



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.

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools									
Options Reports Help									
Class Attendance :: 2014-2015 - ATT--AM-DIV4Donohu - AM Attendance									
Class attendance posted on 9/24/2015 8:06 AM.									
Class Period 1									
25 records									
Pupil #	Name	Code				Class Attendance			
851486	Ambrose, Sam		A	L	P	A [edit]			
1195343	Arnell, Wuanita		A	L	P	Present			
800694	Ashraf, Alina		A	L	P	Present			
853357	Calla, Almira		A	L	P	A-E [edit]			
1158270	Callison, Scott		A	L	P	Present			
585516	Caulfield, Ashleigh		A	L	P	A [edit]			
577257	Elder, Monique		A	L	P	Present			
880842	Espinosa, Steve		A	L	P	A [edit]			
866709	Garnier, Aylin		A	L	P	Present			
596669	Gates, Patsy		A	L	P	A [edit]			
1294984	Halle, Eben		A	L	P	Present			
1492220	Homenuke, Mahinder		A	L	P	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**.

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help Search on Name

Daily Attendance Office Input

Daily Office Details Name/ID Code A Show Popup Add Multi-Add

0 of 5 selected Date 4/22/2015

Student > Name	Student > Pupil #	Student > QuickStatus	Student > Grade	Code	Reason	Time	Quick Change
Ambrose, Sam	851486		06	A			A L D P
Calla, Almira	653357		06	A-E	Illness		A L D P
Caulfield, Ashleigh	585516		06	A			A L D P
Espinosa, Steve	880842		06	A			A L D P
Gates, Patsy	595669		06	A			A L D P

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.

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help Search on Name

Daily Attendance Office Input

Daily Office Details Name/ID Code A Show Popup Add Multi-Add

1 of 7 selected Date 4/22/2015

Student > Name	Student > Pupil #	Student > QuickStatus	Student > Grade	Code	Reason	Time	Quick Change
Ambrose, Sam	851486		06	A			A L D P
Babin, Enid	599727		06	A-E	Illness		A L D P
Calla, Almira	653357		06	A-E	Illness		A L D P
Carne, Aileen	583256		06	A-E	Parent Excused		A L D P
Caulfield, Ashleigh	585516		06	A			A L D P
Espinosa, Steve	880842		06	A			A L D P
Gates, Patsy	595669		06	A			A L D P

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 the 'Daily Attendance Office Input' form for student Ambrose, Sam on 4/22/2015. The form has a left sidebar with navigation tabs: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office, Class Trends, Class History, Staff Roster, Staff History, and Staff Covers. The 'Daily Office' tab is selected. The main form area has a 'Student > Name' field with 'Ambrose, Sam' and a search icon. Below this is a 'Date' field with '4/22/2015' and a calendar icon. The form contains several checkboxes: 'Absent?' (checked), 'Late?' (unchecked), 'Dismissed?' (unchecked), and 'Excused?' (checked). There is a 'Portion absent' dropdown set to '1.0000'. Below these are 'Other code' and 'Other code 2' dropdowns. The 'Reason' field is a text box containing 'Illness' with a search icon. At the bottom, there is an 'Arrivals & Departures' table with columns 'Type', 'Time', and 'Is excused?'. The table is currently empty. 'Save' and 'Cancel' buttons are at the top and bottom of the form.

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' form with a date selector at the top set to '4/22/2015'. Below the date is a table with four columns of buttons: 'A', 'L', 'D', and 'P'. There are eight rows of buttons. The second row from the top has its 'L' button highlighted with a red rectangular box. The fourth row from the top is highlighted with a blue background.

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**.

