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Icons and hyperlinks used

 Information – Just hover over this icon to get important information.

 Edit – click on the pencil to edit the information.

 Delete – click on the Red Cross to delete the item.

A001 Hyperlinks are generally in light blue. Click on them to show the item.

 Move. Click on this to move the information in the direction of the arrow. A drag and drop is usually also available as an alternative.

Caution

- If you are a teacher and planning your exams, be very careful how you save your entries and timetable. See the paragraph below re “Saving your Exam Plan”. Make sure that you wait for the saved message; otherwise you may lose some of your work.
- If you are an examiner and also have a school, remember to sign off as an examiner before signing on as a teacher, and vice-versa.

Your First Exam Plan – A Step by Step Guide

Log on to the website, and then:

- In the “**Home**” tab, ensure that your studio details are correct.
- In the “**Exam Plan**” tab, select or add an Exam Plan and ensure that the venue details are correct. Click Edit or Update.
- In the “**Price List**” tab, you can change the Studio Unit Price. This is the price you will charge your students per exam entry. You only need to change the price for the price levels that apply to the exams you will be using.
- The “**Exam Code**” tab is for reference only. It lists all the ATOD exams which are available.
- The “**Entries**” tab is one of the main tabs. Here you select an exam, select a student, and enter the student in the exam. You can search for students and add new students. You can alter the sequence of students. *Always click **save** before leaving this tab, and also before changing to a different genre/grade.*
See more detailed instructions below for [Save](#) and for [Entries Tab](#)
- In the “**Timetable**” tab, ensure that the start date and time is correct, and add any breaks such as morning tea or lunch. Breaks can be added by dragging them from the table of breaks into the timetable. You can alter the sequence of exams and/or breaks by click and drag. Always click **Save to create report** before leaving this tab. You can run the exams over one or two days. (Maybe three or more). If the examiner has to leave, and come back say a week or more later, then consider making another exam plan instead.
See more detailed instructions below for [Save](#) and for [Timetable Tab](#)
- In the “**Reports**” tab you can view, print and export reports. Note that about a 10 second delay can occur when loading reports.
See more detailed instructions below

Saving your Exam Plan (Uploading your data to the Cloud)

There are several tabs which have a save button. It is essential to save any changes before exiting tabs. *In the case of the entries tab, you also need to save your changes before changing to a different genre/grade. Note that you may have to scroll down on the screen a little before the save button becomes visible.* Note that when you click on any of the save buttons, a web request is sent to the server (I.e. the Cloud). This takes a little time. You will see a little circle whizzing round and/or a message saying “Waiting for ExamPlanner.cloudapp.net” before a success message is shown when your changes are saved. It is important to wait for the message before moving out of the tab, *otherwise you may lose some of your work.*

Submission of Exam Plan to Secretary

On completion of your exam plan, it must be submitted to the secretary as follows:

1. Print two copies of the Summary Sheet – fees
 - a. Modify it if necessary with any allowable manual adjustments
 - b. One copy to be posted to PO Box 565, Waterford, Qld 4133, or emailed to the Exam Co-ordinator at exams@atod.net.au with your cheque or funds transfer receipt or credit card details
 - c. The second copy to be kept for your own records.
2. Advise the Exam Co-ordinator of your exam plan number. She will advise of any problems. She will also advise the examiner. Both the exam co-ordinator and the examiner will then be able to download any reports that they require.
3. Once the plan is submitted to the exam co-ordinator no changes are allowed to that plan (see below in the case of late entries).
4. You can download any reports that you need to run your examinations.
5. Late entries are accepted up to one week prior to your exam date. Please ensure you start a new exam plan for your late entries and submit that new plan paperwork (Summary Sheet – Fees and Entry form).

