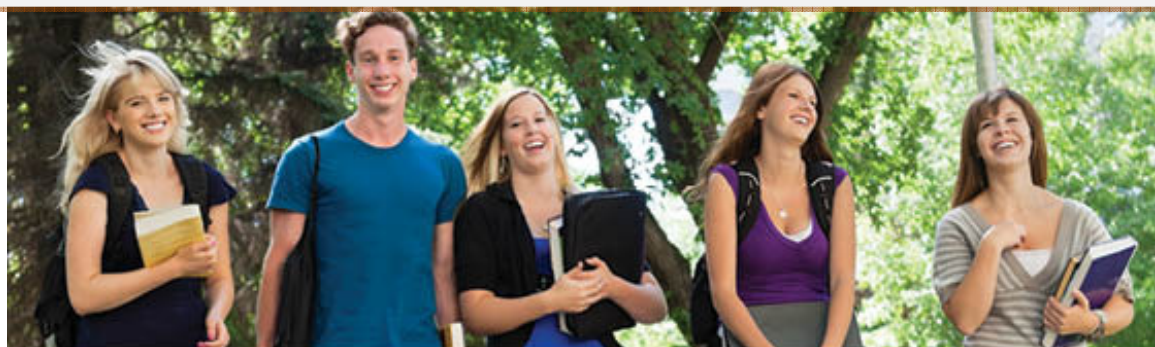


STUDENT INSTRUCTION MANUAL ediaryschool.com.au



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Createl Publishing
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Introduction - At a Glance View

School logo Events Noticeboard Homework & Tasks Reminder List Quick View Timetable Student Image and Name

Homework & Task Due Reminder!

Subject	Date	Homework & Tasks	Done
English	26/10	PE Test Today	<input type="checkbox"/>
Information Tec..	26/10	Case Study SAC 2	<input type="checkbox"/>
History	27/10	The Russian Revolution of WWI	<input type="checkbox"/>
Legal Studies	27/10	Case Study LS Due	<input type="checkbox"/>
English	28/10	Meeting Camp	<input type="checkbox"/>

Thursday 22 October

October 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	31

Oct 19 - Oct 25

Events/Reminders	Subject	✓ Homework, Tasks & Assignments	Due	Notes & Due Today
Monday 19 Oct	Legal Studies 11..	Old homework		Bring PE gear
	History 10B	Write 500 words on the main reasons for the French Revolution.		
	Information Tech..	Exercise Voip Systems flowchart to be completed in teams.		
	Add Homework			Add Notes
Tuesday 20 Oct	History 10B	French Revolution discussion to be completed in groups.	27/10	Cross Country meeting today 11...
	Legal Studies 11..	Complete Case Studies 23, 24, 25 & 26	27/10	Bring \$5 for Italian exchange ...
	VCE Italian 7A	✓ Culture-assignment	27/10	
	English 10A	Debate preparation.	28/10	
	Add Homework			Add Notes
Wednesday 21 Oct	SAC 2 Due PE			Add Notes
	History 10B	✓ Primary source analysis of WW2 documents.		
	English 10A	Test	26/10	
	Add Homework			Add Notes
Friday 23 Oct	Information Tech..	Exercise Voip Systems flowchart to be completed in groups.	26/10	
	Legal Studies 11..	Test Jury System.	29/10	
	Add Homework			Add Notes

Today's Events Homework, Tasks & Assignments Weekly Default Planner View Today's Notes & Due Reminders

Menu Icons (in order):

- My Profile
- My Classes
- My Homework
- Work Due & Reminders
- My Events
- My Resources
- My Documents
- Online Classroom
- Study Planner
- Parent/Teacher login

Using the Daily, Weekly & Monthly Planners

The eDiary allows you to access three planners: a Daily, Weekly or Monthly Planner by using the Planner menu across the top of the screen, as shown below.

Daily Planner	Weekly Planner	Monthly Planner	Study Planner
---------------	----------------	-----------------	---------------

DAILY PLANNER: The **Daily Planner** is similar to a paper student diary, showing a column for the **Subject/s**, a column for writing in **Homework, Tasks & Assignments**, and a third column for other **Notes** and **Due Today** reminders. It acts as like a free form diary, whereby all you have to do is select the subject you wish to add homework for. The benefit of the Daily Planner is that it allows you a lot of space to write in itemised homework and tasks.

Daily Planner	Weekly Planner	Monthly Planner	Study Planner
Events/Reminders Thu 22 Oct 2015 Day 4			
Subject	✓ Homework, Tasks & Assignments	Due	Notes & Due Today
History 10B	✓ Primary source analysis of WW2 documents.		
English 10A	Test	26/10	
Add Homework		Add Notes	

WEEKLY PLANNER: The **Weekly Planner** shows you a weekly view from Monday-Sunday, with the main focus on Monday-Friday. Like the Daily Planner, there are three columns where you can input relevant diary information.

