



# Untis

## Break Time Supervision



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# 1 Introduction

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

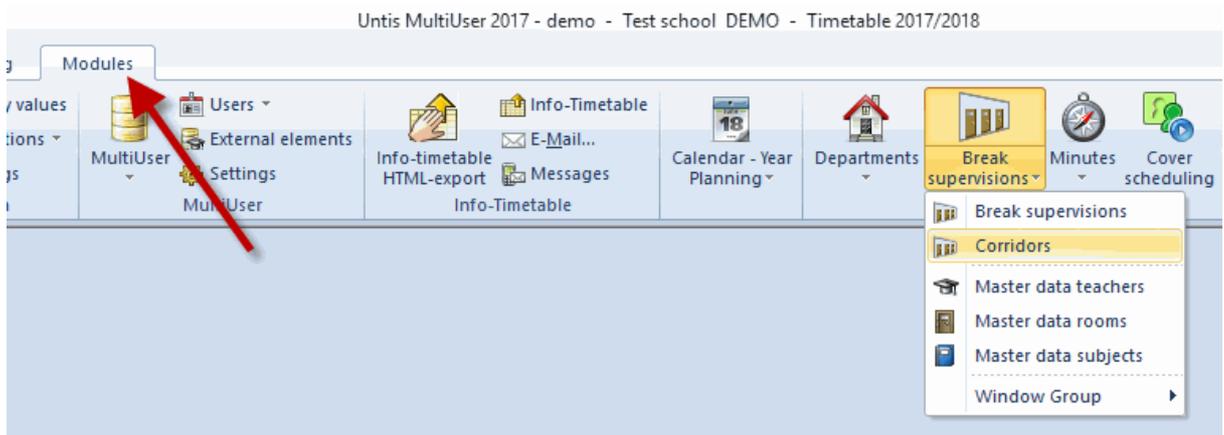
The following chapters take you through the steps necessary for scheduling break supervision, from preparatory master data input and actual scheduling through to the publication of the supervisions in the timetable as a printed report or on the Internet.

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

## 2 Preparatory input

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

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



### 2.1 Master data

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

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

Name	Surname	BS max..	BS	Break sup.	Br.Sup. Sub.	BS act.-max
Gauss	Gauss		0.0	0	0	0.0
New	Newton		0.0	0	0	0.0
Hugo	Hugo		0.0	0	0	0.0
Ander	Andersen		0.0	0	0	0.0
Arist	Aristotle		0.0	0	0	0.0
Callas	Callas		0.0	0	0	0.0
Nobel	Nobel		0.0	0	0	0.0
Rub	Rubens		0.0	0	0	0.0

### 2.1.1 Corridors

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

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

Name	Full name	Male	Female
Cell	Cellar	<input type="checkbox"/>	<input type="checkbox"/>
H1	Hall 1	<input type="checkbox"/>	<input type="checkbox"/>
H2	Hall 2	<input type="checkbox"/>	<input type="checkbox"/>
GS	Girls Shower	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BS	Boys Shower	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

### 2.1.2 Rooms

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

Enter in the rooms master data window which already has a pre-defined column for break supervisions,

the corridor (or corridors) that are nearest the room.

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

Name	Full name	Corridors
SH1	Sports Hal	Cell
SH2	Sports Hal	Cell,H1
PL	Physics lab	H1
WS	Workshop	H1
TW	Textiles wc	Cell
HE1	Home Econ	H1
R1a	Class Roo	Cell
R1b	Class Roo	H1
R2a	Class Roo	Cell
R2b	Class Roo	H1
R3a	Class Roo	Cell
Ps1	Pseudo Rc	H1
Ps2	Pseudo Rc	H2

### 2.1.3 Teachers

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

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

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

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

Name	Surname	BS max..	BS	Break sup.	Br.Sup. Sub.	BS act.-max
Gauss	Gauss	30	35.0	5	0	5.0
New	Newton	40	55.0	6	0	15.0
Hugo	Hugo	50	45.0	5	0	-5.0
Ander	Andersen	20	10.0	1	0	-10.0
Arist	Aristotle	45	50.0	7	0	5.0
Callas	Callas	55	50.0	5	0	-5.0
Nobel	Nobel	40	50.0	5	0	10.0
Rub	Rubens	50	55.0	6	0	5.0
Cer	Cervantes	50	50.0	6	0	0.0
Curie	Curie	0	0.0	0	0	0.0

**Note:**

Teachers for whom the *BS max.* field is set to 0 will not be assigned any break supervisions during break supervision optimisation.

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

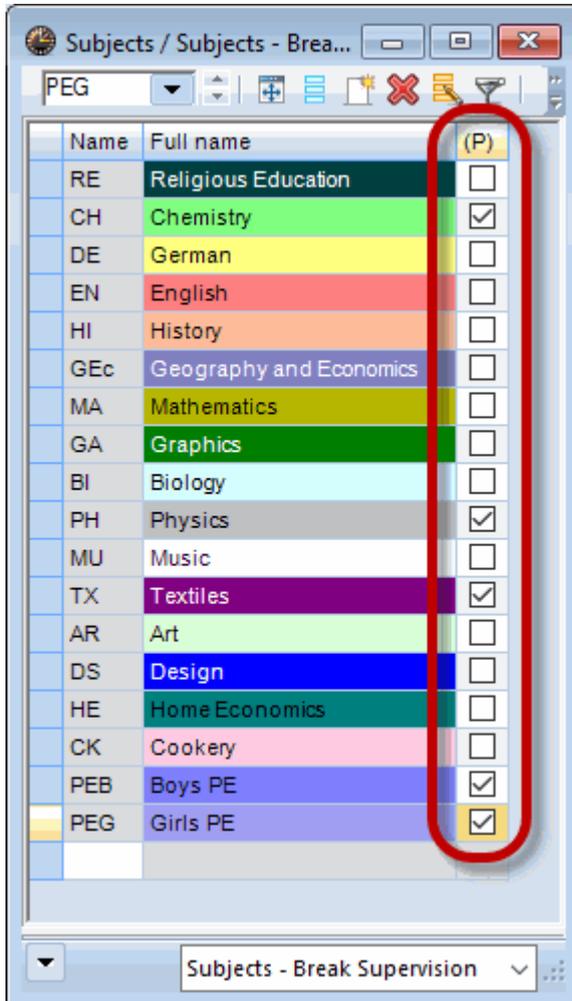
Name	Surname	BS max..	BS	Break sup.	Br.Sup. Sub.	BS act.-max
Gauss	Gauss	30	25.5	5	0	-4.5
New	Newton	40	15.2	3	0	-24.8
Hugo	Hugo	50	15.2	3	0	-34.8
Ander	Andersen	20	10.2	2	0	-9.8
Arist	Aristotle	45	20.4	4	0	-24.6
Callas	Callas	55	20.5	4	0	-34.5
Nobel	Nobel	40	20.4	4	0	-19.6
Rub	Rubens	50	10.2	2	0	-39.8
Cer	Cervantes	50	15.2	3	0	-34.8
Curie	Curie	0	0.0	1	0	-14.9
$\Sigma$ :			157.9			

**Note:**

The field *Break sup.* in the teacher master data shows to you the actual number of scheduled break supervisions per week as an alternative to the scheduled minutes.

