

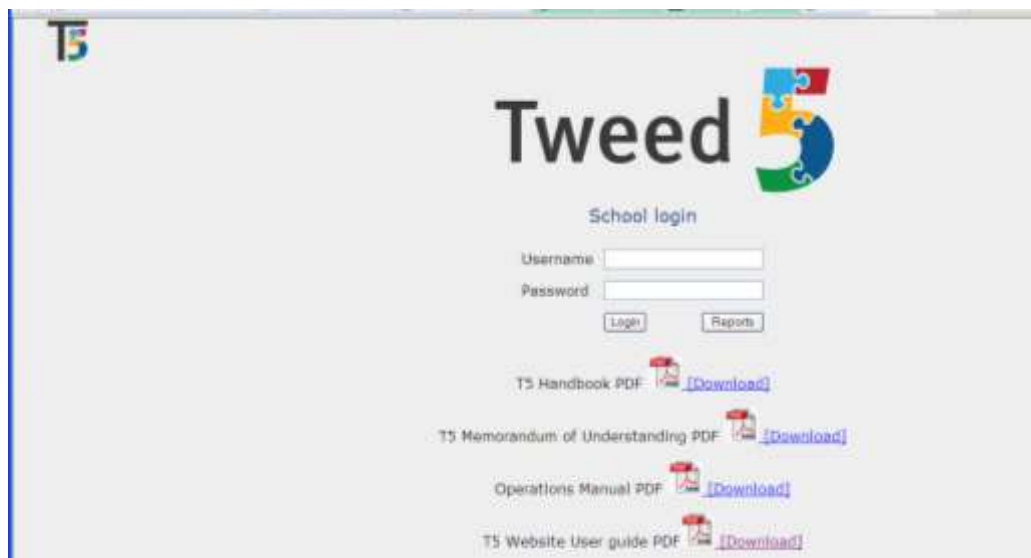


Website User guide

- 1. Entering Student details and subjects**
- 2. Editing Student data**
- 3. Exporting Student data to Excel**
- 4. Exporting Student data for Time Chart**

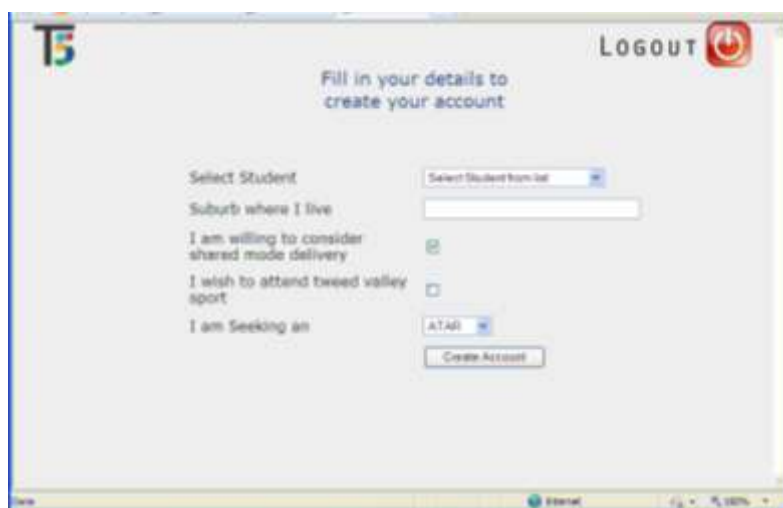
1. Entering Student details and subjects

