

MYEDUCATION BC ATTENDANCE MANAGEMENT USER GUIDE



Attendance Management

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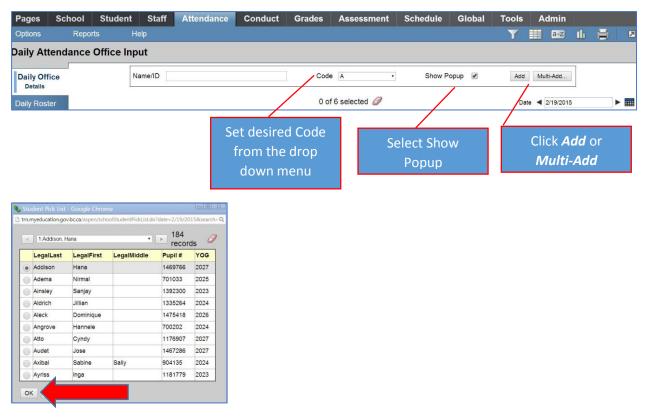
1. Entering Attendance from the Office

a. Attendance Top Tab>Daily Office Side Tab

| | idance Conduct Grades Asses | ssment Schedule Global | Tools Admin |
|------------------------------|-----------------------------|--------------------------------|------------------|
| Options Reports Help | | | Y 🏼 🔤 🔟 🚔 |
| aily Attendance Office Input | | | |
| Daily Office Name/ID | Code A | Show Popup | Add Multi-Add |
| Details | 0 of 6 selecte | | |
| aily Roster | 0 01 6 selecti | | Date 4 2/19/2015 |
| Enter last name /portion of | Set desired Code | Select Show | |
| last name or Student ID | | | Click Add |
| last name of student iD | from the drop | Popup | |
| | down menu | | |
| | | | |

Be sure to

Or...



- Select the student from the popup window
- Click OK

Clicking *Multi-Add* allows the user to add multiple attendance records at once.

| Students | Duplicate Records |
|-------------------------------|-------------------|
| Section | Skip |
| Homeroom | Replace |
| Query | |
| Snapshot | |
| Selection | |
| - | |
| Selected students: 0 | |

Select skip to allow an individual absence to override this group record.

Add attendance records by Section, Homeroom, Query, Snapshot or Selection.

| Then | Confirm the student name. | |
|------------------------|-------------------------------|-----------------------------------|
| Add Attendance - Goog | e Chrome | Confirm or select the date |
| Name | Addison, Hana 1469766 | |
| Date | 2/19/2015 Multiple Dates >> | Select Multiple Dates for entries |
| Portion | 1.0000 - | |
| Absent? | | spanning a date range. |
| Late? | | ▲ |
| Dismissed? | | |
| Excused? | | |
| Other codes | | |
| Reason | | |
| Comment | Parent called. | |
| | | |
| Add Attendance - Googl | e Chrome | |
| Name | Adds, Nicoy 1002830 | start, and end date. |
| Start date | 6/3/2015 << Single Date | |
| End date | 6/11/2015 | |
| Portion | 1.0000 • | |
| Absent? | | |
| Late? | • | |
| Dismissed? | | |
| Excused? | | |
| Other codes | Vacation | |
| Reason | Vacation Q | |
| Comment | Family holiday to Disneyland. | |
| Save Cancel | | |

• Select *Portion* of the day (see details below)

- Click appropriate check boxes including *Excused*? If there has been confirmation of the absence.
- Select *Reason* if applicable(Select from the pick list, or begin to type the reason and the system will autofill)
- Enter *Comment* as required
- Click Save

*Note: Select *Auth* from the *Other codes* drop down menu for school authorized absences and do not select the *Absent*? check box. No absence will be recorded on the student record.

b. Using the Portion of the Day drop down window.

In order for the system to calculate a total number of absences over time, the portion of the day drop down menu must be used. This will allow multiple half day or quarter day absences to be calculated when determining the number of days absent in a report.

The "portion of the day" selection does not specify which portion of the day the student is missing, therefore in order to have an accurate record of the time the student is in attendance a **Departure or Arrival** must also be entered for the student.

Using the "D" button for a dismissal allows the user to enter a time, but it requires a "0.00" portion of the day value, which means the absence will not be calculated when running a total attendance history report.

Attendance Top Tab>Daily Office Side Tab

- Enter the last name of the absent student
- Set the code drop down window to "A" for absent
- Ensure the *Show Pop-Up* window is selected
- Click Add

| Colorador de la colorador de l | RITISH DLUMBIA | AyEducation | BC Ja | mes Bay C | ommunity | 2014-201 | 5 | | | | | Change View | Select | School | Set F | references Sch | Log Off ool View |
|--|-------------------|-------------|-------|-------------|----------|----------|------------|----------|--------|------------|-------|-------------|--------|--------|-------|-------------------|---------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | | |
| Options | Rep | | lelp | | | | | | | | | | Y | | a-z | 曲 🇯 | |
| Daily At | tendance | e Office In | put | | | | | | | | | | | - | | | |
| Daily Of Details | lice | | | Name/ID axi | al | | Code | A | ۲ | Show Popup | 2 | Add Multi- | Add | | | | |

- Confirm the name and date
- If the student is not considered late, but is absent for anything less than a full day select the **Portion of the Day** from the drop down window.
- Make the appropriate selection for *Excused*?
- Add information such as reason and comment
- Click Save

| Name | Axibal, Sabine 904135 | |
|-------------|-----------------------|---------------|
| Date | 2/27/2015 | Hards Balance |
| Portion | 0.5000 • | |
| Absent? | | |
| Late? | | |
| Dismissed? | | |
| Excused? | 2 | |
| Other codes | · · · · | |
| Reason | Parent Excused | |
| Comment | Arriving at lunch. | |
| | | |
| Save Cancel | | |

- The absence is now visible from the *Daily Office* side tab.
- To add a *Departure or Arrival* time, click the student name (blue hyperlink).

| | | | | | - | | | | | | | | | | | | | |
|------------|--------|---------------|-----------|--------------|-----------------|---------|----------------|-----------------|--------|------------|----------------|-------|-----------|-------|-----------|---|---|---|
| ages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | | | |
| ptions | Rep | orts | Help | | | | | | | | | | Y | | a+z | Ш | | |
| ilv Atl | endanc | e Office li | nput | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | 1 | | | | |
| aily Offi | ce | | | Name/ID | | | Code | A | • | Show Popup | | Add 1 | Multi-Add | | | | | |
| Details | | | | | | | | | | | | | | 1 | | | | |
| aily Rost | er | | | | | | 1 of | 1 selected 🥔 | | | | | Di | ate ┥ | 2/27/2015 | | • | • |
| aily Batcl | 5 | itudent ame | Student > | Pupil # Stud | ent > HomePhone | Student | > Quick Status | Student > Grade | Code | Excused? | Reason | Time | Quick Cha | nge | | | | |
| | | xibal, Sabine | 904135 | 250-5 | 55-1234 | ۵ | | 03 | A-E | Y | Parent Excused | | | A | L D | | P | |
| aily Histo | ry | | | | | | | | | | | | | | | | | |

- Click the Add button under the Arrivals & Departures window
- From the pop up window select *Arrival or Departure*
- Enter the time
- Select *Is excused?* if applicable
- Click OK

| All Co | RITISH LUMBIA MyEducation | BC James B | ay Commun | ity 2014-201 | 15 | | | | | Change View: Select School Set Preferences Log Off School View |
|--------------|------------------------------|-----------------|-----------------|---|--|------------------|-------------|------------|--------|---|
| Pages | School Student | Staff Attend | ance Condu | ct Grades | Assessment | Schedule | Global | Tools | Admin | |
| Options | 2.2.2.2.2.2.2. | lelp | | | | | | | | |
| Daily Att | tendance Office In | put :: 2/27/201 | 5 - Axibal, Sal | oine | | | | | | |
| Daily Offi | Save Cancel | | | | | | | | | |
| ► Details | Student > Name * | Axibal, Sabine | | Q | | | | Arriving a | lunch. | |
| Daily Roste | Date * | 2/27/2015 | | | | | | 100000000 | | |
| Daily Batch | Absent? | 2 | | and the second se | Attendance Time Trac cation.gov.bc.ca/aspen/d | | ome (= II) | | | |
| Daily Histor | ry Late? | | | U triimyedus | casor.gov.bc.ca/aspen/o | Detaillime.do.p | enx=A1Mocon | e 0. | | |
| Daily Sumn | mary Dismissed? | | | Туре | Arriv |) | | | | |
| Class Offic | Excused? | 2 | | Time * | 12.00 | PM | ĩ | | | |
| Class Tren | Portion absent " | 0.5000 • | | is excused | 17 | | | | | A |
| Class Histo | Other code | | | | | | _ | _ | | |
| | Culei code 1 | | | OK Ca | incel | | | | | |
| Staff Roste | | Parent Excused | Q, | | | | | | | |
| Staff Histor | Arrivals & Dep | partures | | | | | | | | |
| Staff Cover | | Time | ls exc | used? | | | | | | |
| | | | | | No | matching records | | | | |
| | | | | | | | | | | Add Delete |
| | Save Cancel | | | | | | | | | |

Click Save

| Pages Sch | nool Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin |
|---------------|----------------|------------|--------------|-------------|--------|------------|----------|--------|------------|----------|
| Options | Reports | Help | | | | | | | | |
| aily Attend | ance Offi | put :: 2/2 | 7/2015 - Axi | bal, Sabine | 9 | | | | | |
| | | | | | | | | | | |
| Daily Office | Save | | | | | | | | | |
| ► Details | Student > Name | Axibal, S | abine | | Q, | | | | Arriving a | t lunch. |
| Daily Roster | Date - | 2/27/201 | 5 | | | | | | | |
| Daily Batch | Absent? | | | | | | | | | |
| Daily History | Late? | | | | | | Comment | | | |
| Daily Summary | Dismissed? | | | | | | | | | |
| Class Office | Excused? | ۲ | | | | | | | | |
| Class Trends | Portion absent | 0.5000 | • | | | | | | | |
| Class History | Other code | | • | | | | | | | |
| | Other code 2 | | • | | | | | | | |
| Staff Roster | Reason | Parent E | xcused | 2 | | | | | | |
| Staff History | Arrivals & De | partures | | | | | | | | |
| Staff Covers | Туре | | Time | Is excu | sed? | | | | | |
| | Arrival | | 12:00 PM | Y | | | | | | |

The absence record now includes the portion of the day and the time in, allowing staff to know when the student is actually in attendance.

