

TEACHER INSTRUCTION MANUAL ediaryschool.com.au



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Createl Publishing
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The eDiary is designed to work at its optimum using Mozilla Firefox, Chrome or Safari browsers. If you are using Internet Explorer, you will need to enable the program to 'Display mixed content'. Click on Tools (the cog icon) at the top of Internet Explorer. Click on Internet Options and then click on Security, and Custom Level. Scroll down the list to Display Mixed Content, select Enable, then click OK and close out of all internet screens.

Note: Whenever you are importing data, excel spreadsheets must be saved as an Excel 97-2003 Workbook.

eDiary Essential Features

Below is a screen shot showing 25 of the most useful functions you can use every day when the eDiary is in Daily Planner mode. Each arrow points to a short-cut link which will quickly allow you to access the function. The eDiary is a functional database and all data is stored in tables. The data in each table can be sorted, and in most cases edited or deleted.

25 ESSENTIAL DAILY PLANNER QUICK FUNCTIONS TO USE EVERY DAY

The screenshot shows the eDiary interface with the following callouts:

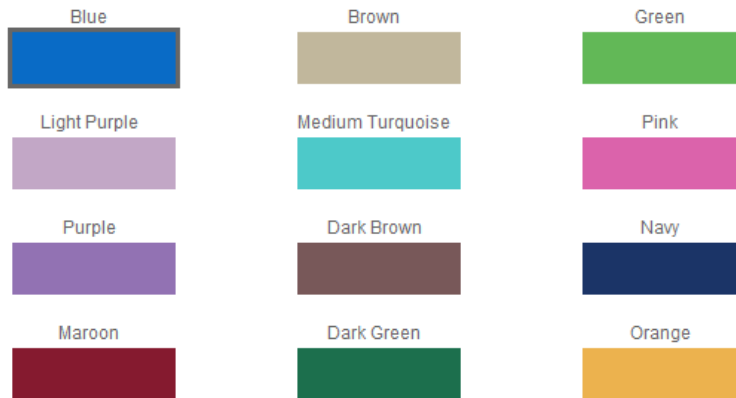
- 1. Quick Timetable View
- 2. Add Work Due Reminders
- 3. Add Events
- 4. Advance Month
- 5. View Future Days
- 6. Timetable Day
- 7. Lesson Export
- 8. Daily Planner View
- 9. Print Lessons
- 10. Scroll back
- 11. Daily Reminders
- 12. View Subject Lessons
- 13. Scroll Forward
- 14. Add Homework
- 15. Add Detailed Lesson
- 16. Live Web Hyperlink
- 17. Add Quick Lesson
- 18. Add Notes for Non-Classes
- 19. Advance to Next class
- 20. Quick Mark Attendance
- 21. Quick Mark Assessment
- 22. Change Text Colour/Size
- 23. Quick Period Change
- 24. Work Due Warning
- 25. eDiary Help files

My Profile

Use the **My Profile** menu to change your profile settings, time out and export data.

Profile & Display Settings

The Profile & Display Settings menu allows you to upload an image, change your personal details, password, colour theme, login time and choose the display view (e.g. Daily, Weekly, Monthly view) shown upon each login.



Choose Display Settings - Upon login, the ed diary will display the following screen:

- Daily Planner
- Weekly Planner
- Monthly Planner
- Assessment
- Attendance

Choose how long you would like to stay logged on before timeout:

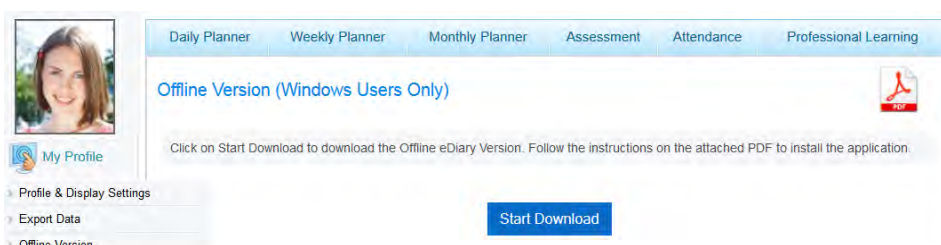
- 60 Mins
- 120 Mins
- 180 Mins
- 240 Mins

Export

The **Export** function allows you to export your eDiary data into a spreadsheet format, which you can sort and reuse as needed. Simply select **Export** from the **My Profile** menu and filter the data you require by **Year** and the **Export Type**. Lesson Plans can also be exported directly from the Daily Planner screen using the export icon.

Offline eDiary Version

The Offline Version is a 'read only' MySQL program that you can download in eDiary. Its main purpose is to allow you to view your lesson plans when you are offline and synch with your live eDiary whenever you think you will not be online. If your PC is a school computer, you may be denied permission to install applications such as this program. Ask clarification from your school IT administrator. Once downloaded, print and carefully follow the installation instructions from the PDF icon below. It is only available for Windows users.





Setup

Select the **Setup** menu and complete the 5 **eDiary Setup** steps below by clicking on each tab, in order from left to right.



✓ Step 1: Add Timetable Settings

Select the **Add Timetable Settings** (term start and end dates etc) and submit. Use the illustration below (1-11) as a guide:

If you are creating a timetable for a future year (e.g. 2016 in 2015), you must create term 4 dates for the current year (e.g. 2015)

The screenshot shows the 'eDiary Setup' interface with the '1. Add Timetable Settings' tab selected. The form contains the following fields and callouts:

- 1:** Timetable Year (dropdown menu set to 2016)
- 2:** Number of Terms/Semesters (input field set to 4)
- 3:** Term/Semester 1 start and end dates (From: 25-01-2016, To: 08-04-2016)
- 3:** Term/Semester 2 start and end dates (From: 25-04-2016, To: 01-07-2016)
- 3:** Term/Semester 3 start and end dates (From: 11-07-2016, To: 23-09-2016)
- 3:** Term/Semester 4 start and end dates (From: 10-10-2016, To: 20-12-2016)
- 4:** Maximum Periods per Day (input field set to 5)
- 5:** Maximum Non Classes per Day (input field set to 2)
- 6:** Days per Cycle (input field set to 10)
- 7:** Number of Weekend Days (input field set to 2)
- 7:** Weekend Day 1 (dropdown menu set to Saturday)
- 7:** Weekend Day 2 (dropdown menu set to Sunday)
- 8:** Add Non-Teaching Day(s) (input field set to 0)
- 9:** Select State Holidays (dropdown menu set to New South Wales)
- 10:** Add Additional Holidays (input field)
- 11:** Submit button

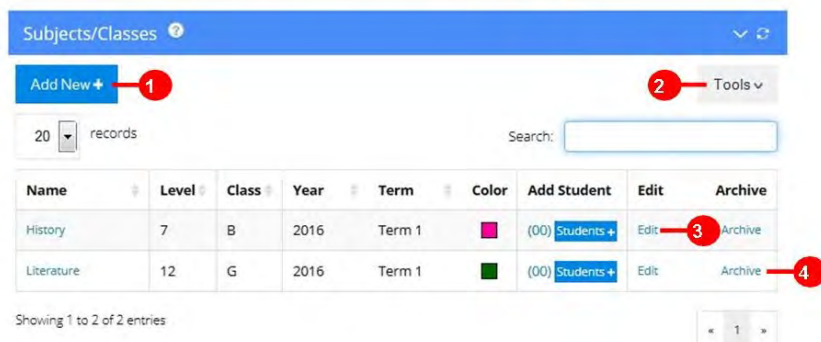
- 1. Select Timetable Year** ① for which the timetable will be created e.g. 2016. The eDiary always opens to the current year.
- 2. Add Terms/Semesters** ② in most cases this will be '4' if you teach and assess over four terms
- 3. Select Start and End dates** ③ for Term/Semester by clicking on the date in the drop-down calendar. Set the start day of each term to Monday so that the **Start in Cycle** day defaults to 1. (Always select 1 or 6 as the Start in Cycle day).
- 4. Add the Maximum Periods/Sessions per Day** ④ e.g. enter '5' if the school has a maximum of 5 face-to-face teaching periods per day, regardless if there is a day in the week which has less than 5 periods/sessions.
- 5. Add the Maximum Non-Classes per Day** ⑤ i.e. the number of time block which are non-teaching periods (recess, lunch, briefing) and you don't need to mark attendance, e.g. if each day includes three non-teaching time blocks, enter '3'.
- 6. Add the Days per Cycle** ⑥ are the no. of rotating days in the teaching cycle, usually 5 or 10. If your school's timetable cycle does not correspond to the days of the week (e.g. a 7-day rotating cycle), set the Days per Cycle to '7'.
- 7. Weekend Days** ⑦ (normally 2), Saturday and Sunday are set as default but can be changed if you teach part-time. The eDiary will allocate your timetable starting from the first day of Term 1 to the last day, skipping these weekends.
- 8. (Optional) Non-Teaching Days** ⑧ includes curriculum days, student-free days etc. The eDiary will not skip these days in your timetable cycle; it simply will not allocate any classes on these days.
- 9. State Holidays** ⑨ Choose your state from the drop-down menu and the eDiary will load all the gazetted holidays.
- 10. (Optional) Additional Holidays** ⑩ can be added by the user to include other holidays (e.g. Queens Birthday, Anzac Day etc.). The eDiary will not skip these days in your timetable cycle, but will simply not allocate any classes on these days.
- 11. Select Submit** to save your settings.

✓ Step 2: Add Subjects/Classes



Select **Add Subjects/Classes** to create your Term 1 subjects. These are required for your timetable creation in step 5.

To enrol students into Subject/Classes, click on (00) **Students+**



1. Select **Add New** ① above to create a subject and complete mandatory fields in the Add Subject/Classes pop-up screen illustrated to the right:

- Subject Name:** e.g. Geography, HSC Biology etc
- Year Level:** e.g. 5, 6, 7, 8, 9, 10, 11 etc
- Class:** e.g. A, B, F, Green etc.
- Year:** e.g. 2016 (i.e. the year the subject will be taught)
- Term/Semester:** e.g. 1, 2, 3, 4
- (Optional) **Description:** e.g. VCE English Unit 1
- Choose Colour:** Select a colour for the timetable & display
- Select Submit** to add the subject to the table.

Field marked with * are compulsory fields

* Subject Name:

* Year Level:

* Class:

* Year:

* Term/Semester:

Description:

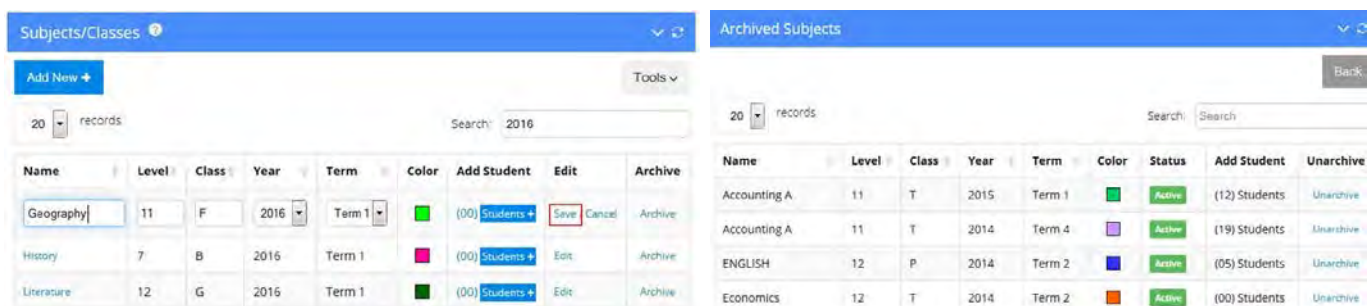
Status:

Choose Color:

Back **Submit**

2. Use the Tools ② drop-down to **Import** subjects/classes. Select **Import** and click on the Excel diagram to open a spreadsheet import template. Paste your subjects/classes into the spreadsheet as per the diagram and save. All fields/columns require data in exactly the format and order shown. Select **Browse** to locate the file, load the spreadsheet, and **Submit**.

3. As illustrated below on the left, you can quickly change any subject/class details by clicking on **Edit** ③ which allows you to modify text, colour etc. Select **Save** when the changes are completed. You can also sort most columns in alphanumerical order by clicking on the required column header.



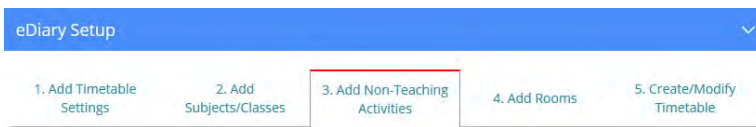
Archiving Subjects (Starting a new school year)

4. Since each Subject/Class contains data that is specific to a school year (e.g. 2015), at the end of the school year you need to archive subjects/classes (for 2015 and create new subject/classes for 2016). Click **Archive** ④ and the subject is sent to the **Archived Subject** table shown above on the right. Click on Tools to view the Archived Subjects table. You can **Unarchive** subjects by clicking **Unarchive** and all data, lesson plans and results will show up again in the eDiary.

Points to Note: Free Periods are provided in the eDiary to fill any spare timetable blocks.

- Every subject you create is **specific to a term** (Geography 11F Term 1). Whenever you copy your timetable to another term (e.g. Term 1 to Term 2), a copy is made of each subject/class and its students.

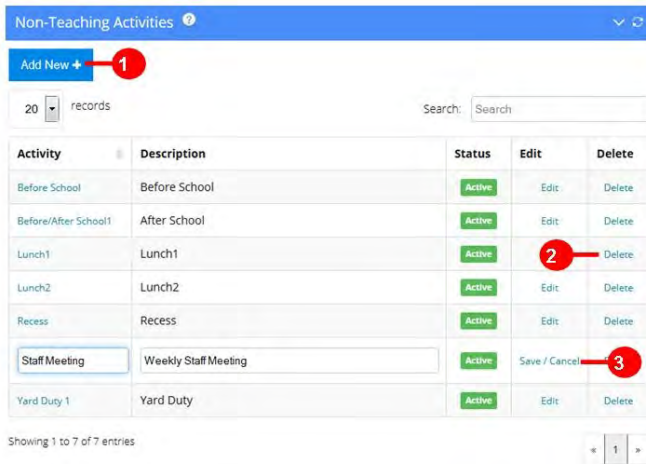
✓ Step 3: Add Non-Teaching Activities



eDiary Setup

- 1. Add Timetable Settings
- 2. Add Subjects/Classes
- 3. Add Non-Teaching Activities
- 4. Add Rooms
- 5. Create/Modify Timetable

Select **Add Non-Teaching Activities** to add all Non-Teaching Activities that you will need for your timetable creation in step 5.



Non-Teaching Activities

Add New + 1

20 records Search: Search

Activity	Description	Status	Edit	Delete
Before School	Before School	Active	Edit	Delete
Before/After School1	After School	Active	Edit	Delete
Lunch1	Lunch1	Active	Edit	Delete 2
Lunch2	Lunch2	Active	Edit	Delete
Recess	Recess	Active	Edit	Delete
Staff Meeting	Weekly Staff Meeting	Active	Save / Cancel 3	Delete
Yard Duty 1	Yard Duty	Active	Edit	Delete

Showing 1 to 7 of 7 entries

Add Non-Teaching Activities

Field marked with * are compulsory fields

* Activity Name: Staff Meeting

Description: Weekly Staff Meeting

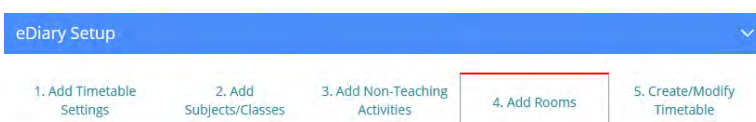
Status: Active

Back Submit

1. Select **Add New** 1 above and complete fields in the pop-up box and **Submit**. Some standard **Non-Teaching Activities** such as Recess, Lunch, Lunch 1, Lunch 2 etc have already been loaded into the eDiary.
2. You can **Delete** 2 any entry at any time.
3. You can change any activity details by clicking on **Edit** 3 which allows you to modify the text.

Note: If your eDiary is part of a school-wide eDiary community, your school administrator may have already imported some school-specific non-teaching activities for you.