Browse to www.Tweed5.com



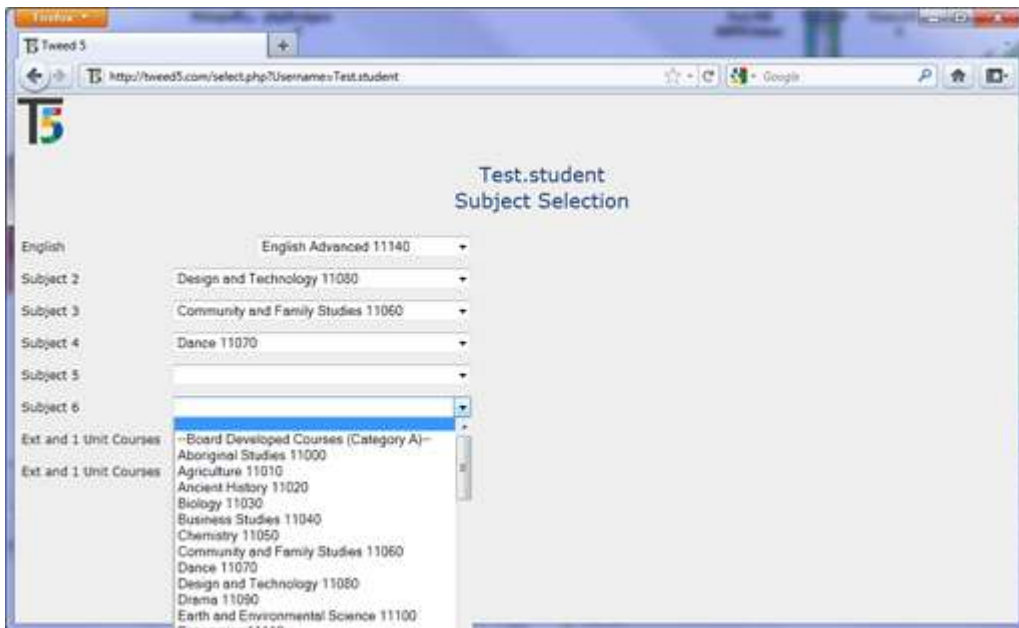
Enter your school Username and Password (don't give this out to students)

Click 



Select Student from the list and enter the students details.

Students that have been entered will be removed from the list.



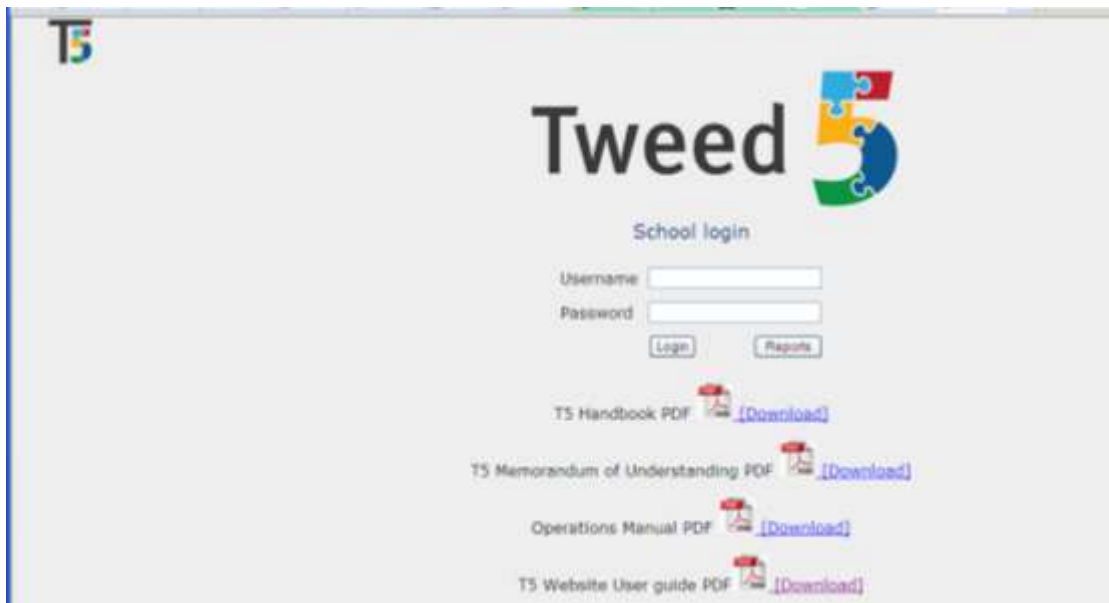
Select the subjects from the drop down menus

And click enter once your selections are made



Data has now been entered, Click on **next student** to enter another student, or click on **logout**

