School Data Submission: Educator

For Publicly-Funded and Inspected Private Schools

User Guide

February 2007
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Introduction

OnSIS Application School Data Submission - Educator User Guide

Purpose:

This guide has been developed as a resource to help users understand the School Data Submission – Educator features of the Ontario School Information System (OnSIS). The guide combines step-by-step instructions along with a comprehensive look at each of the functions.

This guide is supplemented by the following documents and resources that may be downloaded from the OnSIS site http://onsisininfo.edu.gov.on.ca in the “What’s New?” section.

Here you will find links to the latest:

- User Guides
- Audio Presentations
- E-learning Modules

Users are strongly encouraged to read this user guide and all supplemental documents posted on the What’s New? section of the OnSIS application to ensure that they are aware of all aspects of OnSIS and related policies and procedures.

Please note that some of the screens in this guide may not appear exactly as they do in the OnSIS application.
Ministry Support

Inquiries regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Coordination Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@ontario.ca
Fax: 416-212-2763
Extranet website: http://onsisinfo.edu.gov.on.ca
Overview of School Data Submission – Educator

The School Data Submission application consists of at least three integrated sections: Educator, Class, and Student.

Detailed information on procedures for completing the Class and Student forms is outlined in:

This user guide provides information for completing the forms in the Educator section of the School Data Submission, Publicly-Funded and Inspected Private Schools application.

Note that Private schools with combined elementary and secondary panels must report the elementary and secondary educator data through the secondary data submission only.

For information on completing the Elementary educator data portion, use:
- User Guide: School Data Submission – Educator For Aggregate Student Data Reporting Schools (Care, Treatment and Correctional Facilities and Non-Inspected Private Schools)

For information on completing the Secondary educator data portion, use:

To complete the educator section outlined in this guide, each educator will require a Ministry Educator Number (MEN). Obtaining an MEN for an educator may be done at any time. However, it is recommended that all MENs be requested and noted prior to beginning the work in this guide.

Detailed information on the procedure for requesting an MEN and updating educator career experience is outlined in:


In the School Data Submission – Educator section, outlined in this guide, users will use an educator’s MEN to assign the educator to a school(s), record each educator’s responsibilities, and assign the educator to a class(es).

The Function Menu, which outlines the processes for signing-off a submission, is located at the end of this guide. These functions remain the same as earlier submissions.
### List of Screens

<table>
<thead>
<tr>
<th>SCREENS FOR ELEMENTARY SCHOOLS</th>
<th>SCREENS FOR SECONDARY SCHOOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Educator List</td>
<td>School Educator List</td>
</tr>
<tr>
<td>School Educator Assignment</td>
<td>School Educator Assignment</td>
</tr>
<tr>
<td>Assigned Subject Information</td>
<td>---</td>
</tr>
<tr>
<td>List of Classes</td>
<td>List of Classes</td>
</tr>
<tr>
<td>Class Information</td>
<td>Class Information</td>
</tr>
<tr>
<td>TLA Information (public schools)</td>
<td>TLA Information (public schools)</td>
</tr>
<tr>
<td>---</td>
<td>Course/Segment</td>
</tr>
</tbody>
</table>

**NOTE:**
The screens in the **SCHOOL EDUCATOR** module are slightly different for elementary and secondary schools. Therefore, instructions for filling in the forms for elementary and secondary schools will be outlined in separate sections of this guide.

**The elementary section of this User Guide is NOT APPLICABLE to Elementary Private Schools.** Elementary Private Schools should refer to: School Data Submission – Educator - For Aggregate Student Data Reporting Schools - Care, Treatment and Correctional Facilities (CTCF) and Non-Inspected Private Schools
Elementary Schools Section

The elementary section of this User Guide is applicable to Elementary Public Schools only.

Elementary Private Schools should refer to: School Data Submission - Educator - For Aggregate Student Data Reporting Schools - Care, Treatment and Correctional Facilities (CTCF) and Non-Inspected Private Schools.

SCREENS FOR ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>School Educator List</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Educator Assignment</td>
</tr>
<tr>
<td>Assigned Subject Information</td>
</tr>
<tr>
<td>List of Classes</td>
</tr>
<tr>
<td>Class Information</td>
</tr>
<tr>
<td>TLA Information</td>
</tr>
</tbody>
</table>
Accessing School Data Submission - Educator Menu

1) To begin, enter the OnSIS URL:

   https://www.gsa.gov.on.ca

2) Click English.

3) Enter your user name and password, click Login.

4) Under Education/Éducation, click OnSIS.

5) Click Enter.

6) Click Agree to the OnSIS Privacy Impact Assessment Page.

7) The OnSIS Home Page will be displayed, including a blue main menu function bar. Click Data Collection to access the SCHOOL DATA SUBMISSION menu.

   NOTE: A user with access to more than one school must select the appropriate school from the drop-down menu.

8) Click Add/Update School Submission.
9) From the **SUBMISSION PERIOD LIST**, click on the **Submission Period** hyperlink with an “Open” Submission Status.

![Submission Period List]

**NOTE:** You will not be able to open a submission period unless the previous submission period has been closed or signed off.

10) The **SCHOOL DATA SUBMISSION** menu displays. Click **Educator** to access the **SCHOOL EDUCATOR LIST**.

![SCHOOL DATA SUBMISSION]

**FUNCTION MENU**

- [ ] Purge and Pre-Populate Data
- Sign-Off
- Upload Batch File
- View Batch Results

[Submission Period List]
Adding Educators to the School Educator List (Verifying MEN)

When no educators have been added to the school, this screen displays:

For schools where educators were previously added, this screen displays:
NOTES:

The SCHOOL EDUCATOR LIST may be sorted by Last Name, MEN or Position by clicking on the hyperlinked headings. For example, if sorting by Position, click on the Position header. However, if an educator has more than one position, the records will no longer appear together for that educator.

For quick access, use the Last Name Hyperlink Index (A-Z) to move directly to the list of educators whose last names begin with the letter selected.

Selecting the hyperlink of an individual educator from the SCHOOL EDUCATOR LIST will allow the user to edit the record.

How to add educators to the SCHOOL EDUCATOR LIST:

1) From the SCHOOL EDUCATOR LIST, click Add Educator. This screen displays:

2) Enter the Ministry Educator Number (MEN) and click on Verify.
NOTES:

Obtaining an MEN for an educator may be done at any time. However, it is recommended that all MENs be requested and recorded prior to beginning the Educator section.

If an educator has not been assigned an MEN, an MEN may be requested by selecting Administration on the blue main menu bar. Under EDUCATOR ADMINISTRATION, select Request Ministry Educator Number.

If the MEN is found in the OnSIS database, the MEN VERIFICATION pop-up screen displays:

If this is the educator you intended, click on Confirm.

**NOTE:** If an incorrect format or a non-existent MEN has been entered, an error message will display. Make the necessary corrections and click on Verify to try again.

3) Click on Cancel to return to the SCHOOL EDUCATOR ASSIGNMENT form to re-enter and verify the MEN.

4) When you click on Confirm, the SCHOOL EDUCATOR ASSIGNMENT form will display with the Educator’s name.

**NOTE:** The educator will be added to the SCHOOL EDUCATOR LIST after the SCHOOL EDUCATOR ASSIGNMENT form is completed successfully.
**School Educator Assignment Form**

After an educator’s MEN is verified, the **SCHOOL EDUCATOR ASSIGNMENT** form appears. Using this form, an educator’s position and his/her duties and/or teaching responsibilities at the school are recorded.

**NOTES:**

Combined elementary and secondary schools (e.g. a grade 7–9 junior high school or a grade 7–12 school) require two separate submissions using the two Ministry designated school numbers, one for each school panel.

In this guide, the screen shots are usually cropped and the forms are usually seen in sections. To view the entire **SCHOOL EDUCATOR ASSIGNMENT** form, scroll down.

Mandatory Fields:

<table>
<thead>
<tr>
<th>Assignment Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE (Full Time Equivalency)</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Teaching/Non-Teaching</td>
</tr>
<tr>
<td>Core Elementary Teacher (if applicable)</td>
</tr>
</tbody>
</table>
How to complete the SCHOOL EDUCATOR ASSIGNMENT form:

1) Check that the “Read Only” educator information at the top of the form is accurate and scroll down to view the Career Experience List.

**NOTE:** If the educator’s information is incorrect, changes may be made through the blue main menu bar > Administration > EDUCATOR ADMINISTRATION > Update Educator Information.

2) Fill in all the mandatory fields indicated by a red asterisk (*). Some choices within the mandatory fields will require you to make choices in non-mandatory fields. Refer to the chart called Guide to Mandatory Fields – School Educator Assignment (Elementary).
3) Scroll down and click **Save**. If you do not click **Save**, the data entered for this educator will be lost.

**NOTE:** If you select **SCHOOL EDUCATOR LIST**, you will return to the previous screen and the data will not be saved.

4) When you click **Save**, a **Submit Successful** screen displays. Check that the data entered is correct.

5) Scroll down from the **Submit Successful** screen to view the five new navigational buttons and the educator’s **ASSIGNMENT LIST** containing the data just entered and any other assignment(s) recorded for this educator at the school.
NOTES:

An educator’s current career experience is listed under the CAREER EXPERIENCE LIST and is “Read Only” on this form. This data should be up-to-date.

To update an educator’s biographical information or career experience, access the forms through the main blue menu bar: > Administration > EDUCATOR ADMINISTRATION > Update Educator Information.

Update privileges for educator information are restricted to the home organization that originally requested the educator’s MEN or to any organization that previously submitted data for the educator to the Ministry.

