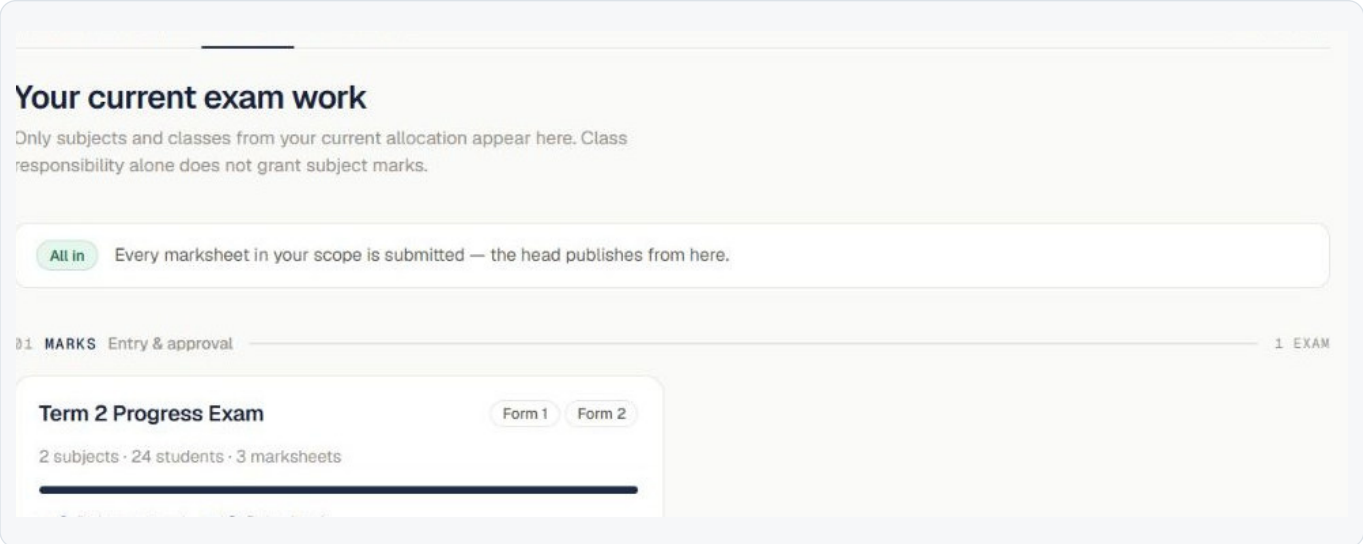
ROLE GUIDE · TEACHER

Teacher: start with your assigned work.

Your account should take you to the classes and subjects that belong to you.



An example Teacher account showing allocated exam work.

01 **Check your connection**
Use your own personal account and review the school relationship before accepting.

02 **Check responsibilities**
Ask the school to confirm your subject/classes and any Class Teacher responsibility.

03 **Use the correct record**
Open the relevant dated attendance register, editable marksheet or published timetable.

> KNOW WHICH WORK IS YOURS
>
> **Class Teacher is a responsibility, not another normal role. A subject assignment and a register responsibility are not the same thing.**

Guide basis: S02, S03, S05, S06, S09

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Save carefully. Submit when ready.

Keep everyday classroom work separate from the school's formal publication.

01 Attendance
Confirm the class and day, record the supported attendance state and submit through the permitted flow. Corrections have their own history.

02 Formal marks
Open the assigned editable sheet, enter scores or a supported no-score status, review, save and submit. A blank mark is not zero.

03 Published results
A published formal sheet is frozen. Use the school's correction process rather than expect to edit it in place.

04 Classroom assessments
Use the separate assessment workflow for your classroom work. It does not automatically become a formal report-card result.

05 Timetable
Use My timetable for the published schedule. Check the complete lesson time and room, including any double lesson.

A SIMPLE CHECK

A Teacher submission is not a Head Teacher publication. If an expected class or subject is missing, confirm the assignment with the school.

Use the guide for the task.

The full School Handbook explains attendance, exams, reports and timetable publication together.

Guide basis: S03, S05, S06, S09