2. Editing Student data



Enter your login details but don't press enter or click login

Instead click on  on the right

Delete	DEUsername	First Name	Last Name	School	Suburb	Married	Sport	Seeking	Subject1	Subject2	Subject3	Subject4	Subject5	Subject6	Subject7	Subject8
X	Ryan Murray	Ryan	Murray	KHS	Kingscliff	1		ATAR	English Advanced 11140	Mathematics Advanced 11240	Music 11280	Industrial Technology Multi Media 11200	Engineering Studies 11210	Physics 11210		
X	Laura J.Dunn	Laura	Dunn	KHS	Barons Point	1	1	ATAR	English Advanced 11140	Biology 11030	Mathematics Advanced 11240	Agriculture 11010	Society and Culture 11300	3D Health PE 11300	Mathematics Extension Unit 11250	
X	Banyon Bruce	Banyon	Bruce	KHS	Tweed Heads South	1	1	ATAR	English Advanced 11140	Chemistry 11050	Mathematics Advanced 11240	Biology 11030	Software Design and Development 11340	Physics 11210		
X	Emma Radey	Emma	Radey	KHS	Pottsville	1		ATAR	English Advanced 11140	Japanese Continuers 11750	Chemistry 11050	Ancient History 11020	Biology 11030	Mathematics Advanced 11240	English Extension 1 Unit 11150	
X	Alexander Atkinson	Alexander	Atkinson	KHS	Barons Point	1		HSC	English Standard 11130	Engineering Studies 11120	Information Process and Technology 11210	Industrial Technology Electronics 11300	Mathematics Advanced 11240	Information Technology 12982		
X	Robert Hella	Robert	Hella	KHS	Blairhill	1		ATAR	English Advanced 11140	Food Technology 11160	Senior Science 11320	Korean Continuers 11780	Modern History 11270	Japanese Continuers 11250	English Extension 1 Unit 11150	Mathematics Extension Unit 11250
X	Max Burke	Max	Burke	KHS	Casuarina	1		HSC	English Standard 11130	Business Studies 11040	Drama 11090	Food Technology 11180	Japanese General 11230	Mathematics General 11230		
X	Lachlan Brown	Lachlan	Brown	KHS	Balt	1		HSC	English Standard 11130	Industrial Technology Metal 11200	3D Health PE 11300	Mathematics General 11230	Drama 11090	Agriculture 11010		
X	Aden Murray	Aden	Murray	KHS	Pingal Heads	1		HSC	English Advanced 11140	Mathematics Advanced 11240	Chemistry 11050	Biology 11030	Physics 11210		Mathematics Extension Unit 11250	Studies of Religion 1 Unit 11290
X	Test Subject	Test	Student	KHS	Kingscliff	1		HSC	English Advanced 11140	Design and Technology 11080	Community and Family Studies 11960	Dance 11070	Aquaculture 41433	Applied Mathematics 61084		

From here you can click on the X to delete an entry, students deleted will re appear on the student entry list.

