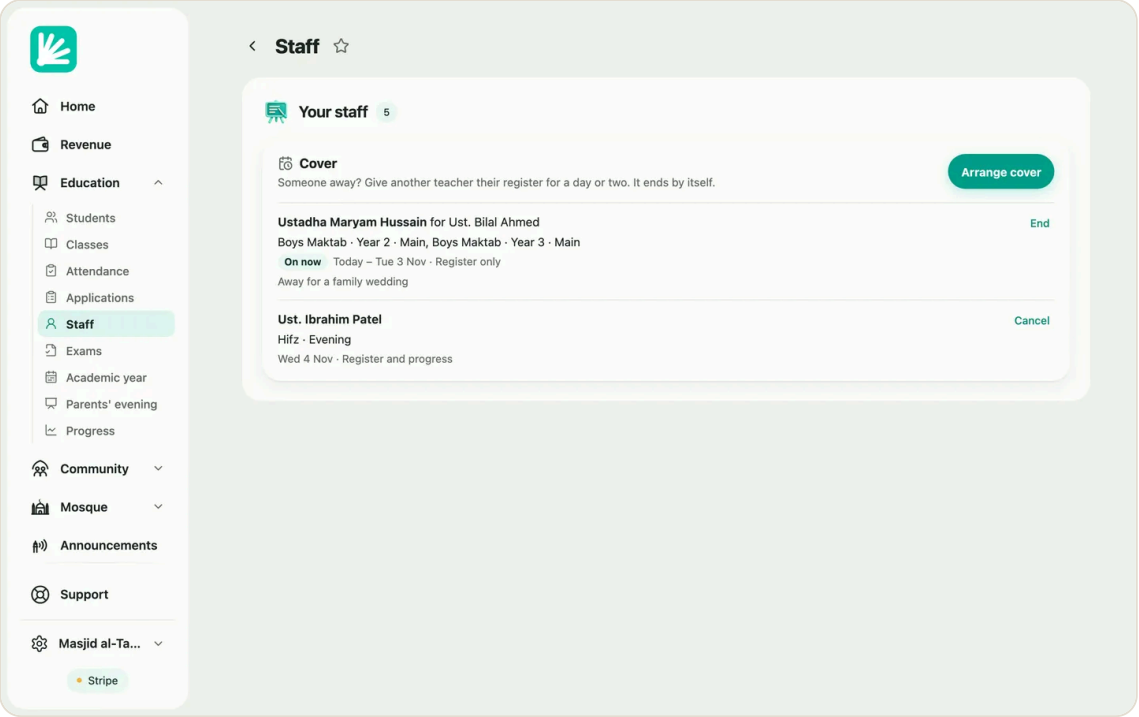
Arrange cover when a teacher is away

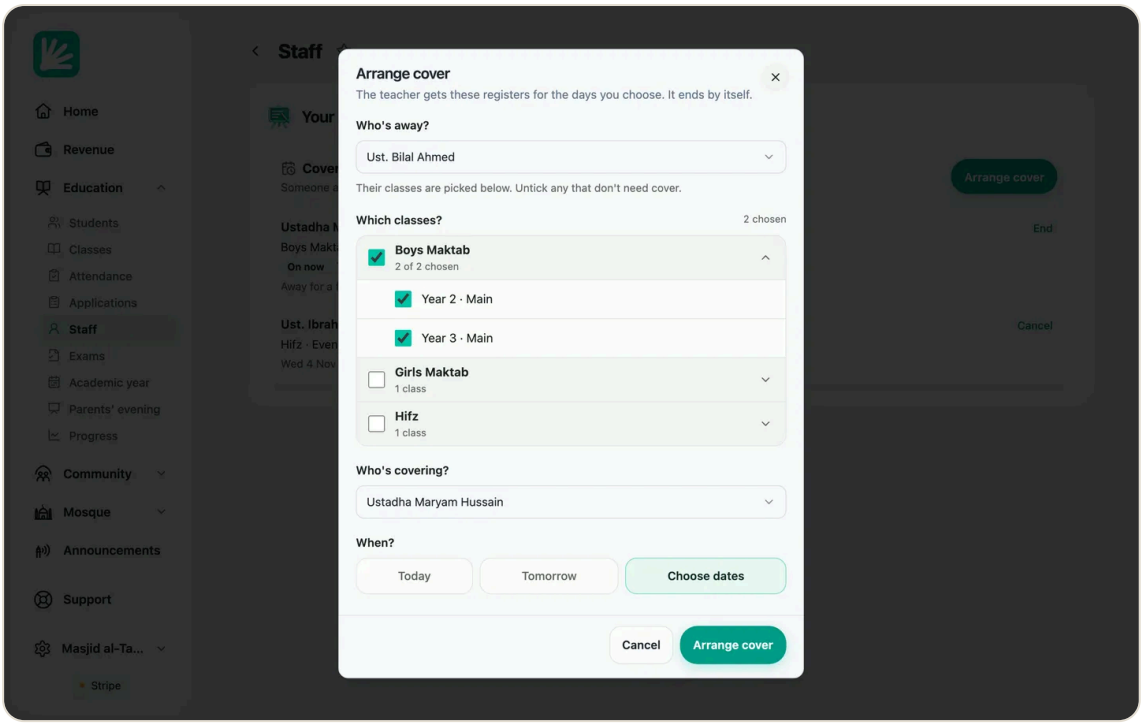
When a teacher is off, another teacher can take their registers for a day or two. You don't need to add them to the class and remember to take them off afterwards. Arrange cover once and it ends by itself.

Admins and head teachers can arrange cover.



Arrange cover

1. Go to **Education → Staff**. Under your staff, find the **Cover** card and choose `Arrange cover`.
2. **Who's away?** Choose the teacher who's off. Their classes are ticked for you. Untick any that don't need cover. You can also choose **Don't say (pick classes below)** and tick classes yourself.
3. **Which classes?** Open a programme to see its classes, and tick the ones the cover teacher will take.
4. **Who's covering?** Choose the teacher taking the classes.
5. **When?** Choose **Today**, **Tomorrow** or **Choose dates**. Cover can last up to three months.
6. Leave **Can also record progress** off if they only need to take the register. Switch it on if they should also record progress for these classes.
7. Add a **Note** if you like, then choose `Arrange cover`.



What the cover teacher sees

As soon as you arrange cover, the cover teacher gets a notification on their phone (in the Labbaik app, or the web app if they've turned notifications on), saying which classes and when. On the morning the cover starts, they get a reminder too. They get another if you end or cancel it.

From the first day of the cover, the class appears in the cover teacher's app. On **Home**, under **Today**, its line starts with **Cover** and names the class's own teacher. They tap `Take register` and take it as usual. See Take a register.

With **Can also record progress** off, the class doesn't appear in their Progress or Students lists. When the cover ends, the class leaves their app.

> ⚠ **The cover teacher needs to be on the app**
>
> If the teacher you choose hasn't joined the app yet, the pop-up says so. They can't take the register until they sign in. Invite them from their staff card first. See Add staff.

End or cancel cover early

The **Cover** card lists every cover that's on now or coming up.

- **End** stops a cover that's on now. The teacher loses the class straight away.
- **Cancel** removes a cover that hasn't started yet.

> ⓘ **Note**
>
> End a cover from the **Cover** card, not from the class's own settings. Removing the teacher from the class there won't stick while the cover is still running.

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