We would like to acknowledge that we are on the traditional ancestral, unceded territory of the nłeʔkepmx Nation and Syilx Nation.

Beginning Your Day

- ✓ Arrive approximately 30 minutes before the bell to allow yourself time to park and prepare.
- ✓ Check in at the office and introduce yourself.
- ✓ Gather information to help you and your students have a successful day.
- ✓ Do you have the necessary fire and earthquake information?
- ✓ Do you have a class list, lesson plans, and/or notes from the teacher?
- ✓ In the event of an emergency, are you aware of how to best contact the school office?
- ✓ Arrange time with administration to review any necessary safety plans and IEPs.
- ✓ Is there an Educational Assistant (EA) in the class(es)?

During the Day

- ✓ Model Professional Standards for BC Educators and keep in mind the BCTF Code of Ethics
- ✓ Build your "Teaching Tool Kit", and borrow ideas for your future classroom. This is a compliment to the teacher and the school. ☺
- ✓ Introduce yourself to staff and build connections.
- ✓ Learn how to connect to Wi-Fi, projectors, and ViewBoards. Refer to the hyperlinks on next page.

End of the Day

- ✓ Leave the classroom tidy and provide detailed notes to help the incoming teacher. See the sample note sheet on the last page.
- ✓ Leave a lesson plan for the next day if not already provided (see last page).
- ✓ Introduce yourself to the principal, and have a conversation regarding pertinent information that may need follow up or other support.
- ✓ Return keys and/or other equipment or information to the office staff.

TTOC Sick Leave

If you decline and/or cancel a dispatch due to illness or injury, you may be eligible for sick leave. The Employment Standards Act entitles all employees to a minimum of 5 paid sick days per year. The forms to be completed to request a paid sick day can be requested from school secretaries, Human Resources, or TTOC dispatch.

TTOC Professional Development Funds

TTOCs wishing to access Professional Development funds are asked to contact Lindsay deVisser (ldevisser@365.sd58.bc.ca) of our Joint Professional Development Committee.

Welcome Waý Bienvenue heńłeʔ kʷ Miyoonakishkatoohk

TTOCs

How to project Epson iProject
Epson iProjection - Quick and advanced connection to projector

How to use a Viewsonic ViewBoard
myViewBoard: Getting Started with Your ViewBoard Interactive Display

Other Viewboard Resources
ViewSonic Education North America - YouTube

Setting up your phone on WIFI
Setting up SDwifi on an iPhone - SD58 Nicola-Similkameen
Setting up SDwifi on Android - SD58 Nicola-Similkameen

Creating an IT Work Order
Knowledge Base - eBASE

Epson Projector Connection Methods

Option 1

Hard wire – HDMI cable to laptop

Normally located near the teacher's desk.

Easiest and best use for playing movies.

Option 2

Microsoft Adapter – This is a Black USB stick installed on the back of the projector.

1.) Turn on projector

2.) On the laptop press the Window key and "K" at the same time. A pop-up box will display at the bottom right corner of your laptop screen. It will display the name of the Microsoft Adapter - match with the same name on the projector screen and connect.

3.) Hit "Esc" key to have the pop-up box disappear.

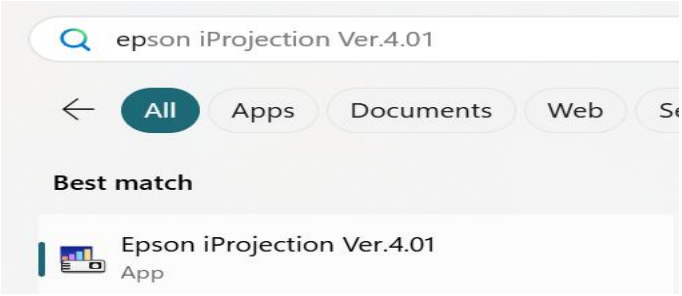
(continued on next page...)

4.) To exit click on the cast icon bottom right of laptop screen: then click “Disconnect”.

Option 3

Epson dongle – This is a White USB stick installed on the back of the projector.

1.) Turn on projector
2.) On the laptop in the search field type” Epson” and select “Epson iProjection”



3.) Select “Open”
4.) Select Connection Mode make sure the bullet “Advanced Connection Mode” is select then select “OK”
5.) You should then see a list of all projectors that are currently turned on within the school. Select the Projector name by clicking inside the small box under “Status”.
6.) To exit the small pop-up box at the bottom of your laptop. Click “Leave”

TTOC Report to Teacher

TTOC's name _____

Phone number/email_____ **Date:** _____

In for_____

At_____ **Grade** _____

It was a_____

Work completed:
All work was assigned and completed as requested. Any exceptions are noted below:

_____
_____
_____
_____

Observations/marking_____
_____
_____

Student behaviour_____
_____
_____

Student's name _____
Behaviour_____
_____
_____

Action taken _____
_____
_____

Other comments_____
_____
_____
_____

TTOC Notes (con't)

Lesson Plan for Next Day _____ **TTOC Notes Continued _____**