



# MYEDUCATION BC ATTENDANCE MANAGEMENT USER GUIDE

## Attendance Management

### Contents:

1. Entering Attendance from the Office	p. 2
a. Daily Office Side Tab	p. 2
b. Portion of the Day	p. 4
c. Recording a Late or Dismissal	p. 7
2. Viewing, Adding, and Editing Individual Student Attendance Records	p. 7
3. Taking Attendance from the office by Class (Daily Roster Side Tab)	p. 8
4. Daily Batch Side Tab	p. 10
5. Daily History Side Tab	p. 11
6. Daily Summary Side Tab	p. 12
7. Class Office Side Tab	p.14
8. Class Trends Side Tab	p.17
9. Class History Side Tab	p. 18
10. Staff Roster Side Tab (Assigning TOC's)	p. 19
11. Attendance Reporting	p. 21
12. Appendix A (Attendance Workflow)	p. 25

# 1. Entering Attendance from the Office

## a. Attendance Top Tab > Daily Office Side Tab

Be sure to confirm the date!

Enter last name /portion of last name or Student ID

Set desired Code from the drop down menu

Select Show Popup

Click **Add**

Or...

Set desired Code from the drop down menu

Select Show Popup

Click **Add or Multi-Add**

LegalLast	LegalFirst	LegalMiddle	Pupil #	YOG
Addison	Hana		1469766	2027
Adema	Nirmal		701033	2025
Ainsley	Sanjay		1392300	2023
Aldrich	Jillian		1335264	2024
Aleck	Dominique		1475418	2026
Angrove	Hannele		700202	2024
Atto	Cyndy		1176907	2027
Audet	Jose		1467286	2027
Axibal	Sabine	Sally	904135	2024
Ayriss	Inga		1181779	2023

OK

- Select the student from the popup window
- Click **OK**

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

Students

- Section
- Homeroom
- Query
- Snapshot
- Selection

Duplicate Records

- Skip
- Replace

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.

Name: Addison, Hana 1469766

Date: 2/19/2015

Portion: 1.0000

Absent?

Late?

Dismissed?

Excused?

Other codes: [ ] [ ]

Reason: Illness

Comment: Parent called.

Save Cancel

Confirm or select the date

Select Multiple Dates for entries spanning a date range.



For a multiple date absence, input the start, and end date.

Name: Adds, Nicoy 1002830

Start date: 6/3/2015

End date: 6/11/2015

Portion: 1.0000

Absent?

Late?

Dismissed?

Excused?

Other codes: [ ] [ ]

Reason: Vacation

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**

The screenshot shows the 'Daily Attendance Office Input' form in the MyEducationBC system. The form has a header with 'BRITISH COLUMBIA MyEducationBC James Bay Community 2014-2015' and navigation links like 'Change View', 'Select School', 'Set Preferences', and 'Log Off'. Below the header is a menu bar with 'Pages', 'School', 'Student', 'Staff', 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', 'Tools', and 'Admin'. The 'Attendance' tab is active. The main form area is titled 'Daily Attendance Office Input' and contains a table with one row. The row has columns for 'Name/ID' (containing 'axibal'), 'Code' (containing 'A'), 'Show PopUp' (checked), and buttons for 'Add' and 'Multi-Add'. A red box highlights the 'Name/ID', 'Code', and 'Show PopUp' fields.

- 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  
 Portion: 0.5000  
 Absent?   
 Late?   
 Dismissed?   
 Excused?   
 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).

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin  
 Options Reports Help  
 Daily Attendance Office Input  
 Daily Office Name/ID Code A Show Popup Add Multi-Add  
 Daily Roster 1 of 1 selected Date 2/27/2015  
 Daily Batch

Student	Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	Excused?	Reason	Time	Quick Change
<input checked="" type="checkbox"/>	Axibal, Sabine	904135	250-555-1234		03	A-E	Y	Parent Excused		A L D P

Daily History

- 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**

BRITISH COLUMBIA MyEducationBC James Bay Community 2014-2015  
 Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin  
 Options Reports Help  
 Daily Attendance Office Input :: 2/27/2015 - Axibal, Sabine  
 Save Cancel  
 Daily Office Student Name Axibal, Sabine Arriving at lunch.  
 Date 2/27/2015  
 Absent?   
 Late?   
 Dismissed?   
 Excused?   
 Portion absent 0.5000  
 Other code  
 Other code 2  
 Reason Parent Excused  
 Arrivals & Departures  
 Type Time Is excused? No matching records  
 Add Delete  
 Save Cancel

Student Attendance Time Track  
 Type Arrival  
 Time 12:00 PM  
 Is excused?   
 OK Cancel

Click **Save**

**Daily Attendance Office Input :: 2/27/2015 - Axibal, Sabine**

Save

Student > Name: Axibal, Sabine

Date: 2/27/2015

Absent?:

Late?:

Dismissed?:

Excused?:

Portion absent: 0.5000

Other code: [dropdown]

Other code 2: [dropdown]

Reason: Parent Excused

Comment: Arriving at lunch.

