

Assigning TOCs

September 5, 2014 v1.0







Version History

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

Confidentiality

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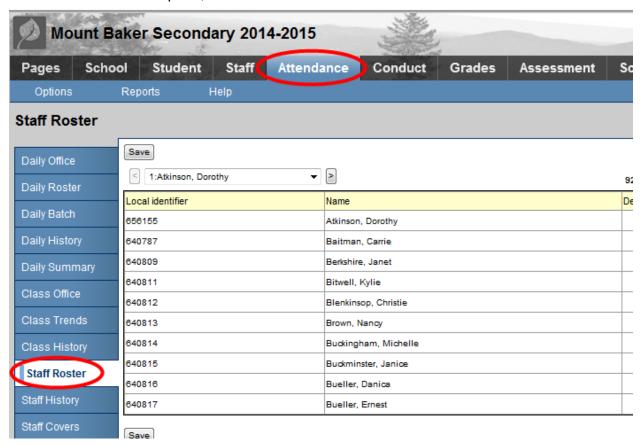




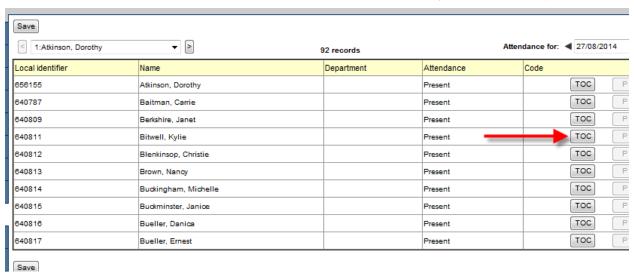
Assigning a TOC/Substitute Teacher

How to assign a TOC

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



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.





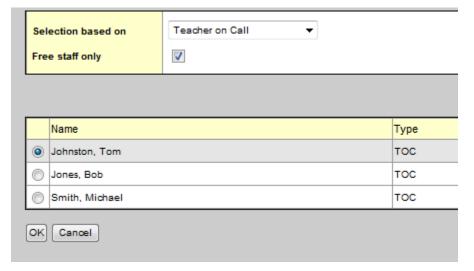


This will bring up the TOC Assignment window:

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

Name	Bitwell, Kylie
Date	27/08/2014 Multiple Dates >>
Code	тос
Coverage	
Daily Replacement	
Gradebook Access?	
Period Replacement?	
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:



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:

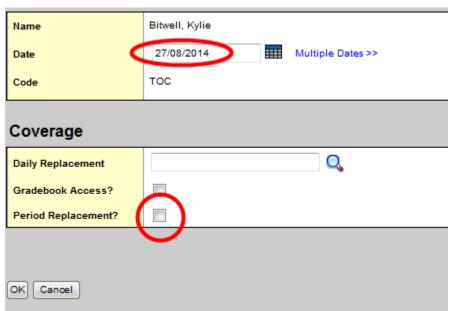




Name Date Code	Bitwell, Kylie 27/08/2014 TOC	Multiple Dates >>				
Coverage						
Daily Replacement	Johnston, Tom	Q X				
Gradebook Access?	▼ ←					
Period Replacement?						
OK Cancel						

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:







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

Name		Bitwell, Kylie									
Date		27/08/2014	₩ Me	ultiple Dates >>							
Code		тос									
Coverage											
Daily Replacement											
Gradebook Access?											
Period Replacement?											
Period	Course		Description	Require	Replacement	Gradeboo					
1	MAWM-10-01		APPRENTICESHI AND WORKPLACE MATH 10		→ 0,						
2	MFMP-10-02		FOUNDATIONS OF MATH AND PRE- CALCULUS 10		Q						
3	MPREC11-02		PRE- CALCULUS 11		Q						
OK 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.