Untis

Break Time Supervision

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Table of Contents

Index   38

1 Introduction

The break supervision module is designed for break supervision to be scheduled after the timetable has been completed.

The following chapters take you through the steps necessary for scheduling break supervision, from preparatory master data input and actual scheduling through to the publication of the supervisions in the timetable as a printed report or on the Internet.

The examples contained in this chapter can best be followed using the Demo6.gpn file. The input required for the break supervision module has already been made in this file.

2 Preparatory input

A number of preparatory entries must be made before you can begin with break supervision scheduling. The following section describes the necessary steps.

Please note that you can find all the functions required for the break supervision module on th *Modules* tab under 'Break supervisions'.
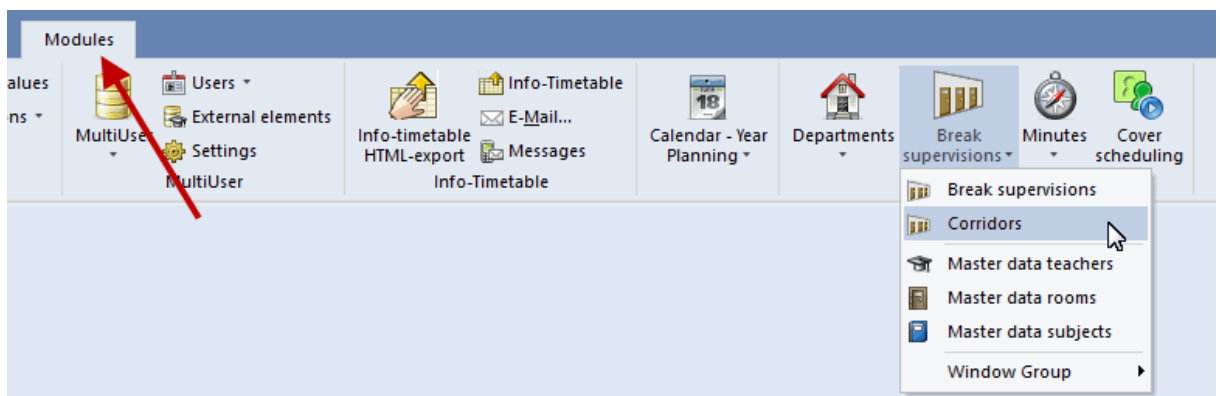
2.1 Master data

Preparatory inputs must be made in the master data for corridors, rooms, teachers and subjects before break supervision scheduling can be performed.

By clicking on the 'Break supervisions' button on the 'Modules' tab, especially prepared master data views are opened. You certainly can create your own views, if you wish, by clicking on <Grid adjustment> and then you just save them with the master data.

2.1.1   Corridors

The corridors (corridors) are the actual break supervision areas. This is where supervision takes place.

Enter corridors just like any other master data (classes, teachers etc.). You only need to assign a short and a full name. 'Entrance area', 'South corridor, 1st floor' and 'Schoolyard' are typical examples of corridors. The schoolyard is strictly speaking not a corridor but it can well be a break supervision area.

The attributes male and female serve to flag break supervision areas in which only male or female supervisory staff should be scheduled (for example the sanitary facilities). Automatic scheduling (optimisation) will take this classification into account.

2.1.2   Rooms

Several corridors can be assigned to every room. When entering them, just separate them by a comma. In accordance with the weighting parameters you set, Untis will - when optimising break supervisions - favour those teachers who have lessons in nearby rooms before or after the respective corridor supervision so as to avoid unnecessary long ways.

Enter in the rooms master data window which already has a pre-defined column for break supervisions, the corridor (or corridors) that are nearest the room.

Please note that when assigning corridors you can use the wildcards '*' (for any character string) and '?' (for a single character). Entering schoolyard* for room PHYSICS LAB in the figure therefore means that the respective room is located near supervision areas Schoolyard1 and Schoolyard2.

2.1.3   Teachers

Next you must determine the maximum break supervision (in minutes) each teacher should perform Each break supervision can last a different length of time. Untis therefore uses minutes to measure break supervision.

Enter this upper limit for weekly break supervisions in the teachers master data in the 'BS max.' (break supervision maximum) field in minutes.

The 'BS' field also displays how many minutes supervision have already been scheduled for the respective teacher. ('BS' = number of weekly break supervision minutes). If the 'BS' value exceeds the value in 'BS Max', the 'BSmax' value is displayed on a red background as a warning.

In the 'BS - max' field you can see instantly which teacher has too many or too few supervisions.

Enter 0 in the 'BS max.' field if a teacher is not to be assigned to supervisions.

You can obtain a summary of all break supervision minutes so far allocated by marking column 'BS max.' (1) in the page layout ⚙ (the column will be displayed green) and then (2) activating the total Σ. You can display the master data view on the screen or you can print it (see figure).

Name	Surname	BS max..	BS	Break sup.	Br.Sup. Sub.	BS-cancell.	BS act.-max
Gauss	Gauss	50	35.0	5	0	0	-15.0
New	Newton	50	55.0	6	0	0	5.0
Hugo	Hugo	50	45.0	5	0	0	-5.0
Ander	Andersen		10.0	1	0	0	10.0
Arist	Aristotle	50	50.0	7	0	0	0.0
Callas	Callas	50	50.0	5	0	0	0.0
Nobel	Nobel	50	50.0	5	0	0	0.0
Rub	Rubens	50	55.0	6	0	0	5.0
Cer	Cervantes	50	50.0	6	0	0	0.0
Curie	Curie	15	20.0	2	0	0	5.0
Σ:			42.0				

G r u b e r   &   P e t t e r s   S o f t w a r e

supervisions per week as an alternative to the scheduled minutes.

2.1.4 Subjects

It is sometimes not desirable for teachers to be allocated break supervision when they have taught a certain subject in the previous lesson. Sports teachers, for example, need time to change and craft teachers may have to clear away equipment after the crafts lesson.
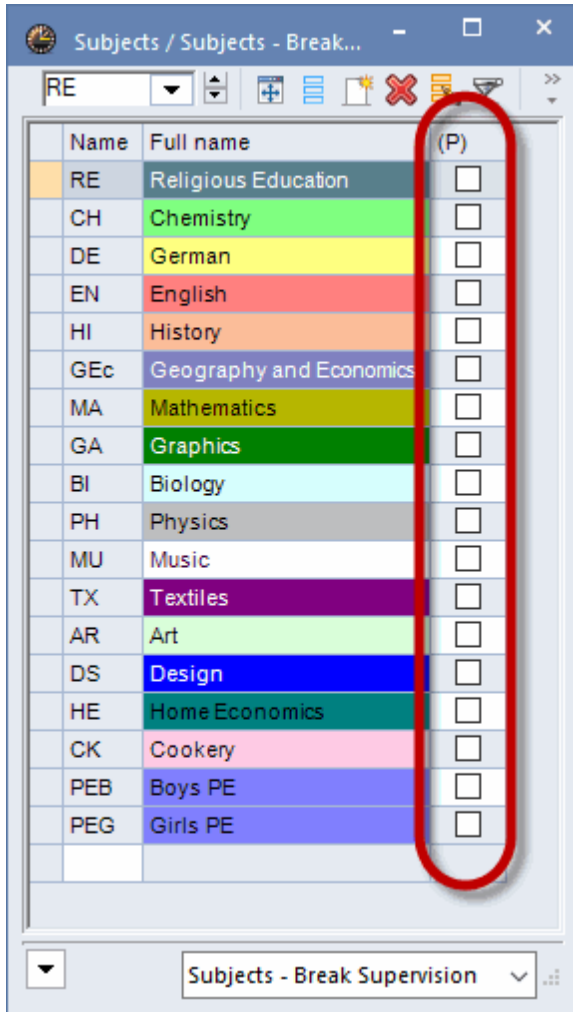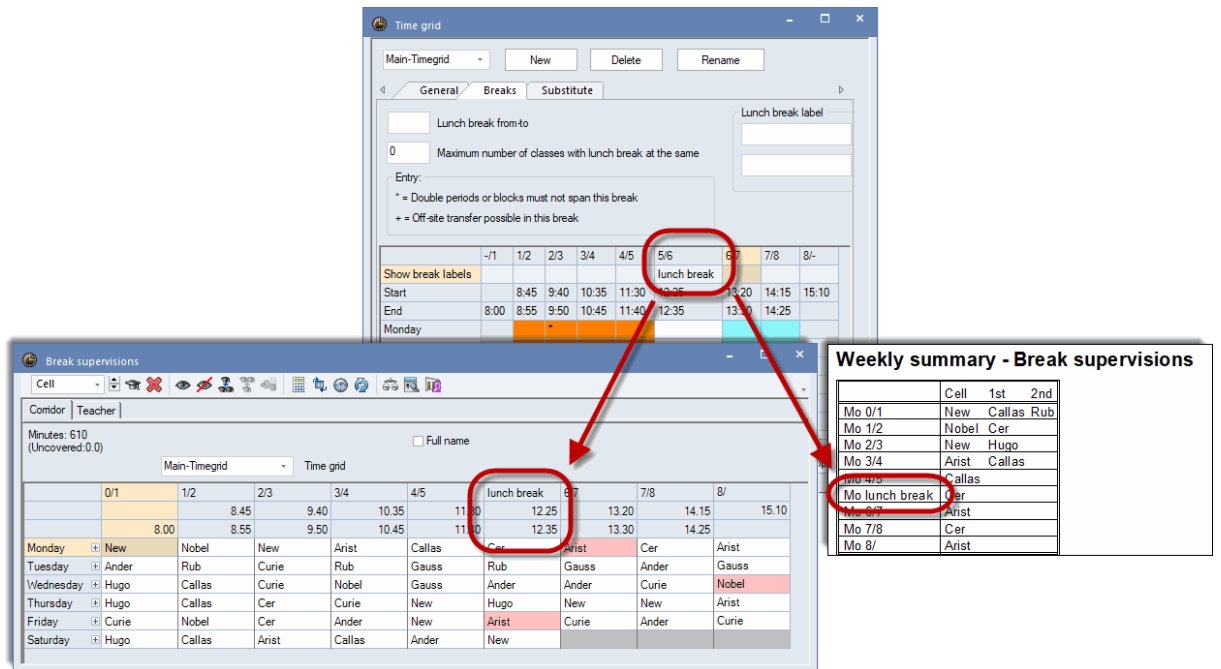