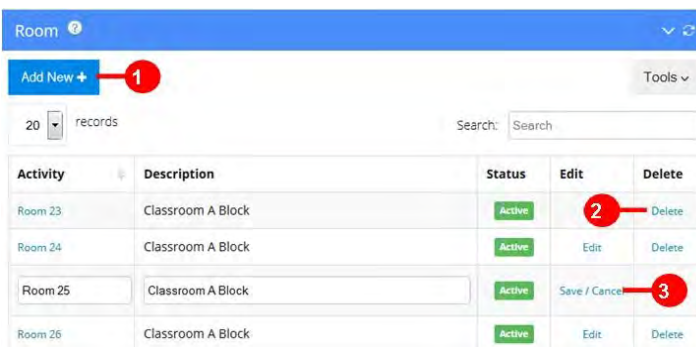
✓ Step 4: Add Rooms



eDiary Setup

- 1. Add Timetable Settings
- 2. Add Subjects/Classes
- 3. Add Non-Teaching Activities
- 4. Add Rooms
- 5. Create/Modify Timetable

Select **Add Rooms** to add or import room numbers which you may want to use for your timetable creation in step 5.



Room

Add New + 1

20 records Search: Search

Activity	Description	Status	Edit	Delete
Room 23	Classroom A Block	Active	Edit	Delete 2
Room 24	Classroom A Block	Active	Edit	Delete
Room 25	Classroom A Block	Active	Save / Cancel 3	Delete
Room 26	Classroom A Block	Active	Edit	Delete

Add Room

Field marked with * are compulsory fields

* Room Name: Room 26

Description: Classroom A Block

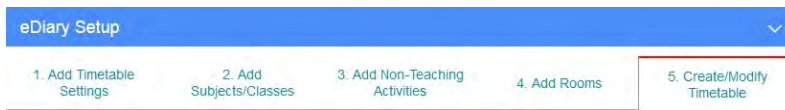
Status: Active

Back Submit

1. Select **Add New** 1 above and complete fields in the pop-up box and **Submit**. You can also import room numbers by using the Tools drop-down. Select **Import** and view the Excel spreadsheet illustration. A spreadsheet template is saved in the eDiary Help files. Add your room numbers to the spreadsheet in exactly the format and order shown. Save the spreadsheet and select **Browse** to locate the file and **Submit**.
2. You can **Delete** 2 any entry at any time.
3. You can change any room details by clicking on **Edit** 3 which allows you to modify the text.

Note: If your eDiary is part of a school-wide eDiary community, your school administrator may have already set up a basic timetable for you. This means when you go into the Timetable screen, the number of periods, bell times and teaching and non-teaching sessions have been created for you for each day of the week. Just start entering your subjects, free periods, non-teaching periods and room numbers required for your individual teaching load.

✓ Step 5: Create/Modify Timetable



Select **Create/Modify Timetable** and a blank **Timetable** appears set to the **current term/year**. The timetable illustrated below has 7 rows (5 Teaching & 2 Non-Class Periods) based on the settings we created earlier in eDiary Setup Step 1:

1. Click **Add+** then add **Class Type, Period No. & Bell Times** to every row

1 As shown above, the first row for Period 1 has been created. To complete the next row, 2 click **Add +** to open a time block pop-up, then select 3 **Class Type: Teaching; Period No: 2**; add the 4 **Bell Times: 9.30-10.30** and submit. 5 For the next row (see below), if it's a non-class period, select **Class Type: Non-Teaching; Period: NA**, add the **Bell Times: 10.30-10.50** and submit. Complete each row until all time blocks have a teaching and non-teaching period/session and bell times added.

Class Type	P	Day 6	Day 7
Teaching	1	Period 1 08:40 AM - 09:25 AM Free Period Staff Room	Period 1 08:30 AM - 09:30 AM
Teaching	2	Period 2 09:30 AM - 10:30 AM	Period 2 09:30 AM - 10:30 AM

Fine-Tuning or Modifying Bell Times & Periods for a specific day .e.g. Sport Days 6 can be done by clicking into a time block to change the bell times. Make sure bell times do not overlap, add a subject & room such as the default 'Free Period' & 'Staffroom' (can be changed later). You can also add extra periods for specific days by clicking on **+Add a New Row** button or use the **X Delete Period** button in the time block pop-ups to remove periods from specific days.

2. Add your Subject/Classes & Activities to the Timetable

Add your Subject/Classes and Non-Teaching Activities to the Timetable using either/both of the following options, A or B:

Year: 2016 Term/Semester: Term 1 Copy Term To:

+ Add New Row x Delete Timetable Timetable Drag & Drop 1 Hide Blank Rows PDF Print

Option A: Select Timetable Drag & Drop button to drag & drop subjects to each time-block

Click on the **Timetable Drag & Drop** button ① which opens the preview screen to view your full timetable. Select a subject or activity in the **Drag & Drop Subject/Classes** column ② and carefully drag and drop it into a time block. You can also drag and drop subject/classes ③ from time block to time block.

Drag & Drop Subject/Classes	Timetable Term 1 Monday, January 25, 2016 - Friday, April 08, 2016				
	Mon 25 Jan	Tue 26 Jan	Wed 27 Jan	Thu 28 Jan	Fri 29 Jan
Free Period 0 0	Period 1 08:40 AM - 09:25 AM Free Period 0 0 Staff Room	Period 1 08:30 AM - 09:30 AM Mathematics 12A	Period 1 08:30 AM - 09:30 AM History 7B	Period 1 08:30 AM - 09:30 AM	Period 1 08:30 AM - 09:30 AM
Mathematics 12 A	Period 2 09:30 AM - 10:30 AM	Period 2 09:30 AM - 10:30 AM Geography 11 F	Period 2 09:30 AM - 10:30 AM Literature 12 G	Period 2 09:30 AM - 10:30 AM Mathematics 12A	Period 2 09:30 AM - 10:30 AM
Literature 12 G	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM	10:30 AM 10:50 AM	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM
History 7 B	Period 3 10:50 AM - 12:00 PM	Period 3 10:50 AM - 12:00 PM	Period 3 10:50 AM - 12:00 PM	Period 3 10:50 AM - 12:00 PM	Period 2 09:30 AM - 10:30 AM Mathematics 12A
Geography 11 F	Period 4 12:00 PM - 01:00 PM	Period 4 12:00 PM - 01:00 PM	Period 4 12:00 PM - 01:00 PM	Period 4 12:00 PM - 01:00 PM	Period 4 12:00 PM - 01:00 PM
Lunch					
Recess					
Before School					
Before/After School1					
Yard Duty 1					

Note: The Drag & Drop feature will not work on an iPad, iPhone or tablet. Room numbers cannot be added in drag and drop, however they can be added using option B, below.

Option B: Click on each time block to add Subjects/Classes/Activities and Rooms

Go back to **Create/Modify Timetable**. Click into an empty time block ① e.g. **Period 3/Day 1**, and a pop-up box allows you to select the ② **Subject, Room and Colour** for this period. **Submit** for your selection to be added (e.g. History 7 B). Repeat this process for each TIME BLOCK, working from left to right.

If the subject you require is missing from the dropdown menu, you can add a new subject using the **+Add Subject** button ③ within the pop-up. You can also modify bell times and delete ④ the period if required.

+ Add New Row x Delete Timetable Timetable Drag & Drop Hide Blank Rows PDF Print

Timetable Term 1 Monday, January 25, 2016 - Friday, April 08, 2016

Class Type	P	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	1	Period 1 08:40 AM - 09:25 AM Free Period Staff Room	Period 1 08:30 AM - 09:30 AM Mathematics 12A	Period 1 08:30 AM - 09:30 AM	Period 1 08:30 AM - 09:30 AM	Period 1 08:30 AM - 09:30 AM
Teaching	2	Period 2 09:30 AM - 10:30 AM	Period 2 09:30 AM - 10:30 AM Geography 11 F	Day & Period Day 1 & Period 3	Period 2 09:30 AM - 10:30 AM	Period 2 09:30 AM - 10:30 AM
Non-Teaching	N/A	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM	Class Type Teaching	10:30 AM 10:50 AM	10:30 AM 10:50 AM
Teaching	3	Period 3 10:50 AM - 12:00 PM	Period 3 10:50 AM - 12:00 PM	Bell 10:50 AM 12:00 PM	Period 3 10:50 AM - 12:00 PM	Period 3 10:50 AM - 12:00 PM

Subject / Activity: History 7 B (Term 1)
Room / Area: Room 50
Subject Colour: ■

+ Add Subject ③ Submit Delete Period ④

Copying the Timetable to Terms 2, 3 or 4 or Term 1 Next Year

Copy a timetable from Term 1 to Term 2. Load the screen to the Term 1 Timetable **1**, select '2' in the 'Copy Term To' drop down **2** and click on the copy icon **3**. An exact timetable copy, including copies of each subject, will be made to Term 2. You can then create and add new Term 2 subjects to this timetable if needed.

You can copy the period & bell time structure to Next Year by selecting **4 Next Year Term 1** from the 'Copy Term To' drop down. This will only copy period no's and bell times, new subjects will need to be added for the next year.

Year: 2016 Term/Semester: Term 1 Copy Term To: 2

+ Add New Row x Delete Timetable Timetable Drag & Drop Hide Blank Rows

Timetable Term 1 Monday, January 25, 2016 - Friday, April 08, 2016

Class Type	P	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	1	Period 1 08:40 AM - 09:25 AM Free Period Staff Room	Period 1 08:30 AM - 09:30 AM Mathematics 12A	Period 1 08:30 AM - 09:30 AM History 7B	Period 1 08:30 AM - 09:30 AM Free Period	Period 1 08:30 AM - 09:30 AM Mathematics 12A
Teaching	2	Period 2 09:30 AM - 10:30 AM Literature 12G	Period 2 09:30 AM - 10:30 AM Geography 11F	Period 2 09:30 AM - 10:30 AM Literature 12G	Period 2 09:30 AM - 10:30 AM Mathematics 12A	Period 2 09:30 AM - 10:30 AM Mathematics 12A
Non-Teaching	N/A	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM Recess	10:30 AM 10:50 AM Recess

Timetable Troubleshooting

- If your timetable does not match the correct day of the week or is 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**.
- If your timetable shows blank periods that are not filled, you may not have filled every dropdown field in the timetable pop-ups.

If you are experiencing difficulties setting up your timetable, call our eDiary Support Team on 03 9336 0800 or email ediarysupport@createl.com.au



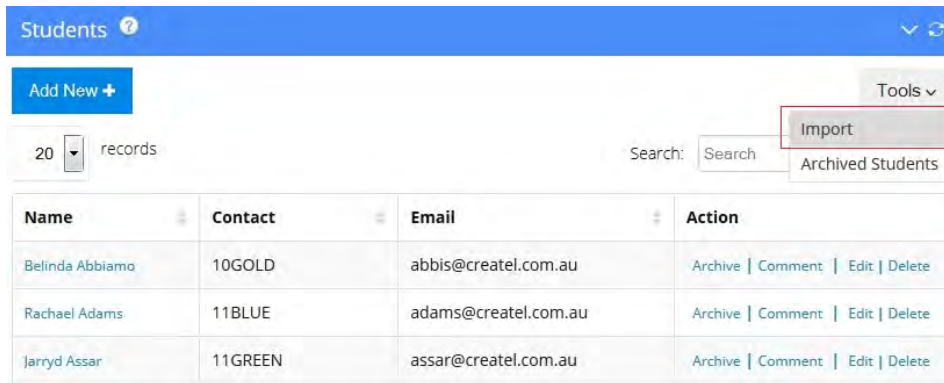
Students

Using the **Students** menu you are able to import student names, add them manually and archive students you no longer teach.

Add Students

Select **Add Students**. You can add student names manually, or import your students' names.

- To add students manually, select **Add New** and complete the TWO mandatory fields (First Name, Last Name) in the **Add Student** screen and **Submit** to save the information. The other fields can be completed if required. You can also attach a student photo (jpeg) and add student notes to the expandable **Student Notes** text box illustrated below.

Name	Contact	Email	Action
Belinda Abbiamo	10GOLD	abbis@createl.com.au	Archive Comment Edit Delete
Rachael Adams	11BLUE	adams@createl.com.au	Archive Comment Edit Delete
Jarryd Assar	11GREEN	assar@createl.com.au	Archive Comment Edit Delete

You can access a student's card by clicking on the student's name in the **Students Table**, email a student by clicking on their email address and login to **Parent/Teacher Comments** if the student is an eDiary user by clicking on **Comment** (see Appendix 1).

	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-yyyy')	HomeRmContact	School Name	Address	Suburb	State	Country	Post Code	Email Address	Password	Student Code
3														
4														
5														
6			ONLY THE FIRST & LAST NAME IS REQUIRED, ALL OTHER FIELDS ARE OPTIONAL											

- To import students, select **Import** from the drop down **Tools** menu highlighted in the red box above. Click on the Excel spreadsheet above and paste student names into the spreadsheet by following these instructions:
 - Open the saved spreadsheet containing 13 columns with numbers and headings. Do not change details.
 - Only the TWO YELLOW columns are mandatory: **First Name** and **Last Name**. Paste student details into the spreadsheet. Data can be inserted into all fields if you wish, but it must be added in the exact format above.
 - When you have pasted the data in the spreadsheet, name the file and **Save** as **Excel 97-2003 Workbook**.
 - Select **Browse** to locate the file and **Submit** and your student names will now appear in the Students table.

Add Students to Classes

From the **Students** menu, select **Add Students to Classes**. This opens the **Add Students to Subjects/Classes** table below:

Add Students to Subjects/Classes ?						
20 records	Search: Search					
Name	Level	Class	Year	Term	Color	Add Student
Accounting A	11	T	2015	Term 2	Green	(08) Students +
English Literature	10	A	2015	Term 2	Blue	(00) Students +

1. Click on the **Students +** button for the subject* you wish to add students to (red box above). This will open the **Add Students** screen for that subject (shown below).

2. Then, selecting from the list of **'Students NOT in this Class'** use your cursor to highlight the student(s) you wish to enrol and then click the > button (red box) to place them into the **'Students in this Class'** column on the right. To choose specific students, highlight the student's name and hold down the CTRL button on your keyboard. You can also filter the student surnames alphabetically to locate students required for your class.

3. Select **Submit** to enrol the students into the class. The number of students in each class is then shown in brackets .e.g.(08)

*Please note, whenever the Timetable is copied to another term, all students in classes are automatically copied.

Field marked with * are compulsory fields

Filter: A B C D E F G H I J K L M N O P Q R S T U V W
X Y Z All

Filter By Term/Semester: Select Term

Students NOT in this Class

- Frank Slarry (Student)
- Frank Rudd (Student)
- Frank Howard (Student)
- Gabby Grosjean (Student)
- Harry Smith (Student)
- Hilary Caboter (Student)
- Hilary James (Student)
- Hilary Gillard (Student)
- Hilary Webb (Student)
- Ingird Sample (Student)
- JAMES SMITH (Student)
- Jarryd Assar (Student)
- Jarryd BASRUO (Student)
- K Jack Breeze (Student)
- K Peta Aalonsi (Student)
- Kim Jares (Student)
- Madeline BROADLEY (Student)
- Mark Tran (Student)
- Mark Bee (Student)

Students in this Class

- Jimmy Smithers (Student)
- John Citizens (Student)
- John Boo (Student)
- Johnny Kclbe (Student)
- Kelly Flower (Student)
- Rachael Adams (Student)
- Rachael Barga (Student)

Back Submit

Archiving Students

Student names need to be archived **at the end of an academic year** or if there are students that leave your class during the year. To archive a student, simply click on **Archive** highlighted in the red box below and then click OK to confirm the archive. Once archived, the student's name is sent to the **Archived Students** table.



Students ?			
Add New +			
20 records	Search: Search		
Name	Contact		Action
Belinda Abbiamo	10GOLD	belinda@createl.com.au	Archive Comment Edit Delete
Rachael Adams	11BLUE	adams@createl.com.au	Archive Comment Edit Delete
Jarryd Assar	11GREEN	assar@createl.com.au	Archive Comment Edit Delete

Are you sure you want to archive this student(s)?

