



MyEducationBC

---

# 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

## 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:

The screenshot shows the 'Attendance' tab selected in the top navigation bar. On the left sidebar, the 'Staff Roster' tab is highlighted. The main area displays a table of staff members with columns for Staff ID, Name, Code, Attendance, and Department. Each row has a 'TOC' button and a 'P' button next to the Name column. The 'Attendance' column shows 'Present' for all staff. The 'Staff Roster' label in the sidebar is highlighted with a red box.

Staff ID	Name	Code	Attendance	Department
S1026050	Akielska, Hongguan		Present	
716180	Ashiru, Vasena		Present	
716137	Aurucci, Bogdanka		Present	
S1026491	Baharioo, Kashten		Present	
716197	Bayan, Candide		Present	
716172	Bedardcel, Mrterry		Present	
S1016152	Clawlor, Candrew		Present	
737011	Drdulha, Toddomicole		Present	
S1028273	Drmanville, Drmaunsell		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:

This screenshot is similar to the previous one, but the 'TOC' button for Ashiru, Vasena is highlighted with a red box. The 'Attendance' column still shows 'Present' for all staff.

This will bring up the TOC Assignment window:

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

The screenshot shows the 'TOC Assignment' window. The 'Name' field is filled with 'Ashiru, Vasena'. The 'Date' field is filled with '18/05/2017' and has a magnifying glass icon to its right. The 'Code' field is filled with 'TOC'. The 'Time' field is empty. Under the 'Coverage' section, the 'Daily Replacement' field is highlighted with a red box and has a magnifying glass icon to its right. There are also checkboxes for 'Gradebook Access?' and 'Period Replacement?'. At the bottom, there are 'OK' and 'Cancel' buttons.

## Daily Replacement popup:

School staff only

Selection based on Substitutes Only

Free staff only

9 records

	Name	Type	Department
<input checked="" type="radio"/>	Drmanville, Drmaunsell	TOC	
<input type="radio"/>	Erol, Gregorgina	TOC	
<input type="radio"/>	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, 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:

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 classes you wish to replace with a TOC:

Name: Ashiru, Vasena  
 Date: 19/05/2017  [Multiple Dates >>](#)  
 Code: TOC  
 Time:

### Coverage

Daily Replacement

Gradebook Access?

Period Replacement?

Period	Course	Description	Require	Replacement	Gradebook Access?
1	MADGE08B-06	GENERAL EXPLORATIONS 8-BAND	<input checked="" type="checkbox"/>	Baharioo, Kashten <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	<input type="checkbox"/>
	MADGE08-06	GENERAL EXPLORATIONS 8			
3	MMFM-11-02	METAL FABRICATION AND MACHINING 11	<input checked="" type="checkbox"/>	Drmanville, Drmaunsell <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	<input type="checkbox"/>
	MMFM-12-02	METAL FABRICATION AND MACHINING 12			
	MTEM-10-02	METALWORK 10			
4	MADW-09-02	Woodwork 9	<input checked="" type="checkbox"/>	Erol, Gregorgina <input type="text"/> <input type="button" value="Q"/> <input type="button" value="X"/>	<input type="checkbox"/>
	MTEW-10-02	WOODWORK 10			

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.