

# Assigning TOCs

May 2017 v1.2







## **Version History**

Version	Date	Description
v1.0	2014-09-05	Initial Document
v1.1	2017-05-24	Release 5.6 screenshot and functionality updates
v1.2	2017-05-30	Clarified selections on select replacement pop up screen

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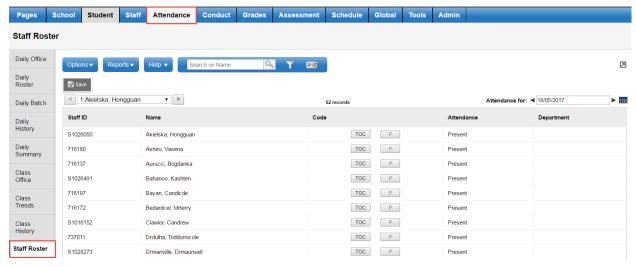




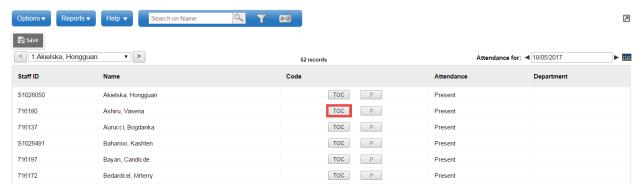
# **Assigning a TOC/Substitute Teacher**

# How to assign a TOC

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

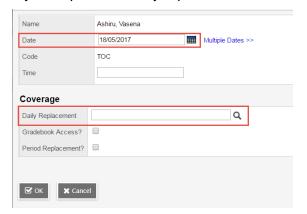


NOTE: This list of staff is a full list of ALL staff marked as *Active* in your school; not just teachers. Choose the teacher you wish to assign a TOC for, by clicking the **TOC** button opposite their name:



This will bring up the TOC Assignment window:

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



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### Daily Replacement popup:



#### School Staff Only:

- Checked Staff with a Primary or Secondary Association to the current school
- **Unchecked** Staff in the District with NO Primary School Association, staff may have secondary associations

#### Selection based on:

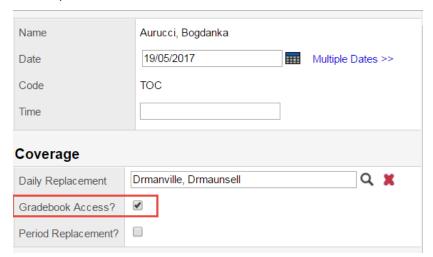
- Substitutes Only staff with a Staff Type of TOC.
- Staff in Same Department staff with the same department as the absent teacher
- All Staff all staff

#### Free Staff Only:

- Checked staff available in the time frame
- Unchecked all staff

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.

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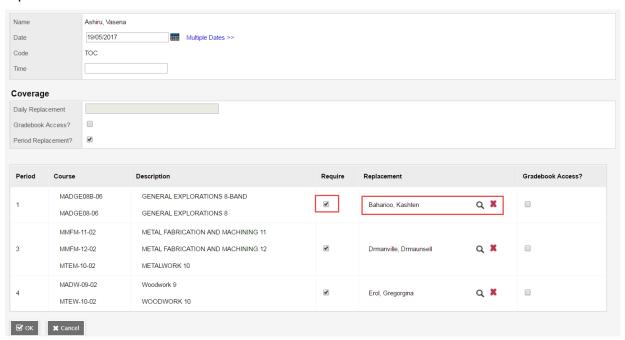




MyEducation BC also allows you to assign a TOC for individual periods in your day, in the event that you only need a replacement for partial day. Click the Period Replacement checkbox to bring up that teacher's schedule for the day:

Coverage			
Daily Replacement			
Gradebook Access?			
Period Replacement?			

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



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.

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