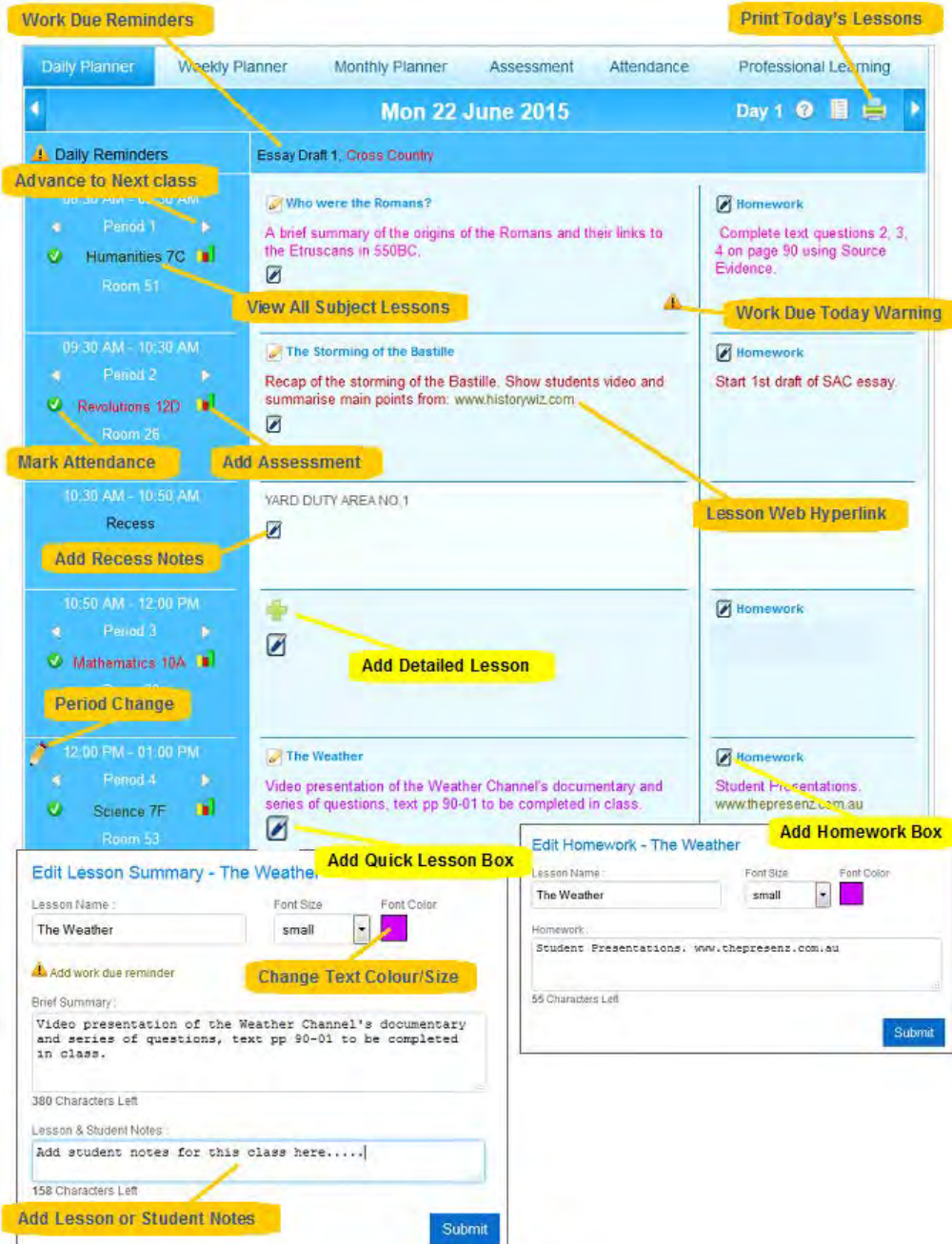
OK Cancel

All the student's data will be retained in the database but their name will not show up on any eDiary records. You can **Unarchive** a student at any time by simply clicking on **Unarchive** in the **Archived Students** table. All their data and results will show up again in the eDiary. You can also **Delete Students** from the archive table.

Lessons

The fastest way to add new lessons is to use the **Quick Lesson Summary** icon  or for detailed lesson plans, use the **Detailed Lesson Plan**  icon illustrated in the Daily view below. You can also use the **Lessons** side menu to **Create Lesson Plans** for any timetabled Subject/Class, **View Lessons by Subject** and search the **Lesson Archive** to access past lesson plans.



Adding Lessons in the Daily Planner Lesson View




The screenshot shows the 'Daily Planner' view for 'Mon 22 June 2015'. The interface is divided into a left sidebar for the daily schedule and a main content area for lesson details. Callouts highlight various features:

- Work Due Reminders**: Located at the top left of the planner.
- Print Today's Lessons**: Located at the top right of the planner.
- Advance to Next class**: A button in the left sidebar.
- View All Subject Lessons**: A button in the main content area.
- Work Due Today Warning**: A warning icon in the main content area.
- Mark Attendance**: A button in the left sidebar.
- Add Assessment**: A button in the main content area.
- Lesson Web Hyperlink**: A button in the main content area.
- Add Recess Notes**: A button in the left sidebar.
- Add Detailed Lesson**: A button in the main content area.
- Period Change**: A button in the left sidebar.
- Add Quick Lesson Box**: A button in the main content area.
- Add Homework Box**: A button in the main content area.
- Change Text Colour/Size**: A callout pointing to the text formatting options in the 'Edit Lesson Summary' box.
- Add Lesson or Student Notes**: A callout pointing to the 'Lesson & Student Notes' field in the 'Edit Lesson Summary' box.

Create a Quick Lesson and Homework Summary using Daily or Weekly Planner

- Once your timetable is set, click on the Daily Planner view illustrated above.
- Add a **Quick Lesson Summary** by clicking on the  icon for the period/subject/class you require. This will open the Add Quick Lesson Box marked above in yellow (e.g. Period 4 Science 7F).
- Replace the default title 'Lesson' with a **Lesson Name**; add up to 500 characters of text in the **Summary**. You can also hyperlink websites by keying in the website address .e.g. www.website or change the text colour/size, then **Submit**.
- Clicking on any  icons illustrated above also allows you to add a **Homework Summary** to a lesson and **Notes for Free Periods and Non-Teaching Activities** like recess, lunch, etc.
- Once the Lesson Summary is submitted, you are also able to add Student Notes or Work Due Reminders for that lesson.

Create a Detailed Lesson with Homework using Daily or Weekly Planner

1. Click on the  icon, to add a **Detailed Lesson Plan**. Fill in the fields below noting all mandatory **red *** fields and **Submit**:
 - a. **Lesson Name:** add a lesson name or title (e.g. Who were the Romans?)
 - b. **Add Date of Lesson:** automatically fills in when using this create lesson method
 - c. **Add Room Number:** automatically fills in when using this create lesson method
 - d. **Period Number:** automatically fills in when using this create lesson method
 - e. **Brief Summary:** a max. 500 word brief description of the lesson that is viewable when using the Daily Planner screen
 - f. **Add Resources Required:** link to selected subject resources you have created in the Teaching Resources sub-menu.
 - g. **Add Class Structure:** select the type of class structure, e.g. small group
 - h. **Add Lesson Notes:** key in, copy or paste detailed lesson plans using the lesson plan text editor
 - i. **Add Homework:** key in, copy or paste detailed homework using the homework text editor
 - j. **Add Work Due Reminder:** add a future reminder date linked to the lesson, which will display in the Work & Task Due Reminder box at the top of the eDiary until the due date
 - k. **Add Strands/Standards:** link the lesson to a Strand or Standard (Note: Strands must first be added via the Assessment sub-menu, see Assessment)
 - l. **Add Outcomes:** link the lesson to an Outcome Statement (Note: Outcomes must first be added via the Assessment sub-menu, see Assessment)
 - m. **Upload File/File Name:** add a file name and attach a file to this lesson using the browse button.

Add Lesson Plans
Back

Field marked with * are compulsory fields

* Lesson Name:

* Add Date of Lesson:

* Add Subject/Class:

* Add Room Number:

* Period Number:

Brief Summary:

Add Resources Required: Rome Map The Weather

Add Class Structure: All Class Small Groups Independent Study Lab/Practical
 Excursion Field Trip Other

Add Lesson Notes:

Source

Students will study each of the maps and place important the important dates of 550 and 509 BC.

Students to draw a timeline charting early Roman history

Look at Greek artefacts in text pp 32-33 and explain similarities to Etruscan artefacts.

Add Homework:

Source

Complete text questions 2, 3, 4 on page 69 Using Source Evidence.

Add Work Due Reminder:

Title

Due Date:
Due Time:




Priority:

Add Strands/Standards:

Add Outcomes:

Upload Files/File Name: Add

Copy to another class, PDF or Print

 Copy
 PDF
 Print

Date is automatically added when lesson is created via the Daily or Weekly Planner screens.

This brief lesson plan summary appears when using the Daily Planner view.

Select for larger view.

Click here to reduce text editor menu bar.

Add Work Due Reminder

Strands & Outcomes can be created using the Assessment sub-menu.

Back
Submit

Once you have submitted your lesson plan, it appears in the **Lesson Plans** table and the **Daily & Weekly Planner** screens.

Name	Subject	Level	Class	Year	Room	Date	Status	Delete
Who were the R...	Humanities	7	C	2015	Room 51	22 Jun 2015	Active	Delete
The Weather	Science	7	F	2015	Room 53	22 Jun 2015	Active	Delete
The Storming o...	Revolutions	12	D	2015	Room 26	22 Jun 2015	Active	Delete

View Lessons by Subject

Only current or future dated lesson plans appear in the **Lesson Plans** table above. To view all lessons for a subject, go to the **View Lessons by Subject** table and select lessons by Subject/Class and Term highlighted in the red box below. A faster way to view all lessons for a specific subject is to click directly onto the subject name in the Daily or Weekly planner view illustrated below:

Name	Period	Room No.	Lesson Date	Status	Delete
Who were the Romans?	Period-1	Room 51	22 Jun 2015	Active	Delete
The Barbarian Invasions	Period-1	Room 51	25 Jun 2015	Active	Delete

Copy a Lesson using sub-menu; Create/View Current Lessons

To copy a lesson plan to another class, simply select the **Copy** icon from the original lesson plan illustrated below. You will be presented with an identical lesson plan screen **Copy Lesson Plans**. Choose another **Date** to which you wish to copy the lesson plan and then select from the available **Subject/Classes, Rooms and Periods** and then **Submit** to save the new lesson.

Lesson Archive

All lesson plans dated after the current date are automatically removed from the **Lesson Plan** table and archived into the **Lesson Archives** table illustrated below. Archived lessons can be accessed, edited and reused for future classes.

Name	Subject	Level	Class	Year	Room	Date	Status
Times tables	Mathematics	10	A	2015	Room 39	26 May 2015	Active

Daily Planner Screen

The **Daily Planner** layout displays period numbers, bell times, subjects, and lesson and homework details. The main 25 features illustrated in the screen below are:

1. **Quick Timetable View:** access your timetable quickly
2. **Work Due Reminders:** click to schedule work due
3. **Add Events:** click and add an event or reminder
4. **Advance Month:** advance to next/previous month
5. **View Future Days:** click a day to advance to that day
6. **Timetable Day No.:** shows the timetable cycle day number
7. **Export Lessons:** click and export to Excel all current year lessons
8. **Daily Planner View:** access the Daily Planner view
9. **Print Daily Planner Lessons:** print the daily lesson view
10. **Scroll Back:** view the previous day
11. **Daily Reminders:** list of reminders today
12. **View Subject Lessons:** click the subject/class to view a list of all lessons for this subject
13. **Scroll Forward:** view next day
14. **Add Homework Summary:** click to add/edit a 100 character homework summary
15. **Add Detailed Lesson Plan:** click to view and edit the full lesson you created for this period
16. **Live Web Hyperlink:** all a www. hyperlink to view in class
17. **Add Quick Lesson Summary:** click to add/edit a 500 character lesson summary & student notes
18. **Add Notes for Non-Teaching Activities:** click to add notes for recess, lunch etc
19. **Advance to Next/Previous class:** advances to the next/previous timetabled class for this subject
20. **Quick Mark Attendance:** click and mark daily attendance for this class
21. **Quick Mark Assessment:** click and mark assessment tasks for this class
22. **Change Text Colour/Size:** alter the lesson plan text size and colour
23. **Quick Period Change:** swap timetabled classes for this period
24. **Work Due Warning:** click to show what work is due this period
25. **eDiary Help Files:** click to view all help files, instructions and templates

25 ESSENTIAL DAILY PLANNER QUICK FUNCTIONS TO USE EVERY DAY

The screenshot shows the eTeacher Diary interface. At the top, there's a navigation bar with 'Message (0)', 'Timetable', 'Sally Sample', and 'Log Out'. Below this is a calendar for 'Wednesday 10 June' and a table of 'Priority & Tasks Due Reminders'. The main area is titled 'Daily Planner' and shows a lesson plan for 'Mon 22 June 2015'. The lesson plan includes a table of periods with subjects like 'English Draft 1', 'The Storming of the Bastille', 'WRQ DUTY/READING 1', 'Number Patterns', 'The Weather', and 'Drafting an Essay'. On the right, there are homework tasks. The interface is surrounded by 25 numbered callouts in yellow boxes, each pointing to a specific feature or element on the screen.

1. Quick Timetable View
2. Add Work Due Reminders
3. Add Events
4. Advance Month
5. View Future Days
6. Timetable Day
7. Lesson Export
8. Daily Planner View
9. Print Lessons
10. Scroll back
11. Daily Reminders
12. View Subject Lessons
13. Scroll Forward
14. Add Homework
15. Add Detailed Lesson
16. Live Web Hyperlink
17. Add Quick Lesson
18. Add Notes for Non-Classes
19. Advance to Next class
20. Quick Mark Attendance
21. Quick Mark Assessment
22. Change Text Colour/Size
23. Quick Period Change
24. Work Due Warning
25. eDiary Help files

Weekly Planner Screen

The **Weekly Planner** layout displays a weekly view from Monday to Sunday, with the main focus on Monday to Friday periods, bell times, subjects and lesson details. The main features are illustrated in the screen shot below:

1. **Scroll Back:** view the previous week's lessons
2. **Weekly Planner:** access the Weekly Planner view
3. **Work Due & Event Reminders:** shows work or events that have been added
4. **Scroll Forward:** view the next week's lessons
5. **Print Weekly Planner:** print the weekly lesson plan
6. **Access Detailed Lesson Plan:** click to view and edit the full lesson you created for this period
7. **Lesson Title:** all created lesson titles are colour coded in blue
8. **Work Due Warning:** click to show what work is due this period
9. **Add New Detailed Lesson:** click to add a new lesson directly to this period
10. **Add Notes for Free Periods:** click to add notes for free periods
11. **Brief Lesson Summary:** click to open lesson summary. (Note: summary can only be viewed in Daily Planner view.)

The screenshot shows a weekly planner interface with the following features highlighted by numbered callouts:

- 1. Scroll back:** Arrow pointing to the left arrow icon in the top navigation bar.
- 2. Weekly Planner view:** Arrow pointing to the 'Weekly Planner' tab in the top navigation bar.
- 3. Work due & reminder:** Arrow pointing to a yellow warning icon in the bottom left corner.
- 4. Scroll forward:** Arrow pointing to the right arrow icon in the top navigation bar.
- 5. Print weekly lesson plan:** Arrow pointing to a printer icon in the top right corner.
- 6. Opens the Detailed Lesson Plan:** Arrow pointing to a magnifying glass icon over a lesson entry.
- 7. Lesson title:** Arrow pointing to the lesson title 'The Barbarian Invasions'.
- 8. Work Due Reminder warning; click to reveal homework due this period:** Arrow pointing to a yellow warning icon in the bottom left corner.
- 9. Add a new Detailed Lesson for this subject/class:** Arrow pointing to a plus sign icon over a lesson entry.
- 10. Add Notes for Free Periods:** Arrow pointing to a plus sign icon over a free period entry.
- 11. Opens Brief Lesson Summary:** Arrow pointing to a magnifying glass icon over a lesson entry.

The interface includes a top navigation bar with tabs for 'Daily Planner', 'Weekly Planner', 'Monthly Planner', 'Assessment', 'Attendance', and 'Professional Learning'. Below this is a header for the current week (Mon 22 Jun to Sun 28 Jun). The main area is a grid of lessons and events, with columns for each day and rows for each period. Lesson titles are color-coded, and there are icons for adding new lessons, viewing details, and adding notes.

Monthly Planner

The **Monthly Planner** layout shows you a monthly view highlighting all events, holidays, non-teaching days, homework and reminders created by the user. The main features are illustrated in the screenshot below:

1. **Scroll Back:** view the previous month's events and reminders
2. **Monthly Planner:** access the Monthly Planner view
3. **Scroll Forward:** view the next month's events and reminders
4. **Print Monthly Planner:** print the monthly planner
5. **Non-Teaching Days*:** all scheduled non-teaching days highlighted in blue
6. **Public Holidays*:** all scheduled public holidays highlighted in red
7. **Work Due & Event Reminders:** all scheduled work due, events and reminders highlighted in gold
8. **Colour Codes:** reminders coded in red, blue and gold
9. **View Reminders:** click to show and edit reminder details
10. **Add Instant Reminders:** click on any date to add events, work due reminders, non-teaching days and holidays

To add an Event, Work Due Reminder, Non-Teaching Day or Holiday, simply click on the date in the Monthly Planner, select the type of reminder, fill in the details (fields marked with a red asterisk are mandatory) then click Submit.