Type	Time	Is excused?
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.

**Daily Attendance Office Input**

Name/ID: [input] Code: A Show PopUp:  Add Multi-Add...

0 of 1 selected Date: 2/27/2015

Date	Student > Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	PontAbs	Excused?	Time	Reason	Time	Quick Change
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 P

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

**Daily Attendance Office Input**

Name/ID: [input] Code: A Show PopUp:  Add Multi-Add...

1 of 7 selected Date: 2/19/2015

Student > Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	Excused?	Reason	Time	Quick Change
✓ Addison, Hana	1469766	(250)555-1234	🔔	KF	A-E	Y	Illness		A L D P
Adema, Nirmal	701033	(250)555-1234	🔔	02	L-E	Y	Illness	In: 11:47 AM	A L D P
Angrove, Hannele	700202	(250)555-1234	🔔	03	L-E	Y	Parent Excused	In: 12:00 PM	A L D P
Atto, Cyndy	1176907	(250)555-1234	🔔	KF	A	N			A L D P
Axibal, Sabine	904135	250-555-1234	🔔	03	A	N			A L D P
Kobe, Tymen	1210000	(250)555-1234	🔔	03	A	N			A L D P
Ralph, Danielle	1211636		🔔	03	A	N			A L D 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.

Pupil #	Name	Daily Attendance	Class Attendance	Code
529489	Bodner, Rena	Present	Present	A L P
480073	Brugge, Benson	Present	Present	A L P
491359	Burbridge, Elin	Present	Present	A L P
482863	Fuller, Dasha	A-E (Illness)	Present	A L 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
480957	Macaulay, Bryon	Present	Present	A L P

### c. Recording a Late or Dismissal from the office

- 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

- 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.

Student List :: 03 - Axibal, Sabine

0 of 7 selected Current Year

Absences: 7.0 (4.0 unexcused)

Date	Code	Time	Absent?	Late?	Dismissed?	Reason	Excused?	PcntAbs	Other
2/19/2015	A		Y	N	N		N	1.0	
1/26/2015	A		Y	N	N		N	1.0	
1/23/2015	A-E		Y	N	N	Team Activity	Y	1.0	
1/13/2015	A-E		Y	N	N	Illness	Y	1.0	
1/9/2015	A-E		Y	N	N	Illness	Y	1.0	
12/4/2014	A		Y	N	N		N	1.0	
11/4/2014	A		Y	N	N		N	1.0	

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

Student List

1: Addison, Hana

Name	LegalFirst	Alerts
Addison, Hana	Hana	A
Adema, Nirmal	Nirmal	
Ainsley, Sanjay	Sanjay	
Aldrich, Jillian	Jillian	
Aleck, Dominique	Dominique	
Angrove, Hannele	Hannele	
Atto, Cyndy	Cyndy	A
Audet, Jose	Jose	
Axibal, Sabine	Sabine	T ! i A
Ayriss, Inga	Inga	A

### 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

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff **Attendance** Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Classes

Daily Office

**Daily Roster** Day 1 Period 1 Classes 0 of 12 selected All Records

Course	Description	Primary Staff > Name
ATT--AM-DIV8Matthe	AM Attendance	Matthews, Kasrina
ATT--AM-DIV2Piazza	AM Attendance	Piazza, Gayla
ATT--AM-DIV3Eastma	AM Attendance	Eastman, Ann
ATT--AM-DIV4Donohu	AM Attendance	Donohue, Gayle
ATT--AM-DIV5Polloc	AM Attendance	Pollock, Bianca
ATT--AM-DIV12Nuyen	AM Attendance	Nuyens, Velma
ATT--AM-DIV6Erning	AM Attendance	Erington, Carlo
ATT--AM-DIV7Jordan	AM Attendance	Jordan, Hanya
ATT--AM-DIV11Munz	AM Attendance	Munz, Kara
ATT--AM-DIV13Sandy	AM Attendance	Sandy, Chrissy
ATT--AM-DIV15Shock	AM Attendance	Schock, Giles
ATT--AM-DIV99Wat	AM Attendance	Wat, 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.**

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff **Attendance** Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Classes :: ATT--AM-DIV11Munz - DIV11Munz - AM Attendance Attendance for: 6/5/2015

Daily Office Save

**Daily Roster** 25 records

Pupil #	Name	Year of graduation	Attendance	Code	Buttons
529489	Bodner, Rena	2020	Present		A L D P
480073	Brugge, Benson	2020	Present		A L D P
491359	Burbridge, Elin	2020	Present		A L D P
482663	Fuller, Dasha	2020	Present		A L D P
491402	Goldstone, Navi	2020	Present		A L D P
471904	Higgins, Kurtis	2020	Present		A L D P
480083	Kirkland, Callum	2020	Present		A L D P
537573	Lambert, Eszter	2020	Present		A L D P
480957	Macaulay, Bryon	2020	Present		A L D P
473269	Moisey, Rusty	2020	Present		A L D P
473234	Murphy, Maurice	2020	Present		A L D P
474378	Reinhart, Tannis	2020	Present		A L D P
535990	Robek, Marina	2020	Present		A L D P
472073	Rounds, Jaspreet	2020	Present		A L D P
497846	Ruse, Susi	2020	Present		A L D P
669775	Shibata, Laina	2020	Present		A L D P
473181	Sidhu, Kim	2020	Present		A L D P

- Make the appropriate selections from the popup window

Attendance Details - Google Chrome

Name: Ayriss, Inga

Absent?  Portion: 1.0000

Late?

