

GRUBER & PETERS

Untis Cover Scheduling

grupet.at

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1 Forord

Når man oppretter en daglig timeplan skal flere betingelser være oppfylt.

- Vikaren må kunne faget eller kjenne klassen
- Vikariatet skal passe inn i den normale timeplanen til læreren
- Åpne vikariater skal primært fylles opp med disponible lærere.
- Informasjonen skal bringes fort og enkelt til mottakerne (elever, lærere, kontor, foreldre)
- Noen avlyste timer skal beregnes negativt for læreren, andre timer skal ikke det.
- Statistikk med egne definerte kriterier skal være tilgjengelige
- etc

Jo større skole, desto vanskeligere er det å besvare alle disse spørsmål, spesielt under tidspress. Mange vikariater må håndteres om morgenen i løpet av få minutter og informasjonen må viderefordles til elever og lærere **i tide**

Bruken av vikarhåndteringsmodulen - eventuelt sammen med modulene **Pausetilsyn** og **Infoskjema** eller med **WebUntis** - muliggjør en klar, hurtig og fremfor alt feilfri redigering av de daglige vikariater og deres **utskrifter** eller **elektroniske visninger**.

På den ene siden skal denne manual gi en **hurtig innarbeidelse** av modulen og på den andre siden skal den tilby en **komplett beskrivelse** av alle funksjoner. Derfor er manualen inndelt i to seksjoner. En **kort introduksjon** til å starte med som vil hjelpe deg igjennom de viktigste aspekter av modulen. Du vil stifte bekjentskap med modulens mest vanlige funksjoner og du vil få en overblikk over hvordan denne modulen fungerer.

Den andre delen fokuserer på alle modulens funksjoner i detalj og grensesnittet mot andre moduler som Pausetilsyn.

Du kan finne informasjon om nytt i versjonen, verdifulle tips og råd på vår webside www.untis.com. Bruk Untis supportsystem for å få svar på spesifikke spørsmål.

2 Kort introduksjon

Dette kapittelet skal gi deg et kortfattet overblikk over funksjonene i modulet vikarhåndtering - fra registrering av fraværende lærere til statistiske evalueringer av vikardata. En mer detaljert beskrivelse av de nevnte funksjonene samt andre funksjoner vil du kunne finne i de etterfølgende kapitler.

2.1 Vikar og avvikshåndteringsmodulen

Du kan aktivere Untis' vikar og avvikshåndteringsmodulet via knappen <Vikar og avvikshåndtering> i hovedmenyen.



Utover de vinduene som du allerede kjenner fra timeplanlegging (f.eks. grunddatavisninger,

aktivitetsvindu) er det også spesifikke vinduer til rådighet for vikarmodulen

2.2 Angi fravær

Fravær av noen av de tre hoved-elementene lærer, klasse eller rom, anses for å være et fravær.

Eksempel: Fravær av lærer

Lærer Hugo vil være fraværende en mandag i skoleåret

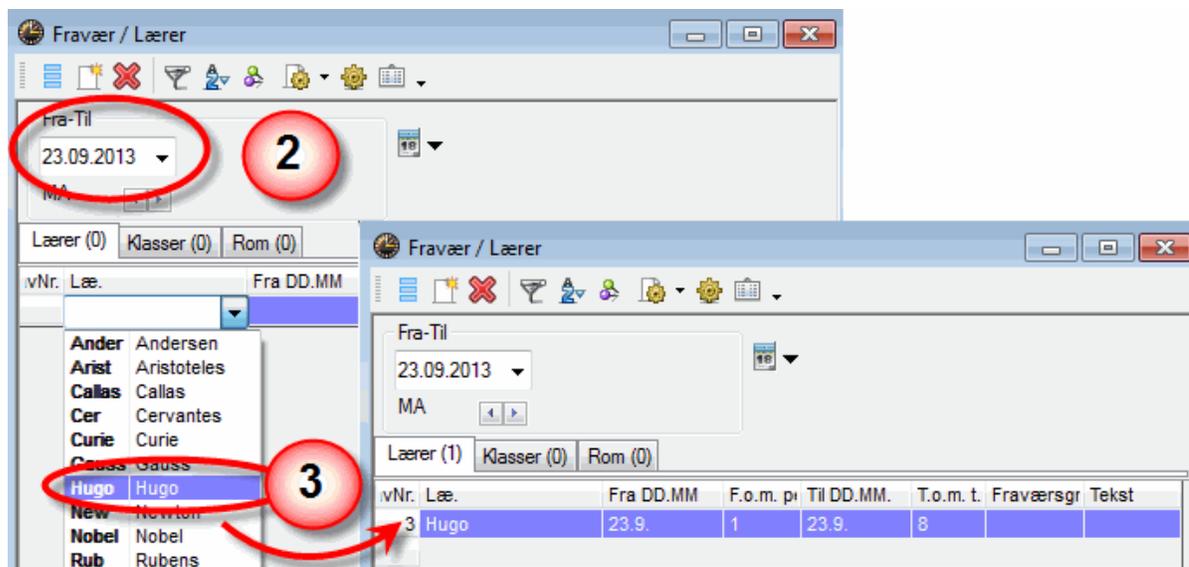
1. Åpne filen demo.gpn via "Filer | Åpne". 

Hint: Demo filer

Du finner demofilene under '? | Velkomstsilde | Demofiler' eller under C:Brukere\ <Bruker> \.

2. Åpne fraværsvinduet via "Moduler | Vikar og awikshåndtering | Fravær".
3. Sett kalenderen i fraværsvinduet på en mandag i skoleåret.
4. Velg Hugo i lærerlisten. Du kan også taste inn lærerens navn i kort form. Bekreft din inntasting med <TAB> eller <Enter>.

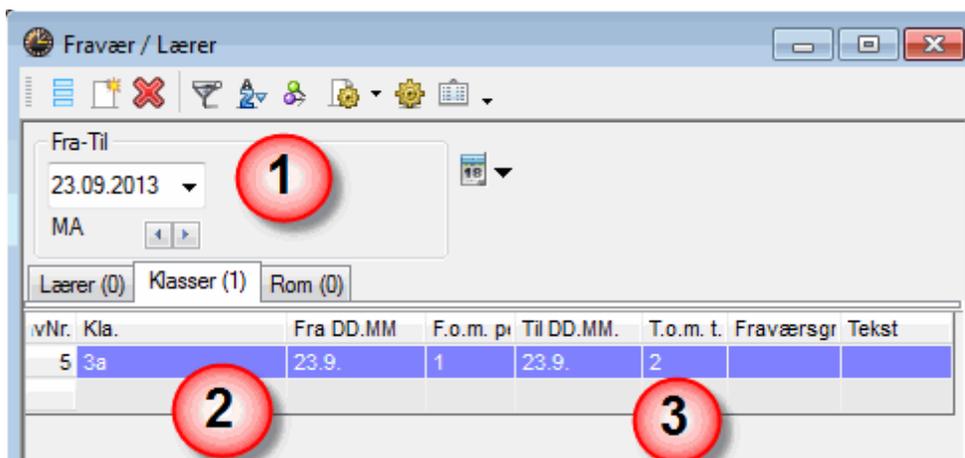
Hugo er nå satt som fraværende hele den dagen. I vårt eksempel er dette den 23. september, fra 1. til 8. leksjon.



Fravær i klasse

Tast inn fraværet for klasse 3a på den samme mandag i leksjon 1-2.

1. Sett fraværstype til Klasser
2. Velg klasse 3a fra klasselisten. Som standard settes klassens fravær til en hel dag.



Hint: Fraværsårsak.

Du kan taste inn en tidligere definert fraværsårsak i kolonnen "Årsak". Dette bestemmer om og hvordan de avlyste leksjonen teller. Flere opplysninger om dette kan du finne i kapittelet [Fraværsårsak](#).

I tilfelle et av rommene ikke er tilgjengelig i noen leksjoner eller noen dager, kan du skifte til typen "Rom" i fraværsvinduet. Rom kan settes fraværende på samme måte som lærere og klasser. Du kan finne et eksempel på dette i kapittelet [Fravær av lærer, klasse, rom](#)

Du kan slette et fravær via knappen <Slett> 

2.3 Arbeid med vikariater

På grunn av lærer Hugo og klasse 3a's fravær på mandagen finnes det nå et antall åpne vikariater som må håndteres.

Endringene for de normale timeplanlagte leksjonene vises i timeplanen.

Velg en timeplan for klasser ("Timeplan | Stor klassetimeplan") og en for lærere ("Timeplan | Stor lærertimeplan")

The image shows two screenshots of a school timetable software. The top window, titled "3b - Klasse 3b (Caruso) Timeplan (Kla1A)", displays a weekly overview from 23.09.2013 to 28.9.2013. The days of the week are listed at the top: Mandag, Tirsdag, Onsdag, Torsdag, Fredag, and Lørdag. The first two rows of the timetable (periods 1 and 2) have red text: "?Hist? ?---?" for Monday and "?Geo? ?---?" for Tuesday. A red circle highlights these two cells. The bottom window, titled "Hugo - Hugo, Victor Timeplan (Lær1A)", shows a detailed view for Hugo from the same dates. The days of the week are listed at the top: Mandag, Tirsdag, Onsdag, Torsdag, Fredag, and Lørdag. The first column (periods 1-8) is labeled "fraværende" (absent). The timetable shows various lessons for Tuesday, Wednesday, Thursday, and Friday, with some cells containing lesson codes like "1a,1 R1a Geo", "3b R2b Hist", "4 Hist", "2a R2a Hist", "3b Geo", "4 Geo", "4 Geo", "1a,1 R1a Geo", "*2a, R1a Eng", and "4 R2a No".

Alle endringer i det daglig oppdaterte timeplanen vises med rød skrift. I timeplanen for klasse 3b kan du se at de to første leksjonene skal dekkes, fordi Hugo er fraværende. Hugos fravær kan sees i hans skjema, markert med "fraværende".

Endringene for alle involverte leksjoner vises som en liste i vikariatvinduet (høyre museklikk | Vikariat).

Sammenlignet med det normale skjemaet er det to endringer i første leksjon:

Vik-Nr.	Type	Dato	Time	(Fag)	Fag	(Lær)	Vikar	(Klas)	Klass	(Rom)	Rom	Vikar	(Læ.)	Tekst til vikariatet
3	Vikari	23.9.	1	Hist		Hugo	???	3b	3b					
1	Dispo	23.9.	1	Hist	---	Rub	Rub	3a	(3a)	R3a	---		Fristill	
4	Vikari	23.9.	2	Geo		Hugo	???	3b	3b					
2	Dispo	23.9.	2	Eng	---	Cer	Cer	3a	(3a)	R3a	---		Fristill	
5	Vikari	23.9.	3	Hist		Hugo	???	4	4	R3a	R3a			
6	Vikari	23.9.	4	No		Hugo	???	4	4	R1a	R1a			

Først er det frigivelse av lærer Rub pga fraværet av klasse 3a og deretter er det det åpne vikariatet for klasse 3b pga. lærer Hugos fravær. Et åpent vikariat er markert med tre røde spørsmålstegn ??? . Det åpne vikariatet kan fylles med egnet lærervikar.

2.4 Tildel lærervikarer

For å tildel en lærervikar kan du se gjennom lærernes timeplaner for å finne en lærer med en ledig time. Du kan tildel en lærer ved å taste inn et kort navn eller ved å velge han/henne via nedtrekksmenyen. Men du vet ikke om læreren kjenner klassen, om læreren har de rette kvalifikasjoner i faget som det skal vikarieres i, eller om læreren nyligen har vikariert. Alt dette og enda mer informasjon kan sees når du åpner vikarforslag .

Eksempel: Finn og tildel egnet lærervikar

I vår lille demofil er det kun tre tilgjengelige lærere for å dekke det ledige vikariatet i den første leksjonen. Du vil høyst sannsynlig bli presentert for en mye lengre liste av lærere på din skole; dog er ikke alle lærere egnet til å dekke vikariatet.

Vikarforslag

23.9. MA-1 Hugo/Hist/3b

▲ Cover teacher suggestion (3). Tilsyn (6)

Timeblokk
 Langvarig vikariat

Cover teacher suggestion (3) Tilsyn (6)

Betegnelse	Timeavsta	Teller	Vik.	Avlysnin	Årsteller	Und./dag	Klass	Fag	Tidsøns
Rub	x	-1		1	-1		4		
Gauss	3						2		
Ander	9								-2

▼ Forskyvning (1)

Type: Forskyvninger ifølge vikar-uke oppsett Bare senere undervisning

Betegnelse	Fra	->Avstand	Betegnelse	Fra	->Avstand
Ander	26.9. / 4	9	Cer	26.9. / 6	0

I dette eksempelet kan lærerne "Rub", "Gauss" og "Ander" dekke denne leksjonen. Jo mer egnet en lærer er til å vikariere, desto høyere vil ha bli rankert i vikarforslagsvinduet. Du kan justere kriteriene for å velge en lærervikar, da det varierer fra skole til skole (se kapitlet [Rekkefølge for vikarforslag](#)).

Den mest egnede læreren er Rub. Normalt underviser han i første leksjon, men han er fristilt pga. fraværet av klasse 3a (markert "x" i kolonnen "Timeavstand"). Deretter underviser han i faget "HI" (en markering i kolonnen "Fag"), som indikerer at han oppfyller de faglige kvalifikasjoner for faget.

Rub - Rubens, Paul Timeplan (Lær1A)

23.09.2013 - 28.9.2013

	Måndag	Tirsdag	Onsdag	Torsdag	Fredag	Lørdag
1	3b Hist 3a R3a Hist	1b R1b No				
2	4 DT					
3	3a,3b Th1 Idh	2b,2a Th1 Idh				
4	1a,1b Th1 Idh	4 Bi				
5	1b R1b No	2b R2b Hist				
6						
7						
8				1a,1b Th1 Idh		

Vikariat / Lærer

Vikar: -Alle- Fra-Til: 23.09.2013 MA

Lærer

Vik-Nr.	Type	Dato	Time (Fag)	Fag	(Lærer)	Vikar	Klasse(r)	Klasse/	(Rom)	Rom	Vikt
3	I sted	23.9.	1 Hist	Hugo	Rub	3	3b	(3a)	R3a	---	
1	Dispo	23.9.	1 Hist	---	Rub	3a	(3a)	R3a	---		
4	Vikari	23.9.	2 Geo	Hugo	??	3b	3b				
2	Dispo	23.9.	2 Eng	---	Cer	3a	(3a)	R3a	---		
5	Vikari	23.9.	3 Hist	Hug	???	4	4	R3a	R3a		

Vik-Nr. 3 Lærer

A-nr.	Lærer, fag, rom	Kla.	Tid	Skoleuke	Flov	tekst	Kobling	GruppeID
56	Rub (Hugo), Hist (Rub, Hist, (R3a))	3b (3a)		2-42		28		

Du kan tildele en lærer et vikariat ved å dobbeltklikke på lærerens navn. Den ekstra leksjonen vises med det samme i lærerens timeplan.

Gauss

23.09.2013 - 28.9.2013

	MA	TI	ON	TO	FR	LØ
1			4			4.
2					4	
3			4.	3a.	3a	
4	3a.	3b.	3a	3a		
5	3a	4.	*2a			
6						
7		1b.				
8						

Lærer Gauss er mindre egnet til å dekke den første leksjonen. Et kikk på timeplanen forteller oss hvorfor. Gauss avholder sin første leksjon på dagen i leksjon 4 og han ville derfor være nødt til å dukke opp på skolen før hans første leksjon, hvis han skulle vikariere. Dvs. at hans neste undervisning skulle være tre plasseringer vekk fra vikariatet (vist med nummer "3" i kolonnen "Timeavstand").

Hint: Timeavstand

Timeavstand er et klassifiseringsnummer som viser oss hvor godt et vikariat passer inn i en lærers timeplan. Den indikerer avstanden til den nærmeste "normale" timen. Jo kortere avstand/lavere nummer, jo mer egnet er læreren til å dekke vikariatet (set ut fra timeplanens synspunkt).

Lærer Ander står som den siste på listen. Ander kjenner klassen (markering i kolonnen "Klasse") og han underviser i faget, men ikke desto mindre er han den siste på listen. Igjen er den avgjørende faktoren vikariatets egnethet i timeplanen. Det røde nummeret "9" (værst verdi ifb egnethet som lærervikar) sees i kolonnen "Timeavstand", fordi Ander har fri den mandagen. Han bør ikke bli tildelt et vikariat den dagen.

Hint: Vis ikke lærere på deres fridager.

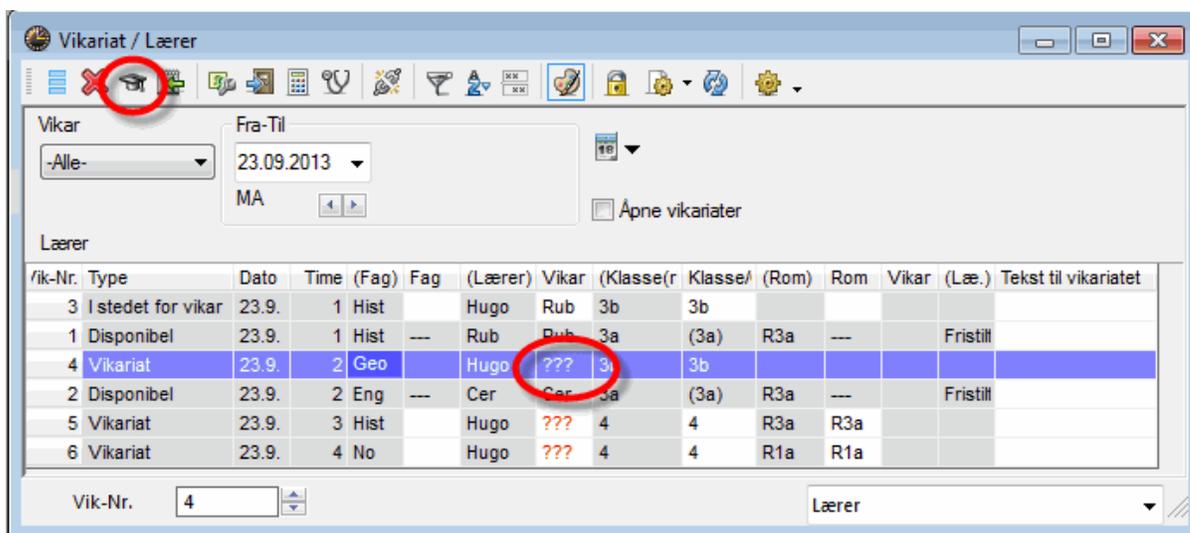
Det er mulig å justere vikarforslaget slik at lærere med fridag ikke vises på listen (se kapitelet [Vikarforslag innstillinger](#))

Utover å tildele lærervikarer kan du også håndtere åpne vikariater med fristilte lærere og tilsyn.

2.5 Flytting

I nederste del av vinduet "Vikarforslag" finner du forslag til forskyvning.

Eksempel: Flytte undervisning



The screenshot shows a software window titled "Vikariat / Lærer". It features a toolbar with various icons, a search filter set to "-Alle-", and a date range set to "23.09.2013". Below this is a table with columns: Vik-Nr., Type, Dato, Time (Fag), Fag, (Lærer), Vikar, (Klasse(r)), Klasse/, (Rom), Rom, Vikar, (Læ.), and Tekst til vikariatet. Row 4 is highlighted in blue and has a red circle around the "Vikar" cell containing "???".

Vik-Nr.	Type	Dato	Time (Fag)	Fag	(Lærer)	Vikar	(Klasse(r))	Klasse/	(Rom)	Rom	Vikar	(Læ.)	Tekst til vikariatet
3	I stedet for vikar	23.9.	1	Hist	Hugo	Rub	3b	3b					
1	Disponibel	23.9.	1	Hist	---	Rub	3a	(3a)	R3a	---			Fristilt
4	Vikariat	23.9.	2	Geo	Hugo	???	3	3b					
2	Disponibel	23.9.	2	Eng	---	Cer	3a	(3a)	R3a	---			Fristilt
5	Vikariat	23.9.	3	Hist	Hugo	???	4	4	R3a	R3a			
6	Vikariat	23.9.	4	No	Hugo	???	4	4	R1a	R1a			

Marker det åpne vikariaet i andre time.

I Vikarforslag vises i øvre del av vinduet mulige lærervikarer for denne timen og i nedre del av vinduet mulige forskyvninger.

Vikarforslag

23.9. MA-2 Hugo/Geo/3b

▲ Cover teacher suggestion (4). Tilsyn (5)

Timeblokk
 Langvarig vikariat

Cover teacher suggestion (4) Tilsyn (5)

Betegnelse	Timeavsta	Teller	Vik.	Avlysnin	Årsteller	Und./dag	Klass	Fag	Tidsøns
Cer	x	-1		1	-1		5		
Curie	0						2		
Gauss	2						2		
Ander	9								-2

▼ Forskyvning (2)

Type: Forskyvninger ifølge vikar-uke oppsett Bare senere undervisning

Betegnelse	Fra	->Avstand	Betegnelse	Fra	->Avstand
Cer	26.9./6	x			
Ander	26.9./1	9	Cer	26.9./6	0

3b - K

23.09.2013 - 28.9.2013

	MA	TI	ON	TO	FR	LØ
1	?Hi	Rel	Idh	His	Fy	Mat
2	?S	Bi	Tks	Mat	Idh	Mat
3	Idh	Ti	Rel	Ge	Tm	Fy
4	Fy	Ti	No	No	No	No
5	Mat					
6				Tm	Bi	
7						Ku.
8						

Cer -

23.09.2013 - 28.9.2013

	MA	TI	ON	TO	FR	LØ
1	1b	3a		2a	2a	1a
2	3a	3b		2a	2a	2a
3	1a	3a		2b	2b	2a
4	2a	2a			2a	4
5	2a			3a		
6				3b		
7	3a				1b	
8						

I dette eksempel kan vi flytte lærer Cer fra 26.september time 6 til å dekke det åpne vikariatet. Et klikk her vil visualisere flyttingen i timeplanen med røde piler. Nå kan du få overblikk over endringer i lærer- og klassesstimer med det samme.

Hint: Etrinnns og totrinns flyttinger

Flytteforslagene kan enten være ettrinns eller totrinns.

Vårt eksempel viser et ettrinns flytting. Biundervisningen for Cervante (Cer) vil bli flyttet fra torsdag 6. time til mandag 2. time. Du kan gjennomføre denne flyttingen ved å dobbeltklikke på forslaget.

Hint: Romkonflikt

Det vil vises en melding om flyttingen resulterer i romkonflikt

Når du har utført flyttingen vil det under kolonnen "Type" i vikarvinduet stå "Flytting" som viser at det ikke er et alminnelig vikariat, men en flytting. Dessuten vil et utfylt felt under kolonnen "Vikar fra" fortelle lærere og elever hvor timen ble flyttet fra.

Vik-Nr.	Type	Dato	Time	(Fag)	Fag	(Lærer)	Vikar	(Klasse(r))	Klasse/	(Rom)	Rom	Vikar fra	(Læ.) til	Tekst til vikariatet
1	Disponibel	23.9.	1	Hist	---	Rub	Rub	3a	(3a)	R3a	---		Fristilt	
3	I stedet for vikar	23.9.	1	Hist		Hugo	Rub	3b	3b					
2	Disponibel	23.9.	2	Eng	---	Cer	Cer	3a	(3a)	R3a	---		Fristilt	
4	Flytting	23.9.	2	Geo	Bi	Hugo	Cer	3b	3b			23.9. / 6		
5	Vikariat	23.9.	3	Hist		Hugo	???	4	4	R3a	R3a			
6	Vikariat	23.9.	4	No		Hugo	???	4	4	R1a	R1a			

2.6 Tilsyn

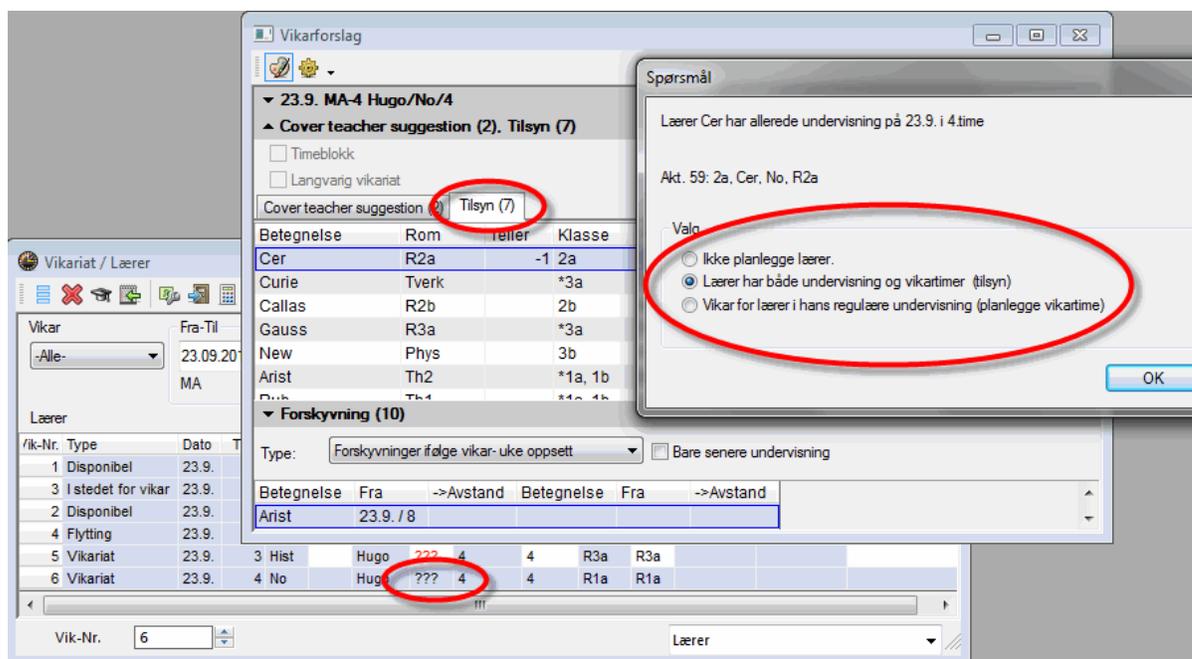
Noen ganger finner du kanskje ikke en egnet vikar eller kan flytte noen for å dekke et åpent vikariat. I disse tilfellene kan du sette en lærer til å holde tilsyn med en klasse, mens han/hun har sin normale undervisning.

Eksempel: Søk etter og tildel en tilsynslærer

Det er kun to foreslåtte lærere til å vikariere i 4. time i vikarforslagsvinduet. Et klikk på fanen <Tilsyn med naboklasse> viser deg alle de lærere som underviser i denne timen så de kan være i stand til å holde tilsyn med klasse 4 (se bildet).

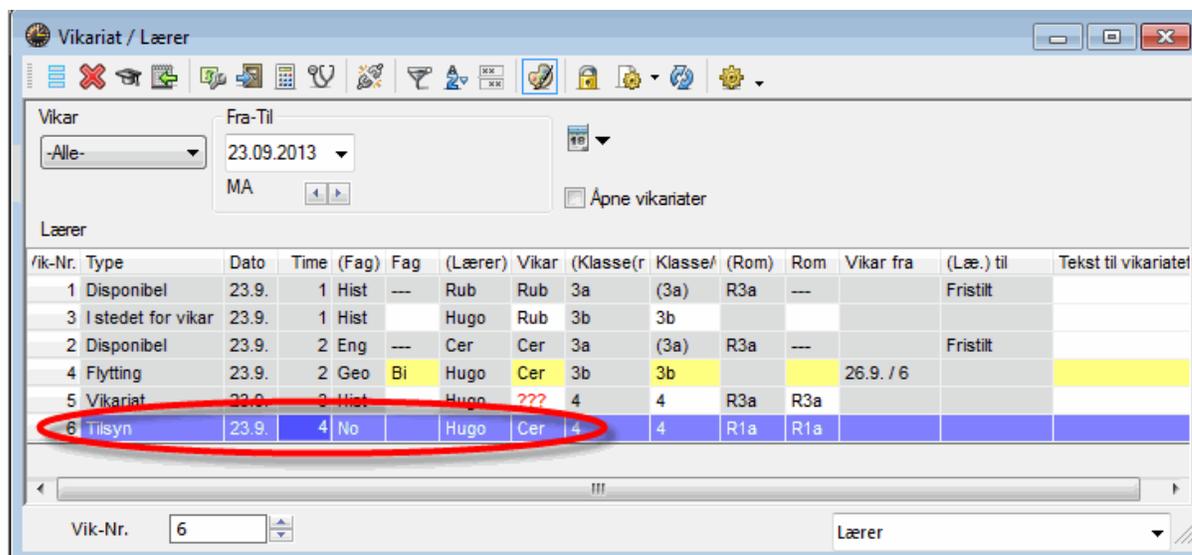
Du tildeler læreren ved å dobbeltklikke på navnet i nederste del av vinduet. Det vil dukke opp en forespørsel om læreren skal ha tilsyn eller om han skal være vikar.

Hvis du svarer at han skal være vikar, flyttes læreren fra en klasse til en annen, dvs. at tilsynslæreren i virkeligheten vikarierer og ikke holder tilsyn. Det må derfor settes inn en ny vikar til hans normale klasse.



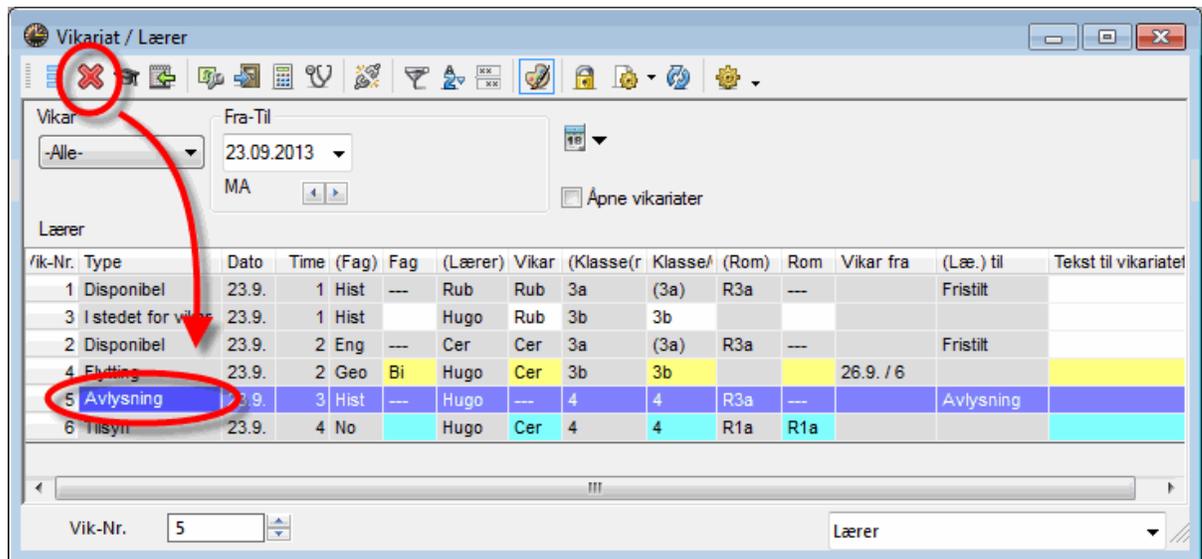
Hvis du svarer (tilsyn) opprettes det et tilsyn. Læreren skal altså holde tilsyn med to klasser i denne timen.

I vikariatvinduet skal denne raden nå hete "Tilsyn".



2.7 Avlysninger

For å avlyse et åpent vikariat skal du bare klikke på knappen <Avlyse> . Enda et klikk på samme knapp endrer avlysningen til åpent vikariat igjen.



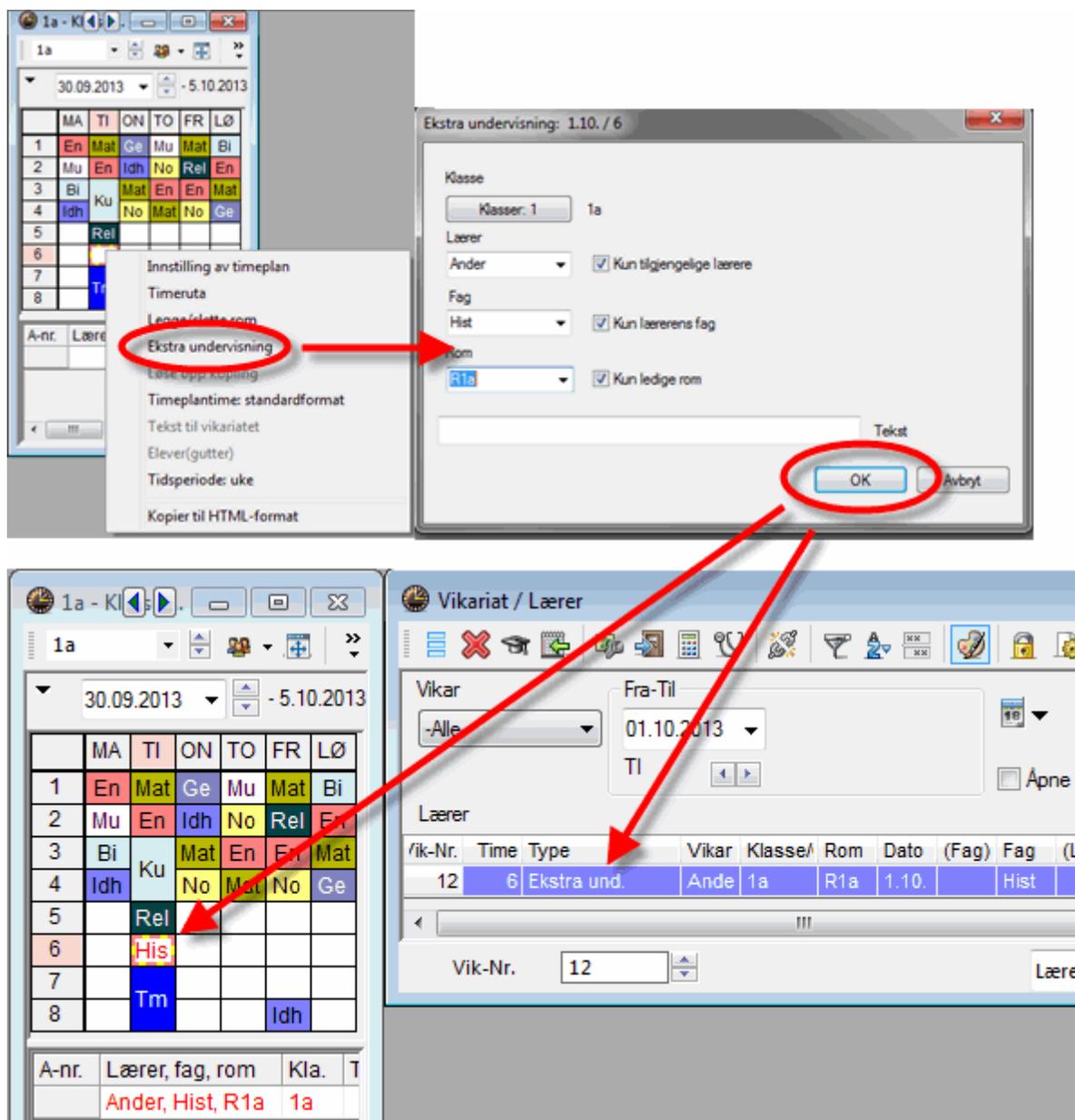
2.8 Spontane endringer

2.8.1 Ekstra undervisning

En undervisning som kun holdes en gang, kalles i Untis for en ekstra undervisning. Ekstra undervisning kan legges direkte inn i timeplanen.

Høyreklikk på den gjeldende timen åpner innholdsmenyen, hvor du derfra kan velge punktet "Ekstra undervisning". Ytterligere et vindu vil åpnes og her kan du angi lærer, fag og rom. Du har mulighet til å velge fra alle tilgjengelige elementer eller ut fra begrenset utvalg f.eks. kun tilgjengelige lærere.

Et klikke på <OK> oppretter aktiviteten som er markert slik i både timeplan- og vikarvinduet.



2.8.2 Shifts and cancellations

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

Shifting lessons

You can shift lessons 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

3b - Klasse 3b (Caruso) Timeplan (Kla1A)

3b

30.09.2013 - 5.10.2013

	Mandag	Tirsdag	Onsdag	Torsdag	Fredag	Lørdag
1 8:00-8:	No Hugo Ro	No Hugo Ro	Idh Arist Th2 Idh Rub Th1	Bi Cer Ro	No Hugo Ro	Rel Nobel Ro
2 8:55-9:	Geo Hugo Ro	Hist Hugo Ro	Mat New Ro	Tl Gau Ro Tksl Curi Tver	Rel Nobel Ro	Bi Cer Ro
3 9:50-10	Fy New Phys	Ku Calla R3a Mu Ande Ro	Geo Hugo Ro	No Hugo Ro	Hist Hugo Ro	*Idh Arist Th2 *Idh Rub Th1
4 10:45-1	Mat New Ro	Ku Calla R3a Mu Ande Ro	Fy New Phys	Fy New Phys	Mat New Ro	Mat New Ro
5 11:40-1		No Hugo Ro		Kj Callas R2a		
6 12:35-1						
7 13:30-1	Tm And Verk Hk Curi Klø				*Idh Arist Th2 *Idh Rub Th1	
8 14:25-1	Tm And Verk Hk Curi Klø					

If you shift a period using drag&drop, the move will be displayed in the substitutions window. In our example, the German lesson in class 3b was shifted from the first to the fifth period on Tuesday. The substitution window displays this shift on this day, too.

Vikariat / Lærer

(Lærer) -Alle- Fra-Til 01.10.2013 TI

Apne vikariater

Lærer

Vik-Nr.	Type	Time (Fag)	Fag	(Lærer)	Vikar	(Klasse(r))	Klasse/Grp (Rom)	Rom	Vikar fra	(Læ.) til	Tekst til vika
296	Flyttet	1 No	No	Hugo	???	3b	3b Ro	Ro		1.10. / 5	
297	Flytting	5 No	No	Hugo	Hugo	3b	3b Ro	Ro	1.10. / 1		

Vik-Nr. 296 Lærer

Tip: Shifting part of a coupling

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

Swapping lessons

Periods highlighted 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 lessons

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

Tip: Undo

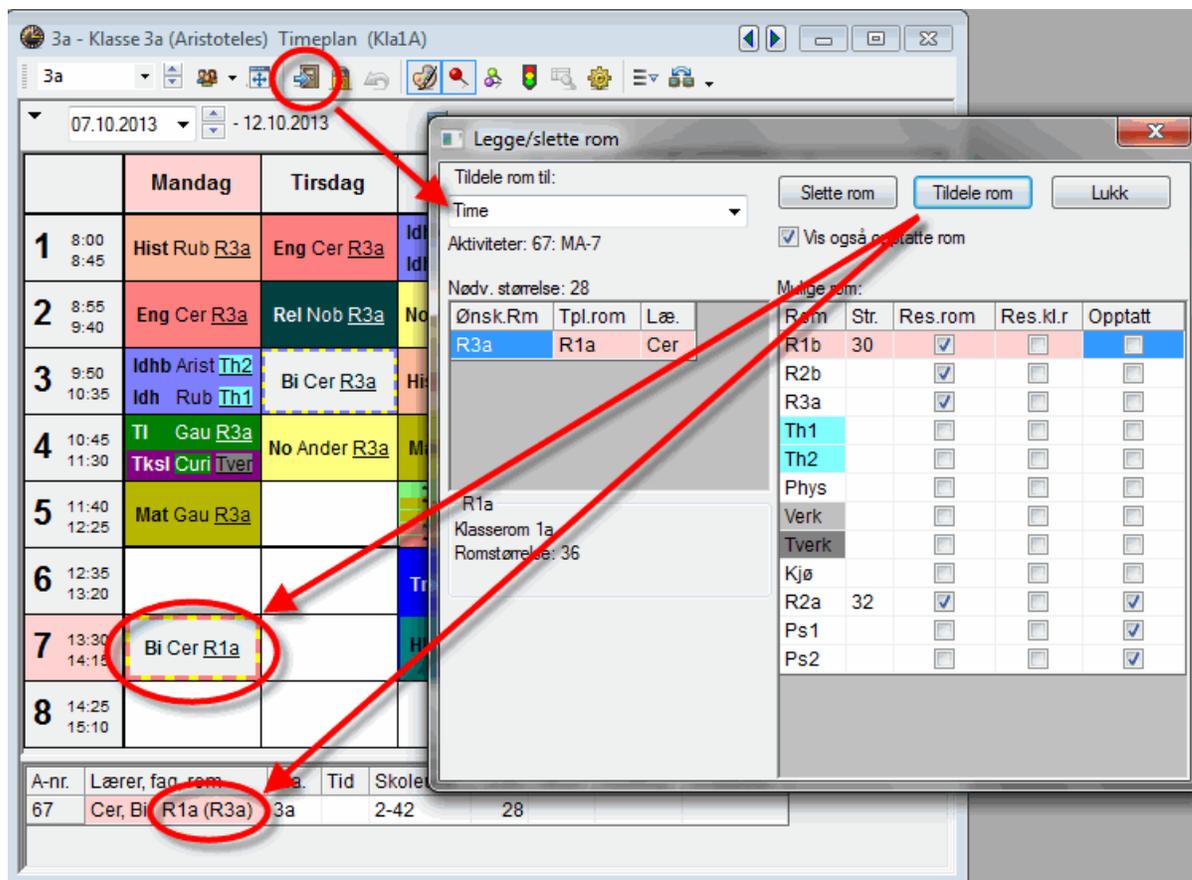
You can reverse all changes using the <Undo changes>  button in the timetable.

2.8.3 Room substitutions in the timetable

Room substitutions can be applied to regular lessons in the timetable as well as to lessons that are affected by an absence.

Changing rooms

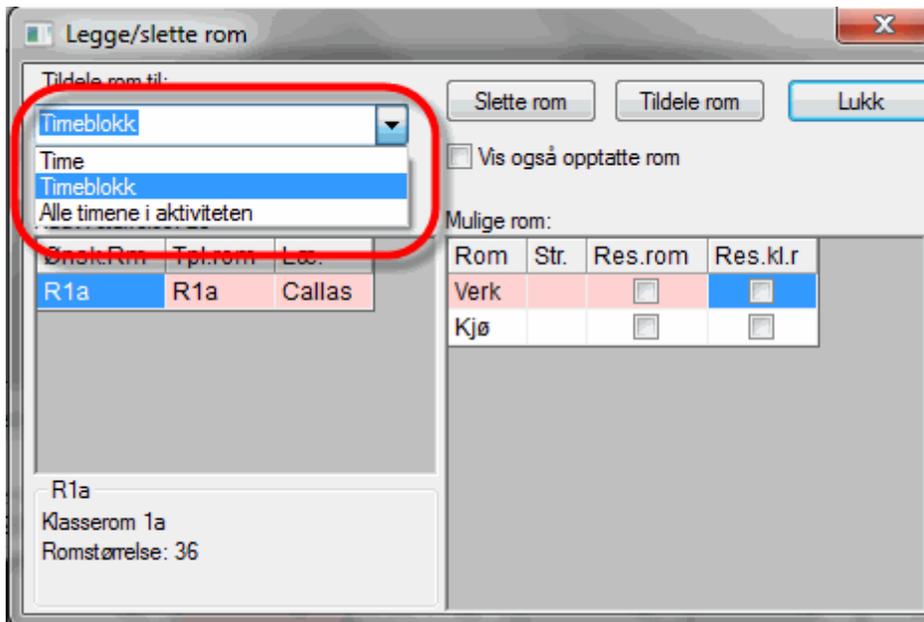
You can change the room of a lesson directly in the timetable via the button <Allocate/Delete this room>. This is possible for an open room substitution as well as for a normal lesson.



The screenshot shows a timetable for Klasse 3a (Aristoteles) from 07.10.2013 to 12.10.2013. A dialog box titled "Legge/slette rom" is open, allowing room changes. The dialog shows the current room "R1a" and a list of possible rooms including R1b, R2b, R3a, Th1, Th2, Phys, Verk, Tverk, Kjø, R2a, Ps1, and Ps2. A red circle highlights the "Bi Cer R1a" cell in the timetable grid, and another red circle highlights the "R1a (R3a)" cell in the bottom summary table. Red arrows point from the dialog box to these cells.