Frequently asked Questions

1. How to you insert breaks such as morning tea into the Timetable?
 - a. [Click and drag](#)
2. I have just realised I made a mistake. I created and an exam for Pre Level 1 Tap instead of Test 1 Tap. I can't seem to find a way to either edit or delete this. Is there a way that I can edit/delete this?
 - a. [To delete the Pre level 1 Tap exam, go to the entries tab, and remove the students from the exam.](#)
 - b. [You should find this fairly quick to do.](#)
3. If you have a report (such as the entry form) showing on the screen, how do you get back the main screen without clicking on the red cross (which gets you right of the system!!!)
 - a. [There are tabs at the top of the screen for this purpose.](#)
4. Is there any way of removing a student from exams that they were entered in like we used to do? It is much easier to find a student and remove all entries than have to go into each exam and remove students.
 - a. [Sorry, one of the disadvantages of the new Web based Exam planner. You can go to the reports section and down load “Timetable for Student” to find which exams the student is entered in. Control +F \(or find\) will find the student. Then you will have to delete the student from each exam. Remember to save on both the entries tab and the timetable tab before exiting.](#)

Overseas Use – Exam Pricing

Exam prices listed are listed in Australian Dollars.

This means that the report “Summary Sheet – Fees” which is to be submitted to ATOD is in Australian dollars.

The Report “Student Invoice” can only be used if you list your ”studio Unit Price” in your local currency. Note, however the report will still use the \$ sign. Otherwise, you will have to manually issue student invoices.

The margins report will not be accurate, and cannot be used, because it will be trying to compare Australian dollars with your local currency. You would have to manually work out the profit/loss.

Entries Tab (Detailed Help)

Exam Plan ID:A006 Description:Test examination

Genre: Tap Grade: Bronze Star

Custom Max Per Group: 8

Max Per Group	Exam Time Allowances in Minutes For 1	Extra One	For Max	Change Over
8	18	4.14	46.98	5

Student Search

Search... Include non-current student Search any Part field

Studio	First Name	Last Name	Full Name	DOB
JAP	Andreas	Lopez	Andreas Lopez	15-11-08
JAP	Celestina	Lowe	Celestina Lowe	17-01-11
JAP	Charli	Blogs	Charli Blogs	23-09-10
JAP	Chloe	Leloi	Chloe Leloi	19-04-09
JAP	Debra	Byrne	Debra Byrne	27-08-07
JAP	Eileen	O'Neal	Eileen O'Neal	14-03-10
JAP	Emily	Thistlewaite	Emily Thistlewaite	24-07-

Group No	Vacancy	Entrant No	Full Name	Part
1	0	1	Emily Thistlewaite	<input type="checkbox"/>
1	0	2	Tanya Morgan	<input type="checkbox"/>
1	0	3	Jordanna Smith	<input type="checkbox"/>
1	0	4	Michaela Stephenson	<input type="checkbox"/>
1	0	5	Chloe Leloi	<input type="checkbox"/>
1	0	6	Eileen O'Neal	<input type="checkbox"/>
1	0	7	Andreas Lopez	<input type="checkbox"/>
1	0	8	Miracle Jones	<input type="checkbox"/>

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Exams

Students will be entered in the exam shown in the genre and grade drop down boxes.

Note: For a list of exams you have already programmed, refer to the timetable tab, but be sure to click the save button before leaving the entries tab.

Students

Select the student that you wish to enter in the exam by clicking on the student in the student box.

Click to enter the student in the exam. (Or click and drag)

Filters

The list of students currently showing can be filtered.

Just type c and “Search” to show only first names or surnames starting with C

Or type chl and “Search” to show only first names or surnames starting with Chl



You can experiment further with these filters

NOTE

Students ID’s can be deleted from the list by clicking “Modify Student” and marking the students “Non-Current”.

- New Students can be added. Use the “Add New Student” button. It is particularly important to ensure that the field “Full Name” is typed correctly in proper or title case, as this will be printed “as is” on your student’s report card. See the buttons for further instructions.
- Student’s details, such as spelling, DOB, Studio can be changed at any time.

Entries

You can change the order of students in the exam by clicking and dragging, or by using the  and  buttons.