In such cases you can activate the flag '(P) No break supervision before/after' under 'Modules | Break supervisions | Subjects".

2.1.5 Names for break supervisions

In the time grid, you can enter a name for every individual break on the 'Breaks' tab.
This name will also be shown in the 'Break supervision' window and in the 'Weekly overview – break supervisions' report.

3   Specify supervision areas

After the preparatory master data inputs have been made, actual supervision can be specified. This is effected using the central planning tool of break supervision scheduling, the break supervision dialogue.

Using the selection list on the corridor tab, first select the area that you wish to schedule for supervision (1) from the upper section of the window.
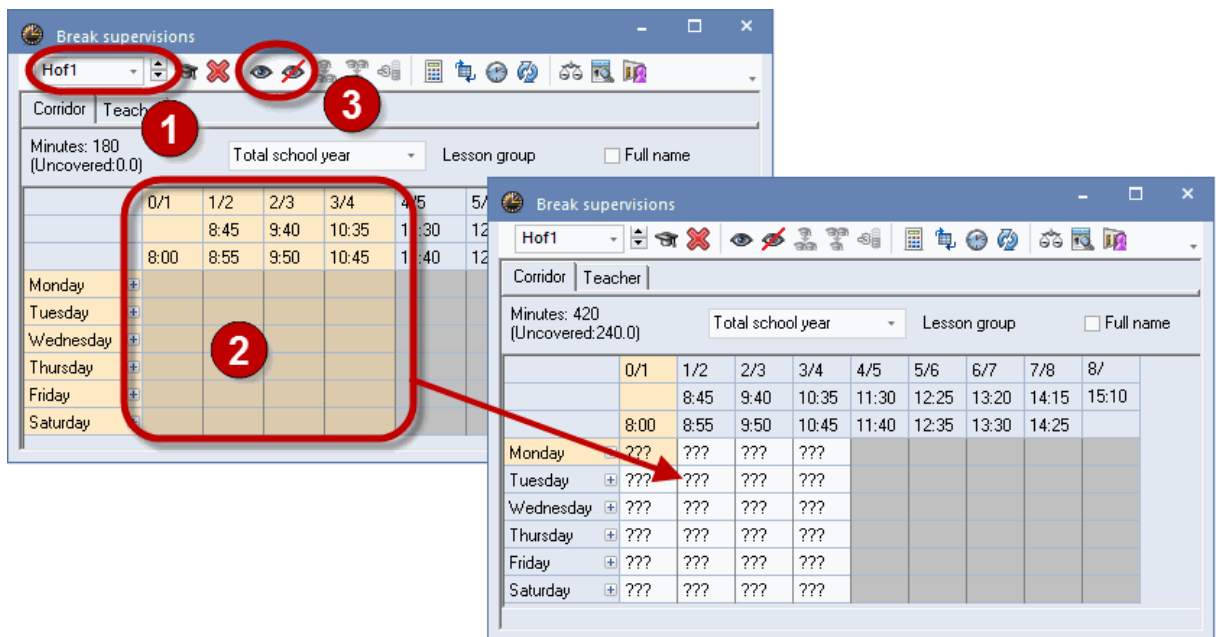
In the lower half of the window, use the cursor to select those breaks for which you wish to assign supervisions for the selected area (2).

Now click on the <Supervision> button (3). The '???' symbol will now be displayed in the selected cells

to indicate that the supervisions have in principle been scheduled but that no supervising teacher has been assigned yet .

These supervisions are called vacant supervisions.

> **Note: Last period**
> You can allocate supervisions even after the last period.

Repeat this process for all supervision areas. You can deactivate unnecessary supervisions by selecting them and clicking on the <No Supervision>(3) button.

You can switch between portrait and landscape in the supervisions dialogue by clicking the respective button.


3.1 Specify supervision length

In principle the length of each supervision is automatically taken from the general timetable ('Settings => Time grid').

You can, however, modify these entries manually in order to give a special rating to not particularly pleasant supervision areas and/or breaks or in order to add the missing supervision duration before the first and after the last period.

To do this, simply (1) check the selection box *'Show minutes'* (1) in the break supervisions dialogue.

(2) Now select the area for the supervision before the first lesson and enter the value 20 (minutes).

(3) The displayed total of supervision minutes to be scheduled and open supervision minutes changes accordingly from 420 (270) to 480 (270)..
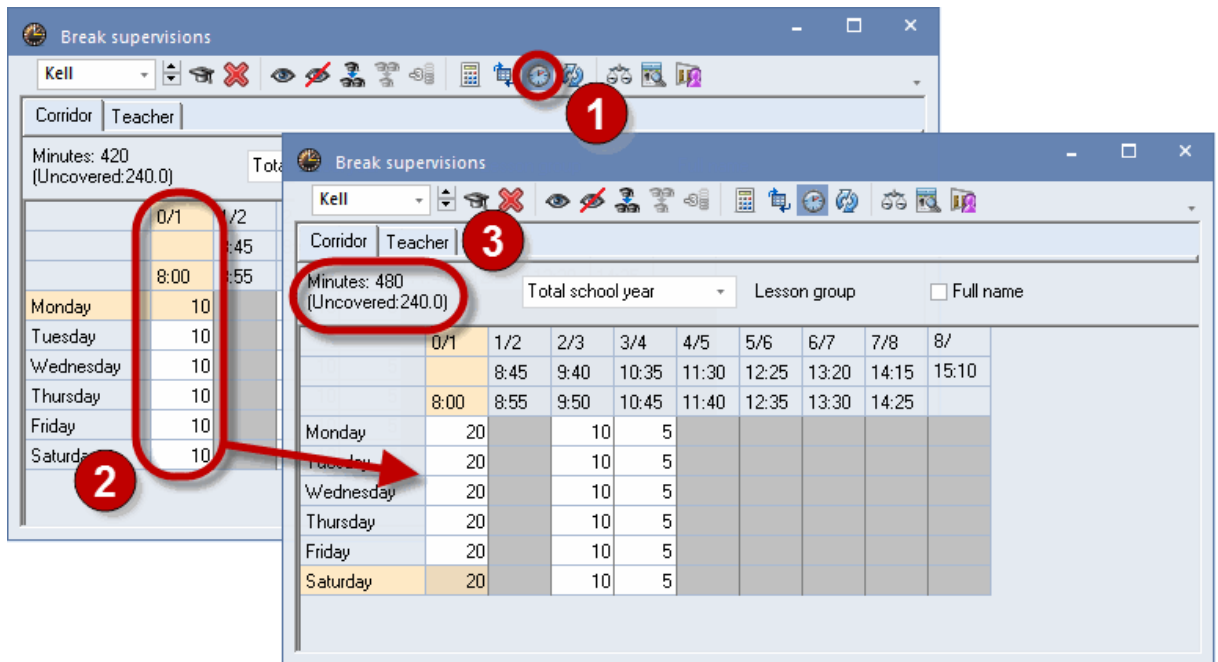
3.2   Block teachers for supervisions

The scheduler will generally attempt to take individual teachers' wishes into account when allocating supervisions. For example this can be effected by blocking teachers for certain supervisions.

