Tamil Language Education aNd Training Inc.
https://tamiltalent.org

Teacher Portal

User Guide

Everything you can do as a teacher, in the order you'll likely need it.

Version	2.2
Date	November 3, 2026
For	Teachers and Assistant Teachers
Live site	https://tamiltalent.org
Prepared by	TALENT Web Team

Revision History

Each published version of this guide and what changed in it. The newest version is at the bottom.

Version	Date	What changed	Author
1.0	October 2026	Rebuilt for the testing round: shared Primary/Assistant sign-in, Leave Request, Reimbursement, Raise a Concern, grouped menu, Known Limitations.	TALENT Web Team
1.1	October 2026	Plain-language sign-in and sign-up messages; dashboard reduced to four tiles; grouped sidebar.	TALENT Web Team
1.2	October 13, 2026	Added tardy tracking (Late chip, arrival time, attendance report with date range), homework submission tracking, and how “classes held” is counted.	TALENT Web Team
1.3	October 13, 2026	Added Exam 1–3 with teacher-added exams, the Homework Submission Report sub-tab, and the password-reset Continue button.	TALENT Web Team
2.0	October 14, 2026	Professional formatting: cover page, logo, header and footer, page numbers, revision history.	TALENT Web Team
2.1	November 2, 2026	Updated for the live site: the cover shows the live address, and Known Limitations now says the live site holds real data and that test-site accounts do not carry over.	TALENT Web Team
2.2	November 3, 2026	Added the live Teacher Portal address (tamiltalent.org/teacher-portal.html) to the Getting Started section.	TALENT Web Team

1. Getting Started: Your Account

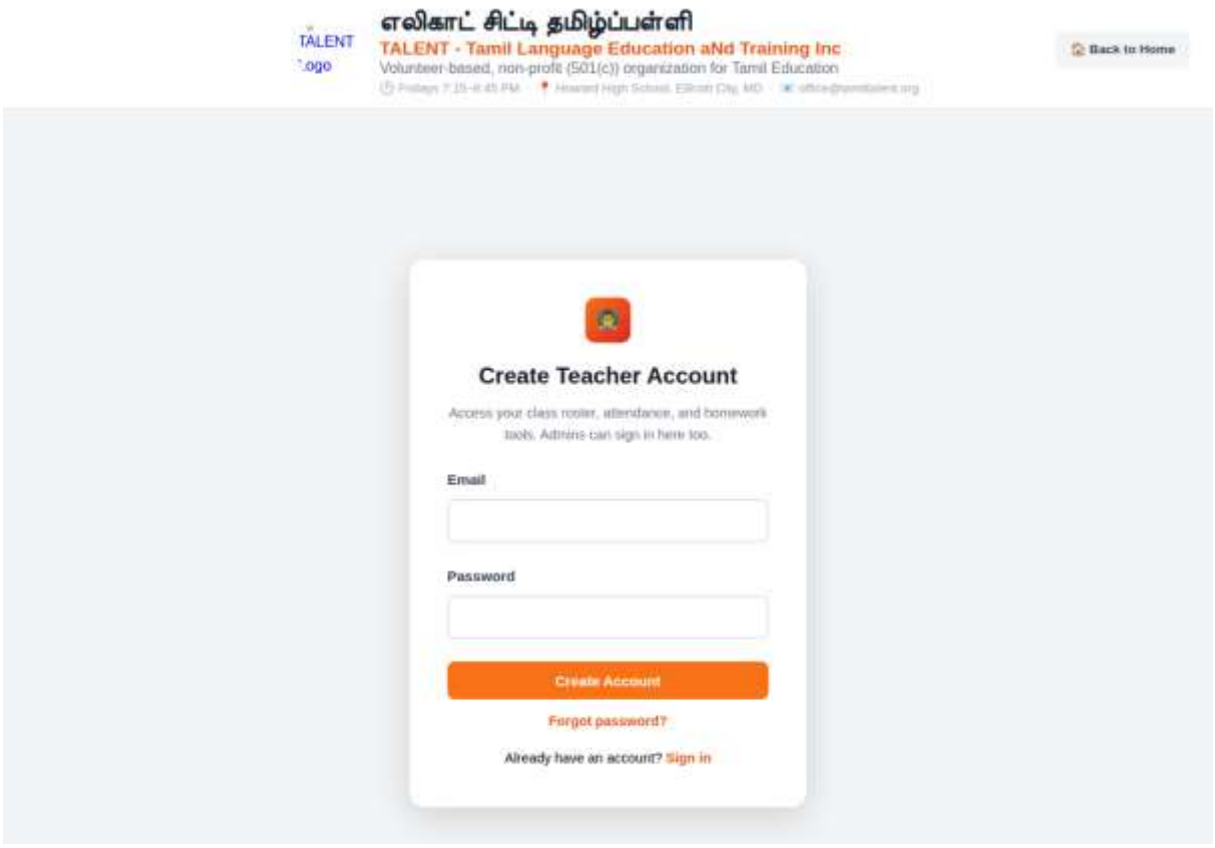
Teacher Portal address: https://tamiltalent.org/teacher-portal.html — open it in any browser on your phone or computer. You can also reach it from the Portal ▾ menu on the main site, https://tamiltalent.org. Teachers can use it now.

Every class has one **classroom email address** — for example **nilai5b@tamiltalent.org** — shared by the class's Primary and Assistant teachers. TAC adds each class to the Teachers list. If you see "This email is not on the Teachers list" when creating your account, please contact the TAC Team at tac@tamiltalent.org. If you try to sign in and see "We couldn't sign you in…", it usually means the account has not been created yet — click Create your teacher account (or, if you already have one, check the password or use Forgot password?).

Creating the account (once per class)

1. Open the Teacher Portal from the **Portal** ▾ menu at the top of any page of the TALENT website, and click **Create your teacher account**.
2. Enter your **class email** and choose a password.
3. You are signed in straight away.

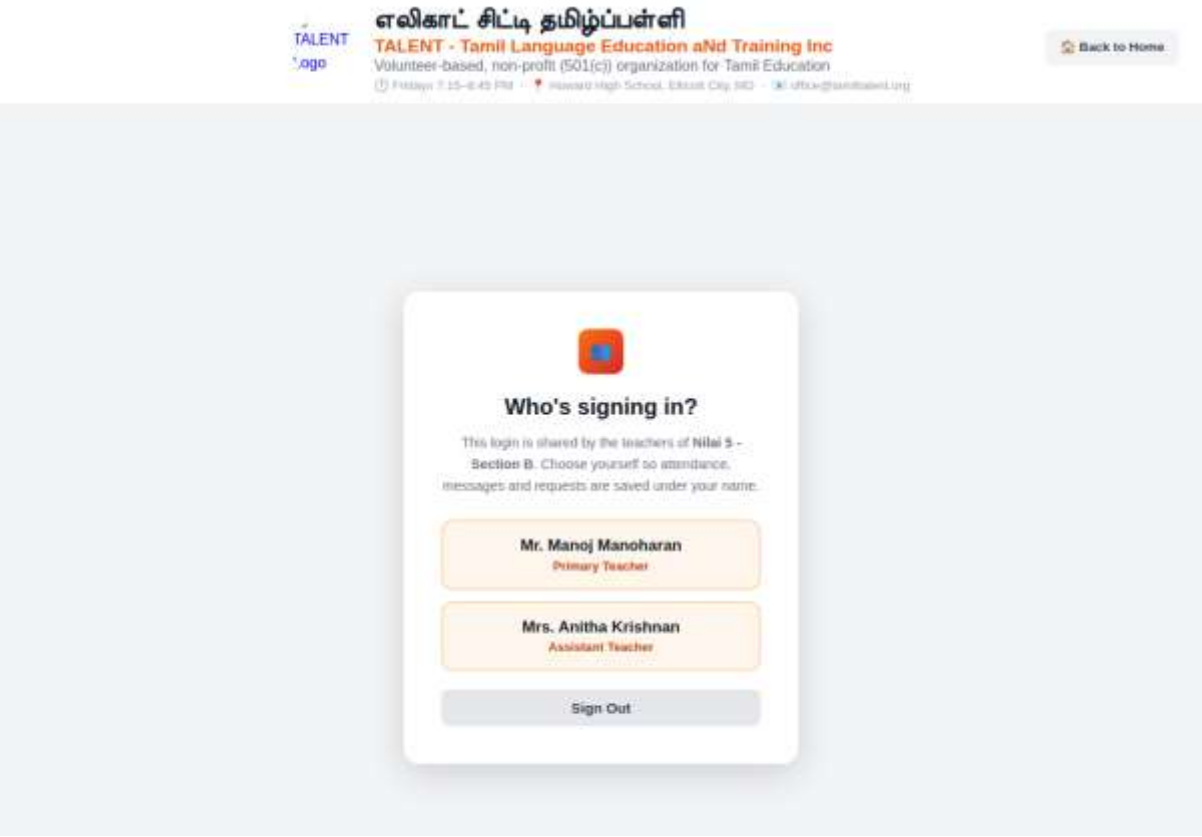
Primary and Assistant: only ONE of you creates the account. The other person simply signs in with the same email and password — so agree on a password between you. If you both try to create it, the second person will see a message that the email is already in use; just switch to **Sign In**.



