professional Learning
Select Dates*
Periods/Yard Duties*
Required Fields *
Display
Cancel
Record and Close
Click **Select Dates**

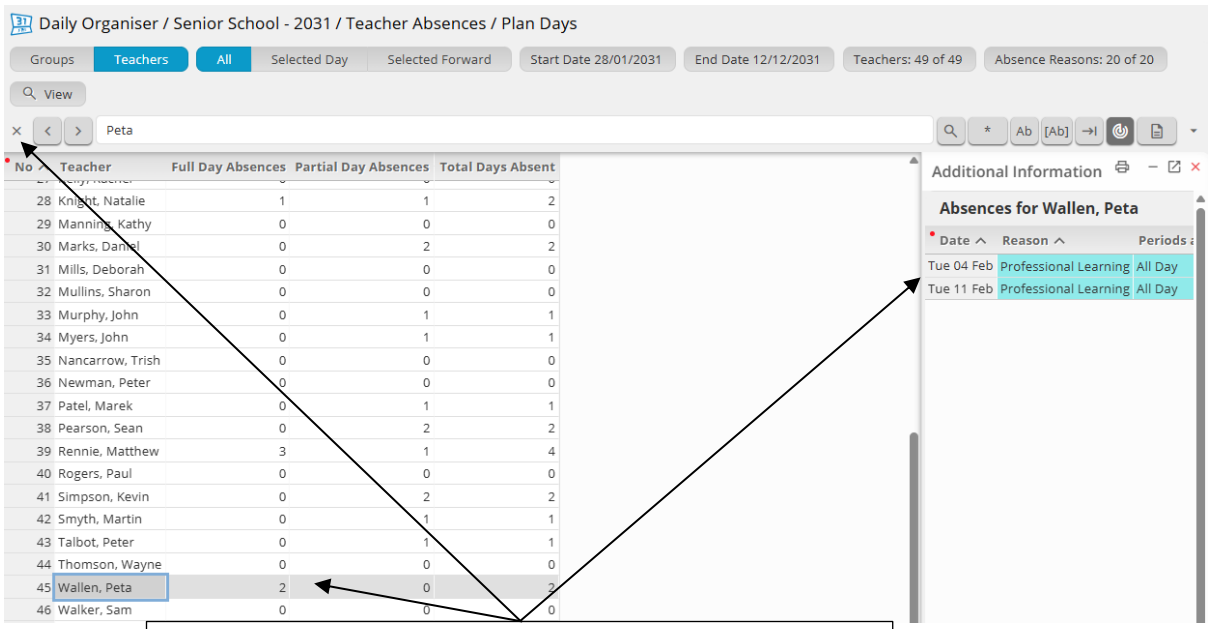

Select Dates
Tick the check boxes for **Tue 04 Feb** and **Tue 11 Feb**
Click **OK**
Calendar
Date Range
Show timetable days
Show all dates
In future
Completed
School closed
Timetable day edit
Selected date
No
Monday
Tuesday
Wednesday
Thursday
Friday
1 Tue 28 Jan Wed 29 Jan Thu 30 Jan Fri 31 Jan
2 Mon 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
10 Mon 31 Mar Tue 01 Apr Wed 02 Apr Thu 03 Apr Fri 04 Apr
Cancel
OK


Add Individual Teacher Absence
Absence Reason*
Professional Learning
Select Dates*
Tue 04 Feb, Tue 11 Feb
Periods/Yard Duties*
Required Fields *
Display
Cancel
Record and Close
The dates have been added.
Click **Periods/Yard Duties**


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


Click **Record and Close**
Add Individual Teacher Absence
Absence Reason*
Professional Learning
Select Dates*
Tue 04 Feb, Tue 11 Feb
Periods/Yard Duties*
All Day
Required Fields *
Display
Cancel
Record and Close




The data on the main screen and the Additional Information has been updated.

Click ✕ to close the search panel

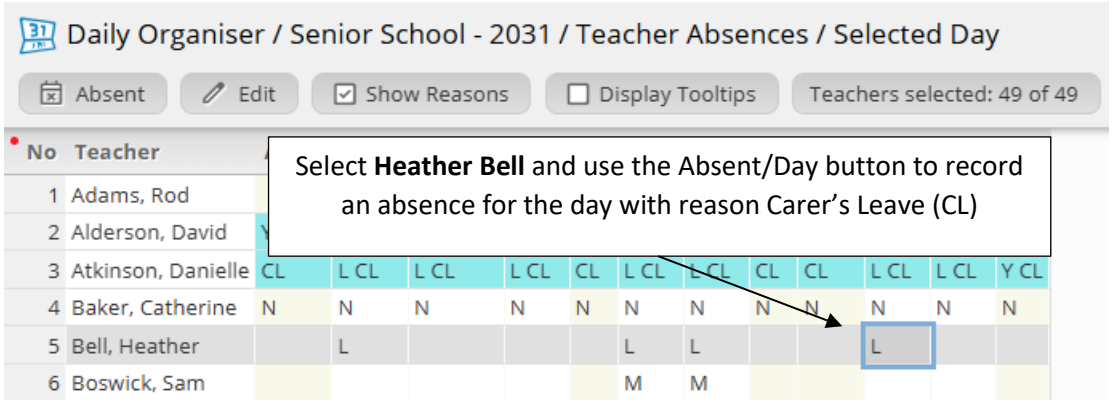
## EDIT INDIVIDUAL TEACHER ABSENCES

Teachers who have been made absent on either

- [6A] Selected Day
- [6B] Plan Days-Teachers, in an Individual Teacher Absence

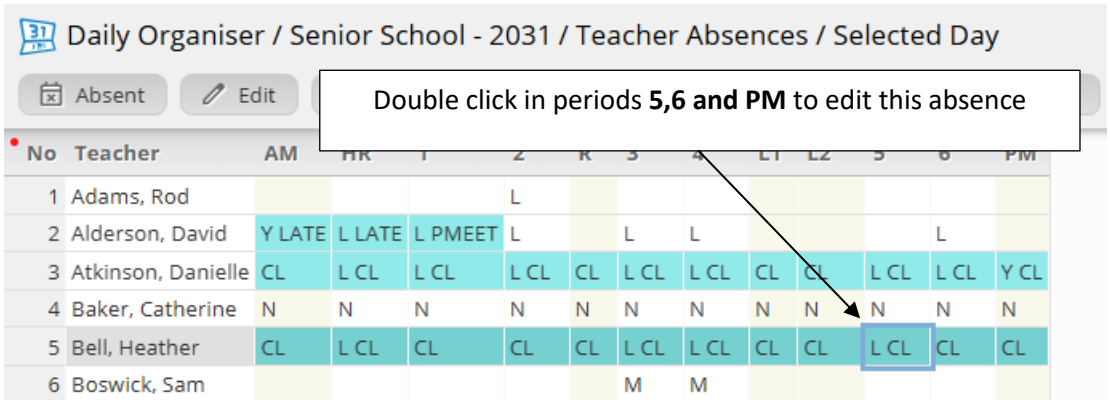
can be edited or deleted on either of these screens.

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

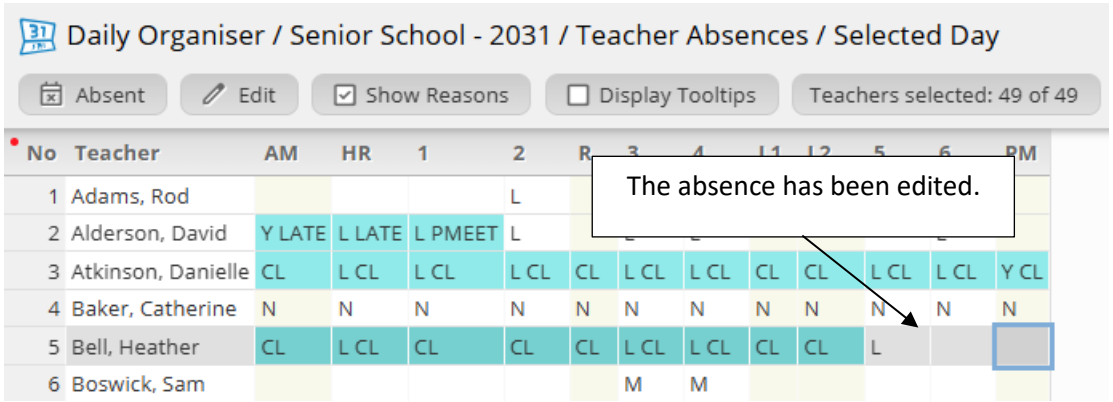



| No | Teacher | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | | | | | | | | | | | |
| 2 | Alderson, David | | | | | | | | | | | |
| 3 | Atkinson, Danielle | CL | L CL | L CL | L CL | CL | L CL | L CL | CL | CL | L CL | L CL | Y CL |
| 4 | Baker, Catherine | N | N | N | N | N | N | N | N | N | N | N | N |
| 5 | Bell, Heather | | L | | | | L | L | | | L | | |
| 6 | Boswick, Sam | | | | | | M | M | | | | | |

This absence can be deleted by repeating the above steps or individual periods can be edited by double clicking in individual cells.



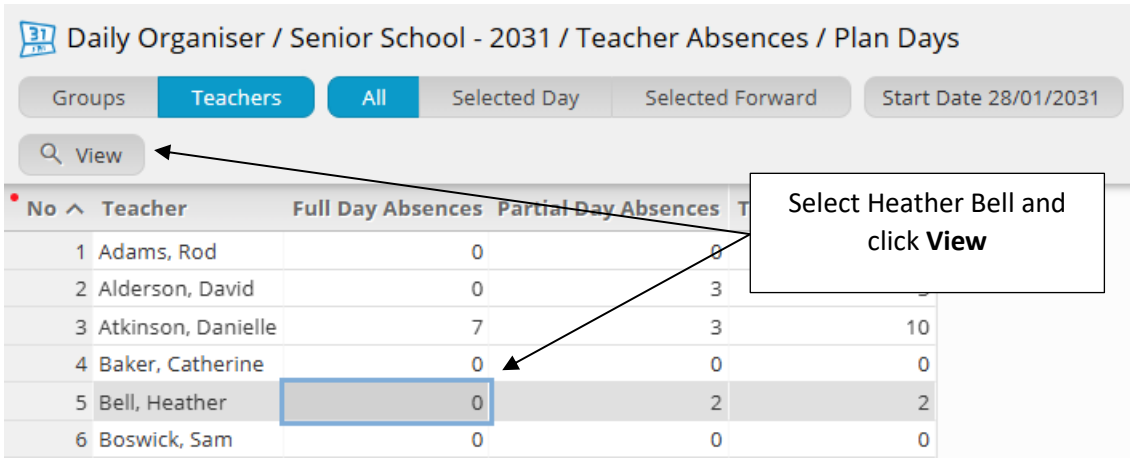

| No | Teacher | AM | HR | 1 | 2 | R | 3 | 4 | L1 | L2 | 5 | 6 | PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | | | | L | | | | | | | | |
| 2 | Alderson, David | Y LATE | L LATE | L PMEET | L | | L | L | | | | L | |
| 3 | Atkinson, Danielle | CL | L CL | L CL | L CL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

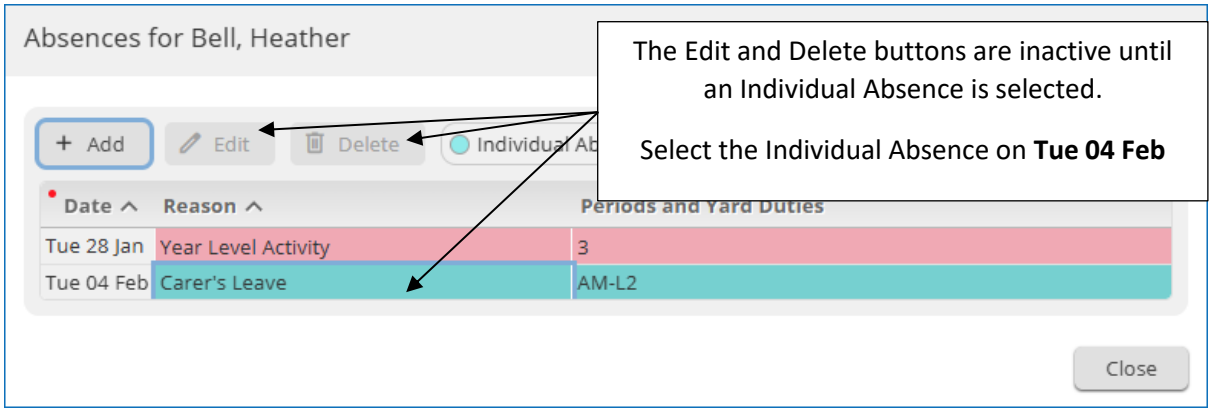


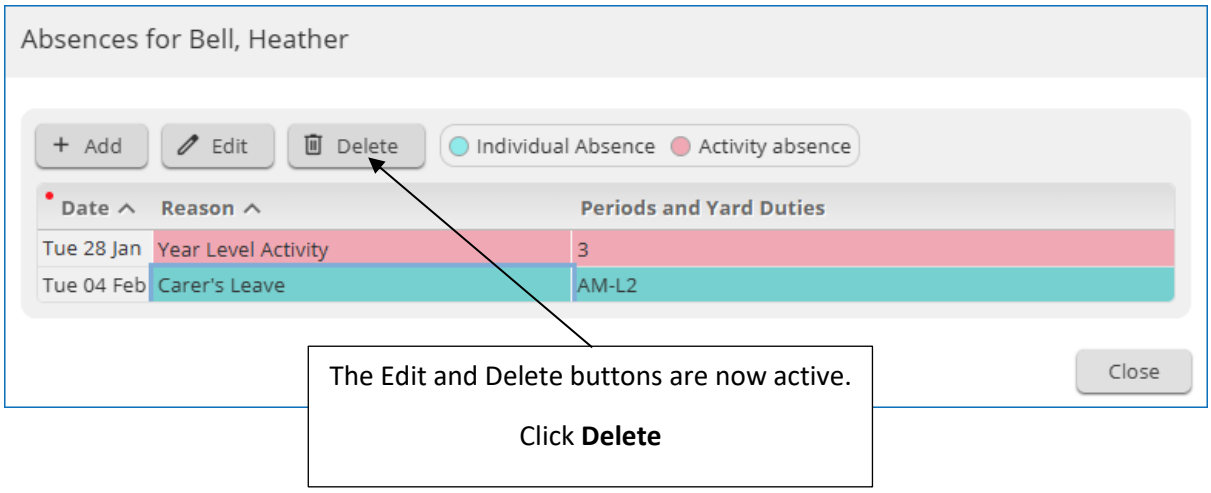

| No | Teacher | AM | HR | 1 | 2 | R | 3 | 4 | L1 | L2 | 5 | 6 | PM |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | | | | L | | | | | | | | |
| 2 | Alderson, David | Y LATE | L LATE | L PMEET | L | | | | | | | | |
| 3 | Atkinson, Danielle | CL | L CL | L CL | L CL | CL | 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 CL | CL | CL | CL | L CL | L CL | CL | CL | L | | |
| 6 | Boswick, Sam | | | | | | M | M | | | | | |

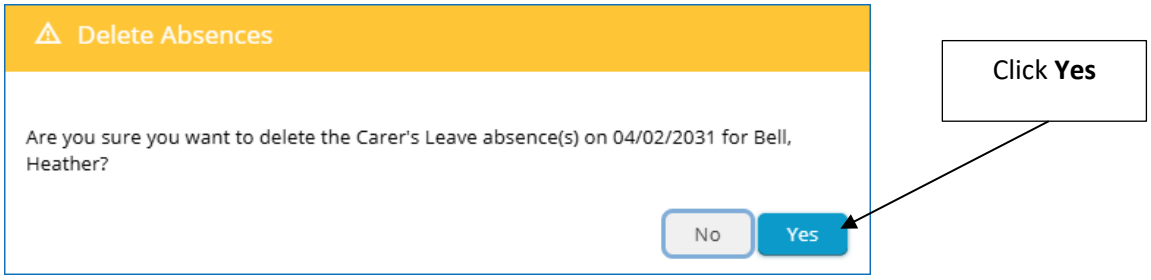
This absence can also be edited or deleted on [6B] Plan Days-Teachers.

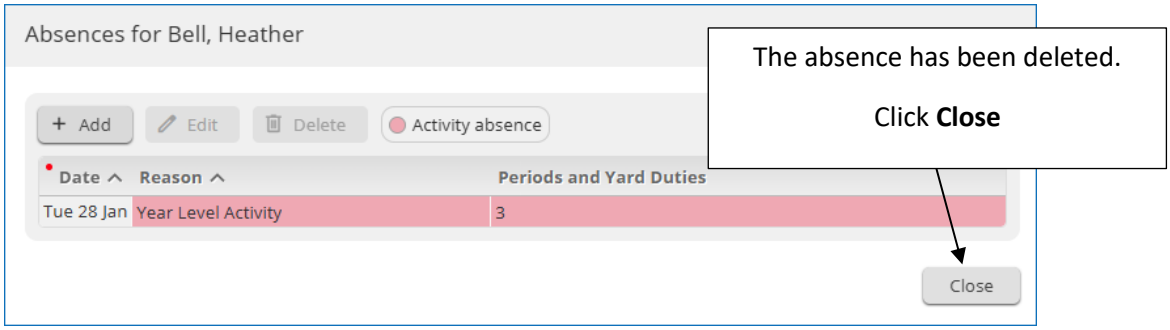
**On the Task Tree select:**
**[6B] Teacher Absence - Plan Days**

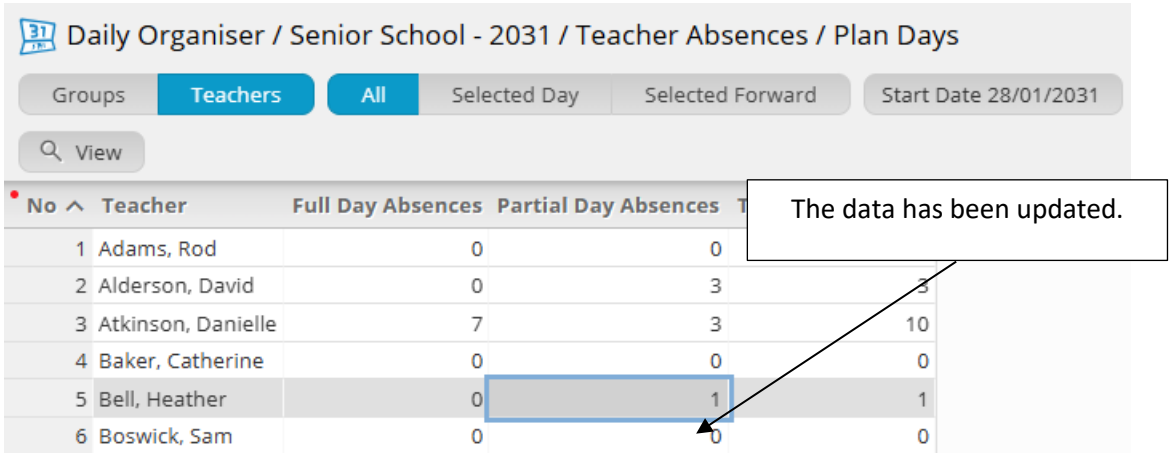

Daily Organiser / Senior School - 2031 / Teacher Absences / Plan Days
Groups
Teachers
All
Selected Day
Selected Forward
Start Date 28/01/2031
View
No
Teacher
Full Day Absences
Partial Day Absences
1 Adams, Rod 0 0
2 Alderson, David 0 3
3 Atkinson, Danielle 7 3 10
4 Baker, Catherine 0 0 0
5 Bell, Heather 0 2 2
6 Boswick, Sam 0 0 0
Select Heather Bell and click View


Absences for Bell, Heather
Add
Edit
Delete
Individual Ab
Date
Reason
Periods and Yard Duties
Tue 28 Jan Year Level Activity 3
Tue 04 Feb Carer's Leave AM-L2
Close
The Edit and Delete buttons are inactive until an Individual Absence is selected.
Select the Individual Absence on Tue 04 Feb

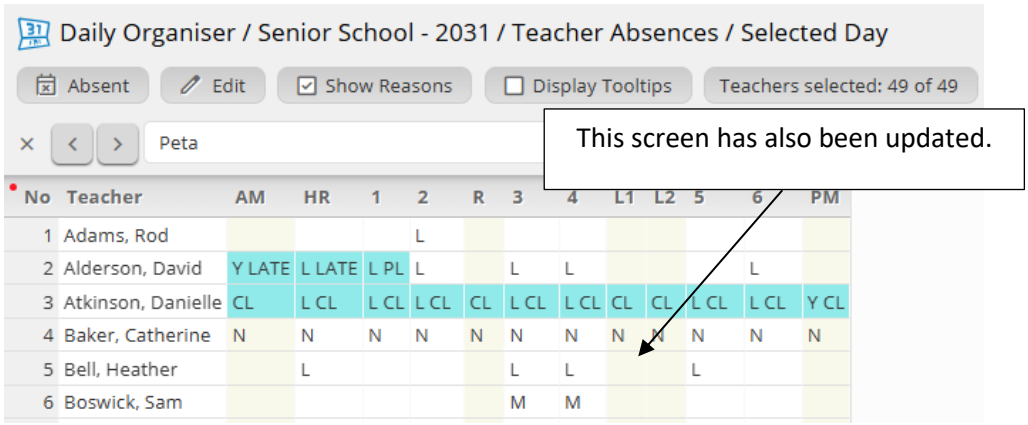

Absences for Bell, Heather
Add
Edit
Delete
Individual Absence
Activity absence
Date
Reason
Periods and Yard Duties
Tue 28 Jan Year Level Activity 3
Tue 04 Feb Carer's Leave AM-L2
Close
The Edit and Delete buttons are now active.
Click Delete


Delete Absences
Are you sure you want to delete the Carer's Leave absence(s) on 04/02/2031 for Bell, Heather?
No
Yes
Click Yes




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




## PLAN CRT 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 group CRT availabilities have already been entered.

On Plan CRT Days there are two modes for entering and viewing data:

- Group Mode: The screen displays details of all group availability. Availability for groups of CRTs can be entered, edited or deleted for single/multiple days.
- Individual/Teacher Mode: The screen displays all CRTs with summary information on all their availabilities. Individual CRT availability can be entered for single/multiple days. Absences can be edited or deleted for single days.

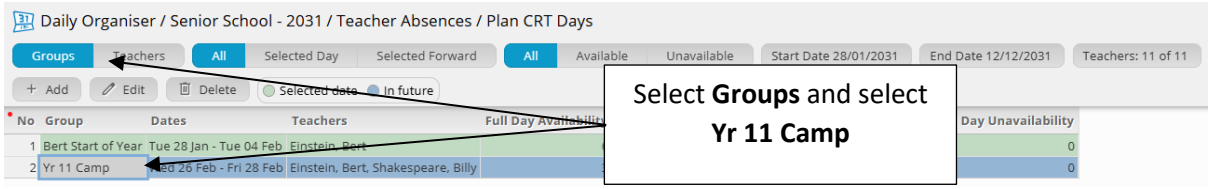
CRT availabilities can also be added on [11C] Replacements - CRT Availability.

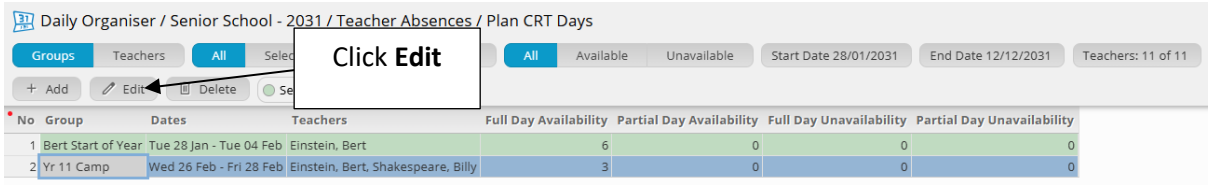
## GROUP CRT AVAILABILITIES

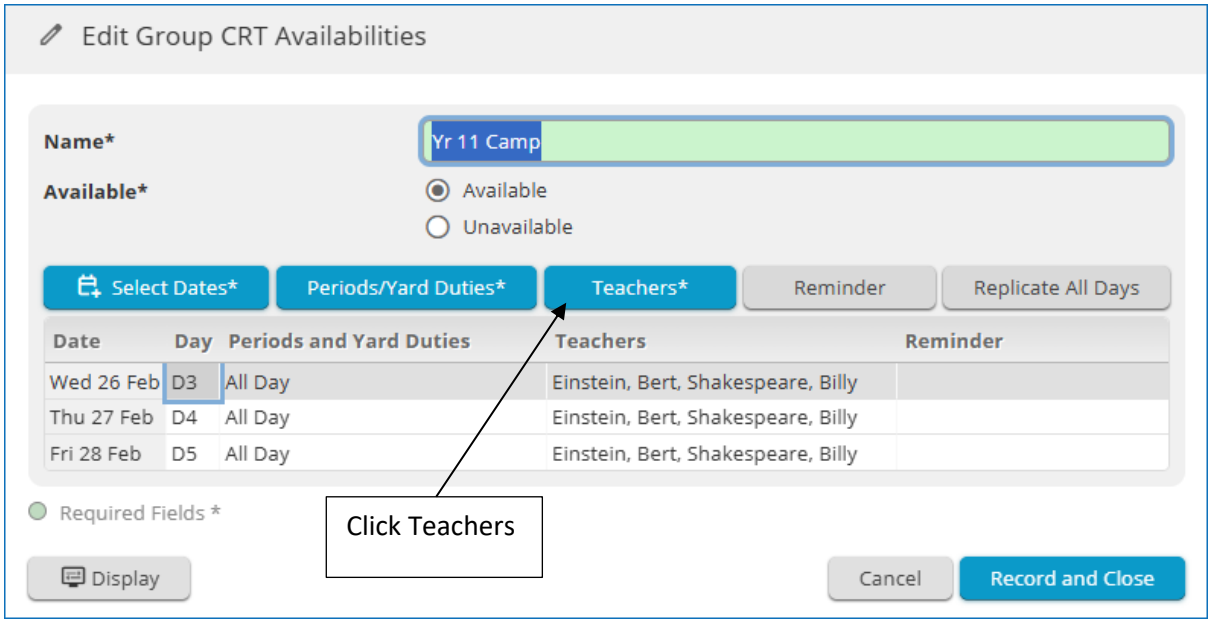
Group CRT Availabilities can include one or more CRTs for one or more days. CRTs can be recorded as Available or Unavailable. Group CRT Availabilities are entered in a similar way to Group Teacher Absences. The only difference is that it is necessary to indicate if the CRTs are available or not.

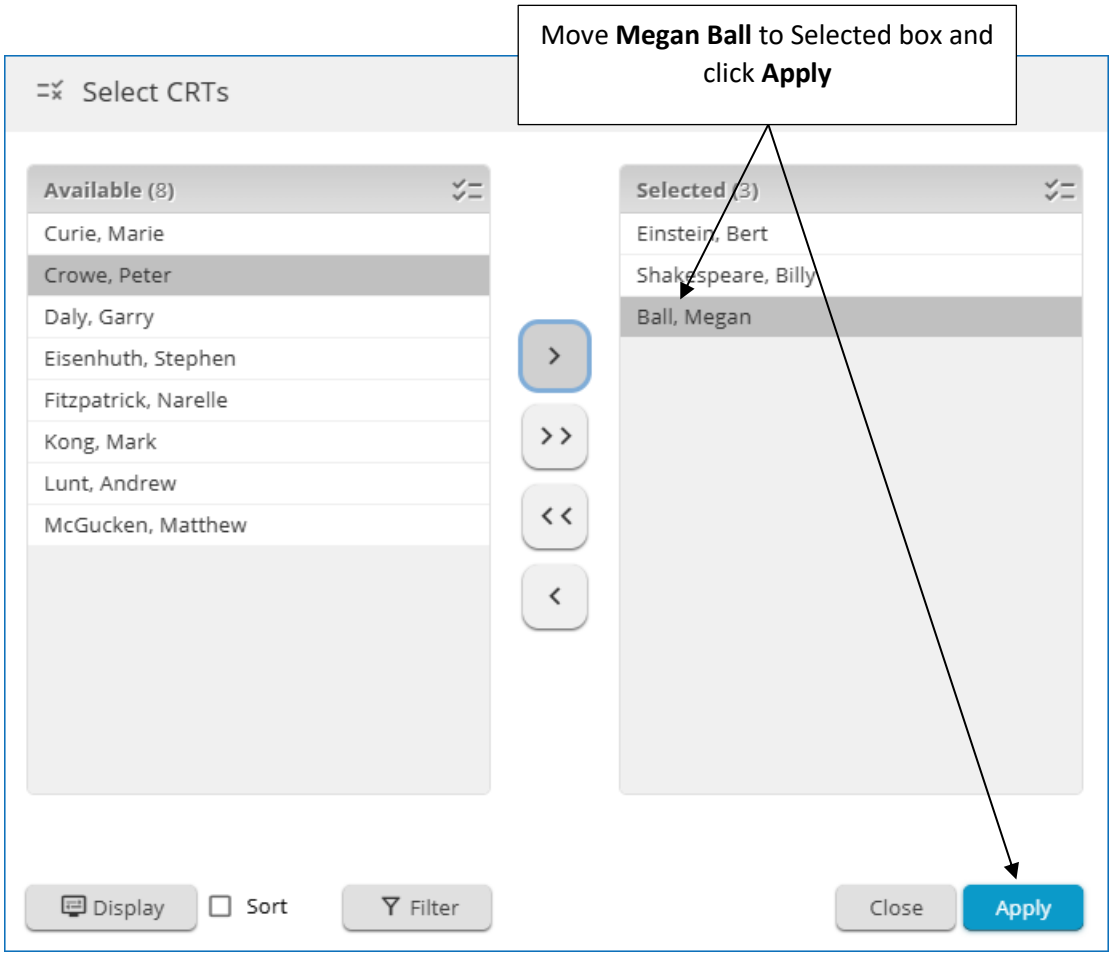
A group availability has already been entered for the Year 11 Camp in late February. An extra CRT will need to be added because of the number of staff required on the camp.

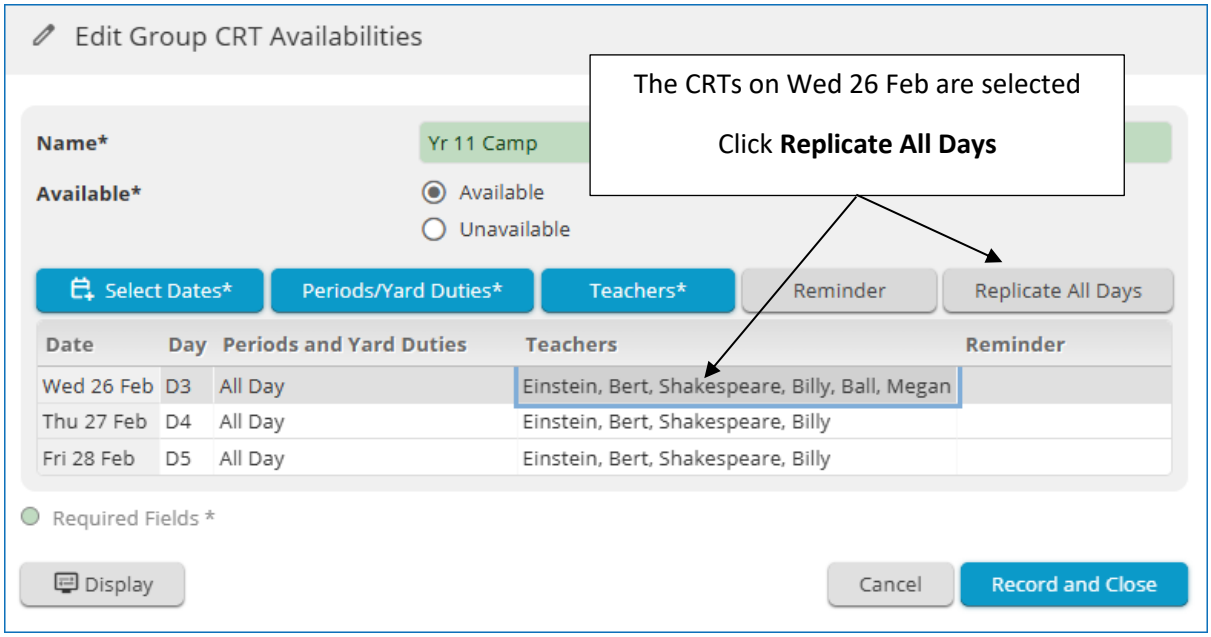
**On the Task Tree select:**
**[6C] CRT - Plan Days**

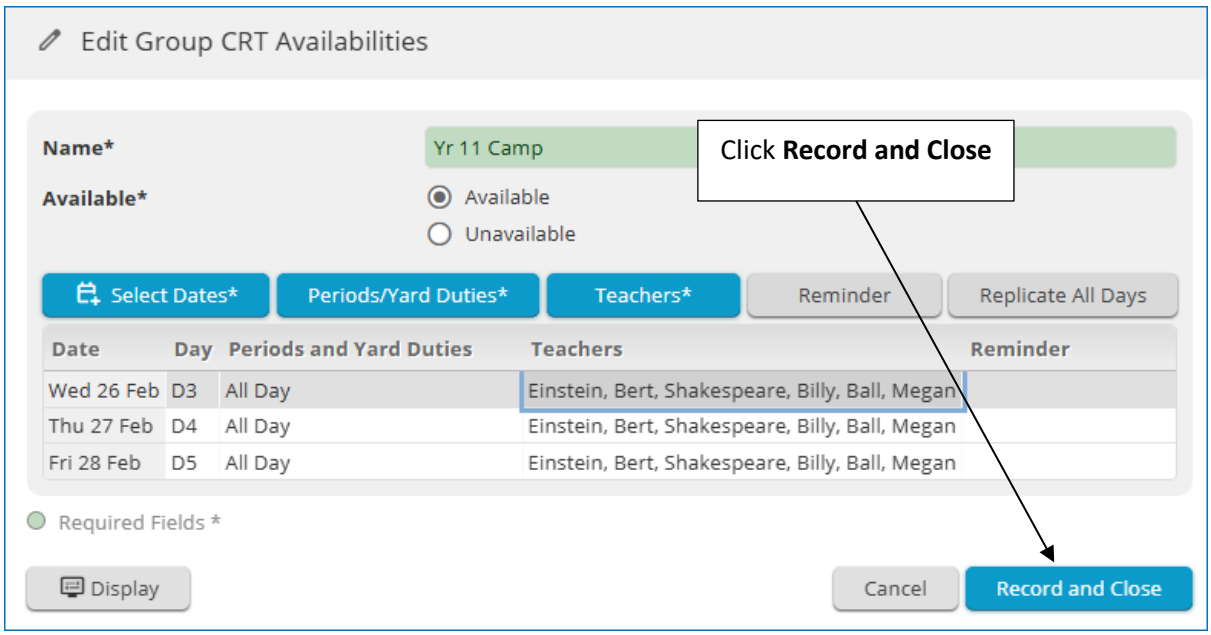


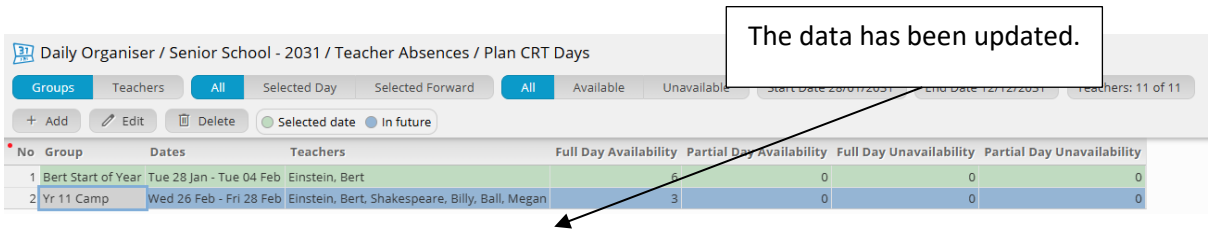




Edit Group CRT Availabilities
Name*
Yr 11 Camp
Available*
Available
Unavailable
Select Dates*
Periods/Yard Duties*
Teachers*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Teachers
Reminder
Wed 26 Feb
D3
All Day
Einstein, Bert, Shakespeare, Billy
Thu 27 Feb
D4
All Day
Einstein, Bert, Shakespeare, Billy
Fri 28 Feb
D5
All Day
Einstein, Bert, Shakespeare, Billy
Required Fields *
Click Teachers
Display
Cancel
Record and Close


Move **Megan Ball** to Selected box and click **Apply**
Select CRTs
Available (8)
Curie, Marie
Crowe, Peter
Daly, Garry
Eisenhuth, Stephen
Fitzpatrick, Narelle
Kong, Mark
Lunt, Andrew
McGucken, Matthew
Selected (3)
Einstein, Bert
Shakespeare, Billy
Ball, Megan
Display
Sort
Filter
Close
Apply



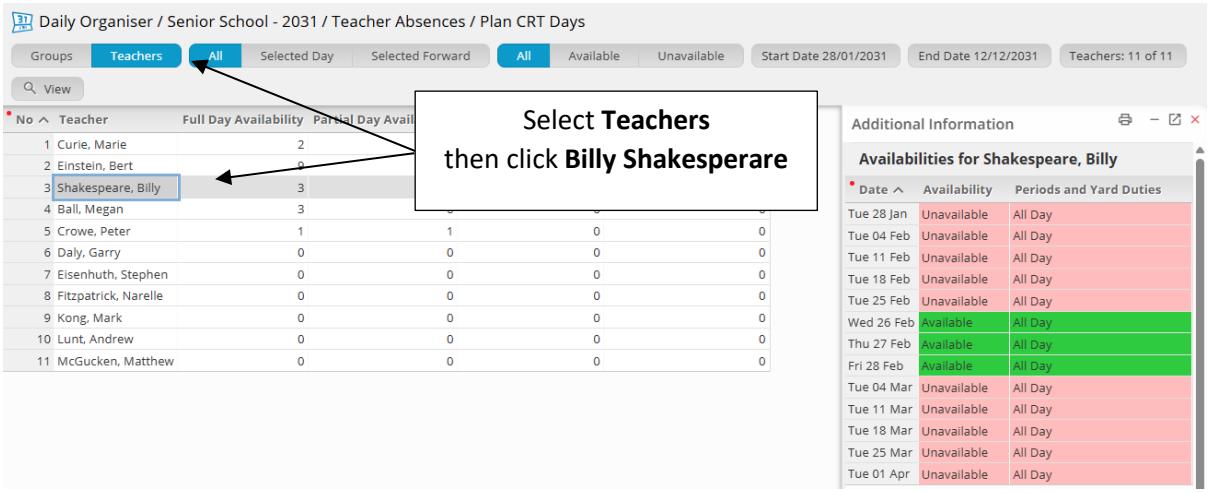




Note: Group Availabilities can only be edited or deleted on this screen.

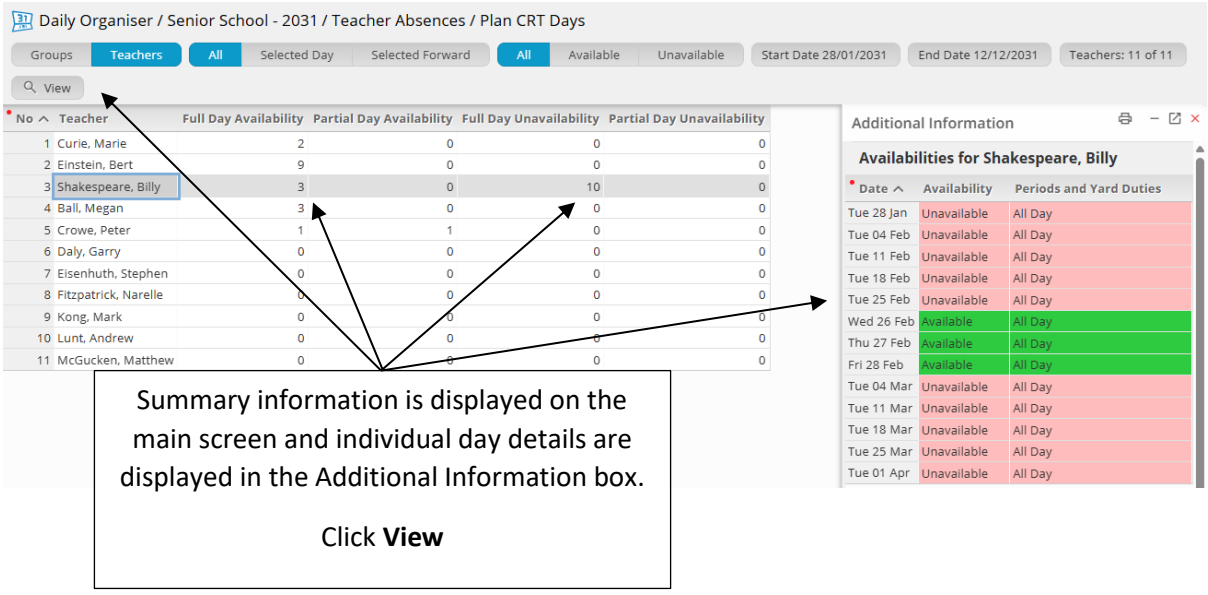
## INDIVIDUAL CRT AVAILABILITIES

Individual CRT Availabilities are used to record when a Casual teacher is available or unavailable. In this case, Billy Shakespeare has been made unavailable every Tuesday in Term 1.



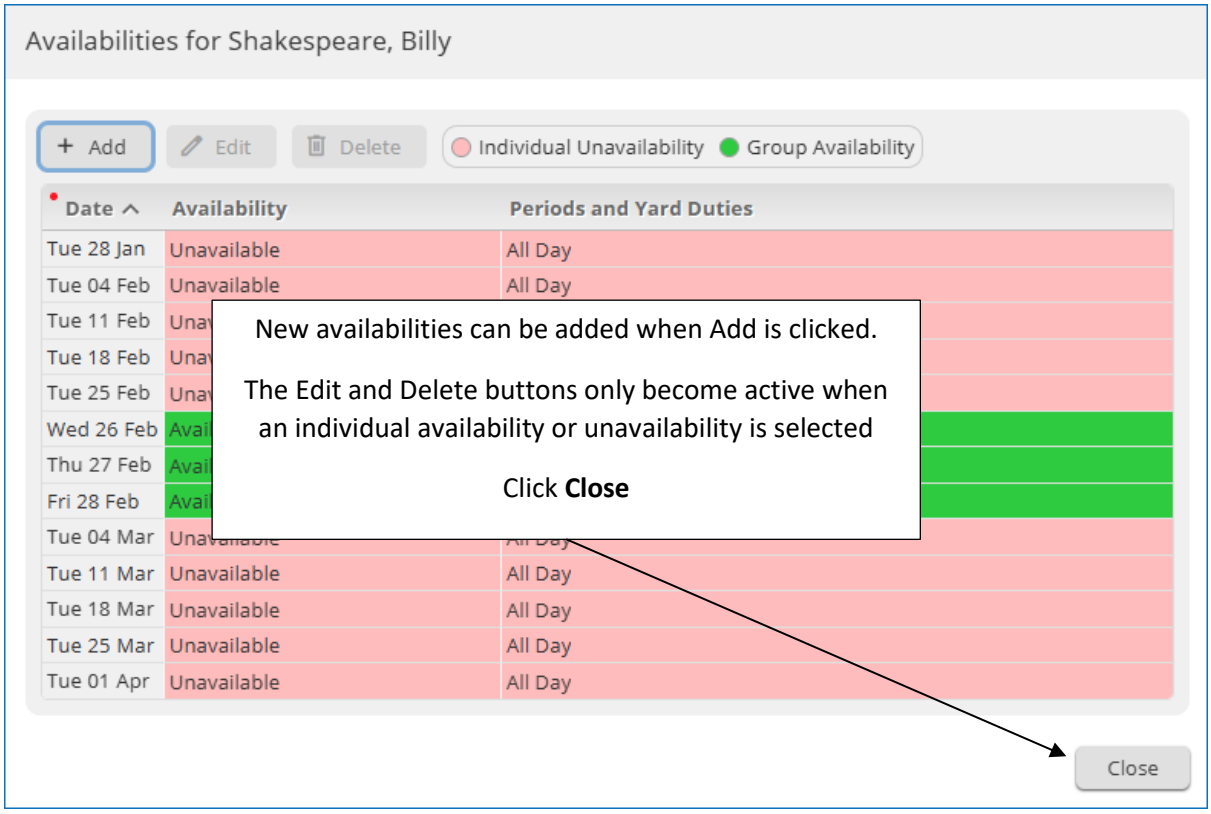

| No | Teacher | Full Day Availability | Partial Day Avail | | |
|---|---|---|---|---|---|
| 1 | Curie, Marie | 2 | | | |
| 2 | Einstein, Bert | 9 | | | |
| 3 | Shakespeare, Billy | 3 | | | |
| 4 | Ball, Megan | 3 | | | |
| 5 | Crowe, Peter | 1 | 1 | 0 | 0 |
| 6 | Daly, Garry | 0 | 0 | 0 | 0 |
| 7 | Eisenhuth, Stephen | 0 | 0 | 0 | 0 |
| 8 | Fitzpatrick, Narelle | 0 | 0 | 0 | 0 |
| 9 | Kong, Mark | 0 | 0 | 0 | 0 |
| 10 | Lunt, Andrew | 0 | 0 | 0 | 0 |
| 11 | McGucken, Matthew | 0 | 0 | 0 | 0 |

| Date | Availability | Periods and Yard Duties |
|---|---|---|
| Tue 28 Jan | Unavailable | All Day |
| Tue 04 Feb | Unavailable | All Day |
| Tue 11 Feb | Unavailable | All Day |
| Tue 18 Feb | Unavailable | All Day |
| Tue 25 Feb | Unavailable | All Day |
| Wed 26 Feb | Available | All Day |
| Thu 27 Feb | Available | All Day |
| Fri 28 Feb | Available | All Day |
| Tue 04 Mar | Unavailable | All Day |
| Tue 11 Mar | Unavailable | All Day |
| Tue 18 Mar | Unavailable | All Day |
| Tue 25 Mar | Unavailable | All Day |
| Tue 01 Apr | Unavailable | All Day |




| No | Teacher | Full Day Availability | Partial Day Availability | Full Day Unavailability | Partial Day Unavailability |
|---|---|---|---|---|---|
| 1 | Curie, Marie | 2 | 0 | 0 | 0 |
| 2 | Einstein, Bert | 9 | 0 | 0 | 0 |
| 3 | Shakespeare, Billy | 3 | 0 | 10 | 0 |
| 4 | Ball, Megan | 3 | 0 | 0 | 0 |
| 5 | Crowe, Peter | 1 | 1 | 0 | 0 |
| 6 | Daly, Garry | 0 | 0 | 0 | 0 |
| 7 | Eisenhuth, Stephen | 0 | 0 | 0 | 0 |
| 8 | Fitzpatrick, Narelle | 0 | 0 | 0 | 0 |
| 9 | Kong, Mark | 0 | 0 | 0 | 0 |
| 10 | Lunt, Andrew | 0 | 0 | 0 | 0 |
| 11 | McGucken, Matthew | 0 | 0 | 0 | 0 |

| Date | Availability | Periods and Yard Duties |
|---|---|---|
| Tue 28 Jan | Unavailable | All Day |
| Tue 04 Feb | Unavailable | All Day |
| Tue 11 Feb | Unavailable | All Day |
| Tue 18 Feb | Unavailable | All Day |
| Tue 25 Feb | Unavailable | All Day |
| Wed 26 Feb | Available | All Day |
| Thu 27 Feb | Available | All Day |
| Fri 28 Feb | Available | All Day |
| Tue 04 Mar | Unavailable | All Day |
| Tue 11 Mar | Unavailable | All Day |
| Tue 18 Mar | Unavailable | All Day |
| Tue 25 Mar | Unavailable | All Day |
| Tue 01 Apr | Unavailable | All Day |




Note: CRT availabilities for the selected day can also be added on [11C] Replacements - CRT Availability. Individual Availabilities can be edited on either this screen or on [11C].

# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Lesson 4 - Room Availability

Professional Learning Objectives ..... 124
Skills ..... 124
Room Availability ..... 125
Remove a Class and Make the Room Unavailable ..... 126
Remove a Class and Make the Room Available ..... 128
Plan Days ..... 130
Group Room Availabilities ..... 130
Edit Group Room Availabilities ..... 131
Individual Room Availabilities ..... 133
Edit Individual Room Availabilities ..... 138

## 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 on the selected day
- Remove a class from a room and make it available on the selected day
- Manage a planned individual room availability
- Manage a planned group 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.

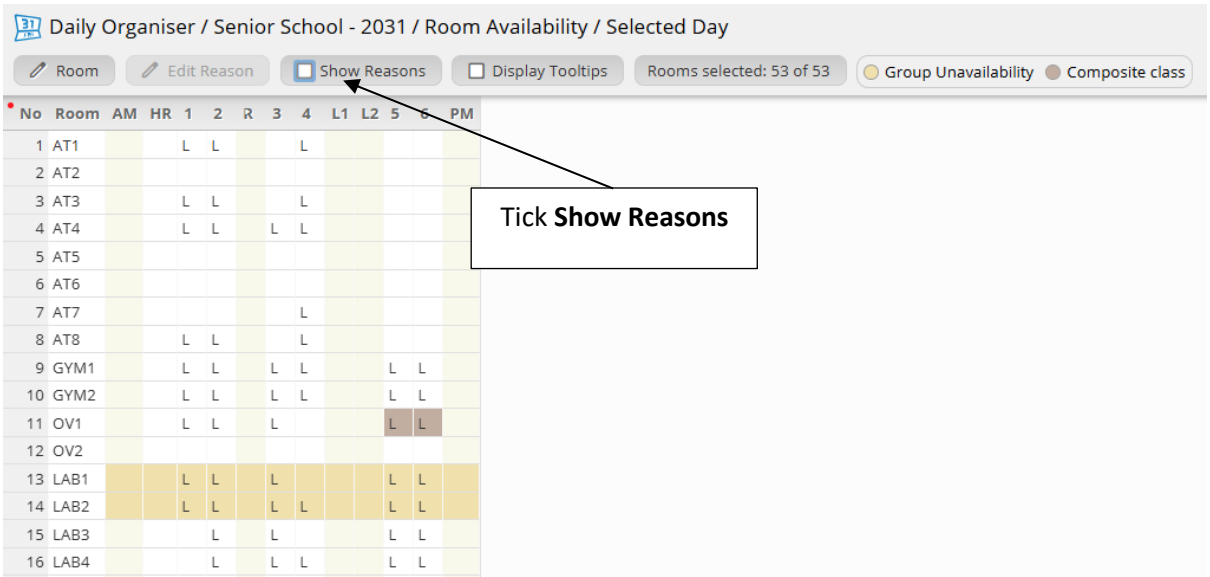
On [7] Room Availability, there are two ways of removing classes from a room:

- 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-Rooms-Individual: Individual classes can be removed from a room for several days or part days. The selected day may be included.
- On [7B] Plan Days-Groups: Multiple classes can be removed from rooms for several days or part days. The selected day may be included.

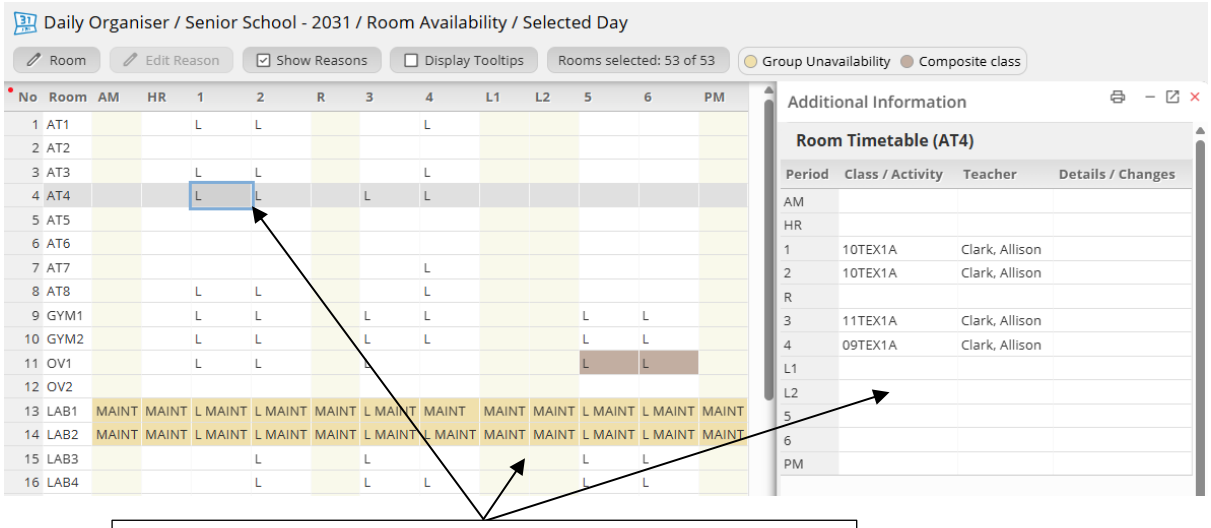
In all cases, the room can be made either available or unavailable for other classes to use.

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

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




| 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 | |
| 15 | LAB3 | | | | L | | L | | | | L | L | |
| 16 | LAB4 | | | | L | | L | L | | | L | L | |

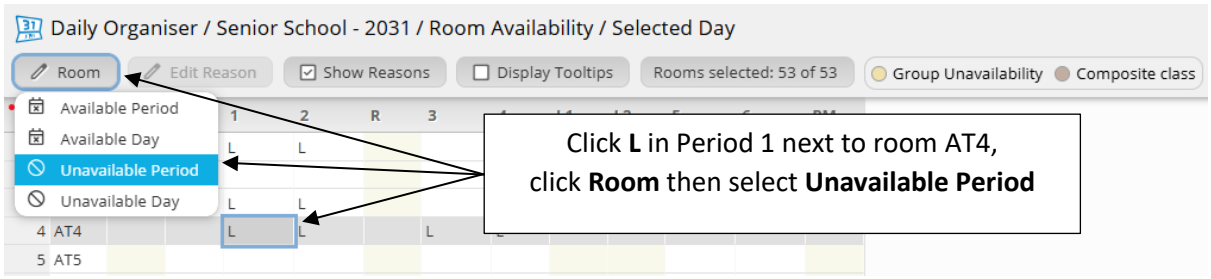



The main screen displays timetable information for each room for the selected day. A normal lesson is represented by "L". The light tan shading indicates that LAB1 and LAB2 have been made unavailable in a Group Room Availability on [7B] Room Availability - Plan Days.

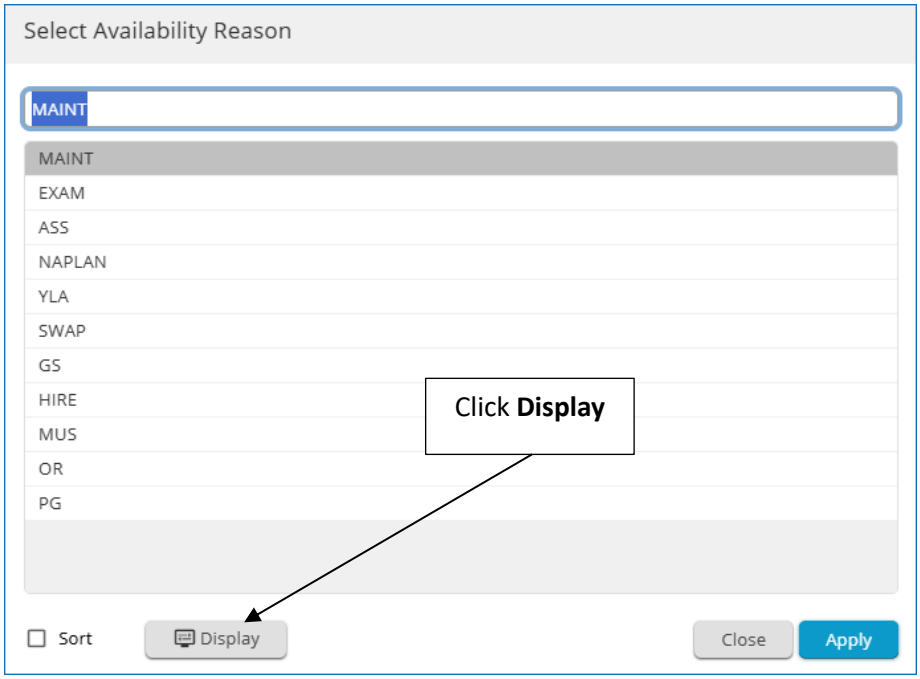
Click room **AT4** to display the timetable for this room in the Additional Information box

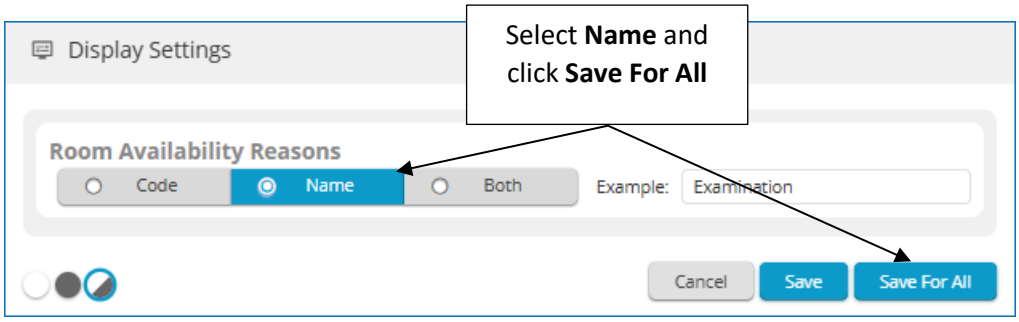
## REMOVE A CLASS AND MAKE THE ROOM UNAVAILABLE

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

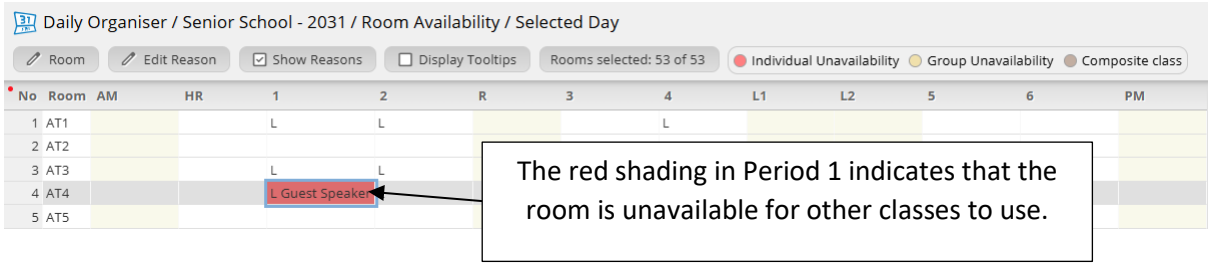


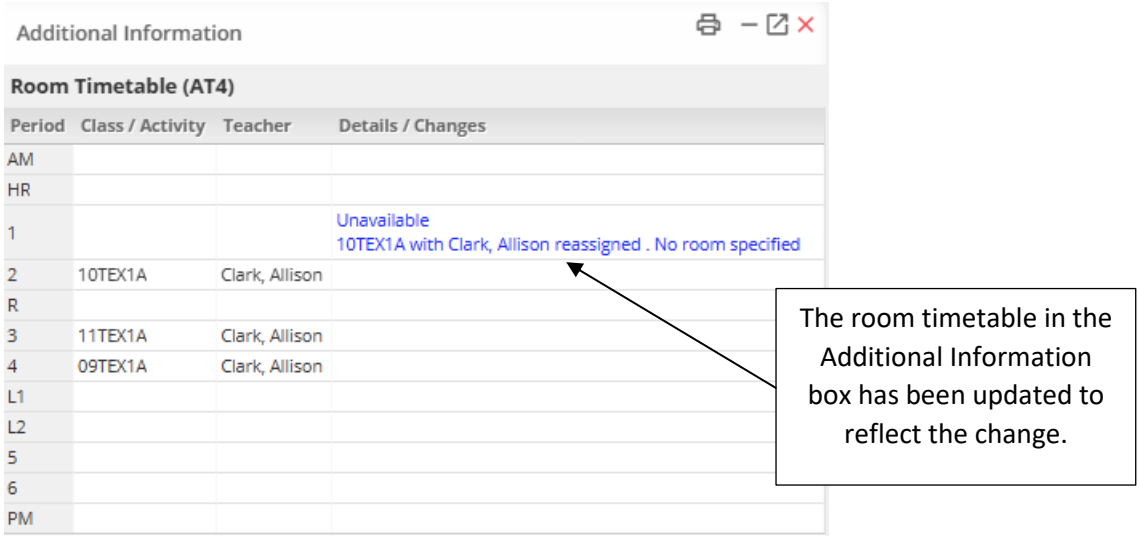

Click **L** in Period 1 next to room AT4, click **Room** then select **Unavailable Period**


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


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

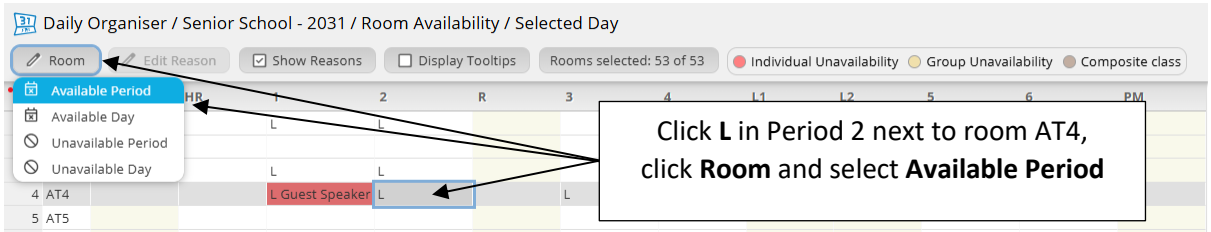

Select Availability Reason
Guest Speaker
Select **Guest Speaker** and click **Apply**
Maintenance
Examination
Assembly
NAPLAN Testing
Year Level Activity
Room Swap
Guest Speaker
Hire Room
Music Concert
Orientation
Performance Group
Sort
Display
Close
Apply

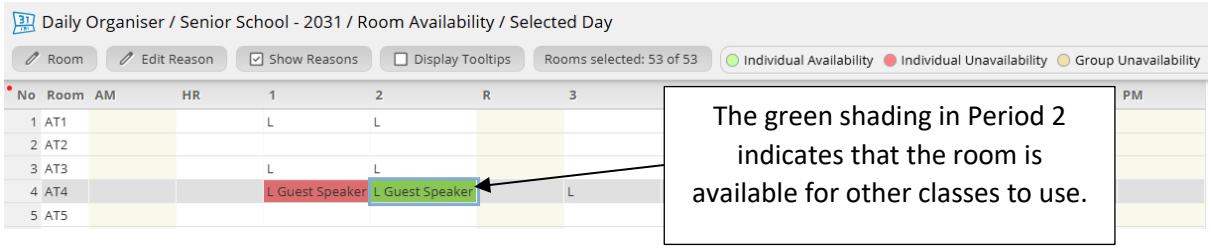


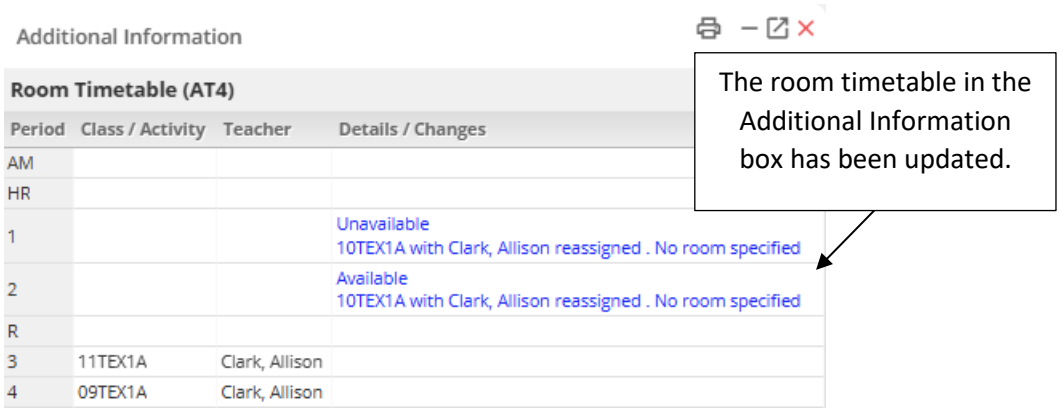



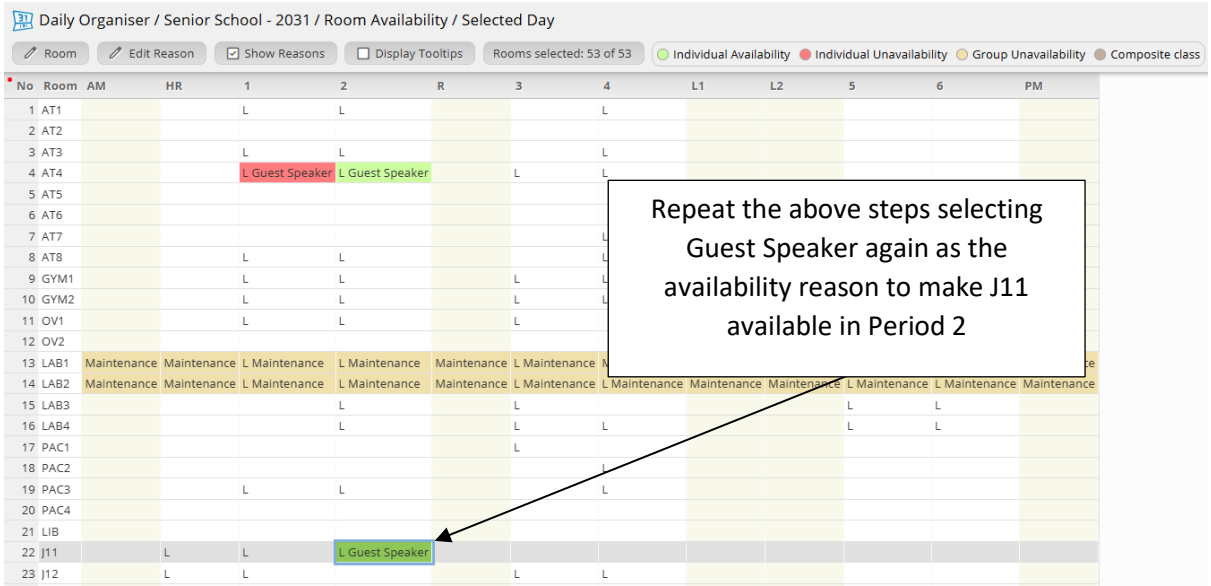

## REMOVE A CLASS AND MAKE THE ROOM AVAILABLE

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






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

# PLAN DAYS

Plan Days can also be used to remove classes and make rooms available/unavailable for part days, full days or multiple days.

On Plan Days there are two modes for entering and viewing data.

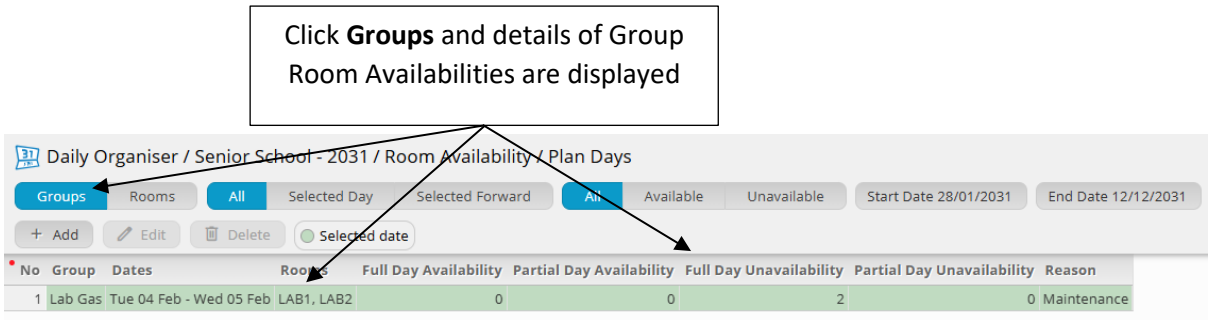
- Groups Mode: The screen displays details of all group room availabilities. Group room availabilities can be entered, edited or deleted for part/single/multiple days.

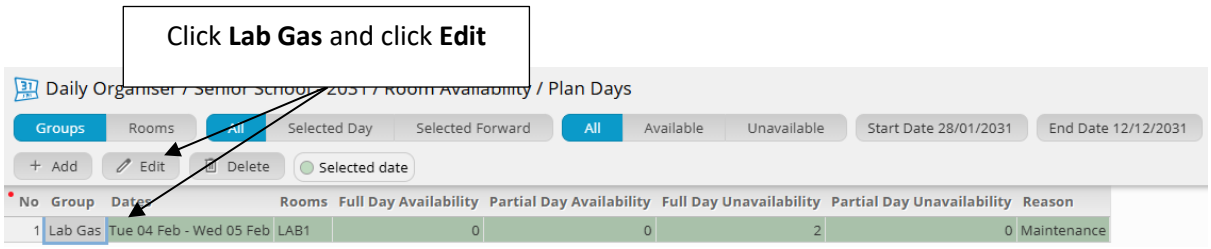
- Rooms Mode: The screen displays all rooms with summary information on all their availabilities. Individual room availabilities can be entered for part/single/multiple days. Individual Room Availabilities can be edited or deleted for single days.

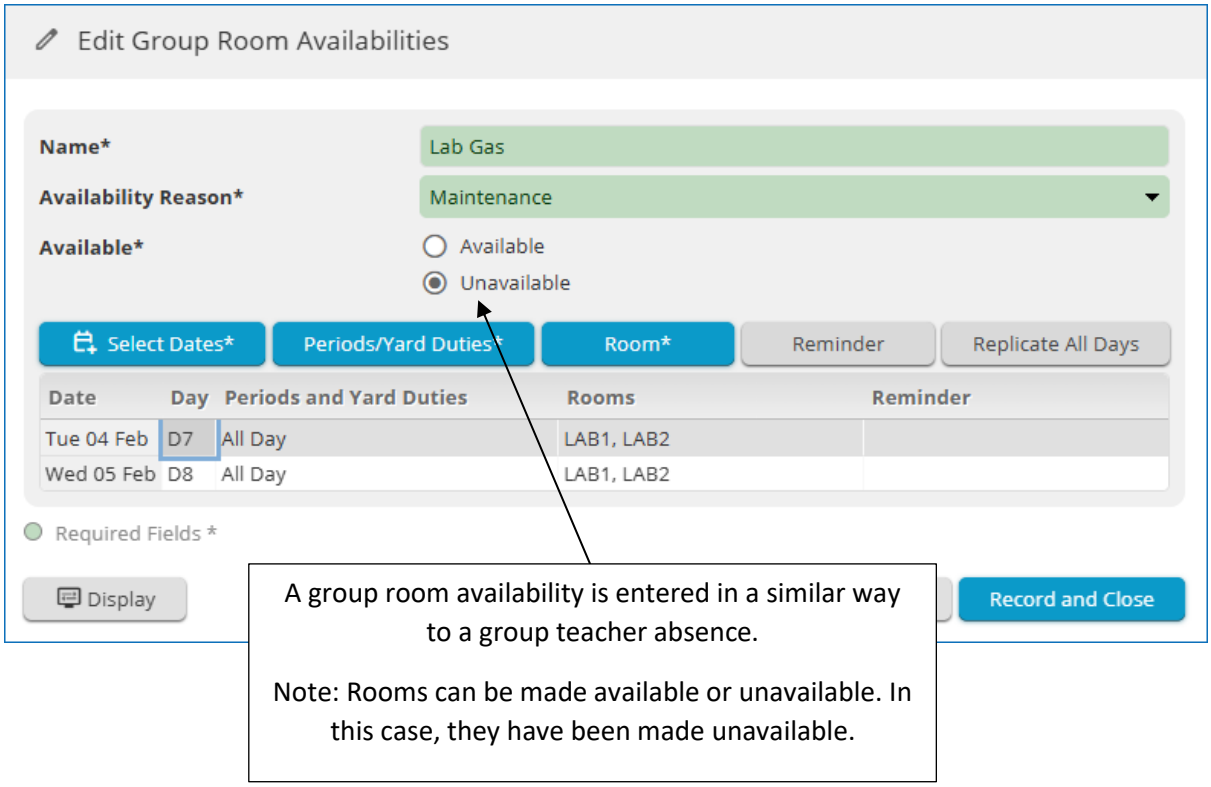
## GROUP ROOM AVAILABILITIES

In this case, a group room availability has already been created for maintenance work in LAB1 and LAB2.

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



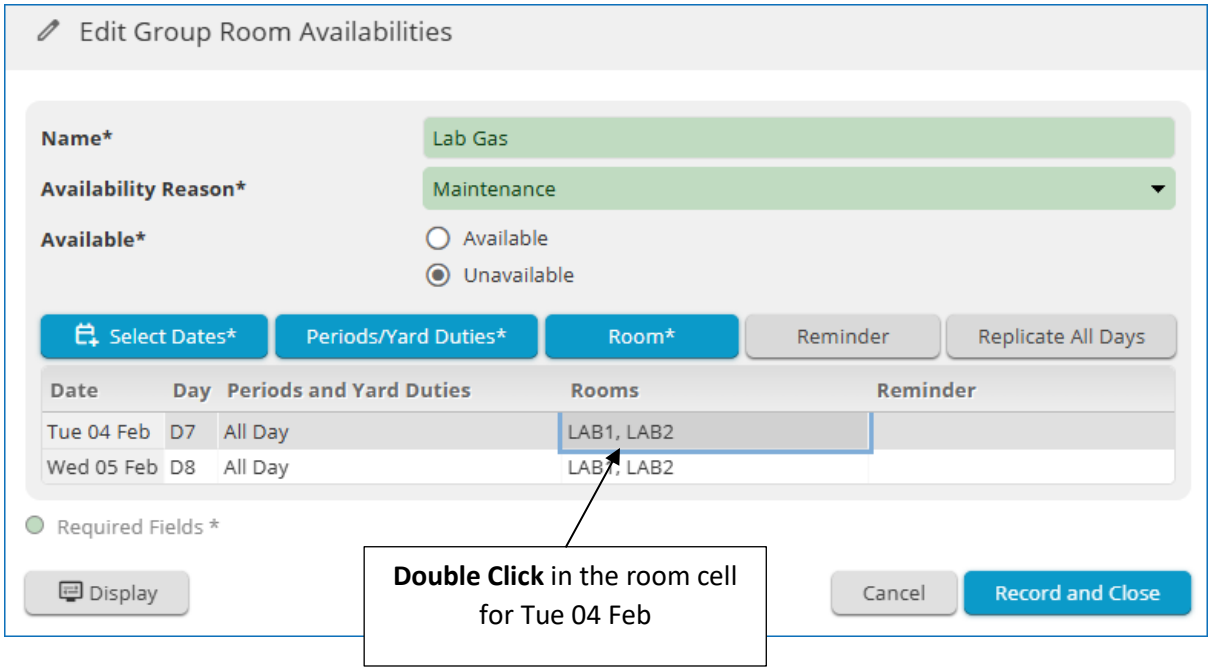



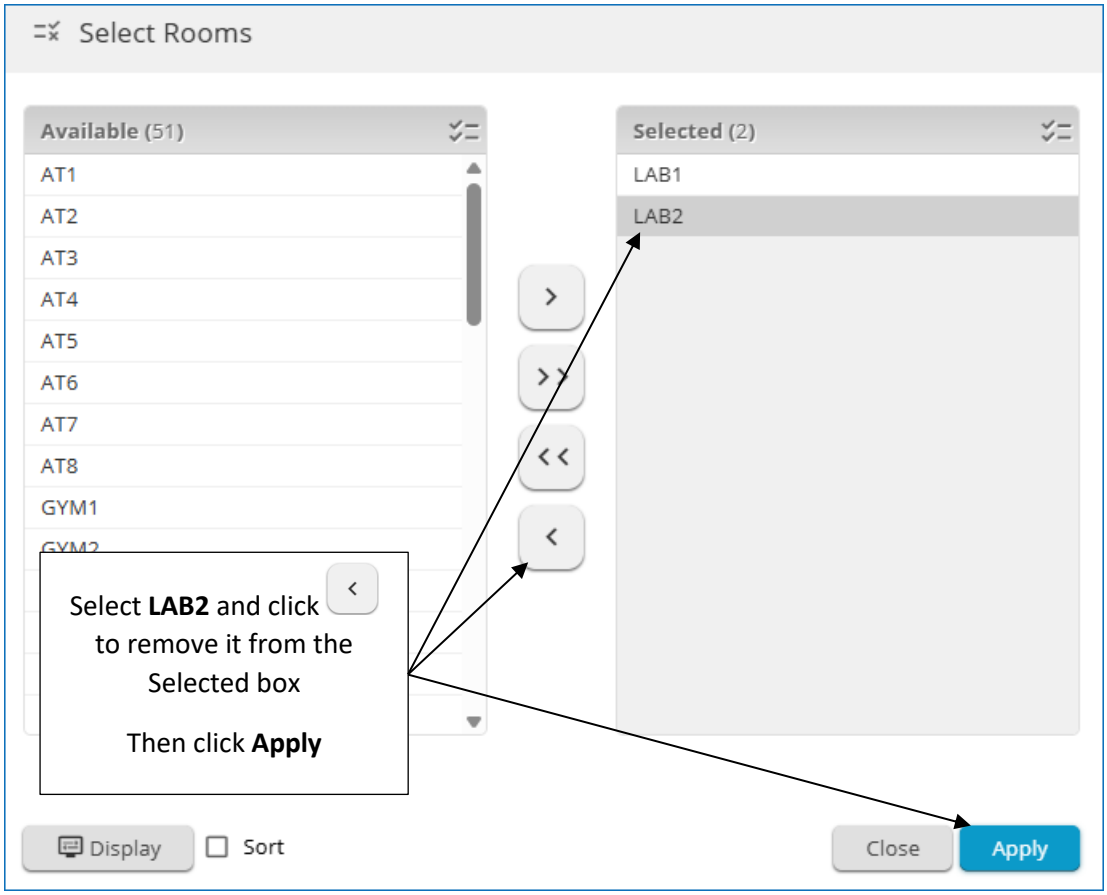


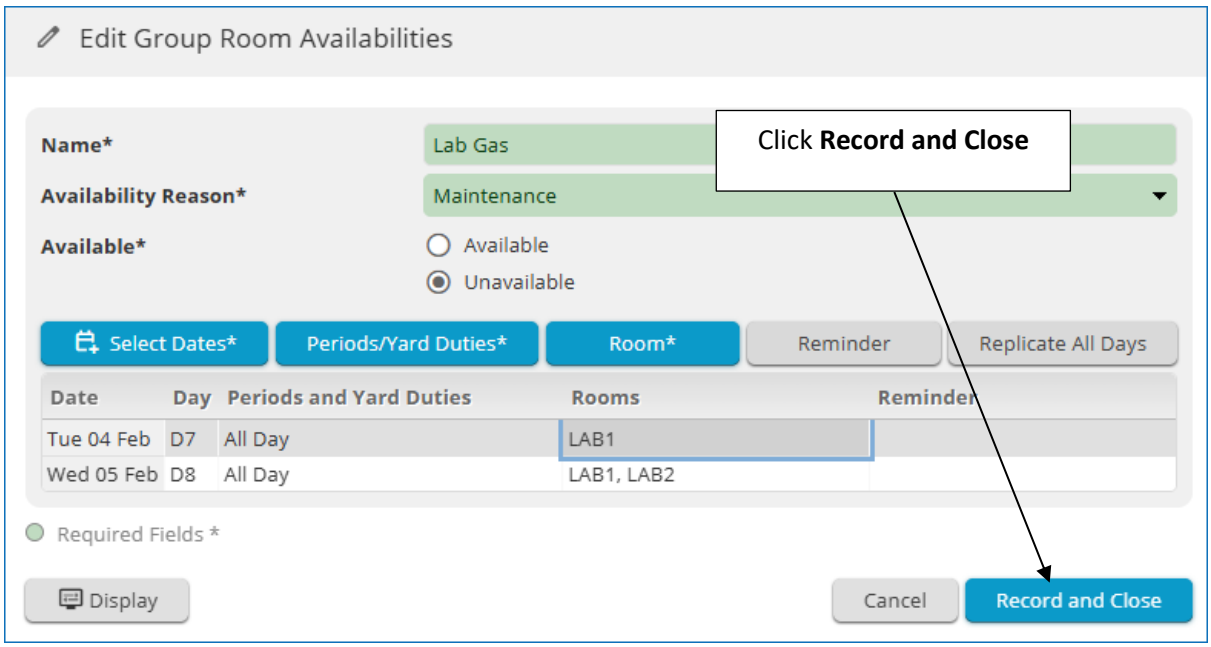

## EDIT GROUP ROOM AVAILABILITIES

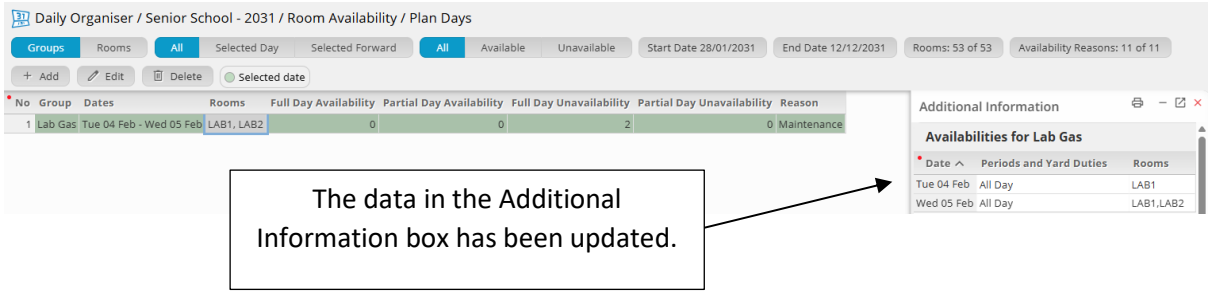
Rooms that have been made available/unavailable on [7B] Plan Days-Groups can only be edited or deleted on this screen.

In this case, the maintenance schedule has changed and only LAB1 will be unavailable on Tue 04 Feb, while both LAB1 and LAB2 will be unavailable on Wed 05 Feb.




Select Rooms
Available (51)
AT1
AT2
AT3
AT4
AT5
AT6
AT7
AT8
GYM1
Selected (2)
LAB1
LAB2
Select LAB2 and click to remove it from the Selected box
Then click Apply
Display
Sort
Close
Apply


Edit Group Room Availabilities
Name*
Lab Gas
Availability Reason*
Maintenance
Available*
Available
Unavailable
Click Record and Close
Select Dates*
Periods/Yard Duties*
Room*
Reminder
Replicate All Days
Date
Day
Periods and Yard Duties
Rooms
Reminder
Tue 04 Feb
D7
All Day
LAB1
Wed 05 Feb
D8
All Day
LAB1, LAB2
Required Fields *
Display
Cancel
Record and Close

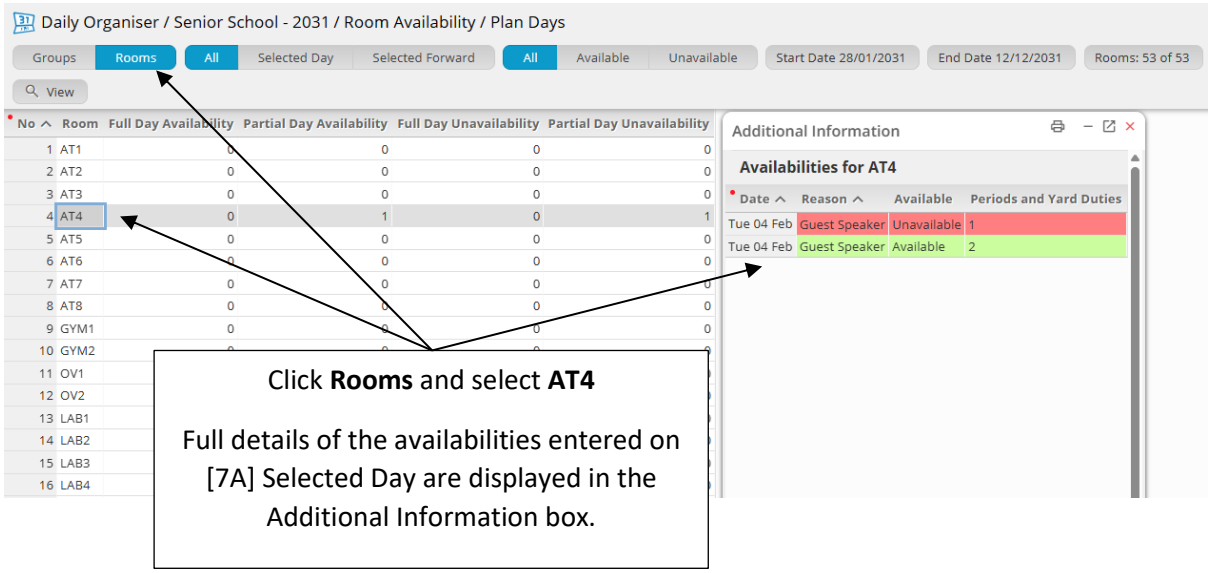


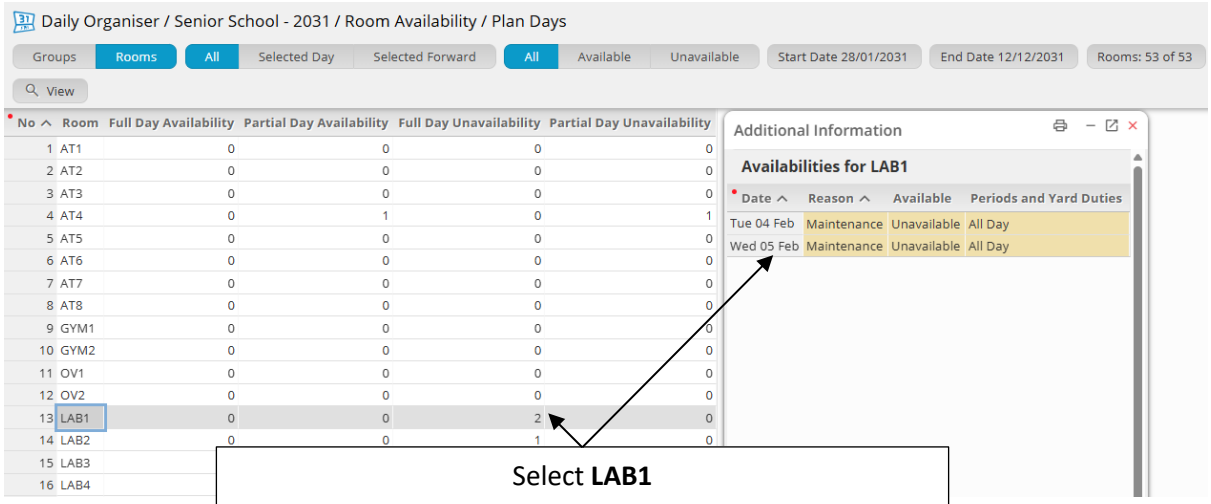

Note: Group Room Availabilities cannot be edited or deleted on

- [7A] Room Availability-Selected Day
- [7B] Room Availability-Plan Days-Rooms

## INDIVIDUAL ROOM AVAILABILITIES

A summary of all room availabilities is displayed on the Plan Days screen when the Rooms mode is selected. This screen can also be used to add or edit individual room availabilities.



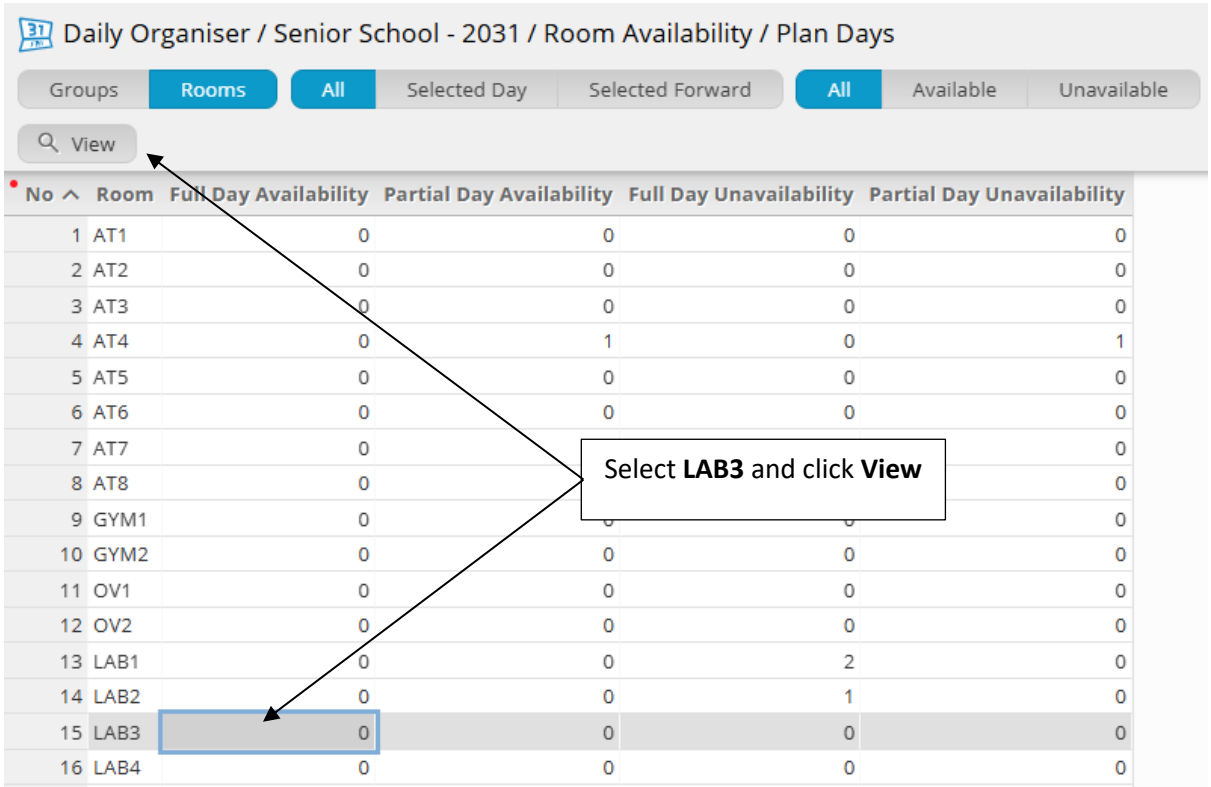



Select **LAB1**

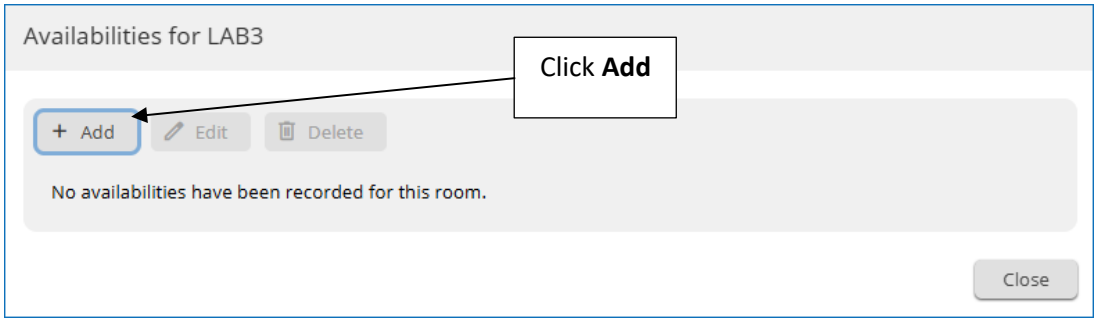
Full details of the group room availabilities are displayed in the Additional Information box.

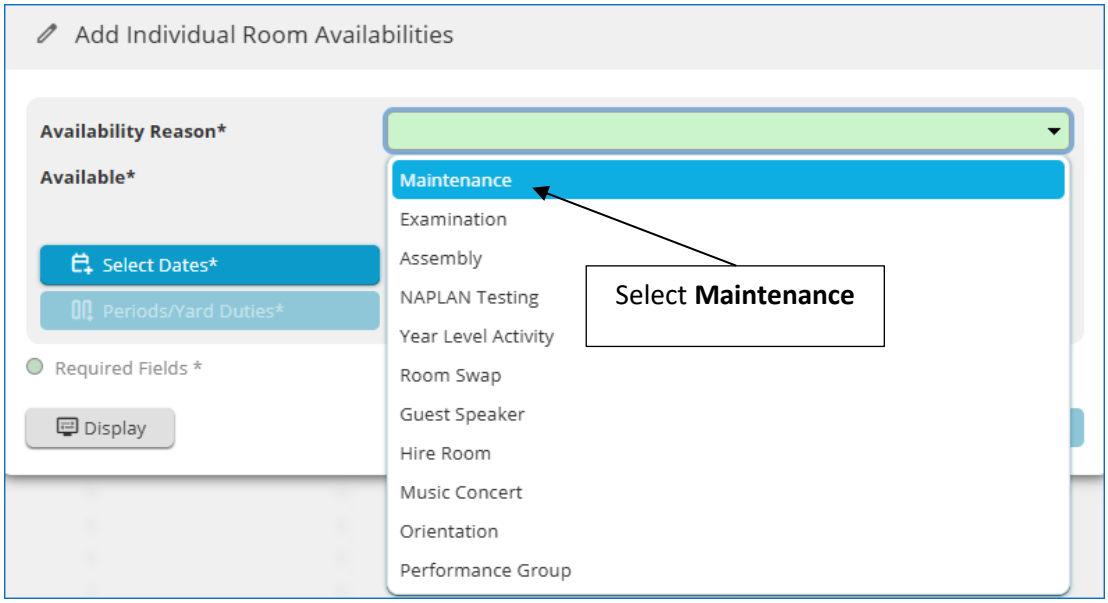
Group room availabilities cannot be edited on this screen.

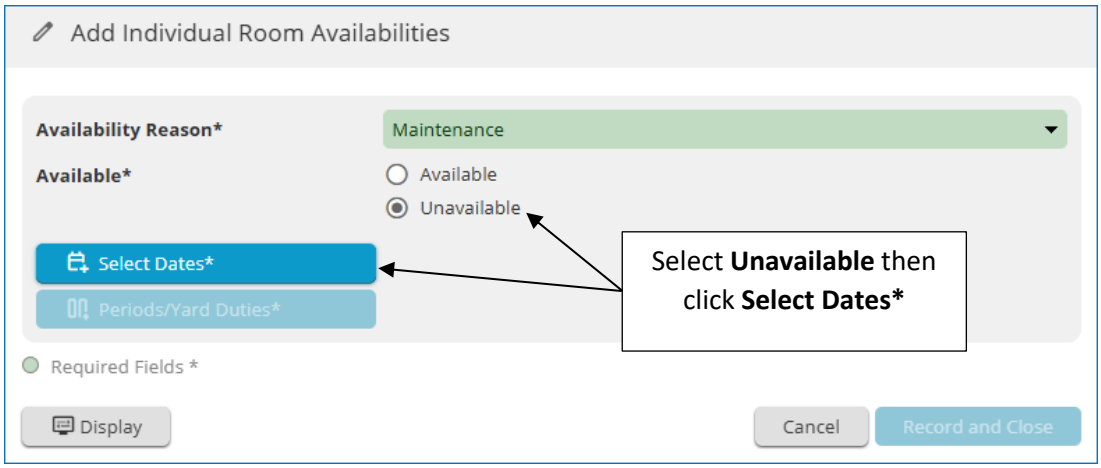
Further maintenance work will be scheduled for LAB 3 on Mon 10 Feb and Tue 11 Feb. This will be entered as an individual room availability.

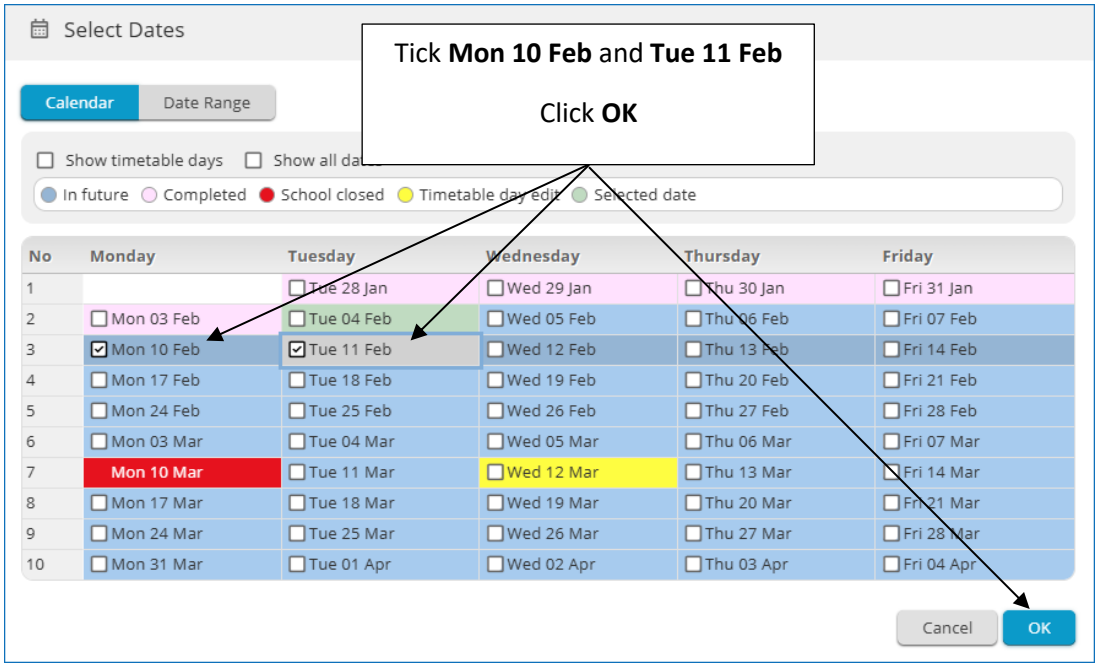


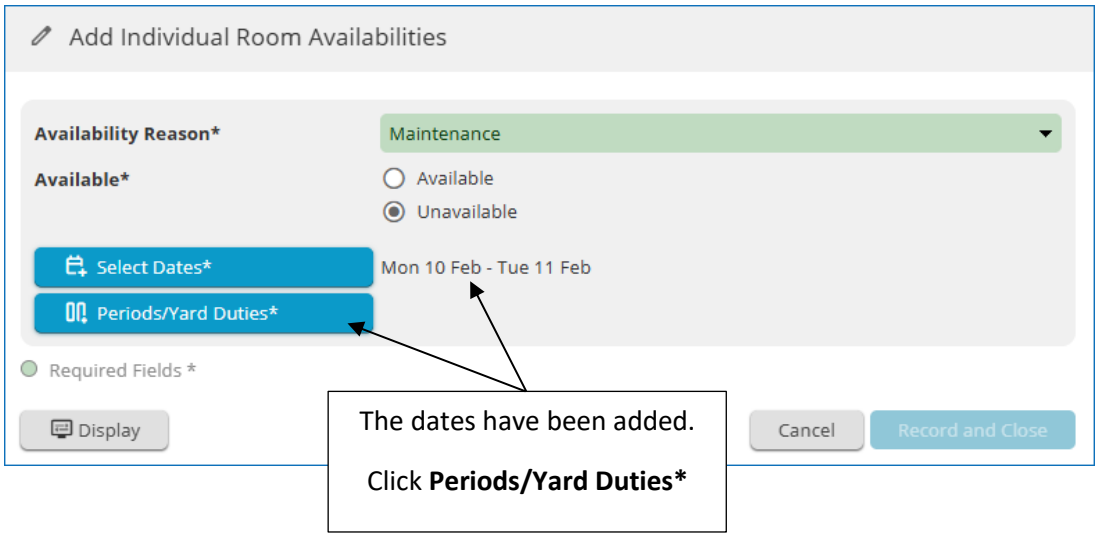

Select **LAB3** and click **View**

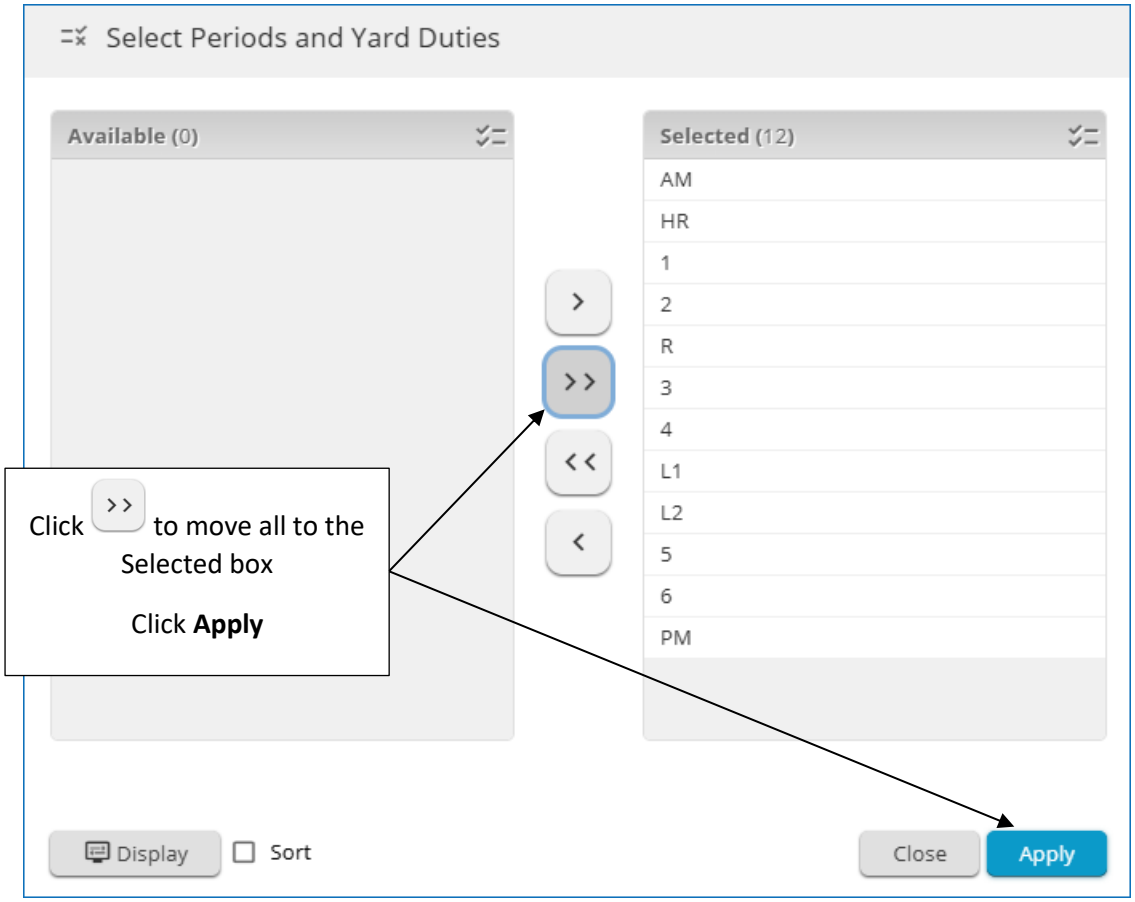

Availabilities for LAB3
Click **Add**
+ Add
Edit
Delete
No availabilities have been recorded for this room.
Close

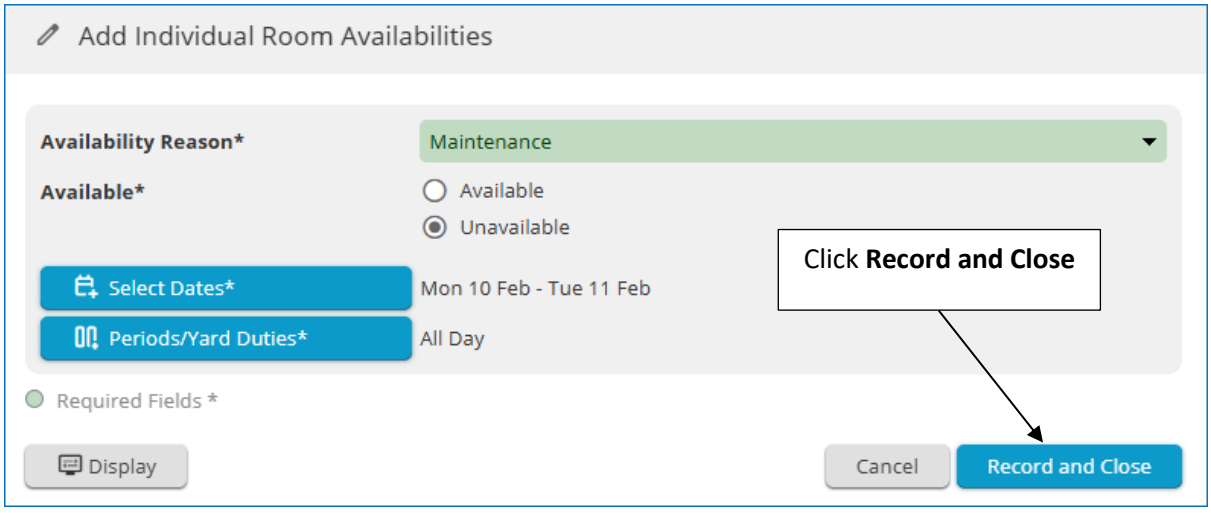

Add Individual Room Availabilities
Availability Reason*
Available*
Select Dates*
Periods/Yard Duties*
Required Fields *
Display
Maintenance
Examination
Assembly
NAPLAN Testing
Year Level Activity
Room Swap
Guest Speaker
Hire Room
Music Concert
Orientation
Performance Group
Select **Maintenance**

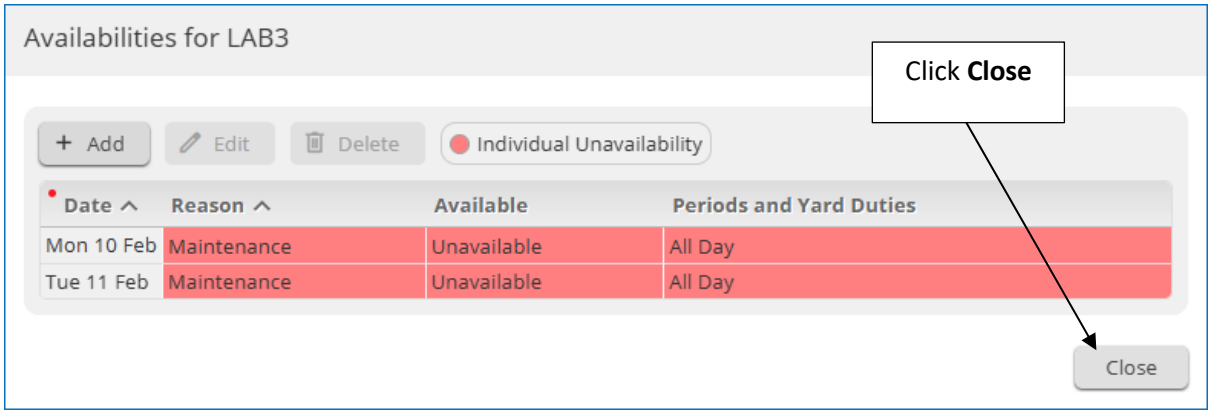

Add Individual Room Availabilities
Availability Reason*
Maintenance
Available*
Available
Unavailable
Select Dates*
Periods/Yard Duties*
Select **Unavailable** then click **Select Dates***
Required Fields *
Display
Cancel
Record and Close

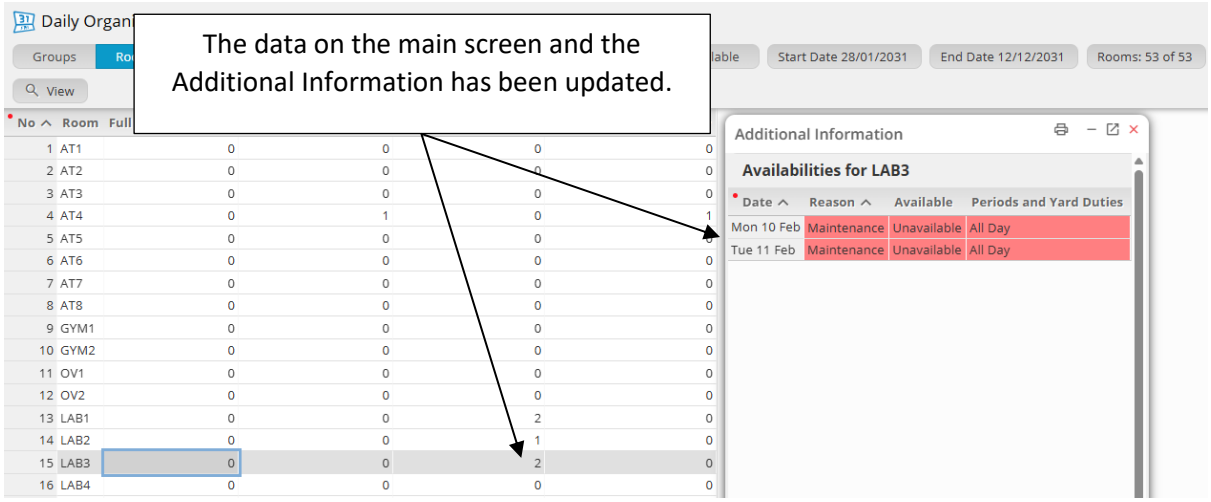

Select Dates
Tick **Mon 10 Feb** and **Tue 11 Feb**
Click **OK**
Calendar
Date Range
Show timetable days
In future
Completed
School closed
Timetable day edit
Selected date
Cancel
OK


Add Individual Room Availabilities
Availability Reason*
Maintenance
Available*
Available
Unavailable
Select Dates*
Mon 10 Feb - Tue 11 Feb
Periods/Yard Duties*
Required Fields *
Display
Cancel
Record and Close
The dates have been added.
Click **Periods/Yard Duties***


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


Add Individual Room Availabilities
Availability Reason*
Maintenance
Available*
Available
Unavailable
Select Dates*
Mon 10 Feb - Tue 11 Feb
Periods/Yard Duties*
All Day
Click Record and Close
Required Fields *
Display
Cancel
Record and Close




## EDIT INDIVIDUAL ROOM AVAILABILITIES

Rooms that have been made available/unavailable on either

- [7A] Selected Day
- [7B] Plan Days-Rooms, in an Individual Room Availability

can be edited or deleted on either of these screens.

# Timetabling Solutions

## Hosted Application




## Daily Organiser



# Lesson 5 - Cancel Lessons and Yard Duties

Professional Learning Objectives ..... 140
Skills ..... 140
Cancellations ..... 141
Cancel Lessons ..... 141
- Cancel a Lesson for a Period ..... 141
- Cancel a Roll Class for a Period ..... 144
- Cancel a Roll Class for a Day ..... 145
- Cancel an MRCG for a Period ..... 151
- Cancel a Composite Class ..... 153

Cancel Yard Duties ..... 156
- Cancel a Yard Duty Area for a Session ..... 156
- Cancel All Yard Duty Areas for a Session ..... 158
- Cancel a Yard Duty Area for a Day ..... 159

## 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.

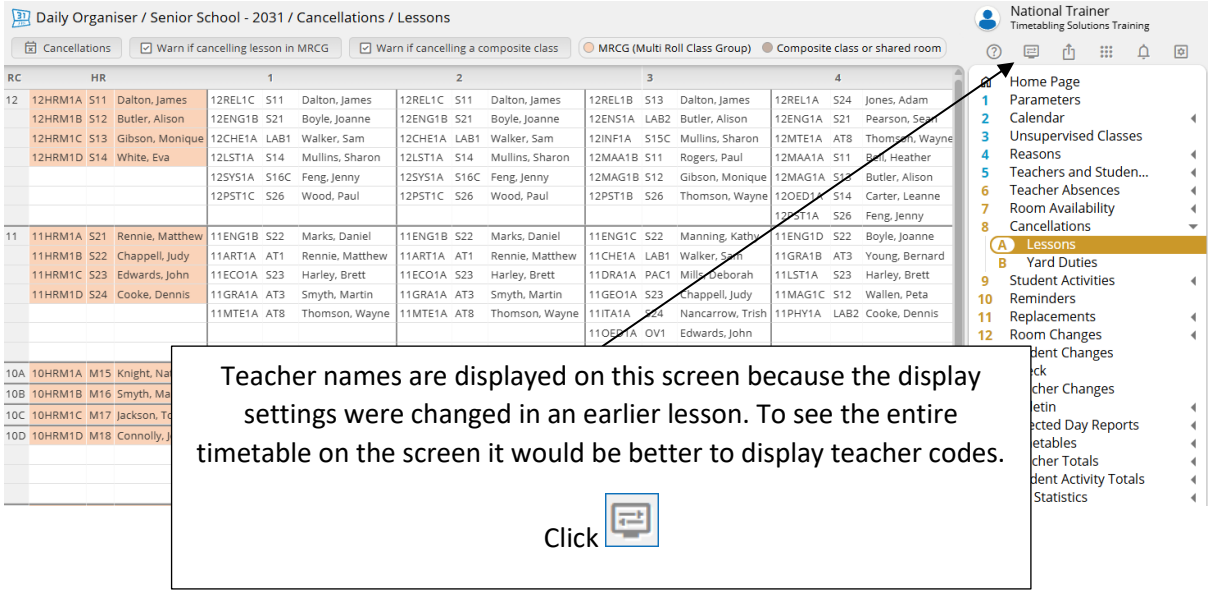
When a class is cancelled the teacher is made available for an In Lieu replacement and the room is made available.

