

TIMETABLING SOLUTIONS

VERSION 9

WEB DAILY ORGANISER
&
GENERAL ACCESS



TRAINING COURSE

Published May 2019

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Timetabling Solutions



Web Daily Organiser

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TIMETABLING SOLUTIONS

Version 9 is a sophisticated software program for constructing, managing and publishing your timetable. The program is designed in modular format to enable schools to tailor the installation and use of the program to suit their needs. Different modules make it easier for the user to see the logic behind the timetabling process. Some modules are installed on the desktop while others are web based applications

DESKTOP APPLICATIONS

In Timetabling Solutions Version 9 there are two desktop modules used in constructing and maintaining timetables.

- Student Options Module: Contains student details and classes assigned to students based on their nominated preferences.
- Timetable Development Module: Used to prepare, plan and construct a timetable, allocate yard duties and print/email timetables and class lists

In addition to these two modules there is also a multi-user General Access Module. This is used to publish timetables, class lists and bulletins.

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

Folder	Contents
Timetable Project folder	Contains all .sof9, .tdf9 and .dof9 files for the current year or semester in the one folder eg Timetable 2020
Backup folder	Contains all automatic and point in time backups
Export folder	Contains files exported from Timetabling Solutions Version 9 for importing into administration systems and other programs
General Access folder	Contains the General Access program, .ptf9, .pdf9, .jpeg and other relevant files used for General Access

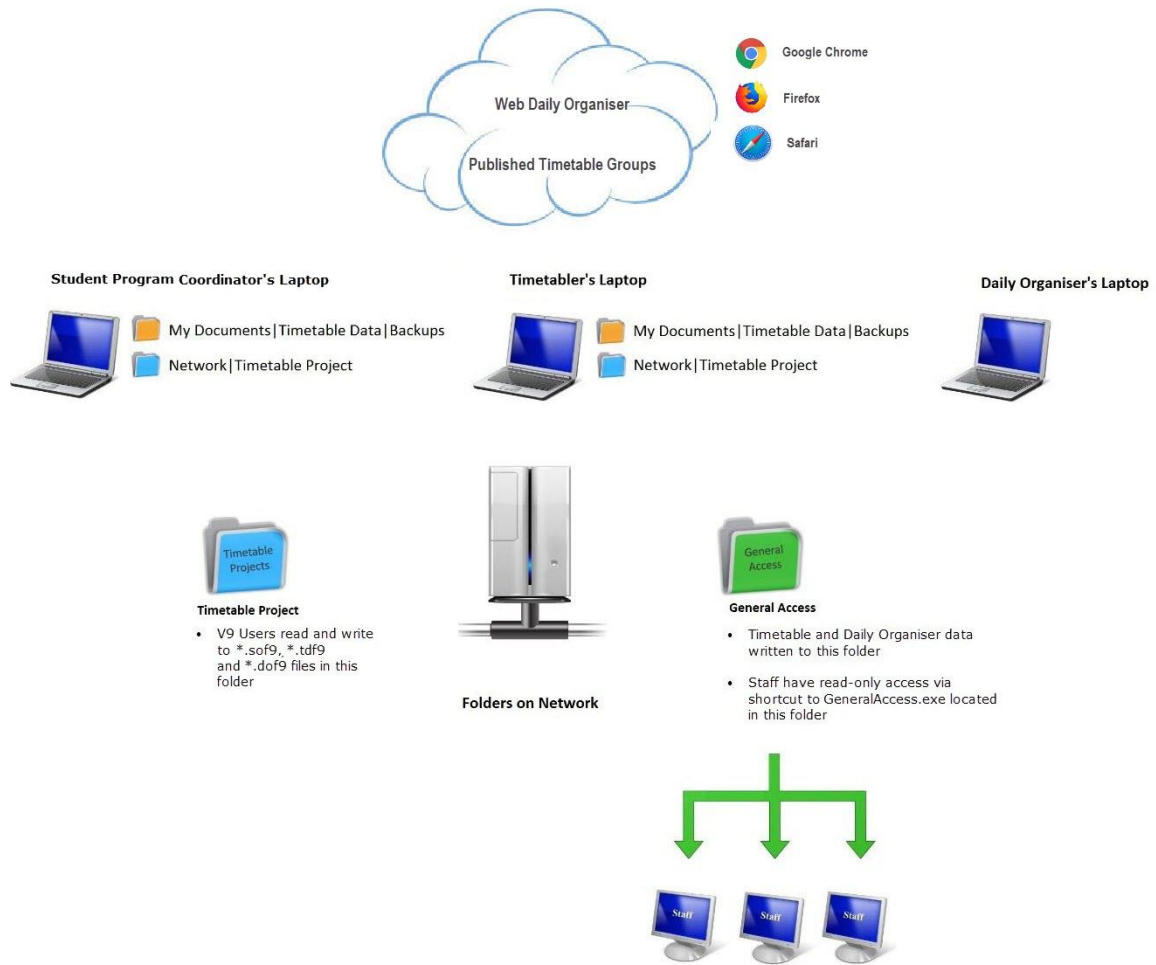
FILE LOCATIONS

For the desktop modules it is important for all users of the software to have access to the data files. In some schools one person does all timetabling /daily organiser tasks while in other schools the roles may be divided among several people. One person may be responsible for student programs, one for constructing the timetable and another for daily organisation.

Timetabling Solutions Version 9 software needs to be installed on all the computers for all staff who use the software. The data needs to be stored centrally so that all users can access it.

- Timetable Project folder needs to be placed on the network
- Backup folders should be located on the individuals' laptops/PCs
- Export folder needs to be placed on the network
- General Access folder is placed on the network.

Read/write permission to the Timetable Project folder is required by all users. Additionally, both the Timetabler and Daily Organiser need read/write permission to the General Access folder. The school's IT person/department should be contacted if there are difficulties accessing these folders.



WEB APPLICATIONS

The Web Daily Organiser is fully hosted by Timetabling Solutions using Microsoft Azure. Some enterprise systems will host the program and data on their own servers.

The web addresses for the applications hosted on Timetabling Solutions servers are

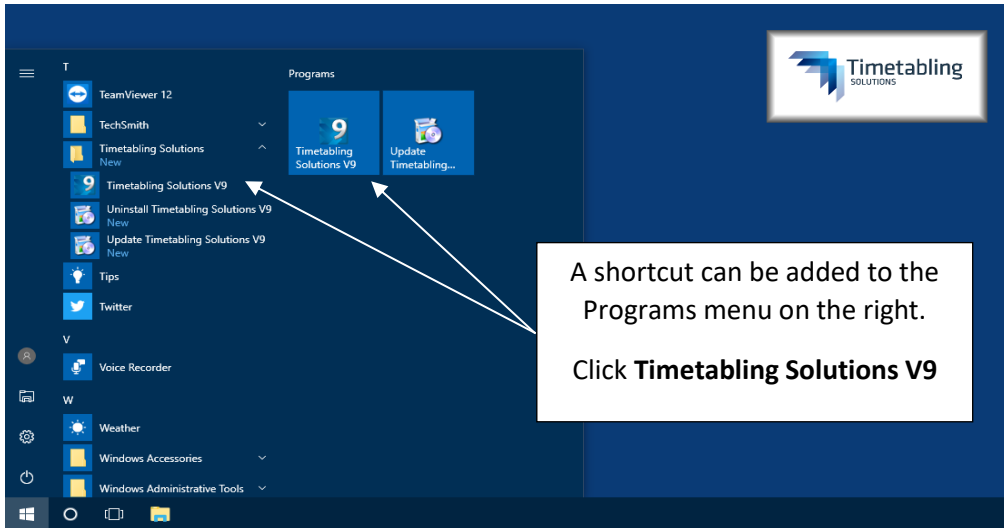
URL	Contents
timetabling.education	General Site - listing all available applications
admin.timetabling.education	Administration Console
do.timetabling.education	Web Daily Organiser
training.timetabling.education	Training Site - used for Public Training Courses

The applications can be accessed on your desktop computer or laptop. We recommend using the following web browsers - Google Chrome, Firefox or Safari.

Web Daily Organiser will read published timetables that are uploaded from the desktop Timetable Development Module. There is no software for users to install when using Web Daily Organiser.

VERSION 9 WELCOME PAGE

Timetabling Solutions Version 9 can be opened by going to the Start Menu (Windows 10, 7 or earlier) or Start screen (Windows 8, 8.1).



Alternative methods of opening Version 9 include:

- On the Start Menu, scroll down to Timetabling Solutions, Timetabling Solutions V9 (Windows 10, Windows 7 or earlier)
- On the Start screen, display all apps and click on Timetabling Solutions, Timetabling Solutions V9 (Windows 8, 8.1)
- Create a Desktop shortcut and double click on it
- Double click directly on a file created in Version 9

Timetabling Solutions Version 9

Software Version Number points to the large '9' logo.

Links to online applications and other information points to the 'Applications' section containing links like [Web Preferences Manager](#), [Web Daily Organiser \(Beta\)](#), [Training Courses](#), [Courses](#), and [Enrol in Training](#).

School Code Note: This is also the school's password to the Support page on the website. Points to the 'School Code: TTS1' field in the 'Software Settings' section.

School name and Software Maintenance details are displayed at the bottom of the screen. Points to the footer area showing 'Software Maintenance Agreement', 'School: Timetabling Solutions Training College', and 'Active to: 31/12/2019'.

The main interface includes sections for 'Student Options Module', 'Timetable Development Module', and 'Daily Organiser Module', each with an 'Open Last Used' button and 'File: Nil' status.

CONFIGURE FILE LOCATIONS

When Timetabling Solutions Version 9 is opened the Welcome Page appears. The Welcome Page can be used to access the desktop modules - Student Options, Timetable Development and Daily Organiser. It also has links to check for updates, configure the program and go to web applications.



Timetabling Solutions Version 9

Software Settings
Software Activated
School Code: TTS1
Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)

Applications
[Web Preferences Manager](#)
[Web Daily Organiser \(Beta\)](#)
Training Courses
[Courses](#)
[Enrol in Training](#)

Student Options Module
Open Last Used Student File
File: Nil
File Location: Nil

Timetable Development Module
Open Last Used Timetable File
File: Nil
File Location: Nil

Daily Organiser Module
Open Last Used Daily Organiser File Open file at today's date
File: Nil
File Location: Nil

The way that data is displayed in the program can be personalised to suit each user's needs. For training the data has been put in a file called V9 Training Data in the Public Documents folder.

Configure

File Locations | Published File Locations

Timetable Project Folder
Specify the folder where the new data files will be saved by default. You can override this location when saving a file, but Timetabling Solutions recommends keeping all your data files in one location,

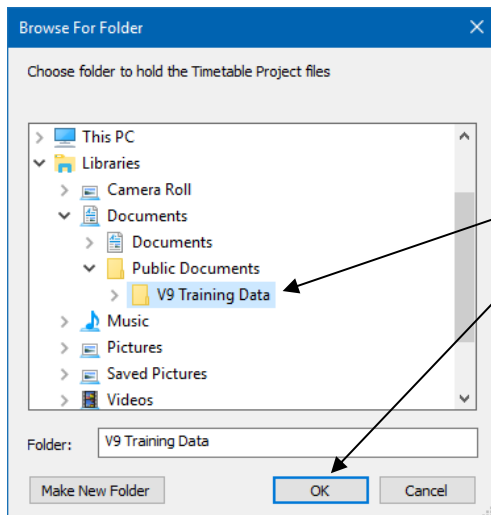
Click **Browse...** to set the location of the Timetable Project folder

Note: Browse must be used to set the location for the folder. The file path cannot be typed directly into the folder location box.

Note: Changes take effect immediately

Email Locations to a Colleague

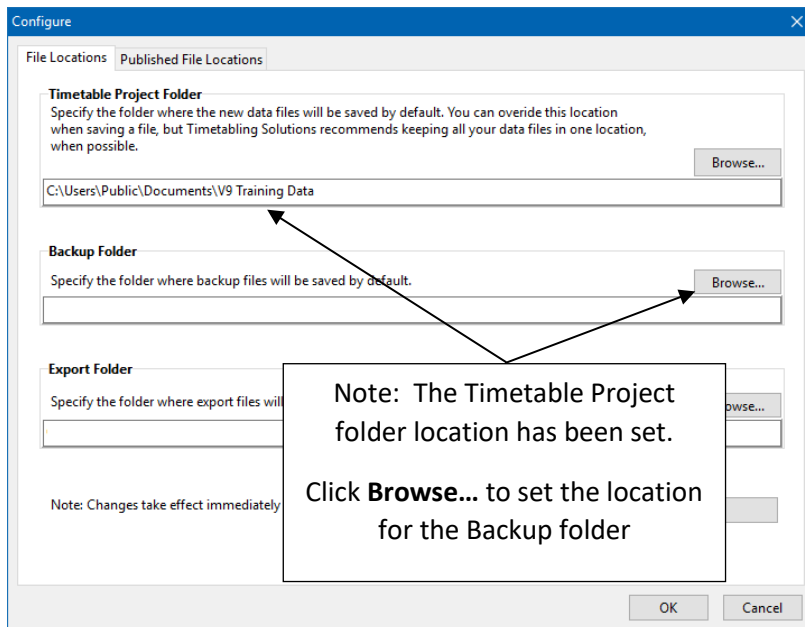
OK Cancel



Navigate to the Version 9 Training Data folder

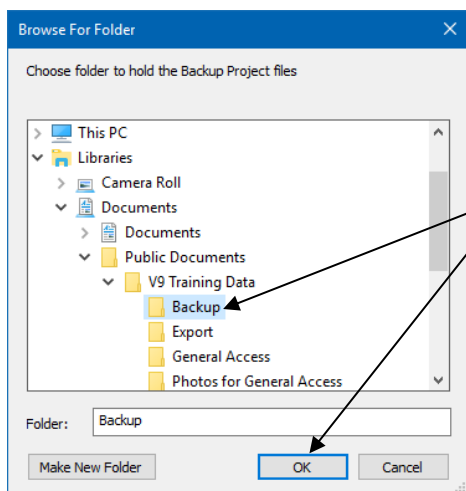
In this case, click **Libraries, Documents, Public Documents, V9 Training Data**

Click **OK**



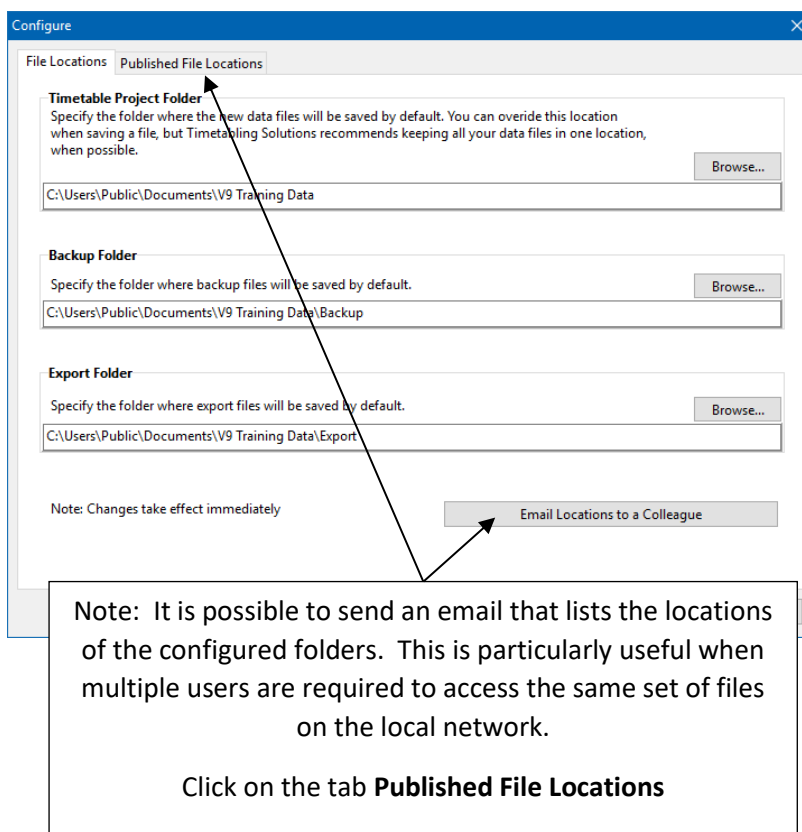
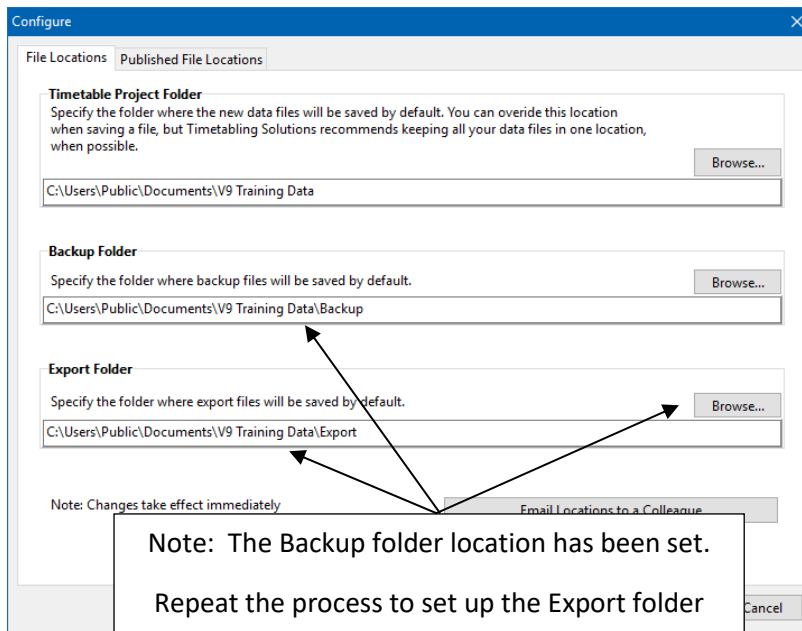
Note: The Timetable Project folder location has been set.

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

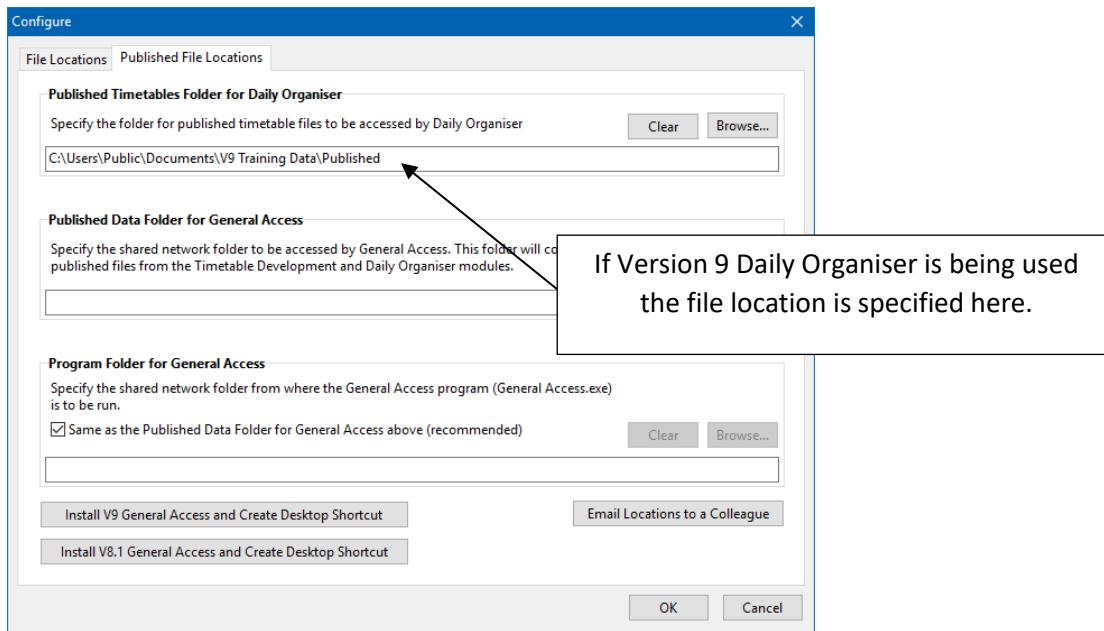


Navigate to the Version 9 Training Data folder

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



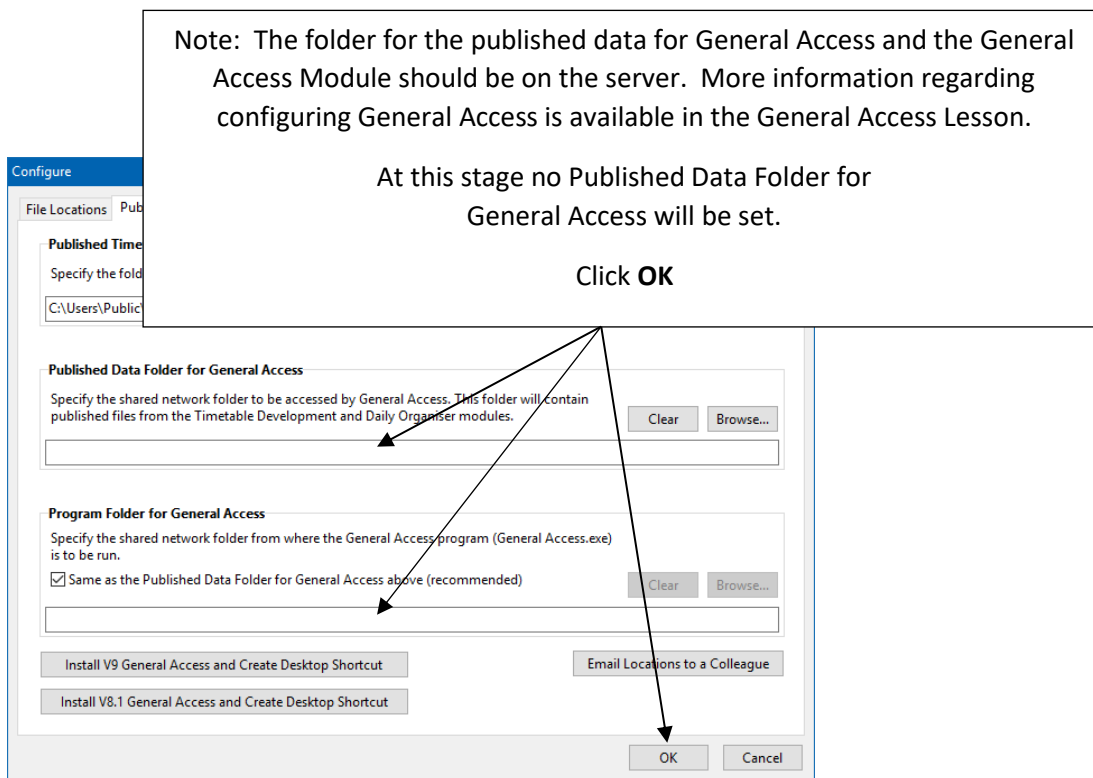
Note: Each user can set up individual locations for the Timetable Project folder, Backup folder and Export folder. However, it is recommended that the Timetable Project folder is a shared folder on the network.



GENERAL ACCESS

Published Timetable and Daily Organiser files are needed for General Access. These files can be downloaded from Web Daily Organiser.

The location of the General Access module and data can be configured here.



CONFIGURE SETTINGS IN VERSION 9

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



Timetabling Solutions Version 9

Software Settings
Software Activated
School Code: TTS1
Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)

Applications
[Web Preferences Manager](#)
[Web Daily Organiser \(Beta\)](#)

Training Courses
[Courses](#)
[Enrol in Training](#)

Student Options Module
Open Last Used Student File
File: Nil
File Location: Nil

Timetable Development Module
Open Last Used Timetable File
File: Nil
File Location: Nil

Daily Organiser Module
Open Last Used Daily Organiser File Open file at today's date
File: Nil
File Location: Nil

Click **Configure Settings**

Configure

Student Names Format | Teacher Names Format | Archive Data | Export

Student Names Format

The following options allow you to configure how to display student names.

Student Names:

- First Name, Middle Name, Family Name
- Family Name, First Name, Middle Name
- Family Name, Preferred Name, Middle Name
- Preferred Name, Middle Name, Family Name

Student Middle Name:

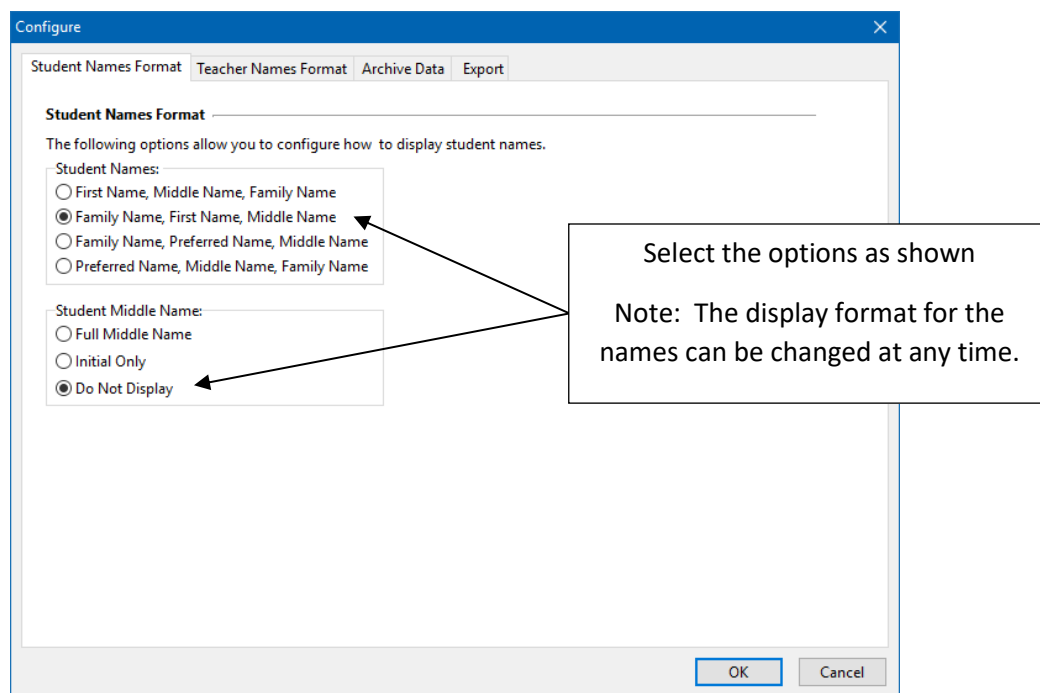
- Full Middle Name
- Initial Only
- Do Not Display

OK Cancel

The Configure Settings screen contains four different tabs: Student Names Format, Teacher Names Format, Archive Data and Export.

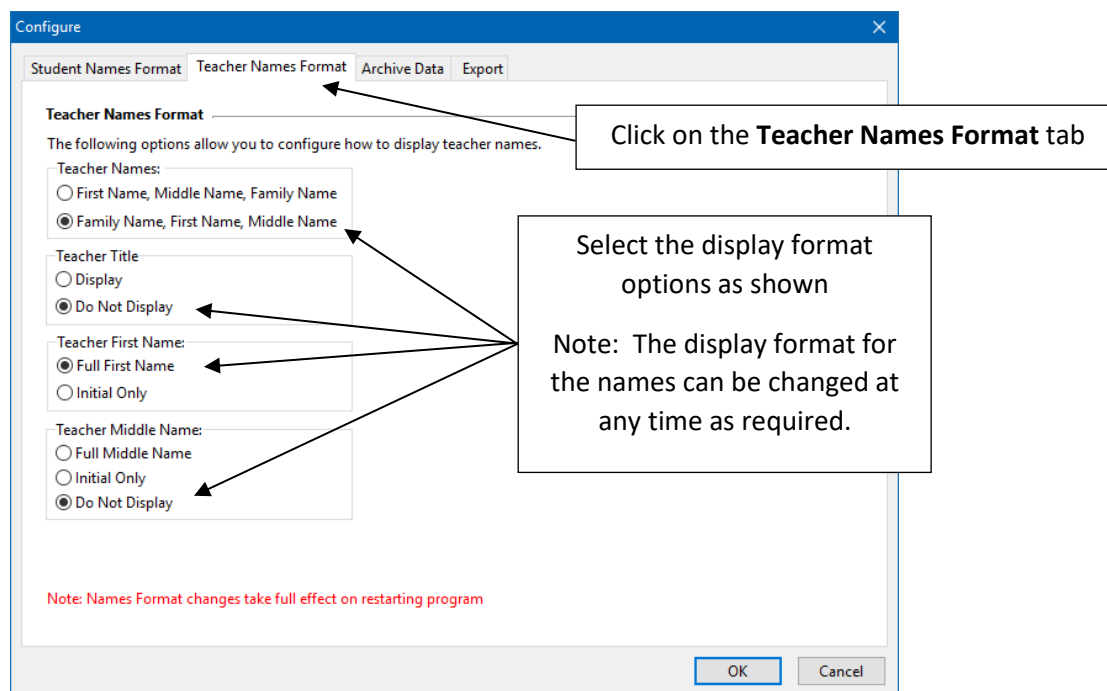
STUDENT NAMES FORMAT

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.



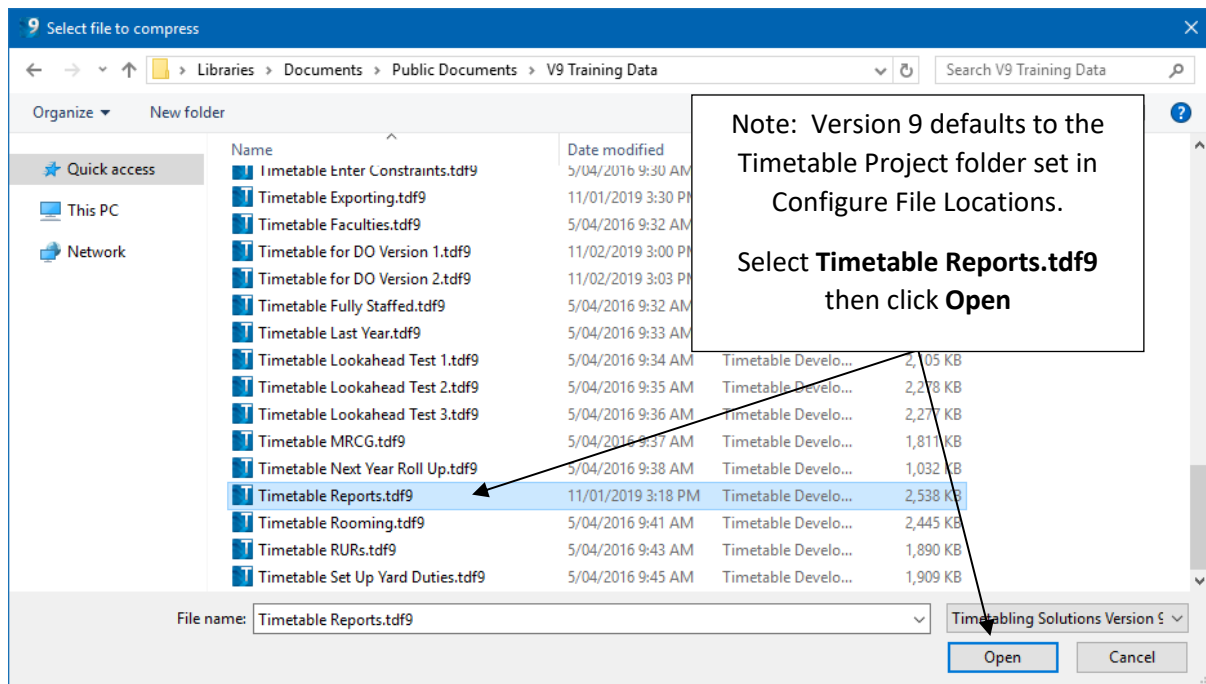
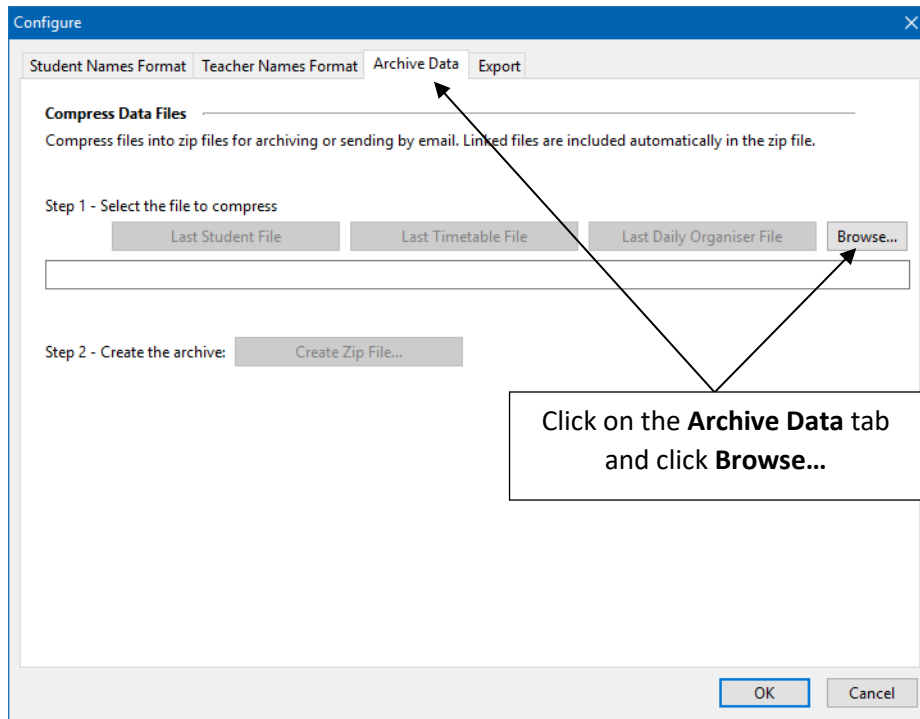
TEACHER NAMES FORMAT

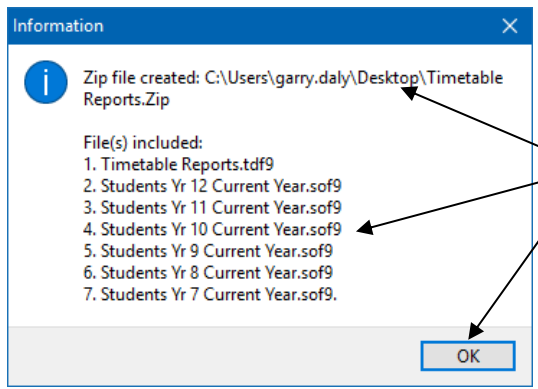
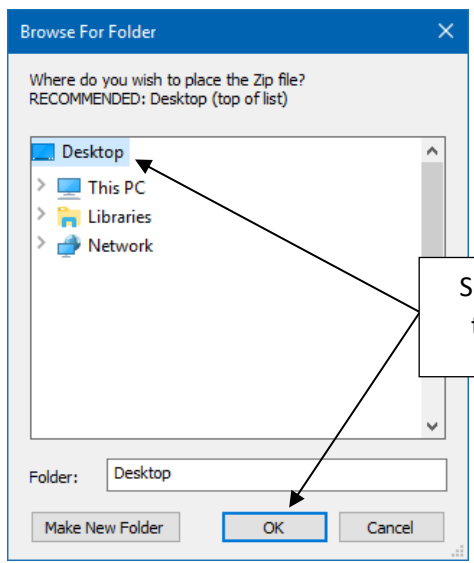
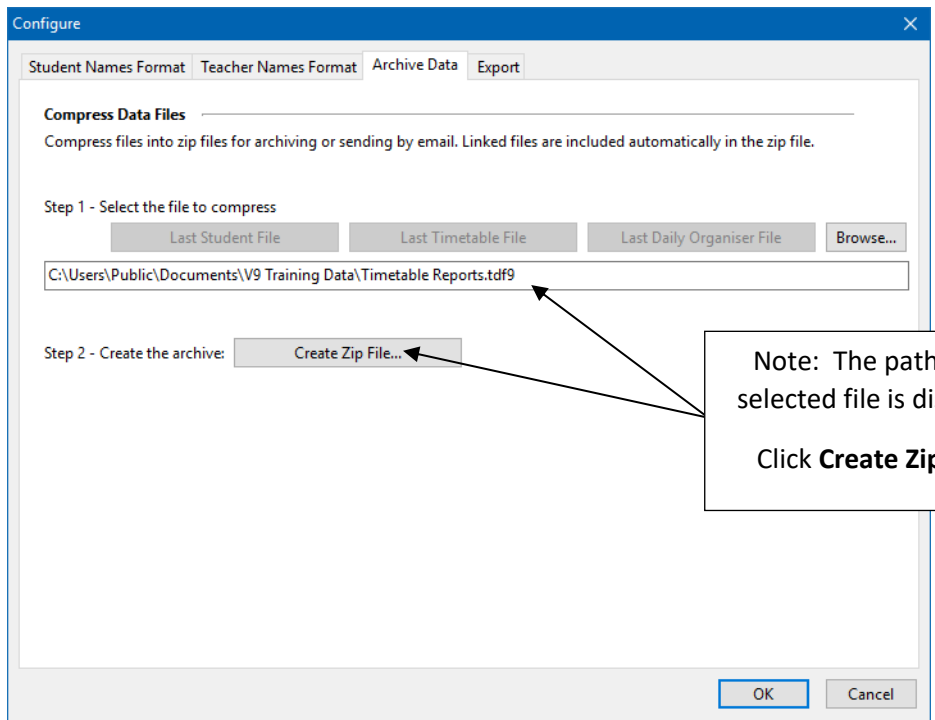
As per the student settings, the settings for displaying teacher names can be changed to meet individual users' needs. These settings are computer-based rather than file-based and apply to all modules used on this computer.

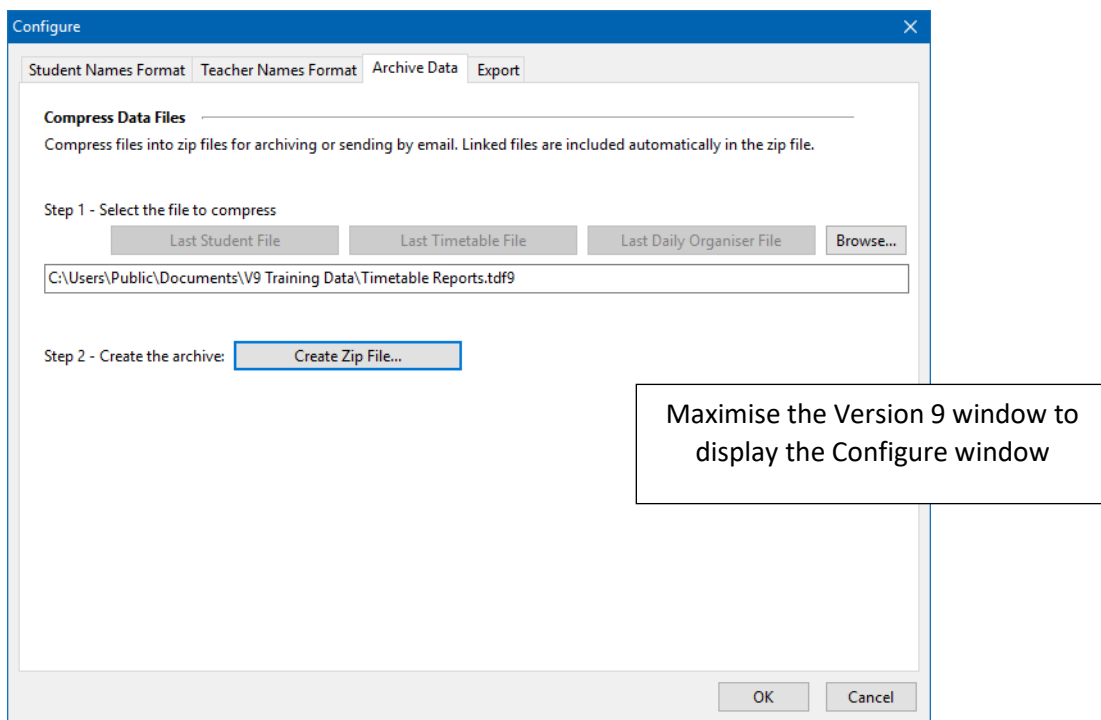
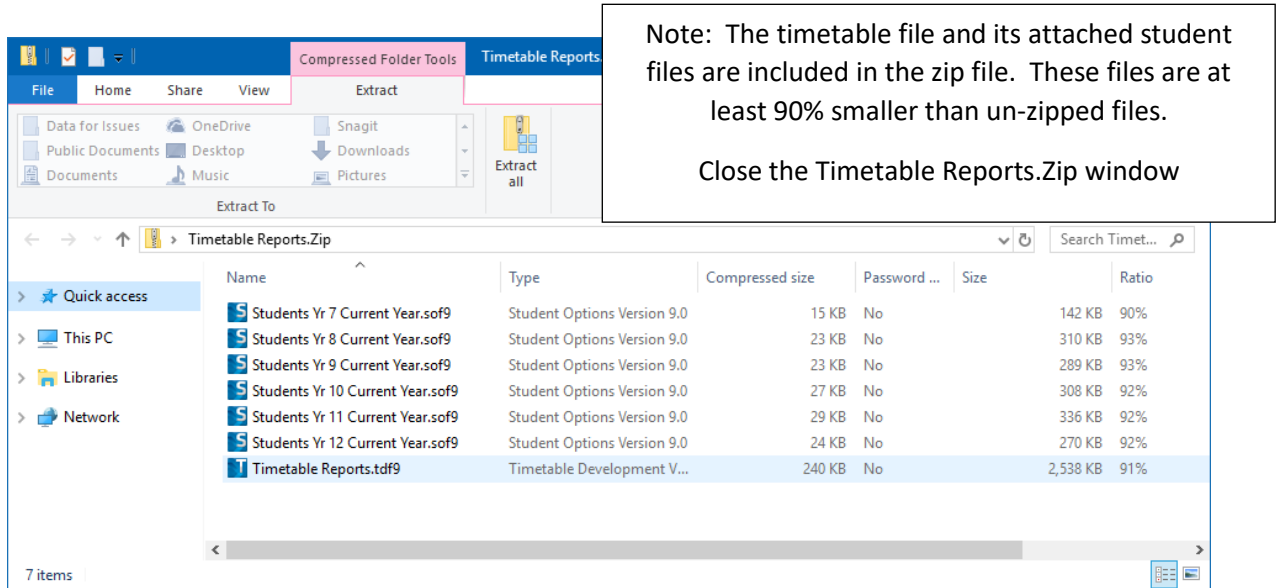
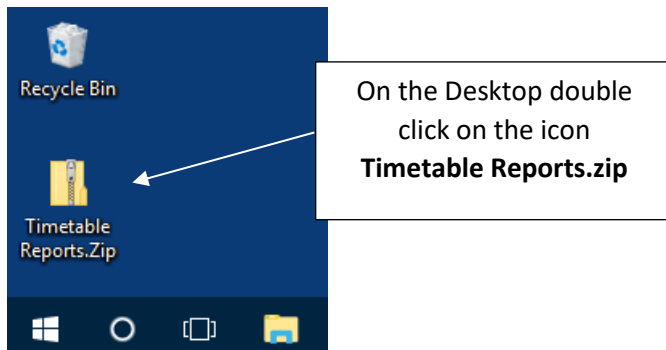


ARCHIVE DATA

Zip files for emailing data can be created using the Archive Data function. The zip file will contain the selected file and any other files that are linked to it.

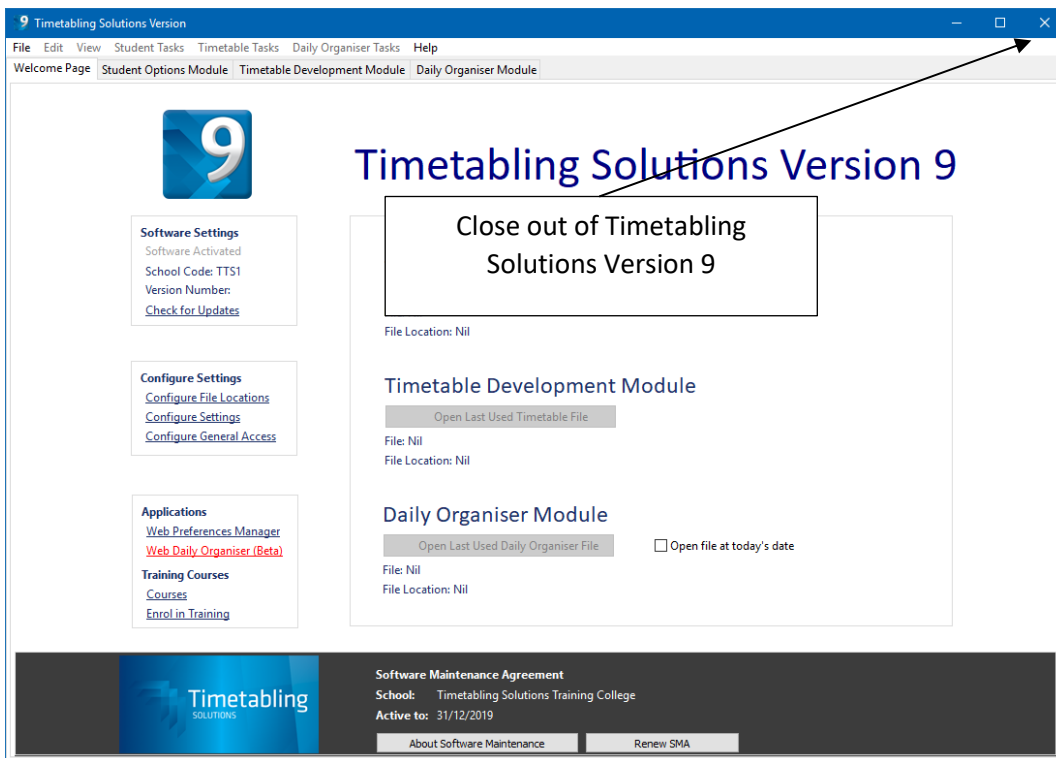
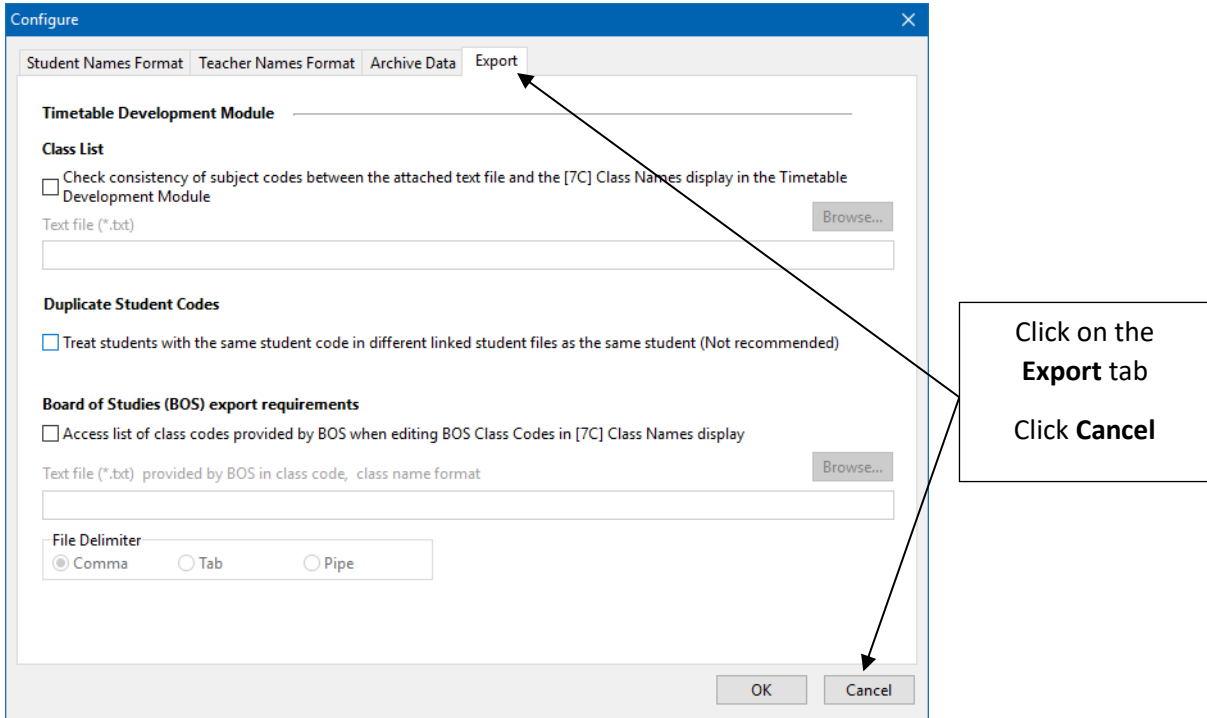






EXPORT

The configured export settings are designed to work with files provided from various Boards of Studies. Use of this feature is covered in the specific export lessons available online.



Timetabling Solutions



Web Daily Organiser

LESSON 1: WEB DAILY ORGANISER AND THE ADMINISTRATION CONSOLE

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WEB DAILY ORGANISER AND VERSION 9

With the release of Web Daily Organiser, Timetabling Solutions is beginning the transition from being a desktop program to web-based applications. During the transition some parts of the process will use the traditional desktop programs while others will use web-based applications. In the initial phase, Student Options, Timetabling Solutions and General Access will continue as desktop programs while Daily Organiser will be web-based.

Every effort has been made to make the transition as seamless as possible

- Version 9 Daily Organiser and Published Timetable files can be uploaded and converted for use in Web Daily Organiser
- Files can be published from Version 9 Timetable Development directly to the Web
- Web Daily Organiser can export data for General Access
- Data can be exported directly from Web Daily Organiser for third party applications.
- Web Daily Organiser datasets can be converted and downloaded to Version 9 Daily Organiser and Published Timetable files

The initial release of Web Daily Organiser has all the feature of Version 9 Daily Organiser with a few new features. The main new feature is that Web Daily Organiser is multi-user. Additional features will be progressively added to Web Daily Organiser.

TIMETABLING SOLUTIONS ADMINISTRATION CONSOLE

The Timetable Solutions Administration Console will be used to manage the Web Daily Organiser application and all of the relevant data - the daily organiser data and the published timetable data. Other web-based applications will be added as they come on line. Each school is required to have at least one Timetabling Console Administrator who will oversee all the timetabling web-based applications.

The main SMA contact at your school will need to nominate one or more Timetabling Console Administrators. These people will be emailed a link to log on and set their own password for the Administration Console.

ROLE OF THE CONSOLE ADMINISTRATOR

The role of the Timetabling Console Administrator involves

- Configuring the account eg security levels, (optional extras include single sign on and email server settings). Note: IT knowledge will be required for this aspect of the role.
- Set up individual users within the school with usernames
- Set level of access to programs for individual users
- Set up links for data transfer to third party products using LISS or SIF

The first steps for the Console Administrator are to set security levels and add users.

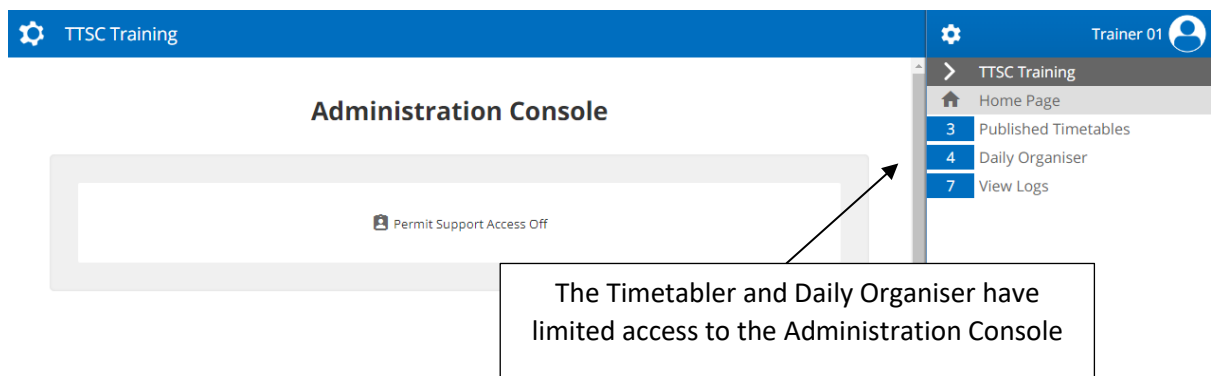
USER GROUPS AND APP ACCESS

All users must be given group membership and app access

- Group membership determines what a user can do in each of the apps
- App access determines which apps a user can get into

For example

- Console Administrators are assigned to group membership – Administrator. This gives them full read write privileges. They are given access to all apps.
- The Timetabler would need to be assigned to group membership – File Manager. This allows them to upload and download data ie publish timetables. They would need to be given access to the Administration Console where they have limited access to manage uploaded/downloaded data.
- The Daily Organiser would need to be assigned to group membership – Daily Organiser and given access to the Daily Organiser app and the Administration Console. This gives them full access to the Web Daily Organiser app and limited access to the Administration Console to manage uploaded/downloaded data.



The Console Administrator must set up the Timetabler and Daily Organiser as users before they can upload data and start using the apps. As part of this process they will be provided with logon details including usernames and passwords.

More information regarding setting up and using the Administration Console will be provided to the Console Administrators.

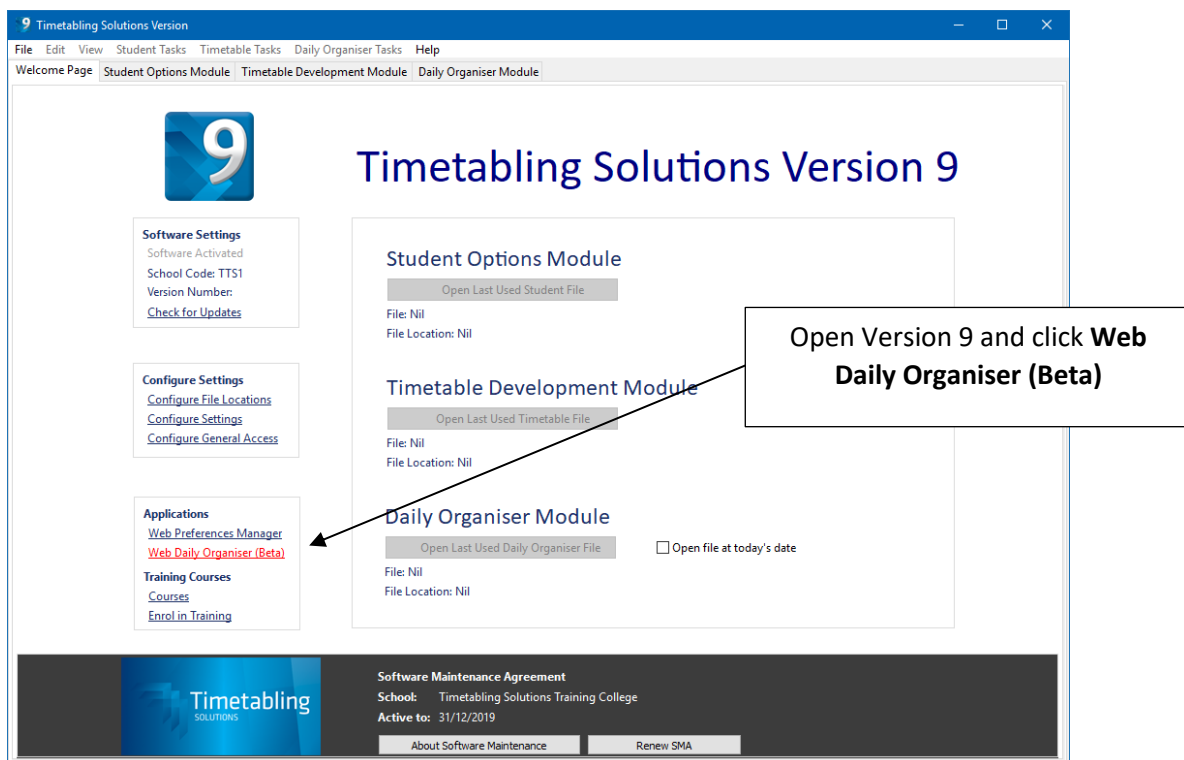
HOW TO GET STARTED

The Timetabler's role is to construct the timetable. When it is complete it must be published (uploaded to the web) to make it available for the Web Daily Organiser.

The Timetabler will need to activate Web Daily Organiser in Version 9 in order to publish timetables for Web Daily Organiser.

ACTIVATE WEB DAILY ORGANISER

When Timetabling Solutions Version 9 is opened, the Welcome Page appears. The Welcome Page can be used to access the desktop modules - Student Options, Timetable Development and Daily Organiser. It also has links to check for updates, configure settings and web applications.



Activate Web Daily Organiser

Please enter your username and password for Web Daily Organiser

All required fields are displayed in green and marked with asterisk *

Username*

Password*

Important: You will need to contact your school Timetable Console Administrator to obtain your username and password.

Activate Cancel

Enter the Username and Password provided and click **Activate**

Note: Your school's Timetable Console Administrator will provide you with a username and you will set your own password. Do not contact Timetabling Solutions for these, as we do not keep records of individual usernames and passwords for security reasons.

Timetabling SOLUTIONS

Sign In

Username

Password

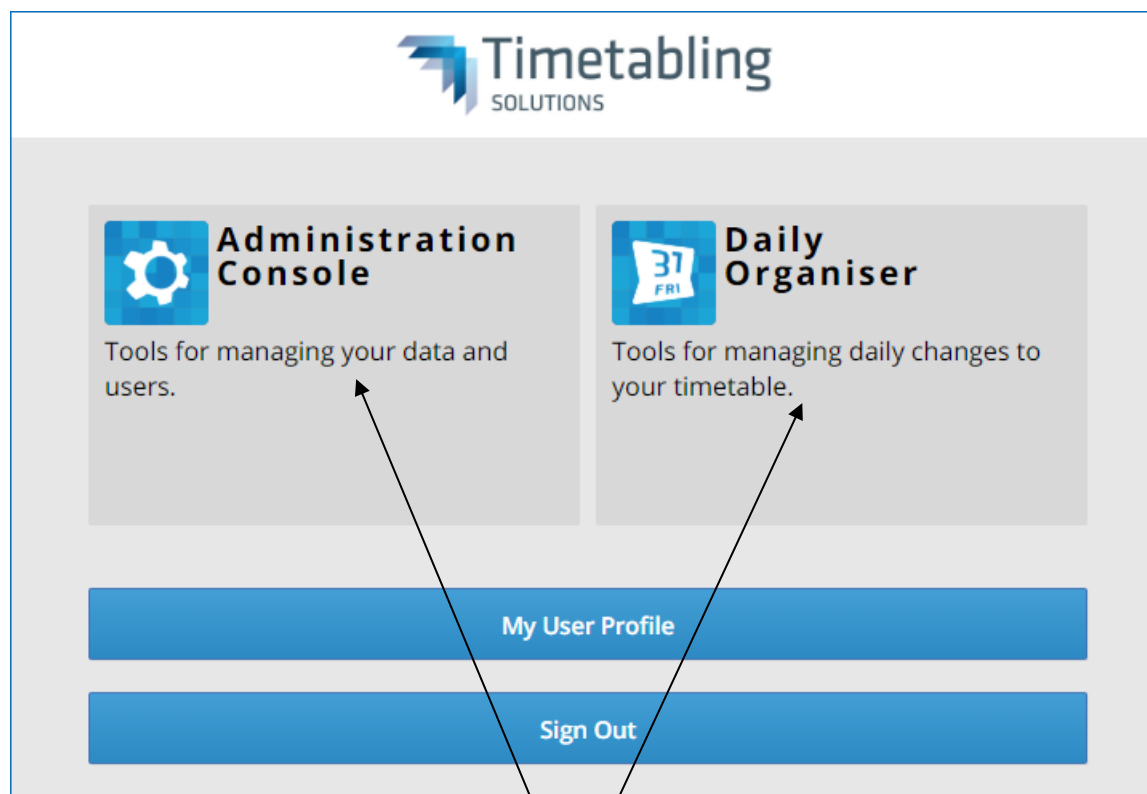
Sign In

Remember User Name

[Forgot your password?](#)

All passwords are case sensitive.

Enter your username and password and click **Sign In**



The website opens with links to the applications available to each user. In this case, the Administration Console and Web Daily Organiser.

Minimise the Chrome browser and return to Version 9.

PUBLISHED TIMETABLE FILES

The role of the Timetabler is to publish the timetable file for the start of the year and then to publish another timetable file whenever changes are made during the year.

When each file is published, the Timetabler must

- Set the start date for the file
- Specify the Published Timetable Group that the file will be uploaded to

The Web Daily Organiser will automatically read the correct published file each time based on the date selected when it is opened.

In many schools, the Timetabler and Daily Organiser roles are held by different people. If this is the case, the Timetabler will be responsible for publishing the files. The Daily Organiser can see details of the published timetables in the Administration Console or see a list of published timetables in Web Daily Organiser.

UPLOAD A PUBLISHED TIMETABLE FILE

Timetables are published to Web Daily Organiser from the Timetable Development module.



Timetabling Solutions Version 9

Software Settings
 Software Activated
 School Code: TTS1
 Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)

Applications
[Web Preferences Manager](#)

Training Courses
[Courses](#)
[Enrol in Training](#)

Student Options Module

 File: Nil
 File Location: Nil

Timetable Development Module

 File: Nil
 File Location: Nil

To open the Timetable Development Module click on the **Timetable Development Module** link

File Location: Nil

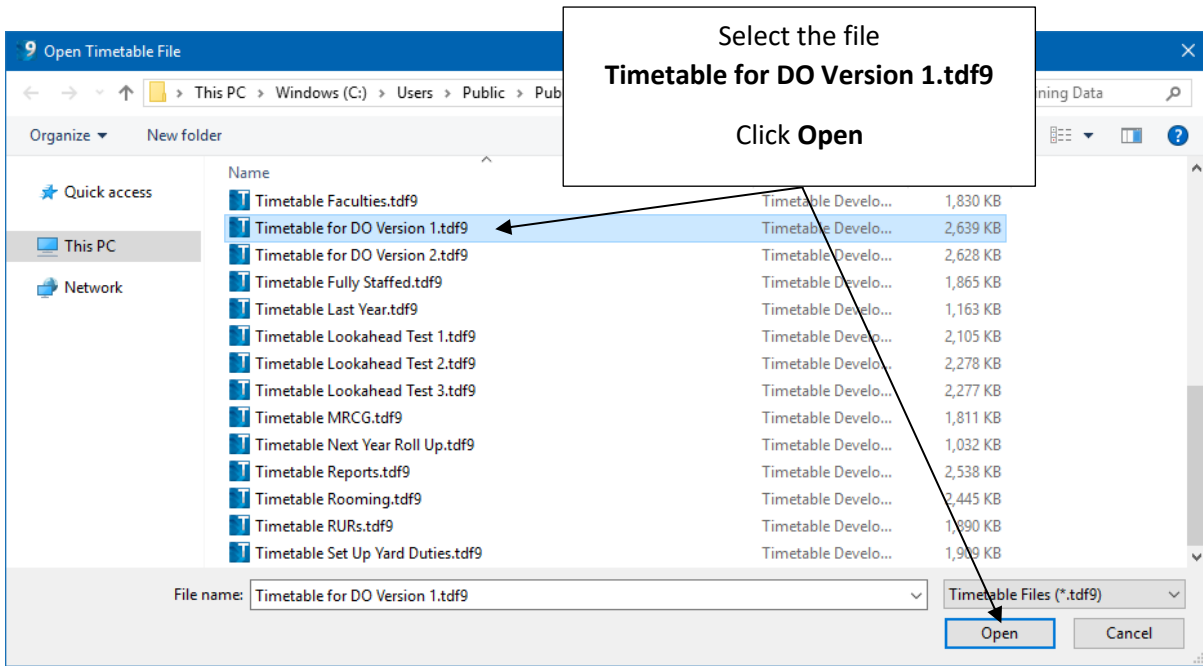


Timetable Development Module - Home Page

File Open
Timetable File: Nil
Student Files: Nil
Backup File: Nil
Quick Export: Nil

File Items

<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="New File..."/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Save"/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Quick Export"/>
<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Open File..."/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Copy File..."/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Publish Timetable"/>
<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Close File"/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Save and Backup"/>	<input style="background-color: #ccc; border: none; padding: 5px 10px;" type="button" value="Email Data to Support"/>



Timetable Development Module - Home Page

File Open

Timetable File: Timetable for DO Version 1.tdf9

Student Files: Students: 619 (Files: 6)

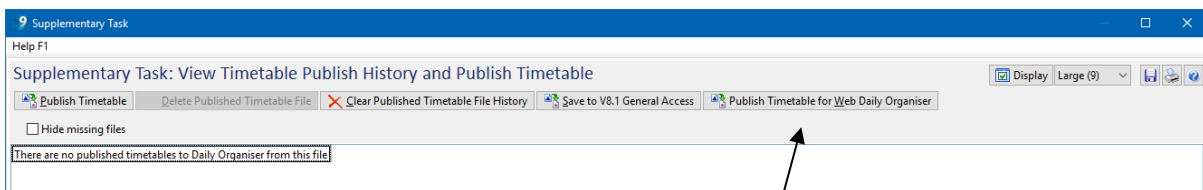
Backup File: Nil

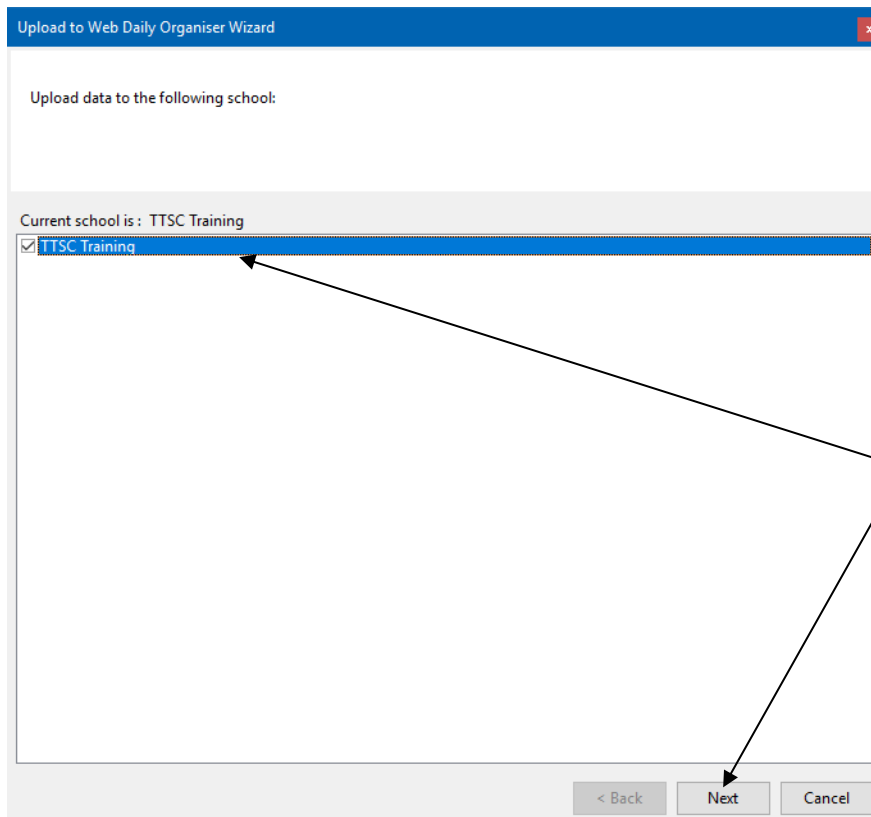
Quick Export: Nil

Click **Publish Timetable**

File Items

New File...	Save	Quick Export
Open File...	Copy File...	Publish Timetable
Close File	Save and Backup	Email Data to Support

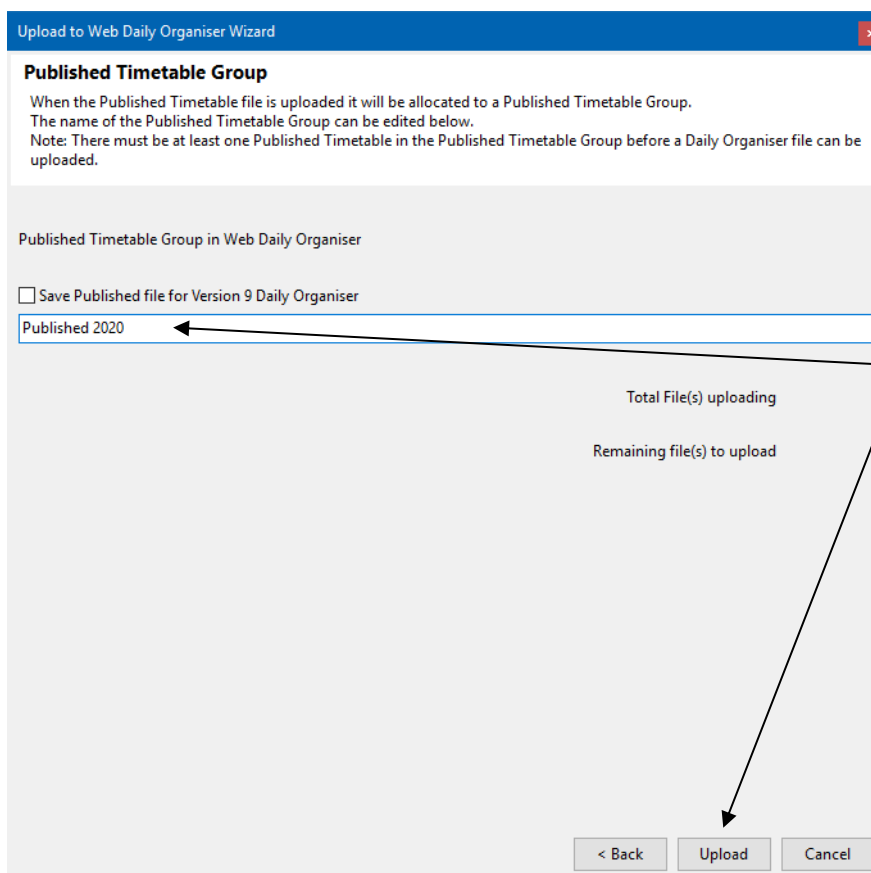




The school name is displayed.

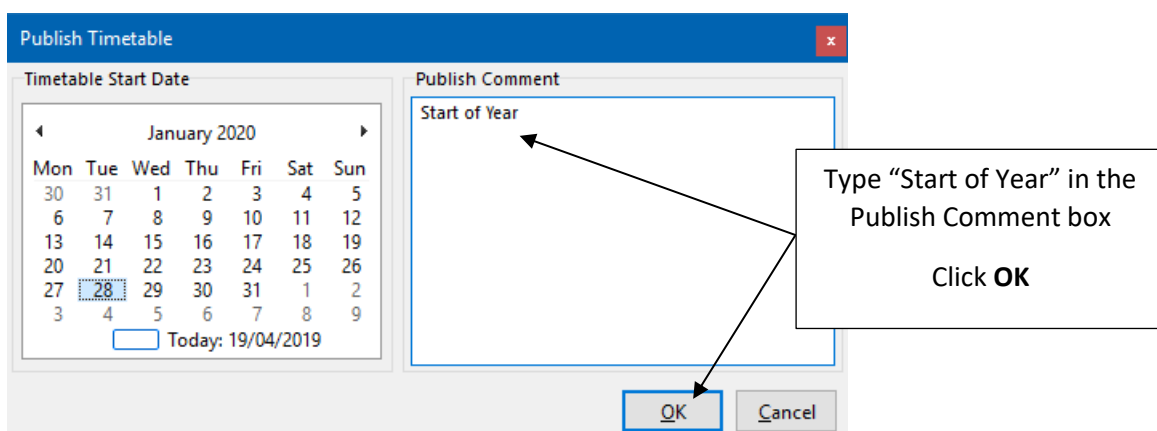
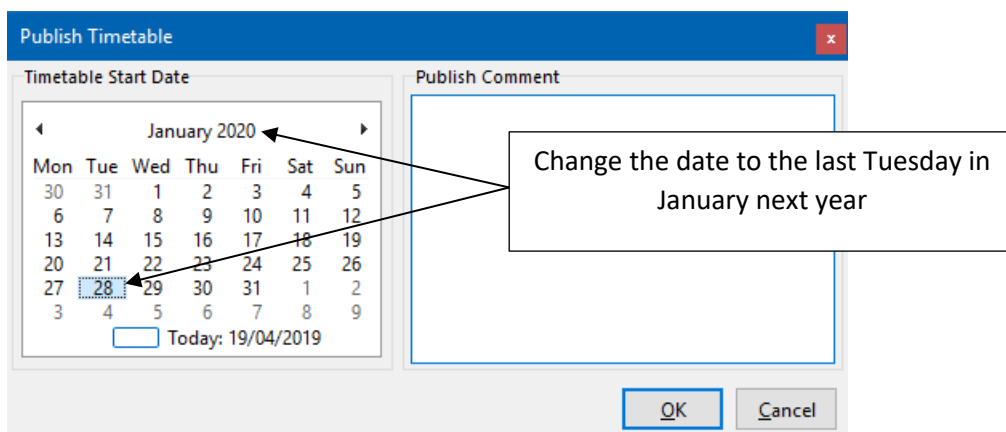
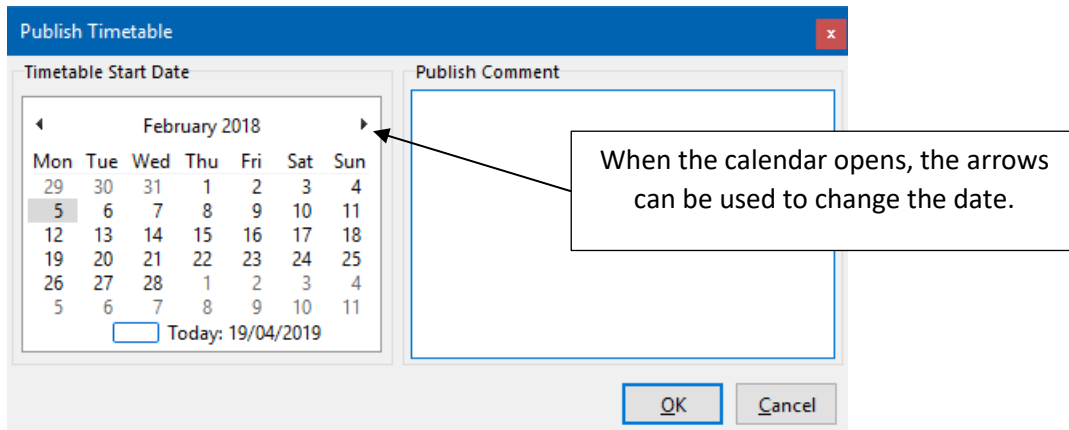
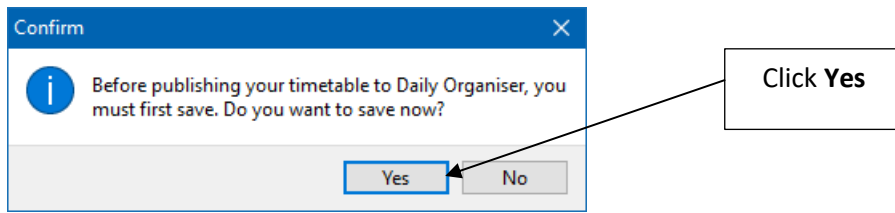
Note: If a user is linked to more than one school or school site, the school or school site to upload the data to will need to be selected.

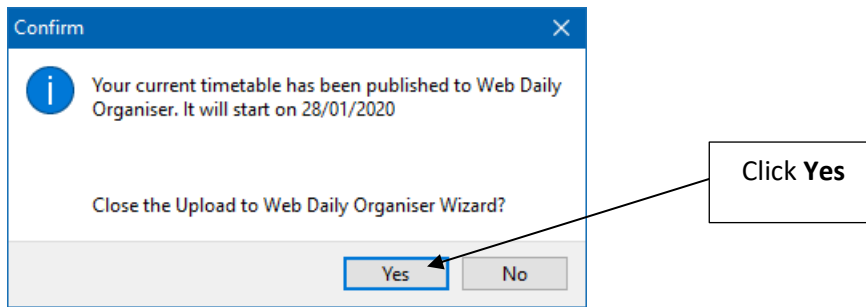
Click **Next**



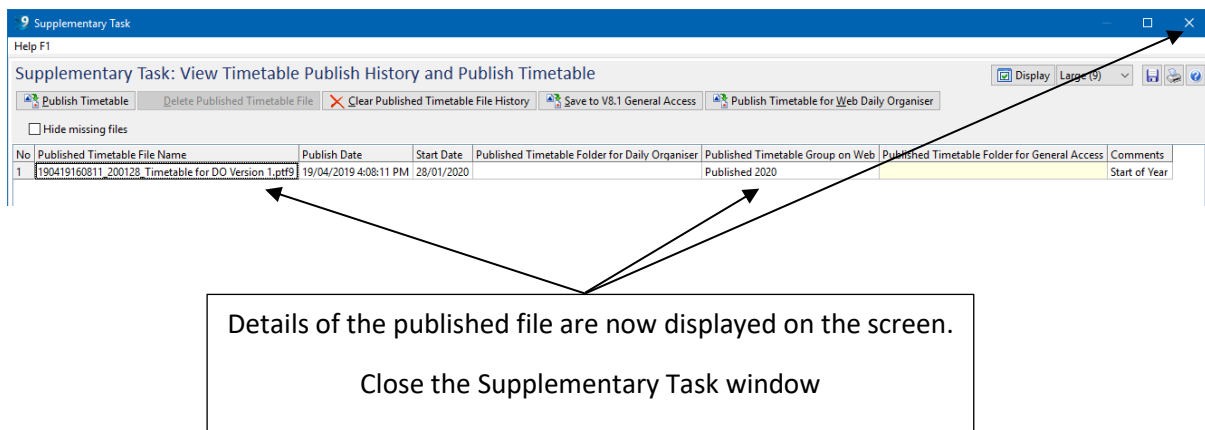
Type "Published 2020" and click **Upload**

Note: All published files that relate to a particular Daily Organiser dataset must be sent to the same Published Timetable Group.





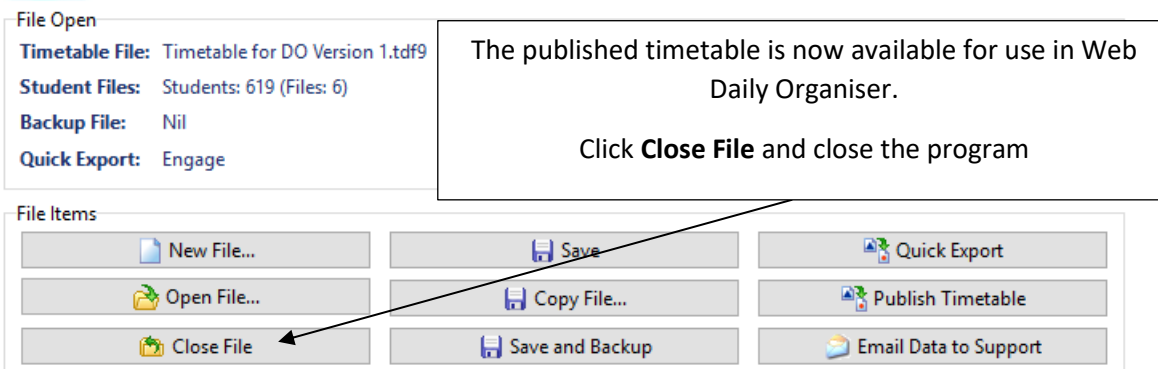
Note: In Web Daily Organiser there can only be one published timetable for each date. If a published timetable is already present for this date it will be removed before the new timetable is published. A warning message will be given.



Note: It is essential that the Timetabler informs the Daily Organiser of the name of the Published Timetable Group so that the new Daily Organiser dataset can be linked to the correct published timetable.

