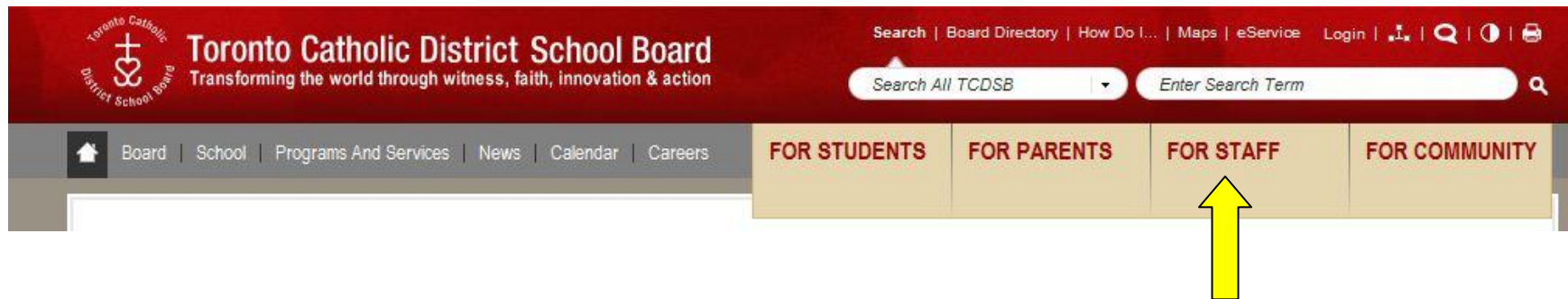


TSU REP's GUIDE TO "WEB APPLICATIONS"

The following instructions show you how to access an LSSAC Report that will allow you to check teaching assignments and class sizes prior to an LSSAC meeting. This report should be used in conjunction with the official Form 106 & 107 provided by your administrators.

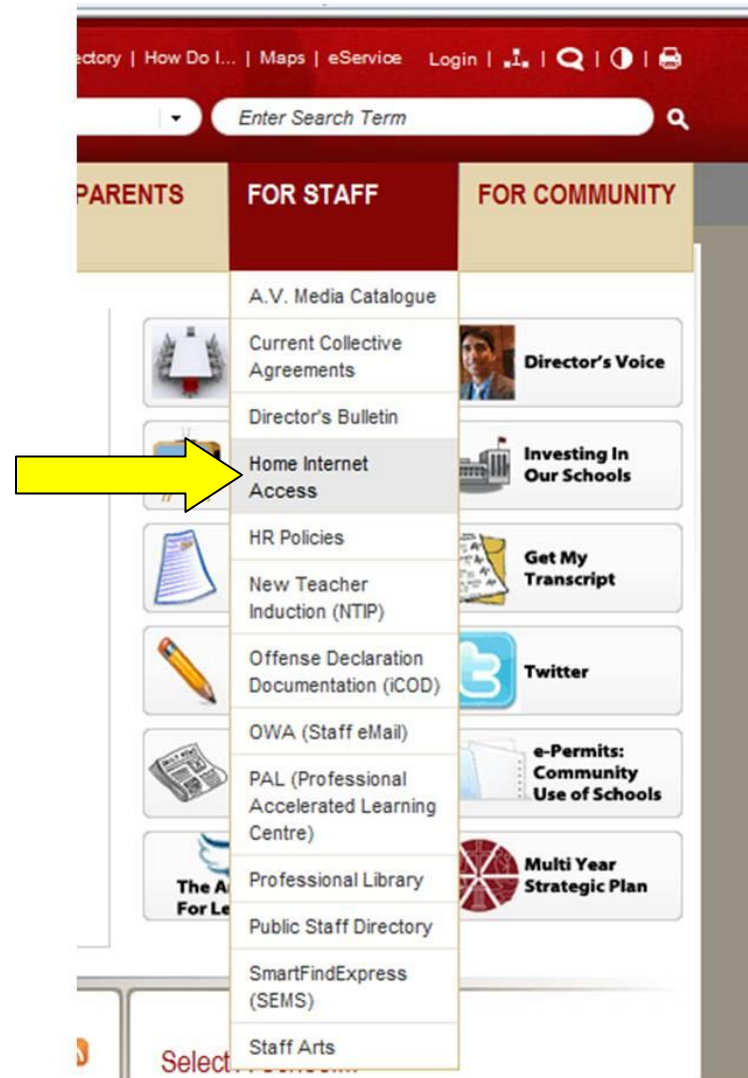
Home access can be done using www.secure.tcdsb.org . These instructions show you how to access the information from any computer (home or school)

STEP 1A → Access the *TCDSB's WEBSITE* through your web browser.



STEP 1B → Hover your mouse over the "*FOR STAFF*" drop down menu.

STEP 1C → Choose “*Home Internet Access*” from the drop down menu.



STEP 1D → Log on to the TCDSB Secure Website using your TCDSB username and password.

Welcome to the
TCDSB Secure Access

Username Please sign in to begin your session.
Password **Warning Notice!!!**

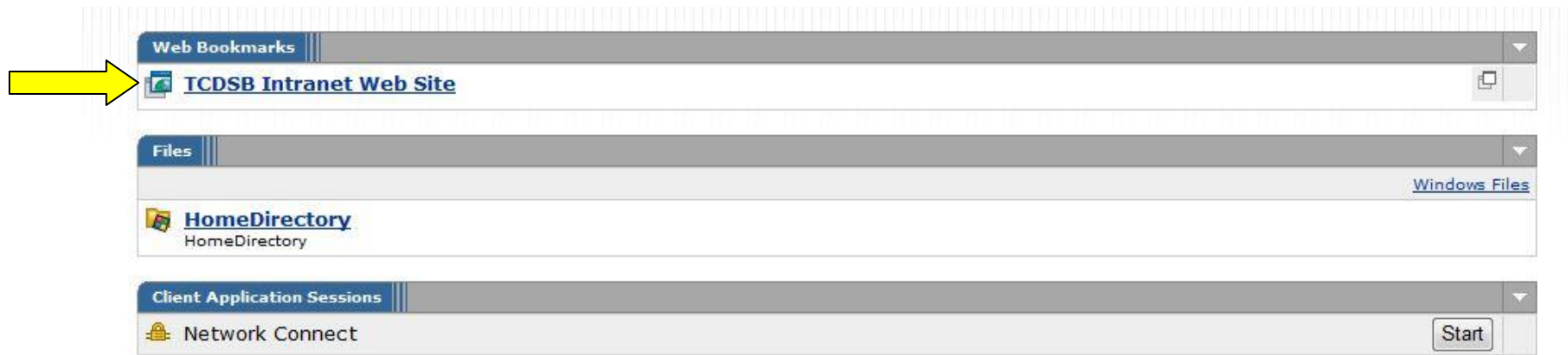
Access to this network and the information on it are subject to the Toronto Catholic District School Board's (TCDSB) Acceptable Use Policy below and lawfully available only for approved purposes by employees of TCDSB and other users authorized by TCDSB. If you are not an employee of TCDSB or an authorized user, do not attempt to log on. Other than where prohibited by law and subject to legal requirements, TCDSB reserves the right to review any information in any form on this network at any time. [TCDSB Acceptable Use Policy](#)

If you experience any problem please contact the IT Help Desk using one of the following methods:

Phone: (416) 222-8282 ext. 4357 (HELP)
Voice Mail: (416) 222-8282 ext. 4357, press 1 when prompted
E-mail: helpdesk@tcdsb.org
Web: <http://helpdesk.tcdsb.org> (Intranet only)

Note: Messages left after hours or on the weekend will be dealt with on the next business day.

STEP 1E → Choose “*TCDSB Intranet Web Site*”.



STEP 1F → You are now on the Intranet Portal. Look to the right side of the page and about half way down the page for the “*Applications*” drop down menu.

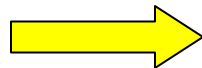


I Need To

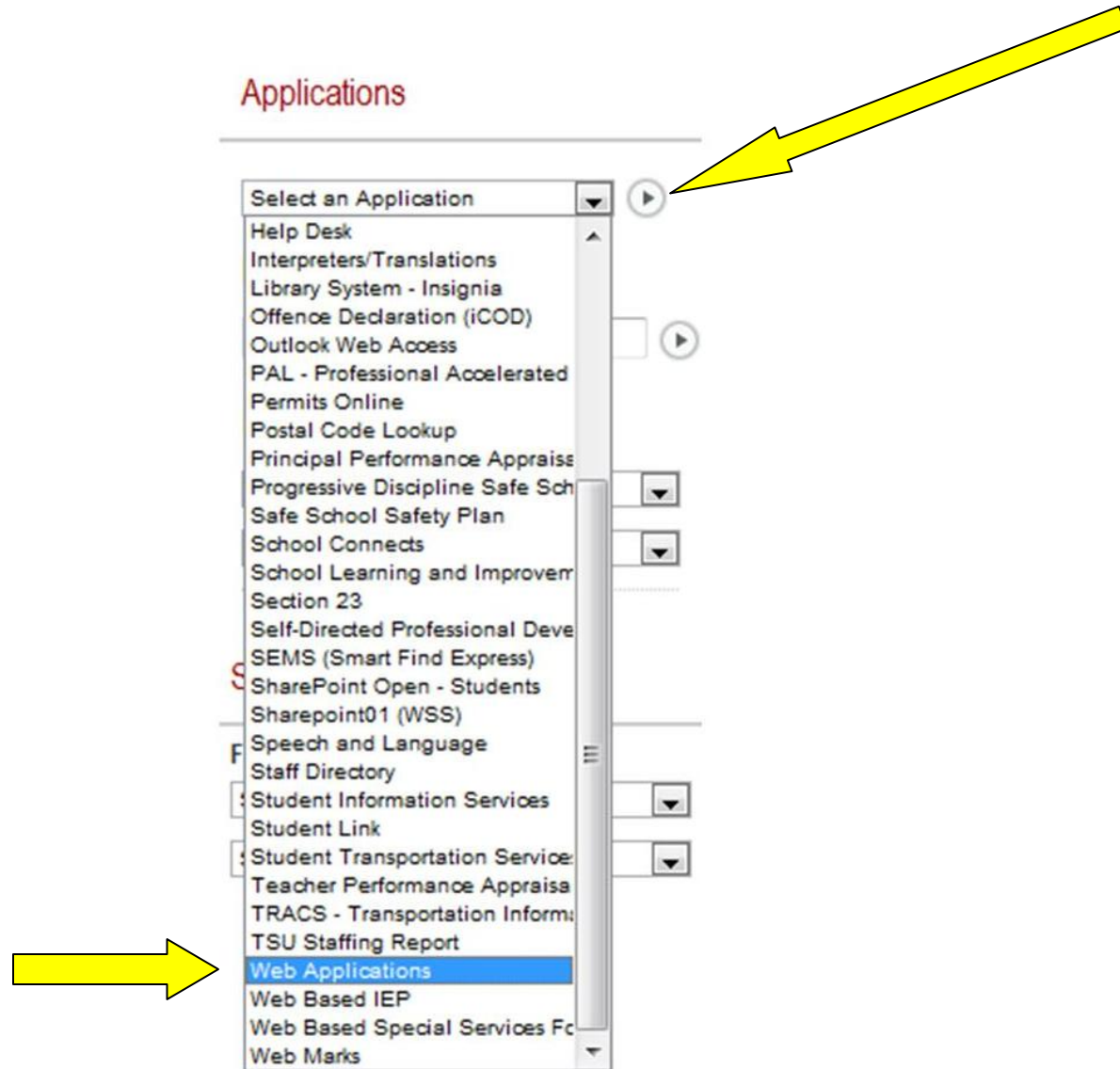
I Need To

Applications

Select an Application



STEP 1G → Select “*Web Applications*” from the drop down menu and then click the “*GO*” button.



STEP 2 → Select your *school name* in the top left corner of the screen

The screenshot displays the TCDSB Applications Manager web application. The browser window shows the URL 'http://www.tcdsb.org/...'. The page header includes the Toronto Catholic District School Board logo, a welcome message for 'SCIBERRAS, DARRIN!' at 'Jean Vanier Catholic Secondary School', and the title 'TCDSB Applications Manager'. A yellow arrow points to the 'TCDSB Applications Manager' text. Below the header, there are navigation tabs for 'Applications', 'Student Locator', 'Prt. Mult Stud', 'Extracts', 'Manuals', 'Forms', 'Reports', and 'Contacts'. The main content area is divided into several sections: 'All Schools Apps', 'Elementary School Apps', 'Secondary School Apps', 'SSL VPN Testing', 'Admins Apps', and 'Training'. Each section contains a list of application links with a small arrow icon next to them.

All Schools Apps

- Data Integration Platform
- Exit Survey Form
- Entry Survey Form
- Historical OSR Companion
- Safe Schools Companion
- Teacher Performance Appraisal
- Trillium Admission Companion
- Trillium Temporary Account Management System
- Web Based IEP
- Web Based Special Services Forms

Elementary School Apps

- ESL Companion
- Web Elementary Report Card
- Web Running Records Companion

Secondary School Apps

- Web Continuing Education Companion
- Web Credit Recovery Companion
- Web Marks
- Web TCONED - NON TCDSB Student Registrations

SSL VPN Testing

- Report Card SSL VPN Testing
- SSL VPN AJAX
- Report Card Training (IE6 SP1)

Admins Apps

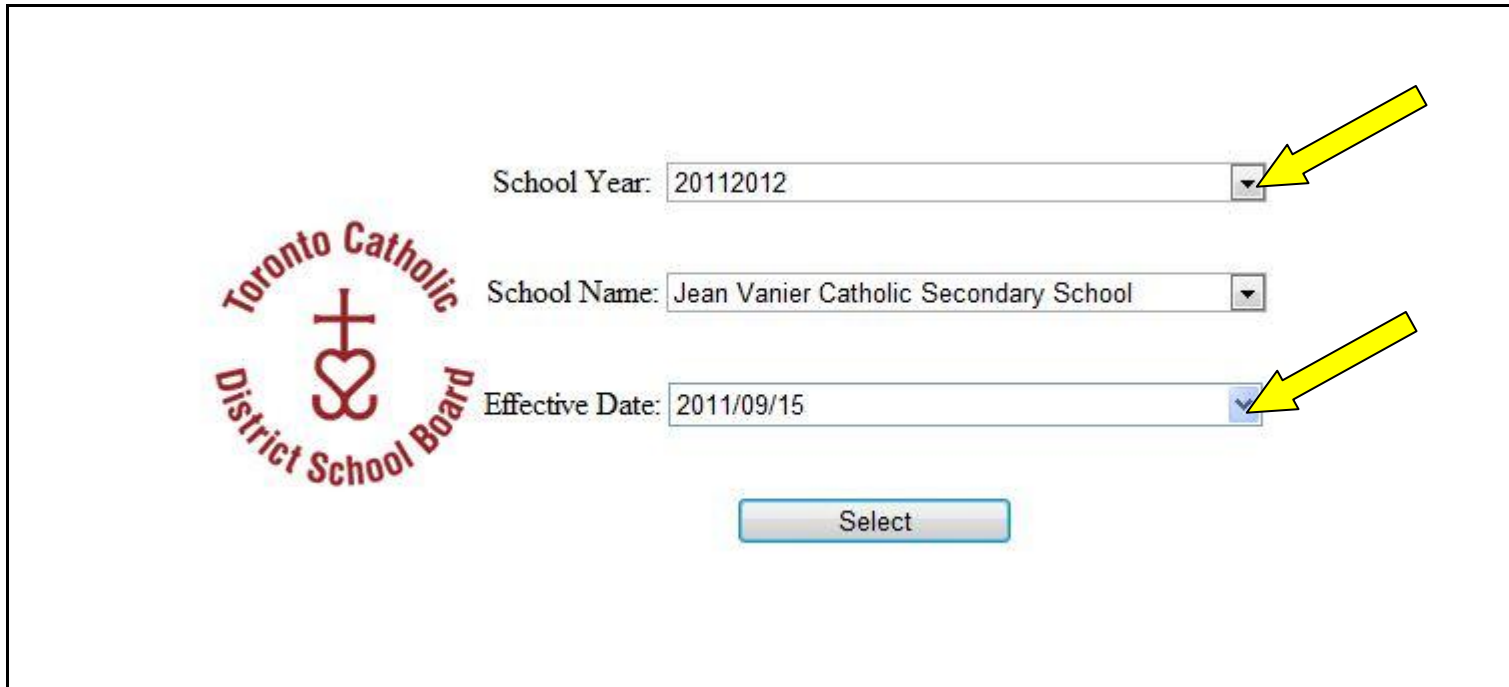
- Adult Education
- Finance Analysis
- Literacy and Numeracy
- School Learning Plan
- Specialized Language Training
- IB On-Line Registration
- School Learning Plan (Pilot)

Training

- Adult Education (Training Version)
- Elementary Report Card Training
- Form 100 Training
- Specialized Language Training Training Version
- Progressive Discipline Safe Schools Training
- Teacher Performance Appraisal (Training)
- Web Based IEP Training
- Web Based IEP Training (APT/PAT)
- Dash Board
- Web Based SS Forms Training
- Web Based SS Forms Training (APT/PAT)
- Elementary FSL Companion (Training)
- ESL Companion (Secondary Schools)
- TCDSB Online Printing Services Training
- Running Records (Training)

STEP 3 → Select the current School Year and Effective Date from the pull down menus.

** Always pick the most recent date as the information is updated regularly **



Toronto Catholic
District School Board

School Year: 20112012

School Name: Jean Vanier Catholic Secondary School

Effective Date: 2011/09/15

Select

STEP 4 → Select the “*Reports*” tab.



Applications	Student Locator	Prt. Mult Stud	Extracts	Manuals	Forms	Reports	Contacts
------------------------------	---------------------------------	--------------------------------	--------------------------	-------------------------	-----------------------	--------------------------------	--------------------------

School Year: 2011 - 2012 **School Name:** Jean Vanier Catholic Secondary School(0554) **Effective Date:** 2011

Elementary Reports

- ↗ [Class Promotion Worksheet By Class](#)
- ↗ [Class Promotion Worksheet By Class \(Grouped by Grade\)](#)
- ↗ [Class Promotion Worksheet By Grade](#)
- ↗ [Elementary Enrolment/ Staffing Model - Form 100AE](#)
- ↗ [Elementary FSL/Minutes](#)
- ↗ [Elementary Monthly Attendance Summary](#)
- ↗ [Elementary School Attendance Sheet](#)
- ↗ [Elementary School Staff Allocation Form](#)
- ↗ [Elementary Student Attendance Blank Sheet](#)
- ↗ [+ Labels](#)

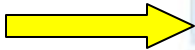
Secondary Reports

- ↗ [Achievement Results by Feeder School](#)
- ↗ [Attendance Tracking Class List](#)
- ↗ [Course Analysis by Level with Enrolment](#)
- ↗ [Course Analysis by Level without Enrolment](#)

STEP 5 → Click on the + button next to “*New Scheduling Timeline Reports*” to expand options.

Secondary Reports

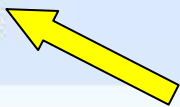
- ↗ **Achievement Results by Feeder School**
- ↗ **Attendance Tracking Class List**
- ↗ **Course Analysis by Level with Enrolment**
- ↗ **Course Analysis by Level without Enrolment**
- ↗ **+ Labels**
- ↗ **+ New Scheduling Timeline Reports**
- ↗ **RCR500 Students**
- ↗ **+ Scheduling**
- ↗ **Secondary Accumulated Credits by Grade**
- ↗ **Secondary Class Average**
- ↗ **Secondary Class Size Report**
- ↗ **Secondary Course Average Report**
- ↗ **Secondary Final Reported Mark for Summer Schools**
- ↗ **Secondary Highest Mark By Class**
- ↗ **Secondary Highest Mark By Grade**
- ↗ **Secondary Highest Mark with Teacher Name**
- ↗ **Secondary Monthly School Attendance Sheet**



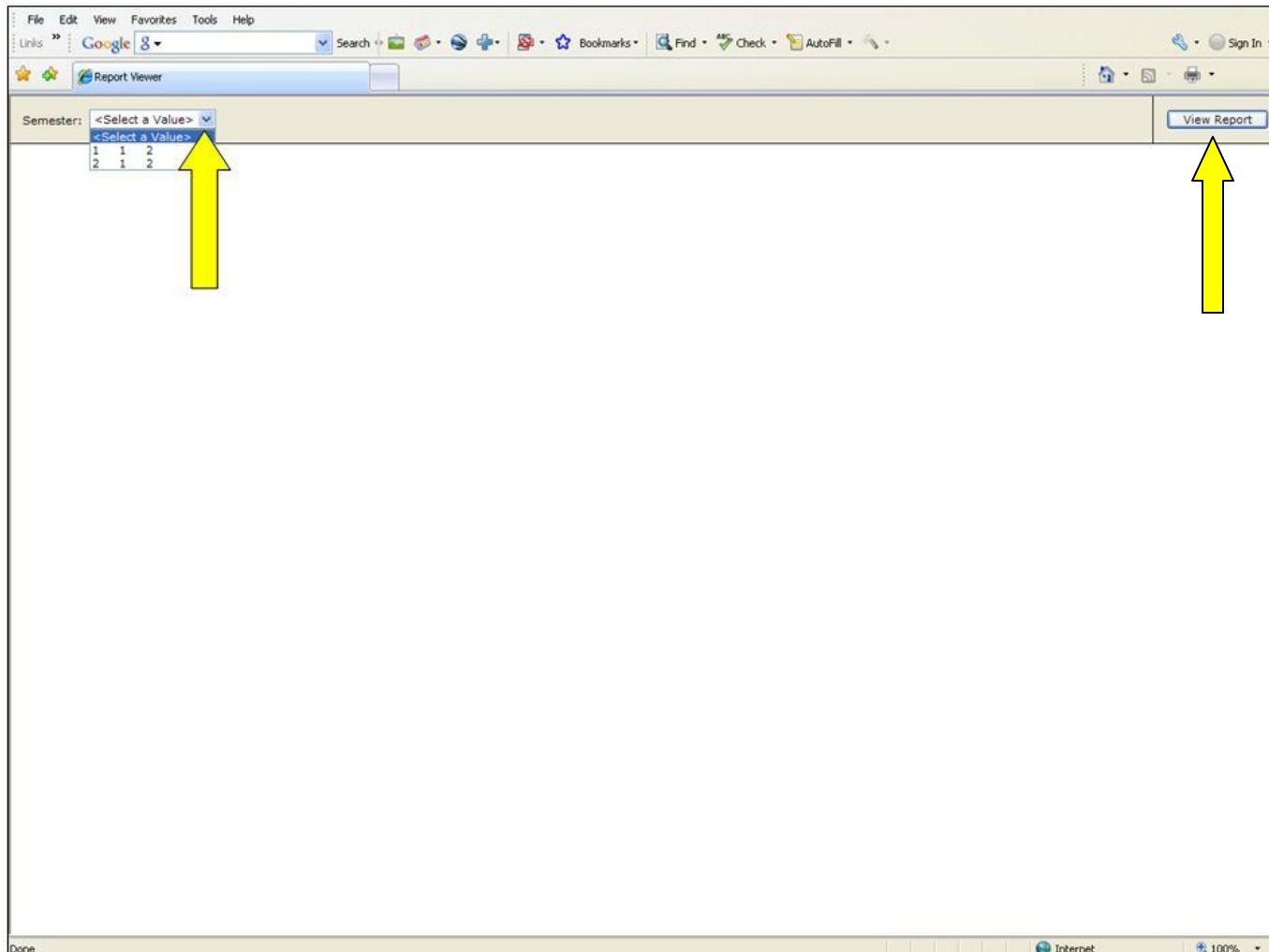
STEP 6 → Select “*Lssac Staffing Report*”

Secondary Reports

- ↗ **Achievement Results by Feeder School**
- ↗ **Attendance Tracking Class List**
- ↗ **Course Analysis by Level with Enrolment**
- ↗ **Course Analysis by Level without Enrolment**
- ↗ **+ Labels**
- ↗ **- New Scheduling Timeline Reports**
 - ↗ **Class Size Report**
 - ↗ **Course Analysis By Level With Enrolment**
 - ↗ **CAT/3 Course Analysis - English and Mathematics**
 - ↗ **Educator Restriction Report**
 - ↗ **Speciality Rooms Report**
 - ↗ **Locally Developed Course Analysis**
 - ↗ **Lssac Staffing Report**
- ↗ **RCR500 Students**
- ↗ **+ Scheduling**
- ↗ **Secondary Accumulated Credits by Grade**
- ↗ **Secondary Class Average**
- ↗ **Secondary Class Size Report**



- STEP 7** → Select the appropriate *semester* (1 1 2 = 1st semester & 2 1 2 = 2nd semester)
→ Selecting term 2 in each case will ensure all duty codes are included
→ Press the view report button



STEP 8 → Check the following items

- i) **Contract Cap**: make sure this matches the collective agreement
(notice this example has a problem as the v-coded class has an incorrect soft cap)
- ii) **MAX**: make sure this matches the collective agreement
(notice this example has a problem as the v-coded class has an incorrect hard cap)

	Class Code	Class Size	Contract CAP	MAX		Term 1	Term 2
	ICS201-01	26	26	1	Sum of Class Size	26	26
					Sum of Space	0	0
	VICS3/4U-1	32	64	4	Sum of Class Size	32	32
					Sum of Space	32	32
	S-1.00	0	0	0	Sum of Class Size	0	0
					Sum of Space	0	0

- iii) **Sum of Space**: Should be ZERO or a Positive Value
(notice this example shows a contract violation ie. teacher has too many contacts)

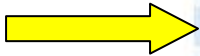
Sum of Class Size	32	32
Sum of Space	0	0
Sum of Class Size	30	30
Sum of Space	-1	-1
Sum of Class Size	62	62
Sum of Space	-1	-1

STEP 9 → To get a printer friendly version of the report select either EXCEL or Acrobat (PDF) File from the **Select a format** pull down menu and click on **EXPORT**

STEP 10 → Go back to the reports page and select Scheduling

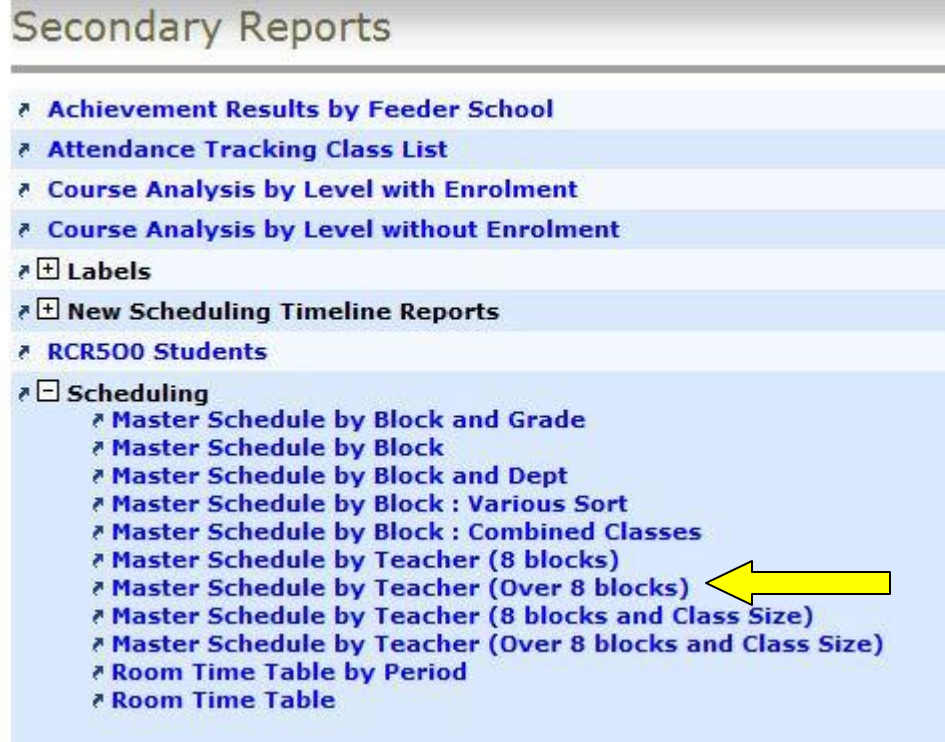
Secondary Reports

- ↗ [Achievement Results by Feeder School](#)
- ↗ [Attendance Tracking Class List](#)
- ↗ [Course Analysis by Level with Enrolment](#)
- ↗ [Course Analysis by Level without Enrolment](#)
- ↗ [+ Labels](#)
- ↗ [+ New Scheduling Timeline Reports](#)
- ↗ [RCR500 Students](#)
- ↗ [+ Scheduling](#)
- ↗ [Secondary Accumulated Credits by Grade](#)
- ↗ [Secondary Class Average](#)
- ↗ [Secondary Class Size Report](#)
- ↗ [Secondary Course Average Report](#)
- ↗ [Secondary Final Reported Mark for Summer Schools](#)
- ↗ [Secondary Highest Mark By Class](#)
- ↗ [Secondary Highest Mark By Grade](#)
- ↗ [Secondary Highest Mark with Teacher Name](#)
- ↗ [Secondary Monthly School Attendance Sheet](#)



STEP 11 → Choose “*Master Schedule by Teacher (Over 8 blocks)*”

- by choosing “Over 8 blocks” you will be able to see all scheduled classes in schools that have Day 1 & Day 2 or some other variant including full year schools

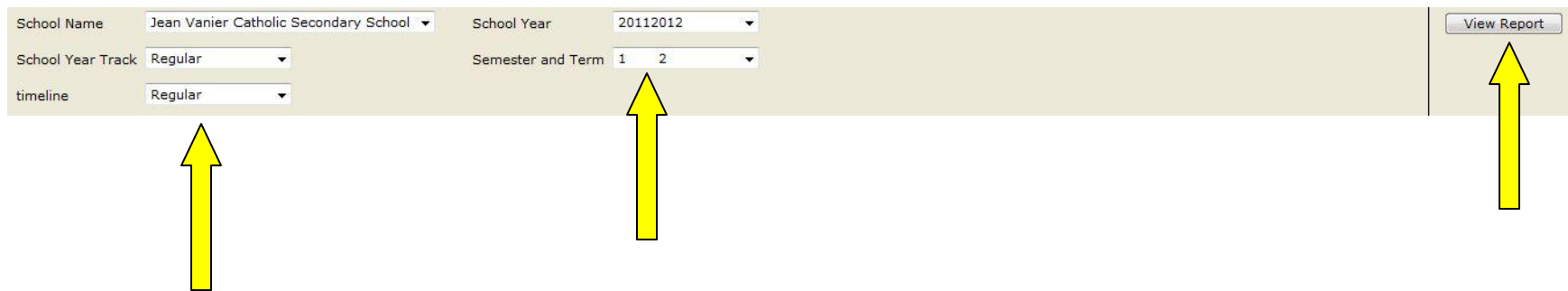


The image shows a screenshot of a software interface with a menu titled "Secondary Reports". The menu items are as follows:

- Achievement Results by Feeder School
- Attendance Tracking Class List
- Course Analysis by Level with Enrolment
- Course Analysis by Level without Enrolment
- + Labels
- + New Scheduling Timeline Reports
- RCR500 Students
- - Scheduling
 - Master Schedule by Block and Grade
 - Master Schedule by Block
 - Master Schedule by Block and Dept
 - Master Schedule by Block : Various Sort
 - Master Schedule by Block : Combined Classes
 - Master Schedule by Teacher (8 blocks)
 - Master Schedule by Teacher (Over 8 blocks) ←
 - Master Schedule by Teacher (8 blocks and Class Size)
 - Master Schedule by Teacher (Over 8 blocks and Class Size)
 - Room Time Table by Period
 - Room Time Table

A yellow arrow points to the "Master Schedule by Teacher (Over 8 blocks)" option.

- STEP 12** → Choose the appropriate School Year Track = Regular
→ Choose the appropriate timeline = Regular
→ Choose the appropriate Semester and Term
- always choose (1 2) or (2 2) to be able to see all duty codes
→ Click the View Report button



The screenshot shows a web form with the following fields and values:

School Name	Jean Vanier Catholic Secondary School	School Year	20112012	View Report
School Year Track	Regular	Semester and Term	1 2	
timeline	Regular			

Three yellow arrows point to the 'Regular' dropdown in the 'School Year Track' field, the 'Regular' dropdown in the 'timeline' field, and the 'View Report' button.

- You should see the master schedule for your school sorted by teacher in descending alphabetical order
- Be sure to check all teachers are listed
 - If a teacher is missing you may be able to find them on the 'teacher timetable list'
- Be sure to check that each teacher has the appropriate number of courses and or duty codes (ie, Guidance, Chaplaincy, Spec. Ed, RCR, Library)

POINTS TO REMEMBER

- 1) The fact that you have access to this information DOES NOT exclude administration from their duty to provide the TSU members of LSSAC this information. All LSSAC members have a right to this information and LSSAC minutes should be provided to staff so they know what issues LSSAC is addressing or has addressed.
- 2) Administration must provide all supporting information 48 hours prior to a meeting so that LSSAC members can be prepared for informed and meaningful dialogue and consultation.
- 3) You DO NOT have access to the FORM 106/107 or Department Head model through WEB APPLICATIONS so ask for these early to ensure you have time to review. If they are not finalized that is fine. Receive the current report and administration can update it 48 hours before the meeting and the most recent report can be provided at the meeting if further changes are made. LSSAC should be aware of and have had a chance to consult on all staffing changes.
- 4) Please do not hesitate to contact TSU or any member of the SSSAC if you have any questions.
- 5) TSU provides LSSAC in-service for LSSAC and wants to assist every LSSAC in their data review