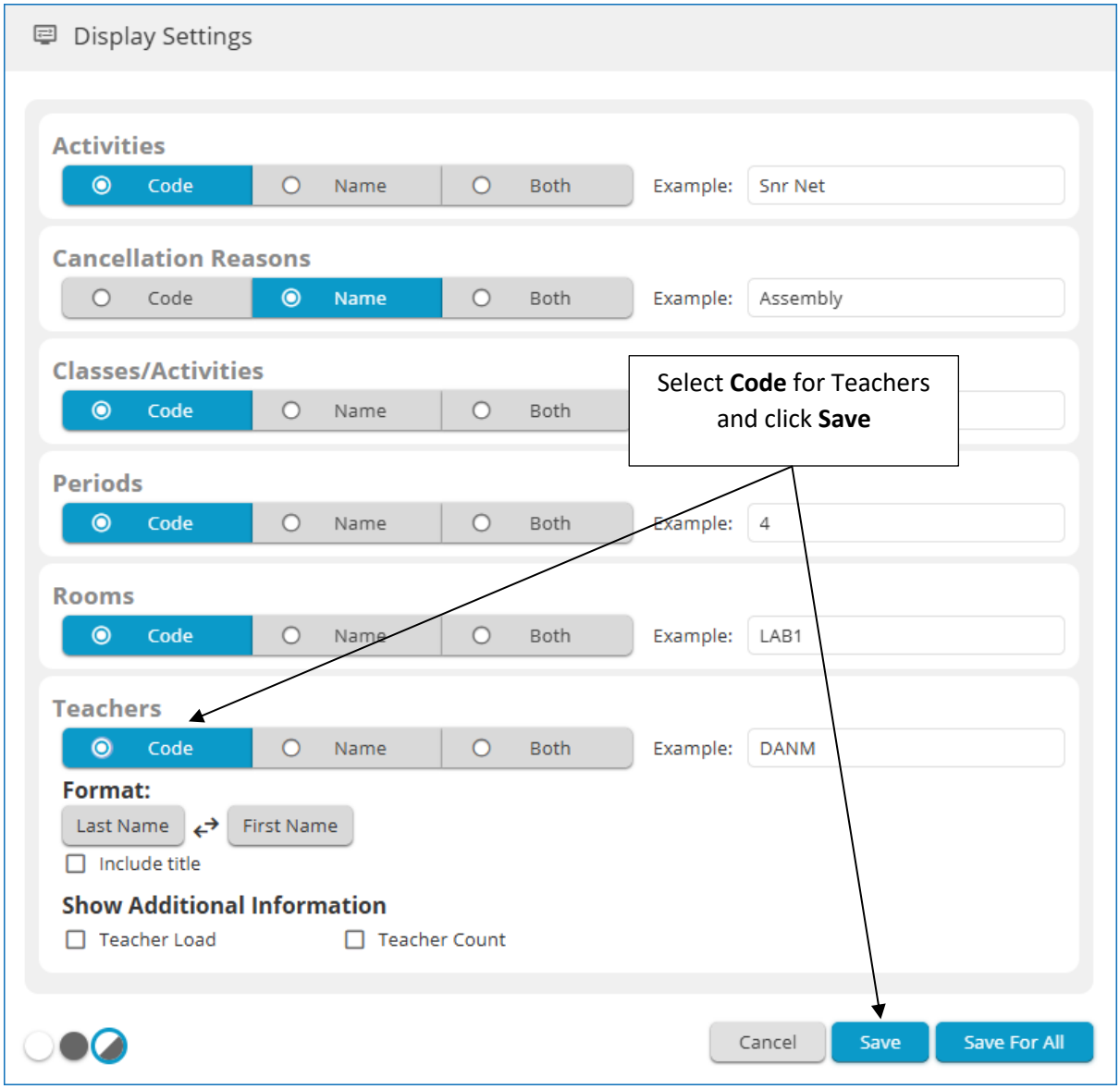
## CANCEL A LESSON FOR A PERIOD

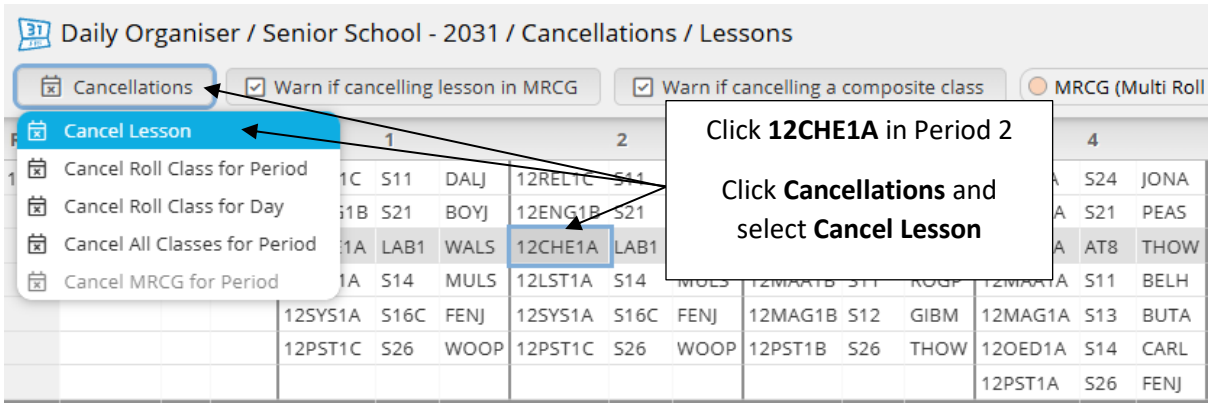
The Lessons screen displays a copy of the master timetable for the selected day and date, with classes arranged in the same order as they are in the timetable file.

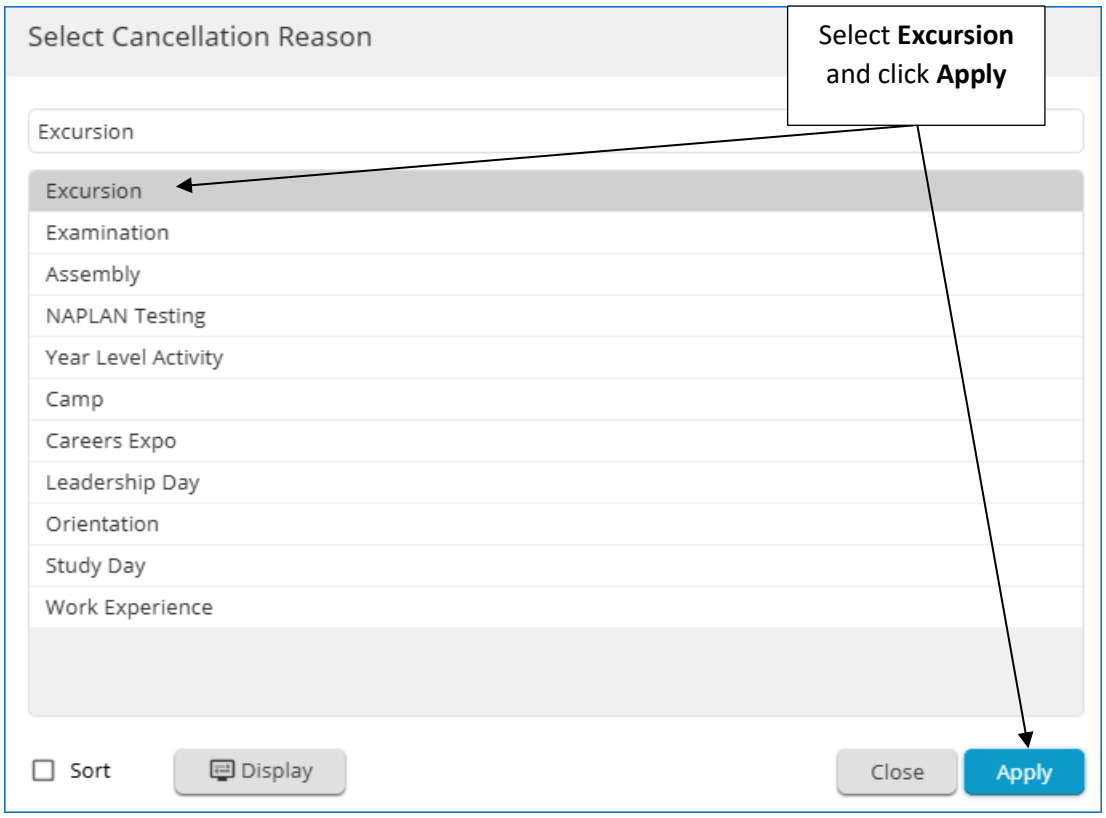
Colours are used to highlight:

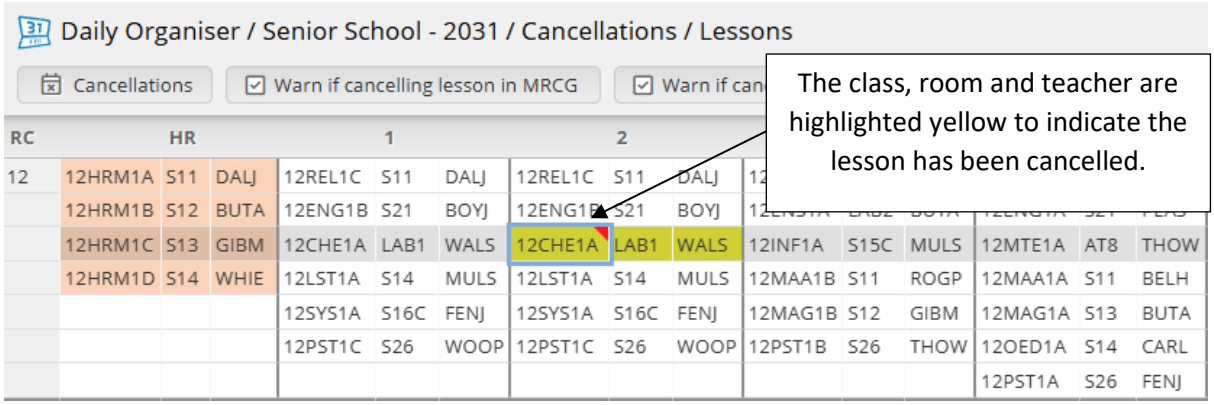
- MRCGs
- Composite classes and shared rooms
- Teacher and room clashes from the timetable file
- Cancelled lessons

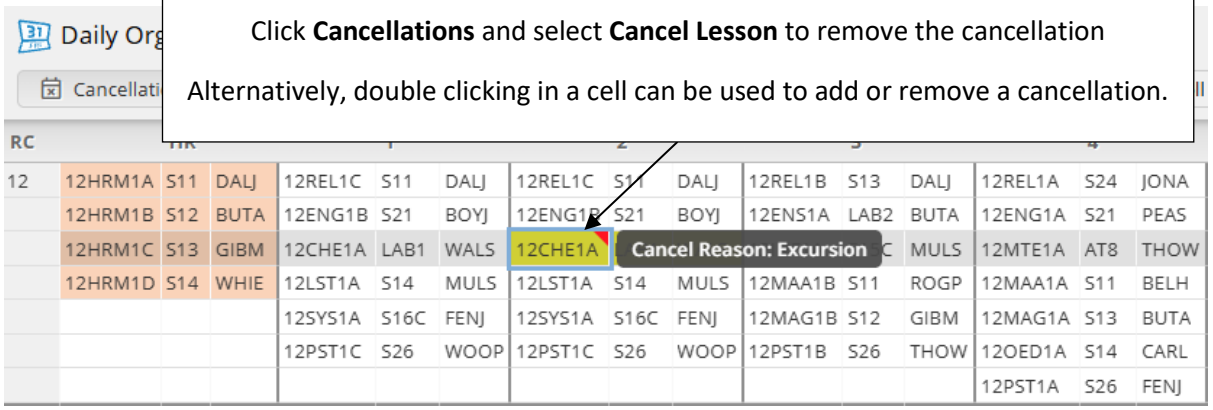



Display Settings
Activities
Code
Name
Both
Example:
Snr Net
Cancellation Reasons
Code
Name
Both
Example:
Assembly
Classes/Activities
Code
Name
Both
Periods
Code
Name
Both
Example:
4
Rooms
Code
Name
Both
Example:
LAB1
Teachers
Code
Name
Both
Example:
DANM
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Select Code for Teachers and click Save
Cancel
Save
Save For All


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
12CHE1A
Click 12CHE1A in Period 2
Click Cancellations and select Cancel Lesson

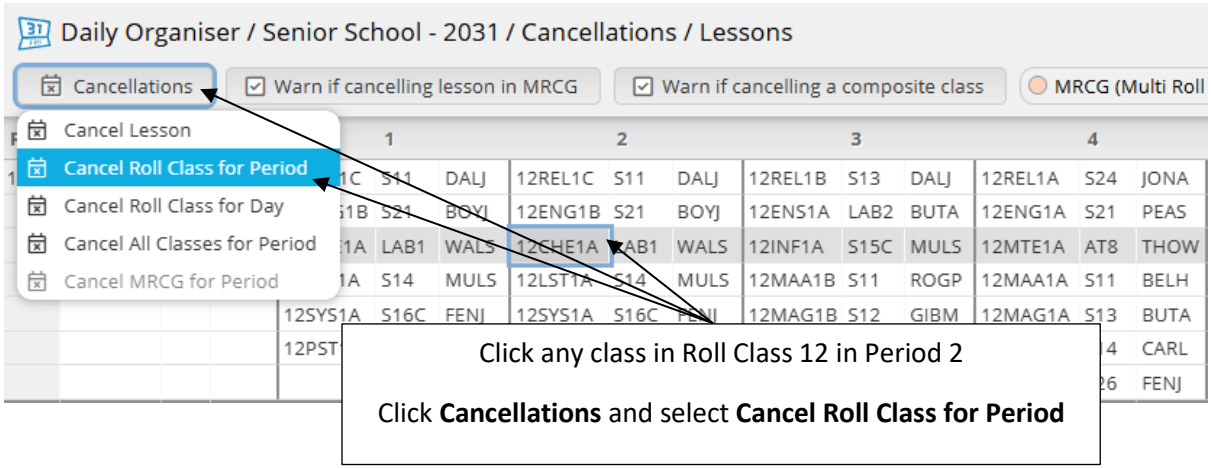

Select Cancellation Reason
Select **Excursion** and click **Apply**
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply

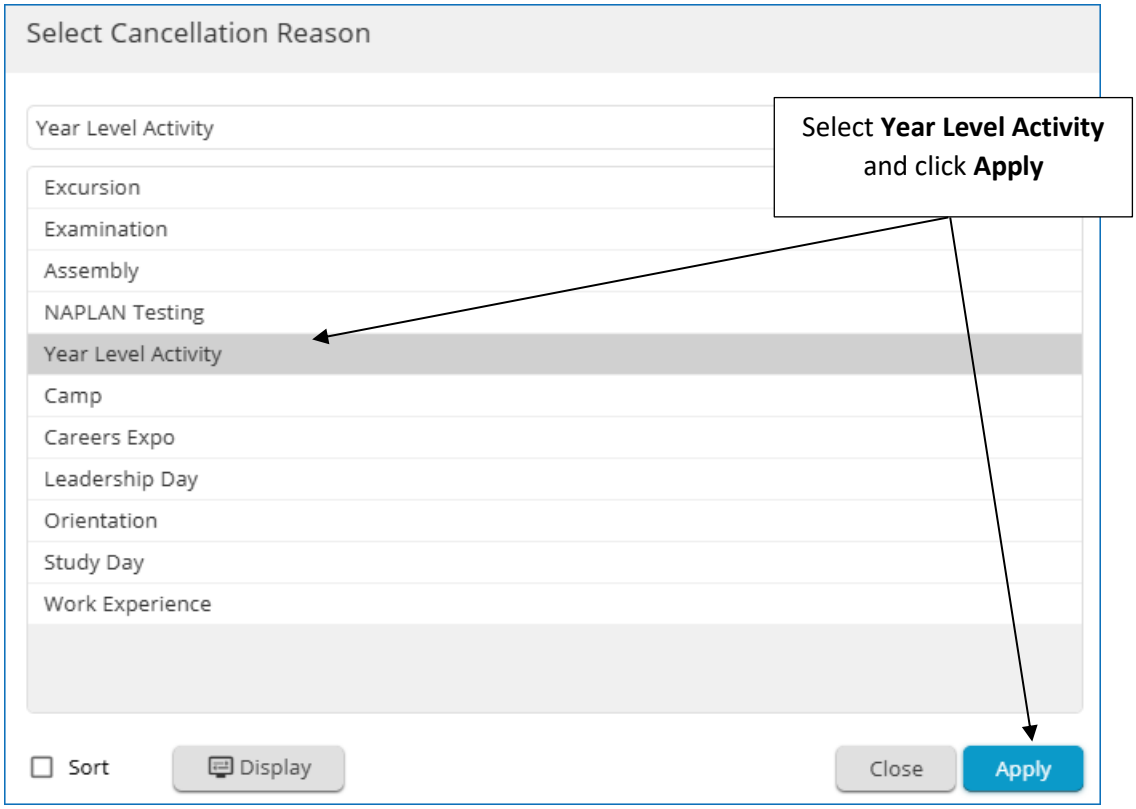

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
The class, room and teacher are highlighted yellow to indicate the lesson has been cancelled.
RC HR 1 2
12 12HRM1A S11 DALJ 12REL1C S11 DALJ 12REL1C S11 DALJ
12HRM1B S12 BUTA 12ENG1B S21 BOYJ 12ENG1B S21 BOYJ
12HRM1C S13 GIBM 12CHE1A LAB1 WALS 12CHE1A LAB1 WALS 12INF1A S15C MULS 12MTE1A AT8 THOW
12HRM1D S14 WHIE 12LST1A S14 MULS 12LST1A S14 MULS 12MAA1B S11 ROGP 12MAA1A S11 BELH
12SYS1A S16C FENJ 12SYS1A S16C FENJ 12MAG1B S12 GIBM 12MAG1A S13 BUTA
12PST1C S26 WOOP 12PST1C S26 WOOP 12PST1B S26 THOW 12OED1A S14 CARL
12PST1A S26 FENJ

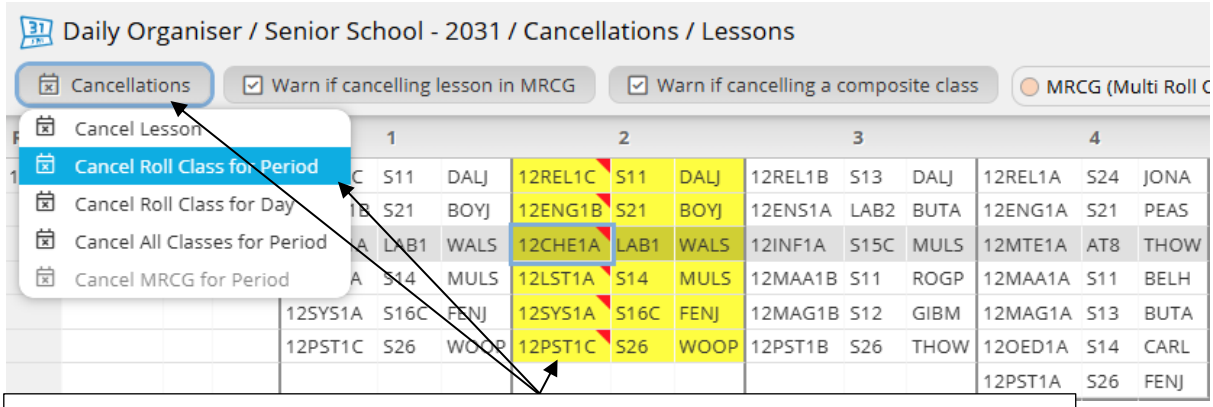

Hover over the class code to display the cancellation reason
Click **Cancellations** and select **Cancel Lesson** to remove the cancellation
Alternatively, double clicking in a cell can be used to add or remove a cancellation.
Cancellations
RC
12 12HRM1A S11 DALJ 12REL1C S11 DALJ 12REL1C S11 DALJ 12REL1B S13 DALJ 12REL1A S24 JONA
12HRM1B S12 BUTA 12ENG1B S21 BOYJ 12ENG1B S21 BOYJ 12ENS1A LAB2 BUTA 12ENG1A S21 PEAS
12HRM1C S13 GIBM 12CHE1A LAB1 WALS 12CHE1A Cancel Reason: Excursion MULS 12MTE1A AT8 THOW
12HRM1D S14 WHIE 12LST1A S14 MULS 12LST1A S14 MULS 12MAA1B S11 ROGP 12MAA1A S11 BELH
12SYS1A S16C FENJ 12SYS1A S16C FENJ 12MAG1B S12 GIBM 12MAG1A S13 BUTA
12PST1C S26 WOOP 12PST1C S26 WOOP 12PST1B S26 THOW 12OED1A S14 CARL
12PST1A S26 FENJ

## 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.






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

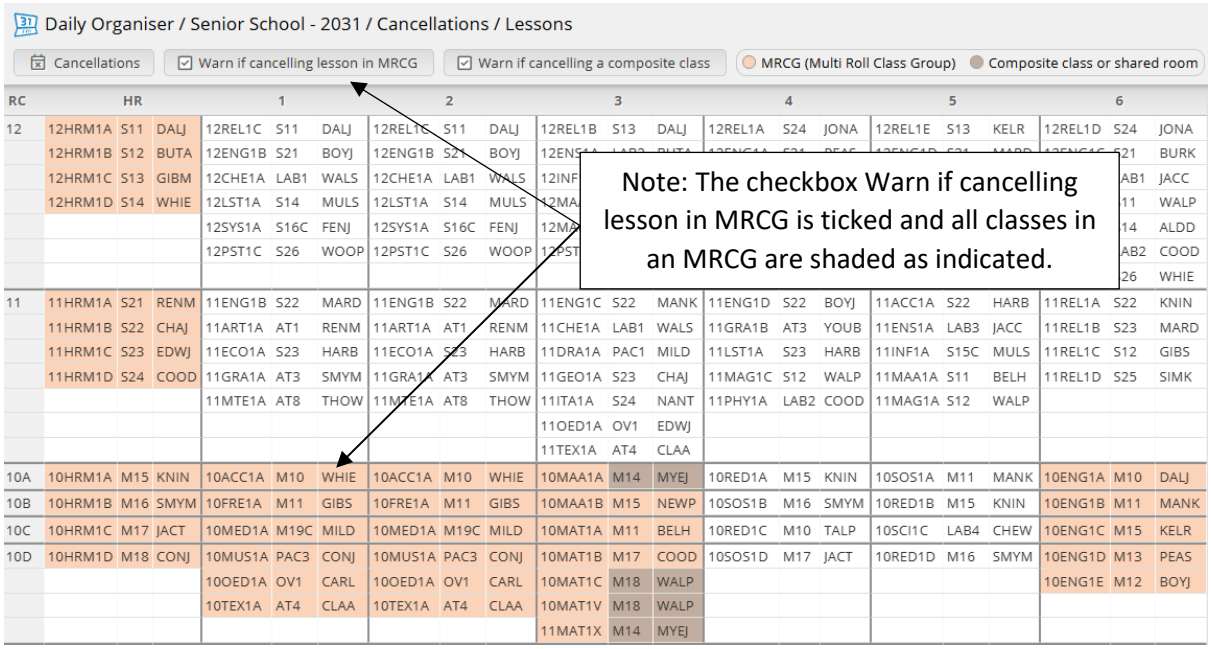
Click **Cancellations** and select **Cancel Roll Class for Period** to remove the cancellation

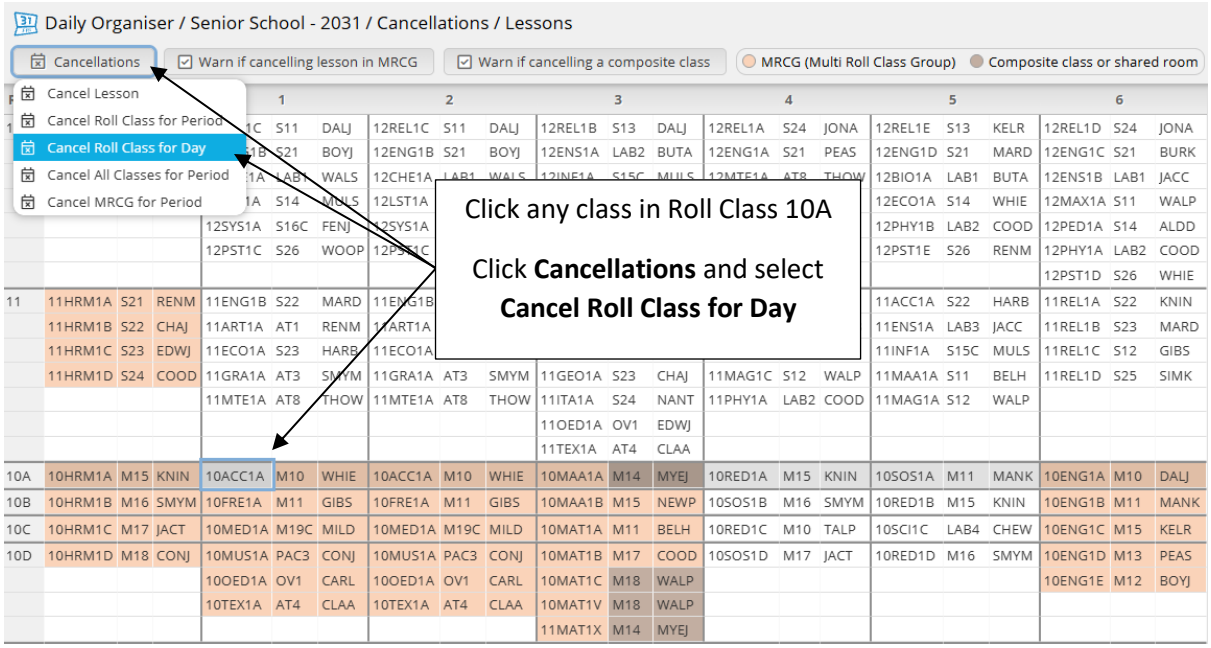
## CANCEL A ROLL CLASS FOR A DAY

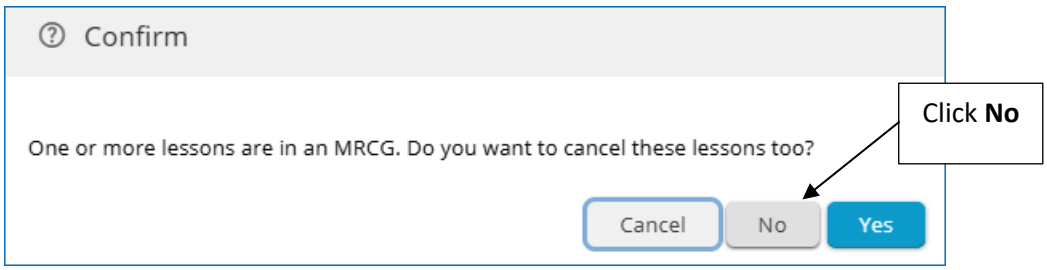
Classes that are blocked in MRCGs often contain students from several Roll Classes, so it is important to have a sound knowledge of the timetable when cancelling classes.

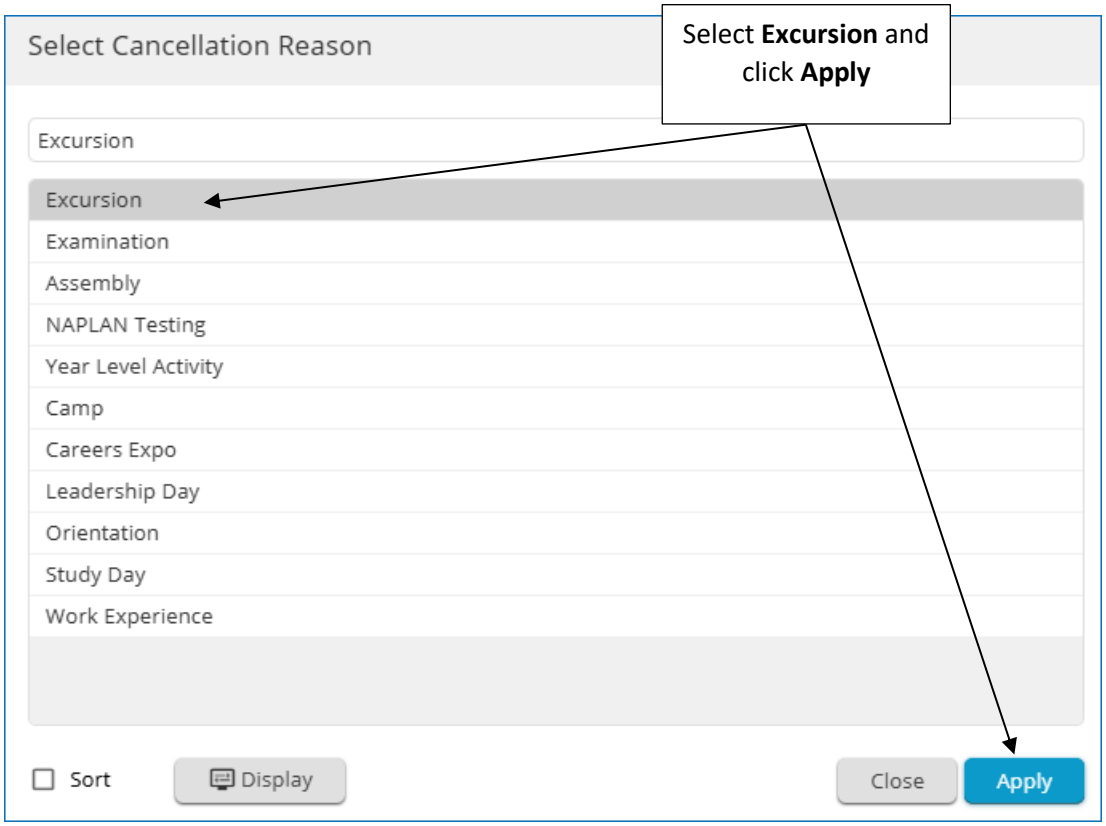
In this example, 10A students are going on an excursion. On the selected day, Year 10 students are in MRCGs for all periods except Periods 4 and 5. This means that 10A students are mixed with students from other Roll Classes for all of their classes in Periods 1, 2, 3 and 6. Classes 10RED1A and 10SOS1A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

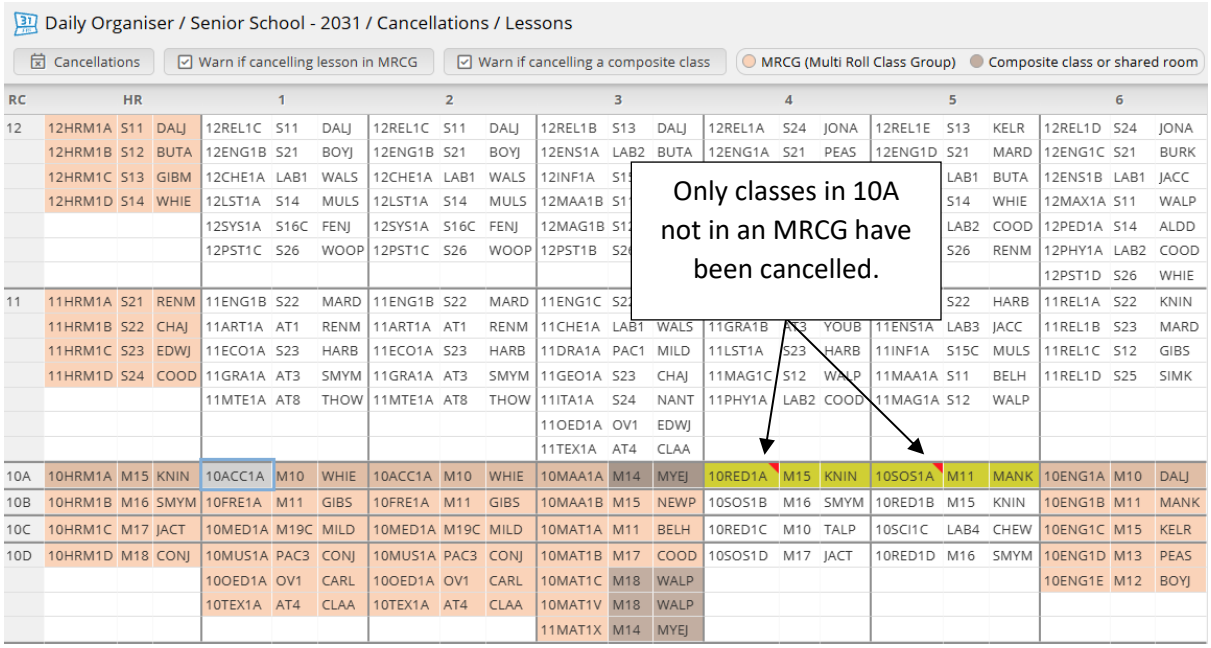
When cancelling classes in an MRCG, a warning can be given.

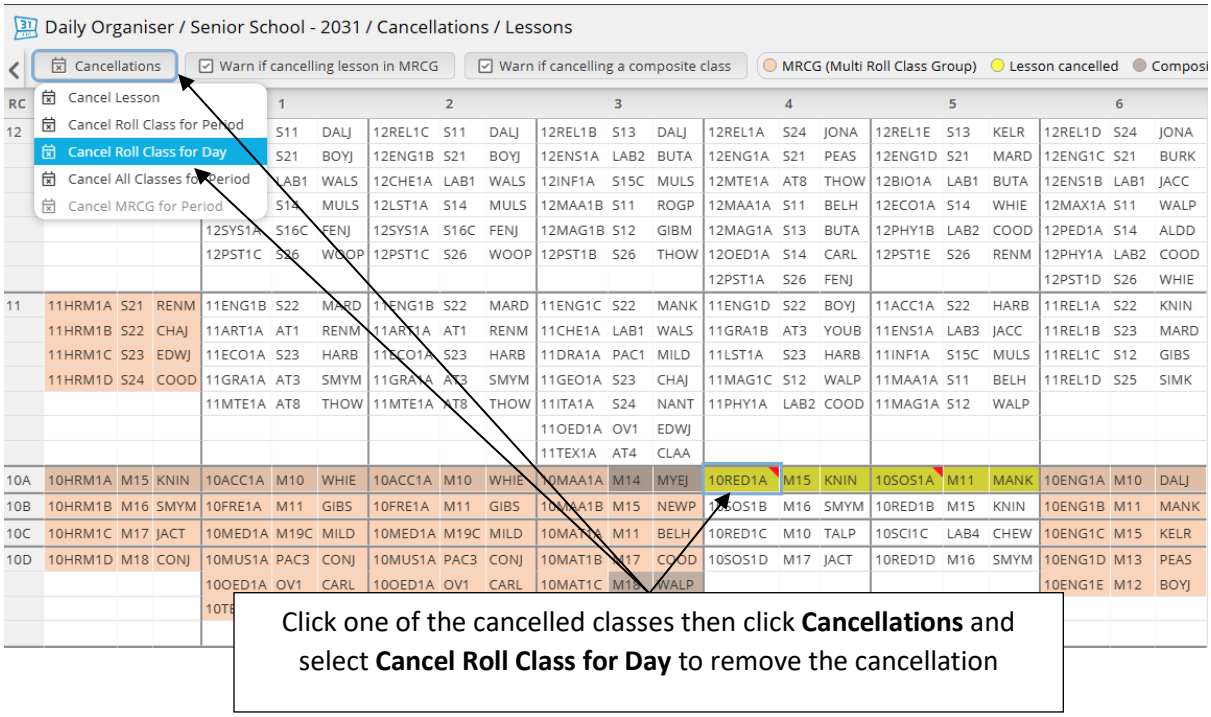



Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for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

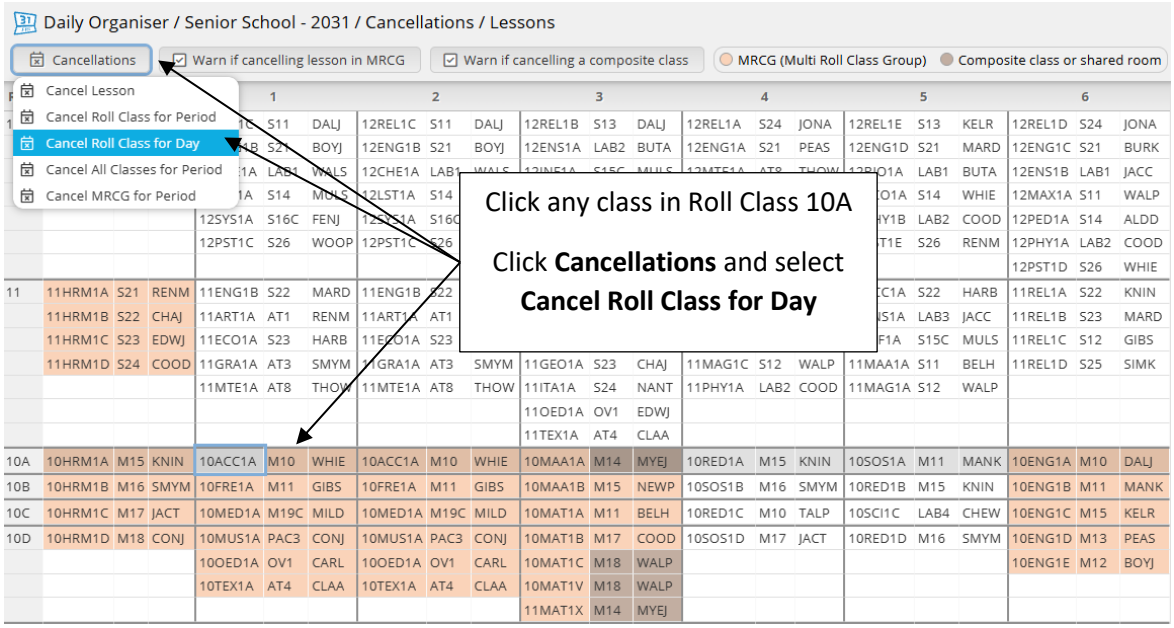

Confirm
One or more lessons are in an MRCG. Do you want to cancel these lessons too?
Cancel
No
Yes
Click No

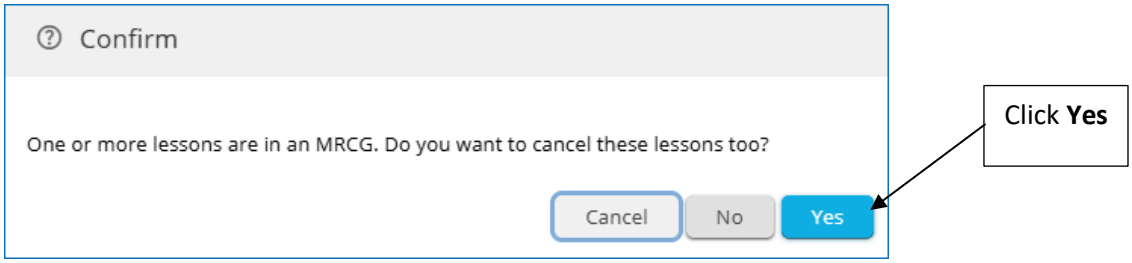

Select Cancellation Reason
Select **Excursion** and click **Apply**
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Sort
Display
Close
Apply

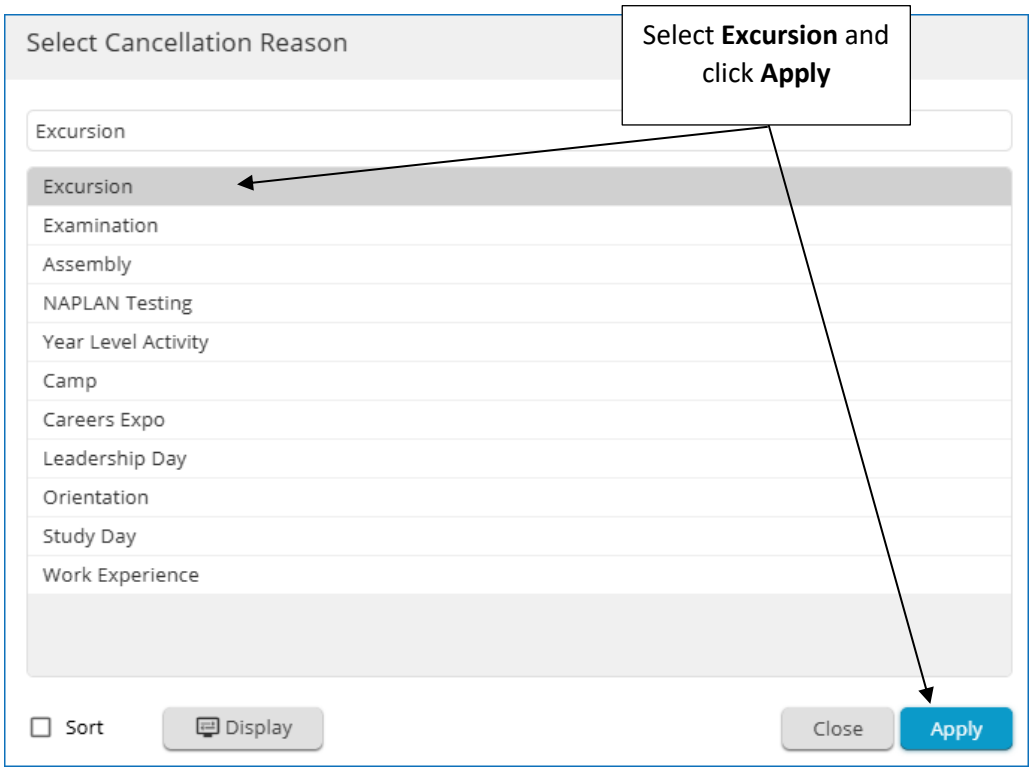

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
Only classes in 10A not in an MRCG have been cancelled.

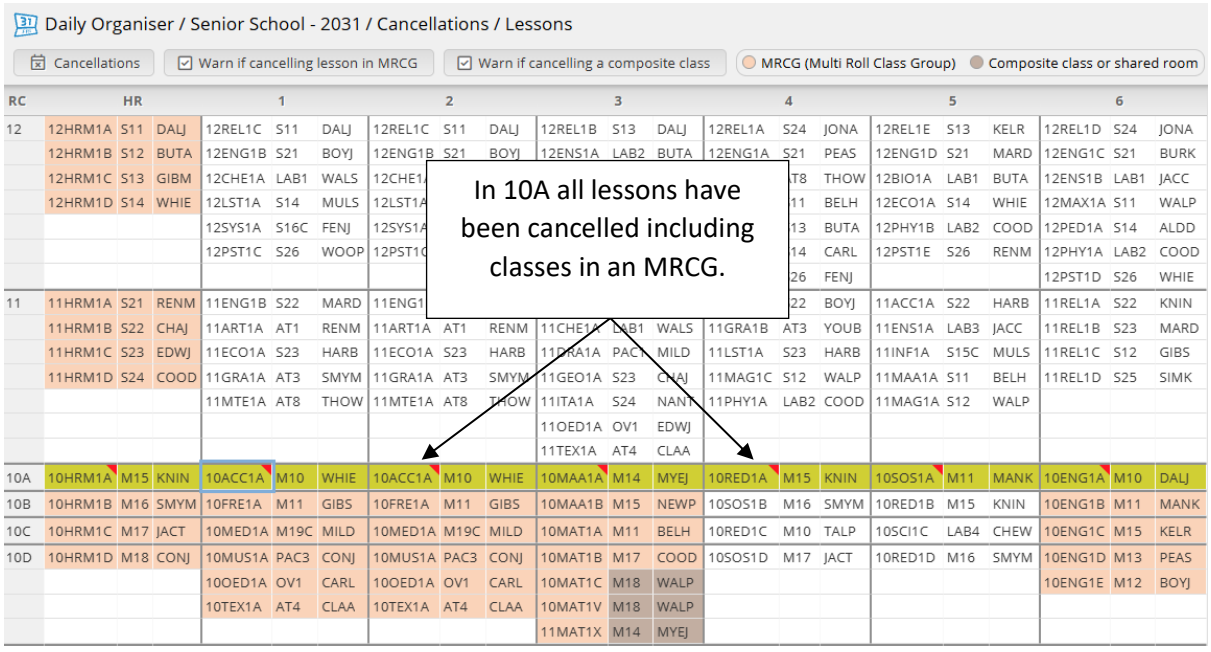


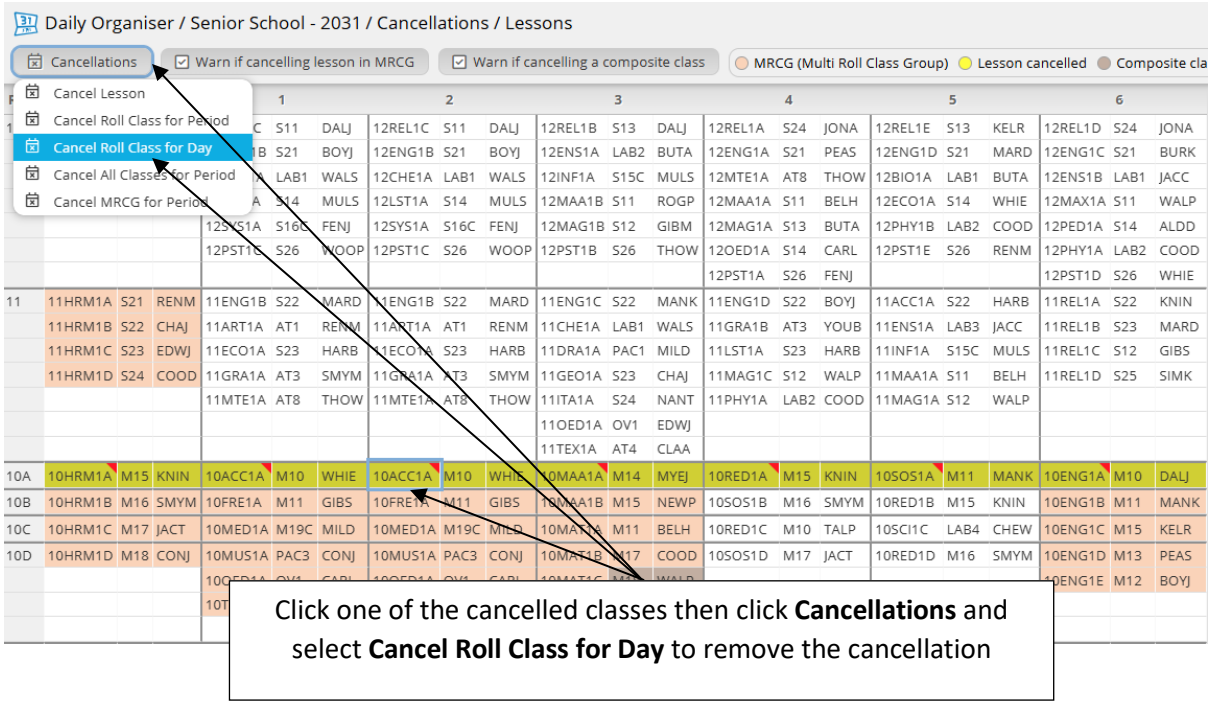

As a comparison, repeat the above steps and choose Yes when asked to cancel lessons in an MRCG.

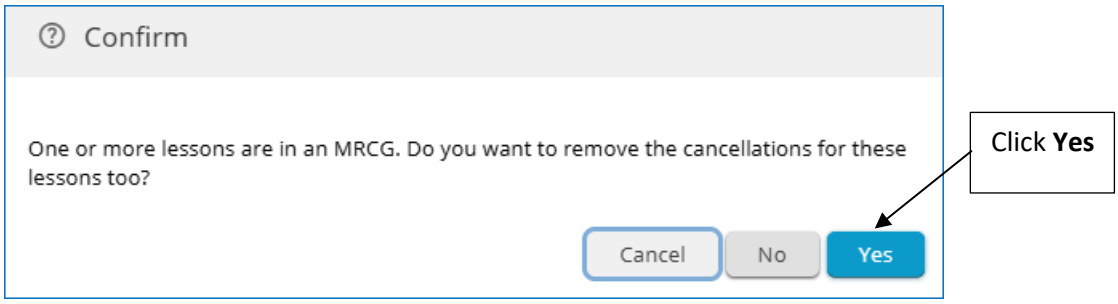



Confirm
One or more lessons are in an MRCG. Do you want to cancel these lessons too?
Cancel
No
Yes
Click **Yes**


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

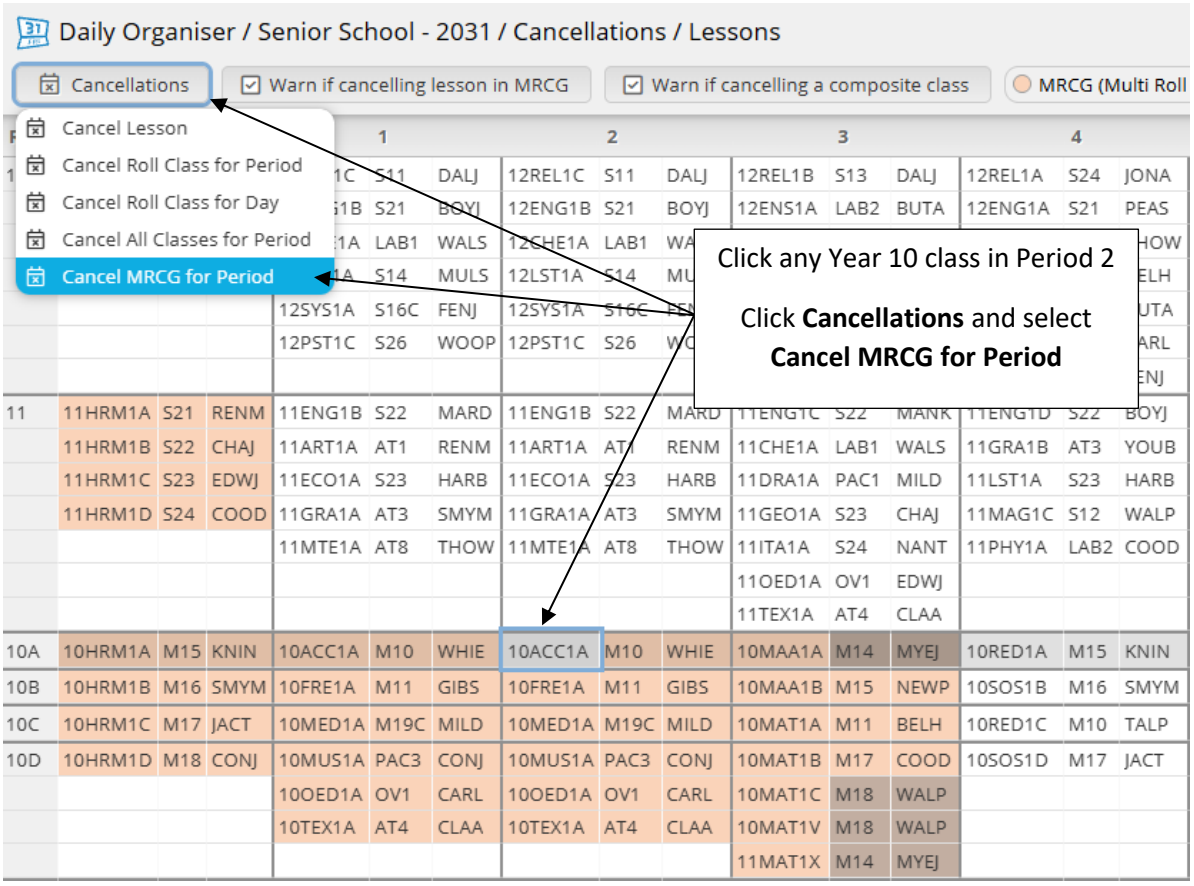

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Composite class or shared room
In 10A all lessons have been cancelled including classes in an MRCG.

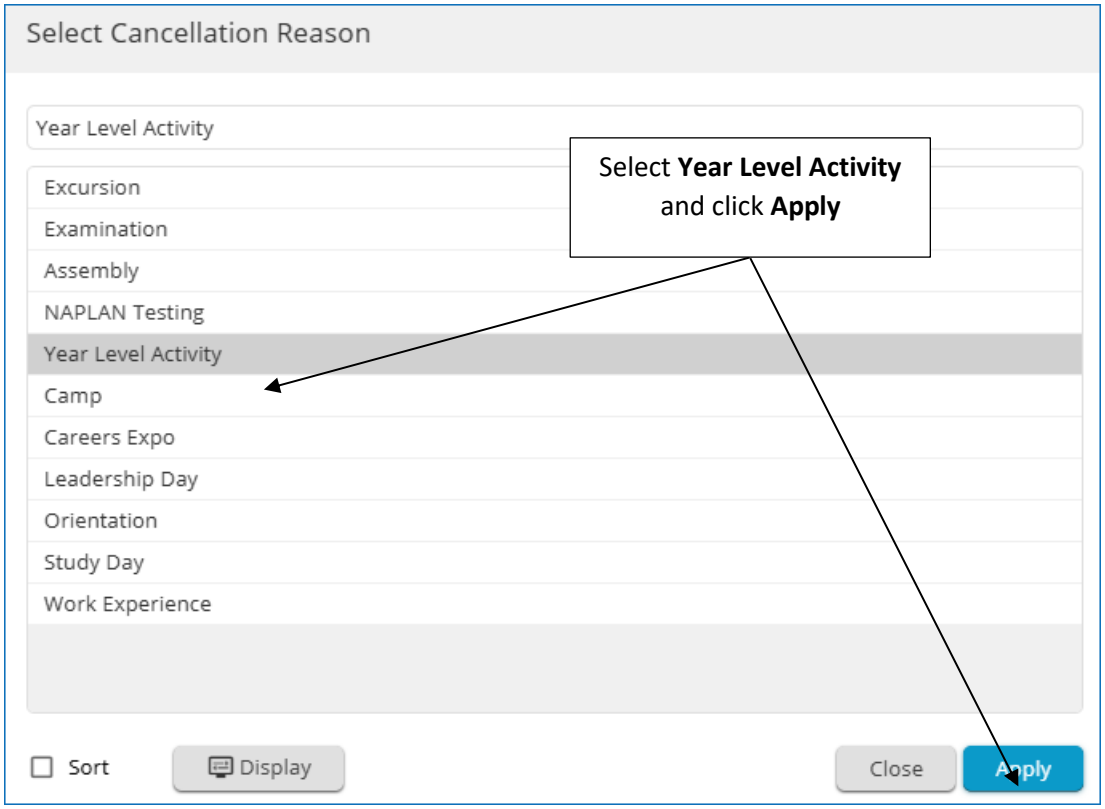

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Lesson cancelled
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel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

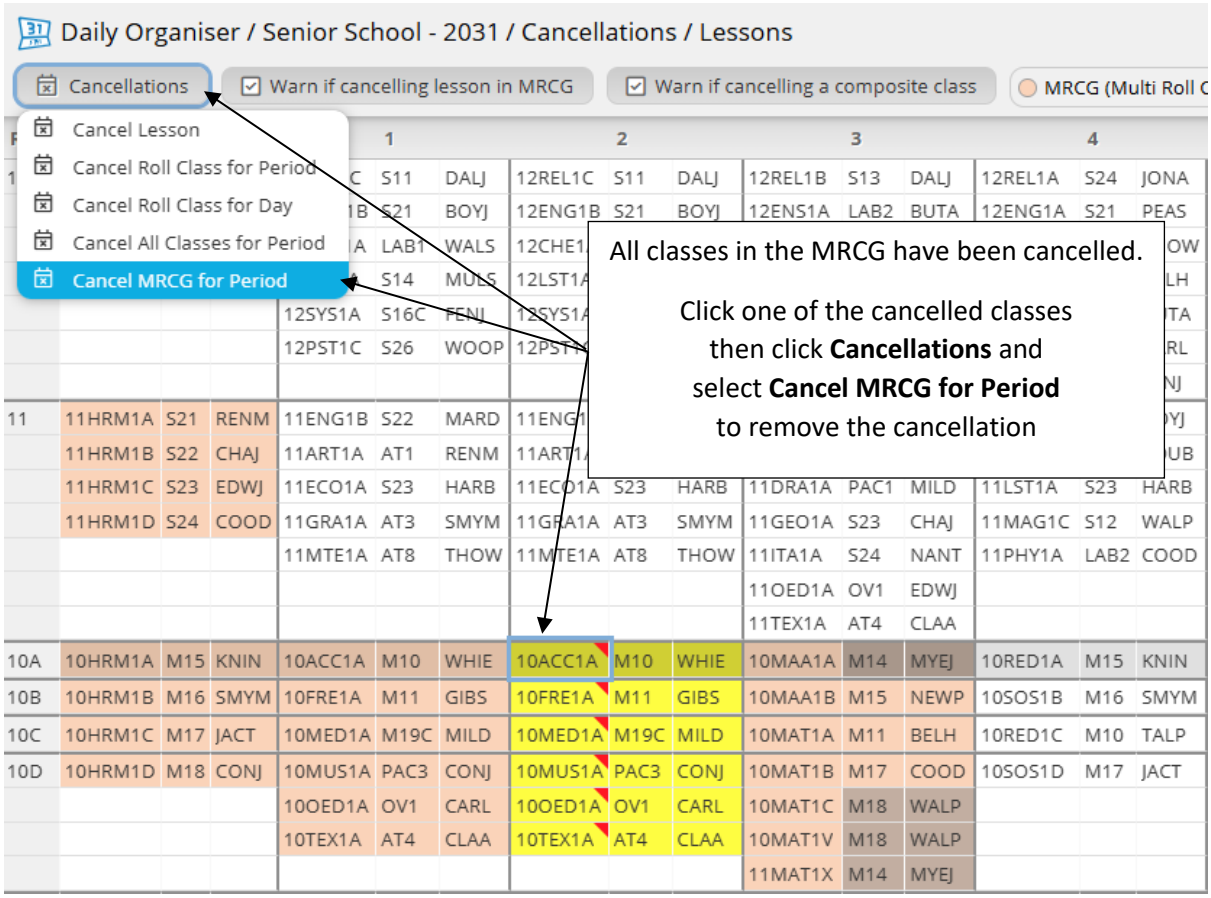

Confirm
One or more lessons are in an MRCG. Do you want to remove the cancellations for these lessons too?
Cancel
No
Yes
Click **Yes**

## CANCEL AN MRCG FOR A PERIOD

It is possible to cancel all classes in an MRCG for a period. In this case, Year 10 are going to have a Year Level Meeting in Period 2, so their regular classes need to be cancelled.



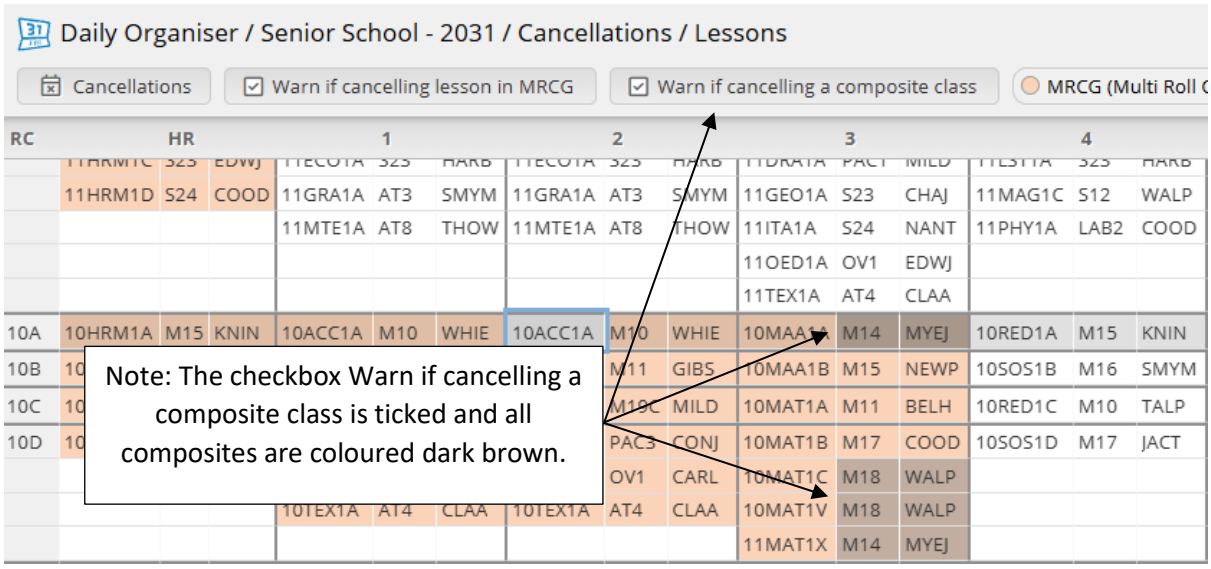

Select Cancellation Reason
Year Level Activity
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Select **Year Level Activity** and click **Apply**
Sort
Display
Close
Apply

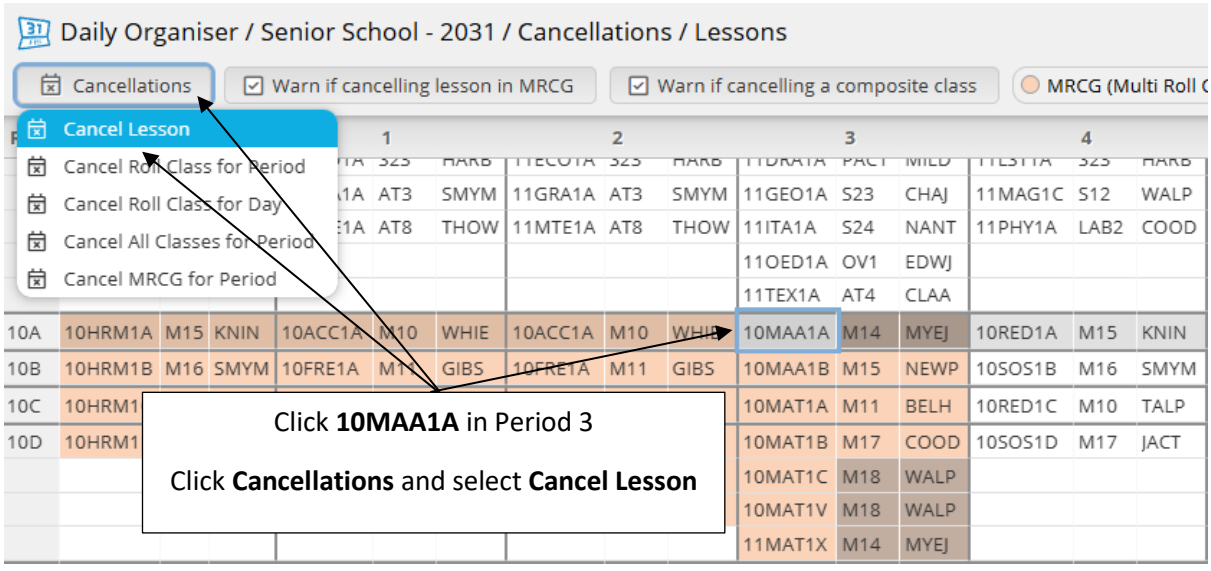

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
Cancel Lesson
Cancel Roll Class for Period
Cancel Roll Class for Day
Cancel All Classes for Period
Cancel MRCG for Period
All classes in the MRCG have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

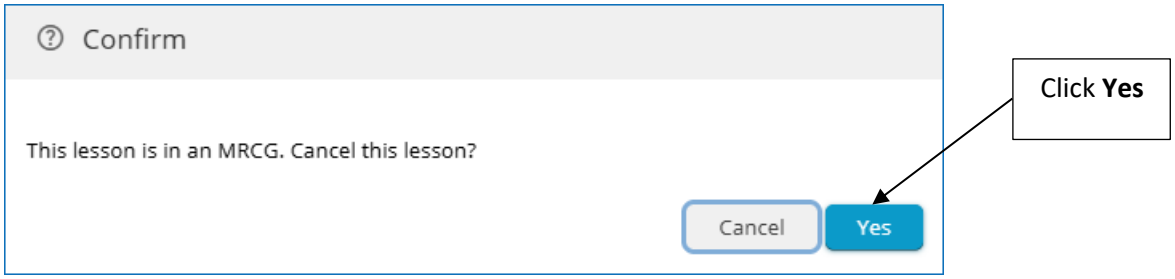
## CANCEL A COMPOSITE CLASS

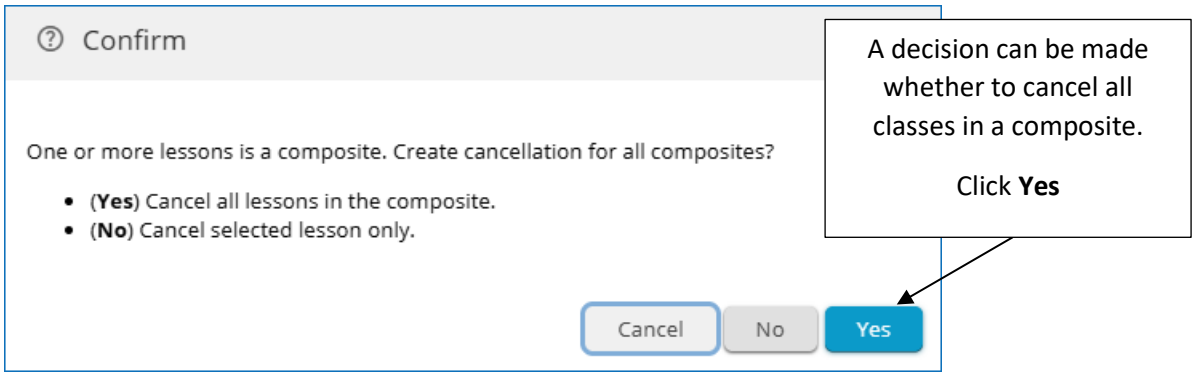
A composite class occurs when two or more classes are taken by the same teacher in the same period. When cancelling a composite class, it is possible to cancel either one or all the classes in the composite. A teacher is only made available for in lieu classes if all the classes in the composite for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

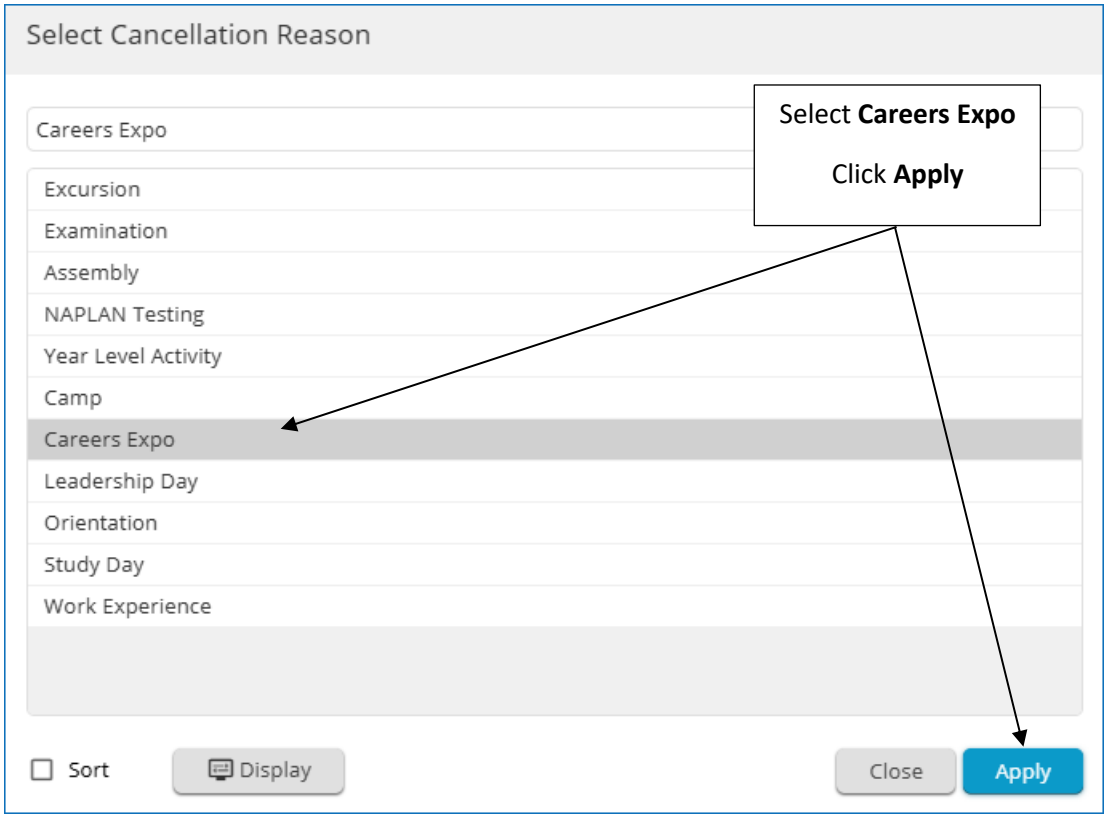
A warning can be given when cancelling composite classes.

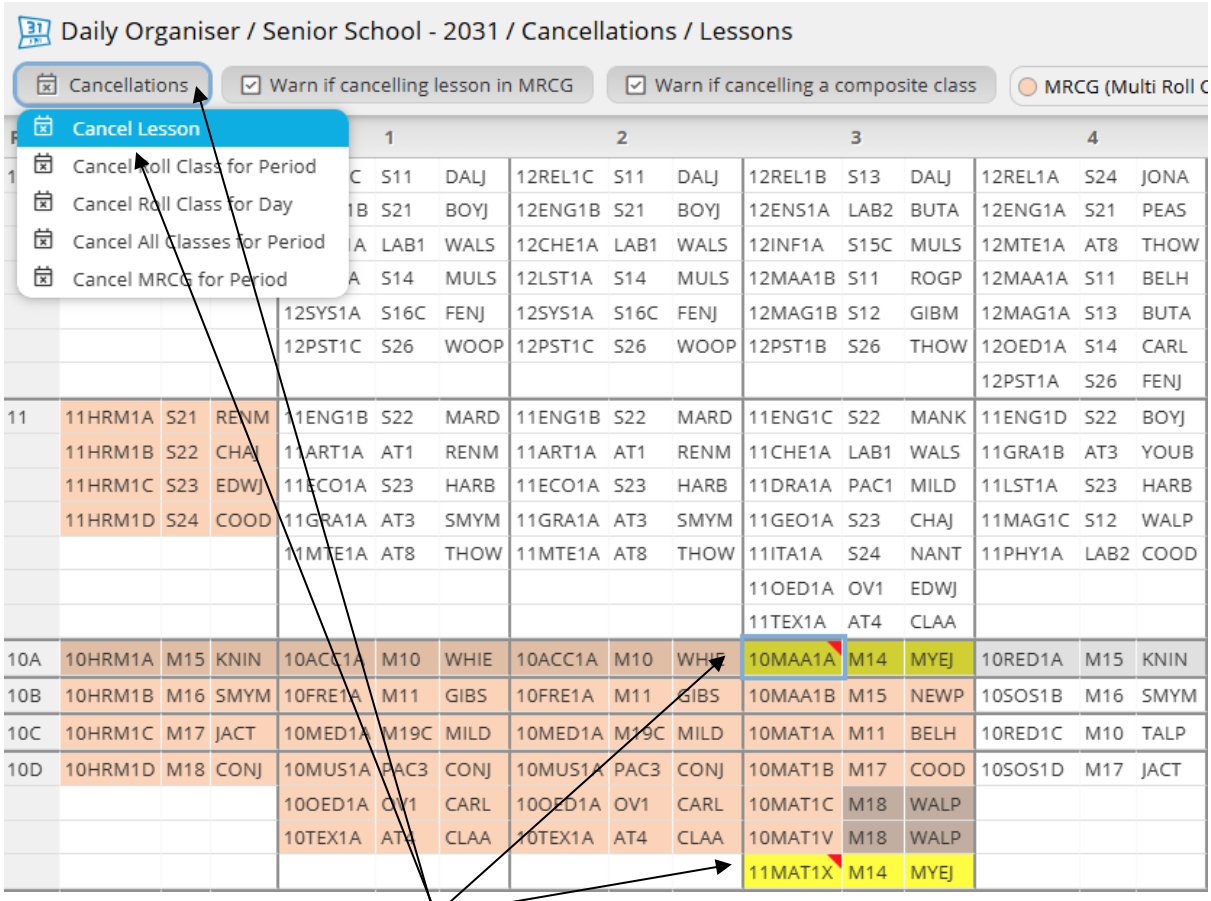



Confirm
This lesson is in an MRCG. Cancel this lesson?
Cancel
Yes
Click **Yes**

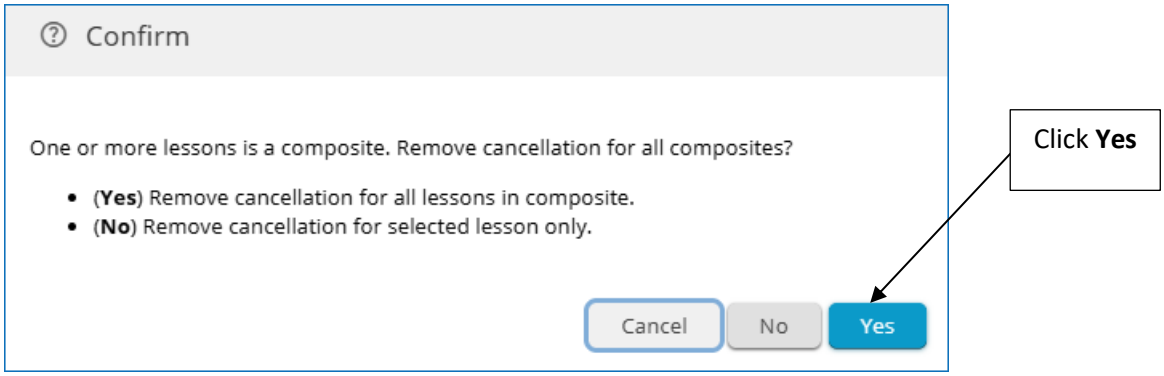

Confirm
One or more lessons is a composite. Create cancellation for all composites?
(**Yes**) Cancel all lessons in the composite.
(**No**) Cancel selected lesson only.
Cancel
No
Yes
A decision can be made whether to cancel all classes in a composite.
Click **Yes**


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




Both composite classes have been cancelled.

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



# CANCEL YARD DUTIES

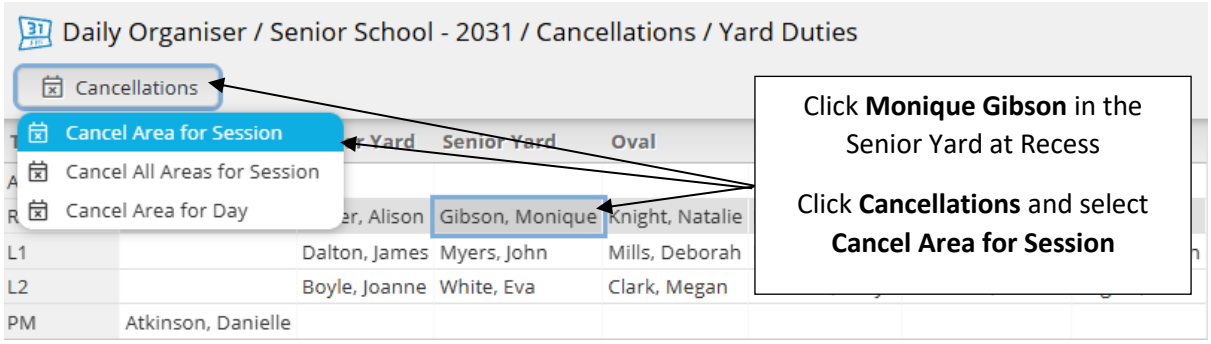
Yard Duties can be cancelled for

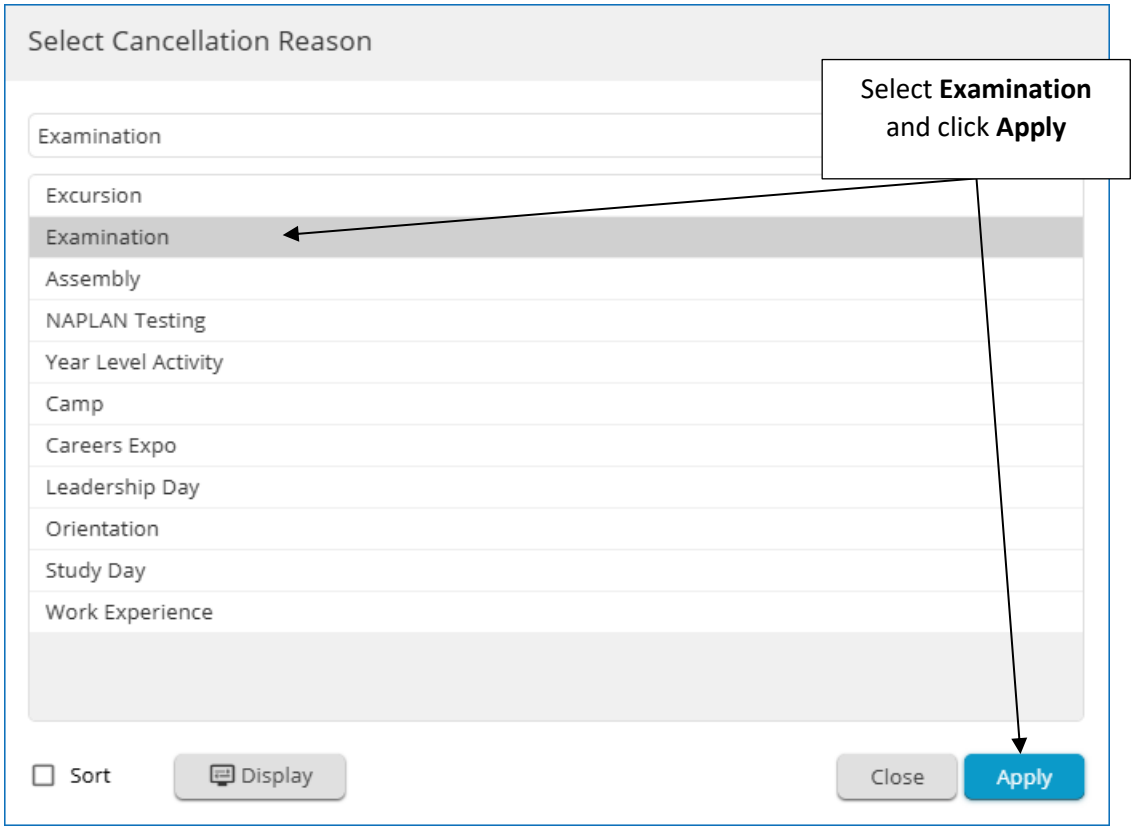
- an area for individual sessions
- all areas for a session
- an area for a day

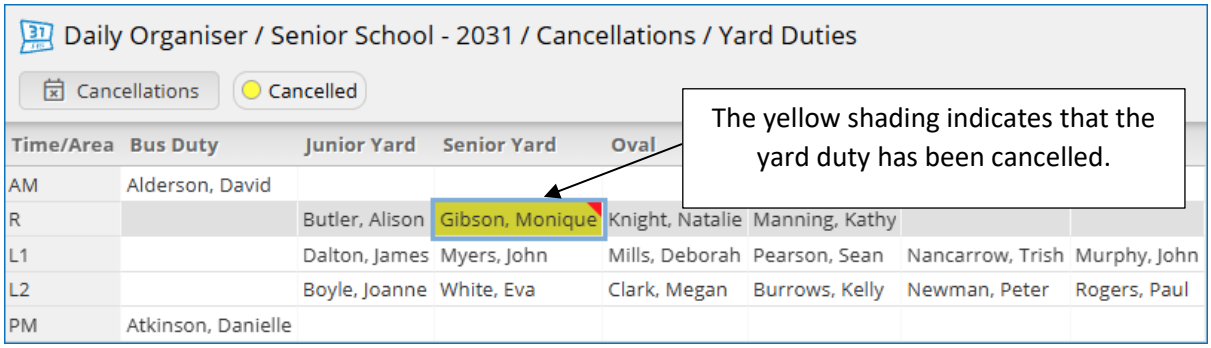
## CANCEL A YARD DUTY AREA FOR A SESSION

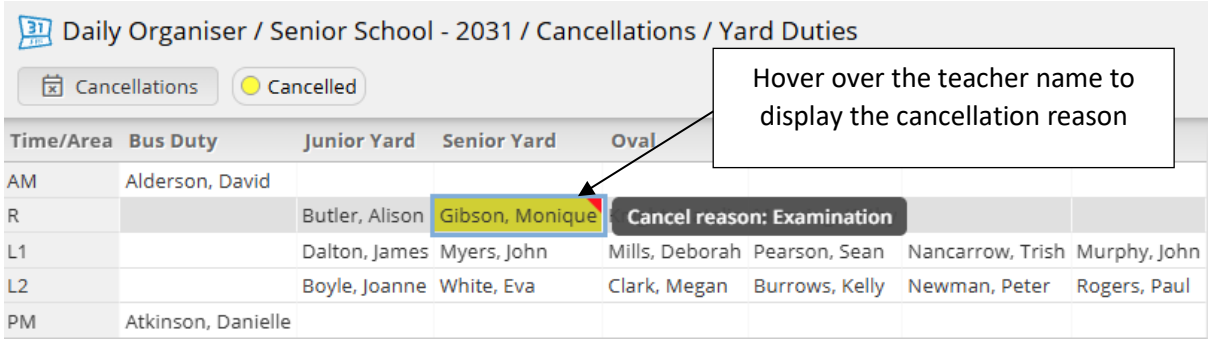
If there are yard duty areas in the school that are only used by particular year levels, it may be necessary to cancel these yard duties when that year level is absent. For example, if Year 11 students have an exam that goes through Recess there may be no need to have a member of staff supervising the Senior Yard. This duty can be cancelled, and the teacher used for another task.

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





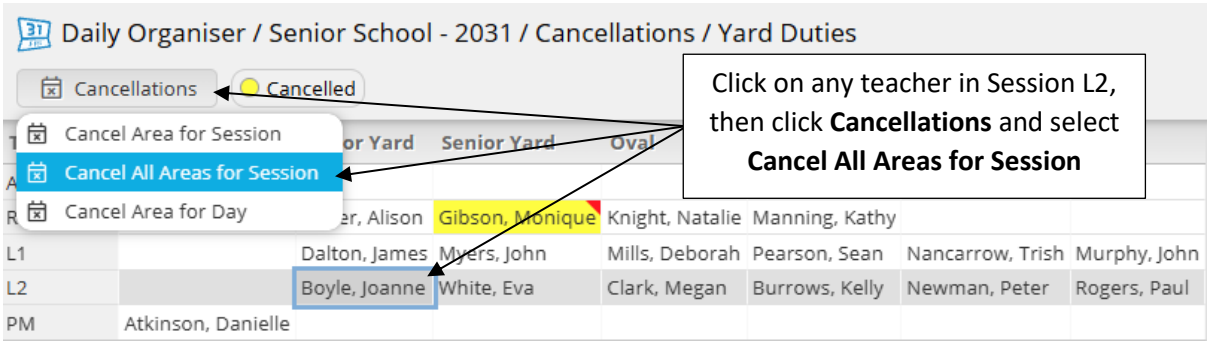



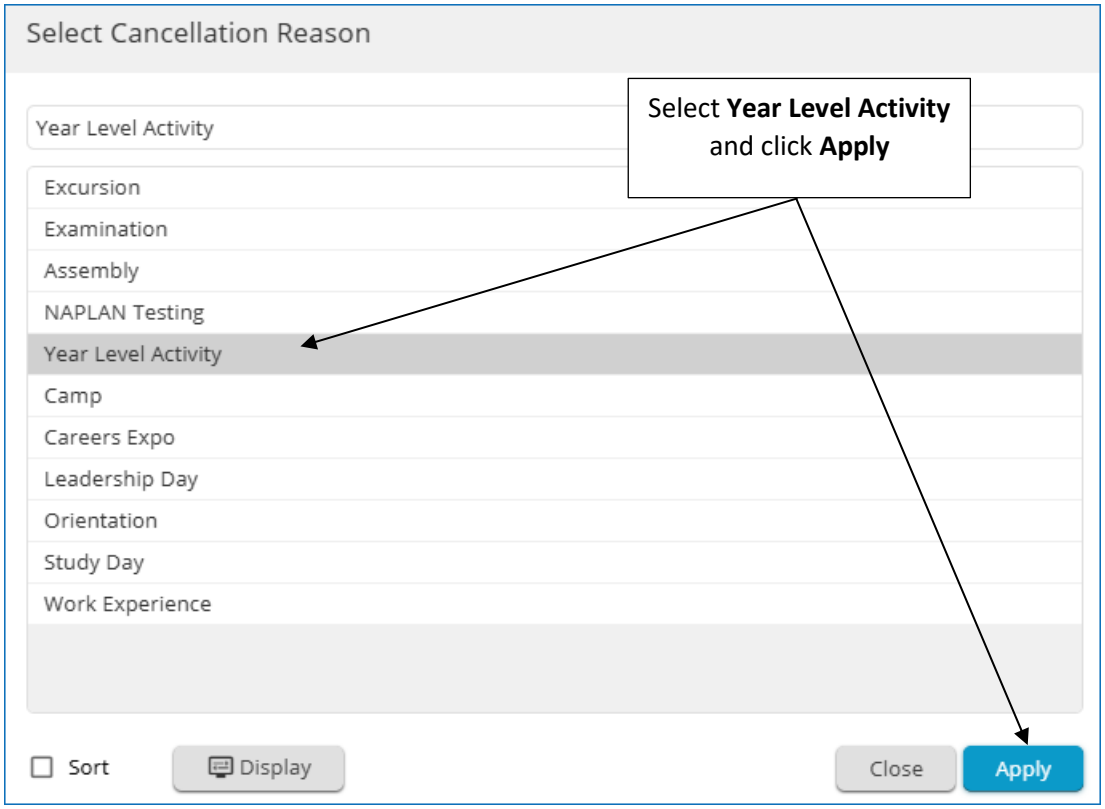



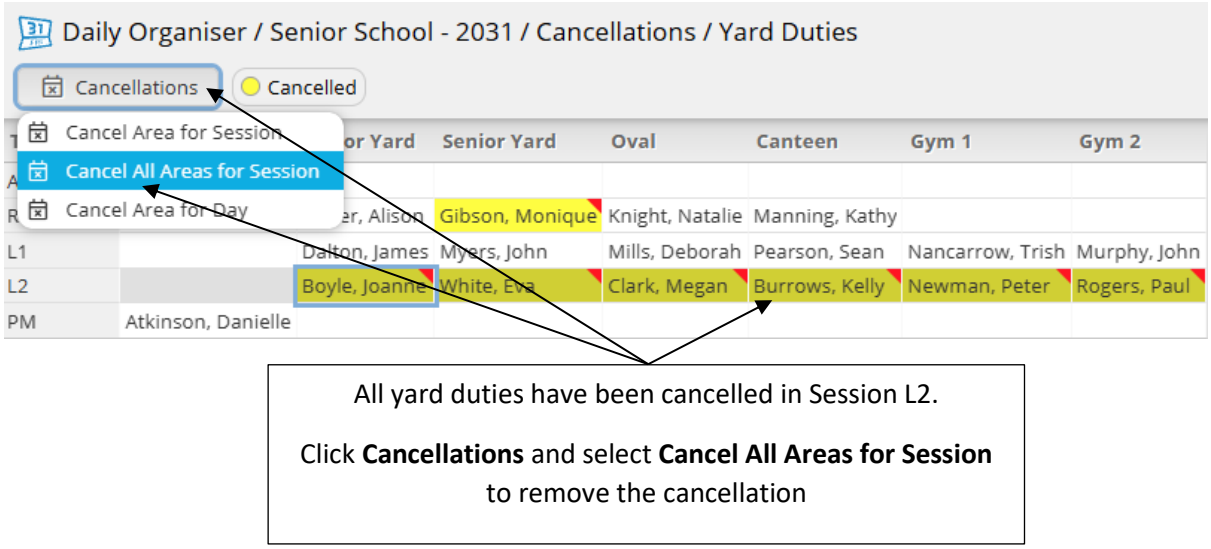

Alternatively, double click in a cell to add or remove a cancellation.

## CANCEL ALL YARD DUTY AREAS FOR A SESSION

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



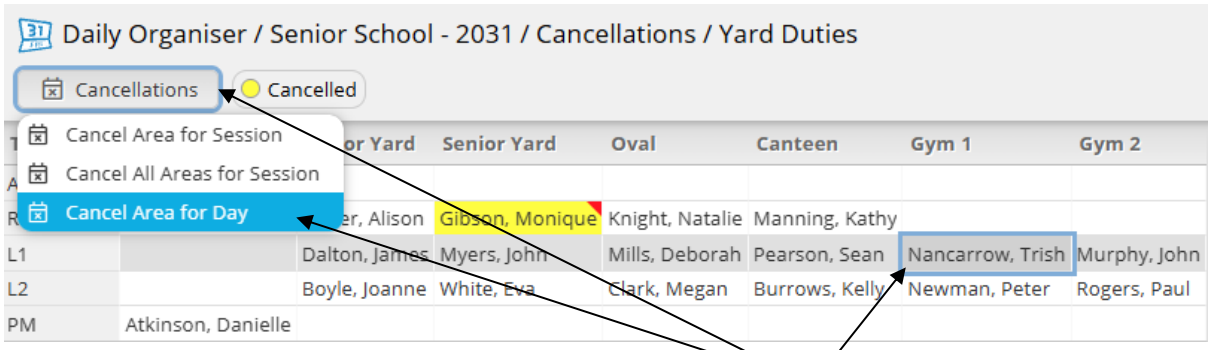



All yard duties have been cancelled in Session L2.

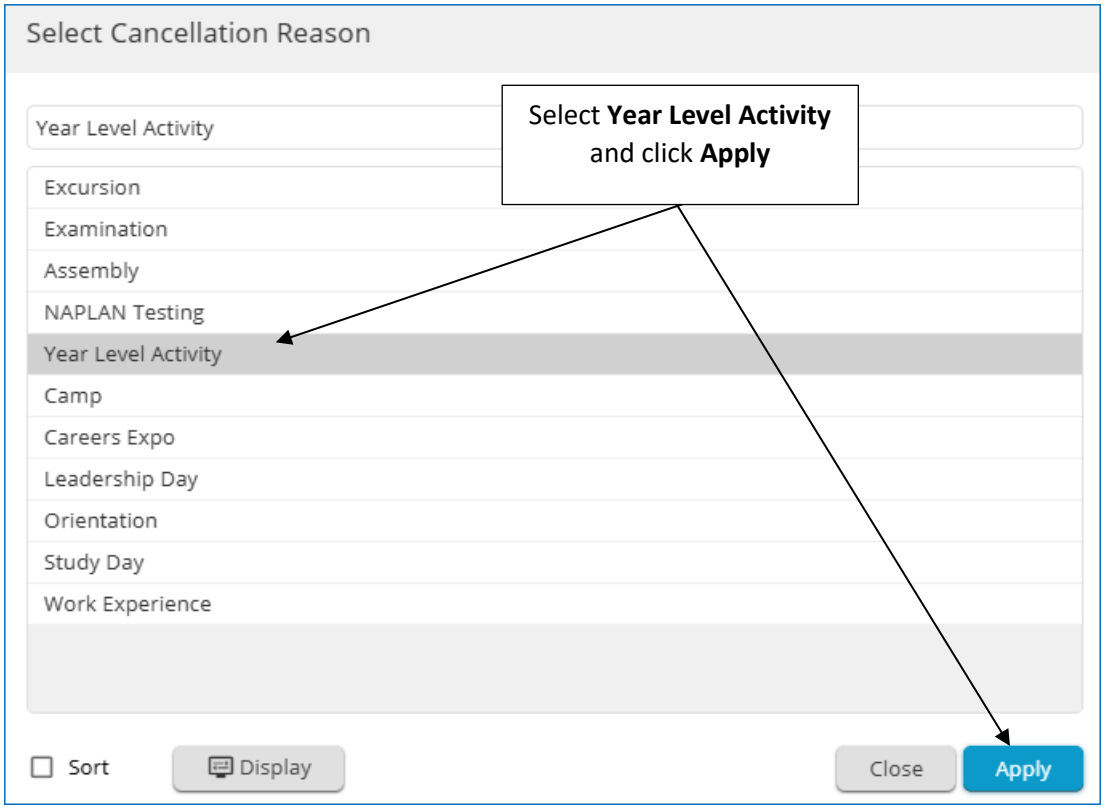
Click **Cancellations** and select **Cancel All Areas for Session** to remove the cancellation

## CANCEL A YARD DUTY AREA FOR A DAY

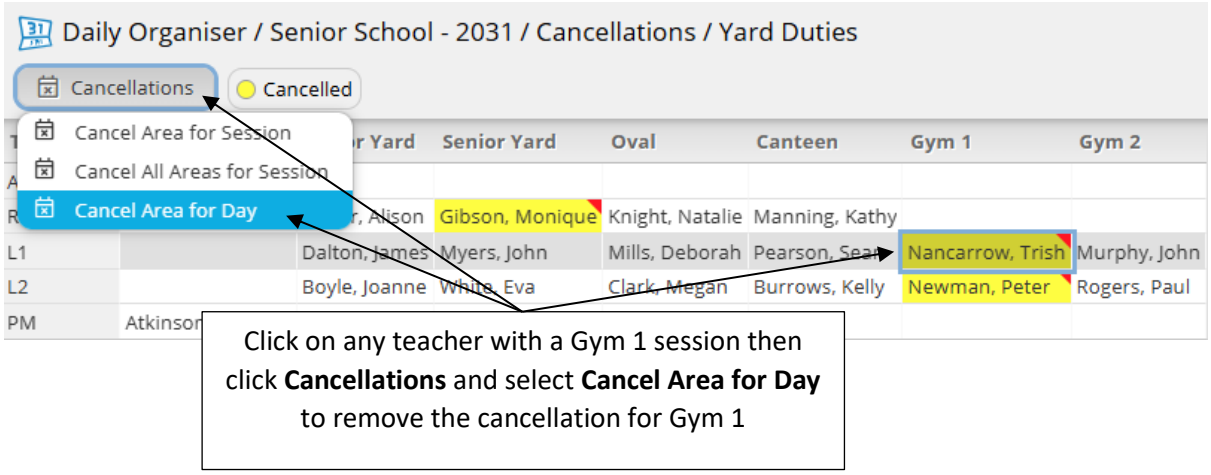
Sometimes, it is necessary to cancel a yard duty area for an entire day. In this case the Gym will be closed due to interschool sporting activities, so the duties for Gym 1 and Gym 2 will need to be cancelled for the day.




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


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


Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties
Cancellations
Cancelled
Time/Area
Bus Duty
Junior Yard
Senior Yard
Oval
Canteen
Gym 1
Gym 2
AM
Alderson, David
R
Butler, Alison
Knight, Natalie
Manning, Kathy
L1
Dalton, James
Nancarrow, Trish
Murphy, John
L2
Boyle, Joanne
Newman, Peter
Rogers, Paul
PM
Atkinson, Danielle
All yard duties have been cancelled for Gym 1.


Daily Organiser / Senior School - 2031 / Cancellations / Yard Duties
Cancellations
Cancelled
Cancel Area for Session
Cancel All Areas for Session
Cancel Area for Day
Senior Yard
Oval
Canteen
Gym 1
Gym 2
Gibson, Monique
Knight, Natalie
Manning, Kathy
L1
Myers, John
Mills, Deborah
Nancarrow, Trish
Murphy, John
L2
Boyle, Joanne
Clark, Megan
Burrows, Kelly
Newman, Peter
Rogers, Paul
Click on any teacher with a Gym 1 session then click **Cancellations** and select **Cancel Area for Day** to remove the cancellation for Gym 1

# Timetabling Solutions

## Hosted Application




## Daily Organiser



## Lesson 6 - Student Activities

Professional Learning Objectives ..... 162
Skills ..... 162
Student Activities ..... 163
Student Activity with Specific Teachers ..... 164
Add Students to an Activity ..... 168
View Student Lesson Changes ..... 170
Student Activities with Additional Teachers and Specific Rooms ..... 171
Reminders ..... 174
Add Students to an Activity ..... 175
Teachers/Rooms/Students ..... 176
Assign Students to Teachers or Rooms ..... 182

## PROFESSIONAL LEARNING OBJECTIVES

- Create and manage Student Activities

## SKILLS

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

# STUDENT ACTIVITIES

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

When creating a Student Activity:

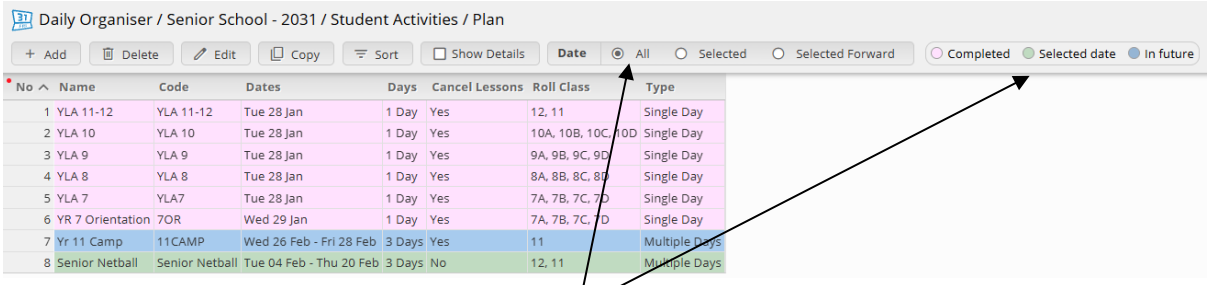
- lessons can be cancelled for the Roll Classes attending the activity
- teachers attending the activity can be made absent
- rooms can be assigned to the activity making them unavailable for other classes
- provision can be made for additional teachers and rooms to be assigned later

Once an activity has been set up:

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

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

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



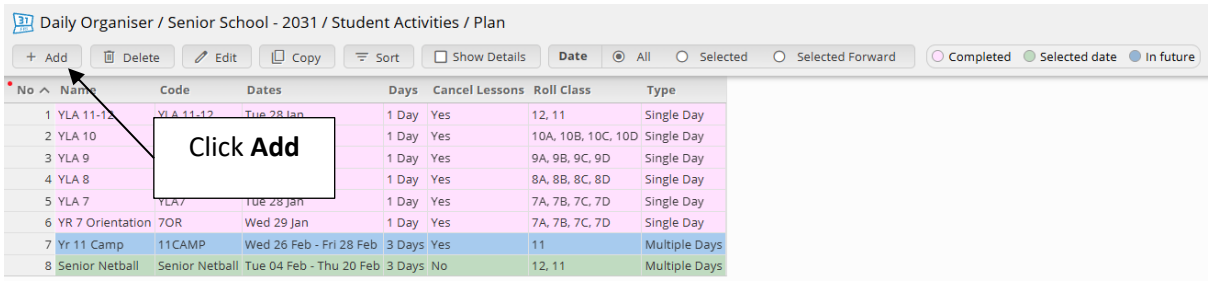

Several Student Activities have already been entered.

Click **All**

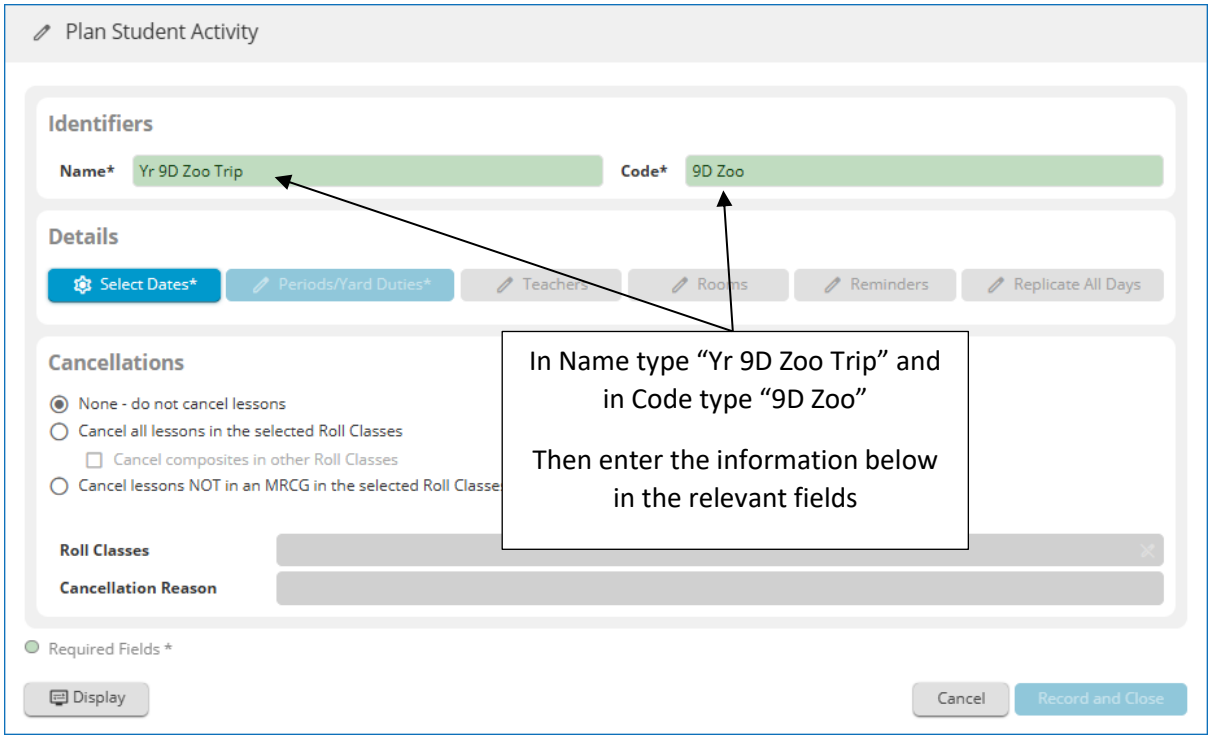
The cell colours indicate if the activity is prior to the selected date (pink), on the selected date (green) or in the future (blue).

# STUDENT ACTIVITY WITH SPECIFIC TEACHERS

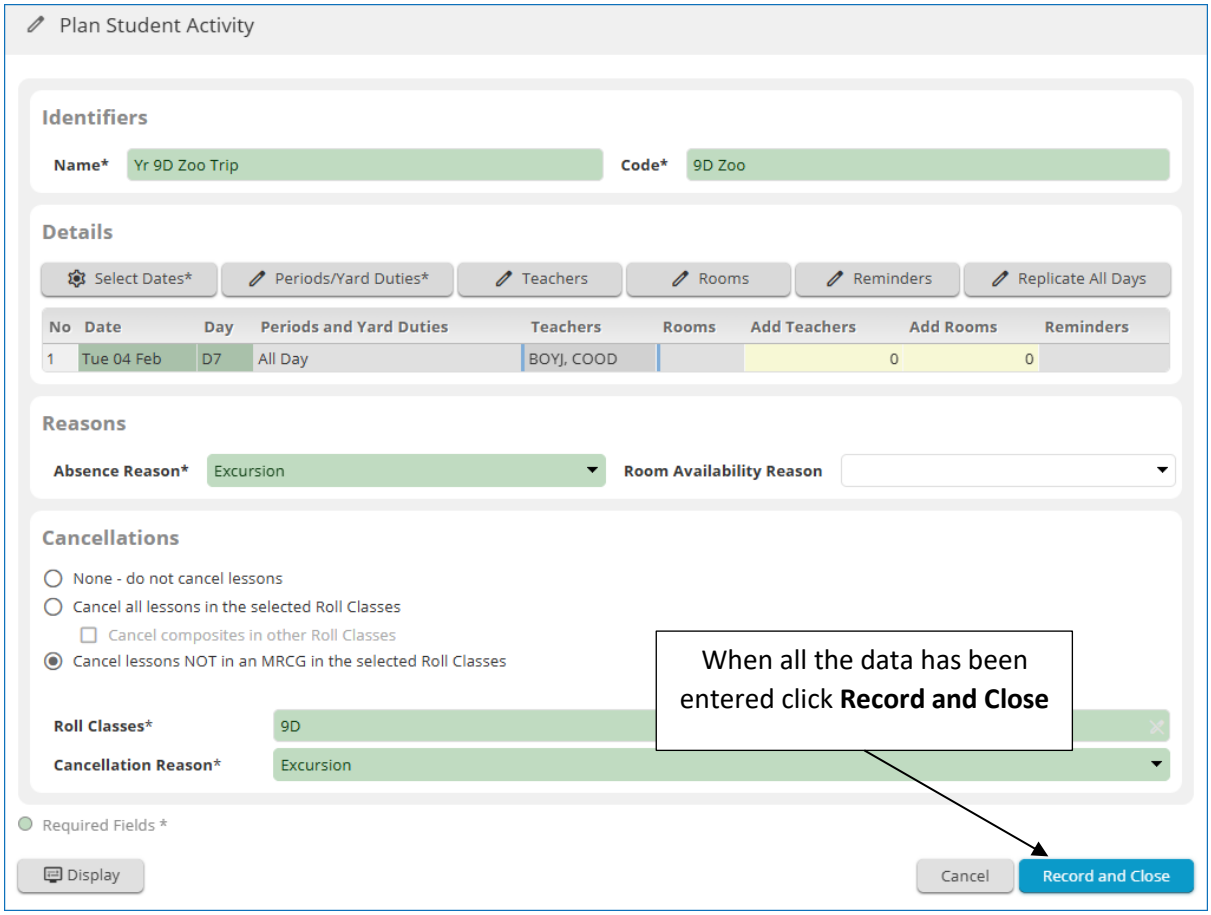
If specific teachers are required to supervise a whole activity, they can be included in the activity and their absence will be entered automatically. In this example, Roll Class 9D will be on an excursion to the Zoo. Two teachers will be taking the students on this excursion.

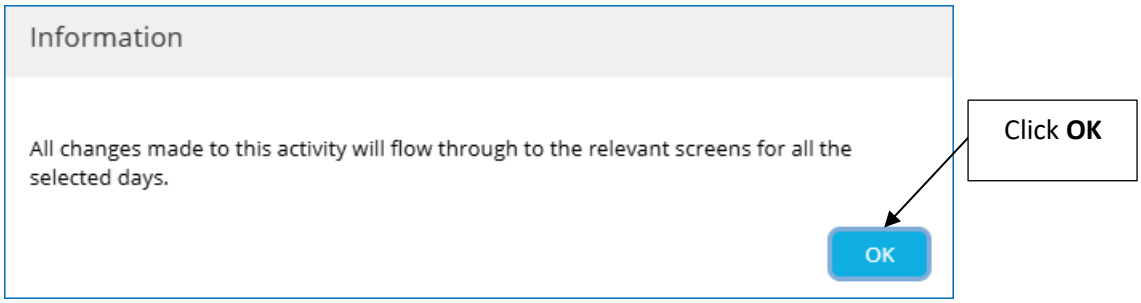


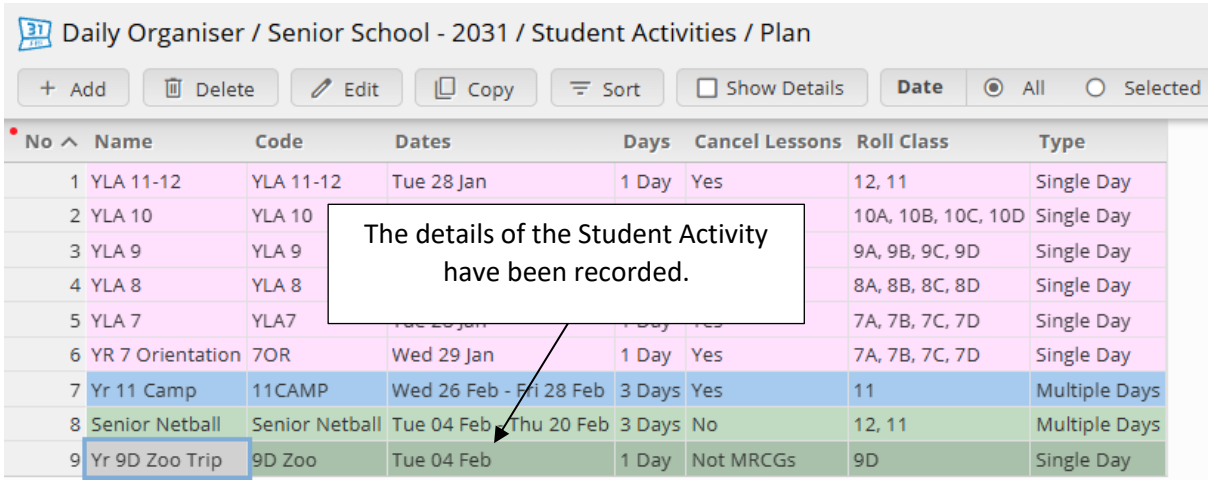

| No | Name | Code | Dates | Days | Cancel Lessons | Roll Class | Type |
|---|---|---|---|---|---|---|---|
| 1 | YLA 11-12 | YLA 11-12 | Tue 28 Jan | 1 Day | Yes | 12, 11 | Single Day |
| 2 | YLA 10 | | | 1 Day | Yes | 10A, 10B, 10C, 10D | Single Day |
| 3 | YLA 9 | | | 1 Day | Yes | 9A, 9B, 9C, 9D | Single Day |
| 4 | YLA 8 | | | 1 Day | Yes | 8A, 8B, 8C, 8D | Single Day |
| 5 | YLA 7 | YLA7 | Tue 28 Jan | 1 Day | Yes | 7A, 7B, 7C, 7D | Single Day |
| 6 | YR 7 Orientation | 7OR | Wed 29 Jan | 1 Day | Yes | 7A, 7B, 7C, 7D | Single Day |
| 7 | Yr 11 Camp | 11CAMP | Wed 26 Feb - Fri 28 Feb | 3 Days | Yes | 11 | Multiple Days |
| 8 | Senior Netball | Senior Netball | Tue 04 Feb - Thu 20 Feb | 3 Days | No | 12, 11 | Multiple Days |



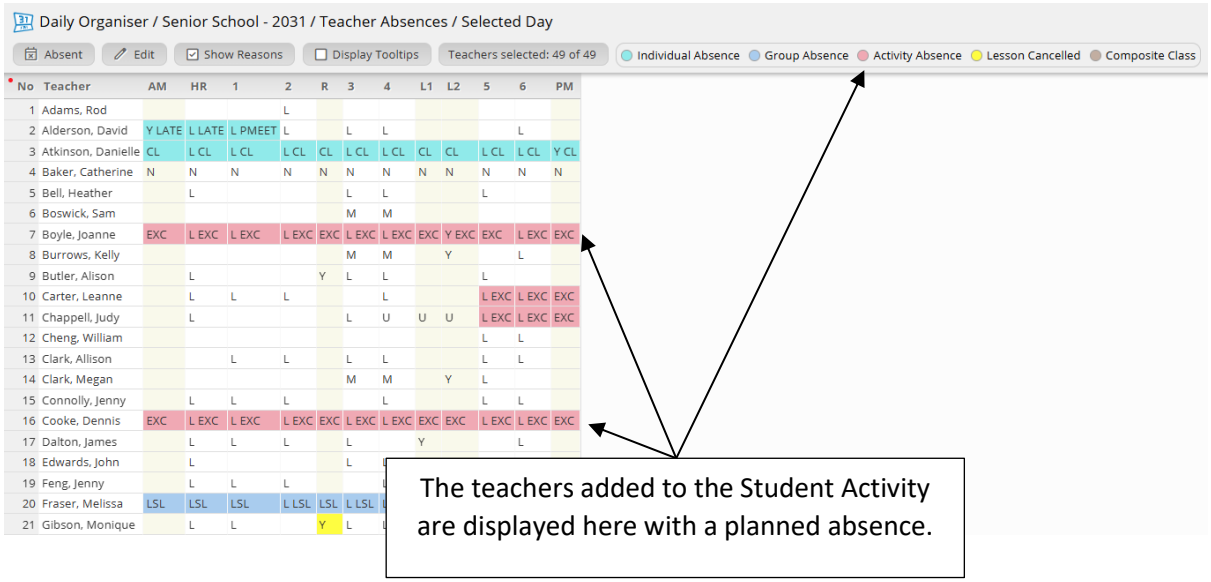

1. Click **Select Dates*** and select **04 Feb**, then click **OK**
2. Click **Periods/Yard Duties*** and move all to the Selected box, then click **Apply**
3. Click **Teachers** and move Joanne Boyle and Dennis Cooke to the Selected box, then click **Apply**
4. Note: A cell has appeared for the teacher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


Plan Student Activity
Identifiers
Name* Yr 9D Zoo Trip
Code* 9D Zoo
Details
Select Dates*
Periods/Yard Duties*
Teachers
Rooms
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Rooms Add Teachers Add Rooms Reminders
1 Tue 04 Feb D7 All Day BOYJ, COOD 0 0
Reasons
Absence Reason* Excursion
Room Availability Reason
Cancellations
None - do not cancel lessons
Cancel all lessons in the selected Roll Classes
Cancel composites in other Roll Classes
Cancel lessons NOT in an MRCG in the selected Roll Classes
Roll Classes* 9D
Cancellation Reason* Excursion
When all the data has been entered click Record and Close
Required Fields *
Display
Cancel
Record and Close

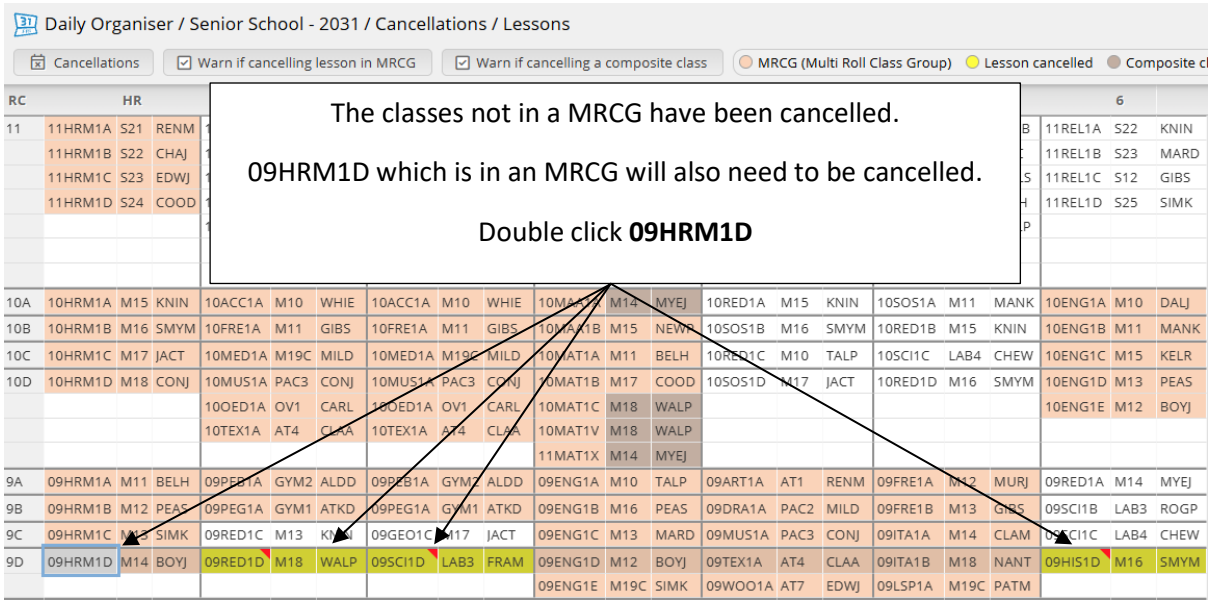

Information
All changes made to this activity will flow through to the relevant screens for all the selected days.
Click OK
OK

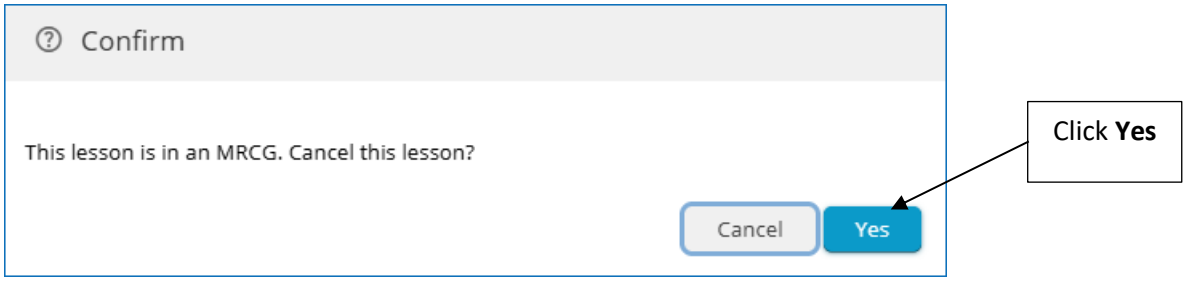

Daily Organiser / Senior School - 2031 / Student Activities / Plan
Add
Delete
Edit
Copy
Sort
Show Details
Date
All
Selected
No Name Code Dates Days Cancel Lessons Roll Class Type
1 YLA 11-12 YLA 11-12 Tue 28 Jan 1 Day Yes 12, 11 Single Day
2 YLA 10 YLA 10 10A, 10B, 10C, 10D Single Day
3 YLA 9 YLA 9 9A, 9B, 9C, 9D Single Day
4 YLA 8 YLA 8 8A, 8B, 8C, 8D Single Day
5 YLA 7 YLA7 7A, 7B, 7C, 7D Single Day
6 YR 7 Orientation 7OR Wed 29 Jan 1 Day Yes 7A, 7B, 7C, 7D Single Day
7 Yr 11 Camp 11CAMP Wed 26 Feb - Fri 28 Feb 3 Days Yes 11 Multiple Days
8 Senior Netball Senior Netball Tue 04 Feb - Thu 20 Feb 3 Days No 12, 11 Multiple Days
9 Yr 9D Zoo Trip 9D Zoo Tue 04 Feb 1 Day Not MRCGs 9D Single Day
The details of the Student Activity have been recorded.

