



MyEducationBC

Assigning TOCs

March 2026 v1.3

Version History

Version	Date	Description
1.0	Sep 2014	Initial Document
1.1	May 2017	Release 5.6 screenshot and functionality updates
1.2	May 2017	Clarified selections on select replacement pop up screen
1.3	Jan 2023	Addition of Clerical use of TOC functionality, clarification of creating and updating staff records and user accounts

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1.0 TOC / Substitute Teacher Functionality in MyEducation BC

A Teacher on Call, or TOC, in MyEducation BC is on call for schools as a substitute teacher. The TOC functionality will allow school clerical to assign a TOC teacher to the current school for tracking attendance and using the gradebook.

The screenshot displays the 'Staff Roster' page in MyEducation BC. The interface includes a top navigation bar with tabs: Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Extracurriculars, Global, Tools, and Admin. The 'Staff' tab is selected. On the left, a sidebar lists various options: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Roster, Class Trends, Class History, Staff Roster (highlighted), Staff History, and Staff Covers. The main area shows a table of staff members with columns for Staff ID, Name, Code, and Attendance. A modal window is open over the table, titled 'https://tst01.myeducation.gov.bc.ca/asp/staffPopUp.do?code=TOC&codeOid=R...'. The modal contains fields for Name (Asoubar, Eirane), Date (05/10/2021), Code (TOC), and Time. Below these fields is a 'Coverage' section with a search bar, checkboxes for 'Gradebook Access?' and 'Period Replacement?', and 'OK' and 'Cancel' buttons. The background table lists 27 records, each with a Staff ID, Name, Code, and Attendance status (Present).

Staff ID	Name	Code	Attendance
S1078112	Asoubar, Eirane	TOC	Present
S1041514	Aynalem, Ariellerene	TOC	Present
S1080985		TOC	Present
S1927362		TOC	Present
S1063495		TOC	Present
S1927364		TOC	Present
S1080980		TOC	Present
629269		TOC	Present
S1068317		TOC	Present
S1037638		TOC	Present
S1080983		TOC	Present
629244		TOC	Present
S1003640		TOC	Present
S1921192		TOC	Present
S1048718		TOC	Present
S1003619		TOC	Present
629255	Mutanga, Fogofoluwa	TOC	Present
S1922007	Okurley, Ronnie	TOC	Present
629259	Penagonzalez, Kamara	TOC	Present
S1080981	Petrukovich, Francispaui	TOC	Present

1.1 Creating or Modifying a TOC / Substitute Teacher Staff Record

To create a new TOC record, choose either the **District** view or **School** view (we recommend using District View to allow easier access to multiple schools, as creating the staff record in School view will automatically attach them to the school they were created in). Click the **Staff** top tab. From the **Options** menu select **Add**, and the *New Staff* template will appear. Add the following information at minimum:

- Legal First and Legal Last Name
- School > Name will be blank
- Staff Type – You will set this to **TOC**
- Employee Number – enter in School district employee number
- Status (Active/Inactive) – The default for this is Active. This indicates whether this record will be displayed in the Staff List when the filter is set to Active Staff (which is the default filter), and it will also allow them to appear in the TOC list when doing TOC assignment.
- Click on **SAVE**.

1.2 Creating a User Account for Your Staff Member

Creating a user account will allow your user to access the MyEducation BC system. When creating user accounts, we highly recommend that you use the *Show Selected* functionality to prevent accounts being created for users by mistake. Creating a user account can be done in the District view or School view. To create a User account, go to the **Staff** top tab. From the **Options** menu, Select **Create User Accounts**, this will bring up the *Create User Accounts* template. You can find the information you will need to complete it below.

- **Select records to include** – choose between all records or current selection records.
- **Login ID** – this is broken into 3 options:
 - First Initial, Last Name
 - Last Name, First Initial
 - Custom expression: Expression (insert custom expression here) more information on Custom expressions can be found in the Appendix 1 – Login ID Tokens
- **Password** – Choose between 4 different password types:
 - Mnemonic (two 4-letter words with a 3-digit number in the middle, such as gone987book)
 - Alphanumeric (a random mix of lowercase and uppercase letters and numbers, no symbols)
 - Numeric (a random number containing the specified number of digits)
 - Constant (for example, password) **Note:** Follett does not recommend using constant passwords, because it reduces the overall level of security in the system.
- **Login Status** – Select what access the user will have upon account creation:
 - Enabled
 - Disabled but allow re-enable from password recovery
 - or Disabled and locked
- **Account expiration date** – set the date to when you want the account to expire
- **Allow Access from** – the recommendation is to leave this field blank, however if you choose to use this field:
 - Type the IP addresses or domain names from which these users can log into MyEdBC. You can enter:
 - Single address - Allow Access from field with single address
 - Multiple addresses separated by a comma - Allow Access from field with multiple addresses
 - Partial IP addresses, and multiple partial IP addresses - Allow Access from field with multiple partial addresses.
 - Users will be able to access MyEdBC from these locations only. If the user logs in and their location does not match what is entered here, MyEdBC will display “Invalid