Daily Planner	Weekly Planner	Monthly Planner	Study Planner	
Oct 19 - Oct 25				
Events/Reminders	Subject	✓ Homework, Tasks & Assignments	Due	Notes & Due Today
Monday 19 Oct	Legal Studies 11..	Old homework		Bring PE gear
	History 10B	Write 500 words on the main reasons for the French Revolution.		
	Information Tech..	Exercise Voip Systems flowchart to be completed in teams.		
	Add Homework			Add Notes
Tuesday 20 Oct	History 10B	French Revolution discussion to be completed in groups.	27/10	Cross Country meeting today 11..
	Legal Studies 11..	Complete Case Studies 23, 24, 25 & 26	27/10	Bring \$5 for Italian exchange ...
	VCE Italian 7A	Culture assignment	27/10	
	English 10A	Debate preparation.	28/10	
Add Homework			Add Notes	
Wednesday 21 Oct Left Style	Add Homework			Add Notes
Thursday 22 Oct	History 10B	Primary source analysis of WW2 documents.		
	English 10A	Test	26/10	
	Add Homework			Add Notes
Friday 23 Oct	Information Tech..	Exercise Voip Systems flowchart to be completed in groups.		
	Legal Studies 11..	Test Jury System.	29/10	
	Add Homework			Add Notes

MONTHLY PLANNER: The **Monthly Planner** shows you a monthly view highlighting all events, holidays, non-school days, homework reminders created by you. To add an Event, Work Due Reminder, Non-School Day or Holiday, simply click on the date in the Monthly Planner, select the type of reminder, fill in the details then click Submit.

Daily Planner	Weekly Planner	Monthly Planner	Study Planner			
October , 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 Labour Day	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 SAC 2 Due PE	22	23	24
25	26 PE Test Today	27 The Russian Revolution of WWI Case Study LS Due Debate Today	28 Meeting Camp	29 Test for Legal	30 Draft Essay Due	31 SAC 3 Due Legal



My Profile

MY PROFILE: Log into the eDiary and change your profile settings using the **My Profile** menu. The **My Profile** menu allows you to upload an image and change your personal details, password, default diary view (Daily or Weekly) and colour theme.

Daily PlannerWeekly PlannerMonthly PlannerStudy Planner

Student Profile ⓘ

Field marked with * are compulsory fields

*First NameJane

*Last NameGolde

*Gender☒ Male ☐ Female

*Date Of Birth26-01-2004

*E-mail Addressjane1@createl.com.au

HomeRm/Contact5555555

*Address

*SuburbSalisbury Park

*CountryAustralia

*StateSouth Australia

*Postcode5555

Student ImageBrowse... No file selected.

Password

Confirm Password

Choose Theme

Blue

Light Purple

Purple

Maroon

Brown

Medium Turquoise

Dark Brown

Dark Green

Green

Pink

Navy

Orange

Display SettingChoose Display Settings - Upon login, the edary will display the following screen:

☐ Daily Planner☒ Weekly Planner☐ Monthly Planner☐ Study Planner

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

☒ 60 Mins☐ 120 Mins☐ 180 Mins☐ 240 Mins

Submit

TERM SETTINGS: You can also add or modify the start and end dates of each term in the **Term Settings** menu. This will also allow you to create a timetable in the eDiary if required. (Note, these settings may have already been set by your school, see below).

Term Settings ⓘ Complete the Term Settings unless this has been completed by your school administrator.

Timetable

Timetable Year:

2015

Number of Terms/Semesters

4

Term/Semester 1

From 27-01-2015

To 02-04-2015

Start in Cycle 2

Term/Semester 2

From 20-04-2015

To 26-06-2015

Start in Cycle 1

Term/Semester 3

From 13-07-2015

To 18-09-2015

Start in Cycle 1

Term/Semester 4

From 06-10-2015

To 11-12-2015

Start in Cycle 2

Maximum Periods per Day

6

e.g. If your school has a typical 6 period/session a day timetable; [enter 6]

Maximum Non Classes per Day

3

e.g. If your school has 3 non-class blocks a day like homeroom, recess, lunch; [enter 3]

Days per Cycle

5

e.g. If your school uses a typical 10 day rotating timetable cycle; [enter 10]

Weekend(s)

2

Weekend 1:

Saturday

Weekend 2:

Sunday



My Classes

ADD SUBJECT/CLASSES: To start adding homework into your eDiary, first add your subjects into the My Classes table. Click **My Classes** and open the table shown below:

My Classes ?

Add New +

10 records

Search: Search

Name	Level	Class	Year	Term	Color	Edit	Archive
Free Period	0	0	-	-		Edit	Archive
English	10	A	2015	Term 1		Edit	Archive
History	10	B	2015	Term 1		Edit	Archive
VCE Italian	7	A	2015	Term 1		Edit	Archive
Information Technology	11	A	2015	Term 1		Edit	Archive
English	10	A	2015	Term 2		Edit	Archive
History	10	B	2015	Term 2		Edit	Archive
VCE Italian	7	A	2015	Term 2		Edit	Archive
Information Technology	11	A	2015	Term 2		Edit	Archive
English	10	A	2015	Term 3		Edit	Archive

Showing 1 to 10 of 22 entries

« 1 2 3 »

Add Subject/Classes

Field marked with * are compulsory fields

* Subject Name: ENGLISH

* Level: 11

* Class: A

* Year: 2015

Description: VCE Unit 1

Status: Active

Choose Color: ■

Back Submit

Select **Add New +** to add your Subject/Class details into the pop-up screen on the right. For each new Subject/Class, add the following details and then **Submit**:

- Subject Name:** e.g. English, HSC Biology etc.
- Year Level:** e.g. 7, 8, 9 etc.
- Class:** e.g. A, B, Green etc.
- Year:** e.g. 2015, 2016 (i.e. new school year)
- Description** (optional): e.g. VCE English Unit 1.
- Status:** leave status as Active.
- Choose Colour:** Select the colour of the text display for the subject.

