

Workboard Support

Employee Guide



Greater Victoria School District No. 61

April 7, 2025



Workboard

Workboard is a new web-based module that works parallel with our current Automated Dispatch System (ADS) and has many advantages.

It allows Teachers to confirm dispatches up to 30 days in advance.

Teachers can access workboard from 4:30 pm to 6:30 am Monday to Friday and all-day Saturday, Sunday, stat holidays, winter break and spring break. Teachers no longer need to wait for a phone call in the evening.

The Automated Dispatch System (ADS) replaces workboard at 6:30 am for all dispatches that have not been filled or any last-minute dispatches for the current day.

To be notified as a” **requested**” teacher, please follow the steps below to set up your text and email profile.

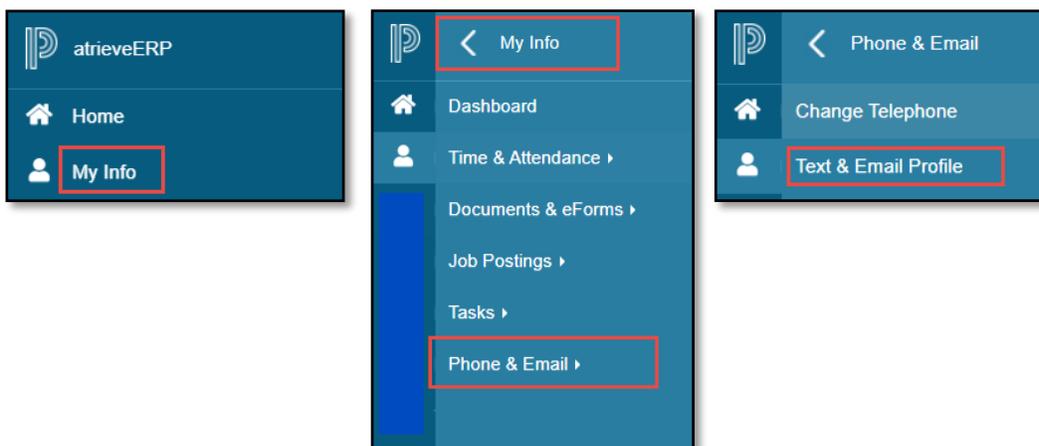
Teachers will only see dispatches based on their qualifications unless they were the requested teacher.

If a dispatch is cancelled, you will be notified if you complete the text and email profile.

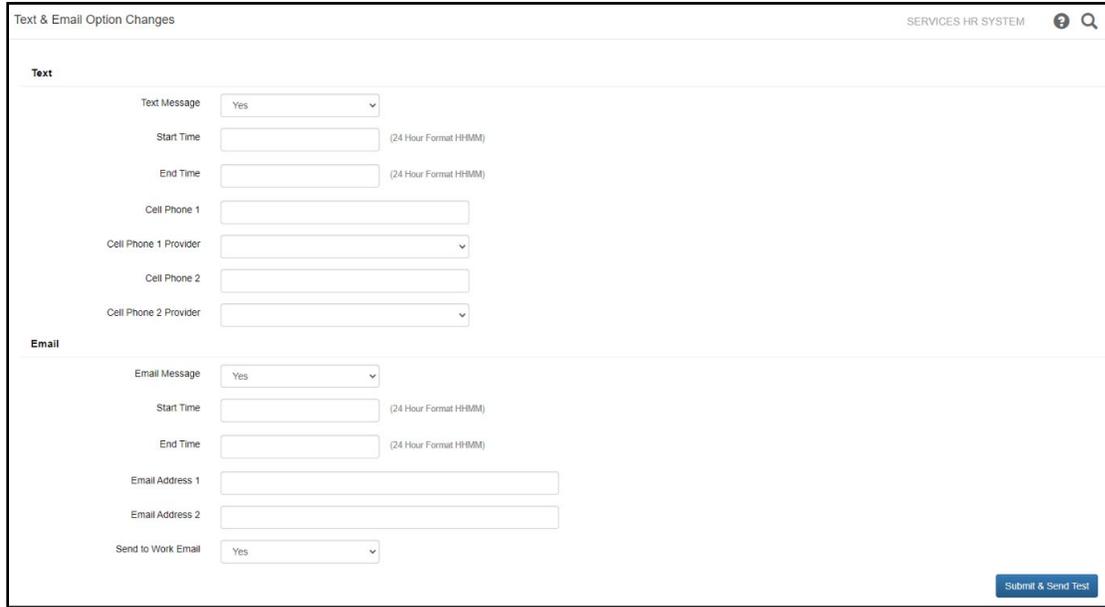
Workboard Text and Email Profile

Workboard can send a text and/or email to notify you that you have been requested for a dispatch, but first, you must complete the “Text & Email Profile”.

Log into the web portal and navigate to the Workboard Text & Email Profile under My Info > Phone & Email > Text & Email Profile.



You may personalize your Text & Email Profile in the following screen.



Text Message: Choose Yes or No from the drop-down. This can be useful if a cellphone has been set up, but the user does not want text messages from Workboard on a temporary basis.

**** Please note that Rogers and Freedom Mobile are not supported for the texting option. Below is the link to the Canadian gateway list.**

https://en.wikipedia.org/wiki/SMS_gateway

Time Range: Enter the time range in 24-hour format to receive text messages from Workboard.

Cell Phone No: Enter the cell phone number where text messages should be received. Do not include parentheses or hyphens.

Cell Phone Provider: Select the cellphone provider for each number provided.

