



## aSc TimeTables - Online Help

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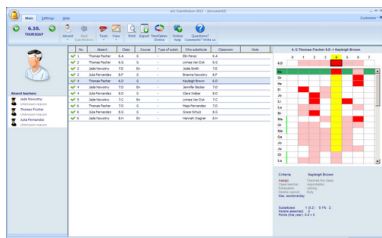
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## aSc Substitutions

### 1 General

#### 1.1 What is aSc Substitution software good for?

**aSc Substitutions** module is a perfect companion to aSc TimeTables:



Once you create your schedule in aSc Timetables, you can take the resulting timetable and use it to **manage your daily substitutions**.

Here is the simplified description of what the software can help you with and how it works:

1. First you specify which timetable is the final one (the one your school is using).
2. Every day you enter which teachers are missing (if any)
3. The software will show you which lessons have a missing teacher and so need to be substituted.
4. For each such a lesson you can specify the teacher that will replace the missing teacher. The software will show you suitable candidates. These are selected based on many criteria that you can fine tune to suit your needs.
5. Once the substitutions are assigned, you can print daily reports as well as monthly summaries of absences and substitutions.

You can start with this topic:

[2.1 Substitutions - Quick overview](#)

The PDF version of this manual can be found here:

[1.2 Substitution PDF manual](#)

#### 1.2 Substitution PDF manual

You can download this **online substitution help in PDF format**:

Several versions are available, the content is the same. Just select the layout that fits you more:

##### [Portrait 1 column](#)

Good for online reading or those who prefer big letters.

##### [Portrait 2 columns](#)

Save some space.

Also good when your printer can print booklets or more pages on one A4. You can also use FinePrint software to print booklets.

##### [Landscape 4 columns](#)

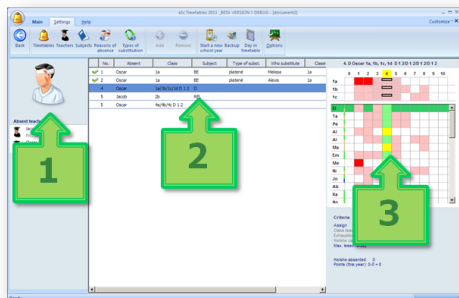
Good when you want to print less pages and do not want to bother with booklets.

You can download also aSc TimeTables help PDF:

## 2 First steps

### 2.1 Substitutions - Quick overview

Using the substitution software is simple. Basically it can be boiled down to 3 steps:



#### Step 1.

Click here to add absent teachers/rooms or classes(groups).

#### Step 2.

Based on your timetable the software shows which lessons have to be covered/substituted. Click in the list to solve particular lesson.

#### Step 3.

The software shows you the possible teachers that can cover the selected lesson. Select one by double clicking on his/her row. The software shows the most suitable teachers at the top, but you can still pick one based on your judgement. If classrooms is absent, this list shows classrooms.

#### That's it.

Now you can print daily substitutions, monthly statistics or publish the substitution for online viewing.

Of course the software allows you to do much more, like keeping track of different reasons of absence or types of substitutions, covering room supervisions etc. But the above shows that the basic operation is fast, yet helpful for your daily coverage planning.

See also:

[2.3 Inputting absent teachers](#)

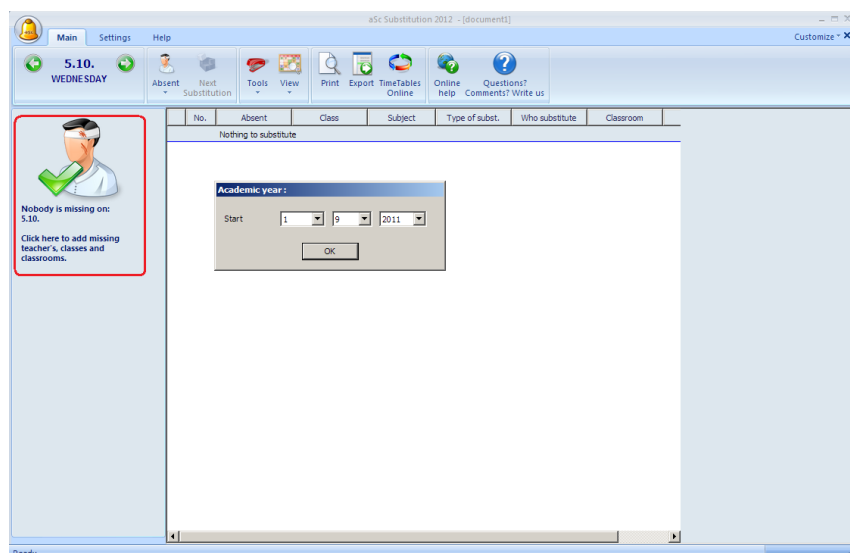
[2.4 Specifying substitutions](#)

[2.5 Printing the daily and summary substitutions](#)

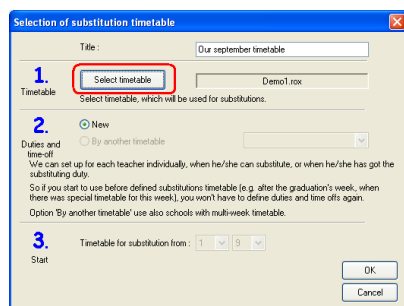
### 2.2 How to specify a timetable so that the substitution software knows which one we are using at our school?

The substitution software needs to know which timetable is the one you are using. Based on that timetable it can tell you what lessons the absent teacher was supposed to teach and which teachers are free to do the substitution at that time.

So when you click the button to add Absent teacher and the timetable was not yet specified, the software will ask you to specify the timetable. First you need to specify when your school year starts:



Then the following dialog displays:



Type a name for your timetable. This name is only information for you.

Click button **Select TimeTable** and locate your timetable file you have created in aSc TimeTables.

Click OK. Now the substitution software knows the timetable you are using at your school.

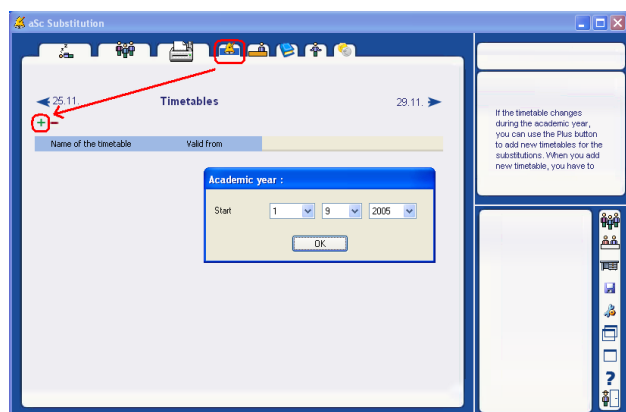
See also:

[8.2 Our timetable has changed during the school year. How to tell it to the substitution software?](#)

In version 2010 and before:

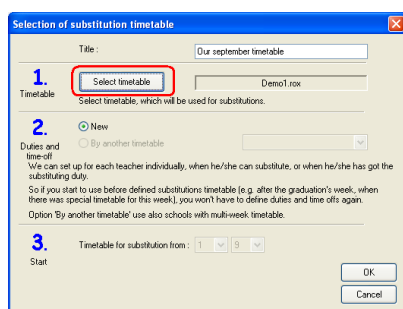
After you create a timetable in aSc TimeTables you have to instruct Substitution software so that it knows which timetable you are using.

Click the **bell icon** and then plus **sign**:



Note: if you are adding the first timetable, you will also need to specify a start of the school year.

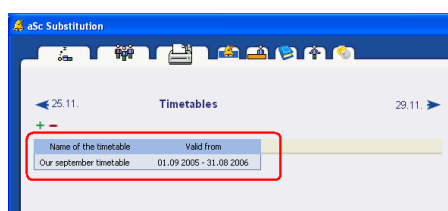
Then the following dialog displays:



Type a name for your timetable. This name is only information for you.

Click button **Select TimeTable** and locate your timetable file you have created in aSc TimeTables.

Click OK and you will see your timetable in the list of timetables:



Note: The software also shows you when the timetable is valid. For the first timetable this is always from start of the school year to the last day of your school year.

See also:

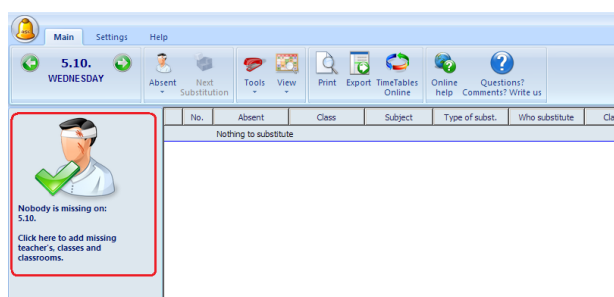
[2.3 Inputting absent teachers](#)

or

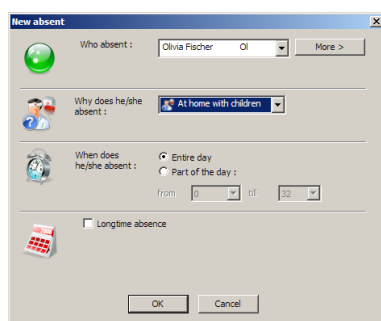
[8.2 Our timetable has changed during the school year. How to tell it to the substitution software?](#)

## 2.3 Inputting absent teachers

You can input the certain teachers, classes or rooms are absent or some rooms cannot be used. Click on the big icon in the top left:



A dialog appears where you can select who is absent, why and if he is absent on the whole day or just part of the day:



Once you add who is absent the software will immediately show you what lessons has to be substituted.

See also:

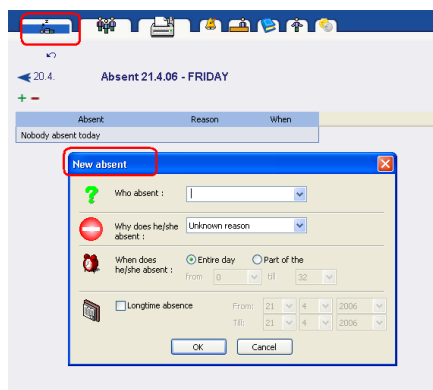
[3.1 Defining reasons of absence](#)

[2.4 Specifying substitutions](#)

In versions 2010 and before:

You can specify the absent teachers, classes or classrooms when you select the first tab in the upper-left part.

This will show you who is missing on that particular day. You can click the plus icon to add a new absentee:



In the dialog you can specify:

**Who is absent.** Simply write a name or pick an item from the combo box.

**Why is he/she absent.**

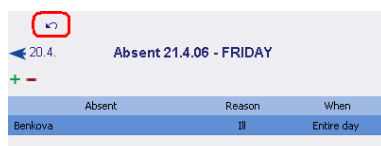
**When he/she is absent.** This can be whole day or a part of the day. When a teacher is out on lessons 1-3 and 6-9 you have to input two absent times for him/her.

**Long time absence.** You can specify a long-term absence in the last part of the dialog.

When you want to remove someone from the absent list simply do it by pressing the minus sign.

You can scroll to yesterday or tomorrow by the blue arrows next to the date. You can also press the right mouse button on the date and select a day to which you want to jump.

With this icon:



you can transfer those absent yesterday into today absent list.

See also:

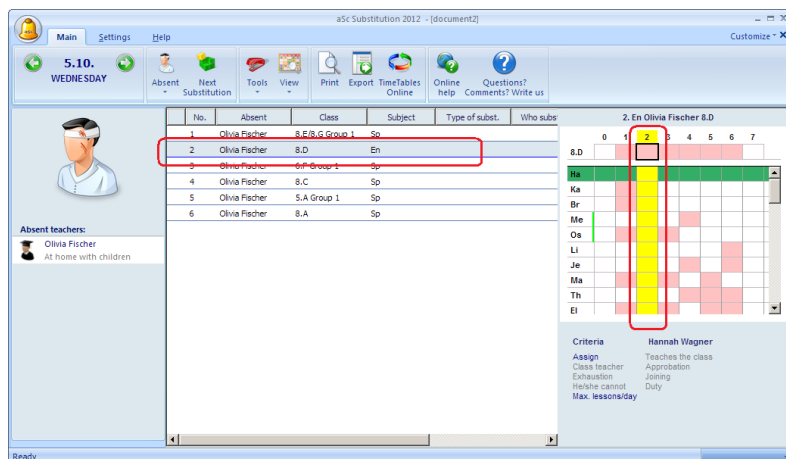
[2.4 Specifying substitutions](#)



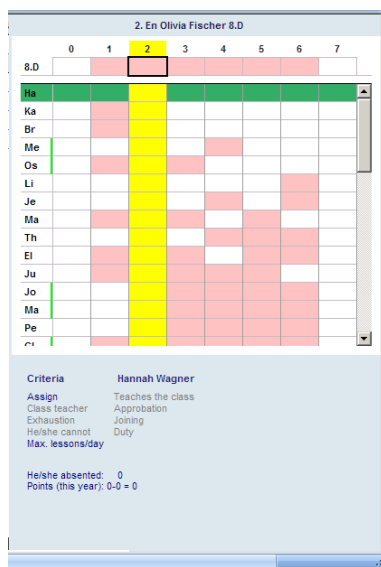
## 2.4 Specifying substitutions

Once you specify the absent teacher the software will show the lessons this teacher was teaching in the middle part of the main screen.

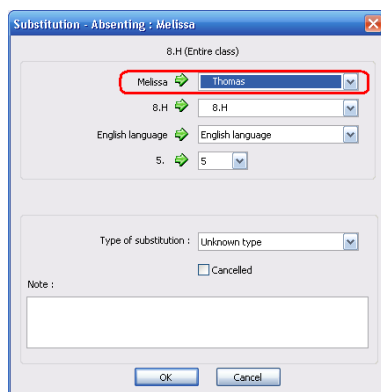
1. Click any lesson and the right part will show you candidates to substitution this lesson. Teachers are sorted so the one at the top position is the best candidate for substitution:



2. Double click on any line in the right part of the screen to select the teacher for the substitution:



3. A dialog appears where you can confirm the substitution:



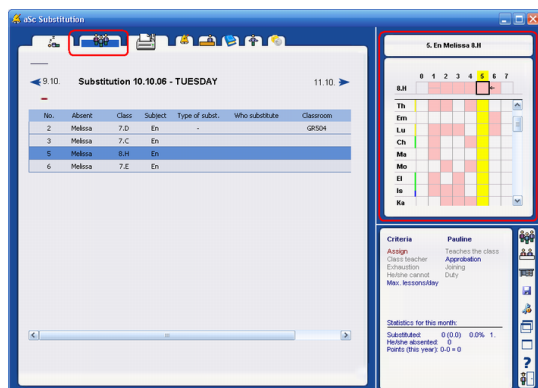
See also:

[3.2 Defining types of substitutions](#)

## 2.5 Printing the daily and summary substitutions

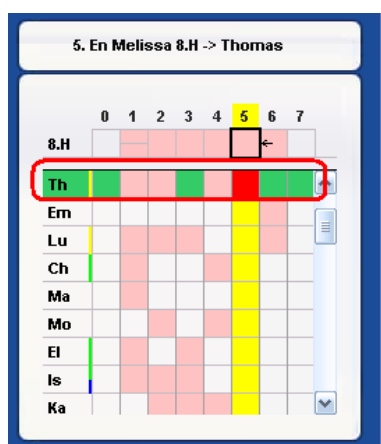
In version 2010 and before:

Click on the second icon at the top and you can define your substitutions for each day:

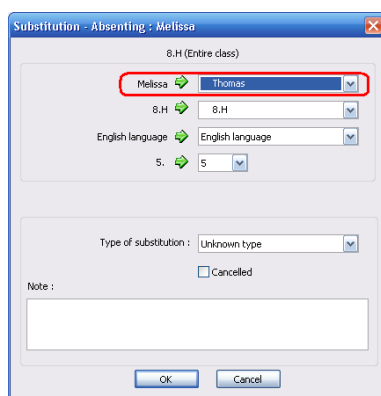


The left part shows the lessons that has to be substituted.

1. Click any lesson and the right part will show you candidates to substitution this lesson. Teachers are sorted so the one at the top position is the best candidate for substitution.
2. Double click on any line in the right part of the screen to select the teacher for the substitution:



3. A dialog appears where you can confirm the substitution:



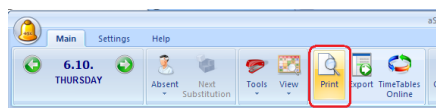
That's it, you can move to next lesson that has to be solved.