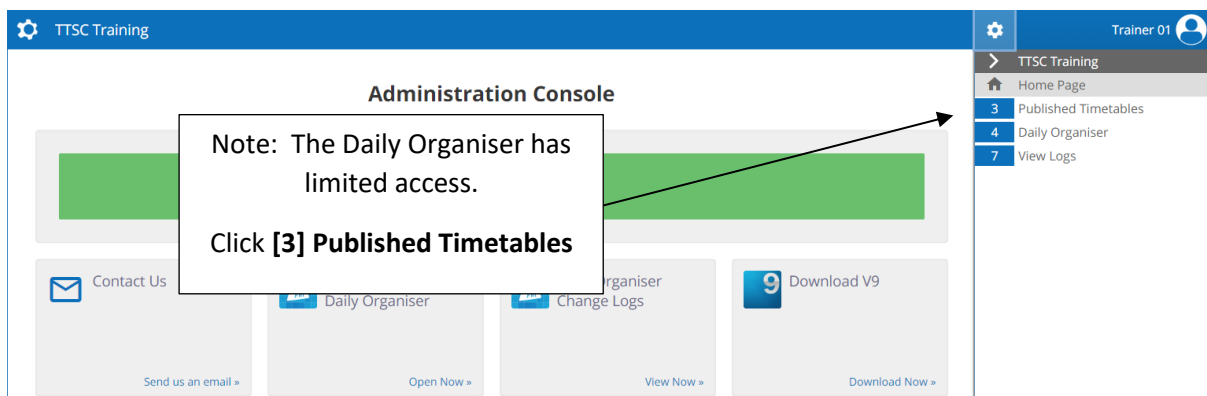
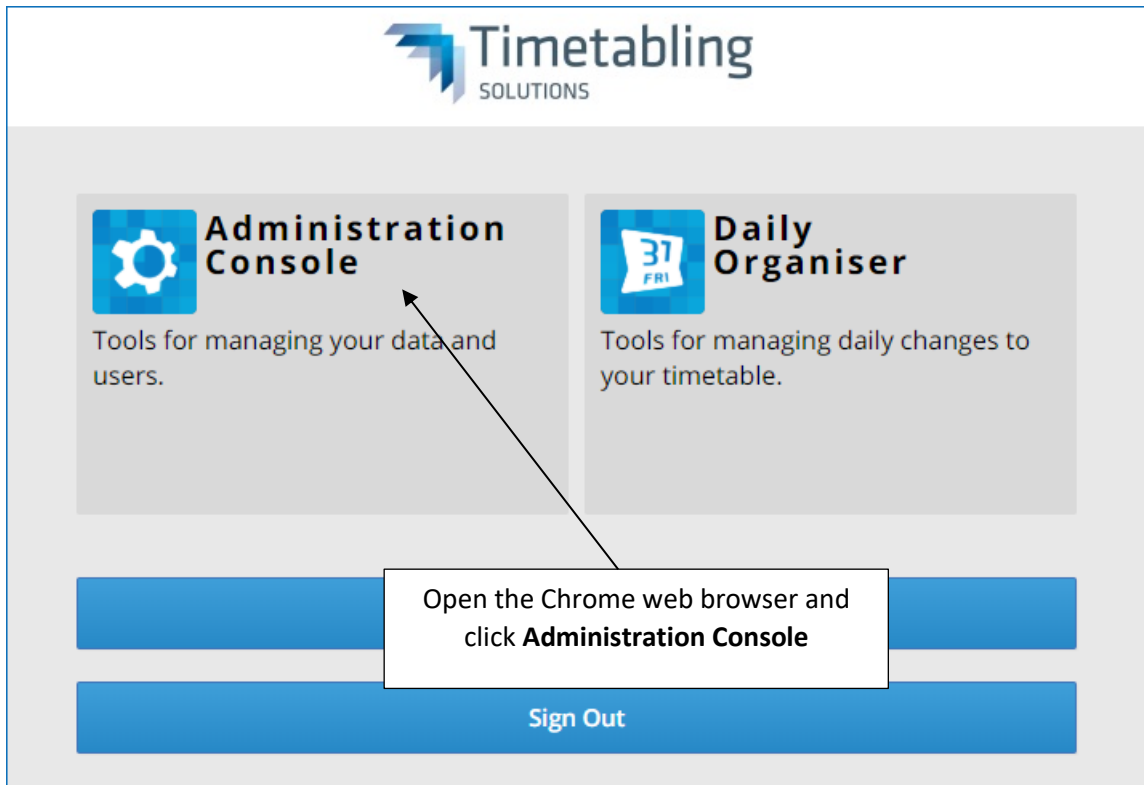


Timetable Development Module - Home Page



THE ADMINISTRATION CONSOLE

Daily Organisers generally should have limited access to the Administration Console. They can view and manage files uploaded to the web.



All the published timetables are listed with details of their start date, published date and the Published Timetable Group they belong to.

Note: The first file here was published earlier and will be used in later lessons.

This is a list of all the Daily Organiser datasets. This dataset will be used in later lessons.

Click **Home Page**

MOVE BETWEEN WEB APPLICATIONS

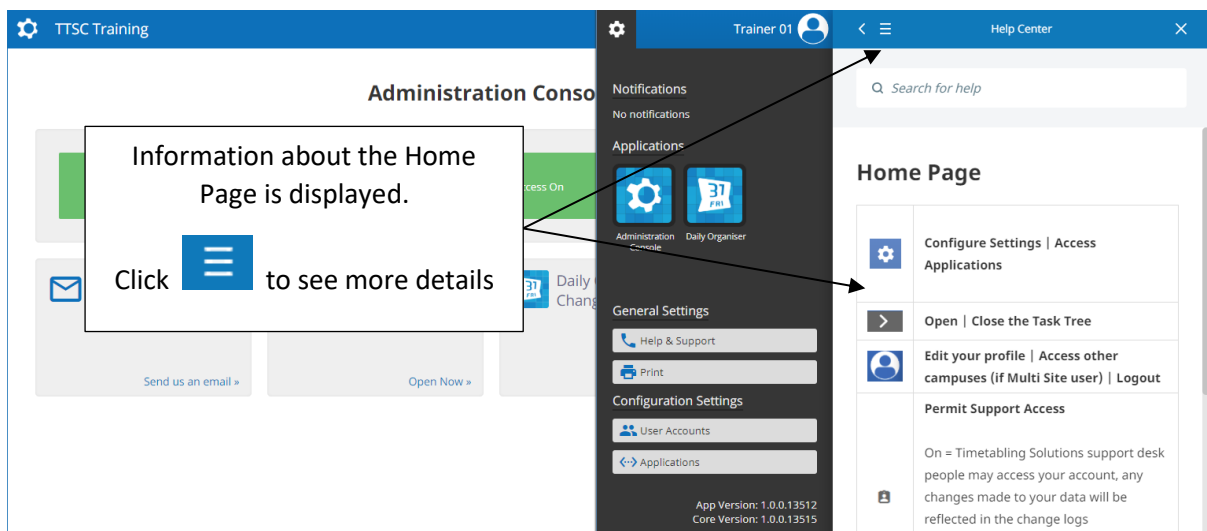
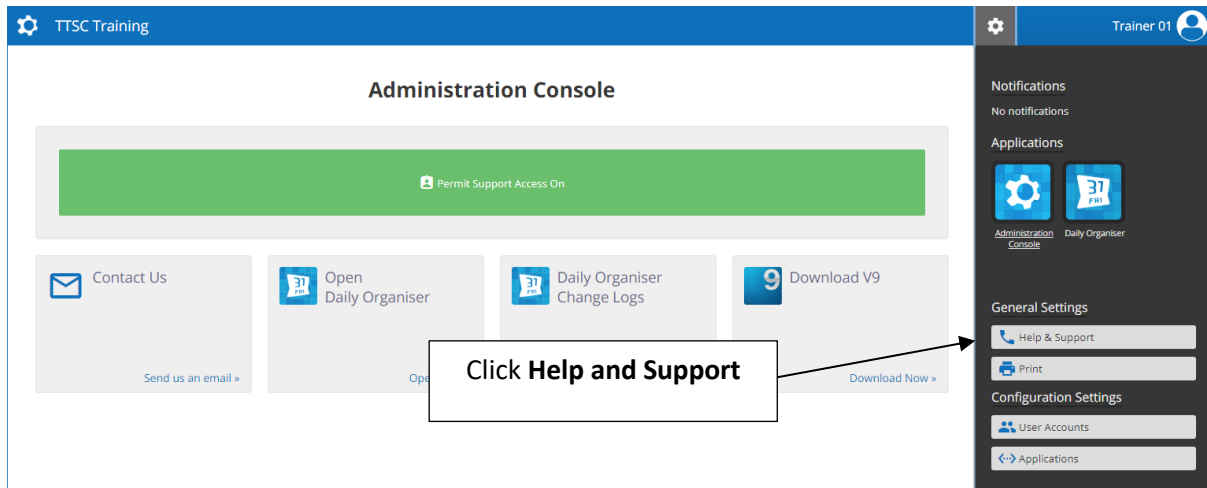
There are 2 ways to move from the Administration Console to the Web Daily Organiser.

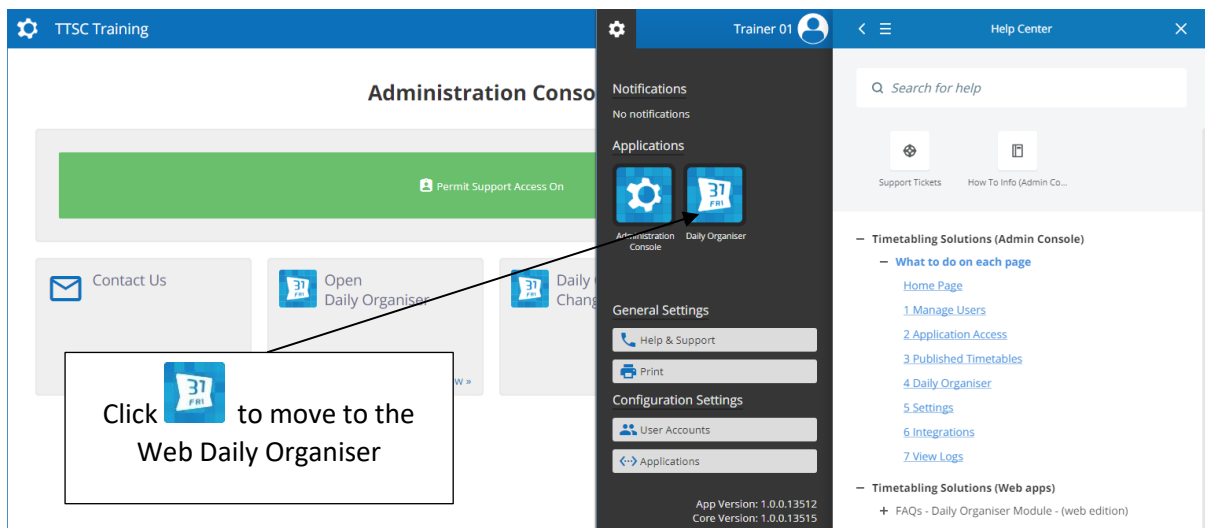
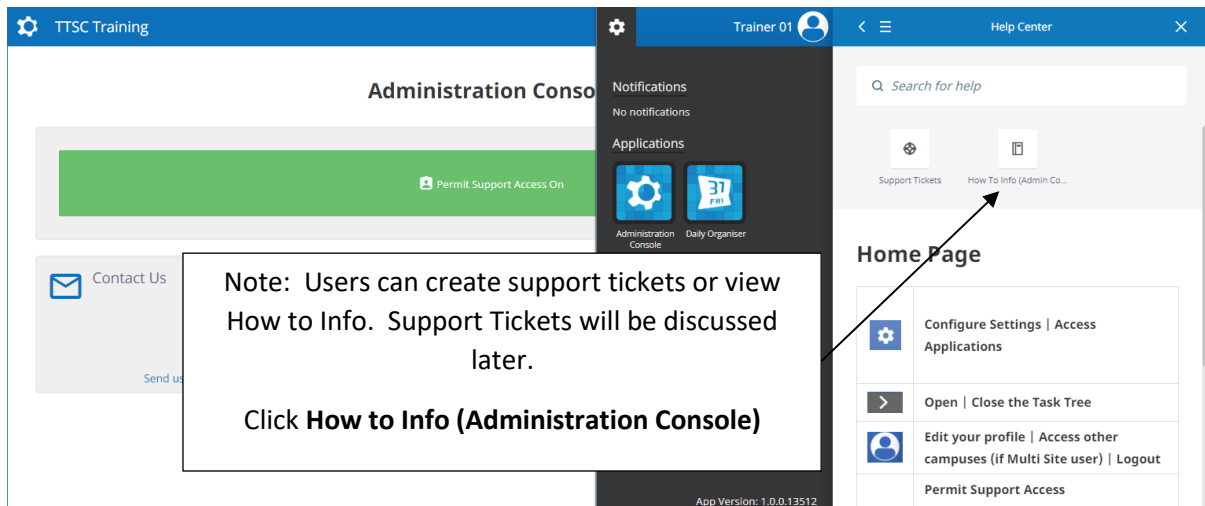
The screenshot shows the 'Administration Console' interface. At the top left is the 'TTSC Training' logo. The main content area features a green banner with 'Permit Support Access On' and four action cards: 'Contact Us', 'Open Daily Organiser', 'Daily Organiser Change Logs', and 'Download V9'. A right-hand sidebar contains 'Notifications', 'Applications' (with icons for 'Administration Console' and 'Daily Organiser'), 'General Settings', and 'Configuration Settings'. A callout box with a white background and black border contains the text: 'The first way is to click on Open Now... in Open Web Daily Organiser and the second way is to click the configure settings icon.' Below the text is a blue square icon with a white gear symbol, with the word 'Click' to its left. Two black arrows originate from the callout box: one points to the 'Open Now >' button in the 'Open Daily Organiser' card, and the other points to the gear icon in the top right corner of the sidebar.

This screenshot is identical to the one above, showing the 'Administration Console' interface. A callout box with a white background and black border contains the text: 'Links to applications available to the user are displayed here.' A black arrow points from the callout box to the 'Applications' section in the right-hand sidebar, which displays icons for 'Administration Console' and 'Daily Organiser'.

HELP AND SUPPORT

There is a Help and Support link in the Administration Console.





Timetabling Solutions



Web Daily Organiser

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WHAT IS WEB DAILY ORGANISER?

Web Daily Organiser is a fully hosted web 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 excursions, update class lists and select replacement teachers to cover teacher absences.

The recommended browser to use is Google Chrome, Firefox or Safari.

OPEN WEB DAILY ORGANISER

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

Timetabling SOLUTIONS

Sign In

Username

Password

Sign In

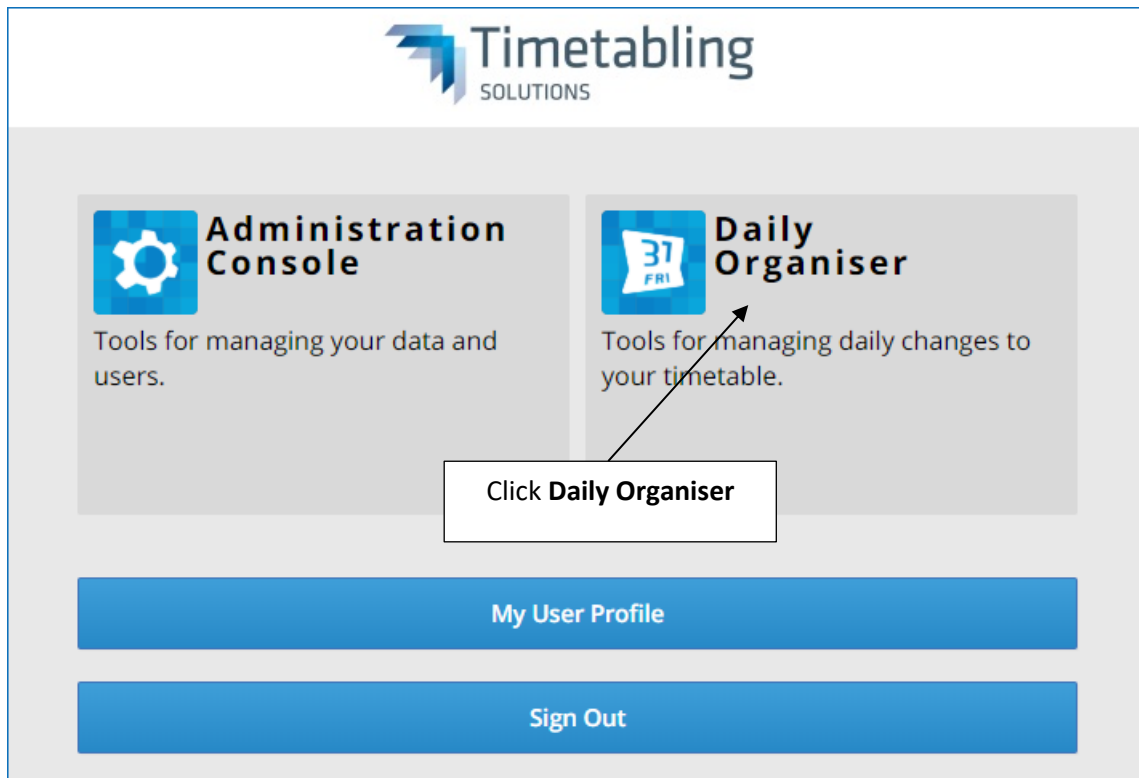
Remember User Name

[Forgot your password?](#)

All passwords are case sensitive.

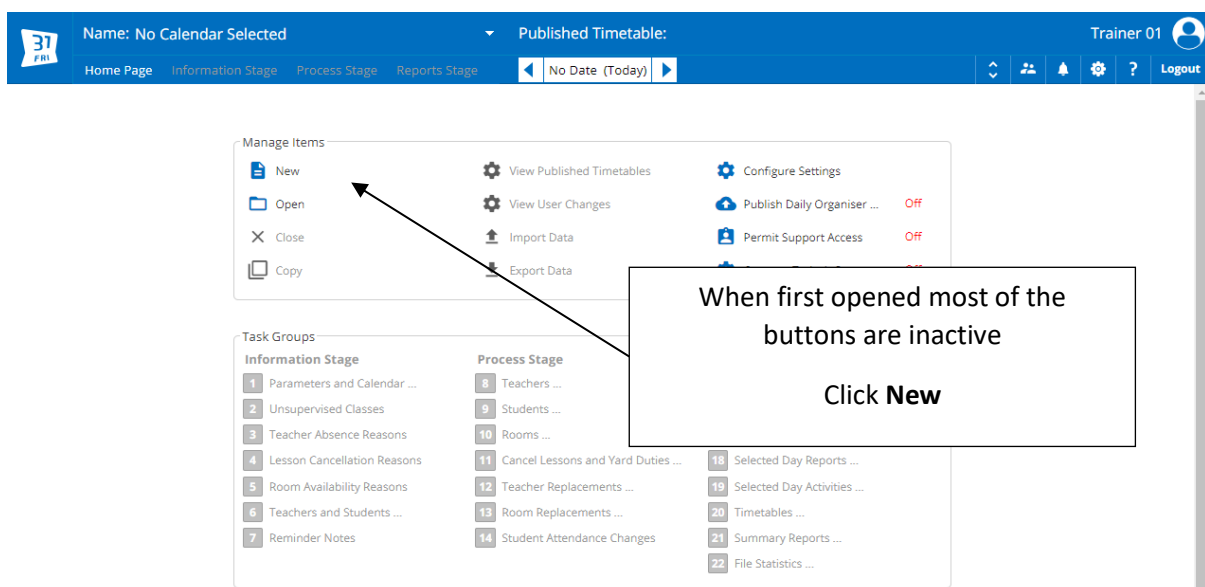
Enter the username and password provided and click **Sign In**

Note: When logging on at school the address is timetabling.education. Your school's Console Administrator will provide you with a username and you will create your own password. Do not contact Timetabling Solutions for these, as we do not keep records of individual usernames and passwords for security reasons.




CREATE A WEB DAILY ORGANISER

Each new Web Daily Organiser dataset must be given a unique name. Parameters such as start date, start timetable days, end date and school days must be specified. In this example, a new Daily Organiser dataset will be created for the year. It will run from the last Tuesday in January to the second Friday in December.



Create New

Published Timetable Group
Published 

Name **Start Timetable Day**



Start Date **End Date**

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

Click on the folder to select the Published Timetable Group

Published Timetable Group

Group Name
 Published 2020
 Published

Select **Published 2020** and click **OK**

Create New

Published Timetable Group

Name **Start Timetable Day**

Start Date **End Date**

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

Default values have been entered in all fields. These can be edited where necessary.

Create New

Published Timetable Group

Name **Start Timetable Day**

Start Date **End Date**

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

In the Name field type "Daily Organiser 2020"

SET THE START DATE, START TIMETABLE DAY AND END DATE

The start date and start timetable day need to be set before the dataset is created. This is to enable a calendar to be set up to ensure the correct timetable data is read in Web Daily Organiser each day.

The start date and start timetable day cannot be edited once a Daily Organiser dataset has been created but the end date can be edited.

The screenshot shows a 'Create New' dialog box with the following fields and options:

- Published Timetable Group:** Published 2020
- Name:** Daily Organiser 2020
- Start Timetable Day:** Day 1
- Start Date:** 28/01/2020
- End Date:** 28/01/2021
- Use Days:**
 - Sunday
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
- Timetable Type:**
 - Each cycle starts on same day
 - Continuous

A callout box points to the 'Start Date' field with the text: "The start date is the start date of the Published Timetable file. This is correct."

In Web Daily Organiser, there are two types of days:

- Calendar days: The days of the week which are used in setting up the Calendar.
- Timetable days: The names and codes for each day of the timetable cycle. These have been defined in the timetable file.

If a timetable has a 5 day cycle, the timetable days will usually be the same name as the calendar days. eg Monday, Tuesday but codes may vary eg Mon or Day 1.

If a timetable does not have a 5 day cycle, the timetable days will be different from the calendar days. For example, in a 7 day cycle they could be Day 1 to Day 7 or for a 10 day cycle Monday Week A to Friday Week B.

On calendar screens both calendar and timetable days can be displayed. On all other screens only timetable days are displayed.

In order for the calendar to be set up in the Web Daily Organiser, the timetable day that corresponds to the start date must be specified before the dataset is created. This is to ensure that the data from the Published Timetable file is synchronised with the data in Web Daily Organiser.

Create New

Published Timetable Group

Name

Start Timetable Day

Start Date

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

Click on the drop down menu for Start Timetable Day and select **Day 2** from the list

Create New

Published Timetable Group

Name

Start Timetable Day

Start Date

End Date

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

Note: The default end date is one year after the start date.
 Click on the end date and a calendar appears

Create New

Published Timetable Group

Name **Start Timetable Day**

Start Date **End Date**

Use Days
 Sunday Monday Tuesday Wednesday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

December 2020

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Use the back arrow to change the month to December and click on the second Friday in December

SCHOOL DAYS

School days can be specified.

Create New

Published Timetable Group

Name **Start Timetable Day**

Start Date **End Date**

Use Days
 Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Timetable Type
 Each cycle starts on same calendar day
 Continuous

The default school days are Monday to Friday, but this can be edited if the school is open on other days.

TIMETABLE CYCLE

The timetable cycle, as specified in the Published Timetable file is listed here. 5 and 10 day timetable cycles will always start on the same calendar day. If the timetable cycle is any other length, the program will assume it is a continuous timetable. This is used in automatically setting up start dates.

Create New

Published Timetable Group

Name

Start Date

End Date

Use Days

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Timetable Type

Each cycle starts on same calendar day
 Continuous

The timetable cycle details are determined by the linked Published Timetable file.

If all the information is correct, click **OK**

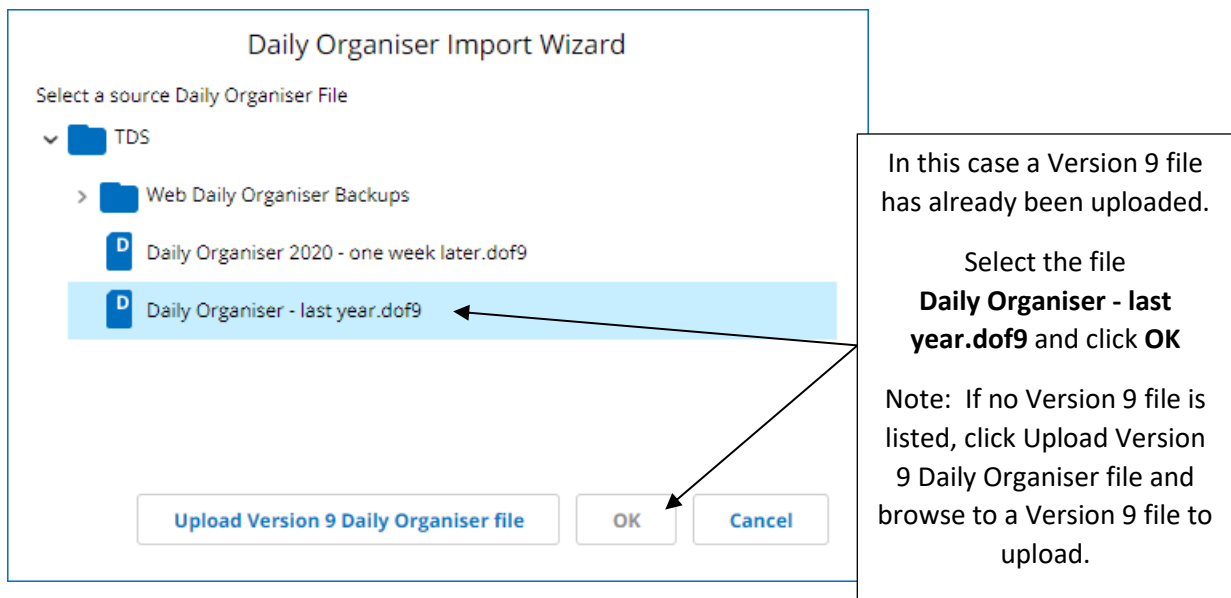
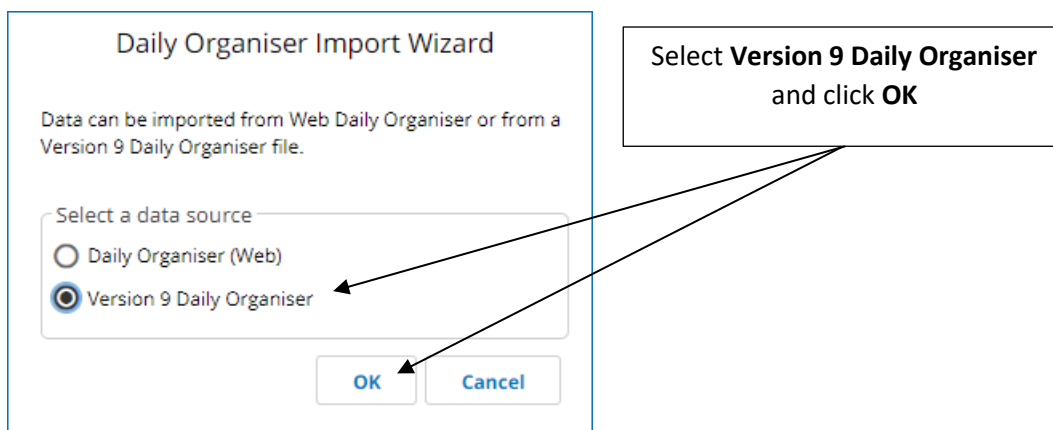
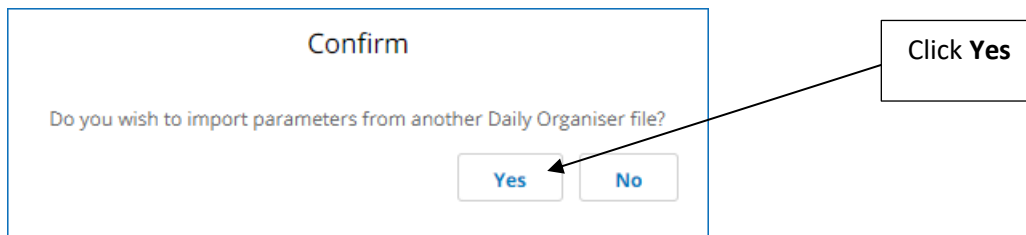
IMPORT PARAMETERS

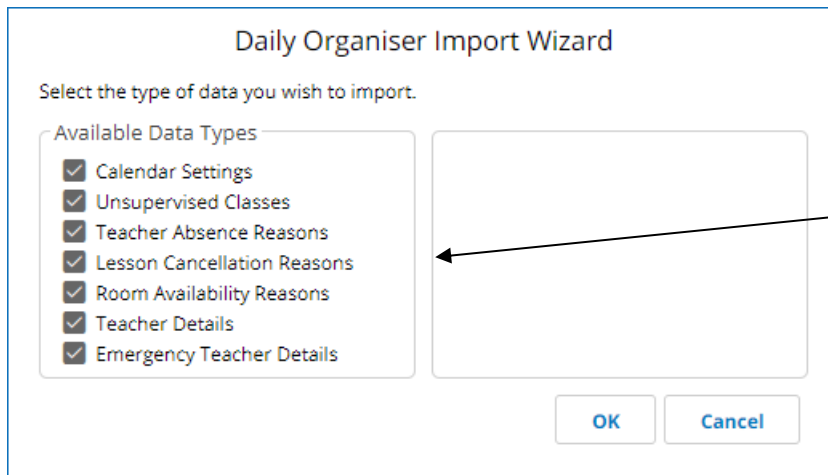
Parameters can be entered manually or imported from an existing Version 9 Daily Organiser file or from another Web Daily Organiser. Checkboxes are used to select which parameters are imported. The following parameters are available to be imported:

- Calendar Settings: If the dates in this dataset overlap with the dates in the previous file then all relevant dates can be imported.
- Unsupervised Classes: All class codes that were classified as unsupervised in the previous file can be imported if the codes are also present in this dataset.
- Teacher Absence Reasons
- Lesson Cancellation Reasons
- Room Availability 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 file as they relate to the previous published timetable.
- Emergency Teacher Details

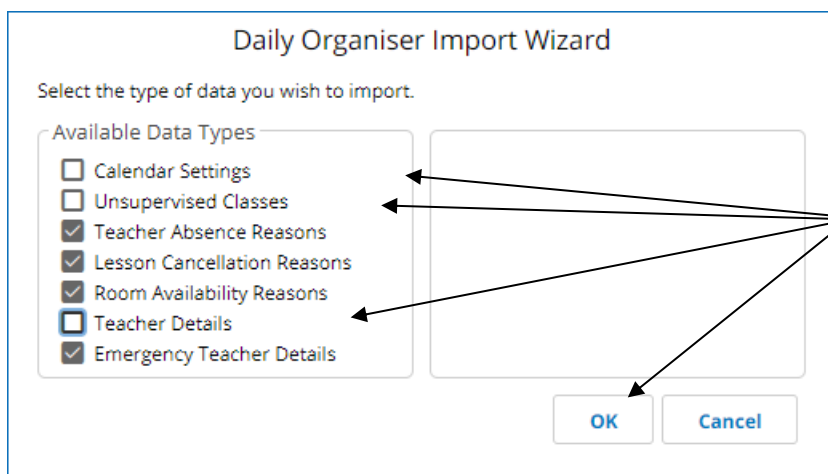
In this example, teacher absence reasons, lesson cancellation reasons, room availability reasons and emergency teacher details will be imported.

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

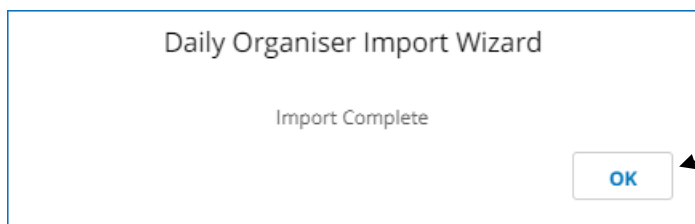




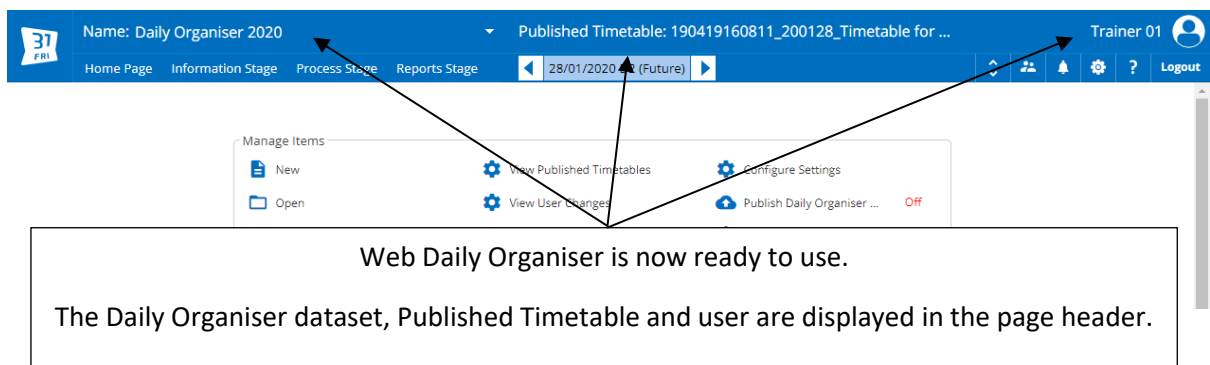
Note: By default, all checkboxes are ticked.



Untick the check boxes as shown
Click **OK**



Click **OK**




Name: Daily Organiser 2020 Published Timetable: 190419160811_200128_Timetable for ... Trainer 01

Home Page Information Stage Process Stage Reports Stage 28/01/2020 D2 (Future) Logout

Manage Items: New, View Published Timetables, Configure Settings

Note: When a new dataset is created it always opens on the first available date.
The page header can be collapsed for more screen space.

Click  to collapse the page header

Home Page Information Stage Process Stage Reports Stage 28/01/2020 D2 (Future) Logout

Manage Items: New, Open, Close, Copy, View Published Timetables, View User Changes, Import Data, Export Data, Configure Settings, Publish Daily Organiser ... Off, Permit Support Access Off, Open

Task Groups: Information Stage (Parameters and Calendar, Unsupervised Classes, Teacher Absence Reasons, Lesson Cancellation Reasons, Room Availability Reasons, Teachers and Students, Reminder Notes), Process Stage (Teachers, Students, Rooms, Cancel Lessons and Yard Duties, Teacher Replacements, Room Replacements, Student Attendance Changes), Reports Stage (Check, Teacher Changes, Bulletin, Selected Day Reports, Selected Day Activities, Timetables, Summary Reports, File Statistics)

Note: When the page header is collapsed the navigation buttons and date are always visible.

CONFIGURE SETTINGS

In Web Daily Organiser, the configuration of settings for students and teachers can be set from the Home Page.

28/01/2020 D2 (Future)

Manage Items: New, Open, Close, Copy, View Published Timetables, Export Data, **Click Configure Settings**, Configure Settings, Publish Daily Organiser ... Off, Permit Support Access Off, Open on Today's Date Off

STUDENT NAMES FORMAT

The settings for displaying student names can be changed to meet individual users' needs. These settings are stored in your browser.

The screenshot shows the 'Configure Settings' dialog box with the 'Student Name Format' tab selected. The dialog contains two sections: 'Student Names' and 'Student Middle Name'. In the 'Student Names' section, the radio button for 'Family Name, First Name, Middle Name' is selected. In the 'Student Middle Name' section, the radio button for 'Do Not Display' is selected. A callout box on the right contains the text: 'The Student Name Format tab is open. Note: The display format for the names can be changed at any time.' Arrows point from this callout box to the 'Student Name Format' tab and the selected radio buttons in both sections. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

TEACHER NAMES FORMAT

As per the student settings, the settings for displaying teacher names can be changed to meet individual users' needs. These settings stored in your browser.

The screenshot shows the 'Configure Settings' dialog box with the 'Teacher Name Format' tab selected. The dialog contains four sections: 'Teacher Names', 'Teacher Title', 'Teacher First Name', and 'Teacher Middle Name'. In the 'Teacher Names' section, the radio button for 'Family Name, First Name, Middle Name' is selected. In the 'Teacher Title' section, the radio button for 'Do Not Display' is selected. In the 'Teacher First Name' section, the radio button for 'Full First Name' is selected. In the 'Teacher Middle Name' section, the radio button for 'Do Not Display' is selected. A callout box on the right contains the text: 'Click on the tab Teacher Names Format. Note: The display format for the names can be changed at any time. Click Cancel'. Arrows point from this callout box to the 'Teacher Name Format' tab and the selected radio buttons in all four sections. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

28/01/2020 D2 (Future)

Manage Items

- New
- Open
- Close
- Copy

- View Published Timetables
- View User Changes
- Import Data

- Configure Settings
- Publish Daily Organiser ... Off
- Permit Support Access Off
- 's Date Off

Click [1] Parameters and Calendar...

Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...

ENTER PARAMETERS

In Web Daily Organiser, yellow cells can be edited and white cells cannot be.

Home Page Information Stage Process Stage Reports Stage 28/01/2020 D2 (Future)


Parameters	Value
Date Format	28/01/2020
Spare Field Titles (leave blank if not required)	
Emergency Teachers Spare Field 1	Teacher Reg No
Emergency Teachers Spare Field 2	Expiry Date
Emergency Teachers Spare Field 3	
Emergency Teacher Title on Bulletin	Emergency Teacher
Calendar Parameters	
Start date for file	28/01/2020
Start timetable day	Day 2
End date for file	11/12/2020
Sunday status	<input type="checkbox"/> Use Sundays
Monday status	<input checked="" type="checkbox"/> Use Mondays
Tuesday status	<input checked="" type="checkbox"/> Use Tuesdays
Wednesday status	<input checked="" type="checkbox"/> Use Wednesdays
Thursday status	<input checked="" type="checkbox"/> Use Thursdays
Friday status	<input checked="" type="checkbox"/> Use Fridays
Saturday status	<input type="checkbox"/> Use Saturdays
Linked timetable	5 day cycle
Timetable type	<input checked="" type="radio"/> Each cycle starts on the same calendar day <input type="radio"/> Continuous

This date format is displayed throughout the file.


Up to three additional fields can be added for emergency teachers. The two fields shown here were imported from last year's file.

An alternative name for emergency teacher can be used on the Bulletin. The default is Emergency Teacher.


The end date can be edited.

 Home Page Information Stage Process Stage Reports Stage	
Parameters	Value
Date Format	28/01/2020
Spare Field Titles (leave blank if not required)	
Emergency Teachers Spare Field 1	Teacher Reg No
Emergency Teachers Spare Field 2	Expiry Date
Emergency Teachers Spare Field 3	
Emergency Teacher Title on Bulletin	Emergency Teacher

Note: The date format can be changed.
Click on the date and the drop down menu appears

 Home Page Information Stage Process Stage Reports Stage	
Parameters	Value
Date Format	28/01/2020
Spare Field Titles (leave blank if not r	Tue 28 Jan
Emergency Teachers Spare Field 1	Tue 28 Jan 20
Emergency Teachers Spare Field 2	28/01/2020
Emergency Teachers Spare Field 3	Tuesday, 28 January 2020
Emergency Teacher Title on Bulletin	Emergency Teacher

Select the date format as shown

 Home Page Information Stage Process Stage Reports Stage	
Parameters	Value
Date Format	Tue 28 Jan
Spare Field Titles (leave blank if not required)	
Emergency Teachers Spare Field 1	Teacher Reg No
Emergency Teachers Spare Field 2	Expiry Date
Emergency Teachers Spare Field 3	
Emergency Teacher Title on Bulletin	CRT

Click in the cell next to Emergency Teacher Title on Bulletin and type "CRT"
Note: This will only appear on the Bulletin and selected reports.

SET UP THE CALENDAR

In Web 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 a different timetable day needs be scheduled for a particular date. Timetable days can then be edited. For example, a Day 1 timetable could be run on Day 3.

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:
[1B] Timetable Days

ENTER CLOSURE DAYS AND WEEKS

A closure day or week refers to any day when the regular timetable is not being run. For example, school holidays, public holidays, sports days and professional learning days.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day Closure Week Set Timetable Days Delete Day Edit Delete All Day Edits

Options: Show timetable days Legend: Completed Selected date In future Today Timetable day edit School closed Set day

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

Note: On this screen calendar days are shown as column headings.
To see the timetable days tick **Show timetable days**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day Closure Week Set Timetable Days Delete Day Edit Delete All Day Edits

Options: Show timetable days Legend: Completed Selected date In future Today Timetable day edit School closed Set day

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D1	Tue 04 Feb D2	Wed 05 Feb D3	Thu 06 Feb D4	Fri 07 Feb D5
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 D1	Tue 18 Feb D2	Wed 19 Feb D3	Thu 20 Feb D4	Fri 21 Feb D5

Note: Timetable days are now displayed under each date
To hide the timetable days untick **Show timetable days**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Options: Show timetable days

Legend:

 Completed

 Selected date

 In future

 Today

 Timetable day edit

 School closed

 Set day

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 02 Mar	Tue 03 Mar	Wed 04 Mar	Thu 05 Mar	Fri 06 Mar
7	Mon 09 Mar	Tue 10 Mar	Wed 11 Mar	Thu 12 Mar	Fri 13 Mar
8	Mon 16 Mar	Tue 17 Mar	Wed 18 Mar	Thu 19 Mar	Fri 20 Mar
9	Mon 23 Mar	Tue 24 Mar	Wed 25 Mar	Thu 26 Mar	Fri 27 Mar
10	Mon 30 Mar	Tue 31 Mar	Wed 01 Apr	Thu 02 Apr	Fri 03 Apr
11	Mon 06 Apr	Tue 07 Apr	Wed 08 Apr	Thu 09 Apr	Fri 10 Apr
12	Mon 13 Apr	Tue 14 Apr	Wed 15 Apr	Thu 16 Apr	Fri 17 Apr
13	Mon 20 Apr	Tue 21 Apr	Wed 22 Apr	Thu 23 Apr	Fri 24 Apr
14	Mon 27 Apr	Tue 28 Apr	Wed 29 Apr	Thu 30 Apr	Fri 01 May

School holidays are in the first 2 weeks of April.

Click on the first Monday in April and click **Closure Week**

Repeat for the second week in April

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Options: Show timetable days

Legend:

 Completed

 Selected date

 In future

 Today

 Timetable day edit

 School closed

 Set day

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 02 Mar	Tue 03 Mar	Wed 04 Mar	Thu 05 Mar	Fri 06 Mar
7	Mon 09 Mar	Tue 10 Mar	Wed 11 Mar	Thu 12 Mar	Fri 13 Mar
8	Mon 16 Mar	Tue 17 Mar	Wed 18 Mar	Thu 19 Mar	Fri 20 Mar
9	Mon 23 Mar	Tue 24 Mar	Wed 25 Mar	Thu 26 Mar	Fri 27 Mar
10	Mon 30 Mar	Tue 31 Mar	Wed 01 Apr	Thu 02 Apr	Fri 03 Apr
11	Mon 06 Apr	Tue 07 Apr	Wed 08 Apr	Thu 09 Apr	Fri 10 Apr
12	Mon 13 Apr	Tue 14 Apr	Wed 15 Apr	Thu 16 Apr	Fri 17 Apr
13	Mon 20 Apr	Tue 21 Apr	Wed 22 Apr	Thu 23 Apr	Fri 24 Apr
14	Mon 27 Apr	Tue 28 Apr	Wed 29 Apr	Thu 30 Apr	Fri 01 May

Note: The closure weeks are shown in red.

The second Monday in March is a Public Holiday.

Click on this Monday and click **Closure Day**

Repeat for the first day of Term 2
It is a whole school Professional Learning day.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day
 Closure Week
 Set Timetable Days
 Delete Day Edit
 Delete All Day Edits

Options: Show timetable days

Legend:

 Completed
 Selected date
 In future
 Today
 Timetable day edit
 School closed
 Set day

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 02 Mar	Tue 03 Mar	Wed 04 Mar	Thu 05 Mar	Fri 06 Mar
7	Mon 09 Mar	Tue 10 Mar	Wed 11 Mar	Thu 12 Mar	Fri 13 Mar
8	Mon 16 Mar	Tue 17 Mar	Wed 18 Mar	Thu 19 Mar	Fri 20 Mar
9	Mon 23 Mar	Tue 24 Mar	Wed 25 Mar	Thu 26 Mar	Fri 27 Mar
10	Mon 30 Mar	Tue 31 Mar	Wed 01 Apr	Thu 02 Apr	Fri 03 Apr
11	Mon 06 Apr	Tue 07 Apr	Wed 08 Apr	Thu 09 Apr	Fri 10 Apr
12	Mon 13 Apr	Tue 14 Apr	Wed 15 Apr	Thu 16 Apr	Fri 17 Apr
13	Mon 20 Apr	Tue 21 Apr	Wed 22 Apr	Thu 23 Apr	Fri 24 Apr
14	Mon 27 Apr	Tue 28 Apr	Wed 29 Apr	Thu 30 Apr	Fri 01 May

Note: All closure days and weeks have now been entered.

VIEW TIMETABLE DAYS SUMMARY

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



On the Task Tree select:
[1C] Timetable Days Summary

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Legend: Timetable day edit

No	D1	D2	D3	D4	D5
16	Mon 15 Jun	Tue 26 May	Wed 27 May	Thu 28 May	Fri 29 May
17	Mon 22 Jun	Tue 02 Jun	Wed 03 Jun	Thu 04 Jun	Fri 05 Jun
18	Mon 29 Jun	Tue 09 Jun	Wed 10 Jun	Thu 11 Jun	Fri 12 Jun
19	Mon 06 Jul	Tue 16 Jun	Wed 17 Jun	Thu 18 Jun	Fri 19 Jun
39	Mon 23 Nov	Tue 03 Nov	Wed 04 Nov	Thu 05 Nov	
40	Mon 30 Nov	Tue 10 Nov	Wed 11 Nov	Thu 12 Nov	
41	Mon 07 Dec	Tue 17 Nov	Wed 18 Nov	Thu 19 Nov	
42		Tue 24 Nov	Wed 25 Nov	Thu 26 Nov	
43		Tue 01 Dec	Wed 02 Dec	Thu 03 Dec	
44		Tue 08 Dec	Wed 09 Dec	Thu 10 Dec	
	41	44	44	44	

On this screen the headings are the timetable days.

The date that each timetable day occurs is listed.

Scroll to the bottom of the screen

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

Note: There are fewer Mondays than any other day in the cycle.

EDIT A TIMETABLE DAY

Sometimes a school decides 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 timetable could run instead of Day 3 on a Wednesday.



On the Task Tree select:
[1B] Timetable Days

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day Closure Week Set Timetable Days Delete Day Edit Delete All Day Edits

Options: Show timetable days

Legend: Completed Selected date In future Today Timetable day edit School closed Set day

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D1	Tue 04 Feb D2	Wed 05 Feb D3	Thu 06 Feb D4	Fri 07 Feb D5
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 D1	Tue 18 Feb D2	Wed 19 Feb D3	Thu 20 Feb D4	Fri 21 Feb D5
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 02 Mar D1	Tue 03 Mar D2	Wed 04 Mar D3	Thu 05 Mar D4	Fri 06 Mar D5
7	Mon 09 Mar D1	Tue 10 Mar D2	Wed 11 Mar D3	Thu 12 Mar D4	Fri 13 Mar D5
8	Mon 16 Mar D1	Tue 17 Mar D2	Wed 18 Mar D3	Thu 19 Mar D4	Fri 20 Mar D5

Tick **Show timetable days**

Click on **Wed 11 Mar** after the Public Holiday in March and a drop down list appears

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day Closure Week Set Timetable Days Delete Day Edit Delete All Day Edits

Options: Show timetable days

Legend: Completed Selected date In future Today Timetable day edit School closed Set day

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D1	Tue 04 Feb D2	Wed 05 Feb D3	Thu 06 Feb D4	Fri 07 Feb D5
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 D1	Tue 18 Feb D2	Wed 19 Feb D3	Thu 20 Feb D4	Fri 21 Feb D5
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 02 Mar D1	Tue 03 Mar D2	Wed 04 Mar D3	Thu 05 Mar D4	Fri 06 Mar D5
7	Mon 09 Mar D1	Tue 10 Mar D2	Wed 11 Mar D3	Thu 12 Mar D4	Fri 13 Mar D5
8	Mon 16 Mar D1	Tue 17 Mar D2	D1	Thu 19 Mar D4	Fri 20 Mar D5
9	Mon 23 Mar D1	Tue 24 Mar D2	D2 D3 D4 D5	Thu 26 Mar D4	Fri 27 Mar D5

Select **D1**

Confirm

You are about to change the day for Wednesday 11 Mar from D3 to D1.

No data has been entered for this date.

Do you wish to proceed?

OK
Cancel

Click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day
Closure Week
Set Timetable Days
Delete Day Edit
Delete All Day Edits

Options: Show timetable days

Legend: Completed Selected date In future Today Timetable day edit School closed Set day

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D1	Tue 04 Feb D2	Wed 05 Feb D3	Thu 06 Feb D4	Fri 07 Feb D5
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 D1	Tue 18 Feb D2	Wed 19 Feb D3	Thu 20 Feb D4	Fri 21 Feb D5
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 02 Mar D1	Tue 03 Mar D2	Wed 04 Mar D3	Thu 05 Mar D4	Fri 06 Mar D5
7	Mon 09 Mar	Tue 10 Mar D2	Wed 11 Mar D1	Thu 12 Mar D4	Fri 13 Mar D5

Click on another date

Note: The timetable day for Wed 11 Mar has been edited and is now highlighted yellow.

Untick **Show timetable days**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Closure Day
Closure Week
Set Timetable Days
Delete Day Edit
Delete All Day Edits

Options: Show timetable days

Legend: Completed Selected date In future Today Timetable day edit School closed Set day

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		Tue 28 Jan D2	Wed 29 Jan D3	Thu 30 Jan D4	Fri 31 Jan D5
2	Mon 03 Feb D1	Tue 04 Feb D2	Wed 05 Feb D3	Thu 06 Feb D4	Fri 07 Feb D5
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 D1	Tue 18 Feb D2	Wed 19 Feb D3	Thu 20 Feb D4	Fri 21 Feb D5
5	Mon 24 Feb D1	Tue 25 Feb D2	Wed 26 Feb D3	Thu 27 Feb D4	Fri 28 Feb D5
6	Mon 02 Mar D1	Tue 03 Mar D2	Wed 04 Mar D3	Thu 05 Mar D4	Fri 06 Mar D5
7	Mon 09 Mar	Tue 10 Mar D2	Wed 11 Mar D1	Thu 12 Mar D4	Fri 13 Mar D5

Note: The day change is still highlighted yellow.



On the Task Tree select:
[1C] Timetable Days Summary

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Legend
● Timetable day edit

No	D1	D2	D3	D4	D5
1	Mon 03 Feb	Tue 28 Jan	Wed 29 Jan	Thu 30 Jan	Fri 31 Jan
2	Mon 10 Feb	Tue 04 Feb	Wed 05 Feb	Thu 06 Feb	Fri 07 Feb
3	Mon 17 Feb	Tue 11 Feb	Wed 12 Feb	Thu 13 Feb	Fri 14 Feb
4	Mon 24 Feb	Tue 18 Feb	Wed 19 Feb	Thu 20 Feb	Fri 21 Feb
5	Mon 02 Mar	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb
6	Wed 11 Mar	Tue 03 Mar	Wed 04 Mar	Thu 05 Mar	Fri 06 Mar
7	Mon 16 Mar	Tue 10 Mar	Wed 18 Mar	Thu 12 Mar	Fri 13 Mar
8	Mon 23 Mar	Tue 17 Mar	Wed 25 Mar	Thu 19 Mar	Fri 20 Mar
39	Mon 16 Nov	Tue 03 Nov	Wed 11 Nov	Thu 05 Nov	Fri 06 Nov
40	Mon 23 Nov	Tue 10 Nov	Wed 18 Nov	Thu 12 Nov	Fri 13 Nov
41	Mon 30 Nov	Tue 17 Nov	Wed 25 Nov	Thu 19 Nov	Fri 20 Nov
42	Mon 07 Dec	Tue 24 Nov	Wed 02 Dec	Thu 26 Nov	Fri 27 Nov
43		Tue 01 Dec	Wed 09 Dec	Thu 03 Dec	Fri 04 Dec
44		Tue 08 Dec		Thu 10 Dec	Fri 11 Dec
	42	44	43	44	44

Note: The Timetable Days Summary has been updated.

ENTER CYCLE START DATES

In Web Daily Organiser, the cycle start dates are used to reset cycle based information for allocating replacements. When a new cycle start date is reached, any uncounted replacements for under allotted staff will be reset. The values for the counted replacement cycle limits are also reset.

Usually the cycle length in the Daily Organiser is the same as the timetable cycle length as specified in the Published Timetable file.

Note: The cycle length in the Daily Organiser can be different to the cycle length in the Published Timetable file. If this is the case, make sure the data is set up correctly for both Uncounted per cycle and Cycle Limits.



On the Task Tree select:
[1D] Cycle Start Dates

The screenshot shows the 'Web Daily Organiser' interface. At the top, there are navigation tabs: 'Home Page', 'Information Stage', 'Process Stage', and 'Reports Stage'. The current date is 'Tue 28 Jan D2 (Future)'. Below the navigation is a 'Set Cycle Dates' button. Underneath the button are 'Options' (a checkbox for 'Show Timetable Days') and a 'Legend' with color-coded icons: Completed (pink), Selected date (green), In future (blue), Today (white), Timetable day edit (yellow), School closed (red), and Cycle start day (cyan). The main area is a calendar grid with columns for 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. The grid shows dates from January to May. A callout box with a black border and white background points to the 'Set Cycle Dates' button, containing the text 'Click Set Cycle Dates'.

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.

The screenshot shows the 'Set Cycle Dates' dialog box. The title is 'Set Cycle Dates'. Below the title, it says 'The linked Timetable file has a 5 day cycle'. There are two radio button options: 'Each cycle starts on the same calendar day' (which is selected) and 'Each cycle starts on the same Timetable day'. Under the first option is a dropdown menu showing 'Monday'. Under the second option is a text input field showing 'Day 1'. At the bottom are 'OK' and 'Cancel' buttons. A callout box with a black border and white background points to the dialog, containing the text 'Leave the default settings as displayed' and 'Click OK'.

Confirm

One or more Mondays is a School Closure Day. Set the cycle to start on the next day that is not a School Closure Day?

Click Yes

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Set Cycle Dates

Options: Show Timetable Days

Legend: ● Completed ● Selected date ● In future ● Today ● Timetable day edit ● School closed ● Cycle start day

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

Note: Cycle start dates have been set for all cycles. When a cycle does not include a Monday, the next day is chosen.

ENTER UNSUPERVISED CLASSES

Unsupervised classes are classes that do not require supervision if their regular teachers are absent. Any classes entered in this section will not come up on the list of classes requiring a replacement but will be listed as not requiring supervision on screen [15] Check Replacements.



On the Task Tree select:
[2] Unsupervised Classes

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

No unsupervised classes have been entered.

Click Add Class

Select Roll Class

Type letter to find alphabetically

- 12
- 12
- 11
- 10A
- 10B
- 10C
- 10D
- 9A
- 9B
- 9C
- 9D
- 8A
- 8B
- 8C
- 8D
- 7A
- 7B
- 7C

Show Code Name Name/Code Sort

OK **Cancel**

Select **12** and click **OK**

Select Class

Available: 42

- Graphical Communication Yr12A / 12GRA1A
- Homerroom Yr12A / 12HRM1A
- Homerroom Yr12B / 12HRM1B
- Homerroom Yr12C / 12HRM1C
- Homerroom Yr12D / 12HRM1D
- Information Technology Yr12A / 12INF1A
- Legal Studies Yr12A / 12LST1A
- Maths: Advanced Yr12A / 12MAA1A
- Maths: Advanced Yr12B / 12MAA1B
- Maths: General Yr12A / 12MAG1A
- Maths: General Yr12B / 12MAG1B
- Maths: Extension Yr12A / 12MAX1A**
- Materials Technology Yr12A / 12MTE1A
- Outdoor Education Yr12A / 12OED1A
- Physical Education Yr12A / 12PED1A
- Physical Education Yr12B / 12PED1B
- Physics Yr12A / 12PHY1A

Selected: 0

- > Move highlighted items to Selected
- >> Move all items to Selected
- < Move highlighted items to Available
- << Move all items to Available

Click on **Maths: Extension Yr12A/12MAX1A** in the Available box then click **Move highlighted items to Selected**

Name Format Code Name Name/Code Sort

OK **Cancel**

Select Class

Available: 41

- Graphical Communication Yr12A / 12GRA1A
- Homerom Yr12A / 12HRM1A
- Homerom Yr12B / 12HRM1B
- Homerom Yr12C / 12HRM1C
- Homerom Yr12D / 12HRM1D
- Information
- Legal Stud
- Maths: Adv
- Maths: Adv
- Maths: Ge
- Maths: Ge
- Materials Technology Yr12A / 12MTE1A
- Outdoor Education Yr12A / 12OED1A
- Physical Education Yr12A / 12PED1A
- Physical Education Yr12B / 12PED1B
- Physics Yr12A / 12PHY1A
- Physics Yr12B / 12PHY1B

Selected: 1

- Maths: Extension Yr12A / 12MAX1A

> Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

Name Format

Code Name Name/Code

Sort

OK **Cancel**

Note: Maths Extension is now in the Selected box.

Click OK

Home Page
Information Stage
Process Stage
Reports Stage
Tue 28 Jan D2 (Future)

+ Add Class
✖ Delete All Classes
✖ Delete Class

No	Roll Class	Class
1	12	12MAX1A

Note: When the teacher who teaches 12MAX1A is absent, no replacement teacher is required for this class. Therefore, it will not appear in the list of classes needing replacements.

TEACHER ABSENCE REASONS

A teacher absence reason must be recorded for all absences. Teacher absence reasons are defined on this screen by entering a reason name, code and count value. Either the code or the reason can be displayed on relevant screens throughout the program. A number of reports can be generated which can include absence reasons.



On the Task Tree select:
[3] Teacher Absence Reasons

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Reasons Delete Reason Sort Reasons

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
14	PMEET	Parent Meeting	No
15	SMEET	Student Meeting	No
16	BUS	Bus Driver	Yes

Note: The teacher absence reasons were imported when the parameters were imported.

Note: When Timetabling Solutions is being used for the first time, there will be no Daily Organiser data to import. In this case, teacher absence reasons will need to be entered manually. 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.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Reasons Delete Reason Sort Reasons

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No

Click Add Reasons

Enter Teacher Absence Reason

Required Fields *

Code*	Reason*	Count
		No

Add New Teacher Absence Reason

Before
 After
 Top
 Bottom

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

Enter Teacher Absence Reason

Required Fields *

Code*	Reason*	Count
MENTOR	Mentor	No

Add New Teacher Absence Reason

Before
 After
 Top
 Bottom

Type "MENTOR" for the Code and "Mentor" for the Absence Reason

For Add New Teacher Absence Reason select **Bottom**

Click **Record and Close**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Reasons Delete Reason Sort Reasons

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
14	PMEET	Parent Meeting	No
15	SMEET	Student Meeting	No
16	BUS	Bus Driver	Yes
17	MENTOR	Mentor	No

Note: The new reason has been added to the bottom of the list.

SORT TEACHER ABSENCE REASONS

Teacher absence reasons can be sorted alphabetically, or individual reasons can be moved up or down the list.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Reasons Delete Reason Sort Reasons

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No

Click **Sort Reasons**

Sort

Sort A..Z Sort Z..A **↑ Row** ↓ Row Clear

No	Code	Reason	Count
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
14	PMEET	Parent Meeting	No
15	SMEET	Student Meeting	No
16	BUS	Bus Driver	Yes
17	MENTOR	Mentor	No

Scroll to the bottom of the list

Click on **Mentor** then click **↑ Row** three times to move the reason up the list

OK Cancel

Sort

Sort A..Z Sort Z..A **↑ Row** ↓ Row Clear

No	Code	Reason	Count
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
17	MENTOR	Mentor	No
14	PMEET	Parent Meeting	No
15	SMEET	Student Meeting	No
16	BUS	Bus Driver	Yes

Click **OK**

OK Cancel

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
14	MENTOR	Mentor	No
15	PMEET	Parent Meeting	No
16	SMEET	Student Meeting	No
17	BUS	Bus Driver	Yes

Note: Mentor has now moved up the list.

COUNTED TEACHER ABSENCE

In a counted absence, the absent teachers will have any spare periods added to their counted replacement totals. For example, in some schools when teachers volunteer to be a bus driver any spare periods they miss will be counted as replacement classes.

No	Code	Reason	Count
1	SL	Sick Leave	No
2	CL	Carer's Leave	No
3	STL	Study Leave	No
4	LWP	Leave Without Pay	No
5	F	Funeral	No
6	JD	Jury Duty	No
7	LATE	Late	No
8	EXC	Excursion	No
9	CAMP	Camp	No
10	OR	Orientation	No
11	WE	Work Experience Visit	No
12	EXAM	Examination	No
13	PL	Professional Learning	No
14	MENTOR	Mentor	No
15	PMEET	Parent Meeting	No
16	SMEET	Student Meeting	No
17	BUS	Bus Driver	Yes

Count values can be changed by editing the value in the Count cell from No to Yes.
 In this case, Bus Driver is the only counted absence.
 Note: Counted absences are rarely used in schools.

LESSON CANCELLATION REASONS

Lesson cancellation reasons must be entered for all cancelled lessons. As with absence reasons, each cancellation reason is assigned a code and a reason. Either the code or the reason can be displayed on relevant screens throughout the program. A number of reports can be generated which can include absences reasons.



On the Task Tree select:
[4] Lesson Cancellation Reasons

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

Note: The lesson cancellation reasons were imported when the parameters were imported.

Note: When Timetabling Solutions is being used for the first time, there will be no Daily Organiser data to import. In this case, lesson cancellation reasons need to be entered manually. New reasons can be added and sorted in the same way as on screen [3] Teacher Absence Reasons.

ROOM AVAILABILITY REASONS

In Web Daily Organiser, 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 have to be entered. As with absence reasons, each room availability reason is assigned a code and a reason. Either the code or the reason can be displayed on relevant screens throughout the program.



On the Task Tree select:
[5] Room Availability Reasons

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Reasons Delete Reason Sort Reasons

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

Note: The room availability reasons were imported when the parameters were imported.

Note: When Timetabling Solutions is used for the first time, there will be no Daily Organiser data to import. In this case, room availability reasons need to be entered manually. New reasons can be added and sorted in the same way as on screen [3] Teacher Absence Reasons.

Timetabling Solutions



Web Daily Organiser

LESSON 3: TEACHER DETAILS

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TEACHER DETAILS

Information regarding teachers' timetables is read into Web Daily Organiser from the published timetable. Other teacher details such as the number of uncounted replacements, cycle limit, overall limit for counted replacements and emergency teacher details are entered directly into Web Daily Organiser.



Manage Items

- New
- Open
- Close
- Copy
- View Published Timetable
- View User Changes
- Import Data
- Export Data

Task Groups


<p>Information Stage</p> <ul style="list-style-type: none"> 1 Parameters and Calendar ... 2 Unsupervised Classes 3 Teacher Absence Reasons 4 Lesson Cancellation Reasons 5 Room Availability Reasons 6 Teachers and Students ... 7 Reminder Notes 	<p>Process Stage</p> <ul style="list-style-type: none"> 8 Teachers ... 9 Students ... 10 Rooms ... 11 Cancel Lessons and Yard Duties ... 12 Teacher Replacements ... 13 Room Replacements ... 14 Student Attendance Changes 	<p>Reports Stage</p> <ul style="list-style-type: none"> 15 Check Replacements 16 Teacher Changes 17 Bulletin ... 18 Selected Day Reports ... 19 Selected Day Activities ... 20 Timetables ... 21 Summary Reports ... 22 File Statistics ...
---	---	--

Check that the selected date is
Tue 28 Jan D2
Click **[6] Teachers and Students...**

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email	Staff Room
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+ADAR@gmail.com	Science
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+ALDD@gmail.com	J Block
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+ATKD@gmail.com	J Block
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+BAKC@gmail.com	J Block
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+BELH@gmail.com	Maths
6	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+BOSS@gmail.com	Admin
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+BOYJ@gmail.com	English
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA				TeacherTTSC+BURK@gmail.com	Admin
9	Butler Alis																om Science
10	Carter Lea																om S Block
11	Chappell J																om S Block
12	Cheng Will																om Science

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.

Click  to open the Help Center

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email	Staff Room
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00		100	0.00	NA					Teacher.TTSC+ADAR@gmail.com	Science
2	Alderson David	Alderson	David	ALDD	25.00	25.00										C+ALDD@gmail.com	J Block
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00										C+ATKD@gmail.com	J Block
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50										C+BAKC@gmail.com	J Block
5	Bell Heather	Bell	Heather	BELH	25.00	25.00										C+BELH@gmail.com	Maths

Help Center

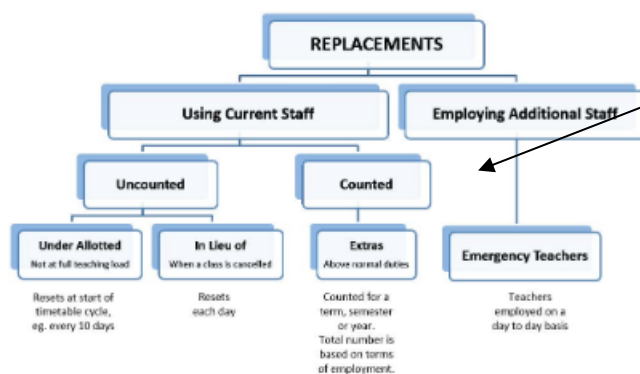
Search for help

[6A] Teacher Details

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

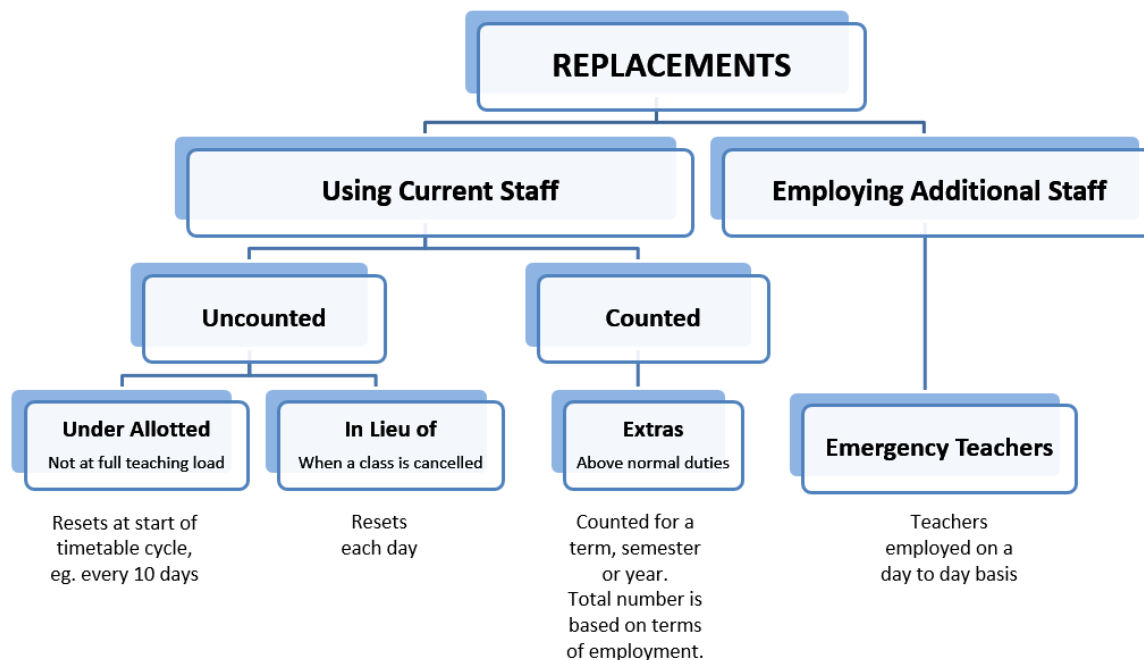
Click image to enlarge

Click on the image to enlarge it



REPLACEMENT TYPES

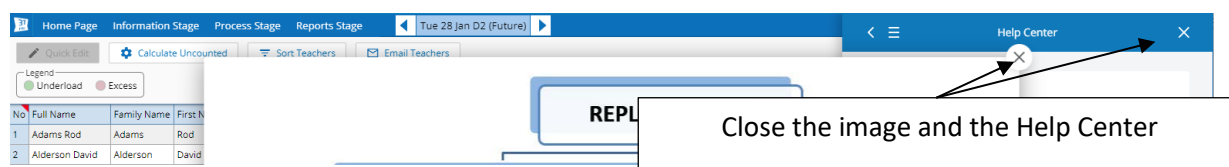
The main function of the Daily Organiser is to allocate a replacement teacher to any class or activity that does not have a teacher. There are various categories of replacement teachers that can be used.



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

- “Under allotted” are uncounted replacements. These can be used for teachers who have less than a full teaching load.
- “In lieu of” are uncounted replacements. These can be given to teachers who have lost a class today or in forthcoming days, for example when students are attending an excursion. “In lieu of” replacements should be allocated to these teachers on the day that they have lost the class before other types of replacements are allocated.
- “Extras” are counted replacements. These can be used for the remaining teachers. Often schools have industrial regulations governing this type of replacement, for example no more than 18 extras per year or no more than 1 extra over a 10 day cycle.

In Web Daily Organiser, short term or casual replacement teachers can also be used. They are called “Emergency Teachers”.



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 a teacher can take.

The cycle limit is the maximum number of counted replacements for a timetable cycle. It resets at the start of each cycle. In this example, the timetable is a 5 day cycle and the starting dates were defined previously.

The overall limit is determined by the length of time that this file will be in use. In this case, a full time teacher can do a maximum of 10 replacements for the year with a maximum of 1 per cycle.

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

Click in the Cycle Limit column for teacher Rod Adams, type “1” and press **Enter**

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell Heather	Bell	Heather								NA	NA

The cycle limit of 1.00 has been entered and the Overall Limit cell is now active.
Type “10” and press **Enter**

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Click on the **1.00** in the Cycle Limit column
Click **Quick Edit**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

When in Quick Edit mode, the text on the Quick Edit button turns red and the Cycle Limit column changes colour.

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

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

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	NA

To exit Quick Edit mode click **Quick Edit**

The screenshot shows the 'Reports Stage' of the Web Daily Organiser. At the top, there are navigation tabs: Home Page, Information Stage, Process Stage, and Reports Stage. A date selector shows 'Tue 28 Jan D2 (Future)'. Below the navigation are buttons for 'Quick Edit', 'Calculate Uncounted', 'Sort Teachers', and 'Email Teachers'. A legend indicates 'Underload' (green) and 'Excess' (red). The main table has columns: No, Full Name, Family Name, First Name, Code, Proposed Load, Actual Load, Difference, Eligible, Priority, Uncounted, Cycle Limit, and Overall Limit. The table contains 5 rows of teacher data. A callout box with a white background and black border contains the following text:

Click on the **10.00** in the Overall Limit column

Click **Quick Edit**

Use either the scroll wheel or press the down arrow to move down the column and change the overall limit of all teachers to 10.00

Click **Quick Edit** again when finished

This screenshot shows the same interface as above, but the 'Overall Limit' column for all teachers is now set to 10.00. A callout box with a white background and black border contains the following text:

Note: Not all teachers will have an overall limit of 10.00 in the final data. For example, part time teachers and teachers who are overload generally do less replacements. Part time teachers will be dealt with in the next section.

PART TIME TEACHERS

Part time teachers' availability is set up in the Timetable Development Module. This information flows through to Web 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 do a pro-rata amount of counted replacements. Hence, 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 a part time teacher can be allocated to. Priority is used as part of an algorithm to sort teachers in priority order on screen [12A] Allocate Teacher Replacements. This will be discussed in more detail in a later lesson.

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	12.50	0.50	50	5.00
Catherine Baker	BAKC	12.50	0.50	50	5.00
Allison Clark	CLAA	17.50	0.70	70	7.00
Full Time Teacher	-	25.00	1.00	100	10.00

Click in the Priority cell for teacher Rod Adams and type "50" then change the Overall Limit to "5.00"

This will ensure Rod will be allocated fewer (50%) replacements than a full-time teacher.

Use the data in the table above to change the Priority and Overall Limit values for Catherine Baker and Allison Clark

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

In Web 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.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
6	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
9	Butler Alison	Butler	Alison	BUTA	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
10	Carter Leanne	Carter	Leanne	CARL	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00

Note: Joanne Boyle has a proposed load of 25 and an actual load of 23. The value of -2.00 in the difference column indicates that she is underload by 2 lessons per cycle.

Click **Calculate Uncounted**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
6	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	10.00
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
9	Butler Alison	Butler	Alison	BUTA	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
10	Carter Leanne	Carter	Leanne	CARL	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
11	Chappell Judy											
12	Cheng William											

Note: Joanne Boyle now has an Uncounted value of 2.00. At the start of each cycle, Joanne will be available for 2 uncounted replacements. These must be used during the cycle, as the number is reset at the start of each cycle.

Note: All teachers who are underload should 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 teachers or other staff that are included in the timetable are eligible to take replacements. There are two categories:

- Teachers who do not take counted or in lieu replacements. These teachers can be excluded from appearing on the list of teachers available for a replacement. If their classes are cancelled, they will not be available to take replacements in lieu of these cancelled classes. For example, the Principal or Learning Support Teachers.
- Teachers who do not take counted replacements but are available for in lieu replacements when their classes are cancelled. For example, a teacher who is overload can be compensated by not being required to take counted replacements. However, they are still required to take in lieu replacements if their classes are cancelled.

ENTER STAFF WHO DO NOT TAKE EITHER COUNTED OR UNCOUNTED REPLACEMENTS

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

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Prid				
1	Adams Rod	Adams	Rod	ADAR	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50				
2	Alderson David	Alderson	David	ALDD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00	
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00	
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00	
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00	
6	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	<input type="checkbox"/>	100	0.00	1.00	10.00	
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	10.00	
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00	

Untick the checkbox in the Eligible column next to Sam Boswick

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

ENTER STAFF WHO CAN TAKE IN LIEU BUT NOT COUNTED REPLACEMENTS

In schools, there are often teachers who do not take counted replacements but are available for in lieu replacements when these teachers' 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 has to be made eligible for in lieu replacements but not for counted replacements.

The screenshot shows the 'Reports Stage' of the Web Daily Organiser. A table lists staff members with columns for No, Full Name, Family Name, First Name, Code, Proposed Load, Actual Load, Difference, Eligible, Priority, Uncounted, Cycle Limit, and Overall Limit. A callout box highlights Judy Chappell (CHAJ) with a note: 'Note: Judy Chappell is 1 period overload with a proposed load of 25.0 and an actual load of 26.0. Change the Priority to 0 and the Cycle Limit and Overall Limit to 0.00'. Arrows point from the callout box to the 'Eligible', 'Priority', 'Cycle Limit', and 'Overall Limit' columns for Judy Chappell.

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Adams Rod	Adams	Rod									10.00
2	Alderson David	Alderson	David									10.00
3	Atkinson Danielle	Atkinson	Danielle									10.00
4	Baker Catherine	Baker	Catherine									10.00
5	Bell Heather	Bell	Heather									10.00
6	Boswick Sam	Boswick	Sam									10.00
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	10.00
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
9	Butler Alison	Butler	Alison	BUTA	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
10	Carter Leanne	Carter	Leanne	CARL	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
11	Chappell Judy	Chappell	Judy	CHAJ	25.00	26.00	1.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
12	Cheng William	Cheng	William	CHEW	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00

Note: 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.

EMERGENCY TEACHER DETAILS

Emergency teachers are called into the school on a daily basis to cover the absent staff for that day. Emergency teachers can be defined in two ways, either using their actual name or a generic name such as Emergency Teacher 1. Emergency teacher details can be imported from another Daily Organiser file or added manually. They will be listed in the Emergency Teacher Details screen.



On the Task Tree select:
[6B] Emergency Teacher Details

The screenshot shows the 'Emergency Teacher Details' screen. A table lists emergency teachers with columns for No, Full Name, Title, Family Name, First Name, Middle Name, Code, Priority, Address, S, Reg No, and Expiry Date. A callout box highlights the first two rows with a note: 'Note: The emergency teacher details were imported when the parameters were imported.'

No	Full Name	Title	Family Name	First Name	Middle Name	Code	Priority	Address	S	Reg No	Expiry Date				
1	Marie Curie		Curie	Marie		CURM	100			41	June 2023				
2	Bert Einstein		Einstein	Bert		EINB	100			5	Jan 2021				
3	Billy Shakespeare		Shakespeare	Billy		SHAB	100	51 Malop St G		5	Feb 2025				
4	Peter Crowe		Crowe	Peter		CROP	100			6	Jun 2022				
5	Garry Daly		Daly	Garry		DALG	100								
6	Stephen Eisenhuth		Eisenhuth	Stephen		EISS	100			52281964	0411 987 654	Maths, Science	TeacherTTSC+DALG@gmail.com	98647024	Jun 2024
7	Mark Kong		Kong	Mark		KONM	100			52282005	0404222222	PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2024
8	Andrew Lunt		Lunt	Andrew		LUNA	100			52280000	0411123123	Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2025
9	Matthew McGucken		McGucken	Matthew		MCGM	100			52282003	0411 453 453	Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
										52282015	0402 303 030	Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2

+ Add Emergency Teacher Delete Emergency Teacher Quick Edit Sort Emergency Teachers

Options Columns selected: 17 of 18

No	Full Name	Title	Family Name	First Name	Middle Name	Code	Priority	Address	Sub	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Marie Curie		Curie	Marie		CURM	100									
2	Bert Einstein		Einstein	Bert		EINB	100									
3	Billy Shakespeare		Shakespeare	Billy		SHAB	100	51 Malop St	Ge							
4	Peter Crowe		Crowe	Peter		CROP	100									
5	Garry Daly		Daly	Garry		DALG	100			52281999	0400 123 456		English	TeacherTTSC+CKOP@gmail.com	5654656	Jun 2022
6	Stephen Eisenhuth		Eisenhuth	Stephen		EISS	100			52282005	0404222222		PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2024
7	Mark Kong		Kong	Mark		KONM	100			52280000	0411123123		Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2025
8	Andrew Lunt		Lunt	Andrew		LUNA	100			52282003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
9	Matthew McGucken		McGucken	Matthew		MCGM	100			52282015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022

Note: The information displayed on the screen can be customised by selecting or deselecting columns.
Click on the link **Columns selected: 17 of 18**

Columns Displayed

Select / Deselect All

- Title
- First Name
- Middle Name
- Family Name
- Code
- Priority
- Address
- Suburb
- Post Code
- State
- Phone
- Mobile
- Other Phone
- Notes
- Email
- Teacher Reg No
- Expiry Date
- Spare Field 3

OK Cancel

All columns are listed here.
Note: The code is a required field and cannot be unticked.

Columns Displayed

Select / Deselect All

- Title
- First Name
- Middle Name
- Family Name
- Code
- Priority
- Address
- Suburb
- Post Code
- State
- Phone
- Mobile
- Other Phone
- Notes
- Email
- Teacher Reg No
- Expiry Date
- Spare Field 3

OK Cancel

To hide a column the corresponding checkbox needs to be unticked.
Untick the checkboxes as shown
Click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Emergency Teacher Delete Emergency Teacher Quick Edit Sort Emergency Teachers Email Teachers

Options Columns selected: 11 of 18

No	Full Name	Family Name	First Name	Code	Priority	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Marie Curie	Curie	Marie	CURM	100	52283700	0411555555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2023
2	Bert Einstein	Einstein							Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2021
3	Billy Shakespeare	Shakespeare							not on Mondays	TeacherTTSC+SHAB@gmail.com	676365	Feb 2025
4	Peter Crowe	Crowe								TeacherTTSC+CROP@gmail.com	5654656	Jun 2022
5	Garry Daly	Daly							Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2024
6	Stephen Eisenhuth	Eisenhuth							Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2024
7	Mark Kong	Kong							Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2025
8	Andrew Lunt	Lunt								TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
9	Matthew McGucken	McGucken							Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022

Note: The screen is now customised and the 11 columns are displayed along with the Full Name.
Click **Add Emergency Teacher**

Enter Emergency Teacher Details

Required Fields *

Title	First Name*	Middle Name	Family Name*	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Code*	Priority	Address	Suburb	
<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>	<input type="text"/>	
Post Code	State	Phone	Mobile	Other Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notes		Email		
<input type="text"/>		<input type="text"/>		
Teacher Reg No		Expiry Date		
<input type="text"/>		<input type="text"/>		

Add New Emergency Teacher Details

Before
 After
 Top
 Bottom

Note: When adding an emergency teacher all fields are displayed even if the data is not displayed on the main screen.

Emergency teachers can be added anytime and will not be added at this stage.

Click **Cancel**

SORT EMERGENCY TEACHERS

The list of emergency teachers can be sorted alphabetically or personalised by moving teachers up or down the list.

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

+ Add Emergency Teacher + Delete Emergency Teacher Quick Edit Sort Emergency Teachers Email Teachers

Options

Columns selected: 11 of 18

No	Full Name	Family Name	First Name	Code	Priority	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Marie Curie	Curie	Marie	CURM	100	52283700	0411555555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2023
2	Bert Einstein	Einstein	Bert	EINB	100					therTTSC+EINB@gmail.com	811716	Jan 2021
3	Billy Shakespeare	Shakespeare	Billy	SHAB	100					cherTTSC+SHAB@gmail.com	676365	Feb 2025
4	Peter Crowe	Crowe	Peter	CROP	100					cherTTSC+CROP@gmail.com	5654656	Jun 2022
5	Garry Daly	Daly	Garry	DALG	100	52281964	0411 987 654		Maths, Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2024
6	Stephen Eisenhuth	Eisenhuth	Stephen	EISS	100	52282005	0404222222		PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2024
7	Mark Kong	Kong	Mark	KONM	100	52280000	0411123123		Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2025
8	Andrew Lunt	Lunt	Andrew	LUNA	100	52282003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
9	Matthew McGucken	McGucken	Matthew	MCGM	100	52282015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022

Sort

No	Title	Full Name	Family Name	First Name	Code	Priority	Address	Suburb	Post Code	State	Phone	Mobile
1		Marie Curie	Curie	Marie	CURM	100					52283700	0411555555
2		Bert Einstein	Einstein	Bert	EINB	100					5228 1111	0400 111 22
3		Billy Shakespeare	Shakespeare	Billy	SHAB	100	51 Malop St	Geelong	3220	VIC	52283555	0401 222 33
4		P									52281999	0400 123 45
5		G									52281964	0411 987 65
6		S									52282005	0404222222
7		M									52280000	0411123123
8		A									52282003	0411 453 45
9		M									52282015	0402 303 03

Note: Emergency teachers can be sorted by any column by clicking in the column, then clicking Sort A..Z or Sort Z..A.

Alternatively, the order can be customised by moving emergency teachers up or down the list using

or

Emergency teachers will not be sorted at this stage.

Click **Cancel**

REMINDER NOTES

Reminder notes appear when opening a Daily Organiser dataset on a particular date. They are particularly useful for reminding the staff managing the Daily Organiser of upcoming events, especially if multiple staff are responsible for this area.

ADD A REMINDER NOTE



On the Task Tree select:
[7] Reminder Notes

Tue 28 Jan D2 (Future)

Options: Combine Multiple Notes
 Show all reminders
 Show selected date
 Selected date and later
 Legend: ● Completed ● Selected date ● In future

No reminder notes have been entered.

