



Untis

Cover Planning



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1 Preface

The use of genders

Since we respect equal treatment of men and women also language-wise, we try to adhere to the basic principles of the use of gender-neutral language with respect to readability whenever possible. In this manual, however, we refer to the program interface where it simply is not possible to use gender-neutral language due to limited space and translatability. Therefore we would like to explicitly declare that the terms *teacher*, *representative* and *student* refer to both men and women.

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

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

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

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

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

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

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

Please contact your Untis partner of the respective region for specific information such as substitution statement for a specific country.

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

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2 Short introduction

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

2.1 Cover planning mode

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



In cover mode you can also change to another tab in the program at any time and open, e.g. master data or lesson windows. Furthermore, there are additional windows especially created for cover planning.

2.2 Entering absences

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

Example: set absence of a teacher

Teacher Hugo is to be set as absent on any Monday in the school year. The absence of any one of the three master data elements, teacher, class or room, is considered to be an absence.

Example: set absence of a teacher

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

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

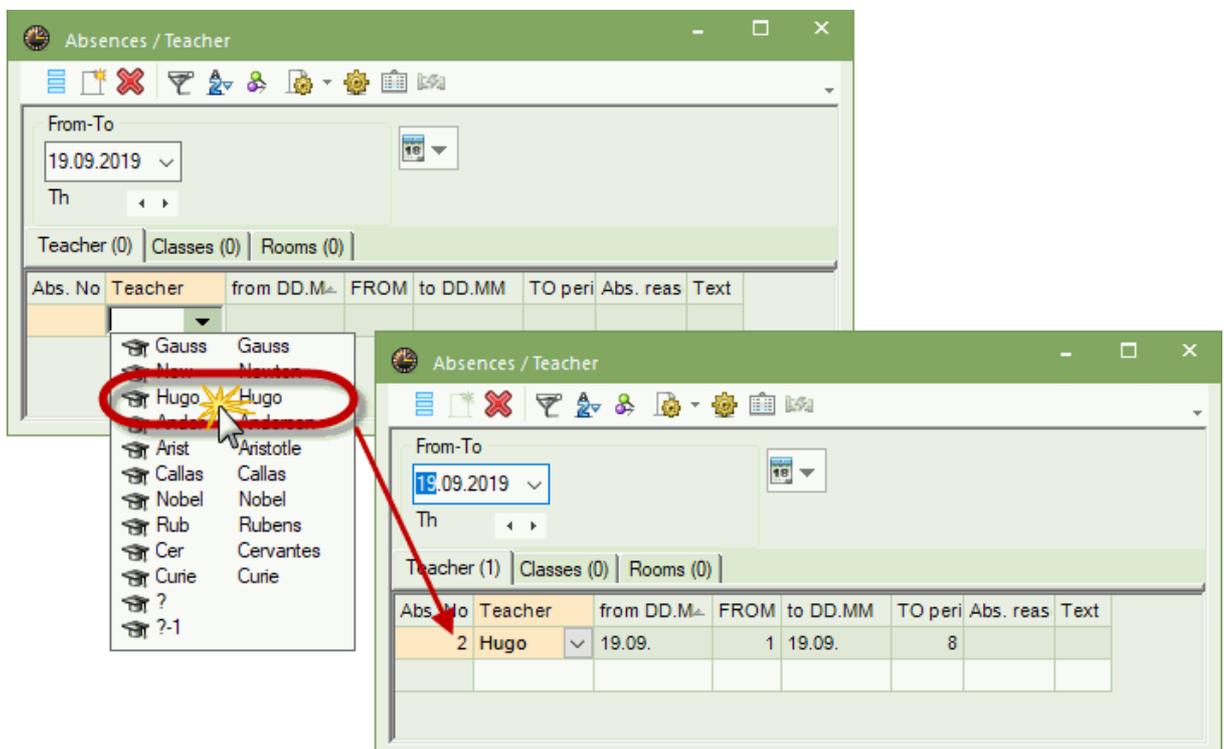
Note: demo files

You can find the demo files under 'File | Welcome | Demo files'. The demo.gpn file can be found in the selection list of 'Demo files'.

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

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

Teacher Hugo has been set absent for the whole day.



Note: Reason of absence

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

If a room is not available for some periods or several days, you can switch to type 'Room' in the absence window. Rooms can be set to 'absent' in the same way as teachers and classes. You will find an example of this in chapter ' [Entering absences](#) '.

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

Note: Comments function

As of Untis 2019 you can add comments in many fields by a simple right click and using the context menu. Comments are notes which are neither printed nor forwarded. For more information on the comments function in Untis please go to chapter ' [Comments function](#) ' or to the version brochure of Untis 2019.

2.3 Editing substitutions

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

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

The image shows two overlapping software windows displaying timetables for the period from 23.09.2019 to 28.9.2019.

Left Window: 3b - Class 3b (Callas) Timeta

| | Mo | Tu | We | Th | Fr | Sa |
|---|-------|-----|------|----|----|-----|
| 1 | ?HI? | RE | PEG. | | | |
| 2 | ?GEC? | III | TX | | | |
| 3 | PEG. | GA. | RE | | | |
| 4 | PH | | DE | | | |
| 5 | MA | | | | | |
| 6 | | | | | | DS. |
| 7 | | | | | | |

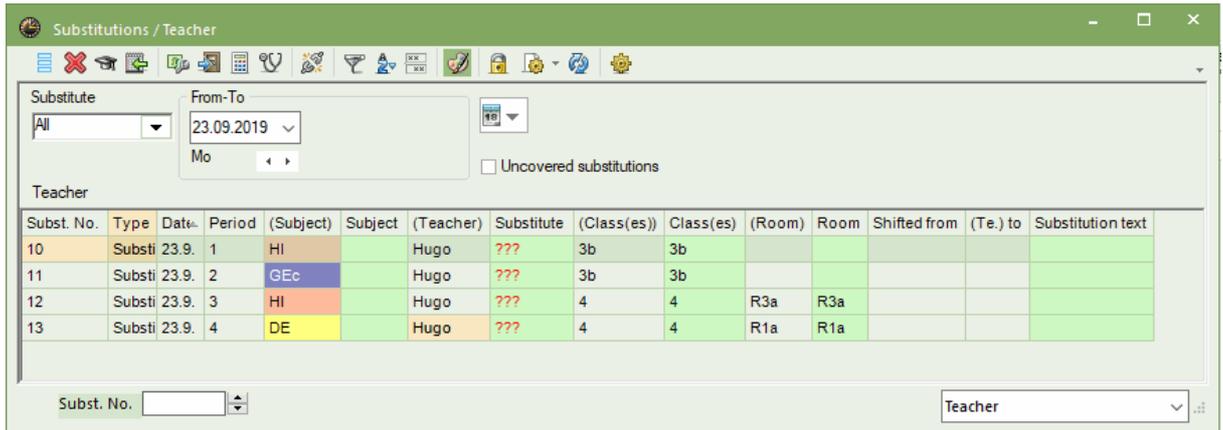
Right Window: Hugo - Hugo, Victor Timeta

| | Mo | Tu | We | Th | Fr | Sa |
|---|----|----|------|----|----|-----|
| 1 | 3b | | 1a. | 3b | | |
| 2 | 3b | | 2a | 4 | | 3a |
| 3 | 4 | | 4 | 3b | | 4 |
| 4 | 4 | | 4 | | 4 | 1a. |
| 5 | | | *2a. | 4 | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

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

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

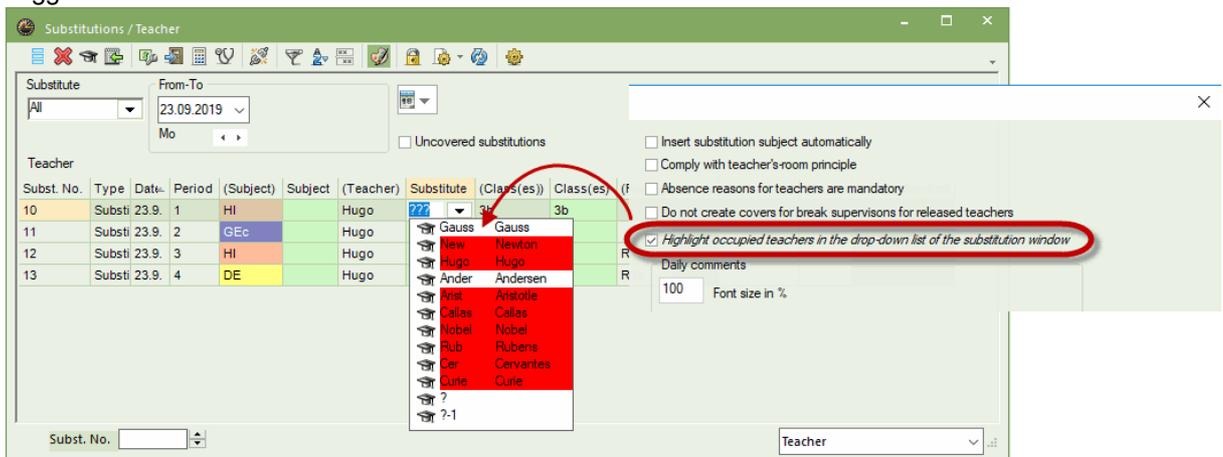
There are two changes in the first period compared to the regular timetable:



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

2.4 Assigning substitute teachers

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



Example: Finding and assigning a suitable substitute teacher

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

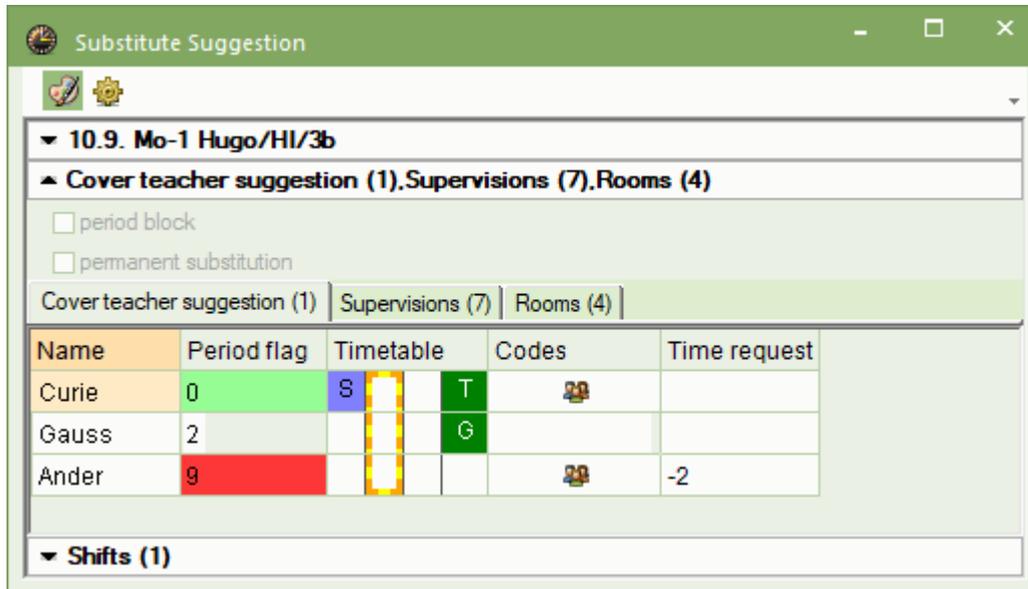


In this example, teachers "Curie", "Gauss" and "Ander" could take this period. The more suitable a teacher is to substitute a lesson, the higher he/she will be ranked in the substitution suggestion window. You can adjust the priorities for choosing a substitute teacher, as they differ from school to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

The most suitable teacher is "Curie". She usually teaches in period one and three (you can see this in

the timetable column. Furthermore, she knows the class (indicated by the icon in the column 'Class').

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



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

Note: Period flag

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

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

Tip: Do not show teachers on their day off

It is also possible to adjust the substitution suggestion in such a way that a teacher is not shown in the list when he/she has a day off (see chapter [Substitution suggestion settings](#)).

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

2.5 Shifts ('preponements')

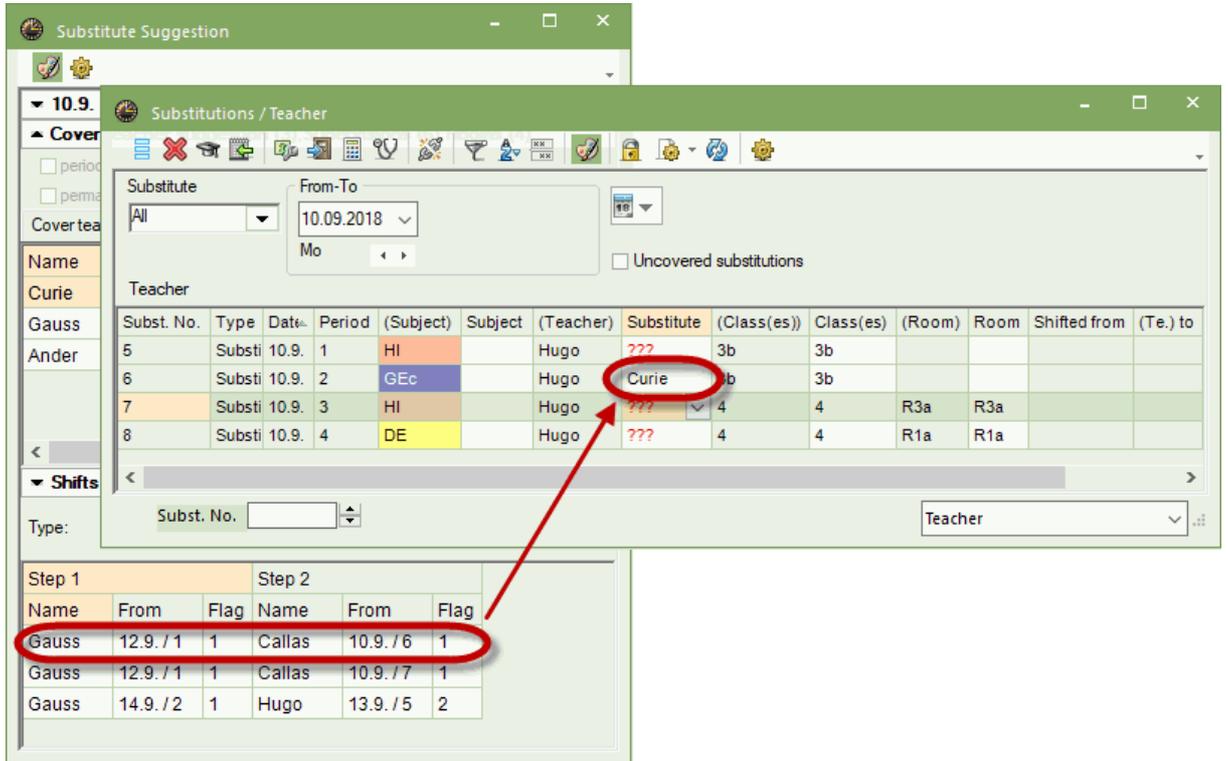
Shift suggestions can be found in the lower section of the substitution suggestion window.

Example: Shifting lessons

Place the cursor on the open substitution in period 3.

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

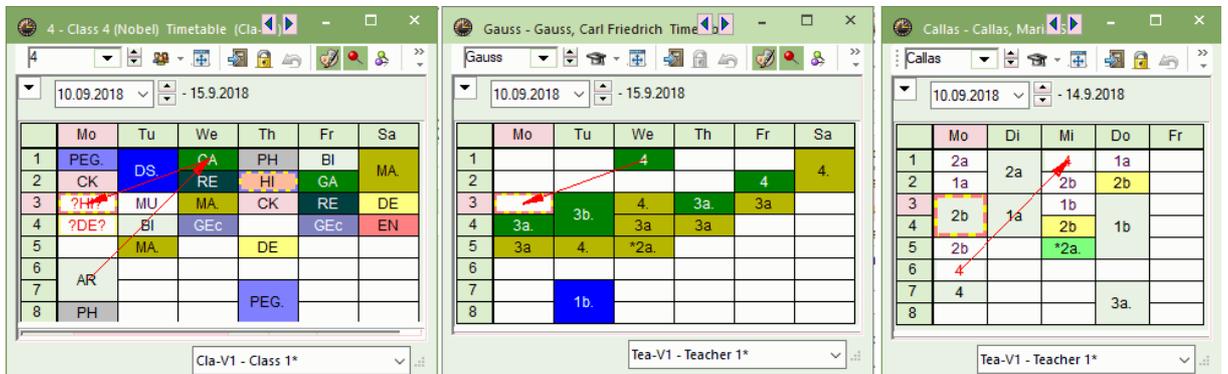
possible shifts in the lower section.



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

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

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



After you have performed the shift, the "Type" column in the substitution window shows "From", indicating that this is not a regular substitution but a shift. Teachers and students can see from which position the period was shifted in the column "Shifted from". Any subsequent changes caused by this shift are immediately shown (e.g. cancellation of period 6 or the shift on Wednesday).

Substitutions / Teacher

Substitute: All From-To: 10.09.2018 Mo

Teacher

| Subst. No. | Type | Date | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te.) to | Substitution text |
|------------|--------|-------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|-----------|-------------------|
| 1 | Substi | 10.9. | 1 | HI | | Hugo | ??? | 3b | 3b | | | | | |
| 2 | Substi | 10.9. | 2 | GEc | | Hugo | Curie | 3b | 3b | | | | | |
| 3 | Shifir | 10.9. | 3 | HI | GA | Hugo | Gauss | 4 | 4 | R3a | R3a | 12.9. / 1 | | |
| 4 | Substi | 10.9. | 4 | DE | | Hugo | ??? | 4 | 4 | R1a | R1a | | | |
| 6 | Cancel | 10.9. | 6 | AR | --- | Callas | --- | 4 | 4 | R2a | --- | | 12.9. / 1 | |

Subst. No. [] Teacher []

2.6 Supervisions

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

Example: Search for and assign a supervisor

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

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

Substitutions / Teacher

Substitute: All From-To: 10.09.2018 Mo

Teacher

| Subst. No. | Type | Date | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room |
|------------|--------------|-------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|
| 1 | Substitution | 10.9. | 1 | HI | | Hugo | ??? | 3b | 3b | | |
| 2 | Substitution | 10.9. | 2 | GEc | | Hugo | Curie | 3b | 3b | | |
| 3 | Shifting | 10.9. | 3 | HI | GA | Hugo | Gauss | 4 | 4 | R3a | R3a |
| 4 | Substitution | 10.9. | 4 | DE | | Hugo | ??? | 4 | 4 | R1a | R1a |
| 6 | Cancelled | 10.9. | 6 | AR | --- | Callas | --- | 4 | 4 | R2a | --- |

Subst. No. []

Substitute Suggestion

10.9. Mo-4 Hugo/DE/4

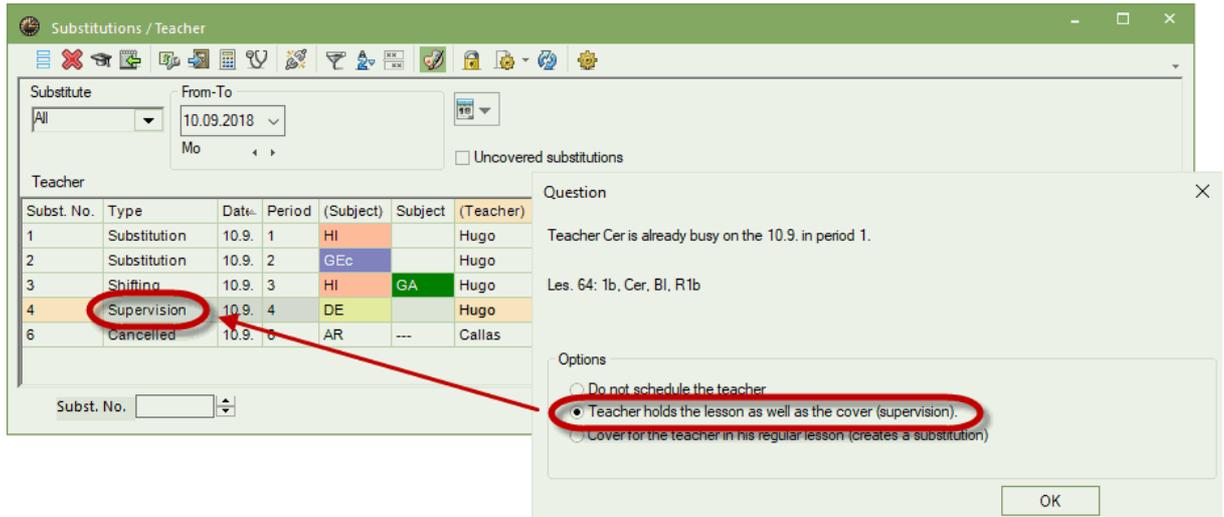
Cover teacher suggestion (2).Supervisions (7).Rooms (3)

Cover teacher suggestion (2) Supervisions (7) Rooms (3)

| Name | Room | Class | Subject | Codes |
|--------|------|---------|---------|-------|
| Cer | R2a | 2a | DE | |
| Curie | TW | *3a | TX | |
| Callas | R2b | 2b | AR | |
| Gauss | R3a | *3a | GA | |
| New | PL | 3b | PH | |
| Arist | SH2 | *1a, 1f | PEG | |
| Rub | SH1 | *1a, 1f | PEB | |

Shifts (6)

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

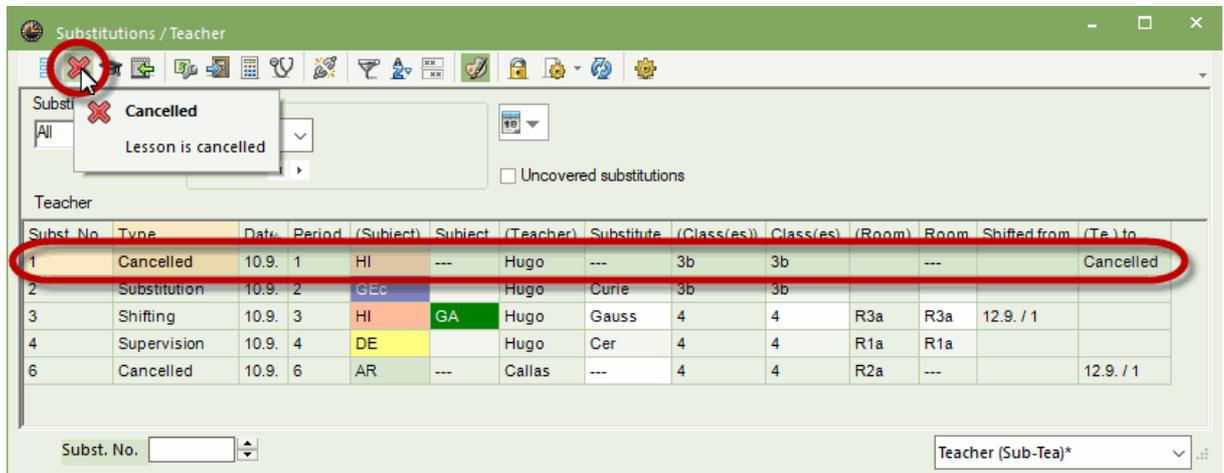


Tip: Employ supervisors automatically

With couplings, you can define automatic employment of coupled teachers as supervisors when the other person is absent. For more information please go to '[Automatic supervision](#)'.

2.7 Cancellation

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



Note: Substitution time grid

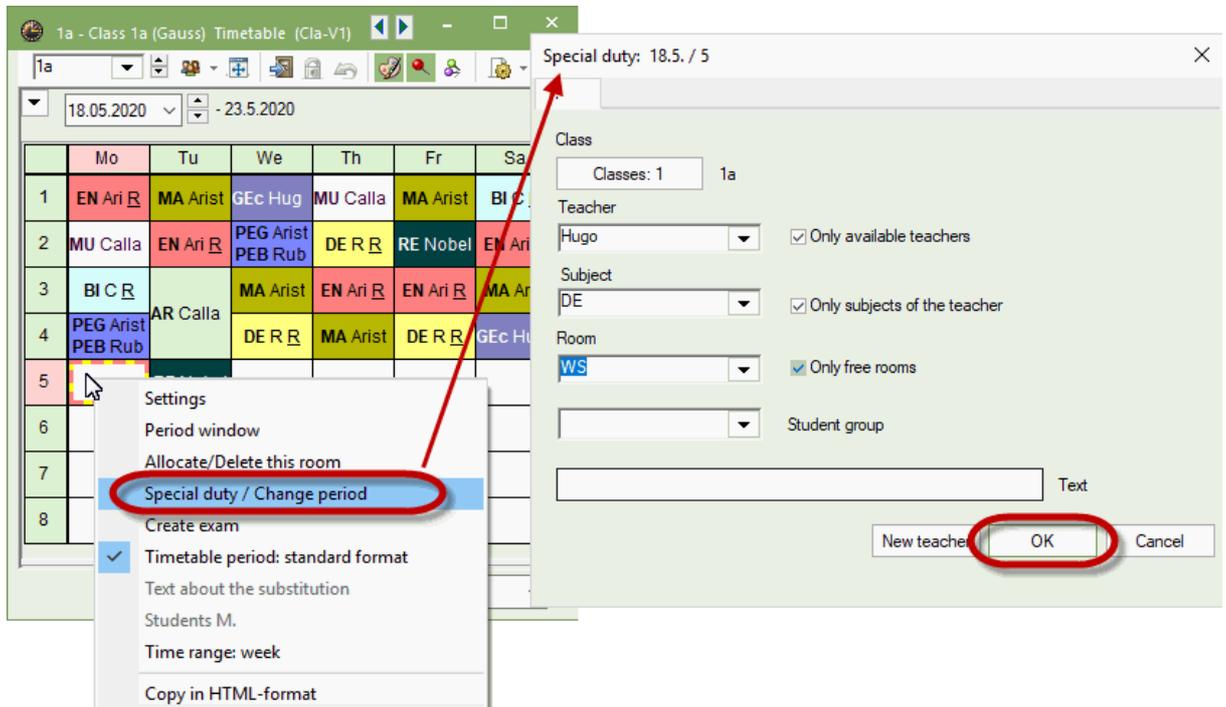
In the substitution time grid you can define that for certain periods, e.g. in the afternoon automatic cancellations are generated instead of substitutions. Read more about it in the chapter '[Substitution time grid](#)'.

2.8 Ad hoc changes

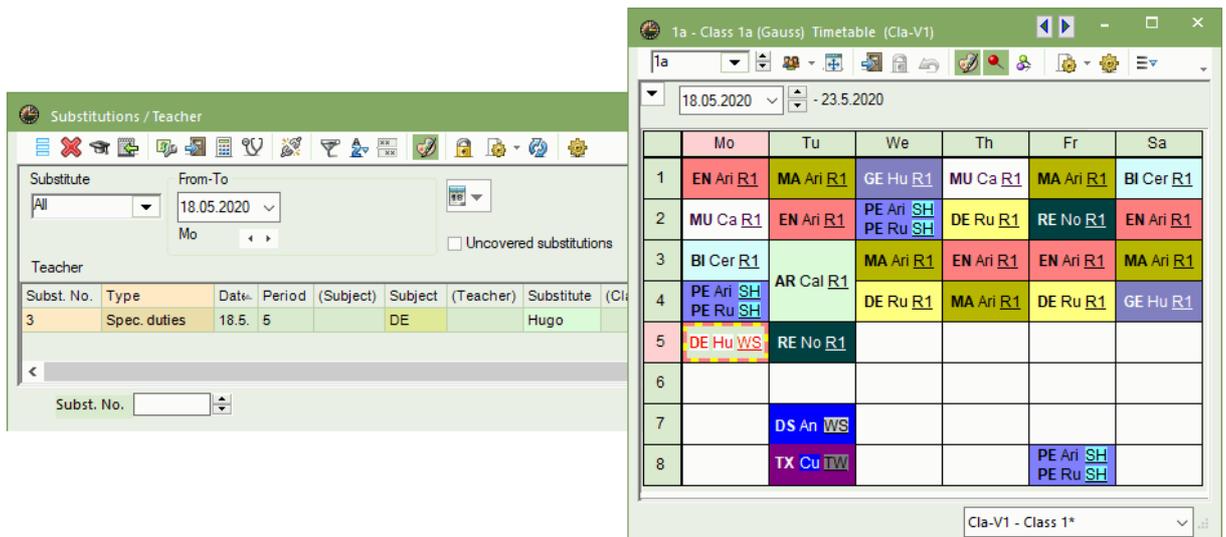
2.8.1 Additional lessons (special duties)

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

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



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



More complex scenarios are also possible. For more information go to the chapter [Special duty / change period](#).

2.8.2 Shifts and cancellations

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

Shifting periods

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

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

| | Mo | Tu | We | Th | Fr | Sa |
|---|----|-------|-----|-------|-------|----|
| 1 | BI | EN | BI | DE | MA | DE |
| 2 | EN | DE | MA | MU | *PEG. | EN |
| 3 | DE | MA | RE | MA | DE | MA |
| 4 | TX | *PEG. | MU | EN | EN | RE |
| 5 | TX | | | *PEG. | EN | |
| 6 | | | | | | |
| 7 | | | DS. | | AR | |
| 8 | | | DS. | | AR | |

Cla-V1 - Class 1*

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

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te.) to | Substitution text |
|------------|---------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|-----------|-------------------|
| 298 | Shifte | 1 | MA | | Gauss | ??? | 1a | 1a | R1a | R1a | | 21.9. / 5 | |
| 299 | Shiftir | 5 | MA | MA | Gauss | Gauss | 1a | 1a | | R1a | 21.9. / 1 | | |

Cla-V1 - Class 1*

Tip: Shifting part of a coupling

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

Swapping periods

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

Cancelled periods

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

Tip: Undo

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

Shift periods to another week

If you want to shift a period to another week, drag the respective period into the field right of to the current week of the timetable. Then change to the date range you would like to have the respective period scheduled to and drag it to the position in the timetable you want to have it.

The image displays two screenshots of a timetable software interface for '1a - Class 1a (Gauss) Timetable (Cla-V1)'. The first screenshot shows a timetable for the period 14.10.2019 to 19.10.2019. A red circle highlights a cell containing '?EN?' on Tuesday, and a red arrow points from this cell to a cell containing 'EN' on Saturday, which is also circled in red. A red circle with the number '1' is placed below the arrow. The second screenshot shows a timetable for the period 28.10.2019 to 2.11.2019. A red circle highlights the date range, with a red circle containing the number '2' next to it. A red circle highlights a cell containing 'EN' on Friday, with a red arrow pointing to it from a red circle containing the number '3'.

2.8.3 Room substitutions in the timetable

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

Changing rooms

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

The screenshot shows a software interface for room allocation. A dialog box titled 'Allocate/Delete this room' is open over a timetable. The timetable shows a grid of days (Mo-Sa) and periods (1-8). A red circle highlights the 'BI Ce R3' room in period 7 on Wednesday. Another red circle highlights the 'Allocate m.' button at the bottom of the dialog box. A third red circle highlights the 'choose room' button in the 'Available rooms' table. The 'Available rooms' table has columns: Rm., Cap., Alt. Rm., Alt. HRm, and Occupied. The 'Occupied' column has a green checkmark for R2a, Ps1, and Ps2. The 'choose room' button is located in the Ps2 row.

You can limit the selection very quickly by using the filters on the right side of the dialogue, e.g. by setting the filter to non-occupied rooms.

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

You can allocate an additional room to the selected lesson by using the option 'Allocate additional room'.

Apply to

single period

period block

Allocate additional room

Swapping rooms

If you decide on a room which has already been scheduled for the selected period, you can swap the rooms or eliminate the other lesson from this room.

Question ✕

Clash! Room SH1 is already in use on the 20.9. in period 7.
 !!! Room: SH1 A double period is currently scheduled in the room. !!!

Les. 74: 4, New, PEB, SH1

Options

- Do not schedule the room
- Schedule the room with a clash
- Schedule the room without clashes (creates a room substitution)
- Swap rooms (creates two room substitutions)

Tip: Changing rooms in overview timetables

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

TW - Textiles workshop Timetable (Roo20A)

23.09.2019 - 28.9.2019

| | Monday | | | | | | | |
|-----|--------------|--------------|----------------|----------------|--------------|-------------|-------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| SH1 | 4 New PEB | | 3a,3 Rub PEB | 1a,1 Rub PEB | | | | |
| SH2 | 4 Curie PEG | | 3a,3 Arist PEG | 1a,1 Arist PEG | | | | |
| PL | | | | 3b New PH | | | | 4 Arist PH |
| WS | | | | 3a Curie TX | | | | |
| TW | | | | 3a Curie TX | | | | |
| HE1 | | | | | | | | |
| R1a | 1a Arist EN | 1a Callas MU | 1a Cer BI | 4 Hugo DE | 3b New MA | | | |
| R1b | 1b Cer BI | 1b Arist MA | 1b Nobel RE | | 1b Rub DE | | | |
| R2a | 2a Callas MU | 2a Nobel RE | 2a New MA | 2a Cer DE | 2a Cer EN | 4 Callas AR | 4 Callas AR | |
| R2b | 2b Nobel RE | 2b New MA | 2b Callas AR | 2b Callas AR | 2b Callas MU | | | |
| R3a | 3a Rub HI | 3a Cer EN | 4 Hugo HI | 3a Gauss GA | 3a Gauss MA | | 3a Cer BI | |
| Ps1 | | | | | | | | |
| Ps2 | | | | | | | | |

Element filter Roo20A - Overview rooms*

2.9 Output of substitutions

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

The reason behind this is that the cover planner very often needs to have information on the screen that is not relevant for the output. Additionally, the teachers' list in the staff room should contain different

information than the students' list on the monitor in the public areas of the school.

2.9.1 Students' list



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

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

Note: Window group

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

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

Remplacements Schüler am 19.9. / Thursday

Absent teachers: Gauss, Ander

| Class(es) | Stu | Subject | Lehrer | Substitute | Room | Type | Printed from (re.) to | Substitution text |
|-----------|-------|---------|--------|------------|------|--------------|-----------------------|-------------------|
| 3a | 2 | tmanb | Ande | Nobel | Stma | Substitution | | |
| 3a | 3 | dtec | Gaus | ??? | S3a | Substitution | | |
| 3a | 4 | math | Gaus | Arist | S3a | Supervision | | |
| 3a, 3b | 7 - 8 | --- | Ande | --- | --- | Cancelled | Cancelled | |
| 3b | 4 | chim | Ande | Rub | S2a | Supervision | | |

The substitute teachers are highlighted

The list is sorted by class

2.9.2 Teachers' list

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

Test school DEMO Timetable 2019/2020
For demo and test only Valid from: 10 October

Untis 2019
9.7.2018 13:44

Teacher 19.9. / Thursday

Absent teacher: New Absent teacher are displayed

| Substitute | Period | (Class(es)) | (Subject) | (Room) | (Teacher) | Type |
|------------|--------|-------------|-----------|--------|-----------|--------------|
| Gauss | 1 | 3b | HI | R2b | Hugo | Substitution |
| Nobel | 2 | 4 | HI | | Hugo | Substitution |
| Nobel | 3 | 3b | GEc | | Hugo | Substitution |
| ??? | | | DE | R2a | Hugo | Substitution |

The list is sorted by substitute teachers

Gruber & Petters Software

For more information on the output of substitution data please go to [Setting up substitution lists](#).

2.9.3 Substitutions in the timetable

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

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

Test school DEMO Timetable 2019/2020
For demo and test only Valid from: 10 October

| | Thursday | | | | | | | |
|----|---|--|---|-------------------|---------------------------------------|--|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1a | MU Call <u>R1</u> | DE Ru <u>R1</u> | EN Aris <u>R1</u> | MA Aris <u>R1</u> | | | | |
| 1b | DE Ru <u>R1</u> | MA Aris <u>R1</u> | AR Callas <u>R1b</u> | | | | | |
| 2a | ?D?--- <u>R2a</u> <small>7)</small> | ?E?--- <u>R2a</u> <small>8)</small> | MA Ne <u>R2a</u> | PH New <u>PL</u> | | | *PEB Rub *PEG Arist | |
| 2b | | DE Call <u>R2</u> | ?BI?--- <u>R2</u> <small>12)</small> | HI Rub <u>R2b</u> | MA Ne <u>R2b</u> | | | |
| 3a | PH New <u>PL</u> | DS And <u>WS</u> | GA Ga <u>R3</u> TX Cur <u>TW</u> | MA Ga <u>R3a</u> | EN-Ge <u>R3</u> <small>15)</small> | | AR Callas <u>R3a</u> MU Ander <u>R1a</u> | |
| 3b | ?HI?--- <u>R2</u> <small>17)</small> | MA Ne <u>R3a</u> | ?GE?---? <small>18)</small> | DE And <u>R2</u> | | BI-Ge <u>R1a</u> <small>19)</small> | | |
| 4 | PH Aris <u>R3</u> | ?HI?---? <small>20)</small> | CK Rub | | DE-Hu <u>R2</u> <small>21)</small> | | PEG Curie <u>SH2</u> PEG New <u>SH1</u> | |

2.10 HTML output

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

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

20.9.2018 Donnerstag

Nachrichten zum Tag

Betroffene Klassen 2a, 2b, 3a, 3b, 4

| Stunde | Vertreter | Fach | Raum | Vertretungs-Text |
|-----------------------------------|-----------|--------|------|------------------|
| 2a Klasse 2a (Hugo) | | | | |
| 3 | New→Ander | Mat | R2a | |
| 4 | New→Hugo | Ph | Phys | |
| 2b Klasse 2b (Andersen) | | | | |
| 5 | New | Mat | --- | |
| 3a Klasse 3a (Aristoteles) | | | | |
| 1 | New→Ander | Ph | Phys | |
| 3b Klasse 3b (Callas) | | | | |
| 2 | New→Gauss | Mat | R3a | |
| 4 Klasse 4 (Nobel) | | | | |
| 7 - 8 | New | SportK | --- | |

2.11 WebUntis and Untis Mobile App

WebUntis provides you with the option to publish the latest version of the timetable on the internet just by one click, whereby you can define which information is shown and if the data can be accessed with or without a password. With the free-of-charge Untis Mobile App the timetable is available at any time at your mobile phone.

| | lun. 23/07 | mar. 24/07 | mer. 25/07 | jeu. 26/07 | ven. 27/07 |
|-------|------------|-------------|---------------|--------------|---------------|
| 08:00 | | | 1A BE | Phid R1A | 1A BFLZ |
| 08:55 | 1A RK | 1A,1B E | | | 1A,1B E |
| 10:00 | 1A LUM | 1A,1B RE | 1A,1B LUK | Gauss R1A | 1A M |
| 10:55 | | 1A,1B,2B VB | 1A D | Foss,Fer R1A | 1A D |
| 11:50 | 1A D | 1A BE | 1A,1B,2A DSP | Lag R1A | 1A BE |
| 12:45 | 1A,1B E | 1A,4C IUGI | 1A,1B,2B CTV3 | Fonda R1A | 1A,1B,2A TANZ |

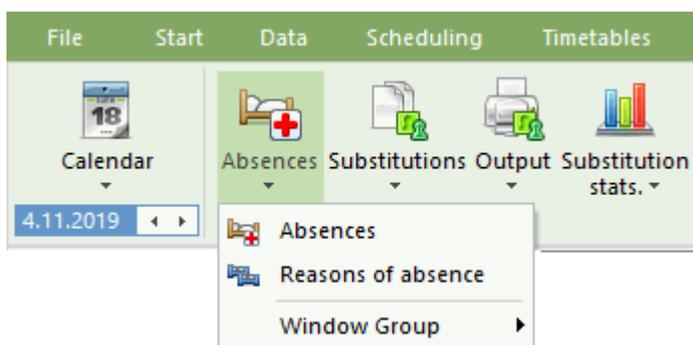
2.12 Statistics

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

2.12.1 Reasons of absence

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

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

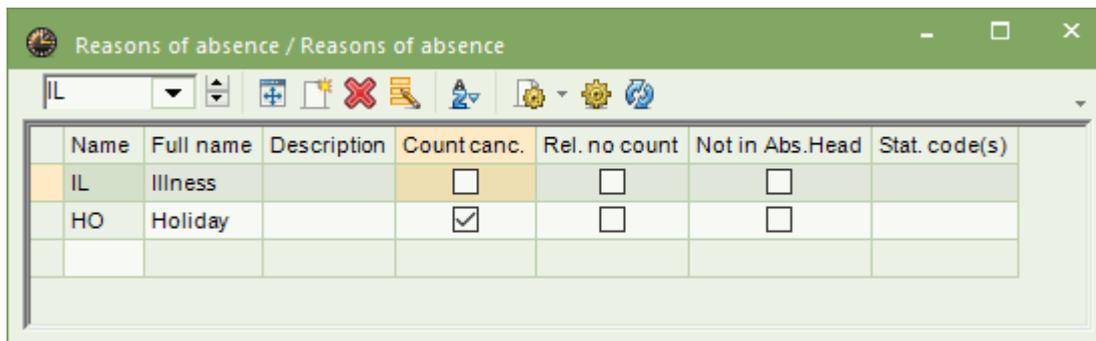


Example: Counting substitutions

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

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

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

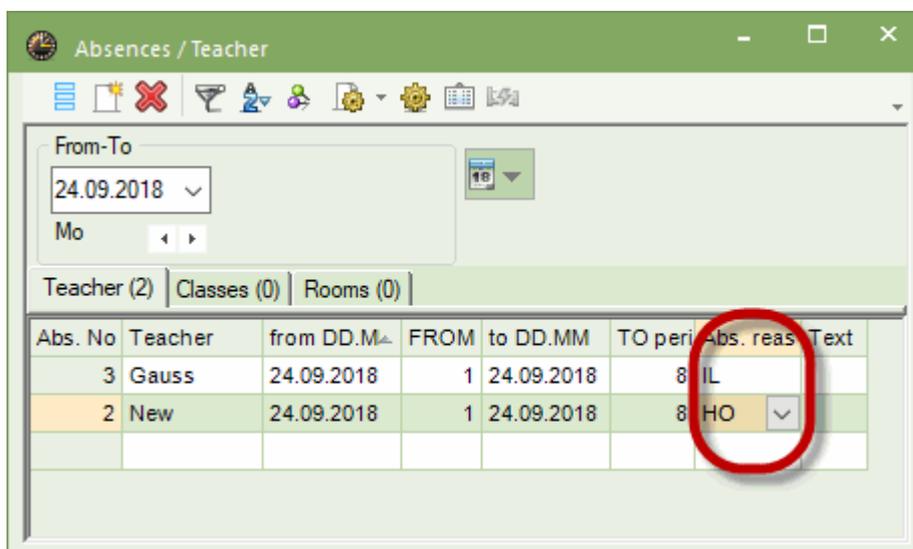


| Name | Full name | Description | Count canc. | Rel. no count | Not in Abs.Head | Stat. code(s) |
|------|-----------|-------------|-------------------------------------|--------------------------|--------------------------|---------------|
| IL | Illness | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| HO | Holiday | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

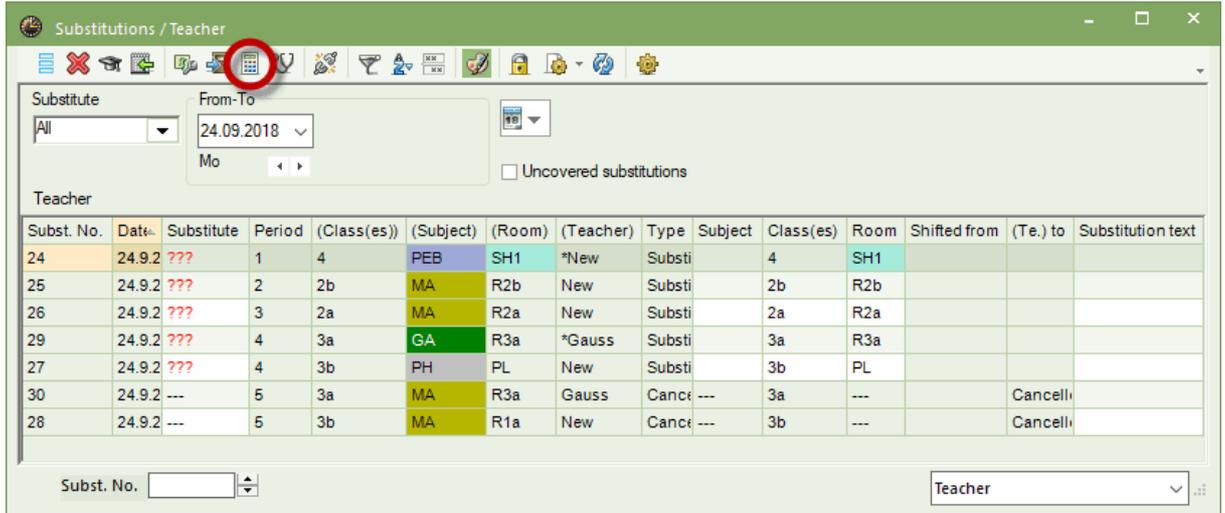
2.12.2 Report: Substitution Statement

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

Example: Substitution statement Set teachers 'Gauss' and 'New' to absent on a Monday – Gauss with reason 'Illness' and New with reason 'Special leave'.



| Abs. No | Teacher | from DD.MM. | FROM | to DD.MM. | TO per | Abs. reas | Text |
|---------|---------|-------------|------|------------|--------|-----------|------|
| 3 | Gauss | 24.09.2018 | 1 | 24.09.2018 | 8 | IL | |
| 2 | New | 24.09.2018 | 1 | 24.09.2018 | 8 | HO | |



Substitutions / Teacher

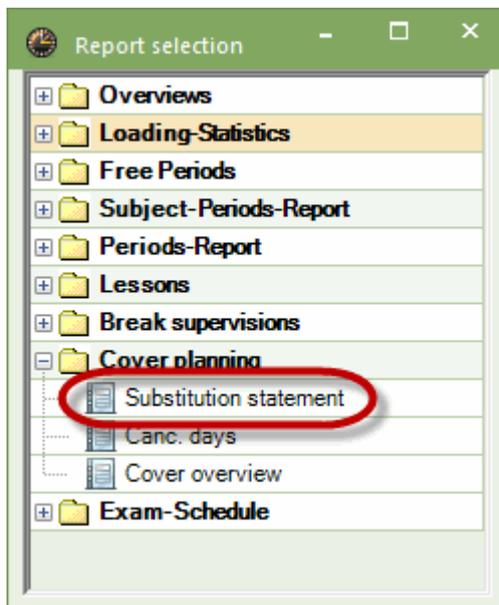
Substitute: All From-To: 24.09.2018 Mo

Teacher

| Subst. No. | Date | Substitute | Period | (Class(es)) | (Subject) | (Room) | (Teacher) | Type | Subject | Class(es) | Room | Shifted from | (Te.) to | Substitution text |
|------------|--------|------------|--------|-------------|-----------|--------|-----------|--------|---------|-----------|------|--------------|----------|-------------------|
| 24 | 24.9.2 | ??? | 1 | 4 | PEB | SH1 | *New | Substi | | 4 | SH1 | | | |
| 25 | 24.9.2 | ??? | 2 | 2b | MA | R2b | New | Substi | | 2b | R2b | | | |
| 26 | 24.9.2 | ??? | 3 | 2a | MA | R2a | New | Substi | | 2a | R2a | | | |
| 29 | 24.9.2 | ??? | 4 | 3a | GA | R3a | *Gauss | Substi | | 3a | R3a | | | |
| 27 | 24.9.2 | ??? | 4 | 3b | PH | PL | New | Substi | | 3b | PL | | | |
| 30 | 24.9.2 | --- | 5 | 3a | MA | R3a | Gauss | Cancel | --- | 3a | --- | | | Cancelli |
| 28 | 24.9.2 | --- | 5 | 3b | MA | R1a | New | Cancel | --- | 3b | --- | | | Cancelli |

Subst. No. [] Teacher []

Open the substitution statement via 'Start | Reports' .



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

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

Gauss Gauss

Substitutions / Cancellations / ValueCorrection : 1.9. - 30.9.

| Date | Period | E/V/F | Value | Counter | Subject | Class(es) | Reason |
|-------|--------|-------|-------|---------|------------|-----------|---------|
| 24.9. | Mo/4 | E | 0 | 0 | Graphics | 3a | Illness |
| 24.9. | Mo/5 | E | 0 | 0 | Mathematic | 3a | Illness |

Substitutions: 0

Neutral (not-counting) substitutions: 0

Cancellations: 0

Uncounted cancellations: 2

Total: 0

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

New Newton

Substitutions / Cancellations / ValueCorrection : 1.9. - 30.9.

| Date | Period | E/V/F | Value | Counter | Subject | Class(es) | Reason |
|-------|--------|-------|-------|---------|------------|-----------|---------|
| 24.9. | Mo/1 | -E | -1 | -1 | Boys PE | 4 | Holiday |
| 24.9. | Mo/2 | -E | -1 | -2 | Mathematic | 2b | Holiday |
| 24.9. | Mo/3 | -E | -1 | -3 | Mathematic | 2a | Holiday |
| 24.9. | Mo/4 | -E | -1 | -4 | Physics | 3b | Holiday |
| 24.9. | Mo/5 | -E | -1 | -5 | Mathematic | 3b | Holiday |

Substitutions: 0

Neutral (not-counting) substitutions: 0

Cancellations: 5

Uncounted cancellations: 0

Total: -5

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

Ander Andersen

Substitutions / Cancellations / ValueCorrection : 1.9. - 30.9.

| Date | Period | E/V/F | Value | Counter | Subject | Class(es) | Reason |
|-------|--------|-------|-------|---------|------------|-----------|--------------|
| 24.9. | Mo/1 | +V | 1 | 1 | Boys PE | 4 | Substitution |
| 24.9. | Mo/2 | +V | 1 | 2 | Mathematic | 2b | Substitution |

Substitutions: 2
Neutral (not-counting) substitutions: 0
Cancellations: 0
Uncounted cancellations: 0
Total: 2

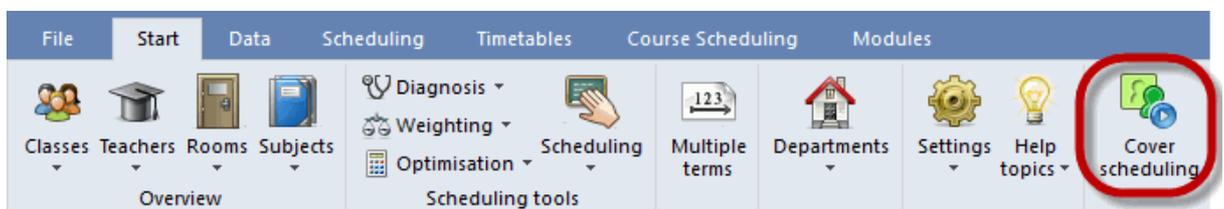
There are a number of other possible reports besides the substitution statement. These are described in detail in chapter [Statistics](#).

3 Basics

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

3.1 Cover planning mode

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



When you activate the cover planning mode the program interface changes to green and the 'Cover planning' tab becomes visible.



In the cover planning mode you can change to another tab at all time, e.g. to the master data or lesson window. There are specific windows provided for cover planning in addition to the windows that you already know from timetabling mode.

Cover planning behaves like a program within a program:

- The screen settings in timetable 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.
 - Standard views may be different in timetable mode and in cover planning mode. Simple, space-saving timetables generally suffice in cover planning mode.
 - Cover planning mode has its own context menu. One right click allows you to navigate through the most important views of cover planning.
- You can exit cover planning mode by clicking on the <Cover scheduling> button once again.

3.2 Substitution time grid

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

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

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

In our example, substitutions take place from the first to the fourth 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.

The screenshot shows a window titled "Time grid" with a "Substitute" tab. Below the tab is an "Entry:" section with two buttons: "Substitution" (highlighted in green) and "Cancellation". Below this is a grid with columns for periods 1 through 8 and rows for days of the week (Monday to Saturday). The grid shows the following times for each period:

| | 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 | * | * | * | * | | | | |

At the bottom of the window are three buttons: "OK", "Cancel", and "Apply".

Tip: Class time grid

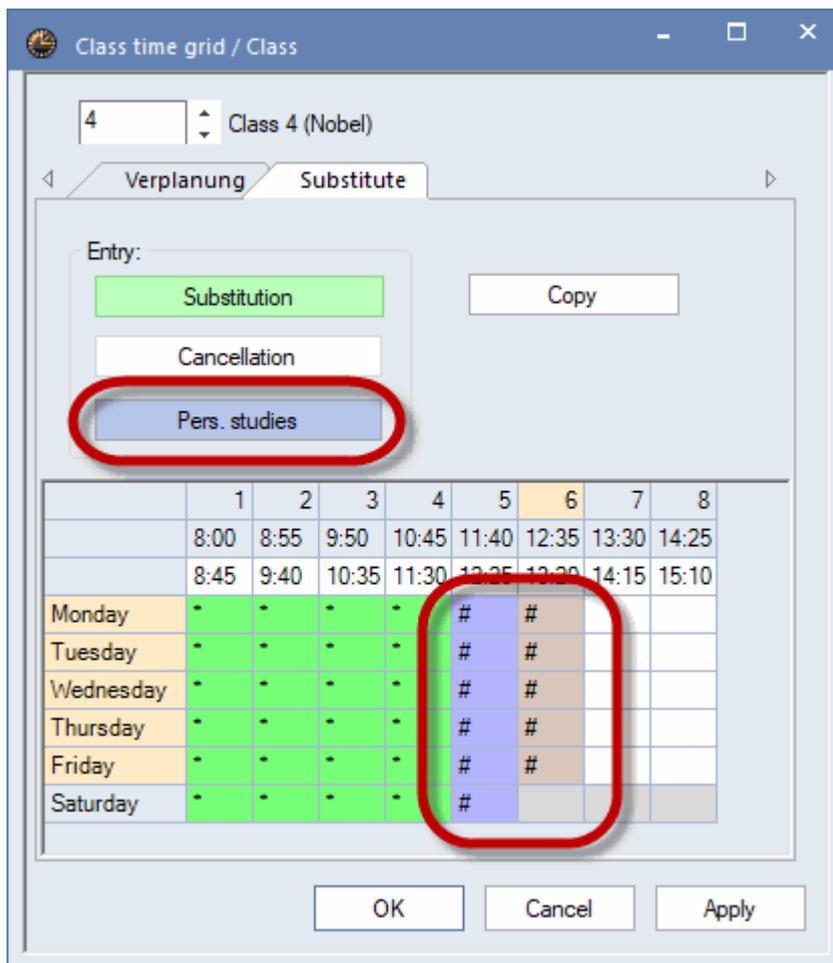
Apart from this global substitution time grid, which is valid for the whole school, you can adjust the

substitution time grid of classes individually. To do this open 'Classes | Master Data' and click on <Class time grid> button on the 'Substitutions' tab.

