



Assigning TTOCs

In the school view,

1. Navigate to the **Attendance Top Tab, Staff Roster Side Tab**
2. Find the staff member that is absent for a period of time (1 block, 1/2 day, full day, etc)

Search on Name

Note: the search functionality  doesn't work. Use the dictionary pages to

find the staff record.

3. Click the TOC button next to the staff member who is absent.

Save

< 1:Atkinson, Dorothy > 92 records Attendance for: 27/08/2014

Local Identifier	Name	Department	Attendance	Code
656155	Atkinson, Dorothy		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640787	Baitman, Carrie		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640809	Berkshire, Janet		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640811	Bitwell, Kylie		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640812	Blenkinsop, Christie		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640813	Brown, Nancy		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640814	Buckingham, Michelle		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640815	Buckminster, Janice		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640816	Bueller, Danica		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>
640817	Bueller, Ernest		Present	<input type="button" value="TOC"/> <input type="button" value="P"/>

Save

4. This will bring a popup.
 - a. Select the length of the absence by adjusting the dates (single date, multiple dates)
 - b. Select period replacement if the TTOC is in for certain blocks (high school), the morning or afternoon only (elementary school)
 - c. Select gradebook access if the TTOC is a LONG term replacement
 - d. Click the magnifying glass beside the Daily Replacement

Name Bitwell, Kylie

Date

Code TOC

Coverage

Daily Replacement

Gradebook Access?

Period Replacement? **AM/PM only or single block**

OK Cancel



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5. When you click on the Daily Replacement magnifying glass, you will bring up a list of people who are pointed at your school:

School staff only

Selection based on Teacher on Call

Free staff only

Teacher on Call, Staff in Same Department, All Staff

< 1: >

180 records

Search on Name

Name	Type	Department
<input checked="" type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	
<input type="radio"/>	TOC	

OK Cancel

Notes:

- a. Teachers who TTOC ONLY will be found in the selection based upon **Teacher on Call**
 - b. Teachers who also have a part time assignment will be found in the selection based upon **All Staff** and unchecking **Free staff only**
Be patient when searching all staff with Free Staff Only
 - c. If you cannot find the TTOC then contact HR to have them associate their account with the school
6. Click **OK** to close the pop-up
7. Click **Save**



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Period Replacement (when a TTOC is required for a partial assignment)

Name	Bitwell, Kylie
Date	<input type="text" value="27/08/2014"/> Multiple Dates >>
Code	TOC

Coverage

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

Name	Bitwell, Kylie
Date	<input type="text" value="27/08/2014"/> Multiple Dates >>
Code	TOC

Coverage

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