StaffCover

for Windows™

A computer program by Chris Johnson to do your daily cover for you !

Helpline Support & Advice:

24/7 Support Centre: Click on [Support Centre] on the opening screen
Chris Johnson, Keith Johnson & the rest of the team

Contact information: **www.timetabler.com/contact-us**

Pre-sales queries ask@timetabler.com

News for Users **www.timetabler.com/new**

Further information **www.timetabler.com**

Contents

Only the main sub-sections are listed here.

Support and Advice

Help & Support Centre

StaffCover (like *TimeTabler* and *Options*) is fully supported by expert HelpLine Support and Advice, both during the Tutorial and at any subsequent stage of using the program in your school.

Click on **Support Centre** (while you are connected to the internet, and in the full version of the program) to get direct access to the **24/7 Help & Support Centre**.

It includes an extensive **Knowledge Base** with Answers to all the typical questions you may have. You can Browse the Knowledge Base or **enter key words in the Search box**.

There is also a **Download Library** with articles and 'white papers' on aspects of timetabling.

For specific questions that are not answered by the KnowledgeBase, you can submit a 'Ticket' to our export staff for a detailed answer.
To get more details, at the bottom-right of the screen click on: **How to use this Support Centre**

The KnowledgeBase articles and email replies to tickets are provided by Chris Johnson, Chris Knights-Branch and Keith Johnson, supplemented by other expert Timetabling Associates during busy periods. Chris, Chris and Keith have over 90 years of timetabling experience between them, and have run many courses.
Keith wrote the standard book on UK school timetabling, '*The Timetabler's CookBook*'.

HelpMovies

In the Support Centre there are HelpMovies for you to view and so learn about the software.
The Support Centre is available if you are on-line, from the opening screen of the full version.

Web-site: `www.timetabler.com`   or   `www.timetabler.co.uk`

In addition to the Help & Support Centre, there is also general timetabling advice on the web-site, particularly for people who are new to timetabling.
The web-site includes:

* free INSET training packs on timetabling in general, (the Combing Chart, Conflict Matrix, etc),
* free downloads of the Tutorial Packs for *TimeTabler* and *Options*.

Please ensure you register your e-mail address with us to receive news of Upgrades & new features.

(The web-site also includes free Physics materials and details of the readability of school science text-books.)

HelpScreens

Throughout *StaffCover* and the other programs there are interactive HelpScreens:

* On any screen in the program, click on the **Help** button. **? Help**
  You will see another picture of the same screen.
  On this image, *click with your mouse* on any button or part of the screen.
  An explanation of that item is then shown to you, usually with more detail than this Handbook.

* Choose Help on the top Menu bar, and then choose **Help Topics**.
  Then click on any of the book or page symbols to read details about *StaffCover*.

* While on any Help page, you can click on the ◁ ▷ buttons to see the previous or next page.
  You can do this repeatedly to read the entire Help documentation.

* Click on the **Index** button to search for information.

Introduction

Arranging the daily Cover for absent colleagues can be a tedious and thankless task. Aside from the repetitious procedure there is also the irritation as late phone-calls tell of impending absence, or staff turn up after two days' absence without warning, at the last minute.

In addition there is the effort of trying to ensure that the Cover is 'fair', which means juggling a large number of factors, often while you are in a hurry.

And then the Head, or a union representative, wants a summary of all the Cover done so far this year!

StaffCover can simplify and streamline all this. As you will see on the next few pages, it not only reduces the daily Cover business to a few mouse-clicks but it can also be fine-tuned and customised to particular features of your school.

Section A begins with an overview of the main features of *StaffCover*, so you can see which features will be most useful to you.

In Section B there is a short Tutorial, using some data provided with *StaffCover*.

Then Section C explains how to install your own timetable data from the *TimeTabler* program.

Section D gives full details of the main screens that you will use each day, while the very useful *Locate* command is described in Section F.

More advanced or less essential features are covered in sections G - J.

More details of the latest new features can be found at : www.timetabler.com/new

HelpScreens are available throughout the program, and advice is also available on our Support Centre, as shown opposite.

Gold-Start Support gives specific guidance and is provided free to new Users, see the details at: https://www.timetabler.com/gold-start

Arranging daily Cover is a necessary part of school administration but it should be done quickly and easily. Modern technology can relieve you of much of this donkey-work, leaving you with more time to apply your human skills and judgement where they are needed. This is the value of *StaffCover*. I hope you enjoy using it.

Chris Johnson

Section A – About *StaffCover*

A1   Overview
StaffCover helps you streamline the daily business of arranging and publishing Cover for absent staff or special events as effectively, quickly and fairly as possible.
StaffCover links directly in to *TimeTabler* - you do not need to type-in your timetable again!

The program is up-and-running within seconds of switching on your computer, and is designed to operate on the minimum number of mouse- or key-presses. All entries are error-checked to help you get fool-proof results (even if you are half-asleep or in a rush due to late phone-calls from absentees).

A2   In outline:

<F1>   Name any teacher who, although in school, is unable to do cover today because of an agreed prior commitment.
For example, an interview with a parent.

<F2>   Name any Special Event needing cover today.
For example, a Maths Exam in the Hall.

<F3>   Name any Supply teachers who are available today.

<F4>   Name the teachers who are absent today and so need covering.

For each of these screens <F1> to <F4> you can enter the information days or months in advance, if you know it.

<F5>   *StaffCover* calculates the Cover Timetable quickly and fairly, and displays it.

- You can swap teachers if you wish (a prioritised list of reserve teachers is displayed for you).
- You can Lock the cover timetable before adding another (late) absentee.
- Special duties which are not part of the teaching timetable can also be added to the cover timetable.
  For example, covering for Playground Yard Duty or Registration.

<F6>   You can print out (or view, or email) the 'master' Cover Timetable for display in the Staff Room or your office.

<F7>   You can print out (or email) individual 'cover-slip' messages to be sent to each teacher who is being asked to do cover today.

<F9>   You can *Locate* any Teacher, whether on a normal timetable or doing cover.

<F10>   You can *Locate* any Class, quickly and easily.

The following sections describe these steps in more detail, and go on to mention some of the other features of *StaffCover*:

A3   **Entering the names of absentees, events, supply teachers and staff unable to cover**

As people report absent, or at any time during the day, you can quickly tell *StaffCover*:

1) If there are staff who, although present, are doing special tasks in their free periods and so are unavailable to do Cover,
2) Which special events need covering (eg. a French Exam),
3) If any supply teachers are available (and, if you wish, whose timetable they should cover),
4) Which staff are absent, and for what part of the day.

These 4 screens are organised to let you enter the details quickly, in as few mouse-clicks or key-presses as possible.

A4   **The Cover is automatically arranged for you**

Having told *StaffCover* about today's situation, simply press the <**F5**> key.

Within a second or two *StaffCover* calculates the 'best' way of covering your absentees, and displays the Cover Timetable on your screen. The layout and colour let you see clearly what the cover arrangements are. More details are given in Section D10.

A5   **Cover weightings**

There are many factors which determine the 'best' cover, each of which has a weighting.
You can use the *StaffCover* default weightings, or you can make a factor more/less important by using *StaffCover*'s easy-to-use customizing features.

Important factors include:

a) Which teachers are free to provide Cover this period, and which are teaching, already covering, unable to cover, or absent ?
b) How much Cover has each teacher already provided so far this year, and this week ?
   Do you want to specify a limit for the maximum Yearly total for each teacher. Or Weekly?
c) How much Cover do we expect of each teacher, compared with his/her colleagues (this varies between part/full-time staff, staff with very few free periods, etc)
d) In a split-site school, which teachers are on 'this' site ?
e) In a single-site school, which teachers prefer to cover lower-school classes, and which prefer upper-school ?
f) Which teachers particularly prefer not to do Cover this particular period ?
g) Who has other duties this period ?
h) Which teachers are already providing Cover today ?
i) Is there a supply teacher available ? If so, is there a particular absent teacher that the supply teacher should cover for ?
j) Is there a teacher available who is from the same faculty as the absentee ? For example, a Science teacher to cover Science, for safety in the lab.
k) If the absentee was due to teach PE or Games, who is available of the same sex ?
l) If the periods are long, would it be better if 2 staff covered the period, one covering the first half of the period, the other the second half ?

   ... and many more, enabling you to fine-tune *StaffCover* to your way of working.

StaffCover provides you with pre-set values for each of the weightings. You can customize the program if you wish, to give a different emphasis. The weighting you apply to each factor is stored and automatically applied each day until you do any further customizing.
You can eliminate some factors entirely, by assigning a weighting of zero. You can ask *StaffCover* to provide an even loading of cover across your staff, or not, as you wish.

A6   Applying Limits

Do you want to specify a maximum Yearly total for the number of periods of cover that each teacher can do (in line with the Workforce Agreement in England & Wales)?
Or a Weekly maximum for each teacher (in line with the McCrone agreement in Scotland)?

A7   Manual Swapping

StaffCover automatically assigns staff for you, but you can easily edit / swap teachers if you wish.
The cover screen shows you a list of your free or 'Reserve' teachers, in priority order (according to the weightings). Choose one of these Reserves, or just manually assign who you want.

A8   Printing and Publishing the Cover Timetable : paper or emails

Press <**F6**> and **StaffCover** will print out a 'master' Cover Timetable summarising all the Cover required today and who is being asked to provide it. This can be pinned to the Noticeboard for all to read. Or at a click of your mouse you can send it out by email to your colleagues.

Press the <**F7**> key and **StaffCover** prints out -- or emails -- individual cover-slips, to go to each teacher who is being asked to cover today - describing when s/he is being asked to cover, where and for whom.
Standard courtesy messages appear on each slip, but you can modify these messages to suit your management style.
You can choose which font you want. For example, a 'hand-writing' font, or a 'type-writer' font like the one shown:

```
Laura Norder High School          Monday 9 September


To:  Mr C.JOHNSON

I would be grateful if you would cover the following:

period 1:  11A  Science  in room U35  (for Mrs G.HALEY)


Thank you


Deputy Head
```


A9   Locking feature

If you have just finished distributing the cover-slips to your staff, when someone reports sick (at the last minute !), you will want to re-calculate your Cover arrangements, but you may not wish to recall all those slips.   In this case, simply press a key to 'Lock' the current state-of-play and then tell **StaffCover** about the latest absentee.   If a solution exists that will not require you to recall the slips, **StaffCover** will find it for you.

A10 Tomorrow's cover

If you wish, you can prepare Tomorrow's Cover in advance, today, to save time in the morning.

A11 Advance Diary (Section E)

If you know in advance that a teacher will be absent at some date in the future, you can enter this fact in the Advance Diary Screen.
You supply the teacher's details and the date on which s/he will be absent. When that day arrives, **StaffCover** will automatically include that teacher in the Cover arrangements.

A12 **LookAhead** (Section E)

If you wish you can look ahead to future days which may be problematical, to decide what Supply staff will be needed. Any entries that you have made in the Advanced Diaries will be automatically included in the calculations.
And then you can 'pre-book' staff to cover these future events and absences.

A13 **Cover Supervisors** (see Appendix 5)

Any member of staff can be designated as a 'Cover Supervisor', for all periods or for specific periods. A Cover Supervisor is used for Cover **before** any 'standard' teachers.

A14 **Special Duties** (Section G)

For special situations -- eg. extra-curricular duties such as lunch duty, playground duty, bus duty, cover for registration, detention, parent's evenings, etc., -- additional cover-slips can be produced.

A15 **Room Changes** (Appendix 7)

The program can arrange, and tell colleagues about, Room Changes (irrespective of cover).
This is useful at Exam time, but also if a Room is out of action for maintenance, etc.

A16 *Locate* **feature** (Section F)

If you or the Office Staff need to locate a particular Class or a Teacher at any time during the school day, *StaffCover* will quickly and easily tell you who is teaching which class and where.

This *Locate* screen automatically includes both the normal timetable **and** the Cover timetable.

A17 **As the year progresses**

Due to changing circumstances, you may wish to alter the general plan behind your Cover provisions. Do you still need all classes covering after the external exams start, or would you like to 'suspend' some classes ?
At other times, do you require a daily decision on whether 'Sixth Form' classes need Cover ?
How much less Cover should a teacher returning from illness, or a part-time teacher, be expected to provide ?   Has a teacher gone on maternity leave ?   Has she a replacement ?
Do you want to modify your timetable ?
Have some of the factors described above become less/more important ?

You decide, and if necessary all these and many other situations can be customized, allowing *StaffCover* to consistently calculate the best Cover arrangement for you.

A18 **Statistics** (Section H)

The program keeps a record of all Cover done, in order to provide you with full statistics.
At any time you can view how much Cover each teacher has provided, how often s/he has been absent and for what reasons, which periods were worst hit, and much more.

You can choose whether all Cover is counted in the statistics, or whether some 'minor' Cover (eg. for Registration) is counted as half-a-cover, or not at all.

Split-site schools can be run as two sites or one. You can view these statistics separately for each site, or produce cover totals for the whole school. And you can view last year's statistics.

A19 **Summary**

Each morning, you quickly tell *StaffCover* who is absent, and *StaffCover* continues from there - automatically arranging your cover timetable for you, including a cover timetable for your noticeboard and if you wish, an individual slip or email for each affected teacher.

The rules by which it constructs your cover timetable are flexible, consisting of many factors, each of which is assigned a weighting. You can accept the *StaffCover* default weightings, or apply your own, depending upon how important each factor is to you.

For full details of the latest features, see www.timetabler.com/new

---

Installing *StaffCover* on a PC

Choosing a computer

StaffCover will run on any standard PC with Windows 7, 8, 10 or later.
It does not need to be a particularly fast machine. A colour printer is useful.
Although many people run *StaffCover* on a laptop screen, we think a full-size screen is an advantage.

To see the *StaffCover* screens at their best you should set your display to:

- 1024 x 768 resolution,   • 'small fonts (96dpi)'

You can check or set these by going to Display Settings in your Windows.

Higher or lower resolutions will not display the screens neatly. We strongly recommend that you use 1024 x 768 or similar while using *StaffCover*.

To install *StaffCover*:

1. If you have been sent *StaffCover* as a download, just run (double-click) the file called Setup.EXE

   Or, if you have received *StaffCover* on a CD, place the CD in the tray of your CD drive.
   After a few seconds it will display a Menu, from which you can select the program you want.

2. Then follow the steps that appear. See: www.timetabler.com/Download-Instructions-TT.html
   At most steps you can just click on 'Next' (or you can cancel the installation).

   At one stage it will ask you for the 'Destination Directory' where *StaffCover* is to be installed.
   The default that is supplied is `C:\Cover`
   but you can change this if you like (click on 'Browse' to choose another directory).
   If you name a directory which doesn't exist, *StaffCover* will make it for you.

   If it asks you to 'Select a Program Folder' it is usually best to accept the one offered.

If you have any difficulties installing *StaffCover* on your machine, please do not hesitate to contact the HelpLine Support.

To install *StaffCover* again on another machine (on the other site of a split-site school) repeat the same sequence. Full details are given in section C10. Please note that full copyright restrictions apply to *StaffCover*. Any breach of copyright will be prosecuted.

To uninstall *StaffCover*: Follow the route: Windows ➟ Control Panel ➟ Add/Remove Programs.