| Pages | Schoo | l Stu | dent Staf | Attendanc | e Conduct | Grades Ass | sessment | Schedule | Glob | al Too | ols A | dmin | | | | | |
|-----------------------|--------|-----------|----------------|-------------------|---------------------|------------------|---------------|---------------|------------|----------|----------|----------------|--------------|---------|-----------|------|-----|
| Options | R | eports | Help | | | | | | | | | | | r 🔳 | a+z | th (| 8 0 |
| Daily At | tendan | ce Offi | ce Input | | | | | | | | | | | | | | |
| Daily Offi Details | ce | | | Name/ID | | | Code | A | T | Show P | opup 🗹 | Add | Multi-Add. | | | | |
| Daily Rost | er | | | | | | 0 of 1 | selected 🥖 | | | | | | Date < | 2/27/2015 | 1 | |
| Daily Batcl | 1 | Date | Student > Name | Student > Pupil # | Student > HomePhone | Student > QuickS | Status Studen | t > Grade Coo | de PontAbs | Excused? | Time | Reason | Time | Quick C | hange | | |
| Daily Histo | | 2/27/2015 | Axibal, Sabine | 904135 | 250-555-1234 | | 03 | A-E | 0.5 | Y | 12:00 PM | Parent Excused | In: 12:00 PM | A | . L | D | Р |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | _ | | | | | | | |

The record now appears on the *Daily office* input page with the option to click into the record and edit.

| | | | | the second se | The second division in which the second division is not the second division of the second division is not the second division of the seco | | | | Statements in concerning the second se | | and its second se | the second second second | and the owner where the party of the party o | | |
|--|------|---|--|---|--|----------------------|------------------------|------------------------------|---|----------------------|---|--------------------------|--|-----|-------------|
| Pages Sc | hoo | I Student | Staff At | tendance Co | nduct Grades | Assessmen | t | Schedul | e Global | Tools | A | dmin | | | |
| Options | Re | ports | Help | | | | | | | Y | | a+z | Ш | - | |
| Daily Attend | land | e Office In | put | | | | | | | | | | | | |
| | | [| | | | | | | | 1 | | | - | | |
| Daily Office | | | Name/ID | | Code | A | ٠ | Sho | w Popup 🕑 | Add | d Mu | lti-Add | | | |
| Details | - | | | | | - | | | | | | | | | |
| Daily Roster | 1 | | | | 1 of | 7 selected 🥖 | | | | D | ate ◀ | 2/19/201 | 5 | | • |
| | | | | | | | | | | , <u>A</u> | | | | | |
| Daily Batch | | Student > Name | Student > Pupil # | Student > HomePhone | Student > QuickStatus | Student > Grade | Code | Excused? | Reason | Time | Quick (| Change | | | |
| Daily Rater | | Student > Name Addison, Hana | Student > Pupil # 1469766 | Student > HomePhone (250)555-1234 | Student > QuickStatus | Student > Grade | Code A-E | Excused? Y | Reason Illness | Time | Quick (| Change L | D | J E | Ρ |
| | | | | | | | 10000 | Excused? Y Y | Contraction and a | Time In: 11:47 AM | | Change L | D | | P |
| | | Addison, Hana | 1469766 701033 | (250)555-1234 | ۵ | KF | A-E | Excused? Y Y Y | lliness | | A | Change L L | 11 | | |
| Daily Summary | | Addison, Hana Adema, Nirmal | 1469766 701033 | (250)555-1234 (250)555-1234 | | К F 02 | A-E L-E | Excused? Y Y Y N | Illness Illness | ln: 11:47 AM | A | Change | D | | P P |
| Daily Summary | | Addison, Hana Adema, Nirmal Angrove, Hannele | 1469766 701033 700202 | (250)555-1234 (250)555-1234 (250)555-1234 | | KF 02 03 | A-E L-E L-E | Y Y Y | Illness Illness | ln: 11:47 AM | A | L L L L | D | | Ρ |
| Daily Batch Daily Filsto Daily Summary Class Office Class Trends | | Addison, Hana Adema, Nirmal Angrove, Hannele Atto, Cyndy | 1469766 701033 700202 1176907 | (250)555-1234 (250)555-1234 (250)555-1234 (250)555-1234 | | KF 02 03 KF | A-E L-E L-E A | Y Y Y N | Illness Illness | ln: 11:47 AM | AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA | Change | D | | P P P |

• Click the "P" button to reset the absence to "Present"

The absence record will now appear in the teacher class view in the **Daily Attendance** field.

| Pages My Options | Info Stude Reports | ent Attendance Gradebook Help | Planner Tools | | a-2 |
|-----------------------------------|-----------------------|----------------------------------|------------------|------------------|----------------------------|
| lass Atten | dance :: 201 | 14-2015 - ATTAM-DIV11Mun | z - AM ance | | |
| Class ▶ Input Seating Chart | Period 1 Post | | Ļ | 25 records | Attendance for: < 6/2/2015 |
| Trends | Pupil # | Name | Daily Attendance | Class Attendance | Code |
| | 529489 | Bodner, Rena | Present | Present | A L P |
| | 480073 | Brugge, Benson | Present | Present | A L P |
| | 491359 | Burbidge, Elin | Present | Present | A L P |
| | 482663 | Fuller, Dasha | A-E [illness] | Present | A I P |
| | 491402 | Goldstone, Navi | Present | Present | A L P |
| | 471904 | Higgins, Kurtis | Present | Present | A L P |
| | 480083 | Kirkland, Callum | A-E [illness] | Present | A L P |
| | 537573 | Lambert, Eszter | Present | Present | A L P |
| | | | | | |

c. Recording a Late or Dismissal from the office

| Name/ID | Code L | • | Show Popup | Add | Multi-Add |
|---------|--------|---|------------|-------------|-----------|
| | | | | Constant of | |

- Change the drop down code menu to Late or Dismissal
- Enter in the last name and click add or choose the name from the pick list

| Date 2/19/2015 Multiple Dates : Portion 0.0000• Absent? | Name | Aleck, Dominique 147541 | 0 | |
|--|-------------|-------------------------|----|------------------|
| Absent? Late? Dismissed? Time in 9:02 AM Excused? Other codes Resson Parent Excused Q | Date | 2/19/2015 | | Multiple Dates > |
| Late? Dismissed? Time in 9:02 AM Excused? Other codes Reason Parent Excused Q | Portion | 0.0000 • | | |
| Dismissed? Time in Excused? Other codes Reason Parent Excused Q | Absent? | | | |
| Time In 9.02 AM Excused? Image: Constraint of the second | Late? | | | |
| Excused? Other codes Reason Parent Excused Q | Dismissed? | | | |
| Cther codes Reason Parent Excused Q | Time In | 9:02 AM | | |
| Reason Parent Excused Q | Excused? | | | |
| | Other codes | | | |
| Comment | Reason | Parent Excused | Q, | |
| | Comment | | | |

- Confirm or edit the autopopulated time
- Make appropriate selections such as *Excused*?
- Click Save

2. Viewing, Adding, and Editing Individual Student Attendance Records

- Student Top Tab
- Select a student record
- Select the Attendance Side Tab
- Use the filter to select *Current Year or All Records*
- A student absence can be added, deleted or edited at this location within a student record.

- Click Options>Add, or select the check box next to a record and click Options>Delete
- Click the blue date hyperlink to edit the absence record.

| Options | Reports | Help | | | | | | Y | a+z | ⊪ ≣ | | | | |
|---------------------|-------------------------------|-------------|---|-------------|-------------|---------------|----------|----------|---------|-----------|--|--|--|--|
| Student List | t :: 03 - Axil | bal, Sabine | TOR | 🚹 🔮 🚺 | A 📥 | | | I | • | | | | | |
| Details | | | | | 0 c | of 7 selected | | | [| Current Y | | | | |
| Contacts | Absences: 7.0 (4.0 unexcused) | | | | | | | | | | | | | |
| - | Date | Code | Time A | bsent? | Late? Dismi | ssed? Reaso | n | Excused? | PcntAbs | Other | | | | |
| Daily Attendance | 2/19/2015 | A | N | · · · · · · | N N | | | N | 1.0 | | | | | |
| Details | 1/26/2015 | A | 5 | , | N N | | | N | 1.0 | | | | | |
| | 1/23/2015 | A-E | N | · · · · · | N N | Team | Activity | Y | 1.0 | | | | | |
| Daily Tranda | | A-E | N | | N N | Illness | | Y | 1.0 | | | | | |
| Daily Trends | 1/13/2015 | A-E | | | | | | | | | | | | |
| Class | 1/13/2015 | A-E A-E | , in the second s | | N N | Illness | | Y | 1.0 | | | | | |
| | | | N | - | N N | Iliness | | Y | 1.0 | | | | | |

All students with an absence record will show an **Absence Alert** for the day the record is recorded:

| recorded: | | _ | | |
|------------|---------|---------------------------|------------|--------------------|
| Pages | School | Student | Staff | Attendance |
| Options | Repo | orts H | elp | |
| Student | List | | | |
| Details | < | 1:Addison, Hana | | |
| Contacts | | lame | LegalFirst | Alerts |
| Contacto | | ddison, Hana | Hana | 18 LA |
| Attendance | e 🔲 A | dema, <mark>Nirmal</mark> | Nirmal | |
| Conduct | | insley, Sanjay | Sanjay | |
| | A | ldrich, Jillian | Jillian | |
| Transcript | | leck, Dominique | Dominique | |
| Assessme | nts 🔲 A | ngrove, Hannele | Hannele | |
| | | tto, Cyndy | Cyndy | 1 A |
| Academics | | udet, Jose | Jose | |
| Schedule | | xibal, Sabine | Sabine | ▼0%0 ⊘ ≧1 ∧ |
| Membersh | ip 🔲 A | yriss, Inga | Inga | * 1 |

3. Taking Attendance from the office by Division (Class)

Attendance Top Tab>Daily Roster Side Tab

• Select a Homeroom or Course Number by clicking on the blue hyperlink

| Sila and a second secon | RITISH LUMBIA MyEducat | ionBC C | olquitz Midd | le School | SD61 201 | 4-2015 | | | | | | Change View Sele | t School Set: | Preferences Log School Vi |
|--|---------------------------|-----------|--------------|-----------|----------|------------|----------|------------------|-------|-------|----------------------|---------------------------------------|---------------|------------------------------|
| Pages | School Studer | t Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | |
| Options | Reports | Help | | | | | | | | | | · · · · · · · · · · · · · · · · · · · | a-z |) th 🖶 🗌 |
| lasses | | | | | | | | | | | | | | |
| Daily Office | Day 1 Perio | d 1 Class | es | | | | | | | | | | 6/5/2015 | Þ |
| Daily Ros | ter | | | | | | | 0 of 12 selected | ed 🥔 | | | | | All Recon |
| Students | Course | | | | | Descr | ption | | | | Primary Staff > Name | | | |
| aily Batch | ATTAM-DIV0 | latthe | | | | AM A | tendance | | | | Matthews, Kaarina | | | |
| | ATTAM-DIV2 | lazza | | | | AM A | tendance | | | | Piazza, Gayla | | | |
| Daily Histor | V ATTAM-DIV3 | astma | | | | AM A | tendance | | | | Eastman, Ann | | | |
| Daily Sumn | nary 🔲 ATTAM-DIV4 | lonohu | | | | AM A | tendance | | | | Donohue, Gayle | | | |
| Class Office | ATTAM-DIV5 | olloc | | | | AM A | tendance | | | | Pollock, Bianca | | | |
| | ATTAM-DIV12 | Nuyen | | | | AM A | tendance | | | | Nuyens, Velma | | | |
| Class Trend | ds 🔲 ATTAM-DIV6 | irring | | | | AM A | tendance | | | | Errington, Carlo | | | |
| Class Histo | ATTAM-DIV7. | ordan | | | | AM A | tendance | | | | Jordan, Hanya | | | |
| | ATTAM-DIV1 | Munz | | | | AM A | tendance | | | | Munz, Kara | | | |
| Staff Roster | ATTAM-DIV1 | Sandy | | | | AM A | tendance | | | | Sandy, Chrissy | | | |
| Staff Histor | | | | | | AM A | tendance | | | | Schock, Giles | | | |
| Staff Cover | ATTAM-DIV9 | Wait | | | | AM A | tendance | | | | Wait, Maurice | | | |