Dismissed?

Excused?

Other codes: [ ] [ ]

Reason: Parent Excused

Comment: Enter a Comment as necessary

OK Cancel

Click **OK**

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Classes :: ATT--AM-DIV11Munz - DIV11Munz - AM Attendance

Daily Office Save

Daily Roster Students 25 records Attendance for: 6/5/2015

Pupil #	Name	Year of graduation	Attendance	Code
529489	Bodner, Rena	2020	Present	A L D P
480073	Brugge, Benson	2020	A-E* [Illness]	A L D P
491359	Burbridge, Elin	2020	Present	A L D P
482663	Fuller, Dasha	2020	Present	A L D P
491402	Goldstone, Navi	2020	Present	A L D P
471904	Higgins, Kurtis	2020	Present	A L D P
480083	Kirkland, Callum	2020	Present	A L D P
537573	Lambert, Eszter	2020	Present	A L D P
480957	Macaulay, Bryon	2020	L-E* (9:00 AM)	A L D P
473269	Moisey, Rusty	2020	Present	A L D P
473234	Murphy, Maurice	2020	Present	A L D P
474378	Reinhart, Tannis	2020	Present	A L D P
535990	Robek, Marina	2020	A-E* [Parent Excused]	A L D P
472073	Rounds, Jaspreet	2020	Present	A L D P
497846	Ruse, Susi	2020	Present	A L D P

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

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

Classes :: ATT--AM-DIV11Munz - DIV11Munz - AM Attendance

Daily Office Save

Daily Roster Students 25 records Attendance for: 6/5/2015

Pupil #	Name	Year of graduation	Attendance	Code
529489	Bodner, Rena	2020	Present	A L D P
480073	Brugge, Benson	2020	A-E [Illness] <a href="#">[edit]</a>	A L D P
491359	Burbridge, Elin	2020	Present	A L D P
482663	Fuller, Dasha	2020	Present	A L D P
491402	Goldstone, Navi	2020	Present	A L D P
471904	Higgins, Kurtis	2020	Present	A L D P
480083	Kirkland, Callum	2020	Present	A L D P
537573	Lambert, Eszter	2020	Present	A L D P
480957	Macaulay, Bryon	2020	L-E (9:00 AM) <a href="#">[edit]</a>	A L D P
473269	Moisey, Rusty	2020	Present	A L D P
473234	Murphy, Maurice	2020	Present	A L D P
474378	Reinhart, Tannis	2020	Present	A L D P
535990	Robek, Marina	2020	A-E [Parent Excused] <a href="#">[edit]</a>	A L D P
472073	Rounds, Jaspreet	2020	Present	A L D P
497846	Ruse, Susi	2020	Present	A L D P
669775	Shibata, Laina	2020	Present	A L D P

#### 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.

The screenshot shows the 'Attendance' tab in the MyEducationBC system. The 'Daily Attendance Batch Input' form is active. A red box highlights the input fields: Name/ID (babin), Date (6/5/2015), Is absent? (checked, 1.0000), Is excused? (checked), and Reason (Illness). The 'Add' and 'Post' buttons are at the bottom of the form. Below the form, a table displays one record for 'Audi, Rocci' with a status of 'A-E' and reason of 'Illness'.

Student > Name	Student > Pupil #	Student > Quick Status	Student > Grade	Date	Code	Reason	TimeIn	TimeOut
Audi, Rocci	665742		07	6/5/2015	A-E	Illness		

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.