To run *StaffCover*:

You can start *StaffCover* in two ways:

Either: Double-click on the red **SC** icon on your desktop,
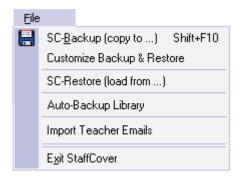
Or: Click on **Start**, then **Programs**, then find and click on *StaffCover* in the list of programs.

The *StaffCover* Menus

When you run the program you see the *StaffCover* 'desktop' with the top Menu bar:

File	Diary	Today	Cover	Statistics	Print	Locate	Rooms	Customize	Help
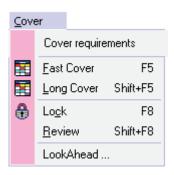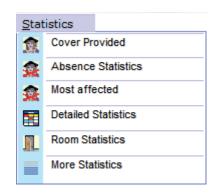
As you click on each word with your mouse, you get a drop-down menu. Some menus are shown here for your information, and explained in this Handbook. In practice you will use just a few of them, daily.

File
- SC-Backup (copy to ...)   Shift+F10
- Customize Backup & Restore
- SC-Restore (load from ...)
- Auto-Backup Library
- Import Teacher Emails
- Exit StaffCover

Diary
- Advance Diary of Staff not free   Shift+F1
- Advance Diary of Special events   Shift+F2
- Advance Diary of Supply teachers   Shift+F3
- Advance Diary of Absent teachers   Shift+F4
- Advance Diary of Suspended classes
- LookAhead ...

Today
- Staff not free   F1
- Special events   F2
- Supply teachers   F3
- Absent teachers   F4
- Suspended classes   F11
- Special Duties   F12
- Additional Notes ...   ▶

Cover
- Cover requirements
- Fast Cover   F5
- Long Cover   Shift+F5
- Lock   F8
- Review   Shift+F8
- LookAhead ...

Statistics
- Cover Provided
- Absence Statistics
- Most affected
- Detailed Statistics
- Room Statistics
- More Statistics

Customize
- Customize Overview : SUMMARY
- Cover Options   Ctrl+O
- Teacher details   Ctrl+T
- Supply Teacher DataBase   Ctrl+S
- Assign Yearly Limits
- Cover parameters (weightings)   Ctrl+P
- Reasons for absence
- Email set-up   ▶
- Cover slip messages
- Set-up school calendar (change 'today')
- Period cover requirements   Ctrl+R
- Re-assign cover loadings
- Reset period protections   ▶
- New week
- Date format / style   ▶
- Suspend a Class or Year   ▶
- Teachers of Suspended Classes   ▶
- Changes to the timetable   ▶
- Transfer data to a second site
- End of year

Print
- 'Master' Cover TT   F6
- Cover Slips   F7
- Publishing your Timetable
- Free Staff & Rooms

Locate
- Locate a Teacher   F9
- Locate a Class   F10

Help
- Tutorial
- Help Topics   Ctrl+F1
- Help on Help
- StaffCover Tips
- StaffCover on the Web
- Help & Support Centre
- Submit a Help Ticket   ▶
- Automatic Updates   ▶
- Email Backup to Support Centre
- Email Backup to HelpLine
- Users' comments
- Frequent Q & A
- Backup Info   ▶
- About StaffCover ....

Section B – Tutorial

B1   When you first run *StaffCover*, it loads some Demo-Data for you.
This allows you to see the program in action, even if you have not yet completed your timetable data in *TimeTabler*.

The data is for a 7-form-entry school, with 69 teachers and National Curriculum year-numbers. The school has a 30-period week. The pattern of the school day is:

2 periods - Break - 2 periods - Lunch - 2 periods.

B2   On your **first** run through the Tutorial, please try to do **only** what is described at each key step. This is to ensure that you follow exactly the same path, so that what you see on your screen will be the same as shown in the illustrations on the page.
Later you can choose your own route through the program, as you wish.

B3   Switch on your machine, and then run *StaffCover* as described on page 10.

B4

You should now see this **Main Menu** screen.

Take a few moments to look at this Menu.

Clicking on any item takes you to that screen.

B5
As you drive through the program you will be using your mouse and (if you wish) the Function keys at the top of your keyboard.
You may find it helpful to put a photocopy of the Function-key label (page 51) on your keyboard.

Remember: at each stage you can use the **Help** button (see page 4).

We will look first at some of the input screens (in steps B7 - B10), before producing a Cover Timetable at step B11.

B6   There is an additional Menu of choices at the top of your screen:

B7 Click on "**Special Events**" on the Menu, or press Function-key <**F2**>.
You are shown a screen which lists any Special Events that need covering today:

No.	Event	From	To	End date	Day format
1	Maths Exam in Hall	2	4	--	–EEE ––

SCREEN 2 Special Events to Cover

In this case, the Maths Exam needs covering for periods 2 - 4 inclusive. Under 'Day format', the
`–EEE ––` summary of this 6-period day is provided automatically by the program.

B8 Click on **Close** and then "**Supply Teachers**" or press Function-key <**F3**>.
This screen shows that a Supply teacher (named Mrs Robinson) is available for periods 1 - 4
(only), and that we would prefer her to do cover for teacher `JC` (who is absent):

No.	Supply Teacher	Assigned	From	To	End date	Day format
1	Mrs Robinson	JC	1	4	--	SSSS ––

SCREEN 3 Supply Teachers Available

On a later screen Mrs Robinson will be given the short-hand label of `S1` (ie. 1st supply teacher).

B9 Click on **Close** and then "**Absent Teachers**" or press Function-key <**F4**>.
You are shown the screen which lists the teachers who are absent today:

No.	Name	Abb	Reason	From	To	End date	Day format
1	J.CLARKE	JC	Hospital	1	6	--	TTT– TT

SCREEN 4 Absent Teachers

It shows that J Clarke, who is away at the Hospital all day (periods 1 - 6), would have been
teaching all day except for period 4.

All this information was entered with just a few clicks of the mouse.

B10 Now add another absent teacher to this list yourself, as follows.

Click on the box labelled 'Teacher:'
From the drop-down list choose **J. MASON** (the second teacher on the list), by clicking on the
name with your mouse.

Then click on the next edit-box, and choose **Jury service** from the drop-down list.
(There are more details about the list of reasons in sections D9, J6.)

Leave the starting period as **1**, and the finishing period as **6** (ie. a full day on this timetable).
Leave the 'End date' button unticked for now, and leave 'Notes' empty.

Click on the **Confirm** button.
StaffCover immediately shows you that J. Mason was due to teach all day except for period 3.
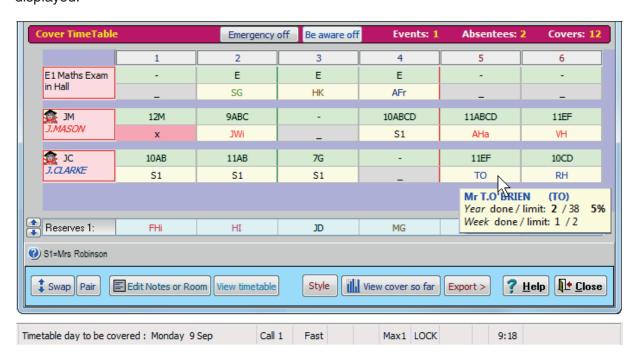
You should now see:

No.	Name	Abb	Reason	From	To	End date	Day format
1	J.CLARKE	JC	Hospital	1	6	--	TTT– TT
2	J.MASON	JM	Jury service	1	6	--	TT–T TT

SCREEN 4 Absent Teachers

Click **Close** to go back to the Main Menu screen.

The next step is to tell *StaffCover* to calculate the cover.

B11 To calculate the cover, just click on "**Calculate Cover**" or Function-key <**F5**>. There is a short pause while *StaffCover* does its calculations and then the Cover Timetable is displayed:

Cover TimeTable		Emergency off	Be aware off		Events: 1	Absentees: 2	Covers: 12
		1	2	3	4	5	6
E1 Maths Exam in Hall		-	E	E	E	-	-
		_	SG	HK	AFr	_	_
👤 JM J.MASON		12M	9ABC	-	10ABCD	11ABCD	11EF
		x	JWi	_	S1	AHa	VH
👤 JC J.CLARKE		10AB	11AB	7G	-	11EF	10CD
		S1	S1	S1	_	TO	RH

Mr T.O'BRIEN   (TO)
Year done / limit: 2 / 38   5%
Week done / limit: 1 / 2

| ⬆⬇ Reserves 1: | FHi | HI | JD | MG | |

🔵 S1=Mrs Robinson

| ⬍ Swap | Pair | 📄 Edit Notes or Room | View timetable | | Style | 📊 View cover so far | Export > | | ❓ Help | 🚪 Close |

| Timetable day to be covered : Monday 9 Sep | | Call 1 | Fast | | Max1 | LOCK | | 9:18 | |

Analysing this screen you can see that:

1. The `Maths Exam` is to be covered in periods 2, 3, 4 by teachers `SG`, `HK`, `AFr`. Their full names will appear on the printouts (hover on a cell for the full name to be shown on screen).

2. `J.CLARKE` (initials `JC`; the blue colour means he is a History teacher on this timetable) is being covered:
   - In periods 1 - 3 by Supply teacher `S1` (Mrs Robinson) as was specified on screen <**F3**>.
   - In period 4 teacher `JC` is free, and so the Supply teacher `S1` is being used to cover another teacher (`JM`).
   - In the afternoon, when the Supply teacher is not available (see screen <F3> in section B8) `JC` is covered by teachers `TO`, `RH`. Both of them are from the same (History) faculty, as shown by the blue colour. Resting the mouse over `TO` shows his details.

3. `J.MASON` (initials `JM`; red = Maths faculty) is being covered as follows:
   - In period 1 he was due to teach the Sixth Form (Y12), and because *StaffCover* has been customised (for this Tutorial) to *not* cover the Sixth Form, an 'x' is shown. (See Section I5 to change this decision.)
   - In period 2 he is covered by teacher `JWi` (also a Maths teacher, red) and then in period 4 he is covered by Supply teacher `S1` (Mrs Robinson).
   - In the afternoon he is covered by two Maths teachers `AHa` and `VH`.

4. At the top or bottom of your screen you can see:
   - the date, and the time,
   - the number of periods that are being covered today,
   - the Status Line, showing that the '`Fast`' method of calculating was used, and that *StaffCover* has been customised to aim for a maximum of only 1 cover-period per teacher per day ('`Max1`').

B12 Reserve teachers

The Reserve teachers are shown near the bottom of the Cover Timetable Screen.
The first reserves (according to the parameters in Section J5) are:

Reserves 1:	FHi	HI	JD	MG	JD	SO

Click the ↑↓ buttons (or the 'Reserves' button) to see the second and third reserves, etc.

B13 Swap

Suppose you decide that, in period **5**, you want to Swap reserve teacher **JD** with teacher **TO** on the Cover timetable (to cover for **JC** with Class 11EF).
Double-click on the cell containing teacher **TO** (or click the cell and the **Swap** button, or right-click the cell with your mouse).
The Swap Screen shows the period (5) and the name of the teacher **TO** (T.O'Brien).
Click on the list box, and choose teacher **JD** (J.Daniels, you'll need to scroll half-way down the list). Then click on the **Swap-over** button. (Alternatively, you can drag-n-drop to Swap them.)
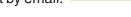The screen is re-drawn, with the teachers swapped. **TO** is now in the reserve list.
You can experiment by swapping any of the teachers, vertically on the screen.

B14 Viewing / printing / emailing the Cover Timetable printout and the individual cover-slips

Close the Cover Timetable. Press <**F6**> or click on "**Cover Timetable**". > Cover Timetable   F6

You will see the 'master' Cover Timetable displayed, showing who is covering each lesson, with each teacher's name and title. You can print it out, or distribute it by email.

On the Main Menu, click on "**Cover Slips**" or press <**F7**>.   > Cover Slips   F7
You will see the individual cover-slips, ready to be distributed / emailed to each named teacher.
The sentences on these cover-slips can be changed to suit you and your school.

B15 Locate

On the Menu, click on "**Locate a Teacher**" or press <**F9**> to see the **Locate a Teacher Screen**.
Use the drop-down list, or the **Next** button to Locate teacher **VH** (Mr V.Hagan) the fifth teacher on the list.

Click with your mouse to highlight different periods, and see the information displayed.
You can quickly see where he is teaching, and whether it is his normal timetable or (in period 6) the class he is covering.

B16 At this stage you may wish to load your own data from *TimeTabler*, as described in Section C.

B17 If you wish to experiment further with the Tutorial data, you might like to:

- Do some more Swaps (see also Section D13).
- Add another teacher, eg. **VH** (a Maths teacher, red) to the <**F4**> Absentees screen and re-calculate the cover with <**F5**>. See also Section D9.
- Add another Special Event to the <**F2**> screen. See also Section D7, and Appendix 6.
- Press <**F10**> to *Locate* a class, eg. class 11C.
- Look at the various **Statistics** screens.   **Statistics**
- Look at the Customize � Cover Options screen (see Section I).
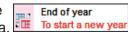- Explore the many HelpScreens, via HelpMenu ➤ Help Topics, or Help buttons   **? Help**

B18 NOTE : This brief Tutorial has covered only a fraction of the many ways that *StaffCover* can help you to deal with daily Cover, quickly and efficiently. More details on the following pages.

Section C – Initialisation

C1   After you have installed *StaffCover* on your computer, and looked at the Tutorial data, you will want to load your own timetable data into the program.
To do this, *you must **first** delete the Tutorial data:* on the top Menu choose Customi*ze* ➠ **End of Year** (see also section **J20**). This clears your old data.

C2   The next time that you run *StaffCover*, it asks you to insert into the computer a memorystick that contains your timetable data. This data is obtained by choosing *F*ileMenu ➠ TT-*B*ackup in *TimeTabler* (see the *TimeTabler* Handbook, page viii).

Note : You must follow this initialisation procedure ('End of Year') when you first install data into *StaffCover*, and thereafter once a year, after you have created a new timetable.

StaffCover **then** asks you 6 sets of questions about your timetable (see below) and how you want to arrange cover for your school . All your decisions can be changed later if you wish.

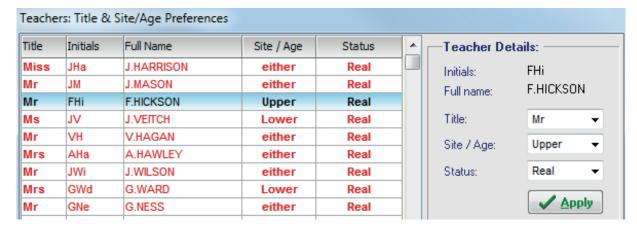C3   **Which timetable do you wish to cover ?**
The screen shows you a list of all the timetables on your memorystick.
Use your mouse to highlight the one you want (ie. your final timetable), and then click **Select** and then **Continue**. The files relating to your chosen timetable are then installed in *StaffCover*.

