GRUBER & PETTERS
Untis
Cover planning
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1 Preface

A number of different conditions must be met when creating an up-to-date timetable:

- Substitutions should preferably involve substitute teachers who can teach the subject or who know the class
- The substitution should wherever possible fit in with the replacement teacher's normal timetable
- Open substitutions should be filled primarily using shifts (preponements)
- The information should be conveyed quickly and simply to the recipients (students, teachers, school office, parents)
- Teachers should be debited for some missed periods but not for others
- It should be possible to easily retrieve statistics according to user-defined criteria
- etc.

The larger the school the harder it is to clarify all these questions, especially since time plays an important role. Many substitutions have to be dealt with faultlessly within a matter of minutes in the morning, and the information has to be transmitted to students and teachers in a **timely** manner.

The use of the cover planning module – possibly in conjunction with modules **Break supervision** and **Info timetable** or with **WebUntis** – facilitates clear, quick and, above all, faultless editing of daily substitutions and their **printing** or **electronic display** . It is no longer necessary to post the current substitution list on the notice board as in the past

A second major task of the cover planning module is the maintenance of substitution statistics and their evaluation in accordance with user-defined criteria and those specified by the authorities.

This manual is intended to provide, first, a **quick introduction** to using the module and, second, a **complete description** of all its functions. For this reason it is divided into two parts. The first part is a **Short introduction** to the main elements of cover planning. This will quickly familiarise you with the most common functions of cover planning and give you an overview of the way the module works.

The second part focuses on all the functions of the module in detail, and the interfaces to other modules such as break supervision are explained.

Please contact your **Untis consultant** for specific information such as substitution statement for a specific country or federal state.

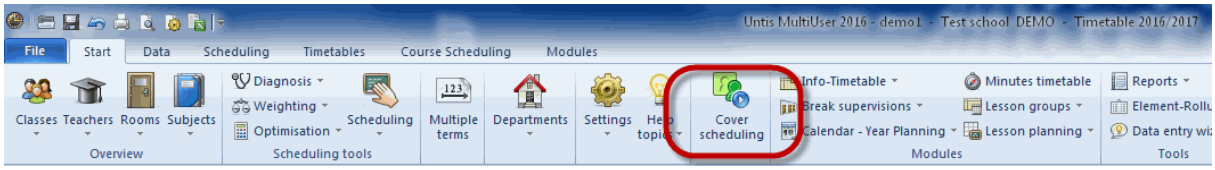
You will find information on new features, valuable tips and advice as well as contributions in the **forum** on our website www.grupet.at . Untis' tried-and-tested **support structure** will provide any assistance required for specific questions.

2 Short introduction

The aim of this chapter is to provide a brief overview of the how the cover planning works, starting with the entry of absent teachers and going on to the statistical evaluation of substitution data Subsequent chapters contain a more detailed description of the functions mentioned as well as additional application options.

2.1 Cover planning mode

Activate the cover planning mode in Untis via the <Cover scheduling> button on the 'Start' or the 'Module' tab.



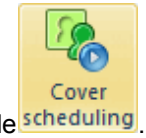
There are specific windows provided for cover planning in addition to the windows that you already know from timetabling mode (e.g. master data views, lessons windows),

2.2 Entering absences

The absence of any one of the three master data elements, teacher, class or room, is considered to be an absence.

Example: set absence of a teacher

Teacher Hugo is to be set as absent on any Monday in the school year.

1. Open the file demo.gpn and switch to cover planning mode 

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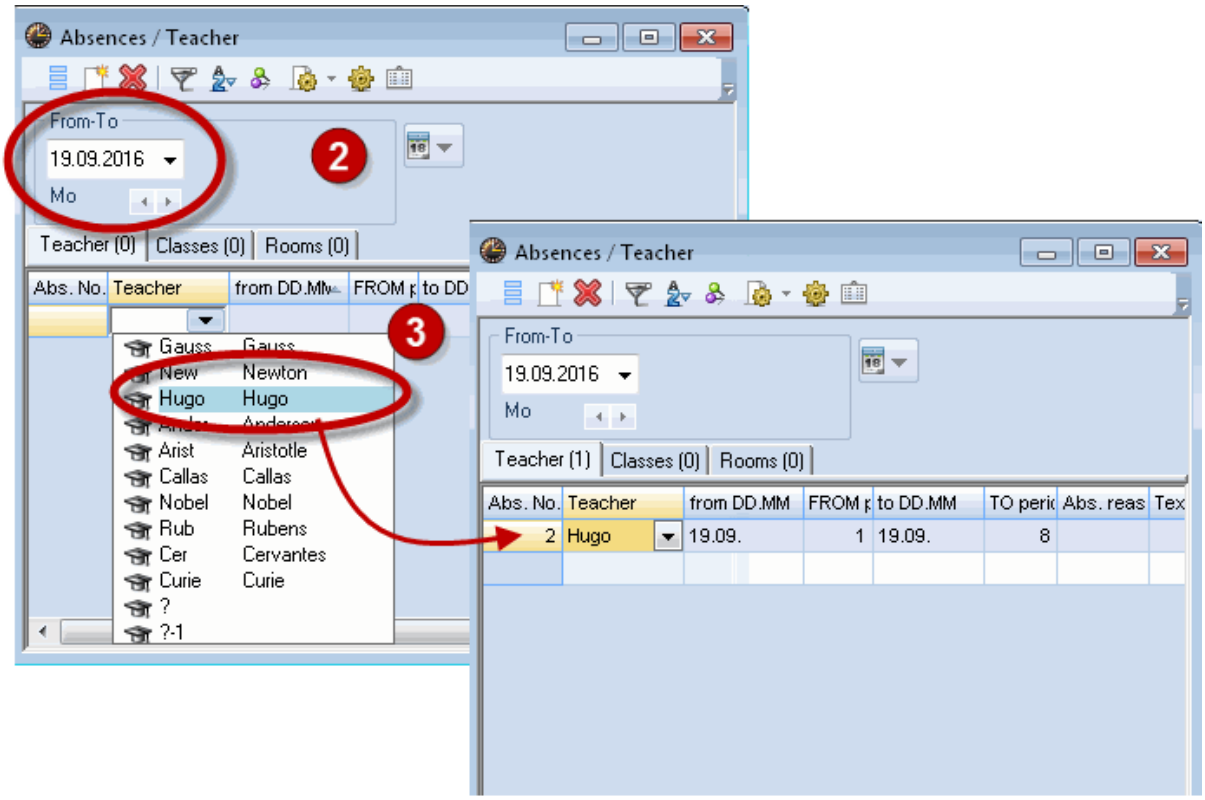
Note: demo files
You can find the demo files under '? | Welcome screen | Demo files'. The demo.gpn file is below the Untis logo.

2. Set the calendar in the absences window to any Monday in the school year.
3. Select teacher Hugo from the list of teachers. Alternatively you can enter the teacher's short name.

   Confirm your entry with <Tab> or <Return>.

Teacher Hugo has been set absent for the whole day. In our example this is period 1 to 8 on 19 September 2016.



Note: Reason of absence
You can enter a – previously defined – reason of absence in column "Abs. reason". This determines if and how the cancelled periods are counted. Please refer to chapter Reason of absence for further information.

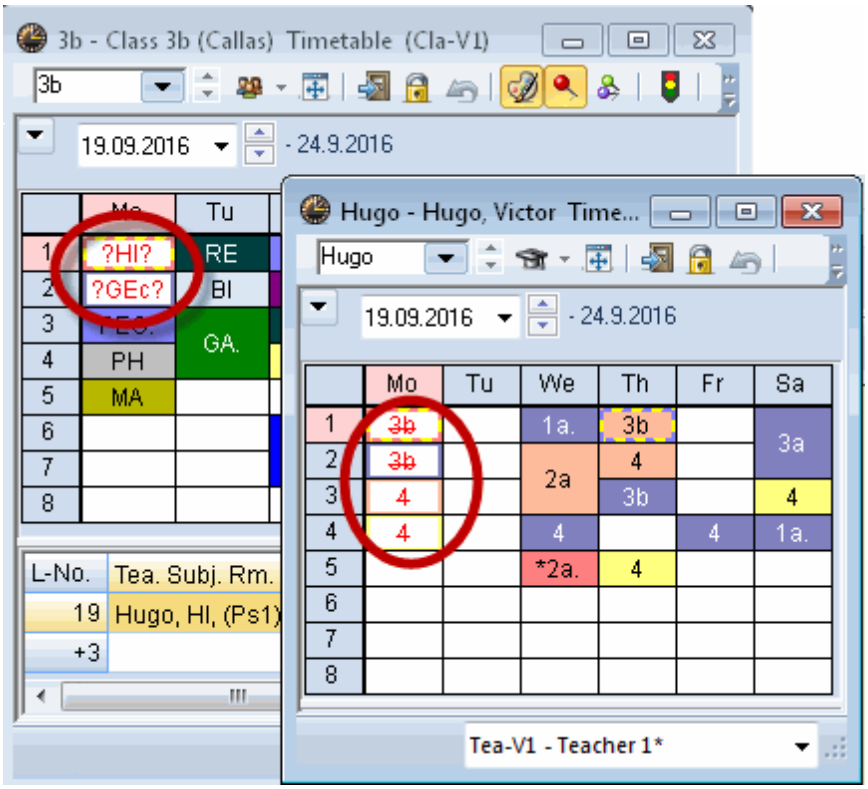
If a room is not available for some periods or several days, you can switch to type "Room" in the absence window. Rooms can be set to 'absent' in the same way as teachers and classes. You will find an example of this in chapter Setting teacher, class or room absent .

You can delete an absence using the <Delete> button.

2.3 Editing substitutions

There are several open substitutions that have to be dealt with owing to the absence of teacher Hugo on Monday

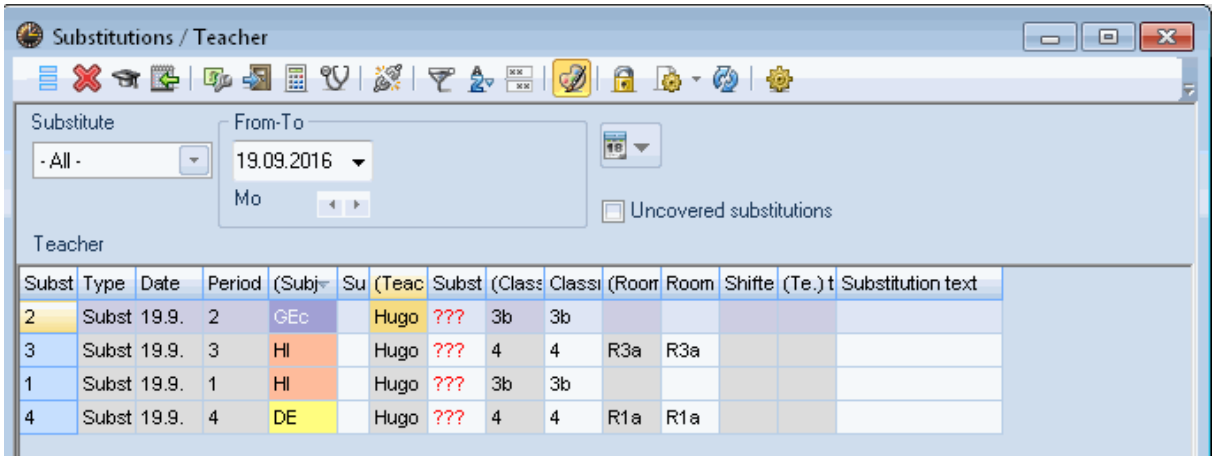
The changes to the regularly scheduled lessons are displayed in the timetable.



All changes to the current timetable are displayed in red. You can see that the first two periods of the timetable of class 3b have to be covered because of the absence of teacher Hugo. Hugo's absence is highlighted in his timetable, as well.

The changes to all periods involved are displayed as a list in the substitution window (right mouse click / Substitutions), in this example four periods.

There are two changes in the first period compared to the regular timetable:



Subst	Type	Date	Period	(Subj	Su	(Teac	Subst	(Class	Classi	(Room	Room	Shifte	(Te.) t	Substitution text
2	Subst	19.9.	2	GEc		Hugo	???	3b	3b					
3	Subst	19.9.	3	HI		Hugo	???	4	4	R3a	R3a			
1	Subst	19.9.	1	HI		Hugo	???	3b	3b					
4	Subst	19.9.	4	DE		Hugo	???	4	4	R1a	R1a			

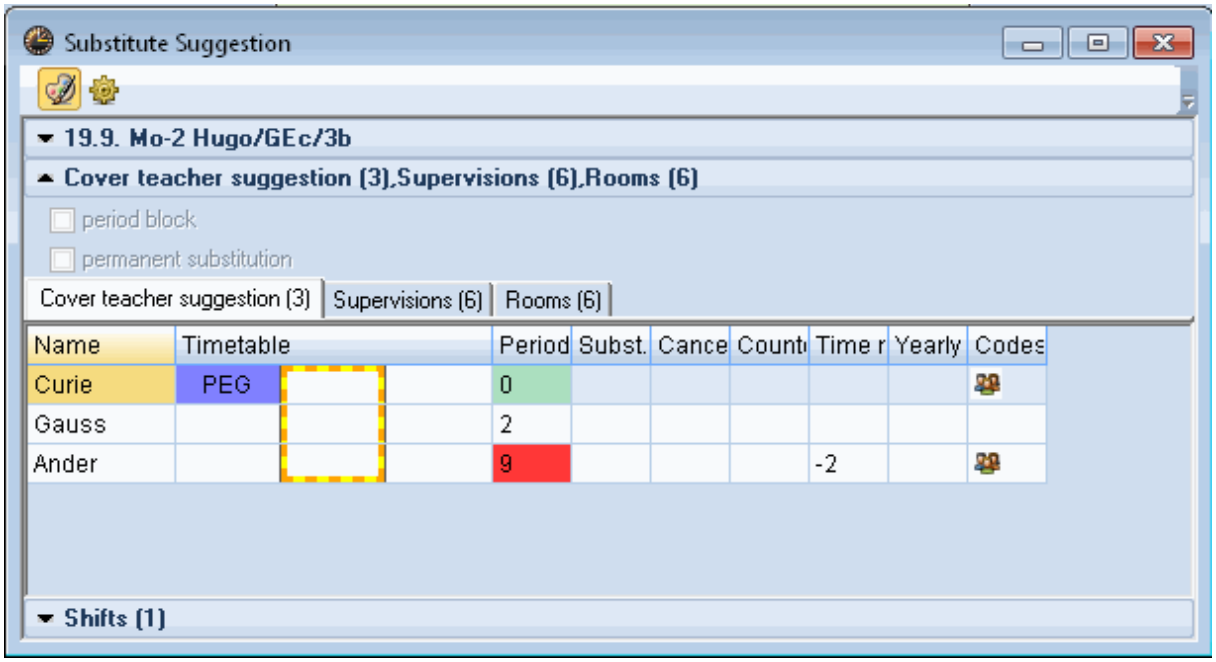
An open substitution is marked with three red question marks ???. This open substitution must be filled with a suitable substitute teacher.

2.4 Assigning substitute teachers

In order to assign a substitute teacher you could now look through teachers' timetables to find a teacher who has a free period and assign him/her by entering the short name or by selecting him/her using the pull down menu. However, you do not know whether the teacher knows the class, if he/she has the teaching qualification for the subject that has to be substituted and if he/she has had to cover many classes recently. All this and more information can be seen at a glance when you open the substitution suggestion.

Example: Finding and assigning a suitable substitute teacher

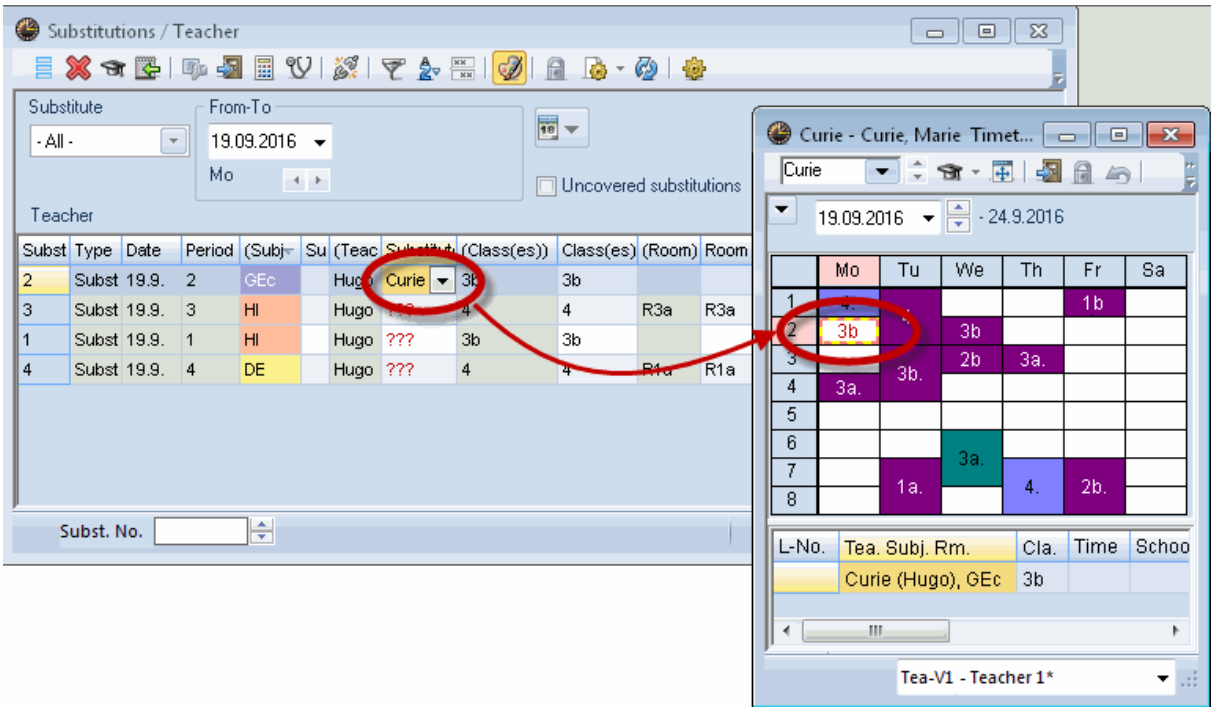
Let's start with looking for a suitable substitute teacher for period 2. In our small demo file there are only three teachers available to cover the open substitution in the second period. Most probably you will be presented with a much longer list of teachers at your school; however, not all teachers are equally well suited to take this substitution.



In this example, teachers "Curie", "Gauss" and "Ander" could take this period. The more suitable a teacher is to substitute a lesson, the higher he/she will be ranked in the substitution suggestion window . You can adjust the priorities for choosing a substitute teacher, as they differ from school to school (see chapter Sequence of the substitution suggestion).

The most suitable teacher is "Curie". She usually teaches in period one and three (you can see this in the timetable column. Furthermore, she knows the class (indicated by the icon in the column 'Class').

Double-click on the teacher name to assign 'Curie' to the substitution. The additional period is shown immediately in the teacher's timetable.



Teacher "Gauss" is less suitable to take the second period. A glance at the timetable column shows why: Gauss is holding his first lesson of the day in period 4 and he would have to come to school for the second period if he had to substitute, i.e. his next regular lesson would be two positions away from the substitution in the timetable (indicated by "2" in column "Period flag").

Note: Period flag
The period flag is an indicator representing how good the substitute matches the teacher's timetable. It defines the "distance" to the next "regular" teaching period. The lower the period flag, the more suitable the teacher is to take the substitution (from the timetable perspective.)

This leaves us with teacher "Ander" at the end of the list. "Ander" knows the class (student icon in the "Class" column), nevertheless he is the last one on the list. Again, suitability in the timetable is the decisive factor. The red number "9" (worst value in terms of suitability as substitute teacher) appears in the "Period flag" column because Ander has his day off on Monday. He should therefore not be assigned a substitution on this day.

Tip: Do not show teachers on their day off
It is also possible to adjust the substitution suggestion in such a way that a teacher is not shown in the list when he/she has a day off (see chapter Substitution suggestion settings) .

Besides assigning a substitute teacher, you can also manage open substitutions with shifts (preponements) and supervisions.

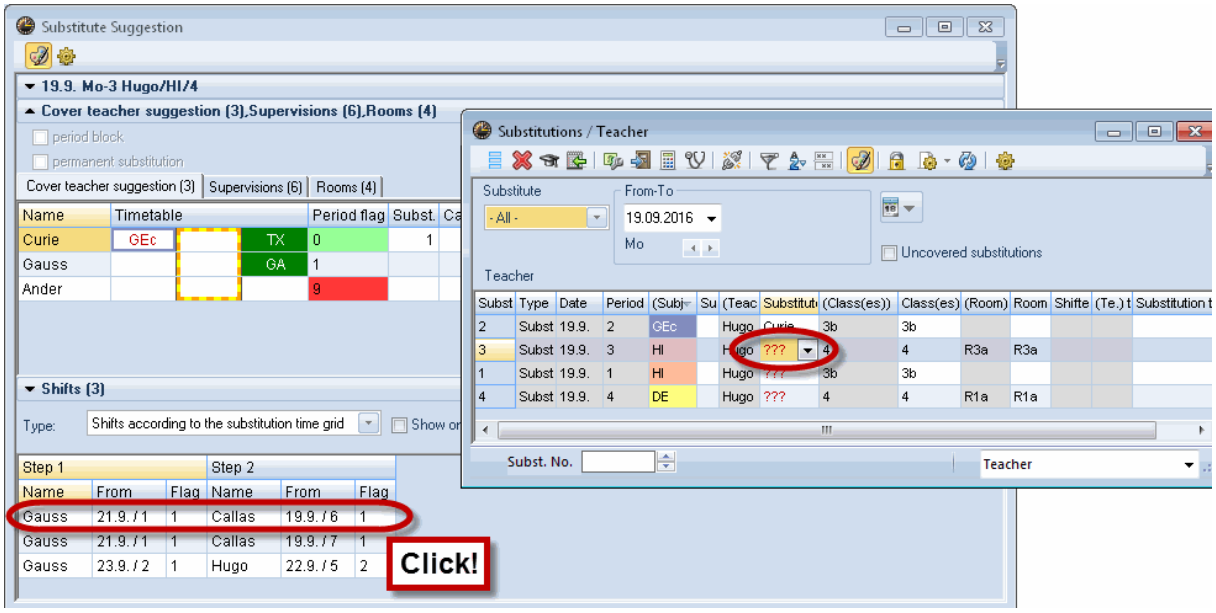
2.5 Shifts ('preponements')

Shift suggestions can be found in the lower section of the substitution suggestion window.

Example: Shifting lessons

Place the cursor on the open substitution in period 3.

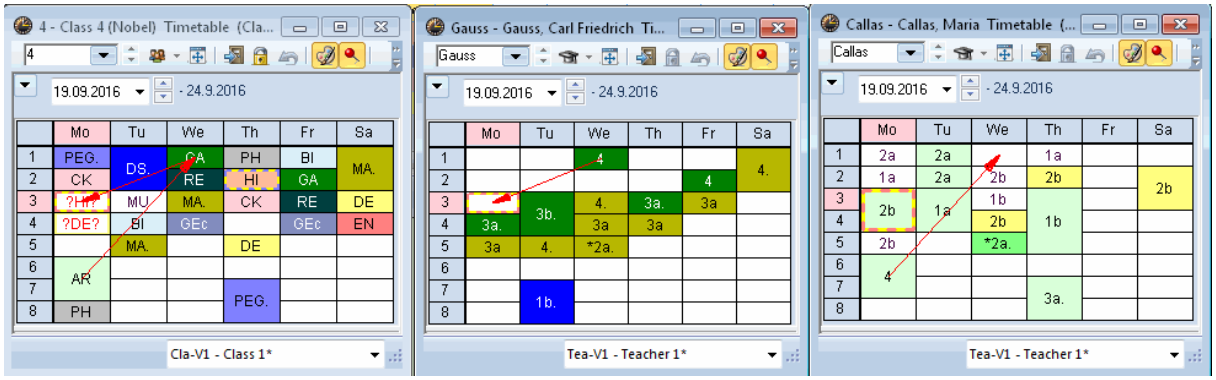
The substitution suggestion shows possible substitute teachers for this period in the upper section and possible shifts in the lower section.



A click on this line visualises this shift in the timetable with red arrows. Now you can see at a single glance the changes in the timetables of the respective teacher(s) and the class.

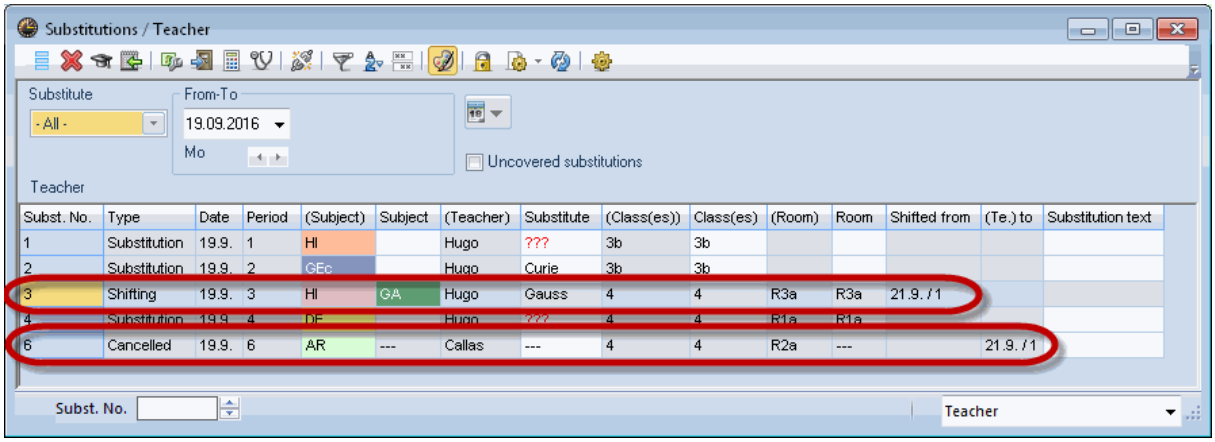
Note: One-stage and two-stage shifts
The preponement suggestion can either be a one-stage shift or a two-stage shift.

In our example Untis suggests a two-stage shift. The teacher involved are Gauss and Callas. You can very easily check if the suggestion is correct by having a look in the timetables of the respective teachers and by double clicking on the preponement suggestion you assign the teacher of your choice.



After you have performed the shift, the "Type" column in the substitution window shows "From", indicating that this is not a regular substitution but a shift. Teachers and students can see from which

position the period was shifted in the column "Shifted from". Any subsequent changes caused by this shift are immediately shown (e.g. cancellation of period 6 or the shift on Wednesday).



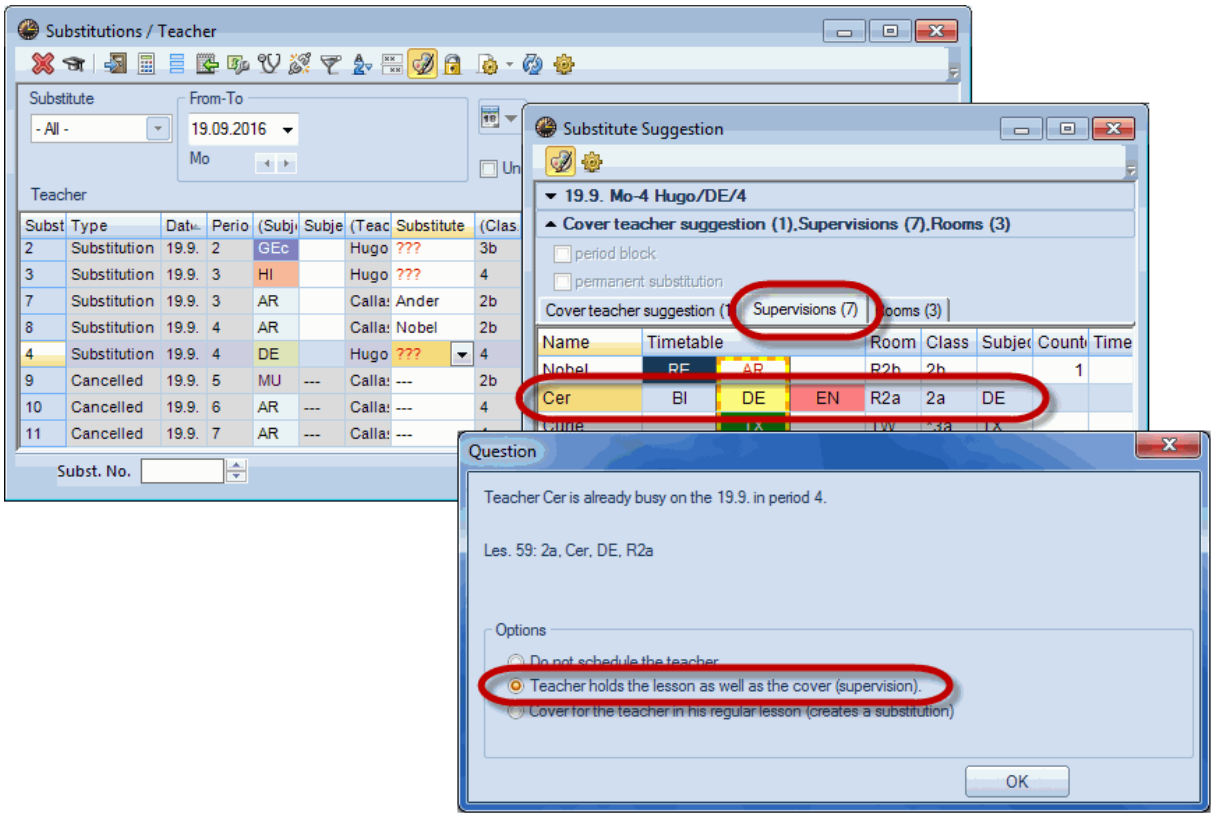
2.6 Supervisions

At times you might not be able to find a suitable substitute or preponement to take an open substitution. In this case you can assign a teacher to supervise a class while he/she is holding a regular lesson. It could also be that two teachers are planned for this lesson (coupling) and that the coupling teacher is supervising both student groups. This is also called supervision.

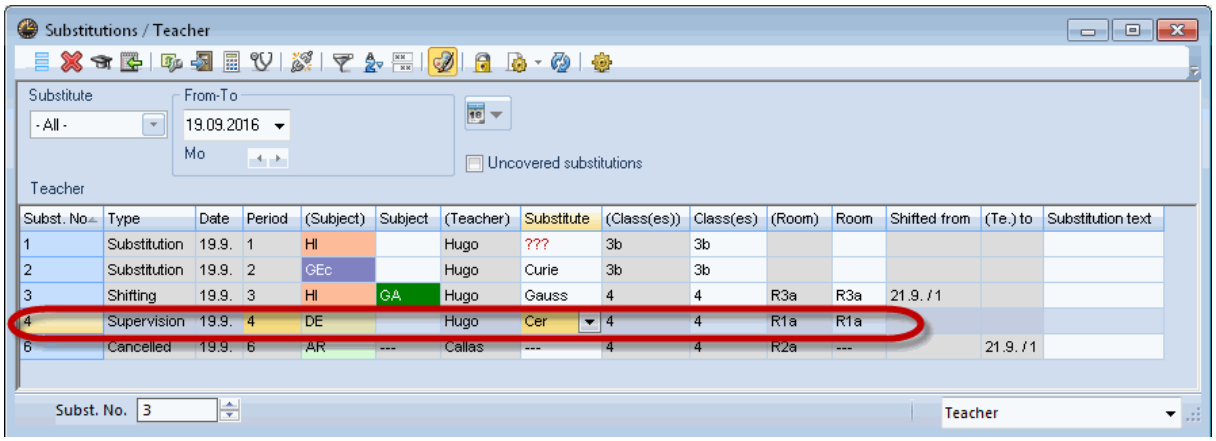
Example: Search for and assign a supervisor

Only two teachers are suggested to substitute in the fourth period in the substitution suggestion window. A click on the <Supervision> tab shows all teachers who are teaching in this period and thus are able to supervise class 4 (see figure).

You assign the teacher by double-clicking his/her name. You must decide if you wish to complete this action since the teacher has his/her own lesson at the time in question.

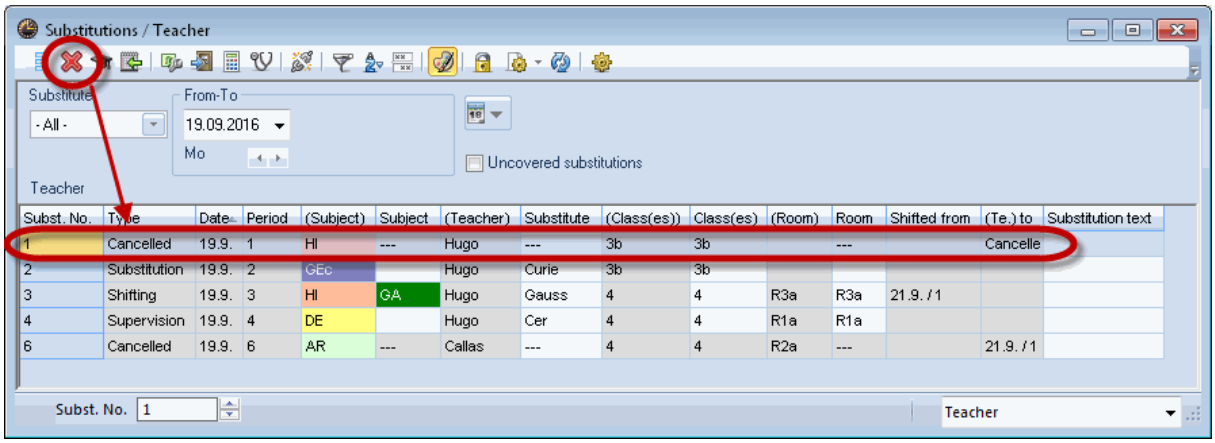


By selecting the option 'Teacher holds the lesson as well as the cover (supervision).' this row will be marked as supervision.



2.7 Cancellation

To cancel an open substitution just click on button <Cancelled> . Another click on the same button changes the cancellation to an open substitution again.



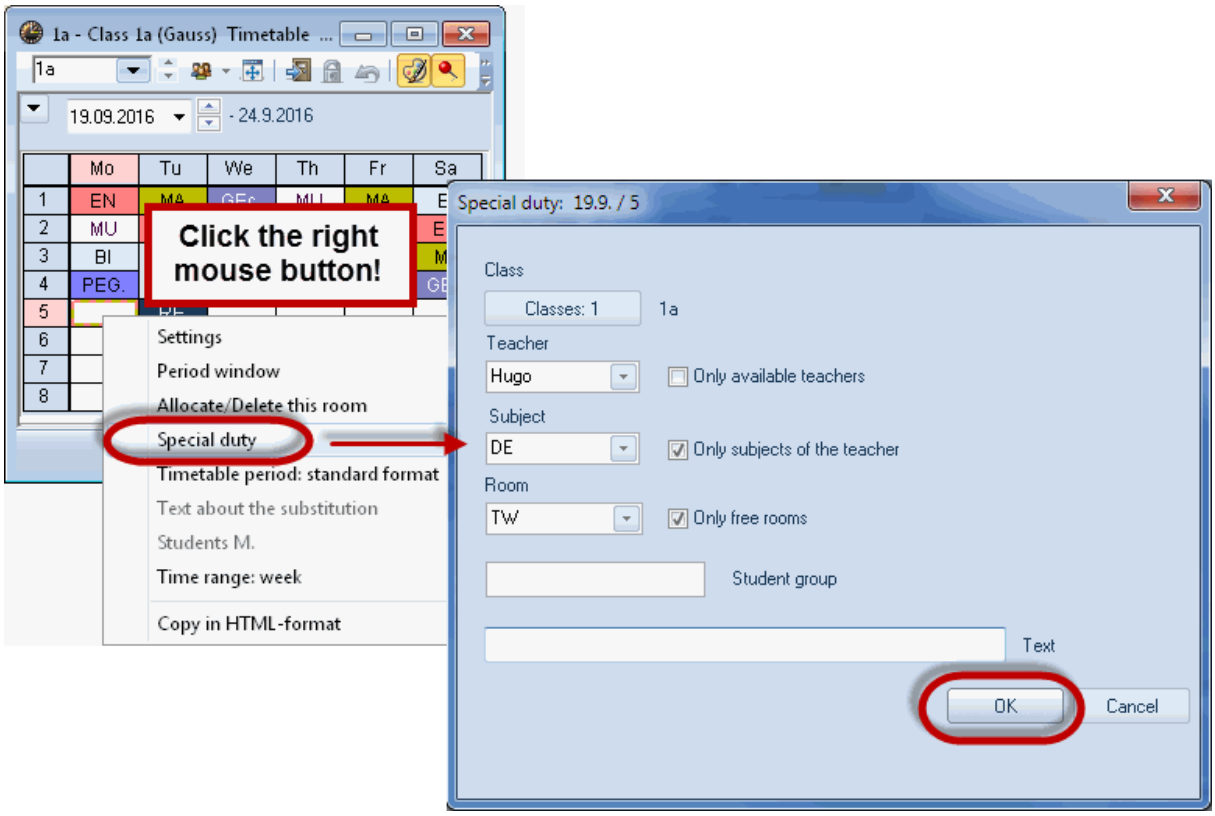
2.8 Ad hoc changes

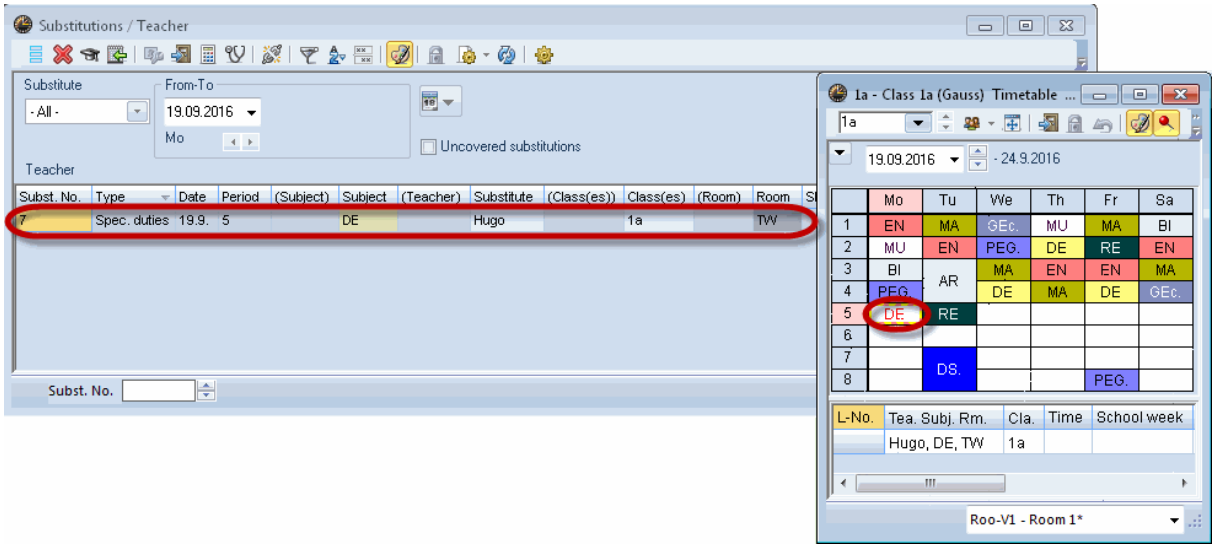
2.8.1 Additional lessons (special duties)

Special duties are considered to be additional lessons that are not scheduled in the normal timetable. These can be entered direct into the timetable.

A right mouse-click on the period in question opens the context menu from which you can select item 'special duty'. A further window will then open where you can then specify class, teacher and room. You have the option of selecting from all available elements or of restricting the selection, e.g. to available teachers only.

Clicking <OK> creates the special duty, which is marked as such in both the timetable and in the substitution window





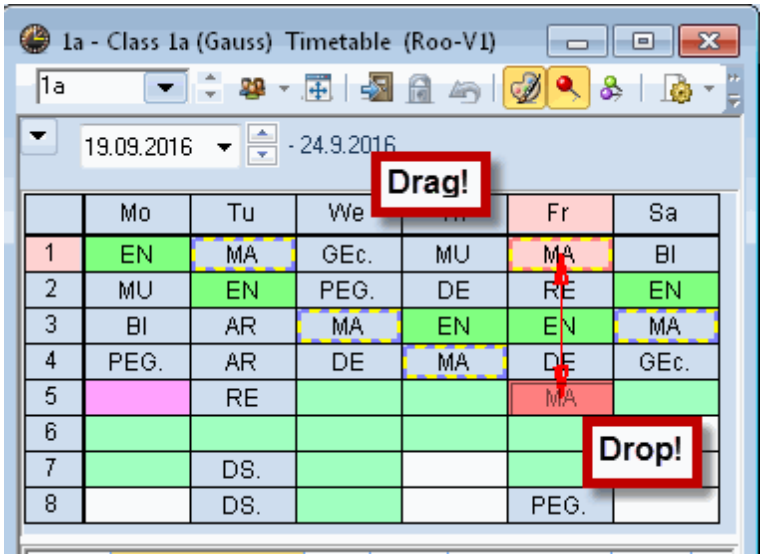
2.8.2 Shifts and cancellations

Shifts, cancellations and swaps can be performed in the timetable without the entering an absence.

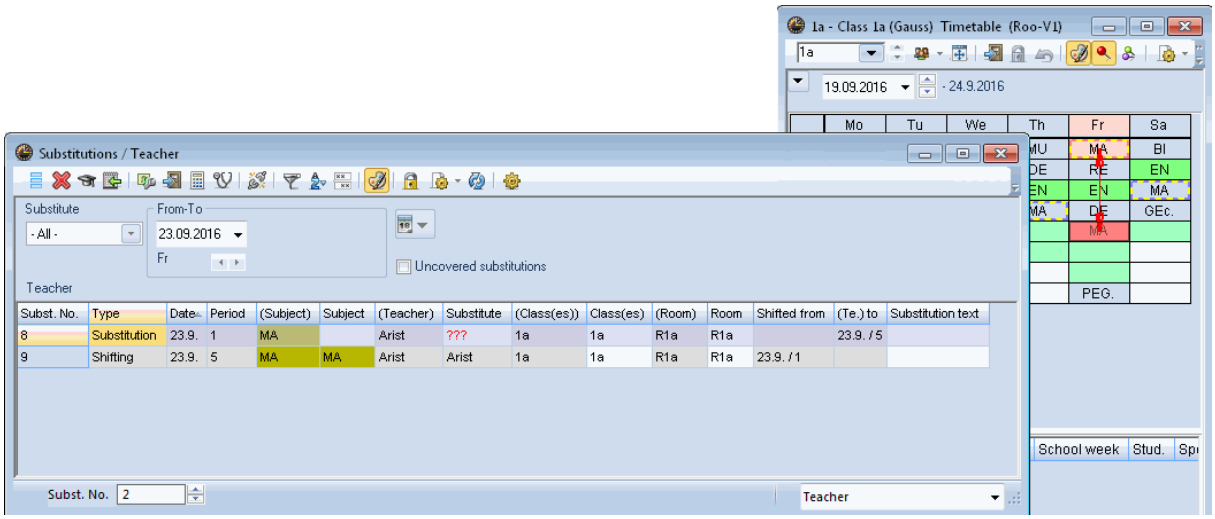
Shifting periods

You can shift periods using drag&drop. Empty green fields mean that a move to this position is possible without creating a conflict.

Purple, empty fields indicate that the shift is possible without a conflict, however, neither the scheduled room nor one of its alternative rooms is available



If you shift a period using drag and drop, the move will be displayed in the substitutions window. In our example, the Maths lesson in class 1a was shifted from the first to the fifth period on Friday. The substitution window displays this shift on this day, too.



Tip: Shifting part of a coupling
If you wish to shift only the period of a single teacher who is part in a coupling with several other teachers then switch to the teacher's timetable and perform the shift there

Swapping periods

Periods high-lighted in green (green cells occupied by a period) can be swapped with other periods highlighted green. The swap performed will also be displayed in the substitutions window.

Cancelled periods

If a period is dragged into the timetable details window and "dropped" there (similar to unscheduling in timetable mode) the period will be cancelled.

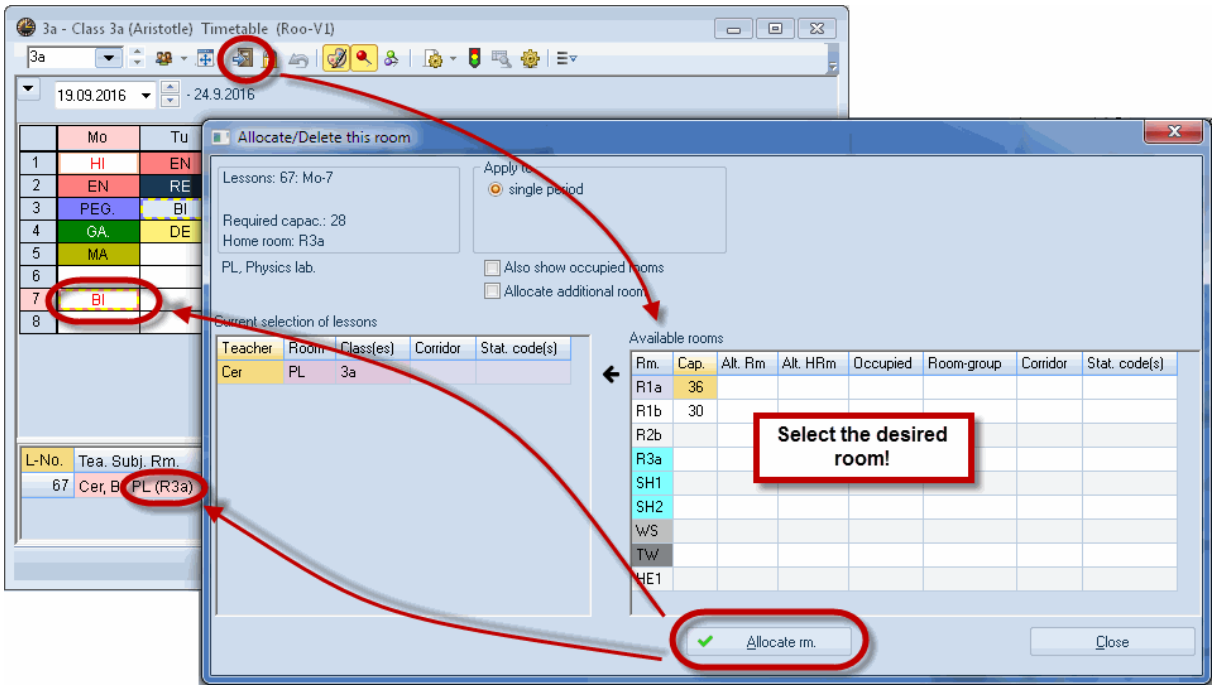
Tip: Undo
You can reverse all changes using the <Undo changes> button in the timetable.

2.8.3 Room substitutions in the timetable

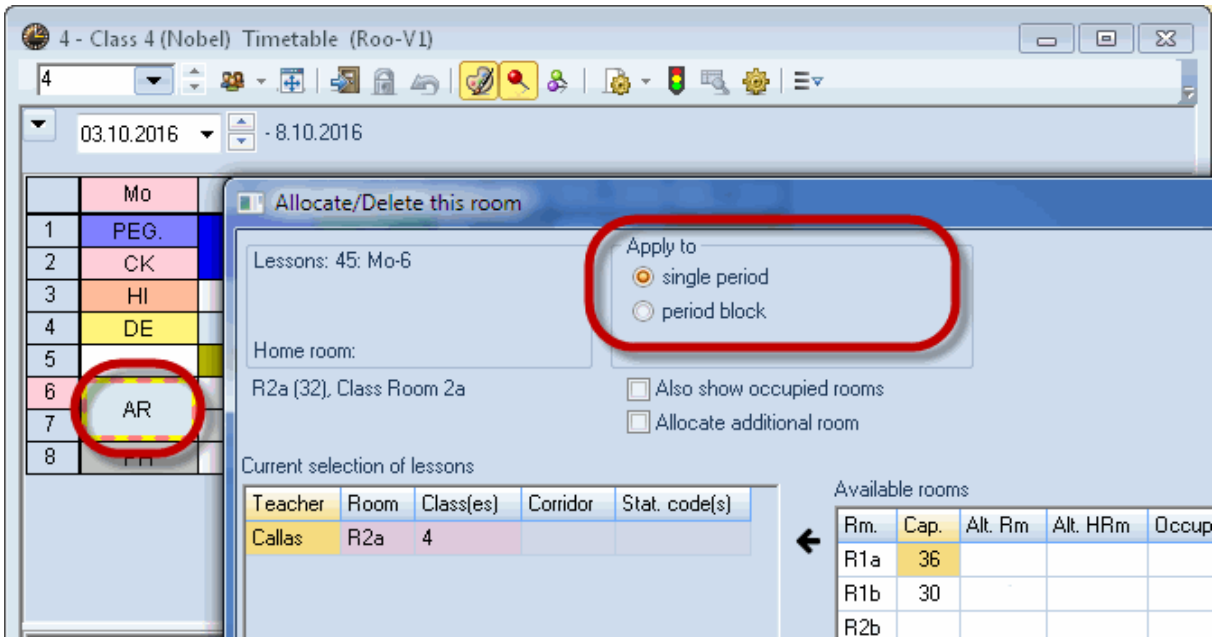
Room substitutions can be applied to regular periods in the timetable as well as to periods which are affected by an absence

Changing rooms

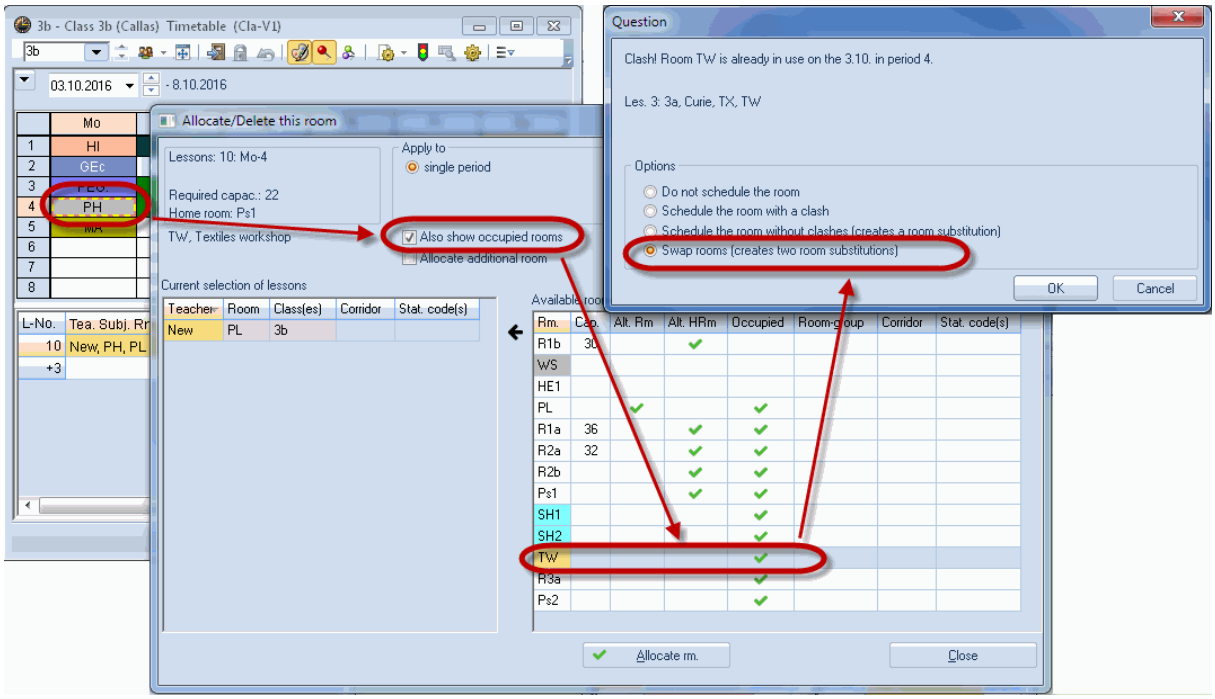
You can change the room of a period directly in the timetable via the button <Allocate/Delete this room>. This is possible for an open room substitution as well as for a regular lesson.



If a block of periods is involved (double, triple period, etc.) you can choose whether the room change should apply only for the selected period or for the entire block.



Tip: Changing rooms in overview timetables
You can also use drag and drop to change rooms intuitively in room overview timetables.



2.9 Output of substitutions

For the output (print, HTML) of the substitution list we recommend to prepare an individual list for each type of addressee (teachers, students), which they can access each day. Usually you work with three different substitution views: one for daily substitution work, one for printing the teachers' list and one for

printing the students' list.
The reason behind this is that the cover planner very often needs to have information on the screen that is not relevant for the output. Additionally, the teachers' list in the staff room should contain different information than the students' list on the monitor in the public areas of the school. At least you very likely want to have different the content displayed in different ways, e.g. different sorting.

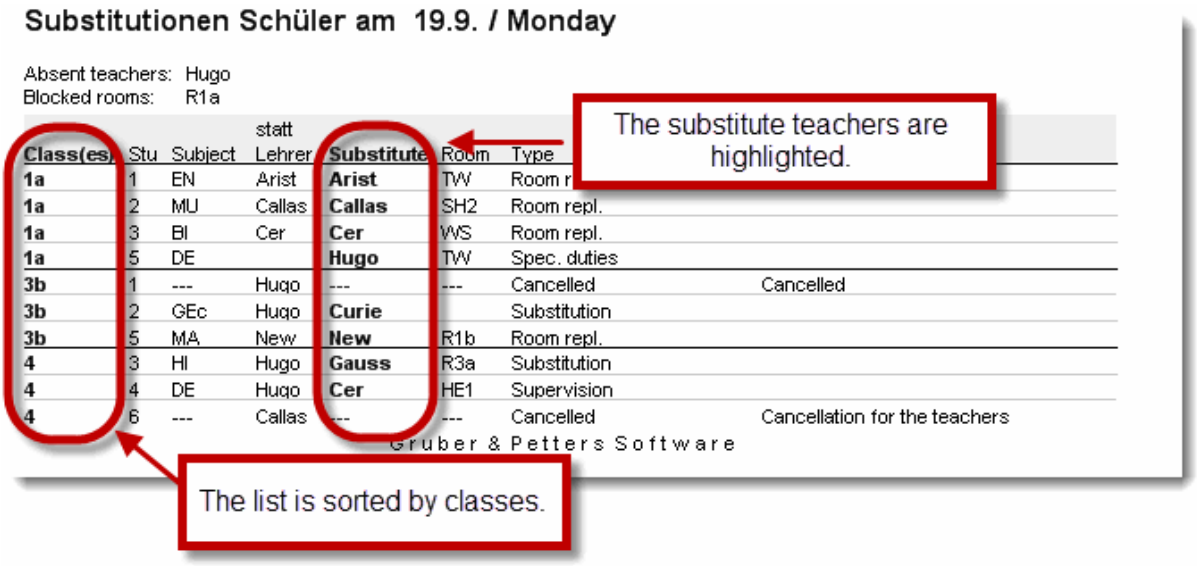
2.9.1 Students' list

When clicking the <Output> button, predefined substitution views are displayed for output.

In this window group you have two substitution views - one for the students and one for the teachers. The two views show partly different contents and have different layouts.

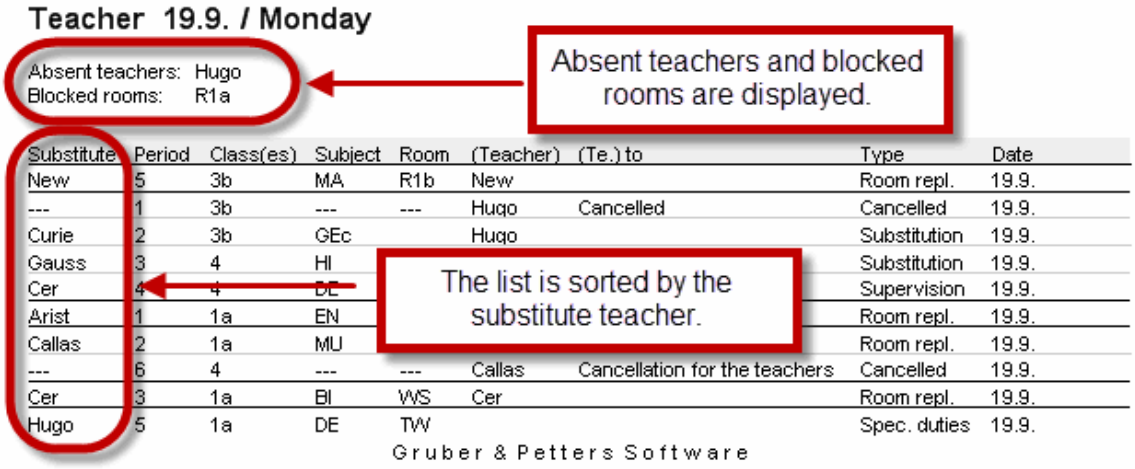
Note: Window group
A window group is a freely chosen arrangement of windows which is saved for certain work flows (e.g. printing substitution data) and to which you can go back to at any time.

By clicking on the <Page layout> button you see which information will be printed.The list for the students could look the following:



2.9.2 Teachers' list

The substitution list for teachers contains some elements which are different from those in the students' list. The layout is also different from the students' list:



Substitute	Period	Class(es)	Subject	Room	(Teacher)	(Te.) to	Type	Date
New	5	3b	MA	R1b	New		Room repl.	19.9.
---	1	3b	---	---	Hugo	Cancelled	Cancelled	19.9.
Curie	2	3b	GEc		Hugo		Substitution	19.9.
Gauss	3	4	HI				Substitution	19.9.
Cer	4	4	DE				Supervision	19.9.
Arist	1	1a	EN				Room repl.	19.9.
Callas	2	1a	MU				Room repl.	19.9.
---	6	4	---	---	Callas	Cancellation for the teachers	Cancelled	19.9.
Cer	3	1a	BI	WS	Cer		Room repl.	19.9.
Hugo	5	1a	DE	TW			Spec. duties	19.9.

For more information on the output of substitution data please go to Setting up substitution lists.

2.9.3 Substitutions in the timetable

You can also display substitutions in the timetable as an alternative to the substitution lists. Overview timetables are a particularly practical tool in this respect, since you can restrict the display to one day and, if you so wish, only to the substitution periods.

The figure shows the latest version of the timetable with substitutions marked in red. Information that does not fit into the timetable (substituted teachers etc.) is displayed in the legend.

	Monday							
	1	2	3	4	5	6	7	8
1a	EN Arist R1a	MU Call R1a	BI Cer R1a	PE Aris SH2 PE Rub SH1	DE Hugo TW			
1b	BI Cer R1b	MA Arist R1b	RE Nobe R1b		DE Rub R1b			
2a	MU Call R2a	RE Nobe R2a	MA New R2a	DE Cer R2a	EN Cer R2a			
2b	RE Nobe R2b	MA New R2b	AR Callas R2b		MU Call R2b			
3a	HI Rub R3a	EN Cer R3a	PE Aris SH2 PE Rub SH1	GA Gau R3a TX Curi WS	MA Gau R3a		BI Cer R3a	
3b	~~HI Hugo~~	GEc Curie		PH New PL	MA New R1a			
4	PE Curi SH2 PE Ne SH1	CK Rub	HI Gaus R3a	DE Cer R1a		~~AR Calla R2a~~	AR Calla R2a	PH Arist PL

Tip: WebUntis
WebUntis provides you with the option to publish the latest version of the timetable on the internet just by one click, whereby you can define which information is shown and if the data can be accessed with or

without a password. With the free-of-charge Untis Mobile App the timetable is available at any time at your mobile phone.

2.10 HTML output

As an alternative to printed lists, you can also display substitutions in HTML format on the Internet or on the school intranet. You can decide on what information should be published in the same way as with printed output.

The Info timetable module offers a range of possibilities for displaying substitution data in HTML format. (You can find more details on displaying data in HTML format in chapter HTML output).

19.9. Monday | [Tuesday] | [Wednesday] | [Thursday] | [Friday] | [Saturday]

Subst. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted from	(Te.) to	Les-Text	Substitution text	Coupling.	New
1	Cancelled	19.9.	1	Hl	---	Hugo	---	3b	3b		---		Cancelled				x
2	Substitution	19.9.	2	GEc	GEc	Hugo	Curie	3b	3b								x
3	Substitution	19.9.	3	Hl	Hl	Hugo	Gauss	4	4	R3a	R3a						x
4	Supervision	19.9.	4	DE	DE	Hugo	Cer	4	4	R1a	R1a						x
15	Room repl.	19.9.	4	TX	TX	Curie	Curie	3a	3a	TW	WS						x
9	Spec. duties	19.9.	5		DE		Hugo		1a		TW						x
7	Cancelled	19.9.	7	AR	---	Callas	---	4	4	R2a	---		Cancellation for the teachers				x
12	Room repl.	19.9.	7	Bl	Bl	Cer	Cer	3a	3a	R3a	PL						x

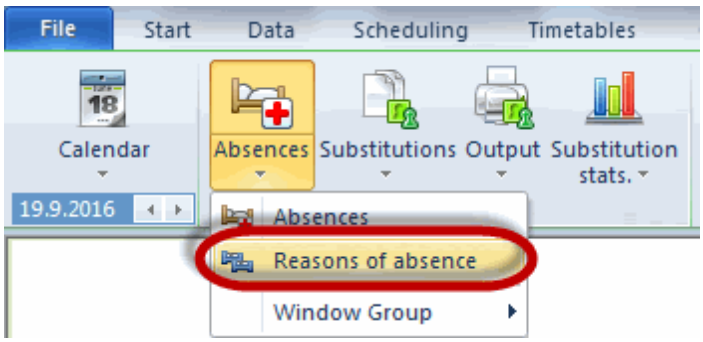
2.11 Statistics

Besides generating the daily updated timetable, an important part of the cover planning module is maintaining lesson and substitution statistics throughout the school year. A number of different tools and lists are available for this purpose. Below we introduce reasons of absence – the central element for controlling the counting of substitutions – and the substitution statementreport.