Click **Add Reminders**

Add Reminder

Required Fields *

Reminder Note*

Select Date

Show timetable days Show all dates

Legend
 Today In future Completed School closed

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		28/01/2020	29/01/2020	30/01/2020	31/01/2020
2	03/02/2020	04/02/2020	05/02/2020	06/02/2020	07/02/2020
3	10/02/2020	11/02/2020	12/02/2020	13/02/2020	14/02/2020
4	17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020
5	24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020
6	02/03/2020	03/03/2020	04/03/2020	05/03/2020	06/03/2020
7	09/03/2020	10/03/2020	11/03/2020	12/03/2020	13/03/2020
8	16/03/2020	17/03/2020	18/03/2020	19/03/2020	20/03/2020
9	23/03/2020	24/03/2020	25/03/2020	26/03/2020	27/03/2020

Click on the second Tuesday of the year and click OK

Add Reminder

Required Fields *

Tue 04 Feb

Reminder Note*
 Set Up Year 11 English Exam

Note: The date is now displayed.
 Type "Set Up Year 11 English Exam" and click **Record and Close**

Home Page Information Stage Process Stage Reports Stage Tue 28 Jan D2 (Future)

Options: Combine Multiple Notes Selected date: Tue 28 Jan Show all reminders Show selected date Selected date and later Legend: Completed Selected date In future

No	Date	Reminder Note
1	04/02/2020	Set Up Year 11 English Exam

Note: If multiple notes are added for the one date they can be displayed separately or as a combined note by ticking the checkbox.

Timetabling Solutions



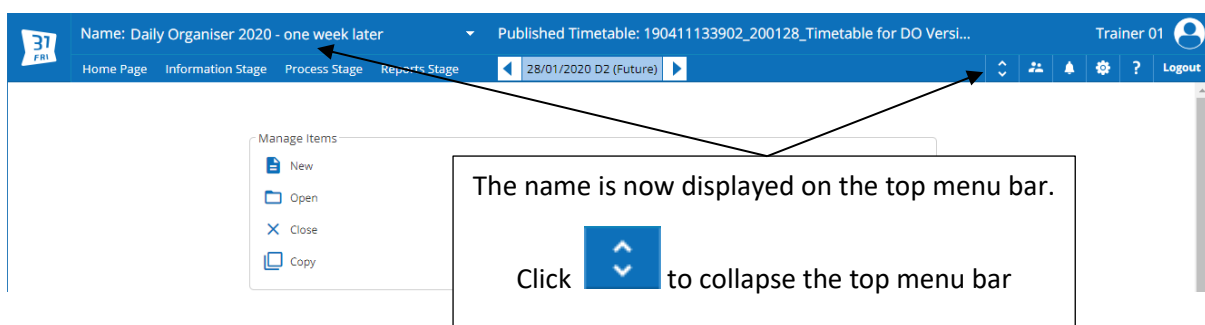
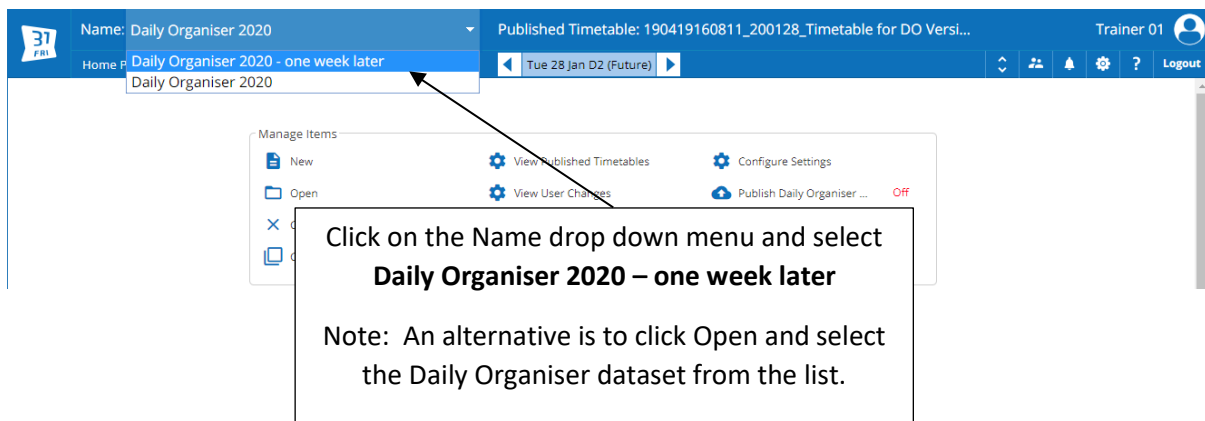
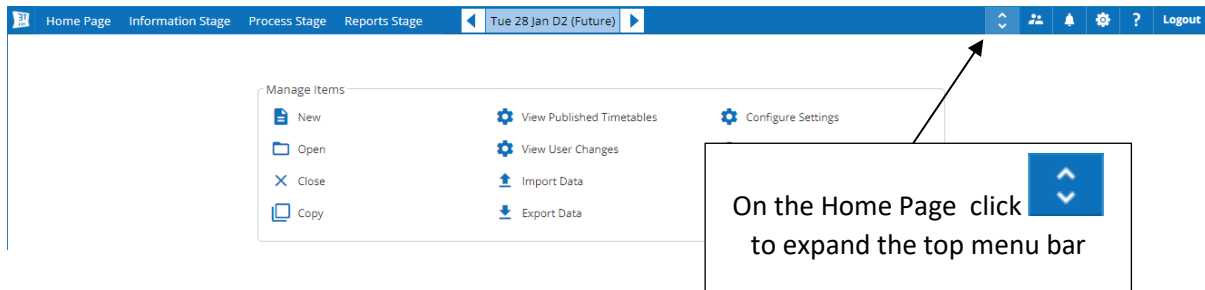
Web Daily Organiser

LESSON 4: TEACHER ABSENCES

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OPEN ANOTHER DAILY ORGANISER DATASET

For the remaining lessons, a Daily Organiser dataset with more data in it will be used. In the new data set the first week of the school year has been completed.



SELECT CORRECT DATE AND DATE FORMAT

The date will be changed to the first Tuesday in February and the date format will be changed.

◀ 28/01/2020 D2 (Future) ▶

Manage Items

New
View Published Timetables
Configure Settings

Off
Off
Off

Note: The blue colour in the date cell indicates that this is a future date. If the date is a completed date, the cell colour would be pink. If today's date is chosen, the cell colour would be white.

Click on the date 28/01/2020 D2 (Future)

Note: Not all dates are displayed. There are check boxes to change the display to include timetable days and all dates if required.

Select Date

Show timetable days Show all dates

Legend
○ Today
● In future
● Completed
● School closed
● Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		28/01/2020	29/01/2020	30/01/2020	31/01/2020
2	03/02/2020	04/02/2020	05/02/2020	06/02/2020	07/02/2020
3	10/02/2020	11/02/2020	12/02/2020	13/02/2020	14/02/2020
4	17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020
5	24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020
6	02/03/2020	03/03/2020	04/03/2020	05/03/2020	06/03/2020
7	09/03/2020	10/03/2020	11/03/2020	12/03/2020	13/03/2020
8	16/03/2020	17/03/2020	18/03/2020	19/03/2020	20/03/2020
9	23/03/2020	24/03/2020	25/03/2020	26/03/2020	27/03/2020

Click on the second Tuesday of the year and click **OK**

Note: Dates can also be selected by double clicking on the cell.

Reminder

Set Up Yr 11 English Exam

The date reminder appears.

Click **OK**



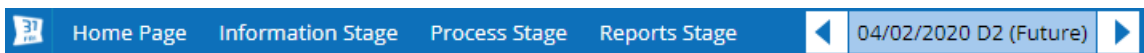
Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Export Data
- Configure Settings
- Publish Daily Organiser ... Off
- Report Access Off
- Open on Today's Date Off

Click [1] Parameters and Calendar...

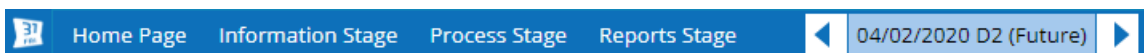
Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...



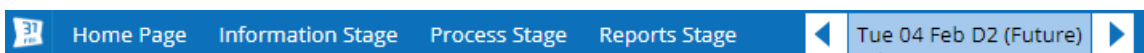
Parameters	Value
Date Format	04/02/2020
Spare Field Titles (leave blank if not required)	

Click on the date and the drop down menu appears



Parameters	Value
Date Format	04/02/2020
Spare Field Titles (leave blank if not required)	Tue 04 Feb
Emergency Teachers Spare Field 1	Tue 04 Feb 20
Emergency Teachers Spare Field 2	04/02/2020
	Tuesday, 04 February 2020

Select the date format as shown



Parameters	Value
Date Format	Tue 04 Feb

Note: The date will be displayed in this format at the top of each page.

ENTER TEACHER ABSENCES

On the selected day, teachers can be made absent for a whole day or part of a day. Alternatively, a Teacher Activity can be set up to record teacher absences over a number of days including the selected day.



On the Task Tree select:
[8] Teachers...

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off
 Absent for Day On/Off

Options

Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49
 Legend:
 ● Absent
 ● Absent (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	ADAR			L									
2	ALDD	Y	L	L	L		L	L				L	
3	ATKD		L	L	L		L	L			L	L	Y
4	BAKC	N	N	N	N	N	N	N	N	N	N	N	N
5	BELH		L				L	L			L		
6	BOSS						M	M					
7	BOYJ		L	L	L		L	L		Y		L	
8	BURK						M	M		Y		L	
9	BUTA		L			Y	L	L			L		
10	CARL		L	L	L			L			L	L	
11	CHAJ		L				L	U	U	U	L	L	

The main screen displays all timetable information for the selected day.

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

Note: If teachers have already been made absent in an activity, they are highlighted in blue.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

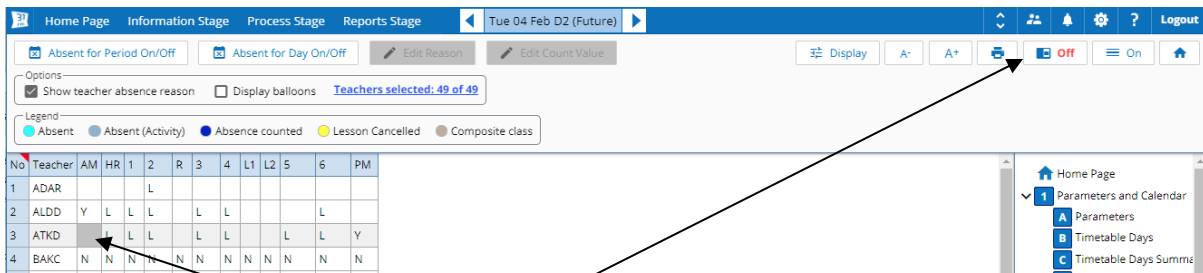
Absent for Period On/Off
 Absent for Day On/Off

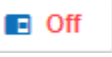
Options

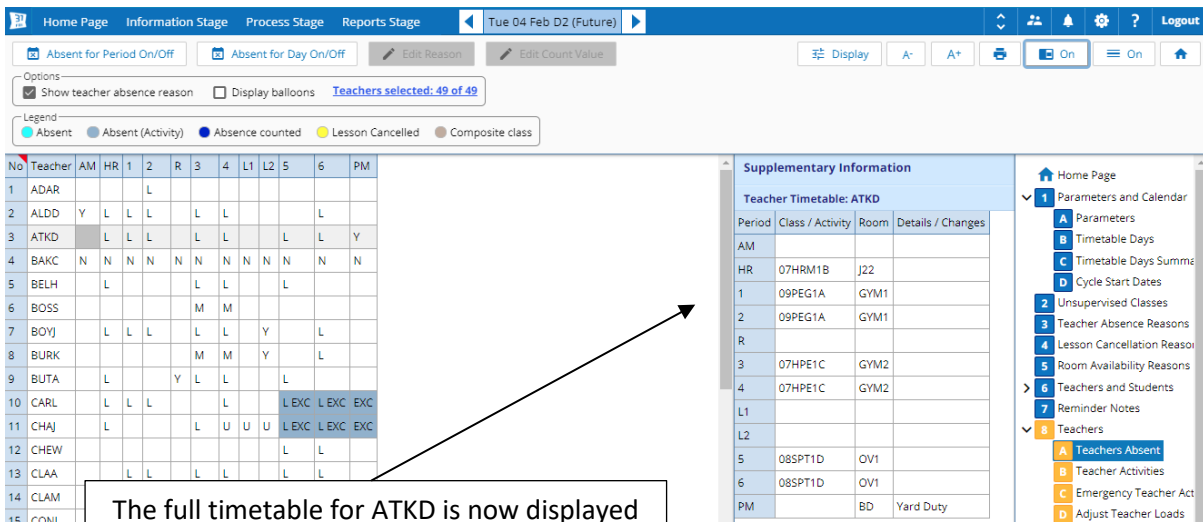
Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49
 Legend:
 ● Absent
 ● Absent (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	ADAR			L									
2	ALDD	Y	L	L	L		L	L				L	
3	ATKD		L	L	L		L	L			L	L	Y
4	BAKC	N	N	N	N	N	N	N	N	N	N	N	N
5	BELH		L				L	L			L		
6	BOSS						M	M					
7	BOYJ		L	L	L		L	L		Y		L	
8	BURK						M	M		Y		L	
9	BUTA		L			Y	L	L			L		
10	CARL		L	L	L			L			L EXC	L EXC	EXC
11	CHAJ		L				L	U	U	U	L EXC	L EXC	EXC

Tick **Show teacher absence reason** and the absence reasons are displayed



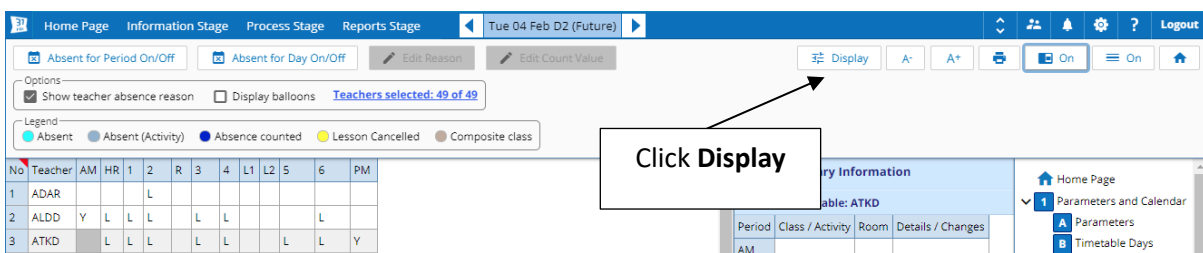
Click on teacher **ATKD** then
 click  to turn the Supplementary Information on



The full timetable for ATKD is now displayed in the Supplementary Information.

CHANGE DISPLAY SETTINGS

The current display settings are the default values. Display settings can be changed for individual screens or on all screens throughout the application.



Click Display

Display Settings

Name Format - Current Task

	Code	Name	Both
Absence Reasons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cancellation Reasons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Days	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Periods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room Availability Reasons	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rooms	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yard Duty Areas	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Yard Duty Sessions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset ALL - Current Task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

Students - Append to Name

<input type="checkbox"/> Code	<input type="checkbox"/> House
<input type="checkbox"/> BOS Code	<input type="checkbox"/> Home Group
<input type="checkbox"/> Gender	<input type="checkbox"/> Web Choices
<input type="checkbox"/> Roll Class	<input type="checkbox"/> Boarder
<input type="checkbox"/> Year Level	

Student Lists

Student name details in

Show email addresses

Reports

Reports to include

<input type="checkbox"/> Period and Yard Duty L
<input type="checkbox"/> Absence Reasons
<input type="checkbox"/> Cancellation Reasons
<input type="checkbox"/> Room Availability Reas
<input type="checkbox"/> Replacement Notes
<input type="checkbox"/> Teacher Load
<input type="checkbox"/> Teacher Count
<input type="checkbox"/> Roll Classes

Replacement Teachers on [17A] and [18B]

Show replacement teachers in first column

List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]

Timetable items on one row

Transpose

The default display settings are shown.

The Name Format can be changed for individual screens or applied to all screens.

Settings for Student Information and Reports apply to all relevant screens.

Display Settings

Name Format - Current Task

	Code	Name	Both
Absence Reasons	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Activities	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cancellation Reasons	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Classes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Days	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Periods	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Room Availability Reasons	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Rooms	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Teachers	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Yard Duty Areas	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Yard Duty Sessions	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reset ALL - Current Task	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

Students - Append to Name

<input type="checkbox"/> Code	<input type="checkbox"/> House
<input type="checkbox"/> BOS Code	<input type="checkbox"/> Home Group
<input type="checkbox"/> Gender	<input type="checkbox"/> Web Choices
<input type="checkbox"/> Roll Class	<input type="checkbox"/> Boarder
<input type="checkbox"/> Year Level	

Student Lists

Student name details in separate column

Show email addresses

Reports

Reports to include

<input type="checkbox"/> Period and Yard Duty Loads
<input type="checkbox"/> Absence Reasons
<input type="checkbox"/> Cancellation Reasons
<input type="checkbox"/> Room Availability Reasons
<input type="checkbox"/> Replacement Notes
<input type="checkbox"/> Teacher Load
<input type="checkbox"/> Teacher Count
<input type="checkbox"/> Roll Classes

Replacement Teachers on [17A] and [18B]

Show replacement teachers in first column

List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]

Timetable items on one row

Transpose

Select **Name** for
Absence Reasons,
Cancellation Reasons,
Room Availability Reasons,
Teachers and
Yard Duty Areas.

Tick **Apply above settings**
to **ALL Tasks**

Click **OK**

The screenshot shows the 'Web Daily Organiser' interface. At the top, there are navigation tabs: Home Page, Information Stage, Process Stage, and Reports Stage. The current date is 'Tue 04 Feb D2 (Future)'. Below the navigation, there are buttons for 'Absent for Period On/Off', 'Absent for Day On/Off', 'Edit Reason', and 'Edit Count Value'. A 'Display' button is highlighted with an arrow. The main area contains a timetable grid with columns for AM, HR, 1, 2, R, 3, 4, L1, L2, and 5. The grid lists teachers and their absence reasons. A 'Supplementary Information' panel on the right shows details for 'Danielle Atkinson', including a table with columns for Period, Class / Activity, and Room. A 'Home Page' sidebar is visible on the right. A note box below the screenshot contains text and an arrow pointing to the 'Display' button.

Note: Full names are now displayed for teachers, yard duties and absence reasons. By displaying full names for absence reasons on this screen the entire day's timetable is now not visible. It would be better to change the setting back to code just for this screen.

Click Display

The 'Display Settings' dialog box is shown. It has several sections: 'Name Format - Current Task', 'Student Information', 'Reports', and 'Name Format - ALL Tasks'. In the 'Name Format - Current Task' section, there are radio buttons for 'Code', 'Name', and 'Both'. The 'Code' radio button is selected. An arrow points from a note box to this radio button. Other settings include 'Absence Reasons', 'Activities', 'Cancellation Reasons', 'Classes', 'Days', 'Periods', 'Room Availability Reasons', 'Rooms', 'Teachers', 'Yard Duty Areas', and 'Yard Duty Sessions'. The 'Student Information' section has checkboxes for 'Students - Append to Name' (Code, BOS Code, Gender, Roll Class, Year Level, House, Home Group, Web Choices, Boarder) and 'Student Lists' (Student name details in separate columns, Show email addresses). The 'Reports' section has checkboxes for 'Reports to include' (Period and Yard Duty Loads, Absence Reasons, Cancellation Reasons, Room Availability Reasons, Replacement Notes, Teacher Load, Teacher Count, Roll Classes) and 'Replacement Teachers on [17A] and [18B]' (Show replacement teachers in first column, List replacement teachers alphabetically). The 'Name Format - ALL Tasks' section has a checkbox for 'Apply above settings to ALL tasks'. At the bottom, there are 'OK' and 'Cancel' buttons. An arrow points from the note box to the 'OK' button.

Select Code for Absence Reasons and click OK

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off
 Absent for Day On/Off

Options

Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49

Legend

Absent
 Absent (Activity)

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

The information now fits across the screen

MAKE A TEACHER ABSENT FOR A DAY

When teachers are made absent for a day, an absence reason needs to be selected. In this case, Danielle Atkinson is sick.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off
 Absent for Day On/Off

Options

Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49

Legend

Absent
 Absent (Activity)

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

Danielle Atkinson is absent for the whole day.

To enter the staff absence for the day, click in a cell next to Danielle Atkinson and click **Absent for Day On/Off**

Select Absence Reason

Type letter to find alphabetically

- SL
- CL
- STL
- LWP
- F
- JD
- LATE
- EXC
- CAMP
- OR
- WE
- EXAM
- PL
- MENTOR
- PMEET
- SMEET
- BUS

Show

Code
 Name
 Name/Code
 Sort

A list of absence reasons is displayed.

Note: It is possible to view either codes, names or both names and codes. It is also possible to have the list displayed alphabetically or in the order that they were entered.

Select Absence Reason

Type letter to find alphabetically

- Sick Leave
- Sick Leave
- Carer's Leave
- Study Leave
- Leave Without Pay
- Funeral
- Jury Duty
- Late
- Excursion
- Camp
- Orientation
- Work Experience Visit
- Examination
- Professional Learning
- Mentor
- Parent Meeting
- Student Meeting
- Bus Driver

Show

Code
 Name
 Name/Code
 Sort

Select **Name** and the absence reason names are now displayed

Select **Sick Leave** and click **OK**

Note: The highlighted cells indicate the teacher is absent with the absence reason code displayed in each cell.

The changes made to the teacher are displayed on the teacher's timetable in the Supplementary Information.

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	SL	L SL	L SL	L SL	SL	L SL	L SL	SL	SL	L SL	L SL	Y SL
4	Baker Catherine	N	N	N	N		N	N	N	N	N	N	N
5	Bell Heather		L				L	L			L		
6	Boswick Sam						M	M					
7	Boyle Joanne		L	L	L		L	L		Y		L	
8	Burrows Kelly						M	M		Y		L	
9	Butler Alison		L			Y	L	L			L		
10	Carter Leanne												
11	Chappell Judy		L										
12	Cheng William												
13	Clark Allison												
14	Clark Megan												

MAKE A TEACHER ABSENT FOR PART OF A DAY

David Alderson has just rung to say that he will be late. He will be absent for his Yard Duty and Homeroom class. David also mentioned that he has a parent meeting in Period 1.

To enter a staff absence for a yard duty session or period, click on the cell and click Absent for Period On/Off or alternatively double click on the cell.

Double click in the AM column next to David Alderson to make him absent

Select Absence Reason

Type letter to find alphabetically

- Late
- Sick Leave
- Carer's Leave
- Study Leave
- Leave Without Pay
- Funeral
- Jury Duty
- Late
- Excursion
- Camp
- Orientation
- Work Experience Visit
- Examination
- Professional Learning
- Mentor
- Parent Meeting
- Student Meeting

Show Code Name Name/Code Sort

OK Cancel

The list of absence reasons is displayed.

Select Late

Click OK

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options: Show teacher absence reason Display balloons Teachers selected

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

Next to David Alderson double click in the HR column then double click in Period 1

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options: Show teacher absence reason Display balloons Teachers selected

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

Note: The absence reason automatically defaults to LATE.

DIFFERENT ABSENCE REASONS ON THE SAME DAY

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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options: Show teacher absence reason Display balloons Teachers selected: 49 of 49 Legend: ● Absent ● Absent (Activity)

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

Select Absence Reason

Type letter to find alphabetically

- Parent Meeting
- Sick Leave
- Carer's Leave
- Study Leave
- Leave Without Pay
- Funeral
- Jury Duty
- Late
- Excursion
- Camp
- Orientation
- Work Experience Visit
- Examination
- Professional Learning
- Mentor
- Parent Meeting
- Student Meeting
- Bus Driver

Show: Code Name Name/Code Sort

OK Cancel

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options: Show teacher absence reason Display balloons Teachers selected

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams Rod				L								
2	Alderson David	Y LATE	L LATE	L P MEET	L		L	L				L	
3	Atkinson Danielle	SL	L SL	L SL	L SL	SL	L SL	L SL	SL	SL	L SL	L SL	Y SL

Note: The different absence codes are displayed for the teacher.

FIND TEACHER USING THE RIGHT CLICK MENU

There are many screens in Daily Organiser where teachers can be found by using the right mouse click menu items. In this case, the teacher to find is Peta Wallen.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options: Show teacher absence reason Display balloons Teachers selected: 49 of 49

Legend: ● Absent ● Absent (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams Rod				L								
2	Alderson David	Y LATE	L LATE	L P MEET	L								
3	Atkinson Danielle	SL	L SL	L SL	L SL								Y SL
4	Baker Catherine	N	N	N	N								N
5	Bell Heather		L										
6	Boswick Sam												
7	Boyle Joanne												
8	Burrows K												
9	Butler Alis												
10	Carter Lea												
11	Chappell Ju												
12	Cheng William												
13	Clark Allison			L	L		L	L		L	L		L

Find Ctrl+F
Find Teacher Ctrl+Alt+F
 Show Search Panel Alt+F
 Refresh Display F5
 Display F11
 Sort Current View... F6
 Cut Ctrl+X
 Copy Ctrl+C
 Paste Ctrl+V

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

Select Teacher

Type letter to find alphabetically

- Wallen Peta
- Murphy John
- Myers John
- Nancarrow Trish
- Newman Peter
- Patel Marek
- Pearson Sean
- Rennie Matthew
- Rogers Paul
- Simpson Kevin
- Smyth Martin
- Talbot Peter
- Thomson Wayne
- Walker Sam
- Wallen Peta
- White Eva
- Wood Paul
- Young Bernard

Show

Code
 Name
 Name/Code
 Sort

Change the display to **Name**

Scroll down and select **Peta Wallen** who will be absent for the day for Professional Learning

Click **OK**

Home Page Information Stage Process Stage Reports Stage
Tue 04 Feb D2 (Future)

Absent for Period On/Off
 Absent for Day On/Off

Options

Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49

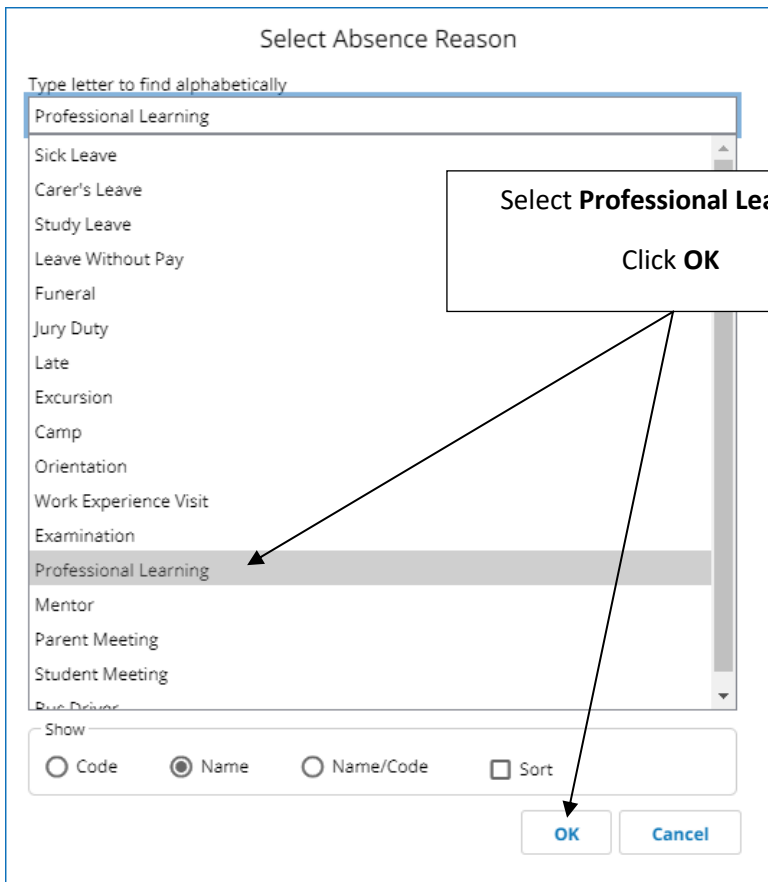
Legend

● Absent
 ● Absent (Activity)
 ● Absence counted
 ● Lesson Cancelled
 ● Composite class

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
29	Manning Kathy					Y	L	L			L	L	
30	Marks Daniel		L	L	L		L	L			L	L	
39	Rennie Matthew		L	L	L		L				L		
40	Rogers Paul						L			Y			
41	Simpson Kevin		L	L			L					L	
42	Smyth Martin		L	L	L		L	L			L	L	
43	Talbot Peter				L		L	L					
44	Thomson Wayne			L	L		L	L			L	L	
45	Walker Sam			L	L		L				L	L	
46	Wallen Peta			L			L	L			L	L	

Peta Wallen is now selected.

Click **Absent for Day On/Off**



Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options
 Show teacher absence reason Display balloons Teachers selected: 49 of 49

Legend
● Absent ● Absent (Activity) ● Absence counted ● Lesson Cancelled ● Composite class

No	Teacher	1	2	3	4	5	6	7	8	9	10	11	12
29	Manning Kathy												
30	Marks Daniel												
31	Mills Deborah												
32	Mullins Sharon												
33	Murphy John												
34	Myers John												
35	Nancarrow Trish		L		L	L	Y		L				
36	Newman Peter		L	L	L	L	Y		L				
37	Patel Marek	L							L				
38	Pearson Sean	L		L	L	L	Y		L				
39	Rennie Matthew	L	L	L		L			L				
40	Rogers Paul					L		Y		L			
41	Simpson Kevin	L	L			L				L			
42	Smyth Martin	L	L	L	L	L			L	L			
43	Talbot Peter			L	L	L							
44	Thomson Wayne		L	L	L	L			L	L			
45	Walker Sam		L	L	L	L			L	L			
46	Wallen Peta	PL	PL	L PL	PL	PL	L PL	L PL	PL	PL	L PL	L PL	PL

Supplementary Information
 Teacher Timetable: Peta Wallen

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

Peta Wallen has been made absent for the full day.
 Note: In Period 3, Peta Wallen has a composite class.
 Both composites are listed on her timetable.

In Web Daily Organiser, teacher timetables show all composite classes. When a teacher of a composite class is absent, all classes in the composite classes can be covered by one or more staff.

TEACHERS MADE ABSENT IN ACTIVITIES

This screen also displays teachers who have been made absent in Teacher or Student Activities. If a teacher has been made absent in an activity, they cannot be edited on this screen.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value Display A- A+

Options: Show teacher absence reason Display balloons Teachers selected: 49 of 49

Legend: ● Absent ● Absent (Activity) ● Absence counted ● Lesson Cancelled ● Composite class

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

Supplementary Information
Teacher Timetable: Leanne Carter

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

Scroll up and click in Period 5 for Leanne Carter

Note: Note the blue colour indicates that she has been made absent in an activity. Leanne's timetable in the Supplementary Information shows the absence as a Student Activity.

Click **Absent for Period On/Off**

Information

This teacher is absent because of an activity. Edits for this period must be completed on the activity screen.

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

Click **OK**

TEACHER ACTIVITIES

In Web Daily Organiser, Teacher Activities allow Daily Organisers to plan ahead by entering teacher absences in advance. The absences can be part days, full days or multiple days. This is useful when recording teacher absences for conferences, professional learning and planned sick leave.

If changes to an activity have to be made, a Teacher Activity can be edited and the program automatically updates the data to ensure teachers are made absent on the appropriate days.

EDIT A TEACHER ACTIVITY

A multiple day Teacher Activity has already been set up for Melissa Fraser’s sick leave. The Daily Organiser has just been informed that Melissa will return to school tomorrow but will be absent Periods 4, 5 and 6 for another medical appointment.



On the Task Tree select:
[8B] Teacher Activities

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Legend: Completed Selected date In future

No	Activity Name	Code	Dates	Days	Absence Reason	Type
1	Leave FRAM	Leave FRAM	Tue 28 Jan - Tue 04 Feb	6 Day	Sick Leave	Multiple Days

Click Edit Activity

Enter Teacher Activity

Required Fields *

Activity Name* Leave FRAM Activity Code* Leave FRAM

Teacher Absence Reason Sick Leave

Activity Details: Edit Periods and Yard Duties Edit Teachers Replicate Cell All Days

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 28 Jan	D2	All Day	Fraser Melissa
2	Wed 29 Jan	D3	All Day	Fraser Melissa
3	Thu 30 Jan	D4	All Day	Fraser Melissa
4	Fri 31 Jan	D5	All Day	Fraser Melissa
5	Mon 03 Feb	D1	All Day	Fraser Melissa
6	Tue 04 Feb	D2	All Day	Fraser Melissa

Display Record and Close Cancel

The Activity Name and Code have been entered.

The Teacher Absence Reason has been selected.

The days are displayed. Period and Yard Duties absences have been entered for the relevant teacher.

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 28 Jan	D2	All Day	Fraser Melissa
2	Wed 29 Jan	D3	All Day	Fraser Melissa
3	Thu 30 Jan	D4	All Day	Fraser Melissa
4	Fri 31 Jan	D5	All Day	Fraser Melissa
5	Mon 03 Feb	D1	All Day	Fraser Melissa
6	Tue 04 Feb	D2	All Day	Fraser Melissa

Click **Select Dates**

Set Selected Date

Show Timetable Days Show all dates

Legend
 Today In future Completed School closed Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		<input checked="" type="checkbox"/> 28/01/2020	<input checked="" type="checkbox"/> 29/01/2020	<input checked="" type="checkbox"/> 30/01/2020	<input checked="" type="checkbox"/> 31/01/2020
2	<input checked="" type="checkbox"/> 03/02/2020	<input checked="" type="checkbox"/> 04/02/2020	<input checked="" type="checkbox"/> 05/02/2020	<input type="checkbox"/> 06/02/2020	<input type="checkbox"/> 07/02/2020
3	<input type="checkbox"/> 10/02/2020	<input type="checkbox"/> 11/02/2020	<input type="checkbox"/> 12/02/2020	<input type="checkbox"/> 13/02/2020	<input type="checkbox"/> 14/02/2020
4	<input type="checkbox"/> 17/02/2020	<input type="checkbox"/> 18/02/2020	<input type="checkbox"/> 19/02/2020	<input type="checkbox"/> 20/02/2020	<input type="checkbox"/> 21/02/2020
5	<input type="checkbox"/> 24/02/2020	<input type="checkbox"/> 25/02/2020	<input type="checkbox"/> 26/02/2020	<input type="checkbox"/> 27/02/2020	<input type="checkbox"/> 28/02/2020
6	<input type="checkbox"/> 02/03/2020	<input type="checkbox"/> 03/03/2020	<input type="checkbox"/> 04/03/2020	<input type="checkbox"/> 05/03/2020	<input type="checkbox"/> 06/03/2020
7	<input type="checkbox"/> 09/03/2020	<input type="checkbox"/> 10/03/2020	<input type="checkbox"/> 11/03/2020	<input type="checkbox"/> 12/03/2020	<input type="checkbox"/> 13/03/2020
8	<input type="checkbox"/> 16/03/2020	<input type="checkbox"/> 17/03/2020	<input type="checkbox"/> 18/03/2020	<input type="checkbox"/> 19/03/2020	<input type="checkbox"/> 20/03/2020
9	<input type="checkbox"/> 23/03/2020	<input type="checkbox"/> 24/03/2020	<input type="checkbox"/> 25/03/2020	<input type="checkbox"/> 26/03/2020	<input type="checkbox"/> 27/03/2020
10	<input type="checkbox"/> 30/03/2020	<input type="checkbox"/> 31/03/2020	<input type="checkbox"/> 01/04/2020	<input type="checkbox"/> 02/04/2020	<input type="checkbox"/> 03/04/2020

Select the next day, Wednesday and click **OK**

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

Nn	Date	Day	Periods and Yard Duties	Teachers
1	Tue 28 Jan	D2	All Day	Fraser Melissa
2	Wed 29 Jan	D3	All Day	Fraser Melissa
3	Thu 30 Jan	D4	All Day	Fraser Melissa
4	Fri 31 Jan	D5	All Day	Fraser Melissa
5	Mon 03 Feb	D1	All Day	Fraser Melissa
6	Tue 04 Feb	D2	All Day	Fraser Melissa
7	Wed 05 Feb	D3		

[Display](#) [Record and Close](#) [Cancel](#)

Click on the date that has been added
Click **Edit Periods and Yard Duties** or double click in the Periods and Yard Duties cell

Select Periods and Yard Duties

Available: 6

- AM / AM
- Homeroom / HR
- Period 1 / 1
- Period 2 / 2
- Recess / R
- Period 3 / 3

Selected: 6

- Period 4 / 4
- Lunch 1 / L1
- Lunch 2 / L2
- Period 5 / 5
- Period 6 / 6
- PM / PM

> Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

<No Faculty Group Selected> <No Faculty Selected>

[More Options...](#)

Name Format: Code Name Name/Code

Sort

[OK](#) [Cancel](#)

Move all periods and yard duties from Period 4 to the end of the day to the Selected box and click **OK**

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason Sick Leave

Activity Details

Nn	Date	Day	Periods and Yard Duties	Teachers
1	Tue 28 Jan	D2	All Day	Fraser Melissa
2	Wed 29 Jan	D3	All Day	Fraser Melissa
3	Thu 30 Jan	D4	All Day	Fraser Melissa
4	Fri 31 Jan	D5	All Day	Fraser Melissa
5	Mon 03 Feb	D1	All Day	Fraser Melissa
6	Tue 04 Feb	D2	All Day	Fraser Melissa
7	Wed 05 Feb	D3	4 - PM	

Click on **Melissa Fraser** in the Teachers column and click **Replicate Cell All Days**

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason Sick Leave

Activity Details

Nn	Date	Day	Periods and Yard Duties	Teachers
1	Tue 28 Jan	D2	All Day	Fraser Melissa
2	Wed 29 Jan	D3	All Day	Fraser Melissa
3	Thu 30 Jan	D4	All Day	Fraser Melissa
4	Fri 31 Jan	D5	All Day	Fraser Melissa
5	Mon 03 Feb	D1	All Day	Fraser Melissa
6	Tue 04 Feb	D2	All Day	Fraser Melissa
7	Wed 05 Feb	D3	4 - PM	Fraser Melissa

Click **Record and Close**


Information

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

Click **OK**

CHANGE THE DAY AND DATE


To see the effects of this change it will be necessary to change the day and date.

On the date selector click  to move to the next timetable day

Note: Wednesday is now selected



On the Task Tree select:
[8A] Teachers Absent

Note: Melissa Fraser is absent from Period 4 to the end of the day.
Click  to move to the previous timetable day

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
16	Cooke Dennis		L			Y	L	L			L	L	
17	Dalton James		L	L					Y			L	
18	Edwards John		L	L	L		L	L				L	
19	Feng Jenny		L	L	L		L	L			L	L	
20	Fraser Melissa			L	L			SL	SL	SL	L	SL	L

Reminder

Set Up Yr 11 English Exam

Click OK

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Absent for Period On/Off
 Absent for Day On/Off

Options

Show teacher absence reason
 Display balloons
 Teachers selected: 49 of 49

Legend

Absent
 Absent (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
16	Cooke Dennis		L	L	L		L	L					
17	Dalton James		L	L	L		L						
18	Edwards John		L				L	L			L	L	
19	Feng Jenny		L	L	L			L			L	L	
20	Fraser Melissa	SL	SL	SL	L SL	SL	L SL	SL	SL	SL	L SL	L SL	SL

Note: Tuesday is now selected.

ADD A MULTIPLE DAY TEACHER ACTIVITY

Teacher Paul Wood will be updating his professional skills by attending Student Options Training on Tuesday and Web Daily Organiser Training on Friday of this week.



On the Task Tree select:
[8B] Teacher Activities

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Options

Show activity details
 Show all activities

Legend

Completed
 Selected date
 In future

No	Activity Name	Code	Dates
1	Leave FRAM	Leave FRAM	Wed 29 Jan - Wed 05 Feb 6 Day Sick Leave Multiple Days

Click Add Activity

Enter Teacher Activity

Required Fields *

Activity Name*
Activity Code*

Teacher Absence Reason

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers
----	------	-----	-------------------------	----------

Type "TT Training" as the Activity Name and "TT Train" as the Activity Code

Click Select Dates

Set Selected Date

Show Timetable Days Show all dates

Legend
 Today In future Completed School closed Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		<input type="checkbox"/> 28/01/2020	<input type="checkbox"/> 29/01/2020	<input type="checkbox"/> 30/01/2020	<input type="checkbox"/> 31/01/2020
2	<input type="checkbox"/> 03/02/2020	<input checked="" type="checkbox"/> 04/02/2020	<input type="checkbox"/> 05/02/2020	<input type="checkbox"/> 06/02/2020	<input checked="" type="checkbox"/> 07/02/2020
3	<input type="checkbox"/> 10/02/2020	<input type="checkbox"/> 11/02/2020	<input type="checkbox"/> 12/02/2020	<input type="checkbox"/> 13/02/2020	<input type="checkbox"/> 14/02/2020
4	<input type="checkbox"/> 17/02/2020	<input type="checkbox"/> 18/02/2020	<input type="checkbox"/> 19/02/2020	<input type="checkbox"/> 20/02/2020	<input type="checkbox"/> 21/02/2020
5	<input type="checkbox"/> 24/02/2020	<input type="checkbox"/> 25/02/2020	<input type="checkbox"/> 26/02/2020	<input type="checkbox"/> 27/02/2020	<input type="checkbox"/> 28/02/2020
6	<input type="checkbox"/> 02/03/2020	<input type="checkbox"/> 03/03/2020	<input type="checkbox"/> 04/03/2020	<input type="checkbox"/> 05/03/2020	<input type="checkbox"/> 06/03/2020
7	09/03/2020	<input type="checkbox"/> 10/03/2020	<input type="checkbox"/> 11/03/2020	<input type="checkbox"/> 12/03/2020	<input type="checkbox"/> 13/03/2020
8	<input type="checkbox"/> 16/03/2020	<input type="checkbox"/> 17/03/2020	<input type="checkbox"/> 18/03/2020	<input type="checkbox"/> 19/03/2020	<input type="checkbox"/> 20/03/2020
9	<input type="checkbox"/> 23/03/2020	<input type="checkbox"/> 24/03/2020	<input type="checkbox"/> 25/03/2020	<input type="checkbox"/> 26/03/2020	<input type="checkbox"/> 27/03/2020
10	<input type="checkbox"/> 30/03/2020	<input type="checkbox"/> 31/03/2020	<input type="checkbox"/> 01/04/2020	<input type="checkbox"/> 02/04/2020	<input type="checkbox"/> 03/04/2020

Tick the checkboxes for Tuesday and Friday of this week

Click **OK**

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2		
2	Fri 07 Feb	D5		

Note: The dates selected for the activity are now displayed. The first day is shaded green indicating that it relates to the selected day.

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Activity Details
[Edit Periods and Yard](#)

No	Date	Day	Peri
1	Tue 04 Feb	D2	
2	Fri 07 Feb	D5	

[Display](#) [Record and Close](#) [Cancel](#)

Click the Teacher Absence Reason box and the drop down menu appears

Select **Professional Learning**

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Activity Details
[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2		
2	Fri 07 Feb	D5		

[Display](#) [Record and Close](#) [Cancel](#)

Click **Edit Periods and Yard Duties**

Select Periods and Yard Duties

Available: 0

Selected: 12

AM / AM
 Homeroom / HR
 Period 1 / 1
 Period 2 / 2
 Recess / R
 Period 3 / 3
 Period 4 / 4
 Lunch 1 / L1
 Lunch 2 / L2
 Period 5 / 5
 Period 6 / 6
 PM / PM

> Move highlighted items to Selected
 >> Move all items to Selected
 < Move highlighted items to Available
 << Move all items to Available

Move all items to the Selected box
Click **OK**

<No Faculty Group Selected> <No Faculty Selected>

More Options...

Name Format
 Code Name Name/Code

Sort

OK Cancel

Enter Teacher Activity

Required Fields *

Activity Name* TT Training Activity Code* TT Train [Select Dates](#)

Teacher Absence Reason Professional Learning

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2	All Day	
2	Fri 07 Feb	D5		

Click on All Day in the Periods and Yard Duties column and click **Replicate Cell All Days**

[Display](#) [Record and Close](#) [Cancel](#)

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2	All Day	
2	Fri 07 Feb	D5	All Day	

Note: The same periods have now been selected for both days.

Click in the Teachers column and click **Edit Teachers**

[Display](#) [Record and Close](#) [Cancel](#)

Select **Paul Wood** and click **Move highlighted items to Selected**

Click **OK**

Select Teachers

Available:

- Murphy
- Myers
- Nancarrow Trish / NANT
- Newman Peter / NEWP
- Patel Marek / PATM
- Pearson Sean / PEAS
- Rennie Matthew / RENM
- Rogers Paul / ROGP
- Simpson Kevin / SIMK
- Smyth Martin / SMYM
- Talbot Peter / TALP
- Thomson Wayne / THOW
- Walker Sam / WALS
- Wallen Peta / WALP
- White Eva / WHIE
- Wood Paul / WOOP
- Young Bernard / YOUB

<No Faculty Group Selected> <No Faculty Selected>

[More Options...](#)

Selected: 0

Code
 Name
 Name/Code

Sort

[OK](#) [Cancel](#)

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2	All Day	Wood Paul
2	Fri 07 Feb	D5	All Day	

Make sure Paul Wood is selected and click **Replicate Cell All Days**

[Display](#) [Record and Close](#) [Cancel](#)

Enter Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
1	Tue 04 Feb	D2	All Day	Wood Paul
2	Fri 07 Feb	D5	All Day	Wood Paul

Note: Paul Wood has now been assigned to both days.
Click **Record and Close**

[Display](#) [Record and Close](#) [Cancel](#)

Information

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

[OK](#)

Click **OK**

No	Activity Name	Code	Dates	Days	Absence Reason	Type
1	Leave FRAM	Leave FRAM	Wed 29 Jan - Wed 05 Feb	6 Day	Sick Leave	Multiple Days
2	TT Training	TT Train	Tue 04 Feb - Fri 07 Feb	2 Day	Professional Learning	Multiple Days

Note: The activity is recorded as a Multiple Days activity.
To see more information tick **Show activity details** and select **Show all activities**

No	Activity Name	Code	Date	Day	Periods and Yard Duties	Teachers	Absen
1	Leave FRAM	Leave FRAM	Wed 29 Jan	D3	All Day	Fraser Melissa	Sick Le
1	Leave FRAM	Leave FRAM	Thu 30 Jan	D4	All Day	Fraser Melissa	Sick Le
1	Leave FRAM	Leave FRAM	Fri 31 Jan	D5	All Day	Fraser Melissa	Sick Le
1	Leave FRAM	Leave FRAM	Mon 03 Feb	D1	All Day	Fraser Melissa	Sick Le
1	Leave FRAM	Leave FRAM	Tue 04 Feb	D2	All Day	Fraser Melissa	Sick Le
1	Leave FRAM	Leave FRAM	Wed 05 Feb	D3	4 - PM	Fraser Melissa	Sick Le
2	TT Training	TT Train	Tue 04 Feb	D2	All Day	Wood Paul	Profes
2	TT Training	TT Train	Fri 07 Feb	D5	All Day	Wood Paul	Profes

Now each day of the activity is displayed separately.
Note: The green cell colour indicates that the activity is on the selected date, the pink is on completed dates and the blue on future dates. The radio buttons can also be used to display just the selected date or the selected and later dates.
Untick **Show activity details**

EMERGENCY TEACHER ACTIVITIES

In Web Daily Organiser, Emergency Teacher Activities can be used to make emergency teachers available or unavailable for selected days and dates. Daily Organisers can plan ahead by:

- Booking emergency teachers in advance
- Entering details of emergency teacher unavailability

The activities can be part days, full days or multiple days. Emergency Teacher Activities have already been entered.



On the Task Tree select:
[8C] Emergency Teacher Activities

EMERGENCY TEACHER AVAILABLE FOR MULTIPLE DATES

The first activity was set up for when the emergency teacher Bert Einstein was booked to replace Melissa Fraser.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Legend: ● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Available	Type
1	Replace FRAM	Rplc FRAM	Tue 28 Jan - Tue 04 Feb	6 Day	Yes	Multiple Days
2	Billy not Tuesday	Billy X Tue	Tue 28 Jan - Tue 31 Mar	10 Day	No	Multiple Days
3	Yr 11 Camp	Yr 11 Camp	Wed 26 Feb - Fri 28 Feb	3 Day	Yes	

Click on the first activity and click **Edit Activity**

Enter Emergency Teacher Activity

Required Fields *

Activity Name* **Activity Code***

Emergency Teacher Available Yes No - Cannot use

Notes

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers
21	Tue 28 Jan	D2	All Day	Einstein Bert
22	Wed 29 Jan	D3	All Day	Einstein Bert
23	Thu 30 Jan	D4	All Day	Einstein Bert
24	Fri 31 Jan	D5	All Day	Einstein Bert
25	Mon 03 Feb	D1	All Day	Einstein Bert
26	Tue 04 Feb	D2	All Day	Einstein Bert

Note: Emergency Teacher Activities are set up in a similar way to Teacher Activities. The only difference is that it is necessary to indicate if the emergency teacher is available or not. In this case Yes was selected to make Bert Einstein available.

Click **Cancel**

EMERGENCY TEACHER UNAVAILABLE FOR MULTIPLE DATES

In Web Daily Organiser, an Emergency Teacher Activity can be used to record when an emergency teacher cannot be used. In the second activity Billy Shakespeare has been made unavailable every Tuesday in Term 1.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Legend: Completed Selected date In future

No	Activity Name	Code	Dates	Days	Available	Type
1	Replace FRAM	Rplc FRAM	Tue 28 Jan - Tue 04 Feb	6 Day	Yes	Multiple Days
2	Billy not Tuesday	Billy X Tue	Tue 28 Jan - Tue 31 Mar	10 Day	No	Multiple Days
3	Yr 11 Camp	Yr 11 Camp	Wed 26 Feb - Fri 28 Feb	3 Day	Yes	Multiple Days

Click on the activity **Billy not Tuesday**
Click **Edit Activity**

Enter Emergency Teacher

Required Fields *

Activity Name* Billy not Tuesday Activity Code* Billy X Tue [Select Dates](#)

Emergency Teacher Available Yes No - Cannot use

Notes Billy not available Tues Term 1 - at Primary School

Activity Details [Edit Periods and Yard Duties](#) [Edit Teachers](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers
27	Tue 28 Jan	D2	All Day	Shakespeare Billy
28	Tue 04 Feb	D2	All Day	Shakespeare Billy
29	Tue 11 Feb	D2	All Day	Shakespeare Billy
30	Tue 18 Feb	D2	All Day	Shakespeare Billy
31	Tue 25 Feb	D2	All Day	Shakespeare Billy
32	Tue 03 Mar	D2	All Day	Shakespeare Billy
33	Tue 10 Mar	D2	All Day	Shakespeare Billy

[Display](#) [Record and Close](#) [Cancel](#)

Note: This activity was set up in a similar way to the previous one, except in this case, the radio button No - Cannot use was selected.
Click **Cancel**

In both these examples, the data set up here will flow through to [12C] Emergency Teacher Availability screen.

TEACHER LOAD ADJUSTMENTS

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



On the Task Tree select:
[8D] Adjust Teacher Loads

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Delete Adjustment Quick Edit

Options
Teachers selected: 49 of 49

No	Teacher	Counted	Notes
1	Adams Rod	0.00	
2	Alderson David	0.00	
3	Atkinson Danielle	0.00	

Click in the Counted column next to Rod Adams

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Delete Adjustment Quick Edit

Options
Teachers selected: 49 of 49

No	Teacher	Counted	Notes
1	Adams Rod	3.00	Help with Aths
2	Alderson David	0.00	
3	Atkinson Danielle	0.00	

Type "3.00" in the Counted cell and "Help with Aths" in the Notes cell
Press Enter

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Delete Adjustment Quick Edit

Options
Teachers selected: 49 of 49

No	Teacher	Counted	Notes
1	Adams Rod	3.00	Help with Aths
2	Alderson David	0.00	
3	Atkinson Danielle	0.00	

Supplementary Information
Adjustment History: Adams Rod
Date Count Reason

Click on **Rod Adams**

Note: The Supplementary Information does not display these changes. It will only display details of adjustments made for days other than the selected day.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Delete Adjustment Quick Edit

Options
Teachers selected: 49 of 49

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

Supplementary Information

Adjustment History: Clark Megan

Date	Count	Reason
Tue 28 Jan	3.00	YL Meetings

Click on Megan Clark

Note: The Supplementary Information now displays the Adjustment History as this change was not made on the selected day.

Timetabling Solutions



Web Daily Organiser

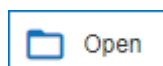
LESSON 5: CANCEL LESSONS AND YARD DUTIES

CANCEL LESSONS	126
CANCEL A CLASS FOR A PERIOD	126
CANCEL A ROLL CLASS FOR A PERIOD	129
CANCEL A ROLL CLASS FOR A DAY	130
CANCEL A MRCG FOR A PERIOD	132
CANCEL A COMPOSITE CLASS	133
CANCEL A YARD DUTY	136

CANCEL LESSONS

Lessons and yard duties can be cancelled for the selected day. Lessons can be cancelled on screen [11A] Cancel Lessons and yard duties can be cancelled on screen [11B] Cancel Yard Duties.

Individual classes and MRCGs can be cancelled for a period. While Roll Classes can be cancelled for a period or a day. When cancelling classes, a warning can be given if cancelling composite classes or classes in a MRCG. Each cancellation requires a lesson cancellation reason to be entered.



Daily Organiser 2020 - one week later

Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... Off

Task Groups

Information Stage	Process Stage	
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Click [11] Cancel Lessons and Yard Duties...

CANCEL A CLASS FOR A PERIOD

The Cancel Lessons screen displays a copy of the master timetable for the selected day and date, with the 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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
 MRCG (Multi Roll Class Group) Lesson cancelled Composite class or shared room Timetable clash **Bold*** Room seat deficit

RC	HR	1	2	3	4	5	6	
12	12HRM1A S11	James Dalton	12REL1C S11	James Dalton	12REL1B S13	James Dalton	12RELI1E S13	Rachel Kelly
	12HRM1B S12	Alison Butler	12ENG1B S21	Joanne Boyle	12ENS1A LAB2	Alison Butler	12ENG1A S21	Daniel Marks
	12HRM1C S13	Monique Gibson	12CHE1A LAB1	Sam Walker	12INF1A S15C	Sharon Mullins	12MTE1A A33	Wayne Thomson
	12HRM1D S14	Eva White	12LST1A S14	Sharon Mullins	12MAA1B S11	Paul Rogers	12MMA1A S11	Heather Bell
							12ECO1A S14	Eva White
							12MAX1A S11	Peta Wallen

Note: Teacher names are displayed on this screen because the display settings were changed in the previous lesson. In order to see the entire timetable on the screen it would be better to display teacher codes on this screen.

Click **Display**

Display Settings

Name Format - Current Task

Code Name Both

Absence Reasons

Activities

Cancellation Reasons

Classes

Days

Periods

Room Availability Reasons

Rooms

Teachers

Yard Duty Areas

Yard Duty Sessions

Reset ALL - Current Task

Name Format - ALL Tasks Apply above settings to ALL tasks

Student Information

Students - Append to Name

Code House

BOS Code Home Group

Reports

Reports to include

Period and Yard Duty Loads

Absence Reasons

Cancellation Reasons

Room Availability Reasons

Replacement Notes

Teacher Load

Teacher Count

Roll Classes

Replacement Teachers on [17A] and [18B]

Show replacement teachers in first column

List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]

Timetable items on one row

Transpose

OK **Cancel**

Select **Code** for Teachers

In this case, the settings should apply to this screen only so the checkbox Apply above settings to ALL tasks should be left unticked.

Click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP
				12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
					12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
					12PST1A S26 FENJ		12PST1D S26 WHIE

Click on the class **12CHE1A** in Period 1

Click **Cancel Class On/Off**

Select Cancellation Reason

Type letter to find alphabetically

- Excursion
- Assembly
- Camp
- Careers Expo
- Examination
- Excursion
- Leadership Day
- Orientation
- Study Day
- Work Experience
- Year Level Meeting

Show
 Code Name Name/Code Sort

OK Cancel

Make sure show Name is selected

Select the reason **Excursion**

Click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS	12LST1A S14 MULS
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ	12SYS1A S16C FENJ
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1C S26 WOOP
				12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
					12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
					12PST1A S26 FENJ		12PST1D S26 WHIE

Note: 12CHE1A is highlighted yellow to indicate it has been cancelled.

Click **Cancel Class On/Off** to remove the cancellation

CANCEL A ROLL CLASS FOR A PERIOD

All classes in a Roll Class can be cancelled for a period.

Options: Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend: ● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class

Click on any class in Roll Class 12 in Period 1
Click **Cancel Roll Class On/Off**

RC	HR	1	2	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MTE1A AT8 THOW
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAA1A S11 ROGP
		12PST1C S26 WOOP	12PST1C S26 WOOP	12MAA1B S12 GIBM
				12MAG1A S13 BUTA
				12PHY1B LAB2 COOD
				12OED1A S14 CARL
				12PST1E S26 RENM
				12PST1A S26 FENJ
				12PHY1A LAB2 COOD
				12PST1D S26 WHIE

Select Cancellation Reason

Type letter to find alphabetically

Year Level Meeting

Assembly
Camp
Careers Expo
Examination
Excursion
Leadership Day
Orientation
Study Day
Work Experience
Year Level Meeting

Show: Code Name Name/Code Sort

Click OK

Select the reason **Year Level Meeting**

Options: Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend: ● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room ● Timetable clash **Bold***: Room seat deficit

Note: All classes in Roll Class 12 have been cancelled.
Click **Cancel Roll Class On/Off** to remove the cancellation

RC	HR	1	2	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1C S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MTE1A AT8 THOW
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAA1A S11 ROGP
		12PST1C S26 WOOP	12PST1C S26 WOOP	12MAA1B S12 GIBM
				12MAG1A S13 BUTA
				12PHY1B LAB2 COOD
				12OED1A S14 CARL
				12PST1E S26 RENM
				12PST1A S26 FENJ
				12PHY1A LAB2 COOD
				12PST1D S26 WHIE

CANCEL A ROLL CLASS FOR A DAY

Classes that are blocked in MRCGs often contain students from a number of Roll Classes, and hence care needs to be taken when cancelling these. As a result, it is important to have a sound level of knowledge about the structure of the timetable. In this example, the Yr7 students have minimal blocking. Homeroom is blocked to ensure that all Homeroom classes happen at the same time. LOTE is half blocked and Yr7 Sport is blocked with Yr8 Sport.

Roll Class 7A have an excursion so classes that only have 7A students will need to be cancelled.

Note: A warning can be given when cancelling a class in a MRCG.

Options:

Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend:

- MRCG (Multi Roll Class Group)
- Lesson cancelled
- Composite class or shared room
- Timetable clash
- Bold*: Room seat deficit

RC	HR	1	2	3	4	5	6
12	12HRM1A S11	DALJ	12REL1C S11	DALJ	12REL1B S13	DALJ	12REL1A S24
	12HRM1B S12	BUTA	12ENG1B S21	BOVJ	12ENG1A S21	PEAS	12ENG1D S21
	12HRM1C S13	GIBM	12CHE1A LAB1			OW	12BIO1A LAB1
	12HRM1D S14	WHIE	12LST1A S14			OW	12ECO1A S14
			12SYS1A S16C	FENJ	12SYS1A S16C	FENJ	12MAG1B S12
			12PST1C S26	WOOP	12PST1C S26	WOOP	12PST1B S26
							12OED1A S14
							12PST1A S26

Options:

Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend:

- MRCG (Multi Roll Class Group)
- Lesson cancelled
- Composite class or shared room
- Timetable clash
- Bold*: Room seat deficit

RC	HR	1	2	3	4	5	6
				11OED1A OV1	EDWJ		
				11TEX1A AT4	CLAA		
10A	10HRM1A M15	KNIN	10ACC1A M10	WHIE	10ACC1A M10	WHIE	10MAA1A M14
10B	10HRM1B M16	SMYM	10FRE1A M11	GIBS	10FRE1A M11	GIBS	10MAA1B M15
10C	10HRM1C M17	JACT	10MED1A M19C	MILD	10MED1A M19C	MILD	10MAT1A M11
10D	10HRM1D M18	CONJ	10MUS1A PAC3	CONJ	10MUS1A PAC3	CONJ	10MAT1B M17
			10OED1A OV1	CARL	10OED1A OV1	CARL	10MAT1C M18
			10TEX1A AT4	CLAA	10TEX1A AT4	CLAA	10MAT1V M18
							11MAT1X M14
9A	09HRM1A M11	BELH	09PEB1A GYM2	ALDD	09PEB1A GYM2	ALDD	09ENG1A M10
9B	09HRM1B M12	PEAS	09PEG1A GYM1	ATKD	09PEG1A GYM1	ATKD	09ENG1B M16
9C	09HRM1C M13	SIMK	09RED1C M13	KNIN	09GEO1C M17	JACT	09ENG1C M13
9D	09HRM1D M14	BOVJ	09RED1D M18	WALP	09SCI1D LAB3	FRAM	09ENG1D M12
							09ENG1E M19C
							09WOO1A A
8A	08HRM1A J11	CARL	08ENG1A J11	JACT	08RED1A J11	KELR	08SCI1A LAB4
8B	08HRM1B J12	YOUB	08MAT1B J12	GIBM	08SCI1B LAB4	ADAR	08RED1B J12
8C	08HRM1C J13	MURJ	08ENG1C J13	KELR	08RED1C J13	KNIN	08GEO1C J13
8D	08HRM1D J14	PATM	08SCI1D LAB2	COOD	08SCI1D LAB2	COOD	08GEO1D J14
							08SPT1A OV1
							08SPT1B GYM2
							08SPT1C GYM1
							08SPT1D OV1
							08SPT1E OV1
							08SPT1F OV1
7A	07HRM1A J21	MARD	07FRE1A J21	MURJ	07MAT1A J21	NEWP	07HIS1A J21
7B	07HRM1B J22	ATKD	07TA1B J22	NANT	07ENG1B J22	TALP	07SCI1B LAB3
7C	07HRM1C J23	FENJ	07ENG1C J23	SIMK	07MAT1C J23	MYEJ	07HPE1C GYM2
7D	07HRM1D J24	ALDD	07MAT1D J24	NEWP	07ENG1D J24	PEAS	07HPE1D GYM1
							07SPT1A OV1
							07SPT1B OV1
							07SPT1C OV1
							07SPT1D OV1
							07SPT1E OV1
							07SPT1F OV1

Confirm

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

As students are not in their Roll Class groups in LOTE and Sport, these lessons should not be cancelled.

Click No

Select Cancellation Reason

Type letter to find alphabetically

- Excursion
- Assembly
- Camp
- Careers Expo
- Examination
- Excursion
- Leadership Day
- Orientation
- Study Day
- Work Experience
- Year Level Meeting

Code
 Name
 Name/Code
 Sort

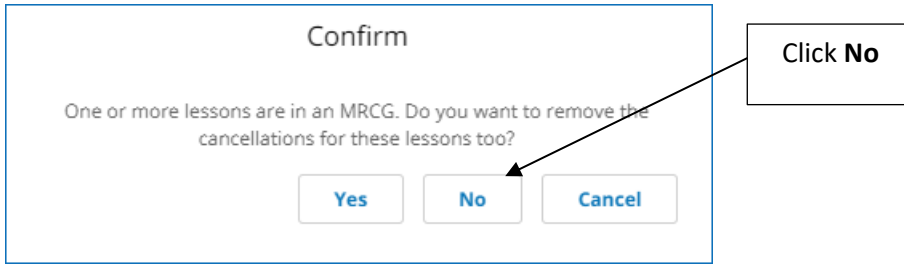
Select the reason **Excursion**

Click OK

7A	07HRM1A	J21	MARD	07FRE1A	J21	MURJ	07MAT1A	J21	NEWP	07HIS1A	J21	MURJ	07ENG1A	J21	MARD	07SPT1A	OV1	FENJ	07SPT1A	OV1	FENJ
7B	07HRM1B	J22	ATKD	07ITA1B	J22	NANT	07ENG1B	J22	TALP	07SCI1B	LAB3	FRAM	07MAT1B	J22	GIBM	07SPT1B	OV1	WALS	07SPT1B	OV1	WALS
7C	07HRM1C	J23	FENJ	07ENG1C	J23	SIMK	07MAT1C	J23	MYEJ	07HPE1C	GYM2	ATKD	07HPE1C	GYM2	ATKD	07SPT1C	OV1	YOUB	07SPT1C	OV1	YOUB
7D	07HRM1D	J24	ALDD	07MAT1D	J24	NEWP	07ENG1D	J24	PEAS	07HPE1D	GYM1	ALDD	07HPE1D	GYM1	ALDD	07SPT1D	OV1	FRAM	07SPT1D	OV1	FRAM
																07SPT1E	OV1	CONJ	07SPT1E	OV1	CONJ
																			07SPT1F	OV1	CLAA

Note: Only classes in 7A not in a MRCG have been cancelled.

Click **Cancel Roll Class for Day On/Off** to remove the cancellation



CANCEL A MRCG FOR A PERIOD

It is possible to cancel all classes in a MRCG for a period. In this case, Yr10 are going to have a Year Level Meeting in Period 6, so their regular classes need to be cancelled.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off
 Cancel Roll Class On/Off
 Cancel Roll Class for Day On/Off
 Cancel All Classes for Period On/Off
 Cancel MRCG On/Off

Options

Warn if cancelling lesson in MRCG
 Warn if cancelling a composite class

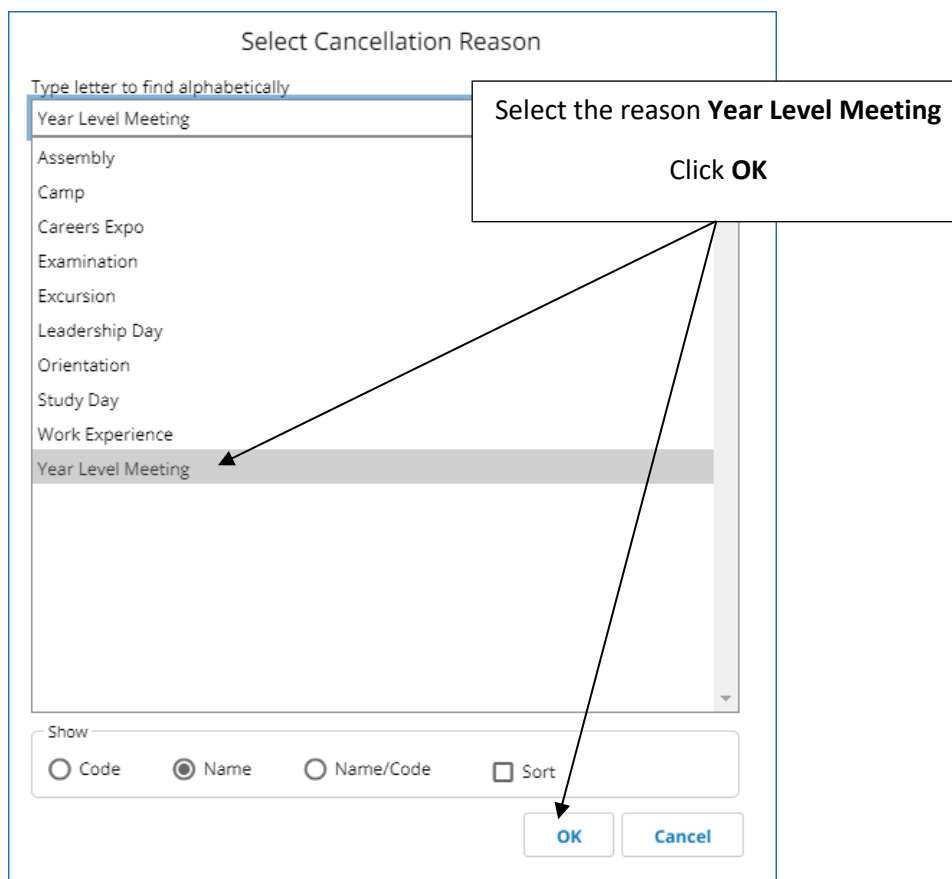
Legend

 MRCG (Multi Roll Class Group)
 Lesson cancelled
 Composite class or shared room
 ● Timetable clash
 Bold*: Room seat deficit

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
					12PST1A S26 FENJ		12PST1D S26 WHIE
11	11HRM1A S21	11HRM1B S22	11HRM1C S23	11HRM1D S24	11ENG1B S22 BOYJ	11ACC1A S22 HARB	11REL1A S22 KNIN
					11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
					11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
					11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
					11PHY1A LAB2 COOD	11MAG1A S12 WALP	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				10MAT1X M14 MYEJ			

Note: The salmon colour indicates Yr10 is in a MRCG in Period 6.

Click on any Yr10 class in Period 6 and click **Cancel MRCG On/Off**



10A	10HRM1A	M15	KNIN	10ACC1A	M10	WHIE	10ACC1A	M10	WHIE	10MAA1A	M14	MYEJ	10RED1A	M15	KNIN	10SOS1A	M11	MANK	10ENG1A	M10	DALJ
10B	10HRM1B	M16	SMYM	10FRE1A	M11	GIBS	10FRE1A	M11	GIBS	10MAA1B	M15	NEWP	10SOS1B	M16	SMYM	10RED1B	M15	KNIN	10ENG1B	M11	MANK
10C	10HRM1C	M17	SMYM	10FRE1B	M11	GIBS	10FRE1B	M11	GIBS	10MAA1C	M15	NEWP	10SOS1C	M17	SMYM	10RED1C	M15	KNIN	10ENG1C	M15	KELR
10D	10HRM1D	M18	SMYM	10FRE1C	M11	GIBS	10FRE1C	M11	GIBS	10MAA1D	M15	NEWP	10SOS1D	M18	SMYM	10RED1D	M16	SMYM	10ENG1D	M13	PEAS
																			10ENG1E	M12	BOYJ

Note: All classes in the MRCG have been cancelled.
Click **Cancel MRCG On/Off** to remove the cancellation

CANCEL A COMPOSITE CLASS

A composite class occurs when one 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 of their composite classes in a period are cancelled.

A warning can be given when cancelling composite classes.

Note: In Version 9 teacher clashes were treated differently to composite classes when cancelling classes. In Web Daily Organiser cancelling classes with a teacher clash is treated the same way as cancelling composite classes.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room ● Timetable clash **Bold***: Room seat deficit

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A ATR THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAX1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
					12PST1A S26 FENJ		12PST1D S26 WHIE

Tick Warn if cancelling a composite class

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room ● Timetable clash **Bold***: Room seat deficit

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 BOYJ	12ENG1B S21 BOYJ	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 WALS	12CHE1A LAB1 WALS	12INF1A S15C MULS	12MTE1A ATR THOW	12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAX1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 COOD	12PED1A S14 ALDD
		12PST1C S26 WOOP	12PST1C S26 WOOP	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2 COOD
					12PST1A S26 FENJ		12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11MTE1A ATR THOW	11MAG1A S12 WALP	
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11OED1A OV1 EDWJ		
	11HRM1C S23 EDWJ	11ECO1A S23 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MLD	11TEX1A AT4 CLAA		
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ			
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MYEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			10ENG1E M12 BOYJ
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			

Note: The brown colour indicates composite classes and shared rooms

Click on 10MAA1A in Period 3

Click Cancel Class On/Off

Confirm

This lesson is in an MRCG. Cancel lesson?

OK Cancel

Click OK

Confirm

Cancel all lessons in the composite

Cancel selected lesson only

Note: A decision can be made whether to cancel both composites or not.

Click **OK**

Select Cancellation Reason

Type letter to find alphabetically

Careers Expo

Assembly

Camp

Careers Expo

Examination

Excursion

Leadership Day

Orientation

Study Day

Work Experience

Year Level Meeting

Show

Code
 Name
 Name/Code
 Sort

Select the reason **Careers Expo**

Click **OK**

10A	10HRM1A	M15	KNIN	10ACC1A	M10	WHIE	10ACC1A	M10	WHIE	10MAA1A	M14	MYEJ	10RED1A	M15
10B	10HRM1B	M16	SMYM	10FRE1A	M11	GIBS	10FRE1A	M11	GIBS	10MAA1B	M15	NEWP	10SOS1B	M16
10C	10HRM1C	M17	JACT	10MED1A	M19C	MILD	10MED1A	M19C	MILD	10MAT1A	M11	BELH	10RED1C	M10
10D	10HRM1D	M18	CONJ	10MUS1A	PAC3	CONJ	10MUS1A	PAC3	CONJ	10MAT1B	M17	COOD	10SOS1D	M15
				10OED1A	OV1	CARL	10OED1A	OV1	CARL	10MAT1C	M18	WALP		
				10TEX1A	AT4	CLAA	10TEX1A	AT4	CLAA	10MAT1V	M18	WALP		
										11MAT1X	M14	MYEJ		

Note: Both composite classes have been cancelled.

Click **Cancel Class On/Off** and remove the cancellation

Confirm

Remove cancellation for all lessons in composite

Remove cancellation for selected lesson only

Click **OK**

CANCEL A YARD DUTY

If there are areas in the school that are only used by particular year levels, it may be necessary to cancel a yard duty when that year level is absent. For example, if the Yr11 students have an exam for the morning, they may still be in the exam for Recess. In that case, there is 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:
[11B] Cancel Yard Duties

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Yard Duty On/Off

Legend
● Cancelled

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

Click on **Monique Gibson** in the Senior Yard at Recess and click **Cancel Yard Duty On/Off**

Select Cancellation Reason

Type letter to find alphabetically

- Examination
- Assembly
- Camp
- Careers Expo
- Examination
- Excursion
- Leadership Day
- Orientation
- Study Day
- Work Experience
- Year Level Meeting

Select the reason **Examination**

Click **OK**

Show
 Code
 Name
 Name/Code
 Sort

OK Cancel

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Yard Duty On/Off

Legend
● Cancelled

Click somewhere else on the screen

Note: The Yard Duty has been cancelled.

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

Timetabling Solutions



Web Daily Organiser

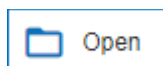
LESSON 6: ROOM AVAILABILITY AND ROOM ACTIVITIES

ROOM AVAILABILITY	140
DISPLAY SETTINGS.....	140
REMOVE A CLASS AND MAKE THE ROOM UNAVAILABLE.....	142
REMOVE A CLASS AND MAKE THE ROOM AVAILABLE.....	144
ROOM ACTIVITIES	145

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. In some cases, the room can be made available for another class to use this room while at other times the room will need to be made unavailable for all classes.

Classes can be removed from rooms for the selected day or a Room Activity can be set up to remove classes from rooms for other days.



Daily Organiser 2020 - one week later

Tue 04 Feb D2 (Future)

Manage Items

- New
- View Published Timetables
- Configure Settings
- Open
- View User Changes
- Publish Daily Organiser ... Off
- Close
- Import Data
- Permit Support Access Off
- Copy
- Export Data
- Open on Today's Date Off

Task Groups

Information Stage

- 1 Parameters and Calendar ...
- 2 Unsupervised Classes
- 3 Teacher Absence Reasons
- 4 Lesson Cancellation Reasons
- 5 Room Availability Reasons

Process Stage

- 8 Teachers ...
- 9 Students ...
- 10 Rooms ...
- 11 Cancel Lessons and Yard Duties ...
- 12 Teacher Replacements ...

Reports Stage

- 15 Check Replacements
- 16 Teacher Changes
- 17 Bulletin ...
- 18 Selected Day Reports ...
- 19 Selected Day Activities ...
- 20 Timetables ...
- 21 Summary Reports ...
- 22 File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Click [10] Rooms...

DISPLAY SETTINGS

The display settings can be changed for this screen.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Remove Class from Room On/Off Remove Class from Room for Day On/Off Room Unavailable On/Off Room Unavailable for Day On/Off Edit Reason

Options: Show room availability reason Display balloons Rooms selected: 52 of 52

Legend: Room available Room unavailable Cancelled lesson Composite class

No	Room	AM	HR	1	2	R	3	4	L1	5	6	PM
1	AT1			L	L			L				
2	AT2											
3	AT3			L	L			L				

Tick Show room availability reason to display the room availability reasons

Note: Full names are displayed for room availability reasons.
Click Display

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

Display Settings

Name Format - Current Task

Absence Reasons: Code Name Both

Activities: Code Name Both

Cancellation Reasons: Code Name Both

Classes: Code Name Both

Days: Code Name Both

Periods: Code Name Both

Room Availability Reasons: Code Name Both

Rooms: Code Name Both

Teachers: Code Name Both

Yard Duty Areas: Code Name Both

Yard Duty Sessions: Code Name Both

Reset ALL - Current Task: Code Name Both

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

Students - Append to Name

Code House

BOS Code Home Group

Gender Web Choices

Roll Class Boarder

Year Level

Student Lists

Student name details in separate columns

Show email addresses

Reports

Reports to include

Period and Yard Duty Loads

Absence Reasons

Cancellation Reasons

Room Availability Reasons

Replacement Notes

Teacher Load

Teacher Count

Roll Classes

Replacement Teachers on [17A] and [18B]

Show replacement teachers in first column

List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]

Timetable items on one row

Transpose

Select **Code** for Room Availability Reasons and click **OK**

The screenshot shows the 'Process Stage' of the Web Daily Organiser. At the top, there are navigation tabs: Home Page, Information Stage, Process Stage, and Reports Stage. The current date is 'Tue 04 Feb D2 (Future)'. Below the navigation, there are several buttons: 'Remove Class from Room On/Off', 'Remove Class from Room for Day On/Off', 'Room Unavailable On/Off', and 'Room Unavailable for Day On/Off'. There are also options for 'Show room availability reason' (checked) and 'Display balloons'. A legend indicates: Room available (blue dot), Room unavailable (red dot), Cancelled lesson (yellow dot), and Composite class (grey dot). The main area is a timetable grid with columns for Room, AM, HR, and periods 1 through 6, and PM. Row 1 (AT1) has 'L' in period 1 and 2. Row 3 (AT3) has 'L' in period 1 and 4. Row 4 (AT4) has 'L' in period 1 and 4. Row 8 (AT8) has 'L' in period 1, 2, and 4. Row 9 (GYM1) has 'L' in period 1, 2, 4, and 5. Row 10 (GYM2) has 'L' in period 1, 2, 4, and 5. Row 11 (OV1) has 'L' in period 1 and 5. Row 12 (OV2) has 'L' in period 1 and 5. Row 13 (LAB1) has 'MAINT' in all periods. Row 14 (LAB2) has 'L' in period 1 and 4. Row 15 (LAB3) has 'L' in period 1 and 4. To the right, the 'Supplementary Information' panel shows the 'Room Timetable: AT1' with columns for Period, Roll Class, Class / Activity, Teacher, and Details / Changes. The data is as follows:

Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR				
1	11	11ART1A	Rennie Matthew	
2	11	11ART1A	Rennie Matthew	
3				
4	9A	09ART1A	Rennie Matthew	
L1				
L2				
5				
6				
PM				

Note: The main screen displays the timetable information for each room for the selected day. A normal lesson is represented by "L". The red cells indicate that a room has already been made unavailable. Click on room **AT1** and the timetable for this room is displayed in the Supplementary Information

REMOVE A CLASS AND MAKE THE ROOM UNAVAILABLE

In Web Daily Organiser, it is possible to remove a class from a room for a period or a day and make the room available or unavailable to other classes. In this case, 08RED1A which is normally in room J11 have negotiated to use AT1 in Period 2 and it will need to be kept free in Period 1 so that it can be set up.

This screenshot is similar to the previous one but highlights the 'Room Unavailable On/Off' button. A callout box with the text 'Click on Period 1 for AT1 and click **Room Unavailable On/Off**' has arrows pointing to the 'L' in the first period of row 1 (AT1) and the 'Room Unavailable On/Off' button in the top toolbar.

Select Availability Reason

Type letter to find alphabetically

Guest Speaker

Assembly

Examination

Guest Speaker

Hire Room

Maintenance

Music Concert

NAPLAN Testing

Orientation

Performance Group

Room Swap

Year Level Activity

Show

Code Name Name/Code Sort

OK **Cancel**

Make sure show Name is selected

Select the reason **Guest Speaker** and click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Remove Class from Room On/Off Remove Class from Room for Day On/Off Room Unavailable On/Off Room Unavailable for Day On/Off Edit Reason

Options

Show room availability reason Display balloons Rooms selected: 52 of 52

Legend

● Room available ● Room unavailable ● Cancelled lesson ● Composite class

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	AT1			L GS	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					

Supplementary Information

Room Timetable: AT1

Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR				
1				
2	11	11ART1A	Rennie Matthew	11ART1A with Rennie Matthew reassigned. Unavailable
R				

Click on Period 2 for AT1

Note: The red colour in Period 1 indicates that the room is unavailable for other classes to use. The room timetable on the Supplementary Information has also been updated.

Note: A room can also be made unavailable for a day by using the Room Unavailable for Day On/Off button.

REMOVE A CLASS AND MAKE THE ROOM AVAILABLE

Click on Period 2 for AT1 and click **Remove Class from Room On/Off**

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	AT1			L GS	L				L				
2	AT2												
3	AT3			L					L				
4	AT4			L	L			L	L				
5	AT5												

Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR				
1				11ART1A with Rennie Matthew reassigned. Unavailable
2	11	11ART1A	Rennie Matthew	
R				

Select Availability Reason

Type letter to find alphabetically

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

Show: Code Name Name/Code Sort

OK **Cancel**

Select the reason **Guest Speaker**
Click **OK**

Click on another cell

Note: The teal colour in Period 2 indicates that the room is available for other classes to use. The room timetable on the Supplementary Information has also been updated.

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	AT1			L GS	L GS				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				

Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR				
1				11ART1A with Rennie Matthew reassigned. Unavailable
2				11ART1A with Rennie Matthew reassigned. Available

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Remove Class from Room On/Off Remove Class from Room for Day On/Off Room Unavailable On/Off Room Unavailable for Day On/Off Edit Reason

Options: Show room availability reason Display balloons Rooms selected: 52 of 52

Legend: ● Room available ● Room unavailable ● Cancelled lesson ● Composite class

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

The classes will not be reassigned to other rooms at this stage. This will be done on screen [13A] Assign Rooms in a later lesson.

Note: A room can also be made available for a day by using the Remove Class from Room for Day On/Off button.