C4   **Title and Site**
You are now shown a list of the Teachers, with the following three values to be specified:
i)   The teacher's <u>T</u>itle of Mr, or Mrs, Miss, Ms, DR (female), Dr (Male), Prof, Sr, Br, REV (female) or Rev (male).
ii)   S/he can do the cover in the <u>upper</u> school or the <u>lower</u> school or <u>either</u> (the default).
iii)   S/he is a <u>Real</u> teacher (not a 'Dummy', used in *TimeTabler*, which will be ignored).

If these assumptions are correct for the highlighted teacher, simply leave them as they are.

If the **Title** is wrong, click on the box by the down-arrow to see the list and select the correct title.

If there is a preference for Upper school (older pupils) or Lower school (younger pupils) or if s/he is based (for cover purposes) on one site of a split-site school, then click on the edit-box for '**Site/Age**' and choose the correct item. *Note:* this general decision can be modified on a period-by-period basis later if you wish (see sections J2, J3).

If the teacher is a 'Dummy' – a teacher you invented for use in *TimeTabler*, but who does not really exist in your school – click on the **Status** box and choose Dummy to exclude him from *StaffCover*. If you do not exclude him, he may be assigned to cover your staff absences !

After making any of these changes in the edit boxes, you must click on **Apply** for it to take effect.

When the details are correct for all the teachers, click on <u>C</u>ontinue.

C5 Assign cover-loadings automatically (Y/N) ?

'Cover-loading' is discussed in Section J4 – but briefly, the higher a teacher's cover-loading the more cover will be expected of him/her over the full year.

You might decide that a part-time teacher who is in school for only half the week, should have half the cover-loading of a full-time teacher.

If you click on **Auto-assign**, *StaffCover* will automatically assign for you a cover-loading of between 4 and 30 to each teacher, with 20 representing an 'average' loading for an average number of free periods in the school week.

You will be asked to enter what you consider to be this 'average' number of frees for your school. If you were to type, for example, **8**, this would mean that all teachers with 8 free periods would be assigned a cover loading of 20. A teacher with fewer than 8 free periods would be assigned a loading below 20 (minimum 4), and one with more than 8 free periods would be assigned a loading above 20 (maximum 30).

StaffCover then presents a brief summary of how it has assigned the loadings. For example: `AB24` means that the teacher with initials AB has been assigned a loading of 24.

If you click on **Default** every teacher is assigned the default value of 20.

Again note that you can, at any future time, modify a teacher's cover loading – the decision you make here is not irreversible or for all time (see sections J4, J9).

C6 Do you want to cover your 'Sixth Form':   Sometimes, Always or Never ?

Click on one of the 3 buttons to record your choice (use 'No, never' if you do not have a Sixth Form), but again remember that you can change your mind at any future time (see Section I5).

By '**S**ometimes' we mean *StaffCover* will ask you each time you prepare Cover whether you wish to cover the 'Sixth Form'.

By the 'Sixth Form' we mean (as the default) Year/grade 12 and above, (or Year 6 and above if traditional year-numbers are being used), but section I6 allows you to change this.

C7 Full-periods or Half-periods?

If you have 8 or fewer periods in your school day, you will be asked if you wish to operate 'full-period cover' or 'half-period cover'.
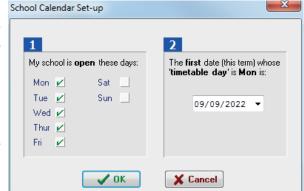
Full-period cover means *one* covering teacher is assigned to cover an absent teacher for one period. Half-period cover means *two* coverers are assigned to cover an absent teacher for one period - with each coverer to cover half the period.

Click **No** for one coverer per period, or **Yes** for two coverers, each for half the period.

Again, the decision is reversible at any time if you wish (see Section I7).

C8 School Calendar Set-up

To enable *StaffCover* to decide which timetable day relates to any calendar date (which it knows from your computer clock), you need to supply 2 items of information:

1. The days of the week that your school is open. Just click to change the defaults:

2. The first date of the term which corresponds to a particular timetable day (eg. Monday). Just click on the down-arrow to see a calendar, then click on the correct date.

If you have a 2-week timetable cycle, you may have to re-set this date at the start of each term/semester (see Section J8).

C9   After confirming the day, you are now presented with the Main Menu of *StaffCover*.
This is discussed in more detail in Section D.

C10 This completes the initialisation of *StaffCover*, but there are some refinements that you can apply now or later:

1. **Set limits** on the amount of cover your colleagues should do.
   You can set:

   a) A maximum Yearly limit (eg. to satisfy the Workforce Agreement for England & Wales).
   Set a global value from the Customize Menu ➠ Assign Yearly Limits (see J12), and then fine-tune individual teachers (eg. part-time staff) on the Teacher Details Screen (see J2).

   b) A maximum Weekly limit (eg. to satisfy the McCrone agreement in Scotland).
   You can do this on the Teacher Details Screen (see sections J2, J4).

2. **Protect particular periods** for individual teachers.
   You can set the Period-Protection Codes on the Teacher Details Screen (see J2, J3).
   You can also specify which age-group each teacher would prefer to cover.

   On the same screen you can also fine-tune the Cover-loading (see sections C5, J4).

3. Customize the way that *StaffCover* treats 'Registration' or 'Lunch' periods (see J13).
   You can also customize how the cover of such periods should be counted in the statistics (see section J13).

C11 Installing *StaffCover* on a second computer for a split-site school

If you work in a split-site school where the cover is calculated separately on each site, then you will need to install the correct data on each site. To do this, follow these 5 steps:

1. After you have completed the Initialisation described in sections C1 – C10, insert a memory-stick in your computer.
   Run *StaffCover,* and on the top Menu bar choose: File ➠ SC-Backup (copy to ...)
   Follow the screen instructions to save your data on to the memorystick.

2. Move to the second computer and install *StaffCover*, as described in Section A.

3. Place the memorystick from step 1 into this second computer.
   On the Main Menu choose: File ➠ SC-Restore (load from ...) to load the data-files from the memorystick into *StaffCover.*

   When all the files have been copied, exit *StaffCover* in the usual way, by using your mouse to choose File ➠ Exit StaffCover.

4. Now you must label one version of the *StaffCover* data as `Upper` and one as `Lower`.

   To do this, on your Lower School computer run *StaffCover* and then on the top Menu-bar choose Customize ➠ Cover Options (see also sections I1, I14).
   On the row for Upper/Lower/Single Site, click on the arrows until the 'Lower' option appears.
   Then **Close** and click **Yes** to save the change and return to the Main Menu.

   `Lower` will now be shown in a panel on the bar at the bottom of the screen.
   Then exit *StaffCover* in the usual way, by choosing File ➠ Exit StaffCover.

5. Repeat Step 4 on the Upper School computer, but this time click select 'Upper' so that `Upper` will now be shown in the bottom row panel on this computer.

   Labelling the data in this way ensures that the teachers who have been tagged as **U** or **L** (see sections C4, J3) will do cover on the correct site, and allows you to combine the upper and lower statistics if you wish (see Appendix 4).

Section D – Using *StaffCover*

D1   Start the program in the way described on page 10.   You are shown the **Menus:**

These menu items are discussed in more detail on the following pages.
You can always return to the Menus, at any time, from each of the sub-screens.

To choose any of the functions in *StaffCover* you can:

- for the most-useful items there is the quick Main Menu at the left-hand side, or
- use your mouse to click on the top Menu and then select from a drop-down menu, or
- for many functions you can press a Function-key (see the photocopiable strip on page 51).

D2   **Exiting *StaffCover***

It is important to exit the program in the correct way -- do **not** just switch off your machine.
On the top Menu, select File->Exit StaffCover. That is, click on File and then move your mouse down and click on Exit StaffCover.
Note : You must exit *StaffCover* at the end of each day ...this action saves your data on to the disc, so that the statistics will be stored correctly.
Alternatively you can hold down the <Alt> key while you press the <F>, and then the <x> key.

The following pages describe the various screens, beginning with the 'Today' screens at the top left of the Menu.

The examples show an 8-period day (with lunch after period 4), but in fact you can have anything up to 16 or more periods in a day.

Entering the 'Absence Situation' for today

D3   **StaffCover** has 4 entry screens, to allow you to describe the 'absence situation' for Today. These 4 screens are:

<**F1**>   or   Staff in school, but not able to cover during a 'free' period.

<**F2**>   or   Special events needing cover today (eg. a Maths Exam).

<**F3**>   or   Supply teachers available to provide cover.

<**F4**>   or   Staff absent for one or more periods.

Each screen is designed to accept data with a minimum number of key-strokes or mouse-clicks. Each screen is clearly labelled and shows the time.

The bottom row shows whether this is 'Call 1' to the program today, or 'Call 2' (if you have had to reload the program again later in the day because the cover situation has changed).

The method of entering details into each screen is described below:

D4   ## Staff in school but not able to cover today   <F1>

This screen allows you to tell **StaffCover** if a teacher who is normally free at some time during the day is **not** free to cover today.

For example, staff who have arranged or been given permission to do interviews with parents, home visits, dental visits, careers interviews with Year 11, visit the local teachers' centre, meet the Head for curriculum planning, etc., during a normally 'free' period.

A typical entry is:

meaning: teacher D.ADDISON (DA) is not free to do cover in periods 1 to 2 even though he is normally free then.

You can specify an 'End date'. By default this is today's date. ie. it will apply for just one day. If you want to change the 'End date', click on the down-arrow to see a calendar. If you don't want to specify an 'End date', click to remove the tick from the box.

When you click on Confirm, **StaffCover** automatically adds a synopsis of his timetable.
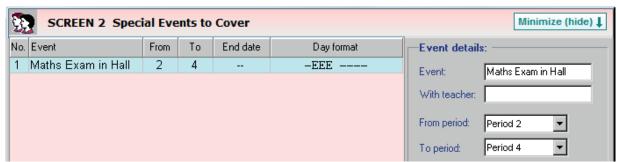
This synopsis shows that DA is unavailable (//) to do cover during periods 1 and 2 when he would normally be 'free' and available. As you can see from his timetable synopsis, he is teaching (T) periods 3, 4, 5, 6, 7 and 8. It is 8.59 a.m., 1 minute before this school's normal deadline.

You can enter up to 250 teachers on this screen. 'Reason' is optional, see **Help** for details. The periods you enter here don't have to be accurate - in this example you could have entered the periods as 1 to 8, as DA's only free periods were 1, 2.

D5　The following notes apply to all 4 of these entry screens:

> 1. When you come to one of these screens, the screen is normally ready to enter data immediately. You can tell this by the fact that the edit-boxes are bright yellow.
>
> 2. To see a drop-down list you can click anywhere on an edit box (not just on a down-arrow). You can also move to the next edit-box by pressing the <Tab> key.
>
> 3. You can move down the list using your mouse, or if you want teacher MC you can just press the <M> <C> keys and he is highlighted (in the faculty colour chosen in *TimeTabler*).
>
> 4. After making changes in the edit boxes, you must click on **Confirm** (or press <Enter>) for the changes to take effect. The program will not accept any invalid data.
>
> 5. You can return to any screen later, to update it, at any time.
>
> 6. To edit (change) a row of data, click on the row to highlight it, so that its details appear in the edit-boxes. Change the data in the edit-boxes and then click on Confirm.
>
> 7. If you have been editing and want to add another entry, click on **Add**, so that the edit-boxes go bright yellow again. To make a duplicate entry just press the **Repeat** button.
>
> 8. You can delete any line by clicking on it to highlight it, and then clicking on **Delete**.
>
> 9. An item is automatically removed from the screen when its 'End date' has passed.
>   For an item to stay for today only, leave its 'End date' as today (the default).
>   An item with no 'End date' stays until you remove it with the Delete button.
>
> 10. To leave the screen (whether it is blank or you have made entries), you can:
>   either　click **Close**　to go to the Main Menu,
>   or　　　press <F2> or <F3> etc to go directly to the relevant screen.

D6　If a teacher is ***always*** unable to cover a particular period, do ***not*** enter his/her name on this <F1> screen – you should use the 'Period Protection Codes' described in Section J3.
This <F1> screen, as for screens <F2>, <F3> and <F4>, is only for situations occurring today.
Do not enter absent staff on this <F1> screen : they go on screen <F4>.

D7　| **Special Events requiring cover　<F2>** |

Screen <F2> allows you to tell the program if there are any Special Events that need covering today, eg. an external examination.　A simple entry might be:

meaning: this exam needs covering for periods 2-4 (inclusive).

Notes:
1. The maximum length of the Event name is 20 characters (anything extra is ignored), but there is a box for adding extra Notes (of up to 100 characters) if you wish..
2. If the event needs two teachers then use the Repeat button (enter the same event twice).
3. You can enter up to 80 events.
4. The default 'End date' is today (ie. the event occurs for just one day).
5. All notes 1–10 in Section D5 apply here also.
6. There are many more details about this useful screen in **Appendix 6** on page 47.
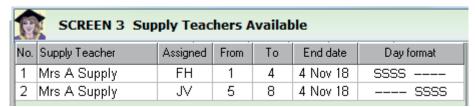
D8 **Supply teachers available   <F3>**

If any supply teachers are available today they should be entered on this <F3> screen.

A typical entry is:

meaning: Mrs A. Supply is available for periods 1-8 and should be used to cover absent teacher FH where possible (but if she is not needed for FH – if he has a free period – then she will be used for other absent staff).

Notes:
1. Type in the supply teacher's name or click on the drop-down arrow to select a name that you have already put into the Supply Teacher Database (see Section J18).
    The supply teacher's name should include her/his title. The maximum length is 20 characters (any more is ignored, to keep tidy printouts and emails).

2. The nominated absent teacher (FH in the example) is optional, but if used FH should be entered in the next screen (screen <F4>).
    If a specific teacher is not to be nominated here, just leave the 'Assigned to' box blank.

3. All notes 1–10 in Section D5 apply here also.

4. Up to 80 supply teachers can be entered.

5. If you want a supply teacher to cover two different timetables at different times of the day you must make 2 entries. For example:

    As before, any unused time (because of the timetables of FH and JV) will be used for other absent staff.

6. On later screens, the first supply teacher on this list is called S1, the second S2, etc.
    Of course, on the printouts their full name is shown.

7. As on the other entry screens you can set an 'End date' if you wish, or you can untick the box to leave the supply teacher on your screen indefinitely (until you use the Delete button).

On each of these screens the time is shown, together with the number of minutes to your deadline for sending out the cover slips.
This deadline is pre-set to 9.00 am but can be adjusted by you (see Section I13).

D9 | **Absent Teachers   <F4>**

Finally, the most important screen - to let you enter the teachers which (so far) you know are absent.   A typical entry is:

This shows that F.HICKSON (FH), will be absent all day, because of illness.
As you can see from his timetable synopsis, he would have been teaching periods 1–4 and 7–8.

Notes:

1.   Remember to enter the *full* period of absence (don't reduce it just because you know the teacher is free for periods 5 and 6 or else the program will believe the teacher is available to do cover during periods 5 and 6 !)

2.   Up to 250 absent staff can be entered.

3.   Anyone previously entered in the Advance Diary (see Section E) will be automatically shown.

4.   Use the Repeat button to enter q`uickly a teacher who is absent in non-adjacent periods.

5.   As before, all the notes 1–10 in Section D5 apply here also.

6.   On this screen the default is no 'End date'. If you want to enter an 'End date', just click on the small tick box to get the usual calendar entry.