Activate the 'Teachers' tab in the supervisions dialogue.
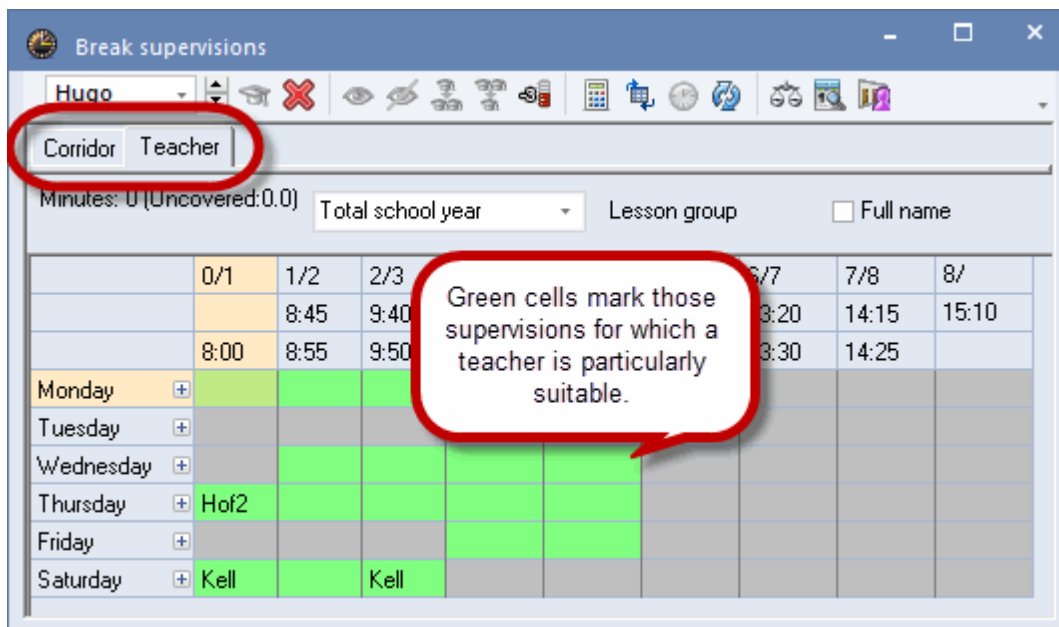
Green in the table indicates all the supervisions that are particularly suitable for the corresponding teacher (in the above example it is teacher Gauss) on the basis of his/her timetable and in accordance with the weighting parameters set by you.

However, teacher Gauss is the substitution scheduler at our demonstration school and must draw up the substitution plan before lessons begin every day. He should therefore not be allocated supervisions during this time (i.e. before the first lesson).

1. In the weekly table select those cells where the teacher in question should not be allocated any supervision (1).

2. Then click on the <Block> button (2).

3. The teacher is now blocked for supervisions at the times indicated.

3.3   Weekly distinctions

All settings can also be applied to specific weeks. To do this, click on the '+' next to the weekdays. Entries in a specific week will apply exclusively to that week.

Thus, for example, Callas is given all break supervisions 0/01 on Mondays except in week commencing 2 November, where Newton is given this supervision.

You can also specifically select individual weeks via the 'Show calendar' icon.
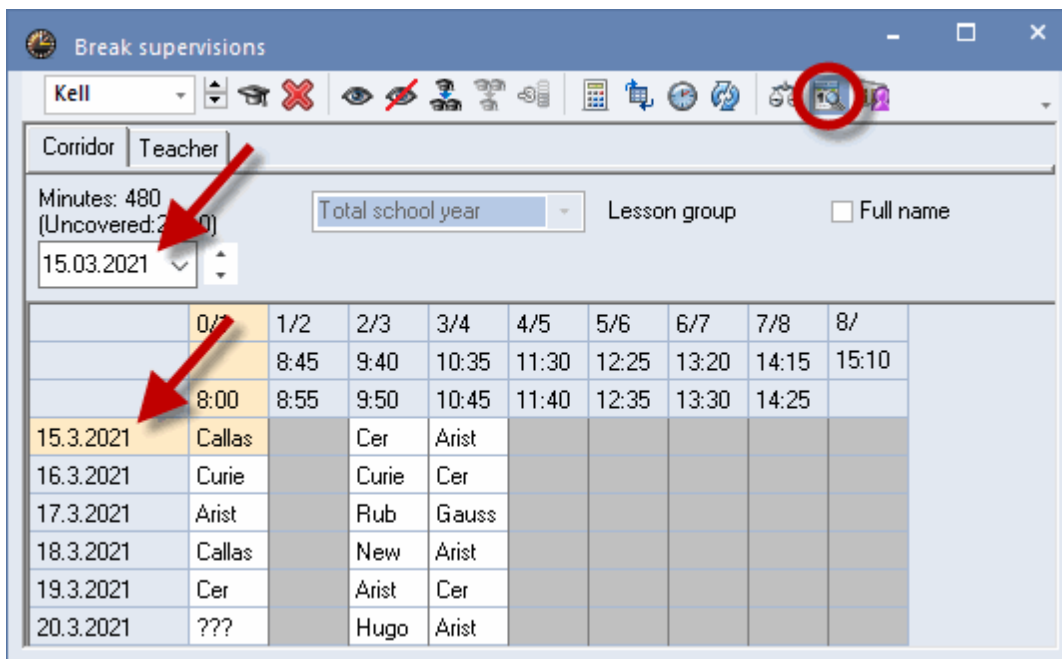
4 Scheduling supervisions manually

You may at times wish to allocate supervisions manually, for example when a colleague volunteers to perform certain supervisions.

4.1 Entering teachers for supervisions

To do this, click on the desired position in the supervision schedule for the corridor and simply enter the relevant teacher's short name.

If a teacher's name is displayed on a red background this indicates that this supervision does not fit in well with the teacher's timetable.
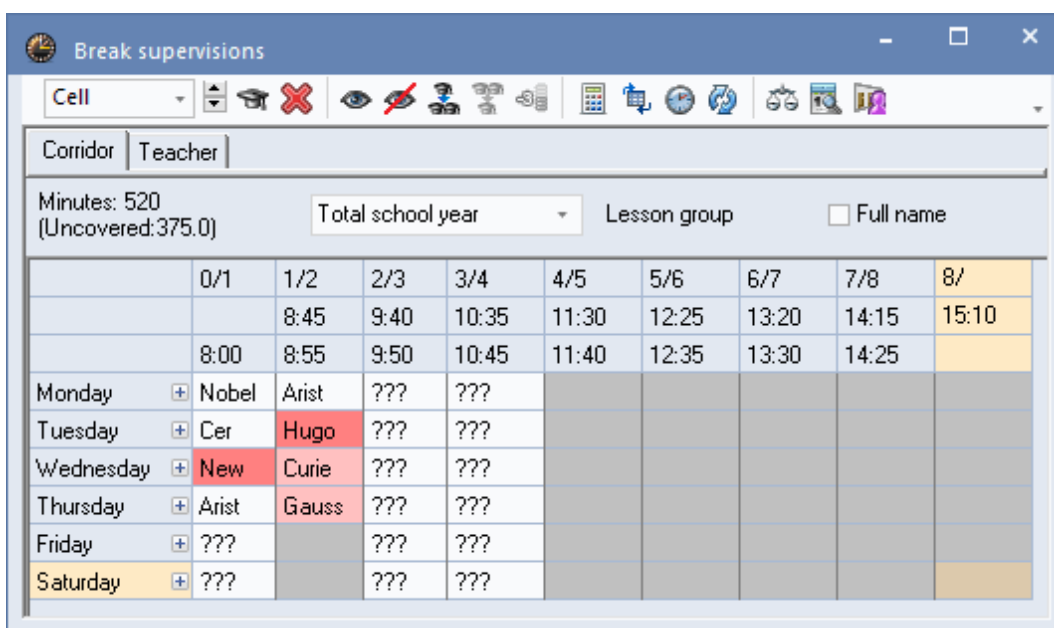
You can also make the entry directly in the teacher's supervision schedule. For this, simply select the

'Teacher' tab in the supervisions dialogue and enter the corresponding corridor name in the desired supervision (1). Please note that you are always kept informed of the supervisions that are still to be scheduled (2).