## 2.1.4 Subjects

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

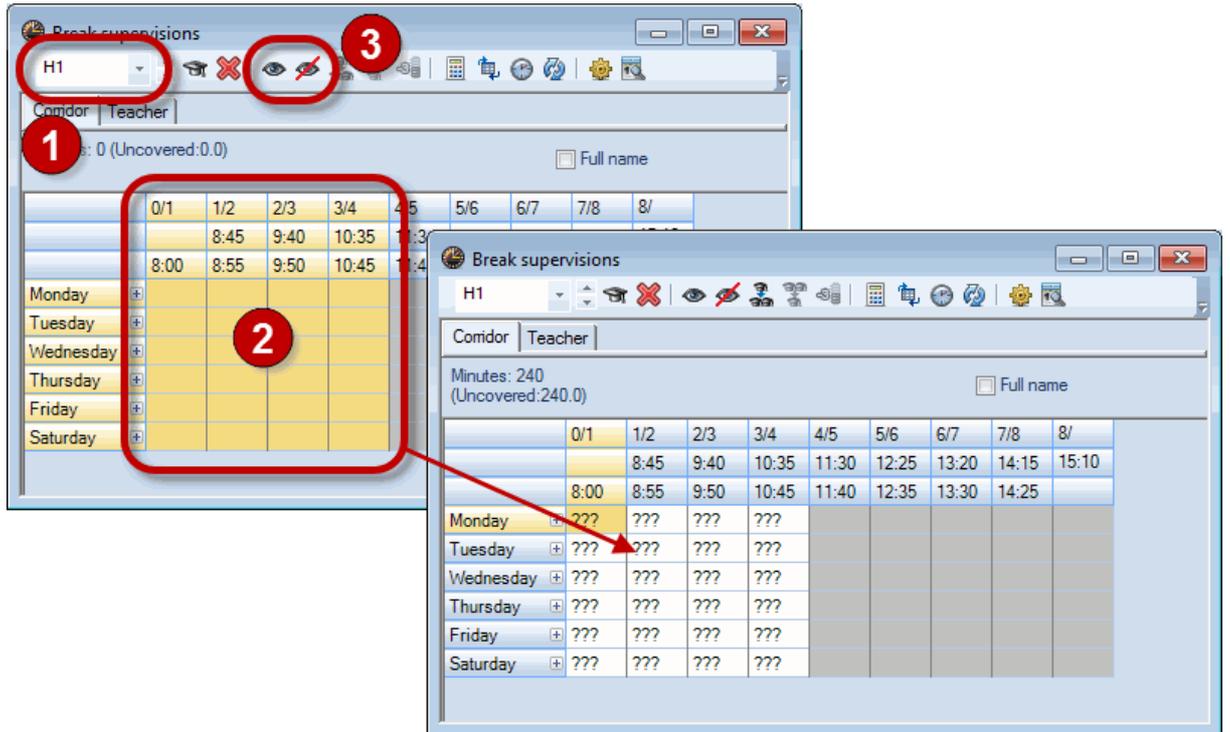


In such cases you can activate the flag '(P) No break supervision before/after' under 'Modules | Break supervisions | Subjects'.

## 3 Specify supervision areas

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

Using the selection list on the corridor tab, first select the area that you wish to schedule for supervision (1) from the upper section of the window.



In the lower half of the window, use the cursor to select those breaks for which you wish to assign supervisions for the selected area (2).

Now click on the <Supervision> button (3). The '???' symbol will now be displayed in the selected cells to indicate that the supervisions have in principle been scheduled but that no supervising teacher has yet been assigned.

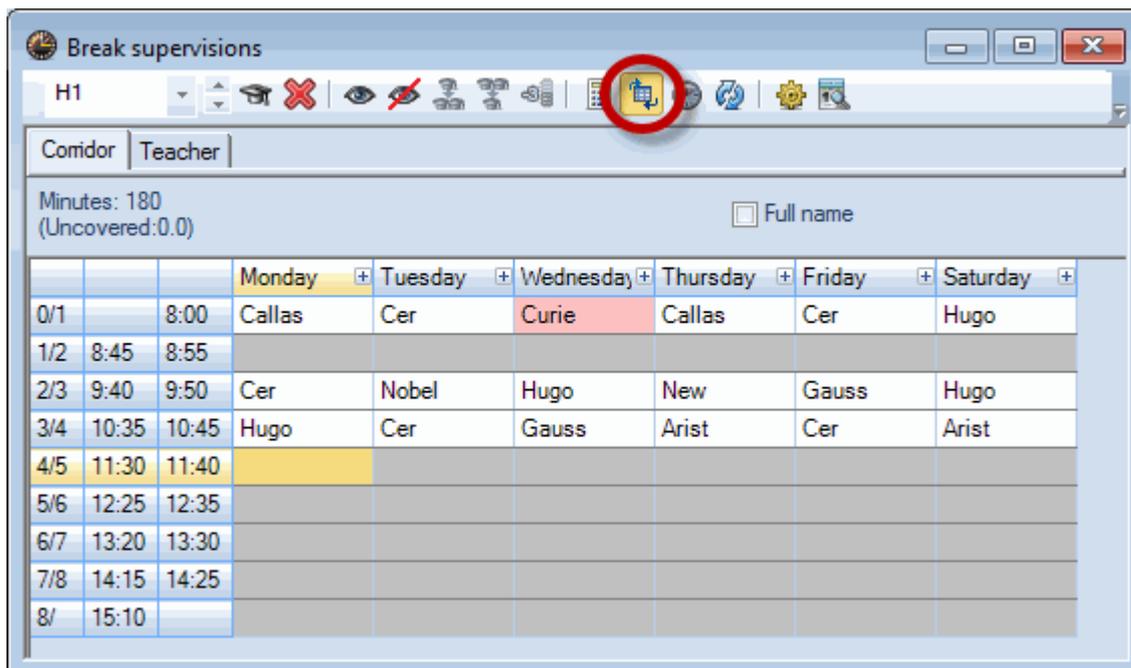
These supervisions are called vacant supervisions.

**Note: Last period**

You can allocate supervisions even after the last period.

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

You can switch the supervisions dialogue between portrait and landscape orientation using the relevant button.



### 3.1 Specify supervision length

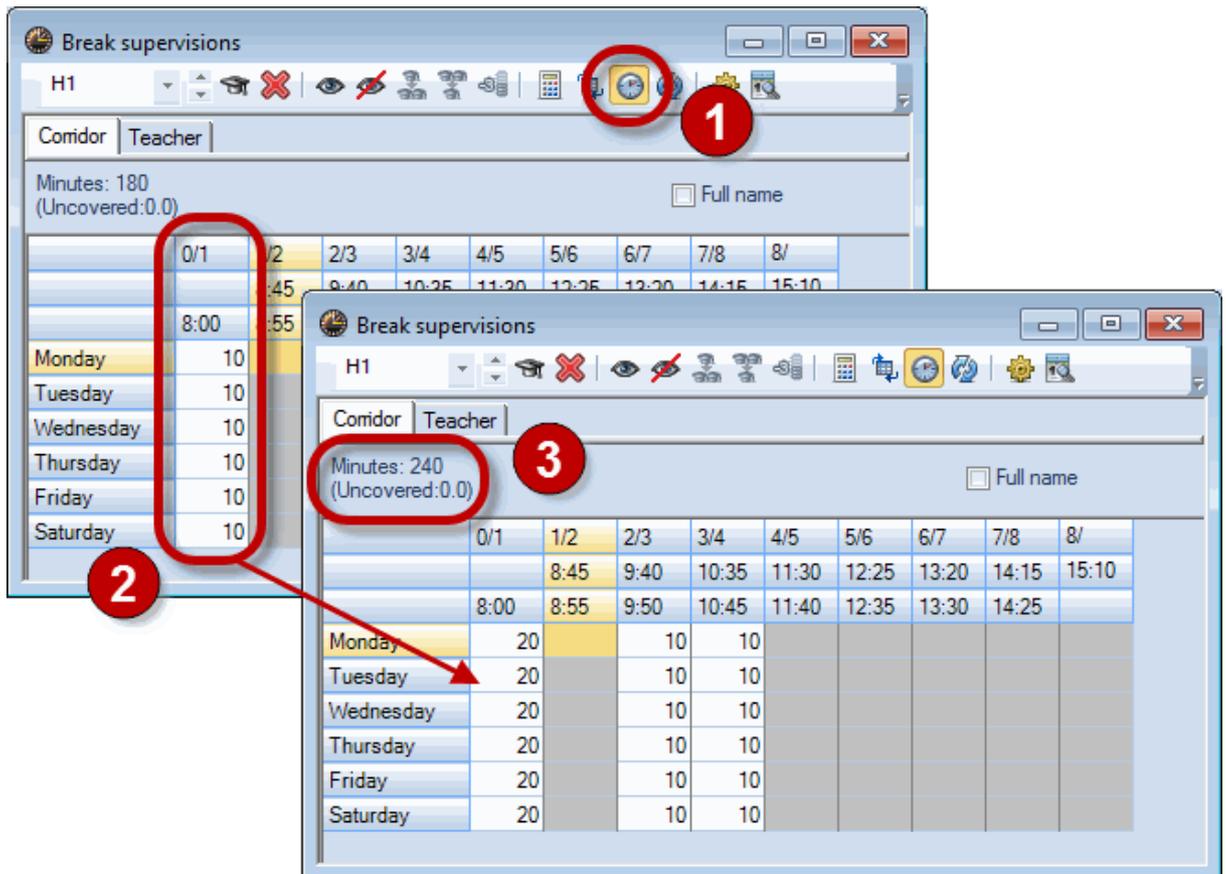
In principle the length of each supervision is automatically taken from the general timetable ('Settings => Time grid').

