SCHOOL INSTRUCTION MANUAL ediaryschool.com.au

ediary

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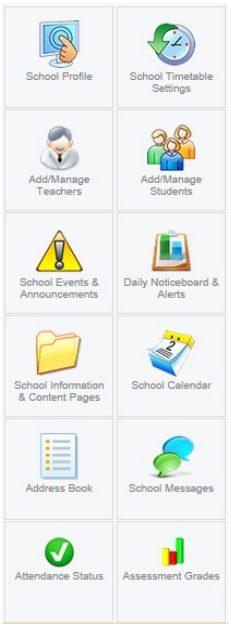
1.0 School Profile

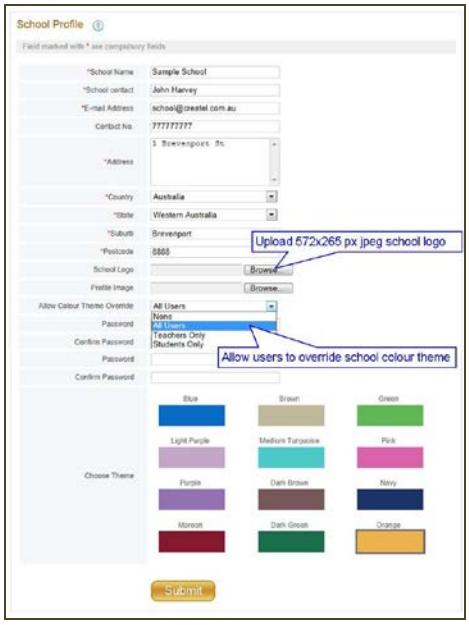
Once you first log into the eDiary, you are able to change your school's profile settings using the **School Profile** menu located on the side menu illustrated below. The **School Profile** menu allows you to upload images and logos and change your contact details, password and colour theme.

1. **Uploading School Logo** - upload your school's logo to all teacher and student eDiary users by attaching the image using the **School Logo** browse button illustrated below. Please note, the size of image must be a jpeg file, 572px (Width) X 265px (Height). When complete, select **Submit.**

2. **Uploading the Profile Image** – this image will only be displayed on the school's administrator profile. Attach the image using the **Profile Image** browse button. Image size must also be a jpeg file, 572px (Width) X 265px (Height). When complete, select **Submit.**

3. **Colour Themes** – change the colour theme of your eDiary interface by selecting any of the 12 colours shown which best reflect your school's colours. Use the **Allow Colour Theme Override** button if you wish to allow teachers and/or students to have the freedom to select their own colour theme. Select the colour and then **Submit.**





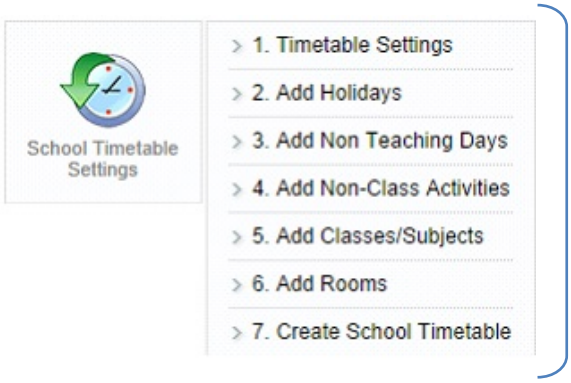
2.0 Settings & Timetable

SETTING UP YOUR SCHOOL TIMETABLE TEMPLATE

You can use the School Timetable Settings menu to provide your teachers and students with automatic school-wide settings for their eDiaries. Make sure you take the time to carefully follow the instructions in this section. You have the option to enter a number of school-wide settings including timetable settings, holidays, non-teaching days, non-class activities, subjects, rooms and create a basic timetable template for all school users. Teachers and students will then easily be able to customise (i.e. add classes, teaching periods, duties etc) their own timetables based on the settings you have created for them.

Please note, fields marked by a red asterisk are mandatory.

To start the eDiary set up process for your teachers and students, complete in order, each of the 7 steps in the **School Timetable Settings** side menu. Most of these steps (except for steps 1 & 7) are optional.



Step 1 **Timetable Settings**

Step 2 **Add Holidays**

Step 3 **Add Non-Teaching Days**

Step 4 **Add Non-Class Activities**

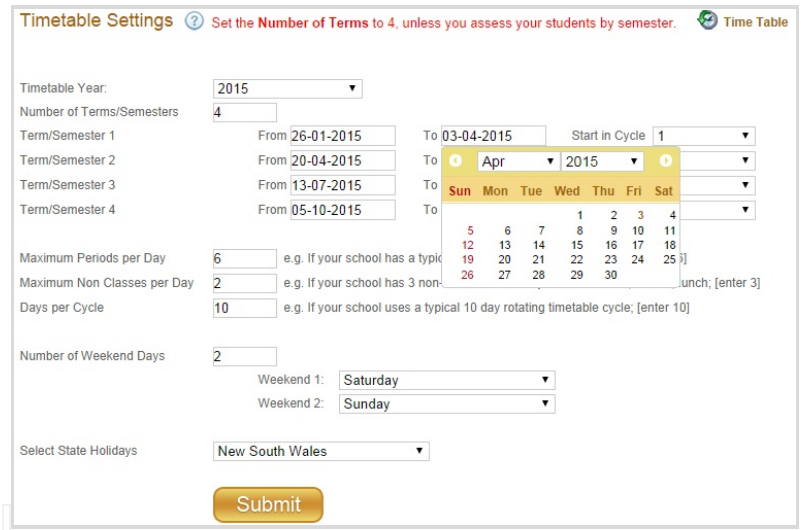
Step 5 **Add Classes/Subjects**

Step 6 **Add Rooms**

Step 7 **Create School Timetable**

Step 1 Timetable Settings

The first thing you need to do is to create your school's **Timetable Settings**. Use the illustration below as a guide:



Select **Timetable Settings** and complete the fields in the following order:

1. Select the **Timetable Year**. This is the year for which the timetable will be created, e.g. 2014, 2015 etc
2. Add the **Number of Terms/Semesters**. For example, if your school teaches and assesses students over four terms, insert 4, or if it is over two semesters, insert 2.
3. Select the Start and End dates (**From** and **To**) of each **Term/Semester** by clicking on the date in the drop-down calendar. Make sure you set the start day of each term to a Monday, even if this is a non-teaching day, so that the **Start in Cycle** day defaults to 1. (Always select 1 or 6 as the Start in Cycle day otherwise the timetables will be out of synch by a day or two).
4. Add the **Maximum Periods per Day**. For example, if each teaching day has 6 face-to-face teaching periods, you will need to enter 6.

5. Add the **Maximum Non-Classes per Day**. A Non-Class is any time block where no students are timetabled, and where you do not need to mark an attendance roll. For example, if each day includes three non-teaching time blocks (e.g. morning briefing, recess and lunch), you would enter 3.
6. Add the **Days per Cycle**. The Days per Cycle are the number of rotating days in your teaching cycle, normally any number from 5–10 days. If your school has a cycle that does not correspond to the days of the week (e.g. a 7-day rotating cycle), set the Days per Cycle to 7. Later, when you create your timetable, the eDiary will load your cycle into the start and end term dates created earlier.
7. **Weekend Days** (this is normally 2; Saturday and Sunday), is added by default. The eDiary will automatically allocate your timetable starting from the first day of term to the last day, skipping all weekends.
8. Select **State Holidays**. Choose your state from the drop-down menu and the eDiary will automatically load all the gazetted national and state holidays for the year. (Note local holidays need to be entered by the user).
9. When complete, select **Submit** to save these changes.

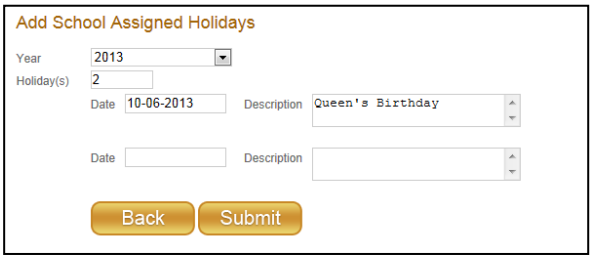
Note, once these timetable settings are created by the school administrator, they will be automatically loaded into every teacher and/or student's eDiary linked to the school.

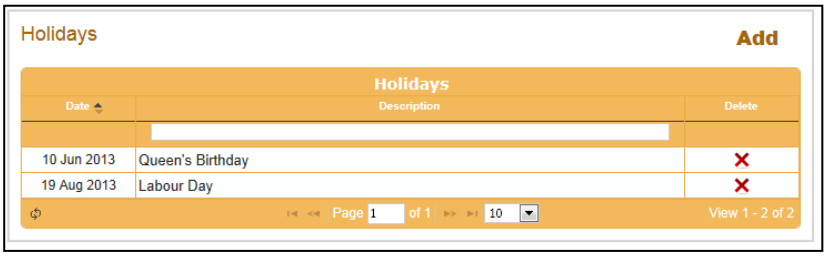
Step 2 Add Holidays

You are able add **Holidays** to each of your teacher and student eDiary users by selecting **Add Holidays** from the side menu. To add holidays:

1. Select **Add** from the **Holidays** table and the **Add School Assigned Holidays** box will appear. Select the **Year** and insert the number of holidays to add.
2. Select a **Date** from the drop-down calendar and add a **Description** of the holiday. When complete select **Submit** to save these changes. The school holidays you have added will now be populated to all your school eDiary user's timetables.

   Holidays can also be added using the **School Calendar** (see section 8.0)





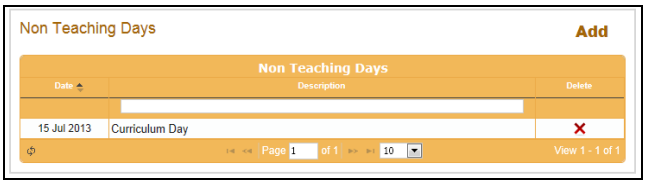
Step 3 Add Non-Teaching Days

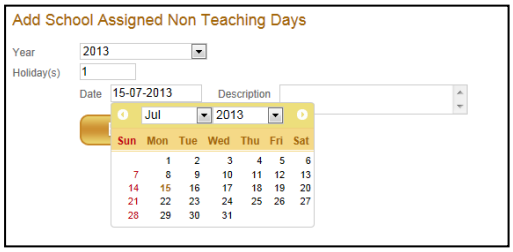
You are able add **Non-Teaching Days** to each of your teacher and student eDiary users. **Non-Teaching Days** are days in the school teaching term where there are no scheduled face-to-face classes, e.g. curriculum or student-free days.