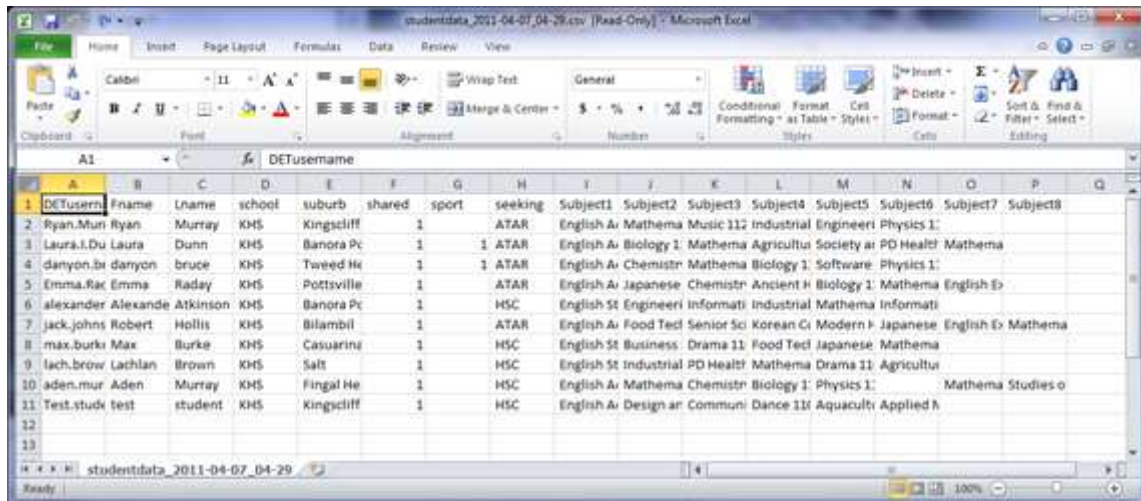
Click on the username to edit the entry

Logout will take you back to the login screen to enter more students

3. Exporting Student data to Excel

From the reports screen Click on Excel Export

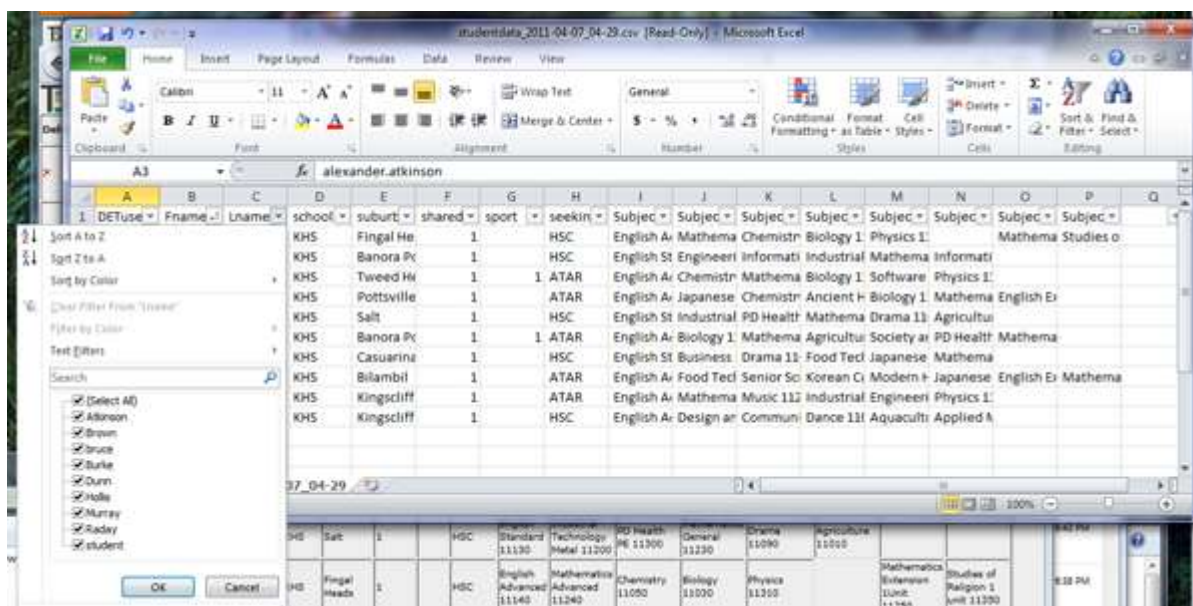
Wait for excel to open with your data. (you may have to enter your proxy password for it to load)



1	DETusern	Fname	Lname	school	suburb	shared	sport	seekin	Subject1	Subject2	Subject3	Subject4	Subject5	Subject6	Subject7	Subject8
2	Ryan.Muri	Ryan	Murray	KHS	Kingscliff	1		ATAR	English A	Mathema	Music 112	Industrial Engineeri	Physics 1			
3	Laura.L.Du	Laura	Dunn	KHS	Banora Pc	1	1	ATAR	English A	Biology 1	Mathema	Agricultu	Society a	PD Health	Mathema	
4	danyon.bi	danyon	bruce	KHS	Tweed Hk	1	1	ATAR	English A	Chemistr	Mathema	Biology 1	Software	Physics 1		
5	Emma.Rac	Emma	Raday	KHS	Pottsville	1		ATAR	English A	Japanese	Chemistr	Ancient H	Biology 1	Mathema	English E	
6	alexander	Alexande	Atkinson	KHS	Banora Pc	1		HSC	English St	Engineeri	Informati	Industrial	Mathema	Informati		
7	jack.johns	Robert	Hollis	KHS	Bilambil	1		ATAR	English A	Food Tec	Senior Sci	Korean C	Modern I	Japanese	English E	Mathema
8	max.burks	Max	Burke	KHS	Casuarina	1		HSC	English St	Business	Drama 11	Food Tec	Japanese	Mathema		
9	lach.brow	Lachlan	Brown	KHS	Salt	1		HSC	English St	Industrial	PD Health	Mathema	Drama 11	Agricultu		
10	aden.mur	Aden	Murray	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
11	Test.studt	test	student	KHS	Kingscliff	1		HSC	English A	Design an	Communi	Dance 11	Aquacult	Applied h		

Press <Ctrl> A

Then Press <Ctrl> <Shift> L



1	DETuse	Fname	Lname	school	suburb	shared	sport	seekin	Subject	Subject	Subject	Subject	Subject	Subject	Subject	Subject
11	alexander	atkinson	alexander	KHS	Banora Pc	1		HSC	English St	Engineeri	Informati	Industrial	Mathema	Informati		Mathema Studies o
12	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
13	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
14	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
15	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
16	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
17	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
18	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
19	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o
20	aden	murray	aden	KHS	Fingal He	1		HSC	English A	Mathema	Chemistr	Biology 1	Physics 1			Mathema Studies o