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

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

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

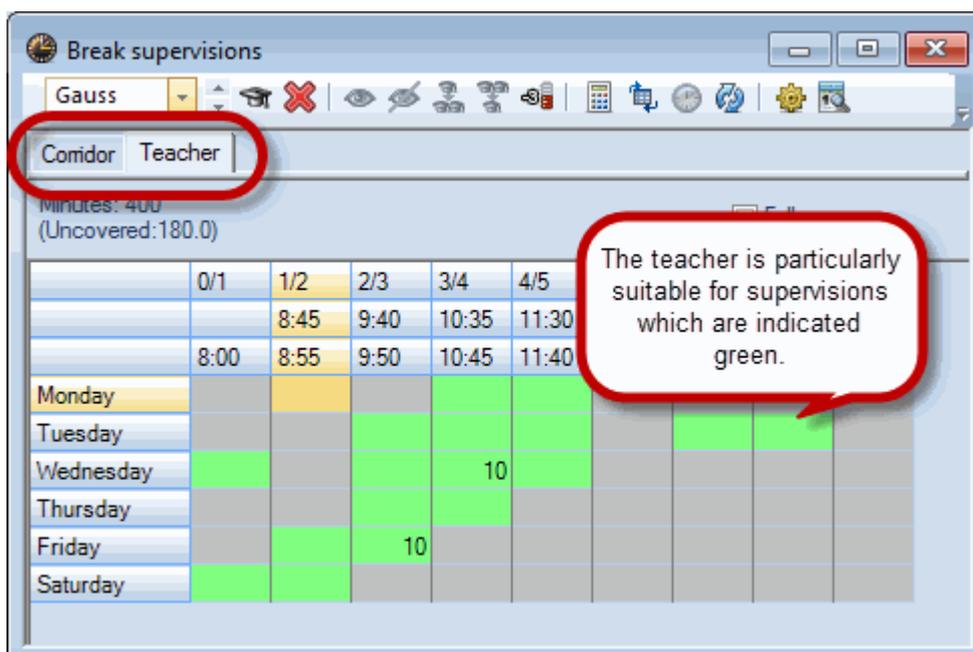
The displayed total of supervision minutes to be scheduled and open changes accordingly from 330 (270) to 390 (300) (3).



### 3.2 Block teachers for supervisions

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

Activate the 'Teachers' tab in the supervisions dialogue.



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

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

1. In the weekly table select those cells where the teacher in question should not be allocated any supervision (1).
2. Then click on the <Block> button (2).
3. The teacher is now blocked for supervisions at the times indicated.

The image shows two screenshots of the 'Break supervisions' software interface. The top screenshot shows a toolbar with a red circle around the 'Block' button (2) and a red box around the 'Corridor' tab (1). The bottom screenshot shows a weekly table with a red box around the 'Corridor' column (1) and a red arrow pointing to the 'Block' button in the toolbar.

**Break supervisions - Corridor**

	0/1	1/2
		8:45
	8:00	8:55
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**Break supervisions - Teacher**

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
Monday									
Tuesday									
Wednesday				10					
Thursday									
Friday			10						
Saturday									

### 3.3 Weekly distinctions

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

The image displays two screenshots of the 'Break supervisions' software interface. The top screenshot shows a summary view with a table of supervision areas (0/1 to 8/) and a list of days with assigned teachers. The bottom screenshot shows a detailed view of the 'Monday' supervision area, listing specific dates and the assigned teacher (Callas). A red circle highlights the '+' icon next to 'Monday' in the top screenshot, and a red arrow points from it to the 'Monday' row in the bottom screenshot.

**Summary View (Top Screenshot):**

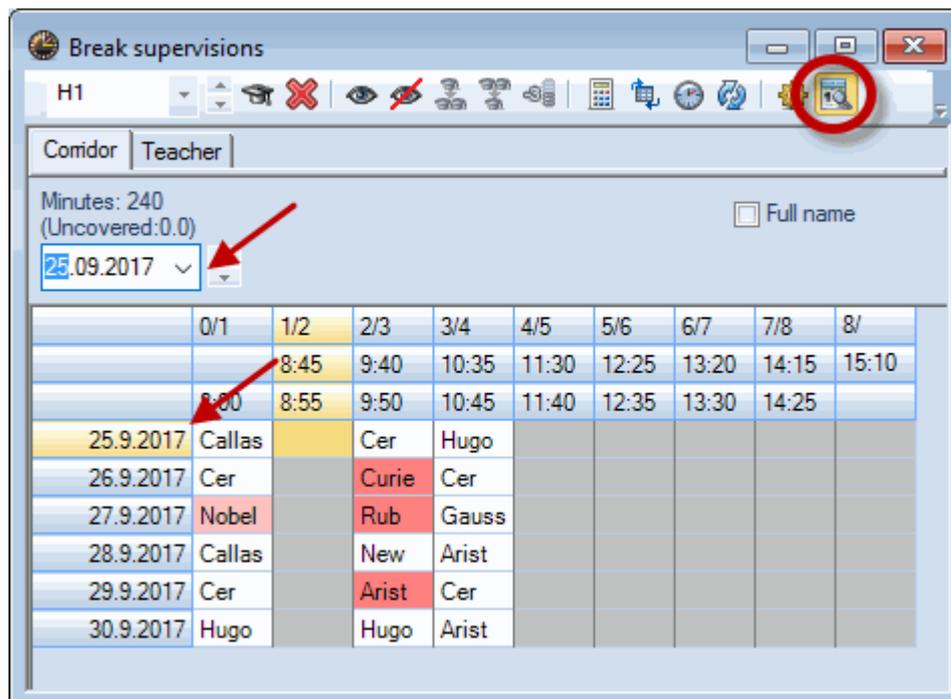
	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
Monday	+ Callas								
Tuesday	+ Cer								
Wednesday	+ Nobel								
Thursday	+ Callas								
Friday	+ Cer								
Saturday	+ Hugo								

**Detailed View (Bottom Screenshot):**

	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	
Monday	- Callas		Cer	Hugo					
25.9.2017	Callas		Cer	Hugo					
2.10.2017	Callas		Cer	Hugo					
9.10.2017	Callas		Cer	Hugo					
16.10.2017	Callas		Cer	Hugo					
23.10.2017	Callas		Cer	Hugo					
30.10.2017	Callas		Cer	Hugo					
6.11.2017	Callas		Cer	Hugo					
13.11.2017	Callas		Cer	Hugo					
20.11.2017	Callas		Cer	Hugo					
27.11.2017	Callas		Cer	Hugo					
4.12.2017	Callas		Cer	Hugo					
11.12.2017	Callas		Cer	Hugo					
18.12.2017	Callas		Cer	Hugo					
25.12.2017	Callas		Cer	Hugo					
1.1.2018	Callas		Cer	Hugo					
8.1.2018	Callas		Cer	Hugo					

Thus, for example, Callas is given all break supervisions 0/01 on Mondays except in week commencing 3 November, where Newton is given this supervision.

You can also specifically select individual weeks via the 'Show calendar' icon.



## 4 Scheduling supervisions manually

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

### 4.1 Entering teachers for supervisions

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

If a teacher's name is displayed on a red background this indicates that this supervision does not fit in well with the teacher's timetable.

Break supervisions

H1

Comidor Teacher

Minutes: 240  
(Uncovered:0.0)  Full name

	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	
Monday	+ Callas		Cer	Hugo					
Tuesday	+ Cer		Curie	Cer					
Wednesday	+ Nobel		Rub	Gauss					
Thursday	+ Callas		New	Arist					
Friday	+ Cer		Arist	Cer					
Saturday	+ Hugo		Hugo	Arist					

You can also make the entry directly in the teacher's supervision schedule. For this, simply select the 'Teacher' tab in the supervisions dialogue and enter the corresponding corridor name in the desired supervision (1). Please note that you are always kept informed of the supervisions that are still to be scheduled (2).