ROOM ACTIVITIES

Room Activities can be created to make rooms available or unavailable for any day. Room Activities can be set up for part days, full days or multiple days. These activities are set up in a similar way to Teacher Activities and Emergency Teacher Activities.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Remove Class from Room On/Off Remove Class from Room for Day On/Off Room Unavailable On/Off Room Unavailable for Day On/Off Edit Reason

Options: Show room availability reason Display balloons Rooms selected: 52 of 52

Legend: ● Room available ● Room unavailable ● Cancelled lesson ● Composite class

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

Supplementary Information

Room Timetable: LAB1

Class	Class / Activity	Teacher	Details / Changes
Lab 1 Gas	Lab 1 Gas		Room Activity Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity 12CHE1A with Walker Sam reassigned. No room Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity 12CHE1A with Walker Sam reassigned. No room Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity Unavailable
Lab 1 Gas	Lab 1 Gas		Room Activity 11CHE1A with Walker Sam reassigned. No room Unavailable



On the Task Tree select:
[10B] Room Activities

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options
 Show activity details
 Selected date: Tue 04 Feb
 Show all activities Show selected date Selected date and later

No	Activity Name	Code	Dates	Days	Available	Type
1	Lab 1 Gas	Lab 1 Gas	Tue 04 Feb - Wed 05 Feb	2 Day	No	Multiple Days

Note: An activity for LAB1 has already been created.
Click **Edit Activity**

Enter Room Activity

Required Fields *

Activity Name* Lab 1 Gas **Activity Code*** Lab 1 Gas

Room Availability Reason Maintenance

Remove classes and make room Available Unavailable

Activity Details

No	Date	Day	Periods and Yard Duties	Rooms
19	Tue 04 Feb	D2	All Day	LAB1
20	Wed 05 Feb	D3	All Day	LAB1

Activity name, code and dates were entered.

The Room Availability Reason was selected from the drop down menu.

The Unavailable radio button was selected to make the room unavailable.

Periods, yard duties and rooms were selected/edited.
No changes are going to be made to the Room Activity at this stage.
Click **Cancel**

Timetabling Solutions



Web Daily Organiser

LESSON 7: STUDENT ACTIVITIES

STUDENT ACTIVITIES	148
STUDENT ACTIVITY WITH ASSIGNED TEACHERS	149
ADD STUDENTS TO AN ACTIVITY.....	157
STUDENT ACTIVITIES WITH ADDITIONAL TEACHERS AND SPECIFIC ROOMS	158
LINK TEACHERS AND ROOMS.....	164
ASSIGN STUDENTS TO A TEACHER OR ROOM IN AN ACTIVITY	167

STUDENT ACTIVITIES

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



Daily Organiser 2020 - one week later

Tue 04 Feb D2 (Future)

Manage Items

New	View Published Timetables	Configure Settings
Open	View User Changes	Publish Daily Organiser ... Off
Close	Import Data	Permit Support Access Off
Copy	Export Data	Open on Today's Date Off

Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Click **[9] Students...**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Legend: Completed Selected date In future

No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar	3 Day	Yes	11	Multiple Days
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb	3 Day	No	12,11	Multiple Days

Note: The default setting is to show activities for the selected date and later.

Select **Show all activities**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Legend: Completed Selected date In future

No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan	D2	Yes	12,11	Single Day
2	YL Meeting 10	YLM 10	Tue 28 Jan	D2	Yes	10A,10B,10C,10D	Single Day
3	YL Meeting 9	YLM 9	Tue 28 Jan	D2	Yes	9A,9B,9C,9D	Single Day
4	YL Meeting 8	YLM 8	Tue 28 Jan	D2	Yes	8A,8B,8C,8D	Single Day
5	YL Meeting 7	YLM 7	Tue 28 Jan	D2	Yes	7A,7B,7C,7D	Single Day
6	Yr 7 Orientation	7OR	Wed 29 Jan	D3	Yes	7A,7B,7C,7D	Single Day
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar	3 Day	Yes	11	Multiple Days
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb	3 Day	No	12,11	Multiple Days

Note: A number of Student Activities have already been entered. 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 ASSIGNED TEACHERS

If specific teachers are required to supervise the whole activity, they can be included in the activity and their absence will be entered automatically.

In this next example, Roll Class 9D will be on an excursion to the Zoo. Two teachers will be taking the students on this excursion.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Legend: Completed Selected date In future

No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan	D2	Yes	12,11	Single Day
2	YL Meeting 10	YLM			Yes	10A,10B,10C,10D	Single Day

Click Add Activity

Enter Student Activity

Required Fields *

Activity Name* **Activity Code*** [Select Dates](#)

Teacher Absence Reason

Room Availability Reason

Lesson 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

Lesson Cancellation Reason

Roll Classes on Activity [Select Roll Classes](#)

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Edit Rooms](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms

[Display](#) [Close](#) [Cancel](#)

Type "Yr 9D Zoo Trip" for Activity Name
and "9D Zoo" for Activity Code

Click **Select Dates**

Set Selected Date

Show Timetable Days Show all dates

Legend

Today In future Completed School closed Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		<input type="checkbox"/> 28/01/2020	<input type="checkbox"/> 29/01/2020	<input type="checkbox"/> 30/01/2020	<input type="checkbox"/> 31/01/2020
2	<input type="checkbox"/> 03/02/2020	<input checked="" type="checkbox"/> 04/02/2020	<input type="checkbox"/> 05/02/2020	<input type="checkbox"/> 06/02/2020	<input type="checkbox"/> 07/02/2020
3	<input type="checkbox"/> 10/02/2020	<input type="checkbox"/> 11/02/2020	<input type="checkbox"/> 12/02/2020	<input type="checkbox"/> 13/02/2020	<input type="checkbox"/> 14/02/2020
4	<input type="checkbox"/> 17/02/2020	<input type="checkbox"/> 18/02/2020	<input type="checkbox"/> 19/02/2020	<input type="checkbox"/> 20/02/2020	<input type="checkbox"/> 21/02/2020
5	<input type="checkbox"/> 24/02/2020	<input type="checkbox"/> 25/02/2020	<input type="checkbox"/> 26/02/2020	<input type="checkbox"/> 27/02/2020	<input type="checkbox"/> 28/02/2020
6	<input type="checkbox"/> 02/03/2020	<input type="checkbox"/> 03/03/2020	<input type="checkbox"/> 04/03/2020	<input type="checkbox"/> 05/03/2020	<input type="checkbox"/> 06/03/2020
7	<input checked="" type="checkbox"/> 09/03/2020	<input type="checkbox"/> 10/03/2020	<input type="checkbox"/> 11/03/2020	<input type="checkbox"/> 12/03/2020	<input type="checkbox"/> 13/03/2020
8	<input type="checkbox"/> 16/03/2020	<input type="checkbox"/> 17/03/2020	<input type="checkbox"/> 18/03/2020	<input type="checkbox"/> 19/03/2020	<input type="checkbox"/> 20/03/2020
9	<input type="checkbox"/> 23/03/2020	<input type="checkbox"/> 24/03/2020	<input type="checkbox"/> 25/03/2020	<input type="checkbox"/> 26/03/2020	<input type="checkbox"/> 27/03/2020
10	<input type="checkbox"/> 30/03/2020	<input type="checkbox"/> 31/03/2020	<input type="checkbox"/> 01/04/2020	<input type="checkbox"/> 02/04/2020	<input type="checkbox"/> 03/04/2020

Choose the selected date and click OK

[OK](#) [Cancel](#)

Enter Student Activity

Required Fields *

Activity Name* Yr 9D Zoo **Activity Code*** 9D Zoo Select Dates

Teacher Absence Reason Excursion

Room Availability Reason

Lesson 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

Lesson Cancellation Reason Excursion

Roll Classes on Activity Select Roll Classes

Activity Details

Edit Periods and Yard Duties Edit Teachers Edit Rooms Replicate Cell All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2				0	0

Display Record and Close Cancel

From the drop down menu for Teacher Absence Reason select **Excursion**

For Lesson Cancellations select **Cancel lessons NOT in an MRCG in the selected Roll Classes**

From the drop down menu for Lesson Cancellation Reason select **Excursion**

Enter Student Activity

Required Fields *

Activity Name* Yr 9D Zoo **Activity Code*** 9D Zoo Select Dates

Teacher Absence Reason Excursion

Room Availability Reason

Lesson 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

Lesson Cancellation Reason Excursion

Roll Classes on Activity Select Roll Classes

Activity Details

Edit Periods and Yard Duties Edit Teachers Edit Rooms Replicate Cell All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2				0	0

Click **Select Roll Classes**

Display Record and Close Cancel

Select Roll Class

Available: 18

- 12 / 12
- 11 / 11
- 10A / 10A
- 10B / 10B
- 10C / 10C
- 10D / 10D
- 9A / 9A
- 9B / 9B
- 9C / 9C
- 9D / 9D**
- 8A / 8A
- 8B / 8B
- 8C / 8C
- 8D / 8D
- 7A / 7A
- 7B / 7B
- 7C / 7C

Selected: 0

> Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

Name Format:
 Code Name Name/Code

Sort

OK Cancel

Select **9D** and click **Move highlighted items to Selected**
Click **OK**

Enter Student Activity

Required Fields *

Activity Name* Yr 9D Zoo **Activity Code*** 9D Zoo [Select Dates](#)

Teacher Absence Reason Excursion

Room Availability Reason

Lesson 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

Lesson Cancellation Reason Excursion

Roll Classes on Activity [Select Roll Classes](#) 9D

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Edit Rooms](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2				0	0

Click **Edit Period and Yard Duties**

[Display](#) [Record and Close](#) [Cancel](#)

Select Periods and Yard Duties

Available: 12

- AM / AM
- Homeroom / HR
- Period 1 / 1
- Period 2 / 2
- Recess / R
- Period 3 / 3
- Period 4 / 4
- Lunch 1 / L1
- Lunch 2 / L2
- Period 5 / 5
- Period 6 / 6
- PM / PM

>
Move highlighted items to Selected

>>
Move all items to Selected

<
Move highlighted items to Available

<<
Move all items to Available

Selected: 0

More Options...

Name Format:

Code Name Name/Code

Sort

OK
Cancel

Click **Move all** items to Selected

Click **OK**

Enter Student Activity

Required Fields *

Activity Name*

Yr 9D Zoo

Activity Code*

9D Zoo Select Dates

Teacher Absence Reason Excursion

Room Availability Reason [Dropdown]

Lesson 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

Lesson Cancellation Reason Excursion

Roll Classes on Activity Select Roll Classes 9D

Activity Details

Edit Periods and Yard Duties
 Edit Teachers
 Edit Rooms
 Replicate Cell All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2	All Day			0	0

Click **Edit Teachers**

Display Record and Close Cancel

Select Teachers

Available: 47

- Adams Rod / ADAR
- Alderson David / ALDD
- Atkinson Danielle / ATKD
- Baker Catherine / BAKC
- Bell Heather / BELH
- Boswick Sam / BOSS
- Burrows Kelly / BURK**
- Commony Jenny / COJY
- Dalton James / DALJ
- Edwards John / EDWJ
- Feng Jenny / FENJ

Selected: 2

- Boyle Joanne / BOYJ
- Cooke Dennis / COOD

Move Joanne Boyle and Dennis Cooke to the Selected box
Click OK

Name Format: Code Name Name/Code

Sort

Enter Student Activity

Required Fields *

Activity Name* **Activity Code***

Teacher Absence Reason

Room Availability Reason

Lesson 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

Lesson Cancellation Reason

Roll Classes on Activity

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2	All Day	Boyle Joanne,Cooke Dennis	0	0	0

Click Record and Close

Information

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

Click **OK**

OK

Home Page Information Stage Process Stage Reports Stage								Tue 04 Feb D2 (Future)	
+ Add Activity		✖ Delete Activity		✎ Edit Activity		📄 Copy Activity		⚙ Sort Activities	
Options		Selected date: Tue 04 Feb				Legend			
<input type="checkbox"/> Show activity details		<input checked="" type="radio"/> Show all activities <input type="radio"/> Show selected date <input type="radio"/> Selected date and later				<input type="radio"/> Completed <input checked="" type="radio"/> Selected date <input type="radio"/> In future			
No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type		
1	YL Meeting								
2	YL Meeting								
3	YL Meeting								
4	YL Meeting								
5	YL Meeting 7	YLM 7	Tue 28 Jan	D2	Yes	7A,7B,7C,7D	Single Day		
6	Yr 7 Orientation	7OR	Wed 29 Jan	D3	Yes	7A,7B,7C,7D	Single Day		
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar	3 Day	Yes	11	Multiple Days		
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb	3 Day	No	12,11	Multiple Days		
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb	D2	Not MRCGs	9D	Single Day		

Note: The details for the Student Activity have been recorded with the two teachers absent for the day and all classes for 9D that are not in a MRCG are cancelled.



On the Task Tree select:
[8A] Teachers Absent

Home Page Information Stage Process Stage Reports Stage								Tue 04 Feb D2 (Future)					
📄 Absent for Period On/Off		📄 Absent for Day On/Off		✎ Edit Reason		✎ Edit Count Value							
Options		Teachers selected: 49 of 49				Legend							
<input checked="" type="checkbox"/> Show teacher absence reason <input type="checkbox"/> Display balloons						<input checked="" type="radio"/> Absent <input type="radio"/> Absent (Activity) <input type="radio"/> Absence counted <input type="radio"/> Lesson Cancelled <input type="radio"/> Composite class							
No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Adams Rod				L								
2	Alderson David	Y LATE	L LATE	L PMEET	L		L	L				L	
3	Atkinson Danielle	SL	L SL	L SL	L SL	SL	L SL	L SL	SL	SL	L SL	L SL	Y SL
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	EXC	L EXC	L EXC	L EXC	EXC	L EXC	L EXC	EXC	Y EXC	EXC	L EXC	EXC
8	Burrows Kelly						M	M		Y		L	
9	Butler Alison		L			Y	L	L			L		
10	Carter Leanne		L	L	L			L			L EXC	L EXC	EXC
11	Chappell Judy		L				L	U	U	U	L EXC	L EXC	EXC
12	Cheng William										L	L	
13	Clark Allison			L	L		L	L			L	L	
14	Clark Megan						M	M		Y	L		
15	Connolly Jenny		L	L	L			L			L	L	
16	Cooke Dennis	EXC	L EXC	L EXC	L EXC	EXC	L EXC	L EXC	EXC	EXC	L EXC	L EXC	EXC

Note: The teachers made absent in an activity are displayed with a different colour on this screen.

As these absences were made in a Student Activity, all edits must be done in the Student Activity.



On the Task Tree select:
[11A] Cancel Lessons

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room ● Timetable clash **Bold***: Room seat deficit

RC	HR		1	2	3	4	5	6													
								11OED 11TEX1													
10A	10HRM1A	M15	KNIN	10ACC1A	M10	WHIE	10ACC1A	M10	WHIE	10MAA											
10B	10HRM1B	M16	SMYM	10FRE1A	M11	GIBS	10FRE1A	M11	GIBS	10MAA											
10C	10HRM1C	M17	JACT	10MED1A	M19C	MILD	10MED1A	M19C	MILD	10MAT											
10D	10HRM1D	M18	CONJ	10MUS1A	PAC3	CONJ	10MUS1A	PAC3	CONJ	10MAT											
				10OED1A	OV1	CARL	10OED1A	OV1	CARL	10MAT											
				10TEX1A	AT4	CLAA	10TEX1A	AT4	CLAA	10MAT											
							11MAT1X	M14	MYEJ												
9A	09HRM1A	M11	BELH	09PEB1A	GYM2	ALDD	09PEB1A	GYM2	ALDD	09ENG1A	M10	TALP	09ART1A	AT1	RENM	09FRE1A	M12	MURJ	09RED1A	M14	MYEJ
9B	09HRM1B	M12	PEAS	09PEG1A	GYM1	ATKD	09PEG1A	GYM1	ATKD	09ENG1B	M16	PEAS	09DRA1A	PAC2	MILD	09FRE1B	M13	GIBS	09SCI1B	LAB3	ROGP
9C	09HRM1C	M13	SIMK	09RED1C	M13	KNIN	09PEG1C	M17	JACT	09ENG1C	M13	MARD	09MUS1A	PAC3	CONJ	09ITA1A	M14	CLAM	09SCI1C	LAB4	CHEW
9D	09HRM1D	M14	BOYJ	09RED1D	M18	WALP	09SCI1D	LAB3	FRAM	09ENG1D	M12	BOYJ	09TEX1A	AT4	CLAA	09ITA1B	M18	NANT	09HIS1D	M16	SMYM
										09ENG1E	M19C	SIMK	09WOO1A	AT7	EDWJ	09LSP1A	M19C	PATM			

Note: The classes not in a MRCG have been cancelled. 09HRM1D which is in a MRCG will also need to be cancelled.
 Click on **09HRM1D** and click **Cancel Class On/Off**

Confirm

This lesson is in an MRCG. Cancel lesson?

Click **OK**

Select Cancellation Reason

Type letter to find alphabetically

- Excursion
- Assembly
- Camp
- Careers Expo
- Examination
- Excursion
- Leadership Day
- Orientation
- Study Day
- Work Experience
- Year Level Meeting

Show
 Code Name Name/Code Sort

Select **Excursion** and click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Cancel Class On/Off Cancel Roll Class On/Off Cancel Roll Class for Day On/Off Cancel All Classes for Period On/Off Cancel MRCG On/Off

Options
 Warn if cancelling lesson in MRCG Warn if cancelling a composite class

Legend
● MRCG (Multi Roll Class Group) ● Lesson cancelled ● Composite class or shared room ● Timetable clash **Bold***: Room seat deficit

RC	HR	1	2	3	4	5	6
10A	10HRM1A M15 KNIN						
10B	10HRM1B M16 SMYM						
10C	10HRM1C M17 JACT						
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 COOD	10SOS1D M17 JACT	10RED1D M16 SMYM	
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 WALP			
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1V M18 WALP			
				11MAT1X M14 MYEJ			
9A	09HRM1A M11 BELH	09PEB1A GYM2 ALDD	09PEB1A GYM2 ALDD	09ENG1A M10 TALP	09ART1A AT1 RENM	09FRE1A M12 MURJ	09RED1A M14 MYEJ
9B	09HRM1B M12 PEAS	09PEG1A GYM1 ATKD	09PEG1A GYM1 ATKD	09ENG1B M16 PEAS	09DRA1A PAC2 MILD	09FRE1B M13 GIBS	09SCI1B LAB3 ROGP
9C	09HRM1C M13 SIMK	09RED1C M13 KNIN	09GEO1C M17 JACT	09ENG1C M13 MARD	09MUS1A PAC3 CONJ	09ITA1A M14 CLAM	09SCI1C LAB4 CHEW
9D	09HRM1D M14 BOVJ	09RED1D M18 WALP	09SCI1D LAB3 FRAM	09ENG1D M12 BOVJ	09TEX1A AT4 CLAA	09ITA1B M18 NANT	09HIS1D M16 SMYM
				09ENG1E M19C SIMK	09WOO1A AT7 EDWJ	09LSP1A M19C PATM	

Note: Cancellations entered on this screen can be edited on this screen whereas cancellations entered in a Student Activity, must be edited in the Student Activity.

ADD STUDENTS TO AN ACTIVITY

In this case, 9D students will be added to the Yr 9D Zoo Trip activity.



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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms Add Students Assign Students

Selected date: Tue 04 Feb
 Show all activities Show selected date Selected date and later

Organise Activity for
 Single day Multiple days

Legend
● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar		Multiple Days					100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days					12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day					0

Note: Only activities for the selected day and later are displayed
 Select **Show all activities**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms Add Students Assign Students

Selected date: Tue 04 Feb
 Show all activities Show selected date Selected date and later

Organise Activity for
 Single day Multiple days

Legend
● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day	Student Meeting				0
2	YL Meeting 10	YLM 10	Tue 28 Jan		Single Day	Student Meeting				0
3	YL Meeting 9	YLM 9	Tue 28 Jan		Single Day	Student Meeting				0
4	YL Meeting 8	YLM 8	Tue 28 Jan		Single Day	Student Meeting				0
5	YL Meeting 7	YLM 7	Tue 28 Jan		Single Day	Student Meeting				0
6	Yr 7 Orientation	7OR	Wed 29 Jan		Single Day	Excursion	Excursion	Yes		105
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar		Multiple Days	Camp	Camp	Yes		100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion		No		12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		0

Click on the 9D Zoo activity and click **Add Students**

Select Students

Available: 25

- Borch Sean / BORCS01
- Borgnine Mary / BORGM01
- Bourne Erica / BOURE01
- Cage Samantha / CAGES01
- Casey Ben / CASEB01
- Clinton Bill / CLINB01
- Clinton Hillary / CLINH01
- Coultate Aaron / COULA01
- Crouch Rowena / CROUR01
- De Vito Danny / DEVDO1
- Dean James / DEANJ01
- Earnes Russell / EAMER01
- Foord Carol / FOORC01
- Gates Kelly / GATEK01
- Gibson Henry / GIBSH01
- Lake Ricki / LAKER01
- Margerison Barry / MARGB01

Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

Name Format

Code Name Name/Code

Append display settings Sort

More Options...

OK Cancel

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms Add Students Assign Students

Selected date: Tue 04 Feb

Show all activities Show selected date Selected date and later

Organise Activity for Single day Multiple days

Legend Completed Selected date In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
2	YL Meeting 10								Year Level Activity	0
3	YL Meeting 9								Year Level Activity	0
4	YL Meeting 8								Year Level Activity	0
5	YL Meeting 7	YLM 7	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
6	Yr 7 Orientation	7OR	Wed 29 Jan		Single Day	Excursion	Excursion	Yes		105
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar		Multiple Days	Camp	Camp	Yes		100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion		No		12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		25

Note: 25 students have now been added to the activity.

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 has to 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, an activity for the Yr11 English Examination will be set up for Periods 1, 2 and Recess. Four teachers and four rooms will be needed. It is not necessary to have the same teacher supervising the entire exam, but specific rooms will be required.



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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Activity Delete Activity Edit Activity Copy Activity Sort Activities

Options: Show activity details Show all activities Show selected date Selected date and later Legend: ● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan	D2	Yes	12,11	Single Day
2	YL Meeting 10			D2	Yes	10A,10B,10C,10D	Single Day
3	YL Meeting 9			D2	Yes	9A,9B,9C,9D	Single Day
4	YL Meeting 8			D2	Yes	8A,8B,8C,8D	Single Day
5	YL Meeting 7	YLM 7	Tue 28 Jan	D2	Yes	7A,7B,7C,7D	Single Day
6	Yr 7 Orientation	7OR	Wed 29 Jan	D3	Yes	7A,7B,7C,7D	Single Day
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar	3 Day	Yes	11	Multiple Days
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb	3 Day	No	12,11	Multiple Days
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb	D2	Not MRCGs	9D	Single Day

Click Add Activity

Enter Student Activity

Required Fields *

Activity Name* Yr 11 English Exam **Activity Code*** 11 ENG EXAM Select Dates

Teacher Absence Reason:

Room Availability Reason:

Lesson 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

Lesson Cancellation Reason:

Roll Classes on Activity: Select Roll Classes

Activity Details

Edit Periods and Yard Duties Edit Teachers Edit Rooms Replicate Cell All Days

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
Type "Yr 11 English Exam" for Activity Name and "11 ENG EXAM" for Activity Code Click Select Dates							

Display Record and Close Cancel

Set Selected Date

Show Timetable Days Show all dates

Legend
 Today In future Completed School closed Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1		<input type="checkbox"/> 28/01/2020	<input type="checkbox"/> 29/01/2020	<input type="checkbox"/> 30/01/2020	<input type="checkbox"/> 31/01/2020
2	<input type="checkbox"/> 03/02/2020	<input checked="" type="checkbox"/> 04/02/2020	<input type="checkbox"/> 05/02/2020	<input type="checkbox"/> 06/02/2020	<input type="checkbox"/> 07/02/2020
3	<input type="checkbox"/> 10/02/2020	<input type="checkbox"/> 11/02/2020	<input type="checkbox"/> 12/02/2020	<input type="checkbox"/> 13/02/2020	<input type="checkbox"/> 14/02/2020
4	<input type="checkbox"/> 17/02/2020	<input type="checkbox"/> 18/02/2020	<input type="checkbox"/> 19/02/2020	<input type="checkbox"/> 20/02/2020	<input type="checkbox"/> 21/02/2020
5	<input type="checkbox"/> 24/02/2020	<input type="checkbox"/> 25/02/2020	<input type="checkbox"/> 26/02/2020	<input type="checkbox"/> 27/02/2020	<input type="checkbox"/> 28/02/2020
6	<input type="checkbox"/> 02/03/2020	<input type="checkbox"/> 03/03/2020	<input type="checkbox"/> 04/03/2020	<input type="checkbox"/> 05/03/2020	<input type="checkbox"/> 06/03/2020
7	09/03/2020	<input type="checkbox"/> 10/03/2020	<input type="checkbox"/> 11/03/2020	<input type="checkbox"/> 12/03/2020	<input type="checkbox"/> 13/03/2020
8	<input type="checkbox"/> 16/03/2020	<input type="checkbox"/> 17/03/2020	<input type="checkbox"/> 18/03/2020	<input type="checkbox"/> 19/03/2020	<input type="checkbox"/> 20/03/2020
9	<input type="checkbox"/> 23/03/2020	<input type="checkbox"/> 24/03/2020	<input type="checkbox"/> 25/03/2020	<input type="checkbox"/> 26/03/2020	<input type="checkbox"/> 27/03/2020
10	<input type="checkbox"/> 30/03/2020	<input type="checkbox"/> 31/03/2020	<input type="checkbox"/> 01/04/2020	<input type="checkbox"/> 02/04/2020	<input type="checkbox"/> 03/04/2020

Choose the selected date and click OK

Enter Student Activity

Required Fields *

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

Teacher Absence Reason

Room Availability Reason Examination

Lesson 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

Lesson Cancellation Reason Examination

Roll Classes on Activity

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2				0	0

In this case, no specific teachers will be entered here, so no Teacher Absence Reason is needed.

From the drop down menu for Room Availability Reason select **Examination**

For Lesson Cancellations select **Cancel all lessons in the selected Roll Classes**

For Lesson Cancellation Reason select **Examination** from the drop down menu

Enter Student Activity

Required Fields *

Activity Name* Yr 11 English Exam **Activity Code*** 11 ENG EXAM [Select Dates](#)

Teacher Absence Reason

Room Availability Reason Examination

Lesson Cancellations

None

Cancel

Cancel lessons NOT in an MRCG in the selected Roll Classes

Lesson Cancellation Reason Examination

Roll Classes on Activity [Select Roll Classes](#) 11

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Edit Rooms](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2	1 - R			0	0

[Display](#) [Record and Close](#) [Cancel](#)

Click **Select Roll Classes** and select Roll Class **11**

Click **Edit Periods and Yard Duties** and select **Period 1, Period 2 and Recess**

Enter Student Activity

Required Fields *

Activity Name* Yr 11 English Exam **Activity Code*** 11 ENG EXAM [Select Dates](#)

Teacher Absence Reason

Room Availability Reason Examination

Lesson 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

Lesson Cancellation Reason Examination

Roll Classes on Activity [Select Roll Classes](#) 11

Activity Details

[Edit Periods and Yard Duties](#) [Edit Teachers](#) [Edit Rooms](#) [Replicate Cell All Days](#)

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2	1 - R			0	0

[Display](#) [Record and Close](#) [Cancel](#)

Note: In this case, no teachers will be used for the whole activity so this cell is left blank. However, 4 specific rooms are required.

Click **Edit Rooms** or double click in the Rooms cell

Select Rooms

Available: 48

- AT1 Art / AT1
- AT2 Photo / AT2
- AT3 Graphics / AT3
- AT4 Textiles / AT4
- AT5 Kitchen / AT5
- AT6 Tech / AT6
- AT7 Wood / AT7
- AT8 Metal / AT8

Science Lab 4 / LAB4

Theatre / PAC1

Selected: 4

- Senior Sch Rm 23 / S23
- Senior Sch Rm 24 / S24
- Senior Sch Rm 25 / S25
- Senior Sch Rm 26 / S26

More Options...

Name Format

Code
 Name
 Name/Code

Sort

OK **Cancel**

Scroll down and move the rooms Senior Sch Rm 23, 24, 25 and 26 to the Selected box

Click **OK**

Enter Student Activity

Required Fields *

Activity Name*
Yr 11 English Exam

Teacher Absence Reason

Room Availability Reason

Lesson Cancellations

Cancel composites in other Roll Classes
 Cancel lessons NOT in an MRCG in the selected Roll Classes

Lesson Cancellation Reason
Examination

Roll Classes on Activity
Select Roll Classes 11

Activity Details

No	Date	Day	Periods and Yard Duties	Teachers	Rooms	Add Teachers	Add Rooms
1	Tue 04 Feb	D2	1 - R		S23,S24,S25,S26	4	0

Note: The selected rooms will be made unavailable so other classes cannot use them.

Click in the Add Teachers cell and type "4"

Click **Record and Close**

Information

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

Click **OK**

OK

Note: One of the key differences between this student calendar activity and the previous one is that no teachers were made absent. The 4 additional teachers will be able to be assigned to this activity on a period by period basis on screen [12A] Allocate Teacher Replacements.

Home Page Information Stage Process Stage Reports Stage
Tue 04 Feb D2 (Future)

+ Add Activity
✕ Delete Activity
✎ Edit Activity
📄 Copy Activity
⚙ Sort Activities

Options

 Show activity details

Selected date: Tue 04 Feb

 Show all activities
 Show selected date
 Selected date and later

Legend

● Completed
 ● Selected date
 ● In future

No	Activity Name	Code	Dates	Days	Cancel Lessons	Roll Class	Type
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan	D2	Yes	12,11	Single Day
2	YL Meeting 10	YLM 10	Tue 28 Jan	D2	Yes	10A,10B,10C,10D	Single Day
3	YL Meeting 9	YLM 9	Tue 28 Jan				
4	YL Meeting 8	YLM 8	Tue 28 Jan				
5	YL Meeting 7	YLM 7	Tue 28 Jan				
6	Yr 7 Orientation	7OR	Wed 29 Jan	D3	Yes	7A,7B,7C,7D	Single Day
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar	3 Day	Yes	11	Multiple Days
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb	3 Day	No	12,11	Multiple Days
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb	D2	Not MRCGs	9D	Single Day
10	Yr 11 English Exam	11 ENG EXAM	Tue 04 Feb	D2	Yes	11	Single Day

Note: The activity has been created



On the Task Tree select:
[11A] Cancel Lessons

Home Page Information Stage Process Stage Reports Stage
Tue 04 Feb D2 (Future)

🗑 Cancel Class On/Off
🗑 Cancel Roll Class On/Off
🗑 Cancel Roll Class for Day On/Off
🗑 Cancel All Classes for Period On/Off
🗑 Cancel MRCG On/Off

Options

 Warn if cancelling lesson in MRCG
 Warn if cancelling a composite class

Legend

● MRCG (Multi Roll Class Group)
 ● Lesson cancelled
 ● Composite class or shared room
 ● Timetable clash
 ● Bold*: Room seat deficit

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S13 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 B...				12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB1 W...				12BIO1A LAB1 BUTA	12ENS1B LAB1 JACC
	12HRM1D S14 WHIE	12LST1A S14 M...				12ECO1A S14 WHIE	12MAX1A S11 WALP
		12SYS1A S16C FE...				12PHY1B LAB2 COOD	12PED1A S14 ALDD
		12PST1C S26 W...	12PST1C S26 W...	12PST1C S26 W...	12PST1C S26 W...	12PST1E S26 RENM	12PHY1A LAB2 COOD
						12PST1A S26 FENJ	12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 MANK	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT1 RENM	11ART1A AT1 RENM	11CHE1A LAB1 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A S22 HARB	11ECO1A S23 HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 COOD	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 WALP	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11ITA1A S24 NANT	11PHY1A LAB2 COOD	11MAG1A S12 WALP	

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



On the Task Tree select:
[10A] Change Room Availability

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Remove Class from Room On/Off Remove Class from Room for Day On/Off Room Unavailable On/Off Room Unavailable for Day On/Off Edit Reason

Options: Show room availability reason Display balloons Rooms selected: 52 of 52 Legend: ● Room available ● Room unavailable ● Cancelled lesson ● Composite class

No	Room	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Supplementary Information
24	J14		L				L	L						Room Timetable: S23 Period Roll Class / Activity Teacher Details / Changes AM HR 11 11HRM1C Edwards John 1 11 ENG EXAM Student Activity Lesson cancelled : 11ECO1A with Harley Brett Unavailable 2 11 ENG EXAM Student Activity Lesson cancelled : 11ECO1A with Harley Brett Unavailable R 11 ENG EXAM Student Activity Unavailable
25	J15C													
26	J21		L	L	L		L	L						
27	J22		L	L	L			L						
28	J23		L	L	L									
29	J24		L	L	L									
30	J25													
31	M10			L	L		L	L				L		
32	M11		L	L	L		L				L	L		
33	M12		L				L				L	L		
34	M13		L	L			L				L	L		
35	M14										L	L		
36	M15										L	L		
37	M16										L	L		
38	M17										L	L		
39	M18										L	L		
40	M19										L	L		
41	M20										L	L		
42	M21										L	L		
43	M22										L	L		
44	M23										L	L		
45	S15C						L				L			
46	S16C			L	L									
47	S21		L	L	L			L			L	L		
48	S22		L	L	L			L			L	L		
49	S23		L	L EXAM	L EXAM	EXAM	L				L			
50	S24		L	EXAM	EXAM	EXAM		L			L			
51	S25			EXAM	EXAM	EXAM								
52	S26			L EXAM	L EXAM	EXAM	L				L			

Scroll down and click on Room S23 in Period 1

Note: The 4 rooms have been made unavailable and other classes using these rooms have been removed.

LINK TEACHERS AND ROOMS

When a Student Activity includes both teachers and rooms, it is necessary to link the teachers and rooms.



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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms + Add Students Assign Students

Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later Organise Activity for: Single day Multiple days Legend: ● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day					
2	YL Meeting 10	YLM 10	Tue 28 Jan		Single Day					
3	YL Meeting 9	YLM 9	Tue 28 Jan		Single Day					
4	YL Meeting 8	YLM 8	Tue 28 Jan		Single Day					
5	YL Meeting 7	YLM 7	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
6	Yr 7 Orientation	7OR	Wed 29 Jan		Single Day	Excursion	Excursion	Yes		105
7	Yr 11 Camp	Yr 11 Camp	Wed 28 Mar - Fri 27 Mar		Multiple Days	Camp	Camp	Yes		100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion		No		12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		25
10	Yr 11 English Exam	11 ENG EXAM	Tue 04 Feb		Single Day		Examination	Yes	Examination	0

Click on the activity Yr 11 English Exam and click Link Teachers and Rooms

Supplementary Task

Cut Paste Quick Edit

Supplementary Link Teachers and Rooms in Student Activity - Yr 11

Link
 Teachers to Rooms Rooms to Teachers

No	Available Teachers	S23	S24	S25	S26
1	Additional Teacher 1				
2	Additional Teacher 2				
3	Additional Teacher 3				
4	Additional Teacher 4				

Make sure **Teachers to Rooms** is selected

Note: All available teachers are listed in the first column and the other columns represent the rooms.

There is one white cell below each room indicating that one teacher can be linked to each room.

Close

Supplementary Task

Cut Paste Quick Edit

Supplementary Link Teachers and Rooms in Student Activity - Yr 11 English Exam for all days.

Link
 Teachers to Rooms Rooms to Teachers

No	Available Teachers	S23	S24	S25	S26
1	Additional Teacher 1				
2	Additional Teacher 2				
3	Additional Teacher 3				
4	Additional Teacher 4				

Click on **Additional Teacher 1** and click **Cut**

Close

Supplementary Task

Cut Paste Quick Edit

Supplementary Link Teachers and Rooms in Student Activity - Yr 11 English Exam for all days.

Link
 Teachers to Rooms Rooms to Teachers

No	Available Teachers	S23	S24	S25	S26
1	Additional Teacher 2	Additional Teacher 1			
2	Additional Teacher 3				
3	Additional Teacher 4				

Click on the cell below S23 and click **Paste**

Note: Additional Teacher 1 has been linked to room S23.

Close

Supplementary Link Teachers and Rooms in Student Activity - Yr 11 English Exam for all days.

Link
 Teachers to Rooms Rooms to Teachers

No	Available Teachers	S23	S24	S25	S26
1		Additional Teacher 1			
2	Additional Teacher 3		Additional Teacher 2		
3	Additional Teacher 4				

Close

There is an alternative method.

Click on **Additional Teacher 2** to highlight the cell. Then click again and hold the mouse button down. Drag the teacher to the column below S24. When the destination cell becomes green release the mouse button.

Use either method to link Additional Teacher 3 to S25 and Additional Teacher 4 to S26

Supplementary Link Teachers and Rooms in Student Activity - Yr 11 English Exam for all days.

Link
 Teachers to Rooms Rooms to Teachers

No	Available Teachers	S23	S24	S25	S26
1		Additional Teacher 1	Additional Teacher 2	Additional Teacher 3	Additional Teacher 4

Close

Note: All additional teachers have been linked to a room. This information will be displayed on the [12A] Allocate Teacher Replacements screen where teachers are allocated.

Click **Close**

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.

Note: It is also possible to link rooms to teachers by changing the radio button on the menu bar.

ASSIGN STUDENTS TO A TEACHER OR ROOM IN AN ACTIVITY

The next step is to assign students to the activity, then they can be assigned to a particular teacher or room.

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
2	YL Meeting 10	YLM 10	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
3	YL Meeting 9	YLM 9	Tue 28 Jan		Single Day	Student Meeting				0
4	YL Meeting 8	YLM 8	Tue 28 Jan		Single Day	Student Meeting				0
5	YL Meeting 7	YLM 7	Tue 28 Jan		Single Day	Student Meeting				0
6	Yr 7 Orientation	7OR	Wed 29 Jan		Single Day	Excursion				105
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar		Multiple Days	Camp				100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion				12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		25
10	Yr 11 English Exam	11 ENG EXAM	Tue 04 Feb		Single Day		Examination	Yes	Examination	0

Select Students

Available: 103
Selected: 0

- Adamko Anthea / ADAMA01
- Adamo Michelle / ADAMM01
- Aguilera Christina / AGUIC01
- Aleksandrowicz Narelle / ALEKN01
- Allen Sandy / ALLES01
- Anderson Anthea / ANDEA01
- Aniston Jennifer / ANISJ01
- Barbetta Catherine / BARBC01
- Barrymore Drew / BARRD01
- Barton Mischa / BARTM01
- Bawden Kate / BAWDK01
- Beckham Victoria / BECKV01
- Beggs Juliette / BEGGJ01
- Bender Jillian / BENDJ01
- Berriman Harriet / BERRH02
- Bisinella Sarah / BISIS01
- Britnell Winston / BRITW01

> Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

Click Move all items to Selected and click OK

Name Format

 Code
 Name
 Name/Code

Append display settings
 Sort

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms Add Students Assign Students

Selected date: Tue 04 Feb
 Show all activities Show selected date Selected date and later

Organise Activity for
 Single day Multiple days

Legend
 Completed Selected date In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
2	YL Meeting 10	YLM 10	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
3	YL Meeting 9	YLM 9	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
4	YL Meeting 8	YLM 8	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
5	YL Meeting 7	YLM 7				Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
6	Yr 7 Orientation	7OR				Excursion	Excursion	Yes		105
7	Yr 11 Camp	Yr 11 Camp				Camp	Camp	Yes		100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion		No		12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		25
10	Yr 11 English Exam	11 ENG EXAM	Tue 04 Feb		Single Day		Examination	Yes	Examination	103

Click Assign Students

Supplementary Task

Cut Paste Quick Edit

Supplementary Assign Students in Student Activity - Yr 11 English Exam for all days.

Assign Students to
 Teacher Room

No	Available Students	Additional Teacher 1	Additional Teacher 2	Additional Teacher 3	Additional Teacher 4
1	Adamko Anthea				
2	Adamo Michelle				
3	Aguilera Christina				
4	Aleksandrowicz Narelle				
5	Allen Sandy				
6	Anderson Anthea				
7	Aniston Jennifer				
8	Barbetta Catherine				
9	Barrymore Drew				
10	Barton Mischa				
11	Bawden Kate				
12	Beckham Victoria				
13	Beggs Juliette				
14	Bender Jillian				
15	Berriman Harriet				

Students can be assigned to a teacher or a room. As the teachers are liked to a room either can be chosen. In this case, students will be assigned to a teacher.

Select the radio button for **Teacher**

Note: All available students are listed in the first column and there is a column for each teacher.

Close

Supplementary Task

Cut Paste Quick Edit

Supplementary Assign Students in Student Activity - Yr 11 English

Assign Students to
 Teacher Room

No	Available Students	Additional Teacher 1	Additional Teacher 2
19	Calafiore John		
20	Carey Mariah		
21	Cashin Sean		
22	Clarkson Kelly		
23	Coleman Ben		
24	Cruise Tom		
25	Di Cristoforo Roberto		
26	Di Pasquale Peter		
27	Diaz Cameron		
28	Donnar Glenda		
29	Duff Hilary		
30	Edwards Damian		
31	Failla Giuseppe		
32	Fraser Daniel		

Highlight the first 26 students

Click **Cut**, click in the column for Additional Teacher 1 and click **Paste**

Alternatively, the highlighted cells can be dragged to that column

Note: The seat capacity for each room is 27 this is indicated by the grey shading in each column.

Close

Supplementary Task

Cut Paste Quick Edit

Supplementary Assign Students in Student Activity - Yr 11 English Exam for all days.

Assign Students to
 Teacher Room

No	Available Students	Additional Teacher 1	Additional Teacher 2	Additional Teacher 3	Additional Teacher 4
19	Imbruglia Natalie	Calafiore John			
20	Ingles Travis	Carey Mariah			
21	Jackson Janet	Cashin Sean			
22	Jolie Angelina	Clarkson Kelly			
23	Jones Martin	Coleman Ben			
24	Keay Robert	Cruise Tom			
25	Kennedy Michael	Di Cristoforo Roberto			
26	Kidman Nicole	Di Pasquale Peter			
27	Knightley Keira				
28	Kourilova Anna				
29	Lama				
30	Larra				
31	Lindo				
32	Liu Lu				

Note: The students are now assigned to Additional Teacher 1

Use the same method to assign the next 26 students to Additional Teacher 2, the next 26 students to Additional Teacher 3 and the remaining students to Additional Teacher 4

Close

Supplementary Task

Cut Paste Quick Edit

Supplementary Assign Students in Student Activity - Yr 11 English Exam for all days.

Assign Students to Teacher Room

No	Available Students	Additional Teacher 1	Additional Teacher 2	Additional Teacher 3	Additional Teacher 4
1		Adamko Anthea	Diaz Cameron	Knightley Keira	Puglia Andrew
2		Adamo Michelle	Donnar Glenda	Kournikova Anna	Quigg Richard
3		Aguilera Christina	Duff Hilary	Lamaro Darren	Ricci Christina
4		Aleksandrowicz Narelle	Edwards Damian	Larranaga Daniella	Richards Denise
5					
6					
7					
8					
9		Barrymore Drew	Furtado Nelly	Lopez Jennifer	Shaw Clinton
10		Barton Mischa	Gstalter Anthony	Lyons Stewart	Simpson Jessica
11		Bawden Kate	Hammond Kelly	Maddalena John	Skinner Craig
12		Beckham Victoria	Harvey Shane	McRitchie Martin	Skoko Ante
13		Beggs Juliette	Hathaway Anne	Mendes Eva	Stone Amanda
14		Bender Jillian	Helman Chris	Milano Alyssa	Szkuta Mark
15		Berriman Harriet	Hill Faith	Mongev Kevin	Talbot Christine

Note: This information will flow through to other parts of the application.

Click Close

[Close](#)

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Link Teachers and Rooms Add Students Assign Students

Selected date: Tue 04 Feb Show all activities Show selected date Selected date and later

Organise Activity for: Single day Multiple days

Legend: ● Completed ● Selected date ● In future

No	Activity Name	Code	Dates	Days	Type	Absence Reason	Cancel Reason	Cancel Lesson	Room Availability Reason	No Students
1	YL Meeting 11-12	YLM 11-12	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
2	YL Meeting 10	YLM 10	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
3	YL Meeting 9	YLM 9	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
4	YL Meeting 8	YLM 8	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
5	YL Meeting 7	YLM 7	Tue 28 Jan		Single Day	Student Meeting	Year Level Meeting	Yes	Year Level Activity	0
6	Yr 7 Orientation	7OR	Wed 29 Jan		Single Day	Excursion	Excursion	Yes		105
7	Yr 11 Camp	Yr 11 Camp	Wed 25 Mar - Fri 27 Mar		Multiple Days	Camp	Camp	Yes		100
8	Senior Netball	Snr Net	Tue 04 Feb - Thu 20 Feb		Multiple Days	Excursion		No		12
9	Yr 9D Zoo	9D Zoo	Tue 04 Feb		Single Day	Excursion	Excursion	Not MRCGs		25
10	Yr 11 English Exam	11 ENG EXAM	Tue 04 Feb		Single Day		Examination	Yes	Examination	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



Web Daily Organiser

LESSON 8: TEACHER REPLACEMENTS

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TEACHER REPLACEMENTS

The Allocate Teacher Replacements screen is the main hub of the Daily Organiser. It is used to view the information needed to allocate replacements and to do the actual allocation of replacement staff to classes.



Check that the timetable day and date correspond to the second Tuesday of the school year

Click **[12] Teacher Replacements...**

Allocate Teacher Replacements is a split screen.
The upper pane shows details for classes, activities or yard duties that need a replacement.

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

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			
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	M14	09HRM1D	Boyle Joanne		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00			
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	

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 (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
AM			L										1.00	Adams Rod	36	0.00	0.00	0.00	0.00	3.00	0.00									
AM		L				L	L			L			3.20	Bell Heather	18	0.00	0.00	0.00	0.00	0.00	0.00									
AM						M	M		Y				1.50	Burrows Kelly	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
AM		L			Y	L	L			L			3.70	Butler Alison	23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
AM		L	L	L						L	L		3.20	Carter Leanne	37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
AM		L				L	U	U	U	L	L		1.20	Chappell Judy	41	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
AM										L	L		2.00	Cheng William	14	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00		
AM			L	L		L	L			L	L		6.00	Clark Allison	35	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	7.00	
AM						M	M		Y				1.50	Clark Megan	13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	6.00	
AM		L	L	L		L				L	L		5.20	Connolly Jenny	31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
AM		L	L	L		L		Y					4.70	Dalton James	29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
AM		L				L	L			L	L		4.20	Edwards John	8	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	1.00	9.30
AM		L	L	L						L	L		5.20	Feng Jenny	32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
AM		L	L		Y	L	L						3.20	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	1.00	1.00	9.00
AM		L	L							L	L		5.00	Gibson Shirley	30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00

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

THE UPPER PANE

The upper pane displays details of classes and yard duties that require replacements for the day. It also shows the additional teachers required for Student Activities. Replacement teachers are allocated here.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David		0.20		0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1								
1								
1								
1								
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	

When a yard duty requires a replacement teacher, the yard duty session name is displayed in the Period column and the yard duty area is displayed in the Room column. The absent teacher and the load of the yard duty is also displayed.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David		0.20		0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2							
1	GYM1							
1	LAB2							

Note: For each class needing a replacement teacher, the period, room, class, absent teacher, load and number of students are displayed.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	

Scroll down so the Period 1 classes are showing in the upper pane

Note: The four additional teachers specified in [9A] Student Activities can be allocated here. Details of the period, room, activity name and load are displayed along with the number of students assigned to each room.

SUPPLEMENTARY INFORMATION

A teacher’s timetable is displayed in the Supplementary Information when the teacher’s name is clicked. A student list for a timetabled class or Student Activity is displayed when the number in the student column is clicked.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle					
1	LAB2	08SCI1D	Cooke Dennis					
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	

Supplementary Information			
Teacher Timetable: Dennis Cooke			
Period	Class / Activity	Room	Details / Changes
AM	9D Zoo		Student Activity Absent
HR	9D Zoo		Student Activity Absent from 11HRM1D in S24
1	9D Zoo		Student Activity Absent from 08SCI1D in LAB2
2	9D Zoo		Student Activity Absent from 08SCI1D in LAB2
R	9D Zoo		Student Activity Absent
3	9D Zoo		Student Activity Absent from 10MAT1B in M17
4	9D Zoo		Student Activity Absent from 11PHY1A in LAB2
L1	9D Zoo		Student Activity Absent
L2	9D Zoo		Student Activity Absent
5	9D Zoo		Student Activity Absent from 12PHY1B in LAB2
6	9D Zoo		Student Activity Absent from 12PHY1A in LAB2
PM	9D Zoo		Student Activity Absent

Dennis Cooke's timetable is now displayed in the Supplementary Information.

Note: This includes any changes for today in blue font

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	

Click on 27 in the Students column

THE LEGEND

There is a large amount of information displayed in the lower pane so a legend is provided.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: Replacement Teacher Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	

Click Legend

Show In Lower Pane Previous Period Next Period Same Period 1. Sort By Teachers (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C+U	Last 10 Days (Counted)					TC	CL	OL									
1													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.50	5.70	6.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA
1				L									1.00	Adams Rod	21	0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	2.00	

Teacher Replacements Legend

Colour Guide

- Lesson cancelled
- Teacher absent
- Teacher absent due to activity
- Teacher absent (Counted)
- Teacher in same faculty / faculty group as class
- Load of replacements assigned
- Load of replacements available

Codes

- C: Counted replacement
- D: Uncounted replacement
- L: Normal lesson
- M: Meeting
- N: Not at school
- U: Unavailable
- X: Cannot use Emergency Teacher
- Y: Yard duty

Column Headings

For selected day

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

For period

- Index: Prioritised ranking

For cycle

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

For the file

- TC: Total counted replacements allocated
- OL: Uncounted replacements remaining

Close

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

TEACHER TIMETABLE

A summary of each teacher’s timetable and the period load for the selected day is displayed to the left of the teacher’s name. The full teacher timetable can be displayed in the Supplementary Information.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index
1													0.00	Einstein Bert (Emerg)	1
1				L									1.00	Adams Rod	21
1		L			L	L				L			3.20	Bell Heather	16
1					M	M		Y			L		1.50	Burrows Kelly	10
1		L			Y	L	L			L			3.70	Butler Alison	18
1		L			L	U	U	U	L	L			1.20	Chappell Judy	23
1										L	L		2.00	Cheng William	12
1					M	M		Y		L			1.50	Clark Megan	11
1		L			L	L		L	L				4.20	Edwards John	7
1			L	L				L					2.00	Harley Brett	3

Note: To the left of each teacher’s name is a summary of their timetable and the total period load for the day.
Click on **Judy Chappell**

Supplementary Information			
Teacher Timetable: Judy Chappell			
Period	Class / Activity	Room	Details / Changes
AM			
HR	11HRM1B	S22	
1			
2			
R			
3	11GEO1A	S23	
4			Unavailable
L1			Unavailable
L2			Unavailable
5	Snr Net		Student Activity Absent from 08SPT1A in OV1
6	Snr Net		Student Activity Absent from 08SPT1A in OV1
PM	Snr Net		Student Activity Absent

Judy Chappell’s timetable is now displayed in the Supplementary Information.
Note: This includes any changes for today in blue text.

TEACHER SAME FACULTY

When the class selected in the upper pane is in a faculty all available teachers in that faculty or faculty group are highlighted in the lower pane. This feature only works if faculties and faculty groups have been set up properly in the timetable file.

Note: A science class is selected on the upper pane, so all Science teachers are highlighted in the lower pane. Click Show in Lower Pane

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)					TC	CL	OL												
1													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA				
1				L									1.00	Adams Rod	21	0.00	0.00	0.00	3.00	0.00	3.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	2.00			
1		L			L	L		L	L				3.20	Bell Heather	15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	10.00		
1					M	M		Y		L			1.50	Burrows Kelly	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1		L			Y	L	L		L				3.70	Butler Alison	18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	10.00
1		L			L	U	U		U	L	L		1.20	Chappell Judy	23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1										L	L		2.00	Cheng William	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00

Note: The radio buttons can be used to highlight teachers in the same faculty or faculty group. Leave Faculty selected and click Cancel

Show in Lower Pane

Optional Columns to Display

- Total
- Index
- In Lieu
- U/Cy : Uncounted Cycle
- UR : Uncounted Remaining (In Lieu + U/Cy)
- C : Count
- U : Uncounted
- C + U : Total Replacements for Today
- Last 10 Days
- Last 10 Days (Uncounted)
- TC : Total Count
- CL : Cycle Limit
- OL : Overall Limit

Highlight available teachers by

Faculty Faculty Group

Options

- Show In Lieu and Emergency Teachers only
- Show Balloons

SHOW IN LIEU AND EMERGENCY TEACHER ONLY

It is possible to display only in lieu and emergency teachers in the lower pane. This will be useful for schools who assign teachers to specific periods for replacements.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)										TC	CL	OL								
1													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA			
1													1.00	Adams Rod	21	0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	2.00		
1																																										
1																																										
1																																										
1													1.20	Chappell Judy	23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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													2.00	Cheng William	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													1.50	Clark Megan	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													2.00	Jackson Chris	8	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													2.00	Jones Adam	13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click Show in Lower Pane

Show in Lower Pane

Optional Columns to Display

- Total
- Index
- In Lieu
- U/Cy : Uncounted Cycle
- UR : Uncounted Remaining (In Lieu + U/Cy)
- C : Count
- U : Uncounted
- C + U : Total Replacements for Today
- Last 10 Days
- Last 10 Days (Uncounted)
- TC : Total Count
- CL : Cycle Limit
- OL : Overall Limit

Highlight available teachers by

Faculty Faculty Group

Options

Show In Lieu and Emergency Teachers only

Show Balloons

OK **Cancel**

Tick Show In Lieu and Emergency Teachers only and click OK

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	
1													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1													2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00
1													4.20	Marks Daniel	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00
1													2.20	Rennie Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00
1													3.20	Smyth Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00
1													4.00	Thomson Wayne	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00

Only in lieu and emergency teachers are now displayed, with emergency teachers at the top and in lieu teachers in the same order as they are on screen [11A] Cancel Lessons.

LAST 10 DAYS

Either the Last 10 Days (Counted) or the last 10 Days (Uncounted) can be displayed. Additional information about the last 10 days can also be displayed in balloons.

Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)										TC	CL	OL												
1												0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA						
1				L								1.00	Adams Rod	21	0.00	0.00	0.00	3.00	0.00	3.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	2.00						
1		L			L	L			L			3.20	Bell Heather	16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	10.00					
1					M	M		Y	L		L	1.50	Burrows Kelly	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00					
1		L			Y	L	L		L		L	3.70	Butler Alison	18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	10.00			
1		L			L	U	U		U	L	L	1.20	Chappell Judy	23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
1									L	L		2.00	Cheng William	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00			
1					M	M		Y	L		L	1.50	Clark Megan	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	6.00		
1		L			L	L			L	L		4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	0.00	0.00	1.00	9.30

Details of the Last 10 Days Counted replacements are displayed in the next set of columns.

Note: The first of these 10 columns contains details for the selected day, so this is the same as the Counted column.

Click **Show in Lower Pane**

Show in Lower Pane

Optional Columns to Display

- Total
- Index
- In Lieu
- U/Cy : Uncounted Cycle
- UR : Uncounted Remaining (In Lieu + U/Cy)
- C : Count
- U : Uncounted
- C + U : Total Replacements for Today
- Last 10 Days
 - Last 10 Days (Uncounted)
- TC : Total Count
- CL : Cycle Limit
- OL : Overall Limit

Highlight available teachers by

Faculty Faculty Group

Options

Show In Lieu and Emergency Teachers only

Show Balloons

Tick **Show Balloons** and **Last 10 Days uncounted**

Click **OK**

Period	AM	HR	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Uncounted)										TC	CL	OL					
1												0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA
1			L									1.00	Adams Rod	21	0.00	0.00	0.00	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	-2.00	2.00	
1		L				L	L					3.20	Bell Heather	16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	10.00	
1					M	M		Y				1.50	Burrows Kelly	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1		L		Y	L	L						3.70	Butler Alison	18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	10.00	
1		L				L	U	U	U	L	L	1.20	Chappell Judy	23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1										L	L	2.00	Cheng William	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00		
1					M	M		Y				1.50	Clark Megan	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	6.00	
1		L				L	L					4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	1.00	9.30
1			L	L								2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1			L	L								2.00	Jackson Chris	8	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Note: Last 10 Days (Uncounted) is now displayed. Additional information is displayed when hovering over a value.

Click **Show in Lower Pane**

Show in Lower Pane

Optional Columns to Display

- Total
- Index
- In Lieu
- U/Cy : Uncounted Cycle
- UR : Uncounted Remaining (In Lieu + U/Cy)
- C : Count
- U : Uncounted
- C + U : Total Replacements for Today
- Last 10 Days
- Last 10 Days (Uncounted)
- TC : Total Count
- CL : Cycle Limit
- OL : Overall Limit

Highlight available teachers by

Faculty Faculty Group

Options

Show In Lieu and Emergency Teachers only

Show Balloons

Untick **Show Balloons** and **Last 10 Days uncounted**

Click **OK**

Show in Lower Pane

Optional Columns to Display

- Total
- Index
- In Lieu
- U/Cy : Uncounted Cycle
- UR : Uncounted Remaining (In Lieu + U/Cy)
- C : Count
- U : Uncounted
- C + U : Total Replacements for Today
- Last 10 Days
 - Last 10 Days (Uncounted)
- TC : Total Count
- CL : Cycle Limit
- OL : Overall Limit

Highlight available teachers by

Faculty Faculty Group

Options

Show In Lieu teachers only

Show balloons

Note: The columns to display can be selected by ticking or unticking the check boxes.

No changes will be made at this time, click **Cancel**

SORT AVAILABLE REPLACEMENT TEACHERS

In the lower pane, the list of available teachers can be sorted by any of the fields, even if the field is not displayed. Emergency teachers are always listed at the top of the list irrespective of how the list is sorted.

It is highly recommended that the teachers are sorted with the ones most likely to be used at the top of the list. In lieu and uncounted/cycle replacements need to be used before counted replacements so it is best to have these teachers at the top of the list. This can be arranged by sorting by in lieu, uncounted/cycle or by uncounted remaining. The most popular way to sort is by index as it takes all this and more into account.

Show In Lower Pane < Previous Period > Next Period Same Period 4. Sort By Index Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)										TC	CL	OL						
1													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.50	5.70	6.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA	
1			L	L	L	L	L				L	L	3.20	Smyth Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00		
1				L	L		L				L		2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00		
1			L	L	L		L				L		2.20	Rennie Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1			L	L	L	L	L	L	L	L	L	L	4.20	Marks Daniel	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1				L	L	L	L	L	L	L	L	L	4.00	Thomson Wayne	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1			L			L	L				L	L	4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1											L	L	2.00	Jackson Chris	8	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1			L								L		1.20	Patel Marek	9	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1						M	M		Y		L		1.50	Burrows Kelly	10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1						M	M		Y	L			1.50	Clark Megan	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	6.00	
1											L	L	2.00	Cheng William	12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	

Click on the drop down menu and select **4. Sort By Index**

Show In Lower Pane		< Previous Period		> Next Period		Same Period		4. Sort By Index		Legend																												
Period	AM	HR	1	2	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)										TC	CL	OL					
1												0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.00	5.50	5.70	6.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	27.20	NA	NA
1		L	L	L	L	L			L	L		3.20	Smyth Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1			L	L		L			L			2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
1		L	L	L		L			L			2.20	Rennis Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	1.00	9.80		
1		L	L	L	L	L			L	L		4.20	Marks Daniel	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00	
1			L	L	L	L			L	L		4.00	Thomson Wayne	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	9.00
1		L			L	L			L	L		4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	1.00	9.30		
1									L	L		2.00	Jackson Chris	8	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	

Note: Emergency teachers are always listed at the top of the list irrespective of how the list is sorted.

Note: The available teachers are now listed in index order with teachers having in lieu or U/Cy near the top of the list.

Timetabling Solutions



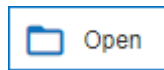
Web Daily Organiser

LESSON 9: ALLOCATE TEACHER REPLACEMENTS

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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 emergency teachers are needed.



Daily Organiser 2020 - one week later

Tue 04 Feb D2 (Future)

Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... Off
- Permit Support Access Off
- Open on Today's Date Off

Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	A Allocate Teacher Replacements
6 Teachers and Students ...	13 Room Replacements ...	B Gauge Teacher Requirements
7 Reminder Notes	14 Student Attendance Changes	C Emergency Teacher Availability
		22 File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Hover over **[12] Teacher Replacements...** and the sub-branches are listed

Click **[B] Gauge Teacher Requirements**

The Gauge Teacher Requirements screen provides 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 teachers required each lesson. This is useful in determining if an emergency teacher is needed.

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 allocated.

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 allocated.

Period	Cancelled	In Lieu	Initial Replacements Required	Initial Difference	Remaining Replacements Required	Available Teachers
HR	1	0	3	-3	3	20
1	6	5	9	-4	9	22
2	6	5	8	-3	8	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 allocated.

For each period, if the Initial Difference value is:

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

ENTER EMERGENCY TEACHER AVAILABILITY

In a previous lesson, emergency teachers were made available and unavailable for a number of days in an Emergency Teacher Activity. On this screen an emergency teacher can be made available or unavailable for the selected day.



On the Task Tree select:
[12C] Emergency Teacher Availability

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher Available Period On/Off Teacher Available for Day On/Off Not to be Used On/Off Not to be used for Day On/Off Sort Emergency Teachers

Options: Show day load Legend: Available (Activity) Not available (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile Phone	Other Phone	Notes	Teacher Req No	Expiry Date
1	Curie Marie	N	N	N	N	N	N	N	N	N	N	N	N		52283700	0411 555 555		Physics, Chemistry	1234541	June 2023
2	Einstein Bert													Full	5228 1111	0400 111 222		Physics, Maths	811716	Jan 2021
3	Shakespeare Billy	X	X	X	X	X	X	X	X	X	X	X	X		52282222	0401 222 333		English, not on Mondays	676365	Feb 2025
4	Crowe Peter	N	N	N	N	N	N	N	N	N	N	N	N		52281999	0400 123 456		English	5654656	Jun 2022
5	Daly Garry	N	N	N	N	N	N	N	N	N	N	N	N		52281964	0411 987 654		Maths, Science	98647924	Jun 2023
6	Eisenhu																			2024
7	Kong M																			2025
8	Lunt Ar																			2020
9	McGuck																			2022

Note: The data from the Emergency Teacher Activities is shown here. Bert Einstein was made available and is displayed here in blue. The red for Billy Shakespeare indicates that he is not to be used. For other teachers the N indicates that they have not been made available at this stage.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher Available Period On/Off Teacher Available for Day On/Off Not to be Used On/Off Not to be used for Day On/Off Sort Emergency Teachers

Options: Show day load Legend: Available (Activity) Not available (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile Phone	Other Phone	Notes	Teacher Req No	Expiry Date
1	Curie Marie	N	N	N	N	N	N	N	N	N	N	N	N		52283700	0411 555 555				
2	Einstein Bert													Full	5228 1111	0400 111 222				
3	Shakespeare Billy	X	X	X	X	X	X	X	X	X	X	X	X		52282222	0401 222 333				
4	Crowe Peter	N	N	N	N	N	N	N	N	N	N	N	N		52281999	0400 123 456				
5	Daly Garry	N	N	N	N	N	N	N	N	N	N	N	N		52281964	0411 987 654				
6	Eisenhuth Stephen	N	N	N	N	N	N	N	N	N	N	N	N		52282005	0404 222 222				
7	Kong Mark	N	N	N	N	N	N	N	N	N	N	N	N		52280000	0401 123 123		Physics Chemistry	881965148	Dec 2025
8	Lunt Andrew	N	N	N	N	N	N	N	N	N	N	N	N		52282003	0411 453 453		Science	1254556	Dec 2020
9	McGucken Matthew	N	N	N	N	N	N	N	N	N	N	N	N		52282015	0402 303 030		Physics, Maths	16556562	Jan 2022

When Peter Crowe was contacted, he said that he was available from Period 3 onwards. Click on Period 3 for Peter Crowe and click **Teacher Available Period On/Off** or alternatively double click on the cell

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher Available Period On/Off Teacher Available for Day On/Off Not to be Used On/Off Not to be used for Day On/Off Sort Emergency Teachers

Options: Show day load Legend: Available (Activity) Not available (Activity)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Phone	Mobile Phone	Other Phone	Notes	Teacher Req No	Expiry Date
1	Curie Marie	N	N	N	N	N	N	N	N	N	N	N	N		52283700	0411 555 555				
2	Einstein Bert													Full	5228 1111	0400 111 222				
3	Shakespeare Billy	X	X	X	X	X	X	X	X	X	X	X	X		52282222	0401 222 333				
4	Crowe Peter	N	N	N	N	N	N	N	N	N	N	N	N	Part	52281999	0400 123 456				
5	Daly Garry	N	N	N	N	N	N	N	N	N	N	N	N		52281964	0411 987 654				
6	Eisenhuth Stephen	N	N	N	N	N	N	N	N	N	N	N	N		52282005	0404 222 222		PE, Science	6549881351	Mar 2024
7	Kong Mark	N	N	N	N	N	N	N	N	N	N	N	N		52280000	0401 123 123		Physics Chemistry	881965148	Dec 2025
8	Lunt Andrew	N	N	N	N	N	N	N	N	N	N	N	N		52282003	0411 453 453		Science	1254556	Dec 2020
9	McGucken Matthew	N	N	N	N	N	N	N	N	N	N	N	N		52282015	0402 303 030		Physics, Maths	16556562	Jan 2022

Repeat for Period 4, 5 & 6 and for Yard Duty Sessions L1, L2 & PM

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher Available Period On/Off Teacher Available for Day On/Off

Options: Show day load Legend: Available (blue), Not available (red), Available (Activity) (light blue), Not available (red)

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Day Load	Phone			
1	Curie Marie	N	N	N	N	N	N	N	N	N	N	N	N	N	0	52283700			
2	Einstein Bert													Full	0	52281111			
3	Shakespeare Billy	X	X	X	X	X	X	X	X	X	X	X	X	Part	0	52282222			
4	Crowe Peter	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281999			
5	Daly Garry	N	N	N	N	N	N	N	N	N	N	N	N	0	52281964				
6	Eisenhuth Stephen	N	N	N	N	N	N	N	N	N	N	N	N	0	52282005				
7	Kong Mark	N	N	N	N	N	N	N	N	N	N	N	N	0	52280000				
8	Lunt Andrew	N	N	N	N	N	N	N	N	N	N	N	N	0	52282003	0411 453 453	Science	1254556	Dec 2020
9	McGucken Matthew	N	N	N	N	N	N	N	N	N	N	N	N	0	52282015	0402 303 030	Physics, Maths	16556562	Jan 2022

Tick Show day load

Note: For teachers who have been made available, the Day column indicates if it is for a Full day or Part day. The value in the Day Load column is currently 0.00. This will increase as replacements are allocated.

Note: Teachers can also be changed to “Not to be used” for individual periods or for the day.

ALLOCATE REPLACEMENT TEACHERS IN THE UPPER PANE

The process of allocating replacement teachers is central to Web Daily Organiser. Replacement teachers can be allocated to classes from the upper pane or from the lower pane. To allocate from the upper pane, double click in the Replacement Teacher cell and the first available teacher from the lower pane will be allocated.



On the Task Tree select:
[12A] Allocate Teacher Replacements

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: Replacement Teacher (green), Composite class (brown)

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David		0.20	0		
HR	S24	11HRM1D	Cooke Dennis		0.20	25		
HR	J22	07HRM1B	Atkinson Danielle		0.20	27		
HR	J24	07HRM1D	Alderson David		0.20	26		
1	S21	12ENG1B	Boyle Joanne		1.00	20		
1		12PST1C	Wood Paul		1.00	17		
1	GYM2	09PEB1A	Alderson David		1.00	26		
1	GYM1	09PEG1A	Atkinson Danielle		1.00	24		
1	LAB2	08SCI1D	Cooke Dennis		1.00	27		

Note: In the lower pane, the available teachers have been sorted by Index with emergency teachers at the top of the list.

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

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	In Lieu					
AM													0.00	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
AM		L	L	L						L	L		3.20	Smyth Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00				
AM			L	L						L			2.00	Harley Brett	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00				
AM		L	L	L						L	L		2.20	Rennie Matthew	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00				
AM		L	L	L						L	L		4.20	Marks Daniel	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00				
AM		L	L	L						L	L		4.00	Thomson Wayne	6	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00				
AM		L	L	Y	L					L	L		3.20	Gibson Monique	7	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00				
AM		L								L	L		4.20	Edwards John	8	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.70	1.00	9.30	
AM		L	L				Y			L			3.70	Murphy John	9	0.00	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.50	1.00	8.50
AM										L	L		2.00	Jackson Chris	10	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	

Show In Lower Pane Previous Period Next Period Same Period 4. Sort By Index

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U
HR	C												0.20	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.20	0.00	0.20
HR		L	L										2.00	Harley Brett	2	2.00	0.00	2.00	0.00	0.00	0.00
HR		L	L										4.00	Thomson Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00
HR													2.00	Jackson Chris	4	0.00	0.30	0.30	0.00	0.00	0.00
HR													1.50	Burrows Kelly	5	0.00	0.00	0.00	0.00	0.00	0.00
HR													1.50	Clark Megan	6	0.00	0.00	0.00	0.00	0.00	0.00

Show In Lower Pane Previous Period Next Period Same Period 4. Sort By Index Legend

The first available teacher, emergency teacher Bert Einstein has been allocated as the replacement teacher. A count value of 0.20 has been recorded in the Count column.

Note: The cursor in the upper pane has moved down to the next class requiring a replacement teacher. In this case, a Homeroom class.

Available teachers for HR are now displayed in the lower pane.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	

Show In Lower Pane Previous Period Next Period Same Period 4. Sort By Index Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/Cy	UR	C	U	C + U	Last 10 Days (Counted)	TC	CL	OL											
HR	C												0.20	Einstein Bert (Emerg)	1	0.00	0.00	0.00	0.20	0.00	0.20	0.20	5.00	5.50	5.70	6.00	5.00	0.00	0.00	0.00	0.00	0.00	27.40	NA	NA	
HR		L	L										2.00	Harley Brett	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00	
HR		L	L										4.00	Thomson Wayne	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	9.00
HR													2.00	Jackson Chris	4	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00
HR													1.50	Burrows Kelly	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00
HR													1.50	Clark Megan	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	1.00	6.00

Bert Einstein's data in the lower pane has been updated.

The C under AM in his timetable summary indicates that he has been allocated a counted replacement.

Note: The count value 0.20 is displayed in the C, C+U and the first of the Last 10 Days (Counted) columns. The Total Count (TC) column has been updated.

ASSIGN EMERGENCY TEACHER TO TAKE ALL OF ONE TEACHER'S CLASSES

It is often useful to assign the entire day's classes for an absent teacher to a single emergency teacher. The most common examples of this are in primary school settings or with specialist subject areas. In this case, all of Melissa Fraser's classes will be allocated to Bert Einstein.

The ability to sort data in the upper pane is useful when allocating replacements in this way.

The data in the upper pane is currently sorted in period order.

To change this, click on the drop down menu and select **5. Sort By Absent Teacher**

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24							
1	S21							
1	GYM2							
1	GYM1							
1	LAB2							

Note: The data in the upper pane is now sorted by Absent Teacher.

Use the top scroll bar to scroll down to Melissa Fraser's classes

Double click in the Replacement Teacher column next to Melissa Fraser in Period 3 to allocate the first available teacher

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
4	LAB2	11PHY1A	Cooke Dennis		1.00		19	
5	LAB2	12PHY1B	Cooke Dennis		1.00		14	
6	LAB2	12PHY1A	Cooke Dennis		1.00		12	
3	LAB3	07SCI1B	Fraser Melissa		1.00		27	
5	OV1	07SPT1D	Fraser Melissa		1.00		17	
6	OV1	07SPT1D	Fraser Melissa		1.00		17	
3	M18	10MAT1C	Wallen Peta		1.00		14	
4	S12	11MAG1C	Wallen Peta		1.00		23	
5	S12	11MAG1A	Wallen Peta		1.00		19	

Supplementary Information			
Emergency Teacher Timetable: Bert Einstein			
Period	Class / Activity	Room	Details / Changes
AM		Bus Duty	Emergency Teacher activity (Rplc FRAM) Replaces teacher Alderson David
HR			Emergency Teacher activity (Rplc FRAM) Teacher available
1			Emergency Teacher activity (Rplc FRAM) Teacher available
2			Emergency Teacher activity (Rplc FRAM) Teacher available
R			Emergency Teacher activity (Rplc FRAM) Teacher available
3	07SCI1B	LAB3	Emergency Teacher activity (Rplc FRAM) Replaces teacher Fraser Melissa
4			Emergency Teacher activity (Rplc FRAM) Teacher available
L1			Emergency Teacher activity (Rplc FRAM) Teacher available
L2			Emergency Teacher activity (Rplc FRAM) Teacher available
5	07SPT1D	OV1	Emergency Teacher activity (Rplc FRAM) Replaces teacher Fraser Melissa
6	07SPT1D	OV1	Emergency Teacher activity (Rplc FRAM) Replaces teacher Fraser Melissa
PM			Emergency Teacher activity (Rplc FRAM) Teacher available

Bert Einstein's timetable has been updated with all of his allocations.

Note: Bert is now taking all of Melissa Fraser's classes but he can also be used in the other periods to replace absent teachers.



On the Task Tree select:
[12C] Emergency Teacher Availability

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Day	Day Load	Phone	Mobile Phone	Other Phone	Notes	Teacher Req No	Expiry Date
1	Curie Marie	N	N	N	N	N	N	N	N	N	N	N	N	N	0	52283700	0411 555 555		Physics, Chemistry	1234541	June 2023
2	Einstein Bert	C				C					C	C		Full	3.20	5228 1111	0400 111 222		Physics, Maths	811716	Jan 2021
3	Shakespeare Billy	X	X	X	X	X	X	X	X	X	X	X	X	Part	0	52282222	0401 222 333		English, not on Mondays	676365	Feb 2025
4	Crowe Peter	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281999	0400 123 456		English	5654656	Jun 2022
5	Daly Garry	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281964	0411 987 654		Maths, Science	98647924	Jun 2023
6	Eisenhuth Stephen	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281964	0401 222 333		Maths, Science	6549894351	Mar 2024
7	Kong Mark	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281964	0401 222 333		Maths, Science	6549894351	Dec 2025
8	Lunt Andrew	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281964	0401 222 333		Maths, Science	6549894351	Dec 2020
9	McGucken Matthew	N	N	N	N	N	N	N	N	N	N	N	N	Part	0	52281964	0401 222 333		Maths, Science	6549894351	Jan 2022

Note: Details of Bert Einstein's replacements have been updated. In the period columns a C represents a counted replacement and the Day Load column has his total load for the day.



On the Task Tree select:
[12A] Allocate Teacher Replacements

The screenshot shows the 'Reports Stage' of the Web Daily Organiser for 'Tue 04 Feb D2 (Future)'. A table lists replacement classes with columns for Period, Room, Class, Absent Teacher, Replacement Teacher, Load, Count, Students, and Notes. A callout box with an arrow pointing to the 'Sort By Period' dropdown menu contains the text: 'Click on the drop down menu and select 1. Sort By Period'.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis		0.20		2	
HR	J22	07HRM1B	Atkinson Danielle		0.20		2	
HR	J24	07HRM1D	Alderson David		0.20		2	

ALLOCATE REPLACEMENT TEACHERS IN THE LOWER PANE

The data displayed in the lower pane can be helpful when making the following decisions:

- Who can be allocated to a replacement class?
- Will it be allocated as an in lieu, counted or uncounted replacement?
- Will it be allocated to a teacher from the same faculty?

There are two types of uncounted replacements – in lieu and uncounted/cycle. In lieu should be used first as they are only available to be used on the selected day. Uncounted/cycle must be used in this timetable cycle.

Note: When replacements are allocated the application uses them in the following order

- in lieu
- uncounted/cycle
- counted

ALLOCATE AN UNCOUNTED REPLACEMENT

Double clicking on a teacher’s name in the lower pane will allocate that teacher to the class selected in the upper pane. In this case teachers with in lieu replacements available will be selected.

The screenshot shows the 'Reports Stage' of the Web Daily Organiser for 'Tue 04 Feb D2 (Future)'. The upper pane shows a table of replacement classes. The lower pane shows a detailed table with columns for 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, and OL. A callout box with an arrow pointing to the first class in the upper pane (HR S24) contains the text: 'Click on the first class in the upper pane that needs a replacement teacher allocated. Double click on Brett Harley in the lower pane'.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis		0.20		25	
HR	M14	09HRM1D	Boyle Joanne		0.20		25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		25	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis	Harley Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEG1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		26	
1	LAB2	08SCI1D						

Note: Brett Harley has been allocated and the count value is 0.00 indicating that it is an uncounted replacement.

To see the changes in the lower pane, click on the first Period 1 class that requires a replacement

Period	AM	HR	1	2	R	3	4	L1	L2	TC	CL	OL
1	C		L	L						0.00	0.00	30.40
1		L	L	L						0.00	0.00	1.00
1		L	L	L						0.00	0.00	0.20
1		L	L	L						0.00	0.00	1.00
1			L	L						0.00	0.00	1.00
1	D	L	L							2.20	1.80	0.00
1		L								4.20	0.00	2.00

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Note: A number of columns have been updated in the lower pane.

In the timetable summary next to Brett Harley, a D in the HR column indicates a replacement that did not count.

The value in the In Lieu and Uncounted Remaining (UR) columns has been decreased by 0.20. The value 0.20 is displayed in the U and C+U columns.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U/C	UR	U	C+U	Last 10 Days (Counted)	TC	CL	OL																		
1	C		L	L						C	C		3.20	Einstein Bert (Emerg)	1	0.00	0.00	0.00	3.20	0.00	3.20	5.00	5.50	5.70	6.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.40	NA	NA					
1		L	L	L						L	L		3.20	Smyth Martin	2	3.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00				
1		L	L	L						L	L		2.20	Rennie Matthew	3	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	1.00	9.80			
1		L	L	L						L	L		4.20	Marks Daniel	4	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	9.00		
1		L	L	L						L	L		4.00	Thomson Wayne	5	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	9.00	
1	D	L	L							L	L		2.20	Harley Brett	6	1.80	0.00	1.80	0.00	0.20	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00		
1		L								L	L		4.20	Edwards John	7	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.70	1.00	9.30

ALLOCATE A COUNTED REPLACEMENT

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

In the upper pane, click next to David Alderson's Homeroom class

In the lower pane, double click on Kelly Burrows

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis	Harley Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David		0.20		26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	

The replacement is counted and the value of 0.20 is displayed in the Count column.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis	Harley Brett	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	
1	S21	12ENG1B	Boyle Joanne		1.00		20	
1		12PST1C	Wood Paul		1.00		17	
1	GYM2	09PEB1A	Alderson David		1.00		26	
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	

In the lower pane, Kelly Burrows has a C in the HR column to indicate a counted replacement. The value of 0.20 is displayed in the C, C+U and the first of the Last 10 Days columns. The Total Count (TC) column has increased by 0.20. The totals in the CL and OL columns have decreased by 0.20

ALLOCATE TEACHERS FROM THE SAME FACULTY

In the timetable file, classes and teachers can be assigned to faculties. Faculties can also be allocated to faculty groups. 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.

Note: 12ENG1B is the selected class so teachers from the same faculty are highlighted green in the lower pane.
Double click on **Daniel Marks** to allocate this English faculty teacher as the replacement teacher for this class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
AM	Bus Duty		Alderson David				
HR	S24	11HRM1D	Cooke Dennis				
HR	J22	07HRM1B	Atkinson Danielle				
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26
1	S21	12ENG1B	Boyle Joanne		1.00		20
1		12PST1C	Wood Paul		1.00		17
1	GYM2	09PEB1A	Alderson David		1.00		26
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24
1	LAB2	08SC11D	Cooke Dennis		1.00		27

Note: The highlighting can be changed from Faculty to Faculty Group by clicking Show in Lower Pane and selecting the relevant radio button.

REMOVE A REPLACEMENT TEACHER

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

In HR, double click on **Brett Harley** to remove him as a replacement teacher for 11HRM1D
Alternatively, the Delete Replacement button could be used.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0
HR	S24	11HRM1D	Cooke Dennis	Harley Brett	0.20	0.00	25
HR	J22	07HRM1B	Atkinson Danielle		0.20		27

Note: The teacher has been removed.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0
HR	S24	11HRM1D	Cooke Dennis		0.20		25
HR	J22	07HRM1B	Atkinson Danielle		0.20		27

REPLACEMENT NOT REQUIRED

Sometimes a decision is made not to cover a class. For example, a small Yr12 class might be combined with another class or sent to the Library. In this case, Dennis Cook's 12PHY1A in Period 6 will go to the Library.