7.   As on the <F2> Screen you can add private/public Notes, see Appendix 6 for more details.

8.   *StaffCover* includes 26 one-letter codes (A-Z) for 'Reason'. For example, J = 'Jury service', I = 'Illness', H = 'Hospital', and so on (see Section J6 for the full list).
     On the keyboard single keypress works in most cases (eg. press <H> for Hospital)
     If you wish, you can modify this list to include your own set of 'Reasons' (see Section J6).
     When you print the statistics, you will be shown how often a teacher was absent for each reason.
     If you do not know the reason for an absence, leave it as 'none'.

When you have entered all today's information, press <F5> to see the Cover Timetable

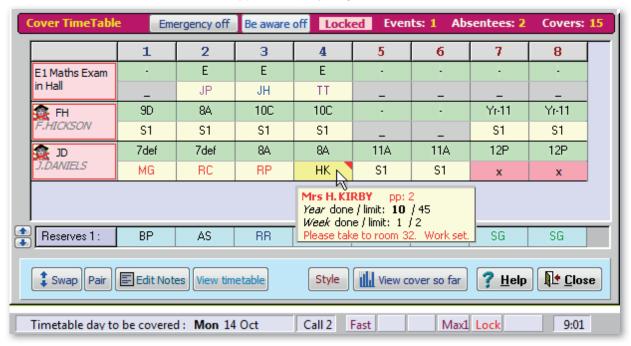*StaffCover* assumes that a teacher will be available to provide cover in a period only if the teacher:
a)   has not been entered in screen <F1> for that period,
b)   is on the 'correct' site of a split-site school,
c)   has not specifically 'protected' this free period because of other commitments (see Section J3 "Period protection codes"),
d)   is not already teaching another class, or covering elsewhere !

| The Cover Timetable | <F5> | or <Shift F5> |

To see the Cover Timetable for today just press the **<F5>** key or

If your school has a 'Sixth Form' (Years 12+) and you elected to decide daily whether your 'Sixth Form' groups should have a teacher to cover them (see sections C6 and I5), then you will be asked to decide now: `Do you want to cover Sixth Form (Year 12+) groups?`

The Cover Timetable is shown. A typical display might be:

This shows an event (Maths Exam, entered on Screen <F2>) is covered in periods 2,3,4 by teachers JP, JH, TT.   Use the **Style** button if you want to see the full names.

Absent teacher **FH**'s timetable is shown and he is covered by 'S1' (ie. the first Supply teacher entered on Screen <F3>) as was requested on Screen <F3>. Her full name is shown if you rest your mouse over the cell showing 'S1'. *Right-click* with your mouse for more details.

JD is a Science teacher and her lessons have been covered by Science teachers (shown by the same 'faculty colour' on the screen) except in periods 5 & 6 when the supply teacher was not needed for FH. (It has been decided not to cover her 'Sixth Form' class 12P).

Notes:
1. Each teacher is shown in her/his faculty colour so you can easily see if the classes are being covered by someone from the same faculty.
2. Hover your mouse over a Teacher's initials to see their full name, and details about how close they are to their Yearly or Weekly limit (see also sections J2, J4), etc.
3. Any teacher assigned to cover more than once today is shown in a different (blue) colour.
4. If no-one is available to cover a class then a warning message is shown, it beeps and a **??** is printed in the cell. In this situation you can use the 'Emergency' button, to use staff with an 'E' code, see section J3. Click the **Help** button for a full list of warning symbols.
5. If you are operating in a split-site school and with a computer on each site (see Section C10) then if an absent teacher has classes on the other site, those lessons will not be covered by this machine. They will be shown with a slash (/) instead of a cover teacher.
6. The Status Line at the bottom of the screen reminds you of the conditions you have chosen:

Fast	means you used Fast Cover <F5> (not <Shift F5>), see Appendix 2
Sex	means you have chosen to put an extra emphasis on this, see Section I3
Fac	means you are emphasising the Faculty of the teachers, see Section I4
Max1	specifies that a teacher should not do more than 1 cover per day, see I2 and J4
Lock	reminds you that you have Locked some cover in place, see the opposite page.

The function-key strip (page 49) shows you some of the choices you can make at this stage:

D11   Screens \<F1\> \<F2\> \<F3\> \<F4\>

Pressing keys \<F1\> -- \<F4\> returns you to one of the input screens so that you can add or delete data as your cover situation changes, due to late phone calls and staff turning up after illness.

When you press \<F5\> again to see the Cover Timetable (opposite), the program **re-calculates** the cover teachers again. This means that any swaps that you may have made – see below - will be cancelled, unless you have Locked the cover in place - see below.

(If you want to recalculate the cover but with a changed 'Sixth Form' cover decision – **if** this is a daily decision – then just press \<F5\> again).

To re-display (review) the Cover Timetable *without* re-calculating the cover, press \<Shift F8\>.

D12   Reserves

The bottom of the Cover Timetable Screen shows the first **R**eserve teachers in each period. eg.
`Reserves 1:` BP   AS   RR   SW   MC   MC   SG   SG
To see further reserves, just click on the \< up-down arrow\> keys.
Note: in calculating these reserves, no attention can be paid to faculty-colour, sex for P.E., or age-preference (as these depend on the absentee), but all the other factors are used.

D13   Swap \<Ctrl + S\>

'Swap' allows you to exchange two teachers in a particular period (ie vertically on the screen). You can swap a teacher on the display with another teacher on the display (including a **R**eserve teacher) or with a free teacher who is not yet shown.

Drag-and-drop the teachers. Or double-click on the cell of the teacher you want to Swap (or click the **Swap** button, or right-click with your mouse).
The Swap screen shows the period number and the name of the teacher you have chosen. Click on the edit-box, select a teacher (or '{swap-out}') and then click on the **Swap-over** button. *StaffCover* then swaps the teachers and re-displays the screen. See **Help** for more details.
If you want to delete a teacher (eg. if you decide the class should go to the Library to work unsupervised), then just choose {swap-out} instead of the replacement teacher.

Note: if you go to one of the input screens (\<F1\> – \<F4\>) then the cover is completely re-calculated and all swaps are cancelled, unless you have '**Locked**' the cover (see D16).

D14   Pair \<Ctrl + P\>

If a teacher is shown doing 2 covers on the screen, and they are in adjacent periods, then *StaffCover* will automatically try to Pair them into a double-period.   If you make modifications to the cover timetable, you can press the Pair button (or the \<**P**\> key) to pair items together.

D15   View cover done so far

Click to see a Graph of how much each teacher has done so far (see H3).

D16   Lock \<F8\>

If you have already distributed the cover slips to teachers when there is a change in your circumstances (eg. another teacher rings to say s/he is ill), you may wish to recalculate the cover timetable making as few changes as possible from the current solution.

In this case press \<F8\> to **Lock** the current cover solution (the Status Line changes to show you this), make your changes, and then press \<F5\> to re-calculate a new solution.
StaffCover will keep all the covering teachers locked in the same place, except where one of these teachers is now absent.

Where different teachers are now assigned to do cover (because of extra absentees) these are labelled on the screen (with '**!**'), so you can easily see who has been affected.

Note: if you don't Lock, you are likely to get a completely re-arranged solution, as *StaffCover* may find that teachers who were previously covering elsewhere are better suited to covering a new absentee. You can Unlock by pressing \<F8\> again.

For more details on all these features, click on [? **Help**] to see the HelpScreens.

Printing the Cover Timetable   <F6> or <F7>

The Cover Timetable can be printed in two main formats:

- **'Master' Cover Timetable**
  This shows all the cover on one timetable. It is useful for the Staffroom noticeboard or as a paper summary for you to keep at hand during the day.
  It can be printed on paper in two different forms, see below, or as a web-page, or emailed.

- **Cover 'slips'**
  These are individual slips of paper, one for each person who is being asked to do cover.
  On the slips the default sentences are phrased 'politely', as described below, but you can change these sentences if you wish. (See section J7.)
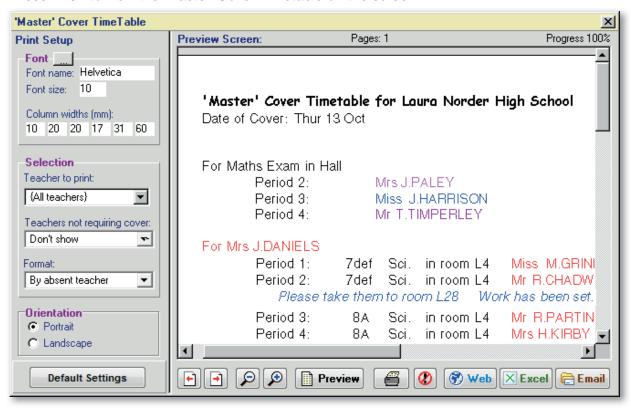
Each of these timetables can be viewed on screen, before printing them out, or emailed.

D18 **'Master' Cover Timetable   <F6> or** 🖨
Press **<F6>** to view the 'master' Cover Timetable on the screen:

If you change any of the Setup details, you will need to click **Preview** to re-draw the screen.

Just click the 🖨 icon to print it out on a printer. The HelpScreen gives more details.

The Cover Timetable can be printed in 3 different formats (see also Section I11):

a) by Absent Teacher or Event (as shown above). This is the default format.

b) by period:

```
Period 1:   Mrs A Supply  to cover for Mr F.HICKSON  9DE Maths   in room 1
            Ms M.Grimes   to cover for Ms J.Daniel   7f Science  in room 4
Period 2:   Mrs J Paley   to cover for Maths Exam (in Hall)
```

c) like (b) but in a table.

Any entries made in the Special Duties section (see Section G) are printed at the end of the list.

Use the **Web** button to produce a web-page for your intranet or for emailing to colleagues.
Use the **Email** button to copy this 'master' Cover Timetable to 3 (senior) colleagues.

D19 Printing Individual Cover Slips   <F7> or 🖨

The individual cover-slips are addressed to each teacher who is being asked to do cover.
The default format is:

```
Laura Norder High School              Tuesday 5 March          BP

To:  Mr B.PALMER

I would be grateful if you would cover the following:

period 1:  11AB  Biology  in room U35  (for Mrs G.WALKER)
           Work has been left with the Technician


Thank you


Deputy Head
```

They are printed with 1, 2 or 3 cover-slips on a sheet of computer paper (the default is 3, for you to cut up with scissors or guillotine). See also Sections I10 and J7.
There is space to personalise the computer statement with your initials if you wish to make it seem more human.

D20 Each supply teacher's timetable for the day is printed on a single sheet (with the same customised messages as the cover-slips).

D21 To customize the Title, the margin, and the Day & Period labels on your printouts, see the Print Menu->Publishing your Cover Timetable.

The printouts are colour-coded (using the *TimeTabler* 'faculty' colour) to allow specific teachers and faculties / departments to be recognised more quickly.
However you can choose to print in black-and-white, see Print Menu ➟ Publishing.

D22 Sending out Cover-Slips as emails   See also Appendix 7.
You can send out the individual Cover-Slips (as well as the 'master' cover timetable) as emails to your colleagues (as well as to Supply Teachers).
To set up or edit the list of colleagues' email addresses go to Customize Menu->**E-mail setup**.

To send out the emails automatically click on: 📧 Email

There are more details on how to set it up in Appendix 7 and in the Help files, at: ❓ Help

D23 **'Extra' Notes**
You can add 'Extra Notes' to any of the lessons on the Cover timetable.
These notes appear on the Cover-slips and on the Cover Timetable. For example:
- 'Please take the class to Room 32'   (The screen shows you which rooms are free.)
- 'Work has been set and left with the technician'
To add these notes, just right-click on a lesson on the <F5> Cover Screen (see D10).
Lessons with 'Extra Notes' are shown on the Cover Screen with a red triangle in the corner.

D24 **'Additional' Notes**   Additional Notes
You can add (free-form) 'Additional Notes' to the Cover printouts, to inform or remind your colleagues of special events in school today.   Go to: TodayMenu ➟ Add Additional Notes.

The full message will appear at the bottom of the 'Master' Cover Timetable printout, but only the first 2 lines will appear on each Individual Cover Slip. The notes can be cleared automatically at the start of each new day, or you can choose to keep them for the next day (see the TodayMenu).

Section E – The Advance Diaries

E1   If you know in advance that a teacher will be absent on, say, the 15th of March, you can enter this information in the Advance Diary.

On the top Menu choose the option: Diary->Advance Diary of Absent teachers or just press **<Shift-F4>** (ie. hold down the <Shift> key while you press <F4>).

You can then make an entry very much as on the <F4> screen for today's absentees (see D9), and finish by entering the 'Start' date and (optionally) the 'End' date of the absence.

If the teacher is to be absent for just one day then the 'End' date will be the same as the 'Start' date. This is the usual default. Think of the 'Start' as being in the morning of the day selected, while 'End' is in the evening of the day selected.
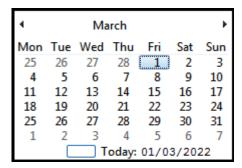
On this **<Shift-F4>** screen you will often not know the End date (eg. for a stay in hospital), so the default on this screen is not to have an 'End date'. If you wish to enter an End date, just 'tick' with your mouse on the grey square, so that a calendar box appears.

E2   Click on the down-arrow next to a Date edit-box, and you are shown a calendar for the current month.
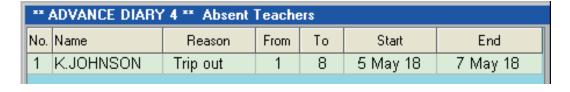
Click on the right-hand arrow button to see a later month:

Click on the date you want to be entered.

Naturally this section depends on the clock in your computer being correct.

◄		March				►
Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today: 01/03/2022

E3   A typical entry on the **<Shift-F4>** screen might be:

** ADVANCE DIARY 4 ** Absent Teachers					
No.	Name	Reason	From	To	Start	End
1	K.JOHNSON	Trip out	1	8	5 May 18	7 May 18

meaning: teacher K.Johnson will be absent all day (periods 1-8), on a trip out of school, beginning on the morning of 5th May and ending in the evening of 7th May (ie. 3 days out).

This entry will lie dormant until 5th May, when it will be automatically added to the <F4> screen as a 'today' entry.
It will stay on the <F4> screen until the end of the day on 7th May, and then be automatically deleted when you start the cover for 8th May.
Each day, when you start *StaffCover*, a screen tells you which items have been deleted.

Items that have no 'End date' will remain on the <F4> screen until you use the Delete button.

E4   You can set up similar advance diaries for the other 3 entry screens:

<Shift F1>   Staff in school but not free on a particular day:

No.	Name	From	To	Start	End
1	I.HAMILTON	1	8	5 Nov 18	5 Nov 18

** ADVANCE DIARY 1 ** Staff Not Free to Cover

<Shift F2>   Special Events on a particular day:

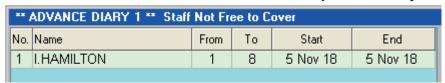| No.	Event	From	To	Start	End
1	Physics Prac	1	3	19 Jun 19	19 Jun 19

** ADVANCE DIARY 2 ** Special Events to Cover

<Shift F3>   Supply teachers available on a particular day:

No.	Supply-teacher	Assigned	From	To	Start	End
1	Mrs A Tomlinson	AJ	1	8	5 Nov 18	5 Nov 18

** ADVANCE DIARY 3 ** Supply Teachers Available

E5   Each of these three screens has an End date which by default is the same as the Start date. If you want to change to an indefinite End date, just click to un-tick the grey box.

