



HELP DOCUMENT

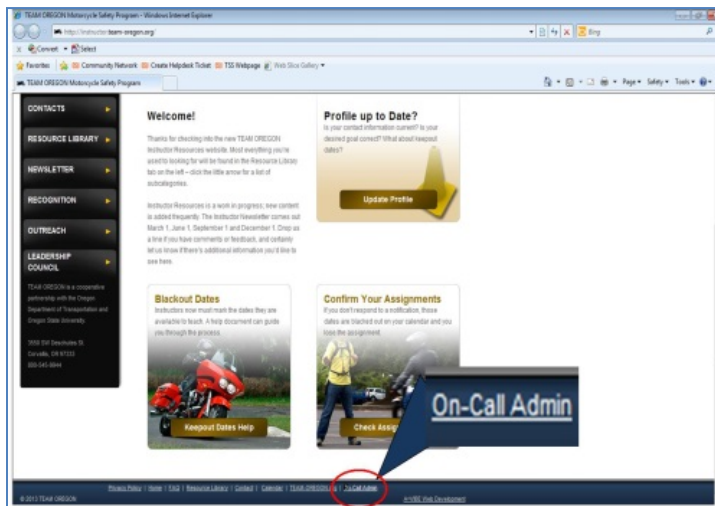
Revised: 8 October 2013

ON-CALL ADMIN TOOL

The On-Call Instructor Center was created to give on-call instructors better access to resources. From this site, on-call instructors can view course rosters, search for instructors to fill cancelled assignments and look up student records.

1) To access the On-Call Instructor Center:

- a. Go to <http://www.msi5.com/OregonOC> or use the *On-Call Admin* link on the Instructor Resources website <http://instructor.team-oregon.org>.



- b. Your username and password are the same as your Instructor Zone log-in. Note: The first letter of your username must be capitalized (log-in is case-sensitive).