3.2.1 Personal studies

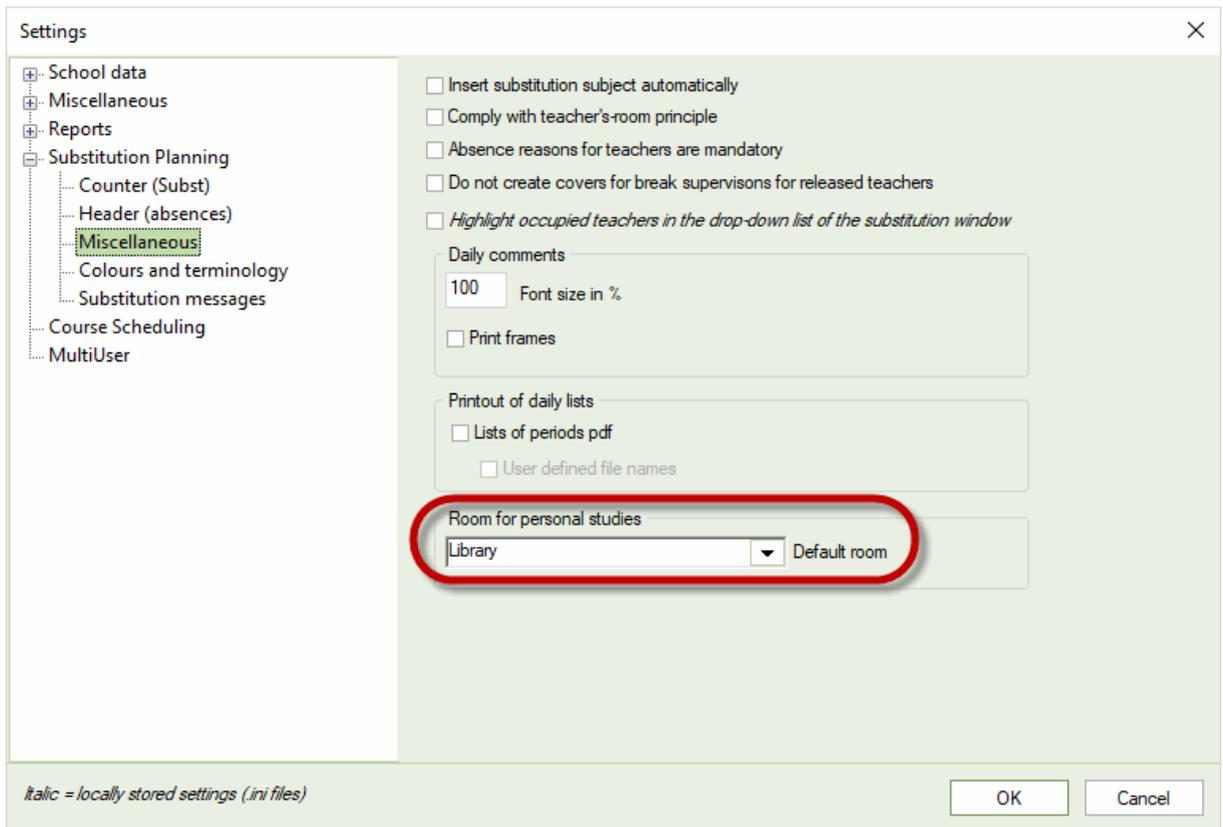
In some classes – especially older age groups – students work on their own if the teacher is absent.

Such periods can be marked as 'Personal studies' in the time grid of the class . Just go to 'Start | Classes | Master data'

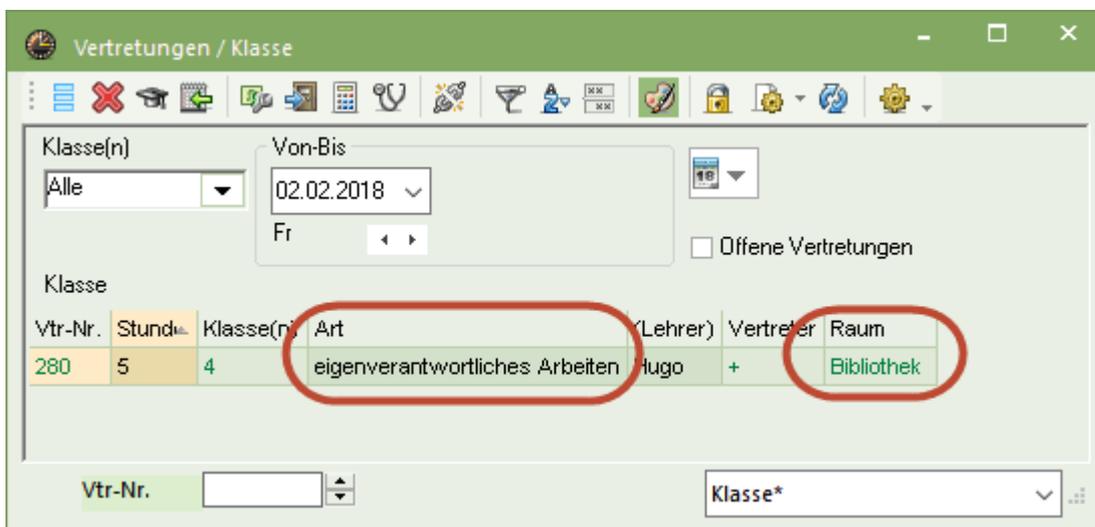


In the event a teacher is absent, automatic cancellation (according to the substitution time grid) is converted into a '+'-substitution, which is described in field 'Type' as 'Personal studies'.

As of Untis 2019 you can also define in the settings of cover planning that personal studies should always take place in a certain room.

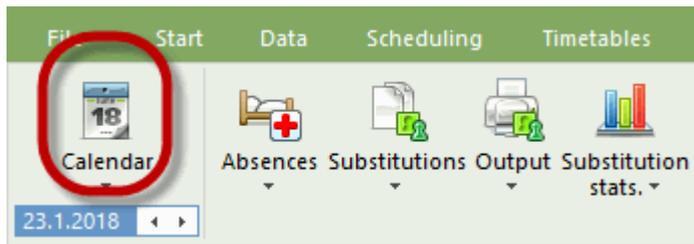


If personal studies are scheduled, this room is automatically assigned to them.

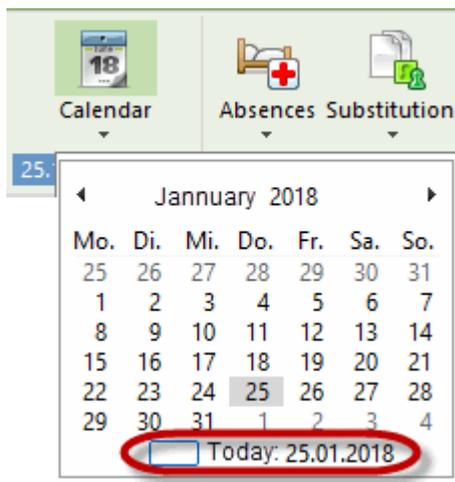


3.3 Date

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

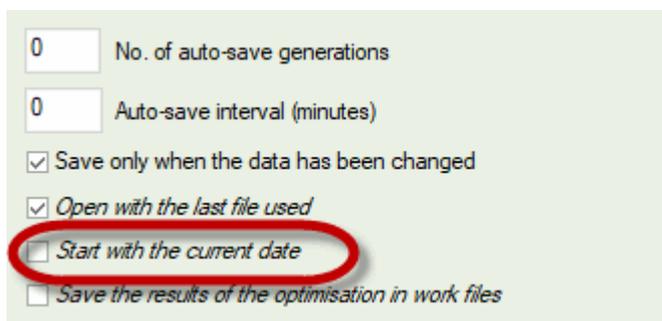


Click <Today> (today's date) at the bottom of the unfolded calendar and the scheduling date is set on today's date of the system. Alternatively, you can use the short cut: <Ctrl> + T.



There are another two shortcuts you can use to comfortably change the date using your keyboard. <Ctrl> + M changes to the next school day, <Ctrl> + G to the school day before the current date.

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

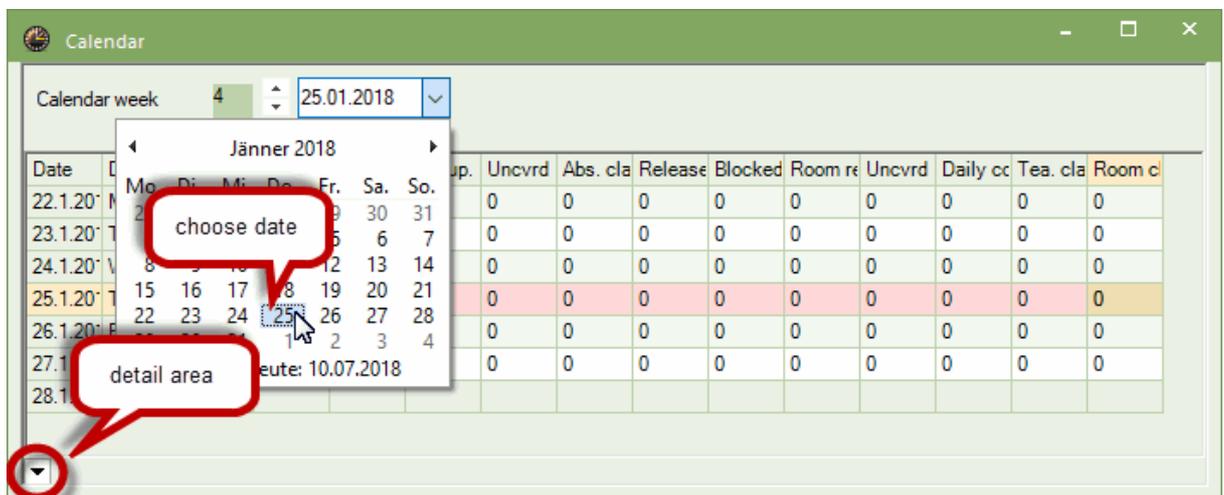
You can open the calendar by clicking on the calendar icon.



This window has several functions:

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

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



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

For the following functions you need the details field in the window which you can unfold by clicking on the little arrow as shown in the screenshot above.

3.4.1 Details window

In the upper part of the window, the calendar shows detailed information for each day of the week. It allows you to see at a glance, if a certain day still has open substitutions or if there are double assigned rooms.

Information on teachers

Abs.Teach.: Number of absent teachers

Subs.: Number of the resulting substitutions

Uncovered: Number of open substitutions for which a substitute has to be found

Information on classes

Abs. Cla.: Number of absent classes

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

Information on rooms

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

Number of daily comments

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

Break supervisions

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

Clashes

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

Please go to chapter '[Timetable changes and cover planning](#)' for more information on teacher

| Date | Day | Abs. Teach. | Subs. | Uncovered | Br.Sup. Sub. | Uncvrd brks | Abs. cla. | Release | Blocked rms. | Room repl. | Uncvrd rooms | Daily comments | Tea. clash | Room clash |
|-----------------------|-----|-------------|-------|-----------|--------------|-------------|-----------|---------|--------------|------------|--------------|----------------|------------|------------|
| 22.1.20 ¹⁸ | Mo | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23.1.20 ¹⁸ | Tu | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24.1.20 ¹⁸ | We | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25.1.20 ¹⁸ | Th | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26.1.20 ¹⁸ | Fr | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27.1.20 ¹⁸ | Sa | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 28.1.20 ¹⁸ | Su | | | | | | | | | | | | | |

3.4.2 No lessons

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

The screenshot displays two windows. The top window, titled '16.4.2018 Monday / Term1 (1.9.-4.7.)', shows a calendar week view for week 16 on 16.04.2018. The bottom window, titled '4 - Class 4 (Nobel) Timetab', shows a timetable grid for the week of 16.04.2018 to 21.4.2018. The timetable has columns for days (Mo, Tu, We, Th, Fr, Sa) and rows for periods (1-8). A red circle highlights the 'Only these periods free of lessons' option in the 'Daily comments' form, which is set to '6-8'. An arrow points from this option to the 'Free' text in the timetable cell for Monday, period 6.

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

Warning: Regional settings

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

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

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

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

3.4.3 Texts

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

Daily comments

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

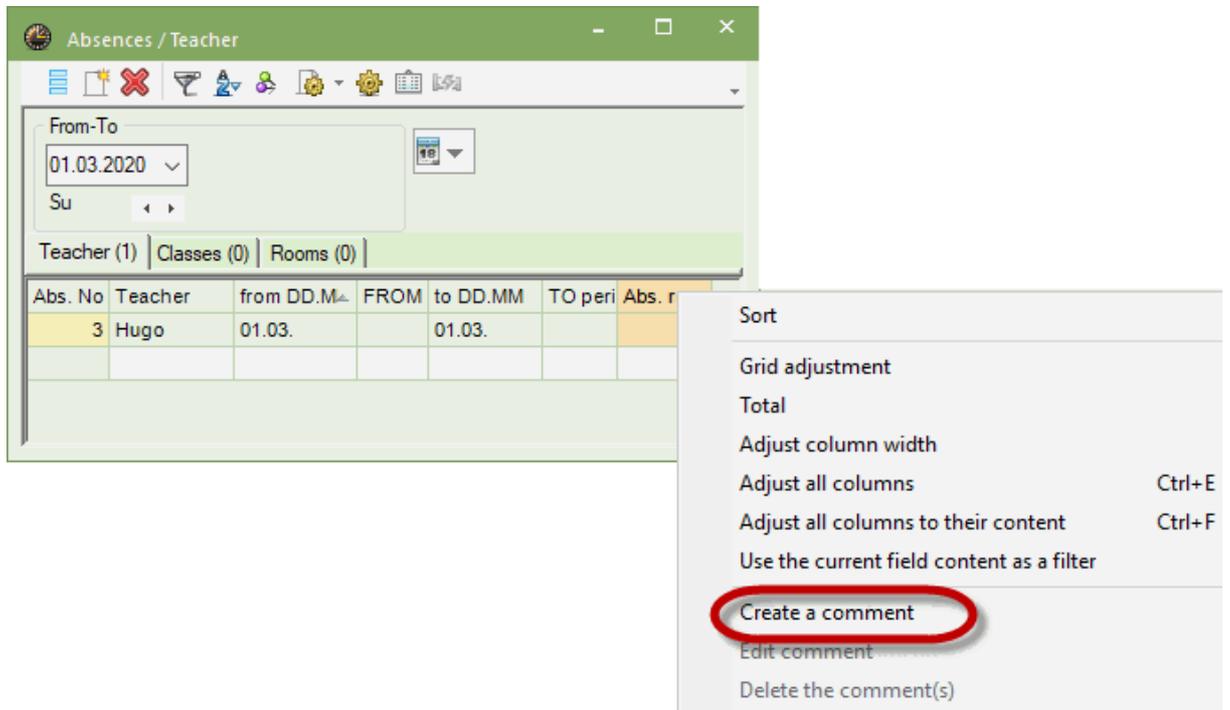
Remark

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

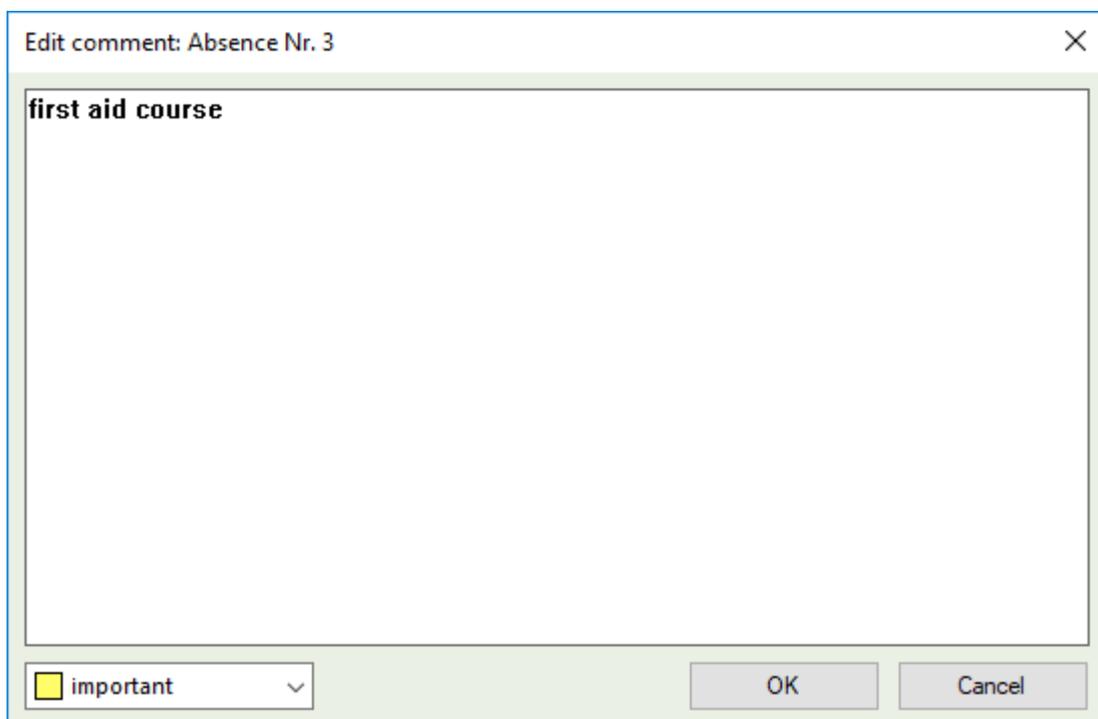
3.5 Comments function

As of Untis 2019 you have the possibility to add comments to certain fields. Comments are notes which are neither printed nor forwarded.

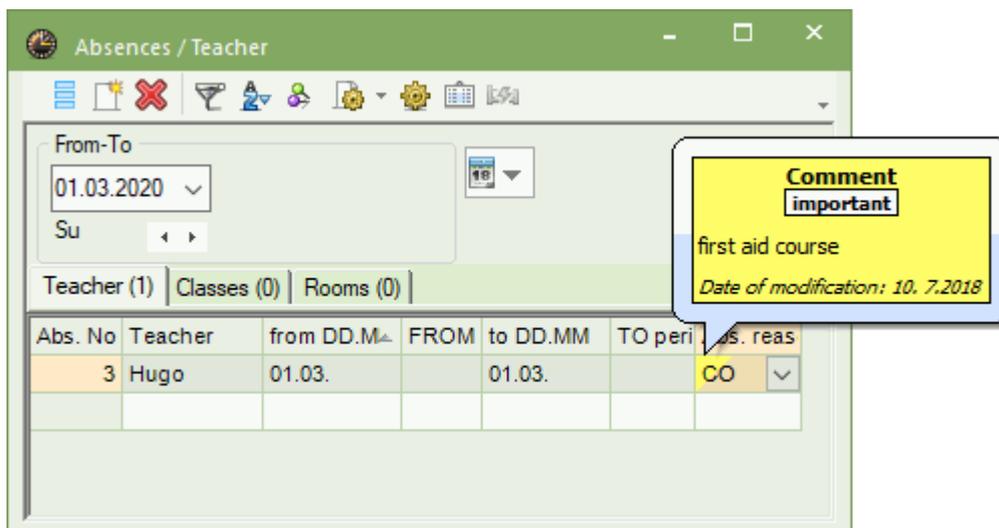
For creating a comment click right at the respective field and select 'Create comment' from the context menu.



In the opening dialogue window you can enter any text you like and then categorise it.



After having confirmed the entry by clicking on <Ok>, the field the comment has been made to is now marked with a triangle of the colour of the respective category you have chosen. By moving the mouse over the coloured triangle, details of the comment are.



You can make use of the comment function also in the cover window, in events and in the preponement window.

For a detailed description how to edit, categorise and adjust comments, please read our version brochure 2019.

4 Entering absences

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

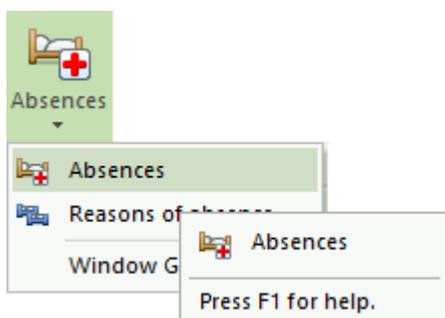
>

Warning: Event versus class absence

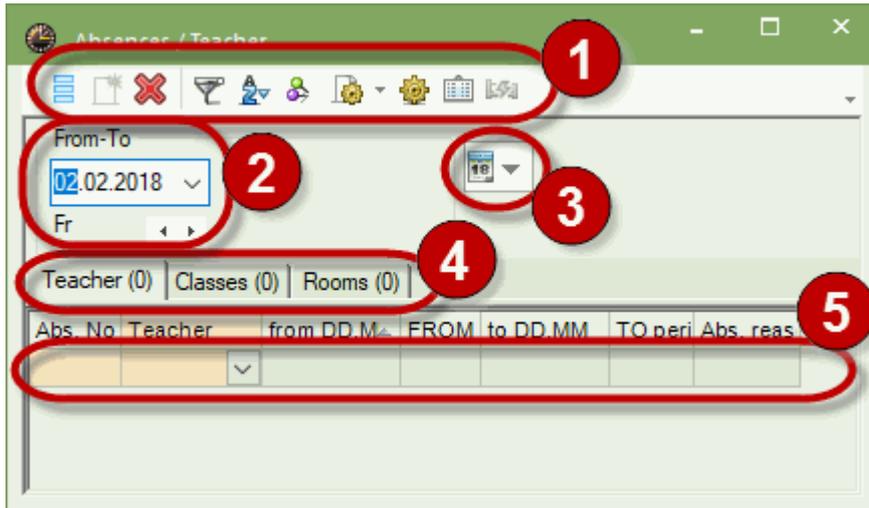
Use the ' [Event](#) ' function in Untis for entering the absence of a class with a teacher while they are on a school event. Pay attention when you use WebUntis that the school event is entered correctly this way.

4.1 The absences window

The absences window supports you in collecting and editing absences. You open the absence window via the <Absences> button.



Alternatively, you can open the absences window by a right-click into the background of cover scheduling. Select 'Absences' from the context menu.



The window has different segments.

Segment 1: Toolbar

In the toolbar there are several functions you already know from other fields of the program, e.g. the filtering function.

Via the <Delete>  button you can delete any absences you have already entered. By deleting an absence, any substitutions caused by the absence will automatically be deleted. A substitution alone, however, cannot be deleted.

Segment 2: Date range

In this segment you select the date range you would like to enter an absence for or want to have a look at.

Segment 3: Settings of date range

The absences window can show either a day, a week or a user-defined time range. You make your choice by clicking on the calendar icon  in the absences window or via <Settings> .

Segment 4: Tabs

In this segment you select for which element you want to create an absence. The number in the brackets shows how many absences have already been created in the selected time range.

Segment 5: Entering

This segment is for entering an absence.

4.2 Entry of absences

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 | Welcome | Demo files' and the absences window via 'Cover scheduling | Absences'.

First steps

-  Welcome to Untis
-  Creating a timetable
-  Demo files

Help & News

Demo files 1

Undemeath you can find a variety of different timetables. Choose your cou





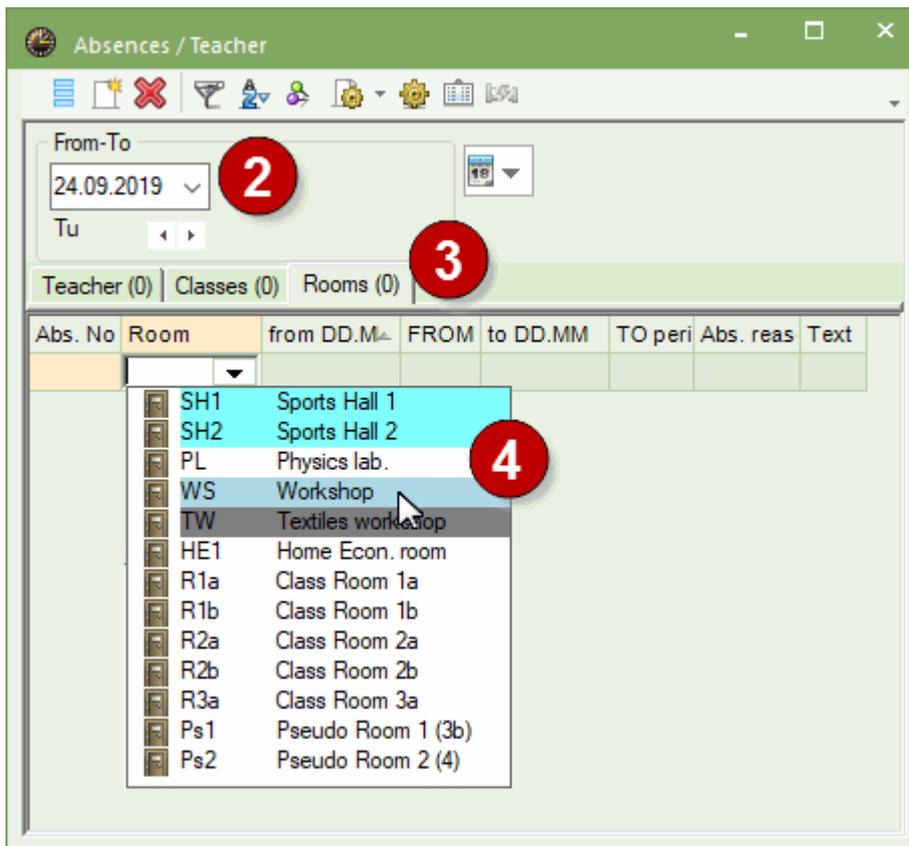




Demo files

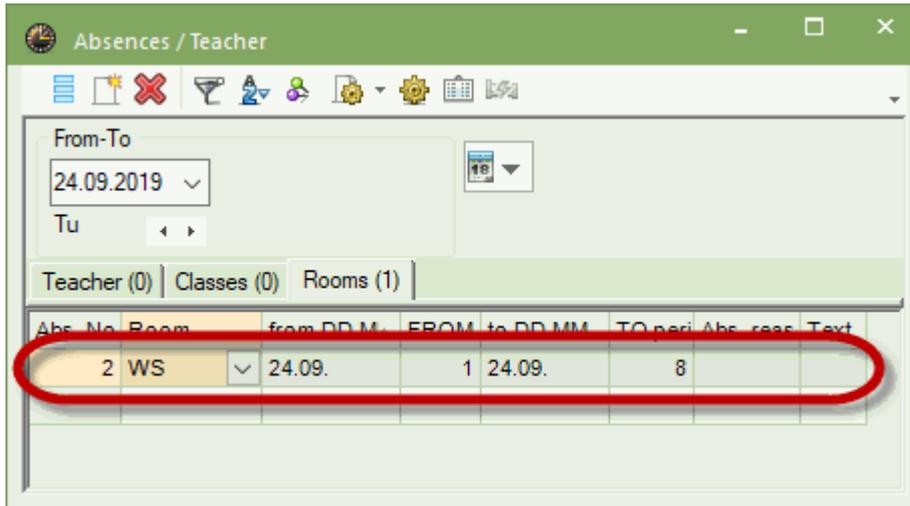
-  demo.gpn: timetabling
-  demo5.gpn: cover scheduling
-  demo6.gpn: break supervisions
-  KursDemo.gpn: course scheduling

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



The screenshot shows the 'Absences / Teacher' window. At the top, there is a 'From-To' section with a date dropdown set to '24.09.2019' and a day dropdown set to 'Tu'. Below this are tabs for 'Teacher (0)', 'Classes (0)', and 'Rooms (0)'. The 'Rooms (0)' tab is selected. A dropdown menu is open, showing a list of rooms with their short names and full names. The 'Workshop' (WS) option is highlighted. The list includes: SH1 Sports Hall 1, SH2 Sports Hall 2, PL Physics lab., WS Workshop, TW Textiles workshop, HE1 Home Econ. room, R1a Class Room 1a, R1b Class Room 1b, R2a Class Room 2a, R2b Class Room 2b, R3a Class Room 3a, Ps1 Pseudo Room 1 (3b), and Ps2 Pseudo Room 2 (4).

This sets the workshop absent for the whole day. In our example this is the first to eighth period on 24 September.



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

Absence text

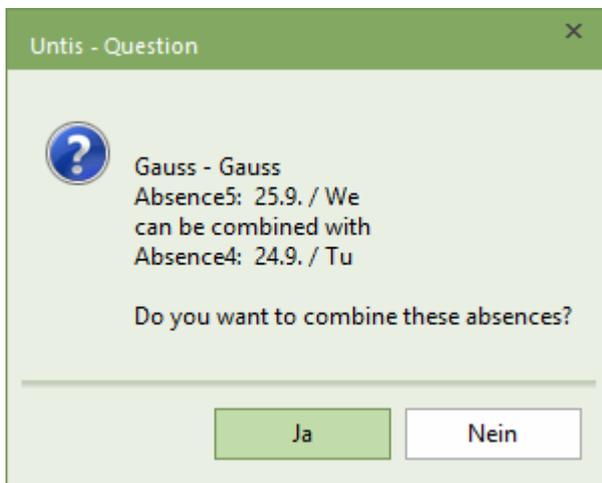
Free text can be entered for each absence.

Overlapping absences

Two absences of a teacher can overlap. 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.

Combining absences

If you enter two subsequent absences with the same reason of absence, the following dialogue will be displayed:



If you confirm with 'Yes', the two absences will be combined. If you confirm with

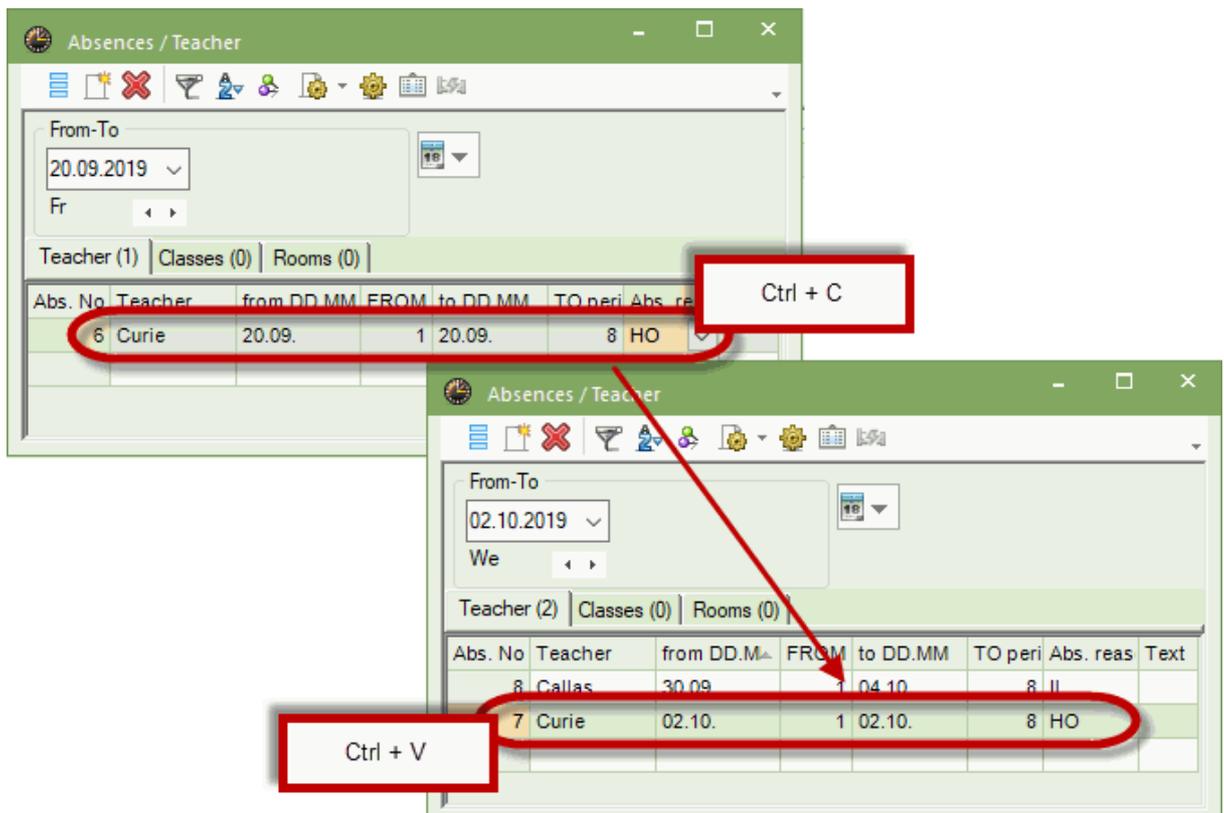
'No', both absences remain separate.

Splitting absences

If you would like to split or separate an absence you have already entered because you would like to enter another absence reason for one part of an absence, this is easily done by clicking on 'Split absences'.

Copy absences

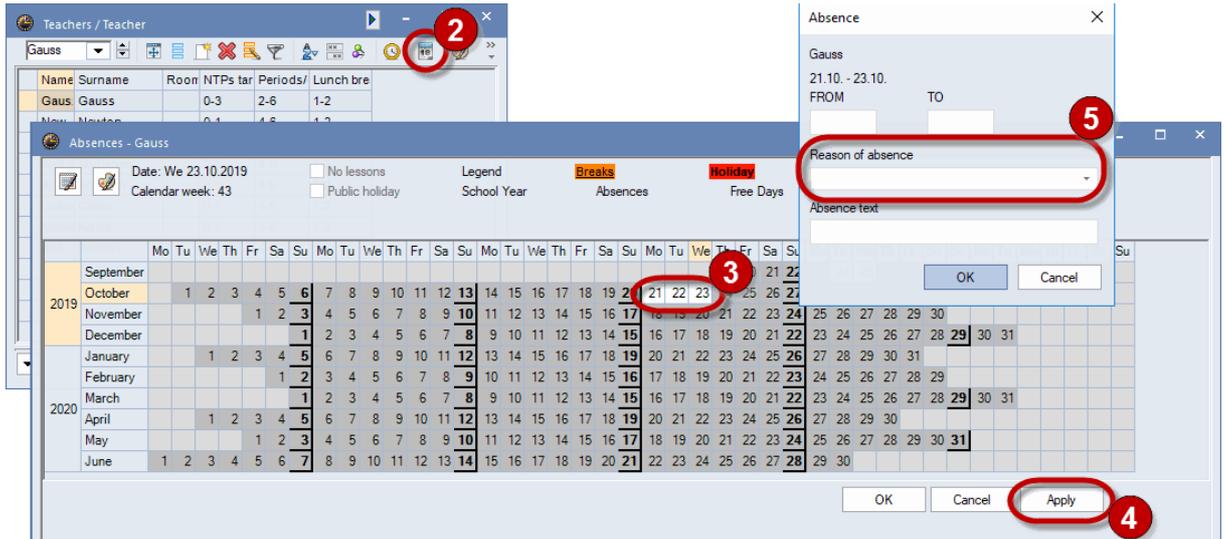
Absences can also be copied as of Untis 2019. Select the absence you would like to copy and press Ctrl. + C. Now click on the day in the absences window you would like to copy the absence to and press Ctrl. + V.



4.3 Entering absences in the school calendar

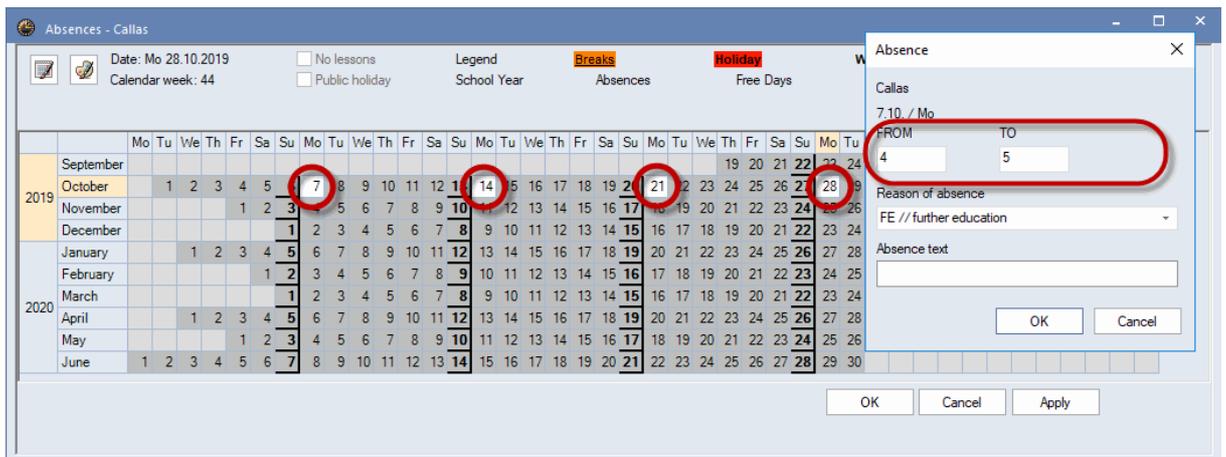
You can also enter absences covering several days in the school year calendar of the relevant master data window.

1. Open in file demo5.gpn and the Start tab the window 'Teachers | Master Data'.
2. Click on the teacher concerned and open the school year calendar via the <Calendar> button .
3. Hold the left mouse-button and highlight those days on which this teacher should be set to absent. Confirm your entry with <Apply> or <OK>. Select a reason of absence from the list of reasons. You can also enter an absence text.



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

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



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.

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

5 Events

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

- 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 at school etc.;

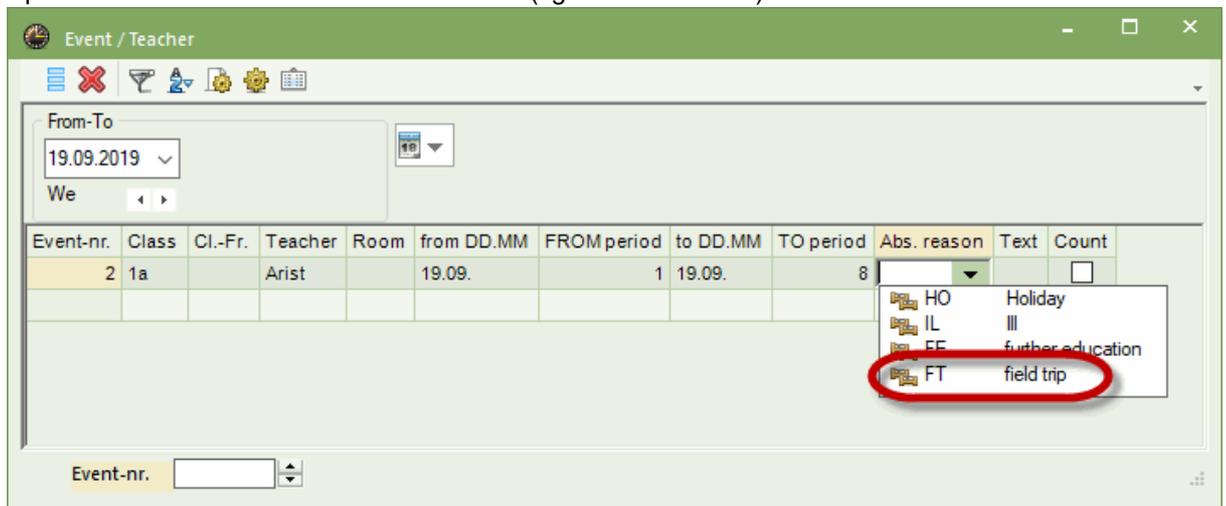
An event can involve either individual teachers and classes only or the entire school.

- [Event with one class and one teacher](#)
- [Event with several classes and teachers](#)
- [Event with part of a class](#)

5.1 Event with one class and one teacher

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

1. Open file demo5.gpn and set the calendar to a Wednesday where no substitutions have yet occurred.
2. Open the event window via the context menu (right mouse-button) or click on the <Events> button



in the cover scheduling toolbar.

3. Enter class 1a in column "Cla." and teacher Arist in column "Tea.". Select reason of absence "EX - Excursion".

>

Note: Counting of the event

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

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

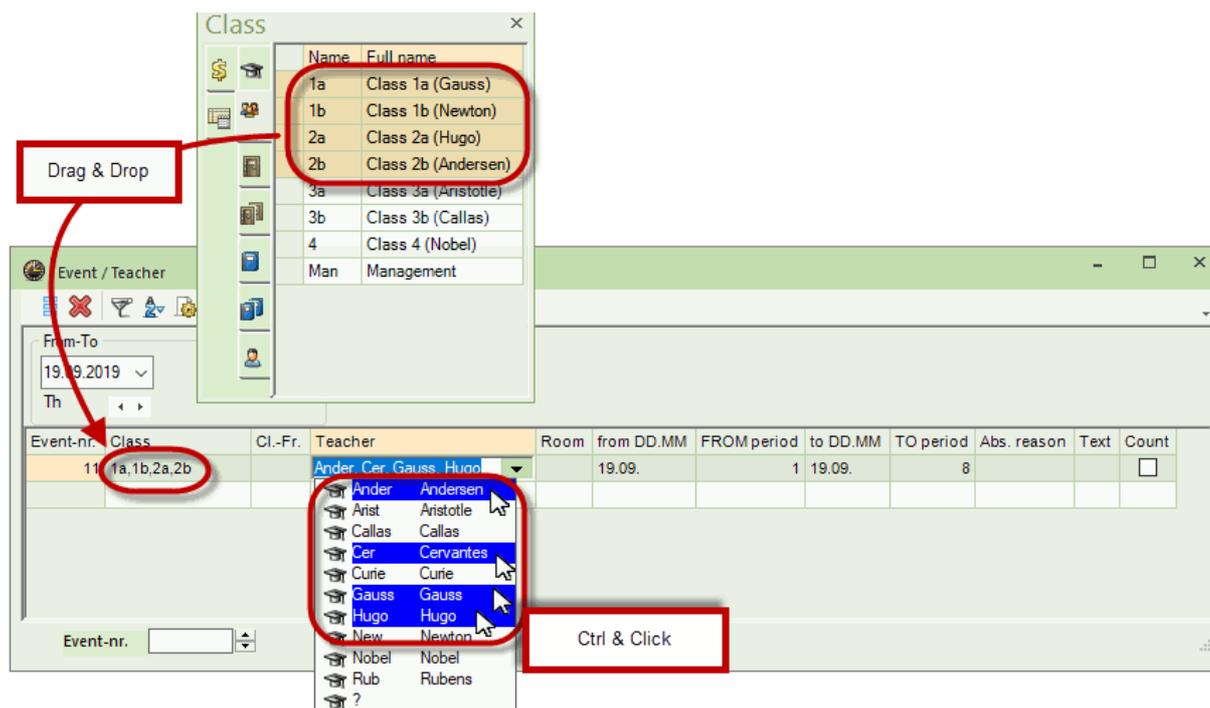
5.2 Event with several classes and teachers

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

You have several options: You can either enter several classes or teachers into the respective line and separate them from each other by a comma. Or you show the selection box of the columns and select the required elements by pressing the Ctrl key or you use the Element-Rollup. The latter two methods you use in the following example.

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

1. Open file demo5.gpn and events window. Set the calendar to a date without substitutions
2. Open the "Element-Rollup" window and set it to 'Class'.
3. Highlight all classes from grades one and two (click on 1a – hold <Shift> – click on 2b).
4. Drag the marked classes into the events window by holding down the left mouse-button and drop them there in column 'Cla. '.
5. Open the selection field in the 'Teacher' column. Hold down the <Ctrl> key and select all required teachers.
6. Confirm your entry by clicking on 'Enter'.



7. Click on the substitution window. The substitutions occurring due to the event will be displayed.

Tip: Showing events in the absence window

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

5.3 Event with part of a class

TEvents may be carried out with only one part of one or several classes. For this situation, please use the column: 'Student group'. If this column is not visible in your event window, go to Grid adjustment to display it.

Note: Student group

A student group is a group of students attending a certain lesson. The student group is already created during entering the lesson and is always required when a class is split up into different groups. For more information on 'Student groups' please read our manual on timetable planning.

You have two options for creating an event with a student group:

- You use an already existing student group defined for the respective lesson.
- You create a new student group which you enter for this event.

Both options are explained in the following:

Events using an existing student group

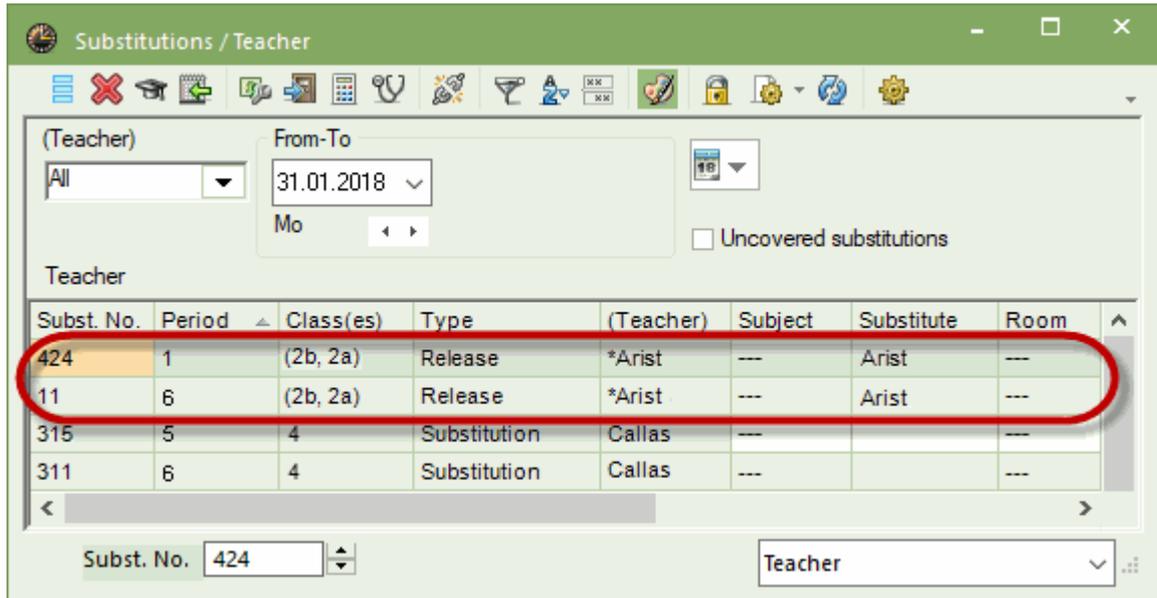
The two classes shown here are taught physical education together but split up in boys and girls. The lesson already has one student group.

| L-No. | Cl.Te | UnSched Prds | Per | YrsPrds | Teacher | Subject | Class(es) | Subject room | Home room | Double pers. | Block | Student group |
|-------|-------|--------------|-----|---------|---------|---------|-----------------|--------------|-----------|--------------|-------|--------------------|
| 6 | 5, 1 | | 1 | | Callas | CH | 2a,2b,3a, 2b, 1 | | R2a | | | |
| 75 | 2, 2 | | | 3 | Rub | PEB | 2b,2a | SH1 | R2b | | | SportsB_2a2b_Rub |
| | | | | | Arist | PEG | 2b,2a | SH2 | R2a | | | SportsG_2a2b_Arist |

On Wednesday afternoon, the girls usually have physical education class, however, on this respective Wednesday they go with teacher Callas to watch a football match. This is the reason why the girls group will be entered to the event.

| Event-nr. | Class | Teacher | from DD.MM | FROM period | to DD.MM | TO period | Abs. reason | Student group |
|-----------|-------|---------|------------|-------------|----------|-----------|-------------|--------------------|
| 12 | 2a,2b | Callas | 31.01. | 1 | 31.01. | 8 | OF | SportsG_2a2b_Arist |

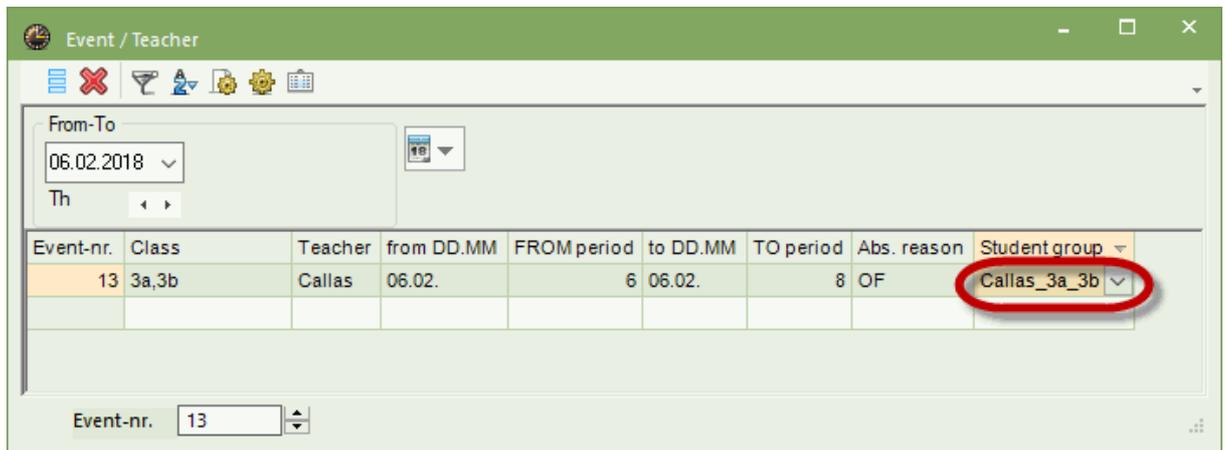
By selecting this student group only teacher Aristoteles is released, since only his student group is absent. Teacher Rubens' physical education class will take place as usual.



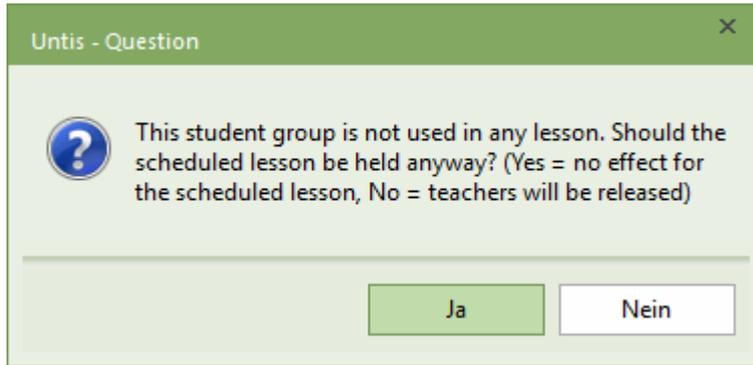
Note: Student-targeted release in course scheduling
 By using the course scheduling module, teachers are also specifically released when all students of their course attend one or several events.

Events with any student group

On Tuesday after period 5, teacher Callas will visit the Natural History Museum in Vienna with interested students of the classes 3a and 3b. The students participation is on a voluntary basis. This is the reason why a new student group is entered only for this event.



If a clash occurs with an already existing lesson, a prompt will be displayed.



Confirm with 'Yes', then the regular lessons for students who do not participate in the event will take place nevertheless. Confirm with 'No' and the respective teachers will be released.

As of Untis 2019, the event and regular lessons will be shown in the class' timetable.

| | Mo | Tu | We |
|---|--|-------------------|--|
| 1 | MA New <u>R2a</u> | BI Cer <u>R2a</u> | RE Nobel <u>R2a</u> |
| 2 | PH New <u>PL</u> | MA New <u>R2a</u> | *PEB Rub <u>SH1 Sport</u> *PEG Arist <u>SH2 Sport</u> |
| 3 | EN Cer <u>R2a</u> | EN Cer <u>R2a</u> | DE Cer <u>R2a</u> |
| 4 | *PEB Rub <u>SH1 Sport</u> *PEG Arist <u>SH2 Sport</u> | GA New <u>R2a</u> | HI Hugo <u>R2a</u> |
| 5 | | | |
| 6 | | | |
| 7 | | | Event AR Cal <u>R2</u> |
| 8 | | | AR Cal <u>R2</u> |

6 Editing substitutions

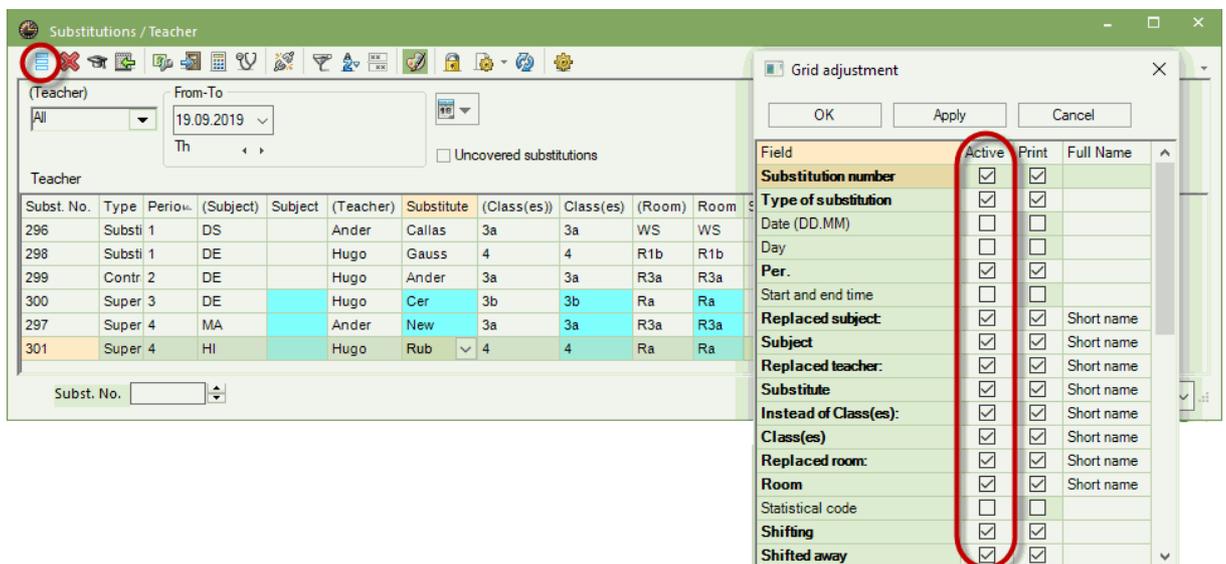
In most cases substitutions are edited in the substitutions window (substitution view). Any change to the daily timetable such as entry of an absence, an event or changes to the scheduling dialogue creates an individual substitution line in the substitution window. You can edit the substitution in the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

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

6.1 Substitution display

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

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



Tip: Show all fields with content

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

Subst. No.

This number uniquely identifies all substitutions and is primarily used by the application. You cannot hide this number on the screen; however, this is possible on printouts.

Type

This column indicates the type of substitution. Please refer to chapter [Type of substitution](#) for more details.

Date / Day / Period

These fields display date, weekday and period of the substitution.

Time of day

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 grids.

(Subject), (Teacher), (Class[es]), (Room)

These fields show the elements of the original lesson. An '*' in front of the name of the teacher indicates that the teacher is part of a coupling.

Subject, substitute, Class(es), Room

These fields show the elements of the substitution. If you leave the field 'Subject' blank, then the originally scheduled subject will be displayed when the substitution is printed.

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

Stat.Code

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](#)).

Shifts

The column Shifted from and (Te.) to show from which position or to which position a period has been shifted.

