

Teacher Cover Module

This module is to record the teacher cover on Gateway, the cover teacher can be internal teachers or supply teachers. The student and teacher timetables will be auto updated according to the cover records. User may query the cover records from the database. Reports will be available soon based on school feedback on what daily reports they need.

Some highlights:

- Allow cover by school timetable period
- Indicates what lessons need to be covered during the teacher absence
- Allow selecting available school teachers based on the timetable
- Allow selecting cover by school teacher or ESF supply teachers
- Basic reports
- Timetables will be auto updated after assign cover teacher

Admin → Timetables → Teacher Cover

Before using this function, please make sure the School Day Calendar Mapping has been done by SGA for the school year. See more details on Appendix section of this document.

Non-SGA user need the Teacher Cover management Gateway role.

The screenshot shows the 'Teacher Cover' management interface. It includes a search form with fields for 'Cover For', 'Cover By', and a date range 'Period' from 11/03/2015 to 18/04/2015. Below the form is a 'Search' button and links for 'New' and 'Manage Cover'. A 'Cover Form List' table displays two records with columns for From Date, To Date, Teacher, Cover By, and Cover Reason.

From Date	To Date	Teacher	Cover By	Cover Reason
20/03/2015	20/03/2015	THORNTON, Greg	HODGSON, Neil	CPD [Edit Delete]
20/03/2015	20/03/2015	AOUKAR, Nouhad	ARMSTRONG, Alec / BROOKS, Morag / HOANG, Paul / WONG, Renee	- [Edit Delete]

2 records

Search Record

By default, it lists the coming one month teacher cover records. User may search records by “Cover For”, “Cover By” and date period. Click on “Search” to continue. On the result list, user may click “Show Detail” to view full detail of the cover record.

Add New

- Select Timetable if your school have more than one timetable. E.g. through schools.
- Input Teacher Name who is absence
- Input date for **Absence Period**
- Input **Absence Lesson** , it could be All day or number of lessons
- Input **Cover Reason** and **Remark**.

Click **Save** to save the absence record. It will return to the Cover record list.

Click **Save and Assign Cover** will bring user to the mange cover screen.

Manage Cover

On the left hand side of the screen, you may select the date to manage. It will list the absent teacher(s) on the selected date. see screen below:

Lesson	Subject Name	Class Code	Class Size	Room	Cover By	N/A	Cover Details
Period 1	English	10EN203		116		<input type="checkbox"/>	
Period 2	English	08EN113		116		<input type="checkbox"/>	
Period 3	English	09EN114		116		<input type="checkbox"/>	
Period 4	English	07EN117		116		<input type="checkbox"/>	
Period 5	English	09EN117		116		<input type="checkbox"/>	

Select the teacher to assign cover/supply teacher.

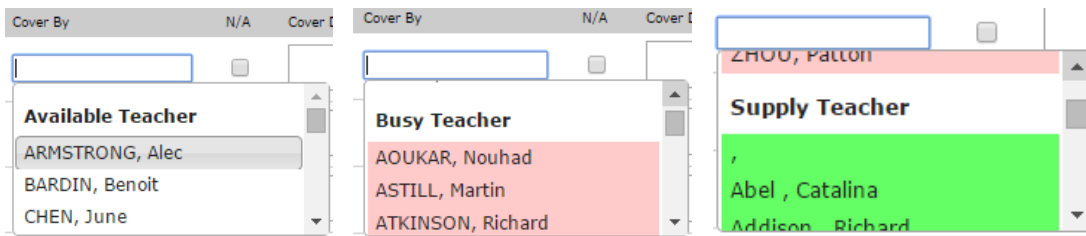
On the right hand side, there is a summary of the select absence teacher. In the little box, it indicates the absence, actual no. of periods required cover, assigned periods and any conflict periods.

Teacher Name:	AOUKAR, Nouhad	Total absence Period:	5
Email:	na@shatincollege.edu.hk	No. of period(s) required cover:	5
Contact Number:	26991811 EXT 13	Assigned period:	5
Period:	20/03/2015 - 20/03/2015	Assigned period(s) with conflict:	0
Cover Lessons:	Period 1 / Period 2 / Period 3 / Period 4 / Period 5 /		
Reason:			
Remark:		[Batch Assign]	Show All Period

The list underneath shows the periods required cover teacher based on the absent teacher's timetable settings.

You may tick N/A if a particular lesson does not need cover teacher.

Click **Cover by** box it will open the dropdown list for selecting a teacher. The list separated to three groups in different colors for easier selecting.