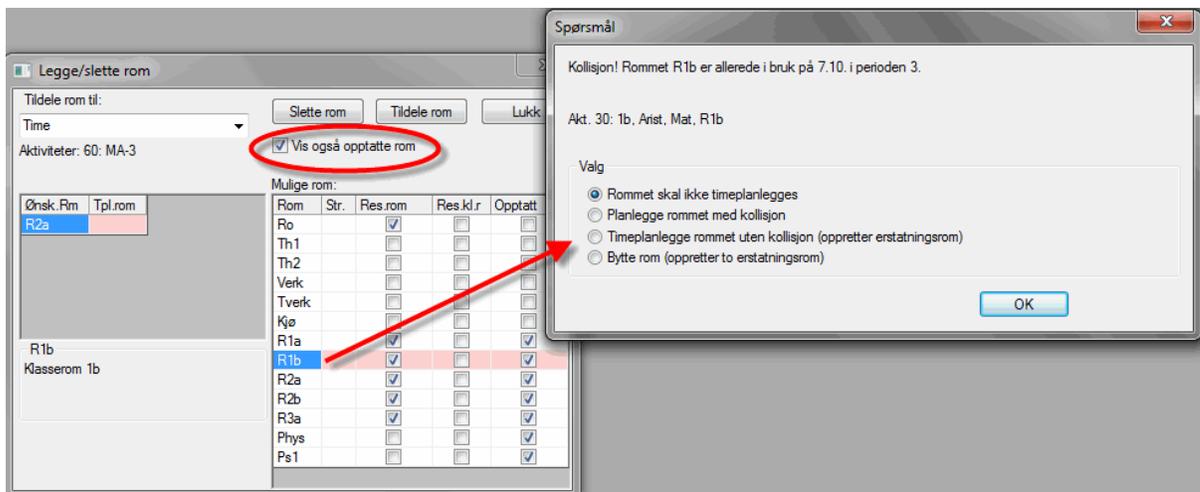
A-nr.	Lærer, fag, rom	Da.	Tid	Skole
67	Cer, Bi, R1a (R3a)	3a	2-42	28

If a block of lessons 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.



Swapping rooms

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



Tip: Changing rooms in overview timetables

You can also use drag&drop to change rooms intuitively in room overview timetables.

Tverk - Verksted tekstil Timeplan (Rom20)

Tverk

07.10.2013 - 12.10.2013

	Mandag								Tirsdag								Onsdag		
	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8	1	2	
Th1				*2b Rub Idh						*4 Ne Idh								*3a, Rub Idh	*2b Rub Idh
Th2																			
Phys	4 Aris Fy	2a Ne Fy	3b Ne Fy																
Verk							3a, And Tm	3a, And Tm		2b Curi Tksl						4 An Tm	4 An Tm		
Tverk				1a Curi Tksl	1a Curi Tksl					2b Curi Tksl									
Kjø							3a, Curi Hk	3a, Curi Hk											
R1a	1a Cer Bi	1a Aris Eng	1a Rub No		4 Cer Eng				1a Aris Eng	1a Rub No	1a Ga Mat	4 Hug No				1a Cer Bi	1a Ga Mat		
R1b	1b Rub No	1b Rub No	1b Aris Mat	1b Nob Rel					1b Rub No	1b Call Mu	1b Aris Mat				1b And Hist	1b Cer Bi			
R2a	2a Ne Mat	4 Nob Rel	2a Cer Eng						2a Cer Ri	2a Ne Mat	2a Cer Eng	2a, Ne TI			2a Nob Rel	4 Hug Ge			

A-nr.	Lærer, fag, rom	Kla.	Tid	Skoleuke	Elev	Tekst	Kobling	GruppelD
72	Curie, Tksl, Tverk	2b		2-41		26		
+3								

2.9 Utskrift

Til utskrift av vikarlisten anbefaler vi at man forbereder en individuell liste for hver mottaker (lærer, elev). Du kan gjemme disse listene og bruke dem hver dag. De fleste Untis-brukere har en tendens til å arbeide med tre forskjellige vikariatvisninger: en for redigering av listen, en for utskrift av lærerens liste og en for utskrift av elevenes liste. Grunnen til dette er at vikarplanleggeren har bruk for informasjon på skjermen som ikke relaterer seg til utskriften. Dessuten inneholder lærerlisten ofte annerledes informasjon enn elevlisten, eller annerledes layout. Nedenfor vil vi forklare hvordan man tilpasser de to vikariatvisningene til utskrift.

2.9.1 Elevliste

Åpne filen demo5.gpn og vindusgruppe 3 (Utskrift vikariater) via verktøyslinjen på vindusgrupper.

Hint: Vindusgruppe

En vindusgruppe er et arrangement av vinduer etter eget valg. Disse kan gjemmes og åpnes med et museklikk. Disse brukes til spesifikke oppgaver, som utskrift av vikarlister (se kapittel [Vindusgrupper](#))

I denne vindusgruppen ser du to vikariatvinduer: lærerlisten og elevlisten. Disse vinduene viser forskjellig innhold og de har ulik layout.

Velg visningen "Vikariat / Utskrift / Klasse" og klikk på knappen <Vis utskrift> . Det viser følgende:

Utskrift / Klasse 23.9. - 29.9.

Klasse 1a (Gauss) ← **hver klasse har egen overskrift**

Klasse/Grp	Time	Fag	Vikar	Rom	(Lærer)	(Læ.) til	Type	Tekst til vikariatet
1a	1	Bi	Ander	R1a	Cør		Vikariat	

Klasse 2a (Hugo) ← **klasse og vikar har uthevet skrift**

Klasse/Grp	Time	Fag	Vikar	Rom	(Lærer)	(Læ.) til	Type	Tekst til vikariatet
2a	3	Eng	Curie	R2a	Cør		Vikariat	

Klasse 2b (Andersen) ← **listen er sortert etter klasse og time**

Klasse/Grp	Time	Fag	Vikar	Rom	(Lærer)	(Læ.) til	Type	Tekst til vikariatet
2b	2	Bi	Callas	R2b	Cør		Vikariat	

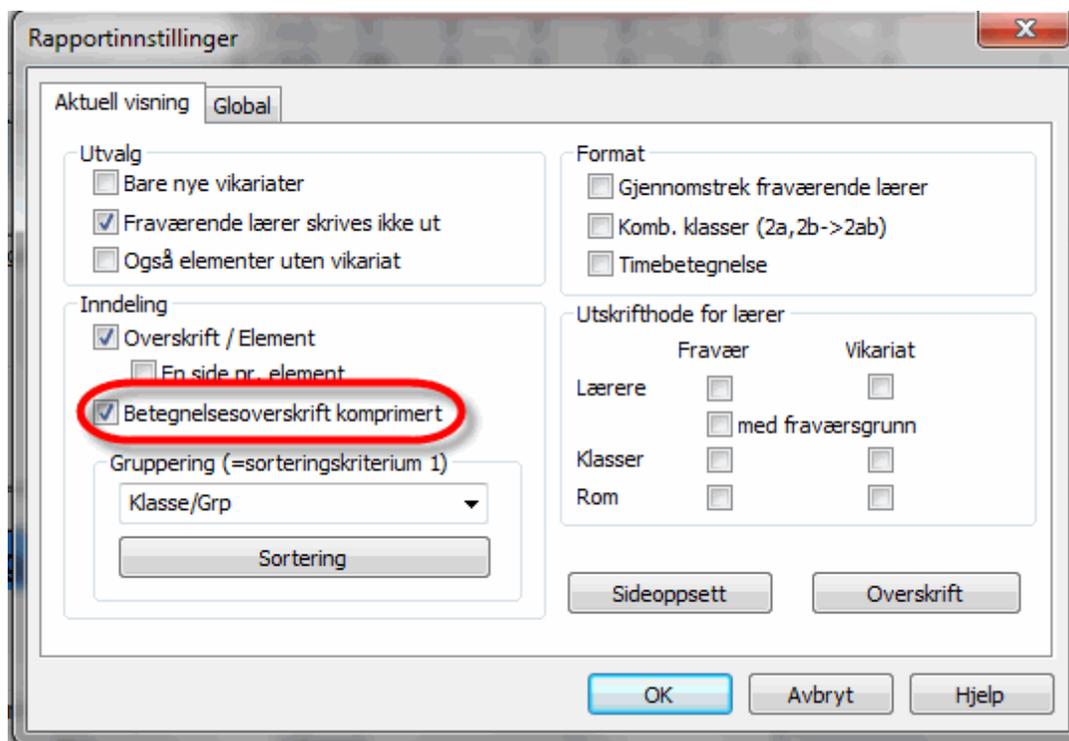
Eksempel: Tilpassing av elevlisten

Utskriften skal printes med plassbesparende overskrifter. Utover dette skal kolonnen "Vikar" rykkes til tredje posisjon, kolonnen "Type" skal skjules og kolonnen "Fag" skal skrives med fet skrifttype.

Du kan utføre alle utskriftsinnstillingene i sidelayout, noe som man åpner ved å klikke på knappen med samme navn i vikariatvinduet.

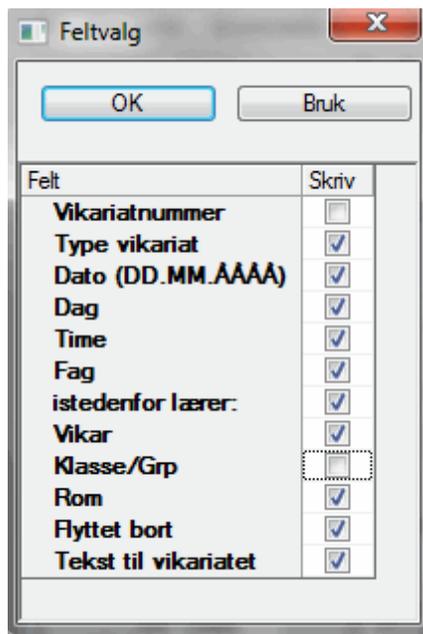
Endre overskrift

For å spare plass skal overskriften integreres i tabellen. Sett hake i feltet "Elementoverskrift komprimert" under <Sidelayout> i vikariatvinduet.



Skjul kolonner

Ved hjelp av kolonnen "Aktiv" i vinduet <Feltvalg> kan du skjule eller vise kolonner i utskriftsvinduet. Fjern haken i raden "Klasser".



Listen vil bli skrevet ut etter de ovennevnte definisjoner.

Utskrift / Klasse 23.9. - 29.9.

Dato	Time	Dag	Fag	Vikar	Rom	(Lærer)	(Læ.) til	Type	Tekst til vikariatet
Klasse 1a (Gauss)									
23.9.	1	MA	Bi	Ander	R1a	Cer		Vikariat	
Klasse 2a (Hugo)									
23.9.	3	MA	Eng	Curie	R2a	Cer		Vikariat	
Klasse 2b (Andersen)									
23.9.	2	MA	Bi	Callas	R2b	Cer		Vikariat	
Klasse 4 (Nobel)									
23.9.	5	MA	Eng	Callas	R1a	Cer		Vikariat	

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2.9.2 Lærerlisten

Vikariatlisten for lærere (Vikariat /Utskrift / Lærer) inneholder delvis andre elementer enn elevlisten. Layouten og også annerledes.

Utskrift / Lehrer 23.9. - 29.9.

23.9.

Fraværende lærere: Cer

Berørte lærere: Ander, Callas, Curie

← **Fraværende lærere og berørte lærere vises i hode på utskriften**

Vikar	Dato	Time	Klasse/G.	Fag	Rom	(Lærer)	Vikar fra	(Læ.) til	Type	Tekst til v.
Andersen Hans Christian										
Ander	23.9.	1	1a	Bi	R1a	Cer			Vikariat	
Callas Maria										
Callas	23.9.	2	2b	Bi	R2b	Cer			Vikariat	
Callas	23.9.	5	4	Eng	R1a	Cer			Vikariat	
Cervantes Miguel										
Ander	23.9.	1	1a	Bi	R1a	Cer			Fravær	
Callas	23.9.	2	2b	Bi	R2b	Cer			Fravær	
Curie	23.9.	3	2a	Eng	R2a	Cer			Fravær	
Callas	23.9.	5	4	Eng	R1a	Cer			Fravær	
Curie Marie										
Curie	23.9.	3	2a	Eng	R2a	Cer			Vikariat	

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Sortér

Lærerlisten er sortert etter vikar, mens elevlisten er sortert etter klasser.

Åpen <Sortér> i vikariatvisningen. Innstilling i kolonnen "Sorter" definerer hvilke kriterier som listen sorteres etter. Lærerlisten er først sortert etter vikar, deretter etter time. Hvis du ønsker å vise en overskrift vil det bli den som vises som nummer 1 i kolonnen "Sorter".

Sorteringskriterium

Sorter etter **1**

Vikar

stigende synkende

og deretter **2**

Time

stigende synkende

og deretter

-Ingen-

stigende synkende

og deretter

-Ingen-

stigende synkende

og deretter

-Ingen-

stigende synkende

OK Avbryt Bruk

Du kan finne mer informasjon vedrørende utskrift av vikariatlister i kapittelet [Utskrift av vikariatlister](#)

2.9.3 Vikariater i timeplan

Du kan også vise vikariater i timeplan som alternativ til vikariatlistene. De overordnede timeplanene er et veldig praktisk verktøy, da du kan begrense visningen til en enkelt dag og til kun å vise vikarundervisning, hvis du også ønsker det.

Figuren under viser den daglige timeplanen med vikariater fremhevet i rødt. Informasjon som ikke kan være inne i skjemaet (f.eks. de vikarierende lærere) blir vist i signaturforklaringen.

Mandag 23.9.								
	1	2	3	4	5	6	7	8
1a	Bi Ander R1a	Eng Arist R1a	No Rub R1a	Tksl Curie Tverk				
1b	No Rub R1b		Mat Arist R1b	Rel Nobel R1b				
2a	Mat New R2a	Fy New Phys	Eng Curie R2a	*Idh Rub Th1				
2b	No Callas R2b	Bi Callas R2b	Rel Nobel R2b	*Idhb Arist Th2		Ku Callas R2b		
3a	Rel Nobel R3a	Mat Ander R3a	Geo Hugo R3a	No Hugo R3a		Tmsl Ander Verk		
3b	No Hugo Ro	Geo Hugo Ro	Fy New Phys	Mat New Ro		Hk Curie Kie		
4	Fy Arist Phys	Rel Nobel R2a	Ku Callas		Eng Callas R1a			

2.10 HTML-output

Som et alternativ til de utskriftslistene kan du også vise vikariater i HTML-format på internett eller på din skoles intranet. Du kan selv bestemme hvilken informasjon som skal publiseres, på samme måte som for utskriftene.

Infoskjema-modulen tilbyr mange muligheter innen visning av vikariatdata i HTML-format (du kan finne mer informasjon om å vise data i HTML-format i kapittelet [HTML output](#)).

23.9. Mandag | [\[Tirsdag\]](#) | [\[Onsdag\]](#) | [\[Torsdag\]](#) | [\[Fredag\]](#) | [\[Lørdag\]](#)

Vik-Nr.	Type	Dato	Time	(Fag)	Fag (Lærer)	Vikar (Klasse(r))	Klasse/Grp (Rom)	Rom	Vikar (L.æ.) fra til	Und.-Tekst til vikariatet	Kobling	Nytt
305	Vikariat	23.9.	1	Bi	Bi Cer	Ander	1a	1a	R1a R1a			x
306	Vikariat	23.9.	2	Bi	Bi Cer	Callas	2b	2b	R2b R2b			x
307	Vikariat	23.9.	3	Eng	Eng Cer	Curie	2a	2a	R2a R2a			x
308	Vikariat	23.9.	5	Eng	Eng Cer	Callas	4	4	R1a R1a			x

2.11 Statistikk

En viktig del av vikarhåndteringsmodulen, utover generering av den daglige oppdaterte timeplanen, er å opprettholde time- og vikarstatistikk gjennom hele skoleåret. Det finnes et antall forskjellige verktøy og lister til dette formålet. Nedenfor introduserer vi [fraværgrunn](#) - det sentrale elementet for oppstilling av vikariater - og rapporten [vikar-månedsavregning](#).

2.11.1 Fraværsgrunn

Hvorvidt og hvordan en avlyst time blir avregnet på en lærer, avhenger primært av hvordan fraværårsaken er registrert.

Du kan definere fraværårsaker under "Moduler | Vikar- og avvikshåndtering | Fraværsgrunn". Ofte er

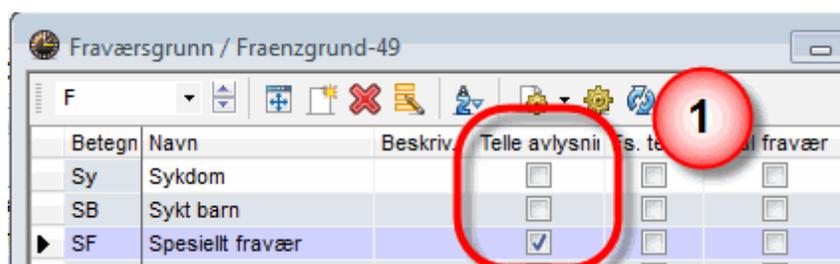
fraværgrunner allerede definert av myndighetene og i noen tilfeller er de automatisk blitt opprette i Untis. I det sistnevnte tilfelle kan de ikke endres.

Eksempel: Opptelling av vikariater

1. 1. Åpne filen demo.gpn og opprett to fraværgrunner via "Moduler | Vikarhåndtering | Fraværgrunn".

Sykdom: Sett ikke hake i noen boks. En avlysning av denne årsaken skal ikke telle med.

Spesielt fravær: Sett hake i boksen "Avlysn. telles". En avlysning med denne årsaken skal avregnes negativt i forhold til fraværstellersen.

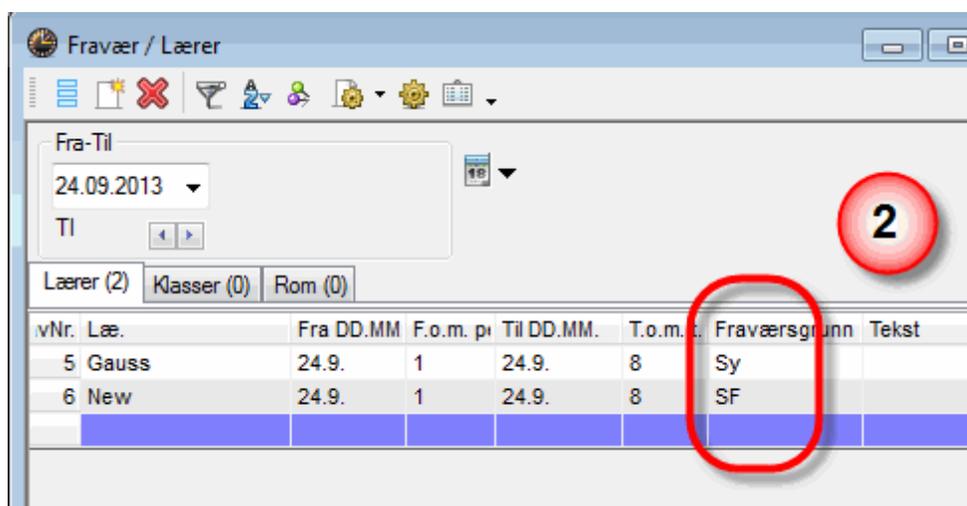


2.11.2 Rapport: Vikar-månedsavregning

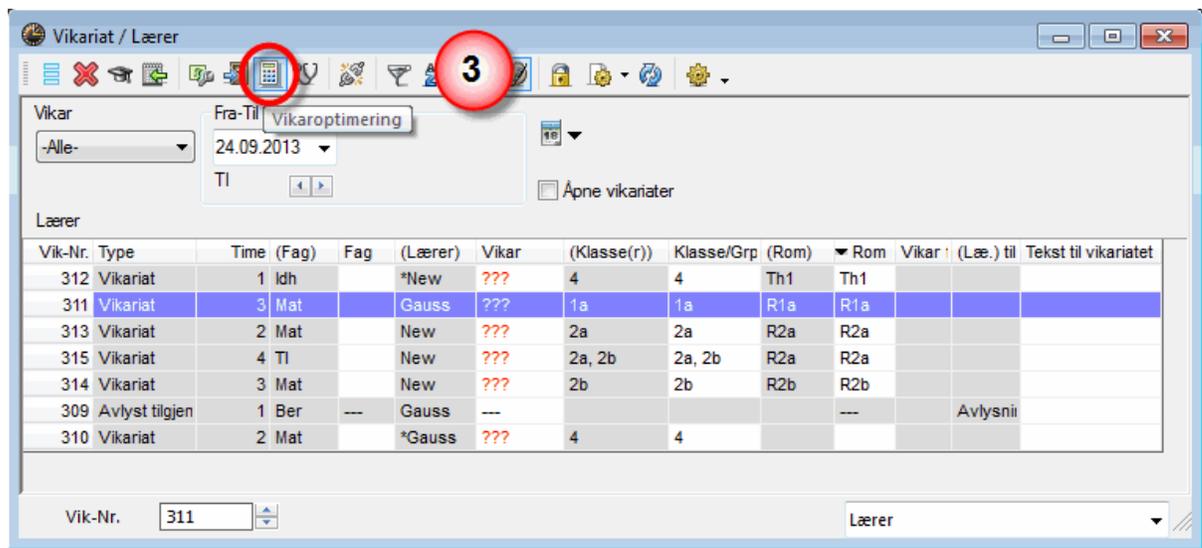
Vikariatavregning gir et overblikk over alle vikariater i en valgt tidsperiode - sett fra lærerens synspunkt.

Eksempel: Vikaravregning

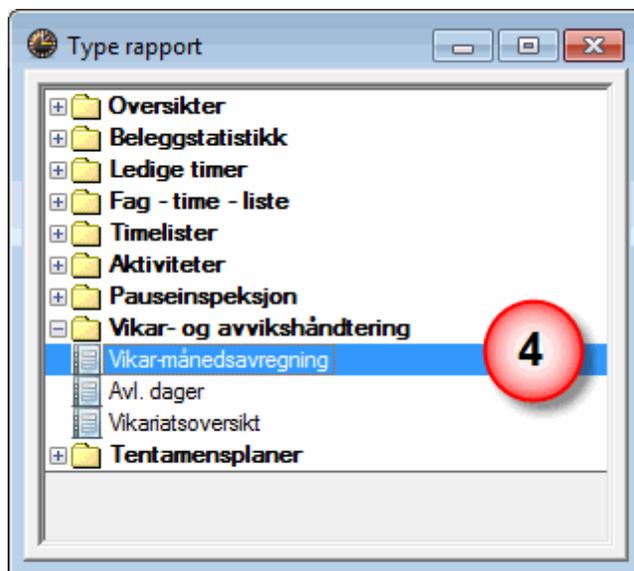
2. Tast inn fravær for lærer "Gauss" og "New" på en mandag - Gauss med årsaken "Sykdom" og New med årsaken "Spesielt fravær".



3. Fyll ut de åpne vikariater med knappen <Optimering>.



4. Åpne vikariatavregning via "Rapporter | Utvalg.. | Vikar - og avvikshåndtering | Vikar-månedsavregning".



Lærer Gauss har to avlysninger på mandagen, men fordi fraværsårsaken er "Sykdom", teller disse to timene ikke negativt. I alt for september måned er det derfor 0.

img src="V_13_035.gif">

Lærer Newton har fem avlysninger med fraværsårsaken "Spesiellt fravær". Hans fraværsopptelling er derfor på -5.

Gauss Gauss

Vikariat / Avlysning / Verdijustering : 19.9. - 30.9.

Dato	Time	E/V	Verdi	Teller	Fag	Klasse/Grp	Årsak	Tekst
24.9.	TI/1	-E	0	0	Beredskap		Sykdom	
24.9.	TI/2	-E	0	0	Matematikk	4	Sykdom	
24.9.	TI/3	-E	0	0	Matematikk	1a	Sykdom	

Sum: 0

Vikariater: 0

Avlysninger: 0

Avlysning uten avregning: 3

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Det finnes en rekke andre mulige rapporter utover vikar-månedstavregning. De er beskrevet i detaljer i kapittelet [Statistikker](#).

3 Basics

This section explains how to activate and deactivate module Cover Planning 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 in the main toolbar.



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 chapter [Window 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 more (or by

invoking menu item "Modules | Cover planning | Exit").

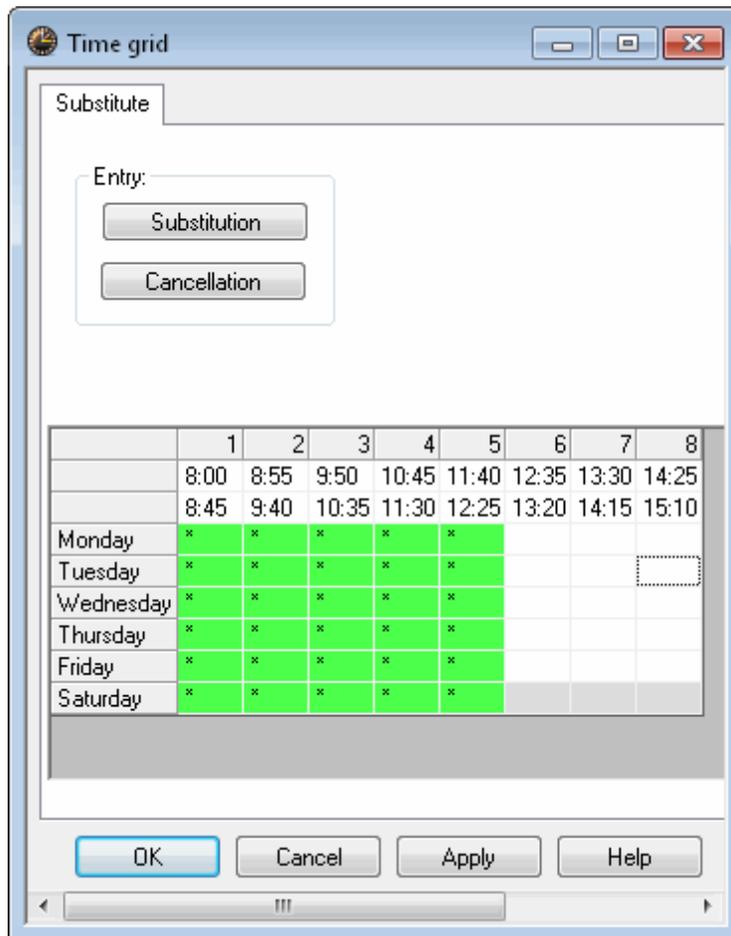
3.2 Substitution time grid

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 "Master Data | Classes" 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. You can mark these classes on "Substitute" tab in the class time grid.

Class time grid / Class-72

4 Class 4 (Nobel)

Scheduling Substitute

Entry:

Substitution Copy

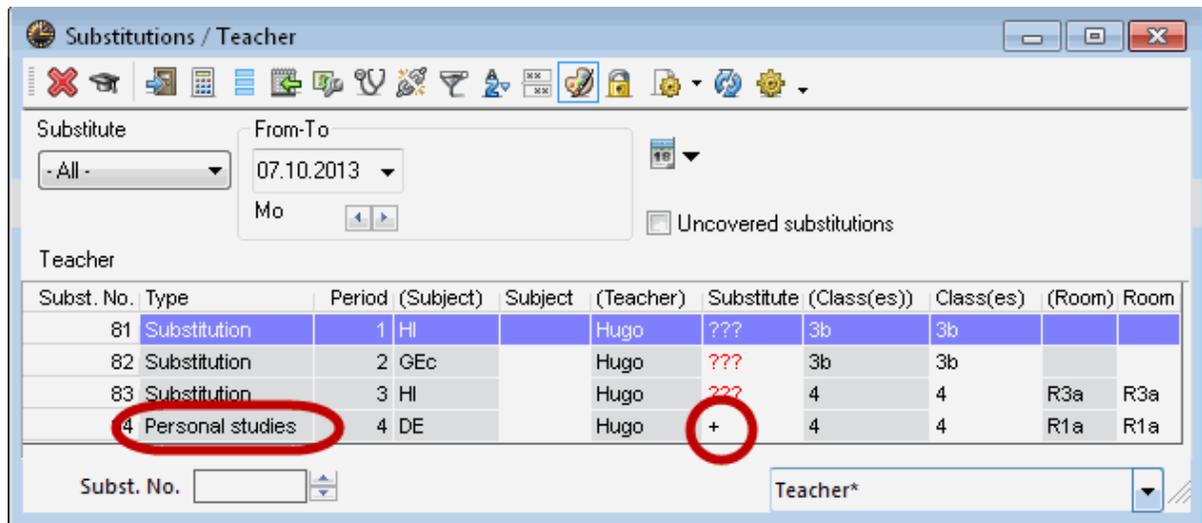
Cancellation

Cancellations -> Personal studies

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

OK Cancel Apply Help

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

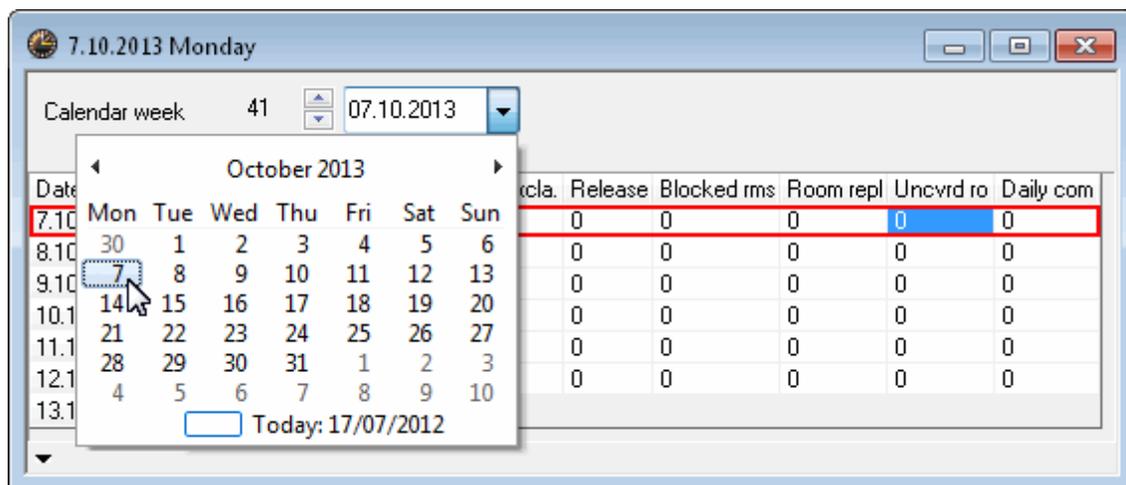
You can easily select the scheduling date using the calendar in the toolbar. You can change the day using the arrows or select any day in the school year from the calendar. All opened windows will synchronise automatically to the selected day.

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

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.

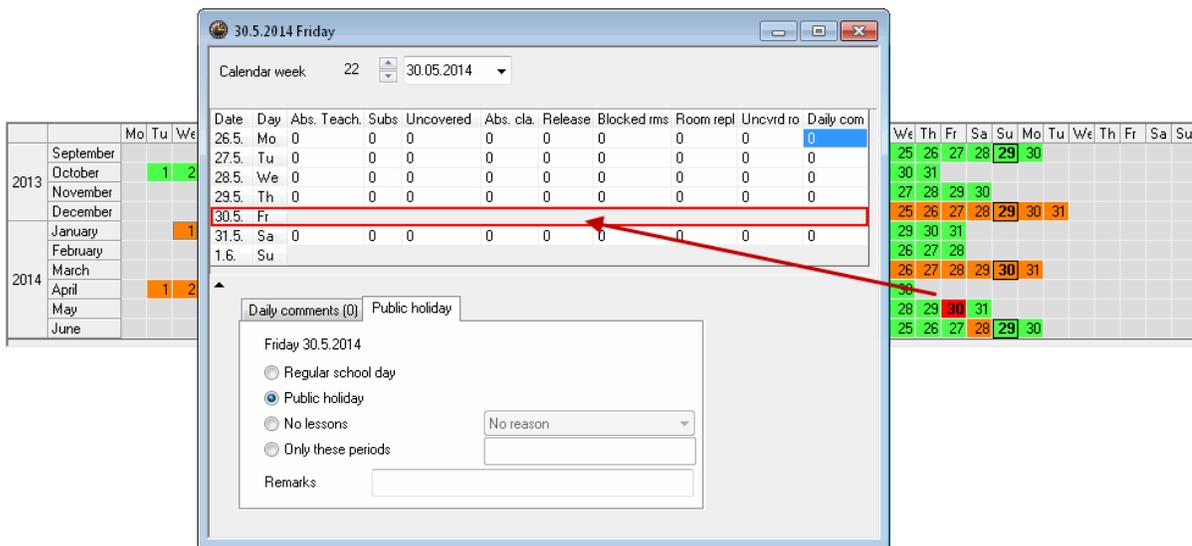


The windows communicate with each other, as you are accustomed to in Untis: for example, if you have

the absences window open when you select the date, the selected date will be used their automatically. This behaviour is discussed in greater detail in the following sections.

3.4.1 No lessons

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



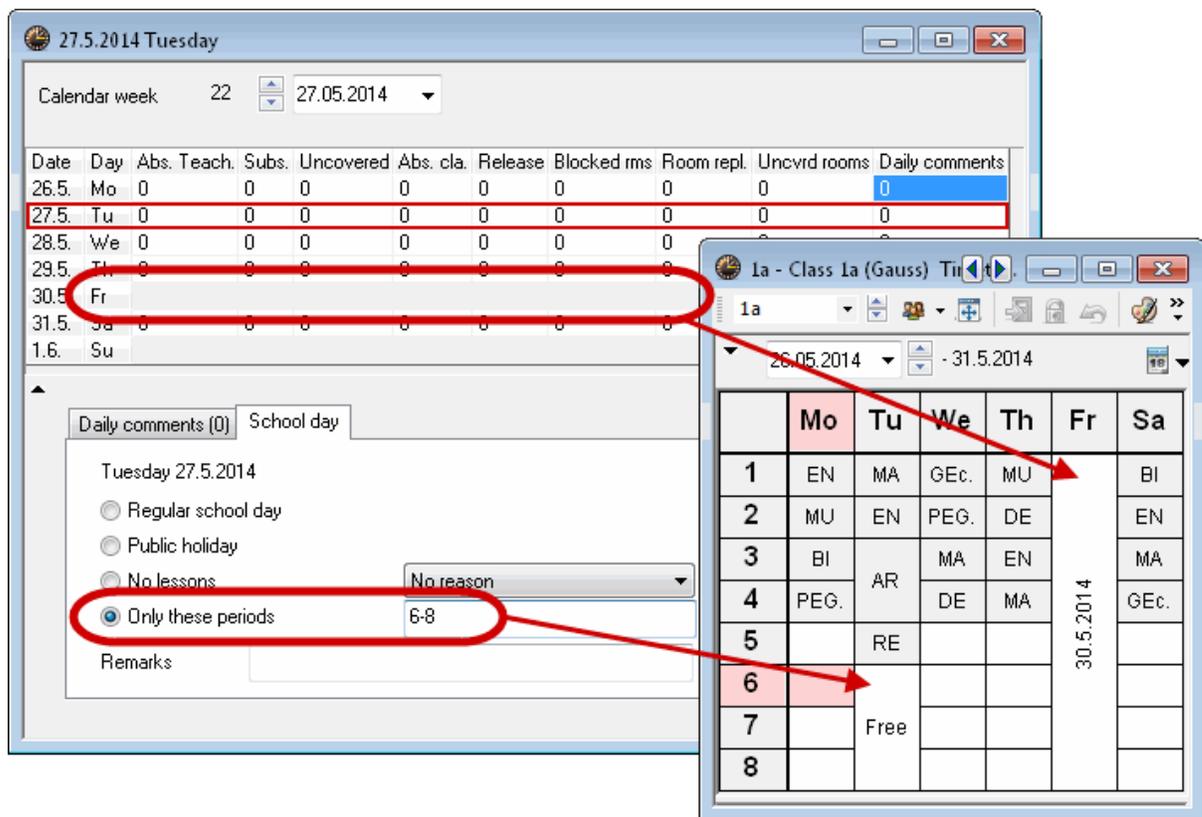
In addition to the settings in the holidays' calendar (Master Data | School holidays) you also can use the form view of the calendar to specify whether certain days are without lessons or are (public) holidays. This differentiation is important in some countries for teacher remuneration.

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 field "Free periods of the day".

If all periods after the fifth 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 comments allow you to enter and print individual texts for each element. You find a detailed description of this function in chapter [Daily comment](#) .

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

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

Information on classes

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

Information on rooms

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

Number of daily comments

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

Calendar week		41		07.10.2013						Daily comment			
Date	Day	Abs. Teach.	Subs.	Uncovered	Abs. cla.	Release	Blocked rms	Room repl.	Uncvrd rooms	Daily comments			
7.10.	Mo	1	4	3	0	0	0	0	0	0			
8.10.	Tu	1	0	0	0	0	0	0	0	0			
9.10.	We	1	2	5	3	4	5	0	6	0	7	8	9
10.10.	Th	1	1	3	3	4	5	0	6	0	7	8	9
11.10.	Fr	0	0	0	0	0	0	0	0	0	0	0	0
12.10.	Sa	0	0	0	0	0	0	0	0	0	0	0	0
13.10.	Su												

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

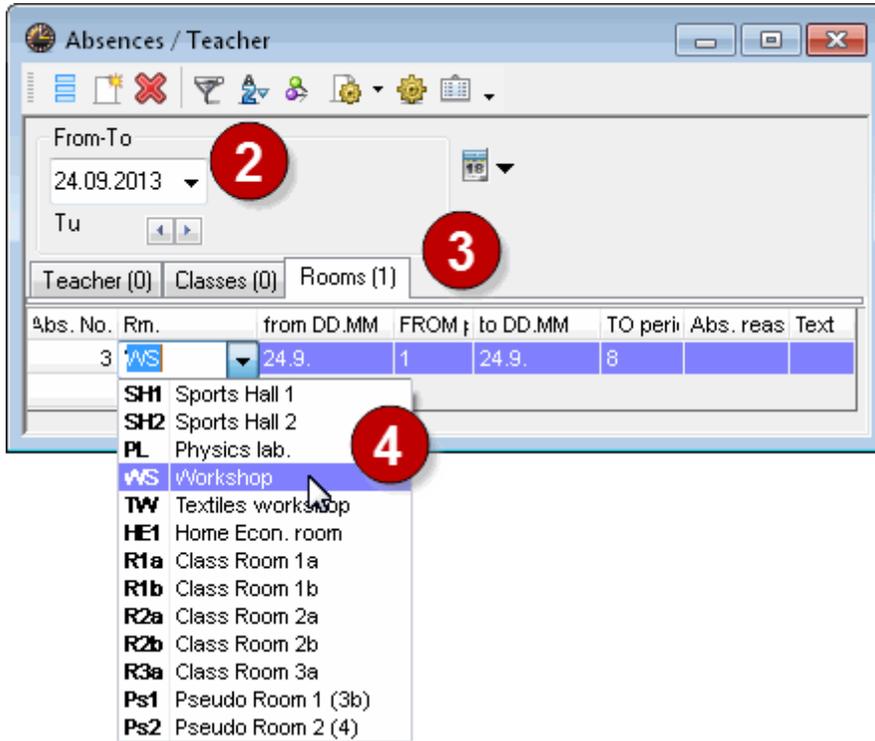
The workshop is not available on a specific Tuesday and must therefore be set to absent.

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

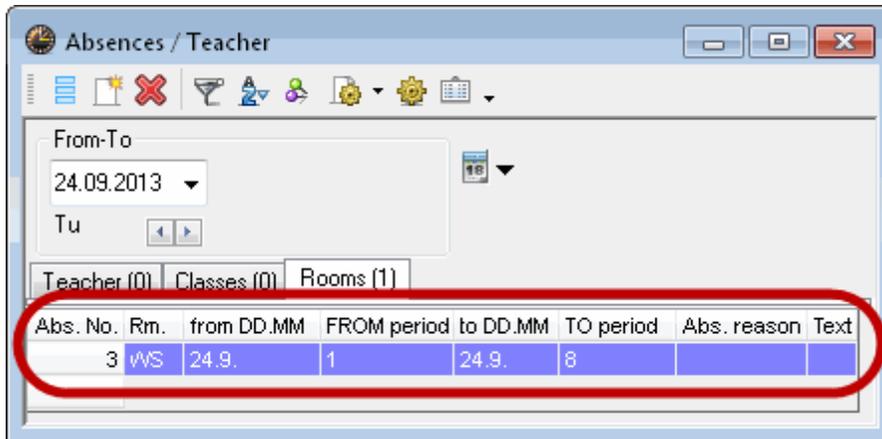
Note: Demo files

You can find the demo files under C: \ Program Files \ Untis.

2. Set the date to any Tuesday in the school year.
3. Select the type "Room".
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 22 September.



Note: Reason of absence

Entering a reason of absence does not affect the how a substitution itself is performed. Only the method of counting the cancellations and releases that result because of 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 that result because of this absence are automatically deleted as well. You cannot delete a substitution direct.

Time range

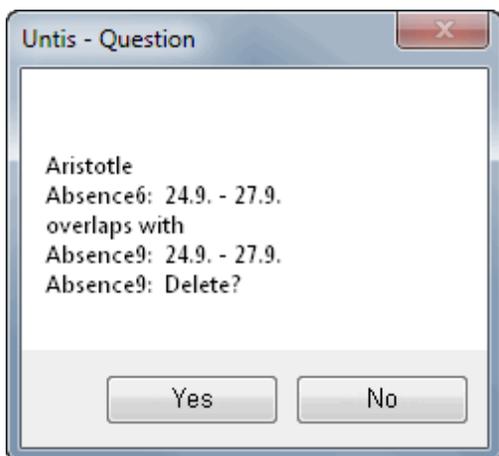
The absences window displays a day, a week or a self-defined time range. You can make this selection under <Settings> .

Absence text

Free text can be entered for each absence.

Overlapping absences

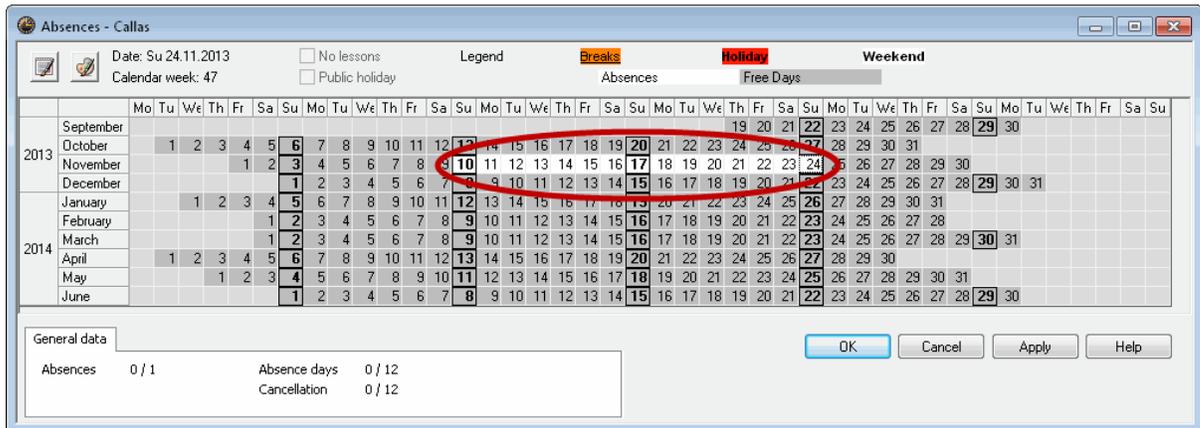
Two absences of a teacher can overlap (e.g. a teacher becomes ill during an excursion which lasts a week). You do not need to delete the absence that was entered first, since you would lose any substitutions already entered. If you enter two different reasons of absence for two overlapping absences,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



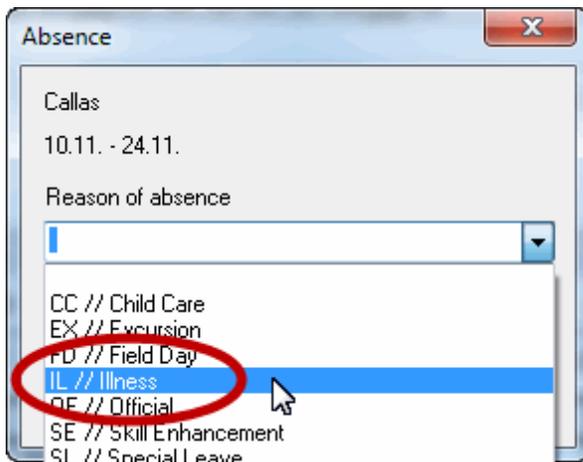
4.2 Entering absences in the school calendar

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

1. Using file demo5.gpn, switch to cover planning mode and open window "Master Data | Teachers".
2. Activate the teacher concerned and open the school year calendar via the <Calendar> button .
3. Hold the left mouse-button pressed and highlight those days on which the teacher should be set to absent.