2.11.1 Reasons of absence

Whether and how a cancelled lesson is to be counted for a teacher depends primarily on whether the reason of absence is marked as for counting or not.

You can define reasons of absence via "Absences | Reasons of absence". Quite often the reasons of absence are already defined by the school authorities and in some cases created automatically in Untis. In the latter case they cannot be edited.

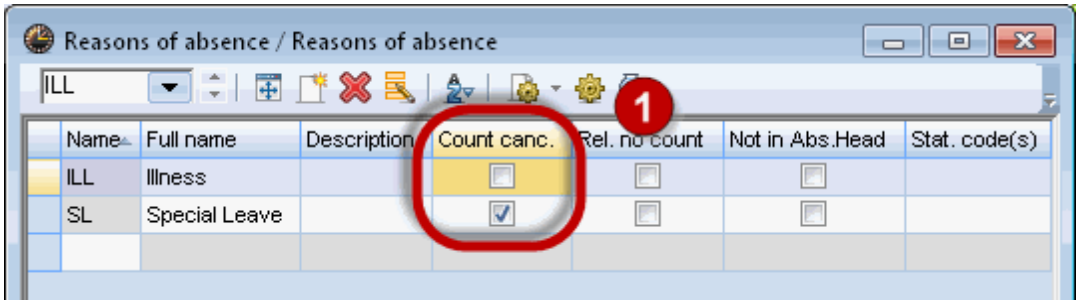


Example: Counting substitutions

1. Open file demo.gpn and create two reasons of absence via "Absences | Reasons of absence":

Illness: Do not check any box. A cancellation with this reason should not be counted negatively.

Special leave: Check box "Count cancellations" A cancellation with this reason should have a negative result on the substitution counter.

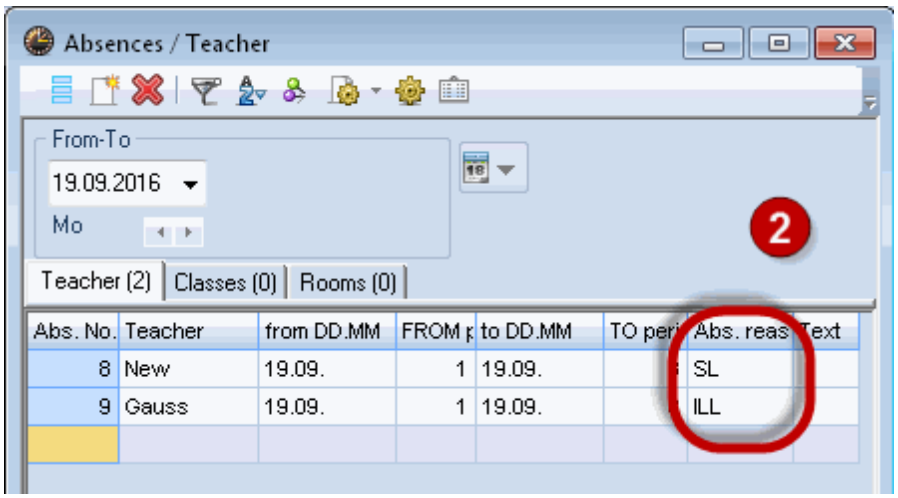


2.11.2 Report: Substitution Statement

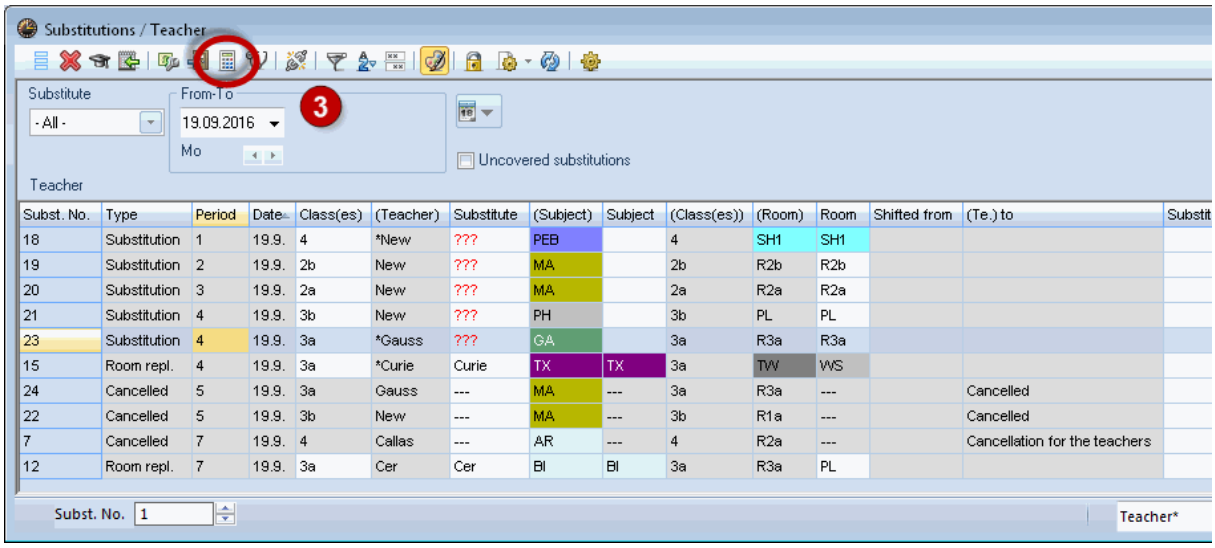
The substitution statement gives an overview of all substitutions in a selected period of time from the point of view of the teacher.

Example: Substitution statement

2. Set teachers "Gauss" and "New" to absent on a Monday – Gauss with reason "Illness" and New with reason "Special leave".

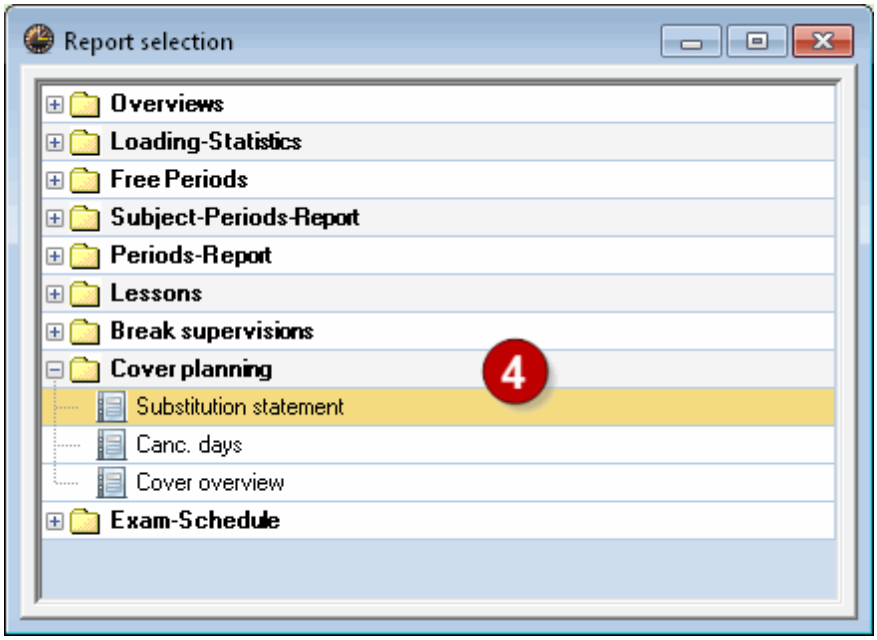


3. Fill the open substitutions by clicking on the <Automatic> button.



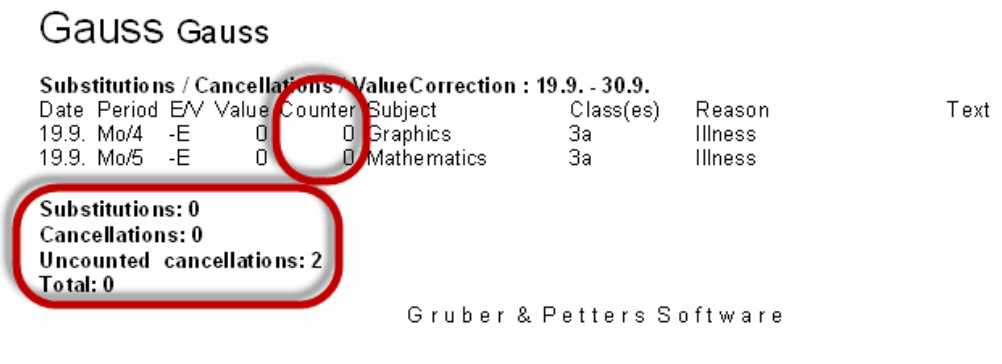
Subst. No.	Type	Period	Date	Class(es)	(Teacher)	Substitute	(Subject)	Subject	(Class(es))	(Room)	Room	Shifted from	(Te.) to	Substit
18	Substitution	1	19.9.	4	*New	???	PEB		4	SH1	SH1			
19	Substitution	2	19.9.	2b	New	???	MA		2b	R2b	R2b			
20	Substitution	3	19.9.	2a	New	???	MA		2a	R2a	R2a			
21	Substitution	4	19.9.	3b	New	???	PH		3b	PL	PL			
23	Substitution	4	19.9.	3a	*Gauss	???	GA		3a	R3a	R3a			
15	Room repl.	4	19.9.	3a	*Curie	Curie	TX	TX	3a	TW	WS			
24	Cancelled	5	19.9.	3a	Gauss	---	MA	---	3a	R3a	---		Cancelled	
22	Cancelled	5	19.9.	3b	New	---	MA	---	3b	R1a	---		Cancelled	
7	Cancelled	7	19.9.	4	Callas	---	AR	---	4	R2a	---		Cancellation for the teachers	
12	Room repl.	7	19.9.	3a	Cer	Cer	BI	BI	3a	R3a	PL			

4. Open the substitution statement via the Start tab " Reports | Selection | Cover planning | Substitution statement".



5. Confirm print preview with <OK> and switch to teacher Gauss.

Teacher Gauss has two cancellations on Monday, but because of reason of absence "Illness" these two periods are not counted negatively. The sum for the month of September is therefore 0.



Gauss Gauss

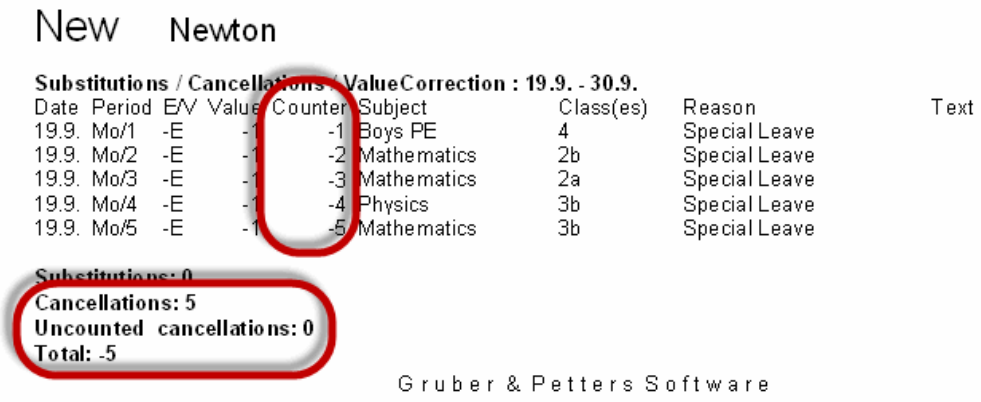
Substitutions / Cancellations / ValueCorrection : 19.9. - 30.9.

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason	Text
19.9.	Mo/4	-E	0	0	Graphics	3a	Illness	
19.9.	Mo/5	-E	0	0	Mathematics	3a	Illness	

Substitutions: 0
Cancellations: 0
Uncounted cancellations: 2
Total: 0

Gruber & Petters Software

Teacher Newton has five cancellations with reason of absence "Special leave". His counter therefore reads -5.



New Newton

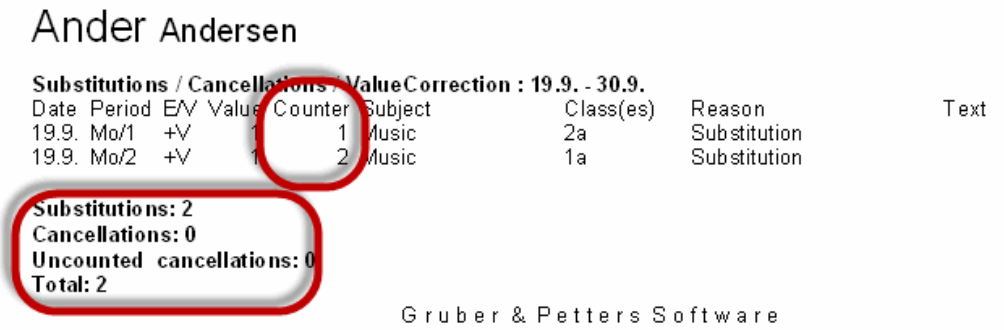
Substitutions / Cancellations / ValueCorrection : 19.9. - 30.9.

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason	Text
19.9.	Mo/1	-E	-1	-1	Boys PE	4	Special Leave	
19.9.	Mo/2	-E	-1	-2	Mathematics	2b	Special Leave	
19.9.	Mo/3	-E	-1	-3	Mathematics	2a	Special Leave	
19.9.	Mo/4	-E	-1	-4	Physics	3b	Special Leave	
19.9.	Mo/5	-E	-1	-5	Mathematics	3b	Special Leave	

Substitutions: 0
Cancellations: 5
Uncounted cancellations: 0
Total: -5

Gruber & Petters Software

Teacher Andersen has had to take two substitutions and he did not have any cancellations. His counter therefore reads +2.



Ander Andersen

Substitutions / Cancellations / ValueCorrection : 19.9. - 30.9.

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason	Text
19.9.	Mo/1	+V	1	1	Music	2a	Substitution	
19.9.	Mo/2	+V	1	2	Music	1a	Substitution	

Substitutions: 2
Cancellations: 0
Uncounted cancellations: 0
Total: 2

Gruber & Petters Software

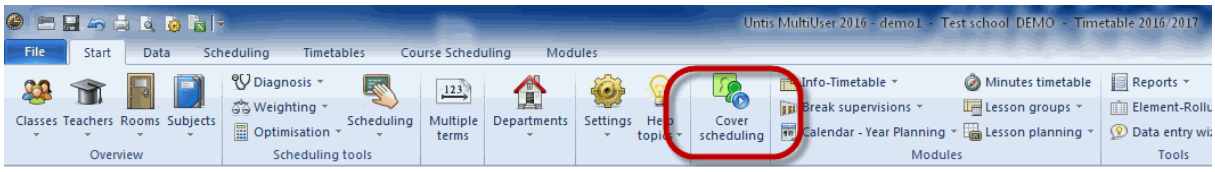
There are a number of other possible reports besides the substitution statement. These are described in detail in chapter Statistics.

3 Basics

This section explains how to activate and deactivate the Cover Planning module and which settings should be made before you start using substitutions. We also introduce the calendar, which has a central function.

3.1 Cover planning mode

You can activate and deactivate cover planning mode in Untis via the <Cover scheduling> button via the tabs 'Start' or 'Modules'.



There are specific windows provided for cover planning in addition to the windows that you already know from timetabling mode (e.g. master data views, lessons windows),

Cover planning mode is like an independent application within Untis.

- The screen settings in Untis mode and cover planning mode are different. When you exit cover planning mode, the original Untis window settings will be restored and vice versa.
- There are different window groups available. The window group function is particularly useful in cover planning mode. We recommend that you create separate window groups for planning as well as printing substitutions (see chapterWindow groups).
- Standard views may be different in Untis mode and in cover planning mode. Simple, space-saving timetables generally suffice in cover planning mode.
- Cover planning mode has its own context menu. One right click allows you to navigate through the most important views of cover planning.

You can exit cover planning mode by clicking on the <Cover scheduling> button

once again.

3.2 Substitution time grid

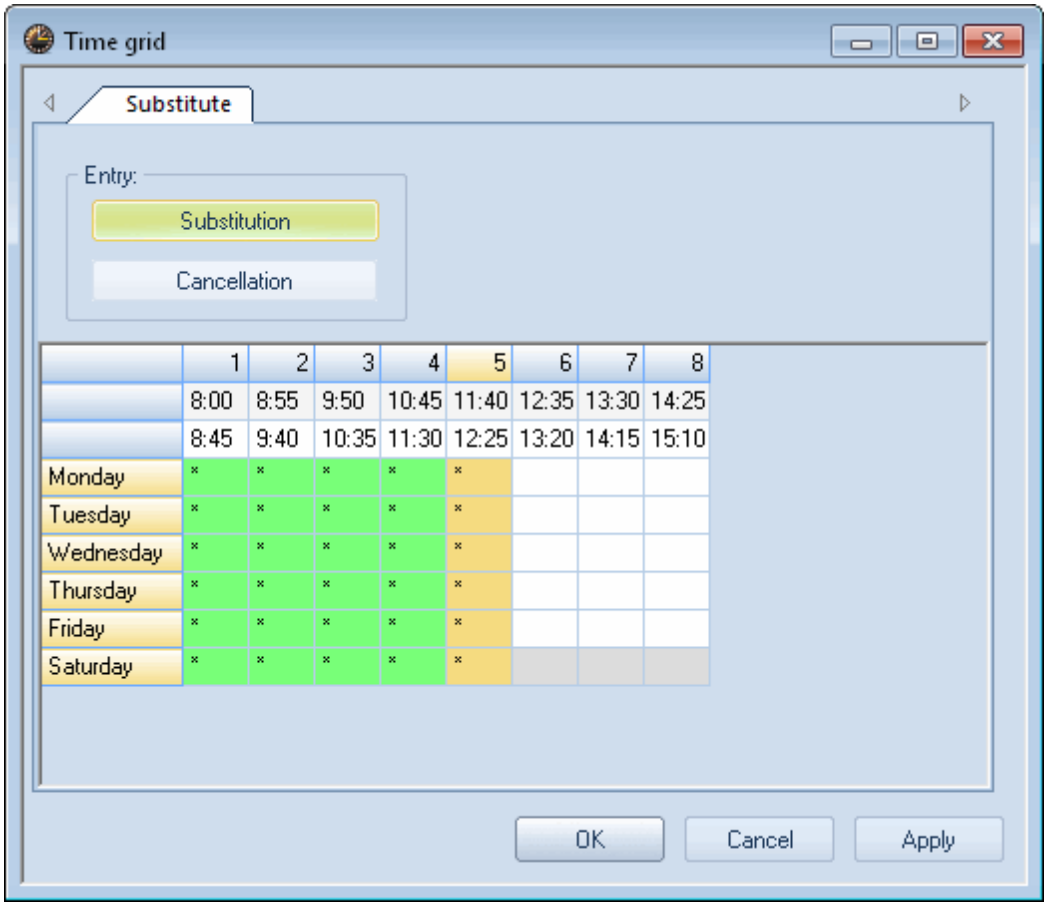
You can activate the substitution time grid in cover planning mode via "Settings | Time grid".

In the time grid you should first specify the period when substitutions are required. In some schools it is normal not to provide cover for the last period in the morning and the afternoon and to cancel the lesson instead.

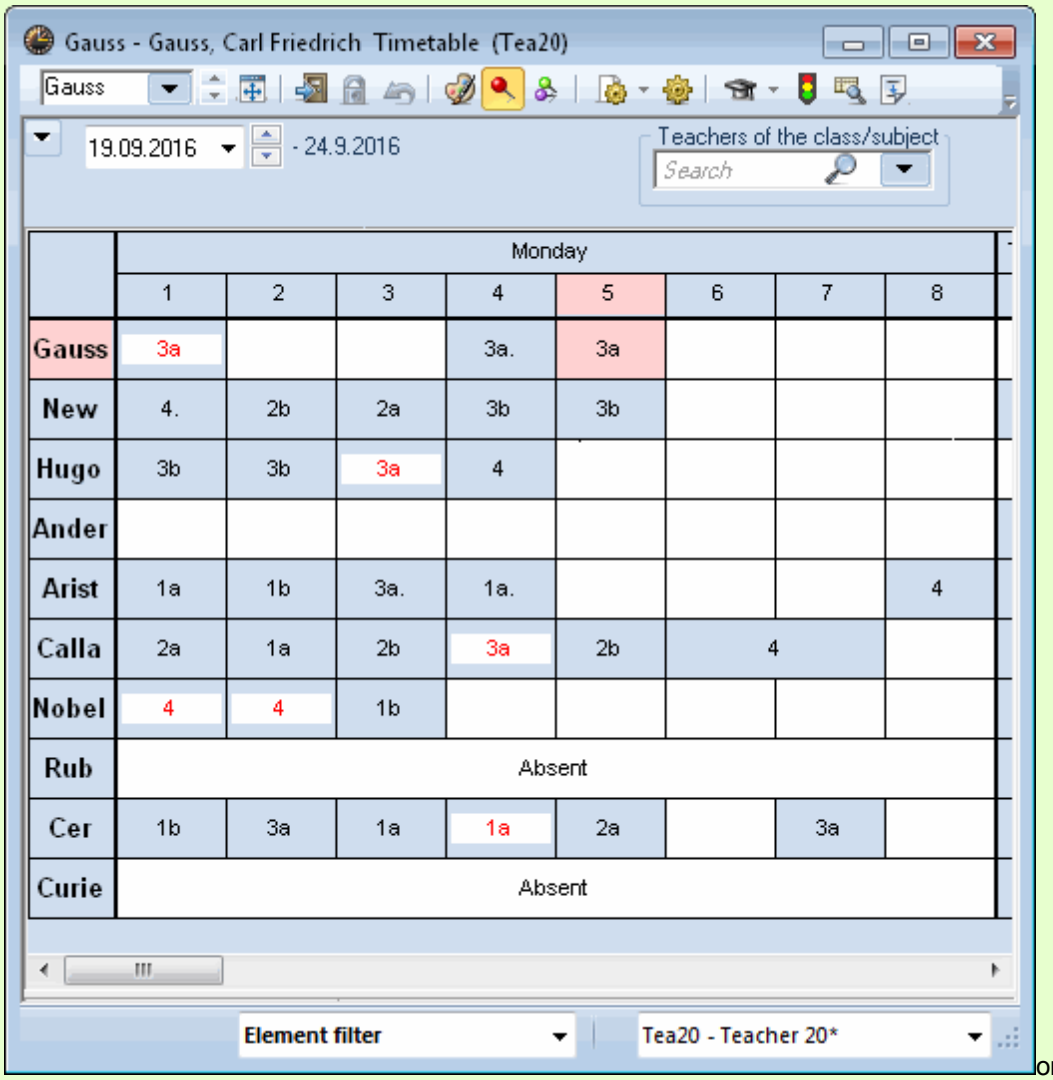
Use the mouse to highlight those periods where substitutions should normally be scheduled and click on the <Substitutions> button.

In our example, substitutions take place from the first to the fifth period. Periods after the fifth period are automatically cancelled. If you still wish to plan a substitution e.g. in the sixth period, you can change

the cancellation to a "normal" substitution by simply assigning a substitute teacher Similarly, you can cancel e.g. a first period although it is marked as "to be substituted" in the substitution time grid



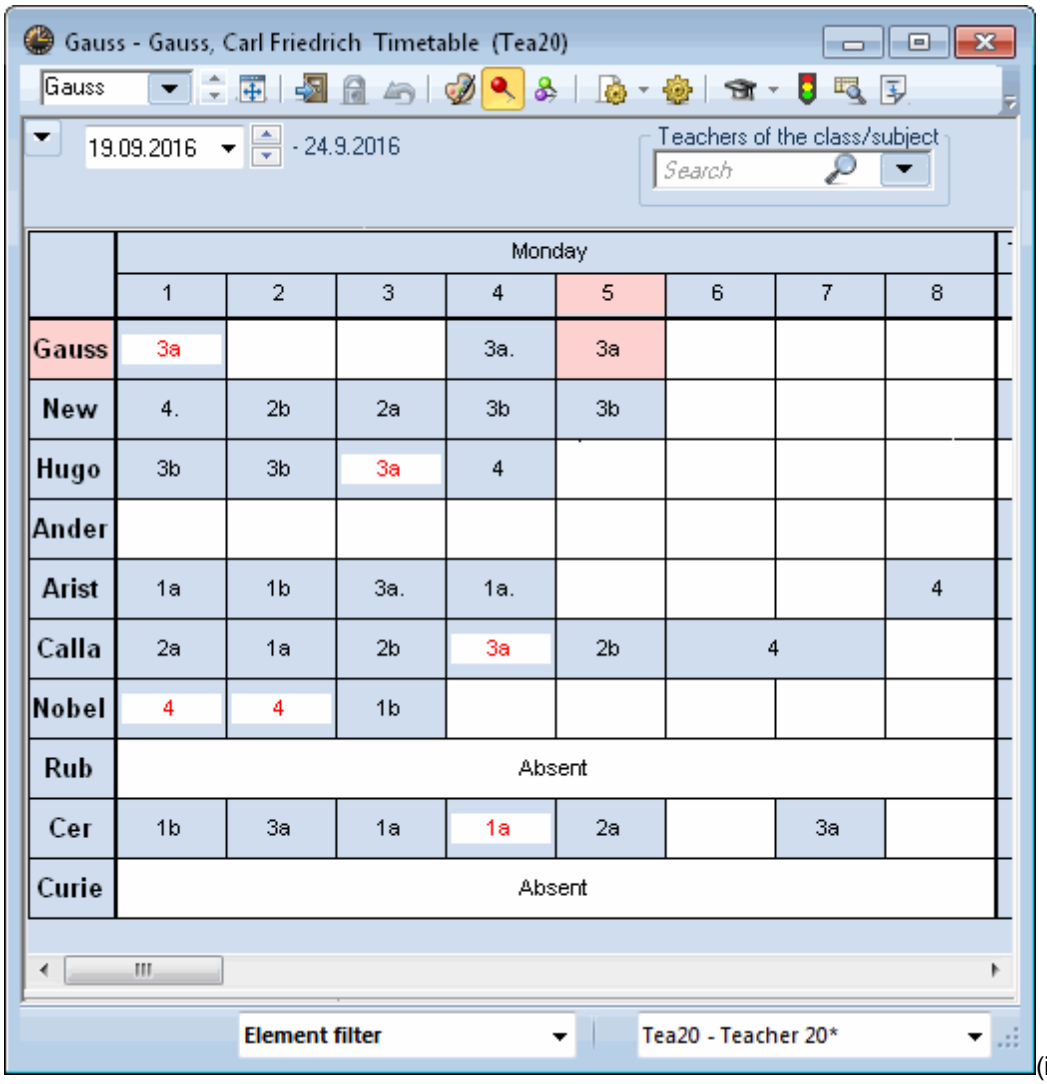
Tip: Class time grid
Apart from this global substitution time grid, which is valid for the whole school, you can adjust the substitution time grid of classes individually. To do this open " Classes | Master Data" and click on button <Class time grid>



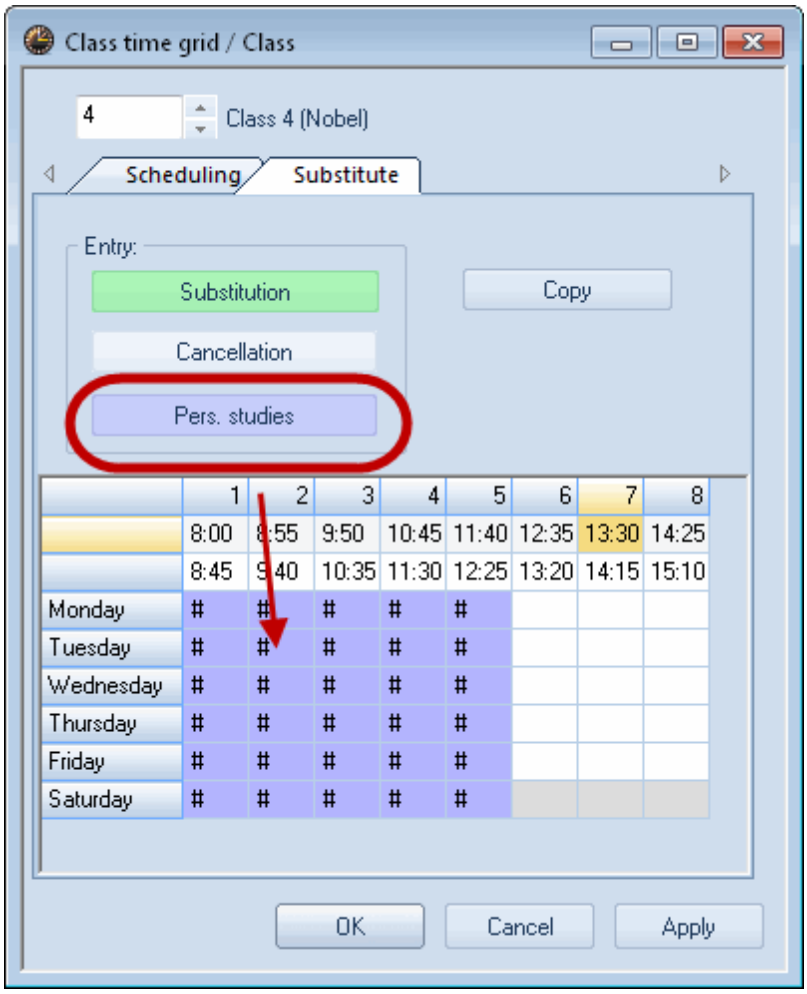
on the "Substitutions" tab.

3.2.1 Personal studies

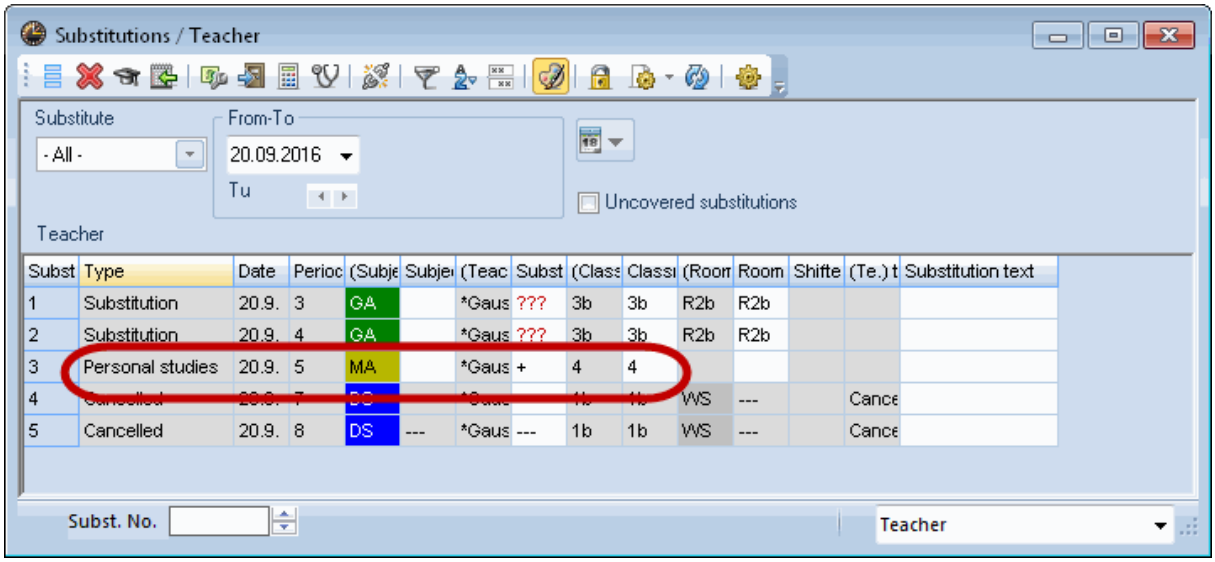
In some classes – especially older age groups – students work on their own if the teacher is absent. Such periods can be marked as 'Personal studies' in the time grid of the class



(in our example period 1 to 5 daily).

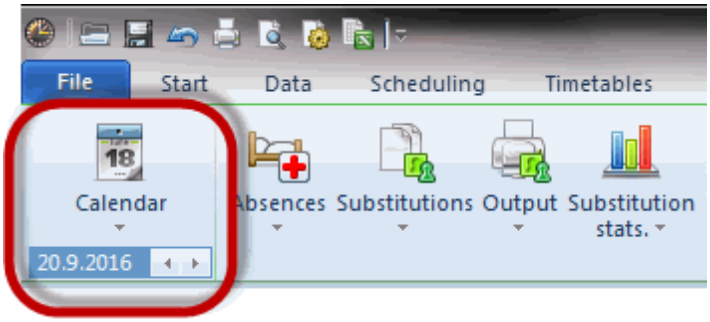


In the event a teacher is absent, automatic cancellation (according to the substitution time grid) is converted into a "+"-substitution, which is described in field "Type" as "Personal studies".

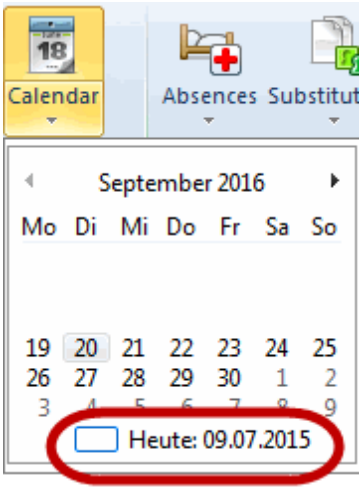


3.3 Date

You can easily select the scheduling date using the calendar in the toolbar. You can change the day using the arrows or select any day in the school year from the calendar.

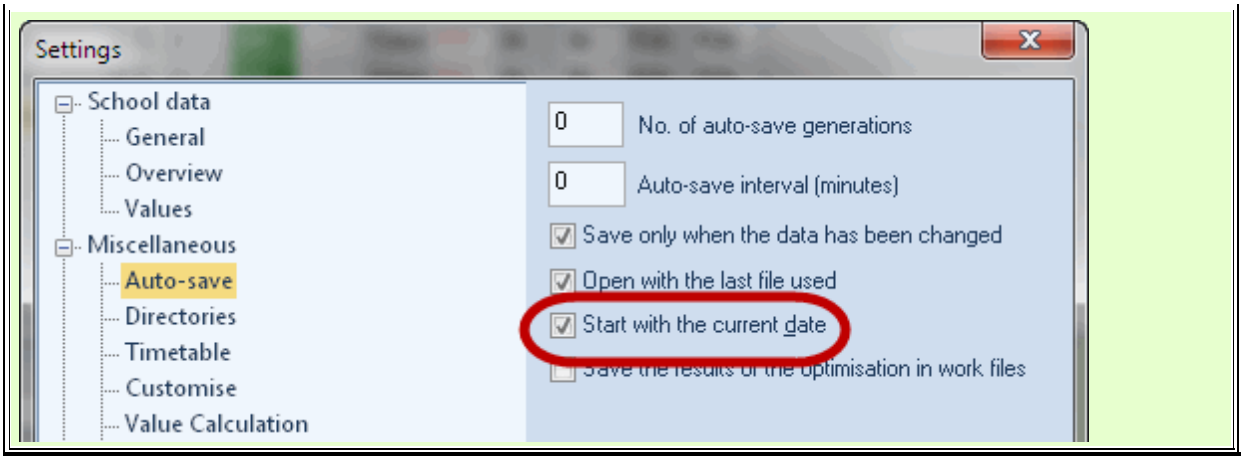


Click <Heute> (today's date) at the bottom of the unfolded calender and the scheduling date is set on today's date of the system. Alternatively you can use the short cut: <Ctrl> + T.



All opened windows will synchronise automatically to the selected day.

Tip: Open file with the current date
To automatically open a file with the current date, select "Settings | Miscellaneous" and check the "Start with the current date" box on the "Auto-save" tab.

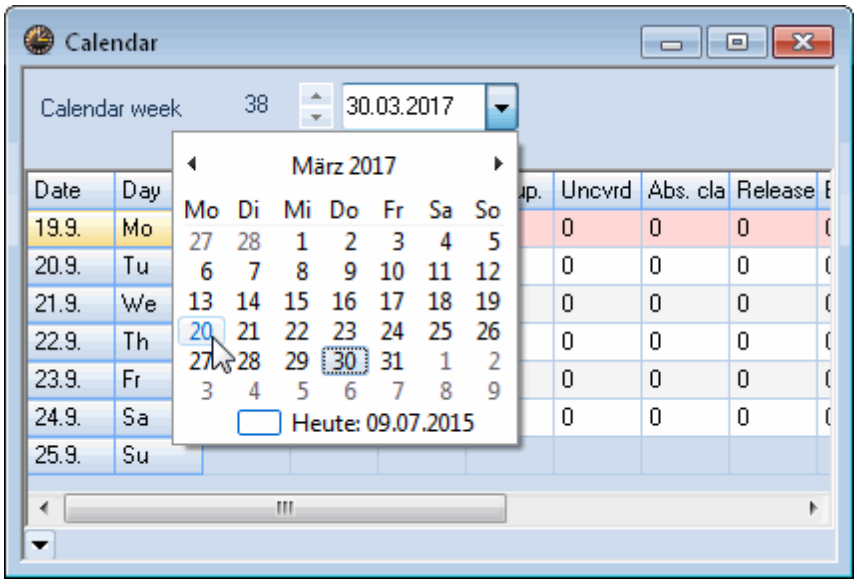


3.4 Calendar

The calendar window has several functions:

- Changing of scheduling date
- Display and entry of days and periods without school
- Entry of daily comments and remarks
- Overview of scheduling activities in details window

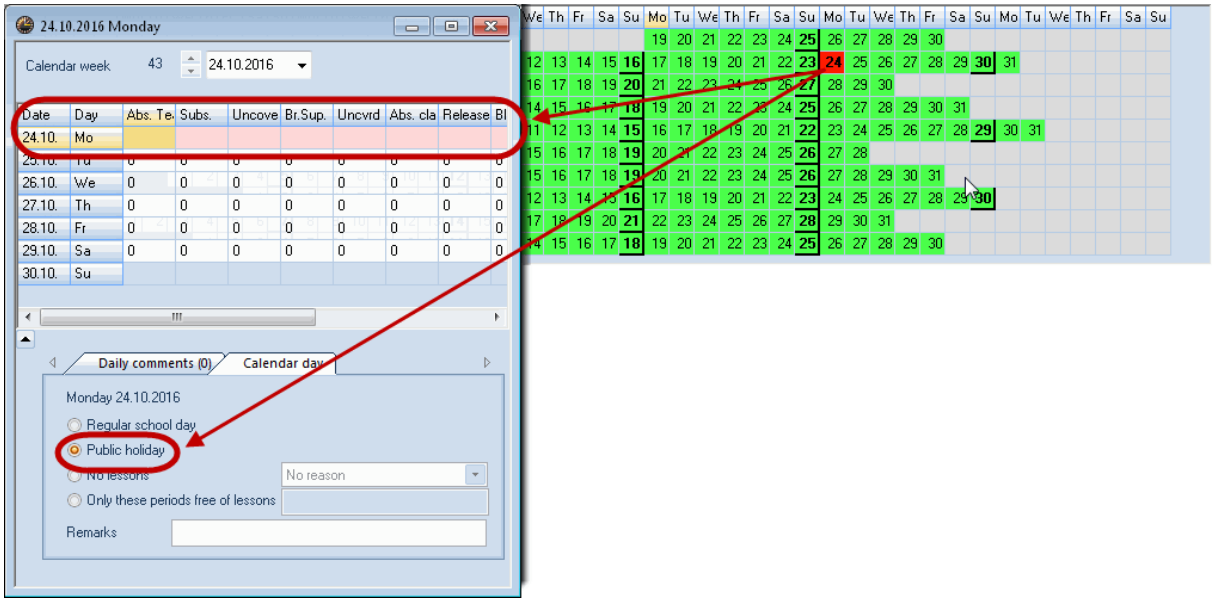
Use the selection box at the top left of the calendar to choose the day for which you wish to edit absences and substitutions. If you only wish to change day within a week you can also use the lower section of the calendar window, the so-called details window.



The windows communicate with each other, as you are used to in Untis: for example, if you have the absences window open when you select the date, the selected date will be used automatically. This behaviour is discussed in greater detail in the following sections.

3.4.1 No lessons

Time ranges that are defined asholidaysin Untis mode are automatically shown as days without lessons.

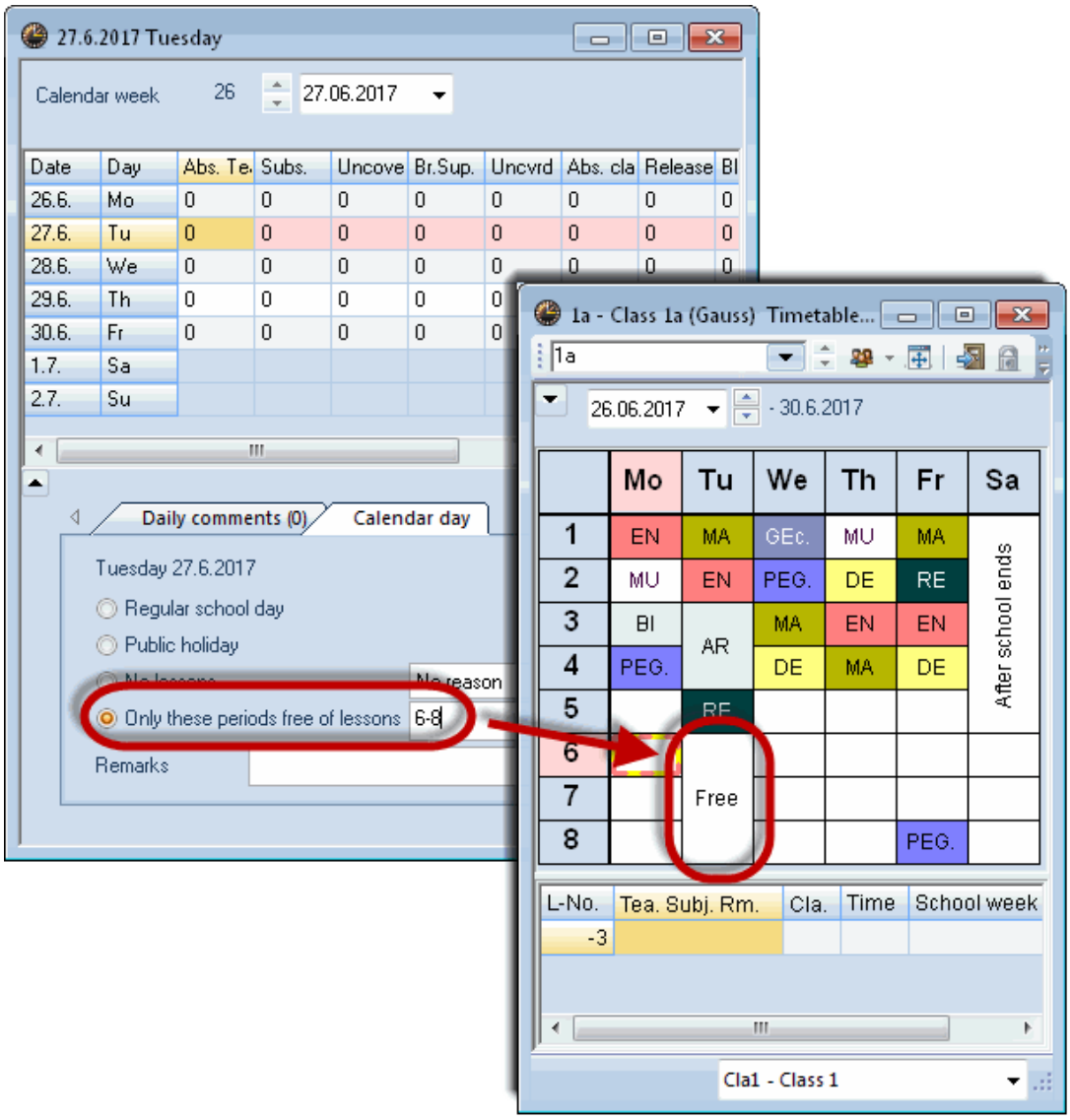


In addition to the settings in the holidays' calendar (Settings | School holidays) you also can use the form view of the calendar to specify whether certain days are without lessons or are (public) holidays. This differentiation is important in some countries for teacher remuneration.

Warning: Regional settings
You can set different reporting procedures via "Settings | School data" (Country, Region, Type of school). The same substitution data can lead to different reports depending on what country or type of school is set.

You can enter free periods for the whole school in the field "Only these periods free of lessons".

If all periods after period 5 are cancelled because of extreme heat then enter "6-8". If the first period is without lessons because of church service and the fifth period is without lessons because of a school event then enter "1,5".



Periods without lessons are displayed in the timetable with the term "Free". If you add a reason of absence, it will be displayed as well in the timetable.

3.4.2 Texts

The calendar offers two possibilities to enter desired text: daily comments and remarks.

Daily comments
Daily texts allow you to enter and print individual texts for each element. You find a detailed description of this function in chapter Daily comments .

Remark
The remark (for the day) is intended as a reminder for the cover scheduler and can therefore not be printed.

3.4.3 Detail window

The upper section of the calendar shows you detailed information on every day of the week.

Information on teachers

Abs.Teach.:Number of absent teachers
Subs.:Number of the resulting substitutions
Uncovered:Number of open substitutions for which a substitute has to be found

Information on classes

Abs. Cla.: Number of absent classes
Release: Number of the resulting releases. These are lessons in which teachers are available (released) as a result of class absences.

Information on rooms

Blocked rms.: Number of blocked rooms
Subs.: Number of the resulting room substitutions
Uncovered: Number of open room substitutions for which a replacement room has to be found

Number of daily comments

Daily comments: Number of daily comments on the relevant day.

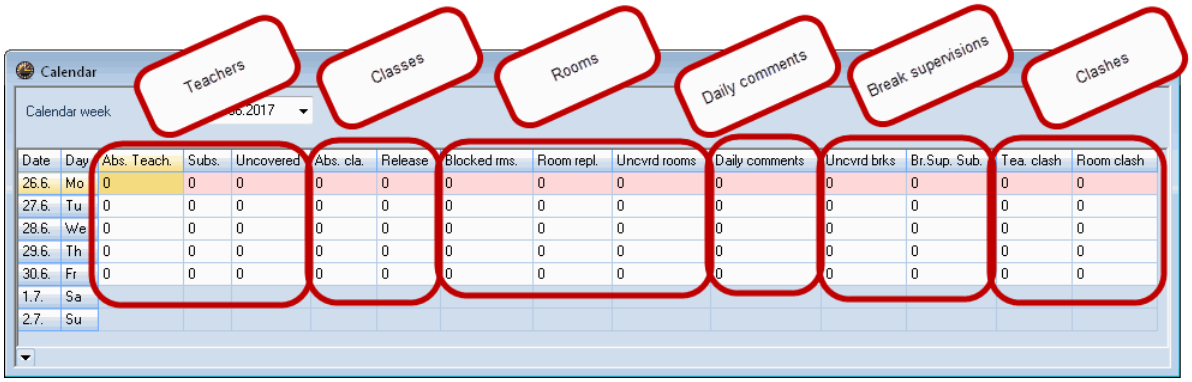
Break supervisions

Br.Sup.Sub. Number of break supervision substitutions
Uncovered (Br.Sup.) Number of uncovered break supervisions

Clashes

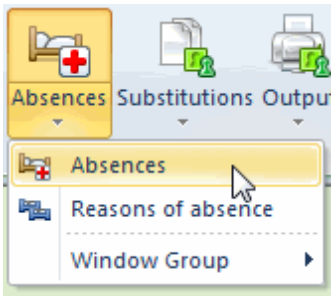
Tea. clash shows the number of teacher clashes
Room clash shows the number of room clashes

Please go to chapter ' Timetable changes and cover planning ' for more information on teacher and room clashes.



4 Entering absences

The absence of any one of the three master data elements, teacher, class or room, is considered to be an absence. The absences window is used to enter and edit absences. You can open the absences window via menu item "Cover planning | Absences", via the <Absences> button or via the context menu displayed when you press the right mouse-button.



4.1 Setting teacher, class, room absent

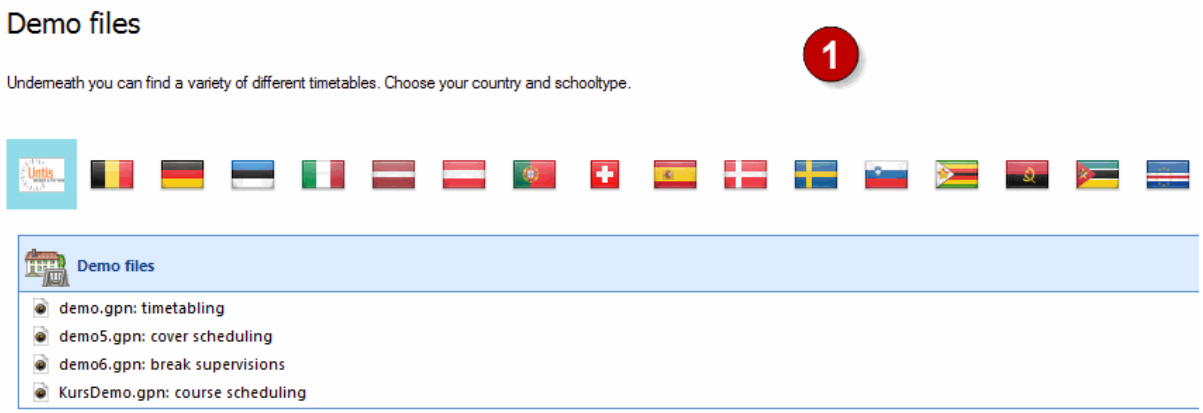
You can find examples of the entry of absences of teachers and classes in chapter "Short introduction" under Entering absences The procedure for entering an absence is the same for teachers, classes and rooms. In the following example a room is set to absent

Example: Setting a room absent

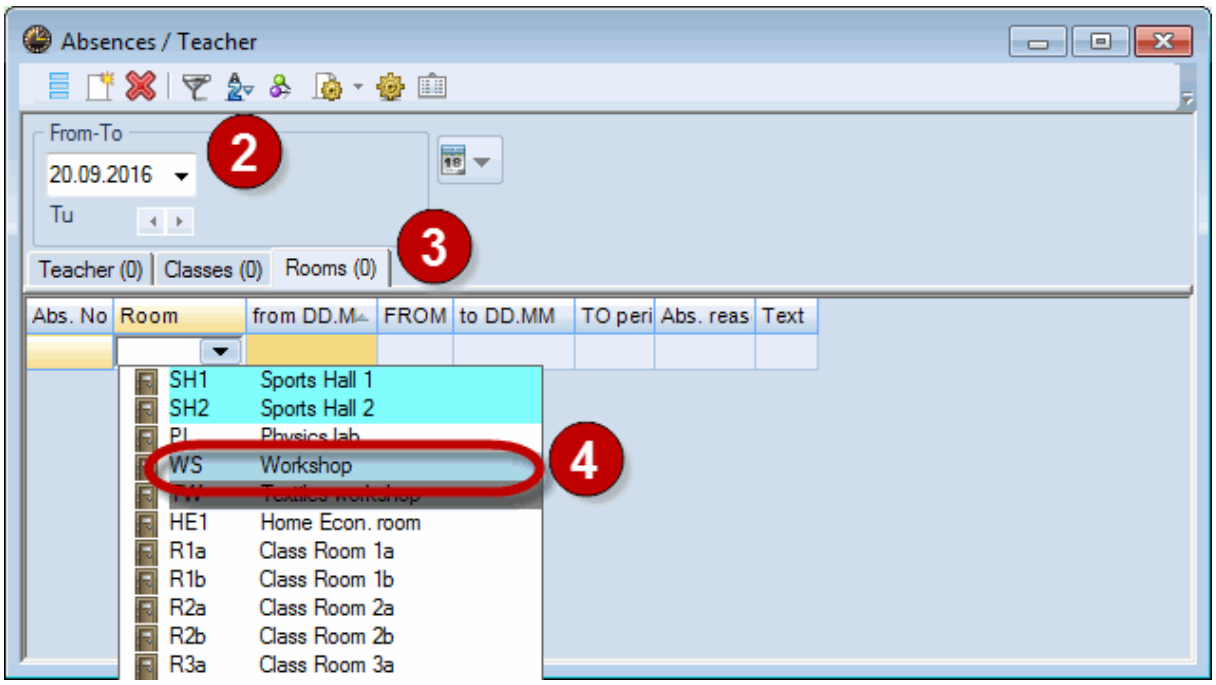
The workshop is not available on a specific Tuesday and must therefore be set to absent.

1. Open file demo.gpn via "File | Open" and the absences window via "Modules | Cover planning | Absences".

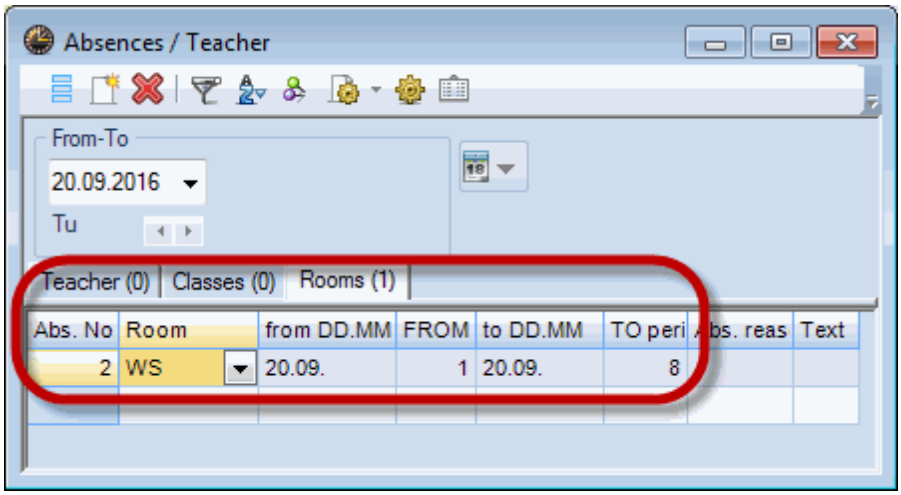
Note: Demo files
You can find the demo files under 'File | Welcome | Demo files'. The file demo.gpn below the Untis logo



2. Set the date to any Tuesday in the school year.
3. Select the tab "Rooms" of the absence window.
4. Select room "Works" from the list of rooms. Alternatively, you can enter the short name of the room. Confirm your entry with <Tab> or <Return>.



This sets the workshop absent for the whole day. In our example this is the first to eighth period on 20 September.



Note: Reason of absence
Entering a reason of absence does not have any effect on performing the substitution. Only the method of counting the cancellations and releases which occur due to the absence are affected. Please refer to chapter Reason of absence for further information.

Deleting absences

You can delete an absence using the <Delete> button. When you delete an absence, the substitutions caused by this absence are automatically deleted, as well. You cannot delete a substitution directly.

Time range

The absences window displays a day, a week or a self-defined time range. You can make this selection under <Settings>.

Absence text

Free text can be entered for each absence.

Overlapping absences

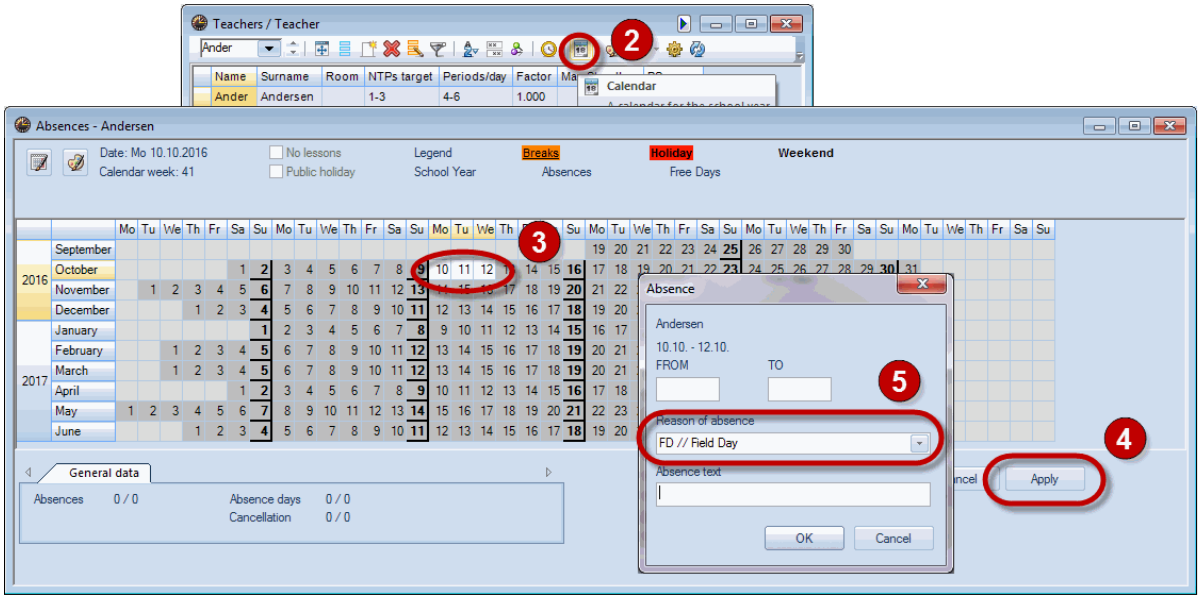
Two absences of a teacher can overlap (e.g. a teacher becomes ill during an excursion which lasts a week). You do not need to delete the absence that was entered first, since you would lose any substitutions already entered. If you enter two different reasons of absence for two overlapping absences, the absence which begins later defines how the cancellations should be counted.

4.2 Entering absences in the school calendar

You can also enter absences covering several days in the school year calendar of the relevant master data window.

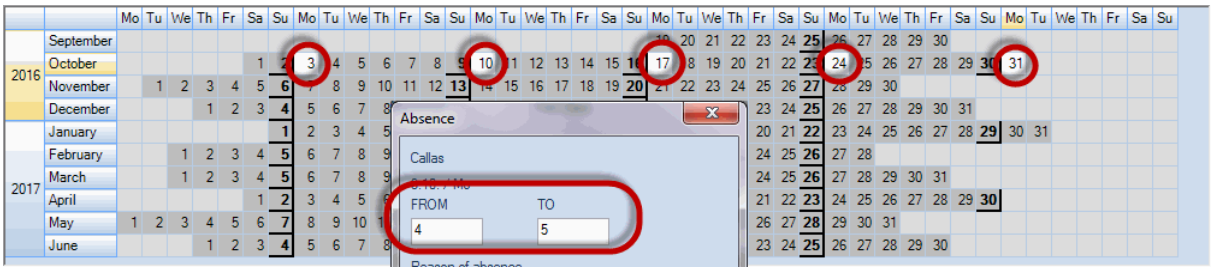
1. Open in file demo5.gpn and the Start tab the window 'Teachers | Master Data'.
2. Click on the teacher concerned and open the school year calendar via the<Calendar> button.
3. Hold the left mouse-button and highlight those days on which this teacher should be set to absent.

Confirm your entry with <Apply> or <OK>.
Select a reason of absence from the list of reasons. You can also enter an absence text.



If you mark two or more time ranges that are not contiguous, a prompt will request a reason of absence for each time range.

Absences for only one period on a day are also possible - also for several day. In our example teacher Callas is absent in period 4 and 5 every Monday in October.



Absences entered via the master data window are displayed in the absence window

You can set classes and rooms absent via the relevant master data window in the same way as for teachers.

You can delete the absences by highlighting the selected time range once more.

Note: Printing absences
You can print absences in the same way as substitutions. Please refer to chapter Printing substitution lists for further information.

5 Events

An event is an occasion that classes, teachers and rooms may participate in. They are therefore not available for regular lessons, i.e. absent, during the event. Examples include:

- Multi-period examinations for which several monitoring teachers and rooms are not determined until a later point in time
- Sports weeks or class excursions in which several classes take part, causing releases, but also in which teachers take part, whose lessons must then be substituted
- School events, class teacher periods, etc.;

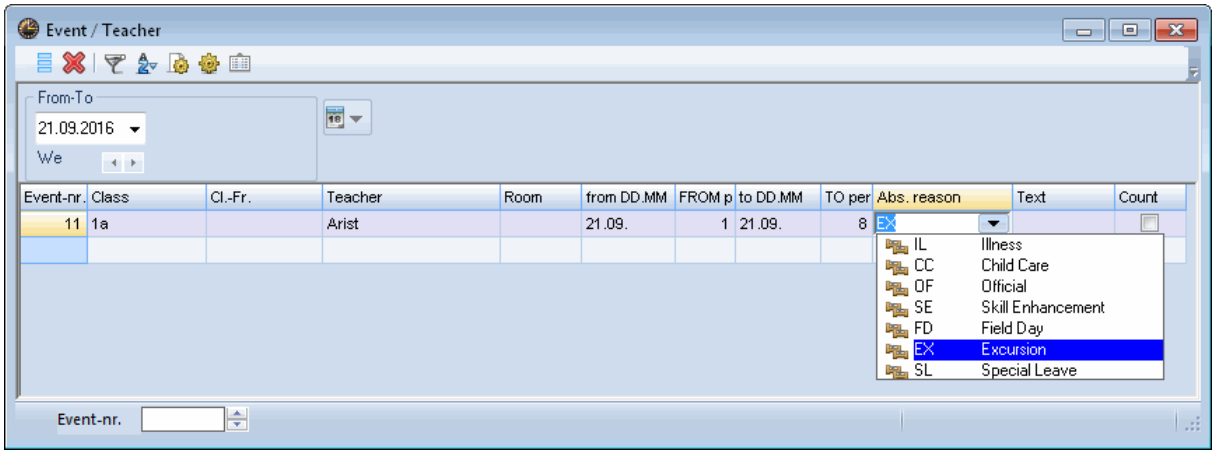
An event can involve either individual teachers and classes only or the entire school.