Select **Add Non-Teaching Days** from the side menu:

1. Then select **Add** from the **Non-Teaching Days** table and the **Add School Assigned Non-Teaching Days** box will appear. Select the **Year** and insert the number of holidays/non-teaching days to add.
2. Select a **Date** from the drop-down calendar and add a **Description** of the non-teaching day. When complete select **Submit** to save these changes. The school non-teaching days/holidays you have added will now be populated to all your school eDiary user's timetables.

   Non-Teaching Days can also be added using the **School Calendar** (see section 8.0)



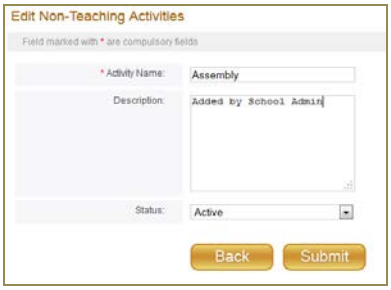


Step 4 Add Non-Class Activities

Non-Class/Non-Teaching Activities are all activities or time blocks such as morning briefing, recess, lunch, staff meetings etc where students are not enrolled and therefore attendance does not need to be marked.

Select **Add Non-Class Activities** and manually add all the **Non-Class/Non-Teaching Activities** that teachers and students will require for their timetables. When you add a **Non-Class Activity**, select **Submit** and it will then appear in the **Non-Class Activities** table.

Some standard **Non-Class/Teaching Activities** such as Recess, Lunch, Lunch 1, Lunch 2 etc have already been loaded into the eDiary for each individual teacher and student user and appear below.



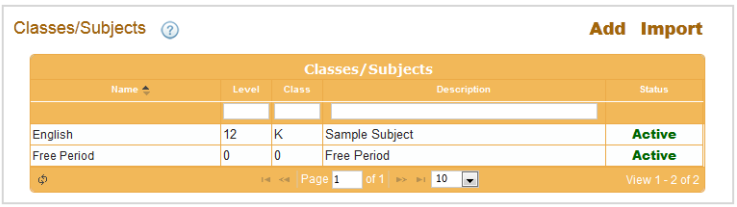
Step 5 Add Classes/Subjects

Select **Add Subject/Classes**. As the school administrator you are able to manually add or import a series of subject names that teachers and students will be able to modify and use in their eDiaries.

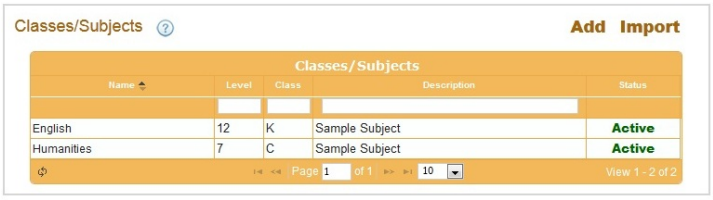
1. To add subjects/classes manually, select **Add** and complete the mandatory fields in the **Add Subject/Classes** screen:

   a. **Subject Name:** e.g. Humanities, English, HSC Biology, General Maths etc
   b. **Year Level:** e.g. 7, 8, 9 etc.
   c. **Class:** e.g. A, B, Green etc.
   d. **Year:** e.g. 2014, 2015 (i.e. new school year)
   e. **Description** (optional)**:** e.g. VCE English Unit 1. This is a detailed subject description.
   f. **Status:** leave as status Active. Subjects are only made Inactive when no longer needed (e.g. a new school year).
   g. Select **Submit** to save these changes.

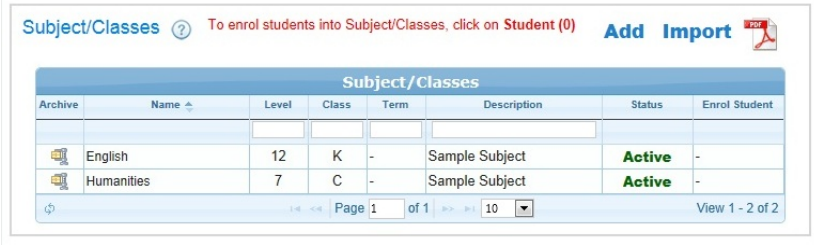
   Free Period has already been loaded into the eDiary to allow teachers and students to fill any spare/free periods in their timetable where they are not teaching (or is an independent study period).



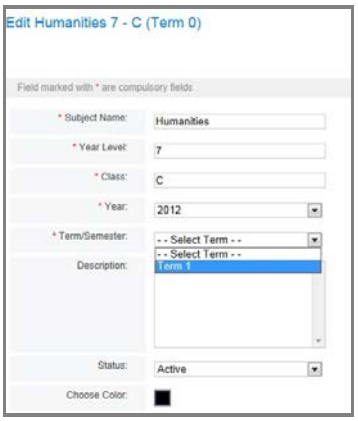
2. Every **Subject/Class** you create as a school administrator is NOT linked to a term/semester; e.g. Humanities 7C, 2012. It is merely the subject name, with corresponding class and year level which will appear in the **Classes/Subjects** table as illustrated below.



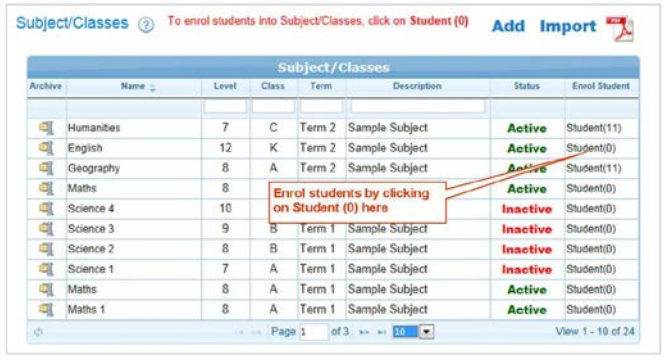
3. As illustrated below, teachers and students will then receive the school administrator created **Subject/Classes** in their eDiaries without any allocation to Terms 1, 2, 3 or 4 etc.



4. In order for the school administrator created **Subjects/Classes** to appear in individual teacher/student timetables, the end user (e.g. a teacher) needs to allocate a term/semester to each subject. As illustrated below, all they need to do is click on the subject name and select the **Term** for that subject. They can also copy a subject's details to another term.



Each **Subject/Class** will then appear in the end user's eDiary as illustrated below (e.g. for a teacher). Each user has the ability to archive subjects and enrol students (teachers only). See the Teacher and/or Student Instruction Manual in the eDiary Help files for these users.



5. To import **Subjects/Classe**s, select **Import**. Click and then view the Excel spreadsheet illustration(shown below) to import your subjects/classes. A template of this spreadsheet is saved in the eDiary Help files under **Classes/Subjects.**

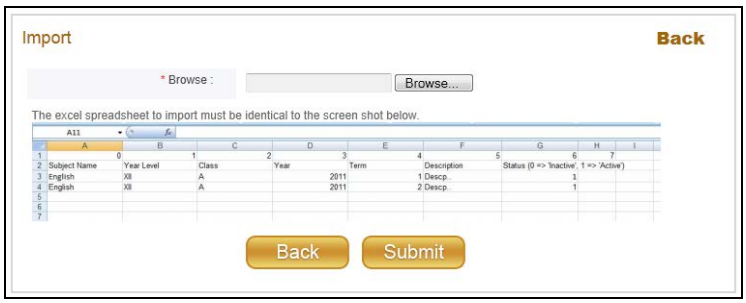
   a. Open the saved spreadsheet; it contains a header line, followed by one sample subject/class.

   b. Paste your **Subjects/Classes** into the spreadsheet exactly as per the sample. All fields require data. The data must be added in exactly the format and order shown, otherwise an error will result.

   c. When you have pasted the data in the spreadsheet template, name the file and save it.

   d. Select **Browse** to locate the file and load the spreadsheet into the eDiary.

   e. When complete, select **Submit**. Your subject/classes will now appear in the Subject/Classes table.



Step 6 Add Rooms

Select **Add Rooms**. You can manually add or import your school room numbers and locations. These will then appear to each of your teacher and student eDiary users which they can use in their timetables.

1. To add **Rooms** manually, select **Add** and complete mandatory fields in the **Add Room**s screen. When complete, select **Submit** to save these changes.

2. To import rooms, select **Import**. You can then view the excel spreadsheet illustration to import room numbers and descriptions. A template of this spreadsheet is saved in **Rooms.**

    a. Open the saved spreadsheet; it contains a header line, followed by one sample room number.

    b. Paste your rooms into the spreadsheet exactly as per the sample. All fields require data. The data must be added in exactly the format and order shown otherwise an error will result.

    c. When you have pasted the data in the spreadsheet template, name the file and save it.

    d. Next, select **Browse** to locate the file and load the spreadsheet into the eDiary.

    e. When complete, select the **Submit**. Your rooms will now appear in the Rooms table.

Step 7 Create Timetable (for your Teacher and Student users)

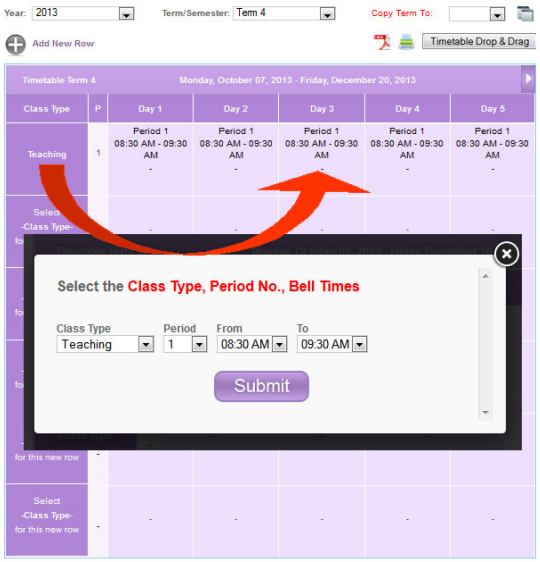
As the school administrator, select **Create Timetable** and a blank **Timetable** screen will appear set to the current **Term** and year.