Date	Student > Name	Student > HomePhone	Student > Quick-Status	Code	Excused?	Reason	Time	PentAbs	Other	Comment
5/2/2015	Brugge, Benson	250-555-1234		A-E	Y	Illness		1.0		
5/2/2015	Macaulay, Bryon	250-555-1234		L-E	Y		9:00 AM	0.0		
5/2/2015	Robek, Marina	250-555-1234		A-E	Y	Parent Excused		1.0		
5/4/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		
5/4/2015	Higgins, Kurtis	250-555-1234		A-E	Y	Parent Excused		1.0		
5/4/2015	Macaulay, Bryon	250-555-1234		A-E	Y	Vacation		1.0		
5/4/2015	Murphy, Maurice	250-555-1234		L	N		9:21 AM	0.0		
5/4/2015	Reinhart, Tannis	250-555-1234		A-E	Y	Parent Excused		1.0		
5/4/2015	Ruse, Susi	250-555-1234		A	N			1.0		
5/4/2015	Sidhu, Kim	250-555-1234		A	N	Vacation		1.0		
5/3/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		
5/3/2015	Burbridge, Elin	250-555-1234		A-E	Y	Vacation		1.0		
5/3/2015	Higgins, Kurtis	250-555-1234		L-E	Y	Parent Excused	9:26 AM	0.0		
5/2/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		Mom sent an email
5/2/2015	Burbridge, Elin	250-555-1234		L-E	Y	Parent Excused	11:49 AM	0.0		
5/2/2015	Fuller, Dasha	250-555-1234		A-E	Y	Illness		1.0		
5/2/2015	Kirkland, Callum			A-E	Y	Illness		1.0		
5/2/2015	Macaulay, Bryon	250-555-1234		A	N			1.0		
5/1/2015	Addey, Celeste	(250)555-1234		A-E	Y	Illness		1.0		
5/29/2015	Bodner, Rena	250-555-1234		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.

Name	YOG	Grade	Absent	Tardy	Dismissed	Other
Addey, Celeste	2021	06	1	0	0	0
Bodner, Rena	2020	07	3	0	0	0
Brugge, Benson	2020	07	1	0	0	0
Burbridge, Elin	2020	07	1	1	0	0
Fuller, Dasha	2020	07	1	0	0	0
Higgins, Kurtis	2020	07	1	1	0	0
Kirkland, Callum	2020	07	1	0	0	0
Macaulay, Bryon	2020	07	2	1	0	0
Murphy, Maurice	2020	07	0	1	0	0
Reinhart, Tannis	2020	07	1	0	0	0
Robek, Marina	2020	07	1	0	0	0
Ruse, Susi	2020	07	1	0	0	0
Sidhu, Kim	2020	07	1	0	0	0

- 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

The screenshot shows the 'Attendance Summary' page for Colquitz Middle School SD61 2014-2015. The 'Date Range' is 6/1/2015 - 6/8/2015. The 'Criteria' is Absent >= 0 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0. A red arrow points to the 'Criteria' field. A red box highlights the 'Attendance Details' popup window, which shows the following filters:

- Start date: 3/23/2015
- End date: 6/8/2015
- Absences: Greater than or equal to 3
- Tardies: Greater than or equal to 0
- Dismissals: Greater than or equal to 0
- Other codes: Greater than or equal to 0
- Reason: (empty)
- Exclude excused:

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.***

The screenshot shows the 'Attendance Summary' page with the following filters:

- Date Range: 3/23/2015 - 6/8/2015
- Criteria: Absent >= 3 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0

0 of 4 selected

Name	YOG	Grade	Absent	Tardy	Dismissed	Other
Bodner, Rena	2020	07	6	0	0	0
Brugge, Benson	2020	07	3	0	0	0
Fuller, Dasha	2020	07	3	0	0	0
Higgins, Kurtis	2020	07	3	1	0	0

## 7. Class Office Side Tab

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

**Class Attendance Office Input**

Daily Office: 1 Adam, Izabella | 0 of 409 selected | Date: 6/8/2015

Name	Pupil #	Grade	Daily Code	1
<input type="checkbox"/> Adam, Izabella	357719	08	...	>>
<input type="checkbox"/> Adamek, Ali	361288	08	...	>>
<input type="checkbox"/> Adams, Nuala	536802	07	...	>>
<input type="checkbox"/> Adamus, Bryn	576355	06	...	>>
<input type="checkbox"/> Addey, Celeste	585801	06	...	>>
<input type="checkbox"/> Afifi, Elan	1439418	07	...	>>
<input type="checkbox"/> Albus, Fae	577961	06	...	>>
<input type="checkbox"/> Alcock, Roger	473270	07	...	>>
<input type="checkbox"/> Aldridge, Harlan	581172	06	...	>>
<input type="checkbox"/> Algas, Jeremiah	708951	06	...	>>
<input type="checkbox"/> Ambrose, Sam	851486	06	...	>>
<input type="checkbox"/> Armitage, Geraldine	473313	07	...	>>
<input type="checkbox"/> Arnell, Evelyn	538211	07	...	>>
<input type="checkbox"/> Arnell, Wuanita	1195343	06	...	>>
<input type="checkbox"/> Ashraf, Aina	600694	06	...	>>
<input type="checkbox"/> Auld, Rocci	965742	07	...	>>
<input type="checkbox"/> Axibai, Saleema	576409	06	...	>>
<input type="checkbox"/> Babin, Enid	599727	06	...	>>
<input type="checkbox"/> Bartlett, Chrystal	493786	07	...	>>
<input type="checkbox"/> Bauer, Alexander	578904	06	...	>>
<input type="checkbox"/> Bazuk, Sharlein	583344	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.*

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Options Reports Help

**Class Attendance Office Input**

Daily Office: 6 Munz, Kara [11] | 0 of 409 selected | Date: 6/8/2015

Student Attendance - Google Chrome

trn.myeducation.gov.bc.ca/aspen/classOfficeDailyDetail.do?date=6/8/2015&student=stdX2000480083&prefix=ATT&context=attendance.dailyRos.ediTPopup&rea: Q

Student > Name \* Kirkland, Callum

Date \* 6/8/2015

Absent?