The following example shows the column: 'Type' indicates a lesson swap. The columns 'Shifted from' and 'Te.(to)' both show from which position the period was shifted.

| Vtr-Nr. | Art | Stunde | Datum | Vertreter | (Lehrer) | (Klasse(n)) | Fach | (Fach) | (Raum) | Raum | Vertr. von | (Le.) nach |
|---------|--------|--------|--------|-----------|----------|-------------|------|--------|--------|------|------------|------------|
| 391 | Tausch | 1 | 9.10. | Ander | Gauss | 3a | D | Mat | R3a | R3a | 13.10. / 5 | 13.10. / 5 |
| 389 | Tausch | 5 | 13.10. | Gauss | Ander | 3a | Mat | D | R3a | R3a | 9.10. / 1 | 9.10. / 1 |

6.1.1 Additional fields

Descr.

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

Substitution text

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

Cancellation

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

Additional supervisor

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

Substitution coupling

A number greater 0 in this column shows that this substitution line was coupled with another substitution line. For more information, see chapter [Substitution coupling](#) .

New substitution

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 the option 'New substitutions only' in the page layout  in print selection.

Room booking from WebUntis

If this field is checked then this shows that this is a room booking imported from WebUntis.

Locked (X)

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

Reason for absence

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

Do not print (N)

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

Substitution-text-2

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

Messages

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

Counters

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

Signature

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

Value

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

Student group

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

can change this here.

| Vtr-Nr. | Art | Stunde | Datum | Vertreter | (Lehrer) | (Klasse(n)) | Fach | (Fach) | (Raum) | Raum |
|---------|------------|--------|-------|-----------|----------|-------------|------|--------|--------|------|
| 404 | Vertretung | 1 | 9.10. | Ander | New | 3b | D | Mat | R1b | R1b |
| 405 | Vertretung | 2 | 9.10. | Gauss | New | 2b | | Mat | R2b | R1b |
| 406 | Vertretung | 4 | 9.10. | Cer | New | 2a | D | Mat | R2a | R2a |
| 407 | Entfall | 5 | 9.10. | --- | New | 3b | --- | Ph | Phys | --- |
| 408 | Entfall | 6 | 9.10. | --- | New | 2b | --- | Mat | R2b | --- |

Department

The respective department will be shown which belongs to a substitution line.

User

If you use Untis MultiUser, this column shows which user edited this substitution line last.

Tip: Automatic adjustment of column width

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

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

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

Alternatively, you can use the following keyboard shortcuts::

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

Display of clashes

If a clash occurs for a teacher or a room due to later changes of the timetable or due to simultaneous working on the substitution plan in MultiUser, the respective field in Untis is highlighted in yellow and framed in red. The substitution number is written in red letters.

6.1.2 Type of substitution

Type

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

- B -

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

- C -

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

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

- E -

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

Exam: This is an exam.

- I -

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

- L -

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

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

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

- P -

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

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

- R -

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

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

- S -

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

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

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

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

Standby cancelled: Cancellation of standby lesson.

Substitution for standby: An unscheduled substitution for a standby period.

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

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

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

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

- T -

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

Note: Displaying substitution types

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

Tip: Changing the name and colour of the substitution type

You can change the text used to describe the type of substitution yourself.

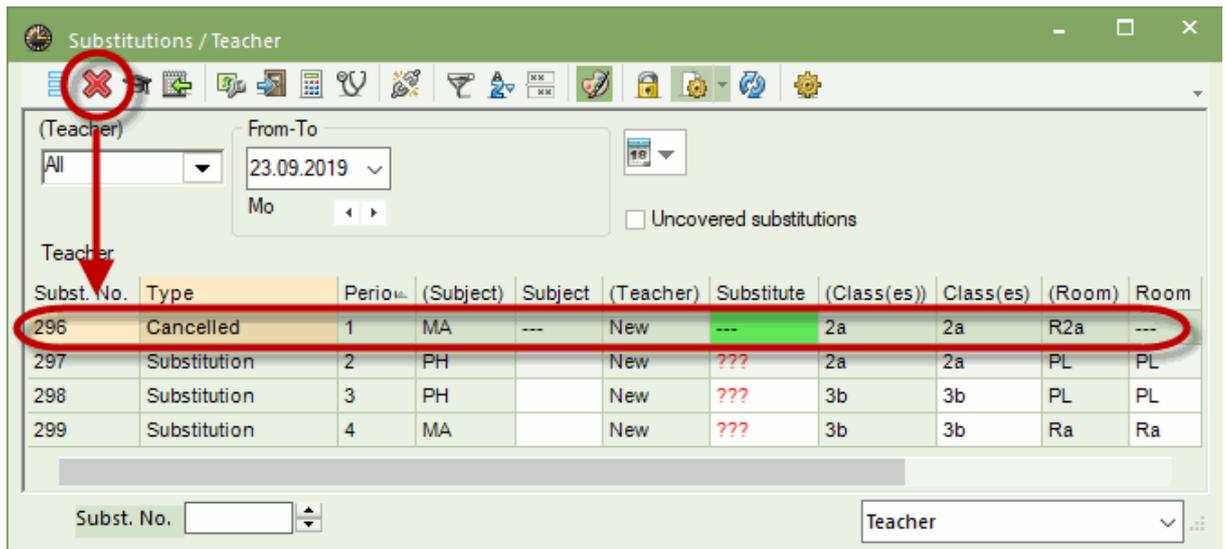
Let us assume that you wish to change the term "Personal studies" to "Study time" and display this green in the list of substitutions.

Under the menu item 'Modules | Cover scheduling | Settings' there is the tab 'Colours and Terminology', where you will find a column named 'Denomination' in addition to columns for colour definition.

Enter the desired term that you wish to use in place of the original name. The example shows that the term 'Personal studies' has been replaced by 'Study time'. This type of substitution is then assigned the colour green.

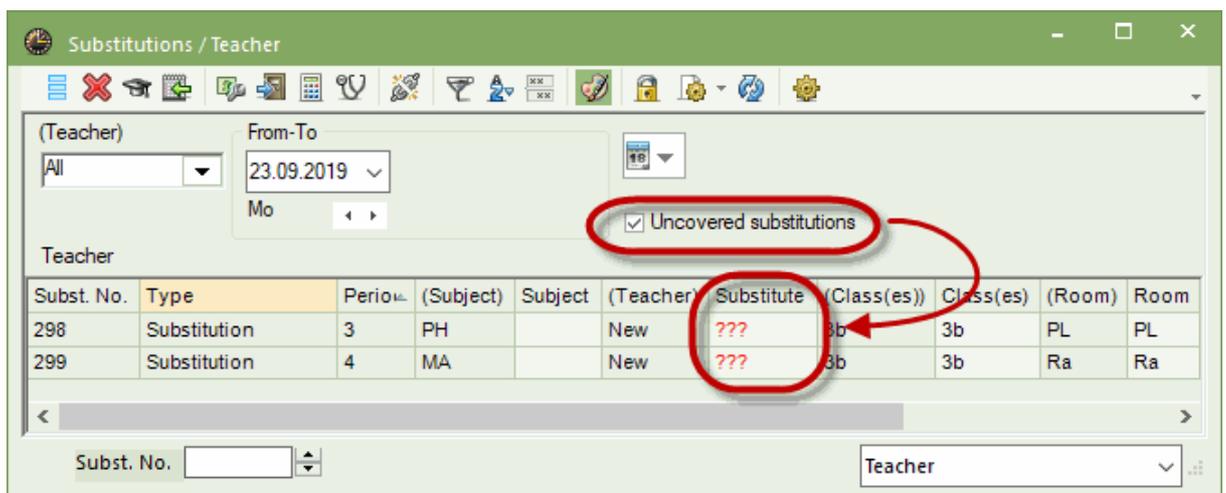
6.2 Cancellation

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

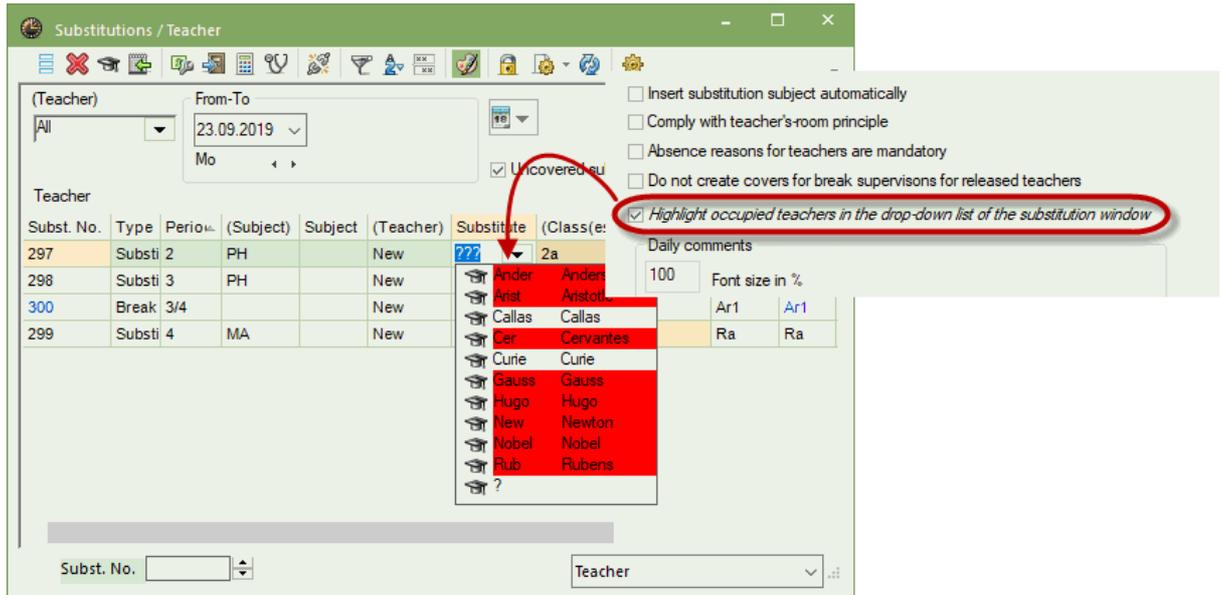


Tip: Display only open substitutions

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 unscheduled substitution by entering the teacher's short name or by selecting a teacher from the pull-down menu. As of Untis 2019, you see which teachers have their regular classes at the time of the respective substitution, if you have the respective setting (go to 'Cover scheduling| Miscellaneous'). However, this type of substitution arrangements do not give you any additional information.



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

[Suitability according to the timetable](#)

[Didactic reasons](#)

[Substitution counter](#)

[Particular criteria](#)

Tip: Show and hide columns

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

6.3.1 Suitability according to the timetable

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

Period flag

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

| Teacher | Flag | Substitution | Substitution | Substitution |
|---------|------|--------------|--------------|--------------|
| TobJa | x | | De | De |
| FoDa | 0 | wi | wi | Sp |
| MenGr | 0 | Ch | Ch | bio |
| GauJo | 1 | | wi | |
| MitRo | 0 | Sp | Ma | Sp |
| StrJo | 0 | En | En | wi |
| TutDe | 0 | La2 | | |
| SchAl | 1 | wiBi | En | |
| BraLa | 1 | | De | |
| OreHe | 2 | Ma | | |
| ShaGe | 2 | rk | | |
| LipGa | 2 | bio | | |
| MicBu | 3 | | | |
| YunMu | 4 | | | |
| PicFr | 1 | Ma | Ma | |
| SeiKa | 0 | Mu | Mu | mu |
| GauPa | 4 | | | |
| ManNe | 1 | Geo | Geo | |
| EggAl | 9 | | | |

Period flag x

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

Period flag 0 (NTP)

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

Period flag 1

The period to be substituted is immediately prior to one of his/her “regular” periods.

Period flag 2 -8

The period to be substituted is two (three, four, etc.) positions 'away' from his/her next regular period in the timetable.

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

Period flag 9

The teacher does not teach on this day.

Period flag = Subject name

Standby teachers are stated with the short name of the standby subject in the substitute suggestion.

| Cover teacher suggestion (32) | | Supervisions(35) | | Rooms (68) | |
|-------------------------------|-------------|------------------|-----|------------|------|
| Name | Period flag | Timetable | | | |
| TobJa | x | En | | De | De |
| MarGu | Ber | De | ge | X | De |
| OreHe | 1 | | Ma | | |
| LutMa | 0 | Fr2 | Fr2 | | GeBi |

Period flag /

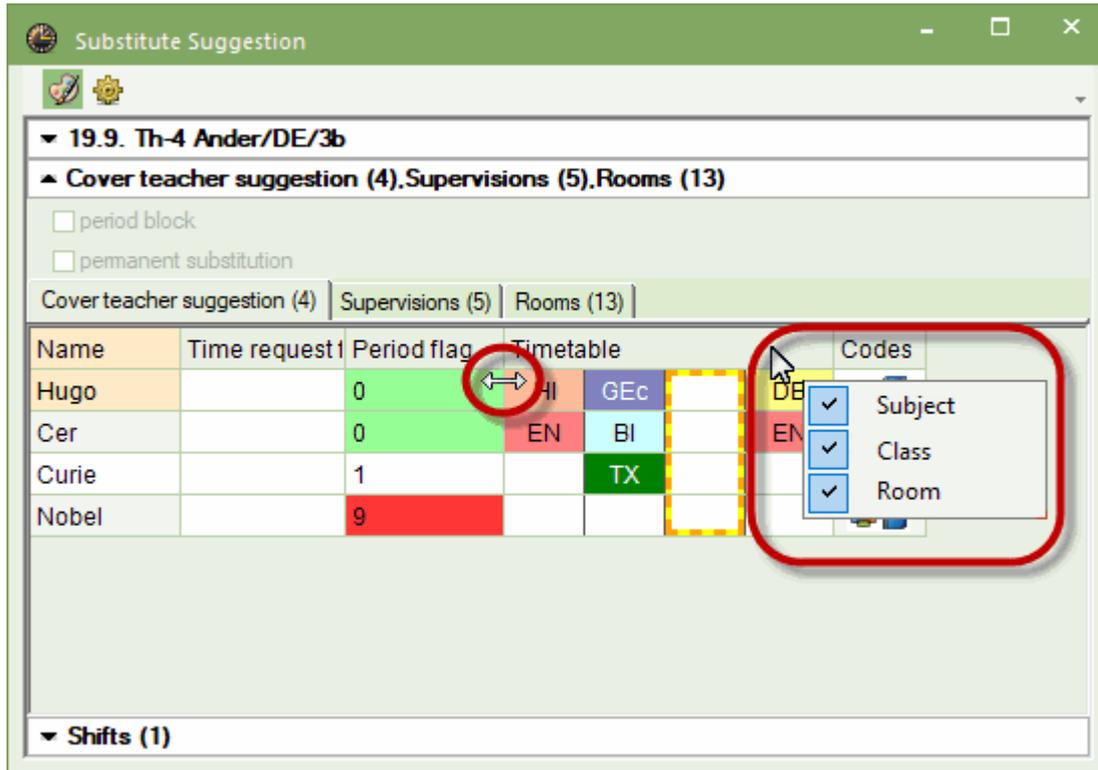
If the substitution takes place in an off-site building which cannot be reached by the suggested substitute teacher (period immediately prior of after the period to be substituted and no break in which the off-site building can be reached), this will be stated by period flag / .

Timetable

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

| Cover teacher suggestion (32) | | Supervisions(35) | | Rooms (68) | |
|-------------------------------|-------------|------------------|-----|------------|------|
| Name | Period flag | Timetable | | | |
| TobJa | x | En | | De | De |
| MarGu | Ber | De | ge | X | De |
| OreHe | 1 | | Ma | | |
| LutMa | 0 | Fr2 | Fr2 | | GeBi |

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



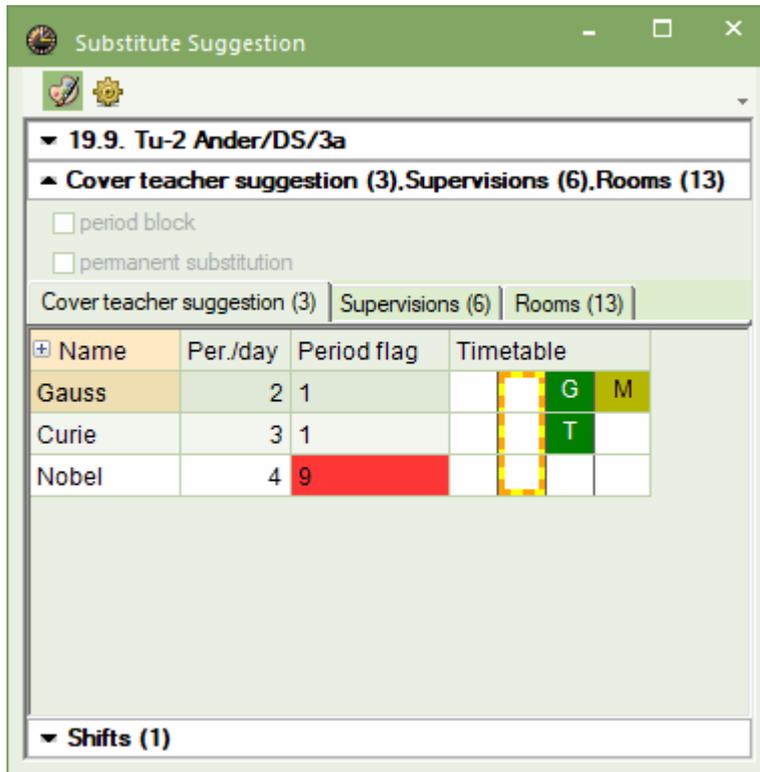
Time requests

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



Per. / day

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



Sending a message

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

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

6.3.2 Didactic reasons

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

Class

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

| Cover teacher suggestion (32) | | | Supervisions (35) | | | Rooms (68) | | |
|-------------------------------|----------|-------------|-------------------|---|---|------------|----|-----|
| Name | Per./day | Period flag | Timetable | | | | | des |
| SolAl | 3 | 3 | | | | | | |
| DarCh | 2 | 4 | | | | | De | |
| PicFr | 2 | 2 | | | M | M | | |
| HauGe | 2 | 4 | | | | | M | |
| ManNe | 3 | 1 | | W | G | G | | |
| EucRu | 3 | 2 | | | | | | |
| LorHe | 2 | 4 | | | | | M | |

▼ Shifts (0)

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

Settings

General Weighting

Red, if exceeds

Period flag

Counter

Do not display, if exceeds

Period flag

Counter

Do not indicate blocked teachers

Full name

Checkmark 'class' for class-parts

Respect room weight 4

Window in the background

Subject

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

| Cover teacher suggestion (32) | | Supervisions (35) | | Salles (68) | | | | |
|-------------------------------|----------|-------------------|-----------|-------------|---|---------|-------|---|
| Name | Per./day | Period flag | Timetable | | | Subject | Codes | |
| SemIlg | 4 | x | × | S | E | E | En | |
| GorAl | 4 | 2 | | | w | D | De | |
| RayLo | 4 | 2 | | | F | F | Fr | 👤 |
| TerMu | 4 | 1 | | S | E | E | En | |
| BraLa | 2 | 1 | | F | | D | | |
| MeiLi | 4 | 1 | | | | | | |
| EinAl | 4 | 1 | | | | | | |

can substitute in that subject

▼ Shifts (0)

Last week

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

Lesson pool

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

6.3.3 Substitution counter

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

Counter

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

| Name | Period flag | Timetable | Counter | Subst. | Cancellation |
|-------|-------------|-----------|---------|--------|--------------|
| Gauss | 1 | G M | -4 | | 4 |
| Curie | 1 | T | -1 | 5 | 6 |
| Nobel | 9 | | | 3 | 3 |

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

Substitutions and cancellations

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

Yearly total

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

Paid substitutions (paid)

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

Supervisions

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

6.3.4 Particular criteria

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

Statistics

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

general, is free in this period.

Availability

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

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

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

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

The screenshot shows two overlapping windows. The 'Substitute Suggestion' window displays a table with the following data:

| Name | Period flag | Timetable | Stat. code(s) | Availability |
|-------|-------------|-----------|---------------|--------------|
| Gauss | 1 | G M T | | |
| Curie | 1 | T | | |
| Nobel | 9 | | | 5 |

The 'Teachers / Teacher' window displays a table with the following data:

| Name | Surname | Stat. code(s) | Avail. |
|--------|-----------|---------------|--------|
| Gauss | Gauss | T | 0 |
| New | Newton | | 0 |
| Hugo | Hugo | | 0 |
| Ander | Andersen | | 0 |
| Arist | Aristotle | | 0 |
| Callas | Callas | | 0 |
| Nobel | Nobel | | 5 |
| Rub | Rubens | | 0 |
| Cer | Cervantes | | 0 |
| Curie | Curie | | 0 |

Red circles and arrows highlight the 'Availability' field in the 'Substitute Suggestion' window and the 'Avail.' field in the 'Teachers / Teacher' window for the 'Gauss' and 'Nobel' rows.

6.3.5 Sequence of the substitution suggestion

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

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

The screenshot shows a 'Settings' dialog box with a 'Weighting' tab. It features eight sliders for different parameters, ranging from 'Unimportant' to 'Extremely important'. The parameters are: Release, On standby, Teaches in the class, Teaches the subject, Periods per day, Factor for the flag, Availability-Block, and Totals-Factor. Below the sliders is a 'Statistical code' field containing 'T=50' and a text box explaining the code format: 'Statistical code(s) for teachers with point-ranking ('+' ranks back, '-' prioritises), e.g. <X=20, a=-25>'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

Release, On standby, Teaches in the class, Teaches the subject

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

Factor for flag, Availability/blocking factor

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

Totals factor

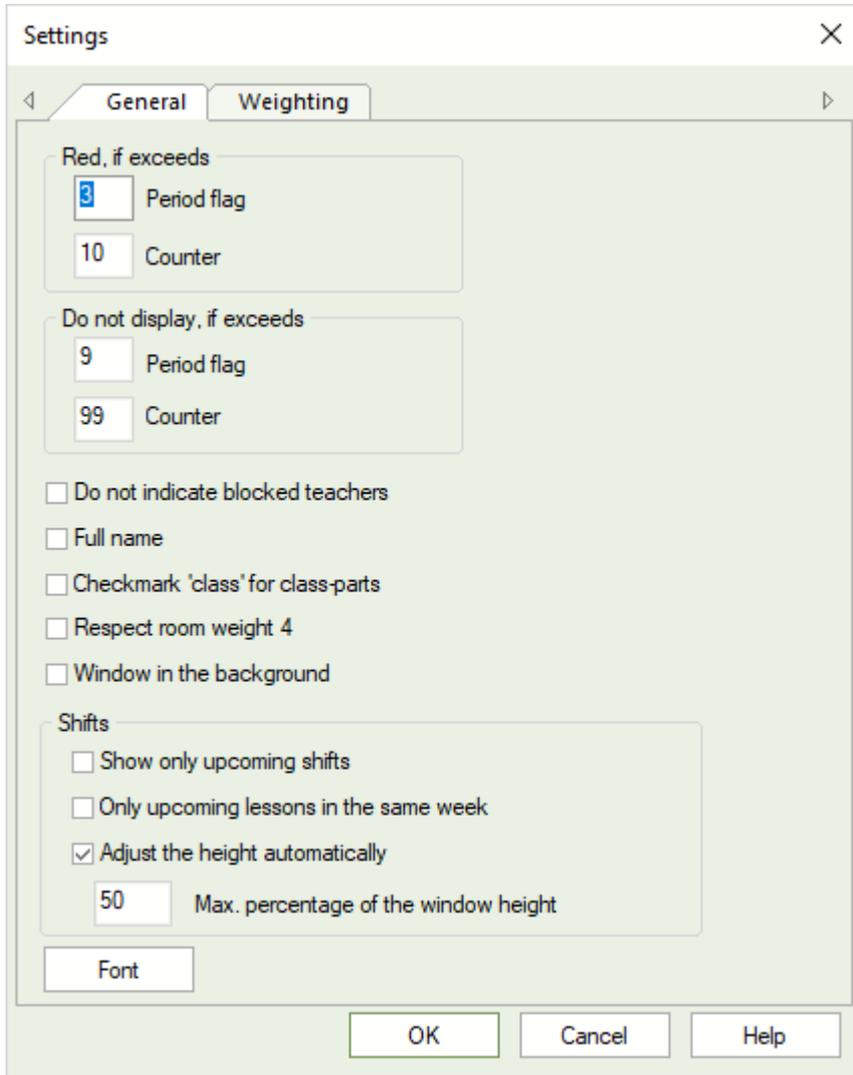
The totals factor is multiplied with the teacher's counter, whose ranking will change depending on the result.

Statistical codes

You can move specific teachers up or down the ranking with the help of the statistical code entered in this field (e.g. age allowance). The statistical code referred to here, must be entered in column 'Stat. Code(s)' under 'Master Data | Teachers'. You can enter positive or negative values. A positive value will set the teacher to a lower rank, a negative value will rank the respective teacher higher in the order of suggestions.

6.3.6 Substitution suggestion settings

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



Red, if exceeds / Do not display if too big

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

Do not 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

You can choose if the symbol should also be set with teachers who only know parts of a class (but never teach the whole class at once).

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 and drop to sort the columns in the substitution suggestion. You can show or hide columns with a right mouse-click.

6.3.7 Shifts ('preponements')

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

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

- [Shifts according to the substitution time grid](#)
- [Shifts from fringe periods](#)
- [All possible shifts](#)

6.3.7.1 Shifts according to the time grid

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

| | 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 |
| Montag | * | * | * | * | | | | |
| Dienstag | * | * | * | * | | | | |
| Mittwoch | * | * | * | * | | | | |
| Donnerstag | * | * | * | * | | | | |
| Freitag | * | * | * | * | | | | |
| Samstag | * | * | * | * | | | | |

Warning: No shifts suggested

If you have marked every period as to be substituted in the substitution time grid then the shift suggestion with setting "Shifts according to the substitution time grid" will always remain empty..

The suggestions for shifts or preponements are displayed in the lower section of the 'Substitute suggestion' window. By clicking on one of the suggestions it will be visualised with a red arrow in the corresponding timetables. The suggestion is confirmed by double-clicking on it. There are one and two-stage preponements. Two-stage means that the period taken for the first preponement, causes an open substitution. For this unscheduled substitution another period is preponed.

The first screenshot shows the 'Substitute Suggestion' window for '4.11. Tu-2 Cer/EN/3a'. It lists cover teacher suggestions (Curie, Gauss, Ander) and shifts. A shift for Gauss is highlighted with a red circle. The second screenshot shows a timetable for '3a - Class 3a (Aristotle)' with a red circle around the 'PEN?' cell in row 2, column 1, and a red arrow pointing to it. The third screenshot shows a timetable for 'Gauss - Gauss, Carl Friedr...' with a red circle around the '3a' cell in row 2, column 1, and a red arrow pointing to it.

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

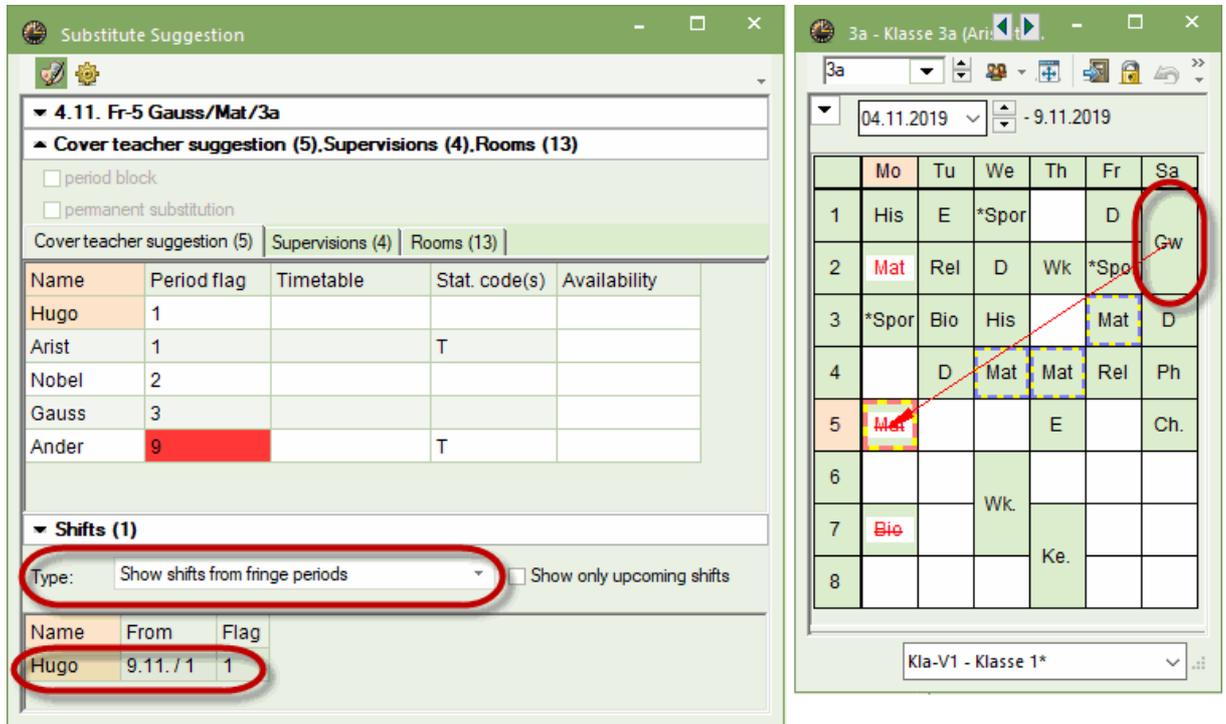
The screenshot shows the 'Substitutions / Lehrer' window. It displays a list of substitutions with columns: Subst. No., Type, Date, Period, (Subjec), Subje, (Teacher), Substitute, (Class(es)), Class(es), (Room), Room, Shifted from (Te.) to, Les-Text, and Subs. The second row is highlighted with a red circle, showing a 'Shifting' substitution for Gauss on 4.11. / 5.

Tip: Show only upcoming shifts

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

6.3.7.2 Shifts from fringe periods

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



img src="VP_19_068.gif">

6.3.7.3 Show all possible shifts

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

The screenshot shows the Untis software interface for class 3a. On the left, a list of shifts is displayed with columns for Name, From, and Flag. The 'Type' dropdown is set to 'Show all possible shifts'. The 'Nobel' shift with 'From' 8.11./4 and 'Flag' 2 is highlighted with a red circle. On the right, a weekly timetable for the period 04.11.2019 to 09.11.2019 is shown. The 'Rel' cell in the Friday row (row 4) is highlighted with a red circle. A red arrow points from this cell to the 'Nobel' shift entry in the list on the left.

| | Mo | Tu | We | Th | Fr | Sa |
|---|-------|-----|-------|-----|-------|-----|
| 1 | His | E | *Spor | | D | Gw |
| 2 | Mat | Rel | D | Wk | *Spor | |
| 3 | *Spor | Bio | His | | Mat | D |
| 4 | | D | Mat | Mat | Rel | Ph |
| 5 | Mat | | | E | | Ch. |
| 6 | | | Wk | | | |
| 7 | Bio | | | Ke. | | |
| 8 | | | | | | |

6.3.7.4 Preponements for double periods

As of Untis 2019, you can adjust preponements for a double period in only one step. Select the option 'Period block' in the substitution suggestion.

The preponement suggestion step 1 and step 2 now show to the period which you could use for the first or the second period of the double period. Double-click on the respective line and both preponements are carried out.

The screenshot displays two overlapping windows from a scheduling software. The top window, titled 'Substitutions / Teacher', shows a table of substitution records. The bottom window, titled 'Substitute Suggestion', provides a detailed view of a specific substitution suggestion.

Substitutions / Teacher Table:

| Subst. No. | Type | (Subject) | Class(es) | Substitute | Date | Period | Subject |
|------------|-------------------|-----------|-----------|------------|-------|--------|---------|
| 26 | Break supervision | | | ??? | 26.9. | 2/3 | |
| 19 | Break supervision | | | ??? | 19.9. | 0/1 | |
| 5 | Break supervision | | | ??? | 19.9. | 0/1 | |
| 18 | Break supervision | | | ??? | 19.9. | 3/4 | |
| 23 | Cancelled | MA | 2b | --- | 26.9. | 5 | --- |
| 24 | Substitution | PEB | 4 | ??? | 26.9. | 7 | --- |
| 25 | Substitution | PEB | 4 | ??? | 26.9. | 8 | --- |
| 17 | Cancelled | DE | 4 | --- | 19.9. | 5 | --- |

Substitute Suggestion Window:

▼ 26.9. Th-5 New/MA/2b

▲ Cover teacher suggestion (6), Supervisions (3), Rooms (0)

period block

Cover teacher suggestion (6) | Supervisions (3) | Rooms (13)

| Name | Period flag | Timetable | Stat. code(s) | Availability |
|-------|-------------|-----------|---------------|--------------|
| Gauss | 1 | | | |
| Arist | 1 | | T | |
| Rub | 1 | | | |

▼ Shifts (9)

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

| Step 1 | | | Step 2 | | |
|--------|---------|------|--------|---------|------|
| Name | From | Flag | Name | From | Flag |
| Rub | 24.9./5 | 1 | | | |
| Rub | 26.9./4 | 1 | Callas | 23.9./5 | 0 |
| Rub | 26.9./4 | 1 | Callas | 25.9./5 | 0 |
| Hugo | 26.9./4 | 1 | | | |
| New | 2b | R2b | | | |
| *New | 4 | SH1 | | | |
| *New | 4 | SH1 | | | |
| Hugo | 4 | R1a | | | |

Possible preponements are also visualised in the timetable for double periods before they are carried out.

| | Mo | Tu | We | Th | Fr |
|----|-----------------|------|-------|-------|-------|
| 1 | Ge | Geo | BIV. | Fr2. | Bio |
| 2 | ?Ma? | En | En | Sp | De |
| 3 | ?Ma? | Mu | Ku | En | |
| 4 | En | De | | Phi | Ma |
| 5 | Sp | Sp | MuZ0 | Ma | Fr2. |
| 6 | De | Fr2. | Bio | Geo | Mu |
| 7 | Fr2. | Ge | Chor. | *ReK. | Chor. |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

6.3.8 Supervisions

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

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

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

Room, Class

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

Subject

The subject taught by the potential supervisor.

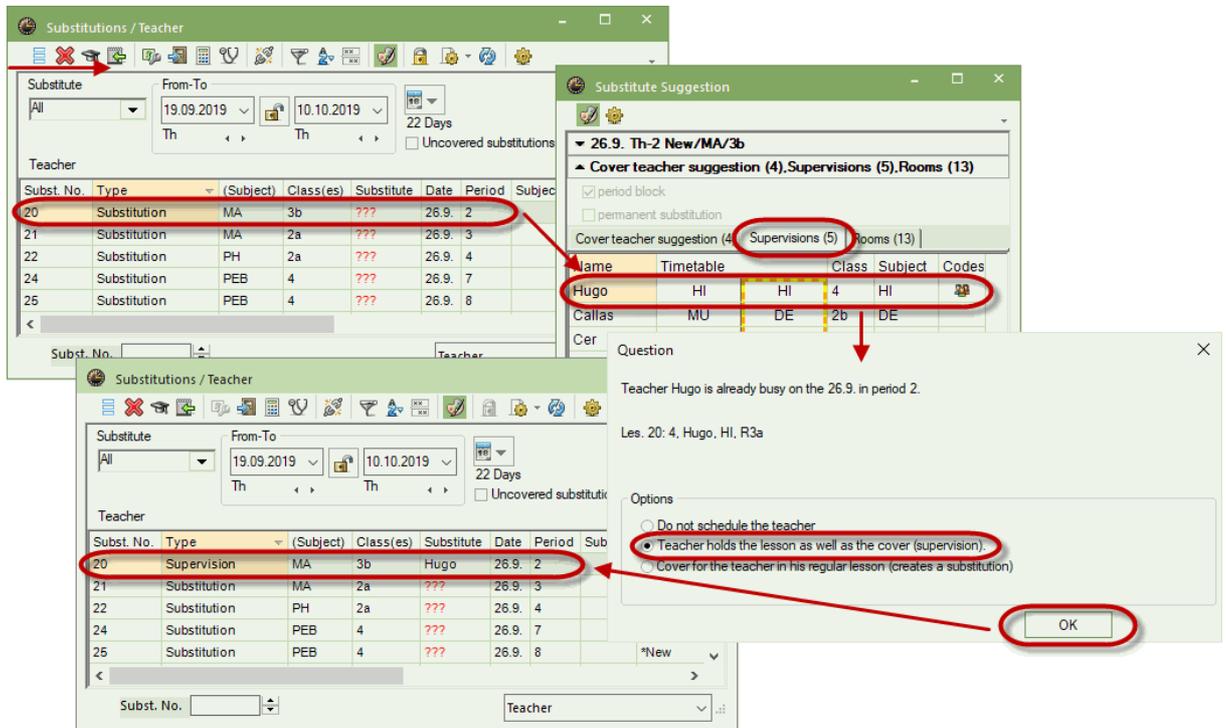
Corridor (hallway)

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

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

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

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



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).

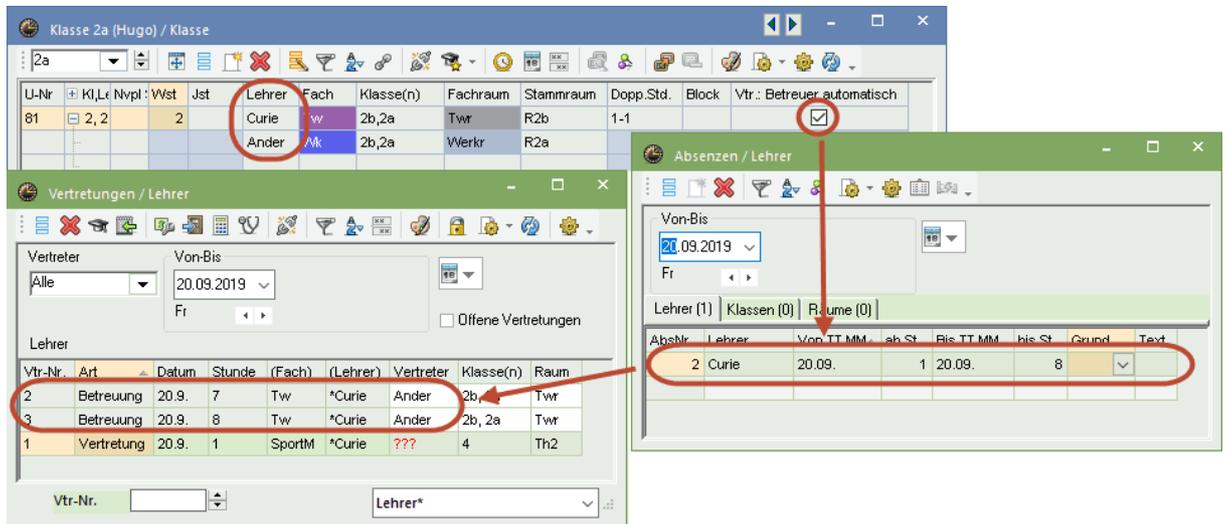
| | Monday |
|---|-----------------------|
| 1 | 6d E Ge |
| 2 | 7d 42 Re |
| 3 | 5c O De |
| 4 | 12d 43 En 7a N1 Fr2 |
| 5 | 12a 44 ge |
| 6 | 13b N3a ge |
| 7 | Ei L ge |
| 8 | |

6.3.8.1 Automatic supervision

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

automatically takes the entire lesson.

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



6.4 Atypical substitutions

The + substitute

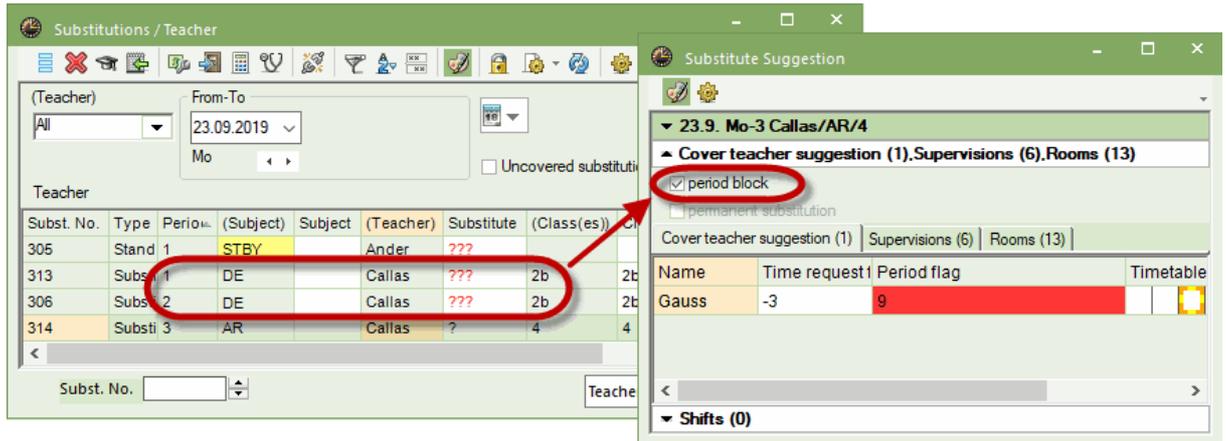
You can edit a substitution without assigning a substitute teacher. Enter '+' in the field "Substitute" and the substitution is marked as edited. (It is not an open substitution any more). You can enter explanations in the substitution text.

Contrary to absence

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

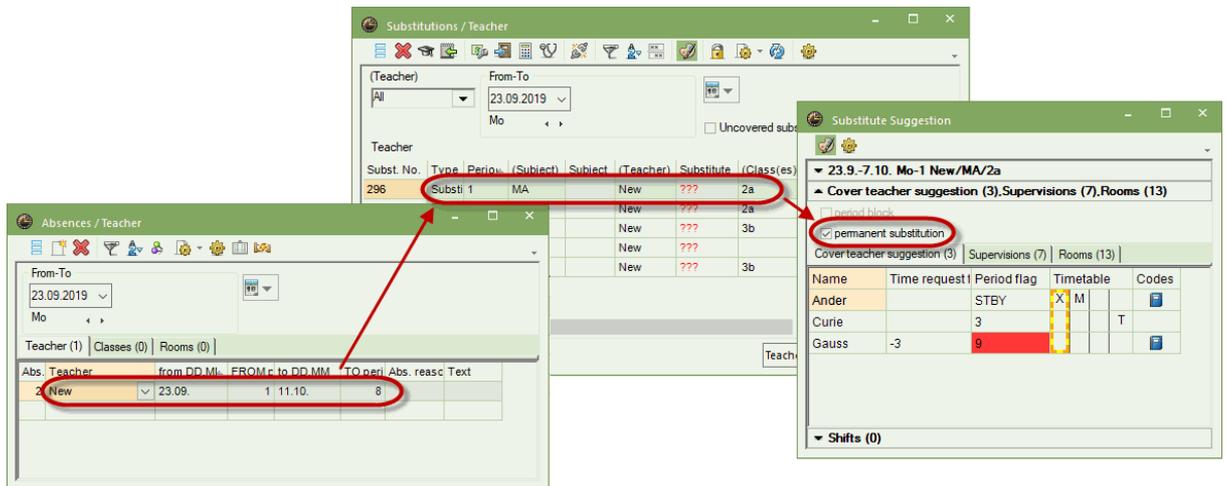
Block substitution

If a substitute is required for a double period or a period block 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.



Permanent substitution

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



Note: Current term or permanent substitution
 Only create a permanent substitution if the evolved substitutions can be solved by employing other teachers or preponements. If it becomes necessary to change the regular timetable due to a longer time of absence of a teacher create a new term for this time in the timetable mode and make the necessary changes there.

6.5 Room substitution

As described in chapter [Entering absences](#) you can set rooms absent in the absence window in the same way as teachers and classes. You can use the substitution suggestion or the <Allocate/Delete this room> button of the substitution window to change the allocation of rooms and to look for different rooms.

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. Place the cursor in the first line and select the 'Rooms' tab in the substitution suggestion.

The left screenshot shows the 'Substitutions / Teacher' window. It features a search area for 'Teacher' and 'From-To' (19.09.2019). Below is a table of substitution suggestions:

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shift |
|------------|------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|-------|
| 319 | Room repl. | 1 | PH | PH | New | New | 2b | 2b | PL | ??? | |
| 320 | Room repl. | 2 | PH | PH | Arist | Arist | 4 | 4 | PL | ??? | |
| 321 | Room repl. | 3 | PH | PH | New | New | 2a | 2a | PL | ??? | |
| 322 | Room repl. | 4 | PH | PH | New | New | 3b | 3b | PL | ??? | |

The right screenshot shows the 'Substitute Suggestion' window. It has tabs for 'Cover teacher suggestion (2)', 'Supervisions (7)', and 'Rooms (5)'. The 'Rooms (5)' tab is active, showing a table of room options:

| Rm. | Cap. | Alt. Rm | Alt. HRm | Occu | Room-group |
|-----|------|---------|----------|------|------------|
| R2b | | | ✓ | | |
| R3a | | | ✓ | | |
| SH1 | | | | | |
| SH2 | | | | | |
| HE1 | | | | | |

3. Select a room from the list and allocate it by double-clicking on the room.

In this area of the substitution suggestion you can also select the option 'Period block', if you are looking for an adequate room for a double period or a block. The list is automatically reduced to those rooms which are available for all periods.

You can also allocate an additional room to a substitution via the substitution suggestion. Select the respective line, check the box: 'Allocate additional room' and double click on the additional room you want to allocate.

As in other tabs of the substitution suggestion you can hide or show columns in the 'Rooms' area. The following information is available:

Capacities (cap.)

Provided that room capacities have been entered into master data, the capacity of the respective room is shown here.

Alternative room (Alt.Rm.)

If this column has a check, this room is then an alternative of a non-available room.

Alternative room of home room (Alt. HRm)

If this column has a check this means that this room is an alternative room of the home room assigned to the lesson.

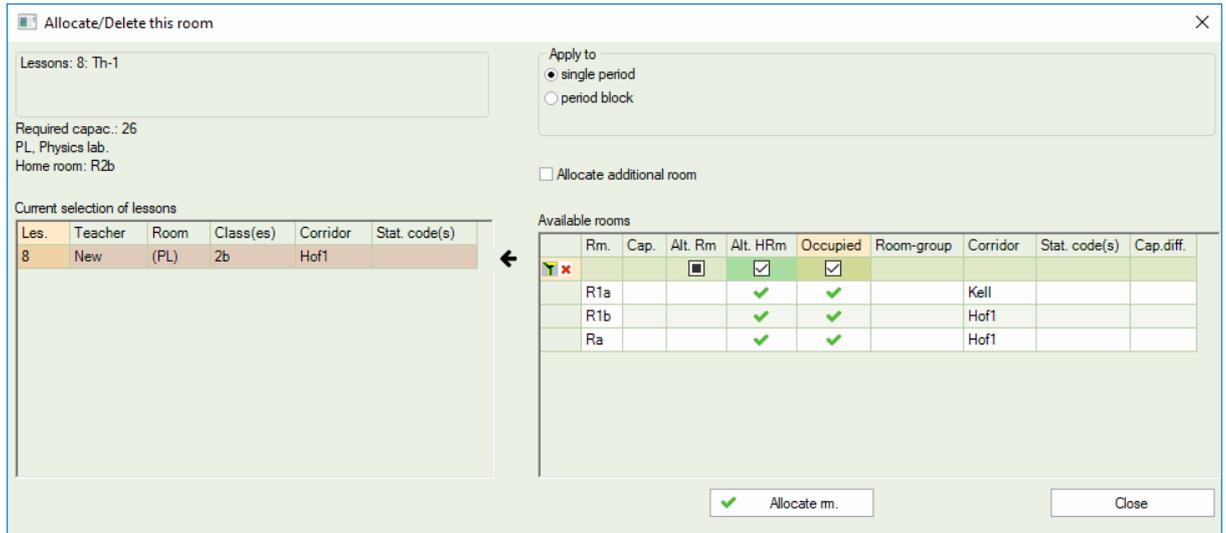
Scheduled

If this is checked the room is scheduled. You only see scheduled rooms if you select the option 'Show scheduled rooms' in the upper part of the substitution suggestion area. Scheduled rooms are not shown by default.

Room group

If the room is part of one or several room groups, the names of the room groups are shown in this column.

In addition to the substitution suggestion you can also regulate room substitutions by selecting <Allocate/Delete this room> . This dialogue gives additional information.



The left section of the window shows the room which was originally scheduled for this lesson and the home room of the respective class and the capacity of the available room.

The right section shows all the columns explained above plus the following:

Corridor

If you work with the module: 'Break supervision' and have defined corridors in the master data off he rooms, then this information will be shown here.

Statistics

The statistics codes of the rooms you have defined in the master data are shown here.

Difference in capacity (Cap. diff.)

This column calculates the difference between the capacity of the room which is not availalbe and the room which is a possible alternative provided that both capacities have been defined. If the room which was a possible alternative is too small, this will be stated by a minus.

In this dialogue you have a filter line in the right part off he window. You can activate or deactivate it by a right-click on the heading. The filters in those columns can be combined as needed by e.g. filtering all non-scheduled rooms which are, however, alternative rooms of the home room.

Tip: Changing rooms directly in the timetable
 Spontaneous room changing can be carried out directly in the timetable (see chapter [Room substitutions in timetable](#)).

6.6 Automatic substitution

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

1. Click on the <Automatic>button.
2. Click on <Start substitute optimisation>. All open substitutions are processed one after the other and adequate substitutions are applied.

Done! All open substitutions have been scheduled.

Note: Break supervision substitutions:

Select the 'Break Supervision' method for scheduling break supervision substitutions.

The screenshot shows the 'Substitutions / Teacher' window with a table of substitution suggestions. The 'Substitution optimisation' dialog box is open, showing the following details:

- Uncovered substitutions: 4 Substitutions
- 0 Room replacements
- 1 Br.Sup.-Substitutions

The 'Select the desired method' dropdown is set to 'All (best substitution teacher of the suggestion)'. A red circle highlights the 'Start substitute optimisation' button. Below the dialog, a table shows the substitution suggestions with the following data:

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from |
|------------|--------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|
| 325 | Break superv | 0/1 | | | Curie | ??? | | | Bas | Bas | |
| 323 | Substitution | 1 | TX | | Curie | ??? | 1b | 1b | TW | TW | |
| 326 | Substitution | 1 | RE | | Nobel | ??? | 2a | 2a | R2a | R2a | |
| 324 | Substitution | 2 | TX | | *Curie | ??? | 3b | 3b | TW | TW | |
| 327 | Substitution | 2 | RE | | Nobel | ??? | 1b | 1b | R1b | R1b | |

The 'Substitution optimisation' dialog box also shows a list of methods to select the desired method:

- All (best substitution teacher of the suggestion)
- All (best substitution teacher of the suggestion)
- Break supervisions
- Coupling teacher
- Released
- Shifts
- Standbys
- Substitute for: teacher (subject/class(es))

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

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

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

The 'Substitution optimisation' dialog box shows the following details:

- Uncovered substitutions: 2 Substitutions
- 0 Room replacements
- 1 Br.Sup.-Substitutions

The 'Select the desired method' dropdown menu is open, showing the following options:

- All (best substitution teacher of the suggestion)
- All (best substitution teacher of the suggestion)
- Break supervisions
- Coupling teacher
- Released
- Shifts
- Standbys
- Substitute for: teacher (subject/class(es))

Tip: Automatic substitution as "emergency planning"

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

7 Editing in the timetable

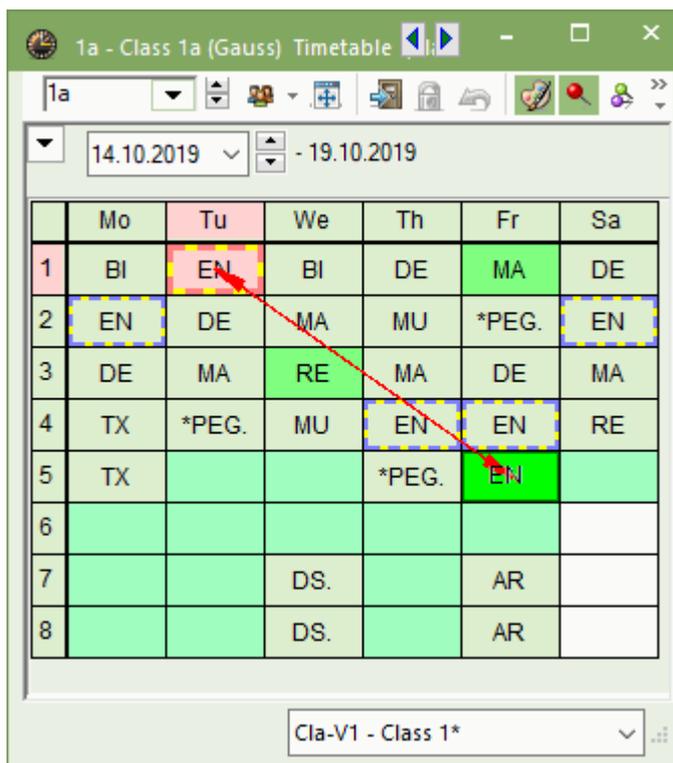
In the timetable there are many options to make changes on a daily basis without entering an absence. You can [shift periods](#) , [swap periods](#) , create additional lessons ([special duties](#)), [cancel periods](#) or [change rooms](#) .

Note: Changes also in the substitution list

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

7.1 Shifting lessons

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



Shifting of couplings

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

Shift across several weeks

If you want to shift a period to a time range outside of the current week, drag this period next to the timetable. Then change the date in the timetable to the required time range and drag the period to the required position in the timetable.

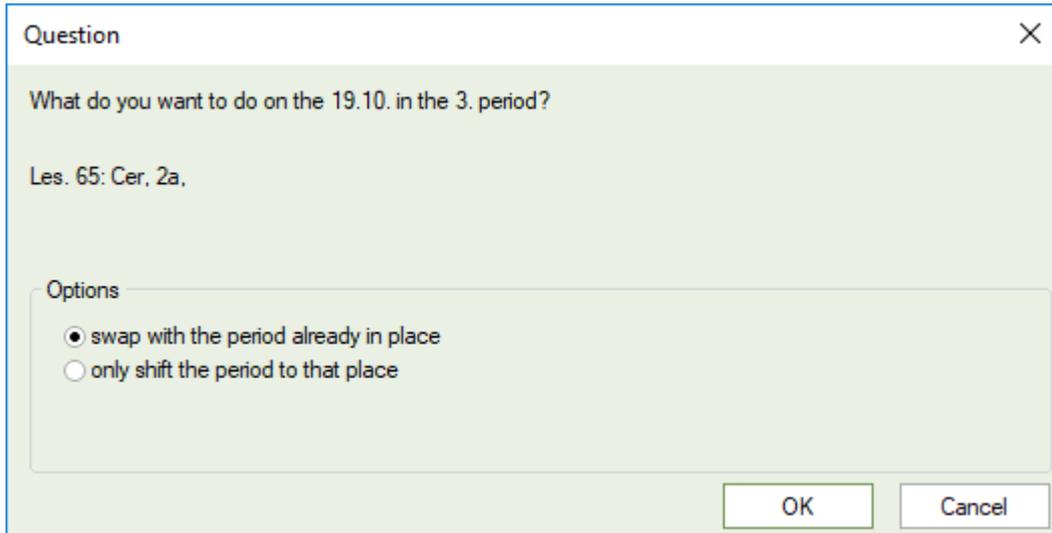
The image shows two screenshots of a timetable software interface. The first screenshot shows a timetable for the period 14.10.2019 - 19.10.2019. A lesson 'EN' is highlighted in a red circle, and an arrow points to another 'EN' lesson in a red circle. A red circle with the number '1' is next to the arrow. The second screenshot shows a timetable for the period 28.10.2019 - 2.11.2019. A lesson 'EN' is highlighted in a red circle, and an arrow points to another 'EN' lesson in a red circle. A red circle with the number '2' is next to the arrow, and a red circle with the number '3' is next to the destination lesson.

