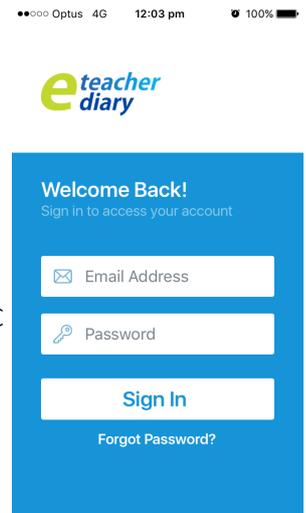# How to use the Teacher eDiary App

The free Teacher eDiary App is a simple yet powerful teacher planning tool. It allows teachers using the **Online Teacher eDiary** (available as a yearly subscription from www.ediaryschool.com.au) to view their lesson plans from the convenience of their mobile phone or tablet whenever they need to access them quickly in the classroom, at home or on the go.
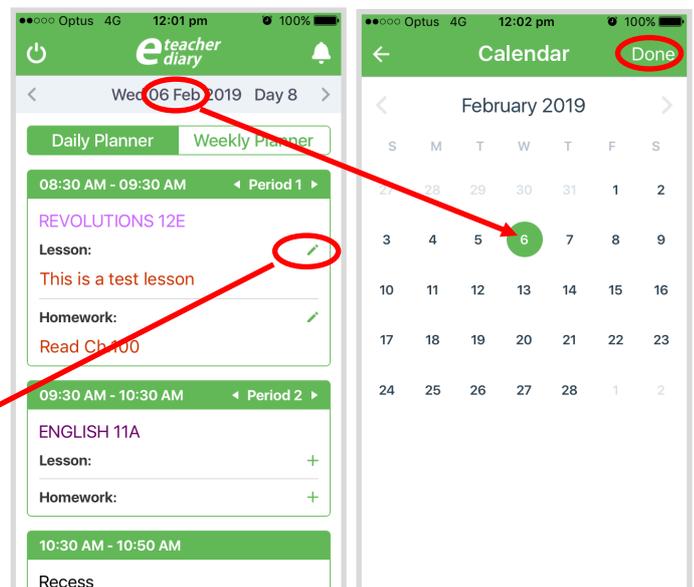
The App allows teachers to view both the Daily and Weekly Planner views, lesson times, period numbers and subject/ classes. Existing lessons plans and set homework can be modified or added. The App loads on the current teaching day and future lessons can be viewed or added using the built-in monthly calendar. There is also a handy reminder option which will automatically alert you to any reminders (e.g. homework due) created on your phone/tablet device.

Please note, this App is an addition to the **Online Teacher eDiary** and will not be useable without first setting up the **Online Teacher eDiary** on your PC or Mac.