See also:

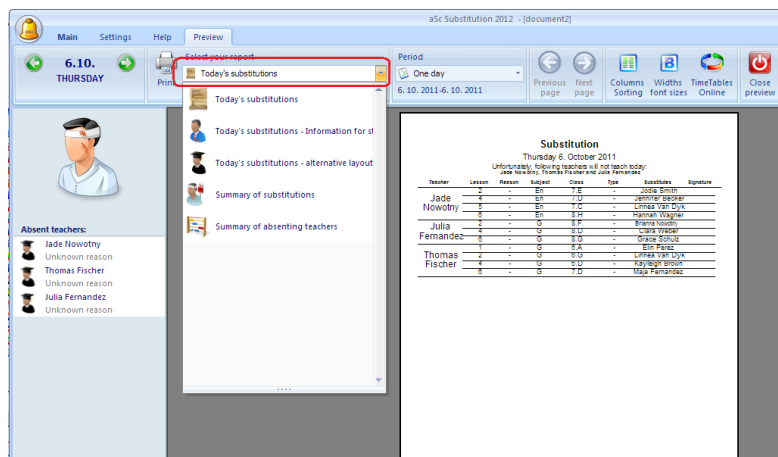
[2.5 Printing the daily and summary substitutions](#)

## 2.5 Printing the daily and summary substitutions

Click the Print icon to see the list of available printouts:



You can select the printout in this combobox:



**Today substitutions** This information is for teachers. They can see what they have to substitute and you can also keep this paper to have printed backup of your substitutions.

**Today substitutions for students** this paper is for students. Actually sometimes it is the most popular paper in the school. A bunch of students each morning checks which teacher is absent today.

**Today substitutions - alternative layout** - later you will see that you can modify the reports to your needs. Different columns, sorting, font sizes. So this report simply allows you to have one more preprepared report.

**Summary of substitutions:**

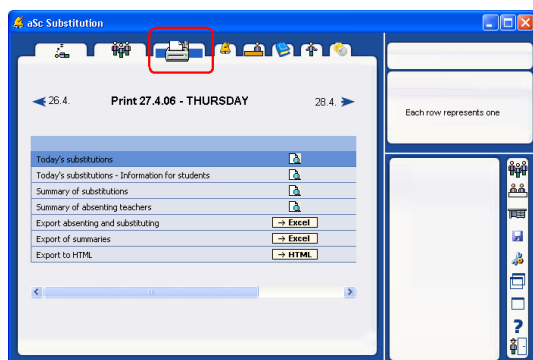
This reports shows you which teacher has done how many substitutions in the selected timeframe.

**Summary of absent teachers** the same as previous; it creates a summary of how many times the teacher was absent and for what reasons.

See also:

In version 2010 and before:

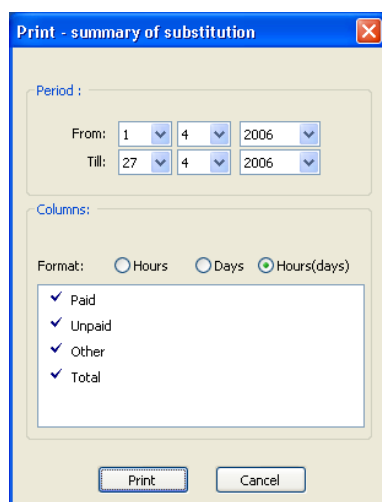
If you click on the printer icon on the top of the screen you see a list of possible printouts.



You can print:

**Today substitutions** This information is for teachers. They can see what they have to substitute and you can also keep this paper to have printed backup of your substitutions.

**Today substitutions for students** this paper is for students. Actually sometimes it is the most popular paper in the school. A bunch of students each morning checks which teacher is absent today.

**Summary of substitutions:**


**Print - summary of substitution**

Period :

From: 1 4 2006

Till: 27 4 2006

Columns:

Format: ☐ Hours ☐ Days ☒ Hours(days)

☒ Paid  
☒ Unpaid  
☒ Other  
☒ Total

Print Cancel

**Summary of absent teachers** the same as previous; it creates a summary of how many times the teacher was absent and for what reasons. You have an extra option here to count overtime lessons from which the teacher was absent. If you don't use overtime lessons you can ignore this checkbox.

**Export absent and substituting** exports the daily absences and substitutions to MS Excel.

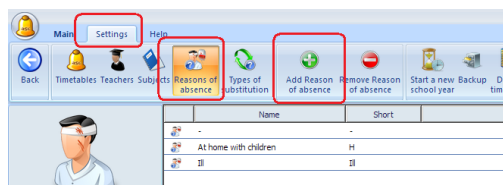
**Export summaries** Export summaries to MS Excel.

**Export to HTML**

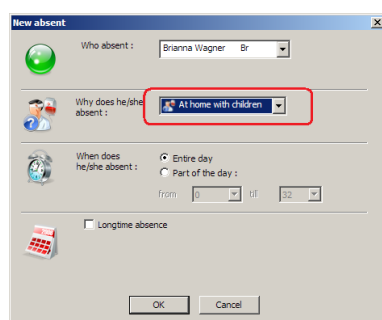
### 3 Data entry

#### 3.1 Defining reasons of absence

Every time some teacher is absent you can specify why he/she is absent. This is called the reason of absence. The program can create a monthly summary of who was absent, how many times and what his/her reasons were.



Then, when you define the absent teacher, you can select the reason of absence:



**New absent**

Who absent: Brianna Wagner Br

Why does he/she absent: **At home with children**

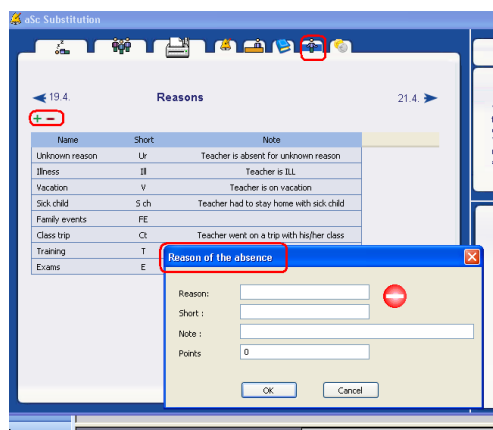
When does he/she absent: ☒ Entire day ☐ Part of the day

from 8 till 12

☐ Longtime absence

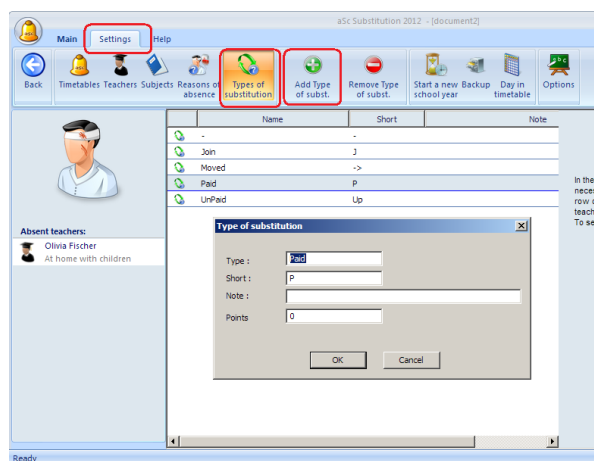
OK Cancel

Older versions:



## 3.2 Defining types of substitutions

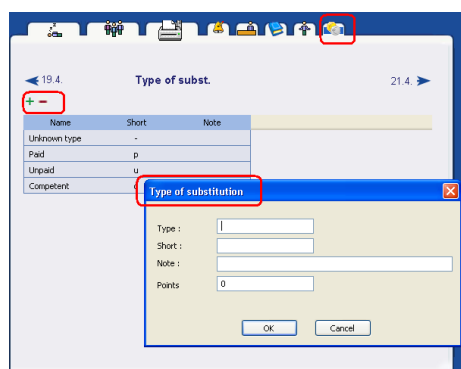
Similar to reasons for absence you can specify the types of substitutions. Each time a teacher does a substitution you can classify this substitution. For types of substitution you can input a name, short name and your comments.






See also:










[2.4 Specifying substitutions](#)


In version 2010 and before:




Main   Settings   Help


20.6.  
MONDAY


 Absent  
 Next Substitution  
 Tools  
 View  
 Print  
 Export  
 Publish  
 Online help  
 Questions? Comments? Write us



Nobody is missing on: 20.6.

[Click here to add missing teacher's, classes and classrooms.](#)

No.	Absent	Class	Subject	Type of subst.	Who substitu
Nothing to substitute					

### New absent

Who absent : 1a   1a More >

Entire class

Why does he/she absent : Unknown reason

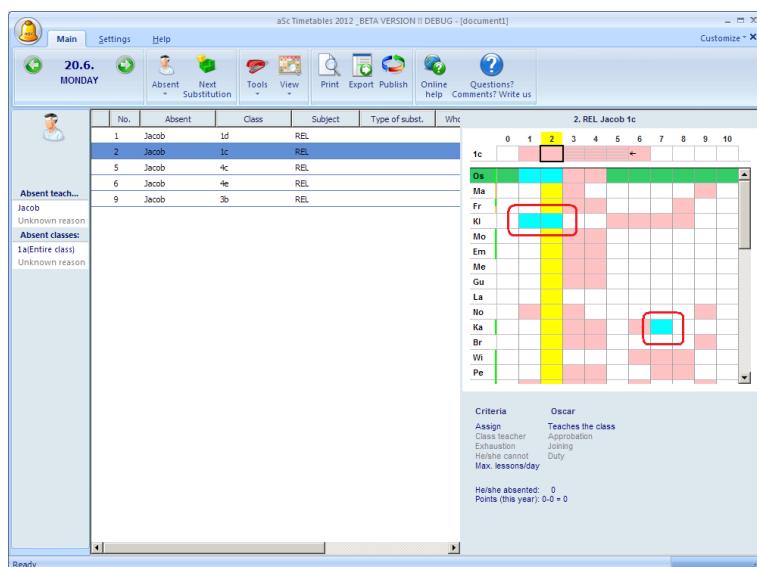
When does he/she absent : ☒ Entire day ☐ Part of the day :

from 0 to 24

☐ Longtime absence

OK Cancel

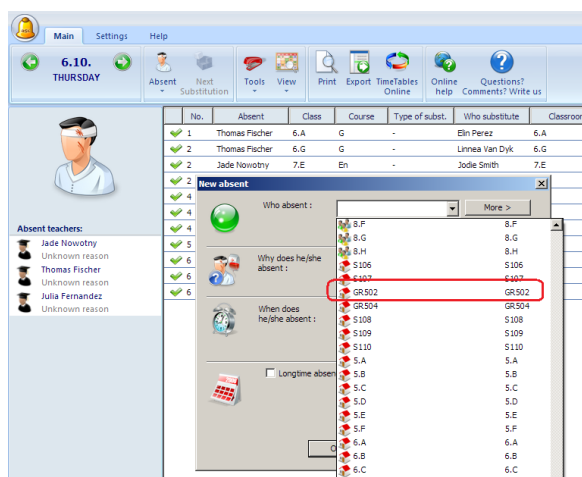
These lessons are displayed by blue color so that you instantly know that teacher is free and he actually had to teach something else that was cancelled:



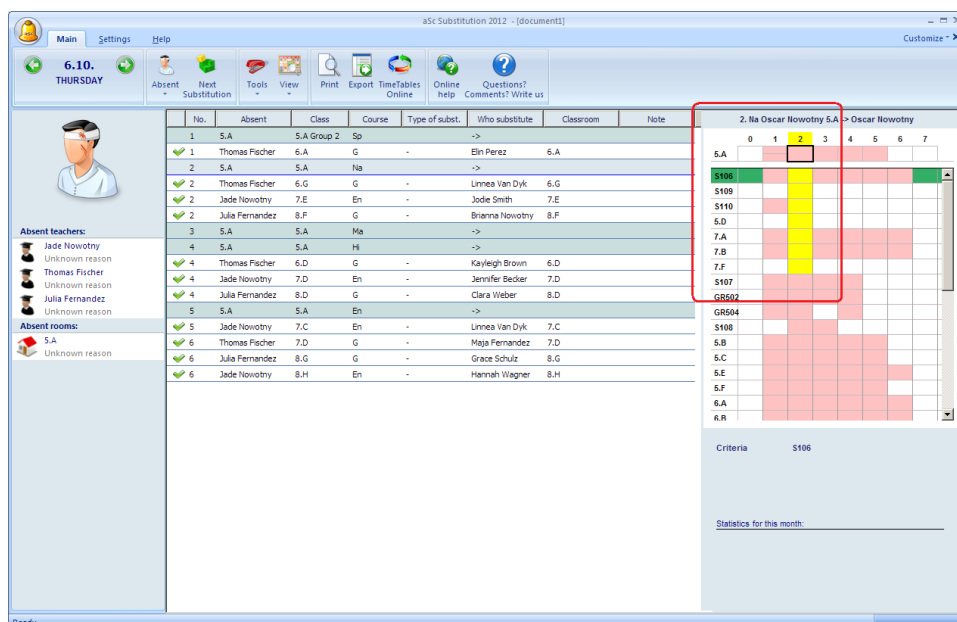
### 3.4 How to input absent classroom

### 3.4 How to input absent classroom

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Once inputted the software show the lesson's for which you have to find another room. These are shown in different color then the regular substitutions:

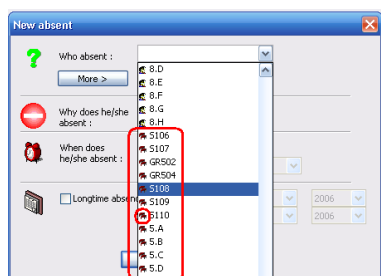


The right side shows the rooms that can be used. You can pick the room by double click in the right list.

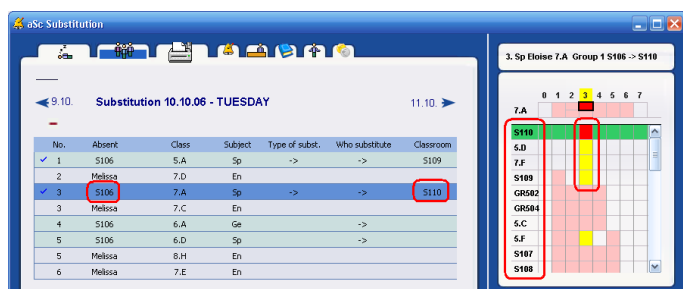
In version 2010 or before:

### Missing classrooms

Again, the same way is used to add the missing classroom:

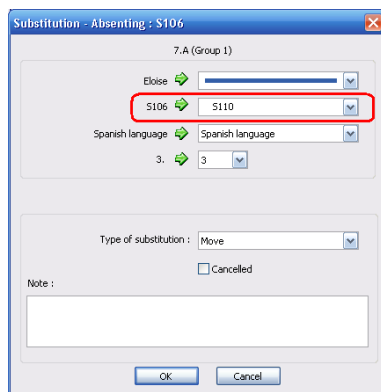


Since some action is required when the classrooms is missing(children cannot be in it), the software add new lines into the substitutions and you have to select a different classrooms for these:



In the right panel you can see the available classrooms that can be selected for this lesson.

Once you select some classrooms a dialog appears where you can see that you have just changed the room from s106 to s110:



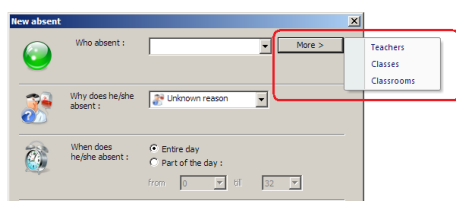
#### Notes

- the "classroom" lines have different color
- you can still cancel this lesson, move or or change the subject
- at the top there are classrooms this lesson can be in. So it can happen that some occupied rooms are in the list above the free rooms, because the lesson was not allowed to be in this room in the timetable software during the timetable creation.

### 3.5 Adding more missings at once

You can add more missing teachers/classrooms and classes at once.

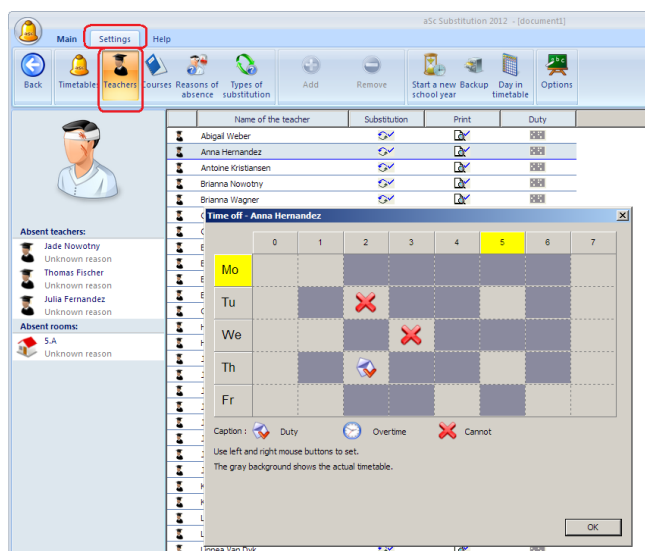
Just press button More in the "Absent" dialog:



### 3.6 Teacher details

You can define substitution specific information for each teacher in menu Settings/Teachers:





First column specifies if the teacher can do substitutions at all.

Second specifies if the teacher shall be printed in the reports. For example if the teacher has left in the middle of the school year, you no longer want him to appear in every printout.

