

# New Features in StaffCover 2025

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 3.

## Supply Teachers Providing Cover

If you have supply teachers offering cover today, you may wish any individual supply teacher to try to group together his/her covering periods, and not (if possible) leave gaps.

To help with this, the existing **Aware** feature (which looks for possible problems): **Be aware OFF**

... now has an extra check: **Isolated Supply**

... which tells you if a supply teacher is offering an 'isolated' period of cover, and shows you where.  
An 'isolated' period is one where the supply teacher is not being used to cover in the period before or after that period.

For example:

Mrs Robinson is a supply teacher covering three periods in the day, but they are not three contiguous periods. So you may (if you are paying her by the hour, for example) wish to swap her cover around, or find someone else to cover that isolated period.

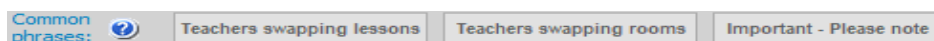
	1 9.00--9.40	2 9.40--10.20	3 10.40--11.20	4 11.20--12.00	5 1.00--1.40
E1 Maths Exam in Hall	-	E	E	E	-
	-	S.GHEITH	H.KIRBY	Mrs Robinson*	-
JC P J. CLARKE History	10AB Hist in room U9	11AB Hist in room U9	7G Hist in room L23	-	11EF Hist in room U15
	Mrs Robinson*	A.JOHNSON	Mrs Robinson*	-	T.O'BRIEN

## Additional Notes

The existing Additional Notes feature has been expanded to prompt / help you to add common notes, for example, Teachers A and B are swapping lessons in Period P today.

Go to **Today** ➡ **Additional Notes: Add or View**

There are now extra buttons to quickly add a common note:



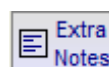
Go to **Today** ➡ **Specific Date Notes**

There are the same extra buttons for common notes.

## Room Swaps

You can now denote this more quickly using the common phrases described above.

There is also an extra button on the **Master Cover Timetable** screen which links to a KnowledgeBase Article giving you further information on how you can add notes:

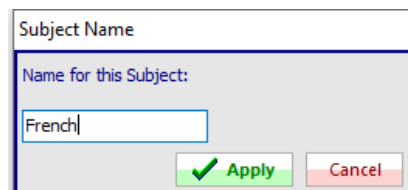


continued...

## Subject Names

Subject names (and abbreviations) can now be edited, if you want to use a different name is **StaffCover** than that which is used in **TimeTabler**.

Go to **Customize** ➡ **Classes, Subjects & Rooms** ➡ **View, Add or Rename Subject** and click on the name (or abbreviation) of the subject you wish to edit:






## Joined / Merged Classes in XML export [used in Malta, for example]

We already have a feature for joining two lessons/classes together, as shown in the [2024 New Features](#) document.

### How to join / merge three groups:

WT, ST, and JC are all absent. Looking at period 3, DKe is covering for JC but is also going to cover for WT and ST, and all three groups are going to move to ST's room:

 WT U J. WAINWRIGHT	-	-	10ABCD
	-	-	??
 ST U S. TAYLOR	9B	-	10ABCD
	JR	-	??
 JC P J. CLARKE	10AB	11AB	7G
	S1	S1	DKe

- For ST ... you don't need to do anything as the other groups are moving to this room ... just make a note of the room that his lesson in period 3 is in ... it is room U7.
- For JC ... go into **'Edit Notes or Room'** and say that **DKe** will **Take the class to this room: U7**
- For WT ... go into **'Edit Notes or Room'** and say that **'no-one'** (because there is no covering teacher) will **Take the class to this room: U7**

When you then go to **Export** ➡ **to XML for third-parties**, you get the following in your export file. The lines in **green** show that DKe is covering for all 3 groups of students at the same time.

```
<Cover>
  <period>3</period>
  <absentteacher>WT</absentteacher>
  <reason>Illness</reason>
  <desc>"10ABCD English in room U12"</desc>
  <ttclass>"10ABCD"</ttclass>
  <notes>"Please take class to room U7"</notes>
  <newroom>U7</newroom>
  <status>C</status>
  <coveredby>DKe</coveredby>
  <coveredbytype>T</coveredbytype>
  <moving>Y</moving>
</Cover>
```

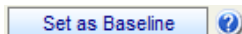
The lines saying **<moving>Y</moving>** show that DKe is moving to cover these students, as well as the students he is shown to be covering directly in **StaffCover**.

If you are in Malta and use **MySchool** as your school system, then it will import this file.

continued...

## Miscellaneous

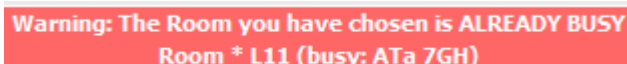
a) **Cover Review screen:** when you hover over an Absent Teacher, it will now show whether their absence is Planned or Unplanned:



b) **Cover Review screen:** the 'Edit Notes or Room' screen gives extra information if you select a busy room under **Take the class to this room:**



c) **Master Cover Timetable screen:** now provides more information on how the Baseline feature works. Just click on the ? here:



d) **Master Cover Timetable screen:** the **Set as Baseline** feature now presents the extra option to undo an existing Baseline. If you want to stop any **[\*\*UPDATED\*\*]** messages from showing ... click **No** when asked the question:



Set the Baseline

This will set your Cover Baseline for today - choose an option:

Yes - set the Baseline now

No - unset/undo any existing Baseline

Cancel - just return to the Cover Timetable.



e) **My Private Notes:** You already have the ability to keep private notes about arrangements and agreements within your school, but now they are more readily available by any of the following routes:

At **File** ➡ **My private notes**

At **Today** ➡ **My private notes**

The **My notes** button on the **Cover Review (Sh-F8)** screen

The **Private Notes** button on the **Master Cover Timetable** screen

These notes are not public and do not appear on any cover timetables, cover slips, etc.

### To start the New school year in StaffCover please see:

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

You can download a copy from <https://www.timetabler.com/StaffCover-Bklt.pdf>  
and / or:

2-- The KnowledgeBase article via the Search button:

Loading new StaffCover

Search

and / or:

3-- The four HelpScreens in the program, beginning with the one titled 'Initialising StaffCover'  
[you can find them using the Content tab or the Index tab via a Help button].

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.