Late?

Dismissed?

Excused?

Portion absent \* 1.0000

Other code

Other code 2

Reason illness

Comment

Arrivals & Departures

Type	Time	Is excused?
No matching records		

Add Delete

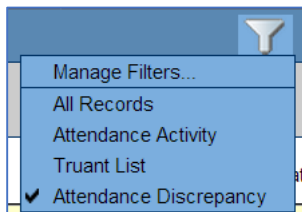
Name	Pupil #	Grade	Daily Code	1
<input type="checkbox"/> Kirkland, Callum			...	>>
<input type="checkbox"/> Lambert, Eszter			...	>>
<input type="checkbox"/> Macaulay, Bryon			...	>>
<input type="checkbox"/> Moisey, Rusty			...	>>
<input type="checkbox"/> Murphy, Maurice			...	>>
<input type="checkbox"/> Reinhart, Tannis			...	>>
<input type="checkbox"/> Robek, Marina			...	>>
<input type="checkbox"/> Rounds, Jaspreet			...	>>
<input type="checkbox"/> Ruse, Susi			...	>>
<input type="checkbox"/> Shibata, Laina			...	>>
<input type="checkbox"/> Sidhu, Kim			...	>>
<input type="checkbox"/> Soares, Connelle			...	>>
<input type="checkbox"/> Soderstrom, Camilla			...	>>
<input type="checkbox"/> Strickland, Rajena			...	>>
<input type="checkbox"/> Syring, Miles			...	>>
<input type="checkbox"/> Szabo, Roline			...	>>
<input type="checkbox"/> Valastin, Jamie			...	>>
<input type="checkbox"/> Warnick, Francesca			...	>>
<input type="checkbox"/> Wey, Paxton			...	>>
<input type="checkbox"/> Whitney, Tilda			...	>>
<input type="checkbox"/> Zucko, Iliana			...	>>
<input type="checkbox"/> Cockfield, Randal	473206	07	(250)555-1234	12
			Nuyens, 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.

The screenshot shows the MyEducationBC interface for Colquitz Middle School SD61 2014-2015. The 'Attendance' tab is active, and the 'Class Attendance Office Input' window is open. A table displays student attendance data with columns: Name, UsualFirst, Photo, Pupil #, Grade, HomePhone, Homeroom, HR Teacher, Daily Code, and a final column with '1'. A red arrow points to the 'Homeroom' column header. The table lists students such as Kirkland, Callum; Lambert, Eszter; Macaulay, Bryon; Moisey, Rusty; Murphy, Maurice; Reinhart, Tannis; Robek, Marina; Rounds, Jaspreet; Ruse, Susi; Shibata, Laina; Sidhu, Kim; Soares, Connelle; Soderstrom, Camilla; Strickland, Rajena; Syring, Miles; Szabo, Roline; Valastin, Jamie; Warnick, Francesca; Wey, Paxton; Whitney, Tilda; and Zucko, Iliana.

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

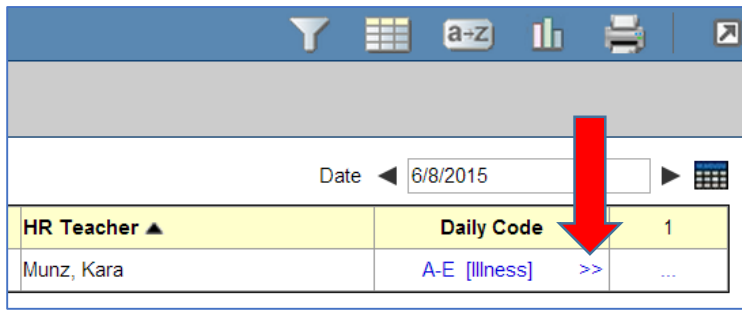
1. All Records: A list of all active students in the school
2. Attendance Activity: Displays all students with any attendance activity that day
3. Truant List: Displays all students with a **Class attendance record, but no Daily Attendance record** (This will only occur after using the **Multi-Add Class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