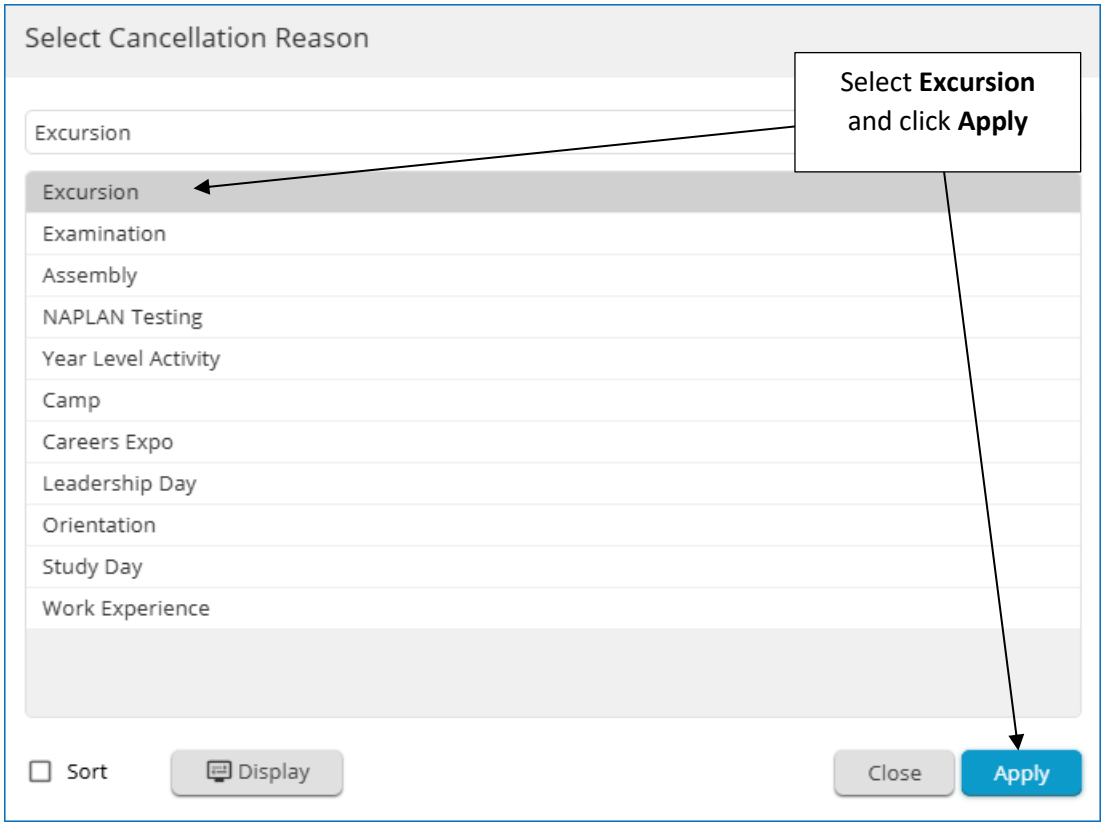
**On the Task Tree select:**
**[6A] Teacher Absences - Selected Day**

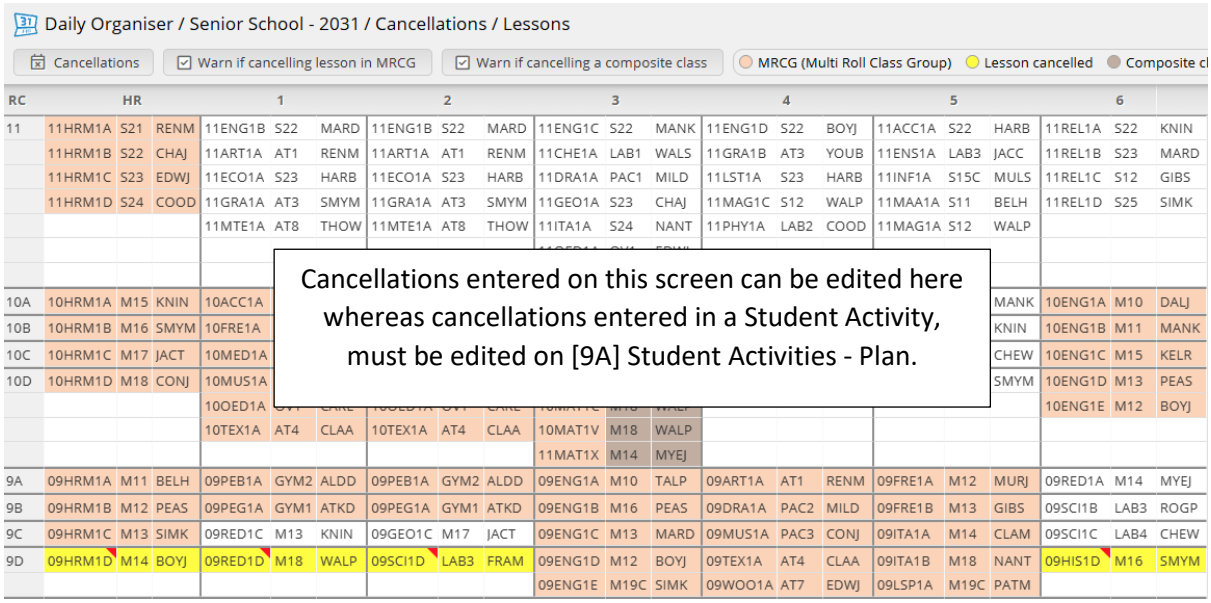



**On the Task Tree select:**
**[8A] Cancellations - Lessons**



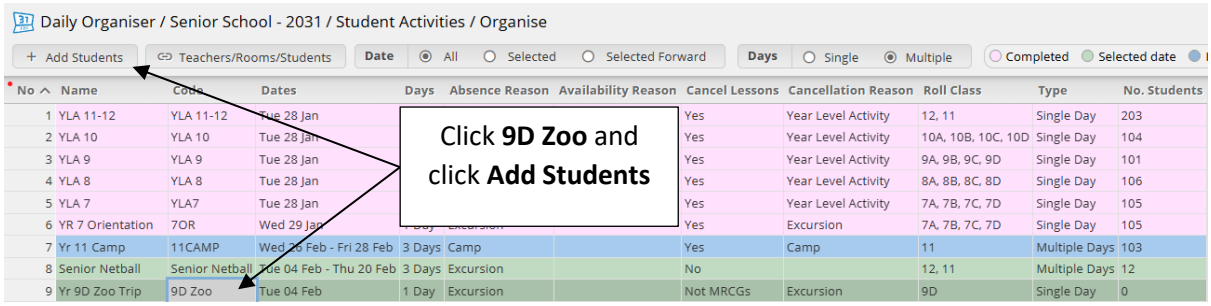

Select Cancellation Reason
Excursion
Excursion
Examination
Assembly
NAPLAN Testing
Year Level Activity
Camp
Careers Expo
Leadership Day
Orientation
Study Day
Work Experience
Select **Excursion** and click **Apply**
Sort
Display
Close
Apply

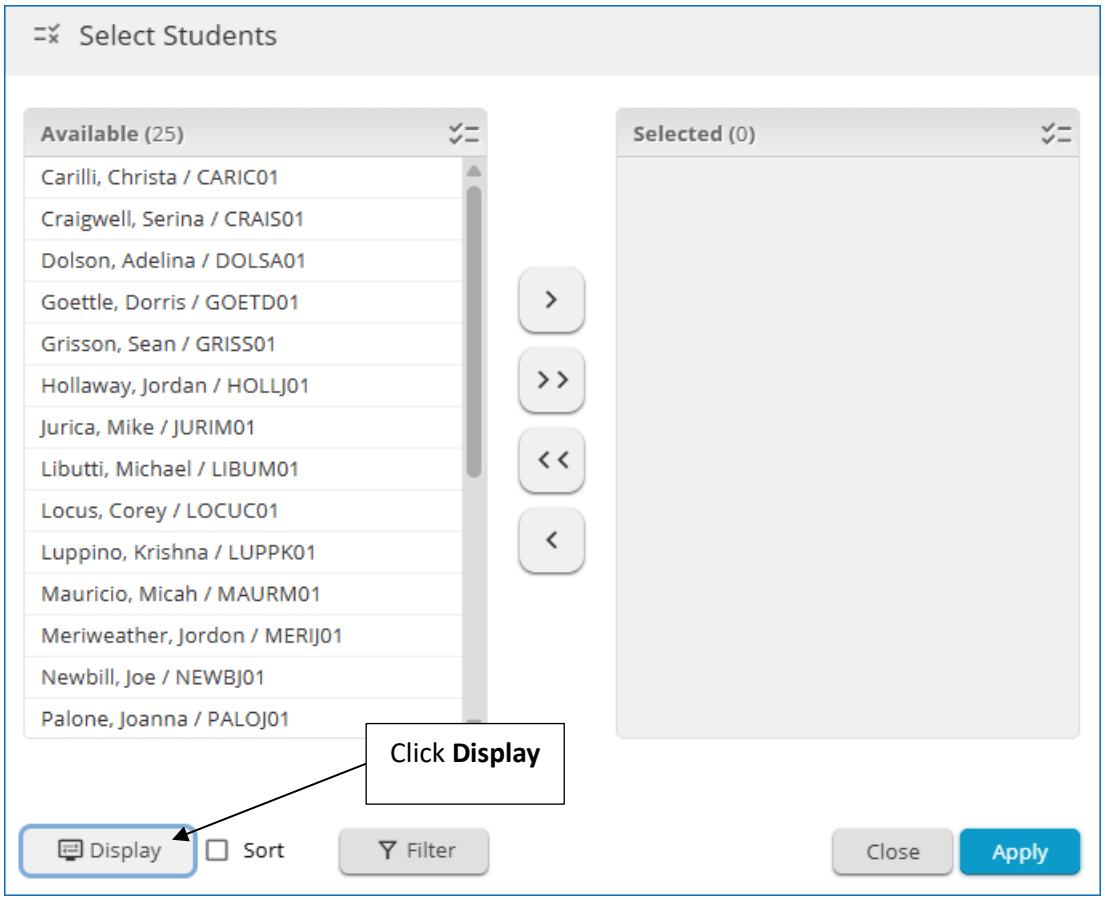

Daily Organiser / Senior School - 2031 / Cancellations / Lessons
Cancellations
Warn if cancelling lesson in MRCG
Warn if cancelling a composite class
MRCG (Multi Roll Class Group)
Lesson cancelled
Cancellations entered on this screen can be edited here whereas cancellations entered in a Student Activity, must be edited on [9A] Student Activities - Plan.

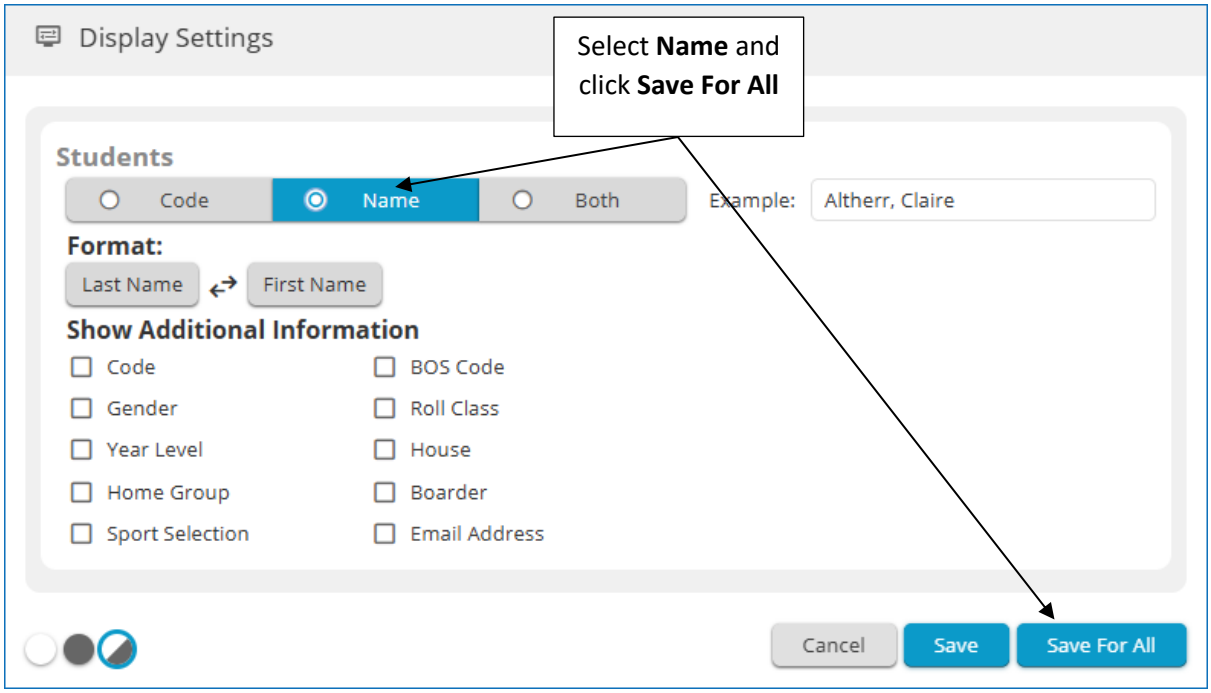
## ADD STUDENTS TO AN ACTIVITY

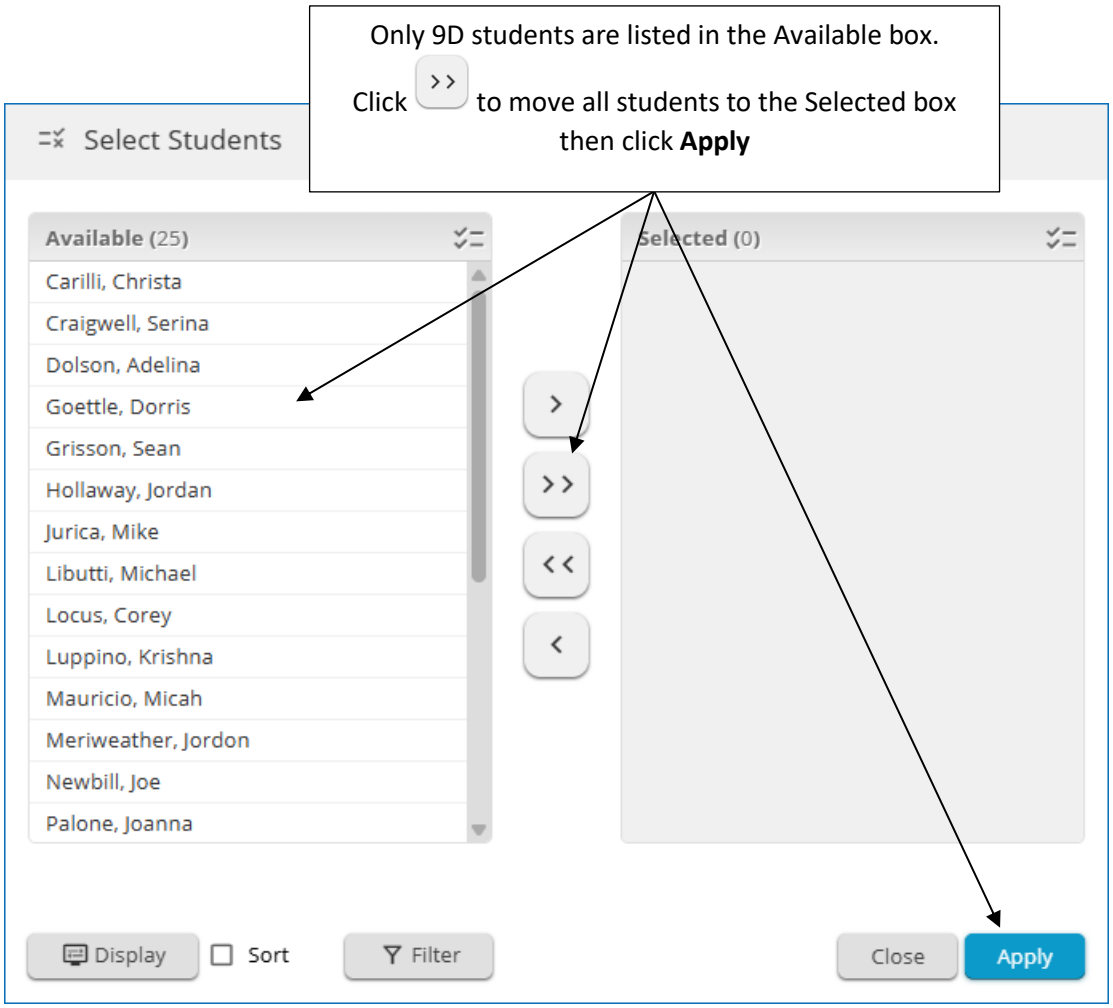
When students are added to an activity, they are removed from all their classes that have not been cancelled on that day. These changes will then flow through to class lists in the Staff and Student Portals. In this case, 9D students will be added to the Yr 9D Zoo Trip activity.

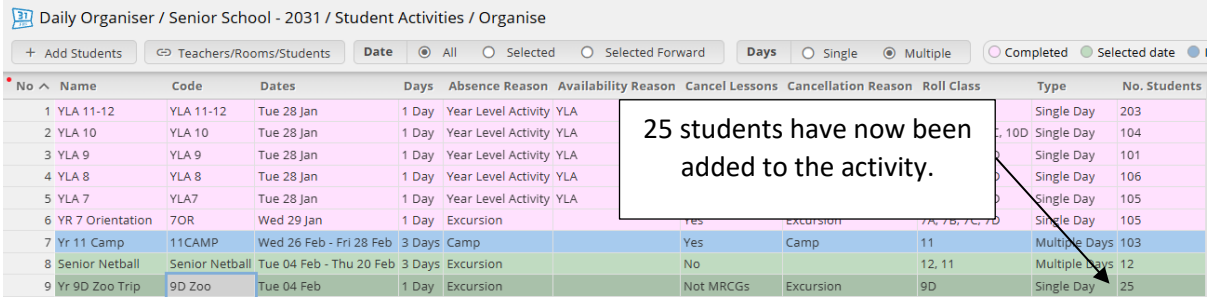
**On the Task Tree select:**
**[9B] Student Activities - Organise**




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

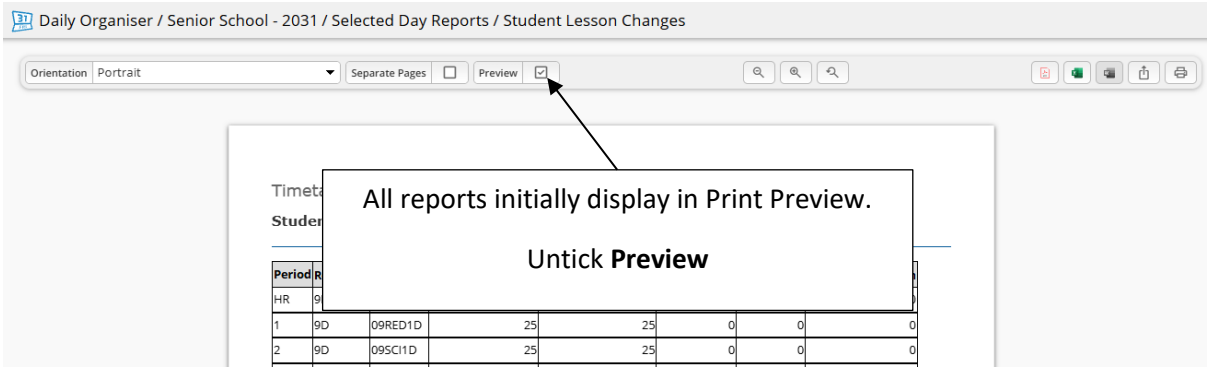

Only 9D students are listed in the Available box.
Click >> to move all students to the Selected box then click **Apply**
Select Students
Available (25)
Carilli, Christa
Craigwell, Serina
Dolson, Adelina
Goettle, Dorris
Grisson, Sean
Hollaway, Jordan
Jurica, Mike
Libutti, Michael
Locus, Corey
Luppino,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

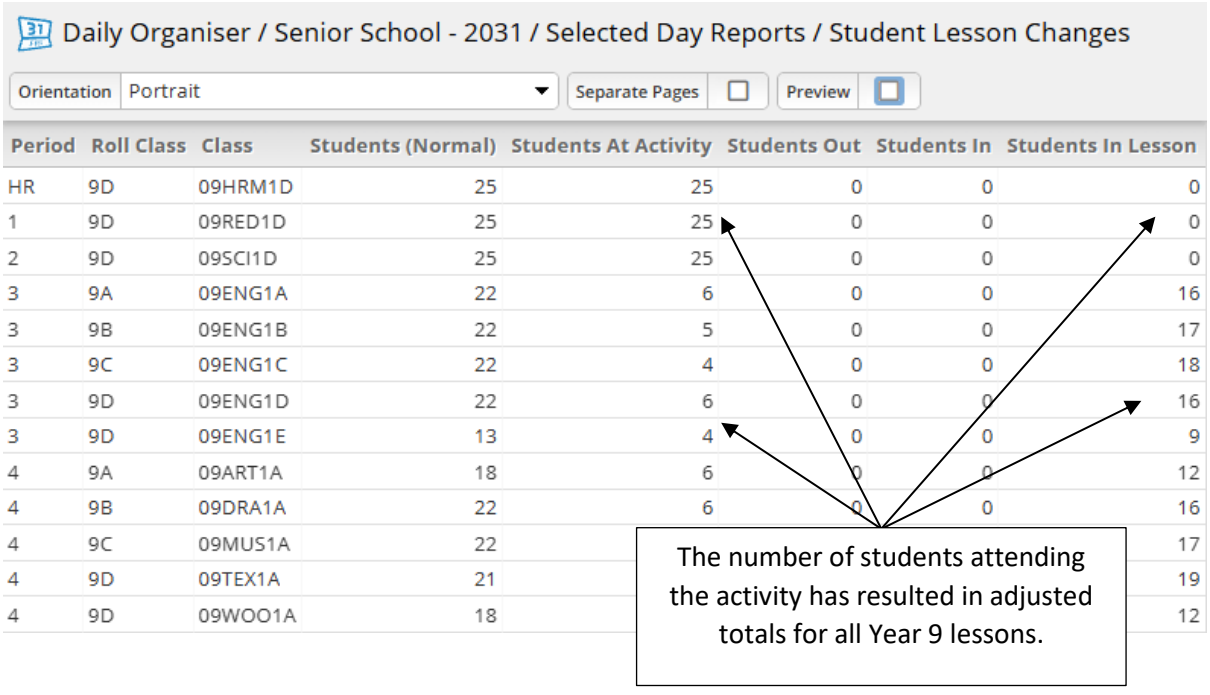



## VIEW STUDENT LESSON CHANGES

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

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




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

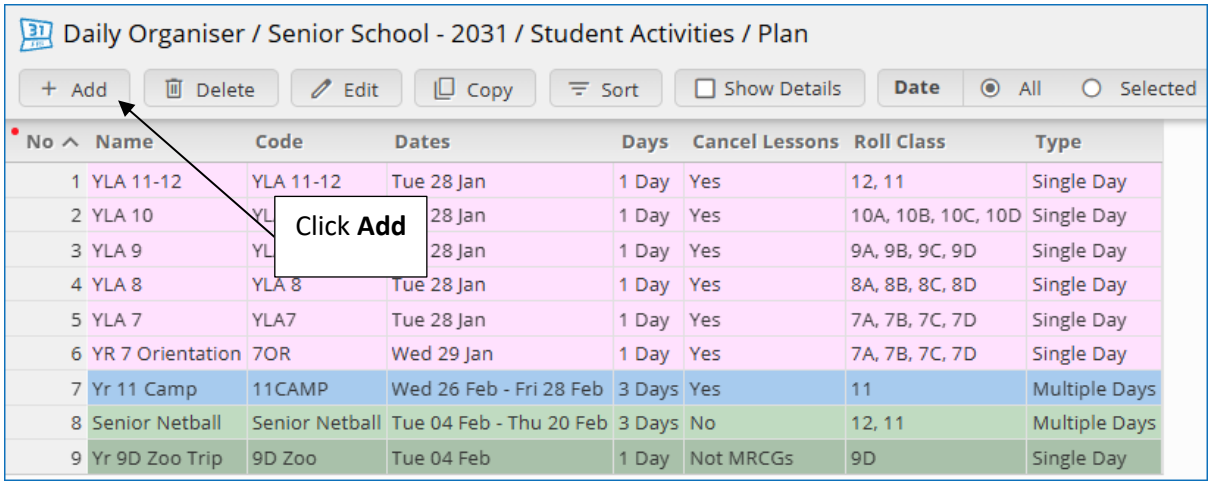
## STUDENT ACTIVITIES WITH ADDITIONAL TEACHERS AND SPECIFIC ROOMS

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

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

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

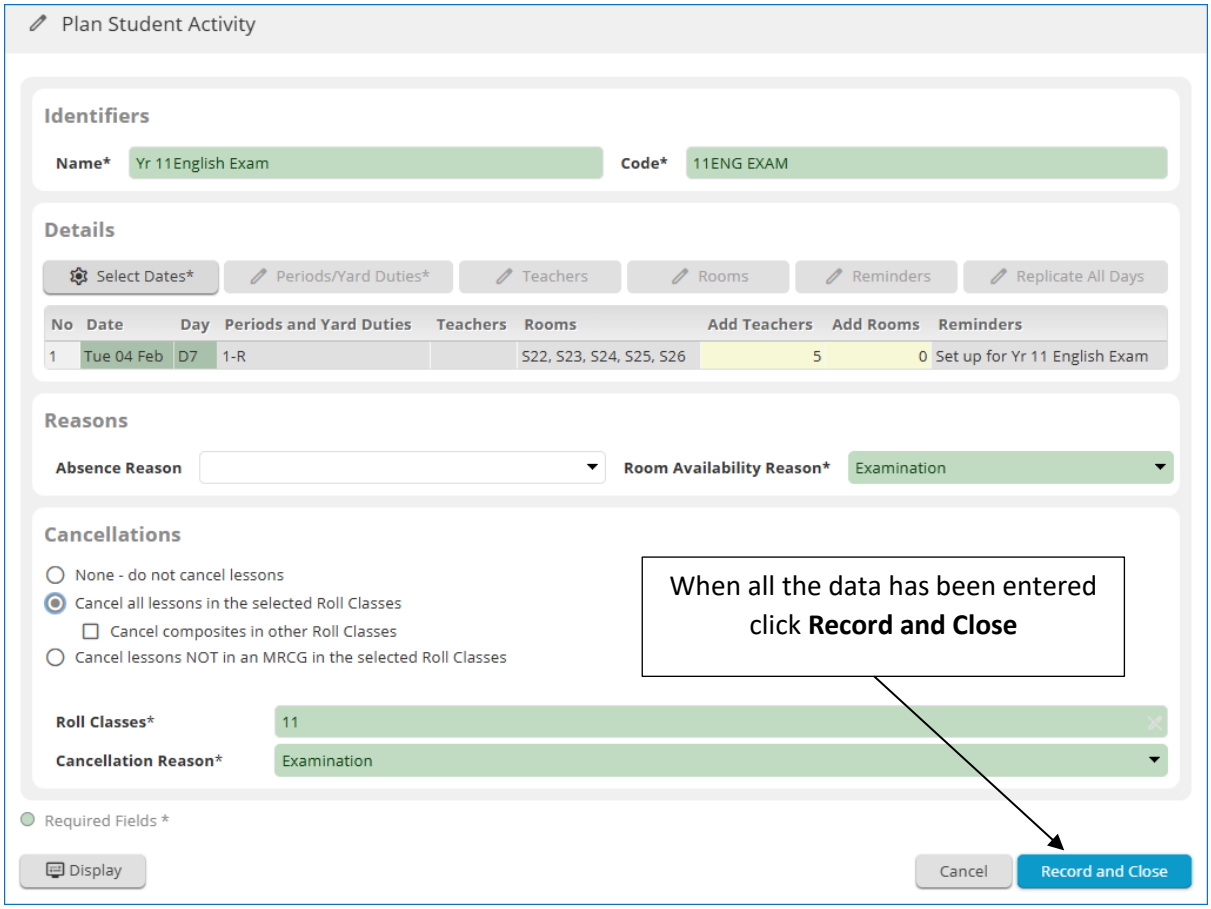
**On the Task Tree select:**
**[9A] Student Activities - Plan**

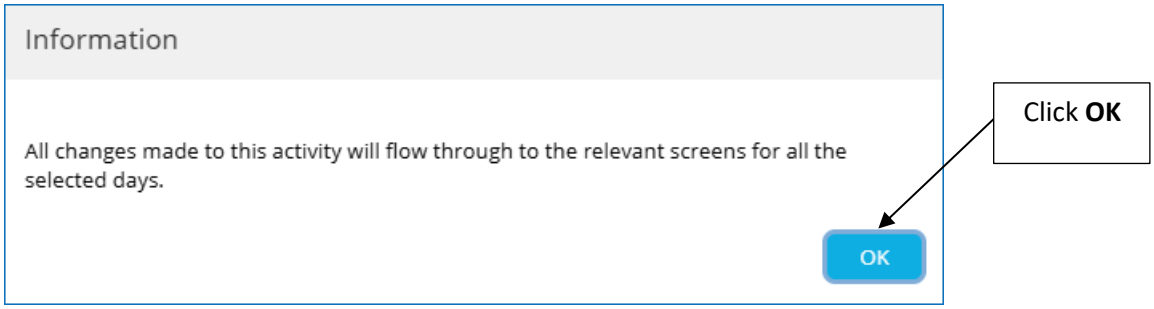


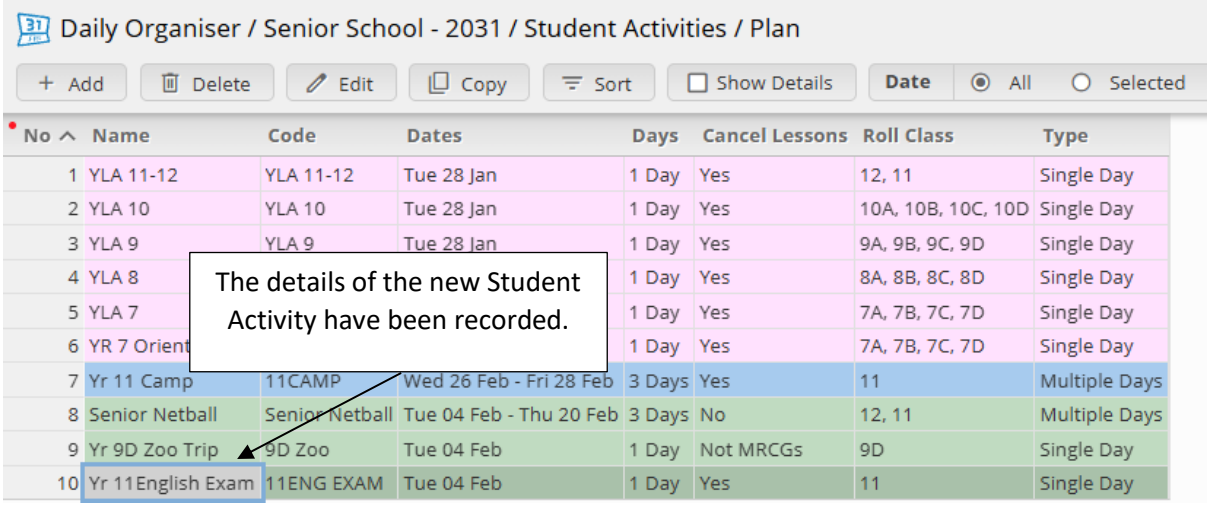

| No | Name | Code | Dates | Days | Cancel Lessons | Roll Class | Type |
|---|---|---|---|---|---|---|---|
| 1 | YLA 11-12 | YLA 11-12 | Tue 28 Jan | 1 Day | Yes | 12, 11 | Single Day |
| 2 | YLA 10 | YL | 28 Jan | 1 Day | Yes | 10A, 10B, 10C, 10D | Single Day |
| 3 | YLA 9 | YL | 28 Jan | 1 Day | Yes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

Enter the following details in the relevant cells

1. In Name* type “Yr 11 English Exam” and in Code* type “11ENG 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**


Plan Student Activity
Identifiers
Name* Yr 11English Exam
Code* 11ENG EXAM
Details
Select Dates*
Periods/Yard Duties*
Teachers
Rooms
Reminders
Replicate All Days
No Date Day Periods and Yard Duties Teachers Rooms Add Teachers Add Rooms Reminders
1 Tue 04 Feb D7 1-R S22, S23, S24, S25, S26 5 0 Set up for Yr 11 English Exam
Reasons
Absence Reason
Room Availability Reason* Examination
Cancellations
None - do not cancel lessons
Cancel all lessons in the selected Roll Classes
Cancel composites in other Roll Classes
Cancel lessons NOT in an MRCG in the selected Roll Classes
When all the data has been entered click Record and Close
Roll Classes* 11
Cancellation Reason* Examination
Required Fields *
Display
Cancel
Record and Close

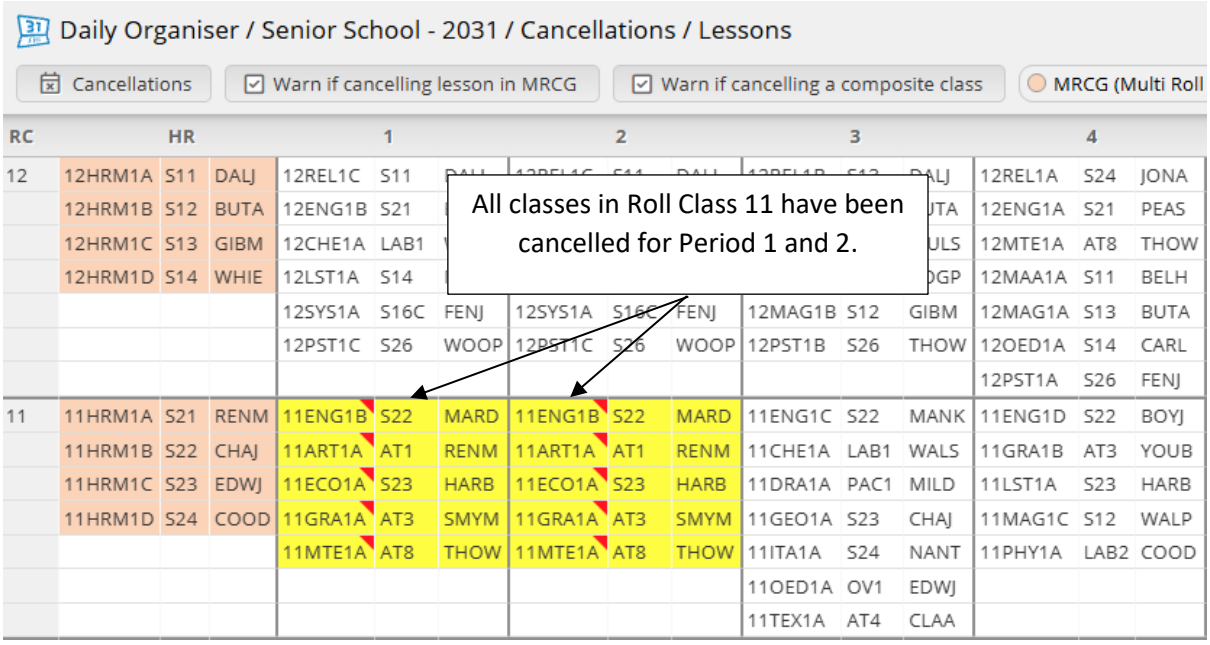

Information
All changes made to this activity will flow through to the relevant screens for all the selected days.
OK
Click OK




| No | Name | Code | Dates | Days | Cancel Lessons | Roll Class | Type |
|---|---|---|---|---|---|---|---|
| 1 | YLA 11-12 | YLA 11-12 | Tue 28 Jan | 1 Day | Yes | 12, 11 | Single Day |
| 2 | YLA 10 | YLA 10 | Tue 28 Jan | 1 Day | Yes | 10A, 10B, 10C, 10D | Single Day |
| 3 | YLA 9 | YLA 9 | Tue 28 Jan | 1 Day | Yes | 9A, 9B, 9C, 9D | Single Day |
| 4 | YLA 8 | | | 1 Day | Yes | 8A, 8B, 8C, 8D | Single Day |
| 5 | YLA 7 | | | 1 Day | Yes | 7A, 7B, 7C, 7D | Single Day |
| 6 | YR 7 Orient | | | 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 |
| 10 | Yr 11English Exam | 11ENG EXAM | Tue 04 Feb | 1 Day | Yes | 11 | Single Day |

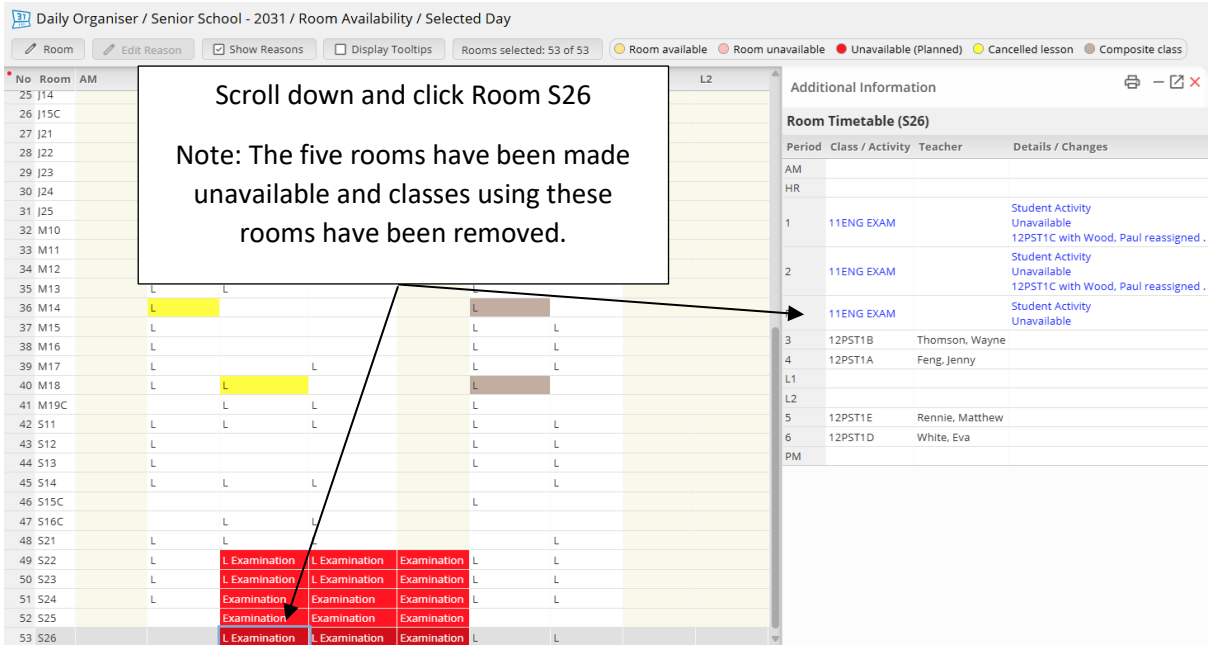
One of the key differences between this planned Student Activity and the previous one is that no teachers were made absent in this activity. The five additional teachers required will be assigned on a period-by-period basis on [11A] Replacements – Assign.

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




| RC | HR | | | 1 | | | 2 | | | 3 | | | 4 | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 12 | 12HRM1A | S11 | DALJ | 12REL1C | S11 | DALJ | | | | | | | 12REL1A | S24 | JONA |
| | 12HRM1B | S12 | BUTA | 12ENG1B | S21 | | | | | | | | 12ENG1A | S21 | PEAS |
| | 12HRM1C | S13 | GIBM | 12CHE1A | LAB1 | | | | | | | | 12MTE1A | AT8 | THOW |
| | 12HRM1D | S14 | WHIE | 12LST1A | S14 | | | | | | | | 12MAA1A | S11 | BELH |
| | | | | 12SYS1A | S16C | FENJ | 12SYS1A | S16C | FENJ | 12MAG1B | S12 | GIBM | 12MAG1A | S13 | BUTA |
| | | | | 12PST1C | S26 | WOOP | 12PST1C | S26 | WOOP | 12PST1B | S26 | THOW | 12OED1A | S14 | CARL |
| | | | | | | | | | | | | | 12PST1A | S26 | FENJ |
| 11 | 11HRM1A | S21 | RENM | 11ENG1B | S22 | MARD | 11ENG1B | S22 | MARD | 11ENG1C | S22 | MANK | 11ENG1D | S22 | BOYJ |
| | 11HRM1B | S22 | CHAJ | 11ART1A | AT1 | RENM | 11ART1A | AT1 | RENM | 11CHE1A | LAB1 | WALS | 11GRA1B | AT3 | YOUB |
| | 11HRM1C | S23 | EDWJ | 11ECO1A | S23 | HARB | 11ECO1A | S23 | HARB | 11DRA1A | PAC1 | MILD | 11LST1A | S23 | HARB |
| | 11HRM1D | S24 | COOD | 11GRA1A | AT3 | SMYM | 11GRA1A | AT3 | SMYM | 11GEO1A | S23 | CHAJ | 11MAG1C | S12 | WALP |
| | | | | 11MTE1A | AT8 | THOW | 11MTE1A | AT8 | THOW | 11ITA1A | S24 | NANT | 11PHY1A | LAB2 | COOD |
| | | | | | | | | | | 11OED1A | OV1 | EDWJ | | | |
| | | | | | | | | | | 11TEX1A | AT4 | CLAA | | | |

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




## REMINDERS

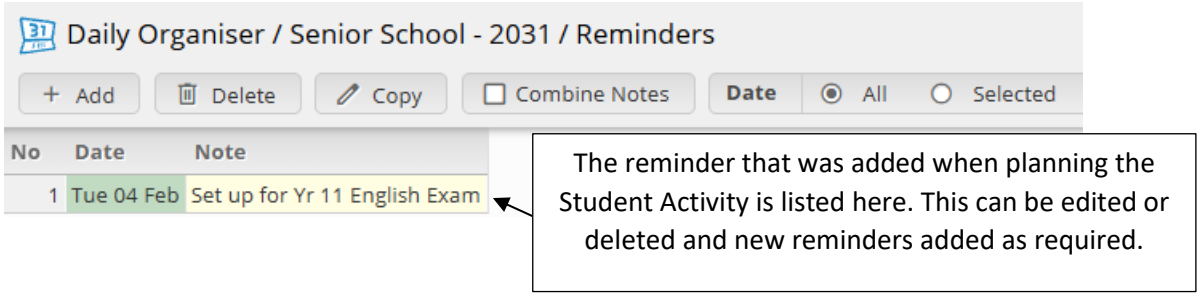
Reminders appear when opening a Daily Organiser dataset on a particular date. They are especially useful for reminding the staff using Daily Organiser of upcoming events, especially if multiple staff are using Daily Organiser.

Reminder notes can be added for:

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

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

**On the Task Tree select:**
**[10] Reminders**

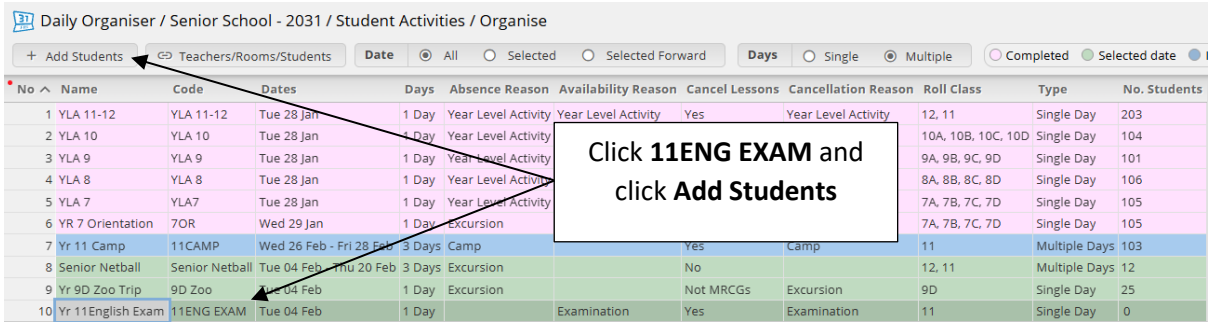



This reminder will appear any time the Daily Organiser is opened on this date.

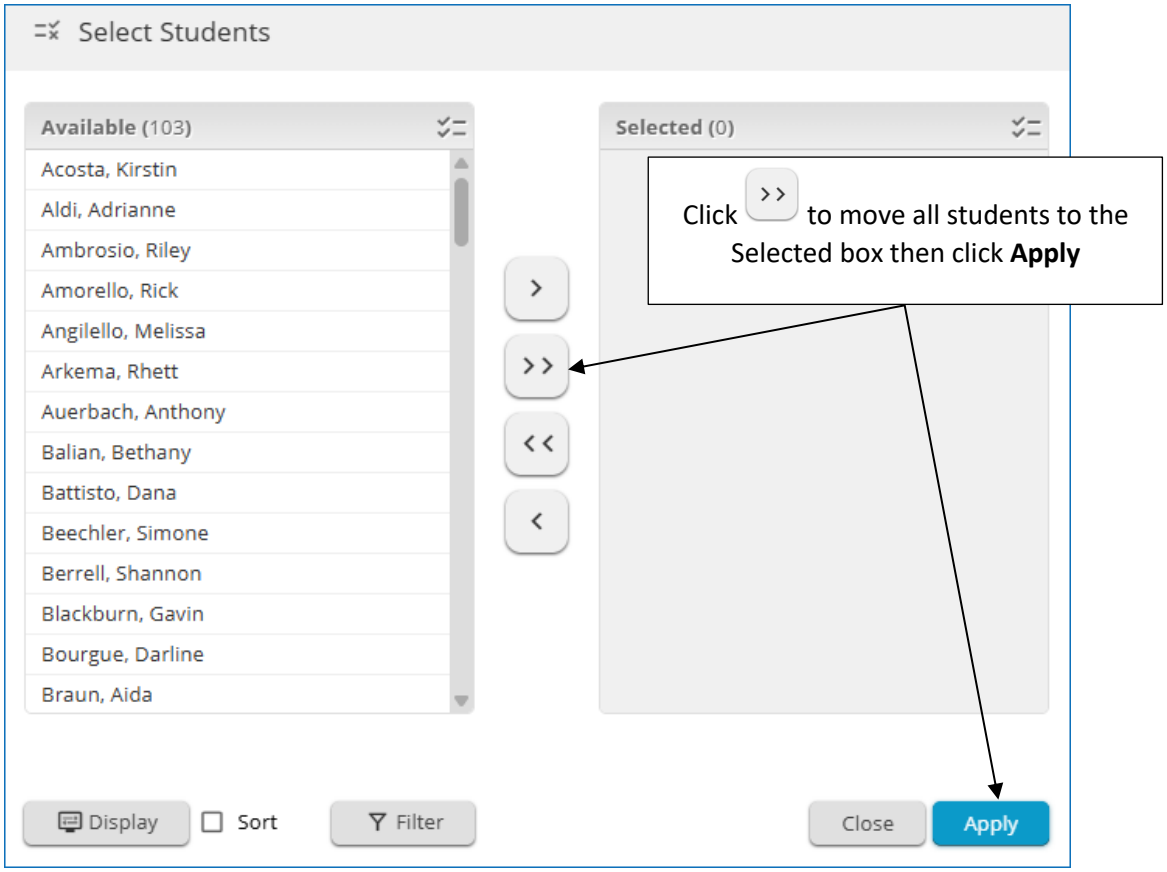
## ADD STUDENTS TO AN ACTIVITY

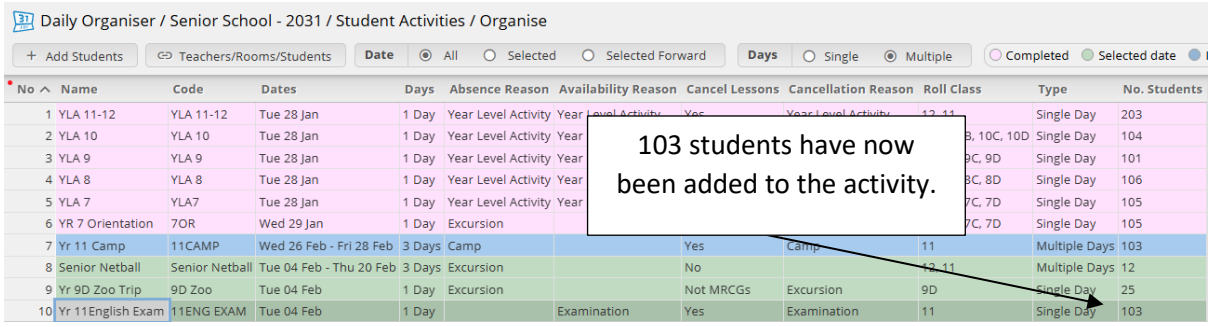
Students can be added to the activity and then allocated to a particular room or teacher.

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



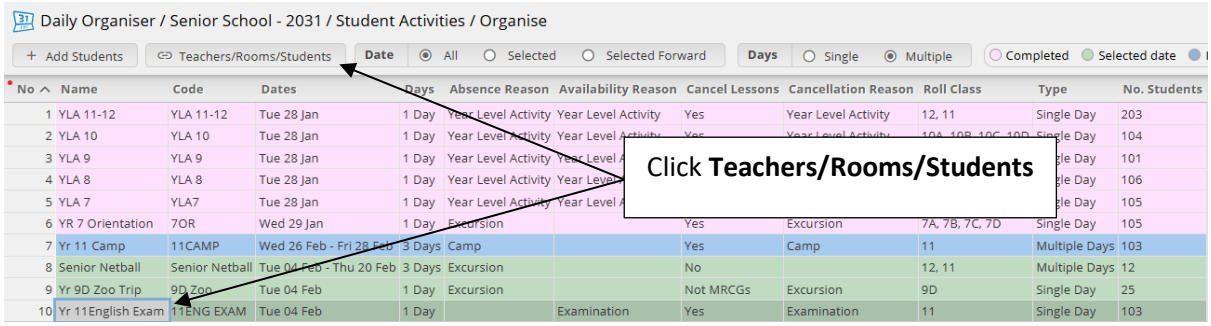

| No | Name | Code | Dates | Days | Absence Reason | Availability Reason | Cancel Lessons | Cancellation Reason | Roll Class | Type | No. Students |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | YLA 11-12 | YLA 11-12 | Tue 28 Jan | 1 Day | Year Level Activity | Year Level Activity | Yes | Year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

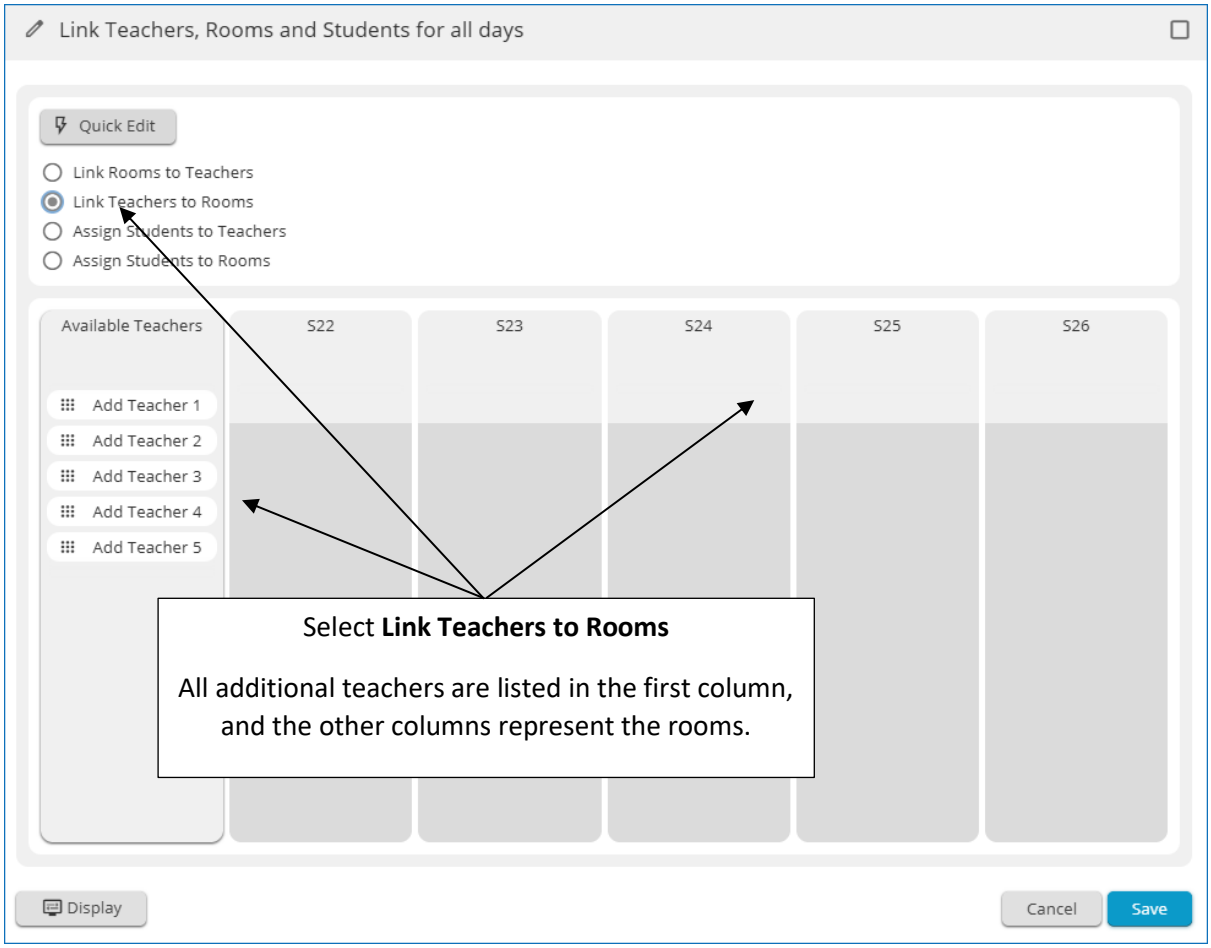





## TEACHERS/ROOMS/STUDENTS

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



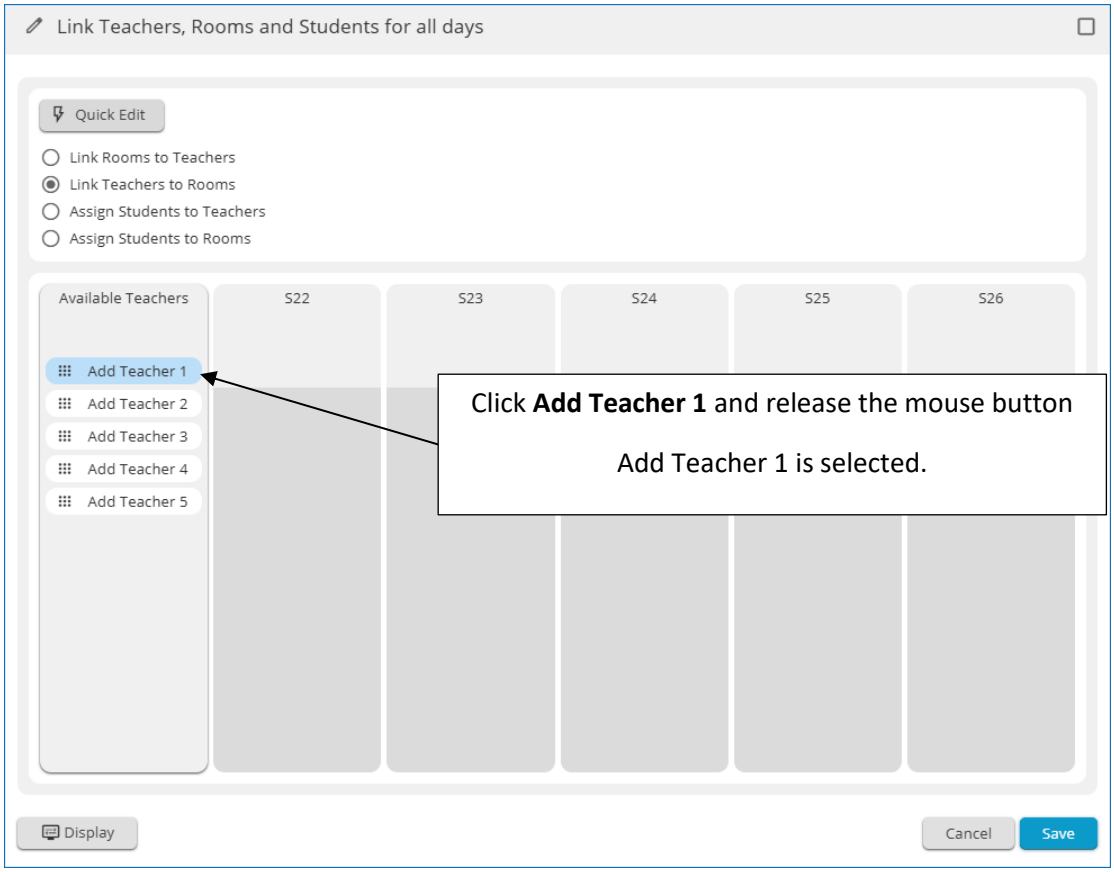


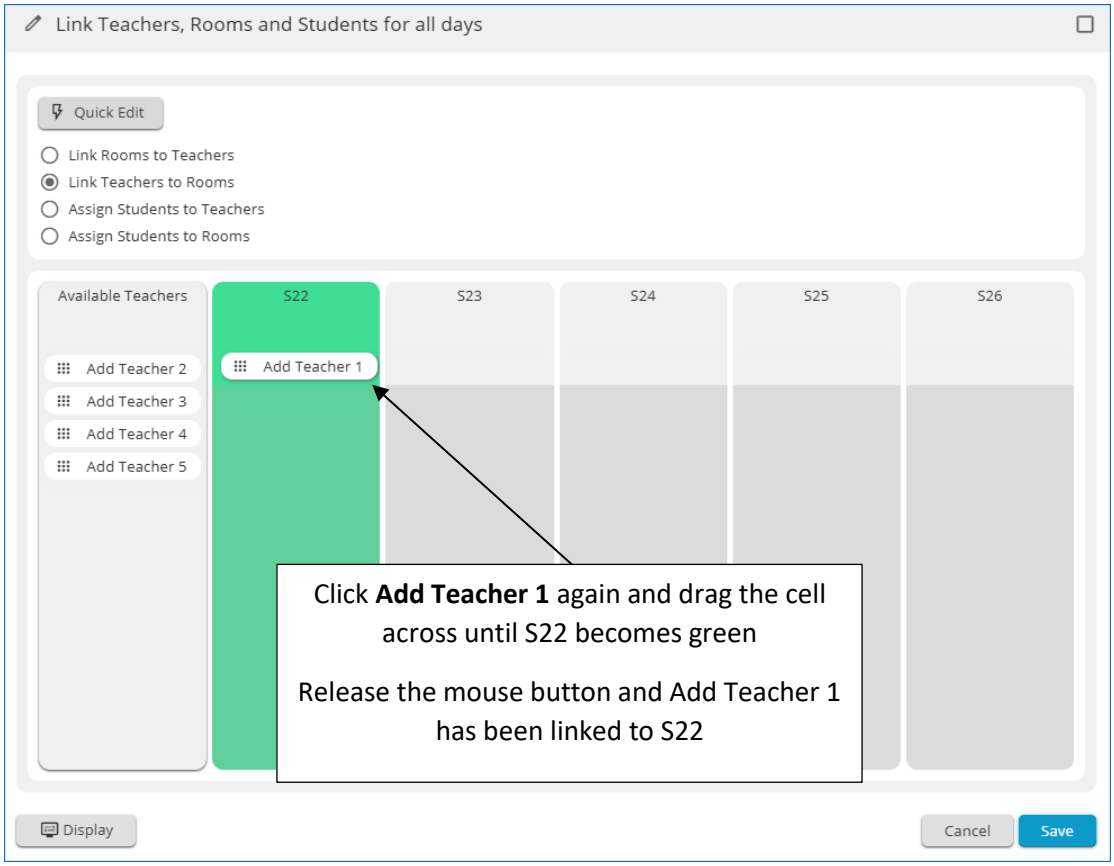

Teachers can only be linked to one room, and rooms can only be linked to one teacher.

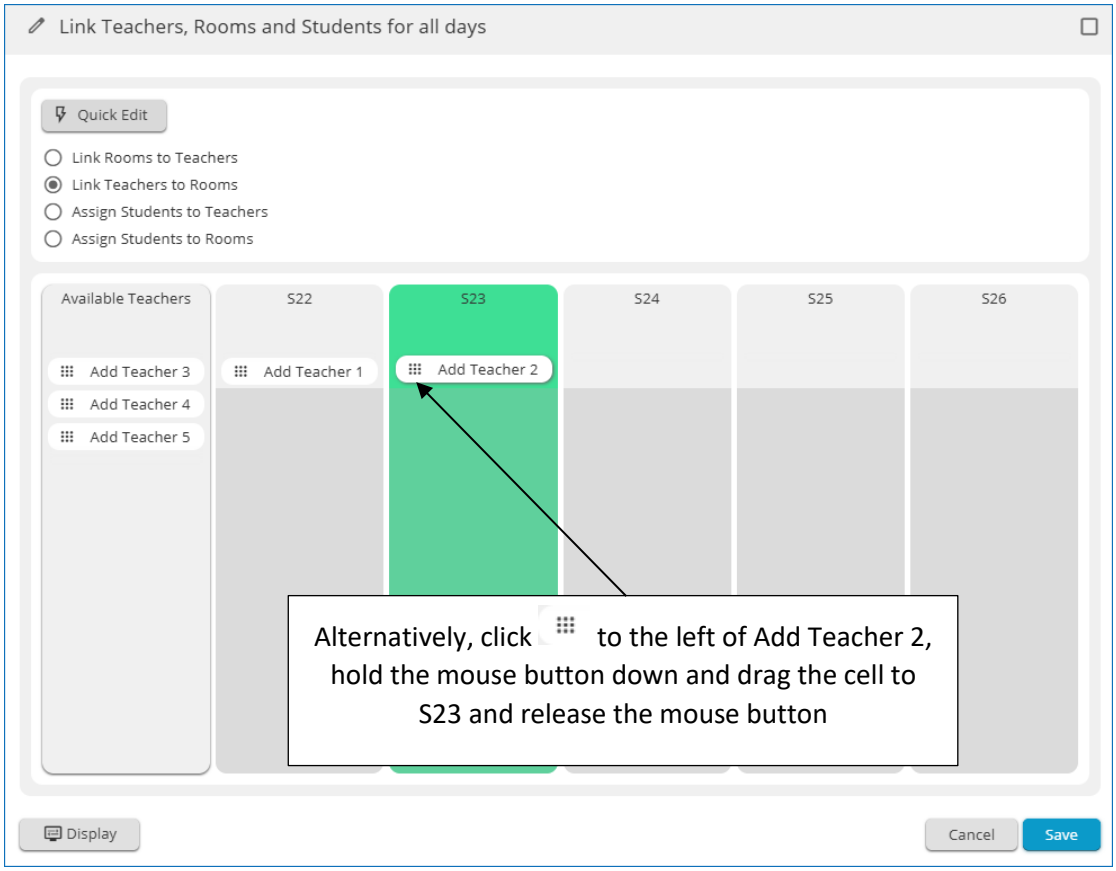
There are three methods for moving teachers:

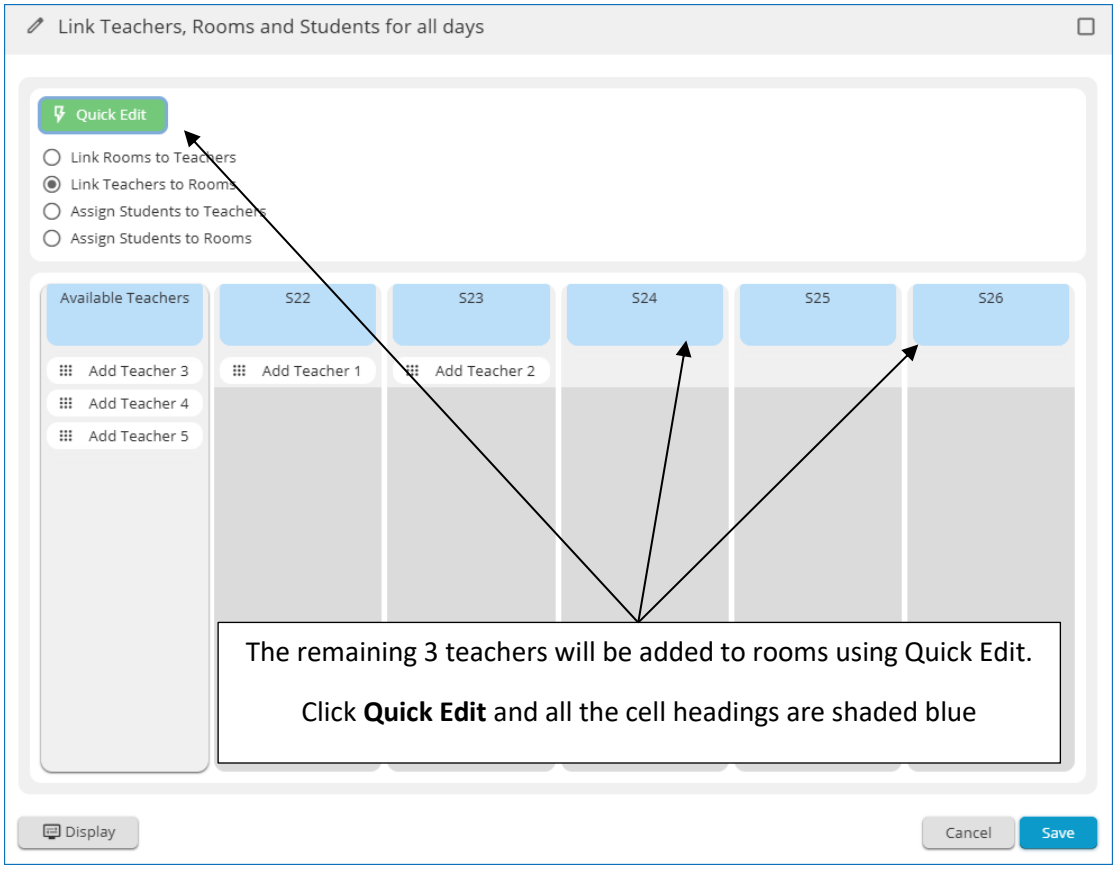
- Two clicks: Click on the teacher's name release the mouse button then click again to drag and drop the teacher into a room
- Single click: Click on the symbol next to the teacher's name to drag and drop the teacher into a room
- Quick Edit

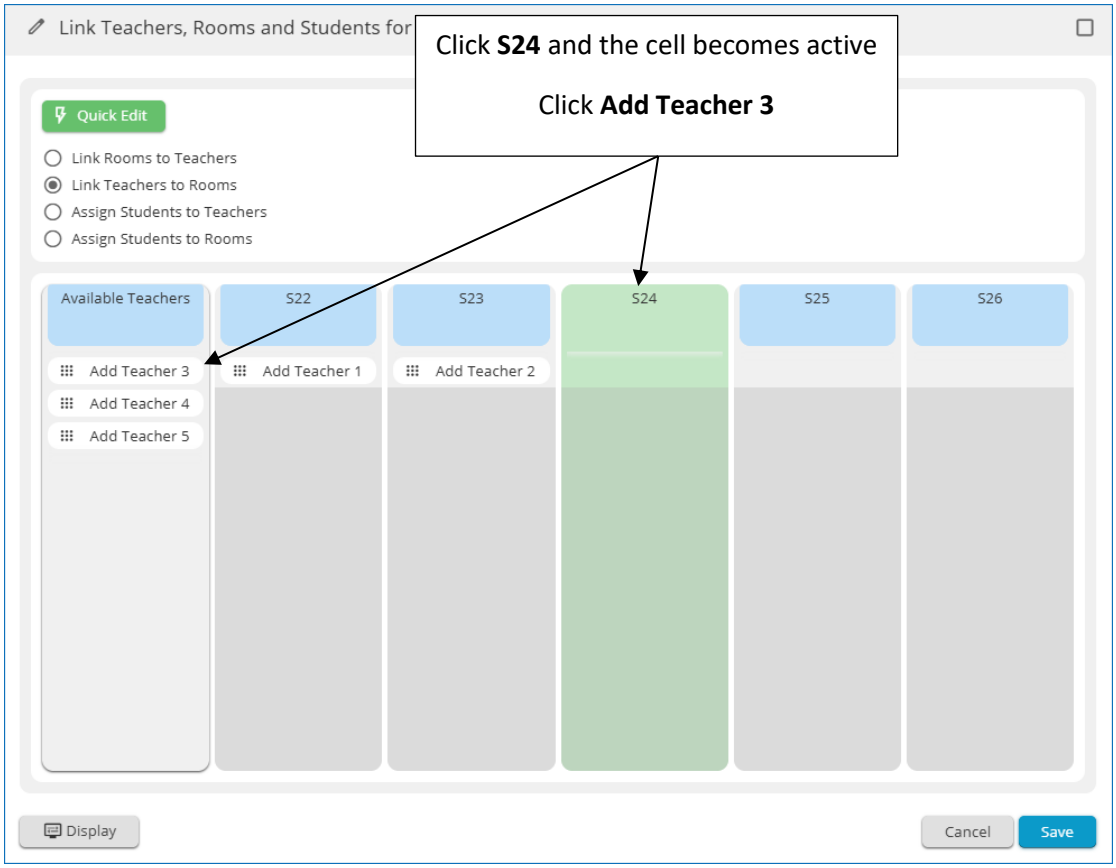
All three methods are explained here.

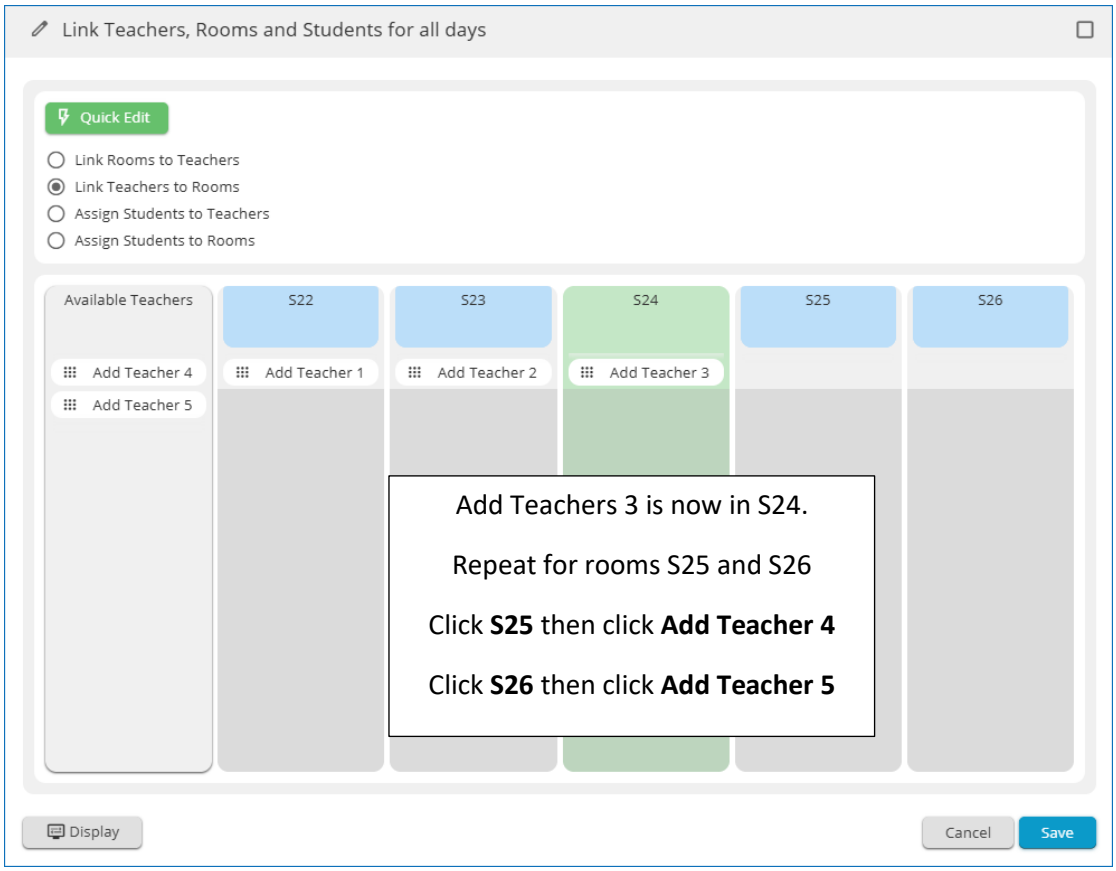

Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 1
Add Teacher 2
Add Teacher 3
Add Teacher 4
Add Teacher 5
Click Add Teacher 1 and release the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

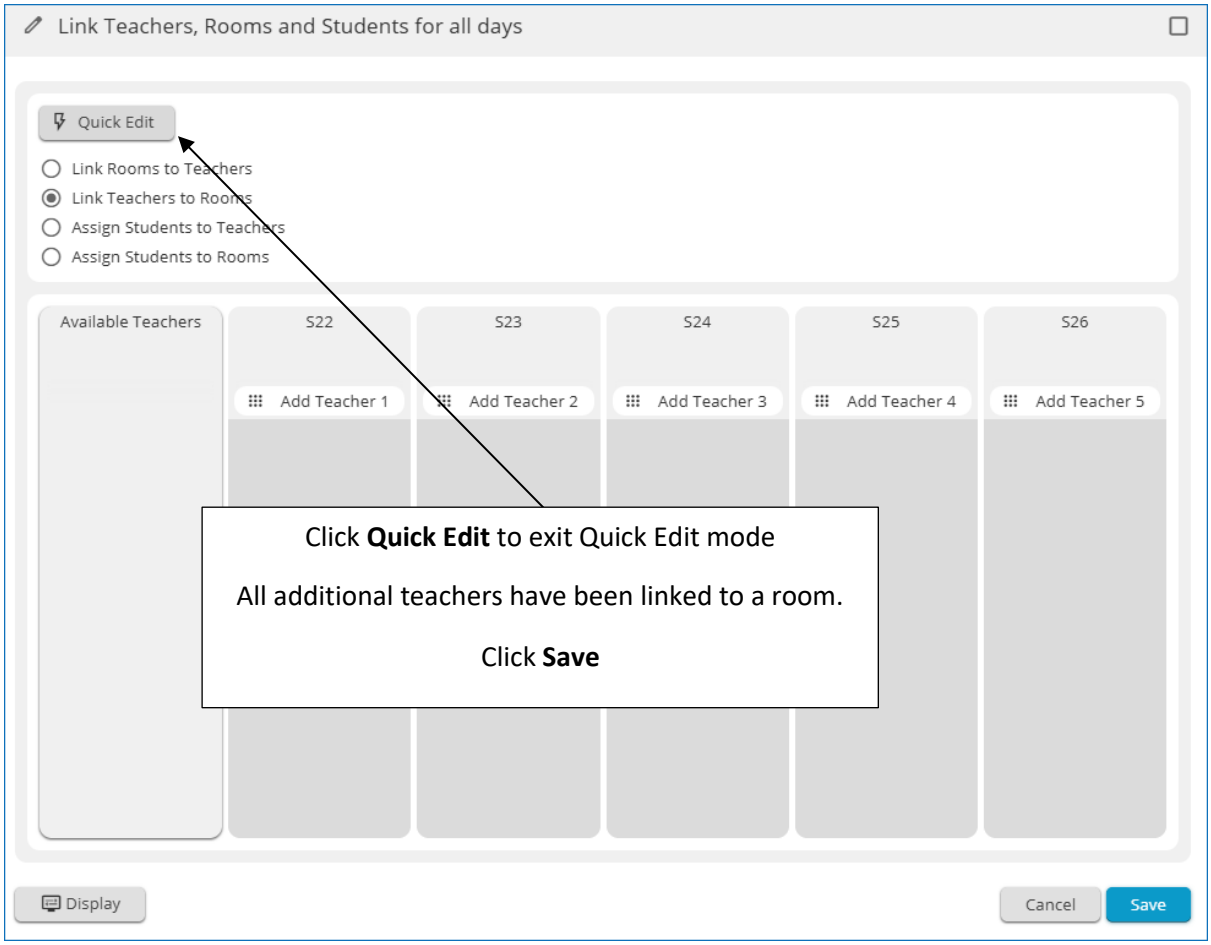

Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 2
Add Teacher 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Click Add Teacher 1 again and drag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


Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
Alternatively, click to the left of Add Teacher 2, hold the mouse button down and drag the cell to S23 and release the mouse button
Display
Cancel
Save


Link Teachers, Rooms and Students for all days
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
The remaining 3 teachers will be added to rooms using Quick Edit.
Click Quick Edit and all the cell headings are shaded blue
Display
Cancel
Save


Link Teachers, Rooms and Students for
Click **S24** and the cell becomes active
Click **Add Teacher 3**
Quick Edit
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Teachers
S22
S23
S24
S25
S26
Add Teacher 3
Add Teacher 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
Display
Cancel
Save


Link Teachers, Rooms and 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 4
Add Teacher 5
Add Teacher 1
Add Teacher 2
Add Teacher 3
Add Teachers 3 is now in S24.
Repeat for rooms S25 and S26
Click **S25** then click **Add Teacher 4**
Click **S26** then click **Add Teacher 5**
Display
Cancel
Save




Both teachers and rooms will be displayed on [11A] Replacements - 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.

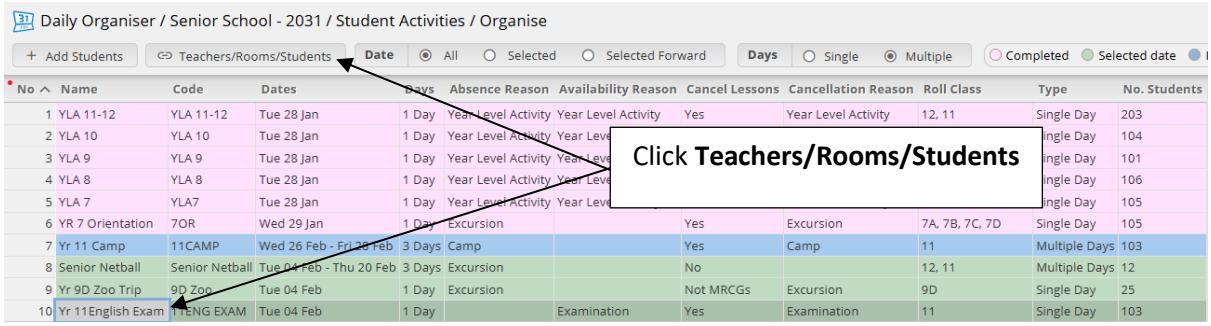
If a Student Activity is created that only includes additional teachers and additional rooms, then the program automatically links Additional Teacher 1 to Additional Room 1, Additional Teacher 2 to Additional Room 2 and Additional Teacher 3 to Additional Room 3. The links can then be changed on this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

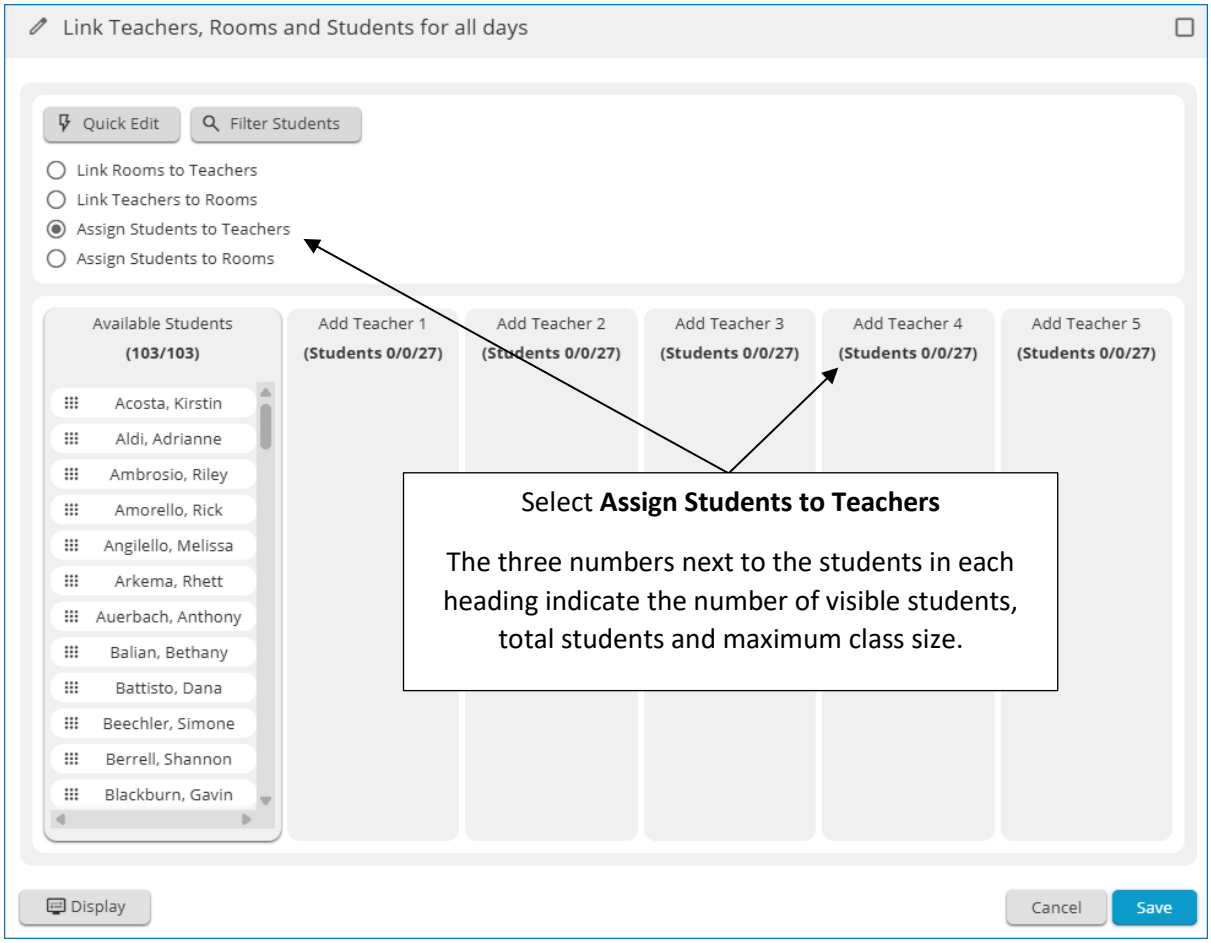
## ASSIGN STUDENTS TO TEACHERS OR ROOMS

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.

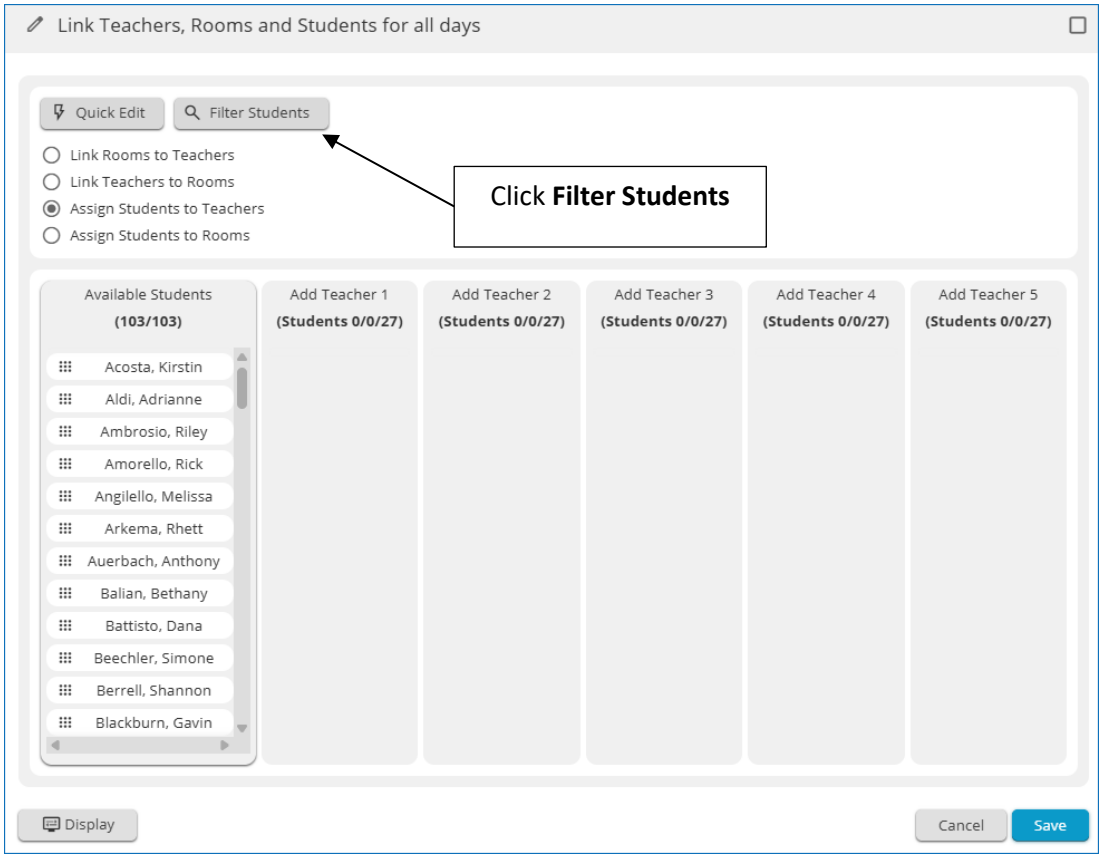
In this example, there are 5 English classes at Year 11 and each class will be assigned to their own room. The Filter Students function will be used to allocate students to teachers.

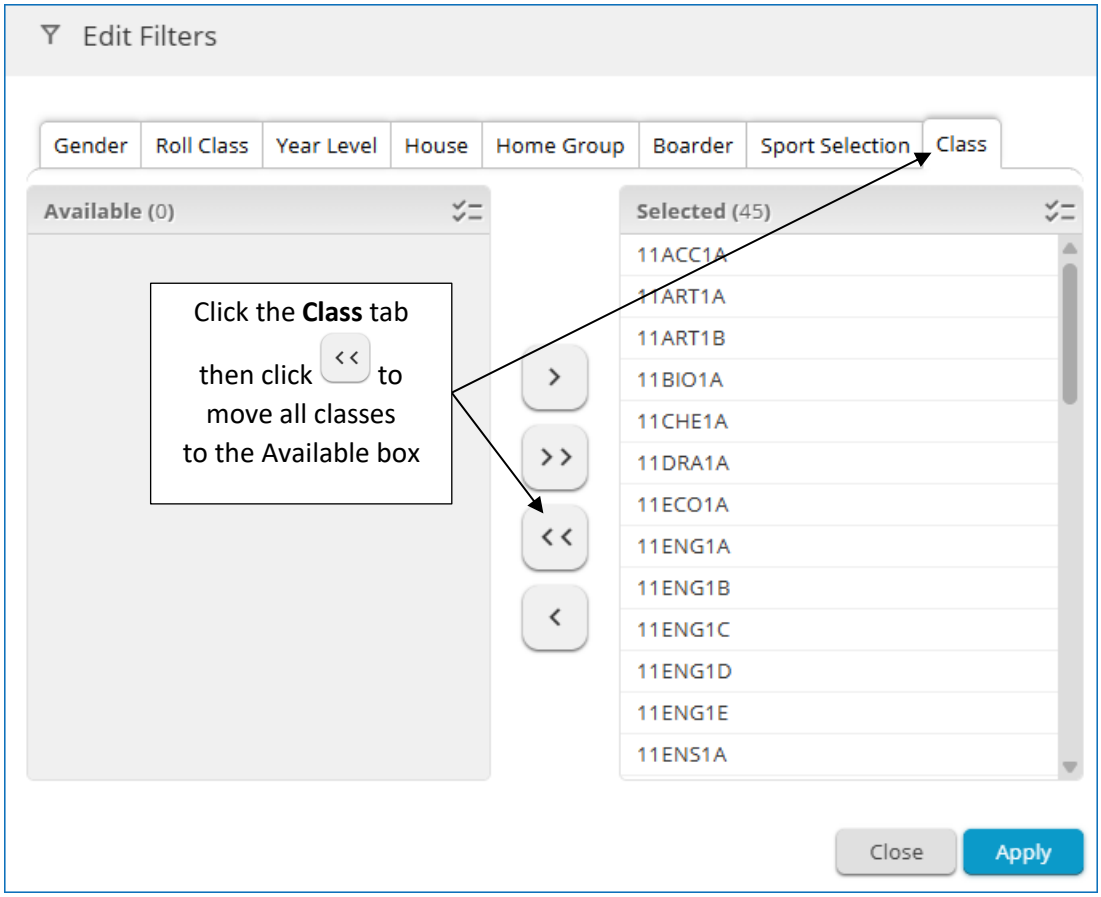


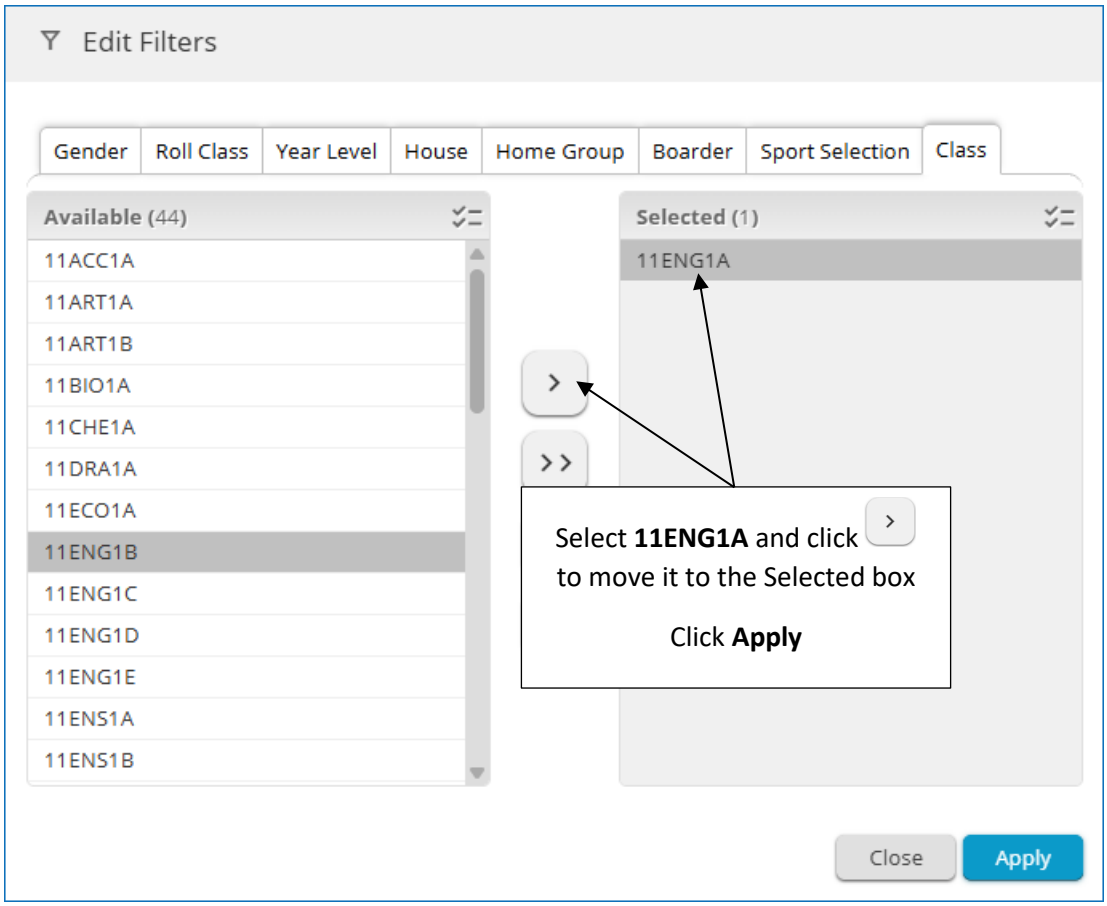



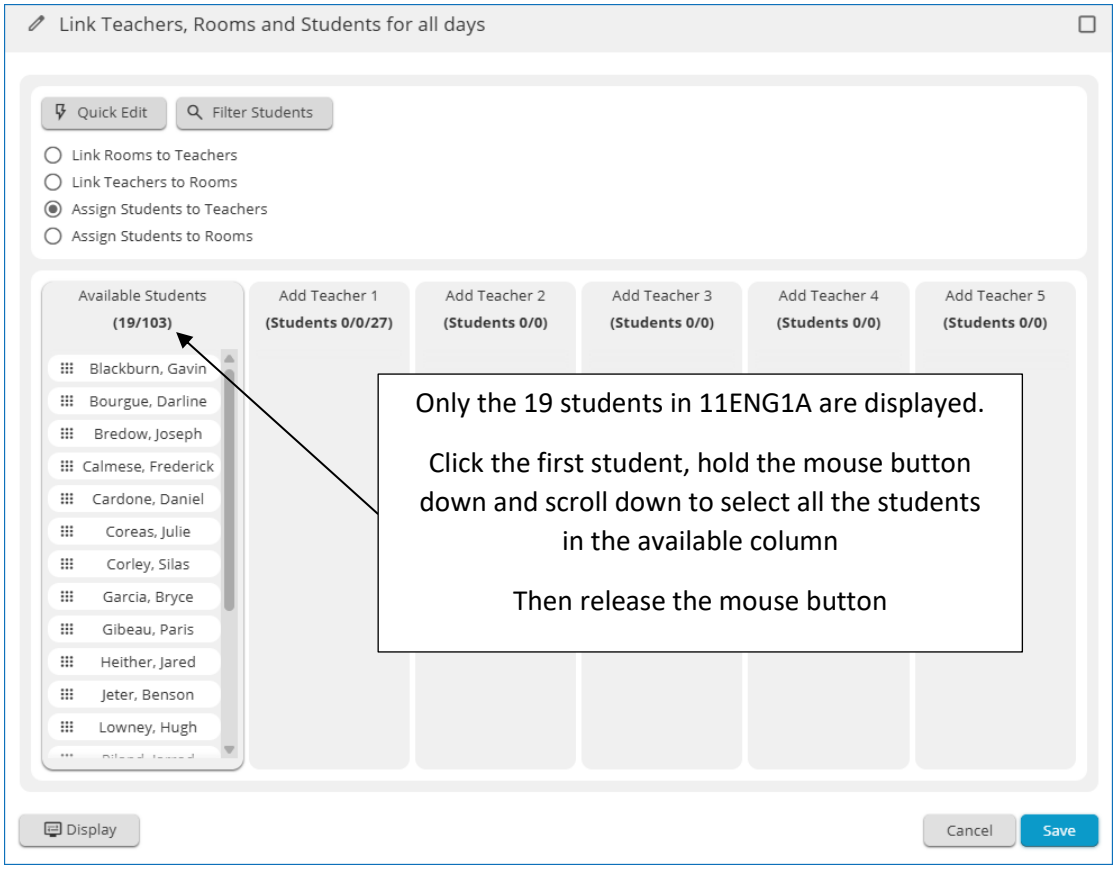
Students are selected by using the Filter Students function and they are assigned by moving them into the relevant column. This can be done by dragging and dropping or by using Quick Edit.

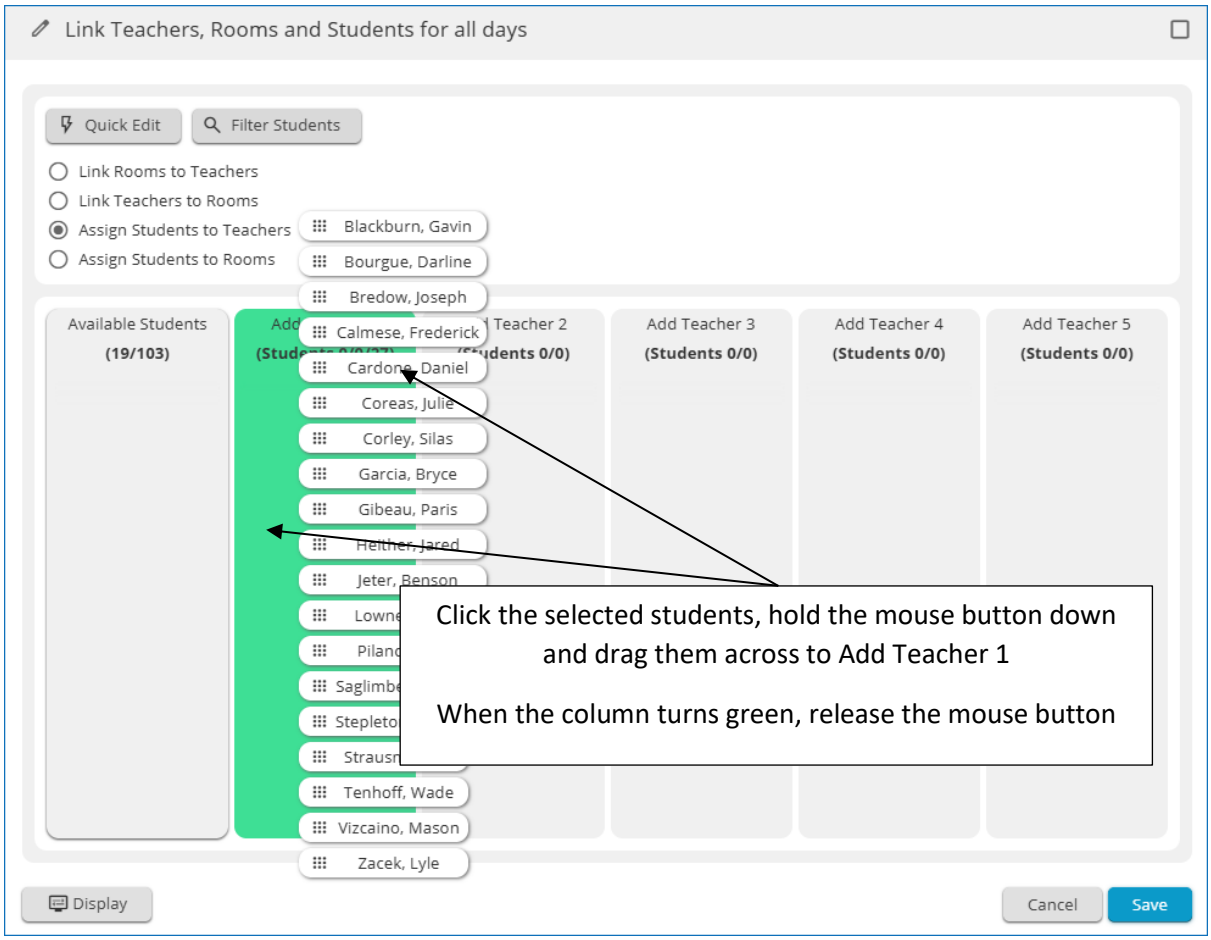
- All available students are listed in the first column. This is a fixed column which is always displayed.
- Each column has a vertical scroll bar to view all students in the column.
- The horizontal scroll bar appears when all the columns do not fit on the screen.




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


Edit Filters
Gender
Roll Class
Year Level
House
Home Group
Boarder
Sport Selection
Class
Available (44)
Selected (1)
11ACC1A
11ART1A
11ART1B
11BIO1A
11CHE1A
11DRA1A
11ECO1A
11ENG1B
11ENG1C
11ENG1D
11ENG1E
11ENS1A
11ENS1B
11ENG1A
Select 11ENG1A and click >
to move it to the Selected box
Click Apply
Close
Apply

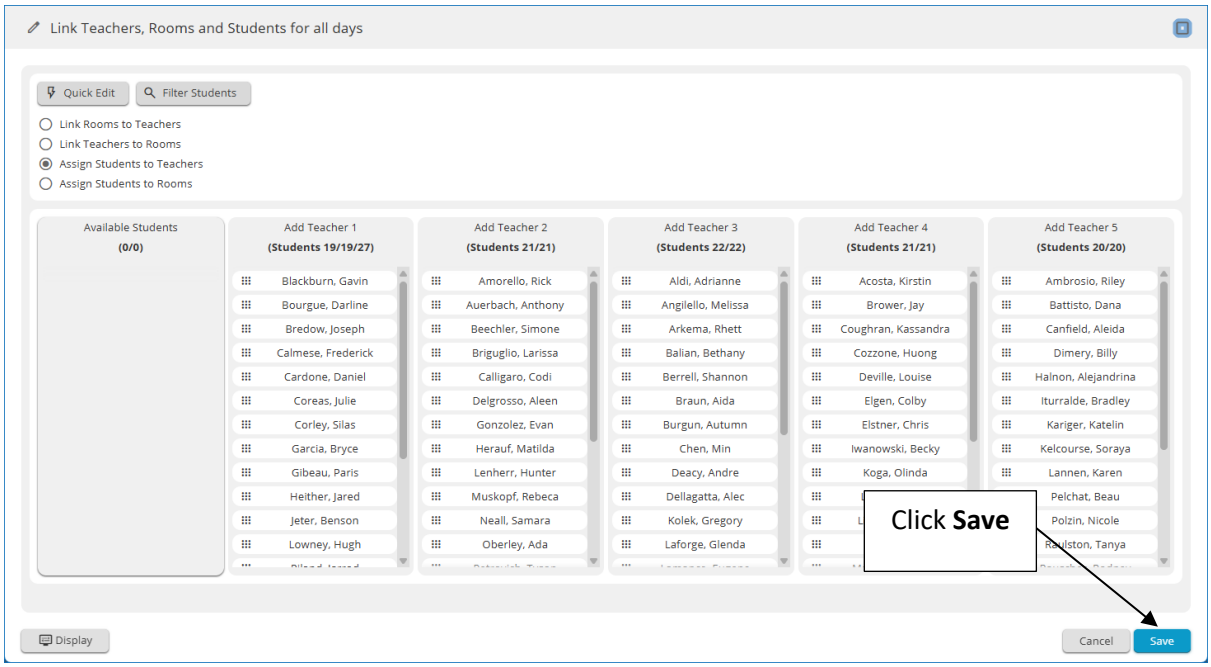

Link Teachers, Rooms and Students for all days
Quick Edit
Filter Students
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Students (19/103)
Add Teacher 1 (Students 0/0/27)
Add Teacher 2 (Students 0/0)
Add Teacher 3 (Students 0/0)
Add Teacher 4 (Students 0/0)
Add Teacher 5 (Students 0/0)
Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Heither, Jared
Jeter, Benson
Lowney, Hugh
Only the 19 students in 11ENG1A are displayed.
Click the first student, hold the mouse button down and scroll down to select all the students in the available column
Then release the mouse button
Display
Cancel
Save

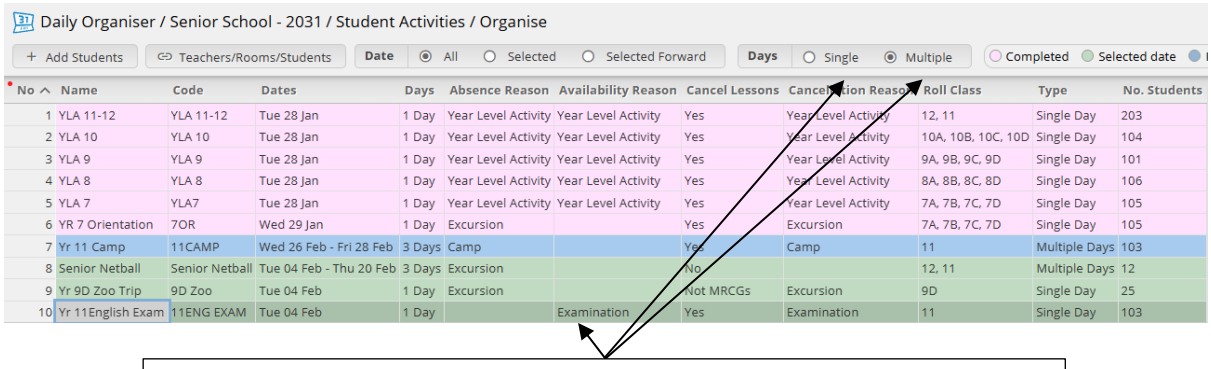

Link Teachers, Rooms and Students for all days
Quick Edit
Filter Students
Link Rooms to Teachers
Link Teachers to Rooms
Assign Students to Teachers
Assign Students to Rooms
Available Students (19/103)
Add Teacher 3 (Students 0/0)
Add Teacher 4 (Students 0/0)
Add Teacher 5 (Students 0/0)
Blackburn, Gavin
Bourgue, Darline
Bredow, Joseph
Calmese, Frederick
Cardone, Daniel
Coreas, Julie
Corley, Silas
Garcia, Bryce
Gibeau, Paris
Jeter, Benson
Tenhoff, Wade
Vizcaino, Mason
Zacek, Lyle
Click the selected students, hold the mouse button down and drag them across to Add Teacher 1
When the column turns green, release the mouse button
Display
Cancel
Save

Repeat this process to add students to the other rooms.

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

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




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

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

# Timetabling Solutions

## Hosted Application




## Daily Organiser



## Lesson 7 - Assign Replacement Teachers

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## PROFESSIONAL LEARNING OBJECTIVES

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

## SKILLS

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

## TEACHER REPLACEMENTS

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

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

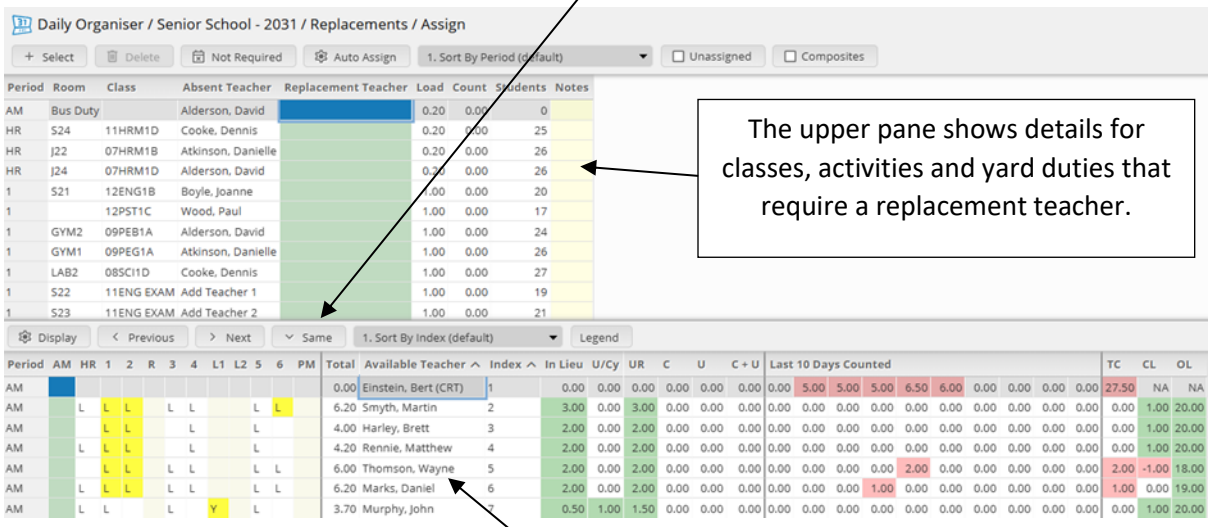
**On the Task Tree select:**
**[11A] Replacements - Assign**

## THE UPPER AND LOWER PANES

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

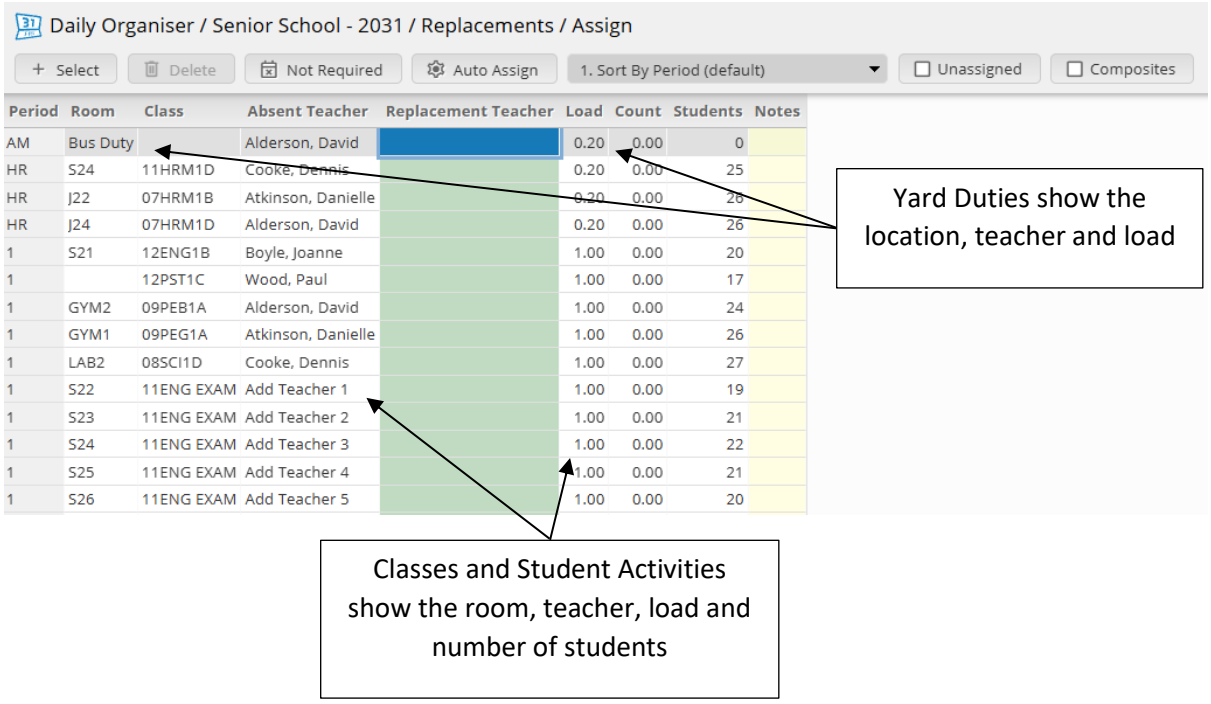
This is a split screen. The two parts of the screen are separated by a menu bar.