Receiving a Submit Successful screen signifies that the information entered thus far has been validated. Further validation occurs once the School Data Submission sign-off process begins. If the record has been entered in error, an option to delete the record is available at this time. The Delete function is used only when a new record has been created in error (e.g. duplicate).

Pre-populated educator assignments (assignments that began in a previously reported submission period) may NOT be deleted. These may only be corrected through the Data Correction process. (See Table of Contents in this guide.)
Guide to Mandatory Fields – School Educator Assignment (Elementary)

Assignment Start Date

- Record the date that the educator’s assignment with the designated position began at the school.
- If this field is not pre-populated, the date selected must fall within the range of the submission periods of the school year: Cycle Start Date and Count Date.

Position

- Select the position that best describes the educator’s role in the school.
- If principal, vice-principal or supervisor is selected, Administration must be selected in Instructional Type. Multiple values may be selected.
- If Department Head is selected, a Department value must be selected in Department. Otherwise, entering a Department is optional.
- Instructor is valid only for Private Schools.
- Supervisor is valid only for Care, Treatment and Correctional Facilities.

FTE (Full Time Equivalency)

- Public school educators may have a maximum FTE of 1.00, either within a school or across schools or a board.
- FTE is entered as a percentage (e.g. 100% = 1.00 FTE, 50% = 0.50 FTE, 33% = 0.33 FTE, etc.)

Teaching/Non-Teaching

Does the educator teach one or more regularly scheduled classes?
- e.g. Core
- e.g. Self-Contained Special Education
- e.g. Specialty class such as music, art or physical education

a) If NO, select Non-Teaching.

Do not complete the ASSIGNED SUBJECT INFORMATION or CLASS INFORMATION forms for this educator. At least one option in
**Instructional Type** must also be selected.

b) If YES, select Teaching.

One or more *ASSIGNED SUBJECT INFORMATION* and/or *CLASS INFORMATION* forms must be completed. Do not select an *Instructional Type*.

c) If the educator has both regularly scheduled classes and other responsibilities, select *Both Teaching and Non-Teaching*.

One or more *ASSIGNED SUBJECT INFORMATION* and/or *CLASS INFORMATION* forms must be completed. At least one option in *Instructional Type* must be selected.

**Notes:**

- **Non-Teaching** is valid only if any of the following *Position Types* are selected: Principal, Vice-Principal, Department Head, Other, Principal - Acting, Principal - Visiting Exchange, Vice Principal - Acting, Vice Principal - Visiting Exchange, or Teacher - Specialty.

- An educator may have any combination of Teaching and Non-Teaching responsibilities.

- If an option in the *Leave Type* or *Withdrawal Type* is selected, Not Applicable must be selected. Do not complete the *ASSIGNED SUBJECT INFORMATION* and/or *CLASS INFORMATION* forms for this educator.

- If Teaching or Not Applicable is selected, *Instructional Type* must be blank.

**Core Elementary Teacher**

- If the box is checked, complete a *CLASS INFORMATION* form for the educator.

- If the box is left unchecked, the educator will not appear on the Educator’s Assigned to School list in the *CLASS INFORMATION* form.

- Check the box if educators are assigned self-contained special education classes.

- If an educator teaches a subject, rather than a core class, is On Leave, Withdrawn, or is Non-Teaching, the educator is considered a “non-core” teacher.
### Guide to Non-Mandatory Fields – School Educator Assignment (Elementary)

<table>
<thead>
<tr>
<th><strong>Board Employee Number</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• This field may be used by Boards to assist in employee related activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Department</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• This is an optional field, except when <strong>Department Head</strong> is selected in <strong>Position Type</strong>, in which case a department must be selected under the <strong>Department</strong> field.</td>
</tr>
<tr>
<td>• For elementary schools that use different titles for leadership positions within the school, select <strong>Department Head</strong> to reflect these leadership responsibilities and under <strong>Department</strong> select the most appropriate description.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Leave Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• An educator <strong>On Leave</strong> is considered <strong>active</strong> in the school in which s/he is listed. <strong>Do not</strong> record an <strong>Assignment End Date</strong>.</td>
</tr>
<tr>
<td>• In the subsequent submission, the name of the educator <strong>On Leave</strong> will be populated in the <strong>SCHOOL EDUCATOR LIST</strong> and the <strong>Leave Type</strong> field will be blank.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Withdrawal Type</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• If an educator’s assignment at the school has ended, a <strong>Withdrawal Type</strong> and an <strong>Assignment End Date</strong> must be recorded.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Letter of Permission</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Will be addressed in a future release.</td>
</tr>
</tbody>
</table>

---

**NOTE:**
For additional support in completing the **SCHOOL EDUCATOR ASSIGNMENT** form please refer to **Appendix A – Elementary School Educator Assignment Scenarios** at the end of this guide and to the **School Data Submission – Educator, Audio Presentation** for elementary schools.
Editing or Updating Records

There are two ways to edit/update an educator’s assignment.

1) From the SCHOOL EDUCATOR LIST:

a) Click the hyperlink of the name of the educator whose record you wish to update. If the educator has multiple assignments, select the appropriate hyperlink.

b) The SCHOOL EDUCATOR ASSIGNMENT form displays.

c) Make the necessary changes/corrections. Click Save.

d) Submit Successful results screen displays.

2) From the SCHOOL EDUCATOR ASSIGNMENT form:

a) Scroll down to the Assignment List and click on any of the hyperlinks under Position or FTE to open the selected School Educator Assignment edit form.

b) Make the necessary changes/corrections. Click Save.

c) Submit Successful results screen displays.

Notes:
• Assignment Start Date cannot be edited if prepopulated, however all other fields can be edited.
• Pre-populated educator assignments (assignments that began in a previously reported submission period) may NOT be deleted. If the assignment was invalid for the previous submission period or if the Assignment Start Date was incorrect, the error can only be corrected through the Data Correction process.
• A prepopulated FTE must be accounted for in the current submission.

    If the FTE was 1.00 in the previous submission, the total FTE must be 1.00 in the current submission.

    For example, a vice principal on a half-time **Secondment** will be reported as having two assignments:
    
    **First Assignment**
    Position = Vice Principal
    FTE = 0.50
Second Assignment
Position = Vice Principal
FTE = 0.50
Leave Type = Secondment
For steps to adding multiple assignments, see Adding Multiple Assignments.
Adding Multiple Assignments

OnSIS allows for any combination of assignments to a maximum FTE of 1.00. Use the Add Another Assignment button to add assignments for educators who hold more than one position within the school.

Duplicate position assignments cannot be created and will result in an error, unless part of the assignment is connected to a leave or part of the assignment is withdrawn.

Many combinations of multiple assignments are possible. The following example illustrates only one possible scenario for reporting more than one assignment. For example, a vice-principal who is on a half time Leave will be reported as having two assignments:

First Assignment
Position = Vice Principal
FTE = 0.50

Second Assignment
Position = Vice Principal
FTE = 0.50, Leave Type - Secondment

Total FTE = 1.00 within the school

How to add a second assignment:

1) From the already existing SCHOOL EDUCATOR ASSIGNMENT form, scroll to the bottom of the screen and click Add Another Assignment.
2) A blank **SCHOOL EDUCATOR ASSIGNMENT** form displays. Fill in all the mandatory fields indicated with a red asterisk (*) and any applicable optional fields.

3) Scroll down and click **Save**.
4) **A Submit Successful** screen displays. Scroll to the bottom of the screen. The additional assignment SCN (*Leave Type = Secondment*) is added under the **ASSIGNMENT LIST**.

![Submit Successful Screen]

**SCHOOL EDUCATOR ASSIGNMENT**

- **NAME:** Tikolo, Henry
- **Board Employee Number:** 04192-4367
- **ASSIGNMENT Start Date:** 2005/09/07
- **FTE:** 0.50
- **Assignment End Date:**

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
<th>Subject Class</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>V - Vice Principal</td>
<td>0.50</td>
<td></td>
<td>2005/09/07</td>
<td></td>
</tr>
<tr>
<td>SCN - Secondment</td>
<td>0.50</td>
<td></td>
<td>2005/09/07</td>
<td></td>
</tr>
</tbody>
</table>

**CAREER EXPERIENCE LIST**

- **Elementary School:** 4.00, Ontario
- **Elementary/Secondary School:** 7.00, UNITED STATES

To view the names of all educators added to a school, click **SCHOOL EDUCATOR LIST**.
5) The **SCHOOL EDUCATOR LIST** displays:

**NOTE:** The educator, Henry Tibolt, has two assignments, one with a leave; therefore, his name appears twice in the list.

<table>
<thead>
<tr>
<th>Name</th>
<th>MEN</th>
<th>Position</th>
<th>Leave</th>
<th>Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educator, High</td>
<td>0445-1-2705</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tester, sbe</td>
<td>0365-1-4624</td>
<td>SPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tibolt, Henry</strong></td>
<td>0419-2-4267</td>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tibolt, Henry</td>
<td>0419-2-4267</td>
<td>V</td>
<td></td>
<td>SCN</td>
</tr>
</tbody>
</table>

Add Educator  School Collection Menu
Assigned Subject Information Form

The ASSIGNED SUBJECT INFORMATION form is used for elementary educators whose teaching assignment includes a regularly scheduled class(es) in a subject other than core (e.g. computers, physical education, music, etc.).

The ASSIGNED SUBJECT INFORMATION form is not completed for educators who teach only a core class(es).

Some educators may teach both a core elementary class and a specialty subject, such as physical education, music or art class. In this case, both the CLASS INFORMATION AND ASSIGNED SUBJECT INFORMATION forms must be completed.

