# MYEDUCATION BC SECONDARY ATTENDANCE MANAGEMENT USER GUIDE

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## Secondary Attendance Introduction

Attendance in MyEducation BC is set up to record arrivals, departures and absences of students. MyEducation BC is set up to record one attendance record per student per day or per class. If there are multiple attendance instances for a student in a single attendance period, they will all be added to the same record. There are two parts to an attendance record:

1. The actual record – this stores the date, the code and whether the late, dismissed, or excused checkboxes were selected.

2. The arrival and departure times – these are for informational purposes only. They do not affect membership statistics. You can enter attendance in the District or School view, or teachers can enter student attendance during a homeroom or classroom period within the Staff view. There are two main ways of taking Attendance in MyEducation BC:

- Daily Attendance
- Class Attendance

Schools may choose to take either form of attendance, or both depending on their requirements. Daily Attendance takers have the option of recording attendance once per day, or twice per day, depending on their school's preferences. Most attendance is "Negative Attendance": Students are assumed present unless marked as otherwise by a teacher or office person.

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## Attendance Top Tab

## Taking Attendance: Office

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

The Daily Office side tab allows you to enter attendance for students as they enter or are dismissed from school during the day. You can also use the ***Daily Office*** side tab to enter attendance for multiple students by section, selection, or homeroom. From the Attendance top tab, click the ***Daily Office side tab***. This will be the default view your office staff will have when they click the Attendance top tab. Here, you will be able to see all ***Daily Attendance*** records already taken for your school, and take new Attendance records or update existing records for today and all past and future dates.

To Enter an Absence:

1. Fill in the student's name, last name first, or Pupil # in the appropriate field at the top. Ensure that the ***Code*** is set to ***A*** for Absent.

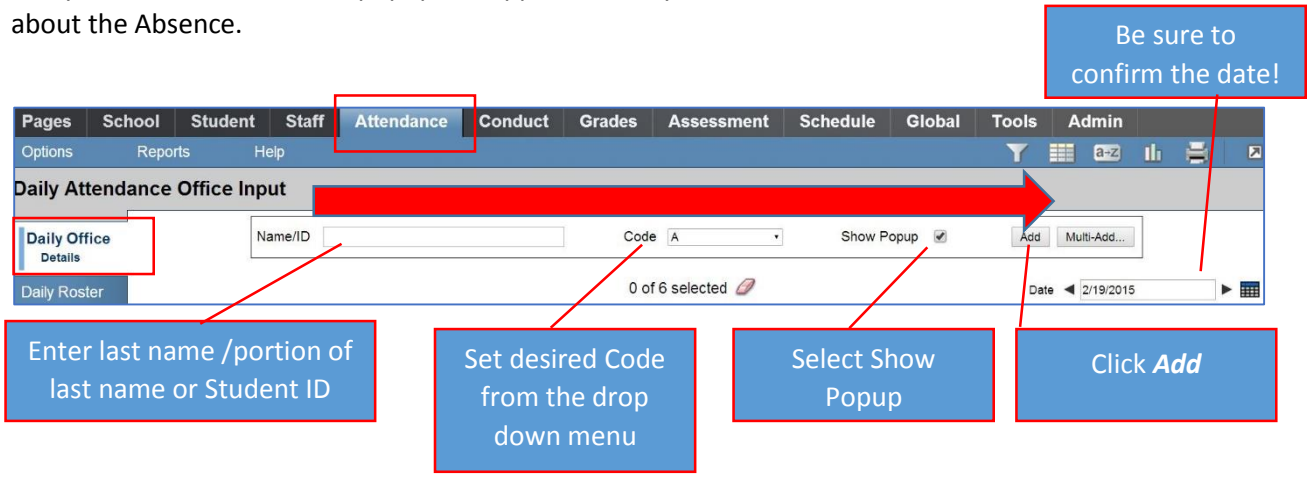
a. If you do not put in the full name, the system will select the student that matches as much of the name as you put in. If there are multiple students who could match, it will show them all. If no student matches, it will bring up a list of all students and select the one closest to what you entered.

b. If you leave the box blank and click the ***Add*** button, it will pop up a list of all active students in your school.

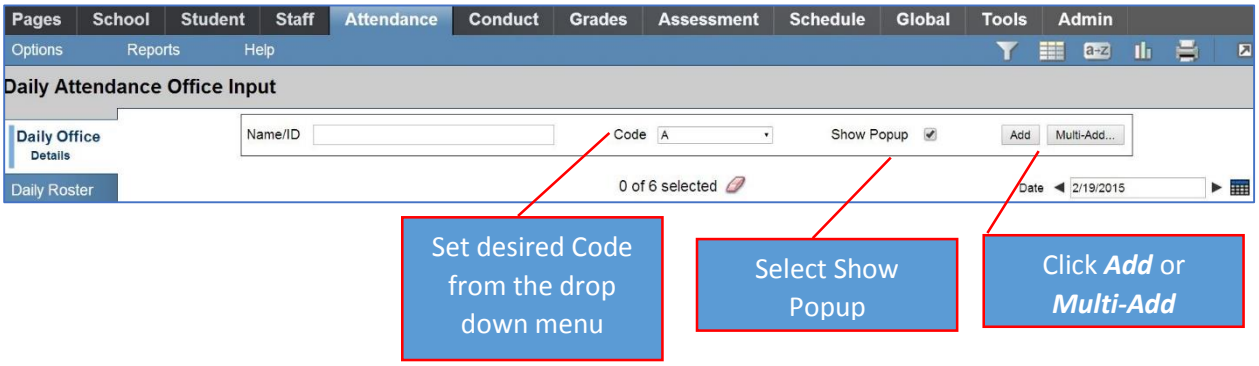
2. If you wish to put in a ***Reason*** for the absence, click the ***Show popup*** checkbox, and click the ***Add*** button.

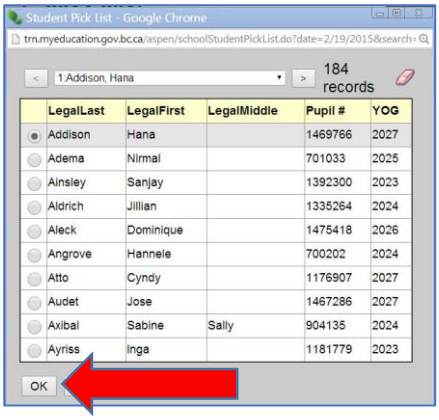
a. If you did not check the ***Show popup*** box, your student will appear in the list of students on this page with an ***A*** in the Attendance code column.

b. If you did check the box, a popup will appear where you can fill in additional information about the Absence.




Or…




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

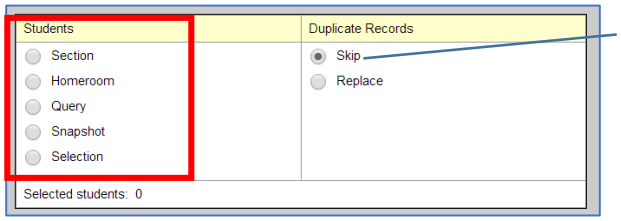
Clicking ***Multi-Add*** allows the user to add multiple attendance records at once.

Click the ***Multi-Add*** button to get the Attendance Record details popup. Here you can determine how to select the grouping of students you wish to assign the Attendance record to; you have 5 options:

1. **Section.** You can assign the Attendance code(s) to the roster of a single Section in your school's schedule. *(Remember this is for assigning a daily attendance record, which could include a portion of a day, but is not restricted to one class. In other words you cannot mark the selected section away for a single class from here)*
2. **Homeroom.** You can assign the Attendance code(s) to all the students who are assigned to a Homeroom.
3. **Query.** If you have saved a Query, for instance querying any student who has a Grade Level of "12", you can use this list of students to assign the Attendance code(s).
4. **Snapshot.** Similar to the Query, if you have saved a Snapshot of a group of students, you can select it here for assigning the Attendance code(s).
5. **Selection.** Clicking this will bring up a popup menu with a list of all Active students at your school. You can check the boxes beside each student's name that you wish to include.

On the right side of the popup is what to do when the system encounters duplicate records. For example, you are assigning a Field Trip to a Section of students; however one of them has already called in Sick for the day. You will set the ***Duplicate Records*** choice to ***Skip*** in this instance, so that it will not overwrite the existing Absent record for your ill student.

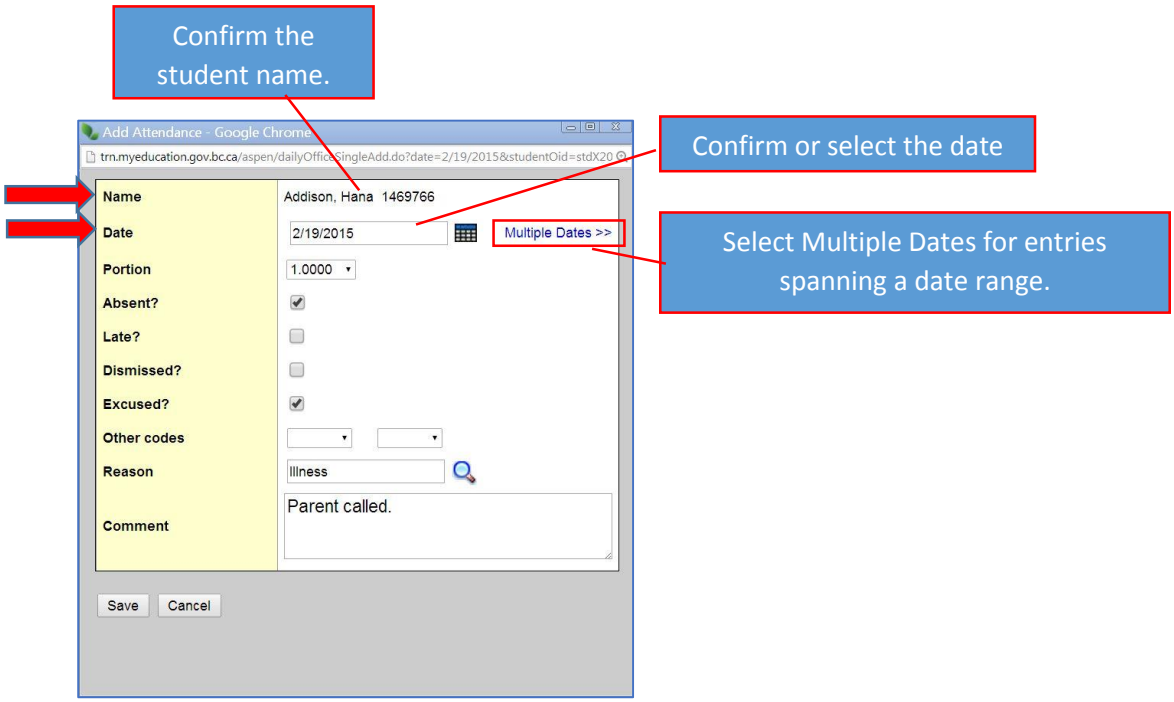
If you had already assigned a Field Trip for tomorrow, and the parent of a group of students then calls in to report that they will not attend school as they have to go to a funeral, you can choose ***Replace***. This will change the existing "Field Trip" absence to be "Illness" for all students in the group you have chosen who were supposed to go on the Field Trip but are sick and cannot attend.



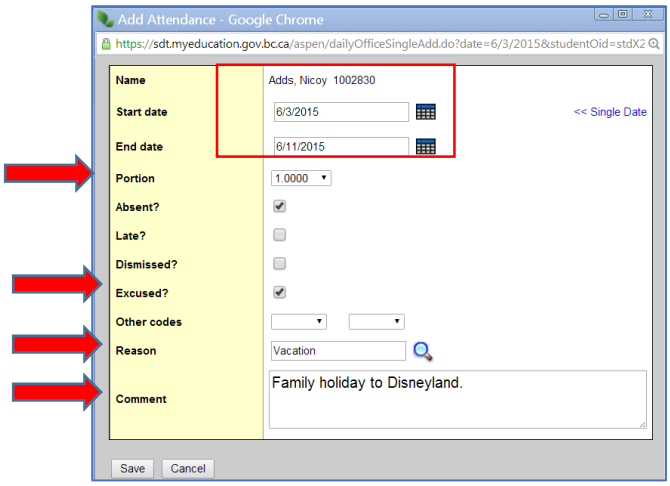

Select skip to allow an individual absence to override this group record.

If you wish to assign these codes to all the students selected over multiple dates, click the blue, hyperlinked ***Multiple Dates >> link*** to be able to enter the Start and End dates the students will be Absent (or Late, AUTH, etc.)

You may then fill in any additional information about the Students over this period, such as whether it is an ***Excused*** absence and what ***Reason*** is given.




When you click the Add button, and get the Attendance Record details popup, click the blue, hyperlinked ***Multiple Dates >> link*** to be able to enter the ***Start*** and ***End*** dates the student will be Absent (or Late, AUTH, etc.) You may then fill in any additional information about the Student over this period, such as whether it is an ***Excused*** absence and what ***Reason*** is given.




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***

### 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

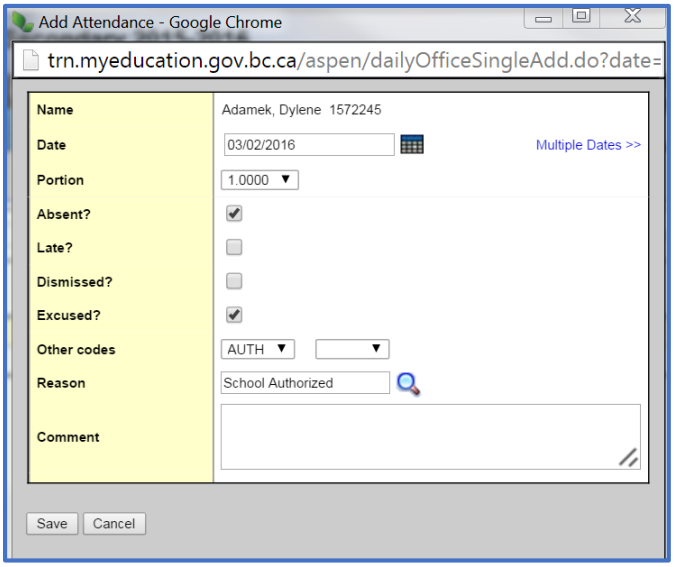



*Figure 1 Entering a school authorized absence*

To Enter a Late:

1. Fill in the student's name, last name first, or Pupil # in the appropriate field at the top. Ensure that the ***Code*** is set to ***L*** for Late.