Break supervisions

Gauss

Comidor Teacher

Minutes: 400  
(Uncovered:170.0)  Full name

	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	
Monday	+ H2								
Tuesday	+ H2		H2						
Wednesday	+ H2			H1					
Thursday	+ H2								
Friday	+ H2								
Saturday	+ H2								

You can of course also make all entries for specific weeks, too, as described in chapter ' [Specifying supervision areas](#)'.

## 4.2 Teacher suggestion

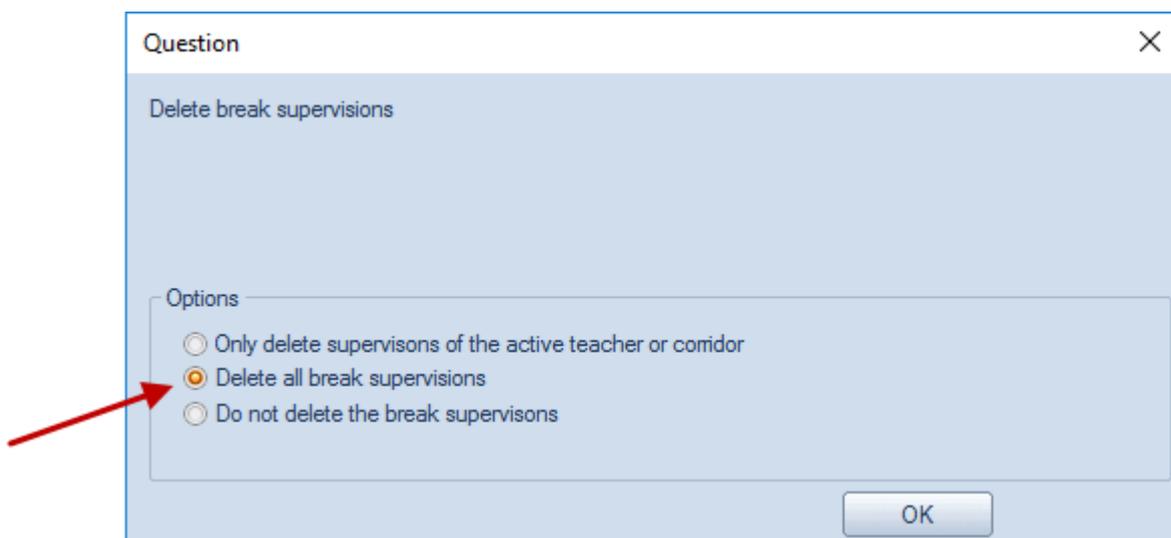
The teacher suggestion function helps you to find a teacher for a certain supervision.

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

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



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



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

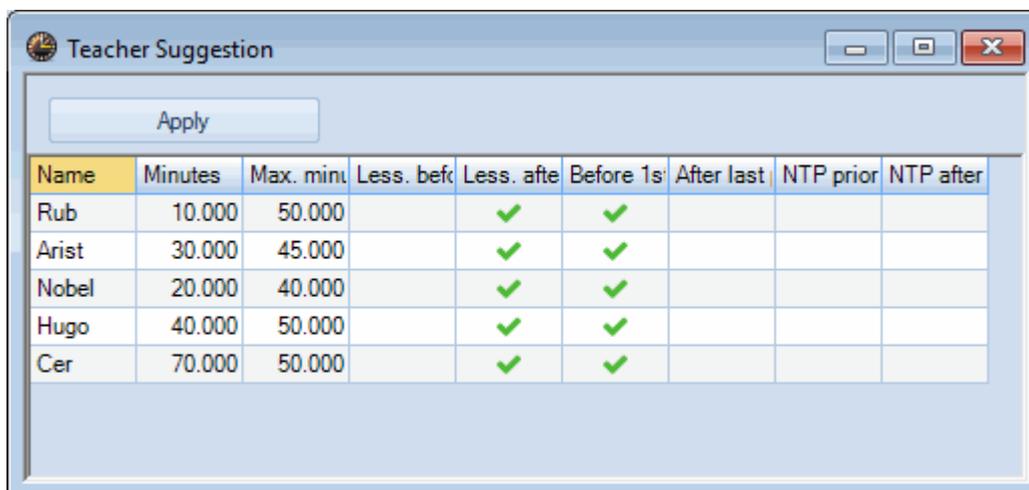
	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/
		8:45	9:40	10:35	11:30	12:25	13:20	14:15	15:10
	8:00	8:55	9:50	10:45	11:40	12:35	13:30	14:25	
Monday	+	???	???	???					
Tuesday	+	???	???	???					
Wednesday	+	???	???	???					
Thursday	+	???	???	???					
Friday	+	???	???	???					
Saturday	+	???	???	???					

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

3. Now open '<Teacher suggestion>'.



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



Name	Minutes	Max. min	Less. bef	Less. afte	Before 1s	After last	NTP prior	NTP after
Rub	10.000	50.000		✓	✓			
Arist	30.000	45.000		✓	✓			
Nobel	20.000	40.000		✓	✓			
Hugo	40.000	50.000		✓	✓			
Cer	70.000	50.000		✓	✓			

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

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

## 5 Scheduling supervisions automatically

In addition to [manual scheduling](#), supervisions can be scheduled automatically

### 5.1 Weighting settings

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



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

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

The following describes the individual weighting parameters.

### 5.1.1 Weighting parameters

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

#### **Do not exceed max. minutes of the teacher**

Use this setting to adjust whether and to what extent the system may exceed the value defined under 'Maximum number of minutes break supervision per week' in the teachers' master data.

#### **Lesson before/after the break**

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

#### **Lesson in the corridor before/after the break**

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

#### **Not before 1st period of the day**

Supervisions before the first period of the day are generally unpopular. Use this setting to prevent teachers being scheduled for a supervision before their first lesson of the day.

**Not after last period of the day**

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

**No supervision double period breaks**

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

**No consecutive supervisions**

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

**Not before/after time request**

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

<B>Max. break superv./day

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

**NTP PRIOR TO / AFTER break supervision**

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

Confirm your input with <OK>..

## 5.2 Optimisation

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

- supervisions already allocated will not be modified.

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

- depends on the weighting parameters that you set.

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



You can use the selection box (1) to limit the optimisation to one supervision area. Keep the option '- All -' for the time being.

The 'Optimisation' dialog box contains the following elements:

- 1**: Coridor dropdown menu (currently set to '- All -')
- 2**: L-Group dropdown menu
- 3**:  All weeks identical checkbox
- 4**: Input field for 'from break' (currently 0)
- 5**: Input field for 'to break' (currently 0)
- 6**: Input field for 'Shortest break' (currently 0)
- 7**:  Delete poorly placed supervisions checkbox

Buttons at the bottom: OK, Cancel, Help.

Use the "from Break" and "to Break" fields (4,5) to limit optimisation to specific breaks. For example, specifying from break 1 to break 2 would mean that only supervisions before the first and second periods would be scheduled. Leave these fields empty for the time being.

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

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

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

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

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

The 'Break supervisions' window displays a timetable grid with the following data:

	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	
Monday	Rub		New	Gauss					
Tuesday	New		Callas	Callas					
Wednesday	Curie		Hugo	Rub					
Thursday	Rub		Rub	Gauss					
Friday	Arist		Nobel	Nobel					
Saturday	New		Ander	Ander					

Summary: Minutes: 430 (Uncovered:0.0)  Full name

The optimisation results in the break optimisation dialogue being filled.