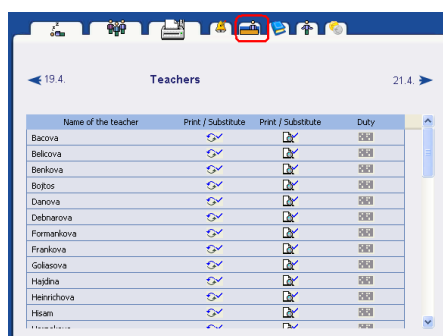
Third column shows you the timeoff dialog:

- grey fields represent actual timetable of this teacher
- click to specify that the teacher cannot do substitution at certain period, or that he has the duty and has to be ready to be called.

Note: in some countries they define certain lessons as overtime. The software then reports how many overtime lessons the teacher did.

In version 2010 or before:

For each teacher you can define some specific substitution information:

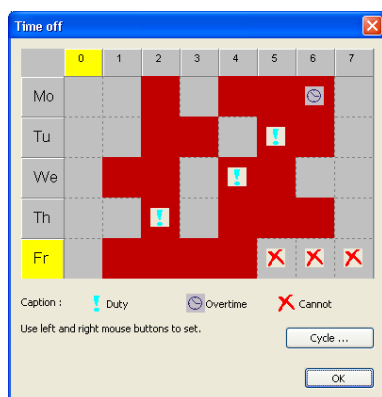


Clicking on the first you can say if the teacher can do substitutions. If the teacher is an external teacher he will not do any substitutions.

Clicking on the second icon: you can specify if the teacher has to be printed or not.

[5.2 Some teachers left the school? How can I remove them from substitutions.](#)

The last icon shows this dialog box:



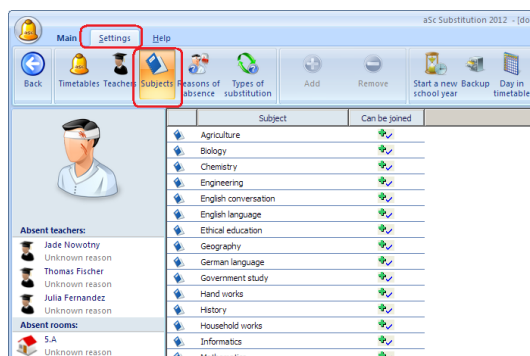
**Red cross "x"** Teacher cannot substitute at these specified times.

**Duty.** You can specify some periods when a teacher is on duty. That means if another teacher is absent at that time, this teacher is the first one to go to substitute. He/she has to be ready and prepared for emergency substitutions.

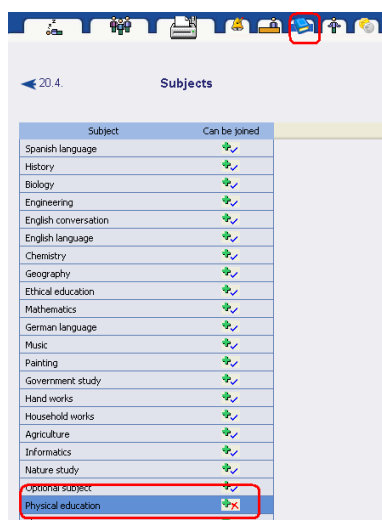
**Overtime lessons.** In some countries teachers can specify which of the lessons are overtime. The program then creates statistics on how many overtime lessons teacher has taught.

### 3.7 Subject details

For each subject you can specify if this subject can be joined or not. For example your class 5.A is divided into English and German and the German teacher is ill then the English teacher can join the whole class and teach them English. But for physical education you cannot join boys and girls because each group does different activities. So you say that physical education cannot be joined:



In version 2010:



### 3.8 Creating a remark for each substitution.

You can create a remark for each substitution. This can be used to let the students and the teachers to know some other information. For example that subject will be change or they shall wait 10 minutes for the teacher or similiar.

First you have to write down this remark:

Substitution - Absenting : Maja

S.B (Group 2)

Maja Jennifer

S108 S108

German language German language

1. 1

Type of substitution : Unknown type

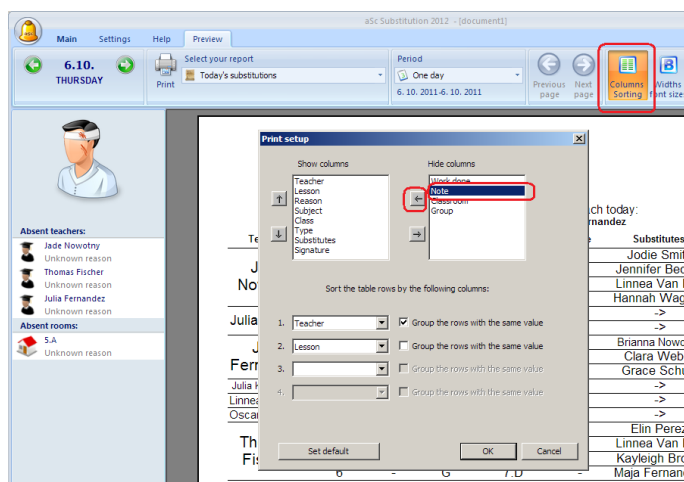
☐ Cancelled

Note :

A special mid term examination will be held by the subst. teacher ;-)

OK Cancel

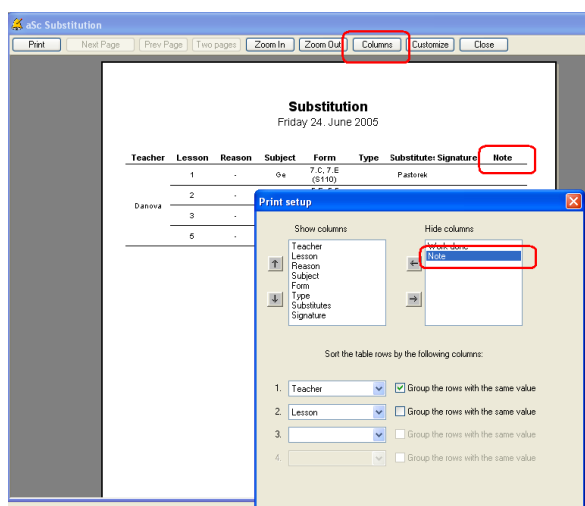
Then you have to specify where this note will be printed (by default the remark for substitution is not printed):



See also:

[3.9 Creating a remark for one day](#)

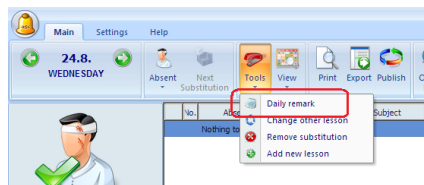
In version 2010 or before:



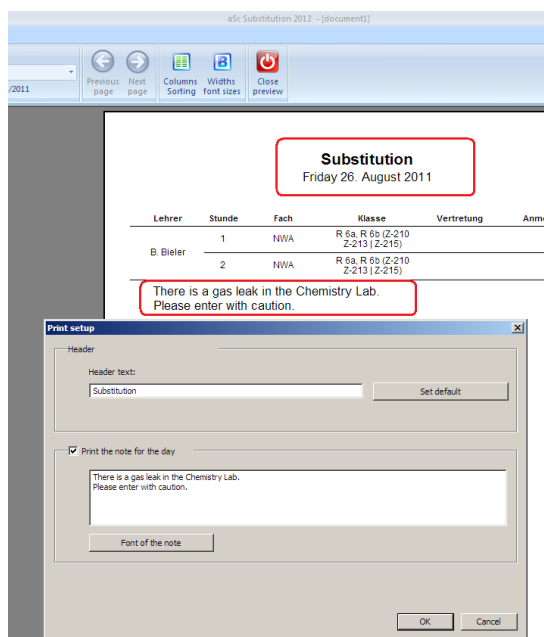
### 3.9 Creating a remark for one day

You can create a remark for each day where you can specify some more instructions to students and teachers or where you can write down some very complicated swaps.

Go to menu Main/Tools:



You can also input the remark in print preview, right click at the top of the page or directly at the remark if you have already inputted one:

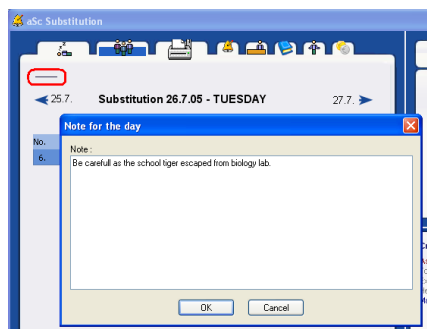


Using this way you can also change the font of the remark.

See also:

In versions prior to 2010:

First have to write the remark text:



Then you might modify how it is displayed by clicking right mouse button on the remark in the printpreview:

**Substitution**  
Tuesday 26. July 2005

Teacher	Lesson	Reason	Subject	Form	Type	Substitutes	Signature	Note
Gollasova	6	-	Na	7.B		Pirselova		
Be carefull as the school tiger has escaped from biology lab.								

See also:

[3.8 Creating a remark for each substitution.](#)

### 3.10 Lessons with two teachers or two rooms

In general we advise not to use combined lessons during timetable creation, but rather create a timetable using groups/divisions.

However if you, for any reason, already have the timetable with lessons with multiple teachers or rooms, the substitution allows you to specify which classroom and which teacher are affected by the given substitution:

**Substitution - Absenting:**

Teacher: Jennifer  
Room: Room 1  
Subject: Chemistry  
Lesson: 1  
Substitutes: Jennifer  
Room: Room 1  
Subject: Chemistry  
Lesson: 2

Type of substitution: Move  
Cancelled: ☐  
Remove substitution:

Note:

OK Cancel

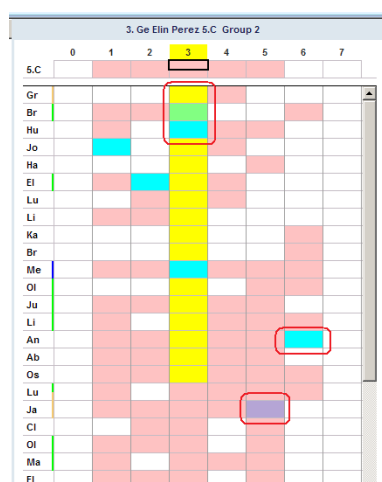
See also:

## 4 Specifying the substitutions

### 4.1 What is shown in the top right corner?

Each row represents one teacher and his/her timetable.

#### 1. The color of the teacher's schedule represents:



**Pink** - teacher has a lesson there.

**Yellow** - this is the lesson to be substituted.

**Blue** - means the class is missing and the teacher is free, although he was supposed to teach something.

**Green** - this lesson can be joined with the second half of the class

**Purple** - this teacher has lesson without any class. For example some regular preparation time.

**Dark gray** - teacher is out at these lessons(can be seen when he/she is out only part of the day)

	0	1	2	3	4	5	6	7
Se								
Ve								
Da								
St								
An								
He								
Am								
At								
Ma								

**Dark green** - if the lesson is taught by two teachers and one is ill, then this color shows the second teacher as ideal to take over the kids as the only one. Of course you can still replace the missing one to have two teachers there

	0	1	2	3	4	5	6	7	8
1.C									
Md									
Al									
Su									
Bo									

2. The color bar next to teacher's short names:

	0	1	2	3	4	5	6	7
5.C								
El								
Lu								
Li								
Ka								
Se								
Me								
Ol								
Ju								
Li								
An								
Ab								
Os								
Lu								
Ja								
Cl								
Ol								
Ma								
El								

**Green** - teacher is teaching in this class

**Gold-Yellow** - teacher has the correct approbation

**Blue** - teacher is the class teacher in this class. He can substitute this lesson and do some very useful work, like investigate who broke the window, who damaged the flowers etc :)

3. Timetable of the class.

The upper part shows the timetable of class

	0	1	2	3	4	5	6	7
5.C								
Gr								
Br								
Hu								
Jo								
Ha								
El								
I u								

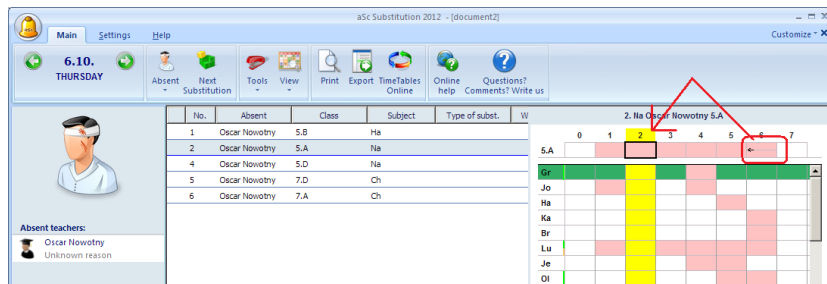
You can click on the lessons to change them:

[4.2 Transfer suggestions](#)

## 4.2 Transfer suggestions

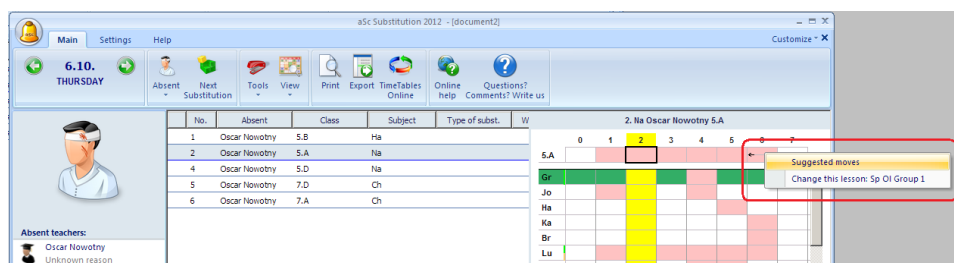
The software can suggest you some moves that are possible and may help you.

The following picture shows that software noticed that you do not need to substitute the 2nd lesson. Instead of assigning new teacher, you can move the lesson from 6th period to 2nd because 6th lesson's teacher has free time:

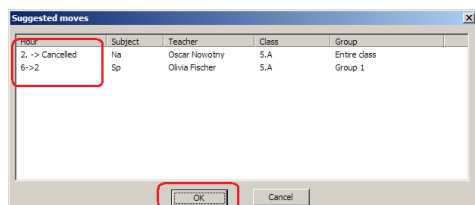


You can ignore this suggestion and assign any other teacher to substitute the 2nd lesson.

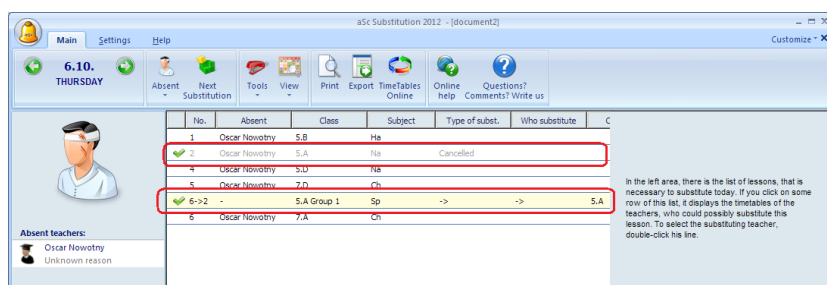
If you decide to accept this suggestion, simply click on the small arrow on the 5th period and select "Suggested moves":



A following dialog appears. As you can see the software suggests to cancel 2nd lesson and move 5th to 2nd.



Press ok to accept this suggestion. Then on the main screen you can see the result:



Notes:

- the "moved" lines have different color

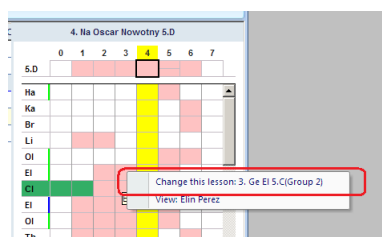
See also:

[4.3 Manually moving/changing the lesson](#)

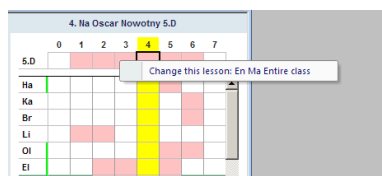
### 4.3 Manually moving/changing the lesson

Very similar to Suggested transfers you can also manually change the lesson.

Right click on the classes or teacher timetable row in the upper right corner and select "Change the lesson".



Or left click in the related timetables view at the top of the list:



See also:

[4.2 Transfer suggestions](#)

[4.9 How can I remove the substitution?](#)

### 4.4 Swapping teachers (A <- B <- C)

Lets say teachers A is missing.

You want teacher B to substitute his lesson. However teachers B already has lesson, but this lesson shall be substituted by teacher C who has free time.