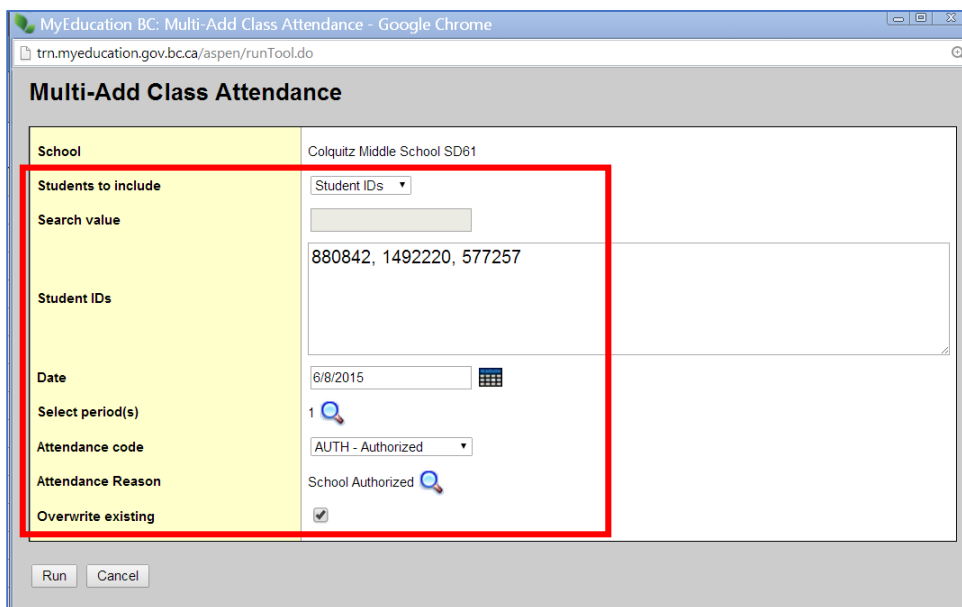


As records are pushed out they will disappear from the **Attendance discrepancy** list and appear in the **Daily Attendance** field for teachers.

### 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**



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.

HR Teacher ▲	Daily Code	1
Donohue, Gayle	...	>> AUTH
Donohue, Gayle	...	>> AUTH
Donohue, Gayle	...	>> AUTH

**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

Course ▲	Description	Clsrm	Teacher	Term	Schedule	Unrotated Schedule
ATT--AM-DIV11Munz	AM Attendance		Munz, Kara	FY	1(1)	1(1)
ATT--AM-DIV12Nuyen	AM Attendance		Nuyens, Velma	FY	1(1)	1(1)
ATT--AM-DIV13Sandy	AM Attendance		Sandy, Chrissy	FY	1(1)	1(1)
ATT--AM-DIV15Shock	AM Attendance		Schock, Giles	FY	1(1)	1(1)
ATT--AM-DIV2Piazza	AM Attendance		Piazza, Gayla	FY	1(1)	1(1)
ATT--AM-DIV3Eastma	AM Attendance		Eastman, Ann	FY	1(1)	1(1)
ATT--AM-DIV4Donohu	AM Attendance		Donohue, Gayle	FY	1(1)	1(1)
ATT--AM-DIV5Polloc	AM Attendance		Pollock, Bianca	FY	1(1)	1(1)
ATT--AM-DIV6Emmg	AM Attendance		Errington, Carlo	FY	1(1)	1(1)
ATT--AM-DIV7Jordan	AM Attendance		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.

Name	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	Totals					
Bodner, Rena										A-E	L						A-E	A-E	A-E				A-E																	4	1	0	0			
Brugge, Benson																							A-E																			2	0	0	0	
Burbridge, Elin										L	A						L-E	A-E																								2	2	0	0	
Fuller, Dasha											A	A-E																														2	0	0	0	
Goldstone, Navi												A																														1	0	0	0	
Higgins, Kurtis											A						L-E	A-E																								2	1	0	0	
Kirkland, Calum																																											1	0	0	0
Lambert, Eszter																																										0	0	0	0	
Macaulay, Bryon																	A		A-E																							2	0	0	0	
Moisey, Rusty											A																																1	0	0	0
Murphy, Maurice											A-E							L																								2	1	0	0	
Reinhart, Tannis																																											0	0	0	0
Robek, Marina																																											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**.

The screenshot shows the 'Attendance' tab with the following details:

- Pages: School, Student, Staff, **Attendance**, Conduct, Grades, Assessment, Schedule, Global, Tools, Admin
- Options: Reports, Help
- Class Trends: 2014-2015 - ATT--AM-DIV11Munz - AM Attendance: **Bodner, Rena**
- Attendance for: Month
- Attendance Summary table for June '15 with columns 1-31 and Totals (A, T, D, O).
- Legend: T = Tardy; D = Dismissed; A = Absent; O = Other
- Left sidebar: Class Trends (Trends, **Details**)

### 9. Class History Side Tab

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

The screenshot shows the 'Class Attendance History' tab with the following details:

- Pages: School, Student, Staff, **Attendance**, Conduct, Grades, Assessment, Schedule, Global, Tools, Admin
- Options: Reports, Help
- Class Attendance History: 1/6/2015 [1] 0 of 34 selected
- Filter: **Recent Attendance** (highlighted in a red box)
- Table with columns: Name, Date, Code, Excused?, Course, Description, Period, Reason, TimeIn, TimeOut
- Left sidebar: Class History (Details)

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.

