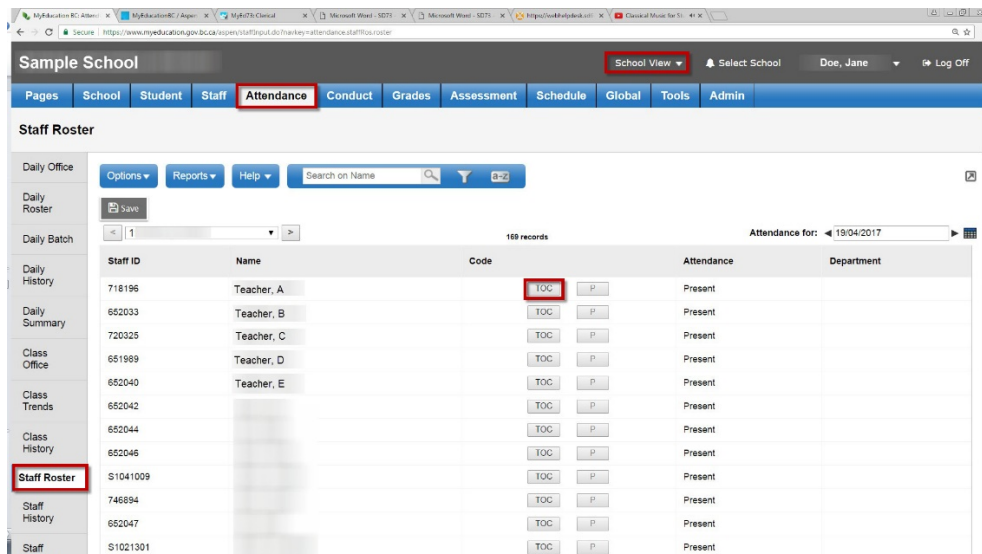


MYEDUCATION BC ASSIGNING A TOC SD 61

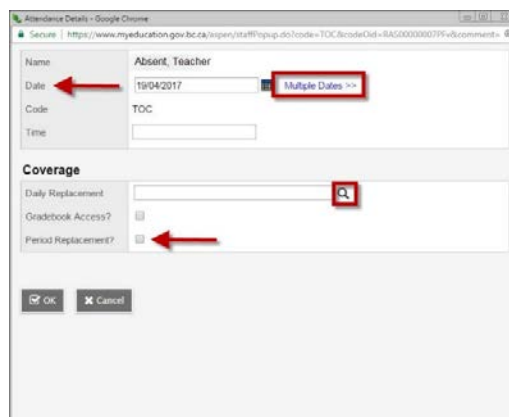
Revision Date	Description	Section	Version	Author
April 20, 2018	Assign a TOC	Complete	1.1	DC

MyEducation BC (MyEd) offers a function which allows the school admin user to assign a TOC to cover for an absent teacher, whether it be a dispatched TOC, Long Term TOC (LTTOC) currently assigned to the school, or a current teacher assigned to the school who is available to cover for the required time slot. In all instances, the replacement teacher must have a current MyEd account which is associated with the school. The TOC function in MyEd allows the user to assign a TOC for taking attendance and grant access to the absent teacher's gradebook. In the majority of cases, gradebook access is not required; and attendance-taking access is the only function required. In cases, where an administrator has determined that the TOC needs access to the absent teacher's gradebook, the administrator must first ask for the absent teacher's consent before granting access to their gradebook. It is understood that in some circumstances, it may be difficult or not appropriate to contact the absent teacher; in such cases, an administrator will determine if gradebook access may be granted to the TOC. Please be aware that this reference to gradebook access only relates to the MyEd gradebook, and not to FreshGrade or the CSL tool. This document outlines how to assign a TOC to take attendance and access the gradebook.

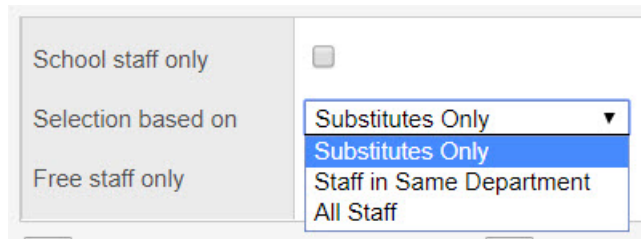
1. School View > Attendance top tab > Staff Roster side tab
2. Click on the TOC button next to the absent teacher's name.



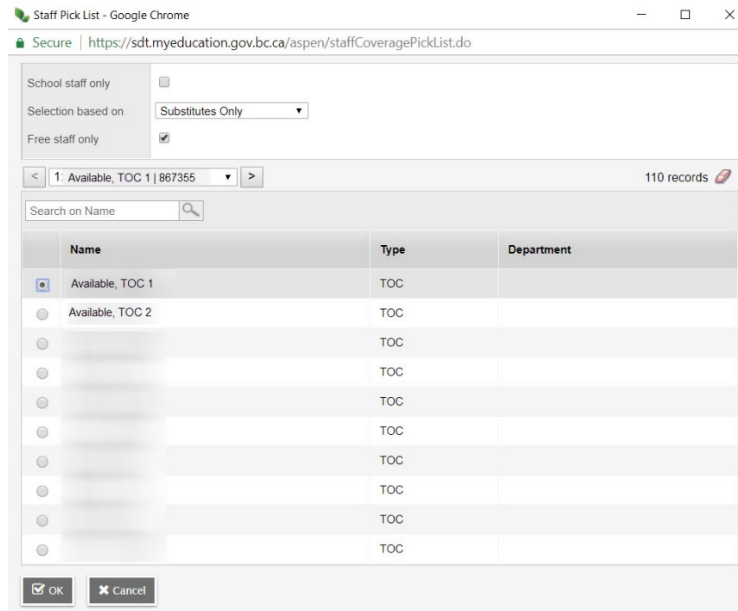
3. The Attendance Details window appears.



