

Teacher Instructions (English)

OŠ Toneta Čufarja Jesenice

👋 Hello, colleagues!

This app lets you reserve rooms (computer lab, ship, home economics classroom, and tablets) and schedule written tests. This guide is short and to the point — the screenshots will help you figure everything out in no time. 😊



Teacher Instructions — OŠ Toneta Čufarja Jesenice

1. How to access the app?

Go to [the app](#). To get a password, click **Forgot password?** and enter your **school email address** (@guest.arnes.si). You will shortly receive an email from `os-toneta.cufarja-jesenice@guest.arnes.si`.

If the email doesn't arrive, let the administrator know — they will check if your email address is correctly entered in the database (your message should include your correct email address).

Pozdravljeni Matej Čušin,

Prejeli smo zahtevo za ponastavitev gesla.

Za ponastavitev gesla kliknite na spodnjo povezavo:

[http://ostc-app.org/auth/reset-password?](http://ostc-app.org/auth/reset-password?token=4t38SOI6tcBTzgyTROYJvcYxnc6ROUarTt05Gsi66A&email=matej.cusin2@guest.arnes.si)

[token=4t38SOI6tcBTzgyTROYJvcYxnc6ROUarTt05Gsi66A&email=matej.cusin2@guest.arnes.si](http://ostc-app.org/auth/reset-password?token=4t38SOI6tcBTzgyTROYJvcYxnc6ROUarTt05Gsi66A&email=matej.cusin2@guest.arnes.si)

Če niste zahtevali ponastavitve gesla, to sporočilo ignorirajte.

Lep pozdrav,

Šolski App

2. Setting up your password

Click the link in the email and set a new password.

Your password must have: -  At least **5 characters** -  At least **one lowercase letter** -  At least **one UPPERCASE letter** -  At least **one number**

 **Example:** `Sola2025` — easy to remember, secure enough.

3. Logging in

Once you've set your password, log in:

Field	Enter
Username	Your school email address
Password	The password you just set

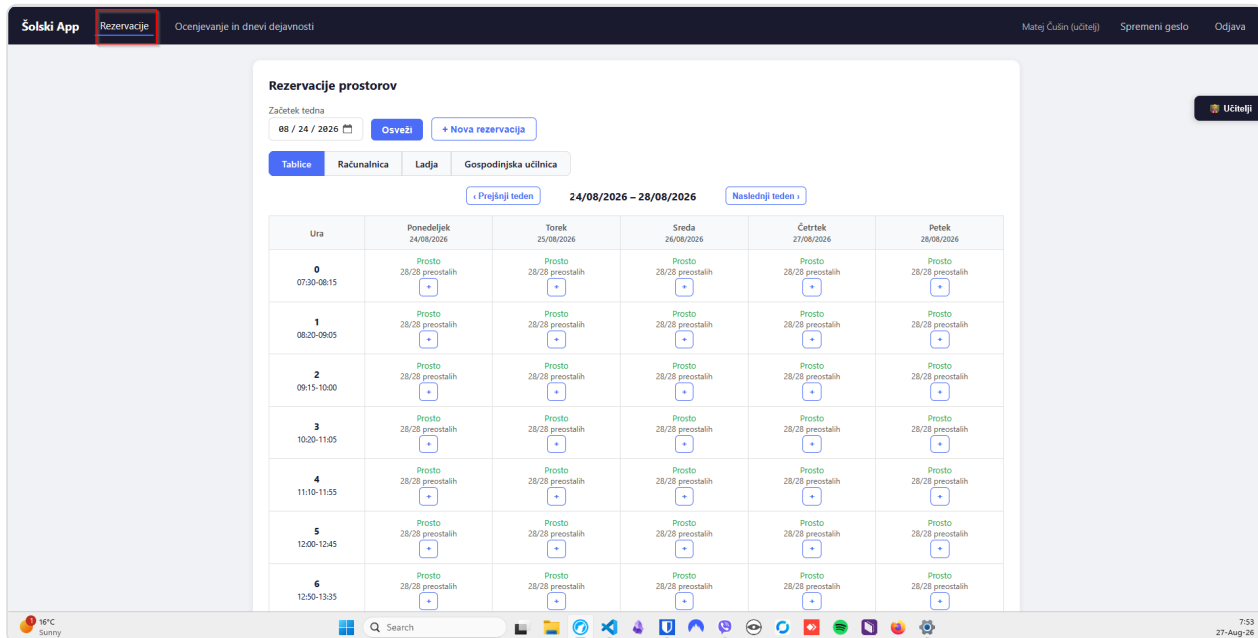
 If login doesn't work, try resetting your password a few times first. Only contact the administrator if the issue persists.