For example the blank timetable illustration below is a 6 period day with a recess and lunch, based on the settings created earlier in Timetable Settings (Step1). It therefore shows 6 rows; 4 Teaching Periods & 2 Non-Class Periods.

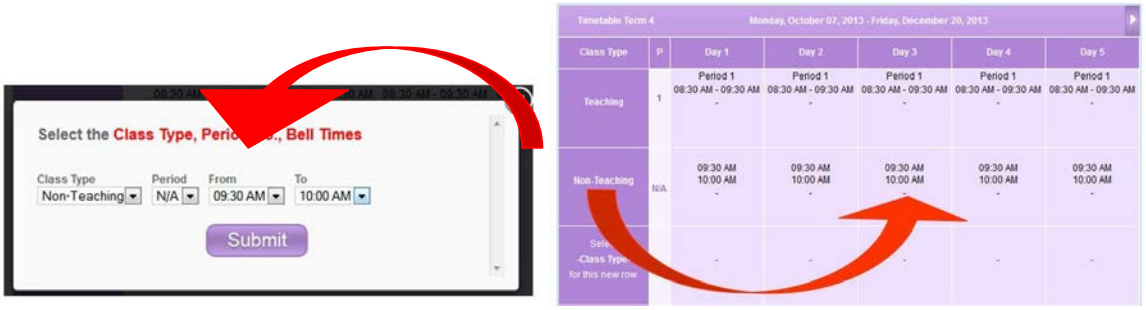
Once you have a blank timetable similar to above, follow each of the steps below to create a timetable template that each of your teachers (or students) can customise to suit their teaching load.

1. For the first row, click **Select Class Type** and add the **Class Type, Period No. & Bell Time** to the entire row.

For example, if the first class each day is a teaching period, select **Class Type:** Teaching, **Period:** 1 and add the **Bell Times:** 8.30-9.30am and **Submit.** The entire row, Days 1-10 is now populated with the data. (Use the right arrow to view Days 6-10).



If the next period is a non-class period (e.g. recess), select **Class Type:** Non-Teaching, **Period:** N/A and add the **Bell Times:** 9.30-10.00am and **Submit** and the non-teaching period is added across the row as illustrated below:



2. Then complete each row, until all blocks have a teaching or non-teaching period & bell time added.

Complete each row in turn, until all blocks have a teaching and non-teaching period & bell time added. Your timetable could now look something like this:

Timetable Term 4		Monday, October 07, 2013 - Friday, December 20, 2013				
Class Type	P	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	1	Period 1 08:30 AM - 09:30 AM -	Period 1 08:30 AM - 09:30 AM -	Period 1 08:30 AM - 09:30 AM -	Period 1 08:30 AM - 09:30 AM -	Period 1 08:30 AM - 09:30 AM -
Non-Teaching	N/A	09:30 AM 10:00 AM -	09:30 AM 10:00 AM -	09:30 AM 10:00 AM -	09:30 AM 10:00 AM -	09:30 AM 10:00 AM -
Teaching	2	Period 2 10:00 AM - 11:00 AM -	Period 2 10:00 AM - 11:00 AM -	Period 2 10:00 AM - 11:00 AM -	Period 2 10:00 AM - 11:00 AM -	Period 2 10:00 AM - 11:00 AM -
Teaching	3	Period 3 11:00 AM - 12:30 PM -	Period 3 11:00 AM - 12:30 PM -	Period 3 11:00 AM - 12:30 PM -	Period 3 11:00 AM - 12:30 PM -	Period 3 11:00 AM - 12:30 PM -
Non-Teaching	N/A	12:30 PM 01:30 PM -	12:30 PM 01:30 PM -	12:30 PM 01:30 PM -	12:30 PM 01:30 PM -	12:30 PM 01:30 PM -
Teaching	4	Period 4 01:30 PM - 03:00 PM -	Period 4 01:30 PM - 03:00 PM -	Period 4 01:30 PM - 03:00 PM -	Period 4 01:30 PM - 03:00 PM -	Period 4 01:30 PM - 03:00 PM -

3. Fine tune any day adding or deleting periods and/or bell times.

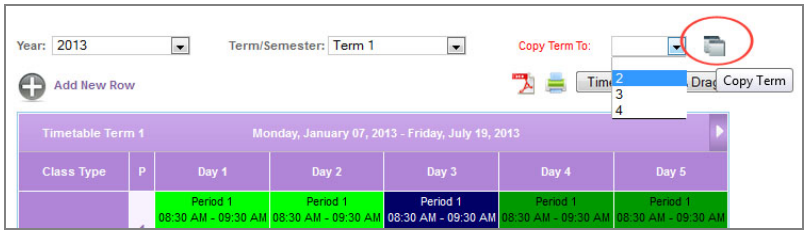
Now that the basic timetable structure has been created for all days, you are able to fine tune any day in the timetable cycle to allow for assemblies, meetings, different bell times etc. For example, re-select **Day 1** and then:

a. Enter the **Non-Teaching/Non-Class Activities** (e.g. Recess, Lunch etc),
b. Adjust the **Bell Times** (if required)
c. Delete or add periods using the **Delete X** or **Add a New Row +** buttons
d. Use the Drag & Drop button to quickly copy activities like recess, lunch meetings etc that are all-school activities.

Please note: If you do not see the **Non-Teaching/Non-Class Activities** you first need to create these using the **Add Non-Teaching Activities** sub-menu.

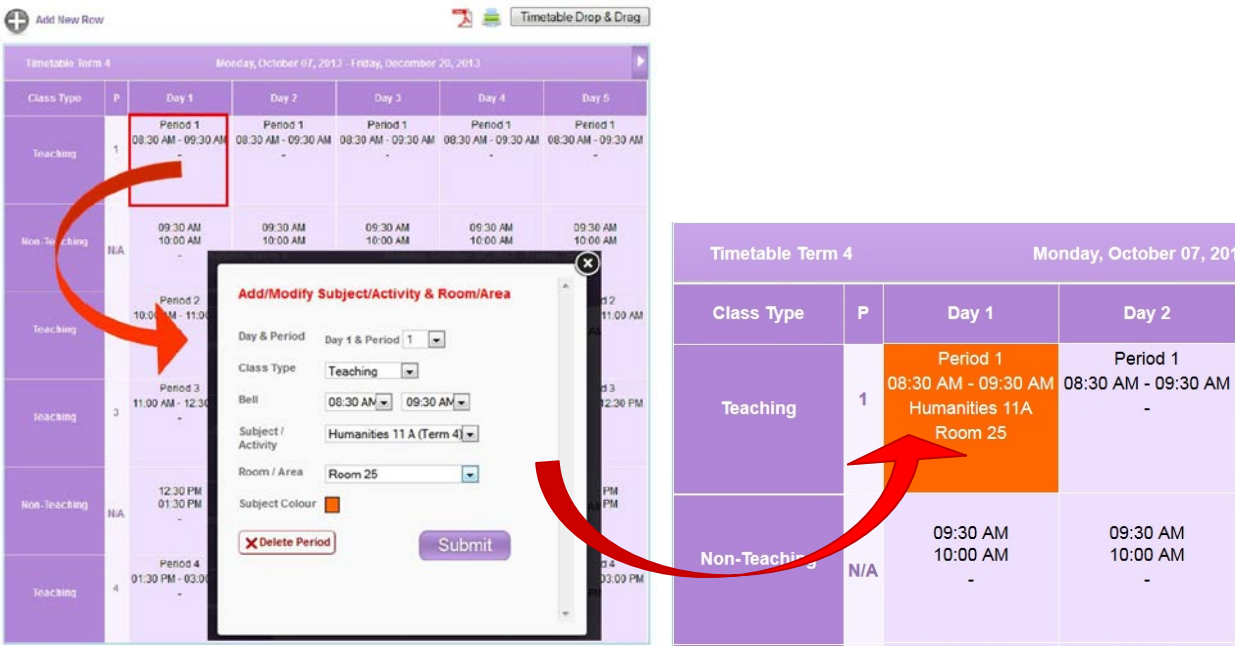
4. Copying the Timetable to Terms 2, 3 or 4

To copy your exact timetable from .e.g Term 1 to Term 2, simply load your screen to the Term 1 Timetable, select '2' using the **'Copy Term To'** button and click on the copy icon(circled) below. An exact timetable copy will be made to Term 2.



By completing the steps above you have now provided your teacher and student eDiary users with a basic timetable template like the one above. They then are able to customise their own timetable by starting in the Day 1 column, clicking into each time block pop-up and progressively **Adding a Subject/Activity & Room** until their timetable is filled.

For example, once a teacher receives their timetable template, they would click into the empty **Period 1** time block. A pop-up allows them to select the Subject, Room & Colour for this period. Once **submitted,** their selection is added (e.g. Humanities 11A). This process is repeated for each day and can be fast-tracked by using the drag and drop feature.



Timetable Troubleshooting

- **If your user's timetables do not match the correct day of the week** or are out of sequence, you may have started the term on the wrong timetable cycle day. Go back to **Timetable Settings** and adjust the **Start in Cycle** day or **Term Start Date.** e.g. Monday is always Day 1 or 6.

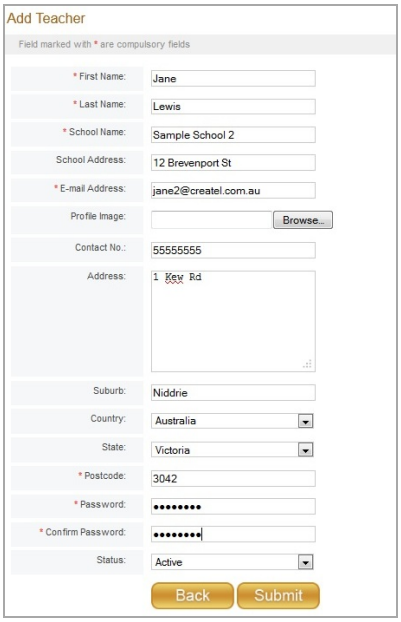
- **If your user's timetables do not show any periods and classes**, they may not have saved the **Timetable Settings**. Make sure **Timetable Settings** are always SAVED for the timetable changes to take effect.