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.*

- Portion
- Select Absent?
- Select Excused?
- 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

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, Velma
ATT-AM-DIV5Polloc	AM Attendance	Pollock, Bianca
ATT-AM-DIV13Sandy	AM Attendance	Sandy, Chrissy
ATT-AM-DIV6Eming	AM Attendance	Errington, Carlo
ATT-AM-DIV15Shock	AM Attendance	Schock, Giles
ATT-AM-DIV7Jordan	AM Attendance	Jordan, Hanya
ATT-AM-DIV99Wait	AM Attendance	Wait, 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 'Daily Attendance Office Input' form. The 'Attendance' tab is selected in the top navigation bar. The form includes a 'Name/ID' text box, a 'Code' dropdown menu set to 'A', a 'Show Popup' checkbox checked, and 'Add' and 'Multi-Add...' buttons. A date field shows '2/19/2015'. A red arrow points from the 'Add' button to a callout box that says 'Be sure to confirm the date!'. Other callout boxes point to the 'Name/ID' field ('Enter last name /portion of last name or Student ID'), the 'Code' dropdown ('Set desired Code from the drop down menu'), the 'Show Popup' checkbox ('Select Show Popup'), and the 'Add' button ('Click Add').

Or...

This screenshot shows the same form as above, but with different annotations. Callout boxes point to the 'Code' dropdown ('Set desired Code from the drop down menu'), the 'Show Popup' checkbox ('Select Show Popup'), and the 'Add' and 'Multi-Add...' buttons ('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

- 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

Multiple Dates >>

Select Multiple Dates for entries spanning a date range.

Add Attendance - Google Chrome

https://sdt.myeducation.gov.bc.ca/aspen/dailyOfficeSingleAdd.do?date=6/3/2015&studentOid=stdX2

Name: Adds, Nicoy 1002830

Start date: 6/3/2015

End date: 6/11/2015

Portion: 1.0000

Absent? ☒

Late? ☐

Dismissed? ☐

Excused? ☒

Other codes: [dropdown]

Reason: Vacation

Comment: Family holiday to Disneyland.

Save Cancel

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**

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

Daily Office Details

Name/ID: axibal Code: A Show Popup: ☒ Add Multi-Add

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

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

- 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:

Other code 2:

Reason: Parent Excused

Comment: Arriving at lunch.

Arrivals & Departures

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: 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

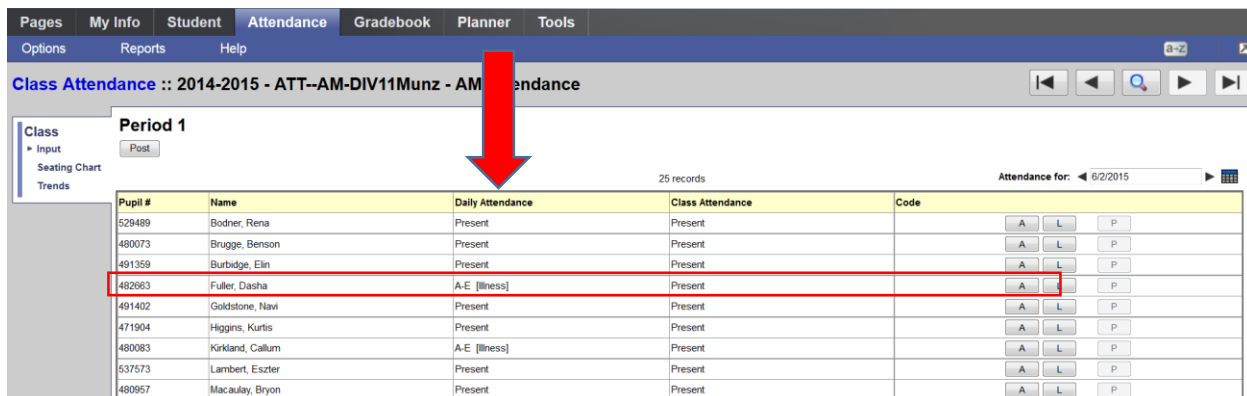
Name/ID: Code: A Show Popup: ☒ Add Multi-Add...

1 of 7 selected Date: 2/19/2015

Student > Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	Excused?	Reason	Time	Quick Change
Adison, 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.