- Event with one class and one teacher
- Event with several classes and teachers
- Event with part of a class

5.1 Event with one class and one teacher

Class 1a is going on an excursion with teacher "Arist" on a Wednesday in the school year

1. Open file demo5.gpn and set the calendar to a Wednesday where no substitutions have yet occurred.
2. Open the event window via the context menu (right mouse-button) or click on the <Events> button in the cover planning toolbar.
3. Enter class 1a in column "Cla." and teacher Arist in column "Tea.". Select reason of absence "EX - Excursion".



Note: Counting of the event
The "reason" is relevant only for the counting of substitutions, cancellations and releases that occur because of the event (see chapter Events and substitution counter).

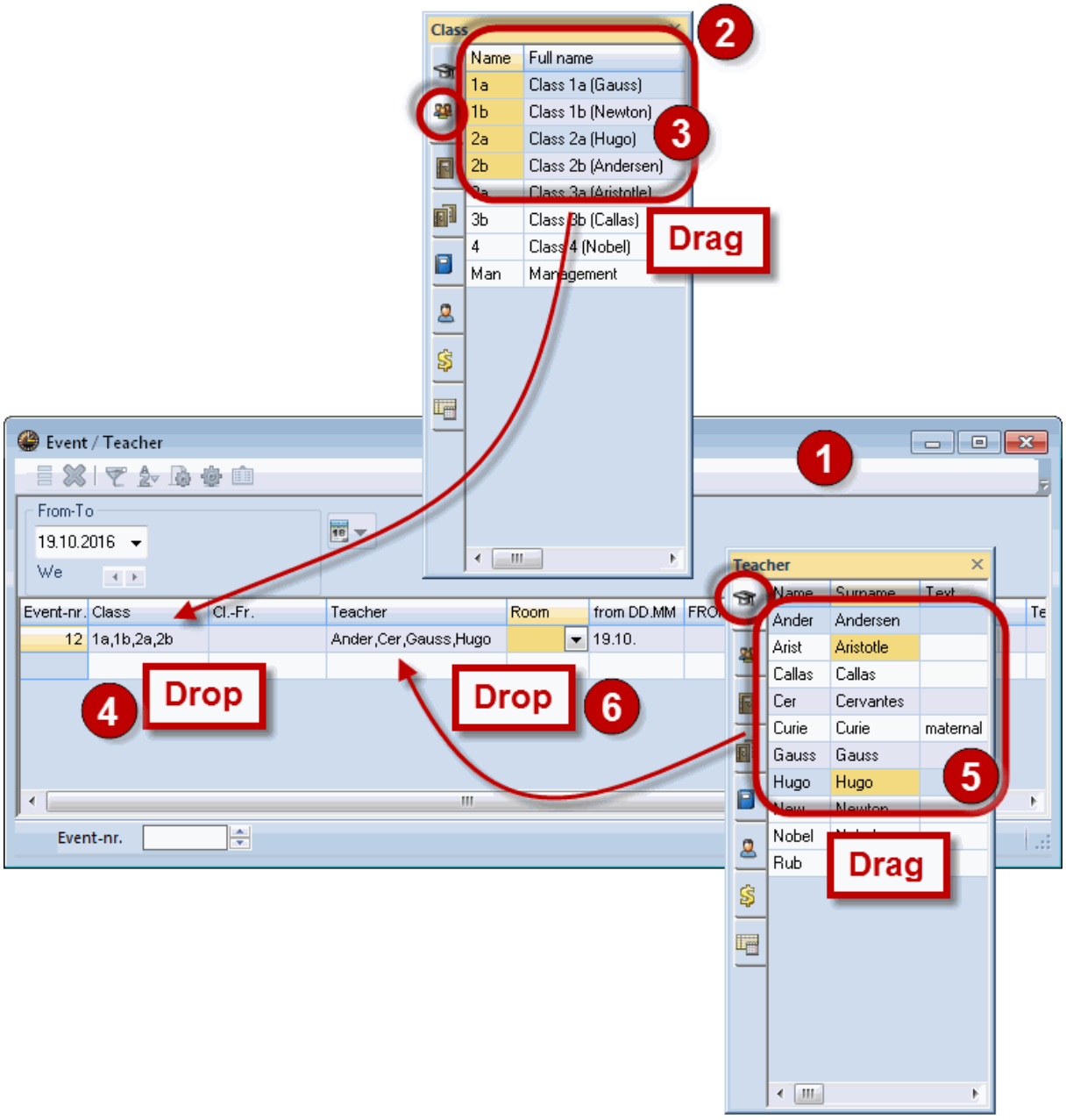
4. Click the <Substitutions> . The open substitutions, releases and cancellations caused by the event are displayed.

5.2 Event with several classes and teachers

The events window also allows you to enter events with many (or all) teachers and classes (e.g. sport events, class teacher periods etc.).

All classes from grades 1 and 2 as well as several teachers are to take part in an event for the entire day.

1. Open file demo5.gpn and events window . Set the calendar to a date without substitutions
2. Open the "Element-Rollup" window< and set it to "Class".
3. Highlight all classes from grades one and two (click on 1a – hold <Shift> – click on 2b).
4. Drag the marked classes into the events window by holding down the left mouse-button and drop them there in column "Cla.".
5. Switch in the element window to "Teacher" and mark all the teachers who are taking part in the event with <Ctrl>+click (hold <Ctrl> down and click on all teachers).
6. Drag the teachers into column "Tea." and drop them there.



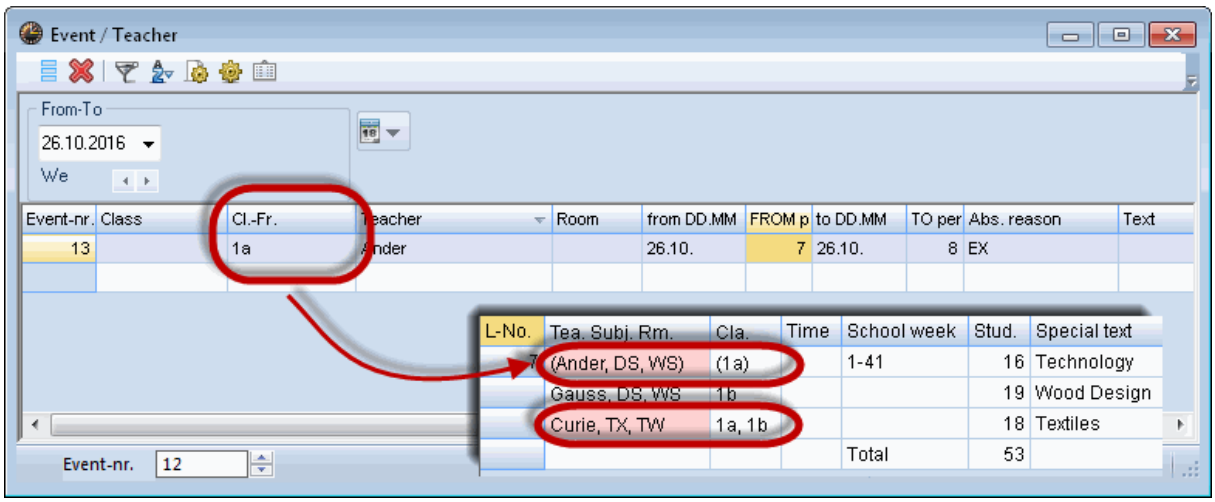
7. Activate the substitution window by clicking on it. The substitutions occuring due to the event will be displayed.

Tip: Showing events in the absence window
You can display absences that result from events in the absence window (click on <Settings> in the absence window and check the box "Show events").

5.3 Event with part of a class

Teacher "Ander" teaches part of the class 1a on Wednesday afternoons. The other part is taught by teacher Curie. Ander wishes to go organise an excursion with his students, while Curie's group will not

be affected In this case, class 1a has to be entered in the column class-fraction



6 Editing substitutions

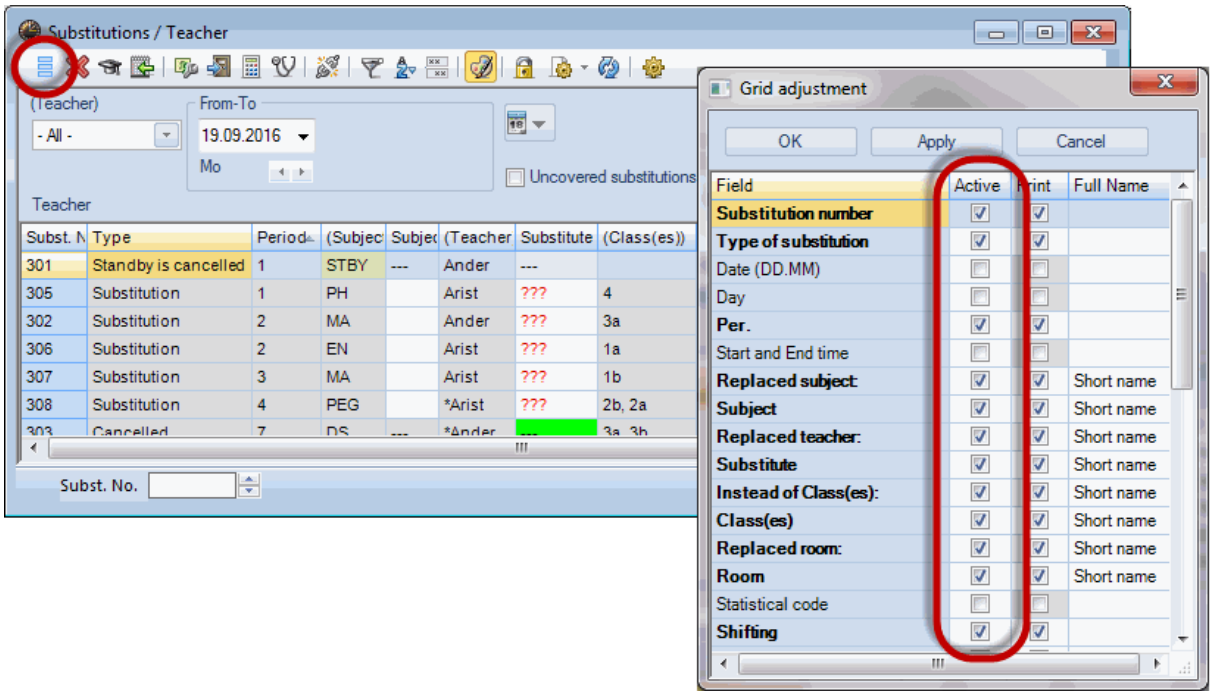
In most cases substitutions are edited in the substitutions window (substitution view). Any change to the daily timetable such as entry of an absence, an event or changes to the scheduling dialogue creates an individual substitution line in the substitution window. You can edit the substitution in the substitution line. An open substitution can be changed to a cancellation, you can assign substitute teachers or supervisors or you can change the room. These options are described below.

- Substitution display
- Cancellation
- Substitution suggestion
- Shifts ('preponements')
- Supervisions
- Atypical substitutions
- Room substitution
- Automatic substitution

6.1 Substitution display

You can adjust the substitution display according to your needs. It will depend upon your individual working method and on the type of activity you have just performed (e.g. edit substitutions, print substitutions).

You can show or hide every column via <Grid adjustment>. The contents of the individual columns are explained in the following.



Tip: Show all fields with content
You can display all columns that have at least one entry by clicking on the <Show all fields with content> button in the toolbar of the substitution window. When you click this button again you return to the original state of the window.

Subst. No.
This number uniquely identifies all substitutions and is primarily used by the application. You cannot hide this number on the screen; however, this is possible on printouts.

Type
This column indicates the type of substitution. Please refer to chapter Type of substitution for more details.

Date / Day / Period
These fields display date, weekday and period of the substitution.

Time
The time of day can be displayed as an alternative to the period. This is particularly important if a school uses more than one time grid.

(Subject), (Teacher), (Class[es]), (Room)
These fields show the elements of the original lesson. An "*" in front of the name of the teacher indicates that the teacher is part of a coupling.

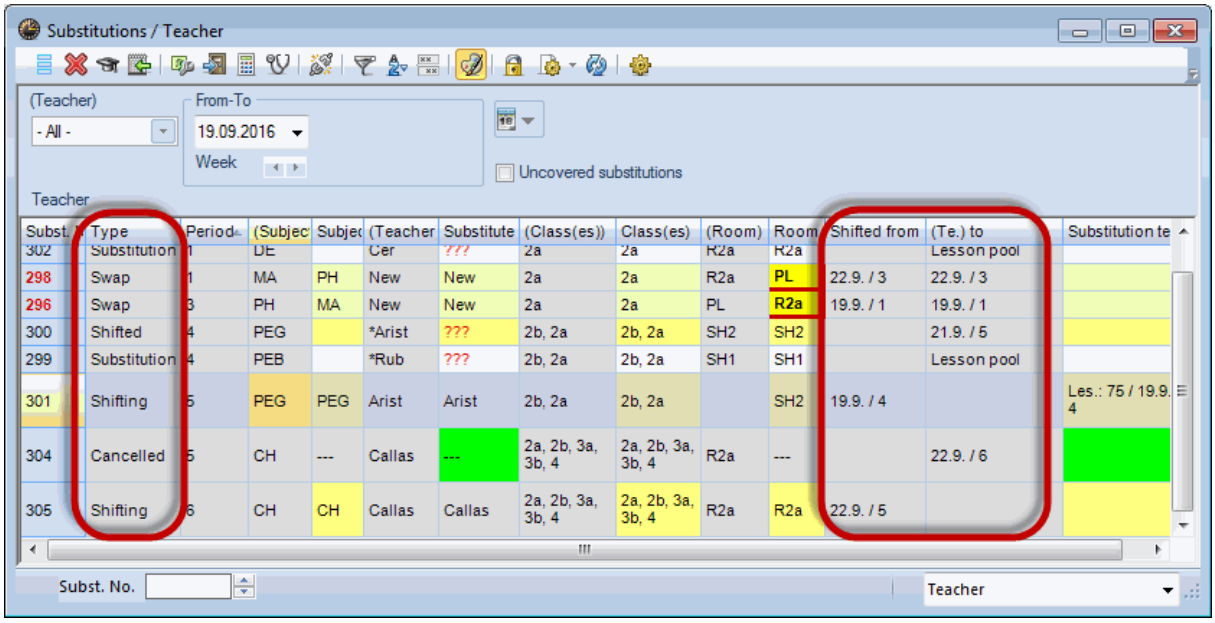
Subject, substitute, Class(es), Room
These fields show the elements of the substitution. If you leave the field "Subject" blank, then the originally scheduled subject will be displayed when the substitution is printed.

Red question marks "???" in columns "Substitute" and "Room" indicate that available teachers and rooms still have to be assigned. Three dashes "---" indicate a cancellation or release.

Stat. Code(s)
If a substitution is not to be counted, enter the same flag here as the one assigned for "Don't count..." under "Modules | Cover planning | Settings...". (See also chapter Substitution counter settings).

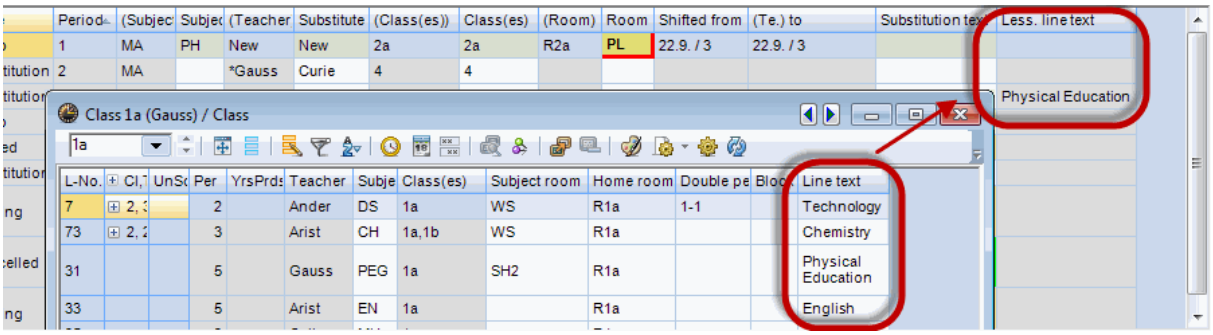
Subst. from / (Te.) to

- **If there is an entry only in column "Subst. from" ("(Te.) to" is blank), then a lesson was moved from another period. (Information on where the substitute teacher's lesson came from)**
- **If there is an entry only in column "(Te.) to" ("Subst. from" is blank), then this field shows where the lesson that caused the substitution was moved to. (Information on where the teacher's lesson was moved to)**
- **The "from" and "to" columns are identical. This indicates a lesson swap.**
- **The entries in "Subst. from" and "(Te.) to" are different. This indicates that the original lesson was shifted from this period and another one was shifted to this period. Column "Subst. from" again shows the original period of the substitute whereas column "(Te.) to" shows where the teacher's lesson moved to.**
- **An entry of "Lesson pool" in column "(Te.) to" indicates that the original lesson has been added to the lesson pool.**



Subst.	Type	Period	(Subjec	Subjec	(Teacher	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted from	(Te.) to	Substitution te
302	Substitution	1	DE		Cer	???	2a	2a	R2a	R2a		Lesson pool	
298	Swap	1	MA	PH	New	New	2a	2a	R2a	PL	22.9. / 3	22.9. / 3	
296	Swap	3	PH	MA	New	New	2a	2a	PL	R2a	19.9. / 1	19.9. / 1	
300	Shifted	4	PEG		*Arist	???	2b, 2a	2b, 2a	SH2	SH2		21.9. / 5	
299	Substitution	4	PEB		*Rub	???	2b, 2a	2b, 2a	SH1	SH1		Lesson pool	
301	Shifting	5	PEG	PEG	Arist	Arist	2b, 2a	2b, 2a		SH2	19.9. / 4		Les.: 75 / 19.9. 4
304	Cancelled	5	CH	---	Callas	---	2a, 2b, 3a, 3b, 4	2a, 2b, 3a, 3b, 4	R2a	---		22.9. / 6	
305	Shifting	6	CH	CH	Callas	Callas	2a, 2b, 3a, 3b, 4	2a, 2b, 3a, 3b, 4	R2a	R2a	22.9. / 5		

Les.-Text / Les.-line text
You have the possibility of adding a remark in "Text" to any lesson in the lesson window. This text is displayed in the substitution window in column "Les.-Text". It is greyed out, i.e. you cannot modify this text in the substitution window. Wir der Vermerk beim Unterricht bei der Kopplungszeile eingetragen (Zeilen Text), so erscheint dieser in der Spalte 'Unt.-Zeilentext).



6.1.1 Additional fields

Descr.
If the same texts are entered repeatedly they can be defined as a description (tab Data | Miscellaneous data | Descriptions) and selected here.

Substitution text
This is where you can enter a text regarding the substitution (see also chapter Substitution text).

Cancellation
A check here shows you that this substitution line is a cancellation.

Additional supervisor
This column shows whether this line displays a supervision. It cannot be edited (see also chapter Supervisions).

Coupling
See chapter Substitution coupling for more information.

New
The "New" flag is always activated for a substitution when the substitution was created or modified during the current session. A session in this context starts when you open your Untis data file. The remains set until you close the file (or exit Untis).

In order to print only newly created substitutions, select option "New substitutions only" under 'Page layout' in print selection.

Locked (X)
The <Fix> button in the toolbar allows substitutions that have already been edited to be locked and thus are protected from further change.

Reason for absence
If reasons of absence are entered, they will be displayed here (see also chapter Abs. reason).

Do not print (N)
If you do not wish to print specific substitution lines, you can select them here.

Substitution-text-2
This is where you can enter any text regarding the substitution.

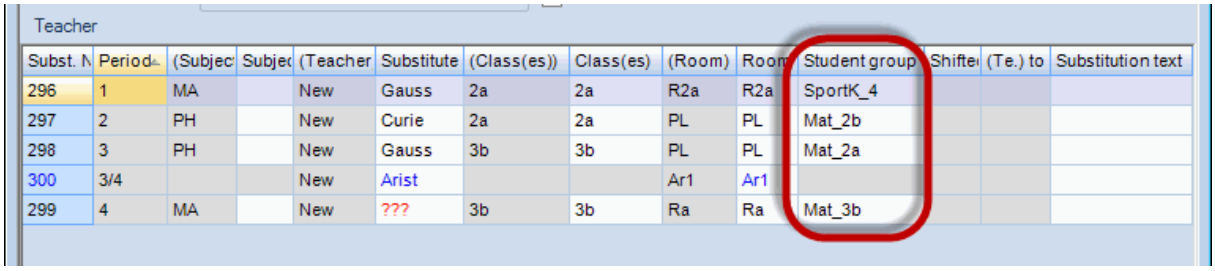
Messages
If a substitute teacher cannot know anything about a substitution because he/she is not at school from the time the substitution is created until the time he/she has to take the substitution (according to the timetable) this box is checked. The substitute must be informed separately.

Counters
If a substitution counts positively or a release counts negatively, it will be displayed here (see chapter Substitution counter)..

Signature
This column creates an empty field in the printout which can be used by the substitute teacher to confirm notification of upcoming substitutions.

Value
In some schools the substition counter is not calculated according to the number of sbustitutions and cancellations, but according to the value units defined in the lessons. The value of every substitution case is shown here and can be edited here.

Student group
For interaction with WebUntis it needs to be defined which student takes part in a lesson, which is done via the student group. The name of the student group is imported from the coupling line of the lesson. If the composition of students in the case of a substitution is different than from the regular lesson, you can change this here.



Tip: Automatic adjustment of column width
You can adjust the width of the columns automatically by moving the mouse cursor over the heading of the substitution window or absence window and click on the right mouse-button

You can choose from several alternatives to adjust the width of the column:

- Adjust column width: only the column that you have clicked on is adjusted to the optimal width regarding the heading.
- Adjust all columns: all columns are adjusted to the optimum width.
- Adjust all columns to their content: the columns are adjusted to the optimum width regarding the content (e.g. in the case of period not to the heading "Period" but to the names of the periods 1, 2, 3,...).

Alternatively, you can use the following keyboard shortcuts::

- <Ctrl> + E: adjust all columns to the optimum width

- <Ctrl> + F: adjust all columns to their content

6.1.2 Type of substitution

Type

This column in the substitution window indicates the type of substitution.

- B -

Break supervision: This is the substitution of a break supervision (see chapter Break supervision)

- C -

Cancellation: Lessons that are not substituted at all are cancelled. They are called cancellations

Contrary to absence: In this case a teacher is assigned a substitution as an exception even though he is marked absent.

- E -

Event: This is an event which was entered in the events window.

Exam: This is an exam which has been scheduled with the 'Course Scheduling' module (only possible with the Course Scheduling module).

- I -

In-lieu substitution: This type of substitution occurs when a teacher from a period that has become free is assigned a substitution.

- L -

Lesson changed : If an element of a scheduled lesson such as the subject is changed in the scheduling dialogue, this information will appear as changed lesson.

Lesson of the lesson pool: If a lesson is not be covered at the originally planned time but it is still to be taught later in the school year, it can be stored in the lesson pool. You can find detailed information on this in the chapter Lesson pool .

br> Lessons: Via 'Settings' you can define that regular lessons are also shown in the substitution list in this time range.

- P -

Part subst.: In a part substitution two or more teachers take one lesson (see also chapter Splitting substitutions).

Personal studies: In some classes – especially higher ones – students work on their own when the teacher is not available. If a teacher is absent in such a class, automatic cancellation (according to the substitution time grid) is converted into a "+" substitution. (see chapter Personal studies)

- R -

Release: A release is a lesson where a teacher is made available (released) due to the absence of a class that he/she would normally have to teach.

Room repl..: Room substitution is when a lesson has to be moved from the originally scheduled room to another room.

- S -

Shifted: In this case, the shift of a lesson created a substitution.

Shifting: This entry indicates that a lesson was shifted from another period (see also columns "Subst. from" and "(Te.) to" in the substitution window).

Special duty: A special duty is an ad hoc lesson which can be entered either in the scheduling dialogue or in the 'special duties' window.

Spec. duty for lesson of LP:: Scheduling a lesson from the lesson pool results in a special duty from the lesson of the lesson pool. (see chapter Lesson pool)

Standby cancelled: Cancellation of standby lesson.

Substitution: This is a 'regular' substitution. A teacher who is not having a lesson in his/her timetable replaces an absent colleague.

Subst. w/o teacher: A "+" can be entered a substitute if you do not wish to enter a substitute teacher for an open substitution but do not wish to cancel the lesson, either. This substitution line is considered processed and displayed the description 'Subst. w/o teacher'.

Supervision: Supervision is where a teacher supervises a class (whose teacher is absent) in addition to teaching his/her own class.

Swap: A lesson can be swapped in the scheduling dialogue or in the timetable.

- T -

Teacher swap : A teacher swap occurs when a teacher is allocated in a period when he/she also has a lesson and this has to be taken by another teacher.

Note: Displaying substitution types

You can select the types of substitution to be displayed in general via the <Settings> >of the substitution window. For example, events can be shown in the substitution window for printing whereas they can be hidden in the substitution window for editing

Tip: Changing the name and colour of the substitution type

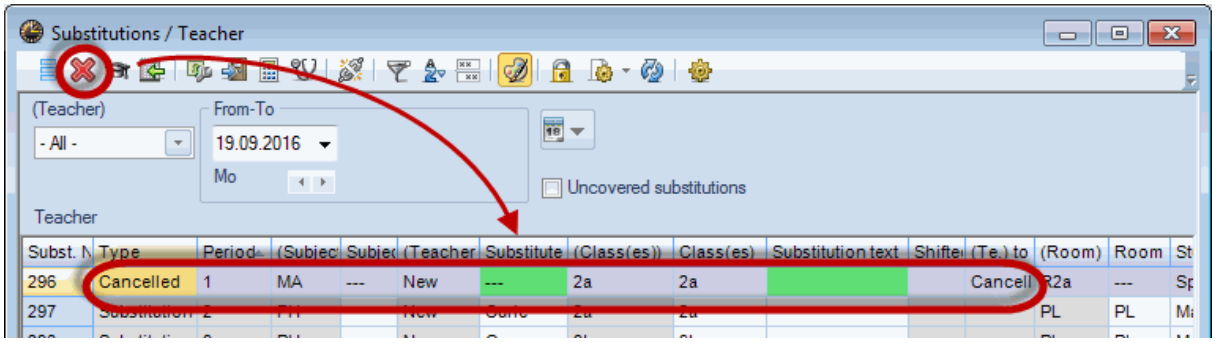
You can change the text used to describe the type of substitution yourself.
Let us assume that you wish to change the term "Personal studies" to "Study time" and display this green in the list of substitutions.
Under the menu item 'Modules | Cover scheduling | Settings' there is the tab 'Colours and Terminology',

where you will find a column named 'Denomination' in addition to columns for colour definition.
Enter the desired term that you wish to use in place of the original name. The example shows that the term 'Personal studies' has been replaced by 'Study time'. This type of substitution is then assigned the colour green.

6.2 Cancellation

Please open the demo5.gpn file. Teacher "New" is absent on Monday, when he would have four lessons. The first period is now to be cancelled. Place the cursor in the substitution line and click on the <Delete> button 16_069.gif>

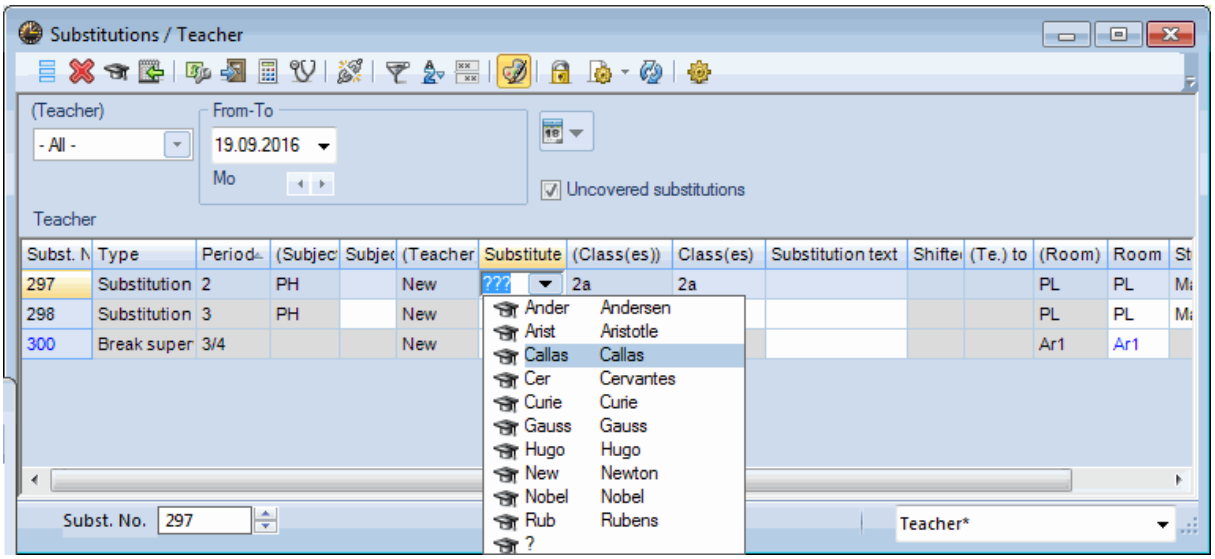
Tip: Cancellation via the keyboard
As an alternative, you can enter '-' as the substitute. You can use the <DEL> key to turn this back into an open substitution.



Tip: Display only open substitutions
You can display only those substitutions that still need to be process by checking the "Uncovered substitutions" box.

6.3 Substitution suggestion

You can assign a substitute teacher to an open substitution by entering the teacher's short name or by selecting a teacher from the pull-down menu. However, in doing so you do not have any information about which teacher is the most suitable one.



The substitution suggestion provides you with information based on which you can select the best suitable substitute. If a specific teacher is qualified to replace a colleague may depend on different criteria.

Suitability according to the timetable
Didactic reasons
Substitution counter
Particular criteria

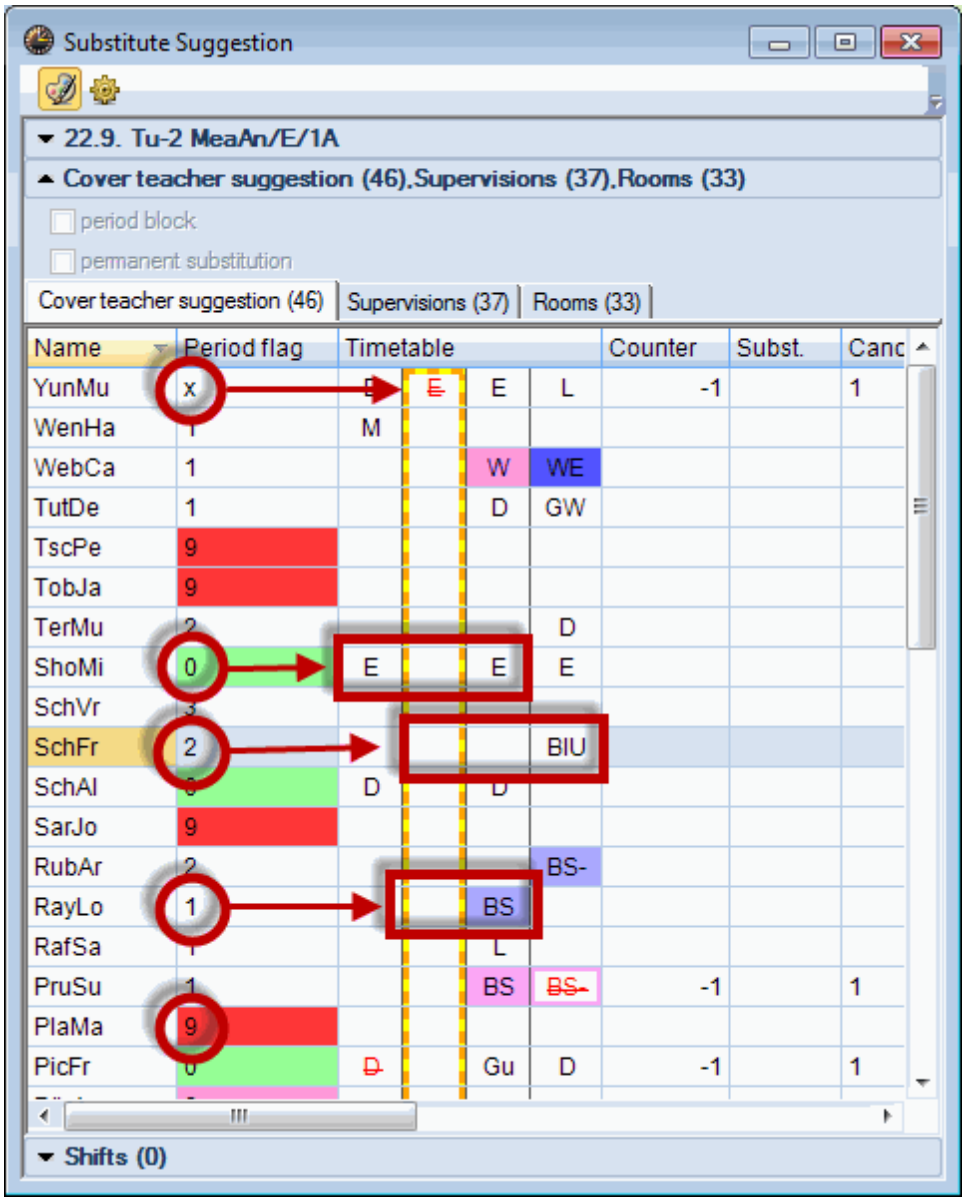
Tip: Show and hide columns
By clicking with your right mouse-button on the heading of a column you can show and hide columns in substitution suggestions.

6.3.1 Suitability according to the timetable

The substitution needs to suit the timetable of the respective day, e.g. a teacher who has a day off or a teacher who already teaches many periods on this day shall not be assigned for substitution in any case. The following fields provide you with the information you need:

Period flag

The period flag is an indicator representing how good the substitute matches the teacher's timetable. It defines the "distance" to the next "regular" teaching period. The column 'Timetable' shows the periods before and after the period to be substituted.



Period flag x
The respective teacher is released by an absent class, instead of having his/her regular period, he/she would have a fringe period.

Period flag 0 (NTP)
In this case, the respective teacher has a non-teaching period (NTP) in the period for which a substitute teacher is needed.

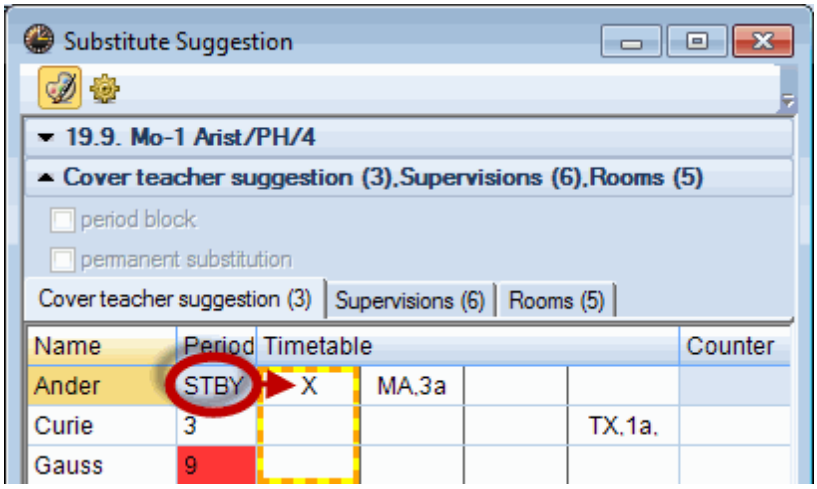
Period flag 1
The period to be substituted is immediately after or prior to one of his/her “regular“ periods.

Period flag 2 -8
The period to be substituted is two (three, four, etc.) positions “away“ from his/her next regular period in the timetable.

The higher the period flag, the less suitable is the teacher from the timetable perspective and the lower he/she will be ranked in the substitute suggestions.

Period flag 9
The teacher does not teach on this day.

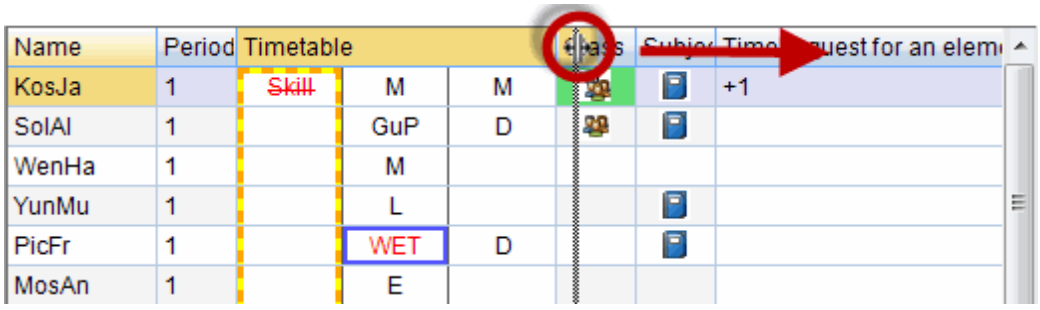
Period flag = Subject name
Standby teachers are stated with the short name of the standby subject in the substitute suggestion.



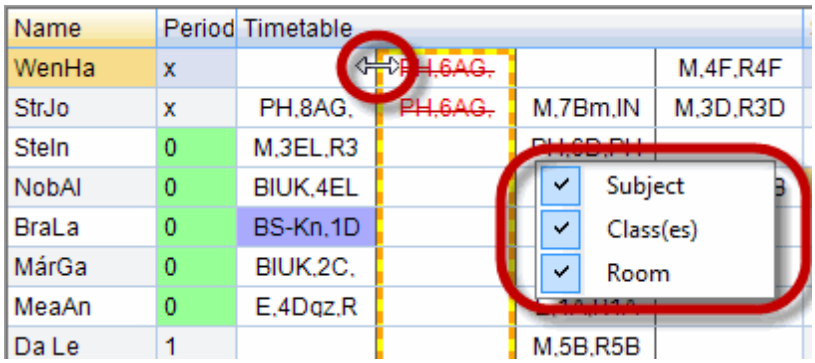
Period flag /
If the substitution takes place in an off-site building which cannot be reached by the suggested substitute teacher (period immediately prior of after the period to be substituted and no break in which the off-site building can be reached), this will be stated by period flag / .

Timetable

This column shows the periods of the potential substitute teacher before and after the period to be substituted. This column shows as many periods as possible in the given width of the column. If you want to see several periods, you need to make the column wider by drag and drop.

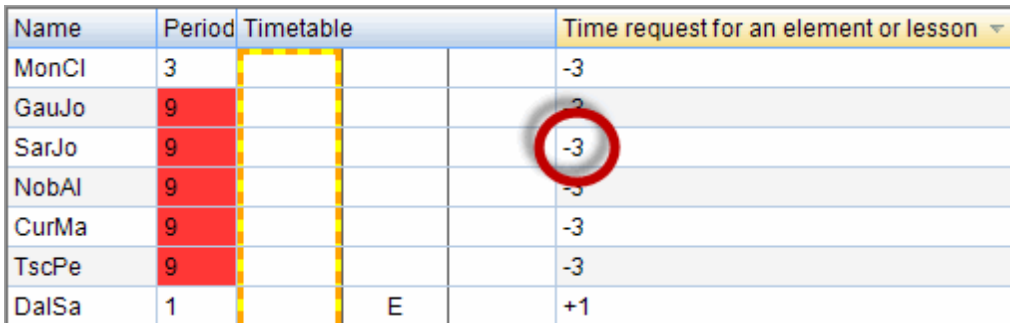


The width of every individual timetable cell can also be adjusted via drag and drop. And by clicking with your right mouse-button in the timetable you can change the information shown.



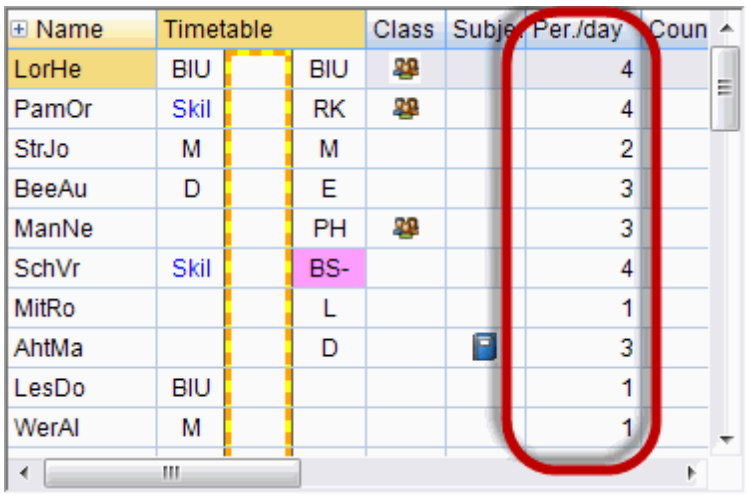
Time requests

Here you will see the time requests of the potential substitute teacher. This helps you to avoid assigning a substitute teacher erroneously to a blocked period (time request -3).



Per. / day

This column shows the number of periods of the current day.



Sending a message

If the suggested teacher needed to be informed about the substitution, because he/she has already left the building, this would be indicated in this column.

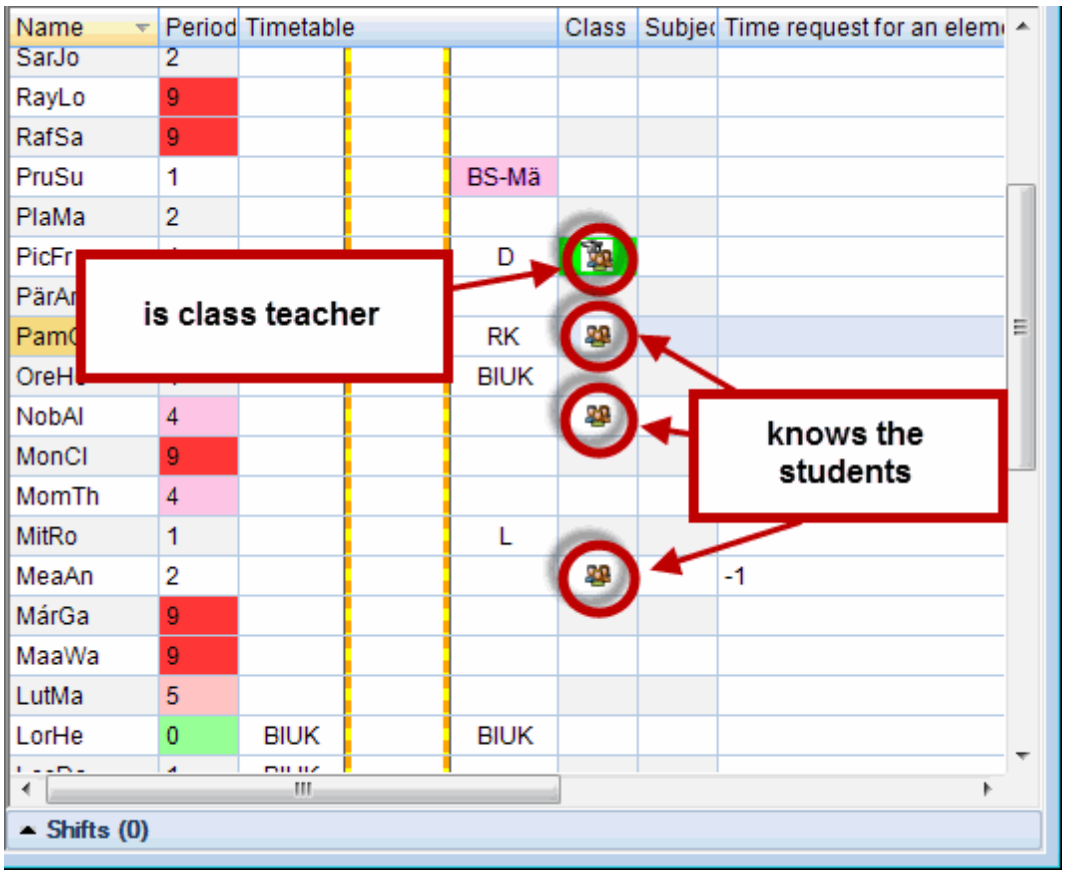
This function will increasingly lose its importance due to the possibility to inform the teachers digitally (e.g. via Untis Mobile App).

6.3.2 Didactic reasons

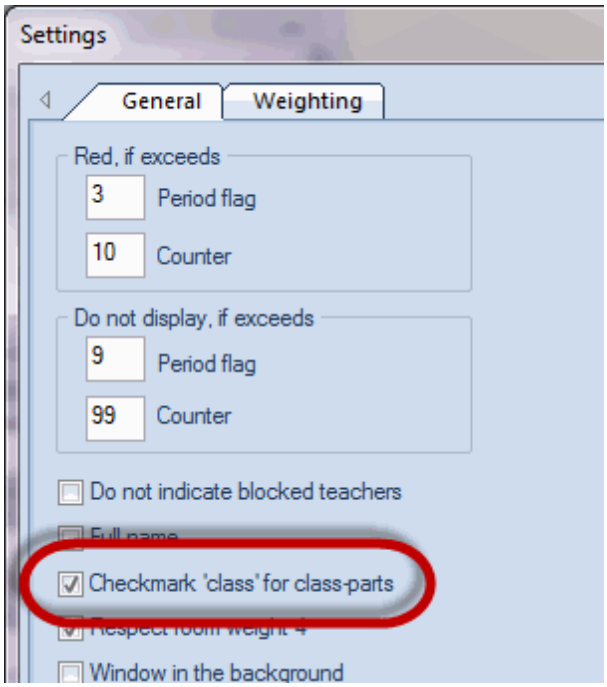
Many schools primarily assign teachers for substitutions who already know the students in the class to be substituted and have the qualifications to substitute a respective period. This information can be seen at a glance:

Class

This column shows if the suggested teacher teaches the respective class. This is important on the one hand due to pedagogical reasons, on the other it makes preponements possible. Additionally the “class teachers” (Master data | classes) are highlighted in green in the “Class” column.

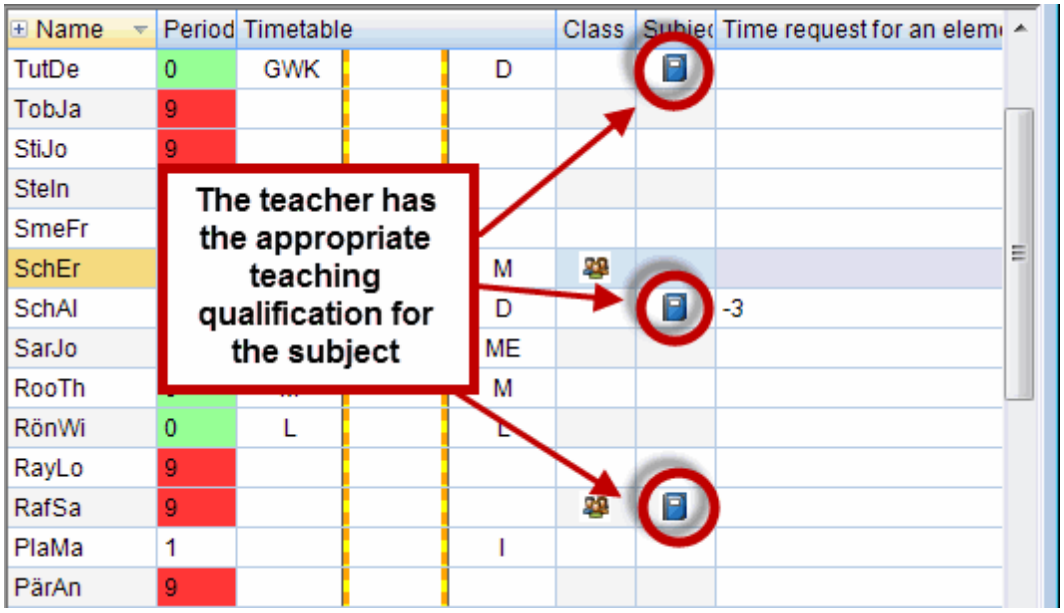


In the <Settings> of the substitute suggestion window you can choose if the check in the field “Class” in the substitute suggestion should be set with teachers who only know parts of a class (but never teach the whole class at once).



Subject

The subject icon in this field shows that the teacher has teaching qualifications for this subject (only possible with the “Lesson planning” and “Value calculation” module) or that he/she teaches the subject of the uncovered substitution.



Last week

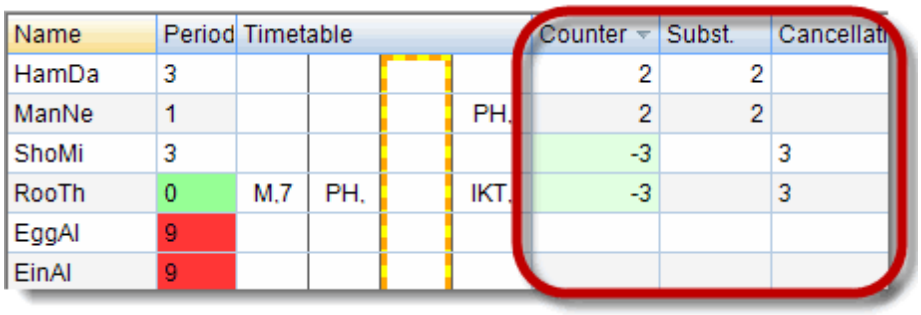
If a teacher of the substitute suggestion was assigned to a substitution in the week before, his/her name will be highlighted in green and checked in the 'Last week' column.

Lesson pool
If there are any lesson pool lessons which can make up for the uncovered substitution, then this is indicated here (see chapter Lesson pool).

6.3.3 Substitution counter

How often did a teacher substitute in the respective period or in the year? How many cancellations did he/she have? These and similar questions can be answered by the following fields:

Counter
The counter is a balance made of substitutions and cancellations, whereas you choose what the balance should contain via 'Settings'.



Name	Period	Timetable				Counter	Subst.	Cancellati
HamDa	3					2	2	
ManNe	1				PH.	2	2	
ShoMi	3					-3		3
RooTh	0	M.7	PH.		IKT.	-3		3
EggAl	9							
EinAl	9							

In general, the substitutions of the respective teacher are calculated against the cancellations (e.g. due to class absences). The reference period can be set individually (see chapter Substitution suggestion settings). If the cancellations are outbalancing the substitutions, the counter is set to minus. The teacher has “substitution debts”, his/her counter is highlighted in green, i.e. he/she has priority regarding substitutions.

Substitutions and cancellations
Substitutions and cancellations which are the basis for counter calculations are shown in separate columns, i.e. you can consider these numbers separately when thinking about a substitution.

Yearly total
The yearly total column show a balance based on substitutions and cancellations over the entire school year. This gives you the opportunity to quickly get a good overview of the counters per months, week ('counter' column) or the entire year.

Paid substitutions (paid)
This column shows the number of paid substitutions in the respective time range (see chapter Substitution suggestion settings).

Supervisions
This column shows the number of supervisions in the set time range (see chapter Supervisions).

6.3.4 Particular criteria

Some teachers shall rather not or not at all be assigned to substitutions (e.g. external teachers), others, however, have priority in substitutions. You can define such conditions which are then taken into account in the substitute suggestions as criteria for a decision.

Statistics

The 'Stat.codes' column shows a statistics code entered in the teachers' master data. If you use it appropriately, this field can be very useful. If you indicate external teachers, for instance, with an 'F' and part-time teachers with a 'T', you immediately have information on the availability of the teacher who, in general, is free in this period.

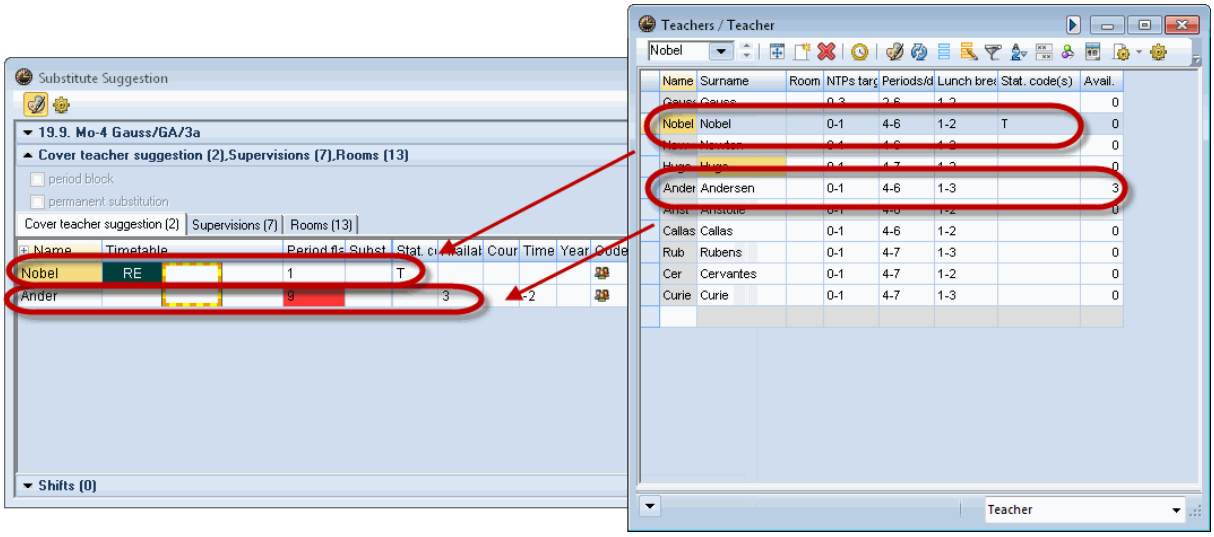
Availability

The blocks entered under “Master Data | Teachers | Substitutions” are shown here.

Sometimes a teacher who in general is available for substitution should not be assigned to substitutions.

This can be indicated in the 'block' field. You may enter a number between 0 and 9, whereby 9 means that it is prohibited to assign this teacher to substitutions. If you do not enter any number in this field, it equals '0', this means that the respective teacher does not have any restrictions on substitutions whatsoever. Entries between 1 and 8 are the different grades in between.

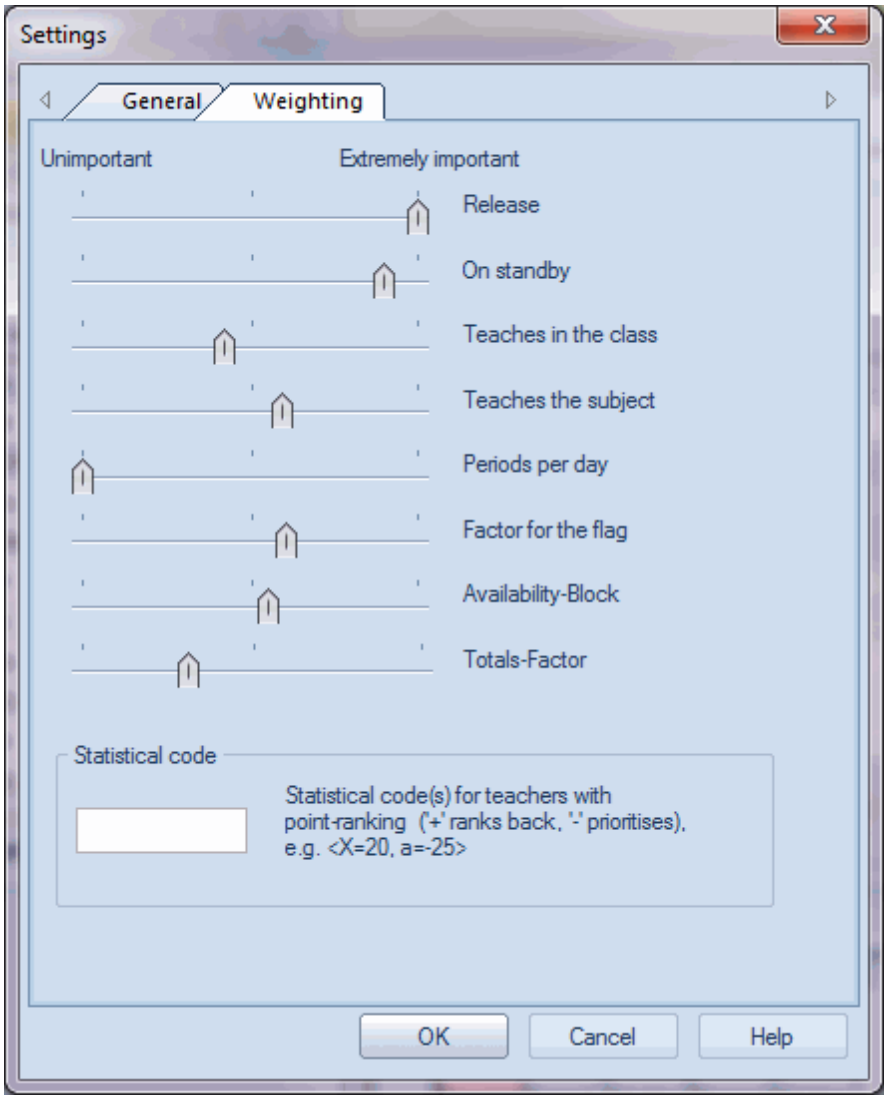
You can define the weighting of these blockings on the substitute suggestions in comparison to other factors (see chapter Sequence of the substitution suggestion).



6.3.5 Sequence of the substitution suggestion

The suggested teachers are primarily ranked according to a weightingwhich you can define yourself and whose results are shown in the 'points' column. The points are negative points, i.e. the teacher with the lowest (most negative) number of points is best suited. You define the weighting degree of the criteria yourself.

For setting the weighting go to Settings in the 'Cover teacher suggestions' on the tab called 'Weighting'.

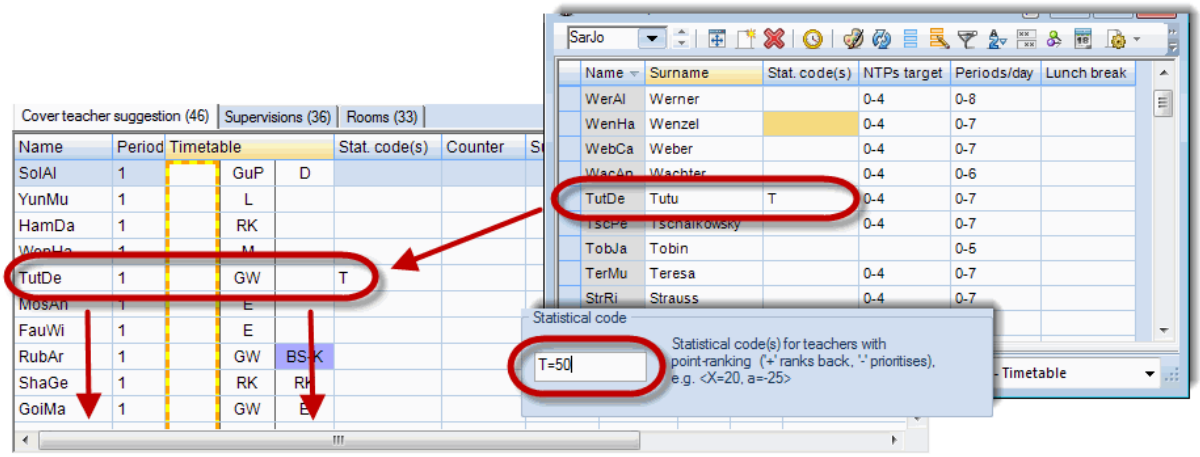


Release, On standby, Teaches in the class, Teaches the subject
You can assign each individual parameter a weighting between 0 (not important) and 99 (very important). The higher you set the weighting, the higher a teacher will move in the ranking if one or more criteria apply to him/her.

Factor for flag, Availability/blocking factor
The number for the period flag (or the number for availability/blocking) is multiplied with the factor, and the teacher in question is pushed down the list by this amount.