There is a limit of 250 entries for each of these screens.
By default the entries are sorted into date order (but you can choose to sort them into the order you entered them). A print button allows you to print out the list.

(To Suspend a Class at some time in the future, see J14.)

E6 # LookAhead

Sometimes it is useful to view the Cover for a future day, to gain an insight into the possible cover requirements for that day.
Select CoverMenu ➡ LookAhead. It shows a Summary of the Covers needed for this month. Click on an arrow to choose a different month.
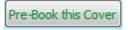
To see specific details of a particular day, select that day. You are now in **LookAhead mode**. Then select 'Calculate Cover' or 'Review' to see the Cover situation for your chosen day.
Any printouts you make will be labelled ***LookAhead***. Your statistics will not be affected in any way by using LookAhead.

Future Look-Ahead

October   **(209 covers this month)**

This feature enables you to LookAhead to a future day, and view the possible Cover implications.

You can also 'Pre-Book' Cover for a future day, to fix the Cover now for that future day.

The calendar on the right shows the number of Covers (periods or half-periods) required in this month.

To see a different Month, click on the < or > buttons.

To view an individual Day, click on that Day.

October		(209 covers this month)			
1st T	0	15th T	8	29th T	5
2nd W	0	16th W	16	30th W	9
3rd T	8	17th T	13	31st T	9
4th F	3	18th F	21		
5th S	-	19th S	-		
6th S	-	20th S	-		
7th M	3	21st M	5		
8th T	3	22nd T	8		
9th W	13	23rd W	13		
10th T	13	24th T	8		
11th F	11	25th F	16		
12th S	-	26th S	-		
13th S	-	27th S	-		
14th M	11	28th M	13		

Review Pre-Bookings   < Change month >   Close

Pre-Booking a Cover
On the Cover Timetable Screen, there is now an extra button showing:
Click on this button to view and pre-book any Covers for this future day.

Pre-Book this Cover

Use the Review Pre-Bookings button to review everything that has been Pre-booked.

Section F – Locate   <F9>   <F10>

F1   There are many occasions during the school day when you or your colleagues may wish to locate a teacher or a class, or view a room timetable.
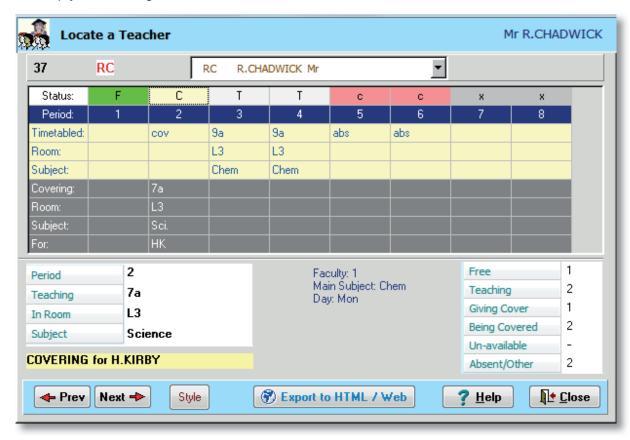This is often complicated by the fact that the teacher may be covering a class for an absent colleague.
This *Locate* feature allows you to find a class or a teacher quickly and easily, even if the teacher is doing cover.

F2   **Locating a teacher   <F9>**

This option allows you to find where a member of staff is teaching, even if s/he is doing cover.

Just press <**F9**> or click on the 🅣❓ icon.

You are shown the first teacher in your staff list, with a drop-down list to choose from.
To simply look through all the teachers, one at a time, click on **Next** or **Previous**.

If you click with your mouse or use the <left/right arrow> keys to focus on a particular period of the day, fuller information is given at the bottom left of the screen.

The codes along the Status row are:
T   = Teaching this period   **F** = Free period   **P** = Class is susPended
C   = doing Cover this period   **X** = 'Sixth Form' not needing cover

U/L = teaching, but on the other site (Upper/Lower)
S   = Sorry, unavailable to cover this period (on screen <F1>)
W   = reached his/her Weekly limit   **Y** = reached his/her Yearly limit
= 'excluded' (eg. a dummy teacher)

If the teacher is absent the codes are in lower case.
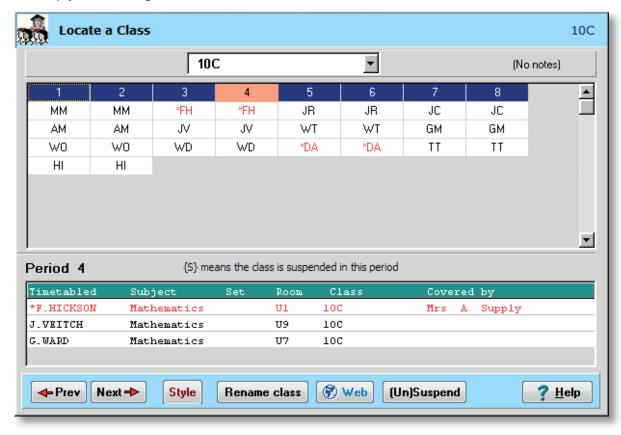(eg. status 'c' means the teacher is absent and being covered.)

S1 = 1st Supply teacher (on screen <F3>);   **E1** = 1st special Event (on screen <F2>)

F3

Locating a Class   <F10>

This option allows you to find out where a class is being taught, and by whom (even if the class is being covered by a different teacher today).

Just press <**F10**> or click on the [c?] icon.
You are shown the first Class in the list, with a drop-down list to choose from.
To simply look through all the classes, one at a time, click on **Next** or **Previous**.

If you choose class 10B then you are shown today's timetable for 10B (and any class group in which 10B appears, for example 10B, 10AB, 10ABC).

Absent teachers are shown in red.
You can use your mouse or the <left/right arrow> keys to move to a different period of the day.

As you choose each period, the bottom part of the screen shows further details of the teacher, subject and room. You can re-Name a Class on this screen. You can add Notes.
It shows in red any teacher who is absent, and it shows who is doing the cover.

Use the **Web** button on either of these two screens to create a HTML copy of the Class's or the Teacher's timetable, for attaching to an email to a colleague or for printing out.

F4 **Suspend a Class**
You can click on the (Un)Suspend button to suspend this class. For example, if the class is taking exams or is away on a trip. It remains suspended until you Unsuspend the class.

When a class is suspended, then:
a) that class will not be covered, even if the teacher is absent, and
b) the teacher(s) normally teaching that class are free to provide Cover elsewhere (unless specified otherwise, eg. if the teacher is entered as 'absent' or 'not free' on other screens).

You can also Suspend a Class in 3 other ways, see section J14.
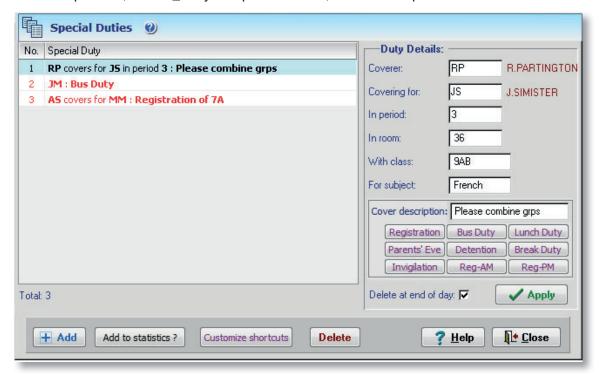
Section G – Special Duties

G1   This screen enables you to add up to ten extra entries to the Cover Timetable and cover-slips. That is, you can make an entry appear on the Cover Timetable and cover-slips which is not a product of **StaffCover**'s cover calculations, and which does not, therefore, have to obey the usual rules for calculating cover, nor even be related to the real timetable.

G2   Examples of when you might wish to use these ten 'Special Duties' are:

a)   To ask a teacher to cover Registration, Bus duty, Break duty, Lunch duty, Parents' evening, Detention, or any other non-timetabled duty,

b)   To ask a teacher to cover a class while simultaneously teaching his/her own class. Perhaps the two classes will converge on the same room, or the two rooms are adjacent. The usual **StaffCover** calculations will not allow this, since they must assume that a teacher who is timetabled as teaching is not available to cover for a colleague,

c)   To leave a message or reminder for one of your staff (but see the Additional Notes feature described in section D23).

G3   It is important to note that:

i)   The Special Duties list is entirely independent from the cover timetable - no amount of adding Special Duties will have any effect on screens <F1> to <F4> or the cover calculations <F5>. This is because, if the two were to interact, you could not use Special Duties to over-ride **StaffCover** rules, as in example (b) above.

ii)   Creating a Special Duty for a teacher does not alter his/her status (free, teaching, absent, unavailable to cover) - if a teacher is unable to cover, or is absent, you should enter this in screen <F1> or <F4>.

G4   **Entering a Special Duty**

On the top Menu, select Today ➡ Special Duties, to see the Special Duties screen:

Up to 10 Special Duties can be entered.

The details of each Special Duty are entered in a section at the right-hand side of the screen, as described on the next page.

G5   If the Edit boxes are not already yellow, click on Add to add a Special Duty.
You are then asked to describe this Special Duty by answering 8 questions:

The coverer ?	Select the covering teacher
Is covering for ?	Select the absent teacher, or Event
In period (optional):	Enter a period number, if you wish.
In room (optional):	Enter a room / location, if you wish.
With class (optional):	Enter a class / group / club, if you wish.
For subject (optional):	Enter a subject / topic, if you wish.
Description of cover:	You can type in anything you like, or to save time, you can press the buttons labelled: [Registration] [Bus Duty] [Lunch Duty] [Parents' Eve] [Detention] [Break Duty] [Invigilation] [Reg-AM] [Reg-PM] You can customize these if you wish.
Delete at end of today ?	Ticking this box (the default) will delete this Duty tomorrow morning. Only leave it unticked if the entry is applicable again tomorrow. For example, if: a) you are setting-up cover the day before it is due, or b) this Duty is applicable for more than one day.

When satisfied, click **Apply** and this Special Duty will be listed on the left-hand list.

G6   **Deleting, adding, modifying a Special Duty**

To delete an entry, highlight it and click on **Delete**.
To add a Duty, click on **Add**.
To modify a Duty, click to highlight it, then Edit the details, and click on **Apply**.

G7   **Printing out the Special Duties**

They are printed out automatically when you choose <**F6**> 'Print Cover Timetable' or <**F7**> 'Print cover-slips'.
They appear at the end of any list of cover calculated by *StaffCover*.

G8   **Adding Special Duties to the statistics**

If a teacher is assigned to cover a Special Duty, you can choose whether or not s/he is credited with having covered an extra period in the Statistics.
The default is 'No, the Special Duties are not added to the statistics'.
However, you can alter this whenever you like, by choosing the Cover Options Menu (see Section I1). Select 'Add Special Duties to your statistics' (see Section I9) and click on the arrow to change the options between:

- No,
- Yes, as a half-period
- Yes, as a full period

If you choose the middle option, for example, and have arranged for KJ to cover a Special Duty, then at the end of the day, KJ will be credited as having provided cover for another half period on top of any periods credited by *StaffCover* in the usual way.
Only choose one of the 'Yes' options if you have a global decision to always count a Special Duty in the statistics. Under any other circumstances, it is easier to choose 'No', and then if you do want to credit particular teachers with (half) periods, alter their statistics manually (see Section J4 – altering teacher details).
See also Section J13.

Section H – Statistics

H1 On the top Menu choose 'Statistics'. (If you've been using two computers, first see Appendix 4.)
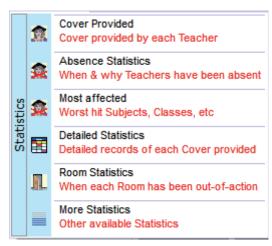
H2 **The Statistics Menu**

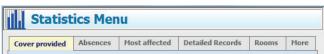The menu offers you 20 different printouts:

You can also view them on the screen, and in most cases you can export them to Excel.

Some are outlined in more detail below.

Your statistics are added cumulatively from the beginning of the school year until you choose to make a fresh start with a new timetable next year (see sections J20, C2). For some items you can also choose to look at last year's statistics (if they exist).
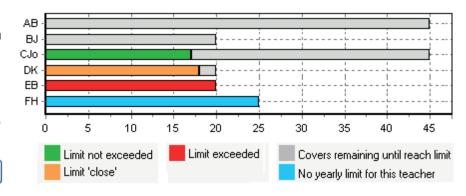
On the CustomizeMenu ➡ Period Cover Requirements (Section J13), you can select whether the cover that is done is to be added into the statistics as a full period, as a half-period, or not at all (eg. for covering Registration).   Half-periods are shown as a + sign (eg. 18+).

H3 **Graph of Cover done**

This colour-coded graph shows you at a glance
- how many periods of cover each teacher has done, and
- how close they are to their Yearly Limit.

Click on the [? Help] button for more details.
This graph can also be displayed directly from the Cover Timetable Screen (see D10).

H4 **Print each Teacher's Cover Record**

This summarizes the cover situation for each teacher:

```
                    Cover   Periods  Lessons  Lessons
 Name               Done    Absent   Absent   Covered

 Miss J.HARRISON  JH   5       8        6        4
 Mr J.MASON       JM   3       8        6        2
```

All these numbers will be shown in "half-periods" (ie. doubled) if you are currently working in half-periods (see sections I7, C7).
'Lessons absent' : this is the number of teaching periods missed   ie. not including 'free' periods.
'Lessons covered' : this is the number of lessons actually covered for this teacher (ie. not including any 'Sixth Form' lessons not covered, or lessons on the other site of a split-site school).

The Grand Totals are shown at the bottom of the list.
The totals for (a) Supply Teachers and (b) Special Duties are also shown at the bottom.

H5   **Teacher Absence Records : Print details of absence for each Reason, for each Teacher**

Teacher Absence Records - Periods Absence

Periods...	Appraisal	Business	Course/INSET	Dentist	Exam Board	Funeral	GP doctor	Hospital	(U) Illness	Meeting	case conf.	Lesson Observat	Moderation	Primary LiNks	(U) Oth fam mem	meet Parent	(U) Transport Pr	Rehearsal	School visit	Trip out	ConsUltancy	inVigilation	(U) Weather	(U) other pers re	At Interview	interviewing	None/Other	TOTAL	Total planned	Total unplan'd	Lessons missed	Needed cover	Disruption (%)
Mrs B Matthews	3	13							14											3				8				41	19	22	29	28	68%
Mr R Chadwick		19	8					15	20	5										5	10			17				99	62	37	85	59	59%
Miss L Jones		17	24					5	10	4							1	12					5	1				79	68	11	54	41	51%

You can print this out as (a) a Summary or (b) with full details of dates, and in Days, or in Periods. You can filter the records for a specific teacher, a specific month, a specific reason, or any combination of these. You can click the Edit Details button to change or delete the details. Planned absences are in black; Unplanned absences are shown in dark red.

