

Teacher Assistant Online Assignment Forum

(Please post this guide near the computer during the online process)

If you experience technical difficulties at any time during the online process, please call the online assignment forum team at 625-7132.

Quick Technical Reference Guide

Login

- You will receive notification from the school office when it nears your turn to login.
- Close Internet Explorer if it is open, so that you see the desktop.
- Open Internet Explorer and go to the SRCE website (www.srce.ca)
- Click on "For Staff" and select "Teacher Assistant Online Assignment Forum"
- Log in using your email username and password.

Queue (TA names in order of Seniority)

- View the TA seniority list ON THE LEFT OF THE SCREEN and THE JOB POSTINGS ON THE RIGHT.
- The Queue will be updated as positions are accepted and approved.
- **USE the REFRESH button (F5) in Internet Explorer to refresh the queue in order to see the LAST NAME in the Queue.**
- You cannot select a position until your name is at the top of the list (with "currently selecting" beside your name). When your name is at the top of the list, you must select a position.
- **YOU MUST HIT THE REFRESH BUTTON (F5) WHEN YOU FINISH SIGNING TO UPDATE THE SENIORITY LIST AND JOB POSTINGS.**

View Available Positions

- VIEW the positions that are currently available ON THE RIGHT OF THE SCREEN.
- The view is categorized by "school."
- There is a NUMBER TO THE LEFT of the school name showing the number of positions currently available at each school.
- The number will change as positions are accepted and approved.
- **USE THE REFRESH BUTTON (F5) OFTEN in Internet Explorer to refresh the list of available positions in order to see the latest updates.**
- Click on the triangle to the LEFT of the school name to view the available positions.

Selecting a position:

- Check that your name is at the top of the list with “currently selecting” beside it.
- Click on the position number that you want to select under the school name.
- **If you want to cancel your selection**, click “CANCEL – return to list and do not accept this position “and return to the list.
- **If you want to keep your selection**, you **must** acknowledge that you have read the guidelines and accept them by **checking the box**. You cannot submit your selection until the box has been checked.
- Check any additional qualifications (bilingual, female, male, sign language) you have.
- **Last opportunity to cancel**. Click on “CANCEL -return to list and do not accept this position”.
- Otherwise, click on “Submit this assignment for approval”-. Once you have submitted a selection, you cannot change your mind.

Approval of your selection:

- **YOU MUST HIT THE REFRESH BUTTON IMMEDIATELY AFTER SIGNING in order to receive an email confirming your assignment. YOU WILL NOT RECEIVE AN EMAIL UNLESS YOU REFRESH THE SCREEN.**
- **Remain at the computer until you are notified VIA EMAIL** whether your position has been approved or not approved on the basis of seniority and qualification.
- Click on the “TAKE ME TO MY EMAIL” button at the bottom of the submission page to open your email.
- **Use the refresh button to refresh your email if you have not already done so.**
- If your position selection is approved, you will be notified by email and you may log off the computer and return to your classroom assignment. **Before doing so, it is important that you CLOSE INTERNET EXPLORER so that you can see the desktop. THE NEXT PERSON CAN NOW LOG IN.**
- If your position is not approved, you will be asked by email to call the Online Assignment Forum team at 625-7132 for clarification regarding the reason.
- You may then wish to select another position.

No available position:

- **IF YOU DO NOT OPT FOR AN AVAILABLE POSITION FOR ANY REASON, YOU MUST PHONE THE TA ONLINE ASSIGNMENT FORUM TEAM AT 625-7132.**

Log out:

- CLOSE INTERNET EXPLORER so that you can see the desktop.