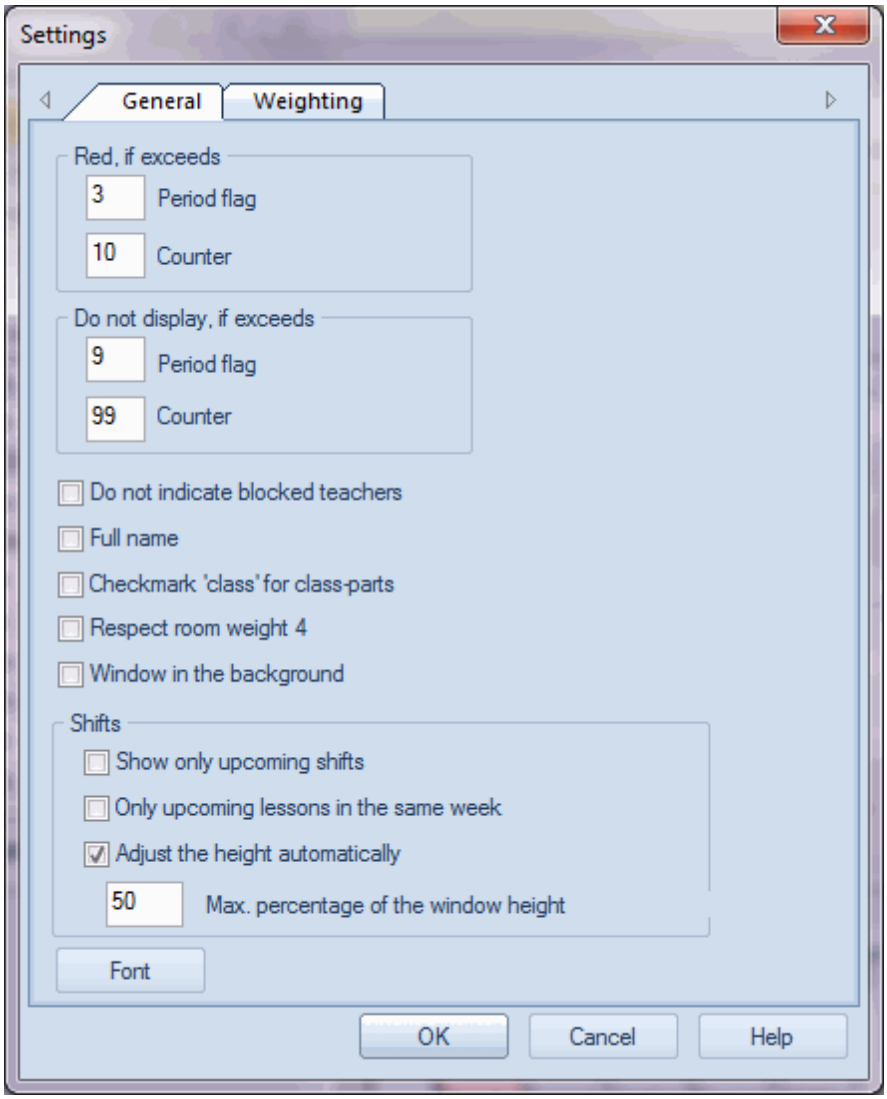
Totals factor
The totals factor is multiplied with the teacher's counter, whose ranking will change depending on the result.

Statistical codes
You can move specific teachers up or down the ranking with the help of the statistical code entered in this field (e.g. age allowance). The statistical code referred to here must be entered in column "Stat. Code(s)" under "Master Data | Teachers". You can enter positive or negative values.



6.3.6 Substitution suggestion settings

Besides the ranking of the substitution suggestion, you can also adjust the display of the substitute suggestion using the<Settings> button.



Red, if exceeds / Do not display if too big
Only teachers that are suitable as substitutes should be displayed in the substitution suggestion Usually teachers who are not teaching on the day in question (period flag 9) as well as teachers whose "Total" exceeds 20 are not suitable candidates for a substitution. You can determine here whether under these circumstances teachers are to be displayed at all or whether they should be marked red.

Do not indicateblocked teachers
Teachers with a time request -3 at the time in question are not displayed in the substitution suggestion.

Full name
The teacher's full name should be displayed.

Checkmark 'class' for class parts
see chapter Didactic reasons .

Respect room weight 4
This setting involves only shifts and lessons that are scheduled in rooms with the room weight of 4. If you check the box and the room is occupied at the time in question then the shift will not be suggested..

This is to prevent a lesson in a special subject room (e.g. gym, home economics room)being shifted to a period when the room is not available.

Window in the background
When this setting is activated, the window substitution suggestion remains in the background until you click on it or you open it again.

Shifts ('preponements')
See chapter Shifts .

Tip: Adjusting columns
You can use drag&drop to sort the columns in the substitution suggestion. You can show or hide columns with a right mouse-click.

6.3.7 Shifts ('preponements')

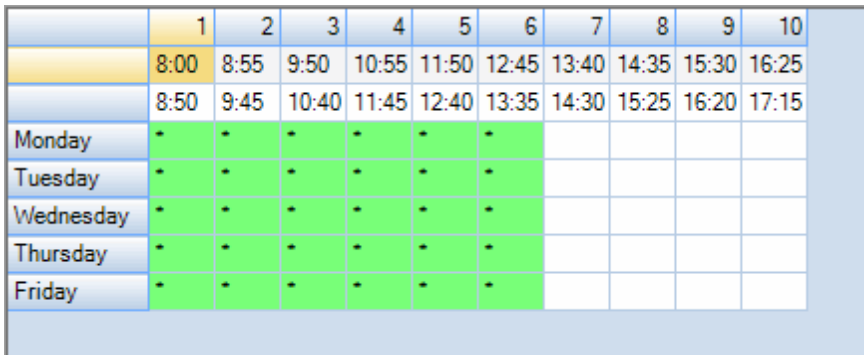
You can edit an open substitution by shifting another lesson. Untis offers suggestions for this, too.

The suggestions for shifts are displayed in the lower section of the 'Substitute suggestion' window. The grid shows all possible shifts that can fill the active substitution. You can define which lessons are offered via the drop down list. You can select from three different settings.

- Shifts according to the substitution time grid
- Shifts from fringe periods
- All possible shifts

6.3.7.1 Shifts according to the time grid

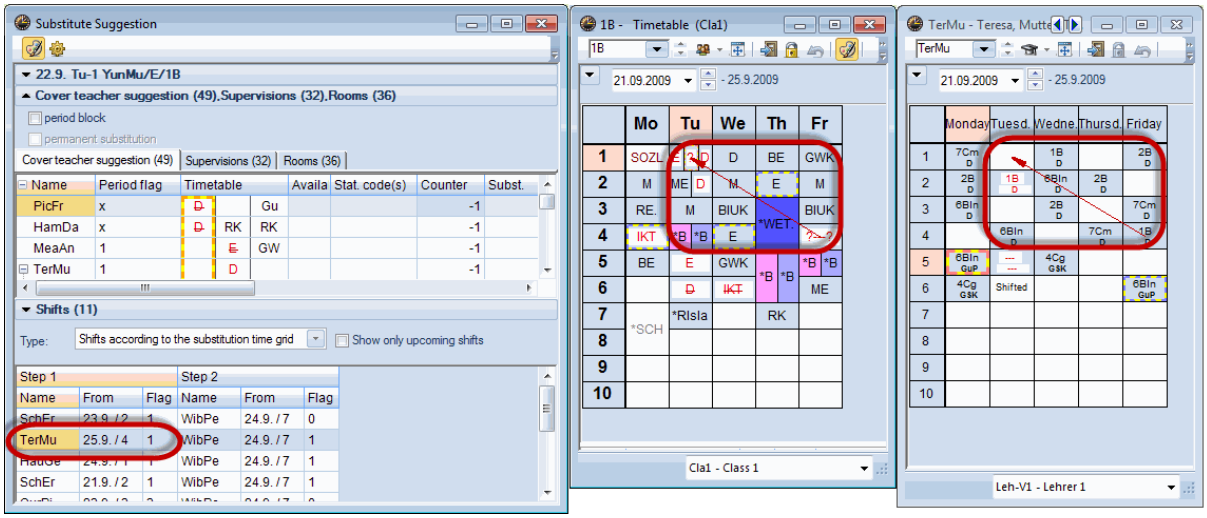
This (default) setting displays shifts only if they do not need to be substituted, i.e. the period to be shifted lies in a fringe period and may be cancelled according to thesubstitution time grid (Settings | Time grid). In our example this is period 7.



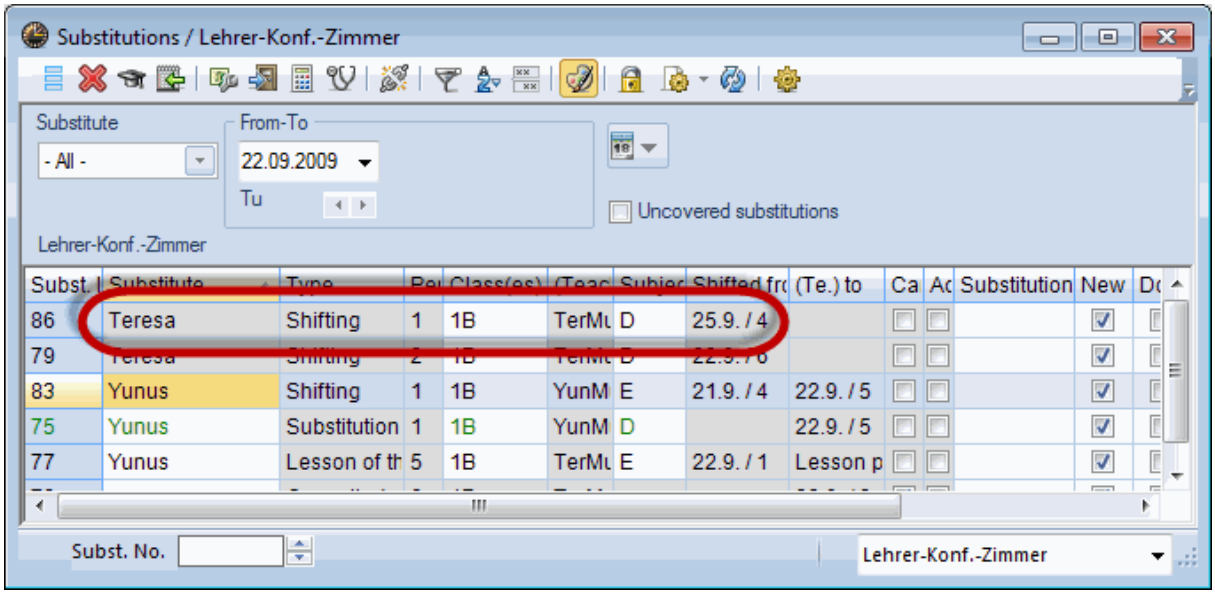
	1	2	3	4	5	6	7	8	9	10
	8:00	8:55	9:50	10:55	11:50	12:45	13:40	14:35	15:30	16:25
	8:50	9:45	10:40	11:45	12:40	13:35	14:30	15:25	16:20	17:15
Monday	-	-	-	-	-	-				
Tuesday	-	-	-	-	-	-				
Wednesday	-	-	-	-	-	-				
Thursday	-	-	-	-	-	-				
Friday	-	-	-	-	-	-				

Warning: No shifts suggested
If you have marked every period as to be substituted in the substitution time grid then the shift suggestion with setting "Shifts according to the substitution time grid" will always remain empty..

The suggestions for shifts are displayed in the lower section of the 'Substitute suggestion' window. By clicking on one of the suggestions it will be visualised with a red arrow in the corresponding timetables. The suggestion is confirmed by double-clicking on it. There are one and two-stage shifts.



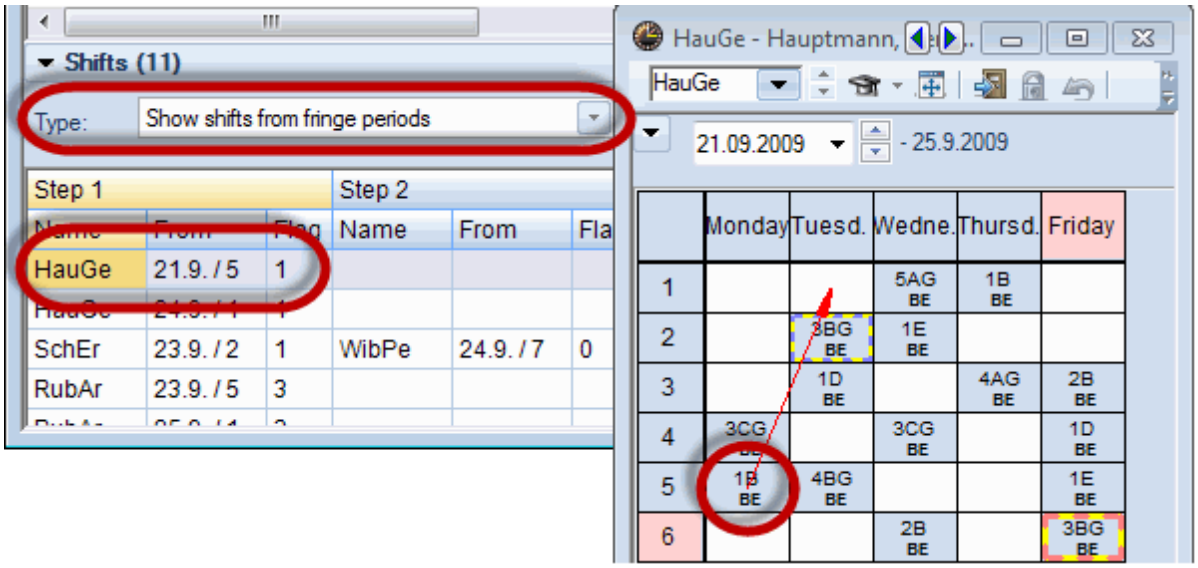
The shift is shown as such in the substitute suggestion view.



Tip: Show only upcoming shifts
Checking option "Show only upcoming shifts" means that only periods that are after the open substitution are offered as shifts. You can limit shift suggestions to "Only upcoming lessons in the same week" in the settings of the substitute suggestion.

6.3.7.2 Shifts from fringe periods

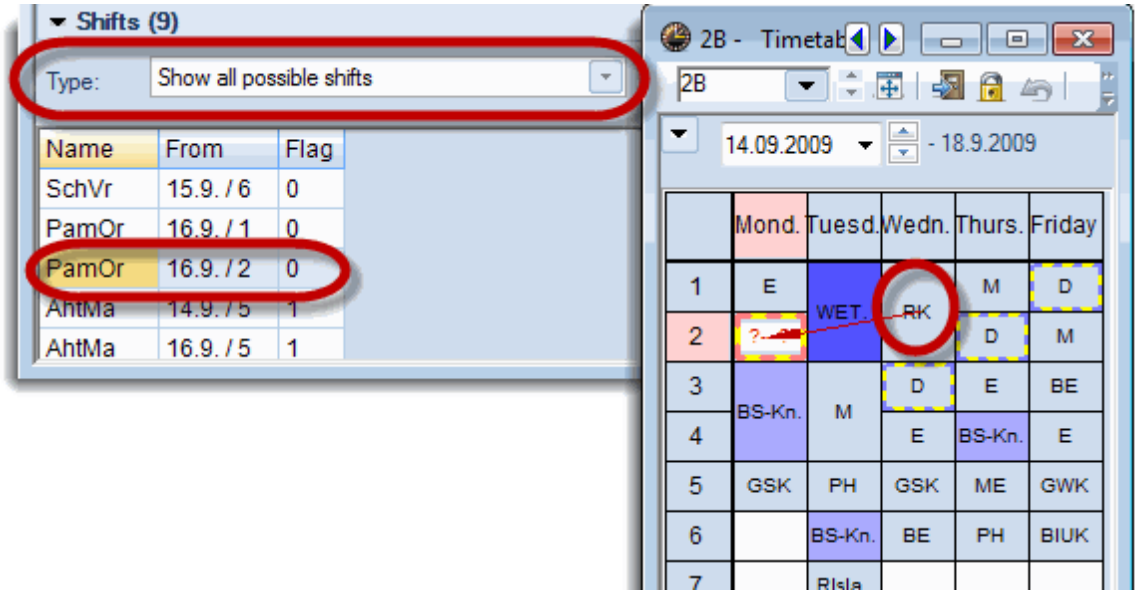
You can use option <Show shifts from fringe periods> to specify that all fringe periods (first and last period) are suggested for possible shifts regardless of whether they can be cancelled according to the substitution time grid or not.



img src="V16_089.gif>

6.3.7.3 Show all possible shifts

This results in all periods being offered for selection where the shift would result in a non-teaching period for the class, i.e. an open substitution would be created that would in turn have to be covered.



6.3.8 Supervisions

You can use supervisions when a class or a group of students is to be supervised by a teacher who is teaching at the time in question

This <Supervisions> tab displays those teachers who are teaching during the period in question and who thus in principle are available for supervision.

Supervisor suggestion needs additional information to that which is already contained in the substitution suggestion.

Room, Class
The room and the class where the teacher is teaching at the time in question.

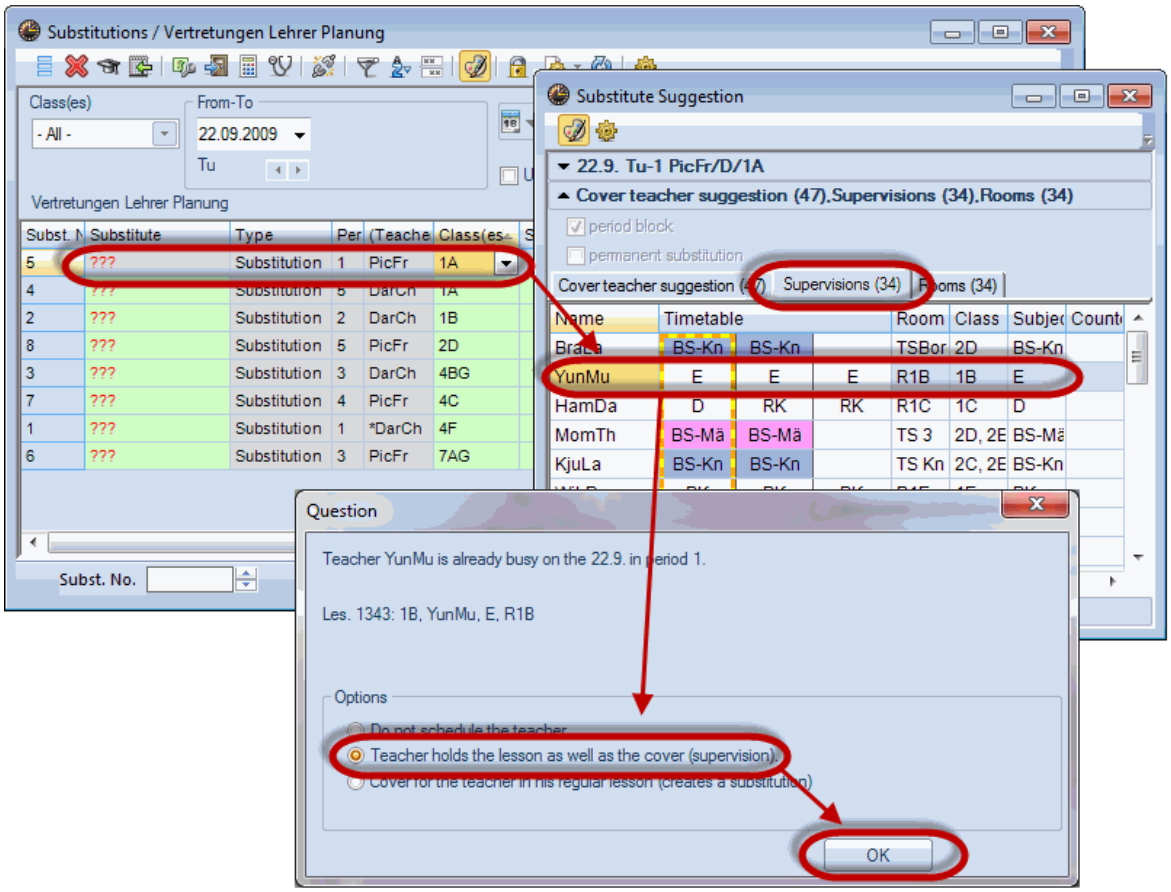
Subject
The subject taught by the potential supervisor.

Corridor (hallway)
If corridors were assigned to the rooms under 'Master Data |Rooms' they will be displayed here. This shows at a glance in which part of the building the potential supervisor is teaching in this period.

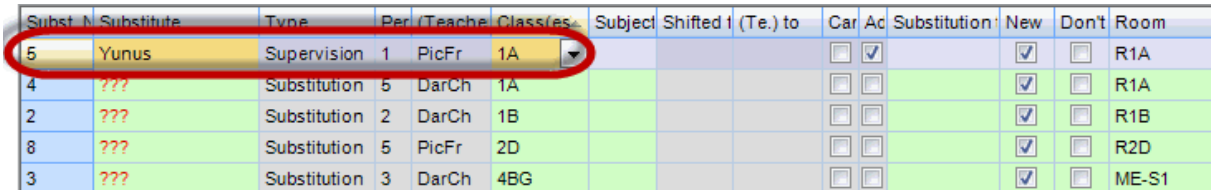
If no corridors are defined, the difference between the input sequence of the two rooms in the master data will be shown.

Teachers who are coupled with the absent teacher in this period will be displayed on a green background with the word "Coupling".

By double clicking the supervision suggestion it will be confirmed. Since the respective teacher already has a lesson in this period, Untis asks, how this process should be completed. 'Supervision' ("Teacher hold the lesson as well as the cover (supervision)") is already pre-set as default option and by clicking the <OK> button the respective teacher is confirmed.



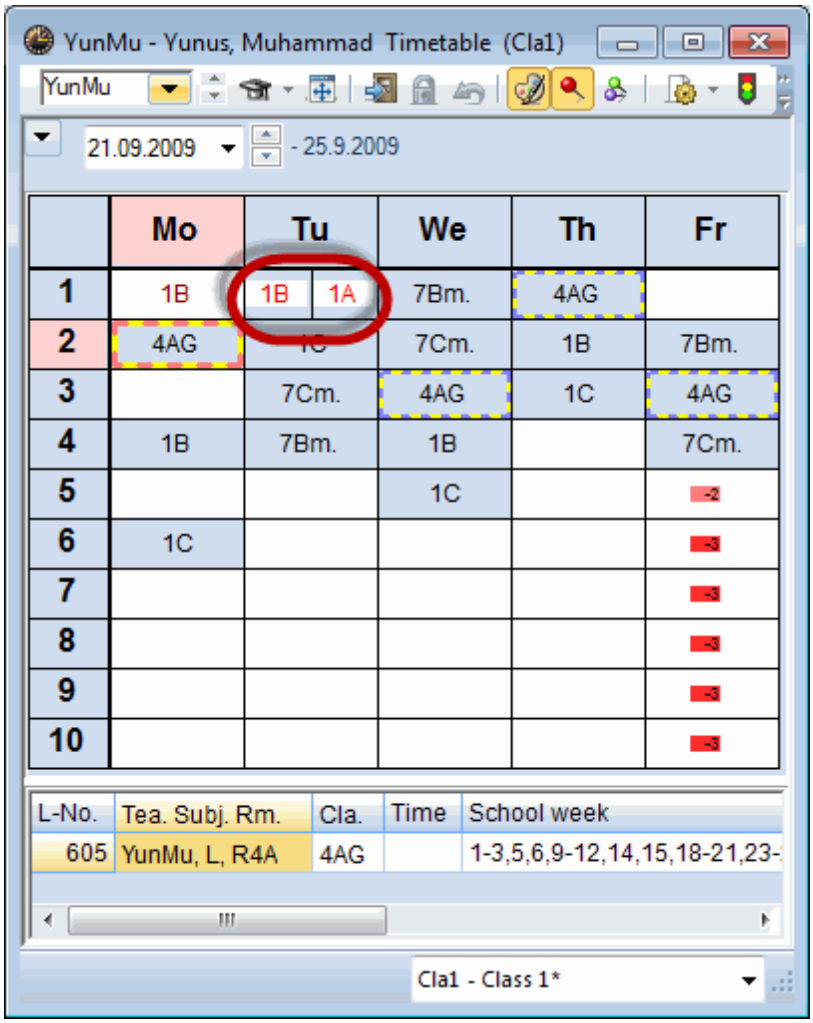
The substitution window now shows the description 'supervision' in the respective line.



Subst. N	Substitute	Type	Per	(Teache	Class(es	Subject	Shifted t	(Te.) to	Car	Ac	Substitution	New	Don't	Room
5	Yunus	Supervision	1	PicFr	1A									R1A
4	???	Substitution	5	DarCh	1A									R1A
2	???	Substitution	2	DarCh	1B									R1B
8	???	Substitution	5	PicFr	2D									R2D
3	???	Substitution	3	DarCh	4BG									ME-S1

Note: Counting supervisions
No additional period is added to the supervisor's account. You have the option of counting supervisions half (see chapter Substitution counter settings).

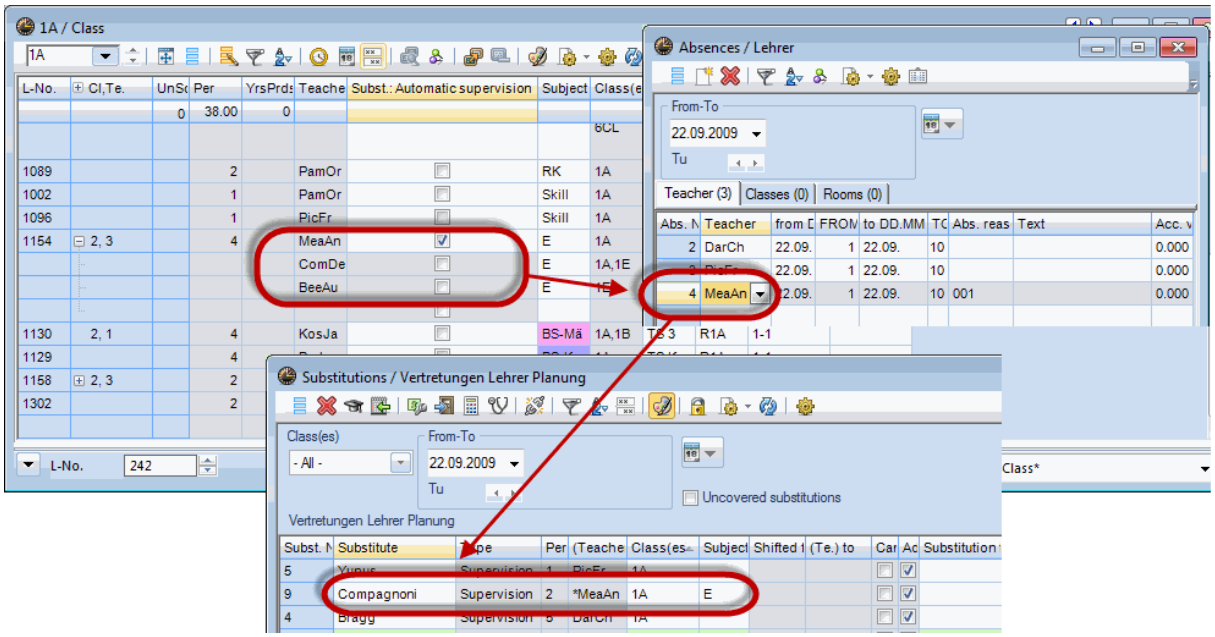
You can display the supervised period in the timetable next to the regular lesson (Timetable settings | Layout 2 | Separate periods in case of clash).



6.3.8.1 Automatic supervision

In many schools it is usual for lessons to be taken not by one teacher but by two – by the actual teacher and a support teacher. If one of the teachers cannot take the class the second teacher entered automatically takes the entire lesson.

Check the option 'Subst.: Automatic supervisor for the lesson in question. If this option is checked, an absence by one of the two teachers in this lesson will lead to a supervision being created automatically with the second teacher being entered.



6.4 Atypical substitutions

The + substitute

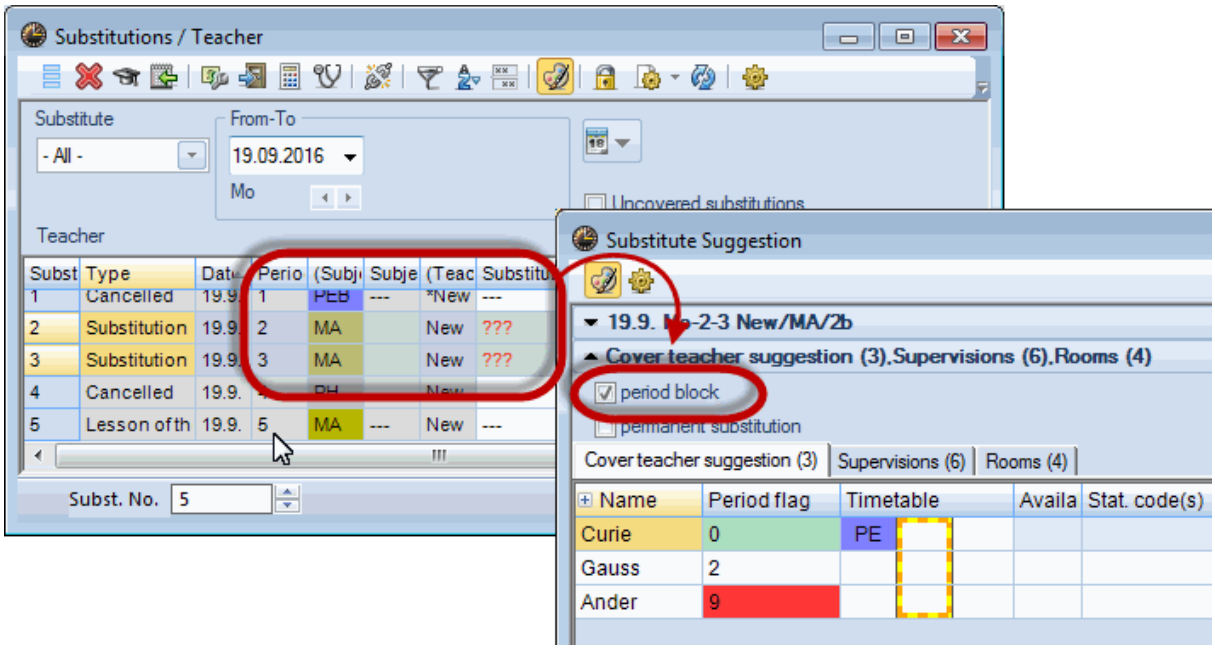
You can edit a substitution without assigning a substitute teacher. Enter "+" in the field "Substitute" and the substitution is marked as edited. (It is not an open substitution any more). You can enter explanations in the substitution text.

Contrary to absence

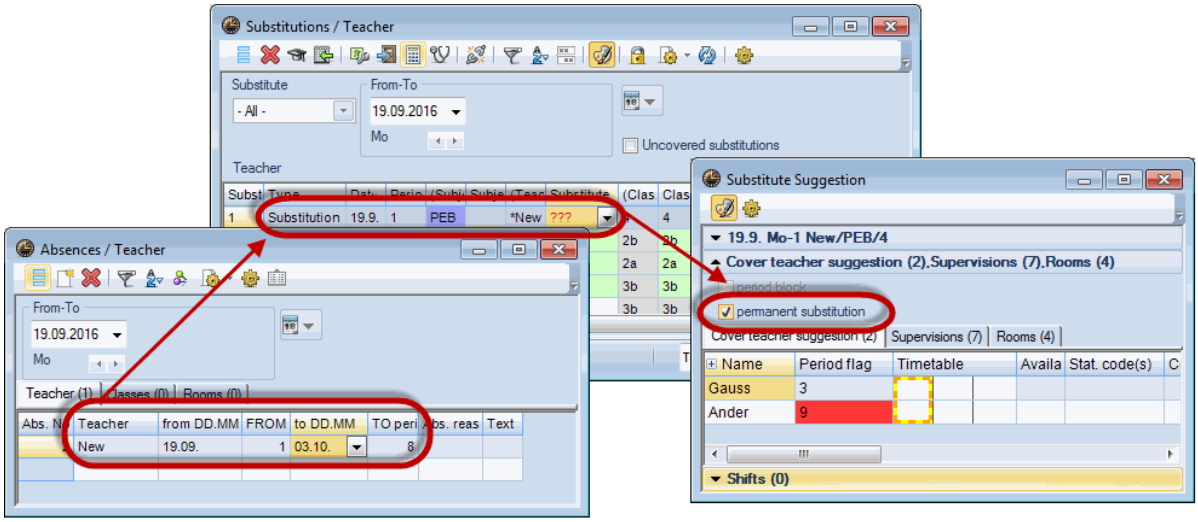
If an absent teacher – as an exception – takes his/her lessons (e.g. an examination) then you can assign the teacher after answering the query "Schedule anyway?" with <Yes>..

Block substitution

If a substitute is required for a double or triple period etc, the selection 'Lesson block will be activated in the substitution suggestion window. Activating this selection means that only those substitutes will be displayed who could take the entire block (e.g. first and second period on Monday) without conflicts. When the substitute us assigned, he/she will be assigned to the entire block.



Permanent substitution
If a teacher is absent for several weeks a substitute can be assigned for the entire period. By checking the box 'permanent substitution' in our example, the teacher chosen as substitute teacher for Monday, period 1 is automatically assigned for the following weeks, as well.



6.5 Room substitution

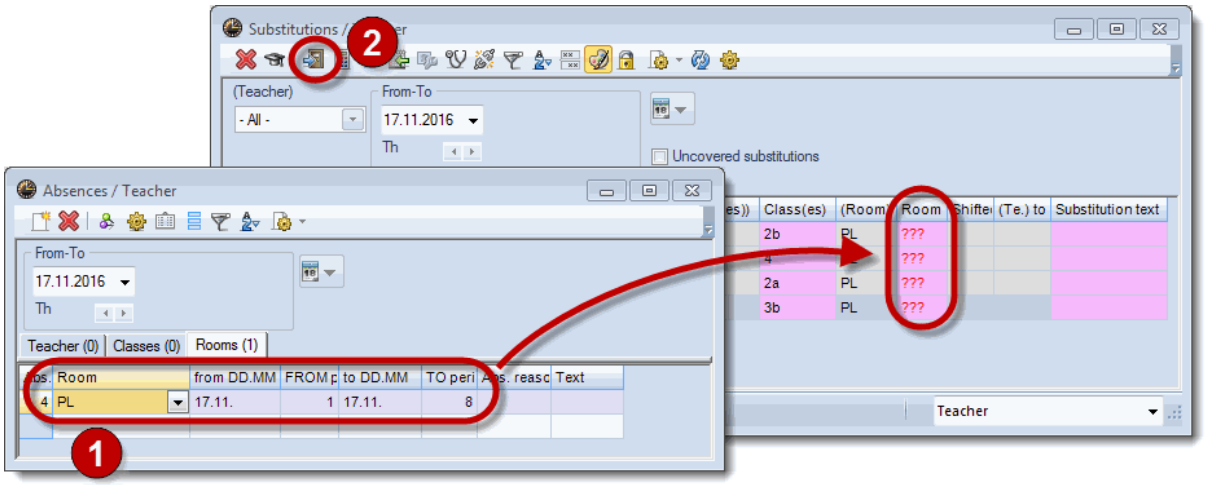
As described in chapter Setting teacher, class, room absent you can set rooms absent in the absence window in the same way as teachers and classes. You can use button <Allocate/Delete this room> to change the allocation of rooms, or you can look for different rooms.

Example: Room substitution

The Physics lab is not available on a Thursday. We have to find a suitable substitute room for all lessons concerned.

1. Open file demo5.gpn and set room "PL" absent on a Thursday. The open substitution is displayed as room replacement in the column "Type" in the substitution window.

2. The room is occupied for four periods on the day in question. Place the cursor in the line and click on button <Allocate/Delete this room>.

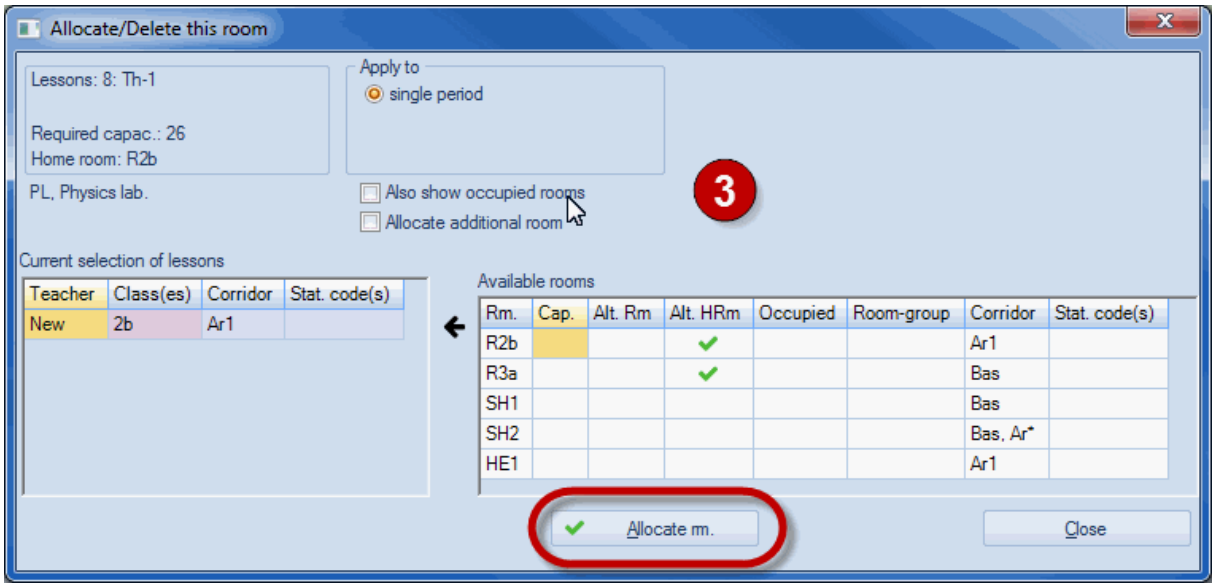


The left section of the window shows room was originally scheduled for this lesson and the home room of the class concerned.

The right section displays all rooms that are not occupied in this period In addition, information is provided as to whether a displayed room is an alternative room of the originally scheduled room (Alt.Rm) or an alternative room of the home room of the class (Alt. HRm).

If you have entered capacities and corridors (hallways) in the master data then they will be displayed here as well (column "Cap. " and "Corridor").

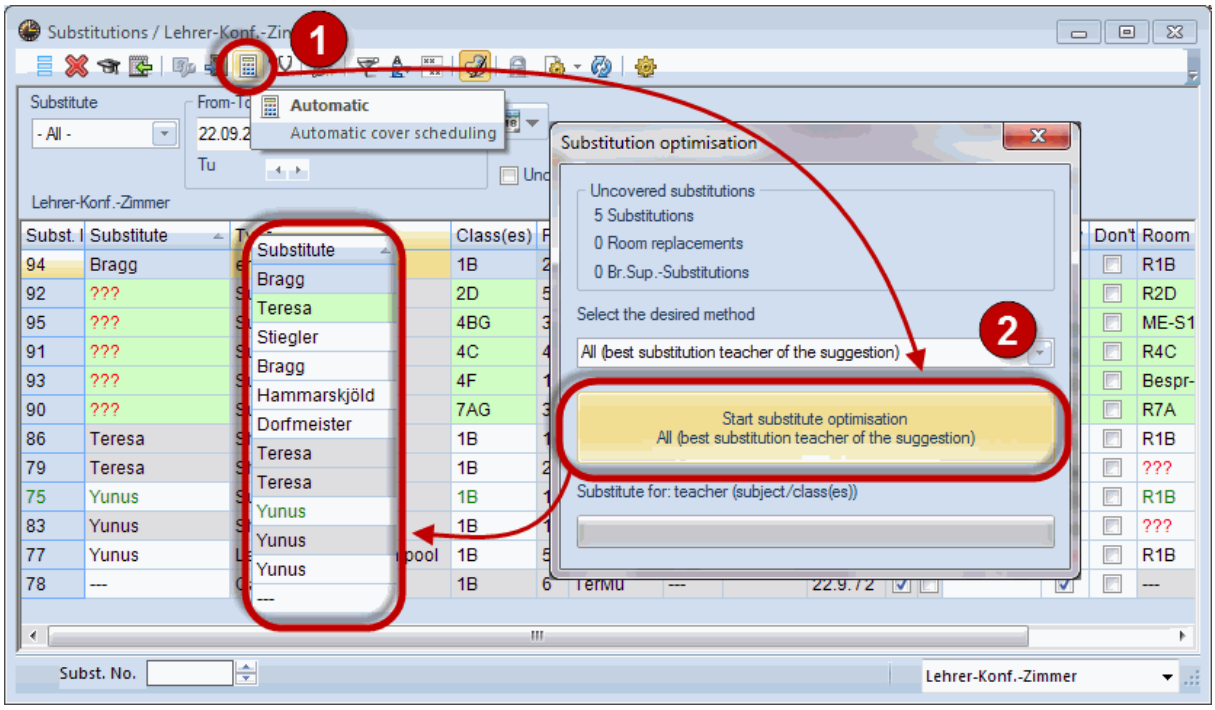
3. Select a room from the list (e.g. home room R2b) and allocate it by double-clicking on it or via button <Allocate rm.>.



Tip: Changing rooms directly in the timetable
As an alternative to the substitution window, you can apply a room substitution directly in the timetable (see chapter Room substitutions in the timetable).

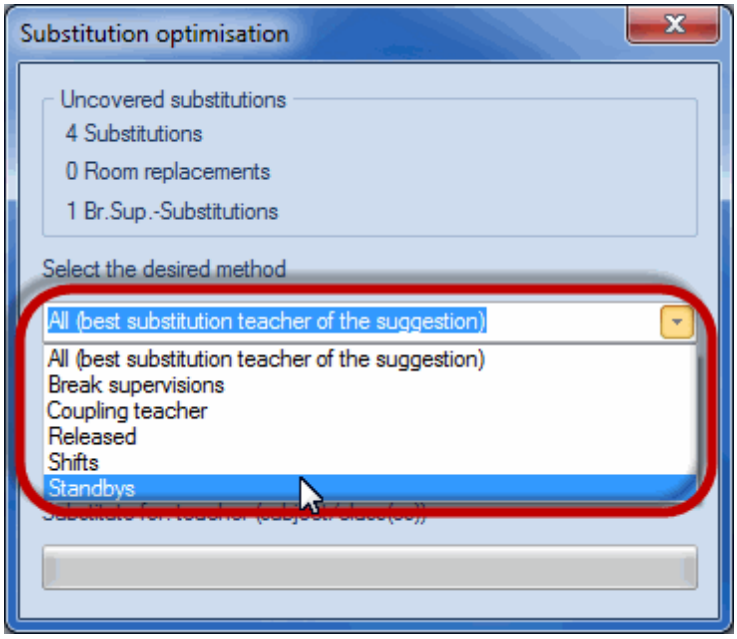
6.6 Automatic substitution

Open substitutions can also be processed with automatic substitution. This enables you to assign suitable substitute teachers or rooms to all open substitutions with just a few mouse clicks.
Click on the <Automatic>



Click on <Start substitute optimisation>.All types of substitutions are processed one after the other (subsitutions, room substitutions, break supervision substitutions).

Done! All uncovered substitutions are completed.



This leaves the question as to which substitutes were assigned according to what criteria. The first teacher in the substitution suggestion was always assigned. If you have adjusted the substitution suggestion according to your preferences (see chapter Sequence of the substitution suggestion) then the teachers that you find most suitable will be ranked highest and will therefore be assigned.

In addition to the assignment of the most suitable substitute selected from the substitution suggestion, you have more possibilities to use automatic substitution via the selection "Select the desired method":

You can for instance assign standby teachers and then released teachers first. Or perhaps open substitutions should be covered wherever possible by shifts. Simply select the desired method and start automatic substitution.

Tip: Automatic substitution as "emergency planning“
Automatic substitution is good to have for use in emergency situations. If the substitution planner is temporarily not available, substitution planning can be performed by any user, even without any knowledge of Untis, quickly and efficiently with the assistance of automatic substitution. If you have adapted substitution suggestions to the needs of your school then a suitable substitute will be assigned for all substitutions.

7 Editing in the timetable

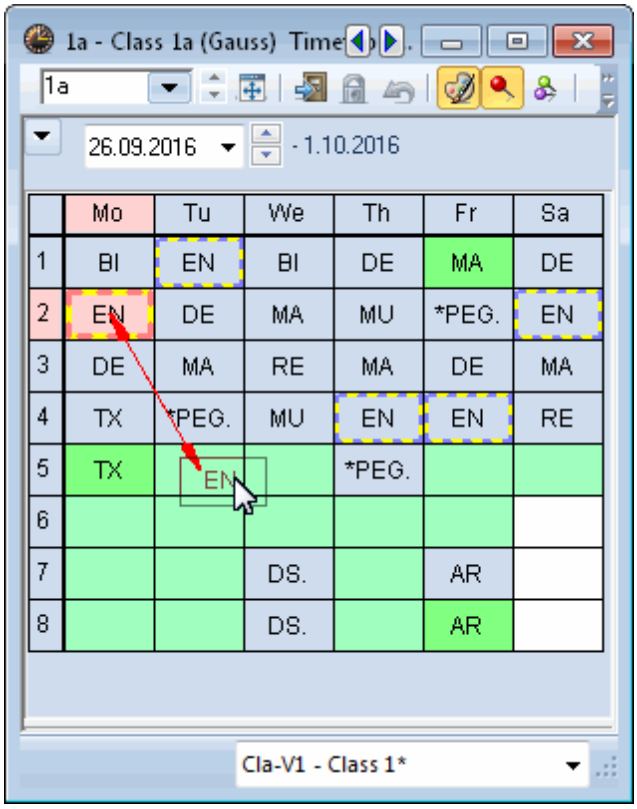
In the timetable there are many options to make changes on a daily basis without entering an absence. You can shift periods , swap periods , create additional lessons (special duties), cancel periods or

change rooms .

Note: Changes also in the substitution list
All changes made in the timetable or in the scheduling dialogue are certainly also shown in the substitution window.

7.1 Shifting lessons

The easiest way to shift lessons is use drag & drop. As soon as you start dragging a period, all fields are highlighted in green to which you can move the period without causing a clash.

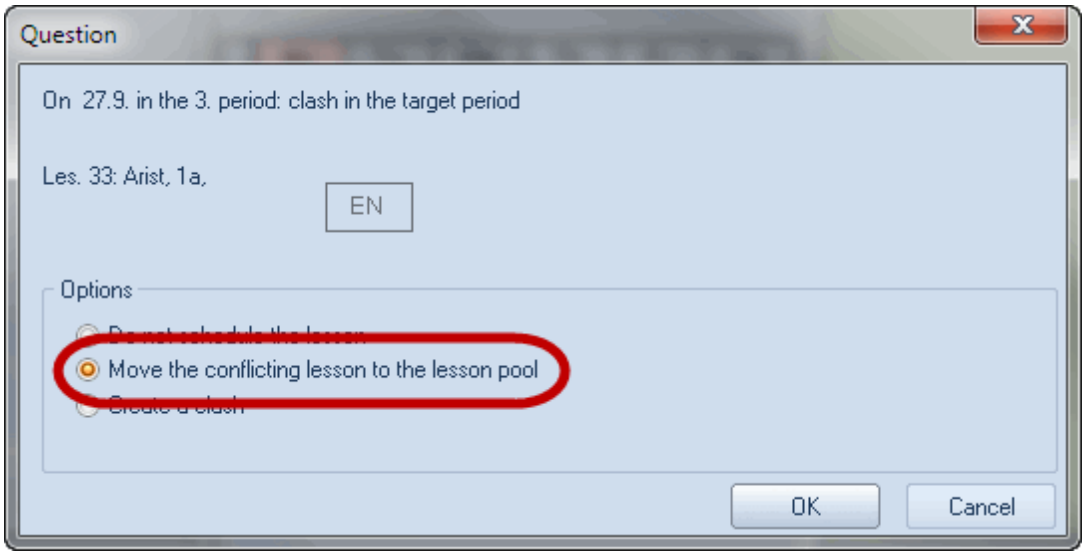


Shifting of couplings

1. When shifting a period in the class timetable, the entire coupling is shifted.
2. When shifting a period in a teacher's timetable, only the coupling line of the selected teacher is shifted.

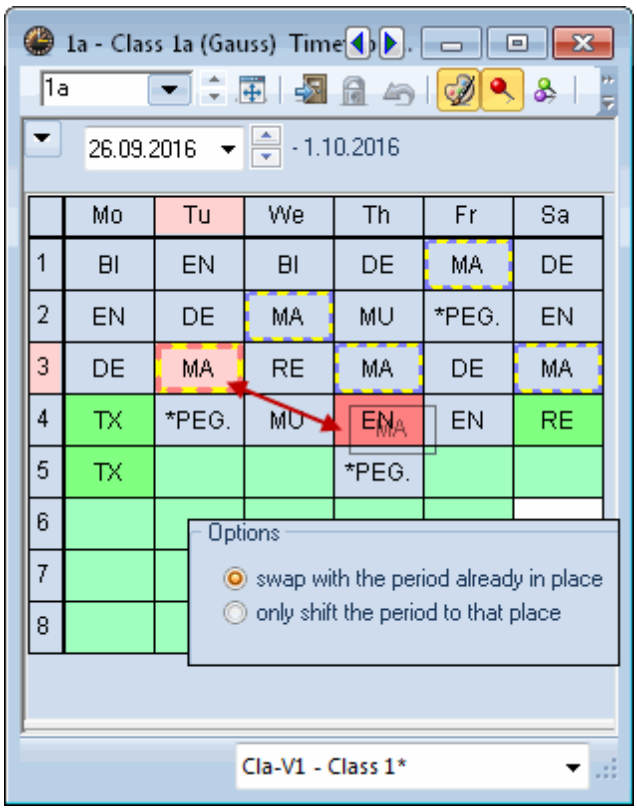
7.2 Shifts with displacement

A lesson can be shifted to another position using drag and drop. A swap is possible with all periods that are displayed in green. If you drop a period onto another period where a swap is not possible the existing period will be displaced and will then appear in the lesson pool, where it can be processed further (see chapter Lesson pool).



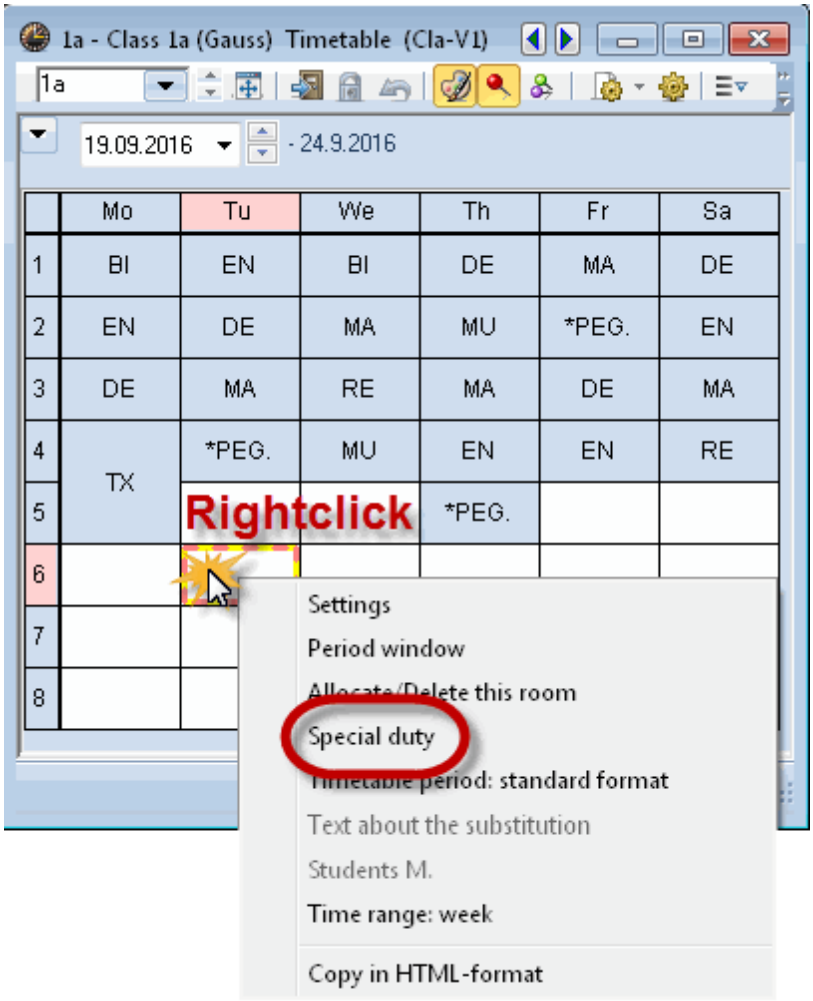
7.3 Swapping periods

Drag a period with the mouse in the scheduling dialogue. All possible swap partners will be displayed in green. If you drop the period onto such a position, you can choose between a swap and to only shift that period on that place .

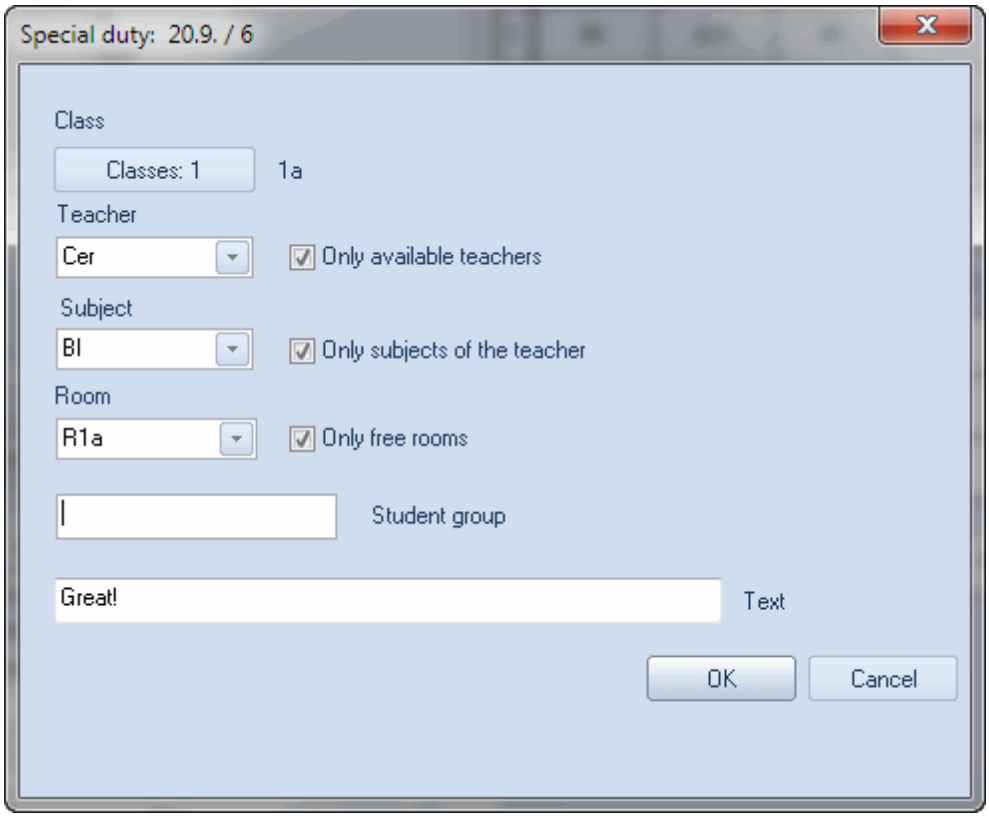


7.4 Special duties

An additional lesson that takes place only once is referred to in Untis as a special duty. You can create a special duty by clicking your right mouse-button in the respective period. Choose 'Special duty' in the context menu.



In the window coming up you can enter all elements involved plus a text.



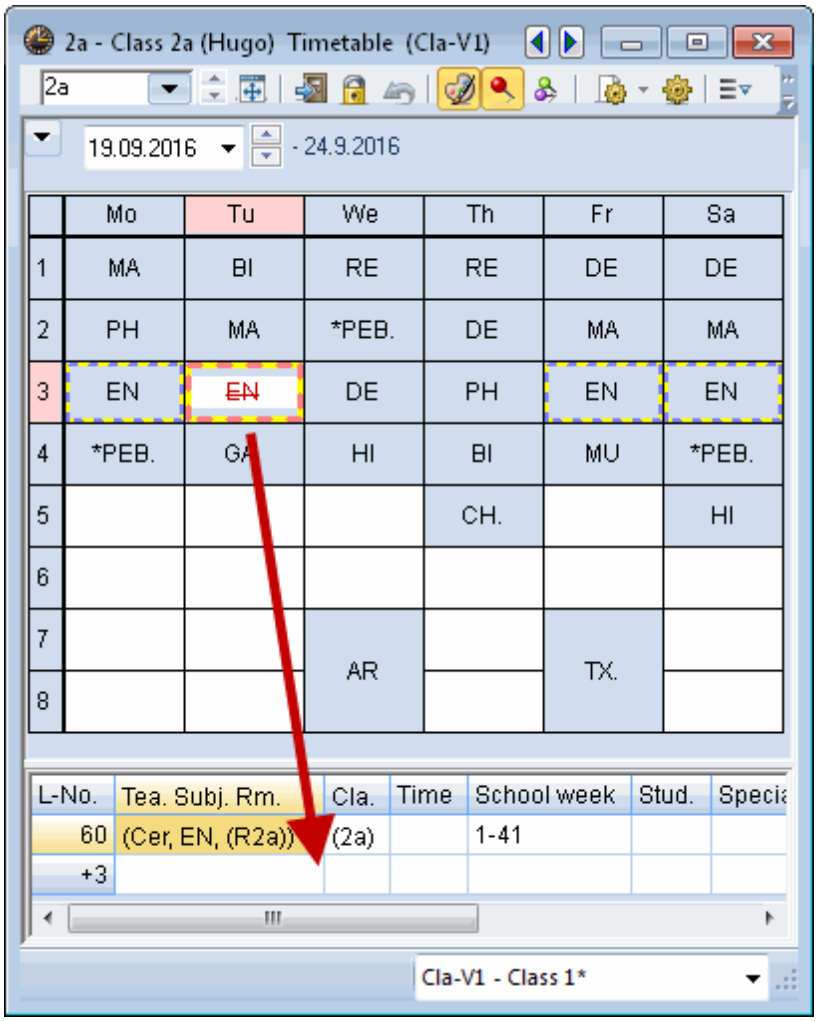
This special duty is then shown in the timetables and in the substitution window.

Tip: Shifting and copying special duties
You can use drag and drop in the scheduling dialogue to shift a special duty. If you hold the <Ctrl> key down when dragging the special duty, it will be copied.

Note: Special duty with students
If you work with the 'Student timetable' or 'Course scheduling' modules you can also enter the students when creating special duties in the scheduling dialogue. To this end, click on the <Students> field in the details window and select the students (courses, clusters).

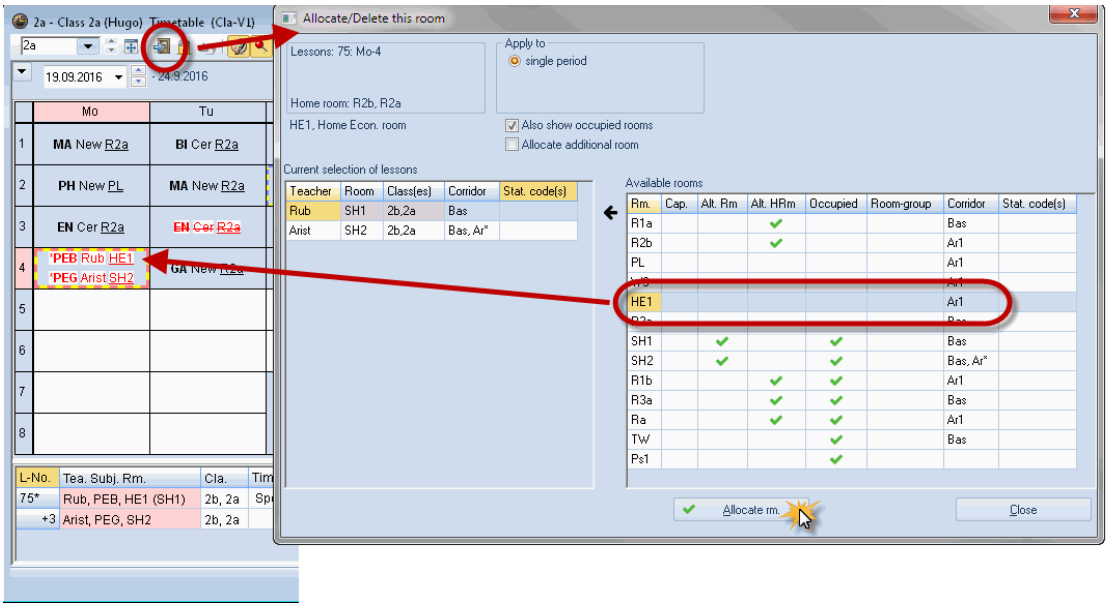
7.5 Cancellations in the timetable

You can generate a cancellation of a lesson by dragging and dropping it into the details window.



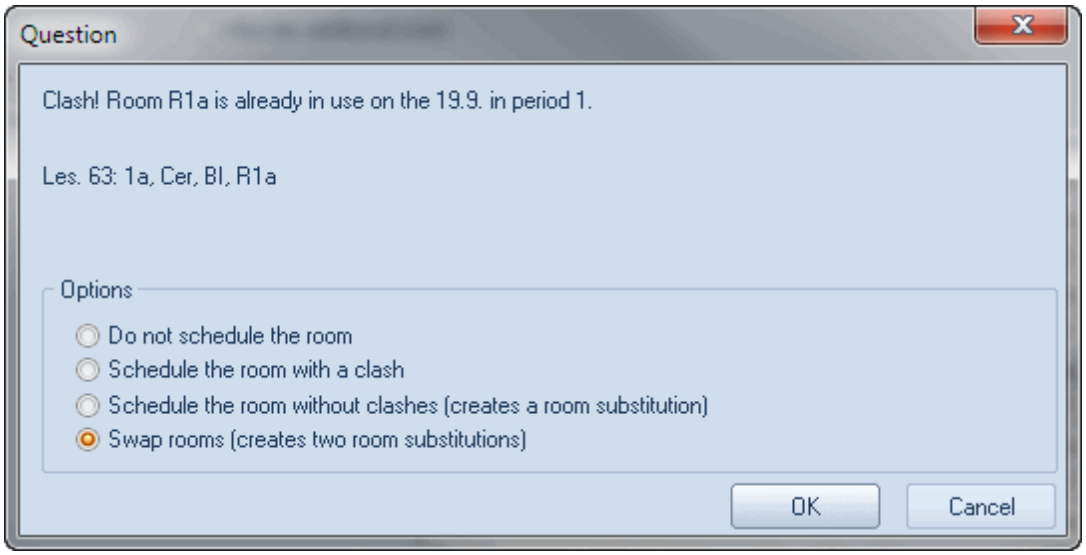
7.6 Changing rooms

You can change the room of a period in the timetable: Click on the <Allocate/Delete this room> button.



