

TAC Portal — User Guide

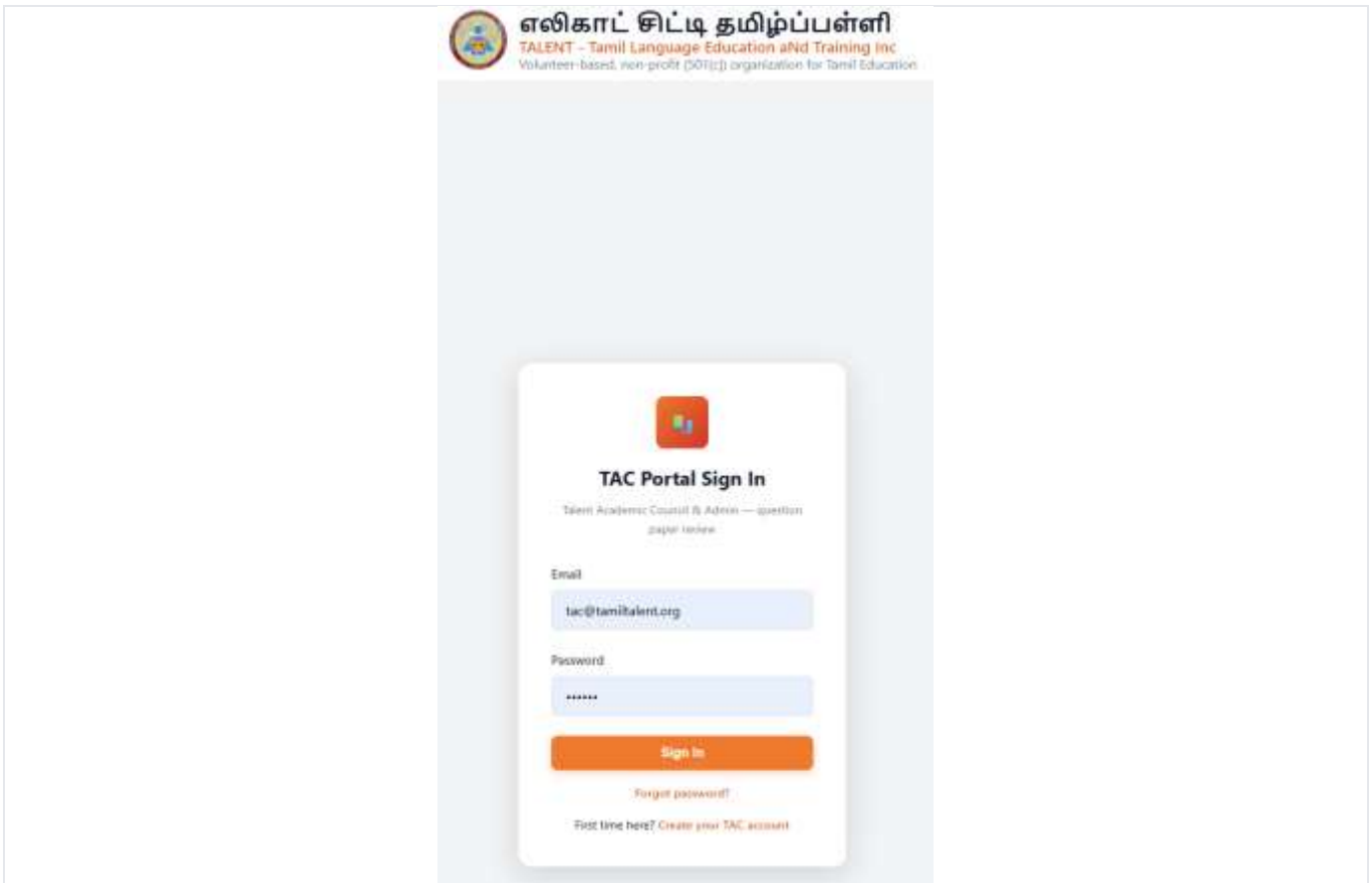
Everything you can do as a Talent Academic Council member, in the order you'll likely need it.