4. Confirm your entry with <Apply> or <OK>.
5. 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 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, 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](#)

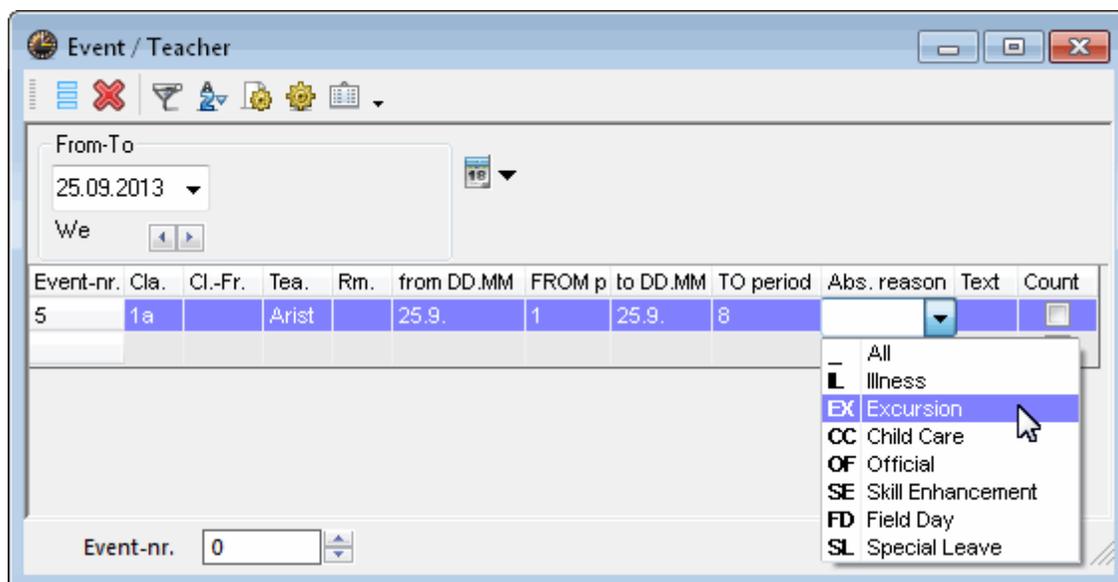
[Event with several classes and teachers](#)

[Event with part of a class](#)

5.1 Event with one class and one teacher

Class 1a is going on a field day 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 context menu (right mouse-button) or with 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 "FD-Field Day".



Note: How is the event counted

The "reason" is relevant only for the counting of substitutions, cancellations and releases that result because of the event (see chapter [Events and substitution counter](#)).

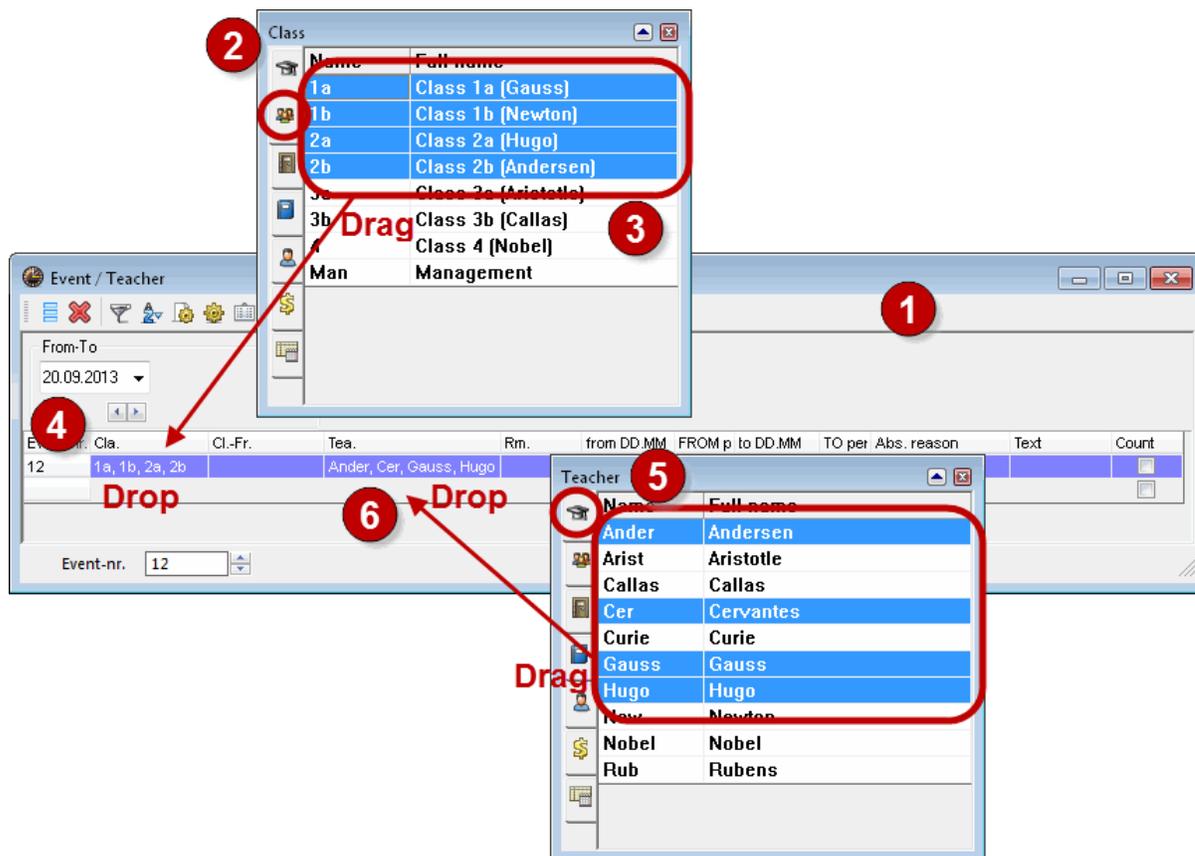
4. Switch to the substitution window. The open substitutions, releases and cancellations that result because of the event are displayed.

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 the whole day long.

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> pressed – click on 2b).
4. Drag the marked classes with pressed left mouse-button into the events window and drop them there in column "Cla.".
5. Switch the element rollup to "Teacher" and mark all the teachers that taking part in the event with <Ctrl>+click (hold <Ctrl> pressed 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 that result due to the event will be

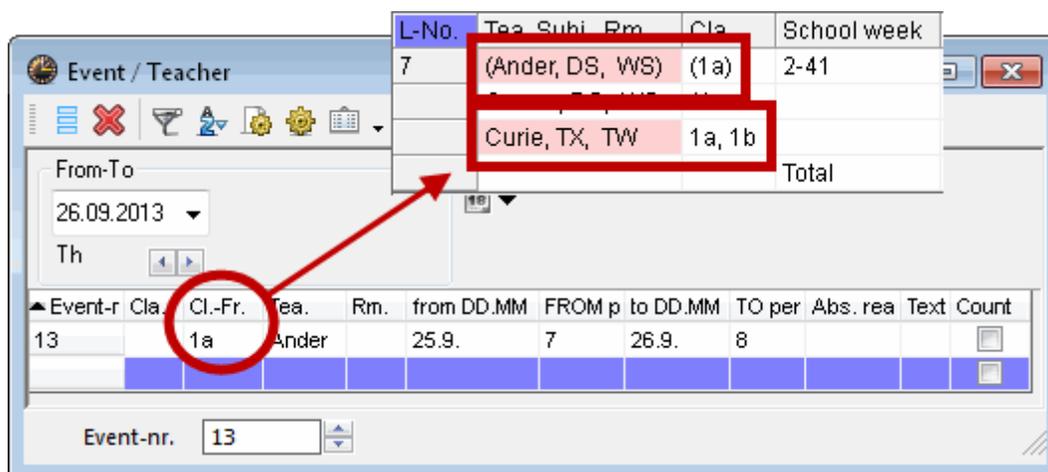
displayed.

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 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 a field day 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 possibilities are described below.

[Substitution display](#)

[Cancellation](#)

[Substitution suggestion](#)

[Shifts \('preponements'\)](#)

[Supervisions](#)

[Atypical substitutions](#)

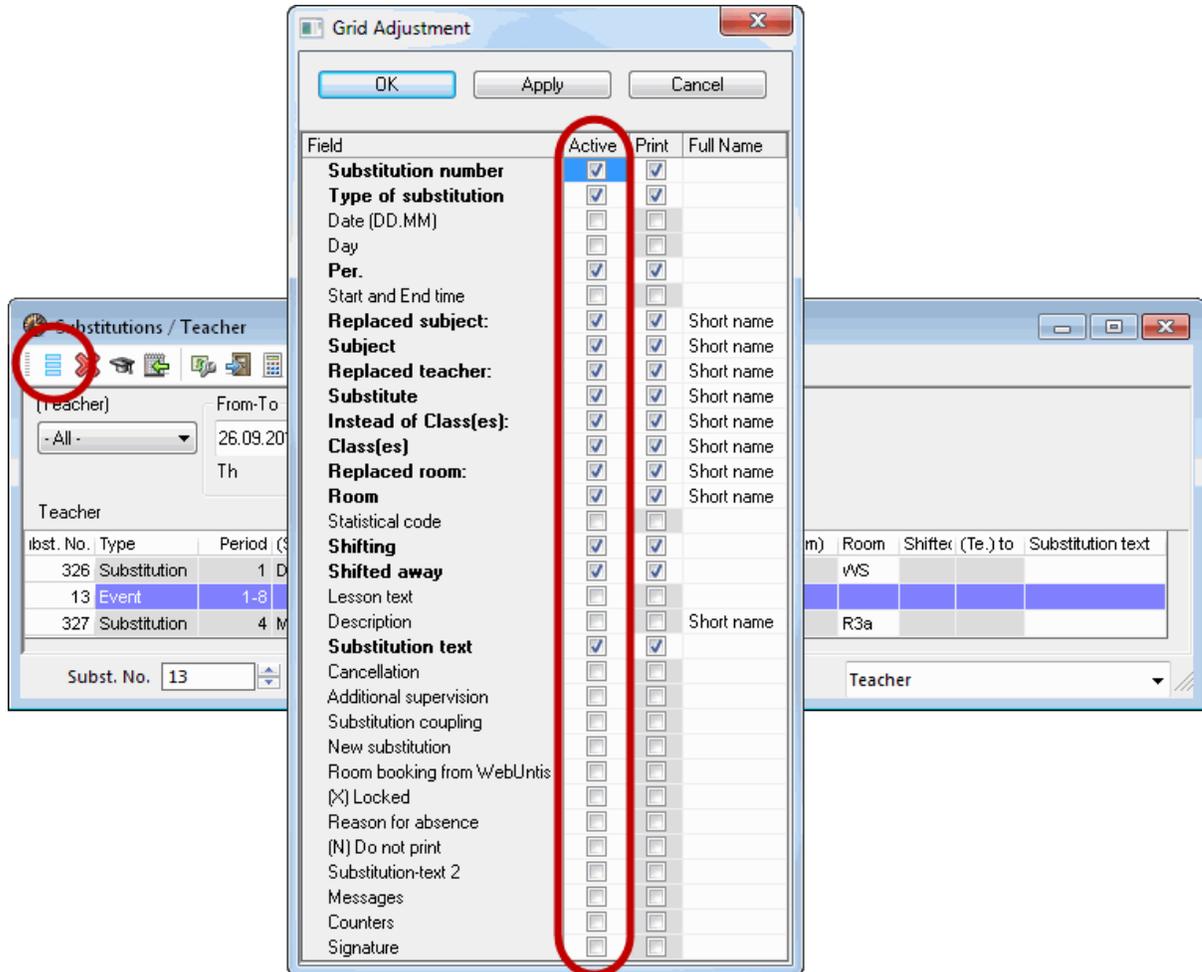
[Room substitution](#)

[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 below.



Tip: 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. Clicking this button again returns 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 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. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted from (Te.) to	Substitution text
298	Swap	1	El	EN	Cer	Cer	2a	2a	R2a	R2a	24.9. / 3	24.9. / 3
299	Lesson of the lesson pool	2	MA		New	???	2a	2a	R2a	R2a		Lesson pool
296	Swap	3	EN	El	Cer	Cer	2a	2a	R2a	R2a	24.9. / 1	24.9. / 1
300	Shifted	4	DE		Rub	???	1b	1b	R1b	R1b		25.9. / 5
301	Shifting	5	DE	DE	Rub	Rub	1b	1b		R1b	27.9. / 4	

Les.-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.

Descr.

If the same texts are entered repeatedly they can be defined as a description (under Master Data | Special 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 "Details" in print selection.

Lock(X)

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

Abs. reason

If reasons of absence are entered, they will be displayed here (see also chapter [Reasons of absence](#)).

Don't print (N)

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

Subst-Text-2

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

Message

A substitute teacher cannot know anything about a substitution if he/she is not at school from the time the substitution was created until the time he/she has to take the substitution (according to the timetable). The substitute must be informed separately (see also chapter [Information on the substitution suggestion / Message](#)).

Count

If a substitution counts positively or a release counts negatively, it will be displayed here.

Initials

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

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 pressing 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

6.1.1 Type of substitution

Type

This column in the substitution window indicates the type of substitution. If the field is blank, it is a "normal" substitution, i.e. the absent teacher's lesson will be taken by another teacher. The type of substitution is indicated in all other cases:

Standby cancelled: Cancellation of standby lesson.

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

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.

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

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.

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.

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

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.

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

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

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

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

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

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

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

Subst. w/o teacher: A "+" can be entered a substitute if you do not wish to enter a replacement 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'.

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

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 chapter [Lesson pool](#) .

Note: Displaying substitution types

You can select the types of substitution to be displayed 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.

Menu item 'Modules | Cover planning | Settings' will display 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 . Another click on this button changes the cancellation back to an open substitution.

Tip: Cancellation via the keyboard

As an alternative, you can enter '-' as the substitute. You can use the key to turn this back into an open substitution.

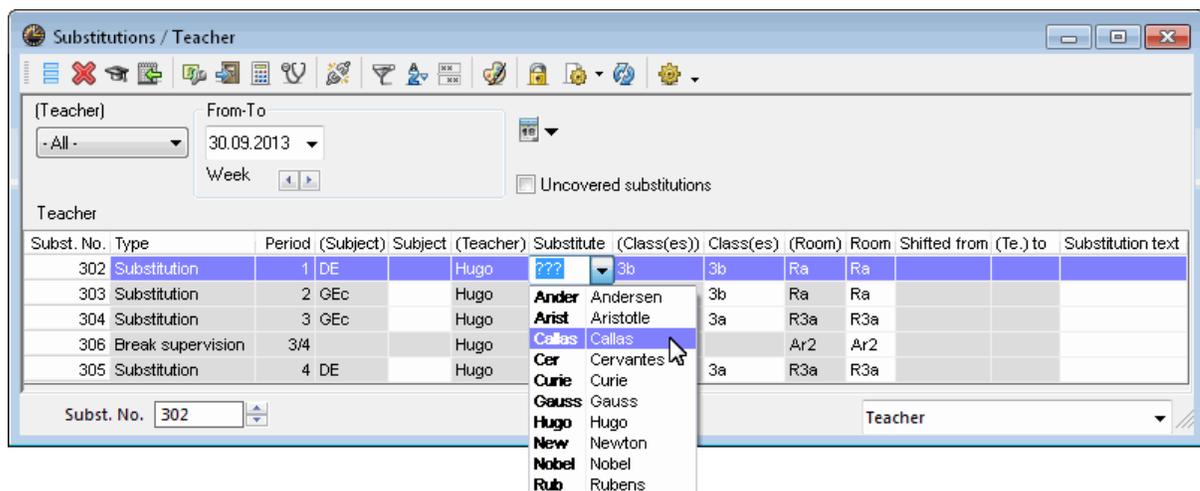
(Teacher)	From-To				
- All -	23.09.2013				
	Week	 			
Teacher		<input checked="" type="checkbox"/> Uncovered substitutions			
Subst. No.	Type	Period (Subject)	Subject (Teacher)	Substitute	(Class(es))
299	Lesson of the lesson pool	2 MA	New	???	2a

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 helps you quickly find a suitable substitute taking into account a range of different criteria. You will find an example of the using substitution suggestions in chapter [Assigning substitute teachers](#).

6.3.1 Information of substitution suggestion

The substitution suggestion  provides the following information that you can use to find the most suitable substitute teacher:

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 "normal" lesson. Details are provided in chapter [Period flag](#).

Counter

The counter is a number calculated from the number of substitutions and cancellations. You yourself can define how this number should be calculated on tab "Counter (Subst)" under "Modules | Cover planning | Settings...".

Substitutions that the teacher has performed are generally set off against lesson cancellations (e.g. resulting from class absences). The time range can be adjusted (see also chapter [Substitution counter settings](#)). The number will be negative if cancellations outweigh substitutions. The candidate has a "substitution deficit", the counter is displayed green meaning that he/she can be deployed in substitutions.

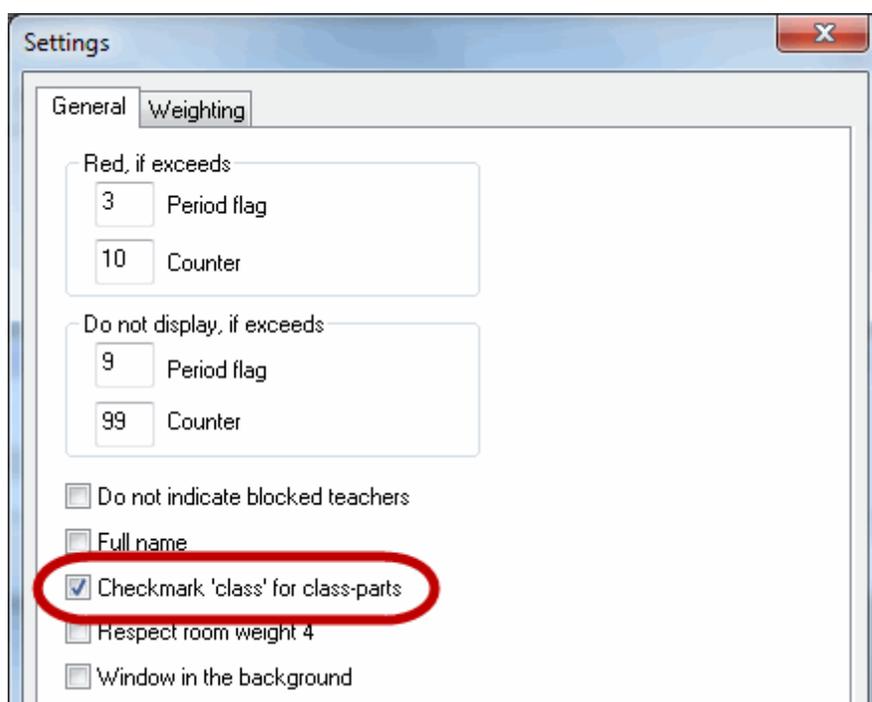
Substitutions and cancellations

Substitutions and cancellations, which form the basis for the calculation of the counter, are displayed separately. This allows you to consider the numbers separately when making your mind up about the substitution.

Class

This column indicates whether the suggested teacher teaches this class. This is important both for pedagogical reasons as well as making it possible to shift lessons. Additionally, the class teacher (Master Data | Classes) is highlighted on a green background in column "Class".

In the <Settings>  of the substitution suggestion you can choose whether field "Class" should be checked for teachers who teach only a part of the class but never the whole class.



Subject

A subject icon in this field indicates that the teacher either has the teaching qualification for this subject (only possible with module "Lesson planning - Value calculation") or he is teaches the subject of the open substitution.

Time requests

This is where any time requests of the substitution candidate are displayed. This should prevent a substitute being assigned incorrectly during a blocked period (time request -3).

Statistical code

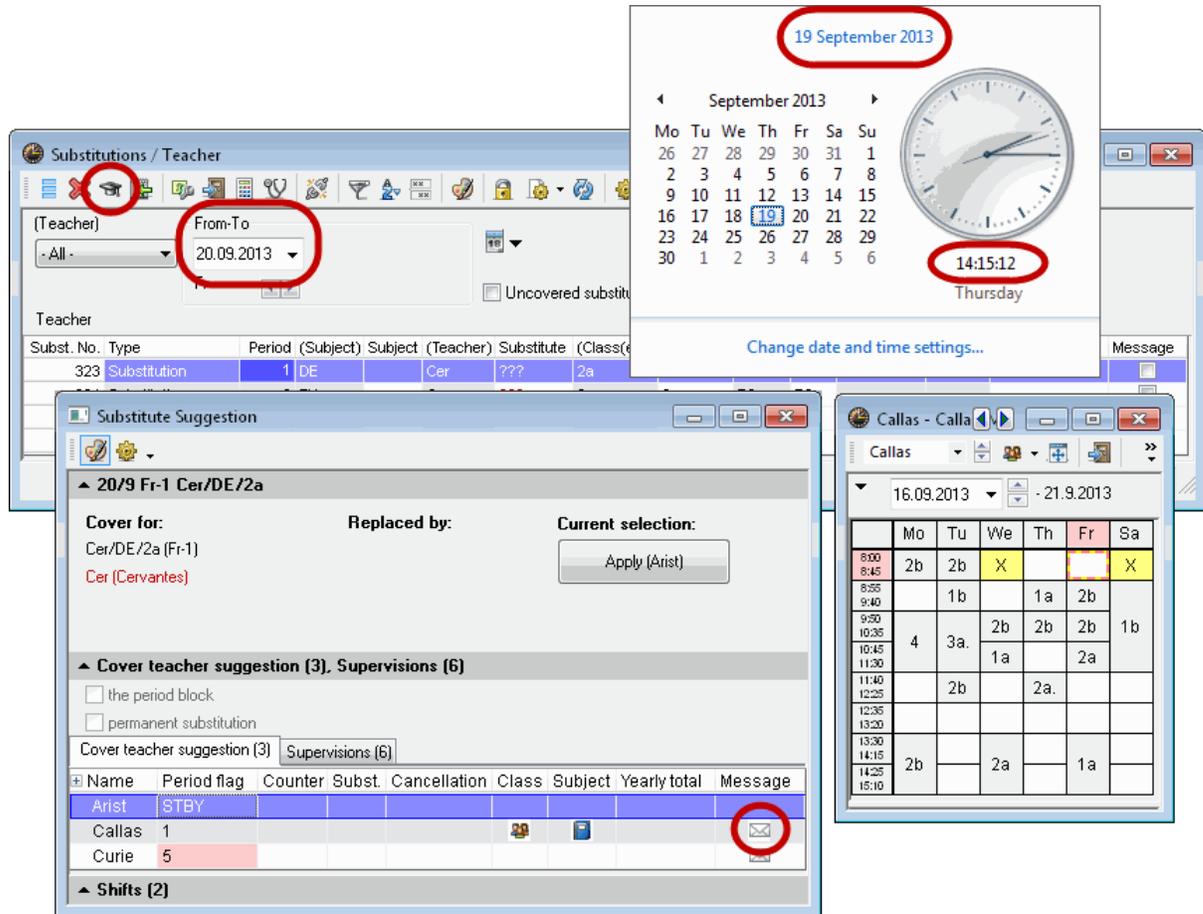
This column displays any statistical code entered under "Master Data | Teachers". When used appropriately, this field can provide useful information. For example, if you assign code "E" to external teachers and code "P" to part-time teachers then you immediately have the information about whether this teacher with non-teaching time is likely to be present.

Message

The "Message" column is checked the suggested teacher would have to be notified separately.

Example: Notification of a substitute teacher

It is after 2 p.m. on Thursday, 19 September, and the cover planner is looking for a substitute for the first period on Friday, 20 September. According to his timetable, teacher Callas could take this substitution. She would have to be notified separately as he does not have any lesson until the scheduled substitution on the following day.



Teacher Curie has to teach in periods 7 and 8 on Tuesday. She would be able to see the new substitution data (on paper or on the screen). Teacher Callas is on standby in the first period on Wednesday and would therefore not need notification.

If Gauss is assigned to substitute then you can see in the "Message" column in the substitution window that he needs to be notified.

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted from (Te.) to	Substitution text	Message
311	Substitution	1	DE		Cer	Callas	2a	2a	R2a	R2a			<input checked="" type="checkbox"/>
312	Substitution	2	EN		Cer	???	3a	3a	R3a	R3a			<input type="checkbox"/>
313	Substitution	3	EN		Cer	???	2a	2a	R2a	R2a			<input type="checkbox"/>
314	Substitution	4	BI		Cer	???	2b	2b	R2b	R2b			<input type="checkbox"/>

Tip: Notifying substitution teacher

Substitution teachers can be notified automatically via text message (SMS) or email with the "Info timetable" module.

Availability

This field displays availability entered under "Master Data | Teachers | Subst".

It is often desirable for a teacher who is in theory available for cover planning not to be assigned any substitutions.

This can be achieved using availability. Valid entries here are digits 0 to 9, with 9 expressing an absolute ban on substitutions. Leaving the field blank is equivalent to a value of "0", i.e. the teacher in question is not subject to any restrictions with regard to substitutions. Values of 1-8 correspond to the increments in between.

You yourself can determine to what extent availability influences the sequence of substitution suggestions compared with the other factors (please refer to chapter [Sequence of the substitution suggestion](#) for more information).

Supervisions

This column displays the number of supervisions in the selected time range ([see also chapter Supervisions](#)).

Paid substitutions (paid)

This column displays the number of paid substitutions in the selected time range (see also chapter [Substitution counter settings](#)).

Last week

If a substitution was performed in the previous week by a teacher from the substitution suggestion, this will be displayed green in 'Last week' column and marked with a check sign.

Yearly total

The yearly total is exactly the same as the counter (substitutions and cancellations are counted), just that the time range is always the whole school year This enables you to obtain a quick overview of the weekly or monthly counter (column "Counter") and the yearly total at the same time.

Lesson pool #

If a lesson from the lesson pool can be used to fill an open substitution then it is displayed in this column (see also chapter [Scheduling lessons from the LP](#)).

Points

The suggested teachers are ranked primarily according to an adjustable weighting (see chapter [Sequence of the substitution suggestion](#)) whose result is displayed as points. These are penalty points meaning that the teacher with the lowest number of points (most negative number) is the most suitable candidate.

Tip: Showing/hiding columns

You can show or hide the columns of the substitution suggestion by right clicking on the heading of the column.

Les./day

This column shows the number of schedules lesson per day.

6.3.1.1 Period flag

The period flag is an indicator representing how well the substitute fits in with the teacher's timetable. It defines the "distance" to the next "normal" lesson. Below we describe the meaning of the individual period flags in detail. Our example deals with the substitution suggestion for the third period on a Tuesday.

Substitute Suggestion

19.6. Tu-3 BAYE/M/06B

▲ Cover teacher suggestion (34), Supervisions (25)

the period block

permanent substitution

Cover teacher suggestion (34) Supervisions (25)

Name	Period flag	Counter	paid	Subst.	Cancel	Yearly total	Class	Subject	Message
HELM	x	-16		4	20	-85			
HENN	0	-27		2	29	-105			
MAIE	x	-12			12	-30			
SCHF	0	-27		3	30	-208			
RUF	0	-15		3	18	-54			
KOES	x	-10			10	-102			
ST.F	0	-6		2	8	-4			
LAND	0	-2			2	-63			
HOLZ	0	-8		2	10	-138			
ZAHN	0			1	1	-10			
LANG	0	-7		3	10	-45			
THEN	x			1	1	-23			
BREN	x	1		2	1	4			
PFIS	0	-6			6	-48			
BUCK	1	-8		1	9	-81			
PETR	1	-1			1	-4			
FREI	0	-1		1	2	-32			
LENZ	0	-1			1	-12			
NOWA	0					-35			
TIET	0					-4			
HOFM	1					-2			
BONA	9	-17			17	-56			
KLEI	9					-2			

▲ Shifts (6)

Period flag x

The teacher concerned was released due to an absent class and instead of his normal lessons he/she would have a free period.

The teacher in the example teacher "MAIE" would have a lesson in the third period on Tuesday.

However, this has been cancelled due to the absence of class K13. He is suggested with period flax x.

MAIE - MAIER, Friedrich Timetable (Leh1)

18.06.2007 - 22.6.2007

	Monday.	Tuesday.	Wednesda	Thursday.	Friday.
1	---	08A SM	K12 GKM	HENN 0	-27
2	09B M	TH1.		MAIE x	-12
3	07B M	---		SCHR 0	-27
4		---	07B M		K12 GKM

Period flag x

Period flag 0 (Non-teaching period)

In this case the teacher has a free period (non-teaching period) for which a substitute is required.

This is teacher "RUF" in our example. He has normal lessons on in the fourth and sixth periods on Tuesday.

RUF - RUF, Gerhard Timetable (Leh1)

18.06.2007 - 22.6.2007

	Monday	Tuesday	Wednesda	Thursday	Friday
1	05C M	05C M	---	SCHR 0	-27
2		06D M	K12 GKC2	RUF 0	-15
3		---		KOES x	-10
4	06D M	PERS		06D M	DIRE

Period flag 0

Period flag 1

The period to be covered is directly adjacent to or prior to a "normal" lesson.

Teacher "PETR" is an example of this in the substitution suggestion shown.

PETR - PETRICH, Inge Timetable (Leh1)

18.06.2007 - 22.6.2007

	Monday.	Tuesday.	Wednesda	Th
			06D 103	G
1		---	06D 103	G
2	06B 104	D	06C 208	SK
3			06C 208	SK
4	K12 013.	LKD	06B 104	D

BUCK	1	-8
PETR	1	-1
FREI	0	-1

Period flag 1

Period flag 2

The period to be substituted is two positions away from the next normal lesson.

Teacher "HAVE" has his next lesson at Tu-3, two positions away from the period to be substituted.

HAVE - HAVELKA, Thomas Timetable (Leh1)

19.06.2007 - 22.6.2007

	Monday.	Tuesday.	Wednesda	Th
	10D 038		09A 034	B
1	10D 038		09A 034	B
2			06D 031	Ilut
3	K12 034.	LKB	10D 038	C
4	06C 034	Ilut	K12 LKB	

HELM	x	-16
HAVE	2	-24
PFIS	1	-6

period flag 2

Period flag 3-8

The next lessons are 3-8 positions away from the period to be substituted. The higher the flag, the less suitable the teacher is to take this substitution from the point of view of the timetable and the further down he/she will be in the substitution suggestion.

Period flag 9

The teacher does not have any lessons on this day.

Teacher "BONA2" does not normally teach on Tuesdays at all so he would be the worst possible candidate for a substitution. There is the option of hiding teachers with period flag 9 (see chapter [Substitution suggestion settings](#)).

	Monday.	Tuesday.	Wednesda
1			
2	K12 BON2	LKL period flag 9	K12 BON2
3			
4			

RITT	1	-5
BONA2	9	
ZZ2	9	

Period flag /

Period flag / is displayed if the substitution takes place in an off-site building and cannot be reached in time by the suggested substitute teacher (since he/she is teaching the period either before or after the substitution and the break is too short to reach the off-site building).

Period flag = subject name

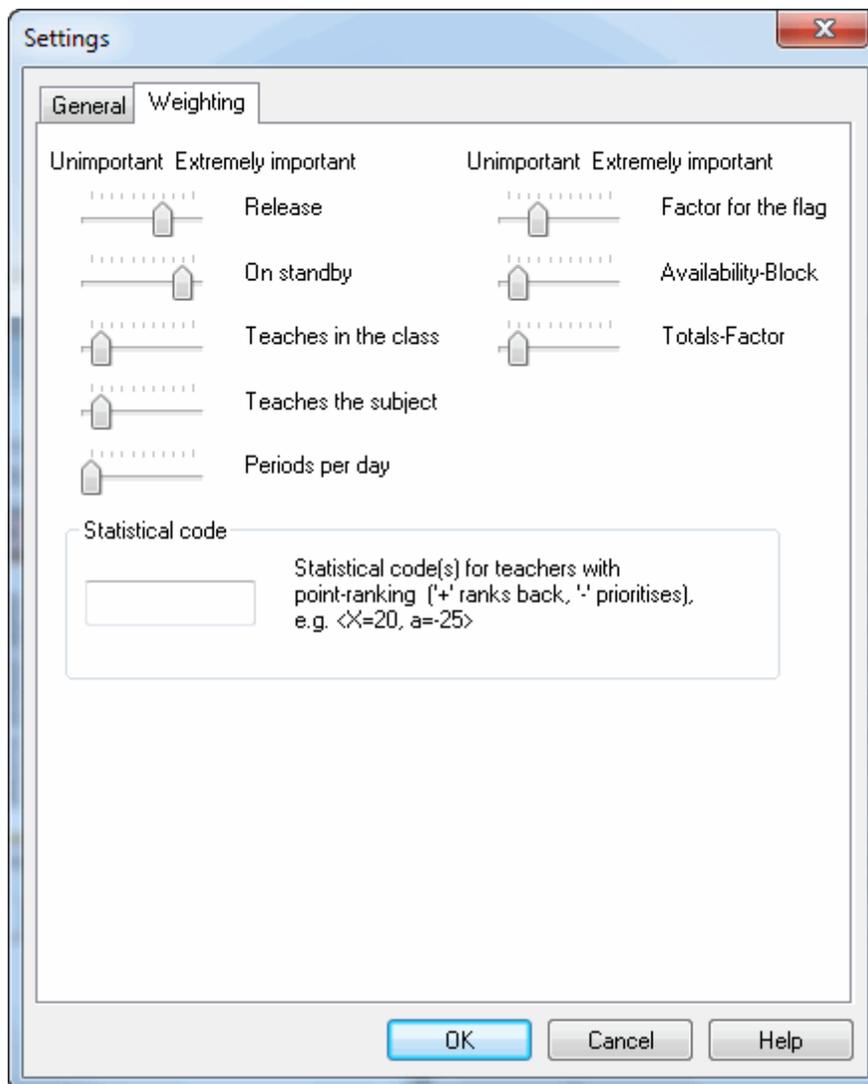
Teachers on standby are suggested with the short name of the standby subject in the substitution suggestion.

Name	Period flag	Count
Arist	STBY	
Curtis	3	

6.3.2 Sequence of the substitution suggestion

Teachers are ranked in the substitution suggestion the teachers according to the criteria described above beginning with the most suitable. You can define how to what degree the various criteria should influence the ranking.

You can reach these settings on the tab 'Weighting' via the  button in the substitution suggestion .



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 pushed down the list by this amount.

Totals factor

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

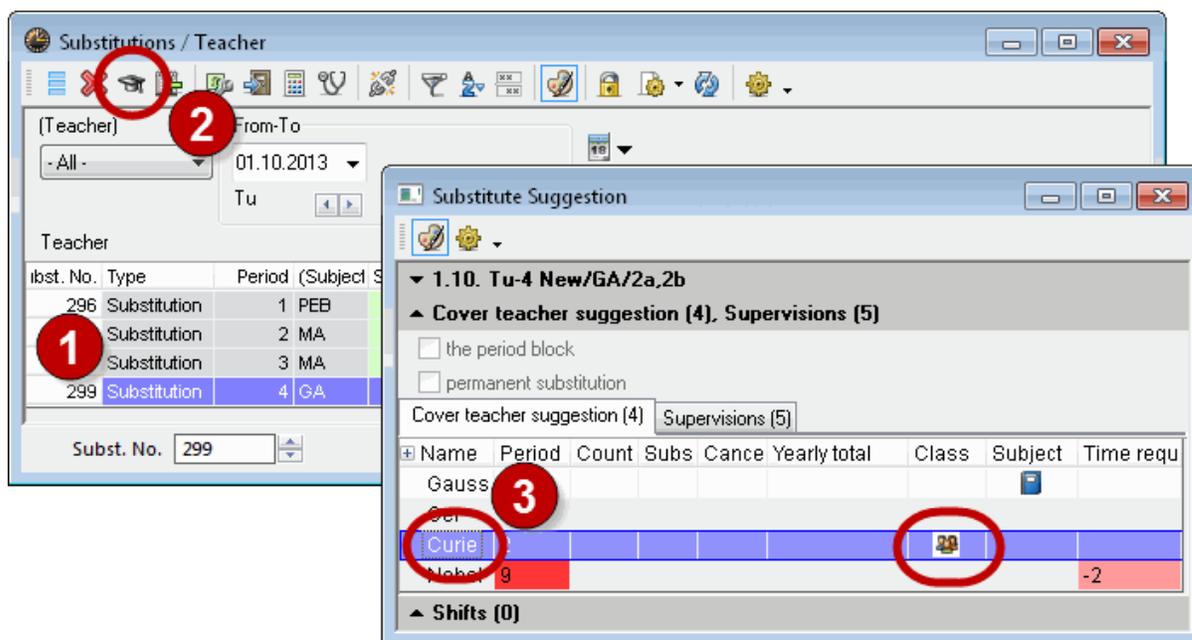
Statistical codes

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.

Example: Sequence of the substitution suggestion

Teachers who teach the class should preferably be assigned to substitute and thus be moved up the substitution suggestion ranking.

1. Open file demo5.gpn and place the cursor on the open substitution of teacher "New" in the 4th period of the second Tuesday of the school year.
2. Open the substitution suggestion .
3. Teacher Curie knows the students in the class and is still only ranked third. This is because teachers Cervantes and Gauss are ranked further up due to different criteria (counters, subject substitution).

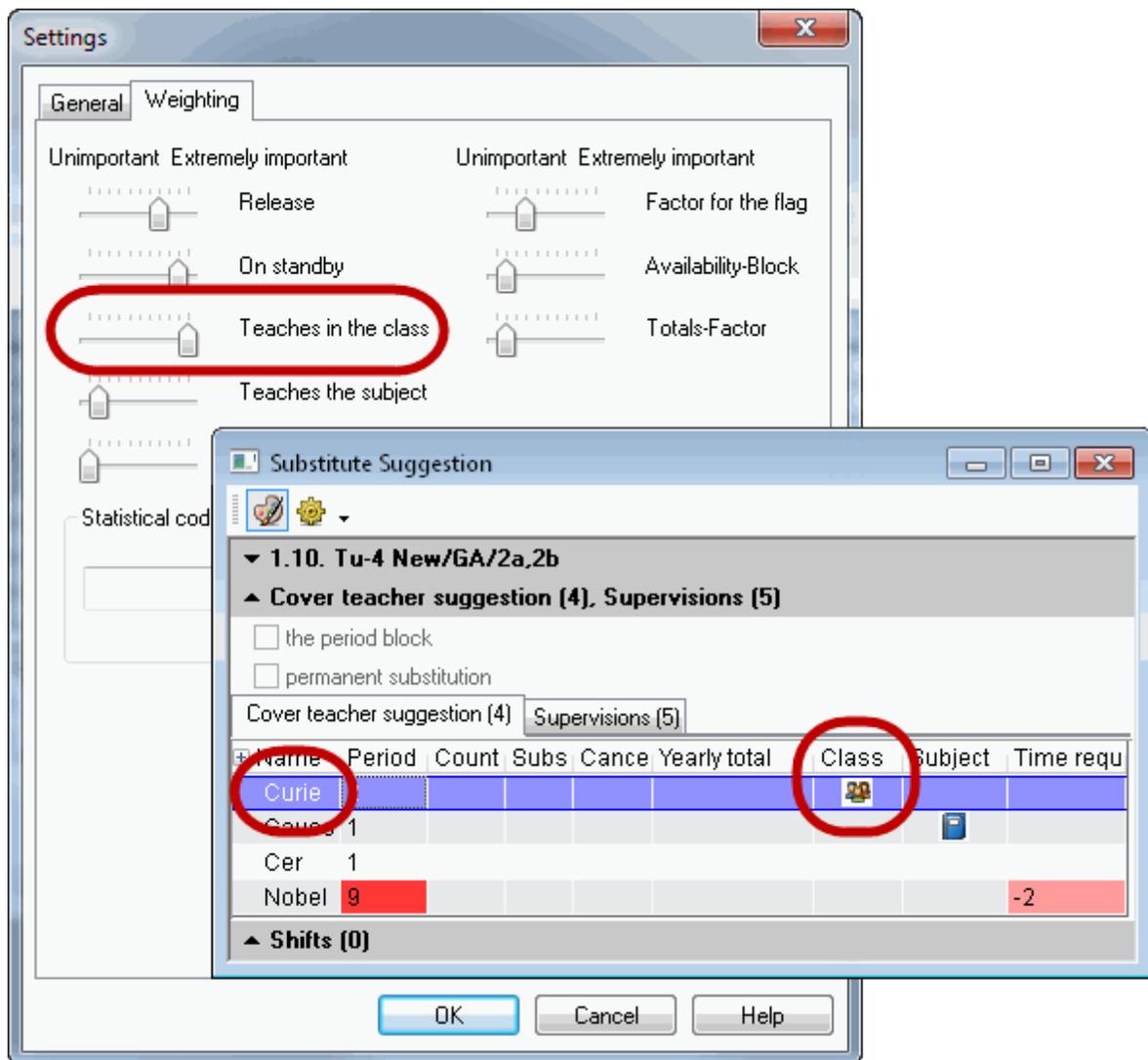


The screenshot shows two windows from a software application. The main window is titled "Substitutions / Teacher" and contains a table of substitutions. The table has columns for "Subst. No.", "Type", and "Period (Subject)". The row for substitution 299 in period 4 (GA) is highlighted with a red circle and the number 1. A red circle with the number 2 points to a graduation cap icon in the toolbar. A second window, "Substitute Suggestion", is overlaid on the first. It shows details for "1.10. Tu-4 New/GA/2a,2b". Under "Cover teacher suggestion (4), Supervisions (5)", there is a table with columns: "Name", "Period", "Count", "Subs", "Cance", "Yearly total", "Class", "Subject", "Time requ". The table lists Gauss, Curie, and Nobel. Curie is highlighted with a red circle and the number 3. A red circle with the number 4 points to a gear icon in the toolbar of the "Substitute Suggestion" window.

Subst. No.	Type	Period (Subject)
296	Substitution	1 PEB
	Substitution	2 MA
	Substitution	3 MA
299	Substitution	4 GA

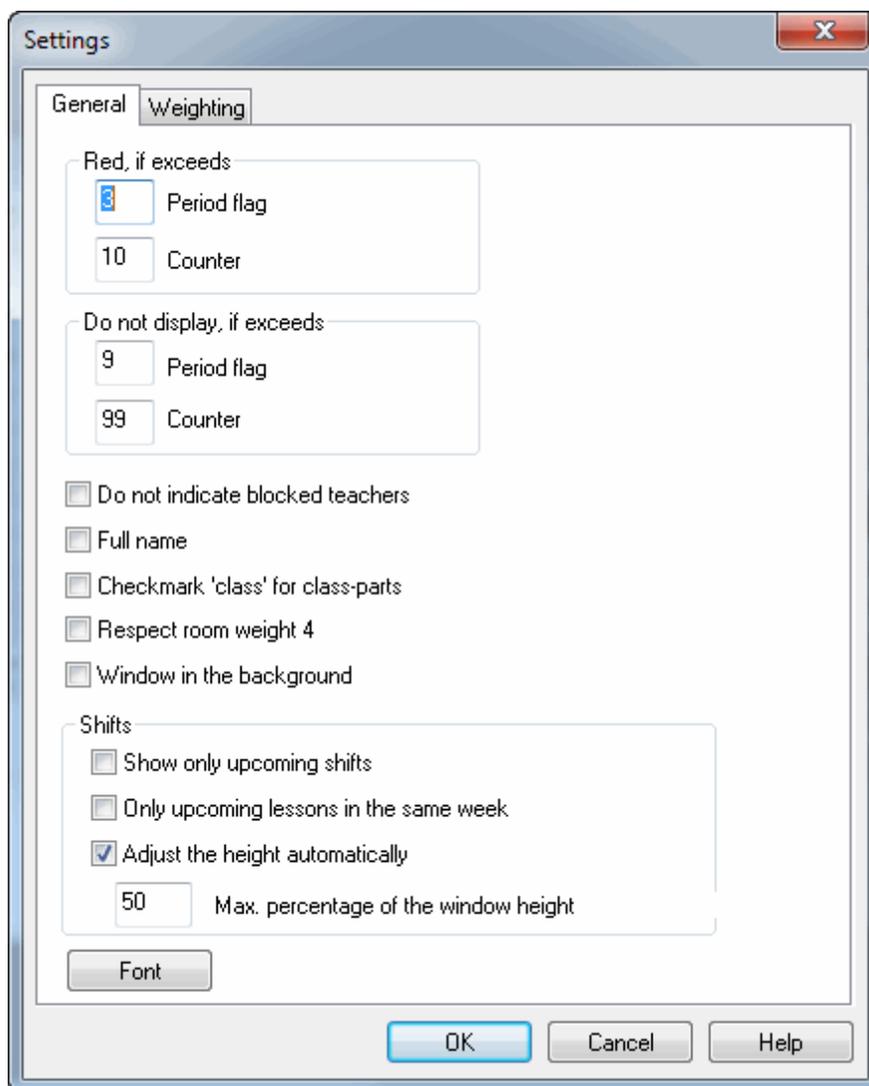
Name	Period	Count	Subs	Cance	Yearly total	Class	Subject	Time requ
Gauss								
Curie								
Nobel	g							-2

4. Open the settings for substitution suggestions using the button of the same name  and select the "Weighting" tab.
5. Increase the weighting "Teaches in the class" from 10 to 99.
6. Confirm all the input with <OK>. Teacher Curie has now moved up to first place.



