

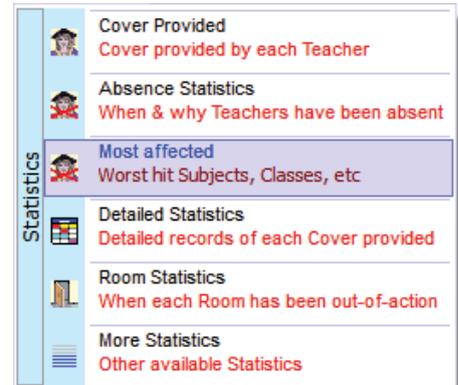
Appendix : New Features in StaffCover 2018

As always, it's a seamless Upgrade, so your existing **StaffCover** data will not be affected. If you haven't yet started the New School Year in **StaffCover**, please see the notes on page 4.

Statistics

The Statistics Menu

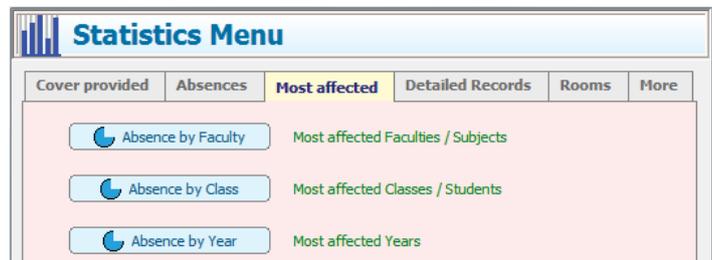
This is now arranged in a clearer way, so that similar items are grouped together:



'Most affected' Classes

This is a useful new feature, to help you analyse the effect of absences on your students.

It may help you to pre-empt complaints from parents.



Planned v. Unplanned absences

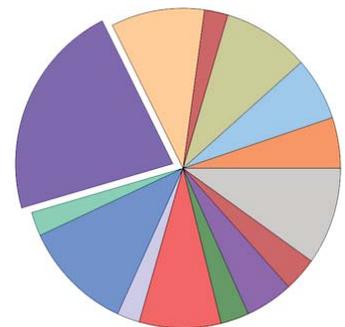
You can now see how many of your absences are planned (eg. a course) or unplanned (eg. illness).

Go to: Statistics ► Absence Statistics ► Planned v. Unplanned



Enhanced pie-charts

You now have more choice on what to display. You can show raw numbers or percentages.



Reviewing last year's Cover

A school asked: "Is it possible to view absence and cover data from a previous year on the system? I am trying to calculate how many lessons of a certain subject were covered in the last academic year."

You can now do this more easily ... when you move to a New Year (see page 4), a Backup is taken for you and stored in the Auto-Backup Library with a name like 'New Year 2/9/18' (if you did it on 2/9/18). This allows you to look back at last year more easily (by restoring that data).

(See also the section on Backup & Restore on the next page.)

continued...

Notify that Cover is revoked / not needed

Sometimes you may have a situation like this: *“We have a member of staff who was ill and not coming to school today and I have covered all her lessons. However, she has recovered overnight so she has arrived in school after all. I’d like to email / notify the people who were told to cover her, that they are no longer required. (In our school this happens more frequently than you might think.)”*

On the Cover Display <Shift-F8> screen, you can now right-click on any person providing cover, and choose ‘Revoke (cancel) this Cover’ : This opens your default email client, with a prepared message to the covering teacher’s email address. Make any changes you wish to make, or just press ‘Send’.



Improvements to Backup & Restore

If you move your data between computers at home and at school, and/or have more than one computer at school ... then you may want to see more than simply the last location you backed-up to (or restored from).

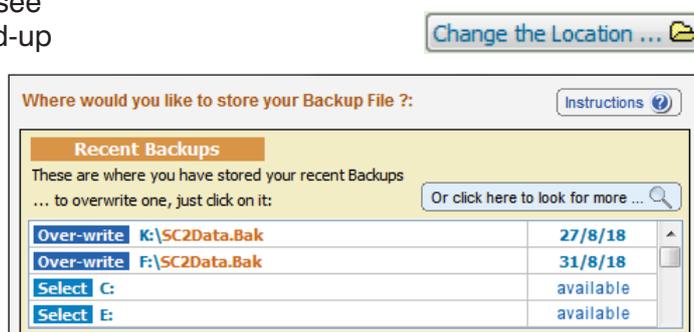
Now, if you click on [Change the Location](#) (on either the ‘SC-Backup’ or ‘SC-Restore’ screens), then you are shown more options than before:

You are shown the last 4 Backups you took. Just click on one to select it.

If Restoring, this Backup file will be restored.

If Backing-up (as shown here), the file will be overwritten with your latest data.

Note: if the Backup file no longer exists, for some reason, then you are told ‘(not found)’ and a white-on-red cross is shown.



‘Alternative Curriculum’ classes

The timetable imported from **TimeTabler** may now include lessons which are not in any specific year – rather they are part of the ‘Alternative Curriculum’.

For more details and some examples, see the article in the KnowledgeBase at:

<http://timetabler.helpserve.com/Knowledgebase/Article/View/280/0/alternative-curriculum>

(There are 50 other articles about **StaffCover** in the KnowledgeBase, that you may find helpful. Use the Search box to find the topic you want.)