How to complete an ASSIGNED SUBJECT INFORMATION form:

1) From the SCHOOL EDUCATOR ASSIGNMENT form or the Submit Successful results screen, click the Assign Subject button.
The **ASSIGNED SUBJECT INFORMATION** form displays. The first four fields are pre-populated from the previous screen.

2) Fill in all the mandatory fields indicated by a red asterisk (*). For a detailed description of the choices available in these fields, refer to the chart **Guide to Mandatory Fields for Assigned Subject Information Form**.

3) Once all the mandatory fields have been entered, click **Save**.

---

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>Language of Instruction (LOI)</th>
<th>Number of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---
A Submit Successful screen displays with the educator’s ASSIGNED SUBJECT INFORMATION populated as entered.

4) For educators who are assigned more than one subject, click Add Another Subject. A new ASSIGNED SUBJECT INFORMATION input form will display.

5) Fill in all the mandatory fields indicated by a red asterisk (*).

6) Click Save once again.
7) The **Submit Successful** screen will display once again with the additional subjects assigned to the educator listed under the **ASSIGNED SUBJECT LIST** at the bottom of the screen.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Grade</th>
<th>LOI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>6</td>
<td>English</td>
</tr>
<tr>
<td>Visual/Arts</td>
<td>5, 6</td>
<td>English</td>
</tr>
</tbody>
</table>

8) If an **ASSIGNED SUBJECT INFORMATION** record needs to be edited or updated, click on the required hyperlink and the **ASSIGNED SUBJECT INFORMATION** edit form opens for input.

At the bottom of the **SCHOOL EDUCATOR ASSIGNMENT** form, any existing subject records applicable to the educator's assignment are also listed in the **ASSIGNMENT LIST**. Clicking on the **Subject** hyperlink opens the **ASSIGNED SUBJECT INFORMATION** edit form for the selected subject.
**Guide to Mandatory Fields for Assigned Subject Information Form**

<table>
<thead>
<tr>
<th>Subject</th>
<th>From the drop-down menu, select the subject that best describes the educator’s assignment.</th>
</tr>
</thead>
</table>
| Grade   | If the educator teaches all elementary grades applicable to the school’s grade range, click on the **All Elementary Grades** radio button.  
  
  If the educator teaches specific grades, click on the **Specific Grades** radio button. **The Available Grade List** is populated based on the school’s grade range (e.g. JK-6).  
  
  Use the directional arrow button >> to select the grades for the selected subject. Use the shift or control (Ctrl) keys to select multiple grades. |
| Number of Classes | **Number of classes** refers to the number of classes assigned to the educator with the same combination of **Subject, Grade(s), and Language of Instruction**. |
| Language of Instruction (LOI) | Select either **E - English** or **F - French** from the drop-down menu. |
Delete Assigned Subject Information Records

If an educator is no longer assigned to a subject that was populated from a previous submission into the current submission period, or if the record was added by mistake, his/her record must be deleted. To delete a record:

1) The **ASSIGNED SUBJECT LIST** is located at the bottom of the **ASSIGNED SUBJECT INFORMATION** form. Click on the blue hyperlink under **Subject** for the entry that you wish to delete, and then click **Delete**.

2) You will be prompted with a confirmation message asking if you are sure that you wish to delete the record. Click **OK**.

**NOTES:**
The **ASSIGNED SUBJECT INFORMATION** form is pre-populated from the previous submission as long as that submission is in the same academic year. At the start of a new academic year, the **ASSIGNED SUBJECT INFORMATION** form will be blank.

The **ASSIGNED SUBJECT INFORMATION** form does not need to be completed if the **Core Elementary Teacher** box has been checked and the educator does not teach any non-core or specialty subjects.

3) Click either the **Educator Assignment** or **School Educator List** button at the bottom of the screen to return to that respective screen.
Assigning An Educator(s) to a Class(es)

Once an educator has been assigned to a school, he or she may then be assigned to a class. The CLASS INFORMATION form allows an authorized user to view, add, edit and delete class information.

A CLASS INFORMATION form must be completed for each core class or self-contained special education class in the school.

For detailed information on creating classes see the following user guide:


How to assign an educator(s) to a class(es):

1) Access the LIST OF CLASSES in the school by clicking on the School Collection Menu button either at the bottom of the SCHOOL EDUCATOR LIST or the SCHOOL EDUCATOR ASSIGNMENT forms.

<table>
<thead>
<tr>
<th>Tibolt, Henry</th>
<th>0419-2-4267</th>
<th>V</th>
<th>PAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zealand, Tanner</td>
<td>0556-2-7202</td>
<td>SPE</td>
<td></td>
</tr>
</tbody>
</table>

Alternatively, return to the blue main menu bar and select:

- Data Collection > Add/Update School Submission > SCHOOL DATA SUBMISSION > Class.

<table>
<thead>
<tr>
<th>SCHOOL DATA SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Educator</strong></td>
</tr>
<tr>
<td><strong>class</strong></td>
</tr>
<tr>
<td><strong>Student</strong></td>
</tr>
</tbody>
</table>

FUNCTION MENU

- Purge and Pre-populate Data
- Sign-Off
- Upload Batch File
- View Batch Results

Submission Period List
2) Click **Class** and the **LIST OF CLASSES** screen displays. If no classes have been added to the school, the screen displays as below:

![OnSIS User Guide](image)

To add a class, click **Add Class**.

3) If classes have been previously added, a hyperlinked list of classes displays:

![OnSIS User Guide](image)

**NOTE:** **Class Codes** are specific to the school. Each **Class Code** must be unique within a school and within a single submission period. An error message will be generated for duplicate class codes.

4) To assign an educator to a class, click on the **Class Code** hyperlink for the class.
If classes were previously entered, the following information about a class will display:

**Class Information Fields:** (* Indicates mandatory)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Code *</td>
<td>(Read Only)</td>
</tr>
<tr>
<td>Class Start Date *</td>
<td></td>
</tr>
<tr>
<td>Class End Date *</td>
<td></td>
</tr>
<tr>
<td>Class Type *</td>
<td></td>
</tr>
<tr>
<td>Language of Instruction *</td>
<td></td>
</tr>
<tr>
<td>Classroom Type (optional)</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**

A class must be created in order to assign an educator to the class. The educator’s assignment to the class must be valid for the count date.

The **Class Start Date** will usually be the first day of school in September and the **Class End Date** will usually be the last day of school in June. Exceptions may exist.

In cases where an additional class is created after the first day of school, the start date for the class would be the first day that the educator begins teaching the class.
The **CLASS INFORMATION** form displays as below:

5) Scroll down to view the **EDUCATOR ASSIGNED TO CLASS** section.

**NOTES:**
An educator will only appear in the **Educators Assigned to School** list if the **Core Elementary Teacher** box on the **SCHOOL EDUCATOR ASSIGNMENT** form is checked.

All educators with a **Withdrawal** or **Leave Type** value are excluded from the **Educators Assigned to School** list.

If the educator is listed at the school under two positions (assignments), ensure that the correct position is assigned to the class.
6) The Educators Assigned to School box contains a scroll down field with a list of educators assigned to the school. In the Educators Assigned to School box, highlight the name of the educator to assign to the class.

7) More than one educator may be assigned to a class by using the shift or control (Ctrl) keys on your keyboard to highlight more than one name in the Educators Assigned to School box.

8) Use the upper directional arrows to move the highlighted name from the Educators Assigned to School box to the Educator(s) Assigned to Class box. The names of all the educators assigned to the class will appear in the Educator(s) Assigned to Class box.

9) If an educator has been added to the Educator(s) Assigned to Class box by mistake or is no longer assigned to the class, use the lower arrows to remove an educator from the Educator(s) Assigned to Class box.

10) Click Save. If an error message displays, follow the instructions on the screen to correct the data and click Save again.

11) If a warning message displays, check that the data is correct. If it is not, click Cancel, make any necessary changes, and click Save again. If the information is correct, click Continue.

12) If successful, the message Submit Successful will appear at the top of the CLASS INFORMATION form. The Educator(s) Assigned to Class box will be populated appropriately.
13) Click **Class List** to continue. The **LIST OF CLASSES** screen displays. Notice that in the following example, a second educator was assigned to **Class Code** RM101.

```
<table>
<thead>
<tr>
<th>Class Code</th>
<th>Educator Name</th>
<th>MEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>RM101</td>
<td>Granda, Lynda</td>
<td>0392-3-3150</td>
</tr>
<tr>
<td>RM102</td>
<td>Zealand, Tanner</td>
<td>0596-2-7202</td>
</tr>
<tr>
<td></td>
<td>Unassigned</td>
<td></td>
</tr>
<tr>
<td>RM303</td>
<td>Unassigned</td>
<td></td>
</tr>
<tr>
<td>RM304</td>
<td>Unassigned</td>
<td></td>
</tr>
</tbody>
</table>
```

14) Continue this process until all classes are assigned at least one educator, unless the class ended before the Count Date.

**NOTES:**

At least one educator must be assigned to each open class listed in the current submission period.

The order in which the **LIST OF CLASSES** displays can be changed by clicking on the **Class Code**, **Educator Name** or **MEN** heading.

If sorted by **Class Code**, all educators assigned to one class will be grouped together. If the sort order is changed to **Educator Name** or **MEN**, the same **Class Code** may appear twice if more than one educator was assigned to the class.

At any time during this process, users may click on the **Add Class** function to add additional classes to the **LIST OF CLASSES**.
At the bottom of the **SCHOOL EDUCATOR ASSIGNMENT** form, any existing **Class** records applicable to the educator’s assignment are also listed in the **ASSIGNMENT LIST**.

Clicking on the **Class** hyperlink opens the **CLASS INFORMATION** edit form for the selected class record.
Deleting a Class Information Record

The **Delete** function is used if a class has been created by mistake within the current submission period.