After a successful login, the **Reservations** page opens.

4. Reservations

There are **4 different rooms** available:

Room	How it works
 Computer lab	Only one reservation per slot
 Ship	Only one reservation per slot
 Tablets	Multiple teachers can reserve at the same time — max 28 tablets total
 Home economics classroom	Only one reservation per slot



Rezervacije prostorov

Začetek tedna: 08 / 24 / 2026

[Osveži](#) [+ Nova rezervacija](#)

[Tablice](#) [Računalnica](#) [Ladja](#) [Gospodinjstva učilnica](#)

[Prejini teden](#) **24/08/2026 – 28/08/2026** [Naslednji teden](#)

Ura	Ponedeljek 24/08/2026	Torek 25/08/2026	Sreda 26/08/2026	Četrtek 27/08/2026	Petek 28/08/2026
0 07:30-08:15	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
1 08:20-09:05	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
2 09:15-10:00	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
3 10:20-11:05	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
4 11:10-11:55	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
5 12:00-12:45	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +
6 12:50-13:35	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +	Prosto 28/28 preostalih +

You can make reservations in **2 ways**:

Method 1 — click the **+ button in the table:** The date is automatically set to the one you clicked on (you can also change it manually).

Method 2 — click the **New reservation button:** Fill in all the details in the window that opens.

Nova rezervacija

Prostor

tablice

Datum

06 / 08 / 2026

Ura

0: 07:30-08:15

Število tablic

1

Prekliči

Shrani

In this window, select the **Room** from the dropdown menu. The time slots follow the school schedule's last triad. For the **Computer lab**, **Home economics classroom** and **Ship**, that's all you need. For **Tablets**, you also need to enter the **number of tablets**. Each field shows how many tablets are still available (format `x/28`).