In other words instead of

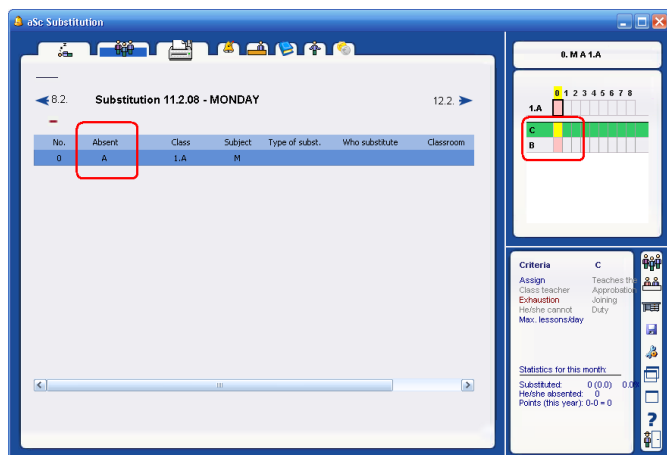
A <- C

you want

A <- B <- C

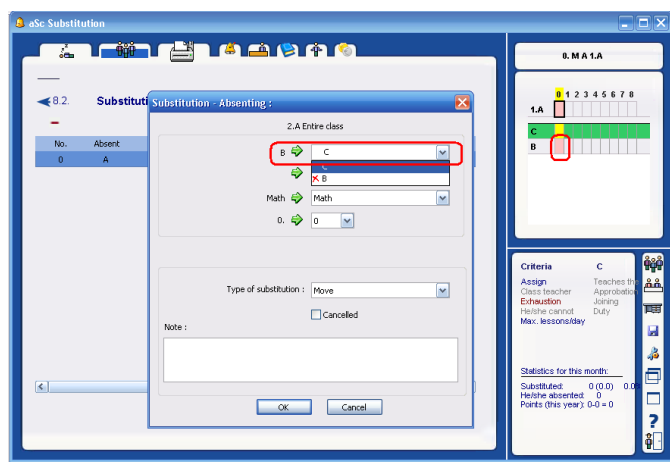
How to do this:

1. Input teacher A is missing. Software suggest C can do his lesson:

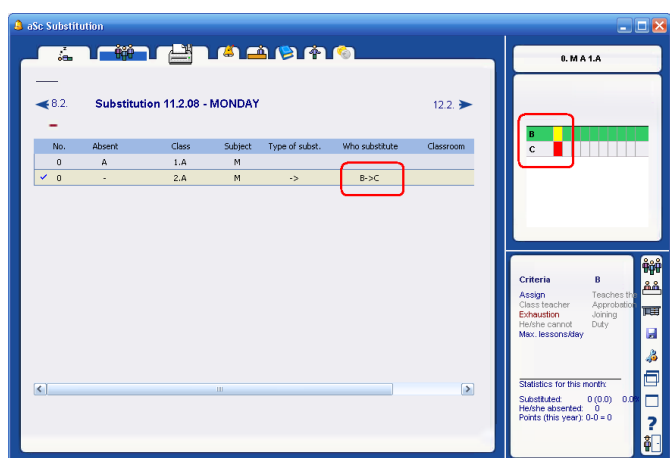


2. Instead of selecting teacher C, press RIGHT mouse button on lesson of teacher B. This will allow you to change the lesson of teacher B. Select that it will be done by teacher C (so that B is free):



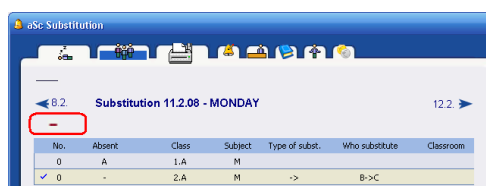


3. Now B is free and you can put him to substitute lesson of teacher A:



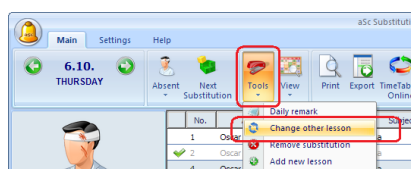
Note:

- if for any reason you want to change lesson of teacher B, simply click on the line B->C and use the minus sign to delete this change. It is then reverted back to original status:

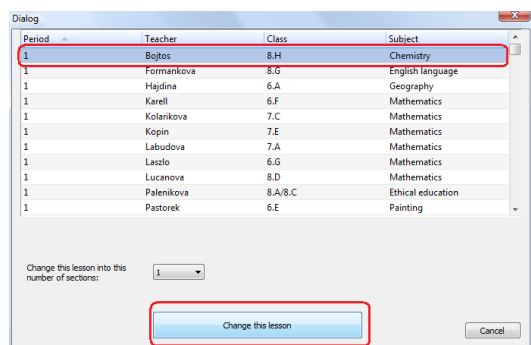


#### 4.5 How to change the subject, classroom... if nobody is missing?

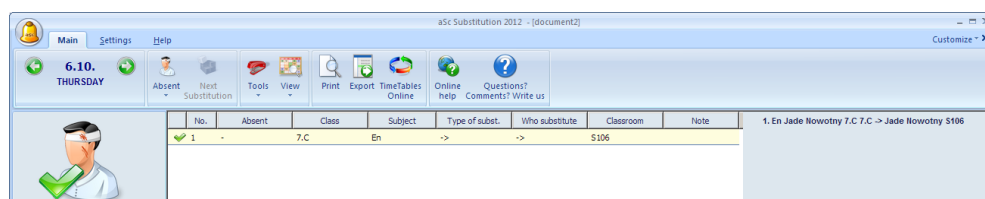
If there is no absent teacher or class and you need to edit a lesson, e.g. change a classroom, you can use menu Tools/Change or simply press CTRL + K:



A dialog appears where you can select the lesson you want to change:



The lesson will now appear among the regular substitutions, with yellow color:



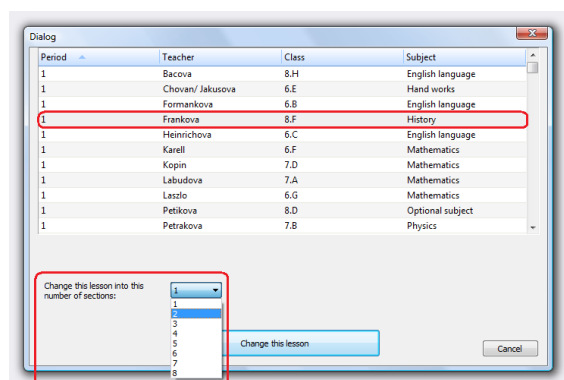
Double click on it to change the room/teacher/subject.

See also:

[4.9 How can I remove the substitution?](#)

#### 4.6 How to split class into two or more groups?

Using the buttons CTRL + K a new dialog appears where you can split class into more groups.



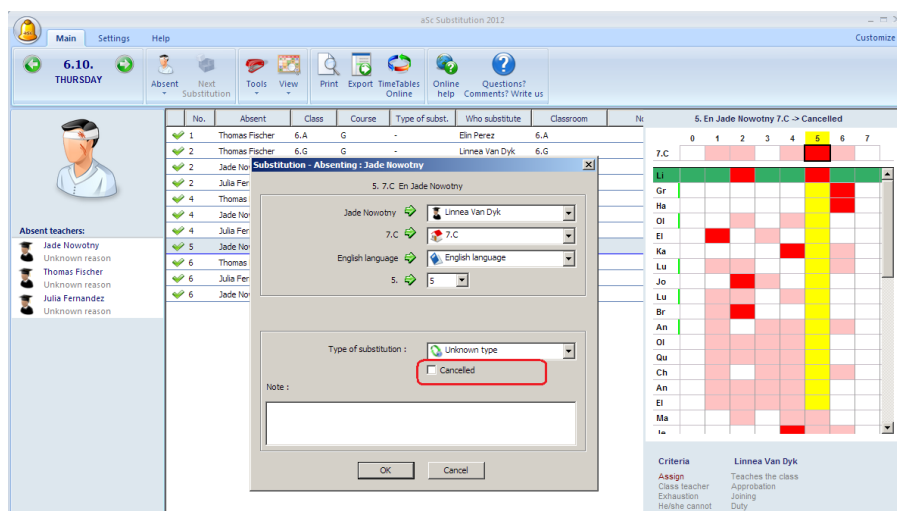
The new lessons will now appear in the list of substitutions, double click on them to change teacher/room/subject.

See also:

[4.5 How to change the subject, classroom... if nobody is missing?](#)

#### 4.7 How can I cancel the lesson

Double click on the selected lesson and click "Cancelled":



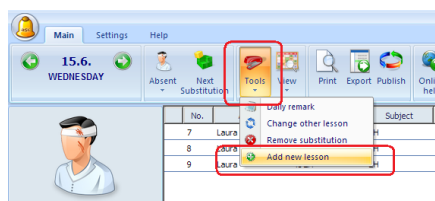
See also:

[4.5 How to change the subject, classroom... if nobody is missing?](#)

[5.5 How can I change word "Cancelled"?](#)

#### 4.8 How can I create new lesson in Substitutions

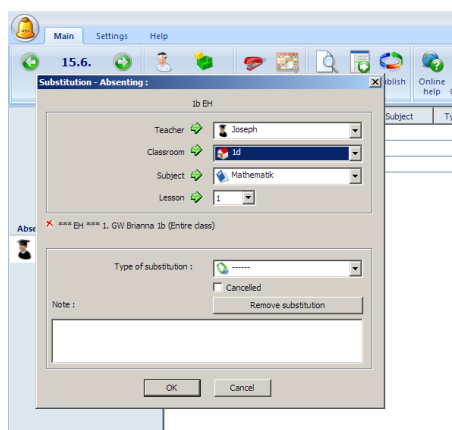
If for any reasons you need to create a new lesson, you can do it in menu Main/Tools/Create new lesson:



You will be prompted to specify class and group for which to create a new lesson. You can create also a joined lesson for more groups for more classes:



Then you can specify who will teach this class(group), what subject and when:



#### Notes:

- you can change any existing lesson.

[4.5 How to change the subject, classroom... if nobody is missing?](#)

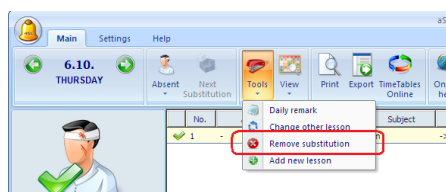
But sometimes it is easier to cancel the old lesson and create one or two new ones as described in this article

See also:

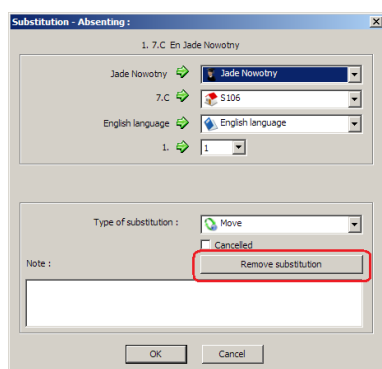
[4.9 How can I remove the substitution?](#)

### 4.9 How can I remove the substitution?

Only the lessons you manually create in the substitutions or lessons you move, can be directly deleted using Tool/Remove:



or by double clicking on the lesson:

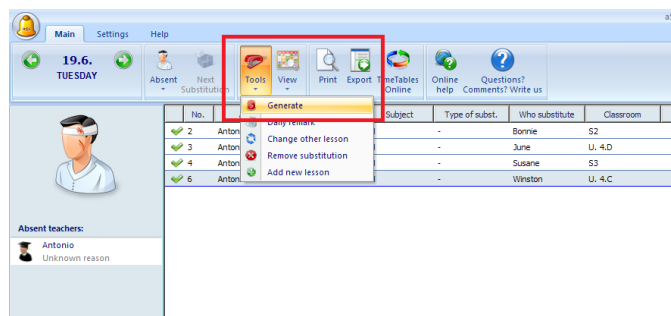


The substitutions lines that are created because someone was absent cannot be simply releted. If some teacher is missing and he is teaching certain lesson, you have to do something. Either cancel this lesson, or assign another teacher.

The only way to remove the substitution is to remove the original teacher from the list of absent teachers(or adjust the from-to if he/she is absent on part of the day only).

## 4.10 Generate the substitutions for one day

Using Tools/Generate you can assign all substitutions for the selected day at once:



The software checks for the criteria settings you have specified while determining the most appropriate teacher for substitutions.

Notes:

- we think it is better to use the classic mechanism to select the substituting teacher one by one. You can add more of the human factor to the decision. The automatic generator only considers the cold criteria you have specified previously.

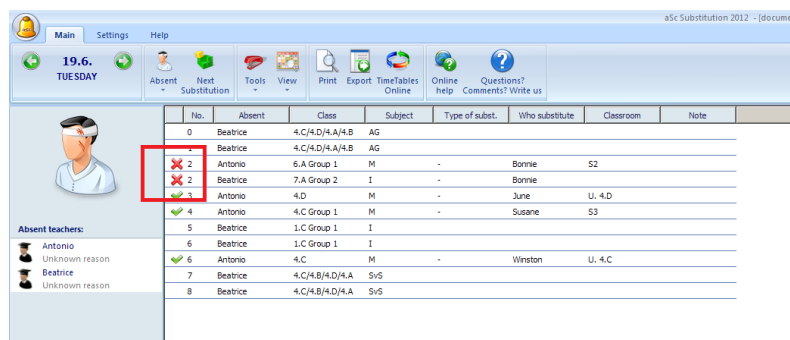
See also:

[2.4 Specifying substitutions](#)

[4.1 What is shown in the top right corner?](#)

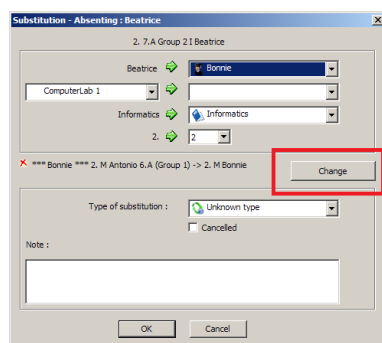
## 4.11 Substitution collisions

While you specify the substitution, it can happen that you create conflicts. These are then shown with the red cross:



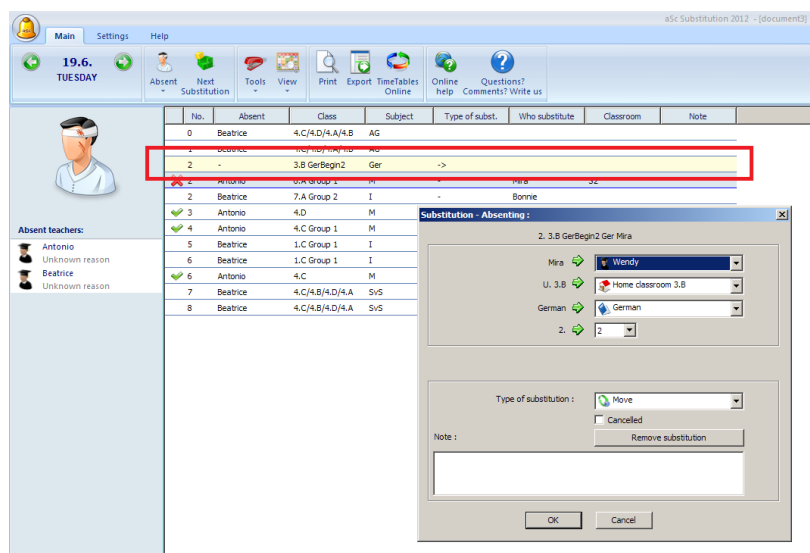
You can double click on each line and the software will show why it thinks there is a conflict.

You can change this substitution or you can press button Change to change the conflicting entity:



If the conflict is substitution (for example you have set teacher XY to substitute two different lessons at the same time, then the second substitution is displayed).

If the conflict is with the original timetable lesson, for example you have send a teacher to do substitution but he has a regular lesson in the timetable, the software offers you to change this original lesson:

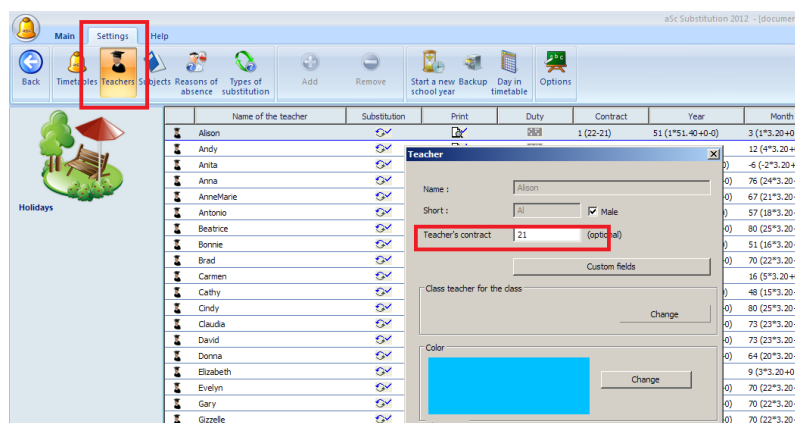


#### Notes:

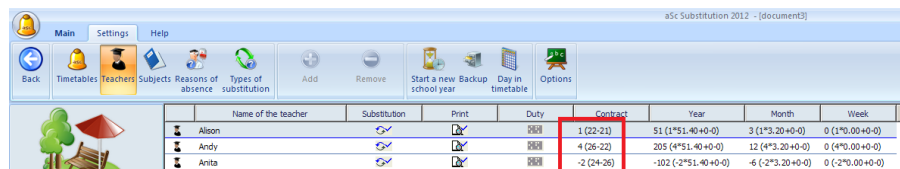
- you can do several hops and create chain of changes using the button Change.
- in some cases it is OK that there is red cross. For example you may really want a teacher to teach 2 classes in two different room in an emergency.

