BRITISH COLUMBIA | MyEducationBC

Assigning TOCs

September 5, 2014 v1.0

FUJITSU

Version History

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

Confidentiality

This document contains information which is proprietary and confidential to Fujitsu Consulting (Canada) Inc. (including the information of third parties, including but not limited to, Follett of Canada Inc., submitted with their permission). In consideration of receipt of this document, the recipient agrees to treat this information as confidential and to not use or reproduce this information for any purpose other than its evaluation of this proposal or disclose this information to any other person for any purpose, without the express prior consent of Fujitsu Consulting (Canada) Inc. (and any applicable third party.)

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:

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:

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 ⊞ Multiple Dates >>
Code	TOC

Coverage

Daily Replacement	
Gradebook Access?	☐
Period Replacement?	☑

Period	Course	Description	Require	Replacement	Gradeboo
1	MAWM-10-01	APPRENTICESHIP AND WORKPLACE MATH 10	☑	🔍	☐
2	MFMP-10-02	FOUNDATIONS OF MATH AND PRE-CALCULUS 10	☐	🔍	☐
3	MPREC11-02	PRE-CALCULUS 11	☐	🔍	☐

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.