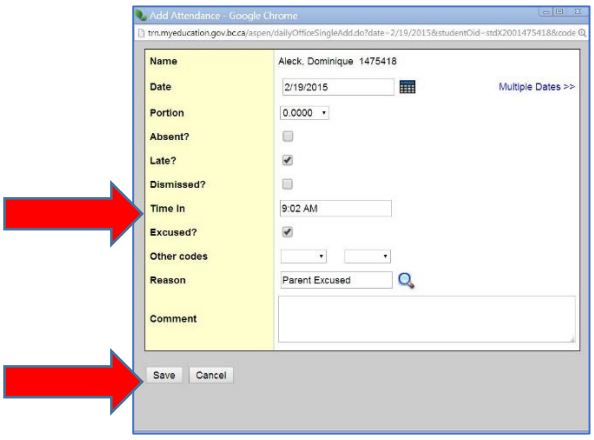
a. If you do not put in the full name, the system will select the student that matches as much of the name as you put in. If there are multiple students who could match, it will show them all. If no student matches, it will bring up a list of all students and select the one closest to what you entered.

b. If you leave the box blank and click the ***Add*** button, it will pop up a list of all active students in your school.

2. If you wish to put in a Reason for the late, or modify the Arrival time, click the ***Show popup*** checkbox, and click the ***Add*** button.

a. If you did not check the ***Show popup*** box, your student will appear in the list of students on this page with an ***L*** in the Attendance code column.

b. If you did check the box, a popup will appear where you can fill in additional information about the Late.




c. When the popup appears, you can modify the ***Time In*** field to represent when the student has arrived. By default, the system will use the <u>Current Time</u> when you first clicked the button.

3. If you need to modify the Late after you have entered it – i.e., you need to enter in a Reason, or change the Arrival time, click on the blue hyperlink and edit the record as required.

**Entering Dismissals from the Daily Office Side Tab**

Dismissals are used when a student leaves the class before the time when all students are leaving. They may be used when a student leaves in the middle of the session to go to an appointment, leaves school early due to illness, or can be used when a student has to go to the office for a set length of time.

Dismissals will automatically populate the ***Departure time*** with the Current Time when you first clicked the button. You can modify this time when it is first entered, or change it after the fact. If the student returns to the school, you can then add an ***Arrival*** time for their return.

**To Enter a Dismissal:**

1. Fill in the student's name, last name first, or Pupil # in the appropriate field at the top. Ensure that the Code is set to ***D*** for Dismissed.

a. If you do not put in the full name, the system will select the student that matches as much of the name as you put in. If there are multiple students who could match, it will show them all. If no student matches, it will bring up a list of all students and select the one closest to what you entered.

b. If you leave the box blank and click the ***Add*** button, it will pop up a list of all active students in your school.

2. If you wish to put in a Reason for the Dismissal, or modify the Departure time, click the ***Show popup*** checkbox, and click the ***Add*** button.

a. If you did not check the ***Show popup*** box, your student will appear in the list of students on this page with a ***D*** in the Attendance code column.

b. If you did check the box, a popup will appear where you can fill in additional information about the dismissal.

c. When the popup appears, you can modify the ***Time In*** field to represent when the student has arrived. By default, the system will use the Current Time when you first clicked the button.

3. If you need to modify the Dismissal after you have entered it – i.e., you need to add a return time, or change the Departure time, click on the blue hyperlink and edit the record as required.

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

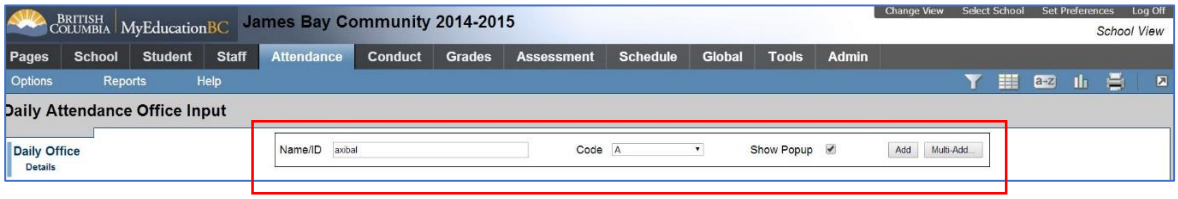
In order for the system to calculate a total number of absences over time, the portion of the day drop down menu must be used. This will allow multiple half day or quarter day absences to be calculated when determining the number of days absent in a report.

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.

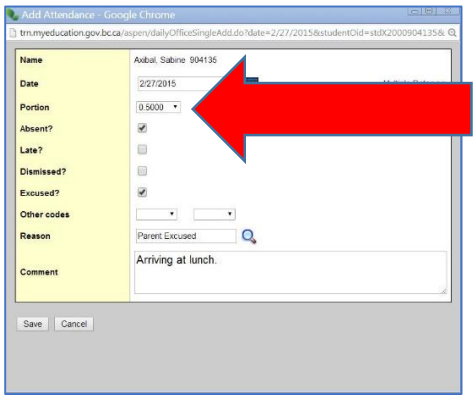
Using the "D" button for a dismissal allows the user to enter a time, but it requires a "0.00" portion of the day value, which means the absence will not be calculated when running a total attendance history report.

***Attendance Top Tab>Daily Office Side Tab***

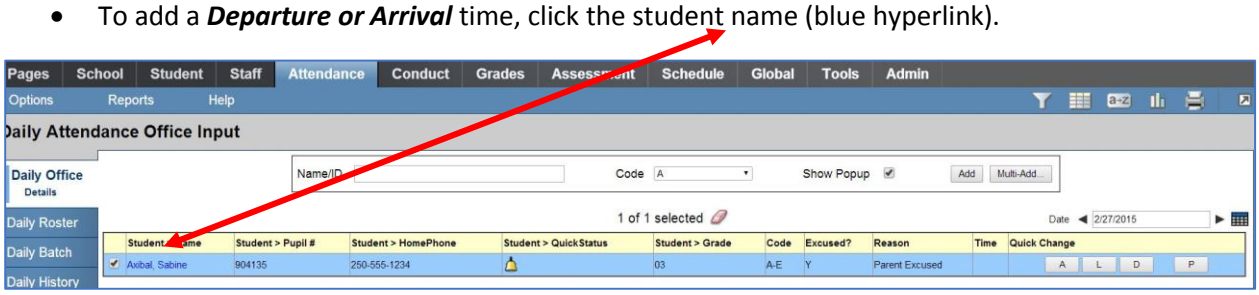
- Enter the last name of the absent student
- Set the code drop down window to ***"A"*** for absent
- Ensure the ***Show Pop-Up*** window is selected
- Click ***Add***



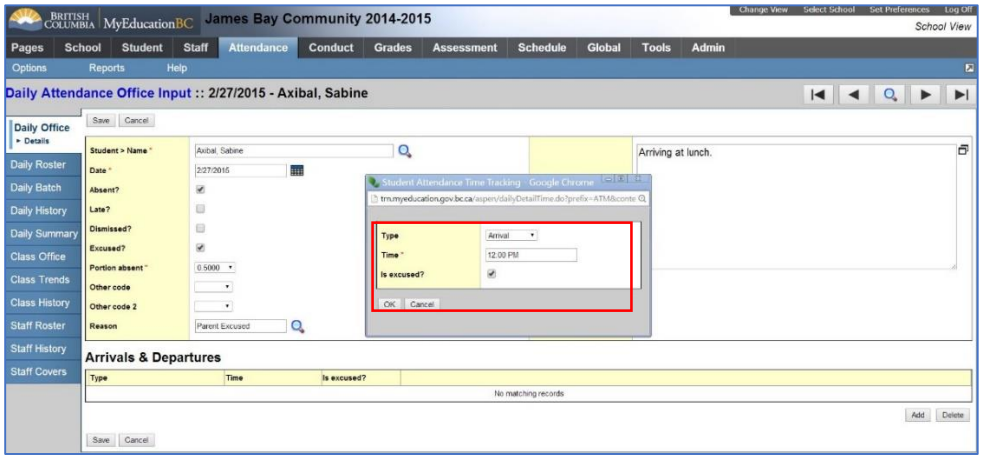

- Confirm the name and date
- <u>If the student is not considered late, but is absent for anything less than a full day select the ***Portion of the Day*** from the drop down window.</u>
- Make the appropriate selection for ***Excused?***
- Add information such as reason and comment
- Click ***Save***



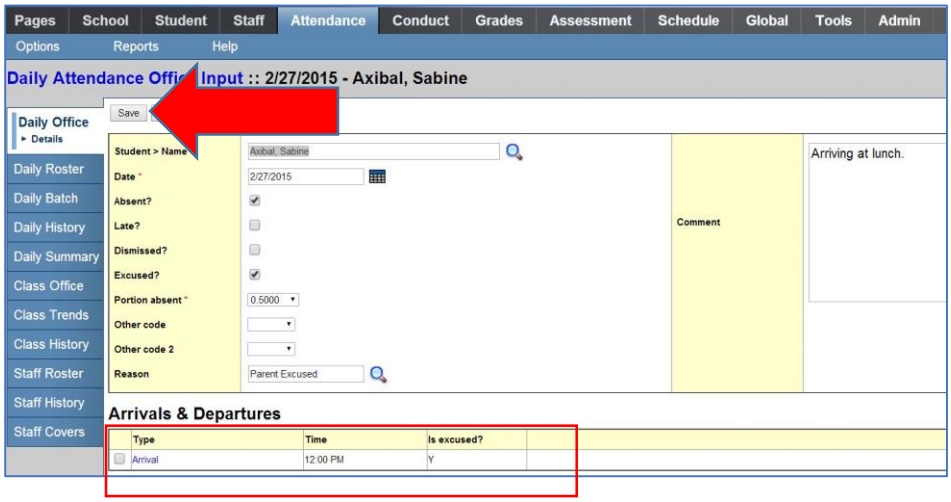

- The absence is now visible from the ***Daily Office*** side tab.
- To add a ***Departure or Arrival*** time, click the student name (blue hyperlink).



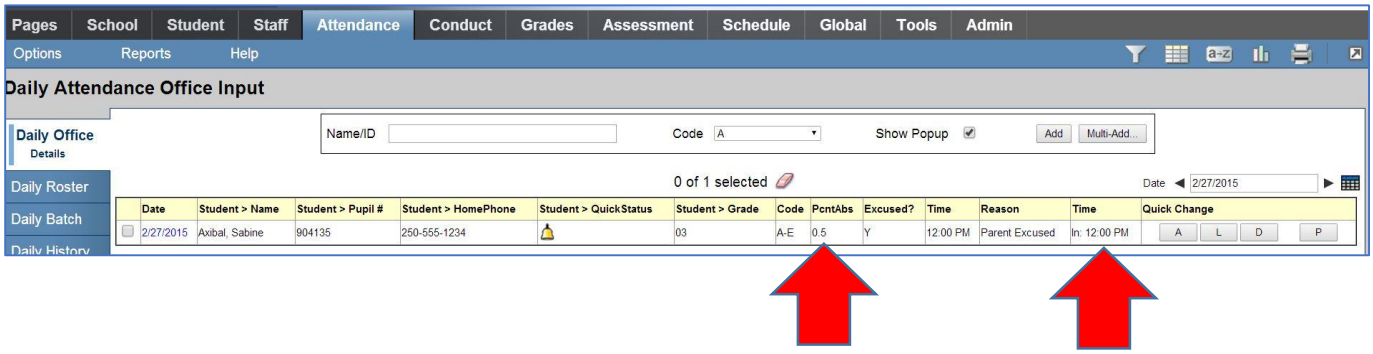

- Click the ***Add*** button under the ***Arrivals & Departures*** window
- From the pop up window select ***Arrival or Departure***
- Enter the time
- Select ***Is excused?*** if applicable
- Click ***OK***



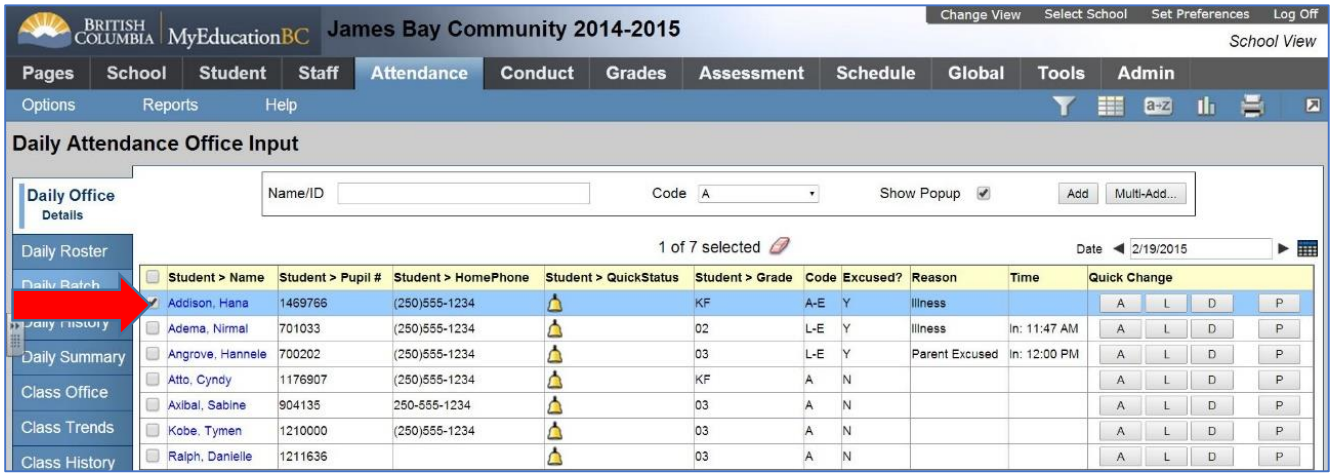

Click ***Save***



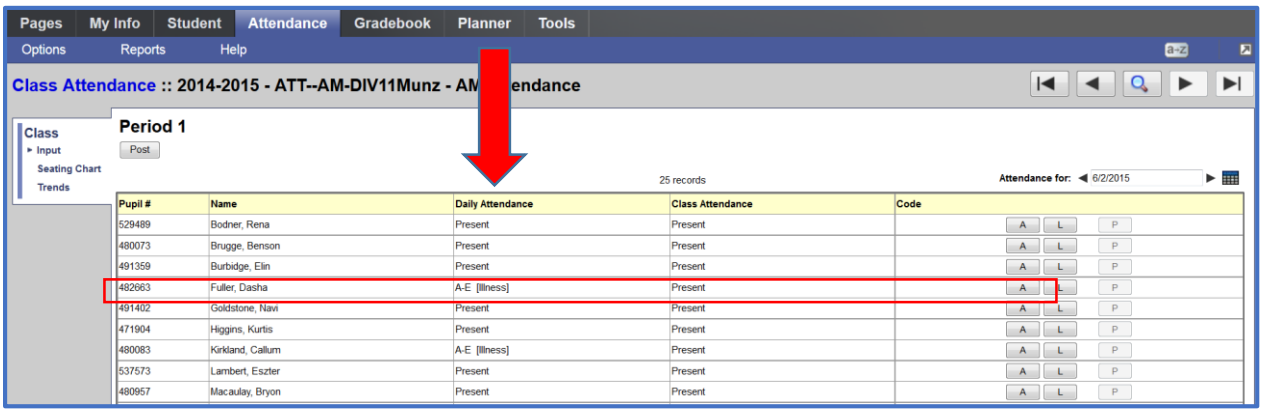

The absence record now includes the portion of the day and the time in, allowing staff to know when the student is actually in attendance.