1. Getting Started: Creating Your Account

Admin needs to have added you to the TAC Members list first — if you get an error your email isn't recognized, check with Admin/Webmaster. The portal is reached from the public site's "Portal ▾" menu, top right of any page:

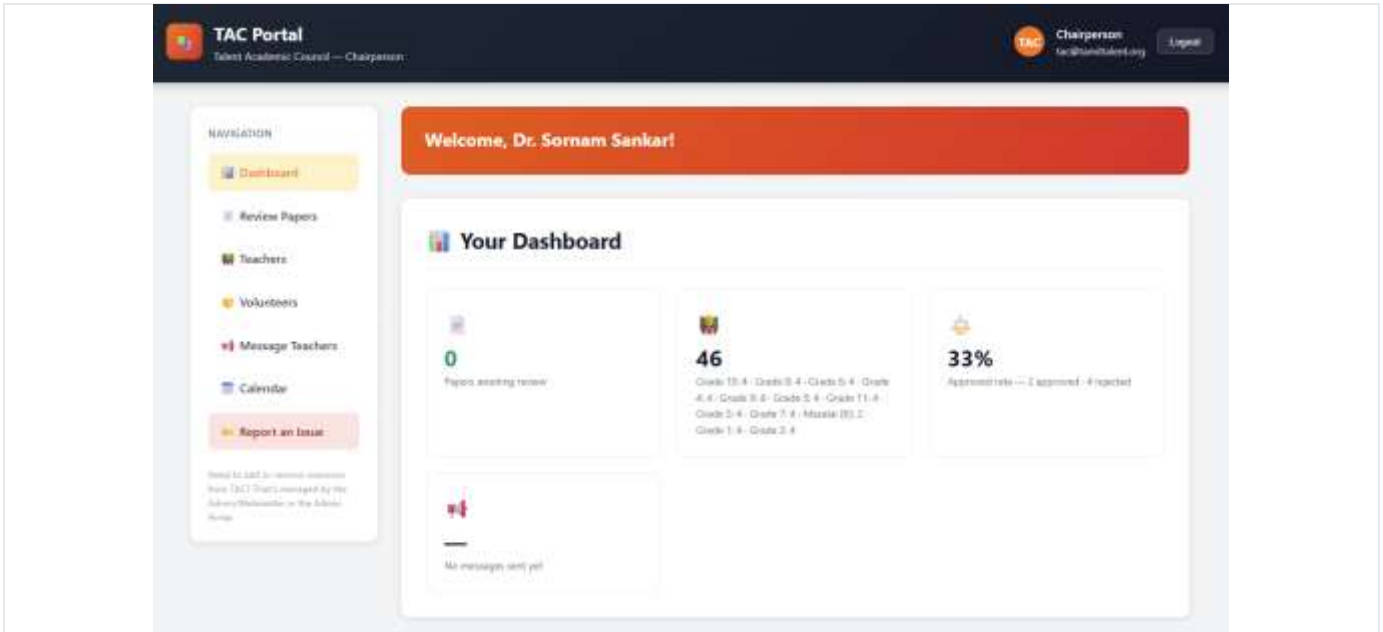


1. Go to TAC Portal and click "Create your TAC account".
2. Enter the exact email on file, choose a password.
3. Next time, sign in normally with the same credentials.



2. Your Dashboard

Shows Review Papers awaiting attention, your Teachers count broken down by Nilai level, your Approved/Rejected ratio this term, and read-rate on your most recent broadcast. Every tile is clickable — it jumps straight to the relevant tab.

