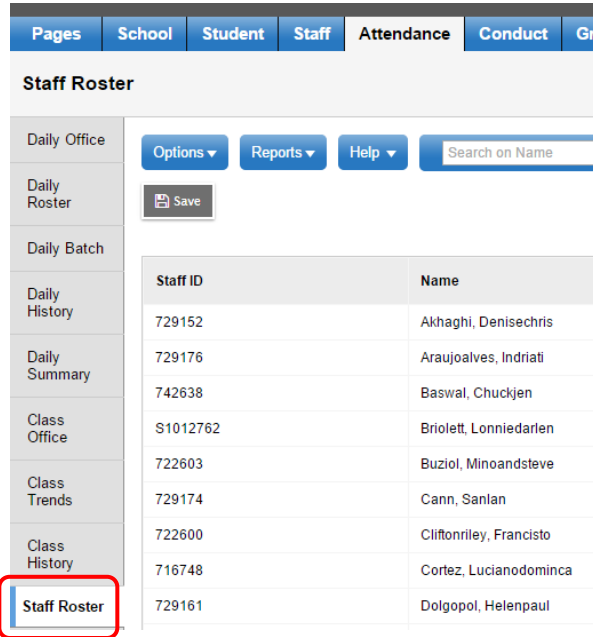


Assigning a TTOC to Staff Members

1. In the School View > Attendance TT
2. Select Staff Roster ST



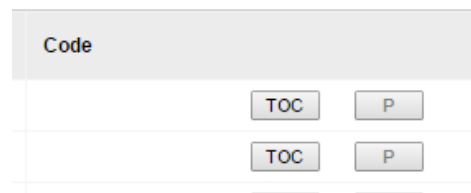
Staff Roster

Options ▾ Reports ▾ Help ▾ Search on Name

Save

Staff ID	Name
729152	Akhaghi, Denisechris
729176	Araujoalves, Indriati
742638	Baswal, Chuckjen
S1012762	Briolett, Lonniearlen
722603	Buziol, Minoandsteve
729174	Cann, Sanlan
722600	Cliftonriley, Francisto
716748	Cortez, Lucianodominca
729161	Dolgopol, Helenpaul

3. Find the teacher's name that is absent and click on the TOC button next to their name

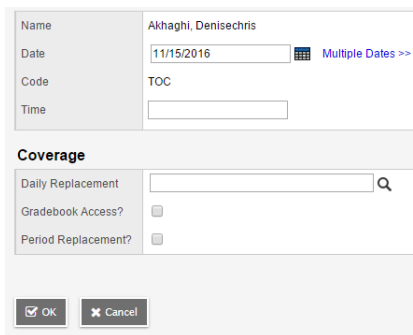


Code

TOC P

TOC P

A pop up box will appear



Name Akhaghi, Denisechris

Date 11/15/2016 Multiple Dates >>

Code TTOC

Time

Coverage

Daily Replacement

Gradebook Access?

Period Replacement?

OK Cancel

4. If necessary, change the date or select multiple dates
5. Click on Daily Replacement pick list

Another pop up will appear

6. Uncheck School staff only
A list of TTOCs will appear
7. Click OK
8. If TTOC is only there for a specific period
Check Period Replacement

A list of periods appear for secondary

Period	Course	Description	Require	Replacement
P2	MBIM-12-01	BUSINESS INFORMATION MANAGEMENT 12	<input checked="" type="checkbox"/>	Alamieg, Rash
	MBCA-11-01	BUSINESS COMPUTER APPLICATIONS 11	<input checked="" type="checkbox"/>	Alamieg, Rash
P3	YCCT-1B-YB-01	BA YEARBOOK 11	<input checked="" type="checkbox"/>	Alamieg, Rash
	YCCT-2B-YB-01	BA YEARBOOK 12	<input checked="" type="checkbox"/>	Alamieg, Rash
P4	YCCT-1B-YB-01	BA YEARBOOK 11	<input checked="" type="checkbox"/>	Alamieg, Rash
	YCCT-2B-YB-01	BA YEARBOOK 12	<input checked="" type="checkbox"/>	Alamieg, Rash
P5	MPLAN10-01	PLANNING 10	<input checked="" type="checkbox"/>	Alamieg, Rash
P6	XAT-12-AV-11	ASSIGNED TIME 12 ADVISORY	<input checked="" type="checkbox"/>	Alamieg, Rash

A list of Attendance blocks appear for elementary

Period	Course	Description	Require	Replacement	Gradebook Access?
AM	ATT-AM-010	AM Attendance			
	ATT-AM-012	AM Attendance			
	ATT-AM-017	AM Attendance			
	ATT-AM-015	AM Attendance			
	ATT-AM-021	AM Attendance	<input checked="" type="checkbox"/>	Armstrongnewhire, Mariadapenna	<input type="checkbox"/>
	ATT-AM-022	AM Attendance			
	ATT-AM-023	AM Attendance			
	ATT-AM-019	AM Attendance			
	ATT-AM-020	AM Attendance			
	ATT-PM-021	PM Attendance			
ATT-PM-022	PM Attendance				

Remove or select Replacement names, as necessary

Check or uncheck Require, as necessary

9. Click OK

10. Next to the staff member the word TOC replaces the word Present

ords

Code	Attendance
<input type="text" value="TOC"/> <input type="text" value="P"/>	TOC*
<input type="text" value="TOC"/> <input type="text" value="P"/>	Present

11. Click Save