H6   **Period Cover Records : Print the total Cover used in each Period**

This summarizes the cover done by each teacher in each period of the week:

```
Key: 2KJo17 means teacher 'KJo' (period protection 2) covered 17 times

Day: 1      Period: 1      Total Cover needed: 68

2AJo8   4JRo1   3DSm4   2RPa6   2RCh7   2MMo8   2HBr6          SUP=20
```

SUP=20 shows the total number of periods covered by supply teachers in this period.

H7   **Teacher Variables : Print the Variables assigned to each Teacher**

This shows the values you have assigned to each teacher, and the cover done as a result:

```
                                              Age     Cover    Cover    Cover
  Title & Name      Code Sex Faculty Subject  Pref  Loading  Nominal   Done

  Miss  J.HARRISON  JH    F     1     Maths    L       20        5        5
  Mr    J.MASON     JM    M     1     Maths    U       20        3        3
```

'Cover loading' is in the range 4 – 30 (see sections C5, J4).
'Cover nominal' is the current nominal figure used in the cover calculations. It can be adjusted by you, particularly after someone returns from a long absence (see Section J4).

H8   **Absence Reasons : Print a summary of the Reasons for each teacher's absence**

```
 Mrs D.ADDISON
    -   -   -   2D  -   -   -   -   4I  -   -   -   -   (1)
    -   -   -   -   -   -   -   -   -   -   -   -   -   7
```

This shows that Mrs D.Addison has missed 2 lessons (ie. not including 'free' periods) for D = Dentist and 4 lessons for I = Illness. See Section J6 for more details of the 26 reasons. The number in brackets gives the number of lessons missed for 'no reason' (ie. no reason was entered on screen <F4>) and the last number gives the total number of lessons missed. A separate menu item lets you see any patterns in a teacher's absences.

H9   **Print the Supply Teacher Records**   See also section J18

This prints a one-line summary of each cover done by each supply teacher during the specified month/year. You can choose to see 'All Records' or selectively one month at a time.

```
  Date       Supply Teacher    Periods    Total     Covered for:
  7-Sept   Mrs A Johnson        2-5         4       Mrs D.Addison /Dentist
```

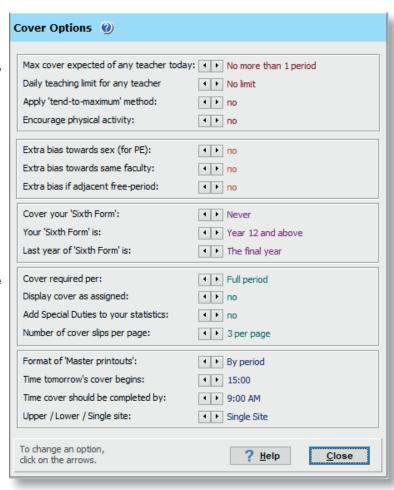# Section I – Cover Options

I1   If you choose Custom<u>z</u>e ➠ Cover Options on the top Menu, you are presented with a list of items that can be changed to modify the way the cover timetable is produced:

Cover Options ❓

Max cover expected of any teacher today:	◄ ► No more than 1 period
Daily teaching limit for any teacher	◄ ► No limit
Apply 'tend-to-maximum' method:	◄ ► no
Encourage physical activity:	◄ ► no
Extra bias towards sex (for PE):	◄ ► no
Extra bias towards same faculty:	◄ ► no
Extra bias if adjacent free-period:	◄ ► no
Cover your 'Sixth Form':	◄ ► Never
Your 'Sixth Form' is:	◄ ► Year 12 and above
Last year of 'Sixth Form' is:	◄ ► The final year
Cover required per:	◄ ► Full period
Display cover as assigned:	◄ ► no
Add Special Duties to your statistics:	◄ ► no
Number of cover slips per page:	◄ ► 3 per page
Format of 'Master printouts':	◄ ► By period
Time tomorrow's cover begins:	◄ ► 15:00
Time cover should be completed by:	◄ ► 9:00 AM
Upper / Lower / Single site:	◄ ► Single Site

To change an option, click on the arrows.   **? Help**   **Close**

Click on an arrow-button to change any item.
Then click **Close** and **Yes** to save the new values.

Each of the options is discussed briefly below.

For more details, click any Help button and then use the Index.

I2   **Maximum cover expected of any teacher today**

The possible values are:
- no more than 1 period per day (the default)
- no more than 2 periods per day
- no limit

If you choose 'no more than 1 period per day' then *StaffCover* will make every effort to try to ensure each teacher covers no more than once per day.   This will overide all other factors.

See also sections J4, J12 for specifying the **Maximum Covers per Week** and **per Year**.

I3   **Daily teaching limit for any teacher**

See more details in Appendix 9 or via the Help button.   **? Help**

I4   **Apply 'tend-to-maximum' method** and the '**Encourage Activity' feature**

See more details in Appendix 10 or via the Help button.   **? Help**

I5   **Extra bias towards same sex (for PE and Games only)**

Values are Yes or No (the default). If yes is chosen, it shows `Sex` on the Status Line of the Cover Screen, and it boosts the effect of the 'sex' parameter (parameter 17, see Section J5) by a factor of 10, making it more important that PE or Games are covered by a teacher of the same sex.

Extra bias towards the same faculty

Values are Yes or No (the default). If Yes, `Fac` is shown on the Status Line, and parameter 16 (see Section J5) is boosted by a factor of 10, making it more important that the covering teacher is in the same faculty as the absentee (eg. for Health & Safety reasons in Science).

Extra bias if adjacent free period

Values are Yes or No (the default). If Yes, it gives a bias so that *StaffCover* is more likely to assign the Cover to a teacher who has a 'free' (non-teaching) period immediately before or after the Cover period. It may keep your staff happier.

I6   **Cover your 'Sixth Form' classes?**

The possible values are: • Always   • Never   • Sometimes (Ask)
You are asked to choose one of these during initialisation, but you can change it here.
Always will always arrange cover for your 'Sixth Form' (see section I6), ***Never*** never will, and ***Sometimes*** asks you the question each time you press <F5> to calculate cover.

   Your 'Sixth Form' is . . . ?

Choose the Years which you want to treat as your 'Sixth Form' if you are using the 'Never' or 'Sometimes' options in section I5. Also specify the last year of the 'Sixth Form'.

I7   **Cover required per . . . . full period or half-period**

'Full period' cover assigns 1 teacher to cover the full period.
'Half-period' cover assigns 2 teachers to cover each period, one to cover the first half of the period (part A), the other to cover the second half (part B). See also Section C7.
This option has no effect if your school has more than 8 periods per day.

I8   **Display cover as assigned**

The values are Yes or No (the default). Yes allows you to see ***StaffCover***'s calculations when you press <F5>. A display of:
```
P 3  C.JOHNSON  cov'd by  J.SMITH  23%  (+7)  from 6
```
means that J.SMITH had a 'score' of 23% from the current weightings of the 19 parameters (see Section J5) and, of the 6 staff who were free to cover this absentee, J.SMITH's score was 7 higher than anyone else ie. he was a clear choice to do the cover.

I9   **Add Special Duties to your statistics**

The values are: • No   • Yes, as a half-period   • Yes, as a full period
If you assign a teacher to cover a 'Special Duty' (see Section G) you may wish that teacher to be credited with an extra half-period of cover, or an extra full period, or you may just prefer that the special duty cover is not added to the overall cover statistics at all.
If you are running ***StaffCover*** on two separate computers on a split-site school, it is best to make the same choice on each site.

I10   **Number of cover slips per page**

The default is 3 printed on each sheet (to be cut up) but you may wish to change it to 2, or 1.

I11   **Format of 'Master' printouts**

See Section D18 to see the two alternatives you can choose here.

I12   **Time tomorrow's cover begins**

If you are in the habit of creating Tuesday's cover on Monday afternoon, Wednesday's on Tuesday afternoon, and so on ... then you should set this time to be the 'dividing' time, before which you are still calculating today's cover, after which you are calculating tomorrow's cover. Then when you ***re-***start ***StaffCover*** after the time you have set here, you will be asked whether you want to continue with today's cover or move on to tomorrow's. See also **Appendix 1**.

Once you have taken the firm decision to move to tomorrow, it is best not to return to today, so it makes sense to set this time as being "safely" after lunch. The default is 15:00 (3 pm).
If you never (or very rarely) want to calculate a day's cover on the previous afternoon, you can set the time to something very late, for example 20:00 (8 pm).

I13   **Time cover should be completed by**

This is the time that determines the number of 'minutes to go' shown on the <F1> — <F4> input screens. The default is 9.00 am.

I14   **Upper / Lower / Single Site**

You should only need to use this option once per year, before the school year begins.
If you are in a split-site school, you should set this option to say "Upper" on one computer and "Lower" on the other.   In any other circumstance, it is best to say "Single" - even if you are a split-site school but operating only one computer.
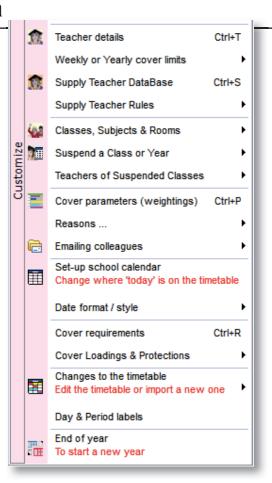
For more details, click the Help button on any screen, and then use the Index.   [? Help]

Section J – Changing Data

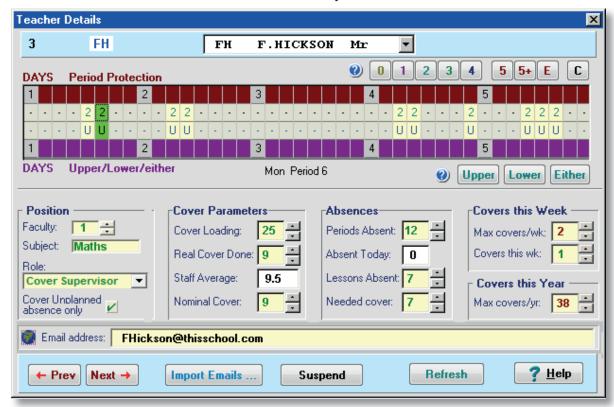**J1** Choosing Customi<u>z</u>e on the top Menu allows you to make changes to the data used by *StaffCover*.
The list of items includes:

👤	Teacher details	Ctrl+T
	Weekly or Yearly cover limits	▶
👤	Supply Teacher DataBase	Ctrl+S
	Supply Teacher Rules	▶
👥	Classes, Subjects & Rooms	▶
🖼	Suspend a Class or Year	▶
	Teachers of Suspended Classes	▶
▦	Cover parameters (weightings)	Ctrl+P
	Reasons ...	▶
📁	Emailing colleagues	▶
▦	Set-up school calendar *Change where 'today' is on the timetable*	
	Date format / style	▶
	Cover requirements	Ctrl+R
	Cover Loadings & Protections	▶
▦	Changes to the timetable *Edit the timetable or import a new one*	▶
	Day & Period labels	
▦	End of year *To start a new year*	

These are discussed on the next six pages.

J2 **Teacher details**

You first shown an Overview Screen, giving a Summary for each teacher.
You can also add a new teacher here. Click on any Teacher to see more details:

Select a new teacher from the drop-down list, or with the Next and Previous buttons.
The details of this screen are discussed on the next page.

J3   **The upper part of this screen** shows you the Teacher's free-periods in the week, each assigned a period protection code (0 - 5) and an **U**pper/**L**ower/**e**ither school preference.

Period-protection code

This code decides which of cover parameters 9-13 (see J5) is added to the teacher's 'score' for that period. The higher the protection, the less likely the teacher is to cover in this period.

A value of **0** gives least protection; **1**, **2**, **3**, **4** give increasing protection. The default is **2** (see J9). A period-protection of **5** gives 'Complete Protection', and prevents *StaffCover* from ever asking that teacher to cover during that period, even though s/he is free on the timetable. Use '**E**' to label staff who may be used in an Emergency (eg. the Head). For the '**C**' code see page 46.

To change it, click on the required period, then click one of the buttons labelled 0 1 2 3 4 5 E C.

Upper/Lower/either

In a split-site school, the **U**pper/**L**ower preference for each period specifies on which site the teacher is able to provide cover that period. In a single-site school, the Upper/Lower/either preference says which age-group the teacher would prefer to cover in that period. See also C4.

J4   ### Changing details

Any item shown on the screen in green letters in a pale yellow box can be altered.
Just use the arrow buttons to change the item you want, or type in a new name or initials .

Role : Cover-Supervisor, etc : see page 46 and the   **? Help**   button for more details.

Cover-loading

A teacher's cover-loading determines how often s/he is expected to cover for absent colleagues. A teacher with a cover loading of 20, for example, will be asked to cover twice as often as a teacher with a loading of 10 (all other factors being equal). Some possible uses of this are:

a)   Part-time staff should normally have lower values, so that they do less cover.

b)   You can assign lower values to staff just returned from long illness, so they are not 'hit' too often as the system tries to bring their cover totals up to the same level as other teachers. However you may find the method described in the paragraph below more suitable.

c)   You can assign higher values to staff you know are exempt from other duties (eg. staff who are not form-teachers) or who have a lot of free time (eg. after exam classes leave).

Nominal cover

The 'nominal' cover is usually the same as the 'real' cover done by the teacher, but if you want a teacher to (temporarily or permanently) provide less than his/her share of cover, you can increase the nominal cover, whereupon *StaffCover* will consider the teacher to have 'nominally' done more cover than s/he has really done, and so assign less cover to him/her in future.

As in (b) above, this 'trick' can be used as a way to ensure that a teacher who is returning after illness is not 'hit' too hard. Eg. if a teacher has been ill for 4 weeks and during that time would have done 4 covers, you could add 4 to his/her nominal cover. (You can return the nominal cover to the real cover later, perhaps in 2 steps; otherwise s/he will finish the year doing less cover.)

Or you can use it to stop a teacher who has more free periods at exam time from being hit too lightly, by decreasing the nominal value.

Max Covers this Week

Use this to conform with any contractual obligations (eg. 'McCrone' in Scotland) where a teacher cannot be used more than the specified number of times. The default is 'n/a' (not applicable).

The 'Covers this week' figure is reset to zero each Monday (see also J10). See also I2.

Max Covers this Year

Use this to conform with any contractual obligations (eg. the Workforce Agreement in England & Wales) where a teacher cannot be used more than the specified number of times. See J12.

Suspension

To suspend a teacher (ie. 'temporarily' erase him/her from the timetable) click on Suspend.
Do the same again to Reinstate. This is normally just for ignoring 'dummy' teachers. See J14.

Email address   If you want to email the cover messages. See D22 and use the **Help** button.

J5   Cover parameters

When *StaffCover* devises a cover timetable for you, it uses a set of rules and weightings.
The values of the weightings are pre-set for you when you first use *StaffCover*, but you may wish to apply some fine-tuning to suit your school's particular needs.

In making its decisions about cover, the program calculates a cover-score for each teacher who is available to do cover. The teacher with the highest cover-score is the one who is nominated to do the cover. The calculation of the cover-score is based on 19 parameters.