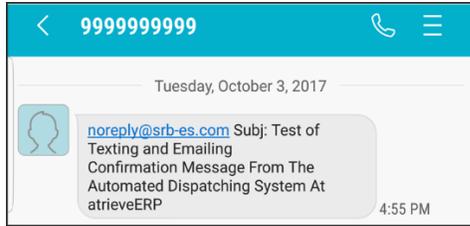
Email Message: Choose Yes or No. This can be useful if an email address has been set up, but the user does not want to receive email from Workboard on a temporary basis.

Time Range: Enter the time range in 24-hour format to receive email from Workboard.

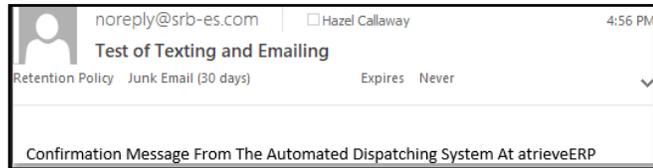
Email Address: Enter up to two separate email addresses. To email the address the district has on file, select Yes under the “Send to Work Email” drop-down.

Once the profile is set up, click Submit and Send Test to ensure notifications are received.

Sample Text Message



Sample Email Message



Viewing Jobs on Workboard

From the District’s employee self-serve portal, navigate to the Workboard menu option.

My Info > Time & Attendance > Dispatch & Workboard > Workboard



If there are available dispatches, they will appear as shown below:

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
1010108	Tue 08-Apr-2025	Tue 08-Apr-2025	Primary (K-3) Primary, Intermediate (4-5) Intermediate	Teacher On Call	Quadra	12:35-14:37		-
1010172	Tue 08-Apr-2025	Tue 08-Apr-2025	Primary (K-3) Primary	Teacher On Call	Victoria West	08:45-14:37		-
1010150	Thu 10-Apr-2025	Thu 10-Apr-2025	Primary (K-3) Primary	Teacher On Call	Lake Hill	12:35-14:37		-
1010269	Fri 25-Apr-2025	Fri 25-Apr-2025	Intermediate (4-5) Intermediate, Primary (K-3) Primary	Teacher On Call	Doncaster	08:45-14:37		-
1001688	Fri 02-May-2025	Fri 02-May-2025	Intermediate (4-5) Intermediate, Primary (K-3) Primary	Teacher On Call	Doncaster	08:45-14:37		-

To accept and/or view more details of the dispatch, click on the ID number:

Workboard Summary

ID No	Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202945	Mon 27-Feb-2023	Mon 27-Feb-2023	Elementary (K-7) Elementary Classroom Teacher	Substitute Teacher	Brighton Elementary	08:40-15:30		-
	Wed 15-Mar-2023	Wed 15-Mar-2023	Senior (11-12) Math	Substitute Teacher	Harden Secondary	08:58-15:15		-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

Workboard - Dispatch Details for ID 202945

Absent Employee: Beverly Pinch
 Subjects/Levels: Elementary Classroom Teacher / Elementary (K-7)

Message: Park in spot 13. Bring a jacket for outdoor duty

Date	Position	Location	Start Time	End Time
Mon 27-Feb-2023	Teacher	Brighton Elementary	08:40	15:30

Buttons: View Map, Back, Accept Opening

The dispatch can be accepted by clicking the “Accept Opening” button. If another employee has accepted the job in the meantime, a message will display to indicate the dispatch has been filled. If the dispatch is successfully accepted, a confirmation message will display:

Workboard - Acceptance Confirmation

Acceptance Confirmation Record for Job ID 202945

Absent Employee: Beverly Pinch
 Subjects/Levels: Elementary Classroom Teacher / Elementary (K-7)

Message: Park in spot 13. Bring a jacket for outdoor duty

Date	Position	Location	Start Time	End Time
Mon 27-Feb-2023	Teacher	Brighton Elementary	08:40	15:30

Buttons: Print, Back

The dispatch can be refused by clicking on the “Refuse” button on the main Workboard Summary page which will open a refusal confirmation page.

Workboard Summary SERVICES HR SYSTEM   

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202946	Wed 15-Mar-2023	Wed 15-Mar-2023	Senior (11-12) Math	Substitute Teacher	Harden Secondary	08:58-15:15		-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

Workboard - Refusal Confirmation

Refusal Confirmation Record for Job ID **202946**

Date(s): Wed 15-Mar-2023 to Wed 15-Mar-2023

Position: Substitute Teacher

Location: Harden Secondary

Subjects/Levels: Senior (11-12) Math

Reviewing Available Dispatches: Requested Employee

When an employee submits an absence with requested employees, the word “Requested” will appear on the Workboard listing:

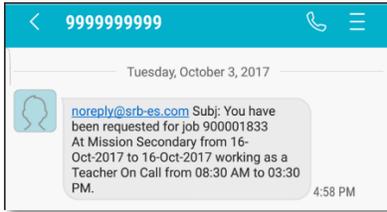
Workboard Summary SERVICES HR SYSTEM   

ID No	Start Date	End Date	Subject(s) and Level(s)	Position(s)	Location(s)	Time(s)	Requested	Refuse
202949	Wed 22-Feb-2023	Wed 22-Feb-2023	Junior (8-10) Band	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34	Requested	-
202948	Tue 28-Mar-2023	Tue 28-Mar-2023	Senior (11-12) Math	Substitute Teacher	Berry Elementary (Scent Free)	08:45-14:34		-

Additionally, if an email address and cellphone are set up in the “Text & Email Profile”, an email/text message will be sent to the requested employee(s) to alert them of any dispatches available where they are the requested employee:

Sample Text Message

Sample Email Message



Frequently Asked Questions

A supporting document with [Frequently Asked Questions](#) is available on our website.

If you have a question that has not been addressed in the FAQ document, please send an email to ads@sd61.bc.ca.

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