- Confirm the date
- Click the applicable button A=Absent, L=Late, D=Dismissed, P=Present

*The "P" button will only be available after an attendance record has previously been posted.

| Sile of the second seco | RITISH LUMBIA M | lyEducatio | nBC Co | olquitz Midd | le School | SD61 20 | 14-2015 | | | | Cha | inge View | Selec | t School | Set Preference Si | es Log School Vi |
|--|--------------------|------------|---------------|--------------|-----------|------------|------------|------------|--------|-------|-------|-----------|------------|----------|----------------------|---------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | |
| Options | Repo | rts | Help | | | | | | | | | | | | a+z | |
| lasses | :: ATTA | M-DIV11 | Munz - I | DIV11Munz - | AM Atten | dance | | | | | | | | | QI | |
| | Save |] | | | | | | | | | | | | | | |
| aily Office | e | 1 | | | | | | | | | | | | | | |
| Daily Ros | ter | | | | | | : | 25 records | | | | Atter | ndance for | 6/5/201 | 5 | |
| Students | Pupil # | Nan | 10 | | Year of | graduation | | Attendance | c | ode | | | | | | |
| Daily Batch | 529489 | Bod | ner, Rena | | 2020 | | | Present | | | A | L | D | Р | | |
| Daily Histo | 480073 | Bruş | gge, Benson | | 2020 | | | Present | | | A | L | D | Р | | |
| - Daily Sumr | 491359 | Burt | oidge, Elin | | 2020 | | | Present | | | A | L | D | Р | | |
| Jally Sumr | 482663 | Fulk | er, Dasha | | 2020 | | | Present | | | A | L | D | Р | | |
| Class Offic | e 491402 | Gok | Istone, Navi | | 2020 | | | Present | | | A | L | D | Р | | |
| lass Tren | ds 471904 | Higg | jins, Kurtis | | 2020 | | | Present | | | A | L | D | Р | | |
| Class Histo | 480083 | Kirk | land, Callum | | 2020 | | | Present | | | A | L | D | Р | | |
| | 537573 | Lam | bert, Eszter | | 2020 | | | Present | | | A | L | D | Р | | |
| staff Roste | er 480957 | Mac | aulay, Bryon | | 2020 | | | Present | | | A | L | D | Р | | |
| Staff Histor | ry 473269 | Mois | sey, Rusty | | 2020 | | | Present | | | A | L | D | Р | | |
| Staff Cove | 473234 | Μυη | phy, Maurice | | 2020 | | | Present | | | A | L | D | Р | | |
| | 474378 | Reir | nhart, Tannis | | 2020 | | | Present | | | A | L | D | Р | | |
| | 535990 | Rob | ek, Marina | | 2020 | | | Present | | | A | L | D | Р | | |
| | 472073 | Rou | nds, Jaspreet | | 2020 | | | Present | | | A | L | D | Р | | |
| | 497846 | Rus | e, Susi | | 2020 | | | Present | | | A | L | D | Р | | |
| | 669775 | Shib | ata, Laina | | 2020 | | | Present | | | A | L | D | Р | | |
| | 473181 | Sidh | iu, Kim | | 2020 | | | Present | | | A | L | D | P | | |

• Make the appropriate selections from the popup window

| Name | Ayriss, Inga |
|-------------|------------------------------|
| Absent? | Portion 1.0000 • |
| Late? | |
| Dismissed? | |
| Excused? | 2 |
| Other codes | |
| Reason | Parent Excused |
| Comment | Enter a Comment as necessary |
| OK Cancel | |

Click OK

| | Chek C | -m | | | | | | | | | | |
|------------------------------|-----------------------|------------------|--------------|---------------|---------|------------|---------------|--------|-------|-------|-------------------------|--------------------------------|
| Solution and the second | RITISH DLUMBIA MyE | ducationBC C | olquitz Midd | le School | SD61 20 | 14-2015 | | | | Cha | ange View Select School | Set Preferences Lo School V |
| Pages | School S | tudent Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | |
| Options | Reports | Help | | | | | | | | | | a+z |
| Classes | :: ATTAM | -DIV11Munz - | DIV11Munz - | AM Attend | dance | | | | | | | (Q, ► |
| Daily Offic | Save | | | | | | | | | | | |
| Daily Ros | ster | | | | | | 25 records | | | | Attendance for: ┥ 6/5 | 2015 |
| Students | Pupil # | Name | | Year of gradu | ation | Attenda | nce | | Code | | | |
| Daily Batc | h 529489 | Bodner, Rena | | 2020 | | Present | 4 | | | | ALD | P |
| Daily Histo | 480073 | Brugge, Benson | | 2020 | | A-E* [illn | ess] | | | | ALD | P |
| Delle Com | 491359 | Burbidge, Elin | | 2020 | | Present | | | | | A L D | P |
| Daily Sum | 482663 | Fuller, Dasha | | 2020 | | Present | | | | | ALD | P |
| Class Offi | ce 491402 | Goldstone, Navi | | 2020 | | Present | | | | | A L D | P |
| Class Trei | nds 471904 | Higgins, Kurtis | | 2020 | | Present | | | | | A L D | Р |
| Class Hist | 480083 | Kirkland, Callum | | 2020 | | Present | | | | | A L D | P |
| | 537573 | Lambert, Eszter | | 2020 | | Present | | | | | A L D | Р |
| Staff Rost | er 480957 | Macaulay, Bryon | | 2020 | | L-E* (9:0 | 0 AM) | | | | ALD | P |
| Staff Histo | 473269 | Moisey, Rusty | | 2020 | | Present | | | | | A L D | P |
| Staff Cove | 473234 | Murphy, Maurice | | 2020 | | Present | | | | | A L D | Р |
| Stan Cove | 474378 | Reinhart, Tannis | | 2020 | | Present | | | | | A L D | Р |
| | 535990 | Robek, Marina | | 2020 | | A-E* [Pa | rent Excused] | | | | ALD | Ρ |
|) | 472073 | Rounds, Jaspreet | | 2020 | | Present | | | | | A L D | Р |
| | 497846 | Ruse, Susi | | 2020 | | Present | | | | | A L D | Р |

Click Save

Click the blue edit hyperlink to edit the record

Use the Records Navigation tool to move forward and back through the list of classes

| | 1 | | | | | | | | | - | | | | | 0.0.00 | |
|-------------------------|------------------|------------------|--------------|-------------------|----------|------------------|----------------|--------|-------|-------|-------|--------|-----------------|---------------|--------|-----------|
| Colum | ISH IBIA MyEc | lucationBC C | olquitz Midd | lle School | SD61 201 | 14-2015 | | | | | | | $\overline{\ }$ | | Sch | nool Viev |
| Pages So | chool St | udent Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | | |
| Options | Reports | Help | | $\overline{}$ | | | | | | | | | | $\overline{}$ | a÷z | |
| Classes :: / | ATTAM- | DIV11Munz - | DIV11Munz - | AM Attend | lance | | | | | | | ŀ | • | • | à 🕨 | |
| Daily Office | Save | | | | | | | | | | | | | | | |
| Daily Roster Students | | | | | | : | 25 records | | | | Atter | ndance | lor: 🔺 🗄 | /5/2015 | | ▶ 📰 |
| | Pupil # | Name | | Year of graduatio | n | ittendance | | | Cod | ie | | | | | | |
| Daily Batch | 529489 | Bodner, Rena | | 2020 | | Present | | | | | A | L | D | Р | | |
| Daily History | 480073 | Brugge, Benson | | 2020 | | A-E [Illness] [e | edit] | | | | A | L | D | Р | | |
| Dailu Cumman | 491359 | Burbidge, Elin | | 2020 | | Present | | | | | Α | L | D | Р | | |
| Daily Summary | 482663 | Fuller, Dasha | | 2020 | | Present | | | | | A | L | D | Р | | |
| Class Office | 491402 | Goldstone, Navi | | 2020 | | Present | | | | | A | L | D | Р | | |
| Class Trends | 471904 | Higgins, Kurtis | | 2020 | | Present | | | | | Α | L | D | Р | | |
| | 480083 | Kirkland, Callum | | 2020 | | Present | | | | | A | L | D | Р | | |
| Class History | 537573 | Lambert, Eszter | | 2020 | | Present | | | | | A | L | D | P | | |
| Staff Roster | 480957 | Macaulay, Bryon | | 2020 | | L-E (9:00 AM) | [edit] | | | | A | L | D | Р | | |
| Staff History | 473269 | Moisey, Rusty | | 2020 | | Present | | | | | Α | L | D | Р | | |
| 01-16 0 | 473234 | Murphy, Maurice | | 2020 | | Present | | | | | A | L | D | Р | | |
| Staff Covers | 474378 | Reinhart, Tannis | | 2020 | | Present | | | | | Α | L | D | Р | | |
| | 535990 | Robek, Marina | | 2020 | | A-E [Parent Ex | (cused] [edit] | | | | Α | L | D | Р | | |
| 0 | 472073 | Rounds, Jaspreet | | 2020 | | Present | | | | | Α | L | D | Р | | |
| | 497846 | Ruse, Susi | | 2020 | | Present | | | | | Α | L | D | Р | | |
| | 669775 | Shibata, Laina | | 2020 | | Present | | | | | A | L | D | Р | | |

4. Daily Batch Side Tab

This side tab is designed to do batch entry of attendance records that share characteristics.

For example, to record a series of students who are all excused with an illness:

- Confirm the date
- Confirm the *Is absent?* check box is selected and the portion of the day is set to 1.0

- Select the *Is excused?* check box
- Type in or select the *Illness* reason
- Enter a student last name or pupil number
- Click Add

For the next student *who is also excused and ill* type in the last name or pupil number and click *Add*.

This may be useful for entering in a group of students who are appearing in the office late for the day.