On Call Instructor Center

Login

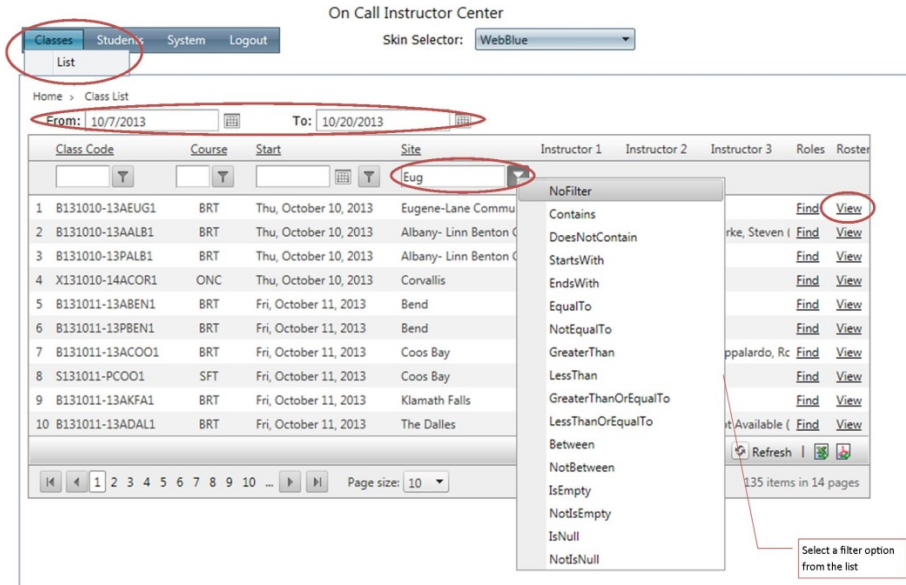
Username

Password

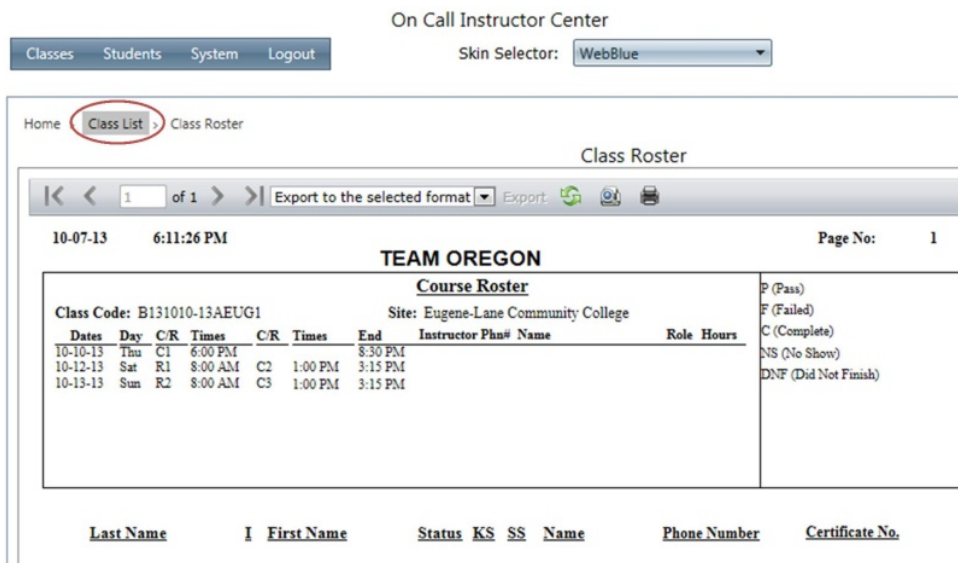
Version: 1.0.3.0

2) To view course rosters:

- a. Select *Classes*.
- b. Select *List* to see a list of courses.
- c. You can format this list by:
 1. Selecting a date range.
 2. Setting filters for **Class Code**, **Course**, **Start** date and/or **Site**. Note that these fields are case-sensitive.
- d. Once you find the course you need, select *View* to open the course roster.



- e. To return to the class list, use the breadcrumb navigation near the top of the page and select *Class List*.



3) To search for instructors to fill an assignment:

a. From the *Class List*, select *Find* on the course that needs an assignment filled.

Home > Class List

From: 10/7/2013 To: 10/20/2013

| Class Code | Course | Start | Site | Instructor 1 | Instructor 2 | Instructor 3 | Roles | Roster |
|-------------------|--------|-----------------------|----------------------|-------------------|--------------------|-------------------|-----------|--------|
| 1 B131011-13ASWA1 | BRT | Fri, October 11, 2013 | Portland-Swan Island | Wagner, Don (I) | Thunem, Pete (A) | Thunem, Pete (I2) | Find View | |
| 2 I131012-PSWA1 | IRT | Sat, October 12, 2013 | Portland-Swan Island | Simmons, Burtor | Weatherly, Denn | | Find View | |
| 3 W131012-PSWA1 | WRT | Sat, October 12, 2013 | Portland-Swan Island | | | | Find View | |
| 4 I131013-PSWA1 | IRT | Sun, October 13, 2013 | Portland-Swan Island | | | | Find View | |
| 5 T131013-ASWA1 | RTS | Sun, October 13, 2013 | Portland-Swan Island | Not Available (I) | Not Available (AI) | | Find View | |
| 6 B131018-20ASWA1 | BRT | Fri, October 18, 2013 | Portland-Swan Island | Hudson, Gary (I) | Heidel, Zach (AI) | | Find View | |
| 7 B131018-20PSWA1 | BRT | Fri, October 18, 2013 | Portland-Swan Island | | | | Find View | |
| 8 T131019-PSWA1 | RTS | Sat, October 19, 2013 | Portland-Swan Island | | | | Find View | |
| 9 T131020-ASWA1 | RTS | Sun, October 20, 2013 | Portland-Swan Island | Not Available (I) | Not Available (AI) | | Find View | |

Refresh | Page size: 10 | 9 items in 1 pages

b. Next to the instructor whose position needs to be filled, select *Find*.

Class Roles

Class Code: I131012-PSWA1
 WD/WE: WE
 Session: PM
 Course: IRT

Site Name: Portland-Swan Island
 Date 1: 10/12/13

| Instructor | Name | Role | Role Comp/Qual | C1 | R1 | C2 | R2 | W | C1 Date | R1 Date | C2 Date | R2 Date | C3 Date |
|------------|-------------------|------------------|----------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|----------|----------|---------|---------|---------|
| 1 Find | Simmons, Burton | Lead | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10/12/13 | 10/12/13 | | | |
| 2 Find | Weatherly, Dennis | Range Instructor | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | 10/12/13 | | | |

c. This will display the assignment information and available/unavailable instructors that meet the assignment qualifications.