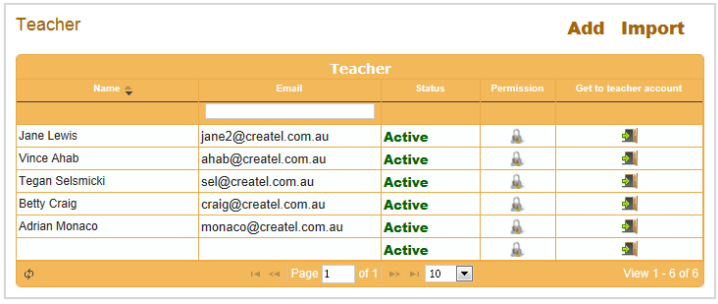
3.0 Add/Manage Teachers

Depending upon how many teacher and/or student eDiary users you have subscribed for, as the school administrator, you are able to add **Teacher** and **Student eDiary users**. By adding each new user, you are giving them full access to their own eDiary login and are able to create a school-wide group of eDiary users.

Add/Import Teachers. Select **Add/Import Teachers**. You can manually add, or import your teacher's names, details and login email addresses and passwords.

a. To add teachers manually, select **Add** and complete at least SIX mandatory fields in the **Add Teache**r screen, the other fields can be completed if required. When complete, select **Submit**. The teacher will then appear in the **Teacher** table below:





Note: You can gain access to a teacher's eDiary by clicking on the icon in the column; **'Go to teacher account'** illustrated above.

b. To import **teachers**, select **Import**. Click and then view the Excel spreadsheet illustration (shown below) to import teacher names. A template of this spreadsheet is saved in the eDiary Help files in the document; **Add/Import Teachers**.

   i. Open the saved spreadsheet; it contains 12 column headers with numbers and import headings. Do not change any of this information.

   ii. Only the SIX YELLOW columns are mandatory; **First Name**, **Last Name**, **School Name**, **Postcode, Email Address** and **Password**. Paste your teachers' details into the spreadsheet shown in the template example below. You can insert data in all fields if you wish, however the data must be added in exactly the format and order shown, otherwise an error will result.

   iii. When you have pasted the data in the spreadsheet template, name the file and **Save** as an **Excel 97-2003 Workbook** file on your computer.

   iv. Next, select **Browse** to locate the file and load the spreadsheet into the eDiary.

   v. When complete, select **Submit**. Your teacher names will now appear in the **Teacher** table (illustrated above).

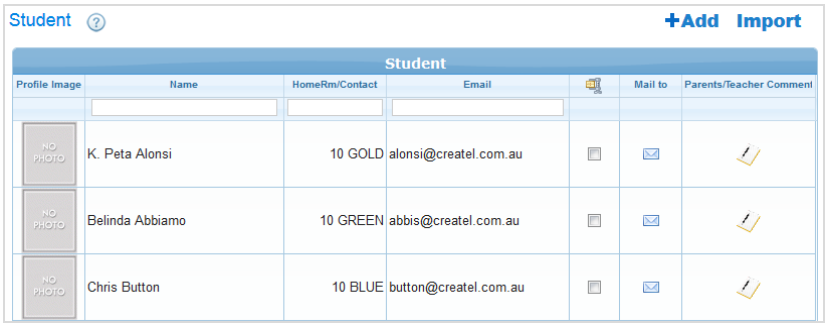
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	0	1	2	3	4	5	6	7	8	9	10	11	12
2	First Name	Last Name	Gender (M=> 'Male', F=> 'Female')	Dob (Format should be'dd-mm-yyy')	Phone #	School Name	Address	Suburb	State	Country	Post Code	Email Address	Password
3	Kim	Citizen	F	24-06-83'	5555555	St Annes School	23 Hope Rd	Niddrie	Victoria	Australia	3336	kim@createl.com	Password
4													
5													
6													
7			YOU MUST AT LEAST ENTER DATA IN THE 6 COLUMNS MARKED ABOVE IN YELLOW: First Name, Last Name, School Name, Postcode, Email & Password. All others are optional.										

4.0 Add/Manage Students

Add/Import Students. Select **Add/Import Students**. You can manually add, or import your student's names, details and login email addresses and passwords.

a. To add students manually, select **Add** and complete at least SIX mandatory fields in the **Add Student** screen, the other fields can be completed if required. When complete, select **Submit** to save these changes. The student will then appear in the **Student** table below:

Note: The student email addresses are required for students to be linked to the eDiary school community. However, if the eDiary has been purchased only for teachers, you can allow individual teachers to import all their student names without the need for any email addresses.



b. **To import students**, select **Import**. Click and then view the Excel spreadsheet illustration (shown below) to import student names. A template of this spreadsheet is saved in the eDiary Help files in the document; **Add/Import Students** (illustrated below).

i. Open the spreadsheet; it contains 13 column headers with import headings. Don't change any of this data.

ii. Only the SIX YELLOW columns are mandatory; **First Name**, **Last Name**, **School Name**, **Postcode, Email Address** and **Password**. Paste your students' details into the spreadsheet shown in the template example below. You can insert data in all fields if you wish, however the data must be added in exactly the format and order shown, otherwise an error will result.

iii. When you have pasted the data in the spreadsheet template, name the file and **Save** as an **Excel 97-2003 Workbook** file on your computer. Next, select **Browse** to locate the file and load the spreadsheet into the eDiary.

iv. When complete, select **Submit**. Your student names will now appear in the Students table.

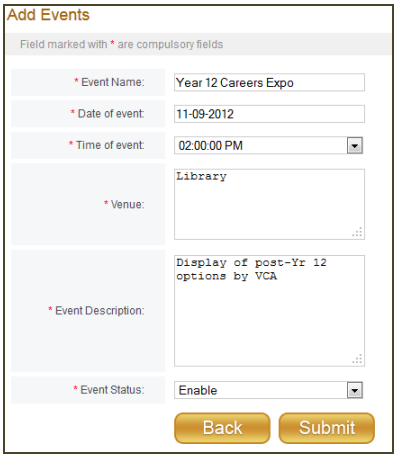
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	0	1	2	3	4	5	6	7	8	9	10	11	12	13
2	First Name	Last Name	Gender (M=> 'Male', F=> 'Female')	Dob (Format should be'dd-mm-yyy')	Phone #	School Name	Address	Suburb	State	Country	Post Code	Email Address	Password	Student Code
3	Johnny	Citizen	M	05-08-97'	55555555	ABC High School	2 Fox St	Foxville	Victoria	Australia	3333	johnny@createl.com.au	password	788675
4														
5														
6			*YOU MUST AT LEAST ENTER DATA IN THE 6 COLUMNS MARKED ABOVE IN YELLOW: First Name, Last Name, School Name, Postcode, Email & Password. All others are optional.*											

5.0 School Events & Announcements

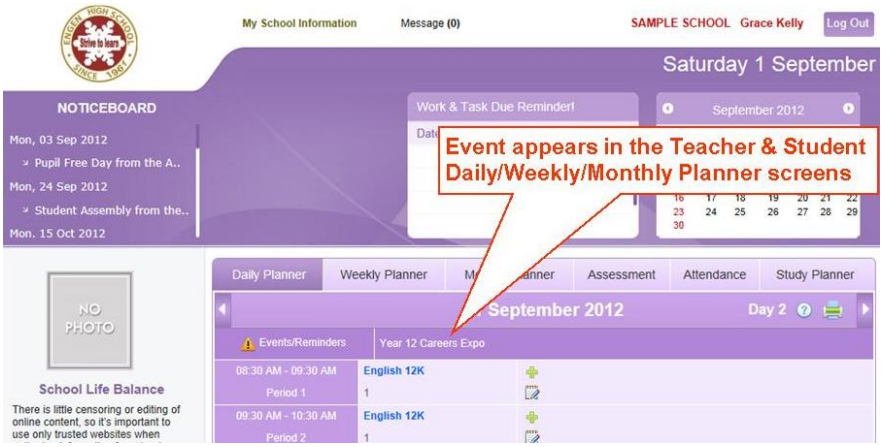
The **School Events & Announcements** facility allows the school administrator to upload daily events to the school-wide community of eDiary users. This facility is different to the **Daily Noticeboard** feature illustrated in section 6.0 because unlike the Noticeboard, events created in **School Events & Announcements** only appear in the **Daily, Weekly** and **Monthly Planner** screens of teachers and student users and not in the Noticeboard. You are also able to **Import/Export** events from/to Microsoft's Outlook and Apple's iCal.

To create, view or edit new events:

1. Select **School Events & Announcements** and you will be greeted by the **Events** table above, listing all scheduled events.
2. Select **Add** and a new **Add Events** screen will appear. Fill in the following fields:
    a. **Event Name:** A brief event name that will appear in the eDiary Events Noticeboard.
    b. **Date of Event:** Select the event date.
    c. **Time of Event:** Select the event time.
    d. **Venue:** Add an event venue.
    e. **Event Description:** Insert a brief description of the details of the event.

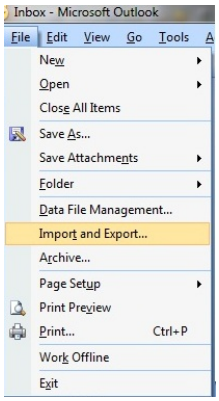


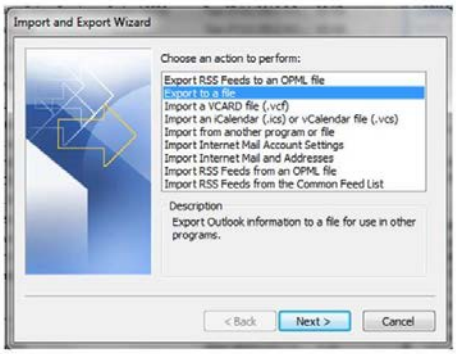
When complete, select **Submit** and the new 'Event' will be added to the school administrators **Events** table and to the **Daily, Weekly** and **Monthly Planner** screens of all teacher and student eDiary users. Events can also be added using the School Calendar feature illustrated in section 8.0. To view, edit or delete the event's details, click on the event in the **Events** table above.