login." If you leave this field blank, MyEdBC will use the value defined in the District Security preferences.

Note: This value in the Allow Access from field overrides the value defined in the user's security role. We suggest leaving this field blank.

- Select **Next** at the bottom of the *Create User Account* template to go to Step 3.

The screenshot shows a web browser window with the URL <https://tst01.myeducation.gov.bc.ca/aspen/createUserAccounts1.do?validWizard=true>. The page title is "Create User Accounts: Account Properties" and it is "Step 2 of 4". The form contains the following fields:

- Login ID:** A dropdown menu with the text "First Initial, Last Name".
- Password:** A dropdown menu with the text "Mnemonic".
- Login Status:** A dropdown menu with the text "Enabled".
- Account expiration date:** A text input field with the date "13/08/2021" and a calendar icon.
- Password expiration date:** A text input field with the date "30/09/2021".
- Allow access from:** An empty text input field.
- Idle time before timeout:** An empty text input field.

- **Roles** – add what roles you would like this user to have attached to their user account. The default role for TOC user accounts is the Teacher role
- **Schools** – Leave this area blank. We do not recommend adding any schools to the account through account creation. Any schools added this way will be attached directly to the account and will need to be manually removed at the end of the year for cleanup. To learn more about adding schools to your staff accounts please see section 3 Assigning Schools to TOC/Substitute Teacher accounts
- Hit **finish**

1.3 Assigning Schools to TOC / Substitute Teacher Accounts

When creating a TOC or Staff account you will need to assign schools in order for the teacher to access MyEdBC properly. If the record was created at the school level, a school was already assigned to the account. If you created it in District View, however, the following steps will show you how to mass update schools for your users. Go to **District** view, **Staff** Top tab, and from the **Options** menu select **Manage School Associations**. This will bring up the *Manage school associations* Template. You can find the information you will need to complete it below.

- **Mode:** Select between the two options in order to create school associations for your staff records, or to remove school associations for your staff records.
- **School year:** Select the school year using the drop-down menu for records that require changes.
- **Staff:** Select who will be impacted by these changes
 - Current Selection: This option will impact all records currently on your screen. Using Options-Show Selected could be used to limit the number of staff who will be impacted by the school changes.
 - Selection: This will allow for selecting individual records from a pick list of all District staff,
 - Snapshots: This will allow you to select from preiously created Staff snapshots.
 - All Staff: Select this option will impact all staff records.
- **Schools:** Pick between two options for what schools will be added or removed for your users.
 - Selection: This will allow for selecting specific school(s) from a pick list of all schools.
 - All schools: Select this option will impact all schools.

https://tst01.myeducation.gov.bc.ca/aspen/manageSchoolAssociations.do?maximized=false...

tst01.myeducation.gov.bc.ca/aspen/manageSchoolAssociations.do?maximized=false&deploymen...

Mode

☒ Create school associations
☐ Remove school associations

School year 2020-2021

Staff

☒ Current selection
☐ Selection
☐ Snapshots
☐ All staff

Selected staff: 1

Schools

☐ Selection
☒ All schools

Selected schools: All

OK Cancel

Using this feature above will allow districts and schools to easily manage staff access to schools. Granting this access to school will only apply to the selected school year only. . The alternate method would be to assign secondary school associations directly to each staff record using the Admin TT. The alternate method would require more time and maintenance.