**NOTE:** The **Delete** button will appear only if no students are assigned to the class.

1) Click **Delete** at the bottom of the screen.

2) You will be prompted with a confirmation message asking: “Are you sure you wish to delete this class?” Click **OK**.
Temporary Letter of Approval (TLA)

OCT-certified educators in Ontario who have been granted a Temporary Letter of Approval by the Ontario College of Teachers to teach outside of their area of qualification are reported using the TLA INFORMATION form.

How to complete a TLA INFORMATION form:

1) Access the TLA INFORMATION form from one of these two screens:

- Submit Successful SCHOOL EDUCATOR ASSIGNMENT results page, OR
- SCHOOL EDUCATOR LIST by clicking a hyperlinked educator's name. The SCHOOL EDUCATOR ASSIGNMENT form displays.

2) Click on the TLA button.
The first four fields are populated with data entered in the **SCHOOL EDUCATOR ASSIGNMENT** form.

3) Choose one of the following options on this form:

- Check the **Non-Teaching** box, if applicable. For example, check this box if a TLA was granted for an educator acting as a vice-principal without appropriate certification.

- For an educator who is teaching, select a **Subject** from the drop-down menu that most closely matches the subject granted by the **Temporary Letter of Approval**.

4) Click **Save**. If you receive an error message, correct your submission and click **Save** again.

5) If successful, the form will be refreshed with the updated information and the message **Submit Successful** will appear at the top of the **TLA INFORMATION** screen.
6) Educators may have multiple TLA records as required. If the educator has more than one TLA subject, click **Add Another TLA**.

**Notes:**
- At the start of a new academic year, this form will be blank.
- Data is pre-populated from the previous submission as long as the submission was in the same academic year.
- If the TLA is no longer applicable within an academic year, the record(s) must be deleted.
Deleting a TLA Entry

If an educator no longer has a TLA in the current submission period, his/her TLA record(s) must be deleted.

1) Scroll down to the bottom of the TLA INFORMATION form to view the TLA LIST. Click the blue hyperlink for the TLA subject record that is to be deleted and click Delete.

2) You will be prompted by a confirmation message asking if you are sure that you wish to delete. Click OK.

3) A message confirming that the TLA has been deleted will display.

4) Click Educator Assignment or School Educator List button at the bottom of the screen to return to that respective form.
### SCREENS FOR SECONDARY SCHOOLS

<table>
<thead>
<tr>
<th>Screen</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Educator List</td>
</tr>
<tr>
<td>School Educator Assignment</td>
</tr>
<tr>
<td>List of Classes</td>
</tr>
<tr>
<td>Class Information</td>
</tr>
<tr>
<td>TLA Information</td>
</tr>
<tr>
<td>Course/Segment</td>
</tr>
</tbody>
</table>
## Accessing School Data Submission - Educator Menu

1) To begin, enter the OnSIS URL:

https://www.gsa.gov.on.ca

2) Click **English**.

3) Enter your user name and password, click **Login**.

4) Under **Education/Éducation**, click **OnSIS**.

5) Click **Enter**.

6) Click **Agree** to the OnSIS Privacy Impact Assessment Page.

7) The **OnSIS Home Page** will be displayed, including a blue main menu function bar. Click **Data Collection** to access the **SCHOOL DATA SUBMISSION** menu.

![OnSIS Home Page](image)

**NOTE:** A user with access to more than one school must select the appropriate school from the drop-down menu.

8) Click, **Add/Update School Submission**.
9) From the **SUBMISSION PERIOD LIST**, click on the **Submission Period** hyperlink with an “Open” Submission Status.

**NOTE:** You will not be able to open a submission period unless the previous submission period has been closed or signed off.

10) The **SCHOOL DATA SUBMISSION** menu displays. Click **Educator** to access the **SCHOOL EDUCATOR LIST**.
Adding Educators to the School Educator List (Verifying MEN)

When no educators have been added to the school, this screen displays:

For schools where educators were previously added, this screen displays:
NOTES:

The SCHOOL EDUCATOR LIST may be sorted by Last Name, MEN or Position by clicking on the hyperlinked headings. For example, if sorting by Position, click on the Position header. However, if an educator has more than one position, the records will no longer appear together for that educator.

For quick access, use the Last Name Hyperlink Index (A-Z) to move directly to the list of educators whose last names begin with the letter selected.

Selecting the hyperlink of an individual educator from the SCHOOL EDUCATOR LIST will allow the user to edit the record.

How to add educators to the SCHOOL EDUCATOR LIST:

1) From the SCHOOL EDUCATOR LIST, click on Add Educator. This screen displays:

2) Enter the Ministry Educator Number (MEN) and click on Verify.
NOTES:
Obtaining an MEN for an educator may be done at any time. However, it is recommended that all MENs be requested and recorded prior to beginning the Educator section.

If an educator has not been assigned an MEN, an MEN may be requested by selecting Administration on the blue main menu bar. Under EDUCATOR ADMINISTRATION, select Request Ministry Educator Number.

If the MEN is found in the database, the MEN VERIFICATION pop-up screen displays:

3) If this is the educator you intended, click Confirm.

   NOTE: If an incorrect format or a non-existent MEN has been entered, an error message displays. Make the necessary corrections and click on Verify to try again.

4) Click on Cancel to return to the SCHOOL EDUCATOR ASSIGNMENT form to re-enter/verify the MEN.

5) When you click on Confirm the SCHOOL EDUCATOR ASSIGNMENT form will display with the educator’s name.

   NOTE: The educator will be added to the SCHOOL EDUCATOR LIST after the SCHOOL EDUCATOR ASSIGNMENT form is completed successfully.
School Educator Assignment Form

After an educator’s MEN is verified, a SCHOOL EDUCATOR ASSIGNMENT form appears. Using this form, an educator’s position(s) and his/her duties and/or teaching responsibilities at the school are recorded.

NOTES:

In this guide, the screen shots are usually cropped and the forms are usually seen in sections. To view the entire SCHOOL EDUCATOR ASSIGNMENT form, scroll down.

Public Schools:
Combined elementary and secondary schools (e.g. a grade 7–9 junior high school or a grade 7–12 school) require two separate submissions using the two Ministry designated school numbers, one for each school panel.

Private Schools:
Combined elementary and secondary panels in one school (e.g. a Kindergarten–12 school) require two separate student submissions, one for each school panel, but only one educator submission (for both elementary and secondary educators) through the secondary data submission.

• Secondary Inspected Private School Data Submission (includes Elemental Student Data and Educator Data)
• Elementary Non-Inspected Private School Data Submission (includes Aggregate Student Data)

Mandatory Fields:

<table>
<thead>
<tr>
<th>Assignment Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE (Full-Time Equivalency)</td>
</tr>
<tr>
<td>Position</td>
</tr>
<tr>
<td>Teaching/Non-Teaching</td>
</tr>
</tbody>
</table>
How to complete the **SCHOOL EDUCATOR ASSIGNMENT** form:

1) Check that the “Read Only” educator information at the top of the form is accurate and scroll down to view the Career Experience List.

**NOTE:** If the educator’s information is incorrect, changes may be made through the blue main menu bar > Administration > EDUCATOR ADMINISTRATION > Update Educator Information.

2) Fill in all the mandatory fields indicated with a red asterisk (*). Some choices within the mandatory fields will require you to make choices in non-mandatory...
fields. Refer to the chart called **Guide to Mandatory Fields – School Educator Assignment (Secondary)**.
3) Scroll down and click **Save**. If you do not click **Save**, the data entered for this educator will be lost.

**NOTE:** If you select **SCHOOL EDUCATOR LIST**, you will return to the previous screen and the data will not be saved.

4) When you click **Save**, a **Submit Successful** screen is displayed. Check that the data entered is correct.

5) Scroll down to view the four new navigational buttons and the educator’s **ASSIGNMENT LIST** containing the data just entered and any other assignment(s) recorded for this educator at the school.
NOTES:

An educator’s current career experience is listed under the CAREER EXPERIENCE LIST and is "Read Only" on this form. This data should be up-to-date.

To update an educator’s biographical information or career experience, access the forms through the main blue menu bar: > Administration > EDUCATOR ADMINISTRATION > Update Educator Information.

Update privileges for educator information are restricted to the home organization that originally requested the educator’s MEN or to any organization who previously submitted data for the educator to the Ministry.

Receiving a Submit Successful screen signifies that the information entered thus far has been validated. Further validation occurs once the School Data Submission sign-off process begins. If the record has been entered in error, an option to delete the record is available at this time. The Delete function is used only when a new record has been created in error (e.g. duplicate).

Pre-populated educator assignments (assignments that began in a previously reported submission period) may NOT be deleted. These may only be corrected through the Data Correction process. (See Table of Contents in this guide.)
Guide to Mandatory Fields – School Educator Assignment (Secondary)

Assignment Start Date

- Record the date that the educator’s assignment with the designated position began at the school.

- If this field is not pre-populated, the date selected must fall within the range of the submission periods of the school year: Cycle Start Date and Count Date.

Position Type

- Select the position that best describes the educator’s role in the school.

- If principal, vice-principal or supervisor is selected, Administration must be selected in Instructional Type. Multiple values may be selected.

- If Department Head is selected, a Department value must be selected in Department. Otherwise, entering a Department is optional.

- Instructor is valid only for Private Schools.

- Supervisor is valid only for Care, Treatment and Correctional Facilities.

FTE (Full Time Equivalency)

- Public school educators may have a maximum FTE of 1.00, either within a school or across schools or boards.