Repeat the above until all your subjects have been added. You can edit these at any time by selecting the **Edit** button.

ARCHIVE SUBJECTS (STARTING A NEW YEAR): Because each Subject/Class is linked to a specific year, e.g. 2016, at the end of the year, archive old subjects by clicking on **Archive** to remove a subject from My Classes into the **Archived Subjects** table. You can access Archived Subjects by clicking on the **Tools** drop-down menu shown below:

My Classes ?

Add New +

20 records

Search: Search

Tools ▾

Archived Subjects

Add Non-Class Activities

Add Rooms

Timetable

Create PDF

Name	Level	Class	Year	Term	Color	Edit	Archive
English	10	A	2015	Term 1		Edit	Archive
English	10	A	2015	Term 2		Edit	Archive
English	10	A	2015	Term 3		Edit	Archive
English	10	A	2015	Term 4		Edit	Archive

Once archived, all the subject data will be retained in the database but the subject name will not show up on any eDiary records. You can **Unarchive** a subject at any time by clicking the icon in the **Archived Subjects** table and all the data will show up again in the eDiary.



My Homework

My Homework allows you to view a summary of your **Current Homework & Assignments** in chronological order as well as **Online Homework & Assignments** set by your teachers.

ADD HOMEWORK: To add homework, choose the Weekly or Daily Planner view shown below, click on **+ Add Homework** and open a **Homework, Tasks & Assignment** pop-up box:

Thursday 22 Oct	Aust History 10D ✓ <i>Primary source analysis of WW2 documents.</i>	
	English 10A Test 26/10	
	+ Add Homework	+ Add Notes

Add Homework, Tasks & Assignments

☒ Aust History 10D
 ☒ Aust History 10A
 ☒ English 10A
 ☐ Information T.
 ☐ Legal Studies 11..
 ☒ Literature 11B
 ☐ VCE Italian 7..

Subject: Literature 11B (Term 4) Type: ☒ Homework ☐ Assignments/Task

Summary:
Read pages 300-320 of Bleakhouse and write a character summary listing all characters in a chart.

303 Characters left

Add Work Due Reminder for this Homework/Assignment

Assignment Task/Title: Bleakhouse Chart ☒ Task Complete

Due Date: 23-10-2015

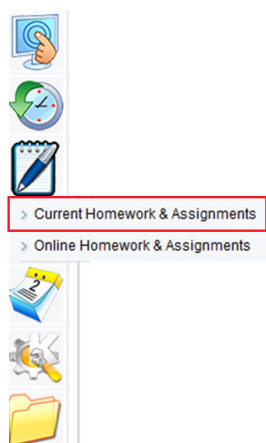
Priority: Normal

Submit

1. Select your colour-coded Subject, choose if you are entering Homework or an Assignment/Task and then enter up to 400 characters in the summary text box and **Submit** (shown below).
2. You can also add an optional **Work Due Reminder** for this Homework/Assignment by entering the Assignment/Task Title, Due Date and Priority level. You'll now have a handy reminder in the **Homework & Tasks Due Reminders** on the eDiary home screen and on the actual due date.
3. When the homework task is complete, tick the **Task Complete** box and the item will appear crossed out in your eDiary.

Thursday 22 Oct	Aust History 10D ✓ <i>Primary source analysis of WW2 documents.</i>	
	Literature 11B Read pages 300-320 of Bleakhouse and write a character summary listing all characters in a chart. 23/10	
	English 10A Test 26/10	
Friday 23 Oct	+ Add Homework	+ Add Notes
	Information Tech.. Exercise Voip Systems flowchart to be completed in teams. 26/10	Bleakhouse Chart !
	Legal Studies 11.. Test Jury System. 29/10	+ Add Notes

VIEW ALL HOMEWORK: All new homework you've added will appear in the **Current Homework & Assignments** table. Click on **My Homework** and select **Current Homework & Assignments** (shown below). All homework/assignments will appear as **Active** (to be completed). When you complete homework, click on **Active** to change its status to **Done**.



In the **Current Homework & Assignments** table illustrated on the next page, you can use any of the following handy features:

- A. Click on the colour-coded subject name to view a list of all homework/assignments added for that subject, in order of date due.
- B. Filter the table to view homework/assignments by any subject for term.
- C. Click on the pen icon in the Action column and open a detailed homework screen to view homework, add notes, reminders or attachments.
- D. Click on **Active** to change the status of any homework to **Done**.

Current Homework & Assignments ?							
20 records		All Subjects	All Terms	Search: <input type="text"/>			
Subject/Class	Level	Class	Homework Summary	Action	Date Set	Status	Delete
Literature	11	B	Read pages 300-320 of Bleakhouse and w...		22 Oct 2015	Done	Delete
Legal Studies	11	A	Test Jury System.		23 Oct 2015	Done	Delete
Legal Studies	11	A	Pros and Cons of the Jury System		26 Oct 2015	Active	Delete
Information Technology	11	A	Exercise Voip Systems flowchart to be ..		23 Oct 2015	Active	Delete
English	10	A	Test		22 Oct 2015	Active	Delete
English	10	A	Complete essay on Bleak House by Monda..		26 Oct 2015	Active	Delete
Aust Histor	10	D	Primary source analysis of WW2 documen..		22 Oct 2015	Done	Delete

DETAILED HOMEWORK SCREEN: Click on the pen icon in the Action column and open a detailed homework screen to view homework, add notes, reminders or attachments. Here you can add additional notes or even complete homework to print out of submit to your teacher.