Select the *Is Late*? check box enter in the student last name or pupil number and click Add. Enter in the next student last name etc.

| B cc | RITISH DLUMBIA | MyEducatior | | olquitz Middl | e School | SD61 20 | 14-2015 | | | | | Change View | Select S | School | Set Pre | ferences Scho | Log Off ol View |
|-------------|-------------------|----------------|-------|-------------------|---------------|----------------|------------|-------------|--------|---------|---------|-------------|----------|--------|---------|------------------|--------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | | |
| Options | Rep | iorts H | lelp | | | | | | | | | | Y | | a÷z | ա 🖶 | |
| Daily At | tendanc | e Batch Inj | put | | | | | | | | | | | | | | |
| Daily Offic | e | | | | Name/ID | | babin | | | | | | | | | | |
| Daily Rost | ter | | | | Date | | 6/5/2015 | | | | | | | | | | |
| Daily Bat | tch | | | | Is absent? | | ✓ 1.0000 • | Is excused? | | | | | | | | | |
| <u> </u> | | | | | is late? | | | Other codes | | | • | • | | | | | |
| Daily Histo | ory | | | | Is dismissed? | | | Reason | | Illness | • | | | | | | |
| Daily Sum | mary | | | | | 1 | | | | | | | | | | | |
| Class Offic | ce | | | | Add Post | | | | | | (| Clear | | | | | |
| Class Trer | nds | | | _ | | | 1 of 1 | selected 🥖 | | | | | | | | All F | Records |
| Class Hist | 0.01/ | Student > Name | | Student > Pupil # | | Student > Quid | kStatus | Student > | Grade | |)ate | | eason | Timel | n | TimeOut | |
| | | Auld, Rocci | | 665742 | | ۵ | | 07 | | 6 | /5/2015 | A-E III | ness | | | | |
| Staff Rost | | | | | | | | | | | | | | | | | |
| Staff Histo | ory | | | | | | | | | | | | | | | | |
| Staff Cove | ers | / | | | | | | | | | | | | | | | |

Click the **Post** Button

Choose to skip or replace duplicate records and whether or not to clear the list after posting.

5. Daily History Side Tab

This side tab displays all Recent Attendance records (the "recent" value is created in school set-up preferences) this example is set to the last 90 days.

Use the filter to view:

- All Records
- Current Month
- Current School Year
- Current Week

Click the blue hyperlink to view or edit a specific daily attendance record.

Sort by Student Name field to view all Daily Attendance records grouped by students.

| | | | | Iquitz Middle | | | _ | | | _ | | | _ | | School View |
|---------------|--------|----------------|------------------|---------------|---------|-----------|-------------|------------|----------|----------------|----------|---------|-------|---------------|----------------|
| Pages So | chool | Studer | nt Staff | Attendance | Conduct | Grades | Assessment | Schedu | ile Glob | al Tools | Admin | | | | |
| Options | Repo | orts | Help | | | | | | | | | T | ′ 🔳 | a+z ∐ı | 🛛 🚔 🛛 🖻 |
| Daily Atten | dance | Histor | У | | | | | | | | | | _ | | |
| Daily Office | < | 1:6/5/2015 Br | rugge, Benson | ۲ > | | | 0 of 35 | selected 4 | 9 | | | | Г | Rece | ent Attendance |
| Daily Roster | D | ate | Student > Name | Student > Hor | nePhone | Student | QuickStatus | Code | Excused? | Reason | Time | PontAbs | Other | Comment | |
| Dally Roster | | 5/2015 | Brugge, Benson | 250-555-1234 | | <u>م</u> | | A-E | Y | Illness | | 1.0 | | | |
| Daily Batch | 6 | 5/2015 | Macaulay, Bryon | 250-555-1234 | | <u> </u> | | L-E | Y | | 9:00 AM | 0.0 | | | |
| Daily History | 6 | 5/2015 | Robek, Marina | 250-555-1234 | | <u>مٰ</u> | | A-E | Y | Parent Excused | | 1.0 | | | |
| Details | 6 | 4/2015 | Bodner, Rena | 250-555-1234 | | <u>م</u> | | A-E | Y | Illness | | 1.0 | | | |
| | | 4/2015 | Higgins, Kurtis | 250-555-1234 | | <u>م</u> | | A-E | Y | Parent Excused | | 1.0 | | | |
| Daily Summary | / 🔲 6/ | 4/2015 | Macaulay, Bryon | 250-555-1234 | | <u>مٰ</u> | | A-E | Y | Vacation | | 1.0 | | | |
| Class Office | 6 | 4/2015 | Murphy, Maurice | 250-555-1234 | | ۵ | | L | N | | 9:21 AM | 0.0 | | | |
| | 6 | 4/2015 | Reinhart, Tannis | 250-555-1234 | | <u>م</u> | | A-E | Y | Parent Excused | | 1.0 | | | |
| Class Trends | 6 | 4/2015 | Ruse, Susi | 250-555-1234 | | ۵ | | А | N | | | 1.0 | | | |
| Class History | 6 | 4/2015 | Sidhu, Kim | 250-555-1234 | | <u>م</u> | | A | N | Vacation | | 1.0 | | | |
| Staff Roster | 6 | 3/2015 | Bodner, Rena | 250-555-1234 | | ۵ | | A-E | Y | Illness | | 1.0 | | | |
| Stall Roster | 6 | 3/2015 | Burbidge, Elin | 250-555-1234 | | <u>م</u> | | A-E | Y | Vacation | | 1.0 | | | |
| Staff History | 6 | 3/2015 | Higgins, Kurtis | 250-555-1234 | | <u> </u> | | L-E | Y | Parent Excused | 9:26 AM | 0.0 | | | |
| Staff Covers | | 2/2015 | Bodner, Rena | 250-555-1234 | | ۵ | | A-E | Y | Illness | | 1.0 | | Mom sent an e | email |
| onan oonens | | 2/2015 | Burbidge, Elin | 250-555-1234 | | ۵ | | L-E | Y | Parent Excused | 11:49 AM | 0.0 | | | |
| | 6 | 2/2015 | Fuller, Dasha | 250-555-1234 | | ۵ | | A-E | Y | Illness | | 1.0 | | | |
| 2 | 6 | 2/2015 | Kirkland, Callum | | | ۵ | | A-E | Y | Illness | | 1.0 | | | |
| | 6 | 2/2015 | Macaulay, Bryon | 250-555-1234 | | <u> </u> | | A | N | | | 1.0 | | | |
| J | 6 | 1/2015 | Addey, Celeste | (250)555-1234 | | ۵ | | A-E | Y | Illness | | 1.0 | | | |
| | 5 | 29/2015 | Bodner, Rena | 250-555-1234 | | ۵ | | A-E | Y | Illness | | 1.0 | | | |
| | 5 | 29/2015 | Brugge, Benson | 250-555-1234 | | | | A-E | Y | Illness | | 1.0 | | | |

6. Daily Summary Side Tab

Allows the user to view daily absence records for the entire school based on criteria set by the user such as date range and number of absences or lates.

| See Con | RITISH DUMBIA M | yEducation | BC Co | olquitz Midd | le Schoo | ol SD61 201 | 14-2015 | | | | | Change View | Select S | School S | Set Preferenc S | ces Log (School Vie |
|--|--------------------|--------------|-------|--------------|----------|---|---------------------------|----------------------------------|----------------|---------------|-------|-------------|----------|----------|--------------------|-------------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | | |
| Options | Repo | ts H | elp | | | | | | | | | | Y | a | z Ih | 8 |
| Daily Att | tendance | Summary | / | | | | | | | | | | | | | |
| Daily Office Daily Roste Daily Batch | er | | | | | Date Range Criteria Change Filter | 6/1/2015 - (Absent >= | 8/8/2015 0 AND Tardy >= 0 ANI | D Dismissed >= | 0 AND Other > | = 0 | | | | | |
| Daily Histor | ny | | | | | | 0 of 1 | 13 selected 🥔 | | | | | | | Acti | ve Studer |
| Daily | 📄 Na | | | | | | YC | G | c | Grade | | | Absent | Tardy | Dismissed | Other |
| Summary | Ada | ley, Celeste | | | | | 20 | 21 | | 16 | | | 1 | 0 | 0 | 0 |
| Class Offic | e – | iner, Rena | | | | | 20 | | |)7 | | | 3 | 0 | 0 | 0 |
| | _ | gge, Benson | | | | | 20 | | |)7 | | | 1 | 0 | 0 | 0 |
| Class Tren | | bidge, Elin | | | | | 20 | | |)7 | | | 1 | 1 | 0 | 0 |
| Class Histo | ory — | er, Dasha | | | | | 20 | | |)7 | | | 1 | 0 | 0 | 0 |
| Staff Roste | | gins, Kurtis | | | | | 20 | | |)7 | | | 1 | 1 | 0 | 0 |
| | | dand, Callum | | | | | 20 | | | 07 | | | 1 | 0 | 0 | 0 |
| Staff Histor | 'y | aulay, Bryon | | | | | 20 | | |)7)7 | | | 2 | 1 | 0 | 0 |
| Staff Cover | re | phy, Maurice | | | | | 20 | | | 07 | | | • | 1 | 0 | 0 |
| | | oek, Marina | | | | | 20 | | |)7 | | | 1 | 0 | 0 | 0 |
| | Ru | | | | | | 20. | | |)7 | | | 1 | 0 | 0 | 0 |
| | | nu, unusi | | | | | 20. | 20 | | | | | | ~ | ~ | ~ |

- Click Change Filter...
- Enter a start and end date
- Choose one of the following operators:
 - Greater than or equal to
 - Equals
 - Greater than
 - Less than
 - Less than or equal to
- Type in a value for absences and combine the results with late or dismissal results if necessary.