2.0 Assigning a TOC / Substitute Teacher

2.1 How to Assign a TOC

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

Staff Roster

Options Reports Help Search on Name

Save

1 Akielska, Hongguan 62 records Attendance for: 18/05/2017

Staff ID	Name	Code	Attendance	Department
S1026050	Akielska, Hongguan		TOC P Present	
716180	Ashiru, Vasena		TOC P Present	
716137	Aurucci, Bogdanka		TOC P Present	
S1026491	Baharioo, Kashiten		TOC P Present	
716197	Bayan, Candide		TOC P Present	
716172	Bedardcel, Mrttery		TOC P Present	
S1016152	Clawlor, Candrew		TOC P Present	
737011	Drdulha, Toddomicole		TOC P Present	
S1028273	Drmarnville, Drmaunsell		TOC P Present	

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:

Options Reports Help Search on Name

Save

1 Akielska, Hongguan 62 records Attendance for: 18/05/2017

Staff ID	Name	Code	Attendance	Department
S1026050	Akielska, Hongguan		TOC P Present	
716180	Ashiru, Vasena		TOC P Present	
716137	Aurucci, Bogdanka		TOC P Present	
S1026491	Baharioo, Kashiten		TOC P Present	
716197	Bayan, Candide		TOC P Present	
716172	Bedardcel, Mrttery		TOC P Present	

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: Ashiru, Vasena

Date: 18/05/2017 [Multiple Dates >>](#)

Code: TOC

Time:

Coverage

Daily Replacement:

Gradebook Access? ☐

Period Replacement? ☐

Daily Replacement popup:

School staff only ☒

Selection based on: Substitutes Only

Free staff only ☒

9 records

	Name	Type	Department
☒	Drmanville, Drmaunsell	TOC	
☐	Erol, Gregorgina	TOC	
☐	Kaddoura, Valerica	TOC	

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, this list is populated based on your choices from above. Example Substitutes Only or All Staff. Once done 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	Aurucci, Bogdanka		
Date	19/05/2017		Multiple Dates >>
Code	TOC		
Time			

Coverage	
Daily Replacement	Drmanville, Drmaunsell  
Gradebook Access?	☒
Period Replacement?	☐

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:

Coverage	
Daily Replacement	
Gradebook Access?	☐
Period Replacement?	☒

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

Name
Date
Code
Time

Ashiru, Vasena
19/05/2017 Multiple Dates >>
TOC

Coverage

Daily Replacement
Gradebook Access?
Period Replacement?

Period	Course	Description	Require	Replacement	Gradebook Access?
1	MADGE08B-06	GENERAL EXPLORATIONS 8-BAND	☒	Baharioo, Kashten	☐
	MADGE08-06	GENERAL EXPLORATIONS 8			
3	MMFM-11-02	METAL FABRICATION AND MACHINING 11			
	MMFM-12-02	METAL FABRICATION AND MACHINING 12	☒	Drmanville, Drmaunsell	☐
	MTEM-10-02	METALWORK 10			
4	MADW-09-02	Woodwork 9	☒	Erol, Gregorgina	☐
	MTEW-10-02	WOODWORK 10			

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.

3.0 Assigning Casual Clerical

Casual clericals, or temporary administrative staff, can be a valuable asset in schools for handling various tasks. Casual clericals can also be utilized as a temporary replacement due to leaves or illness. MyEdBC has a process for assigning staff to school to perform day to day tasks.

3.1 Recommendation for Clerical On Call

3.1.1 Account management and Security Role

Creating new or assigning existing staff to a casual/temporary position will require the use of a specific role. This security role used is Clerical Auxiliary On/Call. Account management for temporary clerical assignments requires access to District View.

3.1.2 Staff Record

The screenshot shows the 'Staff List' for Ariellerene Aynalem. The form includes fields for personal and professional information. A dropdown menu for 'Inclusive Education Role' is open, showing the following options: Administrator, Counsellor, EA, Secretary (highlighted), SSCF, Support, Teacher, and TOC. The 'Secretary' role is selected.

All casual and temporary staff requires a staff record. These staff records should be assigned a Type as Secretary. In addition, all casual and temporary clerical staff are assigned to their respective school(s) using the Staff TT-Schools ST. This will be referred to a Staff Secondary School Associations.

3.1.3 School View and Attendance Top Tab > Staff Roster Side Tab

District or Admin or Clerical would set them up in Attendance TT > Staff Roster ST. Choose the schools clerical staff name in the list and the click on TOC button to bring up TOC assignment window.

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

Daily Replacement popup:

Name	Type	Department
Drmanville, Drmaunsell	TOC	
Erol, Gregorgina	TOC	
Kaddoura, Valerica	TOC	

School Staff Only:

- Checked – Staff with a Primary or Secondary Association to the current school

Selection based on:

- All Staff - all staff

Free Staff Only:

- Checked – staff available in the time frame

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**