Keep scrolling down on the list:

- the first group in white are the school teachers available for cover this period;
- the second group in red are teachers unavailable due to they are teacher at the same period;
- the third group in green are ESF supply teacher list.

If you wish to assign one cover teacher to fill up the all the periods on the list, click [\[Batch Assign\]](#) on the top of the list.

Click **Save** to save the page. It will indicate any timetable conflict in red, in which case you may consider selecting another teacher to cover that lesson.

Date: 20/03/2015

Lesson	Subject Name	Class Code	Class Size	Room	Cover By	N/A	Cover Details
Period 1	English	10EN203		116	ARMSTRONG, Alec	<input type="checkbox"/>	
Period 2	English	08EN113		116	ORTEGA, Carlos	<input type="checkbox"/>	
Period 3	English	09EN114		116	WONG, Renee	<input type="checkbox"/>	
Period 4	English	07EN117		116	ARMSTRONG, Alec	<input type="checkbox"/>	
Period 5	English	09EN117		116	HOANG, Paul	<input type="checkbox"/>	

Auto update timetables

When a teacher cover record is created, it will auto update the related timetables by adding the (Supply Teacher's name) to the timetable slots:

Timetables → Teacher or Student timetable, open the target teacher/student's timetable, tick the "Show Date" option.

<input checked="" type="checkbox"/> Show Date 20/05/2014 <<Prev 09/05/2014 Next>> 26/05/2014 			
Teacher's timetable changes			
Week2	Day06 (19/05)	Day07 (20/05)	Day08 (21/05)
LT	10LT403 LernTem (5301)	10LT403 LernTem (ANDERSON, Shann) (5301)	10LT403 LernTem (5301)
1	10AR202 ArtG (5301)	10LT403 LernTem (ANDERSON, Shann) (5301)	09AR104 Art (5301)
2		09AR104 Art (ANDERSON, Shann) (5301)	08AR102 Art (5301)
Break			
3	11AR202 ArtG (5301)		
4	11AR202 ArtG (5301)	08AR102 Art (ANDERSON, Shann) (5301)	09AR102 Art (5301)
5	09AR104 Art (5301)	08AR104 Art (ANDERSON, Shann) (5301)	10AR203 ArtG (5301)
Lunch			
6	09AR102 Art (5301)	09AR102 Art (ANDERSON, Shann) (5301)	
Students' timetable changes			
Week2	Day06 (19/05)	Day07 (20/05)	Day08 (21/05)
LT	08LT406 8LearnT R. Chaytor L501	08LT406 8LearnT R. Chaytor L501	08LT406 8LearnT R. Chaytor L501
1	08TX203 dtex G. Whittaker 5203	08LT406 8LearnT R. Chaytor L501	08HU104 Hum T. Pickett 2302
2	08MA103 Maths L. Nichols 2201	08EN104 English C. Post 3503	08HU104 Hum T. Pickett 2302
Break			
3	08PE104 PE K. Anderson	08CL401 ChinBP3 J. Li 3104	08EN104 English C. Post 3503
4	08CL401 ChinBP3 J. Li 3104	08MA103 Maths L. Nichols 2201	08MA103 Maths L. Nichols 2201
5	08HU104 Hum T. Pickett 2302	08AR104 Art F. Altoft (ANDERSON, Shann) 5301	08SC104 Science P. Burrage 4301
Lunch			
6	08EN104 English C. Post 3503	08PE104 PE K. Anderson	08SC104 Science P. Burrage 4301

Appendix

School Day Calendar Mapping - SGA

In each school year, SGA need to define the mapping for School Day and Calendar, the mapping will provide the actual calendar date mapping to the School Day.

Admin→Timetable→School Day Calendar Mapping

School Start Date: 13/08/2013 School End Date : 27/06/2014
 Selected Timetable Key: 13-SEC-1(Change to: 13-PRI-1 13-SEC-1)

School Day Calendar Mapping: Day01 Day02 Day03 Day04 Day05 Day06 Day07 Day08 Day09 Day10
 For setup the calendar, please Drag the Day number from above and Drop to the below Calendar!