The screen shows the current values of the 19 parameters:

```
Parameter   Description                  Value
    1       3+ periods above average       0
    2       2-3 above average             45   ▪▪▪▪
    3       1-2 above average             65   ▪▪▪▪▪▪
    4       0-1 above average             75   ▪▪▪▪▪▪▪
    5       0-1 below average             85   ▪▪▪▪▪▪▪▪
    6       1-2 below average             95   ▪▪▪▪▪▪▪▪▪
    7       2-3 below average            115   ▪▪▪▪▪▪▪▪▪▪
    8       3+ periods below average     160   ▪▪▪▪▪▪▪▪▪▪▪▪▪▪
```

One of the first 8 parameters is added to the score depending on this teacher's total cover periods so far.

One of the next 5 parameters is added to the score depending on this teacher's personal protection-code for this period:

```
    9       Period protection of '4'       0
   10       Period protection of '3'      30   ▪▪▪
   11       Period protection of '2'      60   ▪▪▪▪▪▪
   12       Period protection of '1'      80   ▪▪▪▪▪▪▪▪
   13       Period protection of '0'     120   ▪▪▪▪▪▪▪▪▪▪▪▪

   14       Cover score added             80   ▪▪▪▪▪▪▪▪
```

The program keeps a memory-score (for each teacher) of how often a cover is done. Parameter 14 is added to this score every time a cover is done.
This memory-score decays each day, so that more notice is taken of recent cover. Parameter 15 is the percentage by which the memory-score decays each day. The resulting memory-score is subtracted from the teacher's cover-score.

```
   15       Cover % decay rate            80   ▪▪▪▪▪▪▪▪

   16       Same faculty                 100   ▪▪▪▪▪▪▪▪▪▪
```

This parameter is added to this teacher's cover-score if the absent teacher has the same faculty number, so that classes are more likely to be covered by staff in the same faculty. This parameter is boosted by a factor of 10 if the `Fac` status is chosen (see Section I4).

```
   17       Same sex                     200   ▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪▪
```

Parameter 17 is added to a teacher's score if the absent teacher was teaching PE or Games and is of the same sex. This is boosted if you choose `Sex` on the Status Line (Section I3). The sex of a teacher (including a supply teacher) is recognised from his/her title (Mr, Dr are male; Mrs, Miss, Ms, DR are female). If a special event requires a particular sex to cover it, type the word 'Boy' or 'Girl' at the beginning of its description in the <F2> List of Special Events.

In a single-site school, one of the next two parameters is subtracted if the teacher's age-preference is different from the age of the class to be covered:

```
   18       Younger preference           100   ▪▪▪▪▪▪▪▪▪▪
   19       Older preference             100   ▪▪▪▪▪▪▪▪▪▪
```

These parameters have been pre-set after considerable thought but you can change them if you wish. For example, you could boost parameter 16 if you feel that faculty cover is very important; you could set it to 0 if the concept of faculties has no meaning in your school.

Parameters 1-8 must form a rising sequence; parameters 9-13 must form a rising sequence; the maximum value of parameter 15 is 95, for the others it is 250.
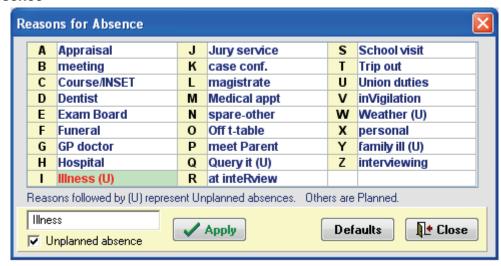
There is also a separate method, for schools in Malta, set at Customize ➠ Cover Options ➠ 'Tend to Maximum'.

J6 **Reasons for Absence**

The screen shows the 26 pre-set reasons, with the 'standard' default reason highlighted.

You can edit any of these words.

You can change the 'standard' (the default is 'illness').

Reasons for Absence

A	Appraisal	J	Jury service	S	School visit
B	meeting	K	case conf.	T	Trip out
C	Course/INSET	L	magistrate	U	Union duties
D	Dentist	M	Medical appt	V	inVigilation
E	Exam Board	N	spare-other	W	Weather (U)
F	Funeral	O	Off t-table	X	personal
G	GP doctor	P	meet Parent	Y	family ill (U)
H	Hospital	Q	Query it (U)	Z	interviewing
I	Illness (U)	R	at inteRview		

Reasons followed by (U) represent Unplanned absences.   Others are Planned.

Illness   ✔ Apply   Defaults   ◄ Close
☑ Unplanned absence

You can specify them as 'planned' or un-planned', see also Appendix 5, on 'Cover Supervisors'. The Statistics section (see H5) shows you how often a teacher was absent for each reason.

J7 **Cover slip messages**   The 4 default sentences on the cover slips are:
1. (blank)
2. `I would be grateful if you would cover the following:`
3. `Thank you`
4. `Deputy Head`

This screen allows you to change the standard sentences, and add an extra sentence if you wish. See also Section D19.

J8 **Set up School Calendar (change 'today')**
This option allows you to choose a new day - for example, if you run a 2-week timetable cycle and at the start of a new term you find yourself covering the wrong week. It takes you to the screen shown in C8.
Do *not* use this option when starting to do tomorrow's cover. See Section I12 and Appendix 1.

J9 **Re-assign cover-loadings automatically**
If you have been altering teachers' cover-loadings (see Section J4 above), and decide you would now like to revert to a loading for each teacher based on the number of free periods s/he has in the week (as was done during initialisation), then choose this option.

You are asked to give a figure for the 'normal' number of 'free' periods for a teacher.
The resulting cover-loading will be in the range 4 - 30, with a teacher having a 'normal' number of free periods being given a cover-loading of 20. (See the explanations in sections J4, C5.)

J10 **Re-set period protections**
This allows you to re-set all your period-protection codes to the default of 2 (see also J3).
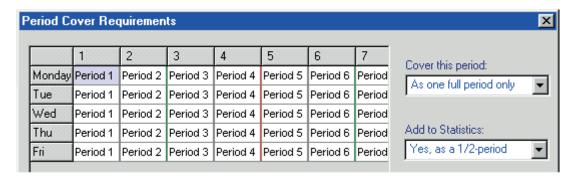
J11 **New week**
The 'Covers per week' value on the Teacher Details Screen (see J2, J4) is re-set to zero for everyone at the start of each new week. Use this item if you want to do it at any other time.

J11 **Date format /style**   Use this if you get a 'Not a Valid Date' error message.

J12 **Assign Yearly Limits**
To conform with the Workforce Agreement in England & Wales, you can set a figure for the maximum number of covers to be done in a year. eg. 45 periods of 50-minutes-each would be equivalent to the 38-hour maximum. Set a global figure here, and then on the Teacher Details Screen (see J2, J4) you can fine-tune it for individual teachers (eg. part-timers). See also H3.

J13 Period Cover Requirements

This screen allows you to customize the effect of cover in each period, in 2 ways :

i) *Setting Cover Requirements for a specific period*

Click on the period you want to set the requirement for, then choose from the drop-down list labelled 'Cover this period:'.
There are 3 choices to decide how this period will be covered when someone is absent.

The 3 options are:

- Default
  This covers the period in the usual 'default' way, as set-up in Cover Options (section I7).
  In other words, full-period or half-period cover.

- As one full period only
  Use this option if your default Cover setting is 'half-period cover' (ie. 2 people normally cover, one for each half), but you want this specific period to be covered as one full period only (ie. by a single person).
  For example, you might use this option for a timetabled period that represents 'Registration', as only one teacher is required to cover registration.

- No, do NOT cover
  Use this option if this period should not be covered at all; it will be blank on the timetable.
  For example, you might use this option for a timetabled period that represents 'Lunch'.

ii) *Selecting the rule used for Statistics, for a specific period*

Click on the period you want to set the rule for, then choose from the drop-down list labelled 'Add to Statistics:'.
There are 4 choices to decide how any cover done for this period will be added to the statistics.

The 4 options are:

- Yes, as default. This covers the period in the usual 'default' way, as set-up in the Cover Options (section I7). In other words, if you are on full-period cover, each cover done in this period is treated as a full period in the statistics. If you are on half-period cover, each cover done in this period is treated as a half-period.

- Yes, as ½-period. Each cover done in this period is treated as a half-period, even if by default you are operating full-period cover. For example, even if you are operating full-period cover, you might set it to 'Yes, as ½-period' for a period that represents 'Registration'.

- Yes, as a full-period. Each cover done in this period is treated as a full-period, even if by default you are operating half-period cover.

- No, do NOT add to stats. Each cover done in this period is ignored in the statistics.

Note : Each period obeys the 'Add to Statistics' rule for updating ALL the statistics, including how many periods a teacher was absent for, periods s/he covered, supply teacher records, etc.

J14 **Suspending Classes, or entire years**

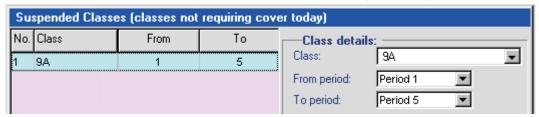Clicking on Customize->Suspend a Class or Year gives you 4 choices, as shown:

When a class is suspended, then:

a) that class will not covered, even if the teacher is absent.

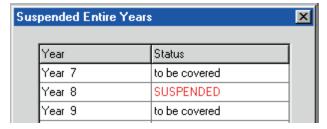b) the teacher(s) normally teaching the class are 'free' to cover for absent colleagues.

The 4 choices are:

i) ***Single Class Selectively (eg. for short trips out) – for TODAY.   Also via <F11>***
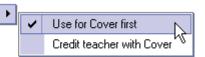This suspends a class for the specified periods, and only for 'today':

Note : to suspend an entire Year, scroll down to the bottom of the Classes list.

ii) ***Single Class Selectively (eg. for short trips out) – for a FUTURE date***
This suspends a class in a similar way, for a future date that you specify.

iii) ***Single Class Fully (eg. for longer trips, or for exams)***
This suspends the class for the full day, and continues until you unsuspend the class.
See Section F4 for full details.

iv) ***Entire Year-group (eg. at exam time)***
This suspends all the classes in the year-group, until you unsuspend them:
For example, this option can be used at exam/revision time to suspend Year 11 and Year 13 from requiring cover.

On the Customize Menu you can decide what will happen to the Teachers released by classes that have been Suspended:

J15 **Make a small change to your timetable**

This screen allows you to make a change to a particular teacher's timetable for a particular period of the week. You can change the class, subject or room for that period. You can also convert a teaching period to a free period, or vice-versa. You can also Re-Name a Class.

Click on the period you want to edit, and make your changes in the edit-boxes. Make sure you click on **Confirm** to apply the changes. Use Print->Free Staff & Rooms to find free ones. After you Close, *StaffCover* will check all the free periods again and apply the new timetable.

J16 Load in a new timetable

If you make major changes or develop a new timetable in *TimeTabler* during the course of the year, with changes that are too complicated for the screen shown in J15, choose this option and you will be asked which new timetable you want to load. Note that you must **not** swap the order or the total number of teachers (or classes), or you will confuse *StaffCover*.
Because you may have replaced a departed teacher with a newly-arrived one, or a dummy with a real teacher, you will be asked again some of the initialisation questions (see Section C).

It is best not to use this option unless it is really necessary. If you are doing this in a split-site school and want to conserve the statistics, consult the HelpLine first.

If the new timetable has a different order or number of teachers or classes, do not use this method. Choose 'End of Year' (J21) and then follow Section C (but you will lose your statistics).

If you just want to change a teacher's name/initials/title, see Section J4. See also J15.

J17 Review the current timetable
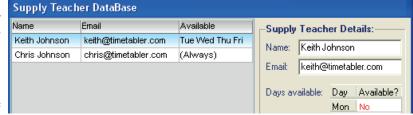
This is just a summary of the *TimeTabler* data you are using.

J18 Supply Teacher Database
You can keep a list of your supply teachers on the Supply Teacher DataBase Screen:

This has some advantages:
- You don't have to re-type a Supply Teacher's name if s/he is employed again in the future.
- If the Supply Teacher is only available on certain days you can now set this up one-time.
- You can store a Supply Teacher's email address, so that cover slips may be emailed to them.

J19 Transfer data to a second site

If you are a split-site school operating two computers, and you want to see the total statistics for the whole school, you will want at some point to take the data from one site over to the other site. To do this, you will need to transfer the data on one computer to a memorystick or floppy disc, and from there on to the other computer. See Appendix 4 for full details.

J20 End of year

At the end of the school year, you will want to store this year's data on a memorystick, floppy, zip-drive, etc (in case you ever need to refer back) and then clear away all that data from your hard-disc, ready for a fresh start with a new timetable.   Choose this option **ONLY** at the end of the year – its use at any other time will result in all your data being deleted, if you are not careful !
The next time that you run *StaffCover* it will ask you which timetable (from *TimeTabler*) you wish to install, and take you into the initialisation procedure (see Section C).

J21 Backup and Restore
This feature is available from the File Menu or: > Backup
You can Backup (see Appendix 3) to a directory that you set on this screen. The path you set will be used for both Backup and for SC-Restore (on the File Menu).

Note : Backup deletes any earlier backup on a memorystick.

Note : if you are using *StaffCover* across 2 sites and wish to take a backup in order to amalgamate your statistics, see section J19.

You can also Backup in the Auto-Backup Library. This allows you to keep up to 100 snap-shots of your entire data.

Make sure that you use one or both of the Backup features, for safety.

Appendices 1–10

Appendix 1   **Doing tomorrow's cover, today**

There are 2 ways you can start to do tomorrow's cover:

1. *Either :* at the top of the main opening screen, click on the button:

2. *Or :* after the 'dividing' time (see Section I12; the default is 3 pm), re-start the program in the usual way. (If the machine has been left on, you must first exit the program in the usual way.)

You are asked if you want to 'Stay in Today' or 'Go to Tomorrow'. If you choose 'Go to Tomorrow', the statistics are updated with today's details and the program then moves to tomorrow.

If you want to just **LookAhead** for possible problems on some future date, see Section E6.

Appendix 2   **The two types of cover: 'Fast' and 'Long'**

To calculate your cover timetable you can press <**F5**> ('Fast' Cover), or you can press <**Shift-F5**> ('Long' Cover).

These are two methods of interpreting your cover weightings, the 'Long' Cover being slightly more rigorous, but taking slightly longer on a slow machine.
Normally, the 'Fast' Cover produces good enough results but on occasion you may wish to try 'Long' Cover to see if it gives a 'better' cover arrangement.
We recommend you choose <**F5**> 'Fast' Cover, unless you have tried fast cover, are unhappy at the resulting cover timetable, and wish for a 'second opinion'.
The 'long' method may give a slightly better solution on some days, with fewer teachers being assigned to cover twice. You may wish to try it on particularly bad days.

Appendix 3   **Backing-up your data, and moving your data to another computer**

To make a Backup, and/or move the cover data between two computers, you can:

a)   On the Main Menu choose: **Backup**. This copies all the files from the *StaffCover* data folder, to a memorystick, etc. The Backup file contains all your data, statistics, cover details, etc.
It is wise to make a regular backup, and not always on the same device. See also J21.

b)   To load them into another machine, put in the memorystick or floppy disc, and on the Main Menu choose: File->SC-Restore (load from ...).   See also section J21.

Appendix 4   **Amalgamating statistics from two sites**

If you have been operating *StaffCover* on two different computers (one on each site of a split-site school, for example) then, if you wish, you can amalgamate the statistics from each individual site into a total for the whole school.

