

Trinity College London

Centre Portal Guidelines

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Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen enabled device please disable before logging in.

Overview

Please see the separate guide to setting up 'Examiner Visits' before proceeding:
www.trinitycollege.com/ExaminerVisits

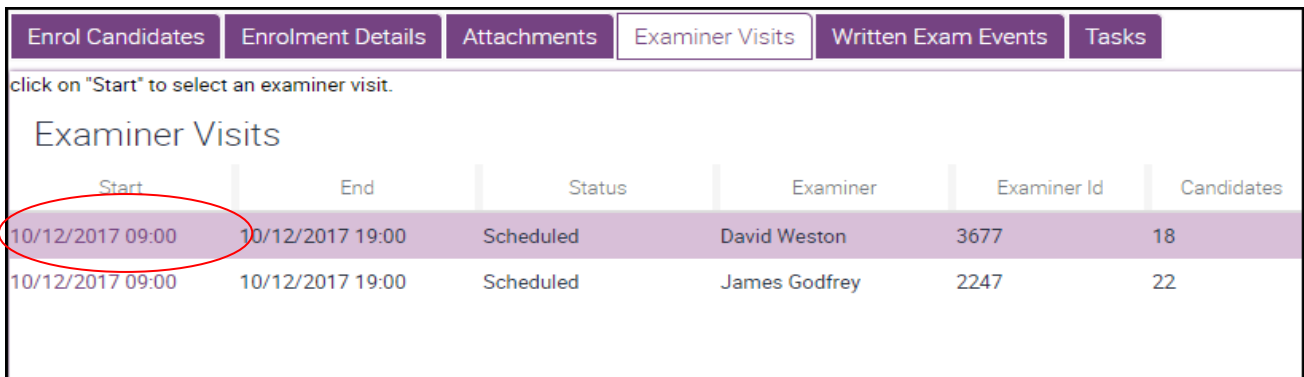
There are several benefits to timetabling on the Trinity Online system. Examination paperwork will be generated in timetable order, including the examiner's marksheet. Appointment sheets will be produced with the venue, date and time printed. The timetable is generated and stored on the system, which can be directly accessed by the centre, examiner (once the examiner has been assigned) and by Trinity staff.

Timetabling may not commence before the order status is set to 'Processed' or 'Ready to Deliver'. Unless you run one of Trinity's public centres you may need to get in touch with your Trinity contact to arrange this.

The Timetable screen

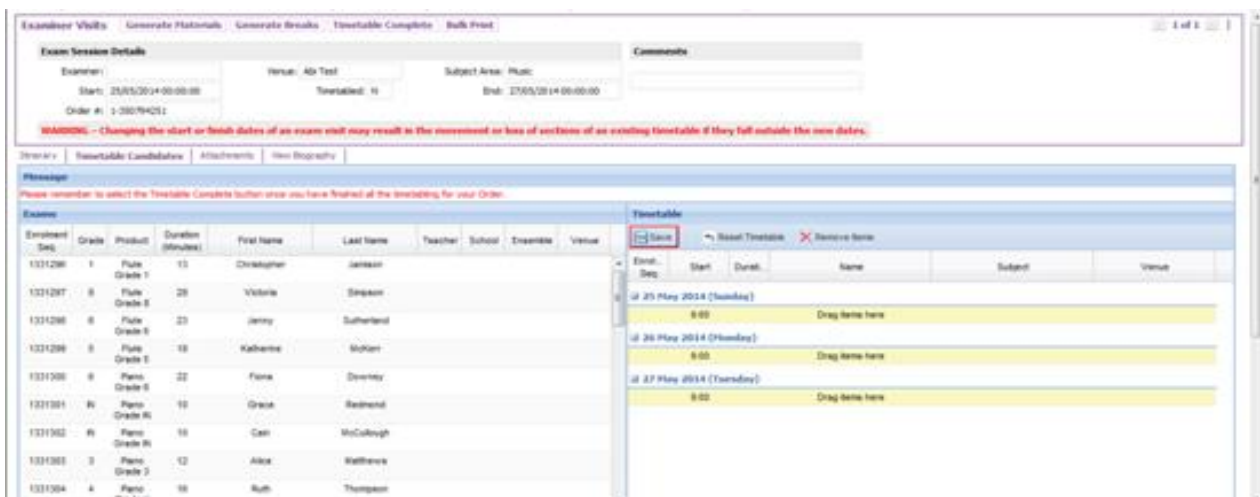
Video: <https://www.youtube.com/watch?v=g05iPuQh9WY>

In the 'Enrolments' tab, click on the relevant order number and then click on the 'Examiner Visits' sub tab as below. Click on the Start Date to enter the Examiner Visit in question.



Enrol Candidates	Enrolment Details	Attachments	Examiner Visits	Written Exam Events	Tasks
click on "Start" to select an examiner visit.					
Examiner Visits					
Start	End	Status	Examiner	Examiner Id	Candidates
10/12/2017 09:00	10/12/2017 19:00	Scheduled	David Weston	3677	18
10/12/2017 09:00	10/12/2017 19:00	Scheduled	James Godfrey	2247	22

Finally click on the 'Timetable Candidates' sub tab.