Now you will be able to sort each column

4. Exporting Student data for Time Chart

Setting up Time Chart to import students

1 Your Subject codes must match the codes from the website.

You can add/change your codes by pressing (<ctrl> <alt> 1) in time chart

AB	Aboriginal Studies 15000
AG	Agriculture 15010
BI	Biology 15030
BS	Business Studies 15040
CF	Community and Family Studies 15060
CH	Chemistry 15050
CR1	Ceramics 1U 35026
CR2	Ceramics 2U 35027
DA	Dance 15070
DEO	Distance Ed other
DR	Drama 15090
DT	Design and Technology 15080
ECO	Economics 15110
EC1	Exploring Early Childhood 1U 31009
EC2	Exploring Early Childhood 2U 31010
EE	Earth and Environmental Science 15100
ENA	English Advanced 15140
ENF	Fundamentals of English 11170
ENS	English Standard 15130
ESL	English as 2nd Language 15150
ESS	English Studies 30100
EST	Engineering Studies 15120
EX	English Extension 1 15160
FT	Food Technology 15180
GE	Geography 15190
GR	German Beginners 15700
HA	Ancient History 15020
HM	Modern History 15270
IB	Indonesian Beginners 15750
IPT	Information Process and Technology 15210
ITC	Industrial Technology Multi Media 15200
ITE	Industrial Technology Electronics 15200
ITG	Industrial Technology Graphics 15200
ITM	Industrial Technology Metal 15200
ITT	Industrial Technology Timber 15200
JAB	Japanese Beginners 15820
JAC	Japanese Continuers 15830
KOC	Korean Continuers 15880

LFC Life Skills CAPA
LFE Life Skills English
LFH Life Skills HSIE
LFM Life Skills Maths
LFP Life Skills PDHPE
LFS Life Skills Science
LFT Life Skills TAS
LS Legal Studies 15220
MA Mathematics HSC General 1
M2 Mathematics 15240
MG Preliminary Mathematics General 15230
MS1 Marine Studies 1U 33504
MS2 Marine Studies 2U 33505
MU1 Music Course 1 15290
MU2 Music Course 2 15300
MUX Music 15310
MX1 Mathematics Extension 1 Unit 15250
PDH PD Health PE 15320
PH Physics 15330
PVI1 Photography Video & Digital Imaging 1U 35225
PVI2 Photography Video & Digital Imaging 2U 35226
RE2 Studies of Religion 2 Unit 15380
RE1 Studies of Religion 1 unit 15370
SD Software Design and Development 15360
SO Society and Culture 15350
SR1 Sport Lifestyle and Recreation 35015
SR2 Sport Lifestyle and Recreation 35015
SSC Senior Science 15340
TX Textiles and Design 15390
VA Visual Art 15400
VAQ Aquaculture 50090
VBS Business Services 26101
VCO Construction Pathways 26201
VD1 Visual Design 1 Unit 35102
VD2 Visual Design 2 Unit 35101
VEI Entertainment Industry 26401
VHC Hospitality 26501
VHO Primary Industries Horticulture 26801
VIT Information Digital Technology 27301
VPA Primary Industries Agriculture 26801
VRE Retail Services 26901
VSP Sport Coaching 53622
VTS Information Digital Technology Specialisation Studies 27304
WS Work Studies 35201
XAH TAFE Animal Studies
XAN TAFE Animation

XAU	TAFE Automotive
XAV	TAFE Aviation - Flight Operations
XBA	TAFE Baking
XBH	TAFE Hairdressing and Beauty
XBM	TAFE Beauty and Makeup
XBN	TAFE Beauty Nails
XBS	TAFE Business Services Fast Track
XBT	TAFE Beauty Therapy fast track
XCC	TAFE Commercial Cooking
XCF	TAFE Construction Fast Track
XCH	TAFE Child Services
XCO	TAFE Construction
XCP	TAFE Community Pharmacy
XDS	TAFE Design Surf Skate
XET	TAFE Electro technology
XFD	TAFE Fashion Design
XFS	TAFE Financial Services Cert III
XHC	TAFE Hospitality Cert I (Cafe skills)
XHD	TAFE Hairdressing Fast Track
XHS	TAFE Health Services
XJD	TAFE Jewellery Design
XMD	TAFE Media Digital Photography
XMF	TAFE Media Film Making and Editing
XMG	TAFE Media Graphics for Web Design
XPL	TAFE Plumbing
XS4	TAFE Sport fitness and Recreation 4Unit
XSF	TAFE Sport fitness and Recreation
XTE	TAFE Tourism and Events
XTO	TAFE Tourism
XWO	TAFE Warehousing Operations
XXX	TAFE other

2 Add your school to houses

(<ctrl> <alt> 6) is the shortcut to house

Add an extra house called your school name. Eg TRHS

For Tweed5 All schools data you will need to add all 5 school codes.

