



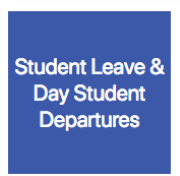
Entering day student departure times

Parents of all day students must submit their son's departure times for the week ahead by 9:00pm on Sunday night (at the start of term times must be entered by 9:00pm the night before the first day of classes). It is possible to complete a whole term at once using the steps below.

First log onto the portal <https://ilearn.joeys.org>

If you have forgotten your password go to <https://pwreset.joeys.org>

Step 1: Click on "Student Leave & Day Student Departures"



Step 2: Click on the Week day departure times



Step 3: A calendar will appear. If you have more than one boy at the College Select the correct name of the student you want to enter times for.

Step 4: On the date that you would like to enter times for, click on the link that says "Add...".

Your Son:

January 2018

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	1	2
5	6	7	8	9
Add	Add	Add	Add	Add
Add	Add	Add	Add	Add

Step 5: Select the time that you would like your son to depart and click “Submit”. If you would like to make that the departure time for every week on that day for the remainder of the term then tick the box that says “Apply for whole the term”.

Step 6: Repeat for each day of the week. Note you can tick multiple days providing the departure time is the same.

Create Student Pickup Time

Student Name: Luca
Year Level: 10
Pickup Date: 30 Jan 2018

Pickup Time:

Click on the time that you would like your son to depart

→

This is where you tick to make the time the same for the whole term or overwrite to make changes to times.

→

✓ Select...

05:00 PM

08:00 PM

09:00 PM

<input checked="" type="checkbox"/>	Monday
<input type="checkbox"/>	Tuesday
<input type="checkbox"/>	Wednesday
<input type="checkbox"/>	Thursday
<input type="checkbox"/>	Friday

Apply to Whole Term

Overwrite Existing times

[Create](#) | [Back to List](#)

You can easily change previously submitted times provided it is before 9:00pm on the Sunday before. To do this, click on the previously entered time in the calendar (eg “05:00PM”). Click on the time you wish to change and enter the changed departure time. If the change in time applies for the entire term, ensure that you tick “overwrite existing times” and “Apply to Whole Term” if needs be.

Note if you need to change times **after** the close off time (9:00pm Sunday evening) you will need to do this through a “Day Student Time Change” in Boardingware.

If you are having problems please contact the ICT Help Desk on 02 9816 0901 between 9:30am and 4:00pm Monday to Friday.