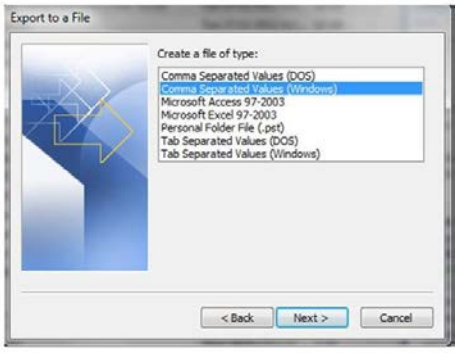


Step 1: To import or export events from Outlook or iCal

To Import or Export events from Microsoft Outlook or Apple iCal, you will first need to create a CSV file of the events you require. For example if you wanted to add events from Outlook to your eDiary, select **Import and Export** from the **File** menu of Outlook and then follow the prompts of the Import and Export wizard illustrated below and export your files in **CSV format (Comma Separated Values).**



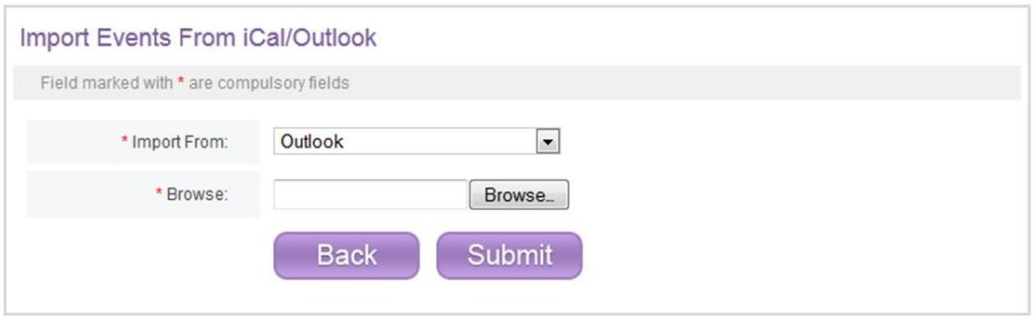




Step 2: To import or export events from Outlook or iCal

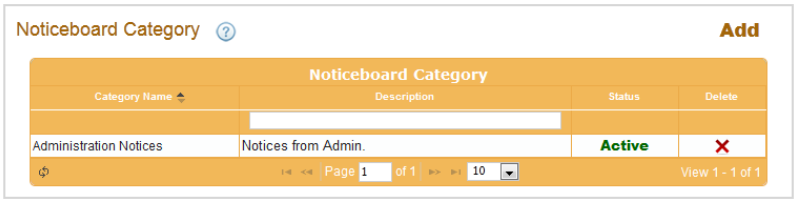
1. Within the eDiary, select **School Events & Announcements** and you will be greeted by the **Events** table above, listing all scheduled events.
2. Select **Import (or Export)**. This will open the **Import (or Export) Events from iCal/Outlook** screen illustrated below.
3. From the drop down menu, select whether you want to import/export from iCal or Outlook.
4. Then use the browse button to select the **CSV file** you want to import/export and select submit.
5.

These Events will then be loaded onto your School Calendar as well as all the Monthly Planner screens of your staff and students.



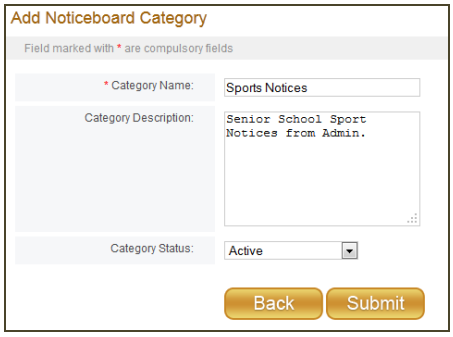
6.0 Daily Noticeboard & Alerts

The **Daily Noticeboard & Alerts** facility is a quick way for the school administrator to announce important events to the school-wide community of teachers and student eDiary users. Each announcement will continue to appear in each user's NOTICEBOARD section of their eDiary and act as a visual reminder until the event takes place. Teachers and students can scroll and click on any announcement, view its details and attachments.



To create, view or delete Noticeboard announcements:

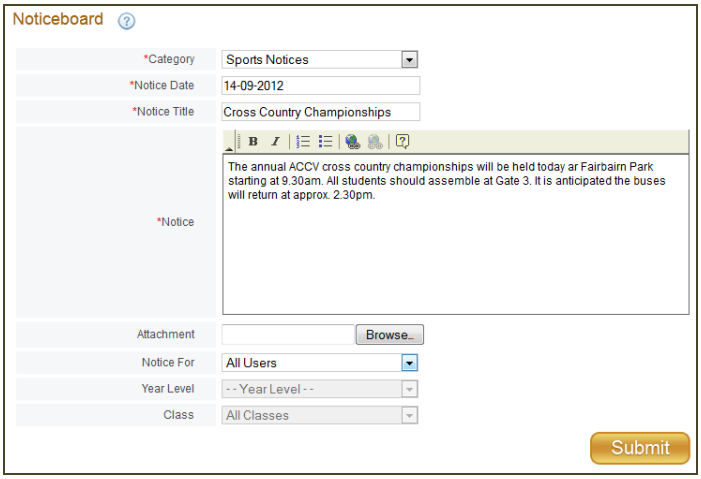
1. Select **Daily Noticeboard & Alerts** Upon first use, you will need to add a **Noticeboard Category.**
2. Select **Noticeboard Category**. As illustrated above, you can add a typical list of announcement categories such as Administration, Sports Notices and Year Level Assembly etc. Select **Add** and create a category, e.g. Sports Notices and then select **Submit.**



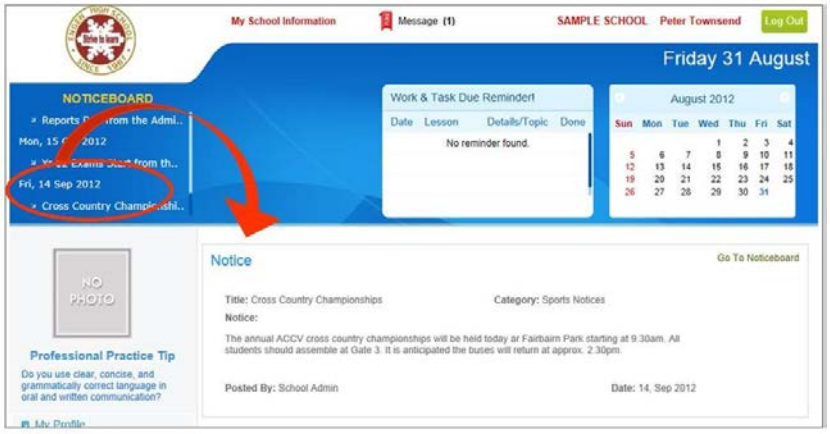
Once you have created a number of Noticeboard categories, you will be able to add notices or announcements.

3. Select **Add Notices** and fill in the following fields in the **Noticeboard** screen which appears below:
    f. **Category:** Select the notice category from the drop-down fields
    g. **Notice Date:** Select the event date.
    h. **Notice Title:** Add the title of the notice which will display to teachers and/or students
    i. **Notice:** Add the details of the notice
    j. **Attachment:** Add an attachment if required
    k. **Notice For:** elect who you wish to view this notice;
        a. *All Users:* all school-wide eDiary users will receive the notice
        b. *Teachers Only:* only teachers will receive the notice
        c. *Students Only:* only students will receive the notice
        d. *Year Level:* a specific Year Level will receive the notice

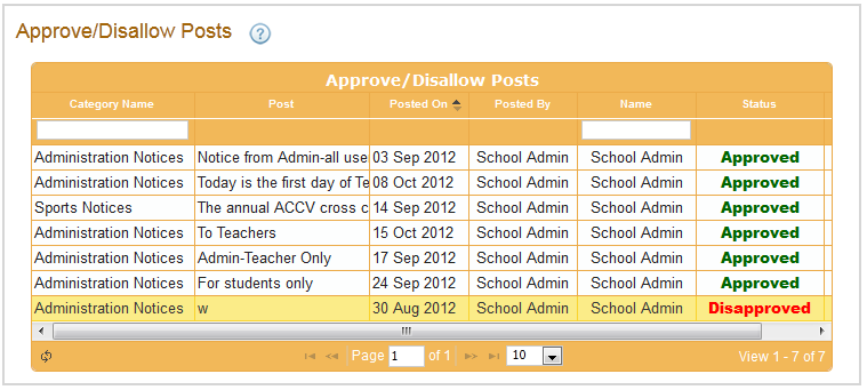
4. When complete, select **Submit** and the new 'Notice' will be added to your eDiary user's NOTICEBOARDS.



Each of your teacher and student eDiary users will be able to view the new notice in their **NOTICEBOARD** section by clicking on the notice as illustrated below:



The school administrator is able to approve or disallow any notice by selecting **Approve/Disallow Posts** from the side menu and clicking on the green 'Approved' status column which converts the notice to disapproved. The notice can also be deleted by selecting **Add Notices** and clicking on **Remove Post** in the body of any of the listed notices.

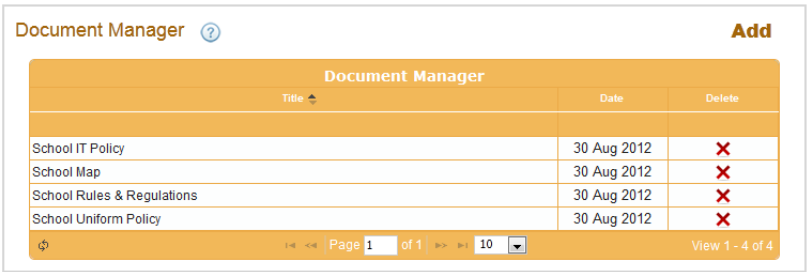


7.0 School Information & Content Pages

The **School Information & Content Pages** facility allows the school administration to upload important documents in pdf and word format as well as spreadsheets and other images to all school-wide teacher and student eDiary users. These documents will then appear at the top of each user's eDiary under the clickable banner; **My School Information**.