Use the scroll bar to find Dennis Cooke's 12PHY1A in Period 6
Click in the Replacement Teacher column and click **Replacement Not Required**

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
5	OV1	07SPT1D	Fraser Melissa	Einstein Bert	1.00	1.00	17	
6	LAB2	12PHY1A	Cooke Dennis	Einstein Bert	1.00		12	
6	M12	10ENG1E	Boyle Joanne		1.00		20	
6	OV1	08SPT1A	Chappell Judy		1.00		17	
6	GYM2	08SPT1B	Wood Paul		1.00		18	
6	OV1	08SPT1D	Atkinson Danielle		1.00		18	
6	OV1	08SPT1F	Carter Leanne		1.00		17	
6	OV1	07SPT1D	Fraser Melissa	Einstein Bert	1.00	1.00	17	
PM	Bus Duty		Atkinson Danielle		0.20		0	

Note: Not Required is now displayed in the Replacement Teacher column.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
5	OV1	07SPT1D	Fraser Melissa	Einstein Bert	1.00	1.00	17	
6	LAB2	12PHY1A	Cooke Dennis	Not Required	1.00		12	
6	M12	10ENG1E	Boyle Joanne		1.00		20	
6	OV1	08SPT1A	Chappell Judy		1.00		17	
6	GYM2	08SPT1B	Wood Paul		1.00		18	

EMAIL STUDENTS FROM ALLOCATE TEACHER REPLACEMENTS SCREEN

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

An email can be sent to students in a particular class directly from the Allocate Teacher Replacements screen. In this case, the 12 students in 12PHY1A need to be told to go to the Library in Period 6.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: ● Replacement Teacher ● Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
5	OV1	07SPT1D	Fraser Melissa	Einstein Bert	1.00	1.00	17	
6	LAB2	12PHY1A	Cooke Dennis	Not Required	1.00		12	
6	M12	10ENG1E	Boyle Joanne		1.00		20	
6	OV1	08SPT1A	Chappell Judy		1.00		17	
6	GYM2	08SPT1B	Wood Paul		1.00		18	

Click on the **12** in the Students column next to 12PHY1A

Supplementary Information

Students: 12PHY1A [Email Students](#)

No	Student
1	Adams David
2	Bromby Robin
3	Hamilton Jonathan
4	Lee Sara
5	Macintyre Stuart
6	Moffat David
7	Moulton Kay
8	Oliver John
9	Privopoulos Ellie
10	Suzuki David
11	Volcker Paul
12	Washington Denzel

The students in this class are displayed in the Supplementary Information

Click **Email Students**

Email

Students: **Students Selected: 12**

Send From: Timetabling Solutions

Subject: 12PHY1A in Pd 6

Attachments:

Merge Fields:

Note: The blue hyperlink shows that 12 students have been selected.

The default email sender is Timetabling Solutions. Emails can also be sent from your Microsoft Office or Google Gmail accounts. This needs to be set up in the Administration Console by your Console Administrator.

Type "12PHY1A in Pd 6" in the Subject field

View Sent Email Summary **Send Test Email** **Send** **Close**

Email

Students: **Students Selected: 12**

Send From: Timetabling Solutions

Subject: 12PHY1A in Pd 6

Attachments: +

Merge Fields: First Name ▼ Insert

B I U abc x₂ x² T rT Hl T [Rich text editor icons]

Hi [FirstName]

Compose the email body using merge fields where desired.

Type "Hi" and then select **First Name** from the drop down menu and click **Insert**

View Sent Email Summary Send Test Email Send Close

Email

Students: **Students Selected: 12**

Send From: Timetabling Solutions

Subject: 12PHY1A in Pd 6

Attachments: +

Merge Fields: First Name ▼ Insert

B I U abc x₂ x² T rT Hl T [Rich text editor icons]

Hi [FirstName]

Mr Cooke is absent today. At the start of Period 6 go to the Library to collect work and have the roll marked.

Mr Harley
Daily Organiser

When complete, a test email can be sent before sending emails. No emails will be sent at this stage.

Click **Close**

View Sent Email Summary Send Test Email Send Close

ALLOCATE ONE TEACHER TO TWO DIFFERENT CLASSES IN THE SAME LESSON

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

In this example, it is accepted practice to combine Homeroom classes if a teacher is absent. The Homeroom (11HRM1D) will be supervised by the teacher in the adjacent room, John Edwards. John will be taking his usual 11HRM1C as well as 11HRM1D.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Note
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S24	11HRM1D	Cooke Dennis	Einstein Bert	0.20	0.20	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20	0.20	27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	
1	S21	12ENG1B	Boyle Joanne	Marks Daniel	1.00	0.00	20	

Scroll back to the top of the screen

Click in the Replacement Teacher column next to Dennis Cooke's 11HRM1D class

Click **Select Teacher**

Select Teacher

Type letter to find alphabetically

- Mills Deborah
- Mullins Sharon
- Myers John
- Nancarrow Trish
- Newman Peter
- Rogers Paul
- Talbot Peter
- Thomson Wayne
- Walker Sam
- Not Available---
- Curie Marie (Emergency) (Not available)
- Shakespeare Billy (Emergency) (Not to be used)
- Crowe Peter (Emergency) (Not available)
- Daly Garry (Emergency) (Not available)
- Eisenhuth Stephen (Emergency) (Not available)
- Kong Mark (Emergency) (Not available)
- Lunt Andrew (Emergency) (Not available)

Show

Code Name Name/Code Sort

OK Cancel

Note: If Sort is unticked, the teachers are displayed with the available teachers at the top of the list.

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

Select Teacher

Type letter to find alphabetically

- Edwards John (Own lesson)
- Boswick Sam (Ineligible)
- Boyle Joanne (Absent own lesson)
- Burrows Kelly (Replacement lesson)
- Butler Alison (Own lesson)
- Carter Leanne (Own lesson)
- Chappell Judy (Own lesson)
- Connolly Jenny (Own lesson)
- Cooke Dennis (Absent own lesson)
- Dalton James (Own lesson)
- Edwards John (Own lesson)
- Feng Jenny (Own lesson)
- Fraser Melissa (Absent)
- Gibson Monique (Own lesson)
- Jackson Toni (Own lesson)
- Knight Natalie (Own lesson)
- Marks Daniel (Own lesson)

Show Code Name Name/Code Sort

OK **Cancel**

Scroll down and click on **John Edwards**

Click **OK**

Confirm

Edwards John is already taking a lesson at HR. Do you want this teacher to take this replacement as well?

Yes **No**

Click **Yes**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options Show classes with no replacement Show composite classes Legend Replacement Teacher Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards John	Edwards John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke Dennis	Edwards John	0.25	0.00	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	
1	S21	12ENG1B						

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

This process can also be used to swap a teacher from one class to another. For example, if a Yr9 Maths teacher is to be removed from their regular class to take a Yr12 Maths replacement. Use Select Replacement as above and then remove the teacher from their original class.

REPLACEMENT NOTES

Notes can be added for timetabled classes, Student Activities and yard duty replacements. It is possible to include the added notes on the [17] Bulletin, [16] Teacher Changes report and also have them appear in General Access if required.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards John	Edwards John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke Dennis	Edwards John	0.20	0.00	25	
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards John	Edwards John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke Dennis	Edwards John	0.20	0.00	25	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson Danielle		0.20		27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	

COMPOSITE CLASSES

In Web Daily Organiser, the default setting for composite classes is the first class in the composite is displayed on the Allocate Teacher Replacement screen. When replacement teachers are allocated, they are allocated to all instances of the composite class. However, it is possible to display all composite classes and allocate different teachers to each one if required.

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

Use the scroll bar to scroll down to Period 3 and select 10MAT1C

Tick Show composite classes

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11 ENG EXAM	Additional Teacher 4		0.50		25	
3	M17	10MAT1B	Cooke Dennis		1.00		22	
3	M18	10MAT1C	Wallen Peta		1.00		14	
3	M12	09ENG1D	Boyle Joanne		1.00		22	
3	LAB4	08SCI1A	Wood Paul		1.00		26	
3	LAB3	07SCI1B	Fraser Melissa	Einstein Bert	1.00	1.00	27	
3	GYM2	07HPE1C	Atkinson Danielle		1.00		26	
4	S22	11ENG1D	Boyle Joanne		1.00		21	

Both composite classes are now displayed.

Allocate Peter Crowe as the replacement teacher to the first composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11 ENG EXAM	Additional Teacher 4		0.50		25	
3	M17	10MAT1B	Cooke Dennis		1.00		22	
3	M18	10MAT1C	Wallen Peta		1.00		14	
3	M18	10MAT1V	Wallen Peta		1.00		4	
3	M12	09ENG1D	Boyle Joanne		1.00		22	
3	LAB4	08SCI1A	Wood Paul		1.00		26	
3	LAB3	07SCI1B	Fraser Melissa	Einstein Bert	1.00	1.00	27	
3	GYM2	07HPE1C	Atkinson Danielle		1.00		26	

Note: In the Replacement Teacher column Peter Crowe has been added to both composite classes.

The values in the Count column indicate that it is only counting as one replacement.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students
R	Senior Sch Rm 26	11 ENG EXAM	Additional Teacher 4		0.50		25
3	M17	10MAT1B	Cooke Dennis		1.00		22
3	M18	10MAT1C	Wallen Peta	Crowe Peter	1.00	1.00	14
3	M18	10MAT1V	Wallen Peta	Crowe Peter	1.00	0.00	4

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

VERRIDE A CYCLE OR OVERALL LIMIT

In some cases, it may be necessary to allocate a replacement class to a teacher who has already reached their cycle or overall limit.

Click on **09ENG1D** in Period 3

Note: Adam Jones is available and he is also available in Periods 1 & 2.

Double click on **Adam Jones** in the lower pane

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11 ENG EXAM	Additional Teacher 4		0.50		25	
3	M17	10MAT1B	Cooke Dennis		1.00		22	
3	M18	10MAT1C	Wallen Peta	Crowe Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen Peta	Crowe Peter	1.00	0.00	4	
3	M12	09ENG1D	Boyle Joanne		1.00		22	
3	LAB4	08SC11A	Wood Paul		1.00		26	
3	LAB3	07SC11B	Fraser Melissa	Einstein Bert	1.00	1.00	27	
3	GYM2	07HPE1C	Atkinson Danielle		1.00		26	

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Total	Available Teacher	Index	In Lieu	U	Uy	UR	C	U	C + U	Last 10 Days (Counted)										TC	CL	OL											
3			L	L		L							2.00	Harley Brett	1	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00						
3		L	L	L		L							2.20	Rennie Matthew	2	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.20	1.00	9.80						
3									L	L			2.00	Jackson Chris	3	0.00	0.30	0.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00			
3		L								L			1.20	Patel Marek	4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00				
3										L	L		2.00	Cheng William	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00			
3											L		2.00	Jones Adam	6	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.20	1.00	8.80		
3		L	L	L		L							3.20	Jackson Toni	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	9.00

Adam Jones has been allocated to this class.

In the upper pane, scroll up to Period 1 and click next to 09PEB1A

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
R	Senior Sch Rm 26	11 ENG EXAM	Additional Teacher 4		0.50		25	
3	M17	10MAT1B	Cooke Dennis		1.00		22	
3	M18	10MAT1C	Wallen Peta	Crowe Peter	1.00	1.00	14	
3	M18	10MAT1V	Wallen Peta	Crowe Peter	1.00	0.00	4	
3	M12	09ENG1D	Boyle Joanne	Jones Adam	1.00	1.00	22	
3	LAB4	08SC11A	Wood Paul		1.00		26	

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 case, Kathy Manning will set up the Yr11 English Exam and supervise it in Period 1. This will be counted as two replacements.

In the upper pane click next to Additional Teacher 1 for 11 ENG EXAM in Period 1
In the lower pane double click on **Kathy Manning**

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1		1.00		26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	
1	S25	11 ENG EXAM	Additional Teacher 3		1.00		26	
1	S26	11 ENG EXAM	Additional Teacher 4		1.00		25	
2	S21	12ENG1B	Boyle Joanne		1.00		20	
2		12PST1C	Wood Paul		1.00		17	
2	GYM1	09PEG1A	Atkinson Danielle		1.00		24	

The value in the Count column is 1.00
Click in the Count cell and edit the value to 2.00
Press Enter

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1	Manning Kathy	1.00	1.00	26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	

Note: This will now count as 2.00 replacements.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
1	GYM1	09PEG1A	Atkinson Danielle		1.00		24	
1	LAB2	08SCI1D	Cooke Dennis		1.00		27	
1	S23	11 ENG EXAM	Additional Teacher 1	Manning Kathy	2.00	2.00	26	
1	S24	11 ENG EXAM	Additional Teacher 2		1.00		26	

ACTIVITY

Please complete the following tasks

- Make emergency teacher Marie Curie available for the day.
- Use a combination of emergency teachers, counted and uncounted replacements to manually allocate replacement teachers to all Period 1 and 2 classes.

AUTO ALLOCATE OUTSTANDING REPLACEMENTS

In Web Daily Organiser it is also possible to automatically allocate replacement teachers. The automatic function allocates replacements based on the index order. This way emergency teachers, in lies and uncounted replacements are used before counted replacements.

Note: The automatic function does not allocate teachers to Yard Duties.

The screenshot shows the 'Reports Stage' of the Web Daily Organiser for 'Tue 04 Feb D2 (Future)'. The interface includes navigation tabs, a date selector, and several action buttons. A table displays class details with columns for Period, Room, Class, Absent Teacher, Replacement Teacher, Load, Count, Students, and Notes. A callout box highlights the 'Auto Allocate Outstanding Replacements' button.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
2		12PST1C	Wood Paul	Marks Daniel	1.00	0.00	17	
2	GYM1	09PEG1A	Atkinson Danielle	Einstein Bert	1.00	1.00	24	
2	LAB2	08SCI1D	Cooke Dennis	Butler Alison	1.00			
2	S23	11 ENG EXAM	Additional Teacher 1	Thomson Wayne	1.00			
2	S24	11 ENG EXAM	Additional Teacher 2	Smyth Martin	1.00	0.00	26	
2	S25	11 ENG EXAM	Additional Teacher 3	Harley Brett	1.00	1.00	26	
2	S26	11 ENG EXAM	Additional Teacher 4	Rennie Matthew	1.00	0.00	25	
R	Senior Sch Rm 23	11 ENG EXAM	Additional Teacher 1		0.50		26	
R	Senior Sch Rm 24	11 ENG EXAM	Additional Teacher 2		0.50		26	

The screenshot shows the same interface as above, but with the 'Auto Allocate Outstanding Replacements' button clicked. The table now shows replacement teachers for all classes, including the Yard Duties. A callout box provides a note about the allocation.

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
2	GYM1	09PEG1A	Atkinson Danielle	Einstein Bert	1.00	1.00	24	
2	LAB2	08SCI1D	Cooke Dennis	Butler Alison	1.00	1.00	27	
2	S23	11 ENG EXAM	Additional Teacher 1	Thomson Wayne	1.00	0.00	26	
2	S24	11 ENG EXAM	Additional Teacher 2	Smyth Martin	1.00	0.00	26	
2	S25	11 ENG EXAM	Additional Teacher 3	Harley Brett	1.00	1.00	26	
2	S26	11 ENG EXAM	Additional Teacher 4	Rennie Matthew	1.00	1.00	25	
R	Senior Sch Rm 23	11 ENG EXAM	Additional Teacher 1		0.50		26	
R	Senior Sch Rm 24	11 ENG EXAM	Additional Teacher 2		0.50		26	
R	Senior Sch Rm 25	11 ENG EXAM	Additional Teacher 3		0.50		26	

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: Replacement Teacher Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
6	LAB2	12PHY1A	Cooke Dennis	Not Required	1.00		12	

Note: All replacements have now been allocated. The only class listed is the class that does not require a replacement teacher

Untick **Show classes with no replacement**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Teacher Delete Replacement Replacement Not Required Auto Allocate Outstanding Replacements 1. Sort By Period

Options: Show classes with no replacement Show composite classes Legend: Replacement Teacher Composite class

Period	Room	Class	Absent Teacher	Replacement Teacher	Load	Count	Students	Notes
AM	Bus Duty		Alderson David	Einstein Bert	0.20	0.20	0	
HR	S23	11HRM1C	Edwards John	Edwards John	0.20	0.00	26	
HR	S24	11HRM1D	Cooke Dennis	Edwards John	0.20	0.00	25	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson Danielle	Curie Marie	0.20	0.20	27	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	0.20	0.20	26	
1	S21	12ENG1B	Boyle Joanne	Marks Daniel	1.00	0.00	20	
1		12PST1C	Wood Paul	Curie Marie				
1	GYM2	09PEB1A	Alderson David	Jones Adam				

All class, activity and yard duty data is displayed.

Timetabling Solutions



Web Daily Organiser

LESSON 10: ROOM REPLACEMENTS

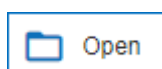
ROOM REPLACEMENTS.....	216
ASSIGN ROOMS.....	217
ASSIGN ROOMS IN THE UPPER PANE.....	219
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ASSIGN TWO CLASSES TO THE SAME ROOM	222
EDIT ROOMS.....	223
ADD A ROOM TO A CLASS.....	225
REMOVE A CLASS FROM A ROOM	226
USE EDIT TO SWAP ROOMS	227

ROOM REPLACEMENTS

In Web Daily Organiser, there are two screens that can be used to complete room changes:

- [13A] Assign Rooms: Rooms can be assigned to any classes that have been removed from a room and to student activities that need additional rooms.
- [13B] Edit Rooms: 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 [13B] Edit Rooms so only rooms for regular classes can be edited on this screen.



Daily Organiser 2020 - one week later

Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... Off
- Permit Support Access Off
- Open on Today's Date Off

Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Click **[13] Room Replacements...**

ASSIGN ROOMS

The Assign Rooms screen works in a similar way to screen [12A] Allocate Teacher Replacements. The default settings for this screen display the classes needing a room sorted by period in the top pane and the available rooms sorted alphabetically in the lower pane.

The upper pane shows details for classes or activities that need a room to be assigned. Click on the first class

The teachers in blue text are replacement teachers.

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11		26
3	11CHE1A	Walker Sam	LAB1		19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

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

The lower pane shows a list of rooms available to be used for the lesson highlighted in the upper pane.

Note: Data can be sorted in both the upper pane and lower pane.

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Rooms	Seats
1													AT2	27
1			L	L			L						AT3	27
1													AT5	27
1													AT6	27
1							L						AT7	25
1			L	L			L						AT8	25
1													OV2	100
1				L						L	L		LAB3	27
1				L			L	L					LAB4	27
1							L						PAC1	200
1							L						PAC2	27
1													PAC4	27
1		L					L	L					J14	27
1													J15C	27
1													J25	27
1		L					L			L	L		M12	27

[Home Page](#)
[Information Stage](#)
[Process Stage](#)
[Reports Stage](#)

[←](#) Tue 04 Feb D2 (Future) [▶](#)

[+ Select Room to Assign](#)
[✕ Delete Assigned Room](#)
1. Sort By Period ▼

Options

Show classes with no assigned room
 Show balloons (lower pane)
 Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
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 Period](#)
[> Next Period](#)
▼ Same Period

 1. Sort By Rooms (default) ▼
 [Legend](#)

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Rooms	Seats
1													AT2	27
1			L	L			L						AT3	27

Room Replacements Legend

Colour Guide

- Lesson cancelled
- Room available
- Room unavailable

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

To assign the top listed room in the lower pane it is a simple matter of double clicking in the Assigned Room cell next to the class in the upper pane. In this case, 08RED1A must be assigned to AT1.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Room to Assign Delete Assigned Room 1. Sort By Period

Options
 Show classes with no assigned room Show balloons (lower pane) Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11		26
3	11CHE1A	Walker Sam	LAB1		19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

< Previous Period > Next Period Same Period 1.Sort By Rooms (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Rooms	Seats
2			L	L			L						AT1	27
2													AT2	27

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Room to Assign Delete Assigned Room 1. Sort By Period

Options
 Show classes with no assigned room Show balloons (lower pane) Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11	AT1	26
3	11CHE1A	Walker Sam	LAB1		19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

< Previous Period > Next Period Same Period 1.Sort By Rooms (default) Legend

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Rooms	Seats
3			L	R			L						AT1	27
3													AT2	27

Note: AT1 has been assigned to the class.
 The next class requiring a room is now highlighted and Period 3 data is displayed in the lower pane.

ASSIGN ROOMS IN THE LOWER PANE

Double clicking on any room in the lower pane will assign this room to the class selected in the upper pane.

BR
Tue 04 Feb D2 (Future)

+ Select Room to Assign
✕ Delete Assigned Room
1. Sort By Period

Options
 Show classes with no assigned room
 Show balloons (lower pane)
 Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11	AT1	26
3	11CHE1A	Walker Sam	LAB1		19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

< Previous Period
> Next Period
▼ Same Period
1. Sort By Rooms (default)
[Legend](#)

Period	AM	HR	1	2	R	3	4	L1	L2	5	6	PM	Available Rooms	Seats
3													AT5	27
3													AT6	27
3													AT7	25
3			L	L				L					AT8	25
3													OV2	100
3								L					PAC2	27
3			L	L				L					PAC3	27
3													PAC4	27
3		L	L	L									J11	27
3													J15C	27
3		L	L	L				L					J22	27
3		L	L	L									J23	27
3		L	L	L									J24	27
3													J25	27
3		L	L	L				L			L	L	S14	27
3			L	L									S16C	27
3		L	L	L				L			L	L	S21	27
3											L		S25	27

11CHE1A in Period 3 is highlighted in the upper pane.

Double click on **S21** in the lower pane

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Room to Assign Delete Assigned Room 1. Sort By Period

Options
 Show classes with no assigned room Show balloons (lower pane) Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11	AT1	26
3	11CHE1A	Walker Sam	LAB1	S21	19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

Click on **S21** and the room timetable with changes is displayed in Supplementary Information

Supplementary Information				
Room Timetable: S21				
Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR	11	11HRM1A	Rennie Matthew	
1	12	12ENG1B	Boyle Joanne	
2	12	12ENG1B	Boyle Joanne	
R				
3	11	11CHE1A	Walker Sam	Reassigned from LAB1
4	12	12ENG1A	Pearson Sean	
L1				
L2				
5	12	12ENG1D	Marks Daniel	
6	12	12ENG1C	Burrows Kelly	
PM				

Note: room changes are displayed in blue font.

Note: The Supplementary Information can also display student lists (by clicking on a number in the Students column) and a teacher’s timetable (by clicking on a teacher’s name/code).

ASSIGN TWO CLASSES TO THE SAME ROOM

It is possible to allocate 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 in the lower pane because it is in use.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Select Room to Assign Delete Assigned Room 1. Sort By Period

Options
 Show classes with no assigned room Show balloons (lower pane) Show d

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1		17
2	12PST1C	Marks Daniel	S26		17
2	08RED1A	Kelly Rachel	J11	AT1	26
3	11CHE1A	Walker Sam	LAB1	S21	19
5	12BIO1A	Butler Alison	LAB1		18
6	12ENS1B	Jackson Chris	LAB1		12

Click in the Assigned Room column for 12CHE1A in Period 2
 Click **Select Room to Assign**

Select Room

Type letter to find alphabetically

- S16C (Used for lesson)
- J13 (Used for lesson)
- J21 (Used for lesson)
- J22 (Used for lesson)
- J23 (Used for lesson)
- J24 (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)
- S23 (Lesson cancelled - EXAM, Unavailable - EXAM, Activity)
- S24 (Unavailable - EXAM, Activity)
- S25 (Unavailable - EXAM, Activity)
- S26 (Used for Lesson, Unavailable - EXAM, Activity)

Show
 Code Name Name/Code Sort

OK Cancel

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 **OK**

Confirm

S16C is in use this period. Do you want to proceed?

Yes
No

Click Yes

Home Page Information Stage Process Stage Reports Stage
Tue 04 Feb D2 (Future)

+ Select Room to Assign
✖ Delete Assigned Room
1. Sort By Period

Options
 Show classes with no assigned room
 Show balloons (lower pane)
 Show composite classes and shared rooms

Period	Class	Teacher	Timetabled Room	Assigned Room	Students
1	12CHE1A	Walker Sam	LAB1		17
1	12PST1C	Curie Marie	S26		17
2	12CHE1A	Walker Sam	LAB1	S16C	17
2	12SYS1A	Feng Jenny	S16C	S16C	12
2	12PST1C	Marks Daniel	S26		17

Note: Both classes are now listed on the screen.

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

Supplementary Information

Room Timetable: S16C

Period	Roll Class	Class / Activity	Teacher	Details / Changes
AM				
HR				
1	12	12SYS1A	Feng Jenny	
2	12	12CHE1A	Walker Sam	Reassigned from LAB1
	12	12SYS1A	Feng Jenny	
R				

Note: Both classes are now displayed on the room timetable.

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

EDIT ROOMS

The Edit Rooms 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:
[13B] Edit Rooms

Note: The legend at the top of the screen 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 Room button can be used to add a room to a class.

Click on the blank cell next to 12BIO1A in Period 5
Click Edit Room

Select Room

Type letter to find alphabetically

S25

J14

J15C

J21

J22

J23

J24

J25

M10

M17

S16C

S23

S24

S25

--- In Use ---

GYM1 (Used for lesson)

GYM2 (Used for lesson)

Show

Code Name Name/Code Sort

OK Cancel

Select S25
Click OK

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Edit Room Undo Edit Undo All Edits

Legend
 MRCG (Multi Roll Class Group) Lesson cancelled Composite class or shared room Timetable clash No teacher No room assigned Bold*:Room seat deficit Bold blue:Room edit

Teacher or Room change

RC	HR		1	2	3	4	5	6
12	12HRM1A	S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B	S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 CURM	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENS1B S21 MARD	12ENG1C S21 BURK
	12HRM1C	S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S25 BUTA	12ENS1B JACC
	12HRM1D	S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
			12SYS1A S16C FENJ	12SYS1A S16C FENJ				S14 ALDD
			12PST1C CURM	12PST1C MARD				LAB2
								S26 WHIE

Click in another cell
 Note: The green colour indicates that no room has been assigned.

USE EDIT TO SWAP ROOMS

The Edit Rooms screen can be used to quickly swap rooms for classes. The teacher of 12ENS1A has requested a computer room, preferably S15C in Period 3.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Edit Room Undo Edit Undo All Edits

Legend
 MRCG (Multi Roll Class Group) Lesson cancelled Composite class or shared room Timetable clash No teacher No room assigned Bold*:Room seat deficit Bold blue:Room edit

Teacher or Room change

RC	HR		1	2	3	4	5	6
12	12HRM1A	S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B	S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 CURM	12ENS1A LAB2 BUTA	12ENG1A S21 PEAS	12ENS1B S21 MARD	12ENG1C S21 BURK
	12HRM1C	S13 GIBM	12CHE1A WALS	12CHE1A S16C WALS	12INF1A S15C MULS	12MTE1A AT8 THOW	12BIO1A S25 BUTA	12ENS1B JACC
	12HRM1D	S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
			12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 CURM	12PED1A S14 ALDD
			12PST1C CURM	12PST1C MARD	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2
					12PST1A S26 FENJ			12PST1D S26 WHIE

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

Select Room

Type letter to find alphabetically

- S15C (Used for lesson)
- M11 (Used for lesson)
- M12 (Used for lesson)
- M13 (Used for lesson)
- M14 (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)

Show

Code Name Name/Code Sort

OK **Cancel**

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

Click **OK**

Confirm

The room S15C is currently in use. Do you still want to continue?

Yes **No**

Click **Yes**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Edit Room Undo Edit Undo All Edits

Legend

- MRCG (Multi Roll Class Group)
- Lesson cancelled
- Composite class or shared room
- Timetable clash
- No teacher
- No room

Teacher or Room change

RC	HR	1	2	3	4
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONK
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 CURM	12ENS1A S15C BUTA	12ENG1A S21 PEAS
	12HRM1C S13 GIBM	12CHE1A S14 WALS	12CHE1A S15C 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 CURM	12PST1C MARD	12PST1B S26 THOW	12OED1A S14 CARL
				12PST1A S26 FENJ	12PST1E S26 FENJ

Note: The red cells indicate a room clash.

Click on **S15C** next to 12INF1A

Click **Edit Room**

Select Room

Type letter to find alphabetically

S16C

- PAC3
- PAC4
- J11
- J15C
- J22
- J23
- J24
- J25
- S14
- S16C
- S21
- S25
- In Use ---
- AT4 (Used for lesson)
- GYM1 (Used for lesson)
- GYM2 (Used for lesson)
- QV1 (Used for lesson)

Show

Code
 Name
 Name/Code
 Sort

Select room **S16C**

Click **OK**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Edit Room Undo Edit Undo All Edits

Legend

- MRCG (Multi Roll Class Group)
- Lesson cancelled
- Composite class or shared room
- Timetable clash
- No teacher
- No room assigned
- Bold***: Room seat deficit
- Bold blue**: Room edit

Teacher or Room change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 CURM	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB3 WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A S25 BUTA	12ENS1B S13 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 CURM	12PED1A S14 ALDD
		12PST1C S12 CURM	12PST1C S12 MARD	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2
							12PST1D S26 WHIE

Use screens [13A] Assign Rooms or [13B] Edit Rooms to assign rooms to all classes that do not have a room.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Edit Room Undo Edit Undo All Edits

Legend

- MRCG (Multi Roll Class Group)
- Lesson cancelled
- Composite class or shared room
- Timetable clash
- No teacher
- No room assigned
- Bold***: Room seat deficit
- Bold blue**: Room edit

Teacher or Room change

RC	HR	1	2	3	4	5	6
12	12HRM1A S11 DALJ	12REL1C S11 DALJ	12REL1C S11 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S23 KELR	12REL1D S24 JONA
	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 CURM	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
	12HRM1C S13 GIBM	12CHE1A LAB3 WALS	12CHE1A S16C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A S25 BUTA	12ENS1B S13 JACC
	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
		12SYS1A S16C FENJ	12SYS1A S16C FENJ	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 CURM	12PED1A S14 ALDD
		12PST1C S12 S12					HY1A LAB2
							ST1D S26 WHIE

All classes have now been assigned to a room.

Timetabling Solutions



Web Daily Organiser

LESSON 11: TEACHER CHANGES AND THE BULLETIN

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CHECK AND DISSEMINATE THE DAILY CHANGES

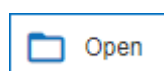
Once the replacements have been allocated and rooms assigned, the next stage is to inform staff of all the changes. There are a number of ways this can be done:

- Teacher changes can be printed or emailed to relevant staff
- A Bulletin can be printed or emailed to all staff
- Daily Organiser information can be published to General Access (this is covered in a later lesson)

CHECK REPLACEMENTS

The Check Replacements screen is a summary report of changes that have been made for the selected day. It is strongly recommended that this is checked 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.



Daily Organiser 2020 - one week later



Manage Items

New	View Published Timetables	Configure Settings
Open	View User Changes	Publish Daily Organiser ... Off
Close	Import Data	Permit Support Access Off
Copy	Export Data	Open on Today's Date Off

Task Groups

Information Stage	Process Stage	Reports Stage
Parameters and Calendar ...	Teachers ...	Check Replacements
Unsupervised Classes	Students ...	Teacher Changes
Teacher Absence Reasons	Rooms ...	Bulletin ...
Lesson Cancellation Reasons	Cancel Lessons and Yard Duties ...	Selected Day Reports ...
Room Availability Reasons	Teacher Replacements ...	Selected Day Activities ...
Teachers and Students	Room Replacements ...	Timetables ...
		Summary Reports ...
		File Statistics ...

Check that the timetable day and date correspond to the second Tuesday of the school year

Click [15] Check Replacements

- 1. UNSUPERVISED LESSONS REQUIRING SUPERVISION
Nil
- 2. STUDENT ACTIVITIES REQUIRING ADDITIONAL TEACHERS ASSIGNED
Nil
- 3. STUDENT ACTIVITIES REQUIRING ADDITIONAL ROOMS ASSIGNED
Nil
- 4. UNSUPERVISED YARD DUTIES REQUIRING SUPERVISION
Nil

The first four items cover classes, activities and yard duties that have not had replacement teachers allocated along with activities that have not been assigned to rooms.

- 5. UNSUPERVISED LESSONS NOT REQUIRING SUPERVISION
Period : 6, Class : 12PHY1A, Room : LAB2, Teacher : Cooke Dennis
Period : 6, Class : 12MAX1A, Room : S11, Teacher : Wallen Peta

The fifth item lists unsupervised classes that were designated "Replacement Not Required" in [12A] Allocate Teacher Replacements. Classes included in [2] Unsupervised Classes are also listed here.

- 6. TEACHERS WITH UNUSED IN LIEU LOADS
Thomson Wayne : In Lieu 2.00, In Lieu Used 1.00, Remaining 1.00
- 7. TEACHER CLASHES CAUSED BY REPLACEMENTS
Nil
- 8. TEACHERS WHOSE CYCLE OR OVERALL REPLACEMENTS EXCEED THE LIMIT
Cycle Replacements
Adams Rod : Cycle Limit - 1.00 exceeded by 2.00
Jones Adam : Cycle Limit - 1.00 exceeded by 1.00
Manning Kathy : Cycle Limit - 1.00 exceeded by 1.00
Smyth Martin : Cycle Limit - 1.00 exceeded by 1.00

The next three items contain information about how teachers were affected by the changes made for the selected day.

- 9. ROOM CLASHES CAUSED BY ROOM CHANGES
The room S16C is used by the replacement 12CHE1A and the class 12SYS1A in 2
- 10. STUDENTS SCHEDULED TO ATTEND TWO STUDENT ACTIVITIES AT ONCE
Nil

The ninth item lists any room clashes created when assigning or editing rooms.

The tenth item lists students attending two activities at the same time.

TEACHER CHANGES

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



On the Task Tree select:
[16] Teacher Changes

VIEW TEACHER CHANGES

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.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options:

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options:

Same page Teacher new page Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Alderson David
Please take this replacement class
Period: 5
Class: 08SPT1F
Room: OV1
Absent Teacher: Carter Leanne

Untick all the checkboxes

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options:

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options:

Same page Teacher new page Teacher item new page

Teacher: Marks Daniel
This class has been cancelled
Period: 1
Class: 11ENG1B
Room: S22

This class has been cancelled
Period: 2
Class: 11ENG1B
Room: S22

Teacher: Marks Daniel
Please take this replacement class
Period: 1
Class: 12ENG1B
Room: S21
Absent Teacher: Boyle Joanne

Please take this replacement class
Period: 2
Class: 12PST1C
Room: S26
Absent Teacher: Wood Paul

Tick **Show teacher lesson cancellations**

Scroll down to teacher Daniel Marks

Both his lesson cancellations and replacement classes are now displayed.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Alderson David
Please take this replacement class
Period: 5
Class: 08SPT1F
Room: OV1
Absent Teacher: Carter Leanne
Students: Adams Jim
Ahpene Brenda
Akers Julie
Alam Denise
Alba Jessica
Biscan Elizabeth
Braxton Toni
Brightman Sarah
Hocking Buddha
Hooke Michael
Hovey Matthew
Madison Hugh
Marinovic Leonor
Maurer Kevin
Trainor Mark
Truman Walter
Walker Colin

Untick **Show teacher lesson cancellations** and tick **Show student attendance lists**

Scroll up to the top of the screen

Student lists are now included for classes.

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

VIEW EMERGENCY TEACHER CHANGES ONLY

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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Curie Marie
Please take this replacement class
Period: HR
Class: 07HRM1B
Room: J22
Absent Teacher: Atkinson Danielle

Please take this replacement class
Period: 1
Class: 12PST1C
Room: S26
Absent Teacher: Wood Paul

Please take this replacement class
Period: 2
Class: 12ENG1B
Room: S21
Absent Teacher: Boyle Joanne

Untick **Show student attendance lists** and tick **Show emergency teachers only**

Note: Only emergency teachers are displayed. This can be printed or emailed to emergency teachers.

COMPOSITE CLASSES

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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Room: ST2
Absent Teacher: Wallen Peta

Please take this replacement class
Period: 5
Class: 07SPT1D
Room: OV1
Absent Teacher: Fraser Melissa

Please take this replacement class
Period: 6
Class: 07SPT1D
Room: OV1
Absent Teacher: Fraser Melissa

Teacher: Crowe Peter
Please take this replacement class
Period: 3
Class: 10MAT1C
Room: M18
Absent Teacher: Wallen Peta
Composite Class: 10MAT1V

Scroll down to emergency teacher Peter Crowe

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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Class: 07SPT1D
Room: OV1
Absent Teacher: Fraser Melissa

Please take this replacement class
Period: 6
Class: 07SPT1D
Room: OV1
Absent Teacher: Fraser Melissa

Teacher: Crowe Peter
Please take this replacement class
Period: 3
Class: 10MAT1C
Room: M18
Absent Teacher: Wallen Peta

Please take this replacement class
Period: 3
Class: 10MAT1V
Room: M18
Absent Teacher: Wallen Peta

Tick **Show composite classes separately**

Note: The composites are now listed separately. If student attendance lists were displayed there would be one list for each composite class.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Alderson David
Please take this replacement class
Period: 5
Class: 08SPT1F
Room: OV1
Absent Teacher: Carter Leanne

Untick all checkboxes and scroll to the top of the screen

PRINT AND EMAIL TEACHER CHANGES

The information on screen can be printed and emailed to teachers in one of three ways:

- All information in one document/attachment
- All information for each teacher on a separate page/attachment
- Each replacement class and lesson cancellation on a separate page/attachment

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Teachers

Options

Show student attendance lists Show teacher lesson cancellations Show emergency teachers only Show composite classes separately

Print new page options

Same page Teacher new page Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Alderson David
Please take this replacement class
Period: 5
Class: 08SPT1F
Room: OV1
Absent Teacher: Carter Leanne

There are three options for formatting this report.

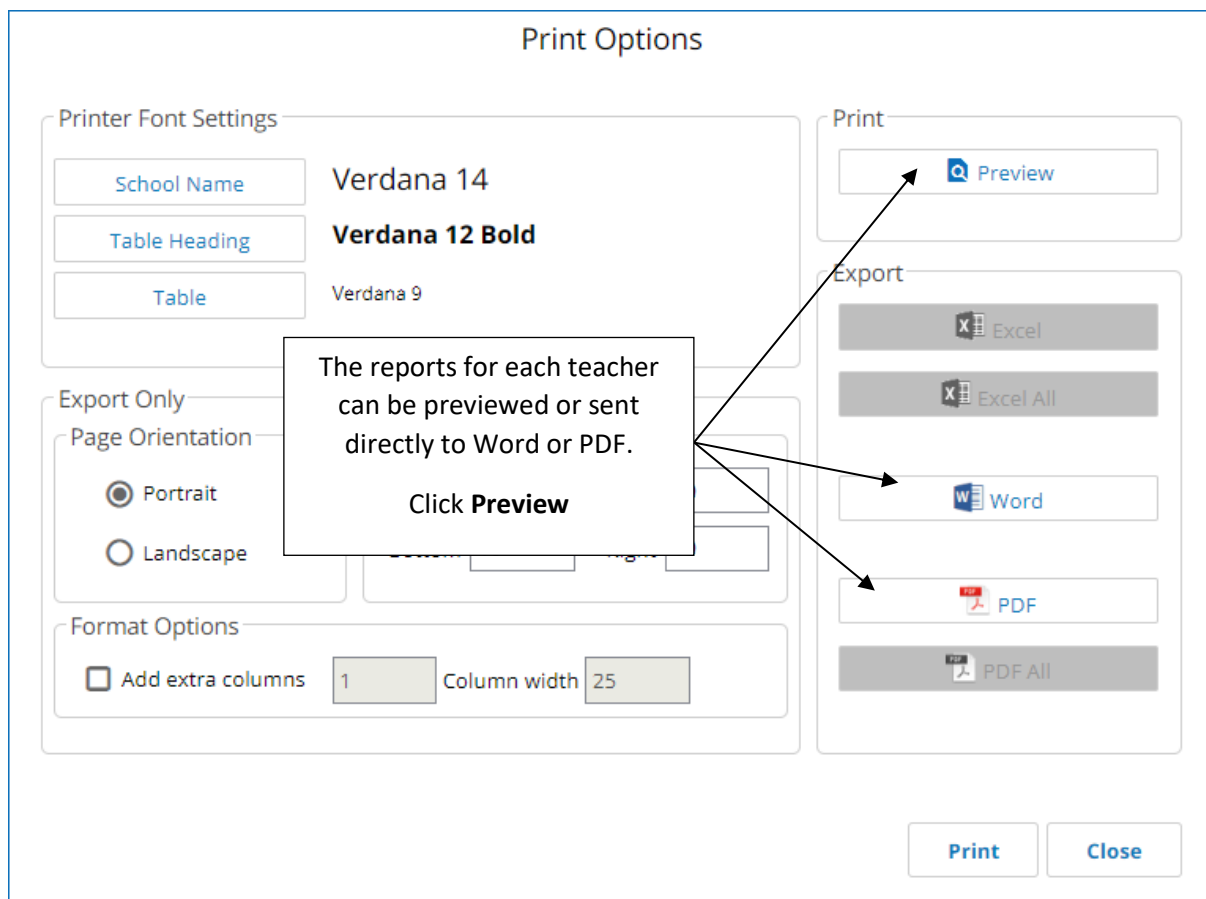
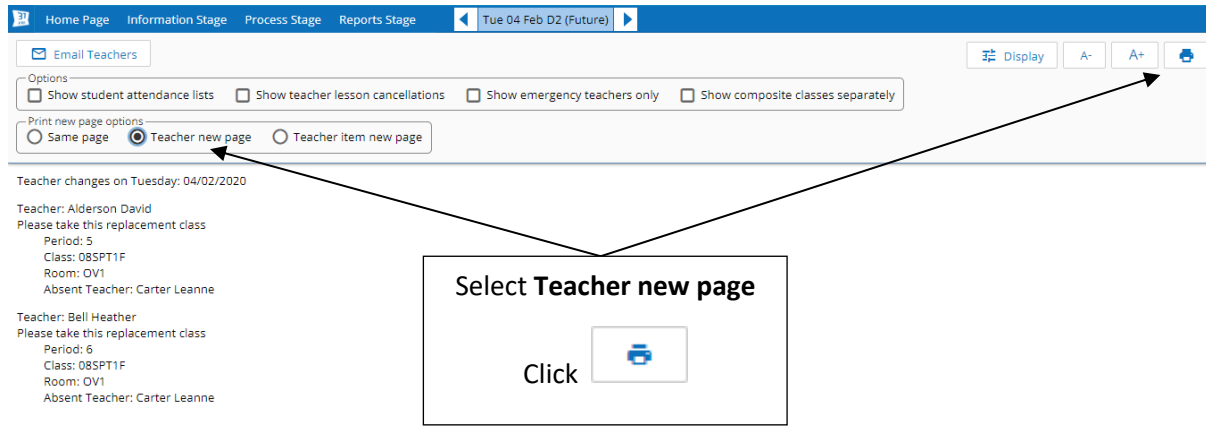
Same page: All information is in one continuous document.

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

When the information on the Teacher Changes screen is printed the settings on the task bar determine what is sent to the printer. In this case, teacher replacements will be printed with each teacher on a new page.



Print Preview

data: 1 / 28

TTSC Training
Report: Teacher Changes D2 Tue 04 Feb

Alderson David
 Teacher: Alderson David
 Please take this replacement class
 Period: 5
 Class: 08SPT1F
 Room: OV1
 Absent Teacher: Carter Leanne

Note: This is the report for David Alderson. There are similar reports for all other teachers. The scroll bar can be used to view other reports.

 The print button can be used to print all pages or selected pages.

 Close back to the Teacher Changes screen

Close

EMAIL TEACHER CHANGES

When the information on the Teacher Changes screen is emailed, the settings on the task bar determine what is included in the attachment. In this case, teacher replacements will be printed with all details for each teacher in one attachment.

Email Teachers

Options

Show student attendance lists
 Show teacher lesson cancellations
 Show emergency teachers only
 Show composite classes separately

Print new page options

Same page
 Teacher new page
 Teacher item new page

Teacher changes on Tuesday: 04/02/2020

Teacher: Alderson David
 Please take this replacement class
 Period: 5
 Class: 08SPT1F
 Room: OV1
 Absent Teacher: Carter Leanne

Make sure **Teacher new page** is selected and click **Email Teachers**

Only teachers and emergency teachers with changes are selected.
 In this case, each selected teacher and emergency teacher will get a personalised attachment

Email

Teachers: **Teachers Selected: 25** Emergency Teachers: **Emergency Teachers Selected: 3**

Send From: Timetabling Solutions

Subject: Teacher Changes for Day 2: Tue 04/02/2020

Attachments: **Teacher Changes.pdf**

Merge Fields: First Name

B *I* U **ab** **x**, **x**² **T** **tT** **HI** **T**

Hi [FirstName]

The attached file has details of your timetable changes for today.

Regards
 Brett Harley
 Daily Organiser

The attached pdf file contains the same details as seen on the Print screen in the previous example.

Compose the email body using the merge fields where desired
 When complete, a test email can be sent before sending emails.
 Emails will not be sent at this stage.

Click **Close**

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
- Sent to the General Access Module (this is covered in a later lesson)



On the Task Tree select:
[17A] Preview Bulletin

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Bulletin

Options

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities Student Attendance Changes Replacement Teachers

Room Changes Messages Show Composite classes and shared rooms

Bulletin for Day 2: Tue 04 Feb

Teacher Absences

No	Teacher	Period /Yard Duty
2	David Alderson	AM, HR
2	David Alderson	1
3	Danielle Atkinson	All Day
7	Joanne Boyle	All Day
10	Leanne Carter	5 - PM
11	Judy Chappell	5 - PM
16	Dennis Cooke	All Day
20	Melissa Fraser	All Day
46	Peta Wallen	All Day
48	Paul Wood	All Day

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Bulletin

Options

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities Student Attendance Changes Replacement Teachers

Room Changes Messages Show Composite classes and shared rooms

Display

Replacement Teachers

Period	Room/Area	Class	Absent Teacher	Replacement Teacher
AM	Bus Duty		Alderson David	Einstein Bert
HR	S23	11HRM1C	Edwards John	Edwards John
HR	S23	11HRM1C	Edwards John	Edwards John
HR	S24	11HRM1D	Cooke Dennis	Edwards John
HR	J22	07HRM1B	Atkinson Danielle	Curie Marie
HR	J24	07HRM1D	Alderson David	Burrows Kelly
1	S21	12ENG1B	Boyle Joanne	Marks Daniel
1	S26	12PST1C	Wood Paul	Curie Marie
1	GYM2	09PEB1A	Alderson David	
1	GYM1	09PEG1A	Atkinson Danielle	
1	LAB2	08SCI1D	Cooke Dennis	
1	S23	11 ENG EXAM	Additional Teacher 1	
1	S24	11 ENG EXAM	Additional Teacher 2	
1	S25	11 ENG EXAM	Additional Teacher 3	
1	S26	11 ENG EXAM	Additional Teacher 4	Rennie Matthew

Display Settings

Name Format - Current Task

Absence Reasons: Code Name Both

Activities: Code Name Both

Cancellation Reasons: Code Name Both

Classes: Code Name Both

Days: Code Name Both

Periods: Code Name Both

Room Availability Reasons: Code Name Both

Rooms: Code Name Both

Teachers: Code Name Both

Yard Duty Areas: Code Name Both

Yard Duty Sessions: Code Name Both

Reset ALL - Current Task: Code Name Both

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

Students - Append to Name: Code House

BOS

Gen

Roll

Year

Student L

Stud

Show

Reports

Reports to include:

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

Replacement Teachers on [17A] and [18B]:

- Show replacement teachers in first column
- List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]:

- Timetable items on one row
- Transpose

Under Reports tick Replacement Notes

Note: This change will apply to all reports.

Click OK

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Bulletin Display

Options:

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities Student Attendance Changes Replacement Teachers

Room Changes Messages Show Composite classes and shared rooms

Replacement Teachers

Period	Room/Area	Class	Absent Teacher	Replacement Teacher	Notes
AM	Bus Duty		Alderson David	Einstein Bert	
HR	S23	11HRM1C	Edwards John	Edwards John	
HR	S23	11HRM1C	Edwards John	Edwards John	
HR	S24	11HRM1D	Cooke Dennis	Edwards John	Please mark this roll as well as your own
HR	J22	07HRM1B	Atkinson Danielle	Curie Marie	
HR	J24	07HRM1D	Alderson David	Burrows Kelly	

Note: The display settings have changed and Notes are now displayed.

Click Display

Display Settings

Name Format - Current Task

Absence Reasons: Code Name Both

Activities: Code Name Both

Cancellation Reasons: Code Name Both

Classes: Code Name Both

Days: Code Name Both

Periods: Code Name Both

Room Availability Reasons: Code Name Both

Rooms: Code Name Both

Teachers: Code Name Both

Yard Duty Areas: Code Name Both

Yard Duty Sessions: Code Name Both

Reset ALL - Current Task: Code Name Both

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

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

Untick Replacement Notes

Tick Show replacement teachers in first column and List replacement teachers alphabetical

Click OK

Reports

Reports to include

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

Replacement Teachers on [17A] and [18B]

- Show replacement teachers in first column
- List replacement teachers alphabetically

Individual Cycle Timetables on [20A] [20C] and [20D]

- Timetable items on one row
- Transpose

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future) Display

Options

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities Student Attendance Changes Replacement Teachers

Room Changes Messages Show Composite classes and shared rooms

Replacement Teachers

Replacement Teacher	Period	Room/Area	Class	Absent Teacher
Not Required	6	LAB2	12PHY1A	Cooke Dennis
Alderson David	5	OV1	08SPT1F	Carter Leanne
Bell Heather	6	OV1	08SPT1F	Carter Leanne
Burrows Kelly	HR	J24	07HRM1D	Alderson David
Butler Alison	2	LAB2	08SC11D	Cooke Dennis
Cheng William	3	GYM2	07HPE1C	Atkinsor

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

Click Display and untick all check boxes

PRINT BULLETIN

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

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Bulletin

Options

- Teacher Absences
- Emergency Teachers
- Lesson Cancellations
- Teacher Activities
- Student Activities
- Student Attendance Changes
- Replacement Teachers
- Room Changes
- Messages
- Show Composite classes and shared rooms

Replacement Teachers

Period	Room/Area	Class	Absent Teacher	Replacement Teacher
AM	Bus Duty		Alderson David	Einstein Bert
HR	S23	11HRM1C	Edwards John	Edwards John
HR	S23	11HRM1C	Edwards John	Edwards John
HR	S24	11HRM1D	Cooke Dennis	Edwards John
HR	J22	07HRM1B	Atkinson Danielle	Curie Marie
HR	J24	07HRM1D	Alderson David	Burrows Kelly
1	S21	12ENG1B	Boyle Joanne	Marks Daniel
1	S26	12PST1C	Wood Paul	Curie Marie
1	GYM2	09PEB1A	Alderson David	Jones Adam



Print Options

Printer Font Settings

School Name: **Verdana 14**

Table Heading: **Verdana 12 Bold**

Table: **Verdana 9**

Export Only

Page Orientation: Portrait Landscape

Extra Margin (mm): Top 10, Left 10, Bottom 10, Right 10

Format Options: Add extra columns 1, Column width 25

Print

[Preview](#)

Export

[Excel](#)

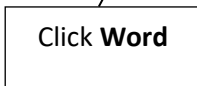
[Excel All](#)

[Word](#)

[PDF](#)

[PDF All](#)

[Print](#) [Close](#)

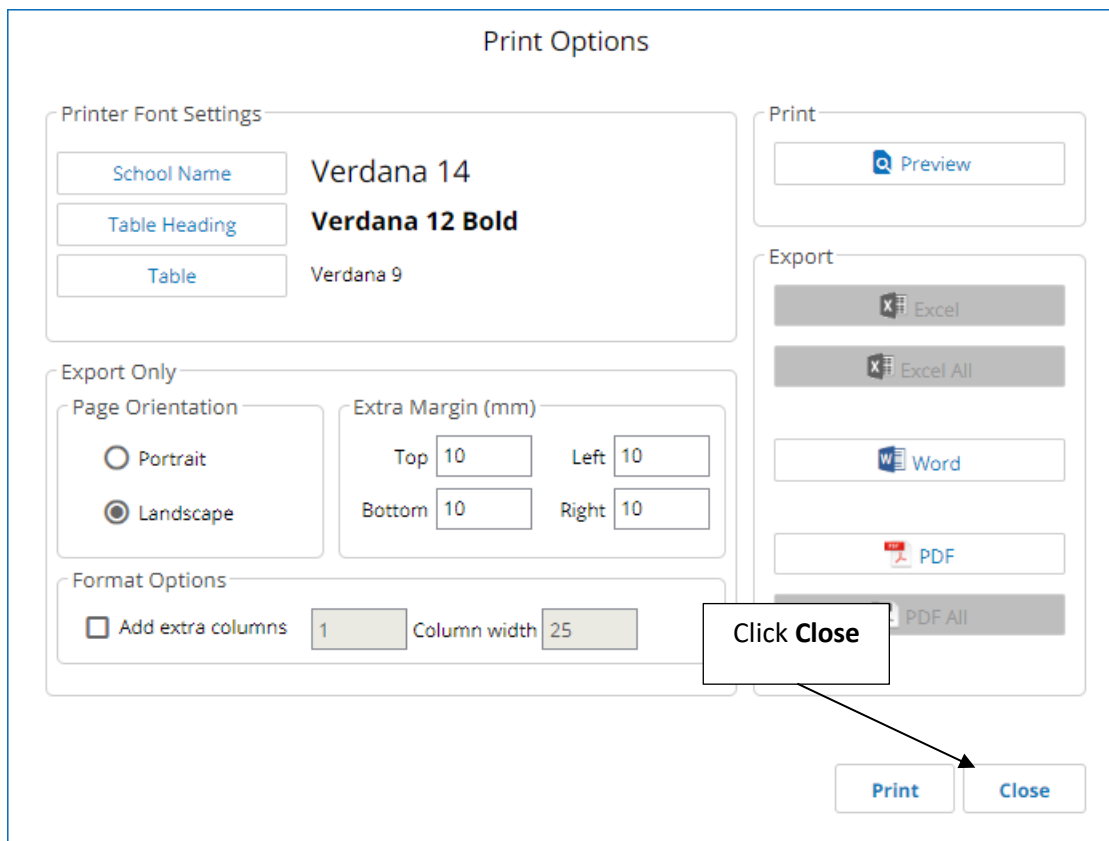
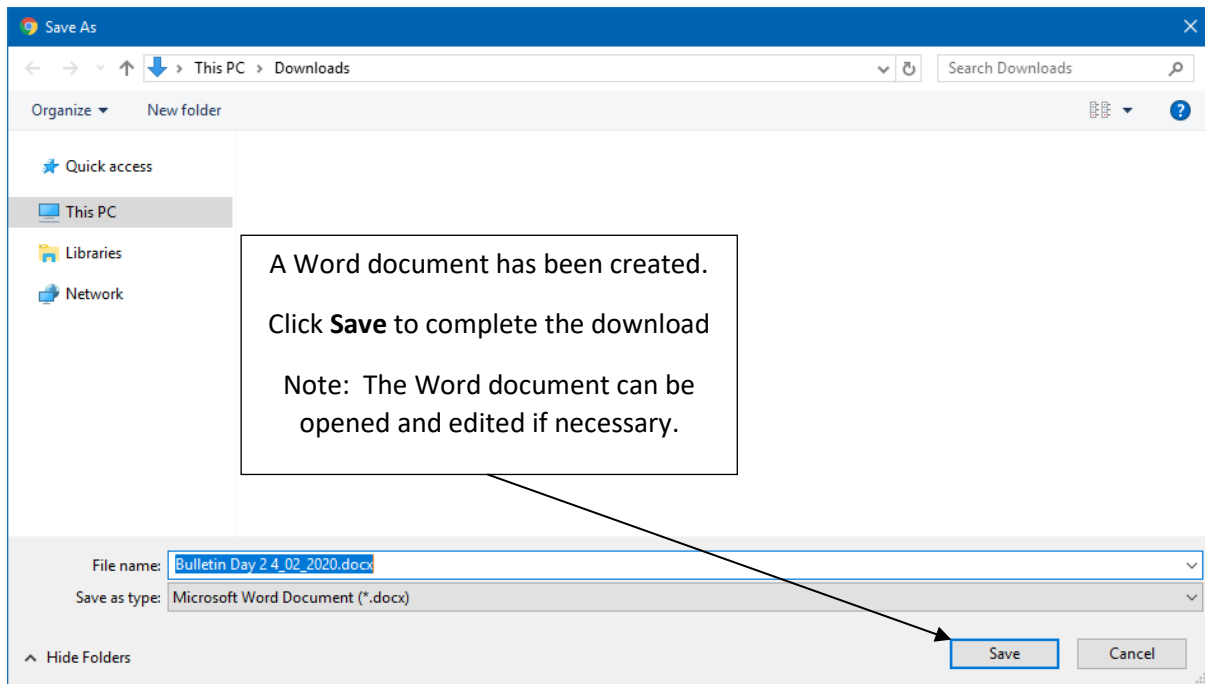


Confirm

Landscape page orientation is recommended. Do you want to change to Landscape?

[Yes](#) [No](#)





EMAIL BULLETIN

A pdf copy of the bulletin can be emailed to teachers.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Bulletin

Options

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities

Room Changes Messages Show Composite classes and shared rooms

Bulletin for Day 2: Tue 04 Feb

Click **Email Bulletin**

Teacher Absences

No	Teacher	Period / Yard Duty
2	David Alderson	AM, HR
2	David Alderson	1
3	Danielle Atkinson	All Day
7	Joanne Boyle	All Day
10	Leanne Carter	5 - PM

Email

Teachers: **Teachers Selected: 49** Emergency Teachers: **Emergency Teachers Selected: 3**

Send From: Timetabling Solutions

Subject: Bulletin for Day 2: Tue 04/02/2020

Attachments: Bulletin Tue 04 Feb.pdf

Merge Fields: First Name ▼ Insert

B *I* U **abc** **x₂** **x²** **T** **rT** **HI** **T**

Hi [FirstName]

Today's Bulletin is attached.

Brett Harley
Daily Organiser

The email body can be created by typing and inserting merged fields.

Click **Close**

View Sent Email Summary Send Test Email Send Close

A pdf of the Bulletin will be sent to all staff and selected emergency teachers (only the ones used today).

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:
[17B] Messages

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Message Delete Message Copy Message

No messages have been entered.

Click **Add Message**

Enter Bulletin Message

Title*
Yr 11 English Exam

Message
Yr 11 students will be late to Pd 3 because of the English Exam

Display Message on New Page Include in Bulletin

Required Fields *

Add New Bulletin Message
 Before After Top Bottom

Record and Next Record and Close Cancel

For Title type
"Yr 11 English Exam"

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

Tick **Include in Bulletin**

Click **Record and Close**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

+ Add Message Delete Message Copy Message

No	Title	Message	New Page	Include in Bulletin
1	Yr 11 English Exam	Yr 11 students will be late to Pd 3 because of the English Exam	No	Yes

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

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

Timetabling Solutions



Web Daily Organiser

LESSON 12: REPORTS

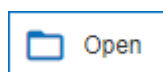
REPORTS.....	250
SELECTED DAY REPORTS	250
SELECTED DAY ACTIVITIES.....	253
TIMETABLES	254
TEACHER TIMETABLES	254
EMERGENCY TEACHER TIMETABLES	256
MASTER TIMETABLE.....	257
SUMMARY REPORTS	257
TEACHER TOTALS	257
TEACHER PERIOD ABSENCE DETAILS.....	259
TEACHER REPLACEMENT DETAILS	260
INDIVIDUAL TEACHER SUMMARIES.....	261

REPORTS

In Web Daily Organiser, the Reports section contains a number of reports which can be useful for Daily Organisers. Some of the reports provide information for the selected day only, others give summary information for the entire dataset.

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.



Daily Organiser 2020 - one week later

Tue 04 Feb D2 (Future)

Manage Items

New	View Published Timetables	Configure Settings
Open	View User Changes	Publish Daily Organiser ... Off
Close	Import Data	Permit Support Access Off
Copy	Export Data	Open on Today's Date Off

Task Groups

Information Stage	Process Stage	Reports Stage
1 Parameters and Calendar ...	8 Teachers ...	15 Check Replacements
2 Unsupervised Classes	9 Students ...	16 Teacher Changes
3 Teacher Absence Reasons	10 Rooms ...	17 Bulletin ...
4 Lesson Cancellation Reasons	11 Cancel Lessons and Yard Duties ...	18 Selected Day Reports ...
5 Room Availability Reasons	12 Teacher Replacements ...	19 Selected Day Activities ...
6 Teachers and Students ...	13 Room Replacements ...	20 Timetables ...
7 Reminder Notes	14 Student Attendance Changes	21 Summary Reports ...
		22 File Statistics ...

A Absent Teachers

B Replacement Teachers

C Unscheduled Teachers

D Teacher Summary

E Lesson Cancellations

F Room Changes

G Unscheduled Rooms

H Student Lesson Changes

Check that the timetable day and date correspond to the second Tuesday of the school year

Hover over **[18] Selected Day Reports...**

Note: The sub-branches are displayed.
Each sub-branch is a separate report.

Click **[A] Absent Teachers**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future) Display

No	Teacher	Period / Yard Duty
2	Alderson David	AM, HR
2	Alderson David	1
3	Atkinson Danielle	All Day
7	Boyle Joanne	All Day
10	Carter Leanne	5 - PM
11	Chappell Judy	5 - PM
16	Cooke Dennis	All Day
20	Fraser Melissa	All Day
46	Wallen Peta	All Day
48	Wood Paul	All Day

A list of all the teachers absent on the selected day is displayed.

Click **Display**

Display Settings

Name Format - Current Task

Absence Reasons: Code Name Both

Activities: Code Name Both

Cancellation Reasons: Code Name Both

Classes: Code Name Both

Days: Code Name Both

Periods: Code Name Both

Room Availability Reasons: Code Name Both

Rooms: Code Name Both

Teachers: Code Name Both

Yard Duty Areas: Code Name Both

Yard Duty Sessions: Code Name Both

Reset ALL - Current Task: Code Name Both

Name Format - ALL Tasks

Apply above settings to ALL tasks

Student Information

Students - Append to Name

Code House

BOS Code Home Group

Gender Web Choices

Roll Class Boarder

Year Level

Student Lists

Student name details in separate columns

Show email addresses

Reports

Reports to include

Period and Yard Duty Loads

Absence Reasons

Cancellation Reasons

Room Availability Reasons

Replacement Notes

Teacher Load

Teacher Count

Roll Classes

Replacement Teachers on [17A] and [18B]

Show replacement teachers in first column

List replacement teachers alphabetically

Individual Cycle Timetables on [20A], [20C] and [20D]

Timetable items on one row

Transpose

OK Cancel

Tick **Absence Reasons** and click **OK**

No	Teacher	Period / Yard Duty	Absence Reason
2	Alderson David	AM, HR	Late
2	Alderson David	1	Parent Meeting
3	Atkinson Danielle	All Day	Sick Leave
7	Boyle Joanne	All Day	Excursion
10	Carter Leanne	5 - PM	Excursion
11	Chappell Judy	5 - PM	Excursion
16	Cooke Dennis	All Day	Excursion
20	Fraser Melissa	All Day	Sick Leave
46	Wallen Peta	All Day	Professional Learning
48	Wood Paul	All Day	Professional Learning

Absence reasons are now displayed

Note: David Alderson is listed twice because he is absent for two different reasons.

The table below gives a brief description of each report.

No	Report	Description
18A	Absent Teachers	List of teachers absent on the selected day.
18B	Replacement Teachers	List of all replacement teachers on the selected day.
18C	Unscheduled Teachers	List of all unscheduled teachers and emergency teachers for each lesson of the selected day.
18D	Teacher Summary	Report showing all information relating to teachers and emergency teachers on the selected day. Note: This report combines the information from [8A] Teachers Absent and the lower pane of the [12A] Allocate Teacher Replacements screen.
18E	Lesson Cancellations	List of all cancelled classes for the selected day.
18F	Room Changes	List of all room changes for the selected day. This includes rooms assigned to classes and activities on [13A] Assign Rooms and room edits from [13B] Edit Rooms.
18G	Unscheduled Rooms	List of all unscheduled rooms for each lesson of the selected day.
18H	Student Lesson Changes	List of all classes with updated student numbers.

SELECTED DAY ACTIVITIES

The information in this section relates to activities created for the selected day.



On the Task Tree select:
[19A] Teacher Activities Reports

No	Teacher Activity	Periods	Teachers	Absence Reason
1	Leave FRAM	All Day	Fraser Melissa	Sick Leave
2	TT Train	All Day	Wood Paul	Professional Learning

This is a list of all of the Teacher Activities on the selected day.

The table below gives a brief description of each report.

No	Report	Description
19A	Teacher Activities Report	List of activities with teachers made absent for the selected day.
19B	Emergency Teacher Activities Report	List of activities with emergency teachers' availability for the selected day.
19C	Student Activities Report	List of Student Activities for the selected day. This list includes teachers, classes and rooms included in the activity and the number of added teachers and/or rooms.
19D	Students at Activities	List of students who were assigned to an activity for the selected day.
19E	Activity Class List	List of students who were assigned to a teacher or room in an activity for the selected day.
19F	Room Activities Report	List of activities with rooms made available or unavailable for the selected day.

TIMETABLES

In Web Daily Organiser, timetables for teachers, emergency 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:
[20A] Teacher Timetables

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

Teacher: Adams Rod
Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

HR	1	2	3	4	5	6
D1	12PST1D S26			09SC11A LAB3	07SC11A LAB3	
D2		08SC11B LAB4				
D3	Not at school	Not at school	Not at school	Not at school	Not at school	Not at school
D4		09SC11A LAB3	08SC11B LAB4	08SC11B LAB4	07SC11A LAB3	
D5			07SC11A LAB3	09SC11A LAB3	08SC11B LAB4	12PST1D S26

Untick all the checkboxes

Note: The full timetable for Rod Adams is displayed with no changes.

Teacher: Adams Rod
Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

Period	Class / Activity	Room	Details / Changes
AM			
HR			
1			
2	08SC11B	LAB4	
R			
3			
4			
L1			
L2			
5			
6			
PM			

Tick **Today's timetable ONLY** and
Yard duties on timetable

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher: Marks Daniel Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

Legend: ● Cancelled today ● Timetable change

Period	Class / Activity	Room	Details / Changes
AM			
HR	07HRM1A	J21	
1	12ENG1B	S21	Lesson cancelled: 11 11ENG1B Replaces teacher Boyle Joanne
2	12PST1C	S26	Lesson cancelled: 11 11ENG1B Replaces teacher Wood Paul
R			
3	09ENG1C	M13	
4	07ENG1A	J21	
L1			

To choose another teacher the Filter box or the Select Panel can be used.

If using the Filter any part of the name can be typed while if using the Select Panel the surname would need to be entered.

In the Filter box type "ma" then click on **Daniel Marks**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher: Marks Daniel Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

Legend: ● Cancelled today ● Timetable change

Period	Class / Activity	Room	Details / Changes
AM			
HR	07HRM1A	J21	
1	12ENG1B	S21	Lesson cancelled: 11 11ENG1B Replaces teacher Boyle Joanne
2	12PST1C	S26	Lesson cancelled: 11 11ENG1B Replaces teacher Wood Paul
R			
3	09ENG1C	M13	
4	07ENG1A	J21	
L1			
L2			
5	12ENG1D	S21	
6	11REL1B	S23	
PM			

Note: Daniel's timetable displays all changes in blue.

Replacement classes are listed in the Class/Activity column with the teacher he is replacing in the Details/Changes column along with lessons cancelled.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher: Marks Daniel Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

Legend: ● Cancelled today ● Timetable change

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1		07HRM1A J21					07ENG1A J21				11REL1B S23	12ENG1D S21
D2		07HRM1A J21	12ENG1B S21	12PST1C S26		09ENG1C M13	07ENG1A J21				12ENG1D S21	11REL1B S23
D3		07HRM1A J21	07ENG1A J21		Canteen						12ENG1D S21	09ENG1C M13
D4		07HRM1A J21	11REL1B S23	11ENG1B S22			09ENG1C M13	Senior Yard				07ENG1A J21
D5		07HRM1A J21	12ENG1D S21	12ENG1D S21		09ENG1C M13	11ENG1B S22				11REL1B S23	07ENG1A J21

Untick the checkbox **Today's timetable ONLY**

Note: Daniel's timetable for the cycle is now displayed with changes included for the selected day.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Teacher: Marks Daniel Teachers selected: 49 of 49

Options: Today's timetable ONLY Yard duties on timetable Timetable without changes Composites and clashes

Legend: ● Cancelled today ● Timetable change

	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
D1	07HRM1A J21					07ENG1A J21				11REL1B S23	12ENG1D S21	
D2	07HRM1A J21	11ENG1B S22	11ENG1B S22			09ENG1C M13	07ENG1A J21			12ENG1D S21	11REL1B S23	
D3	07HRM1A J21	07ENG1A J21								12ENG1D S21	09ENG1C M13	
D4	07HRM1A J21	11REL1B S23	11ENG1B S22			09ENG1C M13		Senior Yard			07ENG1A J21	
D5	07HRM1A J21	12ENG1D S21	12ENG1D S21			09ENG1C M13	11ENG1B S22			11REL1B S23	07ENG1A J21	

Selected Teachers (49 available)

- rma
- Marks Daniel / MARD
- Manning Kathy / MANK
- Marks Daniel / MARD
- Newman Peter / NEWP
- Patel Marek / PATM
- Rennie Matthew / RENM
- Smyth Martin / SMYM

Tick Timetable without changes

Note: Changes for the selected day are not included.

There are similar screens for room and student timetables.

EMERGENCY TEACHER TIMETABLES

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



On the Task Tree select:
[20B] Emergency Teacher Timetables

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Emergency Teacher: Crowe Peter Emergency Teachers selected: 3 of 3

Options: Yard duties on timetable Composites and clashes

Legend: ● Timetable change

Period	Class /Activity	Room	Details / Changes
AM			Not available
HR			Not available
1			Not available
2			Not available
R			Not available
3	10MAT1C 10MAT1V	M18 M18	Replaces teacher Wallen Peta
4	11PHY1A	LAB2	Replaces teacher Cooke Dennis
L1			Available
L2			Available
5	11MAG1A	S12	Replaces teacher Wallen Peta
6	08SPT1A	OV1	Replaces teacher Chappell Judy
PM			Available

Selected Teachers (3 available)

- Filter
- Crowe Peter / CROP
- Curie Marie / CURM
- Einstein Bert / EINB
- Crowe Peter / CROP

Select the emergency teacher Peter Crowe

Tick Yard duties on timetable and Composites and clashes

Note: Both composites are now listed in Period 3.

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:
[20E] Master Timetable

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Options: Display without today's changes Roll Class selected: 18 of 18 Legend: No teacher or room assigned Lesson cancellation Teacher or Room changes

RC	HR	1	2	3	4	5	6
12	12HRM1A	S11 Dalton James	12REL1C S11 Dalton James	12REL1B S13 Dalton James	12REL1A S24 Jones Adam	12REL1E S23 Kelly Rachel	12REL1D S24 Jones Adam
	12HRM1B	S12 Butler Alison	12ENG1B S21 Marks Daniel	12ENG1B S21 Curie Marie	12EN51A S15C Butler Alison	12ENG1A S21 Marks Daniel	12ENG1C S21 Burrows Kelly
	12HRM1C	S13 Gibson Monique	12CHE1A LAB3 Walker Sam	12CHE1A S16C Walker Sam	12INF1A S16C Mullins Sharon	12MTE1A AT8 Thomson Wayne	12ENS1B S13 Jackson Chris
	12HRM1D	S14 White Eva	12LST1A S14 Mullins Sharon	12LST1A S14 Mullins Sharon	12MAA1B S11 Rogers Paul	12MAA1A S11 Bell Heather	12MAX1A S11
			12SY51A S16C Feng Jenny	12SY51A S16C Feng Jenny	12MAG1B S12 Gibson Monique	12MAG1A S13 Butler Alison	12PHY1B LAB2 Curie Marie
			12PST1C S12 Curie Marie	12PST1C S12 Marks Daniel	12PST1B S26 Thomson Wayne	12OED1A S14 Carter Leanne	12PHY1A LAB2 Alderson David
					12PST1A S26 Thomson Wayne	12PST1E S26	12PHY1A LAB2 White Eva
					12PST1A S26 Feng Jenny		
11	11HRM1A	S21 Rennie Matthew	11ENG1B S22 Marks Daniel	11ENG1B S22 Marks Daniel	11ENG1C S22 Manning Kathy	11ENG1D S22 Curie Marie	11ACC1A S22 Harley Brett
	11HRM1B	S22 Chappell Judy	11ART1A Rennie Matthew	11ART1A Rennie Matthew	11CHE1A S21 Walker Sam	11GRA1B AT3 Young Bernard	11EN51A LAB3 Jackson Chris
	11HRM1C	S23 Edwards John	11ECO1A Harley Brett	11ECO1A Harley Brett	11DRA1A PAC1 Mills Deborah	11LST1A S25 Harley Brett	11INF1A S15C Mullins Sharon
	11HRM1D	S24 Edwards John	11GRA1A AT3 Smyth Martin	11GRA1A AT3 Smyth Martin	11GEO1A S23 Chappell Judy	11MAG1C S12 Emswiler Bert	11MAA1A S11 Bell Heather
			11MTE1A AT8 Thomson Wayne	11MTE1A AT8 Thomson Wayne	11ITA1A S24 Nancarrow Trish	11PHY1A LAB2 Crowe Peter	11REL1D S25 Simpson Kevin
					11OED1A OV1 Edwards John		
					11TEX1A AT4 Clark Allison		
10A	10HRM1A	M15 Knight Natalie	10ACC1A M10 White Eva	10ACC1A M10 White Eva	10MAA1A M14 Myers John	10RED1A M15 Knight Natalie	10SOS1A M11 Manning Kathy
10B	10HRM1B	M16 Smyth Martin	10FRE1A M11 Gibson Shirley	10FRE1A M11 Gibson Shirley	10MAA1B M15 Newm Peter	10SOS1B M16 Smyth Martin	10RED1B M15 Knight Natalie
10C	10HRM1C	M17 Jackson Toni	10MED1A M19C Mills Debra	10MED1A M19C Mills Debra	10MTE1A M13 Thomson Wayne	10SOS1C M16 Thomson Wayne	10SOS1C M16 Thomson Wayne
10D	10HRM1D	M18 Connolly Jenny	10MUS1A PAC3 Connolly Jenny	10MUS1A PAC3 Connolly Jenny	10OED1A OV1 Carter Leanne	10OED1A OV1 Carter Leanne	10ENG1C M15 Kelly Rachel
			10TEX1A AT4 Clark Allison	10TEX1A AT4 Clark Allison			10ENG1D M13 Pearson Sean
							10ENG1E M12 Curie Marie

Note: Teacher and room changes are in blue text and cancelled classes are shaded yellow.

SUMMARY REPORTS

There are two summary reports sections, Teacher Totals and Students Activities 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 in screen [6A] Teacher Details. Screen [21A1] Teacher Totals gives summary information on teacher absences and replacements for a selected date range. More detailed information is available on the other screens.



On the Task Tree select:
[21A1] Teacher Totals Report

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Show Teachers Emergency teachers Date Selection Start Date 28/01/2020 End Date 11/12/2020

Filter Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

No	Teacher	Days Absent	Lessons Absent	Lessons Replaced	YD Absent	Replacements(C)	Replacements(U)	Replacements(In Lieu)	Replacements(T)	Adjustments	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams Rod	0	0.00	0.00	0.00	3.00	0.00	0.00	3.00	3.00	0.00	1.00	5.00
2	Alderson David	3	8.20	5.20	0.20	2.00	0.00	0.00	2.00	0.00	0.00	1.00	10.00
3	Atkinson Danielle	10	52.40	24.80	1.60	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
4	Baker Catherine	0	0.00	0.00	0.00	0.20	0.00	2.00	2.20	0.00	0.00	1.00	5.00
5	Bell Heather	1	1.00	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00	10.00
6	Boswick Sam	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
7	Boyle Joanne	1	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00

Note: 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 relate to absences:

Days Absent: Number of days a teacher has been absent for at least one period.

Lessons Absent: Total number of lessons a teacher has been absent.

Lessons Replaced: Total number of teaching periods a teacher has been absent and a replacement teacher has been allocated.

YD Absent: Total load of yard duties a teacher has been absent.

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Show Teachers Emergency teachers Date Selection Start Date 28/01/2020 End Date 11/12/2020

Filter Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

No	Teacher	Days Absent	Lessons Absent	Lessons Replaced	YD Absent	Replacements(C)	Replacements(U)	Replacements(In Lieu)	Replacements(T)	Adjustments	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams Rod	0	0.00	0.00	0.00	3.00	0.00	0.00	3.00	3.00	0.00	1.00	5.00
2	Alderson David	3	8.20	5.20	0.20	2.00	0.00	0.00	2.00	0.00	0.00	1.00	10.00
3	Atkinson Danielle	10	52.40	24.80	1.60	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
4	Baker Catherine	0	0.00	0.00	0.00	0.20	0.00	2.00	2.20	0.00	0.00	1.00	5.00
5	Bell Heather	1	1.00	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00	10.00
6	Boswick Sam	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
7	Boyle Joanne	2	7.20	5.00	0.50	0.00	6.00	0.00	4.00	0.00	2.00	1.00	10.00
8	Burrows Kelly	0	0.00	0.00	0.00	1.20	0.00	0.00	1.20	0.00	0.00	1.00	10.00
9	Butler Alison	2	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
10	Carter Leanne	6	22.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00

The next 4 columns relate to the various types of replacements – Counted (C), Uncounted (U), In Lieu and Total (T).

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Show Teachers Emergency teachers Date Selection Start Date 28/01/2020 End Date 11/12/2020

Filter Teachers selected: 49 of 49 Absence Reasons selected: 17 of 17

No	Teacher	Days Absent	Lessons Absent	Lessons Replaced	YD Absent	Replacements(C)	Replacements(U)	Replacements(In Lieu)	Replacements(T)	Adjustments	Uncounted / Cycle	Cycle Limit	Overall Limit
1	Adams Rod	0	0.00	0.00	0.00	3.00	0.00	0.00	3.00	3.00	0.00	1.00	5.00
2	Alderson David	3	8.20	5.20	0.20	2.00	0.00	0.00	2.00	0.00	0.00	1.00	10.00
3	Atkinson Danielle	10	52.40	24.80	1.60	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
4	Baker Catherine	0	0.00	0.00	0.00	0.20	0.00	2.00	2.20	0.00	0.00	1.00	5.00
5	Bell Heather	1	1.00	1.00	0.00	1.00	0.00	0.00	1.00	0.00	0.00	1.00	10.00
6	Boswick Sam	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
7	Boyle Joanne	2	7.20	5.00	0.50	0.00	6.00	0.00	4.00	0.00	2.00	1.00	10.00
8	Burrows Kelly	0	0.00	0.00	0.00	1.20	0.00	0.00	1.20	0.00	0.00	1.00	10.00
9	Butler Alison	2	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00
10	Carter Leanne	6	22.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	10.00

The Adjustments column is a summary of information added on the [8D] Adjust Teacher Loads screen.

The last 3 columns – Uncounted/Cycle, Cycle Limit and Overall Limit are a summary of information added on the [6A] Teacher Details screen.

TEACHER PERIOD ABSENCE DETAILS

The Teacher Period Absence Details screen lists all teacher absences by date with details of periods absent, lessons replaced and absence reasons. This screen can be customised by selecting a subset of teacher and/or absence reasons.



On the Task Tree select:
[21A2] Teacher Period Absence Details

No	Teacher	Date	Day	Periods	Lessons Absent	Lessons Replaced	Absence Reason
2	Alderson David	28/01/2020	D2	5	1.00	0.00	Student Meeting
2	Alderson David	29/01/2020	D3	1, 2, 3, 4, 5, 6	6.00	4.00	Excursion
2	Alderson David	04/02/2020	D2	HR	0.20		
2	Alderson David	04/02/2020	D2	1	1.00		
3	Atkinson Danielle	28/01/2020	D2	5	1.00	1.00	Student Meeting
3	Atkinson Danielle	29/01/2020	D3	1, 2, 3, 4, 5, 6	6.00	3.00	Excursion
3	Atkinson Danielle	30/01/2020	D4	All Day	6.20	4.20	Carer's Leave
3	Atkinson Danielle	31/01/2020	D5	All Day	6.20	4.20	Carer's Leave

Click Absence Reasons selected: 17 of 17

Select Absence Reasons

Available: 15

- Study Leave / STL
- Leave Without Pay / LWP
- Funeral / F
- Jury Duty / JD
- Late / LATE
- Excursion / EXC
- Camp / CAMP
- Other / OTH
- Work / W
- Excursion / EXC
- Private / PRV
- Miscellaneous / MIS
- Parental / PAR
- Student / STU
- Bus Driver / BUS

Selected: 2

- Sick Leave / SL
- Carer's Leave / CL

> Move highlighted items to Selected

>> Move all items to Selected

< Move highlighted items to Available

<< Move all items to Available

Remove all reasons except Sick Leave and Carer's Leave from the Selected box as shown

Click **OK**

<No Faculty Group Selected> <No Faculty Selected>

More Options...

Name Format

Code Name Name/Code

Sort

OK **Cancel**

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Date Selection: Start Date 28/01/2020 End Date 11/12/2020 Filter: Teachers selected: 49 of 49 Absence Reasons selected: 2 of 17

No	Teacher	Date	Day	Periods	Lessons Absent	Lessons Replaced	Absence Reason
3	Atkinson Danielle	30/01/2020	D4	All Day	6.20	4.20	Carer's Leave
3	Atkinson Danielle	31/01/2020	D5	All Day	6.20	4.20	Carer's Leave
3	Atkinson Danielle	03/02/2020	D1	All Day	6.20	6.20	Carer's Leave
3	Atkinson Danielle	04/02/2020	D2	All Day	6.20	6.20	Sick Leave
20	Fraser Melissa	28/01/2020	D2	All Day	6.20	3.00	Sick Leave
20	Fraser Melissa	29/01/2020	D3	All Day	6.20	4.00	Sick Leave
20	Fraser Melissa	30/01/2020	D4	All Day	6.20	4.00	Sick Leave
20	Fraser Melissa						
20	Fraser Melissa						
20	Fraser Melissa						
20	Fraser Melissa						

Note: Only absences for these 2 reasons are now displayed.

Click **Absence Reasons selected: 2 of 17** and move all reasons back into the Selected box.

TEACHER REPLACEMENT DETAILS

The Teacher Replacement Details screen lists all counted, uncounted and in lieu replacements. Uncounted and in lieu replacements can be hidden. Either teachers or emergency teachers can be selected.