Note: Lesson pool

Periods which lie next to the timetable due to shifts or displacements, are to be found in the window 'Lesson pool' (see chapter [Lesson pool](#)).

7.2 Shifts with displacement

A lesson can be shifted to another position using drag and drop. A swap is possible with all periods that are displayed in green. If you drop a period onto another period where a swap is not possible the existing period will be displaced and will then appear in the lesson pool from where it can be dragged to another position in the timetable.

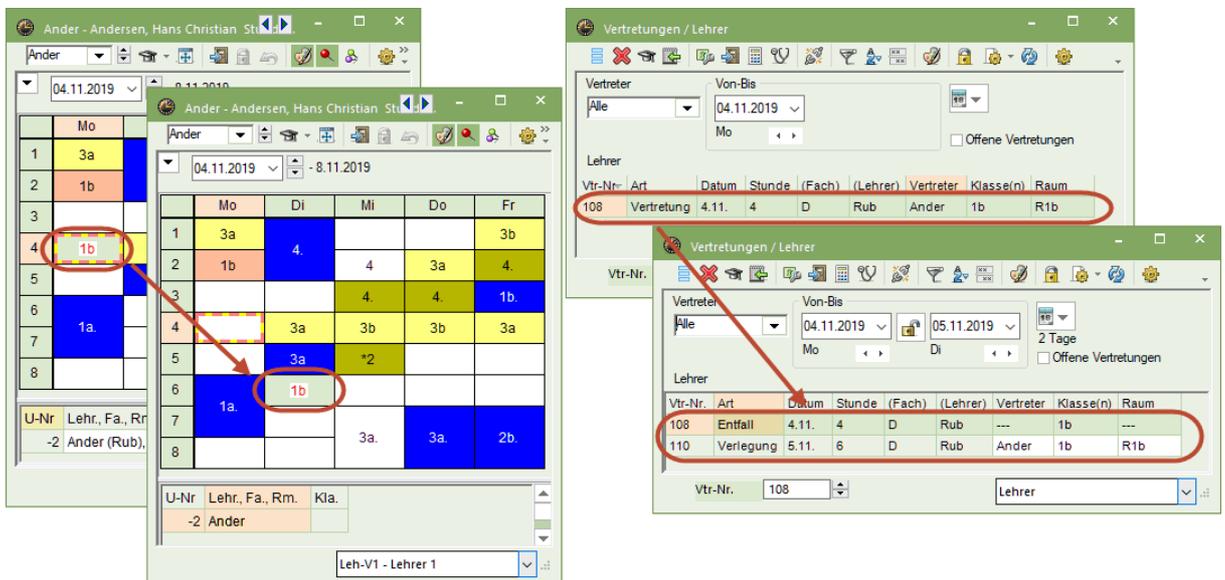


7.3 Shift substitutions

As of Untis 2018 substitutions can also be shifted in the timetable. Drag the respective substitution to another position in the timetable. The following scenarios are possible:

Shift of a scheduled substitution

You have scheduled a substitution for an absent teacher. This substitution needs to take place at another point in time. Drag the respective period to the position you want to schedule it to – either in the class or in the teacher timetable. At the original position of the substitution list now shows a cancellation, the new position shows a shift.



Warning: Deleting an absence
 If you delete the absence in this case, the shift of the period, however, remains.

Shift of an unscheduled substitution

You can shift an unscheduled substitution directly in the timetable, as well. If the absent teacher is available at this later time, he/she will automatically be set as substitution.

The left screenshot shows a weekly timetable for 'Rub - Rubens, Paul' from 04.11.2019 to 08.11.2019. The right screenshot shows the 'Vertretungen / Lehrer' (Substitutions / Teachers) dialog box. A red circle highlights the 'Vertreter' field containing '???' in the first dialog, and another red circle highlights the 'Vertreter' field containing 'Rub' in the second dialog. A red arrow points from the first circle to the second, indicating the change in the substitution entry.

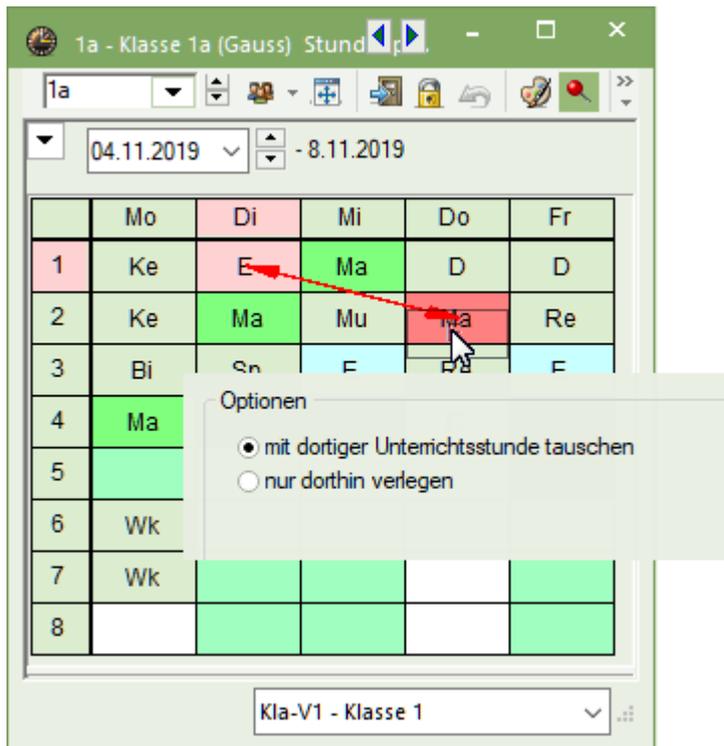
If you prolong the absence of the respective teacher post hoc since he/she is not available, an unscheduled substitutu will be generated again at the position you have dropped the period before.

Shift of unscheduled room substitutions

Shifting unscheduled room substitutions is done the same way as shifting unscheduled teacher substitutions. By dragging the period to a position where the room is available it will automatically be entered into the unscheduled substitution. This way you can solve bottle necks very easily by shiftings in class or teacher timetables if a subject room is not available on short notice.

7.4 Swapping periods

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

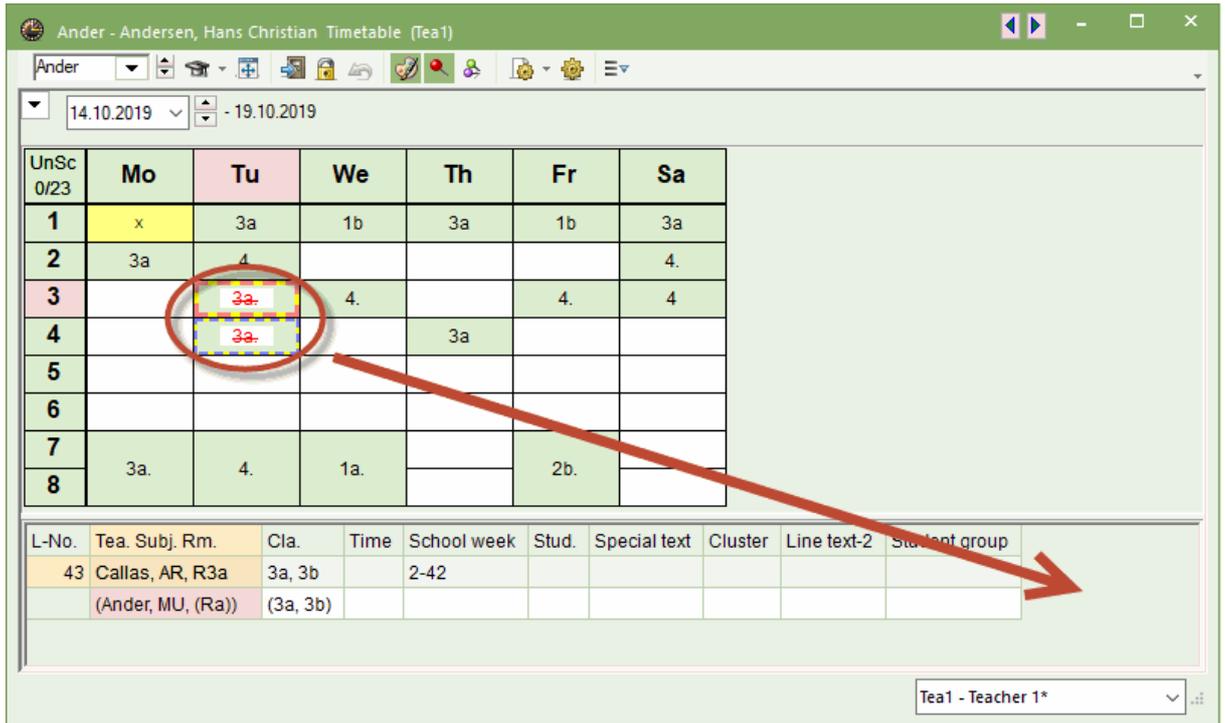


7.5 Special duties

You can create a special duty or change a period e.g. by adding a teacher by clicking your right mouse-button in the respective period. Choose 'Special duty / Change period' in the context menu. Please go to [Special duties / Change period](#) for more details.

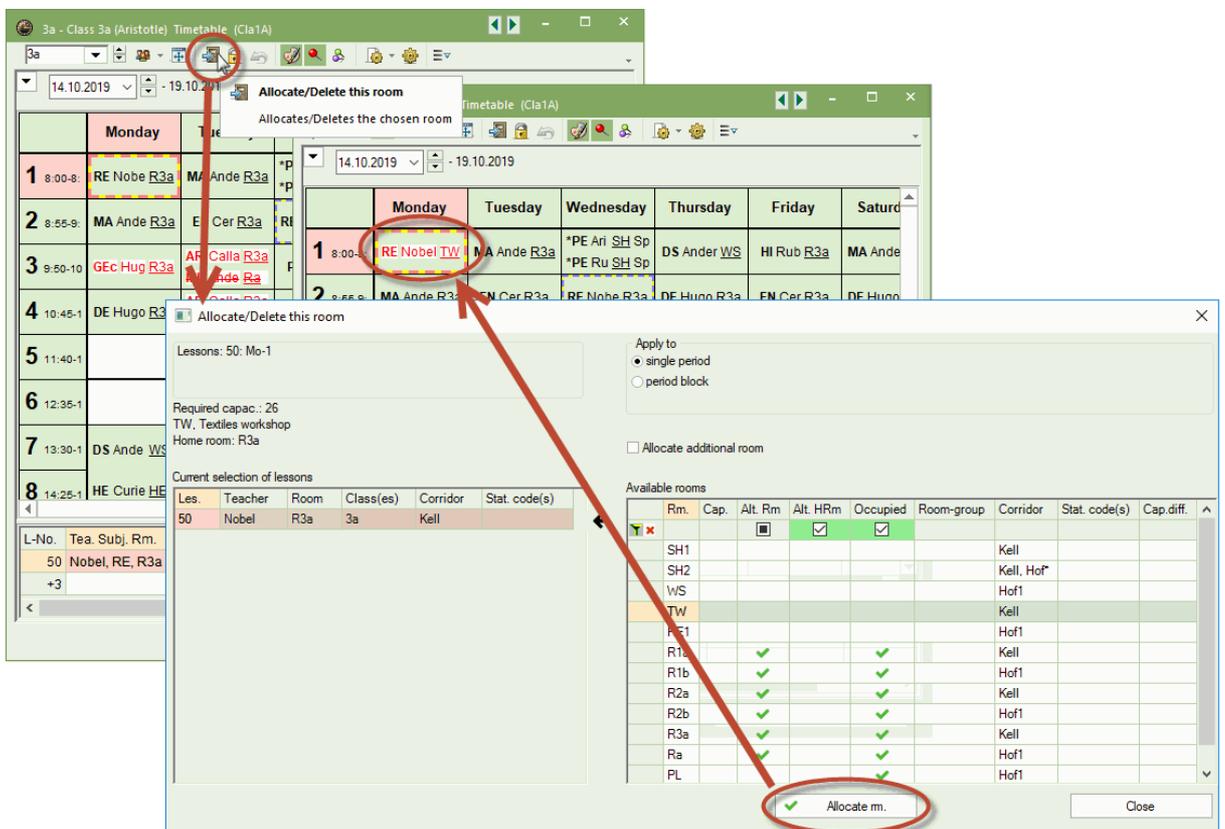
7.6 Cancellations in the timetable

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



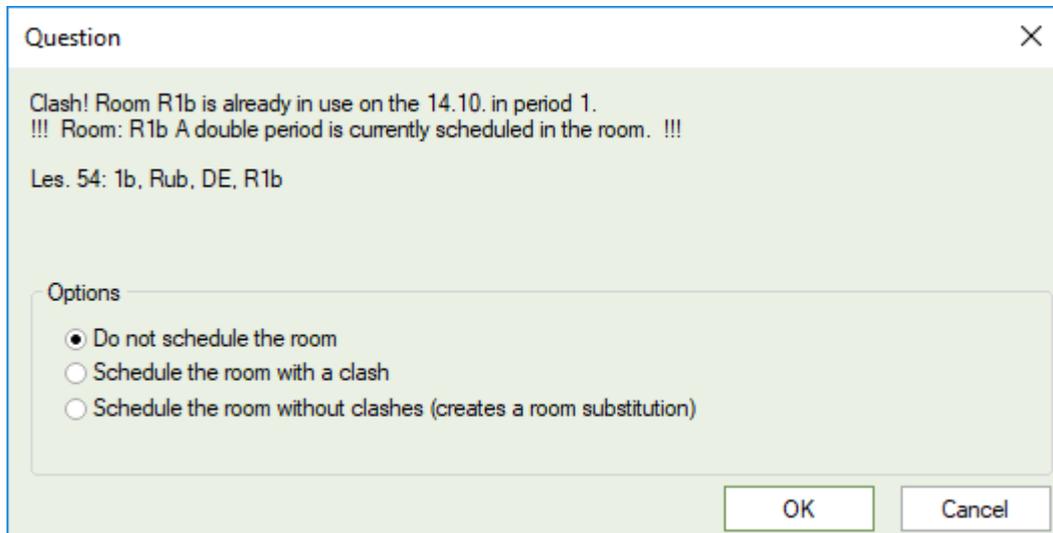
7.7 Changing rooms

You can change the room of a period in the timetable: Click on the <Allocate/Delete this room> button or right-click into the timetable and select the menu item of the same name.



Swapping a room

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



Additional room

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

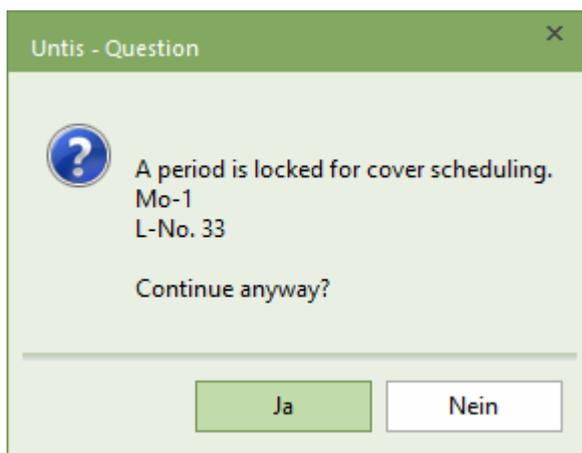
7.8 Lock periods

Individual periods can be locked in cover scheduling, i.e. these periods may not be shifted due to certain reasons. Select the respective period in the timetable and then click on the lock symbol in the toolbar. ^{**1} appears confirming that this period has been locked.

| | Mo | Tu | We | Th | Fr | Sa |
|---|-----|-----|-------|-----|-------|-------|
| 1 | *RE | MA | *PEG. | DS | HI | MA |
| 2 | MA | EN | RE | DE | EN | DE |
| 3 | GEc | AR. | PH | BI | PH | *PEG. |
| 4 | DE | AR. | EN | MA | DE | BI |
| 5 | | HI | GEc | CH. | | |
| 6 | | | | | | |
| 7 | | | | | *PEG. | |
| 8 | DS. | | | | | |

| L-No. | Tea. Subj. Rm. | Cla. | Time | School week | Stuc |
|-------|----------------|------|------|-------------|------|
| 50 | Nobel, RE, R3a | 3a | | 2-42 | 2 |
| +3 | | | | | |

If, however, somebody tries to shift this period or wants to use it for a preponement, a warning is shown saying that this period has been locked. It is you who decides if the shifting shall nevertheless be carried out.



8 Scheduling dialogue window

All ad hoc changes for the regular timetable which can be made in the timetable, are also available in the scheduling dialogue.

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

(bottom).

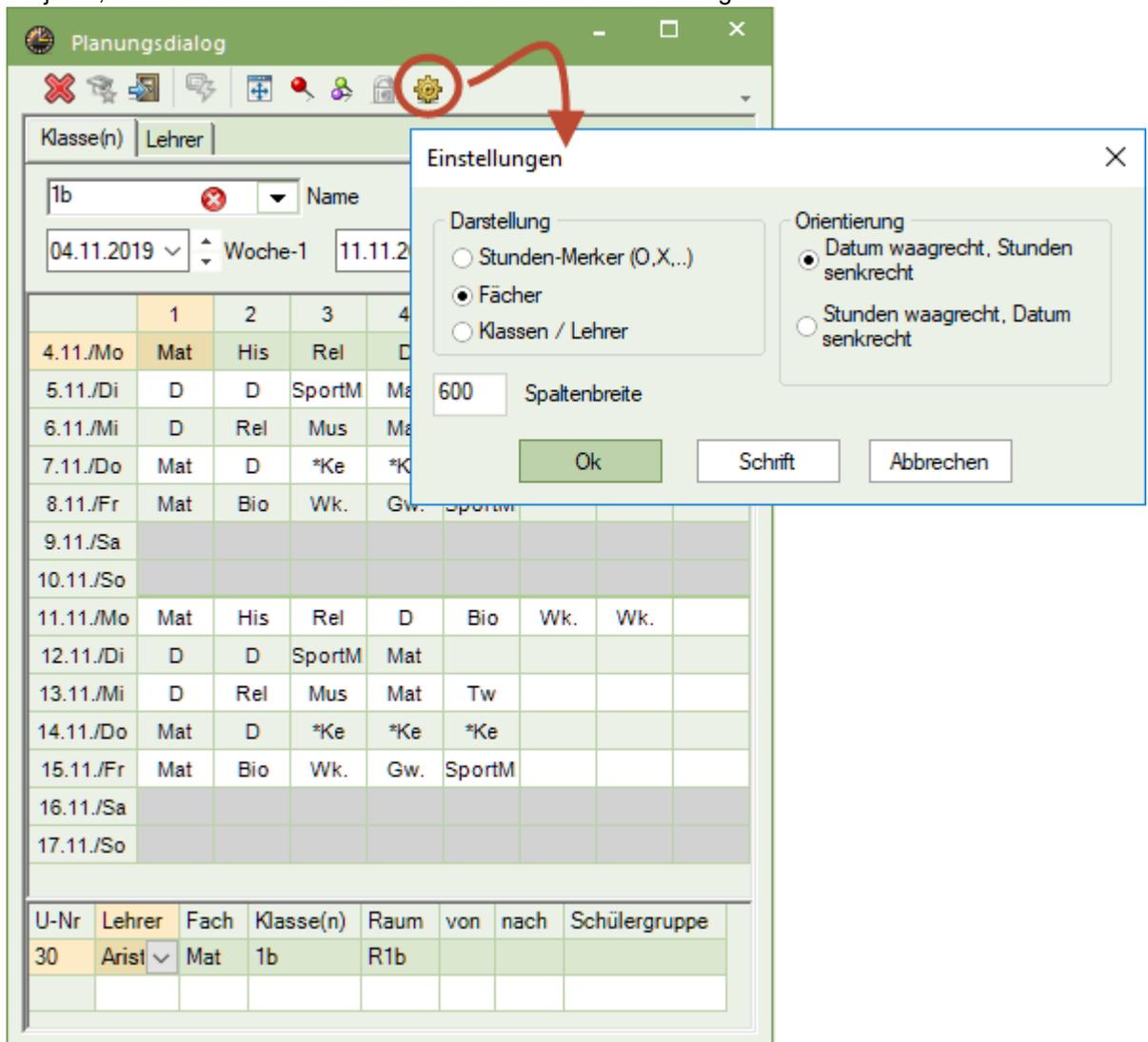
Selection window

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

Timetable window

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

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



Furthermore you can define the orientation of the scheduling dialogue and adjust the width of the columns.

Details window

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

8.1 Additional lessons – scheduling dialogue

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

Additional teacher for class

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

The screenshot shows a timetable with the following data:

| | | | | | | | | |
|-----------|-------|-------|---------|---------|---------|--------|--------|--|
| 11.11./Mo | !Rub | Ander | Nobel | Rub | Cer | Gauss. | Gauss. | |
| 12.11./Di | Rub | Rub | Arist. | Arist | | | | |
| 13.11./Mi | Rub | Nobel | Callas | Arist | Curie | | | |
| 14.11./Do | Arist | Rub | *Callas | *Callas | *Callas | | | |
| 15.11./Fr | Arist | Cer | Ander. | Hugo. | Arist. | | | |
| 16.11./Sa | | | | | | | | |
| 17.11./So | | | | | | | | |

The 'Vertretungen / Lehrer' window shows the following details:

Vertreter: Alle
 Von-Bis: 11.11.2019 Mo

Lehrer:

| Vtr-Nr. | Art | Datum | Stunde | Vertreter | Fach | Klasse(n) | Raum |
|---------|-------------|--------|--------|-----------|------|-----------|------|
| 114 | Sondereins. | 11.11. | 1 | Rub | Mat | 1b | R1a |

Additional class for teacher

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

Warning: Element not changeable

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

8.2 Cancellations in the scheduling dialogue

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

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

Cancellation of a coupling line

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

The screenshot shows the 'Planungsdialog' window. At the top, there is a toolbar with a red circle around the 'X' icon. Below the toolbar, the 'Klasse(n)' field contains '3a' and the 'Lehrer' field is empty. The 'Name' field is also empty. The dates are set to '04.11.2019' (Woche-1) and '11.11.2019' (Woche-2). The main grid shows a schedule for 8 classes over 17 weeks. The 'SportM' subject is highlighted in the grid. Below the grid, a details table is shown with a red circle around the row for 'U-Nr 1116', 'Lehrer Arist', 'Fach SportM', 'Klasse(n) 3a, 3b', 'Raum Th2', 'Schülergruppe SportM_3a3b_Arist', and 'nach Entfall'.

| | 4.11./M | 5.11./D | 6.11./M | 7.11./D | 8.11./F | 9.11./S | 10.11./ | 11.11./ | 12.11./ | 13.11./ | 14.11./ | 15.11./ | 16.11./ | 17.11./ |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 1 | D | E | | Rel | Gw | | | D | E | | Rel | Gw | | |
| 2 | E | Mat | | D | SportM | | | E | Mat | | D | SportM | | |
| 3 | SportM | Rel | | SportM | Mat | | | SportM | Rel | | SportM | Mat | | |
| 4 | Mat | D | Gz. | Mat | D | | | Mat | D | Gz. | Mat | D | | |
| 5 | Gz. | Wk | *Ch. | | E | | | Gz. | Wk | *Ch. | | E | | |
| 6 | Ph | - | | His | - | | | Ph | - | | His | - | | |
| 7 | Bio | - | Ke. | Wk. | - | | | Bio | - | Ke. | Wk. | - | | |
| 8 | His | - | Ke. | Wk. | - | | | His | - | Ke. | Wk. | - | | |

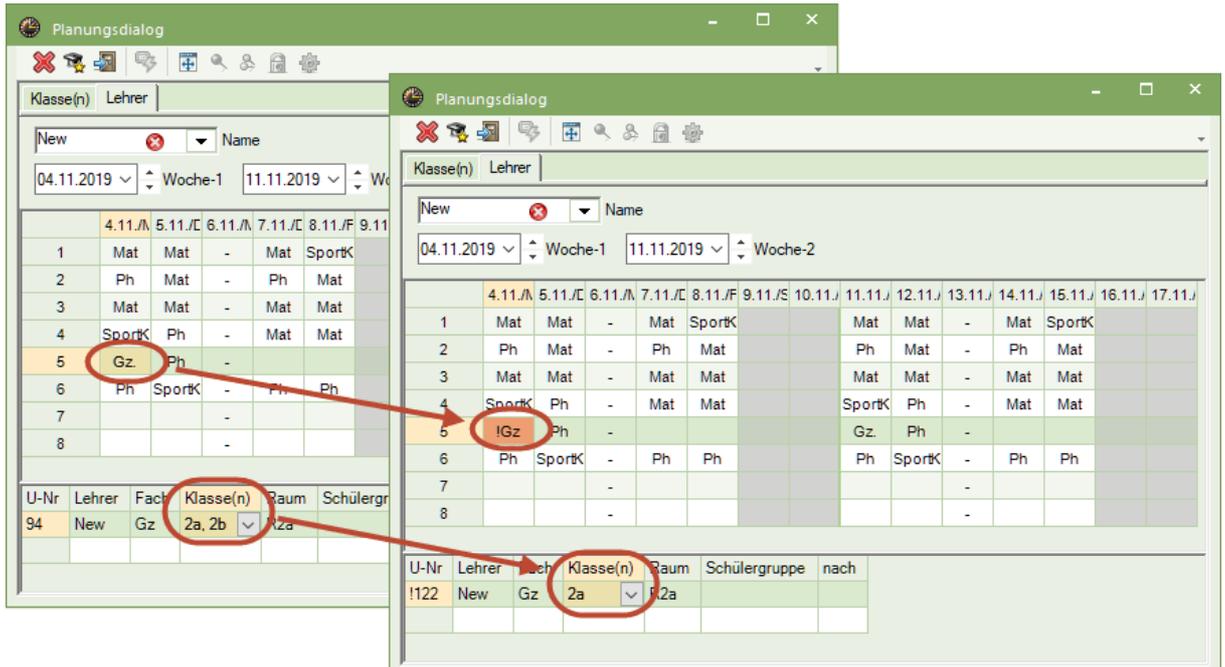
| U-Nr | Lehrer | Fach | Klasse(n) | Raum | Schülergruppe | nach |
|------|--------|--------|-----------|------|-------------------|---------|
| 1116 | Arist | SportM | 3a, 3b | Th2 | SportM_3a3b_Arist | Entfall |
| 76 | Rub | SportK | 3a, 3b | Th1 | SportK_3a3b_Rub | |

Example: Cancellation of part of a class

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

Note: Option 'Mouse click activates edit mode'

Go to 'Settings | Miscellaneous | Customise' and choose the option 'Mouse click activates edit mode'. When this box is checked a single click is enough to get to the edit mode in a field.

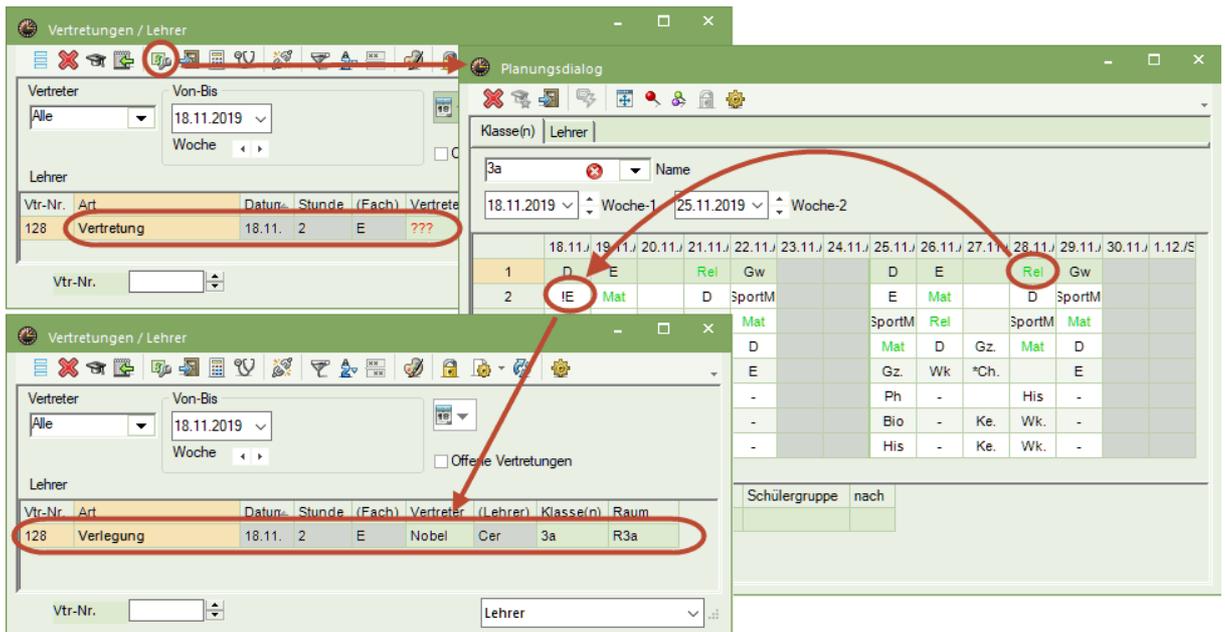


8.3 Shifts in the scheduling dialogue

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

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

All possible (clash-free) shifts will be displayed in green.



9 Special duties / change periods

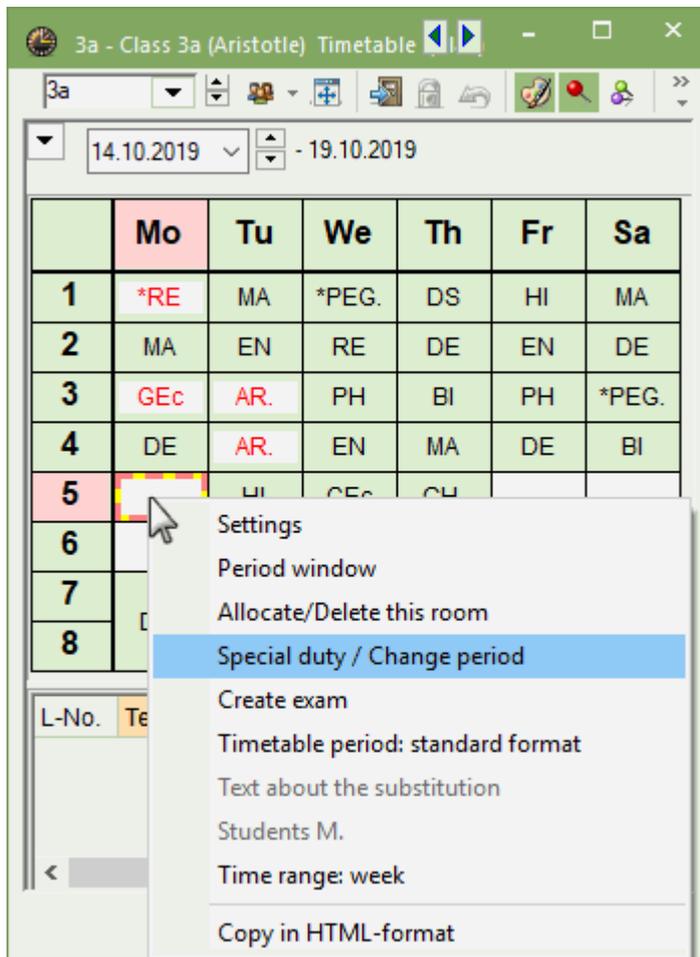
In general, any additional lesson which was not planned and which did not result from a [substitution](#) or [shift](#) is called special duty. An additional lesson can therefore be defined in a timetable or in a planning dialogue, or can be generated out of the lesson pool. Additionally, you have the possibility to change an existing lesson. The following chapters will describe which options arise from this.

9.1 Addirional lesson

There are several options to create an additional lesson, a special duty. Depending on the complexity of the special duty you want to create, the easiest way is to create it in the timetable and the 'Special duty / Change period' dialogue or via the 'Special duty' window in the ribbon.

9.1.1 For individual periods

If you would like to allocate an additional lesson to a certain period for a certain class or a certain teacher, just right-click on the respective period and select 'Special duty / Change period'.



The class according to timetable has already been pre-selected in the dialogue showing up. All other elements such as teacher, subject and room can be defined by the respective selection fields. The following options are available:

Only available teachers

If this option is checked, only those teachers are shown who do not have a lesson in the selected period.

Only subjects of the teacher

Limits the selection to those subjects the teacher teaches.

Only free rooms

Shows only those rooms which are available in this period.

Student group

If the additional lesson should not be created for the entire class you can enter or select a student group here.

Additionally, you can enter a 'text' for this additional lesson which is then shown as substitution text.

Sondereinsatz: 21.4. / 5

?.

Klasse
Klassen: 1 1a

Lehrer
Gauss Nur verfügbare Lehrer

Fach
E Nur Fächer des Lehrers

Raum
R1a Nur freie Räume

Schülergruppe

Lesen üben. Text

Neuer Lehrer OK Abbrechen

Finally, you confirm with <OK>.

The special duty you created this was is displayed as special duty in both the timetables and the substitution list.

The screenshot displays three windows from a scheduling software interface:

- Top-Left Window: 3a - Class 3a (Aristotle) Timetable**

| | Mo | Tu | We | Th | Fr | Sa |
|---|-----|-----|-------|-----|-------|-------|
| 1 | *RE | MA | *PEG. | DS | HI | MA |
| 2 | MA | EN | RE | DE | EN | DE |
| 3 | GEc | AR. | PH | BI | PH | *PEG. |
| 4 | DE | AR. | EN | MA | DE | BI |
| 5 | DE | HI | GEc | CH. | | |
| 6 | | | | | | |
| 7 | | | | | *PEG. | |
| 8 | DS. | | | | | |
- Top-Right Window: Callas - Callas, Maria Timetable (Tea1)**

| UnSc 0/27 | Mo | Tu | We | Th | Fr | Sa |
|-----------|----|-----|----|-----|----|----|
| 1 | 2b | 2b | x | | | x |
| 2 | 2b | 1b | | 1a | 2b | 1b |
| 3 | | | 2b | 2b | 2b | |
| 4 | 4 | 3a. | 1a | | 2a | |
| 5 | 3a | 2b | | 2a. | | |
| 6 | | | | | | |
| 7 | | | 2a | | 1a | |
| 8 | 2b | | 2a | | | |
- Bottom Window: Substitutions / Teacher**

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te.) to |
|------------|----------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|------------|
| 392 | Lesson changed | 1 | RE | RE | Nobel | Nobel | 3a | 3a | R3a | R3a | | |
| 380 | Shifted | 2 | BI | | Cer | Callas | 2b | 2b | R2b | R2b | | 15.10. / 6 |
| 391 | Lesson changed | 3 | GEc | GEc | Hugo | Hugo | 3a | 3a | R3a | R3a | | |
| 393 | Spec. duties | 5 | | DE | | Callas | | 3a | | WS | | |

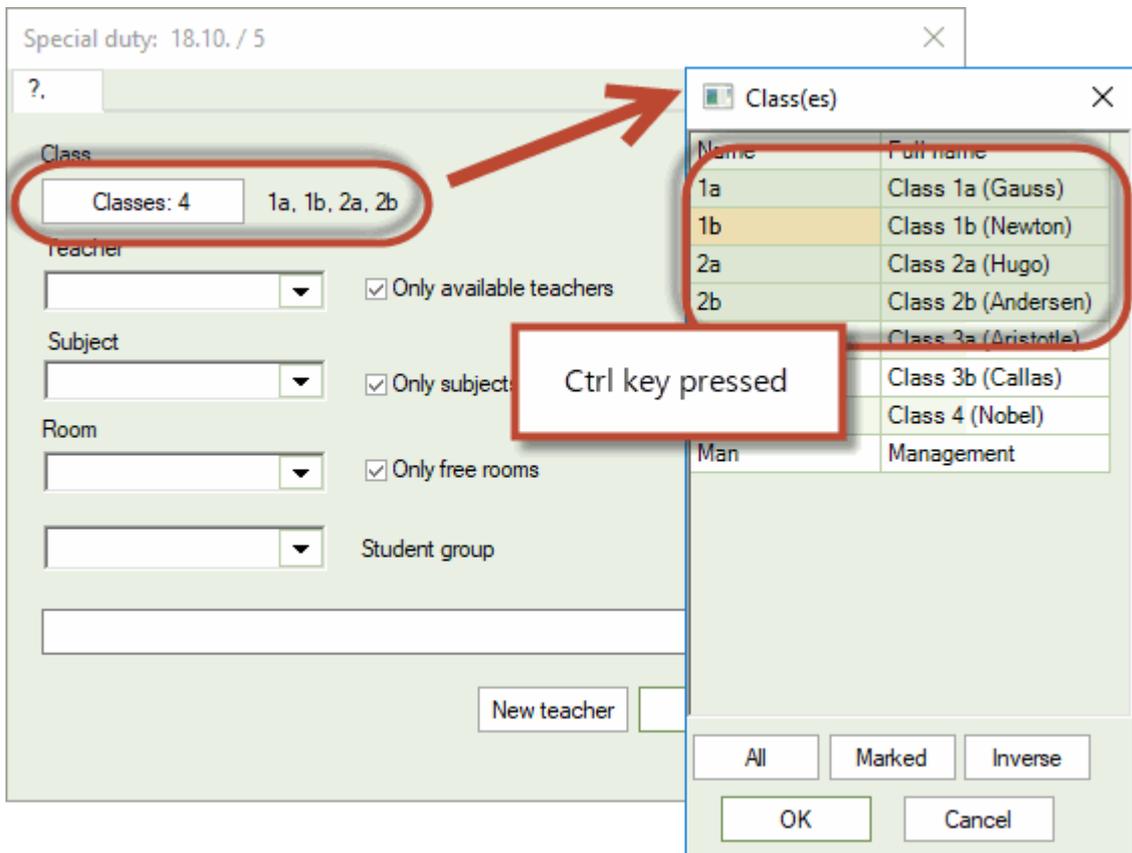
If you enter a teacher who is already scheduled for a lesson instead of an available teacher, not only the special duty is created but also an unscheduled substitution or a cancellation according to your substitution time grid of the original lesson of the respective teacher is generated:



Tip: Change special duty post hoc
 If you want to change elements of the special duty after you have created it, make those changes directly in the substitution list in the respective line of the special duty.

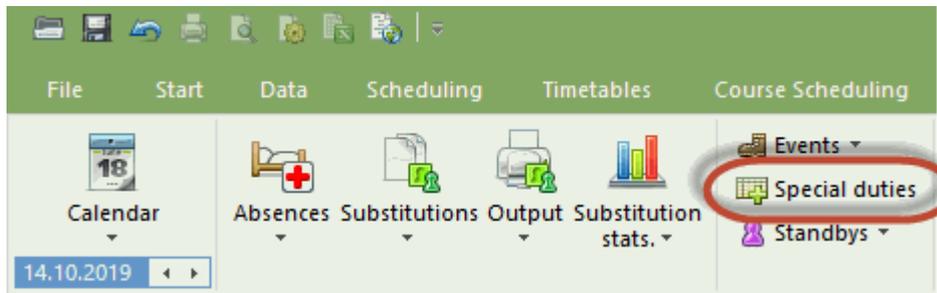
9.1.2 For several elements and blocks

If you would like to create additional lessons for several elements, e.g. several classes, you can do this by clicking 'Special duty / Change period' in the timetable of a class or a teacher. By pressing and holding the 'Ctrl.' key, you can select several elements in the dialogue via the item 'Classes':



Take into consideration that other classes may already have a lesson in the selected period. The lesson is cancelled when you generate a special duty for this class.

Use the 'Special duty' window of the toolbar for more complex scenarios such as format teacher lessons or lessons across several classes.

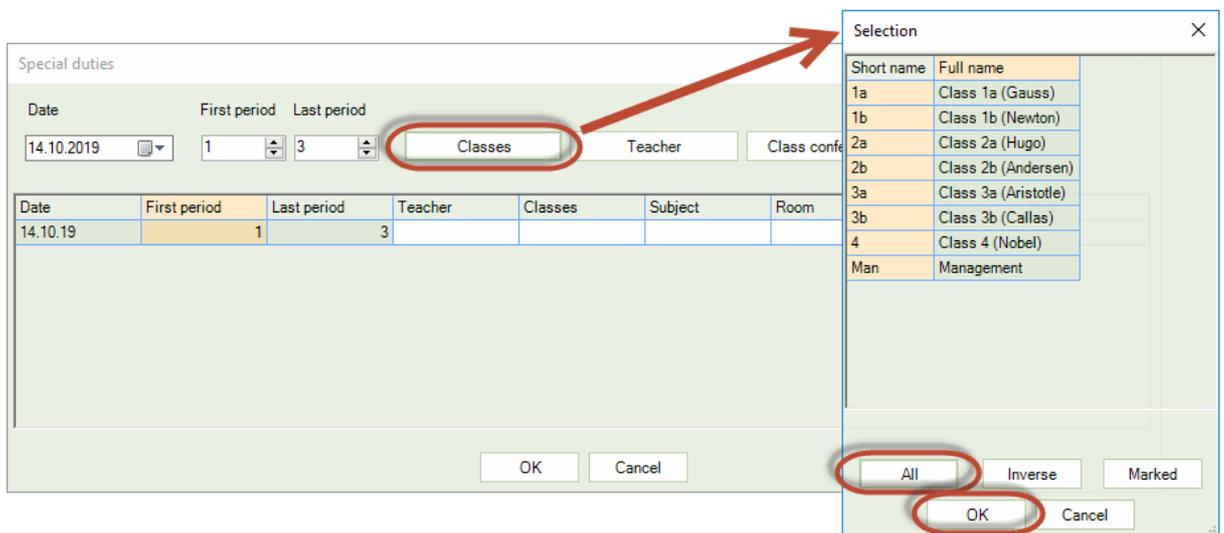


You can freely select 'Period from' and 'Period to' in this dialogue which facilitates entering special duties for several periods. Additionally, many functions are available which are explained on the basis of examples in the following.

9.1.2.1 Class teacher lessons

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

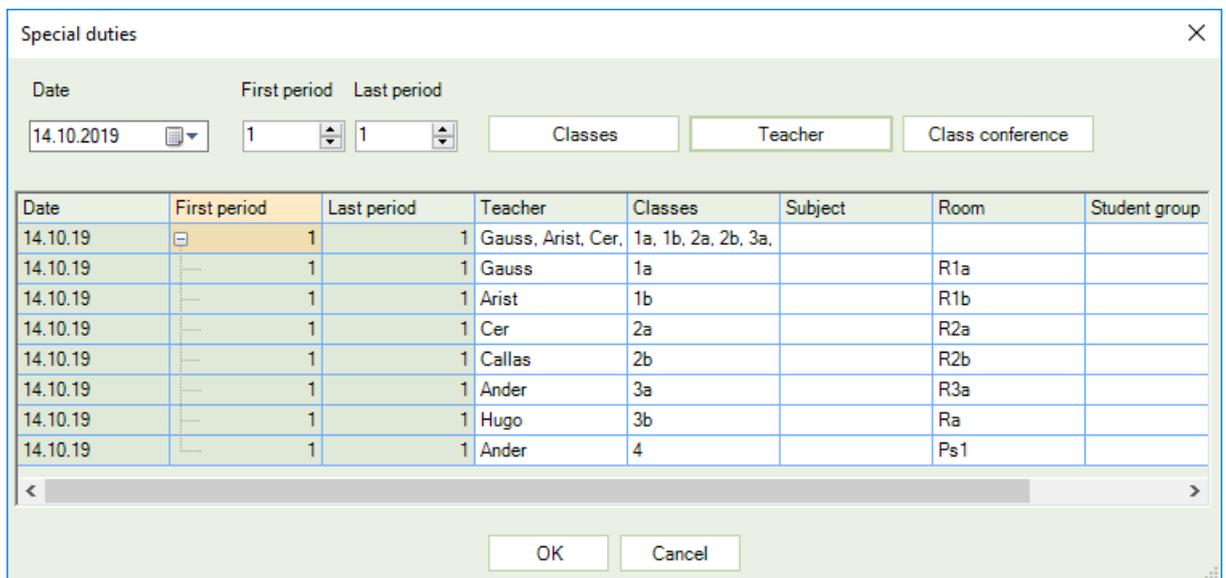
1. Open the 'Special duties' window and select the time range in which the form teacher class lesson shall take place between <First period> and last period .
2. Select all classes via the menu item <classes>. Confirm by clicking <OK>.



3. Then go to the <Teachers> button and restrict the selection to all class teachers in the following dialogue in the <filter> line. Then chose <All>to select all class teachers. Confirm by clicking <OK>.



4. In the dialogue for special duties every class teacher is automatically assigned to his or her class. In the totals row you additionally see all classes and teachers involved. When you defined a home room for your classes, they will automatically transferred into class teacher classes.



5. Confirm the Special Duties dialogue by clicking <OK>. For the selected period one special duty with the class teacher and if necessary a cancellation of the original lesson are generated for all classes.

If a teacher is absent at the chosen time tange, you will be informed and the special duties cannot be created. In this case enter the ? teacher and you can search for an adequate substitution via the substitution suggestion.

If a room is scheduled for the selected period you will be prompted if the room should never the less be

selected for the special duty. You can find an adequate room via substitution suggestion at a later point in time.

9.1.2.2 Special duty for a period block

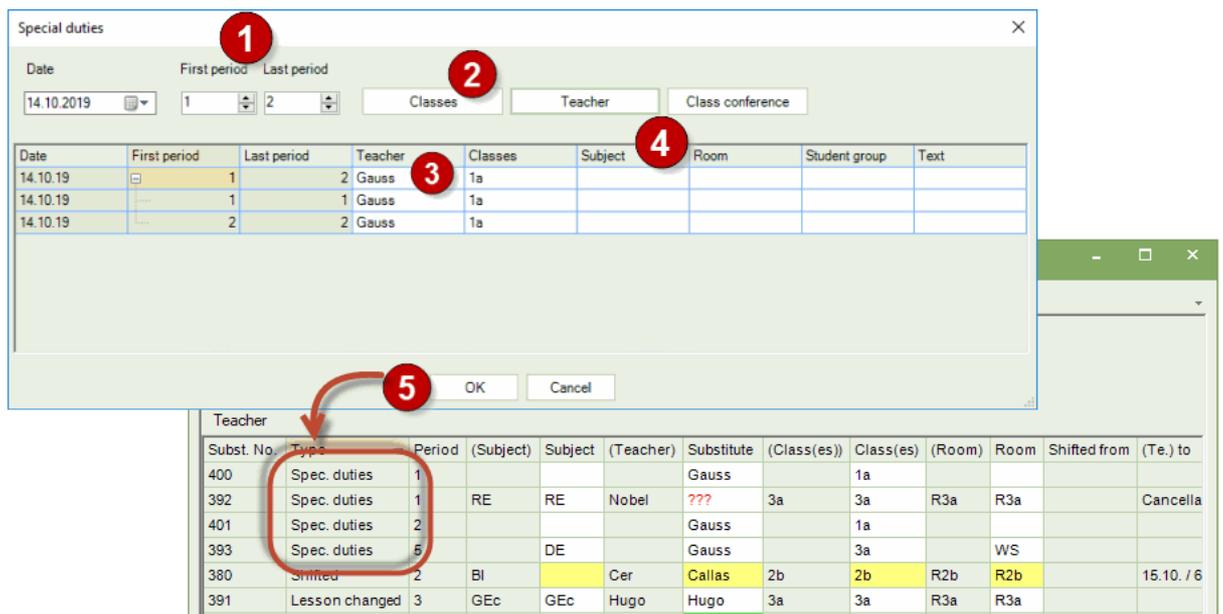
If you wish to create a special duty for a period block - e.g. for an example please do as follows:

1. Open the 'Special duties' window and select a time range of more than one period in the fields 'First period' and 'Last period' in which the special duty shall take place.
2. Enter a teacher by selecting a name in the first line (totals row) from the dropdown menu. If you select the teacher in this line, your selection is valid for the entire time range.

Tip: Enter several teachers
 If you want to enter more than one teacher you can do this directly in the line or via the 'Teachers' button. In both cases hold the 'Ctrl.' key and select the respective teachers.

4. Enter the subject and room, if you already know which elements should be entered. You also can enter a text which will be displayed in the substitution text, if you wish so.
5. The special duties are created by clicking on <OK>.

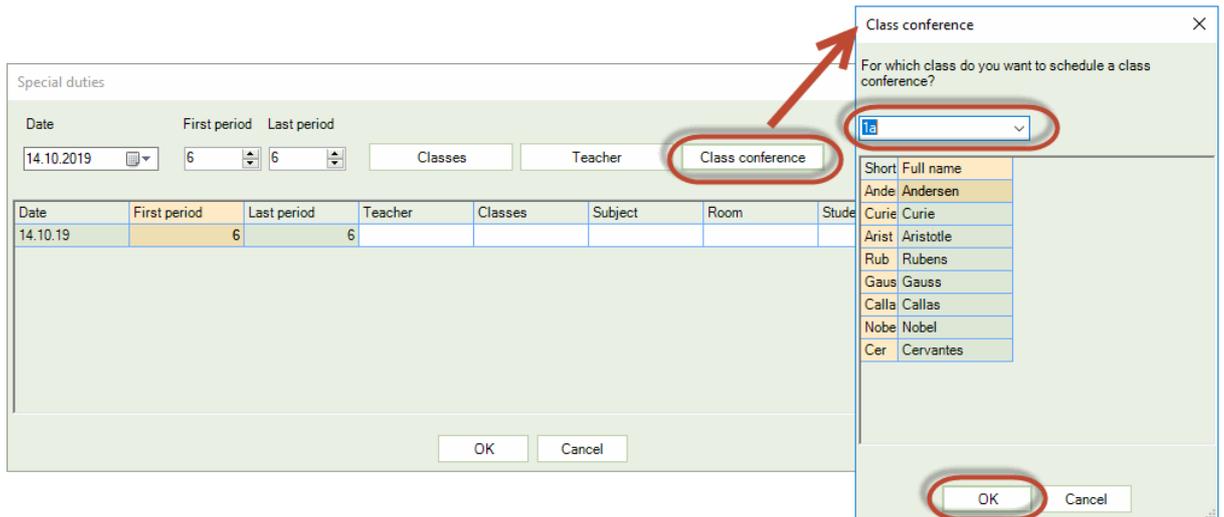
You will now see the special duties and the resulting cancellations in the substitutions window. It may be the case that you need to find a substitute for the entered teachers and/or an alternative room.



P_19_266.gif>

9.1.3 Class conference

Use the 'Class conference' function in the 'Special duties' window whenever you want all teachers of a class to gather in a specific period. First select the relevant period(s) and click on 'Class conference'. In the dialogue you can select the respective class and you will immediately see which teachers teach this class.



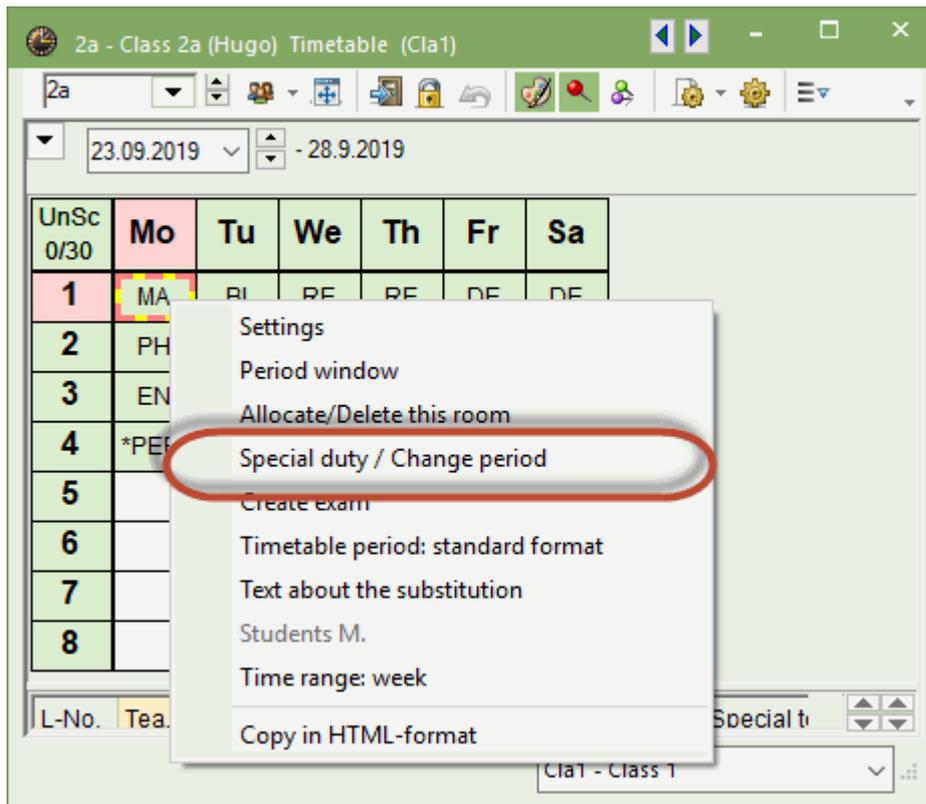
Click on <OK> and the teachers you selected will be taken over into the 'Special duties' window. You can also enter a room or a subject in this window. Click on <OK> once again and the respective special duties are generated for the respective teachers. Any clashes at the selected time will automatically turn into unscheduled substitutions or cancellations according to the substitution time grid.

9.2 Change lessons

You can change lessons in the timetable via 'Special duty / Change period'.