"Who's signing in?"

Because two teachers share one login, the portal asks who you are right after you sign in. Choose your own name — this is what makes everything you do show up under **your** name:

- Messages, homework, leave requests, reimbursements and tickets are saved under your name.
- On the Attendance page, the “Who’s present today?” box pre-ticks **your** role (Primary or Assistant).
- Your **My Leave Requests**, **My Reimbursement Requests** and **My Tickets** lists show only your own.



- Your choice is remembered while this browser tab stays open, so refreshing the page will not ask again. **Signing out, or closing the tab, forgets it.**
- Handing the device to your co-teacher? Click 🔄 **Switch teacher** in the top-right corner of the page — no password needed.

> This screen prevents mix-ups; it is not a security lock. Because you share a password, please always choose your own name.

Signing in later, and forgotten passwords

Next time, sign in with the class email and password, then choose your name. If the password is forgotten, click **Forgot password?** on the sign-in screen — the reset link is sent to the **class email’s inbox**, so make sure one of you can open that mailbox.

After you choose your new password on the reset page, click Continue to come straight back to the sign-in screen. If there is no Continue button, simply close the reset page and sign in here.

2. Finding Your Way Around

The menu on the left is organised into groups. **Dashboard** and **Calendar** sit at the top, followed by:

- 📚 **Academics** — Attendance, Student Emergency Contacts, Google Classroom, Homework, Model Questions, Exam Questions, Test Scores.

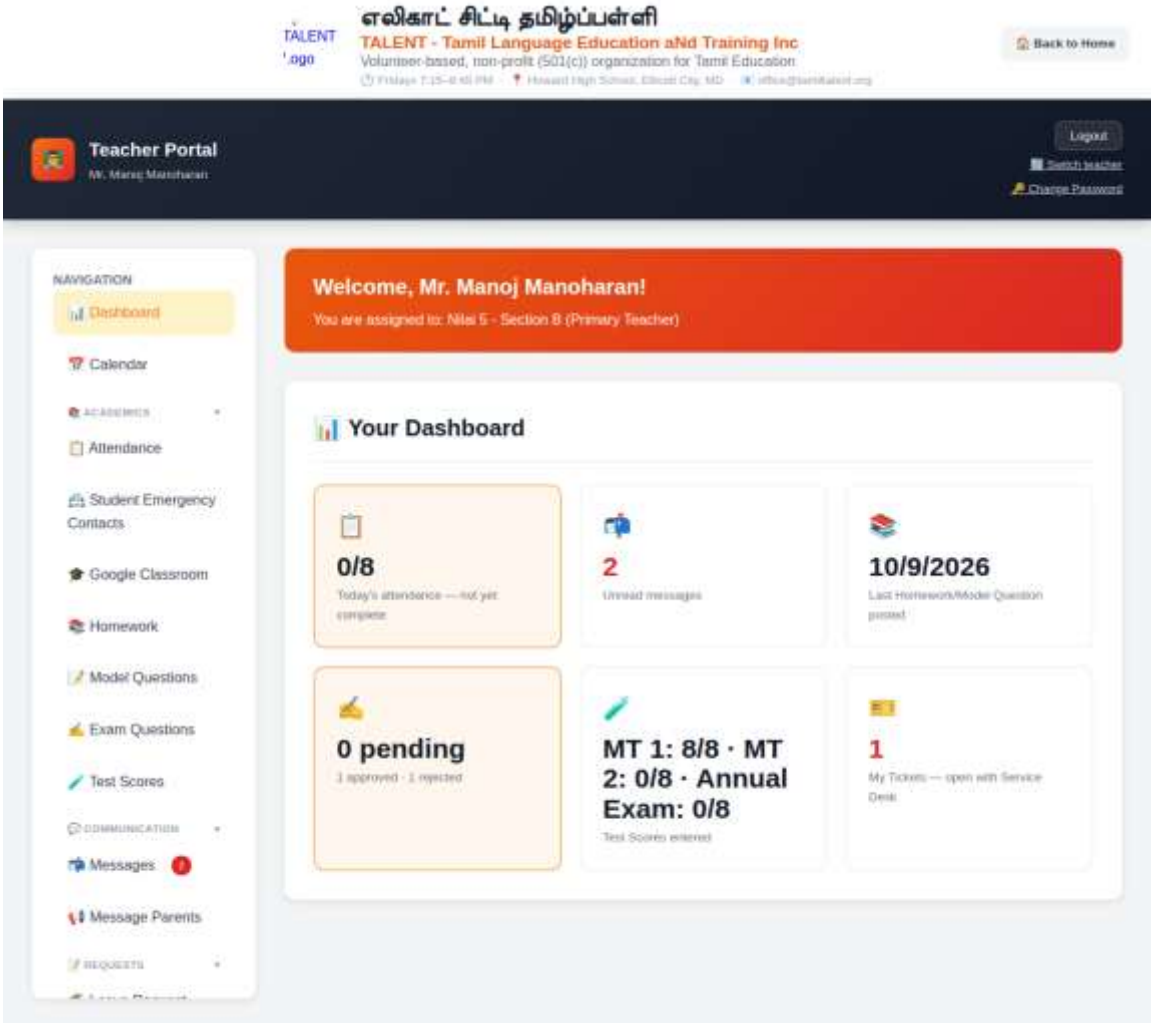
- 💬 **Communication** — Messages (your inbox) and Message Parents.
- 📝 **Requests** — Leave Request and Reimbursement.

Click a group's heading to collapse or expand it (they start open every time you sign in). At the bottom of the menu are 🔒 **Raise a Concern with the Board** and the red 🎫 **Report an Issue**. In the top-right corner of the page you will find **Logout**, **Switch teacher** (shared logins) and **Change Password**.

3. Your Dashboard

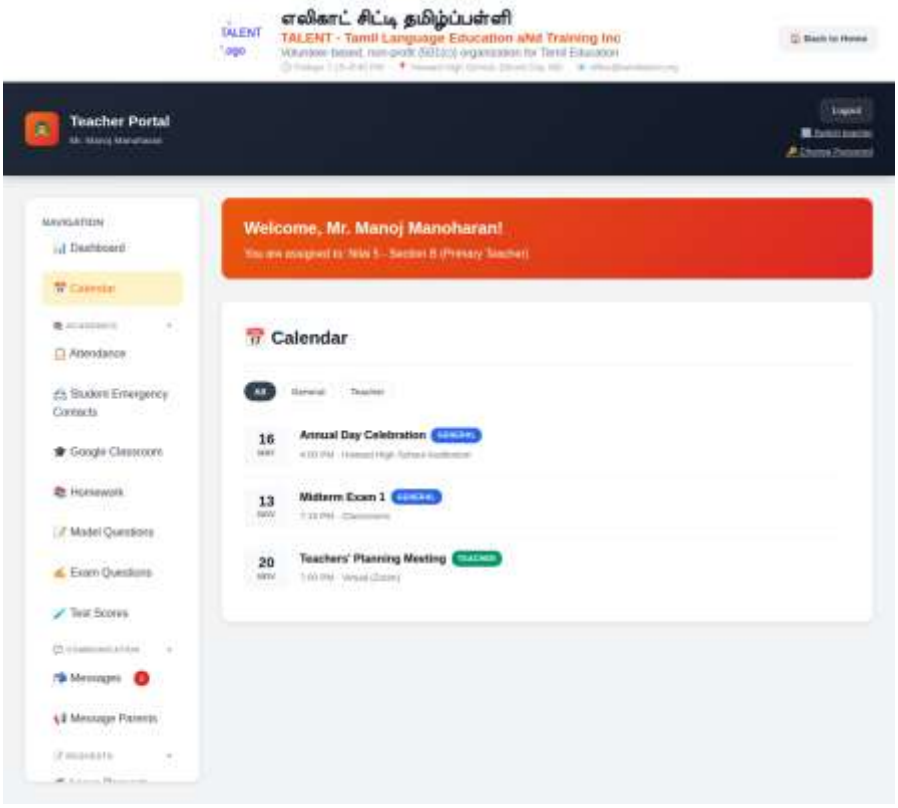
The page you land on after signing in. The orange banner confirms your class and role (Primary or Assistant) and, once ExCo has assigned one, shows your class's **PTA Volunteer** contact. Below it are four tiles — click any tile to jump straight to that area:

- **Attendance** — today's status: ☑ marked, or how many students are still outstanding.
- **Messages** — how many unread messages are waiting.
- **Exam Questions** — your question papers: pending, approved and rejected.
- **My Tickets** — your open Report an Issue tickets.