6.3.3 Substitution suggestion settings

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



Red if exceeded / 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 indicate blocked 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 [Class](#) .

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.

6.3.4 Shifts ('preponements')

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

The suggestion for shifts are displayed in the lower section of the substitution suggestion window. The grid shows all possible shifts that can fill the active substitution. You can adjust which lessons are offered by clicking on the <Select type of shift> button. You can select from three different settings.

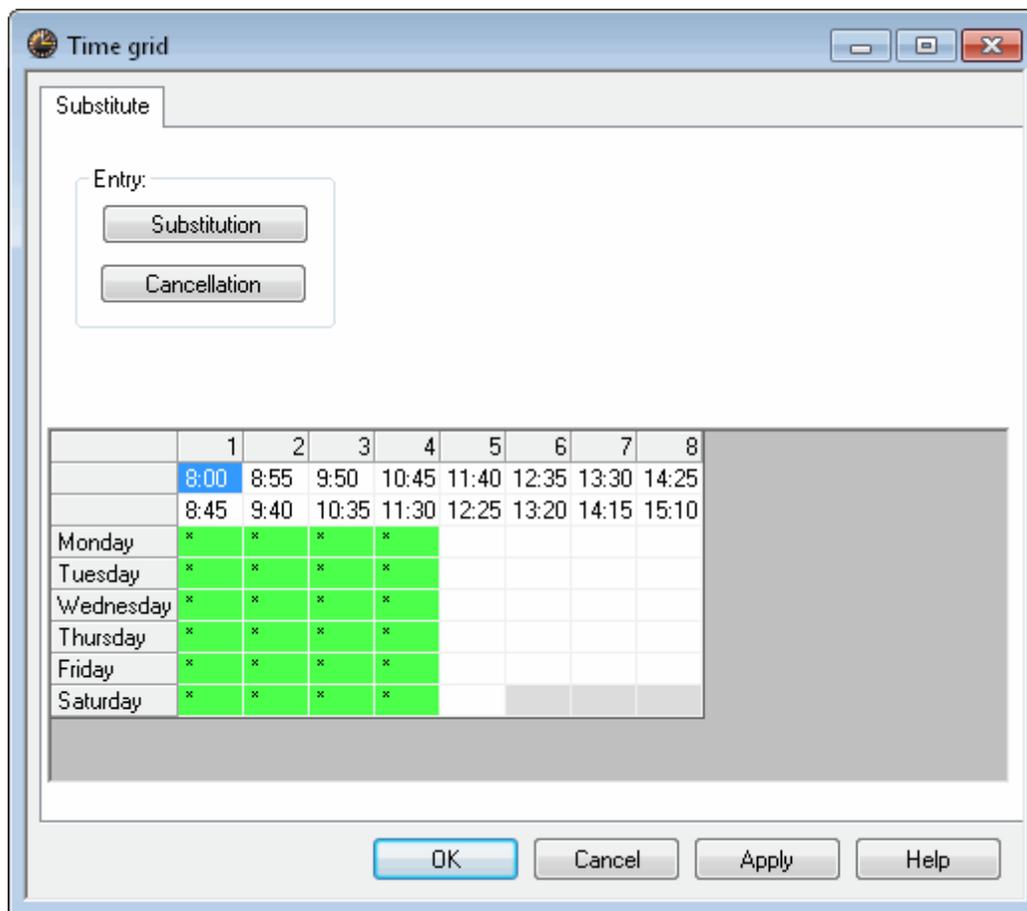
[Shifts according to the substitution time grid](#)

[Shifts from fringe periods](#)

[All possible shifts](#)

6.3.4.1 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 the substitution time grid (Settings | Time grid). In our example this is after the fifth period.



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..

Example: Shifts according to the substitution time grid

1. Open file demo5.gpn and place the cursor on the open substitution of teacher "New" in the first period of the first Friday in the school year. You will find now several shifts offered in the shift suggestion window
2. Clicking on a possible shift displays the shift in the open timetables with red arrows. In our example you can shift teacher Callas from the fifth period on Tuesday to the first period on Friday. The period flag again indicates the suitability of this shift according to the timetable.
3. You can perform this shift either with a double-click or by clicking on the <Apply> button.
4. The line is now displayed as a shift in the substitution window with the term "From" in column "Type". You can see from which position this period was shifted in the column "Subst. from".

The screenshot shows the 'Substitutions / Teacher' interface. At the top, there is a toolbar with various icons, including a red circle around the 'Substitutions' icon. Below the toolbar, there are filters for '(Teacher)' and 'From-To' (27.09.2013). A table lists substitutions with columns: 'ibst. No.', 'Type', 'Period', '(Subject)', 'Subject (Teacher)', 'Substitute', '(Class(es))', and 'Class(es)'. Row 296 is highlighted with a red circle and the number '1'. Below this, there are two timetable grids for the week of 23.09.2013. The first grid shows a red arrow pointing from the 5th period on Tuesday to the 4th period on Wednesday. The second grid shows a red arrow pointing from the 5th period on Tuesday to the 4th period on Wednesday. To the right, the 'Substitute Suggestion' window is open, showing a table with columns: 'Name', 'Period', 'flag', 'Count', 'Subs', 'Cancel', 'Yearly to', 'Class', 'Subj', and 'Message'. A row for 'Callas' is highlighted with a red circle and the number '2'. Below this, there is a 'Shifts' section with a table: 'Name', 'From', 'Flag', 'Name', 'From', 'Flag'. A row for 'Callas' is highlighted with a red circle and the number '2'. At the bottom, another table lists substitutions, with row 296 highlighted with a red circle and the number '4'.

- The fifth period on Tuesday shifted her is a fringe period and can be cancelled according to the substitution time grid. The fifth period on Tuesday for class 2b is therefore automatically cancelled. Column "(Te.) to" indicates where the period was shifted to.

The screenshot shows the 'Substitutions / Teacher' interface. At the top, there is a toolbar with various icons. Below the toolbar, there are filters for '(Teacher)' and 'From-To' (23.09.2013). A table lists substitutions with columns: 'Subst. No.', 'Type', 'Period', '(Subject)', 'Subject (Teacher)', 'Substitute', '(Class(es))', and 'Class(es)'. Row 307 is highlighted with a red circle and the number '4'. Below this, there is a timetable grid for the week of 23.09.2013. The grid shows a red circle around the '2b' class in the 5th period on Tuesday. To the right, there is a table with columns: '(es)', '(Room)', 'Room', '(Te.) to', and 'Substitution text'. A row for 'Callas' is highlighted with a red circle and the number '4'.

The shift can also be performed in two steps, i.e. the empty position in the timetable that was left behind

by shift one, can be filled with another shift that does not need to be substituted.

You can display the suggested shift in the teacher's timetable with red arrows by clicking on the teacher in the shift suggestion.

Type: Shifts according to the substitution time grid Show only upcoming

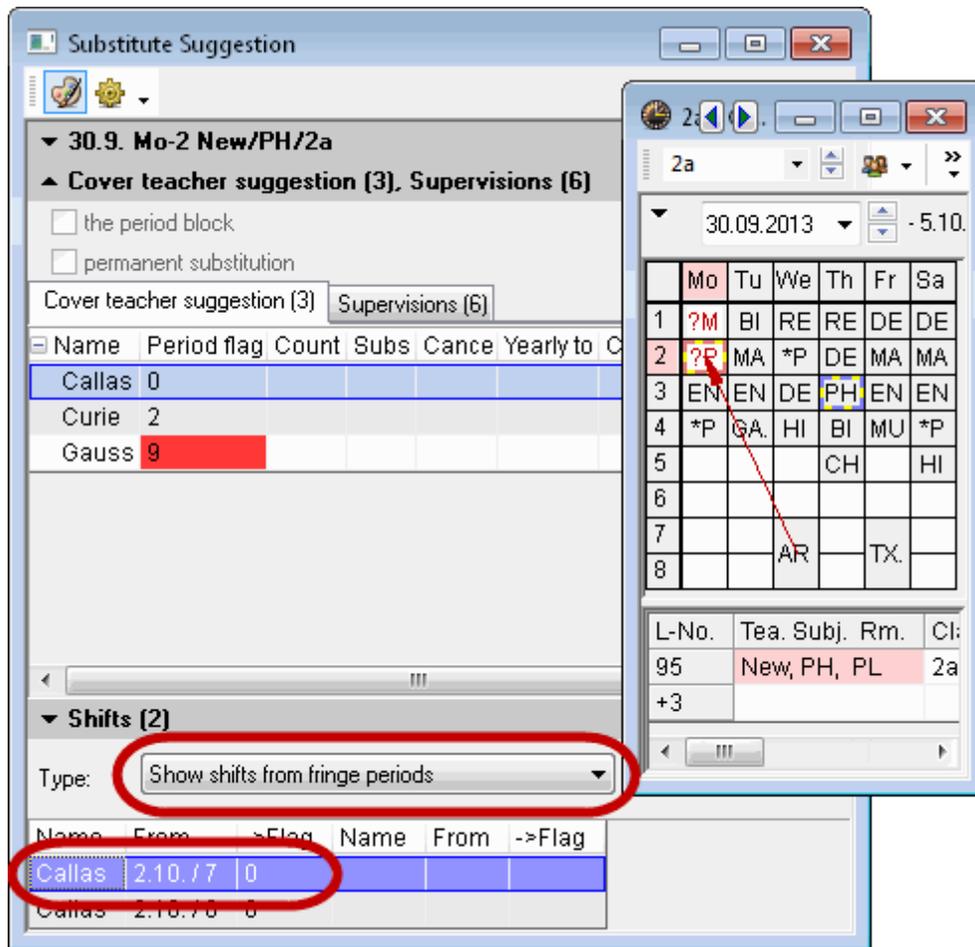
Name	From	->Flag	Name	From	->Flag
Nobel	26.9./4	2	Callas	23.9./7	0
Nobel	26.9./4	2	Callas	23.9./8	0
Nobel	26.9./4	2	Callas	24.9./5	0

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 substitution suggestion.

6.3.4.2 Shifts from fringe periods

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.



6.3.4.3 Show all possible shifts

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 result that would in turn have to be covered..

The screenshot shows a software window titled '2b - Class'. On the left, there is a table with columns: Name, From, ->Flag, Name, From, ->Flag. The first row is 'Curie', '1.10./2', '5'. A red circle highlights this row. A red arrow points from this row to a cell in a grid on the right. The grid has columns for days of the week (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). The grid shows various subject abbreviations and some cells with question marks and letters in red (e.g., ?M, ?P, ?M, ?M, ?G). The dates 30.09.2013 and 5.10.2013 are shown at the top of the grid.

6.3.5 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".

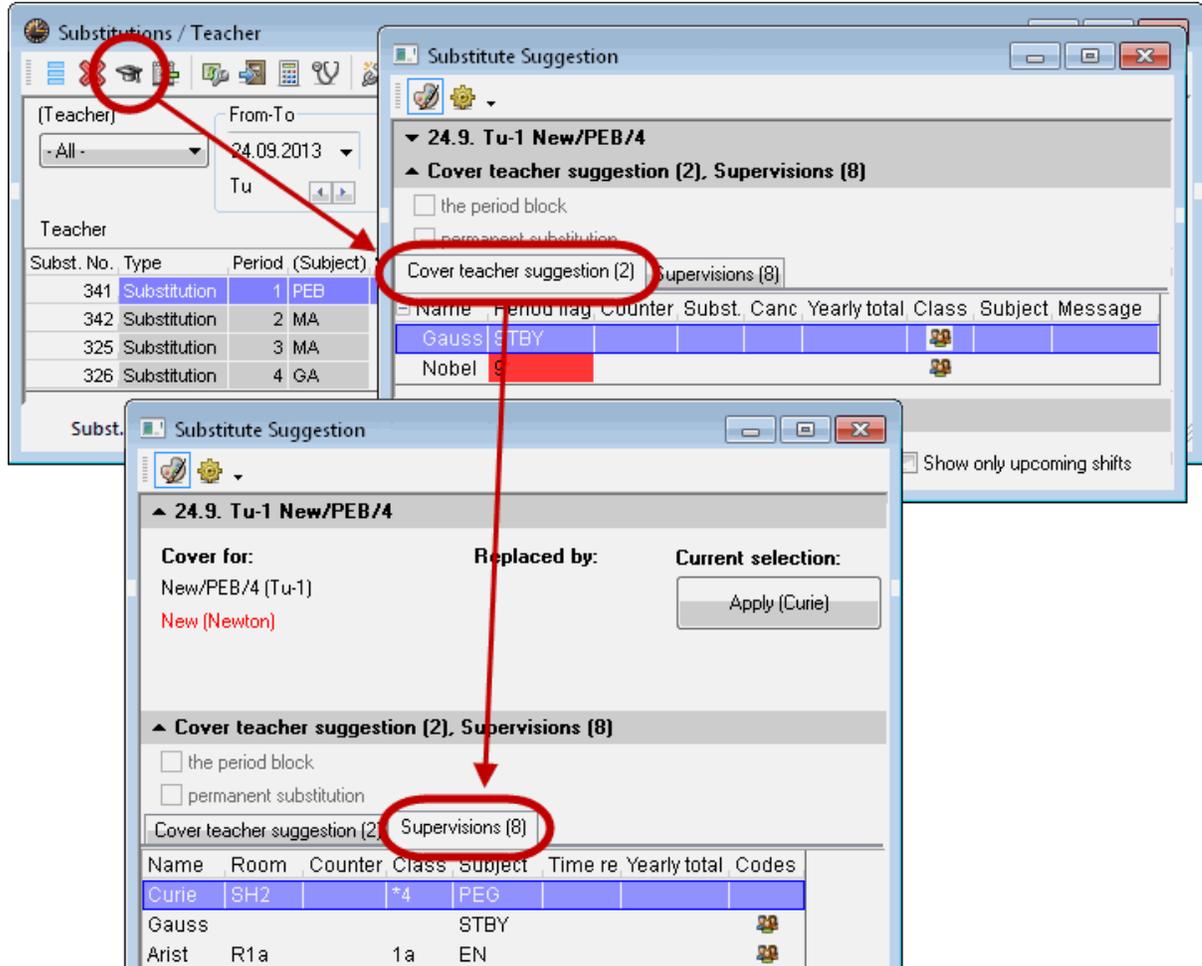
Example: Supervision

Teacher Newton is absent in the first period on a Tuesday. A supervisor needs to be found for his students in class 4.

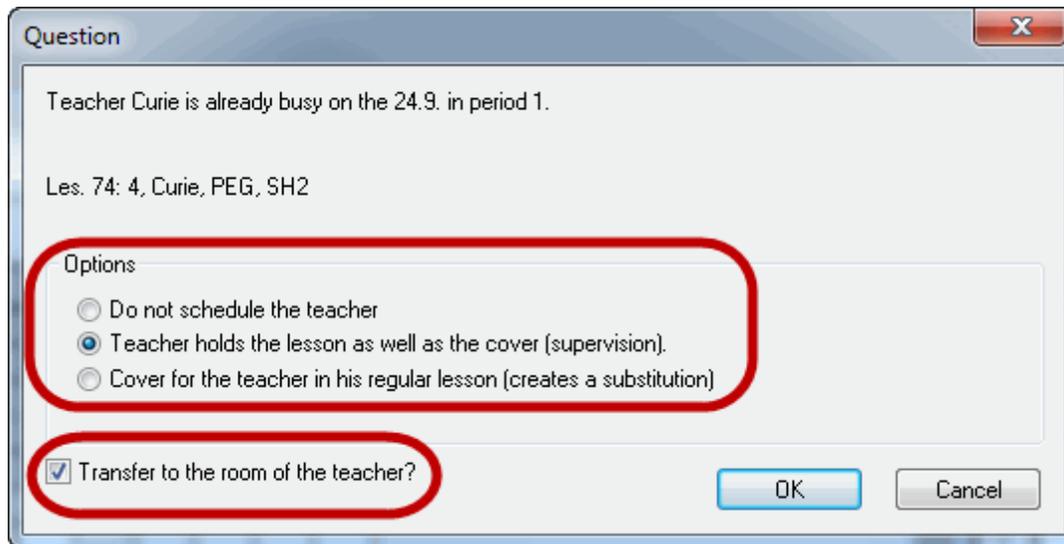
1. The substitution suggestion for this period shows only two possible substitutes: Gauss on standby and Newton with period flag 9 (= free day)
2. Clicking on <Supervision> displays all possible supervisors. Teacher Curie is at the top of the list as

she is teaching a section of class 4 in this period (coupling).

3. Teacher Curie should take over Newton's group of students You can assign Curie by clicking on the <Apply> button.



4. The query "Transfer to the room of the teacher?" is then displayed. The question is whether Newton's group should stay in its scheduled room or go to Curie's room. In our case, Newton's group should change to the room of the supervisor. For this reason, confirm with <Yes>.



5. A further query asks whether the lesson of the supervising teacher should be substituted. Answer <No> to create a real supervision.

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifted fr. (Te.) to	Substi
341	Supervision	1	PEB		*New	Curie	4	4	SH1	SH2		
342	Substitution	2	MA		New	???	2a	2a	R2a	R2a		
325	Substitution	3	MA		New	???	2b	2b	R2b	R2b		
326	Substitution	4	GA		New	???	2a, 2b	2a, 2b	R2a	R2a		

Warning: Substituting supervisors

If you answer the question about substituting the supervisor with <Yes> you simply shift the substitution to another class, i.e. the supervisor actually substitutes in the open substitution. A substitute will now be required for the supervisor's original lesson.

The supervision is displayed in the substitution window. It will take place in room SH2 instead of room SH1.

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).

6.3.5.1 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.

L-No.	Cl,Te.	UnSch	Per	YrsPrds	Teacher	Subject	Class(es)	Subject room	Home room	Subst.: Automatic supervision
73	2, 2		3		Arist	PEG	1a,1b	SH2	R1a	<input checked="" type="checkbox"/>
					Rub	PEB	1a,1b	SH1	R1b	<input type="checkbox"/>
11	4, 1		2		Hugo	GEc	1a,1b,2a,2b		R1a	<input type="checkbox"/>

t. No.	Type	Date	Period	(Subject)	(Teacher)	Substitute	Class(es)	(Room)	Room
7	Supervision	23.9.	4	PEG	*Arist	Rub	1a, 1b	SH2	SH2
4	Substitution	23.9.	1	EN	Arist	Gauss	1a	R1a	R1a
5	Substitution	23.9.	2	MA	Arist	Curie	1b	R1b	R1b
6	Substitution	23.9.	3	PEG	*Arist	Curie	3a, 3b	SH2	SH2

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 is assigned, he/she will be assigned to the entire block.

The screenshot shows the 'Substitutions / Teacher' window. The 'Cover for' section is set to '30.9. Mo-1-2 Rub/DE/1b (Mo-1-2) Rub (Rubens)'. The 'Cover teacher suggestion' section has the checkbox 'the period block' checked. The main table shows the following data:

Subst. No.	Type	Period (Subject)	Subject (Teacher)	Substitute	(Class(es))	Class(es)	(Room)	Room	Shifts
344	Substitution	1 DE	Rub	???	1b	1b	R1b	R1b	
345	Substitution	2 DE	Rub	???	1b	1b	R1b	R1b	
346	Substitution	3 DE	Rub	???	1a	1a	R1a	R1a	

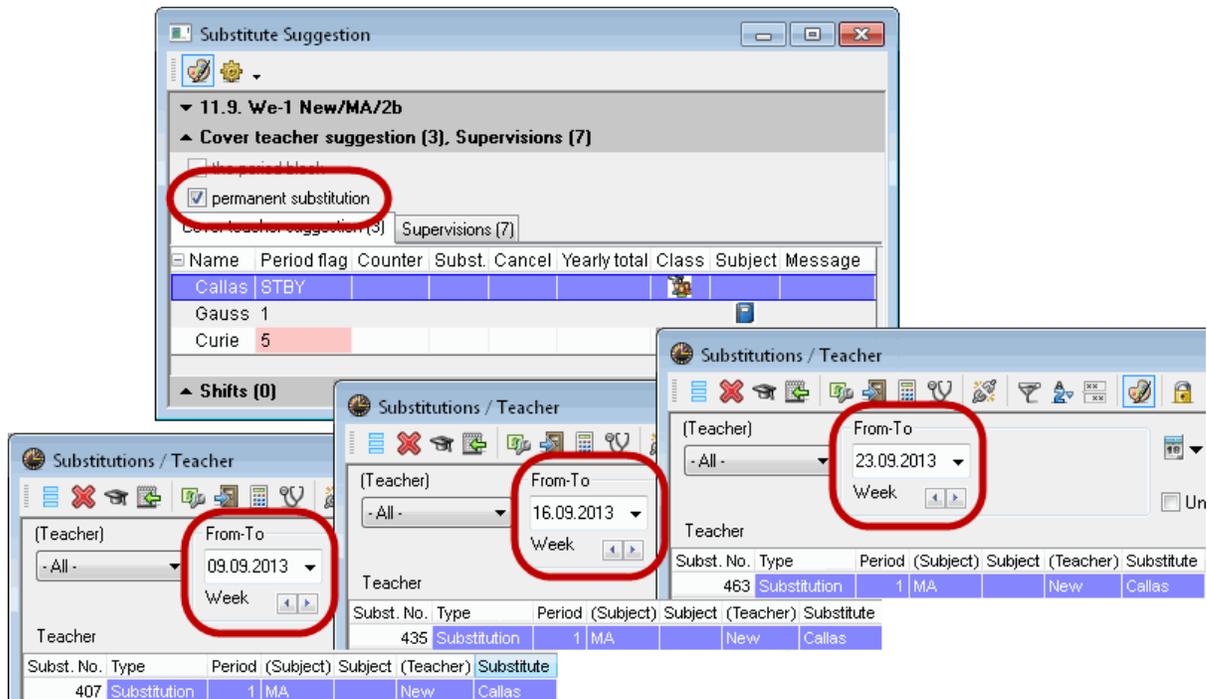
The 'Subst. No.' field is set to 344. Below the table, there are sections for 'Cover teacher suggestion (3)', 'Supervisions (7)', and a table with columns: Name, Period flag, Counter, Subst. Cancellation, Yearly total, Class, Subject, Message. The table shows 'Curie' with a counter of 3 and 'Gaus' with a counter of 9. There is also a 'Shifts (0)' section with a dropdown menu set to 'Shifts according to the substitution time grid' and a checkbox for 'Show only upcoming shifts'.

Permanent substitution

A substitute can be assigned for the entire period if a teacher is absent for several weeks.

Example:

In file demo5.gpn, teacher Newton is absent for the whole of September. The substitution suggestion shows teacher Callas as a possible substitute for Wednesday-1. If you check option 'Permanent substitution' and assign teacher Callas, she will stand in for Newton on Wednesday-1 for the entire period of his absence.



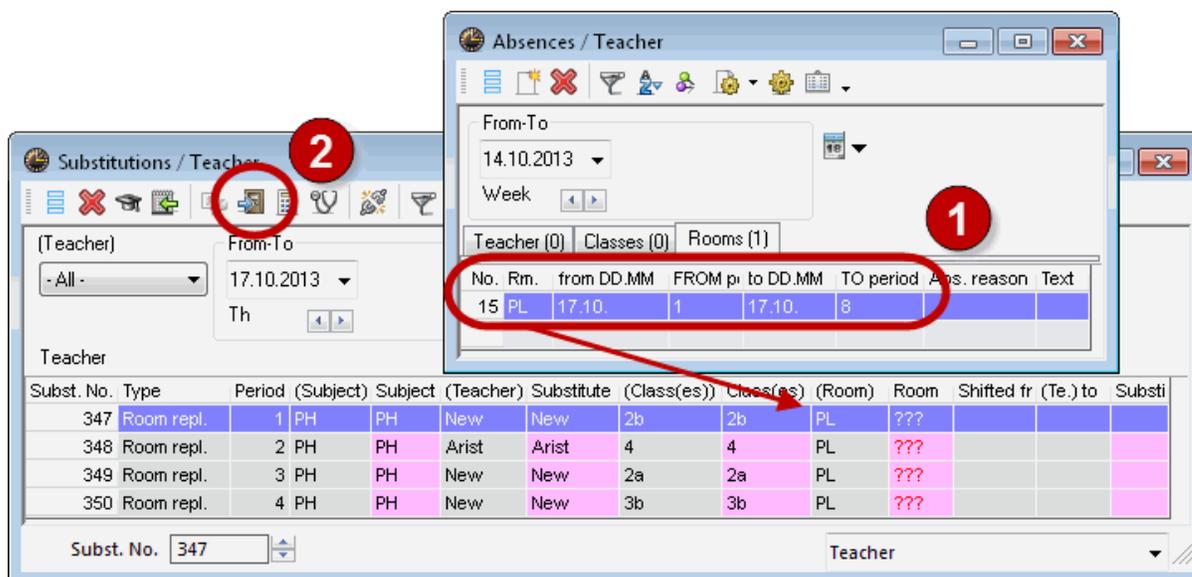
6.5 Room substitution

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>  .

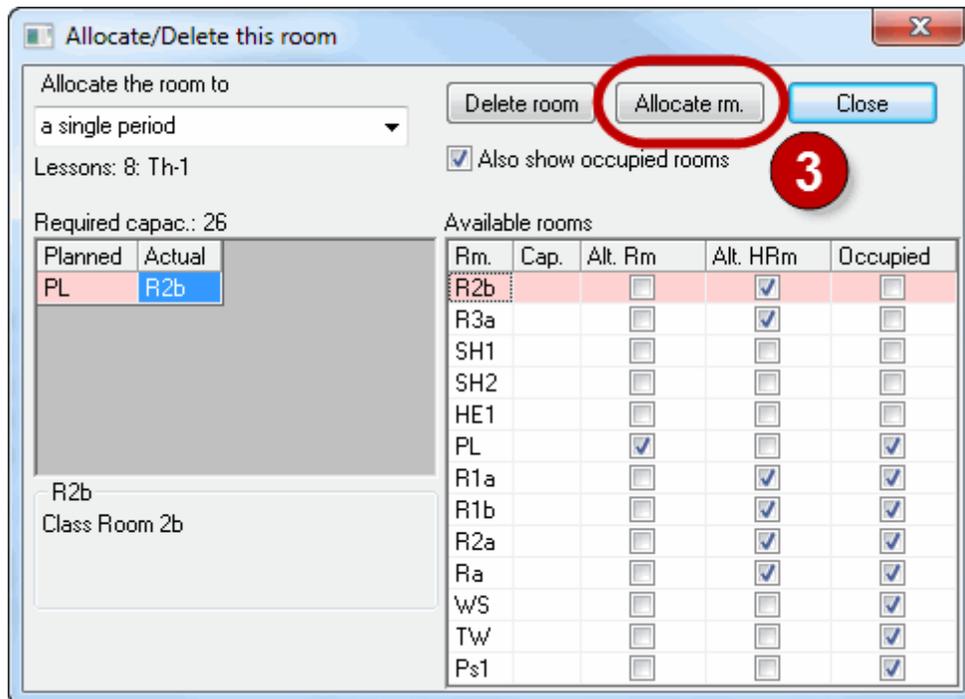


The left section of the window shows room was originally scheduled for this lesson and the home room of the class concerned.

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 in the master data then they will be displayed here as well (column "Cap.").

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

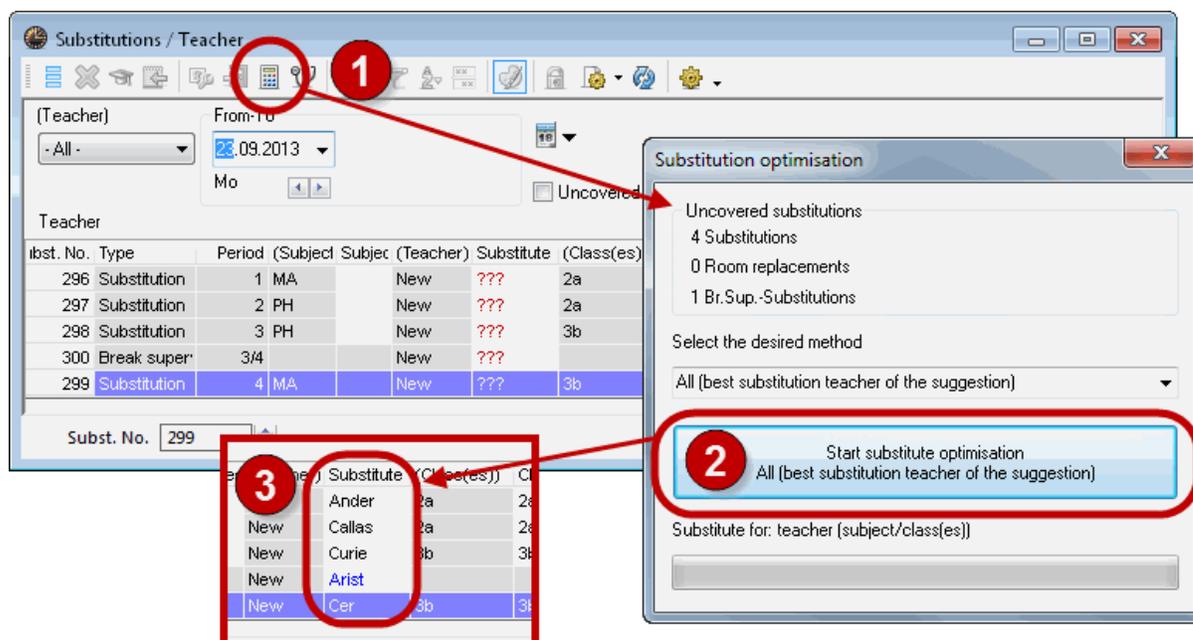
As an alternative to the substitution window, you can apply a room substitution directly in the timetable (see chapter [Room substitutions in the timetable](#)).

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 at the press of a button.

Example: Automatic substitution I

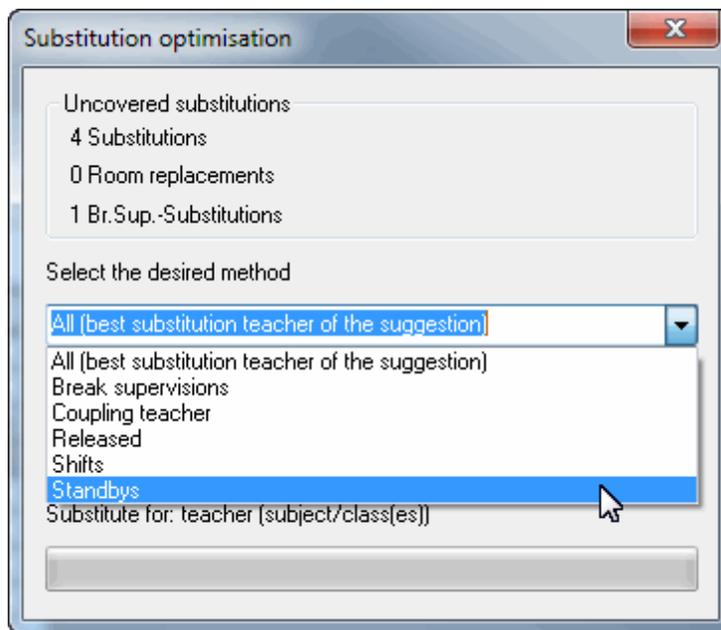
1. There are four open substitutions to be edited on Tuesday, 8 September in file demo5.gpn Click on button <Automatic>  .
2. Click on button <Start substitute optimisation>.
3. Suitable substitutes are assigned to all open substitutions.



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 therefore assigned.

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

You can for instance assign standby teachers and then released teachers. 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 The scheduling dialogue

The scheduling dialogue allows ad hoc changes to be made to the normal timetable in a similar way to the timetable. The scheduling dialogue also offers the possibility of creating special duties (additional lessons such as exams) and performing lesson shifting across several weeks.

Launch the scheduling dialogue via menu item "Scheduling | Scheduling dialog", from the context menu called by the right mouse-button or via the <Scheduling dialogue> button.

7.1 Scheduling dialogue window

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

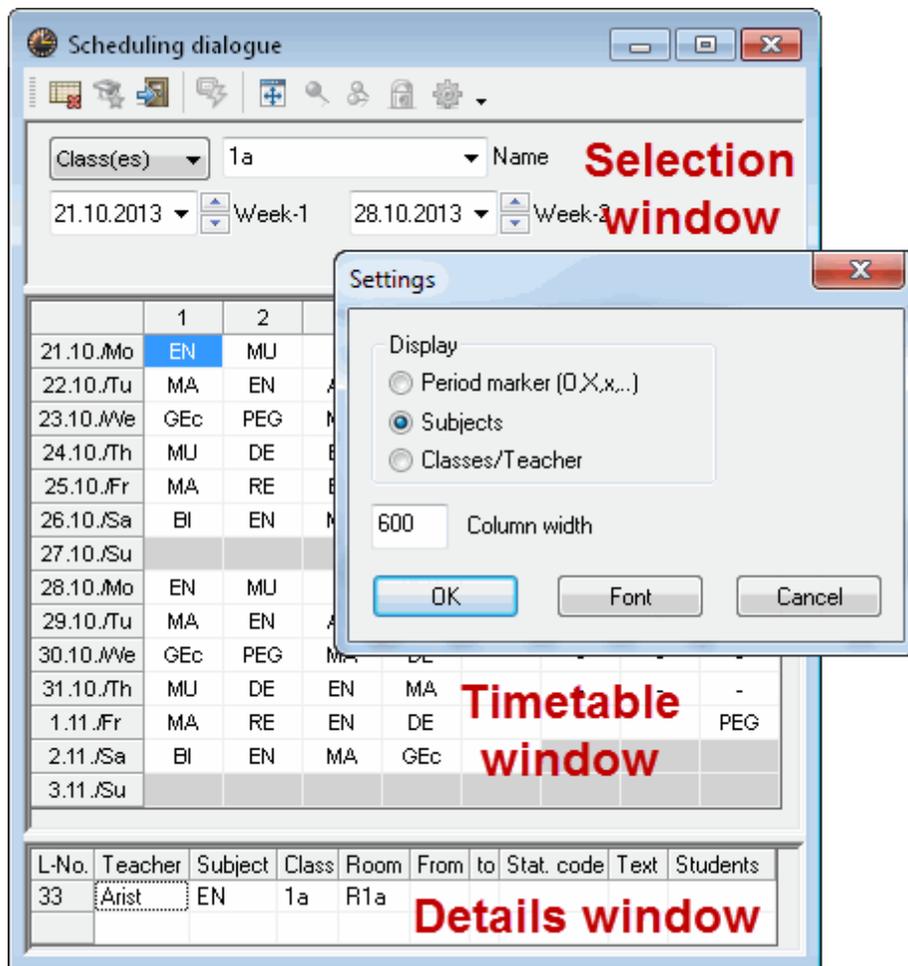
Selection window

The tops section of the scheduling dialogue is where you can select the element (class or teacher) and the period of time. 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 markers or with the names of the subjects, classes or teachers, in a similar way to the scheduling dialogue in Untis mode. This can be determined in <Settings> ⚙️ in the scheduling dialogue.



Details window

As with the scheduling dialogue in Untis mode, the details window displays all the details concerning the selected lesson.

In contrast to Untis mode, you can edit lessons here. You can simply edit the fields that you wish to change. This is described in detail below.

7.2 Substitution arrangements in scheduling

The main functions of the scheduling dialogue – additional lessons, shifts, swaps, cancellations – have already been described in chapter [Scheduling dialogue](#). Additional possibilities are described below.

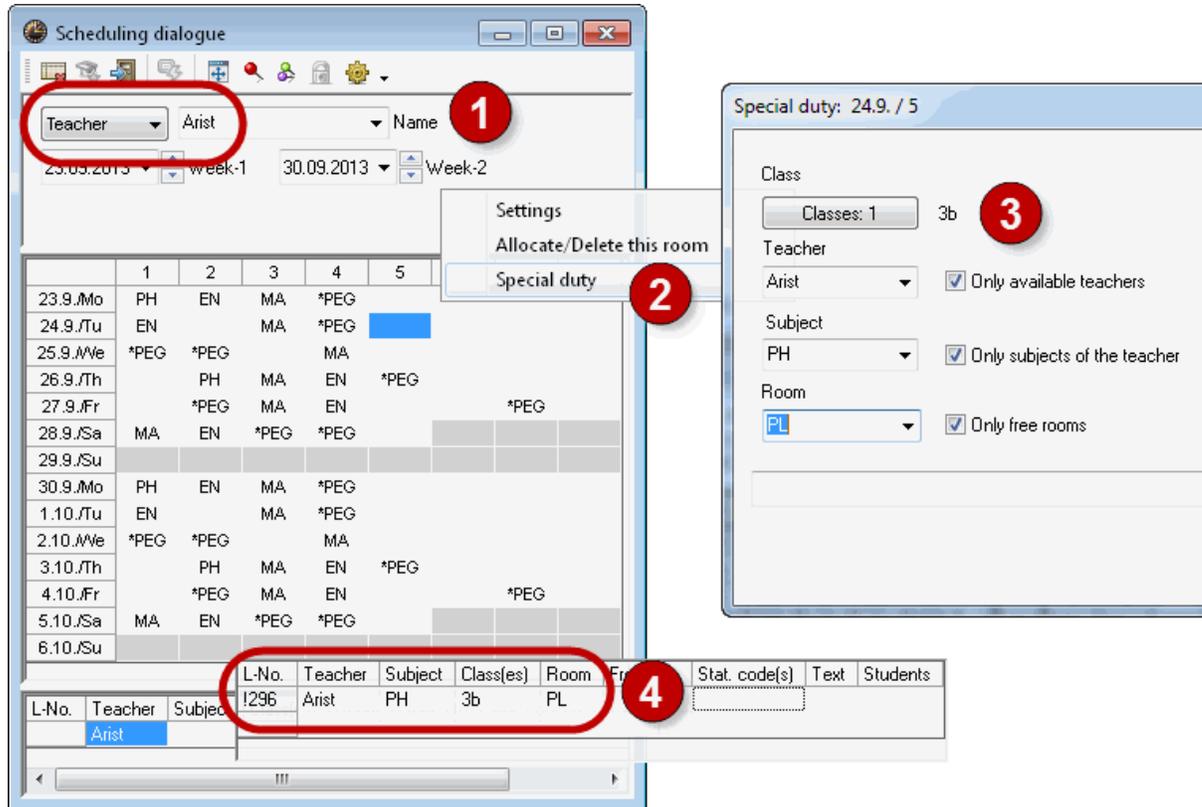
7.2.1 Special duties

An additional lesson that takes only once is referred to in Untis as a special duty.

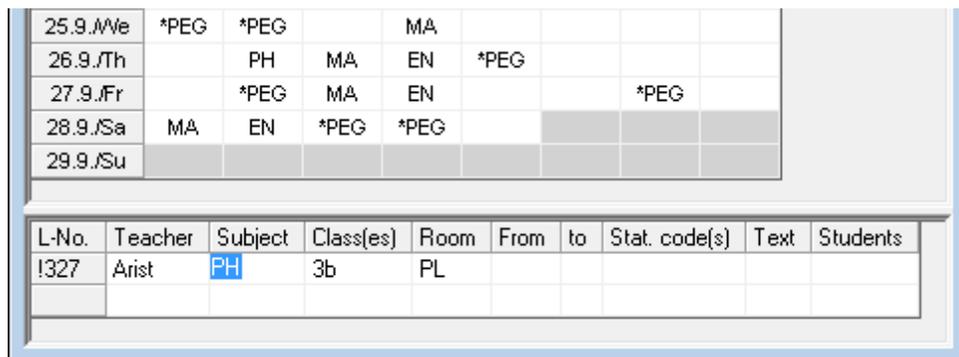
Example: Special duty for Aristotle

Teacher Aristotle should take class 3b for a non-scheduled physics lesson in the physics lab in the fifth period on a Tuesday.

1. Select the timetable of teacher "Arist".
2. Right click on Tu-5 and select menu item "Special duty".
3. Select class "3b", subject "Ph" and Room "PL" and confirm with <OK>.
4. The special duty will then be shown in timetables as well as in the substitutions window.



As an alternative, you can also create the special duty by entering the elements of the – one-off – lesson in the details window.



Tip: Shifting and copying special duties

You can use drag&drop in the scheduling dialogue to shift a special duty. If you hold the <Ctrl> key pressed when dragging the special duty, it will be copied.

Note: Special duty with students

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

7.2.2 Additional lessons – scheduling dialogue

You can create additional lessons in the scheduling dialogue that take place only once by entering them into the details window (see chapter [Special duties](#)). You can also add to existing lessons.

Example: Additional teacher for class

An additional second teacher is to take class 1a in the fourth period on a Friday as an exception.

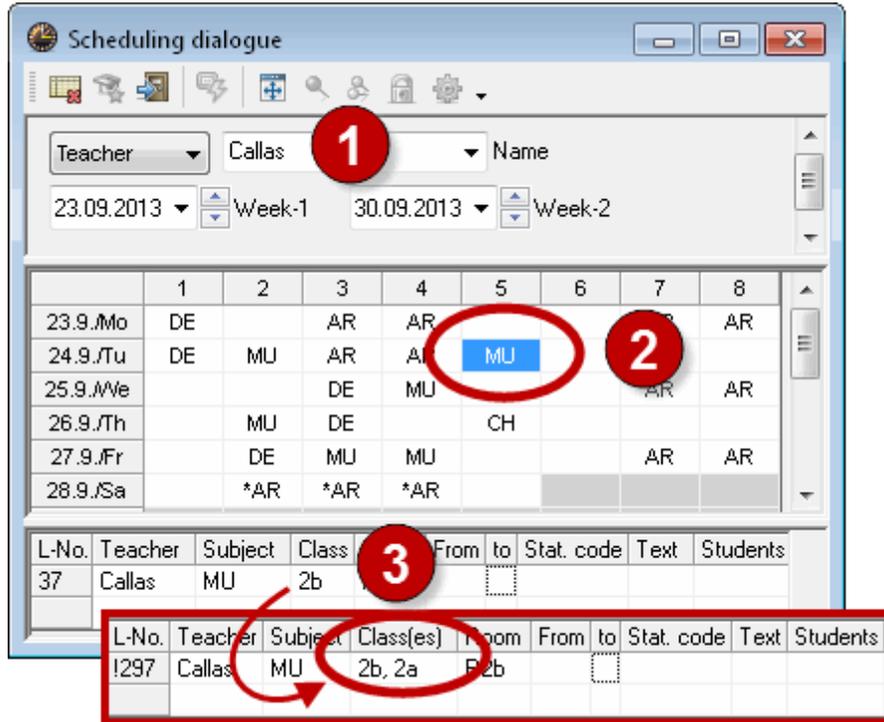
1. Open file demo5.gpn and the scheduling dialogue and set it to class 1a.
2. Click on the Fr-4.
3. Click on the empty coupling line in the details window and enter teacher, subject, class and room. Confirm the query concerning the multiple occupancy of the room with <Yes>.

The screenshot shows the 'Scheduling dialogue' window. At the top, the 'Class(es)' dropdown is set to '1a' (marked with a red circle and '1'). Below it, the date range is '23.09.2013' to '30.09.2013'. The main grid shows a timetable with columns for periods 1-8 and rows for dates from 26.9. to 2.10. The cell for Friday, 27.9., period 4 contains 'EN' (marked with a red circle and '2'). Below the grid is a table with columns: L-No., Teacher, Subject, Class, Room, From, to, Stat. code, Text, Students. The first row shows 'Arist' as the teacher for class '1a' in room 'R1a'. A red circle and arrow labeled '3' points to an empty row in this table. Below the table, a red box highlights a new entry: L-No. 1296, Teacher Nobel, Subject EN, Class 1a, Room R1a.