Group Sizes

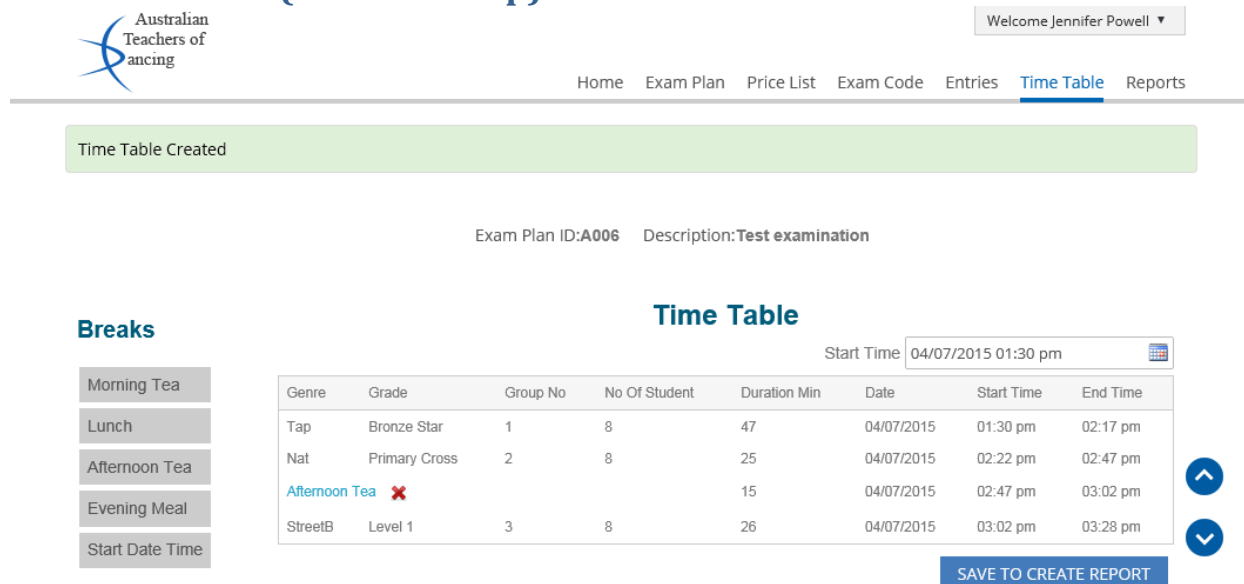
Note that the group sizes are calculated automatically by the computer. It fills the first group first, then creates and moves onto the second group, etc.

The only way of changing this is by using the “Custom Max per Group” box

Use this for one of two purposes:

- The exam room is not big enough to accommodate the ATOD maximum group size.
- If you are left with only say one student in the last group, you can reduce the maximum group size so that the last student is not on her own.

TimeTable Tab (Detailed Help)



Time Table Created

Welcome Jennifer Powell ▾


Home Exam Plan Price List Exam Code Entries **Time Table** Reports

Exam Plan ID:A006 Description:Test examination

Breaks

- Morning Tea
- Lunch
- Afternoon Tea
- Evening Meal
- Start Date Time

Time Table

Start Time 04/07/2015 01:30 pm 

Genre	Grade	Group No	No Of Student	Duration Min	Date	Start Time	End Time
Tap	Bronze Star	1	8	47	04/07/2015	01:30 pm	02:17 pm
Nat	Primary Cross	2	8	25	04/07/2015	02:22 pm	02:47 pm
Afternoon Tea	✘			15	04/07/2015	02:47 pm	03:02 pm
StreetB	Level 1	3	8	26	04/07/2015	03:02 pm	03:28 pm

SAVE TO CREATE REPORT







- Set the start date and time of the exams in the Start Time box
- Change the sequence of exams or breaks by clicking and dragging
- Insert a break such as Afternoon tea before the selected exam by clicking and dragging, or delete it with the red cross
- If your exams go over more than one day, insert a start Date Time break, however if they extend over a longer period, and the examiner has to go home and the examiner themselves or another examiner return later, consider creating another exam plan.

Remember to click “Save to create report” before leaving this screen.

Reports Tab (Detailed Help)

Exam Plan ID:A006 Description:Test examination

Reports

Form Name	Option
 Entry Form	Download
 Summary Sheet - Fees	Download
 Exam Timetable	Download
 Injury Release 1	Download
 Injury Release 2	Download
Student Exam Entry	Download
Margin Report	Download
Timetable for Students	Download
Entry by exam	Download
Student Invoice	Download
Examination Timetable with Student	Download
 Time Allowances	Download

Note that the reports marked with the red arrow are also available to the ATOD office and all examiners for direct downloading by themselves. Your Exam Plan ID needs to be forwarded to them so that they can do this.