On the Task Tree select:
[21A4] Teacher Replacement Details

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb D2 (Future)

Email Full Report Show: Teachers Emergency teachers Include uncounted and in lieu replacements Sort by replacement teacher Include absence reason

Date Selection: Start Date 28/01/2020 End Date 11/12/2020 Filter: Teachers selected: 49 of 49

No	Replacement Teacher	Date	Day	Period	Absent Teacher	Class	Room	Loas	Counted
23	Harley Brett	28/01/2020	D2	1	White Eva	10ACC1A	M10	1.00	0.00
45	Walker Sam	28/01/2020	D2	1	Cooke Dennis	08SCI1D	LAB2	1.00	0.00
13	Clark Allison	28/01/2020	D2	2	Smyth Martin	11GRA1A	AT3	1.00	0.00
47	White Eva	28/01/2020	D2	2	Jackson Tom	09GEO1C	M17	1.00	0.00
22	Gibson Shirley	28/01/2020	D2	2	Knight Natalie	08RED1C	J13	1.00	0.00
30	Marks Daniel	28/01/2020	D2	3	Bell Heather	10MAT1A	M11	1.00	0.00
49	Young Bernard	28/01/2020	D2	5	Clark Megan				
45	Walker Sam	28/01/2020	D2	5	Atkinson Danie				
44	Thomson Wayne	28/01/2020	D2	6	Young Bernard				
4	Baker Catherine	29/01/2020	D3	1	Simpson Kevin				
33	Murphy John	29/01/2020	D3	1	Feng Jenny				

Note: Data is sorted by date and only counted replacements are displayed.

Tick **Include uncounted and in lieu replacements** and **Sort by replacement teacher**

No	Replacement Teacher	Date	Day	Period	Absent Teacher	Class	Room	Load	Counted	Uncounted	In Lieu
2	Alderson David	30/01/2020	D4	2	Atkinson Danielle	09PEG1B	GYM1	1.00	1.00	0.00	0.00
2	Alderson David	04/02/2020	D2	5	Carter Leanne	08SPT1F	OV1	1.00	1.00	0.00	0.00
4	Baker Catherine	29/01/2020	D3	1	Simpson Kevin	11ENG1E	S22	1.00	0.00	0.00	1.00
4	Baker Catherine	29/01/2020	D3	6	Simpson Kevin	09ENG1E	M19C	1.00	0.00	0.00	1.00
4	Baker Catherine	30/01/2020	D4	HR	Atkinson Danielle	07HRM1B	J22	0.20	0.20	0.00	0.00
5	Bell Heather	04/02/2020	D2	6	Carter Leanne	08SPT1F	OV1	1.00	1.00	0.00	0.00
7	Boyle Joanne	29/01/2020	D3	2	Manning Kathy	12ENG1E	S21	1.00	0.00	0.00	1.00
7	Boyle Joanne	29/01/2020	D3	5	Manning Kathy	10SOS1A	M11	1.00	0.00	1.00	0.00

Note: The data is now sorted by Replacement Teacher. Counted, Uncounted and In Lieu totals are displayed.

INDIVIDUAL TEACHER SUMMARIES

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



On the Task Tree select:
[21A6] Individual Teacher Summaries

Select Teacher (available)	Report Type	Date	Day	Report
Filter	Activity Absence	28/01/2020	D2	Activity YLM 7, Periods: 5, RollClass:7A,7B,7C,7D
Marks Daniel / MARD	Activity Absence	29/01/2020	D3	Activity 7OR, Periods: 1,2,3,4,5,6,RL1,L2,PM, RollClass:7A,7B,7C,7D
Adams Rod / ADAR	Lesson Replacement taken	28/01/2020	D2	Period 3, Absent Teacher Bell Heather , Roll Class LClass Code L, Room Code L, Load 1.00, Count 0.00, In Lieu 1.00
Alderson David / ALDD	Lesson Replacement taken	04/02/2020	D2	Period 1, Absent Teacher Boyle Joanne , Roll Class LClass Code L, Room Code L, Load 1.00, Count 0.00, In Lieu 1.00
Atkinson Danielle / ATKD	Lesson Replacement taken	04/02/2020	D2	Period 2, Absent Teacher Wood Paul , Roll Class LClass Code L, Room Code L, Load 1.00, Count 1.00, In Lieu 0.00
Baker Catherine / BAKC	Yard Duty Replacement taken	29/01/2020	D3	Yard Duty Session , Absent Teacher Marks Daniel , Yard Duty Canteen , Load 0.50, In Lieu 0.00
Bell Heather / BELH	Lesson Replaced by	28/01/2020	D2	Period 5, Replacement Teacher Einstein Bert , Roll Class LClass Code L, Load 1.00, Count 1.00, In Lieu 0.00
Boswick Sam / BOSS	Lesson Replaced by	29/01/2020	D3	Period 5, Replacement Teacher Walker Sam , Roll Class LClass Code L, Load 1.00, Count 1.00, In Lieu 0.00

Note: Daniel Marks is still selected because he was selected on an earlier screen. All information relating to Daniel's absences and replacements is displayed.

Select Teacher (available)	Report Type	Date	Day	Report
Filter	Activity Absence	28/01/2020	D2	Activity YLM 7, Periods: 5, RollClass:7A,7B,7C,7D
Marks Daniel / MARD	Activity Absence	29/01/2020	D3	Activity 7OR, Periods: 1,2,3,4,5,6,RL1,L2,PM, RollClass:7A,7B,7C,7D
Adams Rod / ADAR	Lesson Replacement taken	28/01/2020	D2	Period 3, Absent Teacher Bell Heather , Roll Class LClass Code L, Room Code L, Load 1.00, Count 0.00, In Lieu 1.00

To close the Web Daily Organiser click Logout

Timetabling Solutions



Web Daily Organiser

LESSON 13: WHEN THE TIMETABLE CHANGES

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REOPEN WEB DAILY ORGANISER	267
CHANGE THE CLASSIFICATION OF TEACHER	273
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OPEN A TIMETABLE FILE

At some stage during the school year changes will be made to the timetable. As changes are made the Timetabler publishes new files from the Timetable Development Module. When each file is published, the Timetabler sets the start date for the file.

Web Daily Organiser will automatically read the correct published timetable file for the selected date. A list of published timetable files can be viewed from the Home Page.

On the Desktop open Timetabling Solutions Version 9.



Timetabling Solutions Version 9

Software Settings
 Software Activated
 School Code: TTS1
 Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)

Applications
[Web Preferences Manager](#)
[Web Daily Organiser \(Beta\)](#)

Training Courses
[Courses](#)
[Enrol in Training](#)

Student Options Module

[Open Last Used Student File](#)

File: Nil
File Location: Nil

Timetable Development Module

[Open Last Used Timetable File](#)

File: Timetable for DO Version 1.tdf9
File Location: C:\Users\Public\Documents\V9 Training Data

Daily Organiser Module

[Open Last Used Daily Organiser File](#) Open file at today's date

File: Nil
File Location: Nil

Click **Timetable Development Module**

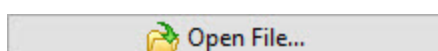
PUBLISH A TIMETABLE FILE WITH CHANGES

When changes are made to a timetable file, a new published timetable file needs to be created. A start date for the new published timetable file is specified when it is published.

In this case, three new teachers are in the file:

- Fred Flintstone has replaced Rod Adams who will become an emergency teacher
- Wilma Flintstone has replaced David Alderson who has retired
- Marie Curie who is currently an emergency teacher will be filling in for Dennis Cooke while he is on long service leave

Other minor timetable changes are included as Fred is to have Tuesday off.



Open the file: C:\Users\Public\Documents\V9 Training Data\Timetable for DO Version 2.tdf9



Timetable Development Module - Home Page

File Open

Timetable File: Timetable for DO Version 2.tdf9
Student Files: Students: 619 (Files: 6)
Backup File: Nil
Quick Export: Engage

File Items

New File...	Save	Quick Export
Open File...	Copy File...	Publish Timetable
Close File	Save and Backup	Send Support Ticket

Click **Publish Timetable**

Supplementary Task

Help F1

Supplementary Task: View Timetable Publish History and Publish Timetable

Publish Timetable | Delete Published Timetable File | Clear Published Timetable File History | Save to V8.1 General Access | Publish Timetable for Web Daily Organiser

Hide missing files

There are no published timetables to Daily Organiser from this file

Click **Publish Timetable for Web Daily Organiser**

Upload to Web Daily Organiser Wizard

Upload data to the following school:

Current school is: TTSC Training

TTSC Training

Click **Next**

< Back | Next > | Cancel

Upload to Web Daily Organiser Wizard

Published Timetable Group

When the Published Timetable file is uploaded it will be allocated to a Published Timetable Group.
The name of the Published Timetable Group can be edited below.
Note: There must be at least one Published Timetable in the Published Timetable Group before a Daily Organiser file can be uploaded.

Published Timetable Group in Web Daily Organiser

Save Published file for Version 9 Daily Organiser

Published

Change the name of the Published Timetable Group to "Published" and click **Upload**

< Back Upload Cancel

Confirm

Before publishing your timetable to Daily Organiser, you must first save. Do you want to save now?

Yes No

Click **Yes**

Publish Timetable

Timetable Start Date

March 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

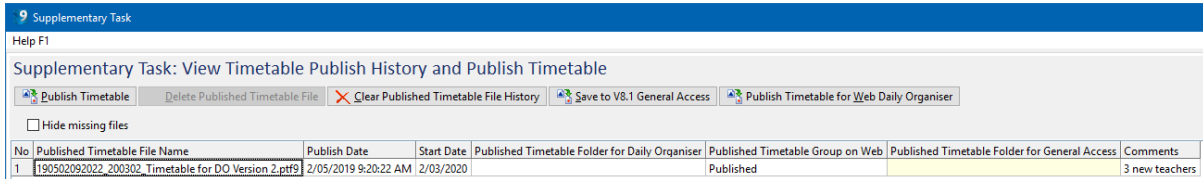
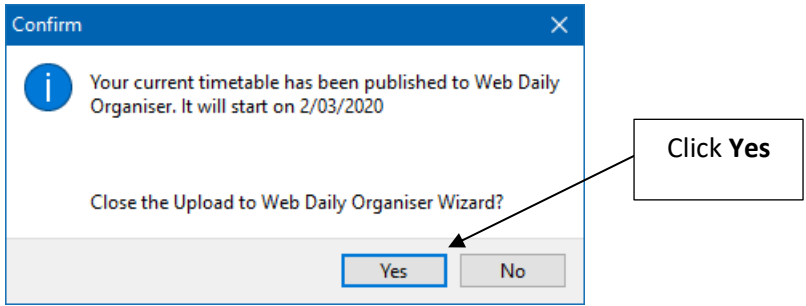
Today: 2/05/2019

Publish Comment

3 new teachers

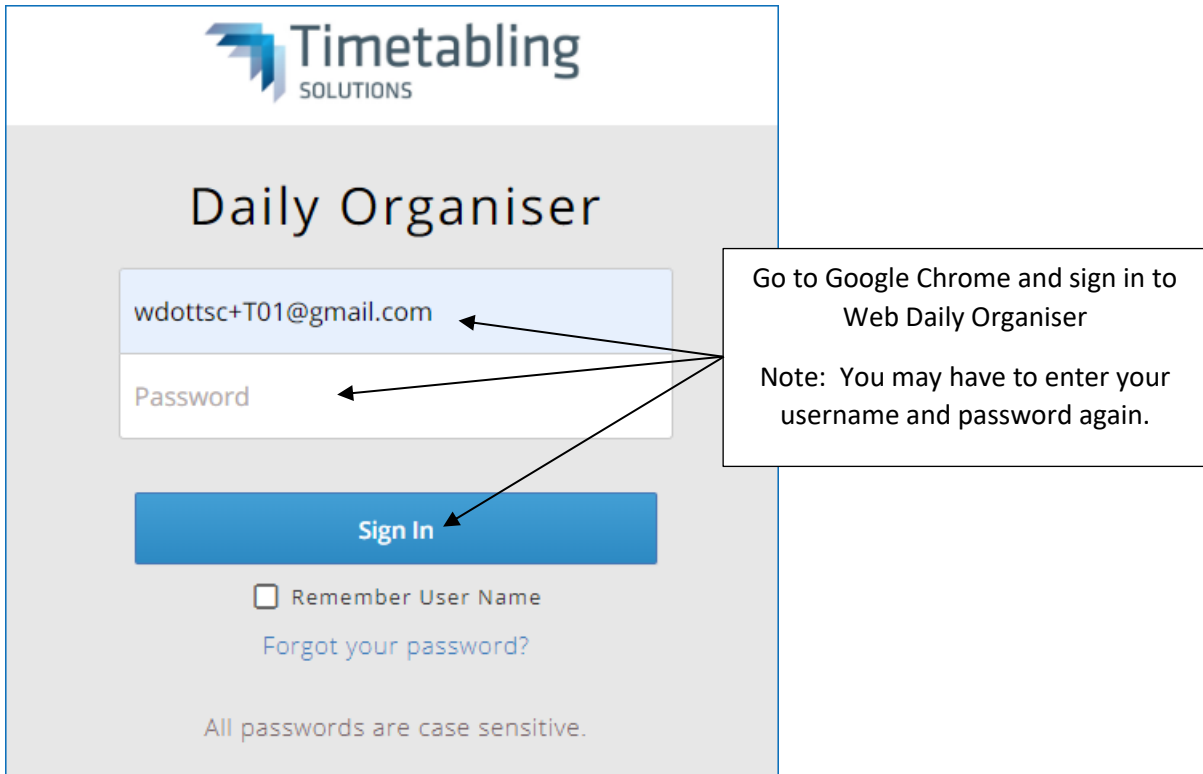
Use the arrows to select the start date as the first Monday in March next year
Type "3 new teachers" in the Publish Comment box
Click **OK**

OK Cancel

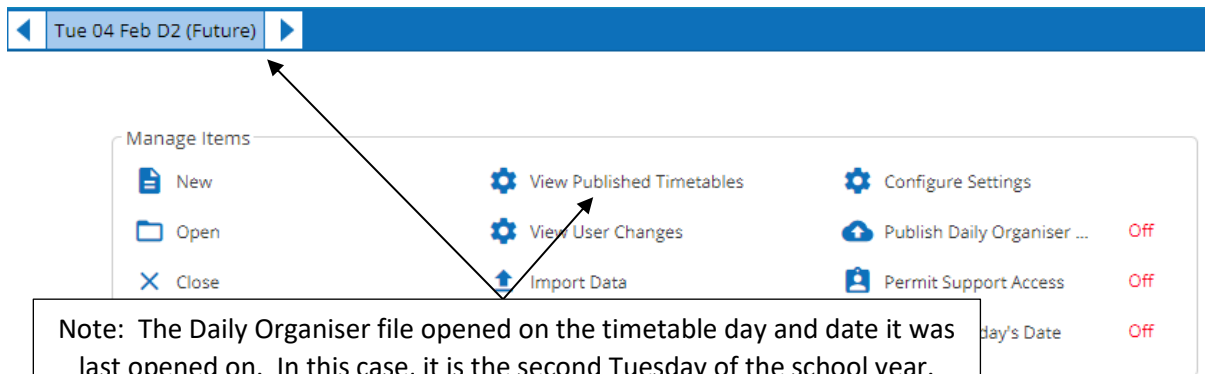
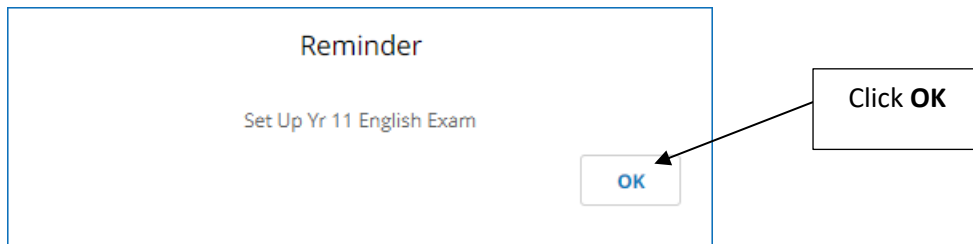


Note: The published file has been created for Web Daily Organiser in Published Timetable Group called Published.
Close out of the Timetable Development Module

REOPEN WEB DAILY ORGANISER

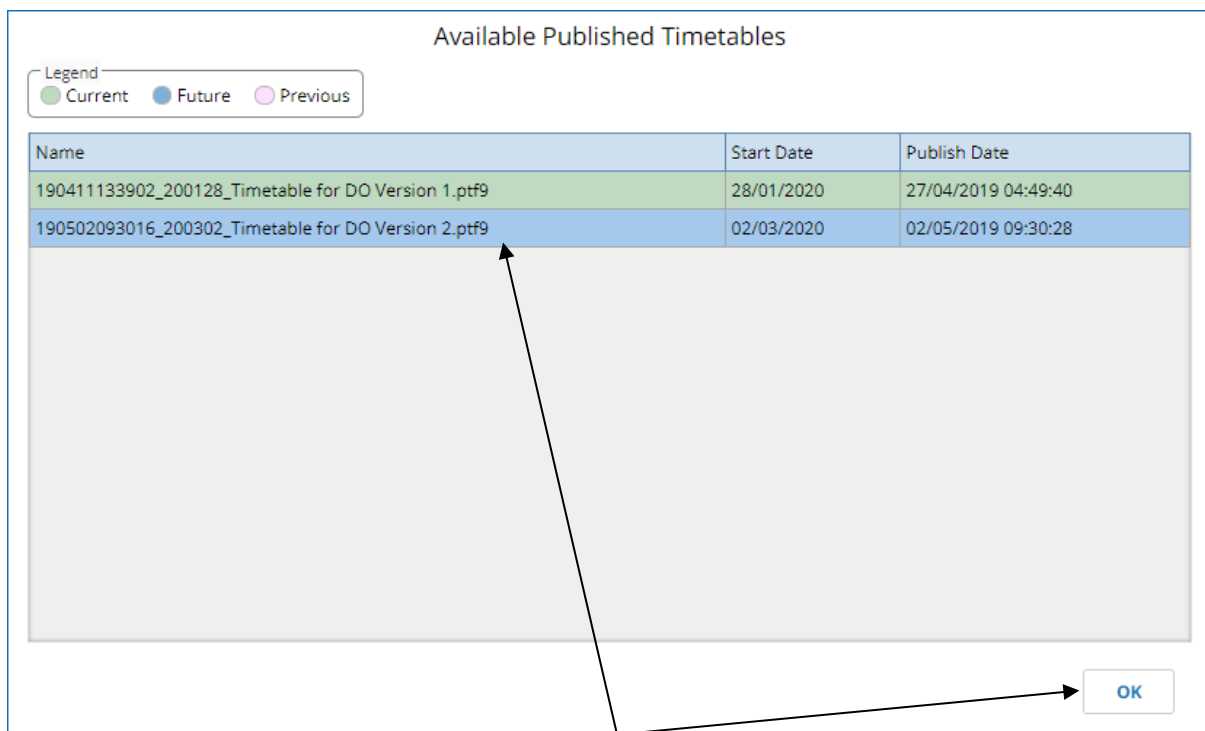


Go to Google Chrome and sign in to Web Daily Organiser
Note: You may have to enter your username and password again.



Note: The Daily Organiser file opened on the timetable day and date it was last opened on. In this case, it is the second Tuesday of the school year.

Click **View Published Timetables**



A list of all the files available to this Daily Organiser file is displayed.

For all dates between 28/01/2020 and 1/03/2020 the first file will be read by the Daily Organiser file. For all dates on and after the 2/03/2020 the second file will be read.

Click **OK**

Tue 04 Feb D2 (Future)

Manage Items

New

Open

Close

Copy

View Published Timetables

Export Data

Configure Settings

Publish Daily Organiser ... Off

Permit Support Access Off

Open on Today's Date Off

Click on the date to open the Select Date box

Select Date

Show timetable days Show all dates

Legend

○ Today ● In future ○ Completed ● School closed ● Selected date

No	Monday	Tuesday	Wednesday	Thursday	Friday
1					1/01/2020
2	03/02/2020				7/02/2020
3	10/02/2020				14/02/2020
4	17/02/2020	18/02/2020	19/02/2020	20/02/2020	21/02/2020
5	24/02/2020	25/02/2020	26/02/2020	27/02/2020	28/02/2020
6	02/03/2020	03/03/2020	04/03/2020	05/03/2020	06/03/2020
7	09/03/2020	10/03/2020	11/03/2020	12/03/2020	13/03/2020
8	16/03/2020	17/03/2020	18/03/2020	19/03/2020	20/03/2020
9	23/03/2020	24/03/2020	25/03/2020	26/03/2020	27/03/2020
10	30/03/2020	31/03/2020	01/04/2020	02/04/2020	03/04/2020

Select the first Monday in March, the date that the new published timetable will start

Click OK

Mon 02 Mar D1 (Future)

Manage Items

- New
- View Published Timetables
- Configure Settings
- Open
- View User Changes
- Publish Daily Organiser ... Off
- Close
- Import Data
- Permit Support Access Off
- Copy
- Export Data
- Open on Today's Date Off

Task Groups

Information Stage

- 1 Parameters and Calendar ...
- 2 Unsupervised Classes
- 3 Teacher Absence Reasons
- 4 Lesson Cancellation Reasons
- 5 Room Availability Reasons
- 6 Teachers and Students ...
- 7 Reminder Notes

Process Stage

- 8 Teachers ...
- 9 Students ...
- 10 Rooms ...
- 11 Cancel Lessons and Yard Duties ...
- 12 Teacher Replacements ...
- 13 Room Replacements ...
- 14 Student Attendance Changes

Reports Stage

- 15 Check Replacements
- 16 Teacher Changes
- 17 Bulletin ...
- 18 Selected Day Reports ...
- 19 Selected Day Activities ...
- 20 Timetables ...
- 21 Summary Reports ...
- 22 File Statistics ...

Click [6] Teachers and Students...

Home Page Information Stage Process Stage Reports Stage
Mon 02 Mar D1 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend

● Underload ● Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
24	Jackson Chris	Jackson	Chris	JACC	25.00	24.50	-0.50	<input checked="" type="checkbox"/>	100	0.50	1.00	10.00
25	Jackson Toni	Jackson	Toni	JACT	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
26	Jones Adam									0.00	1.00	10.00
44	Thomson Wa									0.00	1.00	10.00
45	Walker Sam									0.00	1.00	10.00
46	Wallen Peta	Wallen	Peta	WALP	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
47	White Eva	White	Eva	WHIE	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
48	Wood Paul	Wood	Paul	WOOP	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
49	Young Bernard	Young	Bernard	YOUB	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
50	Curie Marie	Curie	Marie	CURM	25.00	24.00	-1.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
51	Flintstone Fred	Flintstone	Fred	FLIF	12.50	12.50	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA
52	Flintstone Wilma	Flintstone	Wilma	FLIW	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	NA	NA

Scroll to the bottom of the screen and the 3 new teachers are now included with default values in the Priority, Uncounted, Cycle Limit and Overall Limit columns.

Teacher	Priority	Uncounted	Cycle Limit	Overall Limit
Marie Curie	100	1.00	1.00	9.00
Fred Flintstone	50	0.00	1.00	5.00
Wilma Flintstone	100	0.00	1.00	9.00

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
24	Jackson Chris	Jackson	Chris	JACC	25.00	24.50	-0.50	<input checked="" type="checkbox"/>	100	0.50	1.00	10.00
25	Jackson Toni	Jackson	Toni	JACT	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
26	Jones Adam	Jones	Adam	JONA	15.00	15.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
27	Kelly Rachel											0.00
44	Thomson Wayr											0.00
45	Walker Sam											0.00
46	Wallen Peta	Wallen	Peta	WALP	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
47	White Eva	White	Eva	WHIE	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
48	Wood Paul	Wood	Paul	WOOP	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
49	Young Bernard	Young	Bernard	YOUB	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
50	Curie Marie	Curie	Marie	CURM	25.00	24.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	9.00
51	Flintstone Fred	Flintstone	Fred	FLIF	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	4.00
52	Flintstone Wilma	Flintstone	Wilma	FLIW	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	9.00

For the three new teachers use the information in the above table to edit the values in the Priority, Uncounted, Cycle Limit and Overall Limit columns

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00

Click Sort Teachers

Sort

Sort A..Z Sort Z..A Row Row Clear

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
3	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	true	100	0		
4	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	true	50	0		
5	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	true	100	0		
6	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	false	100	0		
7	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	true	100	2		
8	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	true	100	0		
9	Butler Alison	Butler	Alison	BUTA	25.00	25.00	0.00	true	100	0		
10	Carter Leanne	Carter	Leanne	CARL	25.00	25.00	0.00	true	100	0		1
11	Chappell Judy	Chappell	Judy	CHAJ	25.00	26.00	1.00	true	0	0		0
12	Cheng William	Cheng	William	CHEW	25.00	25.00	0.00	true	100	0		1
13	Clark Allison	Clark	Allison	CLAA	17.50	17.50	0.00	true	70	0		1
14	Clark Megan	Clark	Megan	CLAM	25.00	25.00	0.00	true	100	0		1

Click on a teacher in the first column and click Sort A...Z

Click OK

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Quick Edit Calculate Uncounted Sort Teachers Email Teachers

Legend: Underload Excess

No	Full Name	Family Name	First Name	Code	Proposed Load	Actual Load	Difference	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit
1	Atkinson Danielle	Atkinson	Danielle	ATKD	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
2	Baker Catherine	Baker	Catherine	BAKC	12.50	12.50	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00
3	Bell Heather	Bell	Heather	BELH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
4	Boswick Sam	Boswick	Sam	BOSS	25.00	25.00	0.00	<input type="checkbox"/>	100	0.00	1.00	10.00
5	Boyle Joanne	Boyle	Joanne	BOYJ	25.00	23.00	-2.00	<input checked="" type="checkbox"/>	100	2.00	1.00	10.00
6	Burrows Kelly	Burrows	Kelly	BURK	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
7	Butler Alison	Butler	Alison	BUTA	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
8	Carter Leanne	Carter	Leanne	CA	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
9	Chappell Judy	Chappell	Judy	CH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	0	0.00	0.00	0.00
10	Cheng William	Cheng	William	CH	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
11	Clark Allison	Clark	Allison	CLAA	17.50	17.50	0.00	<input checked="" type="checkbox"/>	70	0.00	1.00	7.00
12	Clark Megan	Clark	Megan	CLAM	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
13	Connolly Jenny	Connolly	Jenny	CONJ	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00
14	Curie Marie	Curie	Marie	CURM	25.00	24.00	-1.00	<input checked="" type="checkbox"/>	100	1.00	1.00	9.00
15	Dalton James	Dalton	James	DALJ	25.00	25.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00

The teachers are now sorted alphabetically.



On the Task Tree select:
[6C] Other Teacher Details

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Delete Teacher Edit Teacher Classification

Legend: Emergency Teachers

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams Rod	0.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00				TeacherTTSC+ADAR@gmail.com
2	Alderson David	0.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00				TeacherTTSC+ALDD@gmail.com
16	Cooke Dennis	0.00	0.00	<input checked="" type="checkbox"/>	100	1.00	1.00	10.00				TeacherTTSC+COOD@gmail.com

Note: The teachers listed here are teachers who were in any published timetable that were attached previously but not in the current published timetable.

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

CHANGE THE CLASSIFICATION OF 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 an emergency 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 an emergency teacher



On the Task Tree select:
[6B] Emergency Teacher Details

No	Full Name	Family Name	First Name	Code	Priority	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
2	Bert Einstein	Einstein	Bert	EINB	100	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2021
3	Billy Shakespeare	Shakespeare	Billy	SHAB	100	52282222	0401 222 333		English, not on Mondays	TeacherTTSC+SHAB@gmail.com	676365	Feb 2025
4	Peter Crowe	Crowe	Peter	CROP	100	52281999	0400 123 456		English	TeacherTTSC+CROP@gmail.com	5654656	Jun 2022
5	Garry Daly	Daly	Garry	DALG	100	52281964	0411 987 654		Maths, Science	TeacherTTSC+DALG@gmail.com	98647924	Jun 2023
6	Stephen Eisenhuth										1351	Mar 2024
7	Mark Kong										148	Dec 2025
8	Andrew Lunt										5	Dec 2020
9	Matthew McGucken										62	Jan 2022

Note: Marie Curie is now in the published timetable, so she is no longer listed as an emergency teacher. Her details including teacher code have remained the same. Records of all the replacements she was allocated to as an emergency teacher have been retained.

If the date is changed back to a date prior to this published timetable file, Marie Curie will be in the list of emergency teachers.



On the Task Tree select:
[6C] Other Teacher Details

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams Rod	0.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00				TeacherTTSC+ADAR@gmail.com
2	Alderson David	0.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00				TeacherTTSC+ALDD@gmail.com
16	Cooke Dennis	0.00						0				TeacherTTSC+COOD@gmail.com

Click on **Rod Adams** and click **Edit Teacher Classification**

Confirm

Convert other teacher Adams Rod to an emergency teacher?

OK
Cancel

Click **OK**

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Delete Teacher Edit Teacher Classification

Legend
● Emergency Teachers

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
1	Adams Rod	0.00	0.00	<input checked="" type="checkbox"/>	50	0.00	1.00	5.00				TeacherTTSC+ADAR@gmail.com
2	Alderson David	0.00	0.00	<input checked="" type="checkbox"/>	100	0.00	1.00	10.00				TeacherTTSC+ALDD@gmail.com
16	Cooke Dennis	0.00	0.00	<input checked="" type="checkbox"/>	100							TeacherTTSC+COOD@gmail.com

Note: Rod Adams is now highlighted as an emergency teacher.



On the Task Tree select:
[6B] Emergency Teacher Details

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

+ Add Emergency Teacher Delete Emergency Teacher Quick Edit Sort Emergency Teachers Email Teachers

Options
Columns selected: 11 of 18

No	Full Name	Family Name	First Name	Code	Priority	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
2	Bert Einstein	Einstein	Bert							TeacherTTSC+EINB@gmail.com	811716	Jan 2021
3	Billy Shakespeare	Shakespeare	Billy							TeacherTTSC+SHAB@gmail.com	676365	Feb 2025
4	Peter Crowe	Crowe	Pete							TeacherTTSC+CROP@gmail.com	5654656	Jun 2022
5	Garry Daly	Daly	Garr							TeacherTTSC+DALG@gmail.com	98647924	Jun 2023
6	Stephen Eisenhuth	Eisenhuth	Stephen	EISS	100	52282005	0404 222 222		PE, Science	TeacherTTSC+EISS@gmail.com	6549881351	Mar 2024
7	Mark Kong	Kong	Mark	KONM	100	52280008	0401 123 123		Physics Chemistry	TeacherTTSC+KONM@gmail.com	881965148	Dec 2025
8	Andrew Lunt	Lunt	Andrew	LUNA	100	52282003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
9	Matthew McGucken	McGucken	Matthew	MCGM	100	52282015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022
10	Rod Adams	Adams	Rod	ADAR	50					TeacherTTSC+ADAR@gmail.com		

Note: Rod Adams has now been added to the list of emergency teachers.



On the Task Tree select:
[8A] Teachers Absent

Home Page Information Stage Process Stage Reports Stage Mon 02 Mar D1 (Future)

Absent for Period On/Off Absent for Day On/Off Edit Reason Edit Count Value

Options
 Show teacher absence reason Display balloons Teachers selected: 49 of 49

Legend
 ● Absent ● Absent (Activity) ● Absence counted ● Lesson Cancelled ● Composite class

No	Teacher	AM	HR	1	2	R	3	4	L1	L2	5	6	PM
1	Atkinson Danielle	L	L	L	L	L	L	L	L	L	L	L	Y
2	Baker Catherine	N	N	N	N	N	N	N	N	N	N	N	N
3	Bell Heather	L			Y	L	L					L	
4	Boswick Sam					M	M						
5	Boyle Joanne	L	L			L	L			L			
6	Burrows Kelly		L	L		M	M						
7	Butler Alison	L				L	L	Y				L	
8	Carter Leanne	L				L	L			L	L		
9	Chappell Judy	L	L	L		L	U	U	U	L	L		
10	Cheng William			L		L	L	Y					
11	Clark Allison	N	N	N	N	N	N	N	N	N	N	N	N
12	Clark Megan		L			M	M						
13	Connolly Jenny	L	L	L						L	L		
14	Curie Marie	L	L	L						L	L		

Note: The file is now ready to enter information for this date.

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 an emergency teacher.

Click on the date and change the date back to the second Tuesday of the school year

On this date Rod Adams is a teacher not an emergency teacher



On the Task Tree select:
[6B] Emergency Teacher Details

Note: Marie Curie is listed as an emergency teacher and Rod Adams is not on this list.

No	Full Name	Family Name	First Name	Code	Priority	Phone	Mobile	Other Phone	Notes	Email	Teacher Reg No	Expiry Date
1	Marie Curie	Curie	Marie	CURM	100	52283700	0411 555 555		Physics, Chemistry	TeacherTTSC+CURM@gmail.com	1234541	June 2023
2	Bert Einstein	Einstein	Bert	EINB	100	5228 1111	0400 111 222		Physics, Maths	TeacherTTSC+EINB@gmail.com	811716	Jan 2021
3	Billy Shakespeare	Shakespeare	Billy	SHAB	100	52282222	0401 222 333		English, not on Mondays	TeacherTTSC+SHAB@gmail.com	676365	Feb 2025
4	Peter Crowe	Crowe	Peter	CROP	100						654656	Jun 2022
5	Garry Daly	Daly	Garry	DALG	100						8647924	Jun 2023
6	Stephen Eisenhuth	Eisenhuth	Stephen	EISS	100						549881351	Mar 2024
7	Mark Kong	Kong	Mark	KONM	100						81965148	Dec 2025
8	Andrew Lunt	Lunt	Andrew	LUNA	100	52282003	0411 453 453		Science	TeacherTTSC+LUNA@gmail.com	1254556	Dec 2020
9	Matthew McGucken	McGucken	Matthew	MCGM	100	52282015	0402 303 030		Physics, Maths	TeacherTTSC+MCGM@gmail.com	16556562	Jan 2022



On the Task Tree select:
[6C] Other Teacher Details

No	Teacher	Proposed Load	Actual Load	Eligible	Priority	Uncounted	Cycle Limit	Overall Limit	Phone	Mobile	Other Phone	Email
14	Curie Marie	25.00	24.00	<input checked="" type="checkbox"/>	100	1.00	1.00	9.00				TeacherTTSC+CURM@gmail.com
18	Flintstone Fred	12.50	10.50	<input checked="" type="checkbox"/>	100	0.00	1.00	4.00				TeacherTTSC+FLIF@gmail.com
19	Flintstone Wilma	25.00	25.00	<input checked="" type="checkbox"/>	100	0.00	1.00	9.00				TeacherTTSC+FLIW@gmail.com

Note: The teachers in the newer published timetable file are listed as other teachers on this date.

Timetabling Solutions



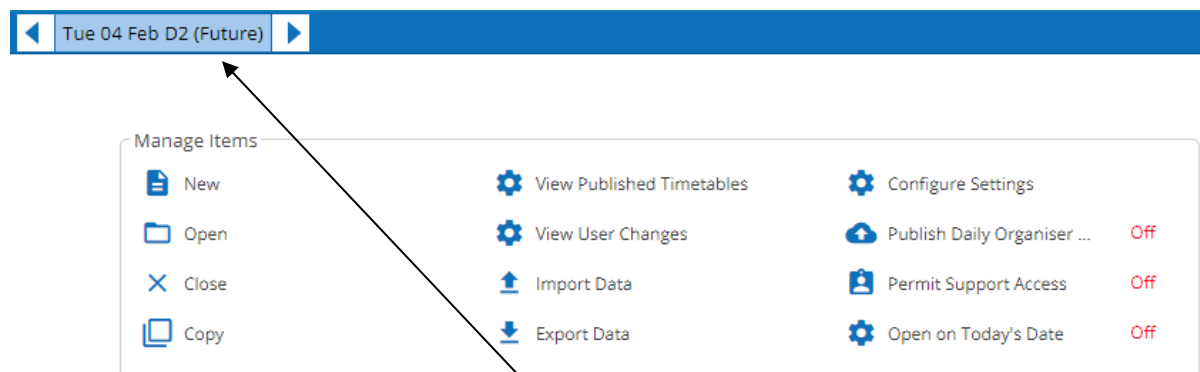
Web Daily Organiser

LESSON 14: THE HOME PAGE

THE HOME PAGE.....	278
OPEN ON TODAY'S DATE.....	278
EXPORT AND PUBLISH DATA.....	279
EXPORT DATA.....	279
PUBLISH DAILY ORGANISER	280
CREATE A VERSION 9 DAILY ORGANISER FILE	282
SUPPORT AND HELP	286
TIMETABLING SOLUTIONS SUPPORT	288
PERMIT SUPPORT ACCESS.....	289
MULTIPLE USERS.....	290

THE HOME PAGE

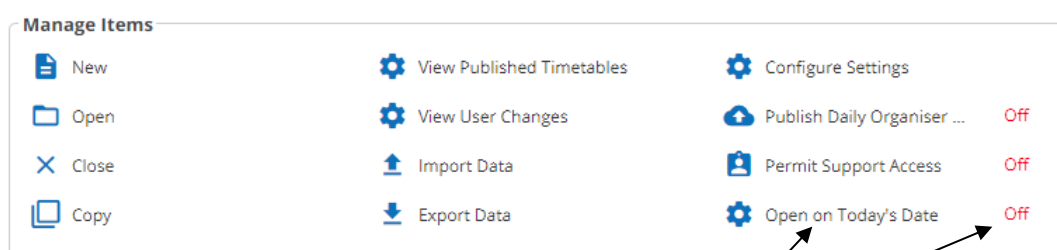
There are a number of features that can be activated by using the buttons in the Manage Items section at the top of the Home Page.



Check that the timetable day and date correspond to the second Tuesday of the school year

OPEN ON TODAY'S DATE

In Web 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.



Open on Today's Date is currently Off.
Click **Open on Today's Date**



Manage Items

New	View Published Timetables	Configure Settings
Open	View User Changes	Publish Daily Organiser ... Off
Close	Import Data	Permit Support Access Off
Copy	Export Data	Open on Today's Date On

Open on Today's Date is on.

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

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

EXPORT AND PUBLISH DATA

There are a variety of ways that data can be transferred to third party applications. The data transfer process has been designed to meet the requirements of these organisations.

EXPORT DATA

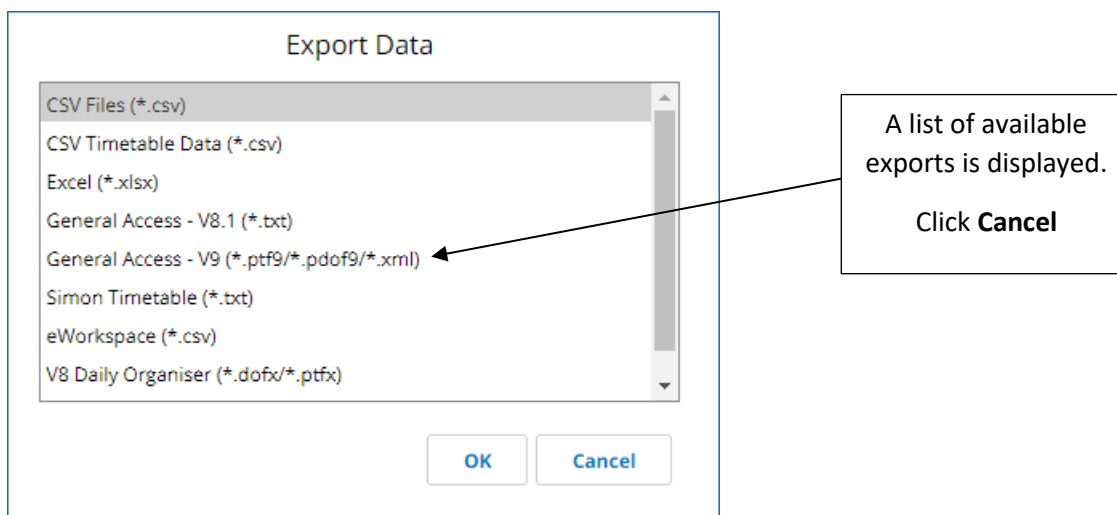
Data can be exported and downloaded as zipped files in a number of different formats. Each has been created according to specifications provided by the relevant administration companies.



Manage Items

New	View Published Timetables	Configure Settings
Open	View User Changes	Publish Daily Organiser ... Off
Close	Import Data	Permit Support Access Off
Copy	Export Data	Open on Today's Date Off

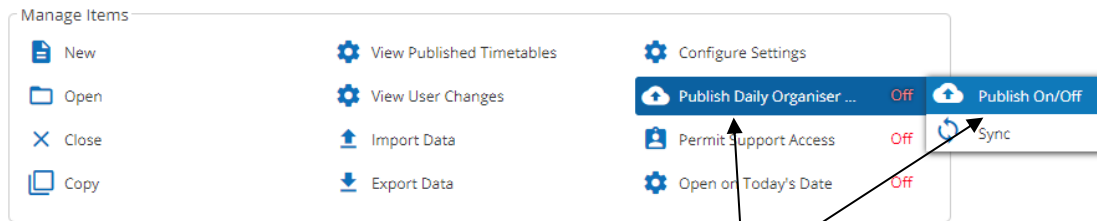
Click **Export Data**



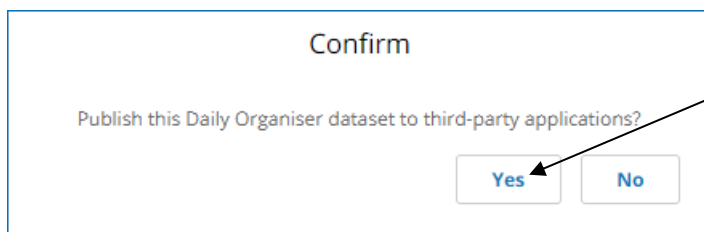
Export	Details
CSV Files (*.csv)	Export files that were available in V9 Daily Organiser
CSV Timetable Data (*.csv)	Export files that were available in V9 Daily Organiser
Excel (*.xlsx)	Export files that were available in V9 Daily Organiser
General Access – V8.1 (*.txt)	Text files for Timetabling Solutions General Access V8.1
General Access – V9 (*.ptf9/*.pdof9/*.xml)	Published Timetable file and Published Daily Organiser file for Timetabling Solutions General Access V9
Simon Timetable (*.txt)	Text file for Simon
eWorkspace (*.csv)	CSV file for eWorkspace
V8.1 Daily Organiser (*.dofx/*.tdfx)	V8.1 Daily Organiser and Timetable Development file
V9 Daily Organiser (*.dof9/*.ptf9/*.xml)	V9 Daily Organiser file and Published Timetable file

PUBLISH DAILY ORGANISER

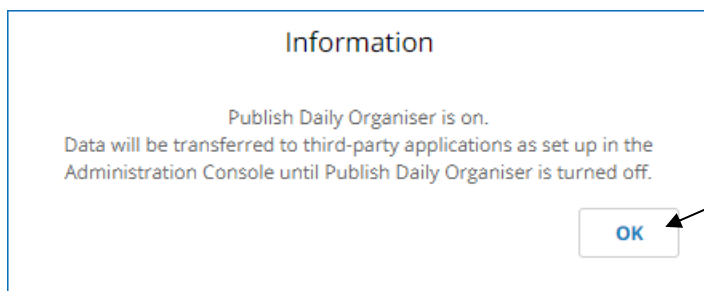
A number of administration companies are using LISS or SIFF to transfer data from Web Daily Organiser directly to their programs. The transfer of data occurs automatically with the Daily Organiser data syncing with the third-party applications on a regular basis. This must be set up in the Administration Console and then turned on in Web Daily Organiser



Hover over **Publish Daily Organiser...** and click **Publish On/Off**

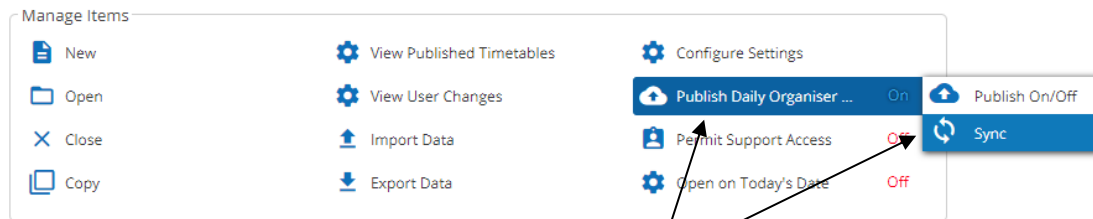


Click **Yes**



Click **OK**

The data from Web Daily organiser will now be synced with the third-party application on a regular basis. If the Daily Organiser makes a change and wants the data to be sent before the next sync they can push the data out immediately.



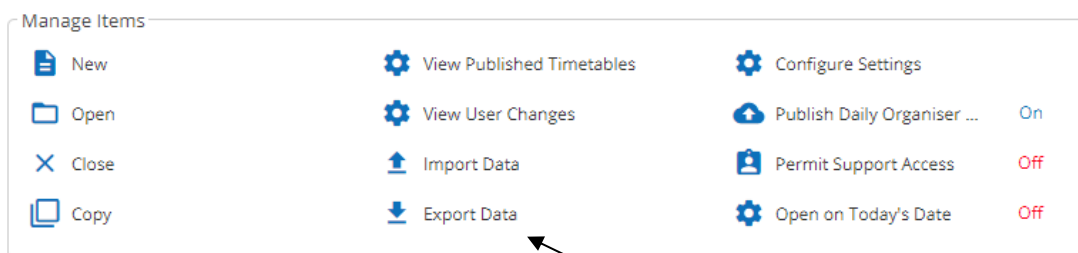
Hover over **Publish Daily Organiser...** and click **Sync**

CREATE A VERSION 9 DAILY ORGANISER FILE

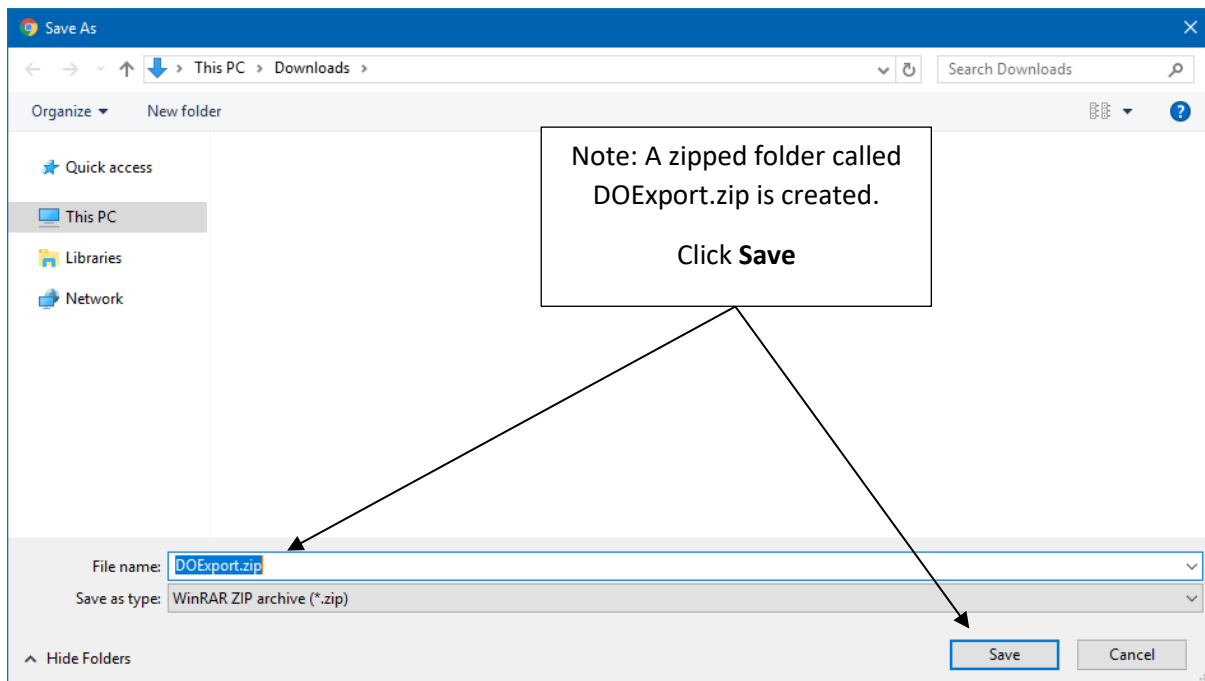
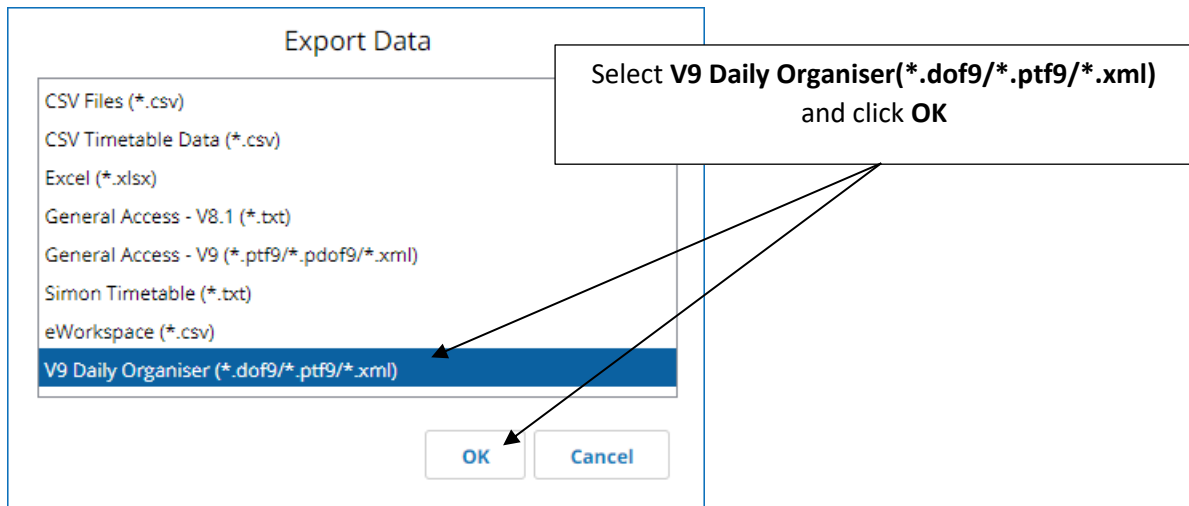
Some Administration Systems import data directly from Version 9 Daily Organiser files.

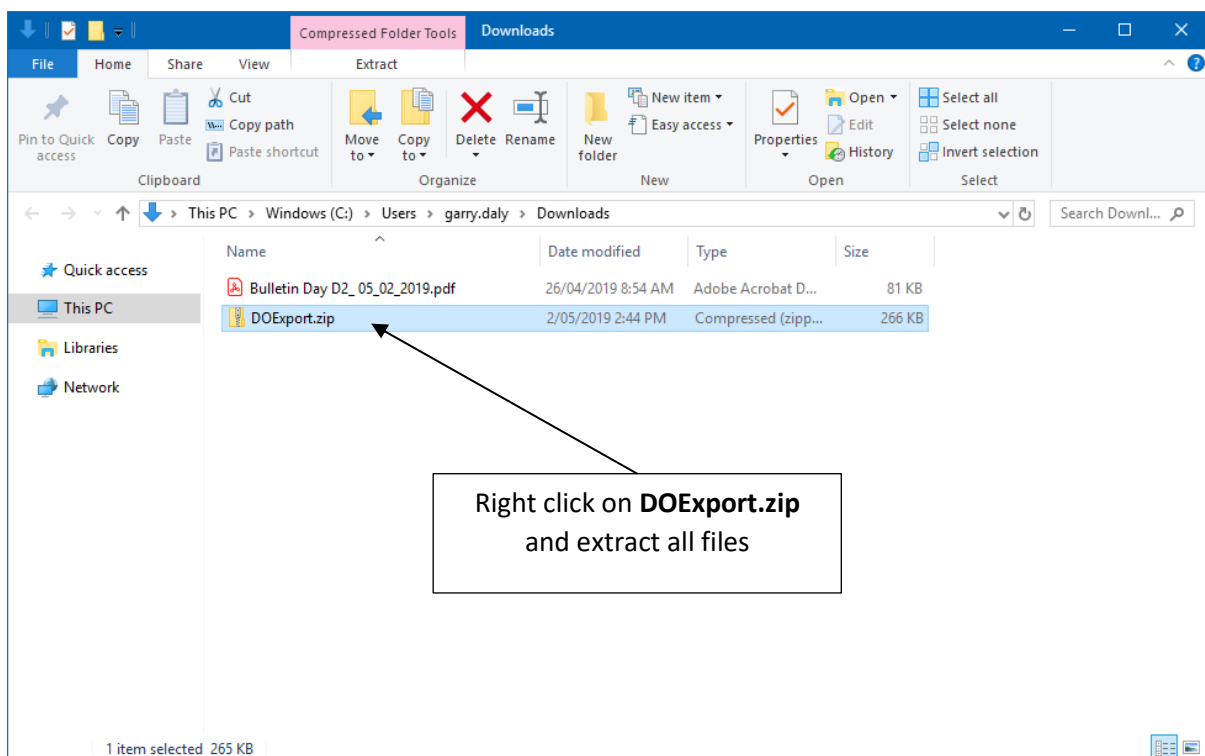
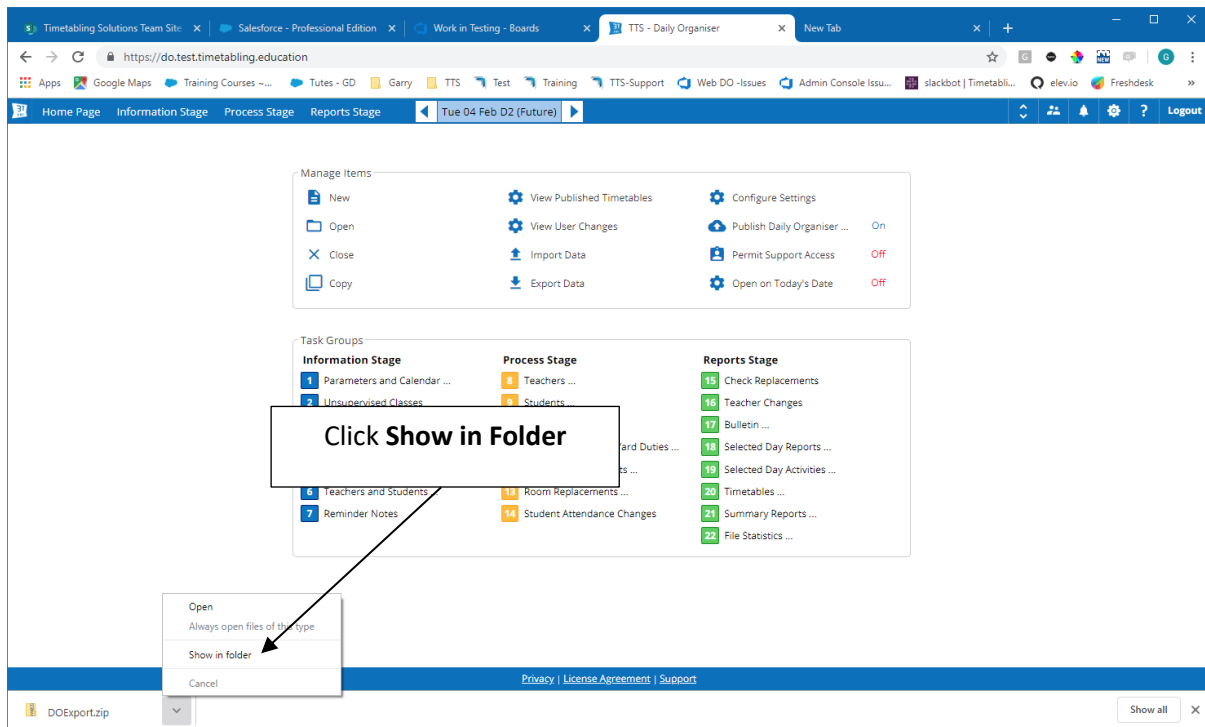
The Web Daily Organiser dataset can be converted into a Version 9 Daily Organiser file. In the export process a Daily Organiser file, Published Timetable file and a xml Timetable Days file are created and downloaded in a zipped folder. When the data is extracted from the zipped folder Timetabling Solutions Version 9 can be used to open the file.

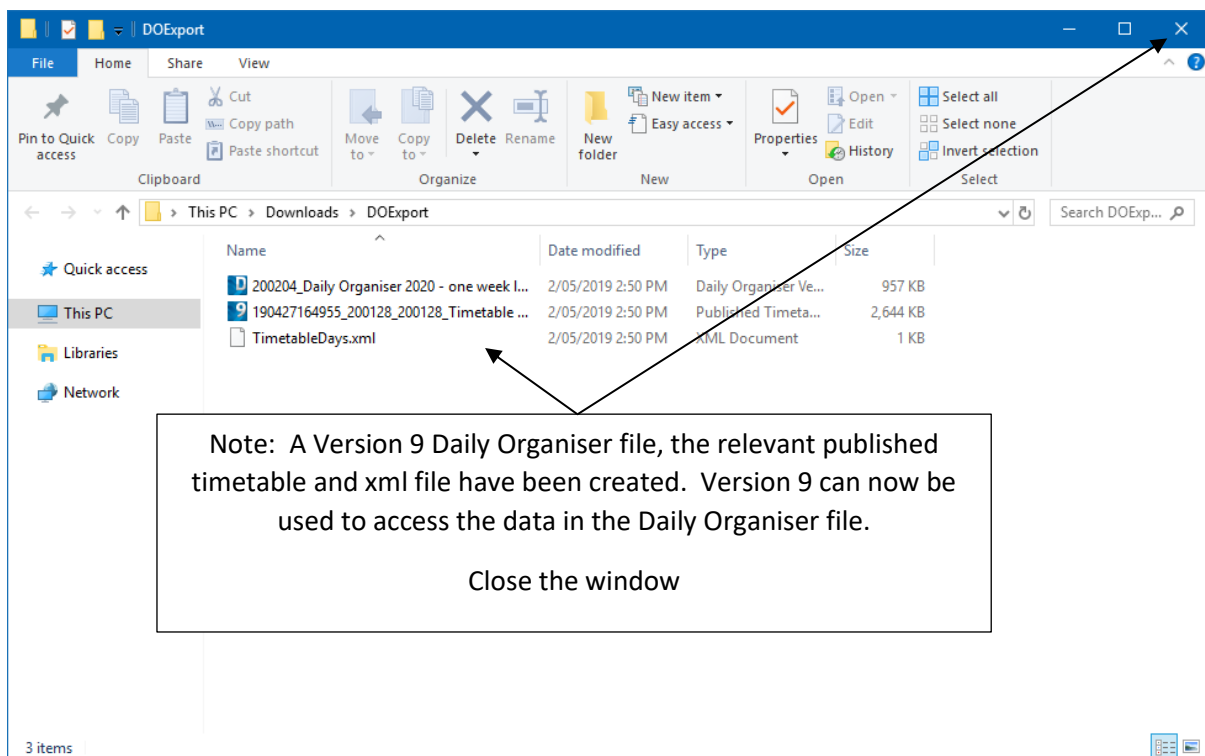
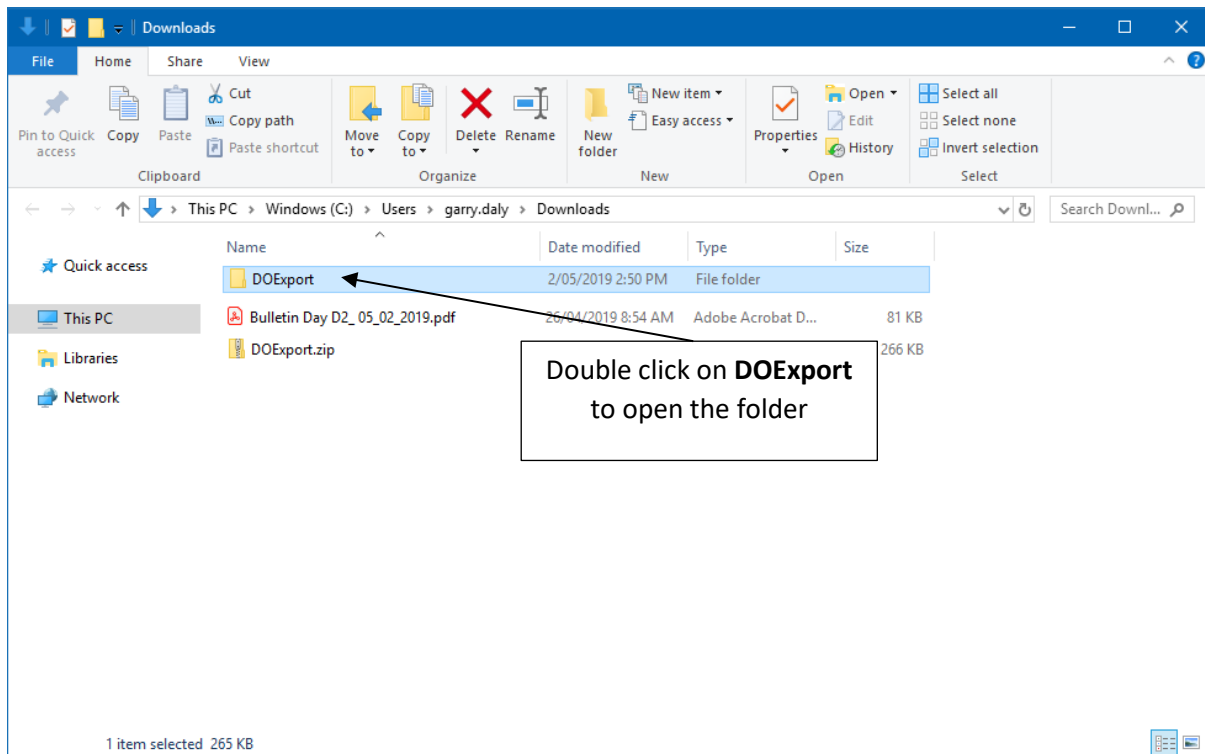
Note: The Published Timetable file that is created is a copy of the current Published Timetable for the selected day. Previous and future Published Timetable were not converted.



Click **Export Data**







SUPPORT AND HELP

Help is available on all screens including the Home Page.



Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... **On**
- Permit Support Access **Off**
- Open on Today's Date **Off**

Task Groups

Information Stage

- 1 Parameters and Calendar ...
- 2 Unsupervised Classes
- 3 Teacher Absence Reasons
- 4 Lesson Cancellation Reasons
- 5 Room Availability Reasons
- 6 Teachers and Students ...
- 7 Reminder Notes

Process Stage

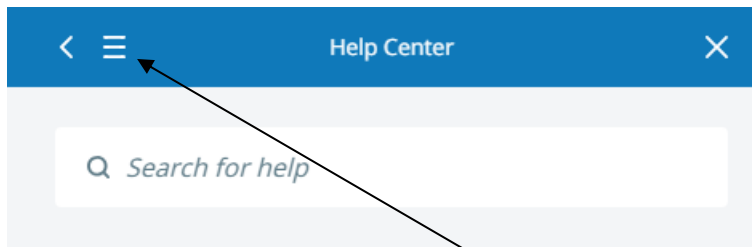
- 8 Teachers ...
- 9 Students ...
- 10 Rooms ...
- 11 Cancel L...
- 12 Teacher Replacements ...
- 13 Room Replacements ...
- 14 Student Attendance Changes

Reports Stage

- 15 Check Replacements
- 16 Teacher Changes
- 17 Pulling ...
- 18 Day Reports ...
- 19 Selected Day Activities ...
- 20 Timetables ...
- 21 Summary Reports ...
- 22 File Statistics ...

Click [8] Teachers...

Click ?




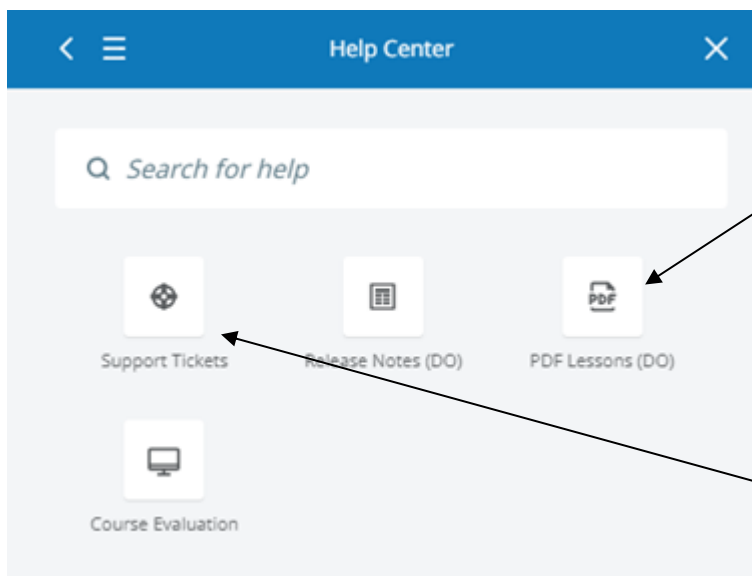
[8A] Teachers Absent

There are a number of ways teacher absences can be entered:

- Directly on the [9A] Teachers Absent screen
- In a Teacher Activity for a future date or multiple dates
- In a Student Activity for school related absences involving students

When the Help Center opens help and support for the current screen is displayed.

Click 



PDF versions of the training lessons are available to view or download.

Support tickets can be created requesting support from Timetabling Solutions.

TIMETABLING SOLUTIONS SUPPORT

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

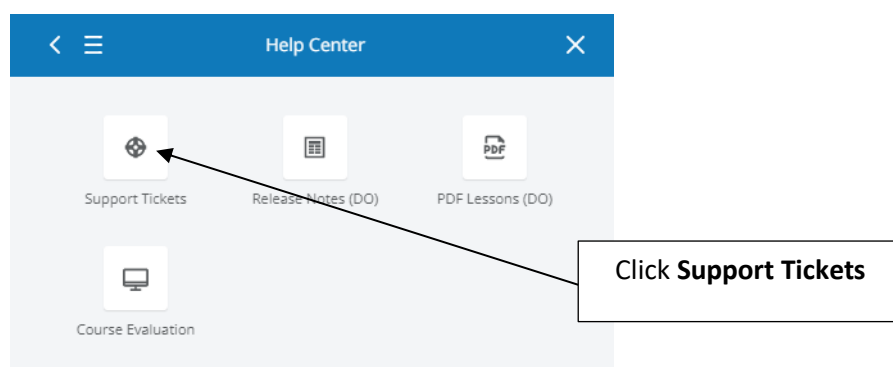
When raising an issue, the procedure is

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

When Timetabling Solutions receive a support ticket, we will

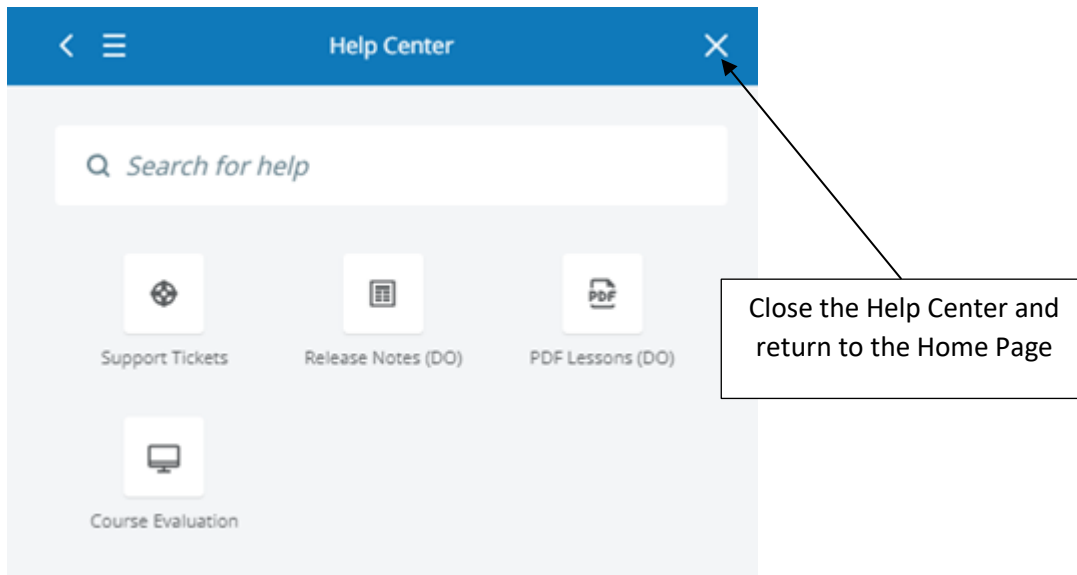
- Assign a Support Person to the ticket
- Make a copy of the dataset (at your secure location) to reproduce the issue
- Provide details to our programmers
- When the issue is fixed it will be checked in a test environment before an update is applied
- The copy of the dataset will then be deleted
- Web Daily Organiser is updated on the server
- The user who raised the ticket is notified
- The user turns off Permit Support Access on the Home Page

Note: At no time will the school's data be removed from its secure location. Any changes made by Timetabling Solutions Support will be logged. These can be viewed on the Home Page.



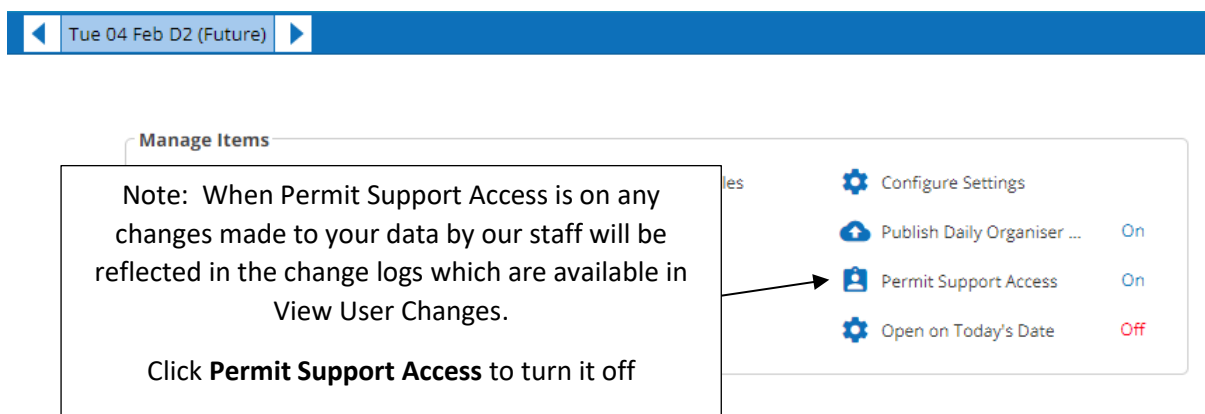
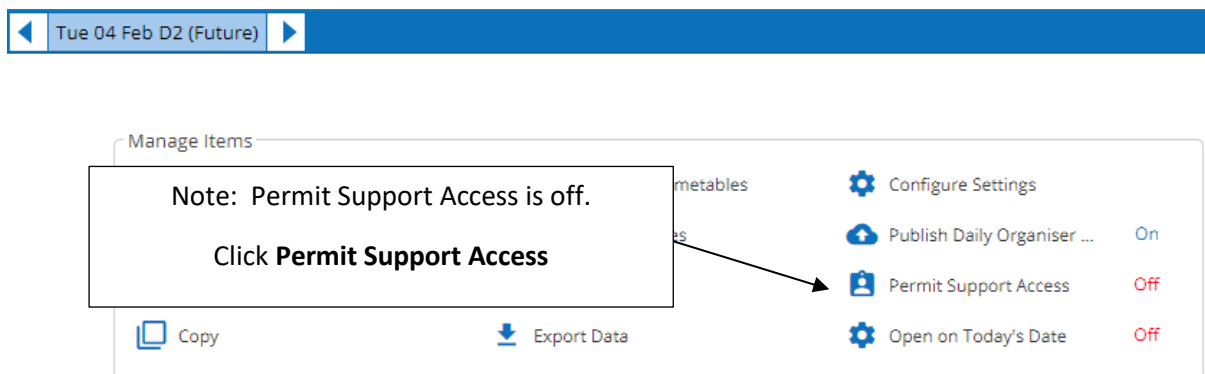
Create new ticket

The screenshot shows the 'Create new ticket' form. It has a 'Subject' input field, a larger text area for 'Describe your issue here...', an 'Add files' button, and a 'Submit ticket' button. A text box on the right contains instructions: 'Details of the support issue can be entered in the appropriate fields before the ticket is submitted. Note: A ticket will not be submitted at this time.' Arrows point from this text box to the 'Subject' field, the 'Describe your issue here...' text area, and the 'Submit ticket' button.



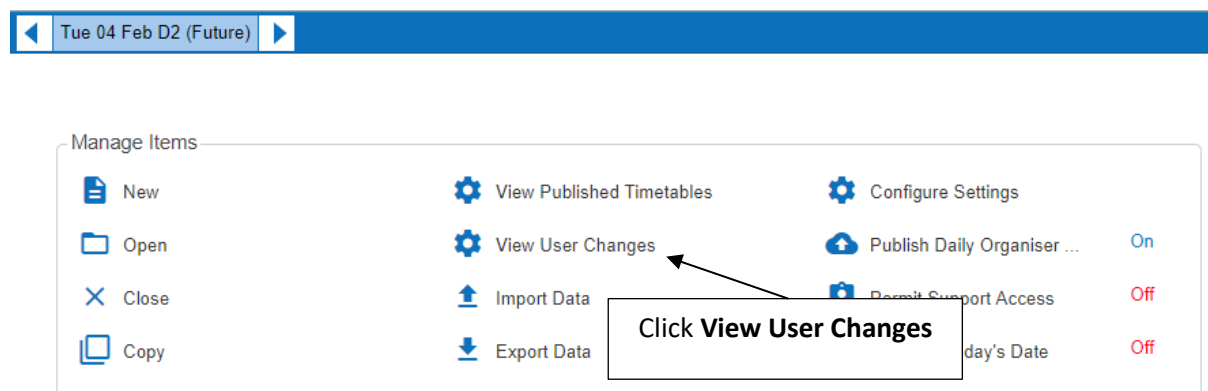
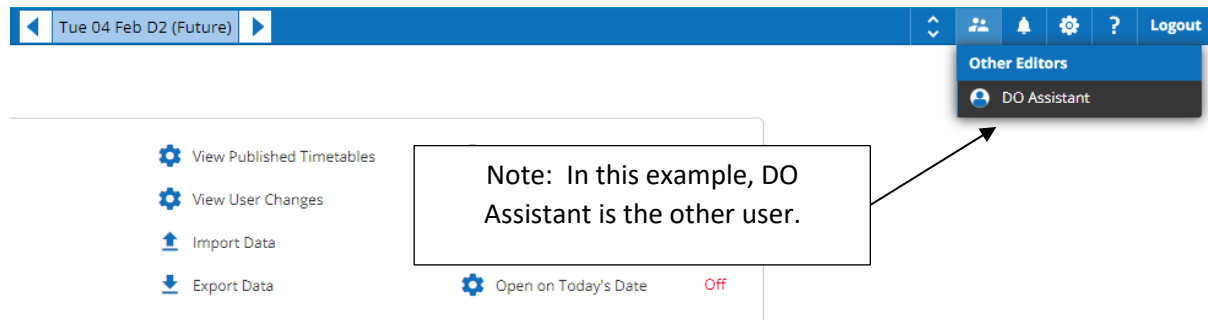
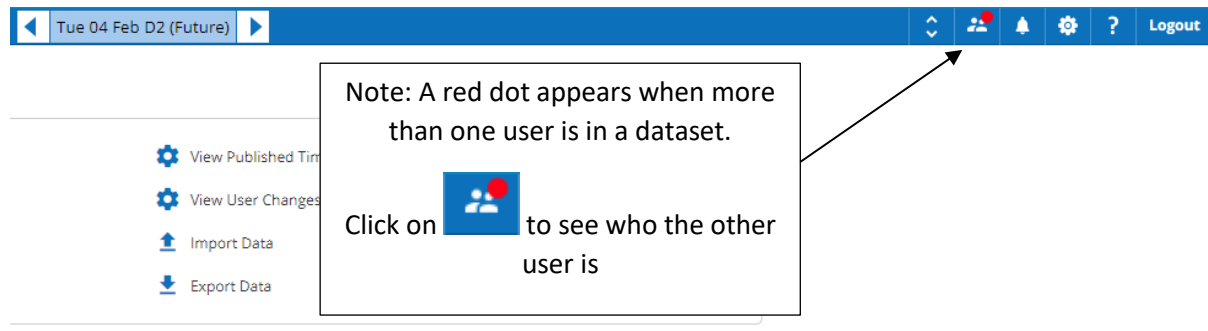
PERMIT SUPPORT ACCESS

When support ticket is submitted Permit Support Access must be turned on.



MULTIPLE USERS

Web Daily Organiser allows access by multiple users at the one time. Information about other users currently in the file is displayed on the menu bar and changes made by individual users can be viewed.



Daily Organiser Changes

Date	User	Action
2019-05-02 16:43:25.893	doassist@gmail.com	Teacher Absence 2/5/2020 (ATKD) was added
2019-05-02 16:43:25.893	doassist@gmail.com	Teacher Absence 2/5/2020 (ATKD) was added
2019-05-02 16:43:25.893	doassist@gmail.com	Teacher Absence 2/5/2020 (ATKD) was added
2019-05-02 16:43:25.893	doassist@gmail.com	Teacher Absence 2/5/2020 (ATKD) was added
2019-05-02 16:43:25.893	doassist@gmail.com	Teacher Absence 2/5/2020 (ATKD) was added
2019-04-03 15:33:36.41	webdailyorg@gmail.com	Teacher Absence 1/28/2020 (BELH) was deleted
2019-04-03 15:33:29.903	webdailyorg@gmail.com	Teacher Absence 1/28/2020 (BELH) was added
2019-04-03 15:25:15.15	webdailyorg@gmail.com	DOSetting ID (0) was added
2019-04-03 15:22:55.26	webdailyorg@gmail.com	DOSetting ID (0) was added
2019-04-03 15:22:53.51	webdailyorg@gmail.com	Teacher Details ID (0) was added
2019-04-03 15:22:53.51	webdailyorg@gmail.com	Teacher Details ID (0) was added
2019-04-03 15:22:53.51	webdailyorg@gmail.com	Teacher Details ID (0) was added
2019-04-03 15:22:53.51	webdailyorg@gmail.com	Teacher Details ID (0) was added

Note: All changes are listed with details of the user who made the changes.

Click **Close**

Timetabling Solutions



Web Daily Organiser

LESSON 15: UPLOAD VERSION 9 DAILY ORGANISER

UPLOAD CURRENT DAILY ORGANISER AND PUBLISHED TIMETABLE FILES 294

UPLOAD CURRENT DAILY ORGANISER AND PUBLISHED TIMETABLE FILES

When a school starts using Web Daily Organiser during a school year the current Version 9 Daily Organiser file and the relevant Published Timetable files can be uploaded from Version 9 to the web. As part of this process the Version 9 Daily Organiser file is converted to a Web Daily Organiser dataset.