Current Homework & Assignments ?							
20 records		Legal Studies	All Terms	Search: <input type="text"/>			
Subject/Class	Level	Class	Homework Summary	Action	Date Set	Status	Delete
Legal Studies	11	A	Test Jury System.		23 Oct 2015	Done	Delete
Legal Studies	11	A	Pros and Cons of the Jury System		26 Oct 2015	Active	Delete
Legal Studies	11	A	Test		27 Oct 2015	Active	Delete
Legal Studies	11	A	Revise Jury System		29 Oct 2015	Active	Delete

HOMEWORK & ASSIGNMENTS ARCHIVE: Use Tools to access the Homework & Assignments Archive. Here you will find all homework dated before today's date that has been marked as **DONE**.

Edit Homework & Lesson Notes
Back

Field marked with * are compulsory fields

Add Date of Lesson:
22-10-2015

Add Subject/Class:
Literature 11 - B (Term4) - 201

Homework Summary:
Read pages 300-320 of Bleakhouse and write a character summary listing all characters in a chart.
153 Characters Left

Add Resources Required:
Low

Detailed Homework:

Source

ADD EXTRA HOMEWORK TEXT HERE...

Homework Workspace:

Source

COMPLETE YOUR HOMEWORK HERE...

Add Work Due Reminder:

Title:
Bleakhouse Chart

Due Date:
23-10-2015
Due Time:
12:00:00 AM

Priority:
Low

Upload Files:
Browse...
No file selected.
Add

Back
Submit



Work Due & Reminder



Message (0)

Timetable



Jane Sampelli

Log Out

NOTICEBOARD

30/10 Sports Day

02/11 End of Year Assembly...



Homework & Task Due Reminder!

Subject	Date	Homework & Tasks	Done
FRENCH	29/10	Culture Assignment	<input type="checkbox"/>
MATHS	29/10	Complete Trig Functions Ex 5-9	<input type="checkbox"/>
HISTORY	30/10	Post Cold War Task	<input type="checkbox"/>
ENGLISH	30/10	Revise for Exam	<input type="checkbox"/>
MUSIC THEORY	30/10	Music Practice Worksheet	<input type="checkbox"/>

Thursday 29 October

October 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Work Due Reminders can be used to create reminders for any homework, task or general reminder that you need to be continuously made aware of until the due date occurs. Work Due Reminders are created using one of four methods:

- Using the **Work Due Reminders** menu
- Click on the **Homework & Tasks Due Reminder** list icon (see above)
- Directly from the **Add Homework, Tasks & Assignments** pop-up screen (see My Homework)
- Directly from the **Notes & Due Today** column in the Daily/Weekly Planner

USING THE WORK DUE REMINDER MENU: Select **Work Due Reminder** from the sub-menu. From the Work Due Reminders table select **Add** and a new **Add Reminders** screen will appear. Fill each of the following fields:



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

Select **Submit** and the new reminder will be added to the Reminders table. On the day of the Reminder/Task/Homework is due, you will receive a warning message. Each reminder you create will appear in chronological order in:

1. The **Homework & Tasks Due Reminder** list at the top of the eDiary until the reminder date expires, or click the **Done** box.
2. The **Notes & Due Today** column of the Daily and Weekly Planner.

CLICK ON THE HOMEWORK & TASKS DUE REMINDER LIST ICON: Click on the warning icon on the list at the top of the eDiary to open the Reminders table.



Homework & Task Due Reminder!

DIRECTLY FROM THE ADD HOMEWORK, TASKS & ASSIGNMENTS POP-UP: You can also add a reminder when you add homework. This is handy because you can add reminders, linked to homework. Once a **Reminder** is created, it will create a reminder icon in the Notes & Due Today column of the **Daily/Weekly Planner** and also appear in the **Homework & Tasks Due Reminder** list at the top of the eDiary.

DIRECTLY FROM THE NOTES & DUE TODAY COLUMN IN THE DAILY /WEEKLY PLANNER: You can also add reminders quickly by using the **+** icon on the **Daily or Weekly Planner** screen as illustrated below:



My Events

Event Management can be used by your school to create reminder announcements for important school events that will appear in the NOTICEBOARD section of the eDiary and act as a visual reminder until the event takes place. However you are able to add your own Events to your eDiary by either clicking on the My Events menu icon or clicking on Events/Reminders in the Daily/Weekly Planner screen.

Events/Reminders	Subject
Monday 02 Nov Sports Day	Add Homework
Tuesday 03 Nov Melbourne Cup Day	Add Homework
Wednesday 04 Nov End of Yr 12 Assembly	Add Homework

Events ? ↕

Add New +

20 records

Search:

Events	Date of Event	Time of Event	Venue	Description	Status	Edit	Delete
Sports Day	02 Nov 2015	08:30:00	Ovals	Bring sports uniform	Active		Delete
End of Yr 12 Assembly	04 Nov 2015	08:30:00	Gym	Yr 12 Assembly	Active		Delete

TO VIEW, EDIT OR CREATE NEW EVENTS: Select **My Events** and you will be greeted by the **Events** table above, listing all scheduled events. Then select **Add** and a new **Add Events** screen will appear. Fill in the following fields:

- Event Name
- Date of Event
- Time of Event
- Venue
- Event Description

When complete, select **Submit** and the new 'Event' will be added to the **Events** table and the Daily, Weekly and Monthly Planner screens.