- FTE is entered as a percentage (e.g. 100% = 1.00 FTE, 50% = 0.50 FTE, 33% = 0.33 FTE, etc.)
Teaching/Non-Teaching

Does the educator teach one or more regularly scheduled classes?

a) If NO, select Non-Teaching.

Do not complete a CLASS INFORMATION form. At least one option in Instructional Type must also be selected for this educator.

b) If YES, select Teaching.

One or more CLASS INFORMATION forms must be completed for this educator. Do not select an Instructional Type.

c) If the educator has both regularly scheduled classes and other responsibilities, select Both Teaching and Non-Teaching.

One or more CLASS INFORMATION forms must be completed for this educator. At least one option in Instructional Type must be selected.

Notes:

- Non-Teaching is valid only if any of the following Position Types are selected: Principal, Vice-Principal, Department Head, Other, Principal - Acting, Principal - Visiting Exchange, Vice Principal – Acting, Vice Principal - Visiting Exchange, or Teacher – Specialty.

- An educator may have any combination of Teaching and Non-Teaching responsibilities.

- If an option in the Leave Type or Withdrawal Type is selected, Not Applicable must be selected. Do not complete the CLASS INFORMATION form for this educator.

- If Teaching or Not Applicable is selected, Instructional Type must be blank.
Guide to Non-Mandatory Fields – School Educator Assignment (Secondary)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Employee Number</td>
<td>This field may be used by Boards to assist in employee related activities.</td>
</tr>
<tr>
<td>Department</td>
<td>This is an optional field, except when Department Head is selected in Position Type, in which case a department must be selected under the Department field.</td>
</tr>
<tr>
<td>Leave Type</td>
<td>An educator On Leave is considered active in the school in which s/he is listed. Do not record an Assignment End Date.</td>
</tr>
<tr>
<td></td>
<td>• In the subsequent submission, the name of the educator On Leave will be populated in the SCHOOL EDUCATOR LIST and the Leave Type field will be blank.</td>
</tr>
<tr>
<td>Withdrawal Type</td>
<td>If an educator's assignment at the school has ended, a Withdrawal Type and an Assignment End Date must be recorded.</td>
</tr>
<tr>
<td>Letter of Permission</td>
<td>Will be addressed in a future release.</td>
</tr>
</tbody>
</table>

Note:
For additional support in completing the SCHOOL EDUCATOR ASSIGNMENT form please refer to the School Data Submission – Educator, Audio Presentation (Secondary).
Editing or Updating Records

There are two ways to edit an educator’s assignment.

1) From the SCHOOL EDUCATOR LIST:
   a) Click the hyperlink of the name of the educator whose record you wish to update. If the educator has multiple assignments, select the appropriate hyperlink.
   b) The SCHOOL EDUCATOR ASSIGNMENT form displays.
   c) Make the necessary changes/corrections. Click Save.
   d) Submit Successful results screen displays.

2) From the SCHOOL EDUCATOR ASSIGNMENT form:
   a) Scroll down to the Assignment List and click on any of the hyperlinks under Position or FTE to open the selected School Educator Assignment edit form.
   b) Make the necessary changes/corrections. Click Save.
   c) Submit Successful results screen displays.

Notes:
- Assignment Start Date cannot be edited if prepopulated, however all other fields can be edited.
- Pre-populated educator assignments (assignments that began in a previously reported submission period) may NOT be deleted. If the assignment was invalid for the previous submission period or if the Assignment Start Date was incorrect, this can only be corrected through the Data Correction process.
- A prepopulated FTE must be accounted for in the current submission.
  
  If the FTE was 1.00 in the previous submission, the total FTE must be 1.00 in the current submission.

  For example, a vice principal on a half-time Secondment will be reported as having two assignments:
  
  First Assignment
  Position = Vice Principal
  FTE = 0.50
Second Assignment
Position = Vice Principal
FTE = 0.50
Leave Type = Secondment
For steps to adding multiple assignments, see Adding Multiple Assignments.
Adding Multiple Assignments

OnSIS allows for any combination of assignments to a maximum of 1.00 FTE. Use the Add Another Assignment button to add assignments for educators who hold more than one position within the school.

Duplicate position assignments cannot be created and will result in an error, unless part of the assignment is connected to a leave or part of the assignment is withdrawn.

Many combinations of multiple assignments are possible. The following example illustrates only one possible scenario for reporting more than one assignment. For example, a vice-principal who is on a half-time leave will be reported as having two assignments:

First Assignment  
Position = Vice Principal  
FTE = 0.50

Second Assignment  
Position = Vice Principal  
FTE = 0.50, Leave Type = Secondment

Total FTE = 1.00 within the school

How to add a second assignment:

1) From the already existing SCHOOL EDUCATOR ASSIGNMENT form, scroll to the bottom of the screen and click Add Another Assignment.
2) A blank SCHOOL EDUCATOR ASSIGNMENT form displays. Fill in all the mandatory fields with a red asterisk (*) and any applicable optional fields.

3) Scroll down and click Save.
4) **A Submit Successful** screen displays. Scroll to the bottom of the screen. The additional assignment **SCN (Leave Type = Secondment)** is added under the **ASSIGNMENT LIST**.

![Submit Successful Screen](image)

To view the names of all educators added to a school, click **SCHOOL EDUCATOR LIST**.

![Career Experience List](image)

![Assignment List](image)
5) The **SCHOOL EDUCATOR LIST** displays:

**NOTE:** The educator, Chantal Santin, has two assignments, one with a leave; therefore, her name appears twice in the list.

<table>
<thead>
<tr>
<th>Name</th>
<th>MEN</th>
<th>Position</th>
<th>Leave</th>
<th>Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHETRAM, SAVITREE</td>
<td>0510-8-4622</td>
<td>P</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crawford, Jr. David</td>
<td>0504-2-1122</td>
<td>TEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandurand, Denise</td>
<td>0413-6-1130</td>
<td>SPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bandurand, Denise</td>
<td>0413-6-1130</td>
<td>TEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saint-Amaude, Bruno</td>
<td>0344-6-0121</td>
<td>SPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SANEL, CHRISTINE</td>
<td>0538-4-1185</td>
<td>SPE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SANTIN, CHANTAL</td>
<td>0499-7-7580</td>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SANTIN, CHANTAL</td>
<td>0499-7-7580</td>
<td>V</td>
<td></td>
<td>SCN</td>
</tr>
<tr>
<td>SAVARD, LEBLANDE</td>
<td>0493-8-1880</td>
<td>TEA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Smith, Patrick</td>
<td>0240-7-2928</td>
<td>DH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tremblay, Claude</td>
<td>0457-7-6555</td>
<td>TEA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Educator  School Collection Menu
Assigning An Educator(s) to a Class(es)

Once an educator has been assigned to a school, he or she may then be assigned to a class. The **CLASS INFORMATION** form allows an authorized user to view, add, edit and delete class information.

A **CLASS INFORMATION** form must be completed for each class in the school.

Detailed instructions for creating a list of classes are outlined in a separate user guide. For detailed information on creating classes see:


How to assign an educator(s) to a class(es):

1) Access the **LIST OF CLASSES** in the school by clicking on the School Collection Menu button either at bottom of the **SCHOOL EDUCATOR LIST** or on the **SCHOOL EDUCATOR ASSIGNMENT** form.

Alternatively, return to the blue main menu bar and select: Data Collection > Add/Update School Submission > SCHOOL DATA SUBMISSION > Class.
2) Click **Class** and the **LIST OF CLASSES** screen displays. If no classes have been added to the school, the screen displays as below:

![Class List Screen](image)

3) To add a class, click **Add Class**.

If classes have been previously added, a hyperlinked list of classes displays:

![Class List Screen](image)

**NOTE:** Class Codes are specific to the school. Each **Class Code** must be unique within a school and within a single submission period. An error message will be generated for duplicate class codes.

4) To assign an educator to a class, click on the **Class Code** hyperlink for the class.
If classes were previously entered, the following information about a class is displayed:

**Class Information (* indicates mandatory)**

<table>
<thead>
<tr>
<th>Class Code * (Read Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Start Date *</td>
</tr>
<tr>
<td>Class End Date *</td>
</tr>
<tr>
<td>Class Type *</td>
</tr>
<tr>
<td>Language of Instruction *</td>
</tr>
<tr>
<td>Classroom Type (optional)</td>
</tr>
</tbody>
</table>

**NOTE:**

A Class must be created in order to assign an educator to the class. The educator assigned to the class must be valid for the count date.

However, if an educator is on Leave or Withdrawn on the Count Date, but was teaching a class that began and ended between two submission period count dates, it is possible to assign this educator to a class.
The **CLASS INFORMATION** form displays as below:

5) Scroll down to view the **EDUCATOR ASSIGNED TO CLASS** section.

6) The **Educators Assigned to School** box contains a scroll down field with a list of educators assigned to the school. In the **Educators Assigned to School** box, highlight the name of the educator to assign to the class.
NOTE: If the educator is listed at the school under two positions (assignments), ensure that the correct position is assigned to the class.

7) More than one educator may be assigned to a class by using the shift or control (Ctrl) keys on your keyboard to highlight more than one name in the Educators Assigned to School box.

8) Use the upper \( \rightarrow \) directional arrows to move the highlighted name from the Educators Assigned to School box to the Educator(s) Assigned to Class box. The names of all the educators assigned to the class will appear in the Educator(s) Assigned to Class box.

9) If an educator has been added to the Educator(s) Assigned to Class box by mistake or is no longer assigned to the class, use the lower \( \leftarrow \) arrows to remove an educator from the Educator(s) Assigned to Class box.

10) Click Save. If an error message displays, follow the instructions on the screen to correct the data and click Save again.

