

**Sample School Workload Settings**

**Admin**

Number of Bands: 14 Number of Days per Cycle: 9 Template: 1

Selecting a template that does not exist will copy the values from template 1

Minutes Workload: 2160 Other Tasks: 756 Personal Work: 540 Total: 3456 min 57.6 hr

Allow Transfer of Minutes  Workloads Locked

Template # 1				
Day Descriptions	Band Descriptions	Band Minutes	Supervision Bands (option)	GPI Only
1;	Before School 09:25 - 09:40;	15;	2;	This is only needed to import data from GPI  Teacher Class TEA Period Min: 75 Band=Period 3=1; 7=2; 10=3; 13=4;
2;	Passing 09:40 - 09:55;	5;	5;	
3;	Period 1 09:45 - 11:00;	75;	10;	
4;	Homeroom 11:00 - 11:05;	5;	11;	
5;	Recess AM 11:05 - 11:20;	15;	14;	
6;	Passing 11:20 - 11:25;	5;	15;	
7;	Period 2 11:25 - 12:40;	75;		
8;	Lunch 12:40 - 13:35;	55;		
9;	Passing 13:35 - 13:40;	5;		
	Period 3 13:40 - 14:55;	75;		
	Recess PM 14:55 - 15:10;	15;		
	Passing 15:10 - 15:15;	5;		
	Period 4 15:15 - 16:30;	75;		
	After School 16:30 - 17:00;	30;		

You can only change the values in the white sections. The most important are the Teacher Class, in this case TEA. This is used to import the teaching staff from GPI.

The other items that MUST be set if you wish to import schedules from GPI is the relation between the bands and the periods. Here Band 3 corresponds to period 1 in GPI.

**Please note that the semi-colons are REQUIRED at the end of each line in all cases.**

Here is where you edit the descriptions of the bands.

Band	Description	Minutes	Supervision	Bulk Options
<a href="#">EDIT</a> 1	Before School 09:25 - 09:40	15	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 2	Passing 09:40 - 09:55	5	<input checked="" type="checkbox"/>	Before:I After:B
<a href="#">EDIT</a> 3	Period 1 09:45 - 11:00	75	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 4	Homeroom 11:00 - 11:05	5	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 5	Recess AM 11:05 - 11:20	15	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 6	Passing 11:20 - 11:25	5	<input checked="" type="checkbox"/>	Before:I After:B
<a href="#">EDIT</a> 7	Period 2 11:25 - 12:40	75	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 8	Lunch 12:40 - 13:35	55	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 9	Passing 13:35 - 13:40	5	<input checked="" type="checkbox"/>	Before:I After:B
<a href="#">EDIT</a> 10	Period 3 13:40 - 14:55	75	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 11	Recess PM 14:55 - 15:10	15	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 12	Passing 15:10 - 15:15	5	<input checked="" type="checkbox"/>	Before:I After:B
<a href="#">EDIT</a> 13	Period 4 15:15 - 16:30	75	<input checked="" type="checkbox"/>	Before:I After:I
<a href="#">EDIT</a> 14	After School 16:30 - 17:00	30	<input checked="" type="checkbox"/>	Before:B After:I

Clicking on Edit will display this form:

Band #	10
Description	Period 3 13:40 - 14:55
Minutes	75
Band Options	Only Add if Day-Period BEFORE is: <input type="radio"/> Empty <input type="radio"/> Busy <input checked="" type="radio"/> Ignore Only Add if Day-Period AFTER is: <input type="radio"/> Empty <input type="radio"/> Busy <input checked="" type="radio"/> Ignore
Supervision CAN be assigned in this Band	<input type="checkbox"/>

The <br /> indicates that there will be a line break between the text *Before School* and the times shown. This makes for a better display of the bands. You can select if supervisions can be assigned in this band. If you select the last band you will have an option to delete the band.

The Band options are used for Bulk update. The tasks will only be added if the bands before and after meet the specified criteria when using the band fill form:

Only *a to z, A to Z, 0 to 9, hyphen and space* are allowed.  
A Maximum of **999** minutes is allowed per task

BAND Update ALL: Period 3 13:40 - 14:55 tasks					
	Select a Task (Leaving this blank will not save data)	Minutes	Description (Leave blank if same as task)	Sub-Cell #	Overwrite
Period 3 13:40 - 14:55	-- Select Task --	75	optional	1	<input type="checkbox"/>

Only Add if Day-Period BEFORE is:  Empty  Busy  Ignore  
Only Add if Day-Period AFTER is:  Empty  Busy  Ignore

BULK Update (WARNING - This will update to ALL staff)

You can overwrite the default options.