Timetabling Solutions Version 9

Software Settings
Software Activated
School Code: TTS1
Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)

Applications
[Web Preferences Manager](#)
[Web Daily Organiser \(Beta\)](#)

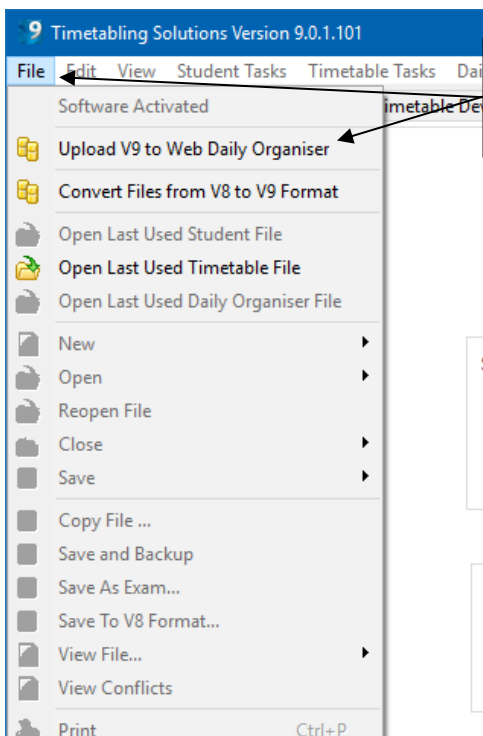
Training Courses
[Courses](#)
[Enrol in Training](#)

Student Options Module
[Open Last Used Student File](#)
File: Nil
File Location: Nil

Timetable Development Module
[Open Last Used Timetable File](#)
File: Timetable for DO Version 2.tdf9
File Location: C:\Users\Public\Documents\V9 Training Data

Daily Organiser Module
[Open Last Used Daily Organiser File](#) Open file at today's date
File: Nil
File Location: Nil

Open Timetabling Solutions Version 9

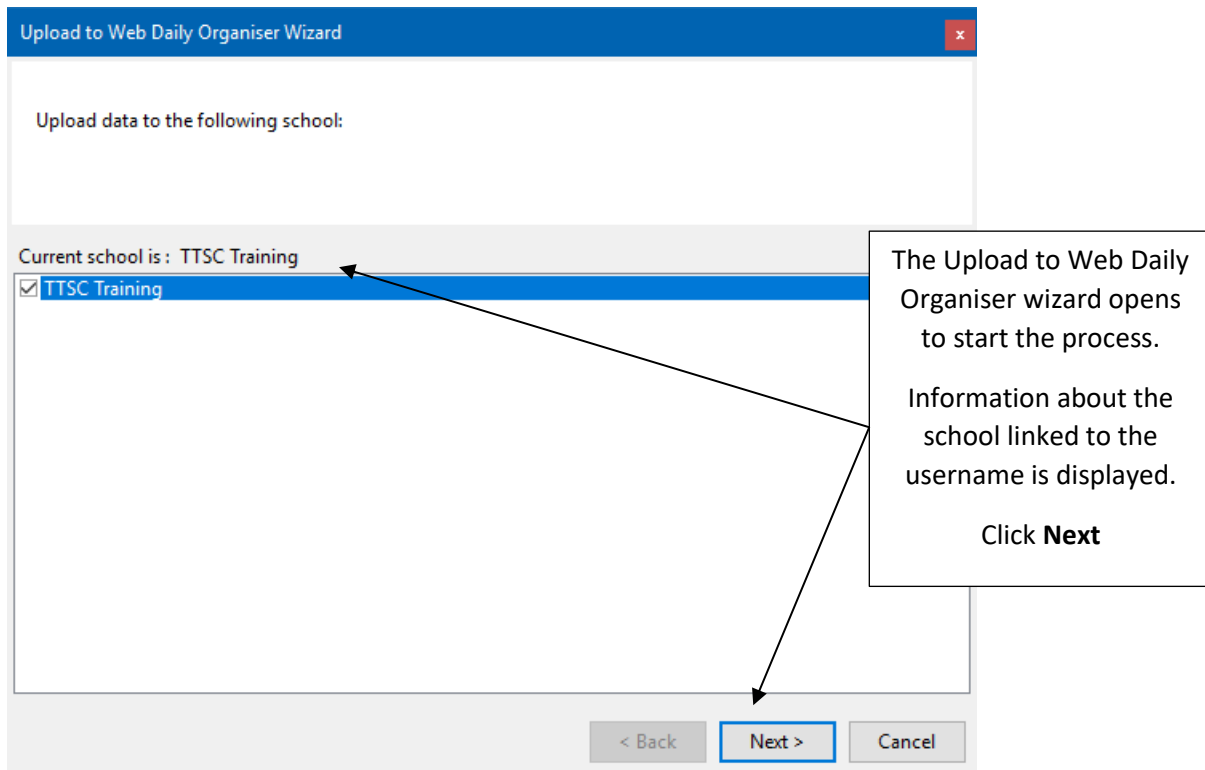


Click File and select **Upload V9 to Web Daily Organiser**

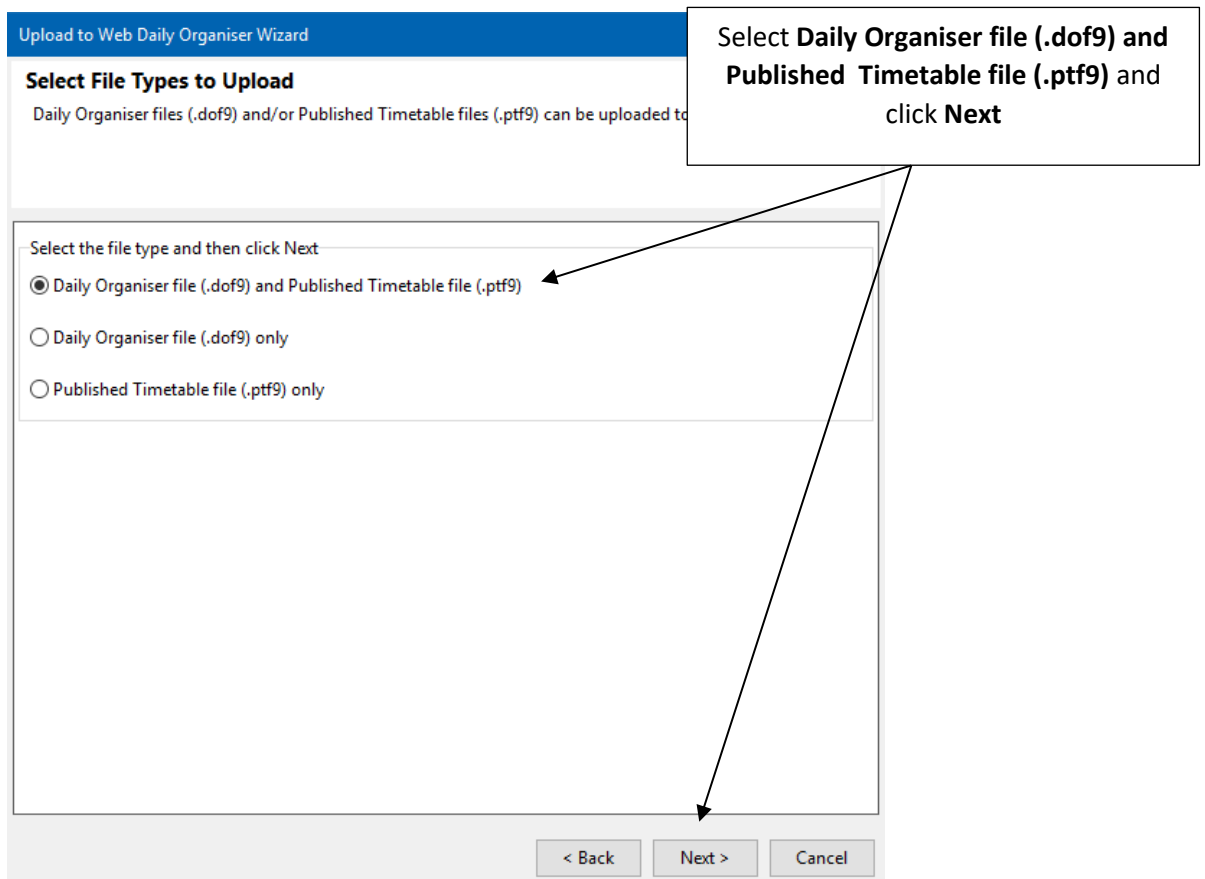


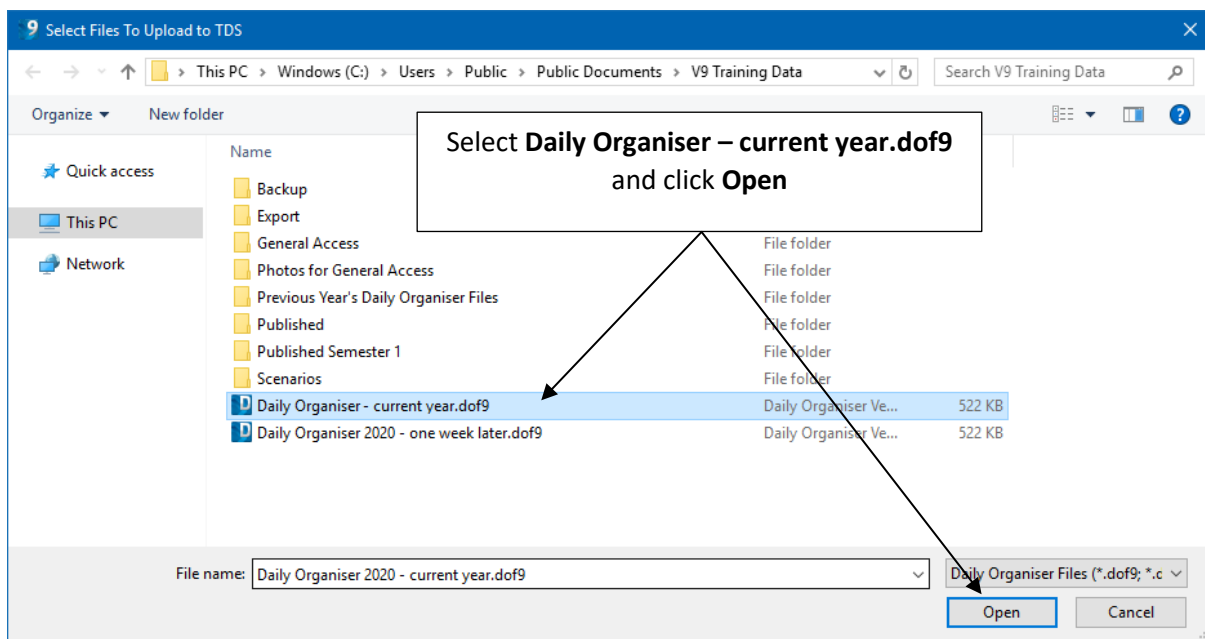
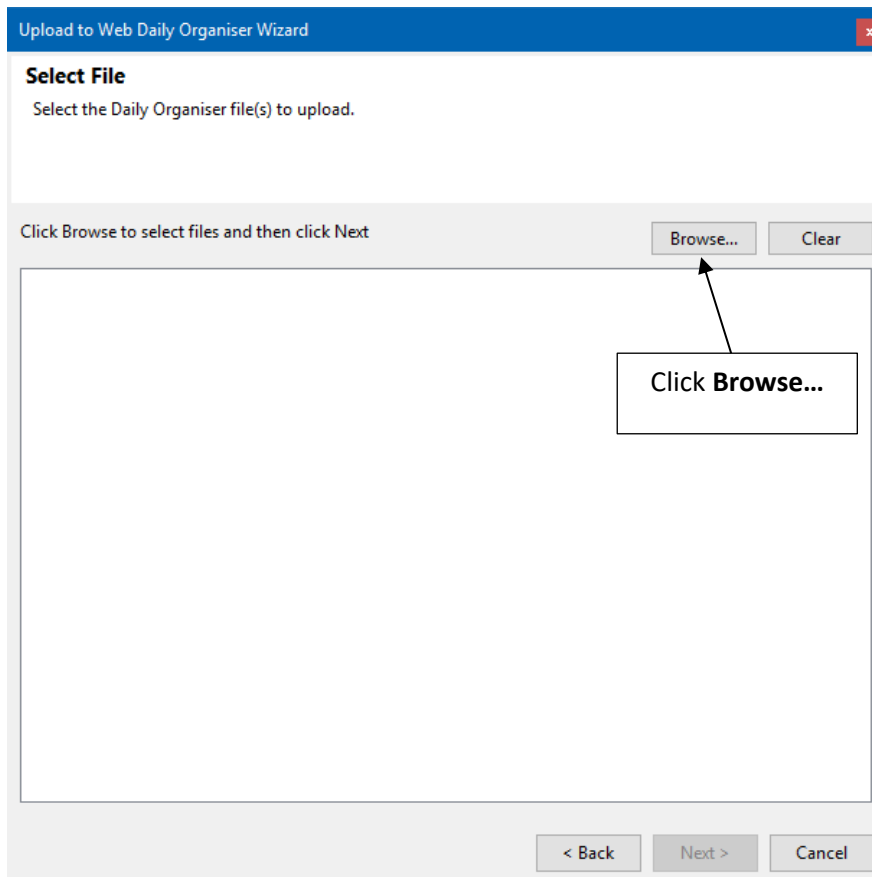
Software Settings
Software Activated
School Code: TTS1
Version Number:
[Check for Updates](#)

Configure Settings
[Configure File Locations](#)
[Configure Settings](#)
[Configure General Access](#)



Note: If a user is linked to more than one school or school site, the school or school site to upload the data to will need to be selected.





Upload to Web Daily Organiser Wizard

Select File
Select the Daily Organiser file(s) to upload.

Published Timetable Folder for Daily Organiser
C:\Users\Public\Documents\V9 Training Data\Published
2 file(s) were selected.

No	Published Timetable File	Size	Selected
1	190411133902_200128_Timetable for DO Version 1.ptf9	2.58 MB	<input checked="" type="checkbox"/>
2	190502172412_200302_Timetable for DO Version 2.ptf9	2.57 MB	<input checked="" type="checkbox"/>

< Back **Next >** Cancel

All relevant Published Timetable files are selected from the Published Timetable folder.
Note: Only the last timetable published for each date has been selected.

Upload to Web Daily Organiser Wizard

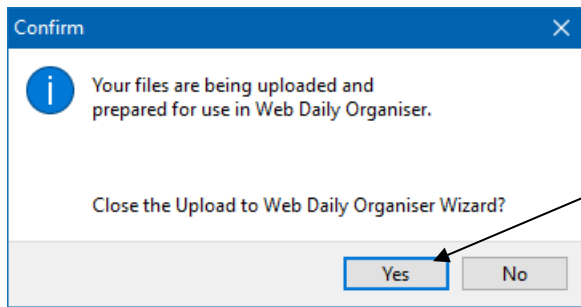
Published Timetable Group
When the Published Timetable file is uploaded it will be allocated to a Published Timetable Group. The name of the Published Timetable Group can be edited below.
Note: There must be at least one Published Timetable in the Published Timetable Group before a Daily Organiser file can be uploaded.

Published Timetable Group in Web Daily Organiser
Published Current Year

Total File(s) uploading (3) 5.66 MB
Remaining file(s) to upload (3) 5.66 MB

Type "Published Current Year" and click **Upload**

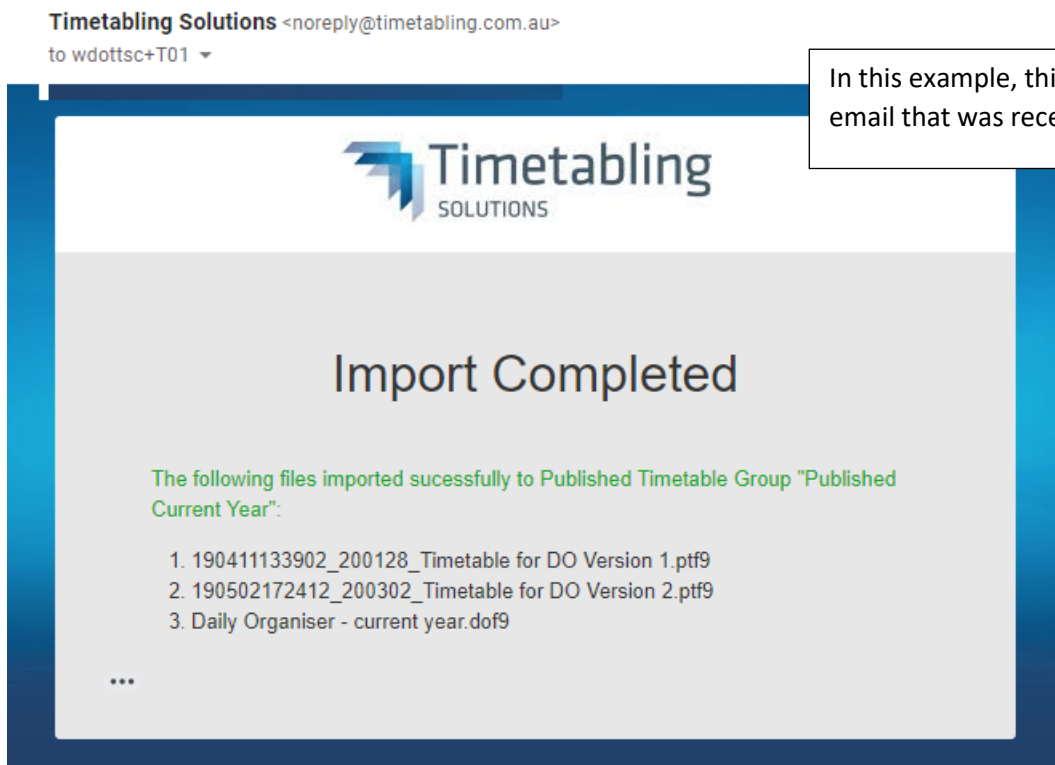
< Back **Upload** Cancel



Note: The files are now being converted. The time taken to convert the files will depend on the number of files selected.

An email will be sent when the upload is complete

Click **Yes**



In this example, this is the email that was received.

Timetabling Solutions



Web Daily Organiser

LESSON 16: SET UP GENERAL ACCESS

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In Version 9, the General Access Module is included in the initial download and is updated whenever Version 9 is updated. The procedure to set up General Access is:

- Configure File Locations - set the location on the school network, install the General Access program and create a Desktop shortcut
- Configure General Access - set the default settings for all users
- Export data to General Access

DATA FOR GENERAL ACCESS

Timetabling Solutions Version 9 includes both Version 8.1 General Access and Version 9 General Access. The data files read by these programs are different.

- Version 8.1 General Access reads text files exported from Web Daily Organiser
- Version 9 General Access reads a Published Timetable file and a Published Daily Organiser file exported from Web Daily Organiser

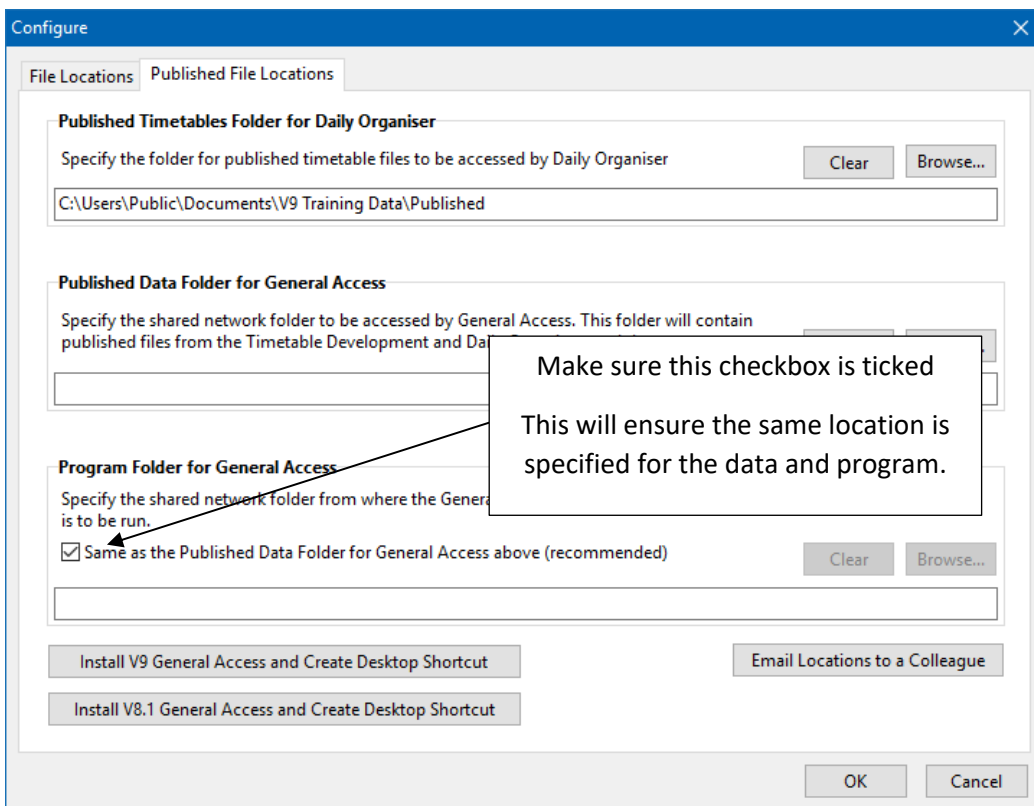
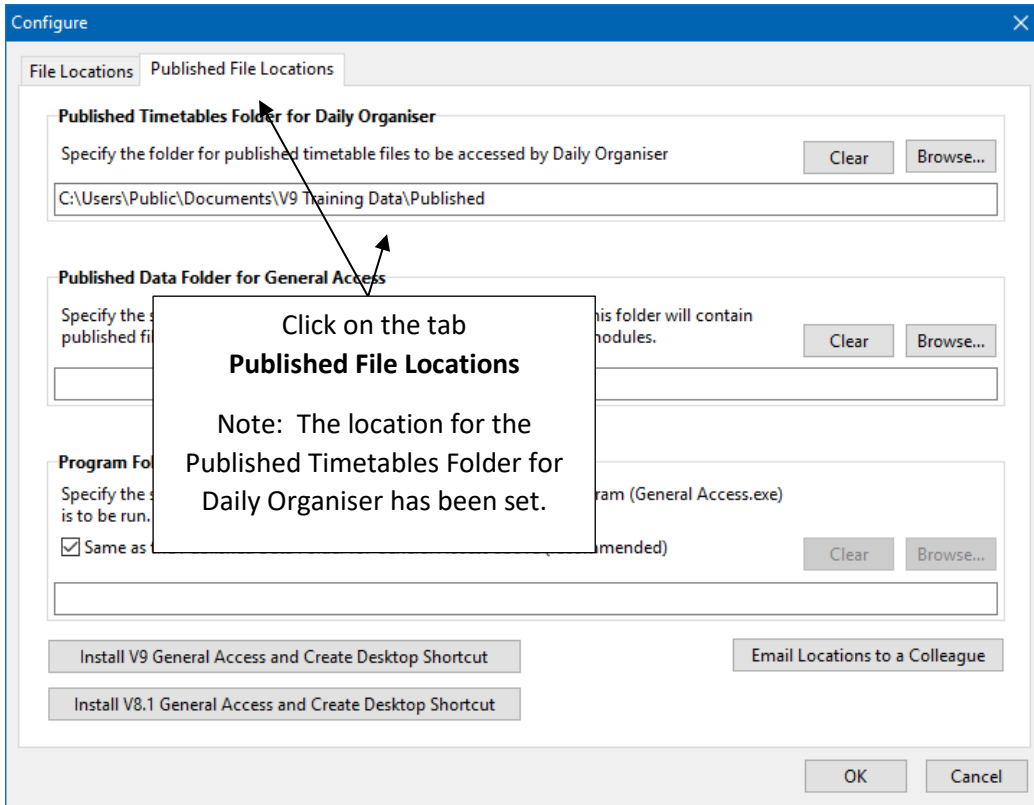
Note: If Web Daily Organiser is not used, it is possible to export relevant files directly from the Timetable Development Module or the Daily Organiser Module.

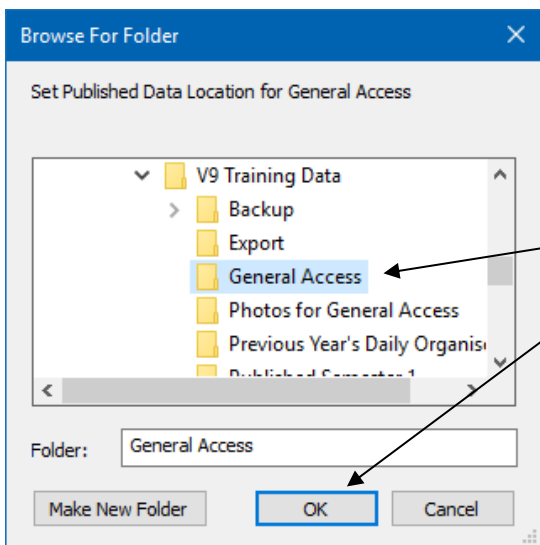
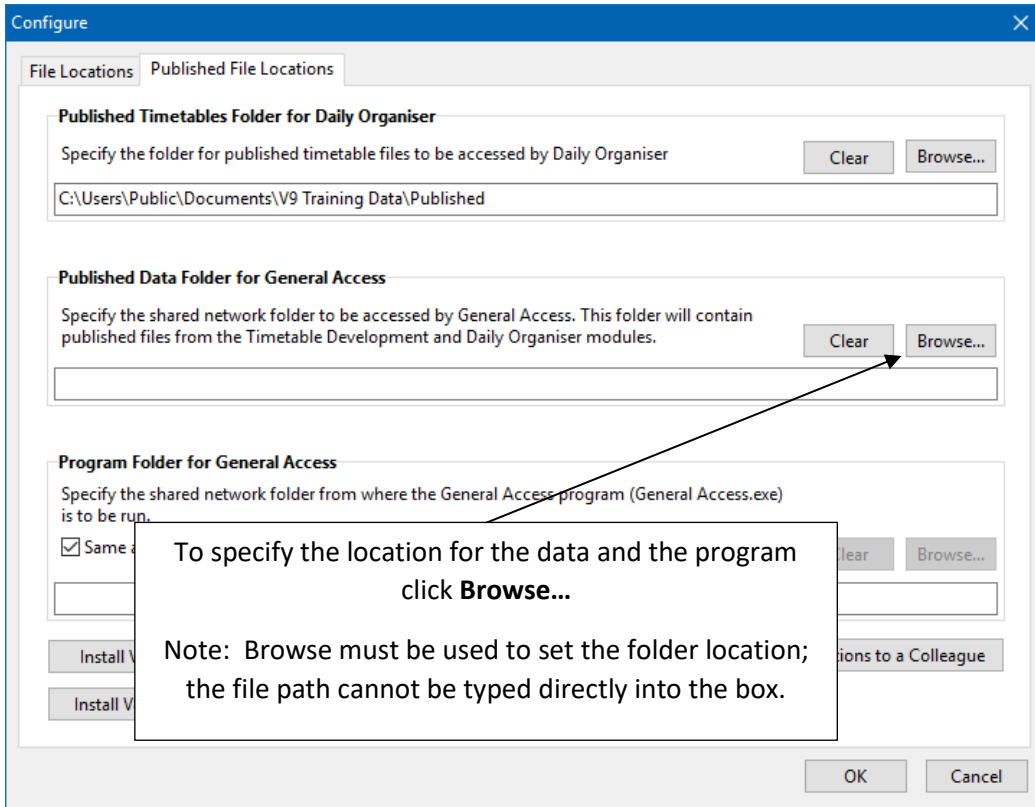
CONFIGURE FILE LOCATIONS

When configuring General Access it is possible to set different file locations for the General Access program and the data. However, it is recommended that the same location is set for both.

The file locations can be configured through a link on the Version 9 Welcome Page. The program and data files need to be located in a shared folder on the school network. All staff who will use General Access will access this folder through the shortcut created when configuring file locations.

The screenshot shows the Timetabling Solutions Version 9 interface. At the top, there is a blue header with the version number '9' and the title 'Timetabling Solutions Version 9'. Below the header, there is a navigation menu with the following items: Welcome Page, Student Options Module, Timetable Development Module, and Daily Organiser Module. The 'Student Options Module' is currently selected, showing details for the 'Students Yr 10 Current Year for DO.sof9' file, including its location: C:\Users\Public\Do... A callout box with the text 'Click Configure File Locations' points to the 'Configure File Locations' link in the 'Configure Settings' section of the left-hand menu. The 'Timetable Development Module' and 'Daily Organiser Module' sections also show file locations and options to open the last used file.

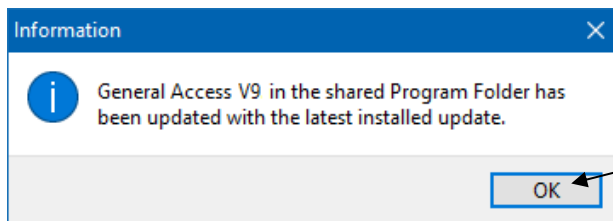
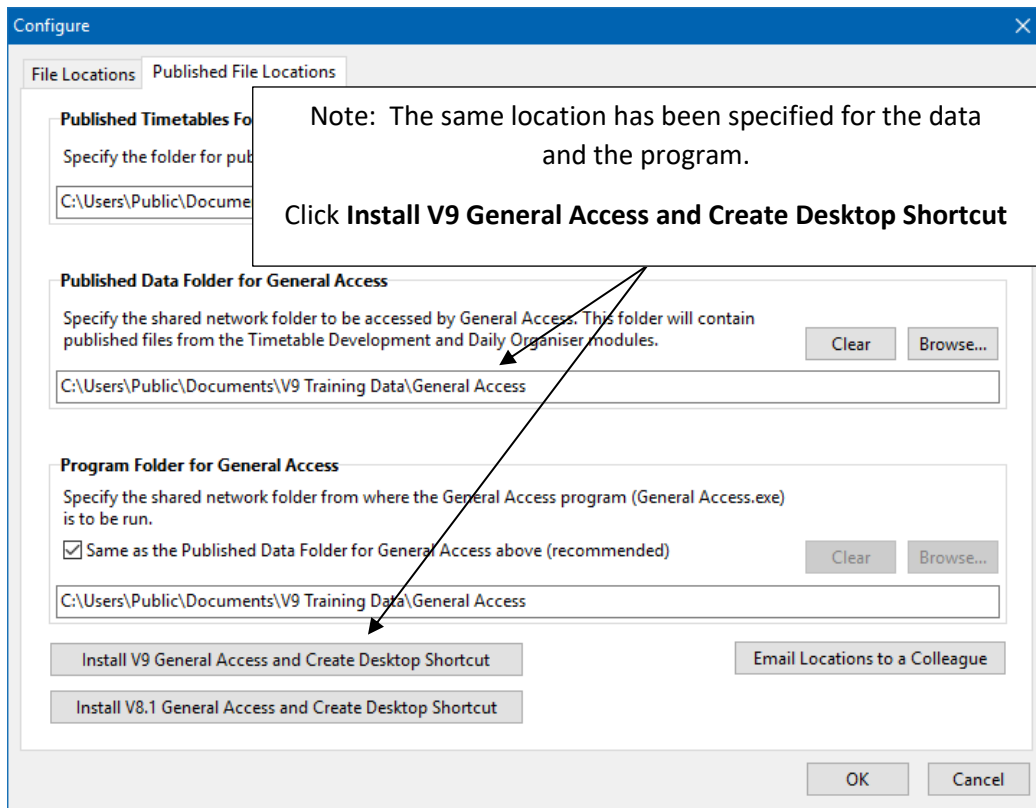




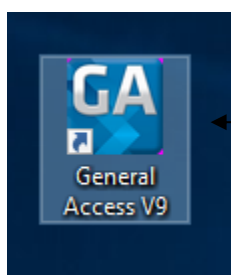
Navigate to the folder where General Access is to be installed. In this case a General Access folder has already been created in the V9 Training Data Folder.

Browse to Libraries, Documents, Public Documents, V9 Training Data, General Access

Click **OK**



Click **OK**
Close back to the Welcome Page

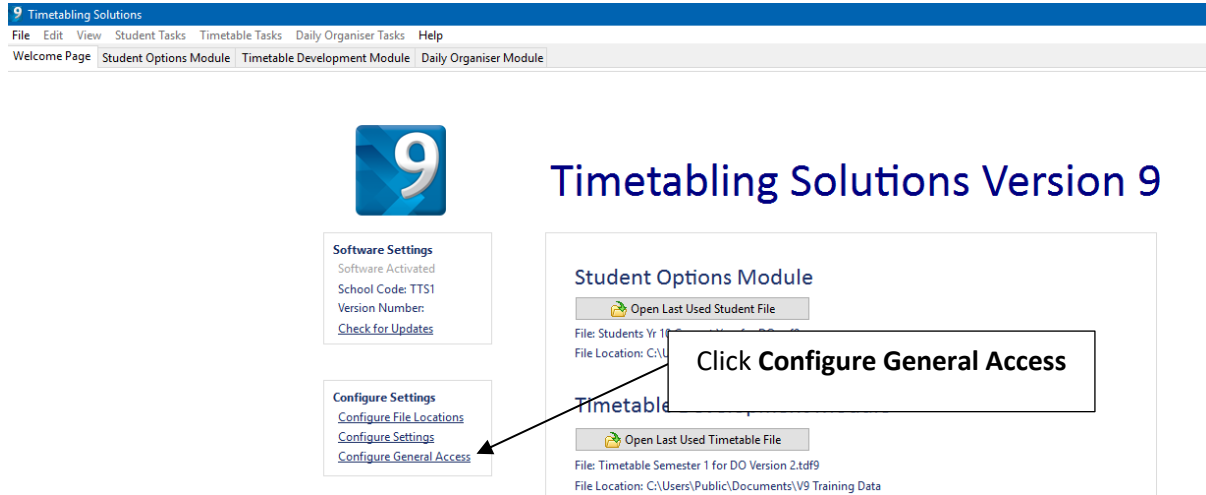


Note: The Desktop shortcut that has been created will open Version 9 General Access. This shortcut will need to be sent to all users of General Access.

If Version 8.1 General Access is going to be used, Install V8.1 General Access and Create Desktop Shortcut will need to be clicked instead.

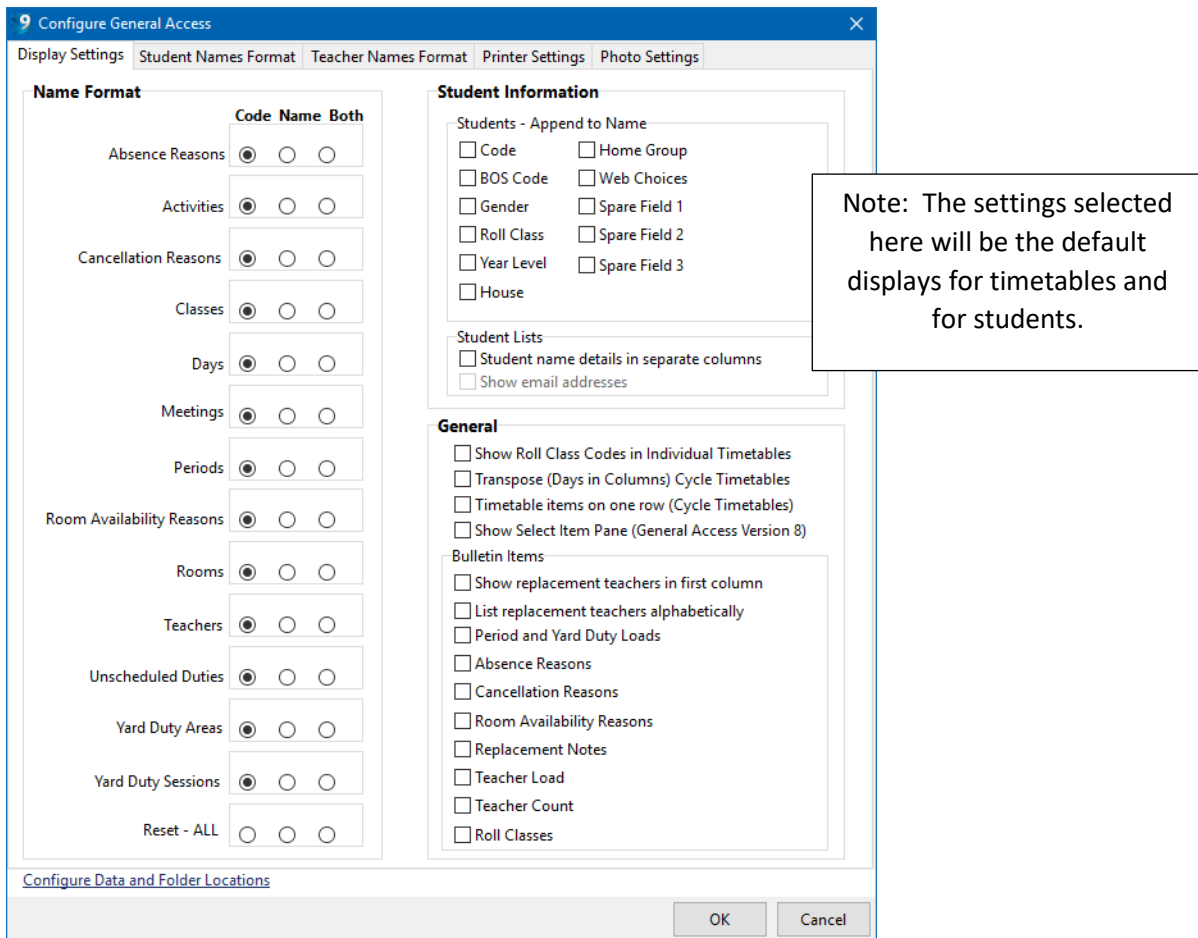
CONFIGURE GENERAL ACCESS

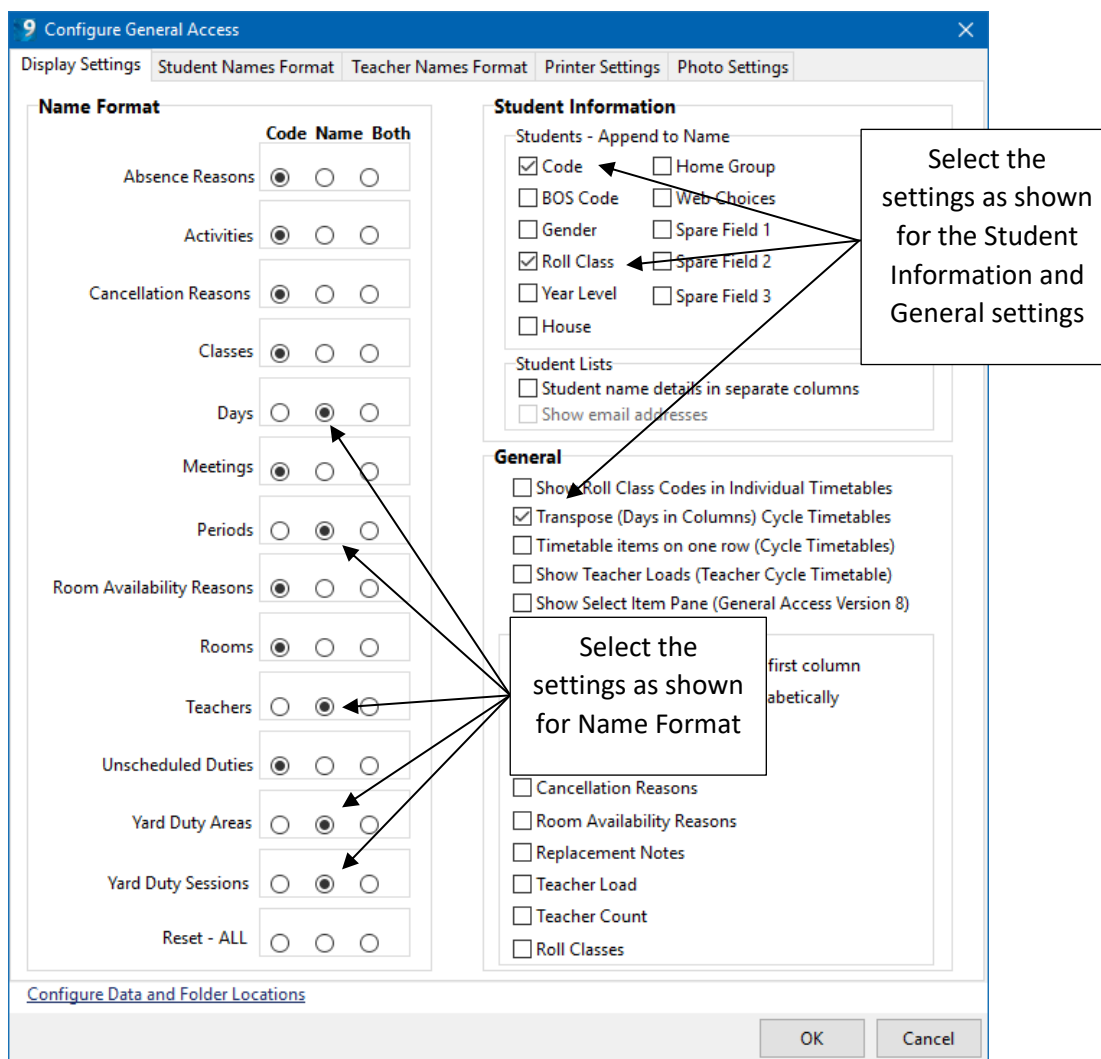
There are a number of options for displaying information in General Access which can be set by the user.



DISPLAY SETTINGS

The settings selected here will be the default settings for General Access.

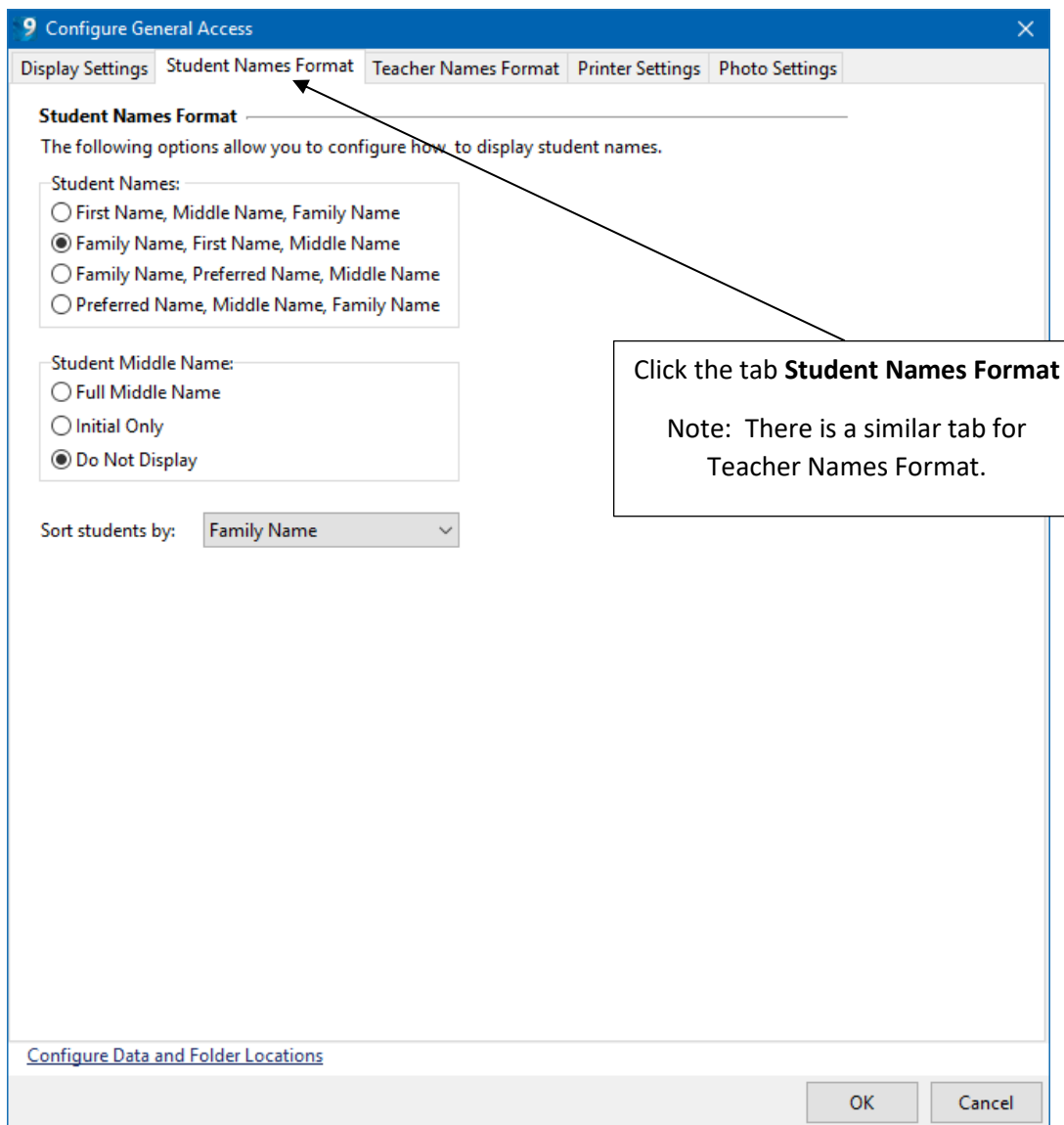




Note: Individual users can change the settings when they are in General Access but they will revert to the defaults set here each time General Access is opened.

STUDENT AND TEACHER NAME FORMATS

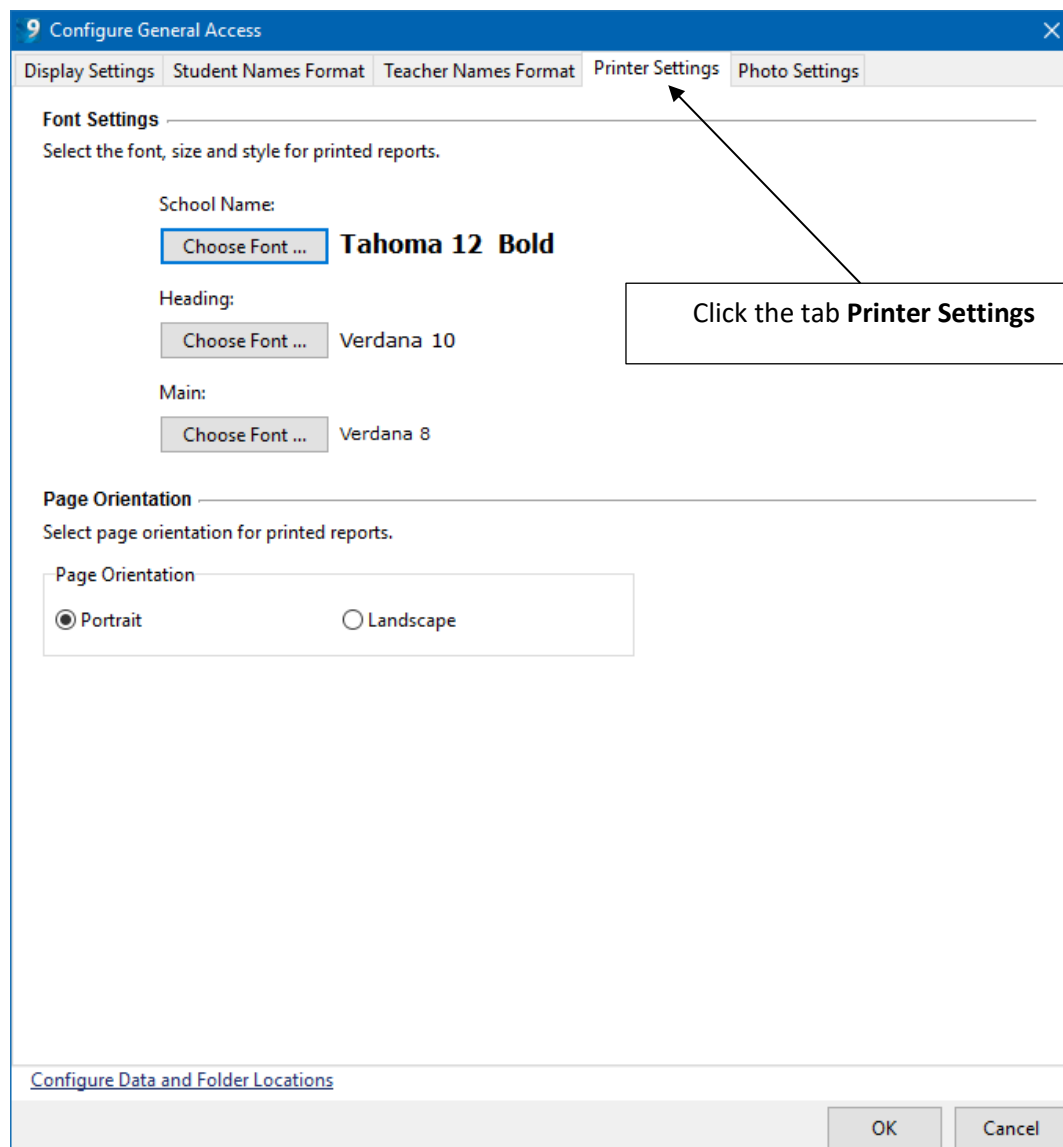
The format for student and teacher names can also be set.



Note: These settings cannot be changed by individual users when in General Access.

PRINTER SETTINGS

The settings selected here will be the default printer settings for General Access.

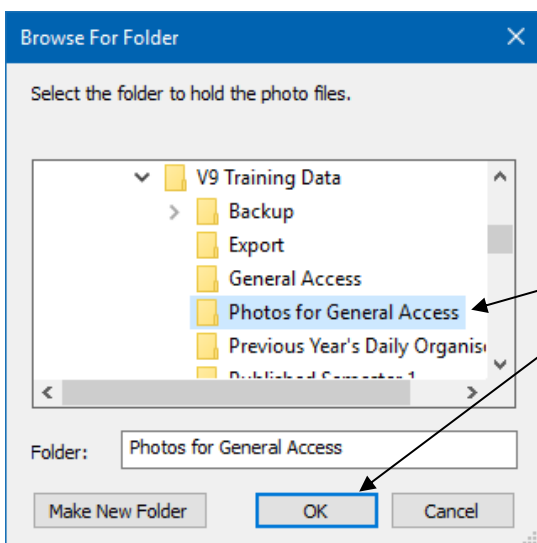
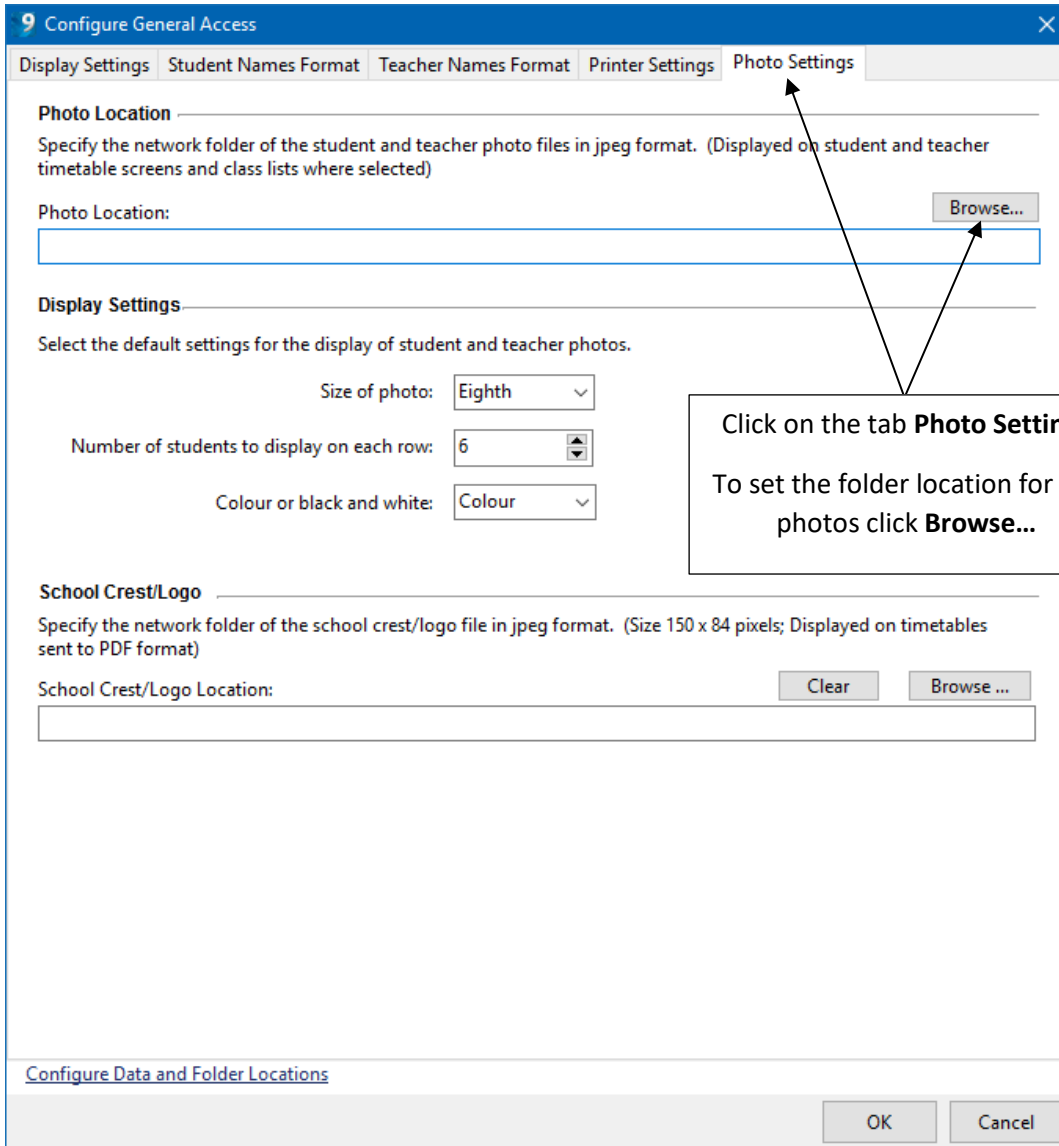


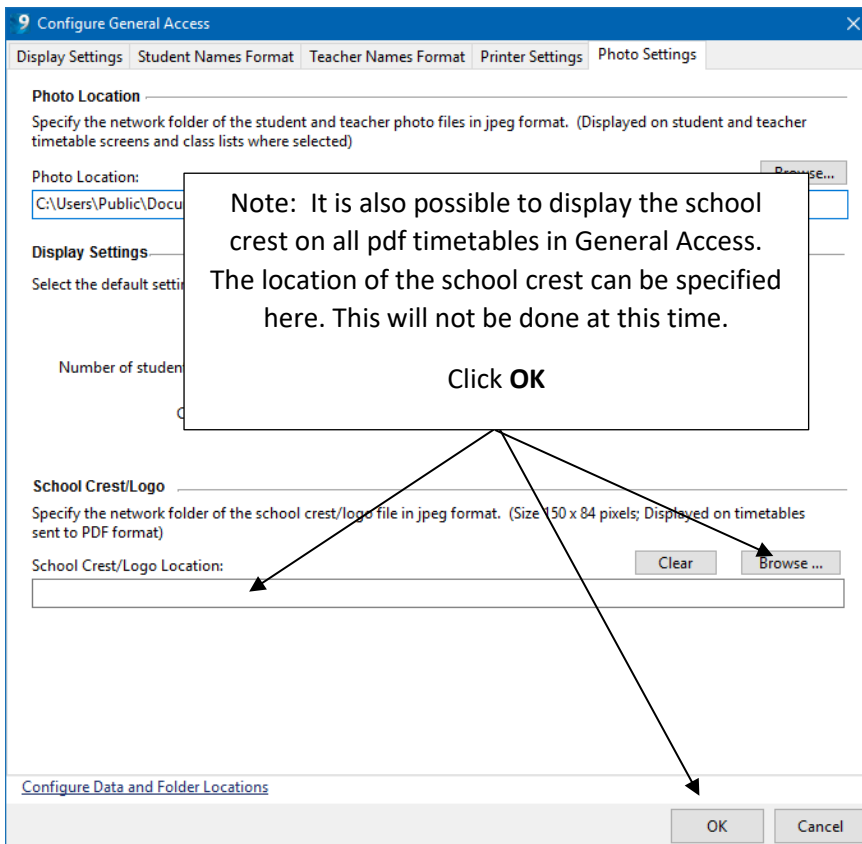
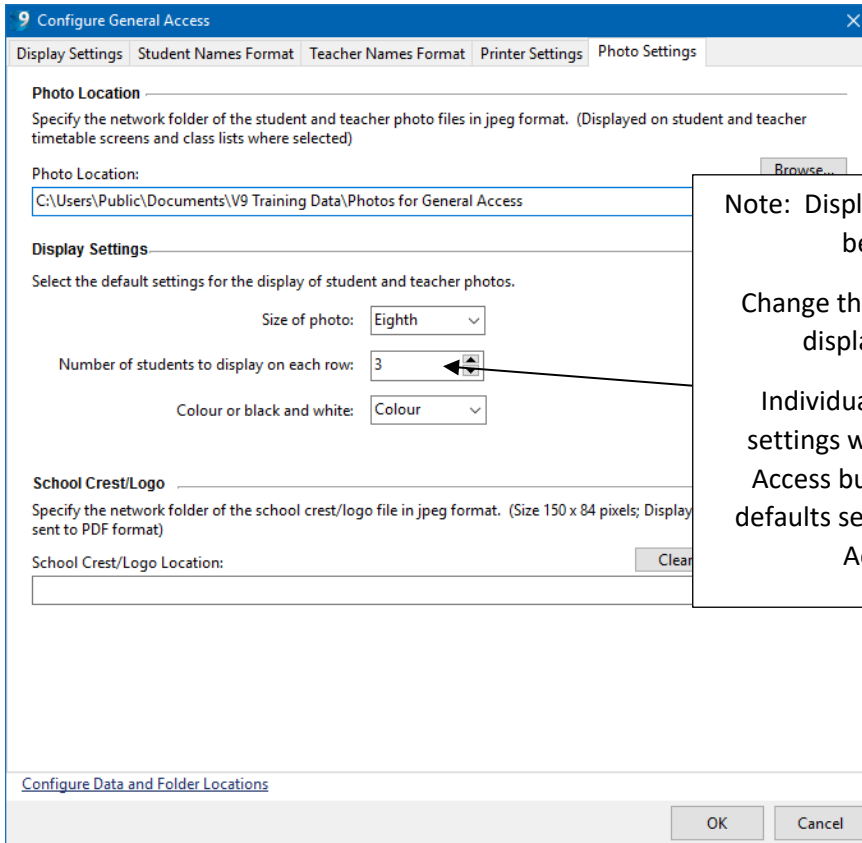
Note: Individual users can change the settings when they are in General Access but they will revert to the defaults set here each time General Access is opened.

PHOTO SETTINGS

It is possible to link teacher and student photos to the General Access Module. When an individual timetable is selected, the photo of that person will appear on the screen. There is also the facility to print class lists to Excel with student photos.

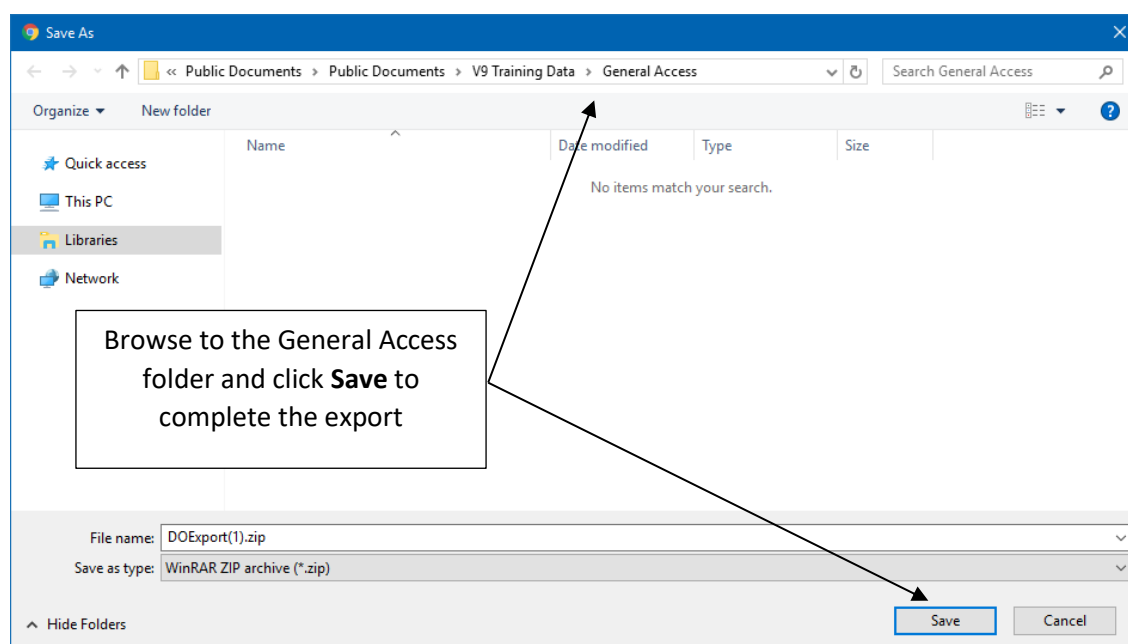
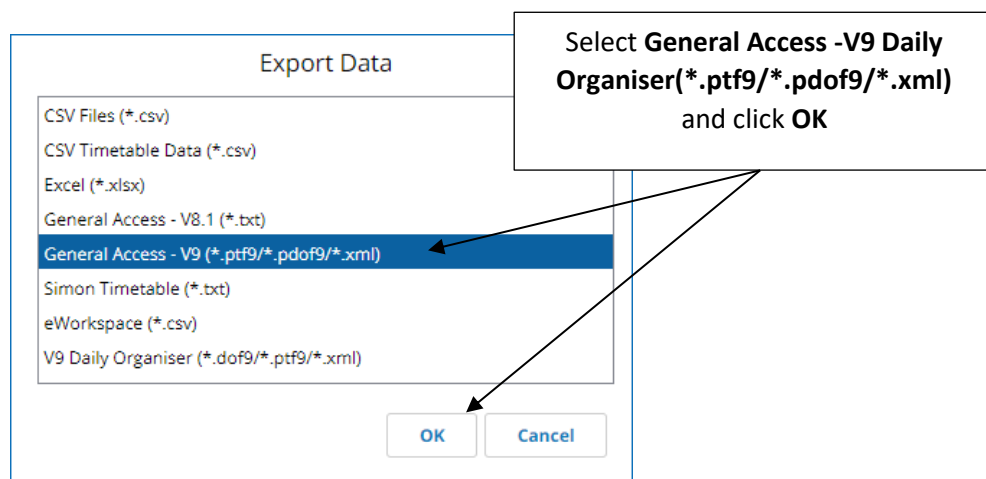
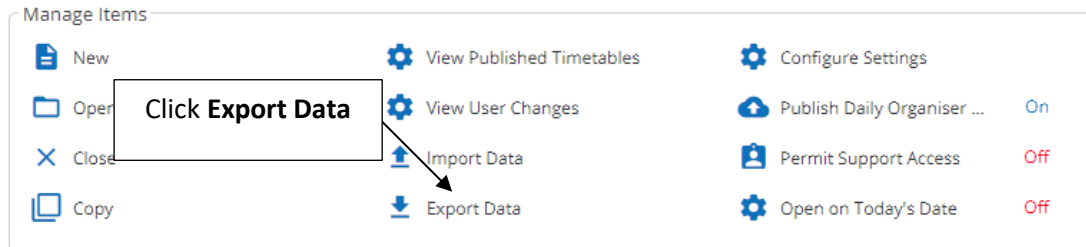
Note: The photos need to be named with the code of the teacher or student and the file type must be JPEG. For example, a student with the code WOOD01 would have a student photo, WOOD01.jpg. The photos should be stored in a shared network folder but in this example, a folder on the local computer hard drive will be selected.





EXPORT DATA TO GENERAL ACCESS FROM WEB DAILY ORGANISER

The files required for General Access Version 8.1 and General Access Version 9 can be exported from the Home Page.



Home Page Information Stage Process Stage Reports Stage Tue 04 Feb 20 D2 (Future)

Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... On
- Permit Support Access Off
- Open on Today's Date Off

Task Groups

<p>Information Stage</p> <ul style="list-style-type: none"> 1 Parameters and Calendar ... 2 Unsupervised Classes 3 Teacher Absence Reasons 4 Lesson Cancellation Reasons 5 Room Availability Reasons 6 Teachers and Students ... 7 Reminder Notes 	<p>Process Stage</p> <ul style="list-style-type: none"> 8 Teachers ... 9 Students ... 10 Rooms ... 11 Cancel Lessons and Yard Duties ... 12 Teacher Replacements ... 13 Room Replacements ... 14 Student Attendance Changes 	<p>Reports Stage</p> <ul style="list-style-type: none"> 15 Check Replacements 16 Teacher Changes 17 Bulletin ... 18 Selected Day Reports ... 19 Selected Day Activities ... 20 Timetables ... 21 Summary Reports ... 22 File Statistics ...
---	---	--

Click Show in Folder

Open

Always open files of this type

Show in folder

Cancel

DOExport(1).zip

[Privacy](#) | [License Agreement](#) | [Support](#)

Compressed Folder Tools General Access

Home Share View Extract

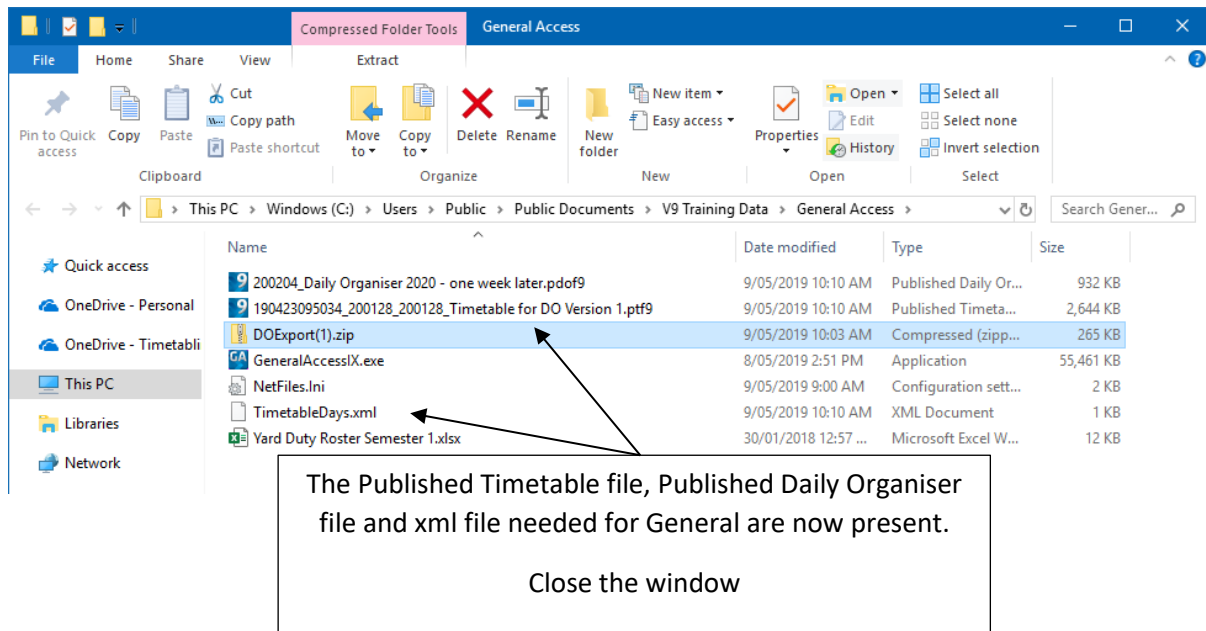
Pin to Quick access Copy Paste Cut Copy path Move to Copy to Delete Rename New folder Easy access Properties Edit History Select all Select none Invert selection

Clipboard Organize New Open Select

← → ↑ This PC > Windows (C:) > Users > Public > Public Documents > V9 Training Data > General Access Search Gener...

Name	Date modified	Type	Size
DOExport(1).zip	9/05/2019 10:03 AM	Compressed (zipp...	265 KB
GeneralAccessIX.exe	8/05/2019 2:51 PM	Application	55,461 KB
NetFiles.ini	9/05/2019 9:00 AM	Configuration sett...	2 KB
Yard Duty Roster Semester 1.xlsx	30/01/2018 12:57 ...	Microsoft Excel W...	12 KB

Right click on **DOExport (1).zip** to unzip the data and put the files into the General Access folder



SAVE THE BULLETIN TO GENERAL ACCESS

The bulletin can be exported from Web Daily Organiser to General Access so that users can view/print the bulletin in General Access.



Manage Items

- New
- Open
- Close
- Copy
- View Published Timetables
- View User Changes
- Import Data
- Export Data
- Configure Settings
- Publish Daily Organiser ... On
- Permit Support Access On
- Open on Today's Date Off

Task Groups

Information Stage

- Parameters and Calendar ...
- Unsupervised Classes
- Teacher Absence Reasons
- Lesson Cancellation Reasons
- Room Availability Reasons
- Teachers and Students ...
- Reminder Notes

Production Stage

- Teachers ...
- Students ...
- Rooms ...
- Cancel Lessons and Yard Duties ...
- Teacher Replacements ...
- Room Replacements ...
- Student Attendance Changes

Reports Stage

- Check Replacements
- Teacher Changes
- 17 Bulletin ...**
- Selected Day Reports ...
- Selected Day Activities ...
- Timetables ...
- Summary Reports ...
- File Statistics ...

Click [17] Bulletin...

Home Page Information Stage Process Stage Reports Stage Tue 04 Feb 20 D2 (Future)

Email Bulletin Display A- A+

Options

Teacher Absences Emergency Teachers Lesson Cancellations Teacher Activities Student Activities Student Attendance Changes Replacement Teachers

Room Changes Messages Show Composite classes and shared rooms

Bulletin for Day 2: Tue 04 Feb 20

Teacher Absences

No	Teacher	Period / Yard Duty
1	Danielle Atkinson	All Day
2	David Alderson	AM, HR
2	David Alderson	1

Click 

Print Options

Printer Font Settings

School Name: Verdana 14

Table Heading: Verdana 12 Bold

Table: Verdana 9

Export Only

Page Orientation

Portrait

Landscape

Extra Margins


Top: 10

Bottom: 10 Right: 10


Format Options


Add extra columns: 1 Column width: 25


Print


 Preview


Export


 Excel

 Excel All

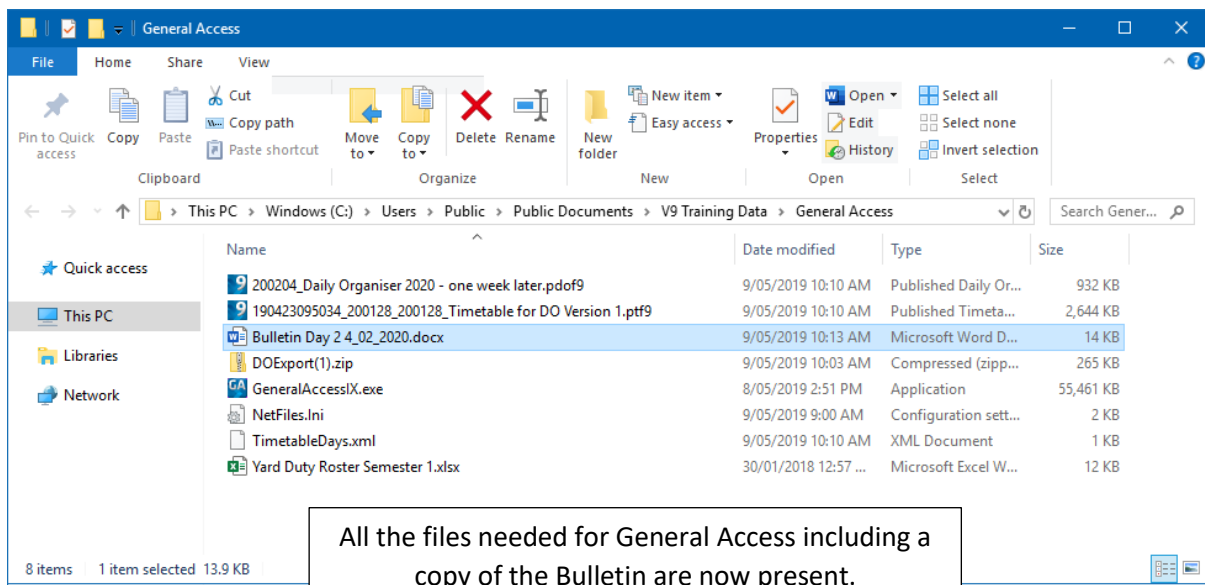
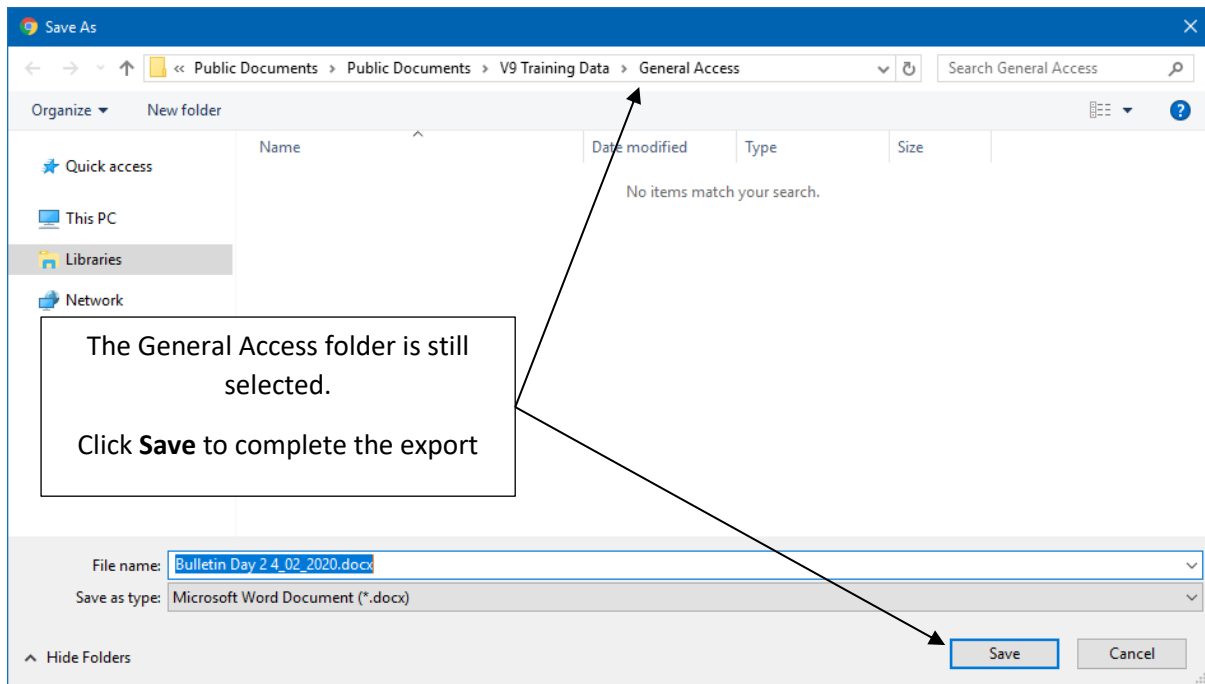
 Word

 PDF

 PDF All

Click Word 

Print Close



Timetabling Solutions



Web Daily Organiser

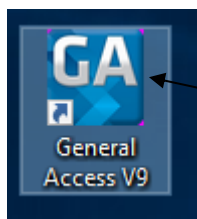
LESSON 17: HOW TO USE V9 GENERAL ACCESS

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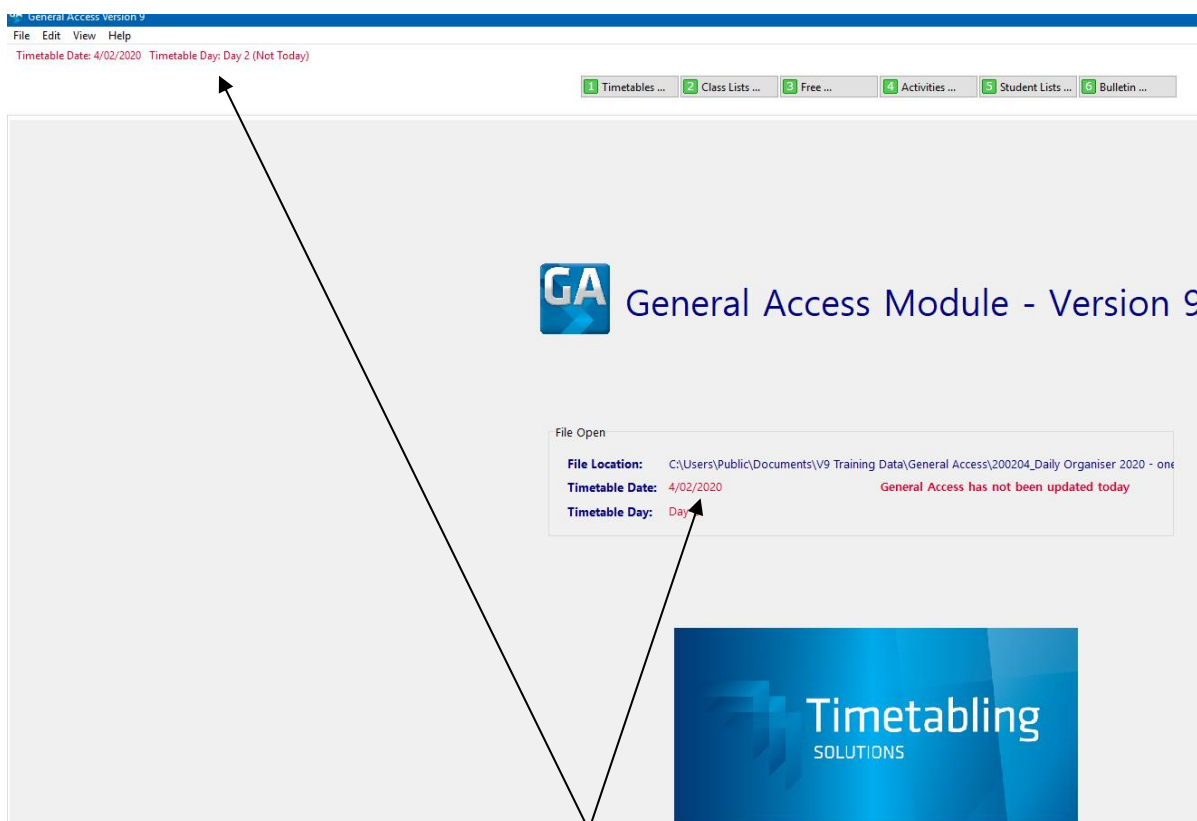
GENERAL ACCESS HOME PAGE

The General Access Module can provide read only access to timetables, class lists, activities, student lists and other information on all computers connected to the school's network. To allow access, the Information Systems Manager will need to place a shortcut to the GeneralAccessIX.exe program (located in the data folder for General Access set up previously in Configure File Locations) on all computers on the network that will use General Access. A copy of this shortcut was produced in the previous lesson.

General Access is opened by double clicking on the shortcut on the Desktop.



Double click on the Desktop shortcut for **General Access V9**



The Timetable date and day information is supplied by Web Daily Organiser.

Note: The message "General Access has not been updated today" appears as the data for the first Tuesday next year was exported to General Access. If the current day's data is correctly exported, this message does not appear.

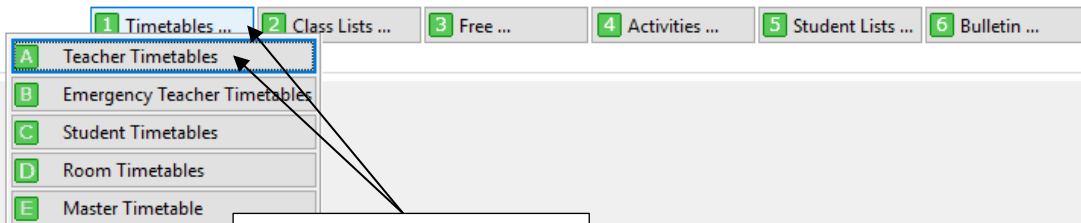


The menu bar at the top of the screen provides access to all screens. Each item in the menu bar has a drop down menu.



General Access Module - Version 9

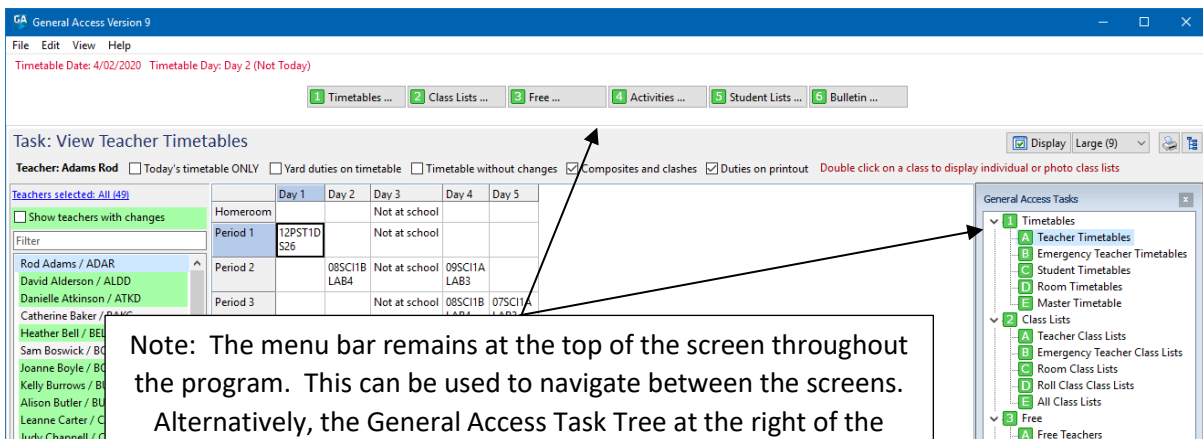
SCREEN FEATURES



Click **Timetables...** and select **Teacher Timetables**



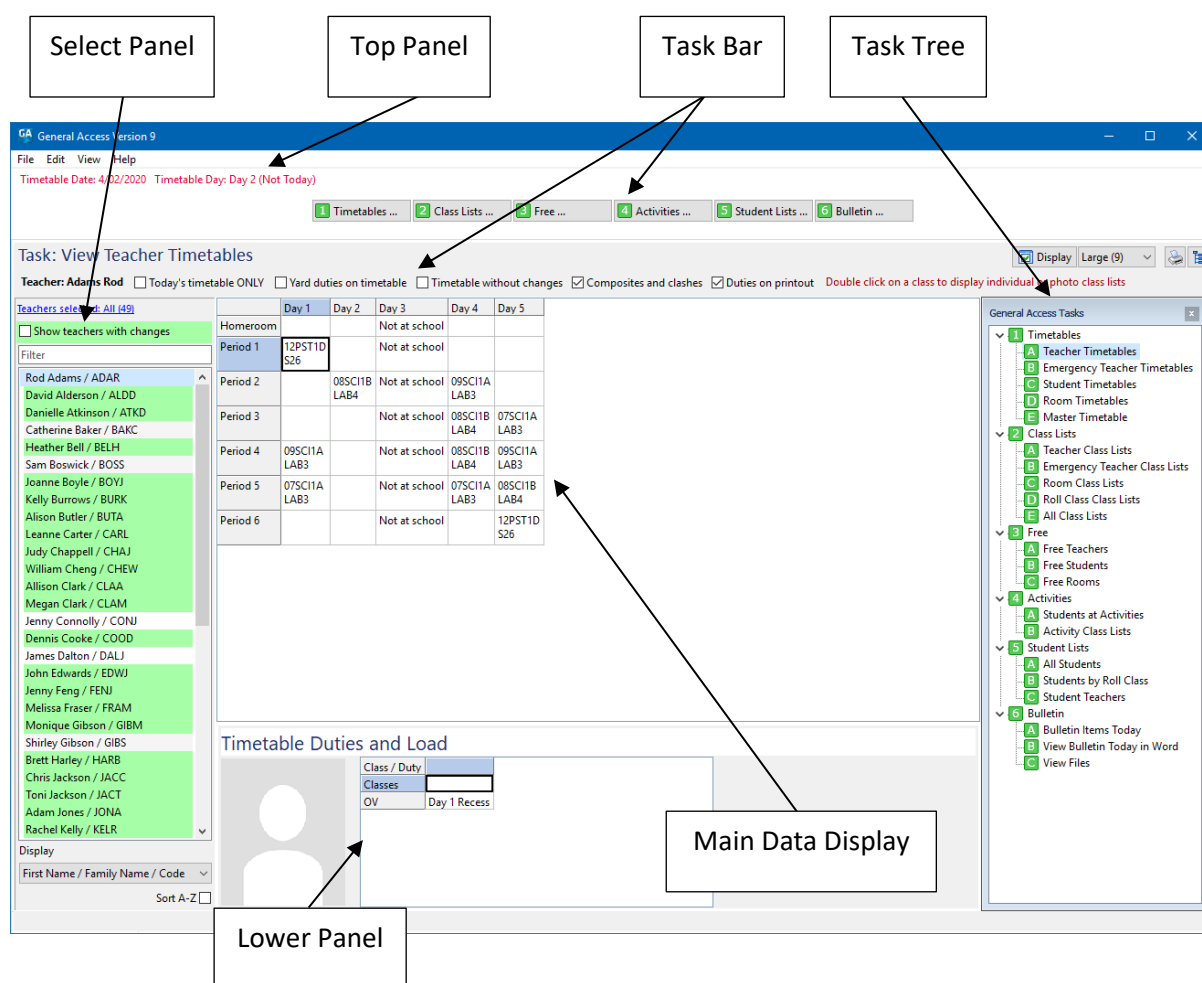
General Access Module - Version 9



Note: The menu bar remains at the top of the screen throughout the program. This can be used to navigate between the screens. Alternatively, the General Access Task Tree at the right of the screen can also be used to navigate between screens. For the remainder of this lesson, the Task Tree will be used to navigate between screens.