Exam Session Details										Comments					
Examiner:	Venue: All Test	Subject Area: Phys													
Start: 23/05/2014 00:00:00	Timetabled: 0	End: 27/05/2014 00:00:00													
Order #: 1302794212	WARNING - Changing the start or finish dates of an exam visit may result in the movement or loss of sections of an existing timetable if they fall outside the new dates.														
Examiner Visits										Timetable					
Enrolment ID	Grade	Product	Duration (Minutes)	First Name	Last Name	Teacher	School	Exempts	Venue	Enrol. Date	Start	Duration	Name	Subject	Venue
1321296	1	Phys Grade 1	15	Christopher	Jensen					25 May 2014 (Sunday)	9:00		Drag items here		
1321297	8	Phys Grade 8	20	Victoria	Simpson					26 May 2014 (Monday)	9:00		Drag items here		
1321298	8	Phys Grade 8	20	Jenny	Sutherland					26 May 2014 (Monday)	9:00		Drag items here		
1321299	8	Phys Grade 8	18	Katherine	Nichol					27 May 2014 (Tuesday)	9:00		Drag items here		
1321300	8	Phys Grade 8	22	Fiona	Dunlop					27 May 2014 (Tuesday)	9:00		Drag items here		
1321301	8	Phys Grade 8	10	Grace	Redmond										
1321302	8	Phys Grade 8	18	Cait	McCullough										
1321303	3	Phys Grade 3	12	Alice	Mathews										
1321304	4	Phys Grade 4	18	Ruth	Thompson										

If you cannot view all of the boxes on the timetable screen, you may need to check your browser's Zoom Level. Please make sure this is set to 100%. This should then allow you to see all of the relevant boxes. The location of the zoom controls differs between browsers.

On the left of the screen, all candidates enrolled to your order will appear. As on the enrolment screen the candidates on the left are broken into 'pages' of 50 candidates at a time to stop the system slowing down due to displaying hundreds of records simultaneously. These pages can be clicked through using the arrow buttons underneath the list of candidates.

On the right there is a list of days that exist within the examiner visit. Each day may be individually expanded and contracted by clicking on the + or - sign to the left of the date. This allows you to hide large amounts of data to make navigation easier.

To timetable simply drag and drop a candidate (left mouse click on a candidate, move the cursor to where you want it and then release the mouse button) from the left to the right. The cursor will change to a green arrow if you have moved to a valid area, or to a red no entry sign if you are in the wrong place. Once candidates are in the timetable on the right of the screen you can move them around in exactly the same way, by simply dragging them to the correct place.

Please remember to save after completing a significant amount of work. If you realise that you have timetabled candidates in the wrong times or dates then you can drag them straight to the correct place, or drag them back to the left of the screen again. If you wish to start over then you can click on 'Reset Timetable' next to the save button and all candidates will return to the left hand side.

Start times and Breaks

At the bottom of the screen on the left is a list headed 'Days'. The start times that appear here can be changed at any point and any exams already within the timetable will be adjusted to fit. You may have individual start times for each day if required. You can either use the drop-down menu to choose a start time or manually type into the box.

Before reading the next paragraph please note: If you have already started to construct your timetable please save before using the generate breaks button or your work will be lost.

At the top of the screen you can click on 'Generate Breaks', this will automatically generate a number of 15 and 60 minute breaks appropriate to the total length of examining time you have enrolled. These breaks will appear in the centre bottom section of the screen headed 'Other'. (If you cannot see this, see, the Tip at the bottom of the notes). Sometimes TOL may generate more breaks than are needed for the total session, in this case you can ignore any additional breaks. Alternatively you may enter a Type and Duration and click 'Add' to set up custom length breaks. (This is useful in cases of SEN Candidates) These may be dragged and dropped into the timetable on the right in the same way as candidates.

If you have already started to construct your timetable please save before using the generate breaks button or your work will be lost.

Please stick to Trinity guidelines on timetabling examinations, e.g., there should be a break after every two hours and a day of examinations should be no more than 6.5 hours exam time. Please consult your Trinity contact if you require further guidance on timetable rules.

Sorting and Selecting Multiple Candidates from the List

You may sort the candidates by clicking at the top of each column and selecting to either sort them by ascending or descending order. If you wish to timetable by applicant, exam or venue this will enable you to do so. You will only be able to sort by applicant or by venue if you included this information when enrolling the candidates.

The 'Enrolment Seq.' Column on the left is for those who enrol candidates in the order they wish to timetable them. If you sort the candidates ascending in this column then they will be displayed in the exact order they were enrolled.

Selecting multiple candidates is possible by holding down the shift or control keys on your keyboard while clicking on candidates. The Ctrl key allows you to select multiple candidates one by one. Shift allows you to select a range of candidates in one go and drag all of them to the timetable with one action.

Once your Timetable is Complete

Remember to click 'Save'. There is a 'Timetable Complete' button but this is not used. Please note that clicking this button will not inform Trinity that your timetable is complete.

You can now generate and print your exam materials, see the separate guide for how to do this:

www.trinitycollege.com/MaterialPrinting

Once a timetable has been completed you can still add further candidates, though you must remember to click 'Save' following any changes.