

Appendix : New Features in *StaffCover 2024*

As always, it's a seamless Upgrade, so your existing *StaffCover* data will not be affected. If you haven't yet started the New School Year in *StaffCover*, please see the notes on page 3.

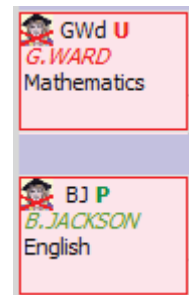
Planned and UnPlanned Absences

You are now told on the opening screen how many of your absences are Planned or Unplanned:

Absence reasons: Hospital:1 Illness:1 Medical appt:1 Trip out:1	Plan	3
	Unpl	1

This can give a better 'feel' for how 'difficult' a day this is going to be.

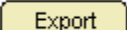
On the **Cover Review Screen** (<Sh-F8>): whether an absent teacher's absence is Planned or Unplanned, is now marked with a 'P' or 'U' like this:



Block Labels

If you have used Block labels in *TimeTabler*, these can now be imported into *StaffCover*, in 2 steps:

A: To export from *TimeTabler* (make sure you have the latest version):

Note: in order for this feature to work, you have to go through the 'Export to StaffCover' option in *TimeTabler*, as shown on the  screen:



... and then follow the instructions shown there – which is to first go into the Class Timetable Screen and then on: Style ➡ Details for StaffCover.

B: To import into *StaffCover*:

Provided you have done step 'A' above, this information will simply be imported as you perform your usual start-of-year import from *TimeTabler*.

It will then appear on these screens & reports, as follows:

1) In the Detailed Statistics: at: Statistics ➡ Detailed Statistics, the 'Class' column now also shows the Block (if there is one) like this: 11ABCD 'M'.

This also appears if you export to Excel, and can be useful in your school's internal analyses.

17/7/24 | Tuesday | 5 | Off t-table | 11ABCD 'M' | Maths | U8 | JM

2) On the Cover Timetable Screen or Cover Review Screen, the Block Label is also shown, as here:

9A Maths in room L18 J VEITCH	11ABCD 'M' Maths in room U8 G NESS
--	---

continued...

Daily Teaching Limit Improved

The existing Daily Teaching Limit value, set at:

Customize Overview (on left-hand menu) ➡ General Cover Options ➡ Daily Teaching Limit ... has previously only **warned** you (on the Cover Display screen) if a teacher exceeds it.

Now, when you ask **StaffCover** to Calculate Cover, it will try to avoid using any teacher whose Cover will cause them to exceed their Daily Teaching Limit:

Daily teaching limit for any teacher

Any case where this is not possible (and the limit has to be exceeded) will still be highlighted on the Cover Display Screen in the usual way.

Joined / Joint / Merged Classes in XML export [for Malta]

We received a request from the Maltese Government about the situation when classes (usually small ones) are to be joined together..

So now, when you go to 'Review ➡ Export ➡ to XML for Third-Parties', the XML file created has this enhancement:

When the XML contains a line like this (ie. the students are being taken to a new Room):

```
<newroom>E204</newroom>
```

... to say that a coverer has been asked to take this class to room E204 ... then if another lesson is taking place in room E204 in this period ... and its teacher is absent ... then the XML will say that the coverer is also covering for this teacher, for eg.

```
<Cover>
  <period>6</period>
  <absentteacher>JBL</absentteacher>
  <reason>Illness</reason>
  <desc>"11AB English in room E17"</desc>
  <ttclass>"11AB"</ttclass>
  <notes>"(No cover required)"</notes>
  <status>C</status>
  <coveredby>HBe</coveredby>
  <coveredbytype>T</coveredbytype>
  <moving>Y</moving>
</Cover>
```

You will see that such a case also shows a new line/item in the XML:

```
<moving>Y</moving>
```

... to denote that the coverer is coming to your room / moving another class to your room.

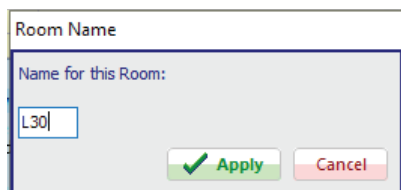
This file can be imported into your admin system.

continued...

Room names Improved

Room names can now be edited, if you want to use a different name in **StaffCover** from in **TimeTabler**.

To do this, go to: Rooms Menu ➡ List of Rooms and click on the name of the Room you wish to edit (it's the first column in the list), to see:



Just change the name and click 'Apply'.

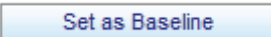
Master Cover Timetable Improved

This now tells you if the Cover has **changed** since the last time you chose to 'Set as Baseline'.

For example, if your cover situation changes during the morning, and you have to issue more than one Cover Timetable, you and your colleagues can concentrate on the **changes**, rather than having to re-read the whole Cover Timetable.

How to use it:

- a) When you are happy with your Cover for this morning, on the 'master' Cover Timetable Screen, click:



- b) Thereafter, any time you print the Master Cover Timetable, any changes to the Cover since the 'Baseline' are highlighted like this, so that your colleagues are aware that something has changed:

For Mrs G.WARD

Period 2: 9D

Maths

in room L18

Miss J.HARRISON **[**UPDATED**]**

- c) You can change/update the baseline at any time, by repeating step (a).

Other features that were added to **StaffCover** during the course of the year

- Teachers overview. New option on "Global" dropdown, to reset all your teachers to e, U or L.
- Customize Menu. Start & Close ➡ Use alternative closing method added.
- Edit Notes or Room. When you choose note or room, 'message' is set to 'None'.
- Data stored in Dropbox or OneDrive: the User is now warned about multi-user rules.

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

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

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

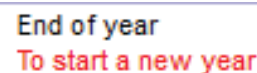
and/or:

2-- The KnowledgeBase article via the Search button:



and/or:

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



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