Aug 2013

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

Sept 2013

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M

Oct 2013

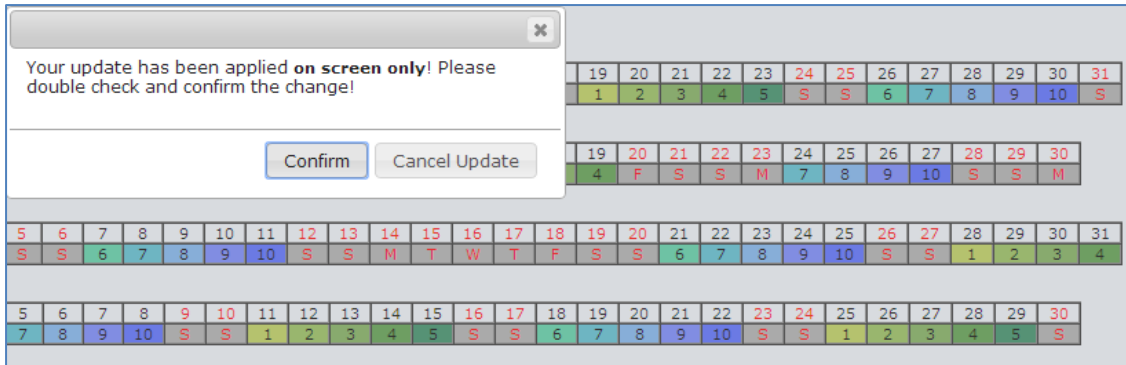
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T

Nov 2013

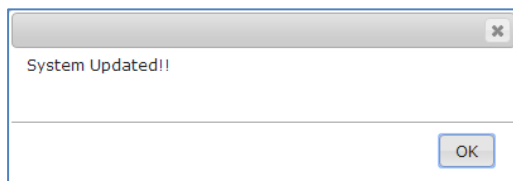
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S

1. Select the Timetable Key if your school have more than one timetable, e.g. Primary and Secondary section.
2. It display the School Day Cycle for reference, e.g. Day01-Day05, Day01-Day07, Day01 - Day10 which is based on your backend school timetable setup.
3. The table list the calendar date and the corresponding day of week, you may start with click on the first day of the academic year, e.g. 19th August 2013. It will pop up a box for map setting.

- Select “Day01” from the dropdown if 19th August 2013 is Day01.
- You may do the mapping only for the selected date – “Update this date only”, or you may do the mapping for the rest of the calendar. In this case, user try to define the mapping for the whole school year which is the second option. And now you need to select the mapping pattern:
 - Use Weekday to map the calendar by week day in a fix pattern, e.g. Monday = Day01, ... Friday = Day05. This is more suitable for 5 or 10 school day cycle.
 - Use Ascending Order will map the calendar by looping the school day cycle e.g. Monday = Day01, Tuesday (public holiday): skip mapping, Wednesday = Day02.
- Click on **Preview** to preview the mapping carefully.



- If all look good, click **Confirm** to proceed the mapping, otherwise click **Cancel Update** to discard the settings.
- It will take a moment to process the mapping update. It will show “System Updated” message when complete the updating, click **OK** to close the message.



- If there are some special dates not following the above school day mapping pattern, you may further adjust the individual date mapping by repeating Step 3. Until all dates mapped correctly.
4. To map other timetables, start from Step 1 to select next timetable key.
 5. To verify the mapping, you may view a teacher or student’s timetable and check if the timetable is mapping to a calendar date correctly. See the sample timetable screen below:

Peter CHAYTOR

Print | with Page Break

Show Date 20/05/2014

<<Prev
09/05/2014

Next>>
26/05/2014

Week1

	Day01 (12/05)	Day02 (13/05)	Day03 (14/05)	Day04 (15/05)	Day05 (16/05)
LT	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)
1		07LT405 LearnT (2208)		10DR202 DramaG (BBOX)	
2		10DR202 DramaG (BBOX)			
Break					
3	11DR201 DramaG (BBOX)	10DR202 DramaG (BBOX)			
4	11DR201 DramaG (BBOX)	NCON11 NonCon	11DR201 DramaG (BBOX)		
5			11DR201 DramaG (BBOX)	13TA501 Theatre (WBOX) 13TA601 Theatre (WBOX)	13TA501 Theatre (WBOX) 13TA601 Theatre (WBOX)
Lunch					
6	09DR101 Drama (BBOX)			13TA501 Theatre (WBOX) 13TA601 Theatre (WBOX)	13TA501 Theatre (WBOX) 13TA601 Theatre (WBOX)

Highlight the selected Date

Week2

	Day06 (19/05)	Day07 (20/05)	Day08 (21/05)	Day09 (22/05)	Day10 (23/05)
LT	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)	07LT405 LearnT (2208)
1		07LT405	13TA501		