- Choose to select a reason if desired
- Choose to Exclude excused if desired
- Click OK

| 🥠 в | RITISH | MyEducatio | DC | olquitz Mido | lle School | SD61 201 | 4-2015 | | | | | | Change View | Select | School | Set Pr | eference | |
|-------------|--------|----------------------------------|-----------|--------------|-------------------------------------|--------------------|----------------|-------------------|----------------|------------------|---------------|------------|-------------|--------|--------|--------|----------|------------|
| Co | LUMBIA | MyEducatio | urc . | | ine Genicol | 0001201 | 14 2010 | | | | | | | | | | Sc | hool View |
| Pages | Schoo | l Student | Staff | Attendance | Conduct | Grades | Assess | ment S | chedule | Global | Tools | Admin | | | | | | |
| Options | | eports I | lelp | | | | | | | | | | | Y | | a→z | th i | 3 🛛 |
| Daily At | tendan | ce Summar | У | | | | | | | | | | | | | | | |
| Daily Offic | e | | | | [| Date Range | | 3/1/2015 - 6/8/20 | 15 | | | | | | | | | |
| Daily Rost | er | | | | | Criteria | 1 | Absent >= 0 AND | Tardy >= 0 AND |) Dismissed >= | 0 AND Other > | = 0 | | | | | | |
| Daily Batc | h | | | | | Change Filter | | | | | | | _ | | | | | |
| Daily Histo | ry | | | | Attendance Det trn.myeducation.g | | | ilterDenum de 2a | heartCourt=0 | estartDate - 6/2 | CO1E8 and D | | | | | | Activ | e Students |
| Daily | | Name | | | uninyeducation.g | ov.bc.ca/aspen/dai | nysunnaryr | interPopup.do:a | DsentCount=or | startDate=6/. | L/2013&endba | ne-0/8/201 | | Absent | Tardy | Dis | missed | Other |
| Summary | | Addey, Celeste | | | Start date | 3/23/20 | 015 | | | | | | | 1 | 0 | 0 | | D |
| Class Offic | e | Bodner, Rena | | | End date | 6/8/201 | 15 | | | | | | | 3 | 0 | 0 | | D |
| Class Trer | | Brugge, Benson | | | Absences | Create | er than or equ | | | 3 | And | _ | | 1 | 0 | 0 | | 0 |
| | | Burbidge, Elin | | | | | | | | | | _ | | 1 | 1 | 0 | |) |
| Class Hist | Jiy | Fuller, Dasha Higgins, Kurtis | | | Tardies | | er than or equ | | | 0 | And | | | 1 | 1 | 0 | | , |
| Staff Rost | | Kirkland, Callum | | | Dismissals | Greate | er than or equ | al to 🔻 | | 0 | And | • | | 1 | 0 | 0 | | |
| Staff Histo | | Macaulay, Bryon | | | Other codes | Greate | er than or equ | al to 🔻 | | 0 | | | | 2 | 1 | 0 | | 0 |
| | ., | Murphy, Maurice | | | Other codes | | ۲ | | | | | | | 0 | 1 | 0 | | 0 |
| Staff Cove | rs | Reinhart, Tannis | | | Reason | | | Q | | | | | | 1 | 0 | 0 | | D |
| | C | Robek, Marina | | | Exclude excused | | | ~ | | | | | | 1 | 0 | 0 | | D |
| | | Ruse, Susi | | | Exclude excused | | | | | | | | | 1 | 0 | 0 | | D |
| * | | Sidhu, Kim | | | OK Cancel | | | | | | | | | 1 | 0 | 0 | | 0 |
| | | | | | | | | | | | | | | | | | | |

The result is a list of students who match the desired criteria.

*This process can be used to identify students with perfect attendance by entering in a 0 value for absences and an operator of Less than or equal to.

| Pages S | School Stude | nt Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | |
|---|---|----------|------------|---------|------------------------|------------------------|------------------------------------|-----------------|----------------|-------|--------|-------------|-------------|-------------|
| Options | Reports | Help | • | | | | | | | | T | | a-z ∐ı | |
| Daily Atter | ndance Sumn | nary | | | | | | | | | | | | |
| Daily Office Daily Roster | | | | | Date Range Criteria | 3/23/2015 Absent >= | - 6/8/2015 3 AND Tardy >= 0 AND | Dismissed >= 0 | AND Other >= 0 | | | | | |
| Daily Batch | | | | | Change Filter | | | | | | | | | |
| Daily History | | | | | | 0 of | 4 selected 🥖 | | | | | | Acti | ve Studer |
| Della. | Name | | | | | 202 | | Gr 07 | ade | | Absent | Tardy | Dismissed | Other 0 |
| Daily Summary | Bodner, Rena | | | | | | | | | | | | | |
| Summary | Brugge, Benso | n | | | | 20: | | 07 | | | 3 | 0 | 0 | 0 |
| | Brugge, Benso | | | | | 20: 20: 20: | 20 | 07 07 07 | | | 3 | 0 0 1 | 0 0 0 | 0 0 0 |
| Summary Class Office | Brugge, Benso Fuller, Dasha Higgins, Kurtis | | | | | 20 | 20 | 07 | | | | 0 | - | 0 |
| Summary Class Office Class Trends | Brugge, Benso Fuller, Dasha Higgins, Kurtis | | | | | 20 | 20 | 07 | | | | 0 0 1 | - | 0 |

7. Class Office Side Tab

| Co Co | DUMBIA N | lyEducatio | nBC CC | olquitz Midd | le School | 5061 20 | 14-2015 | | | | | | Sc | chool Vie |
|------------------|-----------|------------------|--------|--------------|-----------|---------|------------|--------------|--------|-------------|------|----------|------|-----------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools Admin | | | | |
| Options | Repo | rts ł | lelp | | | | | | | | Y | a-z | th (| 8 |
| lass At | tendance | e Office Ir | put | | | | | | | | | | | |
| Daily Office | e < | 1:Adam, Izabella | | • > | | | 0 of 40 | 9 selected 🥖 | | | Date | 6/8/2015 | | ▶ ■ |
| - Daily Roste | 🔲 Na | me | | | | | Pu | pil # | | Grade | | Daily C | ode | 1 |
| | el 🔲 Ad | am, Izabella | | | | | 35 | 7719 | | 08 | | | >> | |
| Daily Batch | h 🔲 Ad | amek, Ali | | | | | 36 | 1288 | | 08 | | | >> | |
| Daily Histo | Ad | ams, Nuala | | | | | 53 | 3802 | | 07 | | | >> | |
| Dully Histo | Ad | amus, Bryn | | | | | 57 | 3355 | | 06 | | | >> | |
| Daily Sumr | mary 🔲 Ad | dey, Celeste | | | | | 58 | 5801 | | 06 | | | >> | |
| Class Off | fice Afi | fi, Elain | | | | | 14 | 39418 | | 07 | | | >> | |
| | | ius, Fae | | | | | 57 | 7961 | | 06 | | | >> | |
| Class Tren | nds 🔲 Ale | ock, Roger | | | | | 47 | 3270 | | 07 | | | >> | |
| Class Histo | | Iridge, Harlan | | | | | 58 | 1172 | | 06 | | | >> | |
| | | as, Jeramiah | | | | | 70 | 3951 | | 06 | | | >> | |
| Staff Roste | er 🔲 An | nbrose, Sam | | | | | 85 | 1486 | | 06 | | | >> | |
| Staff Histor | ry 🔲 An | mitage, Geraline | | | | | 47 | 3313 | | 07 | | | >> | |
| | An | nell, Evelyn | | | | | 53 | 3211 | | 07 | | | >> | |
| Staff Cove | ers 🔲 An | nell, Wuanita | | | | | 11 | 95343 | | 06 | | | >> | |
| | 🔲 As | hraf, Alina | | | | | 60 | 0694 | | 06 | | | >> | |
| | 🗆 Au | ld, Rocci | | | | | 66 | 5742 | | 07 | | | >> | |
| | Ax | ibal, Saleema | | | | | 57 | 5409 | | 06 | | | >> | |
| | Ba | bin, Enid | | | | | 59 | 9727 | | 06 | | | >> | |
| J | Ba | rtlett, Chrystal | | | | | 49 | 3786 | | 07 | | | >> | |
| | Ba | uer, Alexander | | | | | 57 | 3904 | | 06 | | | >> | |
| | B | zuk, Sharlein | | | | | 58 | 3344 | | 06 | | | >> | |

- Click on the three dots in the *Daily Code* field adjacent to the student name.
- Confirm the date
- Select the appropriate check boxes
- Select the *Portion Absent*
- Enter a *Reason* and *Comment* as necessary
- Click Save

Arrivals and departures can be recorded from the popup window as well.

| e e e e e e e e e e e e e e e e e e e | BRITISH OLUMBIA | MyEducati | on <mark>BC</mark> Co | olquitz Midd | le School | SD61 20 | 14-2015 | | | | Change | View Select Sc | nool Set P | reference Sc | es Log C chool Vier |
|---------------------------------------|--------------------|-------------------------------------|-----------------------|--------------------|---------------------|------------------|-----------------------|--------------------|----------------|--------------|-----------------------|------------------|------------|-----------------|------------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | |
| Options | Rej | ports | Help | | | | | | | | | T I | a+z | th a | 8 |
| Class A | ttendan | ce Office | nput | | | | | | | | | | | | |
| Daily Offic | ce < | 6:Munz, Kara 1 | 1 | • > | | | 0 of 40 | 9 selected 🥖 | | | | Date | 6/8/2015 | | ▶ ■ |
| - Daily Rost | tor | Name | 1 | Student Attenda | | | | | | | | | Daily Co | de | 1 |
| | | Kirkland, Callum | | trn.myeducation.ge | ov.bc.ca/aspen/clas | sOfficeDailyDeta | ail.do?date=6/8/2015& | student=stdX200048 | 80083&prefix=A | ATT&context= | attendance.dailyRos.e | ditPopup&rea(Q, | | >> | |
| Daily Batc | | Lambert, Eszter | | | | | | | | | | * | | >> | |
| Daily Histo | orv | Macaulay, Bryon | | Student > Name * | Kirkland, (| Callum | | Q | | | | | | >> | |
| Daily Sum | | Moisey, Rusty | | Date * | 6/8/2015 | | | ~ | | | | | | >> | |
| | _ | Murphy, Maurice Reinhart, Tannis | | | 2 | | | | | | | | | >> | |
| Class Of | fice | Robek, Marina | | Absent? | | | | Comr | nont | | | | | >> | |
| Class Tre | | Rounds, Jaspreet | | Late? | | | | Com | nent | | | | | >> | |
| Class Hist | _ | Ruse, Susi | | Dismissed? | | | | | | | | | | >> | |
| Class hist | | Shibata, Laina | | Excused? | 1 | | | | | | | | | >> | |
| Staff Rost | ter 📃 | Sidhu, Kim | | Portion absent * | 1.0000 | • | | | | | | | | >> | |
| Staff Histo | ory | Soares, Connelle | | Other code | · · | | | | | | | | | >> | |
| Staff Cove | | Soderstrom, Cam | ila | Other code 2 | | | | | | | | | | >> | |
| Starr Cove | | Strickland, Rajena | | Reason | Illness | | Q | | | | | | | >> | |
| | | Syring, Miles | | Reason | liness | | <u>~</u> | | | | | | | >> | |
| | | Szabo, Roline | | Arrivals & I | Departures | | | | | | | | | >> | |
| | _ | Valastin, Jamie | | Туре | | Time | Is excused | 2 | | | | | | >> | |
| | _ | Warnick, Frances Wey, Paxton | ca | iype | | (mie | | hing records | | | | | | >> | |
| | | Wey, Paxton Whitney, Tilda | | L | | | NO Match | and seconds | | | | | | >> | |
| | | Zucko, Iliana | | | | | | | | | Add | Delete | | >> | |
| | | Cockfield, Randal | L. L. | | | 473206 | 07 | (250)555-1234 | 12 | | Nuvens, Velma | | | >> | |

To enter *Class Office* attendance by homeroom create a custom *Field Set* that includes *Homeroom number and/or Teacher* and sort the list by clicking at the top of the homeroom field.