My Resources

The eDiary is pre-loaded with a series of general student resources. You can also add your own resources to your eDiary, such as files, PDFs, word documents and websites. Each resource can be used for homework and assignments. To access or add resources, select **My Resources** from the menu and you will be greeted with the **Student Resources** table.

Student Resources ? ↕				
Add New +				
20 records	Search: <input type="text"/>			
Resource Name	Description	Attachment	View	Delete
Effective Studying				-
Essay Essentials				-
Exams				-
Glossary of Terms				-
Grammar Basics				-
Health & Wellbeing				-
Homework & Study Plan				-
Money Matters				-
Motivation & Goal Setting				-
Research				-
SWOT Analysis				-
Templates				-
Tertiary Institutions				-
Thinking Tools				-

To quickly view a Student Resource shown in the table, click on the **View** icon or alternatively, if you wish to download the file (e.g. to a different location) or view the website linked to this resource, click the **Attachment** icon.

TO ADD A NEW STUDENT RESOURCE: Select **Add** from the **Student Resources** table to open the **Add Student Resources** screen. Once in the **Add Student Resources** screen, fill in the following fields:

- Resource Name:** the name of the resource you intend to upload.
- Resource File:** browse your computer to attach the file you wish to upload.
- Website Addresses:** add website addresses to link to your subject/year level (optional).
- Description:** add a brief description of the resource (optional).

Once you have uploaded a **Student Resource**, the resource will always appear as a selectable check box for every new homework & assignment.



My Documents

The eDiary allows you to upload up to 50 MB of documents and files. Use **My Documents** to upload documents to specific subjects or documents for general use.

Manage Documents ?						
Add New +						
20 records						
Search: <input type="text"/>						
File	Subject	Lesson	Size	View	Status	Delete
Maths Revision	MATHS 11 - F (Term...	General	41.00 KB	View	Active	Delete

TO VIEW, EDIT OR ADD DOCUMENTS: Select **My Documents** from the menu to open the **Manage Documents** table (above) listing all your uploaded documents.

- Select **Add** and a new **Add Document** screen will appear. Fill each of the fields:
 - Title:** Add the name of your document.
 - Subject:** Select the subject you wish to link the document to.
 - Lesson:** Select the lesson/homework you wish to link the document to.
 - File:** Attach and upload your document.
 - Description:** Insert a brief description of the uploaded document.
- Select **Submit** and the new document will be added to the **Manage Documents** table.



Online Classroom

The **Online Classroom** feature in the eDiary allows you to interact with other eDiary users (like your teachers) through access to messages and online classrooms. Access any of these features by selecting the **Online Classroom** menu using the icon below:



Please note: All users are bound by the eDiary **Terms & Conditions** which expressly prohibit posting material which 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; poses or creates a privacy or security risk to any person. Please read the Terms & Conditions located at the footer of the eDiary.

ONLINE CLASSROOM: The **Online Classroom** allows you to take part in an online classroom created by your teacher for any Subject/Class you are enrolled in. Once your teacher has created an online classroom you can then:

- **Receive and submit Assignments** to your teachers
- **Receive Assigned Homework** from your teachers
- **Receive Reminders** from your teachers
- **Receive and send Documents** to your teachers
- **Be part of Online Discussions** within that class

Using the Online Classroom

Only a teacher subscribed to the eDiary can create online classrooms. Therefore this section of the eDiary will not be active if your teachers are not part of the eDiary community. If you have been included as part of an online classroom, select **Online Classroom** and the Online Classroom table will appear similar to the below:

Online Classroom ?

Tools ▾

20 ▾ records

Search:

Subject	Assignment	Homework	Documents	Reminders	Discussions	Status
German 12 T (1)						Active

Showing 1 to 1 of 1 entries

« 1 »

Events/Reminders	Subject	✓ Homework, Tasks & Assignments	Due
Monday 26 Oct	ENGLISH 11D	✓ This is some test homework for this subject and you are to complete Ex 4	
	HISTORY 11A	✓ This is some test homework for this subject and you are to complete Ex 4	27/10
	VCE RELIGION 11B	✓ This is some test homework for this subject and you are to complete Ex 4	24/11
	German 12T	Complete Ex 40-50 from Chapter 3	29/10
	German 12T	Assessment Task 1	28/10

Once you are in the **Online Classroom** table (illustrated above), you will observe five option icons for your subject/classes:

Assignment - Assignments assigned by your teachers

Click the **Assignments** icon from the **Online Classroom** table. This will open the **Assignments** table (illustrated below). Once in the table, you can view assignment details sent by your teacher (by clicking on the assignment title) as well as submitting assignments by clicking on the **Submit** icon and uploading the document to your teacher's eDiary.

Homework – Homework assigned by your teachers

Your teachers can directly assign homework to your eDiary which will appear on the date it has been assigned to you, just as if you added it yourself. By clicking on the **Homework** icon of a subject from the **Online Classroom** table (illustrated above), you can view homework details and attachments sent by your teacher.