9.2.1 Change elements

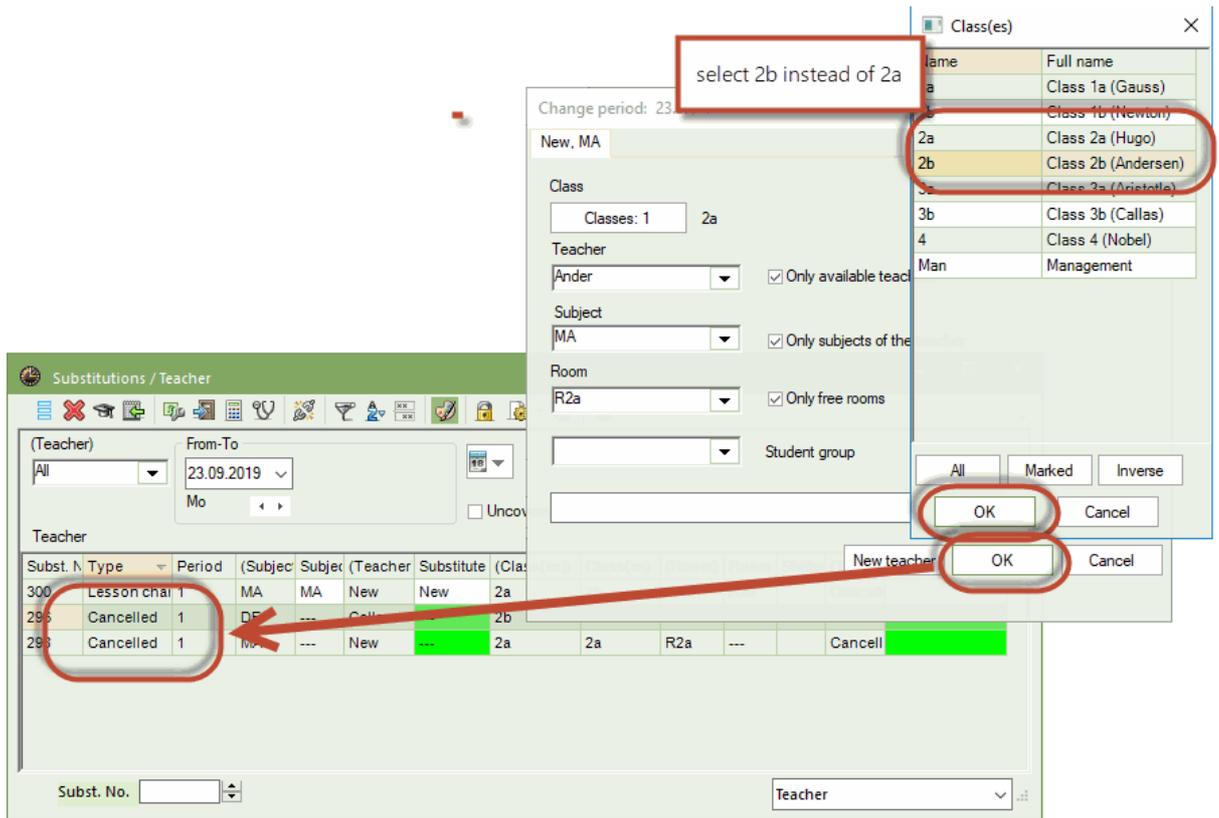
For changing an element, select the respective period in the class or teacher timetable and click right to open the context menu. Click on 'Special duty / Change period'. The dialogue already has all information of the period you selected. You now can change any master data element of the period.



Changing an element has various consequences.

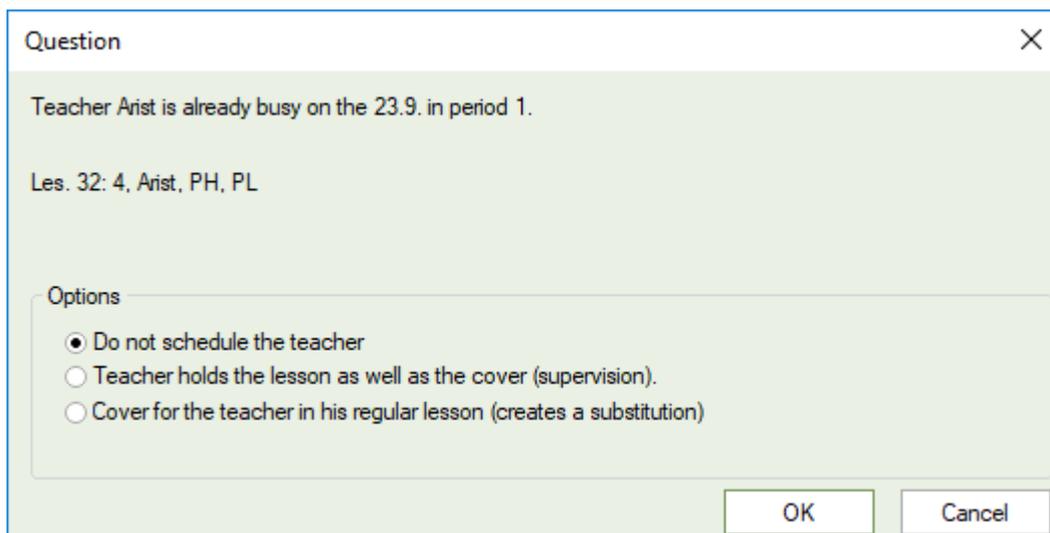
Change class

You can change the class in this dialogue by selecting a different class in the 'Class' selection field and clicking on <OK>. This change cancels the lessons of the class you entered before. If a clash occurs with the class you selected, the lesson originally scheduled for this class will also be cancelled. Additionally, 'Lesson changed' will be generated. This line contains information on which element was changed.



Change teacher

Open the 'Teacher' selection field for selecting a different teacher. Via 'Only available teachers' you make clear if you want to see all teachers or only those who do not teach at this time. Select another teacher. If this teacher does not have a lesson, a special duty is generated. If this teacher is already scheduled for a lesson you will be asked, how you would like to proceed.



Select one option and click on <OK>.

Change subject

If you only change the subject of a lesson, it will show as 'Lesson changed' in the substitution list.

Change room

If you change the room of a lesson this way, a room substitution will occur

Note: Change lesson via 'Special duties' window

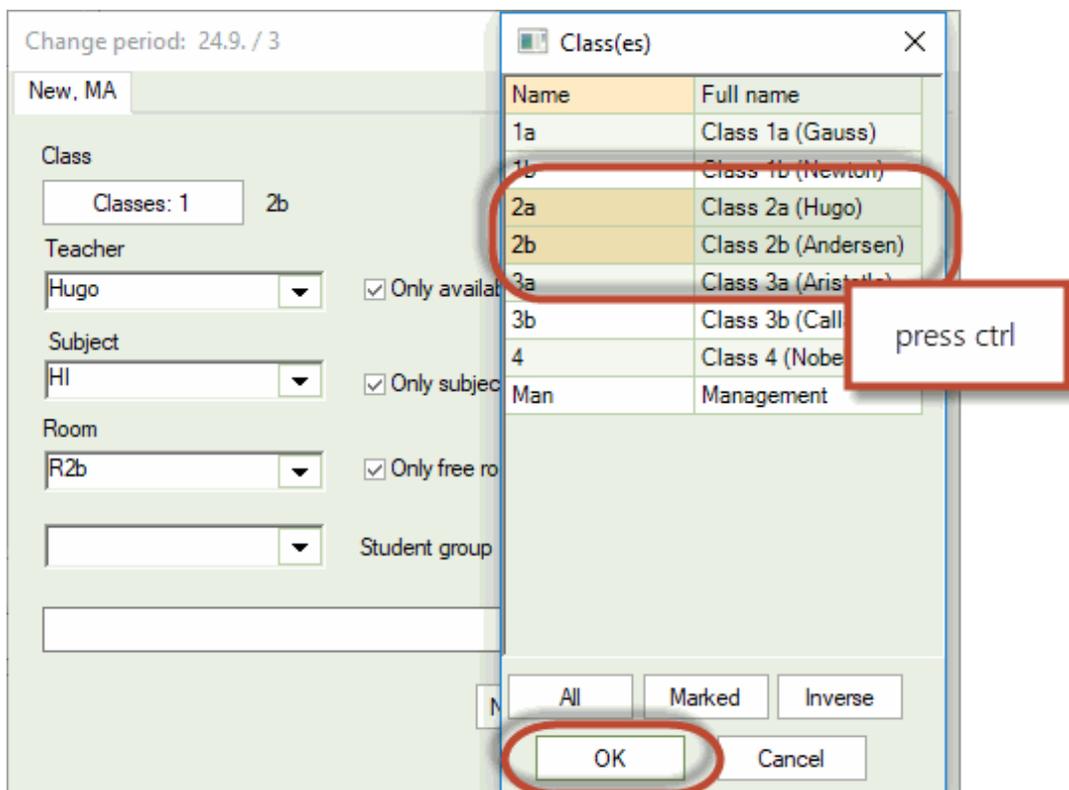
You can make any of the aforementioned changes via the 'Special duties' icon in the ribbon. In doing so you have the disadvantage that you miss out on information on the originally scheduled lesson, and that you need to fill in all fields anew. We therefore recommend to make any of the aforementioned changes in the timetable as described above.

9.2.2 Add elements

You can also add elements to a lesson this way.

Add class

Go to 'Classes', select the respective class and select an additional class by pressing and holding the 'Ctrl.' key.



In the substitution window, this will be shown as 'Lesson changed'. Now both classes are shown in the 'Class' column, the original and the added class. If the added class has a lesson already scheduled at this time, an additional cancellation is generated for the original lesson.

Add teacher

You can add another teacher to the lesson by using the 'New teacher' function. A second tab is shown in the window which provides information on class, subject, room and student group and you only need to select the respective teacher.

A special duty is created for the added teacher. If the selected teacher is already scheduled for a lesson at this time, an unscheduled substitution or a cancellation is generated..

Tip: Add room

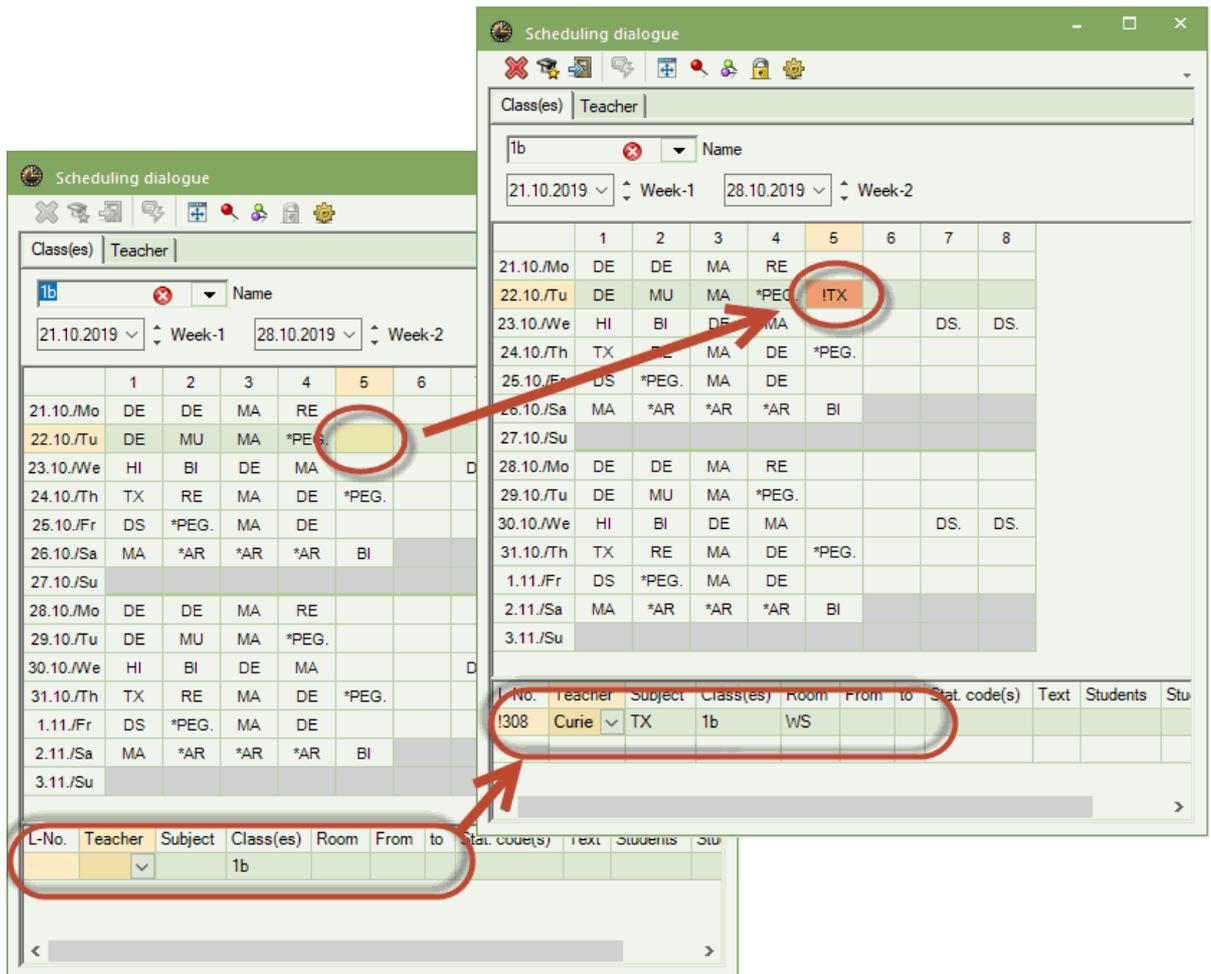
If you want to add a second room to a lesson, you can do this via 'Allocate / delete room' and the option: 'Allocate additional room'.

9.3 Sondereinsatz - Planungsdialog

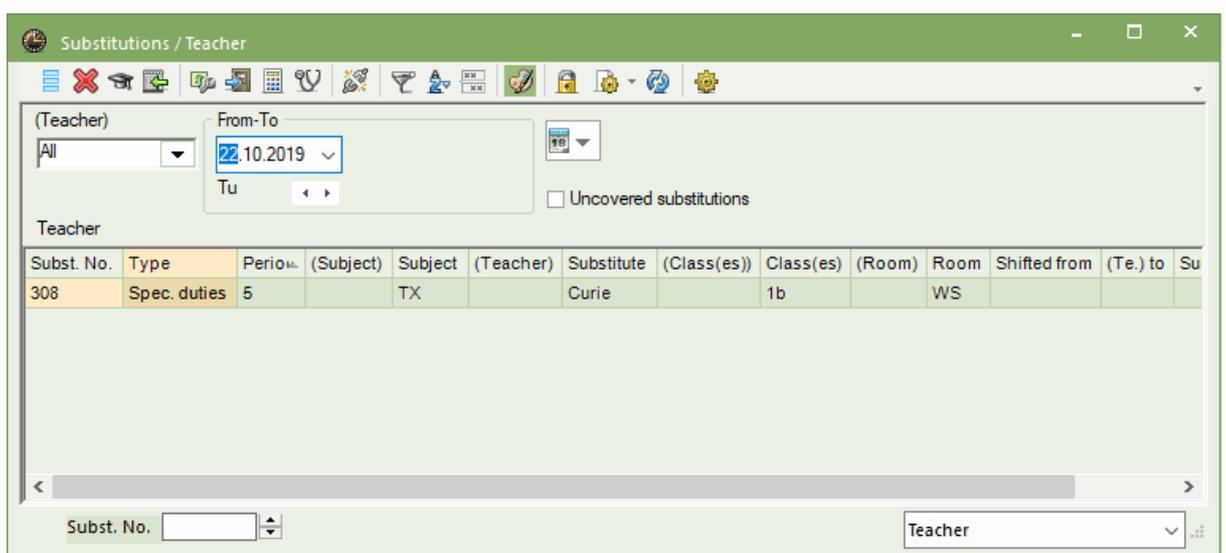
Im Planungsdialoges haben Sie ebenfalls die Möglichkeit, Unterrichte hinzuzufügen und bestehende Unterrichte zu ändern, indem Sie die gewünschten Änderungen in der Lupe durchführen.

Eine Stunde hinzufügen

Um beispielsweise in einer freien Stunde einen Unterricht hinzuzufügen, selektieren Sie diese Stunde im Dialog und schreiben Sie die Information jener Stunde, die Sie hinzufügen möchten, in die erste Zeile der Lupe.



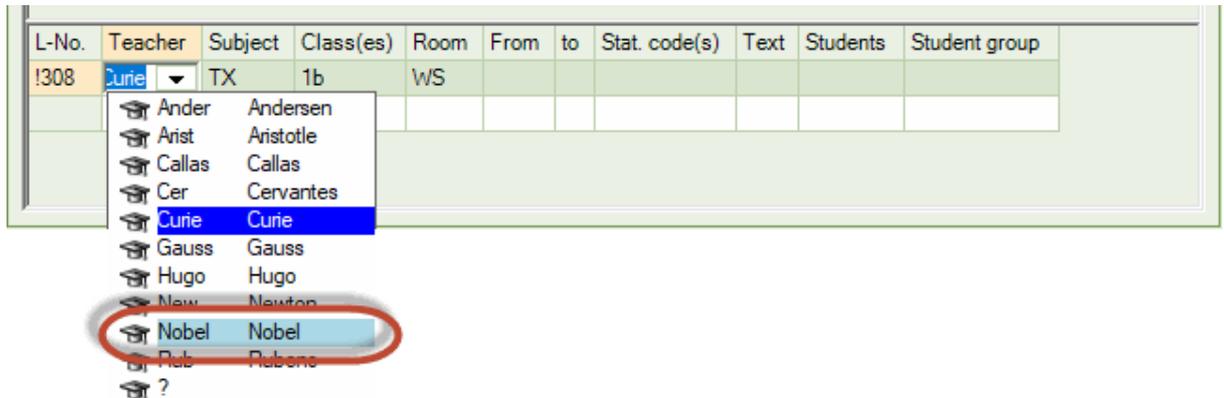
Dadurch wird ebenso wie bei Verwendung der Funktion 'Sondereinsatz / Stunde ändern' aus dem Stundenplan ein Sondereinsatz generiert.



Einen Unterricht ändern

Um einen bestehenden Unterricht zu ändern, können die Informationen in der Lupe editiert und ersetzt werden. Möchten Sie beispielsweise eine Lehrperson durch eine andere ersetzen, wählen Sie die neue

Lehrperson im Dropdown-Menü der 'Lehrer' aus.



Änderungen in der Lupe des Planungsdialoges sind mit folgender Einschränkung verbunden: Befinden Sie sich im Reiter 'Klasse(n)', können Sie keine Änderung an der Klasse durchführen. Befinden Sie sich im Reiter 'Lehrer', können Sie ebenso keine Lehrpersonen ändern.

Auch das Hinzufügen einer zweiten Lehrperson über die Lupe ist möglich, indem die zweite Zeile unter den bestehenden Informationen editieren.

| U-Nr | Lehrer | Fach | Klasse(n) | Raum | von | nach | Text | Schülergruppe |
|------|--------|------|-----------|------|-----|------|------|---------------|
| 49 | Nobel | Rel | 2b | R2b | | | | |
| | | | | | | | | |
| !516 | Arist | Rel | 2b | R2b | | | | |
| 49 | Nobel | Rel | 2b | R2b | | | | |
| | | | | | | | | |

Tipp: Sondereinsatz verlegen und kopieren

Ein Sondereinsatz kann mittels Drag&Drop wieder verlegt werden. Wird bei der Verlegung im [Planungsdialog](#) die Strg-Taste gedrückt, so wird der Sondereinsatz kopiert.

Hinweis: Sondereinsatz mit Studenten

Sollten Sie mit dem Modul Studentenstundenplan oder dem Modul Kursplanung arbeiten, so können Sie beim Anlegen von Sondereinsätzen im Planungsdialog auch die Studenten eingeben. Klicken Sie dazu in der Lupe auf das Feld <Studenten> und wählen Sie die Studenten (Kurse, Bänder) aus.

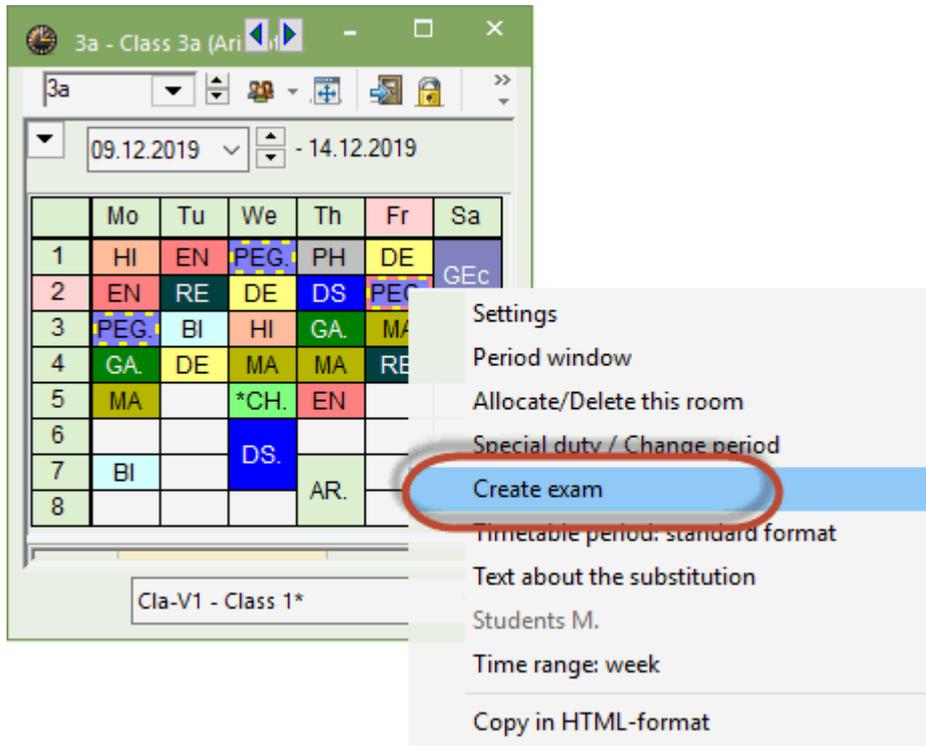
10 Examinations

You can create examinations in the 'Substitution scheduling' module of Untis. The complete functionality of exams in Untis is at your hand with the 'Course scheduling' module.

10.1 Create examination via timetable

The easiest way to create an exam without the 'Course scheduling' module in cover scheduling is via the timetable of a class or a teacher. Right-click into the respective timetable the period you want to create

and exam for and click on 'Create exam'.



The 'New exam' window opens up. Enter a name for the exam and if necessary, an additional text. The date and the 'First period' and 'Last period' fields refer to the date and the period you have selected in the timetable, because you can adjust this time range if the exam will last longer than one period.

my first exam | Name | 13.12.2019 | Date

| Text | 2 | First period

| 2 | Last period

| Statistical Code

| Lesson | Sub. | Tea. | Students |
|--------|------|-------|----------|
| 76 | PEG | Arist | |
| 76 | PEB | Rub | |

OK Cancel

Information given in the 'Teachers/Rooms' tab already show the data of the respective period from which you have started the dialogue. If you want to change the teacher supervising the exam or the room in which the exam takes place, use the buttons on the right of the window.

'Teachers'

Use this button to change the supervising teacher. The selection window shows those teachers who teach at the time of the exam in red. It is also possible to enter more than one teacher by pressing and holding the 'Ctr. ' key and selecting the respective teacher(s).

'Course teacher'

By clicking this button, the teacher originally teaching this period is automatically assigned as supervising teacher.

'Rooms'

Use this function to change rooms. Rooms which are scheduled at the time of the exam are also shown in red in this dialogue.

'Course room'

This button works like the button for teachers: clicking it assigns the room originally scheduled for the selected period for the exam.

New exam

my first exam Name 13.12.2019 Date

Text 2 First period

2 Last period

Statistical Code

Courses | Students | Teachers/Rooms

| Prd. | Teacher | Room |
|------|------------|----------|
| 2 | Arist, Rub | SH2, SH1 |

Teachers...

Course teacher

Rooms

Course room

Selection

| Short name | Full name |
|------------|-------------------|
| SH1 | Sports Hall 1 |
| SH2 | Sports Hall 2 |
| PI | Physics lab |
| WS | Workshop |
| TVV | Textiles workshop |
| HE1 | Home Econ. room |
| R1a | Class Room 1a |
| R1b | Class Room 1b |
| R2a | Class Room 2a |

All Inverse Marked

OK Cancel

OK Cancel

Click 'OK' to save your choices.

10.2 Substitutions caused by examinations

When creating an exam this way substitution events are automatically generated. If you have changed neither the time of the exam nor the teacher nor the room then you created an exam plus a cancellation of the original lesson.

Substitutions / Teacher

Substitute All From-To 13.12.2019

Fr

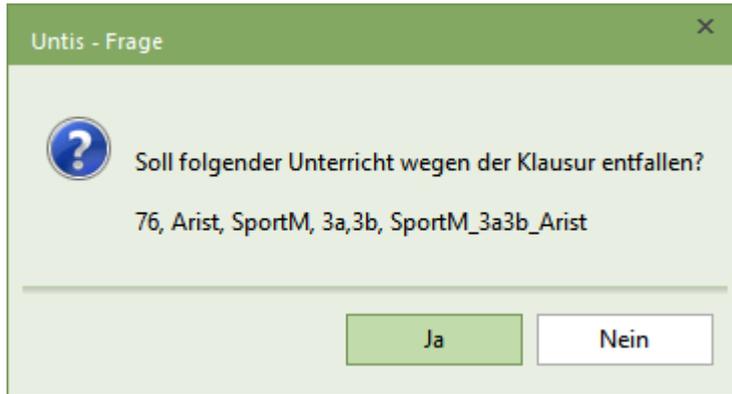
Uncovered substitutions

Teacher

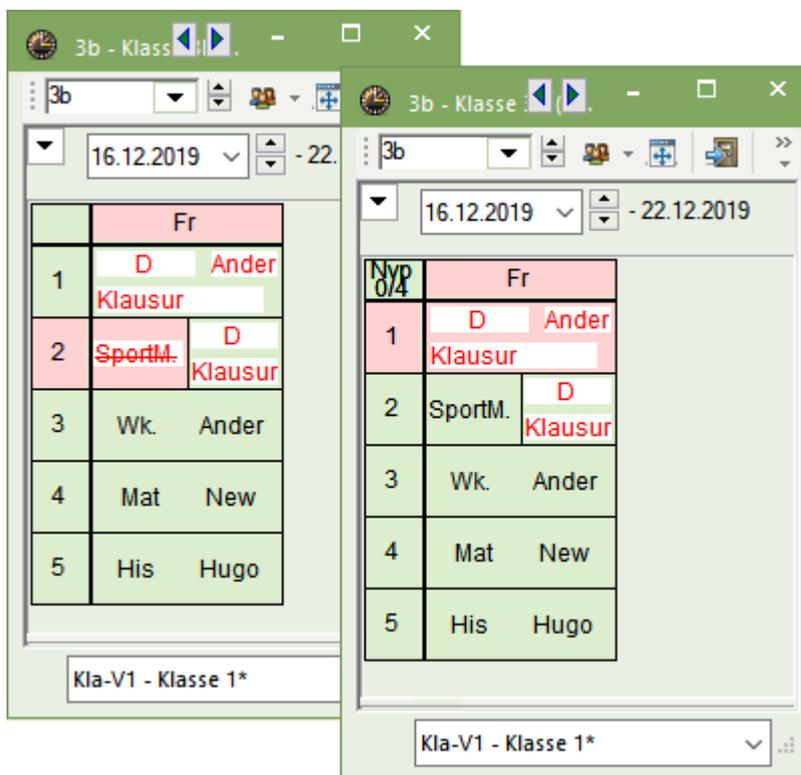
| Subst. No. | Type | Date | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te.) to | Substitution text |
|------------|-----------|--------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|----------|-------------------------------|
| 0 | Exam | 13.12. | 2 | | PEG | | ??? | | 3a, 3b | | | | | |
| 0 | Exam | 13.12. | 2 | | | | Hugo | | | | WS | | | |
| 5 | Cancelled | 13.12. | 2 | | PEG | *Arist | | 3a, 3b | 3a, 3b | SH2 | | | | Cancellation for the teachers |
| 7 | Cancelled | 13.12. | 2 | | PEB | *Rub | | 3a, 3b | 3a, 3b | SH1 | | | | Cancellation for the teachers |

Subst. No. Teacher

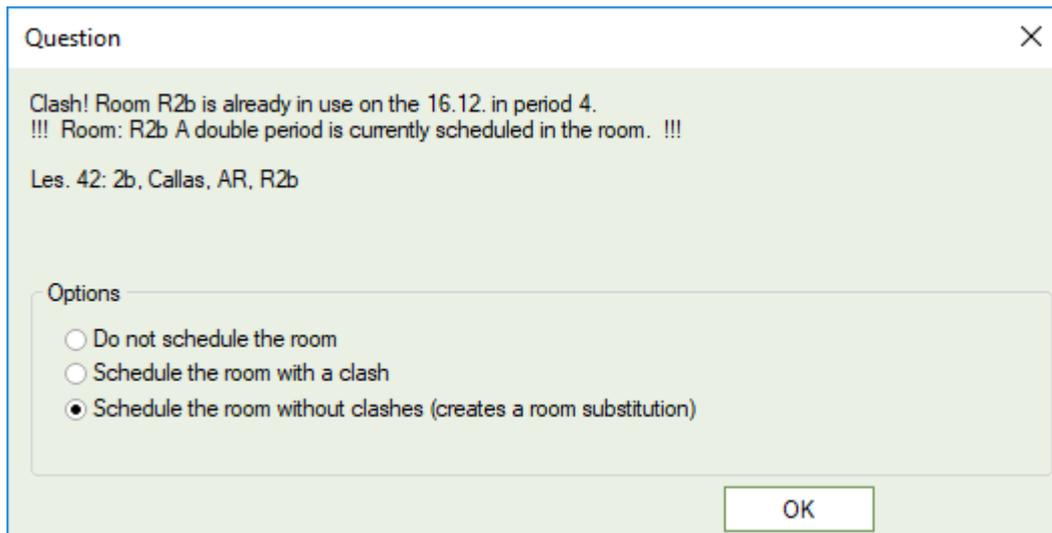
If the exam takes longer than the original period, e.g. one hour, you will be asked when clicking 'OK' in the 'New exam' window, if possible clashing lessons shall be cancelled.



If you choose 'Yes', all other lessons of this class will be cancelled. If you go for 'No', the exam and the lesson will take place at the same time. Both alternatives are clearly shown in the timetable for the students.



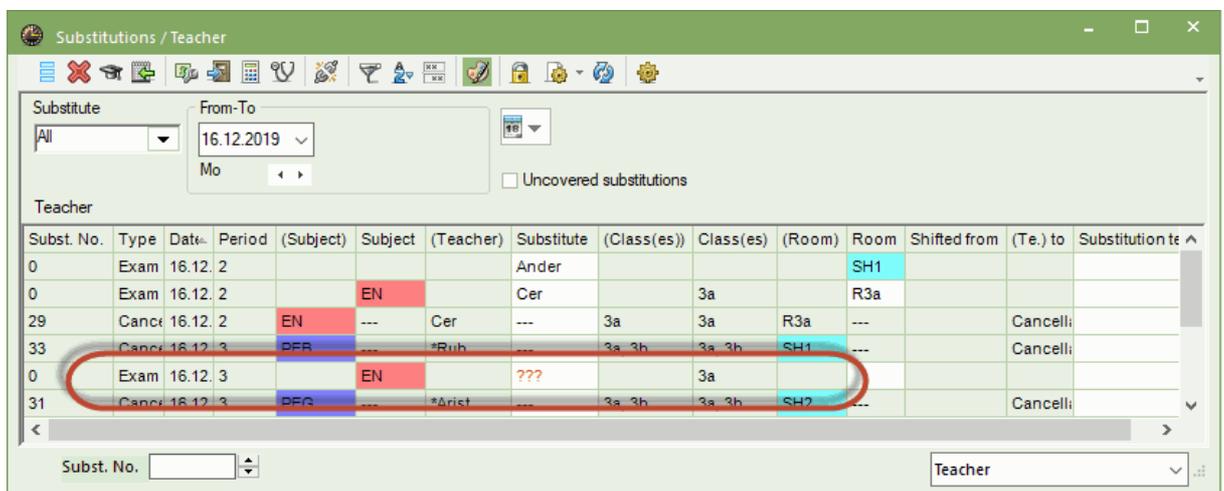
If you have selected an already scheduled room when creating the exam you will be asked how to proceed when you click 'OK' - a question you already know from other sections. If you want to assign the room choose 'Schedule the room without clashes (creates a room substitution)' and a room substitution is created for the lesson you displaced. Now you can assign another room for the displaced lesson.



Tip: Do not show cancellations for exams

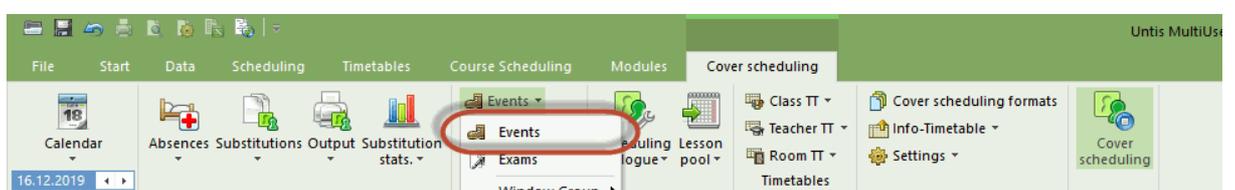
In the substitutions format which is meant for informing the students the cancellation of the original lesson caused by an exam can be hidden. Use the option '[No cancellation when prd. replced](#)' in the page layout of the substitutions format.

If you have chosen a teacher as supervisor who is already scheduled for teaching, i.e. was highlighted in red in the list, an unscheduled substitution or cancellation is automatically created for the lesson of this teacher according to your substitution time grid.



10.3 Exam window

The 'Exam' window is also available to you without the 'Course Scheduling' module. Go to the 'Cover scheduling' tab, click on the little arrow to the right of the 'Events' button, click on 'Exams'.



The window you now see shows a list of all exams of the selected time range on the left side. You can define the time range you want to see by adjusting the date fields. The button <Total school year> helps you to quickly switch between your selected time range and the total school year. The selection windows in the toolbar of the window helps you to additionally reduce the view to individual classes.

In the right part of the window you can enter exams directly by clicking on the 'New exam' button and start with creating the exam. For more details on how to create an exam in the 'Exams' window can be found in the course scheduling manual in the chapter 'Exam scheduling | The exams window'. In the manual the term 'scheduling of courses' is used which also includes all lessons. Please note that you need to activate exams you create this way for cover scheduling so that exams, and substitutions and cancellations caused by the exam will be shown in the substitution list.

10.4 Counting of exams

Supervising an exam is counted positively for a teacher by default, however, periods cancelled due to this supervision counts negatively.

Ander Andersen

Vertretungen / Entfälle / Wertkorrektur : 13.12. / Fr

| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|--------|--------|-------|------|--------|---------|-----------|------------|
| 13.12. | Fr/1 | -E | -1 | -1 | Deutsch | 3b | -> Entfall |
| 13.12. | Fr/1 | +V | 1 | 0 | Deutsch | 3b | Klausur |

Vertretungen: 1

Vertretung nicht zu zählen: 0

Entfälle: 1

Entfall nicht zu zählen: 0

Summe: 0

Choose the option 'Count substitutions in a neutral man' in the cover scheduling settings in the section 'Don't count...'. Consequently, a cancellation will not be counted negatively nor will the exam be counted positively as long as the supervising teacher is the same teacher scheduled for the original lesson or if one of the periods this teacher was scheduled for is cancelled due to this exam.

Einstellungen

- ☐ Schuldaten
- ☐ Diverses
- ☐ Berichte
- ☐ Vertretungsplanung
 - ... Vtr-Zähler
 - ... Absenzkopf
 - ... Sonstiges
 - ... Farben und Bezeichnungen
 - ... Vertretungsnachrichten
- ... MultiUser

Was zählen

Vertretungen

Sondereins.

Entfälle

Freisetzungen

Betreuungen halb zählen

Pausenaufsichten

Wie zählen

Anzahl

Werte

Stunden (HH:MM)

Entfallszählung nur für Absenzen mit Absenzgrund

Nicht zählen

Statistik-Kennzeichen

bezahlte Vertretungen

Statt-Vertretung

Klausuren neutral zählen

Ander Andersen

Vertretungen / Entfälle / Wertkorrektur : 13.12. / Fr

| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|--------|--------|-------|------|--------|---------|-----------|------------|
| 13.12. | Fr/1 | -E | 0 | 0 | Deutsch | 3b | -> Entfall |
| 13.12. | Fr/1 | V | 0 | 0 | Deutsch | 3b | Klausur |

Vertretungen: 0

Vertretung nicht zu zählen: 1

Entfälle: 0

Entfall nicht zu zählen: 1

Summe: 0

Kursiv = lokal gespeicherte Einstellungen (.ini Dateien)

Ok Abbrechen

Teachers who are scheduled for supervising an exam who do this in one of their free periods, i.e. they would not have taught, will continue to be counted positively with this option.

11 Lesson pool

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

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

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

[Creating LPLs](#)

[Scheduling LPLs](#)

11.1 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](#)

11.1.1 Creating LPLs explicitly

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

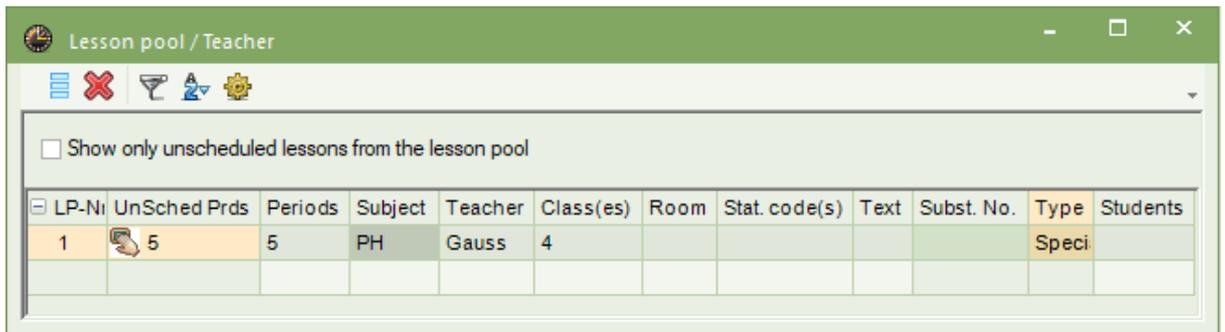
Example: Physics practical work

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

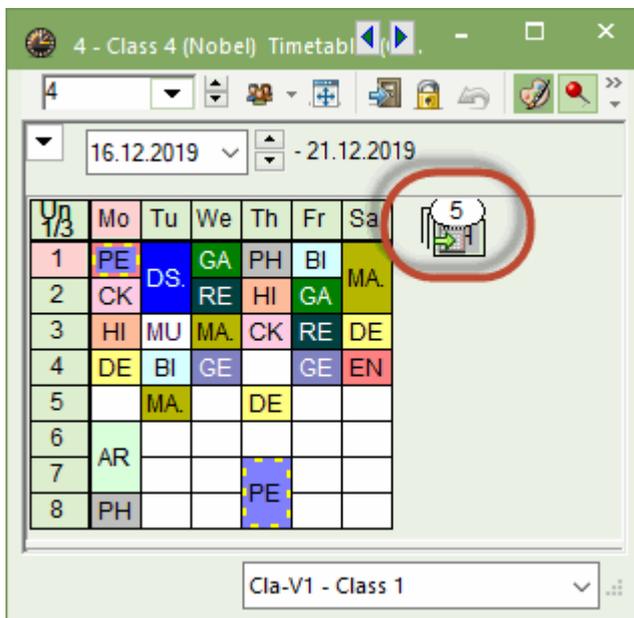
1. Open the lesson pool window from the context menu by clicking the right mouse-button or via the <Lesson pool> button on the 'Cover scheduling' tab.



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



These five periods can be [scheduled](#) at any time during the school year. They will be shown next to the class and teacher timetable for this purpose:



11.1.2 LPLs from lessons

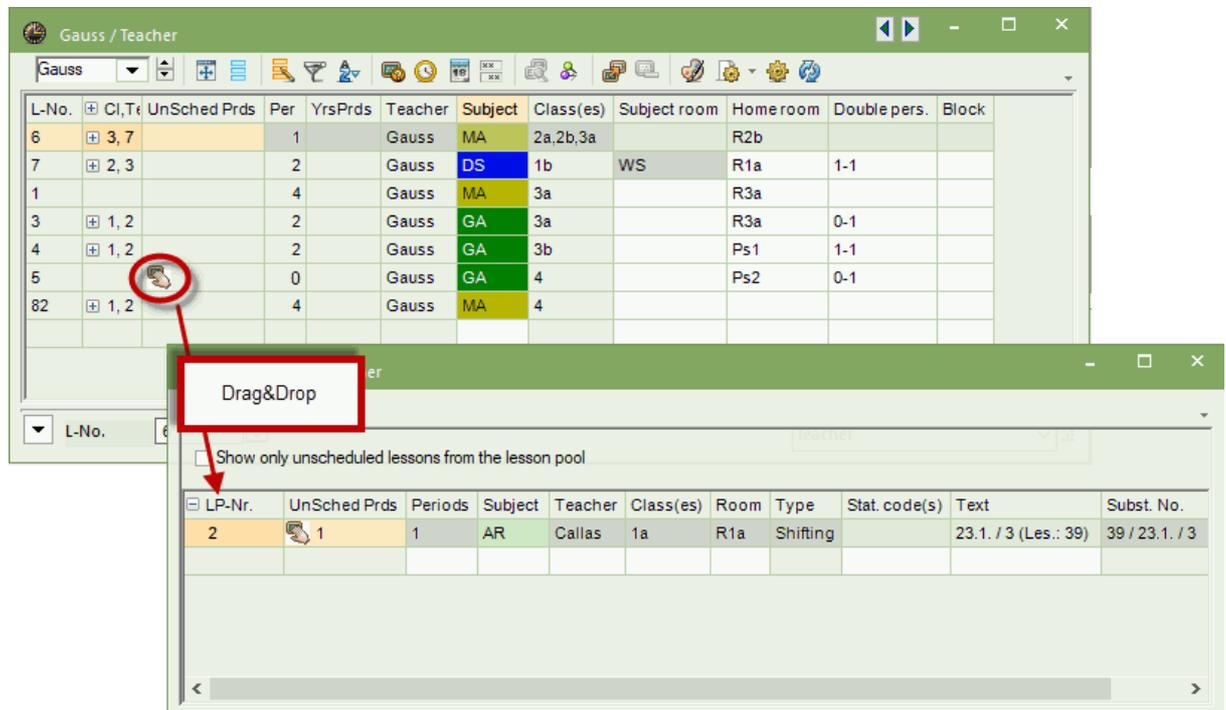
You should proceed as follows if you wish to schedule lessons as special duties at a later point in time but which should be taken into account when lessons are being entered:

Example: LPLs from an unrestricted lesson

1. Define a lesson with 0 periods in the timetable mode (or give the lesson the flag '(i) Ignore').
2. Switch to substitution mode and open the lesson pool window and the lesson window.

3. You can now use drag and drop to create a LPL from the lesson window (column "Cl,Te.").

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

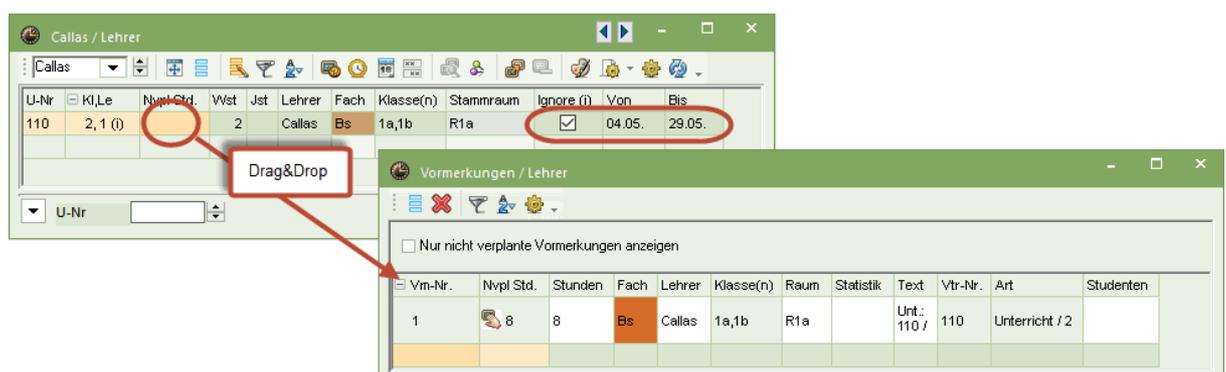


Example: LPLs from a restricted lesson

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

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

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



Warning: Changing of lesson pool lesson

Neither the number of periods of LPL nor the number of periods of the lesson can be subsequently changed as this would lead to inconsistencies in value calculation.

The LPL can only take place during the time range of restriction. These periods are available next to the timetable only during the actual time range of a lesson.

11.1.3 LPLs from timetable/scheduling dialogue

If you drag a lesson for later shifting or scheduling next to the timetable are also shown in the lesson pool window. Drag the lesson from the scheduling dialogue to the lesson pool window in order to generate a lesson pool lesson from the scheduling dialogue.

The screenshot shows two windows. The top window, 'Scheduling dialogue', displays a timetable for the week of 22.01.2018 to 29.01.2018. A red circle highlights the period '22.1./Mo' in column 1, which contains a dash '--'. A red arrow labeled 'Drag&Drop' points from this period to the bottom window, 'Lesson pool / teacher'. The bottom window shows a table with one entry:

| LP-Nr. | UnSched Prds | Periods | Subject | Teacher | Class(es) | Room | Type | Stat. code(s) | Text | Subst. No. |
|--------|--------------|---------|---------|---------|-----------|------|----------|---------------|----------------------|----------------|
| 2 | 1 | 1 | AR | Callas | 1a | R1a | Shifting | | 23.1. / 3 (Les.: 39) | 39 / 23.1. / 3 |

Note: Shifting vs. LPL

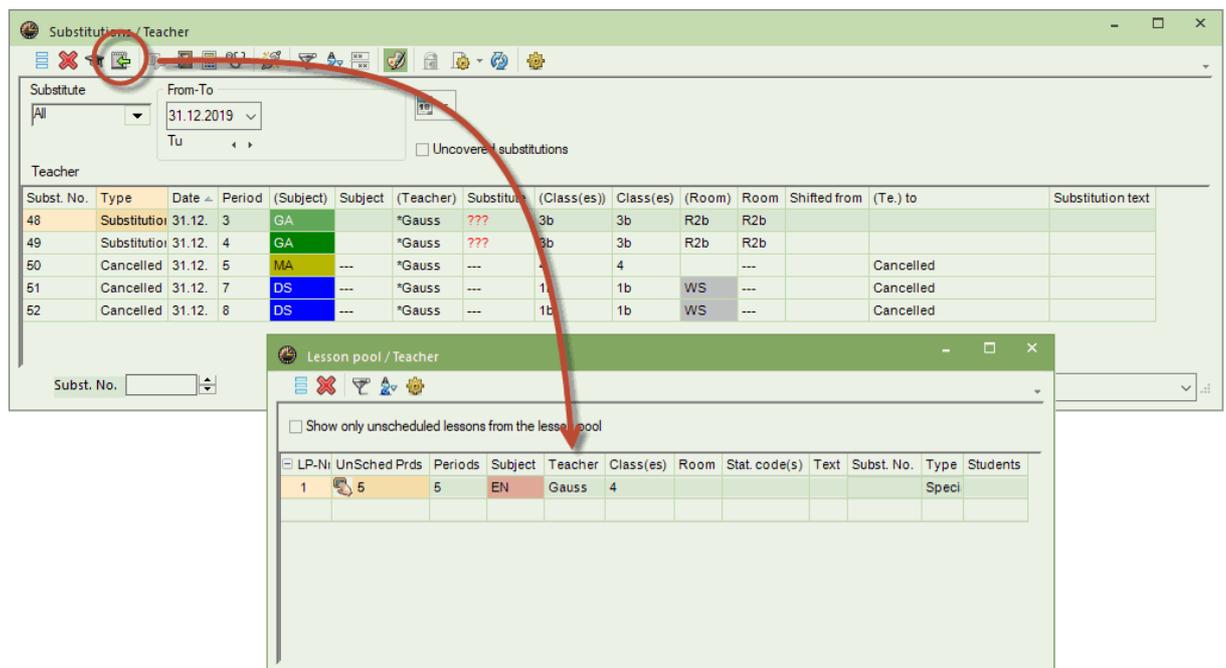
If an LPL is scheduled in the timetable, it is deleted and shown as 'shifting' in the substitution list.

11.1.4 LPLs from displacements

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

11.1.5 LPLs from substitutions

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



11.1.6 Changing LPLs

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

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

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

11.1.7 Deleting LPLs

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

11.2 Scheduling LPLs

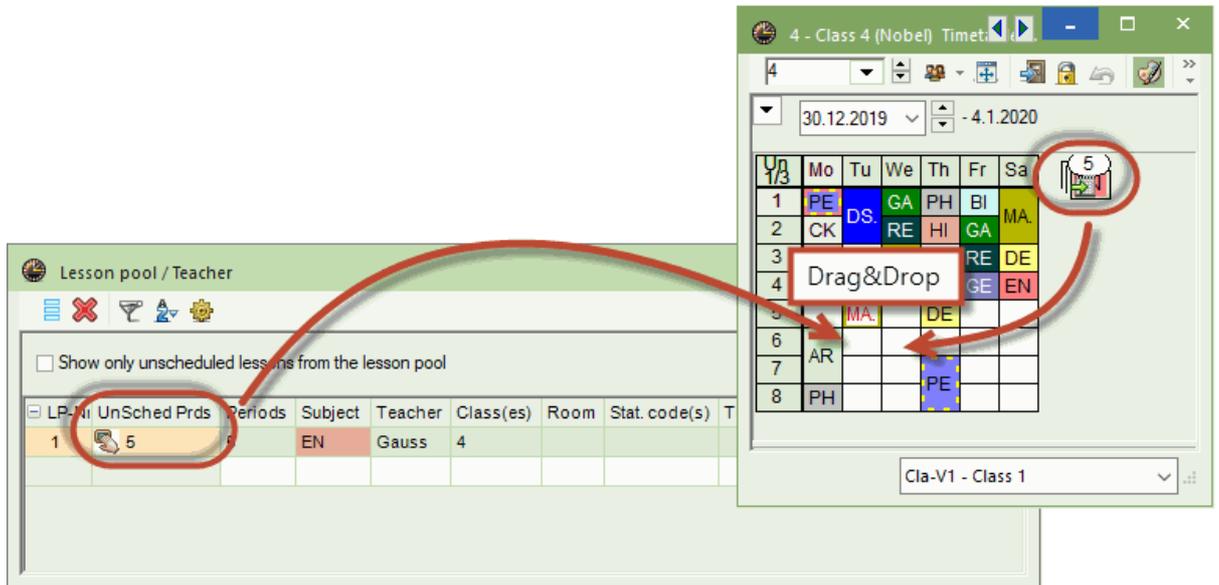
Lessons created in the lesson pool window can be scheduled as follows:

[Drag and drop in timetable / scheduling dialogue](#)

[LPLs from the substitution suggestion](#)

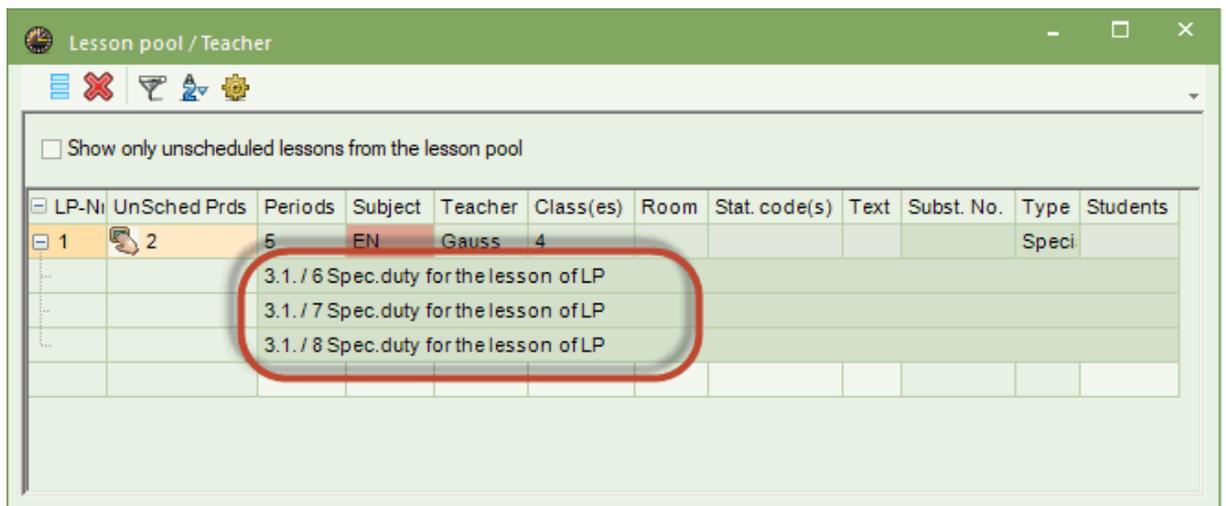
11.2.1 Drag&drop in timetable/sched. dialogue

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 a shift, if the LPL is a displaced lesson.

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



Note: Scheduled LPLs

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

11.2.2 LPLs from the substitution suggestion

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

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

| Name | Period flag | Timetable | Stat. code(s) | Availability |
|-----------|---------------------------|-----------|---------------|---------------------------|
| Cer | 1 | Bio | | |
| Arist | 2 | | Ph T | |
| Lesson po | Lesson pool: Special duty | | Lesson pool | Lesson pool: Special duty |
| New | 3 | | | |
| Rub | 3 | | | |
| Gauss | 3 | | | |
| Nobel | 4 | | | |
| Curie | 6 | | T | |
| Ander | 9 | | T | |

12 Substitution data output

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

Teachers and students can get informed on daily changes at any time via WebUntis and Untis Mobile App for Android and iOS.

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

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

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

[Printing substitution lists](#)

[Printing daily timetables](#)

[HTML output](#)

[WebUntis](#)

12.1 Setting up substitution lists

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

[Creation of separate substitution views \(teachers or students\)](#)

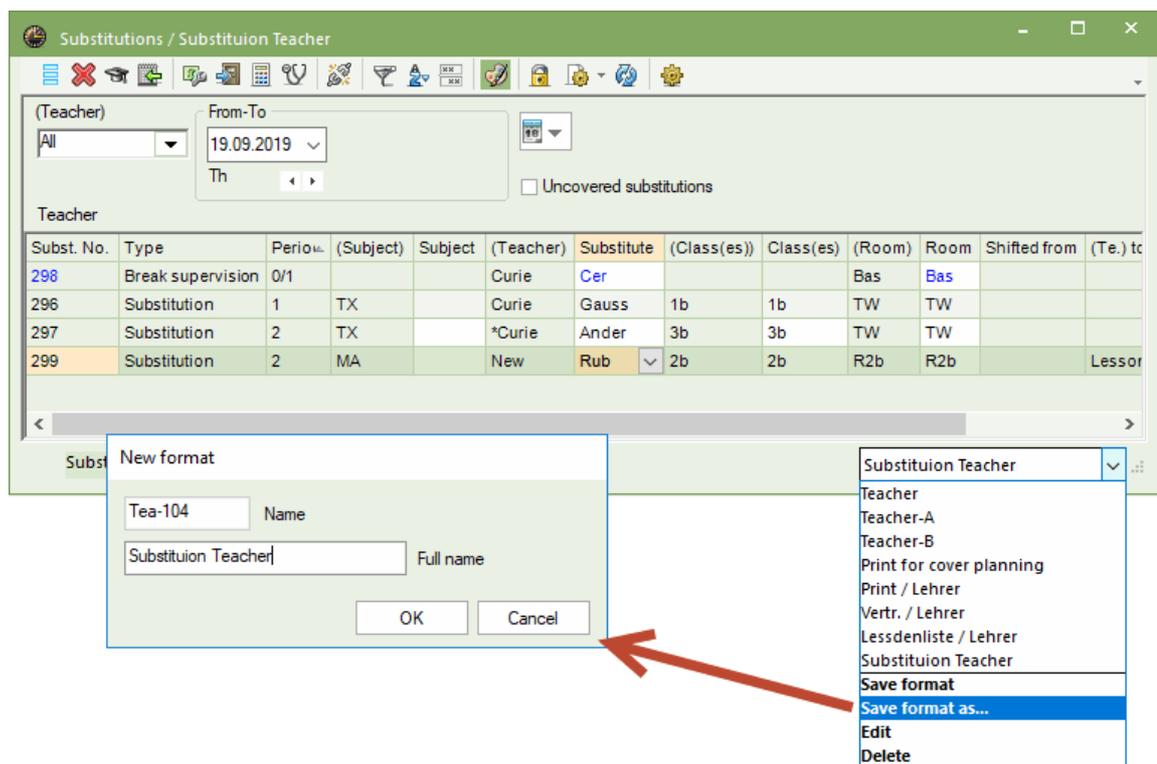
[Selection of the required information](#)

[Layout of the substitution list](#)

12.1.1 Creating a separate substitution view

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

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



You have now created a new substitutions format and can select it from the selection field in the substitution list.