Swapping a room

If occupied rooms are also displayed in the room allocation dialogue, they can be used depending on the choice of option (room clash, room swap etc.).



Additional room

By activating the option 'Allocate additional room' you can add another room.

8 Scheduling dialogue window

All ad hoc changes for the regular timetable which can be made in the timetable, are also available in the scheduling dialogue, which additionally gives you the option to make period shifts for several weeks and show special cases since the details window can be edited here.

This view consists of a selection window (top), a timetable window (middle) and a details window (bottom).

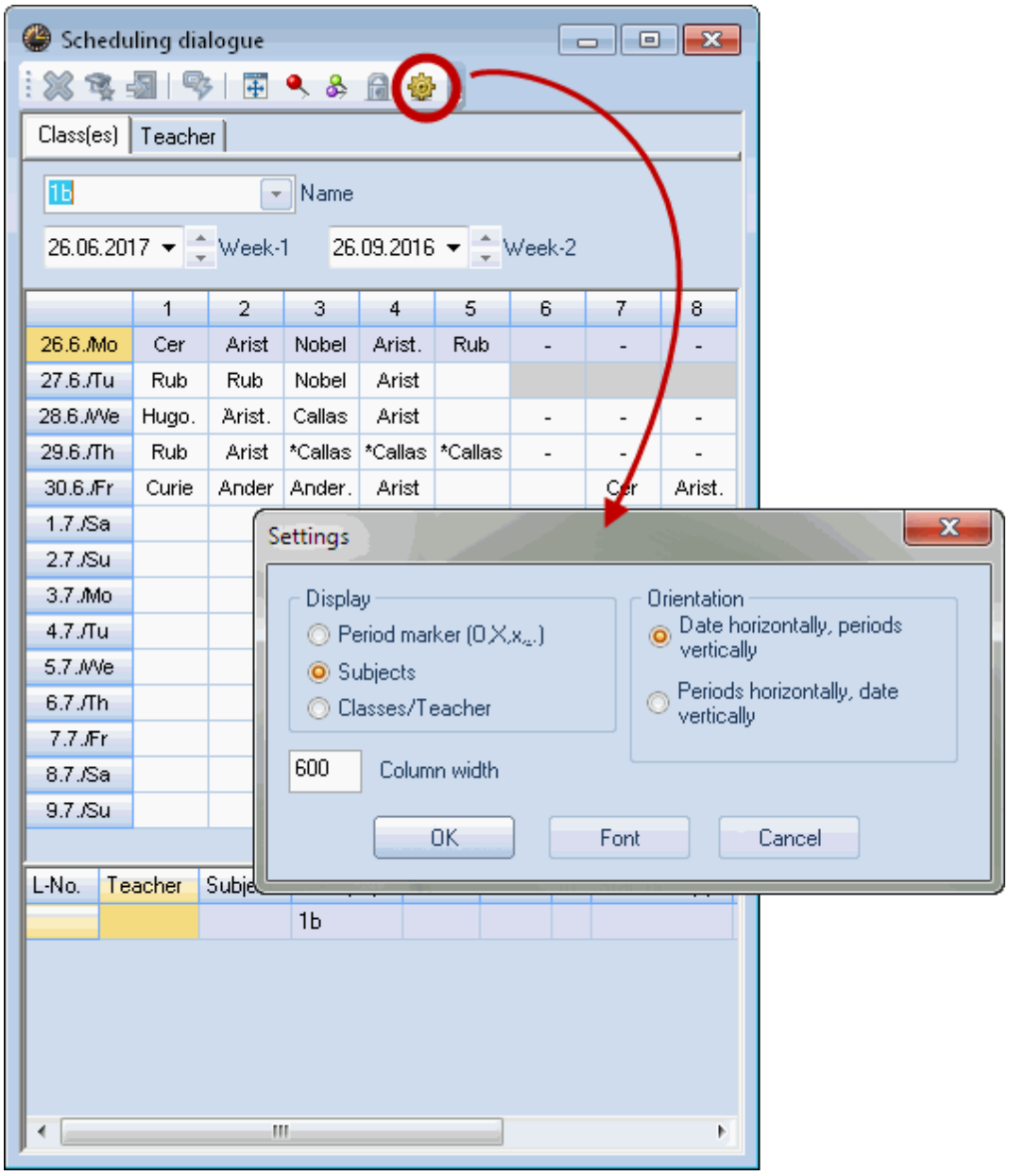
Selection window

In the top section of the scheduling dialogue you can select the element (class or teacher) and the time range. You will usually work with two consecutive weeks. However, by selecting week 2 appropriately you can, for example, shift lessons by several months.

Timetable window

The allocation of teachers or classes in two consecutive weeks is displayed in the middle section of the scheduling dialogue. This makes it easier to shift elements across different weeks.

Information regarding individual periods can be displayed with period flags or with the names of the subjects, classes or teachers. This can be defined in the <Settings>



Furthermore you can define the orientation of the scheduling dialogue.

Details window

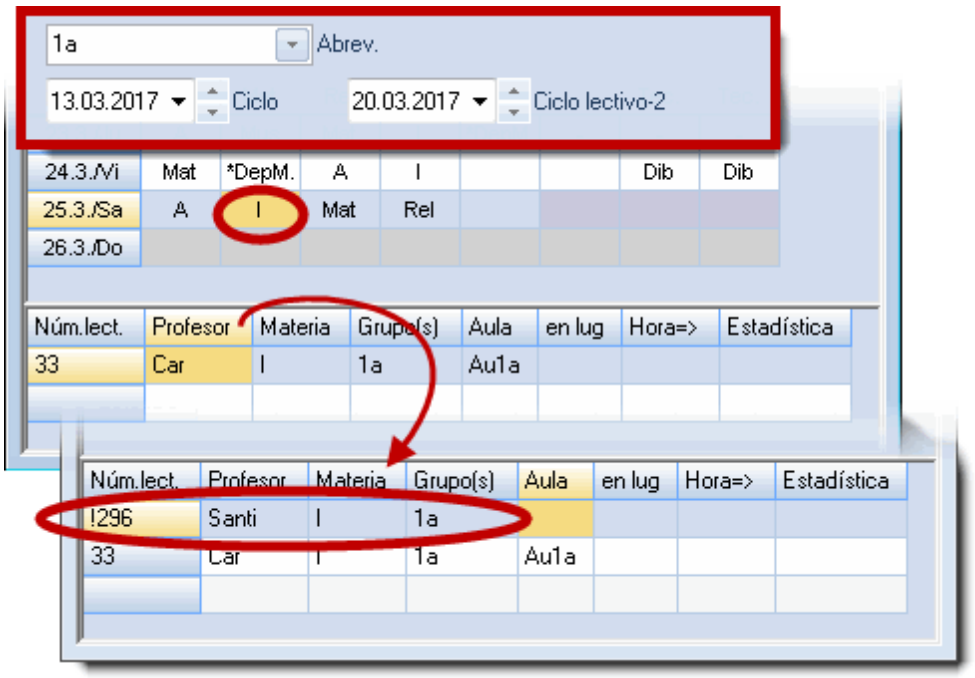
The details window displays all the details concerning the selected lesson. However, you can edit lessons here, as well, by simply editing the respective fields.

8.1 Additional lessons – scheduling dialogue

You can create additional lessons in the scheduling dialogue that take place only once by using the 'Special duty' window or entering them into the details window (see chapter Special duties) . You can also add lessons to already existing lessons.

Additional teacher for class

Set the scheduling dialogue to 'Class' and you can enter an additional coupling line in the details window.



Additional class for teacher

If you want to add a class to a lesson you follow the same procedure. Set the scheduling dialogue to 'Teacher' and enter into the 'Class' field the class you want to add using a comma for separation.

Warning: Element not changeable
When you set the scheduling dialogue to 'Class', then you cannot change the entry in the 'Class' field. To this end just change to the 'Teacher' window. This works the same way for teachers.

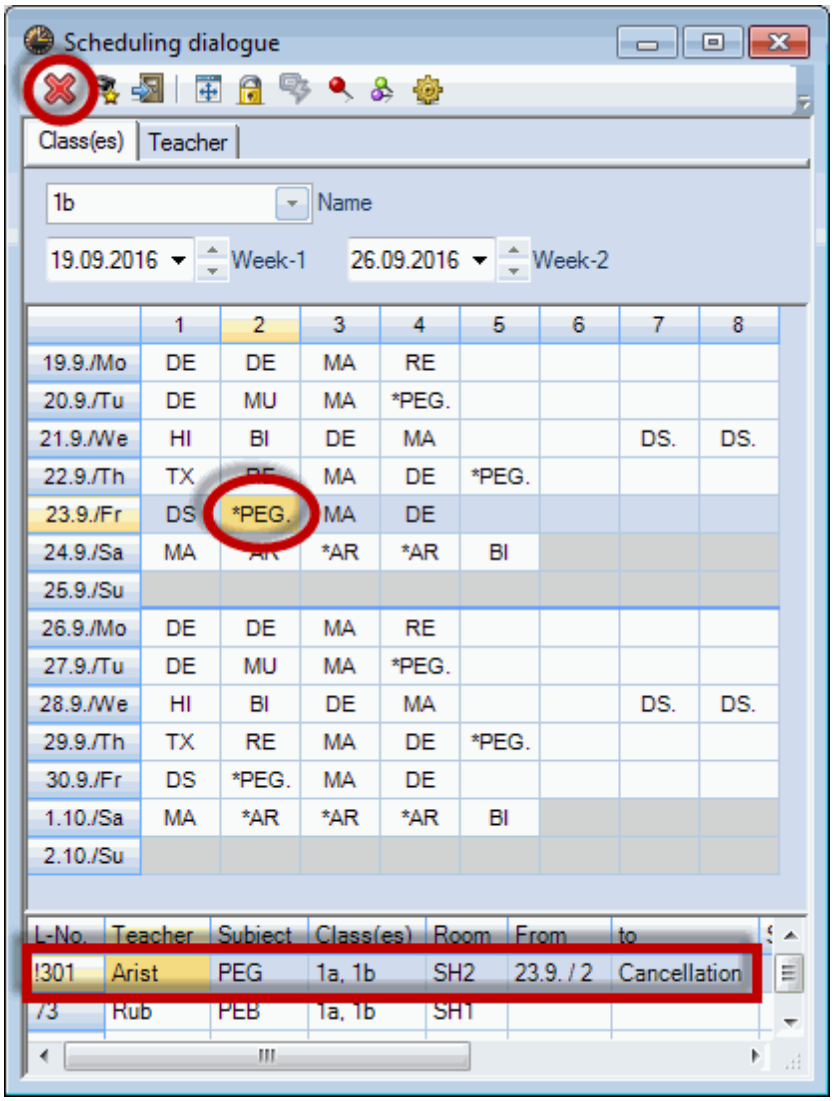
8.2 Cancellations in the scheduling dialogue

You can cancel a lesson – without entering an absence – by clicking on the <Cancelled> button. This cancellation is displayed in the respective timetables and in the substitutions window. Another click on the <Cancelled> button undoes the cancellation.

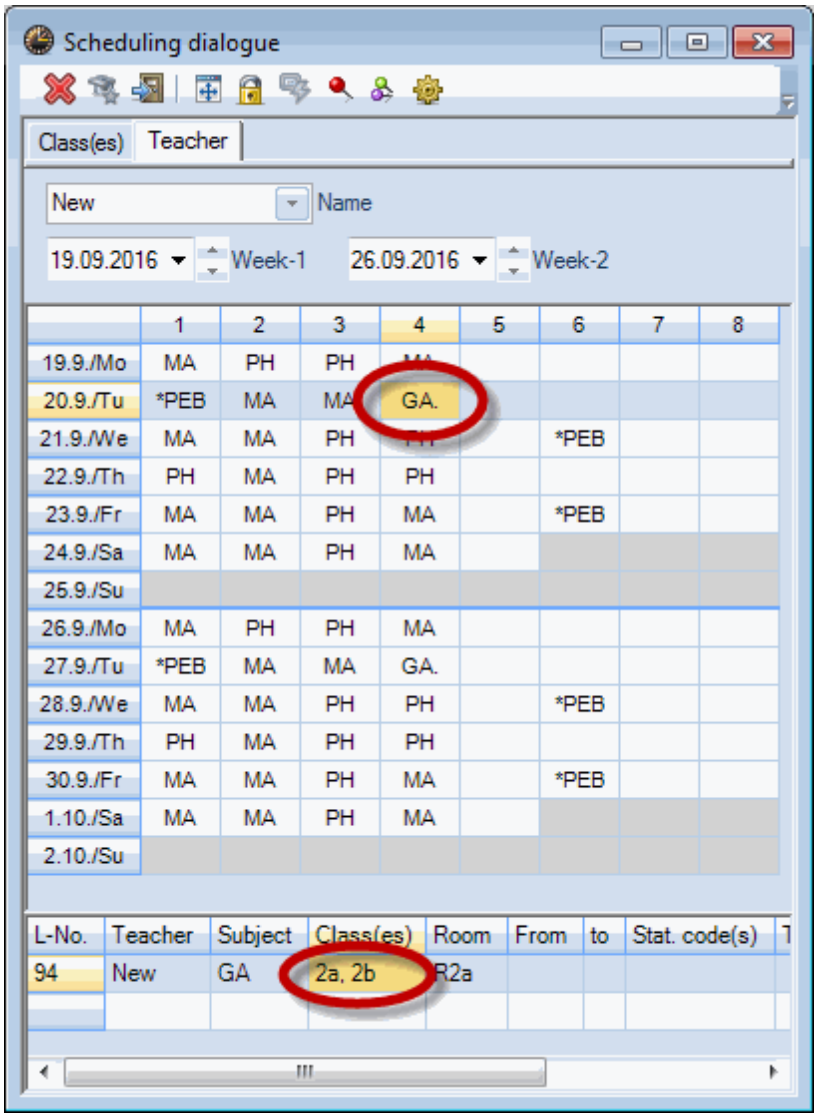
The following examples deal with ad hoc cancellations of parts of a lesson

Cancellation of a coupling line

If you click on a coupling line in the details window and then on the <Cancelled> button, the cancellation is only valid for the selected line.



When clicking into the field 'Class' with a class coupling and change into the editing mode by double click or space bar, you can remove individual classes, i.e. the respective periods are cancelled for these classes.



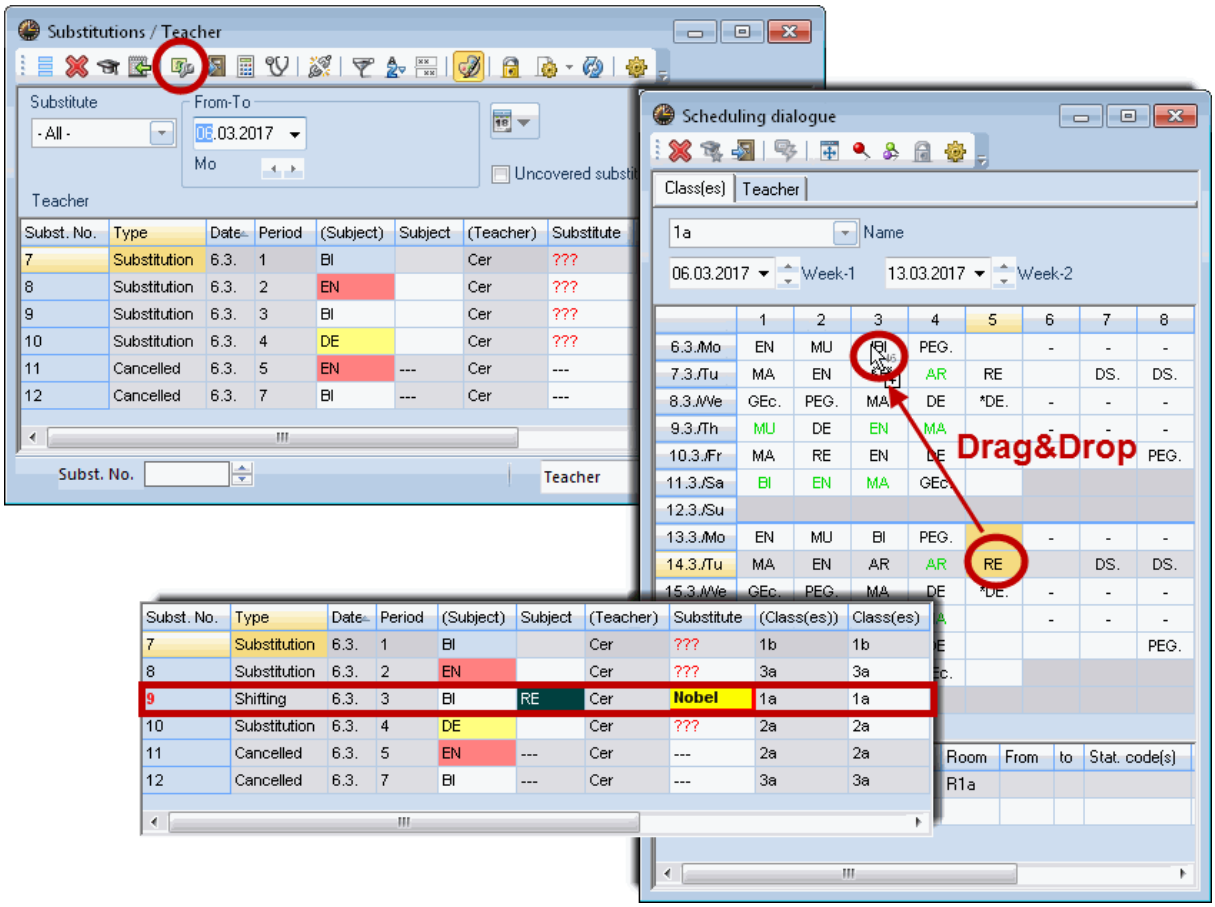
8.3 Shifts in the scheduling dialogue

Shifts for uncovered substitutions can be made either via the substitution suggestion or via the scheduling dialogue. The shift suggestion can only display shifts for the current week or for the next week whereas shifts can be made in the scheduling dialogue over several weeks.

1. Activate the required substitution and click on the 'Scheduling dialogue' button.

2. Use drag and drop to move one of these periods onto the uncovered substitution.

3. This shift is displayed in the substitutions window.



9 Lesson pool

The lesson pool function can be used in a variety of cases:

- The date is not yet fixed for individual lessons (e.g. tutorials).
- Lessons that could not be held due to an absence are not to be cancelled but held at a later point in time.
- A lesson is to be shifted but date and time are not yet fixed.

Accordingly there are several possible ways to create and then schedule lesson pool lessons (LPLs).

Creating LPLs

Scheduling LPLs

9.1 Creating LPLs

An LPL can either be created explicitly (teacher and class are known) or they are created as a result of an incomplete substitution (e.g. displaced lesson).

- Creating LPLs explicitly
- LPLs from lessons

- LPLs from the timetable / scheduling dialogue
- LPLs from displacements
- LPLs from substitutions
- Changing LPLs
- Deleting LPLs

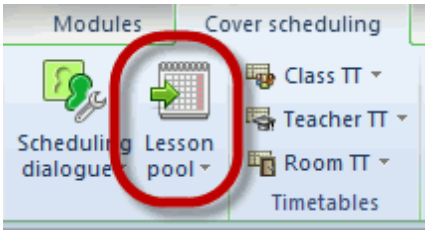
9.1.1 Creating LPLs explicitly

You can create LPLs explicitly in the lesson pool window if subject, teacher and number of periods are already known.

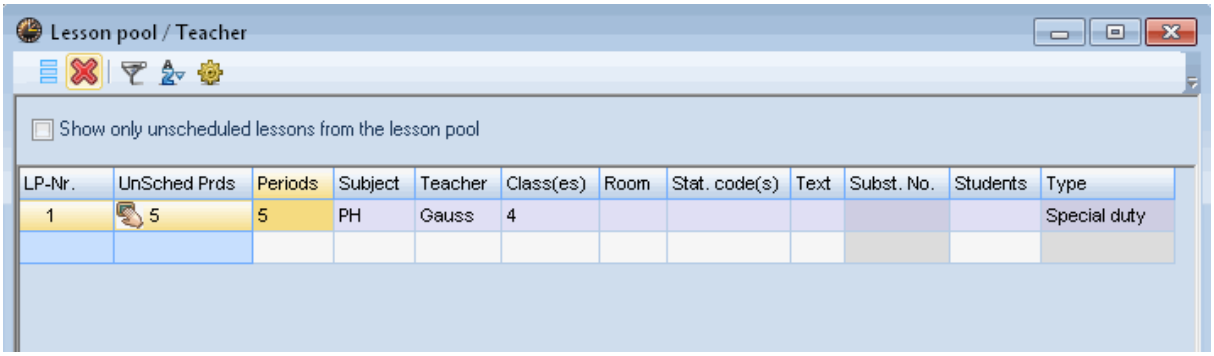
Example: Physics practical work

Five periods of physics practical work are to be scheduled as preparation the Physics Olympiad.

1. Open the lesson pool window from the context menu by clicking the right mouse-button or via the <Lesson pool> button on the 'Cover scheduling' tab.



2. Enter five periods of LPLs with subject "PH", teacher "Gauss" and class "4".



These five periods can be scheduledat any time during the school year.

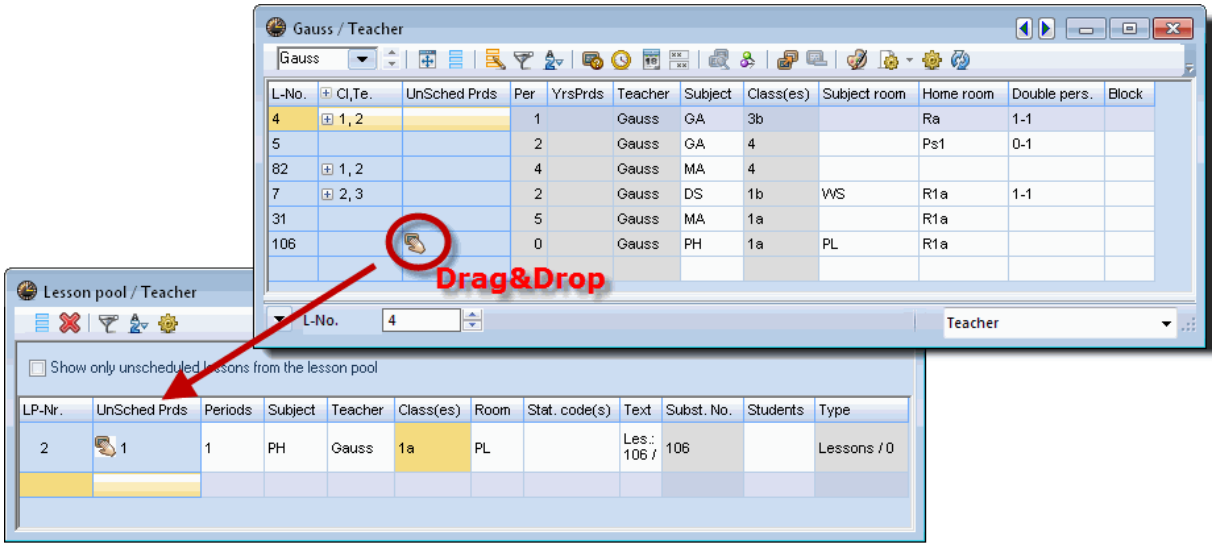
9.1.2 LPLs from lessons

You should proceed as follows if you wish to schedule lessons as special duties at a later point in time but which should be taken into account when lessons are being entered:

Example: LPLs from an unrestricted lesson

1. Define a lesson with 0 periods in the timetable mode (or give the lesson the flag '(i) Ignore').
2. Switch to substitution mode and open the lesson pool window and the lesson window.
3. You can now use drag&drop to create LPLs from the lesson window (column "Cl,Te.").

You can see that the LPLs were based on a lesson in column "Type".

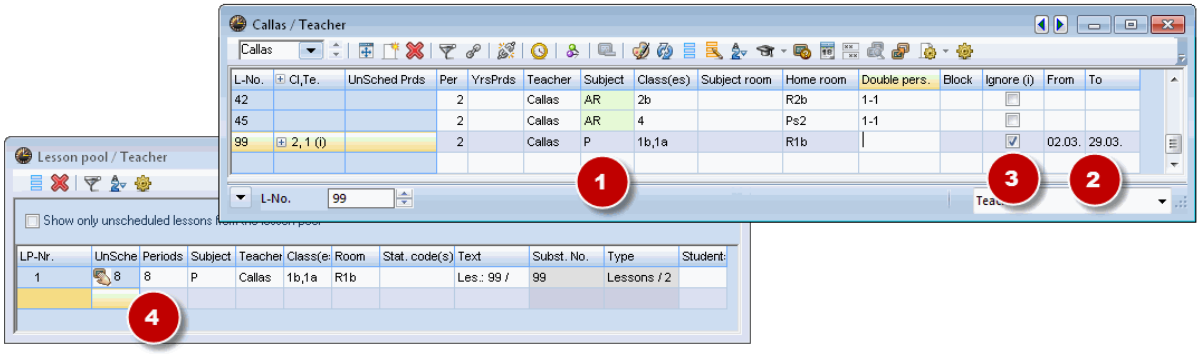


Example: LPLs from a restricted lesson

You can also create LPLs from a lesson that is time-restricted.

1. Open file demo5.gpn and create a lesson with two periods in the timetable mode (e.g. SP-Summer-Play with teacher Callas and classes 1a and 1b)
2. The lesson is to take place every week in a double period in May . Restrict the lesson from 2 May to 29 May.
3. Set the lesson to ignore. It is thus not available for scheduling, but it will be considered in value calculation.
4. Switch to substitution mode and open the lesson pool window and a lesson window (e.g. Lessons | Teacher). Drag the lesson into the lesson pool window.

The result is eight periods of LPLs resulting from the lesson with two periods per week restricted to four weeks.



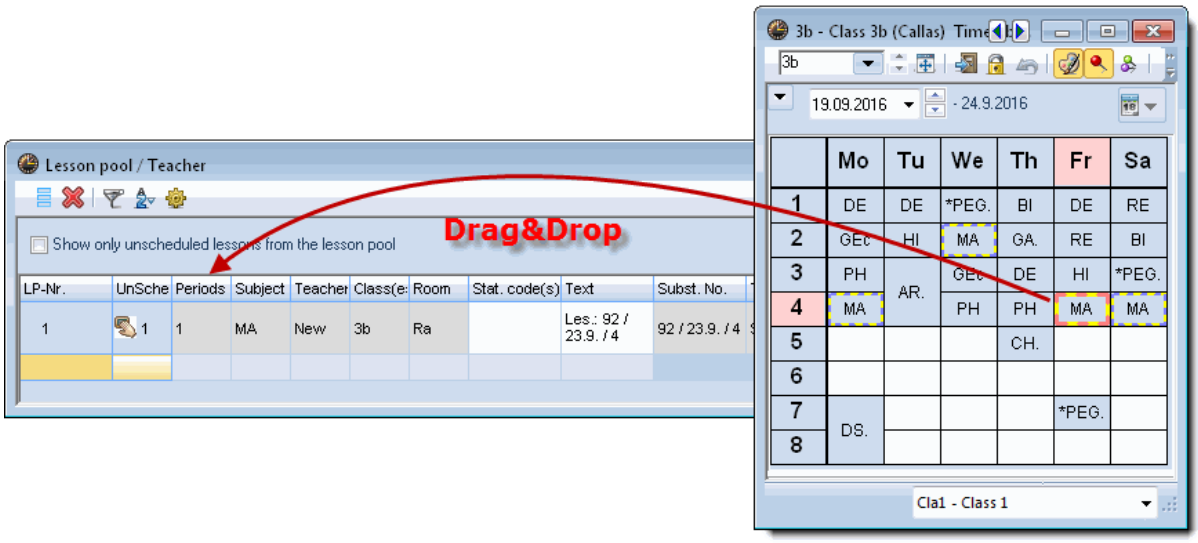
Warning: Changing of the lesson pool lessons
Neither the number of periods of LPLs nor the number of periods of the lesson can be subsequently

changed as this would lead to inconsistencies in value calculation.

The LPLs can only be scheduled between 3 May and 30 May in accordance with the entered time range.

9.1.3 LPLs from timetable/scheduling dialogue

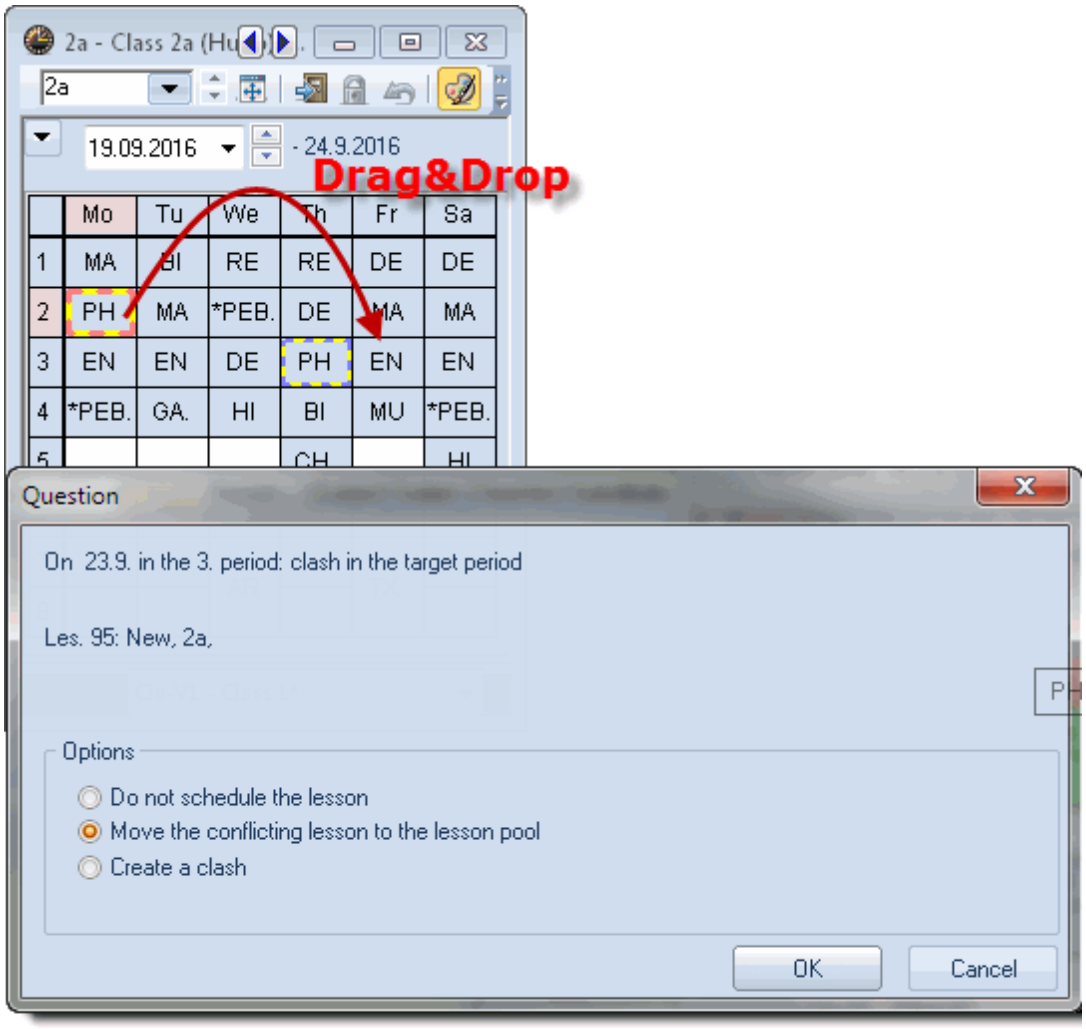
You can use drag and drop to drag a lesson from the timetable or scheduling dialogue to the lesson pool window and thus create a new LPL from the lesson.



Note: Shifting vs. LPL
If an LPL is scheduled in the timetable, it is deleted and shown as 'shifting' in the substitution list.

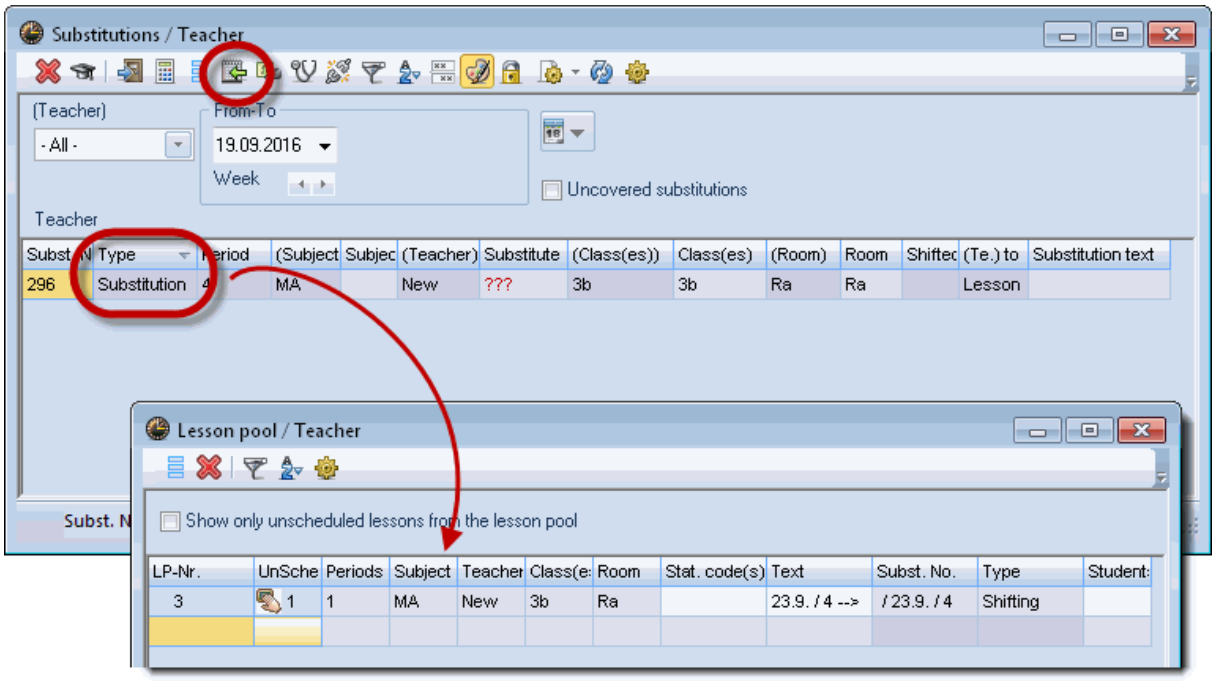
9.1.4 LPLs from displacements

If you move a period to a position in the timetable or the scheduling dialogue which is already occupied and where a swap is not possible, you can displace the existing lesson from the desired position. A prompt is displayed asking, "Move the conflicting lesson to the 'Lesson Pool'?". Confirming with <OK> moves the lesson to the lesson pool, from where it can be moved again.



9.1.5 LPLs from substitutions

A substitution or a cancellation can be shifted to the lesson pool using the <Lesson Pool> button.



9.1.6 Changing LPLs

You can increase the number of periods of an LPL as you wish. A reduction is only possible to the number of already scheduled periods.

You can easily change teachers and classes of LPLs as long as they are not scheduled. If a period of an LPL is already scheduled, a change is only possible if it does not lead to a clash. If a change is likely to result in a clash, the change will be rejected.

If the LPLs originate from a substitution or a lesson, they cannot be changed either.

9.1.7 Deleting LPLs

You can delete LPLs via the <Delete> button. If any periods of the LPL have already been scheduled, you can unschedule them by confirming the prompt "Delete lessons from the lesson pool?" with <Yes>. You can delete the entire LP if no periods have been scheduled.

9.2 Scheduling LPLs

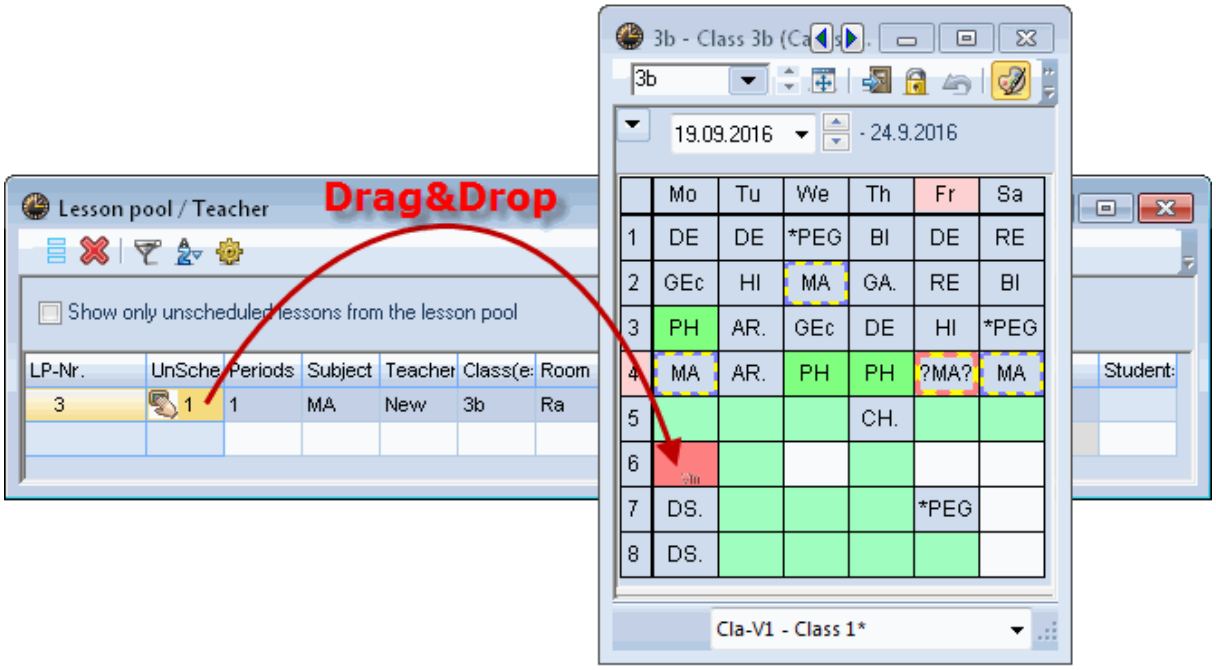
Lessons created in the lesson pool window can be scheduled as follows:

Drag and drop in timetable / scheduling dialogue

LPLs from the substitution suggestion

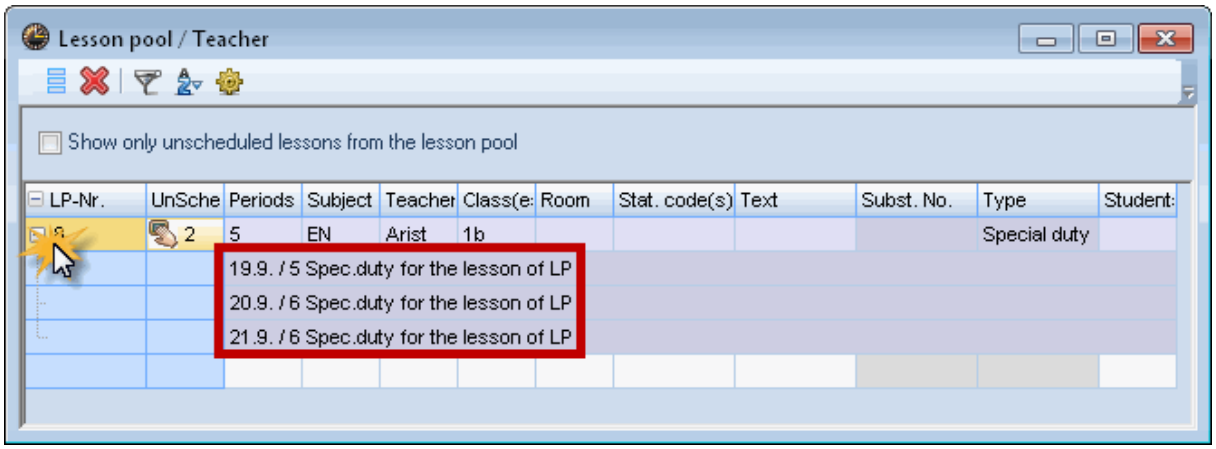
9.2.1 Drag&drop in timetable/sched. dialogue

When you click on an LPL, all open timetable views are switched to the teacher or class of the LPL.. You can drag the LPL into the timetable or into the scheduling dialogue, where it creates a special duty. Be sure to set the timetable or scheduling dialogue to the week in which you wish to schedule the LPL.



The scheduled LPL is marked in the substitution window with type "Spec.duty for the LPL" or as "Shifting" if the LPL is a displaced lesson.

If you open the information lines for the LPL using + you will see when the LPL was scheduled.

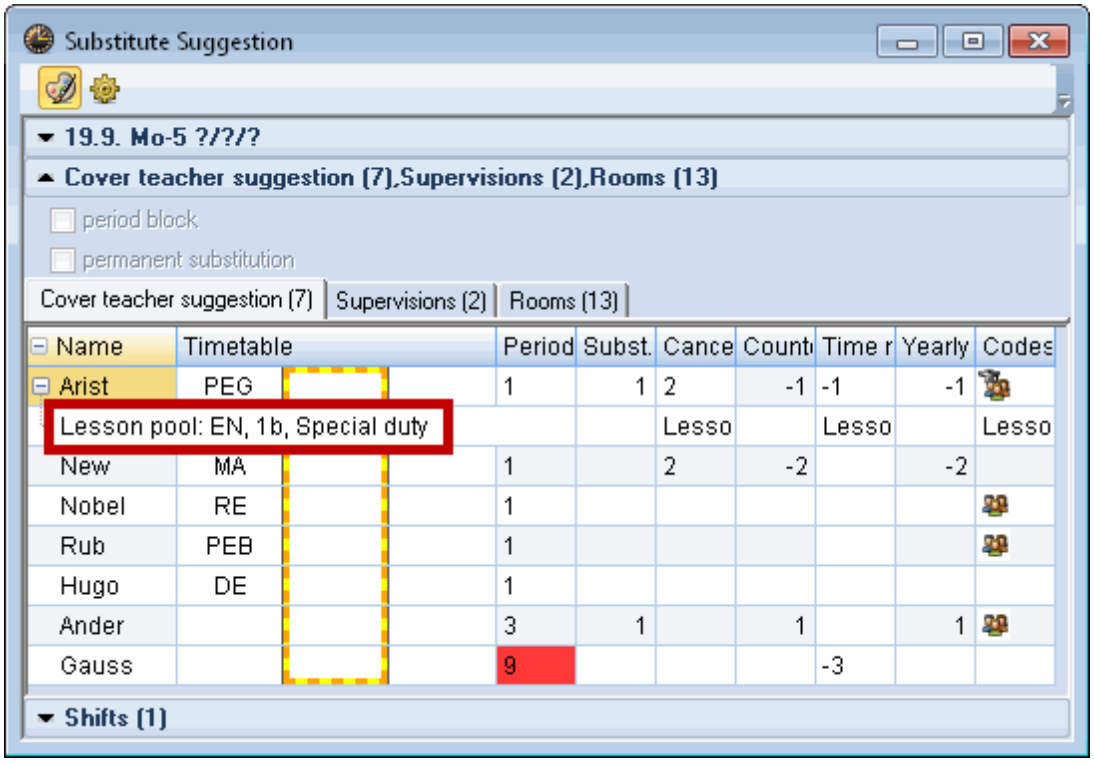


Note: Scheduled LPLs
As soon as you complete a shift via the lesson pool, the respective LPLs will be deleted. In all other cases the LPLs remain as scheduled LPLs in the lesson pool.

9.2.2 LPLs from the substitution suggestion

If you can cover an uncovered substitution with an LPL (suitable for both teacher and class) this will be displayed in the column "Lesson Pool" in the substitution suggestion. All potential substitute teachers are displayed with a '+ 'prefixing their short name. Clicking on '+' displays all LPLs possible for this period.

Double-click to assign the respective substitute teacher with the LPL to the uncovered substitution.



10 Substitution data output

There are several ways to output current substitution data: printing substitution lists themselves or printing substitution data together with the timetable.

Teachers and students can get informed on daily changes at any time via WebUntis.

The substitution lists or data in timetable format can be printed on paper.

Monitor output via WebUntis or in HTML format - e.g. on a big monitor or screen in the entrance area of the school - saves paper, can be updated quickly and easily and is universally available (internet, intranet) at all times. These unbeatable advantages have led to a boom for this method over recent years.

Substitution data can also be sent by email or text message (SMS) (these methods require the "Info timetable" module). All these methods are described in detail in the following chapters.

Printing substitution lists

Printing daily timetables

HTML output

WebUntis

10.1 Setting up substitution lists

Substitution lists are generally printed out separately for teachers and students, as the information output and the sorting of the data varies. Below we will create an individual list for teachers and for students, i.e. you will need a separate substitutions window for the teachers' list which can be adapted independently of the students' list. Three steps are necessary to create a teachers' or students' list:

Creation of separate substitution views (teachers or students)

Selection of the required information

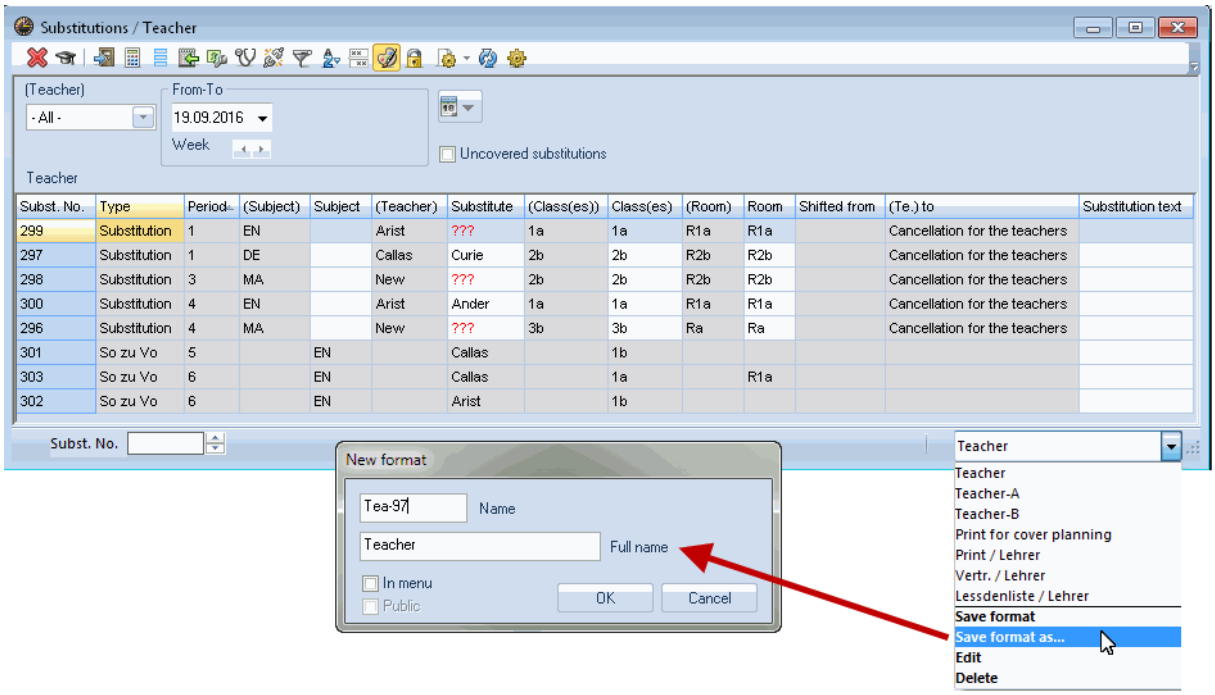
Layout of the substitution list

10.1.1 Creating a separate substitution view

The following steps are necessary to create a new substitution view:

1. Open the drop-down box at the bottom right of the window and select 'Save format as...'.
2. Give the new list a significant name (e.g. Tea - 97 for a teachers' list).
3. Confirm with <OK>.

You have now created a new substitutions view. You will find all substitutions formats listed in the context menu by clicking the right mouse-button.

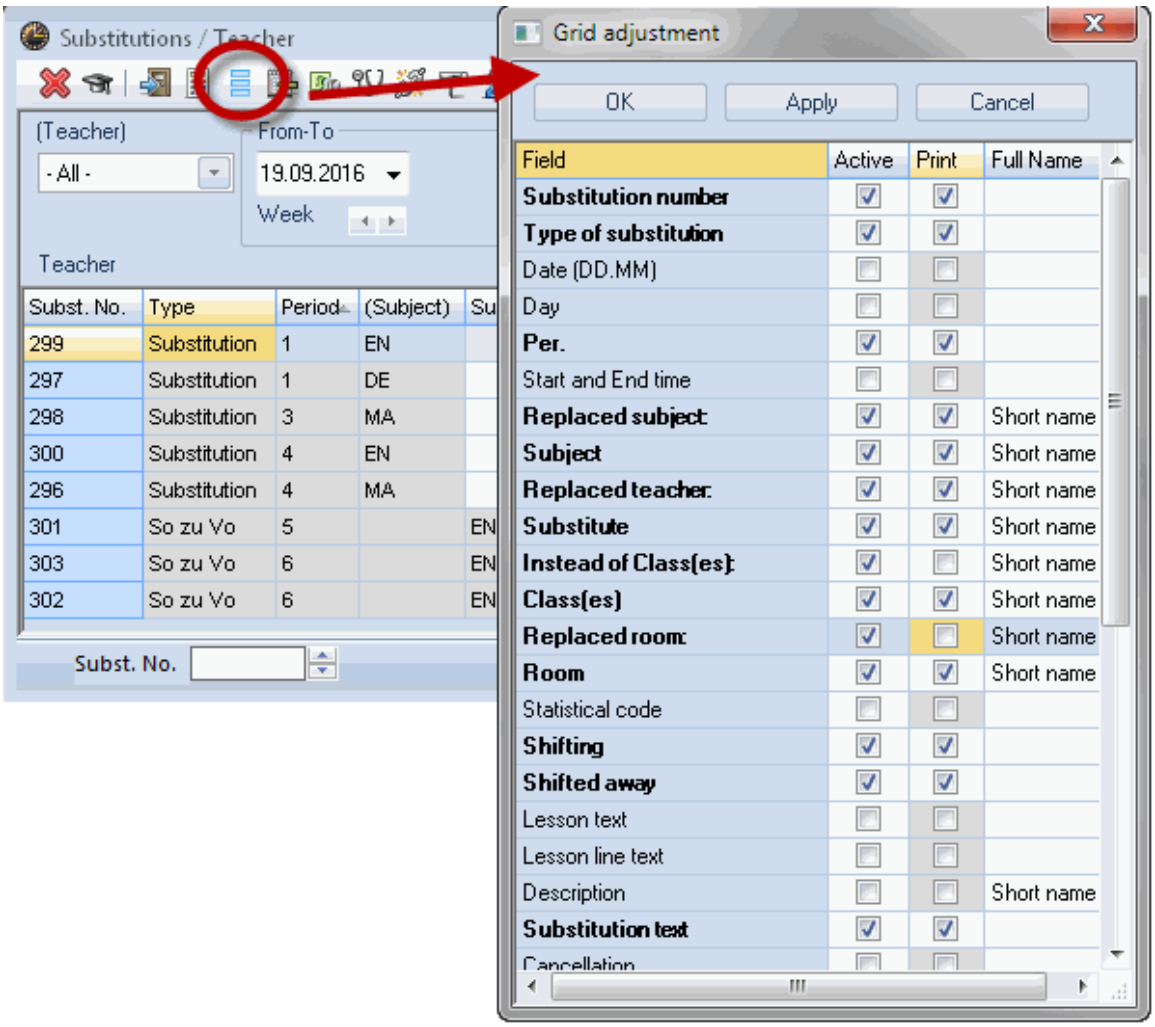


10.1.1.1 Selecting desired information

You can display just the information that should feature in the output.

1. Open <Grid adjustment> in the newly created view and activate all the check boxes in the 'Active' column for all the fields that are to be output (and deactivate those that are not to be displayed).

Note: (Teacher), (Class(es))
The fields in parentheses, e.g. (Teacher), are the elements that are to be substituted, i.e. absent teacher or class, subject that should have been taught according to the timetable or the room that is no longer available.

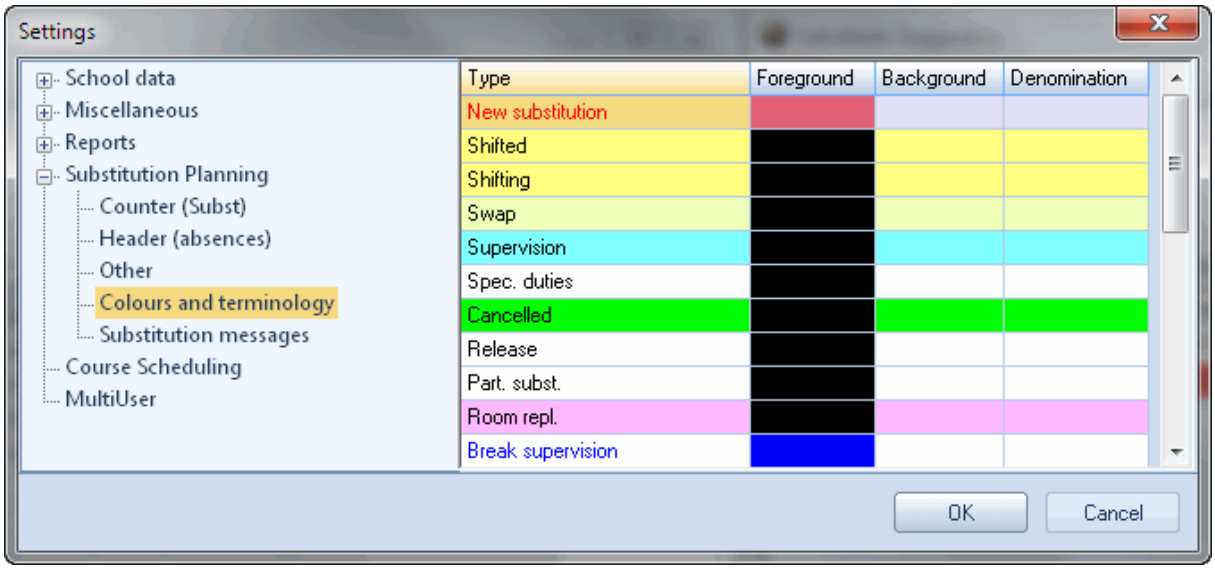


Warning: Substitution number
The field "Subst. No." cannot be hidden for programming reasons. To hide this column in the printout, switch to the "Print" tab and remove the check in column "Print".

You can edit this format in under Page setup.

10.1.1.2 Colour coding

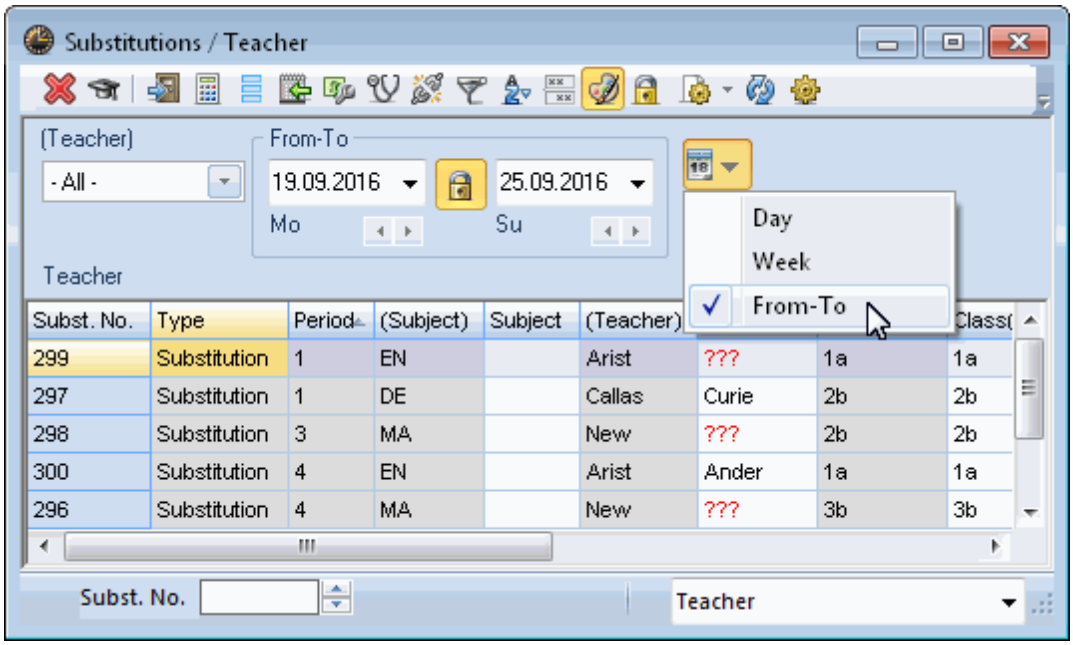
You can assign colours to the different types of substitutions (e.g. room replacement = yellow, cancellations = red) to make the output of the substitution data – printout or HTML – clearer. You can assign colours via "Settings | Cover planning | Colours and Terminology". This method is widely used with HTML output (see chapter HTML display).



10.1.1.3 Printing several days

If you wish to display or print several days, select "From-To" by clicking the <Calendar> button. Two date fields will then be displayed allowing you to set the second date to the day after the next day. All substitutions on all three days will be shown.

Use the lock icon to 'freeze' this period of several days after the date changes.



Tip: Printing several days
If several days are printed, the main sort criterion should be the date in order to clearly separate the two days. It is then also possible to print each day on a separate page.

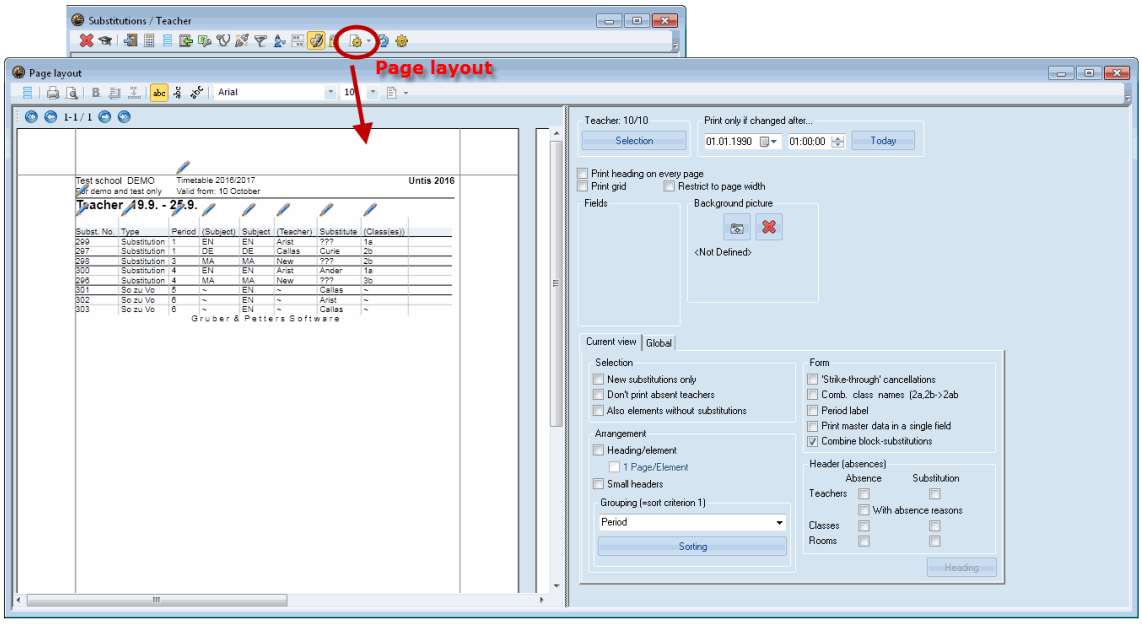
10.1.1.4 Do not print substitution line

If you do not wish to print a certain substitution line, then check the option "Don't print (N)" for this line in the substitutions view.

Warning: Do not print certain subjects
If you check the "Don't print (N)" for a subject in the master data then all substitutions with this subject will not be printed.

10.2 Page layout

In the page layout, which you can open in the substitution window, you will find all settings you need for 'designing' the printout.

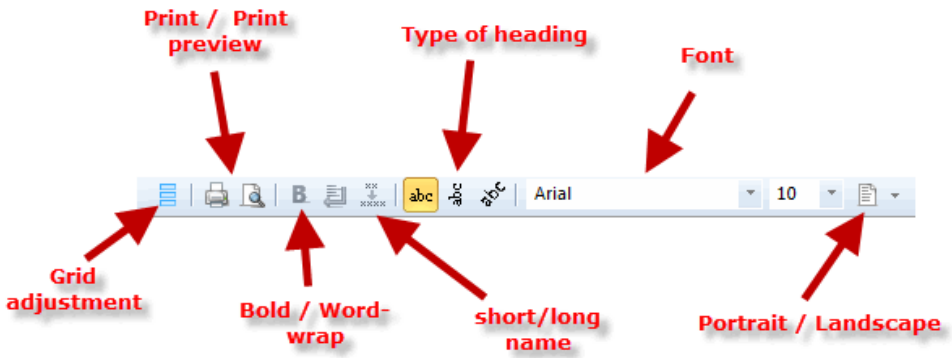


This window has several sections: on the right side you can change the settings and on the left side you will immediately see the impact of your changes.