Rezervacija za tablice preklicana – 08.06.2026 09:15-10:00



Od os-toneta.cufarja-jesenice@guest.arnes.si dne 2026-06-10 10:39

 Podrobnosti
 Glave sporočil

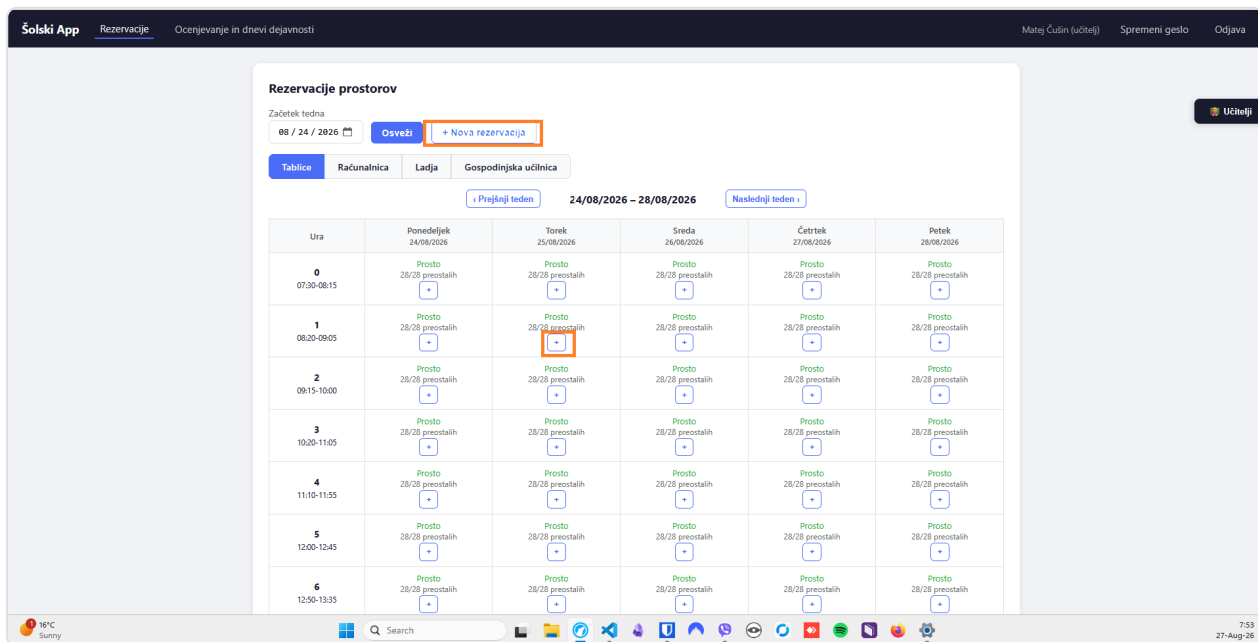
Pozdravljeni,

vaša rezervacija za ****tablice**** na dan 08.06.2026 ob 09:15-10:00 je bila preklicana, ker je Admin OŠ ustvaril(a) serijsko rezervacijo, ki pokriva ta termin.

Lep pozdrav,
Šolski App

 **Note:** If tablets for a specific slot are already partially reserved, you cannot use the `+` button — use the **New reservation** button instead.

Deleting a reservation: Management can delete **any** reservation, while teachers can only delete **their own**. Management also has 2 additional ways to create reservations. If you already have a reservation for that slot, it will be cancelled (except for tablets, as long as the total isn't exceeded).



5. Assessments

You can schedule assessments in **2 ways**:

Method 1 — click on the desired date in the calendar: Only works if that date isn't marked as an **activity day** for any class. The date is set to the one you clicked on.

Method 2 — click the **New assessment button:** Select the class and date manually.

Rules automatically checked by the system (for grades 1 through 7):

Rule	Description
 Max 1 test per day	No class can take more than one test on the same day
 Max 2 regular tests per week	Retakes don't count toward this limit
 Max 3 assessments total per week	Including retakes
 Retakes allow a 3rd test	But three consecutive days with tests are not allowed

Ocenjevanje za 8.č na dan 22.06.2026 prestavljeno



Od os-toneta.cufarja-jesenice@guest.arnes.si dne 2026-06-10 10:56

 [Podrobnosti](#)  [Glave sporočil](#)

Pozdravljeni,

dne 22.06.2026 ima razred 8.č dejavnost, zato boste morali izbrati nov datum.

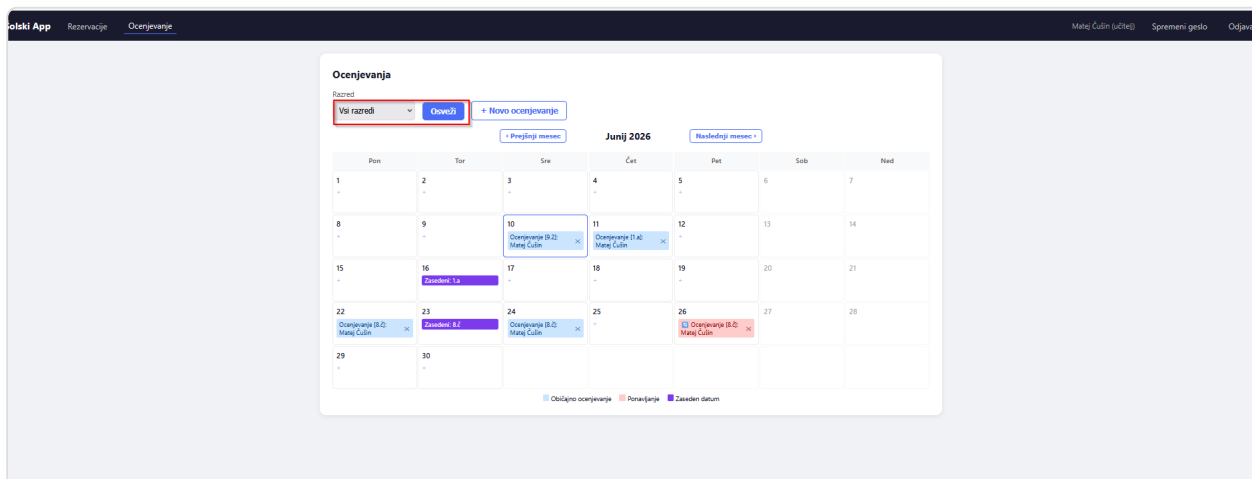
Aplikacija za ocenjevanje.