| er 🥙 | BRITISH DLUMBIA | /lyEducatio | nBC Co | olquitz Midd | e School | SD61 201 | 14-2015 | | | Change View | Select Sch | 100l Set P | reference: Sc | s Log Of hool View |
|-------------|--------------------|-------------------|--------|--------------|----------|----------|------------|--------------|--------------|--------------|------------|------------|------------------|-----------------------|
| Pages | School | Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global Tools | nin | | | | |
| Options | Repo | orts | Help | | | | | | | | Y | a-z | th (| 3 0 |
| lass A | ttendanc | e Office I | nput | | | | | | | _ | | | | |
| Daily Offic | | 6:Munz, Kara (11 | | • > | | | 0 of 40 | 9 selected 🥖 | | | Date 4 | 6/8/2015 | | ▶ ■ |
| | | ame | | UsualFirst | Photo | Pupil # | Grade | HomePhone | Homeroom | HR Teacher 🔺 | | Daily Co | de | 1 |
| Daily Rost | ter 🗌 🔲 Ki | irkland, Callum | | | View | 480083 | 07 | | 11 | Munz, Kara | | | >> | |
| Daily Batc | :h 🔲 La | ambert, Eszter | | | View | 537573 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Dailv Histo | | acaulay, Bryon | | | View | 480957 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | | oisey, Rusty | | | View | 473269 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | mary 🔲 M | urphy, Maurice | | | View | 473234 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Class Of | fice | einhart, Tannis | | | View | 474378 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| 01000 01 | | obek, Marina | | | View | 535990 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Class Tre | nds 📃 R | ounds, Jaspreet | | | View | 472073 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Class Hist | orv 🔲 R | use, Susi | | | View | 497846 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | 🔲 s | hibata, Laina | | | View | 669775 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Staff Rost | ter 🔲 si | idhu, Kim | | | View | 473181 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Staff Histo | ory 🔲 s | oares, Connelle | | | View | 527908 | 07 | | 11 | Munz, Kara | | | >> | |
| | | oderstrom, Cami | la | | View | 515317 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| Staff Cove | ers 🔲 s | trickland, Rajena | | | View | 473142 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | 🗆 s | yring, Miles | | | View | 473197 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | 🗆 s | zabo, Roline | | | View | 473462 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | | alastin, Jamie | | | View | 627031 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | 🗆 W | /amick, Francesc | a | | View | 481129 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| J | 🗆 w | /ey, Paxton | | | View | 666747 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | 0 W | /hitney, Tilda | | | View | 480097 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |
| | | ucko, Iliana | | | View | 474028 | 07 | 250-555-1234 | 11 | Munz, Kara | | | >> | |

Four filters available from the **Class Office** side tab:

- 1. All Records: A list of all active students in the school
- 2. Attendance Activity: Displays all students with any attendance activity that day
- Truant List: Displays all students with a *Class attendance record, but no Daily Attendance record* (This will only occur after using the *Multi-Add Class Attendance* functionality explained below))
- 4. Attendance Discrepancy: Displays all students who have a *Daily Attendance record, but no Class record* exists.



*Office staff must push out the Daily Attendance to Class Attendance in order for the class attendance field to populate in the teacher attendance window.

Set the filter to *Attendance Discrepancy* and click the double arrows for every attendance record.

| | Y 🔳 | a+z | b 🖡 | | Z |
|--------------|----------|---------------|-----|---|---|
| | | | _ | | |
| | Date ◀ 6 | /8/2015 | Т | | |
| HR Teacher 🔺 | | Daily Code | | 1 | |
| Munz, Kara | | A-E [Illness] | >> | | |

As records are pushed out they will disappear from the *Attendance discrepancy* list and appear in the *Daily Attendance* field for teachers.

Multi-Add Class Attendance

This method could be helpful when recording an entire class or group away for an *Authorized* field trip, which does not apply to a student's attendance record.

- Class Office Side Tab
- Options>*Multi-Add Attendance*
- Choose to enter attendance by Student ID's, Snapshot, or YOG (Use this method for quick entry if homeroom snapshots have been created)
- For ID's enter the ID numbers separated by a comma
- Confirm the date
- Select the period (1 is the only option)
- Choose the code and reason
- Select the *Overwrite existing* check box to have this record overwrite any existing attendance records.
- Click *Run*

| | MyEducation BC: Multi-Add Class At | tendance - Google Chrome | |
|----|--|-----------------------------|---|
| Ľ |] trn.myeducation.gov.bc.ca/aspen/runTool. | do | ଭ |
| | Multi-Add Class Attenda | nce | |
| | | | |
| Ι, | School | Colquitz Middle School SD61 | |
| | Students to include | Student IDs • | |
| | Search value | | |
| | | 880842, 1492220, 577257 | |
| | Student IDs | | |
| | | | |
| | | | |
| | Date | 6/8/2015 | |
| | Select period(s) | 1 🔍 | |
| | Attendance code | AUTH - Authorized | |
| | Attendance Reason | School Authorized 🔍 | |
| | Overwrite existing | | |
| | | | · |
| | Run Cancel | | |
| | | | |

Using the *Truant List* filter the class records without an associated daily record is displayed.

Options>Class office to Daily Attendance

Run this procedure to consolidate the class attendance with the daily attendance records.

| Pages | Scho | ol Student | Staff | Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | Admin | | | | |
|-------------|--------|-------------------|-------|------------|---------|-----------|------------|----------------|--------|----------|----------------|------|------------|-----|------|
| Options | | Reports | Help | | | | | | | | | Y | a+z 1 | : E | |
| Class At | ttenda | nce Office Ir | nput | | | | | | | | | | | | |
| Daily Offic | e | | | | | | 0 c | f 3 selected 🥖 | | | | Date | 6/8/2015 | | • |
| Deilu Deel | (| Name | | UsualFirst | Phot | o Pupil # | Grade | HomePhone | н | lomeroom | HR Teacher 🔺 | | Daily Code | | 1 |
| Daily Rost | (er | Elder, Monique | | | | 577257 | 06 | (250)555-1234 | 0- | 4 | Donohue, Gayle | | | >> | AUTH |
| Daily Batc | h (| Espinosa, Steve | | | | 880842 | 06 | (250)555-1234 | 0- | 4 | Donohue, Gayle | | | >> | AUTH |
| Daily Histo | 00/ | Homenuke, Mahinde | er - | | | 149222 | 0 06 | (250)555-1234 | 0- | 4 | Donohue, Gayle | | | >> | AUTH |
| | | | | | | | | | | | | | | | |
| Daily Sum | mary | | | | | | | | | | | | | | |
| Class Of | fice | | | | | | | | | | | | | | |

8. Class Trends Side Tab

Select this side tab to view attendance records over time for selected classes.

Click on the blue hyperlink to select a class

| es estat | RITISH DUMBIA MyEdu | cationBC Co | olquitz Midd | le School | SD61 20 | 14-2015 | | | | | Change View | Select | School | Set P | Preference | ces Lo School | og Off View |
|-------------|------------------------|-------------|--------------|-----------|---------|------------|---------------|------------------|-------|-------|-------------|--------|----------|-------|------------|------------------|----------------|
| Pages | School Stu | i Staff | Attendance | Conduct | Grades | Assessment | Schedu | ile Global | Tools | Admir | 1 | | | | | | |
| Options | Reports | Help | | | | | | | | | | T | | a+z | th | | |
| Class Tr | rends | | | | | | | | | | | | | | | | |
| Daily Offic | e | | | | | 0 o | f 19 selected | Ø | | | | | | | | All Red | ords |
| Daily Rost | Course A | | Descrip | tion | | | Clssrm | Teacher | | Term | Schedule | Unrota | ated Sch | edule | | | |
| Daily Nost | ATTAM-DI | /11Munz | AM Atte | ndance | | | | Munz, Kara | | FY | 1(1) | 1(1) | | | | | |
| Daily Batc | h 🔲 ATTAM-DI | /12Nuyen | AM Atte | ndance | | | | Nuyens, Velma | | FY | 1(1) | 1(1) | | | | | |
| Daily Histo | ATTAM-DI | /13Sandy | AM Atte | ndance | | | | Sandy, Chrissy | | FY | 1(1) | 1(1) | | | | | |
| | ATTAM-DI | /15Shock | AM Atte | ndance | | | | Schock, Giles | | FY | 1(1) | 1(1) | | | | | |
| Daily Sum | mary 🔲 ATTAM-DI | /2Plazza | AM Atte | ndance | | | | Piazza, Gayla | | FY | 1(1) | 1(1) | | | | | |
| Class Offic | ATTAM-DI | /3Eastma | AM Atte | ndance | | | | Eastman, Ann | | FY | 1(1) | 1(1) | | | | | |
| Class Offic | ATTAM-DR | /4Donohu | AM Atte | ndance | | | | Donohue, Gayle | | FY | 1(1) | 1(1) | | | | | |
| Class Tre | ends 📄 ATTAM-DR | /5Polloc | AM Atte | ndance | | | | Pollock, Bianca | | FY | 1(1) | 1(1) | | | | | |
| Trends | ATTAM-DI | /6Erring | AM Atte | ndance | | | | Errington, Carlo | | FY | 1(1) | 1(1) | | | | | _ |
| Class Hist | ory 🔲 ATTAM-DI | /7Jordan | AM Atte | ndance | | | | Jordan, Hanya | | FY | 1(1) | 1(1) | | | | | |

The result is a grid of the students in the class and all attendance records. The blue column indicates today's date.

Use the *records navigation tool* to advance to the next class on the list or click the Class Trends side tab to go back to all classes.

| aily Office | Period 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------|------------------|---------|--------|---------|------|------|----|----|----|-----|----|-----|----|----|-----|-----|-----|-----|---|--------|---|-----|---|----|----|----|------|-----|------|-----|------|-----|---|-----|------|-------|-------|------|-------|----|-------|-----|-----|---|
| aily Roster | Post Enable A | lttenda | ince E | luttons | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| aily Batch | | | | | | | | | | | | | | | | | | | | 25 rec | | | | | | | | | | | | | | Att | enda | nce f | or: • | < 6/ | 8/201 | 5 | _ | _ | ► | |
| aily History | | | | | | | | | | | | | | | Jun | | | | | | | • | | | | | | | | | | | | | | | | | | | Total | ۵., | | |
| | Name | 18 | 19 | 20 | 1 22 | 2 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | - | 3 | 4 | 5 | 6 7 | 1 | 8 | 9 | 10 | 11 | 12 | 13 1 | 4 1 | 15 1 | 6 1 | 17 1 | 8 1 | 9 | 20 | 21 2 | 22 2 | 23 | 24 | 25 | 26 | A | тс | > 0 | 0 |
| aily Summary | Bodner, Rena | | | | | | | | | A-E | L | | | | | A-E | A-E | A-E | | | | | | | | | | | | | | | | | | | | | | | 4 | 1 0 | 0 | 0 |
| | Brugge, Benson | | | | | | | | | | | A-E | | | | | | | | | | A-E | | | | | | | | | | | | | | | | | | | 2 | 0 0 |) (| 0 |
| lass Trends | Burbidge, Elin | | | | | | | | | L. | | A | | | | L-E | A-E | | | | | | | | | | | | | | | | | | | | | | | | 2 | 2 0 | 0 | J |
| Trends | Fuller, Dasha | | | | | | | | | | A | A-E | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 2 | 0 0 | 0 | 0 |
| Details | Goldstone, Navi | | | | | | | | | | | Α | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 0 0 | 0 | J |
| ass History | Higgins, Kurtis | | | | | | | | | | А | | | | | | L-E | A-E | | | | | | | | | | | | | | | | | | | | | | | 2 | 1 0 | 0 | 0 |
| | Kirkland, Callum | | | | | | | | | | | | | | | | | | | | | A-E | | | | | | | | | | | | | | | | | | | 1 | 0 0 |) (| J |
| iff Roster | Lambert, Eszter | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 0 | 0 | 0 |
| Iff History | Macaulay, Bryon | | | | | | | | | | | | | | | A | | A-E | | | | | | | | | | | | | | | | | | | | | | | 2 | 0 0 | | J |
| aff Covers | Moisey, Rusty | | | | | | | | | | A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | 0 0 | 0 | 0 |
| in covers | Murphy, Maurice | | | | | | | | | A-E | Γ | | | | | | | L | | | - | A | | | | | | | | | | | | | | | | | | | 2 | 1 0 |) (| ð |
| | Reinhart, Tannis | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0 | 0 0 |) (| 0 |
| | Robek, Marina | | | | | | | | | | | | | | | | | | | | | A-E | | | | | | | | | | | | | | | _ | | | | 1 1 | 0 0 |) (| 0 |