You can of course also make all entries for specific weeks, too, as described in chapter ' Specifying supervision areas'.
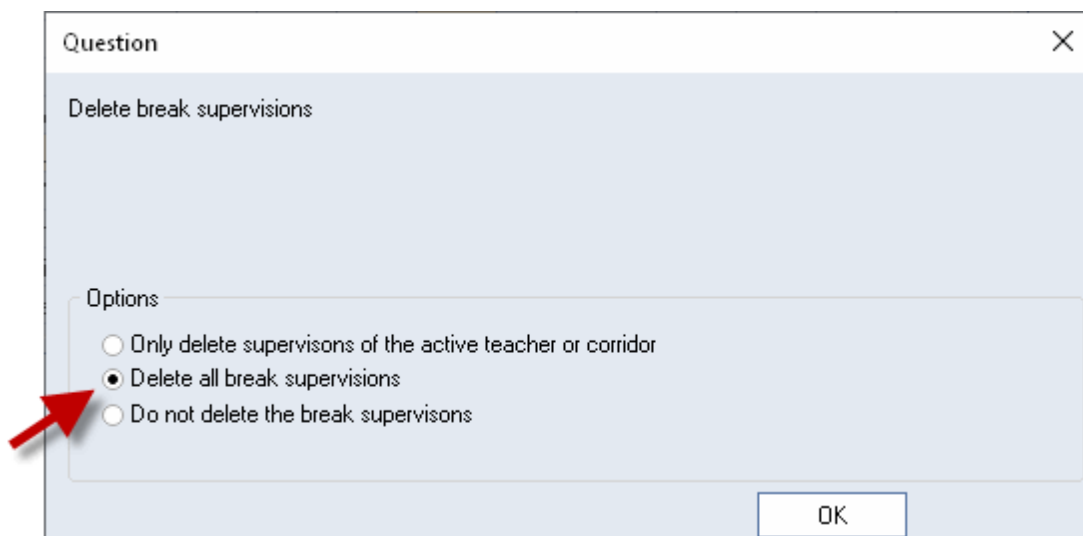
4.2   Teacher suggestion

The teacher suggestion function helps you to find a teacher for a certain supervision.

The following example is illustrated in the Demo6.gpn file.

1.   First delete all entered supervisions by clicking on the <´Teacher-> ?> button

and in the prompt that is then displayed select the option 'Delete all supervisions'.

2.   Position the cursor on the supervision Monday 0/1.
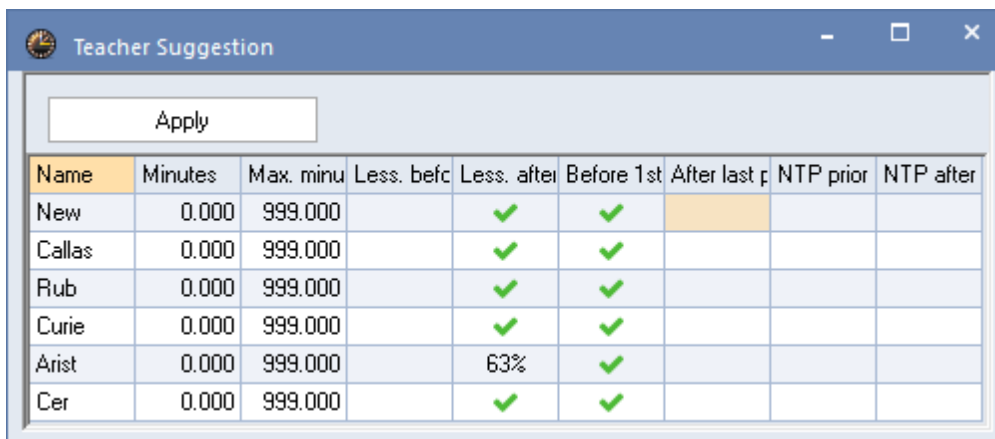

In principle it does not matter if the supervision is vacant - ??? - or allocated.

3.   Now open <Teacher suggestion>.

This window displays all those teachers who could take the current supervision. The list is sorted according to minus points that result from the weighting you define. If, for example, the 'Lesson in corridor before break' parameter has a high weighting relative to the other factors, the teachers concerned will be ranked higher (the weighting parameters are described in detail on the following pages).

The individual columns of each teacher row indicate whether a condition applies or not. Thus the 'Less. before' column is checked if the teacher is teaching in the lesson before this break. Conditions weighted 'Unimportant' are not displayed.

4.   Clicking the <Apply> button (or double-clicking in the corresponding row) allocates the teacher to the supervision

5   Scheduling supervisions automatically

In addition to manual scheduling, supervisions can be scheduled automatically

5.1   Weighting settings

Weighting parameters</key must be set before supervisions are optimised. Open the corresponding window using the <Weighting> icon.

Use the 'Max. break superv./day' input field to specify the maximum amount of supervision a teacher should perform per day. This parameter applies to all teachers at the school.

The slider controls allow you to adjust the various parameters for the automatic optimisation of break supervisions. Hold the slider control with your mouse and position it between unimportant (left) and extremely important (right). After making your adjustments, confirm the weighting settings by clicking on the <OK> button.

The following describes the individual weighting parameters.

5.1.1 Weighting parameters

Please note that the system will search for the most suitable teacher for each supervision, i.e. for a specific time period in a specific corridor.

Do not exceed max. minutes of the teacher
Use this setting to adjust whether and to what extent the system may exceed the value defined under 'Maximum number of minutes break supervision per week' in the teachers' master data.

Lesson before/after the break
Move the slider control to the right if the teacher should have a lesson immediately before or after the supervision.

Lesson in the corridor before/after the break
Use this parameter to determine if those teachers teaching before or after the break in a room on that corridor (i.e. a room where the master data contains an entry for this corridor) should be favoured.

Not before 1st period of the day
Supervisions before the first period of the day are generally unpopular. Use this setting to prevent teachers being scheduled for a supervision before their first lesson of the day.

Not after last period of the day

Just like supervisions before the first period of the day, supervisions after the last period are not particularly popular. Use this parameter to prevent teachers being scheduled for a supervision after their last lesson of the day.

No supervision double period breaks

Use this parameter to control to what extent the teacher is to be scheduled for supervision in the breaks between double periods.

No consecutive supervisions

This is where you specify whether it is important for you to avoid consecutive supervisions for a teacher

Not before/after time request

There are reasons for blocked times (time request *-3*). It can often be that a teacher is not in the school for a blocked period. Use this setting to prevent supervisions directly before/after a blocked period.

<B>Max. break superv./day

This setting determines how important it is to comply with the maximum amount of supervision per day entered in the corresponding field.

NTP PRIOR TO / AFTER break supervision

It is sometimes desirable to give priority to scheduling supervisions before or after non-teaching periods.

Confirm your input with <OK>..

5.2   Optimisation

Break supervision optimisation assigns the most suitable teacher to each vacant supervision. This means that

•   supervisions already allocated will not be modified.

Which teachers are rated as most suitable for a specific supervision and how

•   depends on the weighting parameters that you set.

Launch the automatic scheduling of break supervisions with the <Optimisation> button.

You can use the selection box (1) to limit the optimisation to one supervision area. Keep the option '- All -' for the time being.
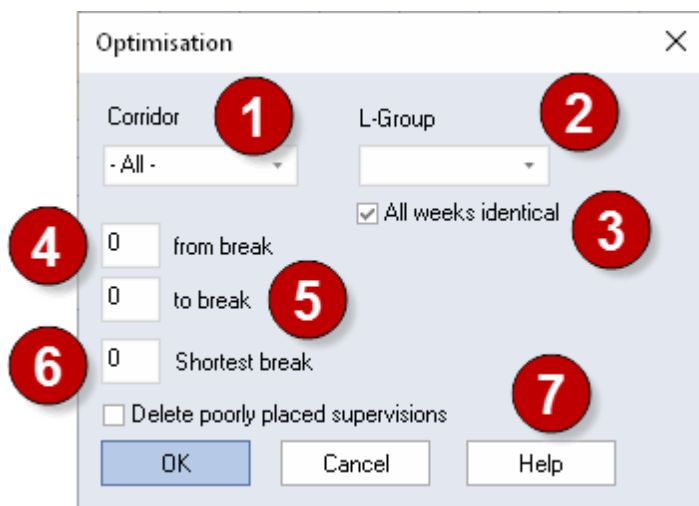
Use the "from Break" and "to Break" fields (4,5) to limit optimisation to specific breaks. For example, specifying from break 1 to break 2 would mean that only supervisions before the first and second periods would be scheduled. Leave these fields empty for the time being.

It is often advisable to search for teachers to supervise the longer breaks first. This allows you to process the long breaks first (which are more difficult to schedule) and then to fill in the remaining gaps when you optimise the rest.

Use the 'Shortest break' field for this purpose (6). Entering 15 in this field will result in only those supervisions of at least 15 minutes or longer being scheduled. Leave this field empty for the time being as well. This means that all supervisions will be scheduled.

If you use lesson groups (multi-week timetable), it is possible to schedule break supervisions for specific lesson groups (2) or for the entire school year. Leave this field empty for the time being as well.