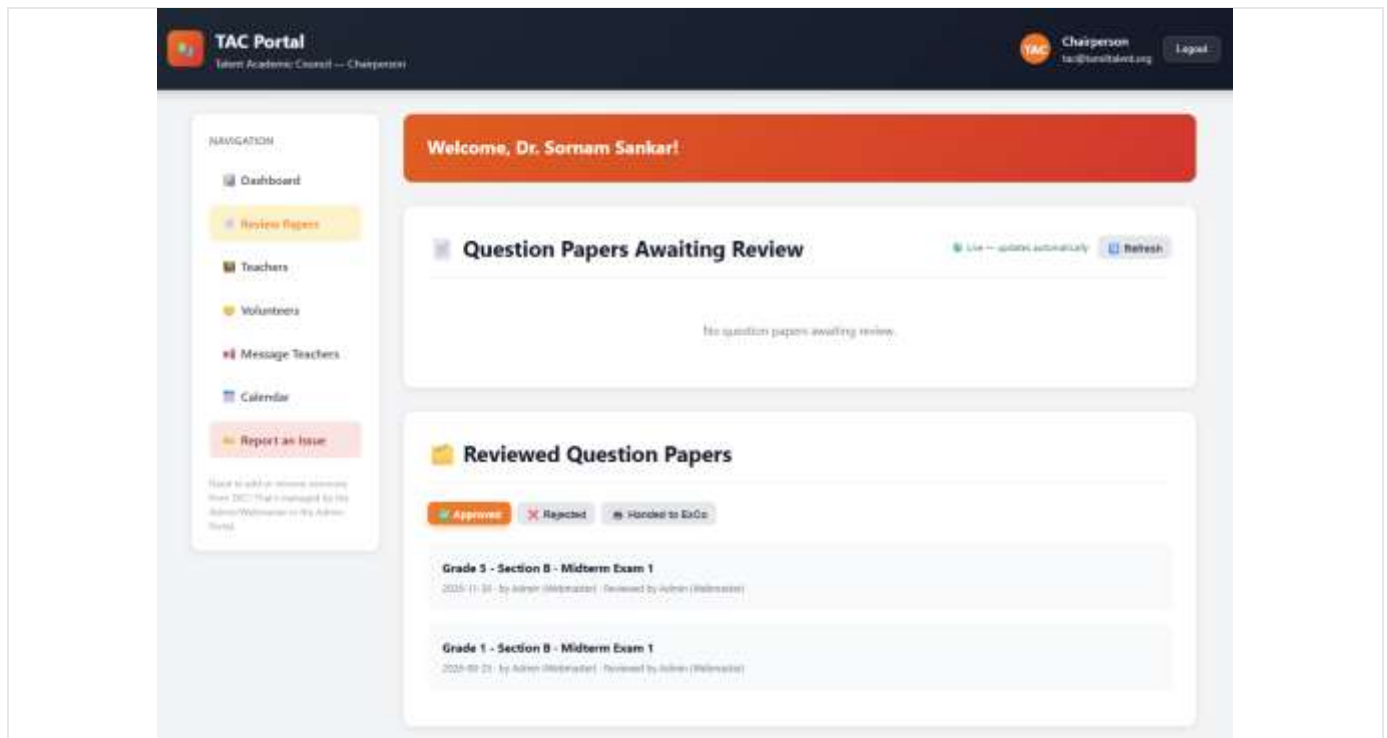


3. Review Papers

This is the core of TAC's role — reviewing exam question papers teachers submit before they're sent to ExCo for printing. The queue updates live — a "Live — updates automatically" indicator confirms this, and a Refresh button is there if you ever want to force it.

1. Open the Review Papers queue — every pending submission from any teacher appears here, live.
2. Read through the submission. Leave a comment if changes are needed.
3. Approve or Reject. A rejected paper goes back to the teacher, who can revise and resubmit through the same process — the teacher sees this update immediately on their side, no refresh needed.
4. Once approved, the teacher sends it on to ExCo for printing themselves — that step isn't something TAC does.

Below the active queue, Reviewed Question Papers keeps a full archive, split into three tabs: Approved, Rejected, and Handed to ExCo (meaning the teacher has already sent it on for printing).