In the following you will find explanations on how you select an option, arrange the list, change its layout and much more.

10.2.1 Toolbar

The meanings of the individual buttons in the toolbar of the page layout window are described in the following illustration:

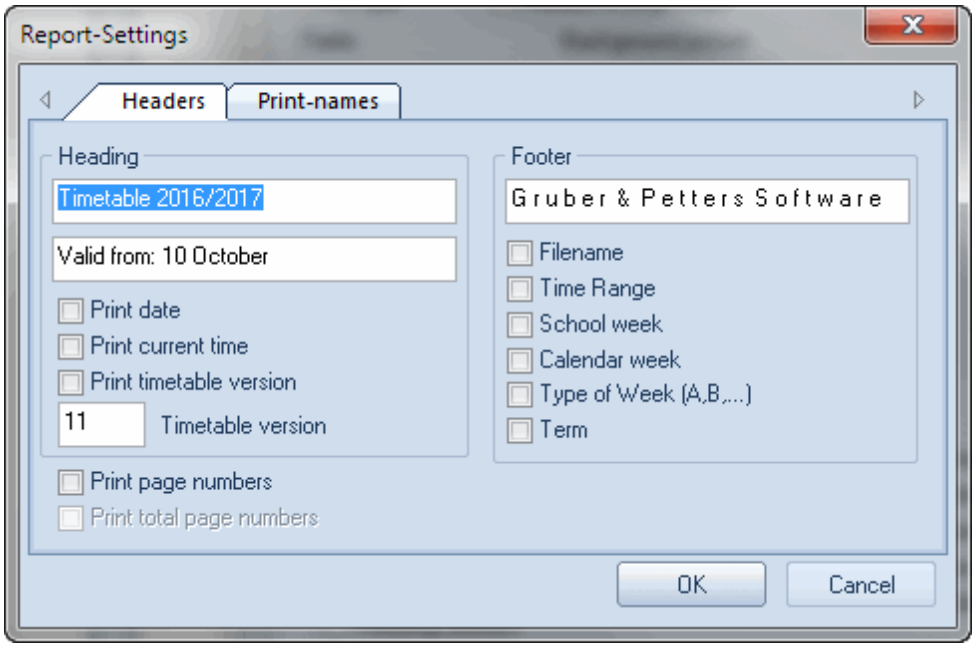


10.2.2 Überschriften / Seite

On the left side of the page layout you find the following options:

Report settings

Here you define what the headings and the footers will show.



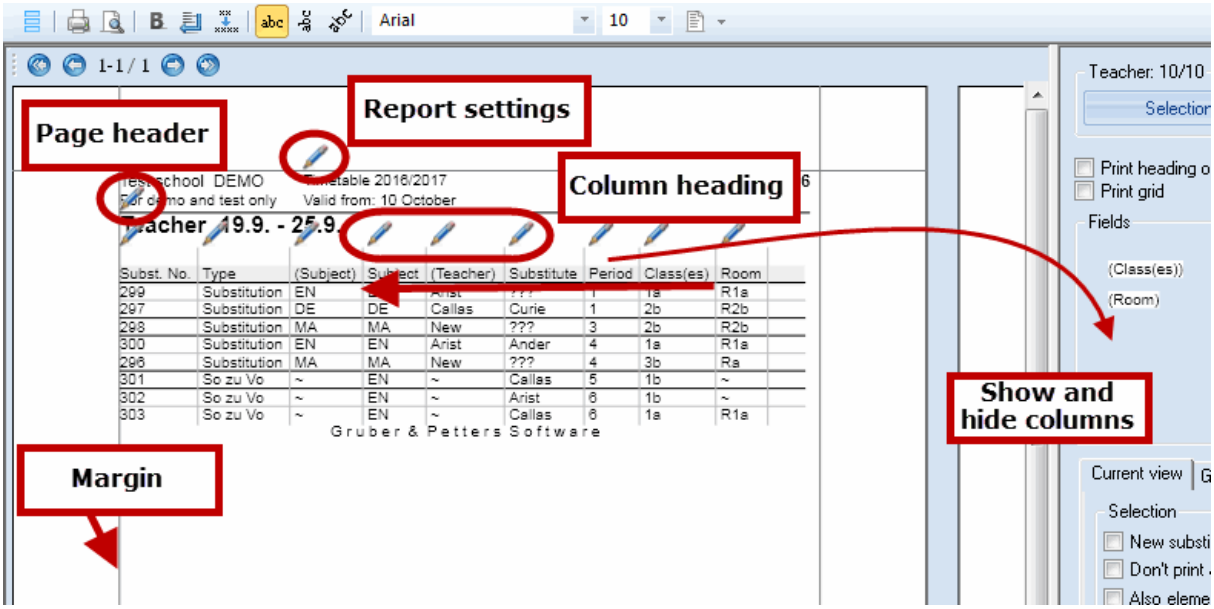
Warning:
These settings are for all reports generated by Untis.

Page header
Here you can change the header of the respective output.

Column heading
You also can change the names of the individual columns.

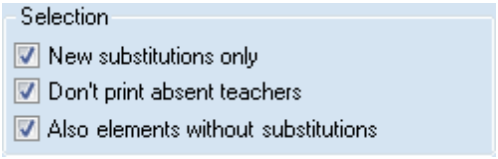
Show / hide columns
With drag and drop you can show or hide columns.

Margin
The settings of the margins can individually be defined for every format.



10.2.3 Selection

There are three options you can choose from on the right side under'Selection':



New substitutions only

if you check this option then only the substitutions which have been created since you opened Untis last are shown.

Don't print absent teachers

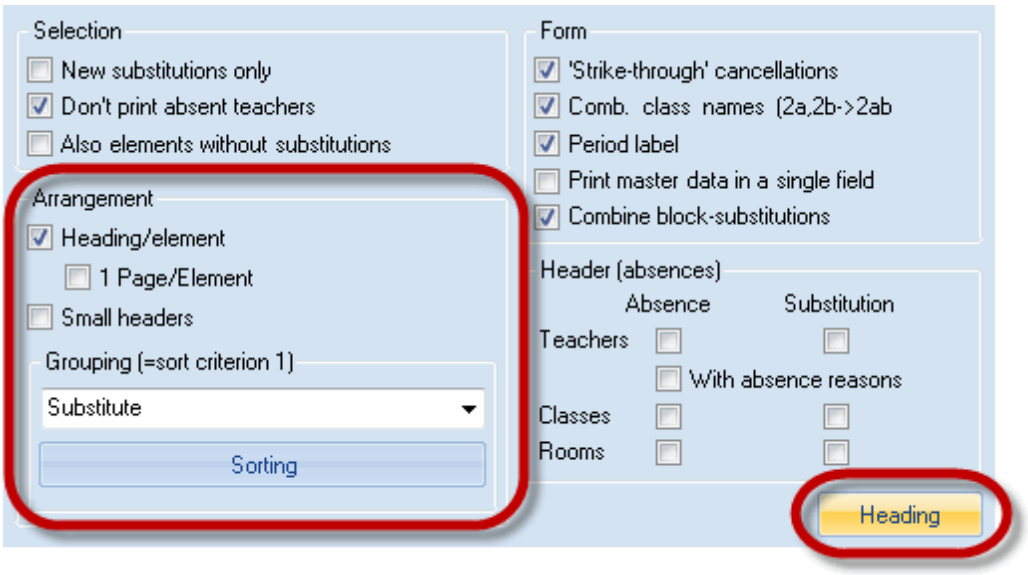
With this option you can avoid that absent teachers and classes are printed with the substitution list. This saves a lot of precious space.

Also elements without substitutions

Here elements are listed even though they are not affected by any substitutions. To this end the format needs to be structured in headings (teachers or classes).

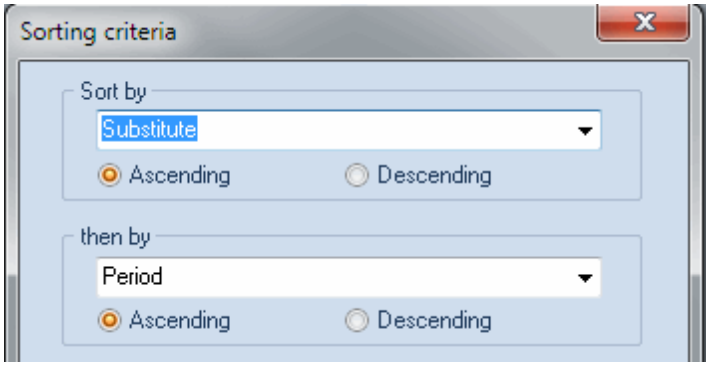
10.2.4 Arrangement

In this section you can define the vertical sorting and - if required - show and adapt headings for the respective elements.



Sorting

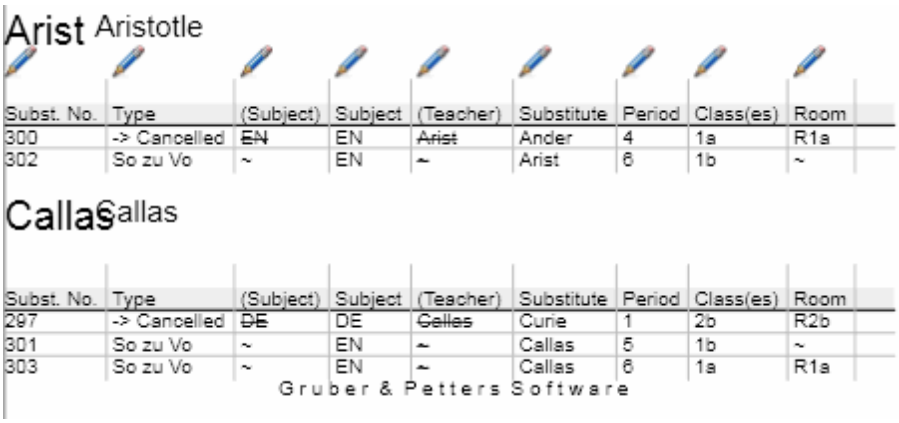
By clicking on the <Sorting> button you have the option to sort the view by different columns.



Warning: Order
The order of the substitute teachers in the printout follows the sorting of the teachers in the master data. If a teacher was shifted to first position by drag and drop, he/she will be ranked first in the substitution printout.

Headings

The substitution lists are printed in a table. You can show sub headings for better orientation.



Arist Aristotle

Subst. No.	Type	(Subject)	Subject	(Teacher)	Substitute	Period	Class(es)	Room
300	-> Cancelled	~~EN~~	EN	~~Arist~~	Ander	4	1a	R1a
302	So zu Vo	~	EN	~	Arist	6	1b	~

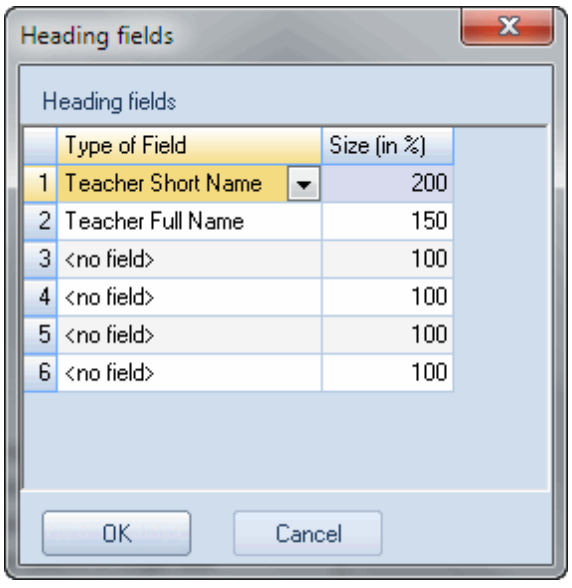
Callas Callas

Subst. No.	Type	(Subject)	Subject	(Teacher)	Substitute	Period	Class(es)	Room
297	-> Cancelled	~~DE~~	DE	~~Celles~~	Curie	1	2b	R2b
301	So zu Vo	~	EN	~	Callas	5	1b	~
303	So zu Vo	~	EN	~	Callas	6	1a	R1a

Gruber & Petters Software

Note: Heading
The heading according to which the list is sorted will be shown.

By clicking on the <Heading> button in the right bottom corner of the section you can define the layout of the heading (size, short or full name, etc.):



Compressed heading

You can also print the list with compressed sub headings in order to save space (Small headers).

Subst. No.	Type	Subject	Substitute	Period	Class(es)	Room	Shifted from
Arist Aristotle							
300	-> Cancelled	EN	~~Arist~~→Ander	4	1a	R1a	~
302	So zu Vo	EN	Arist	6	1b	~	~
Callas Callas							
297	-> Cancelled	DE	~~Callas~~→Curie	1	2b	R2b	~
301	So zu Vo	EN	Callas	5	1b	~	~
303	So zu Vo	EN	Callas	6	1a	R1a	~

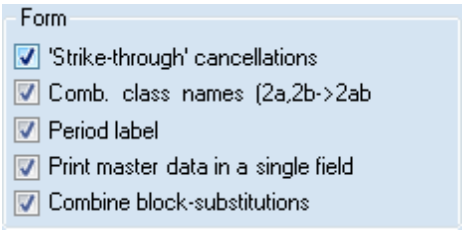
Gruber & Petters Software

One page per element

Activate "1 Page / Element" in order to start with each heading on an individual page. This setting is usually used when lists are printed for several days and each day should be printed on a single page.

10.2.5 Form

In the section 'Form' you have additional options to adapt the output:



'Strike-through' cancellations

This option strikes through the teacher whose period is cancelled and is shown in the 'substitute' column.
This allows you to assign cancellations to the respective teachers in sorted lists.

Gauss Gauss

Subst.No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)
1	Absence	19.9.	4	~~GA~~	GA	~~Gauss~~	???	3a	3a
2	Absence	19.9.	5	~~MA~~	~~MA~~	~~Gauss~~	~~Gauss~~	3a	3a

Comb. class names

Several classes in coupled lessons can be combined under one name. If a lesson of classes 1a, 1b and 1c is cancelled, for instance, the name '1abc' will be on the substitution printout.

Period label

In the timetable mode you can enter freely-definable labels in the time grid instead of the period number. If you have replaced the period number by a label then there is the option to show these labels in the substitution list, as well.

Print master data in a single field

Here you can show the changes in classes, teachers, subjects and rooms in a single field instead of two separate ones. You save place and the readability of the list increased.

New Newton

Subst. No.	Type	Date	Period	Subject	Substitute	Class(es)	Room	Shifted from
4	Absence	19.9.	2	MA	~~New~~	2b	R2b	
3	Absence	19.9.	1	PEB	~~New~~→Nobel	4	SH1	Mo-19.9./1
5	Absence	19.9.	3	MA	~~New~~→Rub	2a	R2a	
6	Absence	19.9.	4	PH	~~New~~→Cer	3b	PL	
7	Absence	19.9.	5	~~MA~~	~~New~~	3b	---	

Combine block-substitutions

If a double period or a block is taught by one single teacher then you can output it in compressed form by checking this box.

Gauss Gauss

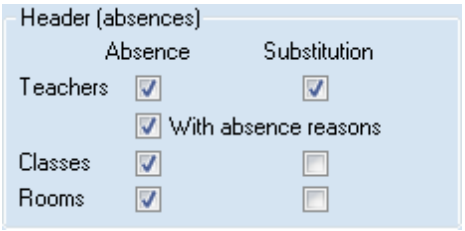
Subst. No.	Type	Date	Period	Subject	Substitute	Class(es)	Room	Shifted from (Te.)to
27	Substitution	22.9.	7 - 8	PEB	~~New~~→Gauss	4	SH1	

10.2.6 Absences header

The substitution data can be displayed with or without the absences header which includes the absent teachers, classes and rooms as well as the names of all elements involved. You can choose to display the reason of absence along with the absent teachers.

Tip: Do not print certain absences
You can exclude certain absences with a "sensitive" reason of absence from being output. To do this check in the absence window at the respective absence the "Not in Abs. Head" box.

You can also display the names of the substitute teachers in the absence header. This enables teachers to check very quickly if they are affected by a substitution and do not have to browse through the whole list.



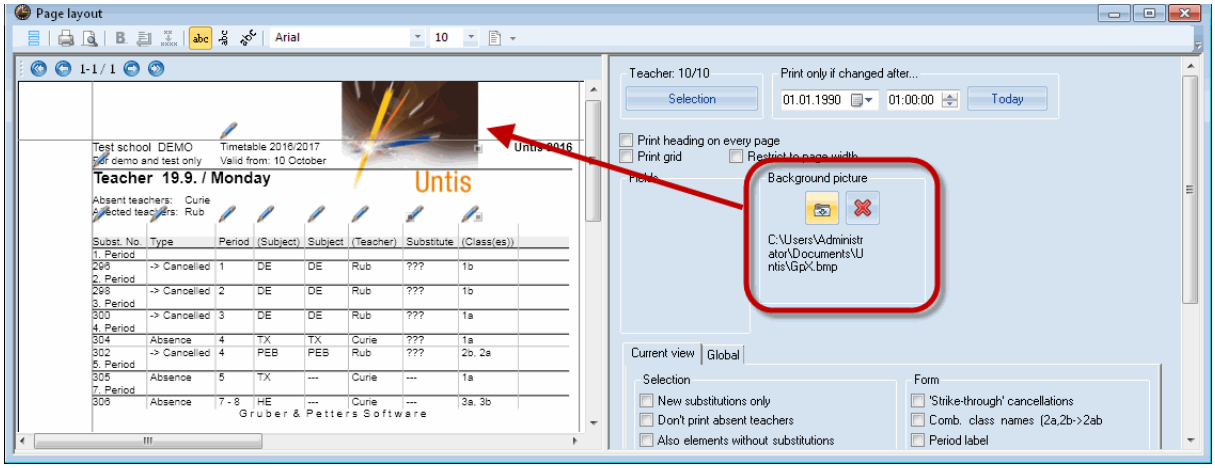
Teacher 19.9. / Monday

Absent teachers: Curie
Affected teachers: Rub

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)
1. Period								
296	-> Cancelled	1	DE	DE	Rub	???	1b	1b
2. Period								
298	-> Cancelled	2	DE	DE	Rub	???	1b	1b
3. Period								
300	-> Cancelled	3	DE	DE	Rub	???	1a	1a
4. Period								
304	Absence	4	TX	TX	Curie	???	1a	1a
302	-> Cancelled	4	PEB	PEB	Rub	???	2b, 2a	2b, 2a
5. Period								

10.2.7 Background image

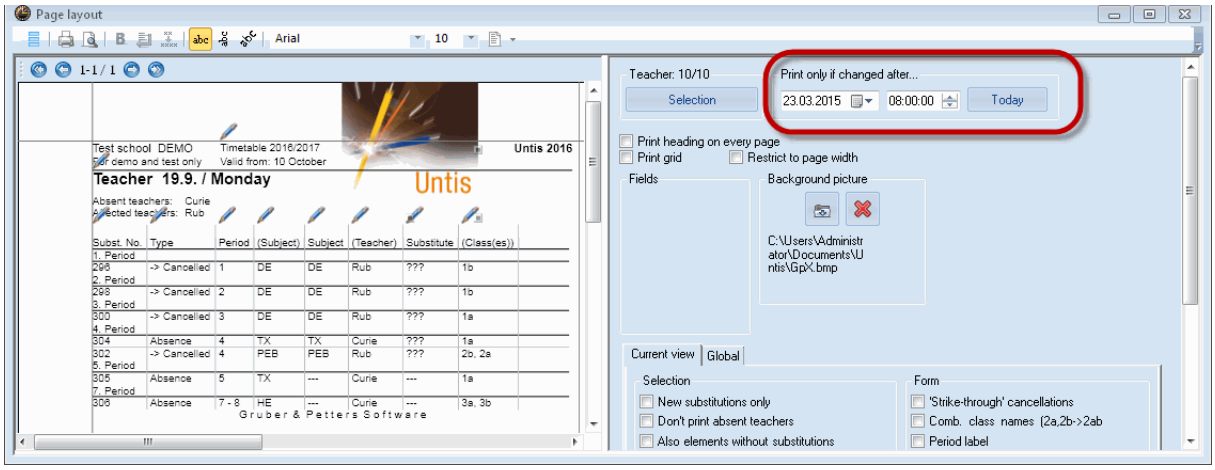
You can add a background image (e.g. school emblem or logo of a sponsor) to your substitution list. The picture file format must be a bitmap.



10.2.8 Print only if changed after...

The substitution list that is displayed in the morning or even on the previous day quite frequently has to be updated during the day. You might not wish to print out the whole list twice but you must not forget any single substitution. In this case you can print out only the substitutions that were created or edited after a certain point of time.

Print selection allows you to select the date and the time after which you wish to print out substitution data. In our example, all data that was edited after 8:00 a.m. on 23 March 2015 is to be printed out.



The advantage of this method over marking new substitutions ("New" check box) is that you can close and open Untis as many times as you wish between publishing data.

10.3 Fast print of daily lists

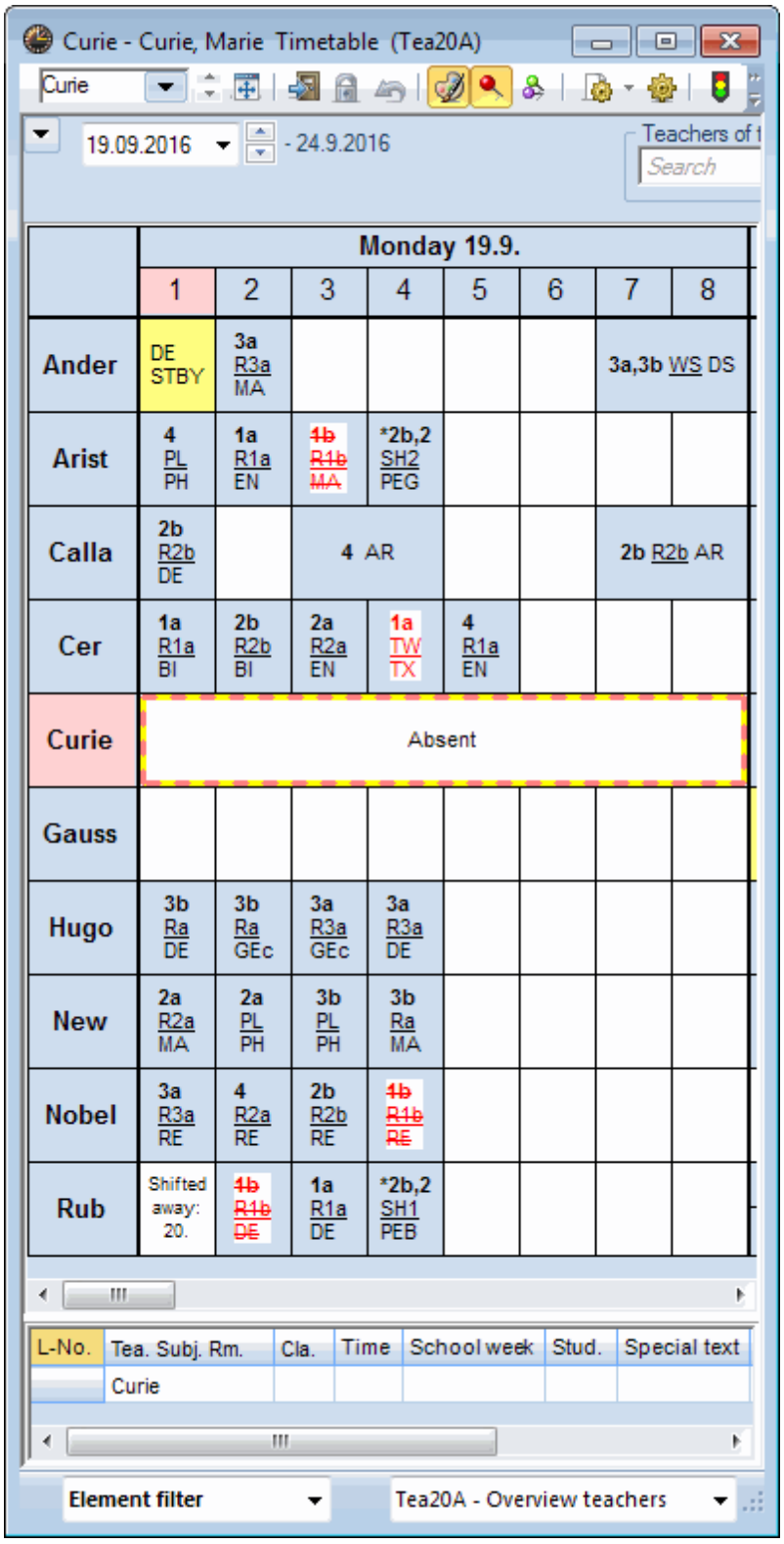
Certain substitutions views such as lists for teachers, students and possibly for the school administration/headmaster have to be printed every day. Daily lists allow you to output these lists quickly and easily.

1. Open the list of cover scheduling formats on the tab 'Cover scheduling'.
2. Check the box in the "Daily list" box for all the views that you wish to print out at the push of a button.

10.4 Printing daily timetables

In addition to these lists, substitution data can also be output in timetable format. This is often done digitally in HTML format (see chapter HTML output), but also by printing overview timetables.

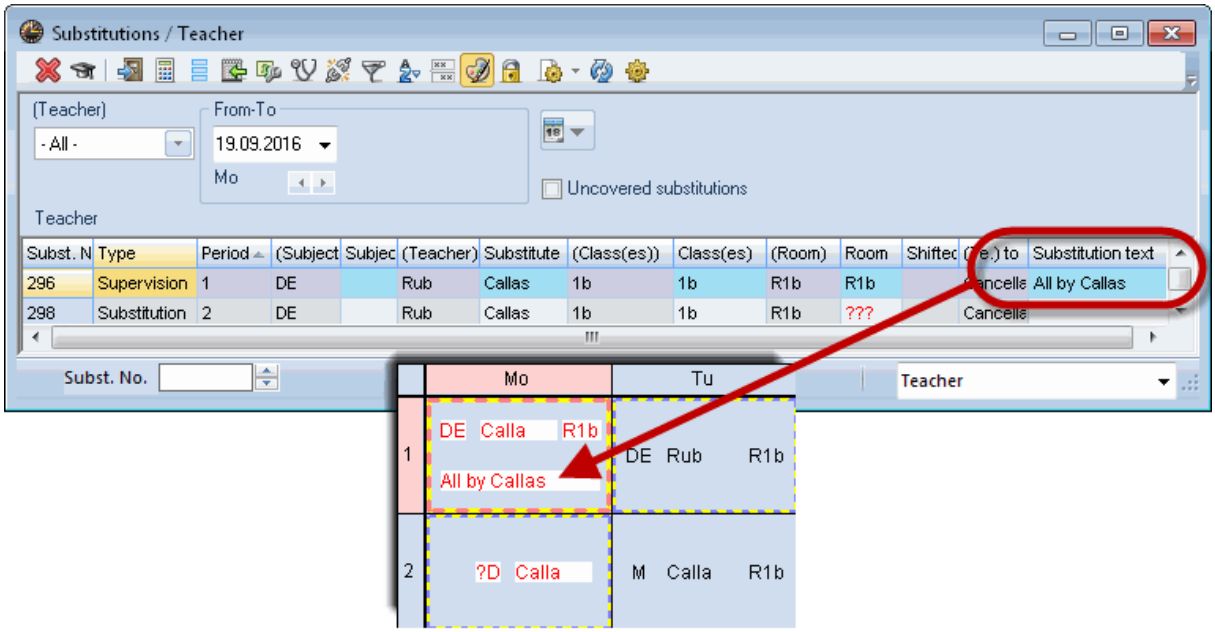
Open the <Settings> in a timetable and go to the <Layout2> tab. Here you can set the output of substitution data to red, for example:


Curie - Curie, Marie Timetable (Tea20A)
Curie
19.09.2016
- 24.9.2016
Teachers of t
Search
Monday 19.9.
1 2 3 4 5 6 7 8
Ander
DE STBY
3a R3a MA
3a,3b WS DS
Arist
4 PL PH
1a R1a EN
~~1b R1b MA~~
*2b,2 SH2 PEG
Calla
2b R2b DE
4 AR
2b R2b AR
Cer
1a R1a BI
2b R2b BI
2a R2a EN
1a TW TX
4 R1a EN
Curie
Absent
Gauss
Hugo
3b Ra DE
3b Ra GEc
3a R3a GEc
3a R3a DE
New
2a R2a MA
2a PL PH
3b PL PH
3b Ra MA
Nobel
3a R3a RE
4 R2a RE
2b R2b RE
~~1b R1b RE~~
Rub
Shifted away: 20.
~~1b R1b DE~~
1a R1a DE
*2b,2 SH1 PEB
L-No.
Tea. Subj. Rm.
Cla.
Time
School week
Stud.
Special text
Curie
Element filter
Tea20A - Overview teachers

10.4.1 Substitution text in the timetable

You can add a text to any period in the daily timetable for output. The procedure is described below:

1. Open <Settings> in a timetable of a class and then <Period window>.
2. Enter a message as substitution text in the substitution window. This will now be shown in the relevant period in the timetable.



Tip: Entering a text directly in the timetable
As an alternative, you can enter the text for a period directly in the timetable. Right-click on the period concerned and select the option 'Text for substitution'. Enter your text and confirm with <Ok>. The field 'Special text' must be displayed in the timetable period in order for the text to appear in the timetable.

10.5 Messages

In the course of day-to-day cover planning it is often necessary to communicate additional information to teachers and students. This information could concern the whole school (e.g. a school event), individual teachers or classes or just a specific substitution. Accordingly, there are several options available.

Daily comment

Substitution text

Lesson text

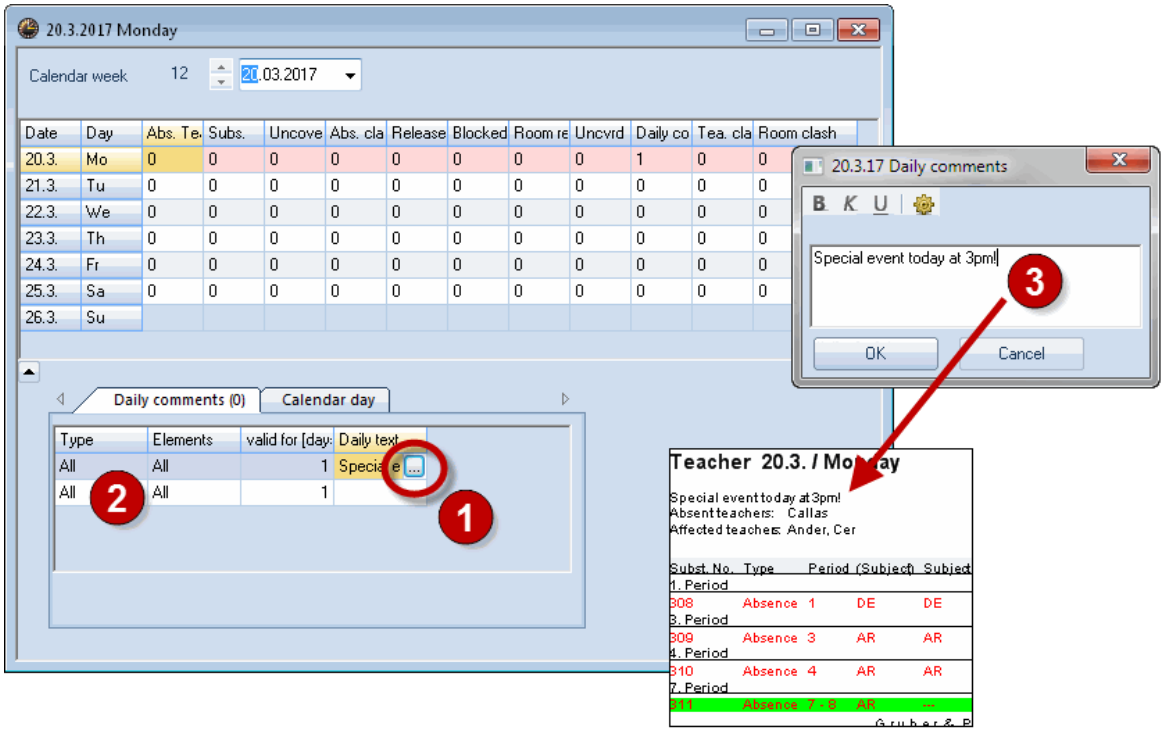
Tip: WebUntis
In WebUntis you can create messages of the day for all users and you can send information targeted to groups or individual persons with this message system. For more information please read the documentations on WebUntis.

10.5.1 Daily comment

The daily comment enables you to enter and output information for the entire school, for all teachers, for all students, for specific teachers or for specific classes.

Example: Entering daily comments

1. Daily comments are entered in the lower section of the calendar.
2. You can select the addressee for the text (Everybody, Teachers, Classes) in the selection box at the left.
3. Enter the text and it will appear in the printout of the respective day.

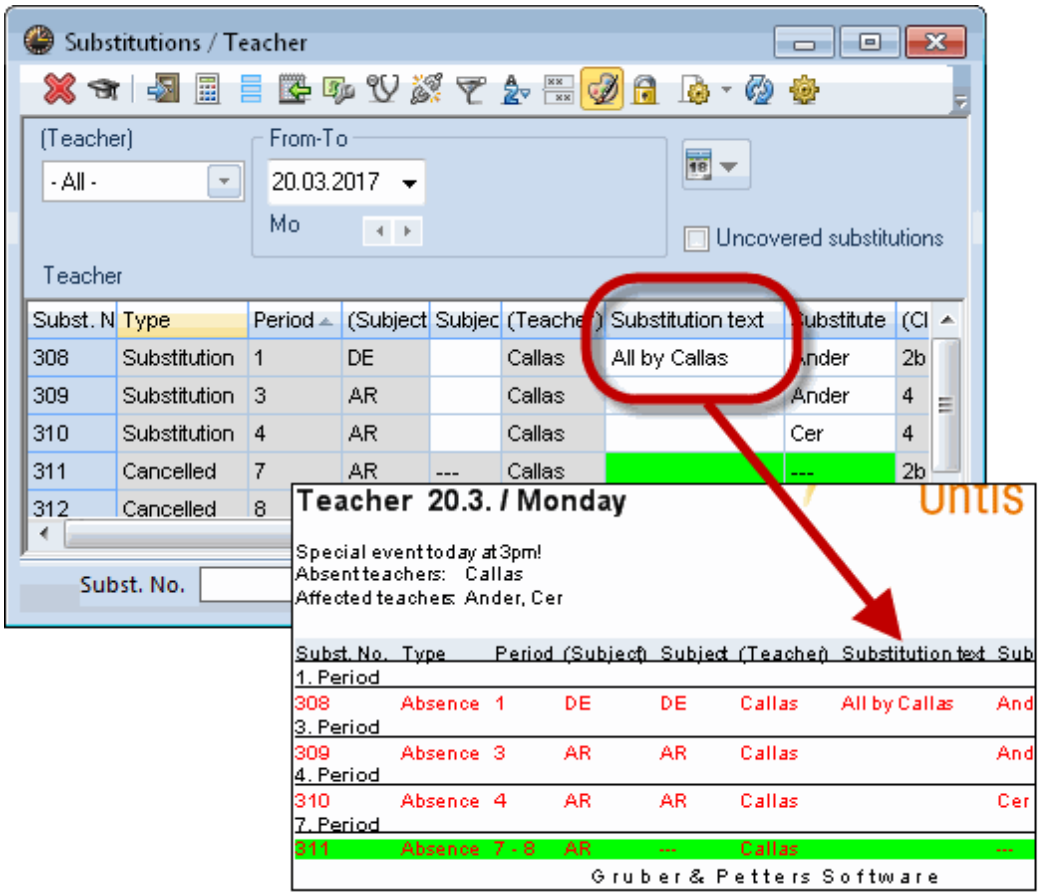


You can limit the selection to specific teachers or classes via the button on the right (<Classes> or <Teachers>).

You can also specify for how many days in the future the comment should be output.

10.5.2 Substitution text

You can enter a text for any substitution in the "Substitution text" column.

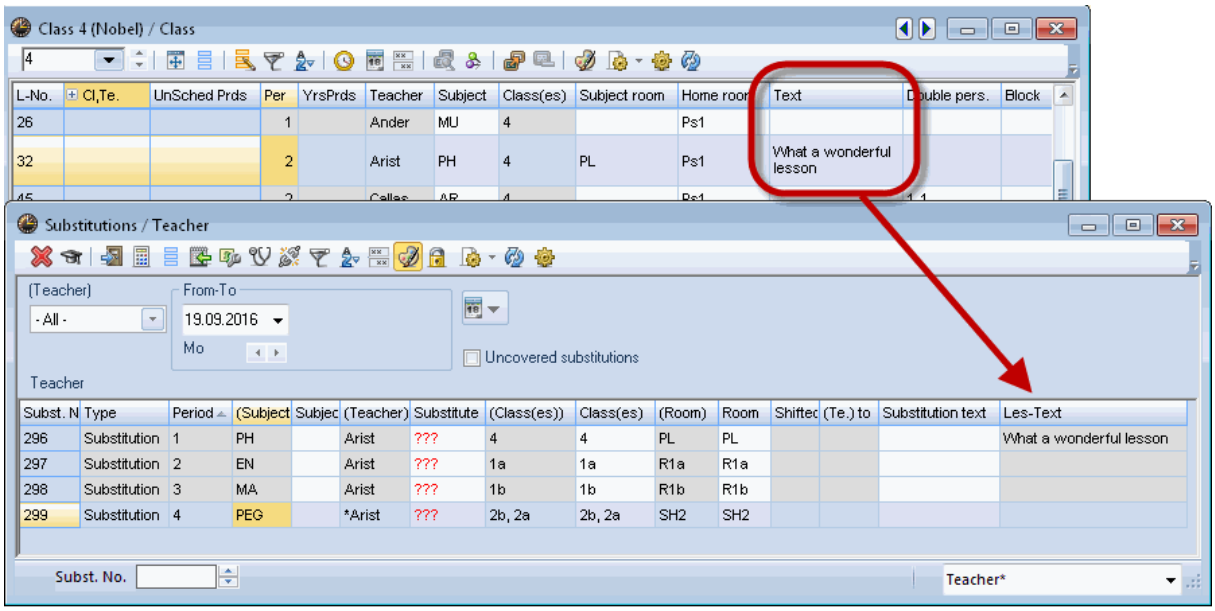


If you wish to display different texts for teachers and students then use the column "Substitution text" in the teachers' list and column "Subst-Text-2" in the students' list.

Tip: Column width of the substitution text
You can define the width of the column in the printout and apply automatic word wrapping for longer texts via page layout .

10.5.3 Lesson text

If you add a text to a lesson then this text will appear in the event of a substitution in column "Les-Text".



10.6 HTML output

As an alternative to printed lists, you can also display substitutions in HTML format on the Internet or on the school intranet.

HTML output with cover planning module

Info timetable

The Info timetable module provides you with a a lot of additional options to publish substitution data. In the following we will introduce several output options. For more information please read the chapter 'Info timetable in the "Modules" manual.

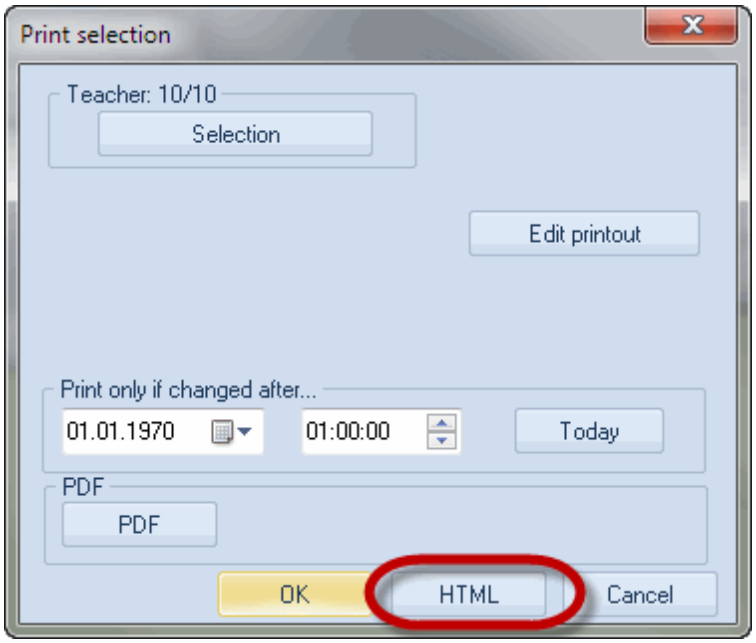
Static HTML output with Info timetable module

Monitor HTML output with Info timetable module

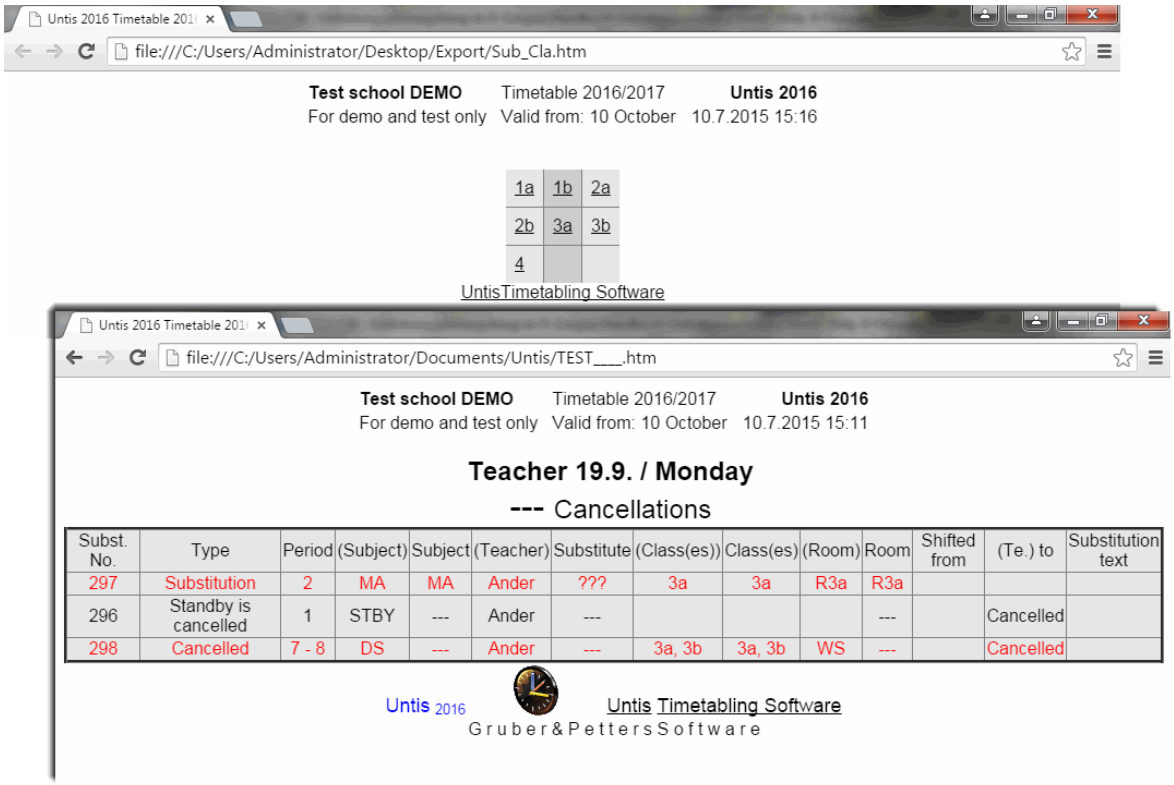
10.6.1 HTML output with cover planning module

The cover planning module allows you to output substitution lists in HTML format. The procedure is described below:

1. Open the print selection for the required substitution format via the icon<Print> or <Print Preview>.
2. Via the <HTML> button you can save the data in HTML format in a freely selectable folder.



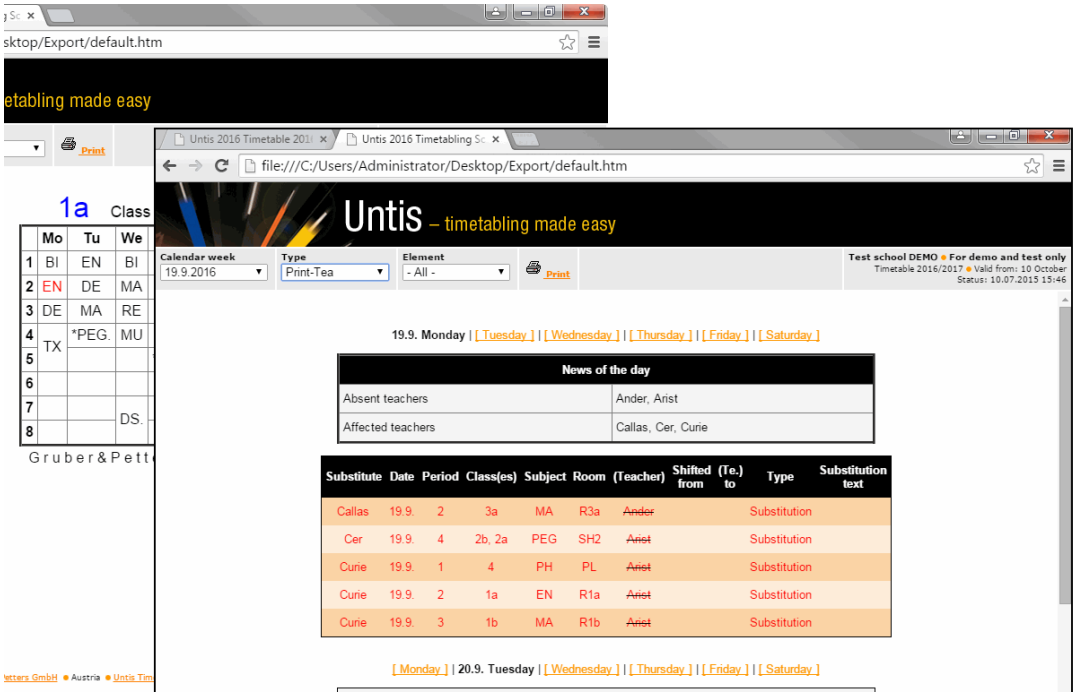
3. Open the file "Print_cla.htm“ in a web browser.
4. You can navigate to the individual elements via the index. The substitution data is sorted by the same criteria that were used to sort the substitution window



Tip: Layout of the substitution list
The layout of the .htm files can be adapted in the same way as for the printout. We recommend that you create a separate substitution view for HTML output.

10.6.2 Static HTML

The static HTML is used primarily to inform teachers. At the push of a button you can export a complete website with a navigation bar which enables you to switch between the timetables of the elements displayed (timetables of classes, teachers and rooms as well as substitution lists). The timetables can now be published on the Internet or in your intranet. For more information read the "Modules" manual, section 'Info timetable'.



Tip: Automatic upload of data
The upload of the data to the school server can be performed automatically with an FTP uploader. The uploader automatically detects when data has been changed and performs the upload to the FTP server.

10.6.3 Monitor HTML - Info timetable

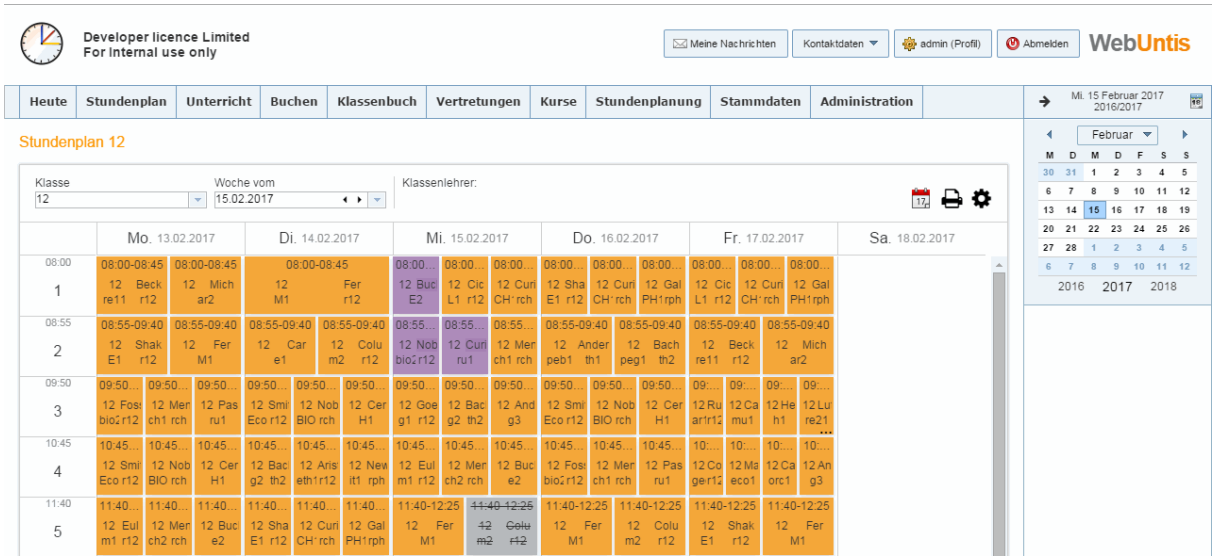
It is not always possible to provide a computer with a keyboard and a mouse in freely accessible areas. A solution requiring absolutely no manual intervention is required, similar to flight information boards at an airport. Monitor HTML provides such a solution with HTML output. Substitution data is displayed on a monitor or projected onto a screen in the entrance area of a school. With this type of output pages automatically scroll forward – no other devices are needed to access the information.

More detailed information can be found in chapter "Info timetable" of the "Modules" manual.

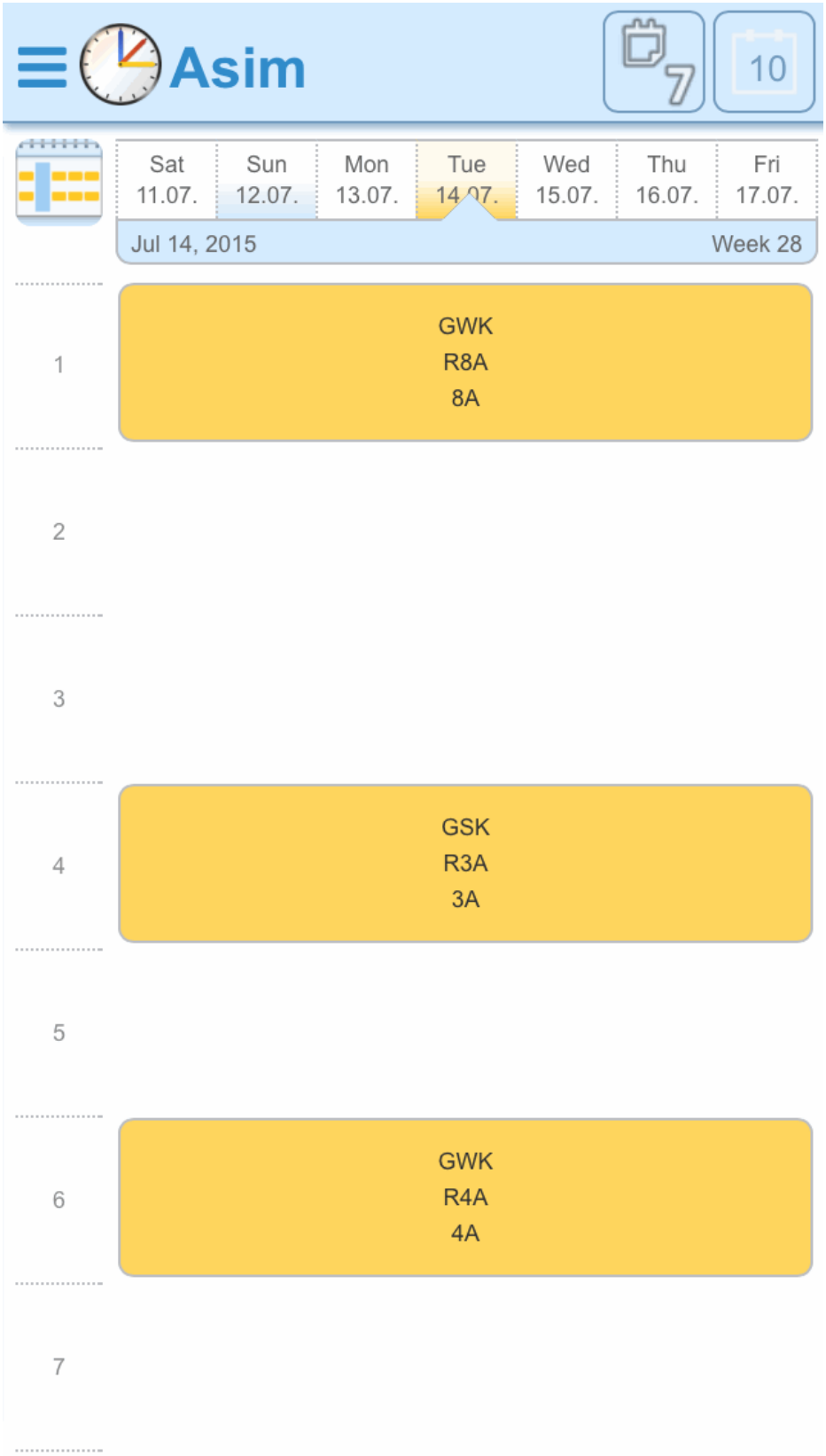
Tip: Email, text messaging (SMS), WebUntis
You can also send substitution data via email or text message (SMS). Please refer to the relevant manuals or our website www.grupet.at for detailed information. If you have any questions please do not hesitate to contact your nearest Untis consultant.

10.7 WebUntis

WebUntis Info is a simple system that can display up-to-date timetable information for all teachers and students on the internet or on a mobile phone.
A system of user rights ensures that students can only see their own timetables while teachers are given rights to the class timetables.



An App can be installed for this purpose on a mobile phone, or the timetable can be directly synchronised with the mobile phone's own calendar.



You can find further information on WebUntis on our website at www.untis.com.

11 Substitution counter

Untis cover planning keeps a detailed record of all deviations from the regular timetable. Basically these are absences, substitutions, releases, events, special duties and cancellations.

These data are important when searching for suitable substitutes and they also allow you to keep a record of all the deviations from the regular timetable over the course of a year. You can evaluate the data for teachers or for students. Different regulations govern the way substitutions are counted in different countries and in different school types. Untis meets all these requirements. In the following chapters we explain what you must bear in mind to ensure that the counter counts "correctly" for your specific school.

Reason of absence

Settings of the substitution counter

Events and the substitution counter

Value correction

11.1 Reason of absence

The counting of substitutions can be regulated via the reason of absence.

Count / Do not count cancellations

Customising reasons of absence

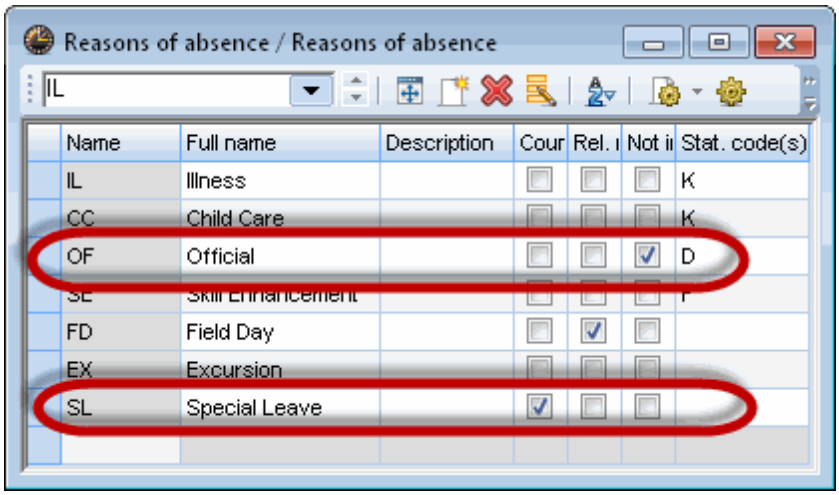
11.1.1 Count / Do not count cancellations

If a teacher cannot hold a scheduled lesson then you can use the reason of absence to determine if and how the cancelled lesson should be counted from the teacher's perspective.

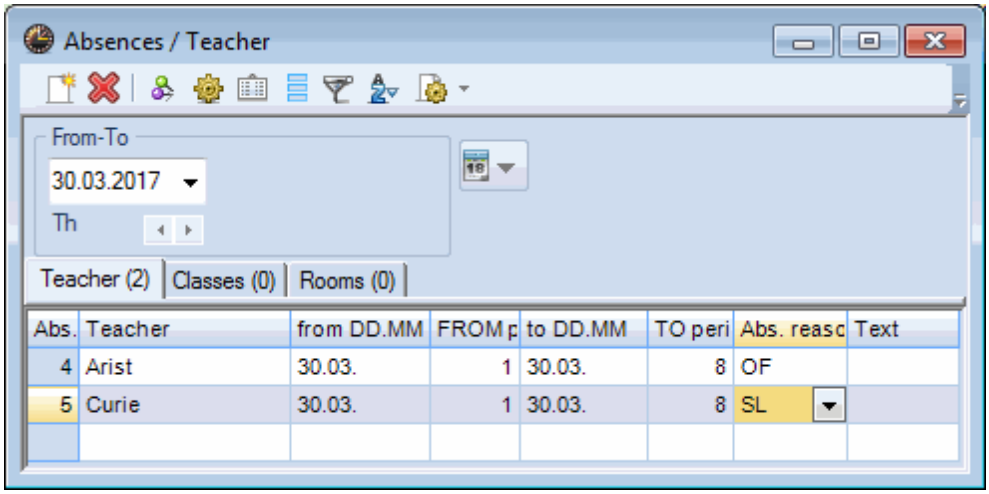
Reason of absence and substitution counter

The following example the reason of absence "Of Official" is not checked in column "Count canc.". This means that a cancelled period with this reason of absence is not counted negatively for the teacher.

The reason of absence "SL - Special Leave" is checked in column "Count canc.". This means that a cancelled period with this reason of absence will counted negatively for the teacher.



Arist was set absent with the reason of absence "OF - Official" and Curie with "SL - Special Leave".



In the substitution statement , which is accessed by clicking on the <Reports> button on the 'Start' tab, you see now how these absences are counted.

Teacher Aristotle has four cancellations on this Monday. However, these cancellations are not counted negatively as his reason of absence is "Official". The substitution statement displays the cancellations but it does not count them. Aristotle' sum (Total) is zero, uncounted cancellations: 4.

Arist Aristotle

Substitutions / Cancellations / ValueCorrection : 1.3. - 31.3.

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason	Text
6.3.	Mo/1	-E	0	0	Physics	4	Official	
6.3.	Mo/2	-E	0	0	English	1a	Official	
6.3.	Mo/3	-E	0	0	Mathematics	1b	Official	
6.3.	Mo/4	-E	0	0	Girls PE	2b, 2a	Official	

Substitutions: 0
Cancellations: 0
Uncounted cancellations: 4
Total: 0

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Teacher Curie was on special leave. The reason of absence given was flagged "Count cancellation" Accordingly the four cancellations on this Monday will be counted negatively. Her total is -4.

Curie Curie

Substitutions / Cancellations / ValueCorrection : 1.3. - 31.3.

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason	Text
6.3.	Mo/4	-E	-1	-1	Textiles	1a	Special Leave	
6.3.	Mo/5	-E	-1	-2	Textiles	1a	Special Leave	
6.3.	Mo/7	-E	-1	-3	Home Economics	3a, 3b	Special Leave	
6.3.	Mo/8	-E	-1	-4	Home Economics	3a, 3b	Special Leave	

Substitutions: 0
Cancellations: 4
Uncounted cancellations: 0
Total: -4

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11.1.2 Customising reasons of absence

Besides the decision as to whether to count cancellations, there are more possibilities to customise the settings for the reasons of absence

Description
You can use the description to allocate predefined text blocks (Master Data |Special data | Descriptions) to absences.

Do not count release
If a class is absent from school, the teachers who for this reason cannot take their scheduled lessons are released. These cancellations are normally counted negatively for such teachers. If this is not the case, the "Do not count rel." box must be checked. This is particularly important in combination with events (see chapter Events and substitution counters).

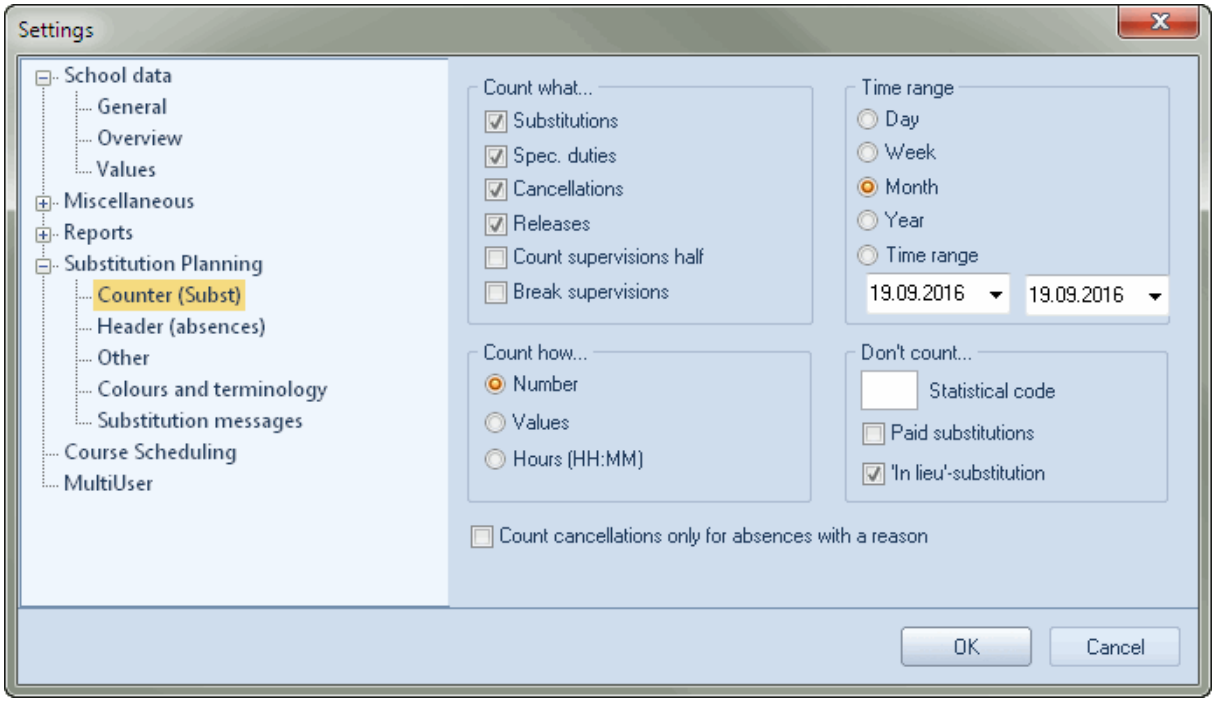
Statistical code
Entries in this field are important for some regional evaluations. It can be used to summarise various

reasons of absence into groups (e.g. all reasons of absence relating to an illness).