### 4.12 Using points to balance substitution/contract load

For each teacher you can specify his base weekly contract:

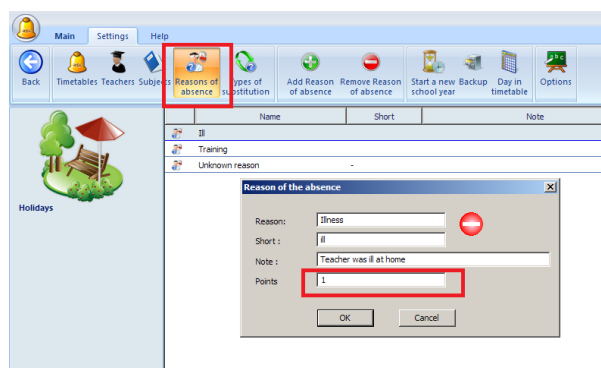


The software then shows the difference between teacher's contract and his actual lessons:

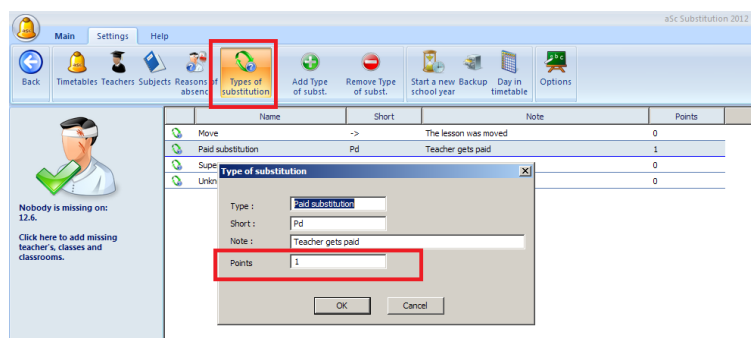


If teacher is teaching more lessons per week than his contract is, he will receive 'plus' points each week.

Then for each reason of absence you can specify the point value. If this value is non zero, then each time a teacher is absent because of this reason, he/she will get negative points:



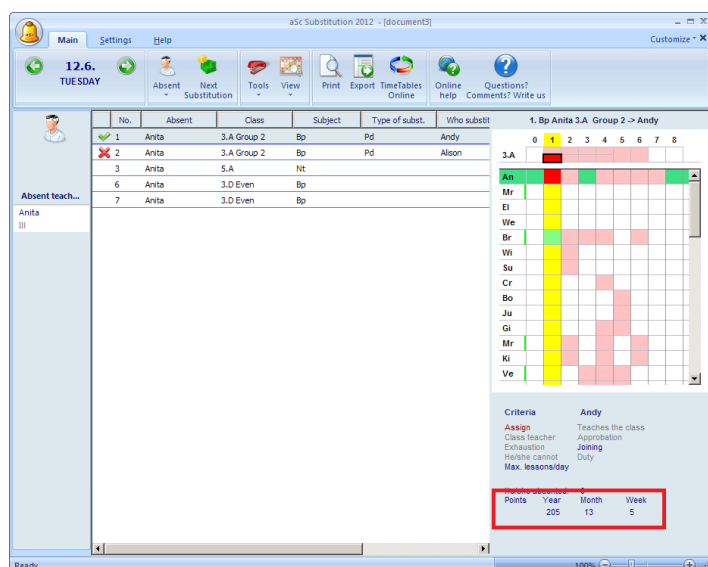
Also for each type of substitution you can specify the points, and these then add positive points to the teacher's balance:



The software will calculate for current week, current month and for the whole year the total points each teacher earned:

Name of the teacher	Substitution	Print	Duty	Contract	Year	Month	Week
Alison	1 (22-21)	52 (1*51.40+1-0)	4 (1*3.20+1-0)	2 (1*1.00+1-0)			
Andy	4 (26-22)	206 (4*51.40+1-0)	13 (4*3.20+1-0)	5 (4*1.00+1-0)			
Anita	-2 (24-26)	-107 (-2*51.40+0-0)	-11 (-2*3.20+0-0)	-7 (-2*1.00+0-0)			
Anna	24 (24-0)	1233 (24*51.40+0-0)	76 (24*3.20+0-0)	24 (24*1.00+0-0)			

and



The number is calculated as:

points for substitutions + points for weekly lessons over the contract - points for absences.

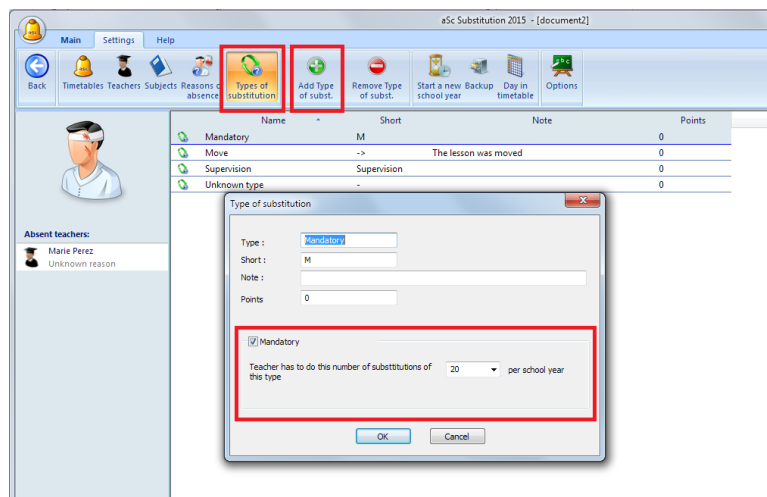
So in general the higher this number is the more this teacher has done for the school in the time frame. You can then use this number to balance each one to zero.

## Notes:

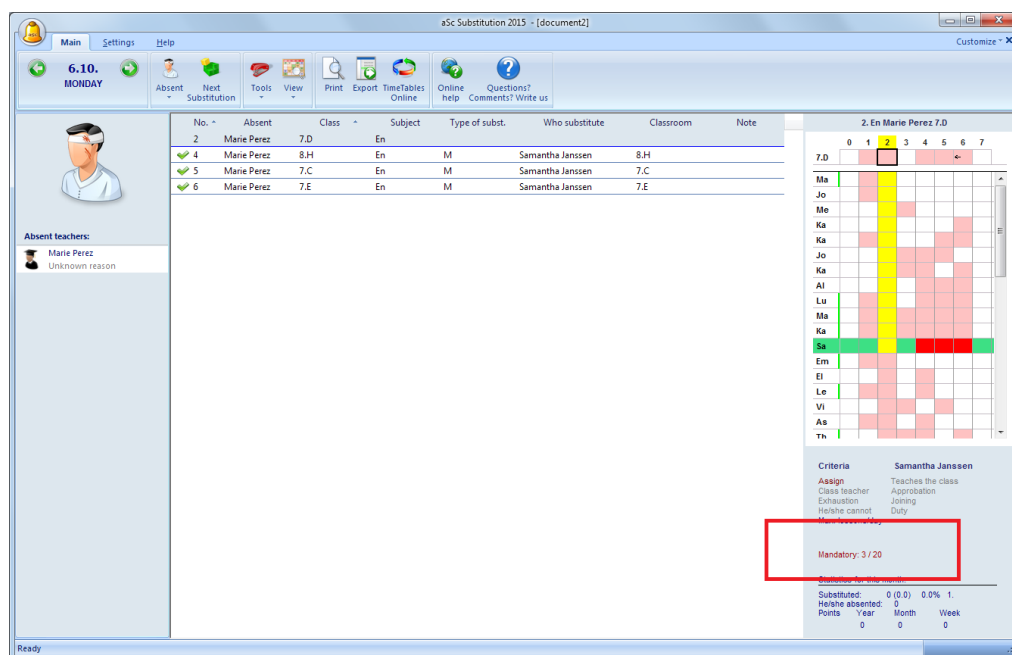
- sometimes the numbers can be decimal, month can end in the middle of week, holidays are not counted etc.

### 4.13 Mandatory substitutions

If your teacher has to do a certain number of substitutions per year, you can define a special new type of substitution:



Then every time you assign a teacher to substitution, in the bottom left corner you will see how many mandatory substitution this teacher has already done this year:



Also, please note that the teachers with less mandatory substitutions are moved to the top of the list of teachers suggested to do substitution.



#### 4.14 Lessons with 2 teachers - how to cancel it for just one teacher.

If you have a lesson with 2 teachers in your timetable, program understands it as co-teaching - 2 teachers teach one group of students together. If one of these teachers is absent and you select "Cancelled" in substitution, it will cancel the whole lesson. But sometimes you may want to cancel just one teacher. How to do that?

There are several options how to handle this:

##### Input the lesson as divided lesson in the timetable

In most cases the problem is with specification of the lesson in the timetable. You have inputted the lesson as co-teaching - 2 teachers teaching one group, but in fact it is divided lesson - 2 teachers teach 2 groups of students, each one has just part of the whole class. To correct the problem, you have to input this as divided lessons - 2 lessons, each one with just one teacher and part of the class.

See also:

##### Do not cancel the lessons and do not specify substituting teacher

In PC Substitutions if you do not specify substituting teacher and also do not mark substitution as cancelled, then in Edupage (and Class register) it is interpreted as teacher absent from the lesson, so basically it will do what you want. But one problem with this solution is that the printout from PC Substitutions will not indicate it as cancelled. You may use a substitution note field to indicate that.

##### Use Substitutions Online instead of PC Substitutions

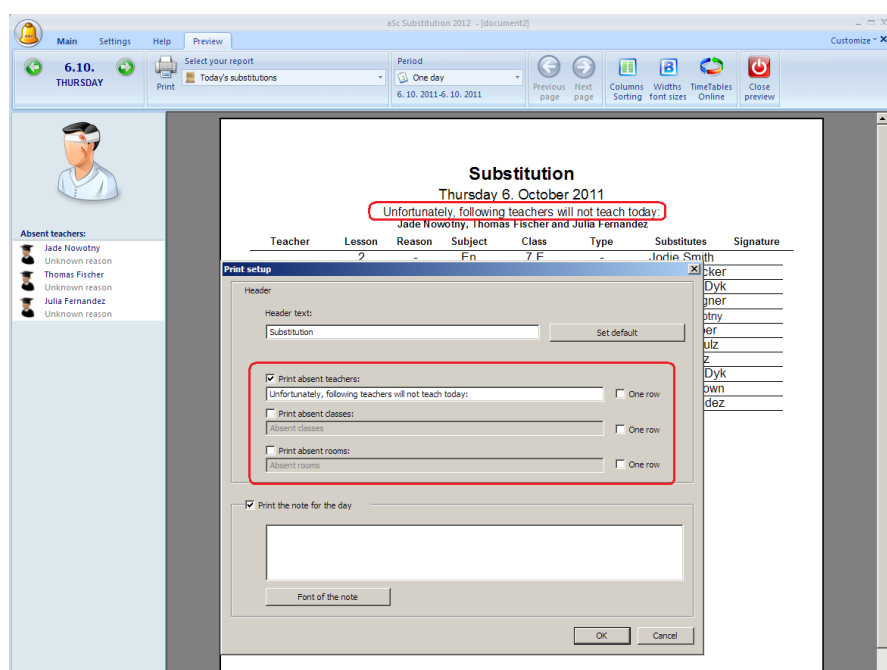
In Substitutions Online, if there are more teachers on the lesson, there are 2 checkboxes for canceling the lesson, where you can distinguish between cancelling whole lesson and cancelling it for just one teacher.

See also: [Substitutions Online](#)

## 5 Printouts

### 5.1 Is it possible to customize text: Unfortunately the following teachers...

Go to print preview and right click on the page header:



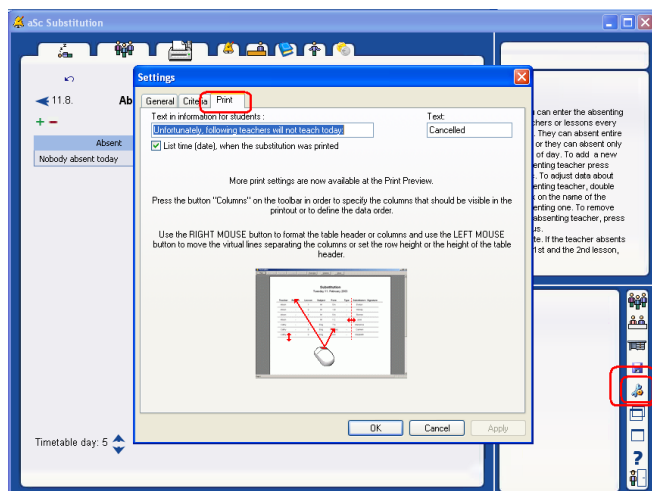
You can write your own text and you can specify if this text shall be at separate row or if the names of the teachers shall follow in the same line to save some space.

The software will print this text only when there is absent teacher.

Also you can print absent classes and classrooms.

In version 2010 and before:

You can write your own text in the settings dialog:

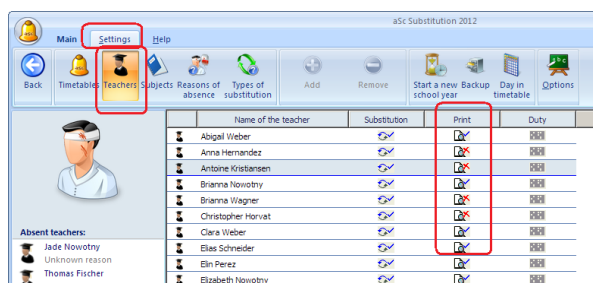


## 5.2 Some teachers left the school? How can I remove them from substitutions.

The teacher will stay in the database until the end of the school year.

This allows you to print for example the whole year's statistics or print the statistics from September, when this teacher was teaching at your school.

However you can tell the software not to print some teachers. Please check this picture:

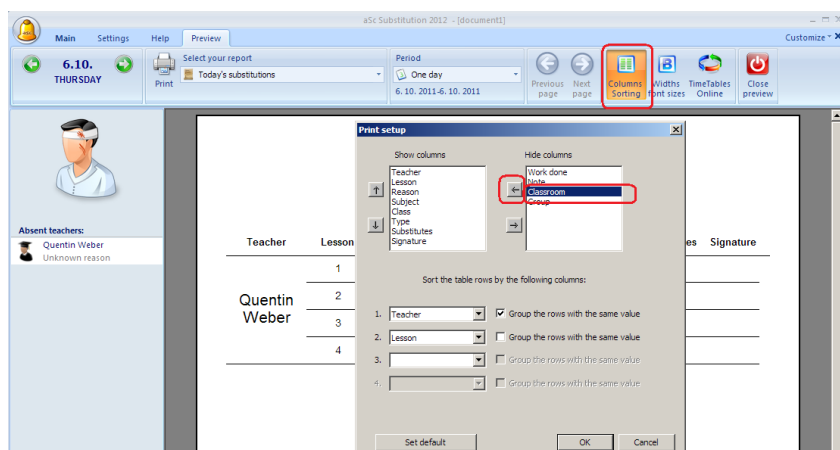


## 5.3 Printing classrooms

The classrooms can be printed in two ways.

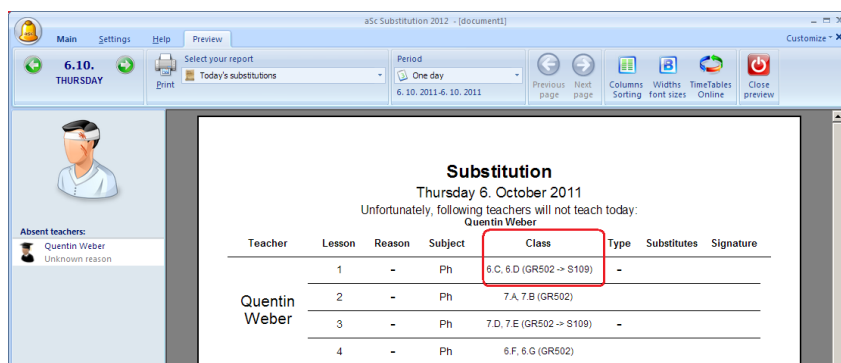
### Classroom column

This way is simple and clear. You can add one more column into the substitution reports that shows classrooms:



### Class column

If you decide not to use the classroom column, then the classrooms are printed into "Class" column. However they are printed only if there is a room change or if the lesson is not in the homeclassroom:



**Substitution**  
Thursday 6. October 2011  
Unfortunately, following teachers will not teach today:  
Quentin Weber

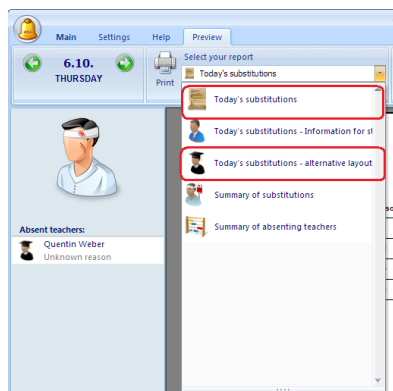
Teacher	Lesson	Reason	Subject	Class	Type	Substitutes	Signature
Quentin Weber	1	-	Ph	6 C, 6 D (GR502 -> S109)	-		
	2	-	Ph	7 A, 7 B (GR502)			
	3	-	Ph	7 D, 7 E (GR502 -> S109)	-		
	4	-	Ph	6 F, 6 G (GR502)			

This second approach can be used to save some space on smaller schools, where the teachers know the homeclassrooms.