Documents - Add & Receive Documents

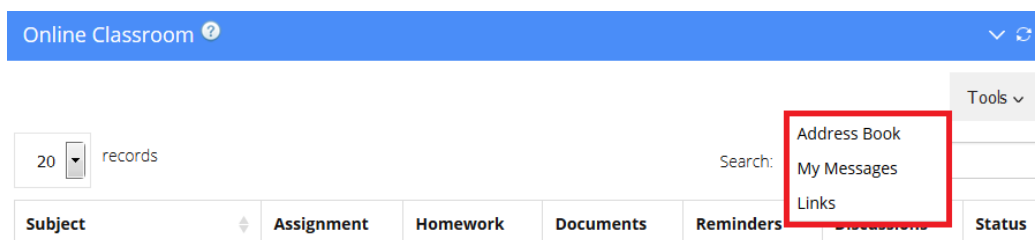
Click the **Documents** icon from the **Online Classroom** table and then insert into the screen the file/document name and upload your file. The document will then be sent to your teacher's eDiary. If your teacher has sent you any documents, they will also appear on this screen.

Reminders - Add & Receive Reminders

Click the **Reminders** icon from the **Online Classroom** table. This will open the **Reminders** table where you will be able to view reminders sent by your teachers and click on the reminder to view the details.

Discussions - Starting a Discussion

Click the **Discussions** icon from the **Online Classroom** table. This will open any new discussions started by your teacher. Then click on Comments (0) and this will open the text editor where you will be able to add your post. Once your post is added, it will appear to all students in the class.



ADDRESS BOOK: You can add email addresses to the **Address Book** shown in drop down Tools menu above. Simply click on the **Add** button and add contact details of teachers and/or students you might need to email in the **My Messages** section of the eDiary explained below.

MY MESSAGES: **My Messages** allows you to send messages and attachments to other **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 and allows you to send documents and homework directly to other users within the eDiary community.

To send messages, select **My Messages** from the drop down Tools menu above. To compose a new message select **Compose Message** and you will open the **Create Message** text editor illustrated below. Once in the screen, fill in the appropriate fields such as **To** and **Subject**, **Attach** any files, add your **Message** and then select **Send**.

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

LINKS: The **Links** feature in the eDiary allows you to add your own favourite websites using the links feature. To add a website link, you must select **Links** from the drop down Tools menu above. Once in the **Links** screen, click on the NEW icon and this will open the **Add Link** edit box. Once in the **Add Link** edit box, fill in the fields. When complete, select **Submit**. If you need to delete the website link, hover your cursor over the link and then select the red 'X' button that appears.



Study Planner

The Study Planner menu allows you to add important notes for Study, Exams and Extra-Curricula/Sports Activities.

STUDY PLANNER: To add an entry into the Study Planner log, select **Study Planner** and you will be greeted with the screen below. Select **Add** and the **Add Study Planner** screen will appear. Fill in the appropriate fields below:

1. **Study Plan Title:** add the name of the study activity
2. **Subject:** add the subject of the study activity
3. **Date:** select the date of the study activity
4. **Hours Spend/Logged:** add the time spent on the study activity
5. **Study Notes:** add detailed notes for the study activity which you can refer to later
6. **Attachment:** attach any documents or handouts to the study activity

The screenshot shows the 'Study Planner' header. Below it, there's an 'Add New +' button. To the right, there's a 'Tools' dropdown menu. The menu is open, showing four options: 'Study Planner', 'Exam Timetables', 'Extra Curricular Sports/Activities', and 'Create PDF'. These options are highlighted with a red box. Below the Tools menu, there's a search bar and a table with columns: Study Plan Title, Subject, Date, and Hours Spent. A dropdown menu for 'records' is set to '20'. The table has two rows of data:

Study Plan Title	Subject	Date	Hours Spent
French Rev Revision	HISTORY	30-10-2015	2
Sheet Music	MUSIC THEORY	30-10-2015	2

When complete, select **Submit** and the new study log will appear in the **Study Planner** table above. View and print all entries in the table by clicking on the PDF icon illustrated in the screen image above. You can view a PDF version of a Study Plan entry by clicking on the PDF icon button within the entry log screen and print a hardcopy.

EXAM TIMETABLES: To add an entry into the Exam Timetables log, select **Exam Timetables** from the drop down Tools menu shown above. Select **Add** and the **Add New Exam Timetable** screen will appear. Fill in the appropriate fields below:

1. **Exam Title:** add the title of the exam
2. **Subject:** add the subject of the exam
3. **Date:** select the date of the exam
4. **Exam Notes & Topics:** add notes and topics to be covered in the exam
- 5.

When complete, select **Submit** and the new entry will appear in the **Exam Timetable** table above. View and print all entries in the table by clicking on the PDF icon illustrated in the screen image above. You can view a PDF version of each exam entry log by clicking on the PDF icon button within the entry log screen and print a hardcopy.

EXTRA CURRICULAR SPORTS/ACTIVITIES: To add an entry into the Extra Curricular Sports/Activities log, select **Extra Curricular Sports/Activities** from the drop down Tools menu shown above. Select **Add** and the **Add New Extra Curricular Sports/Activities** screen will appear. Fill in the appropriate fields below:

1. **Activity:** add the name of the activity
2. **Venue:** add the name of the venue
3. **Date:** select the date of the activity
4. **Hours Spent/Logged:** add the time or hours for the activity
5. **Result:** add result of the activity
6. **Activity Notes:** add any notes for the activity
7. **Attachment:** attach any documents arising from the activity

When complete, select **Submit** and the new entry will appear in the **Extra Curricular & Sports Activities** table above. View and print all entries in the table by clicking on the PDF icon illustrated in the screen image above. You can view a PDF version of a **Extra Curricular & Sports Activities** entry by clicking on the PDF icon button within the entry log screen and print a hardcopy.