Do not show in the absence header
Absences with a reason of absence where "Not in Abs. Head" is checked are not output in the absence header at all (see also chapter Absence header).

11.2 Substitution counter settings

You can adjust the general settings of the substitution counter via the settings on the 'Start' tab, section 'Cover scheduling'.



Count what...

In the first input block you can define which parameters affect the substitution counter. Substitutions and special duties are added to the counter while cancellations and releases are subtracted from it. Additionally, you can select that break supervisions are counted like a substitution and that supervisions are counted half.

Time range

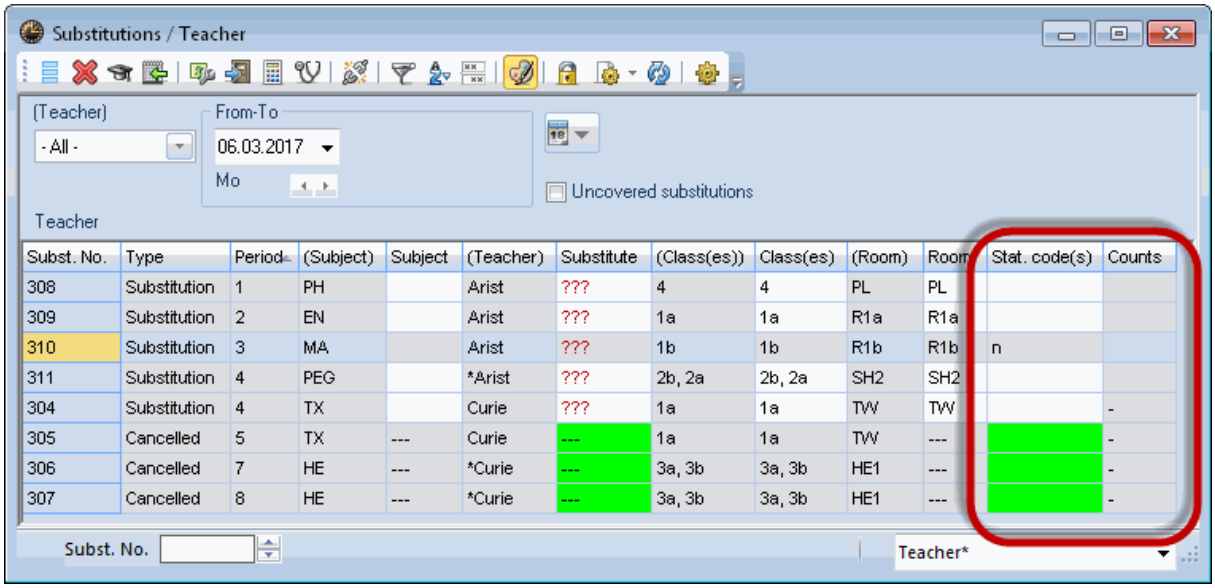
In the second input block you can define the time range for the counter. If you select for instance "Month" then the total of the counter refers to the current month. The current month is determined by the date that is set in the calendar. You can also specify your own period (e.g. semester).

Count how...

This is where you can define if you wish to count the numbers of periods, the values (this requires module "Lesson planning – Value calculation" is required) or the actual time in hours and minutes.
Count cancellations only for absences with a reason
This is where you can define if absences without a reason should be counted or

Don't count

A certain substitution which would normally be counted positively, is not to be counted Select and enter any statistical code (e.g. "n"). If you enter this statistical code in the column "Stat.Code(s)" for a substitution in the substitution window, this specific substitution will not be counted.

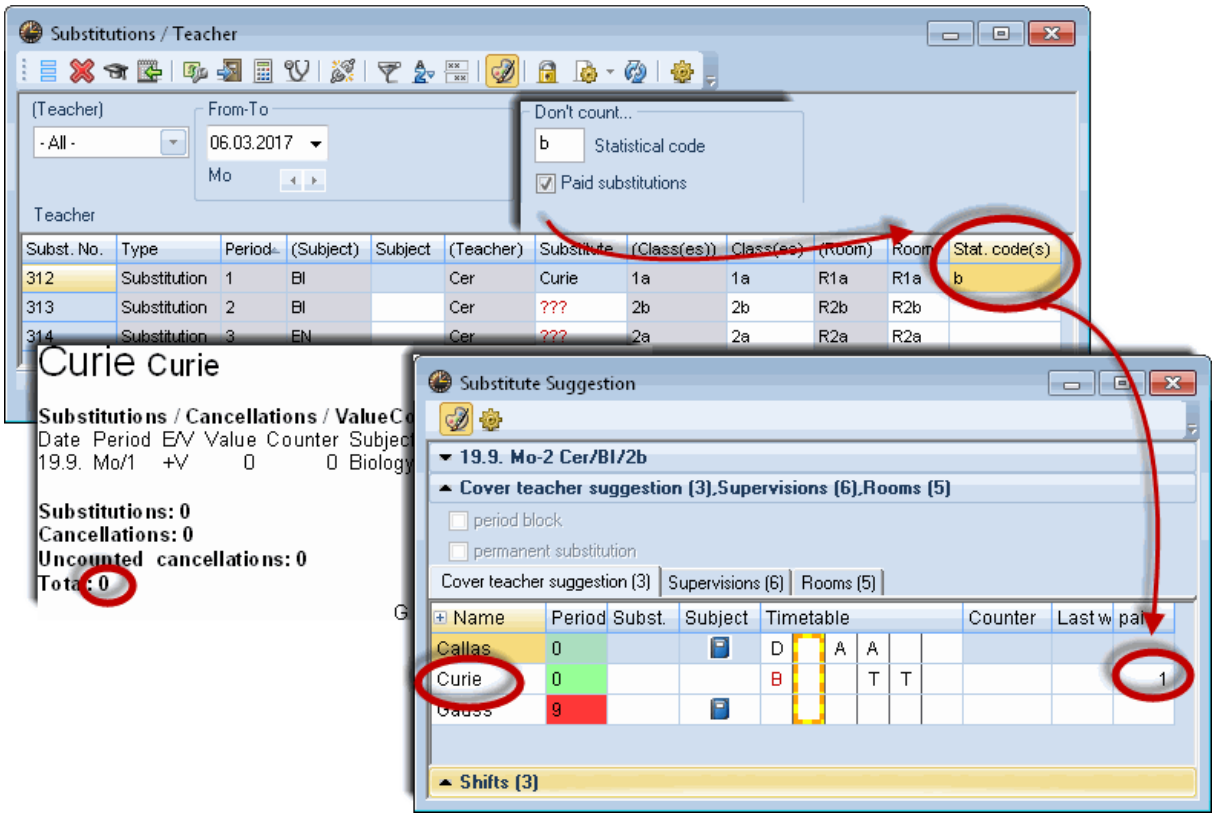


Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Stat. code(s)	Counts
308	Substitution	1	PH		Arist	???	4	4	PL	PL		
309	Substitution	2	EN		Arist	???	1a	1a	R1a	R1a		
310	Substitution	3	MA		Arist	???	1b	1b	R1b	R1b	n	
311	Substitution	4	PEG		*Arist	???	2b, 2a	2b, 2a	SH2	SH2		
304	Substitution	4	TX		Curie	???	1a	1a	TW	TW		-
305	Cancelled	5	TX	---	Curie	---	1a	1a	TW	---		-
306	Cancelled	7	HE	---	*Curie	---	3a, 3b	3a, 3b	HE1	---		-
307	Cancelled	8	HE	---	*Curie	---	3a, 3b	3a, 3b	HE1	---		-

Tip: Column "Counts"
In the "Counts" column in the substitution window you can see at a glance if a cancellation or a substitution is counted (positively or negatively) or not. Alternatively you can visualise this information (green = pos., red = neg.) via the "Colour substitutions" button (settings directly in the substitution window).

Paid substitutions
If a substitution is not to be counted because it is a paid substitution then proceed as follows:

1. Enter a statistical code (e.g. "p") for "Don't count" and activate "paid substitutions".
2. Enter the same statistical code in the "Stat. Code(s)" column for the respective substitution in the substitution window.
3. Such an entry also affects the substitution suggestion as the number of paid substitutions in the set time range is displayed there.
4. This substitution is not counted in the substitution statement and is displayed as a paid substitution.



Tip: Don't count a subject
If cancellations in a specific subject (e.g. office hours) are not to be counted to the substitution counter then check "Not counted" at the relevant subject in "Subject | Master Data".

In-lieu substitution

If a teacher does not give a lesson because the class is absent, then this results in the lesson being counted as -1. If the same teacher is substitute in another class in the same period, this will count +1. He thus has a cancellation counting -1 and a substitution counting +1, resulting on a counter total of 0.

If the 'In lieu substitution' option is checked, the teacher will still have a total of 0, but in his/her statistics 0 substitutions and 0 cancellations.

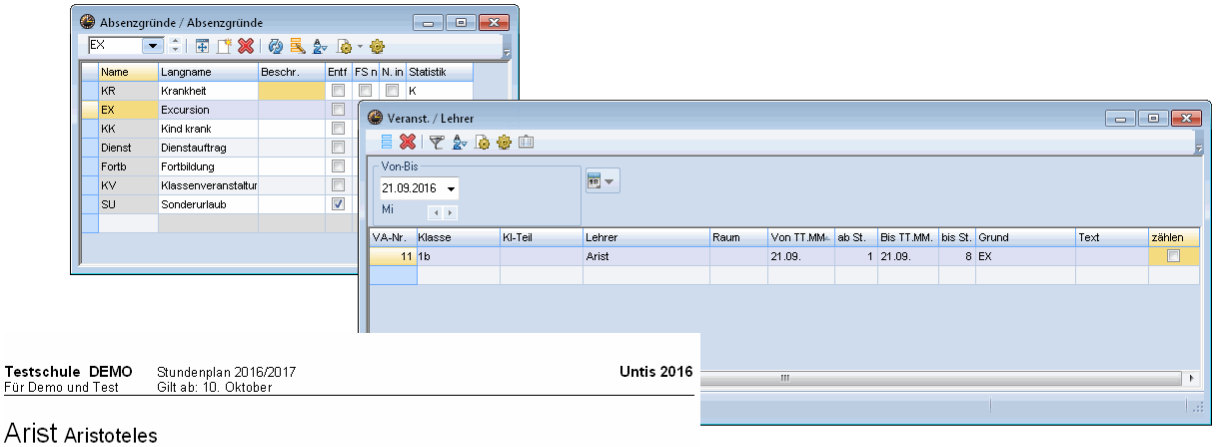
11.3 Events and substitution counters

There are various ways of counting events.

Do not count additional periods and cancellations

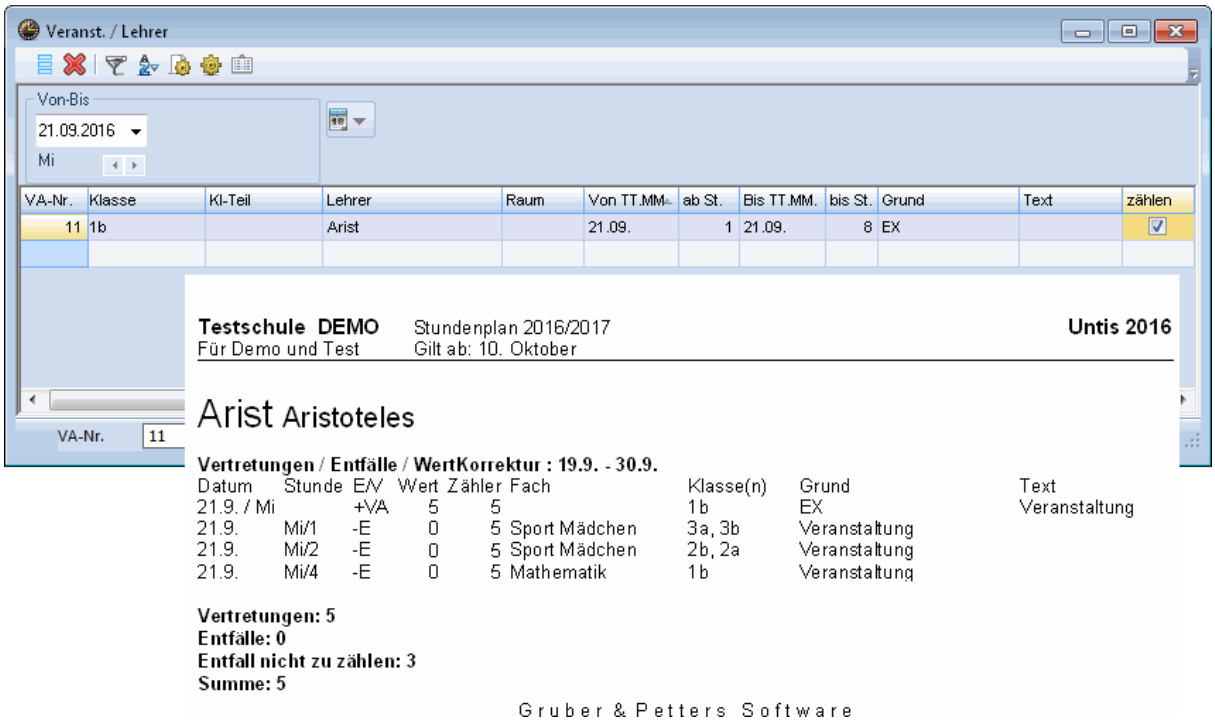
Teacher "Arist" has three periods on a Wednesday according to his regular timetable If he is on an excursion with a class for eight periods (see our example) then neither the three cancellations are counted negatively nor the additional five periods are counted positively.

the prerequisite for this is that the reason of absence for this event is "Excursion" (cancellations are not counted). If another teacher is released because of the absence of the class then these periods are counted negatively for the teacher concerned.



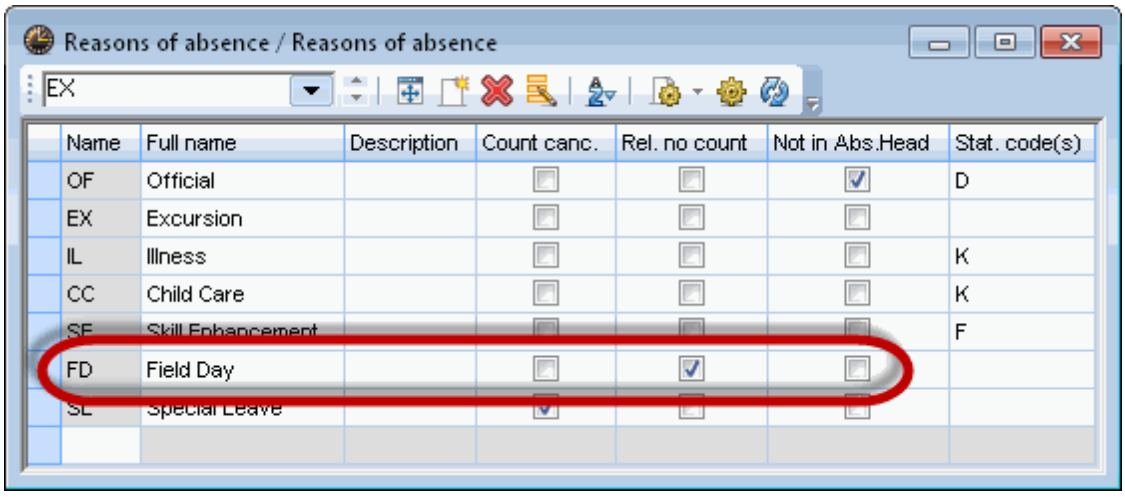
Counting additional periods

If teacher Arist's additional periods on Wednesday are to be counted positively you must check "Count" for the event in the event window.



Don't count releases

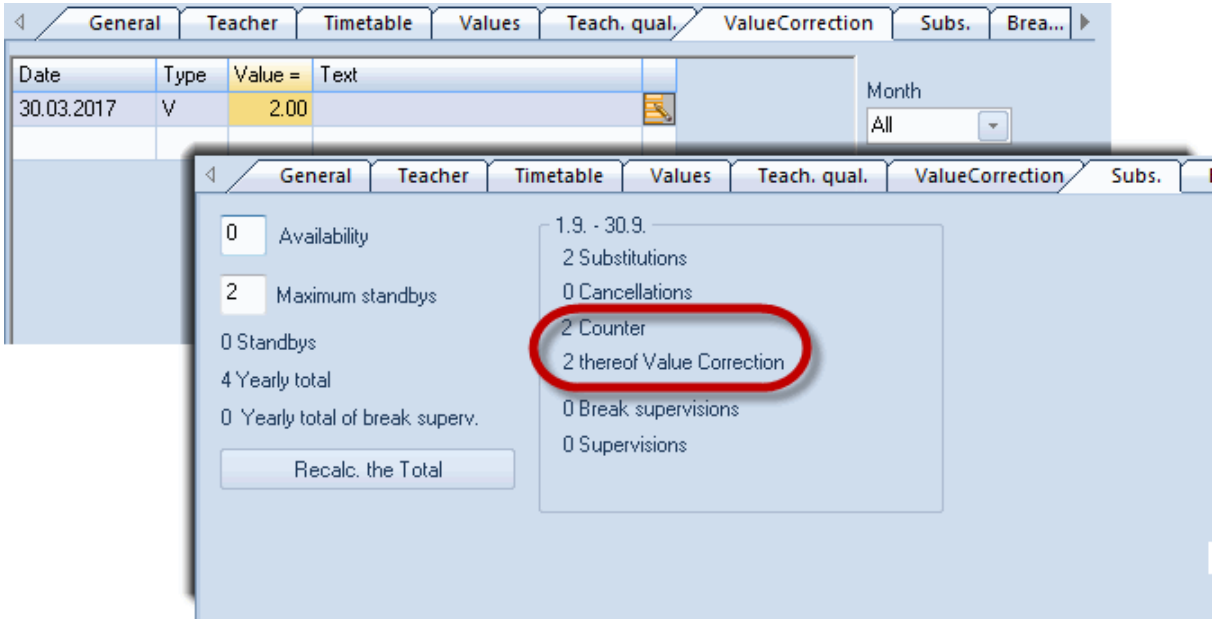
If releases that result from the absence of the class are not to be counted negatively, you must check "Don't count releases" (column "Rel. no count") for the reason of absence.



11.4 Value correction

You can change the total of the substitution counter manually via the 'value correction' tab in the "Teachers | Master Data" window

You can increase the value (Type V: substitutions or Y: special duties) or decrease it (Type E: cancellations) for a specific date.



The value correction can be printed out via "Print selection | Type of list: Value Correction".

Warning: Value correction of the value of a lesson
If you select type "+ Increase Value" or "- Decrease Value", you do not change the substitution counter but the value of the lesson.

Tip: Overview of the substitution counter
The "Master Data | Teachers" window provides an overview of the totals of all teachers (see chapter Overview substitution counter (master data window) for more details).

12 Statistics

The evaluation of substitution data is gaining increasing importance. Basically, there are two possibilities. First, the predefined reports (Substitution statement, Monthly statement etc.) which can vary depending on the country that you have set under "Settings | School data" and, second, the statistics whose contents are defined by your queries.

Here is an overview of the possibilities for evaluating the substitution data, which are then described in detail subsequently:

Name	Type	Content	Called from
Substitution statement	Report	List of all substitutions in a selected time range sorted by teachers; including substitution counter.	Reports | Selection | Cover planning | Substitution statement

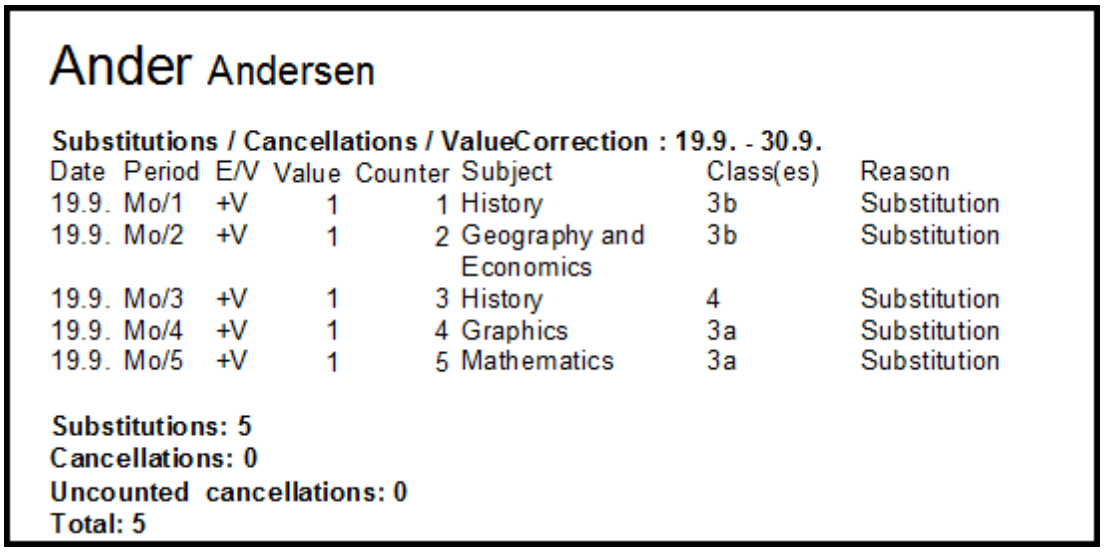
Cancelled days	Report	Overview of the cancelled days of teachers in a selected time range.	Reports | Selection... | Cover planning | Canc. days
Cover overview	Report	Overview of planned and held lessons for the whole school.	Reports | Selection | Cover overview
Surplus activities	Report	Daily balance of a teacher for one month.	Master Data | Teachers | Print selection | Type of list: Surplus activities
Monthly statement	Report	Detailed monthly surplus activities list sorted by teacher; lesson value included (only with module "Lesson planning and value calculation").	Master Data | Teachers | Print selection | Type of list: Monthly statement
Overview substitution counter	Master data window	Overview of the substitution counter of all teachers. The time range counted can be selected.	Master Data | Teachers
Substitutions	Query	Query about the content of the substitution window in a selected time range.	Modules | Cover planning | Substitutions
Absences	Query	Query about the content of the absences window in a selected time range.	Modules | Cover planning | Absences
Substitution statistics	Query	Statistical evaluation of lessons and substitutions with criteria that you yourself can define in a selected time range.	Modules | Cover planning | Substitution stats
Weekly values	Report	Overview of planned and held lessons including substitution data sorted by teacher.	Lessons | Weekly values
Export	ASCII	Export to official interfaces.	File | Import / Export

12.1 Substitution statement

Substitution statementYou can display a list with all substitutions and the counter via "Reports | Selection | Cover planning | Substitution statement". The time range can be selected in the print selection. The default setting is the current month according to the calendar.

The report is sorted by teacher. You can print either a list of all teachers or select certain teachers via the <Selection> button. Our example shows teacher Andersen substitution statement for the month of March. The individual substitutions plus their counting are listed. The counter is totalled at the bottom of the list.

Additionally, the type of substitution or the substitution text is shown in the "Text" column.



Ander Andersen

Substitutions / Cancellations / ValueCorrection : 19.9. - 30.9.

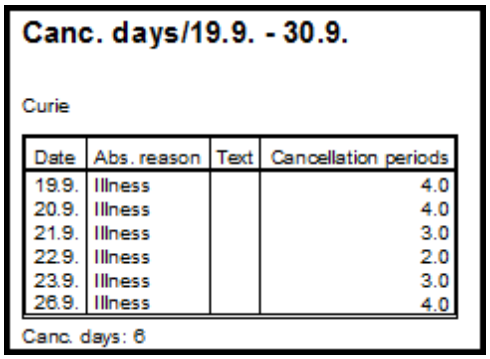
Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason
19.9.	Mo/1	+V	1	1	History	3b	Substitution
19.9.	Mo/2	+V	1	2	Geography and Economics	3b	Substitution
19.9.	Mo/3	+V	1	3	History	4	Substitution
19.9.	Mo/4	+V	1	4	Graphics	3a	Substitution
19.9.	Mo/5	+V	1	5	Mathematics	3a	Substitution

Substitutions: 5
Cancellations: 0
Uncounted cancellations: 0
Total: 5

Whether a substitution is counted positively or negatively depends on the reason of absence. You can find more examples for the output of the substitution statement in chapter Substitution counter.

12.2 Cancelled days

The cancelled days report (Reports | Selection | Cover planning | Canc. Days) shows the days on which all periods of a teacher were cancelled because of an absence. Additionally, the list provides information concerning the reason of the cancellation and the number of cancelled periods.



Canc. days/19.9. - 30.9.

Curie

Date	Abs. reason	Text	Cancellation periods
19.9.	Illness		4.0
20.9.	Illness		4.0
21.9.	Illness		3.0
22.9.	Illness		2.0
23.9.	Illness		3.0
26.9.	Illness		4.0

Canc. days: 6

12.3 Cover overview

The cover overview offers a comparison of the totals of the planned lessons and of the actually held lessons for a selected time range. Here you can find a detailed description of the individual paragraphs (figure):

Overview

- Planned lessons: The sum of the lessons according to the regular timetable.
- Lessons held according to the timetable: The sum of all the lessons that were actually held. Simple room changes are not counted.
- Lessons which have not been held by the scheduled teacher: The sum of all lessons that were not held by the teacher who was scheduled to do so.

- Special Duties: The sum of all special duties.

Lessons which have not been held by the planned teacher (Reasons of absence)

Every reason of absence that is listed here has to have a statistical code.

- For reasons of absence with the same statistical code, the name of the first reason with this code will be printed. For instance, you can summarise "Exams", "Exam Supervision" and "Final Exam" as the reason of absence "Exams" by assigning the statistical code "E" to all the reasons mentioned above

Substitutions (Type of substitution)

- This list is broken down into the types of substitution, i.e. additional work, paid substitution, cancellation, shift, etc.

Cancellation

- This is a breakdown of the cancelled periods by reasons of absence.

Cover overview : 1.3. - 31.3.

Overview

	1004	Planned lessons
-	992	Lessons held according to the timetable
=	12	Lessons which have not been held by the planned teacher
	0	Special duties
	0	Events

Lessons which have not been held by the planned teacher (Reasons of absence)

	6	Absence without a reason of absence
	6	Spontaneous cancellation
=	12	Total

Substitutions (Type of substitution)

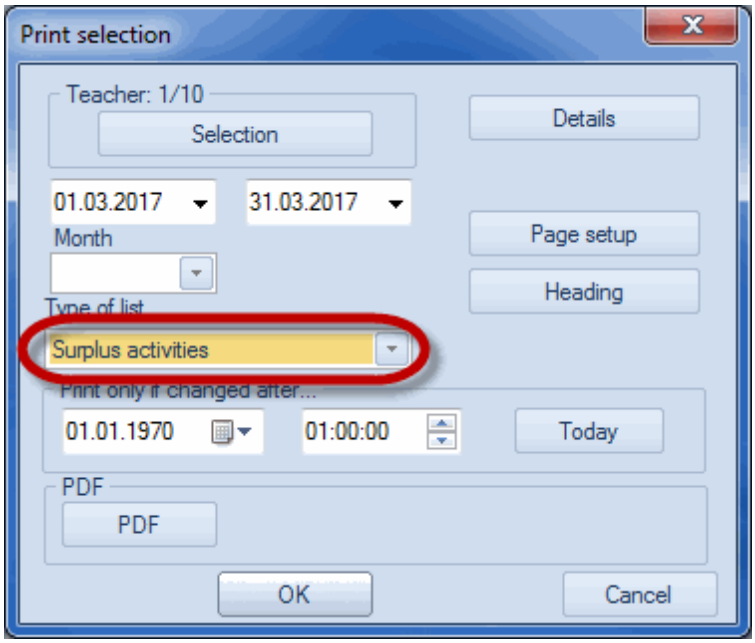
	6	Cancelled
	6	Uncovered substitutions
=	12	Total

Cancellation

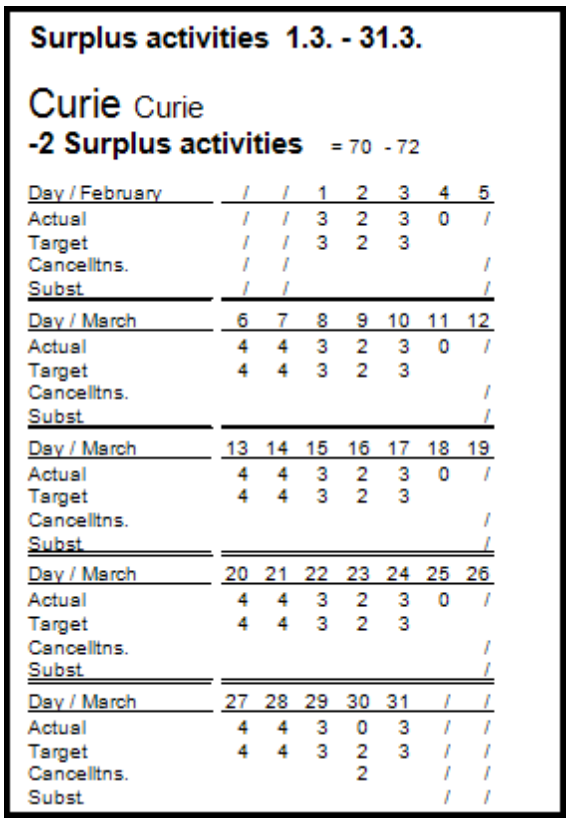
	6	Spontaneous cancellation
=	6	Total

12.4 Surplus activities

This list (Teachers | Master Data | Print selection) shows the daily balance of a teacher (actual periods, planned periods, surplus periods, cancellations, substitutions) for the period of one month. You can select it from "Teachers | Master Data" under "Type of list". The difference to the monthly statement is that the list of substitutions and cancellations is broken down by days, which considers only the surplus activities that result from substitutions but not the value of the planned periods per week.



You can see a comparison of planned and actually held lessons.



Surplus activities 1.3. - 31.3.

Curie Curie

-2 Surplus activities = 70 - 72

Day / February	/	/	1	2	3	4	5
Actual	/	/	3	2	3	0	/
Target	/	/	3	2	3		
Cancelltns.	/	/					/
Subst.	/	/					/

Day / March	6	7	8	9	10	11	12
Actual	4	4	3	2	3	0	/
Target	4	4	3	2	3		
Cancelltns.							/
Subst.							/

Day / March	13	14	15	16	17	18	19
Actual	4	4	3	2	3	0	/
Target	4	4	3	2	3		
Cancelltns.							/
Subst.							/

Day / March	20	21	22	23	24	25	26
Actual	4	4	3	2	3	0	/
Target	4	4	3	2	3		
Cancelltns.							/
Subst.							/

Day / March	27	28	29	30	31	/	/
Actual	4	4	3	0	3	/	/
Target	4	4	3	2	3	/	/
Cancelltns.				2		/	/
Subst.						/	/

12.5 Monthly statement.

You can print a detailed monthly statement including the deviations from planned values per week via the teachers' master data You require module "Lesson planning – Value calculation" for this.

To start printing, first activate window "Teachers | Master Data" and then "Print selection" (via the <Print> or <Print preview> buttons) and select list type "Monthly statement".

With this evaluation you will obtain the monthly statement for the teachers that you selected and the month that you set in print selection.

Monthly statement 09

Ander Andersen Hans Christian Status 19.9. - 25.9

0.000 (S) Target/week
27.000 (L) Lessons
0.000 (E) Balanced cancellations
0.000 (K) Unbalanced cancellations
0.000 (V) Substitutions

27.000 (M) Surplus activities = L-S-E+V
0.000 (MV Subst.-Surplus activities = V-E

Ander Andersen Hans Christian Status 26.9. - 2.10

0.000 (S) Target/week
27.000 (L) Lessons
0.000 (E) Balanced cancellations
0.000 (K) Unbalanced cancellations
0.000 (V) Substitutions

27.000 (M) Surplus activities = L-S-E+V
0.000 (MV Subst.-Surplus activities = V-E

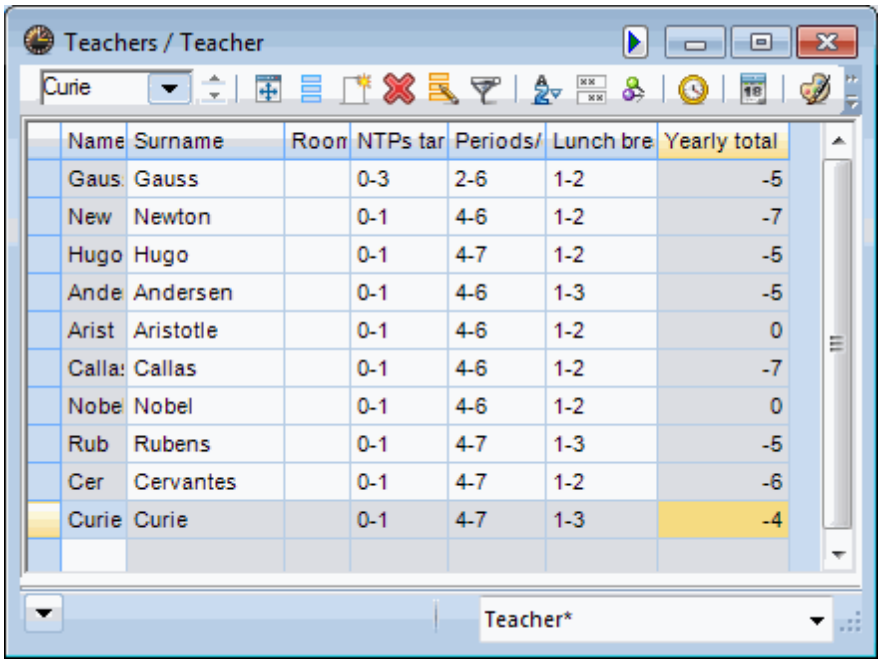
Ander Andersen Hans Christian Status

From	To	Days	(L)	Surplus activities	Subst.-Surplus activities
19.9.	25.9.	7	27.000	27.000	0.000
26.9.	2.10.	5	27.000	27.000	0.000
				---	---
				54.000	0.000

12.6 Overview subst.counter

If you require an overview of the substitution counters for all teachers of the school you can activate all the columns that concern the counting of the substitution data in the master data window and then print it out.

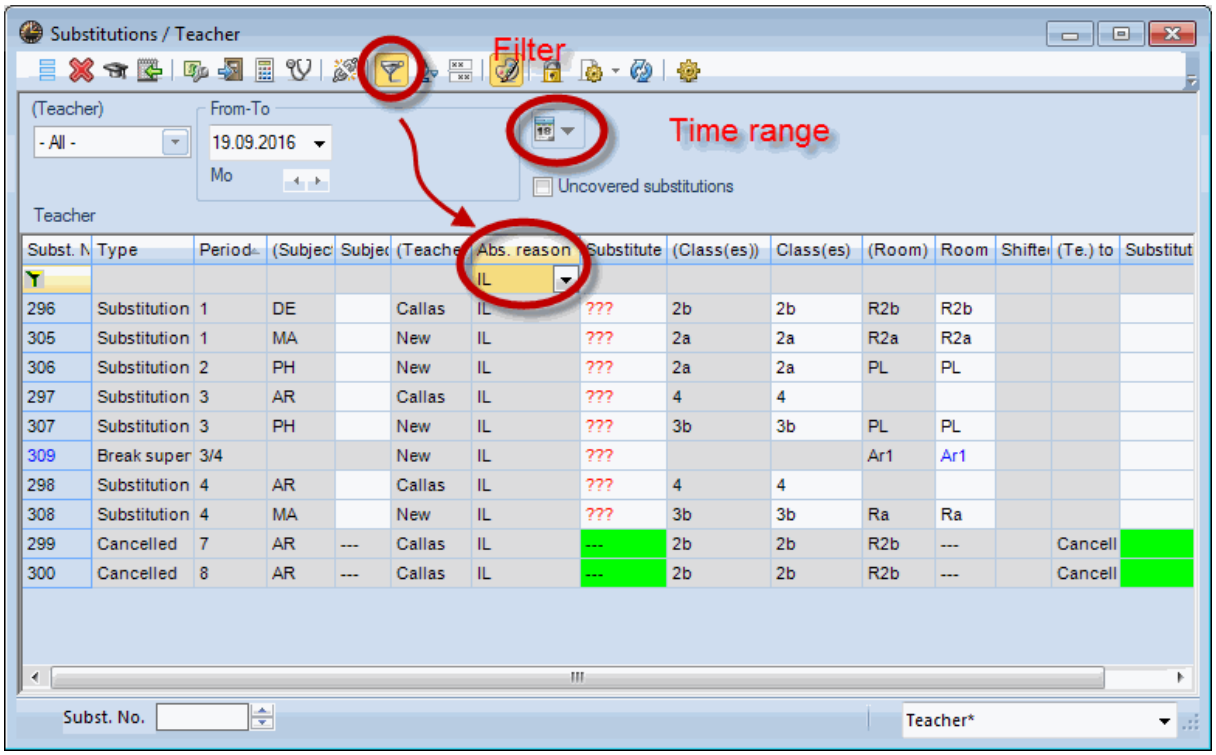
You can select the time range via the 'Settings' of Cover Scheduling.



12.7 Substitution queries

The settings regarding time range and the different filter options enable you to make specific queries directly in the subsitution list.

The following example shows all substitution events due to the absence reason 'illness', IL, in the week of 23 March.

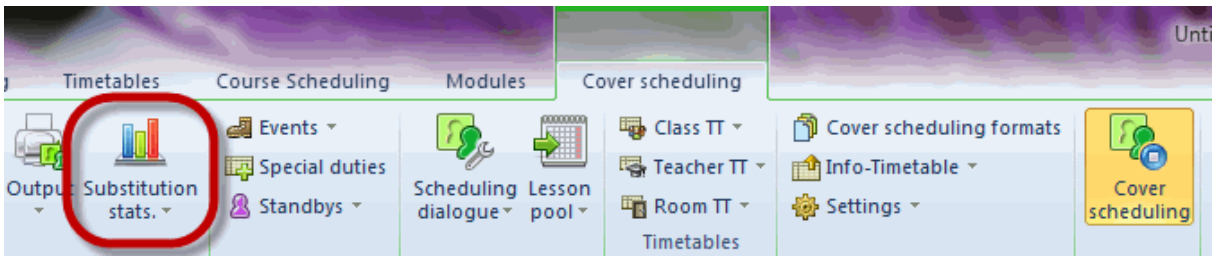


Statistics on absences

You can also generate absence statistics directly in the absence window.

12.8 Substitution statistics

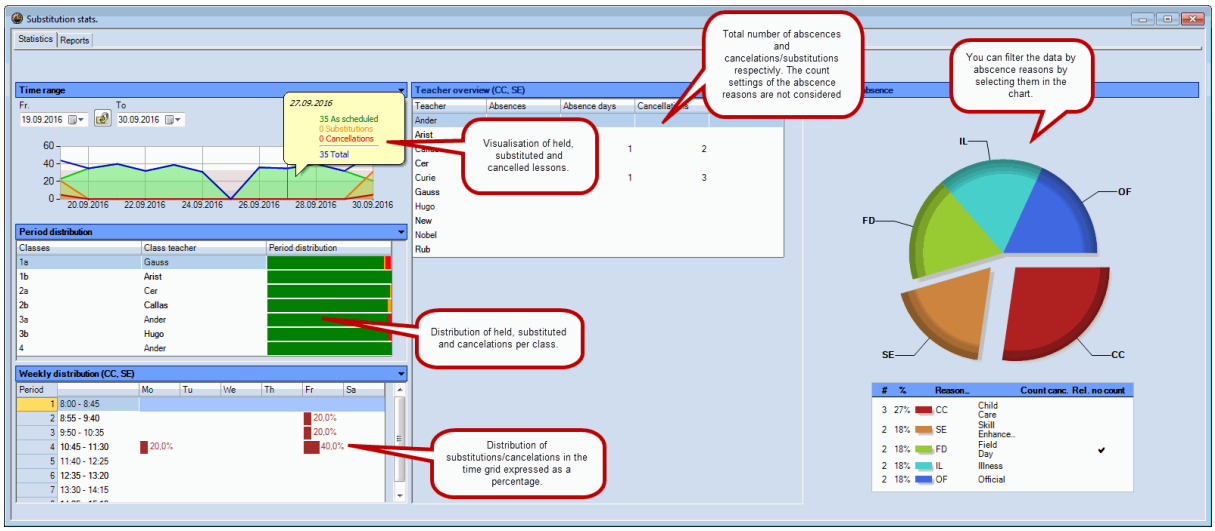
The "Substitution statistics" function allows you to make statistical evaluations of cancellations, substitutions or lessons of classes or teachers in a freely selected time range.



Cancellations, substitutions and lessons of the selected time range are counted. Optionally, you can filter or sort by subject, reason of absence, statistical code and type of substitution. The analyses are also graphically illustrated.

12.8.1 Overview

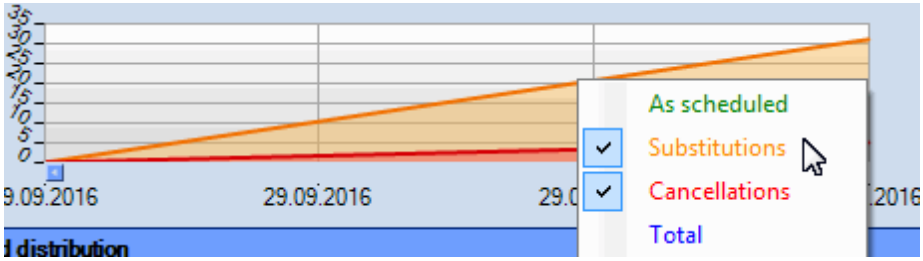
Substitution statistics have been reviewed completely for the 2014 version. The results of the analyses are now graphically illustrated and provide you with the option to centrally access all evaluations of substitution data.



The overview page has the following functionalities:

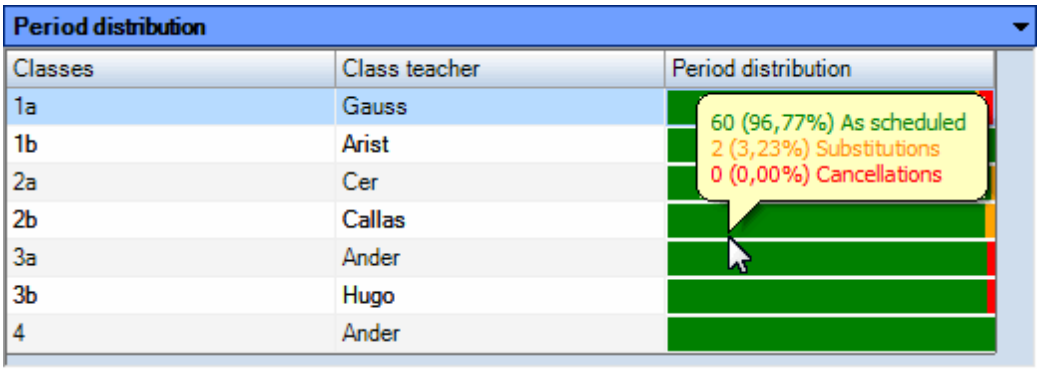
Time range

Here you can set the time range for the required data. The diagram shows the number of periods given as scheduled, substitutions and cancellations. You can hide and show any lines and curves by a right-click on the diagram.



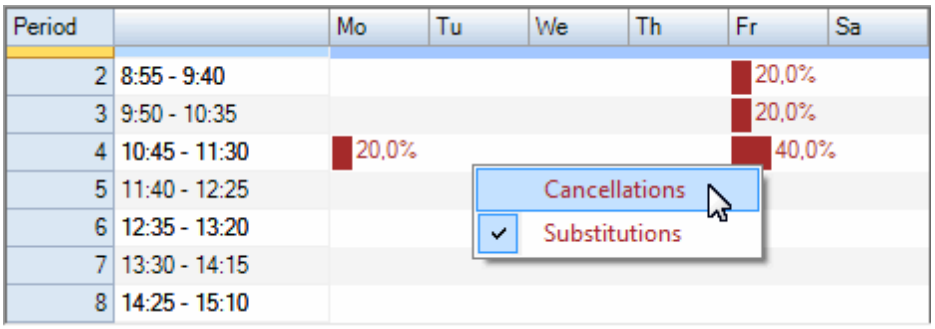
Period distribution

This diagram provides you with the distribution of given / substituted / cancelled periods per class. The counting works as follows: If a class is displayed in several coupling lines, the periods are counted per coupling line. If classes 1a and 1b, for instance, are coupled for the sports lesson with 2 teachers and the entire coupling is cancelled, both 1a and 1b show two cancellation periods. By clicking on one of the classes / class teachers you can access details on single elements.



Weekly distribution

All substitutions / cancellations are visualised in this diagram. A right-click on the diagram shows or hides the substitution types.



Teacher overview

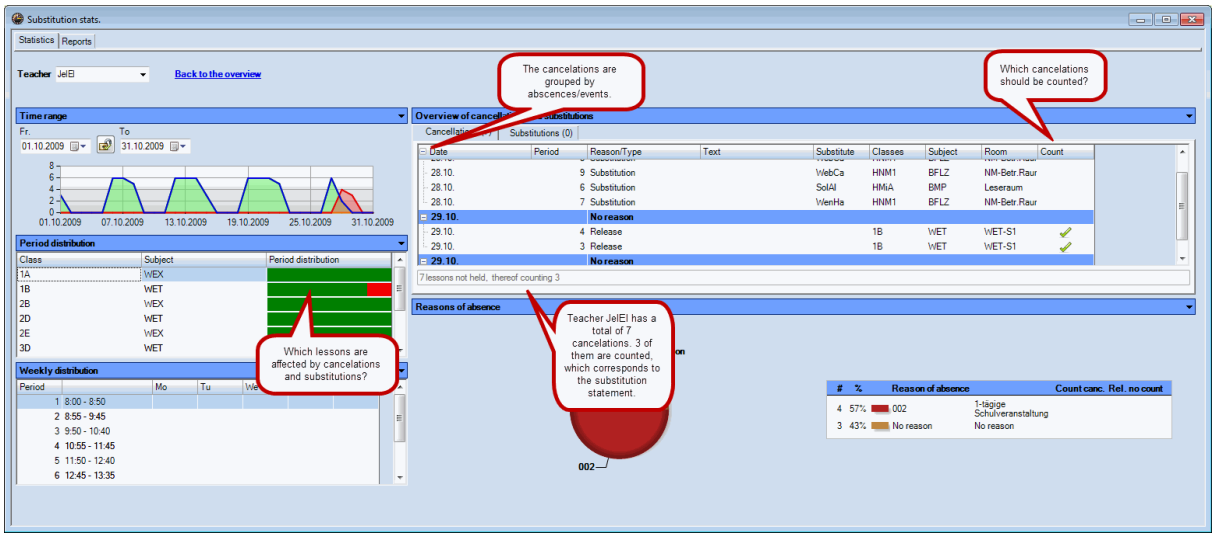
All absences, days of absence, substitutions and cancellations per teacher and set time range are listed here. Please note that any checks in the boxes 'Count canc.' and 'Rel. no count' in the 'Reasons of absence' window are not considered. Every single case is counted. By clicking on the short names of the teachers you can access details regarding the respective colleague.

Reasons of absence

This section visualises the reasons of absence of the substitutions/cancellations according to frequency in a pie chart. By clicking on the different reasons you can filter all data by the respective reason of absence.

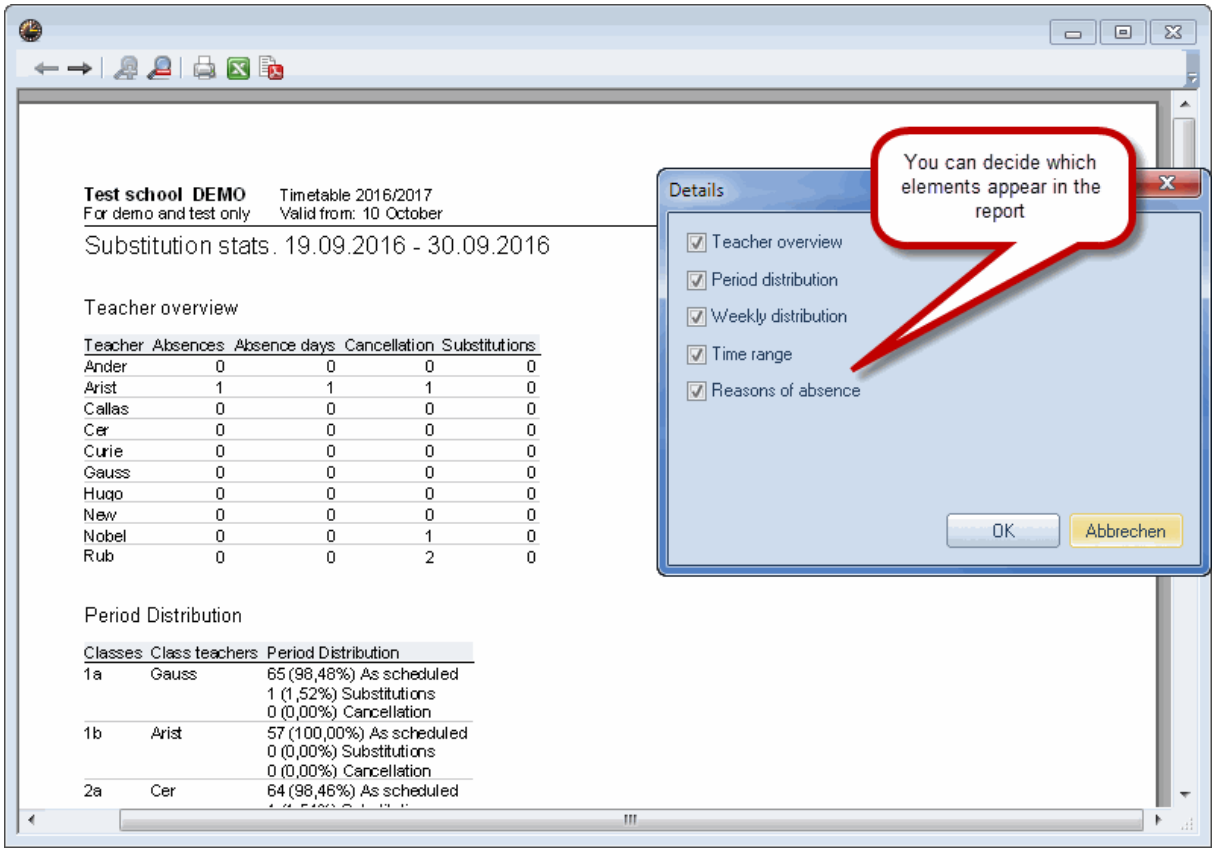
12.8.2 Overview: Cancellations & substitutions

A detailed view provides more information on single teachers / classes. On the right cancellations are grouped by absences / events, on the second tab you can access all substitutions. Below the list you see the total plus the counter resulting from the substitutions and cancellations in the given time range. In the 'Period distribution' diagram you see which lessons are affected by substitutions / cancellations.



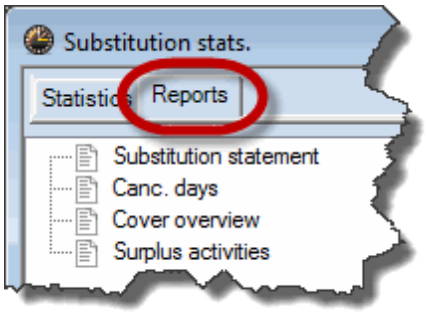
12.8.3 Print

If you click on <Print> or <Print preview> directly in the substitution statistics window, a new window opens where you can define which elements of the active page you want to print.



12.8.4 Reports

On the 'Reports' tab on the left side you can access all reports on cover scheduling available in Untis. On the right side you have the option to access the substitution statistics as you know it from earlier versions.



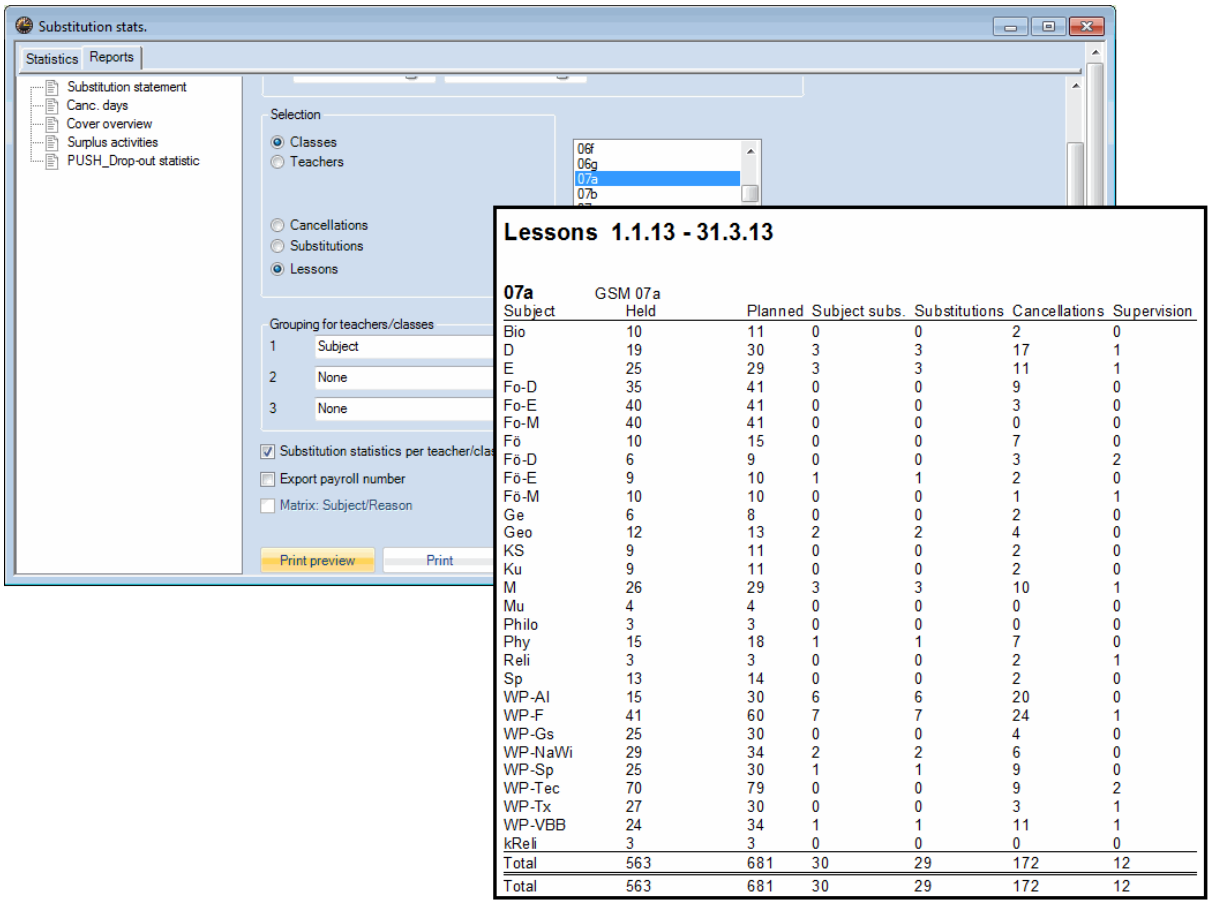
The two following examples will describe the many options you have with this diversely applicable tool.

Statistics on periods on subjects not held

Statistics on cancellations for teachers

12.8.4.1 Statistics on periods of subj. not held

You wish to know the percentage of lessons of a particular subject held for class 7a in March. The screen shot below shows the settings and the report which will be printed.



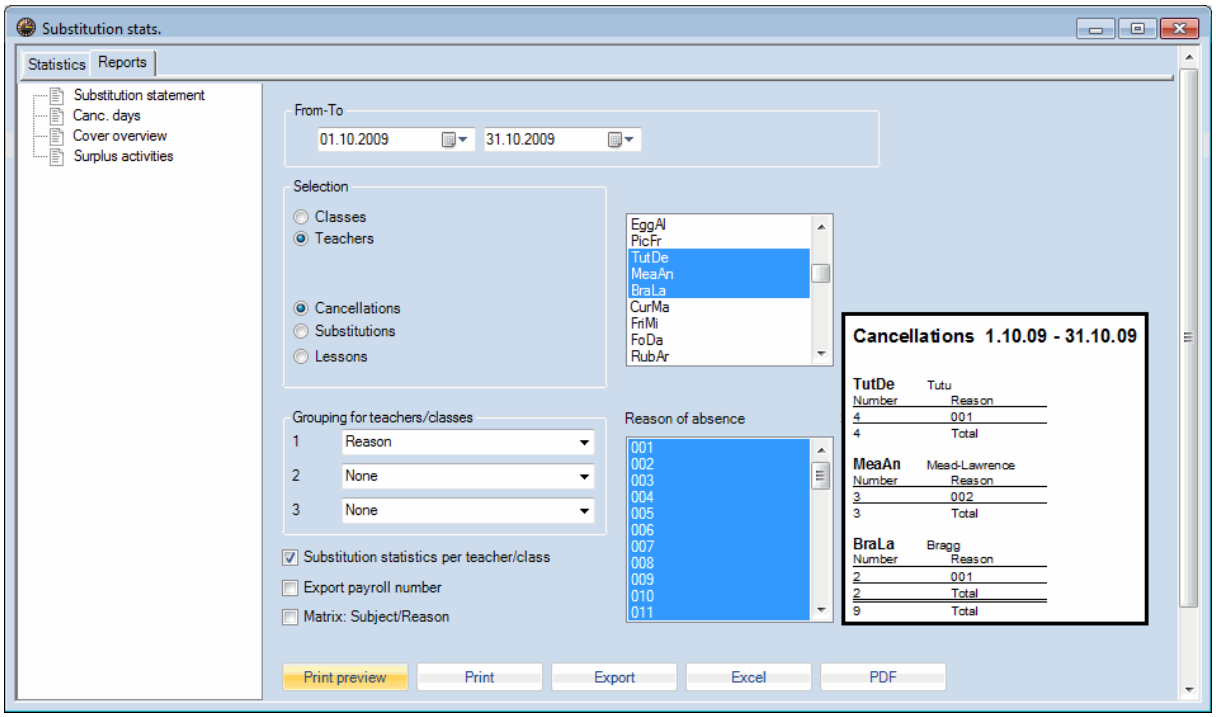
Subject	Held	Planned	Subject subs.	Substitutions	Cancellations	Supervision
Bio	10	11	0	0	2	0
D	19	30	3	3	17	1
E	25	29	3	3	11	1
Fo-D	35	41	0	0	9	0
Fo-E	40	41	0	0	3	0
Fo-M	40	41	0	0	0	0
Fö	10	15	0	0	7	0
Fö-D	6	9	0	0	3	2
Fö-E	9	10	1	1	2	0
Fö-M	10	10	0	0	1	1
Ge	6	8	0	0	2	0
Geo	12	13	2	2	4	0
KS	9	11	0	0	2	0
Ku	9	11	0	0	2	0
M	26	29	3	3	10	1
Mu	4	4	0	0	0	0
Philo	3	3	0	0	0	0
Phy	15	18	1	1	7	0
Reli	3	3	0	0	2	1
Sp	13	14	0	0	2	0
WP-AI	15	30	6	6	20	0
WP-F	41	60	7	7	24	1
WP-Gs	25	30	0	0	4	0
WP-NaWi	29	34	2	2	6	0
WP-Sp	25	30	1	1	9	0
WP-Tec	70	79	0	0	9	2
WP-Tx	27	30	0	0	3	1
WP-VBB	24	34	1	1	11	1
kReli	3	3	0	0	0	0
Total	563	681	30	29	172	12
Total	563	681	30	29	172	12

If you entered the subject that was originally scheduled in the "Subject" column of the substitutions view, this lesson will be regarded as held and it will be counted as such. If you wish the subject of the substitution to be entered automatically then activate "Insert the substitution subject automatically" (Settings | Miscellaneous). The substitution will be displayed separately as "Subject subs.". The following rule applies:

- If the substitute teacher has the teaching qualification for the originally scheduled subject then this will be entered automatically. We are dealing with a subject substitution and the period is regarded as held..
- If the teacher does not have the teaching qualification but is teaching another subject in this specific class then it will be entered automatically. This period will also be counted. (This makes it possible for the percentage of held periods of a subject to exceed 100%.)
- If the teacher does not have the teaching qualification and does not teach the class then no subject will be entered and the period is not considered as held in the statistics.