(3) allows you to specify whether all weeks of the selected lesson group should be scheduled.

Point (7) will be dealt with in the next chapter Correction run .

The optimisation results in the break optimisation dialogue being filled.

5.3   Correction run

Frequently, especially after timetable changes, the break supervision schedule should be retained as far as possible and only those unacceptable supervisions are scheduled.

By calling up the optimisation dialogue and setting the 'Delete poorly placed supervisions' flag you can remove all those teacher entries where a weighting parameter set to 'Extremely important' has been overridden Incidentally, poorly placed supervisions are displayed with a red background in the break supervision dialogue.

5.4   Deleting supervisions

If you wish to delete certain teachers from specific supervisions select the supervision in question in the break supervision dialogue and press <Del>.

In order to delete all supervisions in a block select the <Delete supervisions> button.

the subsequent dialogue allows you to decide whether the supervisions of the current teacher (or corridor) or whether the supervisions of all teachers (or corridors) should be deleted or whether you wish to cancel the action.

6 User tips

6.1 Splitting supervisions

Break supervisions can be splitted between two or more teachers. Click right in the grid of the 'Break supervision' window (or just click on the 'Split break supervision' button in the tool bar) and schedule several teachers vor one break.
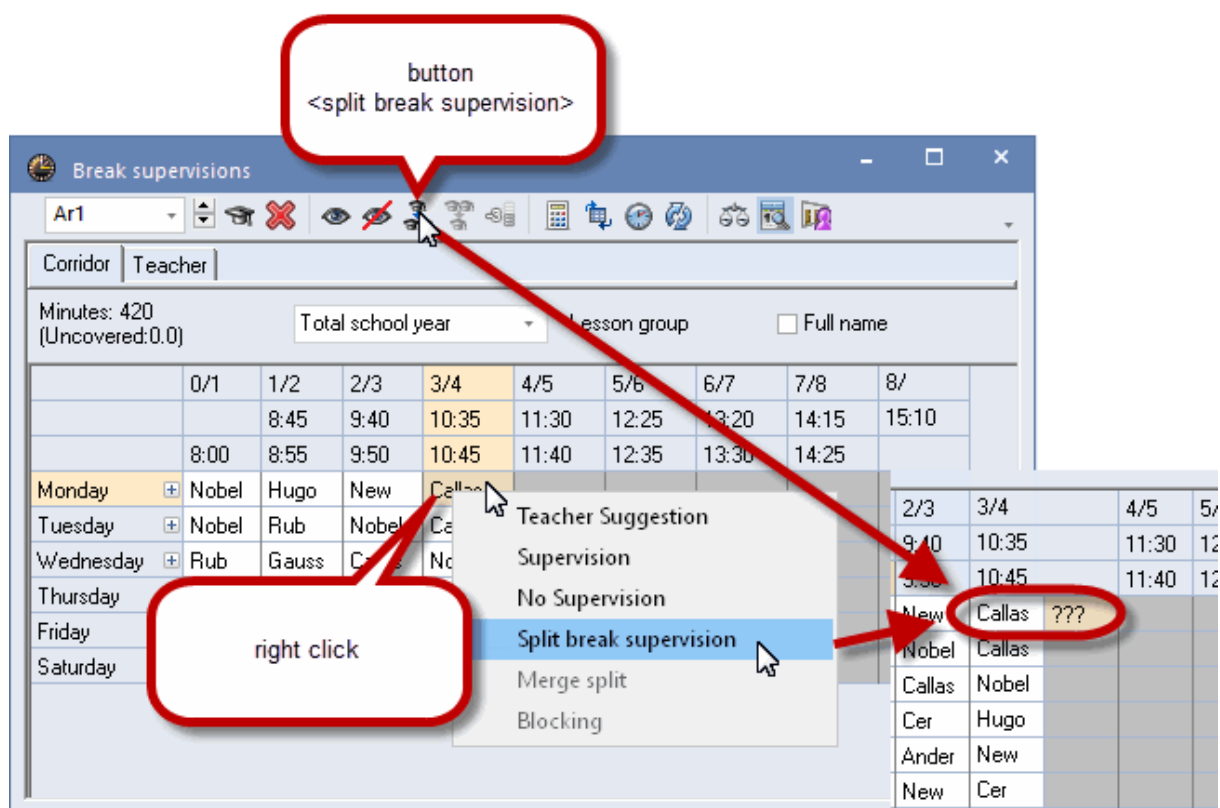
The following figures shows that teacher Rubens is entered for the second part of the supervision between thrid and fourths period. This is shown by '(2)' after the name of the corridor.

6.2   Weeks without supervision (+ teacher)

Sometimes certain supervisions are not necessary over a certain time range, e.g. if the class next to the respective corridors is not in the building due to practical work. This area will then be supervised by the teachers of the areas next to it.

Select the respective weeks with '+' in this case. The following figures shows, for instance, that the supervision area 'Westwing' does not need supervision for October.

7 Presentation and printing

There are various ways of outputting the break supervisions: printing the break supervision window, printed reports, display in the timetable, HTML output.

7.1 Printing the break supervision window

The supervision schedules displayed on the corridor and teacher tabs in the break supervision dialogue can - as is usual in Untis - be printed using the <Print> button. Print output can be effected according to supervision areas or teachers.
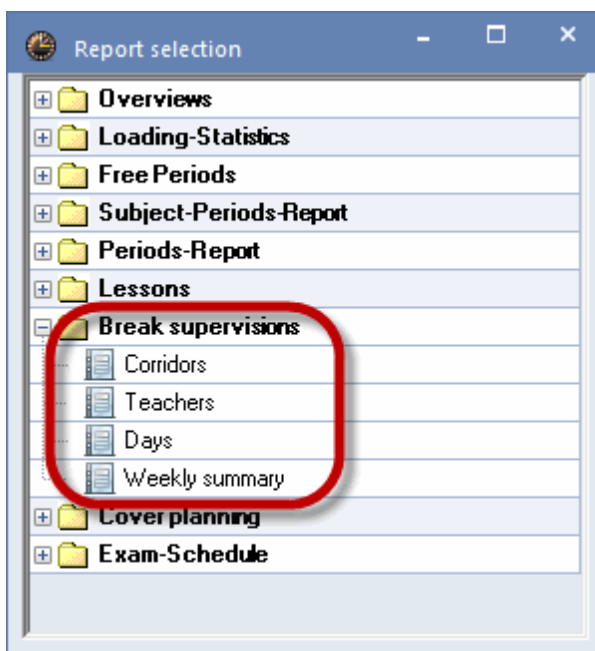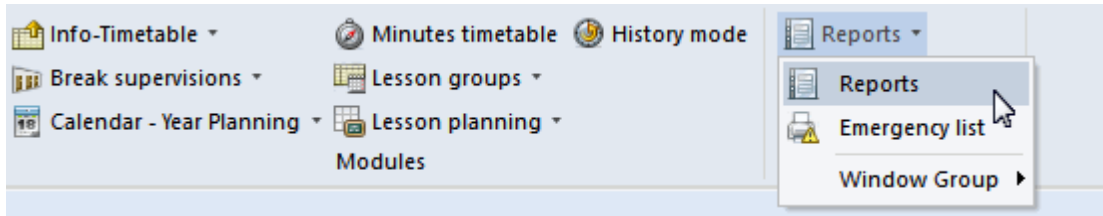

Cell

	/1 8:00	1/2 8:45 8:55	2/3 9:40 9:50	3/4 10:35 10:45
Monday	Callas		Cer	Arist
Tuesday	Curie		Curie	Cer
Wednesday	Arist		Rub	Gauss
Thursday	Callas		New	Arist
Friday	Cer		Arist	Cer
Saturday	Hugo		Hugo	Arist

Gauss

	/1 8:00	1/2 8:45 8:55	2/3 9:40 9:50	3/4 10:35 10:45
Monday				
Tuesday				
Wednesday		2nd	1st	Cell
Thursday				
Friday				
Saturday		2nd	1st	

7.2   Reports

You can access the report selection via the 'Start' tab. In the 'Break supervision' section there are additional output possibilities available for individual days or a weekly summary.