Select a student or click on the *details leaf* to view the same grid for a single student in the class and use the *filter* to set the grid to the *entire year, the current term or month*.

| | | udent Stafi | f Attendance | Conduct | Grades | Assessment | Schedule | Global | Tools | 4 | Admiı | n | |
|---------------------------------------|----------|----------------------|--------------|------------------|-------------------|-----------------|---------------|----------|---------|----------|-------|--------------|--|
| Options Class Tren | Reports | Help -2015 - ATT | AM-DIV11M | unz - AM At | ttendance | : Bodner, R | ena 📔 📩 | | | | | | |
| Daily Office | Attend | ance for: M | onth | | | | | _ | | | | | |
| Daily Roster | | | | Att | endance Summa | ry | | | | То | tals | | |
| Daily Batch | June '15 | 1 2 3 4 A-E A-E A | 5 6 7 8 9 | 10 11 12 1 | 3 14 15 16 | 17 18 19 20 2 | 1 22 23 24 28 | 26 27 28 | 29 30 3 | 1 A 3 | | D O 0 | |
| Daily History | | | | T = Tardy; D = D | ismissed; A = Abr | sent; O = Other | | | | 3 | 0 | 0 0 | |
| Daily Summa | ry | | | | | | | | | • | | | |
| Class Office | | | | | | | | | | | | | |
| Class Trends ▶ Trends ▶ Details | is | | | | | | | | | | | | |

9. Class History Side Tab

Use the filter to **select Recent Attendance, All Records, Current Month, Current School Year**, or **Current** Week.

| See Co | RITISH LUMBIA MyEducatio | nBC Co | lquitz Midd | le Scho | ool SD61 20 | 014-2015 | | | | Change View | Select School | Set Preferences | s Log (hool Vie |
|-------------|-----------------------------|--------|-------------|---------|-------------|------------------|------------|------------|--------|-------------------|---------------|-----------------|---------------------|
| Pages | School Student | Staff | Attendance | Condu | ict Grades | Assessment | Schedule | Global | 1001-0 | dmin | | | |
| Options | Reports | Help | | | | | | | | | Y 💷 🗆 | a-z Ilı 🗄 | ⇒ ⊺ |
| lass At | tendance History | | | | | | | | | | | | |
| Daily Offic | e (1:6/8/2015 1 | | • > | | | 0 of 34 | selected 🥖 | | | | | Recent At | ttendan |
| - | Name | | Date | Code | Excused? | Course | Des | scription | Period | Reason | Timel | n TimeOi | ut |
| Daily Rost | Addey, Celeste | | 6/8/2015 | AE | N | ATTAM-DIV4Donohu | AM | Attendance | 1 | Illness | | | |
| Daily Batcl | Ambrose, Sam | | 6/8/2015 | AE | N | ATTAM-DIV4Donohu | AM | Attendance | 1 | Illness | | | |
| Daily Histo | Brugge, Benson | | 6/8/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Illness | | | |
| | Elder, Monique | | 6/8/2015 | AUTH | N | ATTAM-DIV4Donohu | AM | Attendance | 1 | School Authorized | | | |
| Daily Sumr | mary 🔲 Espinosa, Steve | | 6/8/2015 | AUTH | N | ATTAM-DIV4Donohu | AM | Attendance | 1 | School Authorized | | | |
| Class Offic | e Homenuke, Mahind | ler | 6/8/2015 | AUTH | N | ATTAM-DIV4Donohu | AM | Attendance | 1 | School Authorized | | | |
| | Kirkland, Callum | | 6/8/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Illness | | | |
| Class Tren | ids 🔲 Murphy, Maurice | | 6/8/2015 | А | N | ATTAM-DIV11Munz | AM | Attendance | 1 | | | | |
| Class His | tory Robek, Marina | | 6/8/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Illness | | | |
| Details | Bodner, Rena | | 6/4/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Illness | | | |
| Staff Roste | 🔲 Higgins, Kurtis | | 6/4/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Parent Excused | | | |
| stan Roste | Macaulay, Bryon | | 6/4/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Vacation | | | |
| Staff Histo | ry 🔲 Murphy, Maurice | | 6/4/2015 | L | N | ATTAM-DIV11Munz | AM | Attendance | 1 | | 9:21 A | M | |
| Staff Cove | Ruse, Susi | | 6/4/2015 | A | N | ATTAM-DIV11Munz | AM | Attendance | 1 | | | | |
| Stan Cove | Sidhu, Kim | | 6/4/2015 | A | N | ATTAM-DIV11Munz | AM | Attendance | 1 | | | | |
| | Bodner, Rena | | 6/3/2015 | A-E | Y | ATTAM-DIV11Munz | AM | Attendance | 1 | Illness | | | |

Select the *Class History* side tab to run the following reports:

- Class Attendance Post History: View history of posted attendance for teachers
- Class Attendance Post Verification: View a list of which teachers have, or have not posted class attendance that day.

Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.

10. Staff Roster Side Tab

TOC's in the district will be invited to complete the online training to receive credentials for MyEducation BC.

Attendance Top Tab>Staff Roster Side Tab

• Click on the *TOC* button next to the name of the teacher who is away.

| Pages | School Stude | ent Staff | Attendance | Conduct | Grades | Assessment | Schedule (| Slobal Tool | s Adr | min |
|-------------------------------|------------------|-----------|------------------|---------|--------|------------|------------|----------------|---------|-------|
| Options | Reports | Help | | | | | | T | a- | 3 🔟 🖶 |
| Staff Rost | er | | | | | | | | | |
| Daily Office | Save | | | | | | | | | |
| Daily Roster | < 1:Aleck, Pase | cal | • > | | 21 | 9 records | | Attendance for | 2/19/20 | D15 |
| A DESCRIPTION OF THE PARTY OF | Local identifier | | Name | | Depa | rtment | Attendance | Code | | |
| Daily Batch | 685417 | | Aleck, Pascal | | | | Present | | TOC | P |
| Daily History | 632823 | | Axibal, Rosalyn | | | | Present | | TOC | P |
| Daily Current | 632849 | | Bartlett, Claire | | | | Present | | TOC | P |
| Daily Summa | 632859 | | Hess, Celine | | | | Present | | TOC | |
| Class Office | 632783 | | Hyson, Cassia | | | | Present | | TOC | P |
| Class Trends | 632827 | | Jain, Inga | | | | Present | | TOC | P |
| | 632855 | | Kant, Endre | | | | Present | | TOC | P |
| Class Histor | y 632831 | | Kendall, Maddie | | | | Present | | TOC | 14 |
| Staff Roste | er 632778 | | Mandau, Hellen | | | | Present | | TOC | P |
| Staff History | 632762 | | Pauze, Izabela | | | | Present | | TOC | P |
| otan history | 632841 | | Penn, Ellen | | | | Present | | TOC | P |
| Staff Covers | 632829 | | Quint, Cami | | | | Present | | TOC | P |

- Confirm the name of the absent teacher
- Confirm the date or enter in the multiple date range
- Choose the replacement TOC from the pick list
- Select the *Gradebook Access?* check box to give the TOC access to the absent teacher's gradebook. (For example, in the case of a long term TOC)

| Code TOC Coverage | Name Date | Bartlett, Claire | Multiple Dates >> |
|-------------------------------|---------------------|------------------|-------------------|
| Coverage Daily Replacement | Code | тос | |
| Gradebook Access? | Gradebook Access? | | |
| Period Replacement? | Period Replacement? | | |

Note: The **Selection based on** drop down menu allows the user to choose from available staff within the current school as well as from the teacher on call list.

- Click **OK**
- Click Save

| Free staff only |
|-----------------------|
| |
| 1 reco |
| Name Type Department |
| Aleck, Pascal TOC |

11. Attendance Reporting

Several Key Reports are available from the Daily Office or Daily History side tabs:

Attendance Letter

| | James Bay Community |
|-----------------------------------|--|
| | 140 Oswego St |
| | Victoria, BC V8V 2B1 |
| | (250)384-7184 |
| | Excessive Absence Notice |
| | Date: February 20, 2015 |
| To the Parent/Guardian of: | |
| Aldrich, Jillian | |
| 2055 Marathon St | |
| Victoria, BC A1A 1A1 | |
| | |
| | |
| | |
| | |
| | |
| | as accrued more than 7.0 unexcused absences this school year. |
| This many unexcused absences | is a source of concern to us. |
| Attendance is an important factor | r in a student's progress in school. For Jillian to have so many |
| unexcused absences at this point | t in the school year has to have a negative effect on your |
| student's progress. | |
| Please contact me about this ma | tter as soon as possible. |
| | |
| | |
| | Sincerely, |
| | Cintor City, |

The **Absence Letter** report identifies students with **five or more absences** and prepares letters to send to parents. This report is not customizable by number of absences etc.; it is hard-coded into the system. Parameters that can be changed include date range and whether to exclude excused absences or students that have had previous absence letters sent home.