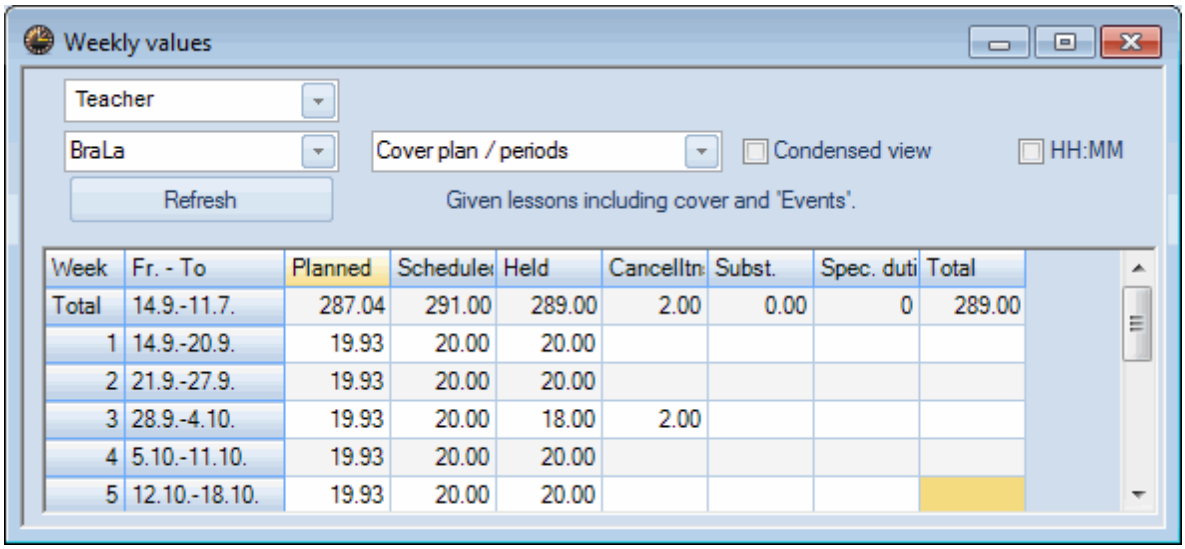
12.8.4.2 Statistics on cancellations for teachers

You wish to know the number of cancellations plus reasons of absence for every teacher in March. The screen shot shows the settings and the report which is will be printed.



12.9 Weekly values

Substitutions can also be considered in the weekly values (only available with module "Lesson planning – Value calculation").



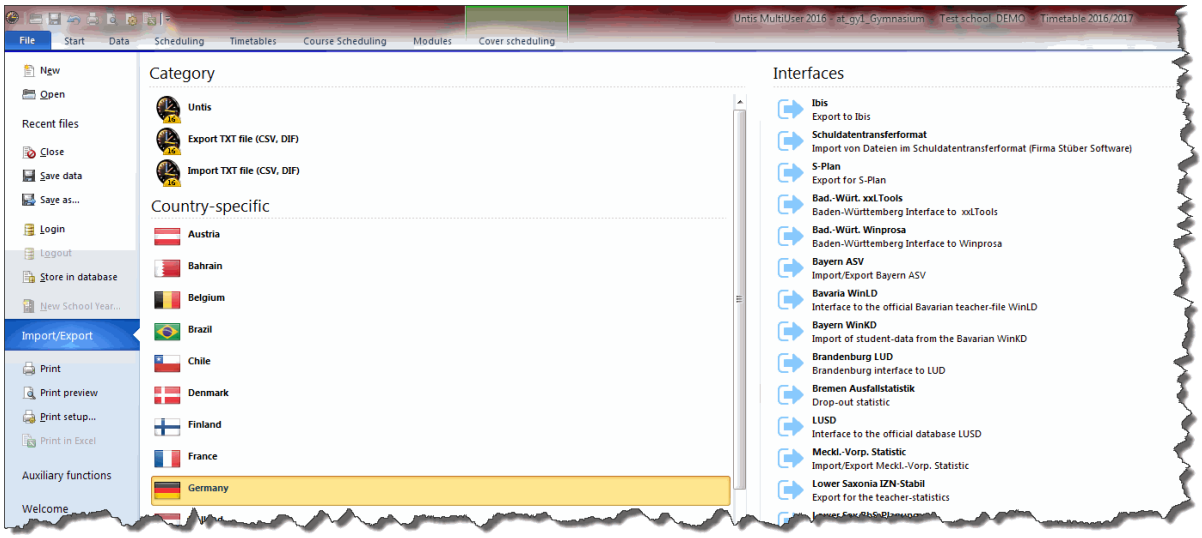
Week	Fr. - To	Planned	Schedule	Held	Cancelltn	Subst.	Spec. duti	Total
Total	14.9.-11.7.	287.04	291.00	289.00	2.00	0.00	0	289.00
1	14.9.-20.9.	19.93	20.00	20.00				
2	21.9.-27.9.	19.93	20.00	20.00				
3	28.9.-4.10.	19.93	20.00	18.00	2.00			
4	5.10.-11.10.	19.93	20.00	20.00				
5	12.10.-18.10.	19.93	20.00	20.00				

The setting "Cover plan | Values" displays the values of substitutions and value corrections where applicable.

12.10 Export to official interfaces

We have developed a large number of export options (File | Import/Export) tailored to the requirements of many countries.

For more information please contact your Untis partner or Gruber&Petters.



13 Special functions

The following chapter is intended to give you an overview of the functions of the cover planning module that are connected to other modules (e.g. Break supervision), of functions that are not used on a daily basis (e.g. New school year, Standbys) and of tips that should facilitate daily work with cover planning (e.g. window groups).

13.1 Break supervision

Modules 'Cover planning' and 'Break supervision' are connected insofar as an absence of a teacher in the period after a break supervision creates an uncovered substitution of the type 'Break supervision'.

The following options of editing break supervisions can be applied:

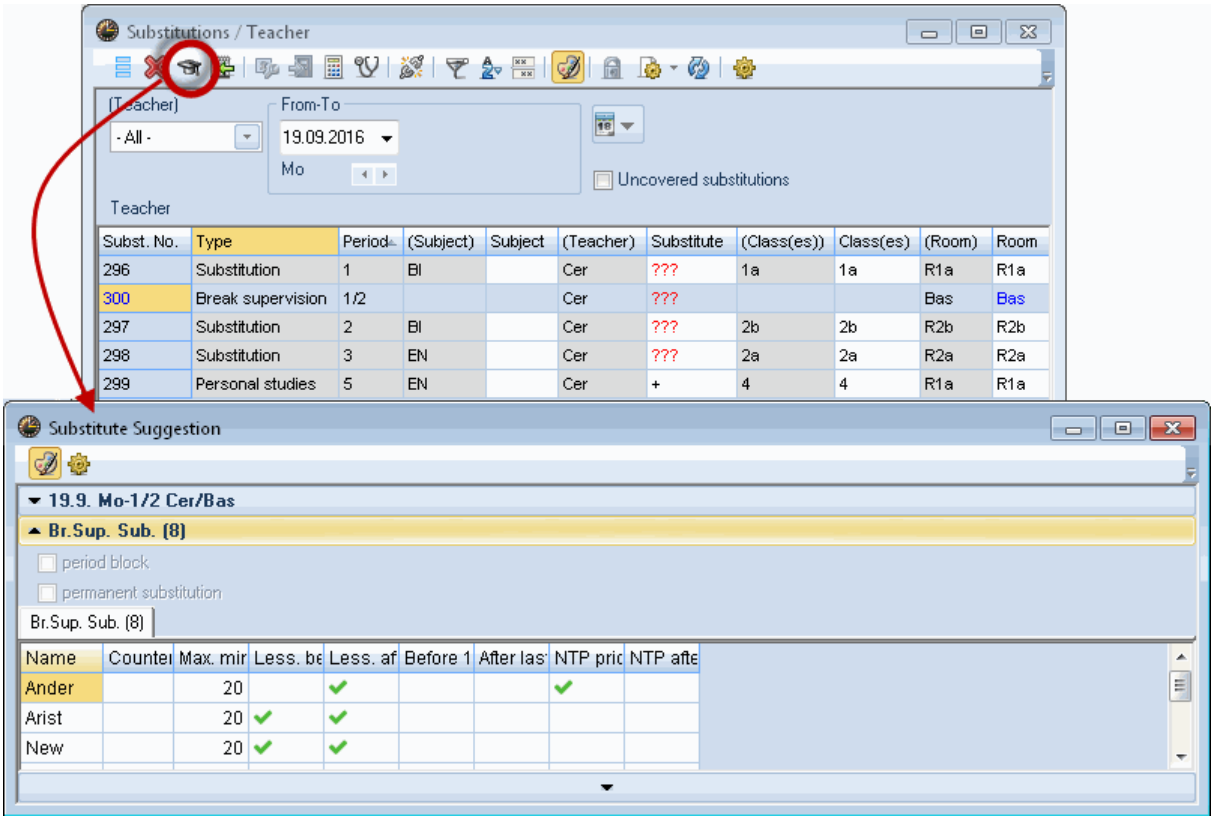
- Substitution of a break supervision with an absence
- Substitution of a break supervision without an absence
- Cancellation of a break supervision
- Break supervision special duty

13.1.1 Substitution of a break supervision

A substitution of a break supervision can directly be edited in the Substitution suggestion window. In general you treat break supervision substitutions just like any other substitution. The differences are:

- In the substitution window in the "Period" column the break between period 1 and 2 is displayed as "1/2".
- In the "Room" column you will find the word "Corridor".

- There certainly is no subject or class.
- Via <Settings> in the substitution window you can define whether break supervision substitutions should be shown (and printed) or not. Therefore you can also create a list which has break supervision substitutions only.



With a right-click in the header you can show the following points:

- Name: the name of the teacher.
- Points: the number of points (minus points) for the respective supervision.
- Counter: the number of break supervision substitutions already held in the selected time range.
- Max. minutes: the maximum value (in minutes) for break supervisions per week that was entered under "Master Data | Teachers".
- BS/day: the number of break supervisions on this day.
- Less. before / after: the teacher has a lesson just before / after the break supervision.
- Corridor before / after: The teacher has a lesson in a room adjacent to the corridor just before / after the break supervision
- Before 1st.per. / After last per.: This break supervision is before the first period / after the last period of the teacher.
- Consec. superv.: The teacher is already scheduled for a break supervision that lies either just before or right after the break supervision.
- Bef. / After blocking: The break supervision is just before / after a blocking of the teacher.
- NTP prior / after: The teacher has a non-teaching-period just before / after the break supervision

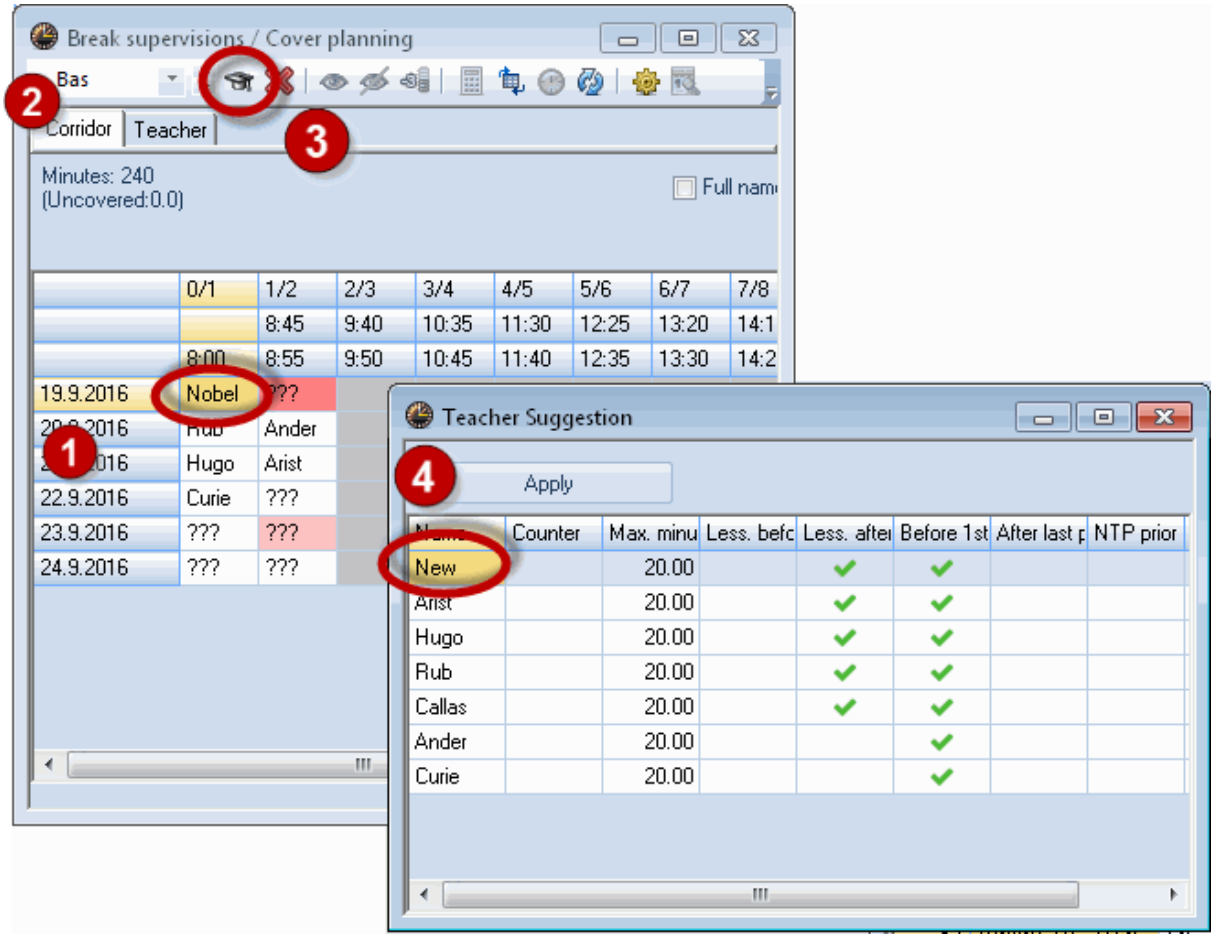
Tip: Break supervision despite absence

If a teacher is absent from the 3rd period on, then a substitution for break supervision for break 2/3 will be created. However, the teacher is able to hold this break supervision. The teacher can be assigned as his/her own substitute but will not be suggested as a substitute..

13.1.2 BS substitutions without an absence

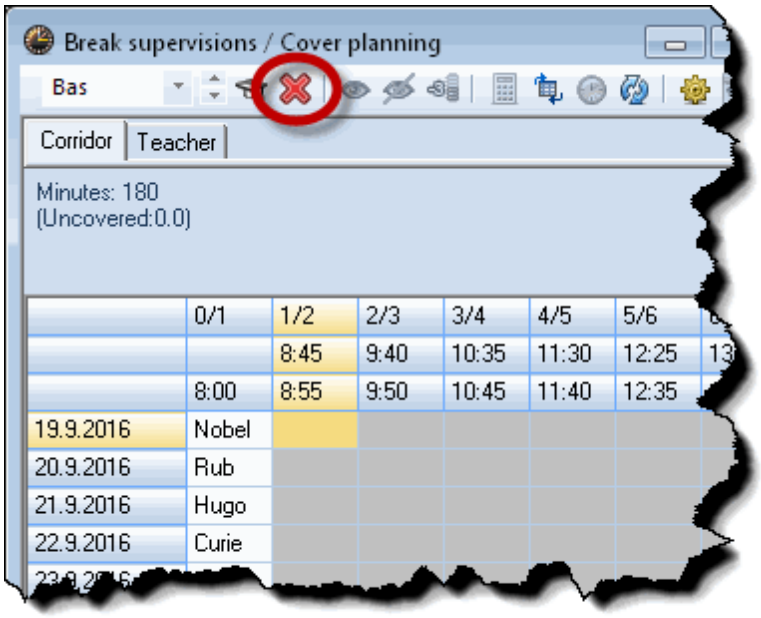
If you want to change a break supervision without setting a teacher absent you can do this in the break supervision window:

1. Open the break supervision window on the 'Start' tab and choose the respective week in the calender.
2. Choose in the selection list the supervision of the resepctive area.
3. Select the respective supervision in the grid and open the substitution suggestion.
4. Double-click on a suitable substitute to confirm.



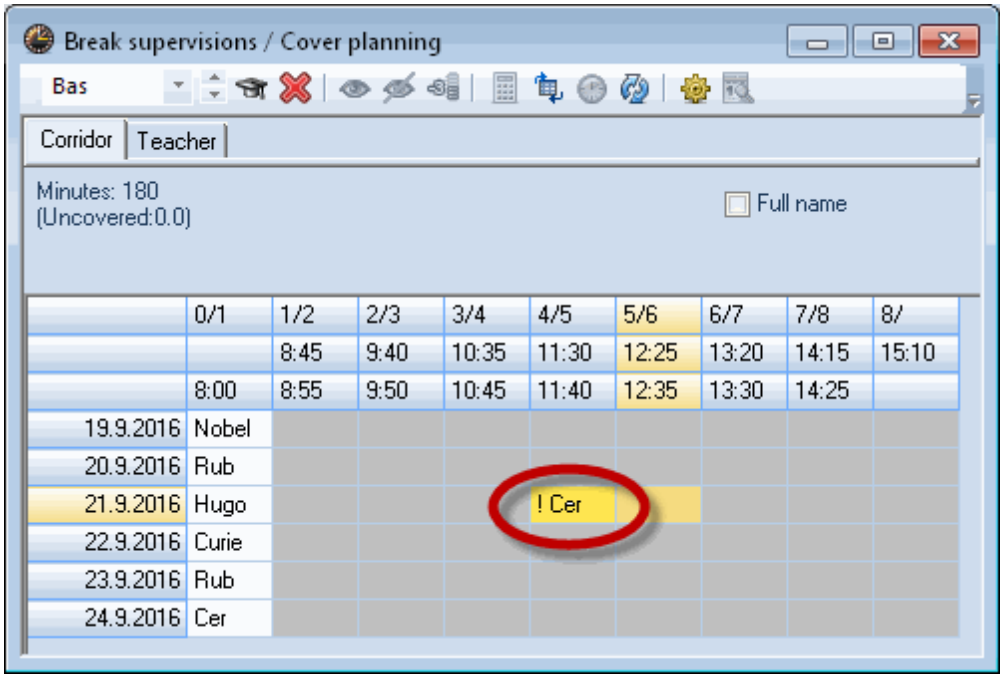
13.1.3 Cancellation of a break supervision

Via the <Teacher ->?> button you can cancel a break supervision without entering an absence for a teacher.



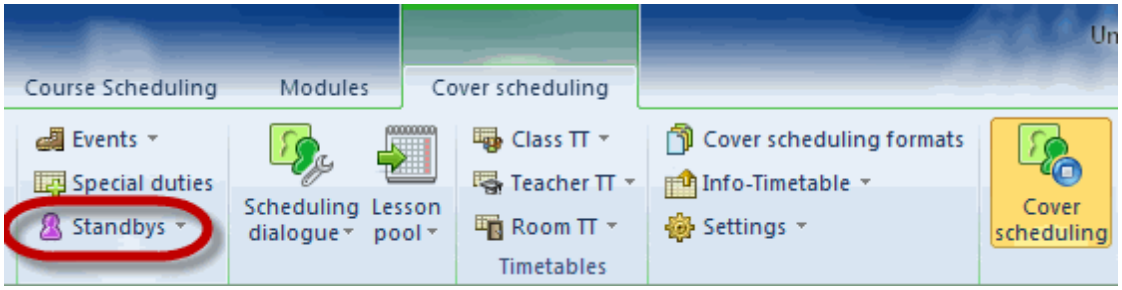
13.1.4 Break supervision special duty

You can assign break supervisions spontaneously – even at times when usually no break supervisions are scheduled. Just enter the name of the teacher for the relevant corridor at the respective time and the supervision will be assigned to the teacher. You can assign a teacher also via the teacher suggestion.



13.2 Standby scheduling

Standbys are often used in cover planning.



In certain periods one or more teachers are on standby, i.e. they are readily available for possible substitutions. The standbys are scheduled after the timetable is completed. The following points need to be considered

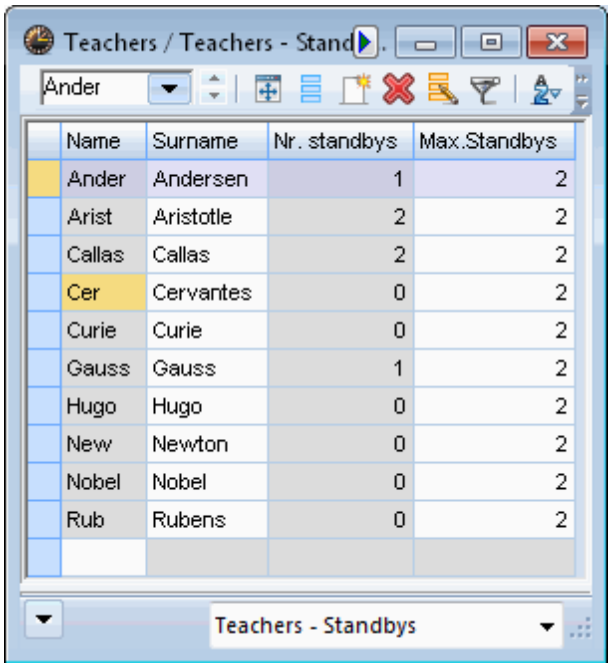
- The standbys must be distributed evenly among the teachers.
- In certain periods, e.g. the first period, more than one standby is needed.
- There has to be a limit of how many standbys a teacher can be assigned to.
- The standbys have to "fit in with" the regular timetable of the teacher. The teacher should not be assigned lessons while he is on standby, of course. On the other hand the standbys should not be scheduled on (half) days without regular lessons. Ideal are non-teaching periods between two lessons or periods that are adjacent to lessons.
- Several standbys on the same day are generally not desirable.

13.2.1 Preparation for standby scheduling

The following points need to be completed before standby scheduling:

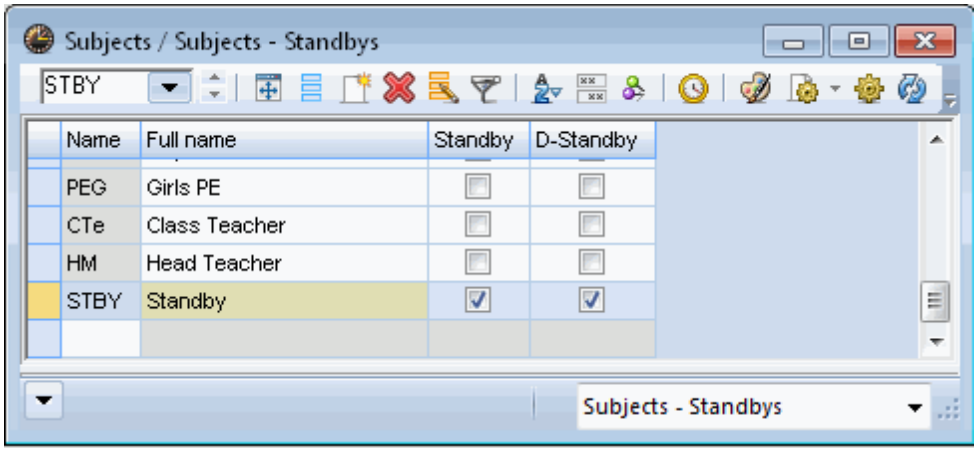
Teacher

Define in the master data window of the teachers how many standbys should be assigned to the teachers.



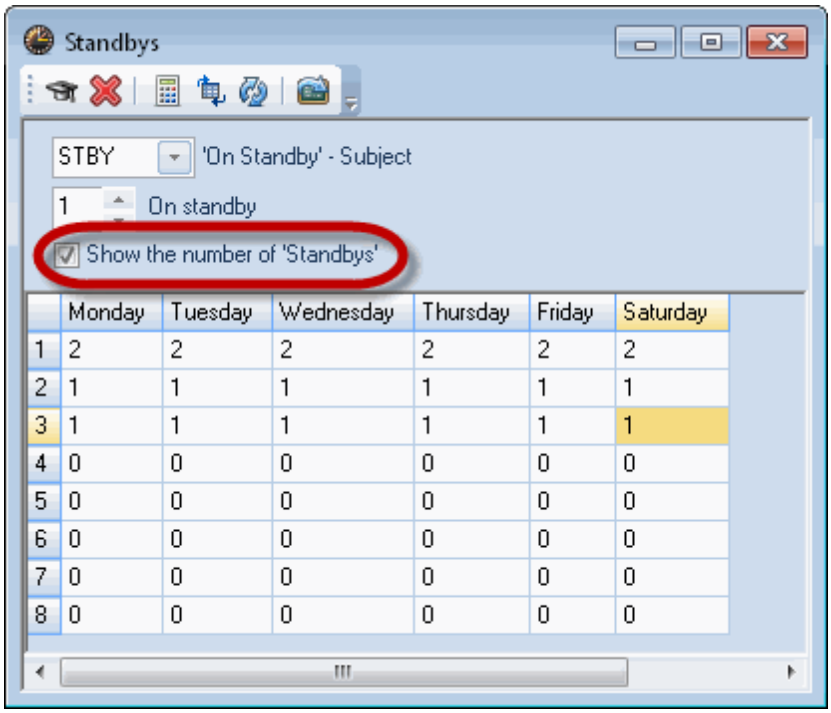
Define a standby subject

Go to 'Subject | Master data' and define a subject as standby subject. Autmoatically this subject will neither be substituted nor counted.



Time and number of standbys

In the standby window you define how many standbys are necessary in which periods.
In the screenshot below you see that in the first period two standbys are needed and in the periods 2-3 one standby is necessary for each.



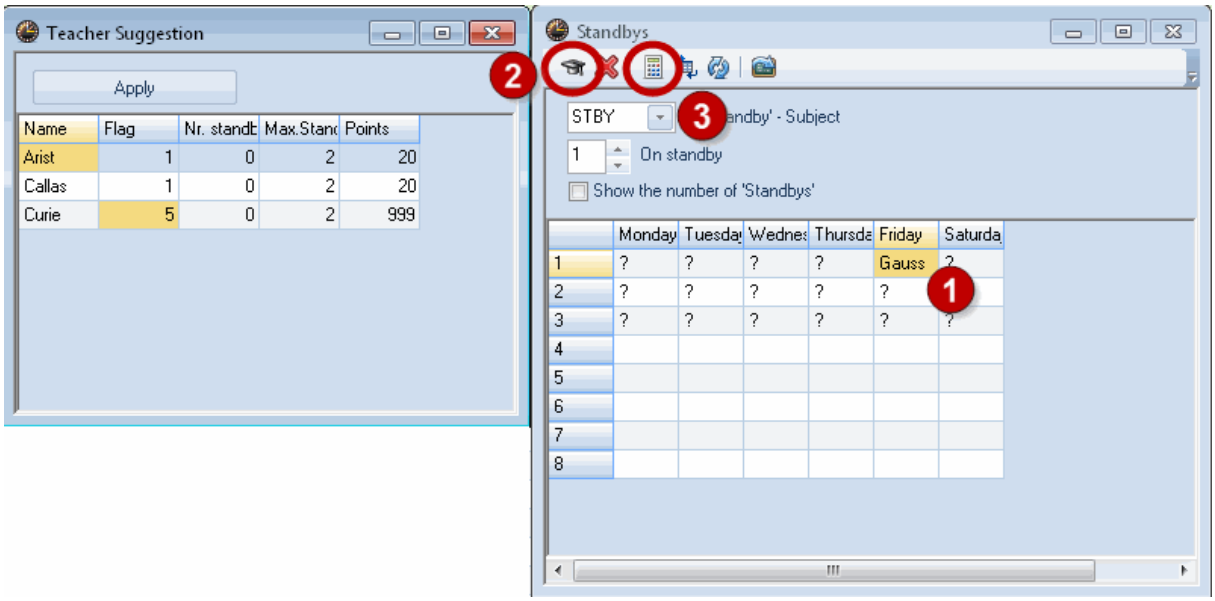
13.2.2 Scheduling standbys

Uncheck the box 'Show the number of 'Standbys' in order to be able to schedule standbys. Now you have three options to schedule standbys. The first two options need a look into the teacher timetable.

1. Just enter a teacher in a field with a question mark.

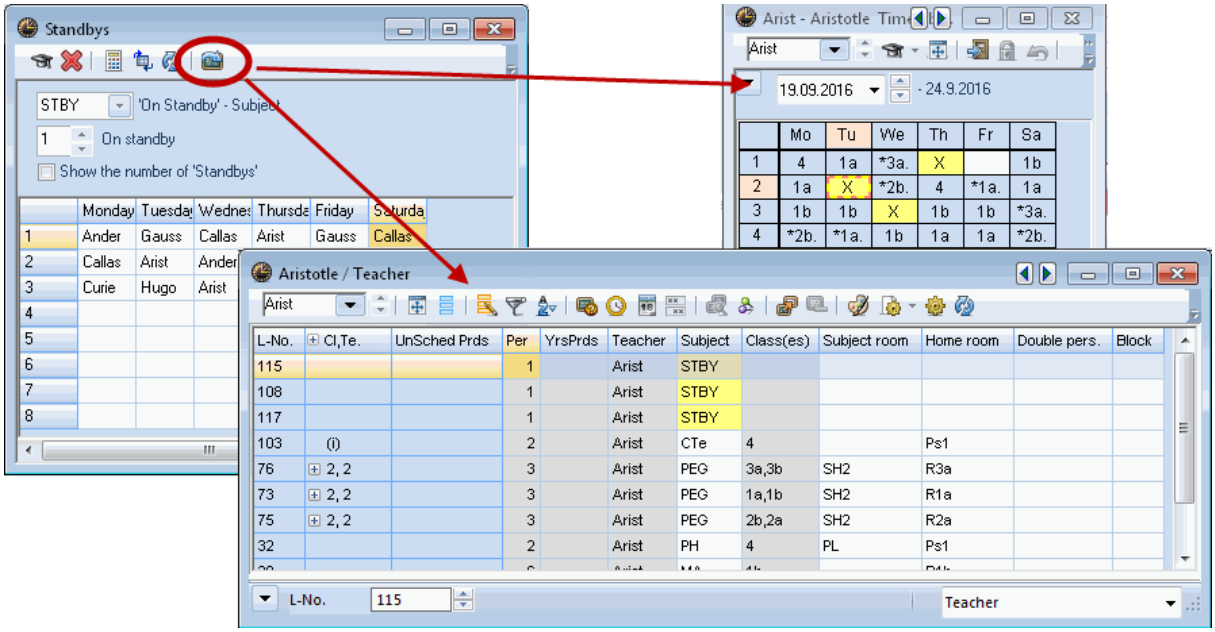
2. Click on a field and open the suggestion window. Here you see which teacher is suitable for the respective standby.

3. Now let the standbys be scheduled automatically.



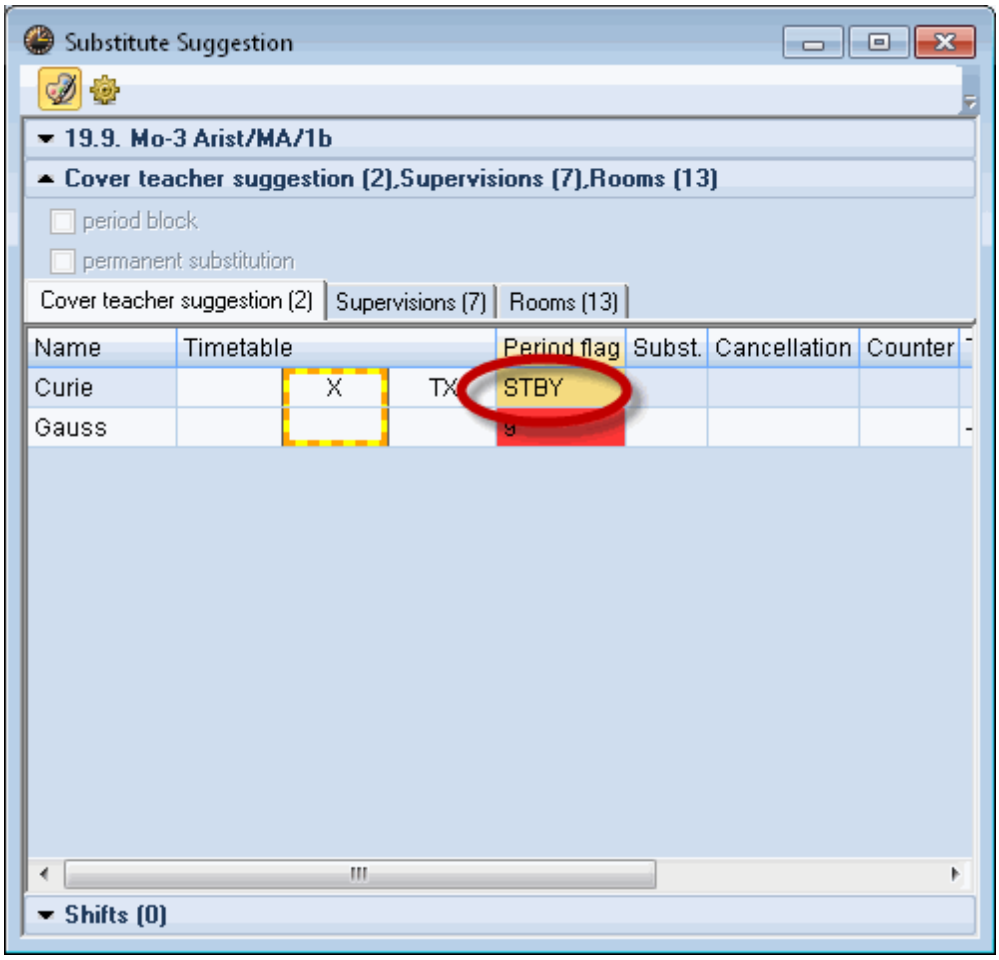
Transfer standbys into lessons

When the scheduling is completed you can transfer all standbys into the lessons window and the timetable by clicking on the <Transfer standbys into lessons>.



Display of standby

All standbys are certainly also shown in the substitute suggestion. This enables you to quickly decide, whether you want to assign a standby teacher for an unscheduled substitution or not. The 'Period flag' column shows the short name of the standby subject.



Note: Standbys count as teaching load
If you tick the option "Standbys count as teach. load" (Master Data | Subjects | Subst. tab) then the standbys will count towards the teaching load of the teacher just as any regular lesson. A substitution in a standby period does not count positively for the teacher's substitution counter. Un-used availabilities are displayed for the selected time range in the "Substitution Statement" report.

13.3 Special duties

Generally, a special duty is an additional lesson which is not scheduled in the regular timetable and which does not result from a substitution or a shift . A special duty can, for example, be defined in the scheduling dialogue or it can be created through the lesson pool. You will find more information about the procedure in the relevant chapters.

If you wish to create several special duties for one period block (e.g. for a multi-period exam or class teacher lessons at the beginning of the school year) then you can use the 'Special duties 'window

You can open this window via the context menu of the right mouse-button or the <Special Duties> button on the 'Course scheduling' tab.

13.3.1 Special duty for a period block

If you wish to create a special duty for a period block - e.g. for an examplease do as follows:

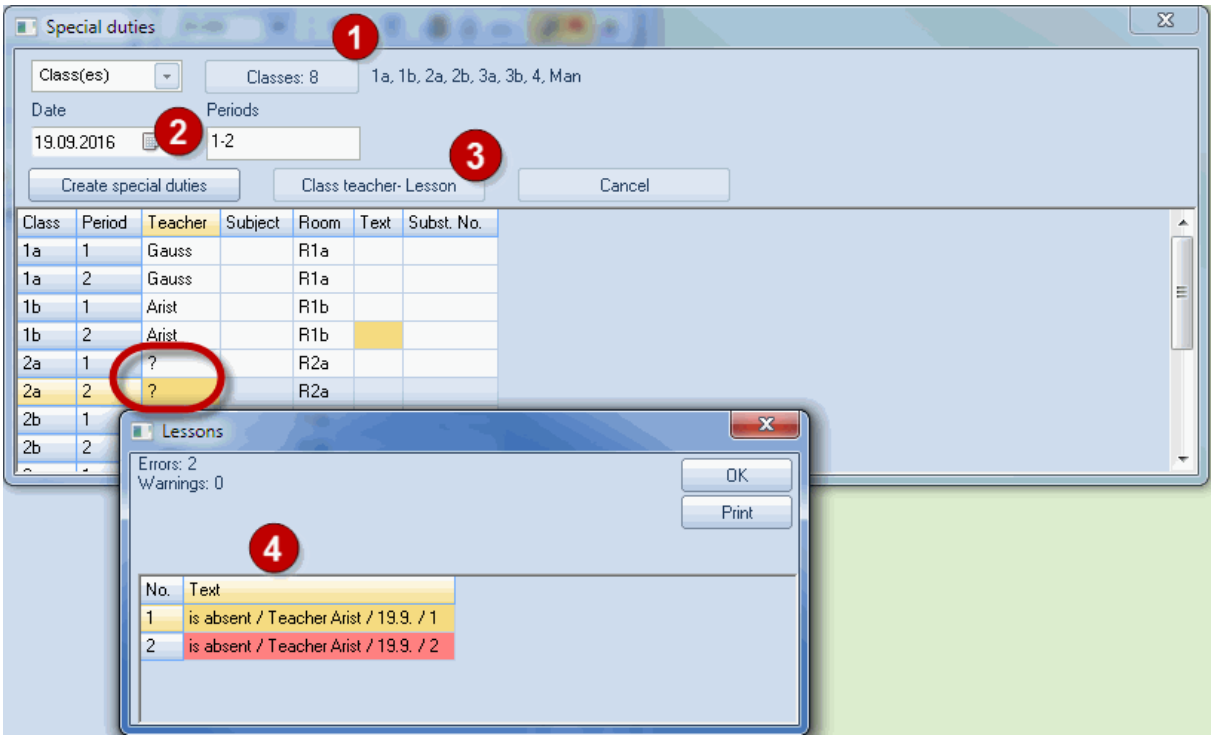
1. Open the 'Special duties' window and select the respective class(es).
2. Select the date on which the period block should take place.
3. Enter in which period the block should take place. Confirm your entry with <Tab> or <Return>. Three lines will appear for the first three periods allowing you to create the special duty.
4. Enter the teacher, subject and room, if you already know which elements should be entered. You also can enter a text which will be displayed in the substitution text, if you wish so.

Tip: Name of supervision not known yet
If you do not know yet which teacher(s) should supervise the exam, you can leave the fields empty to look for a suitable supervisor later on via the substitutions window.

13.3.2 Class teacher lessons

You can easily schedule class teacher (form teacher) lessons at the beginning of the year via the "Special duties" window. The prerequisite for this is that class teachers must be entered in the "Class teacher column" under "Classes | Master Data".

1. Open the 'Special duties' window and select all classes.
2. Select the date and the respective periods and confirm these entries with <Return>.
3. The class teacher (from "Classes | Master Data") and the home room of the relevant class will be entered automatically when the <Class teacher - Lesson> button is clicked.
4. If a teacher should be absent in the chosen time you will be informed and the special duties will not be created. Enter the ?-teacher and search for a suitable substitute via the substitute suggestion window.



13.4 Exam planning

You can schedule exams with one of the following methods depending on how much information is available at the time of scheduling:

Exam is fixed

If all elements are already confirmed - time, students, teachers and rooms, create an event with all elements involved. You will then have all necessary information in the substitution printout. Furthermore, all changes of the regular timetable are transferred into all statistics. You can define how the event should be counted for the teachers involved and those released (see chapter Events and Substitution counter).

Time and students are fixed

If only the time and the students are confirmed and teacher and room should be assigned later, you have the following options:

Exam as a special duty

1. Open the 'Special duties' window.
2. Select the classes which will participate in the exam.
3. Select the date and the period for the exam.
4. Enter the subject, teacher and room can remain empty for the moment.

In the substitution window special duties without teacher and room are created.

Exam scheduling with 'Course scheduling' module

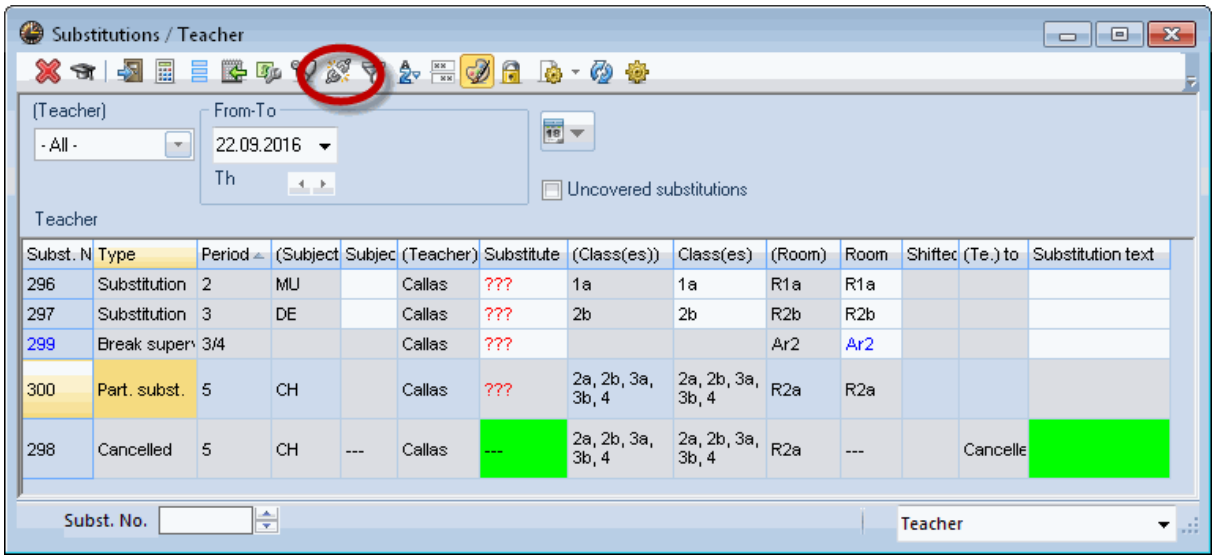
Data originating in the' Course scheduling' module are also transferred into substitution scheduling. You will find further information in the 'Course scheduling' manual.

13.5 Splitting substitutions

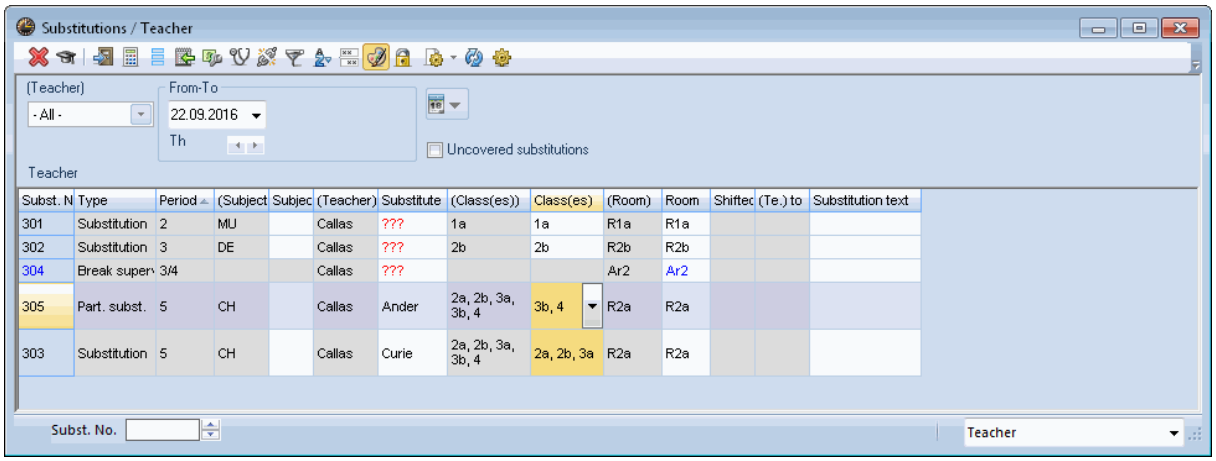
This function enables you to split up substitutions so that two or more teachers can take the lesson.

This funcition is mostly used when two or more classes are involved in a lesson and should be treated differently.

1. Activate the line in the substitution window which you want to split and click on the <Split substitution> button. Now a second, almost identical substitution line is created, the only difference is the entry in the 'Room' field.



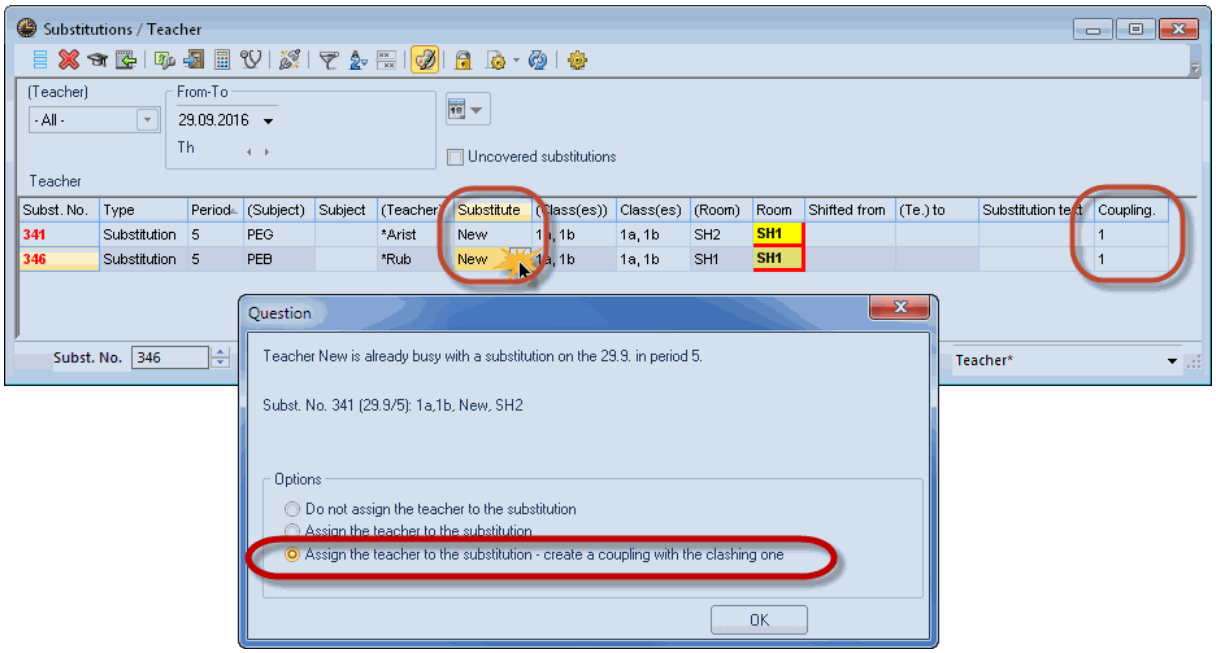
2. You can now edit both substitution lines independently. Edit the 'Class' field in both lines in order to treat both classes involved differently.



13.6 Substitution couplings

The basic idea behind this function is that one teacher can perform several substitutions at the same time. There are two options.

1. A teacher is entered in the same period for two different substitutions. A query is shown where you can couple both substitutions, i.e. the same room is also entered in both lines. A coupling is defined by an entry in the 'Coupling' column.

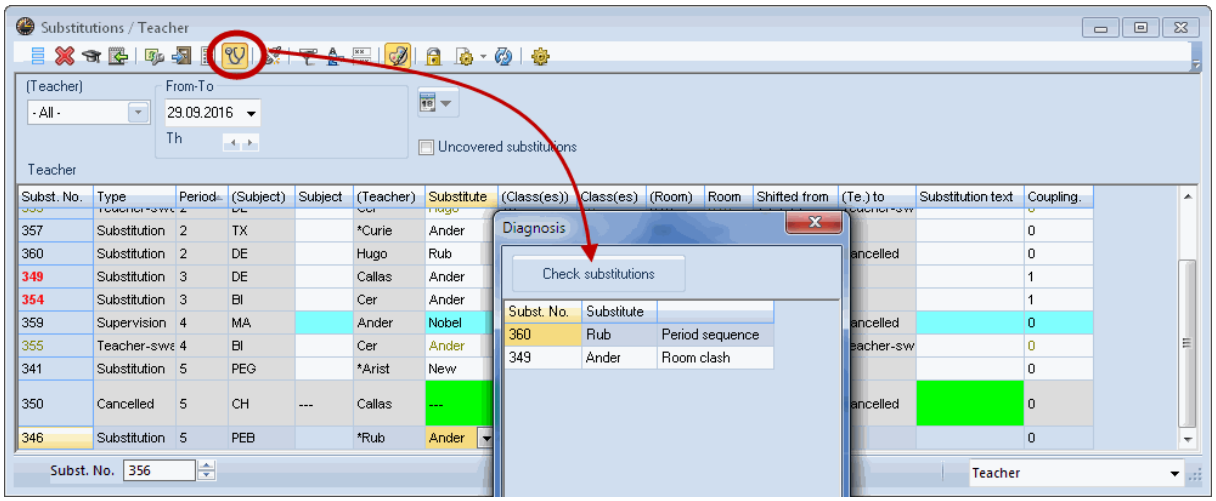


2. You can enter the same number in the 'Coupling' field if you have two substitutes in the same period. If you choose a substitute for one of these substitutions, he/she will also be entered in the second line.

Note: Cancel coupling
If you want to cancel a coupling, just remove the entry in the 'Coupling' column.

13.7 Substitution diagnosis

Substitution diagnosis shows whether disadvantages arise for a teacher because of the assigned substitutions. These disadvantages refer to entries in the master data, e.g. time requests. This function will indicate, for instance, if a teacher has too many periods per day or too many consecutive periods.



You can also check substitutions on their consistency here.

13.8 Timetable changes and cover planning

If the timetable changes during the school year, you can use the functions of theMultiple termsmodule. This module allows you to manage several different timetables in one file, meaning that all substitution data is in one file as well. The big advantage of having all the data of one school year in one .gpn file is that you can make statistical evaluations over the whole school year at any time – even if timetable changeswere necessary during the school year

Example: Terms and cover planning
The timetable has to be altered from 1 February and the specific timetables of several teachers and classes have to be changed.

Create a new term starting with 1 February and modify the timetable in this term. Cover planning can be used as usual. The basis for the cover planning from 1 February is the new timetable. Even shifts are possible across the boundary of two terms.

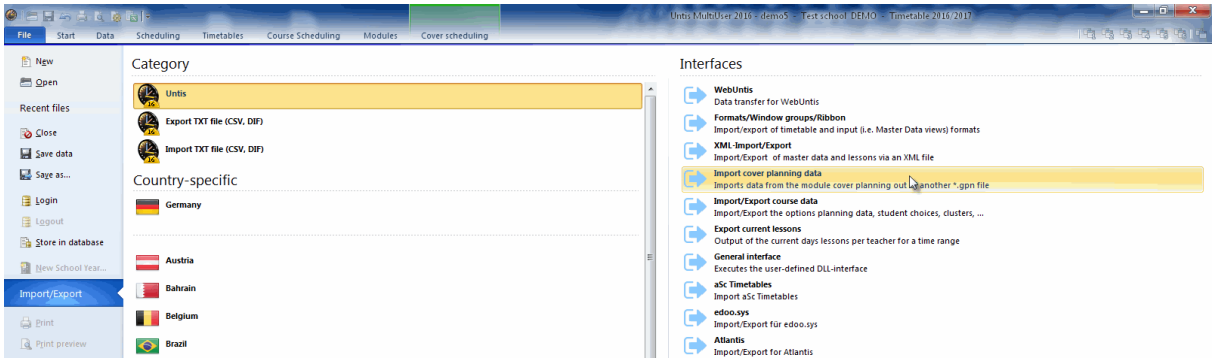
If you had already entered substitutions in the time range of the new timetable then they are checked for consistency and – if applicable – deleted. Substitutions already edited can be changed to open substitutions if necessary (e.g. the assigned substitute teacher has to teach his own lesson).

Note: Checking substitutions
If you have already edited substitutions and then the timetable was changed later on, it might be necessary to update the substitution data in the shown time range of the substitution window by clicking on the <Check substitutions> in the Substitution diagnosis .

13.9 Importing substitution data

In many schools, timetable scheduling and cover planning are performed by two different people, each one working with his/her own .gpn file, which might make it necessary to align the files. This alignment is supported by Untis with function "Import cover planning data".

This function imports cover planning data from another .gpn file and it can be called up via "File | Import / Export | Untis | Import cover planning data".



Enter the name and the path of the file that you wish to use for your import in the import dialogue.

All substitution data of the whole school year will be imported from this file. All absences, events, substitutions, shifts, special duties etc.

Additive import of substitution data

Substitution import and terms

13.9.1 Additive import of substitution data

You have the option of keeping the existing cover planning data while importing substitution data. This helps large schools in particular working decentralised with the Department timetables module to collect the entire substitution data in one file.

The import will be completed when the import dialogue is closed.

13.9.2 Substitution import and terms

At the beginning of the school year many schools provide a tentative timetable for about two weeks which is then replaced by the regular timetable. In the first two weeks the substitution planner and the timetable scheduler work simultaneously. After two weeks the new timetable and the substitutions of the first two weeks should be combined into one file.

We recommend the following procedure for the alignment of the two sets of data:

1. Creation of the new timetable (schoolyear.gpn). The cover planner starts his work with this file in the first few day of school.
2. The timetable scheduler takes this file and enters a new term (e.g. from 28 September). He then changes the timetable to the new term and saves the file under schoolyear_new.gpn.
3. On the first day of the new term the timetable scheduler hands over the file schoolyear_new.gpn to the cover planner, who imports the substitution data from the file schoolyear.gpn. From now on the cover planner works with the file schoolyear_new.gpn.

Note: Modules manual
You will find additional information on "Terms and cover planning" in the chapter of that name in the Modules manual.

Tip: Untis MultiUser
Untis MultiUser allows the timetable scheduler and the cover planner to work on the same set of data (in two different terms, of course) simultaneously. The prerequisite for this is that "Restrict cover planning to the current term" under "Settings | Miscellaneous | Multiple terms" is checked.

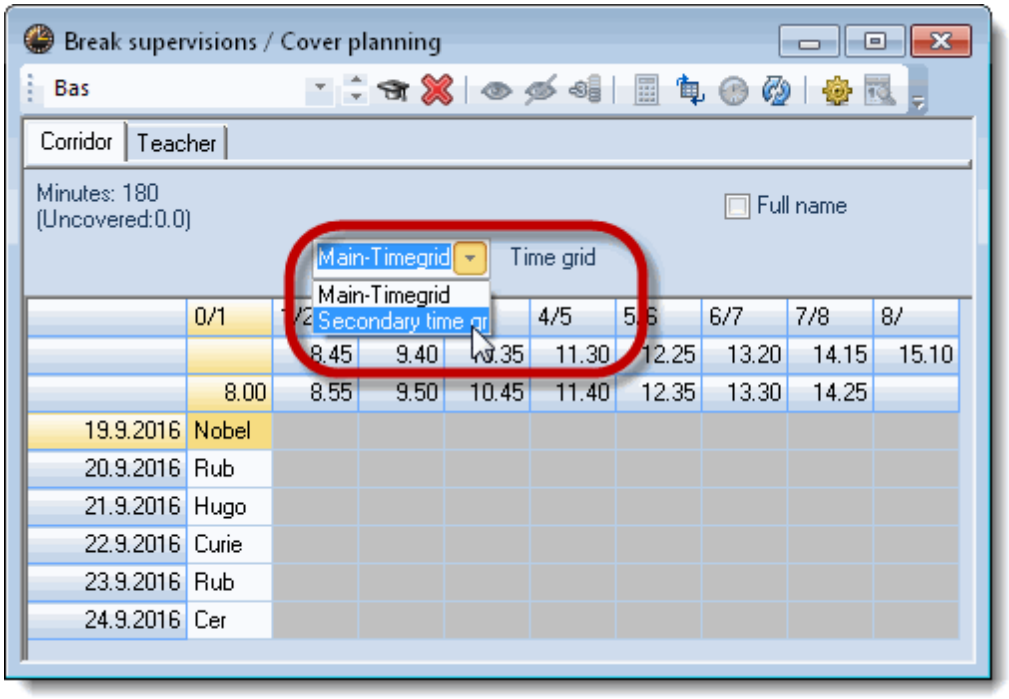
13.10 Cover planning with different time grids

If certain school types, departments or specific classes in your school work with different time grids, cover planning will be affected as well. The handling of the cover planning does not change to any great extent as only teachers are suggested for substitutions and shifts who can be assigned without a conflict.

Note: Free periods of the day
You can define specific periods on specific days in the calendar as free periods. These periods always refer to the main time grid.

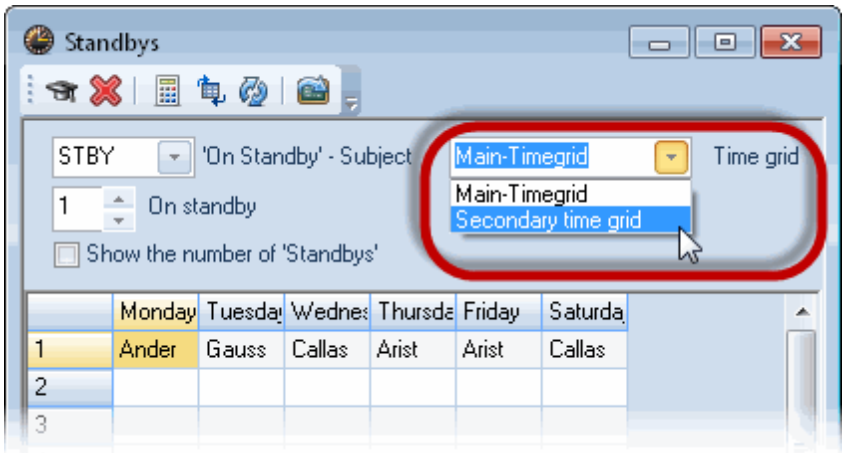
Absences are entered in the form HH:MM.

Break supervisions can be scheduled individually for each time grid. Break supervision substitutions are accordingly dealt with in the relevant time grid.

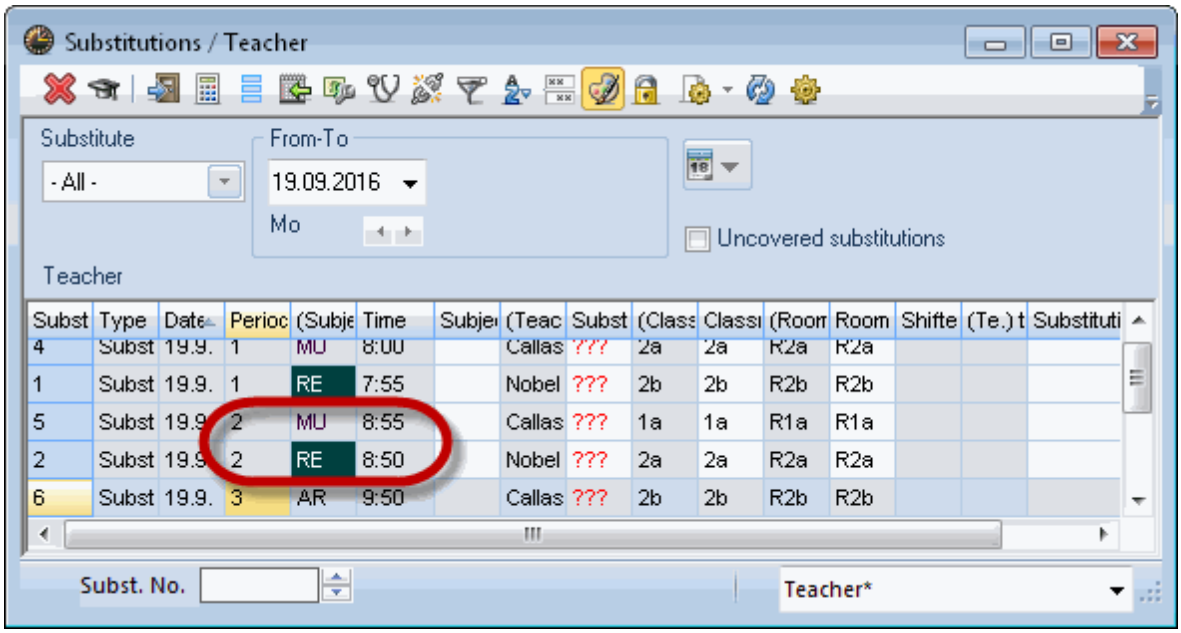


Note: Break supervisions and substitute teachers
Please note that with different time grids, certain teachers who do not teach in the period in question might not be available for substitutions as they have to supervise a break in another time grid.

Standbys can be scheduled in any time grid in a similar manner to break supervisions. This ensures that there are sufficient standbys at any time



The display of the substitutions shows the actual time of the substitutions as the number of the period could provide ambiguous information. For example, the second period could start either at 8:50 am or at 8:55 am depending on the time grid in which the period was scheduled. You can show the "Time" column in the substitutions window via <Grid adjustment>.



Subst	Type	Date	Period	(Subje	Time	Subje	(Teac	Subst	(Class	Classi	(Room	Room	Shifte	(Te.) t	Substituti
4	Subst	19.9.	1	MU	8:00		Callas	???	2a	2a	R2a	R2a			
1	Subst	19.9.	1	RE	7:55		Nobel	???	2b	2b	R2b	R2b			
5	Subst	19.9	2	MU	8:55		Callas	???	1a	1a	R1a	R1a			
2	Subst	19.9	2	RE	8:50		Nobel	???	2a	2a	R2a	R2a			
6	Subst	19.9.	3	AR	9:50		Callas	???	2b	2b	R2b	R2b			

Warning: Scheduling dialogue cover planning
If you use several time grids, the substitution scheduling dialogue cannot be set on 'Teacher' any more, since the lesson is not clearly defined anymore for the teacher.

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