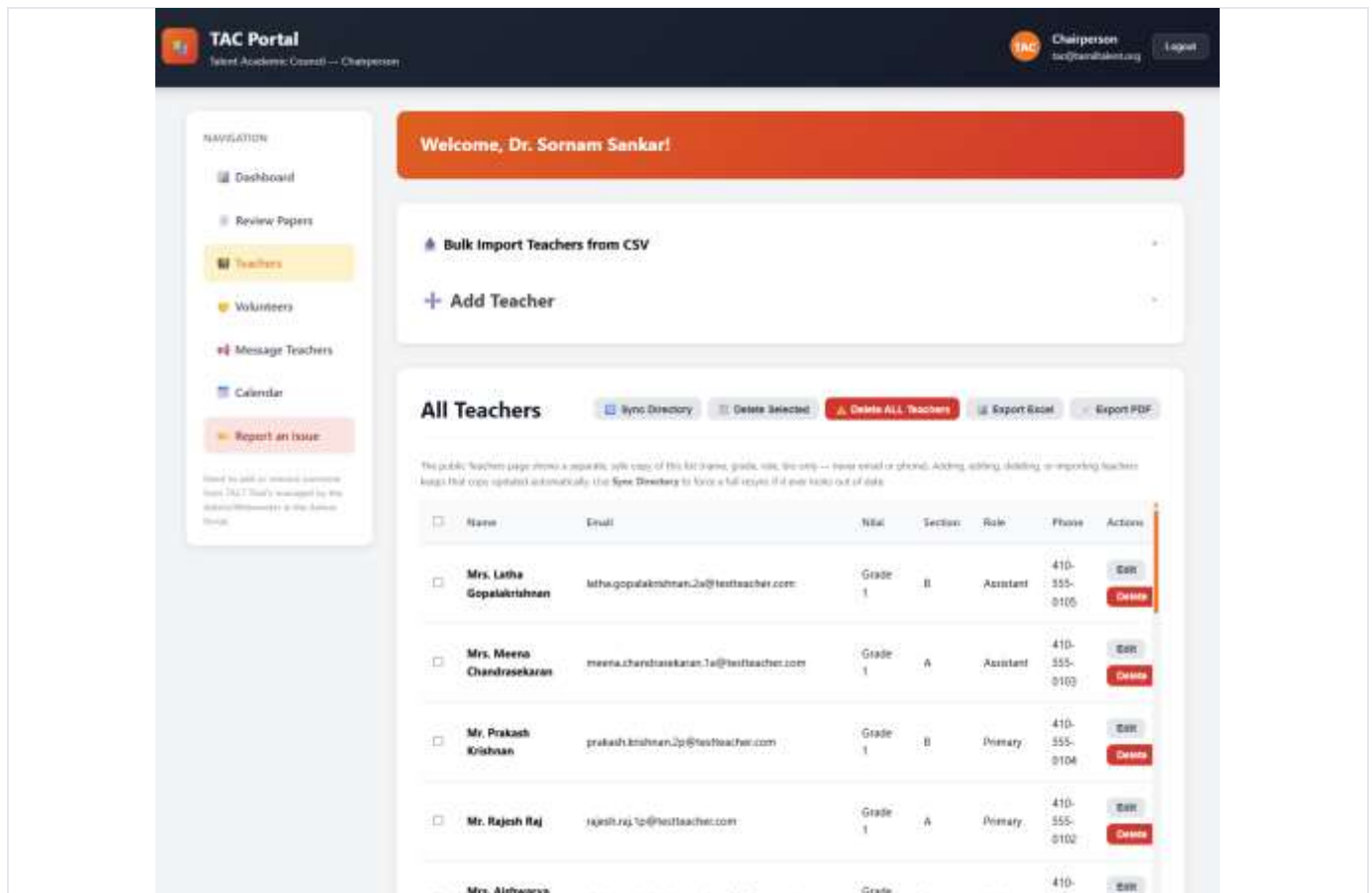
4. Teachers

TAC manages the Teachers list — adding new teachers, editing existing ones, and assigning each to their Tamil Class Nilai/section.

1. Add a teacher one at a time using the form, or use CSV bulk import for multiple at once — download the template first to see the exact columns needed. Both sections are collapsed by default, click to expand.
2. Set each teacher's Nilai, Section, and Role (Primary or Assistant).
3. After adding a teacher here, they still need to create their own sign-in account separately, using this exact same email — that happens on Teacher Portal, not here.

The public Teachers page shows a separate, safe copy of this list — name, Nilai, role, and bio only, never email or phone. This stays in sync automatically whenever you add, edit, delete, or import teachers; use "Sync Directory" if it ever looks out of date.

- Export Excel / Export PDF are available on the All Teachers table for your own records.