Example: Additional class for teacher

Teacher Callas is to take the students of a second class in the fifth period of a Tuesday as an exception.

1. Open file demo5.gpn and the scheduling dialogue and set it to teacher Callas.
2. Click on the Tu-5.
3. Click on field "Class(es)" in the details window.
4. Press the <Blank> key to enter edit mode and add class 2a (separated by a comma).



7.2.3 Flytting av undervisning

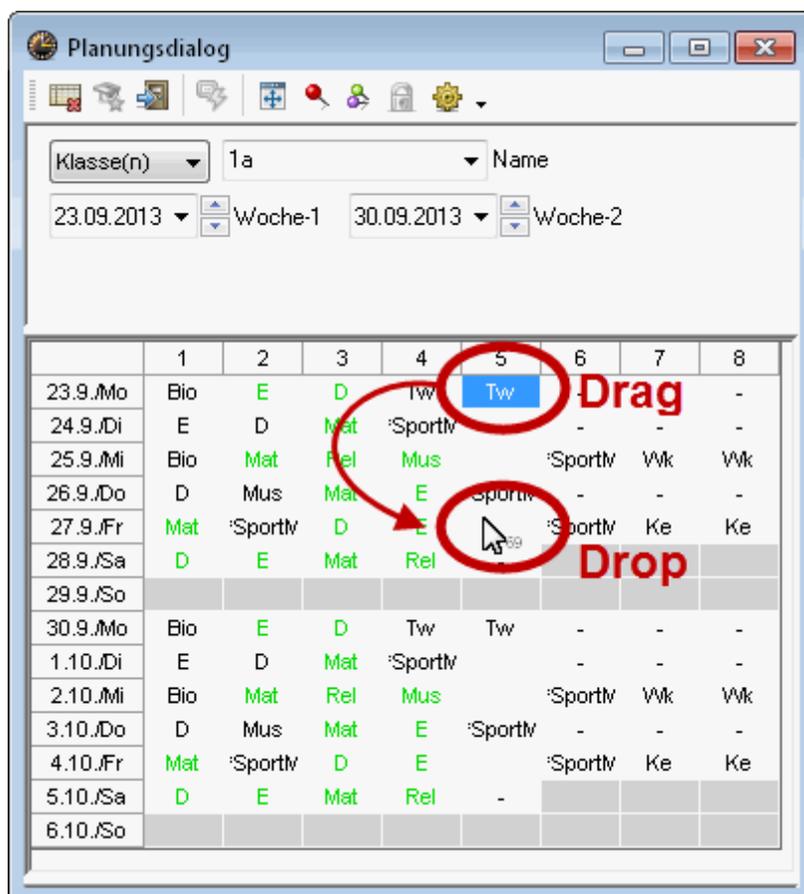
Flyttinger, avlysninger og bytte kan utføres i timeplanen uten å føre et fravær.

Flytte undervisning

Du kan flytte undervisningen via drag'n drop. Tomme grønne felt betyr at det er mulig å flytte hit uten å skape en konflikt.

Tomme lilla felt betyr at en flytting er mulig uten konflikt, dog er det verken det timeplanlagte rommet eller en av de alternative rommene tilgjengelig.

Hvis du flytter en time via drag'n drop, vil flyttingen bli vist i vikarvinduet. I vårt eksempel ble tyskundervisningen i klasse 3b flyttet fra første til femte time på tirsdagen. Vikarvinduet viser også denne flyttingen.



Tips. Flytting som del av kobling

Hvis du kun ønsker å flytte undervisningen for en enkelt lærer som er en del av en kobling med andre lærere, skal du bytte til lærerens timeplan og utføre flyttingen der.

Bytte undervisning

Timer som er fremhevet i grønt kan byttes med andre timer som også er fremhevet i grønt. Byttingen vil også bli vist i vikarvinduet.

Avlyse undervisning

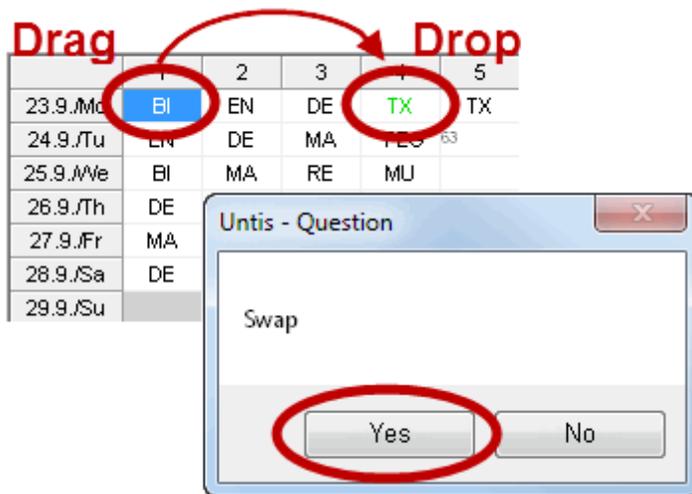
Trekk en time ned i timeplandetaljvinduet og "slipp" den der.

Tips: Avbryt

Du kan trekke tilbake alle endringer ved å bruke knappen <Avbryt endringer> i timeplanen

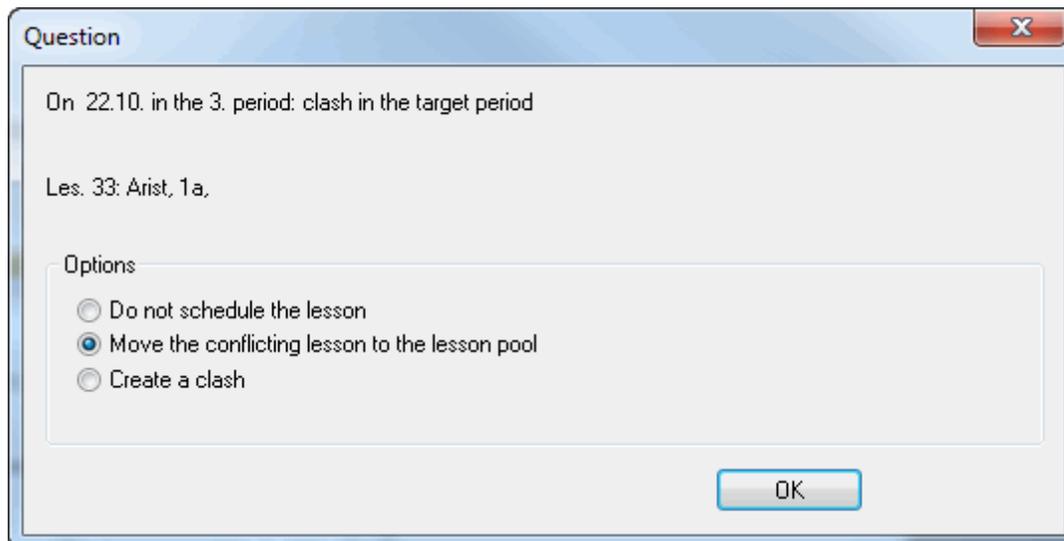
7.2.4 Swapping periods

Drag a period with the mouse in the scheduling dialogue. All possible swap partners will be displayed in green. Drop the period onto such a position and confirm the query about the swap with "Yes".



7.2.5 Shifts with displacement

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



7.2.6 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 relevant 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

Example: Cancellation of a coupling line

The PE lesson for boys (PEB) for class 3a with teacher Rubens in the seventh period on Friday is to be

cancelled whereas the PE lesson for girls (PEG) is to take place as scheduled.

1. Open file demo5.gpn and the scheduling dialogue (right mouse click | Scheduling dialogue) and click in the scheduling dialogue on Fr-7 in class 3a .
2. Click in the details window in the line of teacher "Rub".
3. Click on the <Cancelled> button.
4. The period on Fr-7 it is displayed that a part of the coupling has been cancelled. You can see the details in the details window. The cancellation is also displayed in the substitution window and in the timetable.

The screenshot shows the 'Scheduling dialogue' window. At the top, there is a toolbar with a red circle and the number '3' around the 'Cancelled' button. Below the toolbar, the 'Class(es)' dropdown is set to '3a'. The timetable shows a grid with days of the week and periods. A red circle and the number '1' highlight the '*PEG' button in the cell for Friday, period 7. Below the timetable is a details window with a red circle and the number '2' around the row for teacher 'Rub'. At the bottom, a substitution window is shown with a red circle and the number '4' around the entry for L-No. 1296, Teacher 'Rub', Subject 'PEB', Class(es) '3a, 3b', Room 'SH1', From '20.9. / 7', and Text 'Cancellation'.

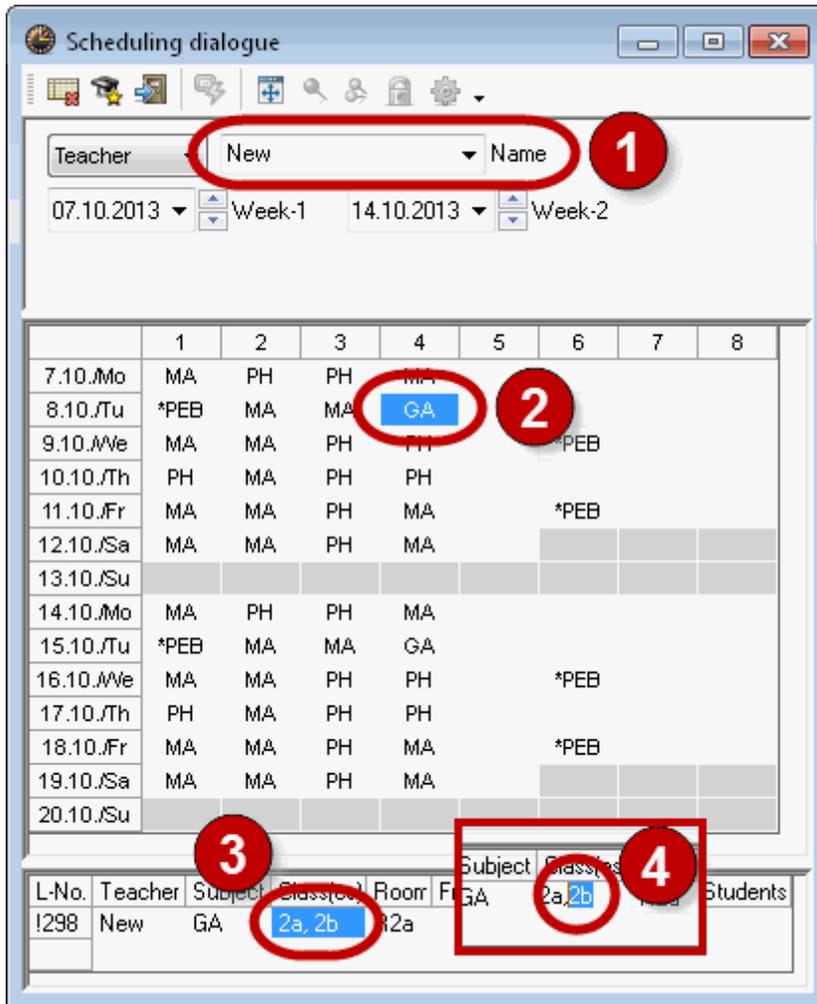
L-No.	Teacher	Subject	Class(es)	Room	From	to	Stat. code(s)	Text	Students
76	Arist	PEG	3a, 3b	SH2					
76	Rub	PEB	3a, 3b	SH1					

L-No.	Teacher	Subject	Class(es)	Room	From	to	Stat. code(s)	Text	Students
1296	Rub	PEB	3a, 3b	SH1	20.9. / 7		Cancellation		
76	Arist	PEG	3a, 3b	SH2					

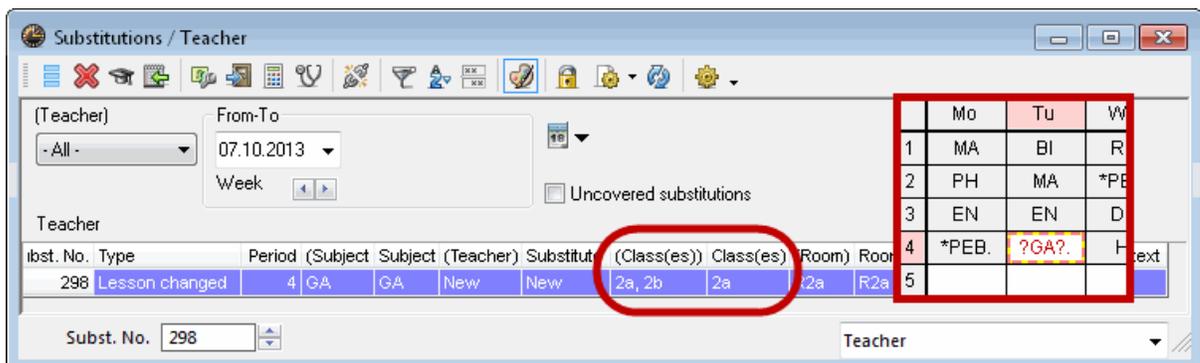
Example: Cancellation of a part of a class

Newton is teaching subject GA to students of classes 2a and 2b in period 4 on Tuesday, 8 October. The students of class 2b cannot attend the lesson whereas the students of class 2a are to have their regular lesson.

1. Open file demo5.gpn and the scheduling dialogue and set it to teacher "New".
2. Click on the Tu-4.
3. Click on field "Class(es)" in the details window.
4. Press the <Blank> key to enter edit mode and delete class 2b.



This change is displayed in the timetable as well as in the substitutions window.

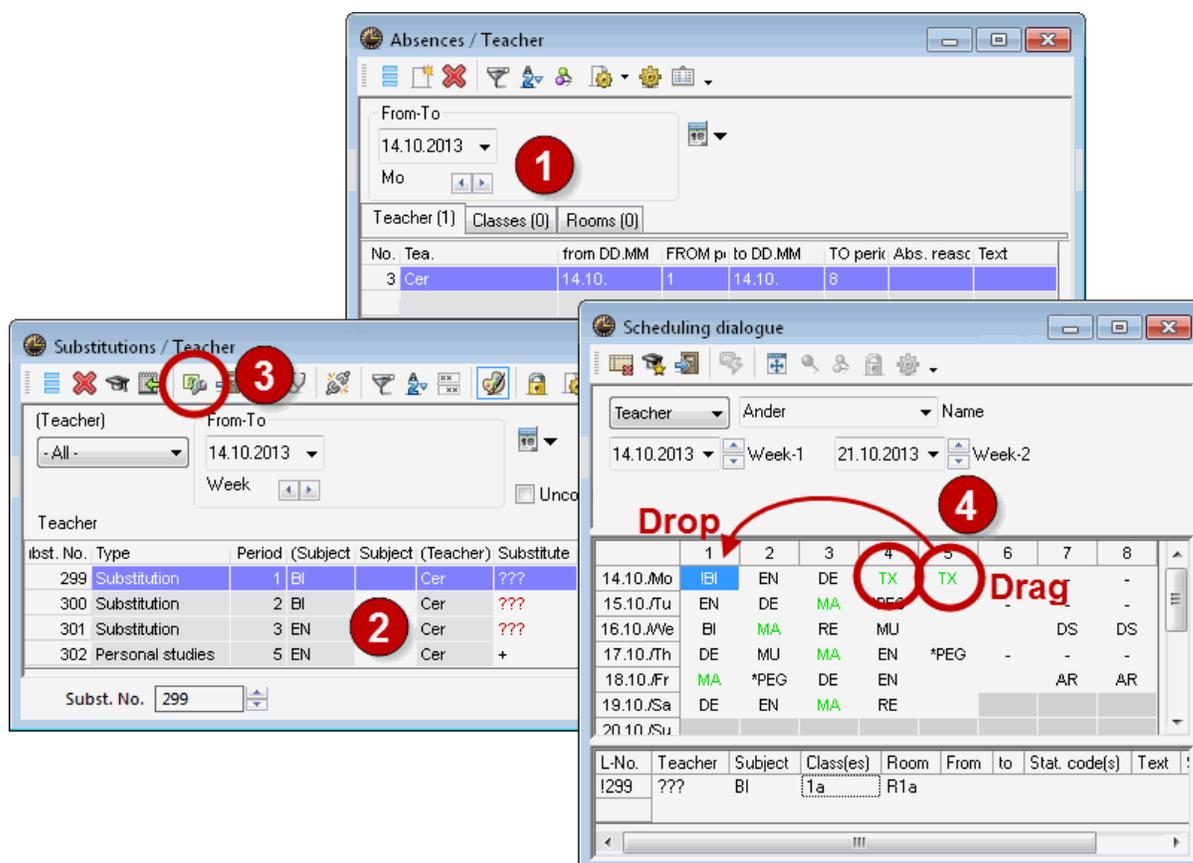


7.2.7 Shifts in the scheduling dialogue

Shifts for an open substitution can be performed 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 performed in the scheduling dialogue over several weeks.

Example: Shift in the scheduling dialogue

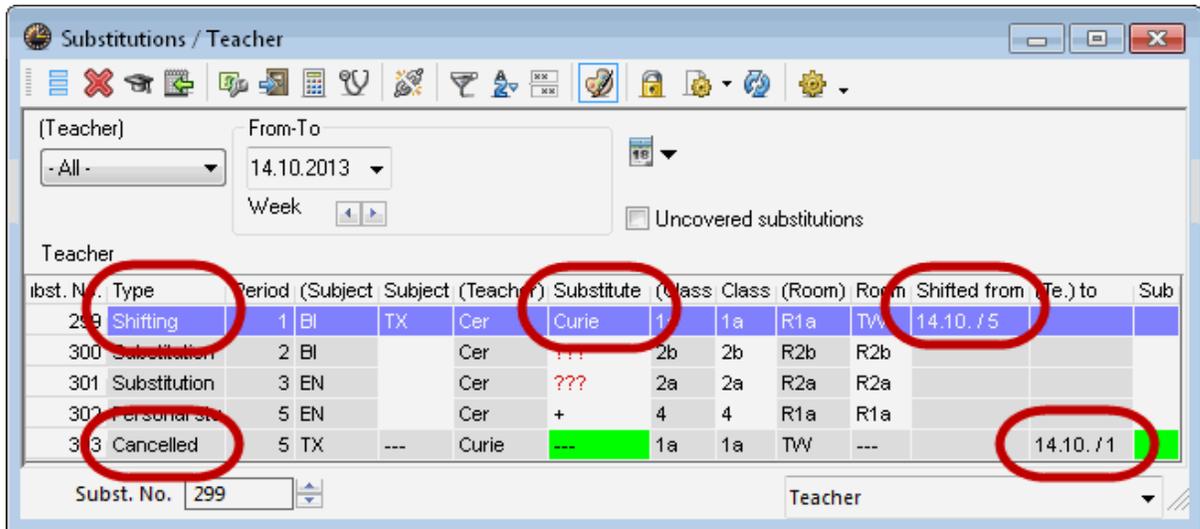
1. Open the scheduling dialogue in file demo5.gpn and set teacher "Cer" absent on any Monday in the school year.
2. In the substitutions window, click on the open substitution in period 1.
3. Open the scheduling dialogue using the button of the same name .



All possible (conflict-free) shifts will be displayed in green. In our example these are only TX lessons on Monday.

4. Use drag&drop to move one of these periods onto the open substitution.

This shift is displayed in the substitutions window. The shifted fifth period for teacher curie is cancelled automatically owing to the settings in the substitutions time grid.



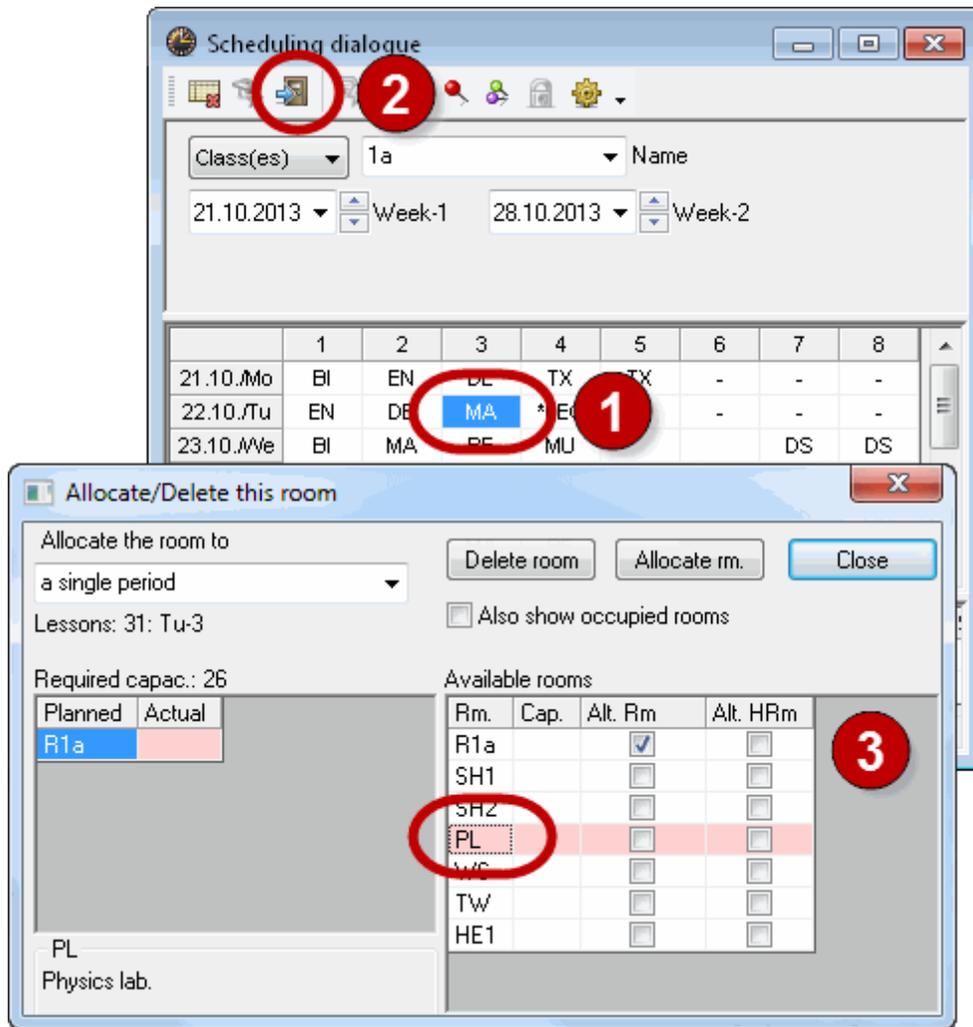
7.2.8 Changing rooms – scheduling dialogue

You can change the room of a lesson in the scheduling dialogue.

Example: Changing a room

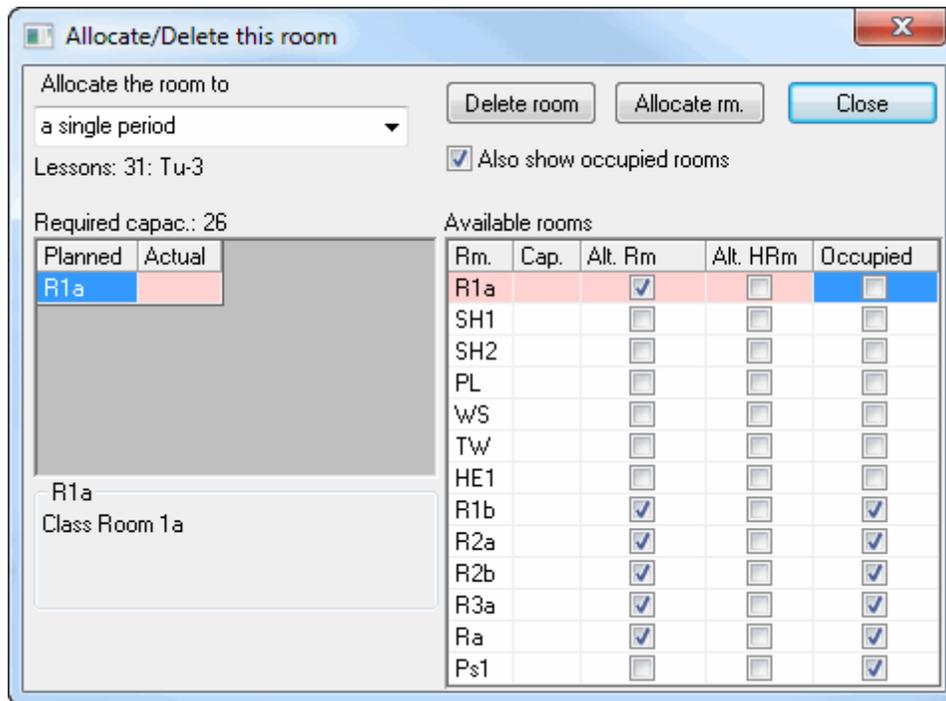
The maths lesson of class 1a in the third period on Tuesday is to take place in physics lab as an exception.

1. Open file demo5.gpn and the scheduling dialogue and click on Tu-3 in class 1a.
2. Open the room allocation dialogue by clicking on the <Allocate/Delete this room> button .
3. The right half of the window displays rooms that are not occupied at the time in question. Select room "PL" and click on the <Allocate room> button. As an alternative, you can also allocate the room with a double-click.



Swapping a room

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



8 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.

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

[Creating LPLs](#)

[Scheduling LPLs](#)

8.1 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](#)

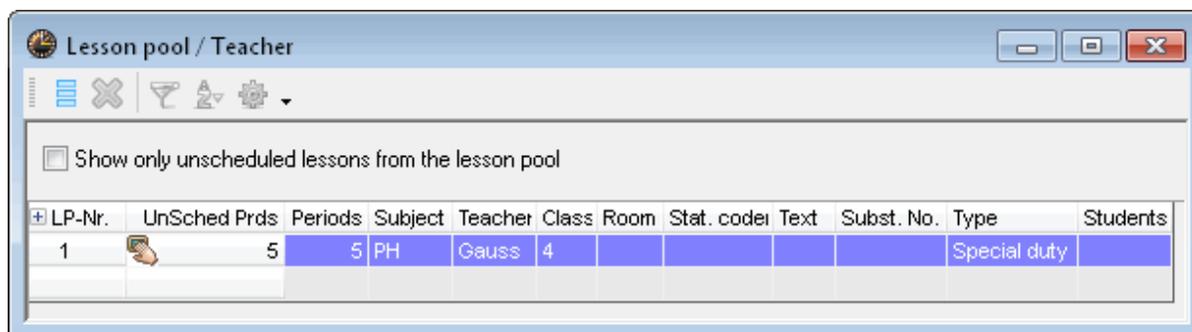
8.1.1 Creating LPLs explicitly

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 for a science fair.

1. Open the lesson pool window from the context menu called with the right mouse-button or via the <Lesson pool> button .
2. Enter five periods of LPLs with subject "PH", teacher "Gauss" and class "4".



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

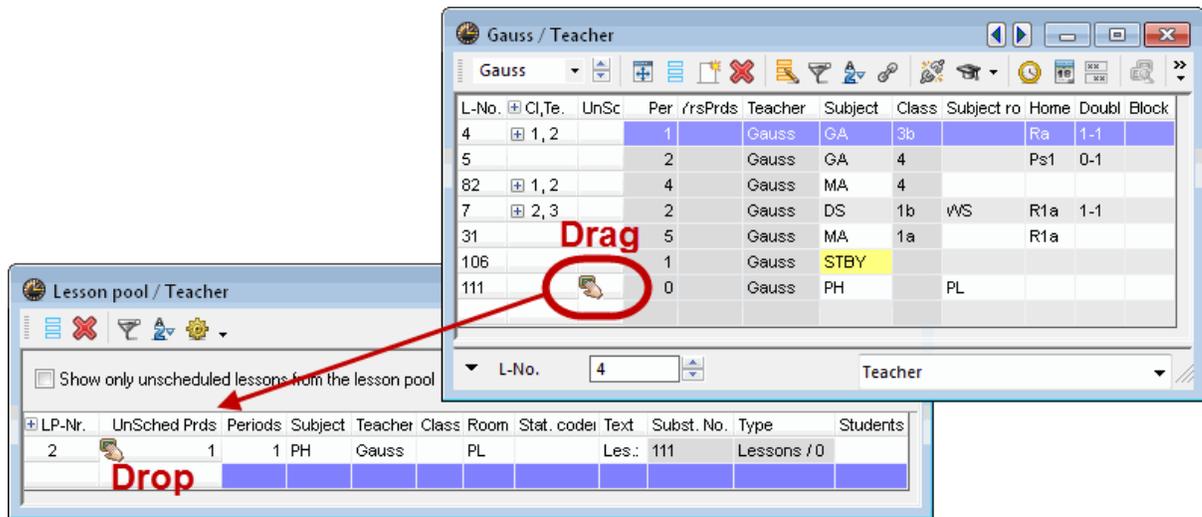
8.1.2 LPLs from lessons

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 Untis 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".

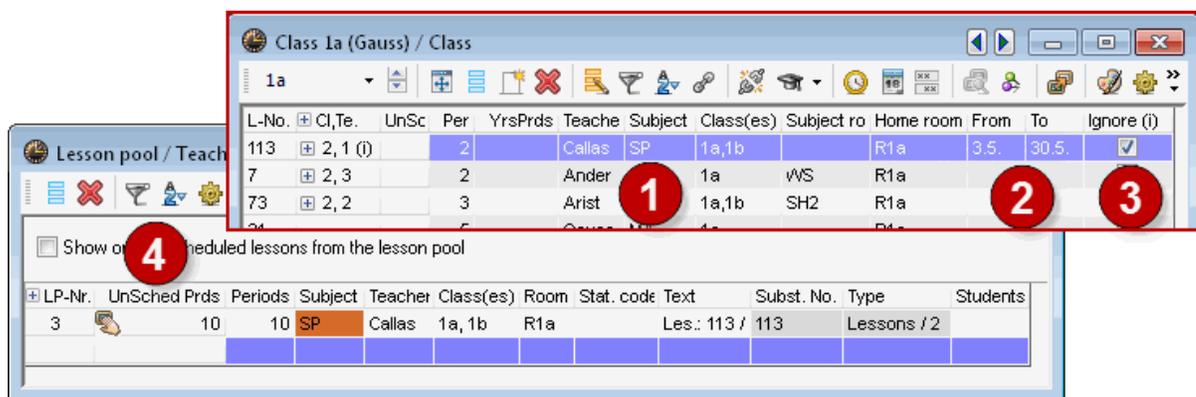


Example: LPLs from a restricted lesson

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 Untis 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 3 May to 30 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 ten periods of LPLs resulting from the lesson with two periods per week restricted to four weeks.



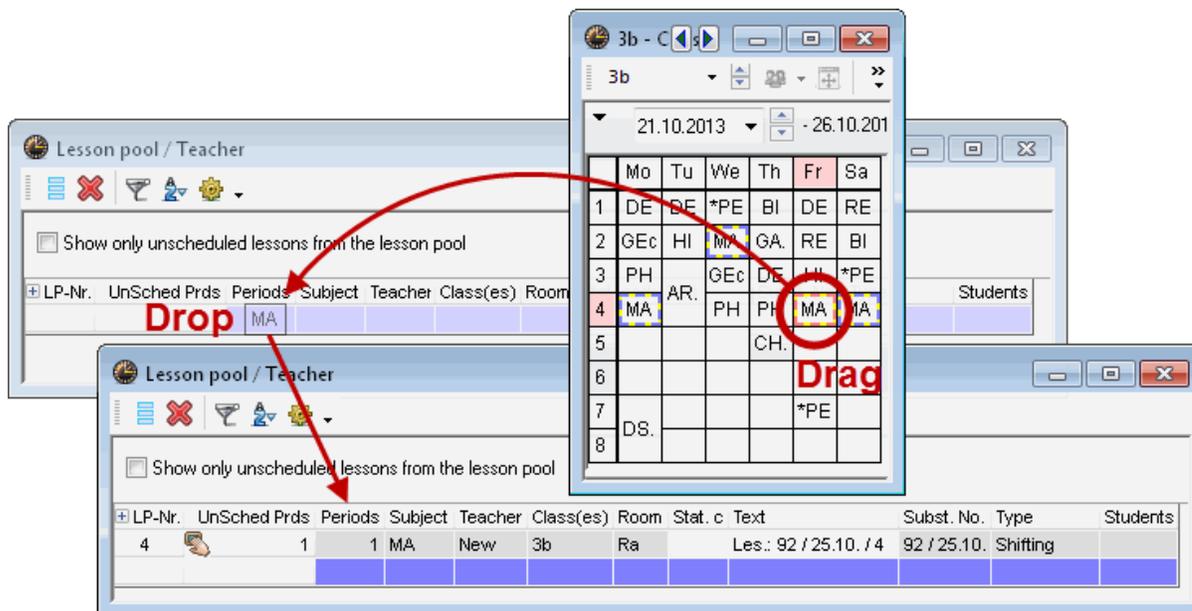
Warning: Changing of the lesson pool lessons

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.

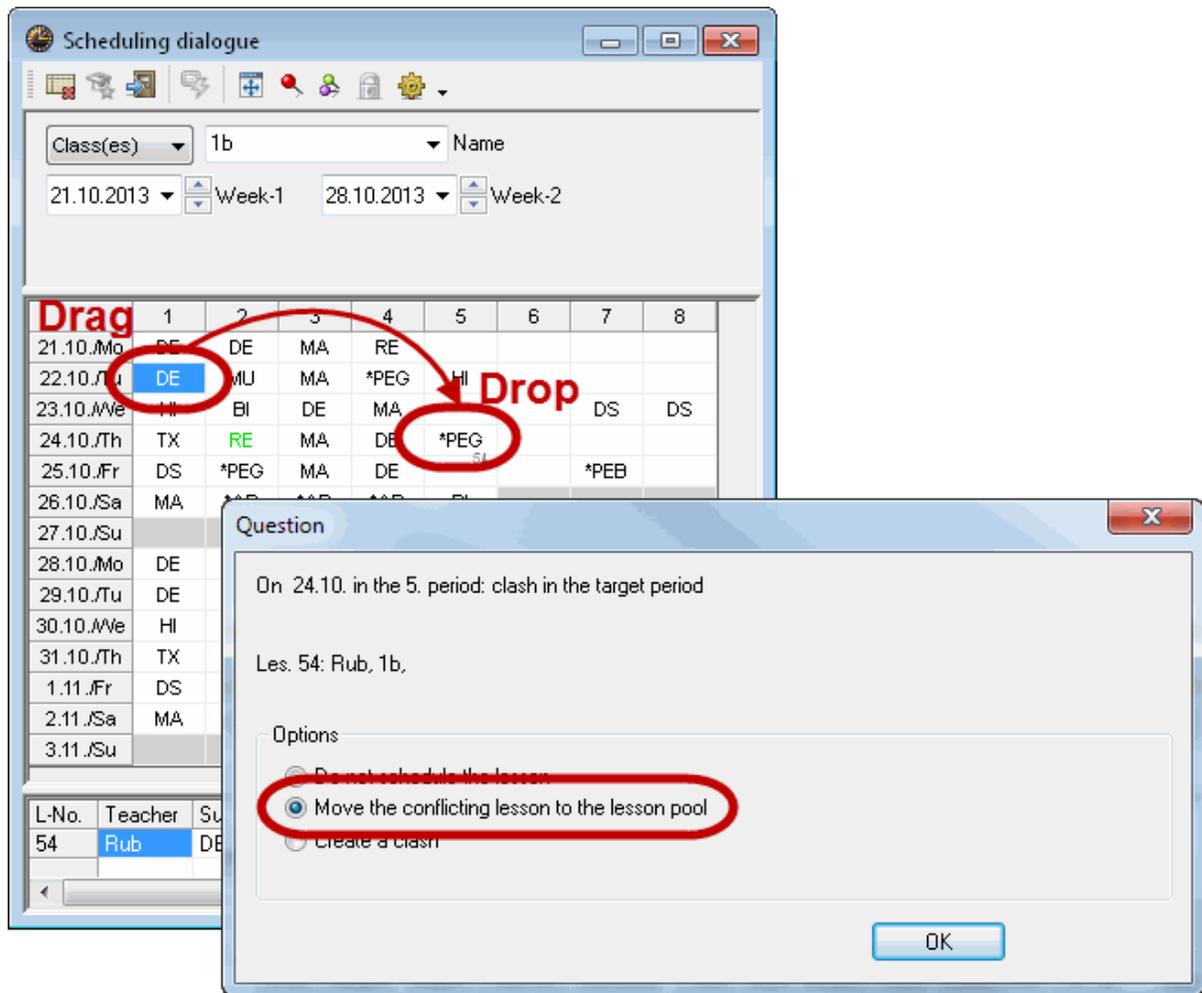
8.1.3 LPLs from timetable/scheduling dialogue

You can use drag&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.



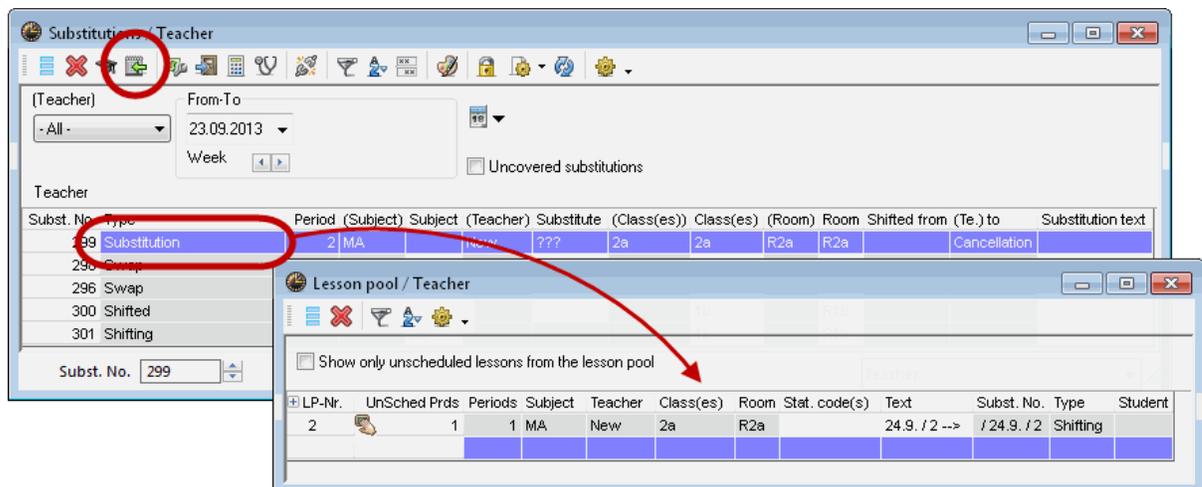
8.1.4 LPLs from displacements

If you move a period into another position in the scheduling dialogue that is already occupied and a swap is not possible, you can displace the existing lesson from the desired position. A prompt is displayed asking, "Do you want to shift the obstructing lesson to the 'Lesson Pool'?". Confirming with <Yes> moves the lesson to the lesson pool, from where it can be moved again.



8.1.5 LPLs from substitutions

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



8.1.6 Changing LPLs

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

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

If the LPLs originate from a substitution, they can of course not be altered.

8.1.7 Deleting LPLs

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

8.2 Scheduling LPLs

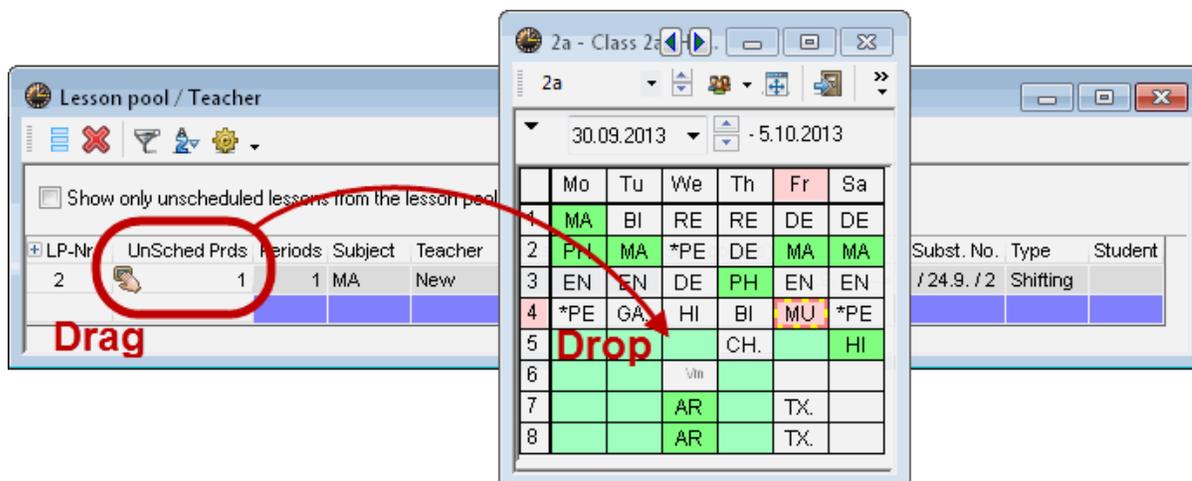
Lessons created in the lesson pool window can be scheduled as follows:

[Drag&drop in timetable / sched. dialogue](#)

[LPLs from the substitution suggestion](#)

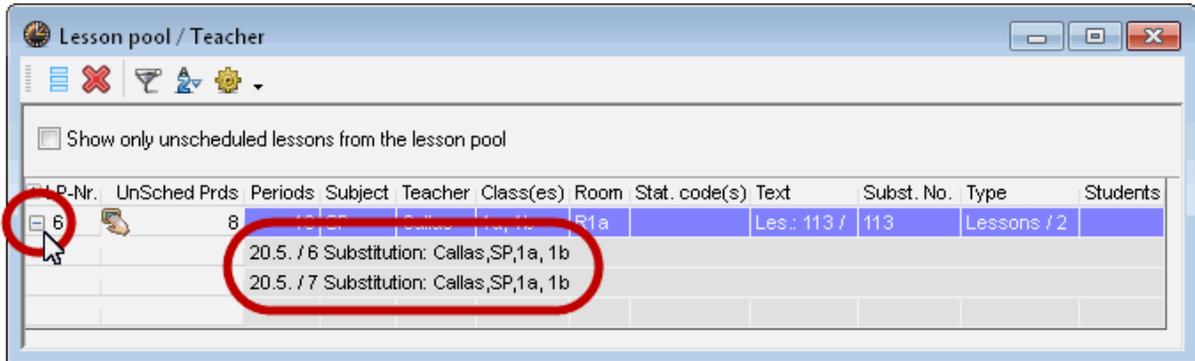
8.2.1 Drag&drop in timetable/sched. dialogue

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.



If you drag the LPL in the substitutions scheduling dialogue, all occupancies of the teachers and classes involved are displayed in the same way as with drag&drop in the scheduling dialogue

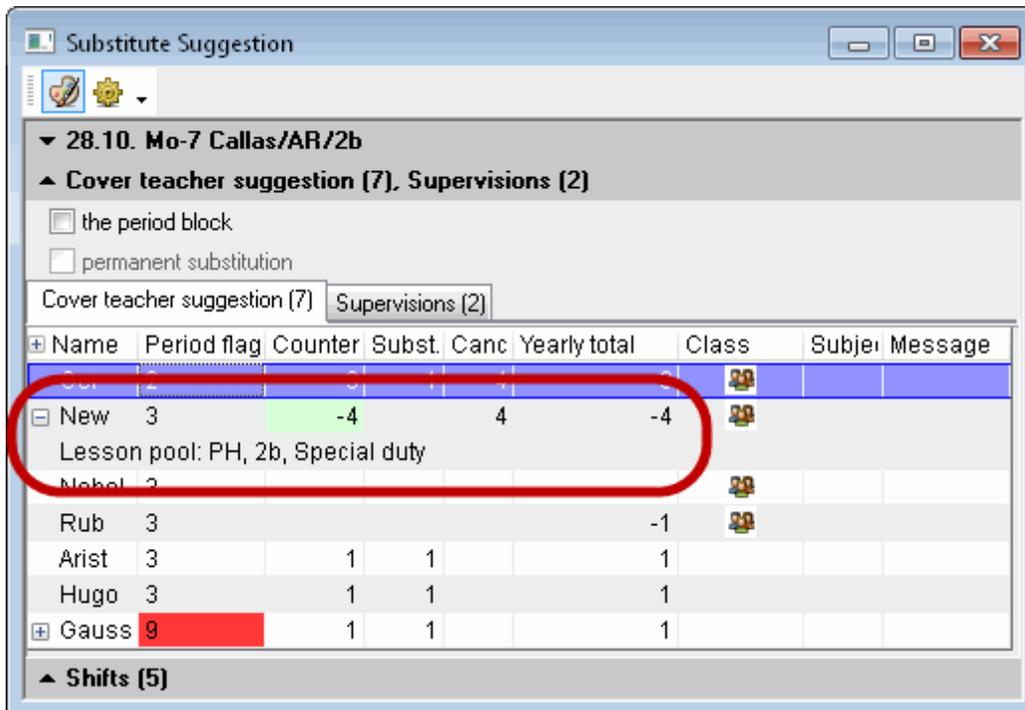
Note: Scheduled LPLs

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

8.2.2 LPLs from the substitution suggestion

If you can cover an open 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 in the period.