4. Calendar

Upcoming events in two categories: **General** (the same events shown on the public website) and **Teacher** (things for teachers only, such as workshops and staff meetings — parents don't see these). Use the filter chips to switch between All, General and Teacher. The calendar is read-only for teachers; ExCo adds and changes events.

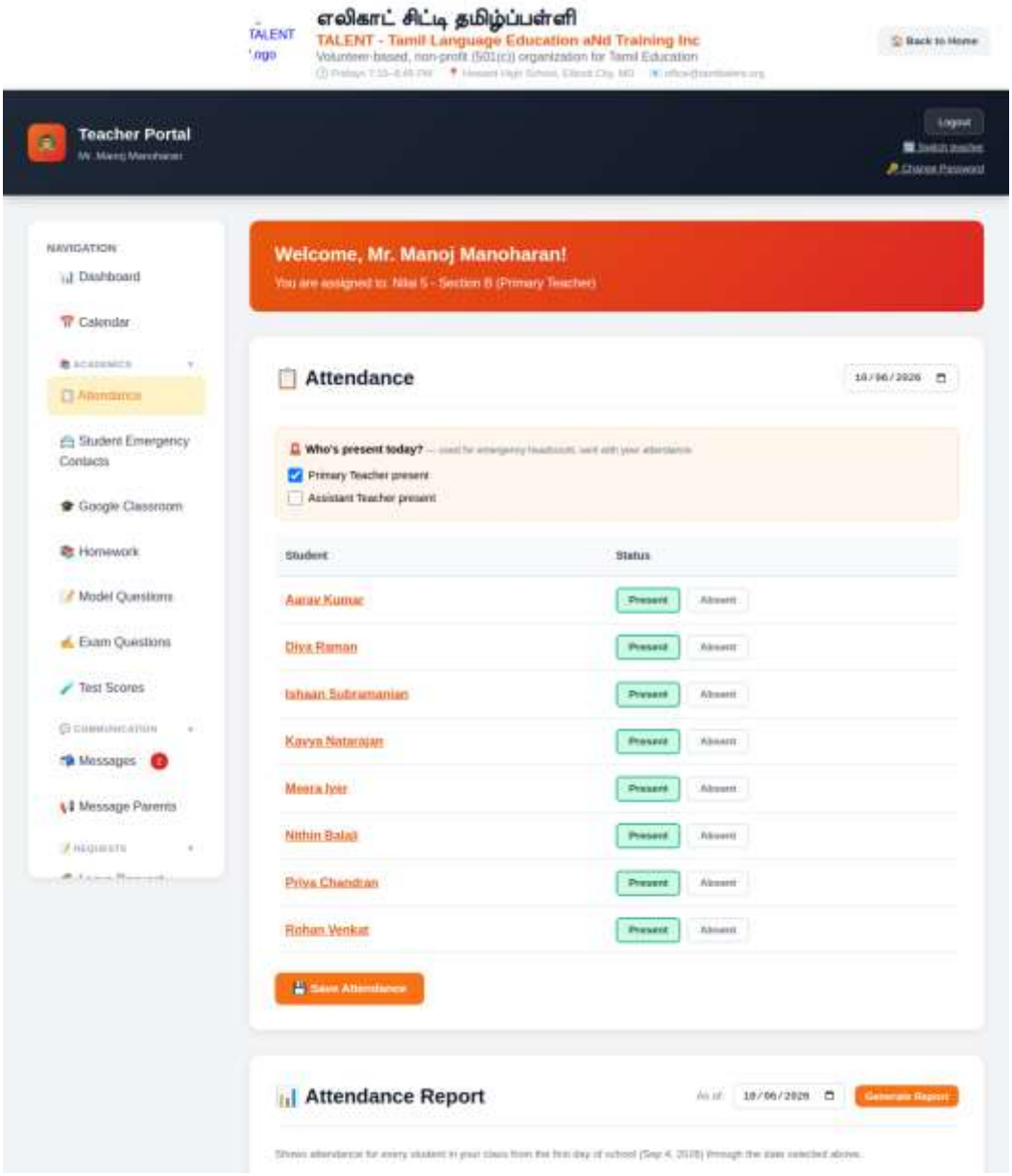


5. Attendance

1. Go to **Attendance** and choose the date.
2. Mark each student **Present** or **Absent**.
3. If a student arrives late, leave them as **Present** and tap the ⏰ **Late** chip beside it. A time box appears — enter when they came in (optional). A late student still counts as present: they stay in the headcount sent to ExCo and in the attendance percentage. What counts as late is your call; the portal has no fixed cut-off. Marking a student Absent clears the Late chip.
4. Check **Who's present today?** — tick "Primary Teacher present" and/or "Assistant Teacher present". The box for the role you picked at sign-in is ticked for you; tick your co-teacher's too if they are also in the room.
5. Click **Save Attendance**.

Click any student's name to open their profile — attendance to date (including how many times they have been late), and the Recommend Skip Ahead option (see Section 6).

> Saving attendance is also what sends your class's headcount and teacher presence to ExCo's **Emergency Drill Attendance** dashboard — a live, school-wide headcount used to confirm everyone's safety in a real emergency. There is no separate step, so please tick the presence boxes accurately.



Attendance Report

Below the daily roster, choose a From and To date (they start at the first day of school and today) and click **Generate Report** for a summary of your class for those dates: classes held, present, how many of those were late, absent and not-marked counts, an attendance percentage and a Late % (late arrivals as a share of days present). Students marked late count as present in the attendance percentage. A Late arrivals list underneath shows who has been late most often, with the dates and arrival times. **Download Detailed CSV** exports it — late days show as T (with the arrival time, if you entered one) and each row ends with a Times Late total. Classes held means every Friday in the range plus any other date on which you saved attendance.

6. Recommend Skip Ahead

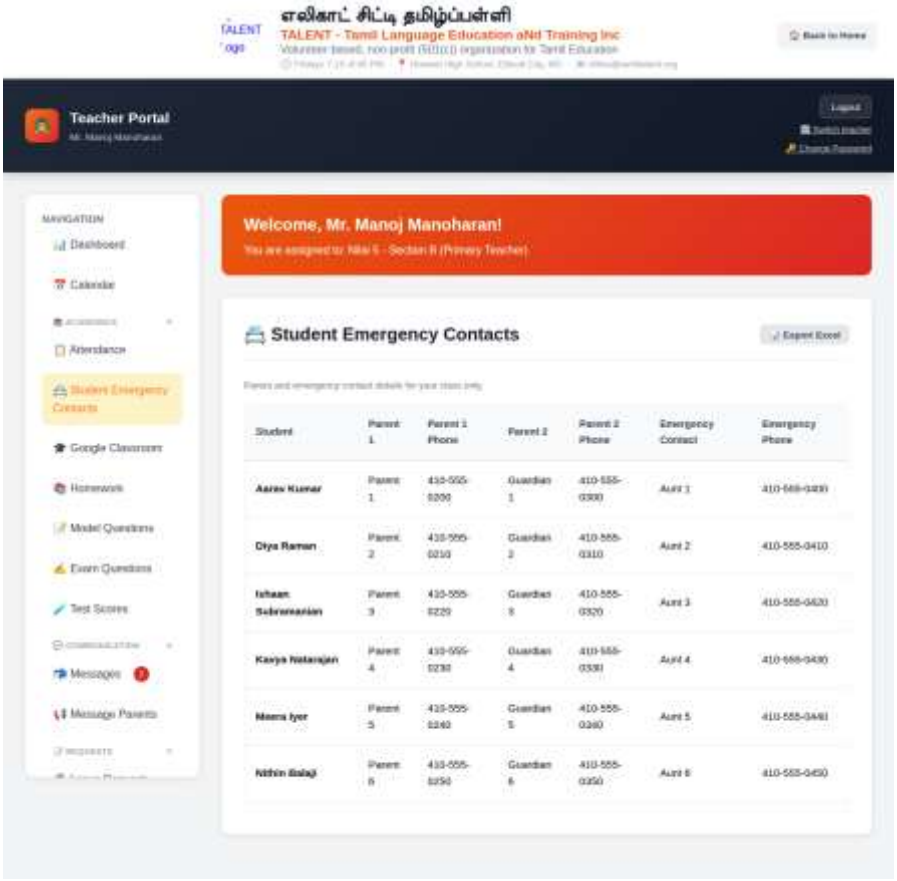
If a student is ready to move up a Nilai level ahead of the normal yearly schedule, you can recommend it from their profile (opened from the Attendance roster).

1. Open the student's profile and scroll to 🎓 **Recommend Skip Ahead**.
2. Choose the Nilai level you recommend and explain why in the reason field.
3. Submit — it goes to ExCo for review. If something is already pending for that student you will see a note instead of a second form.

You are not notified automatically when ExCo decides; check the student's profile or ask ExCo directly.