In ALL task forms you will see the Bulk option:

Only *a to z, A to Z, 0 to 9, hyphen and space* are allowed.  
A Maximum of **999** minutes is allowed per task

B: 5 D: 6					
Recess 10:07 - 10:27	Select a Task (Leaving this blank will not save data)	Minutes	Description Room (Leave blank if same as task)	Code	
1	-- Select Task --	20	optional room	0	
2	-- Select Task --	20	optional room	0	
3	-- Select Task --	20	optional room	0	

BULK Update (WARNING - This will update to ALL staff)

This will apply this action to **ALL** teachers and **CANNOT be UNDONE** once submitted.

These are the rules used when assigning tasks to teachers.

Rules: <a href="#">Generate Rules</a>   <a href="#">Reset Colours to Default Values</a>																		
#	Task ID	Use	Type	Classification	Display Sequence	Task Name	Display Name	Sug. Minutes 0 for band minutes	Deduct Teacher	Pay Sub	Moveable	Teacher Managed	Can be Band Assigned	Code	Text	Background		
1	100	<input checked="" type="checkbox"/>	10	Workload	1	Teaching	Teaching	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	98FB00	8	<input checked="" type="checkbox"/>
2	110	<input checked="" type="checkbox"/>	10	Workload	2	Homeroom	Homeroom	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	72CE16	0	<input checked="" type="checkbox"/>
3	120	<input checked="" type="checkbox"/>	10	Workload	6	Remediation	Remediation	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	7FE419	0	<input checked="" type="checkbox"/>
4	122	<input checked="" type="checkbox"/>	10	Workload	6	Tutorial	Tutorial	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	8BE82F	0	<input checked="" type="checkbox"/>
5	130	<input checked="" type="checkbox"/>	10	Workload	5	Supervision	Supervision	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	98EA46	11	<input checked="" type="checkbox"/>
6	140	<input type="checkbox"/>	10	Workload	4	Duty	Duty	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	A5ED5D	0	<input checked="" type="checkbox"/>
7	150	<input type="checkbox"/>	10	Workload	4	Reflection Room	Reflection Room	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	B2EF74	0	<input checked="" type="checkbox"/>
8	160	<input checked="" type="checkbox"/>	10	Workload	10	Resource	Resource	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	BEF28B	0	<input checked="" type="checkbox"/>
9	170	<input checked="" type="checkbox"/>	10	Workload	10	Subject Animator	Subj. Anim.	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	CBF4A2	0	<input checked="" type="checkbox"/>
10	180	<input type="checkbox"/>	10	Workload	10	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	D8F7B9	0	<input checked="" type="checkbox"/>
11	190	<input type="checkbox"/>	10	Workload	10	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	E5F9D0	0	<input checked="" type="checkbox"/>
12	200	<input type="checkbox"/>	20	Other Tasks	14	Other Tasks	Other Tasks	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	000000	00BDFE	0	<input checked="" type="checkbox"/>
13	210	<input checked="" type="checkbox"/>	20	Other Tasks	10	Preparation Time	Prep. Time	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	000000	19C4FE	1	<input checked="" type="checkbox"/>
14	220	<input type="checkbox"/>	20	Other Tasks	11	Accueil	Accueil	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	000000	32CBFF	0	<input checked="" type="checkbox"/>
15	230	<input checked="" type="checkbox"/>	20	Other Tasks	12	Recess not assigned	Recess N.A.	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	000000	4CD1FE	0	<input checked="" type="checkbox"/>
16	240	<input checked="" type="checkbox"/>	20	Other Tasks	13	Teacher Council	Teacher Council	108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	000000	66D8FF	0	<input checked="" type="checkbox"/>
17	250	<input checked="" type="checkbox"/>	20	Other Tasks	15	Passing Time	Passing Time	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	000000	7FDEFE	9	<input checked="" type="checkbox"/>
18	260	<input checked="" type="checkbox"/>	20	Other Tasks	15	Duty Other Tasks	Presence	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	000000	99E5FF	0	<input checked="" type="checkbox"/>
19	270	<input checked="" type="checkbox"/>	20	Other Tasks	15	Pres. Emrg. Sub.	Pres. Emrg. Sub	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	000000	B2EBFE	0	<input checked="" type="checkbox"/>
20	280	<input type="checkbox"/>	20	Other Tasks	15	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	CCF2FF	0	<input checked="" type="checkbox"/>
21	290	<input type="checkbox"/>	20	Other Tasks	15	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	E5F8FE	0	<input checked="" type="checkbox"/>
22	300	<input checked="" type="checkbox"/>	30	Personal Work	20	Personal Work	Personal Work	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	000000	FFFF00	10	<input checked="" type="checkbox"/>
23	310	<input checked="" type="checkbox"/>	30	Personal Work	21	Meetings	Meetings	108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	000000	E4E318	0	<input checked="" type="checkbox"/>
24	320	<input checked="" type="checkbox"/>	30	Personal Work	22	Governing Board	Gvmg. Brd.	108	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	000000	E8E82E	0	<input checked="" type="checkbox"/>
25	330	<input checked="" type="checkbox"/>	30	Personal Work	23	Special Needs Committee	Spec Nds Com	216	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	000000	EAEA45	0	<input checked="" type="checkbox"/>
26	340	<input checked="" type="checkbox"/>	30	Personal Work	24	ECA	ECA	0	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	000000	EDED5C	0	<input checked="" type="checkbox"/>
27	350	<input checked="" type="checkbox"/>	30	Personal Work	25	Presence	Presence	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	000000	EFEF73	0	<input checked="" type="checkbox"/>
28	360	<input type="checkbox"/>	30	Personal Work	25	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	F2F28A	0	<input checked="" type="checkbox"/>
29	370	<input type="checkbox"/>	30	Personal Work	25	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	F4F4A1	0	<input checked="" type="checkbox"/>
30	380	<input type="checkbox"/>	30	Personal Work	25	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	F7F7B8	0	<input checked="" type="checkbox"/>
31	390	<input type="checkbox"/>	30	Personal Work	25	Other	Other	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	F9F9CF	0	<input checked="" type="checkbox"/>