Instructors available

| Instructor Name | Home Zone | Mileage | Class Comp | Range Comp | Qualifications | Home Phone | Cell Phone |
|----------------------|-----------|---------|------------|------------|----------------|----------------|--------------|
| 1 Wynia-Eide, Nicole | PORTLAND | 4 | INS | INS | | | 503-341-8028 |
| 2 James, Colin | PORTLAND | 7 | INS | INS | | | 503-703-2193 |
| 3 Moyer, Damion | PORTLAND | 7 | INS | INS | MENTOR | | 503-422-1402 |
| 4 Earle, Jeff | PORTLAND | 9 | INS | INS | MENTOR,LC | | 503-975-8688 |
| 5 Johnson, Will | PORTLAND | 12 | INS | INS | MW | | 503-805-8201 |
| 6 Galloway, Mike | PORTLAND | 15 | INS | INS | | 503-804-0992 | 503-804-0992 |
| 7 West, Ken | PORTLAND | 15 | INS | INS | MW,MENTOR,H&L | | 503 701 6303 |
| 8 Hara, Brent | PORTLAND | 16 | INS | INS | MENTOR | | 503-572-3120 |
| 9 Baker, Todd | PORTLAND | 17 | INS | INS | | (503) 819-4076 | |
| 10 Grimes, Mike | PORTLAND | 19 | INS | INS | H-D | | 503-828-5430 |
| 11 Busse, Mike | PORTLAND | 24 | INS | INS | MENTOR,MW | | |
| 12 Tracy, Jill | PORTLAND | 27 | INS | INS | | | 503-781-7969 |
| 13 Magar, Jeff | PORTLAND | 30 | INS | INS | MENTOR,MW,LC | | 503-896-0389 |
| 14 Wagner, Don | PORTLAND | 46 | INS | INS | MENTOR | | 503-369-8552 |

Instructors unavailable

| Instructor Name | Home Zone | Mileage | Class Comp | Range Comp | Qualifications | Home Phone | Cell Phone |
|---------------------|-----------|---------|------------|------------|----------------|--------------|--------------|
| 1 Eide, Stephen | PORTLAND | 4 | INS | INS | H-D,MENTOR | | 503-341-7421 |
| 2 Kinman, Andrew | PORTLAND | 6 | INS | INS | | | 971-998-7685 |
| 3 Kinman, Valerie | PORTLAND | 6 | INS | INS | MENTOR | | 971-998-7961 |
| 4 Wasserman, Marc | PORTLAND | 6 | INS | INS | | 503-804-2103 | 503-804-2103 |
| 5 Hyland, Tod | PORTLAND | 7 | INS | INS | MENTOR | | 541-740-9914 |
| 6 McDonald, Michael | PORTLAND | 11 | INS | INS | | | 503-708-7182 |
| 7 Aarts, Florian | PORTLAND | 12 | INS | INS | MW | | 503-704-3472 |

1. Under **Instructors Available** is a list of all available instructors.
 - i. Those highlighted in yellow are teaching another assignment, but based on the schedule may be available to cover.
 - ii. All others are indicated as available on their schedule and not currently scheduled.
 2. Under **Instructors Unavailable** are instructors that have their calendar marked as unavailable, but qualify for the assignment.
- d. Each instructor's qualifications and contact numbers are listed next to them.
- e. Return to a previous screen using the bread crumb navigation at the top of the page.

4) To look up a student:

- a. Select *Students*, then select *Search*.
- b. You can search by last name, first name, date of birth and/or driver's license number.
- c. Select *Find*. This will display a list of students matching your criteria.

On Call Instructor Center

Classes **Students** System Logout

Skin Selector: WebBlue

Search

Home > Student Search Page

Student Search Page

Last Name: Schrock First Name: Tami

Birth Date: Driver License:

Find Reset

- d. Pull up the student's information by selecting the file icon in the **Details** column.


On Call Instructor Center

Classes Students System Logout

Skin Selector: WebBlue

Home > Student Find > Student Search Matching Students

Student Search Matching Students

| | Details | Last Name | First Name | MI | DOB | Driver License |
|---|---|-----------|------------|----|------------|----------------|
| 1 |  | SCHROCK | TAMI | K | 09/24/1985 | SCHROCKT |

- e. This will display student information and a list of courses that student is registered for.
- f. You can select the icon under **Roster** to see that course roster.

On Call Instructor Center

Classes Students System Logout


Skin Selector: WebBlue

Home > Student Find > Student Search Matching Students > Student Search Student Matching Classes

Student Search Student Matching Classes

Last Name: SCHROCK First Name: TAMI MI: K DOB: 9/24/1985 DL: SCHROCKT State: OR

Gender: M Telephone: 206-383-5678 Email:

| | Roster | Class Code | Date 1 | Date 2 | Date 3 | Date 4 | Date 5 | Class Age | Certificate | KS | SS | Status |
|---|---|---------------|----------|--------|--------|--------|--------|-----------|-------------|----|----|--------|
| 1 |  | S120604-PCAP1 | 06/04/12 | | | | | 26 | | | | |

If you have any questions, please contact Tami Schrock:
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