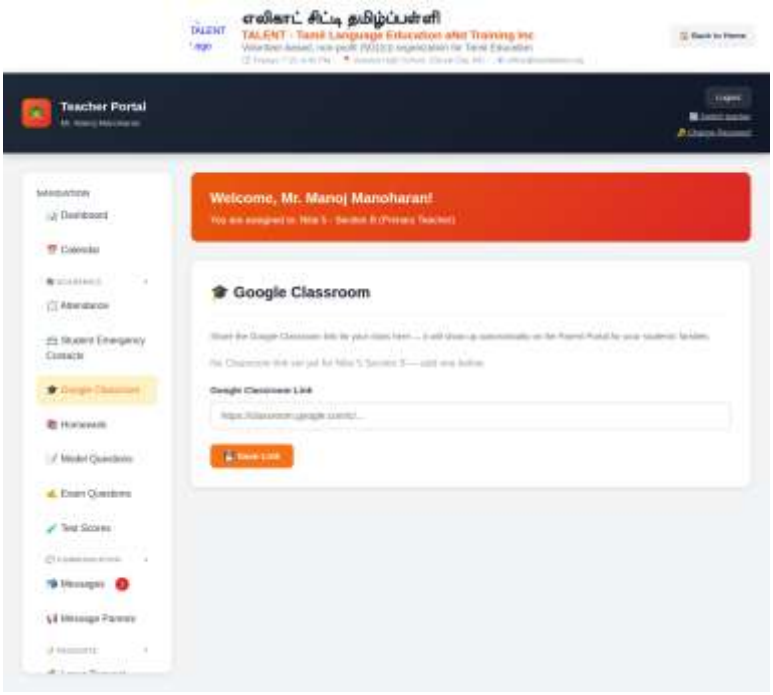
7. Student Emergency Contacts

A quick reference of parent and emergency contact details for **your own class only** — built for the moment you need them in a hurry. Each student shows Parent 1 and Parent 2 (name and phone) and an emergency contact (name and phone). **Export Excel** downloads the same table as a spreadsheet.



8. Google Classroom

Set or update the Google Classroom link for your class. This is the link parents see under their own Google Classroom tab.



9. Homework

1. Go to **Homework** and fill in a title, a description and an optional due date.
2. Tick **Track who submitted this homework** if you collect the work in class. Leave it unticked for homework that is not collected. You can also click **Start tracking submissions** on an older post at any time.
3. Post it — it appears immediately for the parents in your class, with an unread indicator until they open it.

Each post under **Recent Homework Posted** has its own **Delete** button if you posted something by mistake. Both teachers in a class see the same homework list.

Tracking Submissions

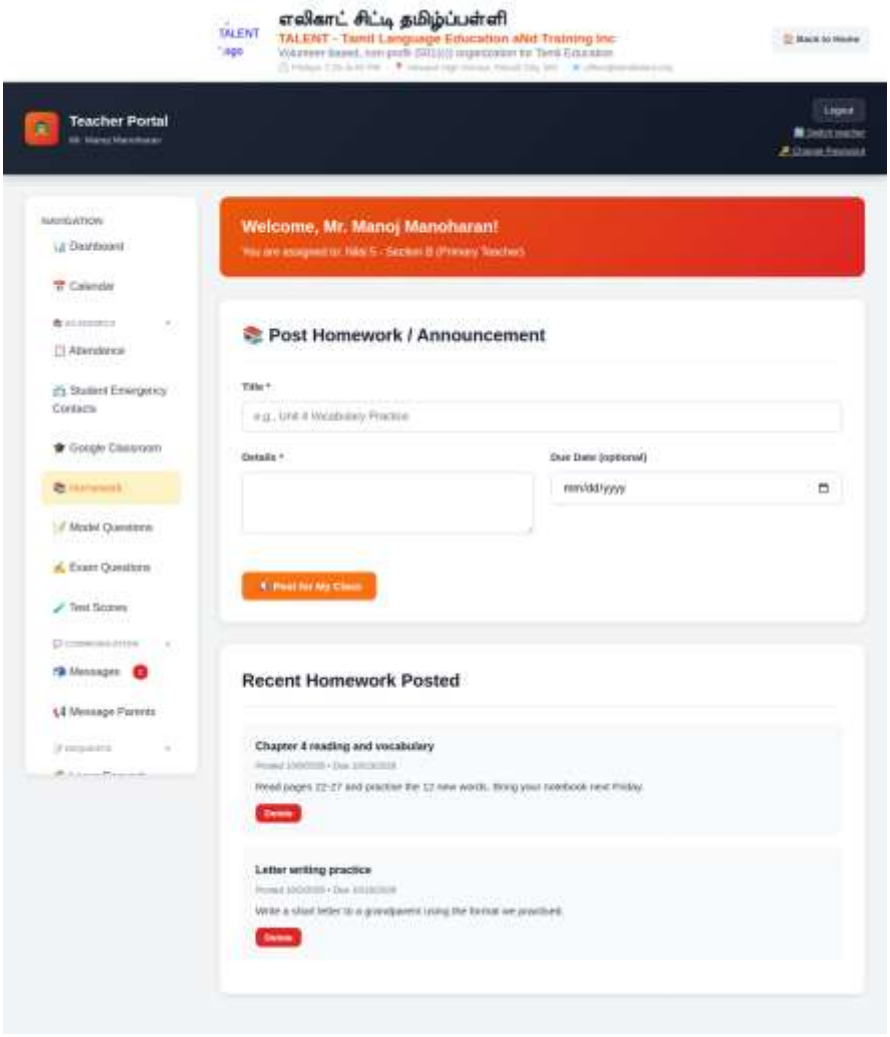
On a tracked post, click **Mark submissions**. Each student has four choices: **Submitted, Late, Not submitted** or **Excused**. Tap a choice again to clear it. **Mark all Submitted** fills in only the students you have not marked yet, so you can then change the exceptions. Click **Save**.

A student you have not marked shows as “not yet reviewed”, which is different from Not submitted — so parents are never told a child missed homework before you have looked. Each tracked post shows a running count of submitted, late, not submitted, excused and not yet reviewed.

Parents see only their own child’s status on that post, never other children’s. Deleting a homework post also deletes the submission marks recorded for it.

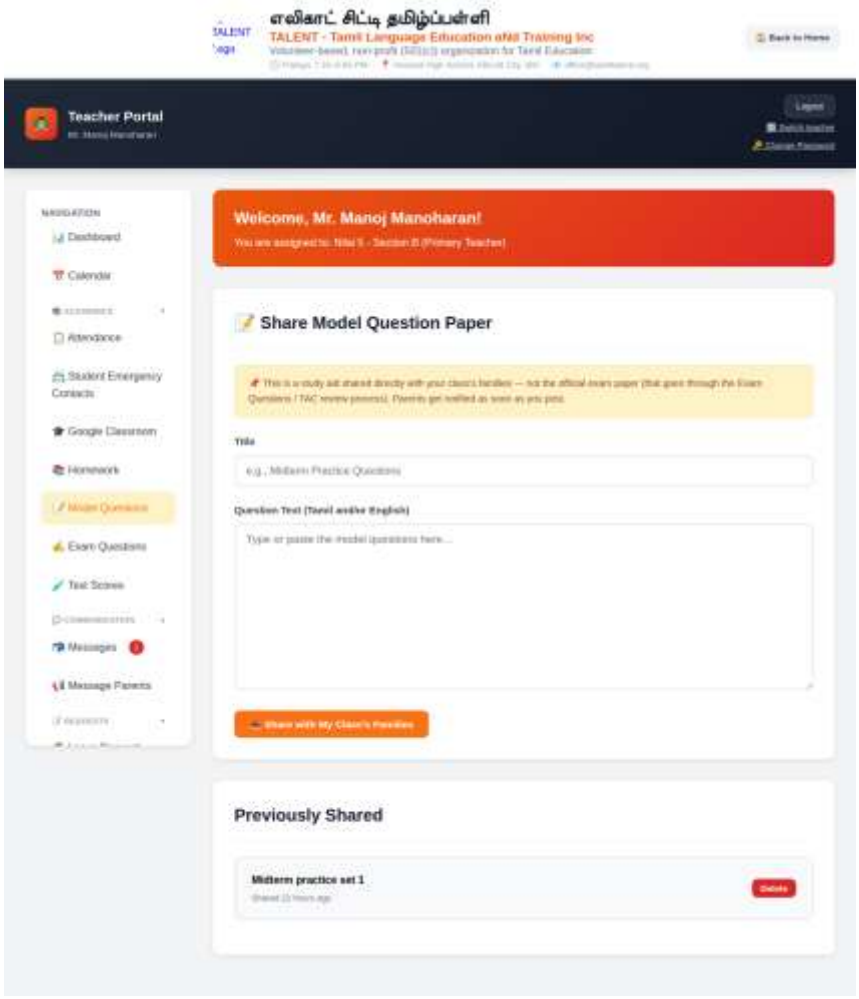
Homework Submission Report

Open the Submission Report tab at the top of the Homework page. Choose a Start date and End date (the dates the homework was posted), or tick For all the homework to skip the dates, then click **Generate Report** for one row per student: Submitted, Late, Not submitted, Excused and a Completion % — (Submitted + Late) ÷ (Submitted + Late + Not submitted). Excused and not-yet-reviewed entries are left out of the percentage. **Download Detailed CSV** gives one column per tracked homework.