Here are some of the rules for a school in greater detail:

Rules: Generate Rules   Reset Colours to Default Values																		
#	Task ID	Use	Type	Classification	Display Sequence	Task Name	Display Name	Sug. Minutes 0 for band minutes	Deduct Teacher	Pay Sub	Moveable	Teacher Managed	Can be Band Assigned	Code	Text	Background		
1	100	<input checked="" type="checkbox"/>	10	Workload	1	Teaching	Teaching	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	98FB00	8	<input checked="" type="checkbox"/>
2	110	<input checked="" type="checkbox"/>	10	Workload	2	Homeroom	Homeroom	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	72CE16	0	<input checked="" type="checkbox"/>
3	120	<input checked="" type="checkbox"/>	10	Workload	6	Remediation	Remediation	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	7FE419	0	<input checked="" type="checkbox"/>
4	122	<input checked="" type="checkbox"/>	10	Workload	6	Tutorial	Tutorial	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2	000000	8BE82F	0	<input checked="" type="checkbox"/>
5	130	<input checked="" type="checkbox"/>	10	Workload	5	Supervision	Supervision	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	000000	98EA46	11	<input checked="" type="checkbox"/>

You can specify:

- If you want to **Use** the rule
- The **Display Sequence** in dropdown lists. The ones you plan to use most often should have the lowest number. Those with equal display sequences will be displayed in alpha order.
- The **Display Name** is what will be displayed on all drop down lists and print outs.
- The **Suggested Minutes** if different from the band minutes
- If you should **Deduct Teacher** pay when the teacher is absent.
- If you **Pay the Substitute** when the teacher is absent.
- If the task is **Moveable** to another day.
- If this task is **Teacher Managed**. That means that teachers can add/edit/delete these tasks if this option is activated.
- **Can be Band Assigned**. This means that these tasks can be assigned to an entire band at once.
- The **Text** colour.
- The **Background** colour. The colour combinations have been selected for the best contrast and good printing results. I suggest you keep the default colours. Each class is a shade of a specific colour that allows for easy visual identification on the screen.
- The **Red X** will allow you to delete this TASK for ALL the teachers (There is a warning popup screen first). The number beside it indicates the total number of this task assigned to all teachers.



You CANNOT change:

- The #
- The **Task ID**
- The **Type**
- The **Classification**
- The **Task Name**
- The **Code**. The Code can be changed on the task form, but should only be changed in rare instances.

Period 3 13:40 - 14:55	Select a Task (Leaving this blank will not save data)	Minutes	Description Room (Leave blank if same as task)	Code
<input checked="" type="checkbox"/> 1	-- Select Task --	75	optional room	0

Here is a completed teacher workload:

Delete Selected Tasks    100%    TRANSFER workload TO ▼

ID: 1370 / T:1	1   ABSENT	2   ABSENT	3   ABSENT	4   ABSENT	5   ABSENT	6   ABSENT	7   ABSENT	8   ABSENT	9   ABSENT	OTHER
Morning 7:25 - 7:35 10 min	C 200 Washroom [T:10 S:10] 10			Senior hall to new [T:10 S:10] 10		B and C 100 Washro [T:10 S:10] 10			C 200 Washroom [T:10 S:10] 10	Staff Meetings [T:108 S:] 108
Period 1 7:35 - 8:50 75 min	ART1P2-02.B217 [T:85 S:85] 75	Personal Work [T:72 S:] 72	Personal Work [T:75 S:] 75	ART1P2-02.B217 [T:85 S:85] 75	Personal Work [T:50 S:] 50	ART2P2-02.B217 [T:85 S:85] 75	Personal Work [T:50 S:] 50	Personal Work [T:75 S:] 75	ART2P2-02.B217 [T:85 S:85] 75	
Passing 7:50 - 8:52 2 min	Passing Time [T:87 S:85] 2	Passing Time [T:74 S:] 2	Passing Time [T:77 S:] 2	Passing Time [T:87 S:85] 2	Passing Time [T:52 S:] 2	Passing Time [T:87 S:85] 2	Passing Time [T:52 S:] 2	Passing Time [T:77 S:] 2	Passing Time [T:87 S:85] 2	
Period 2 8:52 - 10:07 75 min	ART2P3-05.B217 [T:162 S:160] 75	ARTSE1-60.B217 [T:149 S:75] 75	ART2P3-06.B217 [T:152 S:75] 75	ART2P2-01.B217 [T:162 S:160] 75	ART2P3-03.B217 [T:127 S:75] 75	Prep. Time [T:162 S:85] 75	Prep. Time [T:127 S:] 75	ARTSE1-60.B217 [T:152 S:75] 75	ART2P3-06.B217 [T:162 S:160] 75	
Recess 9:07 - 10:27 20 min	Recess N.A. [T:181 S:160] 19		B200 Hallway and s [T:172 S:95] 20	Recess N.A. [T:179 S:160] 17	Recess N.A. [T:147 S:75] 20	Recess N.A. [T:182 S:85] 20	Recess N.A. [T:147 S:] 20	Recess N.A. [T:172 S:75] 20	Recess N.A. [T:182 S:160] 20	
Passing 10:27 - 10:29 2 min		Passing Time [T:151 S:75] 2	Passing Time [T:174 S:95] 2	Passing Time [T:181 S:160] 2	Passing Time [T:149 S:75] 2	Passing Time [T:184 S:85] 2	Passing Time [T:149 S:] 2	Passing Time [T:174 S:75] 2	Passing Time [T:184 S:160] 2	
Period 3 10:29 - 11:44 75 min	Pres. Emrg. Sub [T:256 S:235] 75	ART2P3-03.B217 [T:226 S:160] 75	Prep. Time [T:249 S:95] 75	ART2P3-05.B217 [T:256 S:235] 75	ARTSE1-60.B217 [T:224 S:150] 75	ART2P3-06.B217 [T:259 S:160] 75	ART2P3-05.B217 [T:224 S:75] 75	ART2P3-03.B217 [T:249 S:150] 75	ART2P2-01.B217 [T:259 S:235] 75	
Lunch 11:44 - 12:34 50 min	Remediation [T:308 S:235] 50	Presence [T:276 S:200] 50	Remediation [T:299 S:95] 50	Presence [T:306 S:285] 50	Presence [T:274 S:200] 50	Remediation [T:309 S:160] 50	Presence [T:274 S:125] 50	Lunch Detention [T:279 S:180] 30	Lunch Detention [T:289 S:265] 30	
Passing 12:34 - 12:37 3 min	Passing Time [T:309 S:235] 3	Passing Time [T:279 S:200] 3	Presence [T:302 S:98] 3	Passing Time [T:309 S:285] 3	Passing Time [T:277 S:200] 3	Presence [T:312 S:163] 3	Passing Time [T:277 S:125] 3	Passing Time [T:282 S:180] 3	Presence [T:292 S:268] 3	
Period 4 12:37 - 1:52 75 min	ART2P6-10.B217 [T:384 S:310] 75	ART2P6-10.B217 [T:354 S:275] 75	Prep. Time [T:361 S:98] 59	ART2P6-10.B217 [T:384 S:360] 75	ART2P6-10.B217 [T:352 S:275] 75	Personal Work [T:382 S:163] 70	ART2P6-10.B217 [T:352 S:200] 75	ART2P6-10.B217 [T:357 S:255] 75	Personal Work [T:316 S:268] 24	
After School 1:52 - 2:02 10 min										
Retention 2:00 - 2:30 30 min		After school deten [T:384 S:305] 30			After school deten [T:382 S:305] 30		After school deten [T:382 S:230] 30			
	Teacher 384	384	377	384	382	382	382	357	311	108
	T. Deduct 384	384	377	384	382	382	382	357	311	
	Sub 310	305	99	360	305	163	230	255	261	

Sub is paid

100%	Total Required	2013-10-19 08:38   Grand Total =3456 min/57.6 hr
Workload	2160	
Other Tasks	756	
Personal Work	540	
Totals	3456	3456

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The RED outlined item are the band numbers. Clicking in the ORANGE outlined cells will bring up the band completion form. The BLUE shows more than 1 task per cell. The GREY displays tasks that are assigned per cycle.