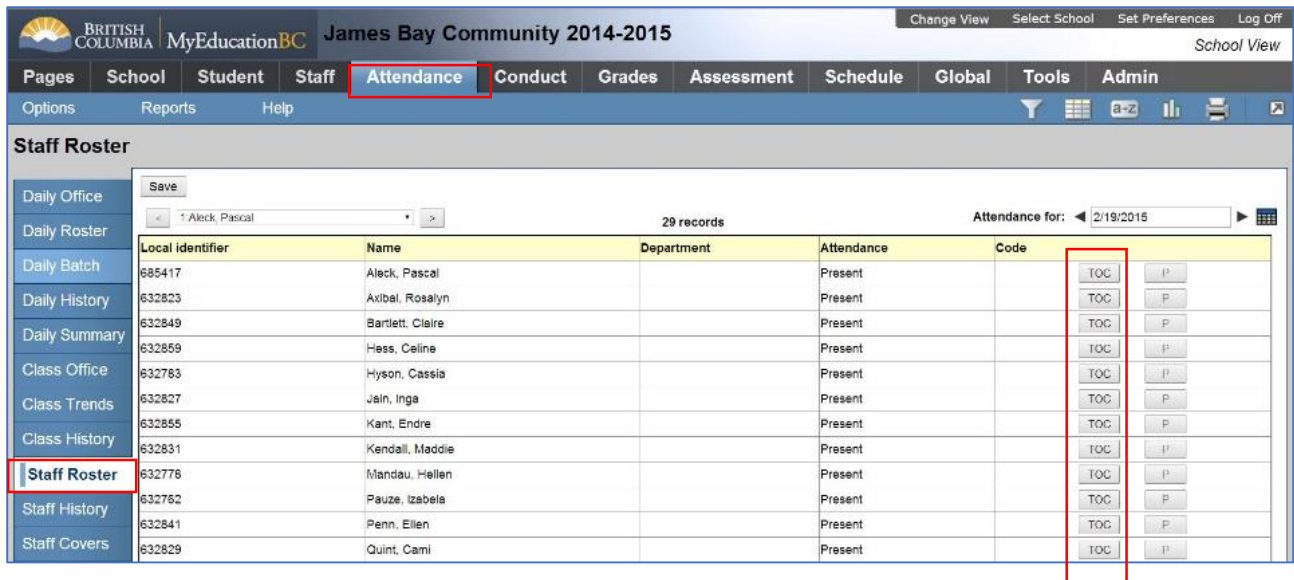
**Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.**

## 10. Staff Roster Side Tab

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

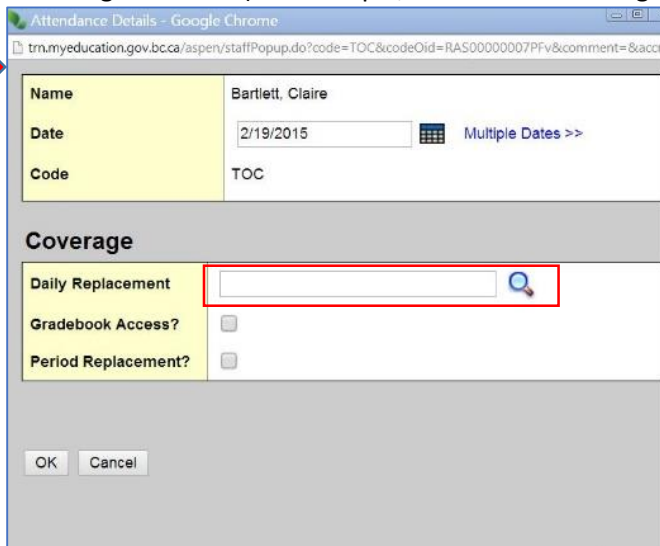
**Attendance Top Tab > Staff Roster Side Tab**

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



Local Identifier	Name	Department	Attendance	Code
685417	Aleck, Pascal		Present	TOC
632823	Axtel, Rosalyn		Present	TOC
632849	Bartlett, Claire		Present	TOC
632859	Hess, Celine		Present	TOC
632763	Hyson, Cassia		Present	TOC
632827	Jain, Inga		Present	TOC
632855	Kant, Endre		Present	TOC
632831	Kendall, Maddie		Present	TOC
632776	Mandau, Hellen		Present	TOC
632762	Paوزه, Izabela		Present	TOC
632841	Penn, Ellen		Present	TOC
632829	Quint, Cami		Present	TOC

- 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)



Attendance Details - Google Chrome

tm.myeducation.gov.bcca/asp/en/staffPopUp.do?code=TOC&codeOid=RAS0000007PFV&comment=&acct

Name: Bartlett, Claire

Date: 2/19/2015 Multiple Dates >>

Code: TOC

Coverage

Daily Replacement:

Gradebook Access?

Period Replacement?

