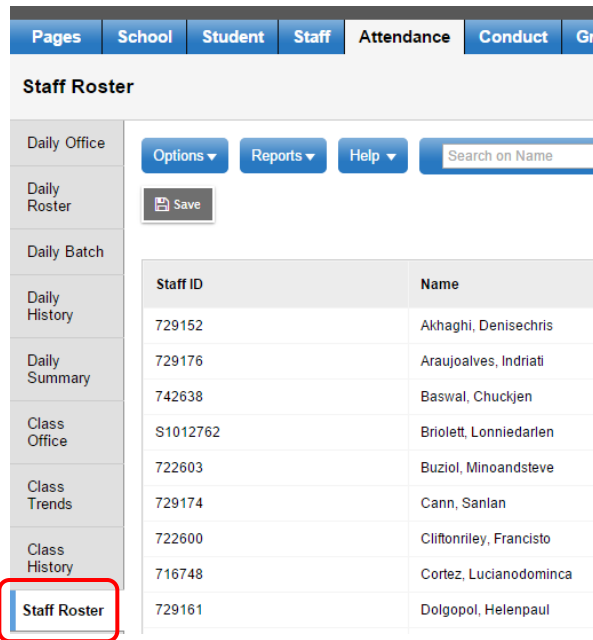


Assigning a TTOC to Staff Members

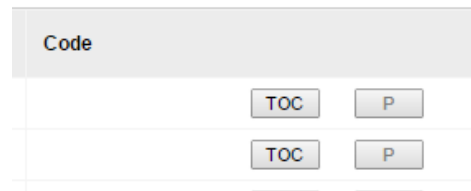
1. In the School View > Attendance TT
2. Select Staff Roster ST



The screenshot shows the 'Staff Roster' page in a web application. The top navigation bar includes 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', and 'Gr'. The 'Staff Roster' page has a left sidebar with options: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Trends, Class History, and 'Staff Roster' (highlighted with a red box). The main content area includes 'Options', 'Reports', and 'Help' buttons, a search bar, and a 'Save' button. Below is a table of staff members:

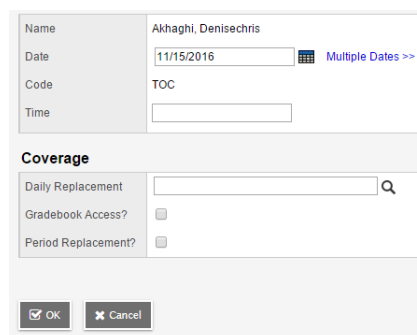
Staff ID	Name
729152	Akhaghi, Denisechris
729176	Araujoalves, Indriati
742638	Baswal, Chuckjen
S1012762	Briolett, Lonniejarlen
722603	Buziol, Minoandsteve
729174	Cann, Sanlan
722600	Cliftonriley, Francisto
716748	Cortez, Lucianodominca
729161	Dolgopol, Helenpaul

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



The screenshot shows a 'Code' selection interface. It features a table with two rows, each containing a 'TOC' button and a 'P' button. The 'TOC' buttons are highlighted, indicating they are the target for selection.

A pop up box will appear

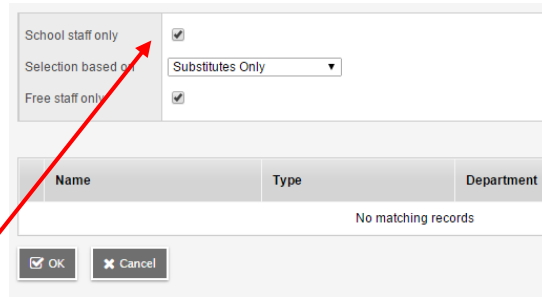


The screenshot shows a pop-up box for assigning a TTOC. It contains the following fields and options:

- Name: Akhaghi, Denisechris
- Date: 11/15/2016 (with a calendar icon and 'Multiple Dates >>' link)
- Code: TOC
- Time: (empty field)
- Coverage section:
 - Daily Replacement: (pick list with search icon)
 - Gradebook Access?:
 - Period Replacement?:
- Buttons: OK (checked) and Cancel

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

Another pop up will appear



School staff only

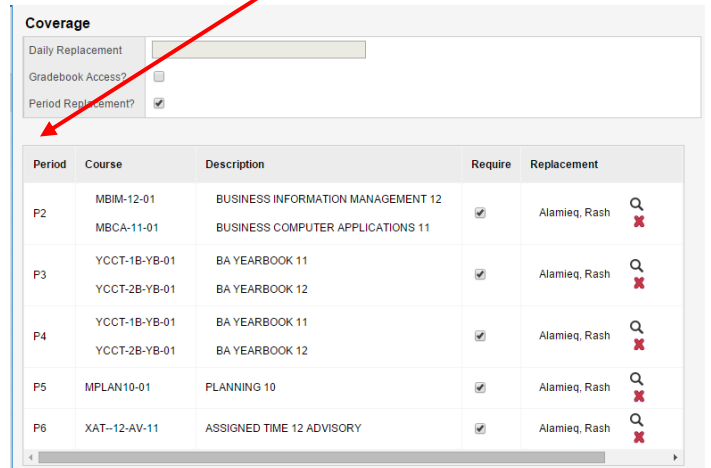
Selection based on

Free staff only

Name	Type	Department
No matching records		

6. Uncheck School staff only. A list of TTOCs will appear
7. Select the appropriate TTOC and click OK
8. If TTOC is only there for a specific period, check Period Replacement

A list of periods appear for Secondary



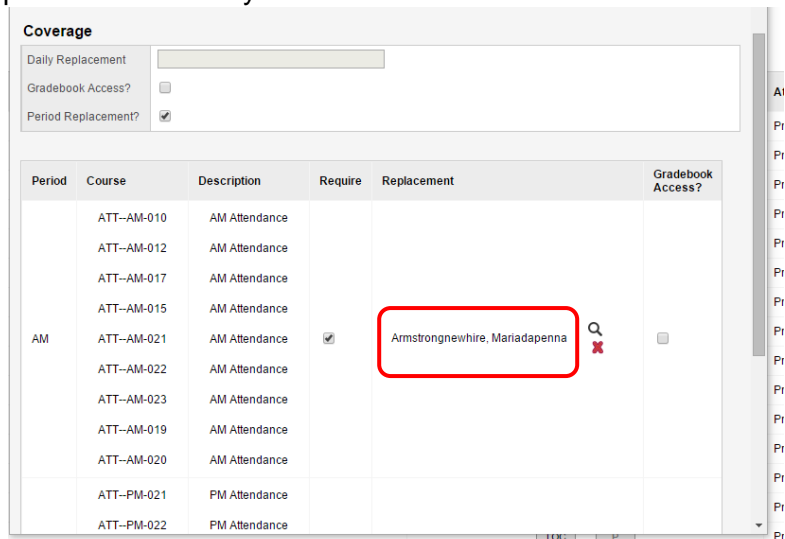
Daily Replacement

Gradebook Access?

Period Replacement?

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

A list of Attendance blocks appear for elementary



Daily Replacement

Gradebook Access?

Period Replacement?

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"/>	<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="checkbox"/> TOC <input type="checkbox"/> P	TOC*
<input type="checkbox"/> TOC <input type="checkbox"/> P	Present

- 11. Click Save