(Reminders for Public Holidays and Non-Teaching Days will only appear if they have been added by the user using either the Timetable Settings or by adding an event from the monthly planner.)

The screenshot displays the 'Monthly Planner' view for June 2012. The interface includes a navigation bar with tabs for 'Daily Planner', 'Weekly Planner', 'Monthly Planner', 'Assessment', 'Attendance', and 'Professional Learning'. The main calendar area shows dates from 1 to 26, with various events and reminders highlighted in different colors. A legend at the bottom identifies the colors: red for 'Holiday', blue for 'Non Teaching Day', and gold for 'Reminders'. A modal window is open for a 'Work Due Reminder' on June 25, 2012, showing the title 'Activity 24a' and a description: 'Complete activity on page 50 on the Introduction to Rome topic. Check all students complete task for next period.' There is also an 'Add Instant Reminders' dialog box at the bottom left.

1. Scroll back

2. Monthly Planner view

3. Scroll forward

4. Print monthly planner

5. Non-teaching days highlighted

6. Public holidays highlighted

7. Work due, reminders & events highlighted

8. Colour coded reminders

9. View all reminders; click to read and edit

10. Click on a date to add instant reminders

What do you want to add on Date 25-06-2012

- Add Event
- Add Work Due Reminder
- Add Non-Teaching Day
- Add Holiday

Legend: ■ Holiday ■ Non Teaching Day ■ Reminders

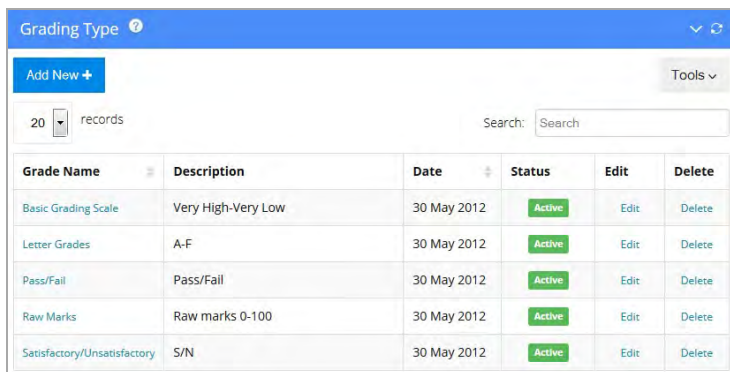
The eDiary allows you to create **assessment tasks** that are linked to subject topics, outcomes, criteria, strands or standards. For example, if you were to design an assessment task for Maths, you can create a hierarchy based on three curriculum levels, for example:

Level 1 Strands/Standard/Level/Unit:	e.g. Strand – Number and Algebra
Level 2 Topics/Content:	e.g. Topics – Numeracy, Positive Integers, Real Numbers, etc.
Level 3 Outcomes/Criteria/Achievement:	e.g. Outcomes – Compare fractions using equivalence, etc.

These three levels have been given generic names that correspond to common practice, but you are free to use them in any way that suits your particular school situation, whether it's for primary, middle or senior school subjects.

Grading Types

The eDiary already comes with basic default grading schemes, but you are able to modify these or create your own.

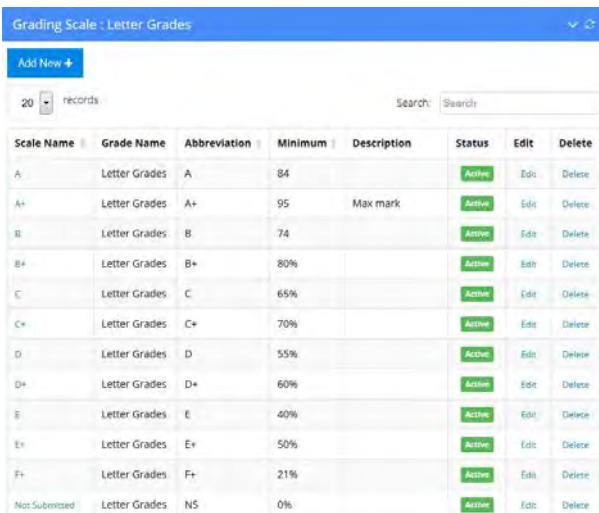


Grade Name	Description	Date	Status	Edit	Delete
Basic Grading Scale	Very High-Very Low	30 May 2012	Active	Edit	Delete
Letter Grades	A-F	30 May 2012	Active	Edit	Delete
Pass/Fail	Pass/Fail	30 May 2012	Active	Edit	Delete
Raw Marks	Raw marks 0-100	30 May 2012	Active	Edit	Delete
Satisfactory/Unsatisfactory	S/N	30 May 2012	Active	Edit	Delete

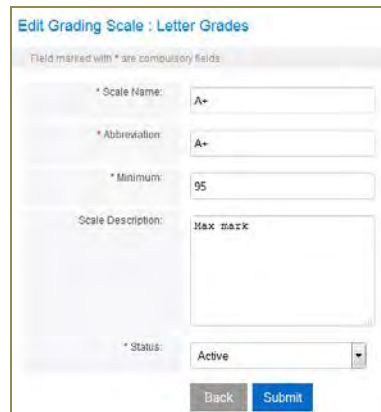
When you select **Grading Types** from the Assessment sub-menu, the **Grading Type** table will appear showing a number of default grading schemes. You can either modify these for your own use or add your own grading type schemes.

Modifying the default Grading Types:

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



Scale Name	Grade Name	Abbreviation	Minimum	Description	Status	Edit	Delete
A	Letter Grades	A	84		Active	Edit	Delete
A+	Letter Grades	A+	95	Max mark	Active	Edit	Delete
B	Letter Grades	B	74		Active	Edit	Delete
B+	Letter Grades	B+	80%		Active	Edit	Delete
C	Letter Grades	C	65%		Active	Edit	Delete
C+	Letter Grades	C+	70%		Active	Edit	Delete
D	Letter Grades	D	55%		Active	Edit	Delete
D+	Letter Grades	D+	60%		Active	Edit	Delete
E	Letter Grades	E	40%		Active	Edit	Delete
E+	Letter Grades	E+	50%		Active	Edit	Delete
F+	Letter Grades	F+	21%		Active	Edit	Delete
Not Submitted	Letter Grades	NS	0%		Active	Edit	Delete



Field marked with * are compulsory fields

* Scale Name: A+

* Abbreviation: A+

* Minimum: 95

Scale Description: Max mark

* Status: Active

Back Submit

3. You can then change any of the following fields to suit your 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**.

Adding new Grading Types:

1. Select **Grading Types** from the Assessment sub-menu and select **Add New +** and the **Add Grading Type** box appears.
2. Fill in the fields in the **Grading Type** box by adding the name of the new grading scheme you wish to add.
3. The new **Grading Name** (scheme) you created will now appear in the **Grading Type**.
4. Next, click on the new **Grade Name** in the table and an empty table for this grading scheme will appear. You can now start to add your own marking scales for this new grading scheme by selecting **Add New +**.
5. When complete, select submit and the new Grading Scale will appear in the table. You can then progressively add more scales for this grading type from 100%-0%

Strands/Standards

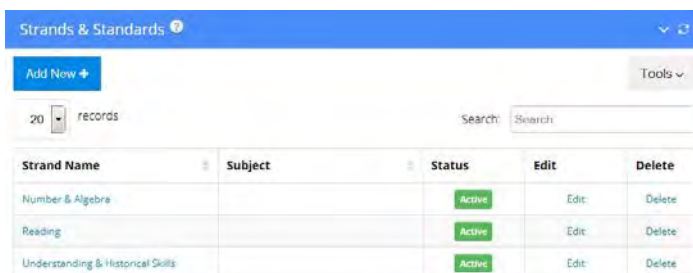
The **Strands/Standards** sub-menu allows you to create the first of three curriculum levels for your subject. For example, if you were to design an assessment task for Maths, you can create a hierarchy based on three curriculum levels, for example:

- Level 1 Strands/Standard/Level/Unit:** e.g. Number and Algebra, etc.
Level 2 Topics/Content: e.g. Numeracy, Positive Integers, Real Numbers, etc.
Level 3 Outcomes/Criteria/Achievement: e.g. Defining and comparing prime and composite numbers, etc.

These three levels have been given generic names that correspond to common practice in most states, but you are free to modify and use them in any way that suits your particular school situation, whether it's for primary, middle or senior school subjects.

To add a **Strand or Standard**:

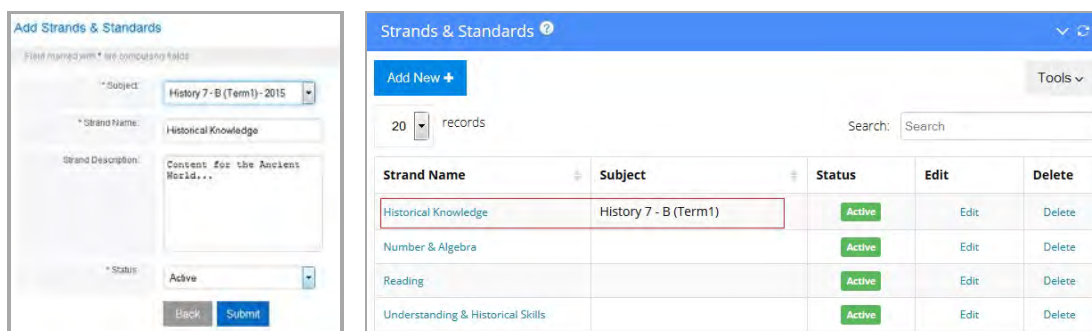
1. Select **Strands/Standards** from the Assessment menu to open the **Strands/Standards** table below.



The screenshot shows the 'Strands & Standards' interface. At the top, there is a blue header with the title 'Strands & Standards' and a search icon. Below the header is a blue 'Add New +' button and a 'Tools' dropdown menu. A search bar is present with the text 'Search: Search'. Below the search bar is a table with the following columns: Strand Name, Subject, Status, Edit, and Delete. The table contains three rows of data:

Strand Name	Subject	Status	Edit	Delete
Number & Algebra		Active	Edit	Delete
Reading		Active	Edit	Delete
Understanding & Historical Skills		Active	Edit	Delete

2. Select **Add New +** to open a new **Add Strands/Standards** edit box. Select or fill in the required fields for:
 - a. **Subject** – choose your subject from the dropdown
 - b. **Strand Name** – insert the strand name (e.g. *Historical Knowledge*)
 - c. **Strand Description** (Optional) – add a brief description of the strand



The first screenshot shows the 'Add Strands & Standards' form. It has a blue header with the title 'Add Strands & Standards' and a search icon. Below the header is a blue 'Add New +' button and a 'Tools' dropdown menu. A search bar is present with the text 'Search: Search'. Below the search bar is a table with the following columns: Strand Name, Subject, Status, Edit, and Delete. The table contains three rows of data:

Strand Name	Subject	Status	Edit	Delete
Historical Knowledge	History 7 - B (Term1)	Active	Edit	Delete
Number & Algebra		Active	Edit	Delete
Reading		Active	Edit	Delete
Understanding & Historical Skills		Active	Edit	Delete

The second screenshot shows the 'Add Strands & Standards' form. It has a blue header with the title 'Add Strands & Standards' and a search icon. Below the header is a blue 'Add New +' button and a 'Tools' dropdown menu. A search bar is present with the text 'Search: Search'. Below the search bar is a table with the following columns: Strand Name, Subject, Status, Edit, and Delete. The table contains three rows of data:

Strand Name	Subject	Status	Edit	Delete
Historical Knowledge	History 7 - B (Term1)	Active	Edit	Delete
Number & Algebra		Active	Edit	Delete
Reading		Active	Edit	Delete
Understanding & Historical Skills		Active	Edit	Delete

3. The new **Strand or Standard** you added now appears in the **Strands/Standards** table above.

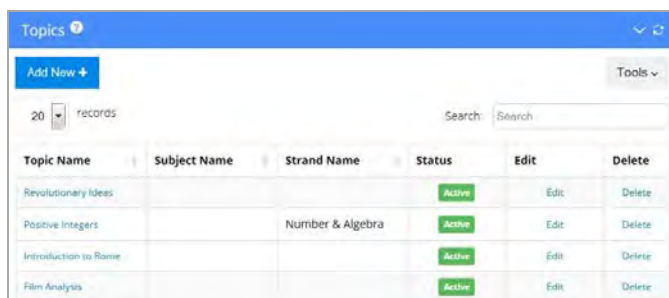
Topics

The **Topics** sub-menu allows you to create the second of three curriculum levels for your subject.

Assuming we have already created the first level for the subject Humanities –

Level 1 Strands/Standard/Level/Unit: (e.g. Historical Knowledge) we will now create the second level, **Topics**.

1. To add a **Topic** select **Topics** from the Assessment menu to open the **Topics** table.



The screenshot shows the 'Topics' interface. At the top, there is a blue header with the title 'Topics' and a search icon. Below the header is a blue 'Add New +' button and a 'Tools' dropdown menu. A search bar is present with the text 'Search: Search'. Below the search bar is a table with the following columns: Topic Name, Subject Name, Strand Name, Status, Edit, and Delete. The table contains four rows of data:

Topic Name	Subject Name	Strand Name	Status	Edit	Delete
Revolutionary Ideas			Active	Edit	Delete
Positive Integers		Number & Algebra	Active	Edit	Delete
Introduction to Rome			Active	Edit	Delete
Film Analysis			Active	Edit	Delete

2. Select **Add New +** to open a new **Add Topics** edit box. Select or fill in the required fields for:
 - a. **Subject** – choose your subject from the dropdown
 - b. **Strand** – select the strand that the new topic is part of (e.g. *Historical Knowledge*)
 - c. **Topic Name** – add the topic name (e.g. *The Physical Features of Rome*)
 - d. **Topic Description** (Optional) – add a brief description of the topic

Topic Name	Subject Name	Strand Name	Status	Edit	Delete
The Physical Features of Rome	History 7 - B (Term1)	Historical Knowledge	Active	Edit	Delete
Revolutionary Ideas			Active	Edit	Delete
Positive Integers		Number & Algebra	Active	Edit	Delete
Introduction to Rome			Active	Edit	Delete
Film Analysis			Active	Edit	Delete

- The new **Topic** you added now appears in the **Topics** table above.

Outcomes/Criteria

The **Outcomes/Criteria** sub-menu allows you to create the third and last curriculum level for your subject.

Assuming we have already created the first and second levels for the subject History–

Level 1 Strands/Standard/Level/Unit: (e.g. Historical Knowledge)

Level 2 Topics/Content: (e.g. The Physical Features of Rome)

– we will now create the third level, **Outcomes/Criteria**.

- To add an **Outcome** select **Outcomes/Criteria** from the Assessment menu to open the **Outcomes** table, which allows you to manually add or import outcomes.

Outcome Name	Subject	Status	Edit	Delete
HUM004	History 7 - B (Term1)	Active	Edit	Delete
H12.12		Active	Edit	Delete
G102.1		Active	Edit	Delete

- To manually add outcomes, select **Add New +** to open the **Add Outcomes** edit box. Select and fill in the fields:
 - Subject** – choose your subject from the dropdown
 - Outcome Name** – add an outcome name that can be used for any topic (e.g. *HUM007*)
 - Outcome Description** (Optional) – add a brief description of the outcome.

- The new **Outcome** you added now appears in the **Outcomes/Criteria** table above.

	A	B	C	D	E	F	G	H
1	1	2	3	4	5	6	7	8
2	Subject	Level	Class	Term	Year	Outcome Name	Outcome Description	Status (1='Active', 2='Inactive')
3	Humanities	7 C		2	2012	HUM012.2	The student will be able to use all the information in text to create a time	1
4	Biology	11 A		1	2012	AOS2	Knowledge of the biological process involved in the establishment of mic	1
5								

- Alternatively you can **Import Outcomes**. Select **Import** from the Tool menu at the top right of the table and you can view an Excel spreadsheet illustration (see above). A template of the spreadsheet is saved in eDiary Help files in the attached document under **Outcomes/Criteria**.