Double-click to assign the substitute teacher concerned with the LPL to the open substitution.



9 Substitution data output

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

Output in HTML format saves paper, can be updated 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"). All these methods are described in detail in the following chapters.

[Printing substitution lists](#)

[Printing daily timetables](#)

[HTML output](#)

9.1 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 to 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 desired information](#)

[Layout of the substitution list](#)

9.1.1 Creating a separate substitution view

1. Open file demo5.gpn and set the calendar to the first Monday in the school year

Take a look at the printout of the current substitution window in the print preview .

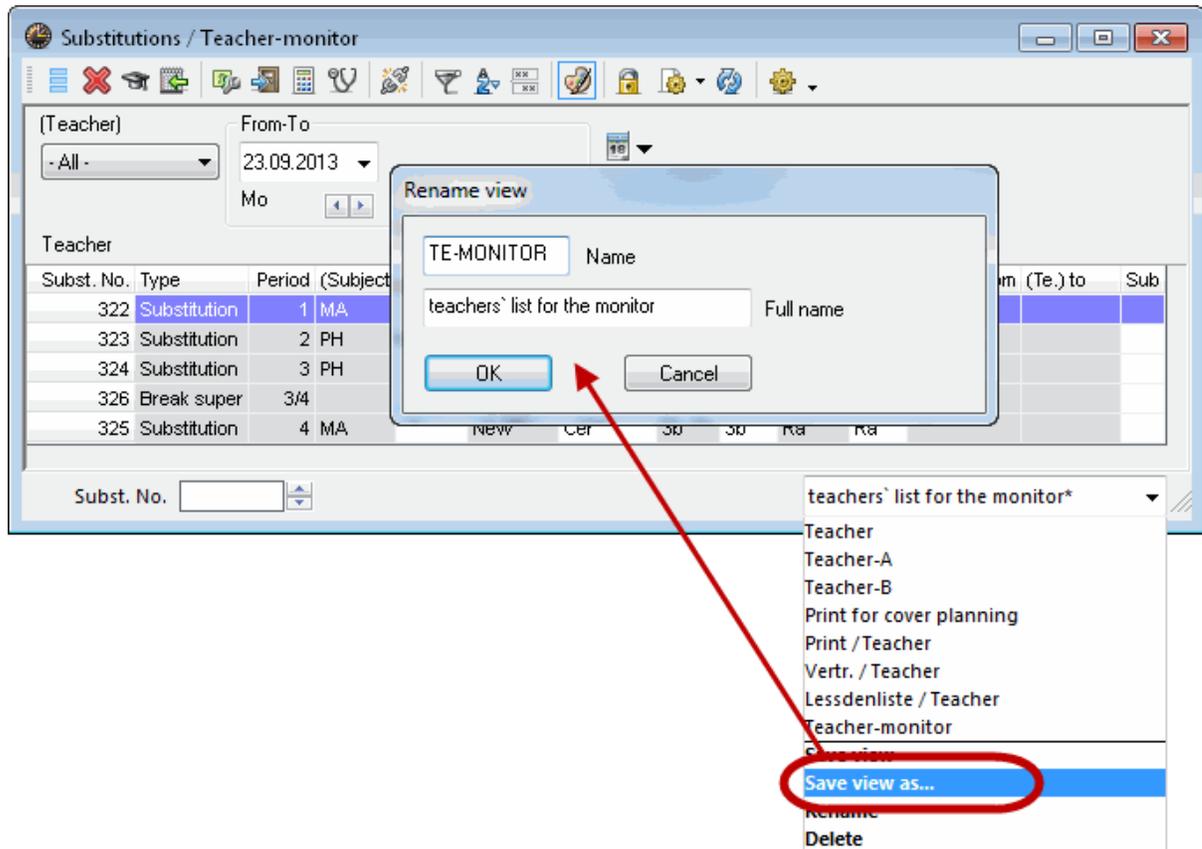
Teacher 23.9. / Monday

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)	(Room)
322	Substitution	1	MA	MA	New	Ander	2a	2a	R2a
323	Substitution	2	PH	PH	New	Callas	2a	2a	PL
324	Substitution	3	PH	PH	New	Curie	3b	3b	PL
328	Break supervision	3/4			New	Arist			Ar1
325	Substitution	4	MA	MA	New	Cer	3b	3b	Ra

This substitution list is sorted by periods. The substitution number is also printed in the first column, but not the important substitution text. This means that the view is not suitable for printing without being customised. Since this view is to be retained for planning purposes, we are going to create a new substitution view.

2. Open the drop-down box at the bottom right of the window and select 'Save view as..'

3. Give the new list a descriptive name (e.g. TE-MONITOR - teachers' list for the monitor)
4. You have now created a new substitutions view that – in this case – can be used to output substitutions information on the monitor in the staff room. You will find all substitutions views listed in the context menu called with the right mouse-button.



9.1.2 Customising the substitutions list

There are a number of ways to customise the layout of the substitution view in the page layout of the substitution window.

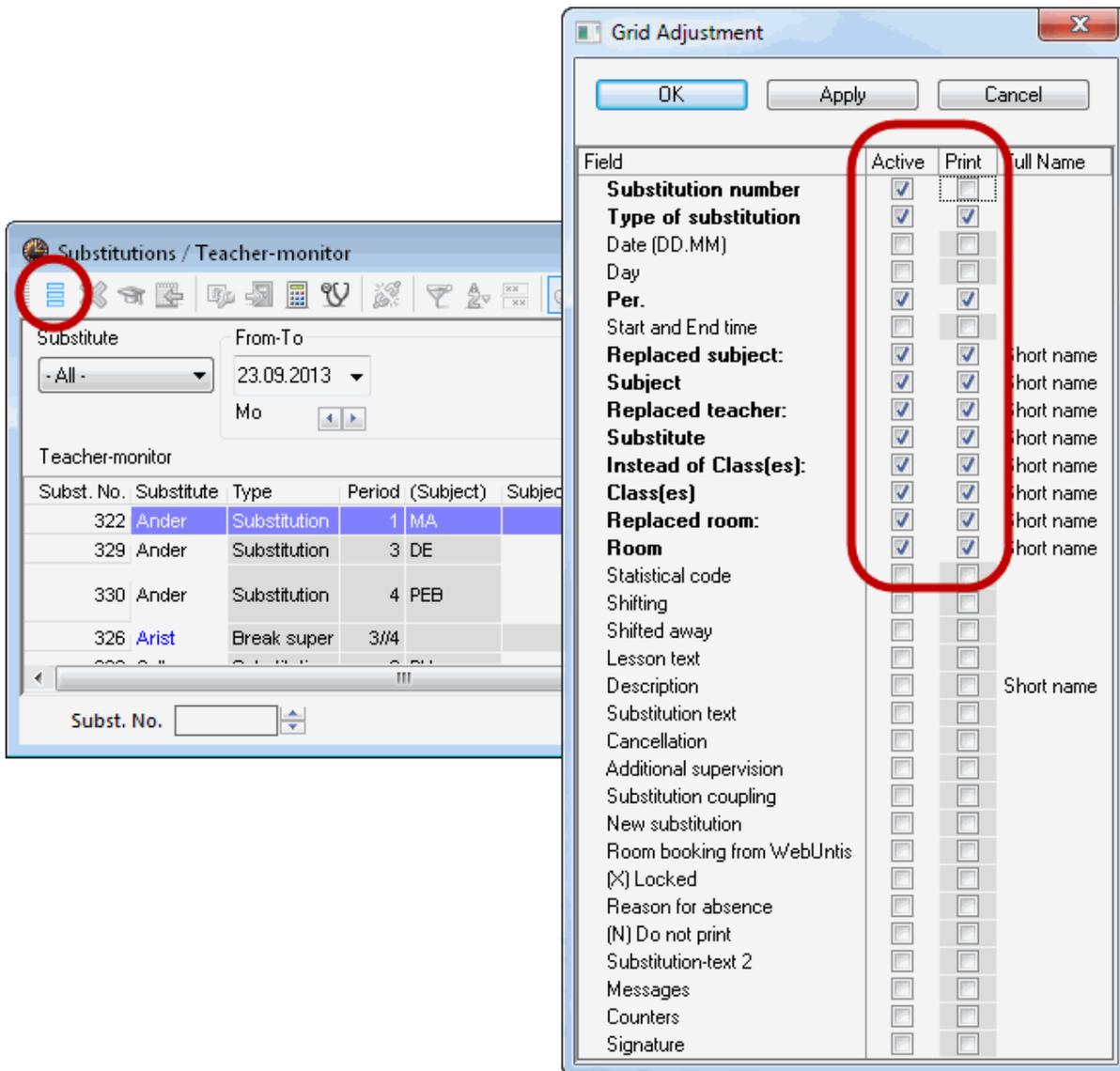
9.1.2.1 Selecting desired information

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".

Take another look at the printout with print preview . . The information that you consider to be essential is now displayed. You can change to landscape format in "Print selection" under <Page setup> ..

9.1.2.2 Sorting

The printout is sorted primarily by periods and then by substitute teacher You can see this via the <Sort> button. Since the list was originally intended for editing open substitutions, sorting by period made sense. If the list is to be easily comprehensible for teachers, it can first be sorted by substitute teacher and then by period.

Click on the <Sort> button and enter substitute teacher as main sort criterion and then period.

**Warning: Sorting**

The sequence of substitute teachers in the printout is the same as the sequence of teachers in the master data. If you moved a teacher to the first position in the master data using drag&drop, he/she will appear in on the first position of the substitution list as well.

Tip: Sorting of the students' list

You could move the higher classes (with older students) to the top either using drag&drop or the <Sort> button . If you do this, the substitution data will be displayed with the older students at the top and the younger students at the bottom.

The order of the columns can be easily changed by moving them to the desired position in the substitution view using drag&drop . In our example, column "Substitute" has been moved to the first position and column "Period" to the second position.

Substitutions have now been grouped by substitute teacher and then sorted by period. If you now wish to display released teachers (because of the absence of a class) as well than activate "Strike through' cancel. teachers" under <Settings>

Sort criteria

Sort by
Substitute
 Ascending Descending

then by
Period
 Ascending Descending

then by
-None-
 Ascending Descending

then by
-None-
 Ascending Descending

then by
-None-
 Ascending Descending

OK Cancel Apply



The list will now look like this:



9.1.2.3 Show subheadings

The substitution list is printed out as a table. You can also show subheadings to make it easier to read. In our example, every substitute teacher is to be given an individual subheading. To do this, activate the page layout for the substitution list (using the button of that name). Activate 'Heading/element' under <Settings> .

Arrangement

Heading/element

1 Page/Element

Small headers

Ander Andersen

Subst. No.	Substitute	Period	Type	Subject	Class(es)	(Teacher)
330	Ander	3	Substitution	PH	3b	New
333	Ander	1	Substitution	DE	1b	Rub

Note: Heading

The heading by which the list is sorted will always be output (see chapter [Sorting](#)).

The list can also be output with a compressed subheadings in order to save space (Element: Small headers).

Arrangement

Heading/element

1 Page/Element

Small headers

The list would look like this in our example:

teachers` list for the monitor 23.9. / Monday

Absent teachers: New, Rub
 Affected teachers: Ander, Arist, Callas, Cer, Curie

Subst. No.	Substitute	Type	Period	(Subject)	Subject	(Teacher)	(Class(es))	Class(es)	(Room)	Room
Ander Andersen										
322	Ander	Substitution	1	MA	MA	New	2a	2a	R2a	R2a
329	Ander	Substitution	3	DE	DE	Rub	1a	1a	R1a	R1a
330	Ander	Substitution	4	PEB	PEB	Rub	2b, 2a	2b, 2a	SH1	SH1
Arist Aristotle										
326	Arist	Break supervision	3/4			New			Ar1	Ar1
Callas Callas										
323	Callas	Substitution	2	PH	PH	New	2a	2a	PL	PL
Cer Cervantes										
325	Cer	Substitution	4	MA	MA	New	3b	3b	Ra	Ra
Curie Curie										
327	Curie	Substitution	1 - 2	DE	DE	Rub	1b	1b	R1b	R1b
324	Curie	Substitution	3	PH	PH	New	3b	3b	PL	PL

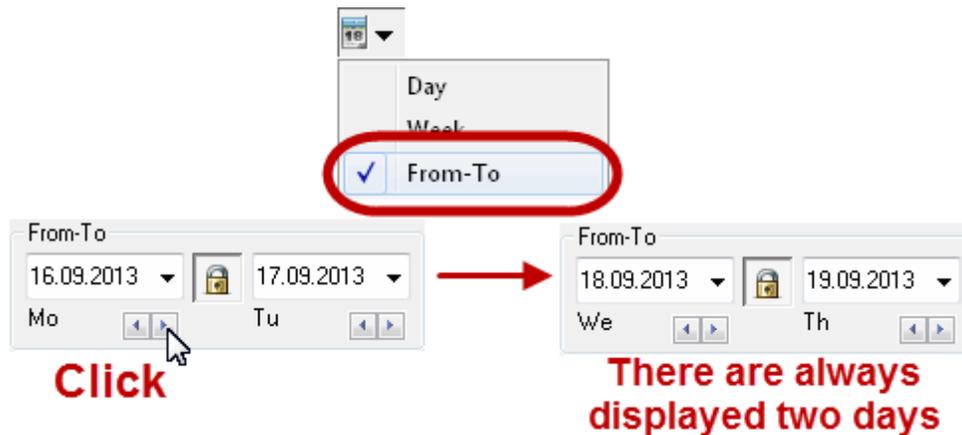
Tip: Customising headers

You can customise subheadings (short name, full name, title etc.) using under <Heading> in the <Settings> .

9.1.2.4 Printing several days

If you wish to display or print several days, select "From-To" from the <Calendar> button . Date fields will then be displayed allowing you to set the second date to the next day. All substitutions on both days will be printed.

Use the lock icon to 'freeze' the two-day period after the date changes.

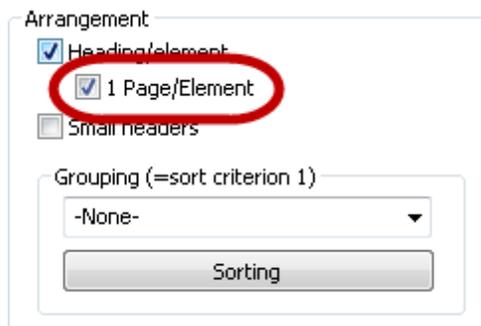


Tip: Printing several days

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

9.1.2.5 1 Page / Element

To start every heading on a new page, activate "1 Page/Element". This setting is normally used when the list comprises several days and every day is to be printed on a separate page.



t.

9.1.2.6 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 the substitute teachers. You can choose to display the reason of absence along with the absent teachers.

Tip: Do not display certain absences

You can exclude certain absences with a "sensitive" reason of absence from being output. To do this check the "Do not show in the absence header" box under "Modules | Cover planning | Reasons of absence".

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 they do not have to browse

through the whole list.

Header (absences)

	Absence	Substitution
Teachers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	<input checked="" type="checkbox"/> With absence reasons	
Classes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rooms	<input checked="" type="checkbox"/>	<input type="checkbox"/>

teachers` list for the monitor 23.9. / Monday

Absent teachers: New, Rub
 Affected teachers: Ander, Arist, Callas, Cer, Curie

Subst. No.	Substitute	Type	Period	(Subject)	Subject	(Teacher)	(Class(es))	Class(es)	(Room)	Room
Ander Andersen										
322	Ander	Substitution	1	MA	MA	<i>New</i>	2a	2a	R2a	R2a
329	Ander	Substitution	3	DE	DE	<i>Rub</i>	1a	1a	R1a	R1a
330	Ander	Substitution	4	PEB	PEB	<i>Rub</i>	2b, 2a	2b, 2a	SH1	SH1

Tip: Layout of the absence header
 You can change the layout of the absence header on the "Global" tab of the print settings.

9.1.2.7 Don't print absent teachers/classes

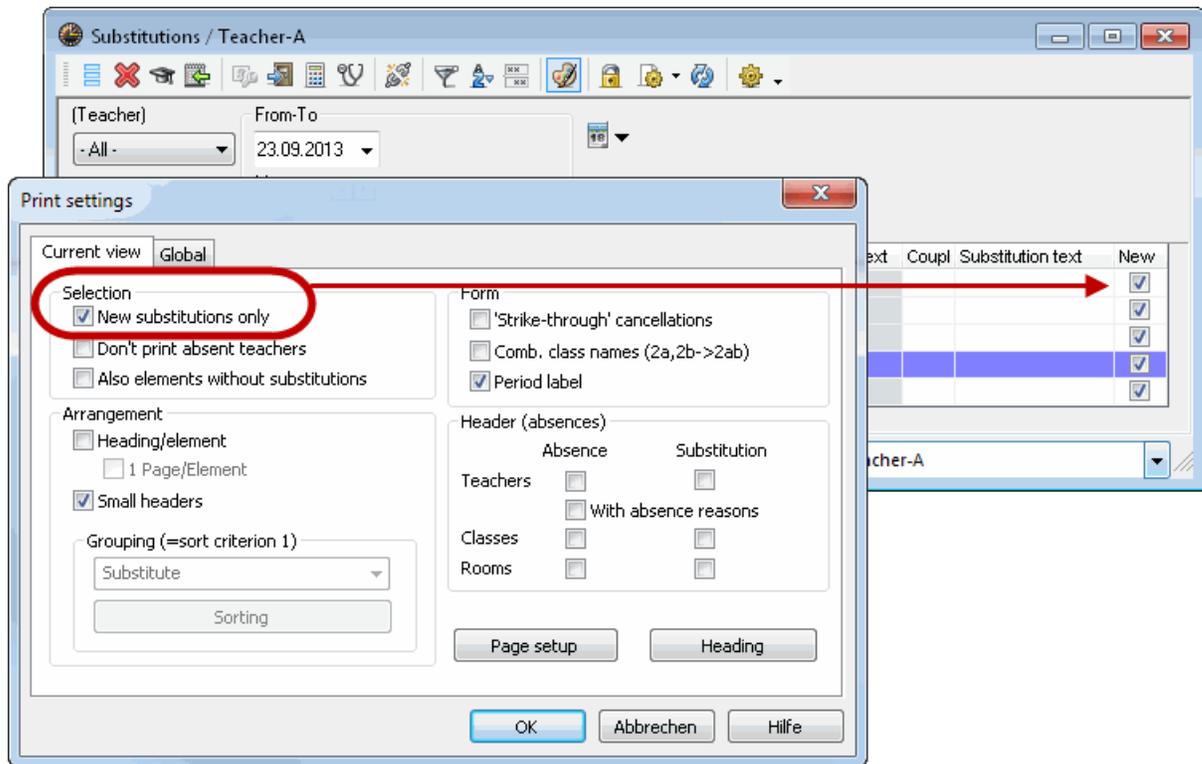
If you tick this box then information about absent teachers and classes will not be printed.

9.1.2.8 Print all elements

This setting (see figure) will print all elements, including those without any substitutions.

9.1.2.9 New substitutions only

It occasionally happens that you have to add new substitutions after you have already published the lists. The setting "New substitutions only" enables you to print out only those substitutions that have been created or edited since the file was last opened.

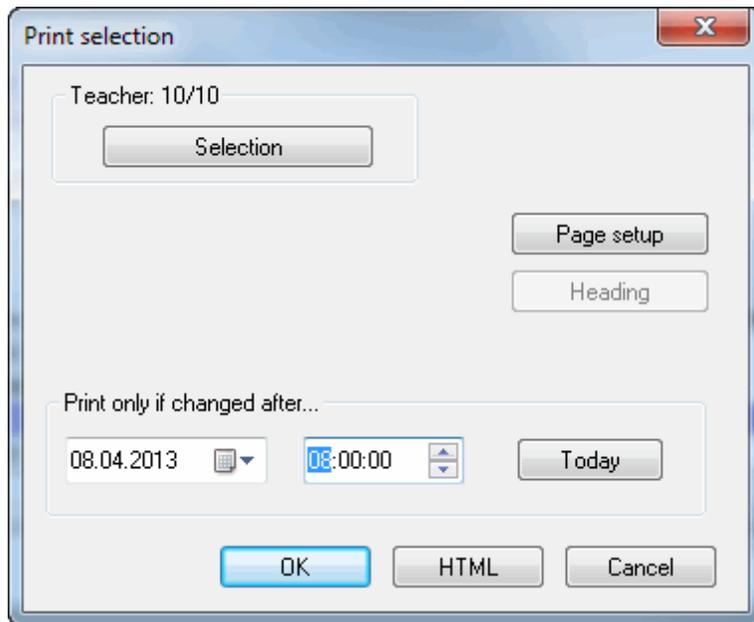


Print selection offers you a further possibility to print new data separately:

9.1.2.10 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 substitution that were created or edited after a certain point of time.

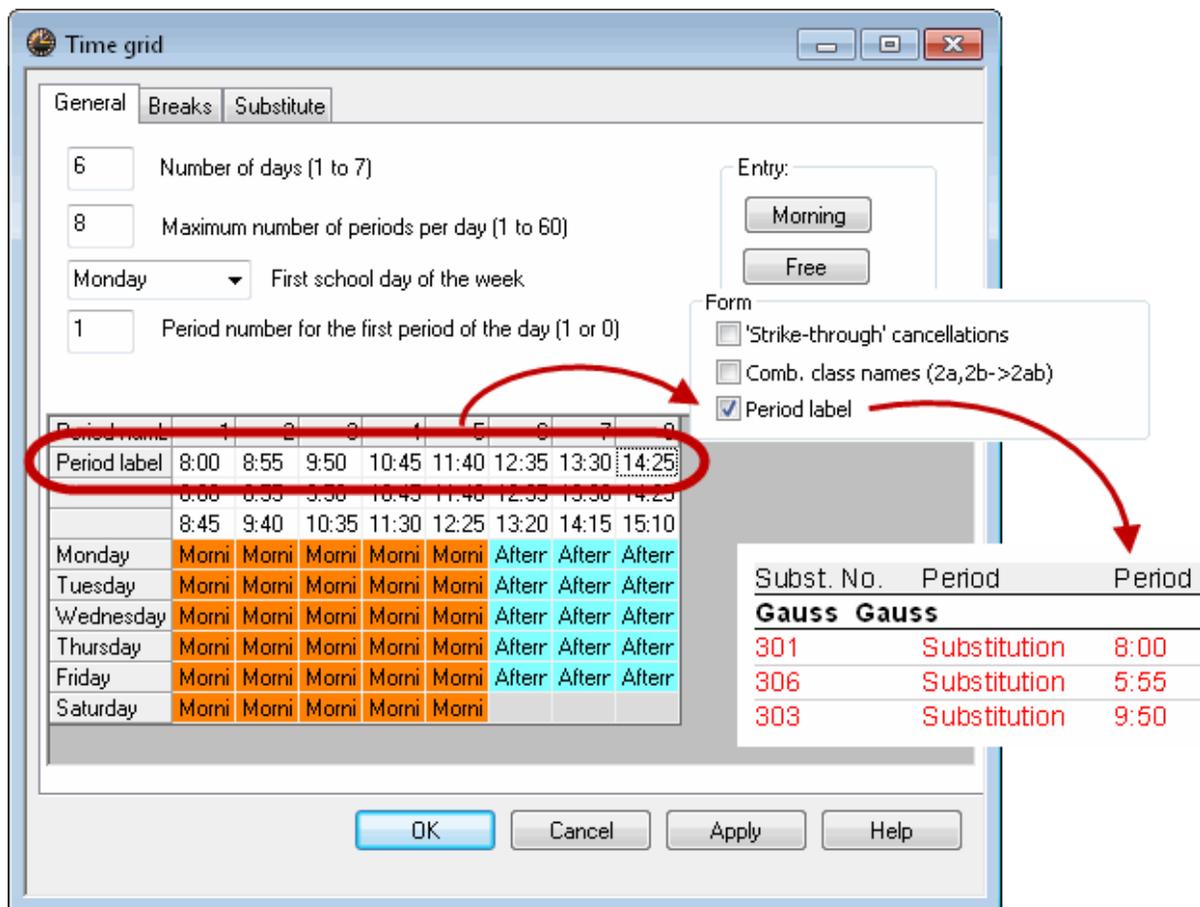
Print selection allows you to select the date and the time after which you wish to print out substitution data. In our example, all data that was edited after 8:00 a.m. on 8 April 2013 is to be printed out.



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.

9.1.2.11 Print period label

In the timetable mode you can also freely select the period label in the time grid for substitutions printing (e.g. start times) instead of the number of the period.



9.1.2.12 Combined class names

Several class names in a coupling can be combined to form one class name. If a lesson with classes 1a, 1b and 1c is cancelled, the printout will display 1abc.

9.1.2.13 Bold, column width, headings

Various types of customisation can be performed on the layout in print settings.

Column width

A column is normally just wide enough to show the content. You can select a fixed column width by using the mouse to drag the column to the desired width. The <-> symbol in the column header indicates a user-defined width.

If you wish to reset a column's width to automatic, right-click on the column header and select <Adjust column width>.

Word wrap

If the column width is user-defined, it can happen that a longer text (e.g. substitution text) does not fit into the column. You can activate automatic word wrap to write information into the next row(s) in order to avoid losing information. Right-click on the column in question and select <Word-wrapping>. The characters '\n' will be displayed in the column header.

Bold

Select the button if you wish the contents of a column to be printed bold.

Change heading

If you wish to have a different title for the substitutions list or a different column heading, simply overwrite the default texts. You can also choose the appropriate option to output Column headings vertical or slanted.

B**9.1.2.14 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.

9.1.2.15 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 "Modules | Cover planning | Settings... | Colours and Terminology". This method is widely used with HTML output (see chapter [HTML display](#)).

9.1.2.16 Background image

You can add a background image (e.g. school emblem or logo of a sponsor) to your substitution list.

You can incorporate the bitmap (.bmp) in the print settings. Enter a suitable position and size for your image.

Test school DEMO Timetable 2013/2014 Untis 2013
For demo and test only Valid from: 10 October

Teachers' list for the monitor 14.10. / Monday

Subst. No.	Type	Period	(Subject)	Subject	(Teacher)	Substitute	(Class(es))	Class(es)
309	Substitution	1	BI	BI	Cer	Ander	1a	1a
310	Substitution	2	BI	BI	Cer	Callas	2b	2b
311	Substitution	3	EN	EN	Cer	Ander	2a	2a
313	Substitution	4	TX	TX	Curie	Ander	1a	1a
312	Personal studies	5	EN	EN	Cer	+	4	4
314	Cancelled	5	TX	---	Curie	---	1a	1a
315	Cancelled	7-8	HP	---	Curie	---	3a, 3b	3a, 3b

Gruber & Petters Software

The screenshot shows the 'Substitutions / Teacher' window with a toolbar containing a printer icon (circled in red). Below it is a window titled 'demo5.gpn:7' showing a preview of the substitution list. In this window, the 'Background picture' option is also circled in red. An 'Open Bitmap' dialog box is open, showing the file path 'C:\Untis\Logo_01.bmp' and various position and size settings. Red arrows point from the printer icon in the toolbar to the 'Background picture' option and from the 'Background picture' option to the 'Open Bitmap' dialog.

9.1.2.17 Heading and footer in output

The following figure explains the heading and footer in the output of substitution lists and refers to possible setting options

The screenshot shows a report titled "Teachers' list for the monitor 23.9. / Monday Week-B". The report contains a table of substitution data and a summary line at the bottom. Red annotations with arrows point to various parts of the report:

- licence rows 1 and 2**: Points to the header information: "Test school DEMO For demo and test only" and "Timetable 2013/2014 Valid from: 10 October".
- optional text (Report | Settings)**: Points to the same header information.
- program version**: Points to "Untis 2013 9.7.2012 9:54 (11)".
- name of the substitution window (Module | Cover Planing | Substituion Windows)**: Points to the title "Teachers' list for the monitor 23.9. / Monday Week-B".
- date and time (Report | Settings)**: Points to the date "23.9.2013".
- timetable version (Report | Miscellaneous)**: Points to "B(2)(39)".
- type of week (A,B,...) (Report | Settings)**: Points to "B".
- calendar week (Report | Settings)**: Points to "2".
- filename (Report | Settings)**: Points to "Gruber & Petters Software demo5".
- name of the current term (Report | Settings)**: Points to "Term2".
- time range (Report | Settings)**: Points to "23.9.2013".
- school week (Report | Settings)**: Points to "B(2)(39)".
- time range (Report | Settings)**: Points to "B(2)(39)".
- page number (Report | Settings)**: Points to "Page 1 / 2".

Subst. No.	Type	Period	(Subject)	Subject	Teacher	Class(es)
295	Cancelled	1	STBY	--	Ander	--
296	Substitution	1	MA	MA	New Curie	2a
301	Substitution	1	RE	RE	Nobel Gauss	3a
306	Substitution	2	MA	MA	Ander	3a
297	Substitution	2	PH	PH	New Callas	2a
302	Substitution	2	RE	RE	Nobel	4
298	Substitution	3	PH	PH	New Curie	3b
303	Substitution	3	RE	RE	Nobel Gauss	2b
300	Substitution	3/4	RE	RE	New Arist	--
299	Substitution	4	MA	MA	New Cer	3b
307	Cancelled	4	STBY	--	Ander	3a, 3b

Term2 23.9.2013 B(2)(39) Gruber & Petters Software demo5

9.1.3 Fast print of daily lists

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

Example: Automatic printout of daily lists

1. Open the list of substitution views (with the right mouse-button and "Substitution formats")
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.
3. This will allow all views that were checked in the previous step to be printed out via the <Daily lists> button.

Name	Full name	Standard	Type	Daily list	Type2
Print-Tea	Print / Lehrer	<input type="checkbox"/>	Teacher	<input checked="" type="checkbox"/>	Subst.
Print-Cla	Print / Klasse	<input type="checkbox"/>	Class	<input checked="" type="checkbox"/>	Subst.
Absences	Teacher	<input checked="" type="checkbox"/>	Teacher	<input type="checkbox"/>	Abs.
Sub-Tea	Teachers' list for the monitor	<input checked="" type="checkbox"/>	Teacher	<input type="checkbox"/>	Subst.
Sub-Cla	Class	<input checked="" type="checkbox"/>	Class	<input type="checkbox"/>	Subst.
Sub-Tea-A	Teacher-A	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Subst.
Sub-Cla-A	Class-A	<input type="checkbox"/>	Class	<input type="checkbox"/>	Subst.
Sub-Tea-B	Teacher-B	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Subst.
Sub-Cla-B	Class-B	<input type="checkbox"/>	Class	<input type="checkbox"/>	Subst.
S-Print	Print for cover planning	<input type="checkbox"/>	Teacher	<input type="checkbox"/>	Subst.
Lehrerliste-Leh0	Vertr. / Lehrer	<input checked="" type="checkbox"/>	Teacher	<input type="checkbox"/>	Subst.

The current date for which lists are to be printed is determined by the calendar.

Tip: Substitution views prepared for printing



Window group "Output cover planning" (window group 3) in file demo5.gpn contains predefined lists for printing substitutions for teachers and students. You can transfer windows and window groups from one file to another via "File | Import/Export | Timetable/Input formats".

9.2 Printing daily timetables

In addition to these lists, substitution data also be output incorporated into timetables. This often occurs digitally in HTML format (see chapter [HTML output](#)), but also by printing overview timetables.

9.2.1 Displaying/printing the daily timetable

Open file demo5.gpn and activate window group 3 (Output cover planning).



Besides substitution lists this window group for cover planning output also contains overview timetables for teachers and students that have been specially customised for outputting the daily timetable. These timetables show all classes and teachers for one with current substitutions in red. The timetables can be output either for a day (e.g. classes) or for the whole week (e.g. teachers).

Absent teachers: Callas (1-5), Cer (1-2)
 Affected teachers: Ander, Arist, Gauss, Nobel

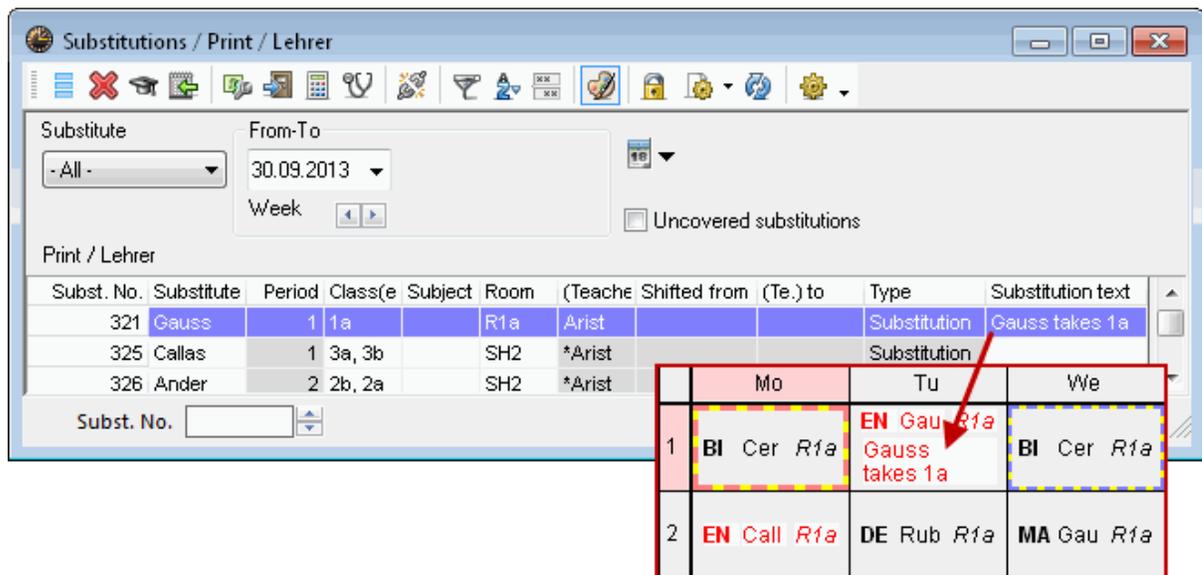
Wednesday 25.9.													
	1			2			3			4			
1a	BI	Gauss (Cer)	R1a	MA	Gauss	R1a	RE	Nobel	R1a	MU	Nobel (Calla)	R1a	
1b	HI	Ander	R1b	BI	Ander (Cer)	R1b	DE	Rub	R1h	MA	Arist	R1h	
2a	RE	Nobel	R2a	PE	Rub	SH1	DE						
2b	MA	New	R2b	PE	Arist	SH2	DE						
3a	PE	Arist	SH2	RE	Nobel	R3a	PH						
3b	PE	Rub	SH1	MA	New	Ra	GEc						
4	DE	Hugo	R3a	GEc	Hugo	R2a	MA	Gauss					

Monday 23.9.								Tuesday 24.9.						
	1	2	3	4	5	6	7	8	1	2	3	4	5	6
Ander	STBY	3a R3a MA						3a,3b WS DS	3a R3a MA	4 R2b MA	3a,3b Ra MU			
Arist	4 PL PH	1a R1a EN	1b R1b MA	*2b.2 SH2 PEG					1a R1a EN		1b R1b MA	*1a.1 SH2 PEG		
Calla	2b R2b DE		4 AR					2b R2b AR	2b R2b DE	1b R1b MU	3a,3 R3a AR		2b R2b MU	
Cer	1a R1a BI	2b R2b BI	2a R2a EN		4 R1a EN				2a R2a BI	3a R3a EN	2a R2a EN			

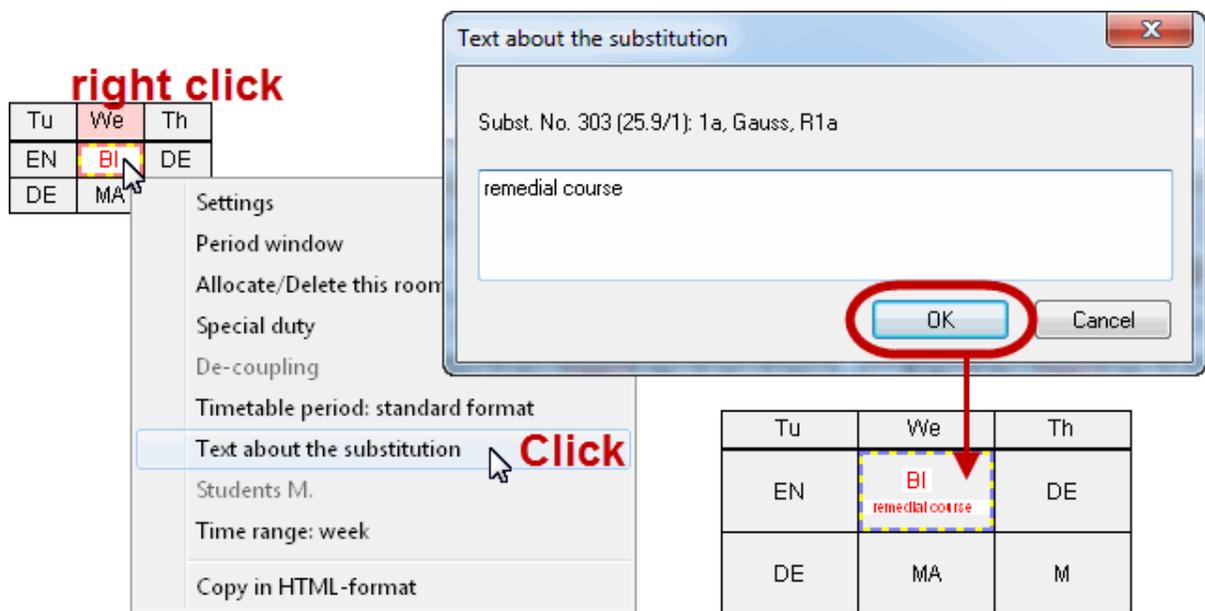
9.2.2 Substitution text in the timetable

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. Activate "Special text" under <New field> .
3. Enter a message as substitution text in the substitution window. This will now be shown in the relevant period in the timetable.



As an alternative, you can enter the desired text for a period directly in the timetable. Right-click on the period concerned and select option 'Text for substitution'. Enter 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. This field also displays any substitution text that has been entered.



9.2.2.1 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 possibilities available.

[Daily comment](#)

[Substitution text](#)

[Lesson text](#)

9.2.2.1.1 Daily comment

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

Example: Entering daily

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 day in question.

The screenshot shows a software interface for managing substitution data. It includes a calendar view for the week of 11.11.2013, a 'Daily comments' dialog box, and a 'Teachers' list for the monitor' table.

11.11.2013 Monday / Term2 (23.9.-30.6.)

Calendar week 46 11.11.2013

Date	Day	Abs.	Teach.	Subs.	Uncovere
11.11.	Mo	0	0	0	
12.11.	Tu	0	0	0	
13.11.	We	0	0	0	
14.11.	Th	0	0	0	
15.11.	Fr	0	0	0	
16.11.	Sa	0	0	0	
17.11.	Su				

11.11.13 Daily comments

Today parent-teacher conference at 3 p.m.

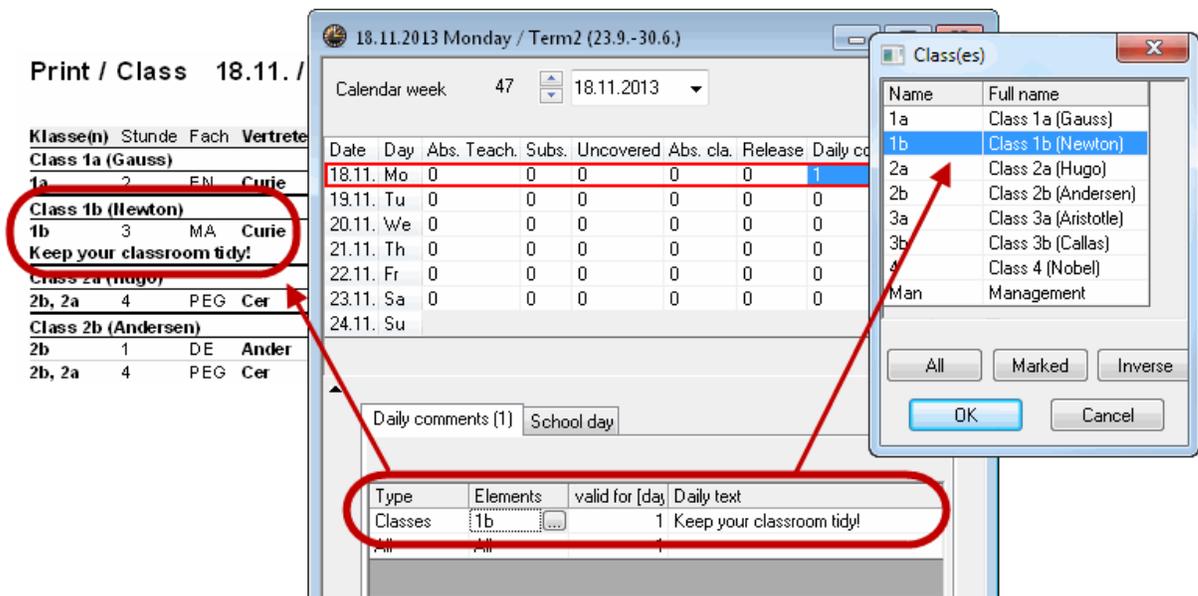
Teachers' list for the monitor 11.11. / Monday Week-A

Today parent-teacher conference at 3 p.m.

Period	Type	Subject	(Teacher)	Substitute	Room	Substitution text
1	Substitution	DE	Hugo	Ander	Ra	
2	Substitution	GEc	Hugo	Callas	Ra	
3	Substitution	GEc	Hugo	Ander	R3a	
3/4	Break supervision		Hugo	Arist	Ar2	
4	Substitution	DE	Hugo	Cer	R3a	

You can limit the selection to specific teachers or classes via the button to the right (<Classes> or <Teachers>). Our example shows a daily comment entered for class 1b.

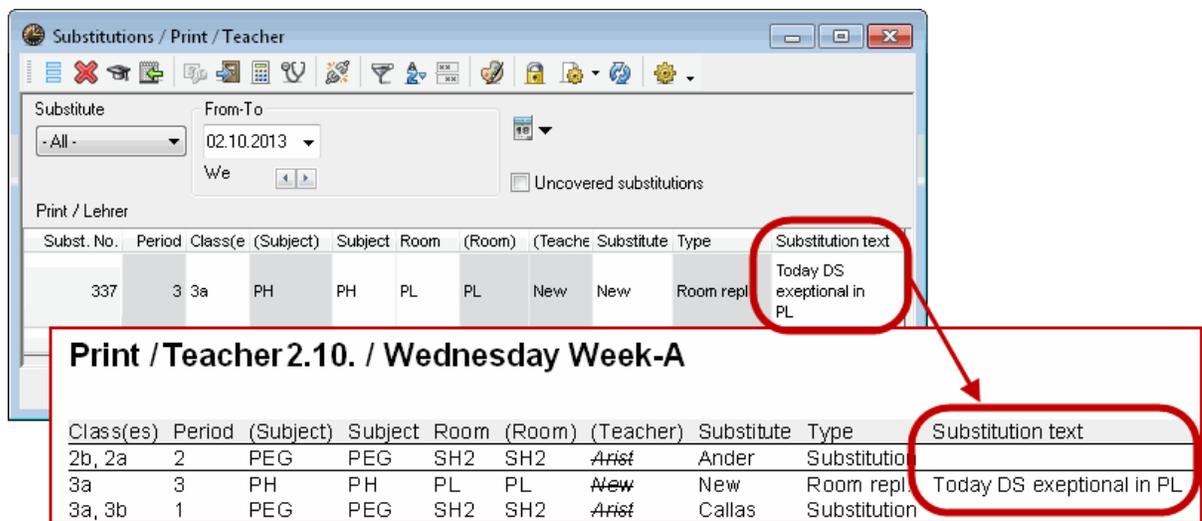
You can also specify for how many days in the future the comment should be output.