Weekly summary - Break supervisions

	Cell	1st	2nd
Mo 0/1	Callas	Nobel	Rub
Mo 1/2		Hugo	
Mo 2/3	Cer	New	
Mo 3/4	Arist	Callas	
Tu 0/1	Curie	Nob	
Tu 1/2		Rub	
Tu 2/3	Curie	Nob	
Tu 3/4	Cer	Call	
We 0/1	Arist	Rub	
We 1/2		Gau	
We 2/3	ub	Call	
	uss	Nob	
		Rub	
		Aris	
		Cer	
		Hug	
Fr 0/1	Cer	Rub	
Fr 1/2		Nob	
Fr 2/3	Arist	And	
Fr 3/4	Cer	New	
Sa 0/1	Hugo	New	
Sa 1/2		Gau	
Sa 2/3	Hugo	New	
Sa 3/4	Arist	Cer	

Reports use so-called print names (Settings" / "Reports" / "Print names")

Settings

- School data
  - General
  - Overview
  - Values
- Miscellaneous
- Reports
  - Headers
  - Print-names
- Substitution Planning
- Course Scheduling
- MultiUser
- Logging

Italic = locally stored settings (.ini files)

Print-name for teachers

Teacher Full Name

Print-name for students

Student Short Name

OK   Cancel

For all reports of this section, the possibility to start a new page for every element was implemented with the <Details> button.
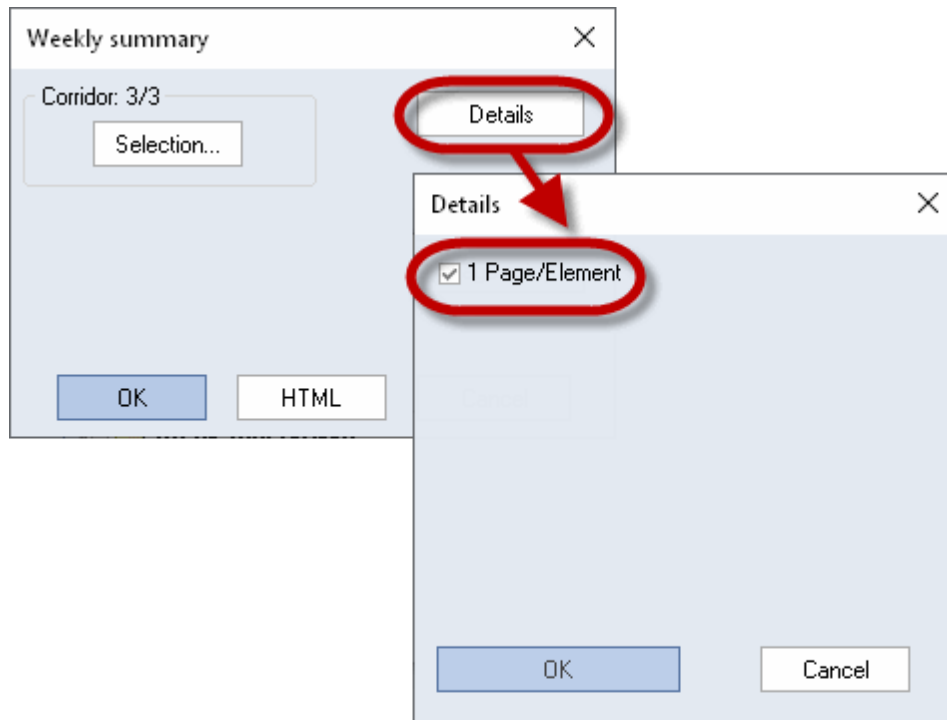
7.3   Display in timetable

You can display and print a teacher's supervisions together with his/her timetable. Open the timetable settings (1) for a teacher's timetable and, on the 'General' tab, click on the <Period window> button (2) .

Just drag and drop the 'Break supervisions' field in the editor.
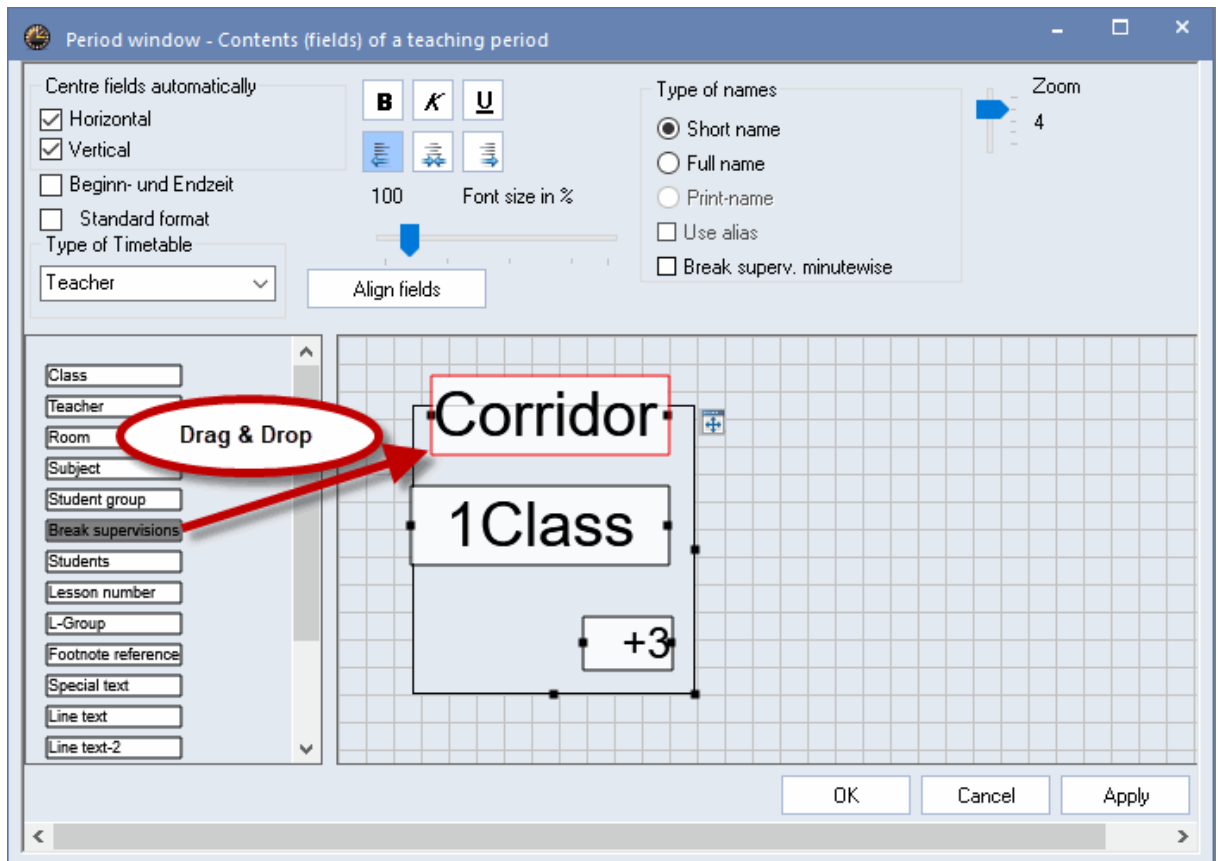
You can now position the new field corridor (5) - depending on the format - to overlap the left (format 10) or top edge (format 01) of the period field. The break supervision field is the only one that is displayed between two period fields.

After clicking <OK> to confirm, your timetable should look something like the following:

If you have assigned different colours to the various corridors in the master data, they will be displayed in the timetable correspondingly.

7.4 HTML output

HTML output The break supervision reports can be output as HTML via print selection. HTML output with the info timetable is also possible (see chapter 'Info timetable').
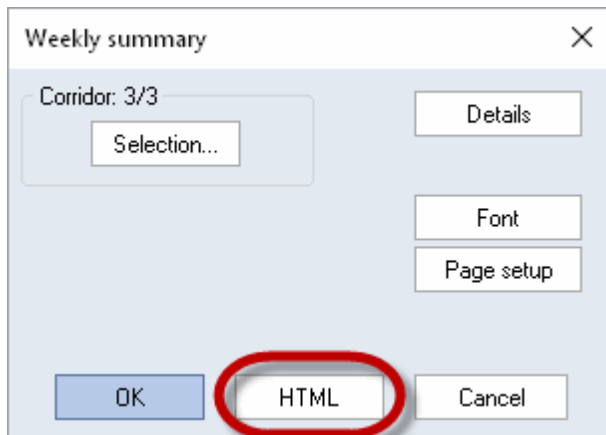
8   Interaction with other modules/functions

The following section deals briefly with the way break supervision interacts with other subject areas. Please refer to the appropriate chapters or to other manuals for more detailed information. Please refer to the appropriate chapters or to other manuals for more detailed information.

8.1   Terms timetable

Break supervision scheduling is fully integrated with the terms timetable module. This means that you can create a break supervision schedule for each term. When opening a period the supervision plan of the mother term is initially valid.