All substitutions formats can be found via:

- the 'Cover scheduling formats' button in the ribbon
- the context menu (right-click) 'Cover scheduling formats'.

12.1.1.1 Selecting desired information

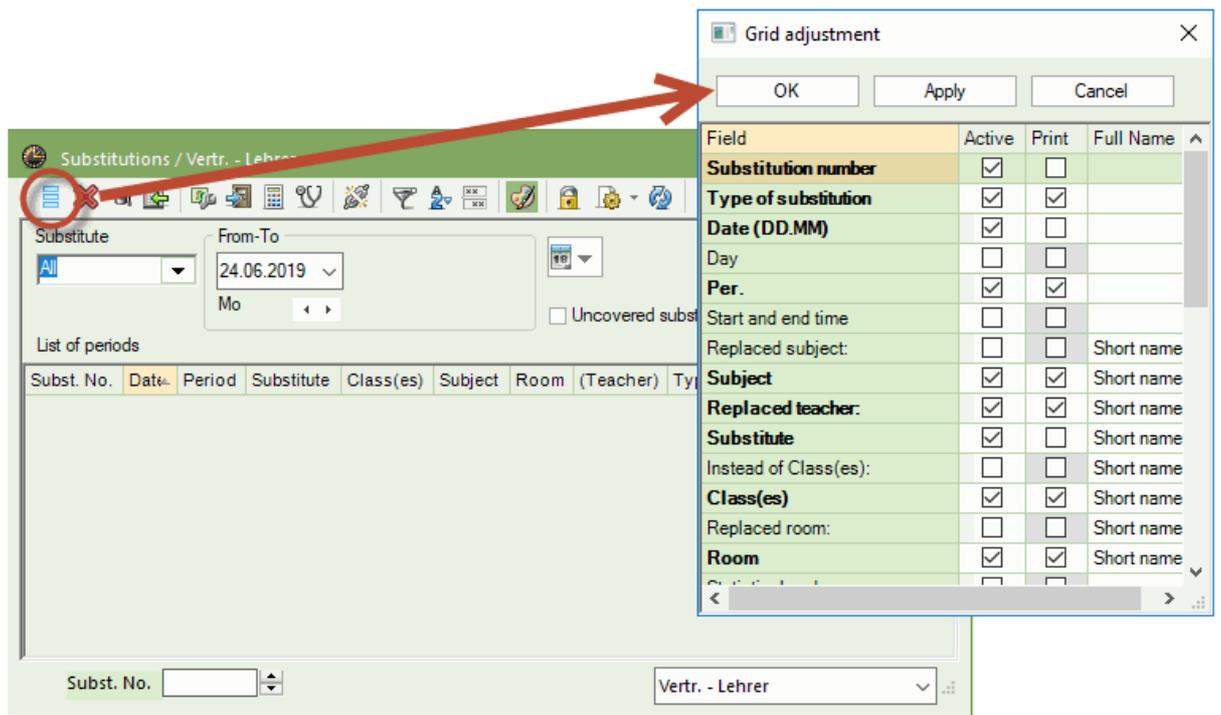
You can display just the information that should feature in the output.

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, such as '(Teacher)', are the elements that are to be substituted, i.e. absent teacher or class, subject that should have been taught according to the timetable or the room that is no longer available.



Warning: Substitution number

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

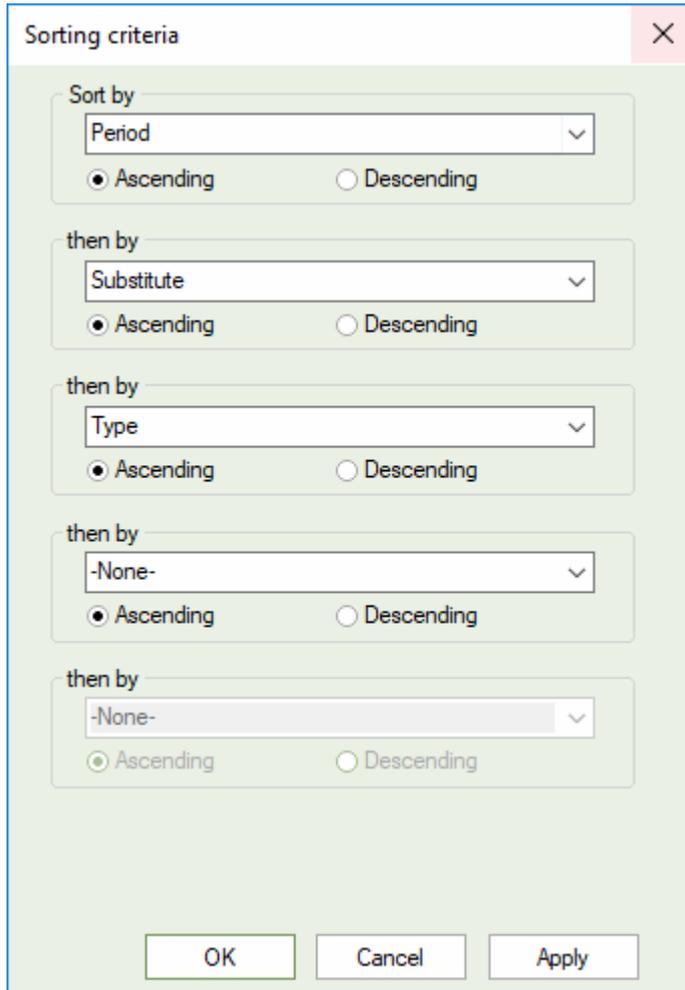
You can edit this format in under [Page setup](#). Here you can also add or remove fields at a later point of time.

12.1.1.2 Adjust colours and terminology

Adjust colours and terminology

12.1.1.3 Sorting

By clicking the <Sort>  button you define according to which criteria the substitution list shall be sorted. This definition is saved and will be used permanently for this substitution format.



The image shows a 'Sorting criteria' dialog box with a close button (X) in the top right corner. It contains five sections for sorting criteria, each with a dropdown menu and two radio buttons for 'Ascending' and 'Descending'.

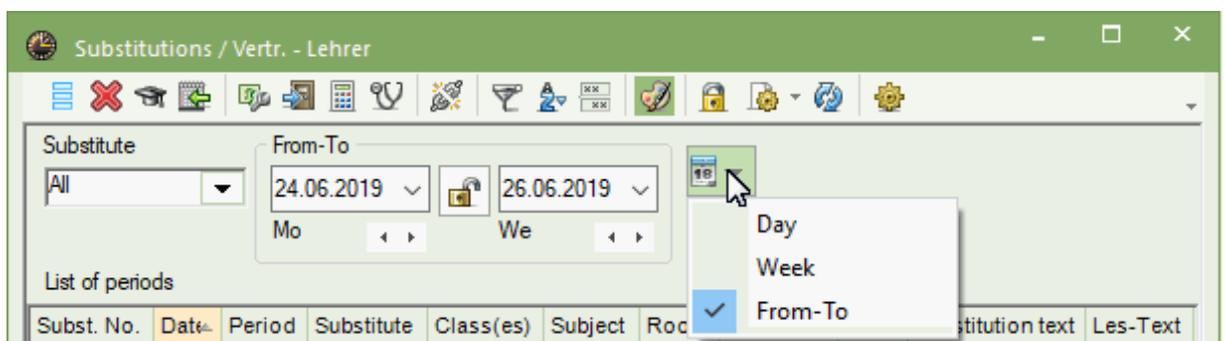
- Sort by: Period (Ascending selected)
- then by: Substitute (Ascending selected)
- then by: Type (Ascending selected)
- then by: -None- (Ascending selected)
- then by: -None- (Ascending selected)

At the bottom, there are three buttons: OK, Cancel, and Apply.

12.1.1.4 Printing several days

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

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



The image shows a screenshot of the 'Substitutions / Vertr. - Lehrer' window. The 'From-To' section is active, showing dates 24.06.2019 and 26.06.2019. A calendar icon is visible, and a dropdown menu is open, showing options: Day, Week, and From-To (selected). The 'List of periods' table below has columns: Subst. No., Date, Period, Substitute, Class(es), Subject, Roc, Substitution text, and Les-Text.

Tip: Printing several days

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

12.1.1.5 Do not print substitution line

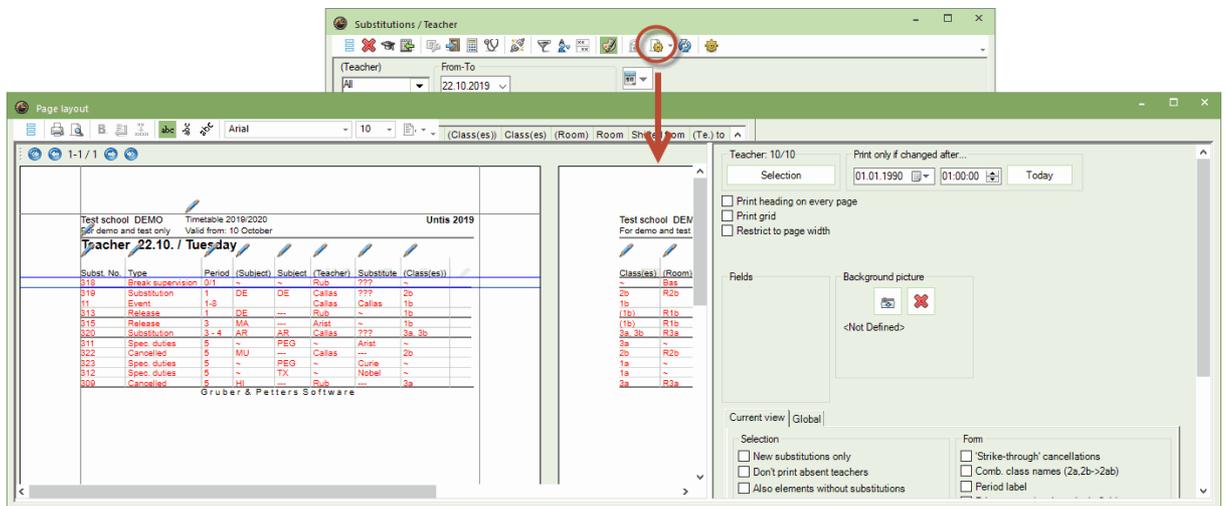
If you do not wish to print a certain substitution line, then check the option "Don't print (N)" for this line in the substitutions view.

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.

12.2 Page layout

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

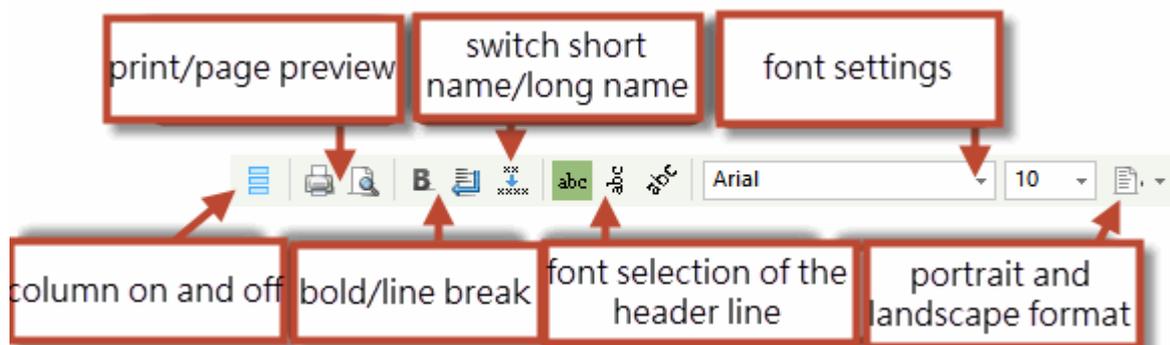


This window has several sections: on the right side you can change the settings and on the left side you will immediately see the impact of your changes.

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

12.2.1 Toolbar

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

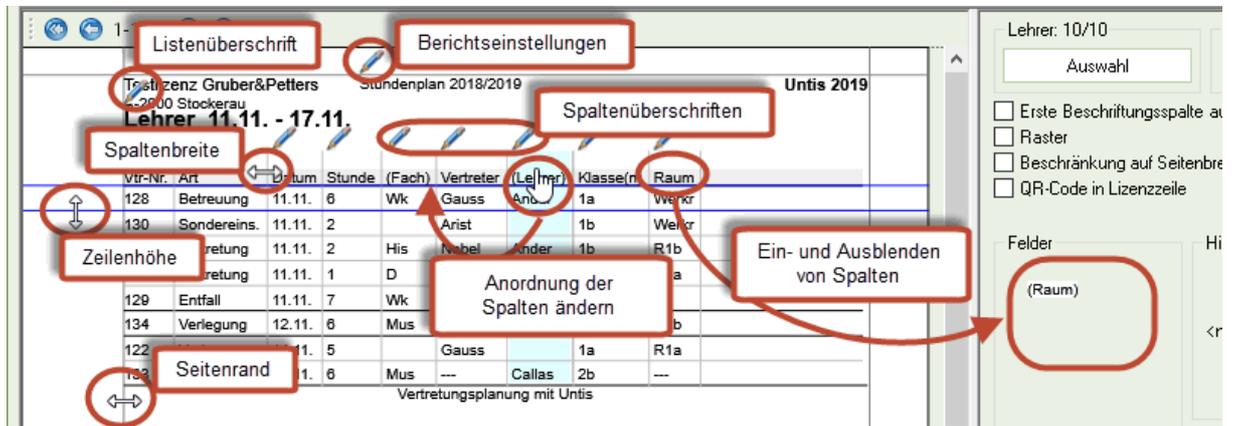


12.2.2 Überschriften / Seite

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

Report settings

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



Warning:

These settings are for all reports generated by Untis.

Page header

Here you can change the header of the respective output.

Column heading

You also can change the names of the individual columns.

Show / hide columns

With drag and drop you can show or hide columns.

Margin

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

12.2.3 Print only if changed after...

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

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

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

12.2.4 General settings

At the top right you can define some general settings:

Print heading on every page

If your printout extends over more than one page, the heading, i.e. the first line will be shown on every page.

Print grid

When you activate this setting every column will show a frame.

Restrict to page width

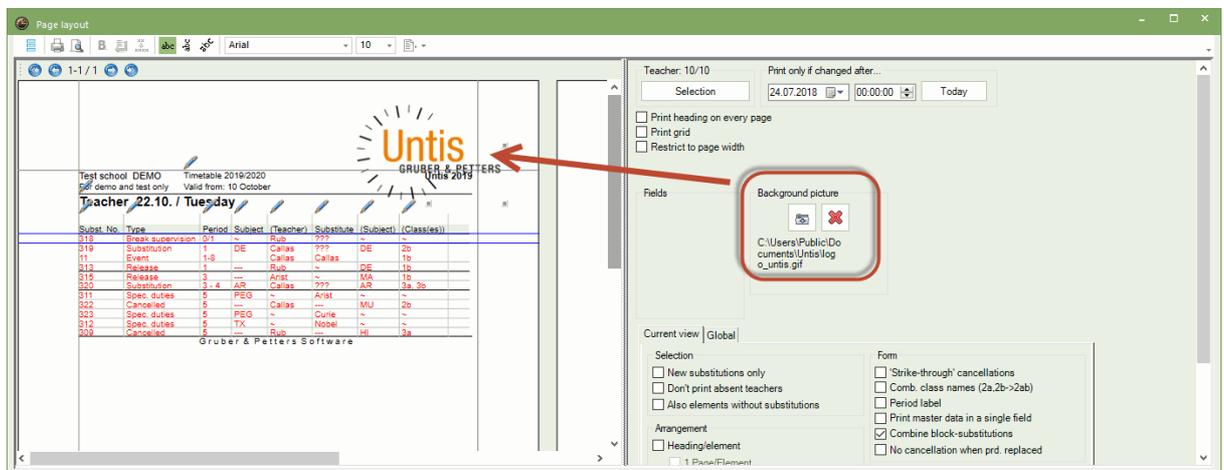
When you set this option then the page width will not be exceeded by the number of columns. All columns which do not fit on the first page will not be shown.

QR code in licence line

This function generates a QR code which will be printed in the licence line of the upper part. If your students or teachers scan this code they will automatically be forwarded to the login page of WebUntis.

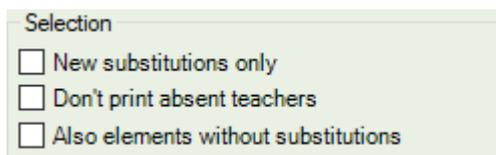
12.2.5 Background image

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



12.2.6 Selection

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



New substitutions only

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

Don't print absent teachers

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

Also elements without substitutions

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

12.2.7 Arrangement

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

Sorting

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

Gauss Gauss

| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter (Lehrer) | Klasse(n) | Raum |
|---------|-----------|--------|--------|--------|--------------------|-----------|-------|
| 122 | Verlegung | 14.11. | 5 | | Gauss | 1a | R1a |
| 128 | Betreuung | 11.11. | 6 | Wk | Gauss Ander | 1a | Werkr |

Arist Aristoteles

| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter (Lehrer) | Klasse(n) | Raum |
|---------|-------------|--------|--------|--------|--------------------|-----------|-------|
| 130 | Sondereins. | 11.11. | 2 | | Arist | 1b | Werkr |

Warning: Order

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

Headings

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

| | Type of Field | Size (in %) |
|---|--------------------|-------------|
| 1 | Teacher Short Name | 200 |
| 2 | Teacher Full Name | 150 |
| 3 | <no field> | 100 |
| 4 | <no field> | 100 |
| 5 | <no field> | 100 |
| 6 | <no field> | 100 |

Note: Heading

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

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

| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter (Lehrer) | Klasse(n) | Raum |
|--------------------------|-------------|--------|--------|--------|--------------------|-----------|-------|
| Gauss Gauss | | | | | | | |
| 122 | Verlegung | 14.11. | 5 | | Gauss | 1a | R1a |
| 128 | Betreuung | 11.11. | 6 | Wk | Gauss Ander | 1a | WERkr |
| Arist Aristoteles | | | | | | | |
| 130 | Sondereins. | 11.11. | 2 | | Arist | 1b | WERkr |

Compressed heading

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

One page per element

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

12.2.8 Form

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

Form

- 'Strike-through' cancellations
- Comb. class names (2a,2b->2ab)
- Period label
- Print master data in a single field
- Combine block-substitutions
- No cancellation when prd. replaced

'Strike-through' cancellations

This option strikes through the teacher whose period is cancelled and is shown in the 'substitute' column.

This allows you to assign cancellations to the respective teachers in sorted lists.

| Ander Andersen | | | | | | | | |
|----------------|--------|--------|--------|---------------|------------------|------------------|-----------|------|
| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter | (Lehrer) | Klasse(n) | Raum |
| 126 | Absenz | 11.11. | 1 | D | Rub | Ander | 3a | R3a |
| 127 | Absenz | 11.11. | 2 | He | Nobel | Ander | 1b | R1b |
| 128 | Absenz | 11.11. | 6 | Wk | Gauss | Ander | 1a | Werk |
| 129 | Absenz | 11.11. | 7 | Wk | Ander | Ander | 1a | --- |

Comb. class names

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

Period label

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

Print master data in a single field

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

| Gauss Gauss | | | | | | | | |
|-------------|-----------|--------|--------|--------|-------------------------|-----------|------|--|
| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter | Klasse(n) | Raum | |
| 122 | Verlegung | 14.11. | 5 | E | Gauss | 1a | R1a | |
| 128 | Betreuung | 11.11. | 6 | Wk | Ander →Gauss | 1a | Werk | |

Combine block-substitutions

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

| Vtr-Nr. | Art | Klasse(n) | Stunde | (Fach) | Fach | statt (Lehrer) | Vertreter |
|---------|--------------------------------|-----------|--------|--------|--------|-------------------|-----------|
| 301 | Vertretung | 2a | 2 | Mat | Mat | New | Gauss |
| 300 | Vertretung | 2b | 1 | Mat | Mat | New | Arist |
| 302 | Vertretung | 3a | 3 | Ph | Ph | New | Curie |
| 303 | Vertretung | 3b | 4 | Mat | Mat | New | Nobel |
| 304 | eigenverantwortliches Arbeiten | 4 | 6 | SportK | SportK | New | + |

12.2.9 Absences header

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

Tip: Do not print certain absences

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

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

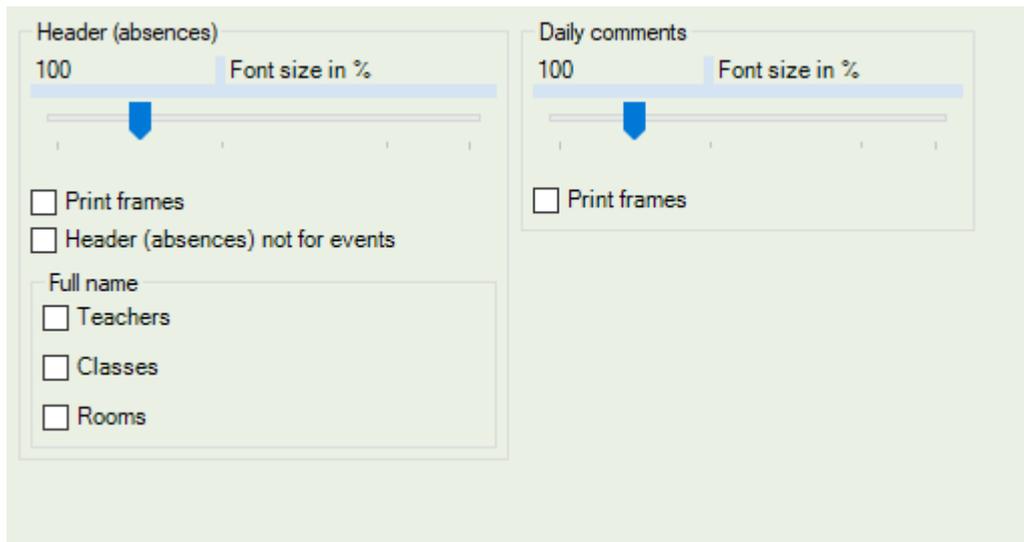
| Header (absences) | | |
|-------------------|---|-------------------------------------|
| | Absence | Substitution |
| Teachers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> With absence reasons | |
| Classes | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Rooms | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Lehrer 12.11. / Dienstag

Abwesende Lehrer: Gauss, Curie
 Abwesende Klassen: 2a, 2b
 Betroffene Lehrer: New, Ander, Callas, Nobel, Cer

12.2.10 Global

GlobalThe 'Global' tab has different settings which have an impact not only on this substitution format but also on all substitution formats on a global basis.



Absence head

You can change the font size of texts in the absence head by using the slider. Additionally, you can print a frame around the absence head. The option: 'Header (absences) not for events' defines that teachers and classes taking part in an event are not printed in the absence head.

In the area 'Full name' you can define that the full name of certain elements is shown in the absence head.

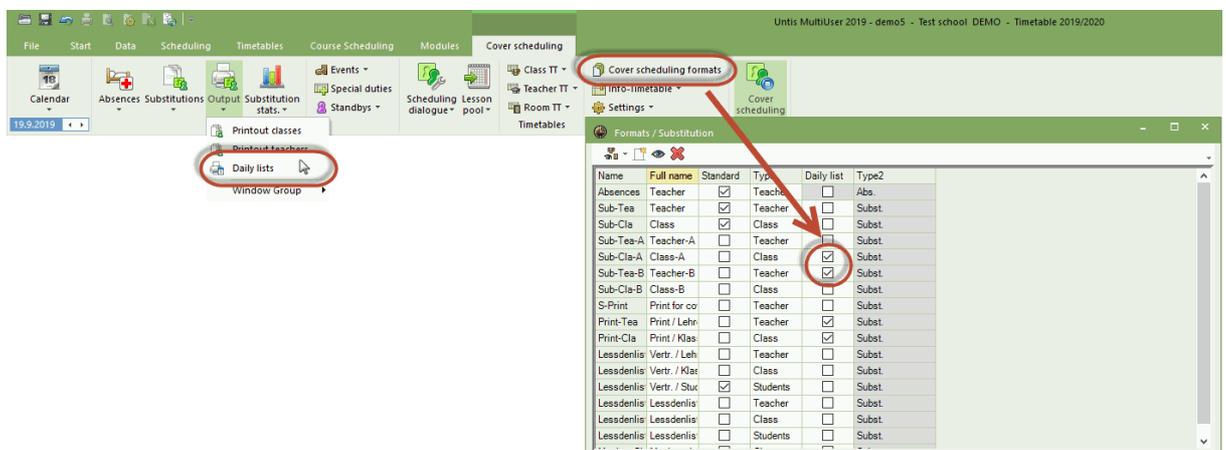
Daily comments

With the slider you can change the font size of the daily comments for printing. Additionally, you can print a frame around the daily comments

12.3 Fast print of daily lists

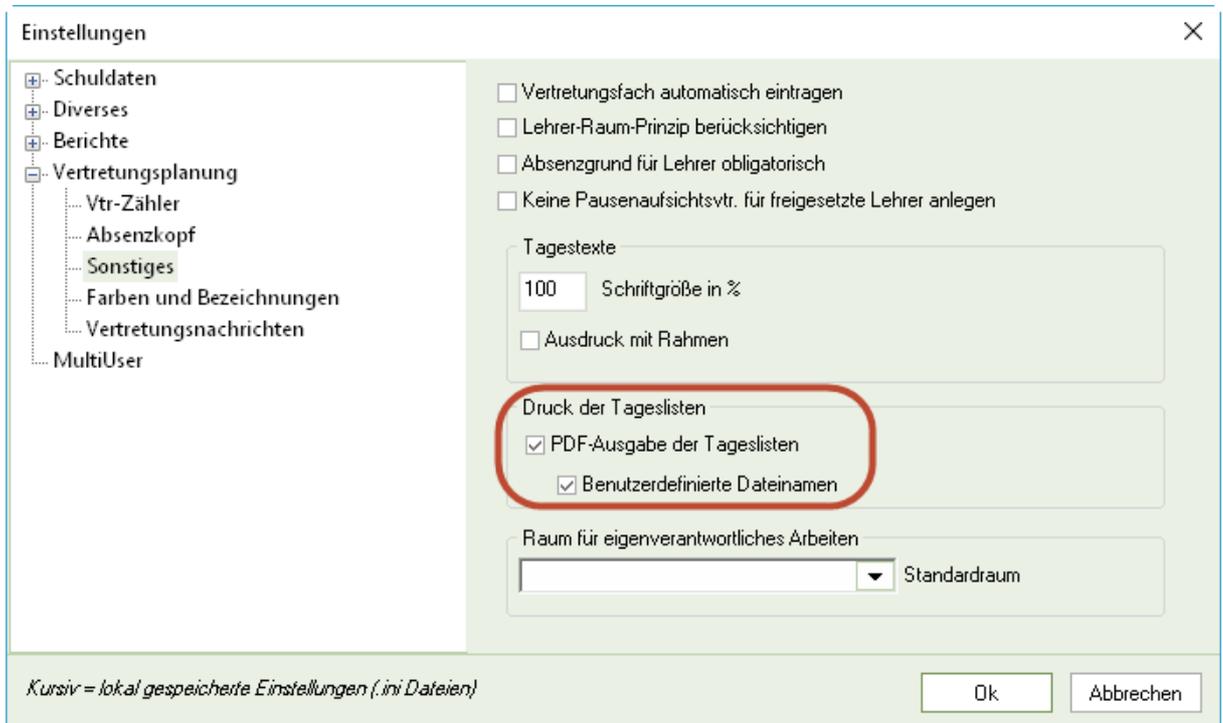
Certain substitutions views such as lists for teachers, students and possibly for the school administration/headmaster have to be printed every day. Daily lists allow you to output these lists quickly and easily.

1. Open the list of cover scheduling formats on the tab 'Cover scheduling'.
2. Check the box in the "Daily list" box for all the views that you wish to print out at the push of a button.
3. This will allow all views that were checked in the previous step to be printed out via the 'Daily lists' menu item under 'Output'.



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

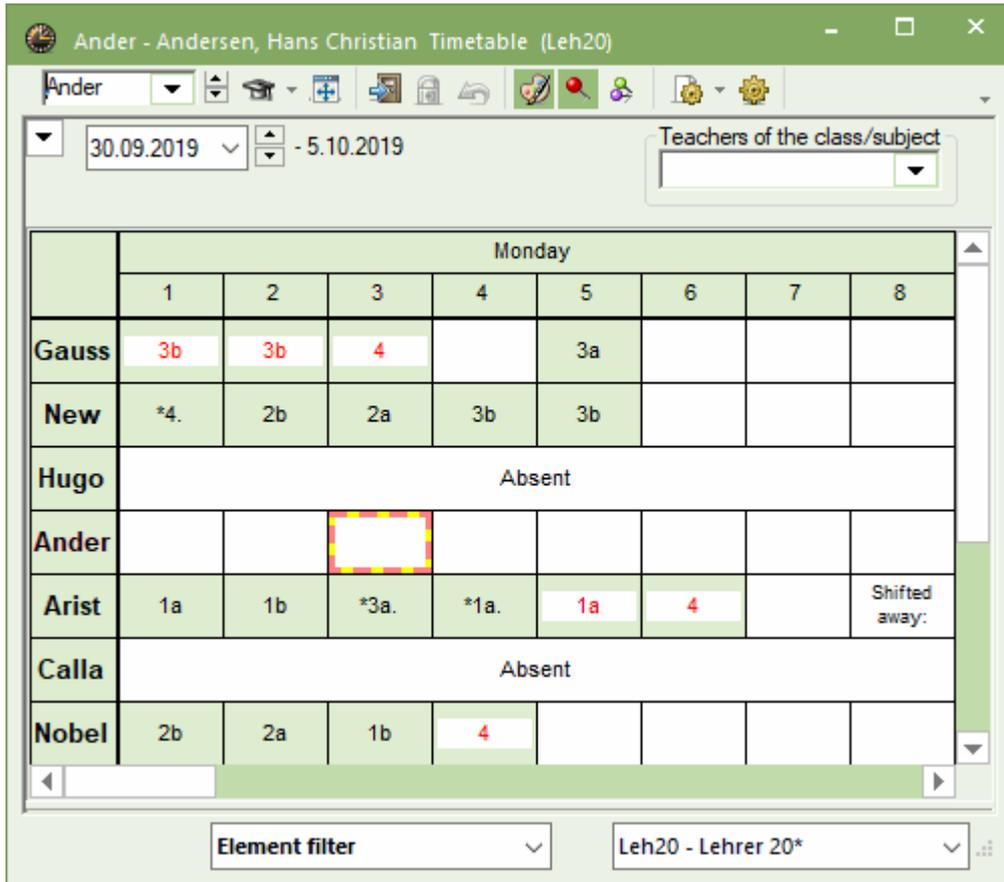
Daily lists can be printed automatically as PDFs, just check the box of the respective option in the 'Settings | Substitution Planning | Miscellaneous'. If you additionally activate the option 'User defined file names', you can assign a name to every daily list for printing.



12.4 Printing daily timetables

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

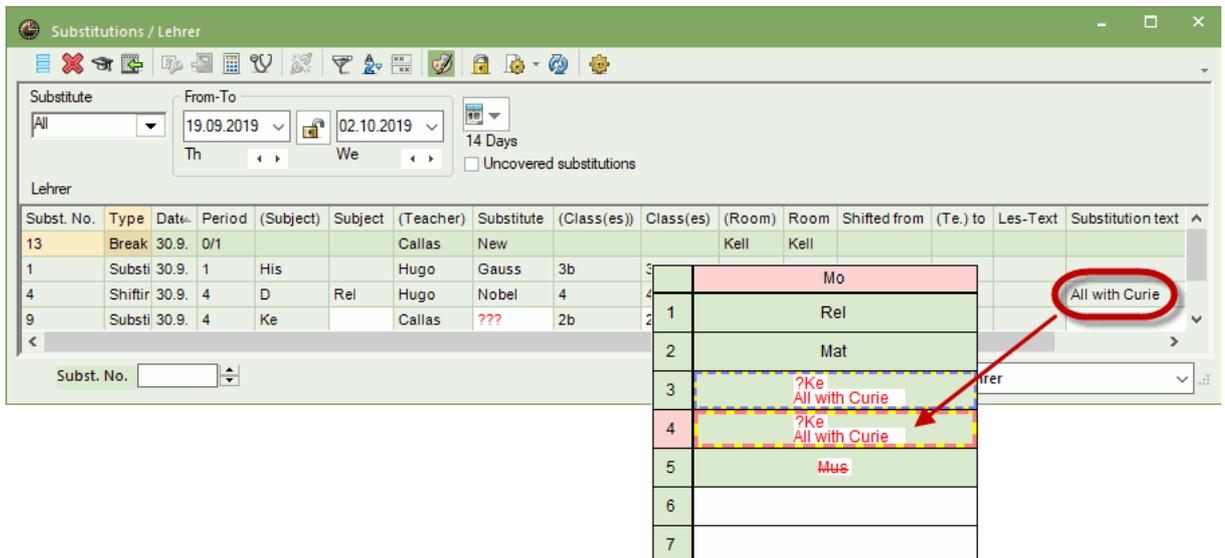
Open the <Settings> in a timetable and go to the <Layout2> tab. Here you can set the output of substitution data to red, for example:



12.4.1 Substitution text in the timetable

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

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



Tip: Entering a text directly in the timetable

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

12.5 Messages

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

[Daily comment](#)

[Substitution text](#)

[Lesson text](#)

Tip: WebUntis

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

12.5.1 Daily comment

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

Example: Entering daily comments

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

The screenshot shows the WebUntis interface for the date 26.9.2019 (Thursday). The main calendar view displays a table with columns: Datum, Tag, Abw.Le., Vertr., Offen, Freis., Bl.Räum, and Tageste. The date 26.9. is highlighted in orange. A dialog box titled 'Tagestexte (0)' is open, showing a table with columns: Art, Elemente, gültig für [T a:], and Tagestext. The text 'Heute Elternsprechtag ab 15:00.' is entered in the 'Tagestext' field. The main calendar view also shows a table titled 'Lehrer 26.9. / Donnerstag' with columns: Vtr.-Nr., Art, Datum, Stunde, (Fach), Vertreter, Klasse(n), Raum, and Vertretungs-Text. The text 'Heute Elternsprechtag ab 15:00.' is circled in red in the main calendar view, and another red circle highlights the same text in the dialog box.

| Datum | Tag | Abw.Le. | Vertr. | Offen | Freis. | Bl.Räum | Tageste |
|-------|-----|---------|--------|-------|--------|---------|---------|
| 23.9. | Mo | 1 | 6 | 0 | 0 | 0 | 0 |
| 24.9. | Di | 1 | 2 | 0 | 0 | 0 | 0 |
| 25.9. | Mi | 0 | 0 | 0 | 0 | 0 | 0 |
| 26.9. | Do | 1 | 2 | 0 | 0 | 0 | 0 |
| 27.9. | Fr | 0 | 0 | 0 | 0 | 0 | 0 |
| 28.9. | Sa | | | | | | |
| 29.9. | So | | | | | | |

| Vtr.-Nr. | Art | Datum | Stunde | (Fach) | Vertreter | Klasse(n) | Raum | Vertretungs-Text |
|----------|------------|-------|--------|--------|-----------|-----------|------|------------------|
| 173 | Betreuung | 26.9. | 1 | D | Ger→Hugo | 2a | R2a | |
| 174 | Betreuung | 26.9. | 2 | Bio | Ger→Hugo | 2a | R2a | |
| 176 | Vertretung | 26.9. | 4 | E | Ger→Hugo | 2a | R2a | |

You can certainly also output several comments on one day. You can also specify in the 'valid for [days]' column for how many days the comment should be output in the future from the selected date.

If you want to output a specific comment only for teachers, select in the line of the daily comment the element 'Teacher' in the 'Type' column. In the 'Element' column you can then select for which teachers this comment should be available.

Tip: Daily comments in timetables

You can embed daily comments also in the page layout of timetables. The daily comments are shown in the right part of the page layout window. You can drag them on any position you would like to have them next to or below the timetable.

12.5.2 Substitution text

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

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

Tip: Column width of the substitution text

You can define the width of the column in the printout and apply automatic word wrapping for longer texts via [page layout](#) .

12.5.3 Lesson text

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

12.6 HTML output

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

[HTML output with cover scheduling module](#)

Info timetable

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

[Static HTML output with Info timetable module](#)

[Monitor HTML output with Info timetable module](#)

12.6.1 HTML output with cover scheduling module

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

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



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

Testlizenz Gruber&Petters Stundenplan 2018/2019 **Untis 2019**
 A-2000 Stockerau 6.2.2018 10:53

Testlizenz Gruber&Petters Stundenplan 2018/2019 **Untis 2019**
 A-2000 Stockerau 6.2.2018 10:53

Vertretungen Schüler am 28.10. - 3.11.
1a Klasse 1a (Gauss)

| Art | Klasse(n) | Stu | Fach | statt Lehrer | Vertreter | Raum | Vertretungs-Text |
|------------|-----------|-----|------|-----------------|-----------|------|------------------|
| Vertretung | 1a | 1 | D | Rub | Rub | R1a | |
| Entfall | 1a | 1 | --- | Arist | --- | --- | |
| Verlegung | 1a | 3 | D | Nobel | Rub | R1a | |

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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.

12.6.2 Static HTML

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

Kalenderwoche: 28.10.2019 | Art: Klassen | Element: 1a | [Drucken](#) | Testlizenz Gruber&Petters • A-2000 Stockerau
 Stundenplan 2018/2019 • Stand: 06.02.2018 11:01

1a Klasse 1a (Gauss)

| | Mo | Di | Mi | Do | Fr |
|---|---------------|---------------|----------------|---------------|---------------|
| 1 | Ke Callas R1a | E Arist R1a | Mat Arist R1a | D Rub R1a | D Rub R1a |
| 2 | | Mat Arist R1a | Mus Callas R1a | Mat Arist R1a | Rel Nobel R1a |

Kalenderwoche: 28.10.2019 | Art: Ver-Leh | Element: - Alle - | [Drucken](#) | Testlizenz Gruber&Petters • A-2000 Stockerau
 Stundenplan 2018/2019 • Stand: 06.02.2018 11:03

28.10. Montag | [\[Dienstag\]](#) | [\[Mittwoch\]](#) | [\[Donnerstag\]](#) | [\[Freitag\]](#)

Keine Vertretungen

[\[Montag\]](#) | 29.10. Dienstag | [\[Mittwoch\]](#) | [\[Donnerstag\]](#) | [\[Freitag\]](#)

| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter | Klasse(n) | Raum | Vertretungs-Text |
|---------|---------|--------|--------|--------|-----------|-----------|------|------------------|
| 117 | Entfall | 29.10. | 1 | E | Arist | 1a | --- | |

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.

12.6.3 Monitor HTML - Info timetable

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



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

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

12.7 WebUntis

WebUntis 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. Which information is given out is certainly defined by you – and if data are freely available or protected by a password. A system of user rights ensures that students can only see their own timetables while teachers are given rights to the class timetables.

| | 1A | 1B | 2A | 2B | 3A | 3B | 3C | 3C | 4A | 4A | 4B | 4C | 4C | 5A | 5B | 5B | 5C | 6A | 6A | 6B | 7A | 7B | 8A | 8A | 8B | 8C | 9A | 9A |
|-------|---------|----|--------------|----|-------------|----|----|----|----------|----|----|----|----|---------------|--------------|----|----|------------|------------|---------|-----------|---------------|------------|---------|----|----|----|----|
| 08:00 | | | | | | | | | | | | | | | | | | 1A BE | Phid R1A | 1A BFLZ | Night R1A | 1A TEXW | Steiff R1A | | | | | |
| 08:55 | 1A RK | | Marx R1A | | 1A,1B E | | | | Aqu R1A | | | | | | | | | | | | | | 1A,1B E | Aqu R1A | | | | |
| 10:00 | 1A LUM | | Stone R1A | | 1A,1B RE | | | | Stu R1A | | | | | 1A,1B LUK | Gauss R1A | | | 1A TEW | New R1A | | | 1A M | Arc R1A | | | | | |
| 10:55 | | | | | 1A,1B,2B VB | | | | Sutt R1A | | | | | 1A D | Foss,Fer R1A | | | 1A TEXW | Steiff R1A | | | 1A D | Foss R1A | | | | | |
| 11:50 | 1A D | | Foss,Fer R1A | | 1A BE | | | | Meit R1A | | | | | 1A,1B,2A DSP | Lag R1A | | | 1A,1B SASS | Arnim R1A | | | 1A BE | Phid R1A | | | | | |
| 12:45 | 1A,1B E | | Aqu R1A | | 1A,4C IUGI | | | | Mich R1A | | | | | 1A,1B,2B CTV3 | Fonda R1A | | | 1A,1B LUK | Gauss R1A | | | 1A,1B,2A TANZ | Meit R1A | | | | | |

12.8 Untis Mobile App

Using WebUntis provides students, teachers and parents/legal guardians to install an app on their smart phones which shows current timetables and respective substitution periods or cancellations. Untis Mobile App is available for Android and iOS. For more information please visit our website: www.untis.com .

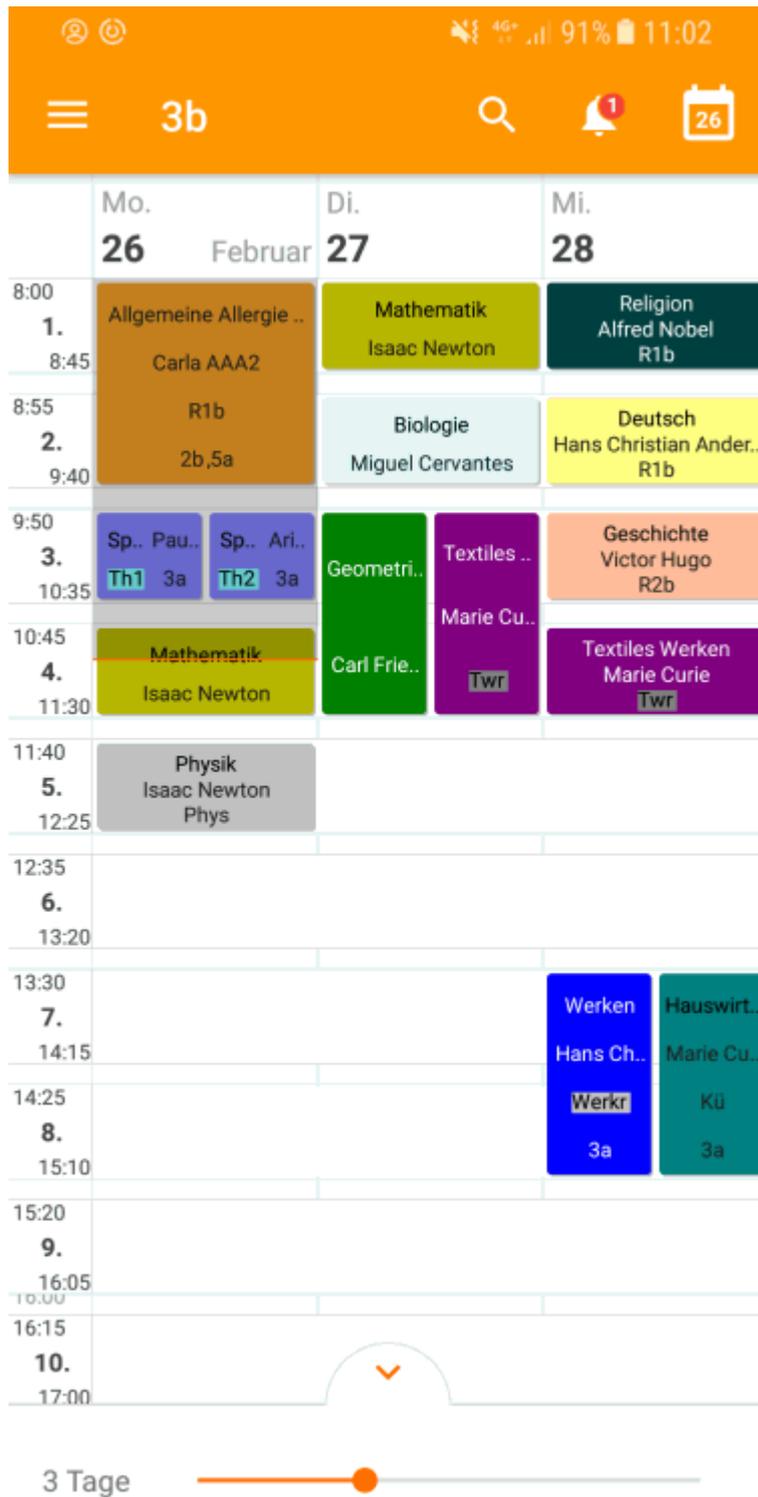
09:41 📶 📶 🔋

1A 📅

| | MÄRZ | | | | | | | | | |
|--------------|----------------------------|-------------------|------------------------------|-----------------------------|-----------------------------|------------------|-----------------------|-----------------|--|--------------------------|
| | 12 | 13 | 14 | 15 | 16 | 17 | | | | |
| | MO. | DI. | MI. | DO. | FR. | SA. | | | | |
| 08:00 | BIO Arnim R1A | ... | ... | D Foss Fer R1A | E E | BE BE | BE BE | | | D |
| 08:50 | | | | | Aqu Shak | Meit Phid | Phid | | | Foss Fer |
| 08:55 | M Arc R1A | ... | ... | M Arc R1A | R1A | AK1 1B | BES R1A | | | R1A |
| 09:41 | | | | | | | | | | |
| 10:00 | RK Marx R1A | B... N... | D Foss Fer R1A | BIO Arnim BIS | D Foss Fer R1A | E Shak R1A | E Aqu AK1 1B | | | GWK MLa R1A |
| 10:50 | | | | | | | | | | |
| 10:55 | ME Berg MES | ME Berg MES | GWK MLa R1A | M Arc R1A | M Arc R1A | | | | | RK Marx R1A |
| 11:45 | | | | | | | | | | |
| 11:55 | WEK New | W... S... | E Shak R1A | E Aqu AK1 1B | D Foss R1A | LUK G... | LUM | | | |
| 12:45 | | | | | | | | | | |
| 12:50 | | | RE Stu R1A 1B | | | W20 1B | S... | | | |
| 13:40 | | | GIT Mich R1A 4C | | | | | | | |
| 14:30 | | | TEV Fonda R1A 2B 1B | | | DSP Lag | VB Sutt | BB Grill | | |
| 15:20 | | | TEV Fonda 2B 1B | | | F... 2A ... | W20 2B ... | W20 2A 2B 1B | | |
| 16:10 | | | | | | | | | | |
| 16:10 | | | | | | | | | | 16.03.2018 09:41 |

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Stundenplan
Info Center
Mitteilungen
Mehr



13 Substitution counter

Untis cover scheduling 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](#)

13.1 Reason of absence

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

[Count / Do not count cancellations](#)

[Customising reasons of absence](#)

13.1.1 Count / Do not count cancellations

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

Reason of absence and substitution counter

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

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

| Name | Full name | Description | Cou | Rel. | Not | Stat. code(s) |
|------|-------------------|-------------|-------------------------------------|-------------------------------------|-------------------------------------|---------------|
| IL | Illness | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | K |
| 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"/> | L |
| 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"/> | |
| EX | Excursion | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| SL | Special Leave | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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

| Abs. | Teacher | from DD.MM | FROM p | to DD.MM | TO peri | Abs. reasc | Text |
|------|---------|------------|--------|----------|---------|------------|------|
| 4 | Arist | 19.09. | 1 | 19.09. | 8 | OF | |
| 3 | Curie | 19.09. | 1 | 19.09. | 8 | SL | |

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

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

| Arist Aristoteles | | | | | | | |
|--|--------|-------|------|--------|------------|-----------|---------------|
| Vertretungen / Entfälle / Wertkorrektur : 4.2. / Di | | | | | | | |
| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
| 4.2. | Di1 | -E | 0 | 0 | Englisch | 1a | Dienstauftrag |
| 4.2. | Di2 | -E | 0 | 0 | Mathematik | 1a | Dienstauftrag |
| 4.2. | Di3 | -E | 0 | 0 | Sport | 1a, 1b | Dienstauftrag |
| 4.2. | Di4 | -E | 0 | 0 | Mathematik | 1b | Dienstauftrag |
| Vertretungen: 0 | | | | | | | |
| Vertretung nicht zu zählen: 0 | | | | | | | |
| Entfälle: 0 | | | | | | | |
| Entfall nicht zu zählen: 4 | | | | | | | |
| Summe: 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 | | | | | | | |
|---|--------|-------|------|--------|----------|-----------|--------------|
| Vertretungen / Entfälle / Wertkorrektur : 4.2. / Di | | | | | | | |
| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
| 4.2. | Di1 | -E | -1 | -1 | Textiles | 4 | Sonderurlaub |
| 4.2. | Di2 | -E | -1 | -2 | Textiles | 4 | Sonderurlaub |
| 4.2. | Di3 | -E | -1 | -3 | Textiles | 3b | Sonderurlaub |
| 4.2. | Di4 | -E | -1 | -4 | Textiles | 3b | Sonderurlaub |
| Vertretungen: 0 | | | | | | | |
| Vertretung nicht zu zählen: 0 | | | | | | | |
| Entfälle: 4 | | | | | | | |
| Entfall nicht zu zählen: 0 | | | | | | | |
| Summe: -4 | | | | | | | |

13.1.2 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](#)).

13.2 Substitution counter settings

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

Count what...

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

Time range

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

Count how...

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

Count cancellations only for absences with a reason

This is where you can define if absences without a reason should be counted or

Don't count

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

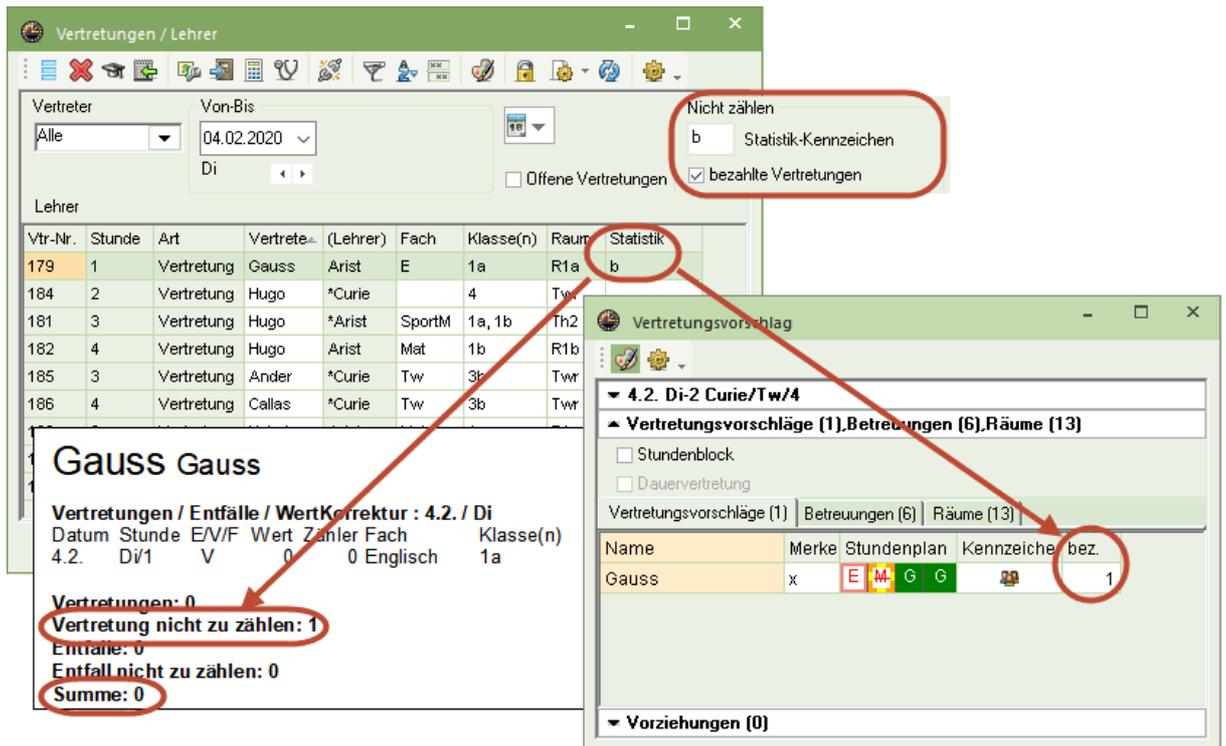
Tip: Column 'Counts'

In the 'Counts' column in the substitution window you can see at a glance if a cancellation or a substitution is counted (positively or negatively) or not. Alternatively, you can visualise this information (green = pos., red = neg.) via the 'Colour substitutions' button (settings directly in the substitution window). If you want to deactivate these settings, close the substitution window and open it again.

Paid substitutions

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

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



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

In-lieu substitution

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

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

Count exams in a neutral manner

By checking this box, exam supervisions are counted in a neutral manner. For more details please go to '[Counting of exams](#)'.

13.3 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.