11) If a warning message displays, check that the data is correct. If it is not, click Cancel, make any necessary changes, and click Save again. If the information is correct, click Continue.

12) If successful, the message Submit Successful will appear at the top of the Class Information form. The Educator(s) Assigned to Class section of the form will be populated appropriately.
13) Click **Class List**. **LIST OF CLASSES** screen displays.

Notice that in the following example, a second educator was assigned to **Class Code 10AB**.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Educator Name</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>10AB</td>
<td>Crawford, Jr, David</td>
<td>0304-2-1122</td>
</tr>
<tr>
<td></td>
<td>Dandurand, Denise</td>
<td>0413-6-1130</td>
</tr>
<tr>
<td>10BC</td>
<td>Tremblay, Claude</td>
<td>0467-7-6555</td>
</tr>
<tr>
<td>10SP5E</td>
<td>SANTIN, CHANTAL</td>
<td>0499-7-7583</td>
</tr>
<tr>
<td>12AB</td>
<td>Tremblay, Claude</td>
<td>0467-7-6555</td>
</tr>
<tr>
<td>9A</td>
<td>Unassigned</td>
<td></td>
</tr>
<tr>
<td>9B</td>
<td>Crawford, Jr, David</td>
<td>0304-2-1122</td>
</tr>
<tr>
<td>9C</td>
<td>SAVARD, CHARLAINE</td>
<td>0499-3-1820</td>
</tr>
</tbody>
</table>

14) Continue this process until all classes are assigned at least one educator, unless the class ended before the Count Date.
NOTES:

At least one educator must be assigned to each open class listed in the current submission period.

The order in which the LIST OF CLASSES displays can be changed by clicking on the Class Code, Educator Name or MEN heading.

If sorted by Class Code, all educators assigned to one class will be grouped together. If the sort order is changed to Educator Name or MEN, the same Class Code may appear twice if more than one educator was assigned to the class.

At any time during this process, users may click on the Add Class function to add additional classes to the LIST OF CLASSES.

An educator should only be assigned to a class, if the assignment is true on the Count Date.

Exception:
An educator who is on Leave or Withdrawn on the Count Date but was teaching a class that began and ended between two submission period count dates can be assigned to a class.
At the bottom of the **SCHOOL EDUCATOR ASSIGNMENT** form, any existing **Class** records applicable to the educator’s assignment are also listed in the **ASSIGNMENT LIST**.

Clicking on the **Class** hyperlink opens the **CLASS INFORMATION** edit form for the selected class record.
Deleting a Class Information Record

The **Delete** function is used if a class has been created by mistake within the current submission period.

**NOTE:** The **Delete** button will appear only if no students are assigned to the class.

1) Click **Delete** at the bottom of the screen.

2) You will be prompted with a confirmation message asking: “Are you sure you wish to delete this class?” Click **OK**.
The **Course/Segment** button on the **CLASS INFORMATION** form is used to add a course or course segments to a class.

It is assumed that classes were created and courses and course segments have already been added. Detailed information about this procedure is outlined in an earlier release:

- **User Guide: School Data Submission Publicly-Funded Secondary Schools.**
**Temporary Letter of Approval (TLA)**

**Applicable to Public Schools Only**

OCT-certified educators in Ontario who have been granted a Temporary Letter of Approval by the Ontario College of Teachers to teach outside of their area of qualification are reported using the TLA INFORMATION form.

**How to complete a TLA INFORMATION form:**

1) Access the TLA INFORMATION form from one of these two screens:

- Submit Successful SCHOOL EDUCATOR ASSIGNMENT results page, OR
- SCHOOL EDUCATOR LIST by clicking a hyperlinked educator's name. The SCHOOL EDUCATOR ASSIGNMENT form displays.
2) Click on the TLA button.

The first four fields are populated with data entered in the SCHOOL EDUCATOR ASSIGNMENT form.

3) Choose one of the following options on this form:

- Check the Non-Teaching box, if applicable. For example, check this box if a TLA was granted for an educator acting as a vice-principal without appropriate certification.

- For an educator who is teaching, select a Subject from the drop-down menu that most closely matches the subject requested for a Temporary Letter of Approval.

4) Click Save. If you receive an error message, correct your submission and click Save again.

5) If successful, the form will be refreshed with the updated information, and the message Submit Successful will appear at the top of the TLA INFORMATION screen.
6) Educators may have multiple TLA records as required. If the educator has more than one TLA subject, click Add Another TLA.

**Notes:**
- Data is pre-populated from the previous submission as long as the submission was in the same academic year.
- At the start of a new academic year, this form will be blank.
- If the TLA is no longer applicable within an academic year, the record(s) must be deleted.
Deleting a TLA Entry

If an educator no longer has a TLA in the current submission period, his/her TLA record(s) must be deleted.

1) Scroll down to the bottom of the TLA INFORMATION form to view the TLA LIST. Click the blue hyperlink for the TLA subject record that is to be deleted and click Delete.

2) You will be prompted with a confirmation message asking if you are sure that you wish to delete. Click OK.

3) A message confirming that the TLA has been deleted will display.

4) Click EDUCATOR ASSIGNMENT or SCHOOL EDUCATOR LIST button at the bottom of the screen to return to that respective screen.
FUNCTION MENU

Upload Educator Batch File

It is possible to upload a batch file for OnSIS Educator data, rather than inputting the data online. For the Batch File layout requirements, business rules and reference tables, see *What’s New?* after logging in to OnSIS.

Batch File Upload Form

The *Batch File Upload* form allows authorized users to select a *School Data Submission* batch file for uploading and subsequent processing within OnSIS.

Accessing Upload Batch File

1) From the blue main menu bar, select **Data Collection** to access the **School Data Submission** menu.

2) In the **School Data Submission** menu, select **Upload Batch File**.

The following form will appear:

3) Click the radio button for the file size that will be uploaded.
4) Click **Browse** to locate and select a file to upload. Once the file is selected, the **Batch File Upload Form** displays.

5) Click **Submit File** to upload the file. If the file upload is completed successfully, the **Batch File Upload Result** is presented with the message, “File has been uploaded successfully.” If no file was selected, the **Batch File Upload Form** displays with an error message.

6) To upload another file, click **Upload another File**.

To return to the **Data Collection** menu, select **School Data Submission** from the blue menu bar at the top of the screen.
Viewing/Downloading Batch Results

The View/Download Batch Results form allows the user to select a School Data Submission batch-processing result file to view, print, download, or delete.

1) Click the Data Collection on the blue main menu bar.

2) In the School Data Submission menu, select View/Download Batch Results.

The Batch File Results List is displayed.

NOTES: If the upload does not match exactly the specifications required by OnSIS, the Status will be displayed as “In Error.” If this occurs, contact your data management vendor or IT department.

Look at the Status column. If the file has not been processed, wait a few moments and then refresh the screen or return to it later.

3) When the status of the file is Processed, click the hyperlink to view the results file.
NOTE: The **BATCH FILE RESULTS SUMMARY** lists the records which were uploaded and identifies the number of records that were successfully loaded and the number of records that were rejected in error.

4) To see a list of errors in a file that has been successfully uploaded, click **Detail Report** at the bottom of the screen.
NOTE: BATCH FILE RESULTS SUMMARY shows error messages that are generated and provides additional information about the errors.

5) To print the error report, click Print Report at the bottom of the page.

<table>
<thead>
<tr>
<th>Result</th>
<th>Unsuccessful</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educator Submitted:</td>
<td>1</td>
</tr>
<tr>
<td>Educator Processed:</td>
<td>0</td>
</tr>
<tr>
<td>Educator Rejected:</td>
<td>1</td>
</tr>
<tr>
<td>Educator Career Submitted:</td>
<td>2</td>
</tr>
<tr>
<td>Educator Career Processed:</td>
<td>0</td>
</tr>
<tr>
<td>Educator Career Rejected:</td>
<td>2</td>
</tr>
</tbody>
</table>

6) To download the results, click Download Report at the bottom of the page.

The following pop-up will appear:

7) Click Save. Another pop-up screen will be displayed providing the option of selecting where the file is to be saved.

8) Select where the file is to be saved and click Save. A message will be displayed stating that the download is complete. Click Close to return to the Detail Report screen.

9) Click Previous Page at the bottom of the screen to return to the Batch File Results Summary.
10) Click **Download Results** from this screen. A pop-up window will be displayed. Click **Open**

The following is an example of what will be displayed when the file is opened:

```xml
<OnSIS_BATCH_FILE>
  <HEADERS>
    <VERSION>1.0</VERSION>
    <BATCH_TYPE>Education Prepopulation</BATCH_TYPE>
    <BATCH_FILE_ID>0001</BATCH_FILE_ID>
    <DATE>2005/02/29</DATE>
    <TIME>14:04:04</TIME>
  </HEADERS>
  <DATA>
    <SCHOOL_SUBMISSION>
      <ACADEMIC_YEAR>2005-2006</ACADEMIC_YEAR>
      <SUBMISSION_PERIOD_TYPE>PRINUSCRED</SUBMISSION_PERIOD_TYPE>
      <SCHOOL>
        <SCHOOL_NUMBER>927657</SCHOOL_NUMBER>
        <CLEAR_PENDING_AREA>CLEAR_PENDING_AREA</CLEAR_PENDING_AREA>
        <CLASS>
          <ACTION>ADD</ACTION>
          <CLASS_CODE>C4-01</CLASS_CODE>
          <CLASS_START_DATE>2004/09/31</CLASS_START_DATE>
          <CLASS_END_DATE>2005/10/31</CLASS_END_DATE>
          <CLASS_TYPE>CLASS_TYPE</CLASS_TYPE>
          <LANGUAGE_TYPE>LANGUAGE_TYPE</LANGUAGE_TYPE>
          <CLASSROOM_TYPE>CLASSROOM_TYPE</CLASSROOM_TYPE>
        </CLASS>
        <CLASS>
          <ACTION>ADD</ACTION>
          <CLASS_CODE>C4-02</CLASS_CODE>
          <CLASS_START_DATE>2004/09/31</CLASS_START_DATE>
        </CLASS>
      </SCHOOL>
    </SCHOOL_SUBMISSION>
  </DATA>
</OnSIS_BATCH_FILE>
```

11) Make any necessary corrections in your data management system, recreate the file, and upload it again.
**Deleting a Batch File**

1) Place a checkmark in the **Delete Checkbox** for each file to be deleted.