This facility should be reserved only for important school information that you would normally expect to see in the school handbook or the front section of your paper student and teacher diaries.

School Information & Content Pages allows you to upload up to 50 MB of documents and files.



To add or delete documents

1. Select **School Information & Content Pages** from the side menu and you will be greeted by the **Document Manager** table (above) listing all your uploaded documents.
2. Select **Add** and a new **Add Document** screen will appear. Fill each of the fields:
    - **a.** **Document Title:** Add the name of your document.
    - **b.** **Document For:** Select who you wish to upload this document to;
        1. *All Users:* all school-wide eDiary users will receive the document
        2. *Teachers Only:* only teachers will receive the document
        3. *Students Only:* only students will receive the document

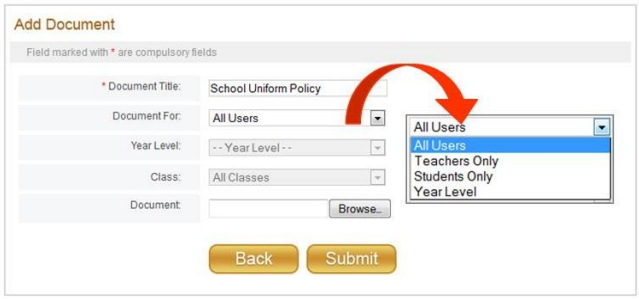
4. *Year Level:* a specific Year Level will receive the documents.

c. **Year Level:** can only be added if Document For Year Level is selected

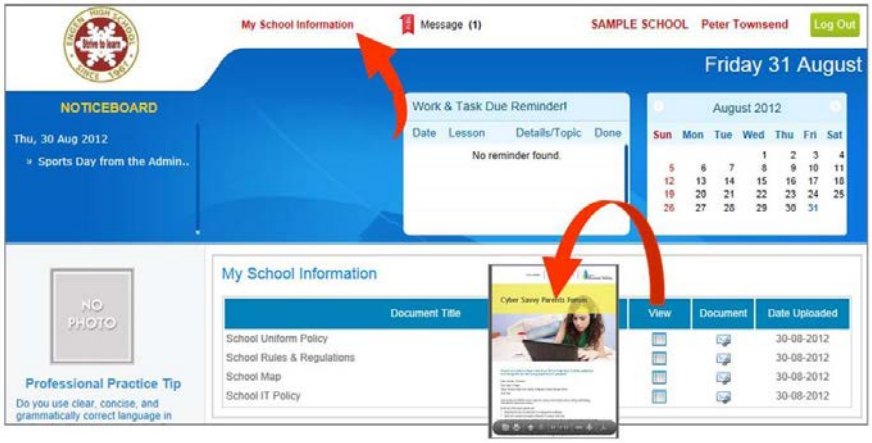
d. **Class:** can only be added if a Year Level is selected

e. **Document:** browse and upload a PDF, WORD, EXCEL or JPEG document.

3. Select **Submit** and the new document will be added to the **Document Manager** table and each user's **My School Information.**

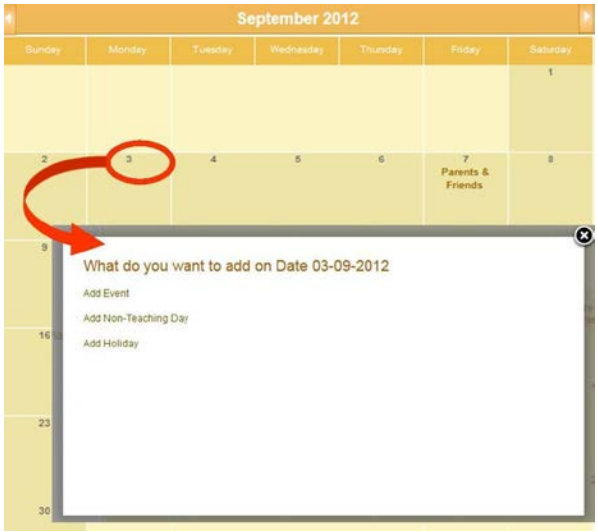


Each teacher and/or student eDiary user then receives the document in their **My School Information** which can then be clicked to reveal the various school documents uploaded. The document can then be quickly viewed by clicking on **View** or opened and saved by clicking on **Document.**



8.0 School Calendar

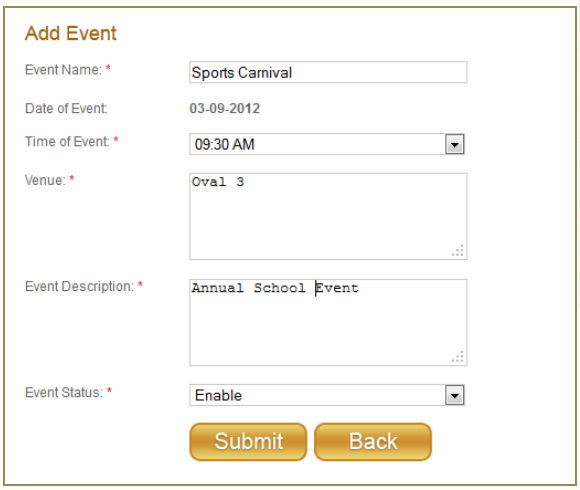
The **School Calendar** is a Monthly Planner allowing the school administrator to add **Events**, **Non-Teaching Days** and **Holidays** directly to the eDiaries of all teacher and student school-wide users. Once added, each item will appear in the **Daily, Weekly** and **Monthly** Planners of each user. Any new Non-Teaching Days and Holidays will automatically be added to the **Settings & Timetable** section. The school administrator's eDiary always loads on first login to show the **School Calendar** screen illustrated below:



To add 'events' to the **School Calendar**, select **School Calendar** from the side menu and then:

1. Click on the date required and a pop-up box will appear as illustrated above, showing three options:
    a. Add Events
    b. Add Non-Teaching Days
    c. Add Holidays

2. Select which item you wish to add by clicking on **Event, Non-Teaching Days** or **Holiday**, then enter details into the mandatory fields as illustrated below and select **Submit.**



All your teacher and student eDiary users will then receive the events you have created in their Daily, Weekly and Monthly Planners as illustrated above. The events added will also appear in the **School Calendar** section, School Events box and Events table of the school administrator's eDiary.

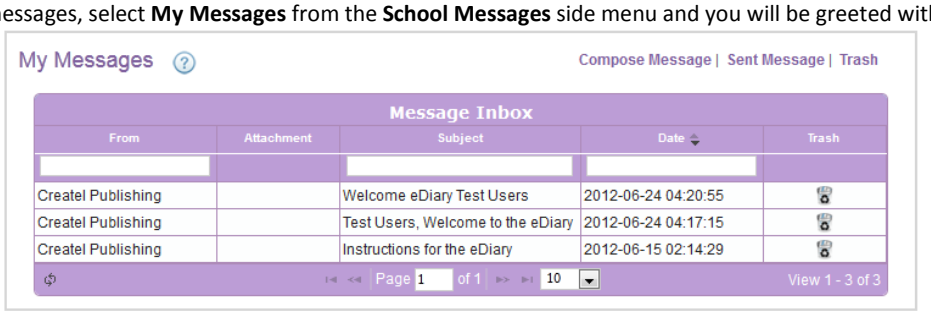
9.0 Address Book

The **Address Book** table lists all the teacher and/or student eDiary users that are linked to your school-wide eDiary. You are able to use the email addresses (with predicative text) listed in the **Address Book** when you are composing and sending school-wide messages. See section **10.0 School Messages.**

10.0 School Messages

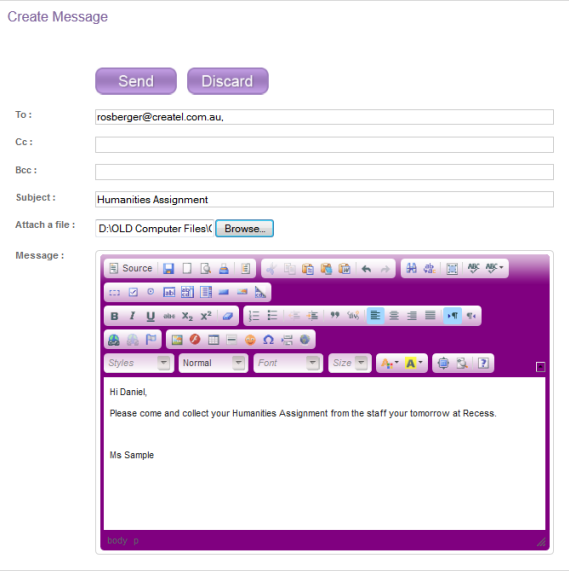
School Messages allows the school eDiary administrator to send messages and attachments to both **teacher** and **student eDiary users.** All messages are sent within the eDiary program are not part of other email applications residing within your computer, however a copy of the message will also be sent to the users normal email inbox (e.g. Outlook). **My Messages** is a handy feature which allows you to send documents and important messages directly to other users within the eDiary school-wide community.

To send messages, select **My Messages** from the **School Messages** side menu and you will be greeted with the screen below.

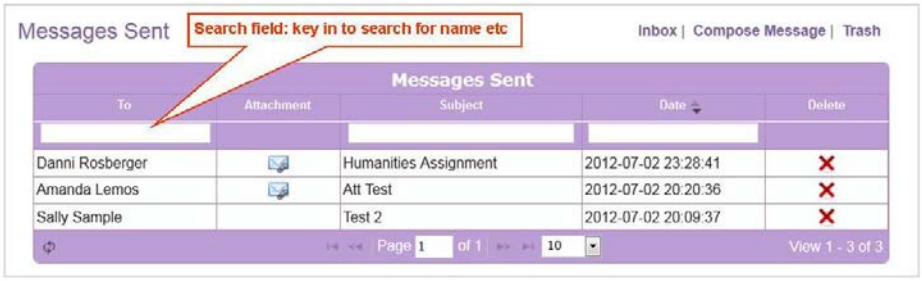


To compose a new message select **Compose Message** and you will open the **Create Message** text editor illustrated below. Once in the screen, fill in the appropriate fields such as **To** and **Subject**, **Attach** any files, add your **Message** and then select **Send.**

All teacher and/or student eDiary users will automatically have their email addresses added to the **9.0 Address Book** section which will enable you to quickly call up email addresses when composing a message.

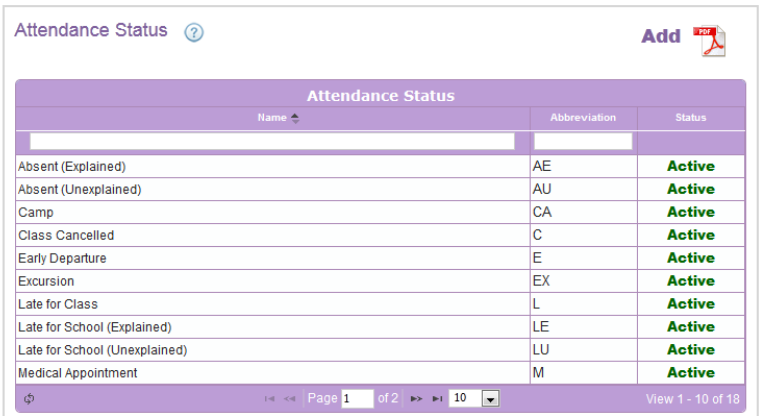


Once sent, the message will appear in the **Sent Message** table. Please note, any attachments can be viewed by clicking on the icon in the attachments column in both the **My Messages** (Inbox) and **Sent Message** table.



11.0 Attendance Status

As part of the Attendance functions available to each eDiary user, the eDiary already comes with a number of basic attendance status descriptions, which you may modify or add to for each your own for school users. When you select **Attendance Status** in the **Settings** sub-menu, the Attendance Status table will appear.

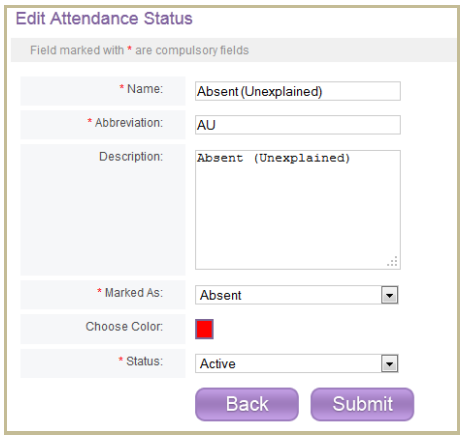


How to modify the Attendance Status descriptions

1. Click on an **Attendance Name** and the **Edit Attendance Status** box will appear.
2. You can then change any of the following fields to suit your requirements:
    a. **Name:** the long name for the attendance status name
    b. **Abbreviation:** a maximum two character abbreviation that appears in the assessment screen display
    c. **Description:** a description of the attendance status (optional)
    d. **Marked As:** the student is marked as either 'Present' or 'Absent' when this attendance status is chosen
    e. **Choose Colour:** select the colour of the attendance abbreviation in the assessment screen display
    f. **Status:** if you do not want this attendance status to appear in your display, mark it as 'Inactive'.

    When complete, select **Submit**.

Please note you can make any Attendance Status **inactive** at any time.



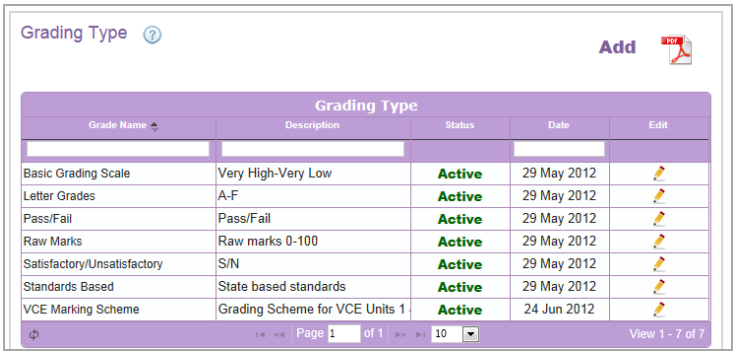
Adding a New Attendance Status

1. Select **Attendance Status** from the **Settings** menu and then select Add which appears at the top right of the Attendance Status table. The **Add Attendance Status** box will now appear.
2. Fill in the fields illustrated above and when complete, select **Submit.**

Note: The Attendance Statuses you create will then be available to your teacher school users.

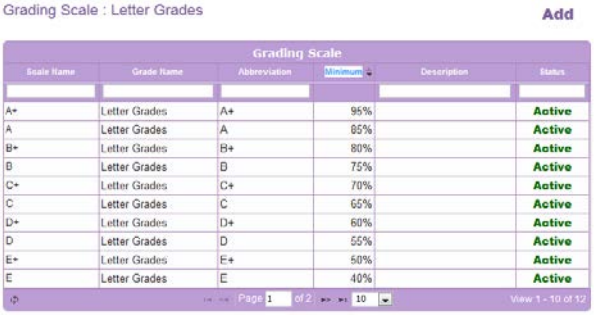
12.0 Assessment Grades

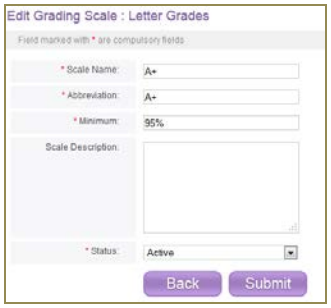
As part of the Assessment functions available to each eDiary user, the eDiary already comes with basic default grading schemes, however you are able to modify these or create your own for teacher school users. When you select **Grading Types** from the **Settings** sub-menu, the **Grading Type** table (illustrated below) will appear showing the first six grading schemes as default. You can either modify these for your own school use or add your own grading type schemes.



Modifying the default Grading Types:

1. Click on a **Grade Name** in the above table .e.g. Letter Grades (A-F) and the Grading Scale for Letter Grades A-F table will open.
2. Then select the grade you wish to modify by hovering the cursor over the **Scale Name** .e.g. A+ (95%) and the Edit Grading Scale: Letter Grade box will appear.

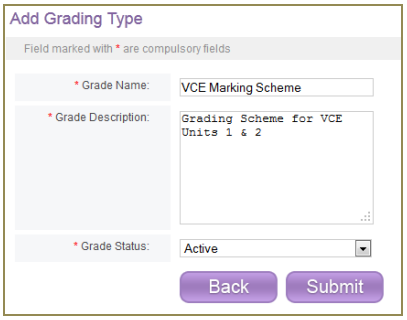




3. You can then change any of the following fields to suit your school's assessment:
    a. **Scale Name:** the name of the grading scale
    b. **Abbreviation:** a maximum two character abbreviation which will appear in your assessment
    c. **Minimum:** the minimum mark to attain this grade
    d. **Scale Description:** a brief description of the grading scale (max. 20 characters)
4. When complete, select **Submit.**
5. Please note, default **Grading Scales** can be marked as **inactive** at any time.

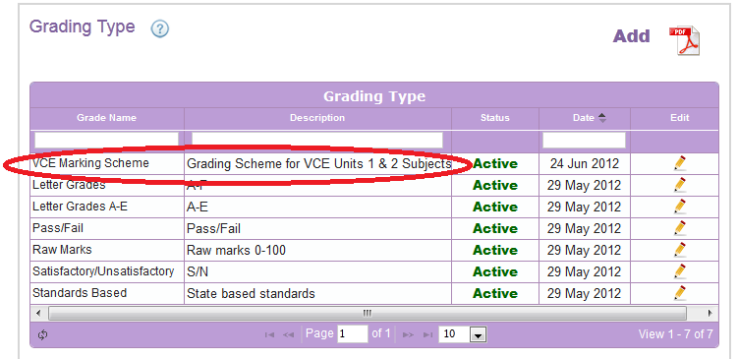
Adding new Grading Types:

1. Select **Grading Types** from the **Settings** sub-menu and then select **Add** and the **Add Grading Type** box will appear.
2. Fill in the fields in the **Grading Type** box by adding the name of the new grading scheme you wish to add, for example:
    a. **Grade Name:** VCE Marking Scheme
    b. **Grade Description:** Grading Scheme for VCE Units 1 & 2 Subjects

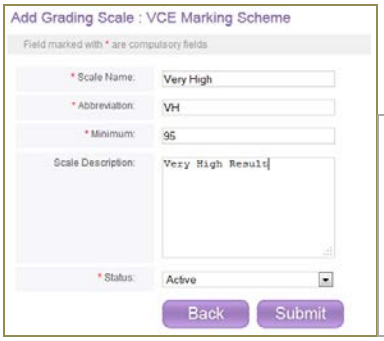


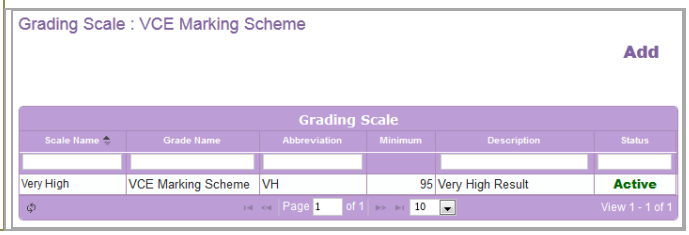
When complete, select **Submit**.

3. The new Grading Type (VCE Marking Scheme) will now appear in the **Grading Type** table below:



4. Next, click on the new **Grade Name** (VCE Marking Scheme) in the table and an empty table for Grading Scale: VCE Marking Scheme will appear. You can now start to add your own marking scales for this new grading type by selecting **Add**. This opens the **Add Grading Scale** box below. Proceed to add the **Scale Name, Abbreviation, Min Mark** and **Scale Description** (max 20 characters).





5. When complete, select submit and the new Grading Scale (above) will appear in the table for the VCE Marking Scheme. You can then progressively add more scales for this grading type from 100%-0%

Note: The Grading Scales you create will then be available to your teacher school users.

School, Teacher & Student ediary Terms and Conditions

ediaryschool.com.au

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1. Your Acceptance

1.1 By clicking on the "**I have read and accept these Terms and Conditions**" button you are entering into a legally binding contract with Createl to use ediary. This contract is conditional on payment having been made by you or payment being authorised by your credit/debit card authoriser and is at all times subject to these conditions now and every time you use ediary. If you do not accept these conditions you should not click on the button.

1.2 The term "**Createl**" or "**us**" or "**we**" or "**our**" refers to the owner of this Website whose office is unit 9, 4-6 Commercial Court, Tullamarine, Victoria, Australia 3043. Our Australian Business Number is 85 066 657 547. The term "**you**" refers to the purchaser and the user of our Website and the ediary.

1.3 You must be 16 years or older to agree to purchase ediary. If you are under 16 years old you will need to provide the written consent of your parent or guardian. You will need to have them contact us to give this consent.

2. Changes to Conditions

2.1 Createl may change these conditions at any time. Any changes will take effect on the date they are posted onto this Website and we are not under any obligation to notify you of such changes, except where those changes vary the price of the ediary, in which case the change will come into effect if you renew your subscription to ediary. By continuing to use ediary you accept any revised version of these conditions.

2.2 If there is anything you do not understand in these conditions, please feel free to email us at enquiries@createl.com.au, or phone us on (+0011 61) 03 9338 5662.

3. ediary

3.1 "**ediary**" shall be the provision to you of access to services and content on this Website (http://ediaryschool.com.au).

3.2 Createl reserves the right to amend the nature and extent of the Services available at any time.

4. ediary Availability

4.1 Createl will use its reasonable endeavours to ensure that ediary is made available to you at all times. However, this Website is provided on an "as is" basis.

4.2 Specifically, access to the Website and content may vary, whether due to congestion on the internet or telephone lines or otherwise. Your use of ediary and this Website may not be uninterrupted, timely, secure or error free.

4.3 From time to time we will need to close the Website to carry out upgrades or maintenance. We will try to keep this to a minimum. Subject to the above constraints, Createl will supply ediary with reasonable care and skill. Apart from this commitment and subject to condition 13.4 ("**Refund"**) below and any other statutory rights you may have as a consumer, we make no representation or warranty and exclude all warranties and conditions otherwise implied, to the fullest extent permitted by law.

5. Trial

5.1 If you have registered to use ediary on a trial basis then you may use ediary and this Website for a period of 30 days at no cost.

5.2 Upon expiry of 30 days you will need to pay the current price to continue to use ediary and this Website. If you do not pay the current price then we can terminate your access to the ediary at any time without notice to you.

6. Prices

6.1 Our prices only cover access to ediary. Telephone line and other communications or access costs may be charged to you separately by your Internet Service Provider or relevant service provider. All our prices are inclusive of tax at the rates in force from time to time. Except in the clear case of error, the prices payable for the ediary that you order are as set out on this Website at the time when you place your order.

6.2 Our prices are subject to change by us giving you 30 days written notice of the change at any time prior to ediary subscription being renewed. Notice may be given to you by post, by email message to your ediary or by email to the most recent email and/or postal address we hold for you.

7. Payment and Password

7.1 When you make payment for ediary you will create your own password or we will issue you with a password. The password is not transferable.

8. Duration and Termination

Duration

8.1 Your right to access ediary and this Website continues for between 6 to 24 months (based on the length of subscription chosen) from the date you have paid the price. We will then send you a renewal notice to renew your access for a further 1 year period.

8.2 Upon expiry of the subscription period (6 to 24 months depending on the length of subscription chosen), you will need to pay the current price to continue to use ediary and this Website. If you do not pay the current price then we can terminate your access the ediary at any time without notice to you.

Our Right to Terminate

8.3 Createl may terminate this contract with immediate effect by written notice on 30 days notice at any time if you commit a material breach of these conditions, including without limitation if your payment for ediary is declined or you fail to comply with condition 10.

8.4 Createl may also terminate this contract on 30 days written notice to you for no reason. If we terminate this contract other than as a result of your breach you will receive a refund of the amount you pre-paid for the ediary less an amount proportionate to the number of days for which you have had access to the ediary.

9. Customer Service, Technical Support and Notices

9.1 You can contact us to discuss your use of ediary or for any other reason by emailing to Createl as described below or going to the "**Contact Us**" section of this Website.

9.2 If you are experiencing technical or service problems you should contact our Website manager by emailing to enquiries@createl.com.au. If our Website manager is unable to resolve your problem or does not respond promptly to you then you should contact Createl directly.

9.3 In either case, please be ready to provide your account ID, e-mail, which will be required in order to identify your ediary account.

9.4 Any notice given by Createl can be given by post, by email message to your ediary or by email to the most recent email and/or postal address we hold for you.

9.5 You should notice us by email immediately if any of your details change.

10. Your Use of ediary

10.1 The material, images, design, text and other content that you receive access to (and any selection or arrangement of the foregoing) are subject to copyright of Createl.

10.2 You agree that you will:-

- access the ediary for your use only and use the ediary for professional, non-commercial purposes only without making any gain and that you will not permit any other person to use ediary. (This includes, without limitation, that you must not charge for viewing the ediary and that you cannot use the ediary to attract others to buy goods or services from you or anyone else);
- access ediary only as intended through the normal functionality of the Subscription as provided on this Website;
- not permit any other person to view ediary and keep your password secure and never share your passwords or other access codes with anyone or in anyway make them accessible to others;
- only download one copy of any materials comprised in ediary to a personal local hard disk or personal media device (eg. an iphone®, ipod® or MP3 player) and not otherwise copy, record or store all or any part of the ediary (other than on a purely transitory basis to permit you to view them) or divert, re-transmit or other distribute all or any part of ediary to any person, or authorise, enable or procure any other person to do any of the above;
- not alter, disassemble, decompile or reverse engineer any part of ediary or remove any copyright or trade mark notice from any materials comprising ediary;
- not view the ediary in circumstances where members of the public can view it simultaneously or authorise, enable or procure any other person to do so; and
- not misuse this Website or ediary or use either of them for any unlawful purpose (which includes transmitting any computer viruses, malicious code or spam via the Website) or using the Website in a manner which violates or infringes the rights of anyone else.

10.3 You acknowledge and agree that in addition to our right to terminate this contract for breaches by you we may suspend your access to ediary or this Website or any part of it if your use of them is not in accordance with these conditions, abusive, excessive or against the interests of other users. If we decide to do this we will give you a written notice.

11. Data Security and Privacy

11.1 The information and data ("**personal information**") which is provided by you in connection with ediary will be held on Createl's servers and manual records and will be used by used by Createl. These servers are operated by a third party IT contractor.

11.2 By using ediary you understand that Createl may use and disclose your personal information:-

- for the purposes of enabling you to access ediary and this Website;
- to enable us to offer and provide you with the products and services available on this Website or via Createl's business; and
- for any of the purposes set out in Createl's Privacy Policy which is available by clicking the link on this Website.

11.3 Though we make every effort to preserve your online privacy and the security of data we remind you that submitting information over the internet is inherently risky. If you are not prepared to assume this risk, then we suggest that you contact us by telephone or post (refer to the "**Contact Us**" section).

12. Content Ownership and Data Retention

12.1 By using ediary you acknowledge and accept that upon creation all information, content and data that you record in ediary or that is produced by this Website shall be owned by Createl.

12.2 We will permit you access to all such information, content and data while you continue to pay the price for accessing ediary.

12.3 We will retain all information, content and data that you recorded in ediary for a period of 2 years.

13. Disclaimer and Refund

Disclaimer

13.1 We do not warrant or guarantee or make any representation that:-

- this Website, or the server that makes the site available on the World Wide Web are free of software viruses;
- the functions contained in any software contained in the ediary or this Website will operate uninterrupted or are error-free; or
- that any program of exercise comprised in the ediary is or will be suitable for your purposes, without appropriate modification.

13.2 To the fullest extent permitted by law, we are not liable to you for:-

- errors or omissions in this Website or ediary;
- delays to, interruptions of or cessation of services provided in this Website arising from causes beyond our reasonable control;
- defamatory, offensive or illegal conduct of any user of this Website;
- any special, indirect or consequential loss or damage which you may sustain howsoever arising; or
- damage to person or property howsoever arising, whether in tort or contract,

whether caused by us, our employees, agents or contractors, or through any other cause but excluding any act of gross or deliberate negligence and to the fullest extent permitted by law you release Createl in relation to any cause of action, claim, demand, right, damage, loss expense or compensation of nature whatsoever that you may have or in the future might have in respect to the foregoing in relation to ediary, the use of the materials comprised in ediary or this Website.

13.3 You agree to accept the full cost of any necessary repair, correction and maintenance of any of your computer software or hardware, which may be necessary as a consequence of you accessing ediary or this Website.

Refund

13.4 If for a reason beyond our control you fail to receive a substantial element of ediary we will refund or give you credit for such proportion of the sum you pre-paid in respect of ediary that we decide, acting reasonably, is fair in the circumstances.

14. Limited Liability

14.1 Any conditions or warranties that may be implied into these terms and conditions by any law for your benefit that can lawfully be excluded are agreed to be excluded to the extent permitted by law.

14.2 In the event that we are found liable for breach of any implied warranty or condition that cannot be excluded by law, then our liability is limited, at our choice, to one of the following:-

- the supply of the services again; or
- the payment of the cost of having the services supplied again,

and in no circumstances whatsoever will our liability exceed the actual amount that you have paid to us for ediary.

15. Waiver

No waiver by Createl shall be construed as a waiver of any rights or remedies or any subsequent breach of these conditions.

16. Assignment

These conditions and any rights to use ediary may not be transmitted or assigned by you but may be assigned by Createl without restriction.

17. Whole Agreement

17.1 These conditions, the current ediary prices and our Privacy Policy set out the whole agreement between Createl and you in relation to ediary. These conditions cannot be changed or terminated verbally and subject to the above conditions which permit some changes, no other changes or amendments to these conditions shall be binding on either of us until confirmed in writing by Createl.

17.2 Createl's employees, agents and contractors including its IT support staff are not authorised to make any representations concerning ediary or this Website unless confirmed in writing by Createl. You confirm that you do not rely on, and waive any claims for breach of any such representations that are not so confirmed.

18. Governing Law

ediary, use of this Website and these conditions are governed by the laws of the State of Victoria, Australia and the Commonwealth of Australia and you irrevocably submit to the exclusive jurisdiction of the Courts in those jurisdictions.