Class Attendance :: 2014-2015 - ATT--AM-DIV11Munz - AM Attendance

Period 1

25 records

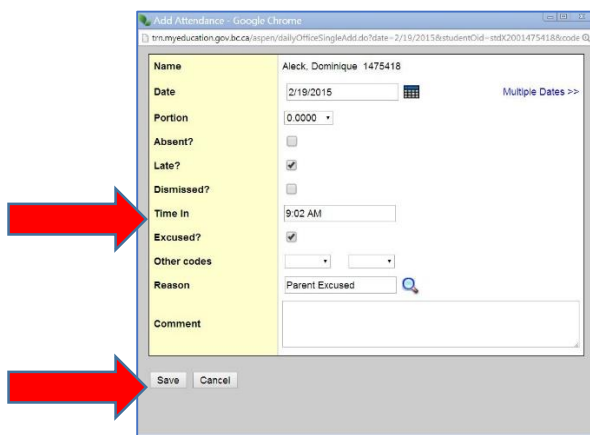
Attendance for: 6/2/2015

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

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



Add Attendance - Google Chrome

Name: Aleck, Dominique 1475418

Date: 2/19/2015 Multiple Dates >>

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.

Pages	School	Student	Staff	Attendance	Conduct	Grades	Assessment	Schedule	Global	Tools	Admin
Options	Reports	Help									
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:

Pages	School	Student	Staff	Attendance
Options	Reports	Help		
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 A I S 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

Change View Select School Set Preferences Log Off

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

All Records

Course	Description	Primary Staff > Name
ATT--AM-DIV9Matthe	AM Attendance	Matthews, Kaarina
ATT--AM-DIV2Piazza	AM Attendance	Piazza, Gayla
ATT--AM-DIV2Eastma	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

Change View Select School Set Preferences Log Off

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

Options Reports Help

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

Save

25 records

Attendance for: 6/5/2015

Pupil #	Name	Year of graduation	Attendance	Code
529489	Bodner, Rena	2020	Present	
480073	Brugge, Benson	2020	Present	
491359	Burbridge, Elin	2020	Present	
482863	Fulter, 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	Present	
473269	Moisey, Rusty	2020	Present	
473234	Murphy, Maurice	2020	Present	
474378	Reinhart, Tannis	2020	Present	
535990	Robek, Marina	2020	Present	
472073	Rounds, Jaspreet	2020	Present	
497846	Ruse, Susi	2020	Present	
669775	Shibata, Lana	2020	Present	
473181	Sidhu, Kim	2020	Present	

Attendance buttons: A, L, D, P

- Make the appropriate selections from the popup window

Attendance Details - Google Chrome

tr.myeducation.gov.bc.ca/aspen/classroomPopup.do?attendance=true[1.0000]false[false]false

Name: Ayriiss, 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] [edit]	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) [edit]	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] [edit]	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.

1 of 1 selected

Student > Name	Student > Pupil #	Student > Quick Status	Student > Grade	Date	Code	Reason	TimeIn	TimeOut
✓ Auld, Rocco	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.

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Change View Select School Set Preferences Log Off School View

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
6/5/2015	Brugge, Benson	250-555-1234		A-E	Y	Illness		1.0		
6/5/2015	Macaulay, Bryon	250-555-1234		L-E	Y		9:00 AM	0.0		
6/5/2015	Robek, Marina	250-555-1234		A-E	Y	Parent Excused		1.0		
6/4/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		
6/4/2015	Higgins, Kurtis	250-555-1234		A-E	Y	Parent Excused		1.0		
6/4/2015	Macaulay, Bryon	250-555-1234		A-E	Y	Vacation		1.0		
6/4/2015	Murphy, Maurice	250-555-1234		L	N		9:21 AM	0.0		
6/4/2015	Reinhart, Tannis	250-555-1234		A-E	Y	Parent Excused		1.0		
6/4/2015	Ruse, Susi	250-555-1234		A	N			1.0		
6/4/2015	Sidhu, Kim	250-555-1234		A	N	Vacation		1.0		
6/3/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		
6/3/2015	Burbridge, Elin	250-555-1234		A-E	Y	Vacation		1.0		
6/3/2015	Higgins, Kurtis	250-555-1234		L-E	Y	Parent Excused	9:26 AM	0.0		
6/2/2015	Bodner, Rena	250-555-1234		A-E	Y	Illness		1.0		Mom sent an email
6/2/2015	Burbridge, Elin	250-555-1234		L-E	Y	Parent Excused	11:49 AM	0.0		
6/2/2015	Fuller, Dasha	250-555-1234		A-E	Y	Illness		1.0		
6/2/2015	Kirkland, Callum			A-E	Y	Illness		1.0		
6/2/2015	Macaulay, Bryon	250-555-1234		A	N			1.0		
6/1/2015	Addy, 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.