## 5.4 What is "Alternative layout"

aSc Substitution fully allows you to customize the printouts.

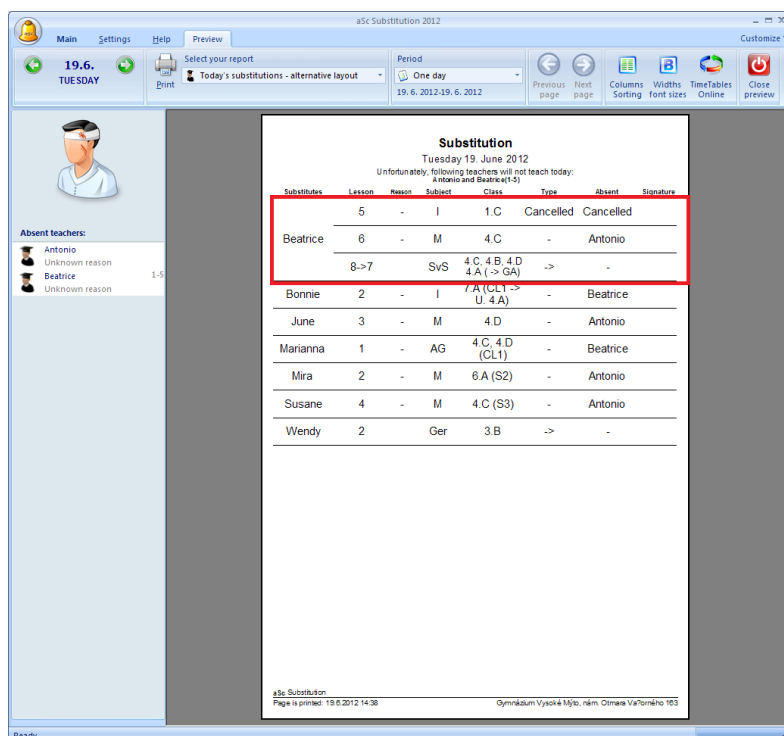
Also it allows you to keep two different layouts for the daily printouts for teacher/schools:



By default this alternative layout has different column order than the main report for teachers.

Here the first column is teacher that needs to be notified. So for example the picture bellow tells the teacher Beatrice that

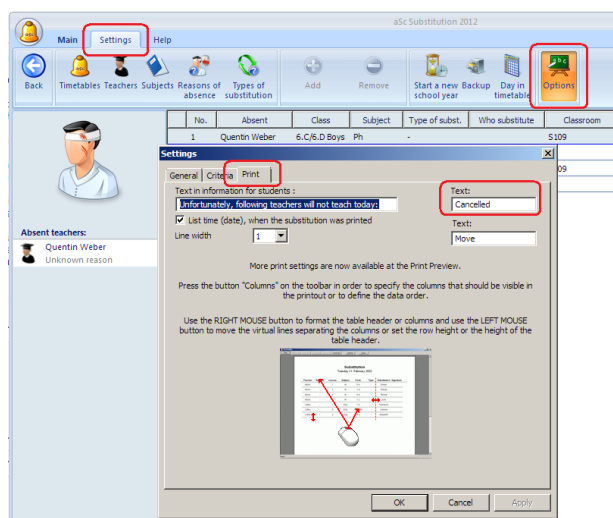
- her 5th lesson was cancelled,
- on 6th lesson she is covering teacher Antonio in 4.C
- her 8th lesson was moved to 7th period:



So this report shall be easier for teachers to find changes that concerns them. The first report is more traditional for the school administration.

## 5.5 How can I change word "Cancelled"?

This text can be customized here:

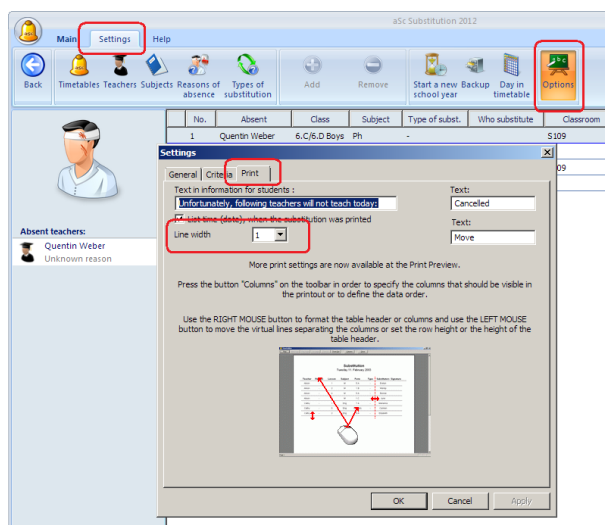


See also:

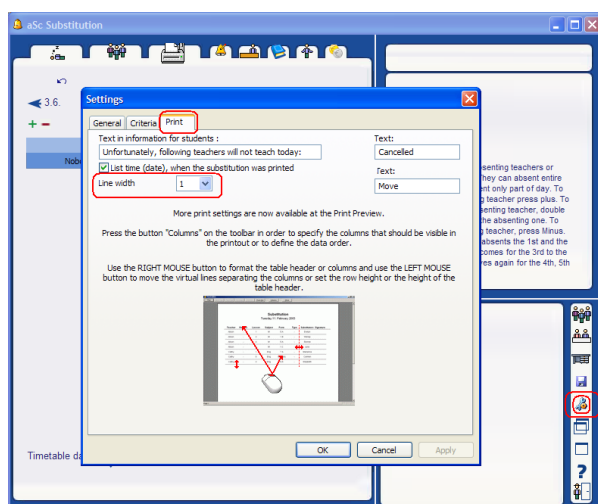
[4.7 How can I cancel the lesson](#)

## 5.6 How can I set the width of the lines?

Click on the icon Settings in the right bottom. A dialog appears where you can input line widths:



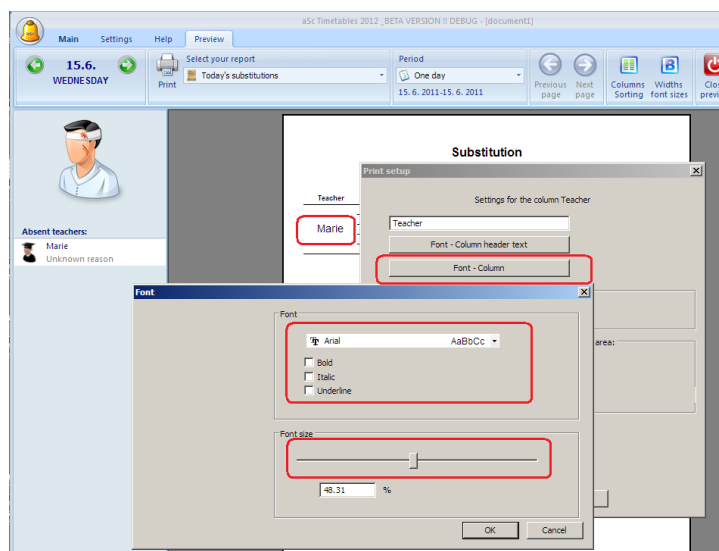
In version 2010 or before:



## 5.7 How can I change the font sizes in aSc Substitutions

Similar to aSc TimeTables, you can right-click on any element in the print preview and change the font size and other properties.

For example if you click in any column you can change the size of the column header and regular column texts:



See also:

[5.8 How can I force the program to automatically clip the texts or make the fonts smaller?](#)

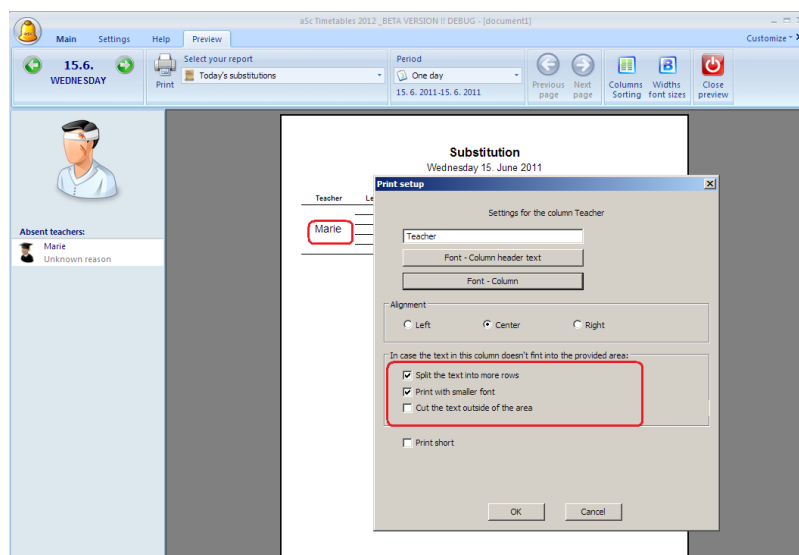
[5.9 How can I change the width of columns?](#)

### 5.8 How can I force the program to automatically clip the texts or make the fonts smaller?

The substitutions reports are usually displayed in tables, so the question is what shall happen when some text is larger then the cell.

You can of course change the font size, but this may affect also other items for example all items in one column and thus make the font unnecessary smaller to most items because of one long text.

Because of this, in the Substitutions you can choose what exactly shall happen. Right click on the item in print preview and select:



The software will either

- reduce the font size for this particular field
- clip the text so that it cuts parts that do not fit
- or split the text into multiple rows

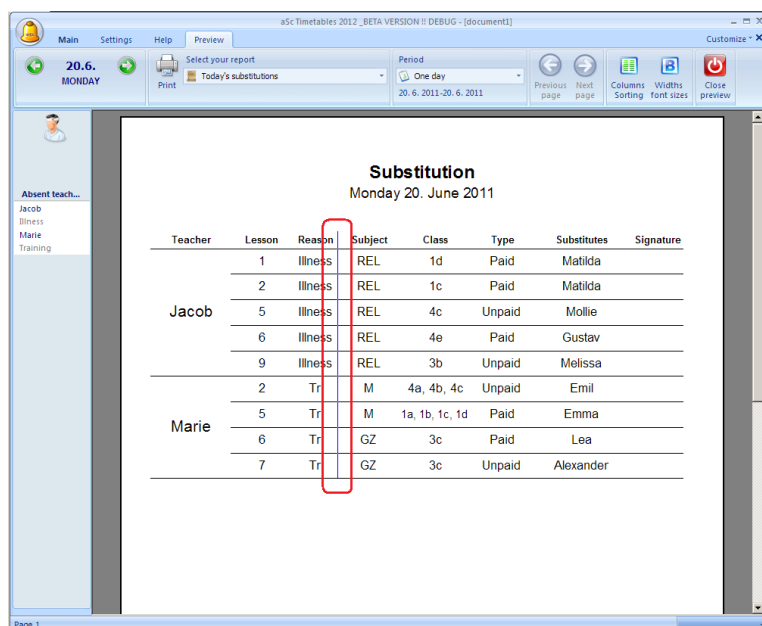
See also:

[5.7 How can I change the font sizes in aSc Substitutions](#)

[5.9 How can I change the width of columns?](#)

## 5.9 How can I change the width of columns?

In the substitution print preview you can move the lines between columns to change the columns widths. The lines are not visible, so just move the mouse between the columns, until the blue lines is shown, then click to move it:



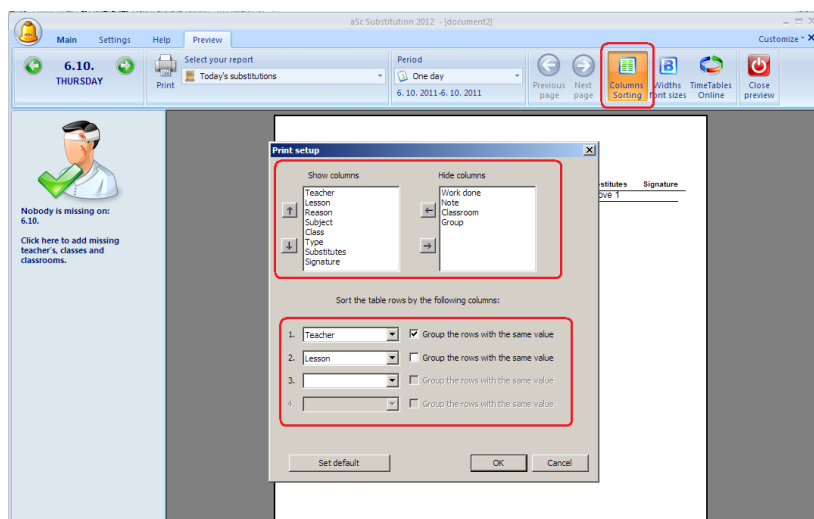
See also:

[5.7 How can I change the font sizes in aSc Substitutions](#)

[5.8 How can I force the program to automatically clip the texts or make the fonts smaller?](#)

## 5.10 How to modify the columns/sort order?

The reports can be fully customized using button "Columns/sorting":



The upper part allows you to define which columns you want to print and using the arrows at the left side you can specify also in which order.

The bottom part defines the sorting. You can select 4 columns that will define the sort. For each one of these 4 columns you can specify if the software shall group rows with the same value.

See also:

[5.7 How can I change the font sizes in aSc Substitutions](#)

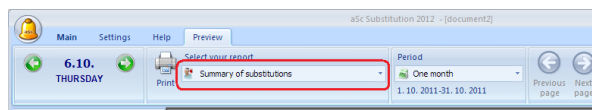
[5.8 How can I force the program to automatically clip the texts or make the fonts smaller?](#)

[5.9 How can I change the width of columns?](#)

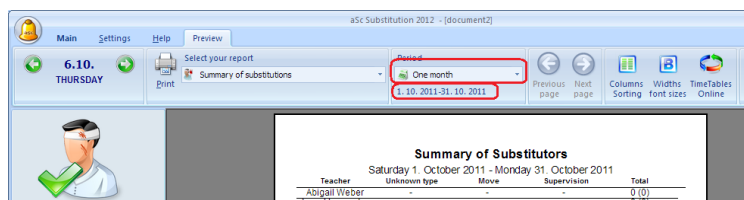
[5.11 Printing summary reports of absences and substitutions](#)

## 5.11 Printing summary reports of absences and substitutions

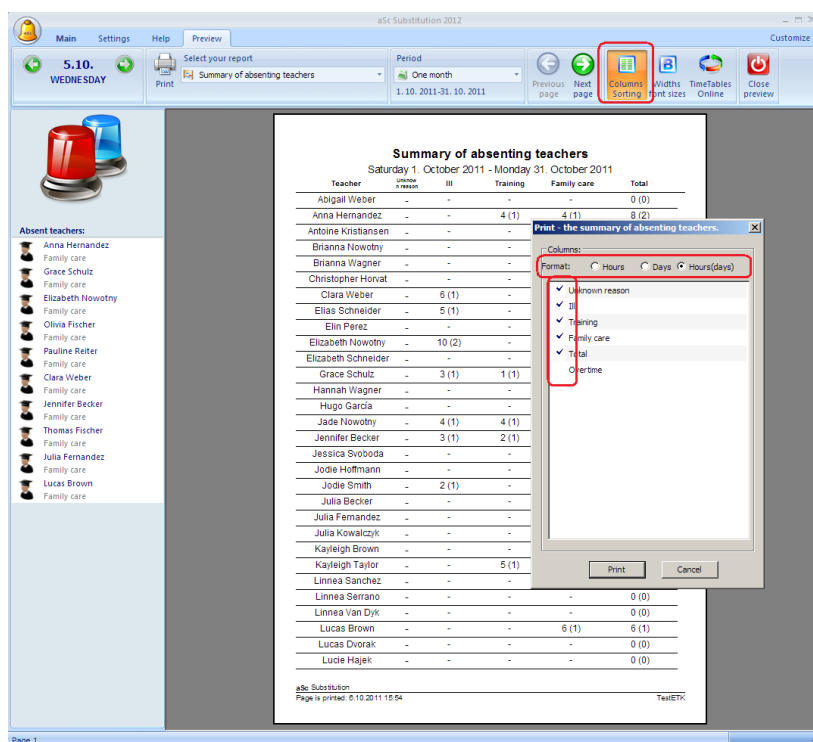
Go to print preview and select one the two summary reports:



You can also specify the timeframe for the calculation. Either select the time interval from the combobox. Like "week" or "month". If you need custom time interval, click on the date range below the combobox:



You can also select which reasons/types of substitution you want to report:

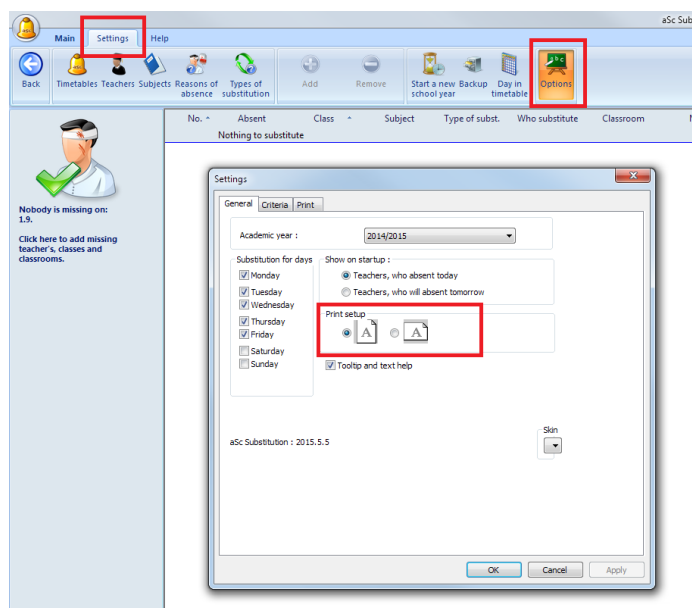


Note: you can select if you want to show number of lessons when the teacher was absent (doing substitutions), number of days or both

## 5.12 Is it possible to print in Landscape? Portrait?

You can change the substitution page layout here:

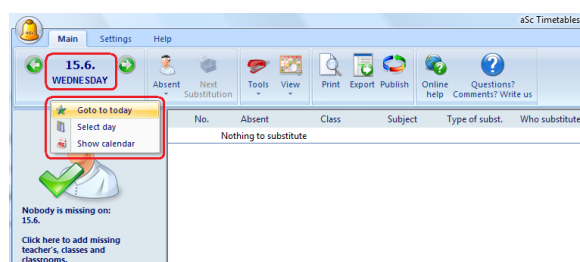




## 6 User interface

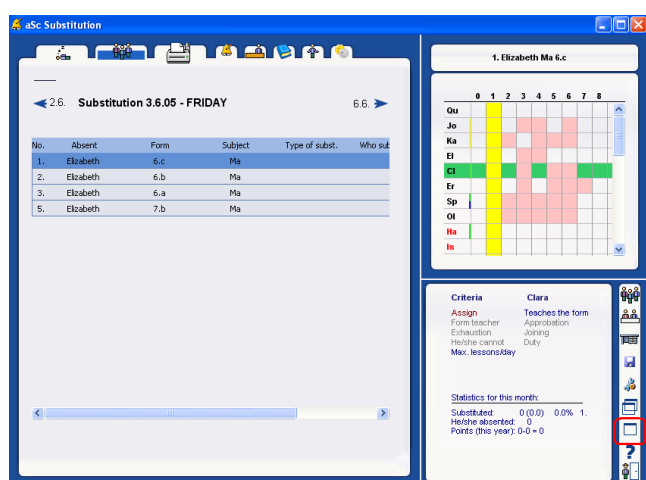
### 6.1 How can I switch to different day in aSc Substitutions?

You can press the left mouse button on the date indicator and choose one from three possibilities:



### 6.2 How to resize the substitution window(version 2010 and before)?

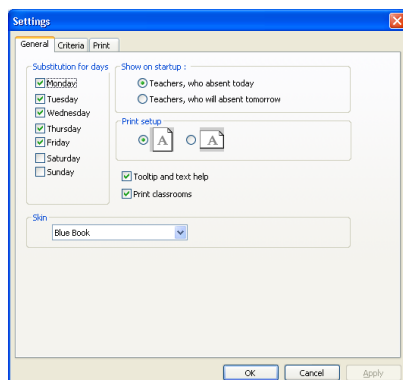
Please press ALT-ENTER or click on the icon in the right bottom of the substitution screen:



## 7 Settings

### 7.1 Basic settings

The settings dialog is open via menu Setting/Options:



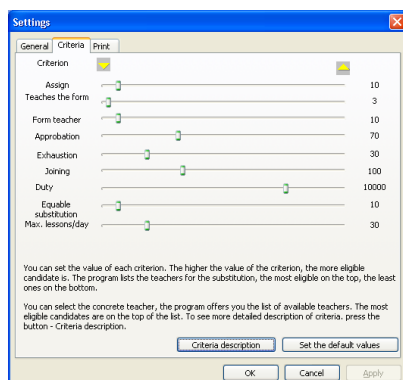
Here you can specify for which days you want to do the substitution. And you may also specify if you want to see on the startup today or tomorrow substitutions.

Second tab allows you to define weight of each criterion:

### [7.2 Defining substitution criteria](#)

### 7.2 Defining substitution criteria

The settings dialog is open via menu Settings/Options. Select second tab in this dialog:



Here is the description for each criterion:

**Assign** - this criterion is used to ensure that the teachers don't substitute lessons far away from his actual schedule. If e.g. the teacher is teaching 1st lesson and he goes to substitute 5th lesson. Then (5-1) times the specified number of points is deducted from his score because he has big window created by this substitution. On the other hand if the substituted lesson is in a window the teacher receives the amount of points specified.

**Teaches the class** if the teacher teaches in that class he receives the specified number of points. Sometimes it is handy to have this teacher do the substitution because he is not a stranger to the class; he knows the students and can even do some work he didn't have time before.

**Class teacher** as with the previous criterion, here the class teacher receives the specified number of points so that he can do administration work with his class.

**Approbation** teacher receives the specified amount of points if he has the correct approbation

**Exhaustion** if a teacher is going to substitute this lesson he can have more lessons in one row than specified in the timetabling program. If this happens the specified number of points is deducted from his total score.

**Joining** if the teacher teaches the complementary lesson and the subject can be joined the teacher receives the specified points

**Duty** if the teacher is on duty at the time of lesson he receives these points.

**Equable substitution** - the teacher receives the amount of points, that equals to the number of substituting lessons in the last month multiplied by weight of the criterion.

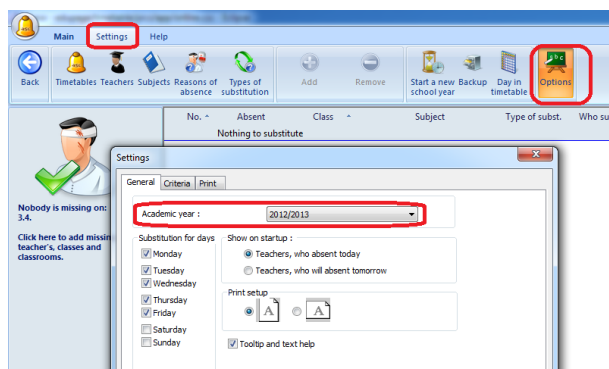
**Max.lessons/day** - a teacher can have a maximum number of lessons per day specified. The teacher receives the difference

between this maximum number and the lessons he has on that day multiplied by the specified points. This number can also be negative if the teacher has more lessons than the max on that day

### 7.3 How to change school year

When you upload substitution data from aSc Substitution to Edupage/Timetables Online, sometimes you might get an error message telling you that school year in aSc Substitutions does not match with school year in Edupage. This usually happens when you specify incorrect date as start of school year in aSc Substitutions (e.g. you specify February 1st, but your school year really started on September 1st).

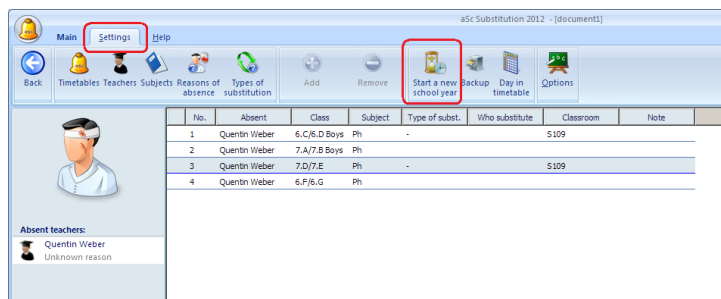
You can fix the problem by manually changing school year in aSc Substitutions - Settings - Options - General:



## 8 Specifying timetable

### 8.1 How to start a new school year? How to specify a start of the school year?

The substitution keeps data for one school year (365 days). So at the start of each school year, you shall initialize it for the next school year:

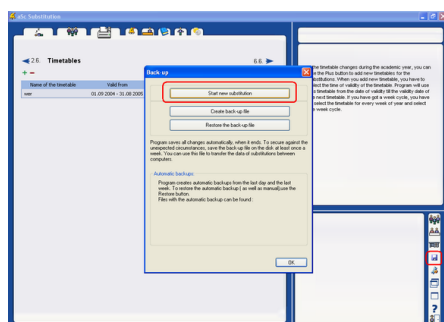


This will erase the date from previous school year, but you can find those in backup.

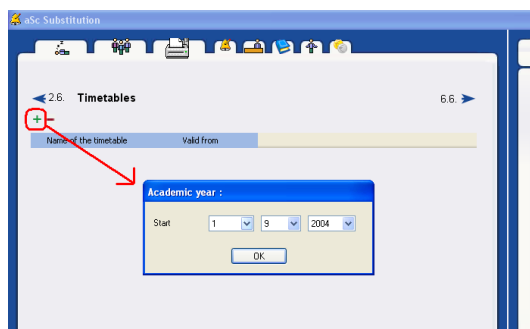
The next time you want to add missing teacher the software will ask you for the new timetable for the next school year.

In version 2010 or before:

Click on the diskette icon and click start a new school year:



Now you have to specify which timetable is valid for this new year. Click the green plus icon in the left top corner. Adding the first timetable will also ask you when the school year starts at your school:



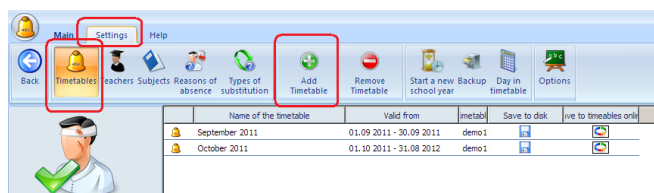
#### Notes:

aSc Substitution is yearly based so it will always initialize to one school year.

If you want to keep last years data you can backup them using the buttons in the same dialog.

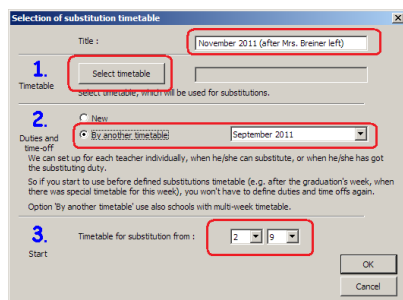
## 8.2 Our timetable has changed during the school year. How to tell it to the substitution software?

Simply add a new timetable to the substitution:



The proces is the same as adding a first timetable.

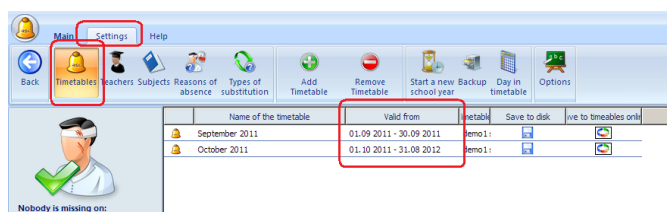
There are only 2 more options this time:



1. You can **specify time from which this new timetable is valid** and will be used at your school. You specify only start date. If you want to have this new timetable valid for one week only, then simply add this new and then add again the previous one, each with its starting date.

2. **Copy the duties and time-off:** for each teacher you can specify duties and timeoff in Substitution software. When adding a new timetable you can say that you want these duties and timeoff are the same as it was before, or that you want to define them newly. If the new timetable is completely different then it doesn't make sense to keep the previous information, if it is only slightly changed then you can reuse the previous duties so that you do not need to input them once again.

Click OK and you will see your new timetable in the substitution:



You can add absences and do the substitutions for any date. However now the software will know for each date, which timetable shall be used to calculate substitutions.

#### Notes:

- if you specify new timetable will be valid from 11th November then all the substitutions later then 11th November will be deleted. The data before 11th November will be untouched.
- After adding the timetable the software will check and may show you some messages. For example it will tell you that the new timetable has some more teacher's or that some teacher's are missing.

See also:

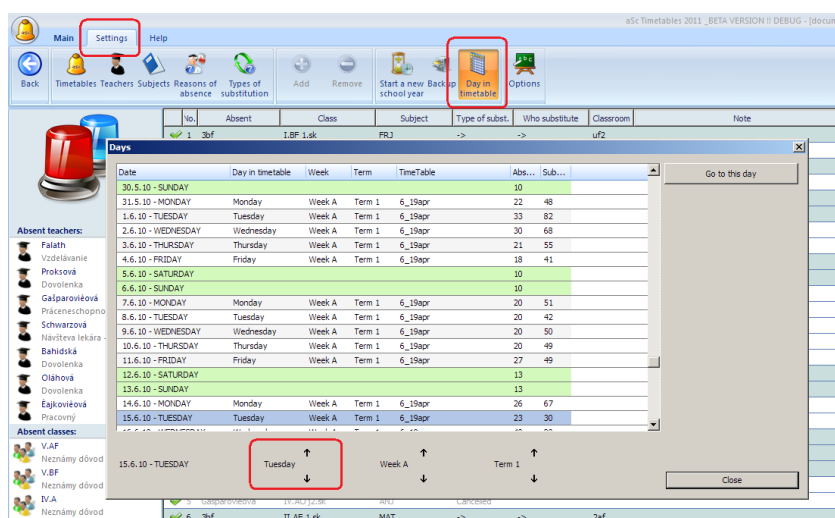
[2.2 How to specify a timetable so that the substitution software knows which one we are using at our school?](#)

[5.2 Some teachers left the school? How can I remove them from substitutions.](#)

### 8.3 Today is Monday but our school decided to use wednesdays timetable

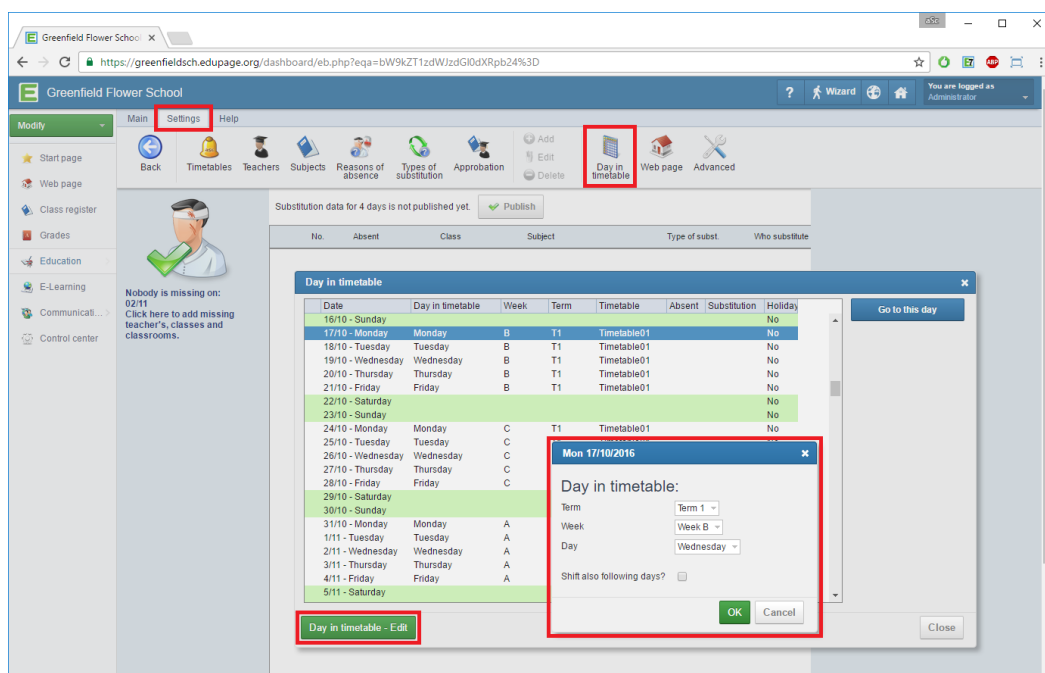
For each day in the substitution software you can manually change the day (week/term). This timetable day is then used to determine what has to be substituted.

Use menu Settings/Day in timetable, then use the arrows at the bottom of the dialog:



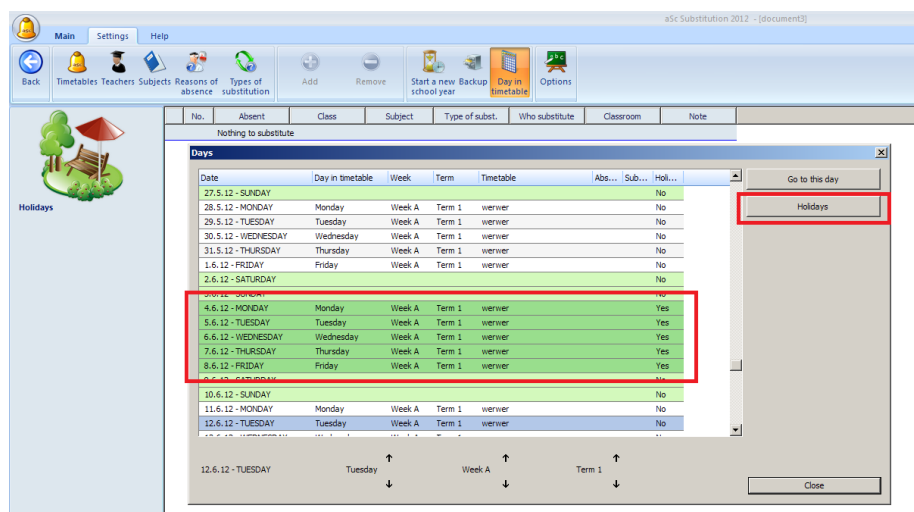
Every time you change the day(week or term) the program asks if the following days should also be shifted.