10. Model Questions

Share practice question sets with your class's parents. These skip the formal review used for real exam papers, since they are just study aids. Parents are notified the moment you post.



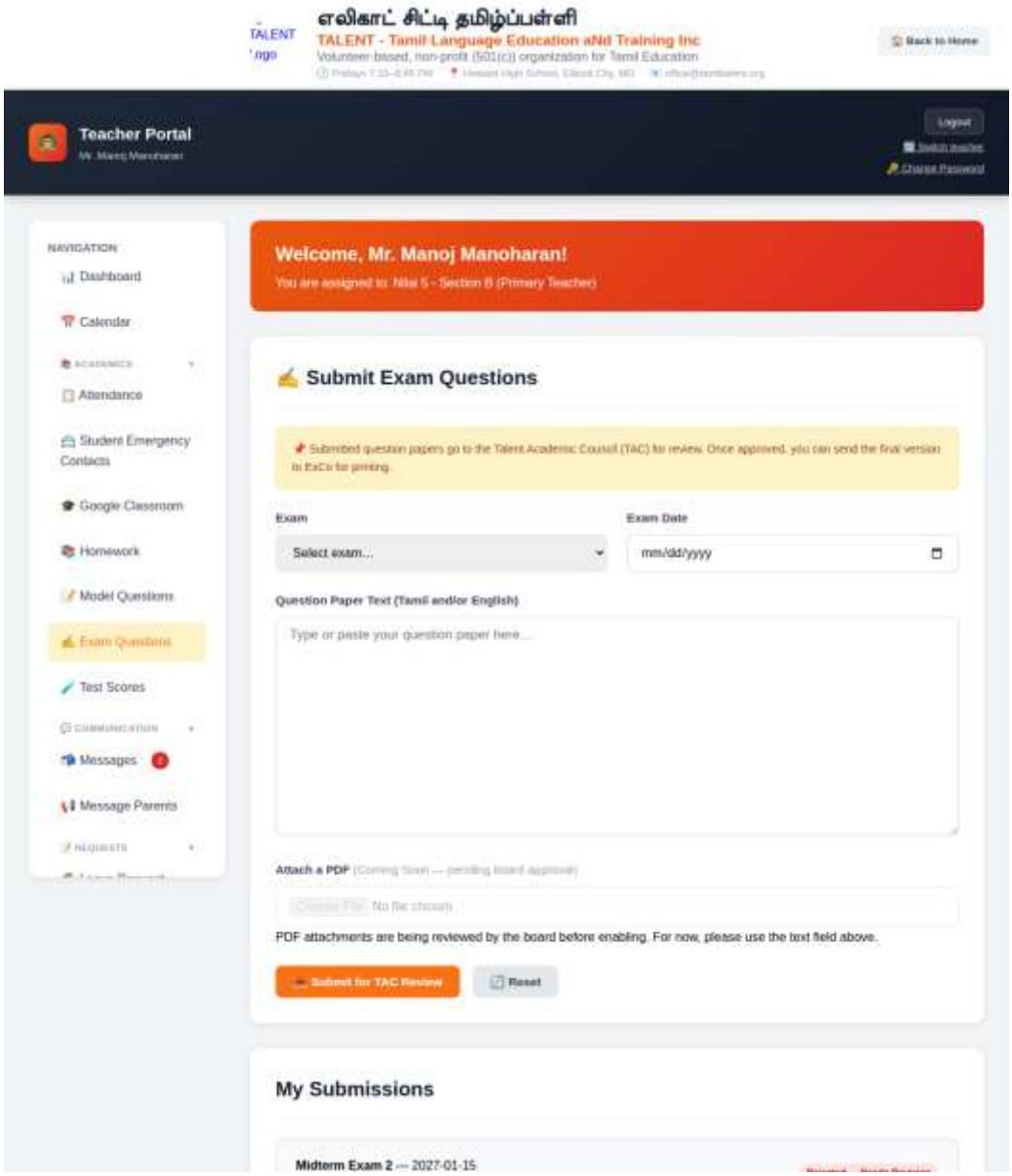
11. Exam Questions

The formal, reviewed route for real exam papers.

1. Go to **Exam Questions** and submit your question paper text with the exam and exam date.
2. TAC reviews it. In **My Submissions** you will see it become **Approved** or **Rejected** (with their comments) — this updates live, no refresh needed.
3. If it is rejected, revise and resubmit on the same screen.
4. Once approved, click **Send to ExCo for Printing** — ExCo takes it from there. TAC may also send an approved paper to ExCo; if TAC has already done so, the button is replaced by an "Already sent to ExCo" message, so you do not need to (and cannot) send it again.

Both teachers in a class see the same submissions, so either of you can revise and resubmit.

The Exam dropdown offers Exam 1, Exam 2 and Exam 3. Need another? Click ➕ Add another exam under the dropdown, type a name (for example Exam 4 or Spelling Bee) and click Add. It joins your class's list and is offered in Test Scores too, so the two always match.

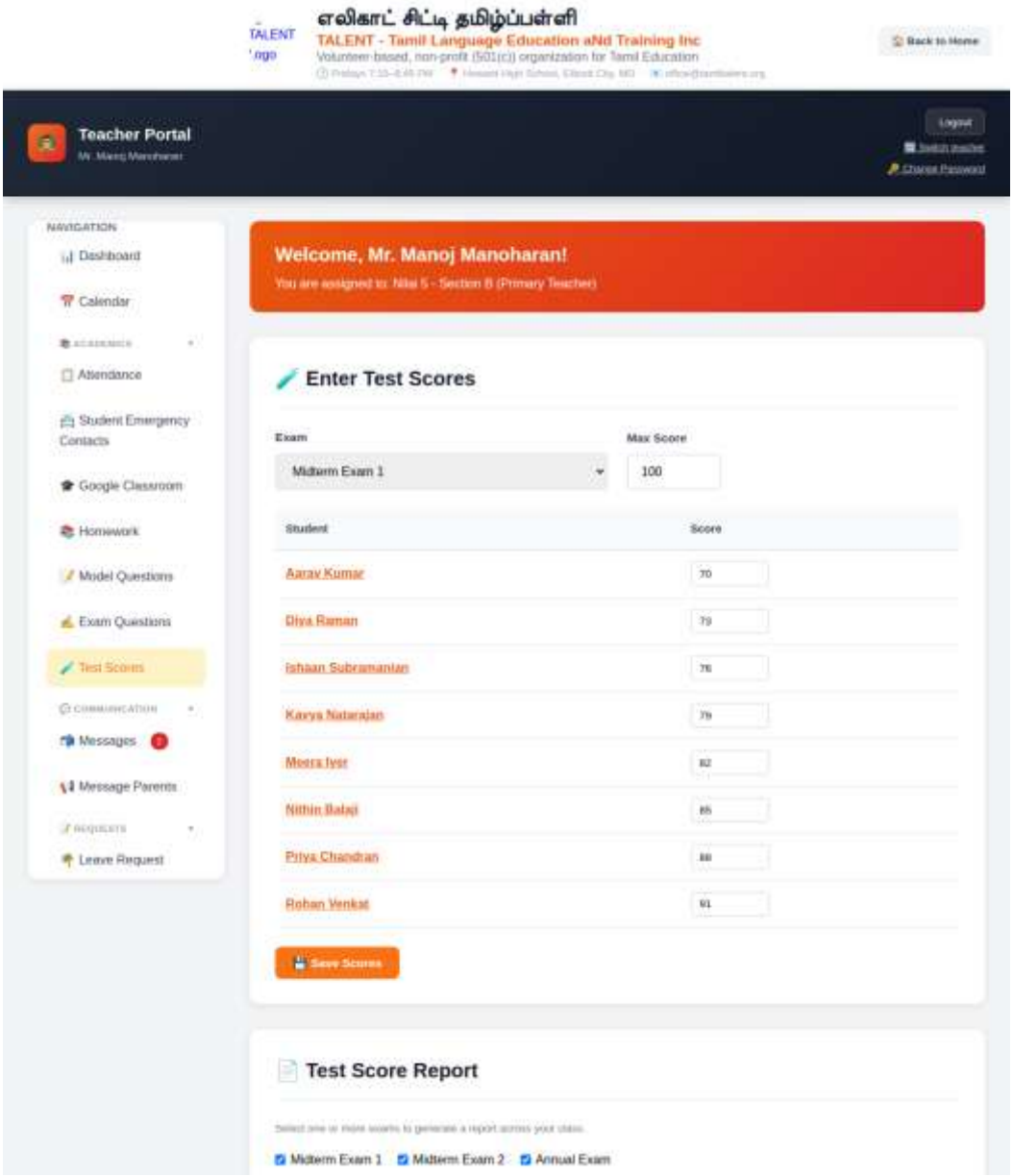


12. Test Scores

1. Select the exam from the dropdown — Exam 1, Exam 2 or Exam 3. For any other, click ✚ Add another exam, type a name and click Add; it is added to your class's list and also offered when you submit Exam Questions. Exams you add appear as small tags under the dropdown; click the × on a tag to remove it from the list (scores already saved are kept). Max Score defaults to 100; change it if the exam is scored differently.
2. Enter each student's score. Only numbers are accepted — the field flags anything else before you can save.
3. Click **Save Scores**.