The "Daily comments" column in the calendar shows displays how many daily comments have been entered for a specific day.

9.2.2.1.2 Substitution text

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

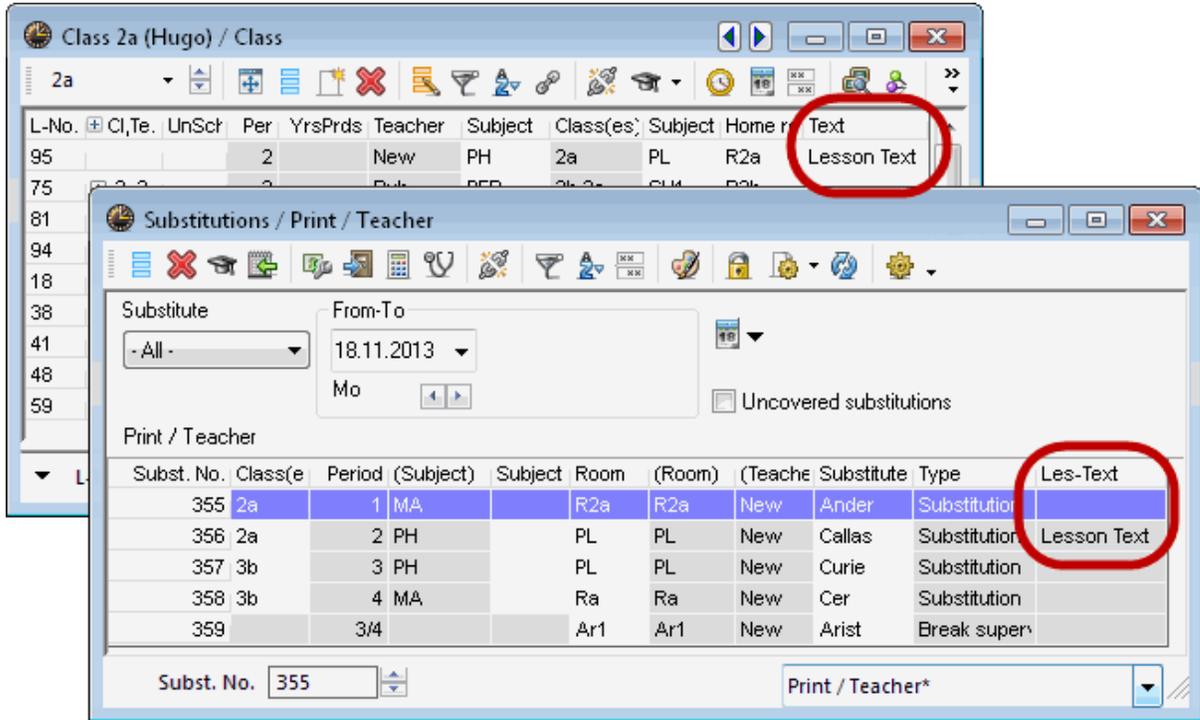


If you wish to display different texts for teachers and students then use column "Substitution text" in the teachers' list and column "Subst-Text-2" in the students' list.

Tip: Column width of the substitution text
 You can define the width of the column in the printout and apply automatic word wrapping with longer texts (see chapter [Bold, column width, headings](#)).

9.2.2.1.3 Lesson text

If you add a text to a lesson ("Lessons | Class" or "Lessons | Teacher") then this text will appear in event of a substitution in column "Les-Text".



9.3 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](#)

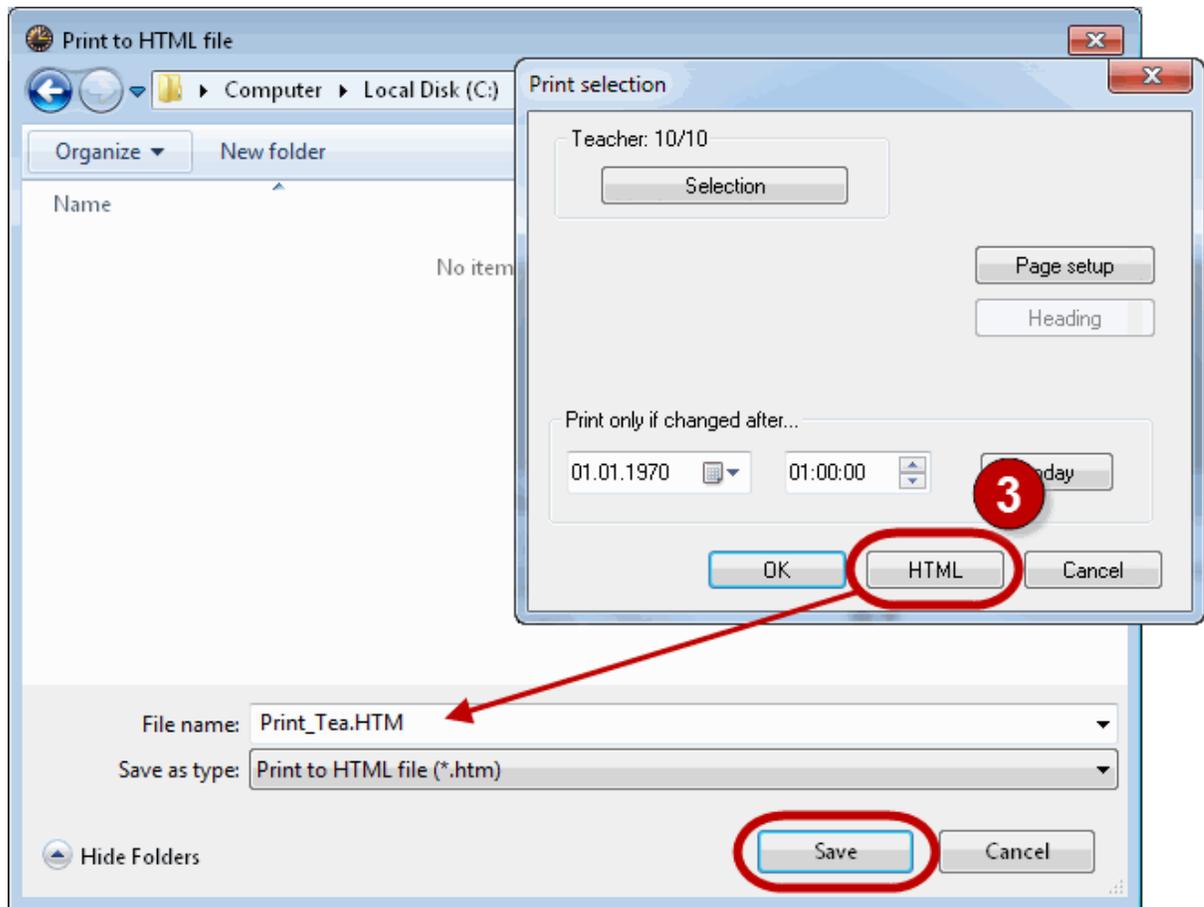
[HTML output with info timetable module](#)

9.3.1 HTML output with cover planning module

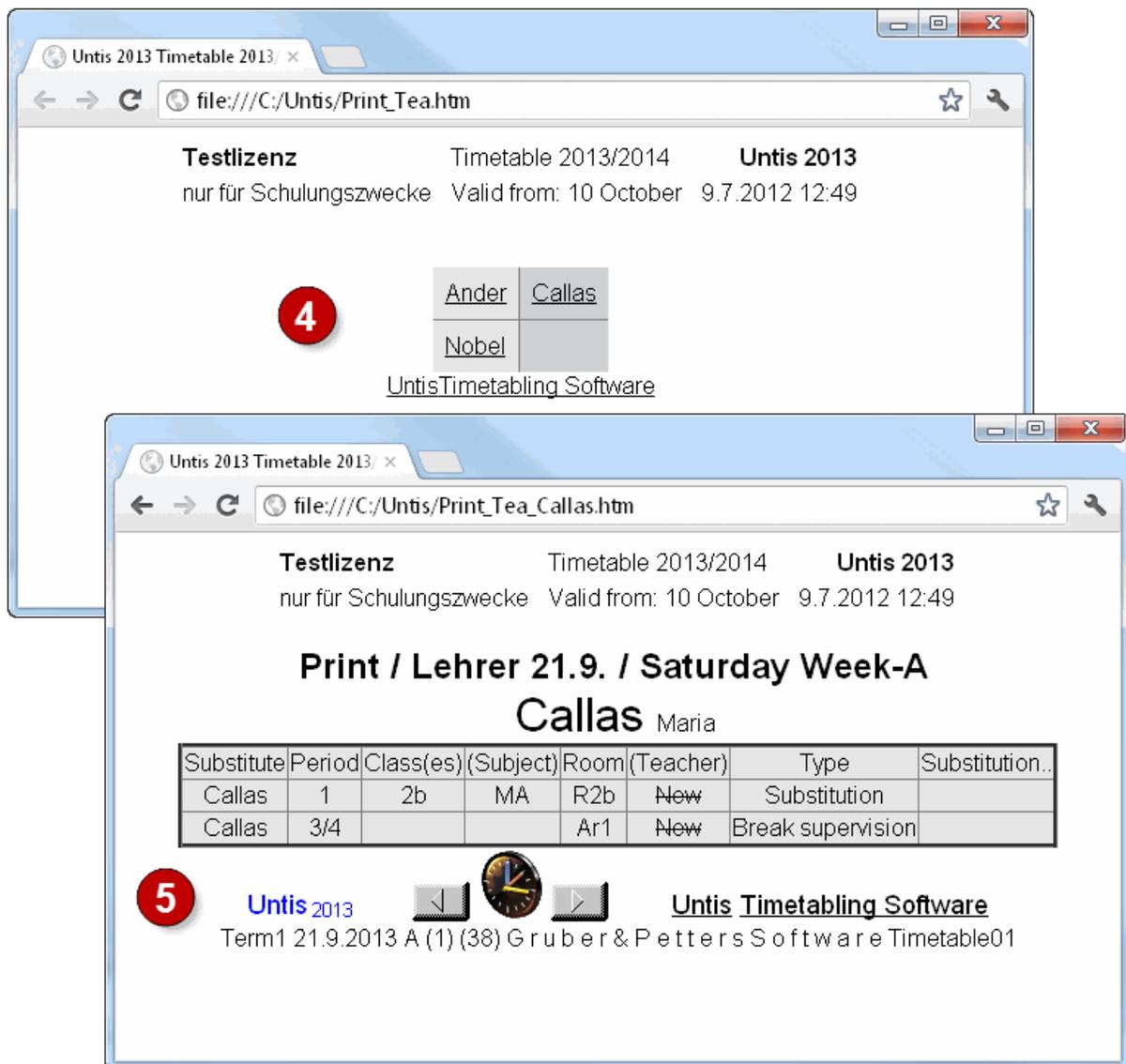
The cover planning module allows you to output substitution lists in HTML format. The procedure is described below:

Example: Display for the Internet

1. Open file demo5.gpn, activate window group 3 and set the calendar to the first Saturday in the school year.
2. Open the print selection of the window "Print-Tea" via the <Print> button or the <Print Preview> button.
3. You can save the data in HTML format in any folder using the <HTML> button.



4. Open file Print_Tea.htm in a web browser.
5. 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 (<Grid Adjustment> | Column "Sort" | Entry "1").

**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.

9.3.2 HTML output with info timetable module

The info timetable module offers a range of additional possibilities to publish substitution data electronically. Some of these possibilities are explained below. You can find additional information in chapter "Info timetable" of the "Modules" manual.

[Static HTML](#)

[Monitor HTML](#)

9.3.2.1 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.

The image displays two screenshots of the Untis 2013 Timetabling Software interface. The left screenshot shows a weekly class timetable for Monday. The right screenshot shows a substitution list for Wednesday and Thursday.

Monday Timetable:

Time	Class
8:00 - 8:45	EN Arist R1a
8:55 - 9:40	MU Callas R1a
9:50 - 10:35	BI Cer R1a
10:45 - 11:30	PEG Arist SH2 PEB Ru
11:40 - 12:25	
12:35 - 13:20	
13:30 - 14:15	
14:25 - 15:10	

Substitution List (Wednesday 25.9. and Thursday 26.9.):

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	Substitution	25.9.	2	DE	DE	Ander	Gauss	3a	3a	R3a	R3a						x
2	Substitution	25.9.	3	MA	MA	Ander	New	4	4								x
3	Substitution	25.9.	4	DE	DE	Ander	Curie	3b	3b								x
4	Cancelled	25.9.	6	MA	—	Ander	—	2a, 2b, 3a	3a	R3a	—		Cancelled				x
5	Cancelled	25.9.	6 - 7	DE	—	Ander	—	3a, 3b	3a, 3b	W3	—		Cancelled				x
13	Substitution	26.9.	1	PH	PH	Arist	Ander	4	4	R3a	R3a						x
14	Substitution	26.9.	2	MA	MA	Arist	Gauss	1b	1b	R1b	R1b						x
15	Substitution	26.9.	3	EN	EN	Arist	Ander	1a	1a	R1a	R1a						x
16	Substitution	26.9.	4	MA	MA	Arist	Hugo	1a	1a	R1a	R1a						x
17	Cancelled	26.9.	7 - 8	PEG	—	Arist	—	2b, 2a	2b, 2a	—	—		Cancelled				x

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.

9.3.2.2 Monitor HTML

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.

9.3.3 WebUntis Info

WebUntis Info is a simple system that can display up-to-date timetable information for all teachers and students in the Internet or on a mobile phone. 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.



A system of user rights ensures that students can only see their own timetables while teachers are given rights to the class timetables.

Timetable Arist

Teacher		Timetable format		ICS Calendar		Printable version	
Arist		Format_Lehrer					
Ander Arist Callas Cer Curie Gauss Hugo New Nobel Rub							
	Monday 24.09.12	Tuesday 25.09.12	Wednesday 26.09.12	Thursday 27.09.12	Friday 28.09.12	Saturday 29.09.12	
07:00							
08:00	1a Arist E R1a	1a Arist Mat R1a	3a, 3b Arist SportM Th2	4 Arist Ph R3b	1a Arist Mat R1a	1b Arist Mat R1b	
09:00	1b Arist Mat R1b	1a Arist E R1a	1a, 1b Arist SportM Th2	1b Arist Mat R1b	3a, 3b Arist SportM Th2	1a Arist E R1a	
10:00	3a, 3b Arist SportM Th2	2a, 2b Arist SportM Th2	1a Arist Mat R1a	1a Arist E R1a	1a Arist E R1a	1a Arist Mat R1a	
11:00	1a, 1b Arist SportM Th2	1b Arist Mat R1b	1b Arist Mat R1b	1a Arist Mat R1a	1b Arist Mat R1b		
12:00							
13:00							
14:00				2a, 2b Arist SportM Th2			
15:00	4 Arist Ph Phys			2a, 2b Arist SportM Th2	1a, 1b Arist SportM Th2		

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

10 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](#)

10.1 Reason of absence

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

[Count / Do not count cancellations](#)

[Customising reasons of absence](#)

10.1.1 Count / Do not count cancellations

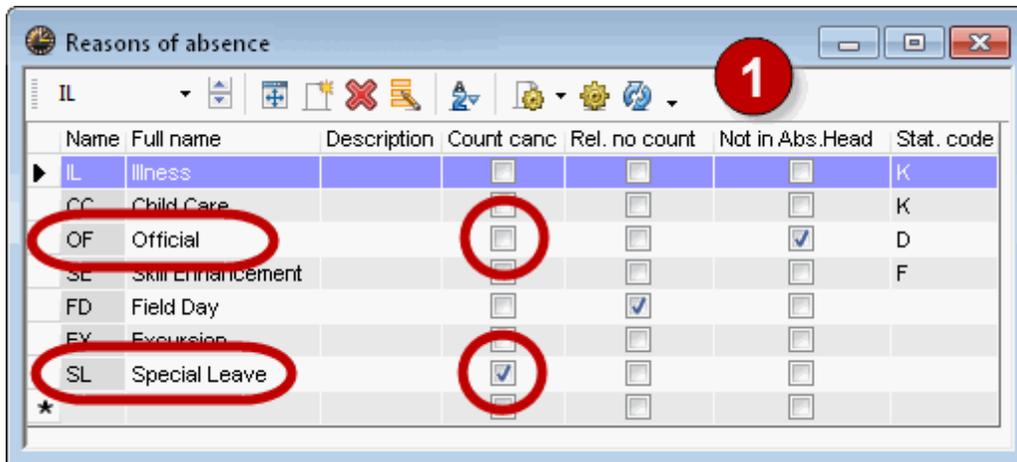
If a teacher cannot hold a scheduled lesson then you can use the reason of absence to determine if and how the cancelled lesson should be counted from the teacher's perspective.

Example: Reason of absence and substitution counter

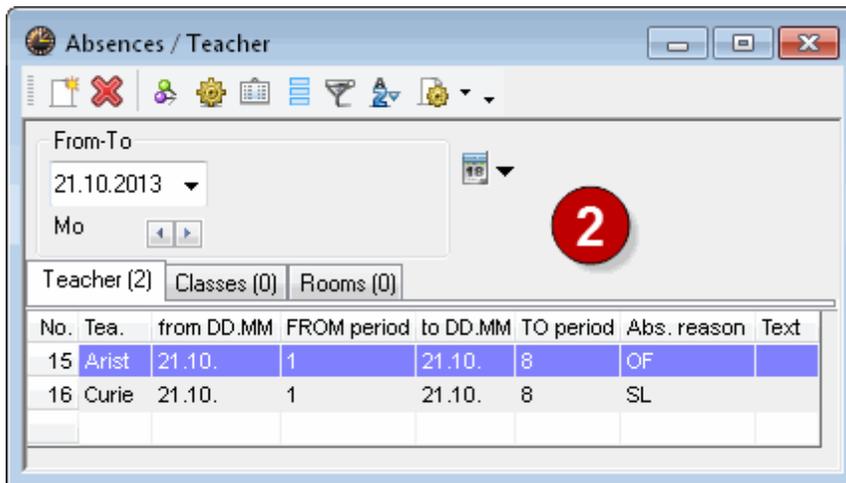
1. Open file demo5.gpn and the reasons of absence window (Modules | Cover planning | Reasons of Absence).

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.

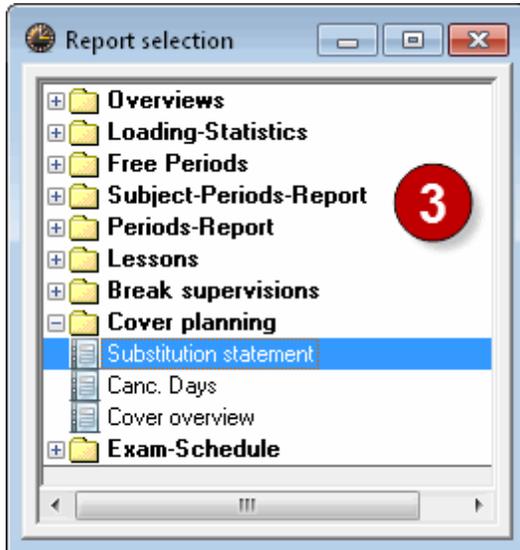


2. On a Monday in October, set 'Arist' absent with the reason of absence 'Of - Official' and Curie with 'SL - Special Leave'.



3. Open the substitution statement for the day of absences via 'Reports | Selection... | Cover

planning | Substitution statement".



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 : 21.10. / Mo

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason
21.10.	Mo/1	-E	0.0	0.0	Physics	4	Official
21.10.	Mo/2	-E	0.0	0.0	English	1a	Official
21.10.	Mo/3	-E	0.0	0.0	Mathematics	1b	Official
21.10.	Mo/4	-E	0.0	0.0	Girls PE	2b, 2a	Official

Total: 0.0

Substitutions: 0.0

Cancellations: 0.0

Uncounted cancellations: 4.0

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 : 21.10. / Mo

Date	Period	E/V	Value	Counter	Subject	Class(es)	Reason
21.10.	Mo/4	-E	-1.0	-1.0	Textiles	1a	Special Leave
21.10.	Mo/5	-E	-1.0	-2.0	Textiles	1a	Special Leave
21.10.	Mo/7	-E	-1.0	-3.0	Home Economics	3a, 3b	Special Leave
21.10.	Mo/8	-E	-1.0	-4.0	Home Economics	3a, 3b	Special Leave

Total: -4.0

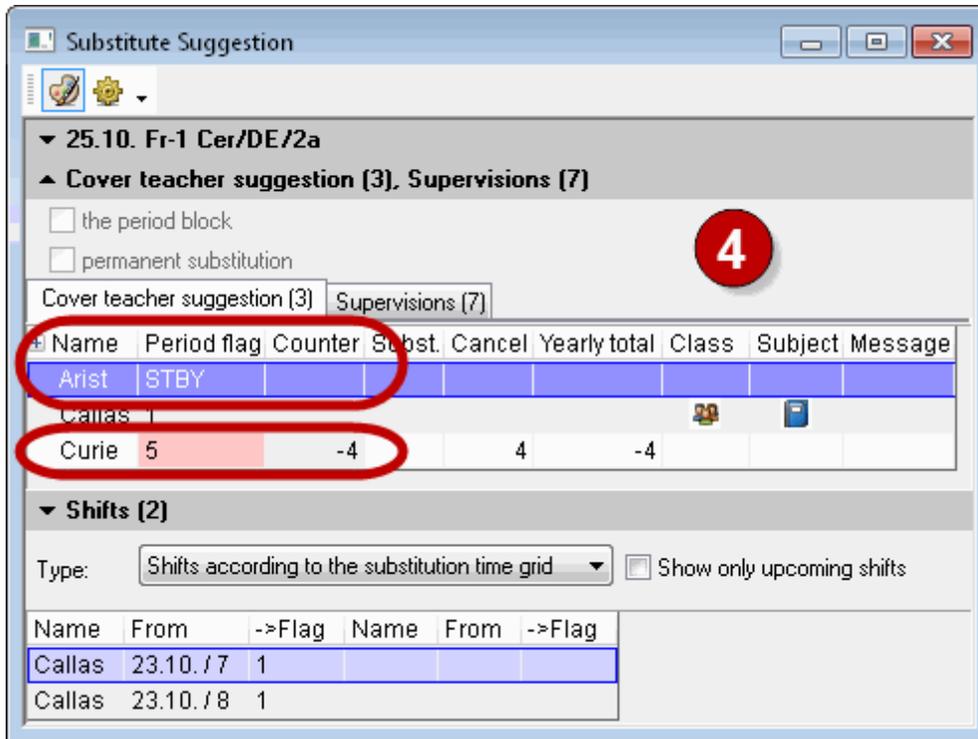
Substitutions: 0.0

Cancellations: 4.0

Uncounted cancellations: 0.0

4. Now set teacher "Cer" absent on Friday of the same week and open the substitution suggestion  for the first period.

Curie's totals counter shows -4 because of Monday's cancellations. Arist's total shows 0 as his cancellations were not counted negatively.



10.1.2 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](#)).

10.2 Substitution counter settings

You can adjust general settings of the substitution counter via "Modules | Cover planning | Settings...".

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

Count what...

- Substitutions
- Spec. duties
- Cancellations
- Releases
- Count supervisions half
- Break supervisions

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...

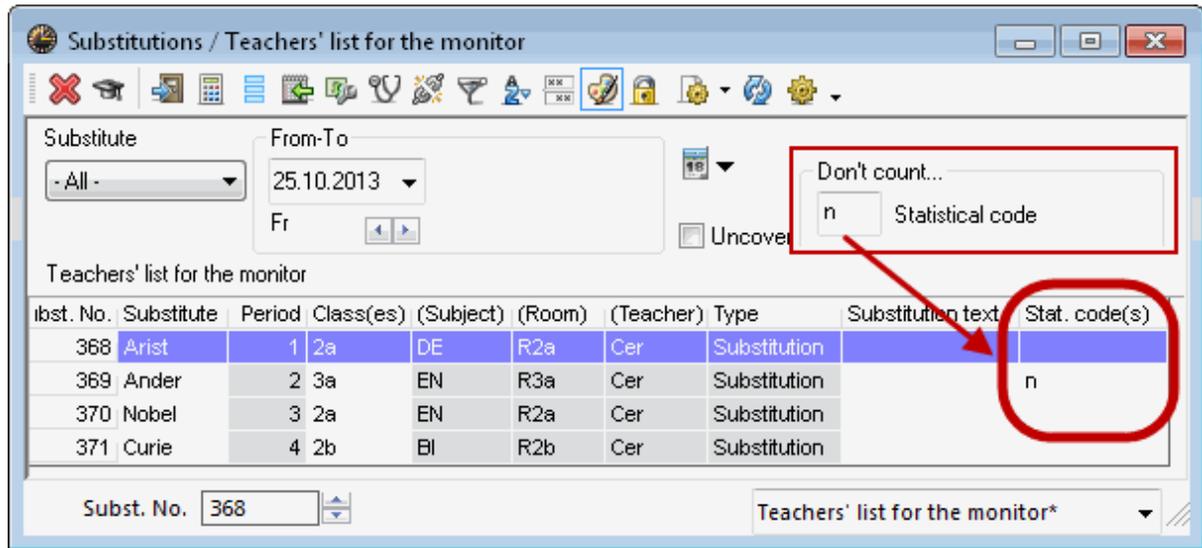
This is where you can define if you wish to count the numbers of periods, the values (this requires module "Lesson planning – Value calculation" is required) or the actual time in hours and minutes.

Count cancellations only for absences with a reason

This is where you can define if absences without a reason should be counted or not.

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.



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> ⚙️ in the substitution window).

Paid substitutions

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

Example: Paid substitution

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 substitution in question in the substitution window (in our example the substitution with teacher "Arist").
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 (see chapter [Monthly statement](#)).

Substitutions / Teachers' list for the monitor

Substitute: - All - From-To: 25.10.2013

Don't count...
 Statistical code
 Paid substitutions

Teachers' list for the monitor

Ist. No.	Substitute	Period	Class(es)	(Subject)	(Room)	(Teacher)	Type	Substitution text	Stat. code(s)
368	Arist	1	2a	DE	R2a	Cer	Substitution		b
370	Nobel	3	2a	EM	R2a	Cer	Substitution		n

Arist Aristotle

Substitutions / Cancellations / ValueCorrection : 25.10. / Fr

Date	Period	EV	Value	Counter	Subject	Class(es)	Reason
25.10.	Fr/1	+V	0	0	German	2a	Substitution

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

Name	Period	flag	Counter	Subst. paid	Cancel	Yearly total	Class	Subject	Message
Callas	1			1					
Arist	1								
Curie	5		-4		4	-4			

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 "Do not count cancellations" (column "Not counted") at the relevant subject in "Master Data | Subject".

In-lieu substitution

If a teacher does not take a lesson because the class is absent 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.

Figure

10.3 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.

Reasons of absence

Name	Full name	Description	Count canc	Rel. no count	Not in Abs.Head	Stat. code
IL	Illness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K
EX	Excursion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC	Child Care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K

Event / Teacher

From-To: 25.10.2013

Fr

Event-nr.	Cl.	Cl.-Fr.	Tea.	Rm.	from DD.MM	FROM p to DD.MM	TO per	Abs. reason	Text	Count
1	1b		Arist		25.10.	1 25.10.	8	EX		<input type="checkbox"/>

Arist Aristotle

Substitutions / Cancellations / ValueCorrection : 28.10. / Mo

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

Total: 0

Substitutions: 0

Cancellations: 0

Uncounted cancellations: 4

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.

Abs. reason	Text	Count
EX		<input checked="" type="checkbox"/>

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.

Name	Full name	Description	Count canc	Rel. no count	Not in Abs.Head	Stat. code
IL	Illness		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K
EX	Excursion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CC	Child Care		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K
OF	Official		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	D
SE	Skill Enhancement		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F
FD	Field Day		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SL	Special Leave		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
*			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

10.4 Value correction

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

Example: Value correction

1. Open file demo.gpn and window "Master Data | Teachers".
2. Switch to the "Value Correction" tab.
3. Increase teacher Curie's counter by 2 points for 20 September. Select type "V - Substitutions" and enter the value "2".
4. Switch to the "Subs" tab. Curie's total is now 2.

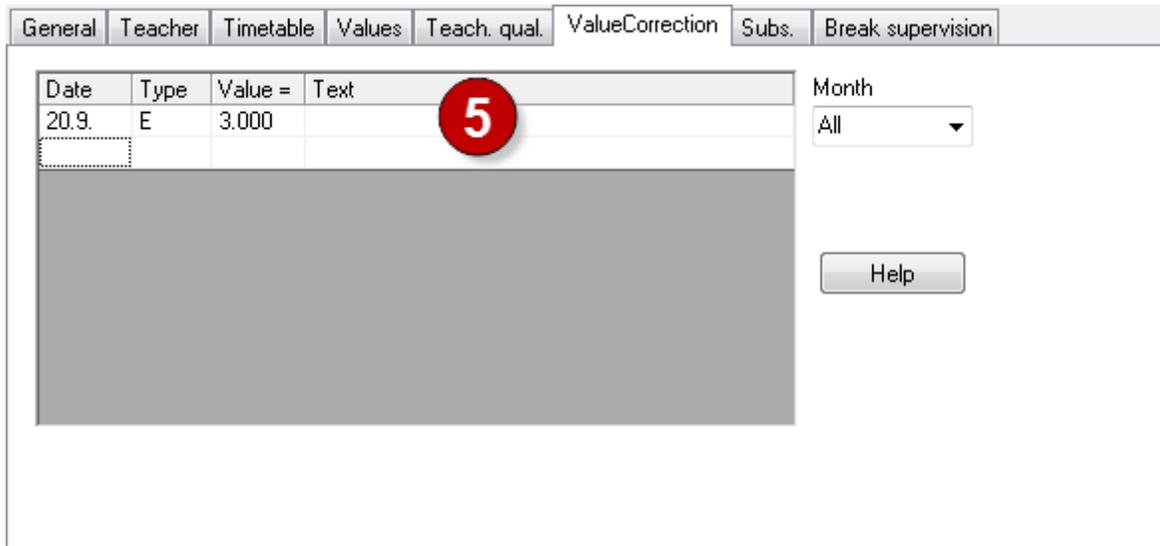
The screenshot shows the 'ValueCorrection' window with the following data:

Date	Type	Value =	Text
20.9.	V	2.000	

Below the table, the 'Subs' tab shows the following summary for the period 16.9. - 22.9.:

- 0 Substitutions
- 0 Cancellations
- 2 Counter
- 2 thereof Value Correction
- 0 Break supervisions
- 0 Supervisions

5. Decrease teacher Rubens' counter by 3 points. Select type "E - cancellations and enter "3".



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).

11 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 planning 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 - Value calc.").	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

11.1 Substitution statement

Substitution statement You 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 Aristotle' substitution statement for the month of September. 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.

Arist Aristotle

Substitutions / Cancellations / ValueCorrection : 28.10. - 1.11.

Date	Period	E/M	Value	Counter	Subject	Class(es)	Reason
28.10.	/ Mo	+VA	8	8		1b, 2a, 2b, 3a, 3b	EX
28.10.	Mo/1	-E	0		8 Physics	4	Event
28.10.	Mo/2	-E	0		8 English	1a	Event
28.10.	Mo/3	-E	0		8 Mathematics	1b	Event
28.10.	Mo/4	-E	0		8 Girls PE	2b, 2a	Event
29.10.	Tu/1	-E	-1		7 English	1a	Special Leave

Total: 7

Substitutions: 8

Cancellations: 1

Uncounted cancellations: 4

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](#).

11.2 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/28.10. - 1.11.

Arist

Date	Abs. reason	Text	Cancellation periods
28.10.	Excursion		4.0
30.10.	Skill Enhancement		3.0

Canc. Days: 2

11.3 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 : 28.10. - 1.11.

Overview

	184	Planned lessons
-	149	Lessons held according to the timetable
=	35	Lessons which have not been held by the planned teacher

	0	Special duties
	8	Events

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

	5	Reason of absence without a statistical code
	3	Skill Enhancement
	3	Illness
	--	----
	11	Substitutions
+	24	Releases
	--	----
=	35	Total

Substitutions (Type of substitution)

	1	Additional work
	2	Cancelled
	7	Uncovered substitutions
	1	'In lieu'-substitution
	--	----
=	11	Total

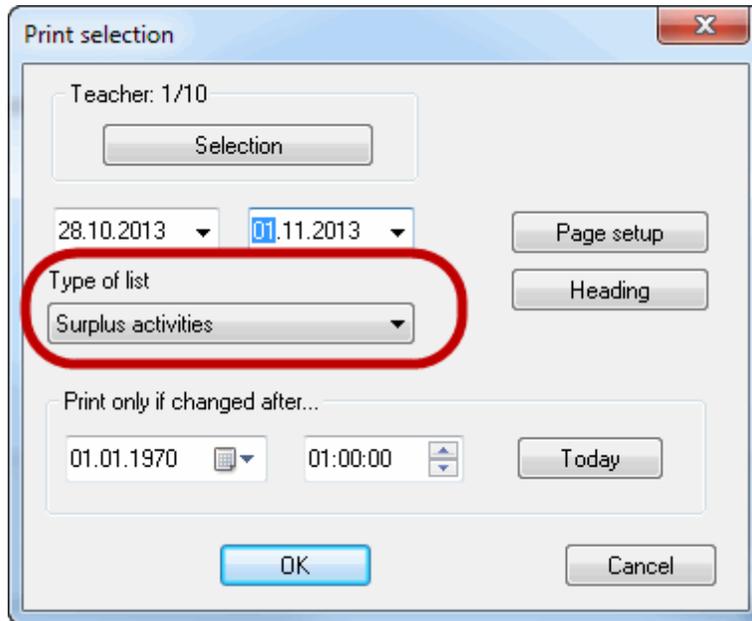
Cancellation

	2	Reason of absence without a statistical code
	--	----
=	2	Total

11.4 Surplus activities

This list (Master Data | Teachers | Print selection | Type of list: Surplus activities) 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 "Master Data | Teachers" 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 14.10. - 1.11.

Ander Andersen

-2 Surplus activities = 61 - 63

← difference between targeted and hold lessons in that period

Day / October	14	15	16	17	18	19	20
Actual	3	6	4	2	4	3	0
Target	3	6	4	2	4	3	

Cancelltns.
Subst.

Day / October	21	22	23	24	25	26	27
Actual	3	6	4	2	4	3	0
Target	3	6	4	2	4	3	
Cancelltns.							
Subst.							

← effective lessons on that day
← plan-lessons on that day
← number of cancelled lessons on that day
← number of substituted lessons on that day

Day / October	28	29	30	31	1	/	/
Actual	1	6	4	2	4	/	/
Target	2	6	4	2	4	/	/
Cancelltns.	3					/	/
Subst.	1					/	/

← 3 cancelled lessons + 1 substituted lesson equals Surplus Activities of -2

11.5 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 "Master Data | Teachers" 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 10

Ander	Andersen Hans Christian	4444444444	Status	30.9. - 6.10	
25.00	(S)	Target/Week	←	target of week	
22.50	(L)	Lessons	←	effective lessons	
0.00	(E)	Balanced cancellations	←	cancellations with accumulated total. (c.f. reasons of absence)	
0.00	(K)	Unbalanced cancellations	←	cancellations without accumulated total.	
0.00	(V)	Substitutions	←	number of substitutions of the week	

-2.50	(M)	Surplus activities = L-S-E+V	←	Surplus Activities from the sum of the contractual target and substitutions	
0.00	(MV)	Subst.-Surplus activities = V-E	←	Surplus Activities caused by substitutions	
Ander	Andersen Hans Christian	4444444444	Status		
From	To	Days	(L)	Surplus activities	Subst.-Surplus activities
30.9.	6.10.	6	22.50	-2.50	0.00
7.10.	13.10.	7	22.50	-2.50	0.00
14.10.	20.10.	7	19.38	-5.63	-2.00
21.10.	27.10.	7	22.50	-2.50	0.00
28.10.	3.11.	4	19.38	-4.63	-2.13
				-----	-----
				-17.75	-4.13

← overview over the separate weeks of the month

11.6 Overview subst.counter (master data)

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 this out. We have already set up a corresponding window in file demo5.gpn (Master Data | Teacher - Teacher substitution counter).

You can select the time range via "Modules | Cover Planning | Settings...". The values in file demo5.gpn refer to the month that is set in the calendar.

Name	Surname	Counter	Cancelltns.	Substitutions	Supervision	Yearly total	Sup. Sub.
Ander	Andersen	-4	5	1	2	-4	0
Arist	Aristotle	4	4	8	0	4	0
Callas	Callas	-1	3	2	0	-1	1
Cer	Cervantes	-5	6	1	0	-5	0
Curie	Curie	-6	6	0	0	-6	0
Gauss	Gauss	0	0	0	0	0	0
Hugo	Hugo	-4	4	0	0	-4	0
New	Newton	-4	4	0	0	-4	0
Nobel	Nobel	-3	3	0	0	-3	0
Rub	Rubens	-3	3	0	0	-3	0
*							

Tip: Importing views
 You can import master data views from other Untis files (including the demo files) into your own file (File | Import/Export | Timetable/Input formats | Input data format for import).

11.7 Substitution queries (subst. window)

You can make a query about all substitutions in a selected time range via the substitutions window.

Example: All substitutions with a specific reason of absence

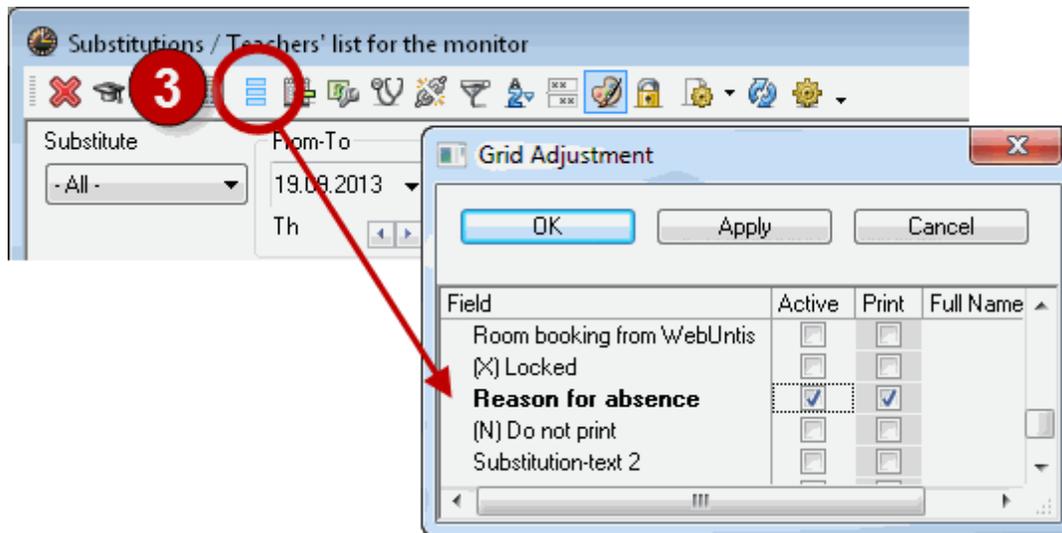
You want to display only the substitutions in September with the reason of absence "EX - Excursion

1. Open file demo5.gpn and set the substitutions window to "From-To"

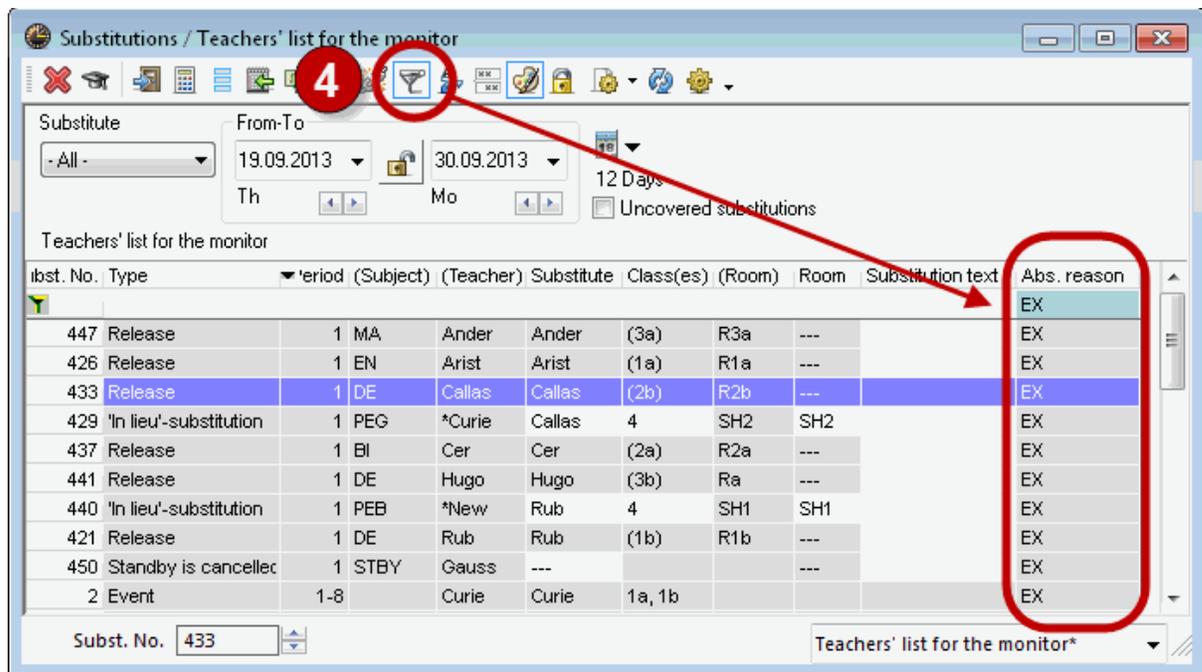


2. Set the date for the new view to the whole month of September. All substitutions in September will now be displayed.

3. The column with the reasons of absence is not currently shown. Activate column "Abs. reason" via <Grid adjustment>



4. Click on the <Filter> button and filter the view by reason 'EX'



Now only those substitutions are displayed that have the entry "EX" in column "Abs. reason". You can use this method to query the contents of all columns.

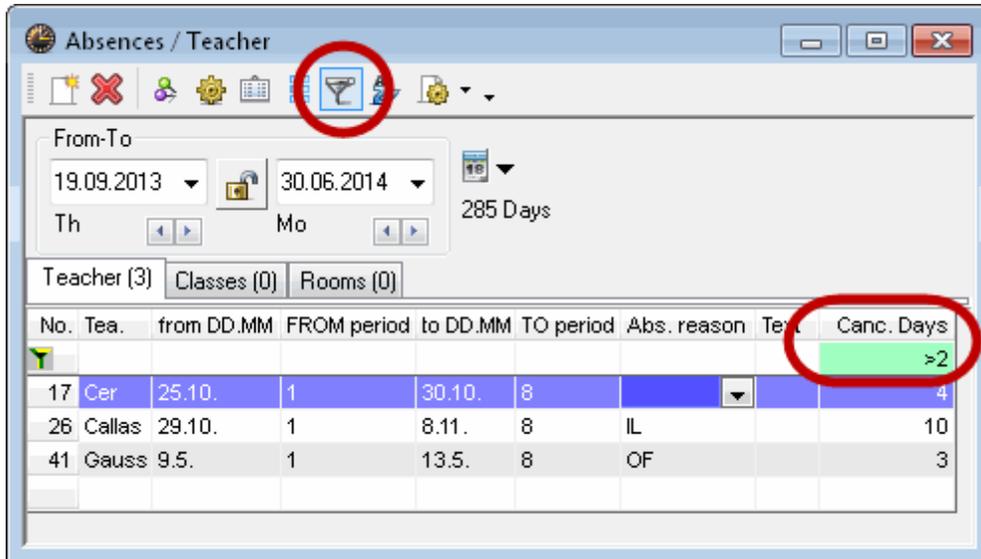
11.8 Statistics on absences (absences window)

Statistics on absences (absences window) You can run queries from the absences window in a similar way to the substitutions window.

Example: Absence statistics

You wish to print an overview of all absences in the school year with more than two days of absence.

1. Set the absence window to "From-To"
2. Set the date to the whole school year. Now all absences of the whole year are displayed.
3. Click on the <Filter> button and enter ">2" for "Canc. Days". (The "Canc. Days" column must be activated in the absence window).



Now only absences with more than two cancelled days are displayed

11.9 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. You can activate substitutions statistic via "Modules | Cover planning | Substitutions stats.", via "File | Import/Export | Substitution stats." or via button Substitution Stats.>

The 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

We will use two examples to explain the wide range of possibilities of this handy tool.