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help

Daily Attendance Summary

Date Range 6/1/2015 - 6/8/2015
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
Addy, 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 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.***

7. Class Office Side Tab

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015 Change View Select School Set Preferences Log Off

School View

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

Options Reports Help

Class Attendance Office Input

1 Adam, Izabela 0 of 409 selected Date 6/8/2015

Name	Pupil #	Grade	Daily Code	1
Adam, Izabela	357719	08
Adamek, Ali	361288	08
Adams, Nuala	536802	07
Adams, Bryn	576355	06
Addy, Celeste	585801	06
Affi, Elan	1439418	07
Albus, Fae	577961	06
Alcock, Roger	473270	07
Aldridge, Harlan	581172	06
Algas, Jeremiah	708951	06
Ambrose, Sam	851486	06
Armstrong, Geraldine	473313	07
Arnell, Evelyn	538211	07
Arnell, Wuanita	1195343	06
Ashraf, Alina	600694	06
Auld, Rocci	665742	07
Azabal, Saleema	576409	06
Babin, Enid	599727	06
Bartlett, Chrystal	493786	07
Bauer, Alexander	578904	06
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 Change View Select School Set Preferences Log Off

School View

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

Options Reports Help

Class Attendance Office Input

6 Munz, Kara [11] 0 of 409 selected Date 6/8/2015

Name	Pupil #	Grade	Daily Code	1
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		
Zucko, Ilana		
Cockfield, Randal		

Student Attendance - Google Chrome

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

Student > Name * Kirkland, Callum

Date * 6/8/2015

Absent? ☒

Late? ☐

Dismissed? ☐

Excused? ☒

Portion absent * 1.0000

Other code

Other code 2

Reason

Comment

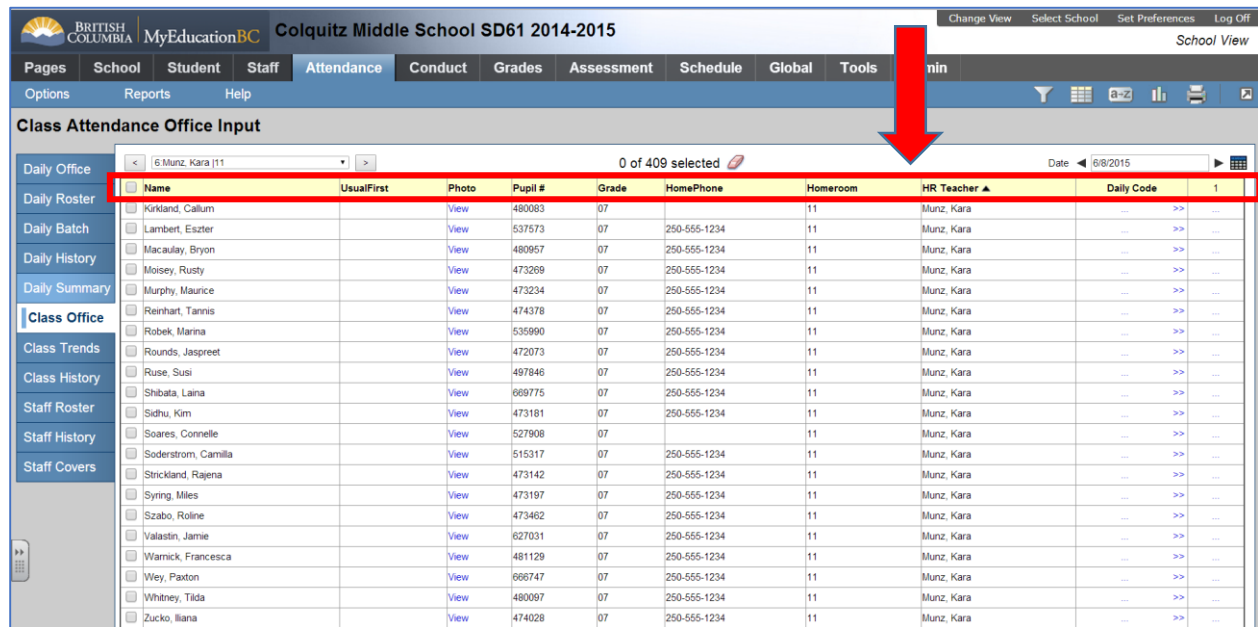
Arrivals & Departures

Type	Time	Is excused?
No matching records		

Add Delete

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.