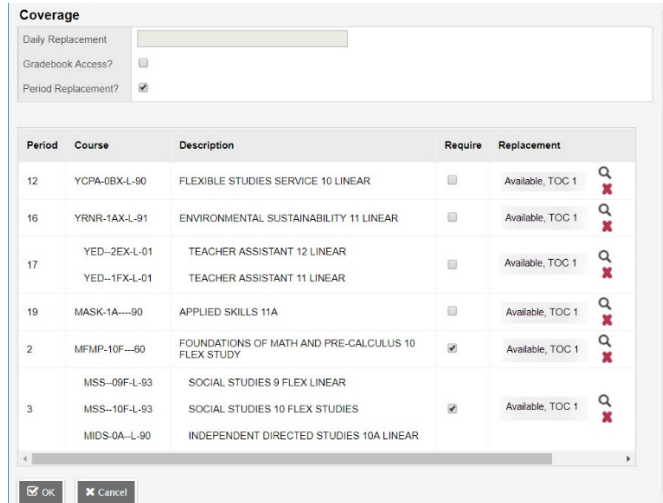
- a. Select the length of the absence by adjusting the dates (single date or multiple dates).
 - b. Select period replacement if the TTOC is in for certain blocks (high school only).
 - c. Select the checkbox for Gradebook access if the TTOC is a long term replacement and the absent teacher uses the MyEducation BC gradebook.
 - d. Click the magnifying glass next to the Daily Replacement field to bring up the Staff Pick List.
4. The Staff Pick List offers several options for selecting staff, such as “School staff only”, “Free staff only”, and you can make a selection based on “Substitutes Only”, “Staff in Same Department”, or “All Staff”.



5. To select a TOC, deselect the checkbox for “School staff only” and select “Substitutes Only” from the drop-down list next to “Selection based on”. You can search by name by entering the TOC’s last name in the Search box or use the paginator to select the page containing the TOC’s name. Select the radio button next to the name, click OK, then the Save button, which is located at the top of the page under the Options menu (in the Attendance top tab).

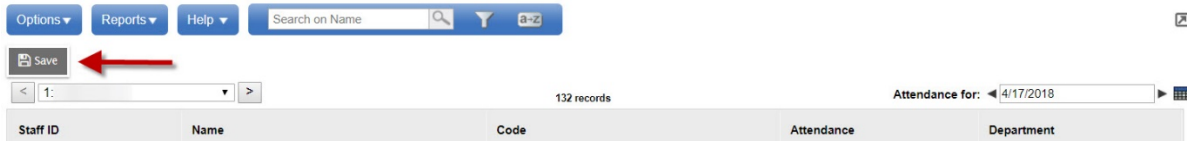


- The process for Period Replacement (high schools) is slightly different. Once you have selected the TOC in the Daily Replacement field, select the checkbox for Gradebook access, if required, as well as the checkbox for Period Replacement. This opens a box showing a list of the absent teacher's classes. Deselect any classes the TOC is not required to cover.

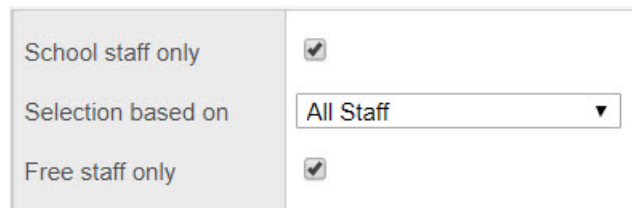


Period	Course	Description	Require	Replacement
12	YCPA-0BX-L-90	FLEXIBLE STUDIES SERVICE 10 LINEAR	<input type="checkbox"/>	Available, TOC 1
16	YRNR-1AX-L-91	ENVIRONMENTAL SUSTAINABILITY 11 LINEAR	<input type="checkbox"/>	Available, TOC 1
17	YED--2EX-L-01	TEACHER ASSISTANT 12 LINEAR	<input type="checkbox"/>	Available, TOC 1
	YED--1FX-L-01	TEACHER ASSISTANT 11 LINEAR	<input type="checkbox"/>	Available, TOC 1
19	MASK-1A---90	APPLIED SKILLS 11A	<input type="checkbox"/>	Available, TOC 1
2	MFMP-10F---60	FOUNDATIONS OF MATH AND PRE-CALCULUS 10 FLEX STUDY	<input checked="" type="checkbox"/>	Available, TOC 1
	MSS--09F-L-93	SOCIAL STUDIES 9 FLEX LINEAR	<input type="checkbox"/>	Available, TOC 1
	MSS--10F-L-93	SOCIAL STUDIES 10 FLEX STUDIES	<input checked="" type="checkbox"/>	Available, TOC 1
3	MIDS-0A--L-90	INDEPENDENT DIRECTED STUDIES 10A LINEAR	<input type="checkbox"/>	Available, TOC 1

- Click on OK, then the Save button, which is located at the top of the page under the Options menu (in the Attendance top tab).



A further note on selecting a Daily Replacement in the Staff Pick List window. Step number 4 lists the options for selecting a replacement teacher. At the high school level, it is possible to select an available teacher from your school who is a MyEd user by selecting the checkbox for "School staff only", selecting either "All Staff" or "Staff in the Same Department" from the Selection based on drop-down menu, and the checkbox for "Free staff only".



You can then search through your school's staff list for the available teacher. Click OK at the bottom of the Staff Pick List window after selecting the replacement teacher. This takes you back to the Attendance Details screen, where you can select whether or not they require Gradebook access and the Period Replacement. Click on OK, then the Save button, which is located at the top of the page under the Options menu (in the Attendance top tab).