 For **grades 8 and 9** (group-class labels combining letters and numbers, where the numbers represent groups), the system does not check these rules automatically. Teachers must ensure the rules are followed based on which students are in which group and class.

The window also has a **Retake** checkbox — when checked, the rules change slightly (a 3rd test per week becomes allowed).

6. Activity days

Management can mark certain dates as **activity days** (e.g. sports day). If you already had an assessment scheduled for that day, you will receive an automatic email notification.



The assessment page also has a **filter dropdown**: Select a specific class or — for grades 8 and 9 — an entire cohort. Filters help you see which days are still available for testing.



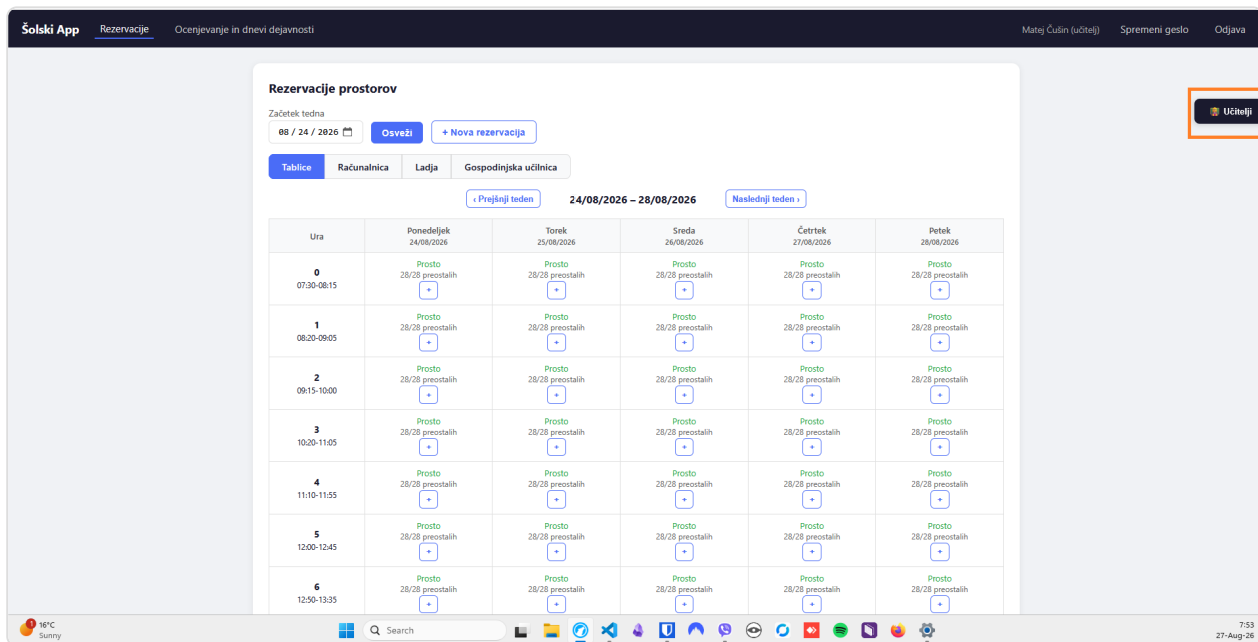
Note: After selecting a filter, click the **Refresh** button to see the updated data.

7. Changing your password

1. In the menu, click **Change password**
2. Enter your **current password**
3. Enter your **new password** (follow the rules above)
4. Confirm your new password
5. Click **Change password**

Forgot your password? On the login page click **Forgot password?**, enter your email address and follow the instructions in the email.

8. Accessing these instructions inside the app



On the right side of the **app** there is a **Učitelji** button. When you hover over it with your mouse, these instructions open in a small window that you can scroll through with your mouse. At the bottom of the window there is also a **Download PDF** button, which lets you download the instructions to your computer.

🤗 I hope this app helps make your work easier. All the best!

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