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

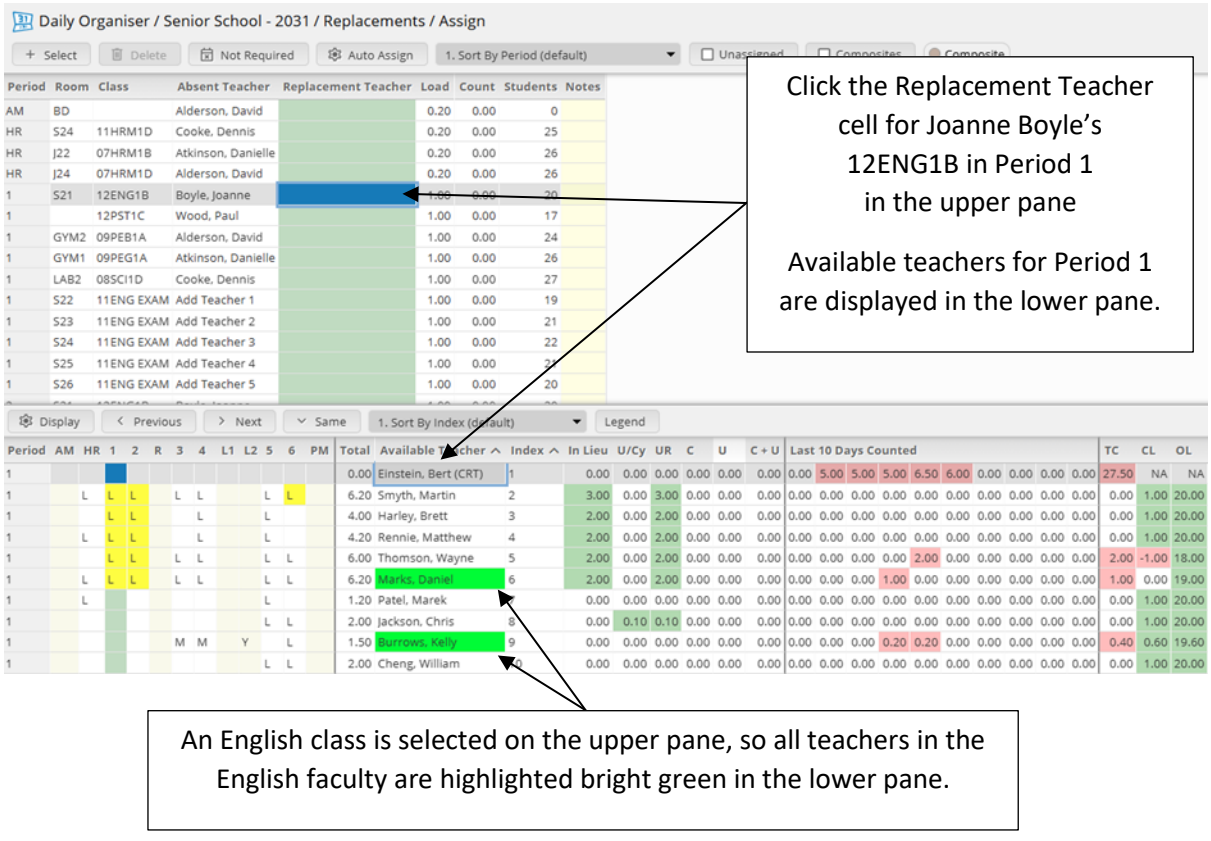



The upper pane shows details for classes, activities and yard duties that require a replacement teacher.

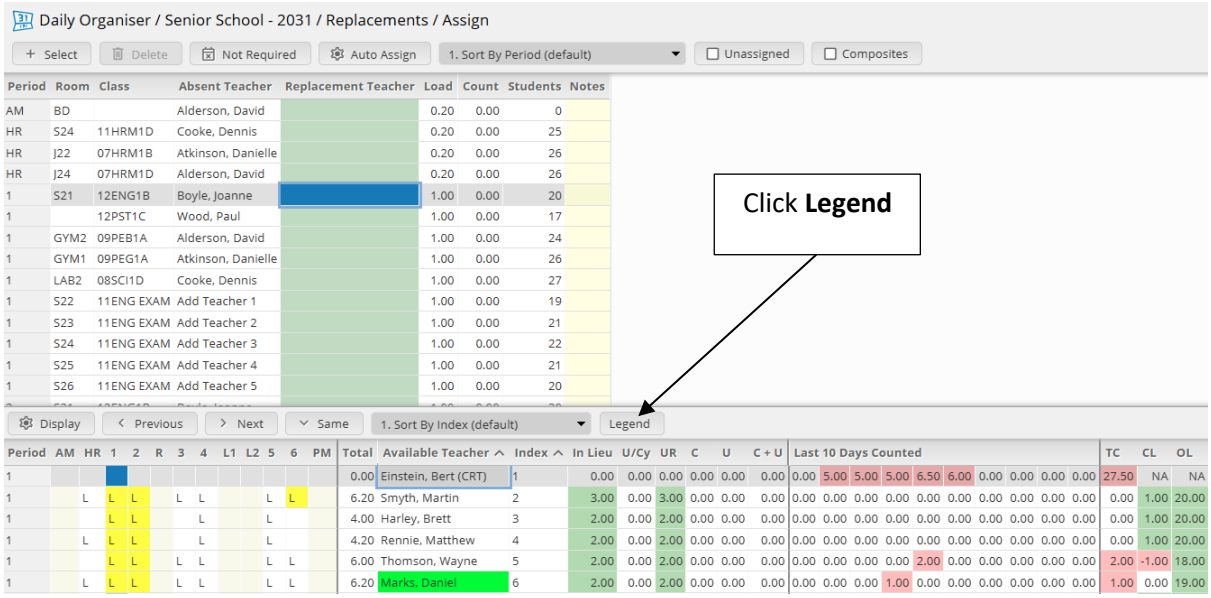
The lower pane shows a list of staff available to take the replacements for the lesson highlighted in the upper pane.

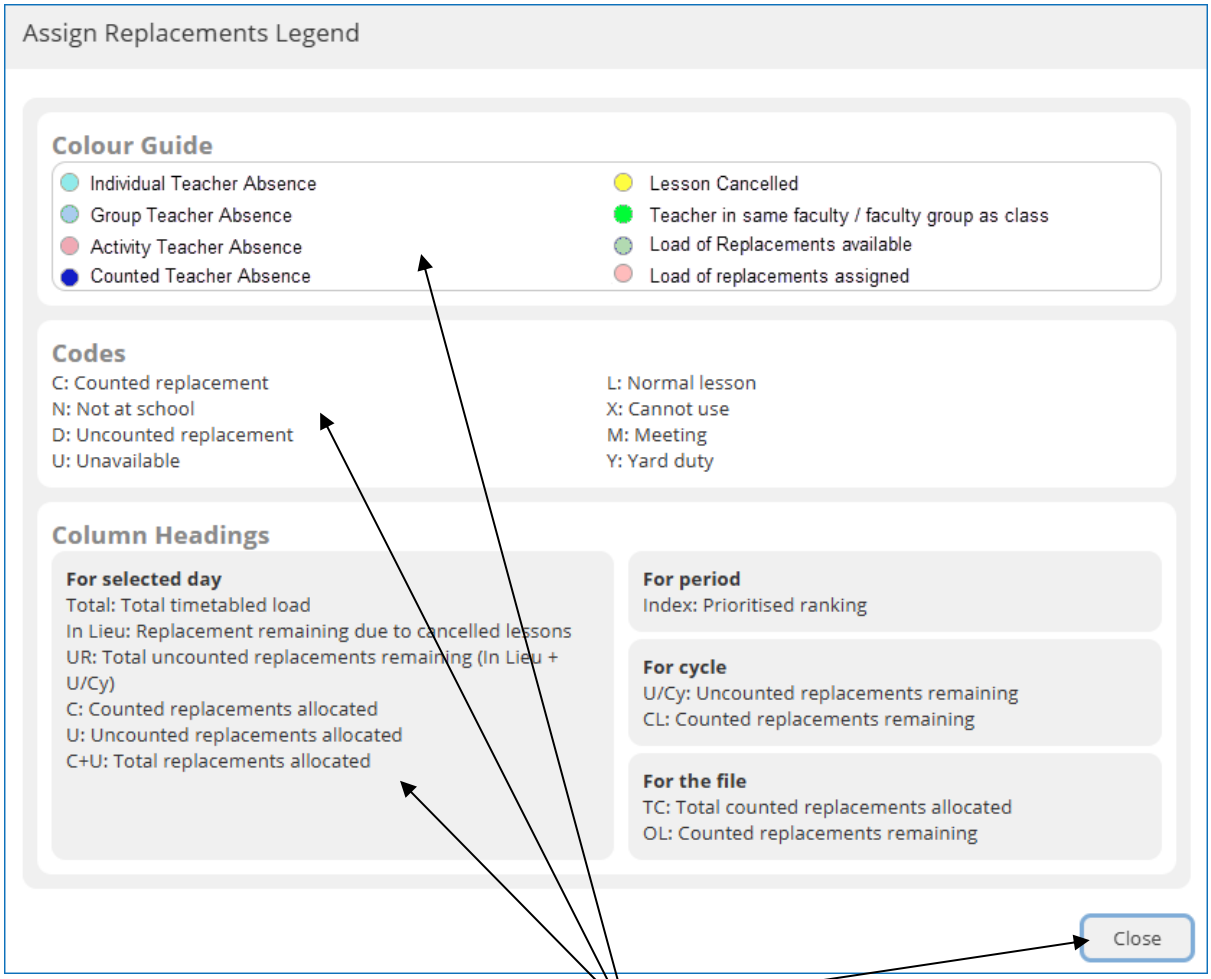



| Period | Room | Class | Absent Teacher | Replacement Teacher | Load | Count | Students | Notes |
|---|---|---|---|---|---|---|---|---|
| AM | Bus Duty | | Alderson, David | | 0.20 | 0.00 | 0 | |
| HR | S24 | 11HRM1D | Cooke, Dennis | | 0.20 | 0.00 | 25 | |
| HR | J22 | 07HRM1B | Atkinson, Danielle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




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




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

Click **Close**

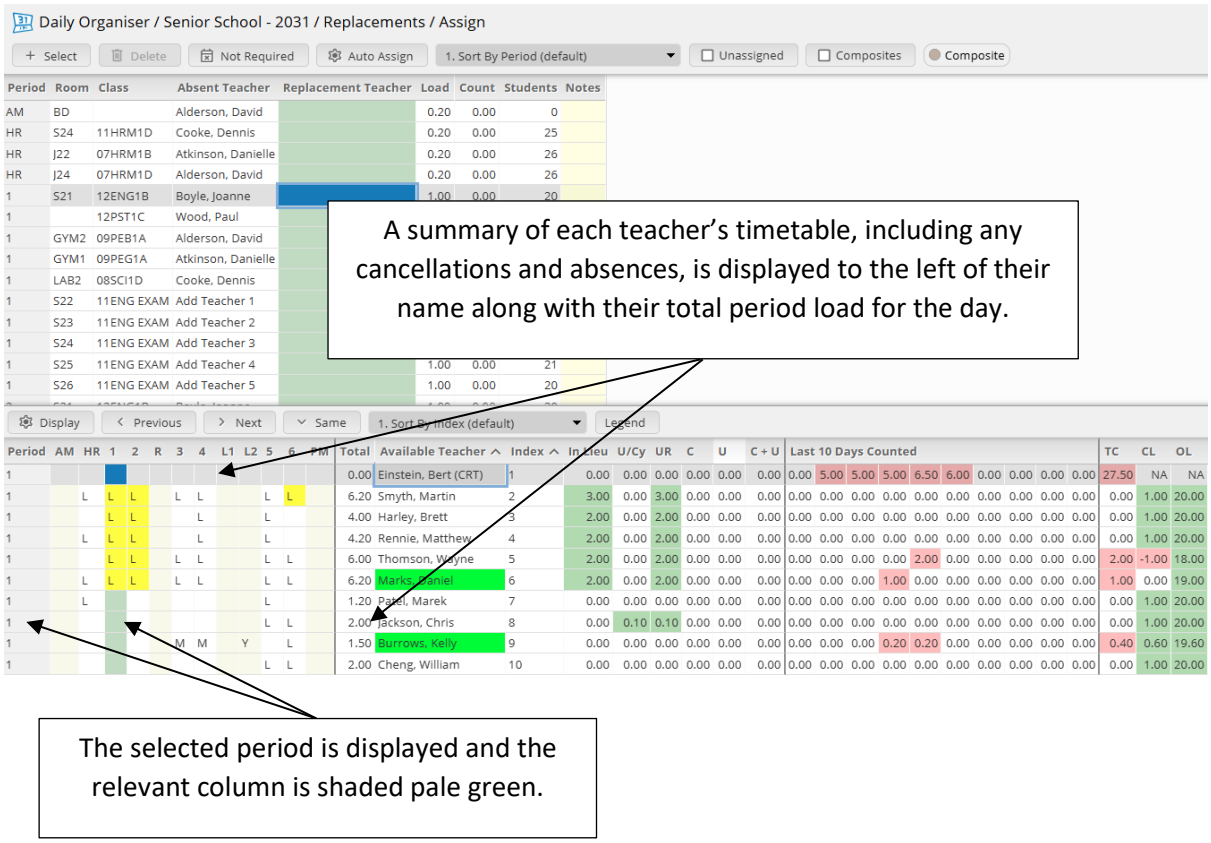
## AVAILABLE TEACHER INFORMATION IN THE LOWER PANE

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

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

## TEACHER TIMETABLE

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



## INDEX

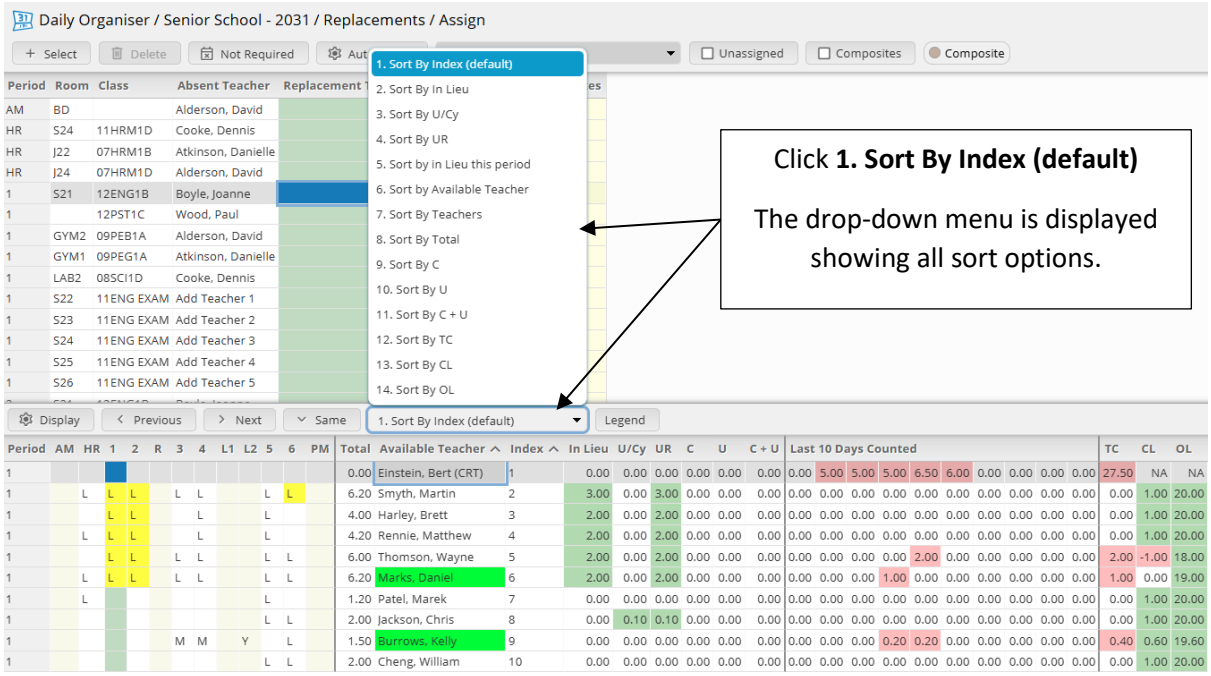
The index is a ranking that is automatically calculated to prioritise the staff for allocation of replacements. Casual teachers are always ranked first in the index calculations. The algorithm used to calculate the index for teachers considers the following factors in determining this ranking:

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

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

When assigning replacement teachers, the following should be prioritised:

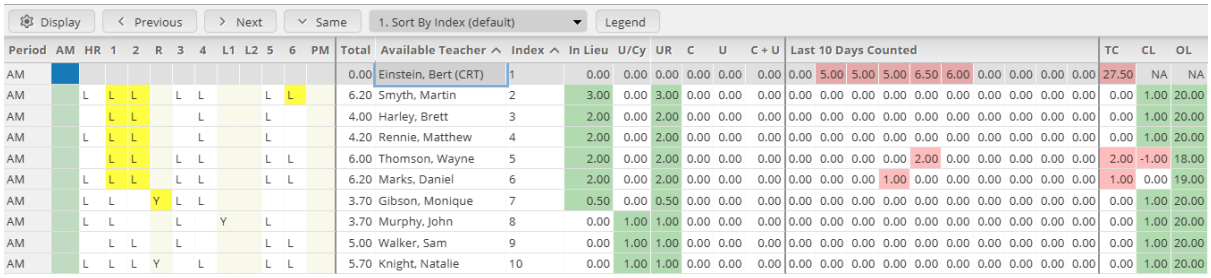
- Casual teachers
- In lieu
- Uncounted/cycle
- Counted replacements




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

## TEACHERS LOAD AVAILABILITY AND COUNTS

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




| Period | AM | HR | 1 | 2 | R | 3 | 4 | L1 | L2 | 5 | 6 | PM | Total | Available Teacher | Index | In Lieu | U/Cy | UR | C | U | C + U | Last 10 Days Counted | | | | | | | | | | TC | CL | OL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AM | | | | | | | | | | | | | 0.00 | Einstein, Bert (CRT) | 1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.00 | 5.00 | 5.00 | 6.50 | 6.00 | 0.00 | 0.00 | 0.00 | 0.00 | 27.50 | NA | NA |
| AM | | L | L | L | | L | L | | | L | L | | 6.20 | Smyth, Martin | 2 | 3.00 | 0.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | | L | L | | | L | | | L | | | 4.00 | Harley, Brett | 3 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | L | L | L | | | L | | | L | | | 4.20 | Rennie, Matthew | 4 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | | L | L | | L | L | | | L | L | | 6.00 | Thomson, Wayne | 5 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2.00 | -1.00 | 18.00 |
| AM | | L | L | L | | L | L | | | L | L | | 6.20 | Marks, Daniel | 6 | 2.00 | 0.00 | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 19.00 |
| AM | | L | L | | Y | L | L | | | | | | 3.70 | Gibson, Monique | 7 | 0.50 | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | L | L | | | L | | Y | | L | | | 3.70 | Murphy, John | 8 | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | | L | L | | L | | | | L | L | | 5.00 | Walker, Sam | 9 | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| AM | | L | L | L | Y | | L | | | L | L | | 5.70 | Knight, Natalie | 10 | 0.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |

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

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

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

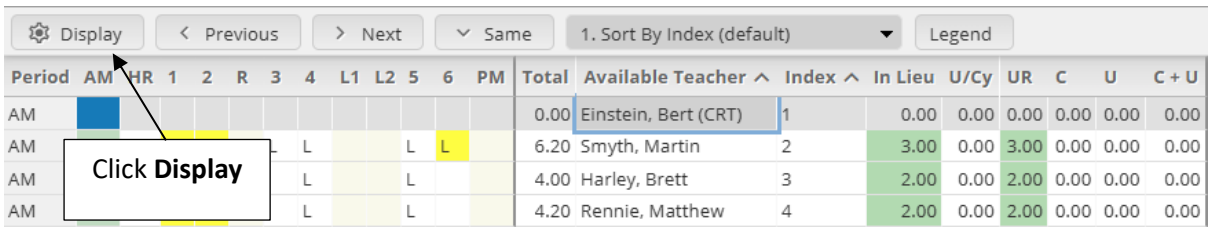
- C: the load of counted replacements assigned on the selected day
- U: the load of In Lieu and U/Cy replacements assigned on the selected day
- C+U: the total of the above two

The light red cells indicate the count of replacements already assigned:

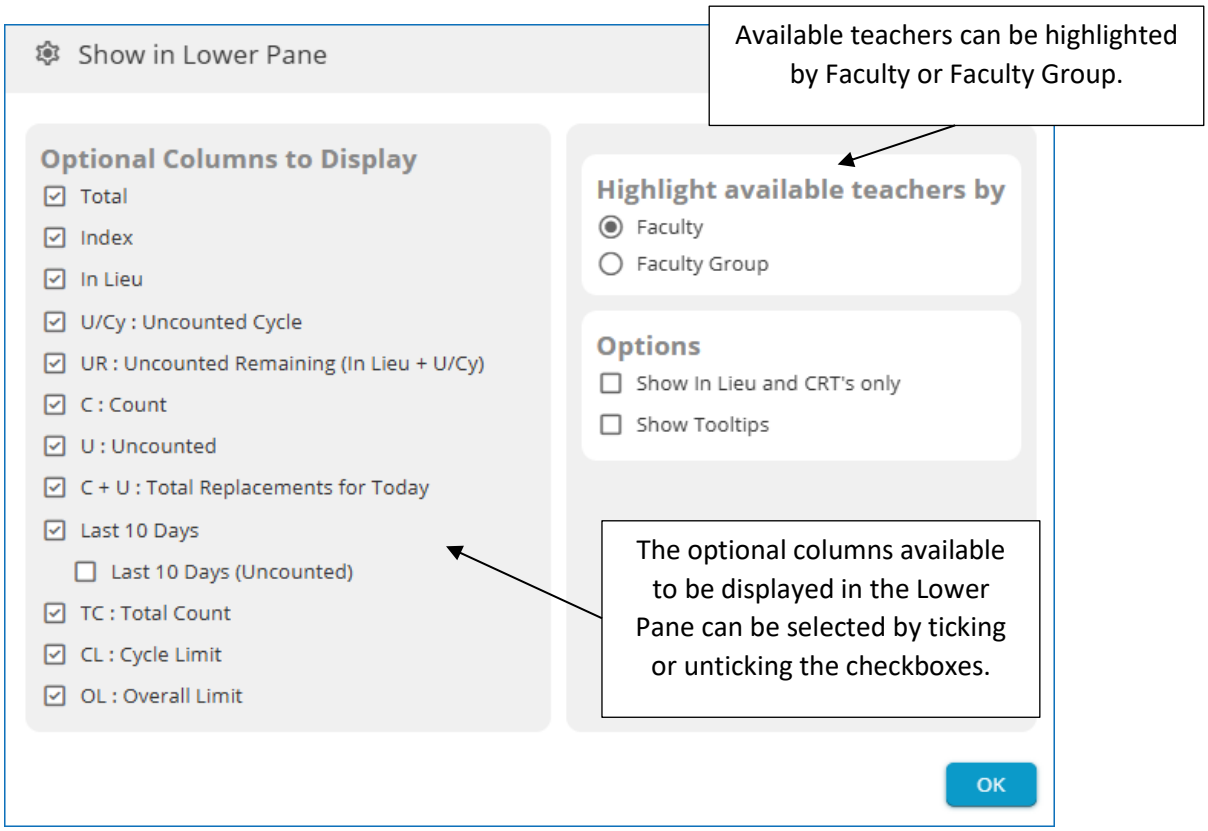
- Last 10 Days Counted: the load of counted replacements assigned for each day for the last 10 days
- TC: the total load of counted replacements that have already been assigned in this dataset

## SELECT INFORMATION TO DISPLAY IN LOWER PANE

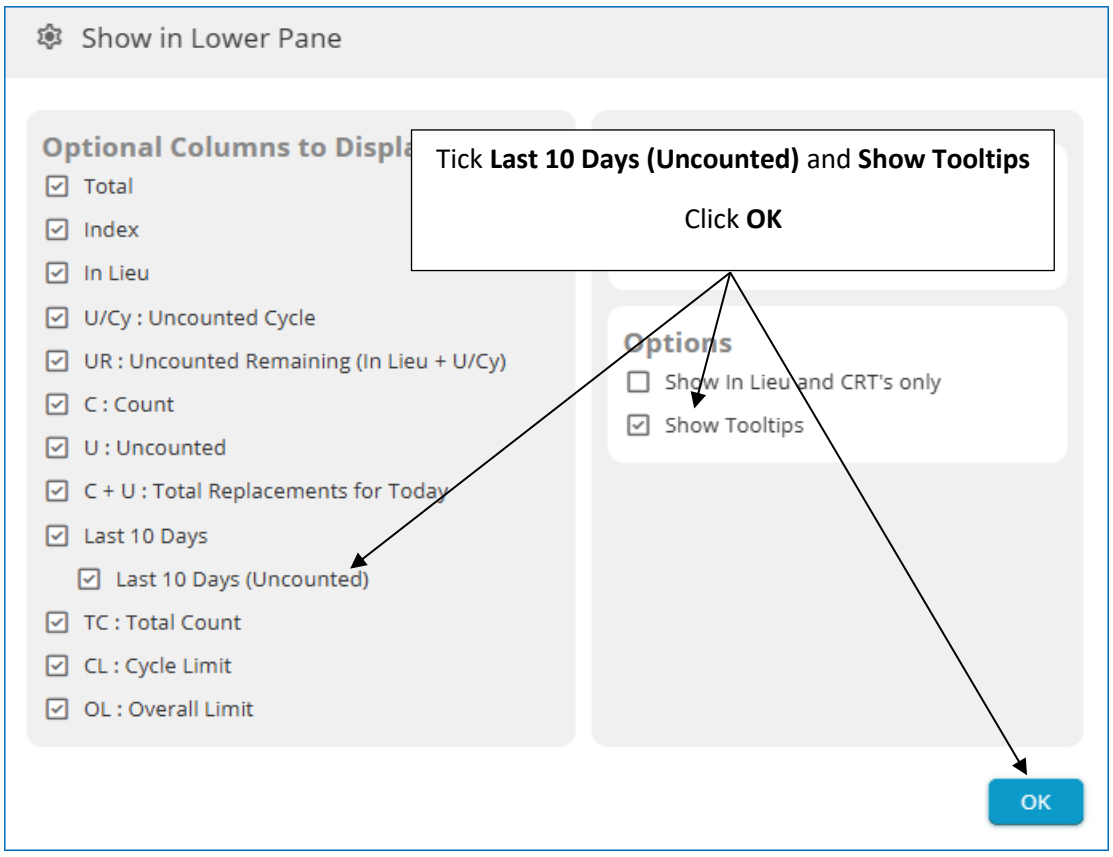
The data displayed in the lower pane can be customised. The Period, Available Teacher and summary timetable columns are always displayed. All other columns can be displayed or hidden.

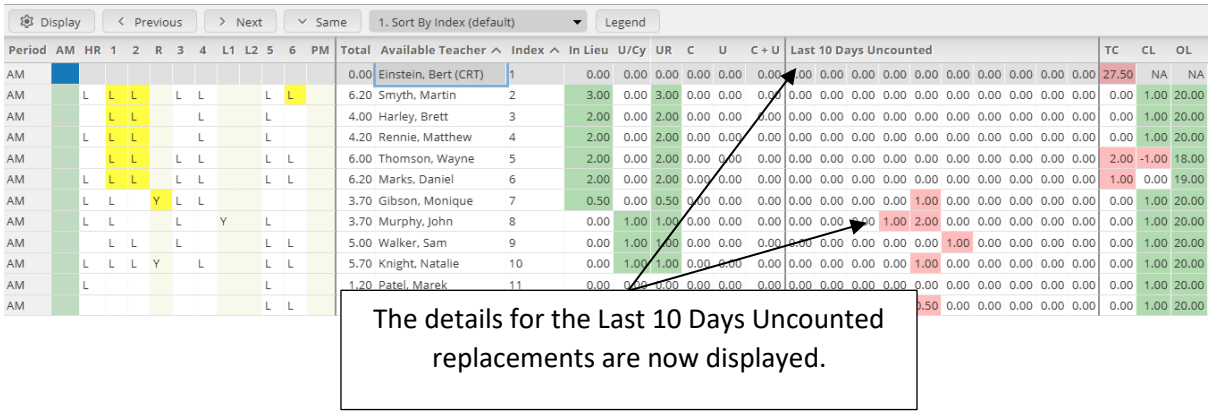


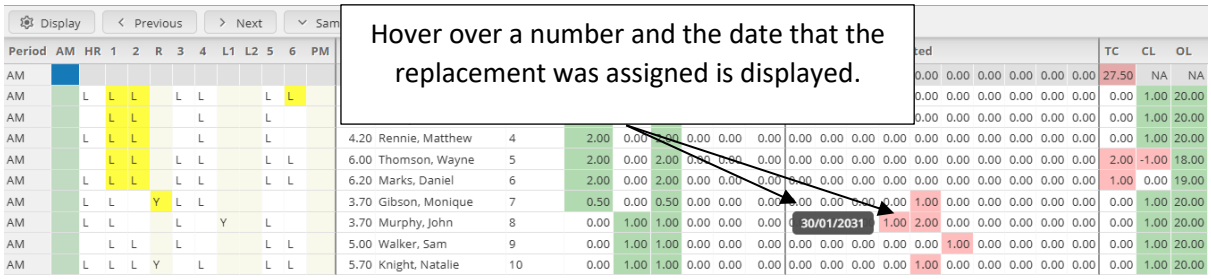

| Period | AM | HR | 1 | 2 | R | 3 | 4 | L1 | L2 | 5 | 6 | PM | Total | Available Teacher | Index | In Lieu | U/Cy | UR | C | U | C + U |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| AM | | | | | | | | | | | | | 0.00 | Einstein, Bert (CRT) | 1 | 0.00 | 0.00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

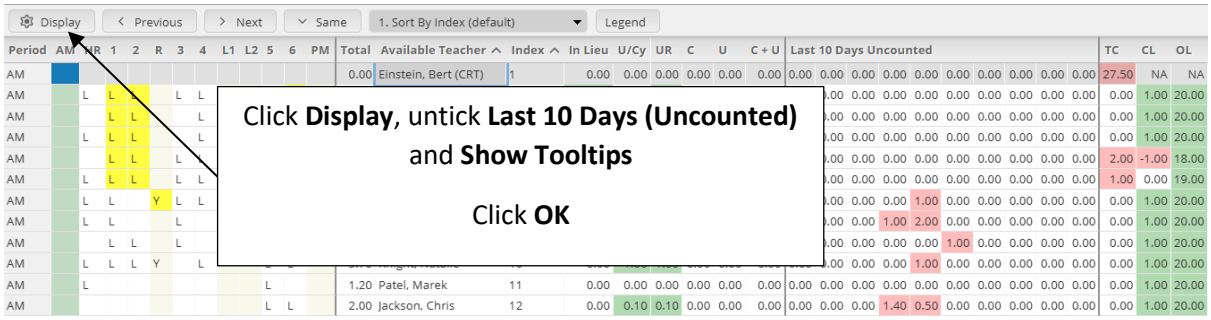



The display can be changed to show Last 10 days (Uncounted) instead of Last 10 days (Counted).



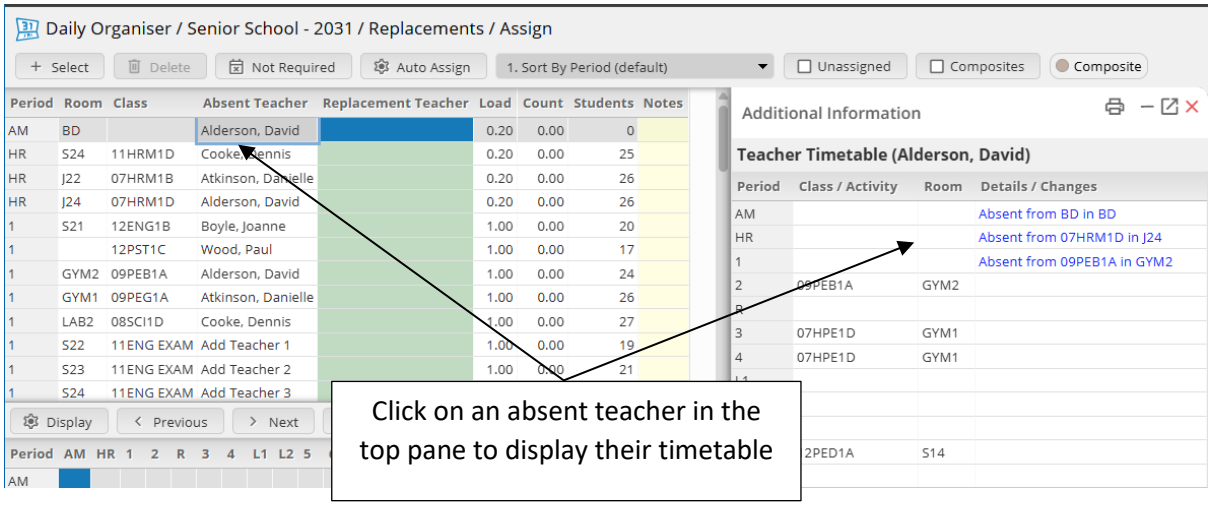


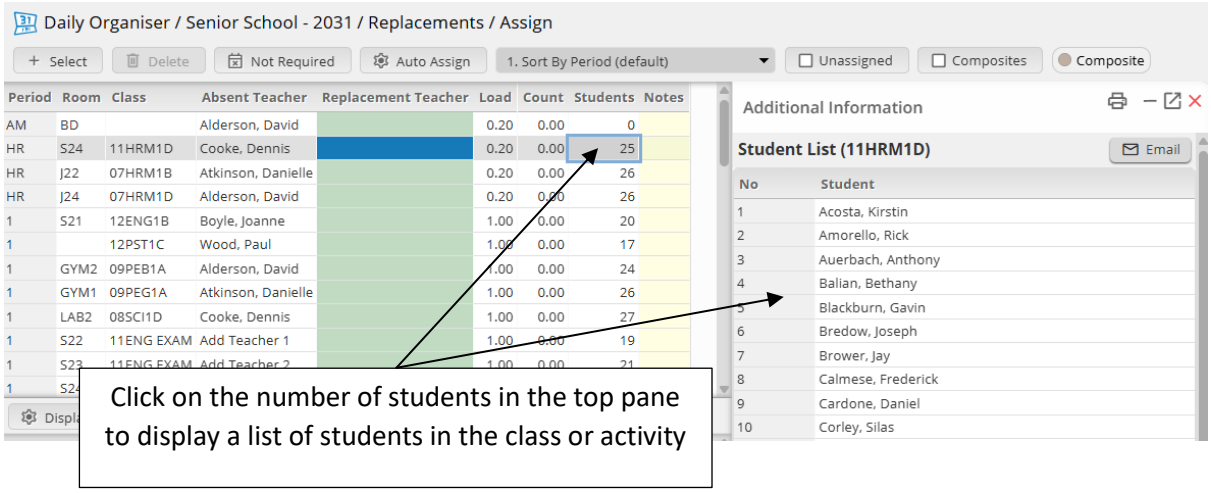



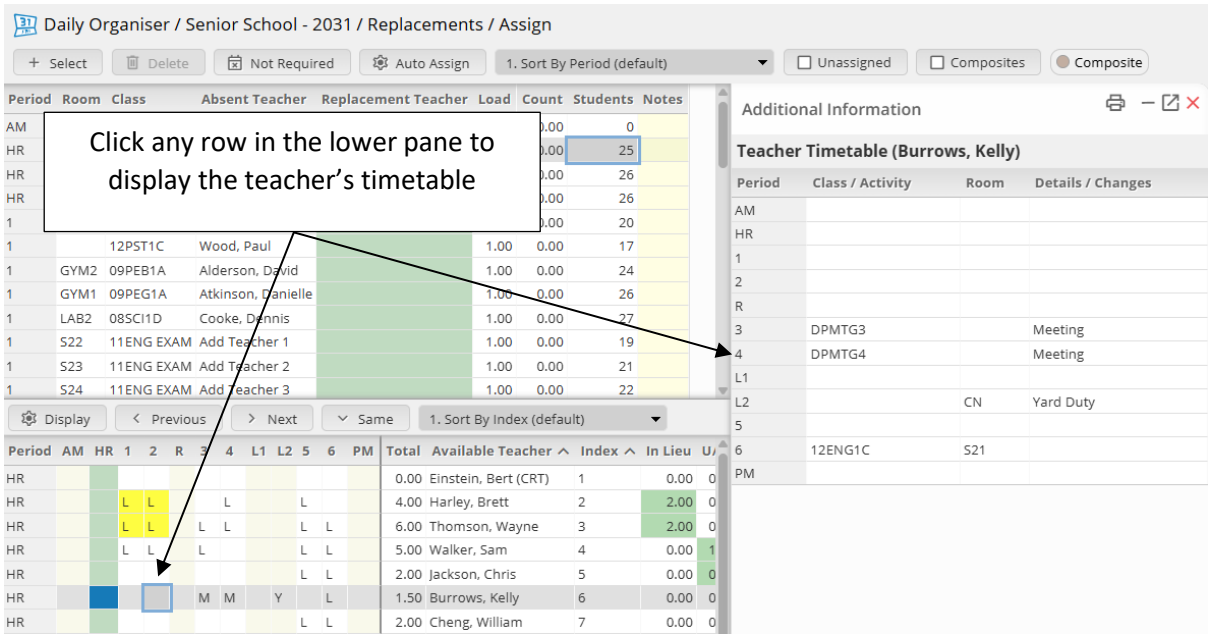




## ADDITIONAL INFORMATION

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




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
Additional Information
Student List (11HRM1D)
Email
No Student
1 Acosta, Kirstin
2 Amorello, Rick
3 Auerbach, Anthony
4 Balian, Bethany
5 Blackburn, Gavin
6 Bredow, Joseph
7 Brower, Jay
8 Calmese, Frederick
9 Cardone, Daniel
10 Corley, Silas
Click on the number of students in the top pane to display 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
Click any row in the lower pane to display the teacher's timetable
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
Display
Previous
Next
Same
1. Sort By Index (default)
Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Total Available Teacher Index In Lieu
HR 0.00 Einstein, Bert (CRT) 1 0.00
HR L L L L 4.00 Harley, Brett 2 2.00
HR L L L L L L 6.00 Thomson, Wayne 3 2.00
HR L L L L L 5.00 Walker, Sam 4 0.00
HR L L 2.00 Jackson, Chris 5 0.00
HR M M Y L 1.50 Burrows, Kelly 6 0.00
HR L L 2.00 Cheng, William 7 0.00

# GAUGE TEACHER REQUIREMENTS

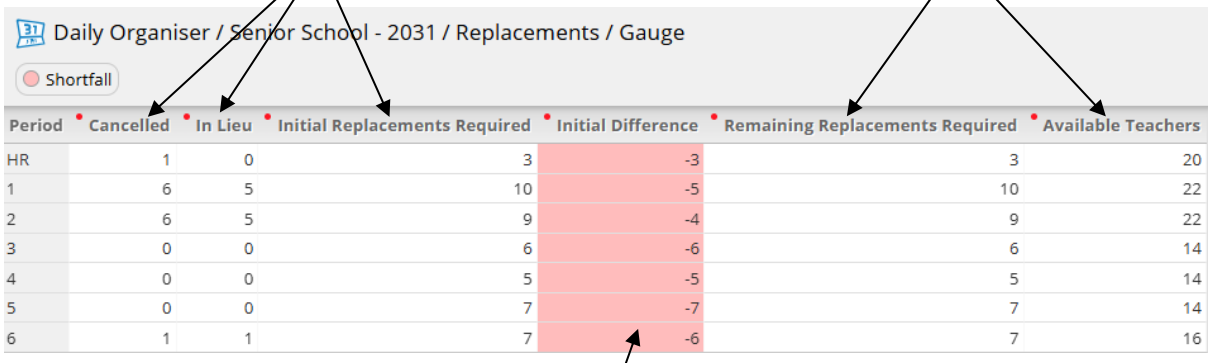
Before allocating replacement teachers, it is important to get an overview of how many replacements are needed for the day and determine if casual teachers are required.

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

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

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

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




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

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

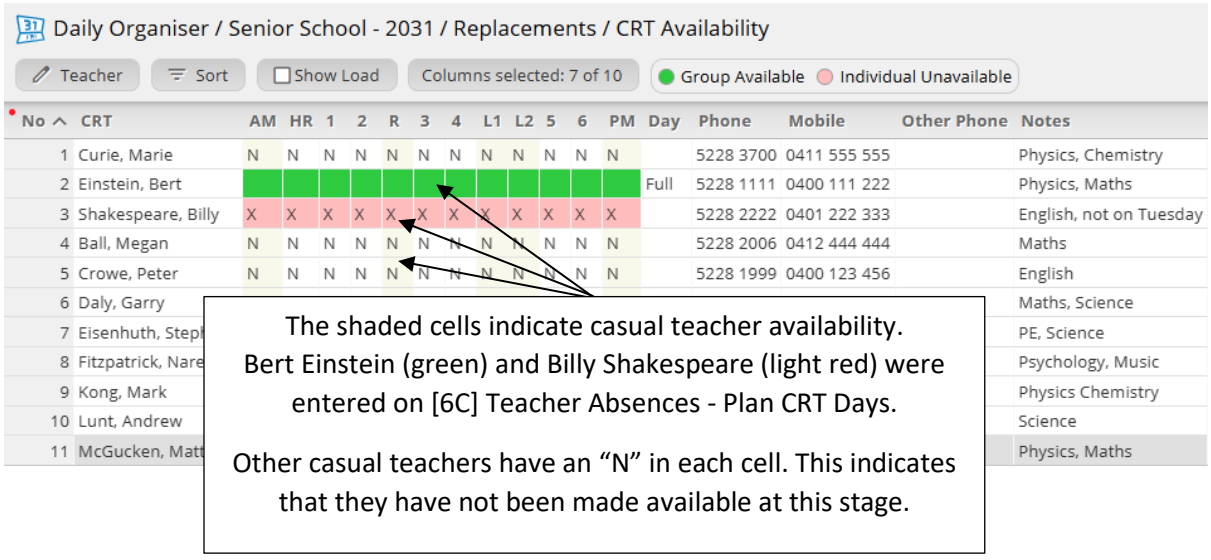
For each period, if the Initial Difference value is:

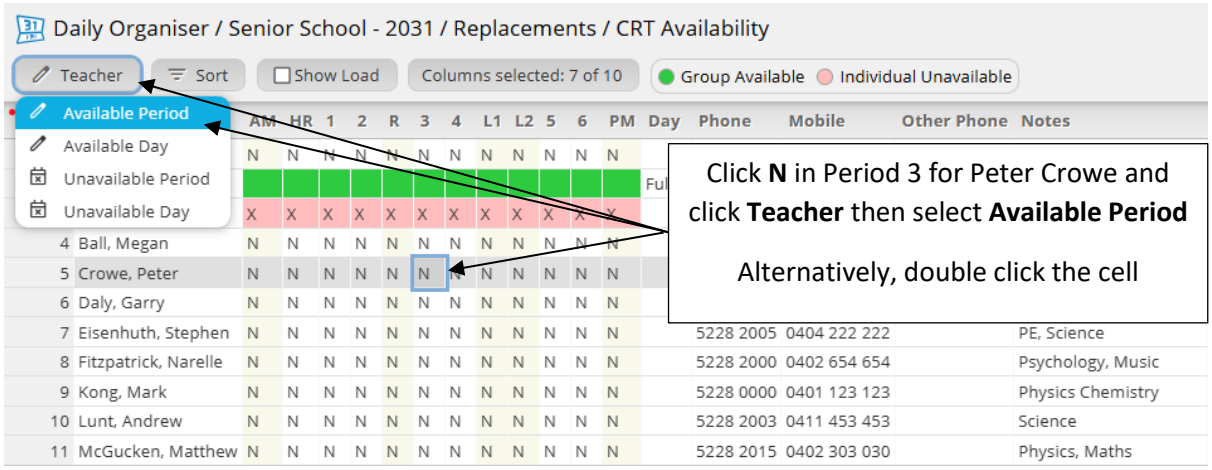
- Zero: There are enough in lieu replacements to cover all classes.
- Greater than zero (green cells): There is an excess of in lieu replacements, more than enough to cover all classes this period. The excess could be used in other periods.
- Less than zero (light red cells): There is a shortfall of 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.

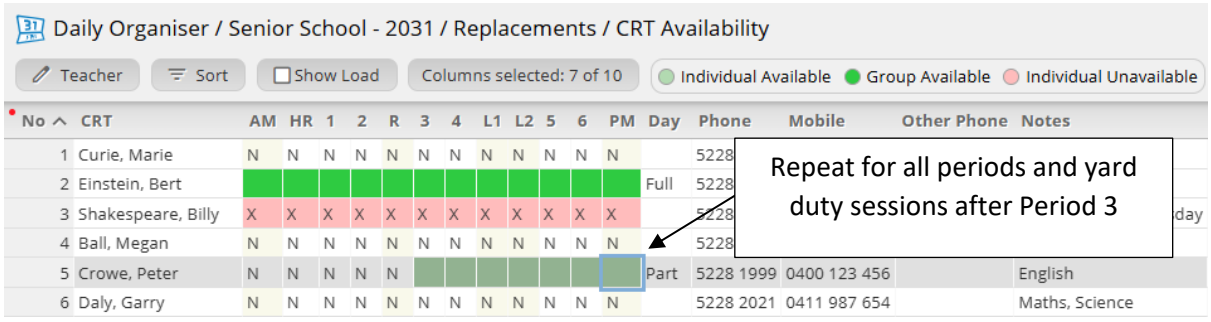
# ENTER CASUAL TEACHER AVAILABILITY

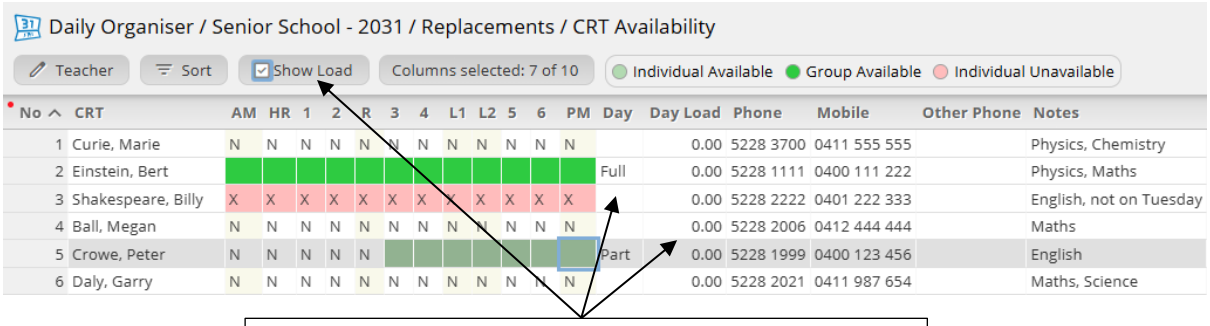
In a previous lesson, casual teachers were made available and unavailable on [6C] Teacher Absences - Plan CRT Days. On this screen a casual teacher can be made available or unavailable for the selected day. In this case, Peter Crowe will be made available from Period 3 onwards.

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






Tick **Show Load**

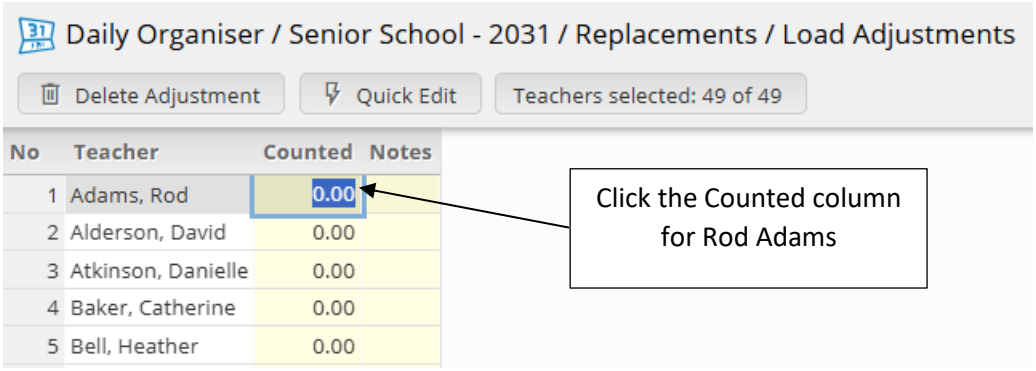
For casual teachers who have been made available, the Day column indicates if it is for a full or part day.

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

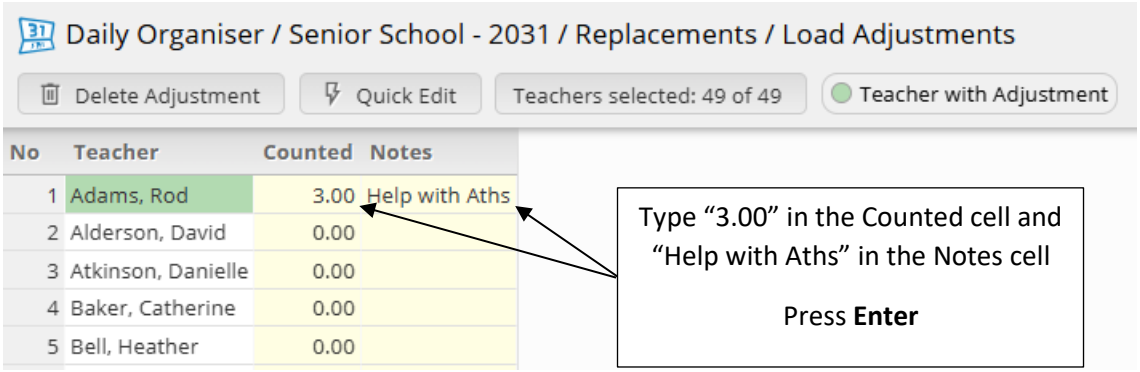
## LOAD ADJUSTMENTS

The number of counted replacements assigned to a teacher can be adjusted. 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 three replacement classes.

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



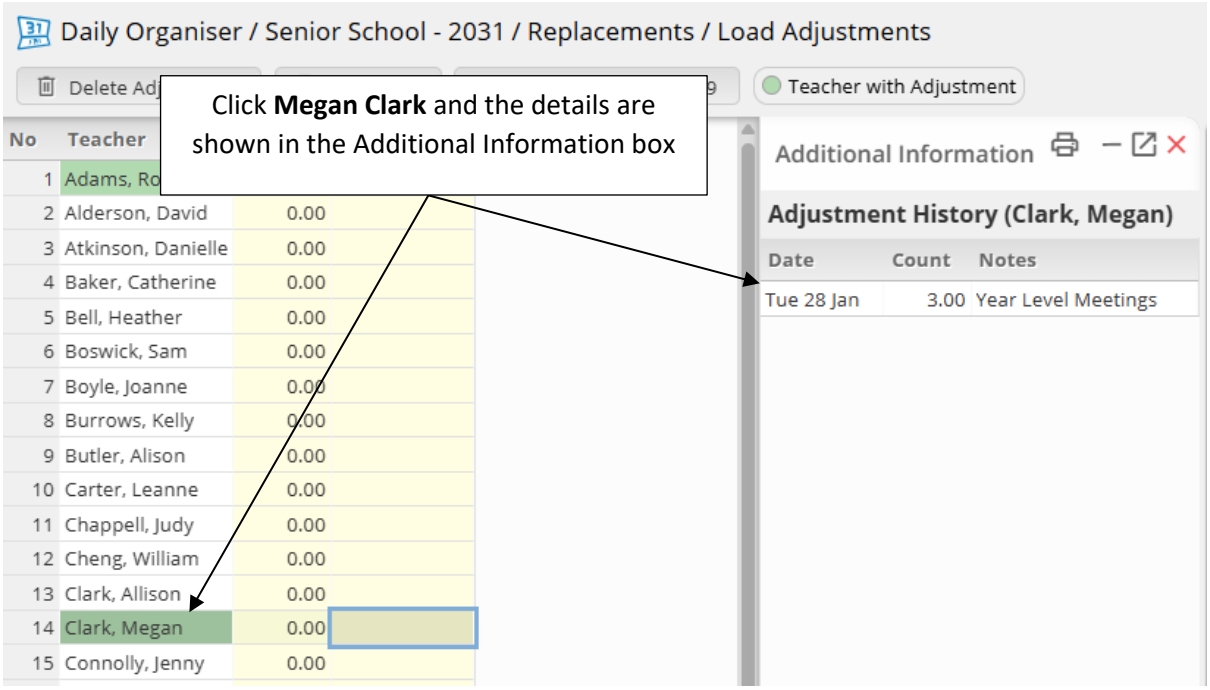

Click the Counted column for Rod Adams



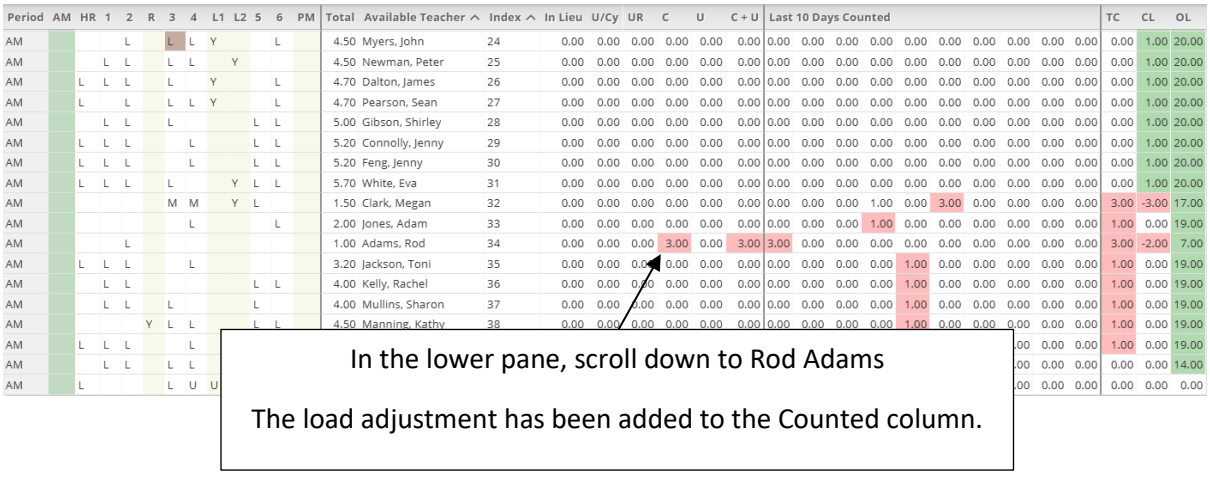

Type “3.00” in the Counted cell and “Help with Aths” in the Notes cell

Press **Enter**

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




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



# ASSIGN REPLACEMENT TEACHERS

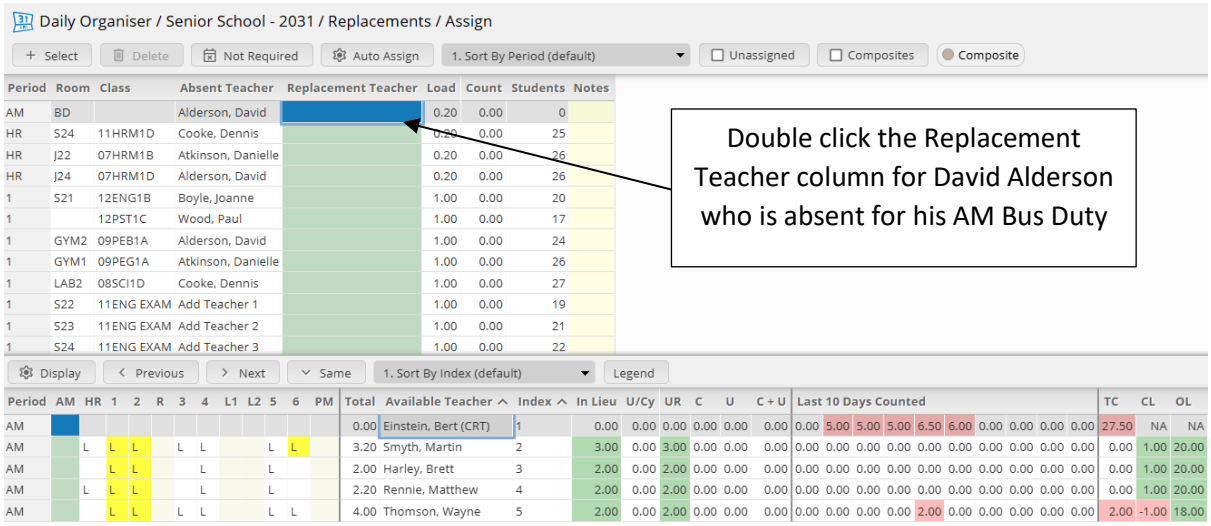
The process of assigning replacement teachers is central to Daily Organiser. Replacement teachers can be assigned to classes from the upper pane, the lower pane or by using the Select button.

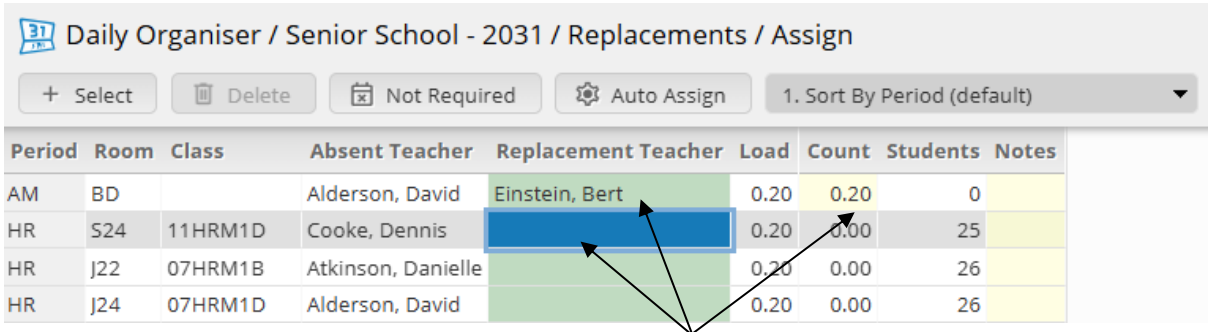
In the lower pane, available teachers are displayed with details of their faculty along with their availability for Counted, Uncounted/Cycle and In Lieu replacements.

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

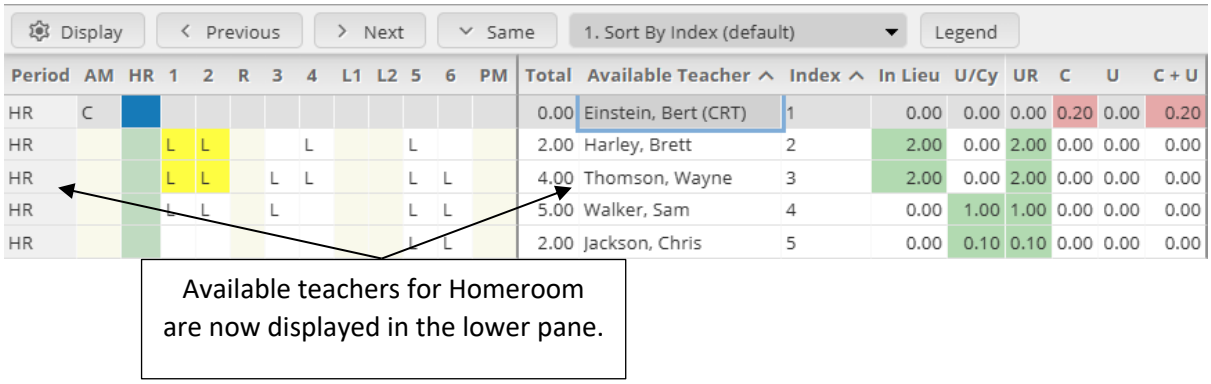
To assign from the upper pane, double click in the Replacement Teacher cell and the first available teacher from the lower pane will be assigned. In this case, the available teachers have been sorted by Index.



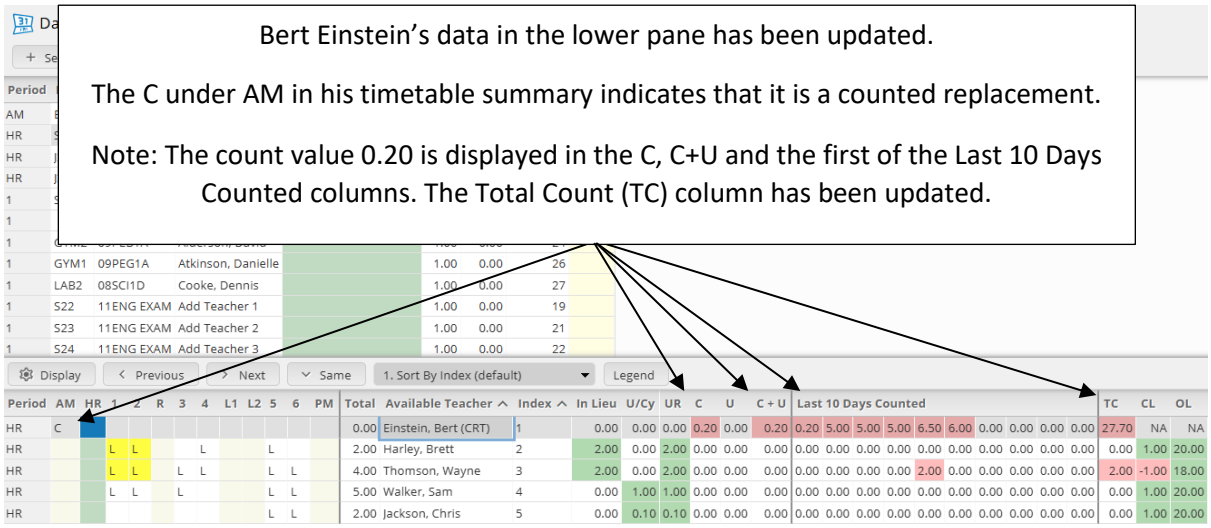




The first available teacher, casual teacher Bert Einstein, has been assigned as the replacement teacher and a value of 0.20 has been recorded in the Count column.

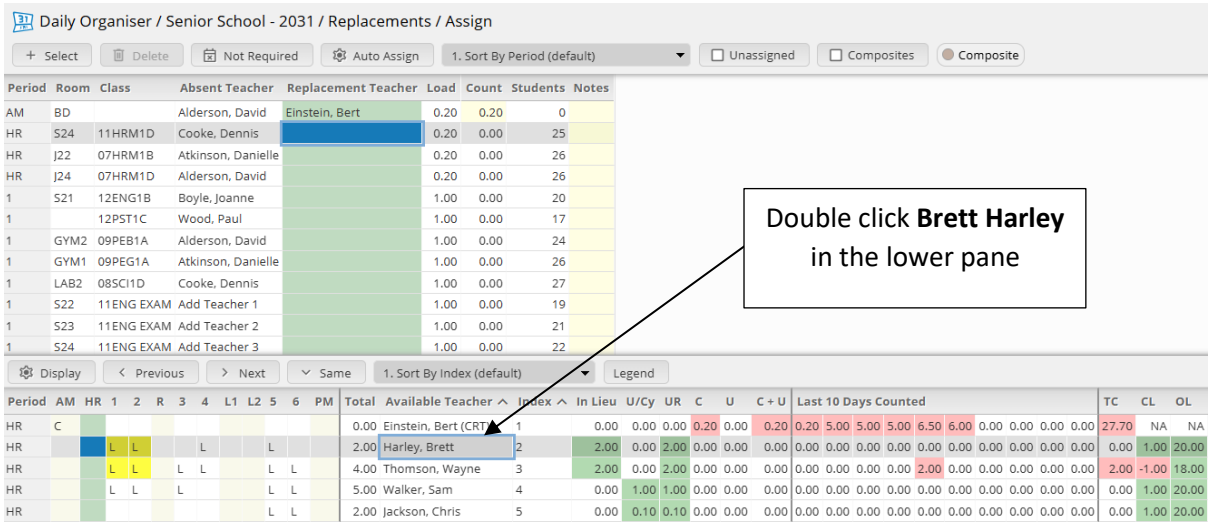
The blue highlighted cell has moved down to the next class, 11HRM1D, that needs a replacement teacher.

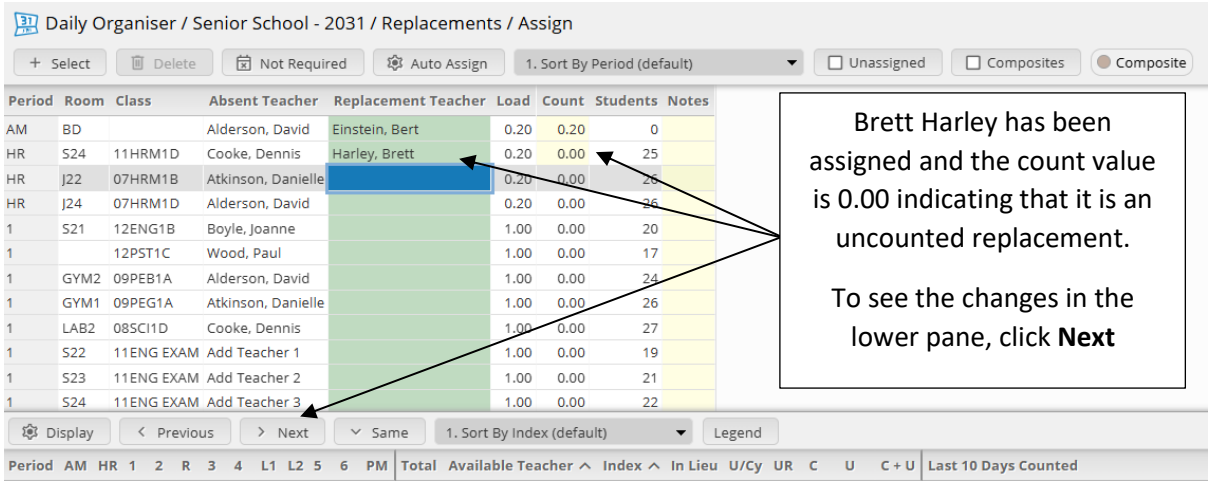


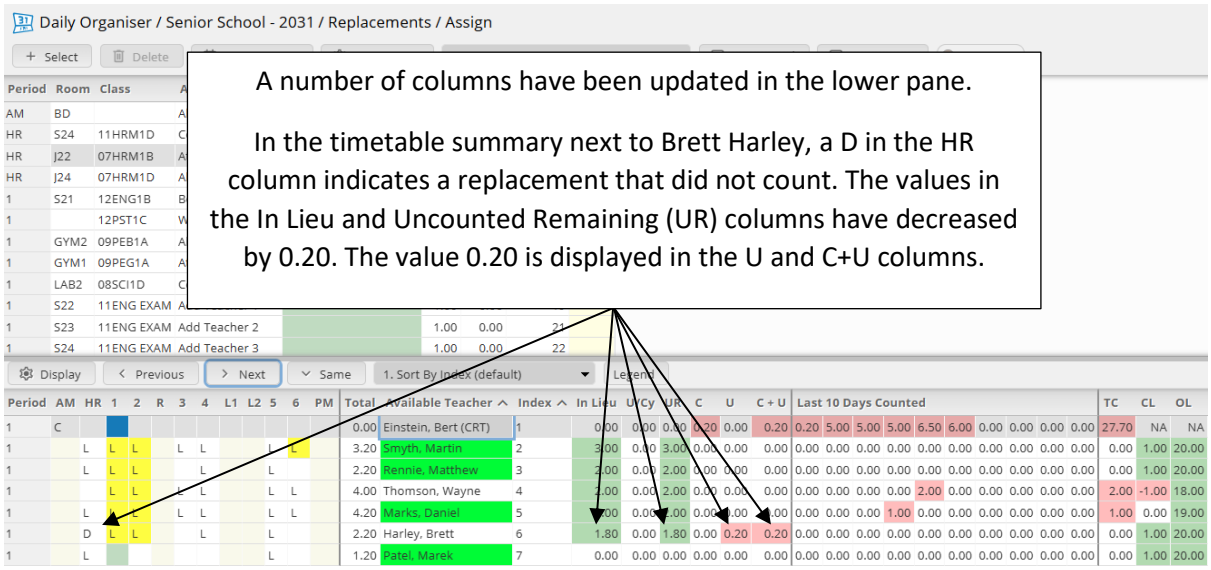

When a counted replacement is assigned to a teacher, data in the C, Last 10 Days, Cycle Limit and Overall Limit columns in the lower pane are automatically updated.



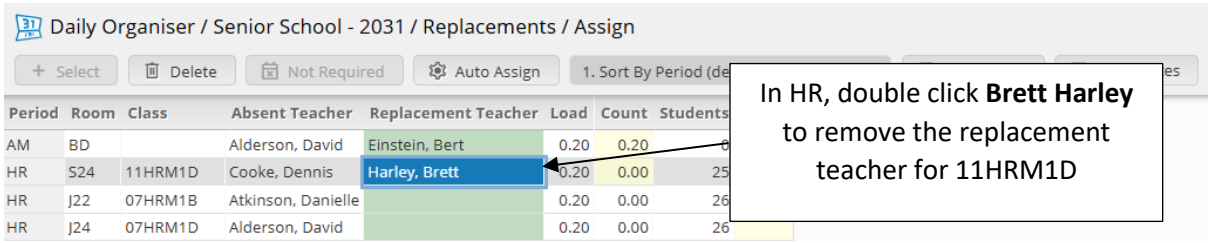

Double clicking on a teacher's name in the lower pane will assign that teacher to the class selected in the upper pane. In this case, a teacher with an in lieu replacement available will be selected.

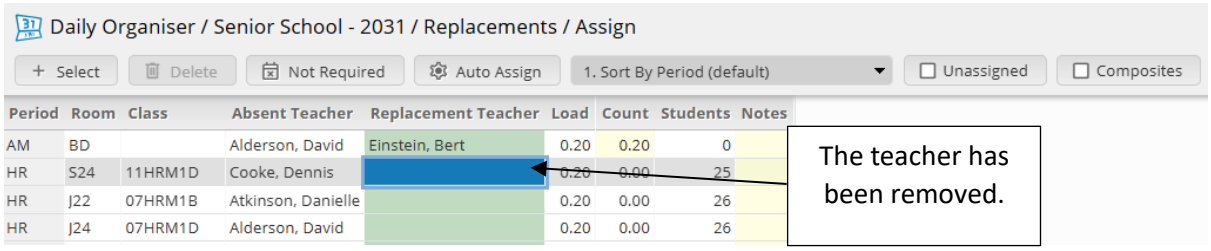




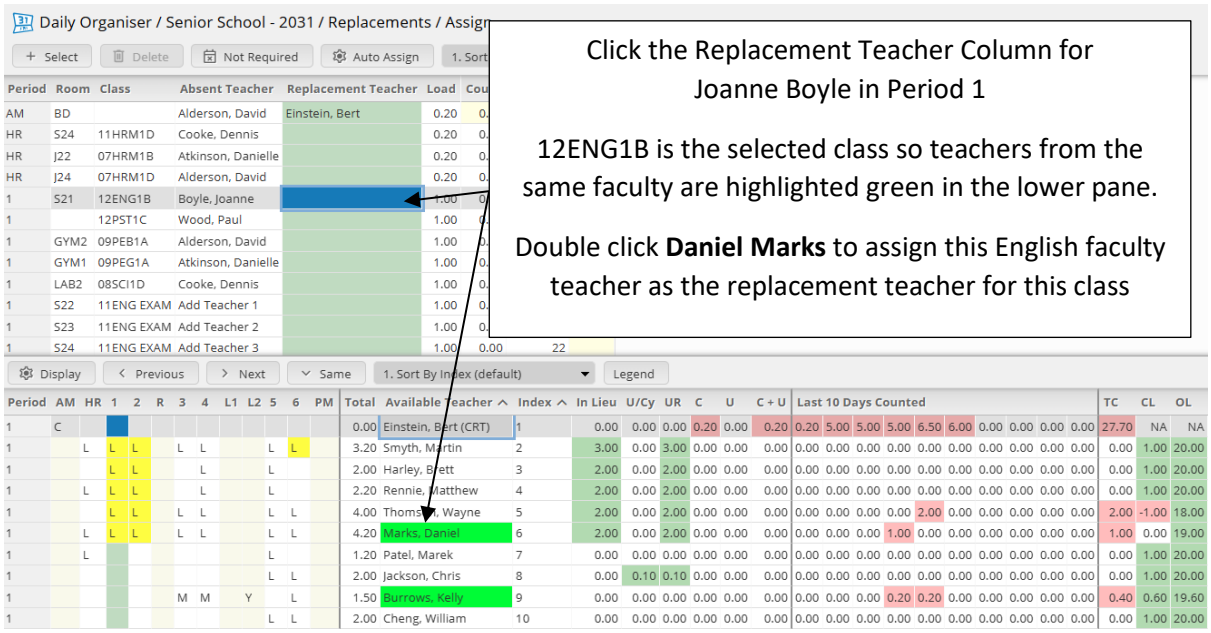

Replacement teachers can be removed by selecting the teacher and using the Delete button or by double clicking on the teacher's name.



## ASSIGN TEACHERS FROM THE SAME FACULTY

If faculties and faculty groups have been set up in the timetable file, they can be useful when allocating replacements. The default setting is to show teachers in the same faculty as the selected class.

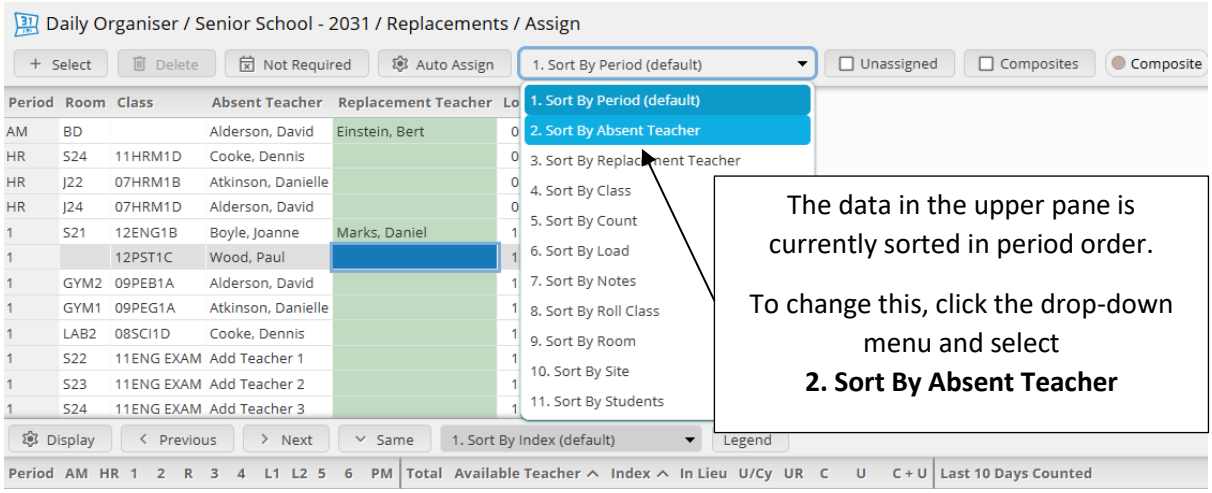


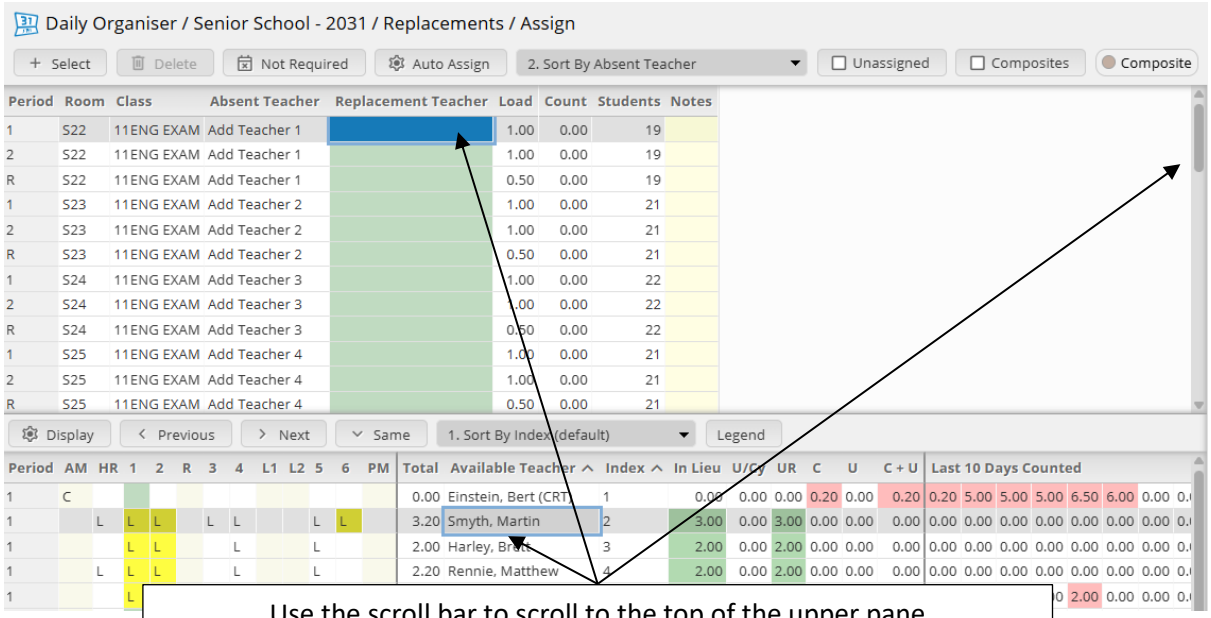

## ASSIGN ONE TEACHER TO MULTIPLE REPLACEMENT CLASSES

The ability to sort data in the upper pane is useful when assigning multiple replacements to one teacher. It can be used to assign:

- one replacement teacher to all sessions of an activity
- a casual teacher to all classes of a teacher who is absent

In this example, Martin Smyth will be assigned as Additional Teacher 1 to all sessions of the Year 11 English Exam in S23.

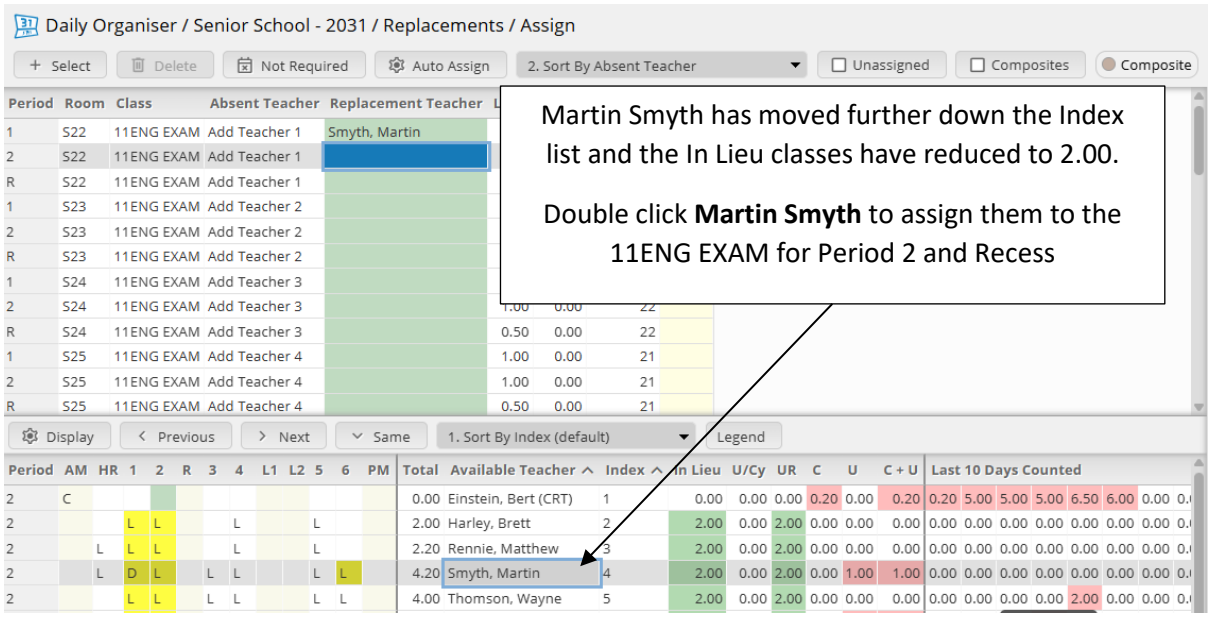





Use the scroll bar to scroll to the top of the upper pane

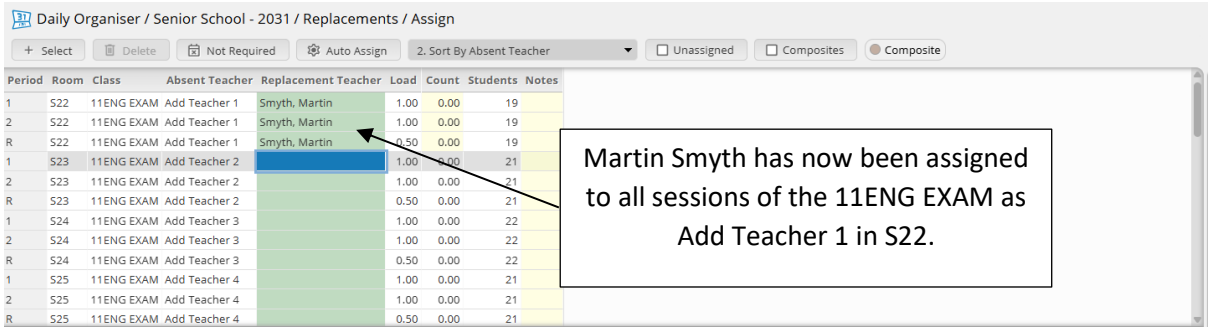
Click in the Replacement Teacher column for Add Teacher 1 in Period 1

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

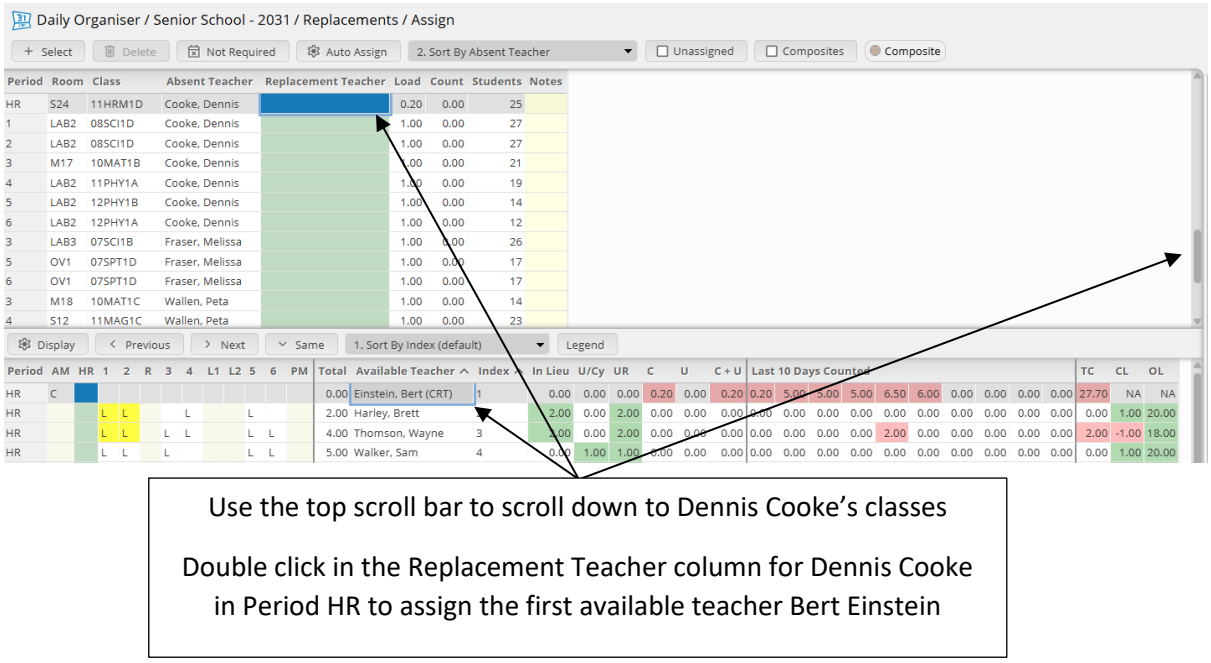


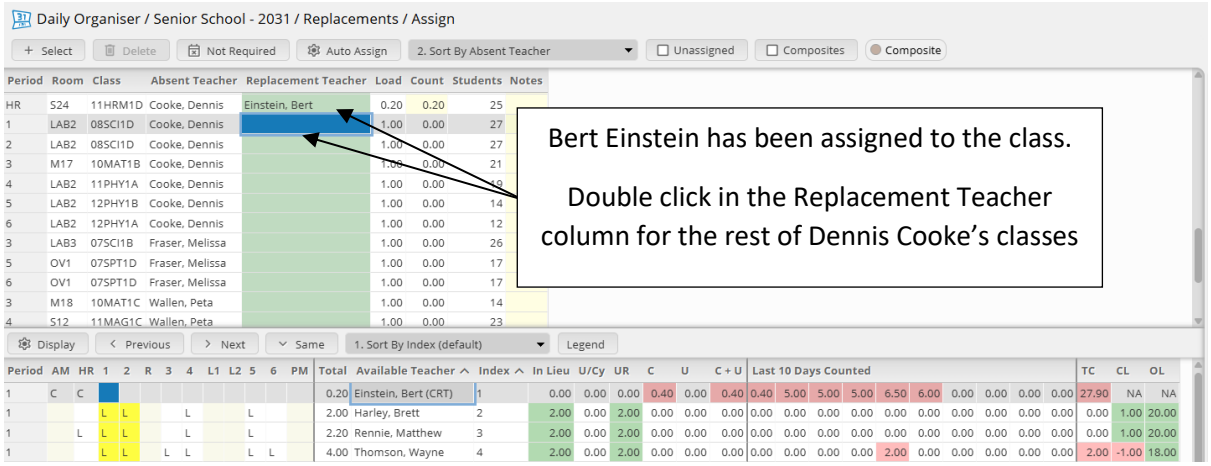

Martin Smyth has moved further down the Index list and the In Lieu classes have reduced to 2.00.

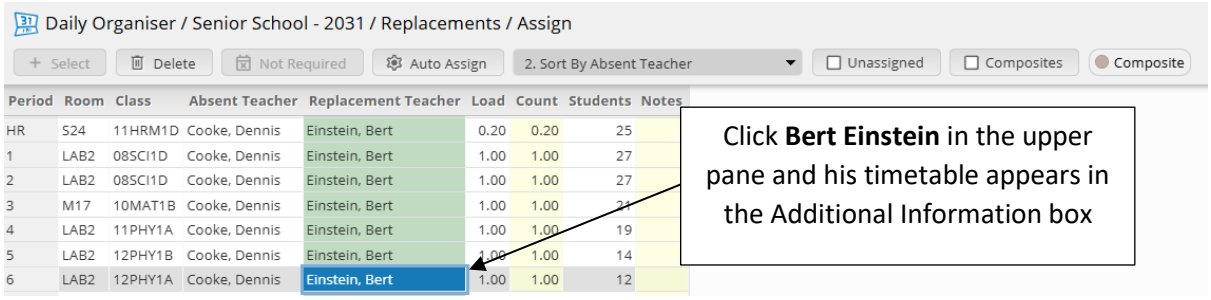
Double click **Martin Smyth** to assign them to the 11ENG EXAM for Period 2 and Recess

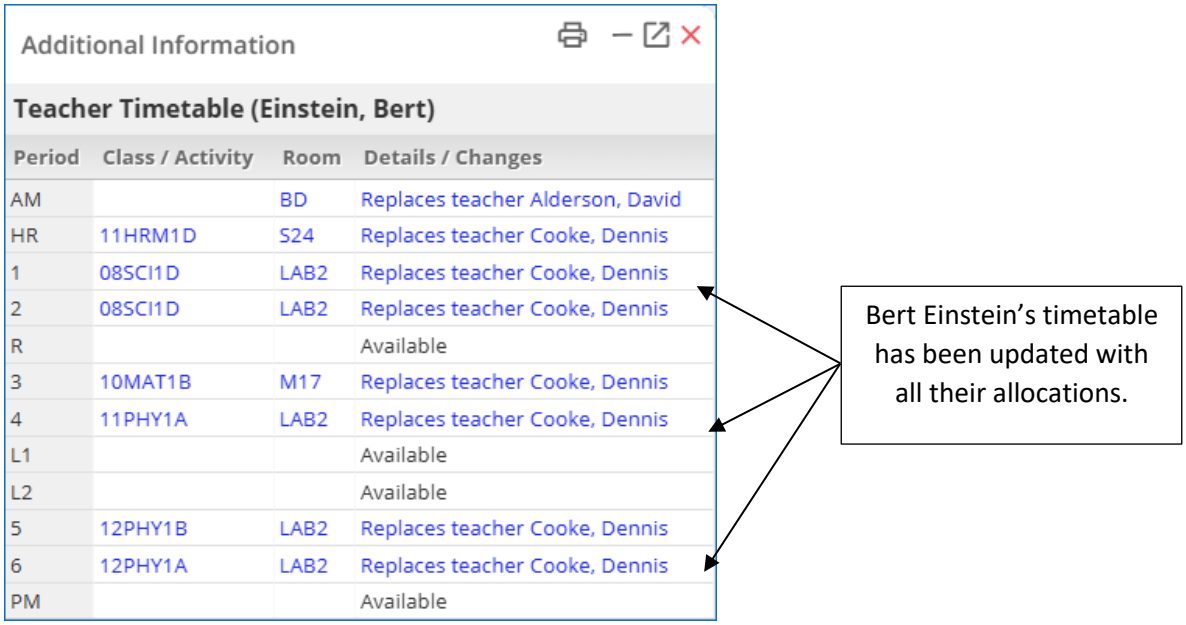



In this second example, a specialist casual teacher has been employed and needs to be assigned to all classes of an absent teacher. In this case, Dennis Cooke, a Maths/Science teacher is absent, and all classes are to be assigned to Bert Einstein.

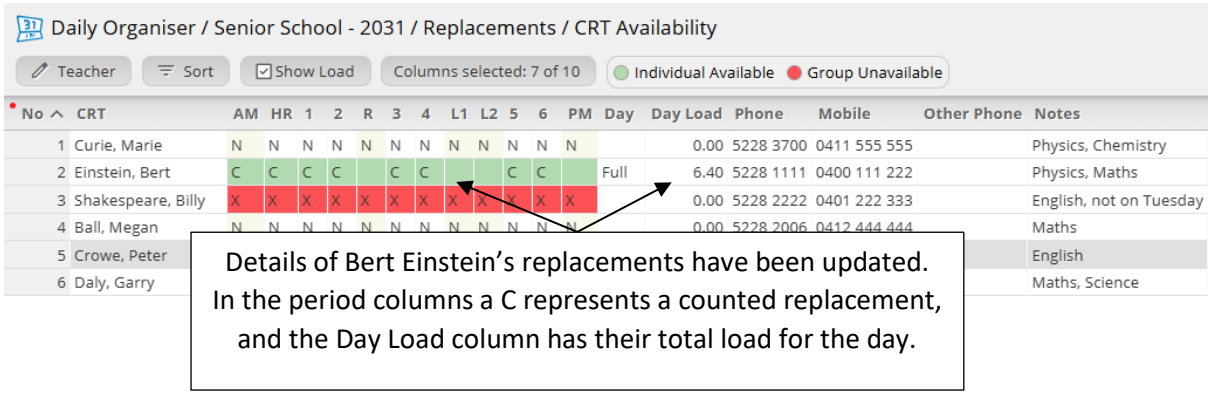


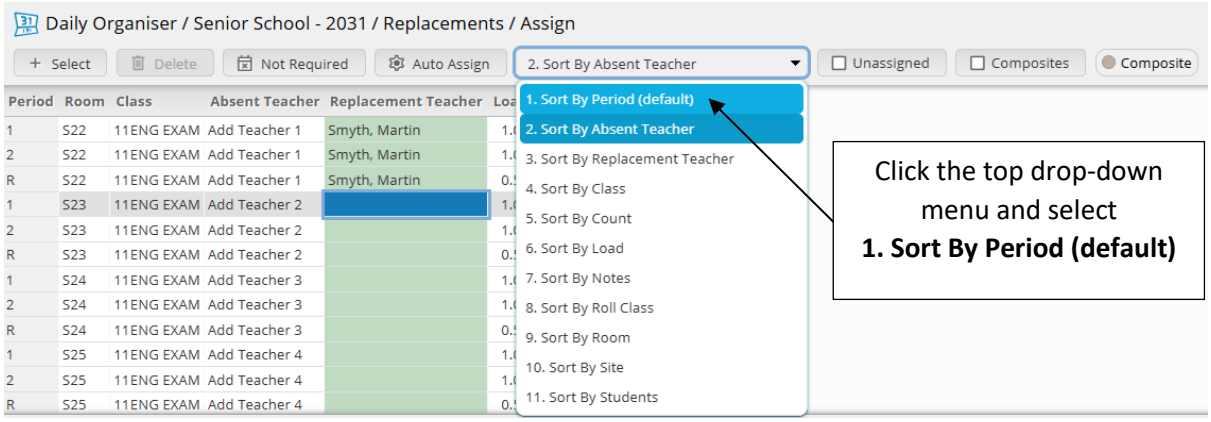



**On the Task Tree select:**
**[11C] Replacements - CRT Availability**

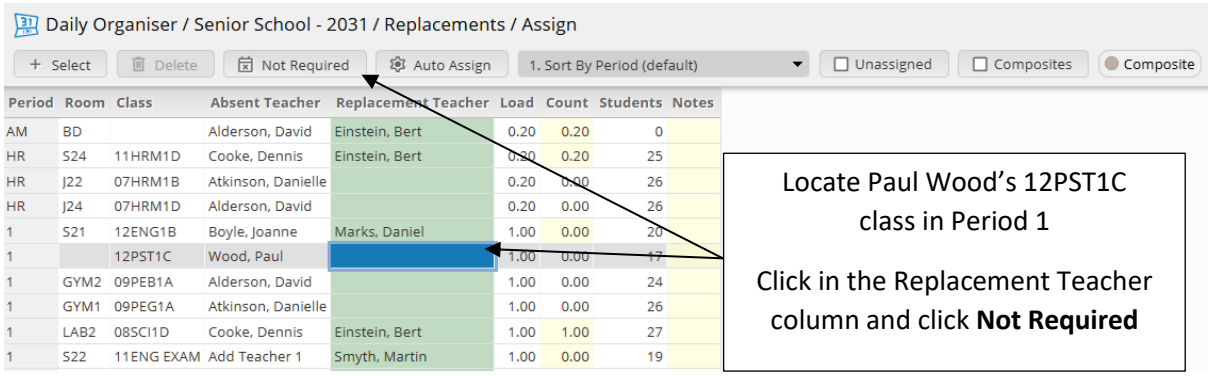


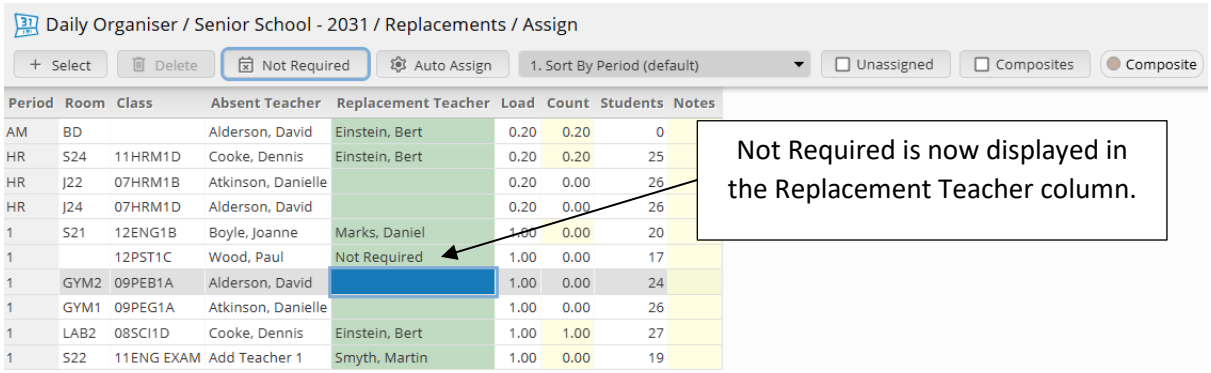

**On the Task Tree select:**
**[11A] Replacements - Assign**

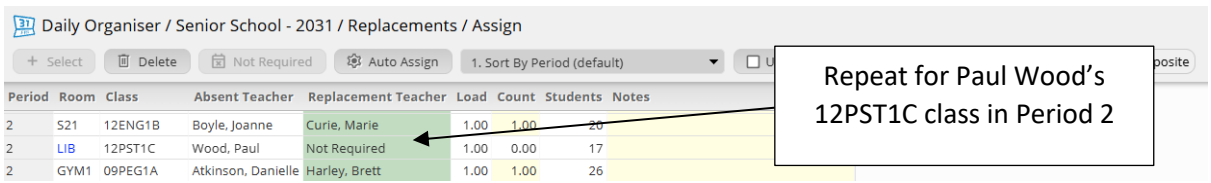



## REPLACEMENT NOT REQUIRED

Sometimes a decision is made not to cover a class. For example, a small Year 12 class might be combined with another class, or a Study class might be sent to the Library. In this case, Paul Wood's 12PST1C class in Periods 1 and 2 will go to the Library.



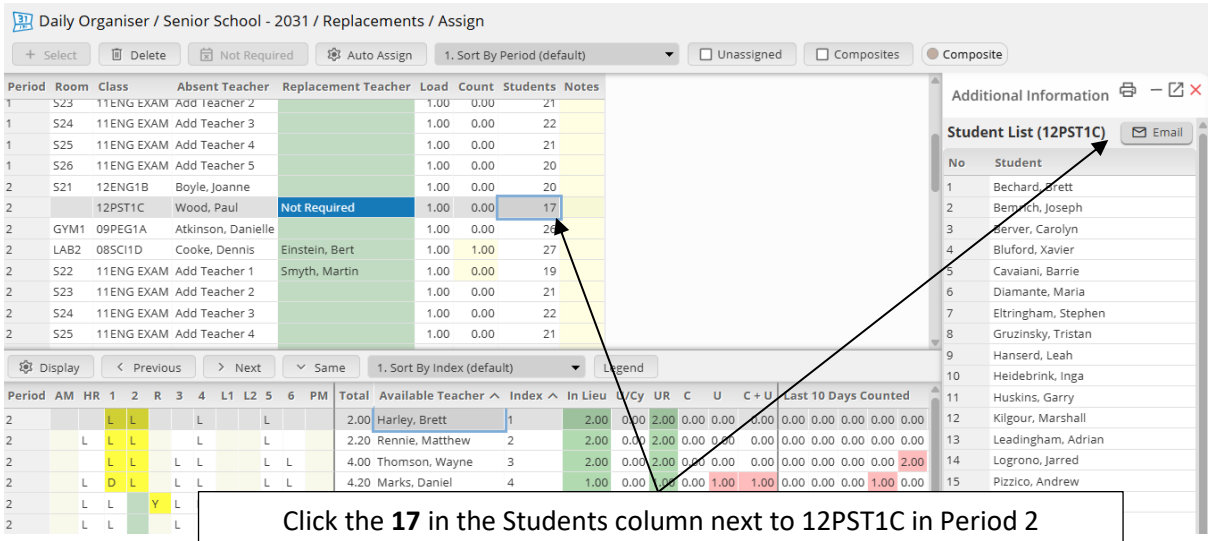



## EMAIL STUDENTS FROM ASSIGN SCREEN

In Daily Organiser, students and teachers can be emailed directly. To send emails, email addresses must be entered for students in Student Options [2A] Students and for teachers in Timetable Development [4A] Teachers. When the timetable is published, these email addresses are available to use in the Daily Organiser dataset.

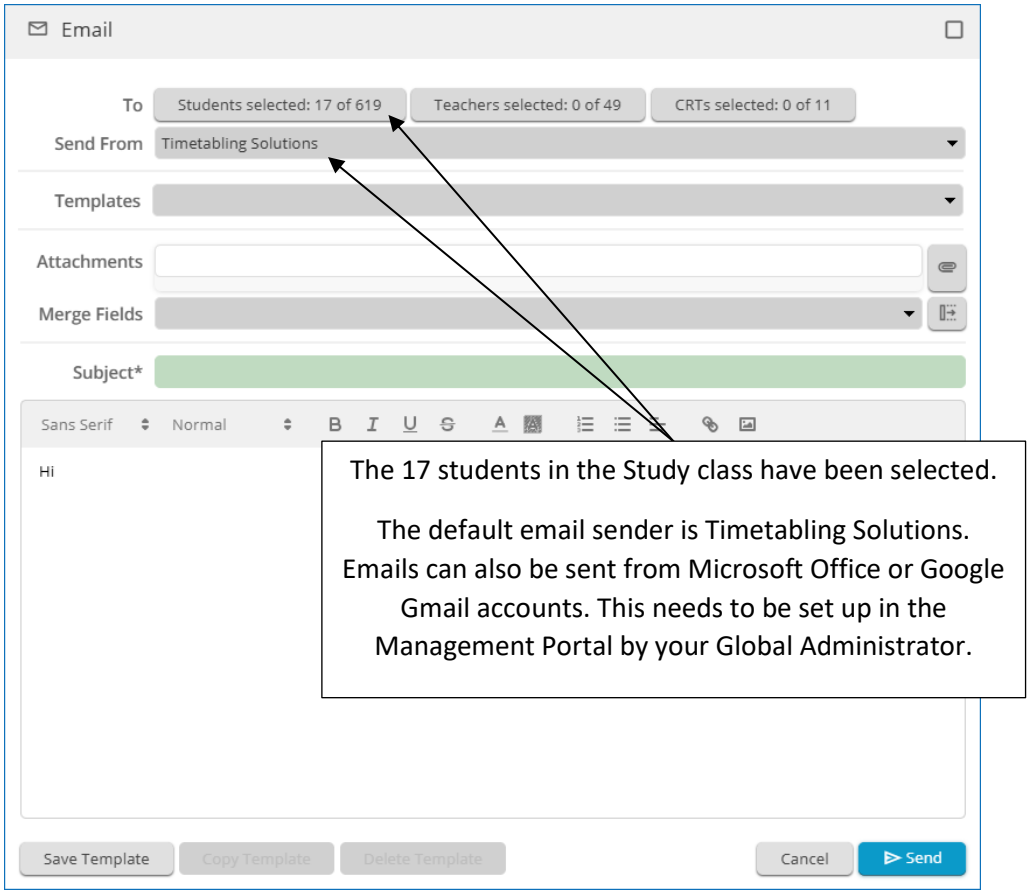
An email can be sent to students in a particular class directly from the Assign screen. In this case, the 17 students in 12PST1C need to be told to go to the Library in Periods 1 and 2.



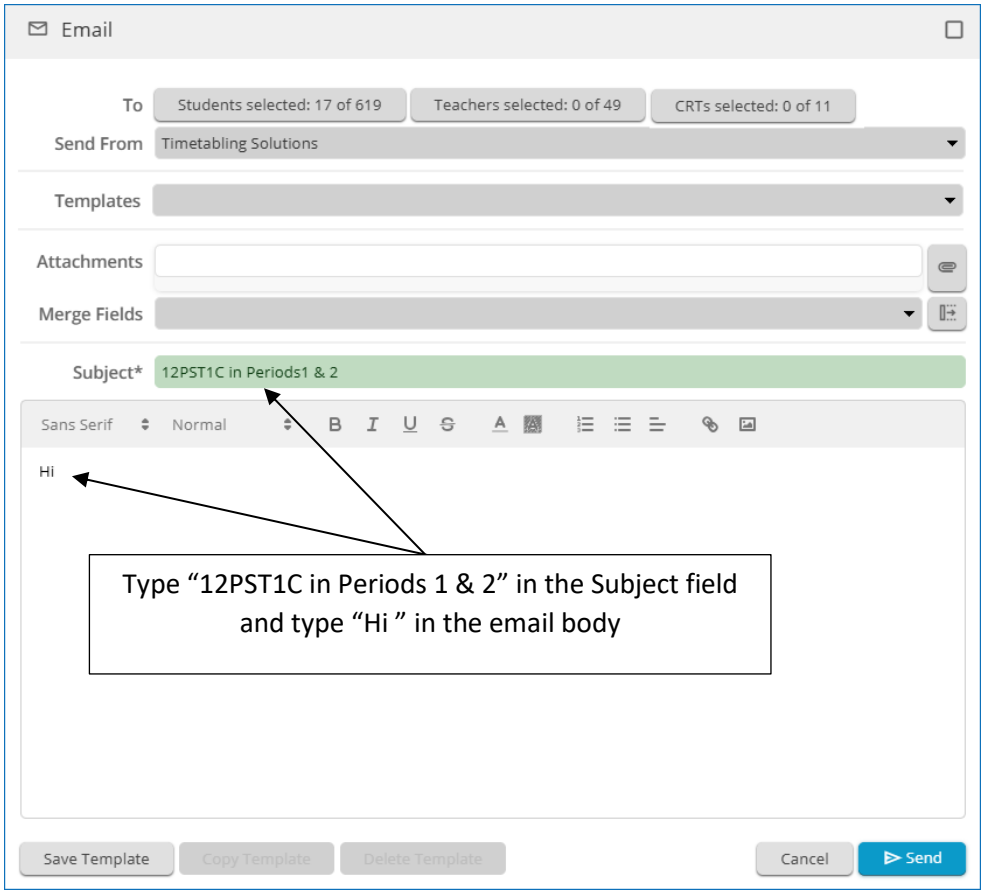

Click the **17** in the Students column next to 12PST1C in Period 2

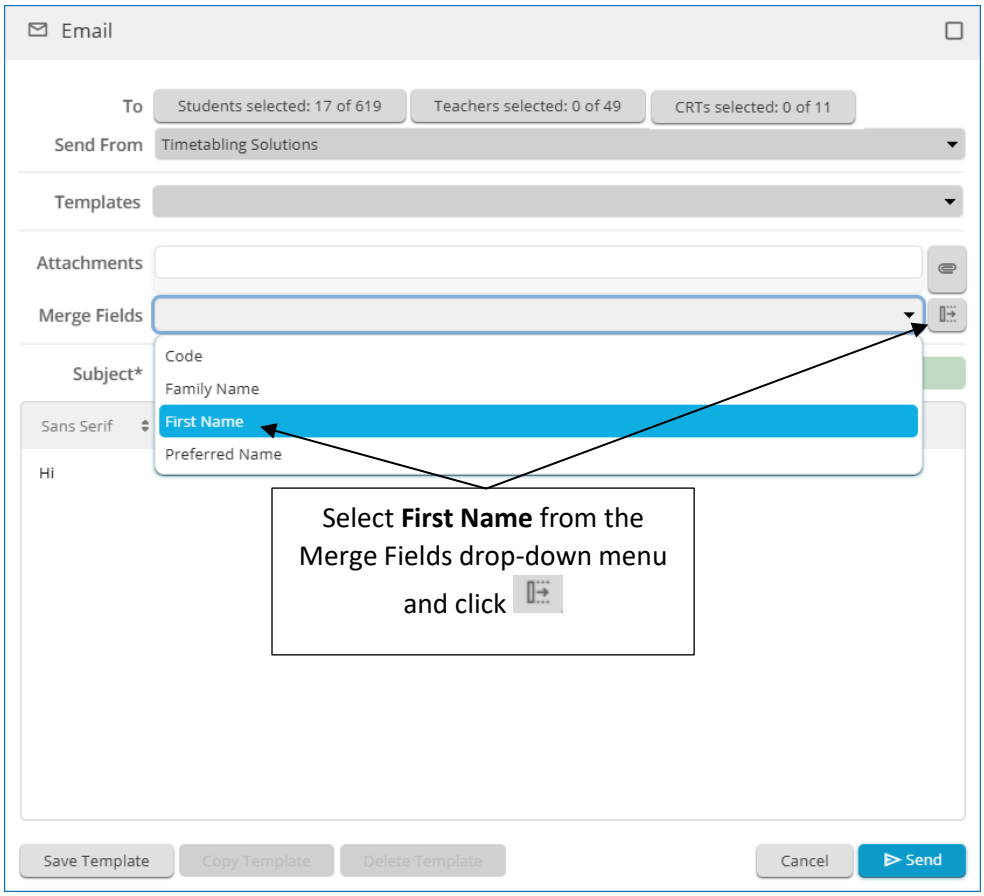
The students in this class are displayed in the Additional Information box.

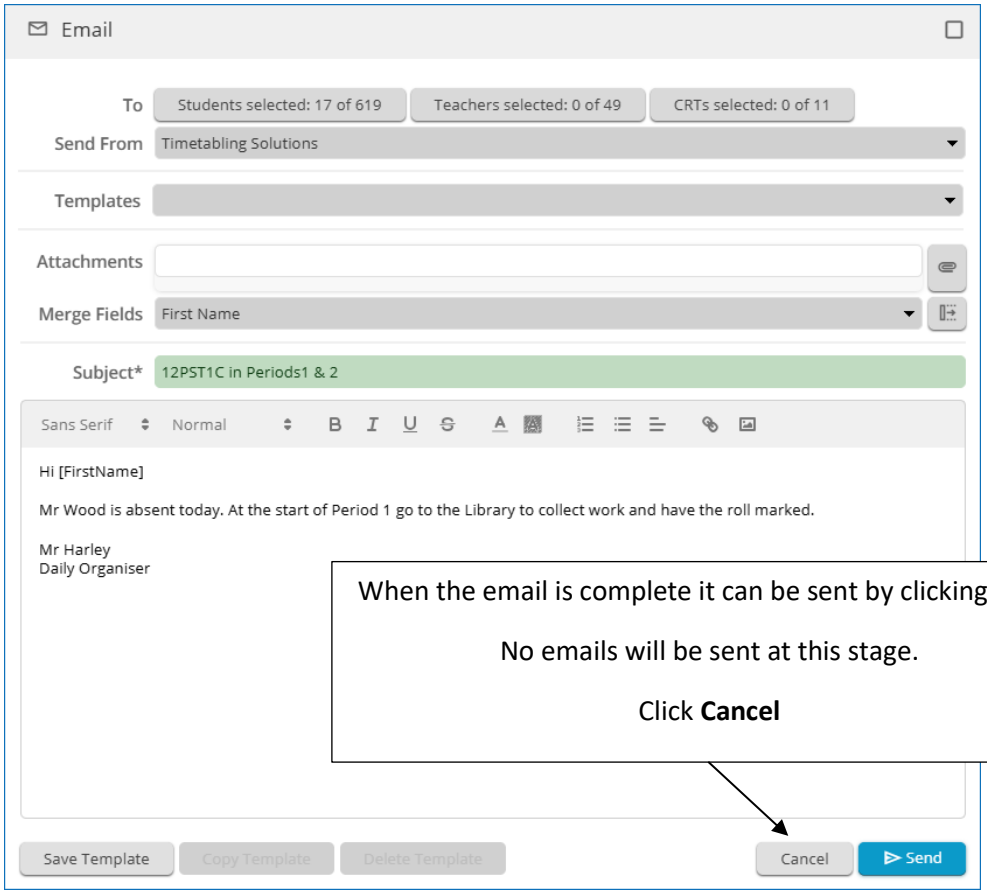
Click **Email**




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
Templates
Attachments
Merge Fields
Subject*
12PST1C in Periods1 & 2
Sans Serif
Normal
Hi
Type “12PST1C in Periods 1 & 2” in the Subject field and type “Hi ” in the email body
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
Templates
Attachments
Merge Fields
Code
Family Name
First Name
Preferred Name
Subject*
Sans Serif
Hi
Select First Name from the Merge Fields drop-down menu and click
Save Template
Copy Template
Delete Template
Cancel
Send




Note: Email templates can be created and saved. This will be shown in a later lesson.

## Important Message for Global Administrator

When using the default email settings, all emails are sent from noreply@timetabling.com.au. Some schools have experienced issues with their spam and junk filters not delivering these emails.

