

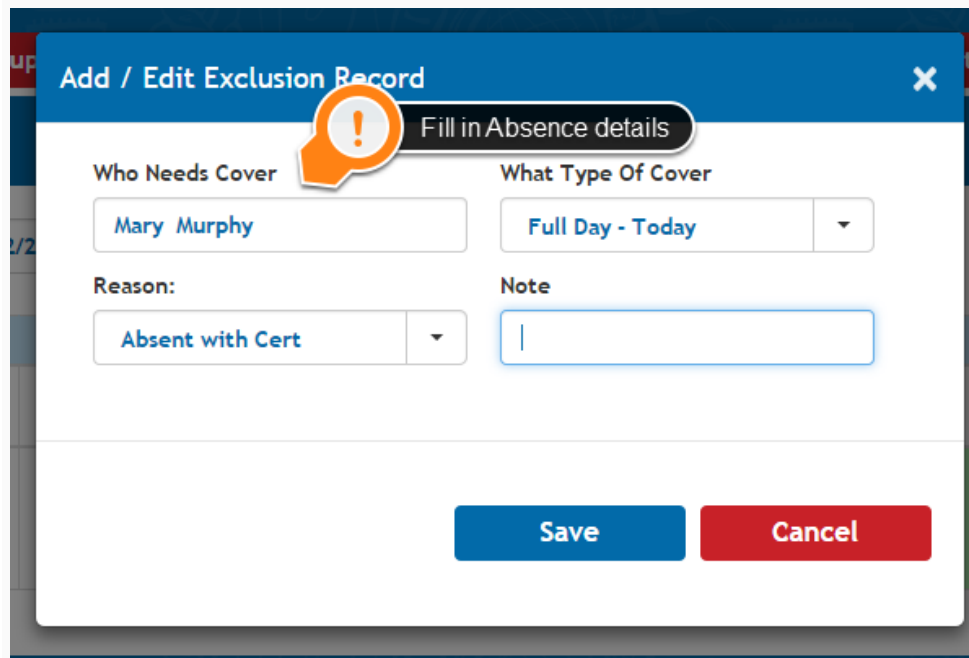
Substitution & Cover

Substitution – On Call

First you need to record a teachers Absence. Once this has been done then you can cover their classes for the day.

To record the first Absent teacher go to the **Actions** button and click **Record Absence**.

A pop up box will appear for you to fill in a few options. Fill in the absence details.



The screenshot shows a pop-up window titled "Add / Edit Exclusion Record" with a close button (X) in the top right corner. A blue header bar contains the title and the close button. Below the header, there is a blue banner with a white exclamation mark icon and the text "Fill in Absence details". The form is divided into two columns. The left column has a label "Who Needs Cover" above a text input field containing "Mary Murphy". Below this is a label "Reason:" above a dropdown menu showing "Absent with Cert". The right column has a label "What Type Of Cover" above a dropdown menu showing "Full Day - Today". Below this is a label "Note" above a text input field. At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (red).

The recorded absent teacher will then appear on the substitution timetable.

Go to the “burger” and click on **Substitution**

To add cover to these classes start by clicking the class you want to cover.

A pop up will then appear where you can select the teacher for cover. In this pop up there are a number of sections.

Once you have picked a teacher to do the cover, select the teachers name and click **Save**. The period you have now covered will change colour on the Substitution timetable.

Any cover added to a teacher will show up on their dashboard and their timetable will populate with any classes they are down to cover.

Pick Teacher Options

On Call Part Time External Full Time Busy Covering All

Cover class 1B Mathematics 507 (Mat) with teacher :

Name	S&S Week	S&S Year	Casual Week	Full Time Periods	Class	Subject
Aidan Anderson		5 (3:20)		0		No
test				0		No
P. Baneham		8 (5:15)		3		No
Adrian		2 (1:10)		6		No
Patrick Barry		10 (6:35)		34		No
T. Behan	2 (1:20)	9 (5:55)		33		No
Dr Bennett		2 (1:15)		0		No
Ms Cleary	1 (0:40)	5 (3:15)		0		No
grennan				0		No

Leave a note for T. Behan

Choose the cover teacher

Change the room ? R1 (Current) What type of cover is this? S&S

Revert Ok

To Print substitutions i.e. what you see on screen:

Actions and *"Print timetable by Absent Teacher"*

Substitution – Long term Leave

- Add the new Teacher
- Substitution
- Long Term Leave
- Record long term leave

Substitution – Class Away

- “Burger”
- Substitution
- Class Away
- Actions
- Record Class Away
-

(Note: This document is incomplete)