Click on any cell in the ORANGE to bring up the BAND task assignment form:

Only a to z, A to Z, 0 to 9, hyphen and space are allowed.  
A Maximum of 999 minutes is allowed per task

BAND Update ALL: Period 3 13:40 - 14:55 tasks				
	Select a Task <small>(Leaving this blank will not save data)</small>	Minutes	Description <small>(Leave blank if same as task)</small>	Sub-Cell # Overwrite
Period 3 13:40 - 14:55	-- Select Task --	75	optional	1 <input type="checkbox"/>
				1 <input type="checkbox"/>
				2 <input type="checkbox"/>
				3 <input type="checkbox"/>

Only Add if Day-Period BEFORE is:     Empty     Busy     Ignore  
 Only Add if Day-Period AFTER is:     Empty     Busy     Ignore

BULK Update (WARNING - This will update to ALL staff)

Only empty cell will be filled, UNLESS Overwrite is check. Checking BULK will affect ALL the staff. Once performed this CANNOT be undone. You can also select which one of the sub-cells to overwrite. You CANNOT assign supervisions with this option.

Only those tasks that where **Can be Band Assigned** was checked off in the Settings page will be listed

**BAND Update ALL: Homeroom**  
11:00 - 11:05 tasks

Select a Task		Minutes	Description	Sub-Cell #	Overwrite
(Leaving this blank will not save data)			(Leave blank if same as task)		
Homeroom 11:00 - 11:05	-- Select Task --	5	optional	1	<input type="checkbox"/>

Submit    Reset

BEFORE is:  Empty  Busy  Ignore  
 AFTER is:  Empty  Busy  Ignore  
 MORNING - This will update to ALL staff)

Click on any cell in days 1 to 9 or Other will bring up a task assignment window.

ID:1905 / T:1	1   ABSENT	2   ABSENT	3   ABSENT	4   ABSENT	5   ABSENT	6   ABSENT	7   ABSENT	8   ABSENT	9   ABSENT	OTHER
Before School 09:25 - 09:40 15 min										
Passing 09:40 - 09:55 5 min										
Period 1 09:45 - 11:00 75 min	Personal Work (T:75 S:15) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75	Teaching (T:75 S:75) 75
Homeroom 11:00 - 11:05 5 min		Upstairs (T:80 S:80) 5	Prep. Time (T:80 S:75) 5	Upstairs (T:80 S:80) 5						
Recess AM 11:05 - 11:20 15 min	Supervision (T:90 S:15) 15	Supervision (T:95 S:95) 15	Supervision (T:95 S:90) 15	Supervision (T:95 S:95) 15	Supervision (T:90 S:90) 15	Supervision (T:90 S:90) 15	Supervision (T:90 S:90) 15	Supervision (T:90 S:90) 15	Supervision (T:90 S:90) 15	Supervision (T:90 S:90) 15
Passing 11:20 - 11:25 5 min	Passing Time (T:95 S:20) 5	Passing Time (T:100 S:100) 5	Passing Time (T:100 S:95) 5	Passing Time (T:100 S:100) 5	Passing Time (T:95 S:95) 5	Passing Time (T:95 S:95) 5	Passing Time (T:95 S:95) 5	Passing Time (T:95 S:95) 5	Passing Time (T:95 S:95) 5	Passing Time (T:95 S:95) 5
Period 2 11:25 - 12:40 75 min	Personal Work (T:170 S:20) 75	Personal Work (T:175 S:100) 75	Personal Work (T:175 S:95) 75	Personal Work (T:175 S:100) 75	Personal Work (T:170 S:95) 75	Personal Work (T:170 S:95) 75	Personal Work (T:170 S:95) 75	Personal Work (T:170 S:95) 75	Personal Work (T:170 S:95) 75	Personal Work (T:170 S:95) 75
Lunch 12:40 - 13:35 55 min										
Passing 13:35 - 13:40 5 min										
Period 3 13:40 - 14:55 75 min										
Recess PM 14:55 - 15:10 15 min										
Passing 15:10 - 15:15 5 min										
Period 4 15:15 - 16:30 75 min										
After School 16:30 - 17:00 30 min										
Teacher	170	175	175	175	175	170	170	170	170	170
T. Deduct	170	175	175	175	175	170	170	170	170	170
Sub	20	100	95	95	100	95	95	95	95	95