2) Click **Delete Checked Files**. A confirmation pop-up will be displayed.

3) Click **OK** to delete the file(s). The **Batch File Results List** is refreshed and redisplayed without the deleted files.

4) Click **Cancel** to cancel the deletion of the file(s).
Sign-off School Submission by the School

Data collection submission periods are opened in order to allow boards and schools to submit data, either through direct input into OnSIS or by uploading a batch file from their data management system. The Ministry will open the submission period prior to the date by which boards and schools are required to submit the data. As part of the submission process, boards and schools will generate a validation report to ensure that what is being submitted is valid, and run verification reports.

Boards and schools will be notified via email as to when they can begin submitting data, and when the data can be signed-off.

When a submission period is opened, the submission status in the Submission Period List will be displayed as “Open”.

**NOTE:** Data can be submitted only for submission periods that are open.
School-Level Submission Process

Data submission to OnSIS can occur via three methods – either online or through batch uploads or a combination of both methods. If the school is using a data management system, the files can be uploaded to ONSIS for validation/verification/sign-off. If the school is not using a data management system, all data must be entered online before going through the validation/verification/sign-off process. A board user can, at any time, perform tasks on behalf of the school.

**NOTE:**
If critical errors are present when users initiate the sign-off procedures by clicking the Sign-off button, the system will not automatically generate verification reports. When sign-off is not successful, users must run verification reports separately or use a previous version of the reports, if available.

All previous submissions must be signed-off or closed. The flowchart on the following page documents the submission process.
A

User enters data
(Uploads Batch or enters data online)

The user will see a results page stating that the validation report has been generated. When the report is ready, the user will receive an e-mail with a hyperlink to the report. Or, the user can access the report directly via the View/Download Batch File Results menu. This report will list all errors and warnings that were encountered.

Errors?

Errors must be corrected

No

Warnings?

No

Is the data OK?

The user should check the data against the warning. If the data is OK, then the user should ignore the warning. If the data is not OK, then the user must correct it, and upload it again, in batch.

No

Go back to A

Go to B on next page
The verification reports must be run before sign-off can be initiated and should be re-run if any changes have been made as a result of errors in the data. Verification process (available from the sign-off form) will redirect the user to a report selection form (within the report module) that will allow the user to select/generate the set of verification reports or run individual verification reports for review to ensure numbers and totals are accurate.

User runs verification report

Numbers and totals accurate?

Yes

School Sign-Off button displays and user initiates Sign-Off*

Errors?

No

User confirms School Sign-Off

Correct errors

Go back to A (previous page).

The school sign-off process performs the school sign-off. A result page will appear informing the user that the validation process has been initiated and the user will be informed via email when the validation report is available. The email includes a hyperlink to view the validation report.

Errors?

Sign-Off cancelled and errors must be corrected

Go back to A (previous page).

Data is locked. No further changes can be made to the data by the school. The board is notified of sign-off by the school.

Go back to A (previous page).
**School Sign-Off Process**

When a school user logs into OnSIS, the following screen displays:

**NOTE:** A user with **Board Administrator** status can perform tasks on behalf of the school, at any time. A user with **Co-ordinator** status, for either a school or a board, will be able to run validation and verification reports but will not be able to sign-off.

1) Click the blue hyperlink for **Sign-Off School Submission by the School**.

The **Submission Period List** is displayed.
2) Click the hyperlink for the submission period for which you wish to sign-off.

   **NOTE:** The **Submission Status** must be set to **“Open,”** and all previous submission periods must be set to **“Closed.”**

The **Sign-Off School Submission by School** screen displays.

Running the Validation Report

1) Click **Validation** to initiate the validation process. A results page is displayed with a notification that a validation request is initiated.
2) When the report is ready, an e-mail with a hyperlink to the report is sent to the user’s e-mail address. The report can also be accessed directly via the View Reports option in the Queries, Reports and Extracts module. The report lists all errors and warnings encountered during the validation process.

3) Correct all errors.

4) Check warnings and make any necessary corrections.

5) If an entire batch file is submitted, it is necessary to purge and pre-populate the data, and then upload it again. If only a few records require correction, an updated batch file can be submitted which includes only those records that were corrected. (All data can be purged and pre-populated if too many errors are encountered, or only selected sections can be purged and pre-populated and re-uploaded.) For instructions on purging and pre-populating, refer to the Table of Contents.

6) Re-run the validation report. If there are still critical errors and/or warnings, follow steps 3 through 5 until the report has no errors and all warnings have been addressed.

   NOTE: Validation during the school sign-off ensures that the data is complete. The entire OnSIS database is searched and inconsistencies are noted.
The following is a sample of a validation report. Note that it lists critical errors, which must be corrected, as well as warnings, which should be corrected if the data entered is incorrect.

<table>
<thead>
<tr>
<th>District - Board - School</th>
<th>Severity</th>
<th>Message Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Critical</td>
<td>The student's enrolment start and end dates are inside the submission period cycle start and effective dates: 492-933-470</td>
</tr>
<tr>
<td></td>
<td>Warning</td>
<td>For new classes created, Class Start Date must be in the range of the submission cycle: CLASS2</td>
</tr>
</tbody>
</table>
Running the Verification Reports

Verification reports have been created to make it easier for boards and schools to identify the source of errors.

Once the user has identified the errors, the corrections may be made either online in OnSIS or in the school's data management system followed by resubmitting a new batch file.

The verification reports must be re-run before sign-off can be initiated and should be re-run if any errors are detected. Boards and schools should keep a complete copy of the final verification reports for their records.

It will be beneficial to run the verification reports at the same time as the validation report in order to identify where the errors are and to be able to correct them.

List of Elementary and Secondary Educator Verification Reports:

<table>
<thead>
<tr>
<th>Educator Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Personnel Principal vs. Data Submission Principal - Discrepancy Report</td>
</tr>
<tr>
<td>Multiple Educators for a Class Assignment</td>
</tr>
<tr>
<td>School Educator Assignment Report - Detail</td>
</tr>
<tr>
<td>School Educator Assignment Report - Summary</td>
</tr>
</tbody>
</table>
Running the Verification Reports

1) Click Verification.

2) A menu will appear listing all of the verification reports that can be requested. (The example which follows is only a partial screen shot.)

3) At the top of the form, select the **Academic Year** and the **Submission Period Type**.

4) Check off those reports that are to be verified or use the buttons at the bottom of the form to select all reports, all summary reports, or all detail reports.
The bottom of the verification screen contains options regarding language, format, and running the report.

<table>
<thead>
<tr>
<th>Report Language</th>
<th></th>
<th>Report Format</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>Reason:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days Kept On File:</td>
<td>When Viewed: 12</td>
<td>When Not Viewed: 17</td>
<td></td>
</tr>
<tr>
<td>Estimated Run Time:</td>
<td>1 Minute(s)</td>
<td>Run Immediately or Run Later</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The following information is also displayed:

- Estimated Run Time
- Days Kept On File When Viewed
- Days Kept On File When Not Viewed

5) Select the **Report Language** and **Report Format**.

6) Click **Run Immediately** or **Run Later**.

7) Click **View Report List** to view the report if you selected **Run Immediately**.

**NOTES:**
It may be necessary to refresh the **View Report List** screen if the report has not been processed. PC users can use CTRL-R to do this.

You can also access the report using the **Queries, Reports and Extracts** function on the OnSIS main menu.
Viewing the Reports

Reports are presented in two sections: Reports not Generated, which displays their status, and Generated Reports. If you wish to see a list of previously generated reports, check the Previously Viewed Reports checkbox and then click Refresh.

To view a generated report, click its blue hyperlink.
The following pop-up will appear:

```
REPORT VIEWER OPTIONS

Report: VLSCL-0001SS.00 - School Submission Validation Report
Completed Date: 2005/06/16 12:06:03 PM
Status: Generated
Format: PDF
Language: English
Paper Size: Legal
Page Orientation: Landscape
Reason: 

View  Download  Delete
```

You can view the report online or **Download** it. When you are finished with the report, you can delete it or leave it. It will automatically be deleted when the number of days in the **Days Kept on File** option has elapsed.

**NOTE:** It is recommended that you **Download** the report first, then save it. Once a report has been viewed, it is moved to the **Previously Viewed** list.
School-Level Sign-Off

Once the validation report has been run and all critical errors fixed, a sign-off button will appear on the screen next to the validation and verification buttons.

Click **Sign-Off** to notify the board that you have signed-off and that they can perform the board sign-off (not applicable to private schools). You will receive the message: “Sign-Off Request has been initiated”.

**NOTES:**

When **Sign-Off** is selected, a validation report and full verification reports will automatically be run. If no critical errors are found in the validation report, an e-mail will be sent informing the user that the sign-off was successful and a second e-mail will be sent to the board (not applicable to private schools). If any critical errors are found, the sign-off will automatically be cancelled.