To Import Outcomes/Criteria:

- Open the saved spreadsheet; it contains a header line with 8 columns that require data.
- Paste your Outcomes/Criteria into the spreadsheet exactly as per the example. All fields require data.
- When complete, name the file and save it. Select **Browse** to locate the file and load the spreadsheet into the eDiary. When complete, select **Submit**. Your outcomes will now appear in the **Outcomes** table

Add/Mark Assessment

The fastest way to add assessment tasks is to click the **Quick Mark Assessment** icon for a subject in the Daily Planner (red box below).



Add New Assessment Tasks:

1. Use the **Quick Mark Assessment** icon above, or select the **Assessment** tab to open the **Assessment Details** screen below.
2. In the **Assessment Details** screen, select the **Subject** and **Term/Semester** you require from the dropdown menus. A class list of students will be displayed as in the illustration below: e.g. *Subject: Humanities 7C (2015) Term: 2*
3. Hover your mouse and click on the **ADD NEW ASSESSMENT TASK** box below which opens an **Add Assessment** edit box where you can enter new assessment task details.

The screenshot shows the 'Assessment Details' screen. At the top, there are tabs for 'Daily Planner', 'Weekly Planner', 'Monthly Planner', 'Assessment', 'Attendance', and 'Professional Learning'. The 'Assessment' tab is selected. Below the tabs, there are dropdown menus for '* Subject' (Humanities - 7C (2015)), 'Term/Semester' (Term 2), 'Level' (7), and 'Class' (C). A table displays a list of students with their raw and weight marks. A yellow callout box points to the 'ADD NEW ASSESSMENT TASK' button, stating: 'Click here to ADD a new Assessment Task. The Add Assessment edit box will appear for your selected subject/class.' The 'Add Assessment' edit box is open, showing various fields for entering assessment details.

Students	Raw Mark Avg	Weight Mark Avg	Project... 5 %
Rachael Adams	90.00	90.00	45
Rachael Bargre	68.00	68.00	34
Hilary Caboter	76.00	76.00	38
John Citizens	72.00	72.00	36
Aaron Costner	46.00	46.00	23
Sadawy Duke	70.00	70.00	35
Hilary Gills	96.00	96.00	48
Aaron Janson	52.00	52.00	26
Emma Masse	78.00	78.00	39
Fiona Riccardi	42.00	42.00	21
Frank Rudd	24.00	24.00	12
Sandra Sheehan	98.00	98.00	49
Jimmy Smithers	64.00	64.00	32
Frank Starry	100.00	100.00	50

Add Assessment

Field marked with * are compulsory fields:

- * Title: Source Task 1
- * Subject: Humanities
- * Term: Term 2
- * Level: 7
- * Class: C
- Strand/Standard: Understanding & Historical Ski
- Outcome: HLM004
- Topic: Introduction to Rome
- * Assessment Due Date: 26-06-2015
- Assessment Weighting: 12%
- * Assessment Maximum Marks: 25
- * Grading Type: Letter Grades
- Assessment Description:

Back Submit

(Note: For a list of students to display, students must first be enrolled into a subject/class).

4. Enter details of a new assessment task into the **red mandatory fields** in the **Add Assessment** edit box above and **Submit**:
 - a. **Title**: a title description for the assessment task, max. 14 characters
 - b. **Subject**: automatically loads the subject name
 - c. **Term**: automatically loads the term number
 - d. **Level**: automatically loads the subject year level
 - e. **Class**: automatically loads the class descriptor
 - f. **Strand/Standard**: select the strand/standard to link to this assessment task
 - g. **Outcome**: select the outcome/criteria to link to this assessment task
 - h. **Topic**: select the topic to link to this assessment task
 - i. **Assessment Due Date**: select the due date from the pop-up calendar
 - j. **Assessment Weighting**: slide the weighting bar to allocate a 0-100% weight to the task for the term
 - k. **Assessment Max. Marks**: add a maximum numerical mark for the task
 - l. **Grading Type**: select a grading type by which the grade will be displayed
 - m. **Assessment Description**: add a longer description of the assessment task

When you submit your new task, you will be taken back to the main **Assessment Details** screen for this subject, which will now show the addition of the new assessment task in the first column with the title, due date, weighting and maximum mark. As new tasks are added, they will progressively appear in new columns to the left of the **ADD NEW ASSESSMENT TASK** box.

Please note for:

- **Strands, Outcomes & Topics:** before you can select these; you need to first create strands, outcomes & topics.
- **Assessment Weighting:** once you allocate (e.g. 12% for this subject, you will only have 88% weighting left to allocate on other assessment tasks. A 0% weighting can also be allocated.)
- **Grading Type:** you can add or modify your grading types – see **Grading Types**

Mark Assessment Tasks

You can mark an assessment task by hovering and clicking on the empty mark box ‘-’ for any student in the assessment task column illustrated by the red box below. Once you click in the empty box, an Assessment Marks entry screen appears where you can enter:

- Marks:** enter a numerical mark up to the maximum mark
- Grade:** the grade will be automatically allocated once you tab to the next field or you can manually alter the grade
- Late Submission:** late submission is set to ‘no’ as default but can be changed to ‘yes’
- Comments:** optional comments can be added for each student’s assessment task.

The screenshot shows the 'Assessment Details' interface for 'Humanities - 7C (2014)' in 'Term 2'. It features a table with columns for 'Students', 'Raw Mark Avg', 'Weight Mark Avg', 'Test 1', and 'Sources Task 1'. The 'Sources Task 1' column for Rachael Adams has a red box around the empty mark box. An arrow points from this box to a pop-up 'Assessment Marks' form for Rachael Adams. The form includes fields for 'Marks' (20), 'Grade' (B), 'Late Submission' (No), and a 'Comments' field with the text 'Rachael has completed a good analysis of the source documents.' A 'Submit' button is at the bottom.

Raw Average and Weighted Average

As you progressively record marks in the assessment section, the eDiary will update the **Raw Average** and **Weighted Average** mark of each student for each assessment task.

Raw Average – this is the average total of a student’s raw marks for all assessment tasks marked for a term/semester.

For example:

$$\frac{\text{Raw Mark}}{\text{Max. Mark}} = \frac{20}{50} + \frac{25}{50} + \frac{75}{100} = \frac{200}{200} \times 1 = 60\% \text{ (Raw Average)}$$

Weighted Average – this is the average total of a student’s weighted marks (0-100%) for all assessment tasks marked for a term/semester.

For example:

$$\frac{\text{Raw Mark} \times \text{Weighting}}{\text{Total Weighting}} = \frac{\frac{20}{50} \times 1}{10} + \frac{\frac{25}{50} \times 1}{20} + \frac{\frac{75}{100} \times 1}{20} = \frac{29}{50} \times 1 = 58\% \text{ (Weighted Average)}$$

Daily Planner Weekly Planner Monthly Planner **Assessment** Attendance Professional Learning

Assessment Details ?

PDF & Print this Assessment Page

Reports, Graphs & Exporting

* Subject: English - 12P (2014) Term/Semester: Term 4

Level: 12

Raw & Weighted Average Marks are progressively updated

Instant Student results Graph


The latest assessment task created always appears last

Add Students to this class

Use the scroll bars to access older assessment tasks

Students	Raw Mark Avg	Weight Mark Avg	Topic Test 3... 23-12-2014 4 %	Topic Test 4... 24-12-2014 5 %	Essay Draft... 10 %	Pen... 7 %	Body... 10 %	Final... 10 %	Presentat... 8 %	Power Point... 30-12-2014 10 %	Case Study 2... 12-01-2015 10 %	ADD NEW ASSESSMENT TASK
Rachael Adams	75.10	77.29	NS	90	C	8	45	34	48	E+	96	-
Gabby Grosjean	77.11	74.99	P	87	C	7	41	28	74	E	87	-
Frank Howard	46.43	50.93	P	45	-	-	-	-	-	-	-	-
Johnny Kolbe	15.18	37.78	P	8	-	-	-	-	-	-	-	-
Emma Masse	80.36	55.10	NS	57	-	-	-	-	-	-	-	-
Denise Resta	57.14	57.59	P	57	-	-	-	-	-	-	-	-
Fiona Riccardi	74.11	52.41	NS	81	-	-	-	-	-	-	-	-
Danni Rosberger	65.18	65.74	P	65	-	-	-	-	-	-	-	-
Ingird Sample	75.89	69.26	P	78	-	-	-	-	-	-	-	-
Aaron Schevia	100.00	100.00	P	100	-	-	-	-	-	-	-	-
H Add Students to this class	44.26	NS	73	-	-	-	-	-	-	-	-	-
Jimmy Smithers	55.36	47.04	NS	58	-	-	-	-	-	-	-	-
Hillary Webb	73.45	70.74	P	74	-	-	-	-	-	-	-	-

Assessment Reports, Graphs & Exporting

You can instantly graph a student's results by clicking on the  icon next to the student name. Alternatively you can select and click on the **Assessment Reports** icon in the above illustration to show more detailed information such as:

- Create & Print Assessment Result Reports
- Export Assessment Results to a Spreadsheet
- Graph Assessment Results.

Select the **Assessment Reports** icon and the Assessment Reports screen will open as illustrated on the next page. Fill in each of the fields below to filter the type of assessment results you require. The first four (4) fields are mandatory:

- Subject:** the subject for which you require reports (mandatory)
- Class:** the class for which you require reports (mandatory)
- Level:** the year level for which you require reports (mandatory)
- Term:** the term/semester for which you require reports (mandatory)
- Student:** if no student is selected, all student results will be displayed. If you select a specific student, only that student's results will be displayed
- Strand:** selecting a strand will display results linked to that strand
- Topic:** selecting a topic will display results linked to that topic
- Outcome:** selecting an outcome will display results linked to that outcome
- Export to Excel:** selecting export using the selected filters to a spreadsheet will export the results
- Graph:** selecting graph will graph the results using a basic bar graph
- Year:** the results will be displayed for the year selected

When you have chosen the fields you require, select **Submit** and a PDF report will be displayed on a new screen.

Assessment Reports Assessment

Subject:

Class:

Level:

Term:

Student:

Strands:

Topic:

Outcome:

Export to Excel:

Graph:

Subject/Class: Humanities Term 2

Students Name	Raw Avg %	Wgt Avg %	Sources Task 1	Case Study	Exercise 20	Mind Map
			29-06-2012	05-07-2012	16-07-2012	19-07-2012
Andrew Vettel	70.24	71.23	High	C	65	24
Belinda Abbiamo	76.10	74.25	High	B	85	18
Brenton Harrington	80.49	71.23	Low	D	96	30
Chris Button	91.22	88.30	Good	A+	98	26
Danni Rosberger	63.33	64.22	-	C	59	21

An example of a PDF report for a class

Subject/Class: Humanities Term 2

Student Name : Andrew Vettel

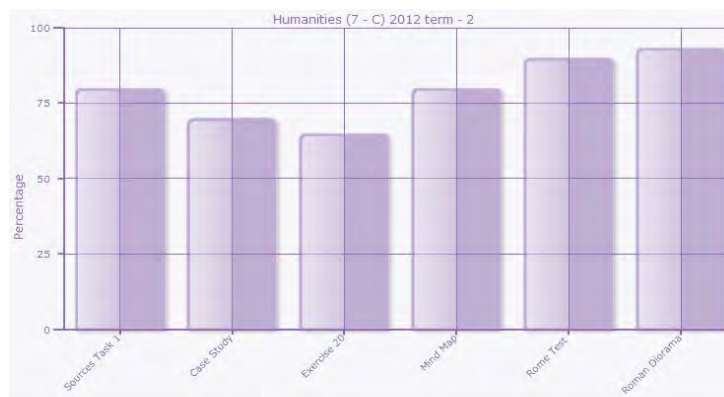
Topic Name : Introduction to Rome **Strand : Historical Knowledge**

Assessment Task	Due Date	Max Mark	Raw Mark	Actual Grade	Weighted Grade	Late	Comment
Sources Task 1	29-06-2012	25	20	B	12	NO	Andrew has completed an excellent analysis of the source documents.
Case Study	05-07-2012	50	35	C	20	NO	Good work but missed compiling the last question.
Exercise 20	16-07-2012	100	65	-	20	NO	
Total			70.24%		71.23%		

An example of a PDF report for a student with topic and strand filters applied

	A	B	C	D	E	F	G
1	Humanities	Term 2					
2	Students Name	Raw Avg %	Wgt Avg %	Sources Task 1(29-06-2012;	Case Study(05-07-2012;	Exercise 20(16-07-2012;	Mind Map(19-07-2012; 5 %;
3	Andrew Vettel	70.24	71.23	High	C	65	24
4							
5	Belinda Abbiamo	76.1	74.25	High	B	85	18
6							
7	Brenton Harrington	80.49	71.23	Low	D	96	30
8							
9	Chris Button	91.22	88.3	Good	A+	98	26
10							
11	Danni Rosberger	63.33	64.22	-	C	59	21
12							
13	Denise Resta	50.77	49.87	-	-	44	22

An example of an exported spreadsheet report



An example of a student report graphing results for term 2

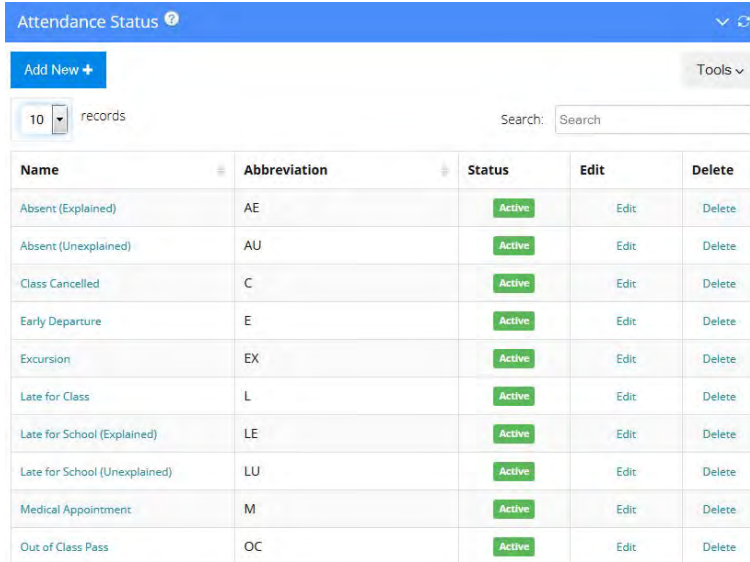
Subject Name : Humanities
 Total Student(s) : 1
 Student(s) : Andrew Vettel

Attendance

The eDiary allows you to create different attendance statuses and mark attendance for each of your subjects/classes.

Attendance Status

The eDiary already comes with a number of basic attendance status descriptions, which you may modify or add to. When you select the Attendance sub-menu **Attendance Status**, the Attendance Status table will appear.

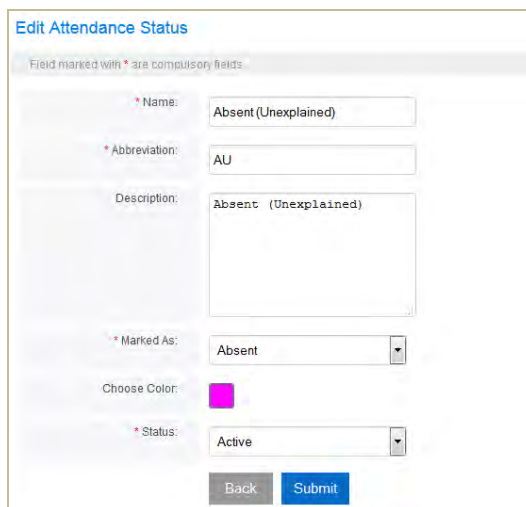


Name	Abbreviation	Status	Edit	Delete
Absent (Explained)	AE	Active	Edit	Delete
Absent (Unexplained)	AU	Active	Edit	Delete
Class Cancelled	C	Active	Edit	Delete
Early Departure	E	Active	Edit	Delete
Excursion	EX	Active	Edit	Delete
Late for Class	L	Active	Edit	Delete
Late for School (Explained)	LE	Active	Edit	Delete
Late for School (Unexplained)	LU	Active	Edit	Delete
Medical Appointment	M	Active	Edit	Delete
Out of Class Pass	OC	Active	Edit	Delete

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**.




Field marked with * are compulsory fields.

* Name: Absent (Unexplained)

* Abbreviation: AU

Description: Absent (Unexplained)

* Marked As: Absent


Choose Color: 

* Status: Active

Adding a New Attendance Status

1. Select **Attendance Status** from the **Attendance** menu and then select **Add New +** from the table.
2. Fill in the fields illustrated above and when complete, select **Submit**.
3. You can quickly edit any Attendance Status details by clicking on **Edit** in the **Attendance** table.