1. Download the free **Teacher eDiary App** from the **Apple App Store** or **Google Play Store.** When it has installed on your phone or tablet, click on the app to open the login page. Insert your eDiary username (email) and password that you use on your PC to sign in. You will be logging into the same account so you won't need to create a new version.
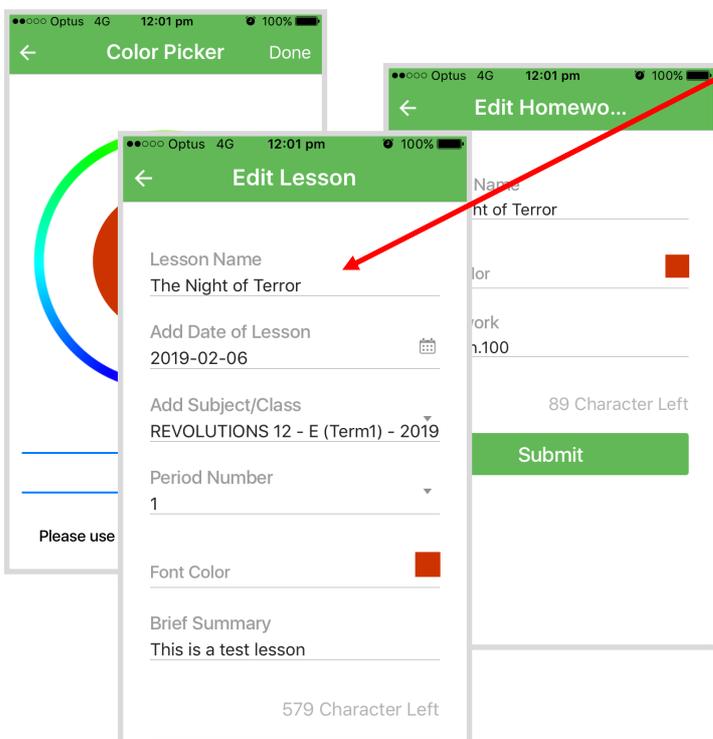
2. When you have logged in, your Daily Planner will appear at today's date – this is the main (home) screen of your eDiary and is a live copy of the eDiary you have created. It shows today's date and timetable day no. To view the monthly Calendar, tap on the date at the top of the screen. From there, you can navigate to any date you need to see what classes you have on or plan a lesson in advance. Tap Done when complete.
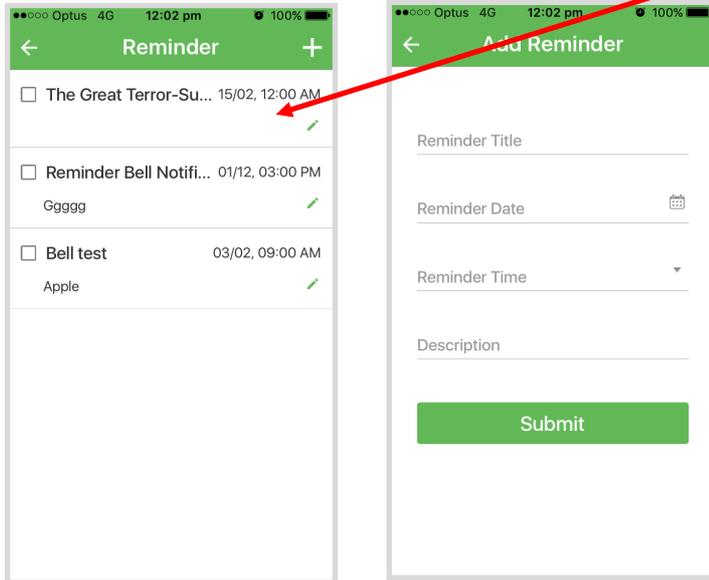
3. The Daily Planner shows your individual periods, class names and times. You can view, edit or add a lesson & homework by tapping near the pencil icon next to the "Lesson" or "Homework" headings. You can also choose your font colour. Remember to click Submit to save your changes.

Tapping on the < and > arrows next to the word Period will take you directly to the previous or next period you have with this class to remind you about homework or lesson plans for past/future lessons.
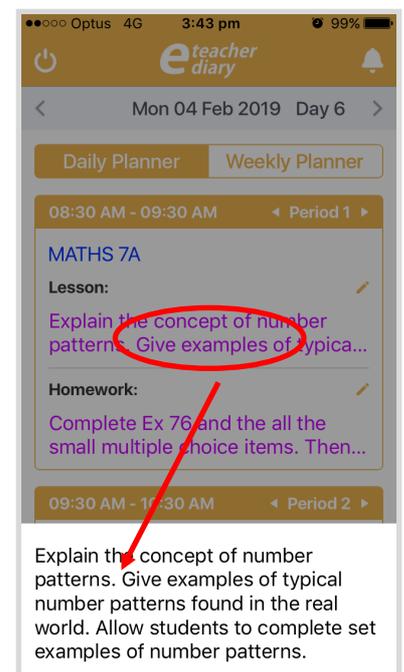
4. Next to the Daily Planner view is the Weekly Planner view which provides you with a weekly at-a-glance view of your periods and subjects. You can slide individual days with your thumb to see what you have set on a particular day. If your screen is large enough (e.g. on a tablet) you can also edit and add lessons using the pencil icon.

5. To view a Reminder or alert, tap the bell button on the top right corner of the home screen. You can then view your reminders and edit them by tapping the pencil icon. You do not need to be in the app to receive the reminders – this will appear on your phone screen automatically once you 'accept notifications'. To add an a new reminder, tap on the bell icon and then the plus (+) icon on the top right of the screen. Then add a title that prompts you to take action, choose the correct time and date and add a description if you want a bit of extra information. Remember to hit Submit. Reminders can only be set in 30 minute increments and only reminders created on the app will be sent as notifications to your phone/tablet.

Detailed lesson plans can be viewed by tapping on them

Quick Steps:

1. Download the app.
2. Use your Createl eDiary log in.
3. Set up your timetable on your PC (if you haven't already).
4. Use pencil icons to edit things like lesson plans, homework and reminders.
5. Daily and weekly views are available on the main screen.
6. Detailed lesson plans can be viewed by tapping on them.
7. The monthly calendar can be viewed by hitting the date on the top of the screen.
8. It is normal for weekends, holidays etc to show 'no data found' if they are not timetabled.

If you're experiencing any difficulties, send us an email at ediarysupport@createl.com.au and we're happy to help you.