



MyEducationBC

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# Assigning TOCs

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September 5, 2014 v1.0

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## Version History

Version	Date	Description
v1.0	2014-09-05	Initial Document

## Confidentiality

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# Assigning a TOC/Substitute Teacher

## How to assign a TOC

From the **Attendance** top tab, select the **Staff Roster** side tab:

The screenshot shows the 'Mount Baker Secondary 2014-2015' interface. At the top, there is a navigation bar with tabs: Pages, School, Student, Staff, Attendance (highlighted with a red circle), Conduct, Grades, Assessment, and Sc. Below this is a sub-navigation bar with Options, Reports, and Help. The main content area is titled 'Staff Roster'. On the left, a sidebar contains various menu items: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Trends, Class History, Staff Roster (highlighted with a red circle), Staff History, and Staff Covers. The main area displays a table of staff members with columns for Local identifier, Name, and Department. A 'Save' button is visible at the top left of the table area.

Local identifier	Name	De
656155	Atkinson, Dorothy	
640787	Baitman, Carrie	
640809	Berkshire, Janet	
640811	Bitwell, Kylie	
640812	Blenkinsop, Christie	
640813	Brown, Nancy	
640814	Buckingham, Michelle	
640815	Buckminster, Janice	
640816	Bueller, Danica	
640817	Bueller, Ernest	

Choose the teacher you wish to assign a TOC for, by clicking the **TOC** button opposite their name:


NOTE: This list of staff is a full list of ALL staff marked as *Active* in your school; not just teachers.

This screenshot shows the 'Staff Roster' interface with more columns visible: Local identifier, Name, Department, Attendance, and Code. The 'Attendance' column shows 'Present' for all staff. The 'Code' column contains 'TOC' buttons for each staff member. A red arrow points to the 'TOC' button for the teacher 'Bitwell, Kylie'. The interface also shows a search filter for '1:Atkinson, Dorothy', '92 records', and an 'Attendance for:' dropdown set to '27/08/2014'. A 'Save' button is located at the bottom left.

Local identifier	Name	Department	Attendance	Code
656155	Atkinson, Dorothy		Present	TOC P
640787	Baitman, Carrie		Present	TOC P
640809	Berkshire, Janet		Present	TOC P
640811	Bitwell, Kylie		Present	TOC P
640812	Blenkinsop, Christie		Present	TOC P
640813	Brown, Nancy		Present	TOC P
640814	Buckingham, Michelle		Present	TOC P
640815	Buckminster, Janice		Present	TOC P
640816	Bueller, Danica		Present	TOC P
640817	Bueller, Ernest		Present	TOC P


This will bring up the TOC Assignment window:

If you require a full day replacement, click the magnifying glass beside the Daily Replacement field:

Name	Bitwell, Kylie	
Date	27/08/2014	 <a href="#">Multiple Dates &gt;&gt;</a>
Code	TOC	

### Coverage

Daily Replacement	<input type="text"/> 
Gradebook Access?	<input type="checkbox"/>
Period Replacement?	<input type="checkbox"/>

OK Cancel

This will bring up a list of staff in your district who have a Staff Type of TOC, and have access to work in your school:

Selection based on	Teacher on Call
Free staff only	<input checked="" type="checkbox"/>


Name	Type
<input checked="" type="radio"/> Johnston, Tom	TOC
<input type="radio"/> Jones, Bob	TOC
<input type="radio"/> Smith, Michael	TOC

OK Cancel

If you change the **Selection Based on** value from **Teacher on Call**, you can instead choose to replace your teacher based on available staff in your school.




Click the radio button beside the name of the staff member that you wish to assign as a Teacher on Call for your staff member, and click **OK**

Here you can grant access to the Gradebook for your teacher. If you do not grant Gradebook access, the TOC will be able to view the roster and take attendance, but not see the Gradebook:

<b>Name</b>	Bitwell, Kylie
<b>Date</b>	27/08/2014  <a href="#">Multiple Dates &gt;&gt;</a>
<b>Code</b>	TOC


  

**Coverage**

<b>Daily Replacement</b>	Johnston, Tom  
<b>Gradebook Access?</b>	<input checked="" type="checkbox"/> 
<b>Period Replacement?</b>	<input type="checkbox"/>



When you are finished, click the **OK** button, and your TOC has been assigned.

MyEducation BC also allows you to assign a TOC for individual periods in your day, in the event that you only need a replacement for partial day. Click the Period Replacement checkbox to bring up that teacher's schedule for the day:

<b>Name</b>	Bitwell, Kylie
<b>Date</b>	27/08/2014  <a href="#">Multiple Dates &gt;&gt;</a>
<b>Code</b>	TOC

**Coverage**

<b>Daily Replacement</b>	<input type="text"/> 
<b>Gradebook Access?</b>	<input type="checkbox"/>
<b>Period Replacement?</b>	<input type="checkbox"/> 

This will bring up the schedule for that teacher, and allow you choose which classes you wish to replace with a TOC:

<b>Name</b>	Bitwell, Kylie				
<b>Date</b>	<input type="text" value="27/08/2014"/>		<a href="#">Multiple Dates &gt;&gt;</a>		
<b>Code</b>	TOC				
<b>Coverage</b>					
<b>Daily Replacement</b>	<input type="text"/>				
<b>Gradebook Access?</b>	<input type="checkbox"/>				
<b>Period Replacement?</b>	<input checked="" type="checkbox"/>				
Period	Course	Description	Require	Replacement	Gradebook
1	MAWM-10-01	APPRENTICESHIP AND WORKPLACE MATH 10	<input checked="" type="checkbox"/>		<input type="checkbox"/>
2	MFMP-10-02	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	<input type="checkbox"/>		<input type="checkbox"/>
3	MPREC11-02	PRE-CALCULUS 11	<input type="checkbox"/>		<input type="checkbox"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>					

Click the magnifying glass for the list of TOCs available, and you can also allow Gradebook access for each course that will be replaced.

Click the **OK** button when you are finished and return to the main staff list. Click the **Save** button to complete the assignment.