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

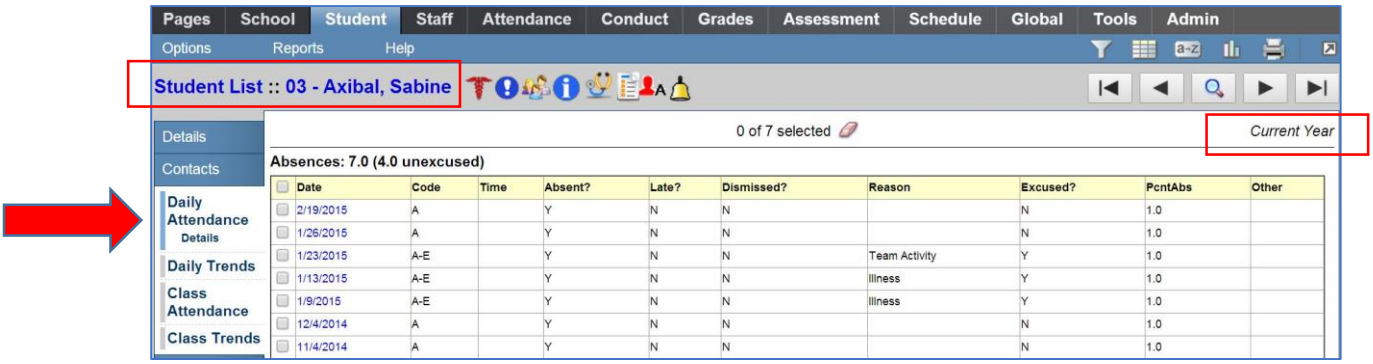



- Click the ***"P"*** button to reset the absence to ***"Present"***
- The absence record will now appear in the teacher class view in the ***Daily Attendance*** field.




## Viewing, Adding, and Editing <u>Individual</u> Student Attendance Records

- ***Student Top Tab***
- Select a student record
- Select the ***Attendance Side Tab***
- Select the ***Daily Attendance sub side tab*** or ***the Class Attendance sub 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.




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

**Taking Attendance from the office by Division**

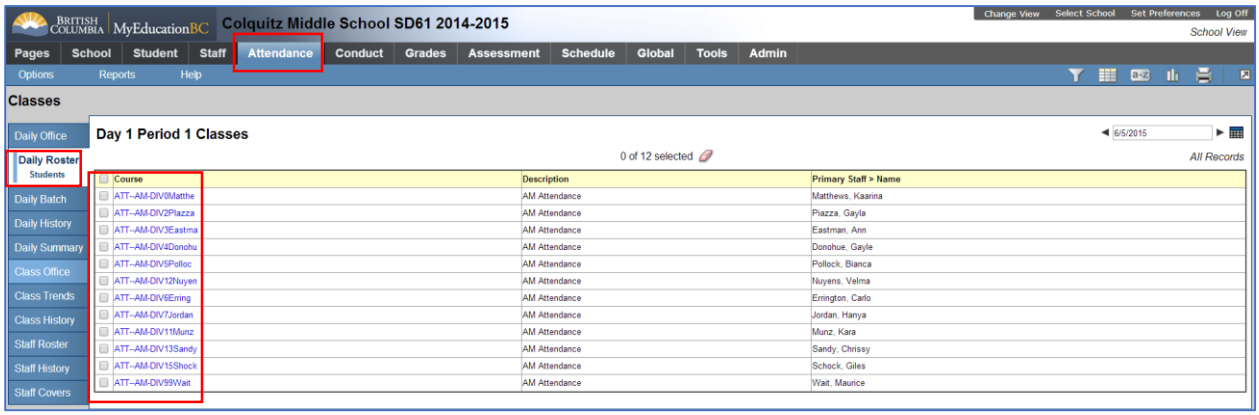
***Note: The daily roster side tab will only show homeroom rosters for secondary schools.***

To do attendance for a specific course section the school view user will either have to switch to staff view, select the teacher, choose the course section and input attendance as that teacher or perform a query for a specific course section from the Class Office side tab and enter the absence for the students in the correct period.

**See ***Appendix B*** for details on these two procedures.

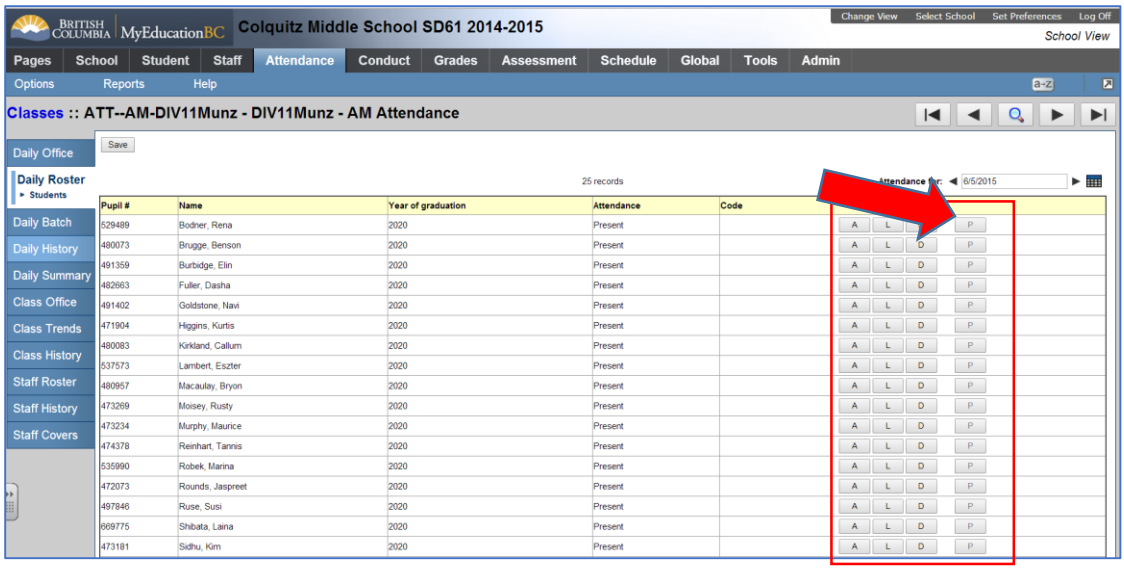
***Attendance Top Tab>Daily Roster Side Tab***

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

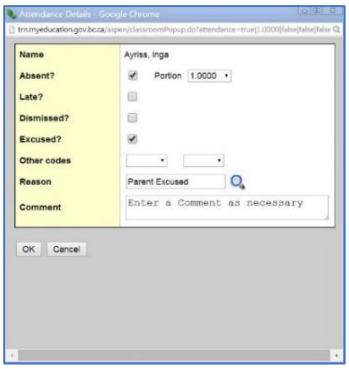



- Confirm the date
- Click the applicable button A=Absent, L=Late, D=Dismissed, P=Present

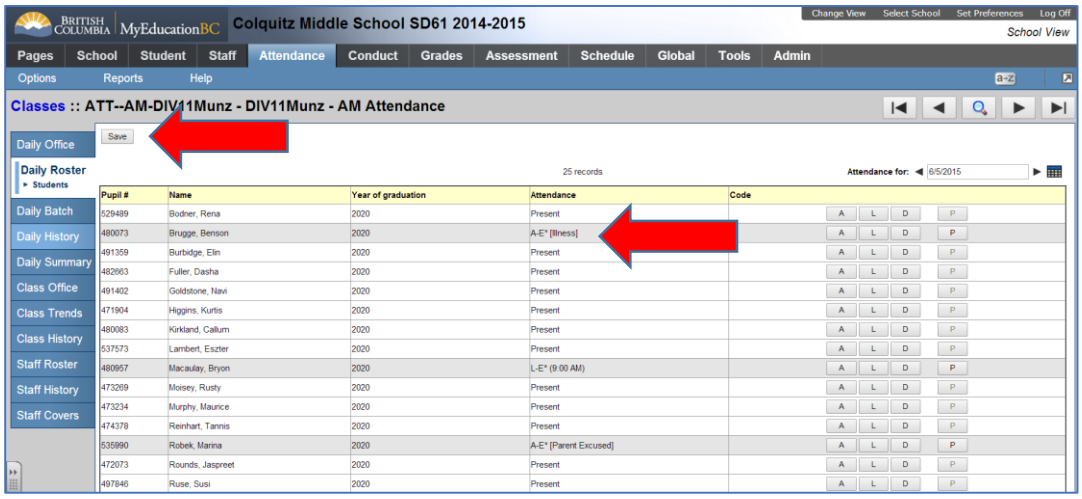
***The "P" button will only be available after an attendance record has previously been posted.***




- Make the appropriate selections from the popup window

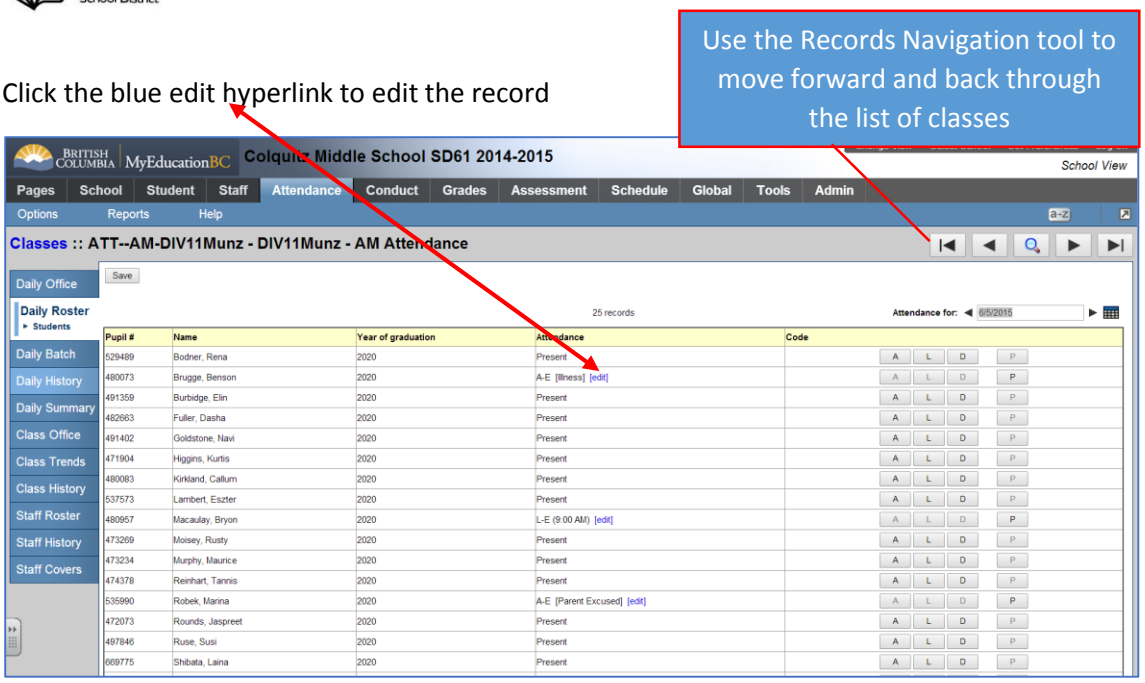



Click ***OK***




Click ***Save***

Click the blue edit hyperlink to edit the record




**4. Daily Batch Side Tab**

The Daily Batch side tab is useful to quickly enter in students that may have similar Attendance codes and reasons (if applicable). For example, first thing in the day when you are listening to your office voice mail, you may want to quickly input all the students whose parents are calling in sick for them. Or later during the day, you can set the value to ***Late*** if there is a lineup of students who are late.

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

The Daily Batch is a two-step process: You add all the information for the students, which you can modify if you wish, but the records are not set until you click the ***Post*** button. Another difference with the Daily Batch side tab is that there is no pop-up when you enter in the information. If you enter in a Late or Dismissal, the time will be set as the Current Time when you clicked the button, and you will have to adjust it after, before you Post the information.

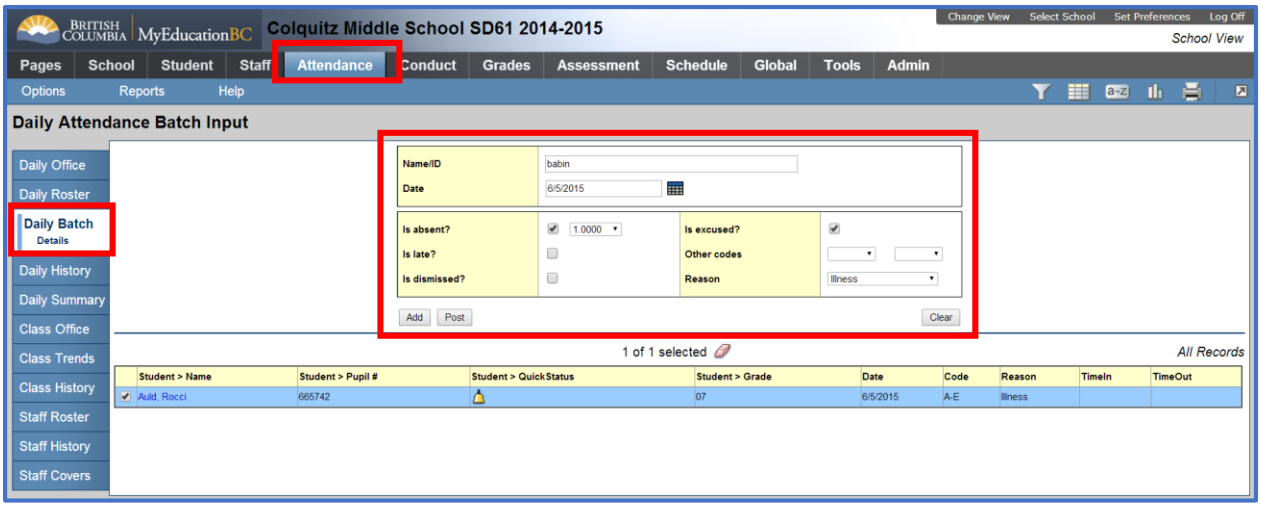
Once you click the ***Post*** button, you will get a popup window asking whether you want to ***Skip*** or ***Replace Duplicate Records***. ***Skip*** is used if you do not wish it to overwrite the existing Attendance record for your student that may already have an existing one. ***Replace*** will be used if you want this Attendance record to overwrite any previously entered Attendance record for the student.