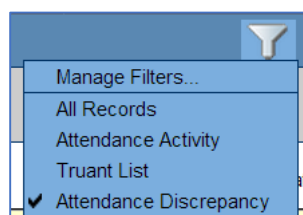


The screenshot shows the 'Class Attendance Office Input' window in the MyEducationBC system. The window has a sidebar on the left with tabs: Daily Office, Daily Roster, Daily Batch, Daily History, Daily Summary, Class Office (selected), Class Trends, Class History, Staff Roster, Staff History, and Staff Covers. The main area displays a table of student attendance data. A red arrow points to the 'Homeroom' column header. The table has columns: Name, UsualFirst, Photo, Pupil #, Grade, HomePhone, Homeroom, HR Teacher, Daily Code, and 1. 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	497846	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, Cornelle		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	...	>>
Warrick, 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, Ilana		View	474028	07	250-555-1234	11	Munz, Kara	...	>>

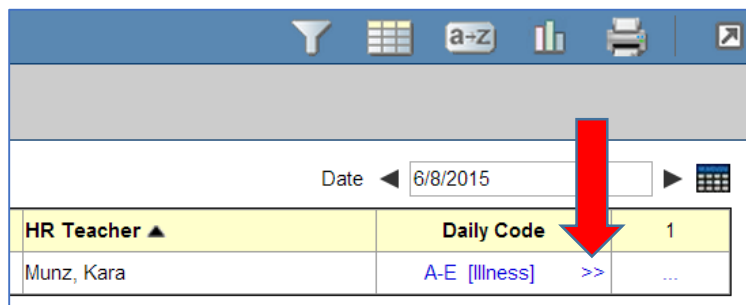
Four filters available from the **Class Office** side tab:

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.



***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)

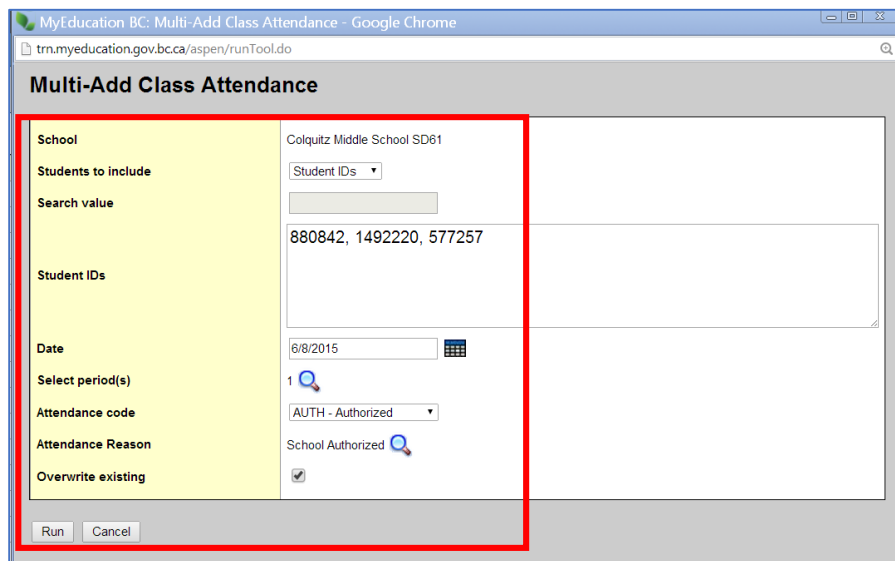


HR Teacher ▲	Daily Code	
Munz, Kara	A-E [Illness]	>> ...

Multi-Add Class Attendance

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

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



MyEducation BC: Multi-Add Class Attendance - Google Chrome

trn.myeducation.gov.bc.ca/aspen/runTool.do

Multi-Add Class Attendance

School	Colquitz Middle School SD61
Students to include	Student IDs ▼
Search value	
Student IDs	880842, 1492220, 577257
Date	6/8/2015
Select period(s)	1
Attendance code	AUTH - Authorized ▼
Attendance Reason	School Authorized
Overwrite existing	<input checked="" type="checkbox"/>

Run Cancel

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

The screenshot shows the MyEducationBC interface for Colquitz Middle School SD61 2014-2015. The 'Attendance' tab is selected in the top navigation bar. In the left sidebar, the 'Class Trends' link is highlighted with a red box and a red arrow. The main area displays a table of classes with columns for Course, Description, Classrm, Teacher, Term, Schedule, and Unrotated Schedule. A red arrow points to the 'Class Trends' link in the sidebar.

Course	Description	Classrm	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-DIV6Erning	AM Attendance		Ernington, Carlo	FY	1(1)	1(1)
ATT--AM-DIV7Jordan	AM Attendance		Jordan, Hanyu	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.

The screenshot shows the Class Trends grid for 2014-2015 - ATT--AM-DIV11Munz - AM Attendance. The grid displays student names and their attendance records for the month of June. A red arrow points to the records navigation tool at the top right of the grid.

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																						4	1	0	0		
Brugge, Benson												A-E										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, Callum																																										1	0	0	0
Lambert, Eszter																																										0	0	0	0
Macaulay, Bryon																	A		A-E																						2	0	0	0	
Mosey, Rusty											A																															1	0	0	0
Murphy, Maurice												A-E							L				A																			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 Class Trends grid for 2014-2015 - ATT--AM-DIV11Munz - AM Attendance. The grid displays student names and their attendance records for the month of June. A red arrow points to the 'Details' link for Bodner, Rena.

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	27	28	29	30	31	Totals	
Bodner, Rena																																															

9. Class History Side Tab

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

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 History

1 6/8/2015 [1] 0 of 34 selected

Recent Attendance

Name	Date	Code	Excused?	Course	Description	Period	Reason	TimeIn	TimeOut
Adley, 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.

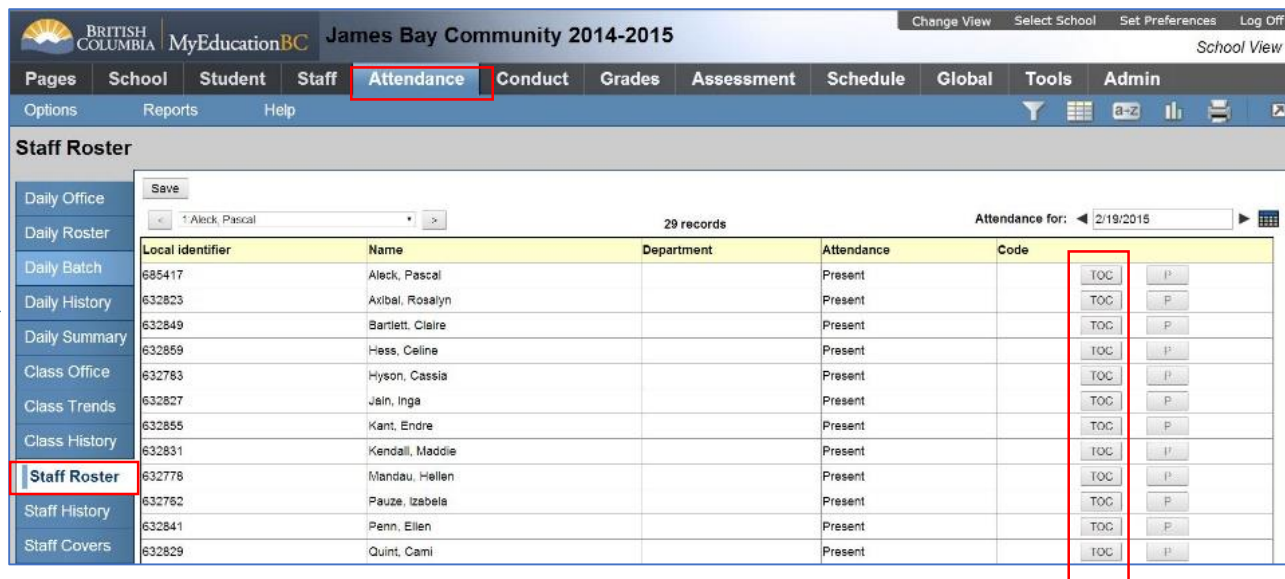
Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.

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.



BRITISH COLUMBIA MyEducationBC James Bay Community 2014-2015

Change View Select School Set Preferences Log Off School View

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

Options Reports Help

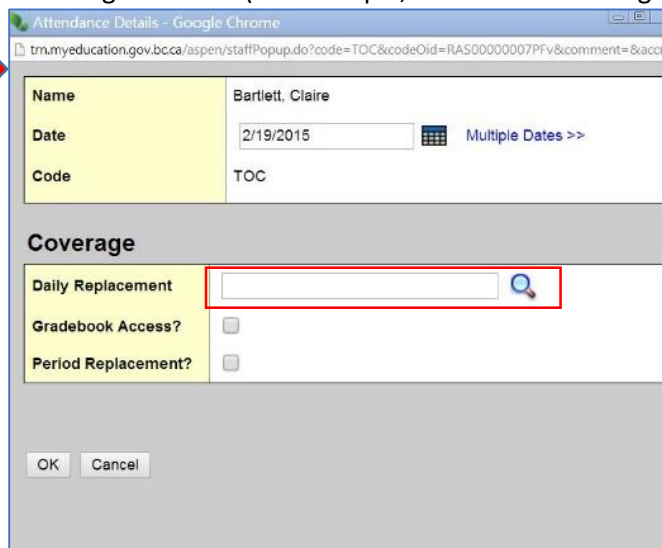
Staff Roster

Save

Aleck, Pascal 29 records Attendance for: 2/19/2015

Local identifier	Name	Department	Attendance	Code	
685417	Aleck, Pascal		Present		TOC P
632823	Axibai, Rosalyn		Present		TOC P
632849	Bartlett, Claire		Present		TOC P
632859	Hess, Celine		Present		TOC P
632783	Hyson, Cassia		Present		TOC P
632827	Jain, Inga		Present		TOC P
632855	Kant, Endre		Present		TOC P
632831	Kendall, Maddie		Present		TOC P
632778	Mandau, Hellen		Present		TOC P
632782	Pauze, Izabela		Present		TOC P
632841	Penn, Ellen		Present		TOC P
632829	Quint, Cami		Present		TOC P

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



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:

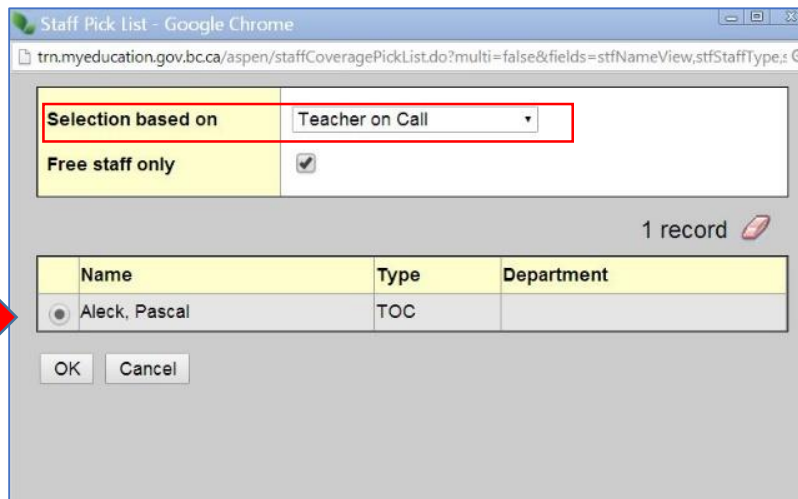
Gradebook Access? ☐

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/aspen/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	
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

Daily Attendance Totals

Page 1

February 20, 2015

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

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

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