Reports that are not marked with the red arrow are only available to your own studio. Samples showing the top part of these reports are shown below for reference:

Note that the report “Examination Timetable with Students” is intended for pinning up outside the exam room to help run the exams.



AUSTRALIAN TEACHERS OF DANCING LTD

Date Printed: 14/5/2015

STUDENT'S EXAMINATION ENTRIES

Jennifer Powell
Jennifer Anne School of
Dancing

Student	Grade	Genre	Start Date Time
Andreas Lopez	Bronze Star	Tap	Sat, 04 Jul 15 01:30 PM
	Level 1	StreetB	Sat, 04 Jul 15 03:02 PM
Charl Blogs	Level 1	StreetB	Sat, 04 Jul 15 03:02 PM
Chloe Letol	Bronze Star	Tap	Sat, 04 Jul 15 01:30 PM
	Level 1	StreetB	Sat, 04 Jul 15 03:02 PM



AUSTRALIAN TEACHERS OF DANCING LTD
ACN 051 244 510

Date Printed: 14/05/2015

SUMMARY SHEET - MARGINS

Jennifer Powell
Jennifer Anne School of
Dancing

	Total ATOD Fees	No. of Entries	Studio Prices	Total Income	Profit/Loss \$	Profit/Loss %
BS-Tap	\$435.20	8	\$60.00	\$480.00	\$44.80	10%
L1-StreetB	\$368.80	8	\$46.10	\$368.80	\$0.00	0%
PC-Nat	\$368.80	8	\$46.10	\$368.80	\$0.00	0%
Total	\$1172.80	24		\$1217.60	\$44.80	4%
Plus or Minus any Manual Adjustments (See manual or website for details) (eg applicable discount for Associate level and above), or (applicable minimum fee per examination day) or (extra costs for late entry fees)						

Time Table for Students

Andreas Lopez	Jennifer Anne School of Dancing		
	Your examination timetable is shown below.		
	Please be there ready dressed at least 30 minutes before the scheduled start time		
	Examination	Date	Scheduled Start Time
	BS-Tap	Saturday, 4/7/2015	1:30 PM
	L1-StreetB	Saturday, 4/7/2015	3:02 PM
	The Exam Location is:		
	School Hall, Royal Street, Swansea		
Charli Blogs	Jennifer Anne School of Dancing		



AUSTRALIAN TEACHERS OF DANCING LTD

Date Printed: 14/5/2015

EXAMINATION ENTRIES REPORT

Phone Exam Day
8674 0614

Exam Location
School Hall
Royal Street
Swansea

Genre	Grade	Full Name
Tap	Bronze Star	Andreas Lopez
		Chloe Letol
		Eileen O'Neal
		Emily Thistewalle
		Jordanna Smith
		Michaela Stephenson
		Miracle Jones
		Tanya Morgan
StreetB	Level 1	Andreas Lopez

Student Invoice

Andreas Lopez	Jennifer Anne School of Dancing	
	Invoice	
	Please Pay By:20 Jun 2015	
	Examination	Date of Exam
	BS-Tap	4/7/2015
	L1-StreetB	4/7/2015
	Total Cost: \$106.10	
Charli Biogs	Jennifer Anne School of Dancing	



AUSTRALIAN TEACHERS OF DANCING LTD

EXAMINATION TIMETABLE WITH STUDENTS

Phone Exam Day
8674 0614

Exam Location
School Hall
Royal Street
Swansea

Group	Examination	Scheduled Start and Finish		No	Name	
1	BS-Tap	4/7/2015	1:30 pm	2:17 pm	1	Emily Thistewalle
					2	Tanya Morgan
					3	Jordanna Smith
					4	Michaela Stephenson
					5	Chloe Letol
					6	Eileen O'Neal
					7	Andreas Lopez
					8	Miracle Jones
2	PC-Nat	4/7/2015	2:22 pm	2:47 pm	1	Emily Thistewalle
					2	Joe Blow