You can also decide what will happen after attendance is posted: do you Clear the list, Clear only the list of what has been posted, or leave the list as-is.

- Confirm the date

Fill in the student's name, last name first, or Pupil # in the Name/ID field at the top. Check that the appropriate box is checked whether you want to do Absences, Lates or Dismissals. If these are to be excused, you can check the box and fill in a reason that will apply to all that you add here. When you are ready, click the Add button to add the students to the list.

Before Posting the attendance you have added in the Daily Batch side tab, you have the ability to edit the attendance information for each student that you have added to the batch list. To access the details on a student's attendance record for that day, click the blue, hyperlinked name of the student to bring up the Attendance Details screen. Here, you can uncheck a box, add in a reason, change the Portion absent, adjust the time in or out, or add a comment, etc. Remember that if you are removing an Absence while adding another code, you will want to adjust the Portion Absent pull-down as the student will no longer be absent.




When all student records are correct, click the ***Post*** Button

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

## Taking Attendance: From the Classroom

The teacher takes attendance each class by clicking an ***A for Absent*** or an ***L for Late***. The teacher will then click ***Post***. After posting, a teacher may click the blue edit hyperlink next to an attendance record for a student and add any additional information as required. Teachers do not need to repost after editing an existing attendance record. The changes are automatically updated in the Class Office Side tab for school view users. Teachers may change an absence to present by clicking the P (Present) button; this process does require that the teachers repost. (Click the post button)

Teachers will see if a daily attendance record has been entered from the office in the Daily Attendance field.

***Teachers cannot enter a multiday absence, a group absence (Field trip) or a portion of the day absence. There is no time stamp for Lates for teachers. These will have to be entered by the office if required.***

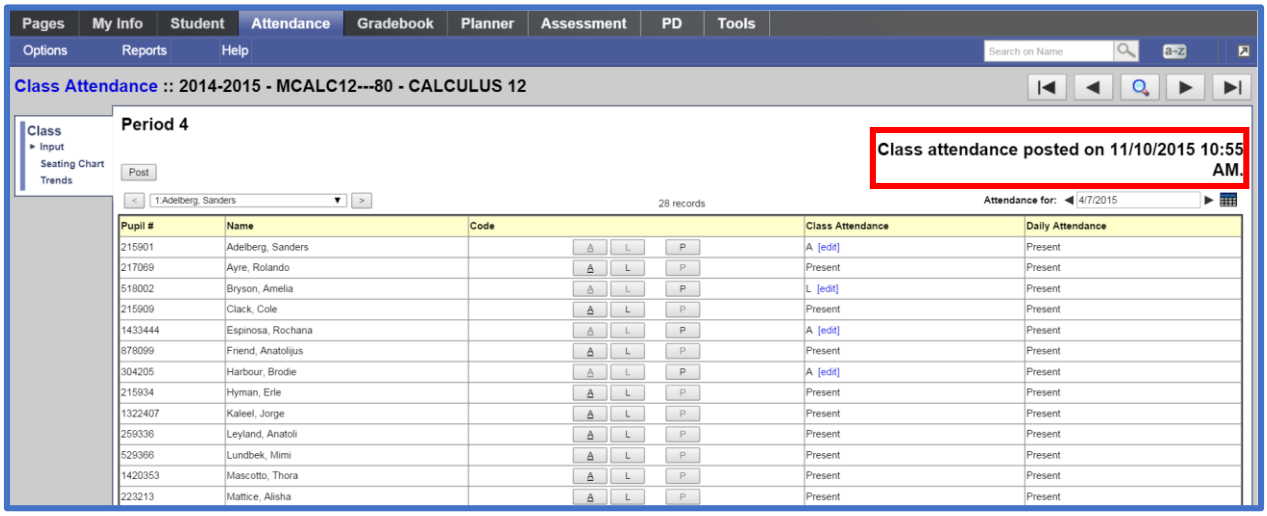



*Figure 2: Teacher Attendance after posting*

Once the ***Post*** button has been pressed, the teacher will see a verification notice that attendance has been posted.

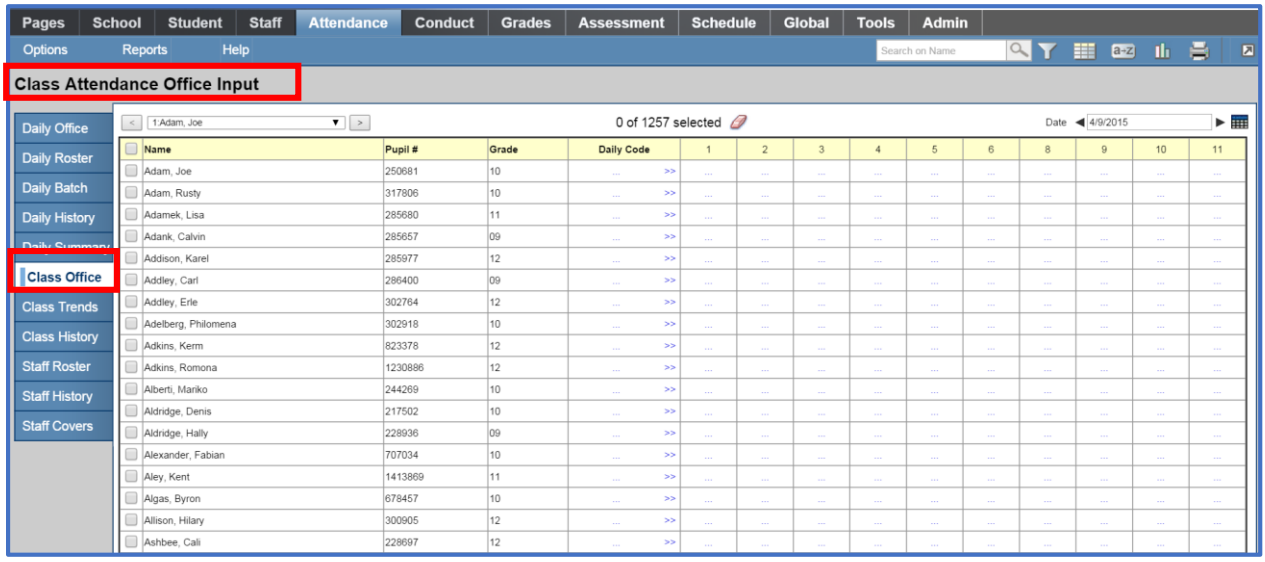
Depending on the School Set up preferences teachers can have the ability to enter attendance for dates in the past or future by using the forward and back buttons in the Attendance for: window, or by selecting the date from the calendar.

****For details on the attendance process for teachers, see Appendix B***

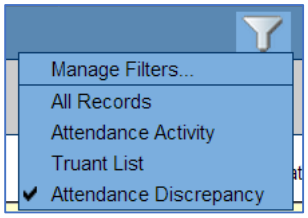
## Taking Class Attendance from the Office

### *Attendance top tab>Class Office side tab*

Office staff taking ***Class Attendance*** can view and take attendance from the ***Class Office side tab*** under the ***Attendance top tab***. From here, the filters are very important, as they will save a lot of time finding students, and working with the existing records. The ***Class Office side tab*** displays both the Daily Attendance value (if it exists) as well as the individual periods that exist in your school structure where you can add or edit attendance for each period.



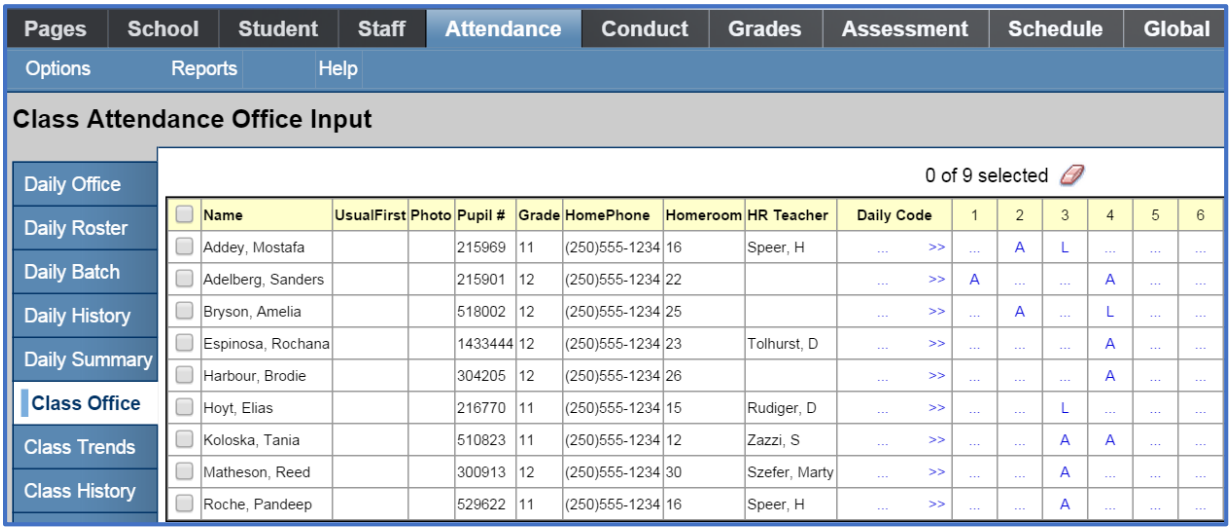

## Class Office Filters




The default filter will be ***All Records***. This will show you every student in the school, regardless whether they have an existing attendance record or not. This is useful when you will be adding a new attendance record for a student on the given day. If you are looking to filter the list to only students that already have Attendance records assigned, you will use one of the other filters. It is possible to query this list to identify groups of students including all those in a single course section. (See Appendix B)

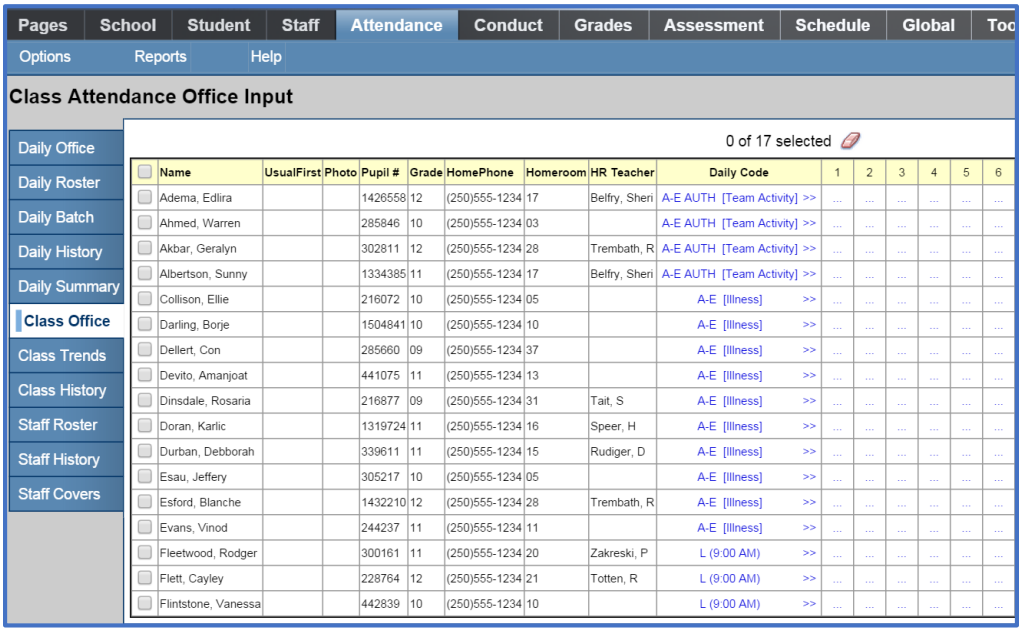
The ***Attendance Activity*** filter will narrow the list of students to those that have any attendance records assigned to them on the given date, regardless whether they are Daily Attendance or Class Attendance records. This filter is useful when looking just to work with the Attendance Records for a day; perhaps to modify existing ones or to remove the record for a student.