The screenshot shows two windows from the 'Absenzgründe' software. The top window, titled 'Absenzgründe / Absenzgründe', contains a table of absence reasons:

| Name | Langname | Beschr. | Entf zählen | FS n | N. in | Statistik |
|--------|-----------------|---------|--------------------------|--------------------------|-------------------------------------|-----------|
| Dienst | Dienstauftrag | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Ex | Exkursion | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fortb | Fortbildung | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Kk | Kindergarten | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Kr | Krankheit | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| So | Sonderurlaub | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Sv | Schulvertretung | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

The bottom window, titled 'Veranst. / Lehrer', shows details for an event on 18.03.2020 (Wednesday) from 18.03 to 18.03. Below this is a table of the event's impact on the teacher's schedule:

| VA-Nr | Klass | Lehre | Von TT.MM. | ab St. | Bis TT | bis St | Grund | zählen | Schülergruppe |
|-------|-------|-------|------------|--------|--------|--------|-------|--------------------------|---------------|
| 2 | 1b | Arist | 18.03. | 1 | 18.03 | 8 | Ex | <input type="checkbox"/> | |

A detailed summary window for 'Arist Aristoteles' is also shown, covering the period 16.3. - 20.3. It lists the following data:

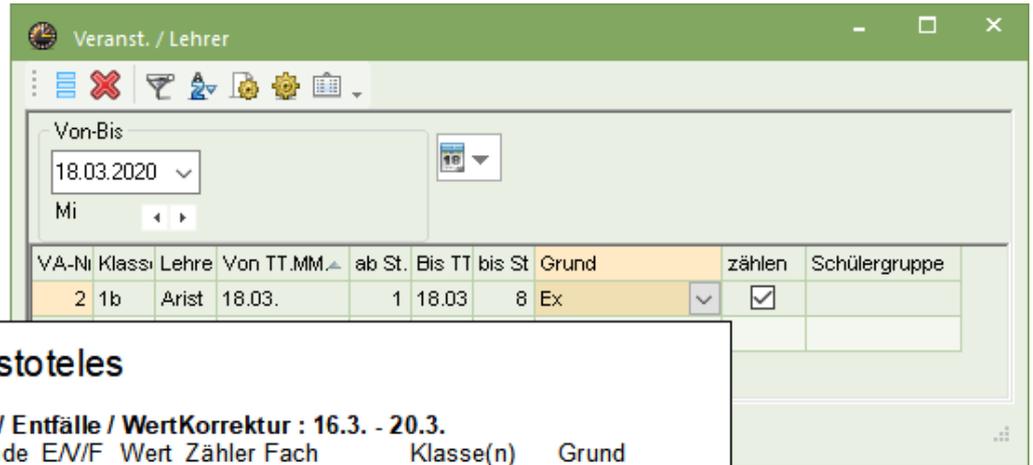
| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|-------|--------|-------|------|--------|------------|-----------|---------------|
| 18.3. | Mi/1 | -E | 0 | 0 | Mathematik | 1a | Veranstaltung |
| 18.3. | Mi/2 | -E | 0 | 0 | Sport | 2b, 2a | Veranstaltung |
| 18.3. | Mi/3 | -E | 0 | 0 | Englisch | 1a | Veranstaltung |

Summary statistics for the teacher:

- Vertretungen: 0
- Vertretung nicht zu zählen: 0
- Entfälle: 0
- Entfall nicht zu zählen: 3
- Summe: 0

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.



Arist Aristoteles

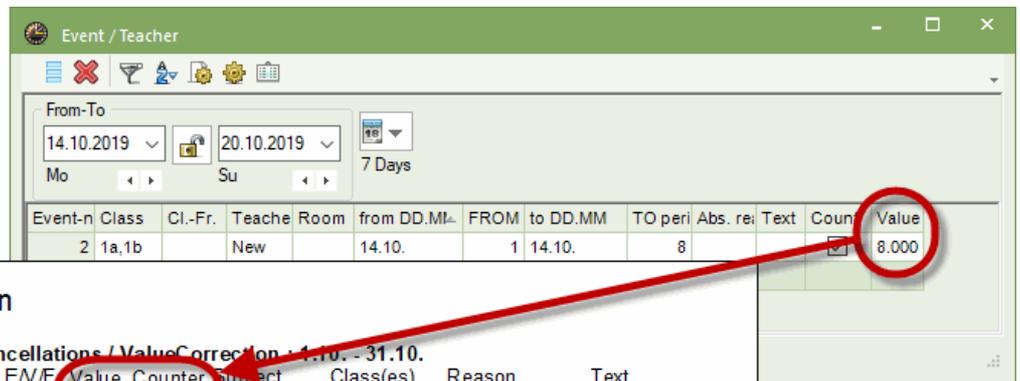
Vertretungen / Entfälle / Wertkorrektur : 16.3. - 20.3.

| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|------------|--------|-------|------|--------|------------|-----------|---------------|
| 18.3. / Mi | | +VA | 5 | 5 | | 1b | Ex |
| 18.3. | Mi/1 | -E | 0 | 5 | Mathematik | 1a | Veranstaltung |
| 18.3. | Mi/2 | -E | 0 | 5 | Sport | 2b, 2a | Veranstaltung |
| 18.3. | Mi/3 | -E | 0 | 5 | Englisch | 1a | Veranstaltung |

Vertretungen: 5
Vertretung nicht zu zählen: 0
Entfälle: 0
Entfall nicht zu zählen: 3
Summe: 5

Change the value of an event

As of Untis 2019, you can define a value you specify. Go to Grid adjustment and show the Value column. Check the box next to Values in the section Count how of the counter, this value has a direct impact on the substitution statement of the teachers:



New Newton

Substitutions / Cancellations / ValueCorrection : 1.10. - 31.10.

| Date | Period | E/V/F | Value | Counter | Subject | Class(es) | Reason | Text |
|-------------|--------|-------|-------|---------|------------|-----------|--------|-------|
| 14.10. / Mo | | +VA | 8 | 8 | | 1a, 1b | | Event |
| 14.10. | Mo/1 | E | 0 | 8 | Boys PE | 4 | Event | |
| 14.10. | Mo/2 | E | 0 | 8 | Mathematic | 2b | Event | |
| 14.10. | Mo/3 | E | 0 | 8 | Mathematic | 2a | Event | |
| 14.10. | Mo/4 | E | 0 | 8 | Physics | 3b | Event | |
| 14.10. | Mo/5 | E | 0 | 8 | Mathematic | 3b | Event | |

Substitutions: 8
Neutral (not-counting) substitutions: 0
Cancellations: 0
Uncounted cancellations: 5
Total: 8

Gruber & Petters Software

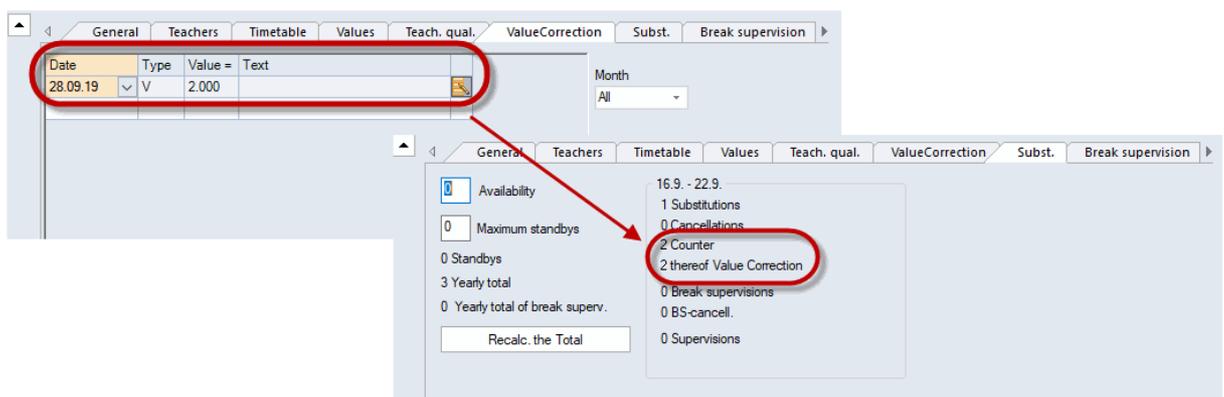
Don't count releases

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.

13.4 Value correction

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

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



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

Warning: Value correction of the value of a lesson

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

Tip: Overview of the substitution counter

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

14 Statistics

The evaluation of substitution data is gaining increasing importance. Basically, there are two possibilities. First, the predefined reports (such as Substitution statement or Monthly statement) 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 | Reports Selection Cover planning Substitution statement |

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

14.1 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 and contains the following information.

Additionally to the already known elements such as 'Subject, 'Class(es) ', the report shows at which date and in which period a certain event took place. The columns 'Reason' and 'Text show background information why a certain event took place.

The following columns need a brief description:

EN/F

In this column an abbreviations tells you which event occurred at this time. The following abbreviations are possible:

B... stands for Standby substitution

-E... stands for a cancellation.

F... stands for a Release, i.e. the class of the teacher is absen. Whether this release is counted negatively or positively depends on the reason of absence which has been entered at the event or the absence of the class.

P... stands for Break supervision.

+V... stands for a substitution

V... stands for in-lieu substitution. They are generated if a teacher is scheduled as substitution in a release.

VA... stands for event.

WK... stands for a corrected value which were entered under 'Teacher | Master data'. The 'Subject' column shows which type of value was corrected.

Value

shows if the respective line is counted as positive, negative or neutral.

Counter

The counter is a continuous sum across all values of every line. The counter of the last line of a substitution statement therefore equals the sum total.

This example shows the substitution statement of teacher Andersen for the month of March.

| Vertretungen / Entfälle / Wertkorrektur : 1.3. - 31.3. | | | | | | | | | |
|---|--------|-------|--------|--------|------------|-----------|---------------|-----------|--|
| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund | Text | |
| 2.3. | Mo/1 | -E | 0.000 | 0.000 | Deutsch | 3a | Krankheit | | |
| 2.3. | Mo/2 | -E | 0.000 | 0.000 | Geschichte | 1b | Krankheit | | |
| 2.3. | Mo/6 | -E | 0.000 | 0.000 | Werken | 1a | Krankheit | | |
| 2.3. | Mo/7 | -E | 0.000 | 0.000 | Werken | 1a | Krankheit | | |
| 10.3. | Di/1 | -F | 0.000 | 0.000 | Werken | 4 | Veranstaltung | | |
| 10.3. | Di/1 | V | 0.000 | 0.000 | Englisch | 1a | Statt-Std. | | |
| 10.3. | Di/2 | -F | -1.000 | -1.000 | Werken | 4 | Veranstaltung | | |
| 18.3. | Mi/1 | +V | 1.000 | 0.000 | Mathematik | 1a | Vertretung | | |
| 18.3. | Mi/3 | +V | 1.000 | 1.000 | Englisch | 1a | Vertretung | | |
| 24.3. | Di/5 | -E | 0.000 | 1.000 | Werken | 3a | -> 8.4. / 3 | | |
| 25.3. | Mi | WK | 2.000 | 3.000 | V | | | Lesenacht | |
| Vertretungen: 4.000 | | | | | | | | | |
| Vertretung nicht zu zählen: 0.000 | | | | | | | | | |
| Entfälle: 1.000 | | | | | | | | | |
| Entfall nicht zu zählen: 5.000 | | | | | | | | | |
| Summe: 3.000 | | | | | | | | | |

ObThe balance lines at the end of the report are the sum total of all lines.

Substitutions

In this line all substitutions which need to be counted are summed up.

Substitutions not to count

This balance was introduced with Untis 2019 and shows the sum of all substitution events which are not to be counted. These can be substitutions where you set the statistics code for substitutions which are not to be counted. However, these can also be shifted periods which were shifted to a day outside of the

time range of the report. In April this period has the value of 'Substitution not to count'.

| Vertretungen / Entfälle / WertKorrektur : 1.4. - 30.4. | | | | | | | | |
|---|--------|-------|-------|--------|--------|-----------|-----------|-------------------------|
| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund | Text |
| 8.4. | Mi/3 | V | 0.000 | 0.000 | Werken | 3a | Verlegung | 24.3. / 5 (Unt.: 29) |
| Vertretungen: 0.000 | | | | | | | | |
| Vertretung nicht zu zählen: 1.000 | | | | | | | | |
| Entfälle: 0.000 | | | | | | | | |
| Entfall nicht zu zählen: 0.000 | | | | | | | | |
| Summe: 0.000 | | | | | | | | |

Cancellations

Here all cancellations are summed up which are to be counted as negative for the teacher.

Cancellation not to count

The cancellations summed up in this line are not to be counted negatively for the teacher. This could be cancellations where the reason of absence 'Cancellation not to count' has not been checked, e.g. for sickness. This could also be periods which were cancelled due to releases. Shifted periods which were shifted to a time range outside of the time range of the report are also shown here.

Sum

This line sums up all sums of the lines 'Substitutions' and 'Cancellations'.

You can find more examples for the output of the substitution statement in chapter [Substitution counter](#) .

Tip: Element filter for repeated selection of teachers
 If you print a certain report for the same group of teachers, you can use element filters as of Untis 2019 so that you do not need to select the same teachers time and again. In the teacher selection for reports there is a Dropbox for 'Element filters'. More details on how to set the filter in our version brochure Untis 2019.

14.1.1 Break supervisions in subst. statement

Break supervisions in subst. statementAs of Untis 2019, the substitution statement also includes the balance of events regarding break supervisions.

Arist Aristoteles

Vertretungen / Entfälle / Wertkorrektur : 16.12. - 20.12.

| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|--------|--------|-------|------|--------|--------|-----------|------------|
| 16.12. | Mo/6 | +V | 1 | 1 | Werken | 1a | Vertretung |
| 17.12. | Di/1/2 | V | 0 | 1 | | | PA-Vertr. |

Vertretungen: 1

Vertretung nicht zu zählen: 0

Entfälle: 0

Entfall nicht zu zählen: 0

Summe: 1

| |
|-------------------------------------|
| Pausenaufsichten geplant: 4 |
| Pausenaufsichtsentfall: 0 |
| Pausenaufsichtsvertretung: 1 |
| Pausenaufsichten gehalten: 5 |

Vertretungsplanung mit Untis

Break supervisions scheduled: This number shows how many break supervisions were regularly scheduled in the report period for this teacher.

Break supervision cancellations: Shows how many of the scheduled break supervisions were cancelled.

Break supervision substitution: This is the indicator of how many break supervisions the teacher additionally substituted.

Break supervisions: Shows the balance of scheduled supervisions minus cancellations plus substitutions.

14.1.2 Standbys in subst. statement

As of Untis 2019 and similar to break supervisions, there is the possibility to show a balance on standbys of teachers.

Curie Curie

Vertretungen / Entfälle / Wertkorrektur : 10.9. - 30.9.

| Datum | Stunde | E/V/F | Wert | Zähler | Fach | Klasse(n) | Grund |
|-------|--------|-------|------|--------|--------------|-----------|-----------------------|
| 17.9. | Mo/2 | V | 0 | 0 | Bereitschaft | | Bereitschaft entfällt |
| 19.9. | Mi/2 | -E | 0 | 0 | Bereitschaft | | Absenz |
| 24.9. | Mo/1 | +V | 1 | 1 | Biologie | 1a | Vertret. |
| 26.9. | Mi/2 | +V | 1 | 2 | Mathematik | 1a | Vertret. |

Vertretungen: 2
Vertretung nicht zu zählen: 1
Entfälle: 0
Entfall nicht zu zählen: 0
Summe: 2

Bereitschaften verplant: 6
Bereitschaften entfallen: 1
Bereitschaften genutzt: 2

Pausenaufsichten geplant: 3
Pausenaufsichtsentfall: 0
Pausenaufsichtsvertretung: 0
Pausenaufsichten gehalten: 3

Scheduled standbys: This number shows how many hours of standby were scheduled for this teacher in the respective report period.

Standbys cancelled: Cancellations of standbys are shown here.

Standbys used: This number shows how often a teacher in standby was needed for substitution

14.2 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.

Entfalltage/1.3. - 31.3.

Curie

| Datum | Grund | Text | Entfallsstunden |
|-------|--------------|------|-----------------|
| 2.3. | Krankheit | | 5.0 |
| 11.3. | Sonderurlaub | | 3.0 |
| 25.3. | Krankheit | | 3.0 |
| Summe | | | 11.0 |

Entfalltage: 3

14.3 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, otherwise the not held lessons can be found under 'Reason of absence without 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.

| Vertretungs-Übersicht : 1.3. - 31.3. | |
|---|--|
| Überblick | |
| | 923 Geplanter Unterricht |
| - | 891 Gem. Stundenplan gehaltener Unterricht |
| = | 32 Vom geplanten Lehrer nicht erteilter Unterricht |
| | 2 Sondereinsätze |
| | 0 Veranstaltungen |
| Vom geplanten Lehrer nicht erteilter Unterricht (Absenzgründe) | |
| | 8 Absenz ohne Absenzgrund |
| | 10 Krankheit |
| | 8 Absenzgrund ohne Statistik-Kennzeichen |
| | 2 Verlegung |
| | 4 Dienstauftrag |
| | --- ----- |
| = | 32 Summe |
| Vertretungen (Art der Vertretung) | |
| | 11 Mehrarbeit bezahlt |
| | 2 Mehrarbeit unbezahlt |
| | 3 Zusammenlegung von Klassen |
| | 2 Vorziehung |
| | 1 eigenverantwortliches Arbeiten |
| | 9 Entfall |
| | 4 Offene Vertretungen |
| | --- ----- |
| = | 32 Summe |
| Entfall | |
| | 6 Krankheit |
| | 3 Absenzgrund ohne Statistik-Kennzeichen |
| | --- ----- |
| = | 9 Summe |

14.4 Surplus activities

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

Druckauswahl [X]

Lehrer: 1/10

19.09.2019 [v] 30.09.2019 [v]
 Monat
 September [v]
 Listart
 Mehrarbeit [v]
 Druck nur, wenn geändert nach ..
 01.01.1970 [v] 01:00:00 [v]

PDF

Cer Cervantes
-4 Mehrarbeit = 31 - 35

| Tag / September | / | / | / | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|-----------------|----|---|---|----|----|----|----|----|----|----|----|----|----|----|
| Ist | / | / | / | 5 | 4 | / | / | 7 | 5 | 0 | 0 | 4 | / | / |
| Soll | / | / | / | 5 | 4 | | | 6 | 5 | | 5 | 4 | | |
| Entf. | / | / | / | | | / | / | | | | 5 | | / | / |
| Vertr. | / | / | / | | | / | / | 1 | | | | | / | / |
| Tag / September | 30 | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Ist | 6 | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Soll | 6 | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Entf. | / | / | / | / | / | / | / | / | / | / | / | / | / | / |
| Vertr. | / | / | / | / | / | / | / | / | / | / | / | / | / | / |

14.5 Monthly statement.

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

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

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

| Monatsabrechnung 10 | | Status | |
|---------------------|-------------------------------|--------|--------|
| Ander | Andersen Hans Christian | Von | Bis |
| 22.000 (S) | Soll/Woche | 30.9. | 6.10. |
| 25.000 (L) | Unterricht | 7.10. | 13.10. |
| 0.000 (E) | Entfall mit Gegenverrechnung | 14.10. | 20.10. |
| 0.000 (K) | Entfall ohne Gegenverrechnung | 21.10. | 27.10. |
| 0.000 (V) | Vertretungen | 28.10. | 3.11. |
| 3.000 (M) | Mehrarbeit= L-S-E+V | | |
| 0.000 (MV) | Vertr.-Mehrarbeit= V-E | | |

| Monatsabrechnung 10 | | Status | |
|---------------------|-------------------------|------------|-------------------|
| Ander | Andersen Hans Christian | Von | Bis |
| | | Tage | (L) |
| | | Mehrarbeit | Vertr.-Mehrarbeit |
| | | 30.9. | 6.10. |
| | | 7.10. | 13.10. |
| | | 14.10. | 20.10. |
| | | 21.10. | 27.10. |
| | | 28.10. | 3.11. |
| | | | |
| | | 15.000 | 0.000 |

14.6 Overview subst.counter

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

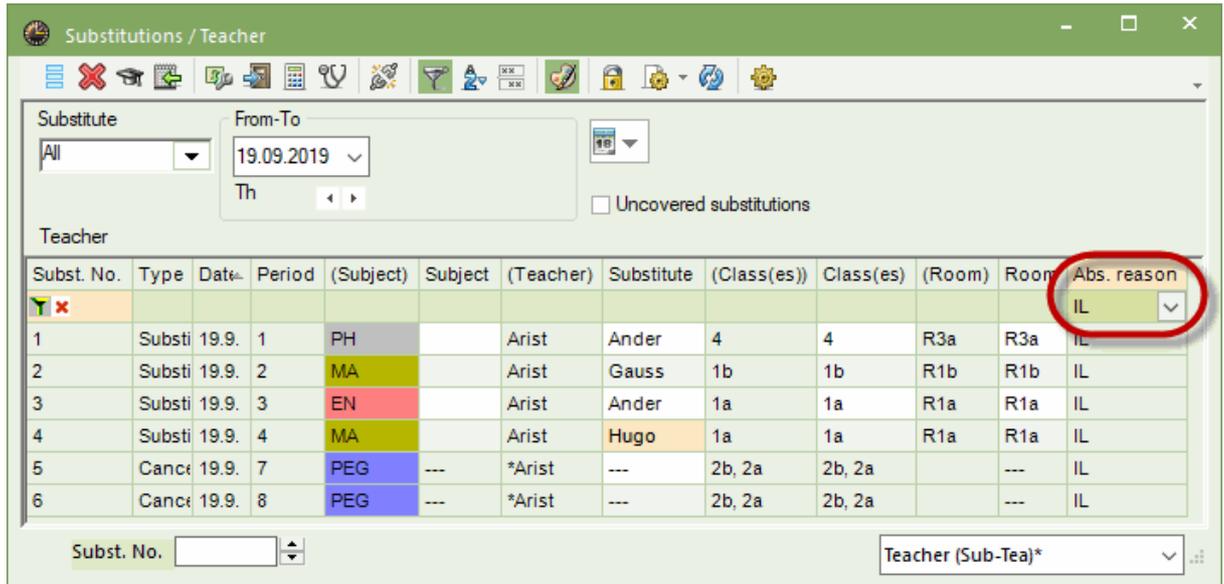
You can select the time range via the 'Settings' of Cover Scheduling.

| Name | Surname | Counte | Canc | Substitutions | Supervisor | Yearly total | Br.Sup. Si |
|--------|-----------|--------|------|---------------|------------|--------------|------------|
| Ander | Andersen | 0 | 0 | 0 | 0 | 0 | 0 |
| Arist | Aristotle | 0 | 0 | 0 | 0 | 0 | 0 |
| Callas | Callas | 0 | 0 | 0 | 0 | 0 | 0 |
| Cer | Cervantes | 0 | 0 | 0 | 0 | 0 | 0 |
| Curie | Curie | 0 | 0 | 0 | 0 | 0 | 0 |
| Gauss | Gauss | 0 | 0 | 0 | 0 | 0 | 0 |
| Hugo | Hugo | 0 | 0 | 0 | 0 | 0 | 0 |
| New | Newton | 0 | 0 | 0 | 0 | 0 | 0 |
| Nobel | Nobel | 0 | 0 | 0 | 0 | 0 | 0 |
| Rub | Rubens | 0 | 0 | 0 | 0 | 0 | 0 |

14.7 Substitution queries

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

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



Statistics on absences

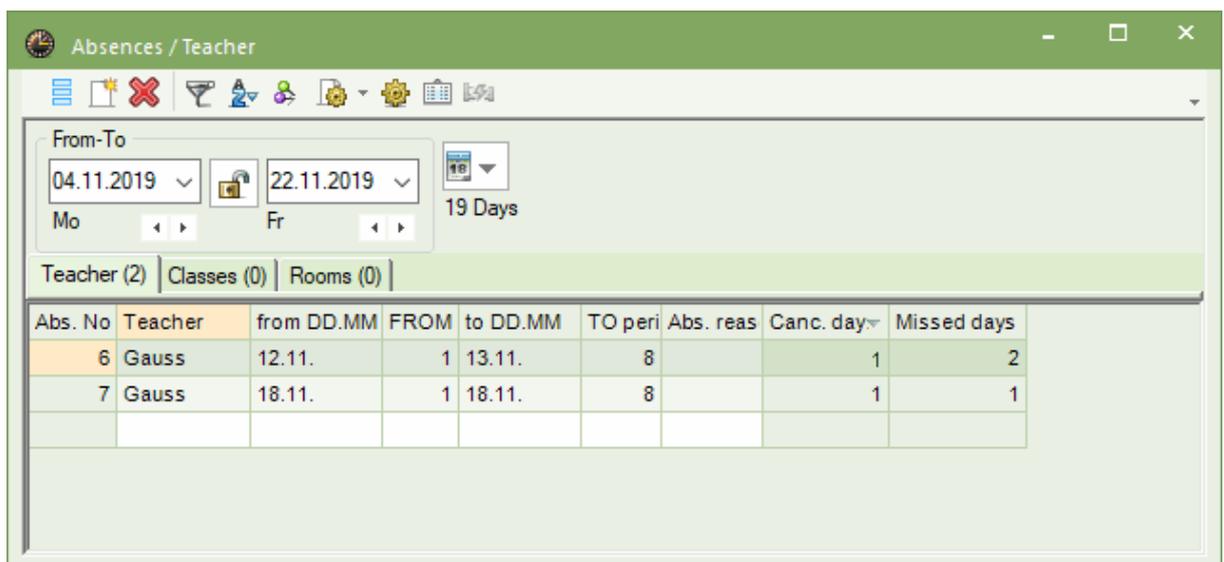
You can also generate absence statistics directly in the absence window.

14.8 Absence query

You can generate absence statistics via the [absence window](#) just like you can do for substitutions. Just select the respective date range and filter by certain criteria such as the reason of absence, if necessary.

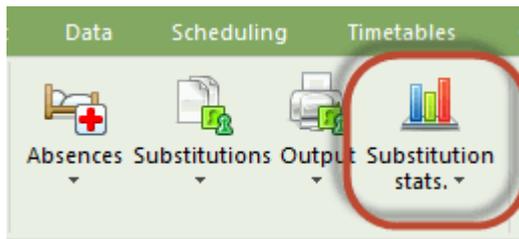
Via 'Grid adjustment' you can show the columns 'Cancelled days' and 'Absence days'.

The 'Absence days' show to you how many days a certain absence lasted, the 'Cancelled days' column shows to you how many cancelled days were actually caused by them. The statistics of the same name gives the same information. When a teacher does not teach on a certain day – like in this example – then this day is not calculated as cancelled day, however, it is calculated as absence day.



14.9 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.



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

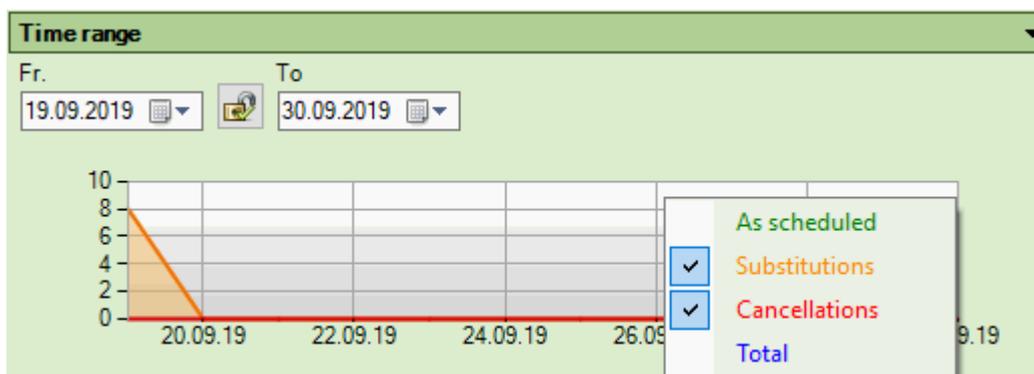
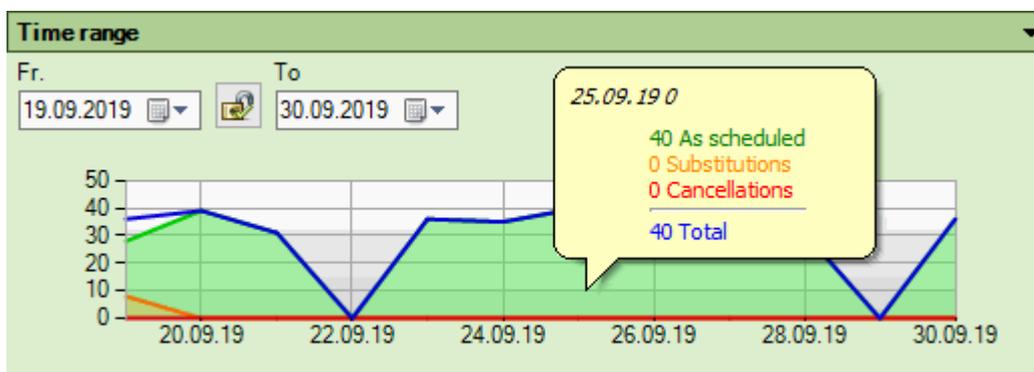
14.9.1 Overview

The results of the analyses are now graphically illustrated and provide you with the option to centrally access all evaluations of substitution data. Substitution statistics show all occurred cases of the selected time range and cannot always take into account regional specialties in counting. The 'Department timetable' module also restricts substitution statistics to such departments which have been selected in the program.

The overview page has different functionalities which are described in the following section. By clicking the black arrows ▼ you can hide individual sections:

Time range

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



Period distribution

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

| Period distribution | | |
|---------------------|---------------|--|
| Classes | Class teacher | Period distribution |
| 1a | Gauss | <div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> 610 (100,00 %) As scheduled 0 (0,00 %) Substitutions 0 (0,00 %) Cancellations </div> |
| 1b | Arist | |
| 2a | Cer | |
| 2b | Callas | |
| 3a | Ander | |
| 3b | Hugo | |
| 4 | Ander | |

Weekly distribution

All substitutions / cancellations are visualised in this diagram. When you right-click on the diagram you can switch between substitutions and cancellations.

| Weekly distribution | | | | | | | |
|---------------------|---------------|----|----|----|--------|----|----|
| Period | | Mo | Tu | We | Th | Fr | Sa |
| 1 | 8:00 - 8:45 | | | | 25,0 % | | |
| 2 | 8:55 - 9:40 | | | | 50,0 % | | |
| 3 | 9:50 - 10:35 | | | | 25,0 % | | |
| 4 | 10:45 - 11:30 | | | | | | |
| 5 | 11:40 - 12:25 | | | | | | |
| 6 | 12:35 - 13:20 | | | | | | |
| 7 | 13:30 - 14:15 | | | | | | |

Cancellations

Substitutions

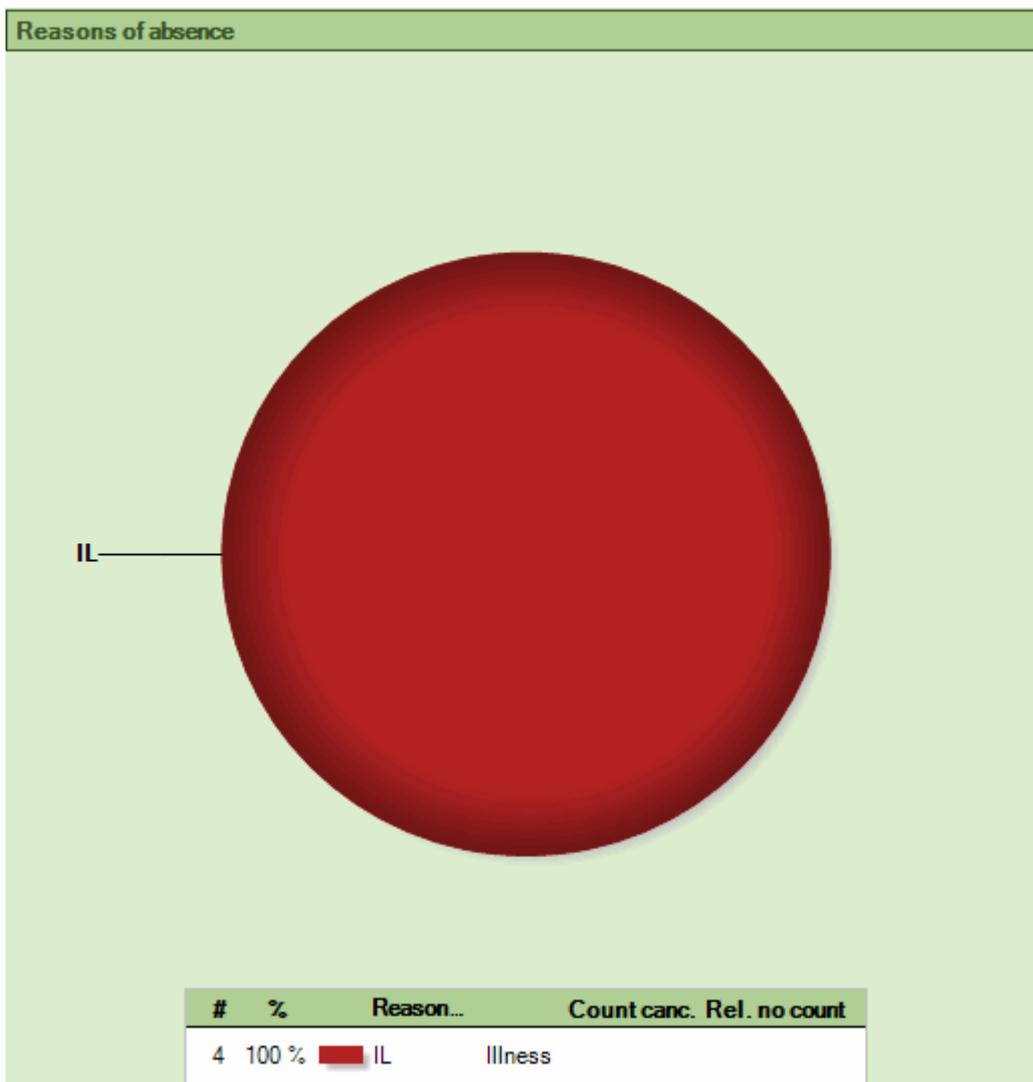
Teacher overview

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

| Teacher overview | | | | |
|------------------|----------|------------|---------------|---------------|
| Teacher | Absences | Canc. days | Cancellations | Substitutions |
| Ander | | | | 2 |
| Arist | 1 | | 2 | |
| Callas | | | | |
| Cer | | | | |
| Curie | | | | |
| Gauss | | | | 1 |
| Hugo | | | | |
| New | | | | |
| Nobel | 1 | | 2 | |
| Rub | | | | 1 |

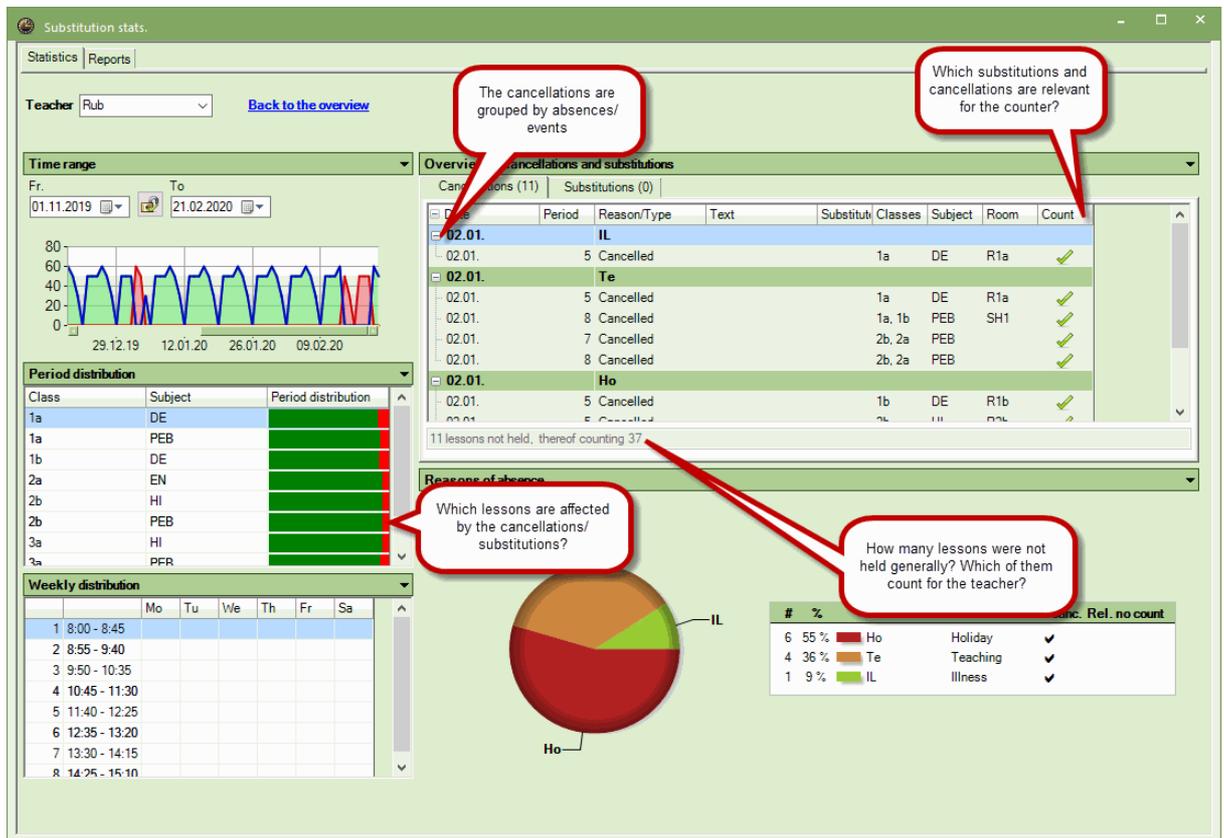
Reasons of absence

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



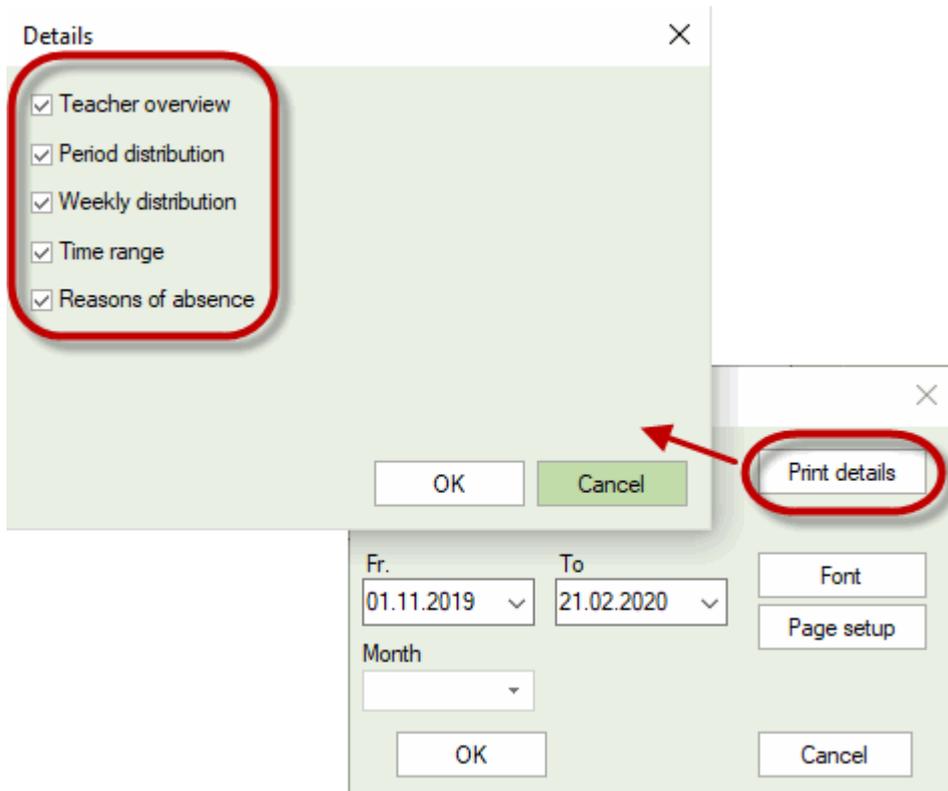
14.9.2 Overview: Cancellations & substitutions

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



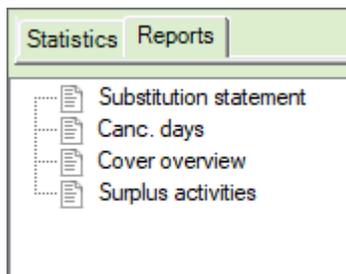
14.9.3 Print

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



14.9.4 Reports

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



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

[Statistics on periods on subjects not held](#)

[Statistics on cancellations for teachers](#)

14.9.4.1 Statistics on periods of subj. not held

You want to know the percentage of lessons of a particular subject held for a certain class. Choose the following settings:

Von-Bis: 01.10.2019 - 31.10.2019

Auswahl: Klassen, Lehrer, Entfälle, Vertretungen, Unterricht

Gliederung je Lehrer / Klasse: 1. Fach, 2. keine, 3. keine

Vertretungsstatistik je Lehrer / Klasse: Export mit Personalnummer, Matrixdruck: Fach / Grund

Buttons: Seitenansicht, Druck, Export

4 Klasse 4 (Nobel)

| Fach | gehalten | geplant | Vertretungen | Entfälle | Betreuung | + Vertr. | % gehalten |
|--------|----------|---------|--------------|----------|-----------|----------|------------|
| Bio | 10 | 10 | 0 | 0 | 0 | 0 | 100.0 |
| D | 13 | 14 | 0 | 1 | 0 | 0 | 92.8 |
| E | 5 | 5 | 0 | 0 | 0 | 0 | 100.0 |
| Gw | 9 | 9 | 1 | 0 | 0 | 0 | 100.0 |
| Gz | 4 | 4 | 0 | 0 | 0 | 0 | 100.0 |
| His | 9 | 9 | 1 | 0 | 0 | 0 | 100.0 |
| Ke | 8 | 8 | 0 | 0 | 0 | 0 | 100.0 |
| Ko | 9 | 9 | 0 | 0 | 0 | 0 | 100.0 |
| Mat | 18 | 18 | 0 | 0 | 0 | 0 | 100.0 |
| Mus | 5 | 5 | 0 | 0 | 0 | 0 | 100.0 |
| Ph | 8 | 8 | 0 | 0 | 0 | 0 | 100.0 |
| Rel | 5 | 5 | 0 | 0 | 0 | 0 | 100.0 |
| SportK | 8 | 8 | 0 | 0 | 0 | 0 | 100.0 |
| SportM | 9 | 8 | 1 | 0 | 0 | 0 | 112.5 |
| Tw | 10 | 10 | 0 | 0 | 0 | 0 | 100.0 |
| Wk | 10 | 10 | 0 | 0 | 0 | 0 | 100.0 |
| Summe | 140 | 140 | 3 | 1 | 0 | 0 | 100.0 |
| Summe | 140 | 140 | 3 | 1 | 0 | 0 | 100.0 |

14.9.4.2 Statistics on cancellations for teachers

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

Vertretungsstatistik

Statistik Berichte

Von-Bis: 01.10.2019 - 31.10.2019

Auswahl: Klassen, Lehrer, Entfälle, Vertretungen, Unterricht

Gliederung je Lehrer / Klasse: 1. Grund, 2. Art d. Entfalls, 3. keine

Absenzgrund: Kr

Vertretungsstatistik je Lehrer / Klasse: Export mit Personalnummer, Matrixdruck: Fach / Grund

Buttons: Seitenansicht, Druck, Export, Excel

Entfälle 1.10.19 - 31.10.19

| Gauss | | | |
|--------|-------|--------|------------|
| Anzahl | Grund | Art d. | Entfalls |
| 3 | So | | Vertretung |
| 0 | So | | Betreuung |
| 3 | | | Summe |

| Hugo | | | |
|--------|-------|--------|------------|
| Anzahl | Grund | Art d. | Entfalls |
| 4 | Fortb | | Vertretung |
| 4 | | | Summe |

| Callas | | | |
|--------|-------|--------|------------|
| Anzahl | Grund | Art d. | Entfalls |
| 16 | Kr | | Vertretung |
| 16 | | | Summe |

| Nobel | | | |
|--------|-------------------|--------|----------|
| Anzahl | Grund | Art d. | Entfalls |
| 1 | spontaner Entfall | | Entfall |
| 1 | | | Summe |

| Rub | | | |
|--------|-------------------|--------|------------|
| Anzahl | Grund | Art d. | Entfalls |
| 1 | spontaner Entfall | | Entfall |
| 4 | Dienst | | Vertretung |
| 3 | Kk | | Vertretung |
| 0 | Kk | | Betreuung |
| 8 | | | Summe |

| Curie | | | |
|--------|-------|--------|------------|
| Anzahl | Grund | Art d. | Entfalls |
| 5 | Kr | | Vertretung |
| 5 | | | Summe |
| 37 | | | Summe |

14.10 Weekly values

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

| Week | Fr. - To | Target | Lesson | Red. | V-corr. | Actual | Actual-Ta |
|-------|---------------|----------|----------|------|---------|----------|-----------|
| Total | 19.9.-30.6. | 1 050.00 | 1 029.00 | 0.00 | 0.00 | 1 029.00 | -21.00 |
| 1 | 19.9.-22.9. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 2 | 23.9.-29.9. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 3 | 30.9.-6.10. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 4 | 7.10.-13.10. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 5 | 14.10.-20.10. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 6 | 21.10.-27.10. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 7 | 28.10.-3.11. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 8 | 4.11.-10.11. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 9 | 11.11.-17.11. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 10 | 18.11.-24.11. | 25.00 | 24.50 | | | 24.50 | -0.50 |
| 11 | 25.11.-1.12. | 25.00 | 24.50 | | | 24.50 | -0.50 |

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

14.11 Export to official interfaces

We have developed special export options tailored to the requirements of many countries. You will find them under 'File | Import/Export' and your respective country.

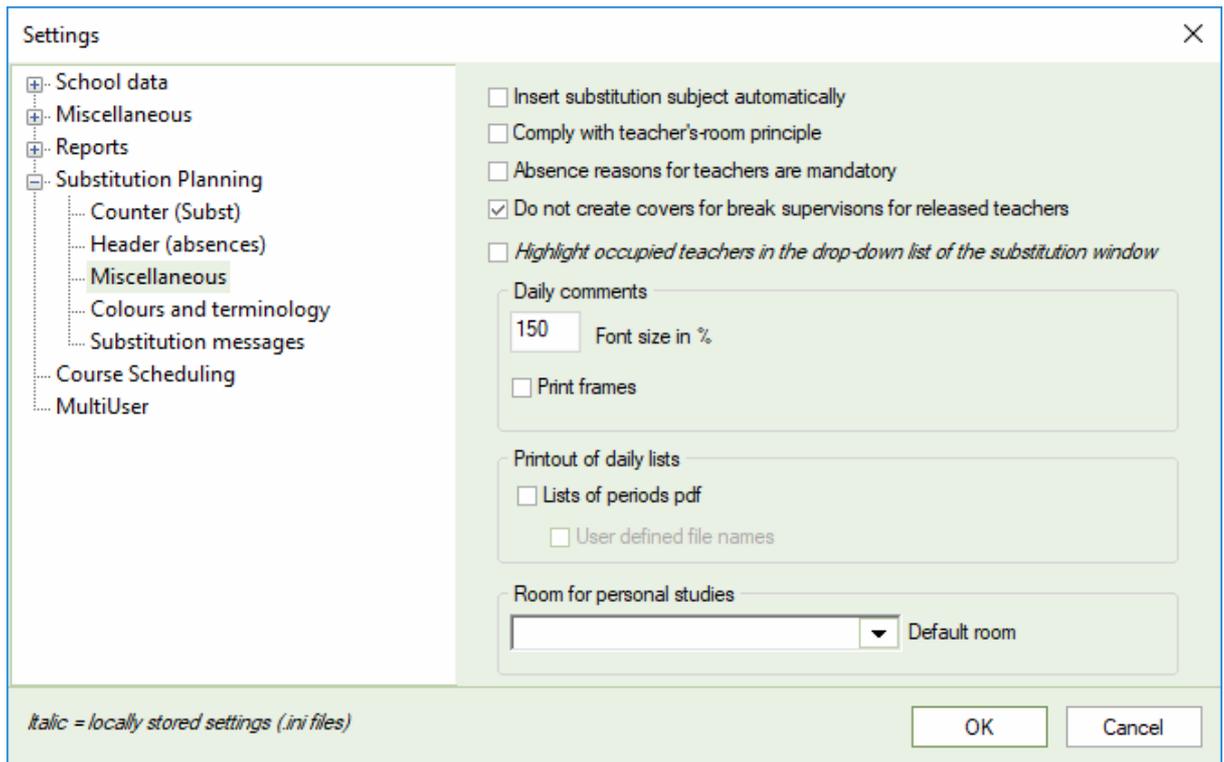
For more information please contact Untis GmbH or your regional distribution partner.

15 Special functions

The following chapter is intended to give you an overview of the functions of the cover scheduling 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 scheduling (e.g. window groups).

15.1 Break supervision

The modules 'Cover planning' and 'Break supervision' are connected insofar as an absence of a teacher in the period after a break supervision creates an uncovered substitution of the type 'Break supervision'. Also the release of teachers automatically generates a break supervision substitutions. You can deactivate this under 'Settings | Substitution Planning | Miscellaneous'.



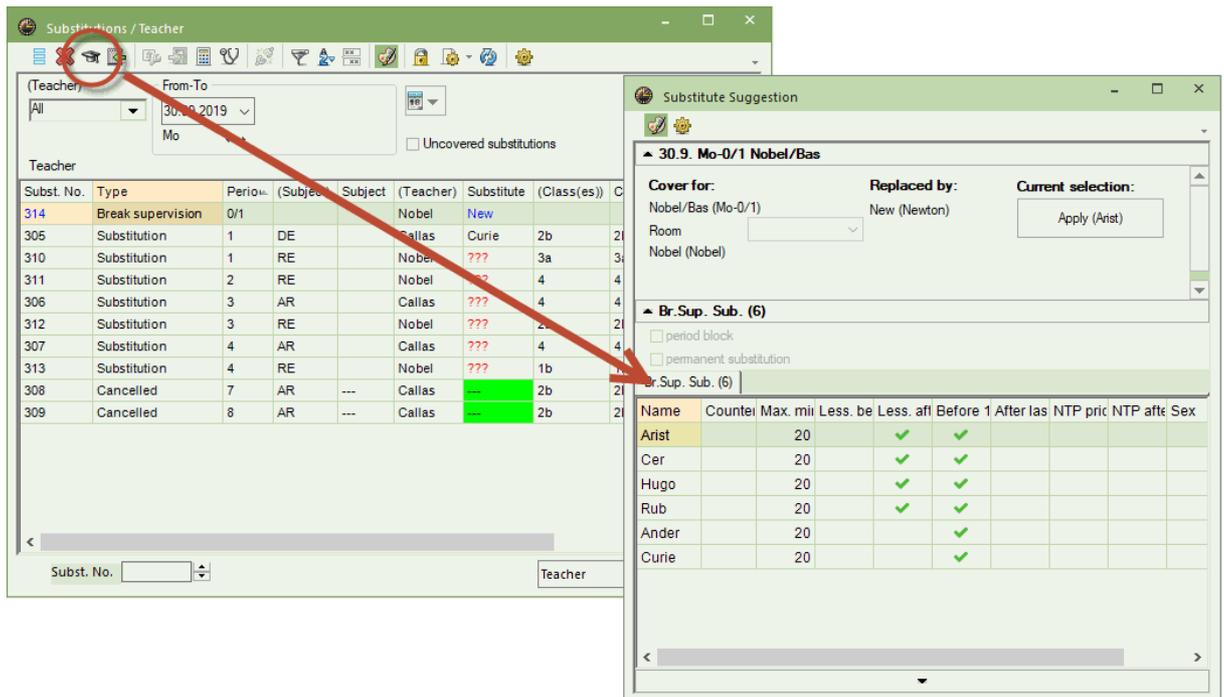
The following options of editing break supervisions can be applied:

- [Substitution of a break supervision with an absence](#)
- [Substitution of a break supervision without an absence](#)
- [Cancellation of a break supervision](#)
- [Break supervision special duty](#)

15.1.1 Substitution of a break supervision

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

- In the substitution window in the "Period" column the break between period 1 and 2 is displayed as "1/2".
- In the "Room" column you will find the word "Corridor".
- There certainly is no subject or class.
- Via <Settings> in the substitution window you can define whether break supervision substitutions should be shown (and printed) or not. Therefore you can also create a list which has break supervision substitutions only.



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

- Name: the name of the teacher.
- Points: the number of points (minus points) for the respective supervision.
- 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.
- Counter: the number of break supervision substitutions already held in the selected time range.
- Less. before / after: the teacher has a lesson just before / after the break supervision.
- Corridor before / after: The teacher has a lesson in a room adjacent to the corridor just before / after the break supervision
- Before 1st.per. / After last per.: This break supervision is before the first period / after the last period of the teacher.
- Consec. superv.: The teacher is already scheduled for a break supervision that lies either just before or right after the break supervision.
- Bef. / After blocking: The break supervision is just before / after a blocking of the teacher.
- NTP prior / after: The teacher has a non-teaching-period just before / after the break supervision

Gender: The gender of the teacher is shown by an icon. If you have defined a gender for your teachers as well as for your corridors, the substitution suggestion will only suggest teachers of the gender you defined for the respective corridor.

Standby: Shows, if the teacher is on standby in this break. For more information on [Standby for break supervisions](#) read the chapter of the same name.

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.

When two or more teachers split a break supervision, this information will be shown in the substitution list in the column 'Period' and in the 'Room' column for the corridor. (2) therefore stands for the second teacher. With this information you can decide whether you need to find a substitution or can cancel the break supervision.

The screenshot shows the 'Substitutions / Teacher' window with the following data in the table:

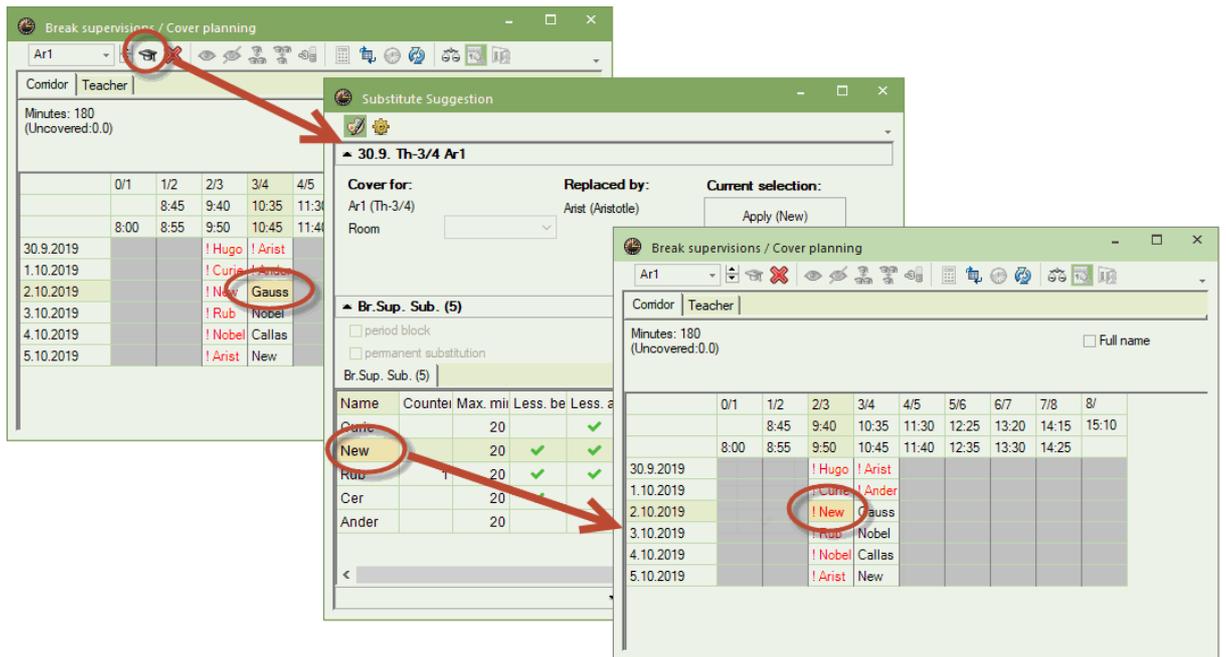
| Subst. No. | Type | Perio. | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Ro |
|------------|-------------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|-----|
| 314 | Break supervision | 0/1 | | | Nobel | New | | | Bas | Bas |
| 305 | Substitution | 1 | DE | | Callas | Curie | 2b | 2b | R2b | R2t |
| 310 | Substitution | 1 | RE | | Nobel | ??? | 3a | 3a | R3a | R3e |
| 311 | Substitution | 2 | RE | | Nobel | ??? | 4 | 4 | R2a | R2e |
| 306 | Substitution | 3 | AR | | Callas | ??? | 4 | 4 | | |
| 312 | Substitution | 3 | RE | | Nobel | ??? | 2b | 2b | R2b | R2t |
| 307 | Substitution | 4 | AR | | Callas | ??? | 4 | 4 | | |
| 313 | Substitution | 4 | RE | | Nobel | ??? | 1b | 1b | R1b | R1t |
| 308 | Cancelled | 7 | AR | --- | Callas | --- | 2b | 2b | R2b | --- |
| 309 | Cancelled | 8 | AR | --- | Callas | --- | 2b | 2b | R2b | --- |

For more information on splitting break supervisions read the chapter called 'Break supervisions | User tips | Splitting supervisions' in the 'Modules' manual.