8.2   Cover scheduling

If a teacher is absent when he/she is due to perform supervision, a break supervision substitution will be generated. The text 'Break supervision' is entered into the substitution type field. The subject and class fields remain empty and the corridor is automatically entered into the room field.
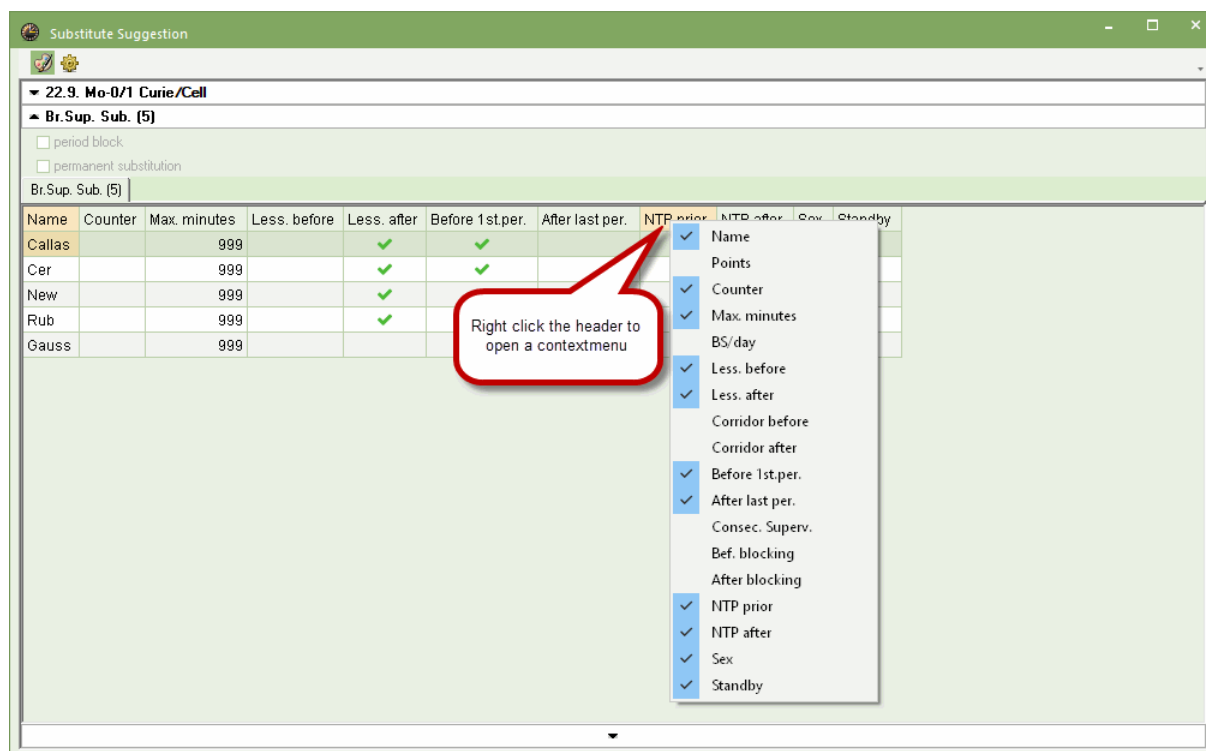
Clicking on the teacher suggestion function invokes the teacher suggestion dialogue of break supervision.

(Please note that you can show or hide the break supervision teacher suggestion by opening the corresponding context menu.)


Furthermore, you can remove and create break supervisions at your own discretion. Please refer to the 'Cover planning' module manual for more details.

8.3 Off-site rooms

Schools with off-site rooms (off-site buildings) are also taken into consideration when break supervisions are scheduled. A teacher having to move from one off-site building to another in a break will not be included in the suggestion (and not scheduled during optimisation).

8.4 Multi-week timetable

If you work with lesson groups you can set the break supervisions for the relevant specified time periods. In the figure, lesson group wa (= week A) and lesson group wb (= week B) have been defined. Clicking on the '+' character next to the row label expands all the times included in the selection for the relevant weekdays.
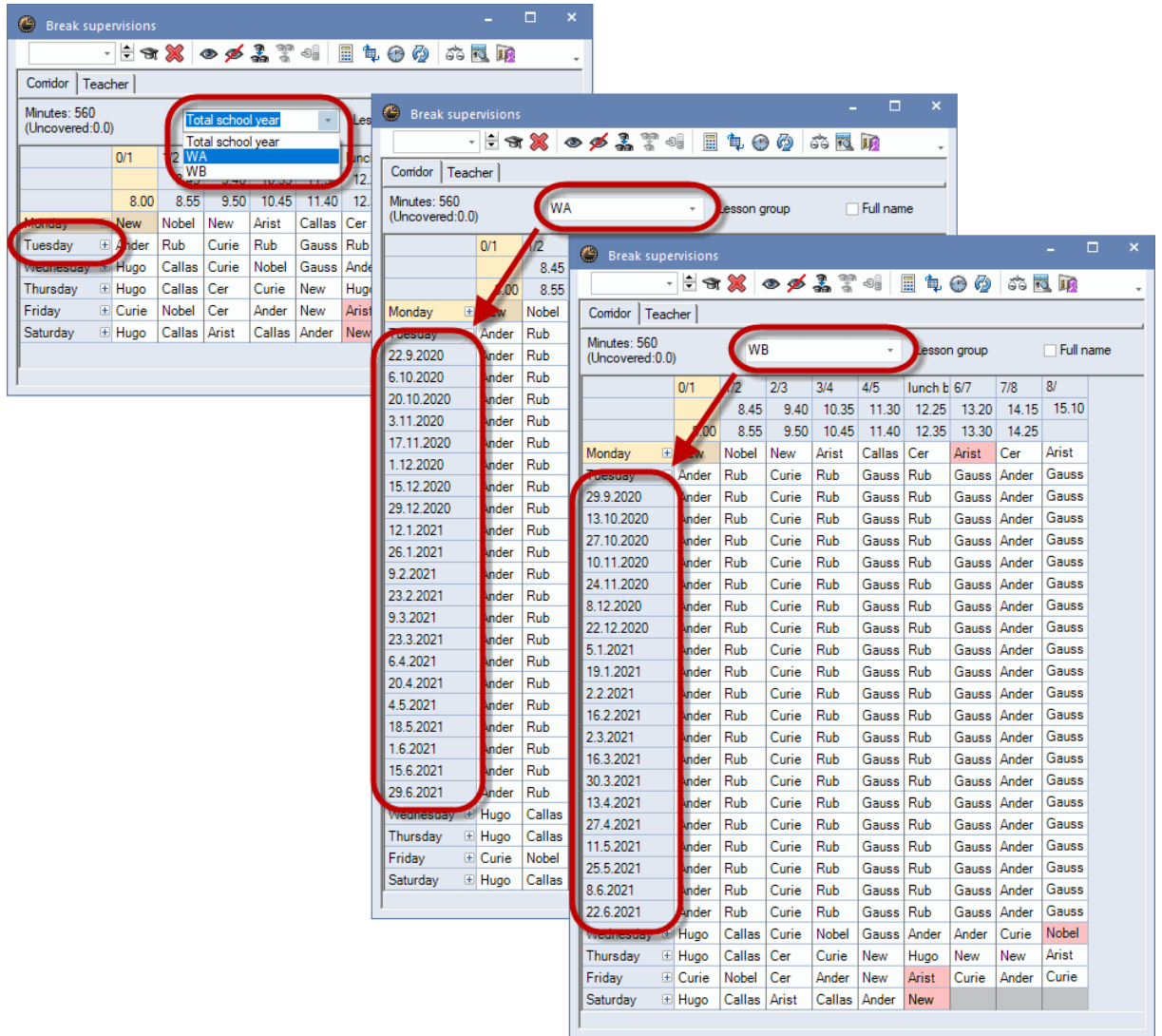
If you now enter a supervising teacher for a particular date, he/she will be scheduled only for that date. An entry in the cell labelled with the day of the week causes an entry to be made for the entire time period.
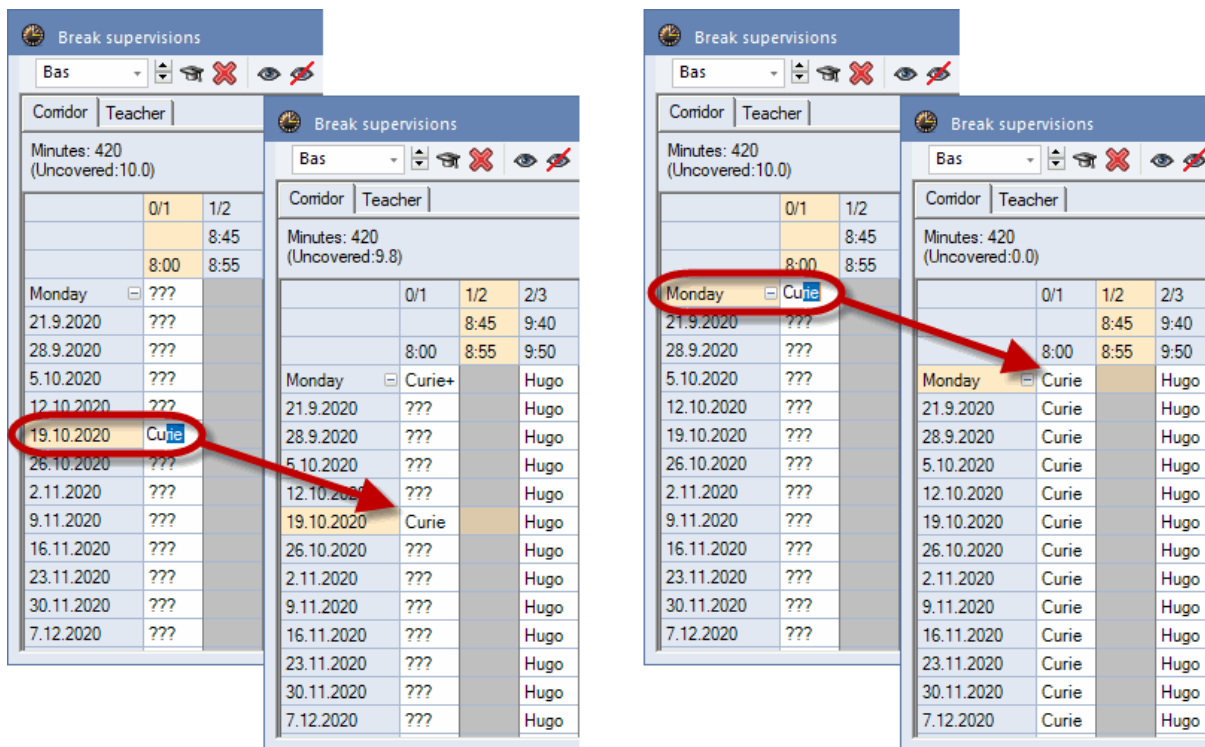
A '+' character next to the name of a scheduled teacher indicates that several teachers have been scheduled at the same place in the selected time period for a specific break supervision.