Mark Attendance

Click on the **Quick Mark Attendance icon**  in Daily Planner screen to mark attendance for a subject/class (including double periods) or by clicking **Attendance** on the main menu tab header.



Once you select **Mark Attendance** you will be greeted by the Attendance screen illustrated below which will load on the current month/week or class.

To mark attendance:

1. Select your **Subject** and **Term/Semester** using the dropdown filters.
2. The screen will show the current month/week. Use the scroll bar at the top/bottom of the screen to view the other half of the month. The current day of the month will be highlighted in a different colour.
3. Once you are on the current day, hover and click your cursor on today's date in the Auto-Fill row. The **Manage Attendance** edit box will appear in 'Present' default mode. Click **submit** to initially mark all students as Present (P). The screen (below left), allows you to mark attendance up to twice a day to cater for double periods using the 1st and 2nd attendance status drop-downs.

4. Once all students are marked as Present, select individual students (by clicking on the 'P') to change their attendance status using the dropdown fields, e.g. AU (Absent Explained) illustrated above right, then **Submit**.

You can mark attendance again for a double period by using the 2nd Attendance Status dropdowns shown above.

5. As you progressively mark student attendance, the **Classes Absent** and **% Present** columns will be updated for the Term/Semester, as illustrated on the next page.

Printing, Creating and Exporting Attendance Reports

You can print and create Attendance Reports or export them to a spreadsheet. Click on the **Attendance Reports** icon shown above, to open the Attendance Reports screen. Fill in each of the fields to filter the type of reports you require. Some fields are mandatory.

- Subject:** the subject for which you require attendance (mandatory).
- Class:** the class for which you require attendance (mandatory).
- Level:** the year level for which you require attendance (mandatory).
- Term:** the term/semester for which you require attendance (mandatory).
- Student:** if no student is selected, all student attendance will be displayed. If you select a specific student, only that student's attendance will be displayed.
- Attendance Status:** displays the occurrences of the selected attendance status for a student.
- Class Checklist:** will display all student attendances.
- Attendance for Month:** select the attendance month to display (mandatory).
- Export to Excel:** selecting export will export attendance using the selected filters to a spreadsheet.
- Year:** the attendance will be displayed for the year selected.

Select **Submit** and PDF reports similar to the examples below will display on a new screen.

Examples of PDF attendance reports.

	A	B	C	D	E	F
1	Student Name	Day Absent and Comment	Days Absent	% Present	Term	Subject
2	Andrew Vettel	29-6-2012 ; 22-6-2012 - Doctors Appt. Medical Cert.	2	80.00%	Term 2	Humanities
3	Belinda Abbiamo	19-6-2012 -	1	90.00%	Term 2	Humanities
4	Brenton Harrington		0	100.00%	Term 2	Humanities
5	Chris Button	26-6-2012 ; 20-6-2012 -	2	80.00%	Term 2	Humanities
6	Danni Rosberger		0	100.00%	Term 2	Humanities
7	Denise Resta		0	100.00%	Term 2	Humanities
8	Emma Masse		0	100.00%	Term 2	Humanities
9	Fiona Riccardi		0	100.00%	Term 2	Humanities
10	Gabby Grosjean		0	100.00%	Term 2	Humanities
11	Hillary Webb		0	100.00%	Term 2	Humanities
12	Mark Tran		0	100.00%	Term 2	Humanities
13	Peta Alonsi		0	100.00%	Term 2	Humanities



Reminders

Reminders can be added for **Work Due Priorities & Events**. They can be used to create reminders for any homework, task, event or general reminder that you need to be made aware of until the due date occurs.

Add Work Due Reminders

- Work Due Reminders can be created:
- Using the **Work Due Reminders** menu
 - Directly from the a **Lesson Plan Summary** box
 - From the **Priority & Tasks Due Reminder** list on the main interface

Reminders	Description	Date	Edit	Delete
Test Today		29 Jun 2015	Edit	Delete
Essay Draft		25 Jun 2015	Edit	Delete
Meeting EYP		24 Jun 2015	Edit	Delete

Using the Add Work Due Reminders menu

Select **Add Work Due Reminders** from the sub-menu which will open the **Reminders** table above. Select **Add New +** and a new **Add Reminders** screen will appear.

Fill in the following fields:

- Reminder Title
- Reminder Date
- Reminder Time (optional)
- Description (optional)

When complete, select **Submit** and the new reminder will be added to the Reminders table. On the day the Reminder/Task is due, you will receive a yellow warning message as illustrated below:

Add Reminders

Field marked with * are compulsory fields

* Reminder Title: Parents & Friends Mtg

* Reminder Date: 14-06-2015

Reminder Time: 09:00:00 AM

Description:

Back Submit

Reminders are in chronological order in the Priorities & Tasks Due Reminder box until the date expires or you tick; Done.

Reminders appear in the Daily Reminders panel on the day of the event in black.

Reminders linked to a future class/period appear in the Daily & Weekly Planner

Click icon to add quick Daily Reminders.

As shown above, each reminder created will appear in chronological order in:

- The **Priorities & Tasks Due Reminder** box at the top of the eDiary until the reminder date expires, or you click the **Done** box.
- The **Daily Reminders** panel of the Daily & Weekly Planner in black text.
- The **Daily and Weekly Planner** (if it is linked to a lesson).

Directly from the [Create/View Current Lessons](#) plan menu

You can also add a reminder when you create a lesson plan or from a quick lesson summary (see below). This is handy when you want to add homework or tasks that are linked to a lesson you create and are due on a particular date, e.g next week’s homework or assessment task. Once a **Reminder** is created within a lesson, it will create a reminder icon in the **Daily/Weekly** screens and also appears in the **Work & Task Due Reminder** box and **Daily Reminders** panel as per the illustration on the previous page.

Edit Lesson Summary - Who were the Romans?

Lesson Name: Font Size: Font Color:

Add work due reminder

Brief Summary:
A brief summary of the origins of the Romans and their links to the Etruscans in 550BC,
413 Characters Left

Lesson & Student Notes:
Students will study each of the maps and place important the important dates of 550 and 509 BC.
Students to draw a timeline charting early Roman history
Look at Greek artefacts in text pp 32-33 and e
0 Characters Left

Add Work Due Reminder:

Title:

Due Date:

Priority:

Add Strands/Standards:

Add Outcomes:

Upload Files/File Name: No file selected.

Add to Events Noticeboard

Add to Events Noticeboard can be used to create announcements for school events and act as a visual reminder until the event takes place. You are even able to **Import/Export** events from/to Microsoft’s Outlook and Apple’s iCal.

Events

20 records Search:

Event	Venue	Description	Date	Status	Edit	Delete
School Sports D...	The Oval	School event	28 Oct 2015 01:30:00	Active	Edit	Delete
Term 3 Starts	School	Term	13 Jul 2015 06:00:00	Active	Edit	Delete
VCE GAT Exam			25 Jun 2015 06:00:00	Active	Edit	Delete

To view, edit or create new events:

1. Either click the hyperlinked header **EVENTS NOTICEBOARD** or select **Add to Events Noticeboard** and you will be greeted by the **Events** table above, listing all scheduled events.
2. Select **Add New +** 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.

Add Events

Event Name:

Date of event:

Time of event:

Venue:

Event Description:

Event Status:

eTeacher Diary

EVENTS NOTICEBOARD

21/06	Music Concert..	
22/06	Cross Country..	
25/06	VCE GAT Exam..	
25/06	The Sports Event..	
13/07	Term 3 Starts	

Priority & Tasks Due Reminder!

Date	Details/Topic	Lesson	Done
14/06	Parents & Friends Mt..		<input type="checkbox"/>
15/06	Who were the Romans?..		<input type="checkbox"/>
22/06	Assign Due..	Test..	<input type="checkbox"/>
22/06	Essay Draft 1..	Test Lesson..	<input type="checkbox"/>
23/06	Printed Due	-	<input type="checkbox"/>

Sunday 14 June

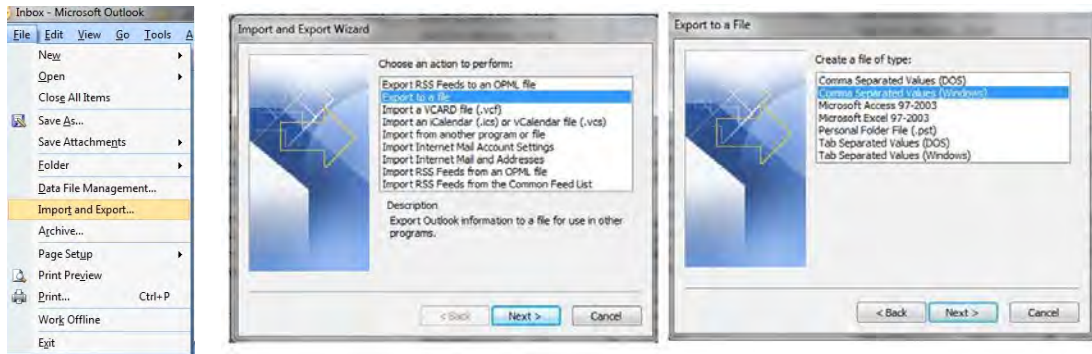
June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	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				

When complete, select **Submit** and the new ‘Event’ will be added to the **Events** table and the **EVENTS NOTICEBOARD**. To view the event’s details, click on the event in the **EVENTS NOTICEBOARD** above.

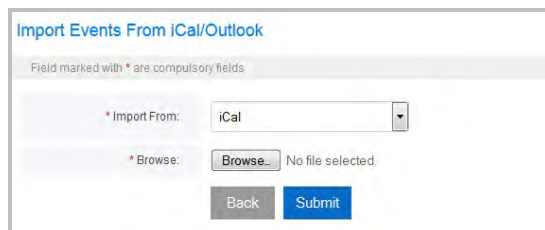
Step 1: To import or export events from Outlook or iCal

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 **Add to Events Noticeboard** and you will be greeted by the **Events** table (illustrated at the top of this page) listing all scheduled events.
2. Select **Import (or Export)**. This will open the **Import (or Export) Events from iCal/Outlook** screen illustrated on the right.
3. From the dropdown menu, select whether you want to import/export from iCal or Outlook. Then use the browse button to select the **CSV file** you want to import/export and select submit.



Resources

The eDiary is pre-loaded with a series of general teaching resources. You can also add your own resources such as PDFs, word documents and links to websites for use in your lessons. Each resource you add can be linked to a subject area for selection when you create a new lesson. To access or add resources, select **Resources** from the menu and which will open the **Teaching Resources** table.

To view a Resource

1. To view a Teaching Resource. click **View**.
2. To view an attachment, click **Attachment**.

To Add a Resource

1. Select **Add New +** from the **Teaching Resources** table to open an **Add Teaching Resources** screen.
2. In the **Add Teaching Resources** screen, fill in the fields:
 - a. Resource Name:** the name of the resource you intend to upload (mandatory)
 - b. Subject:** select the subject to link to this resource (mandatory)
 - c. Level:** select the Year Level to link to this resource (mandatory)
 - d. Resource File:** browse your computer to attach a file you wish to upload (mandatory)
 - e. Website Addresses:** add website addresses to link to your subject/year level (optional)
 - f. Description:** add a brief description of the resource (optional)

Resources Name	Description	Attachment	View	Edit	Delete
2014 Curriculum Overview Te...		Attachment	View	Edit	Delete
Additional Needs Strategies		Attachment	View	Edit	Delete
Additional Needs Student Reg...		Attachment	View	Edit	Delete
Anecdotal Assessment Record		Attachment	View	Edit	Delete

When complete, select **Submit**. The uploaded **Resource** can then be linked to a new lesson you create for that Subject/Year Level as illustrated to the right.

Add Resources Required:

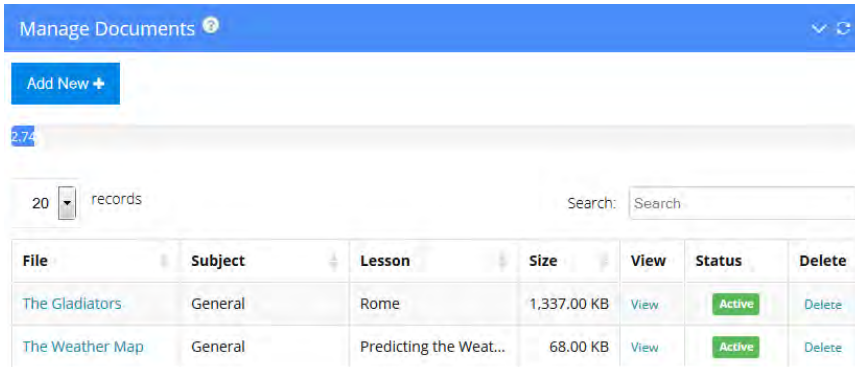
Rome Map
 The Weather
 Roman Inventions
 Paris
 Dr Strangelove
 Maths 11 Resource
 TEXT
 Humanities RES
 French RES
 HIST 12
 FRENCH 12
 Revision Handout
 Web
 Nov
 Sport Only
 The Eastern Empire

Documents

The eDiary allows you to upload up to 50 MB of documents for use in lesson plans or general use using the **Documents** manager.

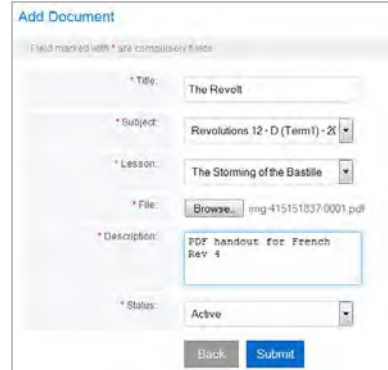
To view, edit or add documents

1. Select **Documents** from the menu to open the **Manage Documents** table.
2. Select **Add New +** and a new **Add Document** screen appears. Fill-in the fields:
 - a. **Title:** add the document name.
 - b. **Subject:** select the subject to link the document to.
 - c. **Lesson:** select the lesson to link the document to.
 - d. **File:** attach and upload document.
 - e. **Description:** insert a brief description
3. Select **Submit** and the new document will be added to the **Manage Documents** table.



The screenshot shows the 'Manage Documents' interface. At the top, there is a blue header with the text 'Manage Documents' and a question mark icon. Below the header is a blue button labeled 'Add New +'. Underneath, there is a search bar with the text '2.74' and a dropdown menu showing '20 records'. A search input field contains the text 'Search'. Below this is a table with columns: File, Subject, Lesson, Size, View, Status, and Delete. The table contains two rows of data.

File	Subject	Lesson	Size	View	Status	Delete
The Gladiators	General	Rome	1,337.00 KB	View	Active	Delete
The Weather Map	General	Predicting the Weat...	68.00 KB	View	Active	Delete



The screenshot shows the 'Add Document' form. It has a title 'Add Document' and a note 'Field marked with * are compulsory fields'. The form contains several fields: 'Title' with the value 'The Revolt', 'Subject' with a dropdown menu showing 'Revolutions 12 - D (Term) - 2', 'Lesson' with a dropdown menu showing 'The Storming of the Bastille', 'File' with a 'Browse...' button and the filename 'img-415151837-0001.pdf', 'Description' with a text area containing 'PDF handout for French Rev 4', and 'Status' with a dropdown menu showing 'Active'. At the bottom, there are 'Back' and 'Submit' buttons.

Community

The **Community** feature in the eDiary allows you to interact with other eDiary users by accessing teaching forums, messages and online classrooms and adding your own favourite teaching websites. Access any of these features by selecting the **Community** menu.

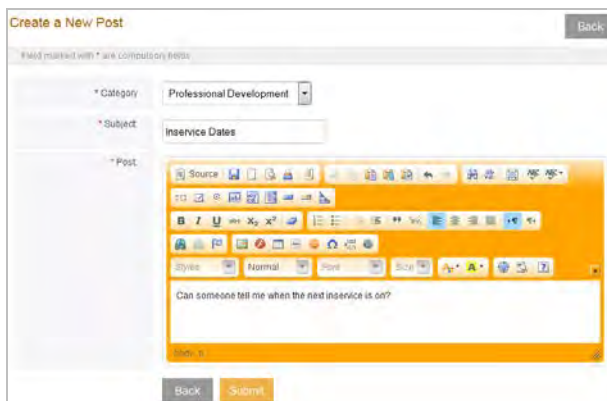
Create or add a post to a Forum

1. To create or add to a forum, select **Forum** from the **Community** sub-menu and you will be greeted with the screen below.



The screenshot shows the 'Forum' interface. It has a title 'Forum' with a question mark icon. There are two buttons: '+ Add Post' and 'My Posts'. Below the buttons is a 'Filter by Category' dropdown menu with the text 'Select'.