In online substitution, you can change day/week/term in similar way.



## 8.4 Holidays

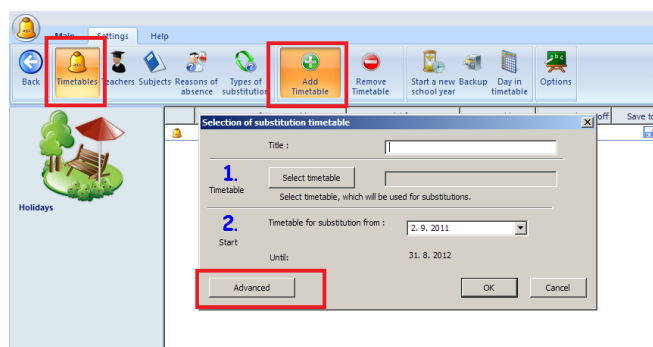
You can mark some days as holidays, the software will then not count these into statistics:



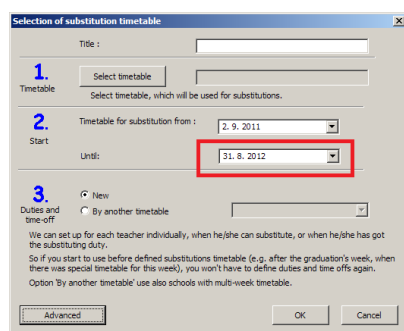
## 8.5 Change the timetable for specific time only

By default when you add a timetable you only specify the first date from which this changed timetable is valid.

If you know that this timetable will be only valid for one week and they you go back to the normal timetable, you can use button Advanced:



and specify the end date:



See also:

[8.2 Our timetable has changed during the school year. How to tell it to the substitution software?](#)

## 9 Other tasks

### 9.1 Is it possible to use Substitutions over the network?

Yes it is.

You can share the c:\timetables folder and run the substitutions from a network drive.

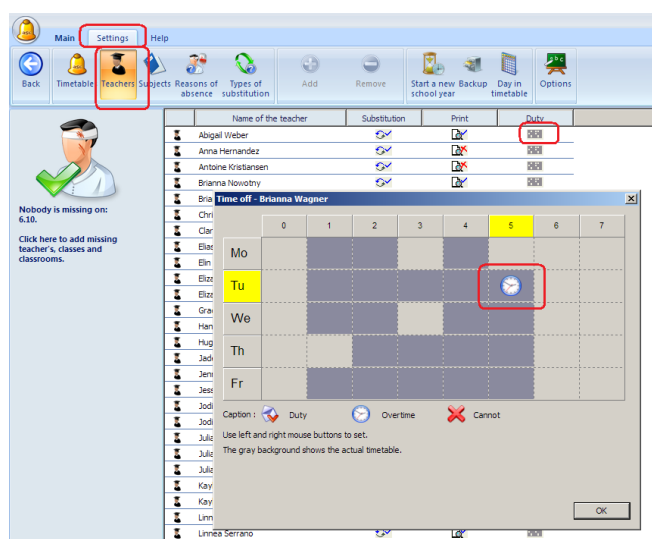
On the other PC you can create shortcut like "G:\timetables\roz.exe -Z1" where G is the network drive.

This allows the substitution to be used from any number of computers using the same database by one user at a time.

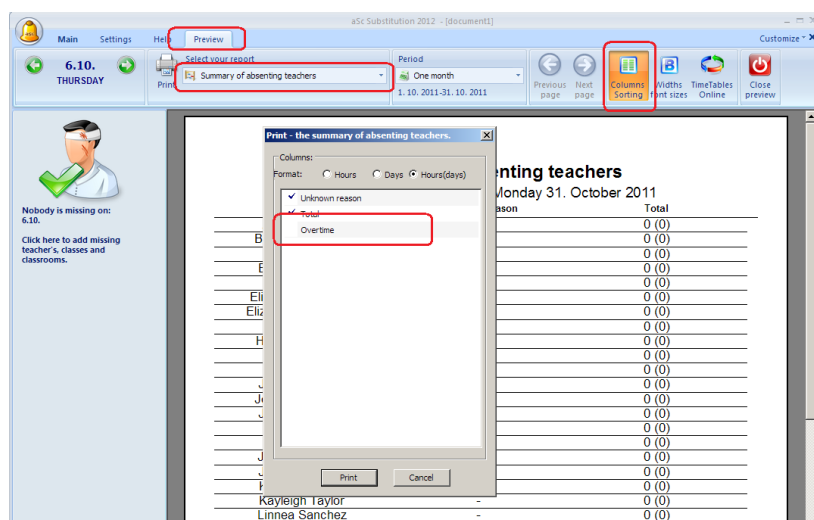
### 9.2 Overtime lessons

You can mark some lessons in the aSc Substitution as "overtime". The software then calculates how many times the teacher was missing.

Go to teachers section in aSc Substitutions and click the duties column. Then mark which lessons are overtime:



At any time later you can print the summary of absences. This report can show how many times the teacher was absent during the lessons marked as overtime:



## 9.3 Email and SMS notification

### Timetables Online users:

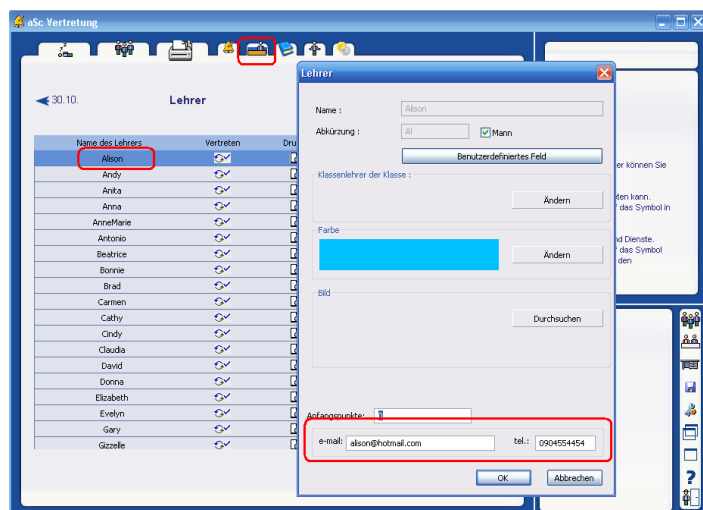
See this help topic:

### Users using Edupage without Timetables Online:

aSc Substitutions now allows you to send email or SMS notifications to teachers to let them know what they have to substitute.

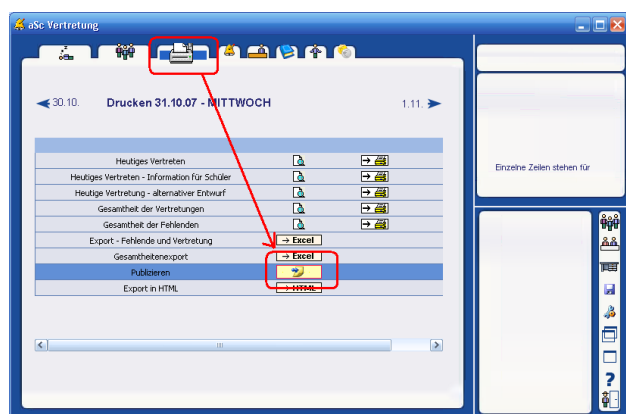
#### 1. Setup emails or phone numbers.

Go to section teachers, double click on teacher and fill in the phone or email:



#### 2. Publish the substitutions.

In section print, press button Publish:



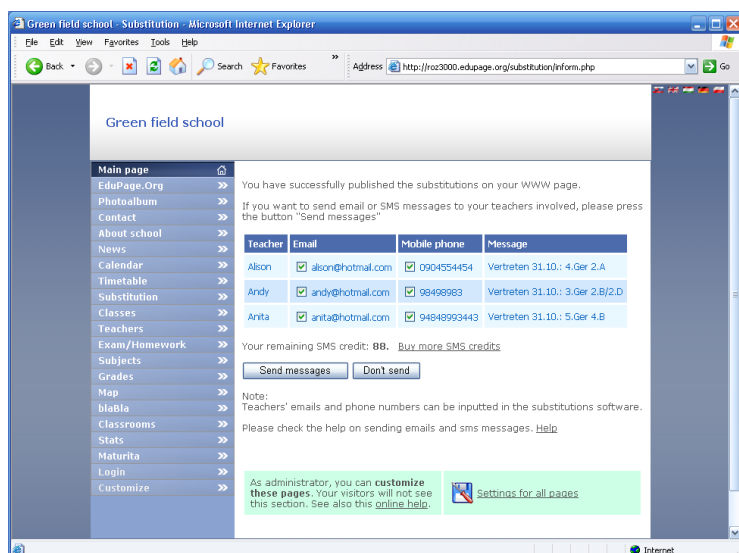
More on publishing the daily substitutions can be found here:

[Publishing substitution on EduPage](#)

#### 3. Select who will be notified.

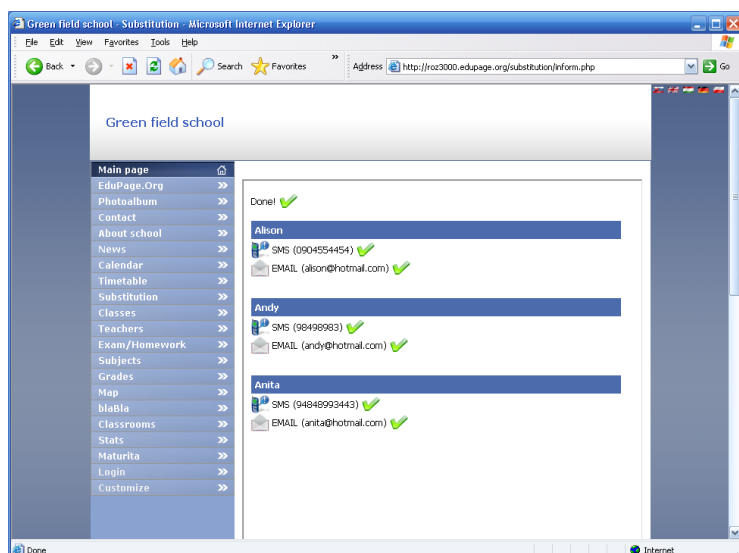
After publishing a webpage is shown. Mark the teachers that you want to send email or sms and press button "Send messages":





#### 4. Sending

While sending a progress is shown where you can see which email or SMS messages were shown:



After all messages, press button "Show the substitutions". This will bring you to the webpages with your substitutions.

See also:

[9.4 Email/SMS history](#)

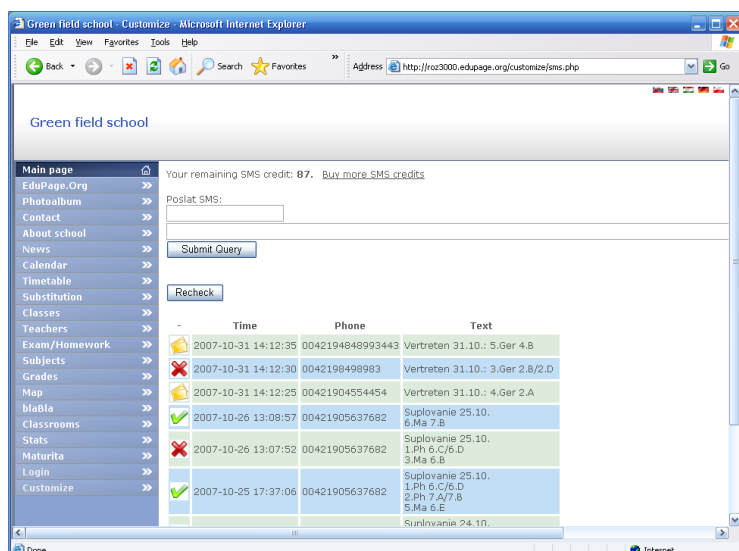
### 9.4 Email/SMS history

You can view all emails or SMS messages you have sent from aSc Substitutions.

Go to control panel section Email/SMS history.

A screen with all SMS/Email messages will appear.

For SMS messages you can also see the actual delivery status. You can see if the SMS has already reached the teachers mobile:



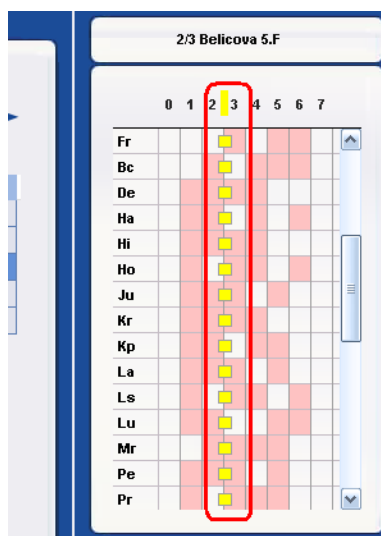
See also:

[9.3 Email and SMS notification](#)

## 9.5 Supervision substitutions

When a teacher is absent and this teacher had some supervisions planned, the software will show a separate line for each supervision that needs to be substituted.

You can setup a teacher to substitute this supervision in the same way as for normal lesson.



It is also possible to export summary of the supervision. Both absent and substituted supervisions are provided in total count and total minutes.

## 10 What's new

### 10.1 What's new in aSc Substitutions 2007

Note: these new features were introduced in version 2007.11 on October 11th 2006.

This list is about the substitution software. See also new features in aSc TimeTables:

#### Absences:

You can now specify that classrooms are missing. The software will then prompt you to do the substitution for this classroom.

[3.4 How to input absent classroom](#)

It is possible to add more absent teachers/classes/classrooms at once.

[3.5 Adding more missings at once](#)

#### Substitution

The software now suggests that lessons can be moved earlier if the students and teachers can do so.

[4.2 Transfer suggestions](#)

You can now modify any lesson. You can change subject, move it to another period, change classroom or teacher. You can also manually move the lessons.

[4.3 Manually moving/changing the lesson](#)

The right panel now automatically shows the timetable for class

[4.1 What is shown in the top right corner?](#)

#### Printing

New column that prints classrooms

[5.3 Printing classrooms](#)

New report that allows you to print alternative today's substitution layout

[5.4 What is "Alternative layout"](#)

#### Other small improvements

Double click sorts the lines

Tooltips were added to each lesson in the right panel

See also new features in aSc TimeTables:

### 10.2 What's new in aSc Substitutions 2008

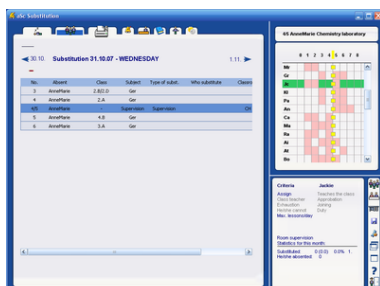
Dear users

we are happy to release yet another free upgrade to all our registered customers.

The new version of aSc Substitution software brings three main new features:

#### 1. Supervision substitutions

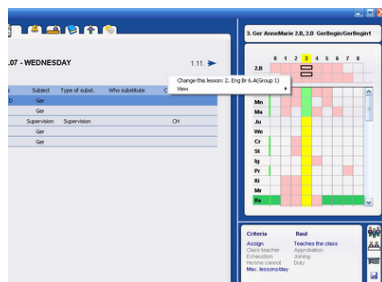
If teacher is missing, you can also specify who will substitute his/her supervisions.



More details here: [9.5 Supervision substitutions](#)

#### 2. Ability to change any lesson

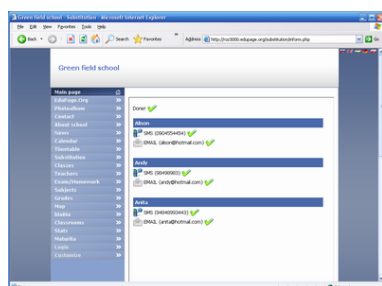
Clicking on any lesson in the right panel now allows you to change this lesson:



This allows A->B->C exchanges.

### 3. Email and SMS notification.

It is now possible to publish the substitutions on the internet easily with one button click. This service is hosted by aSc so it doesn't require any web design knowledge:



Also right after the publishing the software provides you the ability to send email or SMS messages to the teachers to notify them on the substitutions they have to make.

More details here:

[9.3 Email and SMS notification](#)

Note: This functionality is limited in some countries, please feel free to contact us to find more at [info@asctimetables.com](mailto:info@asctimetables.com)

## 10.3 What's new in aSc Substitutions 2012

The what's new list was combined for all the modules and can be found here: