



# September Returns File Generation

**Version 2**

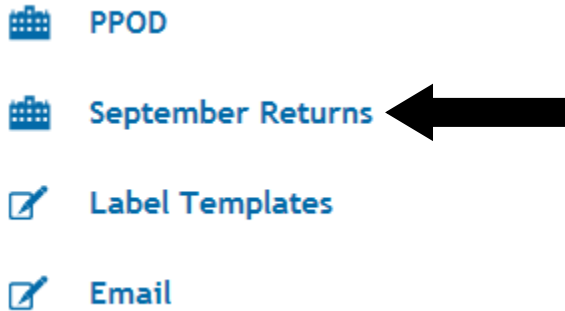


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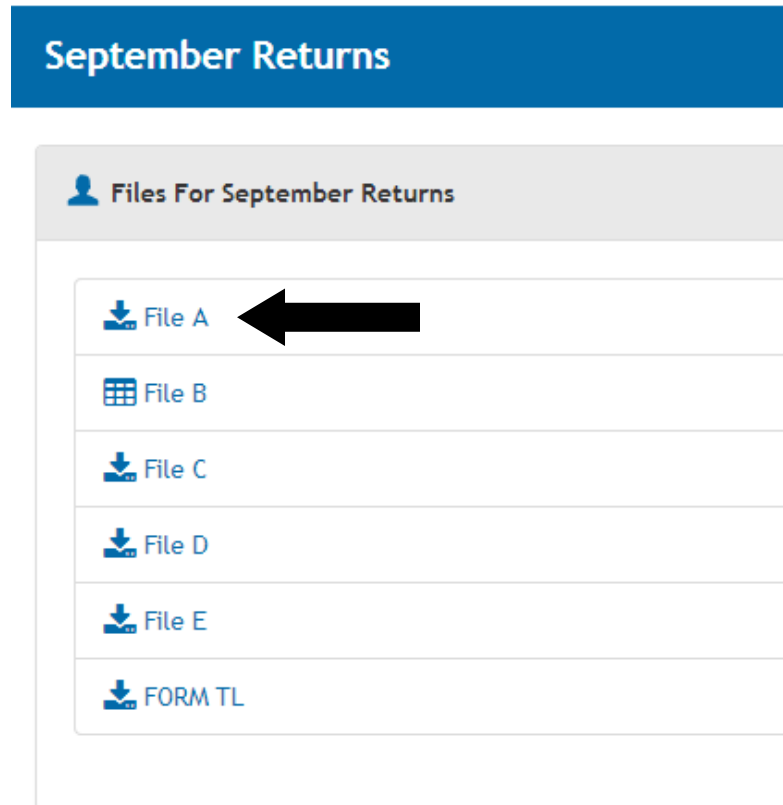
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## Generate File A (School Details)

1) In VSware, visit Settings > September Returns.



2) Click on File A to generate the file. Your internet browser will download the file. Save it in a convenient location.



## Generate File B (Teacher Data)

- 1) In VSware, visit Settings > September Returns.
- 2) Click on File B. You will be redirected to a page with all teacher data listed in rows.
- 3) Edit teacher data as required. Ensure NO red cells exist. A red cell represents a validation error such as missing data or incorrect PPS format etc. There is no save button, changes are saved automatically.
- 4) If you do not want to return a certain teacher in the returns, please set the last column 'Include' to No.

September Returns File B												
Tch. Ref. No.	Tch. Forename	Tch. Surname	Gender	Qual. 1	Qual. 2	Qual. 3	Qual. 4	PPS	Payroll No.	Post	Capacity	Jobsharer
164	Marie	Baker	Female	B.A.				A123456	987654321Z	Vice - Principal	Temporary	No
116	Ann	Barry	Female	B.A.				A123456	987654321Z	Grade A	Part-Time	No

- 5) TIP: Click on the '+' symbol to expand the grid to full screen. Click 'ESC' on your keyboard to exit full screen editing mode.



- 3) When complete, scroll down to the bottom and click 'Download File B'. Your internet browser will download the file. Save it in a convenient location.

[Download File B](#)

- 6) Please see instructions below on how to remove a teacher from the September Returns.

## Generate File C (Timetabled Class Contact)

- 1) File C returns the timetabled class contact data for each teacher.
- 2) To review what will be returned, visit a teacher's timetable in VSware and select their Timetable tab to view load details.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00		German 36 6G 09:00 - 09:40	French 36 4A 09:00 - 09:40	French 10 5C 09:00 - 09:40	French 36 4A 09:00 - 09:35

- 3) To edit the timetable data such as programme year and subject, visit Timetable > Teaching Groups and edit data by clicking a cell. Click Save when complete.