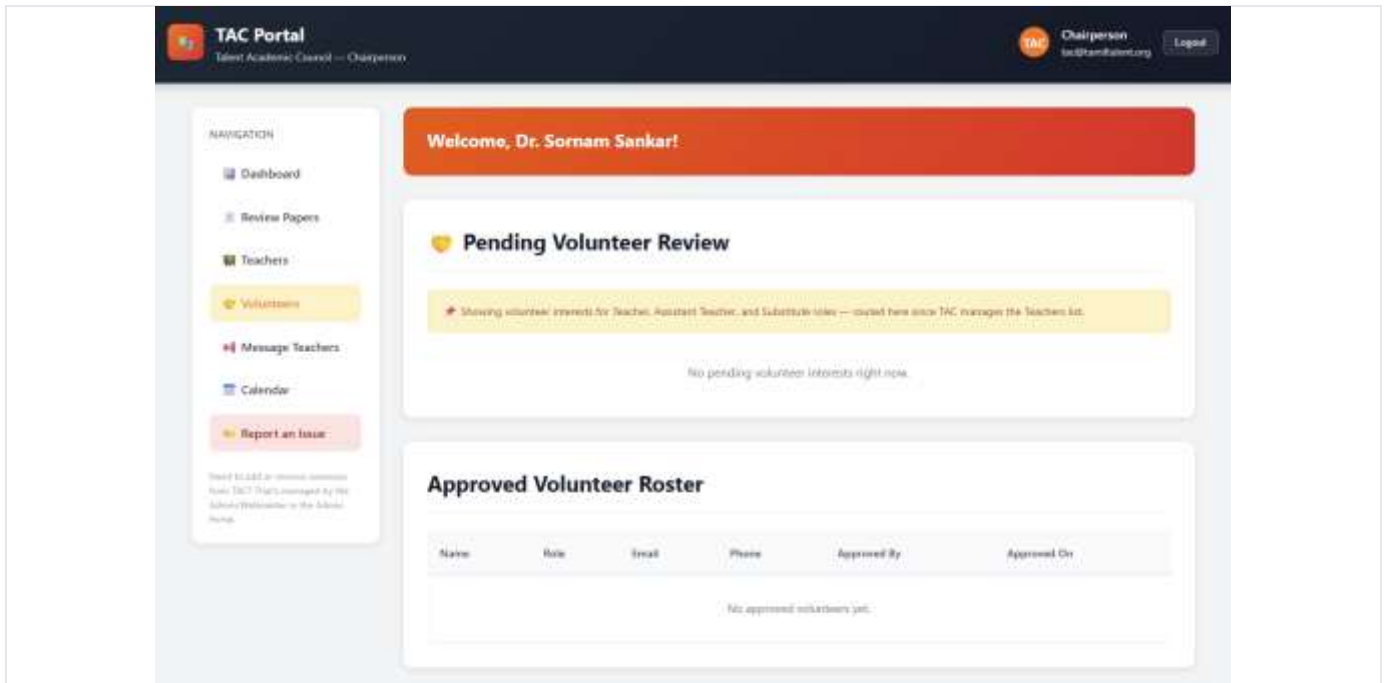
5. Volunteers

When someone expresses interest in volunteering as a Teacher, Assistant Teacher, or Substitute, their request routes here — since TAC already manages the Teachers list, reviewing these went with it.

Only the TAC Chairperson sees and acts on this queue — not every TAC member. If you're a regular Member and this looks empty, that's expected.