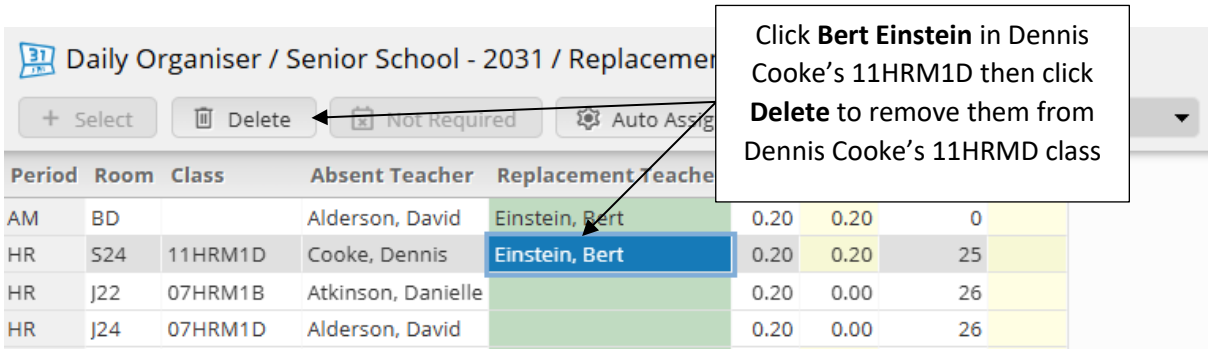
It is **highly recommended** that the email settings are changed so that all emails are sent directly from the school server using a school email address.

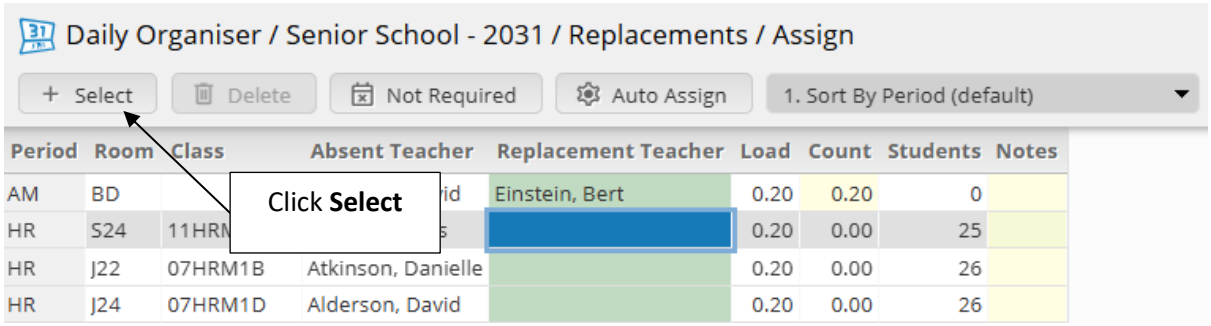
The Global Administrator for your school can configure this in
**[2B] Configuration – Settings – Email Server Settings** in the Management Portal.

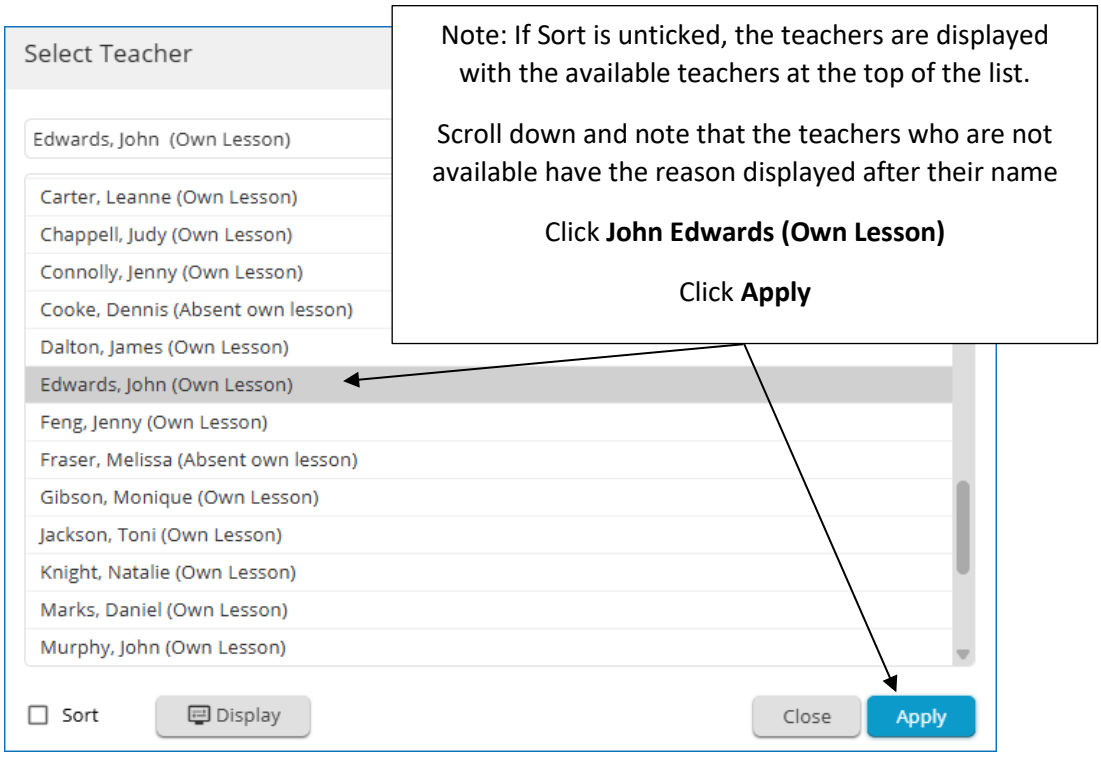
## ASSIGN ONE TEACHER TO TWO DIFFERENT CLASSES IN THE SAME PERIOD

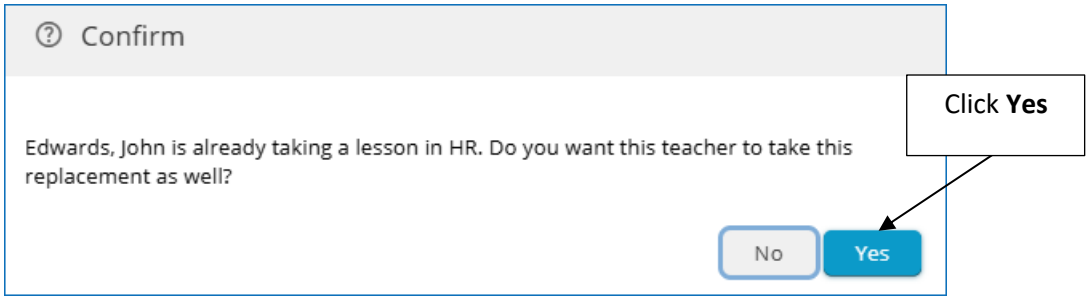
Teachers can be assigned to more than one class in the same period.

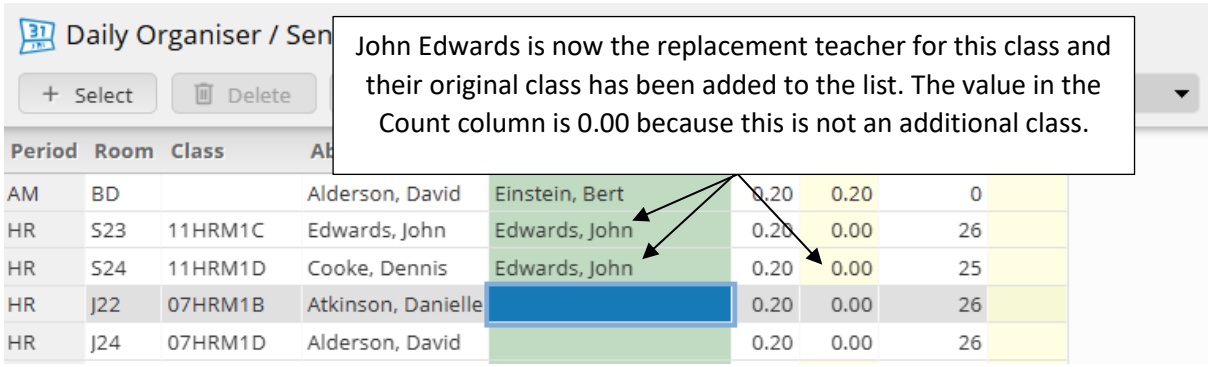
In this example, it is accepted practice to combine Homeroom classes if a teacher is absent. Currently Bert Einstein is taking a Bus Duty and a Homeroom. Dennis Cooke's Homeroom class (11HRM1D) will be taken off Bert Einstein and supervised by the teacher in the adjacent room, John Edwards. John will be taking their usual 11HRM1C as well as 11HRM1D. John Edwards is not in the list of Available Teachers in the lower pane because they have a class this period.





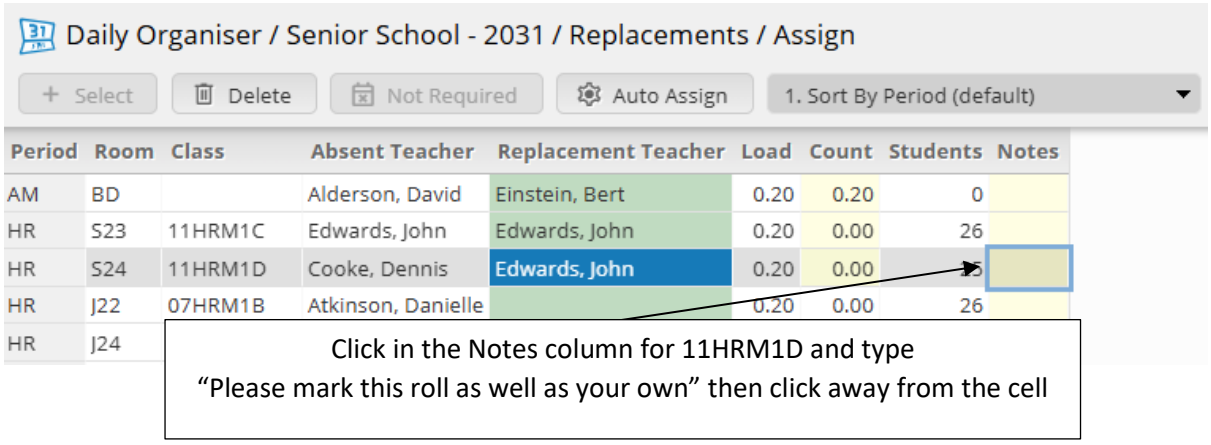



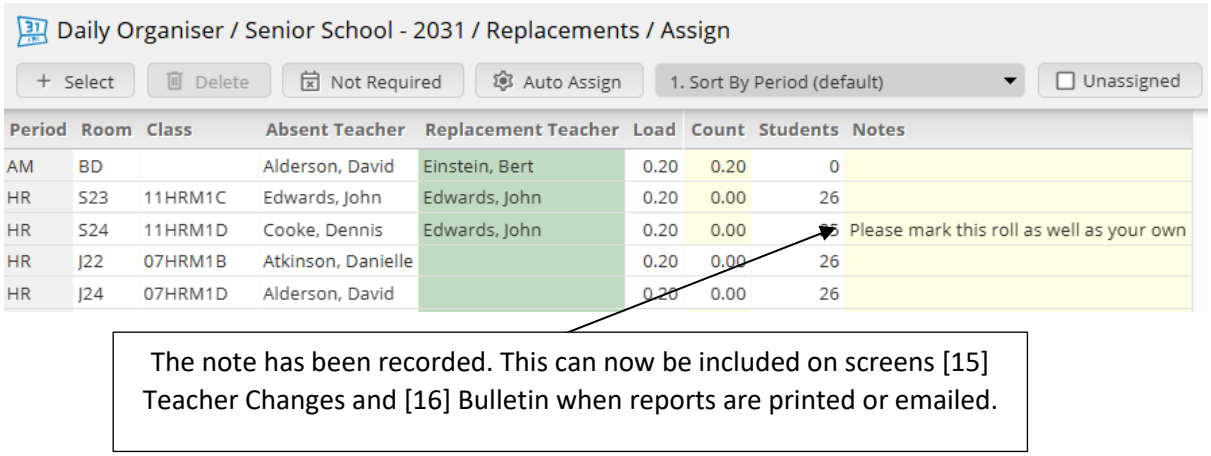




This process can also be used to swap a teacher from one class to another. For example, if a Year 9 Maths teacher is to be removed from their regular class to take a Year 12 Maths replacement. Use Select to assign them to the Year 12 Maths class, unassign them from their Year 9 Maths class and then assign another teacher to this class in that order.

## REPLACEMENT NOTES

Notes can be added for timetabled classes, Student Activities and yard duty replacements. These notes can be displayed on [15] Teacher Changes and [16] Bulletin.

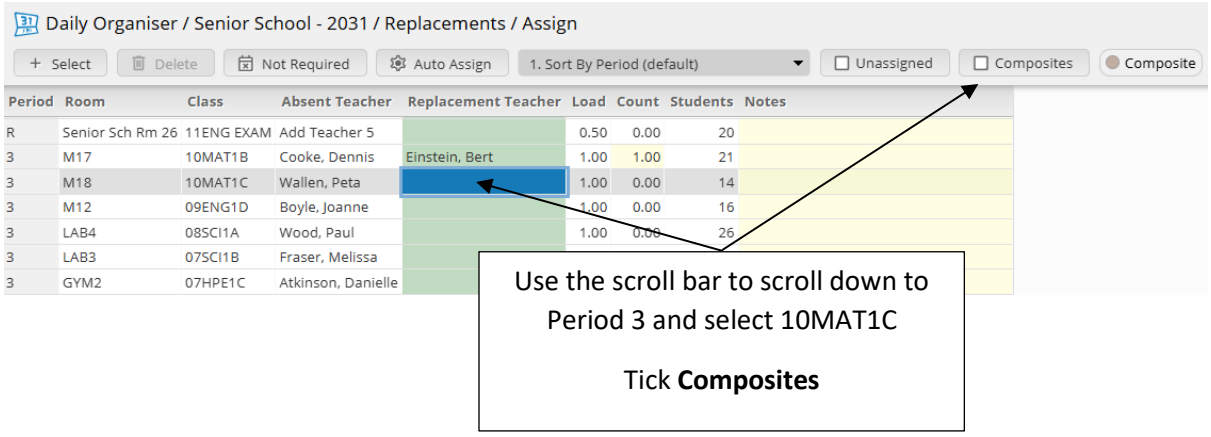


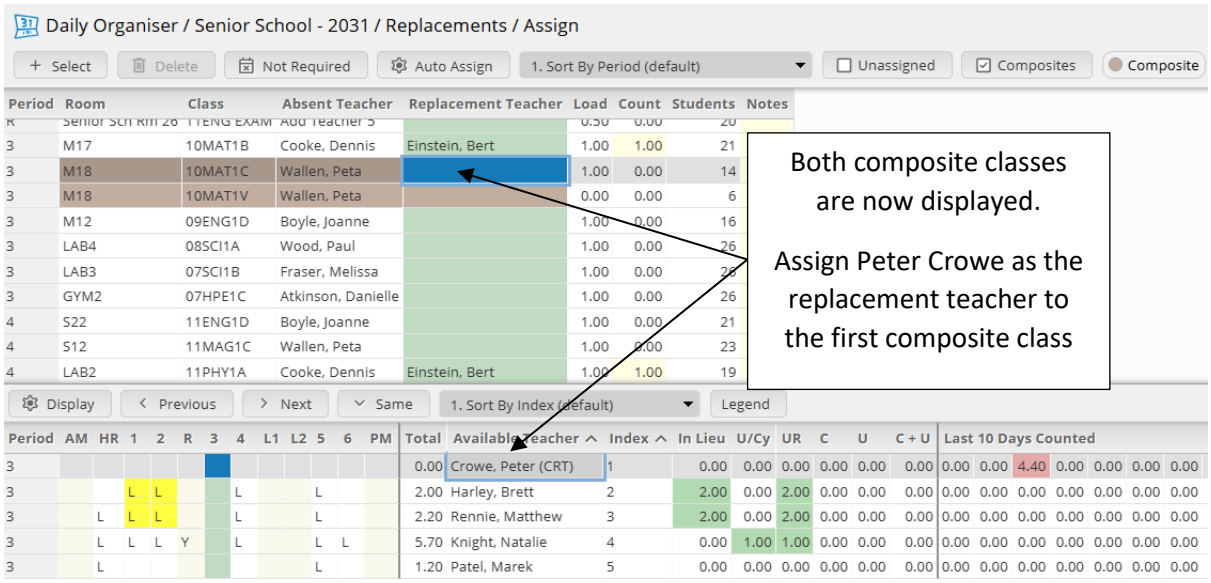



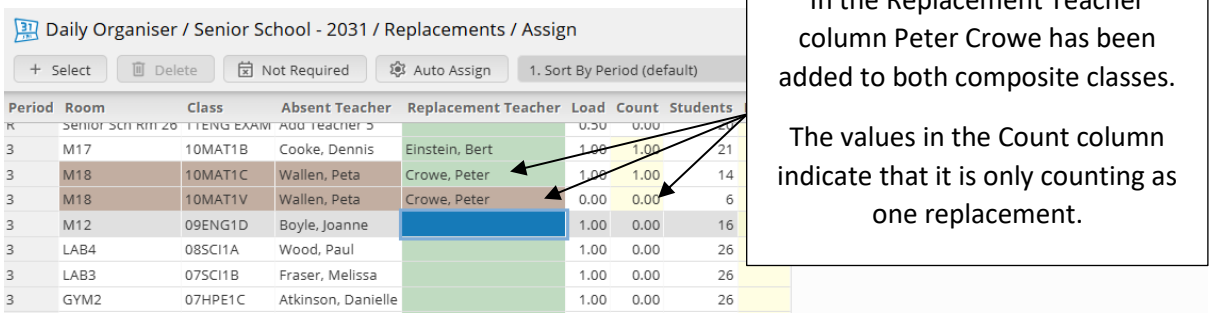

## COMPOSITE CLASSES

In Daily Organiser, the default setting for composite classes is that the first class in the composite is displayed on the Assign screen. When replacement teachers are assigned, they are assigned to all instances of the composite class. However, it is possible to display all composite classes and assign different teachers to each one if required.

In this example, Peta Wallen has a composite class in Period 3 of 10MAT1C and 10MAT1V.



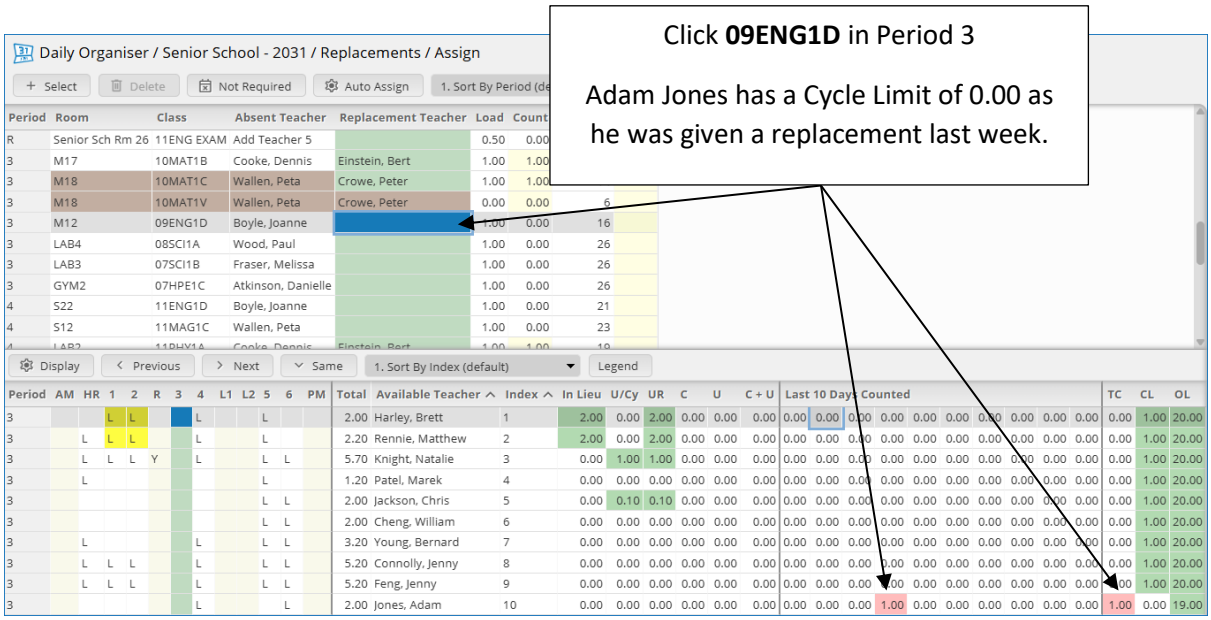



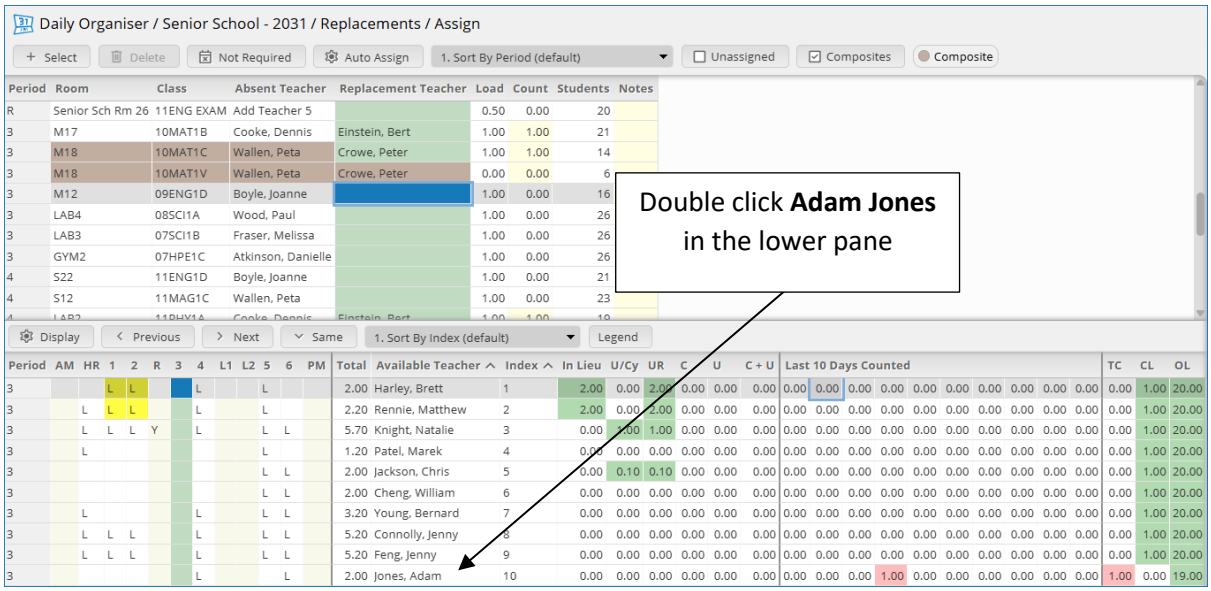



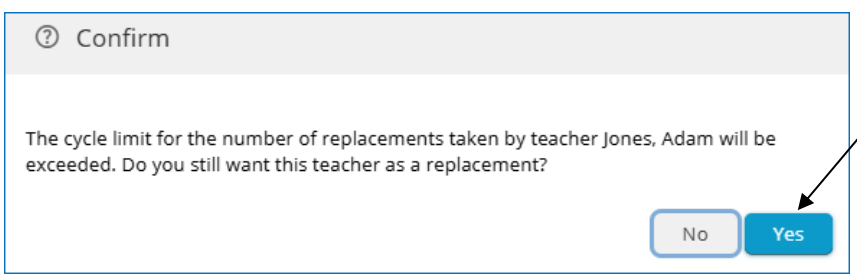

Note: The replacement teacher is added to both classes whether the checkbox is ticked or unticked. Any change made to the green cell will apply to both the composite classes. A different teacher could be assigned to the second class by editing the teacher in the brown cell.

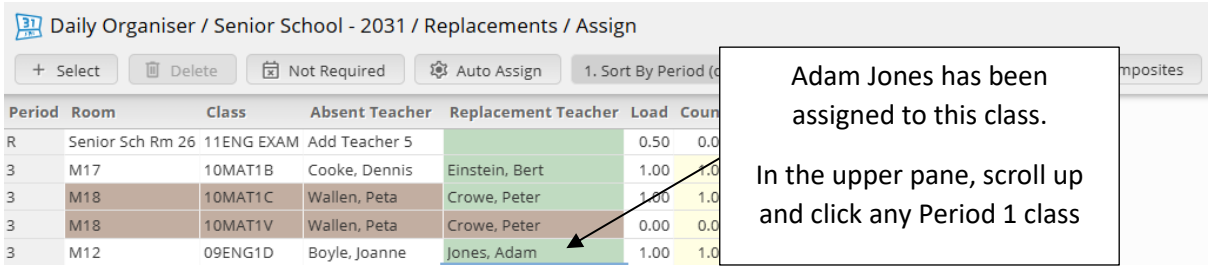
# OVERRIDE A CYCLE OR OVERALL LIMIT

In some cases, it may be necessary to assign a replacement class to a teacher who has already reached their cycle or overall limit. In this case, Adam Jones was given a counted replacement last week which is part of this 10 day cycle.



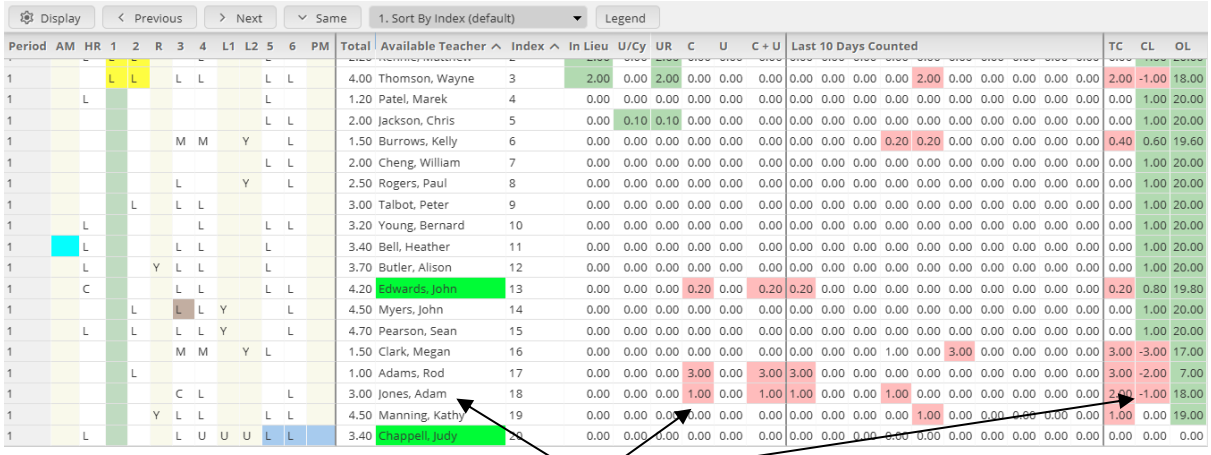






Adam Jones has been assigned to this class.

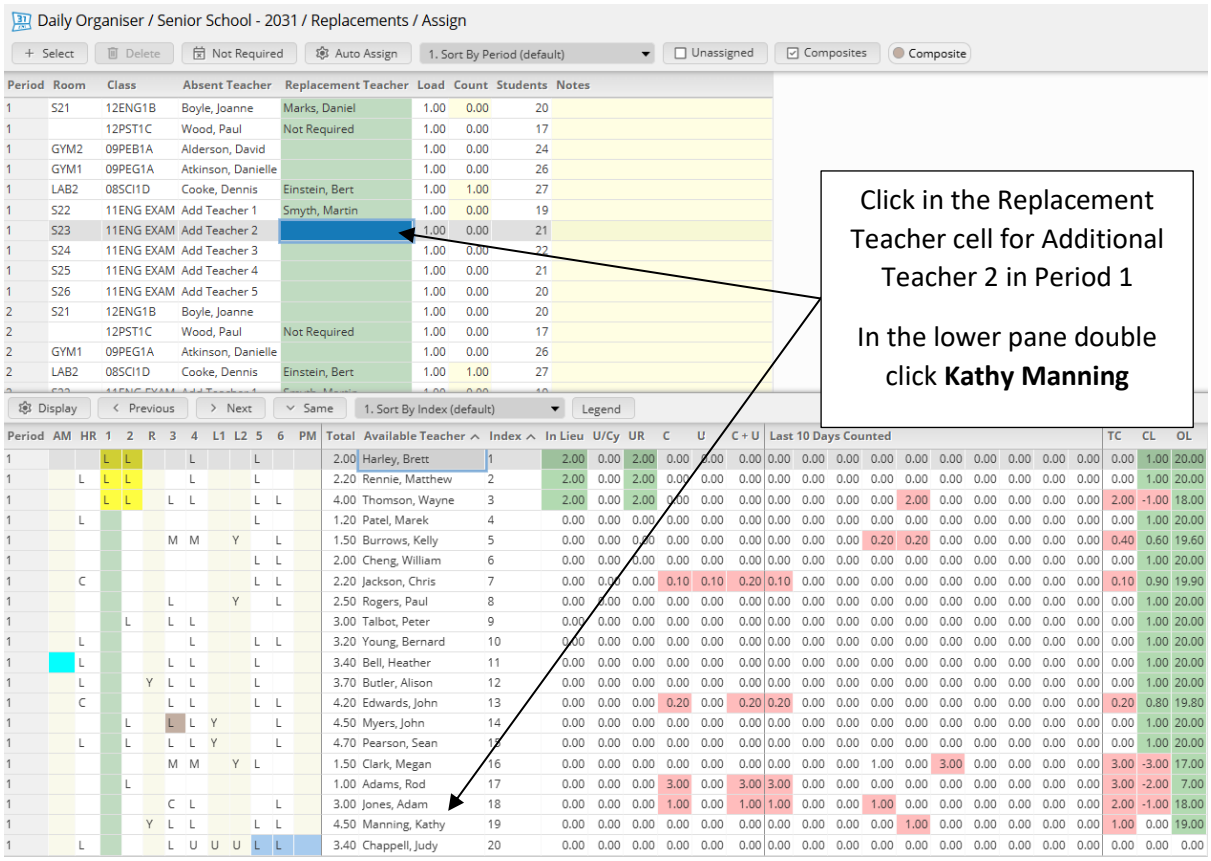
In the upper pane, scroll up and click any Period 1 class

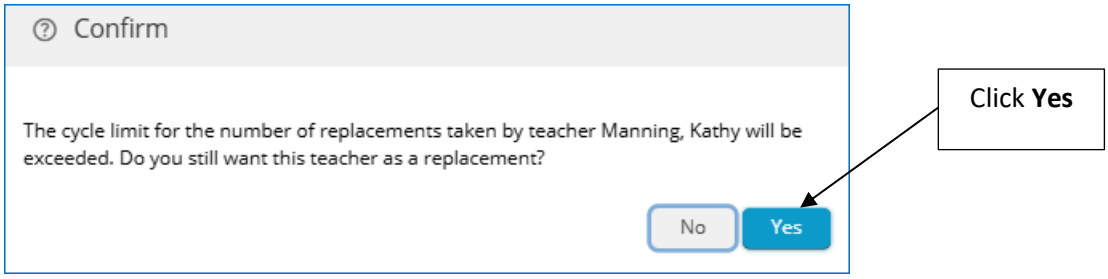


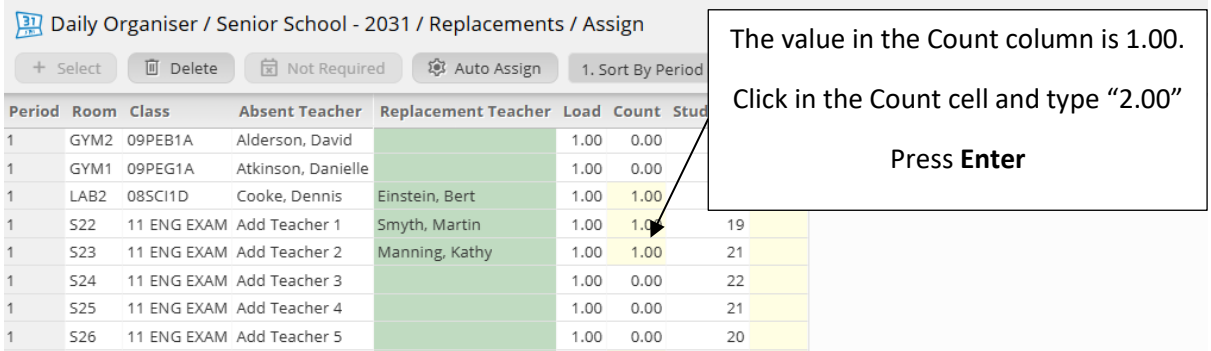

Adam is now 18th on the index for this period. They have 1.00 replacements today and their cycle limit is -1.00. The negative value indicates that they are over the cycle limit.

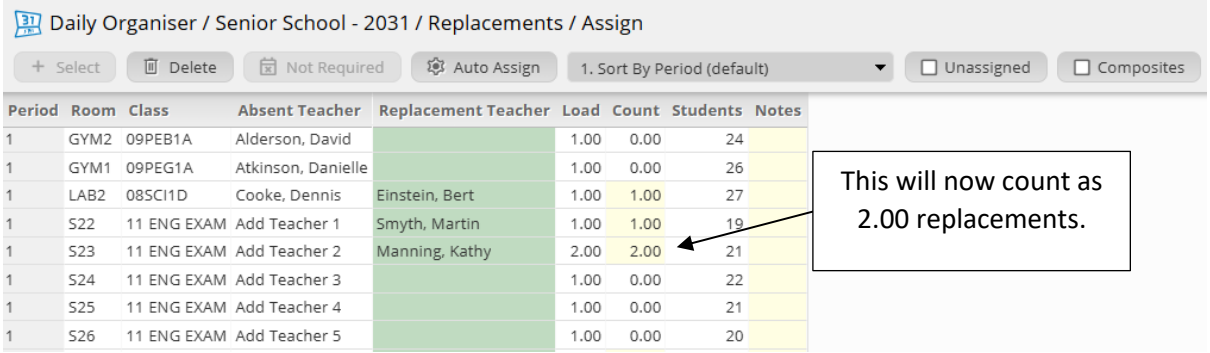
# ADJUST THE COUNT STATUS OF A REPLACEMENT

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 Year 11 English Exam and supervise it in Period 1. This will be counted as two replacements.






| Period | Room | Class | Absent Teacher | Replacement Teacher | Load | Count | Students | Notes |
|---|---|---|---|---|---|---|---|---|
| 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 | 11 ENG EXAM | Add Teacher 1 | Smyth, Martin | 1.00 | 1.00 | 19 | |
| 1 | S23 | 11 ENG EXAM | Add Teacher 2 | Manning, Kathy | 2.00 | 2.00 | 21 | |
| 1 | S24 | 11 ENG EXAM | Add Teacher 3 | | 1.00 | 0.00 | 22 | |
| 1 | S25 | 11 ENG EXAM | Add Teacher 4 | | 1.00 | 0.00 | 21 | |
| 1 | S26 | 11 ENG EXAM | Add Teacher 5 | | 1.00 | 0.00 | 20 | |

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

## ACTIVITY

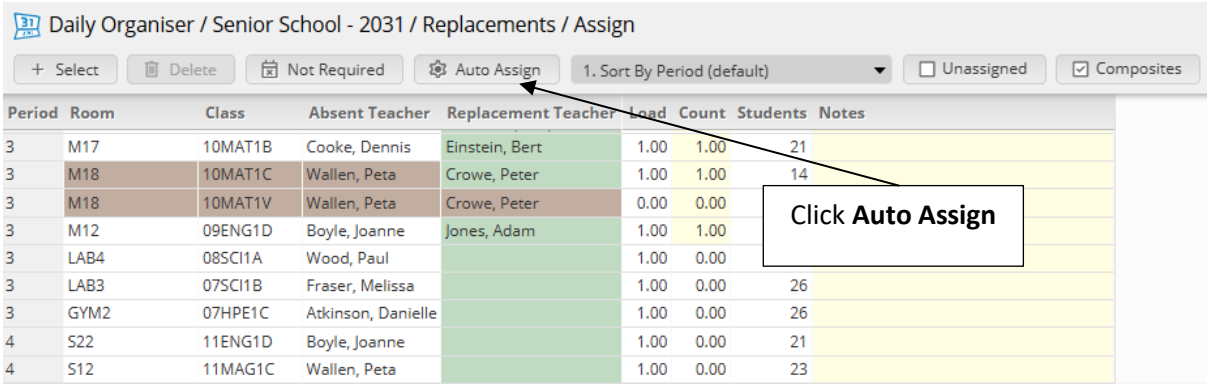
Please complete the following tasks:

- Make casual teacher Marie Curie available for the day.
- Use a combination of casual teachers, counted and uncounted replacements to manually assign replacement teachers to all Period 1, Period 2 classes and the Student Activities in Recess

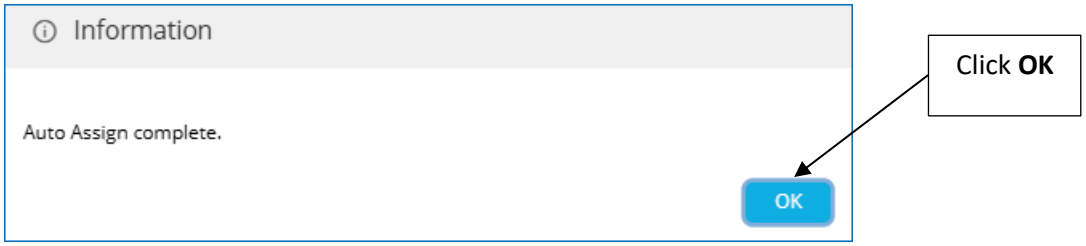
## AUTO ASSIGN REMAINING REPLACEMENTS

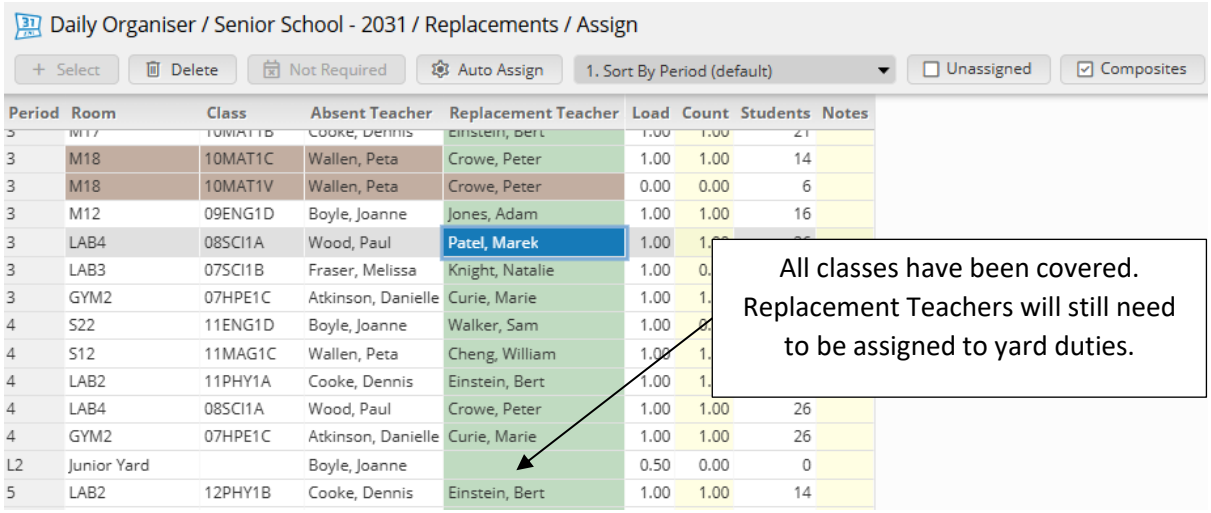
In Daily Organiser it is also possible to automatically assign replacement teachers. The automatic function assigns replacements based on the index order so that casual teachers, in lieu and uncounted replacements are used before counted replacements.

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




| Period | Room | Class | Absent Teacher | Replacement Teacher | Load | Count | Students | Notes |
|---|---|---|---|---|---|---|---|---|
| 3 | M17 | 10MAT1B | Cooke, Dennis | Einstein, Bert | 1.00 | 1.00 | 21 | |
| 3 | M18 | 10MAT1C | Wallen, Peta | Crowe, Peter | 1.00 | 1.00 | 14 | |
| 3 | M18 | 10MAT1V | Wallen, Peta | Crowe, Peter | 0.00 | 0.00 | | |
| 3 | M12 | 09ENG1D | Boyle, Joanne | Jones, Adam | 1.00 | 1.00 | | |
| 3 | LAB4 | 08SCI1A | Wood, Paul | | 1.00 | 0.00 | | |
| 3 | LAB3 | 07SCI1B | Fraser, Melissa | | 1.00 | 0.00 | 26 | |
| 3 | GYM2 | 07HPE1C | Atkinson, Danielle | | 1.00 | 0.00 | 26 | |
| 4 | S22 | 11ENG1D | Boyle, Joanne | | 1.00 | 0.00 | 21 | |
| 4 | S12 | 11MAG1C | Wallen, Peta | | 1.00 | 0.00 | 23 | |

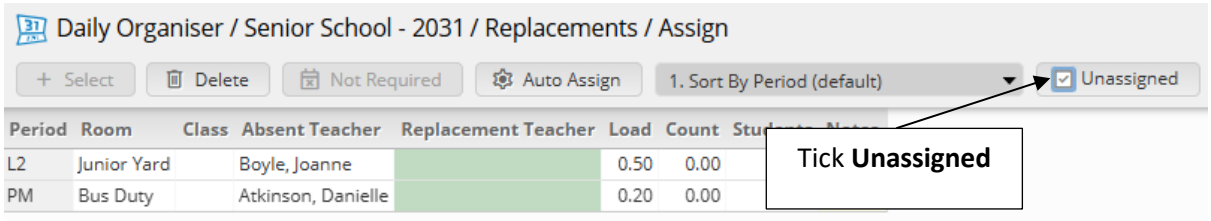




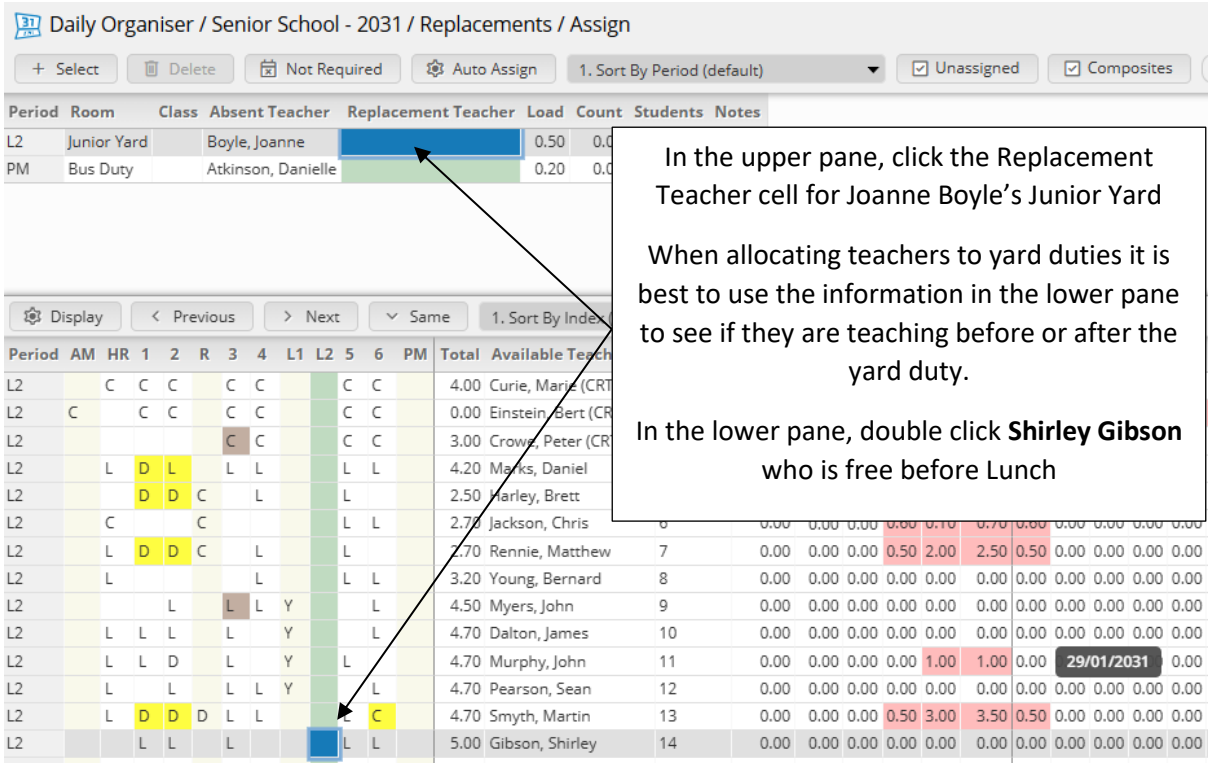

| Period | Room | Class | Absent Teacher | Replacement Teacher | Load | Count | Students | Notes |
|---|---|---|---|---|---|---|---|---|
| 3 | M18 | 10MAT1C | Wallen, Peta | Crowe, Peter | 1.00 | 1.00 | 14 | |
| 3 | M18 | 10MAT1V | Wallen, Peta | Crowe, Peter | 0.00 | 0.00 | 6 | |
| 3 | M12 | 09ENG1D | Boyle, Joanne | Jones, Adam | 1.00 | 1.00 | 16 | |
| 3 | LAB4 | 08SCI1A | Wood, Paul | Patel, Marek | 1.00 | 1. | | |
| 3 | LAB3 | 07SCI1B | Fraser, Melissa | Knight, Natalie | 1.00 | 0. | | |
| 3 | GYM2 | 07HPE1C | Atkinson, Danielle | Curie, Marie | 1.00 | 1. | | |
| 4 | S22 | 11ENG1D | Boyle, Joanne | Walker, Sam | 1.00 | 0. | | |
| 4 | S12 | 11MAG1C | Wallen, Peta | Cheng, William | 1.00 | 1. | | |
| 4 | LAB2 | 11PHY1A | Cooke, Dennis | Einstein, Bert | 1.00 | 1. | | |
| 4 | LAB4 | 08SCI1A | Wood, Paul | Crowe, Peter | 1.00 | 1.00 | 26 | |
| 4 | GYM2 | 07HPE1C | Atkinson, Danielle | Curie, Marie | 1.00 | 1.00 | 26 | |
| L2 | Junior Yard | | Boyle, Joanne | | 0.50 | 0.00 | 0 | |
| 5 | LAB2 | 12PHY1B | Cooke, Dennis | Einstein, Bert | 1.00 | 1.00 | 14 | |

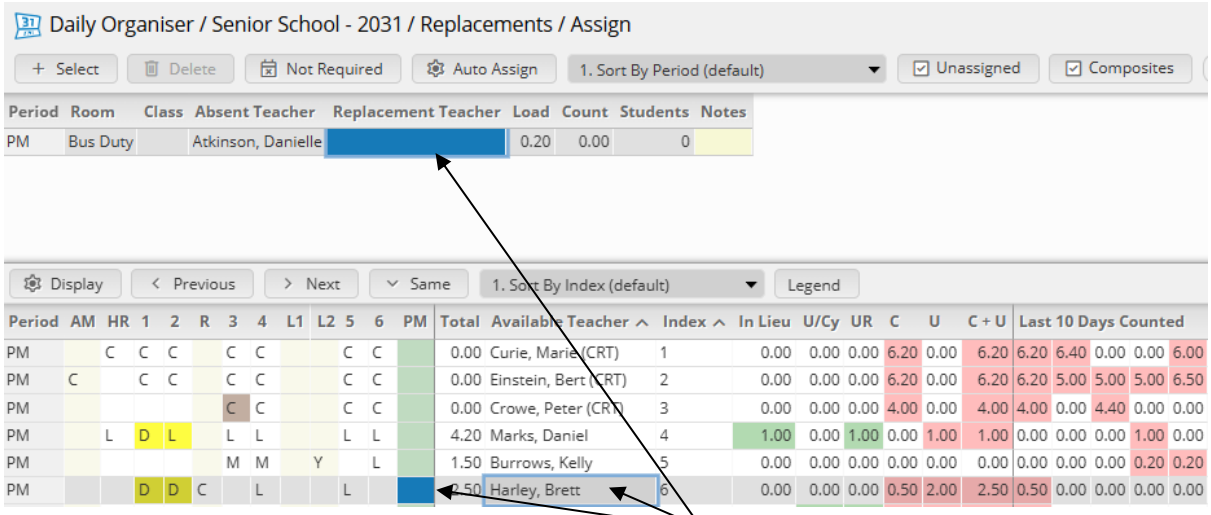
## SHOW UNASSIGNED CLASSES/YARD DUTIES/ACTIVITIES

It is possible to hide classes, activities and yard duties that have already had a replacement teacher assigned, leaving only those still needing replacements displayed in the upper pane.



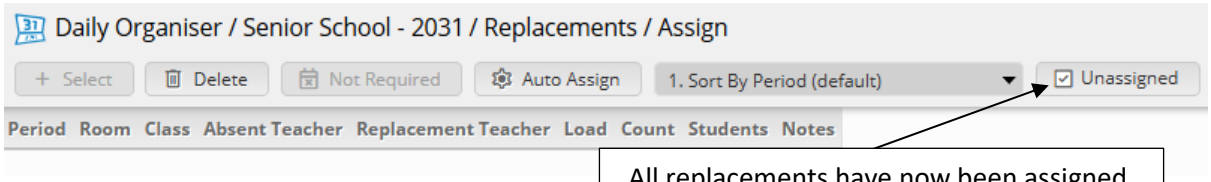

| Period | Room | Class | Absent Teacher | Replacement Teacher | Load | Count | Stu |
|---|---|---|---|---|---|---|---|
| L2 | Junior Yard | | Boyle, Joanne | | 0.50 | 0.00 | |
| PM | Bus Duty | | Atkinson, Danielle | | 0.20 | 0.00 | |





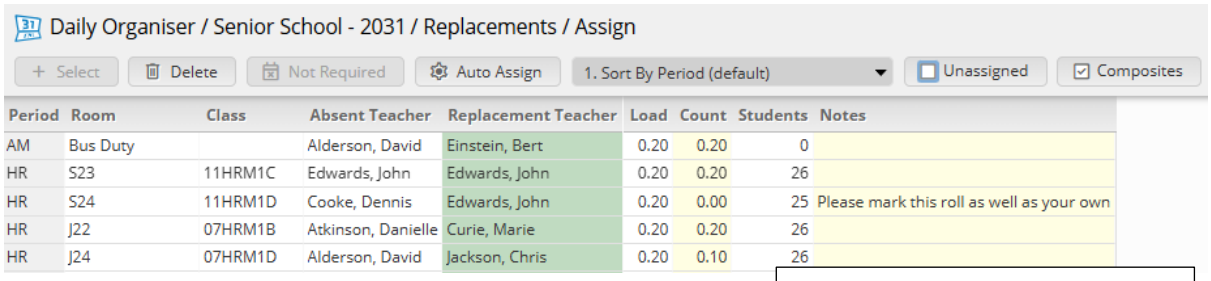

Joanne Boyle's Junior Yard duty has now disappeared from the upper pane because only classes, activities or yard duties with no replacements are displayed.

Assign Brett Harley to the remaining Yard Duty as he is free in Period 6




All replacements have now been assigned.

Untick **Unassigned**




All classes, student activities and yard duties are displayed.

# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Lesson 8 - Room Replacements

Professional Learning Objectives ..... 226
Skills ..... 226
Room Replacements ..... 227
Assign Rooms ..... 227
Assign Rooms in the Upper Pane ..... 229
Assign Rooms in the Lower Pane ..... 230
Assign Two Classes to the Same Room ..... 231
Edit Rooms ..... 233
Add a Room to a Class ..... 235
Remove a Class from a Room ..... 236
Use Edit to Swap Rooms ..... 236

## 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:

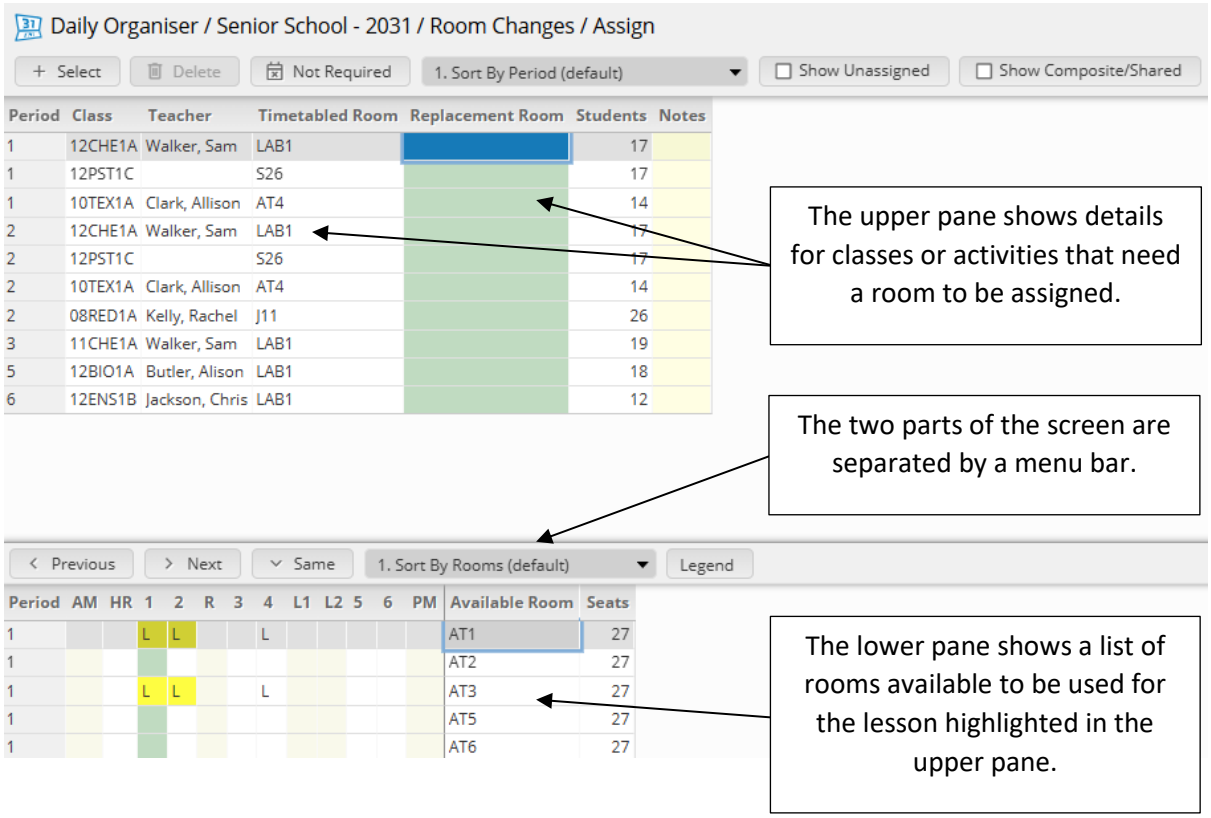
- [12A] Room Changes - Assign: Rooms can be assigned to any classes that have been removed from a room and also to student activities that need additional rooms.
- [12B] Room Changes - Edit: This is the master timetable for the day showing all replacement teachers, cancelled classes and room changes.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

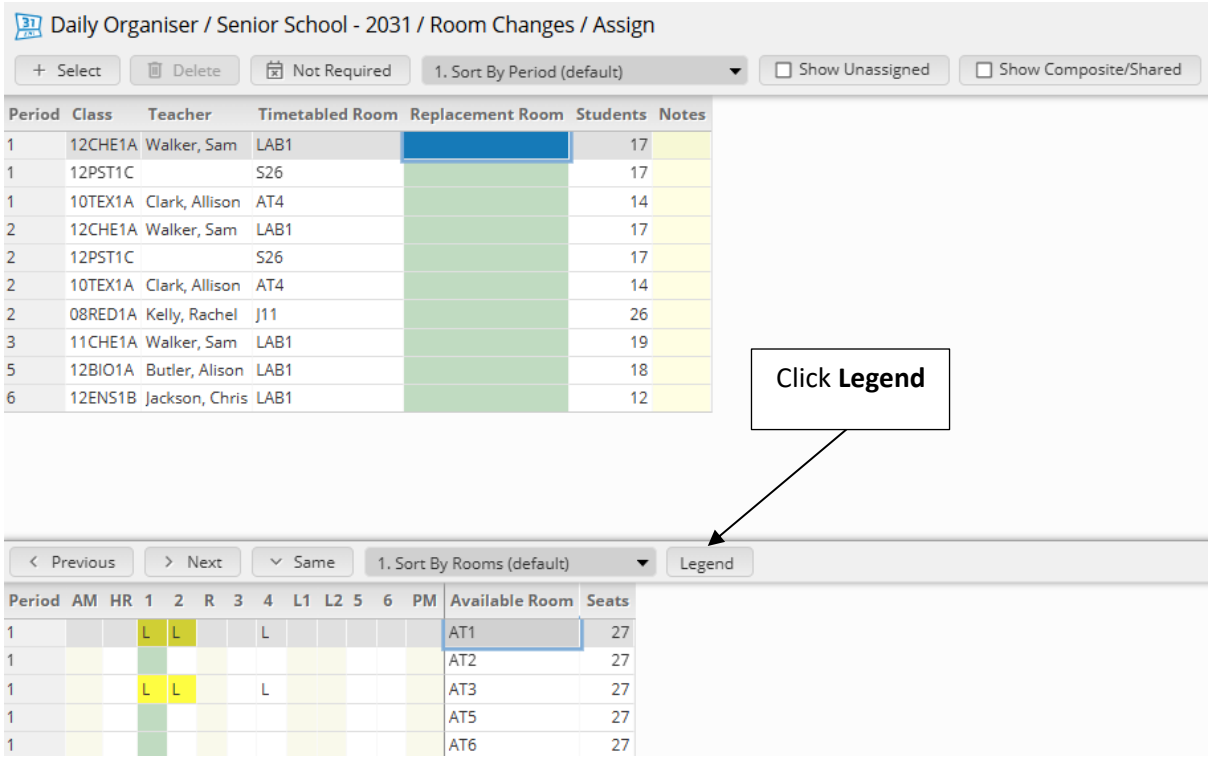
**Open:**
**Senior School 2031**
**Date: Tue 04 Feb D7 (Future)**

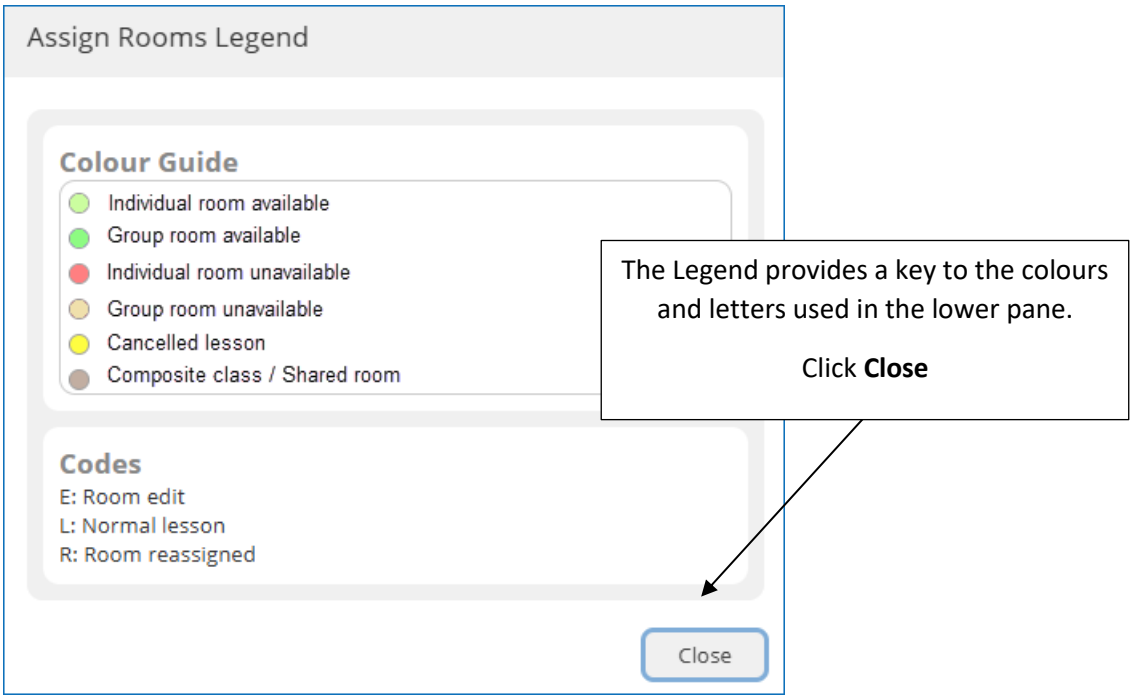
**On the Task Tree select:**
**[12A] Room Changes - Assign**

## 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 upper pane and the available rooms in the lower pane.



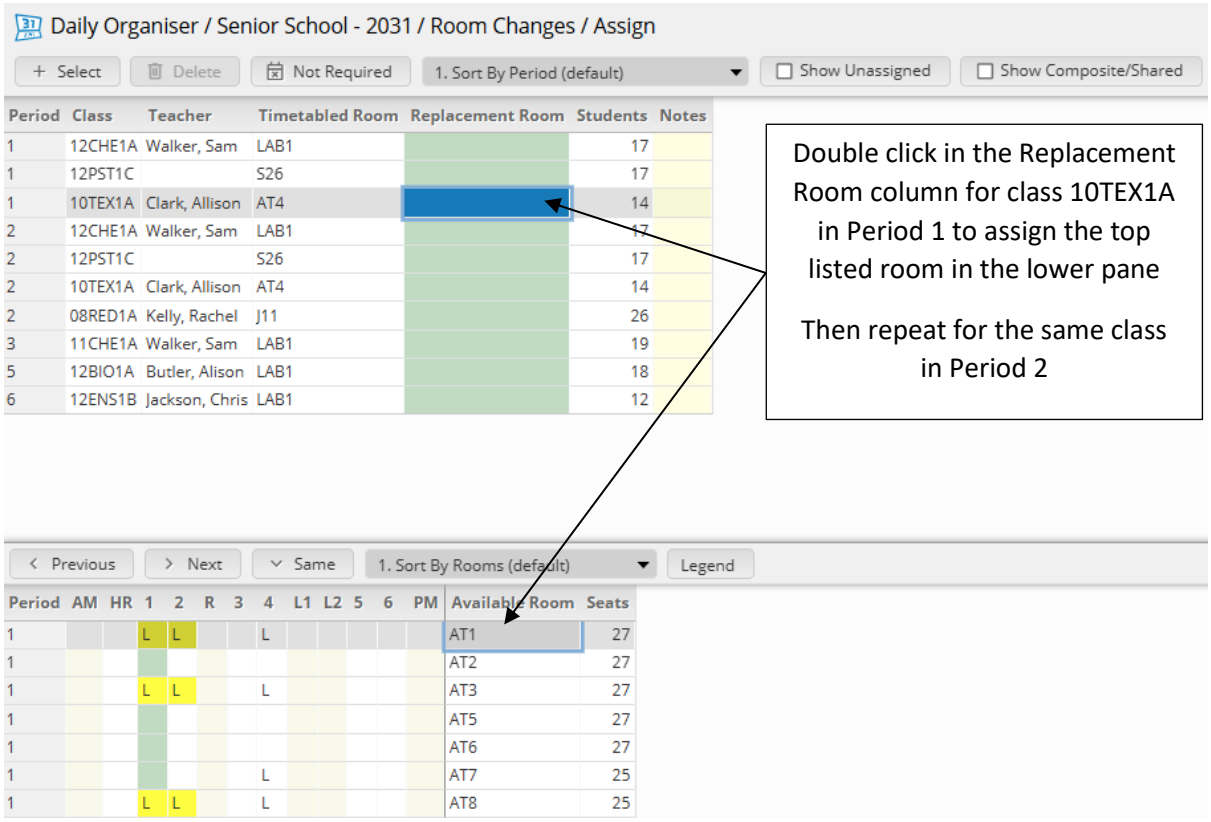

Daily Organiser / Senior School - 2031 / Room Changes / Assign
Select
Delete
Not Required
1. Sort By Period (default)
Show Unassigned
Show Composite/Shared
Period Class Teacher Timetabled Room Replacement Room Students Notes
1 12CHE1A Walker, Sam LAB1 17
1 12PST1C S26 17
1 10TEX1A Clark, Allison AT4 14
2 12CHE1A Walker, Sam LAB1 17
2 12PST1C S26 17
2 10TEX1A Clark, Allison AT4 14
2 08RED1A Kelly, Rachel J11 26
3 11CHE1A Walker, Sam LAB1 19
5 12BIO1A Butler, Alison LAB1 18
6 12ENS1B Jackson, Chris LAB1 12
Click Legend
Previous
Next
Same
1. Sort By Rooms (default)
Legend
Period AM HR 1 2 R 3 4 L1 L2 5 6 PM Available Room Seats
1 L L L AT1 27
1 AT2 27
1 L L L AT3 27
1 AT5 27
1 AT6 27

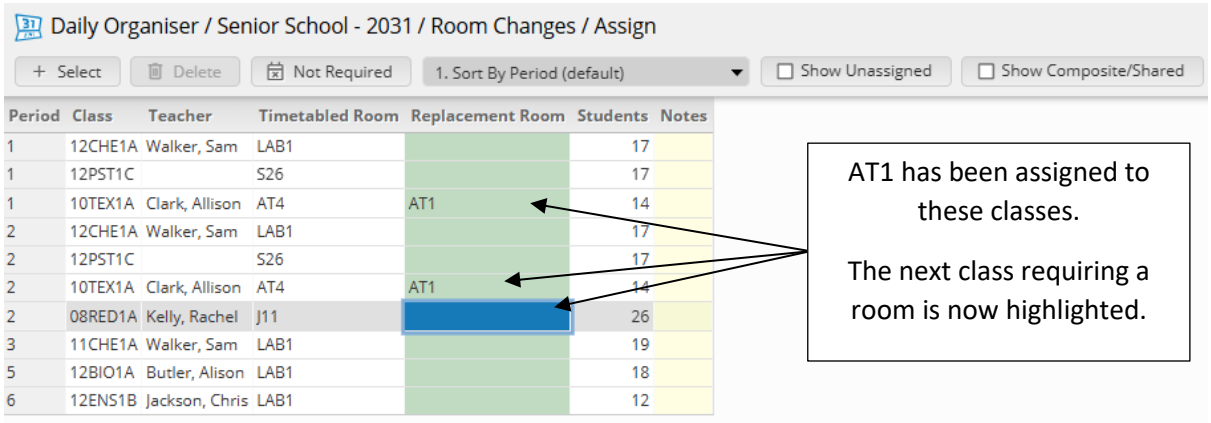

Assign Rooms Legend
Colour Guide
Individual room available
Group room available
Individual room unavailable
Group room unavailable
Cancelled lesson
Composite class / Shared room
Codes
E: Room edit
L: Normal lesson
R: Room reassigned
Close
The Legend provides a key to the colours and letters used in the lower pane.
Click Close

## ASSIGN ROOMS IN THE UPPER PANE

Classes can easily be assigned to the room at the top of the lower pane.

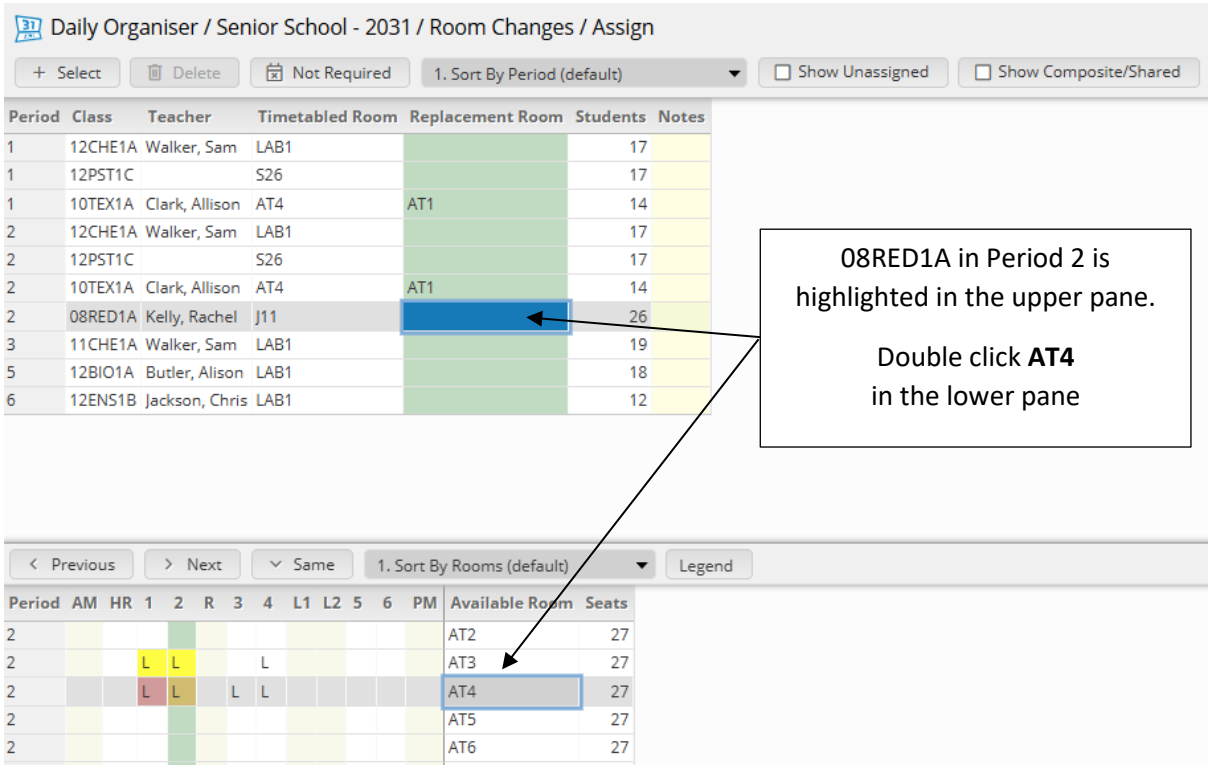
In an earlier lesson 10TEX1A was removed from AT4 in Period 1 to allow the room to be set up for a guest speaker for 08RED1A in Period 2. To complete the set up for this 10TEX1A must be assigned to AT1 in Periods 1 and 2. The class 08RED1A will need to be assigned to AT4 in Period 2.

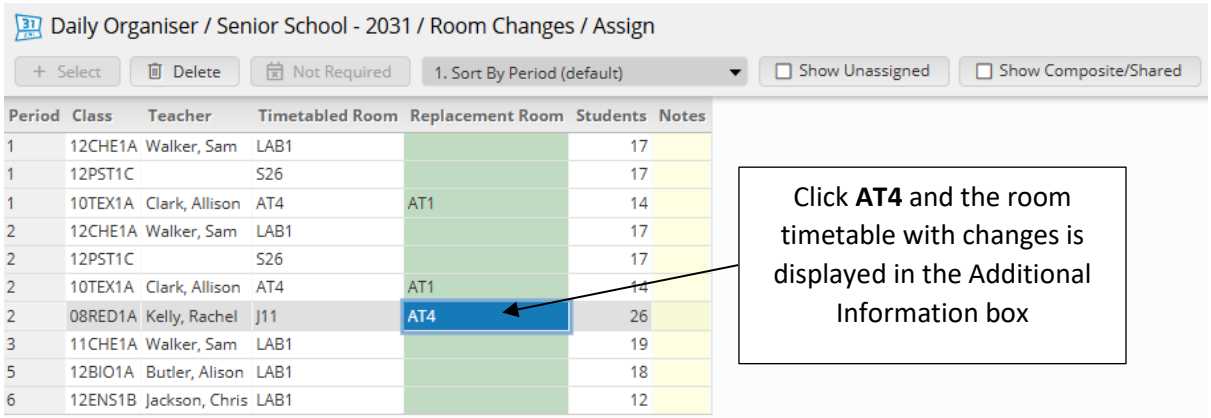


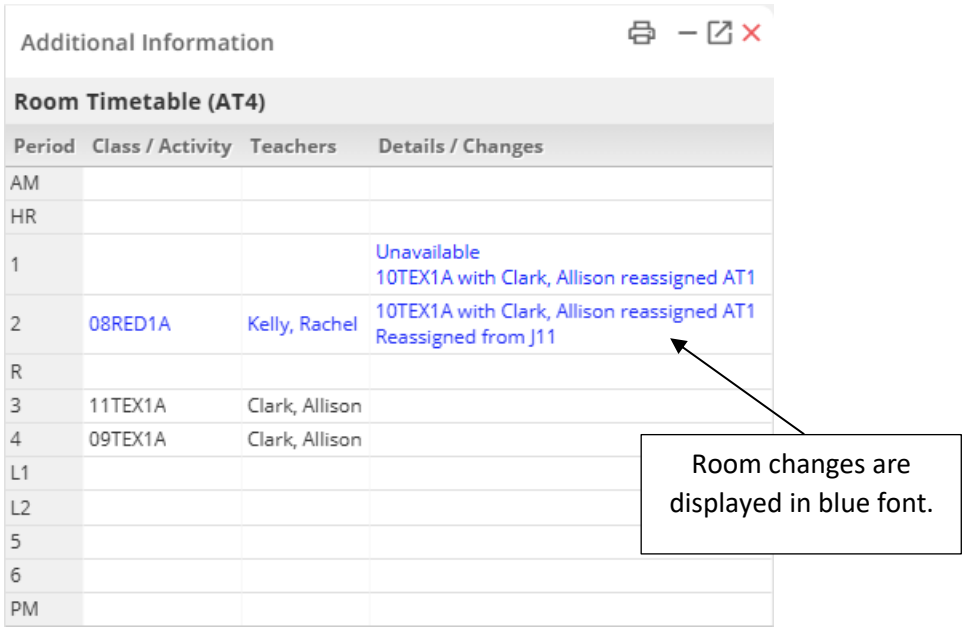



## ASSIGN ROOMS IN THE LOWER PANE

Rooms can also be assigned to classes in the lower pane. In this case, 08RED1A will need to be assigned to AT4 in Period 2.



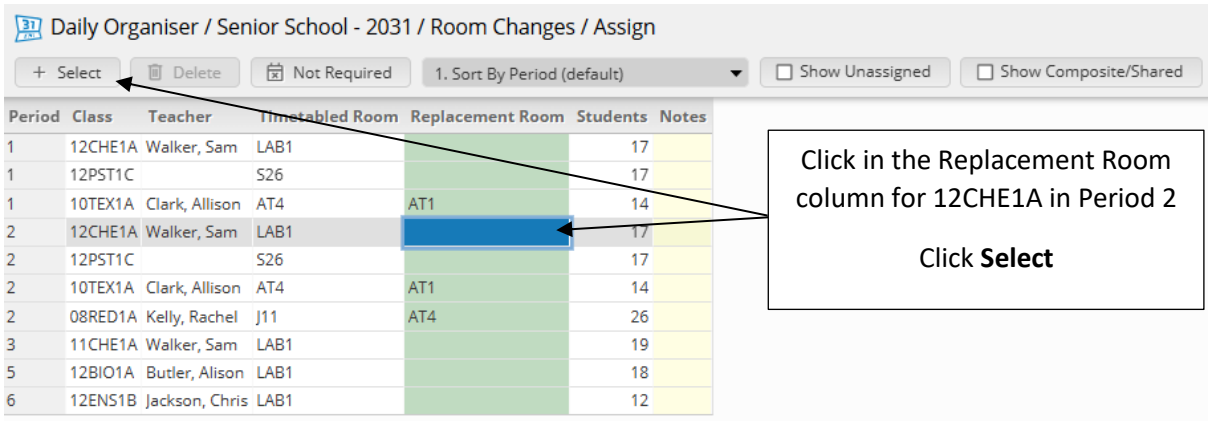



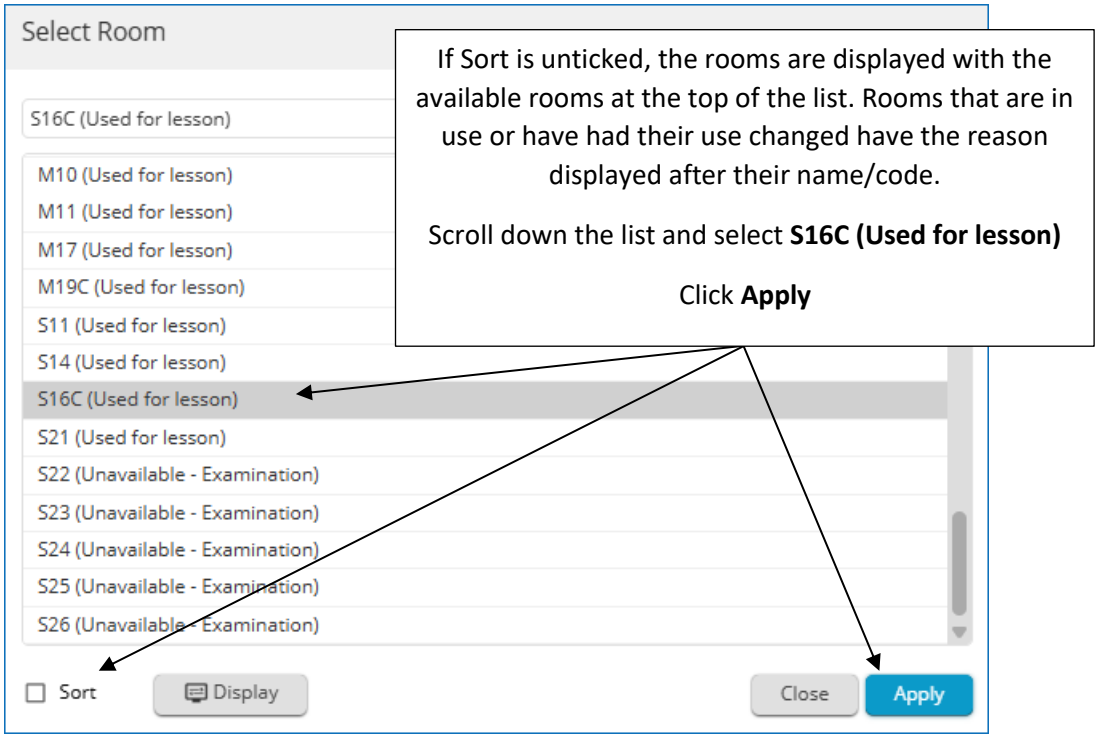


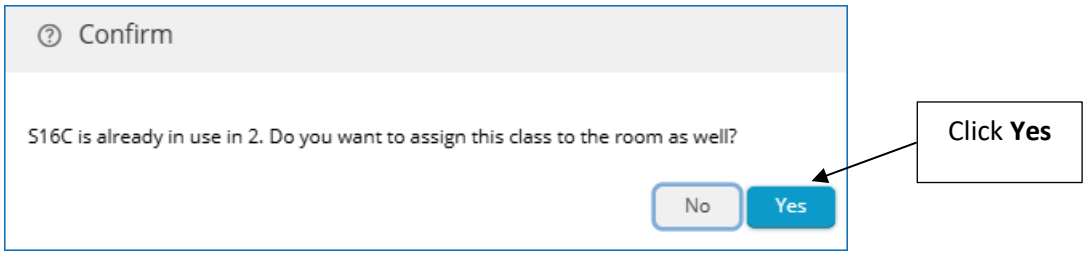

Note: The Additional Information box can also display student lists (by clicking on a number in the Students column).

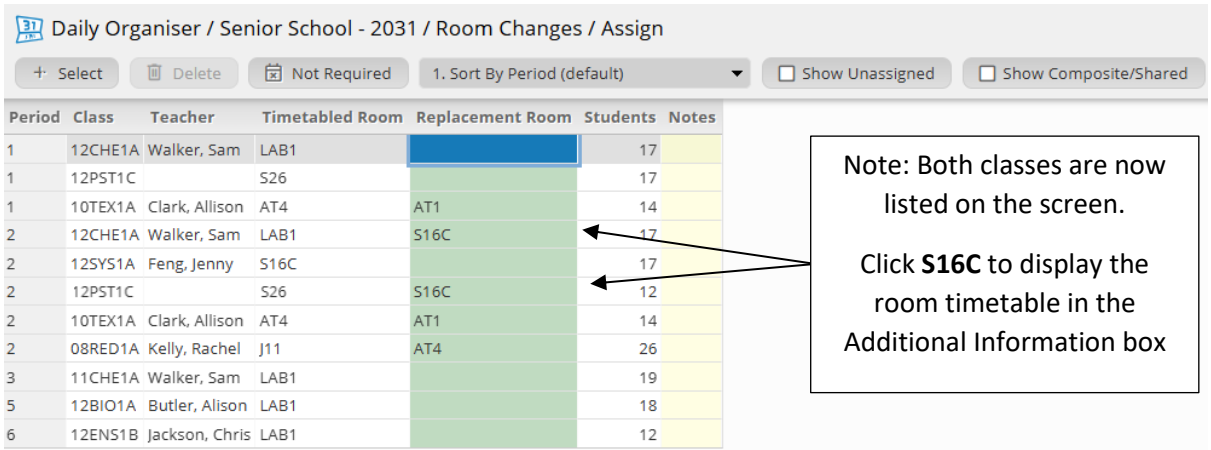
## ASSIGN TWO CLASSES TO THE SAME ROOM

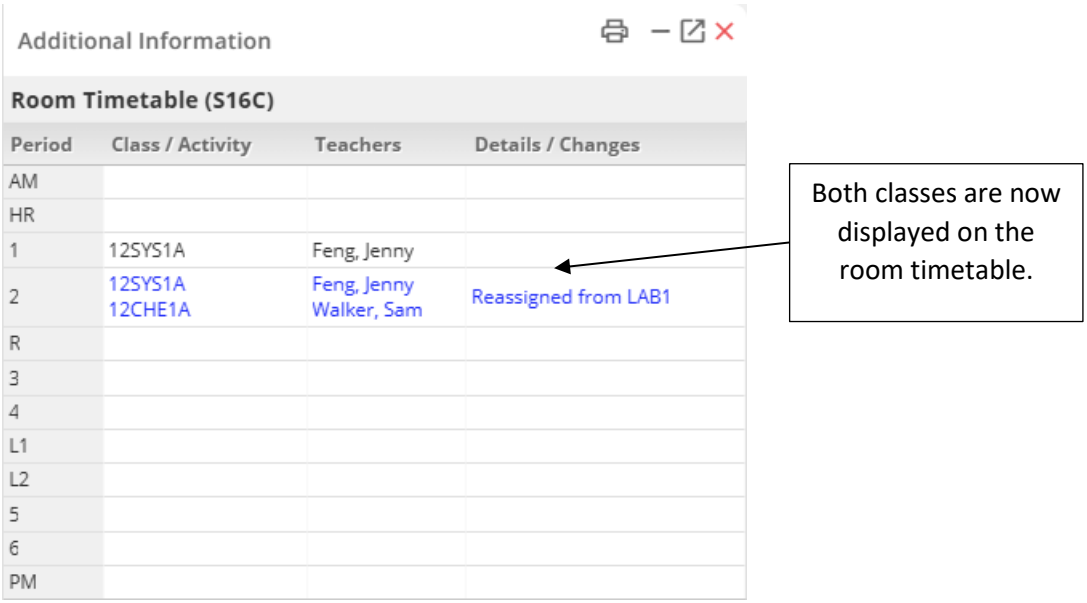
It is possible to assign two classes to the same room. In this case the teacher of 12CHE1A, Sam Walker, has organised to share computer room S16C with another class in Period 2. This room is not listed on the lower pane because it is in use.




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 unticked, 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 12SYS1A Feng, Jenny S16C 17
2 12PST1C S26 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 S16C to display the room timetable in the Additional Information box

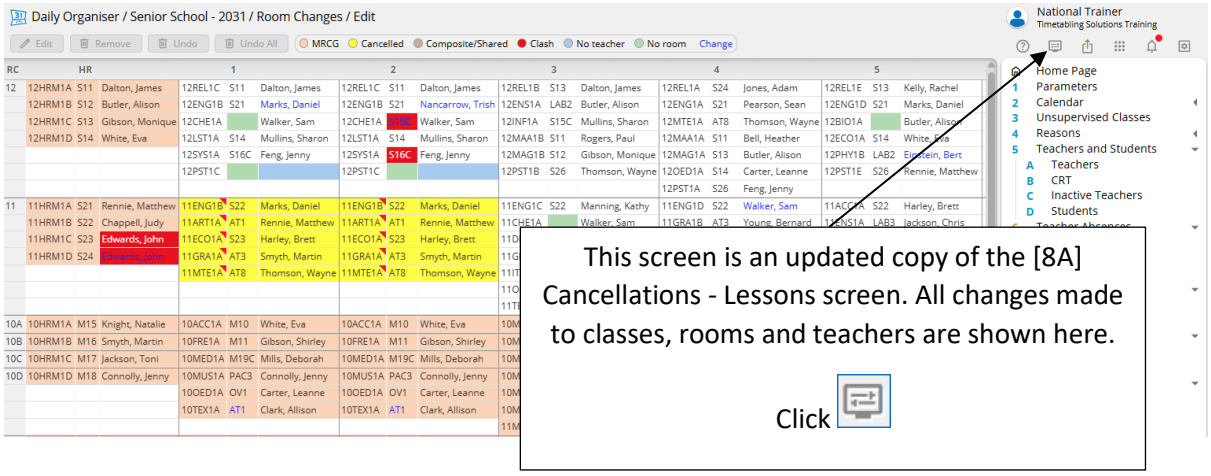


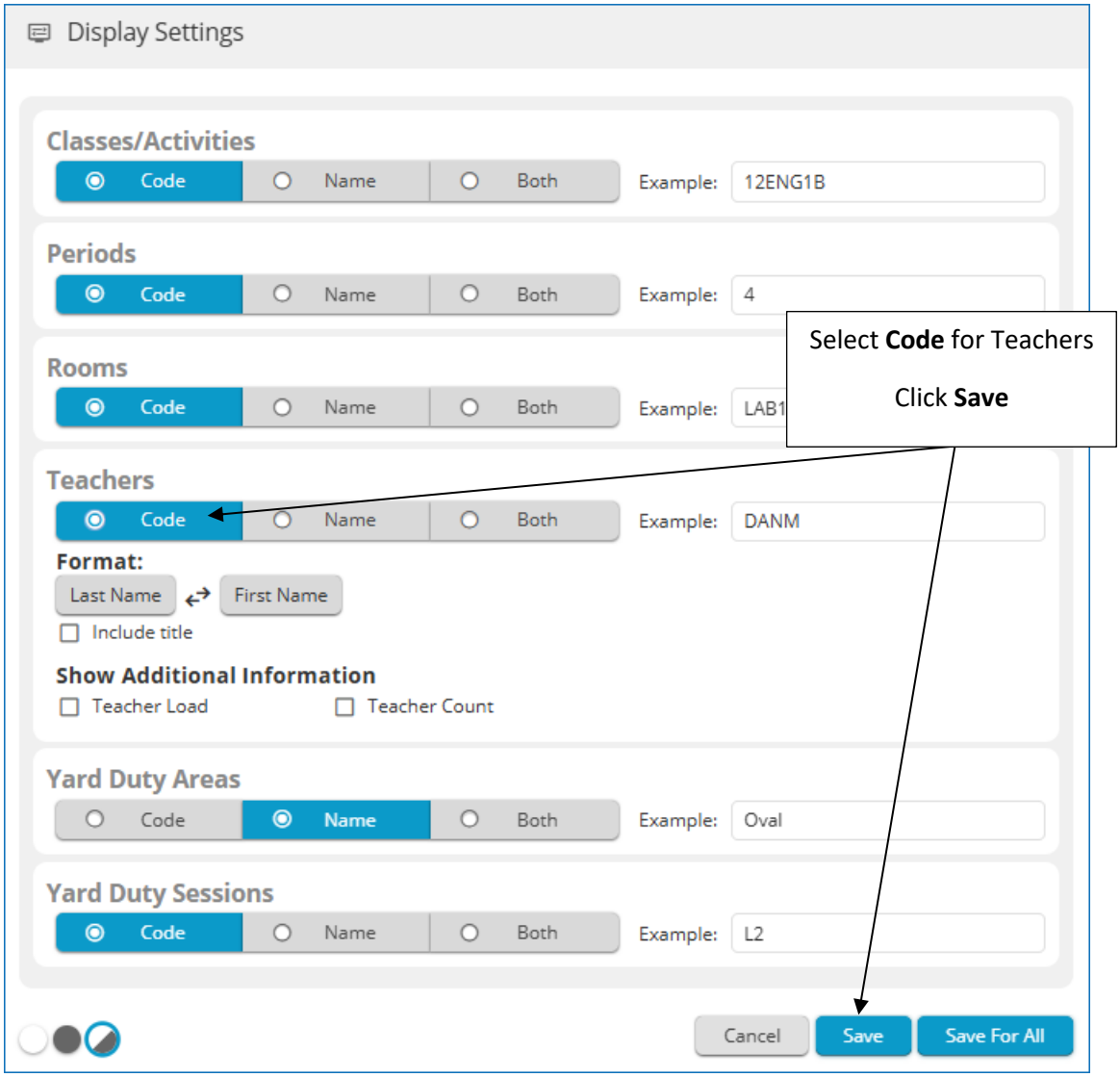

This process could be taken a step further and the original class 12SYS1A could be assigned to another room if required.

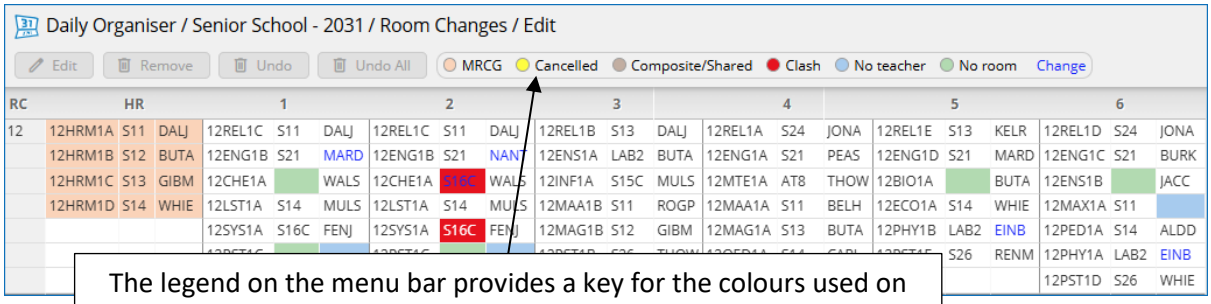
## EDIT ROOMS

The Edit screen displays the master timetable for the selected day including lesson cancellations, classes without rooms, teacher replacements and reassigned rooms. Student Activities, however, are not displayed on this screen. This screen can be used to edit rooms by adding or removing rooms for regular classes.

**On the Task Tree select:**
**[12B] Room Changes - Edit**

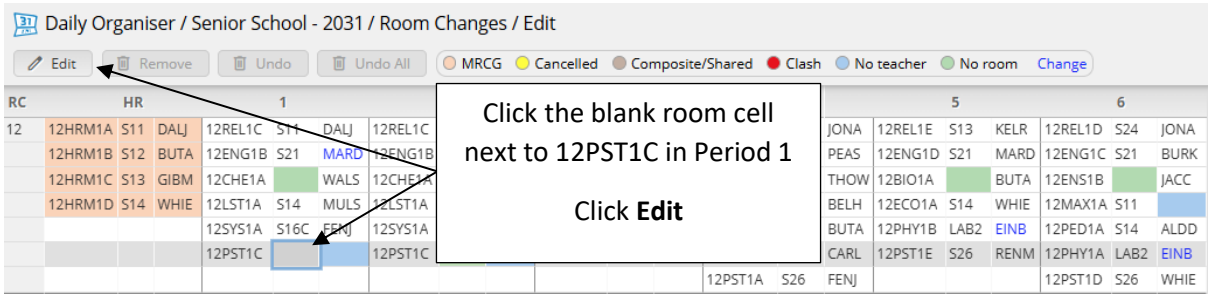


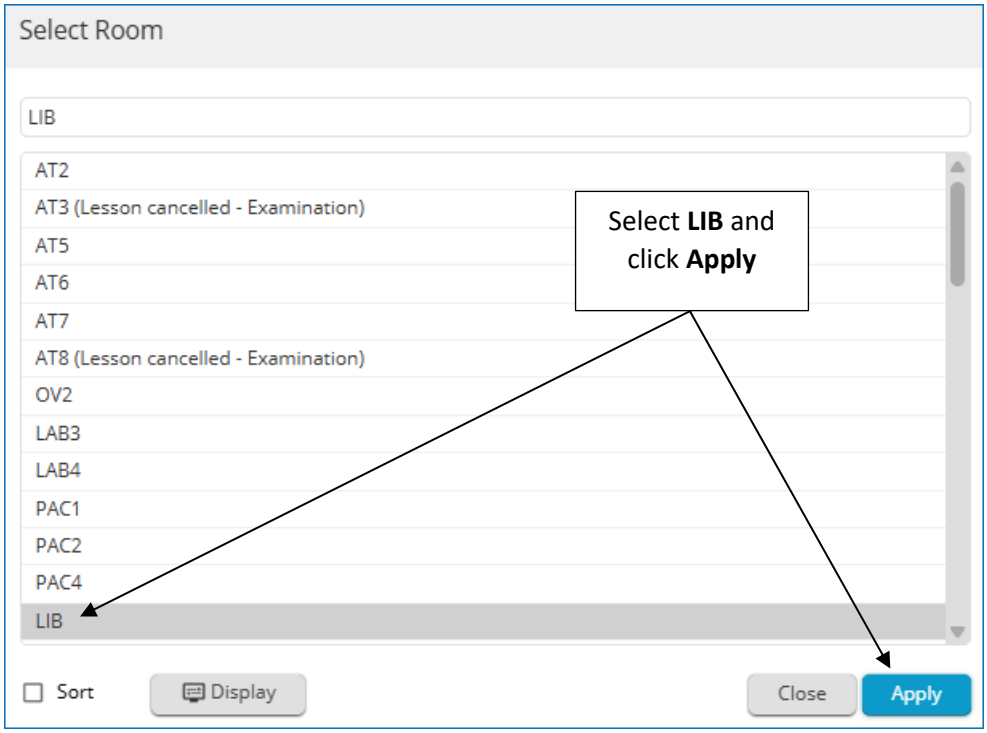

Display Settings
Classes/Activities
Code
Name
Both
Example:
12ENG1B
Periods
Code
Name
Both
Example:
4
Rooms
Code
Name
Both
Example:
LAB1
Teachers
Code
Name
Both
Example:
DANM
Format:
Last Name
First Name
Include title
Show Additional Information
Teacher Load
Teacher Count
Yard Duty Areas
Code
Name
Both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

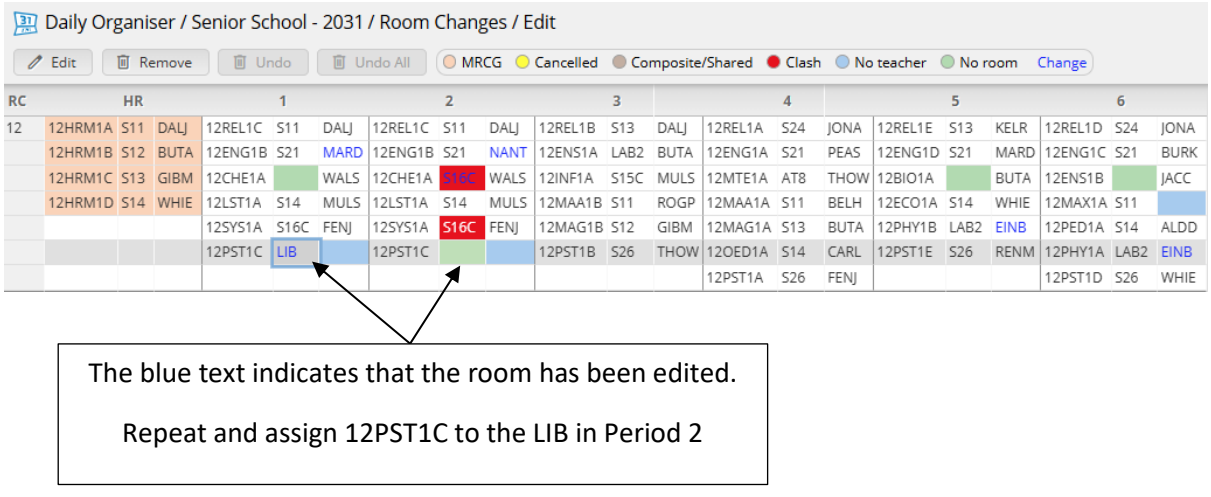

Daily Organiser / Senior School - 2031 / Room Changes / Edit
Edit
Remove
Undo
Undo All
MRCG
Cancelled
Composite/Shared
Clash
No teacher
No room
Change
The legend on the menu bar provides a key for the colours used on this screen to highlight changes made to the timetable.

## ADD A ROOM TO A CLASS

The Edit button can be used to add a room to a class. In this case, 12PST1C must be assigned to the Library (LIB) in Periods 1 and 2.

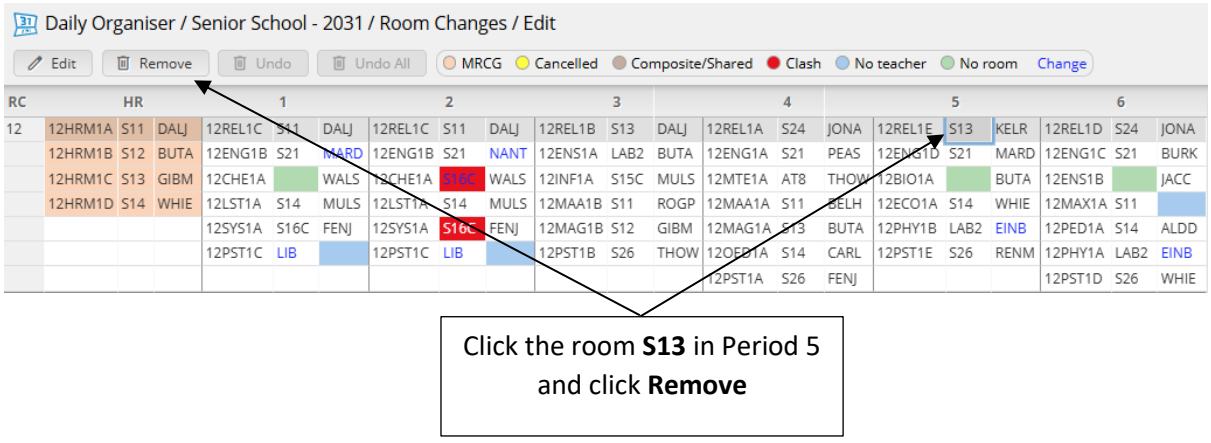


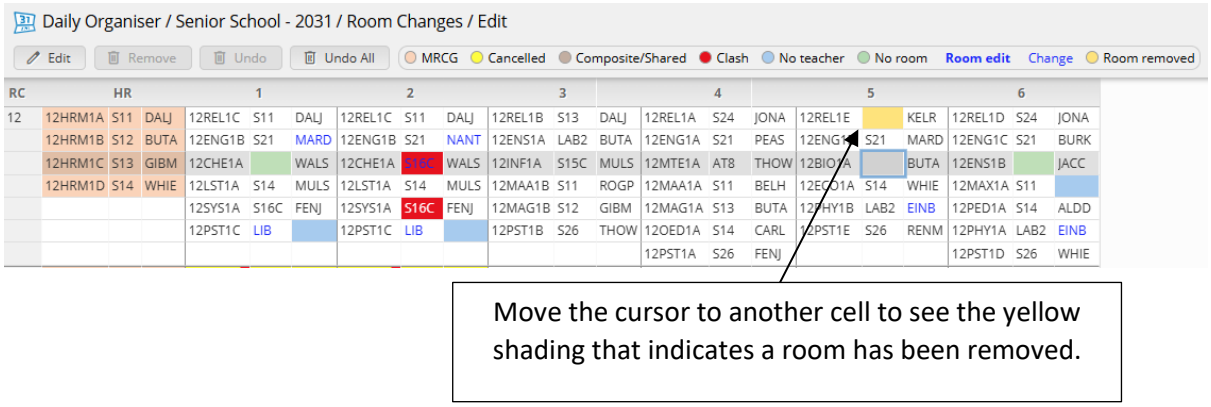



## REMOVE A CLASS FROM A ROOM

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



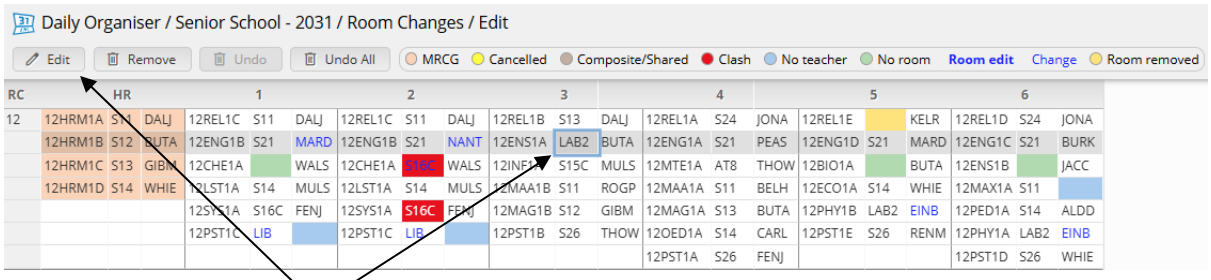

Click the room **S13** in Period 5 and click **Remove**




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

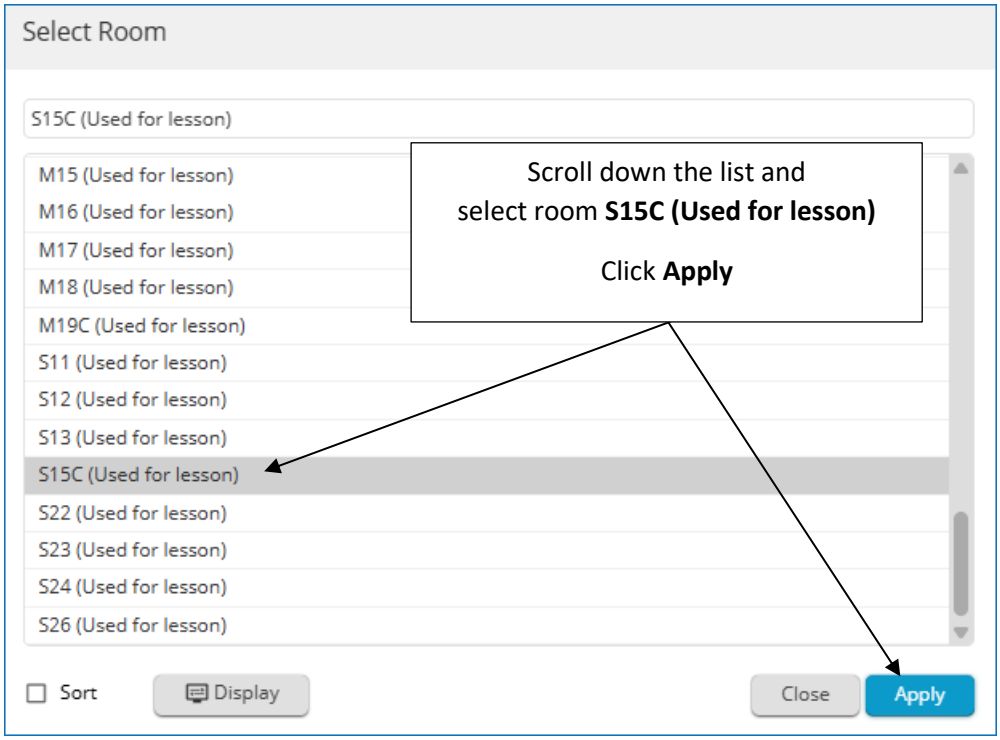
## USE EDIT TO SWAP ROOMS

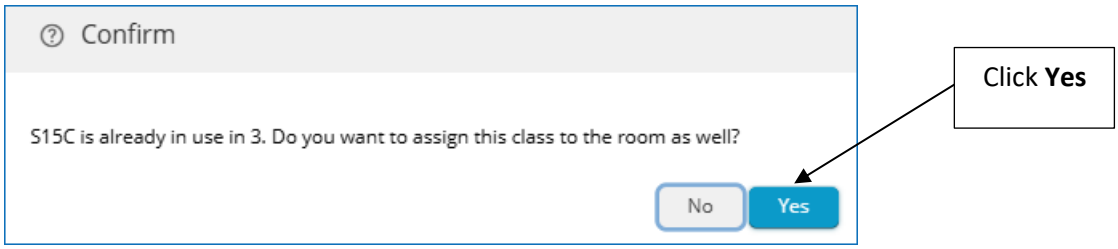
The Edit screen can be used to quickly swap rooms for classes. The teacher of 12ENS1A has requested computer room S15C in Period 3. The class currently in that room will be moved to S16C.

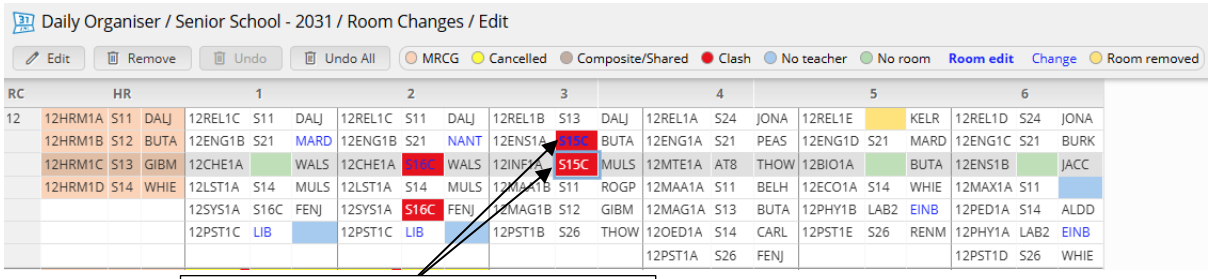


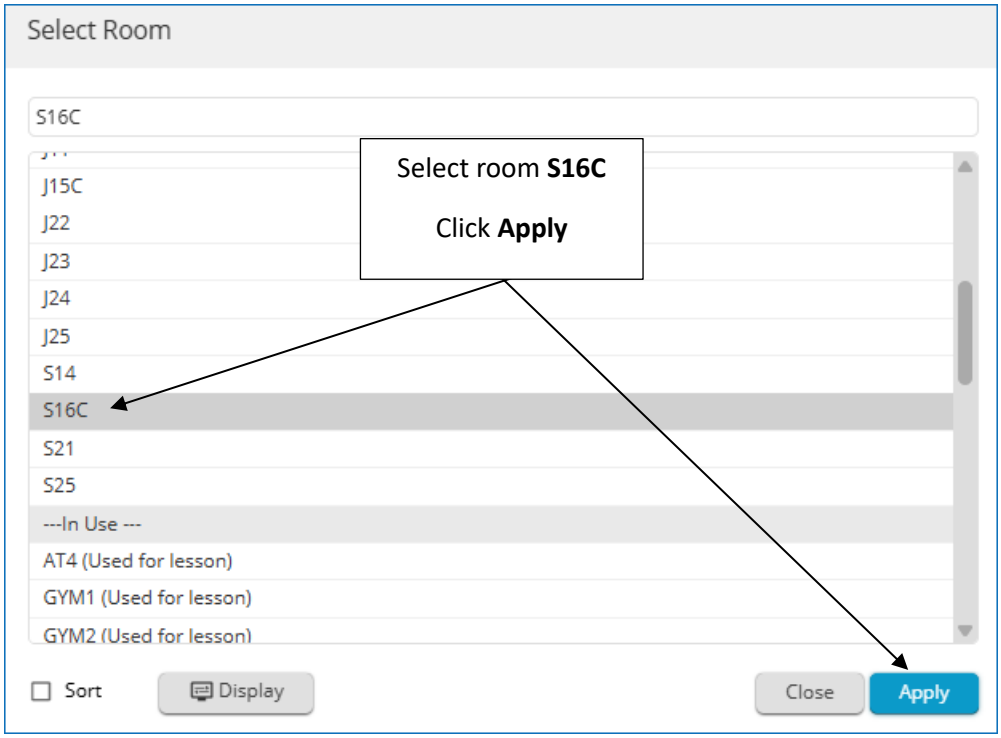

Click **LAB2** in the cell next to 12ENS1A in Period 3

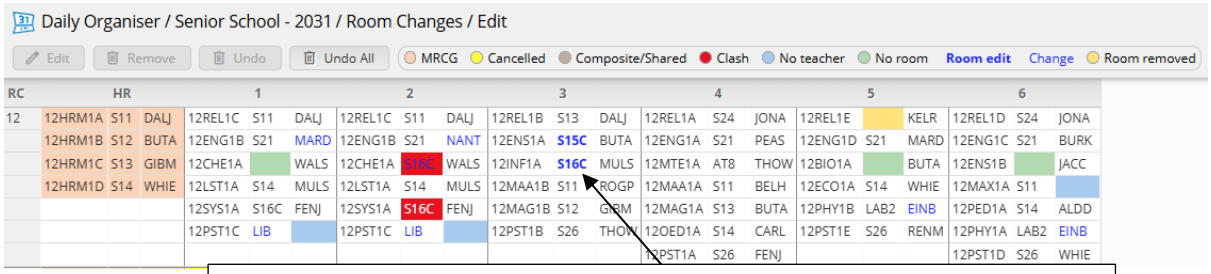
Click **Edit**


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)
Sort
Display
Close
Apply
Scroll down the list and
select room **S15C (Used for lesson)**
Click **Apply**


Confirm
S15C is already in use in 3. Do you want to assign this class to the room as well?
No
Yes
Click **Yes**

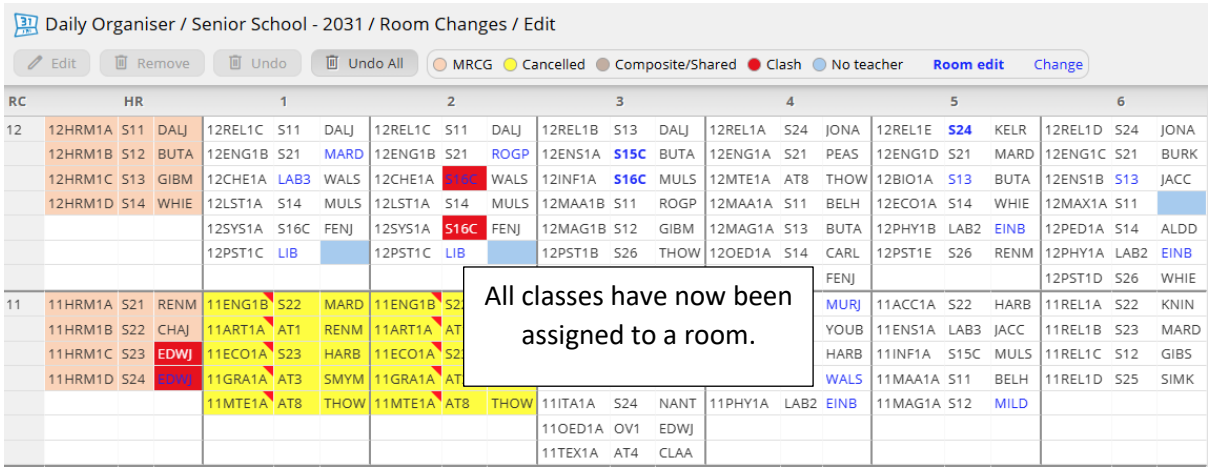

Daily Organiser / Senior School - 2031 / Room Changes / Edit
Edit
Remove
Undo
Undo All
MRCG
Cancelled
Composite/Shared
Clash
No teacher
No room
Room edit
Change
Room removed
The red cells indicate a room clash.
Click **S15C** next to 12INF1A
Click **Edit**




The red shading has disappeared, and the rooms are now in bold blue to indicate that they have been edited.