Sub is paid    Moveable

This is the task assignment window:

Only *a to z, A to Z, 0 to 9, hyphen and space* are allowed.  
 A Maximum of **999** minutes is allowed per task

B: 5 D: 6				
Recess	Select a Task <small>(Leaving this blank will not save data)</small>	Minutes	Description Room <small>(Leave blank if same as task)</small>	Code
10:07 - 10:27	1 -- Select Task --	20	optional room --Supervision--	0
	2 -- Select Task --	20	optional room	0
	3 -- Select Task --	20	optional room	0

BULK Update (WARNING - This will update to ALL staff)

Submit Reset

Select the appropriate task (you can select up to 3 tasks per cell). The minutes are suggested using the number of minutes in that band. This can be changed.

Only *a to z, A to Z, 0 to 9, hyphen and space* are allowed.  
 A Maximum of **999** minutes is allowed per task

B: 10 D: 3				
Period 4	Select a Task <small>(Leaving this blank will not save data)</small>	Minutes	Description Room <small>(Leave blank if same as task)</small>	Code
12:37 - 1:52	1 Prep. Time	59	optional room	0
	2 Personal Work	16	optional room	0
	3 -- Select Task --	75	optional room	0

- Select Task --
- Teaching
- Duty
- Reflection Room
- Supervision
- Remediation
- Tutorial
- Resource
- Prep. Time
- Recess N.A.
- Teacher Council 108 sug. min
- Other Tasks
- Passing Time
- Pres. Emrg. Sub
- Presence
- Personal Work
- Staff Meetings 108 sug. min
- Gvrng. Brd. 108 sug. min
- Spec Nds Com 216 sug. min
- ECA

his will update to ALL staff)

Reset

The available tasks use the colours chosen in the Rules.



If the Supervision Module is active, and Supervision posts have been added, the supervision list will display the posts. It also displays teachers already assigned. It also displays the number of non-moveable and movable minutes already assigned that day to the teacher(s) listed. You can assign more than 1 teacher to a post. When assigning supervisions it is NOT necessary to select Supervision as a task.

Only *a to z,A to Z,0 to 9, hyphen and space* are allowed.  
A Maximum of **999** minutes is allowed per task

B: 8 D: 8					
Lunch 11:44 - 12:34	Select a Task (Leaving this blank will not save data)	Minutes	Description Room (Leave blank if same as task)		Code
	Supervision	30	optional	room	0
	-- Select Task --	50	Lunch Detention DIAK [282/357] --Supervision-- B100 TSOI [350/360] B200 Hall SACL [300/377] Bus Parking & Breezeway C100 Music area PANK [352/372] C200 washroom area LENV [309/309] CAF Entrnc/ S6 staircase LIAT [299/374] Gamesroom POMD [302/377] Gym JONK [384/384] Library WALC [352/384] Lunch Detention DIAK [282/357] Outdoors Hockey Rink MCFK [289/289] Weightroom		
	-- Select Task --	50			

BULK Update (WARNING - This will update to ALL staff)

Submit

The supervision option will only appear in bands that have supervision enabled:

Only *a to z,A to Z,0 to 9, hyphen and space* are allowed.  
A Maximum of **999** minutes is allowed per task

B: 10 D: 1					
Period 3 13:40 - 14:55	Select a Task (Leaving this blank will not save data)	Minutes	Description Room (Leave blank if same as task)		Code
	-- Select Task --	75	optional	room	0
	-- Select Task --	75	optional	room	0
	-- Select Task --	75	optional	room	0

BULK Update (WARNING - This will update to ALL staff)

Submit Reset

TRANSFER workload TO (100%)

You can transfer complete workloads from one teacher to another, provided the receiving teacher has no tasks assigned.

Deleting specific tasks from one teachers workload

[Settings: [Workload] / [Form]]
TRANSFER workload TO [Settings: [Workload] / [Form]]

ID:1594 / T:1	1   ABSENT	2   ABSENT	3   ABSENT	4   ABSENT	5   ABSENT	6   ABSENT	7   ABSENT	8   ABSENT	9   ABSENT	OTHER
Morning 07:30 - 07:40	Lower Circle [T:10 S:10]	Lower Circle [T:10 S:10]	Lower Circle [T:10 S:10]	Lower Circle [T:10 S:10]	Lower Circle [T:10 S:10]				Recess N.A. [T:3 S:]	STAFF MTG [T:108 S:]
	10	10	10	10	10				3	108

Just check off the task types you want to delete from that teacher and click Submit.