### 5.3 Correction run

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

The screenshot shows the 'Optimisation' dialog box with the following settings:

- Corridor: - All -
- L-Group: (empty)
- All weeks identical
- 0 from break
- 0 to break
- 0 Shortest break
- Delete poorly placed supervisions (circled in red)
- Buttons: OK, Cancel, Help

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

### 5.4 Deleting supervisions

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

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

The screenshot shows the 'Question' dialog box with the following settings:

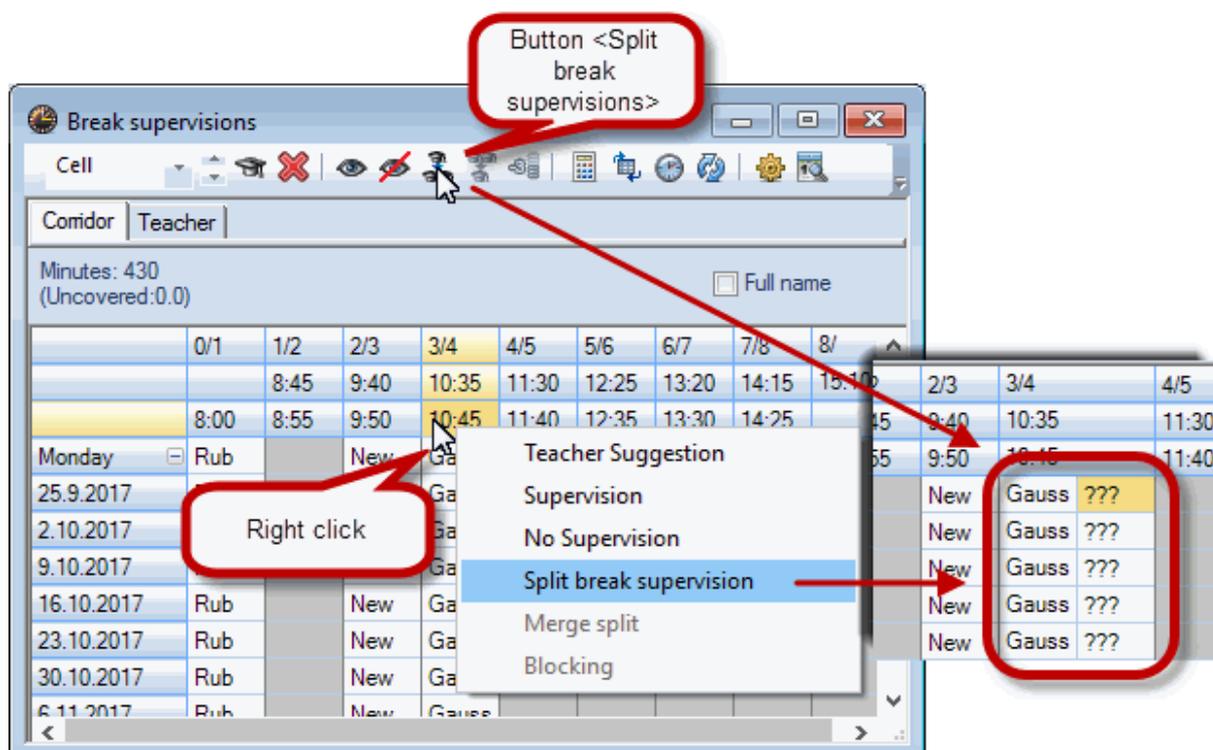
- Title: Delete break supervisions
- Options:
  - Only delete supervisions of the active teacher or corridor
  - Delete all break supervisions
  - Do not delete the break supervisions
- Button: OK

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

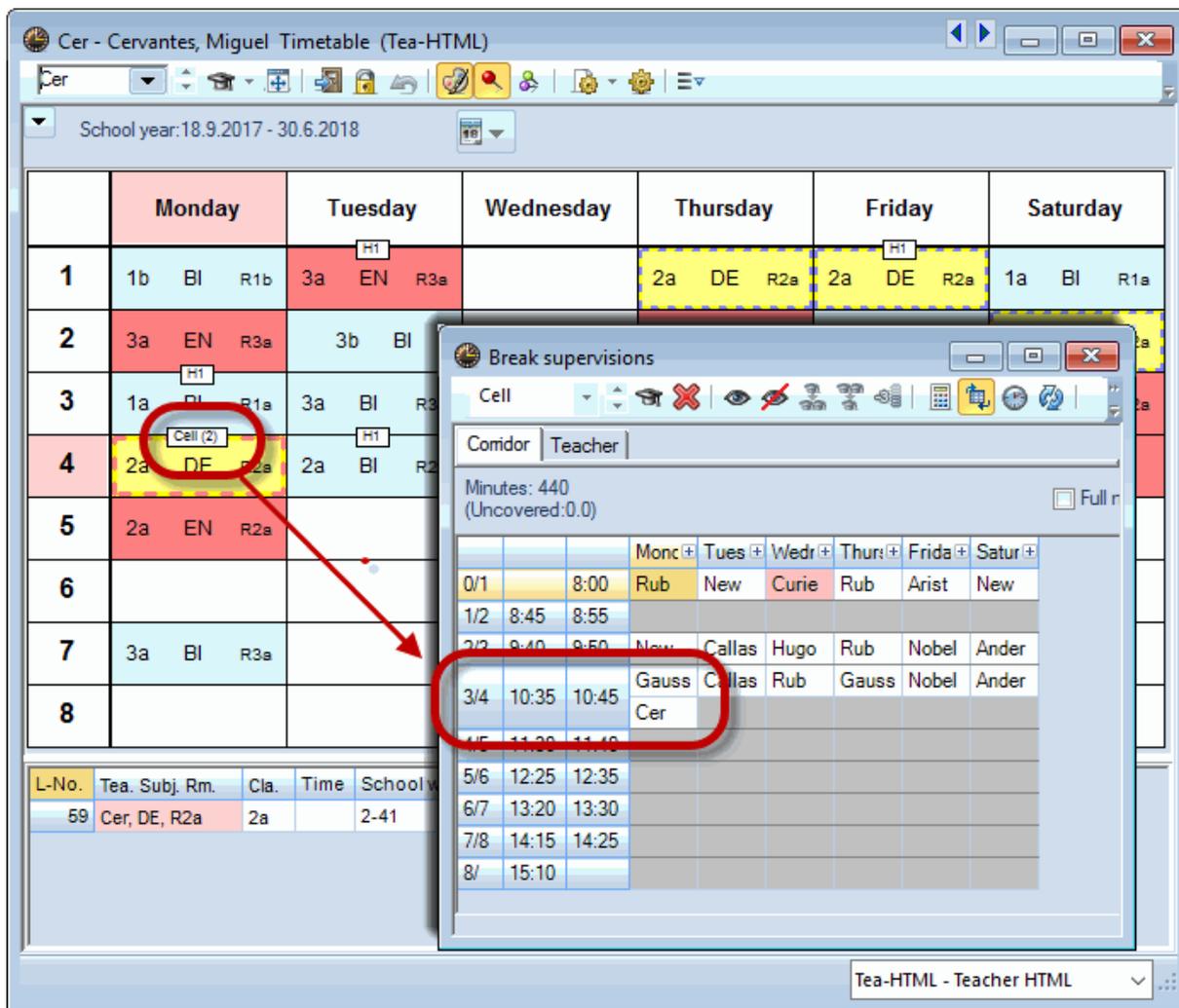
## 6 User tips

### 6.1 Splitting supervisions

Break supervisions can be splitted between two or more teachers. Click right in the grid of the 'Break supervision' window (or just click on the 'Split break supervision' button in the tool bar) and schedule several teachers vor one break.



The following figures shows that teacher Rubens is entered for the second part of the supervision between thrid and fourths period. This is shown by '(2)' after the name of the corridor.



## 6.2 Weeks without supervision (+ teacher)

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

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

	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	
Monday	Hugo+	Rub+							
25.9.2017	Hugo	Rub							
2.10.2017	+	+							
9.10.2017	+	+							
16.10.2017	+	+							
23.10.2017	+	+							
30.10.2017	+	+							
6.11.2017	Hugo	Rub							
13.11.2017	Hugo	Rub							
20.11.2017	Hugo	Rub							
27.11.2017	Hugo	Rub							
4.12.2017	Hugo	Rub							

## 7 Presentation and printing

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

### 7.1 Printing the break supervision window

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

#### H1

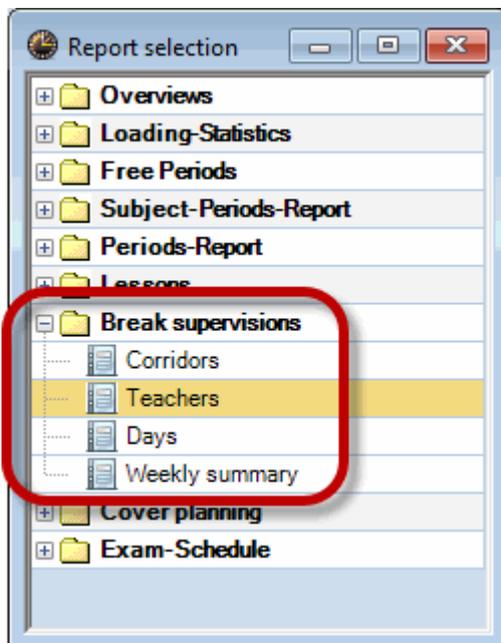
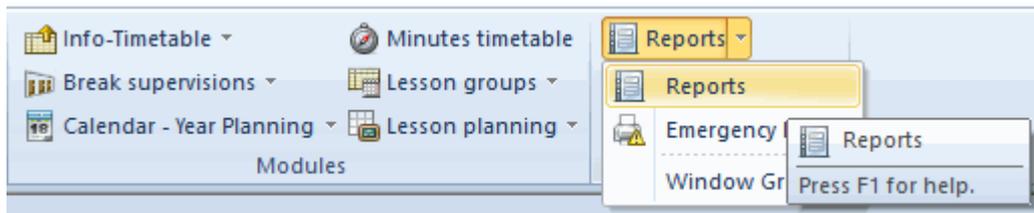
	/1	1/2	2/3	3/4
	8:00	8:45 8:55	9:40 9:50	10:35 10:45
Monday	Callas		Cer	Hugo
Tuesday	Cer		Curie	Cer
Wednesday	Nobel		Rub	Gauss
Thursday	Callas		New	Arist
Friday	Cer		Arist	Cer
Saturday	Hugo		Hugo	Arist

## Gauss

	/1	1/2	2/3	3/4
	8:00	8:45 8:55	9:40 9:50	10:35 10:45
Monday				Cell (1)
Tuesday			H2	
Wednesday				H1
Thursday				Cell
Friday				
Saturday				

## 7.2 Reports

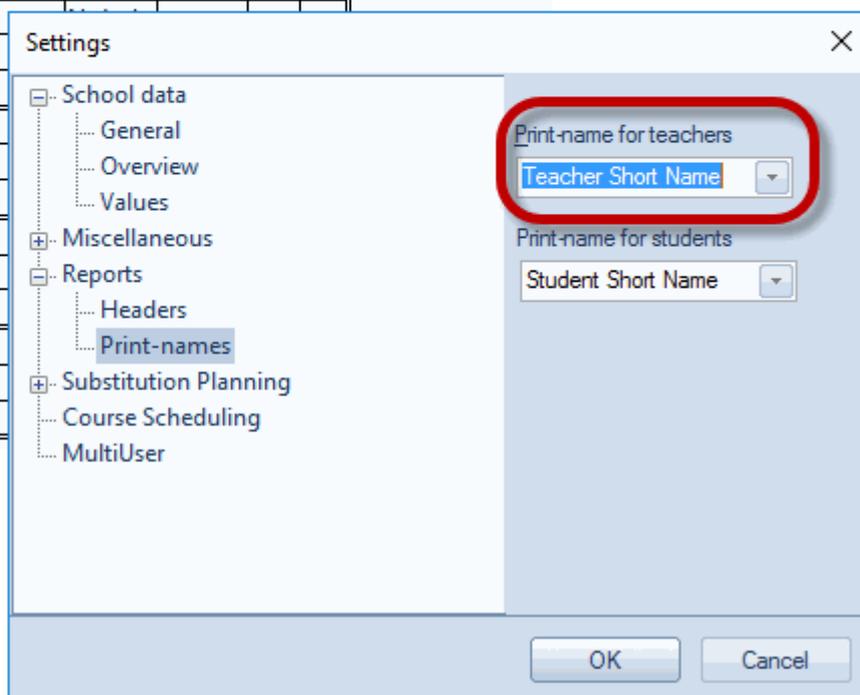
You can access the report selection via the 'Start' tab. In the 'Break supervision' section there are additional output possibilities available for individual days or a weekly summary.



## Weekly summary - Break supervisions

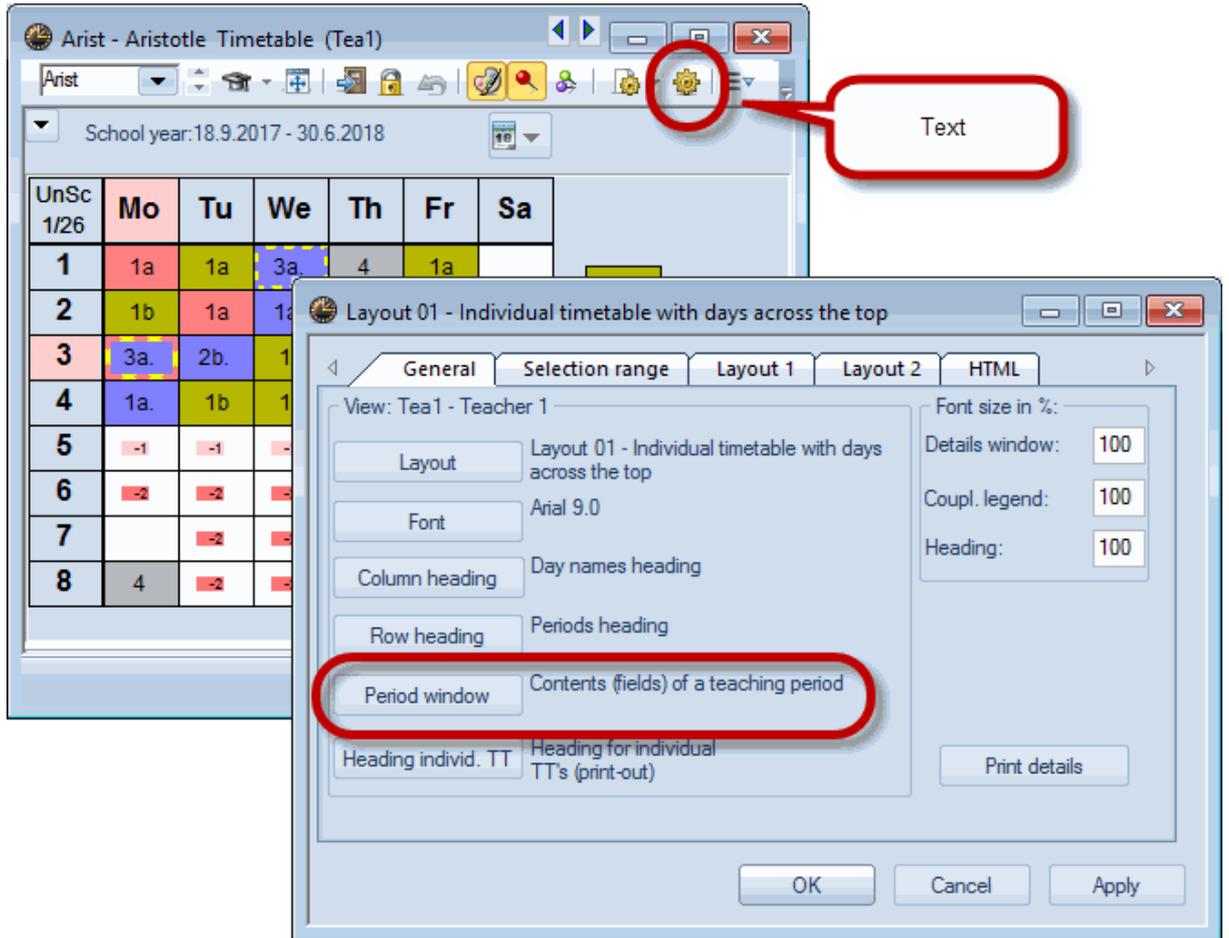
	Cell	H1	H2	GS	BS
Mo 0/1	Rub	Callas			
Mo 2/3	New	Cer			
Mo 3/4	Gauss	Cer	Hugo		
Tu 0/1	New	Cer			
Tu 2/3	Callas	Curie	Ga		
Tu 3/4	Callas	Cer			
We 0/1	Curie				
We 2/3	Hugo				
We 3/4	Rub				
Th 0/1	Rub				
Th 2/3	Rub				
Th 3/4	Gauss				
Fr 0/1	Arist				
Fr 2/3	Nobel				
Fr 3/4	Nobel				
Sa 0/1	New				
Sa 2/3	Ander				
Sa 3/4	Ander				

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

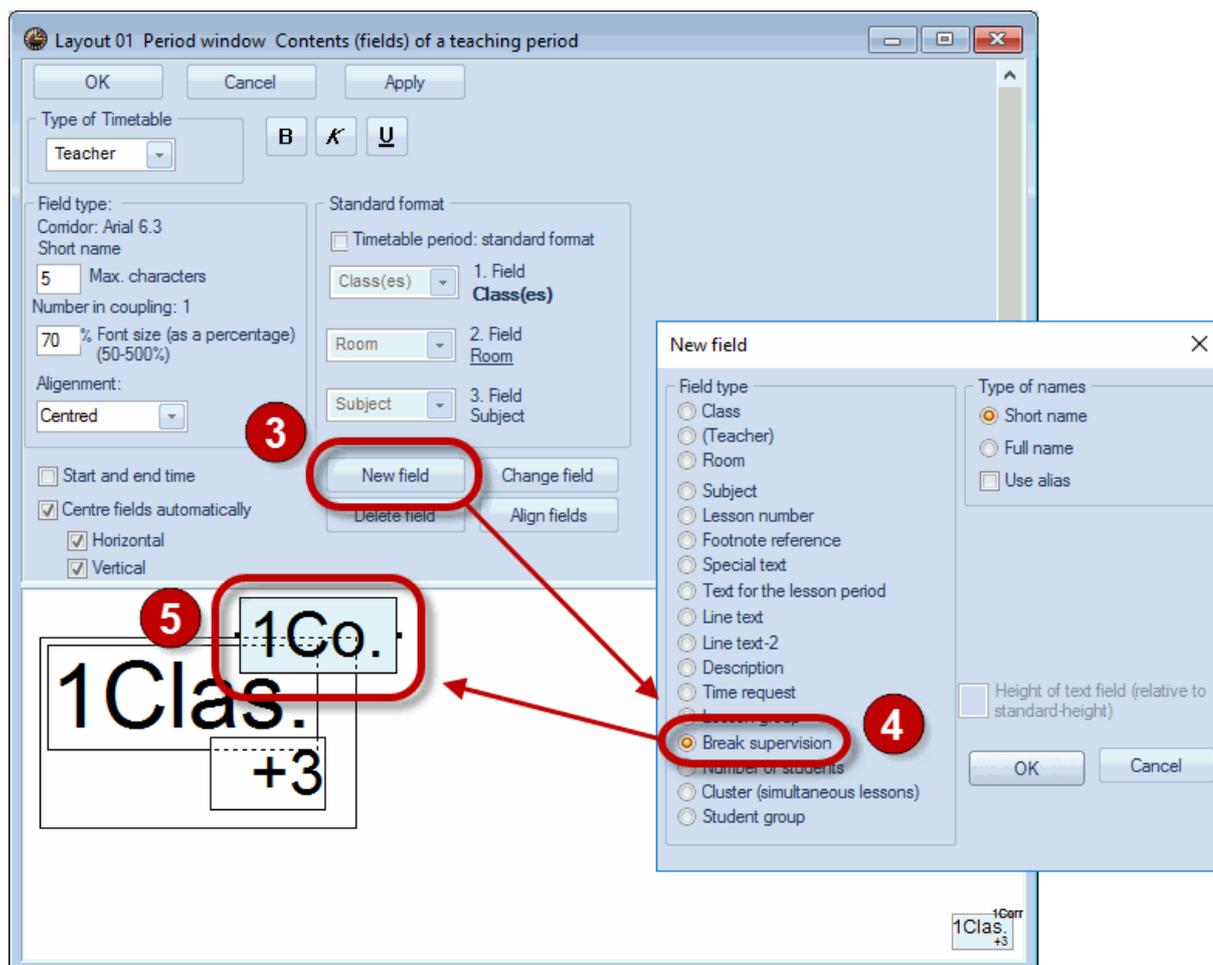


### 7.3 Display in timetable

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



Then click on the <New field> (3) button and select the field type 'Break supervision' (4).



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

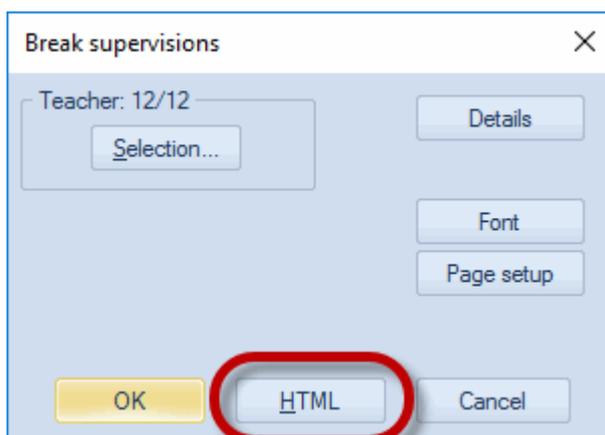
After clicking <OK> to confirm, your timetable should look something like the following:

UnSc 1/26	Mo	Tu	We	Th	Fr	Sa
1	1a	1a	3a.	4	1a	
2	1b	1a	1a.	1b	3a.	1a
3	3a.	2b.	1a	1a	1a	1a
4	1a.	1b	1b	1a	1b	
5	-1	-1	-1	-1	-1	-1
6	-2	-2	-2	-2	-2	
7		-2	-2	*2b.	-2	
8	4	-2	-2		1a.	

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

## 7.4 HTML output

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



## 8 Interaction with other modules/functions

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

## 8.1 Terms timetable

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

## 8.2 Cover scheduling

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

Clicking on the teacher suggestion function invokes the teacher suggestion dialogue of break supervision.

The screenshot shows two windows. The top window is titled 'Substitutions / Teacher' and displays a table of substitutions. The bottom window is titled 'Substitute Suggestion' and shows a table of teacher suggestions for a specific period.