When optimising break supervisions you can also optimise either a time period defined via lesson groups or the entire school year, as described in chapter optimisation.

8.5   Multi-timegrid

Differing class timetables are also taken into account when break supervisions are being scheduled automatically. From the user's perspective, however, the only change is that there is an additional selection field in the break supervision scheduling dialogue where the timetable (grid) must then be selected for which supervisions apply.
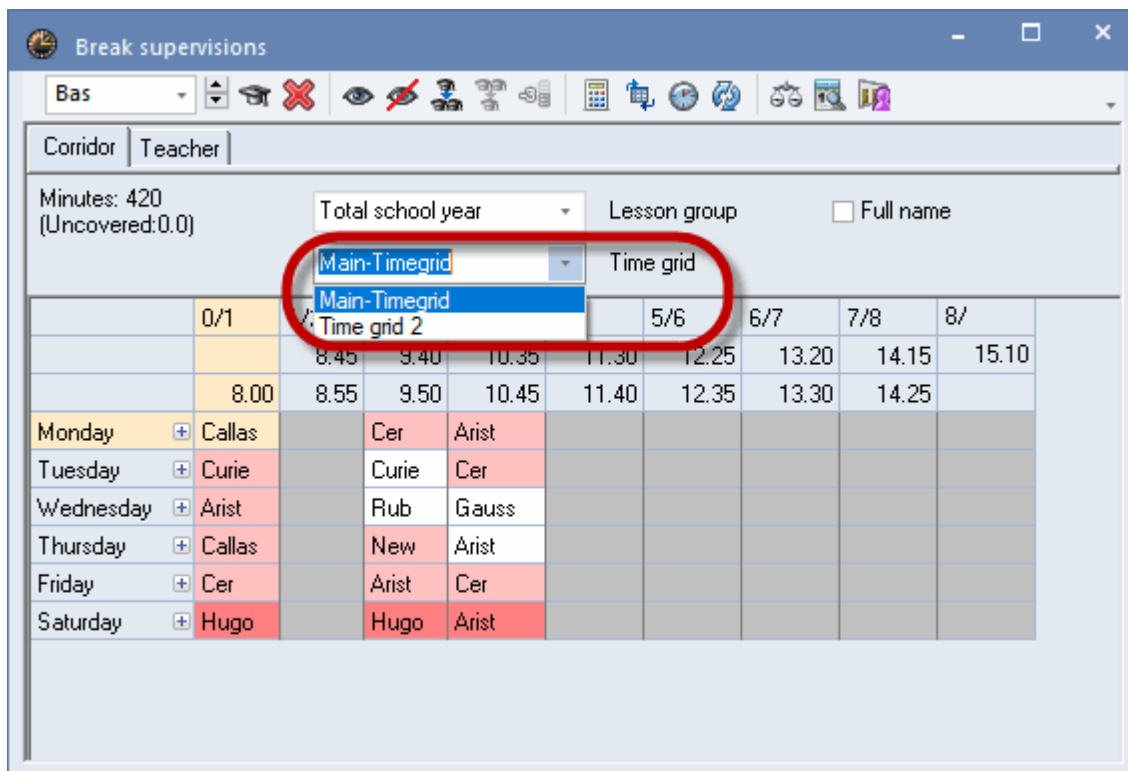
It is useful to output teacher timetables in minute mode when using several time grids. Periods will then be fitted into the timetable exact-to-the-minute. Any scheduled break supervisions in the timetable can also be displayed in minute mode.

To do this, you must mark the 'Corridor' field in the settings for [Period window](#) and then activate minute display.
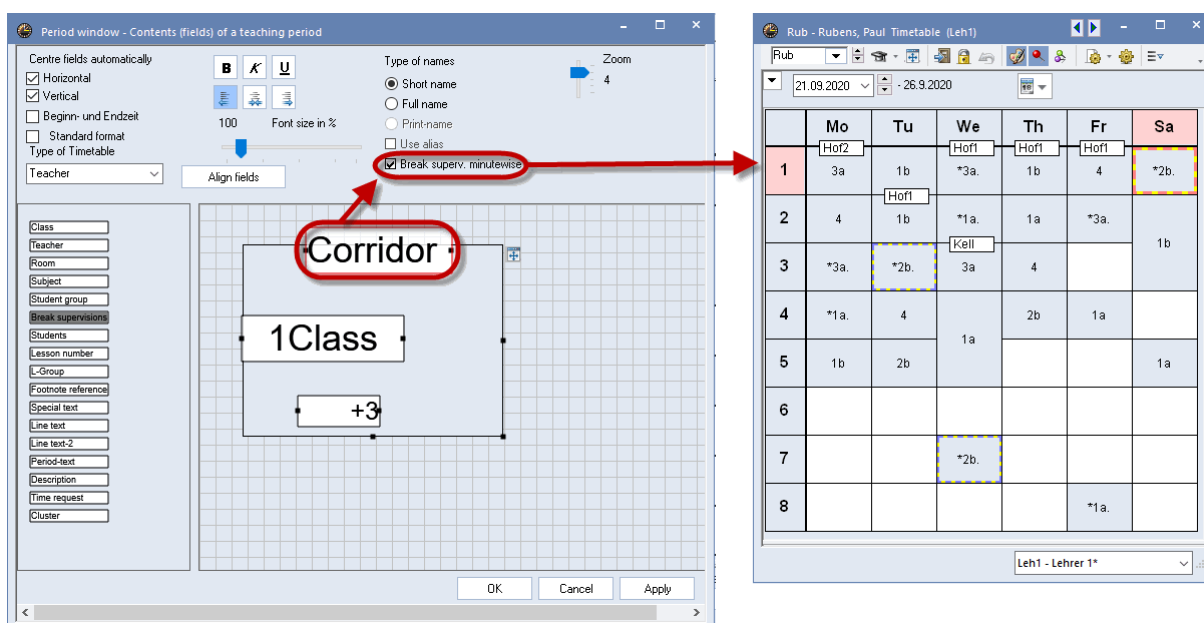
8.6   Info-timetable

The info-timetable allows break supervisions to be output as HTML (see Untis modules, chapter 'Info-timetable').

Untis – ein Stundenplan in ein paar Stunden

Calendar week	Type	Element	
21.9.2020 ▼	Break supervisic ▼	Kell ▼	🖨 Print

Kell – Keller Break supervisions (21.9.2020 – 27.9.2020)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
- 8:00	Callas	Curie	Arist	Callas	Cer	Hugo
8:45 - 8:55						
9:40 - 9:50	Cer	Curie	Rub	New	Arist	Hugo
10:35 - 10:45	Arist	Cer	Gauss	Arist	Cer	Arist
11:30 - 11:40						
12:25 - 12:35						
13:20 - 13:30						
14:15 - 14:25						

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Index

Endnotes 2... (after index)

Back Cover