### Delete Some Tasks

**Select the Tasks you want to delete**

Teaching

Remediation

Supervision

Prep/Presence

Recess N.A.

Passing Time

STAFF MTG

Personal Work

The totals are updated each time you update a task.

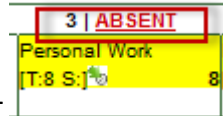
Teacher	384	384	377	384	382	382	382	357	316	108
T. Deduct	384	384	377	384	382	382	382	357	316	
Sub	310	305	38	360	305	163	230	255	268	

Sub is paid

100%	Total	Required
Workload	2160	2160
Other Tasks	756	756
Personal Work	540	540
Totals	3456	3456

2013-10-19 08:38 | Grand Total =3456 min/57.6 hr

Signature: \_\_\_\_\_



Clicking on the ABSENT link will display this form:

		3		Deduct	Pay Sub
1	Morning 08:25 - 08:40 15 min	Personal Work [T:8 S:] 8			
2	Passing 08:40 - 08:45 5 min	Passing Time [T:13 S:] 5			
3	Period 1 08:45 - 10:00 75 min	GHC130-01:B110 [T:88 S:75] 75	75 <input checked="" type="checkbox"/>	75 <input checked="" type="checkbox"/>	
4	Passing 10:00 - 10:10 10 min	Passing Time [T:98 S:75] 10			
5	Period 2 10:10 - 11:25 75 min	MAT310-21:A105 [T:173 S:150] 75	75 <input checked="" type="checkbox"/>	75 <input checked="" type="checkbox"/>	
6	Recess 11:25 - 11:45 20 min	Recess N.A. [T:193 S:150] 20			
7	Passing 11:45 - 11:50 5 min	Passing Time [T:198 S:150] 5			
8	Period 3 11:50 - 13:05 75 min	ERC404-03:A141 [T:273 S:225] 75	75 <input checked="" type="checkbox"/>	75 <input checked="" type="checkbox"/>	
9	Lunch 1 13:05 - 13:30 25 min				
10	Detention 13:30 - 13:55 25 min				
11	Lunch 2 13:30 - 13:55 25 min				
12	Passing 13:55 - 14:00 5 min	Passing Time [T:278 S:225] 5			
13	Period 4 14:00 - 15:15 75 min	ERC404-08:A141 [T:353 S:300] 75	75 <input checked="" type="checkbox"/>	75 <input checked="" type="checkbox"/>	
14	After School 15:15 - 15:30 15 min				
15	Detention 15:30 - 16:00 30 min				
Teacher		353			
T. Deduct		300	300		
Sub		300		300	

[Print](#)

You can select the bands during which the teacher is absent and the substitute present. The minutes will be recalculated after each change.

**Some suggestions:**

1. Adjust the Settings, Bands and Rules to your school's needs.
2. Add the Supervision Posts if your school is using that module.
3. Add the teaching periods (import from GPI if possible).
4. Add the supervisions and other assigned tasks.
5. Add minutes allocated for meetings, counsels and committees using the **OTHER** section.
6. Print and distribute the resulting workloads to the teachers and ask them to return their completed workload to you. Or allow teachers to manage this using the website.
7. Verify and complete the workloads.

**Reports**

This is the screen you see when you enter the Workload Module.

[Dashboard](#) | [Reports/Export](#) | [Settings](#)

(Works best using Firefox)

**Select a Teacher**

N	Teacher	Min/Total (%)	Excel	Last Updated
1		2316/2316 (100)	<a href="#">xlsx</a>	2013-10-18 14:41:26
2		2592/2592 (100)	<a href="#">xlsx</a>	2013-10-18 14:44:06
3		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 08:22:14
4		2618/2592 (101)	<a href="#">xlsx</a>	2013-10-12 10:34:09
5		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-16 13:01:24
6		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 12:31:06
7		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 13:06:32
8		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-18 15:36:07
9		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 13:13:53
10		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 00:00:00
11		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-17 11:11:29
12		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 08:03:13
13		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 08:10:23
14		2316/2316 (100)	<a href="#">xlsx</a>	2013-10-17 13:17:08
15		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 12:56:41
16		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 08:31:10
17		3207/2316 (138.5)	<a href="#">xlsx</a>	2013-10-12 10:39:52
18		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 08:38:24
19		3456/3456 (100%)	<a href="#">xlsx</a>	2013-10-18 09:53:14
20		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 11:20:46
21		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 09:03:03
22		1728/1728 (100)	<a href="#">xlsx</a>	2013-10-12 12:51:50
23		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-16 10:53:28
24		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 09:34:41
25		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 09:43:31
26		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-17 17:35:03
27		3456/3456 (100%)	<a href="#">xlsx</a>	2013-10-18 13:50:25
28		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-15 11:38:21
29		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-16 12:56:04
30		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-18 12:58:34
31		3456/3456 (100%)	<a href="#">xlsx</a>	2013-10-18 13:06:00
32		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 09:12:12
33		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-18 10:44:45
34		3456/3456 (100)	<a href="#">xlsx</a>	2013-10-12 12:00:36
		<b>32 at 100%</b>	<b>2 over 100%</b>	

This a list of the Active teachers with a workload greaten than 0%. Clicking on a teacher’s name will display their worload in a new window.