If the validation report has warnings, two additional buttons will appear. Click **Confirm Sign-Off** if the warnings are fine, and click **Cancel Sign-Off** if the data needs to be corrected.
**Data Correction Request**

If the school or board finds an error after the data has been signed-off by the board, **the board** will have to make a formal request to the ministry to re-open the submission. This is done through a data correction.

**Private schools may also request a data correction, if an error has been discovered after the data was signed-off.**

The data correction form can be accessed by clicking **Data Collection** on the OnSIS main menu.

1) Click the blue hyperlink for **Request Data Correction**.

The following screen will appear:

```
REQUEST DATA CORRECTION LIST

School Data
```

2) Click the blue hyperlink for **School Data**.
The **Submission Period List** will appear:

### SUBMISSION PERIOD LIST

<table>
<thead>
<tr>
<th>Submission Period</th>
<th>Academic Year</th>
<th>Count Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT-Aqgr</td>
<td>2003-2004</td>
<td>2003/10/31</td>
</tr>
<tr>
<td>DataCorr-01</td>
<td>2003-2004</td>
<td>2003/10/31</td>
</tr>
<tr>
<td>Public Secondary Actual 1</td>
<td>2003-2004</td>
<td>2003/10/31</td>
</tr>
</tbody>
</table>

3) Click the appropriate submission period.

A list of open schools will appear:

### SCHOOL LIST

Open Schools

- B5 — B774898 — 5555555 — Dion HS

Closed Schools

No open School records found

4) Check off the school(s) for which you wish to request a data correction and click Submit.
The following form will appear:

```
SCHOOL DATA CORRECTION REQUEST FORM

* indicates that this data must be provided

Board Name

School(s)
Submission Period: DataCom-01 2003-2004
Count Date: 2003/10/31
Due Date: 2005/06/20
Submission Status: Open
Submission Activity Type: 2005/06/14 Data Submission opened

* Reason for Request

Submit
School List
```

5) Fill out the **Reason for Request** box and click **Submit**.

**NOTE:** If a user is currently working in one Submission period (e.g., March) and requires correction in the previous submission period (e.g., October), which has been closed, the user must initiate the **Purge and Pre-Populate** function for the March submission period so that the changes applied to the October submission period are then pre-populated into the March submission period.

Be aware that any data already entered into the March submission will be deleted once the Purge and Pre-populate function is completed.
Purge and Pre-Populate

The **Purge and Pre-populate** function can be found on the **Add/Update School Submission** screen, in the **Function Menu**.

The **Purge and Pre-populate** function allows a selection of data areas to be purged and pre-populated. A user may selectively choose forms that he/she wishes to purge and pre-populate by clicking them or by selecting all of the forms. Using this function will return the data to the way it was when the submission period was initially opened.

For example, if a user has consistently entered information incorrectly into one of the forms, he or she may find it easier to use the purge and pre-populate function and start over rather than go through and make the corrections manually.

1) Click **Purge and Pre-Populate Data** from the **Function Menu**.

The following form will appear:
2) Click the check boxes to indicate the forms that you wish to purge and pre-populate.

3) Click the **Purge and Pre-Populate Data** button. A pop-up will be displayed asking if you are sure that you want to purge and pre-populate.

4) Click **OK** to proceed or **Cancel** to return to the **Function Menu**.

5) If you click **OK**, a second confirm popup will be displayed asking if you really want to purge and pre-populate. Click **OK** or **Cancel**.
6) If successful, a result form displays, along with a message confirming the list of tables that have been purged and pre-populated.

7) Click **Close** to return to the **Function Menu**.
Appendix A

Elementary School Educator Assignment FAQ - SCENARIOS

- Can the Ministry give examples of when to set the Core Flag field on or off? We need more clarification on this field.

Core Flag is for Elementary schools only and is “on” if the educator teaches a “Core”/“Homeroom” or a Fully-Integrated Special Education class.

- What is Non-Teaching? How can an educator be “Both”?

Non-Teaching is required if the educator has an applicable value in Instructional Type, i.e. if the educator does not have an Assigned Subject or Class Assignment.
“Both Teaching and Non-Teaching” is applicable if the educator has an applicable value in Instructional Type, but also has an Assigned Subject or Class Assignment.

- How do you report educators assigned to a Junior High School or to multiple schools?

The FTE should be reported appropriately and separately for each school assignment, i.e., at each BSID Number/school panel.

- How is Planning Prep Teacher time reported? This may involve a specialty teacher.

If a Specialty Teacher of a regularly scheduled non-core class:
E.g.
School Educator Assignment Form
   Position = Teacher, Specialty
   Teaching/Non-Teaching Flag = Teaching
Assigned Subject Information Form
   Record 1:
   Subject = AM - Music
   Grade(s) = 4, 5
   Language of Instruction = English
   Number of Classes = 2
Record 2:
Subject = AM - Music
Grade(s) = 5
Language of Instruction = English
Number of Classes = 1
NOTE: Multiple records of Assigned Subject are possible if the combination is unique.

If a Core Teacher (i.e. No Specialty), but covering the main Core Teacher for Planning Prep Time:
E.g.
School Educator Assignment Form
   Position = Teacher, Regular (or most appropriate)
   Teaching/Non-Teaching Flag = Teaching
NOTE: Core Elementary Teacher Flag must be unchecked, unless the educator is also assigned to a Class (via Class Information).

Assigned Subject Information Form
   Record 1:
   Subject = XNS - No Specialty
   Grade(s) = 4, 5
   Language of Instruction = English
   Number of Classes = 1
   Record 2:
   Subject = XNS - No Specialty
   Grade(s) = 5
   Language of Instruction = English
   Number of Classes = 1

NOTE: Multiple records of Assigned Subject are possible if the combination is unique.

If not a Specialty Teacher reported through Assigned Subject or a Core Teacher reported through Class Information, i.e. not the educator of a regularly scheduled class:
E.g.
School Educator Assignment Form
   Position = Other (or most appropriate)
   Teaching/Non-Teaching Flag = Non-Teaching
   Instructional Type = Resource Withdrawal (or most appropriate)

If a partial Specialty or Core Teacher/partial Non-Specialty or Non-Core Teacher:
   Option 1:
If appropriate, report as two separate position assignments (positions must be unique) and allocate the FTE accordingly.

E.g.
School Educator Assignment Form
   Position = Teacher, Specialty
   FTE = 0.50
   Teaching/Non-Teaching Flag = Teaching

Assigned Subject Information Form
   Subject = PA - Physical Activities
   Grade(s) = 4, 5
   Language of Instruction = English
   Number of Classes = 2
   NOTE: Multiple records of Assigned Subject are possible if the above combination is unique.

AND

E.g.
School Educator Assignment Form
   Position = Vice Principal
   FTE = 0.50
   Teaching/Non-Teaching Flag = Non-Teaching
   Instructional Type = Administration, Guidance

Option 2:
School Educator Assignment Form
   Position = Select the most appropriate
   Teaching/Non-Teaching Flag = Both Teaching and Non-Teaching
   Instructional Type = Select the appropriate type(s) (Multi-Select possible)

AND

Assigned Subject Information Form
   Select a Subject
   Select a Grade(s)
   Select a Language of Instruction
   Provide the Number of Classes that corresponds to the above
   NOTE: Multiple records of Assigned Subject are possible if the above combination is unique.

AND/OR

Class Information Form
   Assign the educator to the Class (follow the Class Information instructions).
   NOTE: Core Elementary Teacher Flag must be checked in School Educator Assignment Form to allow for this.
E.g.
School Educator Assignment Form
  Position = Teacher, Specialty
  FTE = 1.00
  Teaching/Non-Teaching Flag = Both Teaching and Non-Teaching
  Instructional Type = Librarian

Assigned Subject Information Form
  Subject = AM - Music
  Grade(s) = 4, 5
  Language of Instruction = English
  Number of Classes = 2

- How do you report a significant number of educators who do not teach classes (i.e. Assigned Subject or Core), but teach individual or small groups of students (e.g. ESL, Language resources, Reading Recovery, Student Success, Enrichment)

  If not a Specialty Teacher reported through Assigned Subject or a Core Teacher reported through Class Information, i.e. not the educator of a regularly scheduled class:

  E.g.
  School Educator Assignment Form
    Position = Other (or most appropriate)
    Teaching/Non-Teaching Flag = Non-Teaching
    Instructional Type = Select the most appropriate or select Resource Withdrawal (Multi-Select possible.)

    o See the Instructional Type Reference Table for the latest values.

NOTE:
  The Instructional Type ESL should be used only for educators who do not have regularly scheduled classes. Educators who teach regularly scheduled ESL classes should report through the Assigned Subject screen and select ESL as the subject.
• Does a librarian teacher who instructs in the library have a position of specialty teacher or is s/he a regular teacher with Non-Teaching or Both Teaching and Non-Teaching? If it can be either, how do we know when to use each scenario?

If the educator is a librarian who instructs, but has no regularly scheduled classes:

E.g.
School Educator Assignment Form
Position = Teacher, Specialty (or most appropriate)
FTE = 1.00
Teaching/Non-Teaching Flag = Non-Teaching
Instructional Type = Librarian

If the educator is a librarian with regularly scheduled classes:

E.g.
School Educator Assignment Form
Position = Teacher, Specialty (or most appropriate)
FTE = 1.00
Teaching/Non-Teaching Flag = Both Teaching and Non-Teaching
Instructional Type = Librarian
Assigned Subject Information Form
Subject = AM - Music
Grade(s) = 4, 5
Language of Instruction = English
Number of Classes = 2

AND/OR
Class Information Form
Assign the educator to the Class (follow the Class Information instructions).

NOTE: Core Elementary Teacher Flag must be checked in School Educator Assignment Form to allow for this.