The ***Truant List or Class Cut*** filter will display students that have Absent records assigned in one or more classes during the day, but their Daily record is empty. This was designed for schools that take both Daily and Class attendance, and use them to reconcile against each other. This can also be useful for schools using the "Class to Daily Attendance Procedure", to ensure that this procedure was run.




| Name | UsualFirst | Photo | Pupil # | Grade | HomePhone | Homeroom | HR Teacher | Daily Code | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Addey, Mostafa | | | 215969 | 11 | (250)555-1234 | 16 | Speer, H | ... >> | ... | A | L | ... | ... | ... |
| Adelberg, Sanders | | | 215901 | 12 | (250)555-1234 | 22 | | ... >> | A | ... | ... | A | ... | ... |
| Bryson, Amelia | | | 518002 | 12 | (250)555-1234 | 25 | | ... >> | ... | A | ... | L | ... | ... |
| Espinosa, Rochana | | | 1433444 | 12 | (250)555-1234 | 23 | Tolhurst, D | ... >> | ... | ... | ... | A | ... | ... |
| Harbour, Brodie | | | 304205 | 12 | (250)555-1234 | 26 | | ... >> | ... | ... | ... | A | ... | ... |
| Hoyt, Elias | | | 216770 | 11 | (250)555-1234 | 15 | Rudiger, D | ... >> | ... | ... | L | ... | ... | ... |
| Koloska, Tania | | | 510823 | 11 | (250)555-1234 | 12 | Zazzi, S | ... >> | ... | ... | A | A | ... | ... |
| Matheson, Reed | | | 300913 | 12 | (250)555-1234 | 30 | Szefer, Marty | ... >> | ... | ... | A | ... | ... | ... |
| Roche, Pandeep | | | 529622 | 11 | (250)555-1234 | 16 | Speer, H | ... >> | ... | ... | A | ... | ... | ... |

The ***Attendance Discrepancy*** filter will display all students who have a Daily Attendance value of Absent, but have no Absent records for any of their classes. As soon as a student has a single Absent record assigned to one of their classes, they will no longer appear in this filter. That is, it does not consider that they may have an Absent Portion value of 1.000 but have only been marked as missing one class.




| Name | UsualFirst | Photo | Pupil # | Grade | HomePhone | Homeroom | HR Teacher | Daily Code | 1 | 2 | 3 | 4 | 5 | 6 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Adema, Edlira | | | 1426558 | 12 | (250)555-1234 | 17 | Belfry, Sheri | A-E AUTH [Team Activity] >> | ... | ... | ... | ... | ... | ... |
| Ahmed, Warren | | | 285846 | 10 | (250)555-1234 | 03 | | A-E AUTH [Team Activity] >> | ... | ... | ... | ... | ... | ... |
| Akbar, Geralyn | | | 302811 | 12 | (250)555-1234 | 28 | Trembath, R | A-E AUTH [Team Activity] >> | ... | ... | ... | ... | ... | ... |
| Albertson, Sunny | | | 1334385 | 11 | (250)555-1234 | 17 | Belfry, Sheri | A-E AUTH [Team Activity] >> | ... | ... | ... | ... | ... | ... |
| Collison, Ellie | | | 216072 | 10 | (250)555-1234 | 05 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Darling, Borje | | | 1504841 | 10 | (250)555-1234 | 10 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Dellert, Con | | | 285660 | 09 | (250)555-1234 | 37 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Devito, Amanjoat | | | 441075 | 11 | (250)555-1234 | 13 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Dinsdale, Rosaria | | | 216877 | 09 | (250)555-1234 | 31 | Tait, S | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Doran, Karlic | | | 1319724 | 11 | (250)555-1234 | 16 | Speer, H | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Durban, Debborah | | | 339611 | 11 | (250)555-1234 | 15 | Rudiger, D | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Esau, Jeffery | | | 305217 | 10 | (250)555-1234 | 05 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Esford, Blanche | | | 1432210 | 12 | (250)555-1234 | 28 | Trembath, R | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Evans, Vinod | | | 244237 | 11 | (250)555-1234 | 11 | | A-E [Illness] >> | ... | ... | ... | ... | ... | ... |
| Fleetwood, Rodger | | | 300161 | 11 | (250)555-1234 | 20 | Zakreski, P | L (9:00 AM) >> | ... | ... | ... | ... | ... | ... |
| Flett, Cayley | | | 228764 | 12 | (250)555-1234 | 21 | Totten, R | L (9:00 AM) >> | ... | ... | ... | ... | ... | ... |
| Flintstone, Vanessa | | | 442839 | 10 | (250)555-1234 | 10 | | L (9:00 AM) >> | ... | ... | ... | ... | ... | ... |

## Taking Attendance in the Class Office Side Tab

*Note: If you have rotated your school's schedule using a **Bell Schedule** in your school structure, students displayed in the Class Office side tab will appear in a flat schedule order. If you have rotated those using **Rotations** during the Build process, they will appear according to the rotated order.*

If an Office staff has given a student an existing Daily Attendance record by using the ***Daily Office, Daily Roster or Daily Batch*** side tabs, these values can be quickly ***"pushed out"*** to all their classes prior to the sections even meeting that day. For example, a Student's parent calls in to the office to notify the school

that their child is absent that day due to Illness. The Office Clerical responsible for attendance can use the ***Daily Office*** side tab to record the Attendance for that student and others as required. From the ***Class Office*** side tab, they can then change the filter to ***Attendance Activity*** to see what students have records already. Find the student whose information you wish to "copy" to their Class Attendance records. In the Daily Code column, there will be their Daily Attendance value, followed by two "greater than" symbols, like so: >>.

| | Name | Pupil # | Grade | Daily Code | 1 | 2 | 3 | 4 |
|---|---|---|---|---|---|---|---|---|
| | Adam, Joe | 250681 | 10 | A-E [Illness] >> | ... | ... | ... | ... |

Click that symbol and it will copy the A code to each of the student's classes.

| | Name | Pupil # | Grade | Daily Code | 1 | 2 | 3 | 4 | 5 |
|---|---|---|---|---|---|---|---|---|---|
| | Adam, Joe | 250681 | 10 | A-E [Illness] >> | ... | A-E | A-E | A-E | A-E |

*The above student example does not have a class in period 1 and has a class outside the regular 4 period timetable.*

When the teacher logs in, it will show that student as being absent both in their Daily code, and in the Class Attendance for that section.

The other way to take ***Class Attendance*** from this view is to click on the ellipsis in the appropriate class in the schedule.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Adamek, Lisa | 285680 | 11 | ... >> | ... | ... | ... | ... |

This will bring up a popup for that period which indicates what class the student should be in (be sure to confirm that this is the correct class), and you can then assign the attendance codes and reasons for the student in that class.

Student Class Attendance - Google Chrome

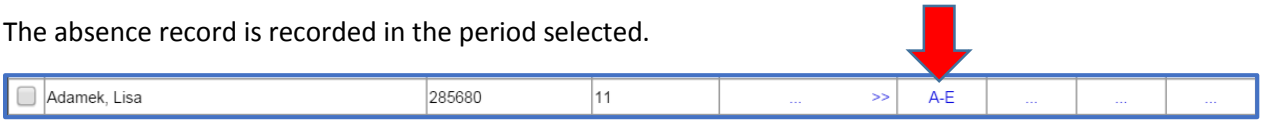
trn.myeducation.gov.bc.ca/aspen/classOfficeClassDetail.do?date=4/8/2015&student=stdX20

| | | | |
|---|---|---|---|
| Name | Adamek, Lisa | Comment | |
| Course | MSS--11---50 | | |
| Period | 1 | | |
| Date * | 4/8/2015 | | |
| Is absent? | ☑ | | |
| Is late? | ☐ | | |
| Is dismissed? | ☐ | | |
| Is excused? | ☑ | | |
| Other code | | | |
| Other code 2 | | | |
| Reason | Medical Appointment | | |

Save Cancel

Click ***Save***

The absence record is recorded in the period selected.




Any changes you make in this screen will be visible to the teacher when they go to their Attendance view for this particular class.

The third way will be for the Office staff to change to the ***Staff view*** and use the ***Select Teacher*** on the Settings Bar to view that teacher's class and take attendance against that section's entire roster. This will be useful if you have a teacher who fills out an attendance sheet and hands it into the office for them to enter into the MyEducation BC system. Once they have selected the appropriate teacher, they can follow the same steps as outlined in ***Appendix B.***

**<u>*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.</u>**

Set the filter to ***Attendance Activity*** and click the double arrows for every attendance record that requires pushing out.

The system will not allow a daily late or dismissal record to be pushed out to classes. These would need to be edited manually by clicking on the specific period the student is late for or dismissed early from.

**Multi-Add Class Attendance**

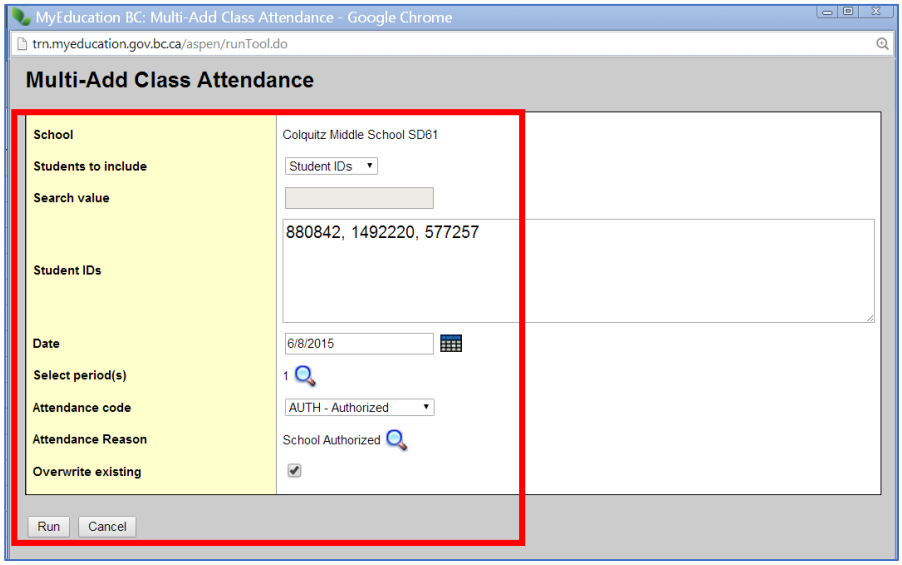
Multi-Add Class Attendance allows you to take attendance for a group by Pupil #, YOG or a Snapshot. You can assign Absences, Lates or Authorized Absences, and indicate whether they are excused with an Attendance Reason or unexcused.

***School view > Attendance top tab > Class Office side tab***

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
  a. **Student IDs** – you can put in the Pupil # for each student in the Student IDs field, separated by comma or carriage return.
  b. **Snapshot** – Once a snapshot has been created under the Student top tab, you can select this option. In the Search Value field, type in the exact name of the saved Snapshot – spelling must be exact.
  c. **YOG** – You can enter in a specific Year of Graduation, and it will select every student who matches that criterion.
- For ID's enter the ID numbers separated by a comma
- Confirm the date
- Select the period or periods

- Choose the code and reason
- Select the ***Overwrite existing*** check box to have this record overwrite any existing attendance records.
- Click ***Run***




## Modifying Class Attendance Records in the Class Office Side Tab

Once a student has an Attendance Record attached to them for a given date, you may need to modify the existing record by changing some information or deleting the record entirely. The Class Office side tab allows you to modify both Daily and Class Attendance for a student.

To modify an existing ***Daily Attendance record***, click the blue, hyperlinked Attendance Code in the Daily Code column that you wish to edit. This will bring a popup with the details of the attendance record; you can then adjust Dates, Attendance Codes, Portion Absent, Reasons or set Arrival/Departure dates. If you simply want to delete the existing record, click the ***Delete*** button at the bottom of the popup window.

To modify an existing ***Class Attendance record***, click the blue, hyperlinked Attendance Code in the specific period you wish to modify. This will bring a popup with the details of the attendance record; you can then adjust Dates, Attendance Codes and/or Reasons. If you simply want to delete the existing record, click the ***Delete*** button at the bottom of the popup window.

### 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.

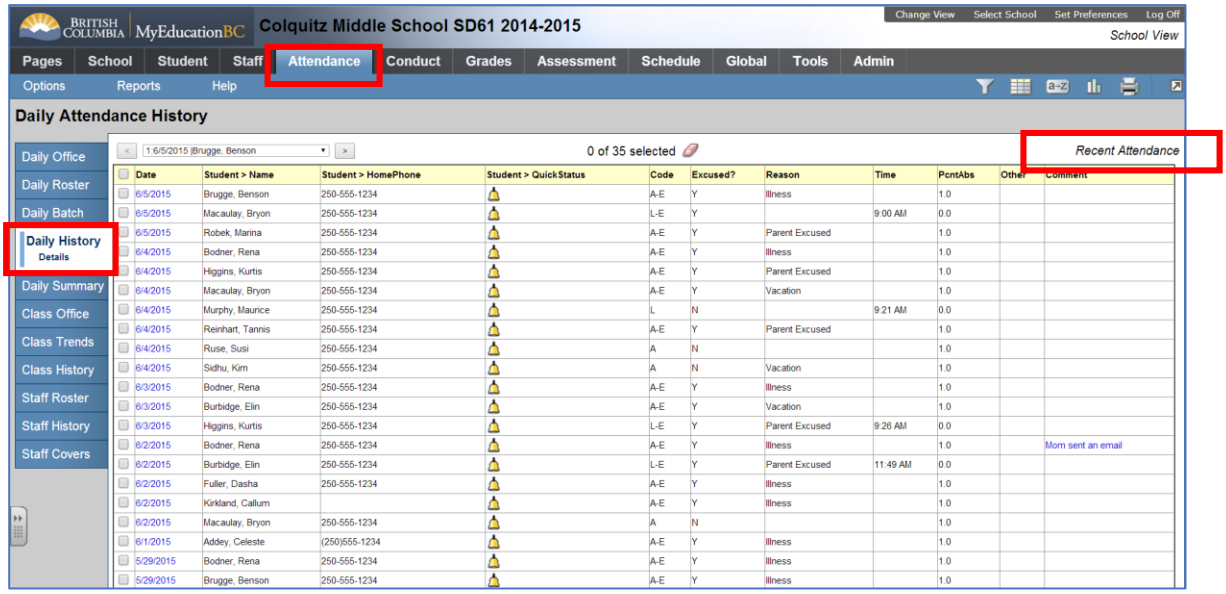
Use the filter to view:

- All Records
- Current Month

- Current School Year
- Current Week

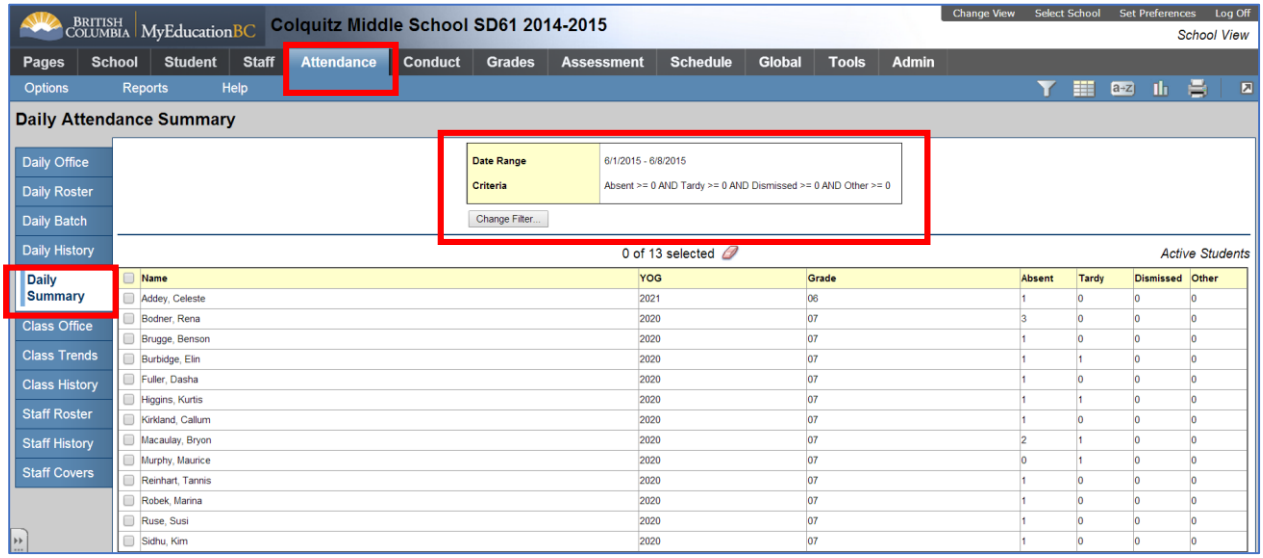
Click the blue hyperlink to view or edit a specific daily attendance record.