Click the Reports/Export link to see the available Reports:

REPORTS: [Teacher Grid](#) | [Daily Minutes](#) | [Admin](#)

Excel: [Summary](#) | Workloads (1): [Set 1](#) [Set 2](#)  
 Batch Print Teachers: [Set 1](#) [Set 2](#) [Set 3](#) [Set 4](#)

This the **Teacher Grid**:

Template	1	2	3	4	5	6	7	8	9	OTHER
Morning 7:25 - 7:35 10 min										
Period 1 7:35 - 8:50 75 min	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Jim George SCJPF-02-8214 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)	Blank L END:PP-09-8223 (7%)
	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	ALYANQ Bahgat SCJPF-01-8229 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)
	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	Blank L END:PP-09-8223 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)
	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	Calaine Akwei WAT:PP-02-8219 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)	DIMACACOS, Geor WAT:PP-02-8217 (7%)
	DIMACACOS, Geor SCJPF-02-8214 (7%)	PITZMORRIS, Ju SCJPF-01-8224 (7%)	COTE, Marie-Ju PRE:PP-05-C111 (7%)	DIMACACOS, Geor SCJPF-02-8214 (7%)	PITZMORRIS, Ju SCJPF-01-8224 (7%)	SURDIS, Olive SCJPF-05-C111 (7%)	PITZMORRIS, Ju SCJPF-01-8224 (7%)	PITZMORRIS, Ju SCJPF-01-8224 (7%)	PITZMORRIS, Ju SCJPF-01-8224 (7%)	SURDIS, Olive WAT:PP-02-C111 (7%)
	PITZMORRIS, Ju SCJPF-07-8214 (7%)	JYAL, Yash SCJPF-15-G104 (7%)	SURDIS, Olive PRE:PP-05-C111 (7%)	PITZMORRIS, Ju SCJPF-07-8214 (7%)	JYAL, Yash SCJPF-15-G104 (7%)	PITZMORRIS, Ju SCJPF-02-8214 (7%)	JYAL, Yash SCJPF-15-G104 (7%)	JYAL, Yash SCJPF-15-G104 (7%)	PITZMORRIS, Ju SCJPF-02-8214 (7%)	PITZMORRIS, Ju SCJPF-02-8214 (7%)

You can select what you want to see.

These are the **Daily Minutes** assigned per teacher:

Name	1	2	3	4	5	6	7	8	9
Blank L	225	302	377	221	302	128	205	279	205
DIMACACOS, Geor	302	302	299	302	302	99	301	302	302
DIMACACOS, Geor	352	377	377	377	377	377	387	367	377
DIMACACOS, Geor	100	312	287	162	387	287	87	277	287
DIMACACOS, Geor	327	325	309	327	173	327	384	327	309
DIMACACOS, Geor	384	384	377	384	382	382	382	357	318
DIMACACOS, Georae	152	75	77	152	75	77	152	75	77

Notice the days that exceed the daily maximum are highlighted in yellow. The daily maximum is calculated by the total minutes required for one complete cycle divided by the number of days in one complete cycle.

The **Excel Summary** generates an Excel spreadsheet with the totals for each teacher.

Teacher	%	Total	Teaching	Homeroom	Remedial	Tutorial	Supervisory	Duty	Reflection	Resource	Other Task	Prep. Time	Accept	Recess N/A	Teacher Cg	Passing Tr	Presence	Pres. Emerg	Personal	W/Staff Meet	Yrly Ovrng	Brd/Spec Nds	CECA	Presence
Blank L	67	2316	1200		127		120					456					51		290	72				
DIMACACOS, Geor	75	2592	1350		140		190					281		100		49	135		324	81				
DIMACACOS, Geor	100	3456	1800		150		210					490		60		123		75	432	108				

The **Excel workload Sets** create Excel spreadsheets with 20 teachers, one teacher per tab.

**Batch Print Teachers** produces a WEB page with the workloads of 10 teachers. These can be printed using print to fit and landscape mode. There is a page break between each schedule, but this only seems to work in Firefox and Chrome.