2. To add a post select **+Add Post** to open the **Create New Post** screen below and fill in the following fields:
 - a. **Category:** select from a number of default categories, or use General Discussion
 - b. **Subject:** add the title of you post subject
 - c. **Post:** use the text editor to insert your post
3. When complete, select **Submit** and your post will go live to all other eDiary teacher users and the post will appear in the **Forum** and the **My Posts** table (illustrated below). Remember you are able to remove or edit posts at any time and filter all posts by category.



The screenshot shows the 'Create a New Post' form. It has a title 'Create a New Post' and a 'Back' button. The form contains several fields: 'Category' with a dropdown menu showing 'Professional Development', 'Subject' with a text input field containing 'Inservice Dates', and 'Post' with a rich text editor. The rich text editor has a toolbar with various icons and a text area containing the text 'Can someone tell me when the next inservice is on?'. At the bottom, there are 'Back' and 'Submit' buttons.

Please note: All users are bound by the eDiary **Terms & Conditions**, which expressly prohibit the posting of material that is defamatory, obscene, threatening, abusive or unlawful, including material that racially or religiously vilifies, incites violence or hatred, or is likely to offend, insult or humiliate others based on race, religion, ethnicity, gender, age, sexual orientation or any physical or mental disability, or poses or creates a privacy or security risk to any person. Please read the Terms & Conditions located at the footer of the eDiary.

Forum ? + Add Post My Posts

Filter by Category Select

Inservice Dates Category: Professional Development

Can someone tell me when the next inservice is on?
 ... [Read More](#)
 Comments(0) Posted By Sally Sample On 15 Jun, 2015 [Remove Post](#)

My Posts ? + ↻

Add New + Back

20 records Search:

Subject	Category	Number of Comments	Edit	Delete
Inservice Dates	Professional Development	0	Edit	Delete
School Holidays	General Discussion	1	Edit	Delete

Address Book

You can add email addresses to the **Address Book**. Simply click on the **Add New +** button and add contact details of teachers and/or students you might need to email in the **My Messages** section of the eDiary (illustrated below).

Address Book ? + ↻

Add New +

20 records Search:

Strand Name	Subject	Status	Edit	Delete
Johnny Kolbe	john5070@createl.com.au	Active	Edit	Delete
Francis Hulkenberg	hulkenberg@iprimus.com.au	Active	Edit	Delete

My Messages

My Messages allows eDiary users to send messages and attachments to **teacher, student and school administrator eDiary users**. All messages are sent within the eDiary program and are not part of other email applications residing within your computer. My Messages is a handy feature that allows you to send lesson plans, documents and homework directly to other users within the eDiary community.

Select **My Messages** from the **Community** sub-menu to open the **My Messages** table below:

My Messages ? + ↻

20 records Search:

Tools ▼

- Compose Message
- Sent Message
- Trash

From	Subject	Date	trash
Createl Publishing	New eDiary Offline Version Now Available	28 May 2014	trash
Createl Publishing	New eDiary Updates this weekend	14 May 2014	trash

Create Message

Send Discard

To:

CC:

Bcc:

Subject:

Attach a file: No file selected

Message:

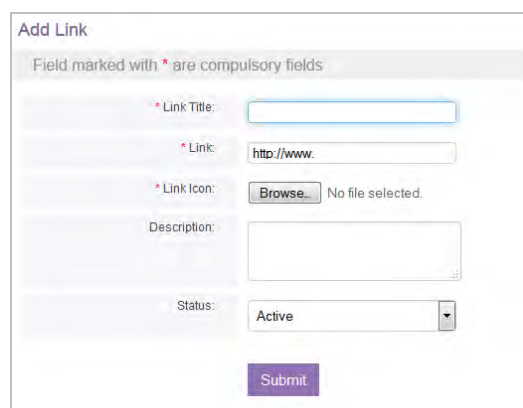
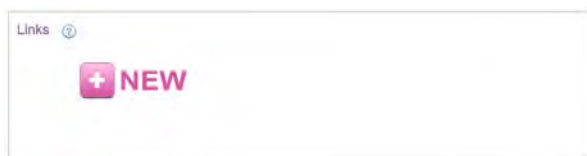
To compose messages, select **Compose Message** from the Tools drop-down (red box above) to open the **Create Message** text editor illustrated on the left. Fill in the appropriate fields add your **Message** and then select **Send**.

Once sent, the message will appear in the **Sent Message** table via Tools drop-down.

Links

The **Links** feature in the eDiary allows you to add your own favourite teaching websites. To add a website link, complete the following:

1. Select **Links** from the **Community** sub-menu. Once in the **Links** screen, click on the **NEW** icon and this will open the **Add Link** edit box.
2. Once in the **Add Link** edit box, fill in the fields:
 - a. **Link Title:** add a brief title for the website
 - b. **Link:** add the web address using the format "http://www."
 - c. **Link Icon:** upload an optional JPEG image for the website (size: 572x265 pixels)
 - d. **Description:** insert an optional description
3. When complete, select **Submit**.

A screenshot of the 'Add Link' form. It includes fields for 'Link Title', 'Link' (with 'http://www.' entered), 'Link Icon' (with a 'Browse...' button and 'No file selected.'), 'Description', and 'Status' (set to 'Active'). A 'Submit' button is at the bottom. A note at the top says 'Field marked with * are compulsory fields'.

If you need to delete the website link, hover your cursor over the link and then select the red 'X' button that appears.

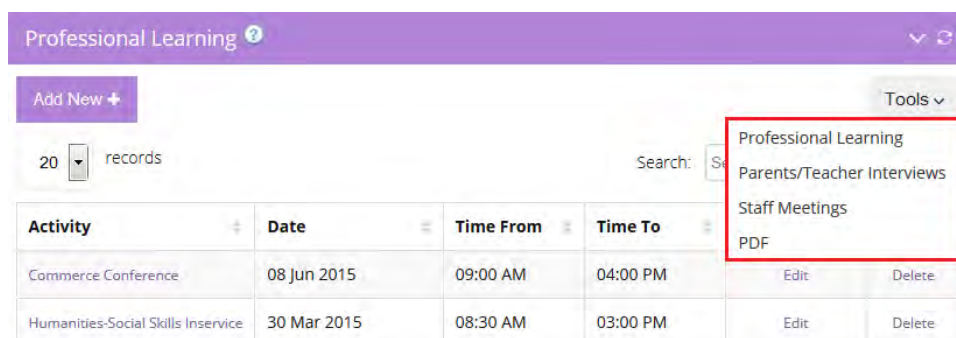
Professional Learning

The **Professional Learning** feature allows you to create and log entries for **Professional Learning**, **Parent/Teacher Interviews** and **Staff Meetings**. Access any of these features by selecting **Professional Learning** from the main tab menu.

Professional Learning

To add an entry into the Professional Learning log, select **Professional Learning** and then select **Add New +** and an **Add New Professional Learning** screen will appear. Fill in the appropriate fields below:

1. **Activity:** add the name of the professional learning activity
2. **Date:** select the date of the activity
3. **Time:** select the time of the activity
4. **Venue:** add the venue of the activity
5. **Detailed Notes:** add detailed notes for the activity which you need to refer to later
6. **Attachment:** attach any documents or certificates to the activity
7. **Description:** add a brief description of the activity

A screenshot of the 'Professional Learning' table. The table has columns for Activity, Date, Time From, and Time To. Two rows are visible: 'Commerce Conference' on 08 Jun 2015 and 'Humanities-Social Skills Inservice' on 30 Mar 2015. A 'Tools' dropdown menu is open, showing options: 'Professional Learning', 'Parents/Teacher Interviews', 'Staff Meetings', and 'PDF'. The 'PDF' option is highlighted with a red box.

When complete, select **Submit** and the new log will appear in the **Professional Learning** table. View and print all entries in the table by clicking on **PDF** from the Tools drop-down (in red box) or click on the PDF icon button within the entry log screen and print a hardcopy.

Field marked with * are compulsory fields

Activity: Commerce Conference

Date: 08-06-2015

Time: 09:00 AM - 04:00 PM

Venue: Latrobe University

Detailed Notes: In this session, participants learnt see how they can easily create a class showing the Domains and Dimensions they are addressing in their course. They will be shown how to create assessment activities and link these to multiple Dimensions and map them to the Standards and explore how to create multiple class groups or Individually Planned Pathways and manage the recording of lesson preparation, homework and

Attachment: No file selected. 12.02 bmp

Status: Enable

Description: Standards and explore how to create multiple class groups or Individually Planned Pathways and manage the recording of lesson preparation.

Back Submit

teacher diary

Activity: Commerce Conference

Date: 2015-06-08

Time From: 09:00 AM

Time To: 04:00 PM

Venue: Latrobe University

Detailed Notes: In this session, participants learnt see how they can easily create a class showing the Domains and Dimensions they are addressing in their course. They will be shown how to create assessment activities and link these to multiple Dimensions and map them to the Standards and explore how to create multiple class groups or Individually Planned Pathways and manage the recording of lesson preparation, homework and student class attendance. They will navigate through My Class and create the summaries which provide all the information they need to write reports, prepare for interviews, provide feedback to students, analyse their courses and manage student information - all at a mouse click. In this session, participants learnt see how they can easily create a class showing the Domains and Dimensions they are addressing in their course. They will be shown how to create assessment activities and link these to multiple Dimensions and map them to the Standards and explore how to create multiple class groups or Individually Planned Pathways and manage the recording of lesson preparation, homework and student class attendance. They will navigate through My Class and create the summaries which provide all the information they need to write reports, prepare for interviews

Status: Enable

Description: Standards and explore how to create multiple class groups or Individually Planned Pathways and manage the recording of lesson preparation.

Parent/Teacher Interviews

To add an entry into the Parent/Teacher log, click on the **Professional Learning** header tab and then select **Parent/Teacher Interviews** from the Tools drop-down (in red box above) and you will be greeted with the screen below.

Parents/Teacher Interviews

Add New + Tools

20 records Search: Search

Activity	Date	Time From	Time To	Edit	Delete
James Filby	16 Jul 2012	12:35 PM	12:45 PM	Edit	Delete
Danny Rosberger	30 Jul 2012	08:55 AM	09:05 AM	Edit	Delete

Select **Add New +** and the **Add New Parent/Teacher Interviews** screen will appear. Fill in the appropriate fields:

1. **Student/Parent Names:** add the name of the student/parent
2. **Date:** select the date of the interview
3. **Time:** select the time of the interview
4. **Detailed Notes/Concerns:** add interview notes
5. **Attachment:** attach any documents for the interview
6. **Action/Comments:** add comments or action resolutions

When complete, select **Submit** and the new log will appear in the **Parent/Teacher Interviews** table. View and print all entries in the table by clicking on **PDF** from the Tools drop-down (in red box) or click on the PDF icon button within the entry log screen and print a hardcopy.

Field marked with * are compulsory fields

Student/Parent Names: Danny Rosberger

Date: 20-04-2015

Time: 08:55 AM - 09:05 AM

Detailed Notes/Concerns: Parent had concerns about lack of homework being completed.

Attachment: No file selected

Status: Enable

Actions/Comments: Resolved to monitor Danny's diary every week. Will be signed by a parent.

Back Submit

teacher diary

Student/Parent Names: Danny Rosberger

Date: 2012-07-30

Time From: 08:55 AM

Time To: 09:05 AM

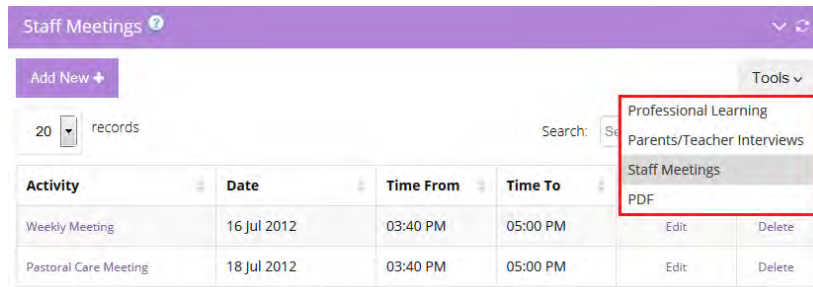
Detailed Notes/Concerns: Parent had concerns about lack of homework being completed.

Status: Enable

Actions/Comments: Resolved to monitor Danny's diary every week. Will be signed by a parent.

Staff Meetings

To add an entry into the **Staff Meeting** log, click on the **Professional Learning** header tab and then select **Staff Meeting** from the Tools drop-down (in red box) and you will be greeted with the screen below.

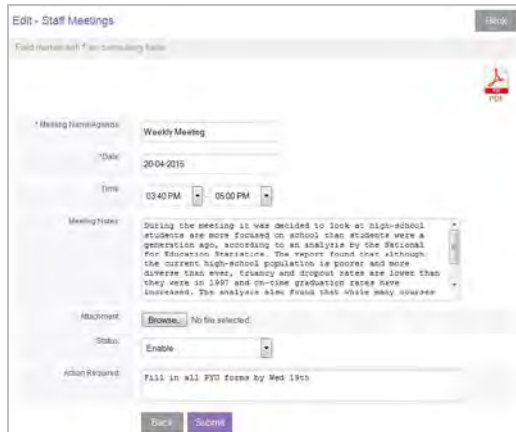


The screenshot shows the 'Staff Meetings' interface. At the top, there is a purple header with 'Staff Meetings' and a help icon. Below the header, there is an 'Add New +' button and a 'Tools' dropdown menu. The 'Tools' menu is open, showing options: 'Professional Learning', 'Parents/Teacher Interviews', 'Staff Meetings', and 'PDF'. The 'Staff Meetings' option is highlighted. Below the menu, there is a table with columns: 'Activity', 'Date', 'Time From', 'Time To', 'Edit', and 'Delete'. The table contains two rows: 'Weekly Meeting' on '16 Jul 2012' from '03:40 PM' to '05:00 PM', and 'Pastoral Care Meeting' on '18 Jul 2012' from '03:40 PM' to '05:00 PM'. A search bar and a 'records' count of '20' are also visible.

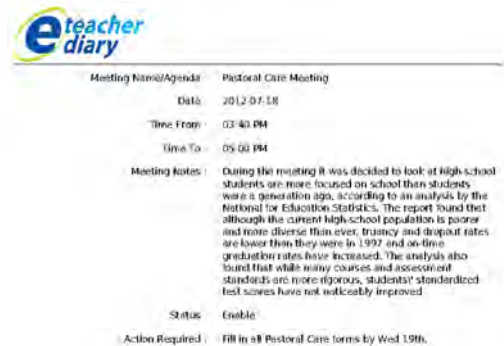
Select **Add New +** and the **Add New-Staff Meetings** screen will appear. Fill in the appropriate fields below:

1. **Meeting Name/Agenda:** add the name of the meeting
2. **Date:** select the date of the meeting
3. **Time:** select the time of the meeting
4. **Meeting Notes:** add meeting notes
5. **Attachment:** attach any documents arising from the meeting
6. **Action Required:** add action required from the meeting

When complete, select **Submit** and the new entry will appear in the **Staff Meetings** table. View and print all entries in the table by clicking on **PDF** from the Tools drop-down (in red box) or click on the PDF icon button within the entry log screen and print a hardcopy.



The screenshot shows the 'Edit - Staff Meetings' form. The form has a title bar 'Edit - Staff Meetings' and a 'Back' button. Below the title bar, there is a search bar and a 'PDF' icon. The form fields are: 'Meeting Name/Agenda' (Weekly Meeting), 'Date' (20/04/2015), 'Time' (03:40 PM to 05:00 PM), 'Meeting Notes' (During the meeting it was decided to look at high-school students are more focused on school than students were a generation ago, according to an analysis by the National for Education Statistics. The report found that although the current high-school population is poorer and more diverse than ever, truancy and dropout rates are lower than they were in 1997 and on-time graduation rates have increased. The analysis also found that while many courses and assessment standards are more rigorous, students' standardized test scores have not noticeably improved), 'Attachment' (Browse: No file selected), 'Status' (Enable), and 'Action Required' (Fill in all PFD forms by Wed 19th). At the bottom, there are 'Back' and 'Submit' buttons.