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



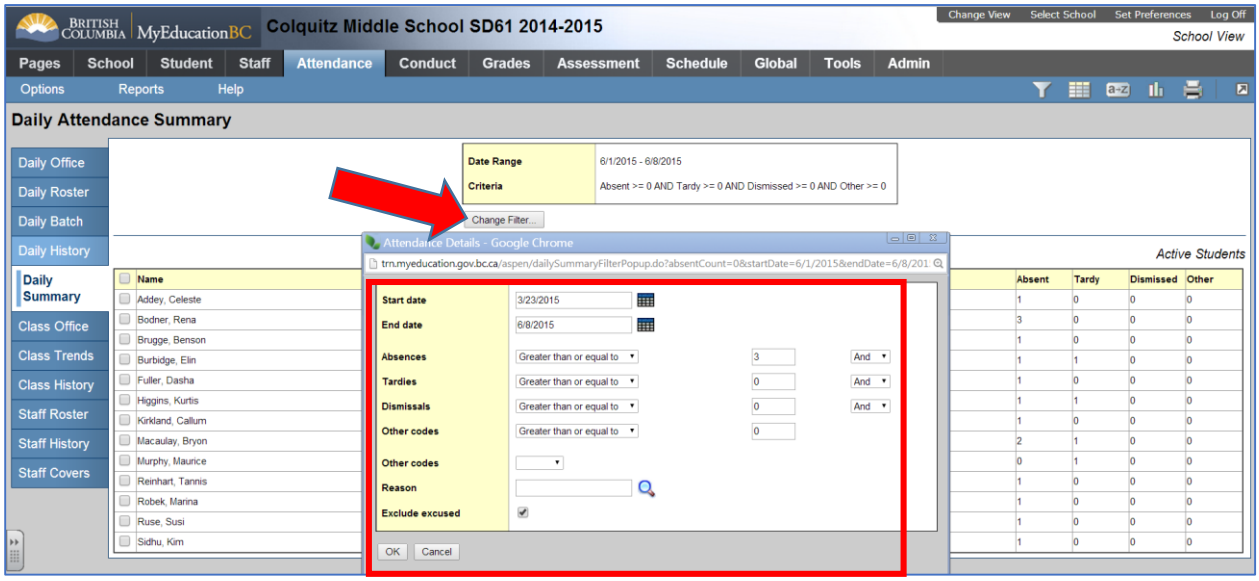

**Daily Summary Side Tab**

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.



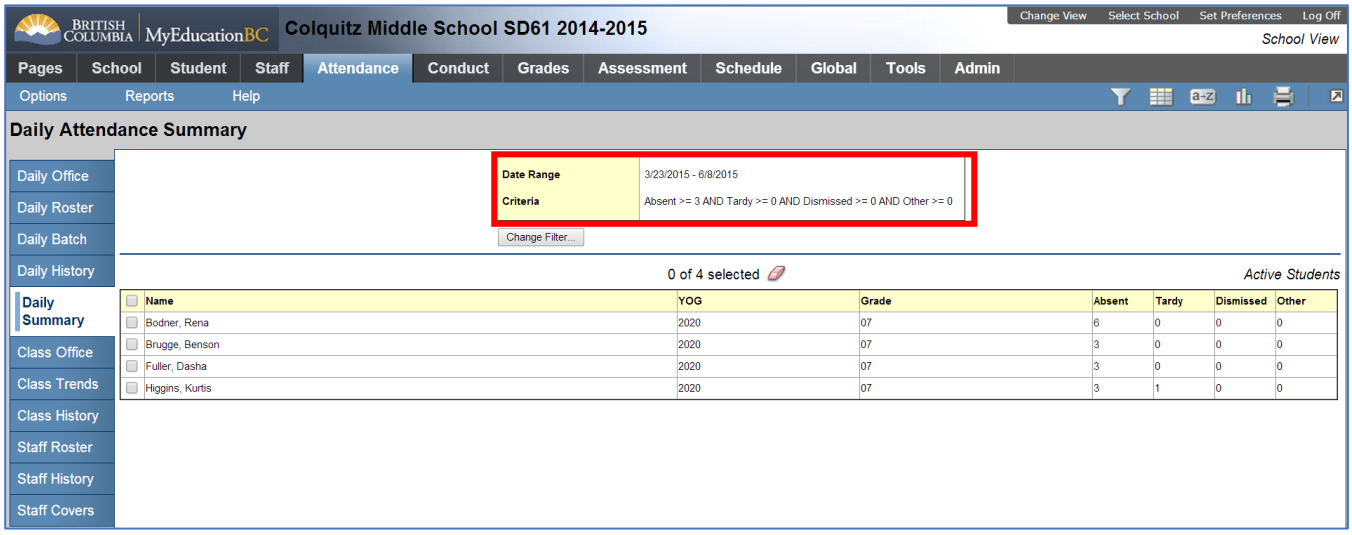

- Click Change Filter…
- Enter a start and end date

- 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.

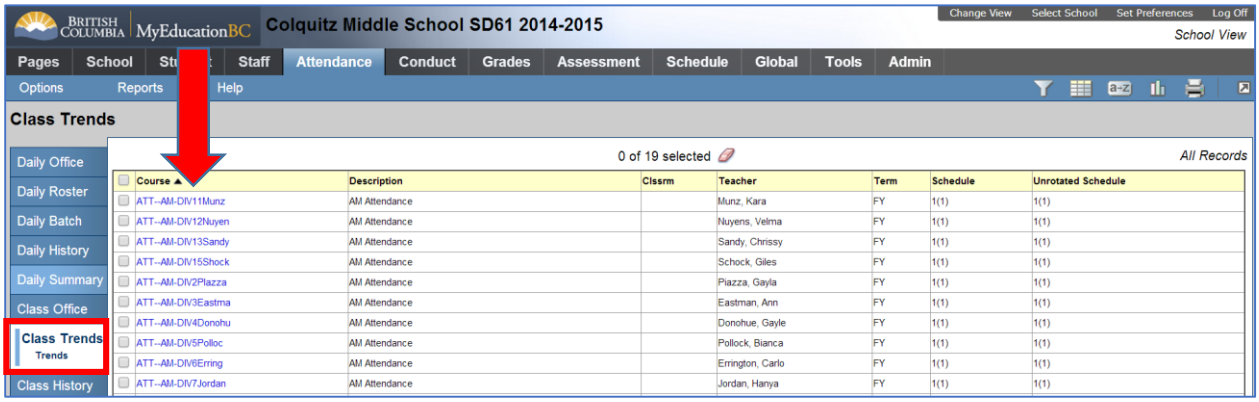
***This process can be used to identify students with perfect daily attendance by entering in a 0 value for absences and an operator of Less than or equal to.***




## Class Trends Side Tab

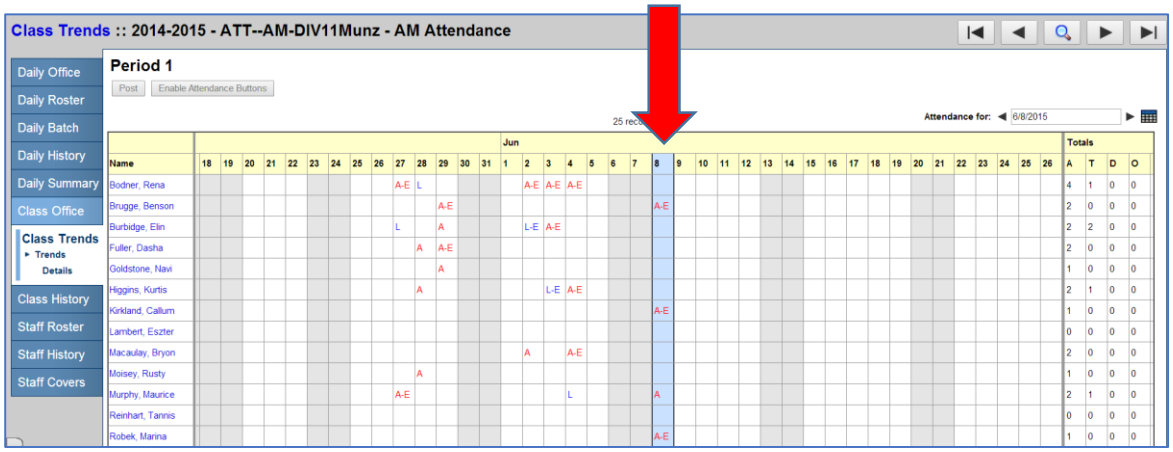
Select this side tab to view attendance records over time for selected classes.

Click on the blue hyperlink to select a class

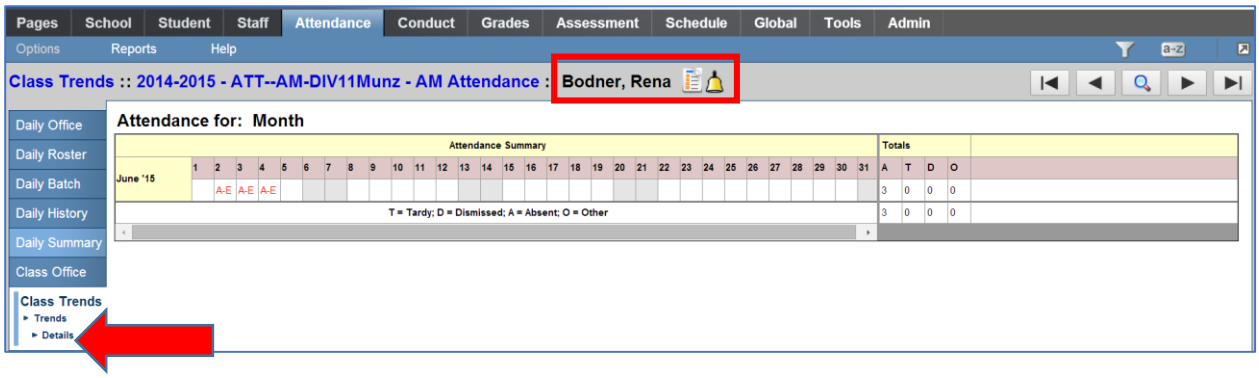



The result is a grid of the students in the class and all attendance records. The blue column indicates today's date.

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.

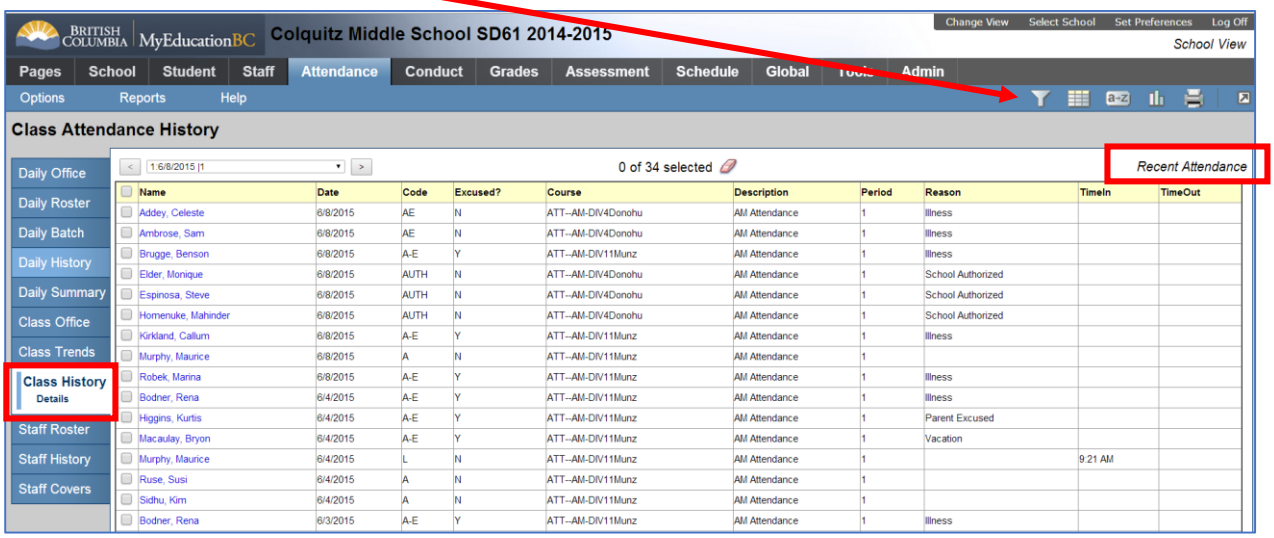



Select a student or click on the ***details leaf*** to view the same grid for a single student in the class and use the ***filter*** to set the grid to the ***entire year, the current term or month***.




## Class History Side Tab

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



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.