Test Score Report

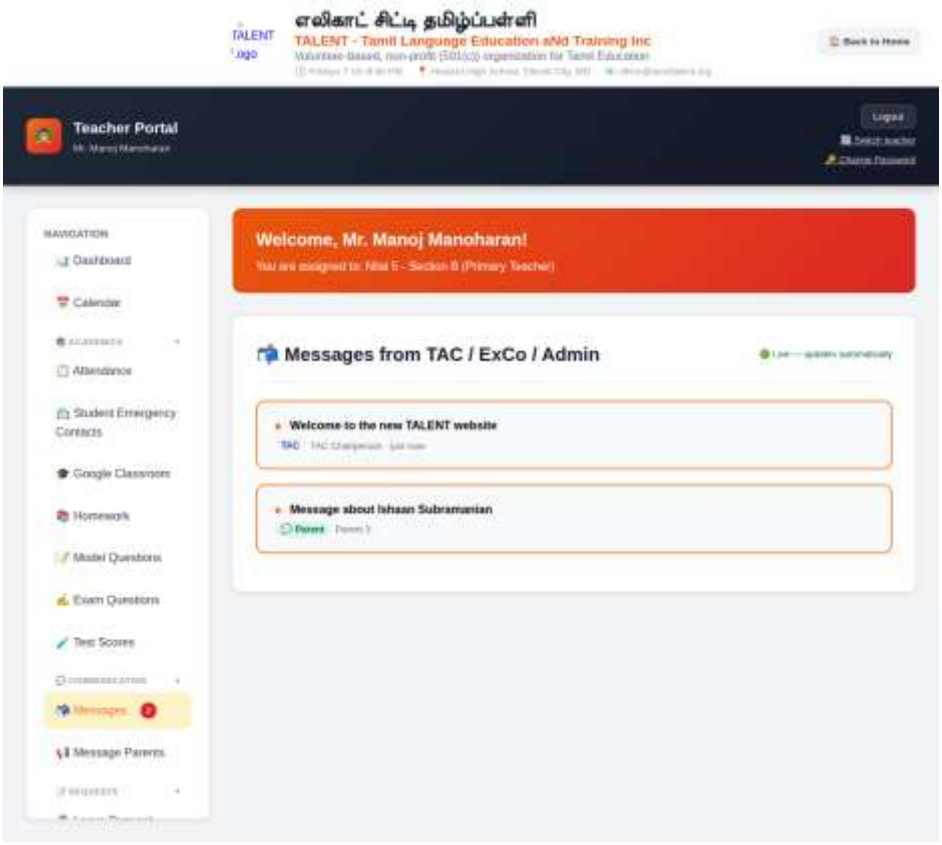
Every exam your class has is listed and ticked (Exam 1, Exam 2, Exam 3 and any you added). Untick any you want to leave out, then click **Generate Report** to see every student's scores side by side. **Download CSV** exports it.



13. Messages (your inbox)

One inbox for everything sent to you: announcements from TAC, ExCo and Admin, notes from parents about their child, and system notifications (shown with a grey "System" badge so they are not mistaken for a parent's message). Unread items have an orange dot; click one to open it and mark it read. The page updates live.

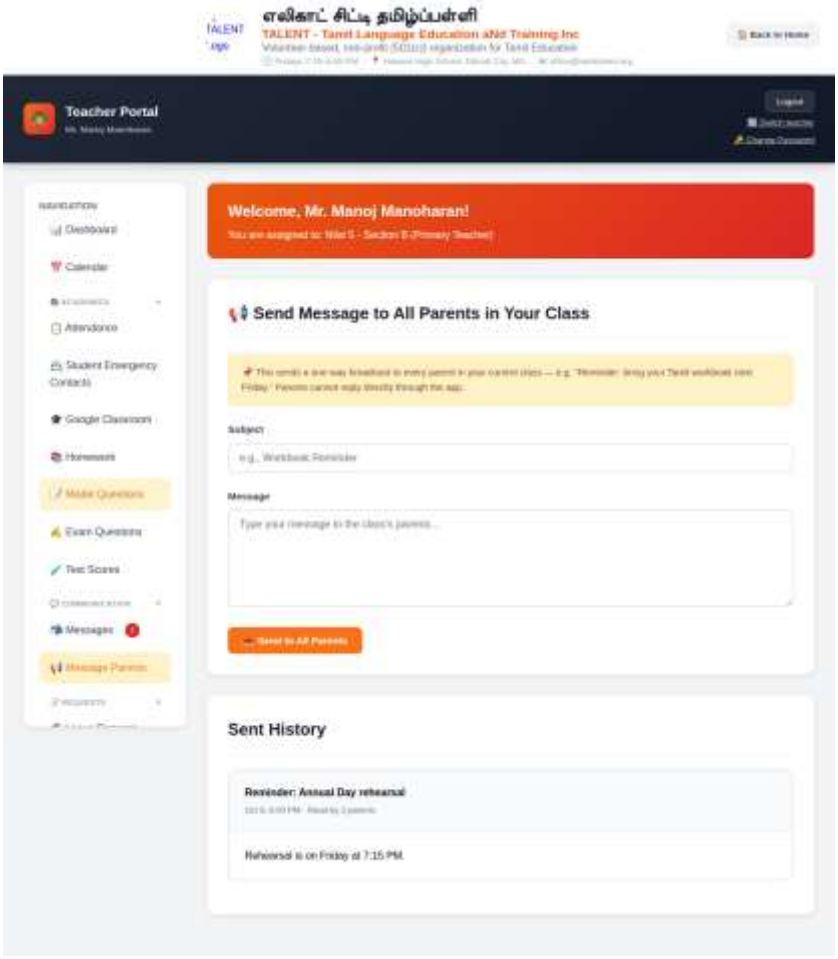
> Read/unread is tracked per login, so if your co-teacher opens a message it will show as read for you too.



14. Message Parents

1. Go to **Message Parents**, then write a Subject and a Message.
2. Send. It goes to every parent in your class.

Sent History below shows each message with a live count of how many parents have read it.

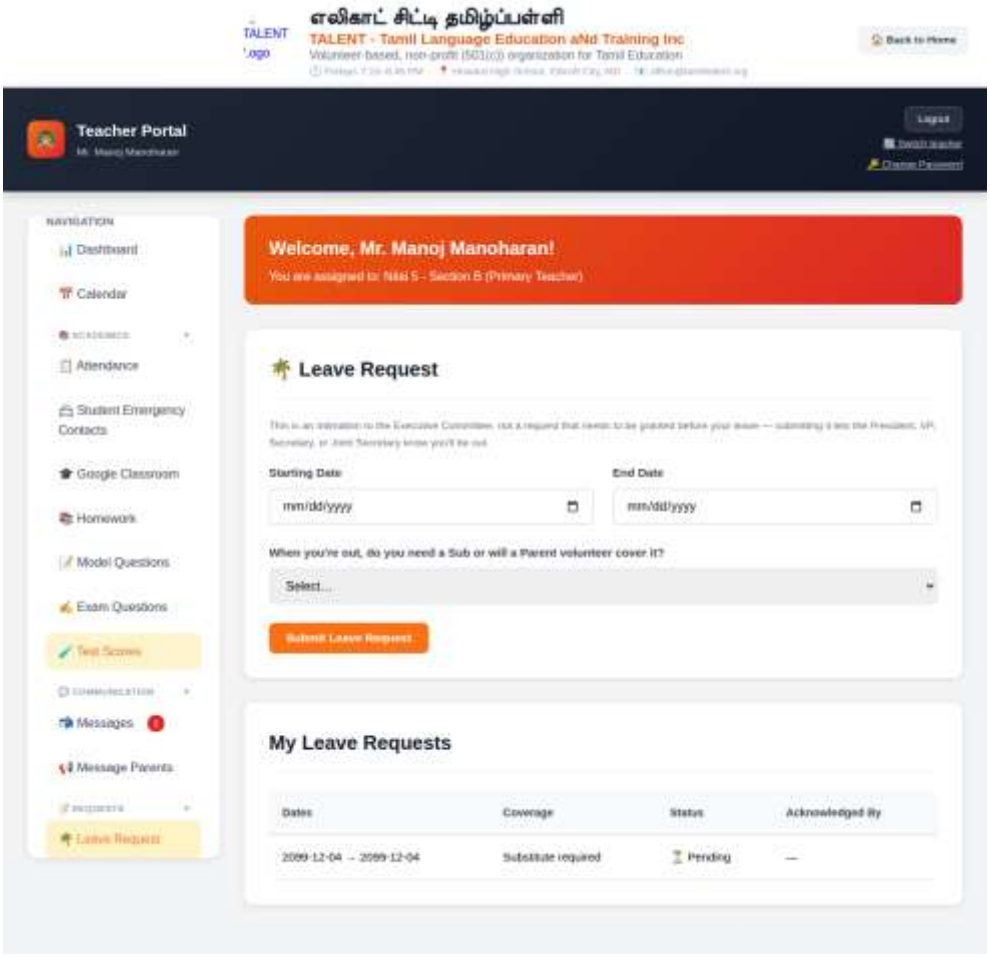


15. Leave Request

This is an **intimation** to the Executive Committee, not a request that has to be granted first — submitting it lets the President, Vice President, Secretary or Joint Secretary know you will be out.