THRS KHS WHS BPHS MHS

3 Add teacher codes

Access teachers with (<ctrl> <alt> 2)

SHA Shared mode delivery

NO No Shared mode Delivery

4 Add room

Access rooms with (<ctrl> <alt> 3)

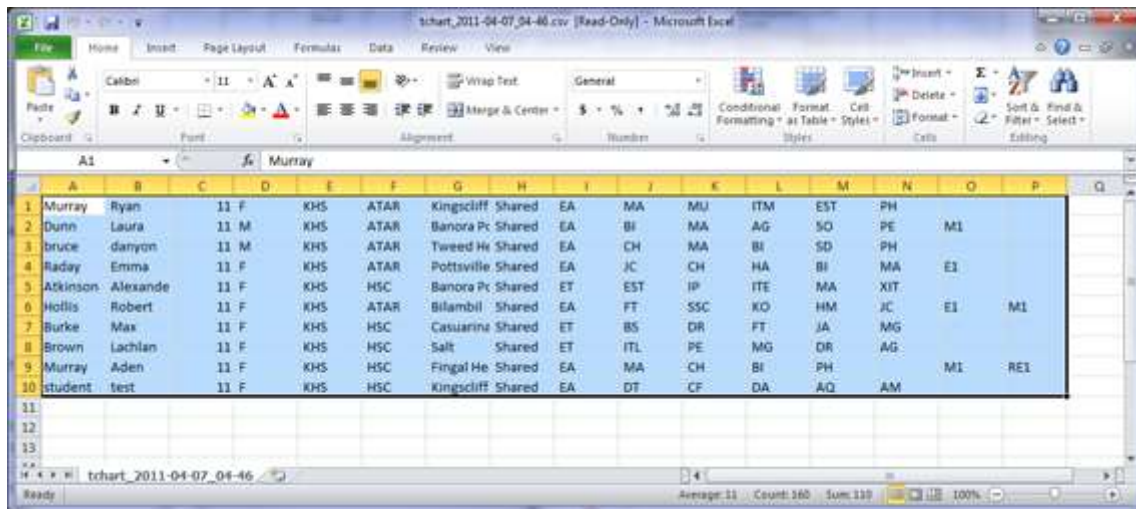
NS – Not selected

Your Time chart should now be setup to receive the website data

Back on the website

From the reports screen Click on Tchart Export

This will open excel with the data for Time Chart



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Murray	Ryan	11	F	KHS	ATAR	Kingscliff	Shared	EA	MA	MJ	ITM	EST	PH		
2	Dunn	Laura	11	M	KHS	ATAR	Banora Pk	Shared	EA	BI	MA	AG	SO	PE	M1	
3	bruce	danyon	11	M	KHS	ATAR	Tweed Hc	Shared	EA	CH	MA	BI	SD	PH		
4	Raday	Emma	11	F	KHS	ATAR	Pottsville	Shared	EA	JC	CH	HA	BI	MA	E1	
5	Atkinson	Alexande	11	F	KHS	HSC	Banora Pk	Shared	ET	EST	IP	ITE	MA	XIT		
6	Hollis	Robert	11	F	KHS	ATAR	Bilambil	Shared	EA	FT	SSC	KO	HM	JC	E1	M1
7	Burke	Max	11	F	KHS	HSC	Casuarina	Shared	ET	BS	DR	FT	JA	MG		
8	Brown	Lachlan	11	F	KHS	HSC	Salt	Shared	ET	ITL	PE	MG	DR	AG		
9	Murray	Aden	11	F	KHS	HSC	Fingal Hc	Shared	EA	MA	CH	BI	PH		M1	RE1
10	student	test	11	F	KHS	HSC	Kingscliff	Shared	EA	DT	CF	DA	AQ	AM		

Select all the data (<Ctrl> A) and copy (<Ctrl> C)

Now go to time chart and to students field

And Paste (<Ctrl> V) the data in.

All the data should now display correctly

Note.

the Sex field is not displaying Sex, as it was not entered into the website.

It is actually displaying if they selected tweed valley sport.

M for yes

F for no