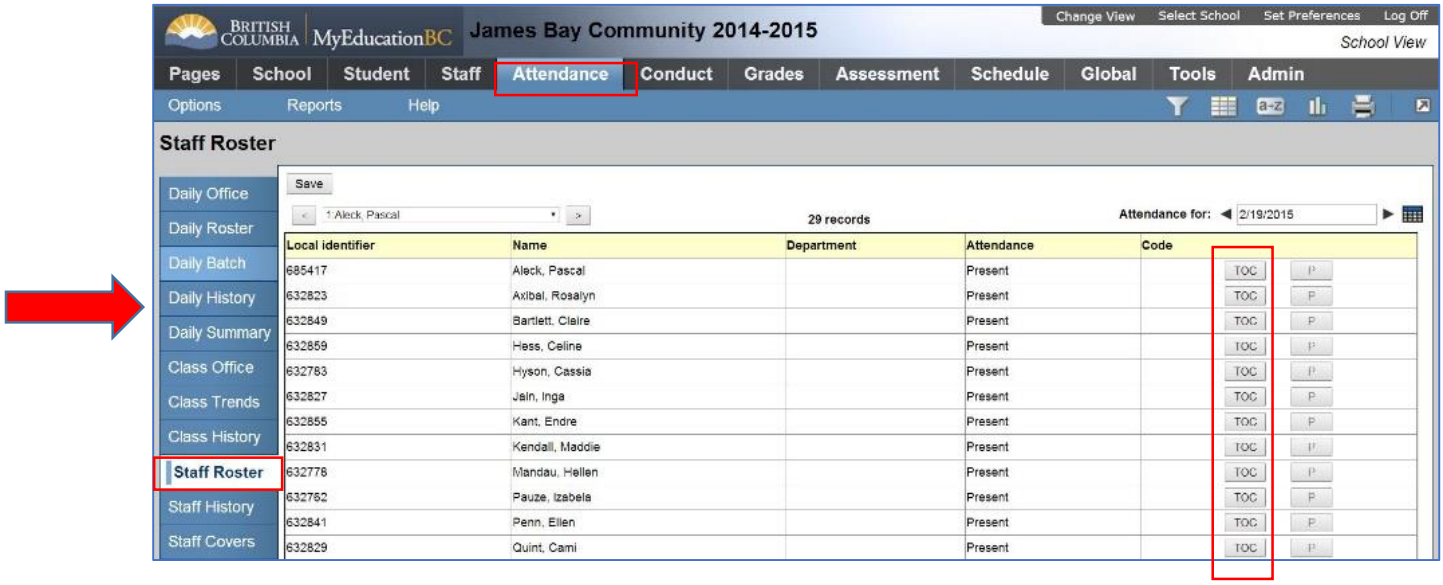
***Sorting by student name or creating a Group quick report from the Class Attendance side tab will allow the user to identify students with multiple excused or unexcused absences over time.***

****See Appendix C for querying Class History for multiple class absences.***

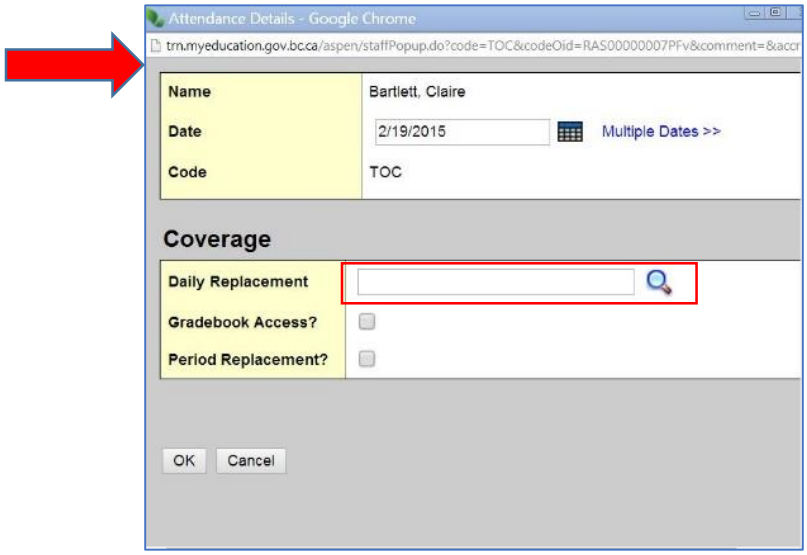
**Staff Roster Side Tab**

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

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

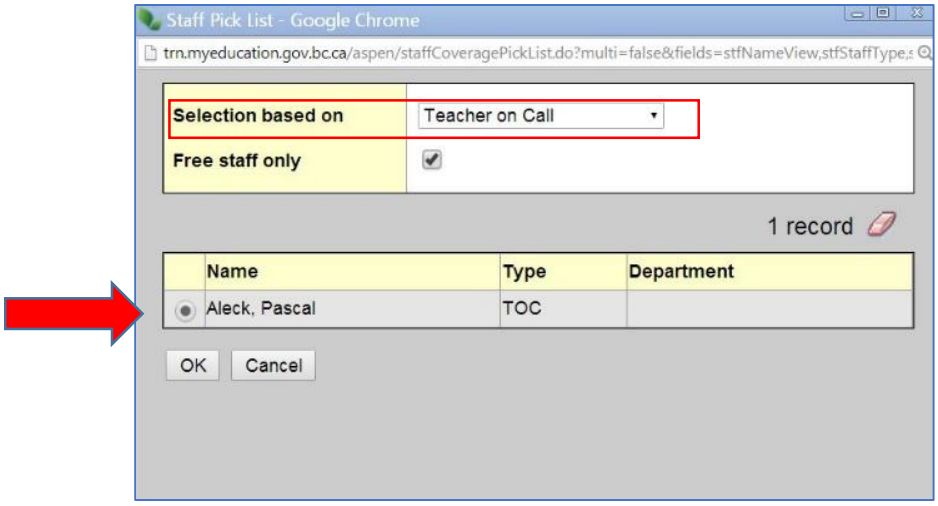



- Confirm the name of the absent teacher
- Confirm the date or enter in the multiple date range
- Choose the replacement TOC from the pick list
- Select the ***Gradebook Access?*** checkbox to give the TOC access to the absent teacher's gradebook. (For example, in the case of a long term TOC)




*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**



## 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**

Attendance Bulletin
February 19, 2015

Page 1 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 (Currently not available)

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

Daily Attendance Post Verification for 2/19/2015

Page 1 — February 20, 2015

| Name | Time |
|---|---|
| Bartlett, Claire (Posted by Aleck, Pascal) | Did Not Post |
| Hess, Celine | Did Not Post |
| Jain, Inga | Did Not Post |
| Kant, Endre | Did Not Post |
| Reddin, Izabela | Did Not Post |
| Walden, Aurora | Did Not Post |
| Wardale, Veronique | Did Not Post |
| Watch, Buffy | Did Not Post |

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

## Daily Attendance Totals

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

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

## Monthly Register (Daily History Side Tab)

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 | - | - | - | - |
| Ruckle, 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.

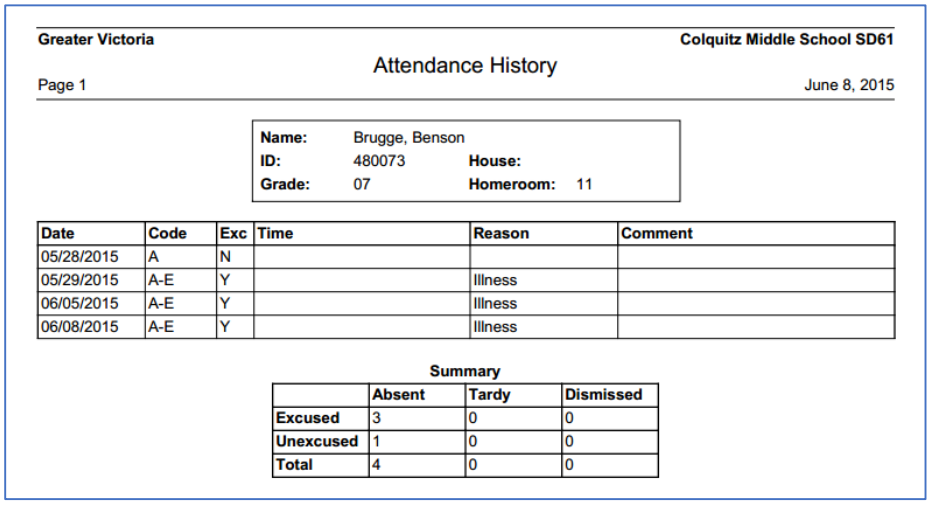
## Individual Student Attendance Reports

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

The result is a ***Daily Attendance*** record.

To view a student's ***class attendance*** history click on the Attendance Side Tab>Class Attendance Side Sub Tab.

In order to print a copy of the student's class attendance history a custom quick report with the required fields must be created.



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 |

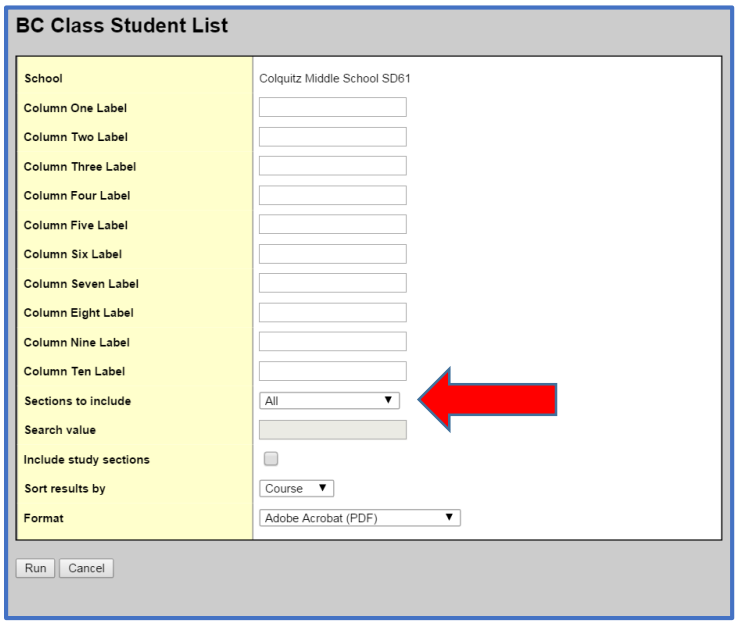
## Reports from the *Class Office Side Tab*

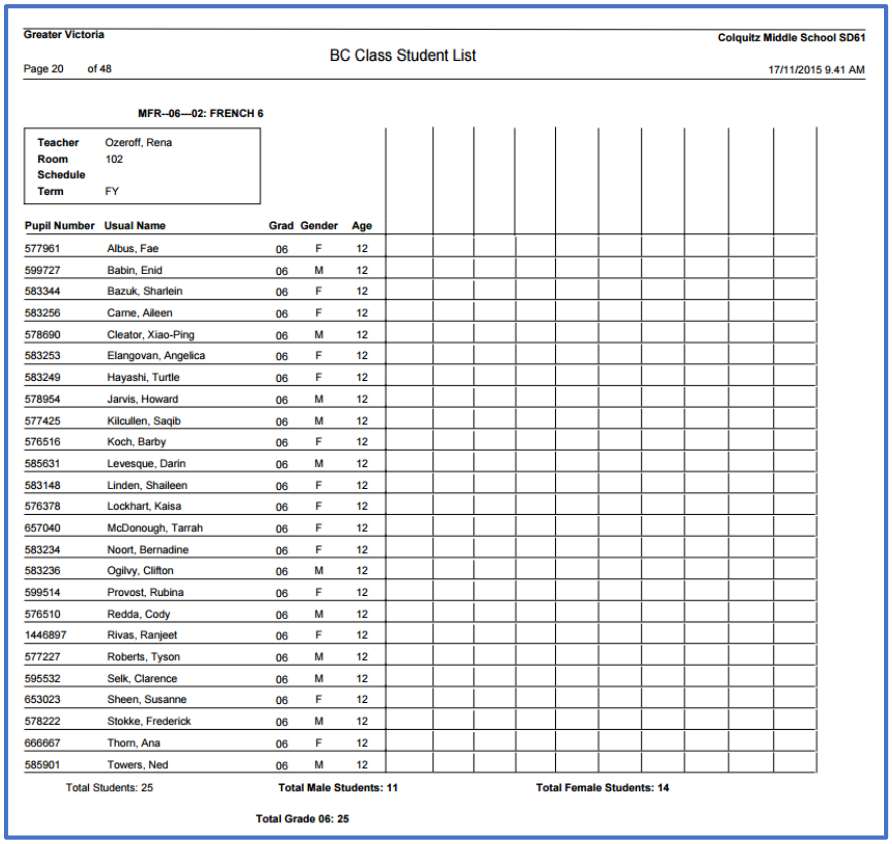
## Reports Drop Down Menu

## BC Class Student List

This report allows the user to produce class roster lists that include columns for attendance or marks entry.

Choose the sections to include in the report based on course code, teacher, all, etc.





Greater Victoria | Colquitz Middle School SD61

BC Class Student List

Page 20 of 48 | 17/11/2015 9.41 AM

MFR--06---02: FRENCH 6

Teacher: Ozeroff, Rena
Room: 102
Schedule:
Term: FY

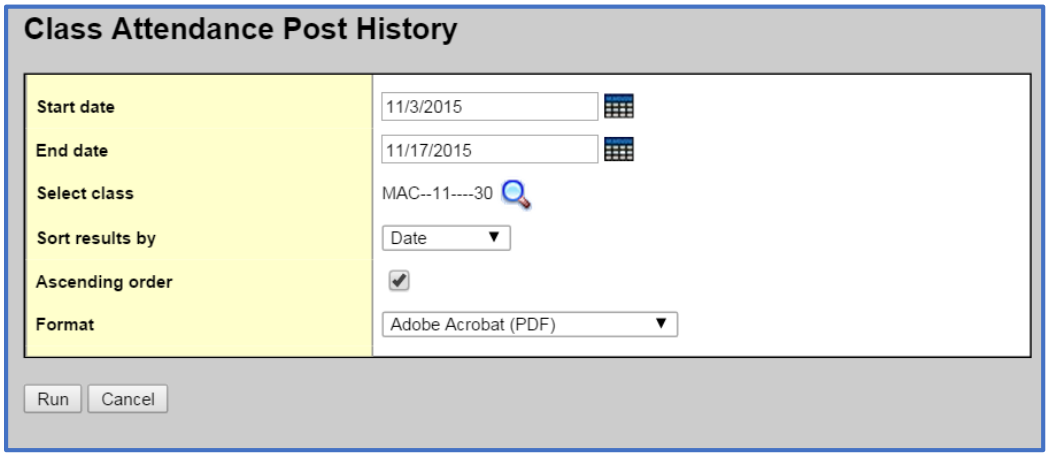
| Pupil Number | Usual Name | Grad | Gender | Age |
|---|---|---|---|---|
| 577961 | Albus, Fae | 06 | F | 12 |
| 599727 | Babin, Enid | 06 | M | 12 |
| 583344 | Bazuk, Sharlein | 06 | F | 12 |
| 583256 | Carne, Aileen | 06 | F | 12 |
| 578690 | Cleator, Xiao-Ping | 06 | M | 12 |
| 583253 | Elangovan, Angelica | 06 | F | 12 |
| 583249 | Hayashi, Turtle | 06 | F | 12 |
| 578954 | Jarvis, Howard | 06 | M | 12 |
| 577425 | Kilcullen, Saqib | 06 | M | 12 |
| 576516 | Koch, Barby | 06 | F | 12 |
| 585631 | Levesque, Darin | 06 | M | 12 |
| 583148 | Linden, Shaileen | 06 | F | 12 |
| 576378 | Lockhart, Kaisa | 06 | F | 12 |
| 657040 | McDonough, Tarrah | 06 | F | 12 |
| 583234 | Noort, Bernadine | 06 | F | 12 |
| 583236 | Ogilvy, Clifton | 06 | M | 12 |
| 599514 | Provost, Rubina | 06 | F | 12 |
| 576510 | Redda, Cody | 06 | M | 12 |
| 1446897 | Rivas, Ranjeet | 06 | F | 12 |
| 577227 | Roberts, Tyson | 06 | M | 12 |
| 595532 | Selk, Clarence | 06 | M | 12 |
| 653023 | Sheen, Susanne | 06 | F | 12 |
| 578222 | Stokke, Frederick | 06 | M | 12 |
| 666667 | Thorn, Ana | 06 | F | 12 |
| 585901 | Towers, Ned | 06 | M | 12 |

Total Students: 25 | Total Male Students: 11 | Total Female Students: 14

Total Grade 06: 25

## Class Attendance Post History

This report allows the user to view the attendance post history for a selected class. Choose the date range, select the class. Click run.