1. Go to **Leave Request** and choose your **Starting Date** and **End Date**.
2. Say how your class will be covered: **Substitute required** or **Have a room parent volunteer**.
3. Click **Submit Leave Request**.

My Leave Requests lists yours with their status; it shows **Pending** until an ExCo officer acknowledges it.

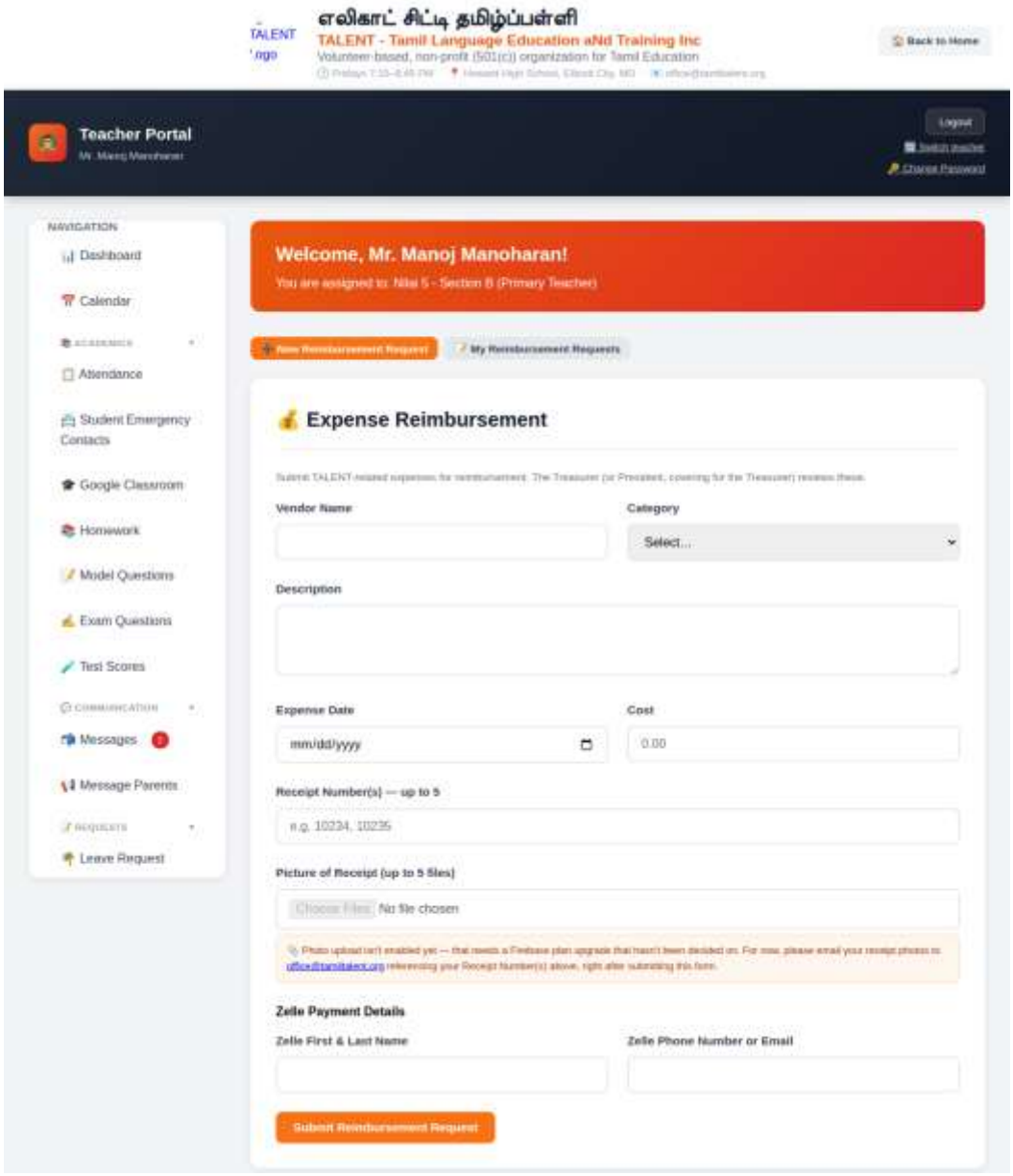


16. Reimbursement

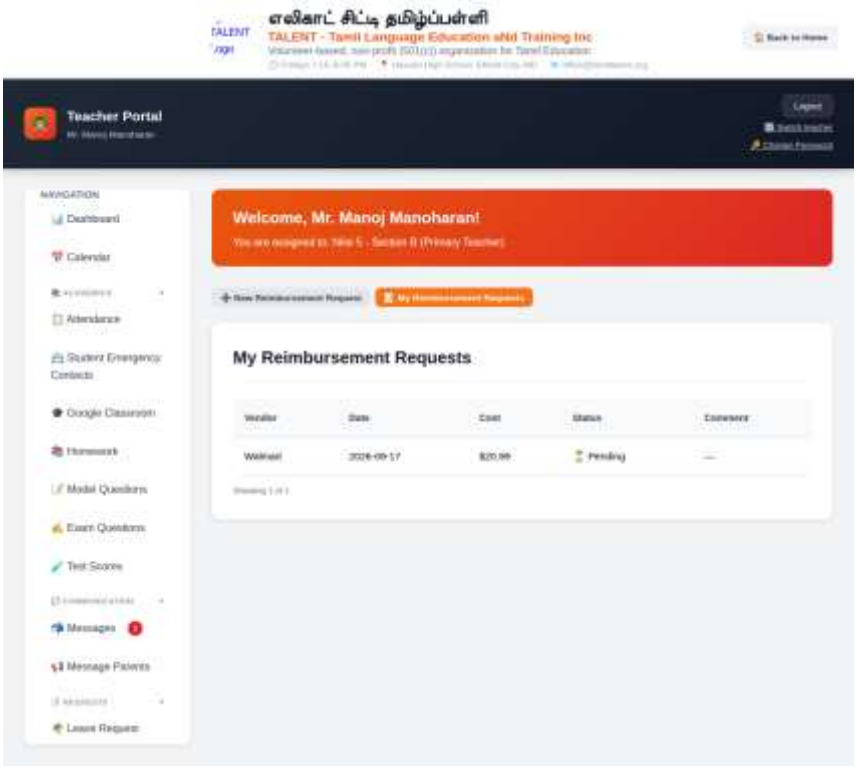
Submit TALENT-related expenses for reimbursement. The Treasurer (or the President, covering for the Treasurer) reviews them. The page has two tabs: **New Reimbursement Request** and **My Reimbursement Requests**.

1. Fill in the **Vendor Name**, **Category** (Curriculum, Venue, Events or Admin), a **Description**, the **Expense Date** and the **Cost**.
2. Enter your **Receipt Number(s)** (up to 5).
3. Enter your **Zelle** name and Zelle phone number or email — this is where you will be paid.
4. Click **Submit Reimbursement Request**.

> **Receipt photos:** uploading photos is not switched on yet. For now, **email your receipt photos to office@tamiltalent.org** right after submitting, mentioning the receipt number(s) you entered.