OK Cancel

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**

Staff Pick List - Google Chrome

trn.myeducation.gov.bc.ca/asp/staffCoveragePickList.do?multi=false&fields=stfNameView,stfStaffType,s

Selection based on: Teacher on Call

Free staff only:

1 record

	Name	Type	Department
<input checked="" type="radio"/>	Aleck, Pascal	TOC	

OK Cancel

## 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

According to our records Jillian has 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 in a student's progress in school. For Jillian to have so many unexcused absences at this point in the school year has to have a negative effect on your student's progress.

Please contact me about this matter as soon as possible.

Sincerely,

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			
Page 1	Attendance Bulletin February 19, 2015		February 20, 2015	
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	
Ayris, 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	
<b>Summary</b>				
	Absent	Tardy	Dismissed	
<b>Excused</b>	3	4	0	
<b>Unexcused</b>	5	0	0	
<b>Total</b>	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.

### Attendance Call Sheet

Greater Victoria		James Bay Community				
<b>Attendance Call Sheet</b>						
Page 1	February 19, 2015				February 20, 2015	
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

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				
<b>Consecutive Absence List</b>						
Page 1						February 20, 2015
<b>Attendance Period: 8/1/2014 - 2/20/2015</b>						
Student Name	YOG	Hrm	Consec	Start	End	
Aldrich, Jillian	2024	03	6	1/30/2015	2/6/2015	

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		February 20, 2015	
<b>Daily Attendance Post Verification for 2/19/2015</b>			
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

Greater Victoria		James Bay Community	
Page 1		February 20, 2015	
<b>Daily Attendance Totals</b>			
2/1/2015 - 2/20/2015			
Code	Excused	Unexcused	Total
<b>YOG 2022</b>			
A	2	1	3
T	1	0	1
Subtotals	3	1	4
<b>YOG 2023</b>			
A	2	1	3
Subtotals	2	1	3
<b>YOG 2024</b>			
A	3	11	14
T	2	2	4
Subtotals	5	13	18
<b>YOG 2025</b>			
T	1	0	1
Subtotals	1	0	1
<b>YOG 2026</b>			
T	1	0	1
Subtotals	1	0	1
<b>YOG 2027</b>			
A	1	1	2
Subtotals	1	1	2
<b>Totals</b>	<b>13</b>	<b>16</b>	<b>29</b>

Total number of attendance records: 29

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 Attendance Report												
Page 1		February 20, 2015										
Attendance Period: 2/1/2015 - 2/20/2015												
Attendance Totals												
Student Name	YOG	Hrm	EnrStatus	Student ID	Phone	Abs	Tdy	Dsm	-	-	-	-
Addison, Hana	2027	08	Active	1469766	(250)555-1234	1.0	0	0	-	-	-	-
Aldrich, Jillian	2024	03	Active	1335264	250-555-1234	5.0	0	0	-	-	-	-
Atto, Cyndy	2027	08	Active	1176907	(250)555-1234	1.0	0	0	-	-	-	-
Axibal, Sabine	2024	03	Active	904135	250-555-1234	1.0	0	0	-	-	-	-
Ayriss, Inga	2023	01	Active	1181779	(250)555-1234	1.0	0	0	-	-	-	-
Fernandez, Elan	2023	01	Active	1134785	(250)555-1234	1.0	0	0	-	-	-	-
Ferraro, Carrie	2022	01	Active	761650		3.0	0	0	-	-	-	-
Kobe, Tymen	2024	03	Active	1210000	(250)555-1234	2.0	1	0	-	-	-	-
Montgomery, Hartaj	2023	01	Active	1002269	(250)555-1234	1.0	0	0	-	-	-	-
Quan, Celeste	2024	03	Active	1209866	(250)555-1234	2.0	0	0	-	-	-	-
Ralph, Danielle	2024	03	Active	1211636		1.0	0	0	-	-	-	-
Ruckie, Marty	2024	03	Active	1218278	(250)555-1234	1.0	0	0	-	-	-	-
Total students: 12												

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 Victoria		Colquitz Middle School SD61																			
Attendance History																					
Page 1		June 8, 2015																			
<table border="1" style="margin: auto;"> <tr> <td><b>Name:</b></td> <td colspan="2">Brugge, Benson</td> </tr> <tr> <td><b>ID:</b></td> <td>480073</td> <td><b>House:</b></td> </tr> <tr> <td><b>Grade:</b></td> <td>07</td> <td><b>Homeroom:</b></td> <td>11</td> </tr> </table>												<b>Name:</b>	Brugge, Benson		<b>ID:</b>	480073	<b>House:</b>	<b>Grade:</b>	07	<b>Homeroom:</b>	11
<b>Name:</b>	Brugge, Benson																				
<b>ID:</b>	480073	<b>House:</b>																			
<b>Grade:</b>	07	<b>Homeroom:</b>	11																		
Date	Code	Exc	Time	Reason	Comment																
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																	
<b>Summary</b>																					
	<b>Absent</b>	<b>Tardy</b>	<b>Dismissed</b>																		
<b>Excused</b>	3	0	0																		
<b>Unexcused</b>	1	0	0																		
<b>Total</b>	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.