Use screens [12A] Room Changes - Assign or [12B] Room Changes - Edit to assign rooms to all classes that do not have a room




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 ..... 240
Skills ..... 240
The Reports Section ..... 241
Check Replacements ..... 242
Teacher Changes ..... 243
View Teacher Changes with Inclusions ..... 243
View Casual Teacher Changes Only ..... 245
Composite Classes ..... 246
Export Teacher Changes ..... 248
Print Teacher Changes on a New Page ..... 248
Email Teacher Changes ..... 250
Daily Bulletin ..... 253
Print Bulletin ..... 256
Email Bulletin ..... 256
Create Bulletin Messages ..... 258
Share Button ..... 259
Additional Print Features ..... 261
Teacher Portal ..... 262

## PROFESSIONAL LEARNING OBJECTIVES

- Identify the reports available for disseminating daily changes

## SKILLS

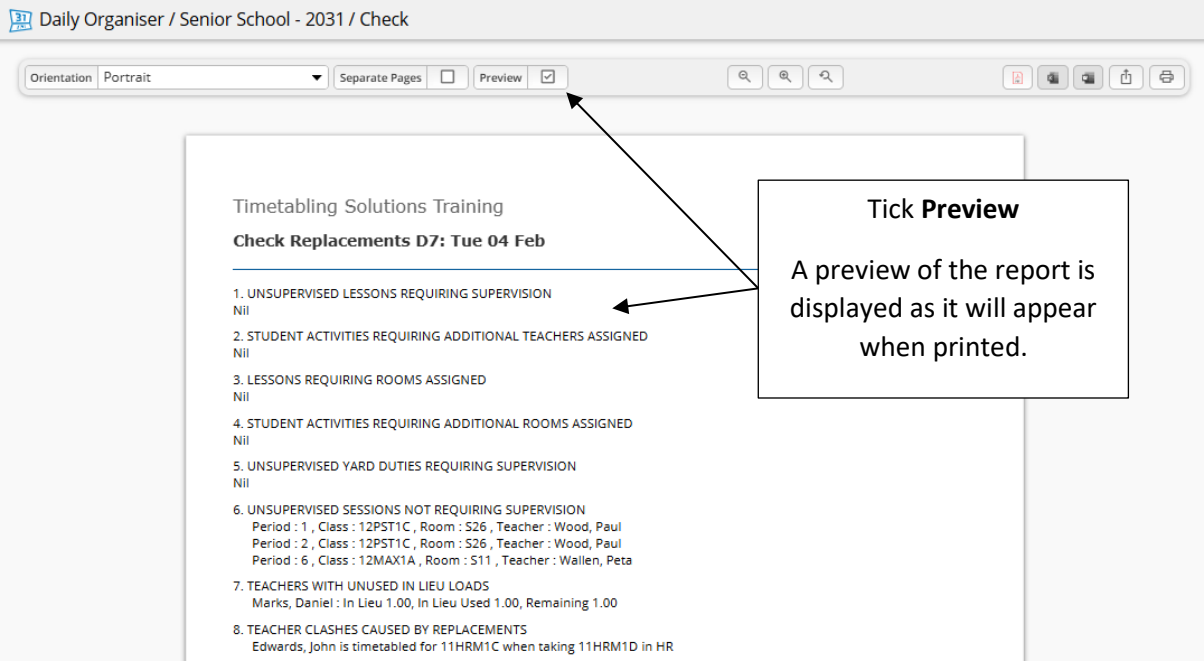
- View and analyse the Check screen
- View and customise display settings for disseminating daily changes
- Utilise the Teacher Changes screen to print and email teacher changes
- Preview and customise display settings for the Bulletin
- Add a message to the Bulletin
- Print the Bulletin to Microsoft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

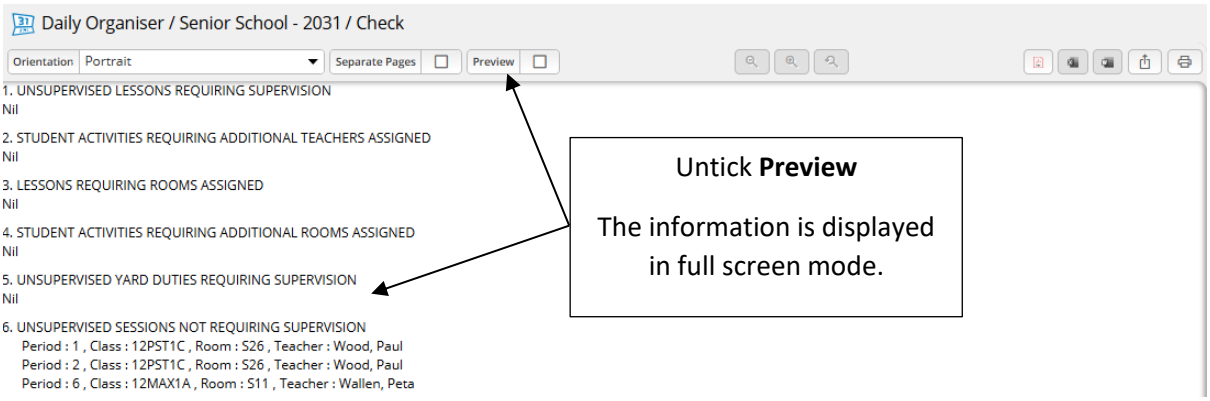
# THE REPORTS SECTION

The items that are green on the Task Tree are in the reports section of the app. All these screens can be viewed in Preview or Full Screen modes. The default setting is Preview.

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

**On the Task Tree select:**
**[14] Check**

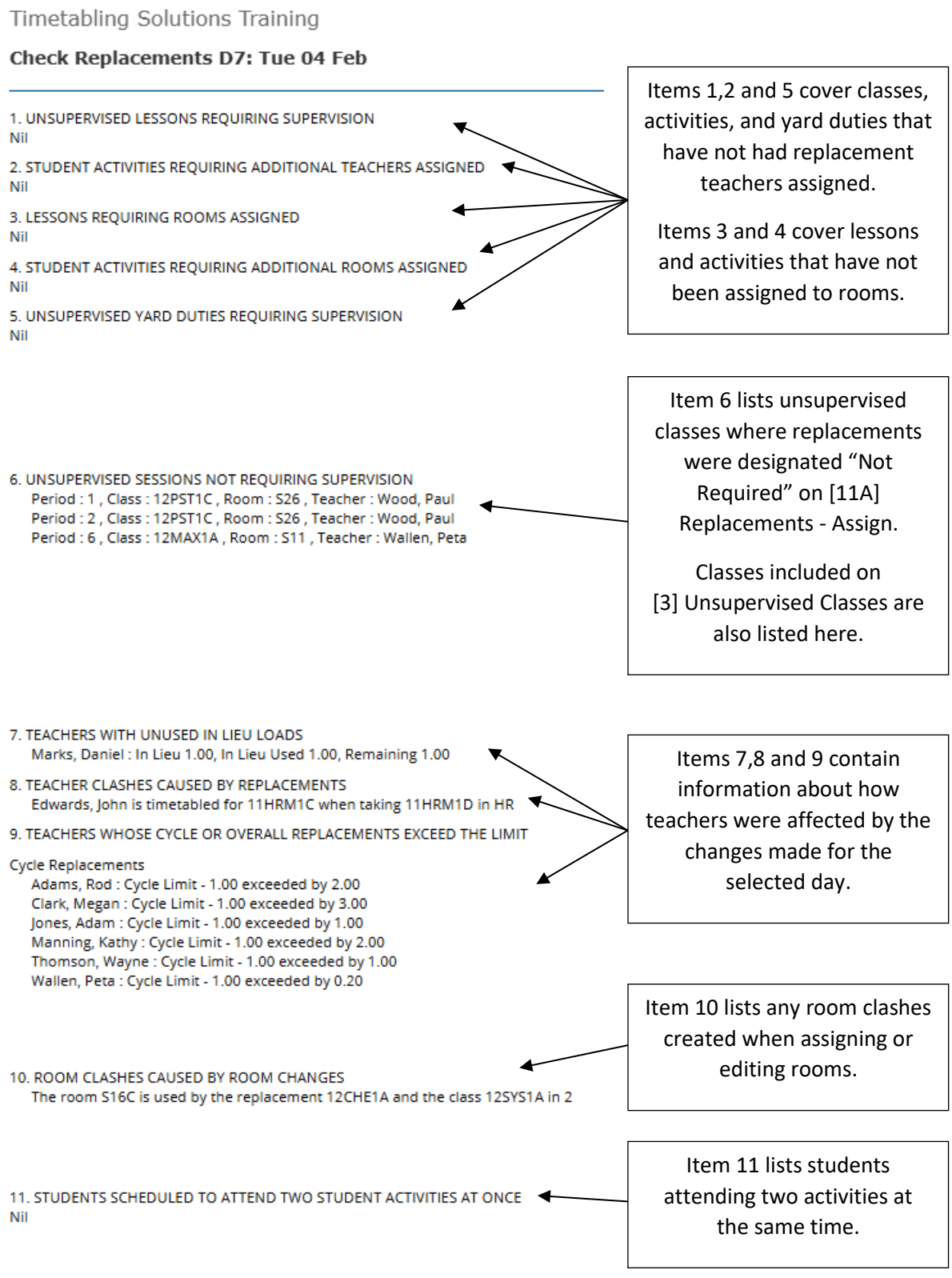


# CHECK REPLACEMENTS

The Check screen is a summary report of changes that have been made for the selected day. It is strongly recommended that this is reviewed before sending information to staff.

Note: Teacher replacements made in an earlier lesson will flow through to this lesson. Hence, replacement information may differ on the screen in the following screenshots.



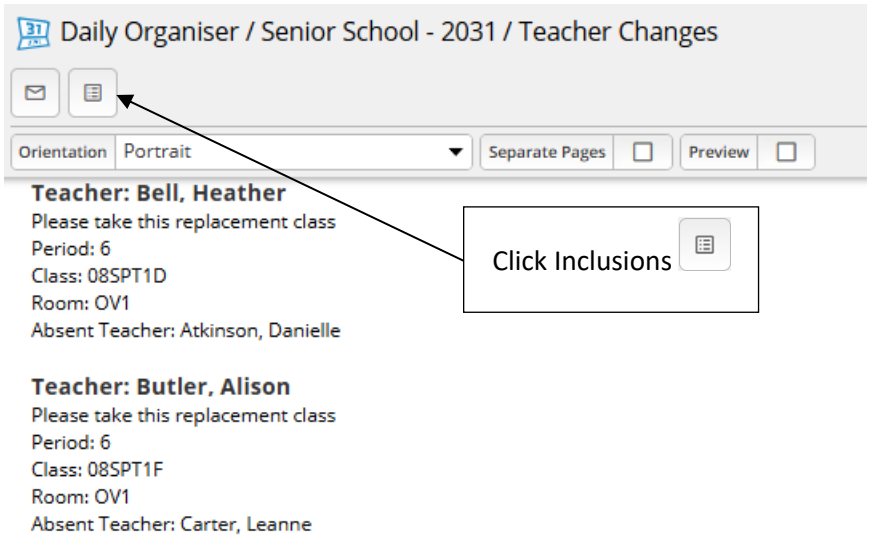
# TEACHER CHANGES

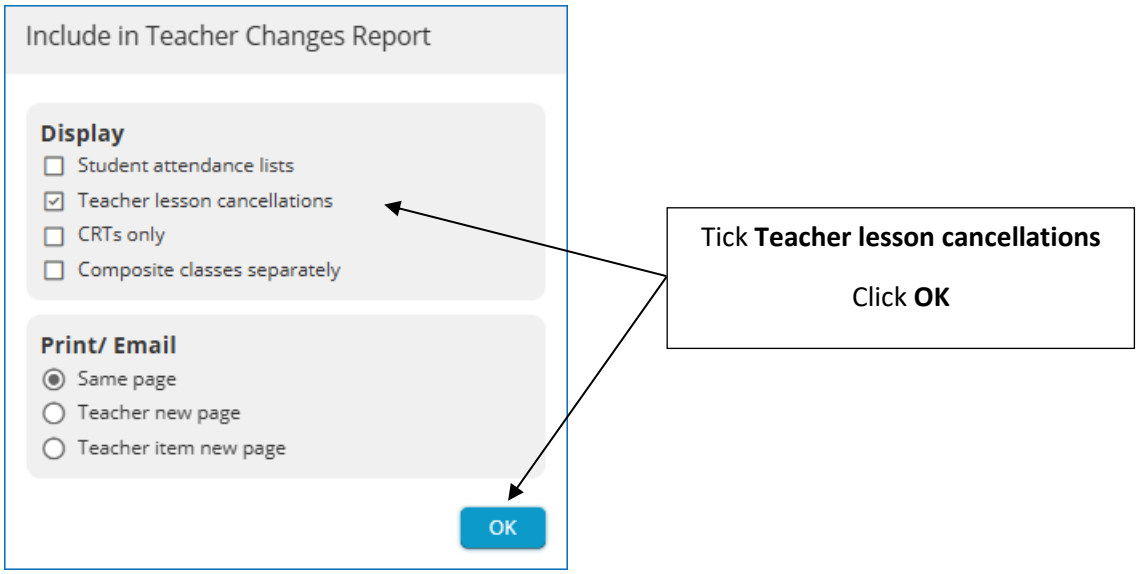
The Teacher Changes report lists changes for individual teachers and casual teachers for the selected day. This information can be printed and/or emailed as a single report or as individual reports for the relevant teachers.

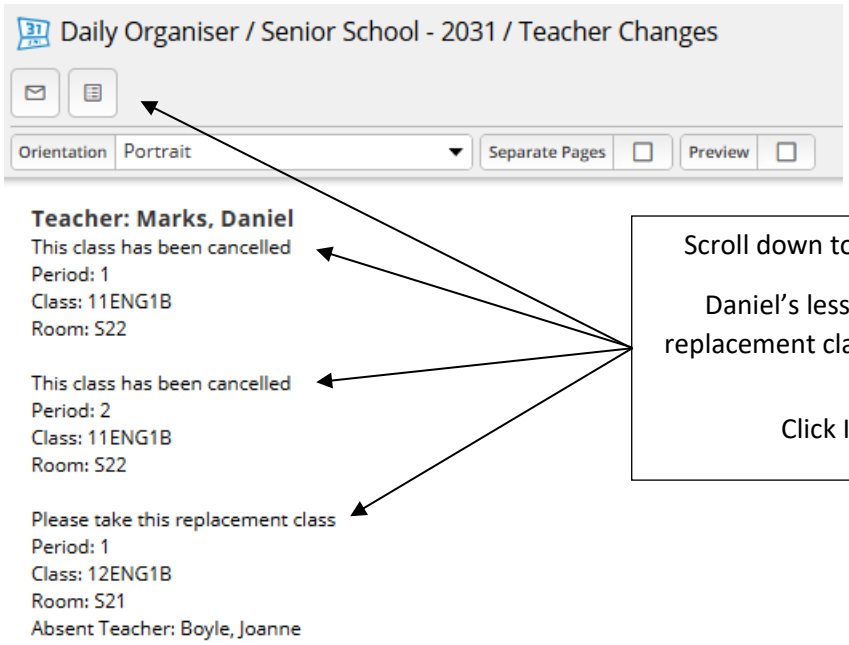
**On the Task Tree select:**
**[15] Teacher Changes**

## VIEW TEACHER CHANGES WITH INCLUSIONS

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



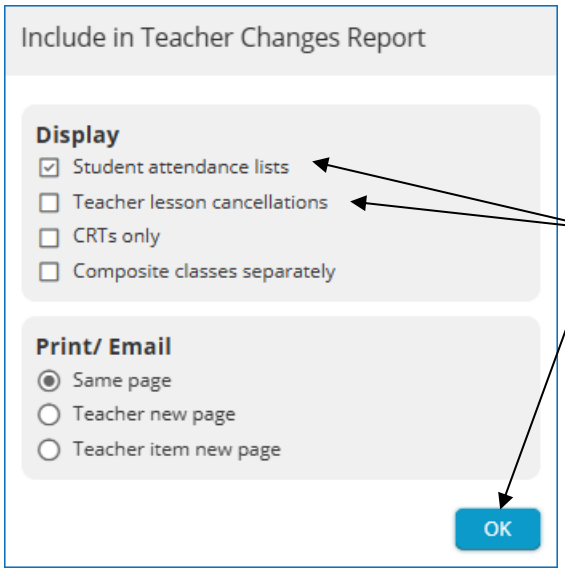






Scroll down to teacher Daniel Marks

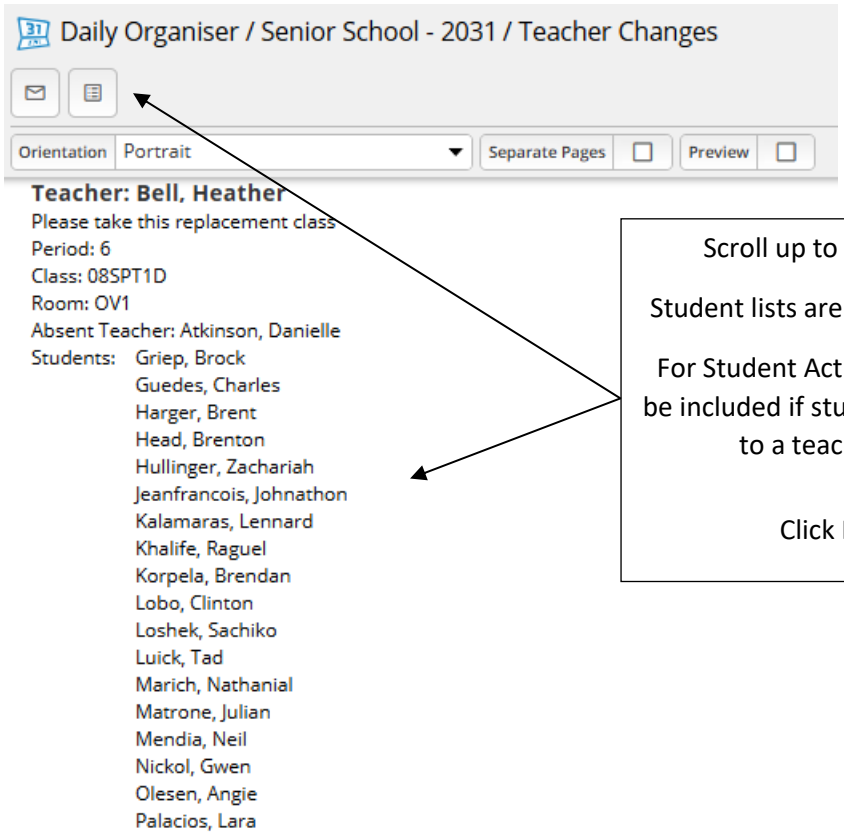
Daniel's lesson cancellations and replacement classes are now displayed.

Click Inclusions




Untick **Teacher lesson cancellations** and tick **Student attendance lists**

Click **OK**




Scroll up to the top of the screen

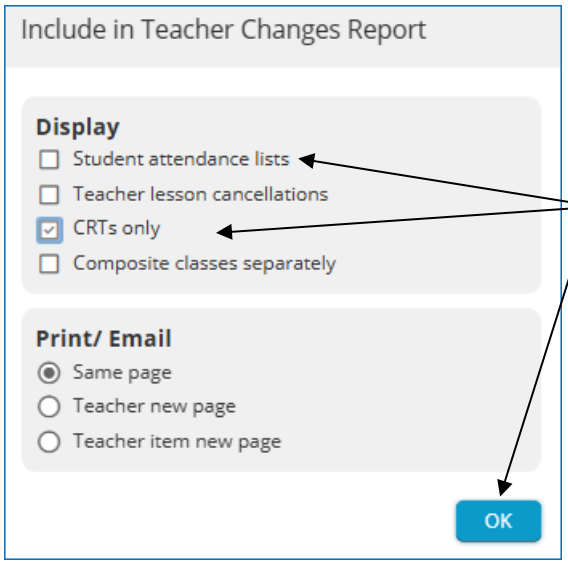
Student lists are now included for classes.

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

Click Inclusions 

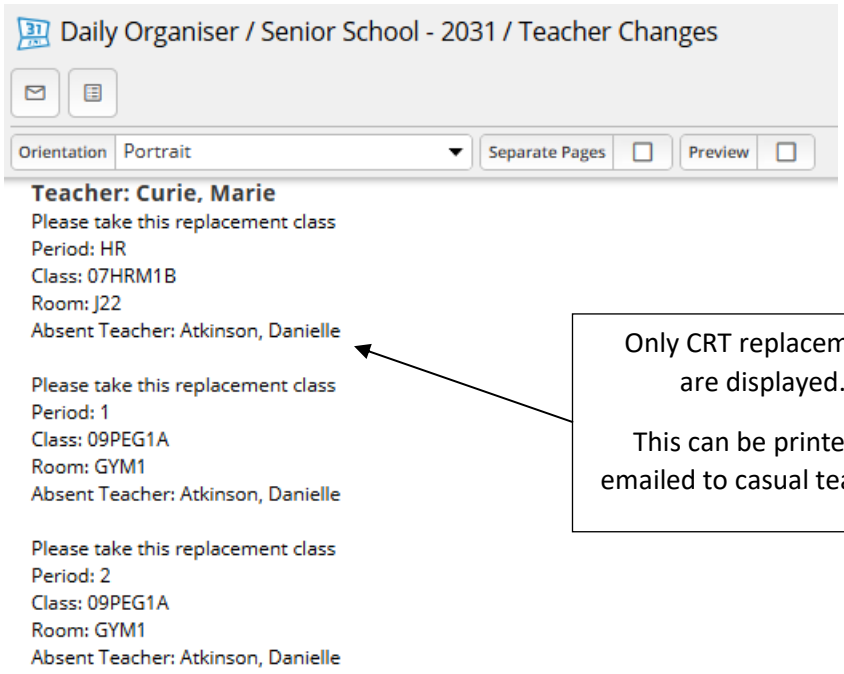
## VIEW CASUAL TEACHER CHANGES ONLY

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




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

Click **OK**

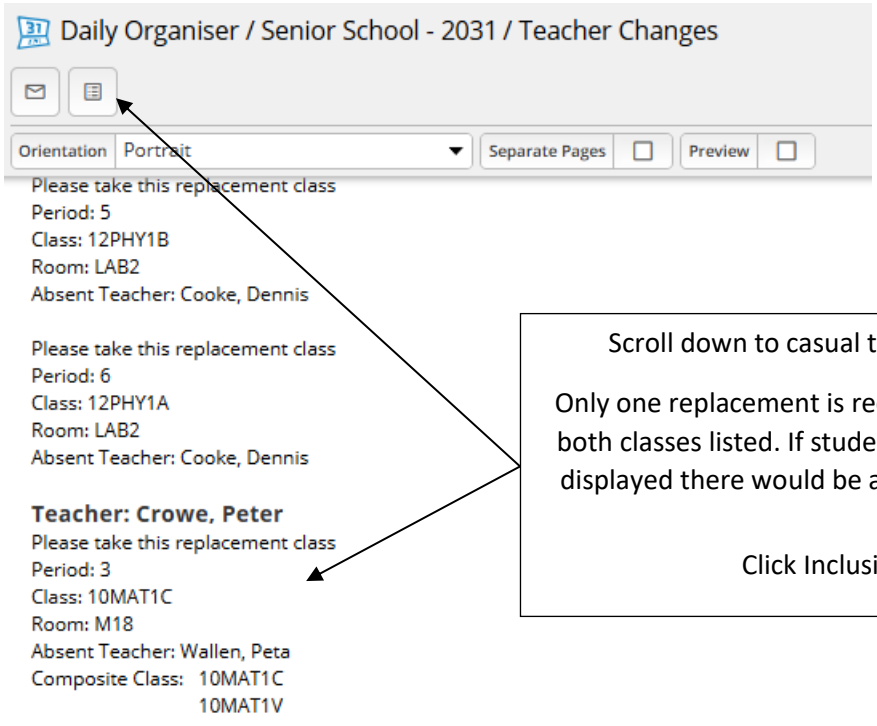



Only CRT replacements are displayed.

This can be printed or emailed to casual teachers.

## COMPOSITE CLASSES

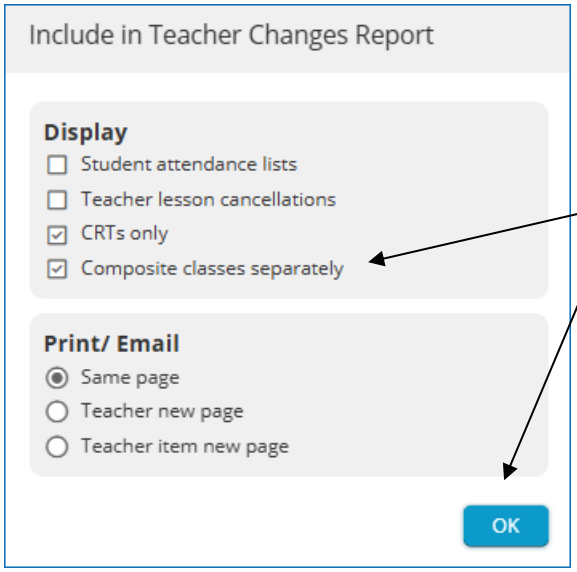
Composite classes can be listed together or separately on this screen.




Scroll down to casual teacher Peter Crowe

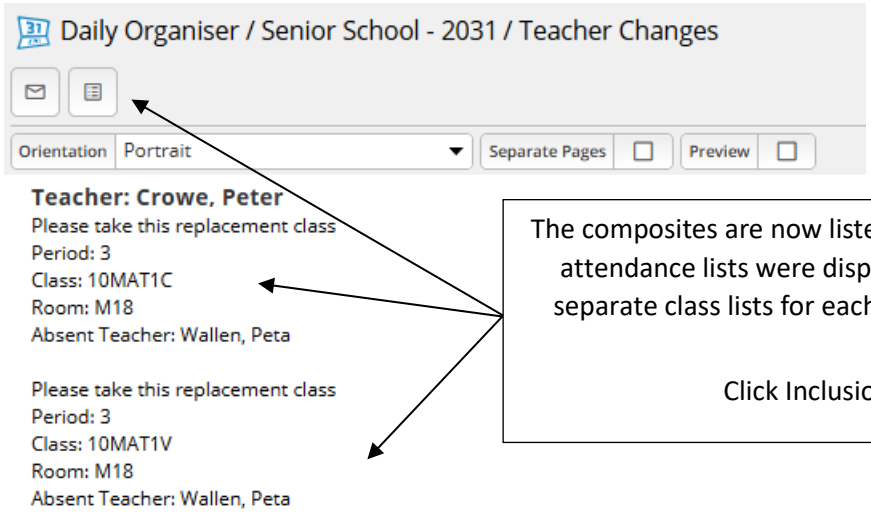
Only one replacement is recorded for Period 3 with both classes listed. If student attendance lists were displayed there would be a single list for this class.

Click Inclusions 



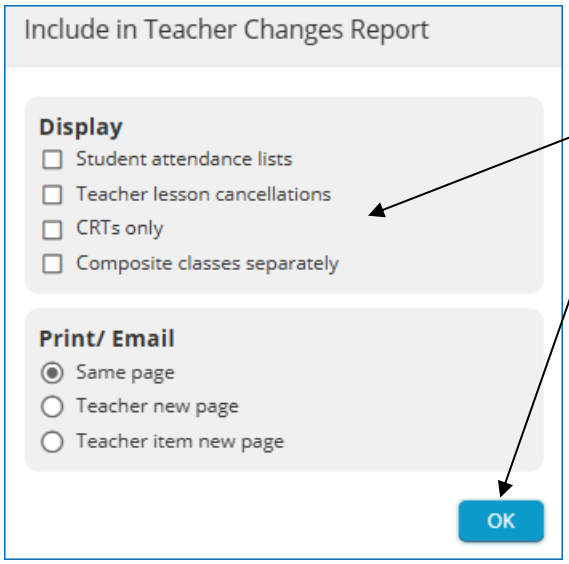

Tick **Composite classes separately**

Click **OK**




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

Click Inclusions 




Untick all checkboxes

Click **OK**

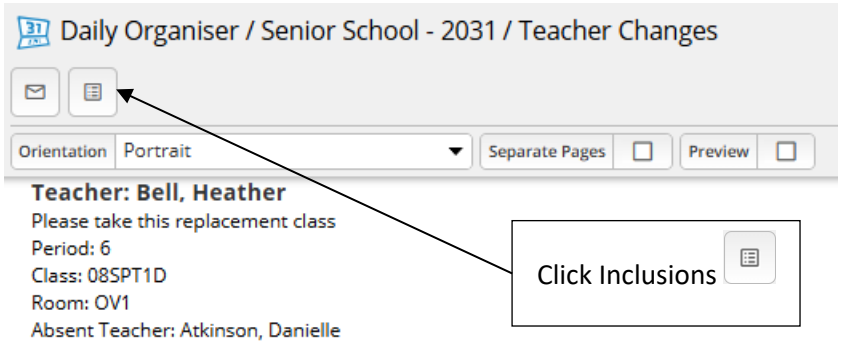
## EXPORT TEACHER CHANGES

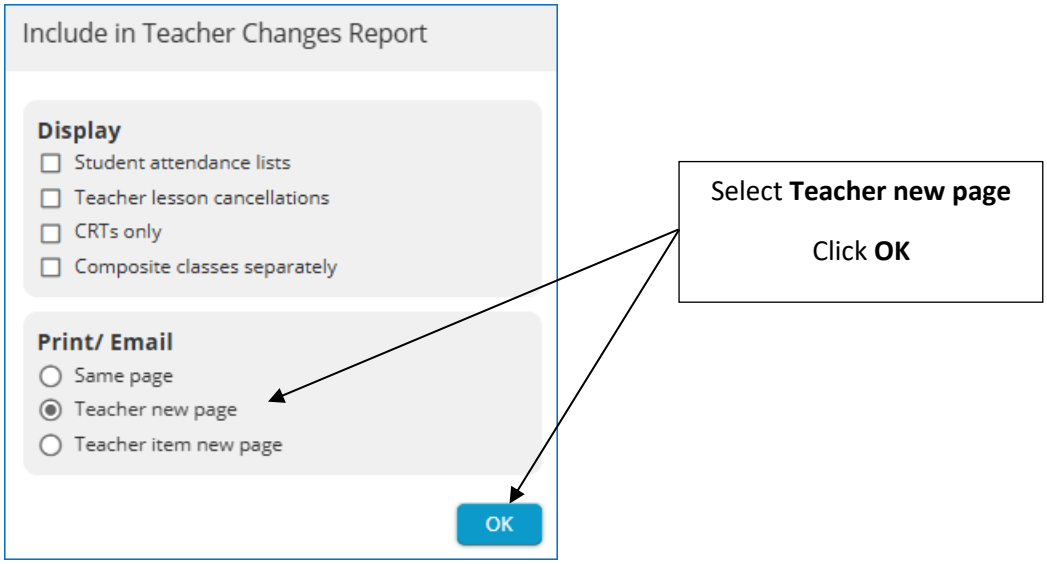
The report can be exported, printed, emailed or shared with teachers. There are three options for formatting this report:

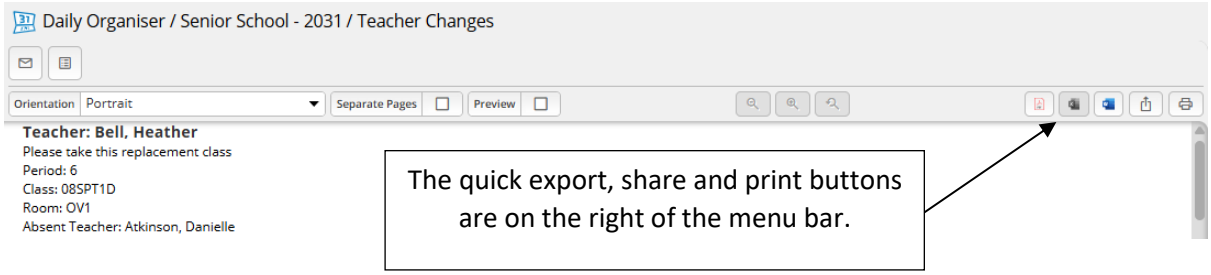
- **Same page**: All information is in one continuous document.
- **Teacher new page**: The information for each teacher begins on a new page (useful for distributing printed copies or emailing individual replacement teachers).
- **Teacher item new page**: The information for each item begins on a new page (useful for distributing printed copies with class lists to individual teachers or emailing class lists to individual replacement teachers).

## PRINT TEACHER CHANGES ON A NEW PAGE

When the information on the Teacher Changes screen is printed or emailed, the settings on the Include page determine what is sent to the printer or emailed to teachers. The most common way to print and email this data is to have each teacher on a new page.






The buttons can be used to export, share or print the report as follows:

 Export to pdf

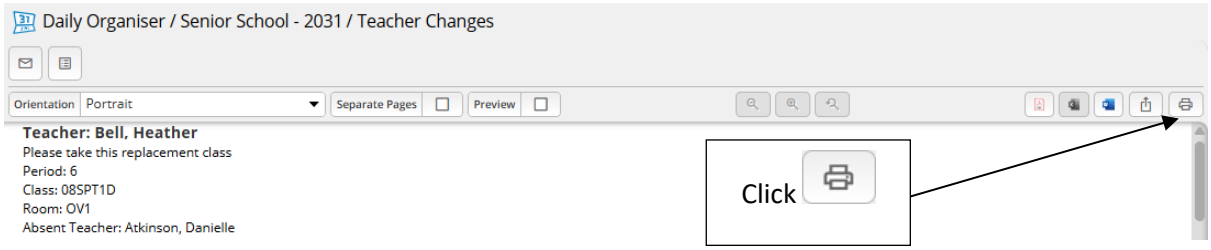
 Export to spreadsheet

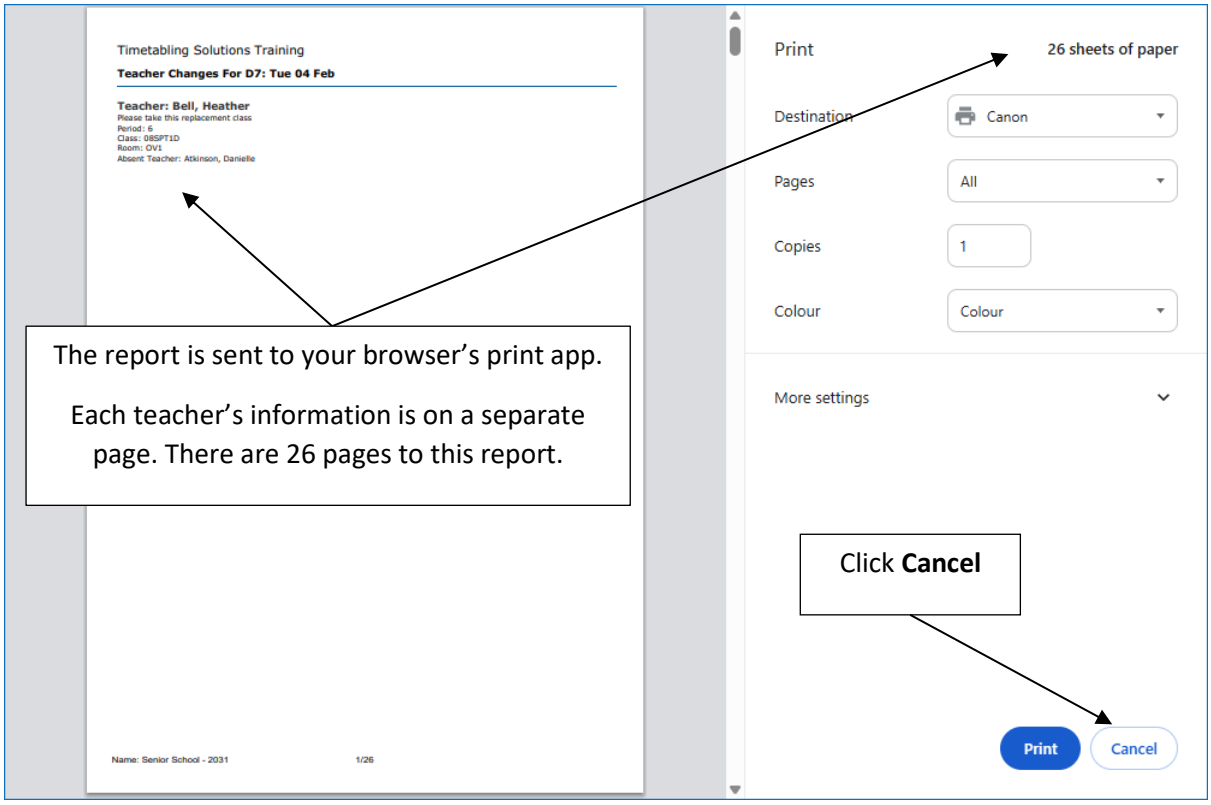
 Export to document

 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.

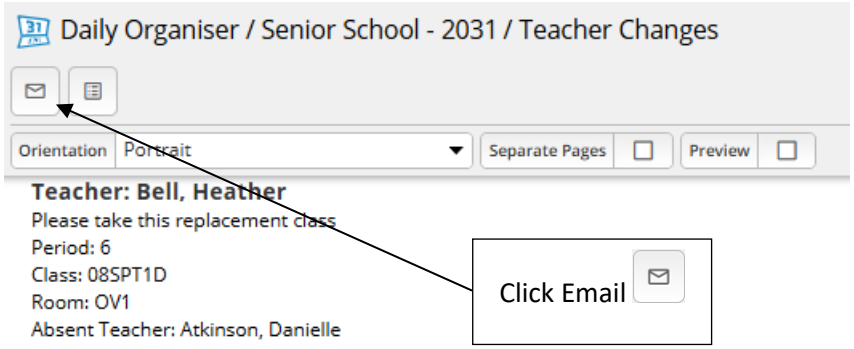


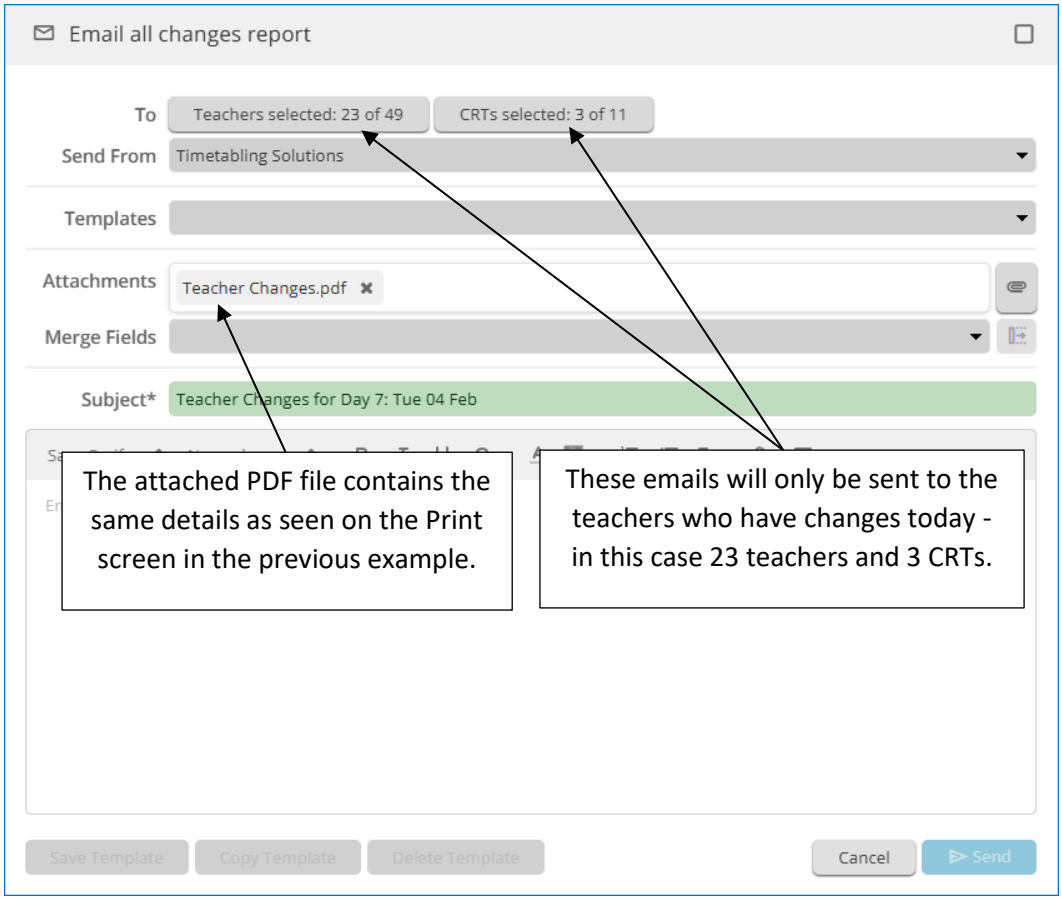


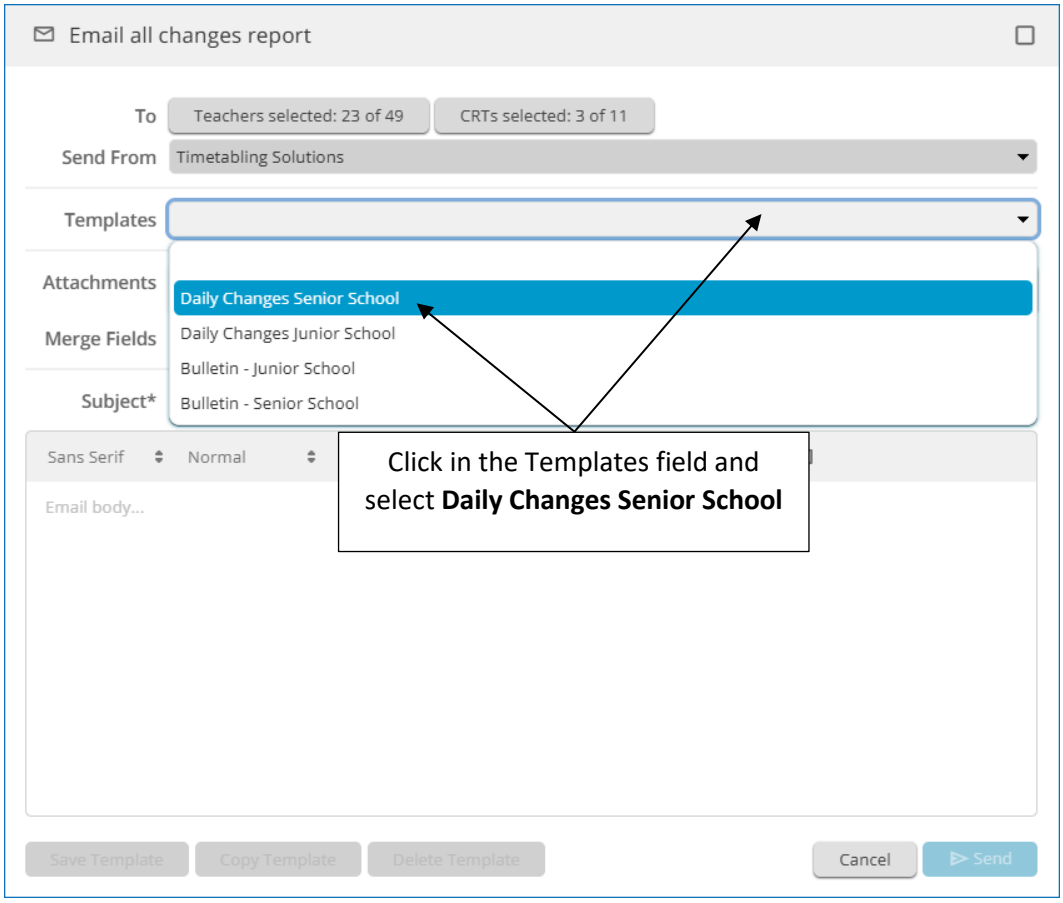

## EMAIL TEACHER CHANGES

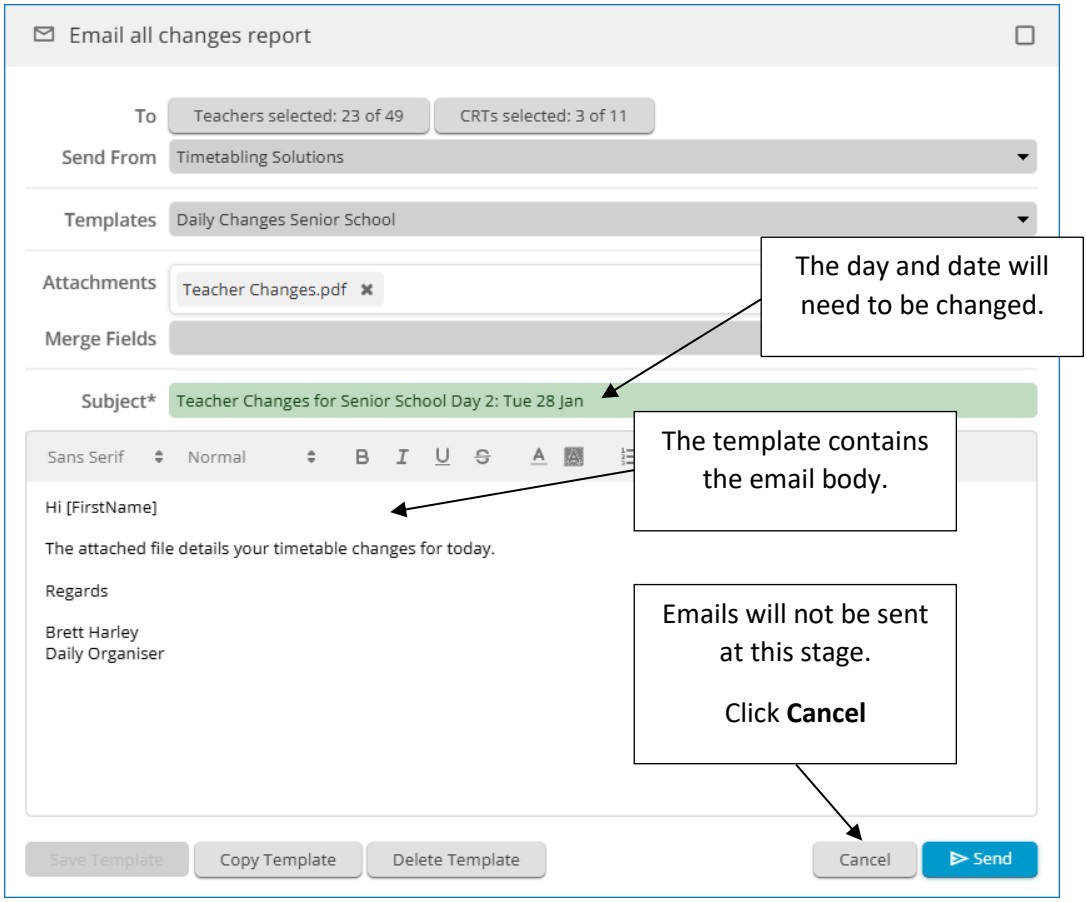
When the information on the Teacher Changes screen is emailed, the settings chosen on Inclusions will determine what is included in the attachment. In this case, each teacher will receive an email with details of their own changes for the day as an attachment.

Email templates can be created and stored in the app.

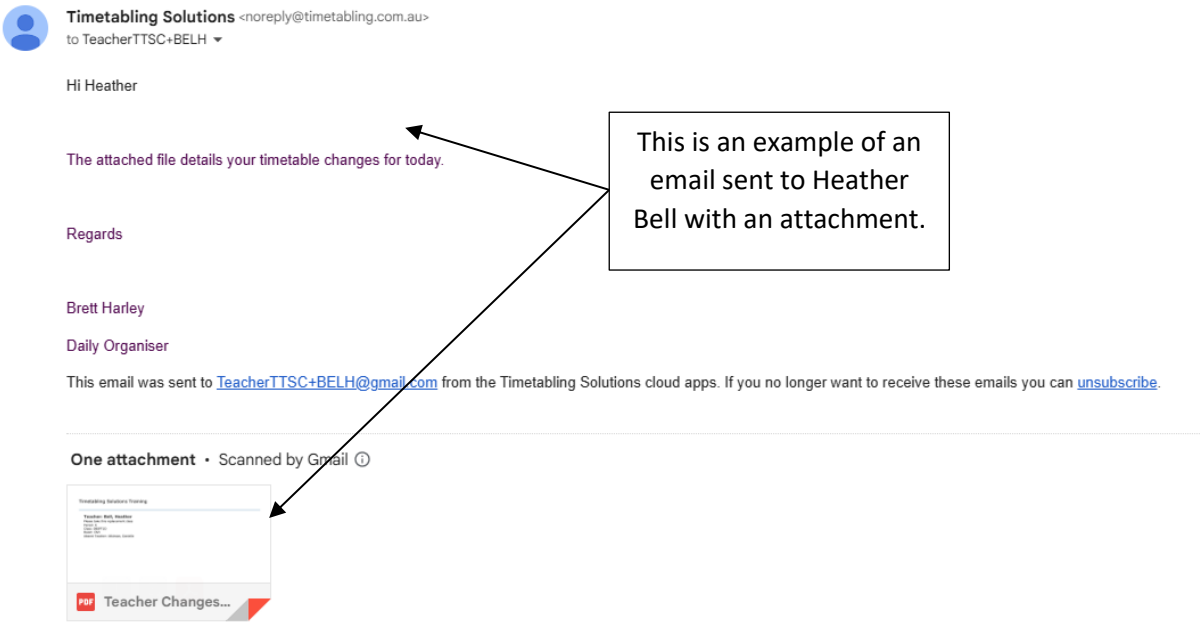


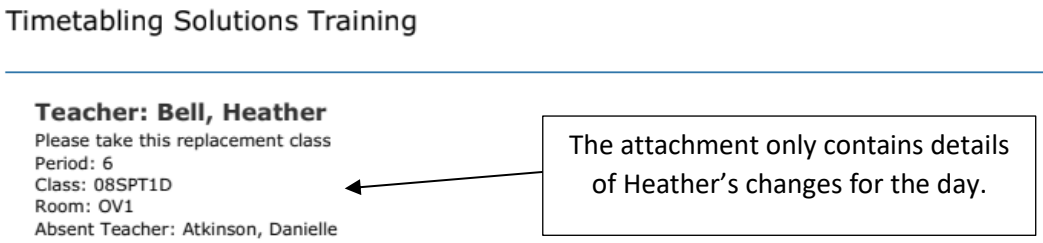

Email all changes report
To
Teachers selected: 23 of 49
CRTs selected: 3 of 11
Send From
Timetabling Solutions
Templates
Attachments
Teacher Changes.pdf
Merge Fields
Subject*
Teacher Changes for Day 7: Tue 04 Feb
The attached PDF file contains the same details as seen on the Print screen in the previous 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 all changes report
To
Teachers selected: 23 of 49
CRTs selected: 3 of 11
Send From
Timetabling Solutions
Templates
Attachments
Merge Fields
Subject*
Daily Changes Senior School
Daily Changes Junior School
Bulletin - Junior School
Bulletin - Senior School
Sans Serif
Normal
Email body...
Click in the Templates field and select **Daily Changes Senior School**
Save Template
Copy Template
Delete Template
Cancel
Send




New email templates can be created by typing in the body of the email and clicking Save Template.





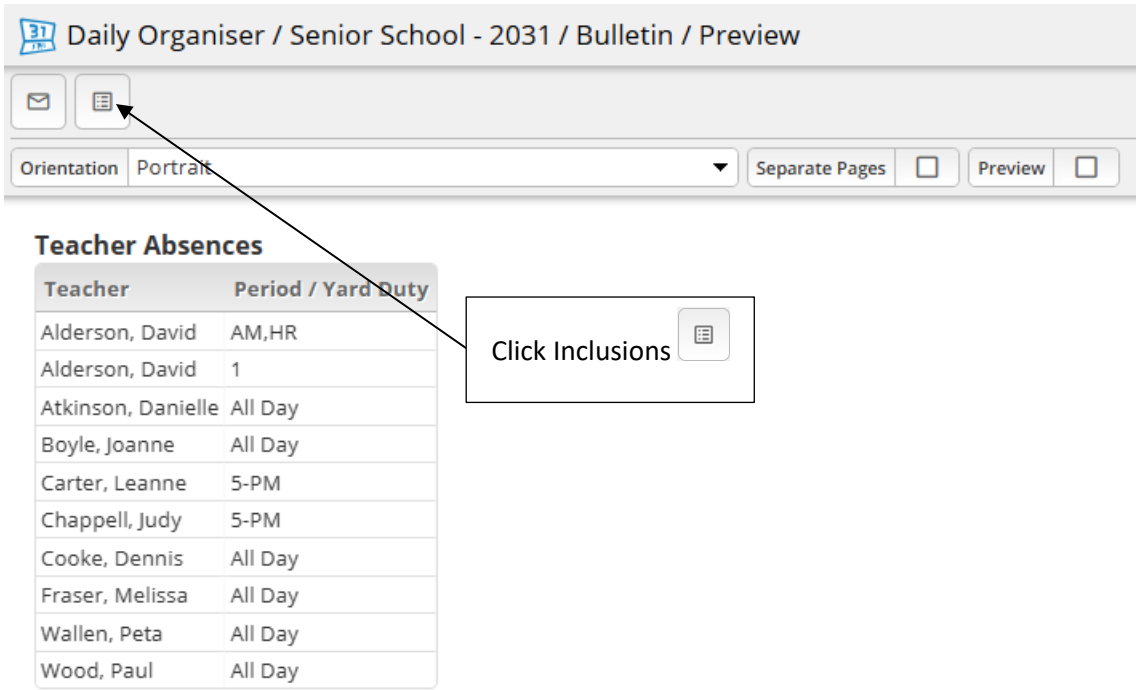

## DAILY BULLETIN

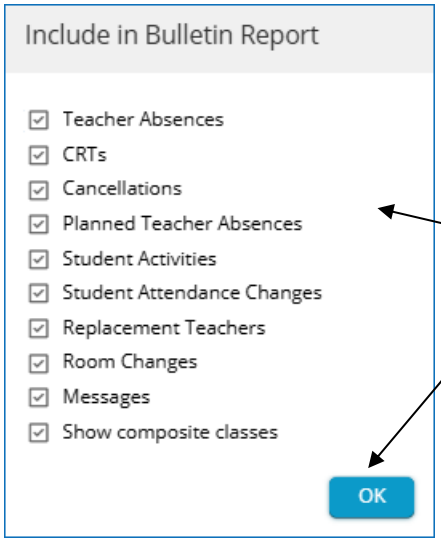
The Daily Bulletin is a summary report that details changes to the timetable for the selected day. The Bulletin can be customised to include particular data and display settings. When customising the Bulletin it is recommended to keep the document as simple as possible.

The Bulletin can be:

- printed and posted on a notice board
- emailed to staff
- viewed in Teacher Portals
- shared by posting a link in Teams

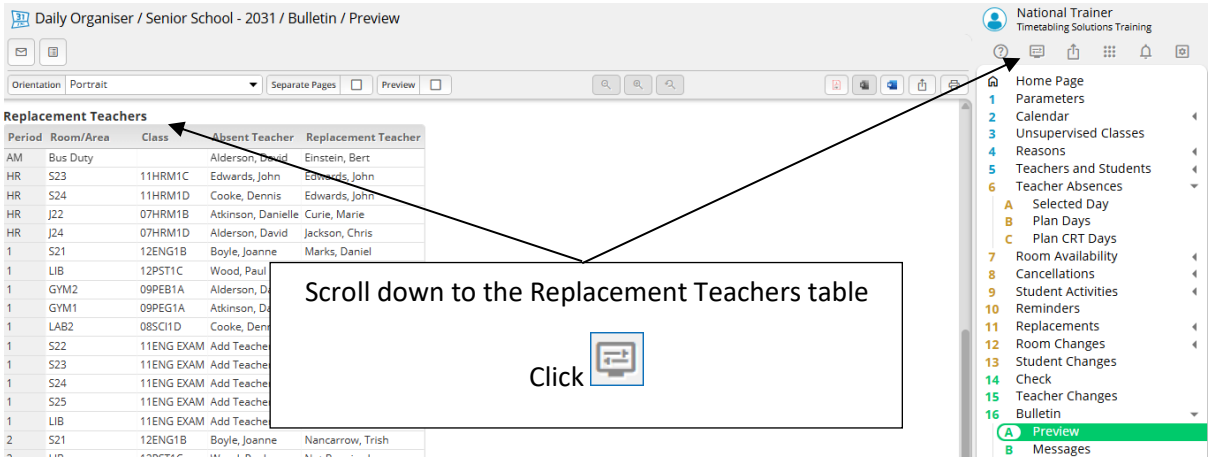
**On the Task Tree select:**
**[16A] Bulletin - Preview**





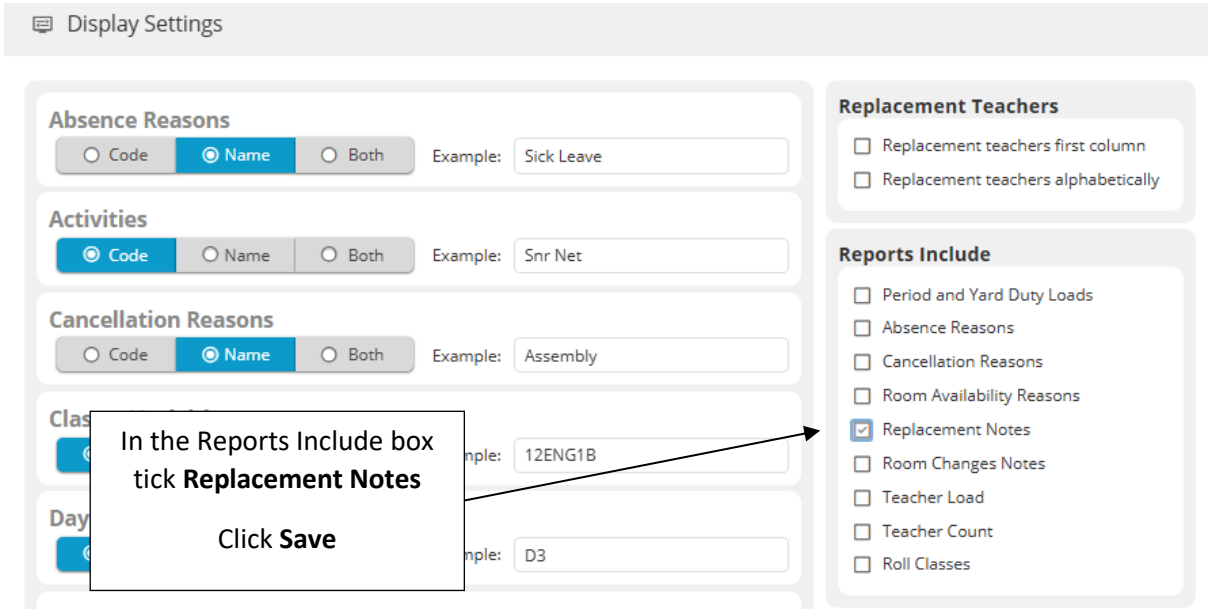

The default setting is for all checkboxes to be ticked. Information can be removed or added by unticking/ticking the appropriate checkboxes.

Click **OK**




Scroll down to the Replacement Teachers table

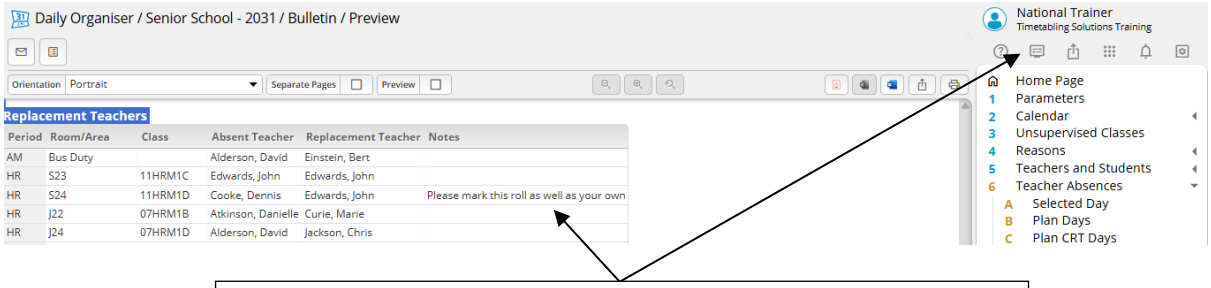
Click 




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

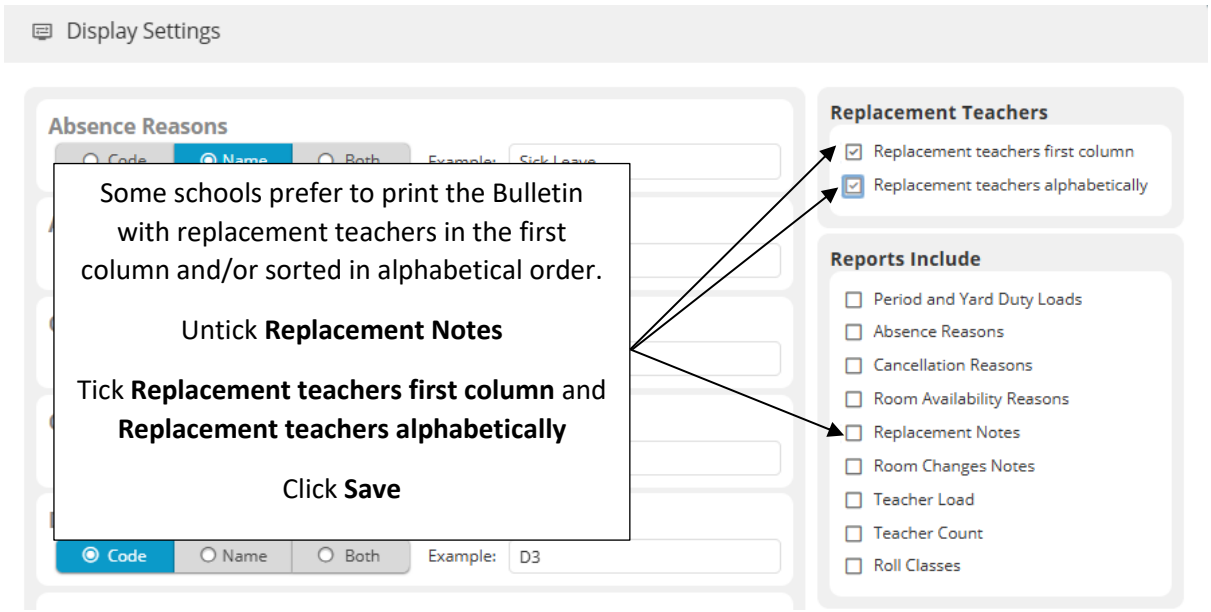
Click **Save**

Note: Changes made in the Replacement Teachers or Reports Include sections in Display settings will be applied to all relevant screens.




The display settings have changed, and notes are now displayed.

Click 

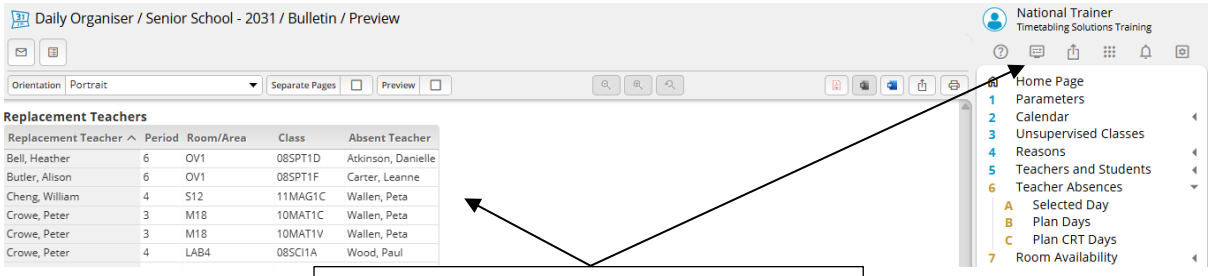



Some schools prefer to print the Bulletin with replacement teachers in the first column and/or sorted in alphabetical order.

Untick **Replacement Notes**

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

Click **Save**



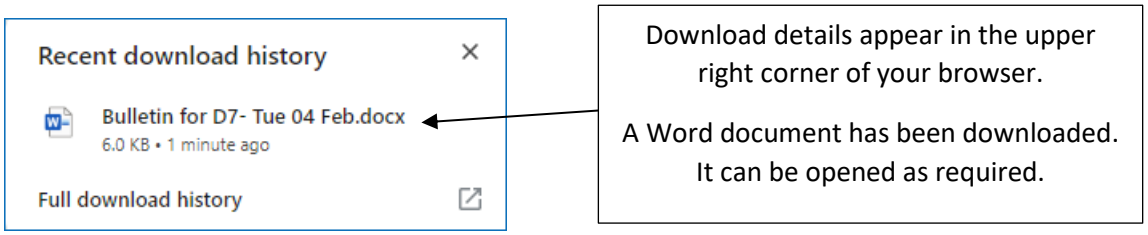

Replacement teachers are now in alphabetical order in the first column.

Click  , untick all checkboxes and click **Save**

## PRINT BULLETIN

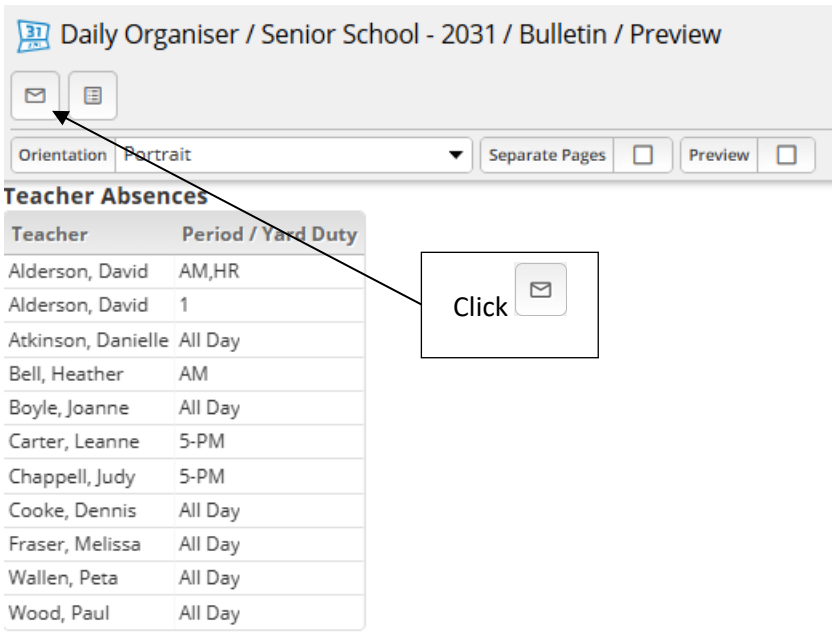
The Bulletin can be printed directly or exported as a Word file or a PDF file. In this case, a Word document will be created.

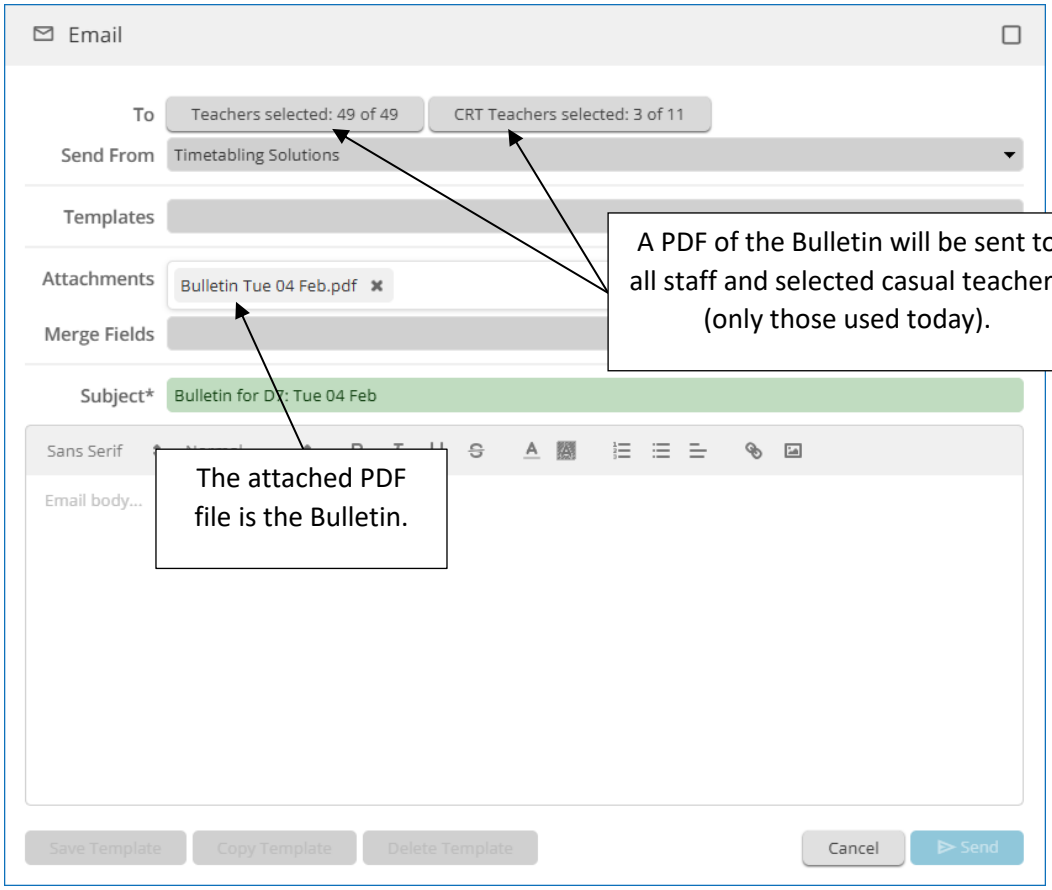


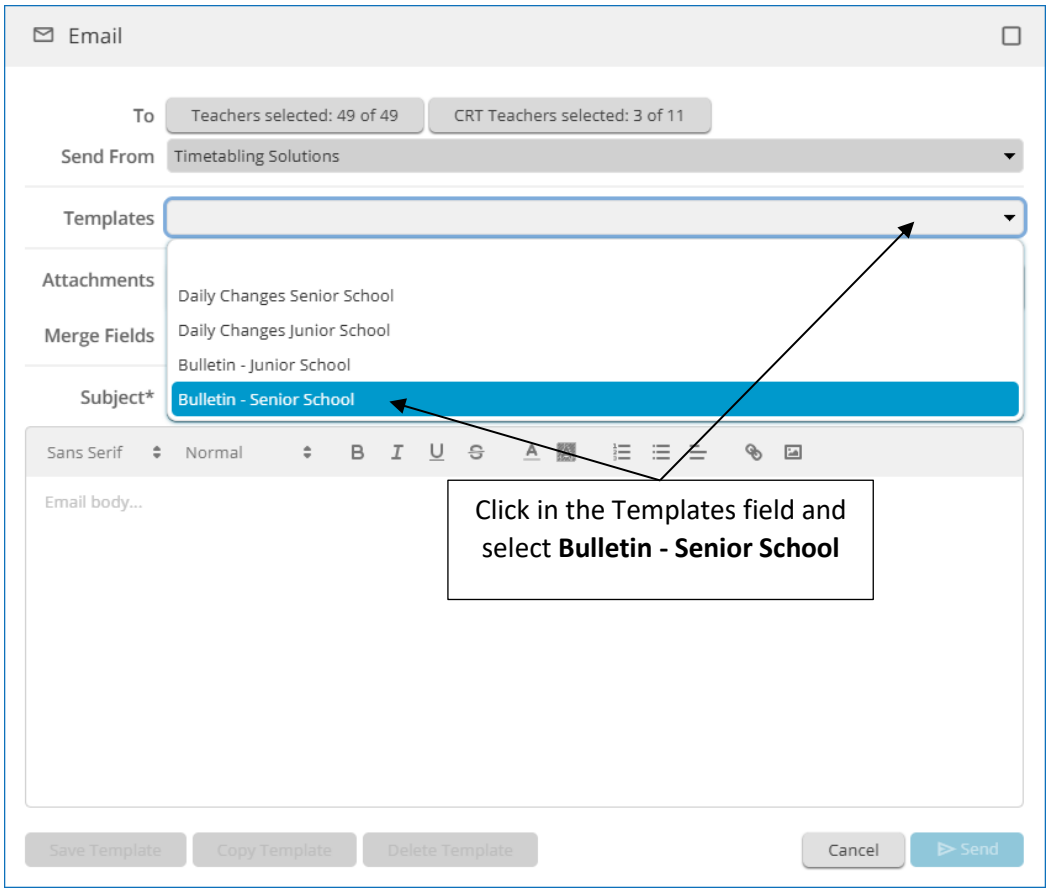



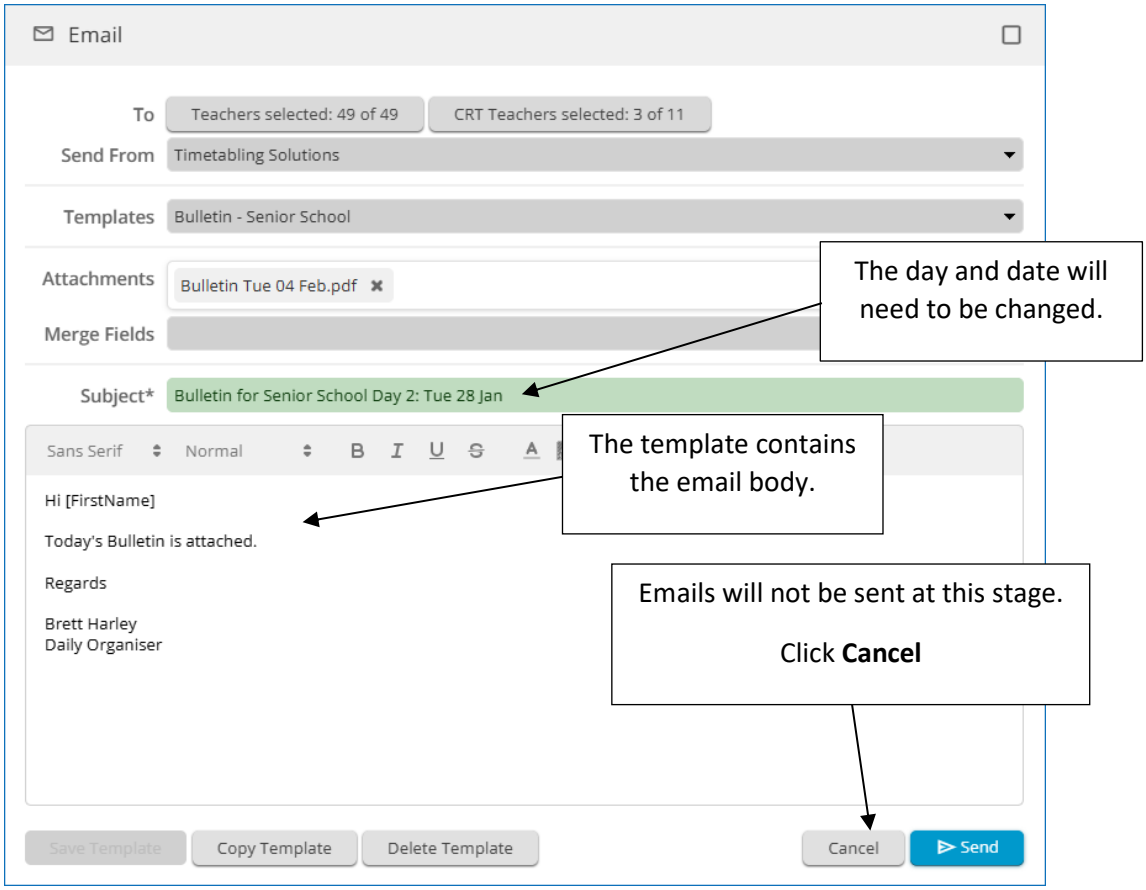

## EMAIL BULLETIN

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




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


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

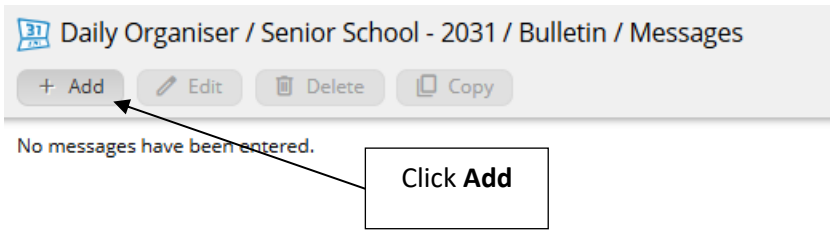


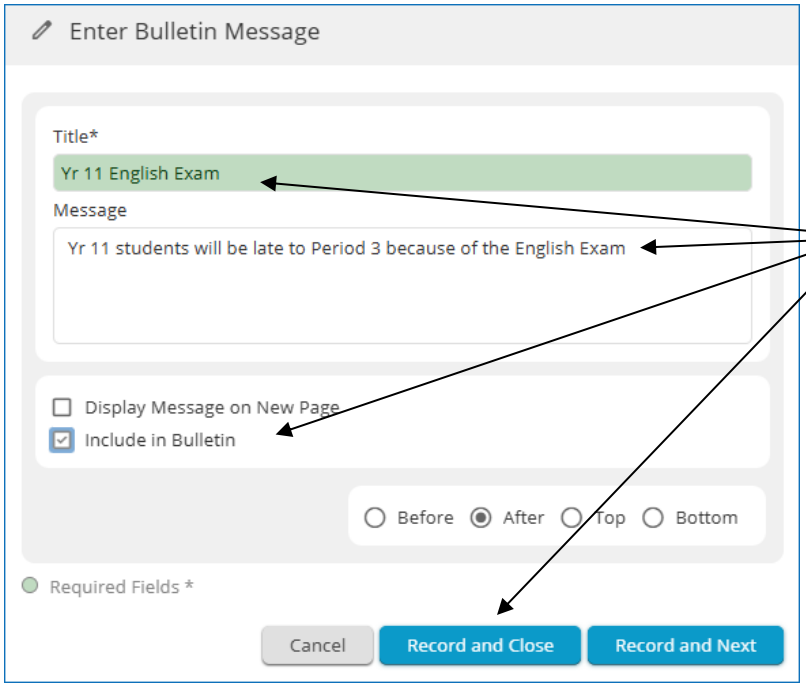

New email templates can be created by typing in the body of the email and clicking Save Template.

## CREATE BULLETIN MESSAGES

A message can be added to the Bulletin before printing. This will appear under a separate heading at the end of the Bulletin.

**On the Task Tree select:**
**[16B] Bulletin - Messages**



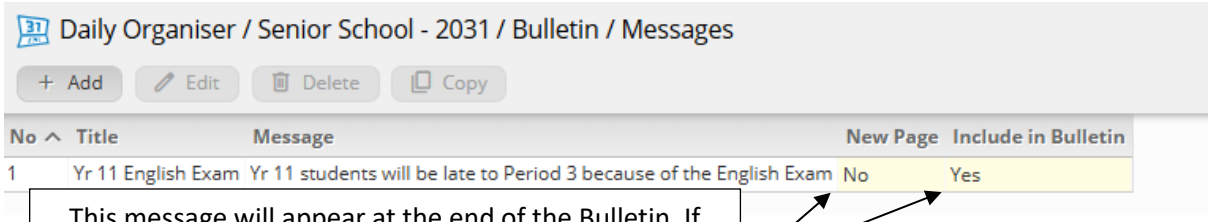



For Title type
"Yr 11 English Exam"

For Message type
"Yr 11 students will be late to Period 3 because of the English Exam"

Tick **Include in Bulletin**

Click **Record and Close**



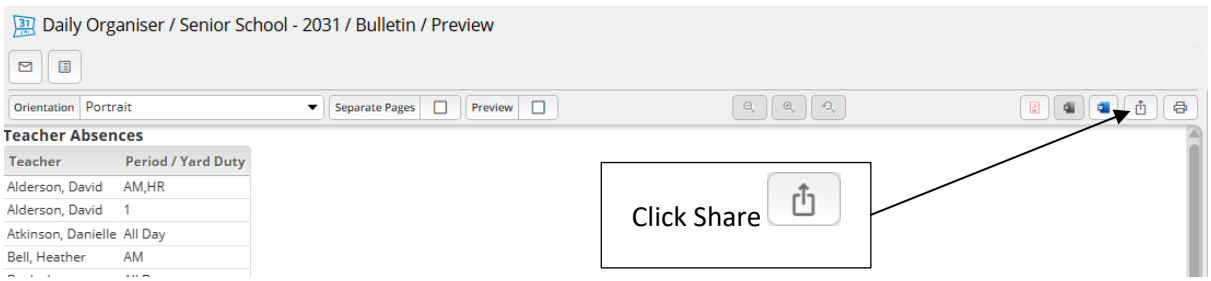

This message will appear at the end of the Bulletin. If the New Page column is changed to Yes, the message will appear at the end of the Bulletin on a new page.

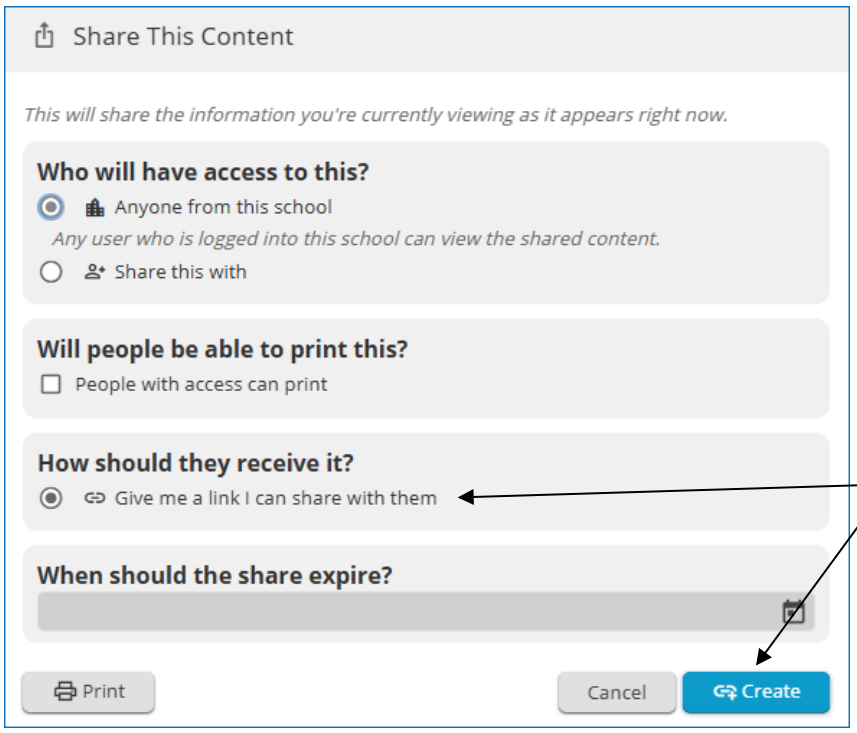
Note: This message is not date specific, so it will keep appearing on the Bulletin until the value in the Include in Bulletin cell is changed to No.

## 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.

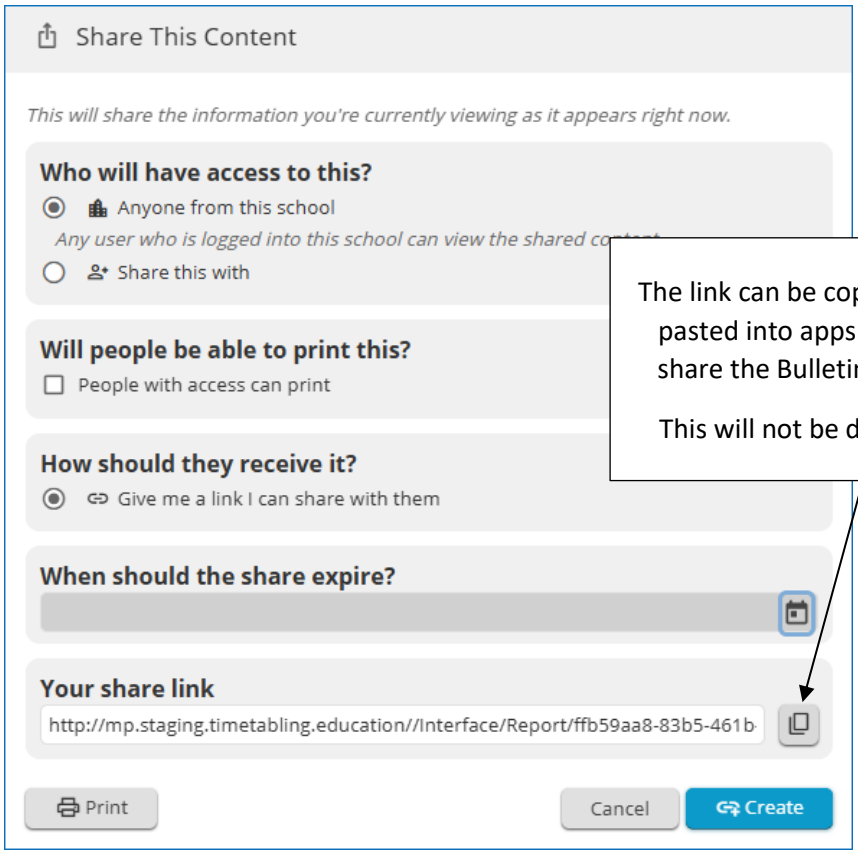
**On the Task Tree select:**
**[16A] Bulletin - Preview**






A link can be created to share with others.

Click **Create**

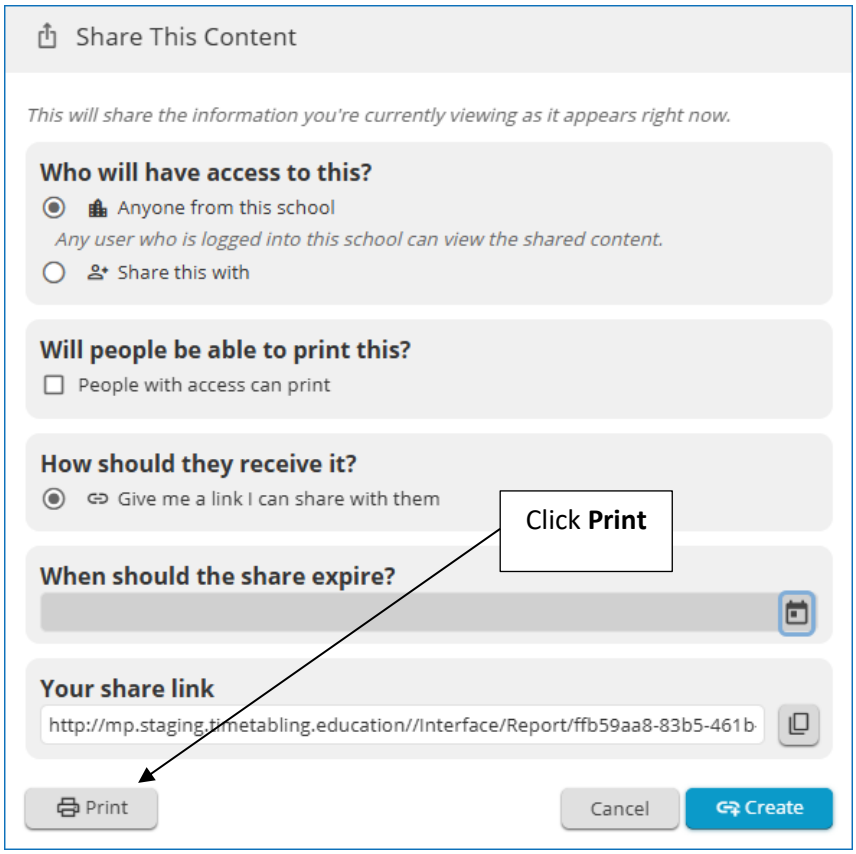


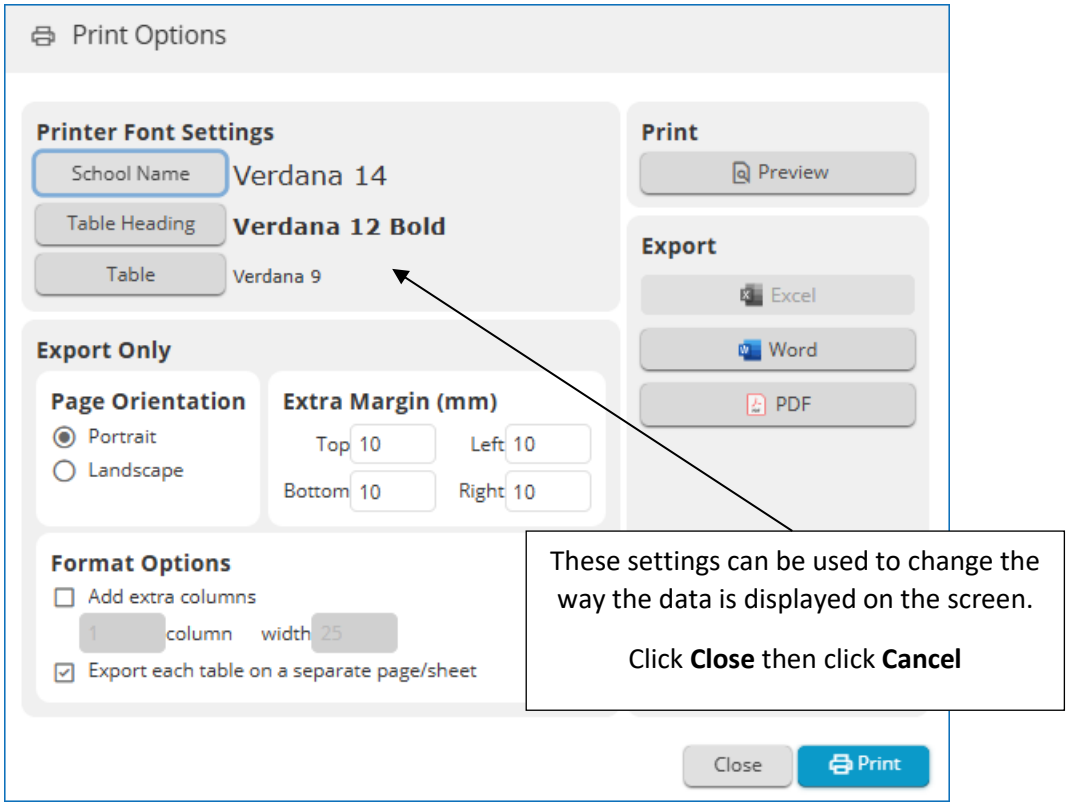

The link can be copied using and pasted into apps such as Teams to share the Bulletin with other staff.

This will not be done at this stage.

## ADDITIONAL PRINT FEATURES

Additional print features are available by accessing the Print screen from the Share Button.



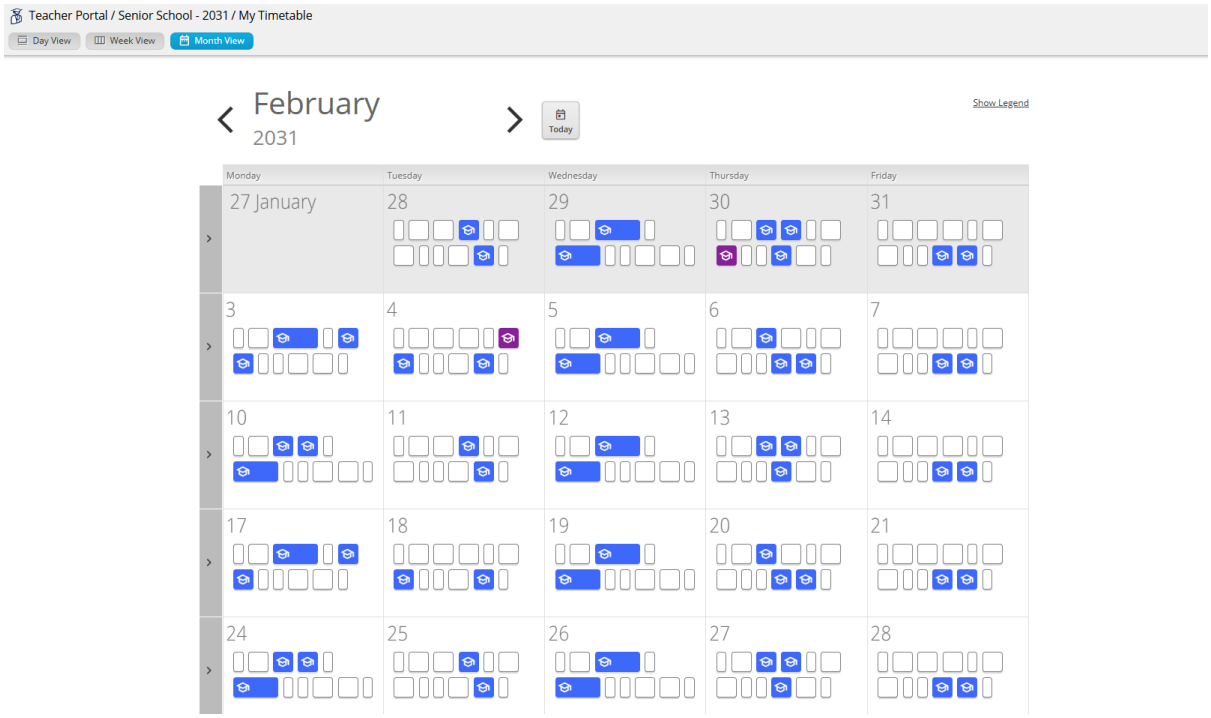



## TEACHER PORTAL

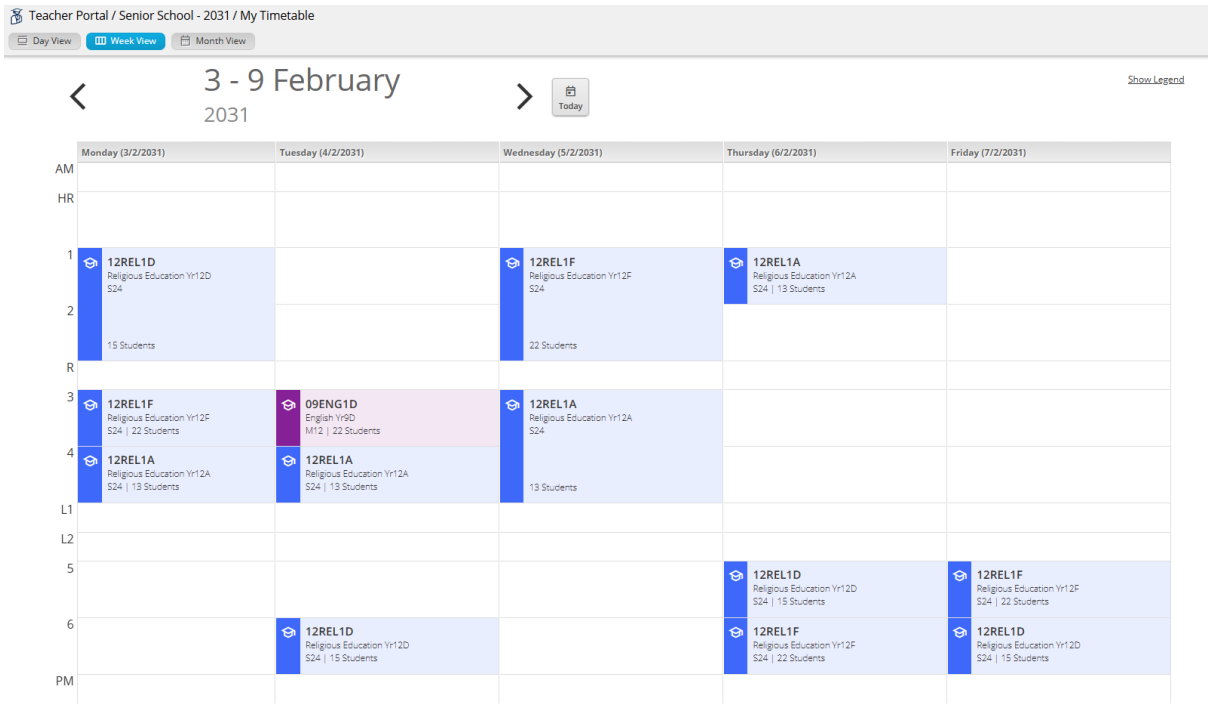
Teachers can also see any daily changes in their Teacher Portal.

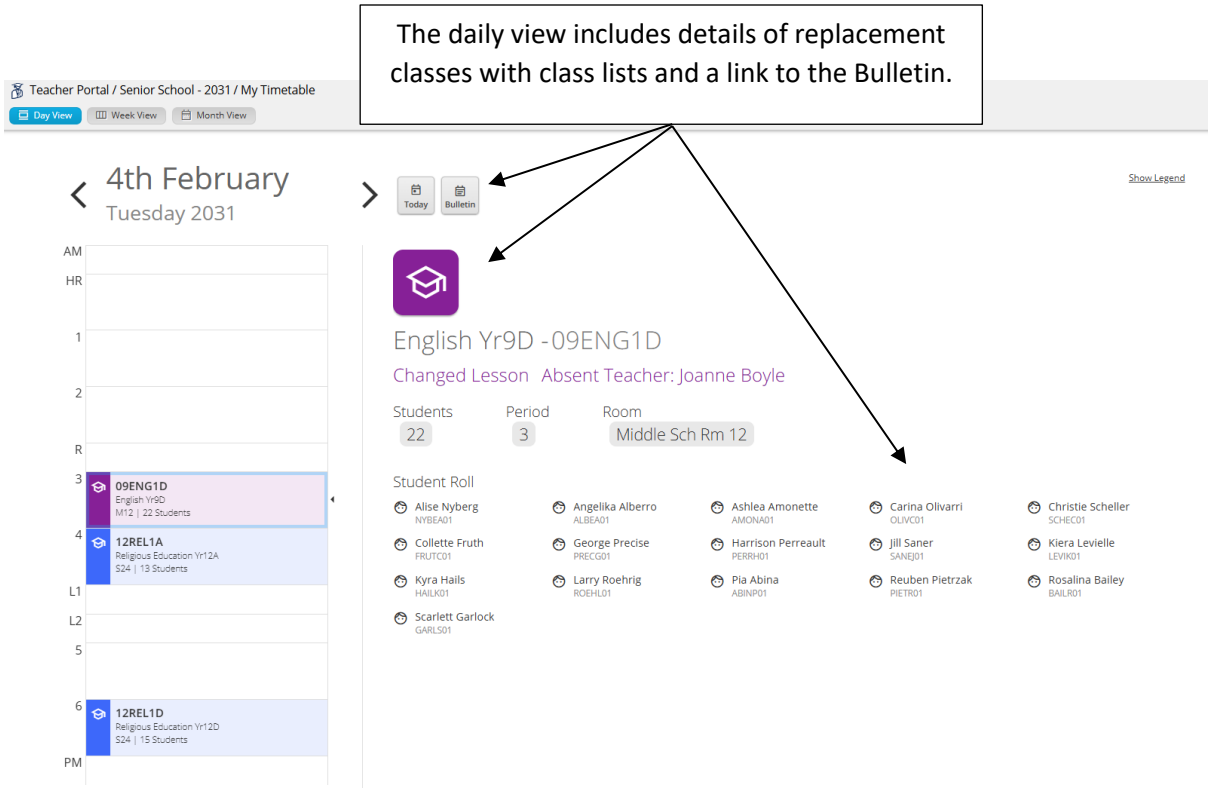
They can view their timetable by month, week or day and see today's bulletin.

Monthly View:




Weekly View:




The daily view includes details of replacement classes with class lists and a link to the Bulletin.
Teacher Portal / Senior School - 2031 / My Timetable
Day View
Week View
Month View
4th February
Tuesday 2031
Today
Bulletin
Show Legend
AM
HR
1
2
R
3
4
L1
L2
5
6
PM
09ENG1D
English Yr9D
M12 | 22 Students
12REL1A
Religious Education Yr12A
S24 | 15 Students
12REL1D
Religious Education Yr12D
S24 | 15 Students
English Yr9D - 09ENG1D
Changed Lesson Absent Teacher: Joanne Boyle
Students
22
Period
3
Room
Middle Sch Rm 12
Student Roll
Alise Nyberg NYBEA01
Angelika Alberro ALBEA01
Ashlea Amonette AMONA01
Carina Olivarri OLIVC01
Christie Scheller SCHEC01
Collette Fruth FRUTC01
George Precise PRECG01
Harrison Perreault PERRH01
Jill Saner SANEJ01
Kiera Levielle LEVIK01
Kyra Hails HAILK01
Larry Roehrig ROEHL01
Pia Abina ABINP01
Reuben Pietrzak PIETR01
Rosalina Bailey BAILR01
Scarlett Garlock GARLS01

# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Lesson 10 - Reports

Professional Learning Objectives ..... 266
Skills ..... 266
Reports ..... 267
Selected Day Reports ..... 267
Timetables ..... 269
Teacher Timetables ..... 269
Casual Teacher Timetables ..... 272
Master Timetable ..... 273
Summary Reports ..... 273
Teacher Totals ..... 273
Teacher Period Absence Details ..... 275
Teacher Replacement Details ..... 277
Individual Teacher Summaries ..... 277
Student Activity Totals ..... 278

## 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 Teacher Totals reports
- Adjust the date range for Teacher Totals reports

# REPORTS

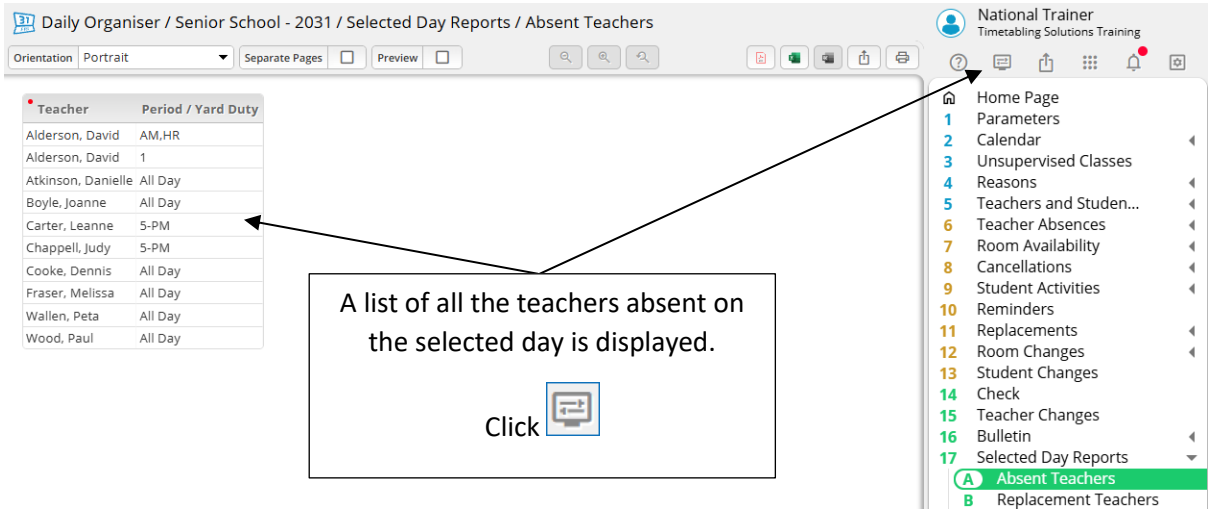
In Daily Organiser app, the Reports section contains several reports which can be useful for the Daily Organiser. Some of the reports provide information for the selected day only, others give summary information for the entire dataset. All reports can be shared with other staff when required.

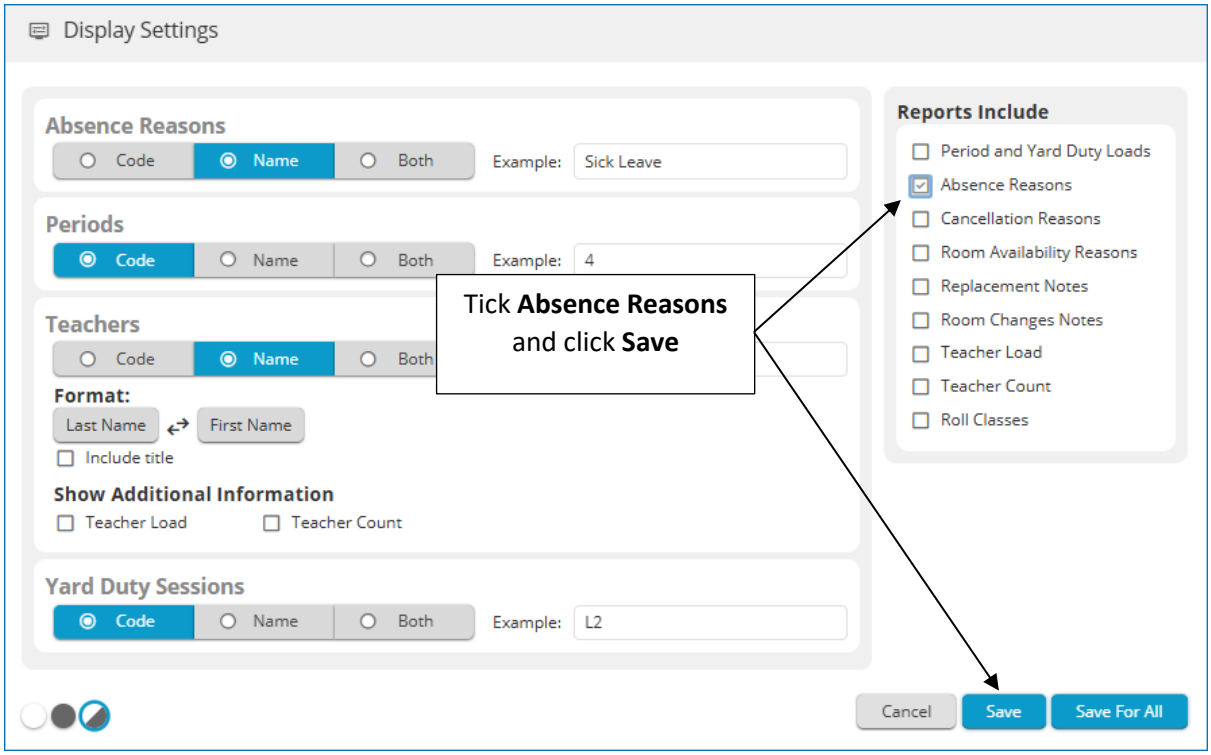
# SELECTED DAY REPORTS

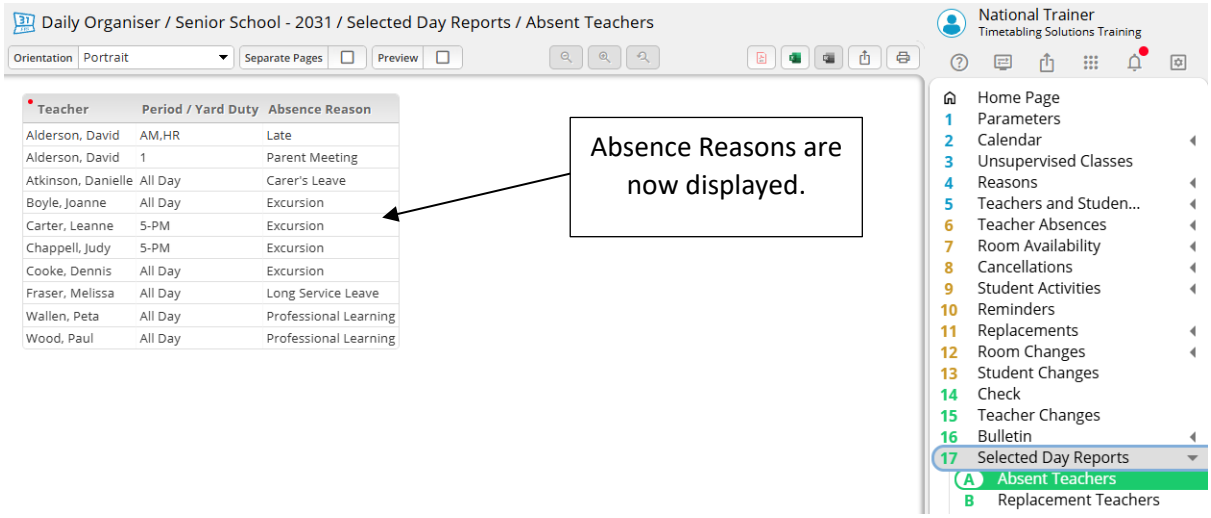
The information in this section refers to the selected day only. Many of the reports are identical to tables that were included in the Bulletin in the previous lesson.

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

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




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


Daily Organiser / Senior School - 2031 / Selected Day Reports / Absent Teachers
National Trainer
Timetabling Solutions Training
Orientation
Portrait
Separate Pages
Preview
Teacher
Period / Yard Duty
Absence Reason
Alderson, David AM,HR Late
Alderson, David 1 Parent Meeting
Atkinson, Danielle All Day Carer's Leave
Boyle, Joanne All Day Excursion
Carter, Leanne 5-PM Excursion
Chappell, Judy 5-PM Excursion
Cooke, Dennis All Day Excursion
Fraser, Melissa All Day Long Service Leave
Wallen, Peta All Day Professional Learning
Wood, Paul All Day Professional Learning
Absence Reasons are now displayed.
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

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.<br>This report combines the information from [6A] Teacher Absences - Selected Day and the lower pane of the [11A] Replacements - 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 [12A] Room Changes - Assign and room edits from [12B] Room Changes - 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 [9B] Student Activities - Organise. |

# TIMETABLES

In Daily Organiser, timetables for teachers, casual teachers, rooms, students, and a master timetable can be viewed. Checkboxes are available to change the data displayed for each timetable.



**On the Task Tree select:**
**[18A] Timetables - Teachers**

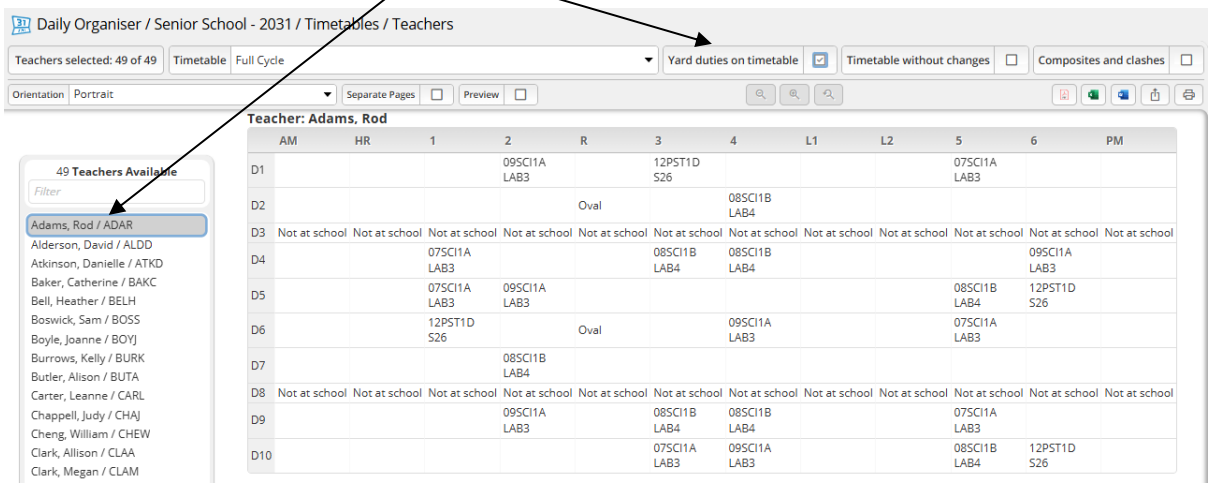
## TEACHER TIMETABLES

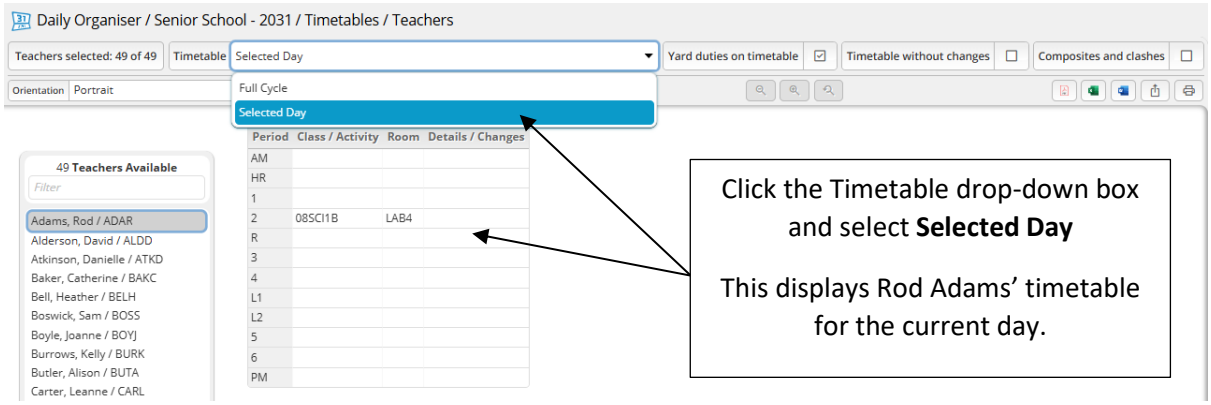
Teacher timetables can be displayed:

- for the selected day or the cycle
- with or without changes for the selected day
- with or without yard duties
- with or without composite classes and clashes

Select **Rod Adams / ADAR**

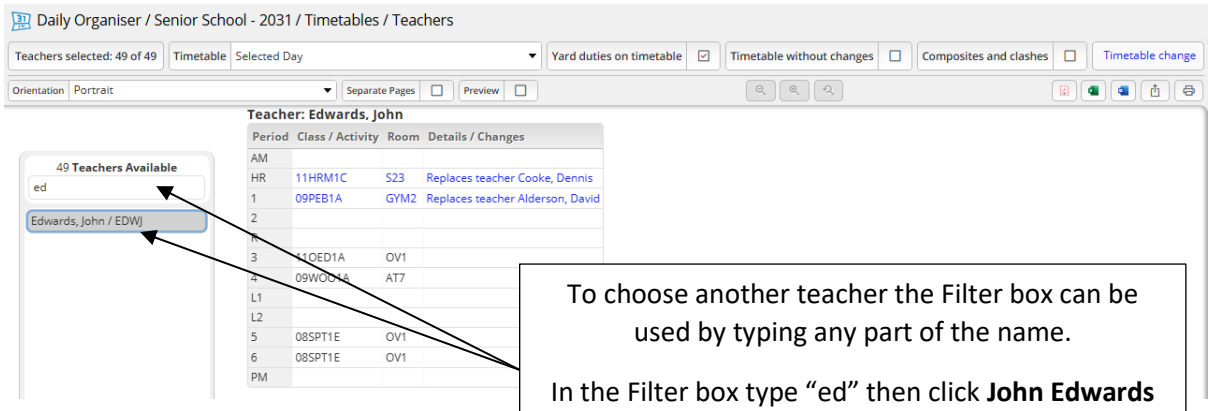
The full timetable for Rod Adams is displayed with yard duties.