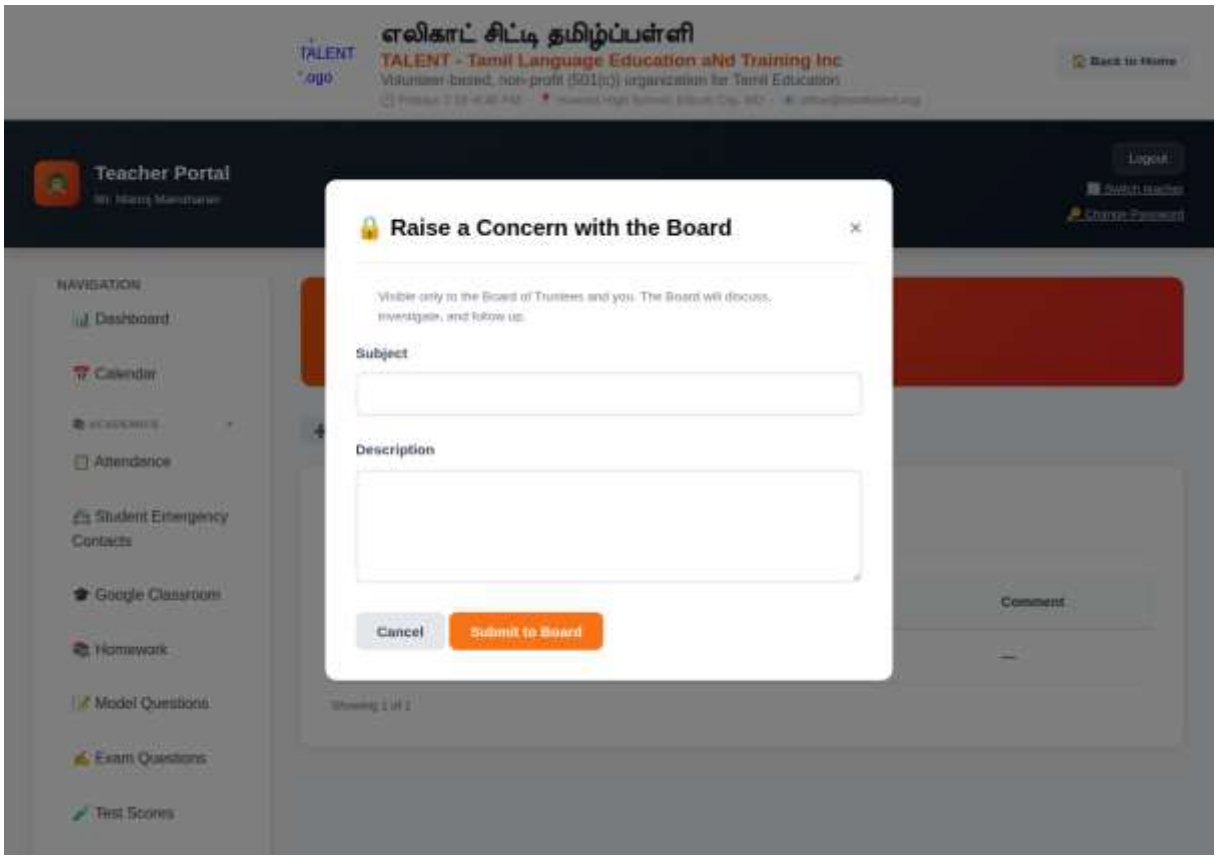


My Reimbursement Requests shows each request's status and any comment from the reviewer, five at a time (**Show next 5** →).



17. Raise a Concern with the Board

For something you want the Board of Trustees to look into — a concern about the school, not a problem with the website. Click 🔒 **Raise a Concern with the Board** at the bottom of the menu, give it a subject and describe it. It can be read **only by the Board and by you**; the website Admin can also open it, but only to fix a technical problem. To follow up, open the **My Concerns** tab in the same window: it shows each concern as Received, Being looked into or Resolved, and, once the Board resolves it, the Board's written response. (For website problems, use Report an Issue instead.)



18. Change Password

Click 🔑 **Change Password** in the top-right corner, next to Logout. Enter your current password once, then your new password twice, and save. Remember that a shared class login has one password — tell your co-teacher if you change it.

19. Report an Issue

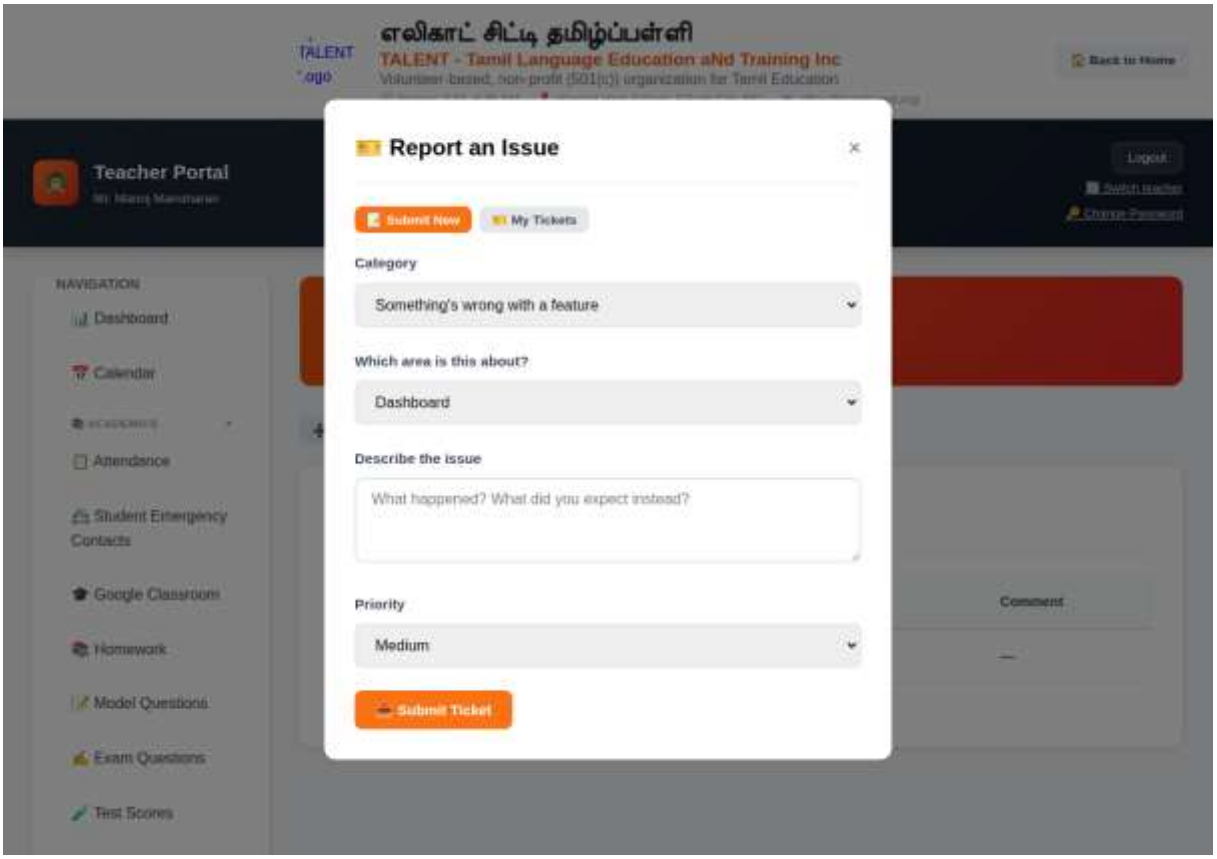
Use this for anything that isn't working as you expect — please also tell us about anything confusing, awkward or misspelled. Open it from the red 🎫 **Report an Issue** link at the bottom of the menu (or the **My Tickets** tile on your dashboard). The window has two tabs:

- **Submit New** — choose a category, say which area it is about, describe it, set a priority (Low, Medium or High) and submit.
- **My Tickets** — every ticket you have submitted and its current status. Open one to read comments from the Web Team and reply right there; it is a real back-and-forth, not a one-way form.

There are two categories. **Something's wrong with a feature** is for problems with the site. **Data Correction** is for when your own name, email or phone is wrong — choose which one, and give the current and the correct value.

For features, **Which area is this about?** offers: Dashboard, Attendance, Emergency Drill Attendance, Student Emergency Contacts, Google Classroom, Homework, Model Questions, Exam Questions / Question Paper Review, Test Scores, Message Parents, Messages (inbox), Calendar, Leave Request, Reimbursement, Signing in / switching teacher / my account, Public website pages, or Other.

A good report says: which page you were on, what you were trying to do, what you expected, and what actually happened. For example: “Attendance — I saved attendance for 8 students, expected a confirmation, but nothing changed on the screen.”



Known Limitations (as of November 2026)

These are known, so there is no need to report them unless something behaves differently from what is described here.

- **The live site holds real student information.** Please keep it confidential, do not share screenshots that show names or contact details, and sign out on shared computers. The test site (dev.tamiltalent.org) is for practice only and holds sample data: never take real attendance there.
- **Your test-site account does not carry over.** On the live site you create your teacher account once, using your class email (see Section 1).
- PDF attachments for Exam Questions are built but switched off, pending a decision on the Firebase plan. Text-only submissions work fully.
- Receipt photo upload (Reimbursement) is switched off for the same reason — email the photos to the office in the meantime.
- You are not notified when ExCo decides on a Skip Ahead recommendation.
- Homework and Model Questions do not support file attachments, only typed text.
- Because a class shares one login: Messages read/unread is shared, and Homework, Exam Questions and Messages are shared by both teachers. Your leave requests, reimbursements and tickets stay your own.