

# Appendix : New Features in *StaffCover 2022*

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 2.

## Room Timetables

You can now see what lessons are being taught 'today' in each Room, by clicking on 'Room Timetables' (on the left-hand menu under 'Locate'):

[> Room timetables](#)

This takes you to a new screen, which is similar to the 'Locate Teacher' and 'Locate Class' screens:

Status:	T	C	C	C	C	T
Period:	period 1	period 2	period 3	period 4	period 5	period 6
Timetabled:	10EF	cov	cov	cov	cov	11EF
Teacher:	WO	JWi	JHa	SG	AHa	JM
Subject:	Bus.St	cov	cov	cov	cov	Maths
Covering:		10E	10EF	10EF	11ABCD	
Room:		U1	U1	U1	U1	
Subject:		PSE	Maths	Maths	Maths	
For:		FHi	FHi	FHi	FHi	

If a lesson has been moved to a new room, that lesson appears in the new room's timetable above.

## Room Notes

On the new Room Timetable Screen (see above), you can now optionally store some notes against each/any room. Eg. you might store how big the room is, to help you with room swaps.

- To add or edit a Room's Notes, on the screen above click here:
  - If you add notes to a Room, you will then see those notes on the <F5> Cover Display Screen, if you hover your mouse over a 'Class' cell. For example:
  - They are also shown at Room Overview Room Change Timetable, like this:
- In each case, if you can't see all the information, hover your mouse over the cell.

## Detailed Statistics

On the Detailed Statistics Screen: You can now choose to view just: [Unplanned Absences only](#)

On the same screen, Planned absences are shown in blue, and Unplanned in dark red:

Tuesday	PM reg	Illness
Tuesday	PM reg	family ill
Tuesday	7	interviewing

## Cover not required

If you have several lessons that don't need covering today, you can mark them more quickly on the Cover Display Screen by selecting the lesson, right-click, and choose 'Cover not required'.

continued...

## Lesson Notes : Size of a Group

There is already the feature to add a Note to a Lesson. There are now 2 improvements to this:

a) You can enter the information more quickly by entering a note for **one** of the lessons for a Class, and then clicking 'Add Lesson notes to all Lessons'. To do this, go to the 'Small changes' screen, then tick "Show notes":

Show notes 

b) On the Cover Display Screen, you can choose to show the notes at 'Style  $\Rightarrow$  Lesson detail  $\Rightarrow$  Class + Subject + Room + Note'. They then appear against each lesson that may need covering. Eg. the notes for this lesson are '12':

10AB Hist U9 . (12).
Afr

A possible use: if you simply enter a number in the Lesson Note, then you can use this to represent the number of students (eg. 12 above) in that group, which may help when moving to another room.

## Special Locations

Activities scheduled as Special Locations (in **TimeTabler**) are not normally Covered. But occasionally a Special Location does need Covering if the teacher is away. Examples of Special Locations where you may wish to do this are: 'Duty' or 'Support Base'. You can now handle this in StaffCover by:

i) At Customize Overview  $\Rightarrow$  Basic Data  $\Rightarrow$  List of Classes, add an extra ('dummy') class that will be used to represent the Special Location. For example:

Name:   
Printing Name:

ii) Then go to Customize  $\Rightarrow$  Changes  $\Rightarrow$  Make a small change, click on the Global change button, and select 'Global change SpecLoc to Class'. Pick the Special Location you wish to change, and the new Class you want to move its lessons to (eg. Duty). When you click Apply it does a global conversion of that specific Special Location to that specific class.

That class will now be covered if its teacher is away.

## Features that were added into StaffCover since the 2021 release:

1. Review Screen: you can now choose to turn-off one of the warnings, at 'Style  $\Rightarrow$  Warn about swapping Special Locations' (it's on by default).
2. On the Teacher Details Screen, if you choose sex = 'blank', the title is now 'N'ot specified.
3. New Support Centre: links have been updated to point to new Support Centre, not the old one.

**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](http://www.timetabler.com/StaffCover-Bklt.pdf)

and/or:

2-- The KnowledgeBase article via the Search button:

loading new staffcover

Search

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 via the Help button].

End of year  
To start a new year

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.