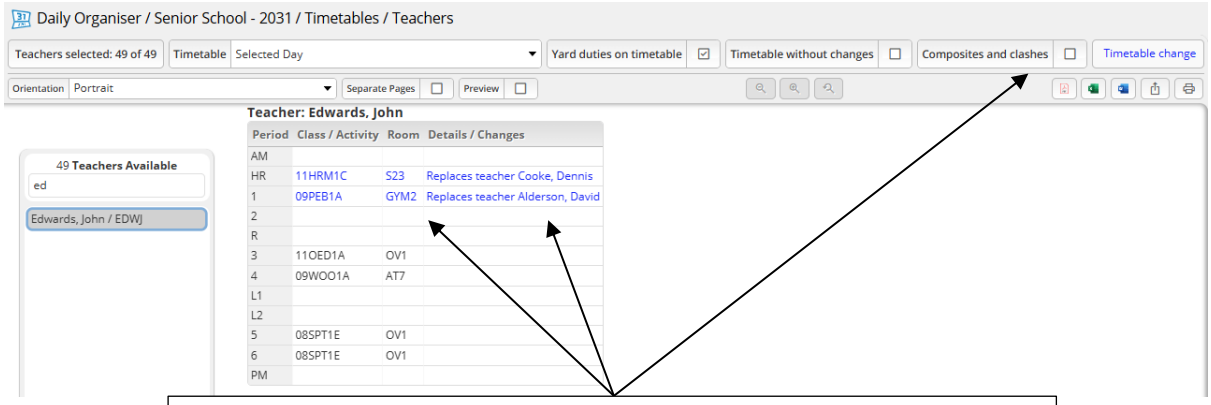

Click the Timetable drop-down box and select **Selected Day**

This displays Rod Adams' timetable for the current day.




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

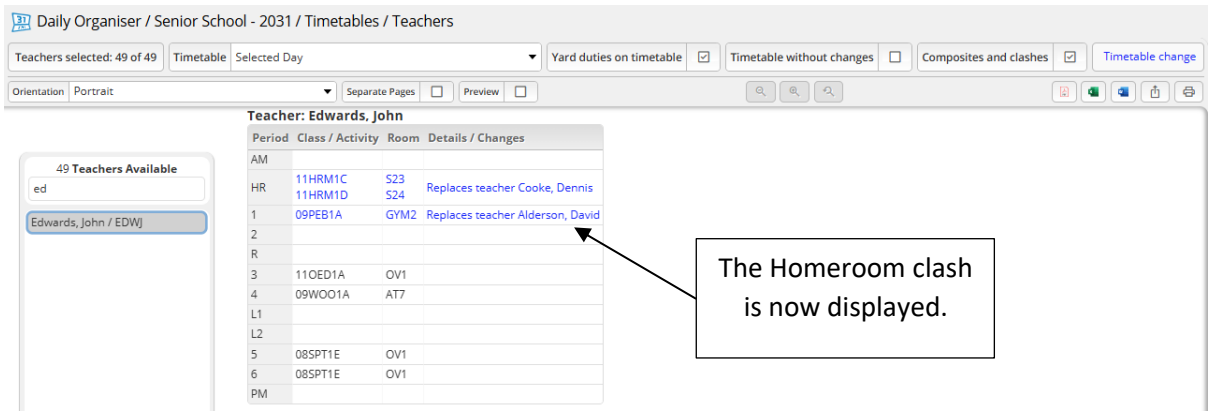
In the Filter box type "ed" then click **John Edwards** to display their timetable



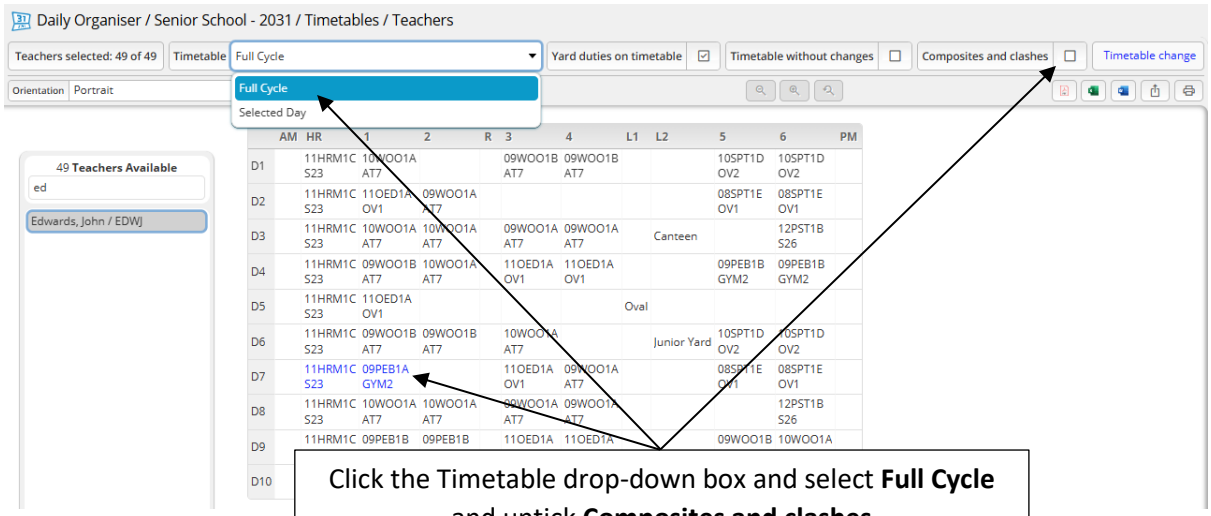

John's timetable displays all changes in blue font.

Replacement classes are listed in the Class / Activity column with the teacher that is replaced displayed in the Details / Changes column.

Tick **Composites and clashes**

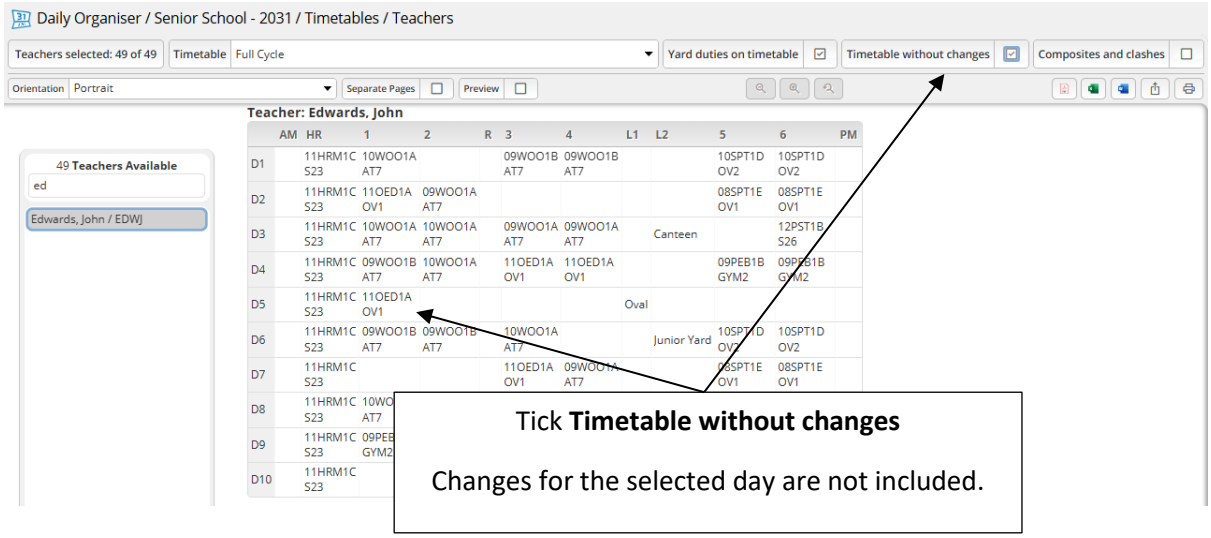



The Homeroom clash is now displayed.




Click the Timetable drop-down box and select **Full Cycle** and untick **Composites and clashes**

John's timetable for the cycle is now displayed with changes included for the selected day.

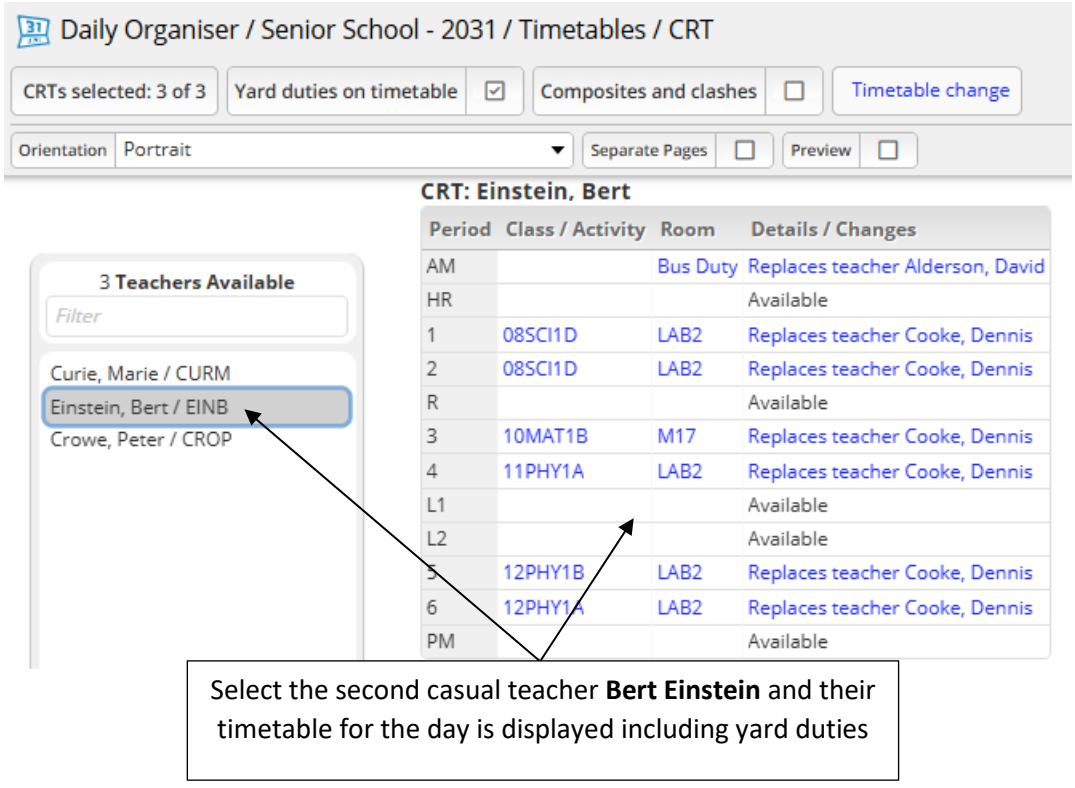



Similar information can be displayed for room and student timetables under [18C] Rooms and [18D] Students.

## CASUAL TEACHER TIMETABLES

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

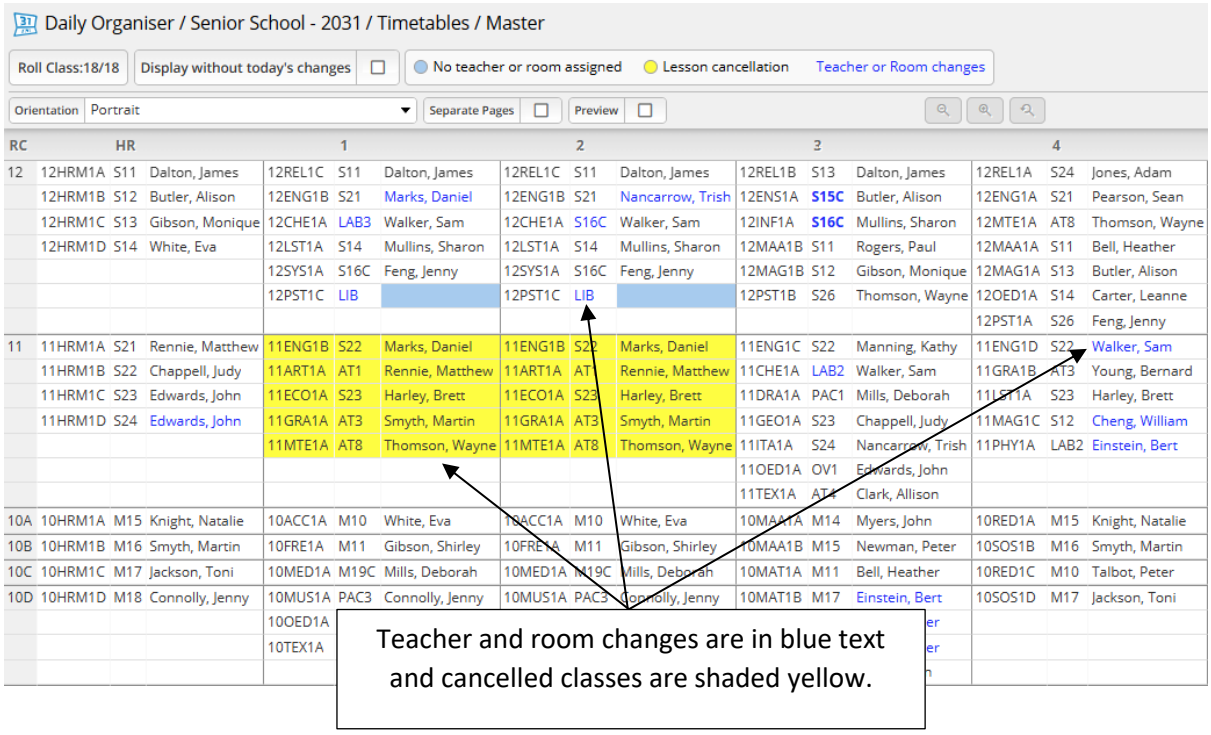
**On the Task Tree select:**
**[18B] Timetables - CRT**



## MASTER TIMETABLE

The master timetable displays all classes for the selected day. It can be displayed with or without changes. Note: Student Activities and yard duties are not included in the master timetable.

**On the Task Tree select:**
**[18E] Timetables - Master**



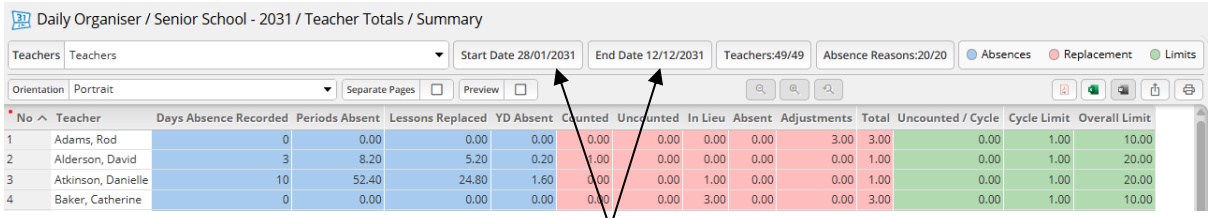

## SUMMARY REPORTS

There are two summary reports sections, [19] Teacher Totals and [20] 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 provides summary information on teacher absences and replacements for a selected date range. More detailed information is available on the other screens listed under [19] Teacher Totals.

**On the Task Tree select:**
**[19A] Teacher Totals - Summary**

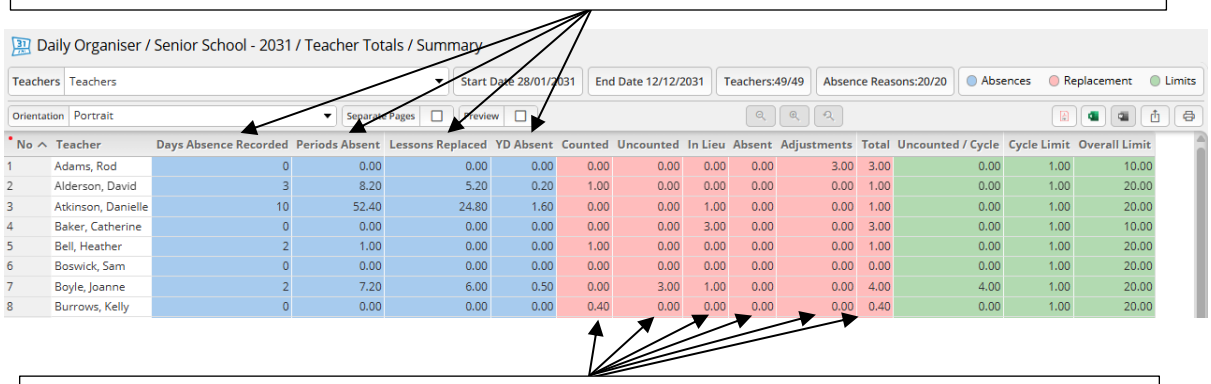



| No | Teacher | Days Absence Recorded | Periods Absent | Lessons Replaced | YD Absent | Counted | Uncounted | In Lieu | Absent | Adjustments | Total | Uncounted / Cycle | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | Alderson, David | 3 | 8.20 | 5.20 | 0.20 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 20.00 |
| 3 | Atkinson, Danielle | 10 | 52.40 | 24.80 | 1.60 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 20.00 |
| 4 | Baker, Catherine | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |

The date range defaults to the start date and end date of the dataset. The start and end date can be edited by clicking on the cell and selecting a new date from the calendar.

The first 4 columns, shaded blue, relate to absences:

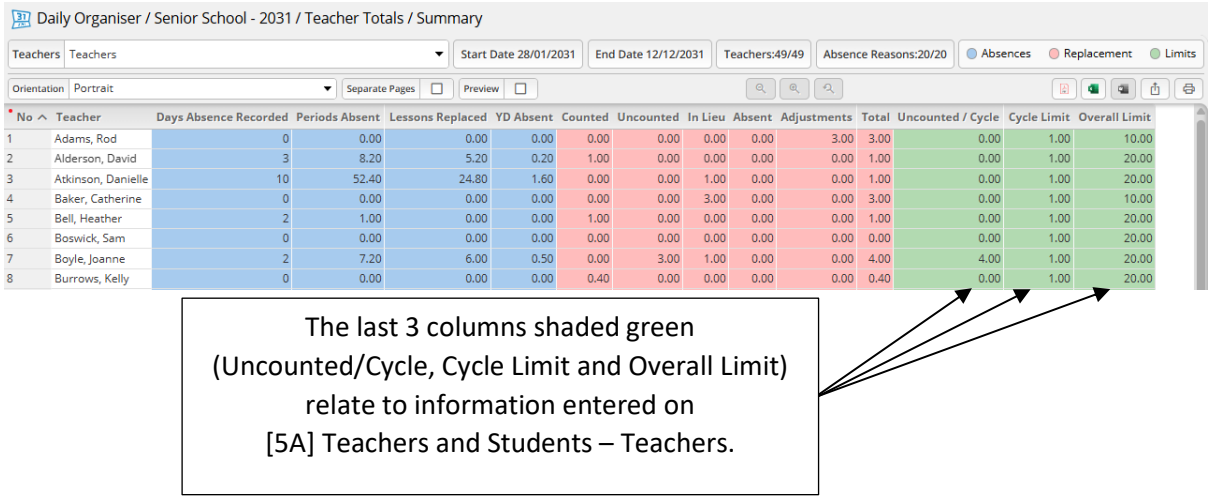
**Days Absence Recorded**: Number of days a teacher has been absent for at least one period.
**Periods Absent**: Total number of periods a teacher has been absent.
**Lessons Replaced**: Total number of teaching periods a teacher has been absent and a replacement teacher has been assigned.
**YD Absent**: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




| No | Teacher | Days Absence Recorded | Periods Absent | Lessons Replaced | YD Absent | Counted | Uncounted | In Lieu | Absent | Adjustments | Total | Uncounted / Cycle | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 2 | Alderson, David | 3 | 8.20 | 5.20 | 0.20 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 20.00 |
| 3 | Atkinson, Danielle | 10 | 52.40 | 24.80 | 1.60 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 20.00 |
| 4 | Baker, Catherine | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 | 3.00 | 0.00 | 1.00 | 10.00 |
| 5 | Bell, Heather | 2 | 1.00 | 0.00 | 0.00 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 | 20.00 |
| 6 | Boswick, Sam | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 | 20.00 |
| 7 | Boyle, Joanne | 2 | 7.20 | 6.00 | 0.50 | 0.00 | 3.00 | 1.00 | 0.00 | 0.00 | 4.00 | 4.00 | 1.00 | 20.00 |
| 8 | Burrows, Kelly | 0 | 0.00 | 0.00 | 0.00 | 0.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.40 | 0.00 | 1.00 | 20.00 |

The next 6 columns, shaded light red, relate to the various types of replacements:

**Counted**: Counted replacements assigned on [11A] Replacements - Assign
**Uncounted**: Uncounted replacements assigned on [11A] Replacements - Assign
**In Lieu**: In Lieu replacements assigned on [11A] Replacements - Assign
**Absent**: Periods absent due to a counted absence assigned on [6A] Teacher Absences – Selected Day
**Adjustments**: Load adjustments added on [11D] Replacements – Load Adjustments
**Total**: The sum of all the above

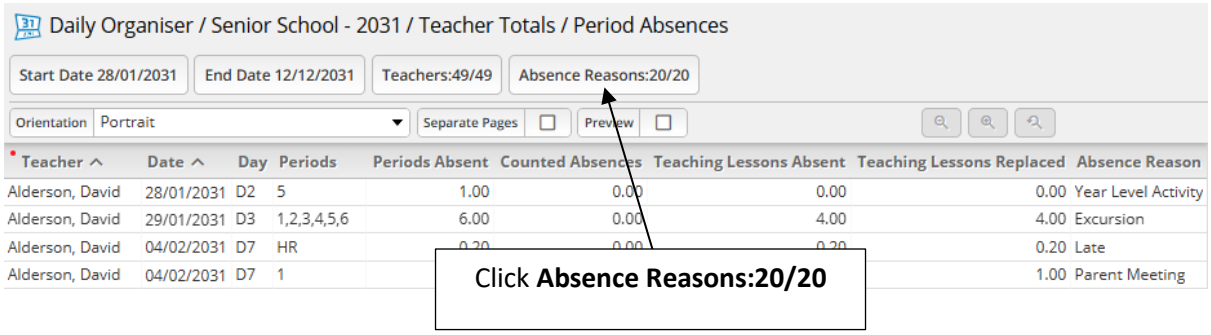



The last 3 columns shaded green (Uncounted/Cycle, Cycle Limit and Overall Limit) relate to information entered on [5A] Teachers and Students – Teachers.

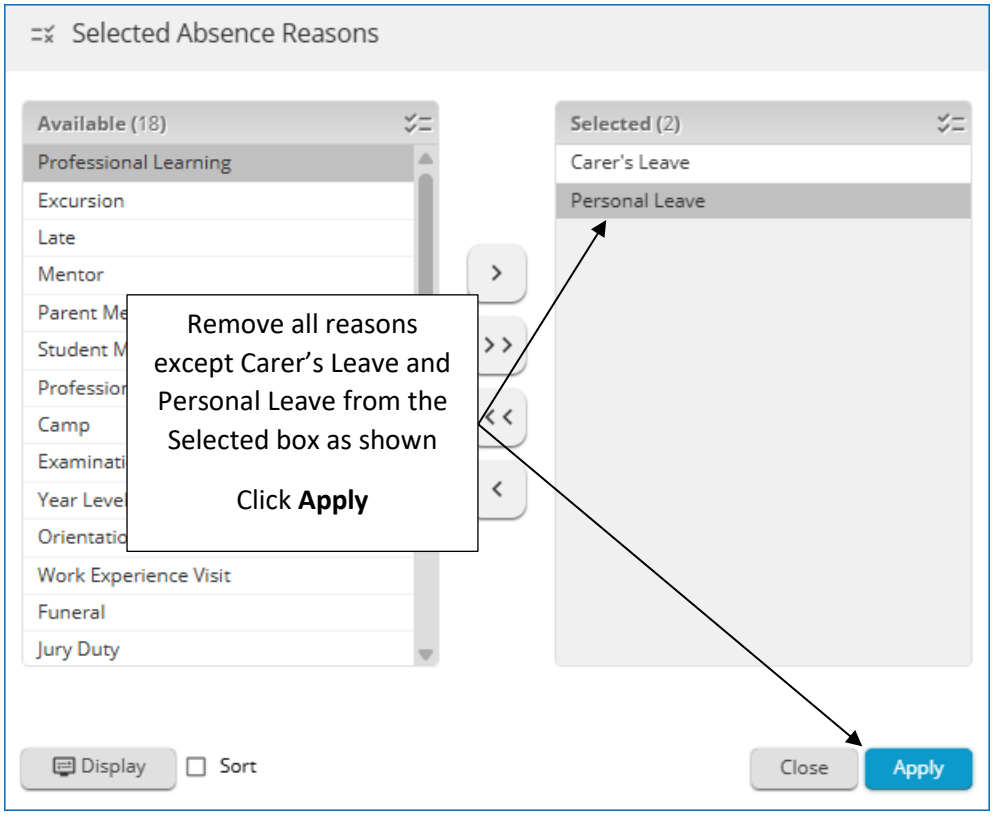
## TEACHER PERIOD ABSENCE DETAILS

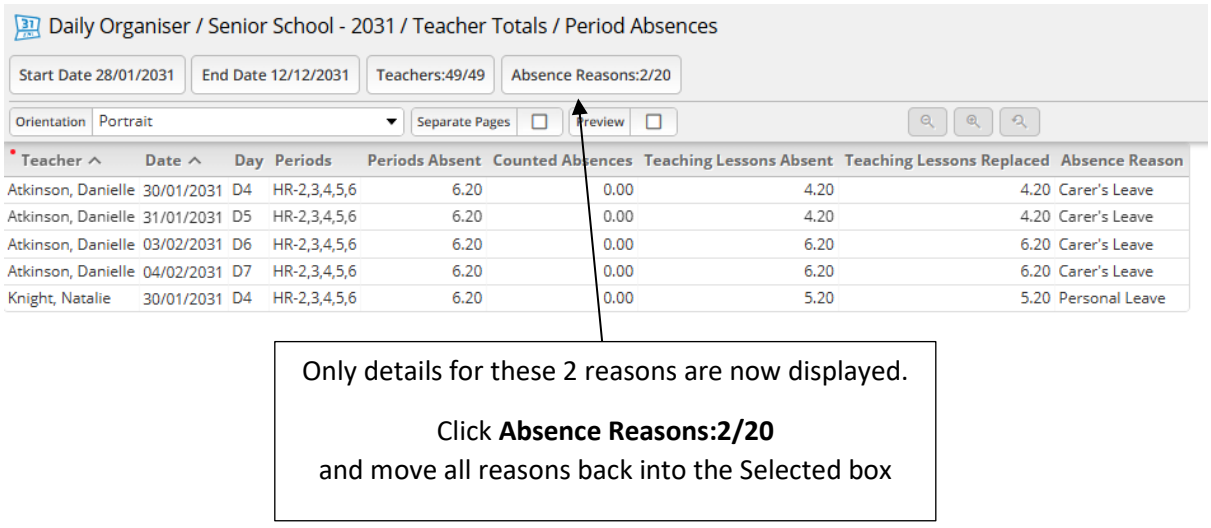
The Period Absences screen lists all teacher absences by date with details of periods absent, counted absences, teaching lessons absent and teaching lessons replaced. This screen can be customised by selecting a subset of teacher and/or absence reason.

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




Click **Absence Reasons:20/20**



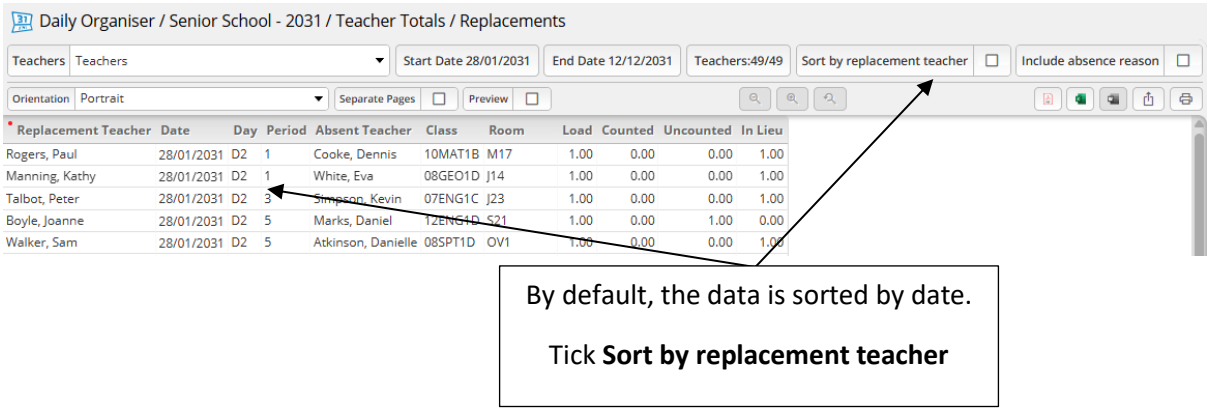



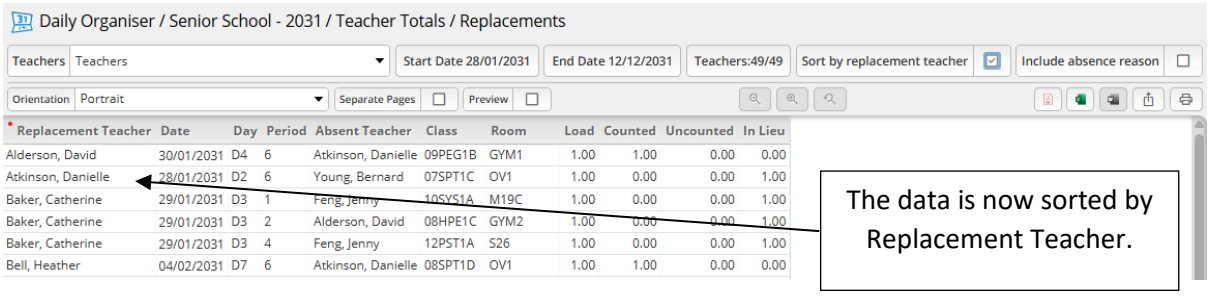

This report is useful if teacher absences need to be reported to the Business Manager on a regular basis. Use the date selector and Absences Reason selector to customise the data.

## TEACHER REPLACEMENT DETAILS

The Replacements screen lists all counted, uncounted and in lieu replacements. Either teachers or casual teachers can be selected.

**On the Task Tree select:**
**[19D] Teacher Totals - Replacements**

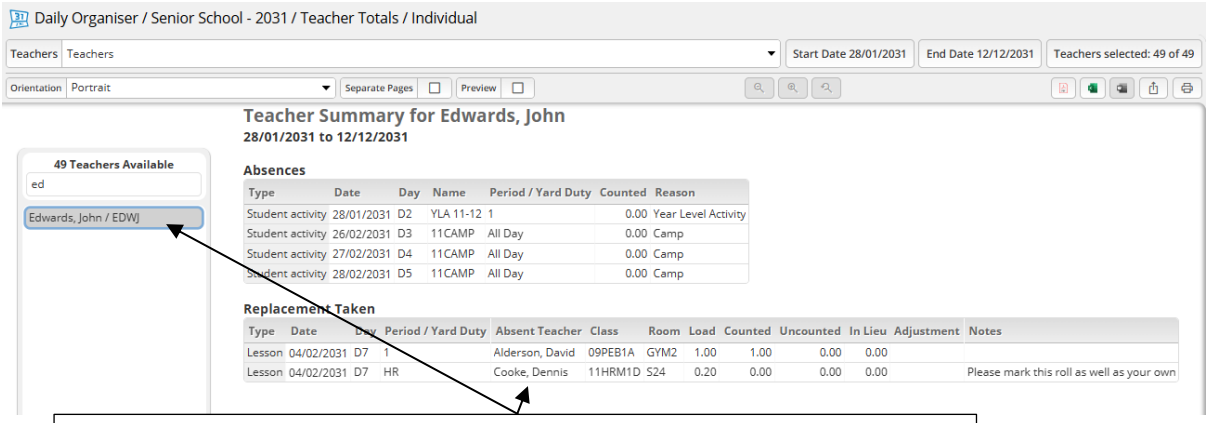



## INDIVIDUAL TEACHER SUMMARIES

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

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




Type “ed” and click **John Edwards**

All information relating to John’s absences and replacements is displayed.

## STUDENT ACTIVITY TOTALS

Student Activity Totals displays summary information for Roll Classes and students made during the selected dates.

The table below gives a brief description of each report.

| No | Report | Description |
|---|---|---|
| 20A | Roll Classes | Lists the number of periods each Roll Class has participated in activities. |
| 20B | Students | Lists the number of periods each student has participated in activities. |
| 20C | Details | Lists the details of the activities each student has participated in. This includes the activity, date, period load and activity periods. |

# Timetabling Solutions

## Hosted Application




## Daily Organiser

# Lesson 11 - Timetable Changes and the Home Page

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## PROFESSIONAL LEARNING OBJECTIVES

- Define the importance of publishing a timetable when the timetable data changes
- Define the ability to have multiple users

## SKILLS

- Publish a timetable to the cloud Daily Organiser application from a Version 10.1 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
- Approve timetable actions that will result in removal of Daily Organiser data
- Access Import and Export Data Functions
- Activate the Open on Today's Date
- Access the Profile and change to the Classic Version
- Activate Permit Support Access

## PUBLISHED TIMETABLE FILES

Each time the timetable changes, the Timetabler will need to publish a new timetable. The Campus, Academic Year and the start date will need to be specified.

A timetable has been published to start on 3 March. In this timetable three new teachers are included to replace staff who are retiring or on leave:

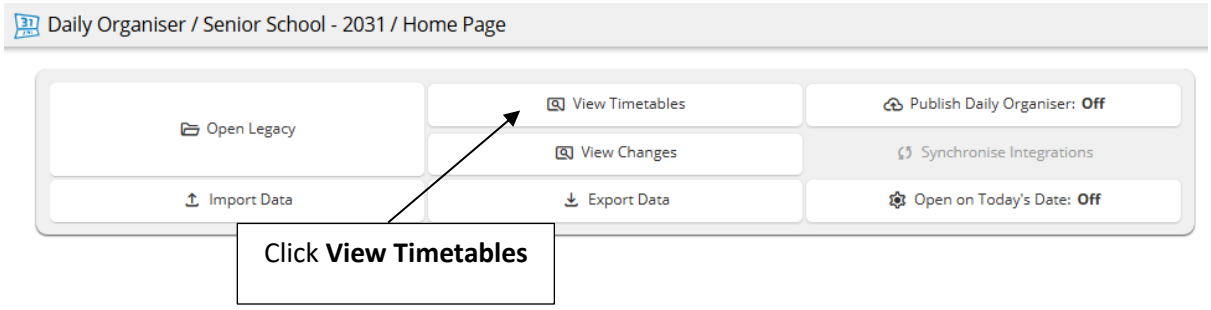
- Fred Flintstone has replaced Rod Adams who will become a casual teacher.
- Wilma Flintstone has replaced David Alderson who has retired.
- Marie Curie, who is currently a casual teacher, will be replacing Dennis Cooke while he is on long service leave.

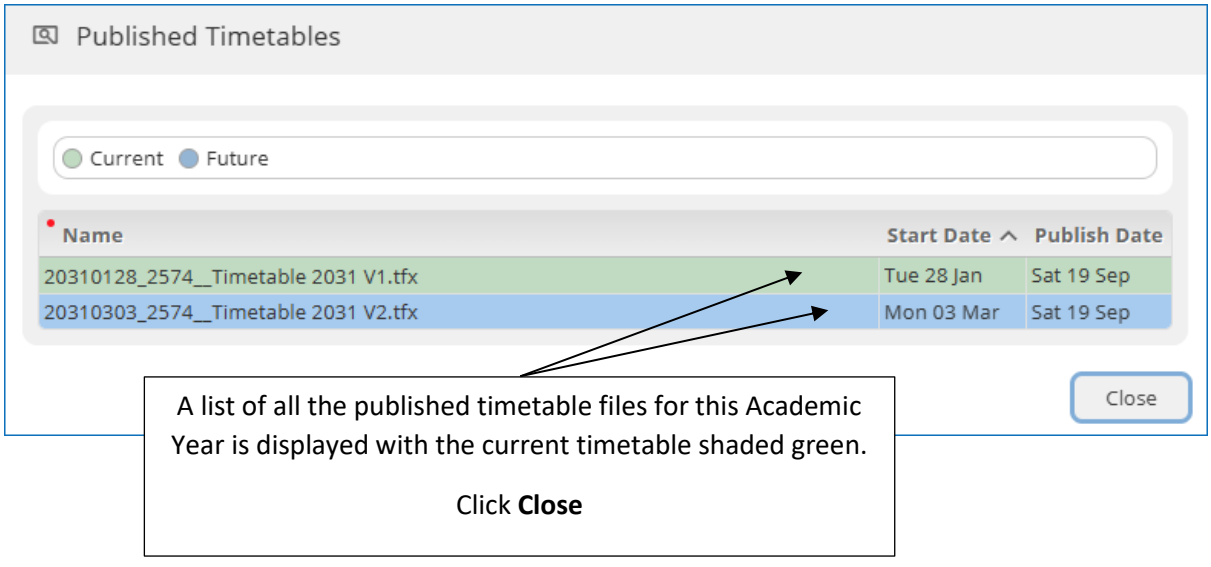
It is important that there is good communication between the Timetabler and the Daily Organiser. When major changes are made the Daily Organiser needs to update data in the app for new teachers.

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

## VIEW PUBLISHED TIMETABLES IN DAILY ORGANISER

A list of published timetable files and start dates can be viewed from the Home Page.

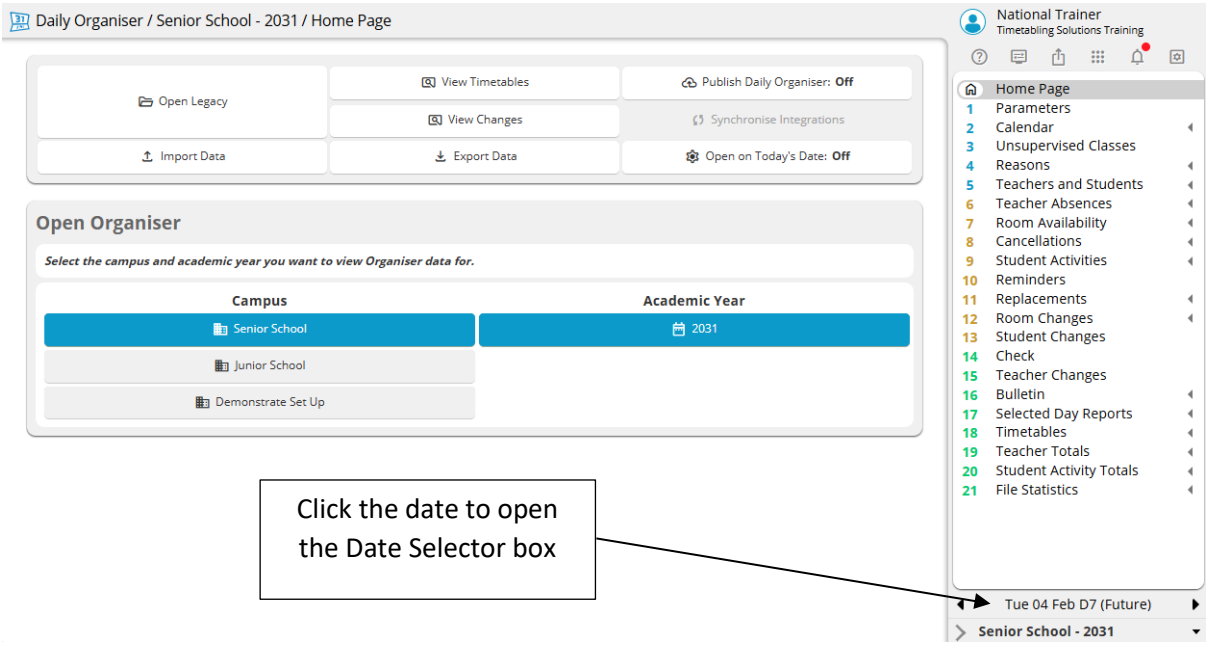


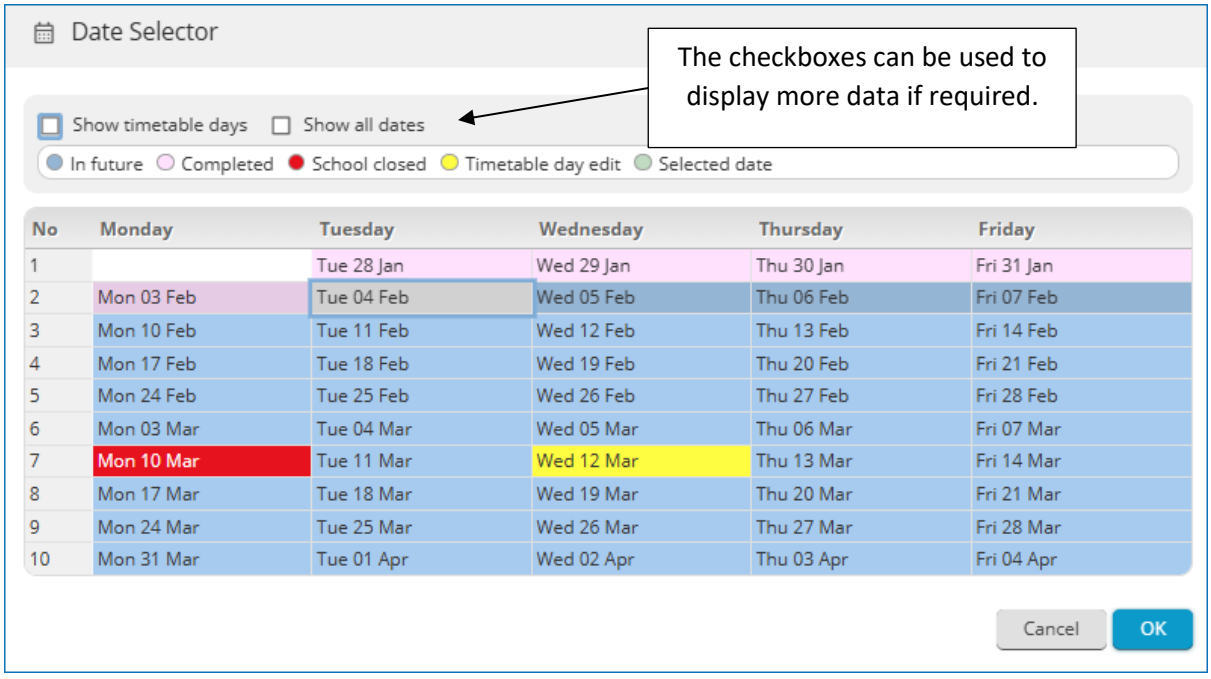



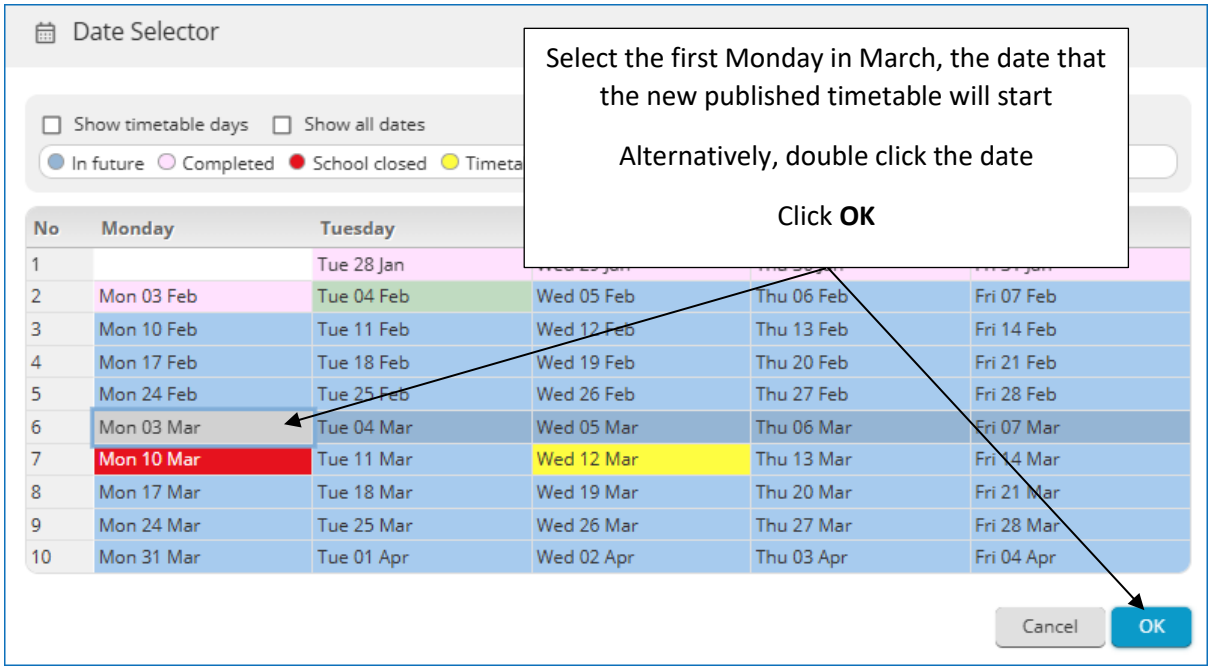

For all dates between 28 Jan 2031 and 02 Mar 2031 the first file will be read by the Daily Organiser app. For all dates on and after the 03 Mar 2031 the second file will be read.

# CHANGE THE DATE

When the date is changed, the Daily Organiser app reads the appropriate timetable file for the selected date.

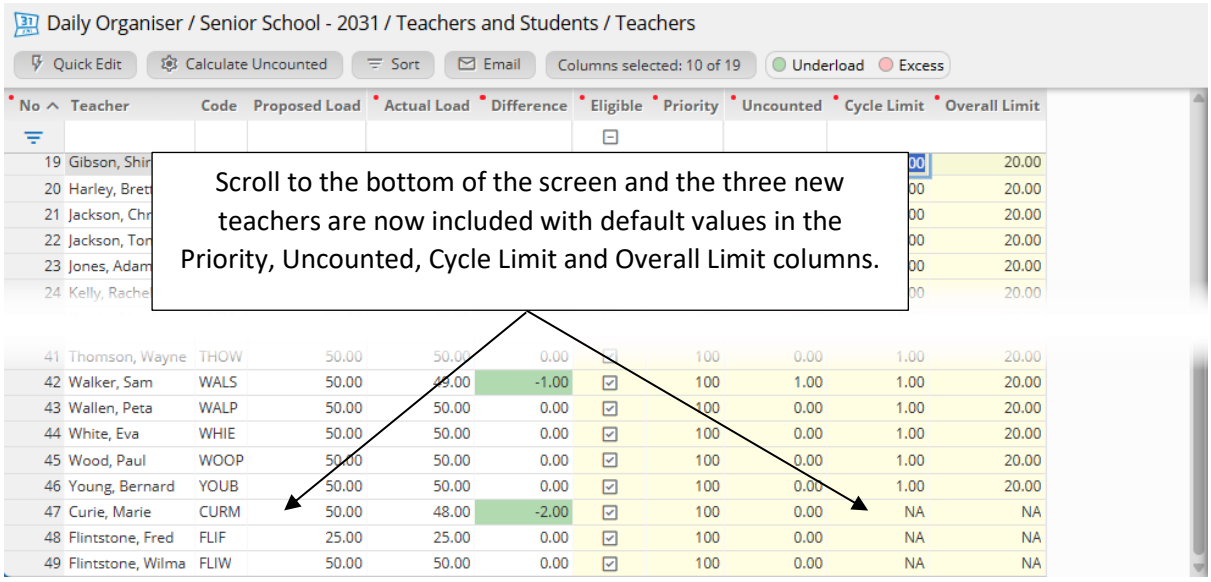




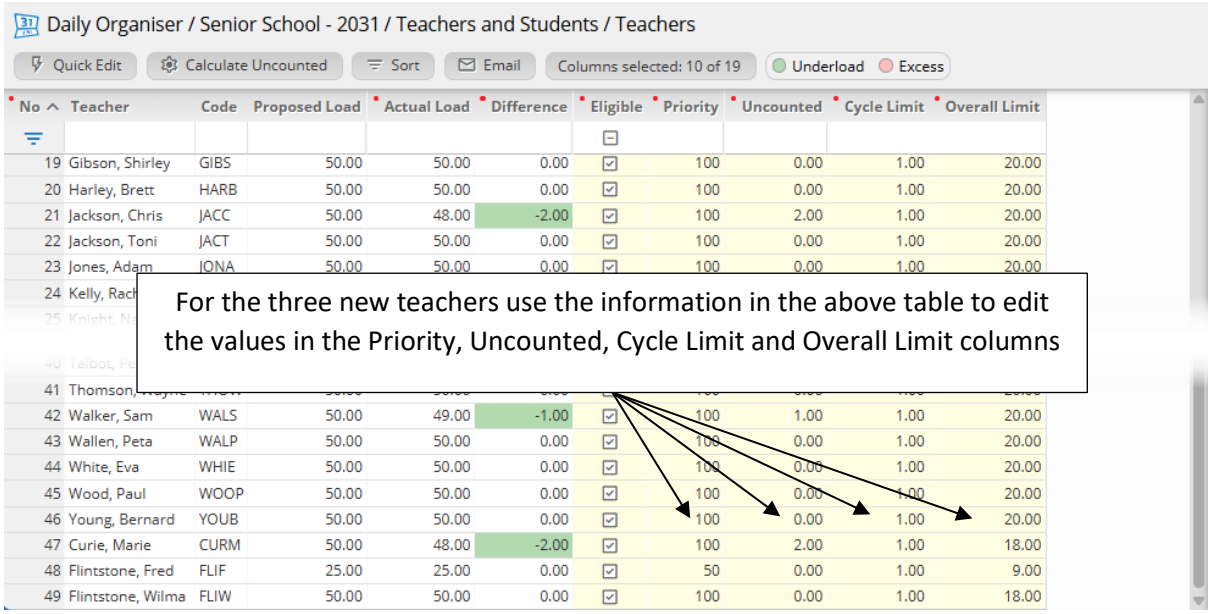

| No | Monday | Tuesday | | | |
|---|---|---|---|---|---|
| 1 | | Tue 28 Jan | | | |
| 2 | Mon 03 Feb | Tue 04 Feb | Wed 05 Feb | Thu 06 Feb | Fri 07 Feb |
| 3 | Mon 10 Feb | Tue 11 Feb | Wed 12 Feb | Thu 13 Feb | Fri 14 Feb |
| 4 | Mon 17 Feb | Tue 18 Feb | Wed 19 Feb | Thu 20 Feb | Fri 21 Feb |
| 5 | Mon 24 Feb | Tue 25 Feb | Wed 26 Feb | Thu 27 Feb | Fri 28 Feb |
| 6 | Mon 03 Mar | Tue 04 Mar | Wed 05 Mar | Thu 06 Mar | Fri 07 Mar |
| 7 | Mon 10 Mar | Tue 11 Mar | Wed 12 Mar | Thu 13 Mar | Fri 14 Mar |
| 8 | Mon 17 Mar | Tue 18 Mar | Wed 19 Mar | Thu 20 Mar | Fri 21 Mar |
| 9 | Mon 24 Mar | Tue 25 Mar | Wed 26 Mar | Thu 27 Mar | Fri 28 Mar |
| 10 | Mon 31 Mar | Tue 01 Apr | Wed 02 Apr | Thu 03 Apr | Fri 04 Apr |

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

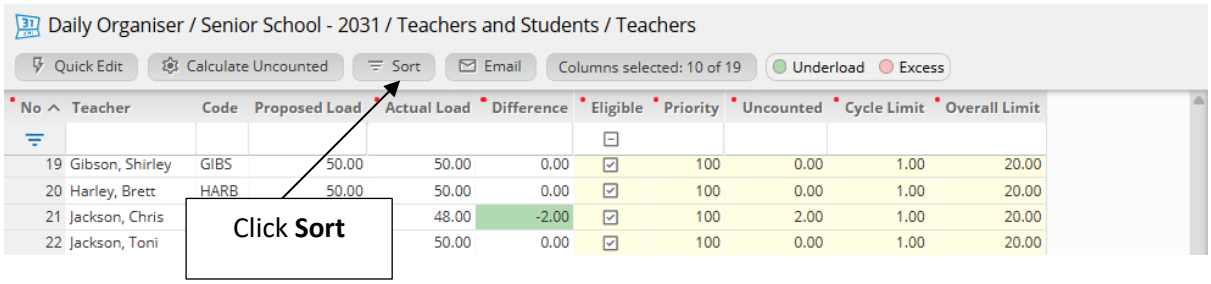



| No | Teacher | Code | Proposed Load | Actual Load | Difference | Eligible | Priority | Uncounted | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|
| 41 | Thomson, Wayne | THOW | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 42 | Walker, Sam | WALS | 50.00 | 49.00 | -1.00 | ☑ | 100 | 1.00 | 1.00 | 20.00 |
| 43 | Wallen, Peta | WALP | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 44 | White, Eva | WHIE | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 45 | Wood, Paul | WOOP | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 46 | Young, Bernard | YOUB | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 47 | Curie, Marie | CURM | 50.00 | 48.00 | -2.00 | ☑ | 100 | 0.00 | NA | NA |
| 48 | Flintstone, Fred | FLIF | 25.00 | 25.00 | 0.00 | ☑ | 100 | 0.00 | NA | NA |
| 49 | Flintstone, Wilma | FLIW | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | NA | NA |

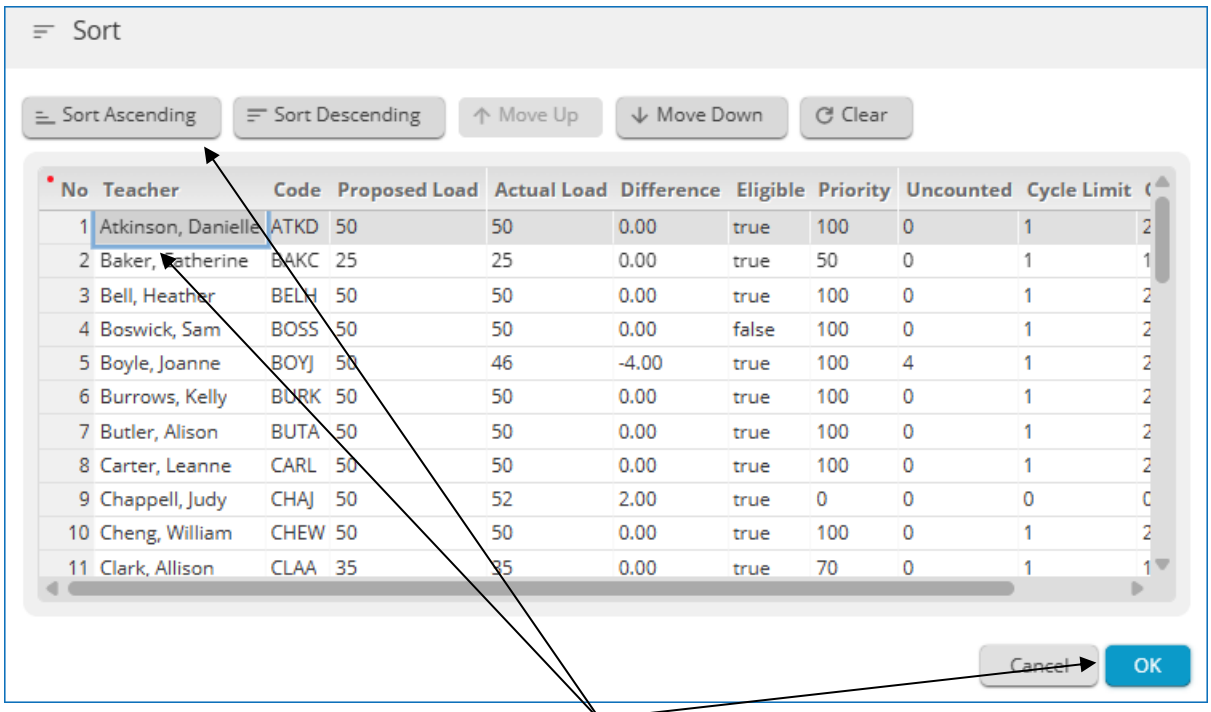
| Teacher | Priority | Uncounted | Cycle Limit | Overall Limit |
|---|---|---|---|---|
| Marie Curie | 100 | 2.00 | 1.00 | 18.00 |
| Fred Flintstone | 50 | 0.00 | 1.00 | 9.00 |
| Wilma Flintstone | 100 | 0.00 | 1.00 | 18.00 |



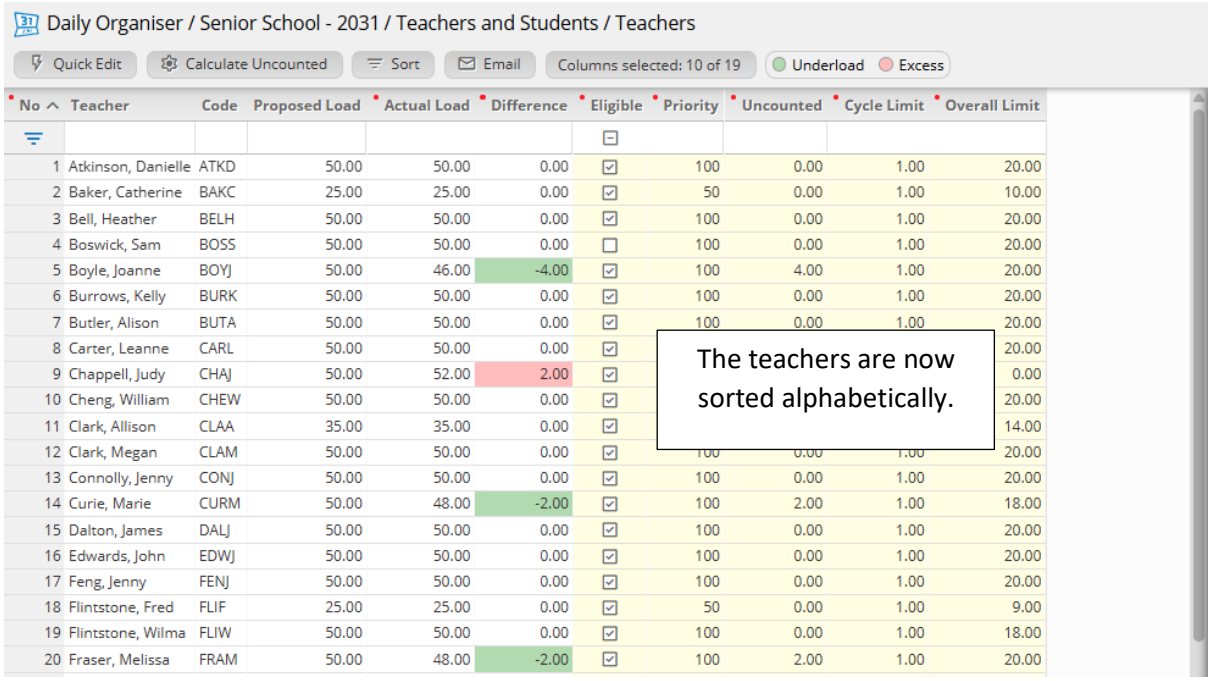

| No | Teacher | Code | Proposed Load | Actual Load | Difference | Eligible | Priority | Uncounted | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|
| 19 | Gibson, Shirley | GIBS | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 20 | Harley, Brett | HARB | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 21 | Jackson, Chris | JACC | 50.00 | 48.00 | -2.00 | ☑ | 100 | 2.00 | 1.00 | 20.00 |
| 22 | Jackson, Toni | JACT | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 23 | Jones, Adam | JONA | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 24 | Kelly, Rach | | | | | | | | | |
| 41 | Thomson, | | | | | | | | | |
| 42 | Walker, Sam | WALS | 50.00 | 49.00 | -1.00 | ☑ | 100 | 1.00 | 1.00 | 20.00 |
| 43 | Wallen, Peta | WALP | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 44 | White, Eva | WHIE | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 45 | Wood, Paul | WOOP | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 46 | Young, Bernard | YOUB | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 47 | Curie, Marie | CURM | 50.00 | 48.00 | -2.00 | ☑ | 100 | 2.00 | 1.00 | 18.00 |
| 48 | Flintstone, Fred | FLIF | 25.00 | 25.00 | 0.00 | ☑ | 50 | 0.00 | 1.00 | 9.00 |
| 49 | Flintstone, Wilma | FLIW | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 18.00 |




| 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 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 20 | Harley, Brett | HARB | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 21 | Jackson, Chris | | | 48.00 | -2.00 | ☑ | 100 | 2.00 | 1.00 | 20.00 |
| 22 | Jackson, Toni | | | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |

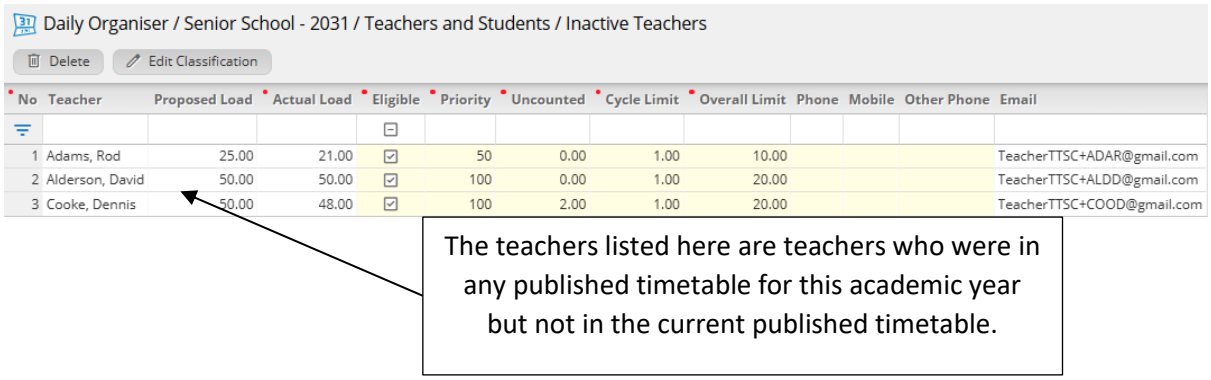



| No | Teacher | Code | Proposed Load | Actual Load | Difference | Eligible | Priority | Uncounted | Cycle Limit |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Atkinson, Danielle | ATKD | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 2 | Baker, Katherine | BAKC | 25 | 25 | 0.00 | true | 50 | 0 | 1 |
| 3 | Bell, Heather | BELH | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 4 | Boswick, Sam | BOSS | 50 | 50 | 0.00 | false | 100 | 0 | 1 |
| 5 | Boyle, Joanne | BOYJ | 50 | 46 | -4.00 | true | 100 | 4 | 1 |
| 6 | Burrows, Kelly | BURK | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 7 | Butler, Alison | BUTA | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 8 | Carter, Leanne | CARL | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 9 | Chappell, Judy | CHAJ | 50 | 52 | 2.00 | true | 0 | 0 | 0 |
| 10 | Cheng, William | CHEW | 50 | 50 | 0.00 | true | 100 | 0 | 1 |
| 11 | Clark, Allison | CLAA | 35 | 35 | 0.00 | true | 70 | 0 | 1 |




| No | Teacher | Code | Proposed Load | Actual Load | Difference | Eligible | Priority | Uncounted | Cycle Limit | Overall Limit |
|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Atkinson, Danielle | ATKD | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 2 | Baker, Catherine | BAKC | 25.00 | 25.00 | 0.00 | ☑ | 50 | 0.00 | 1.00 | 10.00 |
| 3 | Bell, Heather | BELH | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 4 | Boswick, Sam | BOSS | 50.00 | 50.00 | 0.00 | ☐ | 100 | 0.00 | 1.00 | 20.00 |
| 5 | Boyle, Joanne | BOYJ | 50.00 | 46.00 | -4.00 | ☑ | 100 | 4.00 | 1.00 | 20.00 |
| 6 | Burrows, Kelly | BURK | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 7 | Butler, Alison | BUTA | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 8 | Carter, Leanne | CARL | 50.00 | 50.00 | 0.00 | ☑ | | | | 20.00 |
| 9 | Chappell, Judy | CHAJ | 50.00 | 52.00 | 2.00 | ☑ | | | | 0.00 |
| 10 | Cheng, William | CHEW | 50.00 | 50.00 | 0.00 | ☑ | | | | 20.00 |
| 11 | Clark, Allison | CLAA | 35.00 | 35.00 | 0.00 | ☑ | | | | 14.00 |
| 12 | Clark, Megan | CLAM | 50.00 | 50.00 | 0.00 | ☑ | | | | 20.00 |
| 13 | Connolly, Jenny | CONJ | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 14 | Curie, Marie | CURM | 50.00 | 48.00 | -2.00 | ☑ | 100 | 2.00 | 1.00 | 18.00 |
| 15 | Dalton, James | DALJ | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 16 | Edwards, John | EDWJ | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 17 | Feng, Jenny | FENJ | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 20.00 |
| 18 | Flintstone, Fred | FLIF | 25.00 | 25.00 | 0.00 | ☑ | 50 | 0.00 | 1.00 | 9.00 |
| 19 | Flintstone, Wilma | FLIW | 50.00 | 50.00 | 0.00 | ☑ | 100 | 0.00 | 1.00 | 18.00 |
| 20 | Fraser, Melissa | FRAM | 50.00 | 48.00 | -2.00 | ☑ | 100 | 2.00 | 1.00 | 20.00 |

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



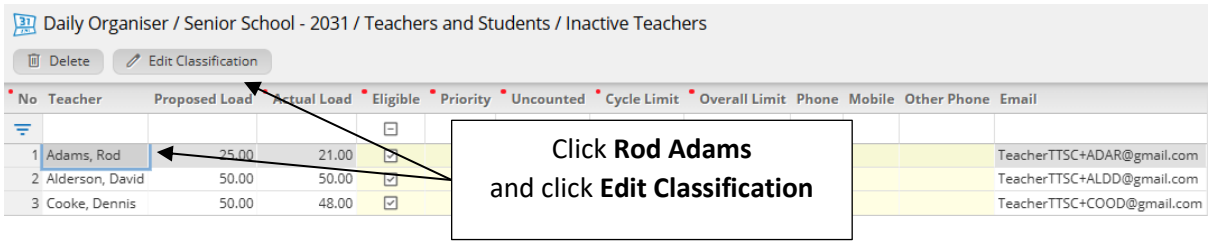

| No | Teacher | Proposed Load | Actual Load | Eligible | Priority | Uncounted | Cycle Limit | Overall Limit | Phone | Mobile | Other Phone | Email |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Adams, Rod | 25.00 | 21.00 | ☑ | 50 | 0.00 | 1.00 | 10.00 | | | | TeacherTTSC+ADAR@gmail.com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

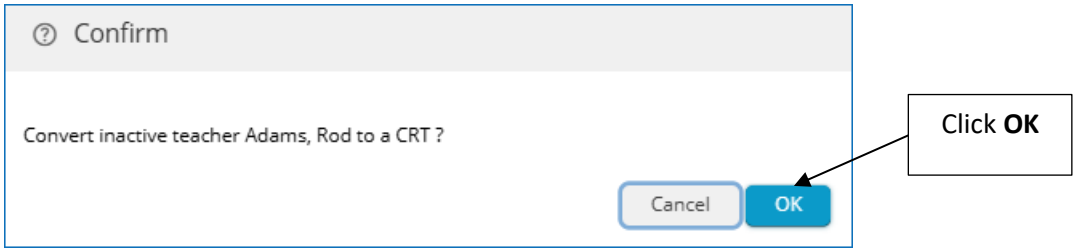
Warning: Although there is a button to delete teachers from this list, it is strongly recommended that teachers are not deleted. If a teacher is deleted, all historical data for that teacher is removed from the file. That is, there will be no records of absences or replacements taken for deleted teachers.

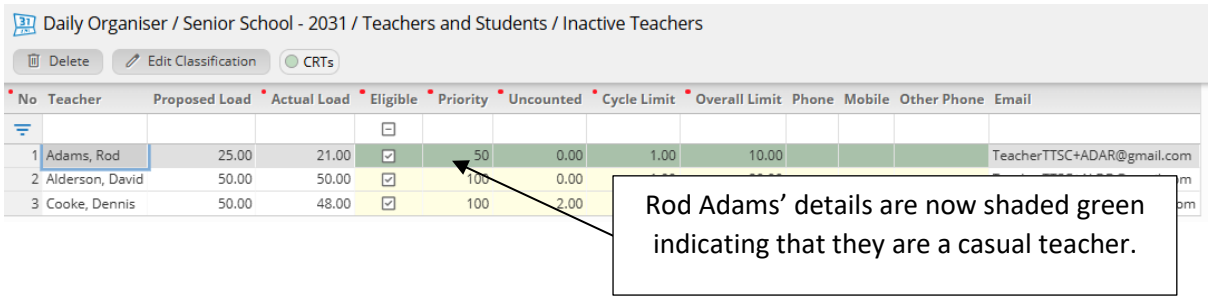
## CHANGE THE CLASSIFICATION OF A TEACHER

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

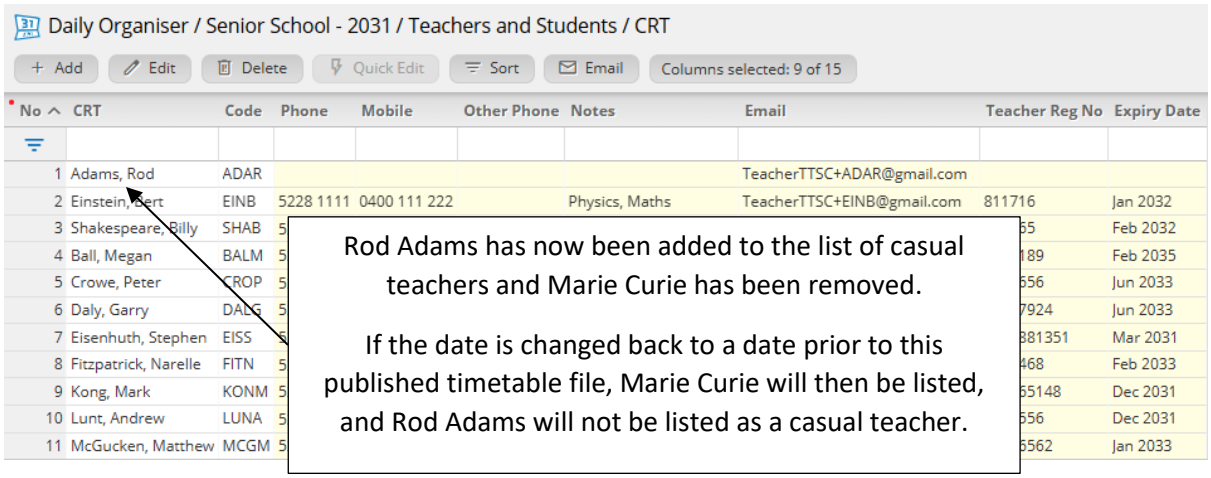
- Marie Curie was a casual teacher before the change, and she is now a full time teacher.
- Rod Adams was a part time teacher, and he now wants to be a casual teacher.



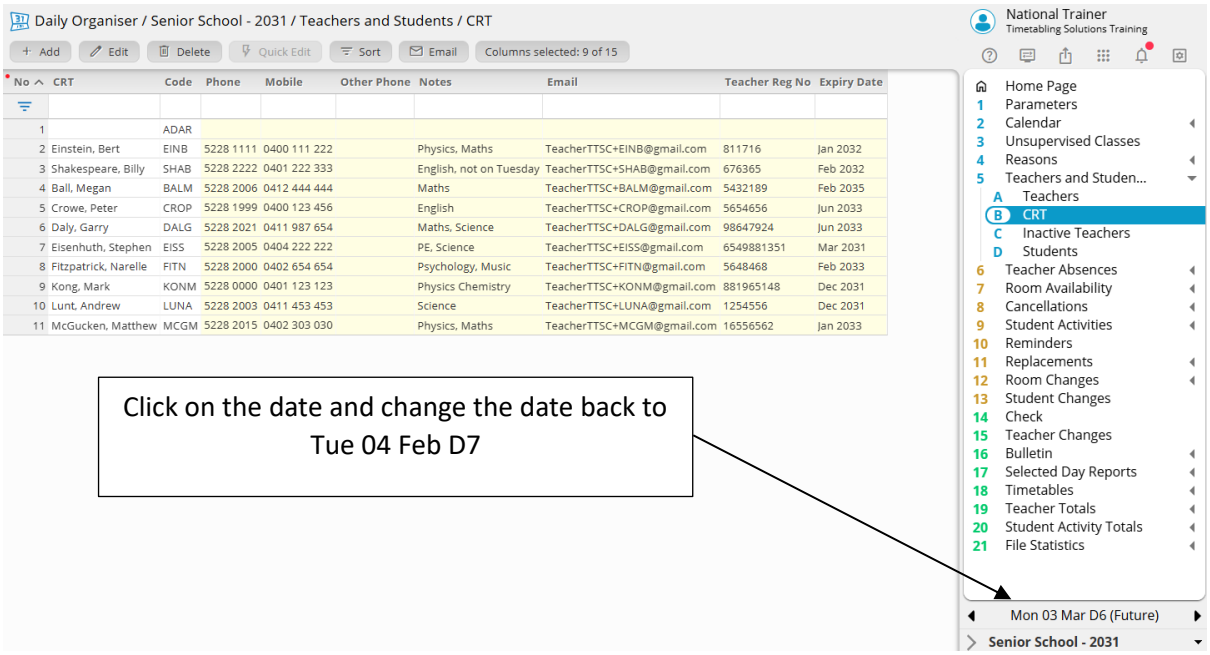



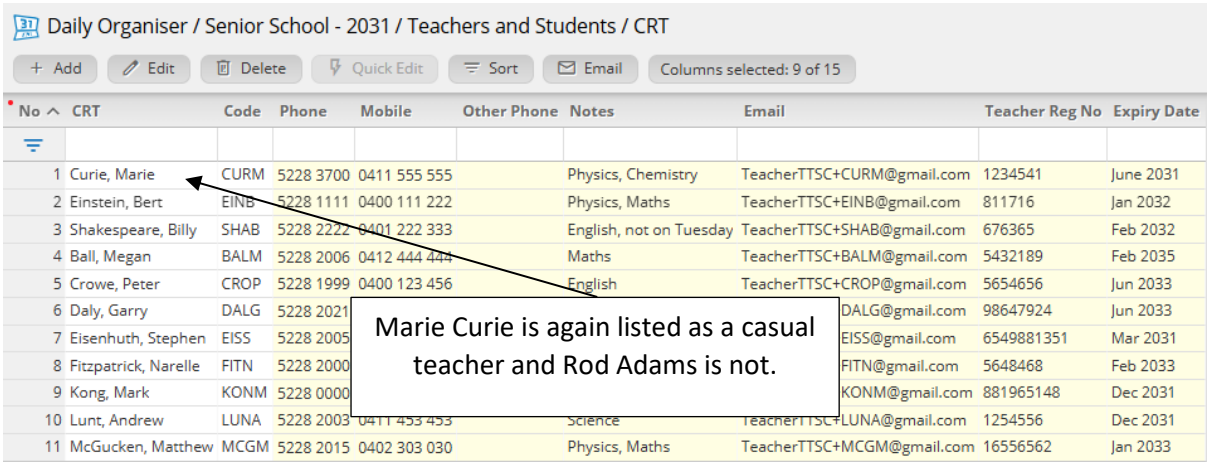

**On the Task Tree select:**
**[5B] Teachers and Students - CRT**



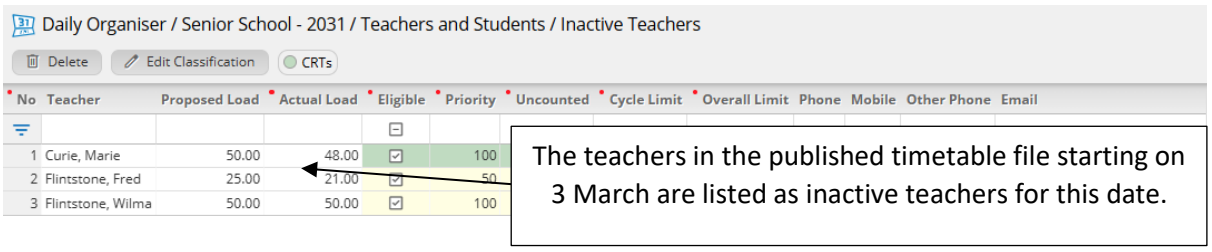
## RETURN TO AN EARLIER DATE

Data integrity is maintained for staff who are in one published timetable file but not another. Their names will appear in the appropriate lists depending on the date that the file is opened. All records will be retained for absences, replacements, and activities as either a teacher or as a casual teacher.




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



## PUBLISH A TIMETABLE IN VERSION 10.1

The Timetabler creates and maintains the timetable file for the academic year. It is their responsibility to publish a timetable at the start of the year and when any changes are made throughout the year. In some cases, the Timetabler is also the Daily Organiser.

The best way to publish a timetable is directly from Version 10.1 desktop app.

**Note: In training courses this process will be demonstrated only.**

### Important Message for Global Administrator

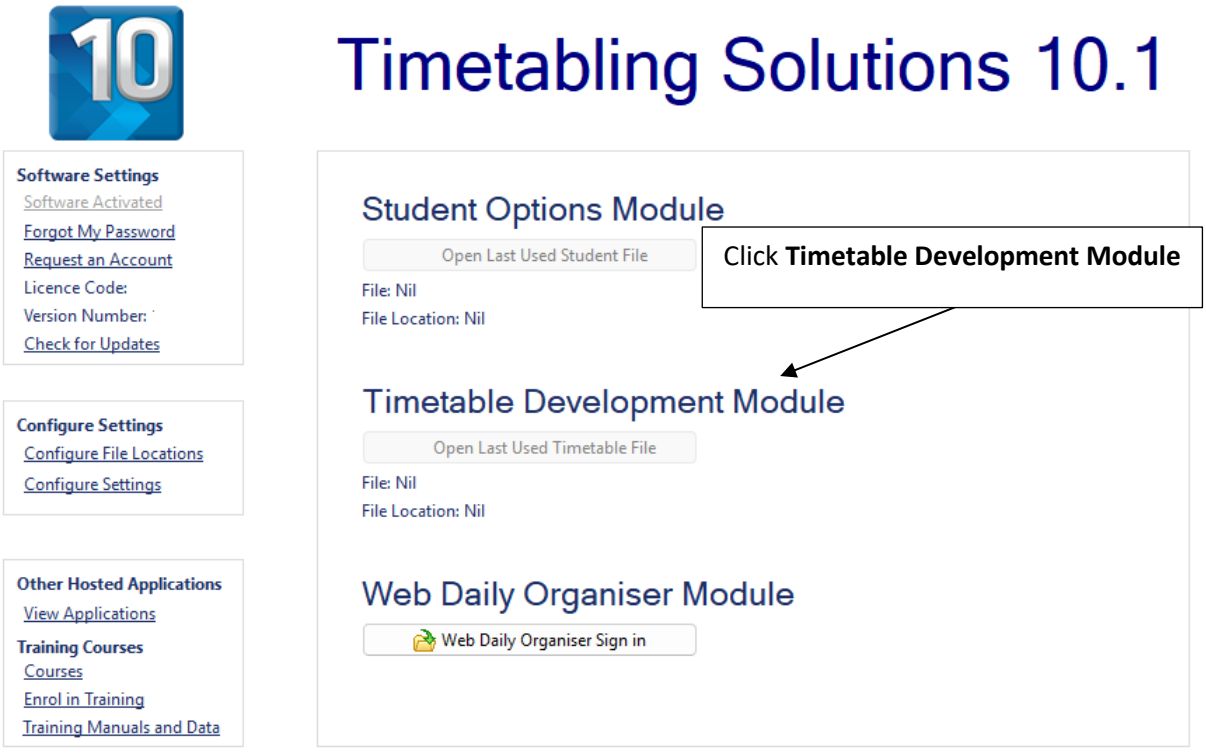
When adding staff as users in the Management Portal **it is important to assign them the correct roles,** so that they have the appropriate access needed to perform their responsibilities within the school.

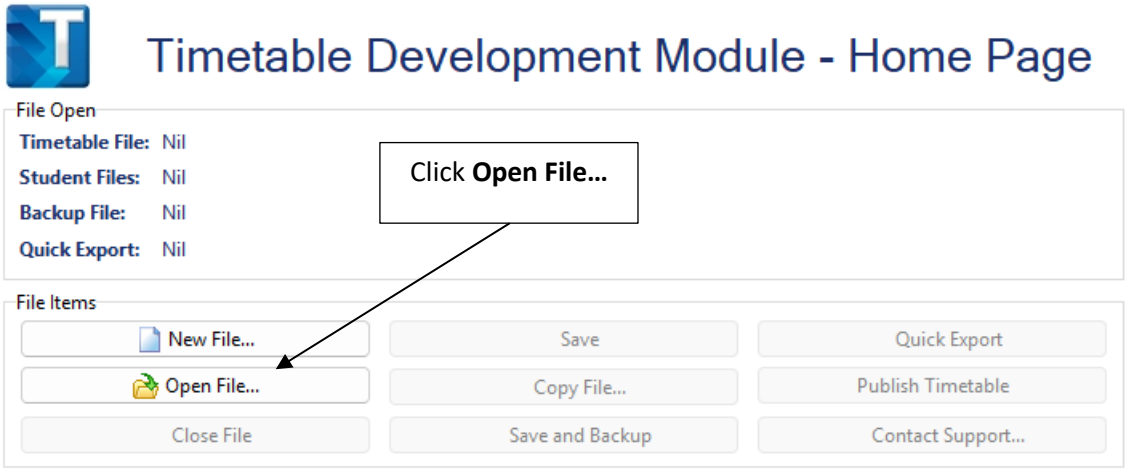
The person responsible for constructing the timetable will need to be assigned the role of **Timetabler** (to be able to use the Version 10.1) on the desktop.

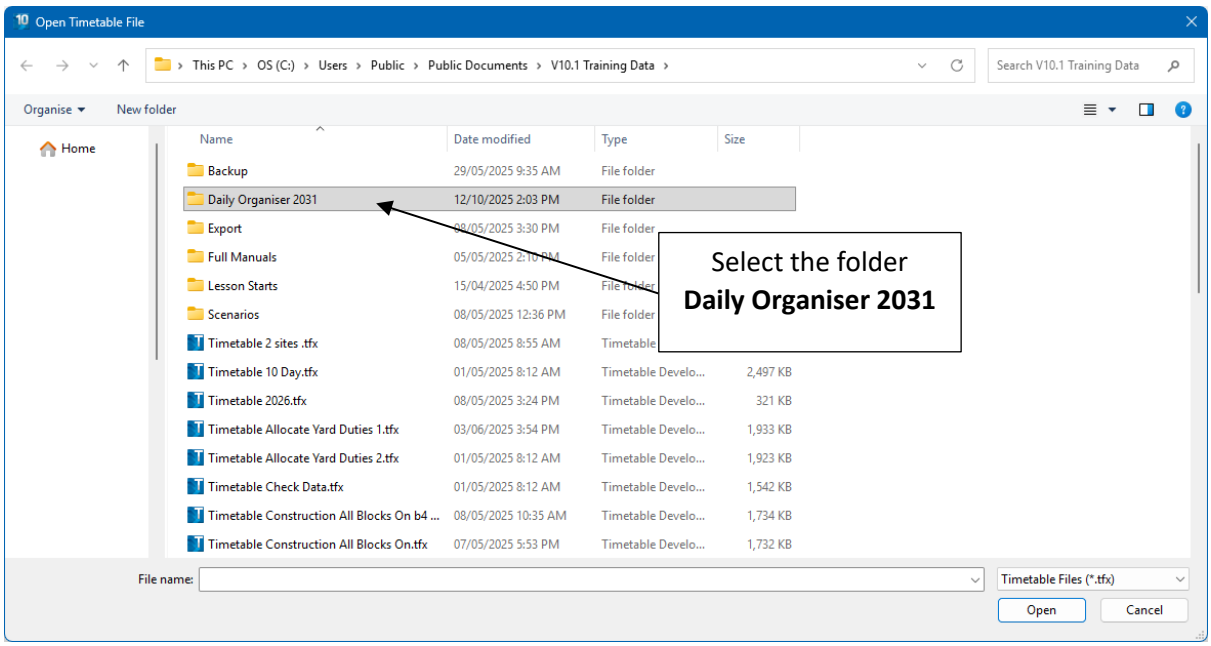
The person who uses the Daily Organiser module will need to be assigned the role of **Daily Organiser**. If this person is also responsible for uploading published timetables, they would also need to be assigned the role of **Timetabler.**

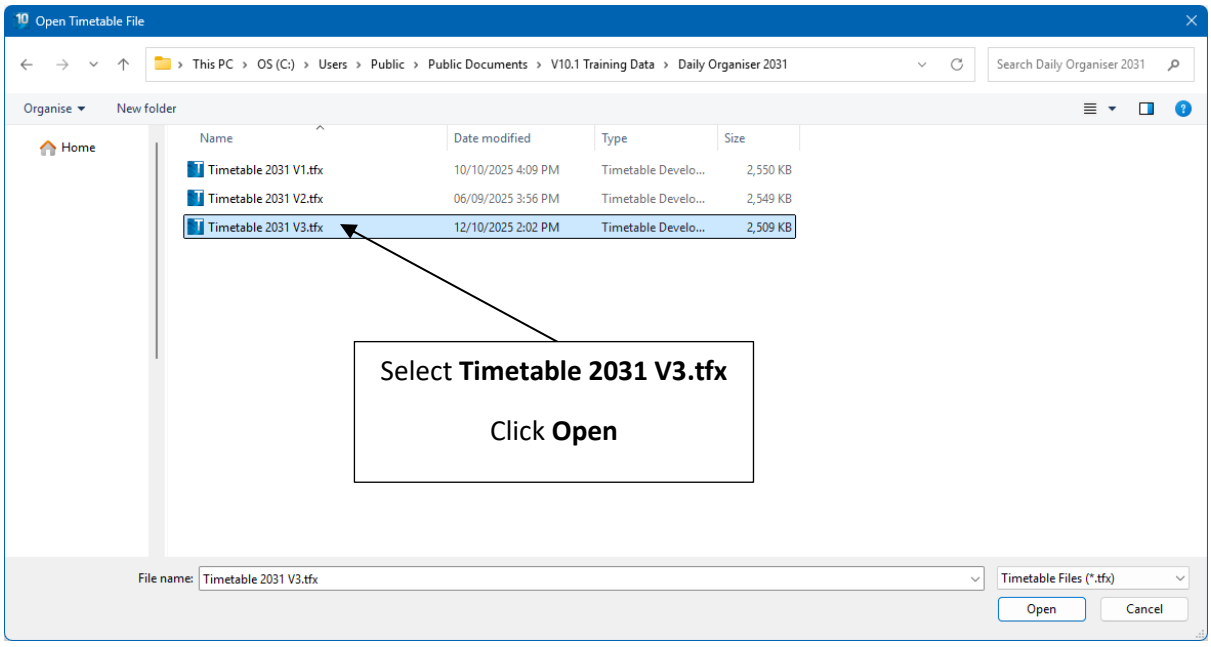
## OPEN VERSION 10.1

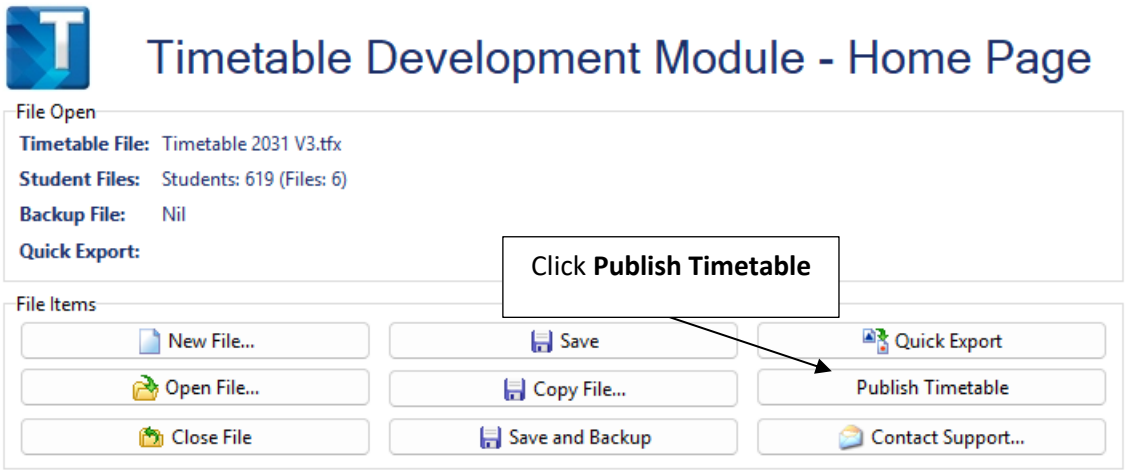
On the Desktop, open Timetabling Solutions Version 10.1.

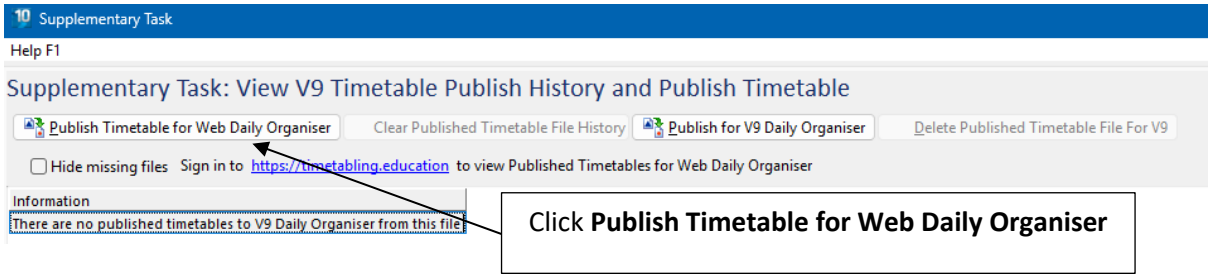


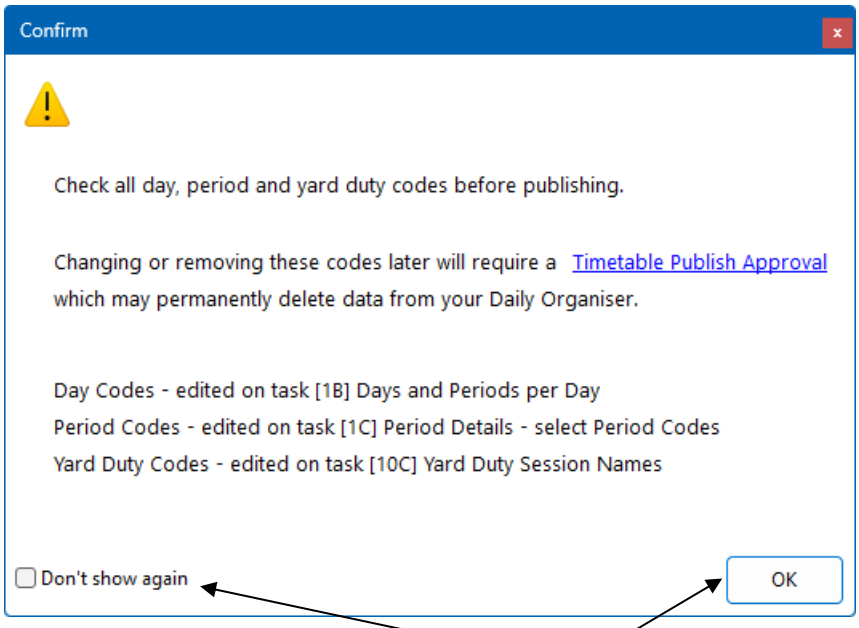

Timetable Development Module - Home Page
File Open
Timetable File: Nil
Student Files: Nil
Backup File: Nil
Quick Export: Nil
Click Open File...
File Items
New File...
Open File...
Close File
Save
Copy File...
Save and Backup
Quick Export
Publish Timetable
Contact Support...


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


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

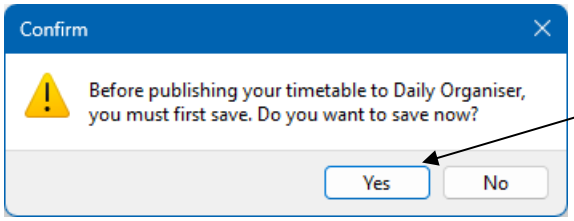


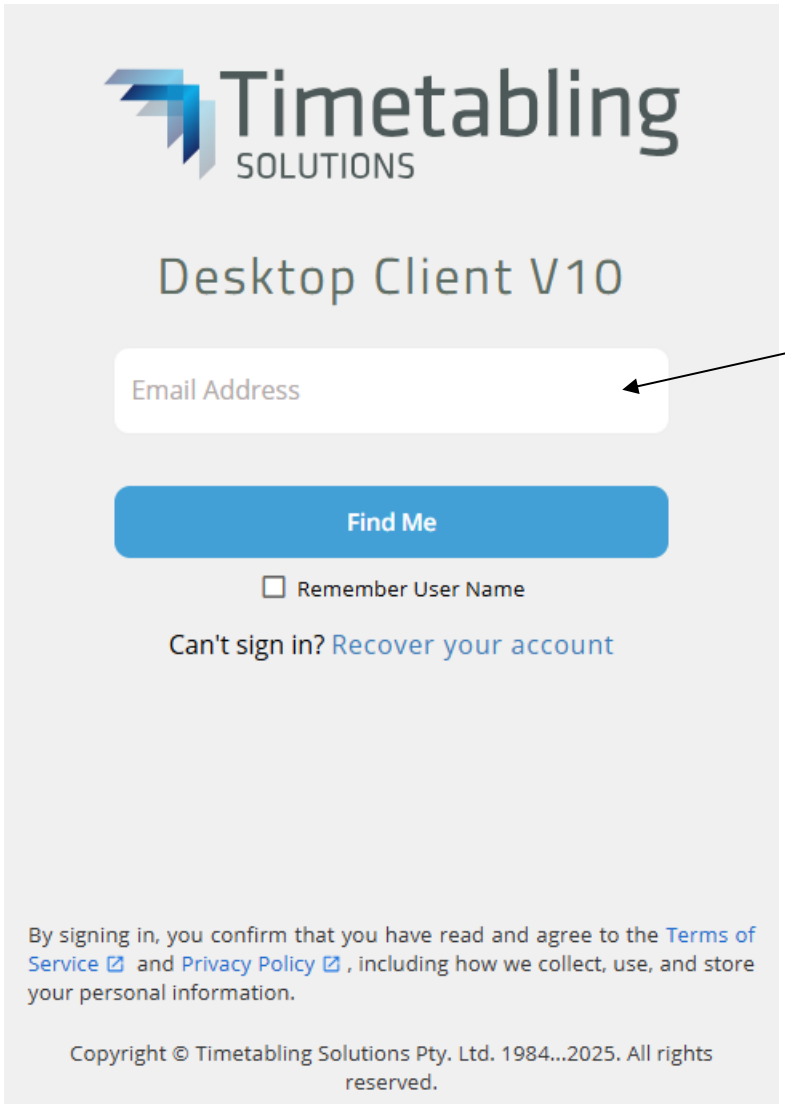




This warning message will appear the first time the timetable is published.
The checkbox can be ticked so that it does not appear again.

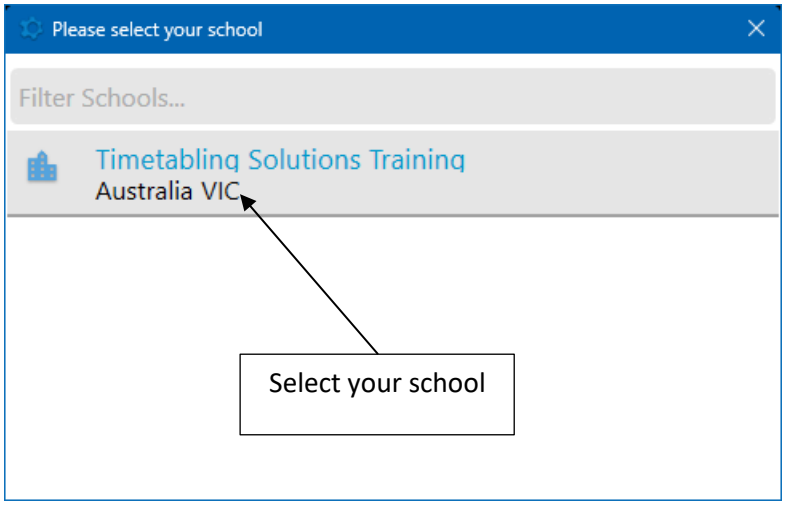
Click **OK**

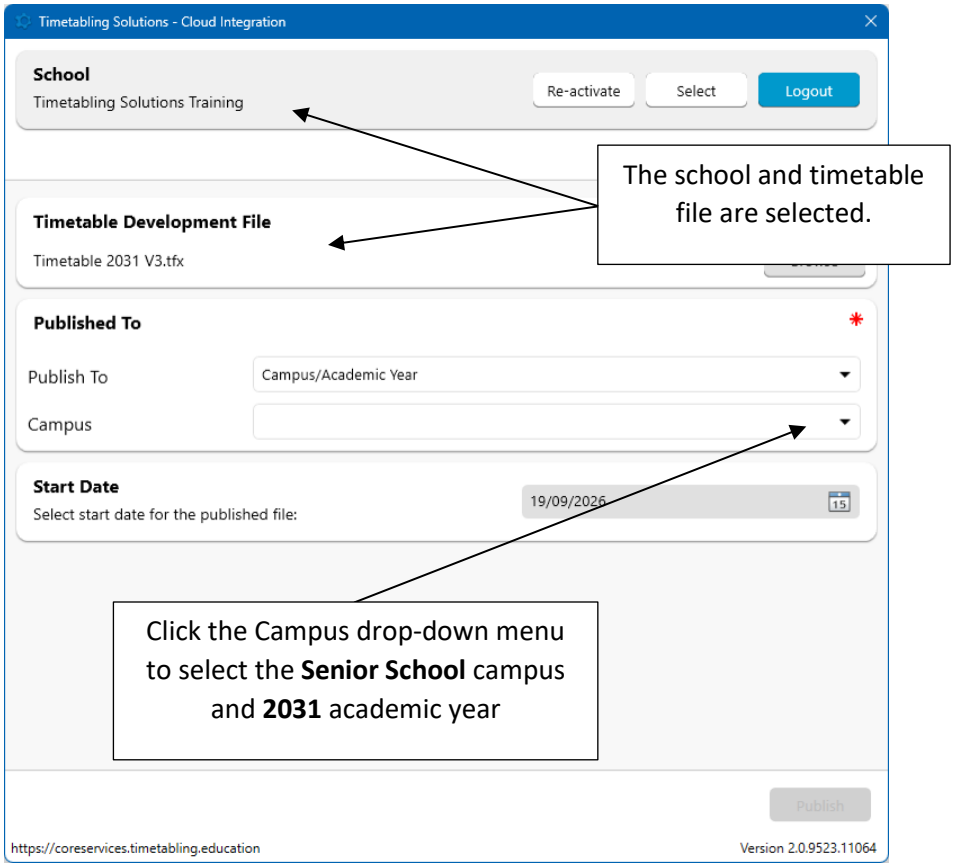


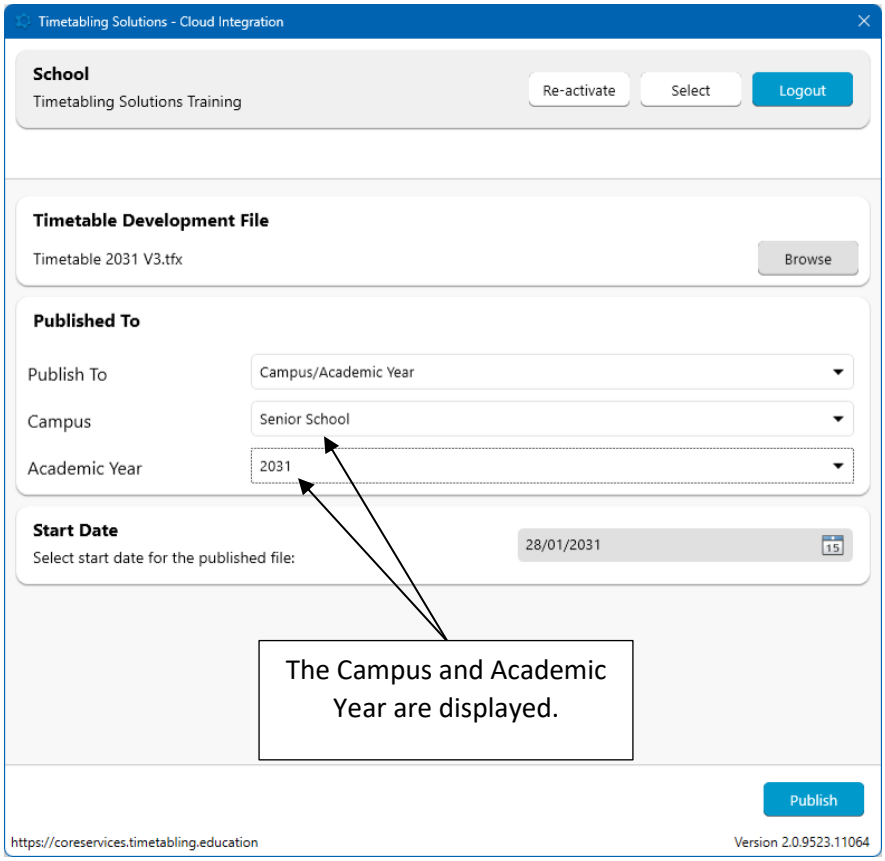

Click **Yes**

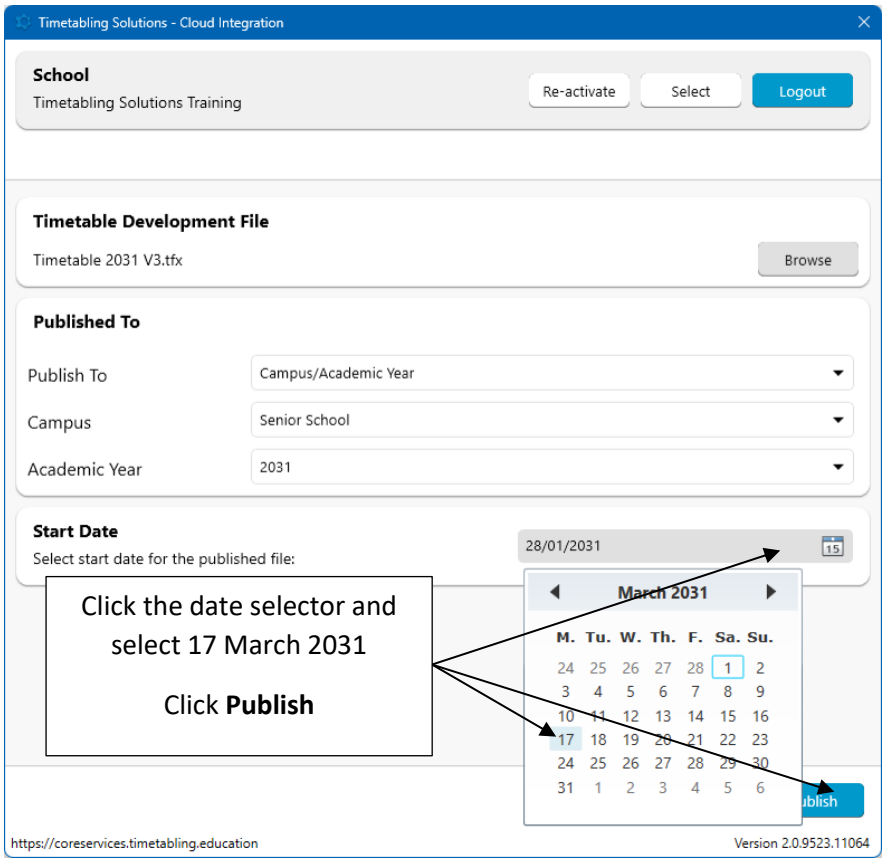


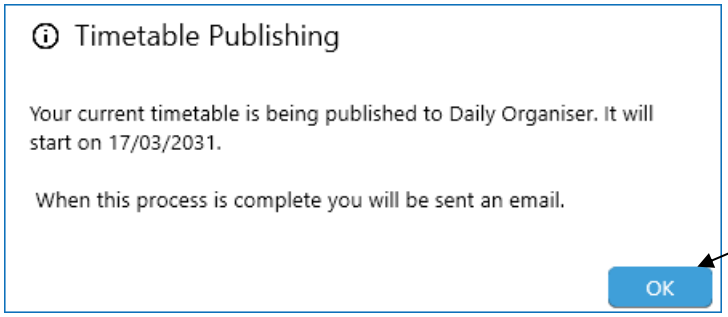

Enter your credentials to log in


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

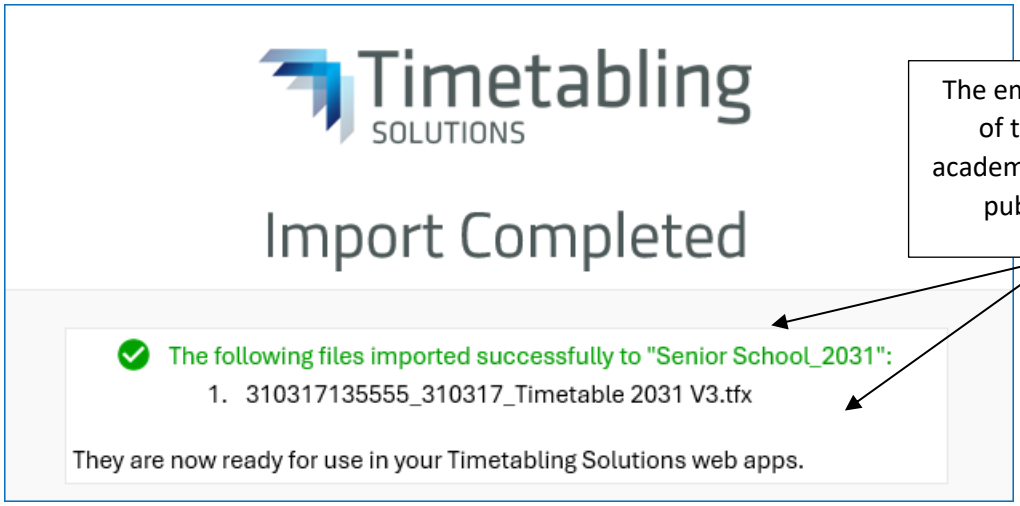

Timetabling Solutions - Cloud Integration
School
Timetabling Solutions Training
Re-activate
Select
Logout
Timetable Development File
Timetable 2031 V3.tfx
The school and timetable file are selected.
Published To
Publish To
Campus/Academic Year
Campus
Start Date
Select start date for the published file:
19/09/2026
Click the Campus drop-down menu to select the Senior School campus and 2031 academic year
Publish
https://coreservices.timetabling.education
Version 2.0.9523.11064


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://coreservices.timetabling.education
Version 2.0.9523.11064

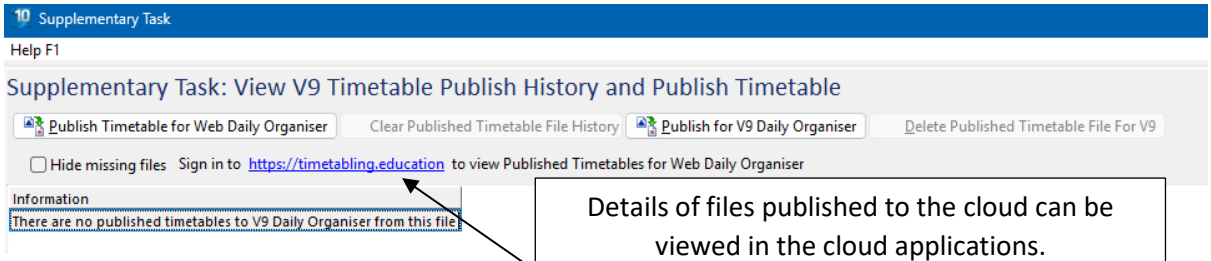

Timetabling Solutions - Cloud Integration
School
Timetabling Solutions Training
Re-activate
Select
Logout
Timetable Development File
Timetable 2031 V3.tfx
Browse
Published To
Publish To
Campus/Academic Year
Campus
Senior School
Academic Year
2031
Start Date
Select start date for the published file:
28/01/2031
March 2031
M. Tu. W. Th. F. Sa. Su.
Click the date selector and select 17 March 2031
Click Publish
https://coreservices.timetabling.education
Version 2.0.9523.11064




Click **OK**




The email has details of the campus, academic year and the published file.

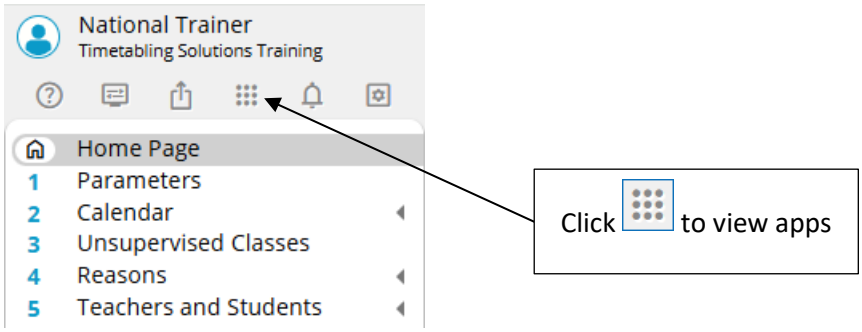


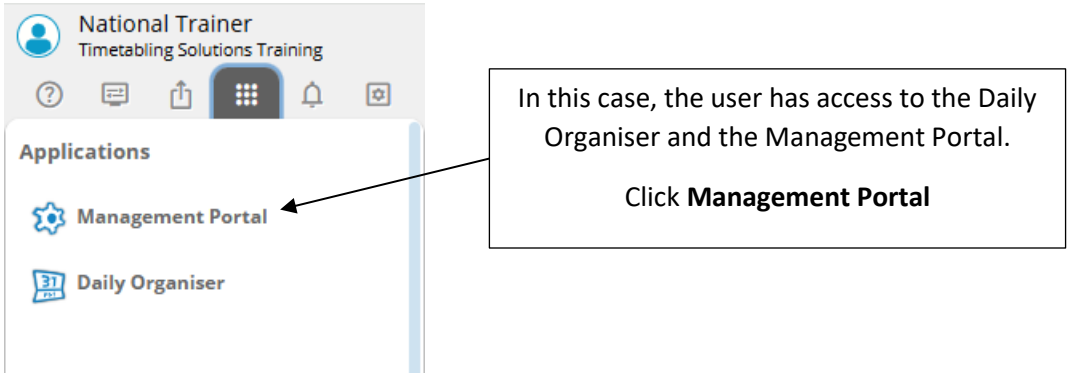

Details of files published to the cloud can be viewed in the cloud applications.

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.







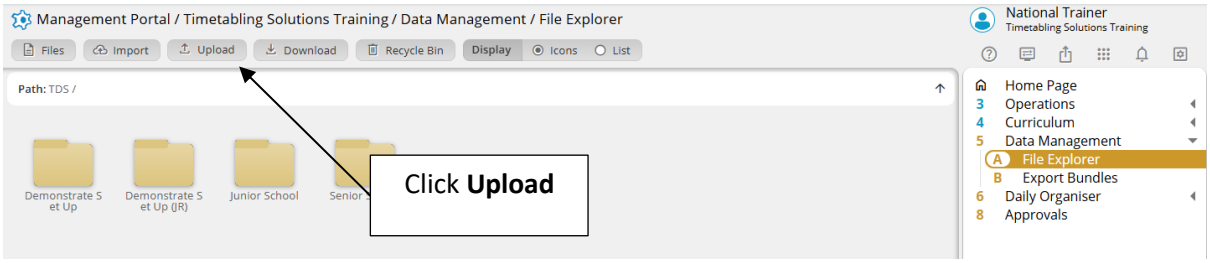
The Daily Organiser role was assigned to this user and they only have access to five items on the task tree. From the Home Page, they can download the Version 9 or 10 desktop apps and view training information.

