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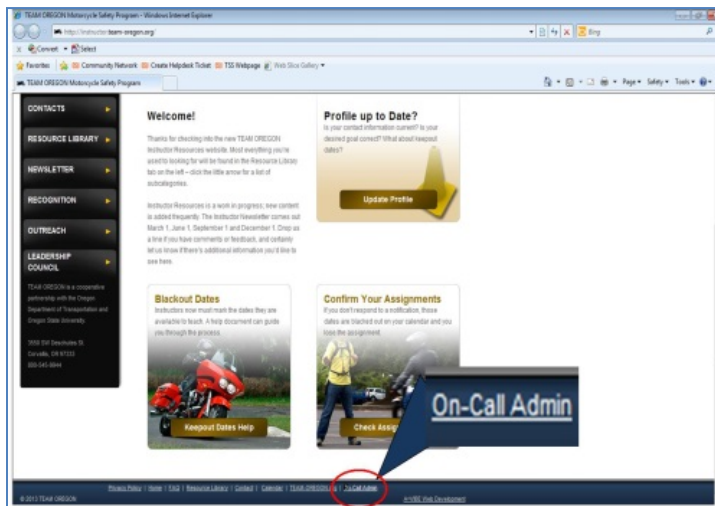
   b. Your username and password are the same as your Instructor Zone log-in. Note: The first letter of your username must be capitalized (log-in is case-sensitive).

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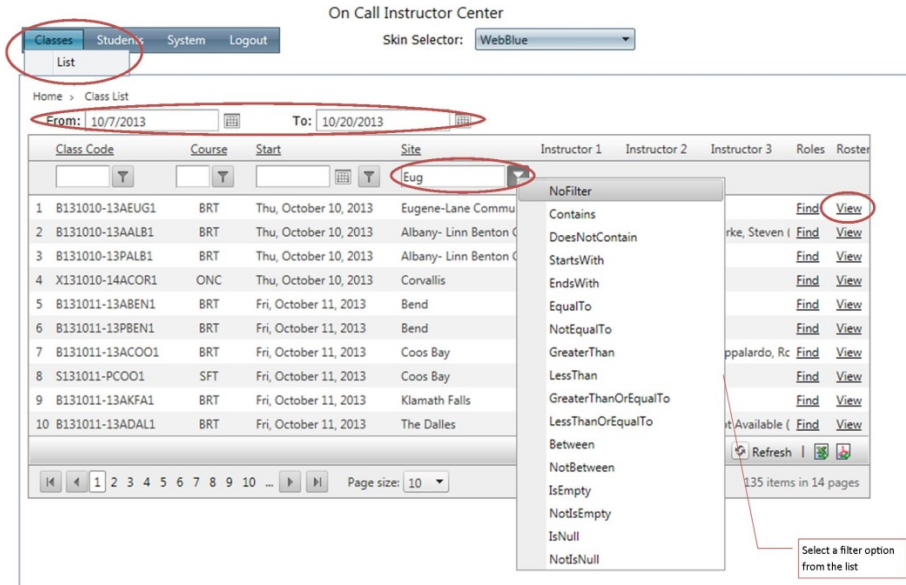   a. Select *Classes.*
   b. Select *List* to see a list of courses.
   c. You can format this list by:
      1. Selecting a date range.
      2. Setting filters for **Class Code**, **Course**, **Start** date and/or **Site**. Note that these fields are case-sensitive.
   d. Once you find the course you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

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

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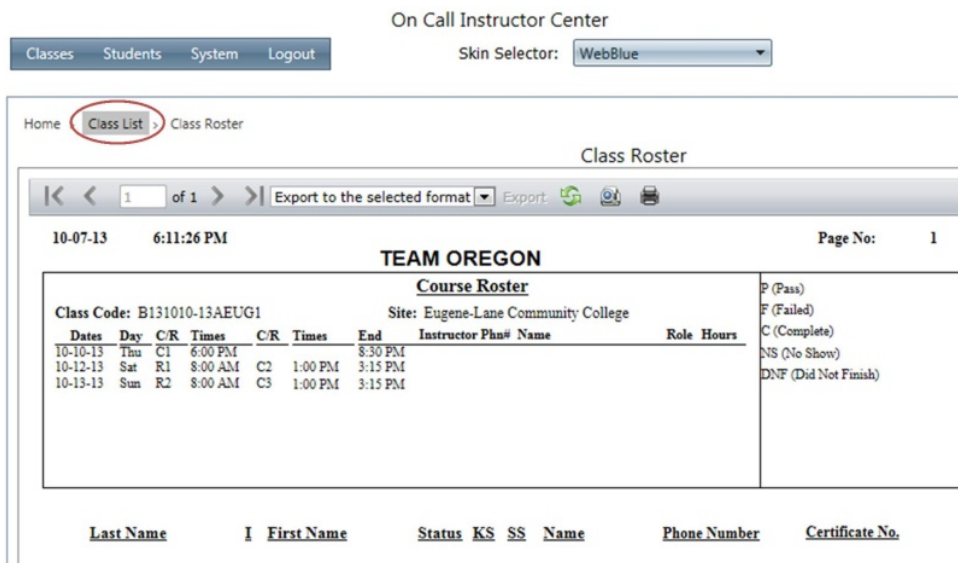
3) To search for instructors to fill an assignment:
   a. From the *Class List*, select *Find* on the course that needs an assignment filled.

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

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

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.

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

   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.

If you have any questions, please contact Tami Schrock:
541-737-8890 / 888-370-7990 ext. 8 / tami.schrock@oregonstate.edu