

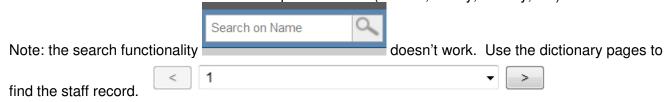
SD73 (KAMLOOPS/THOMPSON)

March 3, 2016 Version 1.0

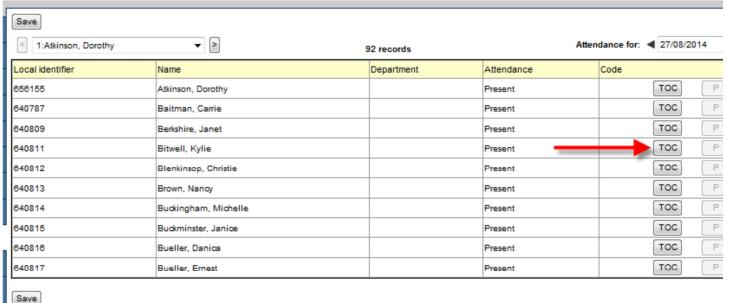
Assigning TTOCs

In the school view,

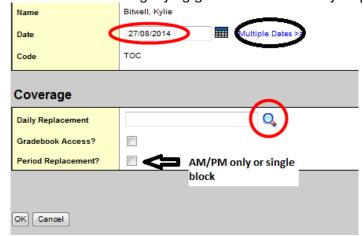
- 1. Navigate to the Attendance Top Tab, Staff Roster Side Tab
- 2. Find the staff member that is absent for a period of time (1 block, ½ day, full day, etc)



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



- 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



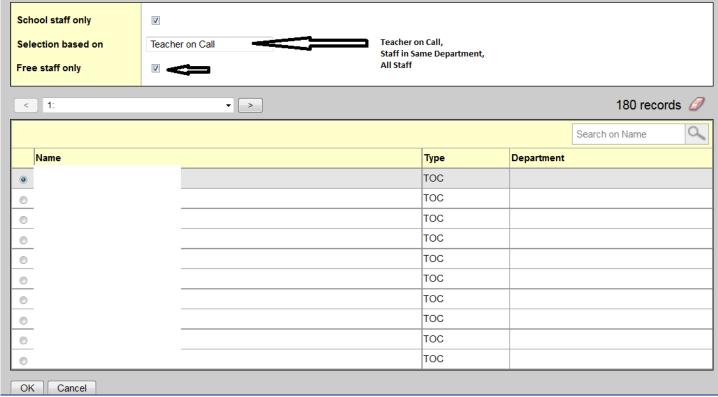


SD73 (KAMLOOPS/THOMPSON)

March 3, 2016 Version 1.0

Assigning TTOCs

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



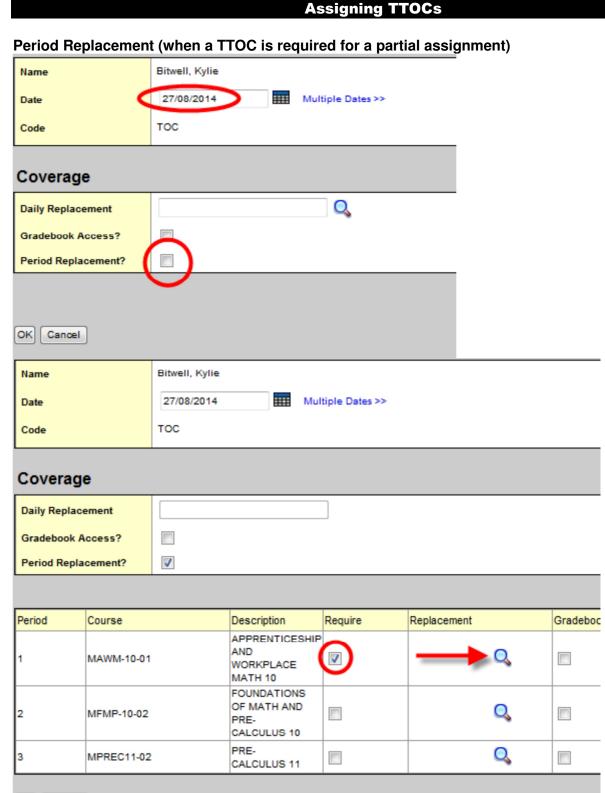
Notes

- 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





March 3, 2016 Version 1.0



Cancel

MyEd 73