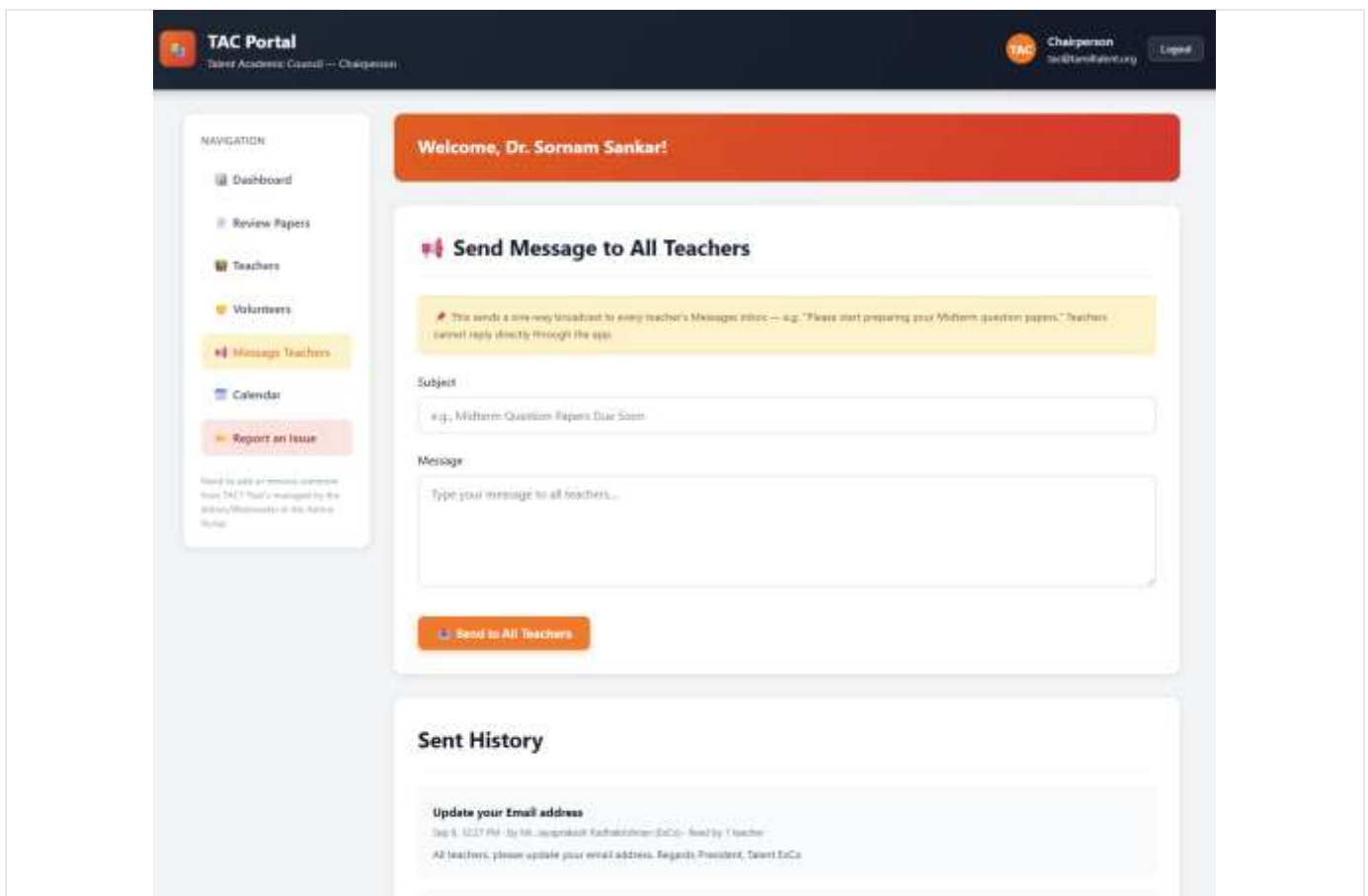
1. Review pending requests — Approve or Reject each one.
2. Approving creates a consent requirement for that person automatically. If they submitted without a Parent Portal account, you'll be prompted with a link to copy and email them directly — this doesn't happen automatically.

Being approved as a volunteer here is a separate step from actually becoming a Teacher record — you'll still add them deliberately through the Teachers screen (Section 4) once they're ready, the same as anyone else.



6. Message Teachers

Send a one-way broadcast to every teacher, with a sent history showing how many teachers have read it.



7. Calendar

Shows General (public), Teacher, and TAC events together, in one place — but you can only add or edit TAC's own events (your own council's meetings, exam scheduling sessions, and similar). General and Teacher events are ExCo's to manage.

1. Filter chips (All / General / Teacher / TAC) narrow the list.
2. "➕ Add TAC Event" creates a new one; click Edit on any TAC-category event to change or delete it — events in the other two categories show no Edit option here.

8. Change Password

Click "🔑 Change Password" next to Logout, in the header. Enter your current password once (to confirm it's really you) and your new password twice, then save.

9. Report an Issue

The window has two tabs:

- Submit New — choose a category, describe the issue, and submit.
- My Tickets — every ticket you've submitted, with its current status. Click one open to see the full description and any comments from Admin, and reply directly from there — your reply lands in the same conversation Admin sees, so it's a genuine back-and-forth.

⚠️ Known Limitations (as of this testing round)

These are known, not bugs — no need to report them unless something behaves differently than described here.

- PDF attachments for exam paper submissions are built but disabled, pending a board decision on the Firebase Blaze plan — text-only submissions work normally.
- Teacher reassignment at the start of each year is manual, done through the Edit screen here — there's no bulk "reassign all teachers" action yet.