15.1.2 BS substitutions without an absence

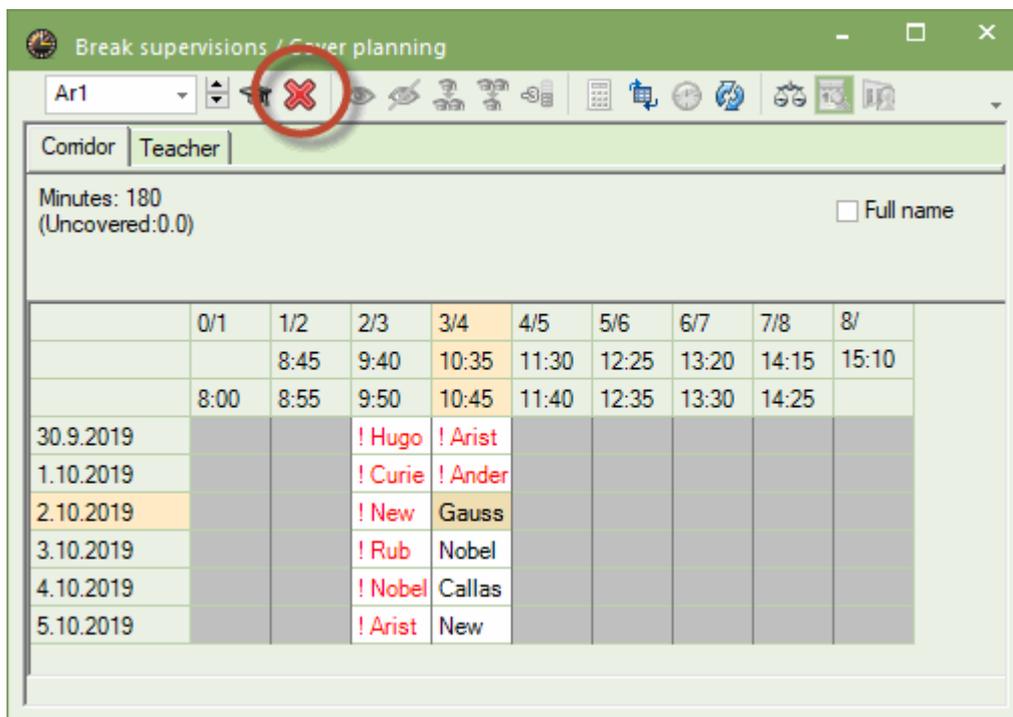
If you want to change a break supervision without setting a teacher absent you can do this in the break supervision window:

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



15.1.3 Cancellation of a break supervision

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



15.1.4 Break supervision special duty

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

| | 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 | |
| 30.9.2019 | | | ??? | ! Arist | | | | | |
| 1.10.2019 | | | ??? | ! Ander | | | | | |
| 2.10.2019 | | | ??? | Gauss | | | ! Gauss | | |
| 3.10.2019 | | | ??? | Nobel | | | | | |
| 4.10.2019 | | | ??? | Callas | | | | | |
| 5.10.2019 | | | ??? | New | | | | | |

15.2 Standby scheduling

Standbys are often used in cover scheduling

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

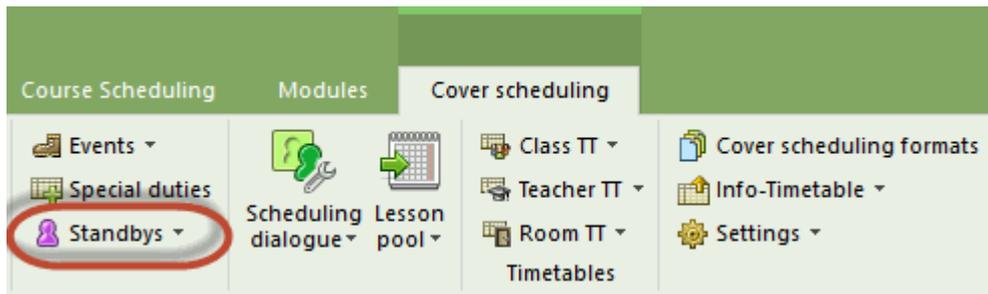
- The standbys must be distributed evenly among the teachers.
- In certain periods, e.g. the first period, more than one standby is needed.
- There has to be a limit of how many standbys a teacher can be assigned to.
- The standbys have to "fit in with" the regular timetable of the teacher. The teacher 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.

15.2.1 Preparation for standby scheduling

The following points need to be completed before standby scheduling:

Teacher

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



Define a standby subject

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

| Name | Surname | Nr. standbys | Max. Standbys |
|--------|-----------|--------------|---------------|
| Ander | Andersen | 1 | 2 |
| Arist | Aristotle | 2 | 2 |
| Callas | Callas | 2 | 2 |
| Cer | Cervantes | 0 | 2 |
| Curie | Curie | 0 | 2 |
| Gauss | Gauss | 1 | 2 |
| Hugo | Hugo | 0 | 2 |
| New | Newton | 0 | 2 |
| Nobel | Nobel | 0 | 2 |
| Rub | Rubens | 0 | 2 |

Time and number of standbys

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

| Name | Full name | Standby | D-Standby |
|------|-------------|-------------------------------------|-------------------------------------|
| RE | Religious E | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| CH | Chemistry | <input type="checkbox"/> | <input type="checkbox"/> |
| DE | German | <input type="checkbox"/> | <input type="checkbox"/> |
| EN | English | <input type="checkbox"/> | <input type="checkbox"/> |

15.2.2 Scheduling standbys

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

1. Just enter a teacher in a field with a question mark.
2. Now let the standbys be scheduled automatically.

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

The third alternative the teacher suggestion shows additional information which you can hide or show by right-clicking into the heading:

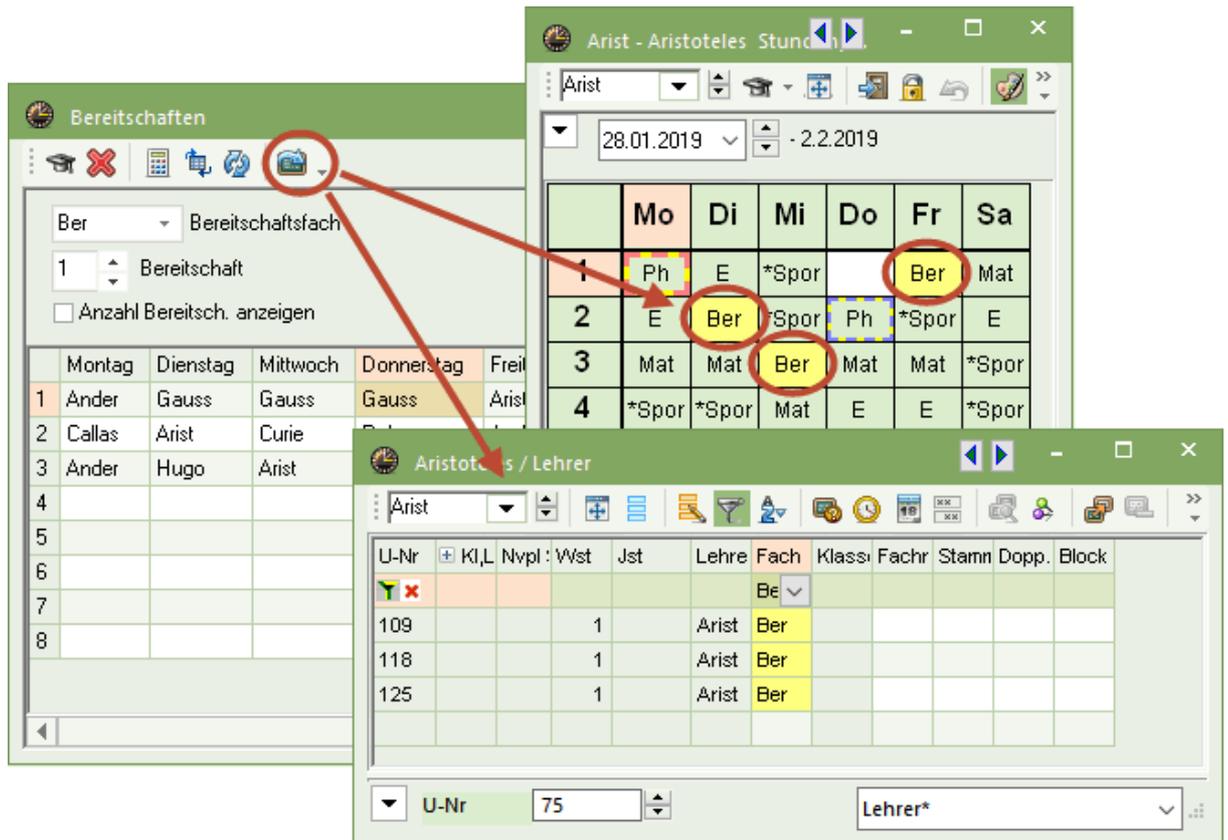
- Period flag: This flag shows to you how much time lies between the standby which needs to be scheduled from the next period the teacher has to teach, similar to the substitution suggestion.
- Number of standbys: This is the number of standbys which have already been scheduled with the respective teacher.
- Maximum standbys: The maximum number of standbys the teacher may have according to his or her master data.
- Points: This column is an indicator in how far the teacher is suitable for this standby in general.
- Time requests: Shows to you if there is a time request of this teacher at this point of time.

The screenshot shows the 'Standbys' application window. In the top-left corner, there is a toolbar with a graduation cap icon circled in red. Below it, there is a dropdown menu for 'RE' and a field for 'On standby' with the value '1'. A checkbox labeled 'Show the number of 'Standbys'' is present. The main area is a grid with columns for days of the week (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday) and rows for periods (1-8). The cell for period 4 on Wednesday contains the name 'Gauss'. A red arrow points from the circled graduation cap icon to the 'Gauss' cell. Another red arrow points from the 'Gauss' cell to the 'Teacher Suggestion' window. This window has an 'Apply' button circled in red. Below the button is a table with the following data:

| Name | Flag | Nr. standb | Max. Stanb | Points | Time requ |
|-------|------|------------|------------|--------|-----------|
| Gauss | | 1 | 0 | 2 | 20 |
| Curie | | 2 | 0 | 2 | 40 |
| Nobel | | 9 | 0 | 2 | 999 |

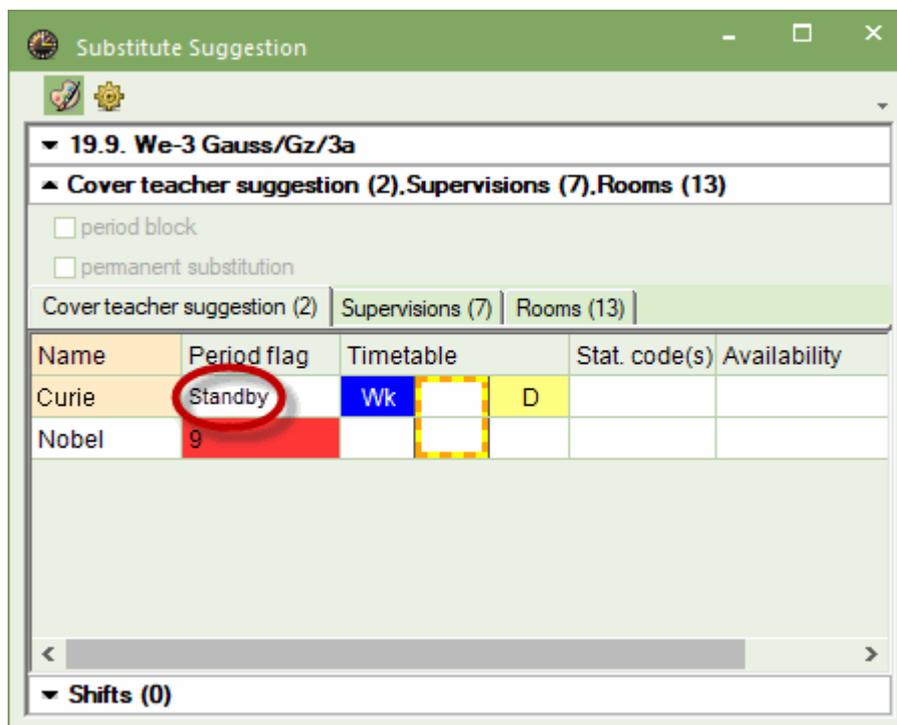
Transfer standbys into lessons

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



Display of standby

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



Note: Standbys count as teaching load If you tick the option 'Standbys count as teach.'

load' (Subjects | Master Data | 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 shown for the selected time range in the 'Statement' report.

15.2.3 Standby substitution

If a teacher is absent on a day on which he or she was scheduled as standby, a standby substitution is created. Via teacher suggestions you can enter an alternative teacher as standby for this day and this period.

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te.) t |
|------------|-------------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|---------|
| 314 | Break supervision | 0/1 | | | Nobel | New | | | Bas | Bas | | |
| 305 | Substitution | 1 | DE | | Callas | ??? | 2b | 2b | R2b | R2b | | |
| 310 | Substitution | 1 | RE | | Nobel | ??? | 3a | 3a | R3a | R3a | | |
| 330 | Substitution | 1 | DE | | Rub | ??? | 1b | 1b | R1b | R1b | | |
| 334 | Standby-cover | 2 | RE | | Curie | ??? | 4 | 4 | R2a | ??? | | |
| 311 | Substitution | 2 | RE | | Nobel | ??? | 4 | 4 | R2a | R2a | | |
| 331 | Substitution | 2 | DE | | Rub | ??? | 1b | 1b | R1b | R1b | | |
| 321 | Break supervision | 2/3 | | | | ??? | | | Ar1 | Ar1 | | |
| 306 | Substitution | 3 | AR | | Callas | ??? | 4 | 4 | | | | |
| 312 | Substitution | 3 | RE | | Nobel | ??? | 2b | 2b | R2b | R2b | | |
| 332 | Substitution | 3 | DE | | Rub | ??? | 1a | 1a | R1a | R1a | | |
| 328 | Break supervision | 3/4 | | | New | Arist | | | Ar1 | Ar1 | | |

Note: Code 'no substitution' for standby subjects

Substitutions for standbys can also be generated automatically. Go to master data and remove the check at 'No substitution' for the standby subject.

15.2.4 Standby balance

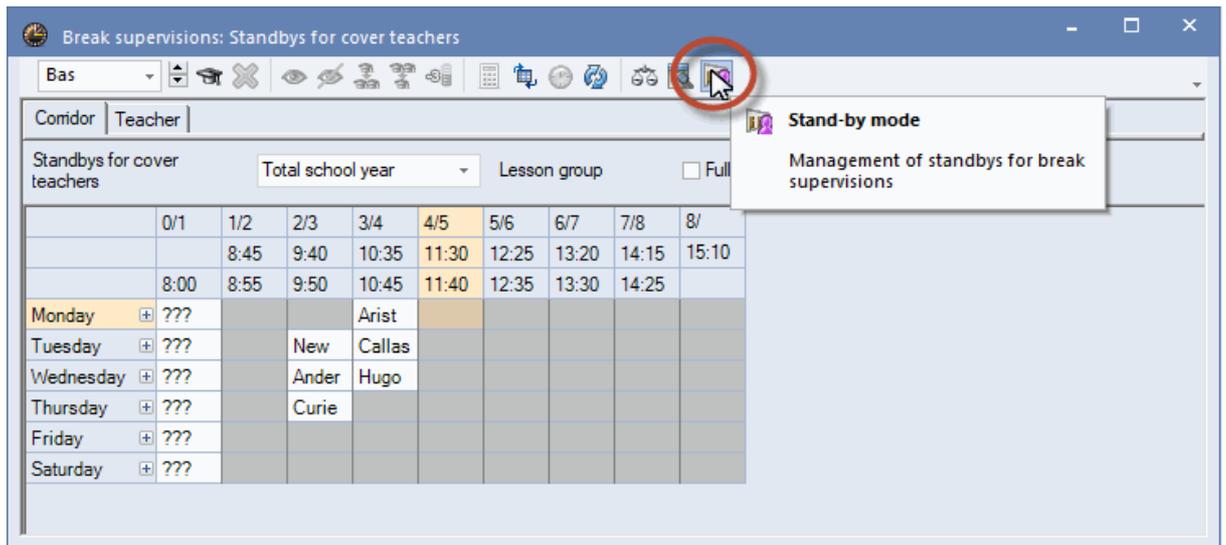
The substitution statement provides you with information on how many substitutions of a teacher were created by standbys in a certain time range, i.e. you can get information on the balance of used and unused standbys, provided that at least one substitution was scheduled for this teacher in the selected time range. For more information, please go to '[Substitution statement](#)'.

15.2.5 Standby for break supervisions

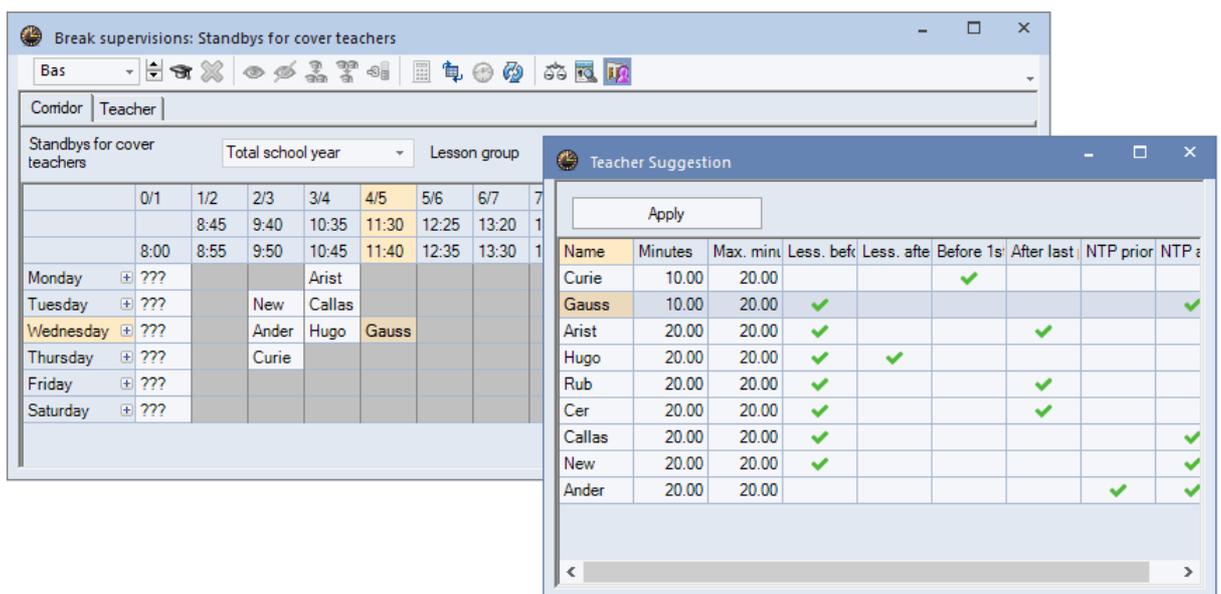
As of Untis 2019, you can schedule standbys for break supervisions, as well. Core element of this process is the *Break supervisions* window which can be put into standby mode.

Note: standby scheduling in timetable mode

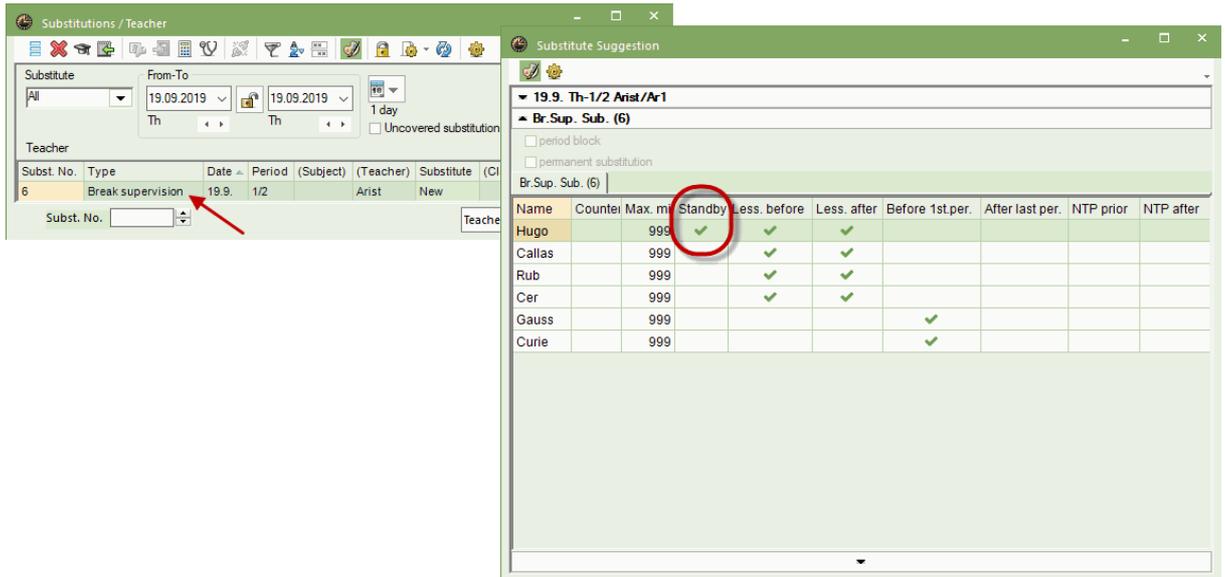
Scheduling break supervisions must be done in the timetable mode, in the cover scheduling mode this function is not available.



In standby mode you have the possibility to nominate a standby teacher for every break supervision either by entering the name of the teacher directly or via *Teacher suggestion* .



In substitution mode, standby teachers for break supervisions are marked accordingly.

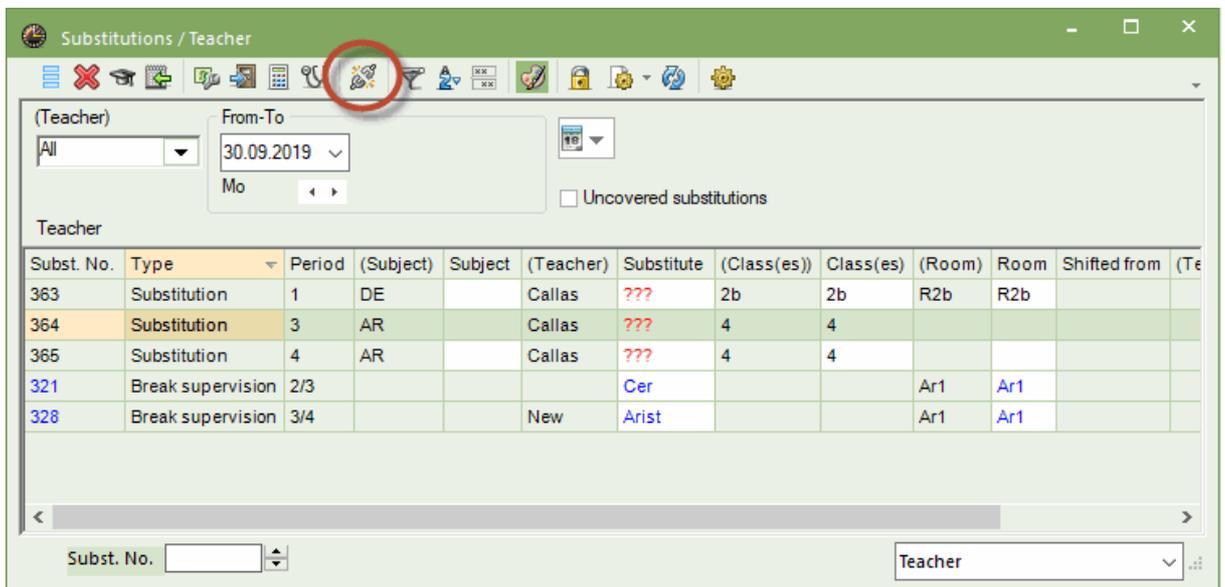


15.3 Splitting substitutions

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

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

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



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

| Subst. No. | Type | Period | (Subject) | Subject | (Teacher) | Substitute | (Class(es)) | Class(es) | (Room) | Room | Shifted from | (Te) |
|------------|-------------------|--------|-----------|---------|-----------|------------|-------------|-----------|--------|------|--------------|------|
| 363 | Substitution | 1 | DE | | Callas | ??? | 2b | 2b | R2b | R2b | | |
| 364 | Substitution | 3 | AR | | Callas | ??? | 4 | 4 | | | | |
| 365 | Substitution | 4 | AR | | Callas | ??? | 4 | 4 | | | | |
| 366 | Part. subst. | 3 | AR | | Callas | ??? | 4 | 4 | | | | |
| 321 | Break supervision | 2/3 | | | | Cer | | | Ar1 | Ar1 | | |
| 328 | Break supervision | 3/4 | | | New | Arist | | | Ar1 | Ar1 | | |

15.4 Substitution couplings

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

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

| Vtr-Nr. | Art | Datum | Stunde | (Fach) | Vertreter | (Lehrer) | Klasse(n) | Raum | (Klasse(n)) | Kopplung. |
|---------|------------|--------|--------|--------|-----------|----------|-----------|------|-------------|-----------|
| 118 | Vertretung | 31.10. | 3 | SportM | Arist | *Arist | 3a, 3b | Th1 | 3a, 3b | 1 |
| 119 | Vertretung | 31.10. | 3 | SportK | Arist | *Rub | 3a, 3b | Th1 | 3a, 3b | 1 |
| 120 | Verlegung | 31.10. | 3 | | | | | | | |
| 121 | Vertretung | 31.10. | 1 | | | | | | | |

Frage

Lehrer Arist hat am 31.10. in der 3. Stunde bereits eine Vertretung

Vtr-Nr. 118 (31.10/3): 3a,3b, Arist, Th2

Optionen

Lehrer nicht in die Vertretung eintragen

Lehrer in die Vertretung eintragen

Lehrer in die Vertretung eintragen und mit der kollidierenden koppeln!

OK

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

Note: Cancel coupling

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

15.5 Substitution diagnosis

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

| Subst. No. | Substitute | |
|------------|------------|------------------------|
| 8 | Gauss | Too many hours per day |
| 8 | Gauss | Period sequence |
| 16 | Gauss | Too many hours per day |
| 16 | Gauss | Period sequence |
| 17 | Gauss | Too many hours per day |
| 17 | Gauss | Period sequence |

You can also check substitutions on their consistency here.

15.6 Timetable changes and cover scheduling

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 scheduling

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 cover scheduling as of 1 February is the new timetable. Even shifts are possible across the boundary of two terms.

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

Note: Checking substitutions

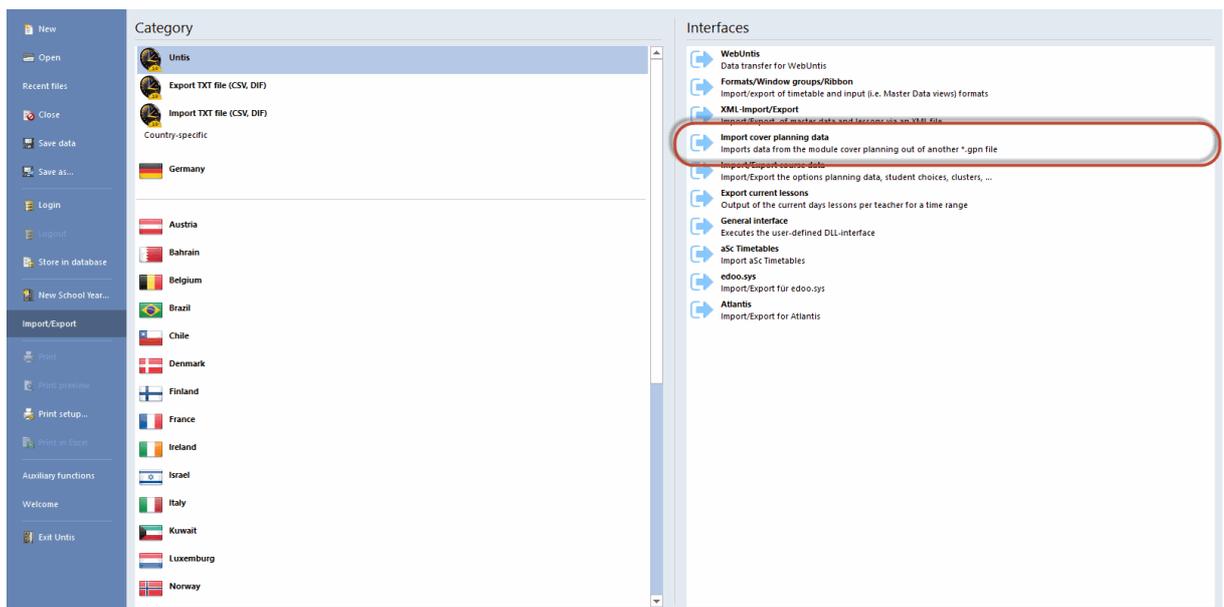
If you have already edited substitutions and then the timetable was changed later on, it might be

necessary to update the substitution data in the shown time range of the substitution window by clicking on the <Check substitutions> in the [Substitution diagnosis](#) .

15.7 Importing substitution data

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

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



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

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

[Additive import of substitution data](#)

[Substitution import and terms](#)

15.7.1 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.

15.7.2 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 scheduling" 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.

15.8 Cover planning with different time grids

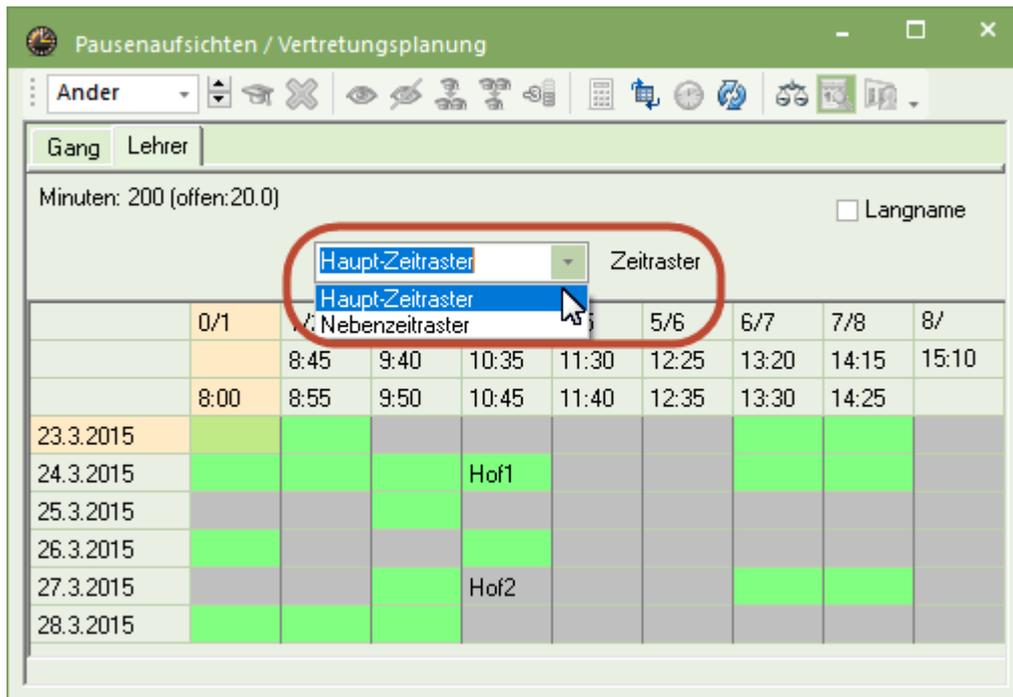
If certain school types, departments or specific classes in your school work with different time grids, cover scheduling will be affected, as well. The handling of scheduling covers has not changed much, as only teachers are suggested for substitutions and shifts who can be assigned without a conflict.

Note: Free periods of the day

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

[Absences](#) are entered in the form HH:MM.

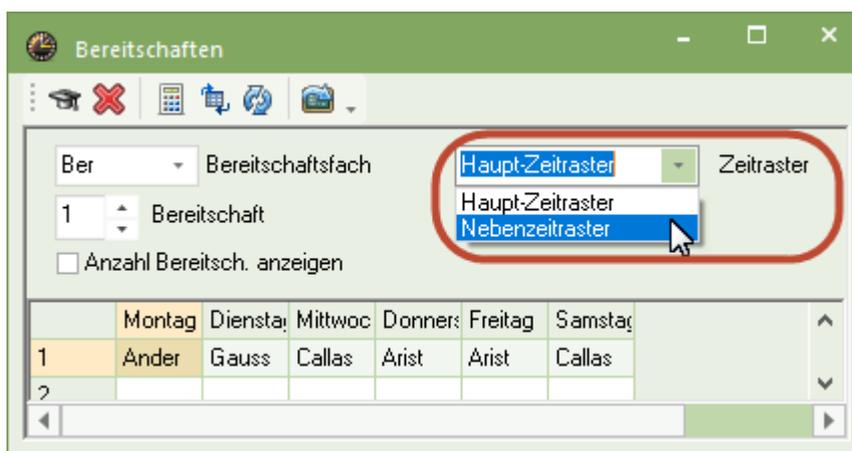
[Break supervisions](#) can be scheduled individually for each time grid. Break supervision substitutions are accordingly dealt with in the relevant time grid.



Note: Break supervisions and substitute teachers

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

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



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

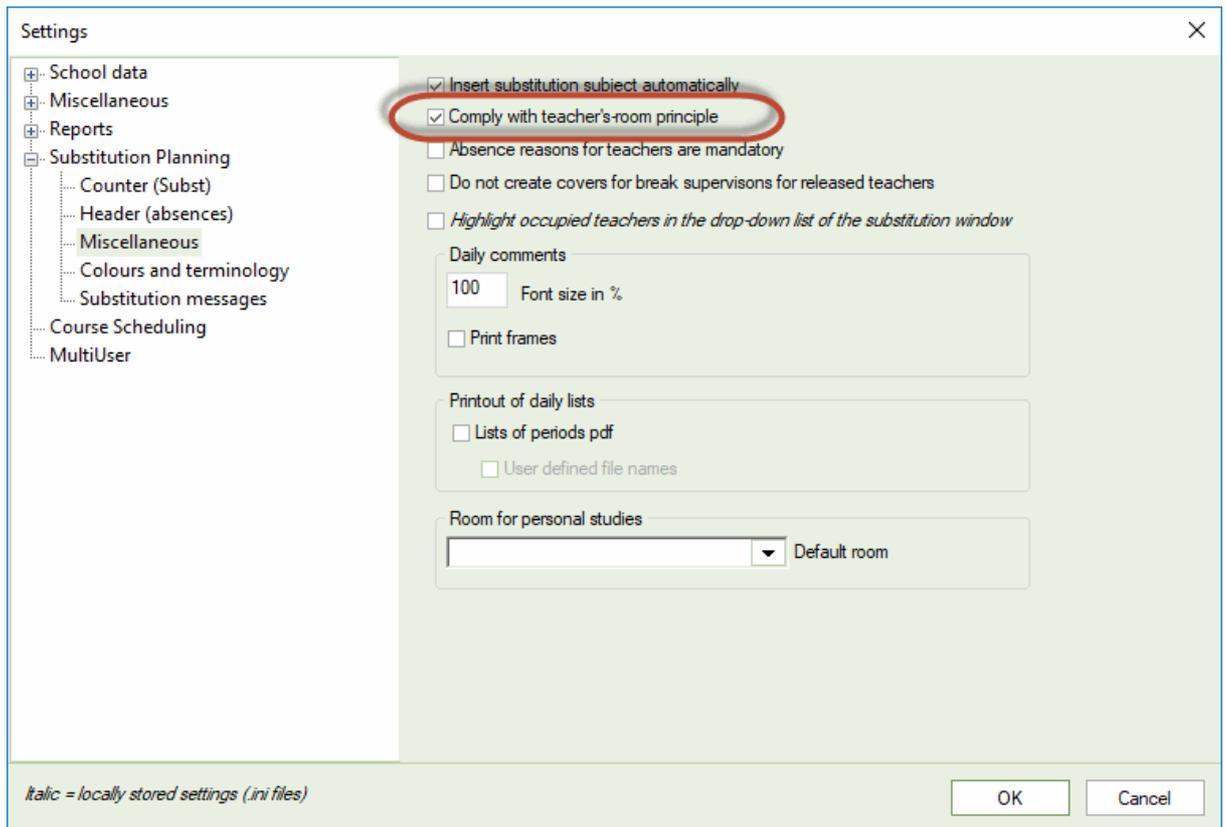
| Vtr-Nr. | Vertreter | Stu. | Zeit | Klasse(i) | Fach | Raum | (Lehrer) | Art | Vertretungs-Text |
|---------|-----------|------|-------------|-----------|------|-------|----------|------------|------------------|
| 15 | Gauss | 1 | 8:00-8:45 | 4 | Ch | Phys | Arist | Vertretung | |
| 20 | Callas | 2 | 8:55-9:40 | 3a | | R3a | Ander | Vertretung | |
| 16 | Gauss | 2 | 9:10-10:00 | 1a | | R1a | Arist | Vertretung | |
| 25 | Hugo | 2 | 9:10-10:00 | 1b | | R1b | Rub | Betreuung | Alle bei Rubens |
| 17 | Rub | 3 | 10:10-11:00 | 1b | | R1b | Arist | Betreuung | |
| 18 | Cer | 4 | 10:45-11:30 | 2b, 2a | | Th2 | *Arist | Vertretung | |
| 11 | Gauss | 4 | 11:10-12:00 | 1a | | Werkr | Curie | Vertretung | |
| 12 | Nobel | 5 | 12:10-13:00 | 1a | | Twr | Curie | Vertretung | |
| 26 | Rub | 5 | 12:10-13:00 | 1b | D | R1b | Rub | Verlegung | |

Warning: Scheduling dialogue cover planning

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

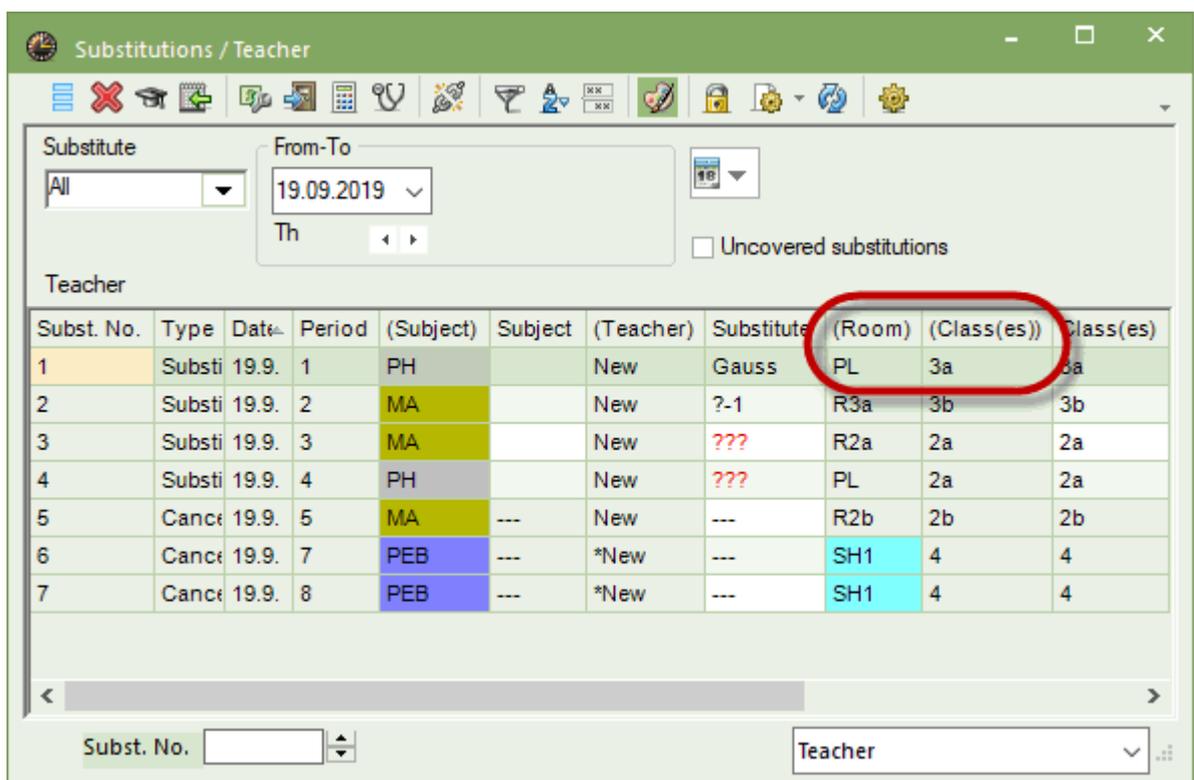
15.9 Teacher's-room principle substitution

If you use the Teacher-Room principle, i.e. the students follow the teachers into their scheduled room and not vice versa, you can use it also for substitution planning. Check the box next to 'Comply with teacher's-room principle' in the Settings ('Substitution Planning | Miscellaneous').

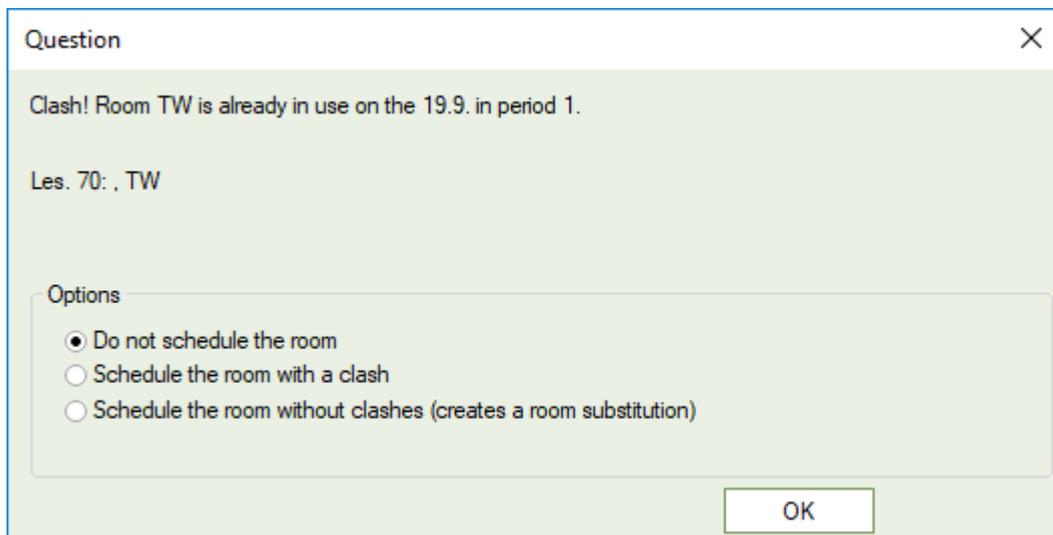


A prerequisite for this function is that you have defined rooms in the teachers' master data.

If you assign a teacher as substitution the room defined for this teacher will automatically be scheduled for the substitution provided it is available.



If the room of this teacher is scheduled for another lesson, you will be asked how to proceed.



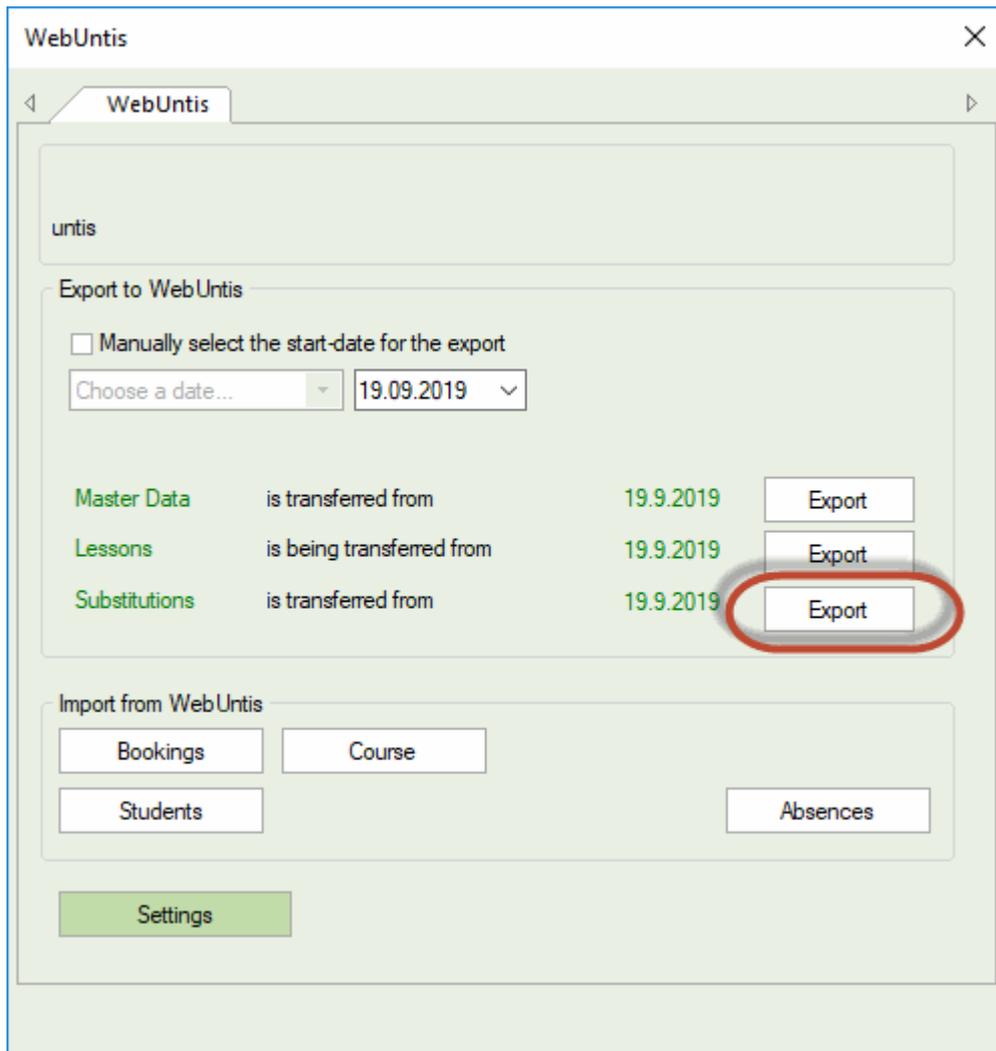
16 Interaction with WebUntis

You have several opportunities how to transfer and exchange data from Untis to WebUntis and vice versa.

16.1 Export of substitutions to WebUntis

After scheduling all substitutions you can export all data to WebUntis. Click on 'Data transfer to WebUntis'  in the quick access toolbar.

In the following dialogue window you can export your substitution scheduling data with the date of the current day or any other date you define.



16.2 Import of bookings from WebUntis

Room changes carried out by teachers with adequate rights or by administrators in WebUntis can be taken over in WebUntis via the communication dialogue.

In the following example a room was changed in WebUntis:

Fr.09.03.2018, 07:35 - 08:25 Lehrer: CamAl

07:35 - 08:25 GW - 2a U-Nr 4300

Unterricht Info zur Unterrichtsstunde

GW

2a

CamAl

1N 02 - EDV (ES 06 - 2a)

EDV-Raum für 25 SchülerInnen
statt ES 06 - 2a
Buch.-Nr.: 2
1.OG Nord

The substitution planner applies the booking via the dialogue with WebUntis and via 'bookings' in Untis; a room substitution is created which is shown in the substitution window. In the column 'Substitution text' additional information is given.

WebUntis

Export nach WebUntis

Anfangsdatum des Exports manuell fest legen

Datum wählen... 19.09.2019

FMD Daten wird übertragen für September Exportieren

Stammdaten werden übertragen ab 19.9.2019 Exportieren

Unterricht wird übertragen ab 19.9.2019 Exportieren

Vertretungen werden übertragen ab Exportieren

Import aus WebUntis

Buchungen Kurs

Studenten Stammdaten

Einstellungen

Buchungen von WebUntis Termin

| Fehler | ID | importiert | Art | Datum | Std. | Std. | Lehrer | Fach | Klasse(n) | Raum | (Raum) | Text | Benutzer |
|--------|----|------------|-----------|----------|------|------|--------|------|-----------|-------------|------------|--------------|----------|
| | B2 | | Raum-Vtr. | 09.03.18 | 1 | 1 | CamAI | GW | 2a | 1N 02 - EDV | ES 06 - 2a | Raumänderung | admin |

Übernehmen Ignorieren Buchungen markieren Prüfungen markieren Schließen Alle Buchungen anzeigen

Druck Supplierungen für LehrerInnen

| Vtr-Nr. | Datum | Art | Tag | Stunde- | Zeit | Vertreter | Fach | (Lehrer) | Klasse(n) | Raum | (Klasse(n)) | (Raum) | Statistik | Neu | Vertretungs-Text | Abteilung(en) | Raumbuchung |
|---------|-------|-----------|-----|---------|------|-----------|-------|----------|-----------|------|-------------|--------|------------|-----|--|---------------|-------------------------------------|
| 31 | 9.3. | Raum-Vtr. | Fr | 1 | GW | 7:35-8:25 | CamAI | GW | CamAI | 2a | 1N 02 - EDV | 2a | ES 06 - 2a | n | <input checked="" type="checkbox"/> [admin]: Raumänderung | | <input checked="" type="checkbox"/> |

Vtr-Nr.

Druck Supplierungen für Lehrn

At the following import of bookings, already imported room bookings are ear-marked and will not be imported again.

Buchungen von WebUntis Termin

| Fehler | ID | importiert | Art | Datum | Std. | Std. | Lehrer | Fach | Klasse(n) | Raum | (Raum) | Text | Benutzer |
|--------|----|-------------------------------------|-----------|----------|------|------|--------|------|-----------|-------------|------------|--------------|----------|
| | B2 | <input checked="" type="checkbox"/> | Raum-Vtr. | 09.03.18 | 1 | 1 | CamAI | GW | 2a | 1N 02 - EDV | ES 06 - 2a | Raumänderung | admin |

Übernehmen Ignorieren Buchungen markieren Prüfungen markieren Schließen Alle Buchungen anzeigen

Additional lessons which were created as bookings with the Agenda module can be imported to Untis the same way, and will be shown as special duty.

Buchungen von WebUntis Termin

| Fehler | ID | importiert | Art | Datum | Std. | Std. | Lehrer | Fach | Klasse(n) | Raum | (Raum) | Text | Benutzer |
|--------|----|------------|-------------|----------|------|------|--------|------|-----------|------------|--------|------|----------|
| | B3 | | Sondereins. | 08.03.18 | 8 | 8 | BeeAu | | 1a | 1S 02 - W2 | | | admin |

Übernehmen Ignorieren Buchungen markieren Prüfungen markieren Schließen Alle Buchungen anzeigen

Druck Supplierungen für LehrerInnen

| Vtr-Nr. | Datum | Art | Tag | Stunde- | Zeit | Vertreter | Klasse(n) | Raum | Statistik | Neu | Vertretungs-Text | Abteilung(en) | Raumbuchung | Wert |
|---------|-------|-------------|-----|---------|-------------|-----------|-----------|------------|-----------|-------------------------------------|------------------|---------------|-------------------------------------|------|
| 32 | 8.3. | Sondereins. | Do | 8 | 13:55-14:45 | BeeAu | 1a | 1S 02 - W2 | n | <input checked="" type="checkbox"/> | [admin] | A | <input checked="" type="checkbox"/> | 0 |

Vtr-Nr.

Druck Supplierungen für Lehrn

16.3 Import of examinations from WebUntis

Exams created in Untis can be imported to WebUntis. Exams created by teachers in WebUntis can be imported to Untis as exams via the import of 'bookings'.

Examinations imported to Untis this way can be shifted within the same calendar day by the substitution planner. For more detailed instructions on planning exams in Untis and WebUntis go to our website www.untis.at: 'Help & Support | Downloads | WebUntis | Instructions'.

16.4 Import of teacher absences from WebUntis

Import of teacher absences from WebUntisAs of Untis 2019 you can import teacher absences from WebUntis. Absences teachers with the respective rights have entered themselves in WebUntis can directly be imported to Untis.

The screenshot shows the Untis interface with the 'Abwesenheiten' section active. The main window displays a list of absences with columns for 'Lehrer', 'Von', 'Bis', 'Beginn', 'Ende', and 'Grund'. Two absences are listed: CamAI (08.03.2018 to 09.03.2018) and EggAI (09.03.2018 to 09.03.2018). A red circle highlights the 'Lehrer' column. An inset window titled 'WebUntis' shows the 'Export nach WebUntis' dialog with a table of data to be exported. A red arrow points from the 'Lehrer' column in the main window to the 'Absenzen' button in the inset window.

| Export nach WebUntis | Exportieren |
|----------------------|-------------|
| FMD Daten | Exportieren |
| Stammdaten | Exportieren |
| Unterricht | Exportieren |
| Vertretungen | Exportieren |

If there already exists an absence in Untis which clashes with the imported absence, you will be prompted if the absences should be combined. If you say 'Yes', you will receive an absence, if you answer with 'No' this will lead to two separate, overlapping absences.

Warning: Creating and changing of absences

Always create an absence either in Untis or in WebUntis, but not in both systems. Do not change absences in both systems, but change them either in Untis or in WebUntis and export or import the changes into the other system.

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