- Alternative Curriculum Classes:

They just appear in the same year that they were entered in **TimeTabler**, so usually that will be Year 14. They are not marked in any other special way, as they are still groups that may need covering.

- Teachers:

If any of these Alternative Curriculum groups does not require a teacher, then the ‘no-teacher’ codes used in **TimeTabler** for these groups, will just appear as those same teachers in **StaffCover**, but will start “SUSPENDED”. ie. they will typically be called ‘xxa’, ‘xxb’, etc., as in **TimeTabler** and can just be ignored in **StaffCover**.

continued...

Rooms

You can now mark a room as 'Not to be used for displaced classes' (eg. the swimming pool!). To do this, go to Room Overview ➡ List of Rooms. Click on the right-most 'Suitable?' column, to change 'Yes' to 'No':

Initials	Name	Suitable?
P3	1	Yes
Pool	2	No
PE 1	2	Yes
PE2	2	Yes

It will then not be chosen as a 'Move to' room, when you calculate room changes.

You can say that a specific Room is out of action not only for one date, but all year round.

eg. "Room 4 will be busy/unavailable every Thursday, periods 3-4".

To do this, go to Room Overview ➡ Room Diary Screen:

For more details click on the blue  button.

Days: Thursday 

 Confirm

Previously: when you marked a Room as 'out of action' and moved the class to a new room, this change didn't show on the <F5/F8> (calculate cover) screens, so it was possible to move another class into the same room as it still appeared free. This is improved now: you are shown that a lesson has been 'moved here:' to this room already.

If you Suspend a class, the Rooms for its lessons are no longer shown as 'busy' on the Cover Display <F8> screen – they are shown as free instead, and you can move a covered class there if you wish.

Extra Classes & Rooms

Sometimes you may need more **Classes** in **StaffCover** than the timetabler needed in **TimeTabler**.

So now you can 'Add a Class' on the Customize Menu.

Rooms. To add a Room go to Room Overview ➡ List of Rooms ➡ Add a New Room, or go to: Customize Overview ➡ Basic Data ➡ List of Rooms ➡ Add a New Room.

Notes

In previous versions of **StaffCover** you could choose to add 'Class Notes' or 'Lesson Notes' (using the Notes button on the Locate a Class Screen).



You can now choose to show these 'Class Notes' or 'Lesson Notes':

- on your 'Cover Timetable', and/or
- on your 'Cover Slips'.

Just tick 'Show Class Notes' on either of those screens.

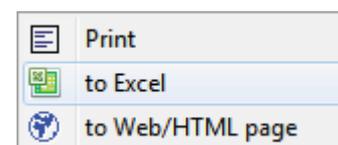
Notes on Pre-bookings

Any notes that you add to a future Cover, are now stored in your pre-bookings, and remembered for when that day arrives.

Printing from the input screens

On each of the <F1>, <F2>, <F3>, <F4> entry screens (for example, <F4> = Absent Teachers), the Printout has been improved:

- the school name, day & date now appears on the printout, and
- there are now also the options to export to Excel or HTML



continued...

Other new features:

Suspended Classes:

if a teacher's class is suspended, and he or she covers another class, you can now choose to credit them with **half** a period, if you wish.

This is done at: Customize \Rightarrow Teachers of suspended classes. Credit teacher only with half-period Cover

Some new features that were added during the year into *StaffCover 2017*, that you may not have noticed:

1. An 'Auto-lock' feature was added:
if you tick 'Cover \Rightarrow Auto-lock' (on the top menu) then the 'Lock' <F8> feature will be turned-on for you automatically, whenever you close the Cover Review screen (for example, after making some swaps) or after (re)calculating the Cover <F5>.
2. Cover Display Screen <F5> and Review Screen <Shift-F8> :
You can now choose to display Special Locations as 'M' for Meetings, on the teacher pop-up screen:
Enable it via: Style \Rightarrow Lesson Detail \Rightarrow Show Special Location as 'M'eting.

Also: there are now extra choices at Style \Rightarrow Absent Teacher names.
3. Cover Display Screen <F5> and Review Screen <Shift-F8> :
It now goes orange if the weekly limit is broken.

Mrs Jo Smith (JSm)
Free period (pp: 2)

Role: **Standard Teacher**
Cover loading: **20**
Main subject: **En**
Timetable: **TPCMPF**

To start the new school year in *StaffCover* please see :

1--Section C of the *StaffCover Handbook*.

You can download a copy from www.timetabler.com/StaffCover-Bklt.pdf

and/or:

2--The KnowledgeBase article at:

<http://timetabler.helpserve.com/Knowledgebase/Article/View/251/9/loading-a-new-timetable-into-staffcover>

and/or:

3--The 4 HelpScreens in the program, beginning with the one titled "Initialising StaffCover" [you can find them using the 'Contents' tab or the 'Index' tab].

If need be, you can start the school year with one version of *StaffCover* (its licence does not expire until the end of September) ...and then Upgrade seamlessly to the next *StaffCover* when you have received it, with the new features. The Upgrade will not affect your data or statistics at all.