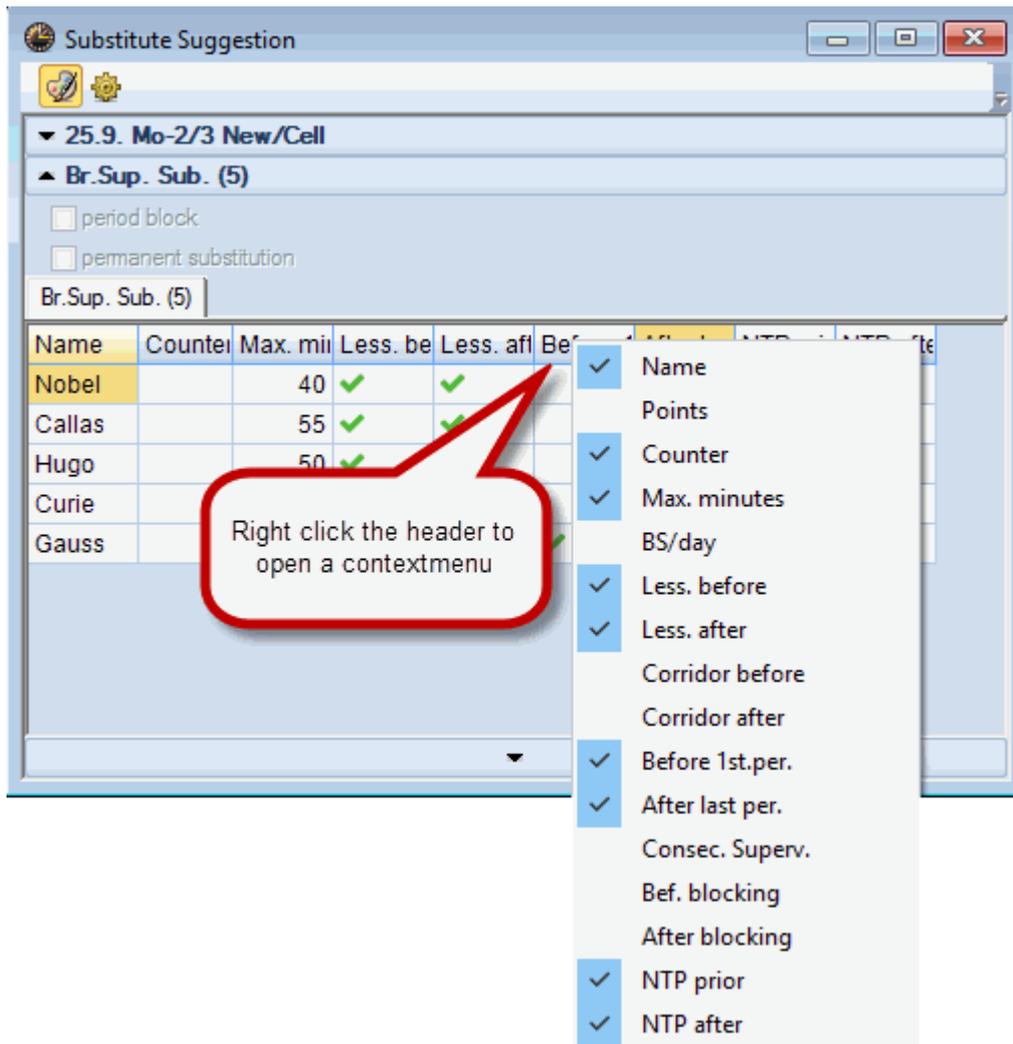
**Substitutions / Teacher Table:**

Subst	Type	Date	Perio	(Subj)	Subje	(Teac)	Subst	(Clas)	Class	(Room)	Room	Shift	(Te.)	Substi
1	Substitution	25.9.	1	PEB		*New	???							
2	Substitution	25.9.	2	MA		New	???							
6	Break supervision	25.9.	2/3			New	???							
3	Substitution	25.9.	3	MA		New	???							
4	Substitution	25.9.	4	PH		New	???							
5	Cancelled	25.9.	5	MA	---	New	---							

**Substitute Suggestion Table:**

Name	Counter	Max. mil	Less. be	Less. aff	Before 1	After las	NTP pric	NTP afte
Nobel		40	✓	✓				
Callas		55	✓	✓				
Hugo		50	✓	✓				
Curie		20					✓	✓
Gauss		30			✓			

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



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

### 8.3 Off-site rooms

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

### 8.4 Multi-week timetable

If you work with lesson groups you can set the break supervisions for the relevant specified time periods. In the figure, lesson group wa (= week A) and lesson group wb (= week B) have been defined. Clicking on the '+' character next to the row label expands all the times included in the selection for the relevant weekdays.

The image displays three overlapping screenshots of the 'Break supervisions' software interface, illustrating different views and data entry options. Red circles highlight specific elements in each screenshot:

- Top-left screenshot:** Shows a calendar view for the 'Total school year' (circled). The 'Teacher' column for 'Tuesday' is highlighted (circled).
- Top-right screenshot:** Shows a 'Lesson group' dropdown menu with 'WA' selected (circled).
- Bottom-right screenshot:** Shows a detailed view of the 'Lesson group' dropdown menu with 'WB' selected (circled). The 'Teacher' column for 'Tuesday' is also highlighted (circled).

The interface includes a 'Cell' dropdown, 'Comidor' and 'Teacher' tabs, and a 'Minutes: 440 (Uncovered:0.0)' indicator. The main data area is a grid with columns for lesson groups (0/1, 1/2, 2/3, 3/4, 4/5, 5/6, 6/7, 7/8, 8/) and rows for days of the week and dates.

If you now enter a supervising teacher for a particular date, he/she will be scheduled only for that date. An entry in the cell labelled with the day of the week causes an entry to be made for the entire time period.

Break supervisions

Cell

Comidor | Teacher

Minutes: 440 (Uncovered:0.0) WB Lesson group  Full name

	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	
Monday	+	Pub	New	Gauss	Cer				
Tuesday	+	New	Callas	Callas					
26.9.2017		New	Callas	Callas					
10.10.2017		New	Callas	Callas					
24.10.2017		New	Callas	Callas					
7.11.2017		New	Callas	Callas					
21.11.2017		New	Callas	Callas					
5.12.2017		New	Callas	Callas					
19.12.2017		New	Callas	Callas					
2.1.2018		New	Callas	Callas					
16.1.2018		New	Callas	Callas					
30.1.2018		New	Callas	Callas					
13.2.2018		New	Callas	Callas					
27.2.2018		New	Callas	Callas					
13.3.2018		New	Callas	Callas					
27.3.2018		New	Callas	Callas					
10.4.2018		New	Callas	Callas					
24.4.2018		New	Callas	Callas					
8.5.2018		New	Callas	Callas					

A '+' character next to the name of a scheduled teacher indicates that several teachers have been scheduled at the same place in the selected time period for a specific break supervision.

	0/1	1/2	2/3	3/4	4/5	5/6	6/7	7/8	8/1
		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	
Monday	New+		New	Gauss	Cer				
Tuesday	New+		Callas	Callas					
26.9.2017	New		Callas	Callas					
10.10.2017	New		Callas	Callas					
24.10.2017	New		Callas	Callas					
7.11.2017	New		Callas	Callas					
21.11.2017	New		Callas	Callas					
5.12.2017	New		Callas	Callas					
19.12.2017	New		Callas	Callas					
2.1.2018	Arist		Callas	Callas					
16.1.2018	Arist		Callas	Callas					
30.1.2018	Arist		Callas	Callas					
13.2.2018	New		Callas	Callas					
27.2.2018	New		Callas	Callas					
13.3.2018	New		Callas	Callas					
27.3.2018	New		Callas	Callas					
10.4.2018	New		Callas	Callas					
24.4.2018	New		Callas	Callas					
8.5.2018	New		Callas	Callas					

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

## 8.5 Multi-timegrid

Differing class timetables are also taken into account when break supervisions are being scheduled automatically. From the user's perspective, however, the only change is that there is an additional selection field in the break supervision scheduling dialogue where the timetable (grid) must then be selected for which supervisions apply.

The screenshot shows the 'Break supervisions' application window. The 'Teacher' tab is active. The interface includes a toolbar, tabs for 'Corridor' and 'Teacher', and a main display area. The main display area shows 'Minutes: 440 (Uncovered:0.0)', a 'WB' dropdown menu, and a 'Time grid' dropdown menu. The 'Time grid' dropdown menu is open, showing options: 'Main-Timegrid' (highlighted in blue), 'Main-Timegrid', and 'Time grid 2'. Below this is a table with columns for lesson periods (0/1 to 8/) and rows for days of the week (Monday to Saturday). The table contains lesson names and teacher names.

	0/1	1/2	3/4	4/5	5/6	6/7	7/8	8/9
		8.45	9.40	10.35	11.30	12.25	13.20	14.15
	8.00	8.55	9.50	10.45	11.40	12.35	13.30	14.25
Monday	+ Rub		New	Gauss	Cer			
Tuesday	+ New+		Callas	Callas				
Wednesday	+ Curie		Hugo	Rub				
Thursday	+ Rub		Rub	Gauss				
Friday	+ Arist		Nobel	Nobel				
Saturday	+ New		Ander	Ander				

It is useful to output teacher timetables in minute mode when using several time grids. Periods will then be fitted into the timetable exact-to-the-minute. Any scheduled break supervisions in the timetable can also be displayed in minute mode.

To do this, you must mark the 'Corridor' field in the settings for [Period window](#) (1), change the field (2) and finally activate minute display (3).

The image shows three overlapping windows from the Timetable software:

- Layout 01 Period window Contents (fields) of a teacher...**: A dialog box for configuring fields. It includes options for 'Type of Timetable' (Teacher), 'Field type' (Corridor: Arial 5.8), and 'Standard format' (Class(es), Room, Subject). A red circle labeled '2' highlights the 'Change field' button.
- New - Newton, Isaac Timetable (Tea-Diag)**: A timetable grid showing lessons for Monday to Saturday from 8.00 to 15.00. A red circle labeled '1' points to a field containing '1 Corr.', '1 Cla.', and '+3'.
- Change field**: A dialog box for selecting a field type. The 'Break supervision' option is selected, and the 'Break superv. minutewise' checkbox is checked. A red circle labeled '3' highlights this checkbox.

## 8.6 Info-timetable

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

**Test school DEMO**      Timetable 2017/2018      **Untis 2017**  
 For demo and test only      Valid from: 10 October      12.7.2016 15:11

## Cell

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



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