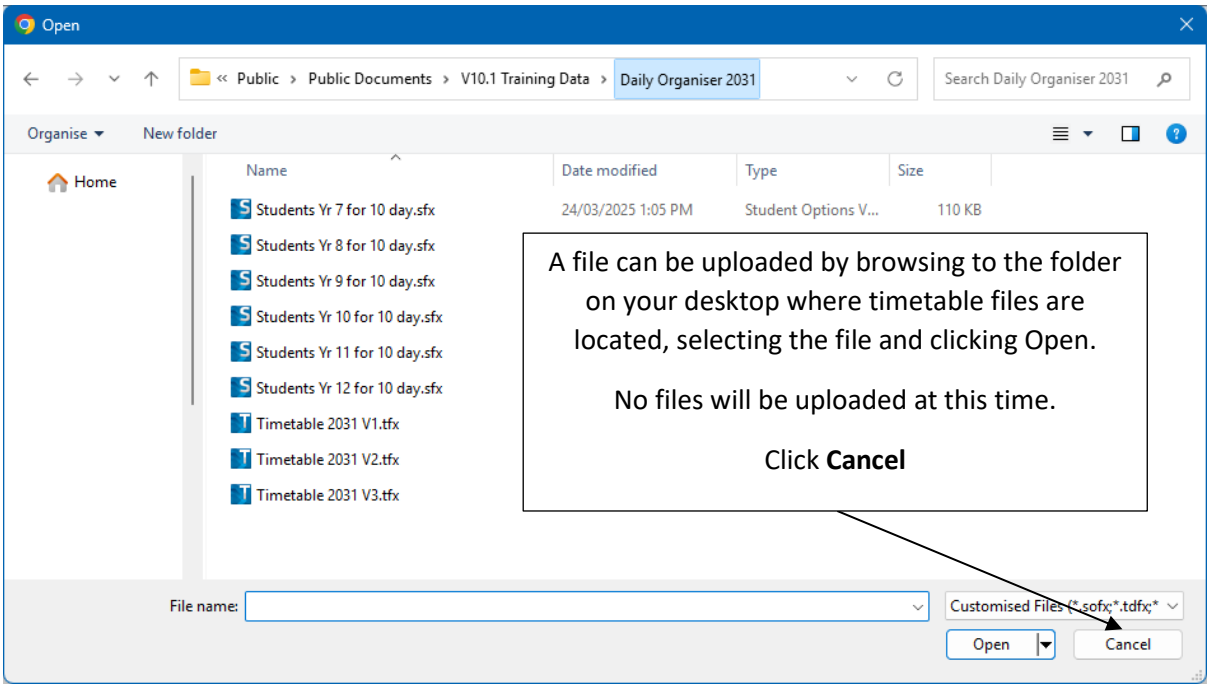
# PUBLISH TIMETABLES FROM THE MANAGEMENT PORTAL

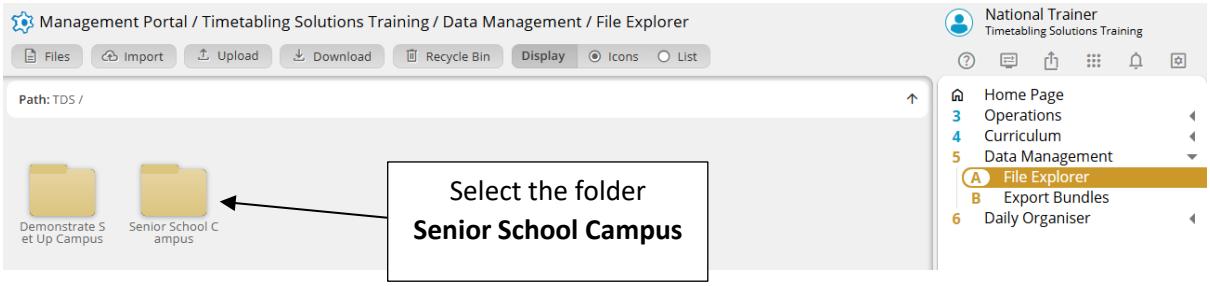
Files created in Timetabling Solutions desktop apps can be uploaded to the Management Portal. Uploaded files are displayed in Data Management.

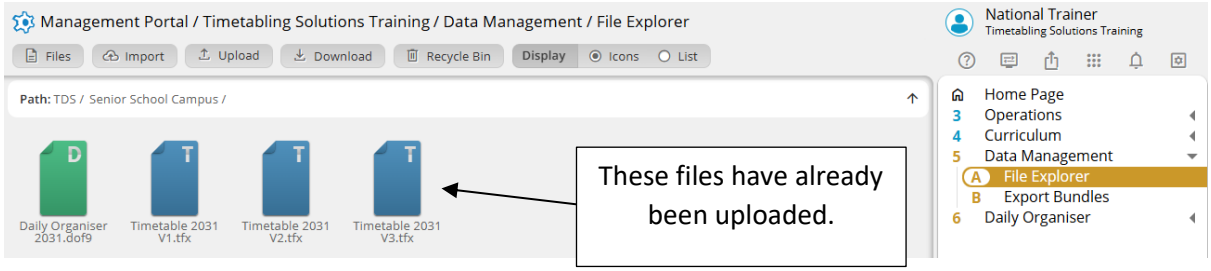
**On the Task Tree select:**
**[5A] Data Management - File Explorer**

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



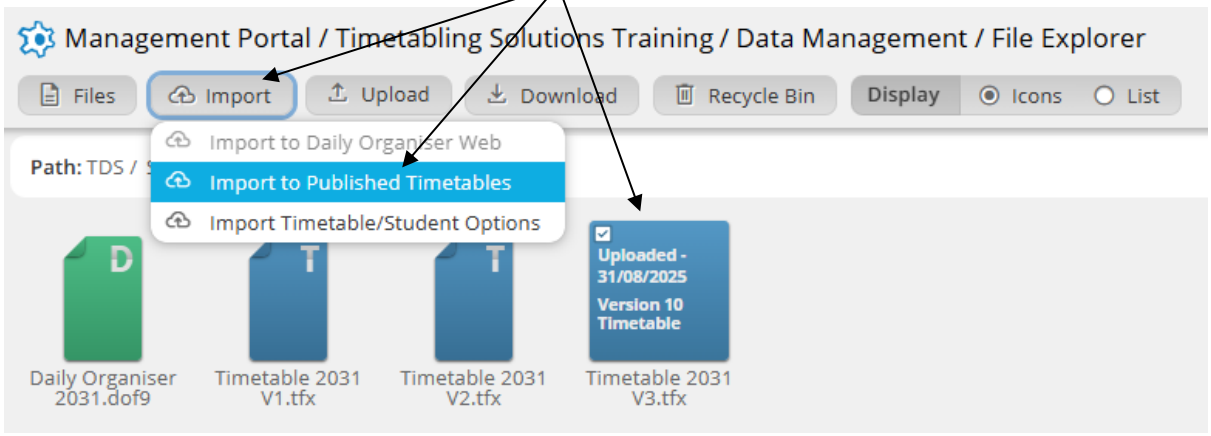



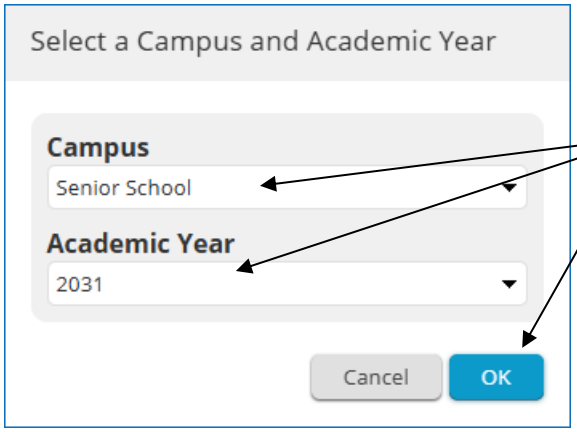






Click on the file **Timetable 2031 V3.tfx**

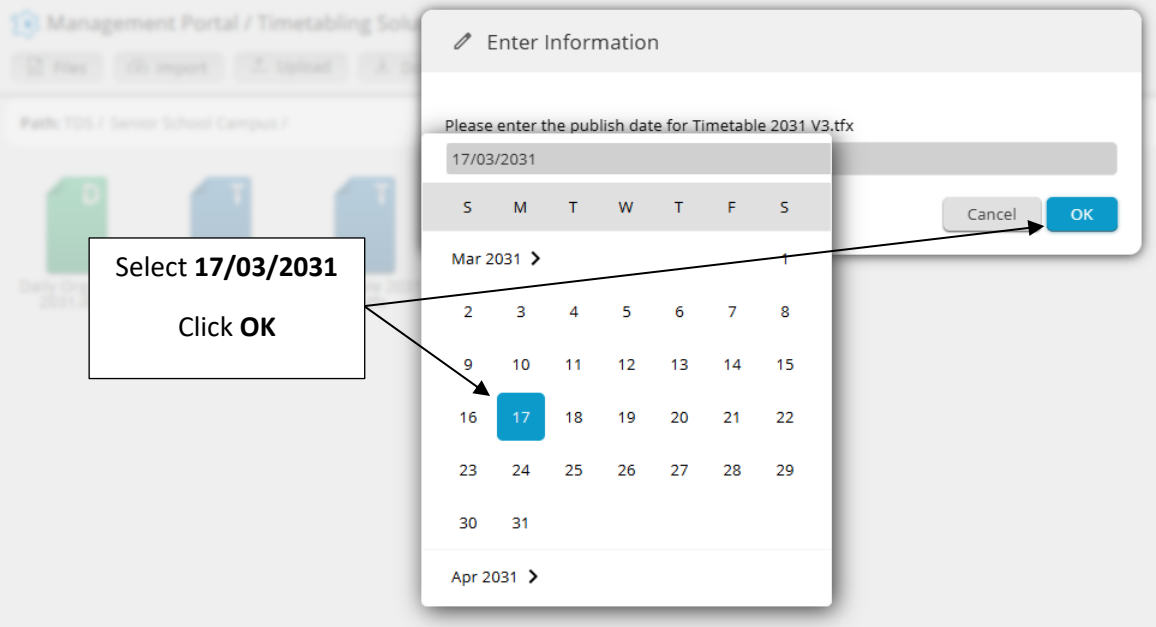
Click **Import** and select **Import to Published Timetables**

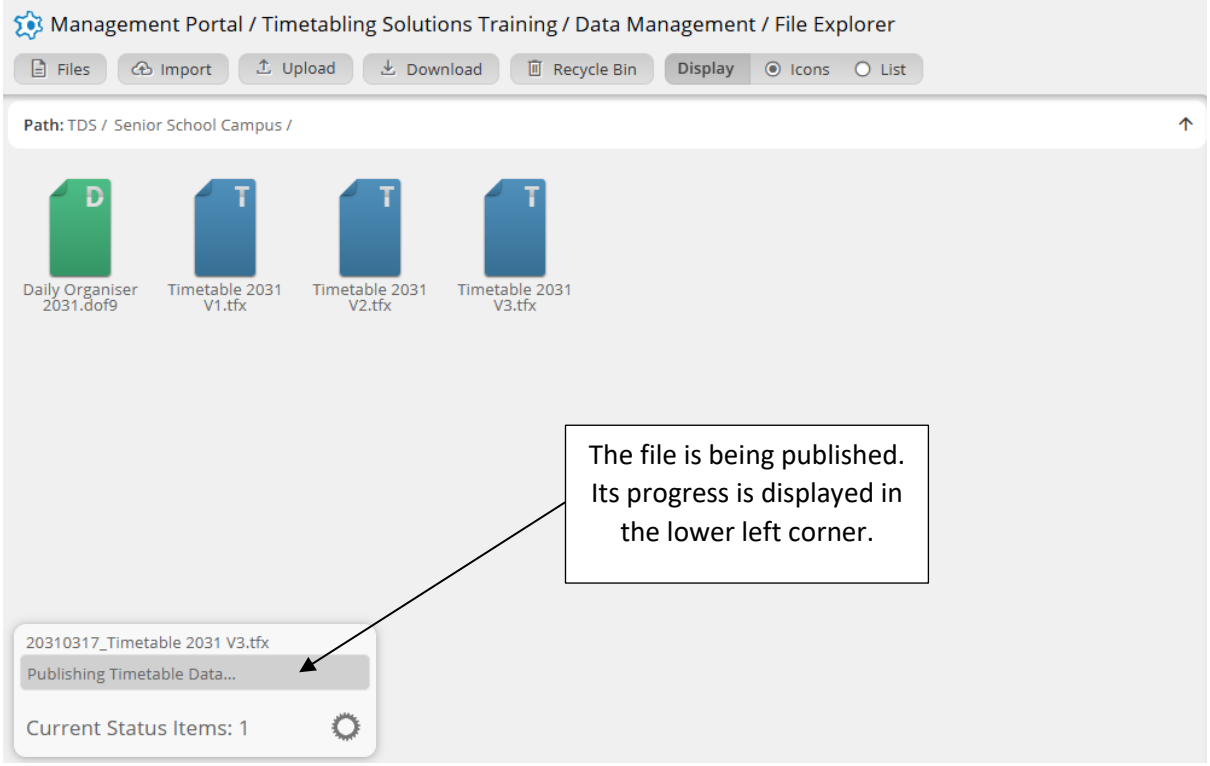


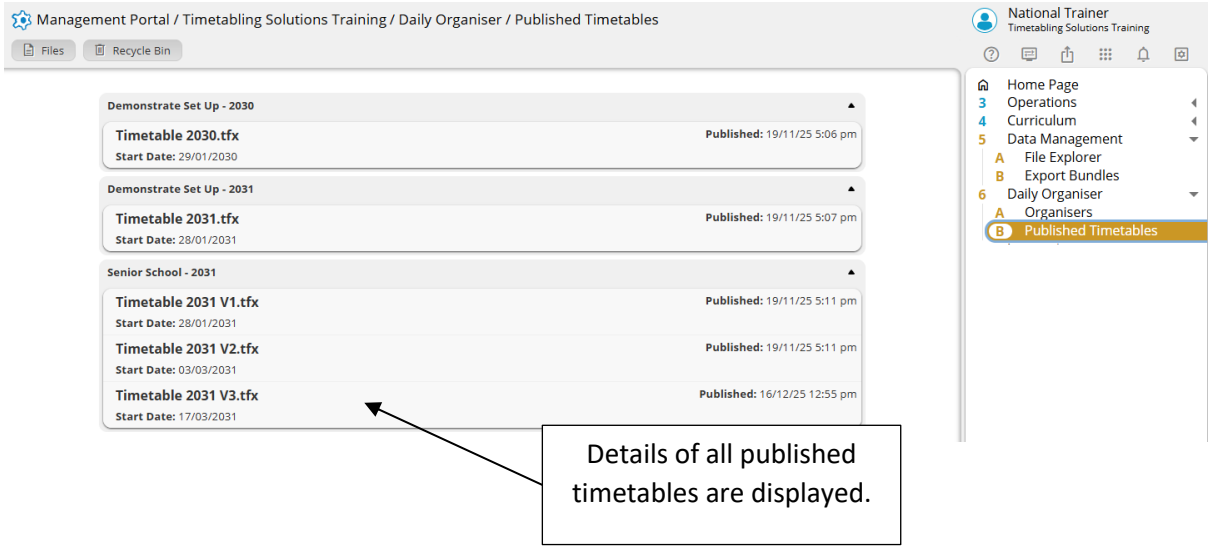

Select the Campus **Senior School** and Academic Year **2031**

Click **OK**

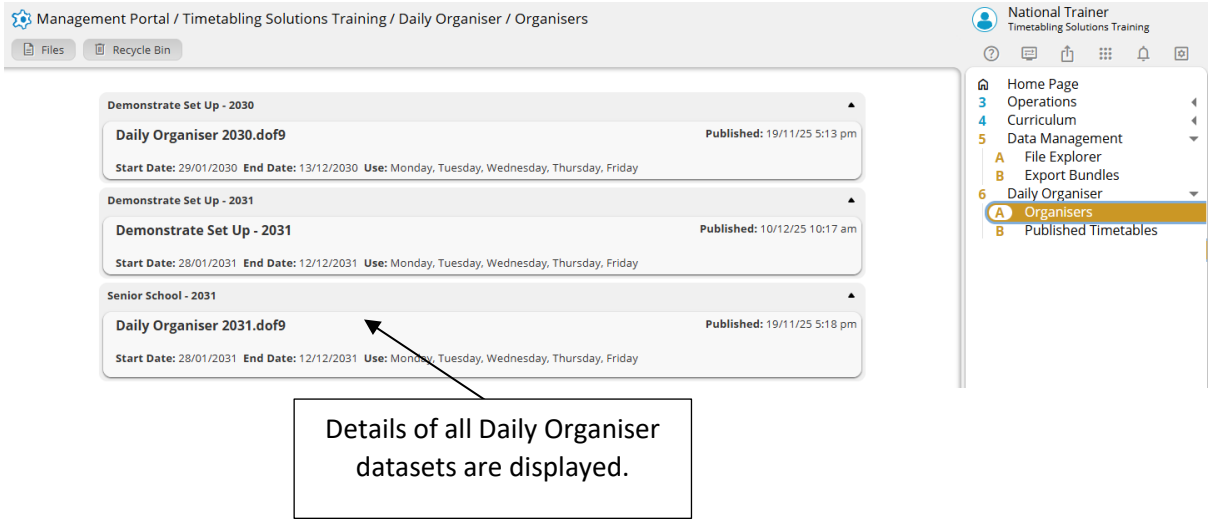



**On the Task Tree select:**
**[6B] Daily Organiser - Published Timetables**




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



## APPROVALS

When a timetable is published, recycled/deleted or restored, the system automatically checks the effect of the action on linked Daily Organiser files. Approval is required if the action would remove more than three of any of the following:

- Cancellations
- Teacher Absences
- Room Availabilities
- Teacher Replacements
- Room Replacements
- CRT Availabilities
- Student Attendance Changes
- Change to the Day/Period structure

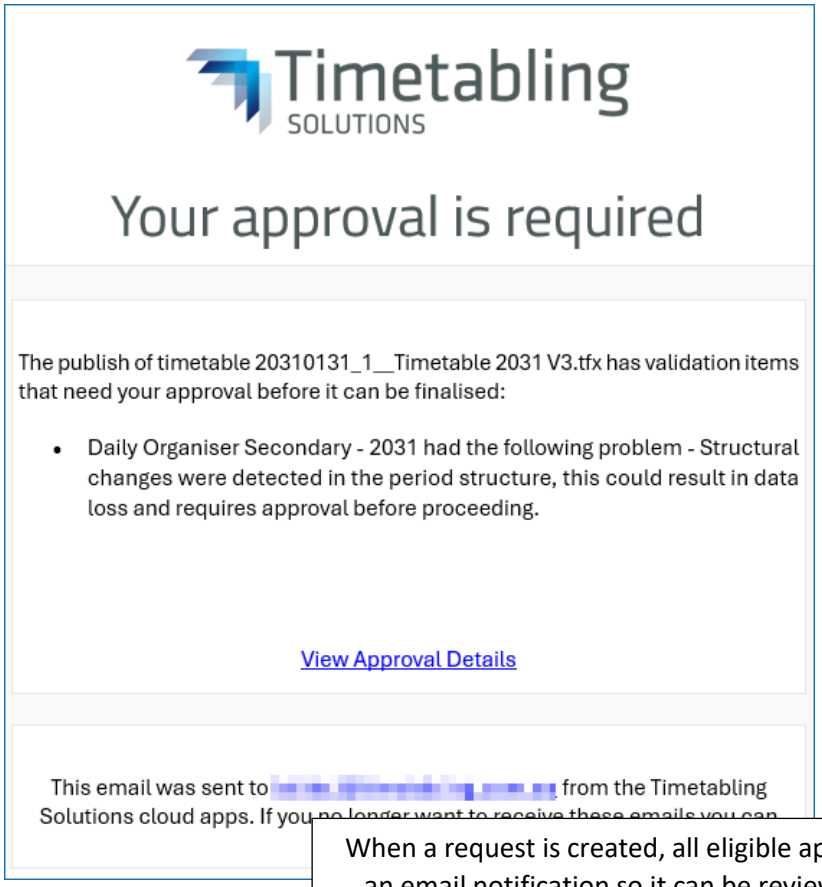
Changing Period or Yard Duty codes in the timetable will trigger an approval requirement, as those changes will alter the Day/Period structure or cause existing Daily Organiser records to be removed.

Teacher changes in the timetable may also trigger approval, but only if publishing the timetable would remove or invalidate existing Daily Organiser data. For example, if a teacher change results in teacher absences, replacements, cancellations, or similar records no longer matching the timetable and being deleted, those deletions contribute to the approval threshold.

A simple teacher change that updates the timetable but does not result in more than three affected Daily Organiser records (or a Day/Period structure change) would not require approval.

Approval requests can be actioned by users assigned one of the following roles:

- Global Administrator
- School Administrator
- User Administrator
- Daily Organiser



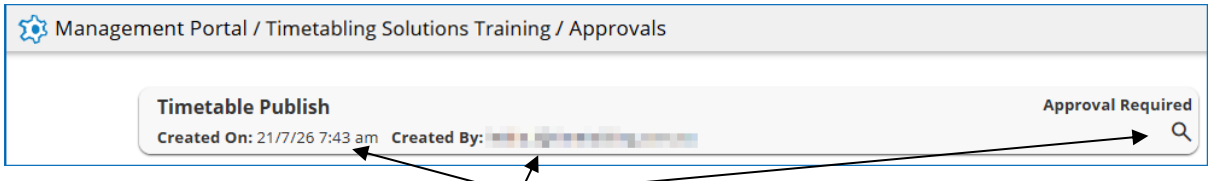

When a request is created, all eligible approvers receive an email notification so it can be reviewed promptly.

## APPROVALS PAGE

The process for viewing and approving a published timetable file that requires approval is outlined in the following steps. This will not be carried out during training.

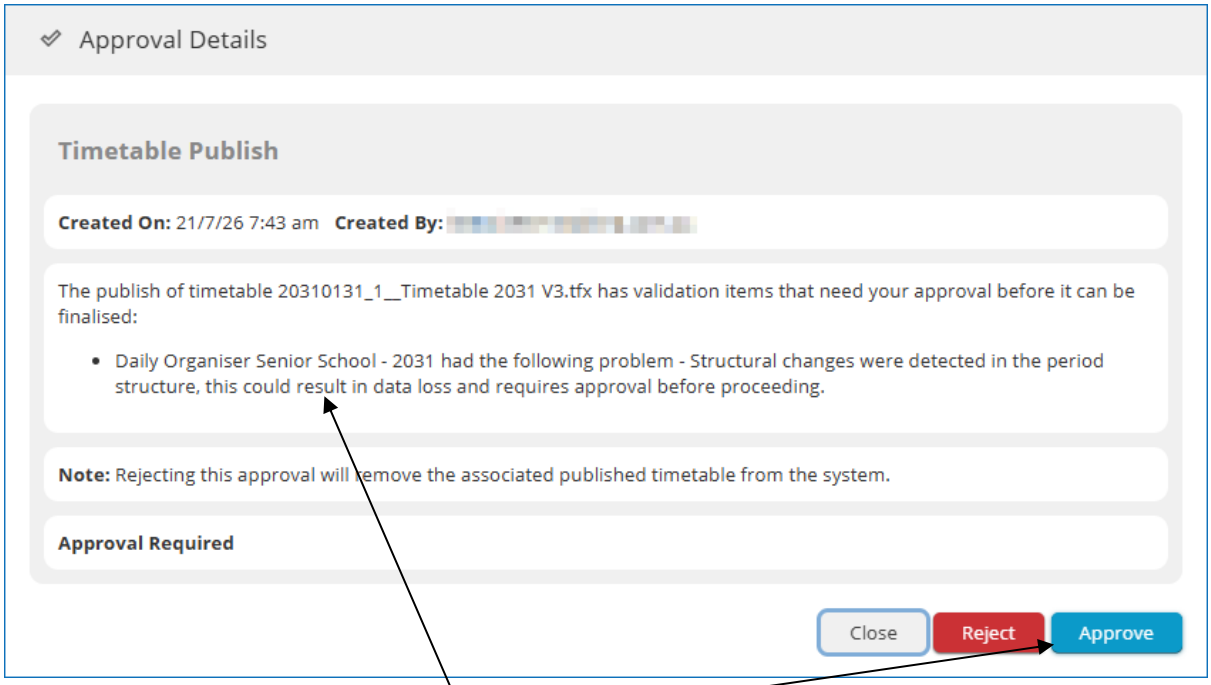
The Approvals page in the Management Portal displays timetable actions that require authorisation before they can proceed. The approval process helps protect important Daily Organiser data by ensuring that high-impact timetable changes are reviewed before they are applied.

**On the Task Tree select:**
**[8] Approvals**




The date and time that the timetable change requiring approval was actioned, along with the user that made the change, are displayed.

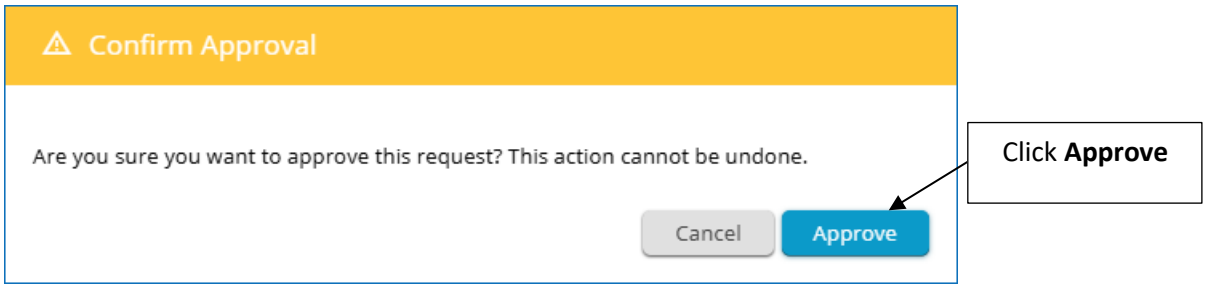
Click 🔍

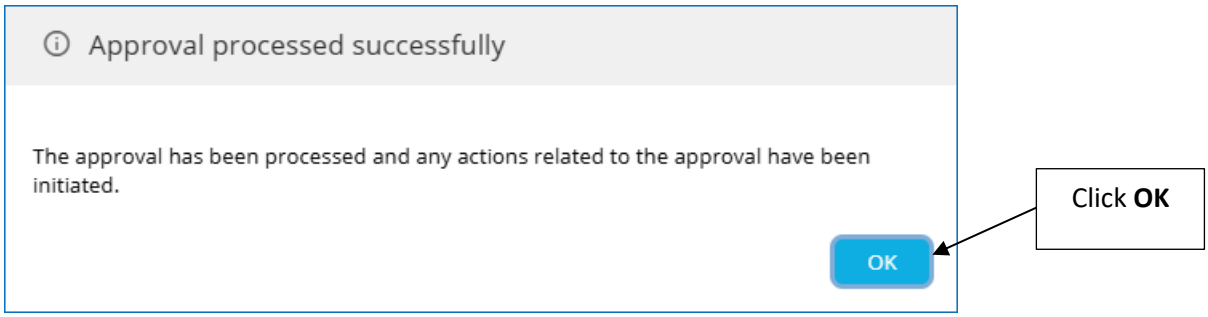



Details of the effect of the timetable action are shown.

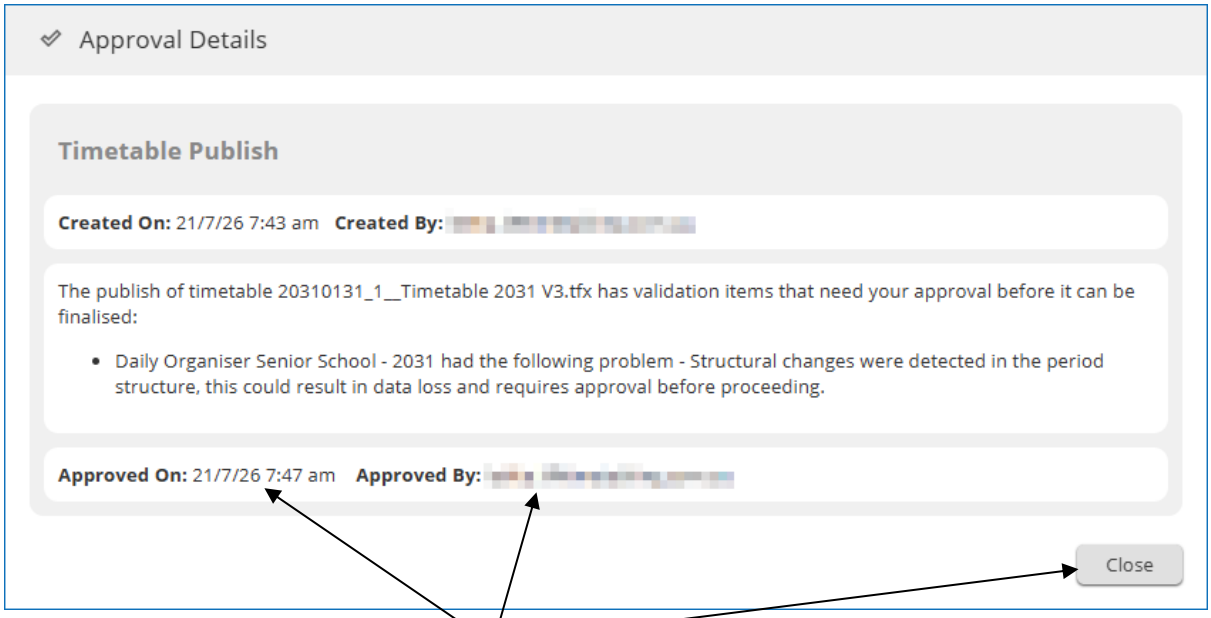
If the change was made in error the action can be rejected and will be cancelled.

Click **Approve**



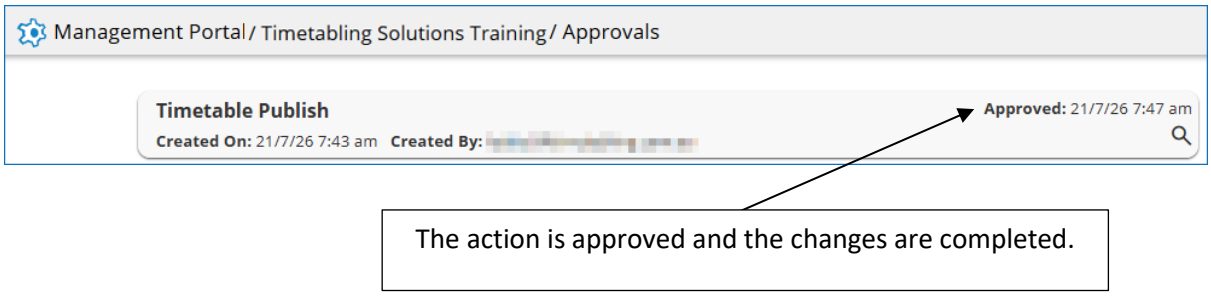
## AUDIT TRAIL



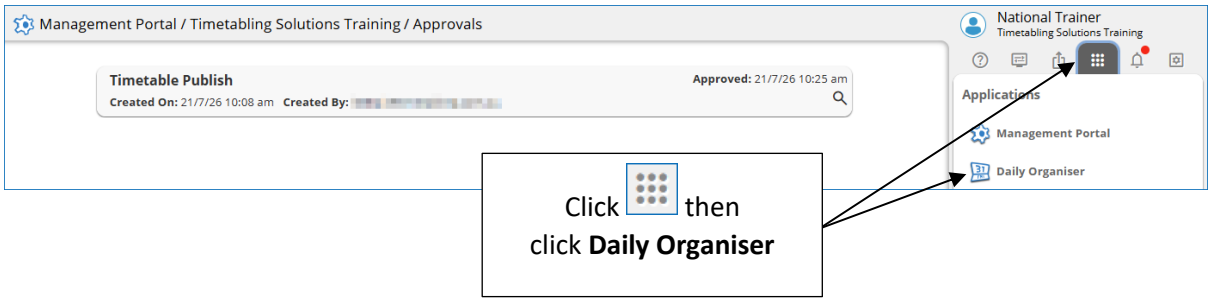

For accountability, the system records who approved or rejected the request and the date and time the decision was made.

This provides a clear audit trail for significant timetable changes.

Click **Close**

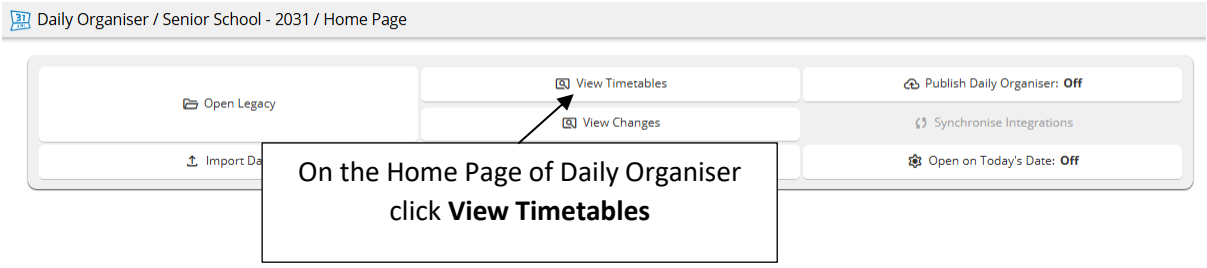


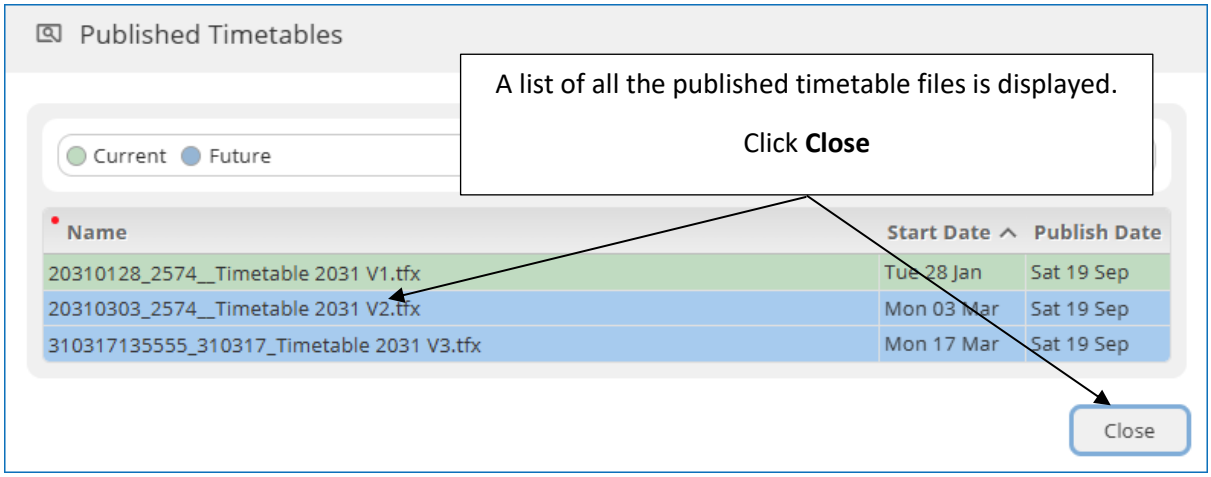

The action is approved and the changes are completed.




Click then click **Daily Organiser**

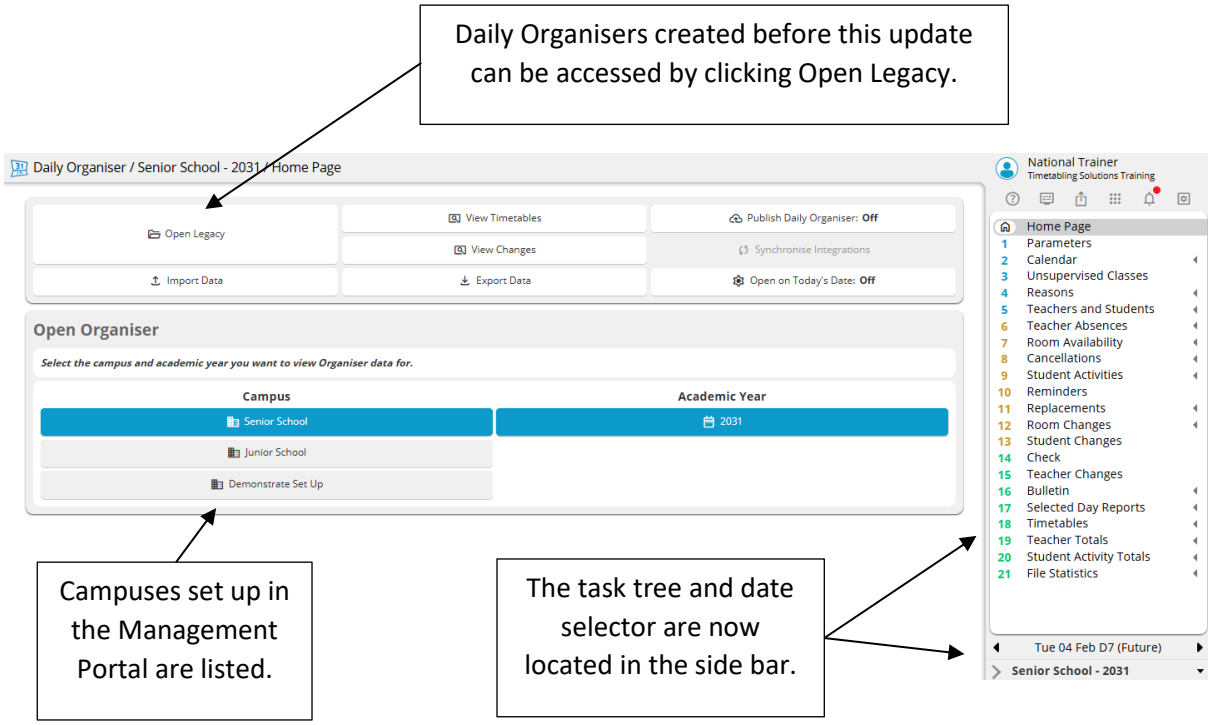
The details of Published Timetables can be viewed in the Daily Organiser.


Daily Organiser / Senior School - 2031 / Home Page
Open Legacy
View Timetables
View Changes
Publish Daily Organiser: Off
Synchronise Integrations
Open on Today's Date: Off
On the Home Page of Daily Organiser click **View Timetables**


Published Timetables
A list of all the published timetable files is displayed.
Click **Close**
Current
Future
Name
Start Date
Publish Date
20310128_2574__Timetable 2031 V1.tfx
Tue 28 Jan
Sat 19 Sep
20310303_2574__Timetable 2031 V2.tfx
Mon 03 Mar
Sat 19 Sep
310317135555_310317_Timetable 2031 V3.tfx
Mon 17 Mar
Sat 19 Sep
Close

## THE HOME PAGE

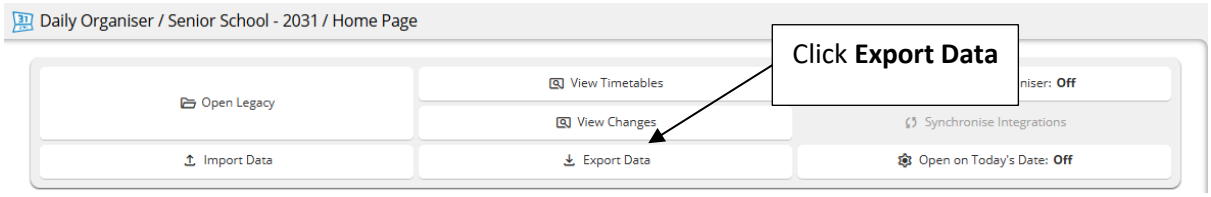
The Home Page in this version of Daily Organiser is quite different from the Home Page in the classic version.

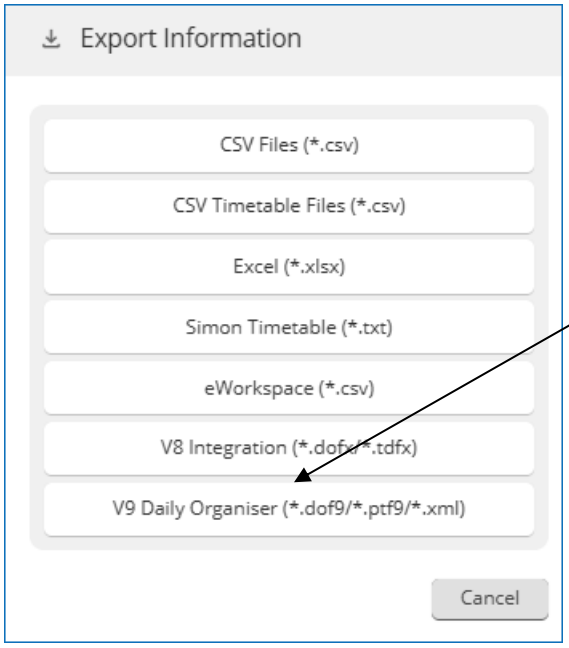



## IMPORT AND EXPORT DATA

Data was imported when the file was first created. If data had not been imported at this stage, it could be imported at a later date provided no data had been manually entered on the relevant screens.

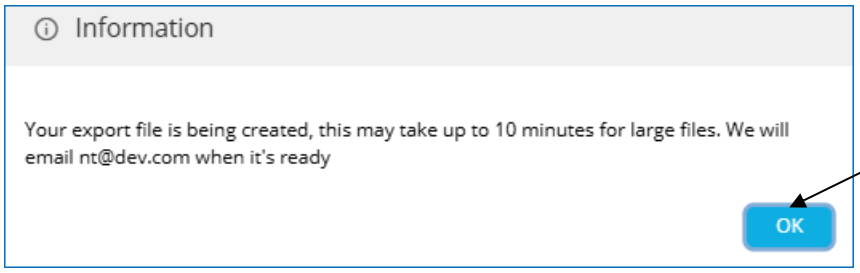
Data can be exported at any time to the listed files.



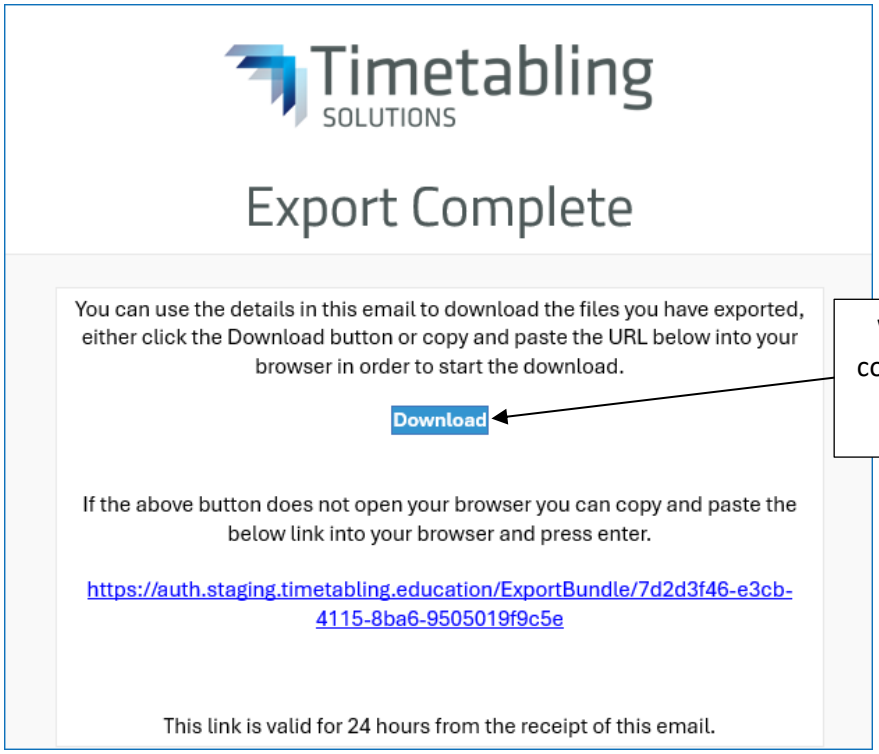



A list of available exports is displayed.

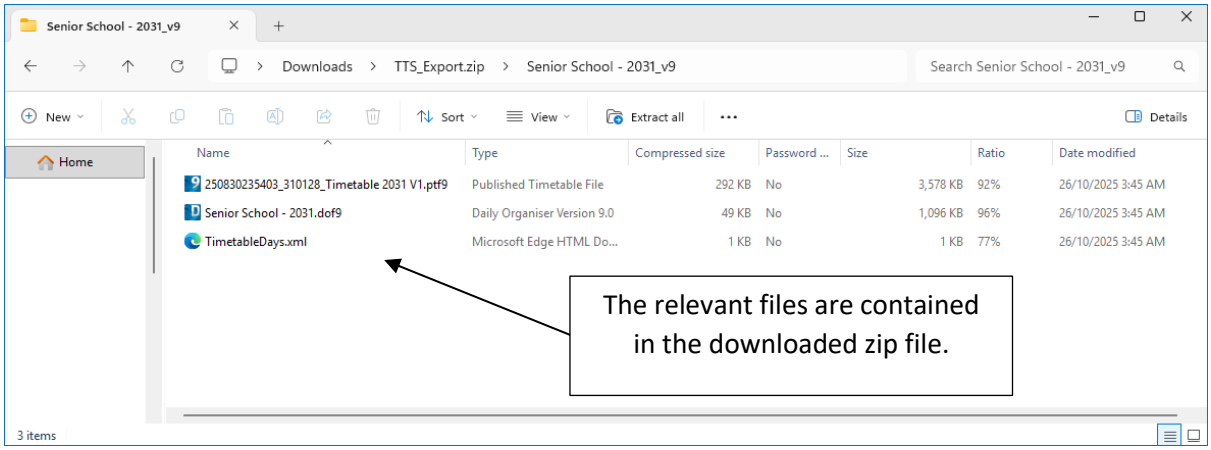
Click **V9 Daily Organiser (*.dof9/*.ptf9/*.xml)**




Click **OK**



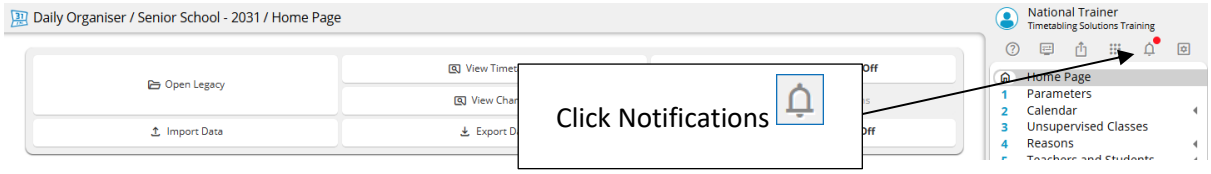

When the export is complete the data can be downloaded.

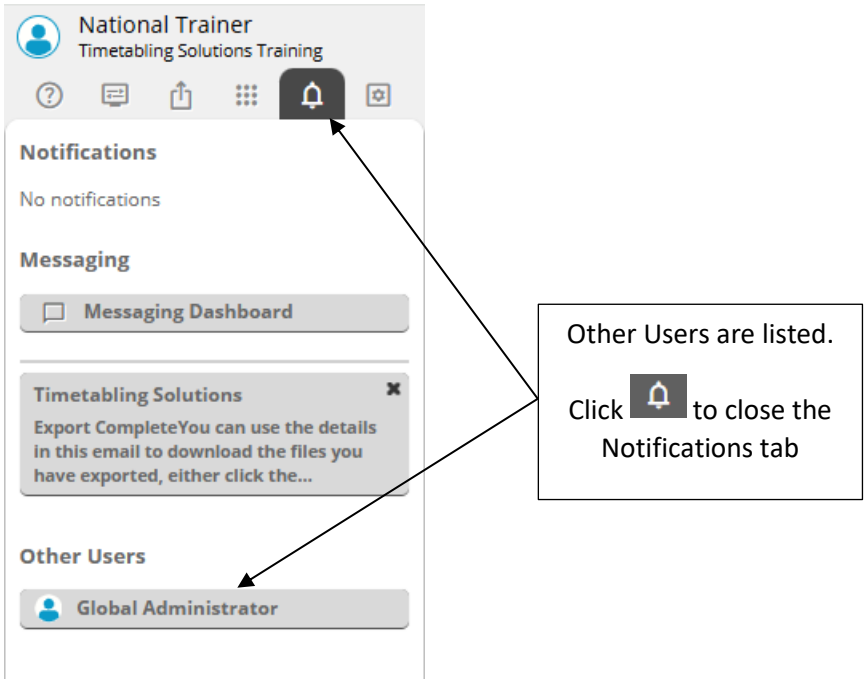


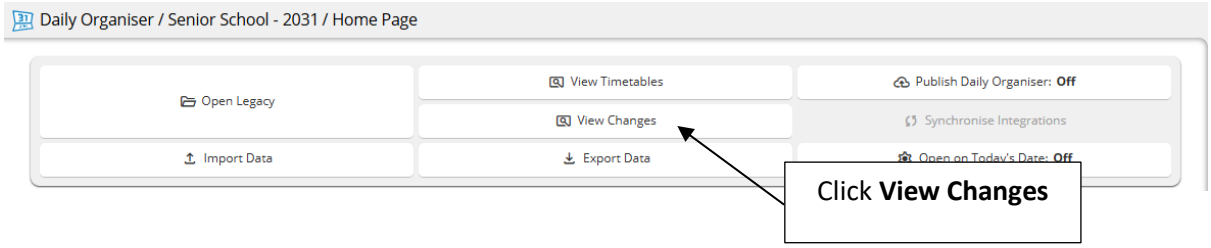

## MULTIPLE USERS

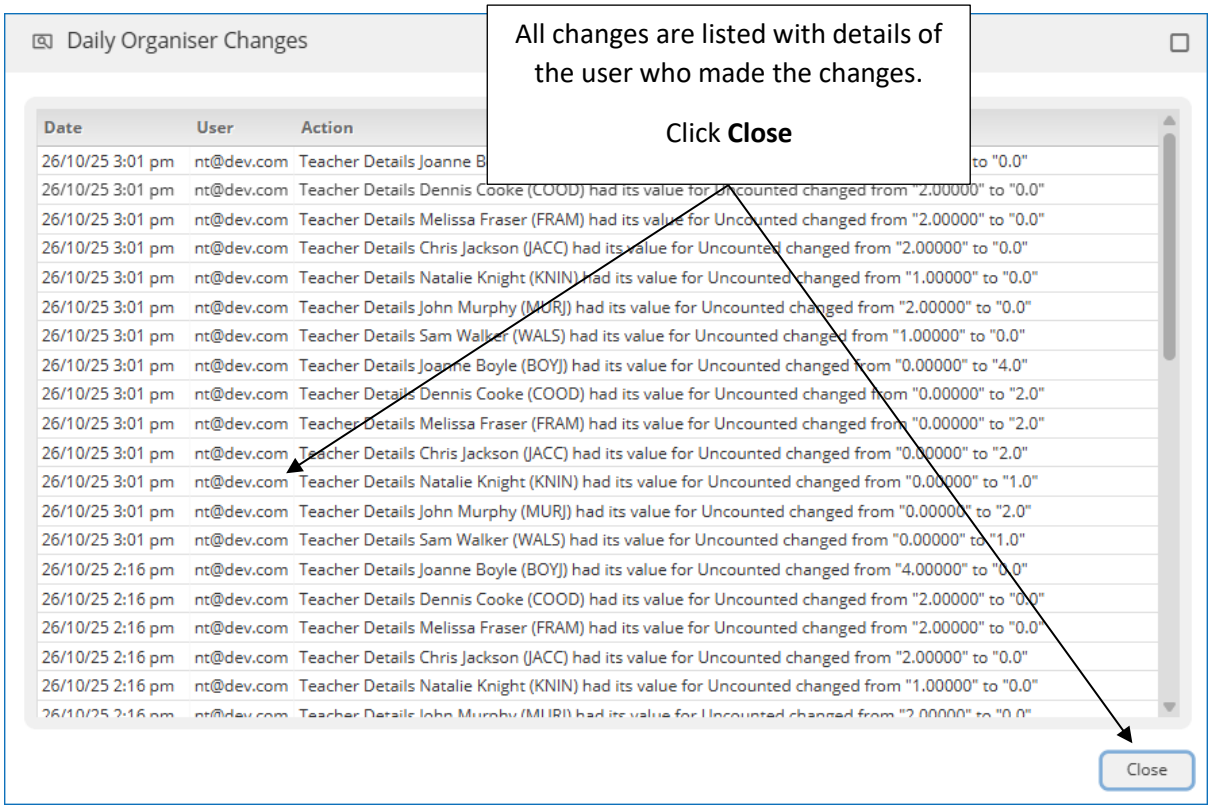
Daily Organiser allows access by multiple users at the one time.

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






## PUBLISH DAILY ORGANISER

The Daily Organiser can be published directly to the Staff Portal, Student Portal and third-party applications. This must be set up in the Management Portal by the Global Administrator at your school.

For the Staff and Student Portals, the Global Administrator must:

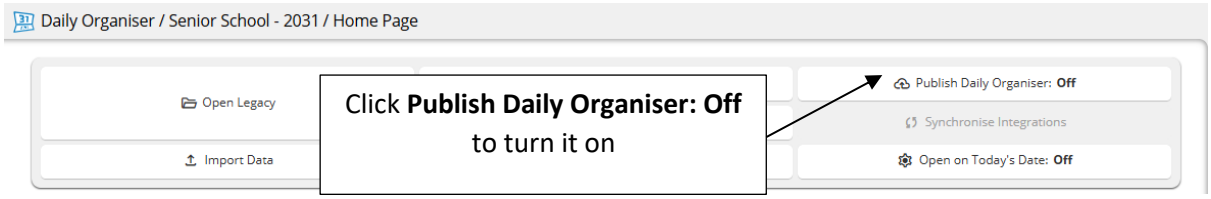
- Import users for each portal
- Configure settings for each portal

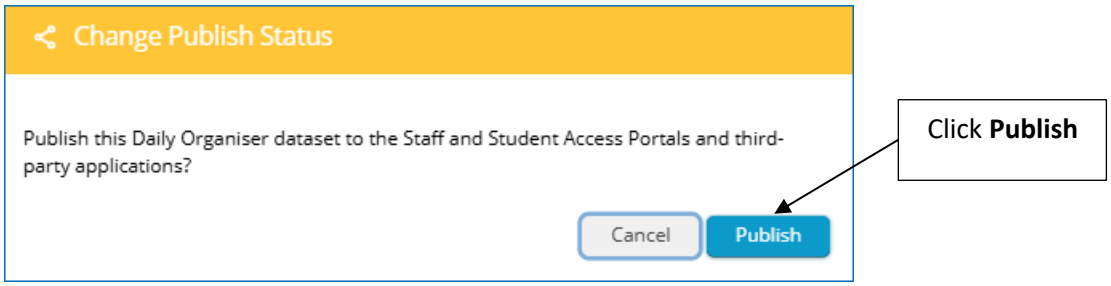
For third-party applications, the Global Administrator must:

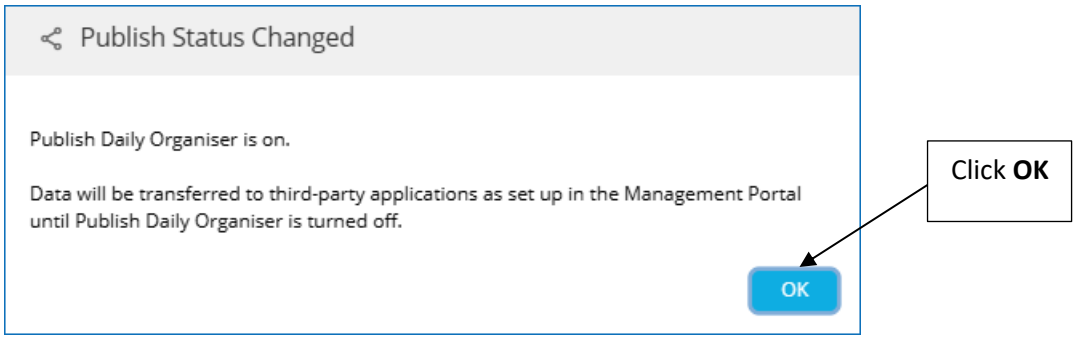
- Set up the SIFF/LISS integrations

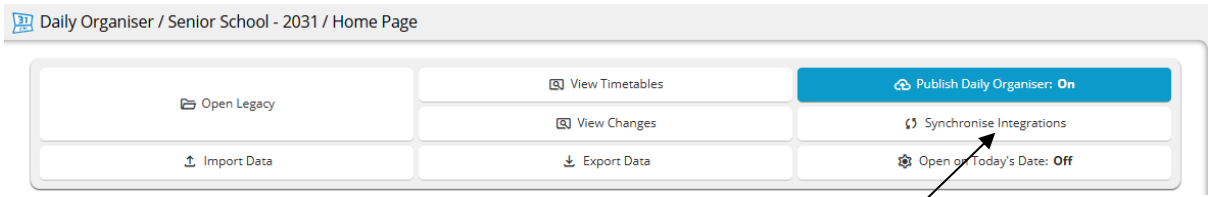
Once configured, data can be transferred from Daily Organiser directly to the other programs. The sync can be scheduled to run at a specified time each day, or it can be triggered manually by the Daily Organiser.

After these settings have been configured in the Management Portal, they must be turned on in Daily Organiser.



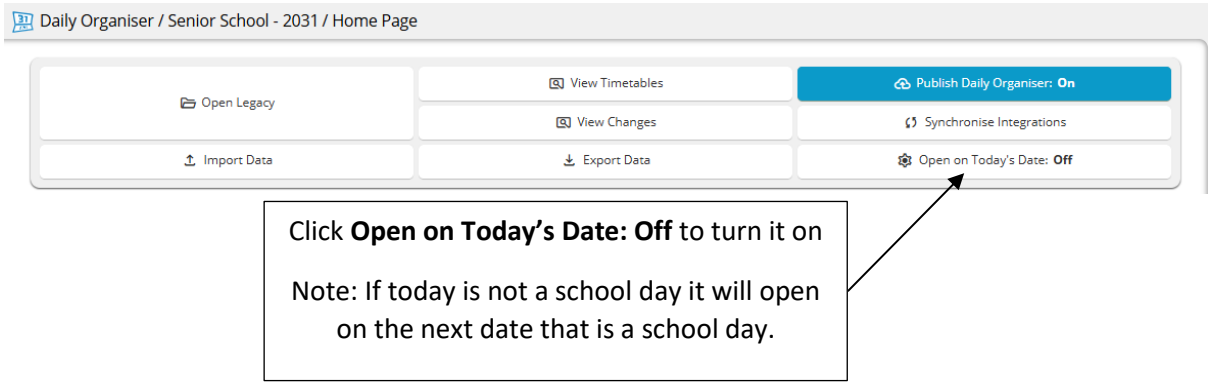



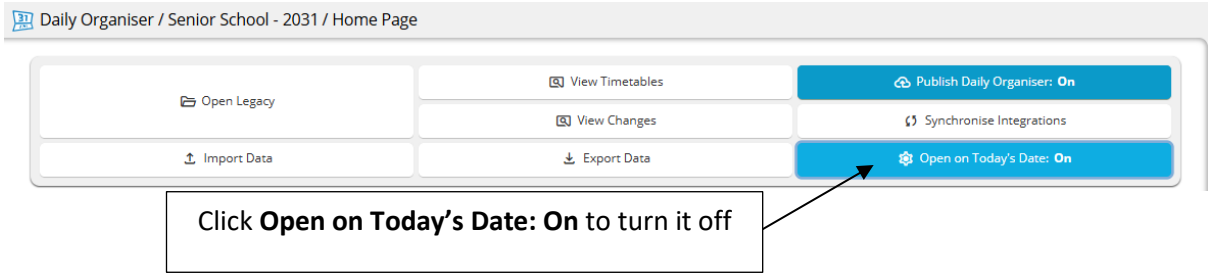




The data will be synced with third party applications at the time specified in the Management Portal. If an immediate sync is required Synchronise Integrations can be clicked.

## OPEN ON TODAY'S DATE

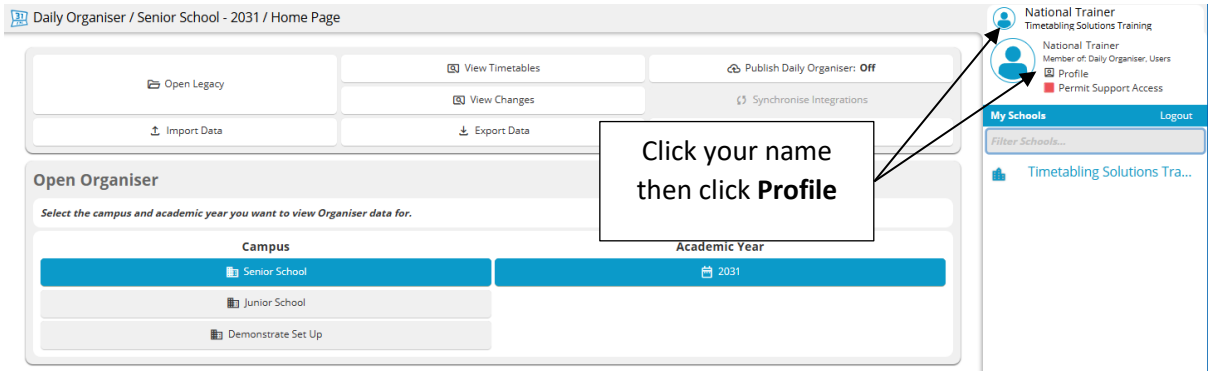
In Daily Organiser, the default setting is for the application to always open on the date that the dataset was last opened on. Some users prefer it to always open on today's date.

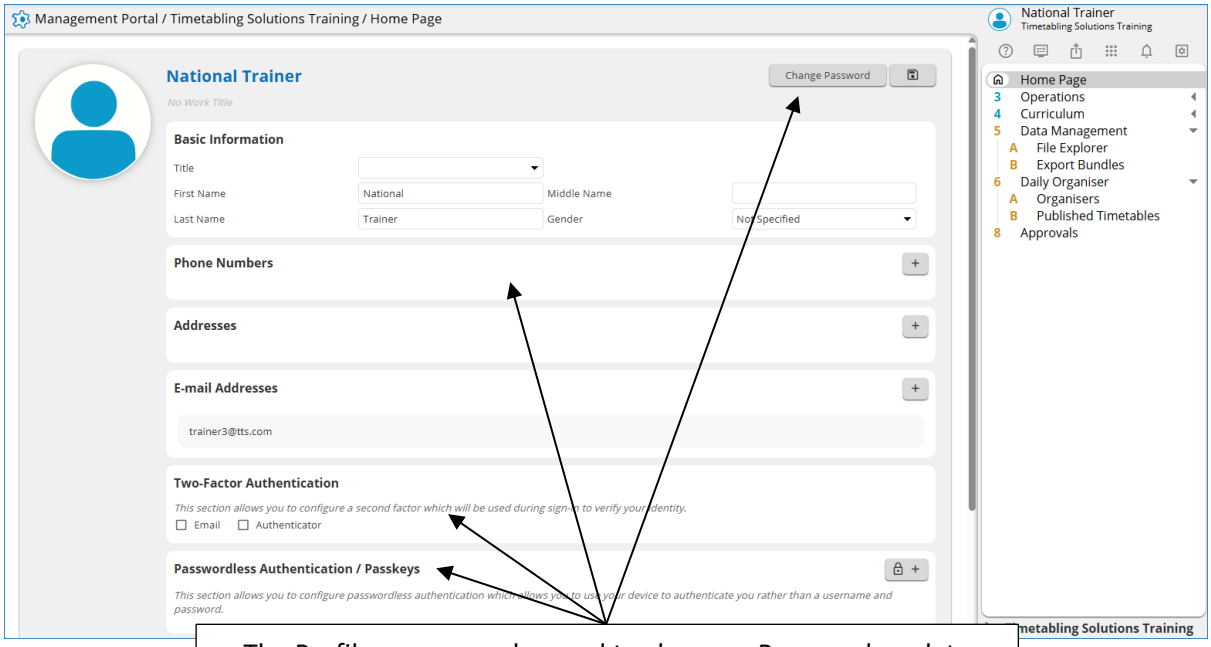


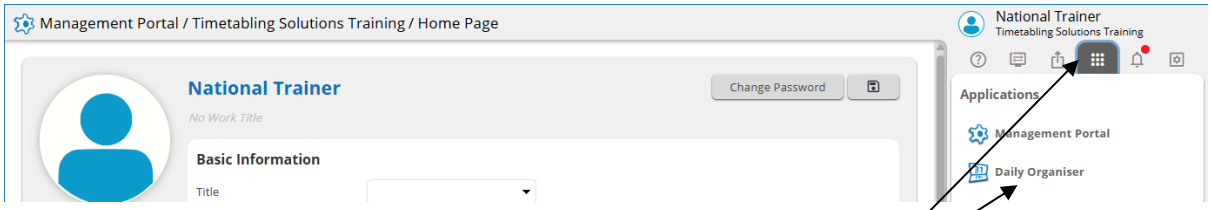

## USER'S PROFILE

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






The Profile screen can be used to change a Password, update details, turn on Two-Factor Authentication or Passkeys.



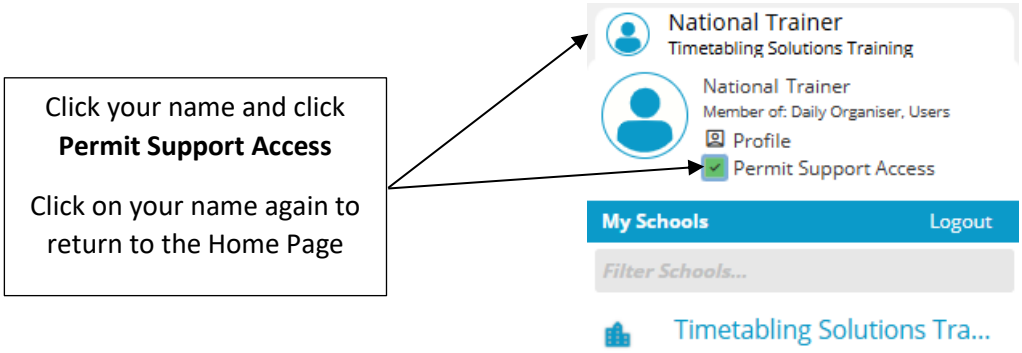

Click then click **Daily Organiser**

## HELP AND SUPPORT

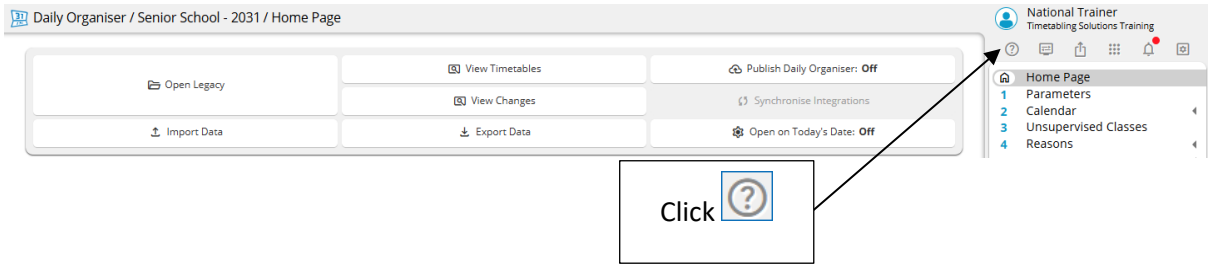
Support from Timetabling Solutions can be requested directly through Daily Organiser.

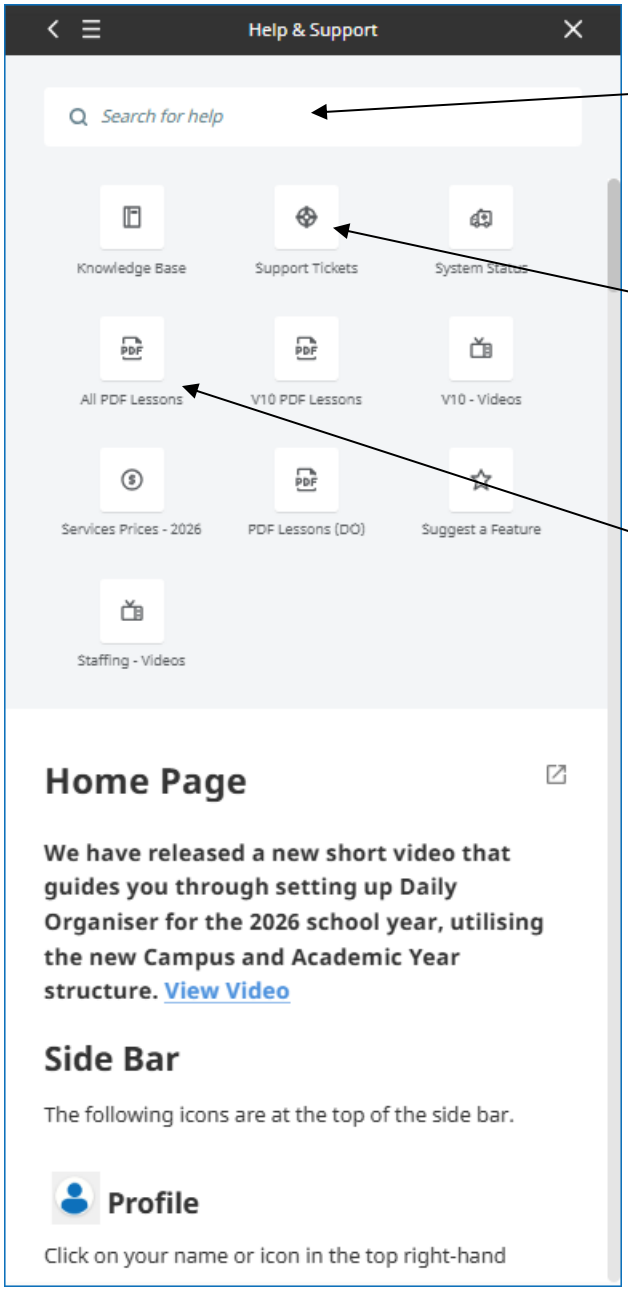
When raising an issue, the procedure is:

- Activate Permit Support Access on the Home Page
- Create a support ticket on the screen that assistance is needed
- Submit the support ticket




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.

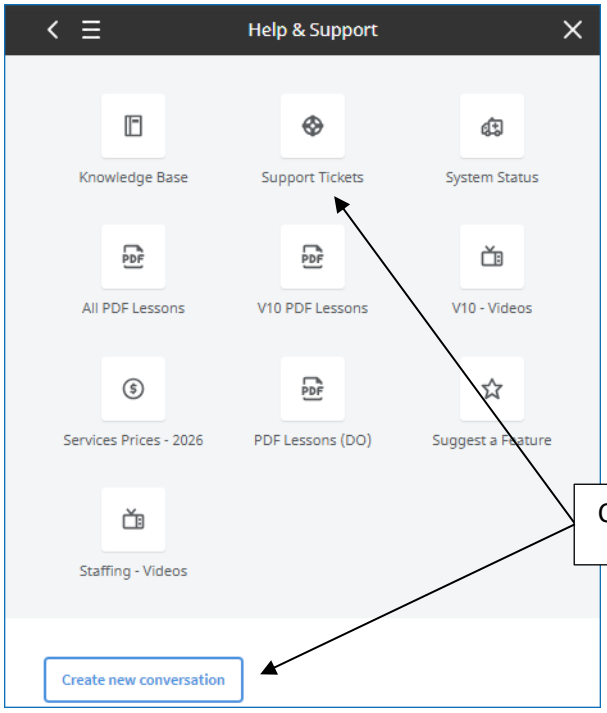




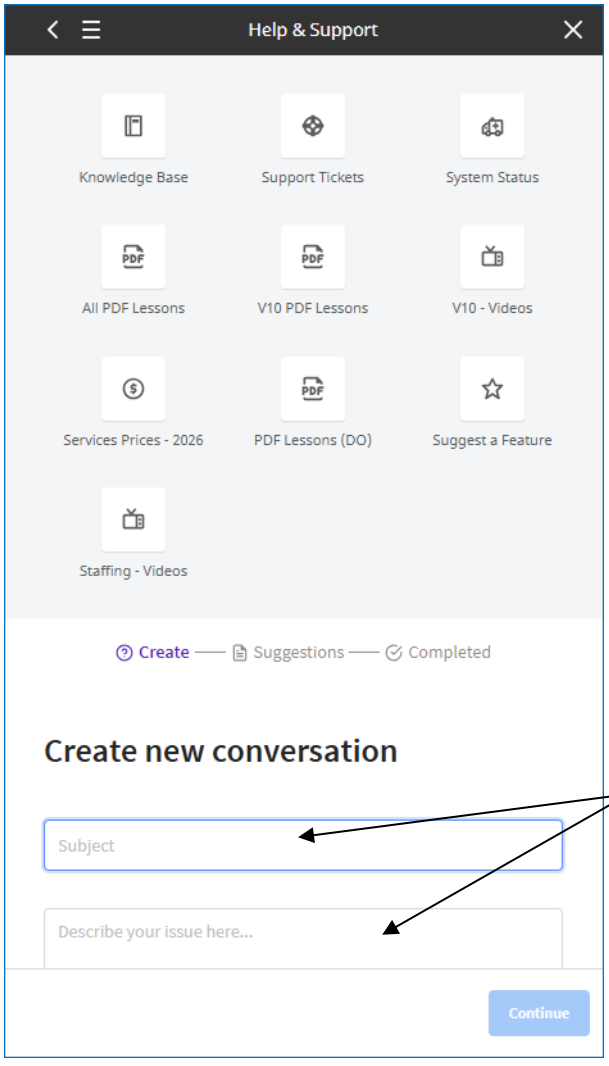

Items can be searched by using the Search for help field.

Support tickets can be created requesting support from Timetabling Solutions.

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

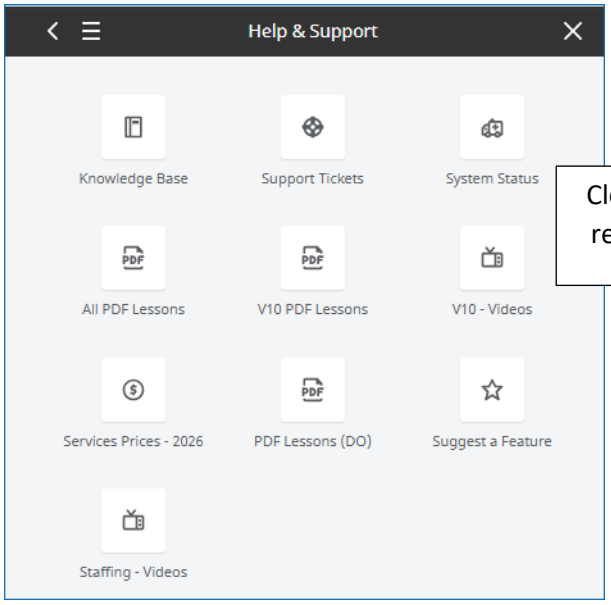



Click **Support Tickets**




Details of the support issue can be entered in the appropriate fields before the ticket is submitted.

A ticket will not be submitted at this time.




When Timetabling Solutions receive a support ticket, we will:

- Assign a Programmer to investigate the issue raised in the ticket
- 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

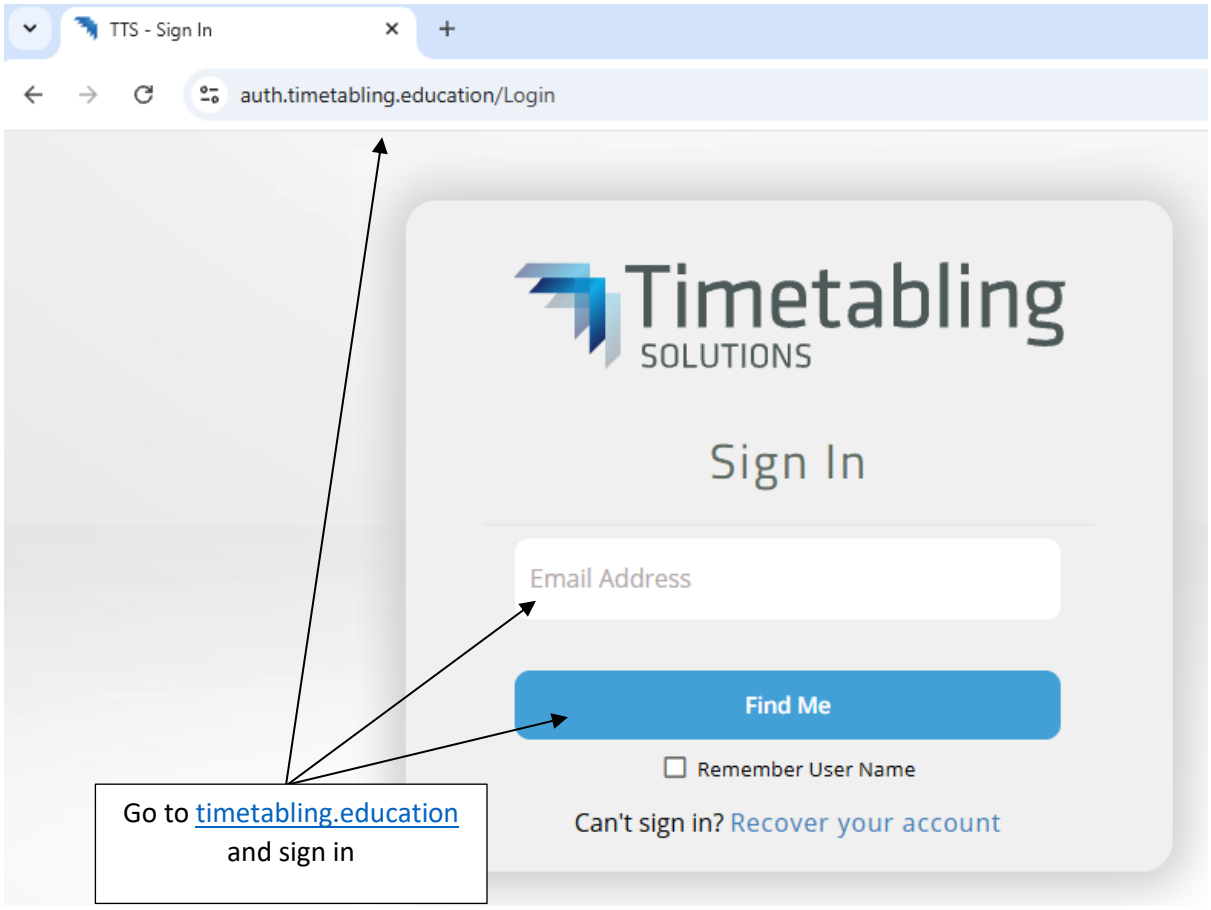
# DOWNLOAD THE APPS

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

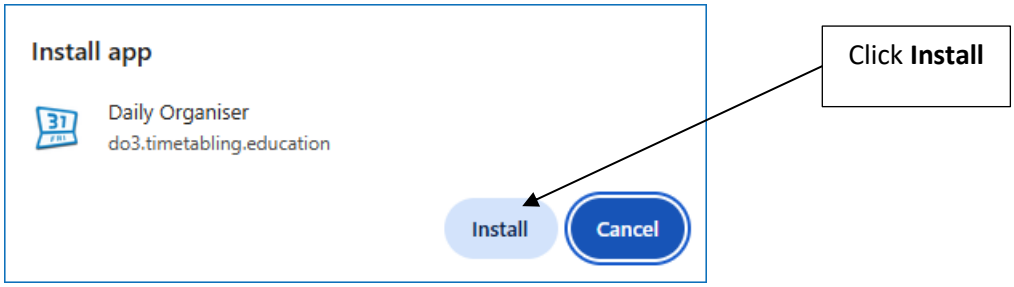
**WARNING**

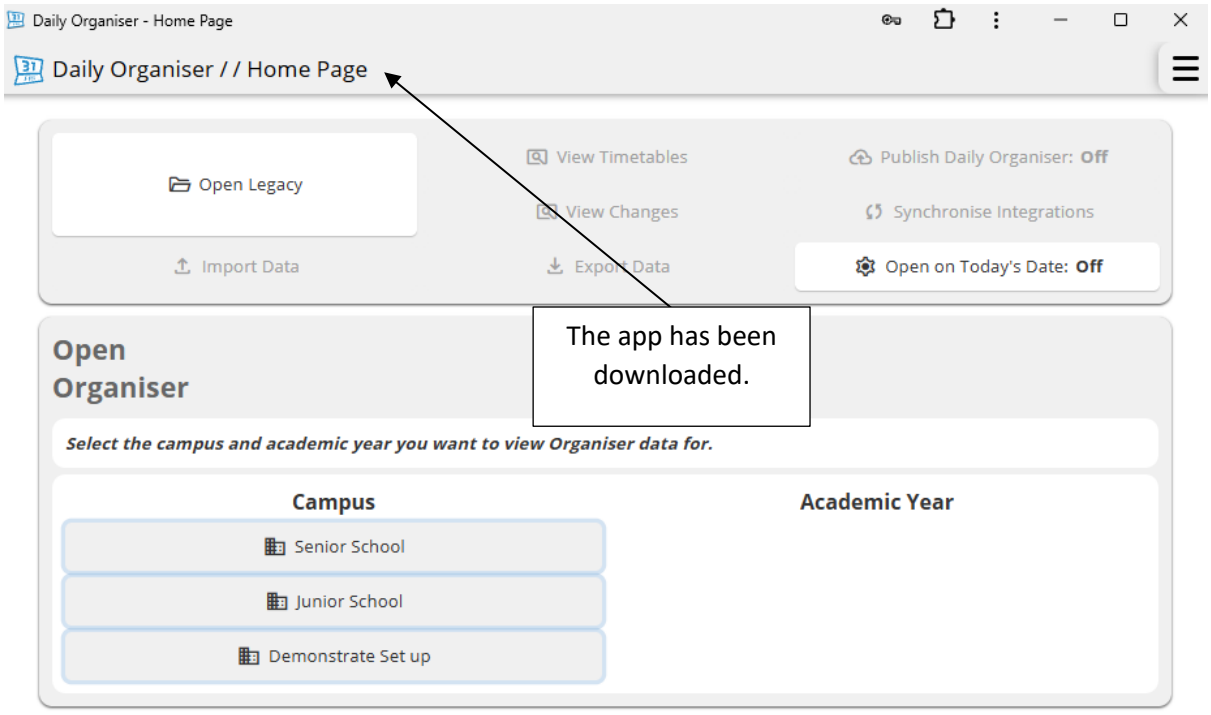
Do not do this during training as you are using the training site training.timetabling.education.

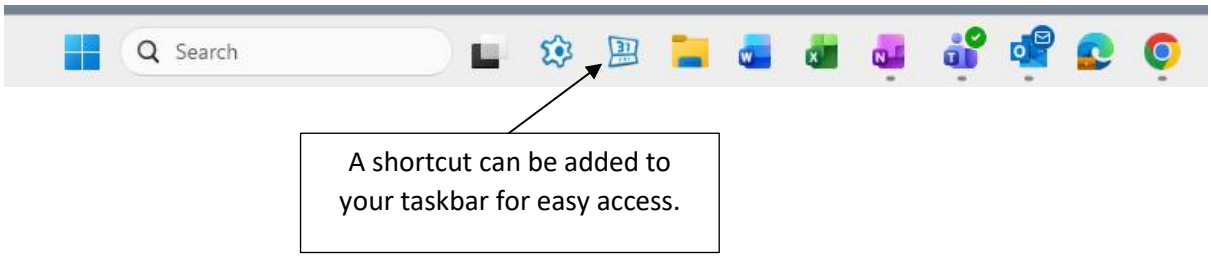
To get the latest version of the app log onto timetabling.education.





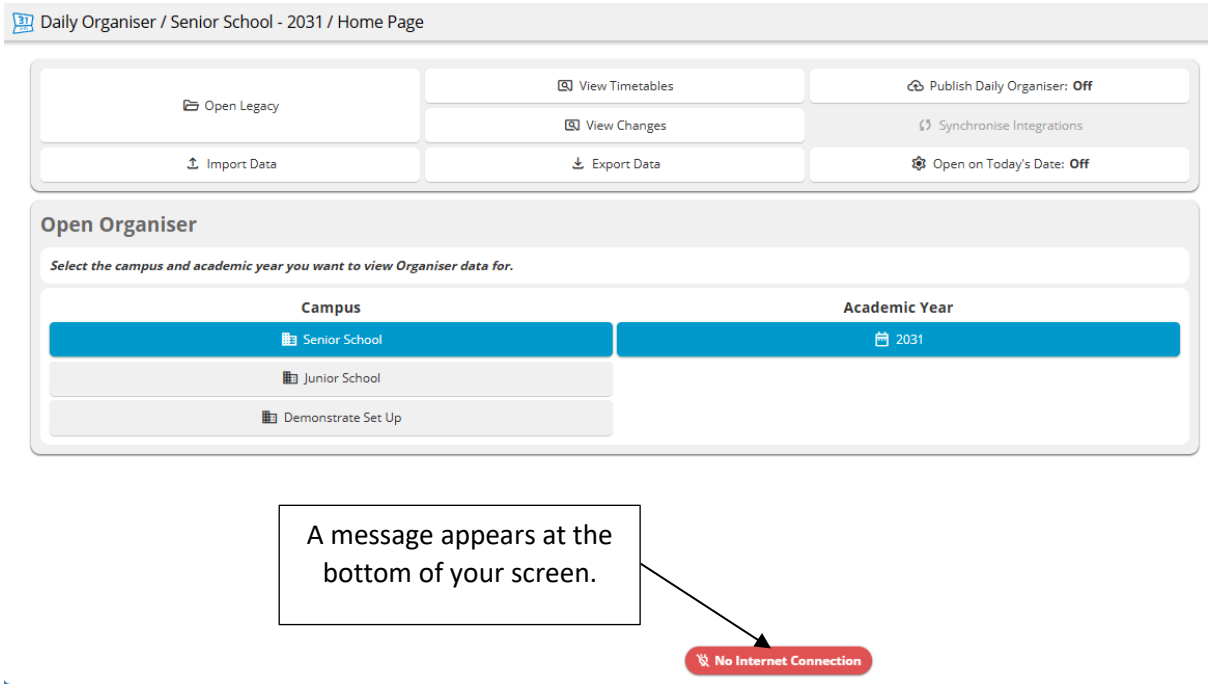



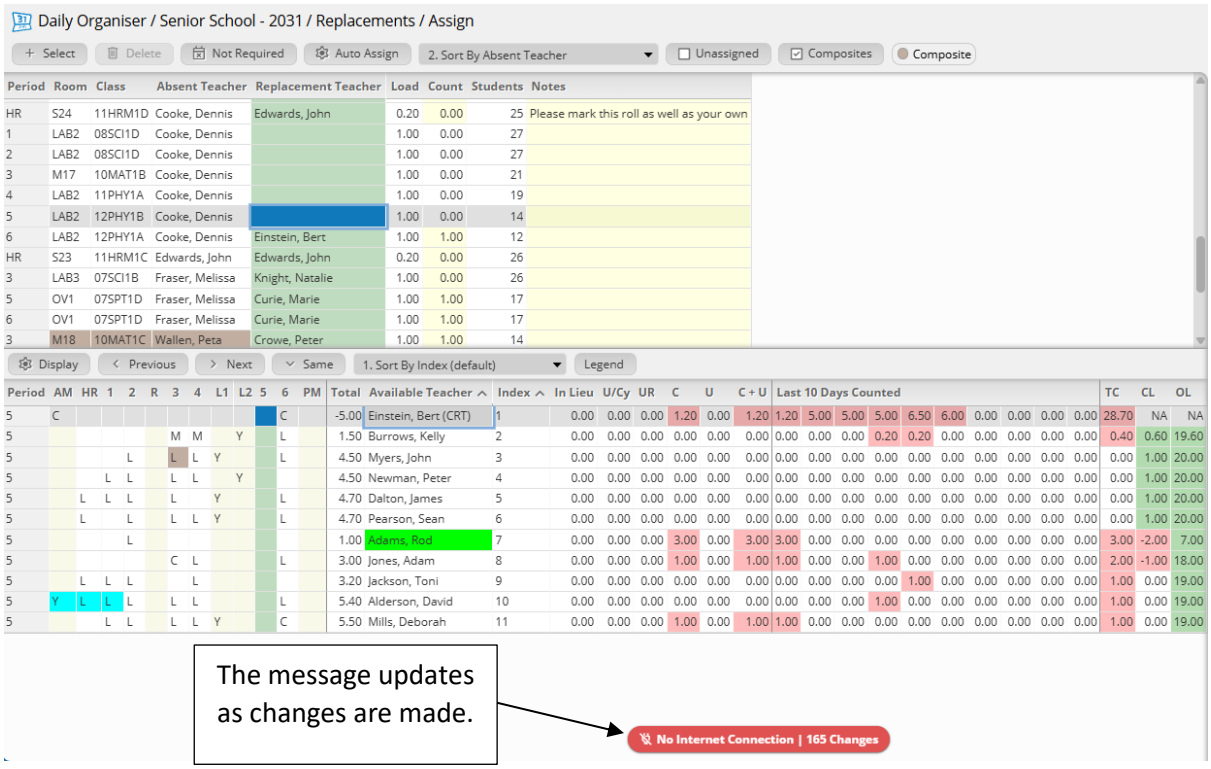



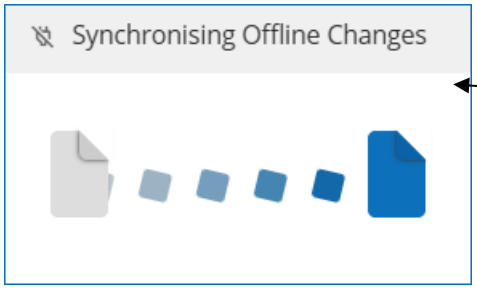

ll Timetabling Solutions online apps can be downloaded.

# TEMPORARY INTERNET DISRUPTION

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






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

Emails cannot be sent while there is no internet connectivity.

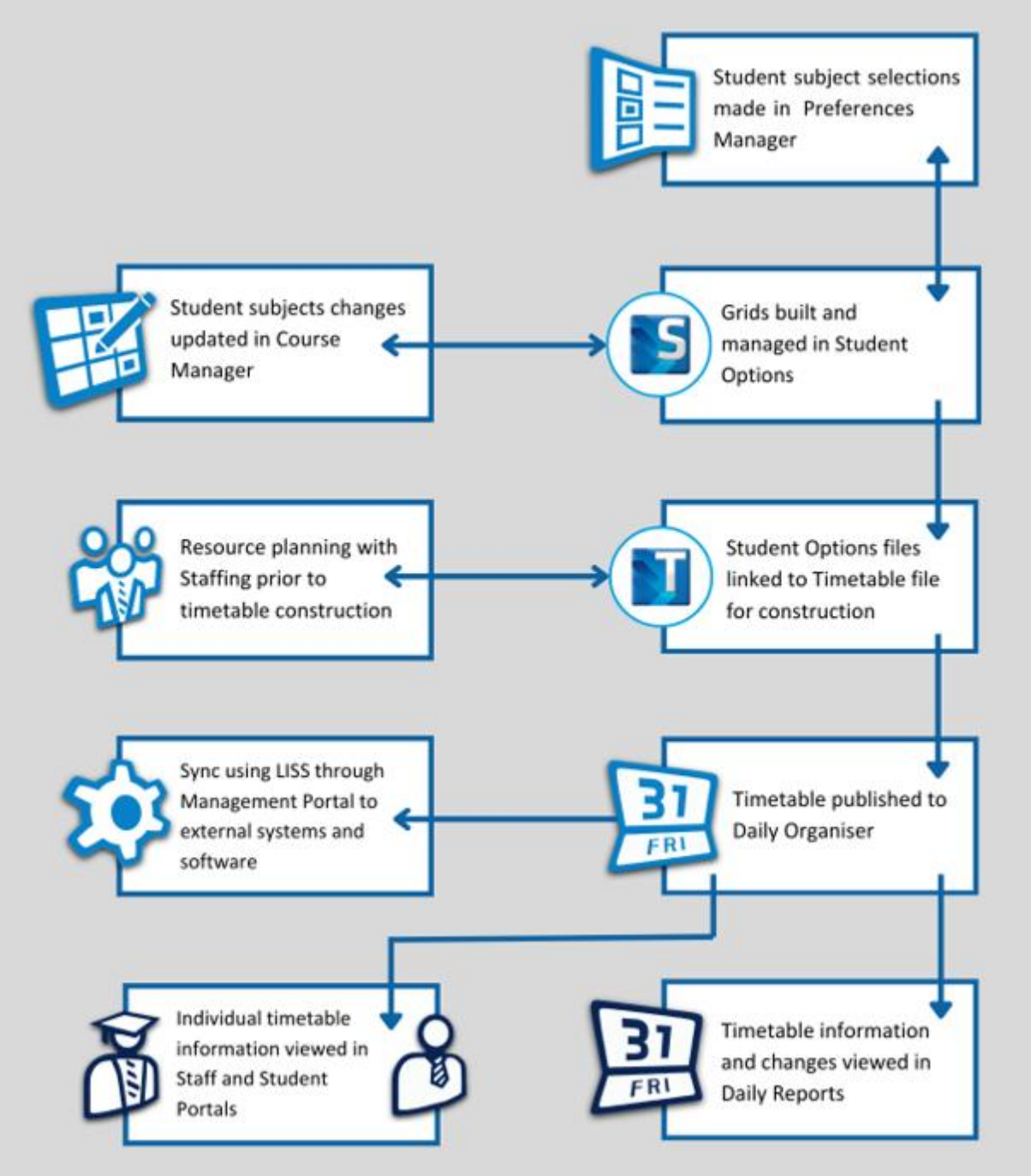
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# HOSTED APPLICATIONS

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

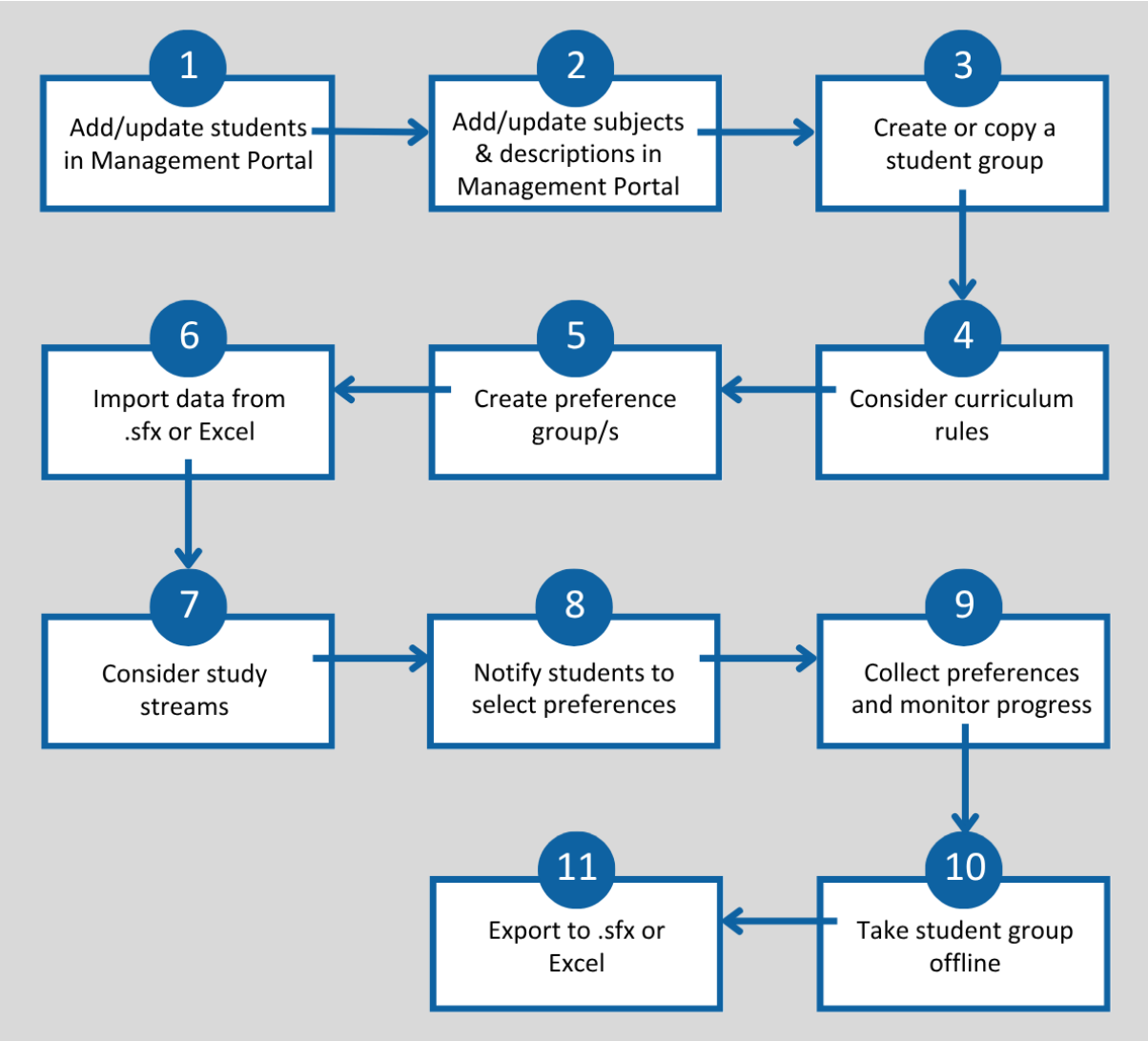
The flow-chart below shows each of the applications and how they can fit together in the timetabling process.



## PREFERENCES MANAGER

Timetabling Solutions Preferences Manager App is a fully hosted web application that can be used for students to enter their preferences online.

- 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.




## PREFERENCES MANAGER SUBSCRIPTION

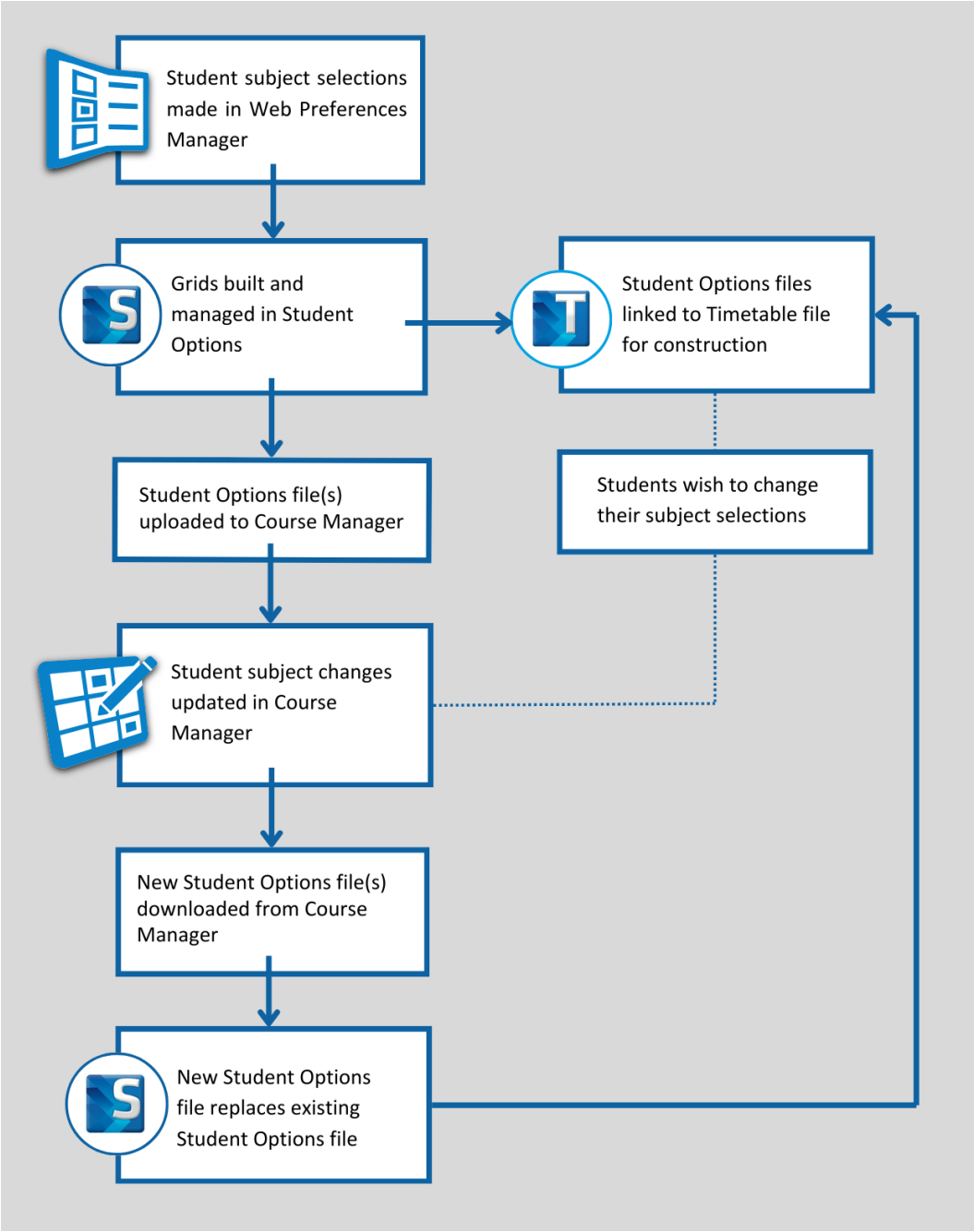
The purchase of a 12 month Preferences Manager subscription includes full access to the application with unlimited users, students and student groups.

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 Preferences Manager or any one of our Web Applications.

## COURSE MANAGER APP

Course Manager is a multi-user fully hosted app (Microsoft Azure) that allows multiple users to access and change student subject preferences and classes.



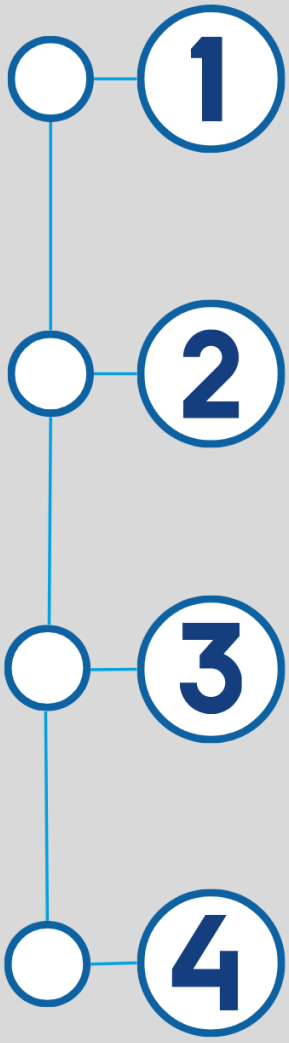

## COURSE MANAGER SUBSCRIPTION

The purchase of a 12 month Course Manager subscription includes five user accounts, access to online help and 60 minutes of phone/email “How to” support.

Click or scan the QR code to organise a demonstration or free trial of Course Manager or any one of our Web Applications.

## STAFFING APP

Staffing is a multi-user fully hosted app (Microsoft Azure) that allows users to analyse staffing needs and create staffing loads for their timetable. Data from Staffing can be imported and exported easily to and from the timetable file and can be used at various stages of the timetabling process. Its greatest advantage is when it is used prior to construction of the timetable.




**Before Subject Selection**

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

**During Grid Creation**

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

**Before Timetabling**

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

**After Timetable Completion**

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

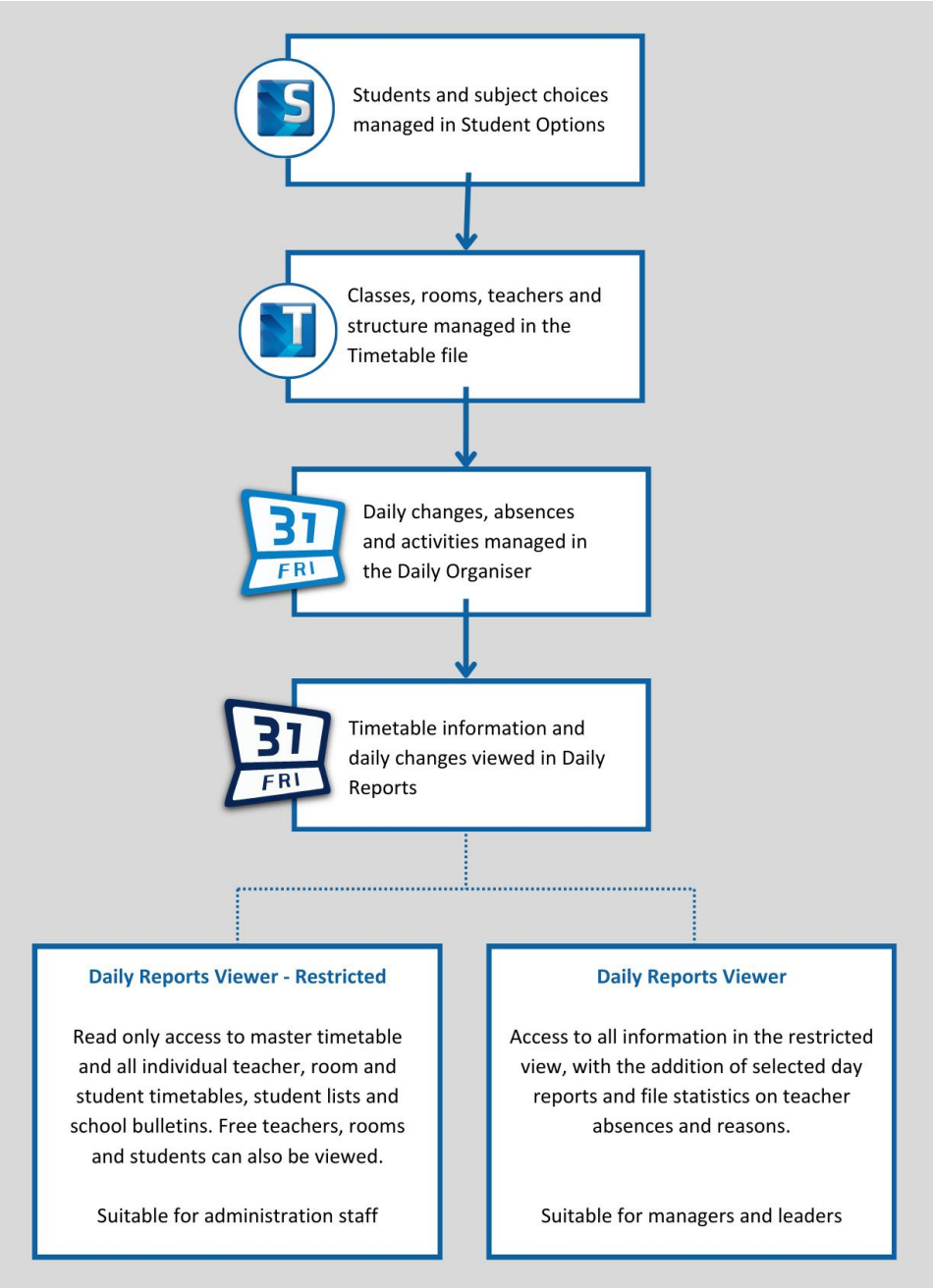
## STAFFING SUBSCRIPTION

The purchase of a 12 month Staffing subscription includes three user accounts, access to online help and 60 minutes of phone/email "How to" support.

Click or scan the QR code to organise a demonstration or free trial of Staffing or any one of our Web Applications.

## DAILY REPORTS APP

Daily Reports provides read-only access to a teacher's personal timetable, class list, activities, changes and bulletin.



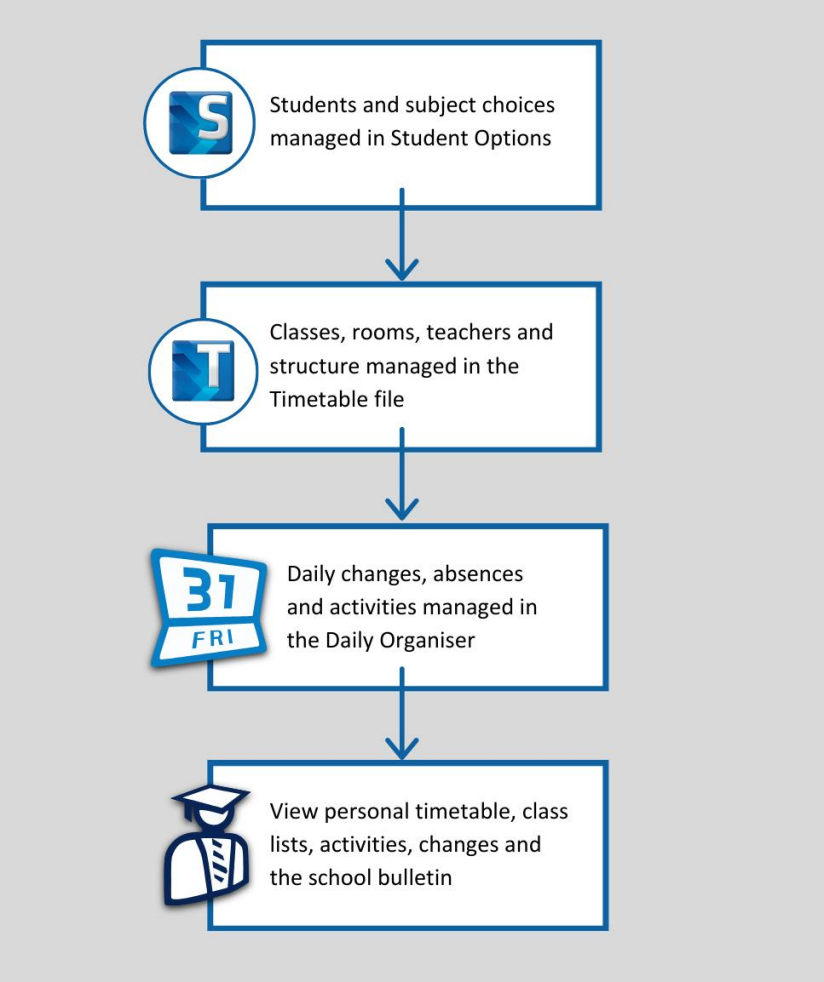

## DAILY REPORTS SUBSCRIPTION

The purchase of a 12 month Daily Reports subscription includes user accounts, access to online help and 60 minutes of phone/email "How to" support.

Click or scan the QR code to organise a demonstration or free trial of Daily Reports or any one of our Web Applications.

## STAFF ACCESS PORTAL

The Staff Access Portal is a multi-user fully hosted app (Microsoft Azure) that reads directly from Timetabling Solutions Daily Organiser Web Application. It allows users to view their own personal timetable, class lists, activities, changes and the school bulletin.



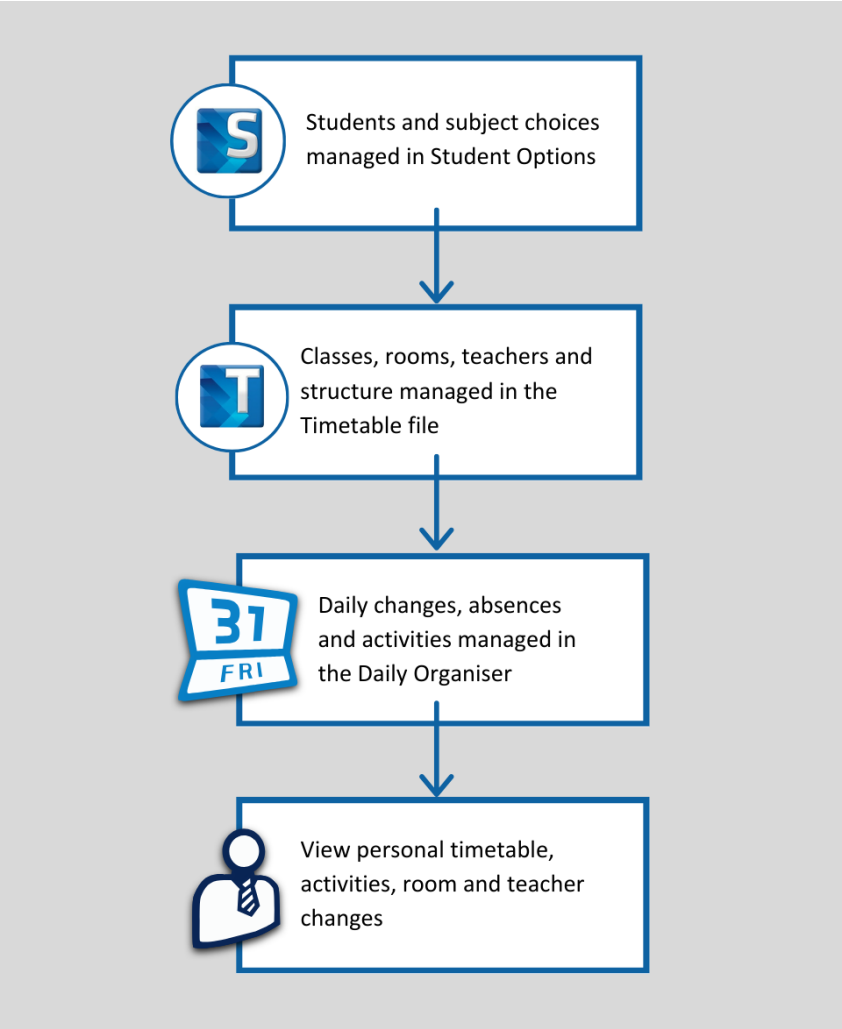

## STAFF ACCESS PORTAL SUBSCRIPTION

The Staff Access Portal is supplied with the Web Daily Organiser, no additional fees apply.

A user with the role Global Administrator is required to complete the setup of the Staff Access Portals. Refer to the help section of the Management Portal for further information.

## STUDENT ACCESS PORTAL

The Student Access Portal is a multi-user fully hosted app (Microsoft Azure) that allows users to view their own personal timetable, activities and changes.




## STUDENT ACCESS PORTAL SUBSCRIPTION

The Student Access Portal is supplied with the Web Daily Organiser, no additional fees apply.

A user with the role Global Administrator is required to complete the setup of the Student Access Portals. Refer to the help section of the Management Portal for further information.