Trinity College London

Centre Portal Guidelines

Music and Drama

Timetables

Trinity Online Centre portal web address:

www.trinitycollege.co.uk/portal

NB: If you have a touchscreen-enabled device please disable it 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 mark sheet. 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.
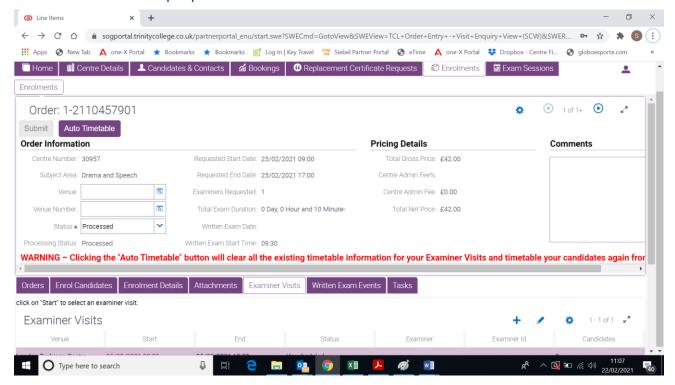
Timetabling may not commence before the order status is set to 'Processed' or 'Ready to Deliver'. Unless you run one of Trinity's public centres you may need to get in touch with your Trinity contact to arrange this.

The Timetable screen
Video: 13. Trinity Centre Portal: Timetabling (vimeo.com)

In the 'Enrolments' tab, click on the relevant order number and then click on the 'Examiner Visits' sub-tab as below.

If you're entering online communication skills exams you will need to use the auto-timetabling functionality where the portal will timetable your candidates for you. This is to ensure the correct breaks are inserted. From this screen, scroll to the top of the screen and click the purple Auto Timetable button found under the order number.
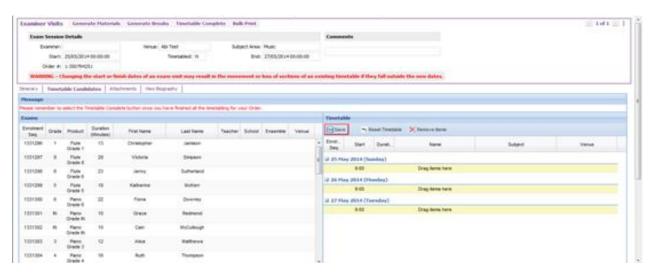

You can now generate and print your exam materials. This is where you will be able to see the timetable that has been generated. To see the separate guide for how to do this:
www.trinitycollege.com/MaterialPrinting

Finally click on the 'Timetable Candidates' sub tab.

If you cannot view all 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 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.

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 it 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 every two hours and a day of examinations should be no more than 6.5 hours of 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 in 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.' The 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.