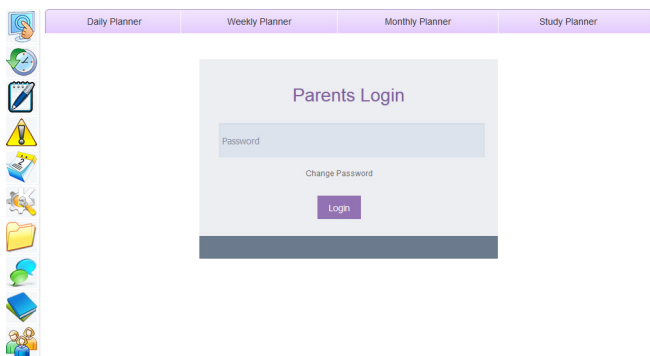


Parent/Teacher Login

The **Parent/Teacher Login** feature in the eDiary allows parents the opportunity to log into your eDiary and check your progress and add or respond to comments written by your teachers.

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 panel illustrated to the right:

Once logged into their child's eDiary, parents are able to access and view all screens of the eDiary, in particular, the Daily/Weekly Planner showing the homework and lesson notes for each of the student's classes.



Adding Parent Comments & Responding to Teacher Comments

To add new parent comments or respond to teacher comments, parents need to select the **Parent/Teacher Login** menu at the bottom of the eDiary screen illustrated below and insert their password. On the first occasion a parent logs in, they will be required to create a password.

Once logged in, to **Add New Parent Comments**, parents need to click on the **Add** button which will open a new **Add Parent Comment** screen. They then select from the drop down 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 will open a new **Edit Parent Comment** screen. They can then read the full teacher's comments and insert any necessary parent comments. 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.

TIMETABLE

You can add your own timetable as a handy reference guide. Your school administrator will already have set up a basic timetable for you. Click on the **Timetable** icon at the top of the eDiary screen and a timetable template like the one illustrated below will appear showing the number of periods, bell times and class and non-class sessions. All you need to do is to add your subjects.

Add New Row
 Timetable Drag & Drop

Timetable Term 2						
Monday, July 06, 2015 - Friday, December 18, 2015						
Class Type	P	Day 1	Day 2	Day 3	Day 4	Day 5
Teaching	1	Period 1 08:30 AM - 09:35 AM	Period 1 08:30 AM - 09:35 AM	Period 1 08:30 AM - 09:35 AM	Period 1 08:30 AM - 09:35 AM	Period 1 08:30 AM - 09:35 AM
Teaching	2	Period 2 09:35 AM - 10:30 AM	Period 2 09:35 AM - 10:30 AM	Period 2 09:35 AM - 10:30 AM	Period 2 09:35 AM - 10:30 AM	Period 2 09:35 AM - 10:30 AM
Non-Teaching	N/A	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess
Teaching	3	Period 3 11:00 AM - 12:30 PM	Period 3 11:00 AM - 12:30 PM	Period 3 11:00 AM - 12:30 PM	Period 3 11:00 AM - 12:30 PM	Period 3 11:00 AM - 12:30 PM
Non-Teaching	N/A	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch
Teaching	4	Period 4 02:00 PM - 03:00 PM	Period 4 02:00 PM - 03:00 PM	Period 4 02:00 PM - 03:00 PM	Period 4 02:00 PM - 03:00 PM	Period 4 02:00 PM - 03:00 PM

ADD YOUR SUBJECTS: In the Day 1 column, click into each time block pop-up and progressively **Add a Subject/Activity & Room**. Repeat this step above for Days 2, 3, 4 etc working from left to right adding subjects or activities as required illustrated below). If most of the Timetable is complete, select **Timetable Drag & Drop** to quickly copy repeat subjects/activities.

Timetable Term 2						
Monday, July 06, 2015 - Friday, December 18, 2015						
Class Type	P	Day 1	Day 2	Day 3	Day 4	Day 5
Class	1	Period 1 08:30 AM - 09:35 AM ENGLISH 11D 100	Period 1 08:30 AM - 09:35 AM ENGLISH 11D 100	Period 1 08:30 AM - 09:35 AM HISTORY 11A 100	Period 1 08:30 AM - 09:35 AM FRENCH 11H 100	Period 1 08:30 AM - 09:35 AM HISTORY 11A 100
Class	2	Period 2 09:35 AM - 10:30 AM HISTORY 11A 100	Period 2 09:35 AM - 10:30 AM HISTORY 11A 100	Period 2 09:35 AM - 10:30 AM FRENCH 11H 100	Period 2 09:35 AM - 10:30 AM ENGLISH 11D 100	Period 2 09:35 AM - 10:30 AM HISTORY 11A 100
Non-Class	N/A	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess	10:30 AM 11:00 AM Recess
Class	3	Period 3 11:00 AM - 12:30 PM FRENCH 11H 100	Period 3 11:00 AM - 12:30 PM MATHS 11F 100	Period 3 11:00 AM - 12:30 PM ENGLISH 11D 100	Period 3 11:00 AM - 12:30 PM VCE RELIGION 11B 100	Period 3 11:00 AM - 12:30 PM VCE RELIGION 11B 100
Non-Class	N/A	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch	12:30 PM 02:00 PM Lunch
Class	4	Period 4 02:00 PM - 03:00 PM VCE RELIGION 11B 100	Period 4 02:00 PM - 03:00 PM MATHS 11F 100	Period 4 02:00 PM - 03:00 PM MATHS 11F 100	Period 4 02:00 PM - 03:00 PM MATHS 11F 100	Period 4 02:00 PM - 03:00 PM ENGLISH 11D 100

When you have completed **Day 1** (or have used each activity at least once), click on **Timetable Drag and Drop**: This will now bring up a pop-up window which will allow you to drag and drop each Class or Non-Class activity over to different periods to pre-fill that cell with class (or non-class) information.