The Teacher Timetables screen has several main components that are common to other screens in General Access:

- **Top Panel:** The timetable date and day is always displayed in the top panel along with the menu bar which can be used to navigate to other screens.
- **Task Bar:** The task bar under the top panel has the task screen title, checkboxes and buttons to change display settings and print.
- **Task Tree:** The task tree on the right hand side of the screen can be used to navigate to other screens. As a default setting this is expanded to show all tasks. It can be collapsed by right clicking on the task tree and selecting Expand/Collapse Tree.
- **Main Data Display:** The central area of the screen where relevant data is displayed.
- **Select Panel:** The select panel on the left hand side of the screen is used to select what data is displayed in the main data display.
- **Lower Panel:** This panel at the base of the screen only appears when teacher and student timetables are displayed. Photos are displayed if the photos have been linked to General Access and are present for the teacher or student. For teacher timetables, load and duties information is also displayed.



TIMETABLES

Timetables can be displayed for teachers, emergency teachers, students, rooms and the master timetable.

TEACHER TIMETABLES

Teacher timetables can be displayed for the selected day or for the cycle. They can include:

- Changes for the selected day
- Yard duties
- Composite classes and clashes

Task: View Teacher Timetables

Teacher: **Adams Rod** Today's timetable ONLY Yard duties on timetable Timetable without changes

Teachers selected: All (49)

Show teachers with changes

Filter

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom			Not at school		
Period 1	12PST1D S26		Not at school		
Period 2		08SCI1B LAB4	Not at school	09SCI1A LAB3	
Period 3			Not at school	08SCI1B LAB4	07SCI1A LAB3
Period 4	09 LA				
Period 5	07 LA				
Period 6					

Rod Adams / ADAR
 David Alderson / ALDD
 Danielle Atkinson / ATKD
 Catherine Baker / BAKC
Heather Bell / BELH
 Sam Boswick / BOSS
 Joanne Boyle / BOYJ
 Kelly Burrows / BURK
 Alison Butler / BUTA
 Leanne Carter / CARL
 Judy Chappell / CHAJ

Rod Adams' timetable for the cycle is displayed.

Note: Teachers shaded green in the Select Panel have changes to their timetable.

Select **Heather Bell /BELH**

Task: View Teacher Timetables

Teacher: **Bell Heather** Today's timetable ONLY Yard duties on timetable Timetable without changes

Teachers selected: All (49)

Show teachers with changes

Filter


- Rod Adams / ADAR
- David Alderson / ALDD
- Danielle Atkinson / ATKD
- Catherine Baker / BAKC
- Heather Bell / BELH**
- Sam Boswick / BOSS
- Joanne Boyle / BOYJ
- Kelly Burrows / BURK
- Alison Butler / BUTA
- Leanne Carter / CARL
- Judy Chappell / CHAJ
- William Cheng / CHEW
- Allison Clark / CLAA
- Megan Clark / CLAM
- Jenny Connolly / CONJ
- Dennis Cooke / COOD
- James Dalton / DALJ
- John Edwards / EDWJ
- Jenny Feng / FENJ
- Melissa Fraser / FRAM
- Monique Gibson / GIBM
- Shirley Gibson / GIBS
- Brett Harley / HARB
- Chris Jackson / JACC
- Toni Jackson / JACT
- Adam Jones / JONA
- Rachel Kelly / KELR

Display: First Name / Family Name / Code

Sort A-Z

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom	09HRM1A M11	09HRM1A M11	09HRM1A M11	09HRM1A M11	09HRM1A M11
Period 1			09MAT1A M11	12MAA1A S11	11MAA1A S11
Period 2			12PST1F S26		11MAA1A S11
Period 3	09MAT1A M11	10MAT1A M11	12MAA1A S11	10MAT1A M11	10MAT1A M11
Period 4	12MAA1A S11	12MAA1A S11	12MAA1A S11		09MAT1A M11
Period 5		11MAA1A S11			
Period 6	11MAA1A S11	08SPT1F OV1	10MAT1A M11	09MAT1A M11	

Timetable Duties and Load



Class / Duty	
Classes	
JY	Day 1 Recess
SY	Day 5 Lunch 1
HOD Maths	

Note: Changes to Heather Bell's timetable for Day 2 are highlighted green. Her picture and load details are displayed in the lower pane.

Tick **Today's timetable ONLY**

Task: View Teacher Timetables

Teacher: **Bell Heather** Today's timetable ONLY Yard duties on timetable Timetable without changes

Teachers selected: All (49)

Show teachers with changes

Filter


- Rod Adams / ADAR
- David Alderson / ALDD
- Danielle Atkinson / ATKD
- Catherine Baker / BAKC
- Heather Bell / BELH**
- Sam Boswick / BOSS
- Joanne Boyle / BOYJ
- Kelly Burrows / BURK
- Alison Butler / BUTA
- Leanne Carter / CARL
- Judy Chappell / CHAJ
- William Cheng / CHEW
- Allison Clark / CLAA
- Megan Clark / CLAM

Display: First Name / Family Name / Code

Sort A-Z

Period	Class / Activity	Room	Details / Changes
Homeroom	09HRM1A	M11	
Period 1			
Period 2			
Period 3	10MAT1A	M11	
Period 4	12MAA1A	S11	
Period 5	11MAA1A	S11	
Period 6	08SPT1F	OV1	Replaces teacher Carter Leanne

Timetable Duties and Load



Class / Duty	
Classes	
JY	Day 1 Recess
SY	Day 5 Lunch 1
HOD Maths	

Note: Today's timetable shows all changes in blue font.

Task: View Teacher Timetables

Teacher: **Harley Brett** Today's timetable ONLY Yard duties on timetable: Timetable without changes Composites

Teachers selected: All (49)

Show teachers with changes

ha

- Judy Chappell / CHAJ
- Brett Harley / HARB
- Sharon Mullins / MULS

Period	Class / Activity	Room	Details / Changes
Homeroom			
Period 1	11 ENG EXAM		Student Activity Lesson cancelled for student activity: 11ECO1A
Period 2	08SCI1D	LAB2	Lesson cancelled for student activity: 11ECO1A Replaces teacher Cooke Dennis Lesson cancelled: 11ECO1A
Period 3			
Period 4	11LST1A	S23	
Period 5	11ACC1A	S22	

Type "ha" in the filter box and select **Brett Harley / HARB**

Note: His timetable has details of cancelled classes, replacement classes and activities

Task: View Teacher Timetables

Teacher: **Harley Brett** Today's timetable ONLY Yard duties on timetable: Timetable without changes Composites

Teachers selected: All (49)

Show teachers with changes

ha

- Judy Chappell / CHAJ
- Brett Harley / HARB
- Sharon Mullins / MULS

	Day 1	Day 2	Day 3	Day 4	Day 5
AM					
Homeroom					
Period 1		Activity 11 ENG EXAM	12ACC1A S16C		11ACC1A S22
Period 2		08SCI1D LAB2	12ACC1A S16C	11ECO1A S23	11ACC1A S22
Recess				Junior Yard	
Period 3	12ACC1A S13		11LST1A S23		
Period 4	11LST1A S23	11LST1A S23	11LST1A S23		11ECO1A S23
Lunch 1					
Lunch 2			Senior Yard		
Period 5		11ACC1A S22			12ACC1A S13

Untick **Today's timetable ONLY** and tick **Yard Duties on timetable**

Note: Yard duties are displayed on the timetable.

EMERGENCY TEACHER TIMETABLES

Today's timetable is displayed for all emergency teachers used on the selected day.



On the Task Tree select:
[1B] Emergency Teacher Timetables

Task: View Emergency Teacher Timetables

Emergency Teacher: **Crowe Peter** Yard duties on timetable Composites and clashes *Double click on a class to display individual or photo class lists*

Filter	Period	Class	Room	Details / Changes
Curie Marie / CURM	Homeroom			Not Available
Einstein Bert / EINB	Period 1			Not Available
Crowe Peter / CROP	Period 2			Not Available
	Period 3	10MAT1C 10MAT1V	M18	Replaces teacher Wallen Peta
	Period 4	11PHY1A	LAB2	Replaces teacher Cooke Dennis
	Period 5	11MAG1A	S12	Replaces teacher Wallen Peta
	Period 6	08SPT1A	OV1	Replaces teacher Chappell Judy

Select **Peter Crowe / CROP**

Note: As Composites and clashes is ticked both composite classes in Period 3 are displayed.

STUDENT TIMETABLES

Student timetables are displayed in the same way as teacher timetables.



On the Task Tree select:
[1C] Student Timetables

Task: View Student Timetables

Student: **Adamo Michelle / ADAMM01 / 11** Today's timetable ONLY Yard duties on timetable Timetable without changes Clashes Changed today

Students selected: All (619)

Show students with changes

Search:

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22
Period 1	11SYS1A Thomson Wayne S16C	Activity: 11 ENG EXAM Manning Kathy S23	11ENG1E Simpson Kevin S22	11REL1B Marks Daniel S23	11MAG1A Wallen Peta S12
Period 2	11SYS1A Thomson Wayne S16C	Activity: 11 ENG EXAM Thomson Wayne S23	11ENG1E Simpson Kevin S22	11ECO1A Harley Brett S23	11MAG1A Wallen Peta S12
Period 3	11ENG1E Simpson Kevin S22	11ITA1A Nancarrow Trish S24	11GRA1B Young Bernard AT3	11ITA1A Nancarrow Trish S24	11ITA1A Nancarrow Trish S24
Period 4	11GRA1B Young Bernard AT3	11GRA1B Young Bernard AT3	11GRA1B Young Bernard AT3	11ITA1A Nancarrow Trish S24	11ECO1A Harley Brett S23
Period 5	11REL1B Marks Daniel S23	11MAG1A Crowe Peter S12	11SPT1B Fraser Melissa GYM1	11SYS1A Thomson Wayne S16C	11REL1B Marks Daniel S23
Period 6	11MAG1A Wallen Peta S12	11REL1B Marks Daniel S23	11SPT1B Fraser Melissa GYM1	11ENG1E Simpson Kevin S22	11SYS1A Thomson Wayne S16C

Type "mich" and select **Michelle Adamo /ADAMM01**

Note: Changes are highlighted in green.

Task: View Student Timetables

Student: **Adamo Michelle / ADAMM01 / 11** Today's timetable ONLY Yard duties on timetable Timetable without changes Clashes

Students selected: All (619)

Show students with changes

Search: mich

- Michelle Adamo / ADAMM01
- Michael Bachelard / BACHM01
- Michelle Bachelet / BACHM02
- Michelle Bosse / BOSSM01
- Michael Carlon / CARLM01
- Michelle Corlett / CORLM01
- Michael Ealy / EALYM01
- Michael Hooke / HOOKM01
- Michael Judd / JUDDM01
- Michael Kennedy / KENNM01
- Frederic Michalak / MICHF01
- Sarah Michelle / MICHS01
- Michael Picker / PICKM01
- Michelle Wilson / WILSM01
- Michael Wood / WOODM01

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22	11HRM1B Chappell Judy S22
Period 1	11SYS1A Thomson Wayne S16C	11ECO1A Harley Brett S23	11ENG1E Simpson Kevin S22	11REL1B Marks Daniel S23	11MAG1A Wallen Peta S12
Period 2	11SYS1A Thomson Wayne S16C	11ECO1A Harley Brett S23	11ENG1E Simpson Kevin S22	11ECO1A Harley Brett S23	11MAG1A Wallen Peta S12
Period 3	11ENG1E Simpson Kevin S22	11ITA1A Nancarrow Trish S24	11GRA1B Young Bernard AT3	11ITA1A Nancarrow Trish S24	11ITA1A Nancarrow Trish S24
Period 4	11GRA1B Young Bernard AT3	11GRA1B Young Bernard AT3			
Period 5	11REL1B Marks Daniel S23	11MAG1A Wallen Peta S12			
Period 6	11MAG1A Wallen Peta S12	11REL1B Marks Daniel S23	11SPT1B Fraser Melissa GYM1	11ENG1E Simpson Kevin S22	11SYS1A Thomson Wayne S16C

Tick Timetable without changes

Note: The complete student timetable for the selected student is displayed.

ROOM TIMETABLES

Individual room timetables can be displayed for the selected day or for the cycle. Room changes can also be shown.



On the Task Tree select:
[1D] Room Timetables

Task: View Room Timetables

Room: **AT1** Today's timetable ONLY Yard duties on timetable Timetable without changes Shared rooms and clashes [Double click](#)

Rooms selected: All (52)

Show rooms with changes

Filter

- AT1 Art / AT1
- AT2 Photo / AT2
- AT3 Graphics / AT3
- AT4 Textiles / AT4
- AT5 Kitchen / AT5
- AT6 Tech / AT6
- AT7 Wood / AT7
- AT8 Metal / AT8
- Gymnasium 1 / GYM1
- Gymnasium 2 / GYM2
- Oval 1 / OV1

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom					
Period 1	09ART1B Rennie Matthew	Lesson Cancelled	11ART1B Rennie Matthew		08ART1A Rennie Matthew
Period 2	09ART1B Rennie Matthew	08RED1A Kelly Rachel	11ART1B Rennie Matthew	11ART1A Rennie Matthew	08ART1A Rennie Matthew
Period 3	11ART1B Rennie Matthew		09ART1A Rennie Matthew		
Period 4		09ART1A Rennie Matthew	09ART1A Rennie Matthew		11ART1A Rennie Matthew
Period 5			08ART1B Rennie Matthew	09ART1B Rennie Matthew	
Period 6			08ART1B Rennie Matthew	11ART1B Rennie Matthew	

Note: The timetable for room AT1 is displayed for the cycle. Changes for today (Day 2) are shaded.

MASTER TIMETABLE

A master timetable for each day of the cycle can be displayed.



On the Task Tree select:
[1E] Master Timetable

Task: View Master Timetable for Selected Day

Day: Day 1 | Display without today's changes: Roll Classes selected: All (18)

Filter	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Day 1 / D1	12HRM1A S11 Dalton James	12REL1D S24 Jones Adam	12REL1D S24 Jones Adam	12REL1F S24 Jones Adam	12REL1A S24 Jones Adam	12REL1C S11 Dalton James	12REL1E S13 Kelly Rachel
Day 2 / D2 (Today)	12HRM1B S12 Butler Alison	12ENG1C S21 Burrows Kelly	12ENG1C S21 Burrows Kelly	12ENG1E S21 Manning Kathy	12ENG1A S21 Pearson Sean	12ENG1B S21 Boyle Joanne	12ENG1D S21 Marks Daniel
Day 3 / D3	12HRM1C S13 Gibson Monique	12ENG1B LAB1 Jackson Chris	12ENG1B LAB1 Jackson Chris	12ACC1A S13 Harley Brett	12MTE1A AT8 Thomson Wayne	12CHE1A LAB1 Walker Sam	12BIO1A LAB1 Butler Alison
Day 4 / D4	12HRM1D S14 White Eva	12MAAT1A S11 Walken Peta	12MAAT1A S11 Walken Peta	12GRA1A AT3 Young Bernard	12NSA1A S11 Bell Heather	12LST1A S14 Mullins Sharon	12ECO1A S14 White Eva
Day 5 / D5		12PHY1A LAB2 Cooke Dennis	12PHY1A LAB2 Cooke Dennis	12PST1F S26 Murphy John	12MAG1A S13 Butler Alison	12PST1A S16 Feng Jenny	12PHY1B LAB2 Cooke Dennis
		12PST1D S26 Adams Rod	12PST1D S26 Nancarrow Trish	12PST1F S26 Murphy John	12OED1A S14 Carter Leanne	12PST1C S26 Wood Paul	12PST1E S26 Nancarrow Trish
		11HRM1A S21 Rennie Matthew	11ENG1A S22 Simpson Kevin	11ENG1E S22 Simpson Kevin	11ENG1D S22 Simpson Kevin	11REL1A S22 Knight Natalie	11ACC1A S22 Harley Brett
		11HRM1B S22 Chappell Judy	11MAG1A S11				11LAB3 Jackson Chris
		11HRM1C S23 Edwards John	11MAA1A S11				11A S15C Mullins Sharon
		11HRM1D S24 Cooke Dennis	11PED1A S11				11A S11 Bell Heather
			11SPS1A S11				11A S12 Walken Peta

Note: The timetable is spread across the screen because full names are used for teachers.

CHANGE DISPLAY

The display settings can be changed from any screen by clicking on the Display button. These display settings will hold for this session in General Access. When General Access is closed and opened again the default settings will apply

Task: View Master Timetable for Selected Day

Day: Day 1 | Display without today's changes: Roll Classes selected: All (18)

Filter	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Day 1 / D1	12HRM1A S11 Dalton James	12REL1D S24 Jones Adam	12REL1D S24 Jones Adam	12REL1F S24 Jones Adam	12REL1A S24 Jones Adam	12REL1C S11 Dalton James	12REL1E S13 Kelly Rachel
Day 2 / D2 (Today)	12HRM1B S12 Butler Alison	12ENG1C S21 Burrows Kelly	12ENG1C S21 Burrows Kelly	12ENG1E S21 Manning Kathy	12ENG1A S21 Pearson Sean	12ENG1B S21 Boyle Joanne	12ENG1D S21 Marks Daniel
Day 3 / D3	12HRM1C S13 Gibson Monique	12ENG1B LAB1 Jackson Chris	12ENG1B LAB1 Jackson Chris	12ACC1A S13 Harley Brett	12MTE1A AT8 Thomson Wayne	12CHE1A LAB1 Walker Sam	12BIO1A LAB1 Butler Alison
Day 4 / D4	12HRM1D S14 White Eva	12MAAT1A S11 Walken Peta	12MAAT1A S11 Walken Peta	12GRA1A AT3 Young Bernard	12NSA1A S11 Bell Heather	12LST1A S14 Mullins Sharon	12ECO1A S14 White Eva
Day 5 / D5		12PHY1A LAB2 Cooke Dennis	12PHY1A LAB2 Cooke Dennis	12PST1F S26 Murphy John	12MAG1A S13 Butler Alison	12PST1A S16 Feng Jenny	12PHY1B LAB2 Cooke Dennis
		12PST1D S26 Adams Rod	12PST1D S26 Nancarrow Trish	12PST1F S26 Murphy John	12OED1A S14 Carter Leanne	12PST1C S26 Wood Paul	12PST1E S26 Nancarrow Trish
		11HRM1A S21 Rennie Matthew	11ENG1A S22 Simpson Kevin	11ENG1E S22 Simpson Kevin	11ENG1D S22 Simpson Kevin	11REL1A S22 Knight Natalie	11ACC1A S22 Harley Brett
		11HRM1B S22 Chappell Judy	11MAG1A S11				11LAB3 Jackson Chris
		11HRM1C S23 Edwards John	11MAA1A S11				11A S15C Mullins Sharon
		11HRM1D S24 Cooke Dennis	11PED1A S11				11A S11 Bell Heather
			11SPS1A S11				11A S12 Walken Peta

Click Display

Display Settings - General Access

Name Format - Current Task

Code Name Both

Absence Reasons

Activities

Cancellation Reasons

Classes

Days

Meetings

Periods

Room Availability Reasons

Rooms

Teachers

Unscheduled Duties

Yard Duty Areas

Yard Duty Sessions

Reset ALL - Current Task

Apply above settings to ALL Tasks

Student Information

Students - Append to Name

Code Home Group

BOS Code Web Choices

Gender Boarder

Roll Class

Year Level

House

Student Lists

Student name details in separate columns

Show email addresses

General

Show Roll Class Code in Individual Timetables

Transpose (Days in Columns) Cycle Timetables

Timetable items on one row (Cycle Timetables)

Bulletin Items

Show replacement teachers in first column

List replacement teachers alphabetically

OK Cancel

To display teacher codes only, select **Code** for Teachers

Note: Changes made to the radio buttons can be applied throughout the program or just for this screen.

To make the change to this screen only, make sure the checkbox

Apply above settings to ALL Tasks is not ticked

Click **OK**

Task: View Master Timetable for Selected Day

Day: Day 1 Display without today's changes Roll Classes selected: All (18)

Filter	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Day 1 / D1	12HRM1A S11 DALJ	12REL1D S24 JONA	12REL1D S24 JONA	12REL1F S24 JONA	12REL1A S24 JONA	12REL1C S21 DALJ	12REL1E S13 KELR
Day 2 / D2 (Today)	12HRM1B S12 BUTA	12ENG1C S21 BURK	12ENG1C S21 BURK	12ENG1E S21 MANK	12ENG1A S21 PEAS	12ENG1B S21 BOVJ	12ENG1D S21 MARD
Day 3 / D3	12HRM1C S13 GIBM	12ENS1B	12ENS1B	12ACC1A S13 HARB	12MTE1A AT8 THOW	12CHE1A LAB1	12BIO1A LAB1 BUTA
Day 4 / D4	12HRM1D S14 WHIE	12MAX1A	12PED1A			MULS	12ECO1A S14 WHIE
Day 5 / D5		12PHY1A	12PST1D			FENU	12PHY1B LAB2 COOD
						WOOP	12PST1E S26 NANT

Note: The timetable is now more compact.

Select Day 2 / D2 (Today) and untick Display without today's changes

Task: View Master Timetable for Selected Day

Day: Day 2 Display without today's changes Roll Classes selected: All (18) Change today No room or teacher assigned Cancelled today

Filter	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
Day 1 / D1	12HRM1A S11 DALJ	12REL1C S21 DALJ	12REL1C S21 DALJ	12REL1B S13 DALJ	12REL1A S24 JONA	12REL1E S23 KELR	12REL1D S24 JONA
Day 2 / D2 (Today)	12HRM1B S12 BUTA	12ENG1B S21 MARD	12ENG1B S21 EINB	12ENS1A S15C BUTA	12ENG1A S21 PEAS	12ENG1D S21 MARD	12ENG1C S21 BURK
Day 3 / D3	12HRM1C S13 GIBM	12CHE1A S15C WALS	12CHE1A S15C WALS	12INF1A S16C MULS	12MTE1A AT8 THOW	12BIO1A S25 BUTA	12ENS1B S13 JACC
Day 4 / D4	12HRM1D S14 WHIE	12LST1A S14 MULS	12LST1A S14 MULS	12MAA1B S11 ROGP	12MAA1A S11 BELH	12ECO1A S14 WHIE	12MAX1A S11
Day 5 / D5		12SY51A S16C FENU	12SY51A S16C FENU	12MAG1B S12 GIBM	12MAG1A S13 BUTA	12PHY1B LAB2 CURM	12PED1A S14 ALDD
		12PST1C S12 CURM	12PST1C S12 CURM	12PST1B S26 THOW	12OED1A S14 CARL	12PST1E S26 RENM	12PHY1A LAB2
					12PST1A S26 FENU		12PST1D S26 WHIE
11	11HRM1A S21 RENM	11ENG1B S22 MARD	11ENG1B S22 MARD	11ENG1C S22 MANK	11ENG1D S22 CURM	11ACC1A S22 HARB	11REL1A S22 KNIN
	11HRM1B S22 CHAJ	11ART1A AT RENM	11ART1A RENM	11CHE1A S21 WALS	11GRA1B AT3 YOUB	11ENS1A LAB3 JACC	11REL1B S23 MARD
	11HRM1C S23 EDWJ	11ECO1A HARB	11ECO1A HARB	11DRA1A PAC1 MILD	11LST1A S23 HARB	11INF1A S15C MULS	11REL1C S12 GIBS
	11HRM1D S24 EDWJ	11GRA1A AT3 SMYM	11GRA1A AT3 SMYM	11GEO1A S23 CHAJ	11MAG1C S12 EINB	11MAA1A S11 BELH	11REL1D S25 SIMK
		11MTE1A AT8 THOW	11MTE1A AT8 THOW	11TA1A S24 NANT	11PHY1A LAB2 CROP	11MAG1A S12 CROP	
				11OED1A OV1 EDWJ	11TEX1A AT4 CLAA		
10A	10HRM1A M15 KNIN	10ACC1A M10 WHIE	10ACC1A M10 WHIE	10MAA1A M14 MVEJ	10RED1A M15 KNIN	10SOS1A M11 MANK	10ENG1A M10 DALJ
10B	10HRM1B M16 SMYM	10FRE1A M11 GIBS	10FRE1A M11 GIBS	10MAA1B M15 NEWP	10SOS1B M16 SMYM	10RED1B M15 KNIN	10ENG1B M11 MANK
10C	10HRM1C M17 JACT	10MED1A M19C MILD	10MED1A M19C MILD	10MAT1A M11 BELH	10RED1C M10 TALP	10SCI1C LAB4 CHEW	10ENG1C M15 KELR
10D	10HRM1D M18 CONJ	10MUS1A PAC3 CONJ	10MUS1A PAC3 CONJ	10MAT1B M17 CURM	10SOS1D M17 JACT	10RED1D M16 SMYM	10ENG1D M13 PEAS
		10OED1A OV1 CARL	10OED1A OV1 CARL	10MAT1C M18 CROP			10ENG1E M12 CURM
		10TEX1A AT4 CLAA	10TEX1A AT4 CLAA	10MAT1D M18 CROP			
				11MA1X M14 MVEJ			
9A	09HRM1A M11 BELH	09PEB1A GYM2 JONA	09PEB1A GYM2 ALDD	09ENG1A M10 TALP	09ART1A AT1 RENM	09FRE1A M12 MURJ	09RED1A M14 MVEJ
9B	09HRM1B M12 PEAS	09PEG1A GYM1 EDWJ	09PEG1A GYM1 EDWJ	09ENG1B M16 PEAS	09DRA1A PAC2 MILD	09FRE1B M13 GIBS	09SCI1B LAB3 ROGP
9C	09HRM1C M13 SIMK	09RED1C M13 KNIN	09GEO1C M17 JACT	09NG1C M13 MARD	09MUS1A PAC3 CONJ	09ITAT1A M14 CLAM	09SCI1C LAB4 CHEW
9D	09HRM1D M14 BOVJ	09RED1D M18	09SCI1D LAB3	09ENG1D M12 BOVJ	09TEX1A AT4 CLAA	09ITAT1B M18 NANT	09HIS1D M16 SMYM
				09ENG1E M19C SIMK	09WOO1A AT7 EDWJ	09LSP1A M19C PATM	
8A	08HRM1A J11 CARL	08ENG1A J11 JACT	08RED1A AT1 KELR	08SCI1A LAB4 JACC	08SCI1A LAB4 MURJ	08SPT1A OV1 GIBM	08SPT1A OV1 CROP
8B	08HRM1B J12 YOUB	08MAT1B J12 GIBM	08SCI1B LAB4 ADAR	08RED1B J13 GIBS	08ENG1B J12 MANK	08SPT1B GYM2 TALP	08SPT1B GYM2 SMYM
8C	08HRM1C J13 MURJ	08ENG1C J13 KELR	08RED1C J13 KNIN	08GEO1D J13 SMYM	08MAT1C J13 NEWP	08SPT1C GYM1 THOW	08SPT1C GYM1 THOW
8D	08HRM1D J14 PATM	08SCI1D LAB2 SMYM	08SCI1D LAB2 SMYM	08GEO1D J14 WHIE	08MAT1D J14 MVEJ	08SPT1D OV1 JACT	08SPT1D OV1 CLAM
						08SPT1E OV1 EDWJ	08SPT1E OV1 EDWJ
						08SPT1F OV1 ALDD	08SPT1F OV1 BELH
7A	07HRM1A J21 M					07SPT1A OV1 FENU	07SPT1A OV1 FENU
7B	07HRM1B J22 C					07SPT1B OV1 WALS	07SPT1B OV1 WALS
7C	07HRM1C J23 F					07SPT1C OV1 YOUB	07SPT1C OV1 YOUB
7D	07HRM1D J24 B					07SPT1D OV1 EINB	07SPT1D OV1 EINB
						07SPT1E OV1 CONJ	07SPT1E OV1 CONJ
						07SPT1F OV1 CLAA	07SPT1F OV1 CLAA

Note: The master timetable for Day 2 is displayed with all changes highlighted.

CLASS LISTS

There are a number of ways to view and print class lists. They can be viewed by teacher, emergency teacher, room, Roll Class or all class lists.

Teachers can view their class list for the selected day or for the cycle. The class lists can be printed in a number of ways:

- All class lists for a teacher on one page
- Individual class lists
- Individual class lists with extra columns
- Individual class lists with photos

Note: Class lists can also be exported to Excel.



On the Task Tree select:
[2A] Teacher Class Lists

ALL CLASS LISTS FOR A TEACHER

All the class lists for a teacher can be printed on one page.

Task: View Teacher Class Lists

Teacher: **Bell Heather** Display today's class lists Double click on a class to display individual or photo class lists Not attending today Change today

Teachers selected: All (49)

Show teachers with changes

Filter

Period	Day 2 Homeroom	Day 2 Period 3	Day 2 Period 4	Day 2 Period 5	Day 2 Period 6
Roll Class	9A	10C	12	11	8D
Class	09HRM1A	10MAT1A	12MAA1A	11MAA1A	08SPT1F
Teacher	Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather
Room	M11	M11	S11	S11	OV1
No	Students	Students	Students	Students	Students
1	Alderson Roger / ALDER01 / 9A	Barnes John / BARNJ01 / 10B	Bamford Renee / BAMFR01 / 12	Allen Sandy / ALLES01 / 11	Adams Jim / ADAMJ01 / 8D
2	Beattie Peter / BEATP01 / 9A	Brereton Emilia / BRERE01 / 10D	Billingsworth Kerry / BILLK01 / 12	Anderson Anthea / ANDEA01 / 11	Ahpene Brenda / AHPEB01 / 8D
3	Blyzack Richard / BLYZR01 / 9A	Bridges Lloyd / BRIDL01 / 10A	Cooper Alana / COOPA01 / 12	Barrymore Drew / BARRD01 / 11	Akers Julie / AKERJ01 / 8D
4	Burns Nicole / BURNN01 / 9A	Caesar David / CAESD01 / 10D	Gelonesi Joe / GELOJ01 / 12	Beckham Victoria / BECKV01 / 11	Alan Denise / ALAMD01 / 8D
5	Cosner Kevin / COSNK01 / 9A	Carr Bob / CARRB01 / 10C	Hamilton Kieran / HAMIK01 / 12	Britnell Winston / BRITW01 / 11	Alice Jessica / ALBAJ01 / 8C
6	Crowe Peter / CROWP01 / 9A	Davey Margaret / DAVEM01 / 10B	Hanlon Benjamin / HANLB01 / 12	Calafiore John / CALAJ01 / 11	Biscan Elizabeth / BISCE01 / 8B
7	Daly Garry / DALYG01 / 9A	Dawe Trinity / DAWET01 / 10D	Hannan Ewin / HANNE01 / 12	Clarkson Kelly / CLARK01 / 11	Braxton Toni / BRAXT01 / 8C
8	Dawson Leo / DESLO1 / 10D	Juliette / EINOJ01 / 10B	Hewish Bernadette / HEWIB01 / 12	Di Cristoforo Roberto / DICR01 / 11	Brightman Sarah / BRIGS01 / 8B
9	Edwards Damian / EDWAD01 / 11	in Elizabeth / FERGE01 / 10C	Picker Michael / PICKM01 / 12	Di Pasquale Peter / DIPP01 / 11	Hocking Buddha / HOCKB01 / 8B
10	Edwards Damian / EDWAD01 / 11	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Edwards Damian / EDWAD01 / 11	Hooke Michael / HOOKM01 / 8C	Hovey Matthew / HOVEM01 / 8C
11	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hocking Buddha / HOCKB01 / 8B	Madison Hugh / MADIH01 / 8C
12	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	Maurer Kevin / MAURK01 / 8A
13	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	Trainer Mark / TRAIRM01 / 8A
14	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	Truman Walter / TRUMW01 / 8A
15	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	Walker Colin / WALKC01 / 8A
16	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	
17	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	
18	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Freeman Cathy / FREEC01 / 11 (Activity: Snr Net)	Hooke Michael / HOOKM01 / 8C	
19	Tyler-Moore Mary / TYLEM01 / 9A	Sinatra Francine / SINAF01 / 10B	Skoko Ante / SKOKA01 / 11		
20	Watts Katrina / WATSK01 / 9A	Spillane Ricky / SPILR01 / 10A	Stone Amanda / STONA01 / 11		
21	Weaver Sigourney / WEAWS01 / 9A	Stewart Rod / STEWR01 / 10B	Skuta Mark / SKUTM01 / 11		
22	Wilson Annie / WILSA02 / 9A	Sully Sandra / SULLY01 / 10A			
23	Wood Glenda / WOODG01 / 9A				
24	Wood Michael / WOODM01 / 9A				
25	Wood Paul / WOODP01 / 9A				

Select Heather Bell / BELH
Note: The default setting is Display today's class lists.

Note: All changes made for today are displayed.
The class list for a replacement class for Heather Bell 08SPT1F is included. Students attending an activity are highlighted

Task: View Teacher Class Lists

Teacher: **Bell Heather** Display today's class lists Double click on a class to display individual or photo class lists Change today

Teachers selected: All (49)

Show teachers with changes

Filter

Period	Day 2 Homeroom	Day 2 Period 3	Day 2 Period 4	Day 2 Period 5	Day 2 Period 6
Roll Class	9A	10C	12	11	8D
Class	09HRM1A	10MAT1A	12MAA1A	11MAA1A	08SPT1F
Teacher	Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather
Room	M11	M11	S11	S11	OV1
No	Students	Students	Students	Students	Students
1	Alderson Roger / ALDER01 / 9A	Barnes John / BARNJ01 / 10B	Bamford Renee / BAMFR01 / 12	Allen Sandy / ALLES01 / 11	Adams Jim / ADAMJ01 / 8D
2	Beattie Peter / BEATP01 / 9A	Brereton Emilia / BRERE01 / 10D	Billingsworth Kerry / BILLK01 / 12	Anderson Anthea / ANDEA01 / 11	Ahpene Brenda / AHPEB01 / 8D
3	Blyzack Richard / BLYZR01 / 9A	Bridges Lloyd / BRIDL01 / 10A	Cooper Alana / COOPA01 / 12	Barrymore Drew / BARRD01 / 11	Akers Julie / AKERJ01 / 8D

Click Display

Display Settings - General Access

Name Format - Current Task

Code Name Both

Absence Reasons

Activities

Cancellation Reasons

Classes

Days

Meetings

Periods

Room Availability Reasons

Rooms

Teachers

Unscheduled Duties

Yard Duty Areas

Yard Duty Sessions

Reset ALL - Current Task

Student Information

Students - Append to Name

Code Home Group

BOS Code Web Choices

Gender Boarder

Roll Class

Year Level

House

Student Lists

Student name details in se

Show email addresses

General

Show Roll Class Code in Individual Timetables

Transpose (Days in Columns) Cycle Timetables

Timetable items on one row (Cycle Timetables)

Bulletin Items

Show replacement teachers in first column

List replacement teachers alphabetically

Untick **Code** and **Roll Class**

Note: Changes made to the checkboxes are applied throughout the program.

Click **OK**

Apply above settings to ALL Tasks

OK Cancel

Task: View Teacher Class Lists

Teacher: Bell Heather Display today's class lists Double click on a class to display individual or photo class lists Not attending today Change today

Teachers selected: All (49)

Show teachers with changes

Filter

Period	Day 2 Homeroom	Day 2 Period 3	Day 2 Period 4	Day 2 Period 5	Day 2 Period 6
Roll Class	9A	10C	12	11	8D
Class	09HRM1A	10MAT1A	12MAA1A	11MAA1A	08SPT1F
Teacher	Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather
Room	M11	M11	S11	S11	OV1
No	Students	Students	Students	Students	Students
1	Alderson Roger	Barnes John	Bamford Renee	Allen Sandy	Adams Jim
2	Beattie Peter	Brereton Emilia	Billingsworth Kerry	Anderson Anthea	Ahpene Brenda
3	Blyzack Richard	Bridges Lloyd	Cooper Alana	Barrymore Drew	Akers Julie
4	Burns Nicole	Caesar David	Gelonesi Joe	Beckham Victoria	Alam Denise
5	Cosner Kevin	Carl Bob	Hamilton Kieran	Britnell Winston	Alba Jessica
6				Galafiore John	Biscan Elizabeth

Note: The class lists now display student names only.

Click

Printer Font Settings

School Name **Tahoma 12 bold**

Table Heading **Verdana 10 bold**

Table Verdana 9

Page Orientation

Portrait (selected) | Extra Margin (mm): Top 10, Left 10, Bottom 10, Right 10

Format Options

Show screen colours | Format fields in Excel to text

Footnote: Show file name, date and time

Add extra columns: 1 | Column width: 25

Page Layout Assessment

Click Preview to produce assessment

The values below are estimates only because this display may require page breaks to occur prior to printing a full page of text.

Font	Vert.Pages	Horiz.Page
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	2
11	1	2
12	1	2
13	1	2
14	1	2
15	1	2

Buttons: Preview, Preview All, Excel, Excel All, PDF, PDF All, Print Setup, Quick Print, Quick Print All

Note: The Page Layout Assessment gives an indication of how many pages will be used when printing.

In the table select Font Size 9 and click **Preview**

Timetabling Solutions Training College

Teacher Bell Heather - Class Lists Tue 4 Feb

Period	Day 2 Homeroom	Day 2 Period 3	Day 2 Period 4	Day 2 Period 5	Day 2 Period 6
Roll Class	9A	10C	12	11	8D
Class	09HRM1A	10MAT1A	12MAA1A	11MAA1A	08SPT1F
Teacher	Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather
Room	M11	M11	S11	S11	OV1
No	Students	Students	Students	Students	Students
1	Alderson Roger	Barnes John	Bamford Renee	Allen Sandy	Adams Jim
2	Beattie Peter	Brereton Emilia	Billingsworth Kerry	Anderson Anthea	Ahpene Brenda
3	Blyzack Richard	Bridges Lloyd	Cooper Alana	Barrymore Drew	Akers Julie
4	Burns Nicole	Caesar David	Gelonesi Joe	Beckham Victoria	Alam Denise
5	Cosner Kevin	Carr Bob	Hamilton Kieran	Britnell Winston	Alba Jessica
6	Crowe Peter	Davey Margaret	Hanlon Benjamin	Calafiore John	Biscan Elizabeth

Buttons: Close

Note: All class lists will be printed on one page.

This page will not be printed at this stage (to print this page click).

Click **Close**

Print Options

Printer Font Settings

School Name **Tahoma 12 bold**

Table Heading **Verdana 10 bold**

Table Verdana 9

Page Orientation: Portrait Landscape

Extra Margin (mm): Top 10, Left 10, Bottom 10, Right 10

Format Options

Show screen colours Format fields in Excel to text

Footnote: Show file name, date and time

Add extra columns: 1 Column width: 25

Page Layout Assessment

Click Preview to produce assessment

The values below are estimates only because this display may require page breaks to occur prior to printing a full page of text.

Font	Vert.Pages	Horiz.Page
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	2
11	1	2
12	1	2
13	1	2
14	1	2
15	1	2

Buttons: Preview, Preview All, Excel, Excel All, PDF, PDF All, Print Setup, Quick Print, Quick Print All

Make sure **Show screen colours** is ticked
To export the same class lists to an Excel spreadsheet click **Excel**

AutoSave Off

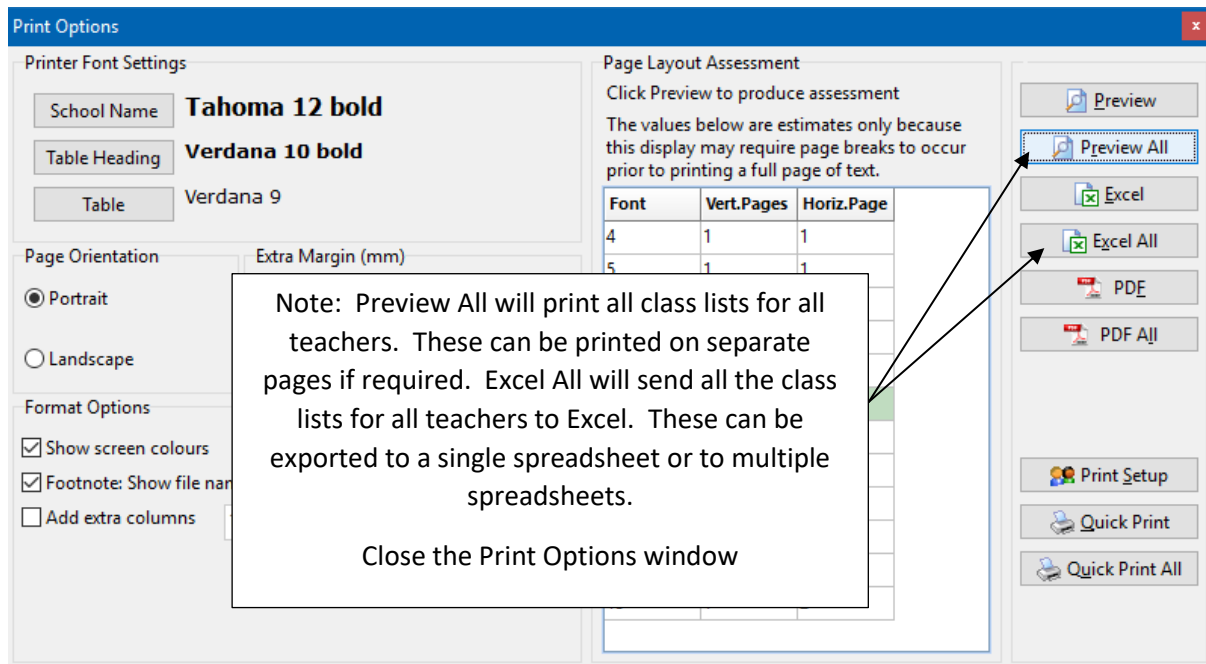
File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

A1 : X ✓ f_x Timetabling Solutions Training College

	A	B	C	D	E	F	G
1	Timetabling Solutions Training College						
2	Teacher Bell Heather - Class Lists Tue 4 Feb						
3	Period	Day 2 Homeroom	Day 2 Period 3	Day 2 Period 4	Day 2 Period 5	Day 2 Period 6	
4	Roll Class	9A	10C	12	11	8D	
5	Class	09HRM1A	10MAT1A	12MAA1A	11MAA1A	08SPT1F	
6	Teacher	Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather	
7	Room	M11	M11	S11	S11	OV1	
8	No	Students	Students	Students	Students	Students	
9	1	Alderson Roger	Barnes John	Bamford Renee	Allen Sandy	Adams Jim	
10	2	Beattie Peter	Brereton Emilia	Billingsworth Kerry	Anderson Anthea	Ahpene Brenda	
11	3	Blyze Julie					

Note: The class lists have been exported to Excel with colour.

Close the Excel spreadsheet

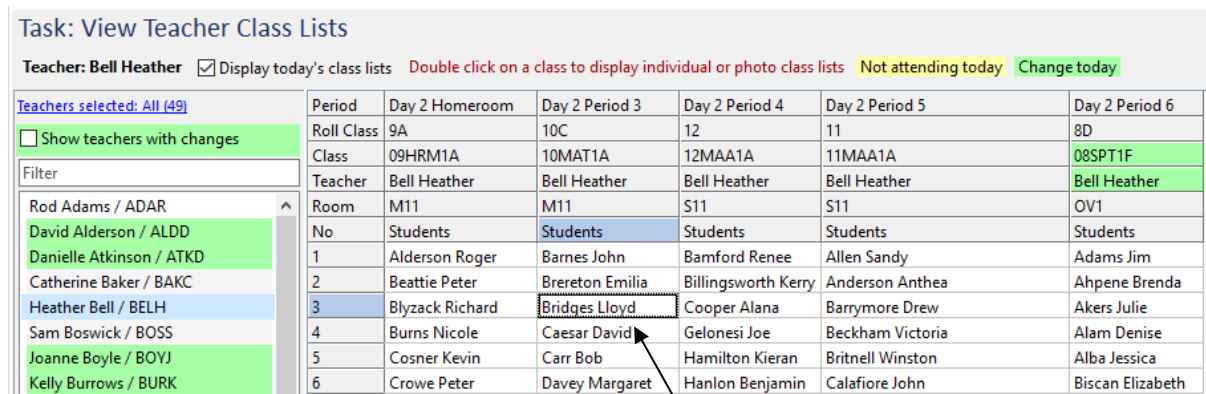


Note: All class lists can also be saved as pdf files.

INDIVIDUAL CLASS LISTS FROM TEACHER CLASS LIST SCREEN

Individual class lists for teachers can be printed from this screen by double clicking on any class to bring up the individual class list.

Note: Individual class lists for teachers can also be printed from [1A] Teacher Timetables



Supplementary Task

Help F1

10C 10MAT1A; Bell Heather; M11; Day 2 Period 3 Display Large (9)

Display photos 6

No	Student
1	Barnes John
2	Brereton Emilia
3	Bridges Lloyd
4	Caesar David
5	Carr Bob
6	Davey Margaret
7	Dawe Trinity
8	De Simoni Leo
9	Einoche Juliette
10	Ferguson Elizabeth
11	Firth Nicole
12	Forest Nicole
13	Lees Meg
14	Maguire Eddie
15	Marmalade Trevor

Note: The class list is displayed in a Supplementary Task window.
Click **Display**

Display Settings - General Access

Name Format - Current Task

Code Name Both

Absence Reasons

Activities

Cancellation Reasons

Rooms

Teachers

Unscheduled Duties

Yard Duty Areas

Yard Duty Sessions

Reset ALL - Current Task

Apply above settings to ALL Tasks

Student Information

Students - Append to Name

Code Home Group

BOS Code Web Choices

Gender Boarder

Roll Class

Year Level

House

Student Lists

Student name details in separate columns

Show email addresses

General

Show Roll Class Code in Individual Timetables

Transpose (Days in Columns) Cycle Timetables

Timetable items on one row (Cycle Timetables)

Bulletin Items

Show replacement teachers in first column



List replacement teachers alphabetically



OK Cancel

Tick **Gender** and **Home Group**
Tick **Student name details in separate columns**
Click **OK**

GA Supplementary Task


Help F1

10C 10MAT1A; Bell Heather; M11; Day 2 Period 3 Display Large (9)  

Display photos 6  

No	First Name	Middle Name	Family Name	Gender	Home Group
1	John		Barnes	M	10B
2	Emilia		Brereton	F	10D
3	Lloyd		Bridges	M	10A
4	David		Caesar	M	10D
5	Bob		Carr	M	10C
6	Margaret		Davey	F	10B
7	Trinity		Dawe	F	10D
8	Leo		De Simoni	M	10D
9	Juliette		Einoche	F	10B
10	Elizabeth		Ferguson	F	10C
11	Nicole		Firth	F	10A
12	Nicole		Forest	F	10A
13	Meg		Lees	F	10C
14	Eddie		Maguire	M	10B

Note: Data is now displayed in separate columns

Click 

Print Options

Printer Font Settings

School Name **Tahoma 12 bold**

Table Heading **Verdana 10 bold**

Table Verdana 9

Page Orientation

Portrait

Extra Margin (mm)

Top 10 Left 10

Bottom 10 Right 10

Format Options

Show screen colours Format fields in Excel to text

Footnote: Show file name, date and time

Add extra columns 5 Column width 25

Page Layout Assessment

Click Preview to produce assessment

The values below are estimates only because this display may require page breaks to occur prior to printing a full page of text.

Font	Vert.Pages	Horiz.Page
4	1	1
5	1	1
6	1	1
7	1	1
8	1	1
9	1	1
10	1	1
11	1	1
12	1	1
13	1	1
14	1	2
15	1	2

Preview

Preview All

Excel

Excel All

PDF

PDF All

Print Setup

Quick Print

Quick Print All

Tick Add extra columns and change the number of columns to 5

Click Preview

Timetabling Solutions Training College
10C 10MAT1A; Bell Heather; M11; Day 2 Period 3

No	First Name	Middle Name	Family Name	Gender	Home Group
1	John		Barnes	M	10B
2	Emilia		Brereton	F	10D
3	Lloyd		Bridges		
4	David		Caesar		
5	Bob		Carr		
6	Margaret		Davey		
7	Trinity		Dawe		
8	Leo		De Simoni		

The class list can will not be printed now.
 Click Close

Print Options

Printer Font Settings
 School Name: **Tahoma 12 bold**
 Table Heading: **Verdana 10 bold**
 Table: Verdana 9

Page Orientation
 Portrait
 Landscape

Extra Margin (mm)
 Top: 10, Left: 10, Bottom: 10, Right: 10

Format Options
 Show screen colours
 Format fields in Excel to text
 Footnote: Show file name, date and time
 Add extra columns: 5, Column width: 25

Page Layout Assessment
 Click Preview to produce assessment
 The values below are estimates only because this display may require page breaks to occur prior to printing a full page of text.

Font	Vert.Pages	Horiz.Page
4	1	1
7	1	1
8	1	1
9	1	1
10	1	1
11	1	1
12	1	1
13	1	1
14	1	2
15	1	2

Preview, Preview All, Excel, Excel All, PDF, PDF All, Print Setup, Quick Print, Quick Print All

Information

Do you want each of the 5 listings on a different page?

Yes, No, Cancel

Report Preview

150% Close

Timetabling Solutions Training College

9A 09HRM1A; Bell Heather; M11; Day 2 Homeroom

No	First Name	Middle Name	Family Name	Gender	Home Group
1	Roger		Alderson	M	9A
2	Peter		Beattie	M	9A
3	Richard		Blyzack	M	9A
4	Nicole		Burns	F	9A
5	Kevin		Cosner	M	9A
6	Peter		Crowe	M	9A
7	Garry		Daly	M	9A
8	Marty		Fields	M	9A
9	Marlene		Fitzgerald	F	9A
10	Geraldine		Hunt	F	9A
11	Suzette		Hunter	F	9A
12	Carolyn		Jones	F	9A
13	Kevin		Kline	M	9A
14	Andrew		Lunt	M	9A
15	Matthew		McGucken	M	9A
16	Cevan		Sheedy	M	9A
17	Nicole		Stevenson	F	9A
18	Paul		Thompson	M	9A
19	Mary		Tyler-Moore	F	9A
20	Katrina		Watts	F	9A
21	Sigourney		Weaver	F	9A
22	Annie		Wilson	F	9A
23	Glenda		Wood	F	9A
24	Michael		Wood	M	9A
25	Paul		Wood	M	9A

Note: All 5 class lists will be printed on separate pages.

The arrows at the top can be used to scroll through the pages.

Click **Close** and close back to the Teacher Class Lists screen

Page 1 of 5

CLASS LIST WITH PHOTOS

When student photos are linked to General Access, class lists with student photos can be printed.

Task: View Teacher Class Lists

Teacher: Bell Heather Display today's class lists Double click on a class to display individual or photo class lists

Teachers selected: All (49)

Show teachers with changes

Filter

Roll Class	12	12	9A	11	10C	9A
Class	12MAA1A	12PST1F	09HRM1A	11MAA1A	10MAT1A	09MAT1A
Teacher	Bell Heather	Atkinson Danielle Bell Heather	Bell Heather	Bell Heather	Bell Heather	Bell Heather
Room	S11	S26	M11	S11	M11	M11
No	Students	Students	Students	Students	Students	Students
1	Bamford Renee / F / 12A	Adams David / M / 12A	Alderson Roger / M / 9A	Allen Sandy / F / 11D	Barnes John / M / 10B	Burns Nicole / F / 9A
2	Billingsworth Kerry / F / 12B	Bachelard Michael / M / 12B	Beattie Peter / M / 9A	Anderson Anthea / F / 11D	Brereton Emilia / F / 10D	Crowe Peter / M / 9A
3	Cooper Alana / F / 12C	Blencowe Lynette / F / 12A	Blyzack Richard / M / 9A	Barrymore Drew / F / 11D	Bridges Lloyd / M / 10A	Daly Garry / M / 9A
4	Gelonesi Joe / M / 12B	Calam Nicole / F / 12C	Burns Nicole / F / 9A	Beckham Victoria / F / 11D	Caesar David / M / 10D	Hunter Suzette / F / 9A
5	Hamilton Kieran / M / 12D	Chartier Bennie / F / 12C	Cosner Kevin / M / 9A	Britnell Winston / M / 11D	Carr Bob / M / 10C	Lunt Andrew / M / 9A
6	Hanlon Benjamin / M / 12C	Fricker Nicholas / M / 12B	Crowe Peter / M / 9A	Calafiore John / M / 11A	Davey Margaret / F / 10B	McGucken Matthew / M / 9A
7	Hannan Ewin / M / 12A	Hall-Patch Ian / M / 12C	Daly Garry / M / 9A	Clarkson Kelly / F / 11B	Dawe Trinity / F / 10D	Thompson Paul / M / 9A
8	Hewish Bernadette / F / 12D	Lange Martine / F / 12A	Fields Marty / M / 9A	Di Cristoforo Roberto / M / 11D	De Simoni Leo / M / 10D	Watts Katrina / F / 9A
9	Picker Michael / M / 12A				De Juliette / F / 10B	Wood Glenda / F / 9A
10					Johnson Elizabeth / F / 10C	Wood Michael / M / 9A
11					Nicole / F / 10A	Wood Paul / M / 9A

Untick **Display today's class lists** and double click on the 09MAT1A class

GA Supplementary Task

Help F1

9A 09MAT1A; Bell Heather; M11

Display photos 3

Display Large (9)

No	First Name	Middle Name	Family Name	Gender	Home Group
1	Nicole		Burns	F	9A
2	Peter		Crowe	M	9A
3	Garry		Daly	M	9A
4	Suzette		Hunter	F	9A
5	Andrew		Lunt	M	9A
6	Matthew		McGucken	M	9A
7	Paul		Thompson	M	9A
8	Katrina		Watts	F	9A
9	Glenda		Wood	F	9A
10	Michael		Wood	M	9A
11	Paul		Wood	M	9A

Tick **Display photos**












GA Supplementary Task

Help F1

9A 09MAT1A; Bell Heather; M11

Display photos 3

Display Large (9)

 Burns Nicole / F / 9A	 Crowe Peter / M / 9A	 Daly Garry / M / 9A
 Hunter Suzette / F / 9A	 Lunt Andrew / M / 9A	 McGucken Matthew / M / 9A
 Thompson Paul / M / 9A	 Watts Katrina / F / 9A	
 Wood Michael / M / 9A	 Wood Paul / M / 9A	

A class list with photos is displayed. This can be printed or exported to Excel.
Close the Supplementary Task window

INDIVIDUAL CLASS LIST FROM THE TEACHER TIMETABLE SCREEN

In Version 9 General Access, individual class lists for teachers can also be printed from the teacher timetable screen.



On the Task Tree select:
[1A] Teacher Timetables

Task: View Teacher Timetables

Teacher: **Bell Heather** Today's timetable ONLY Yard duties on timetable Timetable without changes

Teachers selected: All (49)

Show teachers with changes

Filter

- Rod Adams / ADAR
- David Alderson / ALDD
- Danielle Atkinson / ATKD
- Catherine Baker / BAKC
- Heather Bell / BELH
- Sam Boswick / BOSS
- Joanne Boyle / BOYJ
- Kelly Burrows / BURK
- Alison Butler / BUTA
- Leanne Carter / CARL
- Judy Chappell / CHAJ

	Day 1	Day 2	Day 3	Day 4	Day 5
Homeroom	09HRM1A M11	09HRM1A M11			
Period 1					
Period 2			12PST1F S26		11MAA1A S11
Period 3	09MAT1A M11	10MAT1A M11	12MAA1A S11	10MAT1A M11	10MAT1A M11
Period 4	12MAA1A S11	12MAA1A S11	12MAA1A S11		
Period 5		11MAA1A S11			09MAT1A M11
Period 6	11MAA1A S11	08SPT1F OV1	10MAT1A M11	09MAT1A M11	

Double click on 09MAT1A on Day 1 Period 3

GA Supplementary Task

Help F1

Class List: 09MAT1A; Teacher: Bell Heather; Room: M11 Display Large (9)

Display photos 3

No	First Name	Middle Name	Family Name	Gender	Home Group
1	Nicole		Burns	F	9A
2	Peter		Crowe	M	9A
3	Garry		Daly	M	9A
4	Suzette		Hunter		
5	Andrew		Lunt		
6	Matthew		McGucken		
7	Paul		Thompson		
8	Katrina		Watts		
9	Glenda		Wood		
10	Michael		Wood	M	9A
11	Paul		Wood	M	9A

The class list is displayed in the Supplementary Task window and can be printed as described in the previous sections.

Close the Supplementary Task window

OTHER CLASS LISTS

Class lists can also be viewed and printed for Roll Classes and all classes on the screens:

- [2B] or [1B] Emergency Teacher Class Lists
- [2C] Room Class Lists
- [2D] Roll Class Class Lists
- [2E] All Class Lists

FREE TEACHERS, STUDENTS AND ROOMS

Lists of free teachers, students and rooms can be displayed for today or for the cycle.



On the Task Tree select:
[3C] Free Rooms

Task: View Free Rooms
Day: Day 1 Display without today's changes Rooms selected: All (52)

No	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
1	AT1	AT2	AT2	AT4	AT1	AT1	AT1
2	AT2	AT3	AT3	AT5	AT2	AT2	AT2
3	AT3	AT4	AT4	AT6	AT4	AT3	AT3
4	AT4	AT5	AT5	OV2	AT5	AT4	AT4
5	AT5	AT6	AT6	PA			
6	AT6	OV1	OV1	PA			
7	AT7	OV2	OV2	PA			

Free rooms are displayed for each period of Day 1.
Select Day 2 / D2 (Today)

Task: View Free Rooms
Day: Day 2 Display without today's changes Rooms selected: All (52) Room is now available

No	Homeroom	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6
1	AT1	AT1	AT2	AT1	AT2	AT1	AT1
2	AT2	AT2	AT3	AT2	AT4	AT2	AT2
3	AT3	AT3	AT5	AT3	AT1		
4	AT4	AT5	AT6	AT5	AT1		
5	AT5	AT6	AT7	AT6	AT1		
6	AT6	AT7	AT8	AT7	OV1		
7	AT7	AT8	OV2	AT8	OV1		
8	AT8	OV2	LAB3	OV2	LAB1		
9	GYM1	LAB3	PAC1	LAB2	PAC1	OV2	OV2

Note: Today's list includes rooms that have been made available through room swaps or cancelled classes.

There are similar screens for teachers and students.

ACTIVITIES

Lists of students at activities can be displayed for all students assigned to an activity or by activity class lists with students assigned to specific teachers/rooms.

STUDENTS AT ACTIVITY

A list of students at an activity can be displayed if students have been assigned to an activity in the Daily Organiser file. In this case, students have been assigned to all activities.



On the Task Tree select:
[4A] Students at Activities

Task: View Students at Activities Today
Student Activity: Snr Net * Whole of Activity

Filter	Activity	Snr Net
Senior Netball / Snr Net	Duration	Period 5, Period 6, PM
Yr 9D Zoo Trip / 9D Zoo	Teacher	Carter Leanne* Chappell Judy*
Yr 11 English Exam / 11 ENG EXAM	Room	
	No	Students
	1	Bamford Renee / F / 12B
	2	Berry Hale / F / 12A
	3	Cranna Samantha / F / 12C
	4	Dusek Andrea / F / 12D
	5	Freeman Cathy / F / 12E
	6	Hill Faith / F / 11A
	7	Imbruglia Natalie / F / 11B
	8	Jolie Angelina / F / 11C
	9	Kidman Nicole / F / 11D
	10	Longoria Eva / F / 11E
	11	Milano Alyssa / F / 11A
	12	Portman Natalie / F / 11C

There are three activities today. Students are currently displayed for Senior Netball.
 Note: The duration of the activity and teachers on the activity are also listed.

ACTIVITY CLASS LISTS

Activity class lists can be displayed if students have been assigned to a teacher or room in an activity in the Daily Organiser file. In this case, students have been assigned to a room for the Yr11 English Exam.



On the Task Tree select:
[4B] Activity Class Lists

Task: View Activity Class Lists Today

Student Activity: 11 ENG EXAM

Activity	11 ENG EXAM	11 ENG EXAM	11 ENG EXAM	11 ENG EXAM
Duration	Period 1	Period 1, Period 2	Period 1, Period 2	Period 1, Period 2
Teacher	Manning Kathy	Smyth Martin	Harley Brett	Rennie Matthew
Room	S23	S24	S25	S26
No	Students	Students	Students	Students
1	Adamko Anthea / F / 11A	Diaz Cameron / F / 11A	Knightley Keira / F / 11C	Puglia Andrew / M / 11C
2	Adamo Michelle / F / 11B	Donnar Glenda / F / 11B	Kournikova Anna / F / 11C	Quigg Richard / M / 11C
3	Aguilera Christina / F / 11D	Duff Hilary / F / 11A	Lamaro Darren / M / 11D	Ricci Christina / F / 11D
4	Aleksandrowicz Narelle / F / 11C	Edwards Damian / M / 11B	Larranaga Daniella / F / 11B	Richards Denise / F / 11B
5				
6				

Filter

- Senior Netball / Snr Net
- Yr 9D Zoo Trip / 9D Zoo
- Yr 11 English Exam / 11 ENG EXAM**

Select Yr 11 English Exam / 11 ENG EXAM

Class lists are displayed for each room.

STUDENT LISTS

Student Lists can be viewed from the following screens:

- [5A] All Students
- [5B] Student by Roll Class

On either screen student lists can be created by selecting individual students or subsets of students. In this case, a list of girls in Yr12 in Barwon house will be selected.



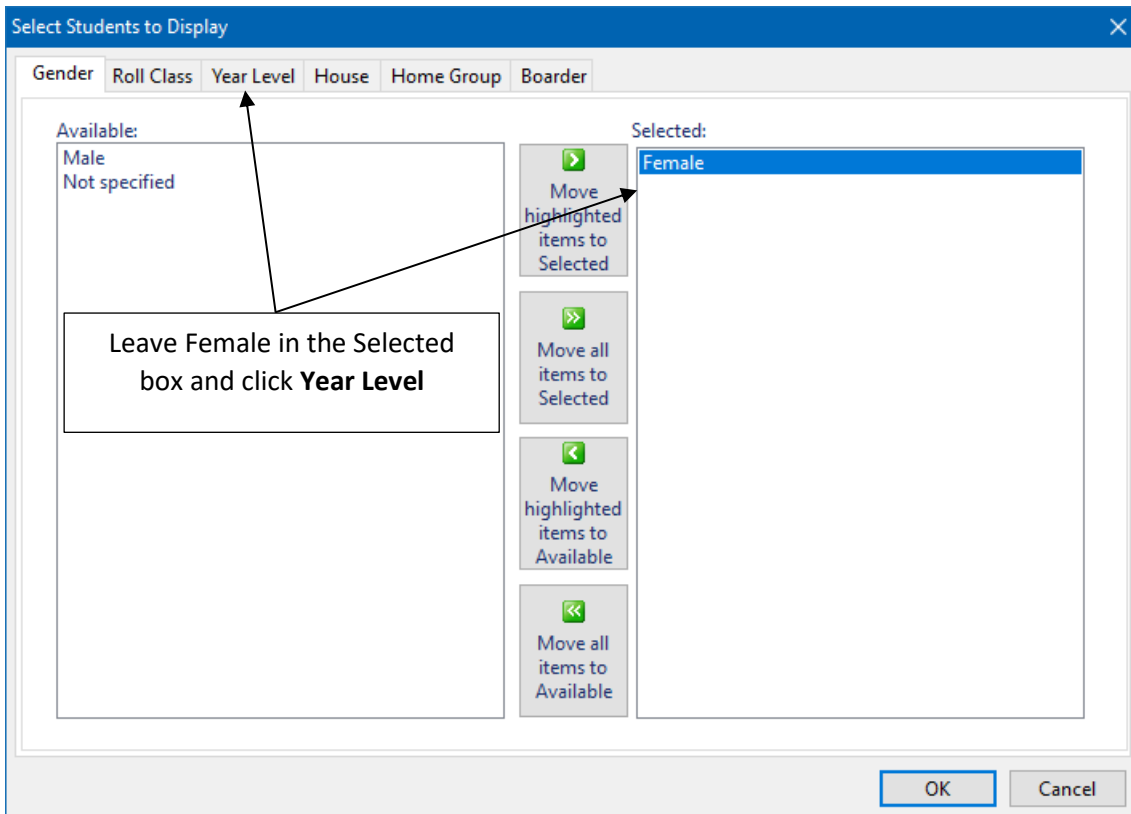
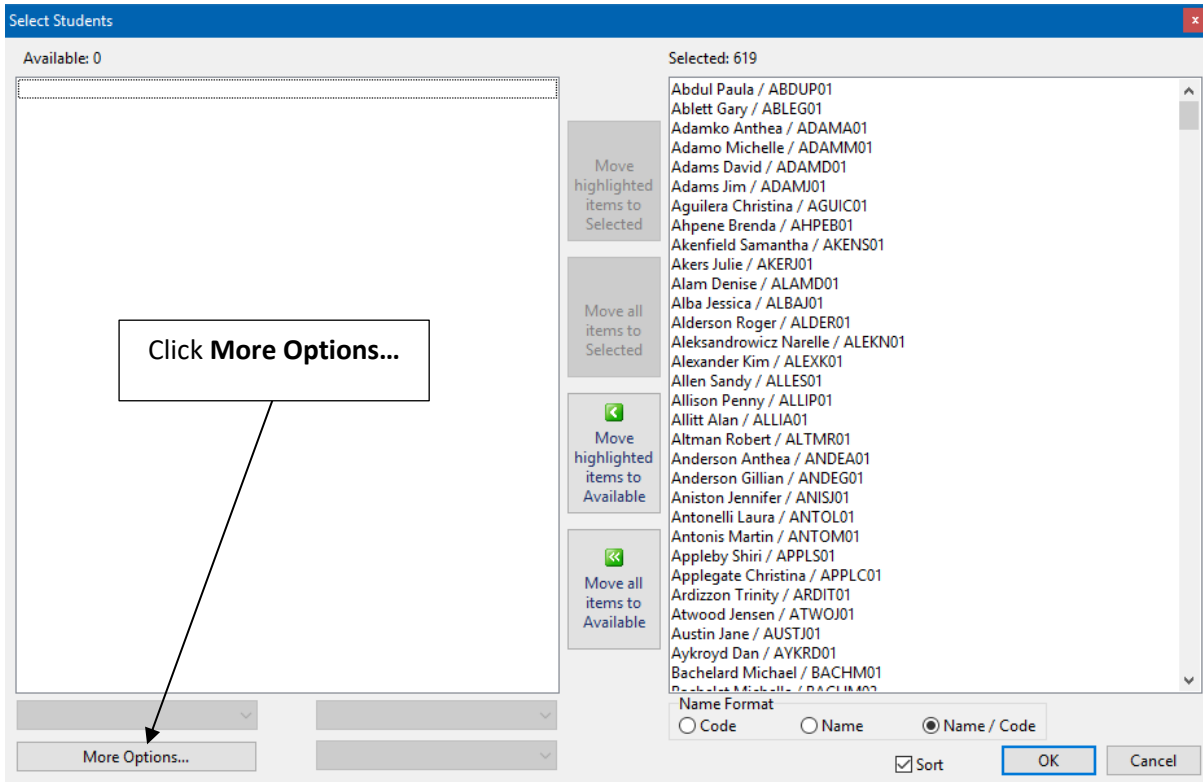
On the Task Tree select:
[5A] All Students

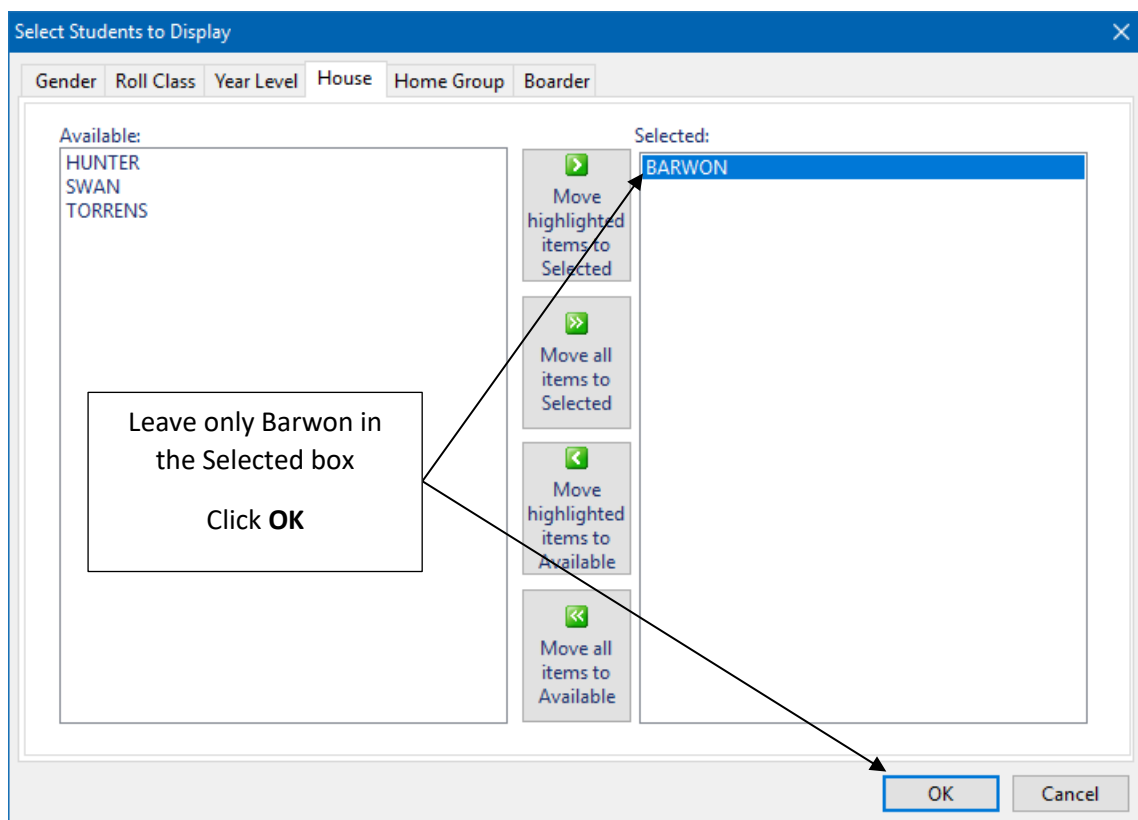
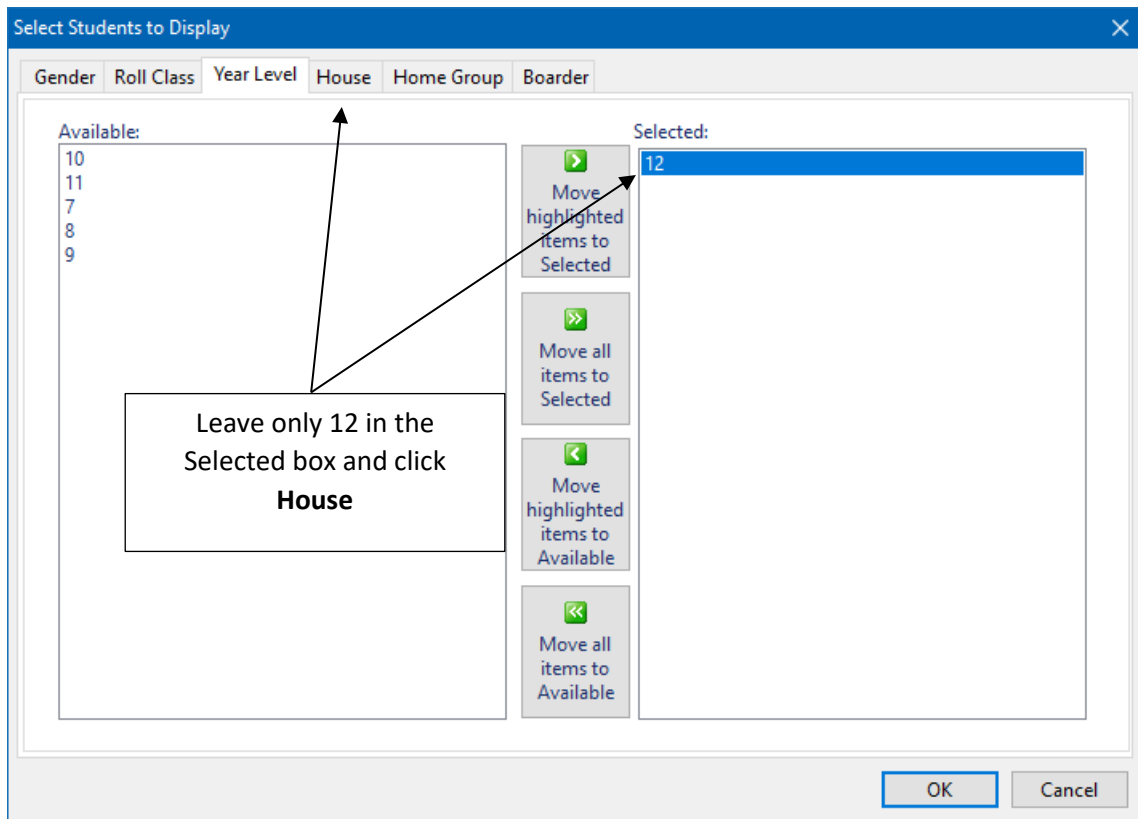
Task: View All Students List

Students selected: [All \(619\)](#) Display photos 3

No	First Name	Middle Name	Family Name	Gender	Home Group
1	Paula		Abdul	F	07HRM1A
2	Gary		Ablett	M	10B
3	Anthea		Adamko	F	11A
4	Michelle		Adamo	F	11B
5	David		Adams	M	12A
6	Jim		Adams	M	08HRM
7	Christina		Aguilera	F	11D
8	Brenda		Ahpene	F	08HRM1D

Click on the link
Students selected: All (619)





Select Students

Available: 606

Selected: 13

Note: 13 students are in the Selected box.
Click OK

More Options...

Name Format
 Code
 Name
 Name / Code
 Sort
 OK Cancel

Task: View All Students List

Students selected: [13 of 619](#) Display photos 3

No	First Name	Middle Name	Family Name	Gender	Home Group
1	Renee		Bamford	F	12B
2	Michelle		Bosse	F	12D
3	Andrea		Dusek	F	12D
4	Bernadette		Hewish	F	12D
5	Linda		Holland	F	12D
6	Prue		Kovalam	F	12A
7	Yvette		Lien	F	12B
8	Sally		Marsland	F	12B
9	Jessica		Mullen	F	12B
10	Daniella		Pringle	F	12D
11	Ellie		Privopoulos	F	12D
12	Darlene		Reynolds	F	12B
13	Jenny		Sinclair	F	12A

The 13 girls in Yr12 in Barwon House are now listed.
This list can be printed if required.
Click on the link
Students selected: 13 of 619

Available: 606

Selected: 13

Click **Move all items to Selected**

Click **OK**

Name Format
 Code Name Name / Code
 Sort **OK** Cancel

TEACHERS OF A STUDENT

A list of all the teachers of a student can be displayed.



On the Task Tree select:
 [5C] Student Teachers

Task: View Student Teachers

Student: Abdul Paula / F / 07HRM1A

Students selected: All (619)

No	Teacher	Class 1	Class 2
1	Feng Jenny	07SPT1A	
2	Marks Daniel	07HRM1A	07ENG1A
3	Nancarrow Trish	07ITA1B	
4	Talbot Peter	07RED1A	
5	Newman Peter	07MAT1A	
6	Adams Rod	07SCI1A	
7	Murphy John	07HIS1A	
8	Atkinson Danielle	07HPE1A	
9	Young Bernard	07DRA1A	
10	Baker Catherine	07MUS1A	

Filter
 Paula Abdul / ABDUP01

Select **Paula Abdul / ABDUP01**

Note: All teachers of Paula Abdul are displayed.

BULLETIN

All items that are produced for the Daily Bulletin in Daily Organiser can be viewed in General Access.



On the Task Tree select:
[6A] Bulletin Items Today

Task: Preview and Print Bulletin

Bulletin Item: Teacher Absences

No	Teacher	Period/Yard Duty
2	Alderson David	AM, Homeroom
2	Alderson David	Period 1
3	Atkinson Danielle	All Day
7	Boyle Joanne	All Day
10	Carter Leanne	Period 5-PM
11	Chappell Judy	Period 5-PM
16	Cooke Dennis	All Day
20	Fraser Melissa	All Day
46	Wallen Peta	All Day
48	Wood Paul	All Day

Teacher Absences
Emergency Teachers
Lesson Cancellations
Teacher Activities
Student Activities
Student Attendance Changes
Replacement Teachers
Room Changes
Messages

All Bulletin Items are listed in the Select Panel and Teacher Absences are displayed.

VIEW BULLETIN TODAY IN WORD

If the Daily Organiser has saved a copy of today’s Bulletin to General Access it can be opened in Word.



On the Task Tree select:
[6B] View Bulletin in Word

Task: View Bulletin Today in Word

No	File (Double click on a file name to open the file)	Date
1	C:\Users\Public\Documents\V9 Training Data\General Access\Bulletin Day 2 4 02 2020.docx	4/02/

Double click on the file name

TTSC Training
Bulletin Day D2: Tue 04 Feb

Teacher Absences

Teacher	Period / Yard Duty	Absence reason
Danielle Atkinson	All Day	Sick Leave
David Alderson	AM, HR	Late
David Alderson	1	Late
Joanne Boyle	All Day	Excursion
Leanne Carter	5 - PM	Excursion
Judy Chappell	5 - PM	Excursion
Dennis Cooke	All Day	Excursion
Melissa Fraser	All Day	Sick Leave
Peta Wallen	All Day	Professional Learning
Paul Wood	All Day	Professional Learning

A copy of today's Bulletin has opened in Word.
Close the Word document

VIEW FILES

Files that have been saved in the General Access data folder can be opened using General Access. The files can be Word, Excel or PDF. In this case, all the Bulletins for the year and the Semester 1 Yard Duty Roster have been saved to the General Access data folder.



On the Task Tree select:
[6C] View Files

Task: View Word, Excel or PDF Files

File Type: **Excel** Sort by date

No	File (Double click on a file name to open the file)	Date
1	Yard Duty Roster Semester 1.xlsx	05/05/2019

Word
Excel
PDF

Select Excel and double click on **Yard Duty Roster Semester 1.xlsx** to open the Excel spreadsheet

AutoSave Off | Yard Duty Roster Se

File Home Insert Page Layout Formulas Data Review View Help Acrobat Tell me what you want to do

A1 | Timetabling Solutions Training College

	A	B	C	D	E	F	G	H
1	Timetabling Solutions Training College							
2	Yard Duty Timetable – Yard Duty Areas selected: All (7)							
3	Day - Time/Area	Bus Duty	Junior Yard	Senior Yard	Oval	Canteen	Gym 1	Gym 2
4	D1 AM	Alderson David						
5	D1 R		Bell Heather	Patel Marek	Adams Rod	Knight Natalie		
6	D1 L1		Butler Alison	Simpson Kevin	Jackson Chris	Kelly Rachel	White Eva	Rennie Matthew
7	D1 L2		Edwards John	Manning Kathy	Mills Deborah	Cheng William	Wallen Peta	Mullins Sharon
8	D1 PM	Atkinson Danielle						
9	D2 AM	Alderson David						
10	D2 R		Butler Alison	Gibson Monique	Knight Natalie	Manning Kathy		
11	D2 L1		Dalton James	Myers John	Mills Deborah	Pearson Sean	Nancarrow Trish	Murphy John
12	D2 L2		Boyle Joanne	White Eva	Clark Megan	Burrows Kelly	Nancarrow Peter	Rogers Paul
13	D2 PM	Atkinson Danielle						
14	D3 AM	Alderson David						
15	D3 R		Baker Catherine	Myers John	Cooke Dennis			
16	D3 L1		Dalton James	Kelly Rachel	Patel Marek			Murphy John
17	D3 L2		Boyle Joanne	Harley Brett	Talbot Peter	Gibson Monique	Wood Paul	Mullins Sharon
18	D3 PM	Atkinson Danielle						
19	D4 AM	Alderson David						
20	D4 R		Harley Brett	Burrows Kelly	Feng Jenny	Rennie Matthew		
21	D4 L1		Carter Leanne	Marks Daniel	Wallen Peta	Wood Paul	Smyth Martin	
22	D4 L2		Clark Allison	Connolly Jenny	Fraser Melissa	Gibson Shirley	Smyth Martin	Newman Peter
23	D4 PM	Atkinson Danielle						
24	D5 AM	Alderson David						
25	D5 R		Feng Jenny	Young Bernard	Cheng William	Gibson Shirley		
26	D5 L1		Carter Leanne	Bell Heather	Nancarrow Trish	Clark Megan	Rogers Paul	Simpson Kevin
27	D5 L2		Cooke Dennis	Connolly Jenny	Edwards John	Fraser Melissa	Jackson Chris	Talbot Peter
28	D5 PM	Atkinson Danielle						

Close the Excel file and close General Access