Name	Year	Level	Subject	Main Teacher	Medium	Exam	Active
1C History 512	1st Year (JC)	A	History	D. McDermott	English	Y	Y
1A History	1st Year (JC)	A	Materials Technology (Wood)	P. Dowling	English	Y	Y
11st Opt 1 Technical Graphics 311	1st Year (JC)	A	Technical Graphics	E. Delaney	English	Y	Y
11st Opt 2 Metalwork 318	1st Year (JC)	A	Metalwork	E. Delaney	English	Y	Y

## Generate File D (Non-Contact Class Data)

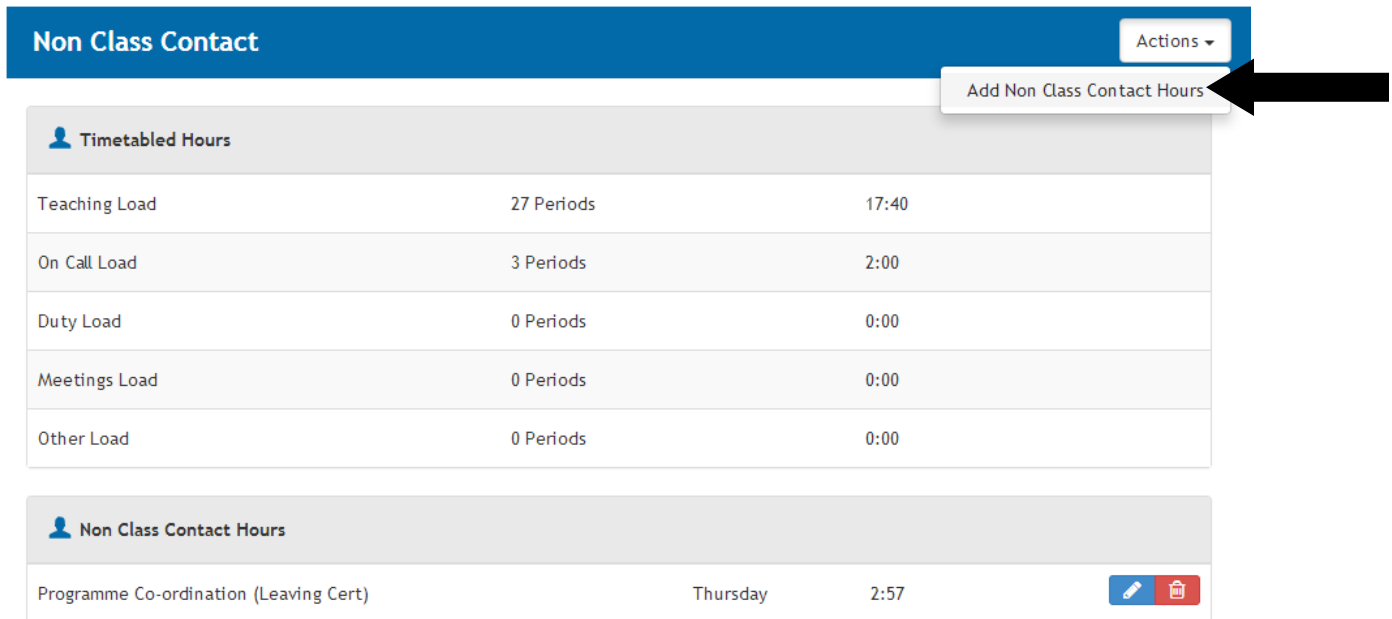
- 1) In VSware visit a teachers profile and click 'Non Class Contact' tab down the left hand side.

 **Timetable**

 **Non Class Contact** 

 **Cover**

2) To add non-class contact hours, click Actions > Add Non Class Hours.



Timetabled Hours		
Teaching Load	27 Periods	17:40
On Call Load	3 Periods	2:00
Duty Load	0 Periods	0:00
Meetings Load	0 Periods	0:00
Other Load	0 Periods	0:00

Non Class Contact Hours		
Programme Co-ordination (Leaving Cert)	Thursday	2:57

3) Complete the popup form as required, and click Save. Repeat for all required non-class contact hours. The non-class contact activities include:

- Home School Liaison
- Guidance & Counselling
- Remedial
- Programme Co-ordination
- Other Activity
- Timetabled house in other schools

### Add Non Class Contact Hours ✕

Activity	Hours
<input type="text" value="Home School Liaison"/>	<input type="text" value="0"/>
Day Of Week	Minutes
<input type="text" value="Monday"/>	<input type="text" value="0"/>

- 4) When complete for all teachers, visit Settings > September Returns.
- 5) Click on File D. Your internet browser will download the file. Save it in a convenient location.

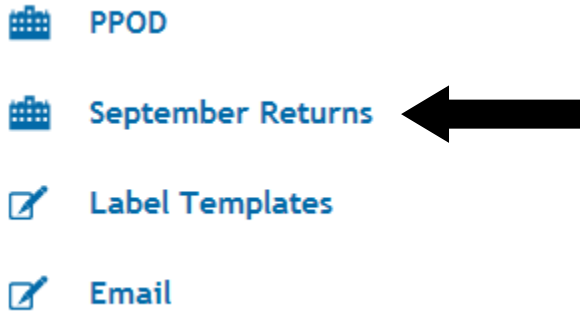
## September Returns

Files For September Returns

- File A
- File B
- File C
- File D
- File E
- FORM TL

## Generate File E (Timetable Period Details)

1) In VSware, visit Settings > September Returns.



2) Click on File E to generate the file. Your internet browser will download the file. Save it in a convenient location.