[Statistics about periods of a subject that were not held](#)

[Statistics about cancellations for teachers](#)

11.9.1 Statistics on periods of subj. not held

You wish to know the percentage of lessons of a particular subject held for class 2a in September.

1. Open file demo5.gpn and substitution statistics.
2. Enter settings according to the figure below and click on <Print preview> .
3. Subject DE was held 12 out of 13 times in class 2a, which is a percentage of 92.3. In total 96.6% of

all planned lessons were held in September

Lessons 1.11.13 - 22.11.13

	Class 2a (Hugo)	Held	Planned	Substitutions	Cancellations	Supervision	+ Subst.	% Held
AR	4	6	0	0	0	0	0	66.6
BI	6	6	0	0	0	0	0	100.0
CH	2	3	0	0	0	0	0	66.6
DE	12	13	0	0	0	0	0	92.3
DS	8	8	0	0	0	0	0	100.0
EN	13	13	0	0	0	0	0	100.0
GA	3	3	0	0	0	0	0	100.0
HI	6	6	0	0	0	0	0	100.0
MA	13	13	0	0	0	0	0	100.0
MU	4	4	2	0	0	0	0	100.0
PEB	9	9	0	0	0	0	0	100.0
PEG	9	9	0	0	0	0	0	100.0
PH	6	6	0	0	0	0	0	100.0
RE	6	6	0	0	0	0	0	100.0
TX	8	8	0	0	0	0	0	100.0
Total	109	113	2	0	0	0	0	96.4
Total	109	113	2	0	0	0	0	96.4

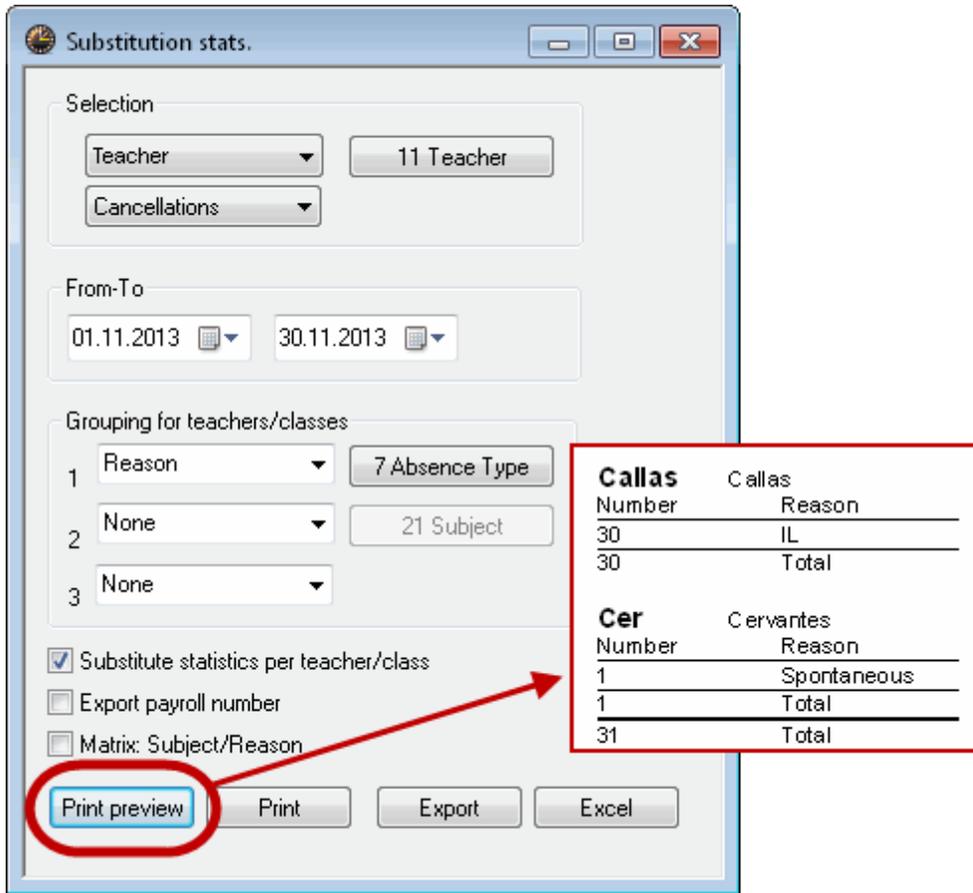
If you entered the subject that was originally scheduled in the "Subject" column of the substitutions view, this lesson will be regarded as held and it will be counted as such. If you wish the subject of the substitution to be entered automatically then activate "Insert the substitution subject automatically" (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.

11.9.2 Statistics on cancellations for teachers

You wish to know the number of cancellations plus reasons of absence for every teacher in September.

1. Open file demo5.gpn and substitution statistics.
2. Enter the settings according to the image below and click on <Print preview>.



The list shows the number of cancellations in the selected time range sorted by teacher and reason of absence. In September there was a total of 31 cancellations with the reasons of absence EX-Excursion, IL-Illness and SL-Special Leave.

11.10 Weekly values

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

1. Open file demo5.gpn and "Lessons | Value calculation | Weekly values".
2. Select teacher "Cer" and "Cover plan / periods"
3. Teacher Cervantes has 23 cancellations and one substitution in the first seven weeks

Additionally, the number of planned and actually held lessons is listed by week.

Teacher

Cer

Cover plan / periods

Condensed view

HH:MM

Refresh

Given lessons including cover and 'Events'.

Week	Fr. - To	Term	Planned	Held	Scheduled	Cancelltns.	Subst.
Total	19.9.-30.6.		1 016.67	977.00	954.00	23.00	1.00
1	19.9.-22.9.	1	12.50	13.00	13.00		
2	23.9.-29.9.	2	25.00	24.00	21.00	3.00	
3	30.9.-6.10.	2	25.00	24.00	24.00		
4	7.10.-13.10.	2	25.00	24.00	24.00		
5	14.10.-20.10.	2	25.00	24.00	24.00		
6	21.10.-27.10.	2	25.00	24.00	15.00	9.00	
7	28.10.-3.11.	2	25.00	24.00	13.00	11.00	1.00
8	4.11.-10.11.	2	25.00	24.00	24.00		
9	11.11.-17.11.	2	25.00	24.00	24.00		
10	18.11.-24.11.	2	25.00	24.00	24.00		

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

11.11 Export to official interfaces

We have developed a large number of export options (File | Import/Export) tailored to the requirements of many countries (e.g. SchiLD-NRW, LUSD, WinLD, etc.).

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

Austria	▶	
BE ProEco		
Switzerland	▶	
Germany	▶	
DK GAS		
Spain	▶	
FR France GEP		
FR Sconet		
NL General		
NL Unio		
PL Les-Statistic		
FI Cluster-Overview		
FI Procapita		
United Kingdom	▶	Phoenix Gold
IRL Timetabling Returns		Phoenix e1
IE Dataset		SIMS
IT Southern Tyrol debits		Bromcom
IT Covers		SchoolBase®
Sweden	▶	PASS
Norway	▶	
SL AIPS		
ZA EduMaster		
Portugal	▶	
U.A.E.	▶	
Saudi Arabia	▶	
Oman	▶	
Kuwait	▶	
Bahrain	▶	
Qatar	▶	
CL CAS		
BR Sophia		

12 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).

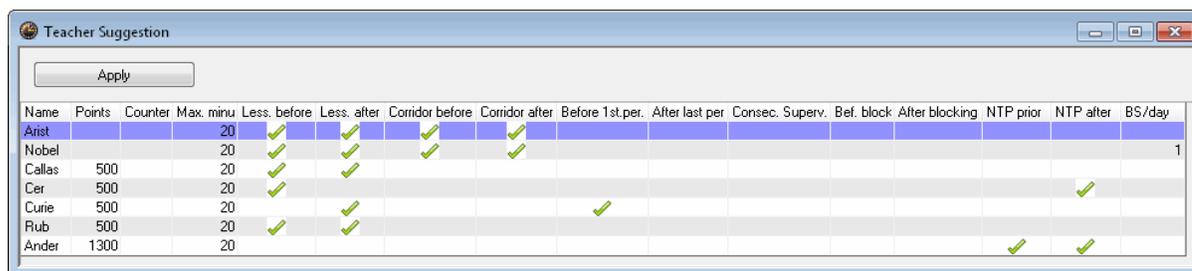
12.1 Break supervision

Modules Cover planning and Break supervision are connected insofar as an absence of a teacher in the period after a break supervision creates an open substitution with the type "Break supervision". This substitution can be edited with a specific [substitution suggestion](#).

12.1.1 Substitution of a break supervision

1. Open file demo5.gpn. Teacher "New" is absent on the first day of school and a substitute teacher has to be found for his break supervision between periods 3 and 4 in Area1.
2. Click on the line of the break supervision and open <Suggestion>  for this open break supervision.
3. As usual, a list of teachers who could cover this substitution will be displayed with the most suitable teacher ranked first.

Here you can see the detailed information of the teacher suggestion for break supervisions:



Name	Points	Counter	Max. minu	Less. before	Less. after	Corridor before	Corridor after	Before 1st.per.	After last per	Consec. Superv.	Bef. block	After blocking	NTP prior	NTP after	BS/day
Arist			20	✓	✓	✓	✓								
Nobel			20	✓	✓	✓	✓								1
Callas	500		20	✓	✓										
Cer	500		20	✓										✓	
Curie	500		20		✓			✓							
Rub	500		20	✓	✓										
Ander	1300		20										✓	✓	

- Name: the name of the teacher.
- Points: the number of points (minus points) for the supervision in question.
- Total: 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 an adjacent 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

In general you deal with substitutions for break supervisions just like with ordinary substitutions. The exceptions are:

- In the substitution window in the column "Period" the break between e.g. 1st and 2nd period is displayed as "1/2".
- The corridor is entered in column "Room".
- There is of course no subject and class.
- Via <Settings>  in the substitutions view you can specify whether break supervision substitutions should be displayed (and printed) or not. This allows a list containing only break supervision substitutions to be generated.



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..

Additionally, you can create the equivalent of a special duty with break supervisions (i.e. an ad hoc break supervision) and you can cancel break supervisions spontaneously.

12.1.2 BS substitutions without an absence

Teacher Gauss is to participate in a meeting on Wednesday during a break. Another teacher is to hold his break supervision in Area1

1. Open file demo5.gpn and the break supervision dialogue (Modules | Break supervisions | Break supervisions).

You will now see the break supervision dialogue in cover planning mode. The current week is displayed in the form view of the dialogue and the window responds to the selection of the date in the calendar.

2. In the selection list activate supervisions for Area1.
3. In the table click on teacher Gauss' supervision on Wednesday and open the teacher suggestion.
4. Use a double-click to select a suitable substitute (e.g. "Ander") from the teacher suggestion dialogue.
5. Done – "Ander" has been assigned for the supervision in Area1 instead of "Gauss".

The screenshot displays the 'Break supervisions / Cover planning' application. The main window shows a calendar for 'Ar1' with a 'Teacher' tab. A 'Teacher Suggestion' dialog is open, showing a list of teachers with their points and availability. A 'Substitute' dialog is also open, showing a list of teachers for a specific date. Red circles and numbers 1-5 highlight key UI elements: 1. The 'Teacher' tab, 2. The 'Gauss' teacher name in the calendar, 3. The 'Teacher Suggestion' dialog, 4. The 'Gauss' teacher name in the suggestion list, and 5. The 'Uncovered substitut' button in the substitute dialog.

12.1.3 Cancellation of a break supervision

You can cancel a break supervision via button <Teacher -> ?>  without entering an absence for a teacher.

12.1.4 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 time in question and the supervision will be assigned to the teacher.

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
30.9.2013				New					
1.10.2013				Ander					
2.10.2013				Gauss					
3.10.2013				Nobel					
4.10.2013				Callas			Rub		
5.10.2013				New					

12.2 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.

We will use the following [example](#) to explain how standbys work:

12.2.1 Example: Standby scheduling

You wish to schedule one standby teacher for the first period of each day of the week.

'On standby' - Subject

1. Open file demo.gpn. No standbys have yet been scheduled in this file.
2. Start scheduling via 'Modules | Cover planning | Standbys'.
3. Now define a standby subject with short name and full name, specifying the maximum number of standbys teachers are to have each week and select the teachers who in principle are to be assigned to standbys.

Note: Number of standbys per teacher

You can control the maximum number of standbys for each teacher in field "Maximum standbys" under 'Master Data | Teachers | Subst.'.

4. After confirmation with <OK> the standby window will open. This is where you can specify how many standbys should be planned for which period. For example, two teachers in the first period and one in the second period.
5. Uncheck option "Show number of 'Standbys'".
6. You can now fill open standbys using teacher suggestions (black mortarboard). The teacher suggestion shows the following information:
 - Flag for the period in question (see also chapter [Period flag](#)).
 - The number of standbys so far scheduled for the teacher
 - The maximum number of standbys of that teacher (entered in "Master Data | Teachers").
 - The number of (minus) points which calculated primarily from the three points above. The fewer points a teacher has the better suited he/she is to be on standby.

As an alternative to the teacher suggestion, you can enter the short name of a teacher, or you can automatically assign teachers via optimisation .

Optimisation assigns a suitable teacher and enters him/her into the standby plan.

If you have entered 0 in the field "Maximum standbys" for a teacher then this teacher will be displayed in the teacher suggestion. He/she will not however be taken into account during optimisation.

7. All changes made in the standby window are transferred to the timetable by clicking on the <Standbys -> Lessons> button. You will now be able to see the standbys in the timetable and in the lessons window.

Tu	We	Th
4 WS DS	STBY	
	3a R3 DE	3a WS DS





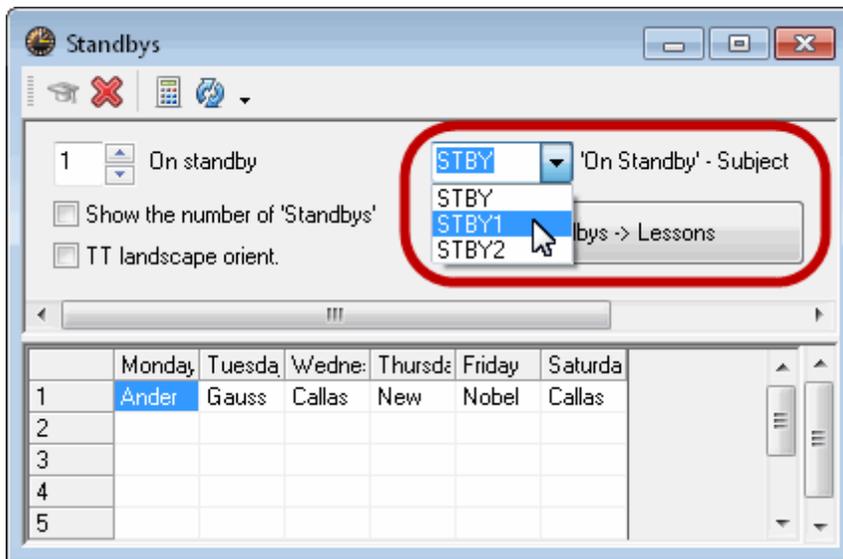
nth standby

If you have assigned more than one standby per period, you can select here which one should be displayed

1  On standby

'On Standby' - Subject

If you have marked more than one subject as a standby subject then you can select here which subject should be displayed and edited. This has the advantage that you can create a plan for consultation hours, if needed. A subject will be recognised as a standby subject if it is designated as such on the 'Subst.' tab under "Master Data | Subjects"



Printing of standbys

To print or to view the print preview of the standby schedule (timetable) click on the relevant buttons in the main toolbar.

An alternative option to print standbys is provided by the subject timetable. You can print out the standby subject with the teachers involved or output it in HTML format.

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.

12.3 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 more than one special duty (e.g. a multi-period exam or class teacher lessons at the beginning of the year) then you can use the special duties window

You can open this window via the context menu of the right mouse-button, via the <Special Duties> button , or via "Modules | Cover planning | Special duties".

12.3.1 Special duty for a period block

In our example below we wish to create a special duty for a three period exam in class 4 on a Friday in file demo.gpn:

Example: Multi-period exam

We wish to create a multi-period exam for class 4.

1. Open file demo.gpn and window "Special duties" and select class 4.
2. Select any Friday in the school year.
3. The exam is to take place in the first three periods. Enter 1-3 for "Periods". Confirm your entry with <Tab> or <Return>.

Three lines will appear in the lower part of the window for the first three periods allowing you to create the special duty.

If you know already which teacher(s) should supervise the exam, you can enter them straight away. Otherwise, you can leave the fields empty to look for a suitable supervisor later on via the substitutions window. In our example we wish to enter the teacher, the subject and the room. Optionally, you can enter a text which will then appear as the substitution text.

4. Mark all three teacher fields with the pressed left mouse-button. Enter the short name of the teacher (Gauss) and confirm with <Return>. The teacher will be entered in all three lines. You can enter the subject (Maths) and the room (R1b) in a similar manner.
5. The special duties are created by clicking on <Create special duties> There is a room conflict in the second period as room R1b is occupied Confirm the prompt "Still schedule room" with <Yes> but do not enter the room more than once.

You will now see the special duties and the resulting cancellations in the substitutions window. In our example we have to find another room for the lesson that was originally scheduled in room R1b and a substitute teacher for Gauss in the first period.

The screenshot shows two overlapping windows. The top window, titled "Special duties", has a title bar with a red circle 1. It contains a "Class(es)" dropdown set to "4", a "Date" field with "04.10.2013" (red circle 2), and a "Periods" field with "1-3" (red circle 3). Below these are buttons for "Create special duties" (red circle 5), "Class teacher- Lesson", and "Cancel". The bottom window, titled "Substitutions / Teacher", has a table with the following data:

t. No.	Type	Date	Period	(Subject)	Subject	(Teacher)	Substitute	(Class)	Class	(Room)	Room	Shifted from	Substitution text
1	Cancelled	4.10.	1	BI	---	Rub	---	4	4	R1b	---		
7	Spec. duties	4.10.	1	MA		Gauss		4	4	R1b			
3	Cancelled	4.10.	2	GA	---	Gauss	---	4	4	R2b	---		
8	Spec. duties	4.10.	2	MA		Gauss		4	4	R1b			
9	Room repl.	4.10.	2	HI	HI	Ander	Ander	1b	1b	R1b	???		
5	Cancelled	4.10.	3	RE	---	Nobel	---	4	4	R2a	---		
10	Spec. duties	4.10.	3	MA		Gauss		4	4	R1b			
11	Substitution	4.10.	3	MA		Gauss	???	3a	3a	R3a	R3a		

At the bottom of the "Substitutions / Teacher" window, there is a "Subst. No." field with the value "1" and a "Teacher*" dropdown menu.

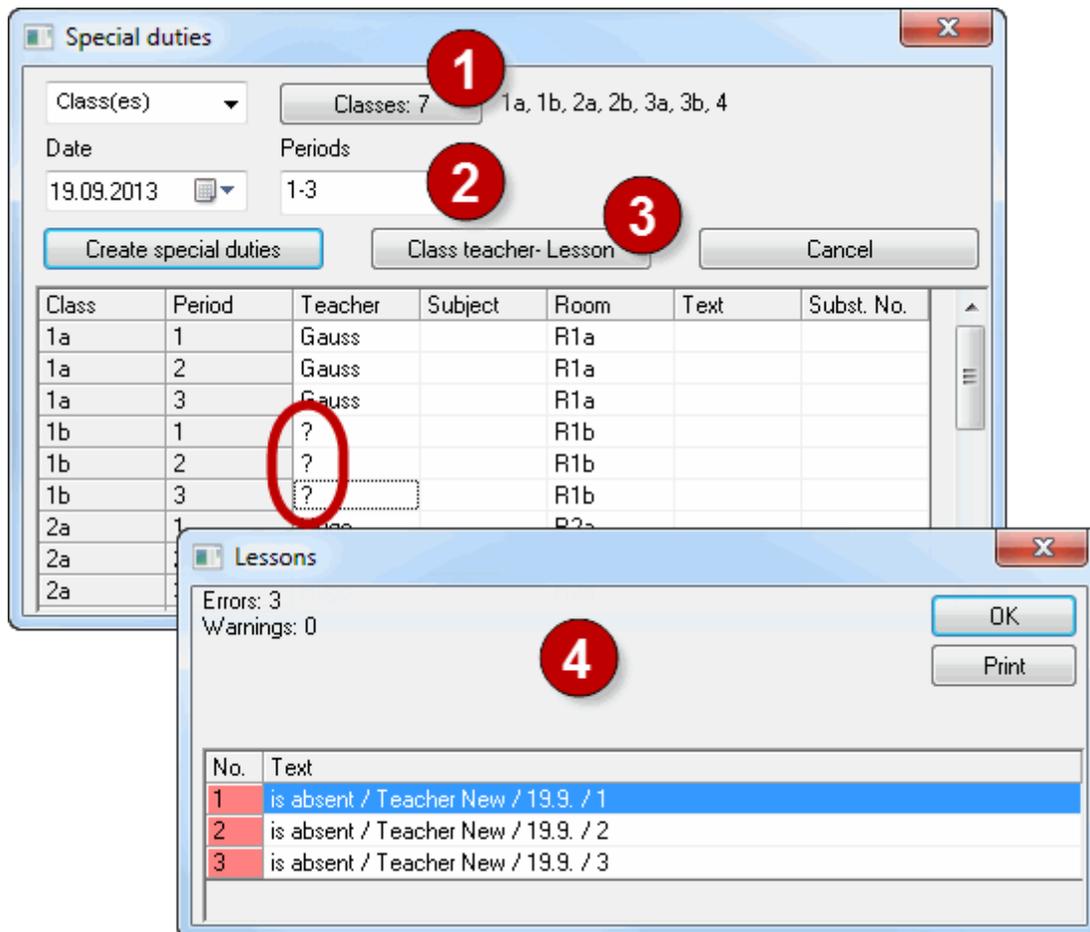
12.3.2 Class teacher lessons

You can easily schedule class 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 "Master Data | Classes".

Example: Class teacher lessons

The class teacher is to teach his/her class for the first three periods on the first day of school

1. Open file demo5.gpn and select all classes in the special duties window.
2. Select the first day of school, enter periods 1-3 and confirm these entries with <Return>.
3. The class teacher (from "Master Data | Classes") and the home room of the relevant class will be entered when the <Class teacher - Lesson> button is clicked.
4. While creating the special duties you are informed that Newton will be absent on the day. Instead of Newton we enter the ?-teacher and create the special duties.



When the special duties are created, the teachers of the normal lessons scheduled in periods 1-3 are released. We now have to find a suitable teacher for the ?-teacher.

12.4 Exam planning

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

[Exam is fixed](#)

[Time and students are fixed](#)

[Exam scheduling with course scheduling module](#)

12.4.1 Exam is fixed

If all data - time, students, teachers and rooms - are already fixed then schedule an event with all the elements that take part in it. You thus have all information that is needed in the substitution printout. Additionally, all changes will also be implemented in all statistics. You can define how this event is to be counted for both the teachers involved and the teachers released (see chapter Events and substitution counters).

12.4.2 Time and students are fixed

If only the time and the students are fixed and the teachers and rooms are to be entered later on then you have the following possibilities

Exam as a special duty

1. Open the "Special duties" window.
2. Select the classes that will be taking part in the exam.
3. Select the date and time of the exam.
4. Enter the subject. The fields for teachers and rooms are left empty.

Special duties without teachers and rooms will be created in the substitutions window

12.4.3 Exam scheduling with course scheduling

Data from the exam scheduling in the Course scheduling module are carried over to the cover planning. You can find detailed information about this in the course scheduling manual.

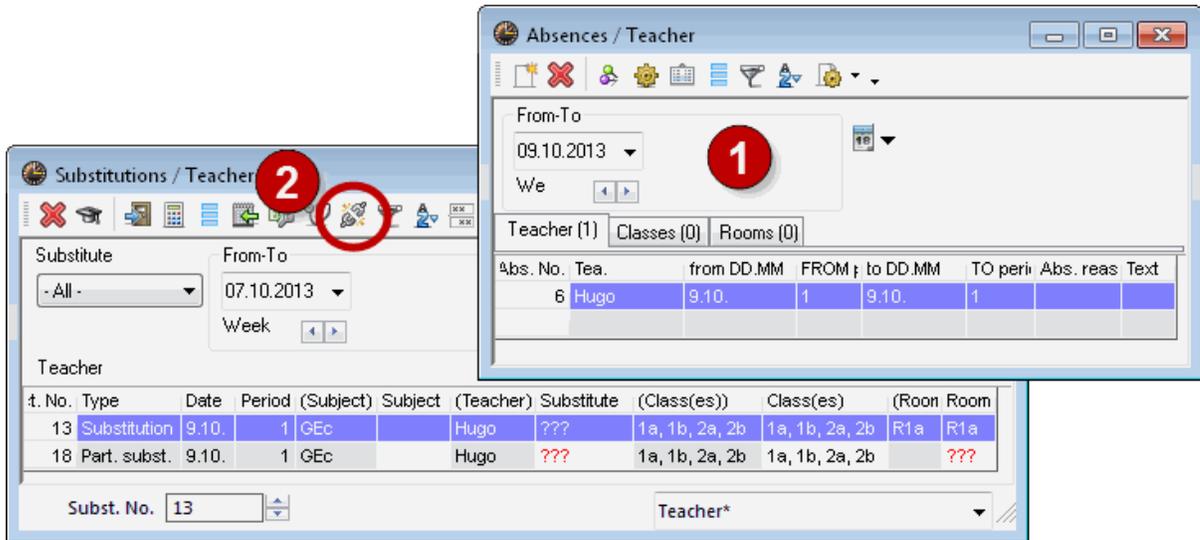
12.5 Splitting substitutions

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

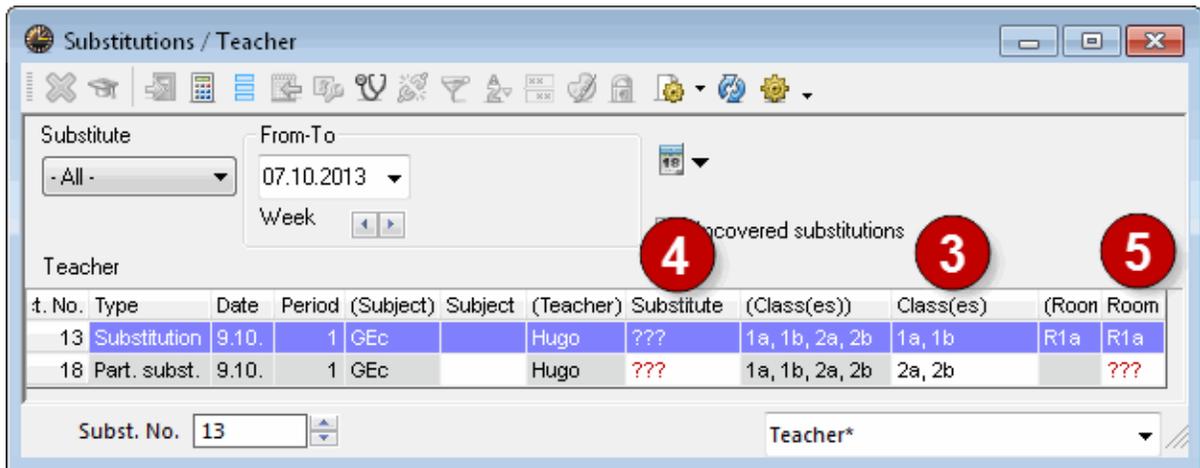
Example: Splitting substitutions

Hugo teaches students of classes 1a, 1b, 2a and 2b in the first period on Wednesday. One teacher is to substitute for the students of classes 1a and 1b and another teacher is to substitute for the students of classes 2a and 2b.

1. Open file demo5.gpn and set Hugo absent for We-1.
2. This creates one substitution line in the substitutions window. Click on the <Split up> button to create a second, identical substitution line.



3. You can now edit both substitution lines according to your wishes. For example, you could delete classes 2a and 2b in the first line and 1a and 1b in the second line from the field "Class(es)"
4. Find suitable substitutes with "teacher suggestion" for the lessons of these classes.



5. As a final step, you can assign two different rooms via the room allocation window .

12.6 Substitution couplings

Untis also offers the inverse function to splitting up substitutions: substitution coupling.

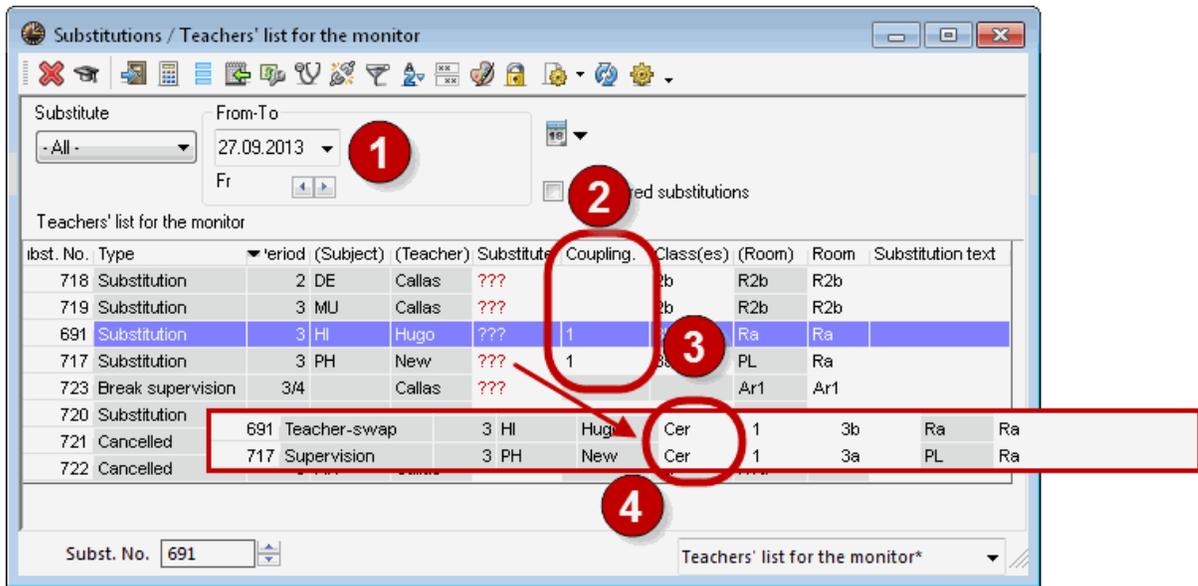
The idea behind this function is that one teacher can perform several substitutions at the same time. This happens by entering a coupling code.

The open substitutions of the teachers Hugo and Newton in the third period on Friday are to be taken by the same teacher.

1. Open file demo5.gpn and select the first Friday in the school year.

2. Activate the Coupling column via the <Grid Adjustment> button .
3. We have to edit the substitutions resulting from the absences of the teachers Hugo and New. We wish to couple the substitutions in the third period. In the coupling field, enter the same number, e.g. "1", for the substitutions of Hugo and New in the third period
4. Now select a substitute teacher for Hugo's substitution in the third period, e.g. Cer.

The name of this substitute is now entered automatically in all substitutions with the same coupling code. The assigned room of the line in which the substitute teacher was assigned is entered in all other substitutions of this coupling.



The screenshot shows the 'Substitutions / Teachers' list for the monitor' window. The window title is 'Substitutions / Teachers' list for the monitor'. The interface includes a toolbar with various icons, a 'Substitute' dropdown menu set to '-All-', and a 'From-To' date field set to '27.09.2013'. Below this is a 'Teachers' list for the monitor' table with the following data:

Abst. No.	Type	Period	(Subject)	(Teacher)	Substitute	Coupling.	Class(es)	(Room)	Room	Substitution text
718	Substitution	2	DE	Callas	???			R2b	R2b	
719	Substitution	3	MU	Callas	???			R2b	R2b	
691	Substitution	3	HI	Hugo	???	1		Ra	Ra	
717	Substitution	3	PH	New	???	1		PL	Ra	
723	Break supervision	3/4		Callas	???			Ar1	Ar1	
720	Substitution									
721	Cancelled									
722	Cancelled									

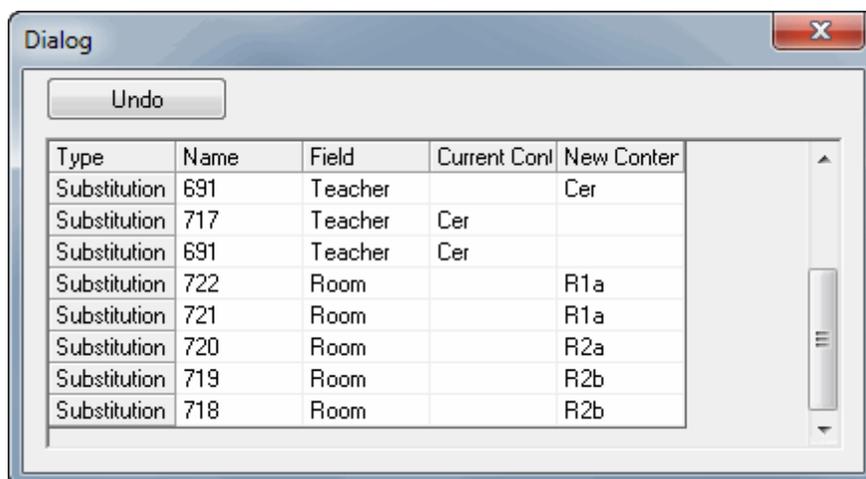
Below the table, there is a 'Subst. No.' field set to '691' and a 'Teachers' list for the monitor*' dropdown menu. Red circles and arrows highlight the steps: 1. Date selection (27.09.2013), 2. Grid adjustment button, 3. Coupling field for Hugo's substitution (row 691) set to '1', and 4. Selection of substitute teacher 'Cer' for Hugo's substitution.

12.7 Substitution diagnosis

Substitution diagnosis  displays whether disadvantages arise for a teacher because of the assigned substitutions. These disadvantages refer to entries in the master data, time requests and weighting. For instance, the function will indicate when a teacher has too many periods per day or too many consecutive periods..

12.8 Undo

You can undo the last change by clicking on the <Undo> button . You can undo all changes click by click until you reach the last entry of an absence. An absence by itself cannot be undone. If you wish to cancel an entry of an absence then you have to delete it.



The "Undo List" displays all changes since the last entry of an absence. To delete several entries at once, place the cursor in the line to which all changes shall be deleted, then click on the button <Undo>.

12.9 Timetable changes and cover planning

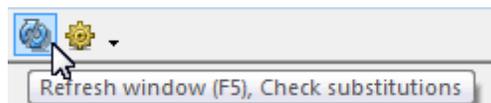
If the timetable changes during the school year, you can use the functions of the Multiple terms module. This module allows you to manage several different timetables in one file, meaning that all substitution data is in one file as well. The big advantage of having all the data of one school year in one .gpn file is that you can make statistical evaluations over the whole school year at any time – even if timetable changes were 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 entered already 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 by clicking on the <Check substitutions> button .

12.10 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 | 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](#)

12.10.1 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.

12.10.2 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

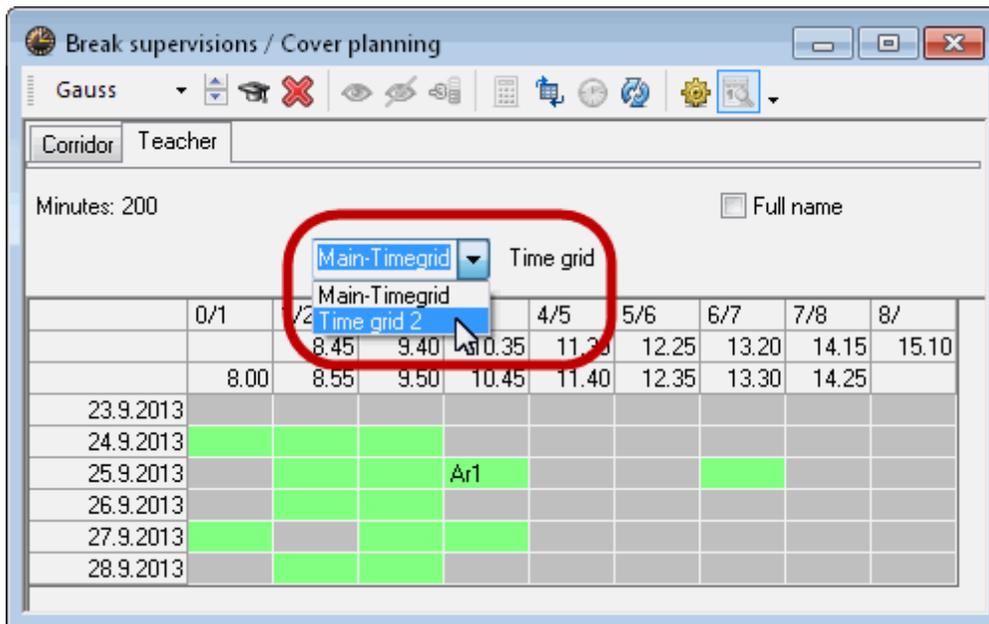
Untis MultiUser allows the timetable scheduler and the cover planner to work on the same set of data (in two different terms, of course) simultaneously. The prerequisite for this is that "Restrict cover planning to the current term" under "Settings | Miscellaneous | Multiple terms" is checked.

12.11 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.

Absences are entered in the form HH:MM.

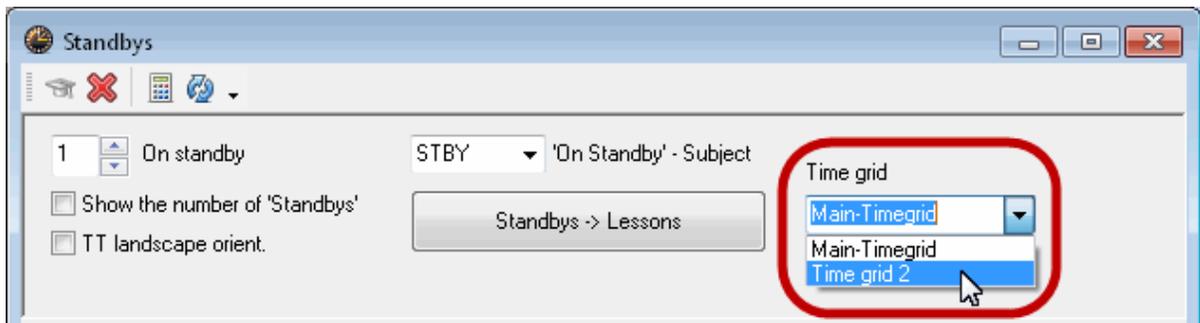
Break supervisions can be scheduled individually for each time grid. Break supervision substitutions are accordingly dealt with in the relevant time grid.



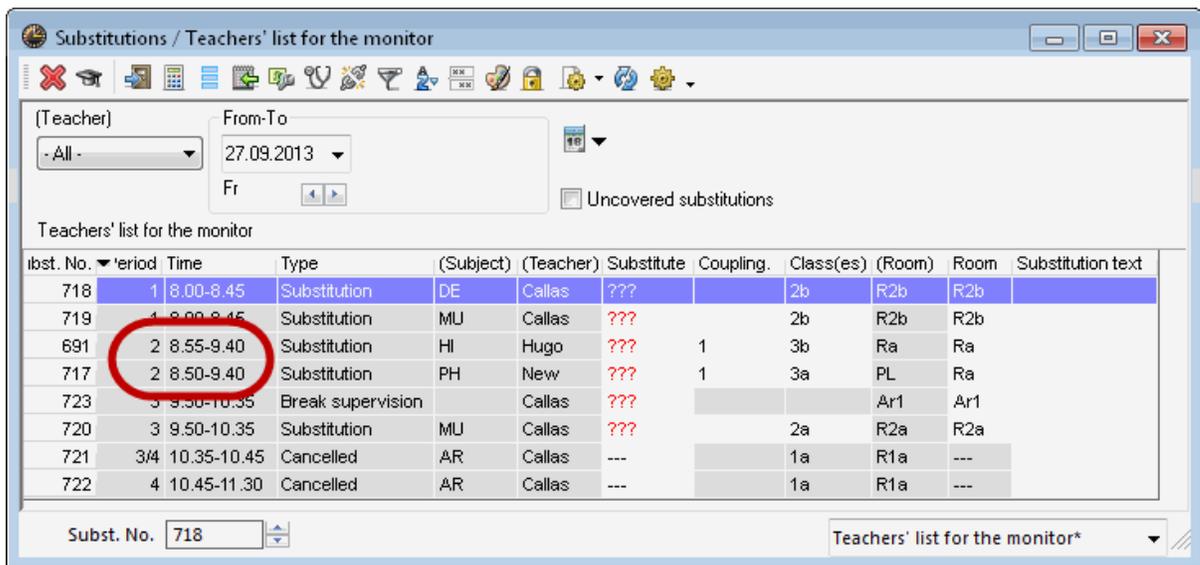
Note: Break supervisions and substitute teachers

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>.



Warning: Free periods of the day

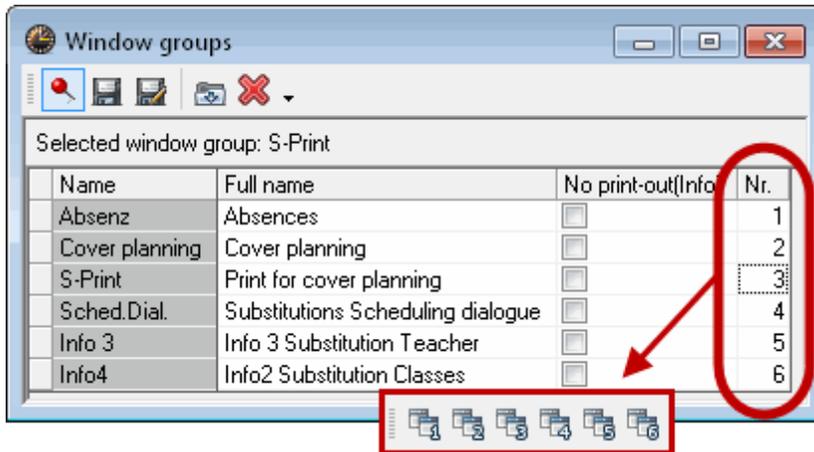
You can define specific periods on specific days in the calendar as free periods. These periods always refer to the main time grid.

12.12 Window groups

We recommend that you create specific window groups for the different tasks with the cover planning. This allows just the right windows to appear on the screen – with the right size and arrangement – with a single click.

Which windows in which arrangement are ideal for your daily work depends on the size and resolution of the monitor and on your individual work habits.

The following example shows what window groups could look like in the cover planning.



Six window groups  have already been created in file demo5.gpn: one for the entry of absences, one for the editing of substitutions, one for the printout of substitutions, one for the editing with the scheduling dialogue and two for the Untis module Info timetable.

Numbers are already assigned to the window groups. You can quickly activate the desired window group by clicking on these numbers in the main toolbar.

Window group 1: Absence input

To enter absences in the calendar, the absences window and the events window were opened, arranged on the screen and saved  via the button <Window Groups>  with a user-defined short name and full name.

Window group 2: Substitutions

One absence window, one substitution window and three timetables (teacher, class, room) are saved in this window group ready to edit the substitutions (figure). It can also make sense to include the substitution suggestion window in this window group.

The screenshot displays a software interface for managing educational substitutions and timetables. It consists of several windows:

- Absences / Teacher:** A window showing a list of absences with columns for No., Tea., from DD.MM, FROM pe, to DD.MM, TO perik, Abs. reasc, and Text. The table shows three entries for teacher 'Cer'.
- Substitutions / Teacher:** A window showing a list of substitutions with columns for Subst. No., Type, Period, (Subject), Subj(e)c, (Teacher), Substitute, (Class(es)), Class(es), (Room), Room, Shifter, (Te), to, and Substitution text. It lists several substitution entries for teacher 'Cer'.
- Substitute Suggestion:** A window for managing suggestions for a specific teacher and period. It includes options for 'Cover teacher suggestion' and 'Supervisions', and a table for 'Shifts' with columns for Name, From, ->Flag, Name, From, ->Flag.
- Calendar Windows:** Three windows showing weekly timetables for different classes: '1a - Class 1a', 'Gauss - Gauss', and 'SH1 - Sports Hal'. Each calendar has columns for days of the week (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8).

Window group 3: Printing substitutions

This window group contains the calendar, one substitution list for teachers, one substitution list for classes and overview timetables.

Window group 4: Scheduling dialogue

Useful for the working with the scheduling dialogue are the calendar, a class timetable, a teacher timetable, the lesson pool window and the scheduling dialogue.

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