

MYEDUCATION BC ATTENDANCE MANAGEMENT USER GUIDE



Attendance Management

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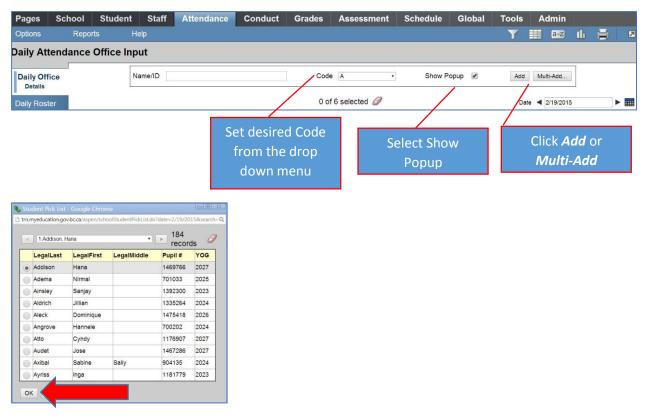
1. Entering Attendance from the Office

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.

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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					

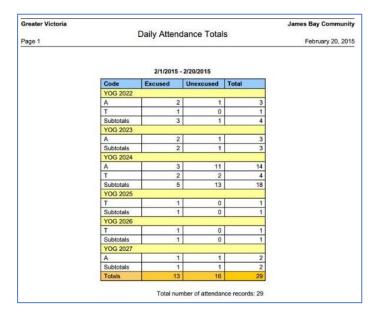
This report will display all students with a predetermined number of consecutive absences in a designated date range.

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.