



MYEDUCATION BC ATTENDANCE MANAGEMENT USER GUIDE

Attendance Management

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**Note: This document begins with a suggested workflow for attendance procedures from the classroom and office levels. The remainder of the document details specific functionality and reports available for attendance in MyEducation BC.*

1. Attendance Workflow

a. In the Classroom:

The teacher takes attendance in the morning by clicking an **A for Absent** and entering in any known details if the student is excused and a reason. The teacher may also enter an **L for Late**, edit the **Time In** and select excused and a reason if applicable. The teacher will then click **Post**.

The **Class attendance** taken by the teacher automatically updates the **Daily Attendance** field.

Once the teacher has posted their attendance, any changes throughout the day are to be made at the office. Teachers have access to edit the class attendance, however these changes will not update Daily Attendance record, **therefore teachers have been instructed not to edit a class attendance record after posting or to enter a Class attendance record if a Daily record already exists for the student**. The result could be discrepancies between the Daily and Class attendance records for students which could cause issues for reporting. If a student shows up late for class after the teacher has posted attendance, the student will need to go to the office to check in or the teacher will have to communicate the update with the office.

Teachers cannot enter a multiday absence, a group absence (Field trip) or a portion of the day absence. These will have to be entered by the office.

Pupil #	Name	Code	Class Attendance	Daily Attendance
851486	Ambrose, Sam		A [edit]	A
1195343	Arnell, Wuanita		Present	Present
800694	Ashraf, Alina		Present	Present
653357	Calla, Almira		A-E [edit]	A-E [Illness]
1158270	Callison, Scott		Present	Present
585516	Caulfield, Ashleigh		A [edit]	A
577257	Elder, Monique		Present	Present
880842	Espinosa, Steve		A [edit]	A
666709	Garnier, Ayirin		Present	Present
595669	Gates, Patsy		A [edit]	A
1294984	Halle, Eben		Present	Present
1492220	Homenuke, Mahinder		Present	Present

Figure 1: Teacher Attendance after posting

b. From the Office:

All attendance records created by teachers will appear in the **Attendance Top Tab>Daily Office Side Tab**.

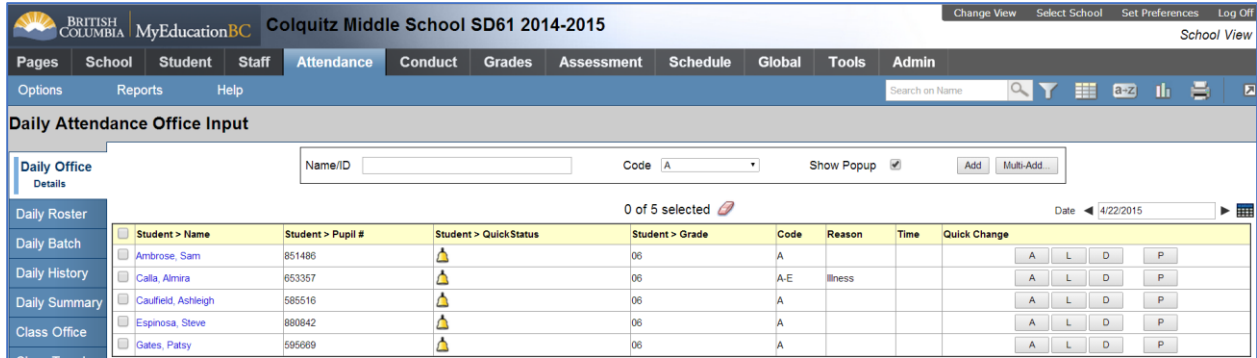


Figure 2 Daily Office Side Tab

As teachers are entering and posting attendance the office staff are inputting Daily Attendance records into the system based on phone calls and emails using the **Daily Office** side tab or the **Daily Roster** side tab.

Daily Office Side Tab: (For details on the Daily Office side tab see page 8 of this user guide)

The Daily Office side tab allows multiple date entry (page 9/10 of this user guide) and entry of absence records by groups such as a course section, selection or snapshot (page 9/10 of this user guide).

If a student has not already been marked absent by a teacher, enter the last name in the Name/ID field and enter the details of the absence into the pop up window for all students that you have received confirmation of an absence from a parent or guardian.

All absence entries made at the office will appear on the list from the **Daily Office** Side Tab. This is where the school user will edit any attendance records entered by teachers that require updating.

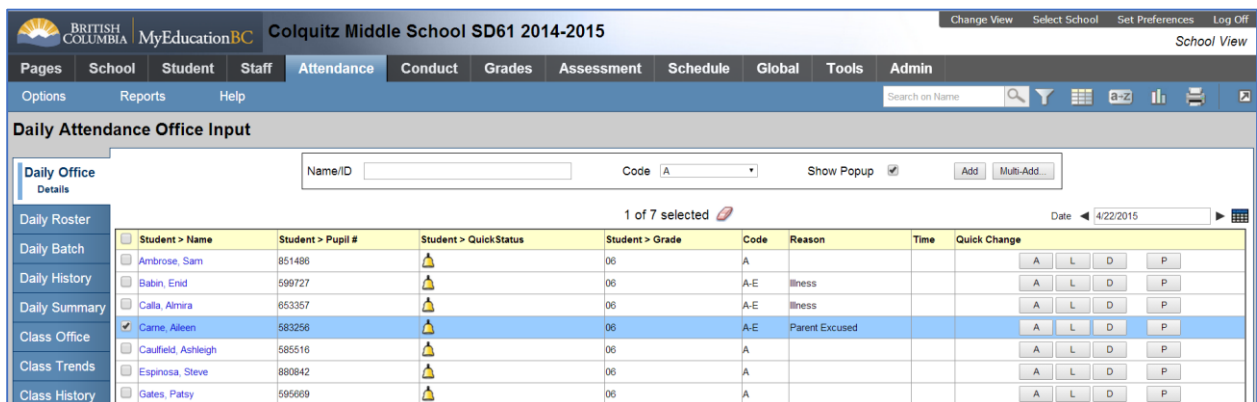


Figure 3 Edit daily attendance records

Editing a Record: Unexcused to Excused

If a student has been marked absent by a teacher who did not know it was excused and the office receives confirmation from a parent/guardian that the student is ill, the office will click the blue hyperlink (Student's Name) and edit the absence to include **Excused?** and a reason.

The screenshot shows a web application interface for editing attendance records. At the top, there are navigation tabs: Pages, School, Student, Staff, Attendance (selected), Conduct, and Grades. Below these are sub-tabs: Options, Reports, and Help. The main heading is "Daily Attendance Office Input :: 4/22/2015 - Ambrose, Sam". On the left is a sidebar menu with "Daily Office" selected, and sub-items like Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Trends, Class History, Staff Roster, Staff History, and Staff Covers. The main form area has "Save" and "Cancel" buttons at the top. The form fields include: Student > Name (Ambrose, Sam), Date (4/22/2015), Absent? (checked), Late? (unchecked), Dismissed? (unchecked), Excused? (checked), Portion absent (1.0000), Other code, Other code 2, and Reason (Illness). Below the form is a table titled "Arrivals & Departures" with columns for Type, Time, and Is excused?.

Figure 4 Editing a record: Unexcused to Excused

Click the **Daily Office** side tab to return to the full list.

Editing a Record: Absent to Late

If a student who has been marked absent by a teacher then shows up late, the office staff can click the **L** button next to the absence record from the **Daily Office** side tab.

The screenshot shows a "Change" table for the date 4/22/2015. The table has four columns: A, L, D, and P. There are eight rows of buttons. The second row from the top is highlighted in blue, and the "L" button in that row is enclosed in a red rectangular box.

A	L	D	P
A	L	D	P
A	L	D	P
A	L	D	P
A	L	D	P
A	L	D	P
A	L	D	P
A	L	D	P

Figure 5 Click the L button to change an absence to a late.

From the pop up window deselect **Absent?** and select **Late?**, adjust the **Time In** if necessary, select **Excused?** and enter a reason if applicable, click **Save**.

Name	Cauffield, Ashleigh 585516
Date	4/22/2015 Multiple Dates >>
Portion	0.0000
Absent?	<input type="checkbox"/>
Late?	<input checked="" type="checkbox"/>
Dismissed?	<input type="checkbox"/>
Time In	9:30 AM
Excused?	<input checked="" type="checkbox"/>
Other codes	<input type="text"/> <input type="text"/>
Reason	Medical Appointment
Comment	<input type="text"/>

Figure 6 Editing a record: Changing Absent to Late

Editing a Record: Portion of a Day

If the office receives notification of a student arriving or leaving part way through the day a **Portion of the Day** absence must be entered that includes an arrival or departure time. *Please see the information on portion of the day absences on page 10 of this user guide.*

Editing a Record: Authorized School Field Trip

For those students who are absent due to district-sanctioned functions (ex. science fairs, work experience, athletic, arts, careers and trades events), please ensure the following:

1. Teaching staff and counselors are informed that they need to advise the office that this student is out of the building attending this unique event.
2. Office staff enter this into the system using the authorized code. *(Teachers do not have the ability to select the Authorize code)*

Go to the **Daily Office side tab**

For a group of students click on the Multi-Add button and choose from Section, Homeroom, Query, Snapshot, or Selection. *For more information on the Multi-Add functionality see page 9/10 of this user guide.*

- Deselect Absent?
- Select **Auth** from the Other Codes drop down window
- Enter a reason such as School Authorized, Team Activity, or Field Trip

Figure 7 Entering a school authorized absence

The above procedure will allow the school to know which students are not on school property while ensuring that the authorized absence from the school property does not factor into attendance history totals for reporting.

Daily Roster Side Tab

Office staff may prefer to enter attendance records according to a class roster. The daily roster side tab allows the office staff to select a class and input daily attendance records for students in that class. The functionality is similar to what a teacher sees except the teacher cannot select a portion of the day absence.

Office staff cannot enter multiday absences or absences for groups from the Daily Roster Side Tab. The daily attendance record may be edited from this window by clicking on the blue edit hyperlink next to the student record you wish to edit.

For details on the Daily Roster side tab see page 14 of this user guide.

Course	Description	Primary Staff > Name
ATT-AM-DIV0Matthe	AM Attendance	Matthews, Kaarina
ATT-AM-DIV2Piazza	AM Attendance	Piazza, Gayla
ATT-AM-DIV3Eastma	AM Attendance	Eastman, Ann
ATT-AM-DIV4Donohu	AM Attendance	Donohue, Gayle
ATT-AM-DIV12Nuyen	AM Attendance	Nuyens, Veina
ATT-AM-DIV5Polloc	AM Attendance	Pollock, Bianca
ATT-AM-DIV13Sandy	AM Attendance	Sandy, Chrissy
ATT-AM-DIV6Eming	AM Attendance	Ernington, Carlo
ATT-AM-DIV15Shock	AM Attendance	Schock, Giles
ATT-AM-DIV7Jordan	AM Attendance	Jordan, Hanya
ATT-AM-DIV99Walt	AM Attendance	Walt, Maurice
ATT-AM-2009	AM Attendance	Eastman, Ann
ATT-AM-DIV11Munz	AM Attendance	Munz, Kara

Figure 8 Daily Roster Side Tab

c. Pushing out Daily Attendance to Class Attendance using the Class Office Side Tab

Once teachers have posted **Class** attendance, and the office has entered their **Daily** attendance records based on phone calls and emails and the office has updated the Daily attendance records that were populated from teacher Class attendance entries, it is important to ensure that the daily and class attendance records are equal. This is the process of **pushing out** the daily attendance record to class attendance from the Class Office side tab.



From the **Class Office Side Tab** select the **Attendance Activity Filter**

Daily Code		1
A-E (10:30 AM) [Parent Excused]	>>	...
A-E [Parent Excused]	>>	A-E
A-E [Vacation]	>>	...
A	>>	A
A-E [Parent Excused]	>>	A
A-E [Parent Excused]	>>	A
A	>>	A
A	>>	A
A-E [Vacation]	>>	...
A-E [Vacation]	>>	...
L-E (10:30 AM) [Medical Appointment]	>>	A
A-E [Parent Excused]	>>	A
A-E [Parent Excused]	>>	A
A-E [Illness]	>>	A
A-E [Illness]	>>	A
A-E [Illness]	>>	A
A-E (11:00 AM) [Parent Excused]	>>	A
L-E (10:15 AM) [Medical Appointment]	>>	A-E
A-E [Parent Excused]	>>	A-E
A-E [Illness]	>>	A

The daily code column and the class column must be the same. Click the double arrows in the Daily code to push out the daily attendance record to the class attendance field.

We can see 3 examples where students are unaccounted for from the office: A

In the example above we can see several examples of class attendance records entered by teachers who did not have the information that the student was excused from class that day. There is an A-E(Reason) in the Daily code field, but there is only an A in the class attendance field.

There are two examples of a situation where the teacher has marked the student A, but the daily attendance record indicates an L-E (Time) (Reason).

There are also 3 examples where there is a daily record, but no class record exists. This is because the teacher followed the instructions and did not enter a class attendance record because a daily record was showing on their class attendance page. (or the teacher did not do their attendance that day. Run a **Post Verification report** (see page30 of this user guide) to ensure all teachers have posted)

In order to balance the daily attendance and class attendance records to ensure both class and daily attendance reporting is correct and to ensure that administrators may track at-risk students accurately,

the office must push out the daily records to class attendance for each student that shows an inconsistency.

Click the double arrows in the Daily code to push out the daily attendance record to the class attendance field. Each record must be pushed out one at a time.

**It is a known issue right now that any Late entries entered at the office will not push out to the class. In this case click on the A blue hyperlink in the Class attendance field and edit the record from the pop up window to reflect the change from A to L*

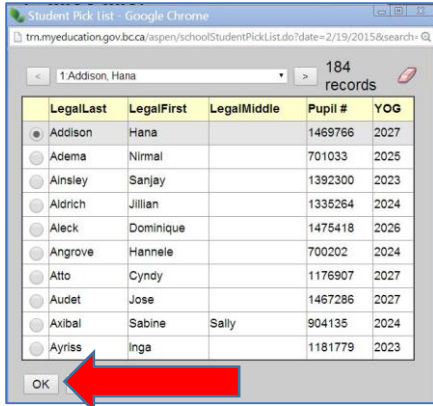
2. Attendance Top Tab

a. Attendance Top Tab > Daily Office Side Tab

The screenshot shows the 'Attendance' tab in a software application. The 'Daily Attendance Office Input' section is highlighted. A red arrow points from the 'Add' button to a callout box that says 'Be sure to confirm the date!'. Other callout boxes include: 'Enter last name /portion of last name or Student ID' pointing to the 'Name/ID' field; 'Set desired Code from the drop down menu' pointing to the 'Code' dropdown menu; 'Select Show Popup' pointing to the 'Show Popup' checkbox; and 'Click Add' pointing to the 'Add' button.

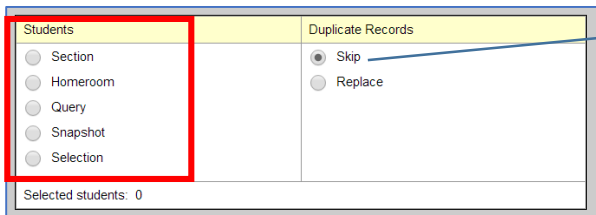
Or...

This screenshot shows the same 'Attendance' tab interface. Callout boxes include: 'Set desired Code from the drop down menu' pointing to the 'Code' dropdown menu; 'Select Show Popup' pointing to the 'Show Popup' checkbox; and 'Click Add or Multi-Add' pointing to the 'Add' and 'Multi-Add...' buttons.



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

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



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.

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.

- 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 do not select the **Absent?** or **Excused?** 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**

- 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**

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

Student	Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	Excused?	Reason	Time	Quick Change
<input checked="" type="checkbox"/>	Axibal, Sabine	804135	250-555-1234		03	A-E	Y	Parent Excused		A L D P

- 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**

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	[bell icon]	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	[bell icon]	KF	A-E	Y	Illness		A L D P
Adema, Nirmal	701033	(250)555-1234	[bell icon]	02	L-E	Y	Illness	In: 11:47 AM	A L D P
Angrove, Hannele	700202	(250)555-1234	[bell icon]	03	L-E	Y	Parent Excused	In: 12:00 PM	A L D P
Atto, Cyndy	1176907	(250)555-1234	[bell icon]	KF	A	N			A L D P
Axibal, Sabine	904135	250-555-1234	[bell icon]	03	A	N			A L D P
Kobe, Tymen	1210000	(250)555-1234	[bell icon]	03	A	N			A L D P
Ralph, Danielle	1211636		[bell icon]	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
482963	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

Name/ID Code Show Popup Add Multi-Add...

- 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

Name: Aleck, Dominique 1475418
 Date: 2/19/2015
 Portion: 0.0000
 Absent?:
 Late?:
 Dismissed?:
 Time in: 9:02 AM
 Excused?:
 Other codes:
 Reason: Parent Excused
 Comment:
 Save Cancel

- 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.

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:

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

Day 1 Period 1 Classes 0 of 12 selected

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-DIV99Wait	AM Attendance	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.**

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

Save

Daily Office

Daily Roster Students 25 records

Pupil #	Name	Year of graduation	Attendance	Code	Attendance for: 6/5/2015
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
462863	Fulfer, 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	Shbata, Lana	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

trn.myeducation.gov.bc.ca/asper/classroom/Popup.do?attendance=true[1.0000]false[false]false

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

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	
480073	Brugge, Benson	2020	A-E [Illness] [edit]	
491359	Burbridge, Elin	2020	Present	
482663	Fuller, Dasha	2020	Present	
491402	Goldstone, Navi	2020	Present	
471904	Higgins, Kurtis	2020	Present	
480083	Kirkland, Callum	2020	Present	
537573	Lambert, Eszter	2020	Present	
480957	Macaulay, Bryon	2020	L-E (9:00 AM) [edit]	
473269	Moisey, Rusty	2020	Present	
473234	Murphy, Maurice	2020	Present	
474378	Reinhart, Tannis	2020	Present	
535990	Robek, Marina	2020	A-E [Parent Excused] [edit]	
472073	Rounds, Jaspreet	2020	Present	
497846	Ruse, Susi	2020	Present	
969775	Shibata, Laina	2020	Present	

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 selected in the navigation menu. The 'Daily Attendance Batch Input' form is active, with a red box highlighting the input fields. The 'Name/ID' field contains 'babin', the 'Date' field contains '6/5/2015'. The 'Is absent?' checkbox is checked, and the 'Is excused?' checkbox is also checked. The 'Reason' dropdown is set to 'Illness'. The 'Add' and 'Post' buttons are visible. Below the form is a table with one record for 'Audi, Rocci'.

Student > Name	Student > Pupil #	Student > Quick Status	Student > Grade	Date	Code	Reason	TimeIn	TimeOut
<input checked="" type="checkbox"/> 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 daily attendance 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.

Colquitz Middle School SD61 2014-2015

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

Options Reports Help

Daily Attendance History

1/6/5/2015 @Brugge, Benson 0 of 35 selected **Recent Attendance**

Date	Student > Name	Student > HomePhone	Student > Quick-Status	Code	Excused?	Reason	Time	PentAbs	Other	Comment
8/5/2015	Brugge, Benson	250-555-1234	▲	A-E	Y	Illness		1.0		
8/5/2015	Macaulay, Bryon	250-555-1234	▲	L-E	Y		9:00 AM	0.0		
8/5/2015	Robek, Marina	250-555-1234	▲	A-E	Y	Parent Excused		1.0		
8/4/2015	Bodner, Rena	250-555-1234	▲	A-E	Y	Illness		1.0		
8/4/2015	Higgins, Kurtis	250-555-1234	▲	A-E	Y	Parent Excused		1.0		
8/4/2015	Macaulay, Bryon	250-555-1234	▲	A-E	Y	Vacation		1.0		
8/4/2015	Murphy, Maurice	250-555-1234	▲	L	N		9:21 AM	0.0		
8/4/2015	Reinhart, Tannis	250-555-1234	▲	A-E	Y	Parent Excused		1.0		
8/4/2015	Ruse, Susi	250-555-1234	▲	A	N			1.0		
8/4/2015	Sidhu, Kim	250-555-1234	▲	A	N	Vacation		1.0		
8/3/2015	Bodner, Rena	250-555-1234	▲	A-E	Y	Illness		1.0		
8/3/2015	Burbridge, Elin	250-555-1234	▲	A-E	Y	Vacation		1.0		
8/3/2015	Higgins, Kurtis	250-555-1234	▲	L-E	Y	Parent Excused	9:28 AM	0.0		
8/2/2015	Bodner, Rena	250-555-1234	▲	A-E	Y	Illness		1.0		Mom sent an email
8/2/2015	Burbridge, Elin	250-555-1234	▲	L-E	Y	Parent Excused	11:49 AM	0.0		
8/2/2015	Fuller, Dasha	250-555-1234	▲	A-E	Y	Illness		1.0		
8/2/2015	Kirkland, Callum		▲	A-E	Y	Illness		1.0		
8/2/2015	Macaulay, Bryon	250-555-1234	▲	A	N			1.0		
8/1/2015	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.

Colquitz Middle School SD61 2014-2015

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

Options Reports Help

Daily Attendance Summary

Date Range: 8/1/2015 - 8/8/2015
Criteria: Absent >= 0 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0
Change Filter

0 of 13 selected Active Students

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 MyEducationBC interface for Colquitz Middle School SD61 2014-2015. The 'Attendance' tab is active. A 'Daily Attendance Summary' window is open, showing a list of students on the left and a table of attendance data on the right. A red arrow points to the 'Criteria' field in the 'Date Range' section, which is set to 'Absent >= 0 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0'. A red box highlights the 'Attendance Details' popup window, which contains the following fields:

- 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 MyEducationBC interface for Colquitz Middle School SD61 2014-2015. The 'Attendance' tab is active. A 'Daily Attendance Summary' window is open, showing a list of students on the left and a table of attendance data on the right. A red box highlights the 'Date Range' and 'Criteria' fields in the 'Date Range' section, which are set to '3/23/2015 - 6/8/2015' and 'Absent >= 3 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0'. Below the table, it says '0 of 4 selected'. The table shows the following data:

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

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		

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 'Class Attendance Office Input' window in the MyEducationBC system. The window title is 'Colquitz Middle School SD61 2014-2015'. The interface includes a navigation menu with options like 'Attendance', 'Conduct', 'Grades', 'Assessment', 'Schedule', 'Global', and 'Tools'. The main content area displays a table of student attendance records. The table has columns for Name, UsualFirst, Photo, Pupil #, Grade, HomePhone, Homeroom, HR Teacher, Daily Code, and a final column with the number '1'. A red arrow points to the 'Homeroom' column header. The table shows 409 records, with the first few rows visible.

Name	UsualFirst	Photo	Pupil #	Grade	HomePhone	Homeroom	HR Teacher	Daily Code	1
Kirkland, Callum		View	480083	07		11	Munz, Kara	...	>>
Lambert, Eszter		View	537573	07	250-555-1234	11	Munz, Kara	...	>>
Macaulay, Bryon		View	480957	07	250-555-1234	11	Munz, Kara	...	>>
Moisey, Rusty		View	473269	07	250-555-1234	11	Munz, Kara	...	>>
Murphy, Maurice		View	473234	07	250-555-1234	11	Munz, Kara	...	>>
Reinhart, Tannis		View	474378	07	250-555-1234	11	Munz, Kara	...	>>
Robek, Marina		View	535990	07	250-555-1234	11	Munz, Kara	...	>>
Rounds, Jaspreet		View	472073	07	250-555-1234	11	Munz, Kara	...	>>
Ruse, Susi		View	487846	07	250-555-1234	11	Munz, Kara	...	>>
Shibata, Laina		View	669775	07	250-555-1234	11	Munz, Kara	...	>>
Sidhu, Kim		View	473181	07	250-555-1234	11	Munz, Kara	...	>>
Soares, Connelle		View	527908	07		11	Munz, Kara	...	>>
Soderstrom, Camilla		View	515317	07	250-555-1234	11	Munz, Kara	...	>>
Strickland, Rajena		View	473142	07	250-555-1234	11	Munz, Kara	...	>>
Syring, Miles		View	473197	07	250-555-1234	11	Munz, Kara	...	>>
Szabo, Roline		View	473462	07	250-555-1234	11	Munz, Kara	...	>>
Valastin, Jamie		View	627031	07	250-555-1234	11	Munz, Kara	...	>>
Warnick, Francesca		View	481129	07	250-555-1234	11	Munz, Kara	...	>>
Wey, Paxton		View	666747	07	250-555-1234	11	Munz, Kara	...	>>
Whitney, Tilda		View	480097	07	250-555-1234	11	Munz, Kara	...	>>
Zucko, Iliana		View	474028	07	250-555-1234	11	Munz, Kara	...	>>

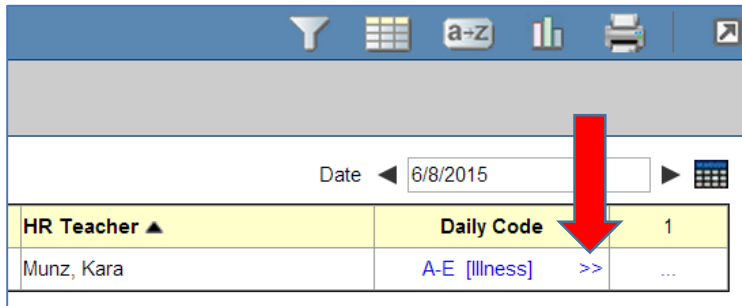
Four filters available from the **Class Office** side tab:

1. All Records: A list of all active students in the school
2. Attendance Activity: Displays all students with any attendance activity that day
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.

The screenshot shows a filter menu with a search icon at the top. The menu items are: 'Manage Filters...', 'All Records', 'Attendance Activity', 'Truant List', and 'Attendance Discrepancy'. The 'Attendance Discrepancy' option is checked with a small square icon.

***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.**

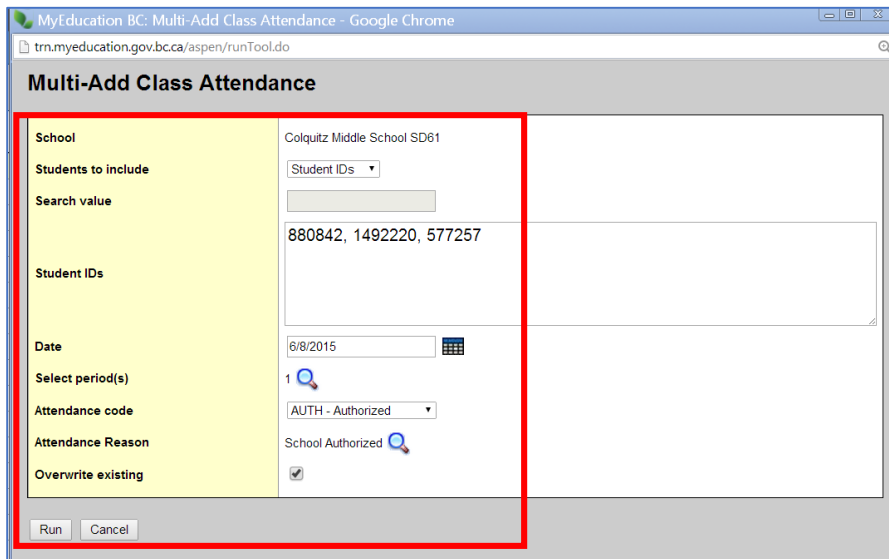
Set the filter to **Attendance Activity** and click the double arrows for every attendance record that requires balancing (see page 7 in the Attendance Workflow section of this user guide for further details)



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**



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' page for Colquitz Middle School SD61 2014-2015. The interface includes a navigation menu with tabs for Pages, School, Student, Staff, Attendance, Conduct, Grades, Assessment, Schedule, Global, Tools, and Admin. The 'Attendance' tab is active. Below the navigation, there are sections for 'Options', 'Reports', and 'Help'. The main content area displays a table of attendance records. A filter icon is located in the top right of the table area, and a red box highlights the 'Recent Attendance' filter option. The table has columns for Name, Date, Code, Excused?, Course, Description, Period, Reason, TimeIn, and TimeOut. The table shows 0 of 34 selected records.

Name	Date	Code	Excused?	Course	Description	Period	Reason	TimeIn	TimeOut
Addley, Celeste	6/8/2015	AE	N	ATT-AM-DIV4Donohu	AM Attendance	1	Illness		
Ambrose, Sam	6/8/2015	AE	N	ATT-AM-DIV4Donohu	AM Attendance	1	Illness		
Brugge, Benson	6/8/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Illness		
Elder, Monique	6/8/2015	AUTH	N	ATT-AM-DIV4Donohu	AM Attendance	1	School Authorized		
Espinosa, Steve	6/8/2015	AUTH	N	ATT-AM-DIV4Donohu	AM Attendance	1	School Authorized		
Homenuke, Mahinder	6/8/2015	AUTH	N	ATT-AM-DIV4Donohu	AM Attendance	1	School Authorized		
Kirkland, Callum	6/8/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Illness		
Murphy, Maurice	6/8/2015	A	N	ATT-AM-DIV11Munz	AM Attendance	1			
Robek, Marina	6/8/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Illness		
Bodner, Rena	6/4/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Illness		
Higgins, Kurtis	6/4/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Parent Excused		
Macaulay, Bryon	6/4/2015	A-E	Y	ATT-AM-DIV11Munz	AM Attendance	1	Vacation		
Murphy, Maurice	6/4/2015	L	N	ATT-AM-DIV11Munz	AM Attendance	1		9:21 AM	
Ruse, Susi	6/4/2015	A	N	ATT-AM-DIV11Munz	AM Attendance	1			
Sidhu, Kim	6/4/2015	A	N	ATT-AM-DIV11Munz	AM Attendance	1			
Bodner, Rena	6/3/2015	A-E	Y	ATT-AM-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.

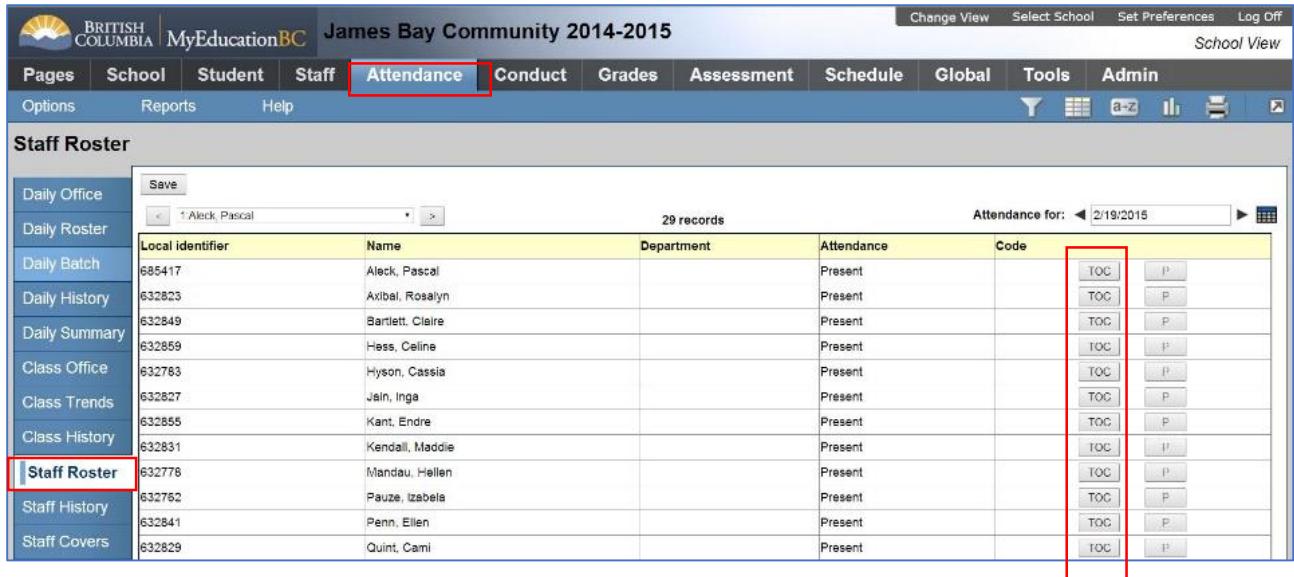
Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.

10. Staff Roster Side Tab

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

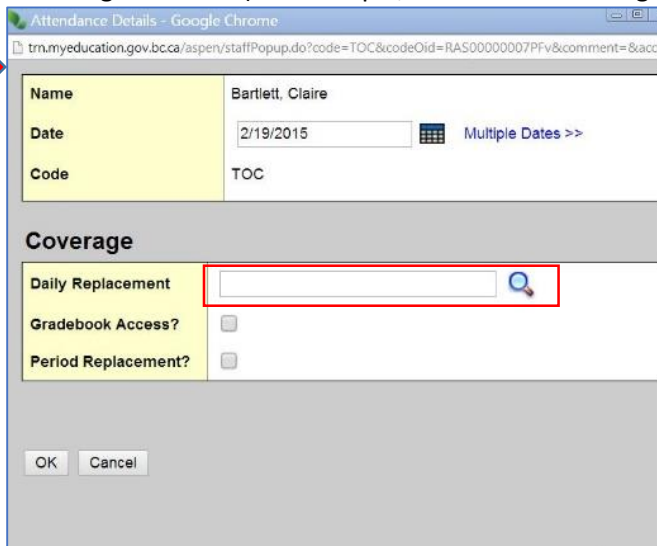
Attendance Top Tab > Staff Roster Side Tab

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



Local Identifier	Name	Department	Attendance	Code
685417	Aleck, Pascal		Present	TOC
632823	Axibai, Rosalyn		Present	TOC
632849	Bartlett, Claire		Present	TOC
632859	Hess, Celine		Present	TOC
632783	Hyson, Cassia		Present	TOC
632827	Jain, Inga		Present	TOC
632855	Kant, Endre		Present	TOC
632831	Kendall, Maddie		Present	TOC
632778	Mandau, Hellen		Present	TOC
632782	Pauze, 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.bca/aspen/staffPopup.do?code=TOC&codeOid=RAS00000007PFv&comment=&accr

Name: Bartlett, Claire

Date: 2/19/2015 Multiple Dates >>

Code: TOC

Coverage

Daily Replacement:

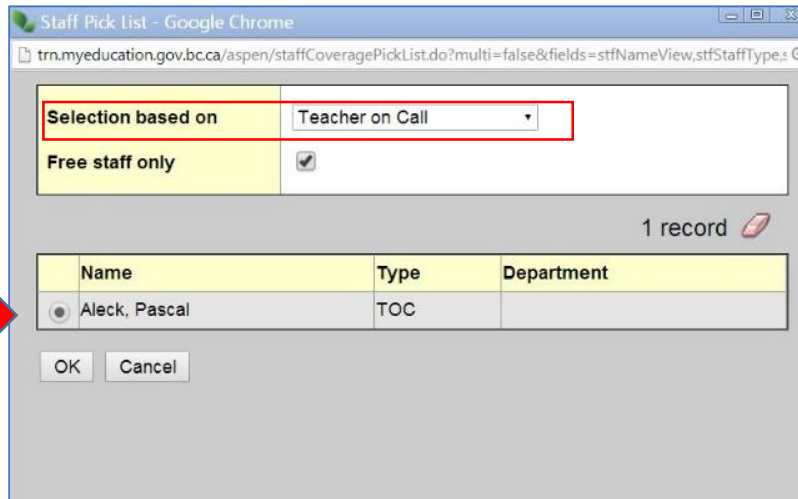
Gradebook Access?

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/asper/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

<p>James Bay Community 140 Oswego St Victoria, BC V8V 2B1 (250)384-7194</p> <p>Excessive Absence Notice Date: February 20, 2015</p>
<p>To the Parent/Guardian of: Aldrich, Jillian 2055 Marathon St Victoria, BC A1A 1A1</p>
<p>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.</p> <p>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.</p> <p>Please contact me about this matter as soon as possible.</p> <p style="text-align: center;">Sincerely,</p>

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		
Attendance Bulletin				
Page 1	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	
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	
Summary				
	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.

Attendance Call Sheet

Greater Victoria		James Bay Community				
Attendance Call Sheet						
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				
Consecutive Absence List						
Page 1		February 20, 2015				
Attendance Period: 8/1/2014 - 2/20/2015						
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	
Daily Attendance Post Verification for 2/19/2015			
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

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

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>Name:</td> <td colspan="2">Brugge, Benson</td> </tr> <tr> <td>ID:</td> <td>480073</td> <td>House:</td> </tr> <tr> <td>Grade:</td> <td>07</td> <td>Homeroom:</td> <td>11</td> </tr> </table>												Name:	Brugge, Benson		ID:	480073	House:	Grade:	07	Homeroom:	11
Name:	Brugge, Benson																				
ID:	480073	House:																			
Grade:	07	Homeroom:	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																	
Summary																					
	Absent	Tardy	Dismissed																		
Excused	3	0	0																		
Unexcused	1	0	0																		
Total	4	0	0																		