To do this, first decide on which computer you are going to print the amalgamated statistics.   Then run *StaffCover* on the *other* computer and from the Main Menu choose Customize->Transfer data to a second site. Have a USB memorystick handy, and follow the screen instructions to save the data from this computer on to the memorystick (see also Appendix 3).
Now take this memorystick to the other computer, and run *StaffCover* on this computer.   On the top Menu choose 'Statistics', and when asked if you wish to add-in the statistics from a second computer, plug in the memorystick, click on Yes and follow the instructions.

Please note that as you approach the end of the school year, there is no problem with using *TimeTabler* to create a new timetable for next year, whilst simultaneously using *StaffCover* on the current year's timetable.   *StaffCover* keeps a separate copy of the current timetable to use.

Appendix 5 **Using 'Cover Supervisors'** (eg. for the 'Rarely Cover' Guidelines)

'Cover Supervisors' were added to *StaffCover* to deal with Cover more flexibly, and in particular to help you to comply with the 'Rarely Cover' guidelines issued by the government, for England & Wales. (We have used the term 'Cover Supervisor' but they may be known in your school as 'Support Staff' or 'Cover Staff' or similar.)

Any of your existing teachers can be designated as a CS. And/or new teachers can be added and designated as a CS. See section J2 for how to do both of these.

A CS is always assigned to do Cover **first** (before any 'normal' member of staff) regardless of other parameters & conditions, such as how much Cover s/he has done so far this week, etc.

To designate an existing teacher as a Cover Supervisor:
Go to CustomizeMenu ➠ Teacher Details, click on the teacher you wish to edit, and then select the correct status in the 'Role' area, see section J2.

There are 4 options for Role : Cover Supervisor, with the following meanings:

Option	Meaning
Standard teacher	This teacher never acts as a Cover Supervisor
Cover Supervisor	This teacher always acts as a Cover Supervisor (for all periods)
Selected periods	This teacher acts as a CS for selected periods only (ie. only for those periods with a period-protection of 'C' ... see 'Period Protections' below)
NQT	A 'Newly Qualified Teacher' is only allowed to provide cover for Special Events, and even then, only when his/her own class is suspended.

Related notes:

1) Important : When setting a teacher as a CS, you will almost certainly also want to set his/her 'max covers/wk' and 'max covers/yr' to 'n/a', so s/he is not restricted as to how much cover s/he does.

2) On the 'Cover Display' screen, a CS is marked as such, when you hover your mouse over them.

3) Cover done by a CS is kept separately from 'Cover done' by other 'standard' teachers. If a teacher does some cover as a CS and some as a 'standard' teacher, this is differentiated and kept as two separate totals. You can see the 2 totals separately if you go to Statistics ➠ Teacher Cover Records or on the Overview of Teachers Screen (see page 1).

4) The limit you set at CustomizeMenu ➠ Cover Options ➠ Max cover expected of any teacher today does not apply to Cover Supervisors. ie. They are never restricted by this rule.

Period Protection : 'Selected periods only'
In addition to the Period Protection codes 1, 2, 3, 4, 5, E, described in section J3, there is an extra period protection of '**C**', meaning:

C means that a Teacher marked as a 'Selected periods Cover Supervisor' (see table above) acts as a Cover Supervisor in this period (but not in other periods).
This code **C** is set just the same as for all the others – ie. on the Teacher Details Screen (see J2).

'Planned' and 'Unplanned' absences
On the Reasons for Absence Screen (see J6) you can specify whether an absence is 'planned' or 'un-planned'.
Then on the Teacher Details Screen (see J2) you can say for any Teacher, or any Cover Supervisor, that s/he will only cover Unplanned absences.

A teacher marked as 'Cover Unplanned absence only' will only cover a teacher who is absent with a reason you marked as 'Unplanned' (typically 'illness'). S/he will not cover any Events either.

Note: if you really want to, you can always break this rule manually by using the 'Swap' feature to swap-in any teacher to Cover.

Appendix 6   Exam Invigilation and the Special Events <F2> Screen

An outline of this useful screen was given in Section D7, but there are some extra features which are described in more detail here.

No.	Event	From	To	End date	Day format
1	Maths Exam in Hall	2	4	1 Jun 19	–EEE ––––

SCREEN 2 Special Events to Cover

Suppose you want to arrange for the Invigilation of an Exam.   The steps are:

1. Create a new Special Event <F2>.
    It is sometimes helpful to colleagues to include the location in the name of the event as shown.

    Event: Maths Exam in Hall

2. Enter the invigilator you require in the 'With teacher' box:
    If that person is free they will be used to Cover this event.
    If you leave the box empty then *StaffCover* will select the best person in the usual way.

    With teacher: DS   D.SMITH

3. Select the Room where the exam will take place:
    (By default it says 'none' meaning the event will not need an existing classroom).
    You will see that the list of rooms shows which Class is currently using each Room.

    In this Room: Main Hall

4. When you select a Room, if that Room is currently busy with another class, an extra box will appear saying 'Move current class to:'
    Use this to pick the room that the current class must now move to.
    The Teacher of that class will be warned that s/he needs to move the class to this new room.

5. Choose the 'From period' and the 'To period' in the usual way.

6. Choose an End date if you wish. The default end date is today (ie. the event is for one day only).

7. Add Notes if you wish.
    You can enter extra Notes, to better describe the event to your colleagues (up to 100 characters are allowed).
    These notes appear on the following:
    a) Master Cover timetable   b) Individual Cover slips
    c) The Review <F8> screen (if you hover over an event)

    Notes: ! Check with Mrs West about this

    Hidden / internal notes: if you do **not** want a Note to be printed for your colleagues, and just want to keep it for your own (internal) use, then begin the Note with an exclamation mark (**!**).
    For example, the following note would not be printed: ! Check with Mrs West about this

    [You can also add Notes like this to an Absent Teacher, if you feel your colleagues need some explanation of why the teacher is absent. Again, start with a "!" if you wish to keep them private. These Notes are also available for Events and Absent Teachers on the Diary screen.]
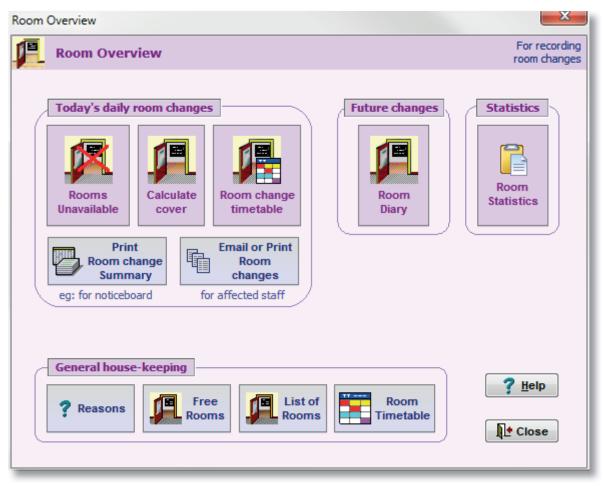
Other things to consider:

(i)   If the exam requires 2 invigilators, enter the event with the first invigilator in the 'With teacher' box, then click 'Repeat' (to make a clone / copy of the event) and this time enter the second invigilator.

(ii) The information on which Room was 'stolen' is not currently stored in the statistics. But the covering of the exam is recorded, and the invigilators are credited with Cover.

(iii) Note: you can only choose a Room where the current lesson in that room starts and ends in the same period as the Event. So if you have an Event that lasts for 2 periods, and want to use a different room in each period, then you need to enter the Event twice (once for each period).

(iv) This Room feature doesn't just have to be used for Exams ...it can be used for any situation where a class needs to move room. For example, a leak in a classroom. Just enter it in the same way.

Appendix 7   **Making Room Changes**

You can arrange, and tell colleagues about, Room Changes (irrespective of Cover).
This is useful at Exam time, but also if a Room is out of action for maintenance etc.

Click on 'Room Overview' on the left-hand Menu, to see the **Room Overview Screen**:

On a typical morning, on the screen above, you would start with these 3 steps:

① Click on 'Rooms Unavailable'. You are shown any Rooms known to be unavailable today (because you entered them in the Advance 'Room Diary', or because they were unavailable yesterday and you didn't set an 'end' date for them).

Enter the details of any new Rooms unavailable today. If you wish you can select a Reason for the Unavailability. You can specify the replacement Room but more usually you can leave it as {find} for *StaffCover* to do the work of finding a room. Click Confirm to finish and review the list.

② Click 'Calculate Cover'. This looks at each of the rooms you have recorded as being unavailable today (on the previous screen) and finds a room that is free, to move the lesson to.
After calculating, you are taken to the next screen.

③ Click to see the 'Room change timetable'. This lists each Room that is unavailable, and which Rooms are covering each of the lessons.

Note 1 : If you wish to change any of these Rooms, double-click on the Room being moved to.

Note 2 : If you don't want the Room Changes to be re-calculated, come straight to this screen.

Click on 'Print Room changes' to see a printable report of the changes (which you can also export to Excel or HTML). You can email the Room Changes to affected staff, or print Cover Slips.

To enter Room Changes needed at a future date, click on the Advance 'Room Diary' button.

To see how to consider 'Room Size', enter that term in the Index Tab of the <Ctrl F1> HelpScreens.

Appendix 8   **Sending emails to colleagues**

You can send an individual email to each teacher required to perform Cover today.
Before you can send your first email, you need to set-up the following parameters (see A, B, C below).
These are one-time settings done at the start of year (unless something changes during the year).

A. Enter details about your email account.
Go to Customize Menu ➡ Emailing colleagues ➡ E-mail setup and enter the following details:
Host name: your email account host/server name (eg. post.ispname.co.uk)
User name: your email account user-name   (eg. myaccount)
Reply email: your email address   (eg. me@myschool.co.uk)

(For more details of the Advanced settings, see the HelpScreen.)

B. Enter each teacher's email address.   There are 2 alternative ways to do this:

(i) On the screen above, click on 'Teachers' email addresses' to jump to the Teacher Details Screen (see J2) and enter each email address (at the bottom). eg. j.smith@myschool.co.uk

(ii) Or, if you have your teachers' email addresses stored in a CSV file (or in a 3rd-party program that can export to a CSV file), then you can quickly import them into *StaffCover*, either via File Menu ➡ Import emails, or via the Import button on the Teacher Details Screen (see J2).
The format of the CSV file must be 1 line per teacher as follows: AB, a.bell@myschool.co.uk
                                                                                                        JSm, j.smith@myschool.co.uk
The teachers may be in any order in the CSV file, but the first field must be the teacher's initials as they appear in *StaffCover*. If an email in your CSV file already appears in *StaffCover*, you will be asked if you wish to replace the old email with the new email address.

Also : If you want a copy of the email to go to his/her Head of Department then put a comma at the end of the email address, followed by the email address of his Head of Department.
An email will then be sent to both.   eg. John.Smith@myschool.co.uk, hod@myschool.co.uk

Also : if you want to email a copy of the 'master' Cover Timetable to Senior Staff, then on the <F6> Screen (section D18), click on the email button (and on the very first occasion, click on 'Setup').

C. Message to appear on each email.
Lines 3 & 4 of the standard printed Cover-slips are used as the default to sign each email.
However you can customize the words for the email messages if you wish (on the screen above, click on the 'Email messages' button).

Then you are ready to send the emails. On the Cover-slips Screen <F7> click the Email button.

StaffCover will keep the email addresses stored from one year to the next (ie. after you have done 'End of Year', see J20), provided you use the same teachers' initials as the previous year.

Appendix 9   **Daily Teaching Limit**

This (optional) feature is useful if you don't want any of your staff to be busy / teaching for more than 'x' periods per day (including cover and meetings, etc).

1. Turn the feature On (by default it is Off):

   Go to Customize Overview ➭ (General) Cover Options. For the item 'Daily teaching limit for any teacher', click on the arrows to change it to whatever your daily Limit is.
   For example, it might be 5 periods (in a 6-period day). Then Close and Save your changes.

2. Say which Special Locations count as 'teaching periods':

   Go to Customize Overview again, and on the Basic Data tab, then choose Special Locations.

   By default, all the 'Tchg?' (ie. counts as teaching) markers are set to 'Yes'. But you can click on any 'Yes' to change it to 'No'.
   A Special Location marked as 'No' will not be counted when seeing if the daily teaching Limit has been exceeded …so if you have a Special Location meaning "Off school" or "At home", you should change its 'Tchg?' to 'No'.

3. Then, whenever you calculate cover each day:

   The Cover Review / Timetable screen will total the number of teaching periods today***** and show the Total after each teacher's name or initials.
   For example, if teacher CKJ is teaching/busy for 4 periods today: CKJ 4

   A teacher who is exceeding your limit of 5 (say) periods,
   will be highlighted with asterisks as follows: CKJ **6**

   …and you can then decide what to do about this – for example, you could swap-out CKJ for a different teacher.

   These cases will also be coloured with a turquoise background to draw your attention to them … and you can click on 'Be aware' (at the top of the Cover Review Screen) for more information on Covers that may cause you a problem, and for a key to the colours.

* Note that for these purposes,
   'Teaching Total' is the sum of: {Lessons teaching + Cover provided + ('Yes') Special Locations}.

Appendix 10   **'Tend to Maximum' cover calculation** (mainly for schools in Malta)

This is a more simplistic method for deciding who should provide the cover, which downplays all the usual calculations & parameters, and instead chooses the teacher who is still furthest away from reaching his/her "max covers/wk" for this week (or cycle).

So each teacher is scored on: ['max covers per week figure for this teacher' minus 'cover done so far this week'] …and the highest score is chosen to cover.

To switch this method on (or 'off' if you currently have it 'on'), go to Customize ➭ Cover Options and click on the arrow next to: Apply 'tend-to-maximum' method.

Note: to work alongside this rule, on the same screen you can also set the 'Max cover expected of any teacher today' value to some new value (3,4,5 or 6) – this works better than 'No limit' if you want to avoid giving too much cover on one day to someone with a high weekly limit.
See also the Daily Teaching Limit feature in Appendix 9.

For details of the 'Encourage Activity' feature (also mainly for schools in Malta), see the HelpScreens.

To find **more details** of many aspects of *StaffCover* (and *Options/Electives,* and *TimeTabler*)

you can:

- click on any of the [**? Help**] buttons, and then use the Index tab if necessary,

- view the HelpMovies (video tutorial),

- visit the 24/7 Knowledge Base in the [**Support Centre**] ⮞ [**StaffCover** **SEARCH ❍**]

- visit **www.timetabler.com/new** for full details of the latest new features.

Notes :

(If you make any changes via the Customize Menu, we recommend you keep a note here, to save time next year.)

A function-key strip

Photocopy it on to card, and cut out the shaded areas to fit your keyboard.

StaffCover

Advance	Advance	Advance	Advance	Long cover			Review	Notepad	Backup
Not free	Special Events	Supply teachers	Absent teachers	Fast Cover	Print timetable	Print slips	Un/Lock	*Locate* Teacher	*Locate* Class
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10

| cut out these shaded areas to fit your keyboard | | | | | | | | | |

Index

More details on some topics at www.timetabler.com/new