Attendance Bulletin

| Greater Victoria | | | | | James Bay Community | |
|--------------------|-----------|---------|-------------|------------------|---------------------|--|
| | | Attenda | nce Bulle | tin | | |
| Page 1 | | | ry 19, 201 | February 20, 201 | | |
| | | Tebrua | ily 13, 201 | 5 | 1 Coldary 20, 2010 | |
| | | | | | | |
| Student Name | YOG | Hrm | Code | Time | | |
| Addison, Hana | 2027 | 08 | A-E | | | |
| Adema, Nirmal | 2025 | 05 | L-E | 11:47 AM | | |
| Aleck, Dominique | 2026 | 06 | L-E | 9:02 AM | | |
| Angrove, Hannele | 2024 | 03 | L-E | 12:00 PM | | |
| Atto, Cyndy | 2027 | 08 | A | | | |
| Axibal, Sabine | 2024 | 03 | A | | | |
| Ayriss, Inga | 2023 | 01 | A-E | | | |
| Fernandez, Elan | | 2023 | 01 | A-E | | |
| Jepp, Lois | | 2022 | 01 | L-E | 9:05 AM | |
| Kobe, Tymen | | 2024 | 03 | A | | |
| Montgomery, Hartaj | | 2023 | 01 | A | | |
| Ralph, Danielle | 2024 | 03 | A | | | |
| | | | | | | |
| | | S | ummary | | | |
| | | Absent | Tardy | Dismissed | | |
| | Excused | 3 | 4 | 0 | | |
| | Unexcused | 5 | 0 | 0 | | |
| | Total | 8 | 4 | 0 | | |

The **Attendance Bulletin** report lists all students recorded as absent that day. You may wish to run the *Daily Attendance Post Verification* report first to ensure that all teachers/office staff have posted

their attendance, however the report can be run multiple times as your daily attendance comes in. The report will display names of students along with their Year of Graduation, Homeroom, Attendance codes applied and time (if applicable). There is a summary at the bottom that will list all Absences, Lates and Dismissals, both Excused and Unexcused.

| Greater Victoria | | | | | James Bay | Community | | |
|--------------------|------|------|--------|-----------------|-----------------|---------------|--|--|
| | | Atte | ndanc | e Call Sheet | | | | |
| Page 1 | | | | y 19, 2015 | February 20, 20 | | | |
| | | | obradi | , 10, 2010 | 100 | uary 20, 2010 | | |
| | | | | | | | | |
| Student Name | YOG | Hrm | G | Parent/Guardian | Phone number | Code | | |
| Addison, Hana | 2027 | 08 | F | Nero, Phoenix | (250)555-1234 | A-E | | |
| Adema, Nirmal | 2025 | 05 | M | Esau, Ash | (250)555-1234 | L-E | | |
| Aleck, Dominique | 2026 | 06 | F | | | L-E | | |
| Angrove, Hannele | 2024 | 03 | F | Olafson, Stacy | (250)555-1234 | L-E | | |
| Atto, Cyndy | 2027 | 08 | F | Eskandar, Kaden | (250)555-1234 | A | | |
| Axibal, Sabine | 2024 | 03 | F | Ngo, Presley | 250-555-1234 | A | | |
| Ayriss, Inga | 2023 | 01 | F | Nuttall, Cass | (250)555-1234 | A-E | | |
| Fernandez, Elan | 2023 | 01 | M | St.John, Garnet | (250)555-1234 | A-E | | |
| Jepp, Lois | 2022 | 01 | F | Slack, Rylee | (250)555-1234 | L-E | | |
| Kobe, Tymen | 2024 | 03 | M | Urquhart, Jean | (250)555-1234 | A | | |
| Montgomery, Hartaj | 2023 | 01 | M | Hynes, Carson | (250)555-1234 | A | | |
| Ralph, Danielle | 2024 | 03 | F | Mar, Cameron | | A | | |

Attendance Call Sheet

The **Attendance Call Sheet** displays a list of all students with attendance records for a given day, along with their highest priority contact and their phone number.

Attendance Classroom and Homeroom Input Sheets

The Attendance Classroom Input and Attendance Homeroom Input are two types of class roster lists that you can give a teacher who will be taking attendance manually for their class, and handing them into the office to be entered into the system.

Consecutive Absence List

| Greater Victoria | | | | | James Bay Community |
|------------------|----------------|------------------|---------------|-------|---------------------|
| | Consecut | ive Abse | ence List | | |
| Page 1 | | Salation Archite | | | February 20, 2015 |
| | Attendance Per | riod: 8/1/20 | 14 - 2/20/201 | 5 | |
| | YOG | Hrm | Consec | Start | End |
| Student Name | | | | | |

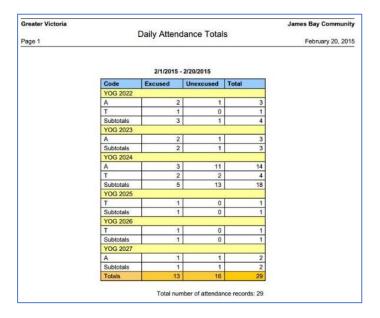
This report will display all students with a predetermined number of consecutive absences in a designated date range.

Daily Attendance Post Verification

| Greater Victoria | | | James Bay Community |
|------------------|--|-----------------|---------------------|
| Page 1 | Daily Attendance Post Verification | n for 2/19/2015 | February 20, 2015 |
| Page 1 | | | February 20, 2015 |
| | | | |
| | | | |
| | Name | Time | |
| | Bartlett, Claire (Posted by Aleck, Pascal) | Did Not Post | |
| | Hess, Celine | Did Not Post | |
| | Jain, Inga | Did Not Post | |
| | Kant, Endre | Did Not Post | |
| | Reddin, Izabela | Did Not Post | |
| | Walden, Aurora | Did Not Post | |
| | Wardale, Veronique | Did Not Post | |
| | Watch, Buffy | Did Not Post | |

The **Daily Attendance Post Verification** report will let the office know which teachers have posted their Daily Attendance, and which teachers still need to post. This report can be run several times during the day, after the teachers have been reminded to post, to confirm that they have indeed sent in their Daily Attendance.

Daily Attendance Totals



Run this report to view, by year of graduation, attendance totals for your school for the date range you specify.

Monthly Register

Monthly attendance records separated by grade.

Principal's Attendance Report

| Greater Victoria | | | | | | James Bay Community | | | | | | | | |
|--------------------|------|-----|--------------|-------------------------------|----------------|---------------------|-----|-------|------------------|--------|-----------------|------|--|--|
| | | | Principal's | Principal's Attendance Report | | | | | | | 85-0. Se | | | |
| Page 1 | | | | | | | | | February 20, 201 | | | | | |
| | | | Attendance F | Period: 2/1/20 | 15 - 2/20/2015 | | | Atton | danc | e Tota | le | | | |
| Student Name | YOG | Hrm | EnrStatus | Student ID | Phone | Abs | Tdy | Dsm | - | - | - | | | |
| Addison, Hana | 2027 | 08 | Active | 1469766 | (250)555-1234 | 1.0 | 0 | 0 | 2 | - | 3 4 /i | 1 | | |
| Aldrich, Jillian | 2024 | 03 | Active | 1335264 | 250-555-1234 | 5.0 | 0 | 0 | 2 | 12 | - 2007 | 1 | | |
| Atto, Cyndy | 2027 | 08 | Active | 1176907 | (250)555-1234 | 1.0 | 0 | 0 | 12 | 12 | 38/i | 14 | | |
| Axibal, Sabine | 2024 | 03 | Active | 904135 | 250-555-1234 | 1.0 | 0 | 0 | | 14 | 34/ | 1 | | |
| Ayriss, Inga | 2023 | 01 | Active | 1181779 | (250)555-1234 | 1.0 | 0 | 0 | 14 | 12 | - 1944 1 | 1.20 | | |
| Fernandez, Elan | 2023 | 01 | Active | 1134785 | (250)555-1234 | 1.0 | 0 | 0 | 1 | 14 | 347 | 1.2 | | |
| Ferraro, Carrie | 2022 | 01 | Active | 761650 | | 3.0 | 0 | 0 | * | 12 | 2007 | 1.10 | | |
| Kobe, Tymen | 2024 | 03 | Active | 1210000 | (250)555-1234 | 2.0 | 1 | 0 | 14 C | 14 | - 3 4 /- | 1.10 | | |
| Montgomery, Hartaj | 2023 | 01 | Active | 1002269 | (250)555-1234 | 1.0 | 0 | 0 | 1 | 14 | 34/ | 1.2 | | |
| Quan, Celeste | 2024 | 03 | Active | 1209866 | (250)555-1234 | 2.0 | 0 | 0 | ÷. | 14 | 34/ | 1.00 | | |
| Ralph, Danielle | 2024 | 03 | Active | 1211636 | | 1.0 | 0 | 0 | * | 14 | 2007 | 1 | | |
| | 2024 | 03 | Active | 1218278 | (250)555-1234 | 1.0 | 0 | 0 | 120 | 32 | 5225 | 1.00 | | |

Customize an attendance report based on selected date range, number of absences, number of lates, sorted by Name or Homeroom.

Individual Student Attendance Reports

To run an attendance report for attaching to report cards:

Student Top Tab>Select the student or group of students>*Reports Drop Down Menu>Attendance History>* select the date range>Select the students to include (Current Selection)>Click *Run*

| Greater Victo | oria | | | | | | С | olquitz Middle School SD6 |
|---------------|------|-----|-----------|----------------|------------|--------|---------|---------------------------|
| | | | | Attendan | ce History | | | |
| Page 1 | | | | | | | | June 8, 2015 |
| | | | Name: | Brugge, Benson | | | | |
| | | | | 480073 | House: | | | |
| | | | Grade: 0 |)7 | Homeroom: | 11 | | |
| Date | Code | Exc | Time | | Reason | | Comment | t |
| 05/28/2015 | A | N | | | | | | |
| 05/29/2015 | A-E | Y | | | Illness | | | |
| 06/05/2015 | A-E | Y | | | Illness | | | |
| 06/08/2015 | A-E | Y | | | Illness | | | |
| | | | _ | Sum | mary | | | |
| | | | | Absent | Tardy | Dismis | sed | |
| | | | Excused | 3 | 0 | 0 | | |
| | | | Unexcused | 1 | 0 | 0 | | |
| | | | Total | 4 | 0 | 0 | | |

12. Appendix A (Attendance Workflow)

From the office:

1. Daily Office Side Tab

- Enter absence records from answering machine or email contact from parents.
- This allows multi day absences and to mass enter records by section, query, snapshot or selection.

Or

2. Daily Roster Side Tab

- Choose a division and enter attendance
- Cannot enter multi day absences

OR

3. Daily Batch Side Tab

- Used to enter multiple absences with the same criteria (Auth, Illness, etc)
- Cannot enter multiday absences

Then

4. Class Office Side Tab

Set the filter to *Attendance Discrepancy* Push out all daily records to class attendance

This work flow will populate the daily attendance record into the class attendance field for teachers.

Teachers will be trained **NOT** to enter a class record if a daily record is present.

When a teacher takes class attendance it automatically updates the daily attendance record for the office however, if a student shows up to a class that has a daily attendance record for that day, communication with the office must take place to override the record. A teacher cannot change a daily attendance record.

If a teacher has completed attendance and the office will not need to enter the record again, however they may edit the record for accuracy (ie change from unexcused to excused)

A teacher cannot record a multiday absence.