The screenshot shows the 'eTeacher Diary' interface. The header has the 'eTeacher Diary' logo. Below the header, there is a table with columns: 'Meeting Name/Agenda', 'Date', 'Time From', 'Time To', 'Meeting Notes', 'Status', and 'Action Required'. The table contains one row: 'Pastoral Care Meeting', '20/2/07/18', '03:40 PM', '05:00 PM', 'During the meeting it was decided to look at high-school students are more focused on school than students were a generation ago, according to an analysis by the National for Education Statistics. The report found that although the current high-school population is poorer and more diverse than ever, truancy and dropout rates are lower than they were in 1997 and on-time graduation rates have increased. The analysis also found that while many courses and assessment standards are more rigorous, students' standardized test scores have not noticeably improved', 'Enable', and 'Fill in all Pastoral Care forms by Wed 19th'. At the bottom, there are 'Back' and 'Submit' buttons.

APPENDIX 1: Parent/Teacher Login Feature

Note: Parent/Teacher Login feature only functions when both Teachers AND Students are subscribed eDiary users within a Schoolwide Subscription.

Adding Parent/Teacher Comments & Parents/Teachers Login

The **Parent/Teacher Login** feature allows parents to log into their child's eDiary, check progress and respond to comments written by teachers. Teachers can add comments to a student's eDiary, which in turn can be viewed by parents. Parents/Teachers only enter comments in their respective area and each entry is date stamped and cannot be deleted once entered.

A teacher can add a comment to any student's eDiary by clicking on **Comment** in the **Add Students** table illustrated below. This will open the **Parents/Teachers Comments** table.

The image shows two screenshots from a web application. The top screenshot is titled 'Students' and displays a table with columns: Name, Contact, Email, and Action. The 'Action' column for each student has links for 'Archive', 'Comment', 'Edit', and 'Delete'. A yellow callout box points to the 'Comment' link for Grace Kellie, with the text: 'Click on the Comment to open the Parent Teacher Comments table for this student.' The bottom screenshot is titled 'Parents/Teachers Comments - Grace Kellie' and shows a table with columns: Date, Parent Comment, Teacher Comment, Status, and Edit. A yellow callout box points to the 'Add New +' button, with the text: 'Add NEW Teacher Comments by selecting the Add'. The table shows a comment from 18 Jun 2015 with a 'checked' status.

The image shows a form titled 'Edit Parents Comment - Grace Kellie'. It has a dropdown menu for 'Teacher' set to 'Jim Kaos'. There are two text areas: 'Parent Comment' containing 'I will speak to her and do my best to make sure she is on time.' and 'Teacher Comment' containing 'Grace needs to get to school on time.' Below these are a 'Comment Status' dropdown set to 'Un-Checked' and 'Back' and 'Submit' buttons. Yellow callout boxes point to the 'Parent Comment' and 'Teacher Comment' areas with the text: 'Parents insert Comments here' and 'Teachers insert Comments here' respectively.

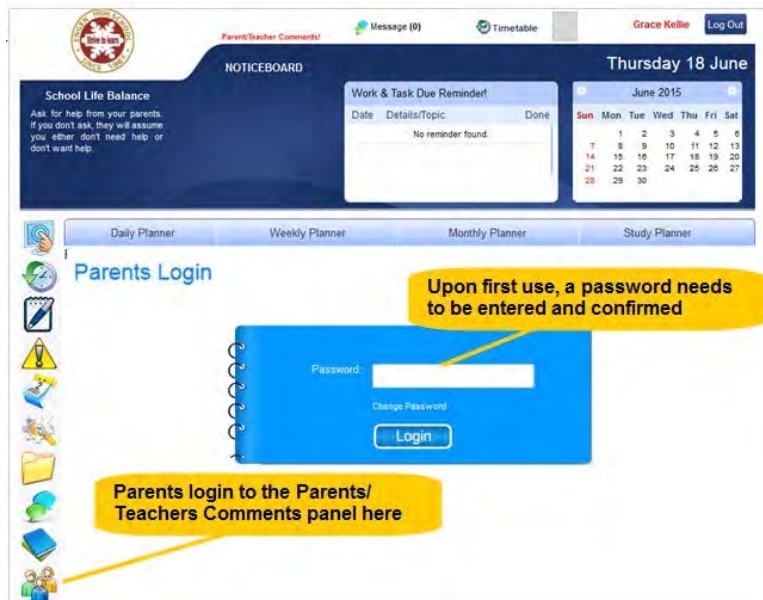
To add new comments, click on the **Add New +** button (above), which opens a new **Add Comment** screen, and insert your comments. You can view/respond to parent comments by selecting **Comment** in the table and insert your response.

How to Add Comments & Respond to Teacher Comments

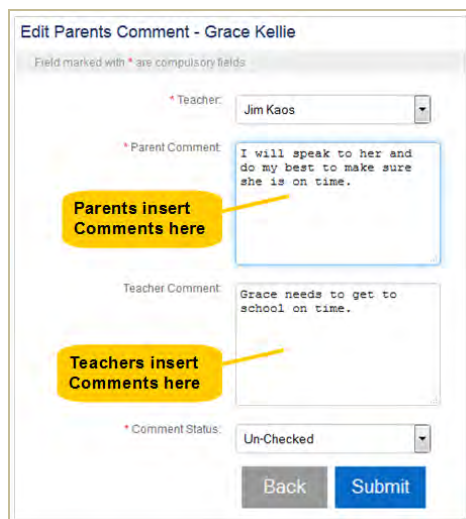
The image shows a login form with fields for 'Username' (gracekellie@createl.com.au) and 'Password'. There is a 'Remember Me' checkbox and a 'Login' button. A 'Sign Up' link is also visible.

To use the **Parent/Teacher Login** feature, a parent first needs to go to **www.ediaryschool.com.au** and then insert their **child's username** and **password** (which they can obtain from the student or school) into the login panel illustrated on the left. Once logged in to their child's eDiary, parents are able to access and view all screens of the eDiary, in particular, the Daily Planner screens showing the homework and lesson notes for each of the student's classes.

Select the **Parent/Teacher Login** menu at the bottom of the Student's eDiary (illustrated below) and insert their password. On the first parent log in, they will be required to add a password.



Once a parent has logged in, the **Parents/Teachers Comments** table will appear as illustrated below:



To Add New Parent Comments, parents click on the **+ Add** button, which opens a new **Add Parent Comment** screen. They then select from the dropdown field the name of the teacher they wish to address the comments to and then enter their comments and **Submit**.

To Respond to or View Teacher Comments, parents click on the **View/Action icon**, which opens a new **Edit Parent Comment** screen (illustrated on the left). They can then read the teacher's comments in full and add comments of their own. Once a comment has been made, they can mark the Comment Status as 'Checked' and then **Submit**.

All comments can be printed as a PDF by selecting the PDF icon at the top of the **Parents/Teachers Comments** table.

APPENDIX 2: Online Classroom Homework Feature

Online Classroom (these features are only available to linked teacher and student eDiaries)

The **Online Classroom** allows you to create an online class for any Subject/Class you teach. Once created you can:

- **View Students** in that class
- **Start Online Discussions** within that class
- **Send Assignments** to all/some students in that class
- **Assign Homework** directly to a student's eDiary
- **Send Documents** to all students in that class
- **Send Reminders** to all/some students in that class

How to Add an Online Classroom

1. Select **Online Classroom** from the **Community** sub-menu and you will be greeted with the Online Classroom screen:

The screenshot shows the 'Online Classroom' interface. At the top, there is a green header with the title and a help icon. Below it is a green 'Add New +' button. A search bar contains the text 'Search'. A dropdown menu shows '20 records'. Below the search bar is a table with columns: Subject, Description, Status, Edit, and Delete. The table is empty, with the text 'Record(s) not found.' centered below it.

2. Select **Add New +** and then fill in the fields of the **Add Online Classroom** screen below:
 - a. **Subject:** select the subject from the dropdown fields
 - b. **Term:** select the term from the dropdown fields
 - c. **Description:** add a brief description for the online classroom

The screenshot shows the 'Add Online Classroom' form. It has a 'Back' button in the top right. Below the title, it says 'Field marked with * are compulsory fields'. The form contains:

- * Subject: Drama (11 - A) - 2015
- * Term: Term 1
- * Description: Online Classroom
- Status: Active

 At the bottom, there are 'Back' and 'Submit' buttons.

3. When complete, select **Submit** and the new online class will be added to the **Online Classroom** table below. Then, to add assignments, homework etc, click on any of the icons in the table.

The screenshot shows the 'Online Classroom' table after adding a new class. A yellow callout box with the text 'Click any of the icons to add/view assignments, homework etc for the Online Classroom' points to the icons in the table. The table has columns: Online Subject, Students, Assignment, Homework, Documents, Reminders, Discussions, Status, Edit, and Delete. Two rows are visible: 'Drama 11 A (3)' and 'English 12 K (3)'. The 'Drama 11 A (3)' row is highlighted with a red box. Below the table, it says 'Showing 1 to 2 of 2 entries' and there are pagination controls.

How to Add Assignments

1. Click the **Assignments** icon from the **Class Details** screen and then select **Add New +** in the next table. This will open the **Add Assignment** screen (illustrated on the right) where you will be able to enter assignment details, a description, due date and select if you wish to assign the task to the whole class or selected students (CTRL+HOLD).

The screenshot shows the 'Drama 11 A (1) - Add Assignment' form. It has a 'Back' button in the top right. Below the title, it says 'Field marked with * are compulsory fields'. The form contains:

- * Assignment Title: Jimmy Stewart
- * Description: Assignment for acting
- * Due Date: 25-06-2015
- * Assign to: Whole Class
- * Status: Active

 At the bottom, there is an 'Upload Files/File Name' field with a 'Browse...' button and a 'Submit' button.

2. Once your assignment is added, it will appear to students in the class and in your **Assignments** table below:

The screenshot shows the 'Drama 11 A (1) - Assignments' table. It has a green header with the title and a help icon. Below it is a green 'Add New +' button and a 'Back' button. A search bar contains the text 'Search'. A dropdown menu shows '20 records'. Below the search bar is a table with columns: Assignment, Description, Due Date, Status, Action, and Submissions. One row is visible: 'Jimmy Stewart', 'Assignment for acting', '25 Jun 2015', 'Active', 'Edit / Delete', and 'Submit'.

How to Assign Homework

1. Click the **Assign Homework** icon from the **Class Details** screen and then select **Add New +** in the next table. This will open the **Add Homework** screen (illustrated below) where you can enter homework details, a description, due date and select if you wish to assign the task to the whole class or selected students (CTRL+HOLD).

Drama 11 A (1) - Add Homework

Field marked with * are compulsory fields

* Homework Title: Who was Marlon Brando?

* Description: Acting

* Due Date: 18-06-2015

* Assign to: Whole Class

* Status: Active

Upload Files/File Name: No file selected.

2. Once the homework (Drama 11 A) is added, it will appear in the **Assign Homework** table and in each student's eDiary illustrated below:

Drama 11 A (1) - Assign Homework

20 records Search:

Homework	Assigned On	Description	Due Date	Status	Action
Who was Marlon Brando?	18 Jun 2015	Acting	18 Jun 2015	Active	Edit / Delete

Daily Planner Weekly Planner Monthly Planner Study Planner

Events/Reminders Thu 18 Jun 2015 Day 4

Subject	Homework, Tasks & Assignments	Due	Notes & Due Today
Drama 11A	Assignment for acting	25/06	
Drama 11A	Acting	18/06	

How to Add Documents

Click the **Documents** icon from the **Class Details** screen and then insert the file/document name and upload your file. The document will then be available to all students in your class.

Drama 11 A (1) Documents

Field marked with * are compulsory fields

Document Title	Document	Date Uploaded	Remove
----------------	----------	---------------	--------

Upload Files/File Name: Tour Docs.pdf Add

How to Add Reminders

Click the **Reminders** icon from the **Class Details** screen and then select **Add New +** in the next table. This will open the **Add Reminder** screen (illustrated below) where you will be able to enter the reminder details as well as select the whole class or individual students (CTRL+HOLD) to send the reminder to.

Drama 11 A (1) - Add Reminder

Field marked with * are compulsory fields

* Reminder Title: Test Tomorrow

* Reminder Date: 19-06-2015

* Reminder Time: 08:30:00 AM

* Assign to: Whole Class

Description:

Back Submit

Once the reminder is added, each student enrolled in the class will receive an alert in their eDiary illustrated below and the reminder will also appear in your **Reminders** table (as seen below).

Drama 11 A (1) - Reminders

Add New + Back

20 records Search: Search

Reminders	Date	Time	Description	Edit	Delete
Test Tomorrow	19 Jun 2015	08:30:00 am		Edit	Delete

Events/Reminders Fri 19 Jun 2015 Day 5

Subject	Homework, Tasks & Assignments	Due	Notes & Due Today
			Test Tomorrow !!

How to Start a Discussion

1. Click the **Discussions** icon from the **Class Details** screen and then select **Start a New Discussion**. This will open the text editor where you will be able to add your post, as illustrated below:

Drama 11 A (1) - Add Post

Drama 11 A (1) Discussions

Start New Discussion Online Class

How to Act

This is a post... Read More

Comments(0)

Posted By Jim Kaplan On 18 Jun, 2015 Remove Post

2. Once your post is added, it will appear to all students in the class and in your **Discussions** table above.

How do your students interact with the Online Classroom?

When you create an online classroom with all the features illustrated above, students will be able to access the documents, forums, reminders, homework and assignment features you have created by simply clicking on any of the icons that appear in their Online Classroom (as depicted below).

Online Classroom

Tools

20 records Search: Search

Online Subject	Assignment	Homework	Documents	Reminders	Discussions	Status
DRAMA 11 A (1)						Active
FOODS 11 A1 (2)						Active
HISTORY 11 A (2)						Active

APPENDIX 3: School, Teacher & Student eDiary Terms and Conditions

These terms and conditions relate to the ed diary which you have agreed to purchase from us. Please read these terms and conditions, which together with our Privacy Policy govern your use of the ed diary ("**conditions**").

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 ed diary. 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 ed diary. 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 98 Logistics Street, Keilor Park, Victoria, Australia 3042. Our Australian Business Number is 85 066 657 547. The term "**you**" refers to the purchaser and the user of our Website and the ed diary.

1.3 You must be 16 years or older to agree to purchase ed diary. 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. By accepting these terms and conditions, you declare that you are 16 years or older or have parental permission to purchase the ed diary.

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 ed diary, in which case the change will come into effect if you renew your subscription to ed diary. By continuing to use ed diary 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 9336 0800.

3. ed diary

3.1 "**ed diary**" 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. ed diary Availability

4.1 Createl will use its reasonable endeavours to ensure that ed diary 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 ed diary 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 ed diary 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 ed diary on a trial basis then you may use ed diary 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 ed diary and this Website. If you do not pay the current price then we can terminate your access to the ed diary at any time without notice to you.

6. Prices

6.1 Our prices only cover access to ed diary. 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 ed diary 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 ed diary subscription being renewed. Notice may be given to you by post, by email message to your ed diary 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 ed diary 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 ed diary 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 ed diary and this Website. If you do not pay the current price then we can terminate your access the ed diary 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 ed diary 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 ed diary less an amount proportionate to the number of days for which you have had access to the ed diary.

9. Customer Service, Technical Support and Notices

9.1 You can contact us to discuss your use of ed diary or for any other reason by emailing to Createl as 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 ed diary account.

9.4 Any notice given by Createl can be given by post, by email message to your ed diary 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 ed diary

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 ed diary for your use only and use the ed diary for professional, non-commercial purposes only without making any gain and that you will not permit any other person to use ed diary. (This includes, without limitation, that you must not charge for viewing the ed diary and that you cannot use the ed diary to attract others to buy goods or services from you or anyone else);
- access ed diary only as intended through the normal functionality of the Subscription as provided on this Website;
- not permit any other person to view ed diary 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 edairy 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 edairy (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 edairy 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 edairy or remove any copyright or trade mark notice from any materials comprising edairy;
 - not view the edairy 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 edairy 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 edairy 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 edairy 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 edairy you understand that Createl may use and disclose your personal information:-
- for the purposes of enabling you to access edairy 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 edairy you acknowledge and accept that upon creation all information, content and data that you record in edairy 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 edairy.
- 12.3 We will retain all information, content and data that you recorded in edairy 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 edairy or this Website will operate uninterrupted or are error-free; or
 - that any program of exercise comprised in the edairy 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 edairy;
 - 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 edairy, the use of the materials comprised in edairy 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 edairy or this Website.
- Refund**
- 13.4 If for a reason beyond our control you fail to receive a substantial element of edairy we will refund or give you credit for such proportion of the sum you pre-paid in respect of edairy 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 edairy.
- 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 edairy 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 edairy prices and our Privacy Policy set out the whole agreement between Createl and you in relation to edairy. 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 edairy 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**
- edairy, 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.