You can add additional Rooms or Non-Class Activities by using the Tools drop-down menu found in My Classes.

To create your timetable for the next term, copy the basic structure of the **Term 1** timetable to **Term 2, 3 or 4** using the **'Copy Term To'** button. Once you copy the timetable to another term, e.g. Term 2, the structure of Term 1 such as subjects/classes, period numbers, bell times and room numbers will appear. You can then edit the Term 2 timetable as required.

School, Teacher & Student eduary Terms and Conditions
ediaryschool.com.au

Welcome to eduary.

These terms and conditions relate to the eduary 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 eduary ("**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 eduary. 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 eduary. 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 3042 Victoria, Australia . Our Australian Business Number is 85 066 657 547. The term "**you**" refers to the purchaser and the user of our Website and the eduary.

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

2. Changes to Conditions

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

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

3. eduary

3.1 "**eduary**" 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. eduary Availability

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

6. Prices

6.1 Our prices only cover access to eduary. 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 eduary 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 eduary subscription being renewed. Notice may be given to you by post, by email message to your eduary or by email to the most recent email and/or postal address we hold for you.

7. Payment and Password

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

8. Duration and Termination

Duration

- 8.1 Your right to access ediary and this Website continues for between 6 to 24 months (based on the length of subscription chosen) from the date you have paid the price. We will then send you a renewal notice to renew your access for a further 1 year period.
- 8.2 Upon expiry of the subscription period (6 to 24 months depending on the length of subscription chosen), you will need to pay the current price to continue to use ediary and this Website. If you do not pay the current price then we can terminate your access the ediary at any time without notice to you.

Our Right to Terminate

- 8.3 Createl may terminate this contract with immediate effect by written notice on 30 days notice at any time if you commit a material breach of these conditions, including without limitation if your payment for ediary is declined or you fail to comply with condition 10.
- 8.4 Createl may also terminate this contract on 30 days written notice to you for no reason. If we terminate this contract other than as a result of your breach you will receive a refund of the amount you pre-paid for the ediary less an amount proportionate to the number of days for which you have had access to the ediary.

9. Customer Service, Technical Support and Notices

- 9.1 You can contact us to discuss your use of ediary or for any other reason by emailing to Createl as described below or going to the “**Contact Us**” section of this Website.
- 9.2 If you are experiencing technical or service problems you should contact our Website manager by emailing to enquiries@createl.com.au. If our Website manager is unable to resolve your problem or does not respond promptly to you then you should contact Createl directly.
- 9.3 In either case, please be ready to provide your account ID, e-mail, which will be required in order to identify your ediary account.
- 9.4 Any notice given by Createl can be given by post, by email message to your ediary or by email to the most recent email and/or postal address we hold for you.
- 9.5 You should notice us by email immediately if any of your details change.

10. Your Use of ediary

- 10.1 The material, images, design, text and other content that you receive access to (and any selection or arrangement of the foregoing) are subject to copyright of Createl.
- 10.2 You agree that you will:-
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 - access ediary only as intended through the normal functionality of the Subscription as provided on this Website;
 - not permit any other person to view ediary and keep your password secure and never share your passwords or other access codes with anyone or in anyway make them accessible to others;
 - only download one copy of any materials comprised in ediary to a personal local hard disk or personal media device (e.g. an iphone®, ipod® or MP3 player) and not otherwise copy, record or store all or any part of the ediary (other than on a purely transitory basis to permit you to view them) or divert, re-transmit or other distribute all or any part of ediary to any person, or authorise, enable or procure any other person to do any of the above;
 - not alter, disassemble, decompile or reverse engineer any part of ediary or remove any copyright or trade mark notice from any materials comprising ediary;
 - not view the ediary in circumstances where members of the public can view it simultaneously or authorise, enable or procure any other person to do so; and
 - not misuse this Website or ediary or use either of them for any unlawful purpose (which includes transmitting any computer viruses, malicious code or spam via the Website) or using the Website in a manner which violates or infringes the rights of anyone else.

10.3 You acknowledge and agree that in addition to our right to terminate this contract for breaches by you we may suspend your access to eduary 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 eduary 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 eduary you understand that Createl may use and disclose your personal information:-

- for the purposes of enabling you to access eduary 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 eduary you acknowledge and accept that upon creation all information, content and data that you record in eduary 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 eduary.

12.3 We will retain all information, content and data that you recorded in eduary 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 eduary or this Website will operate uninterrupted or are error-free; or
- that any program of exercise comprised in the eduary 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 eduary;
- 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 eduary, the use of the materials comprised in eduary 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 eduary or this Website.

Refund

13.4 If for a reason beyond our control you fail to receive a substantial element of eduary we will refund or give you credit for such proportion of the sum you pre-paid in respect of eduary 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 eduary.

15. Waiver

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

16. Assignment

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

17. Whole Agreement

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

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

18. Governing Law

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