Greater Victoria | Mount Douglas Secondary

Class Attendance Post History

Page 1 | November 17, 2015

**MAC--11----30 :: ACCOUNTING 11**
**Schedule: 3(1-2)**

| Staff Name - ID | Date | Time | Period # | Post Count |
|---|---|---|---|---|
| [redacted] | 11/3/2015 | 10:26 AM | 3 | 1 |
| | 11/4/2015 | 1:03 PM | 3 | 1 |
| | 11/6/2015 | 12:27 PM | 3 | 1 |
| | 11/13/2015 | 2:36 PM | 3 | 1 |

## Class Attendance Post Verification

This report allows the user to print a list of all teachers who did not post attendance for a specified period on a specified date. Choose the date, select the period, choose to show non-posts only, choose the sort order. Click ***Run***.

**Class Attendance Post Verification**

| | |
|---|---|
| Date | 11/16/2015 |
| Select period | 1 |
| Show non-posts only | ☑ |
| Sort results by | Name ▼ |
| Ascending order | ☑ |
| Format | Adobe Acrobat (PDF) ▼ |

Run | Cancel

Greater Victoria School District

**Greater Victoria** **Mount Douglas Secondary**

Page 1

## Class Attendance Post

November 17, 2015

**Posts for 11/16/2015 :: Period #1**

| ID | Name | Course description | Course # | Time | Post Count |
|---|---|---|---|---|---|
| | | TEACHER ASSISTANT 12 | YED--2EX---10 | Did Not Post | |
| | | TEACHER ASSISTANT 11 | YED--1FX---10 | Did Not Post | |
| | | FOUNDATIONS OF MATH AND PRE-CALCULUS 10 | MFMP-10----10 | Did Not Post | |
| | | SUPPORT BLOCK 10A | XSPBK0A----X10 | Did Not Post | |
| | | SUPPORT BLOCK 11A | XSPBK1A----X10 | Did Not Post | |
| | | SUPPORT BLOCK 12A | XSPBK2A----X10 | Did Not Post | |
| | | RESOURCE ROOM 9 | XATRR09----X10 | Did Not Post | |
| | | RESOURCE ROOM 9 LINEAR | XATRR09--L-X12 | Did Not Post | |
| | | SUPPORT BLOCK 10B | XSPBK0B----X12 | Did Not Post | |
| | | SUPPORT BLOCK 11B | XSPBK1B----X12 | Did Not Post | |
| | | SUPPORT BLOCK 12B | XSPBK2B----X12 | Did Not Post | |
| | | PRE-CALCULUS 11 | MPREC11----10 | Did Not Post | |
| | | CHEMISTRY 12 | MCH--12----10 | Did Not Post | |
| | | SUPPORT BLOCK 10A | XSPBK0A----10 | Did Not Post | |
| | | SUPPORT BLOCK 12A | XSPBK2A----10 | Did Not Post | |
| | | IEP MODIFIED 9A LD | XSIEP9A----10 | Did Not Post | |
| | | LEARNING STRATEGIES 12 | YED--2CX---10 | Did Not Post | |
| | | RESOURCE ROOM 9 | XATRR09----10 | Did Not Post | |
| | | LEARNING STRATEGIES 9 LD | XLDCB09LS--10 | Did Not Post | |
| | | IEP MODIFIED 11A LD | XSIEP1A----10 | Did Not Post | |
| | | IEP MODIFIED 10A LD | XSIEP0A----10 | Did Not Post | |
| | | SUPPORT BLOCK 11A | XSPBK1A----10 | Did Not Post | |
| | | IEP MODIFIED 12A LD | XSIEP2A----10 | Did Not Post | |
| | | SOCIAL STUDIES 9 CHALLENGE | MSS--09C---10 | Did Not Post | |
| | | PHOTOGRAPHY 11 | YVPA-1LX---10 | Did Not Post | |
| | | PHOTOGRAPHY 12 | YVPA-2JX---10 | Did Not Post | |
| | | COMMUNICATIONS 12 | MCOM-12----12 | Did Not Post | |
| | | TEACHER ASSISTANT 11 LINEAR | YED--1FX-L-10 | Did Not Post | |

## Appendix A: Workflow

**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 each class by clicking an ***A for Absent*** or an ***L for Late***. The teacher will then click ***Post***.

***Teachers cannot enter a multiday absence, a group absence (Field trip) or a portion of the day absence. There is no time stamp for Lates for teachers. These will have to be entered by the office.***

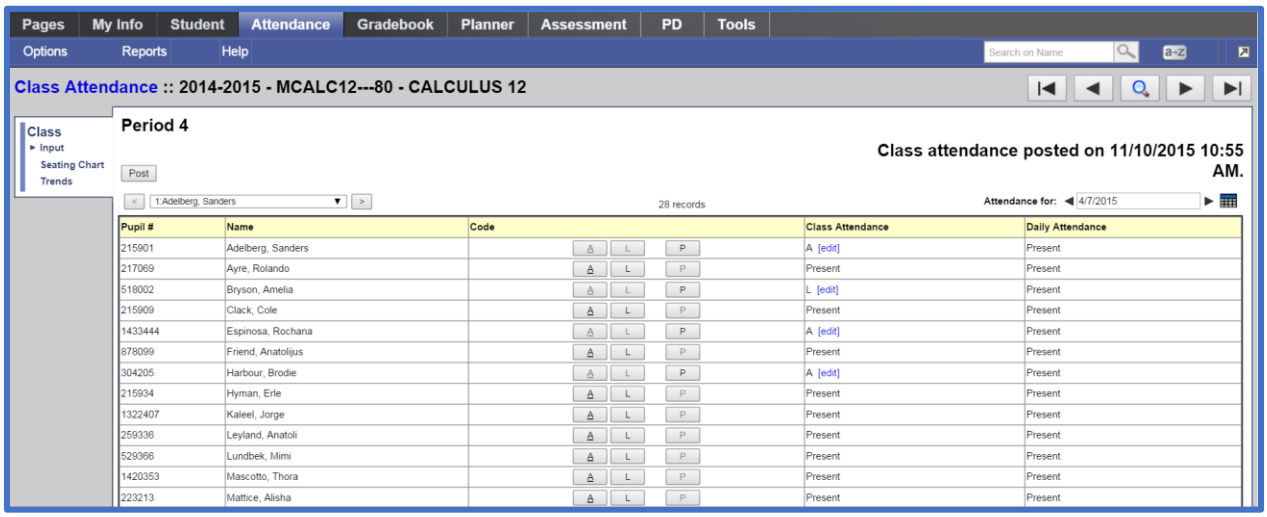



*Figure 3: Teacher Attendance after posting*

### b. From the Office:

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

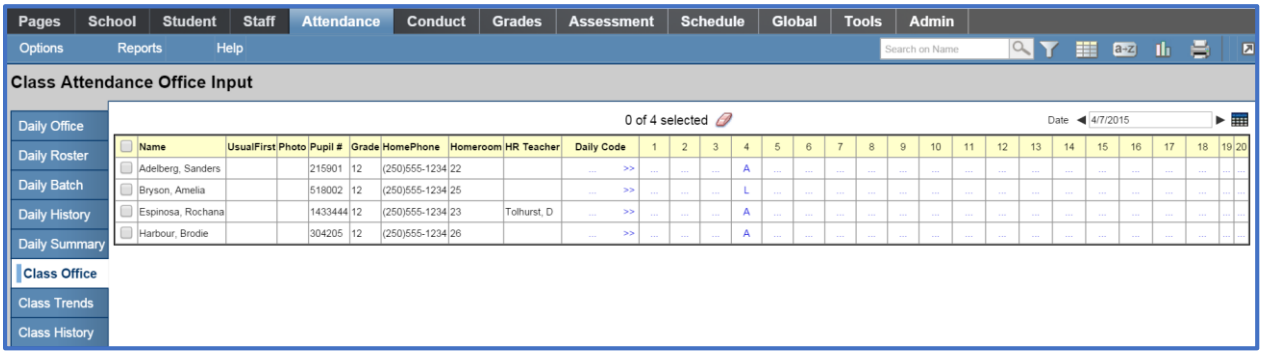



*Figure 4 Class Office Side Tab: Attendance Activity Filter Applied*

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***, or ***Daily Batch*** side tabs.

**Daily Office Side Tab:** *(For details on the Daily Office side tab see page 2 of this user guide)*

The Daily Office side tab allows multiple date entry *(page 4/5 of this user guide)* and entry of absence records by groups such as a course section, selection or snapshot *(page 4/5 of this user guide).*

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 that require updating.

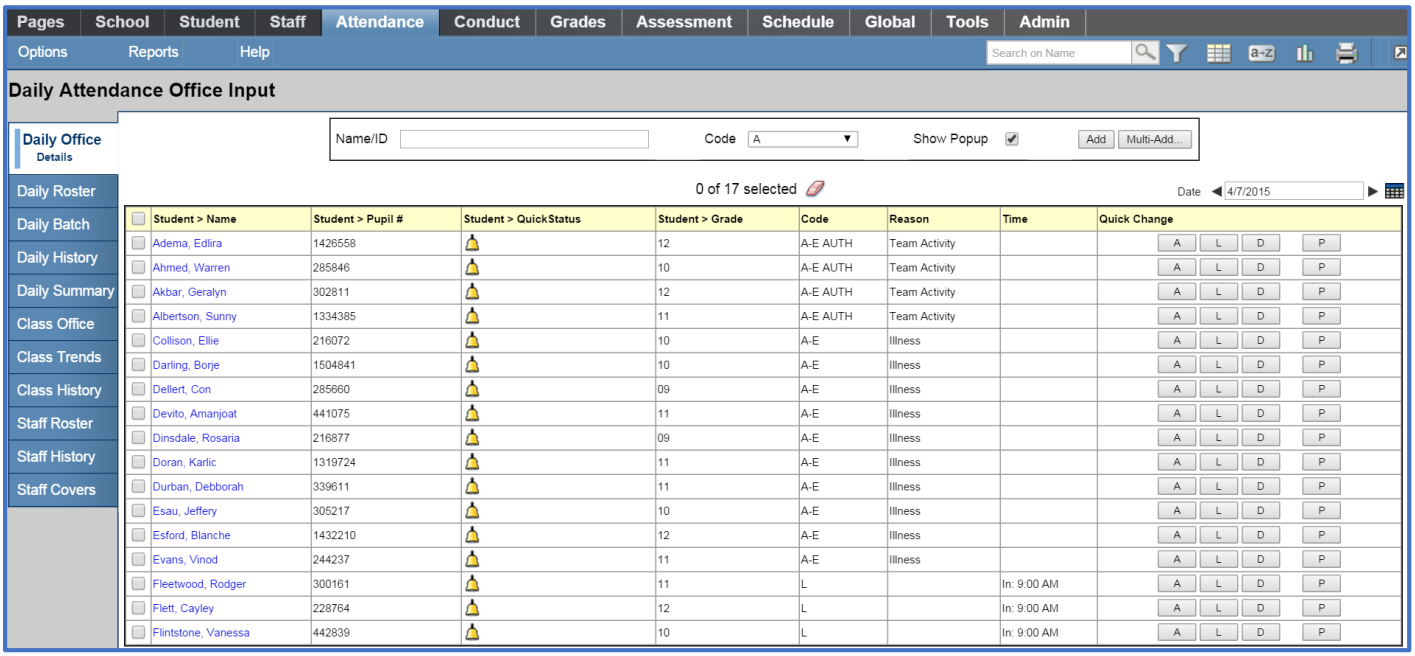



*Figure 5 Edit daily attendance records*

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

Once the office has entered their ***Daily*** attendance records based on phone calls and emails it is important to ensure that the daily attendance records are pushed out to the classes. This is the process of ***pushing out*** the daily attendance record to class attendance from the Class Office side tab.

Absent/Dismissals, Lates, or Portion of the day absences cannot be pushed out to classes.

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

| Daily Code | | 1 | 2 | 3 | 4 |
|---|---|---|---|---|---|
| A-E | >> | A | A | ... | ... |
| ... | >> | ... | ... | ... | ... |
| A-E | >> | A-E | A-E | A-E | A-E |
| ... | >> | ... | ... | ... | ... |
| ... | >> | ... | ... | ... | ... |
| A-E AUTH [School Authorized] | >> | A-E AUTH | A-E AUTH | A-E AUTH | A-E AUTH |

In the example above the first attendance record has not been pushed out to the classes for the student. Pushing out the daily attendance record of ***Absent (Excused)*** would overwrite the unexcused absences entered by the classroom teacher. This process is necessary for tracking accurate student class attendance records. When querying for unexcused class absences the record in the first case would reveal two unexcused absences for classes that where actually excused.

Run a ***Class Post Verification report*** 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.

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.

Edit individual class attendance records from the class office side tab as necessary.

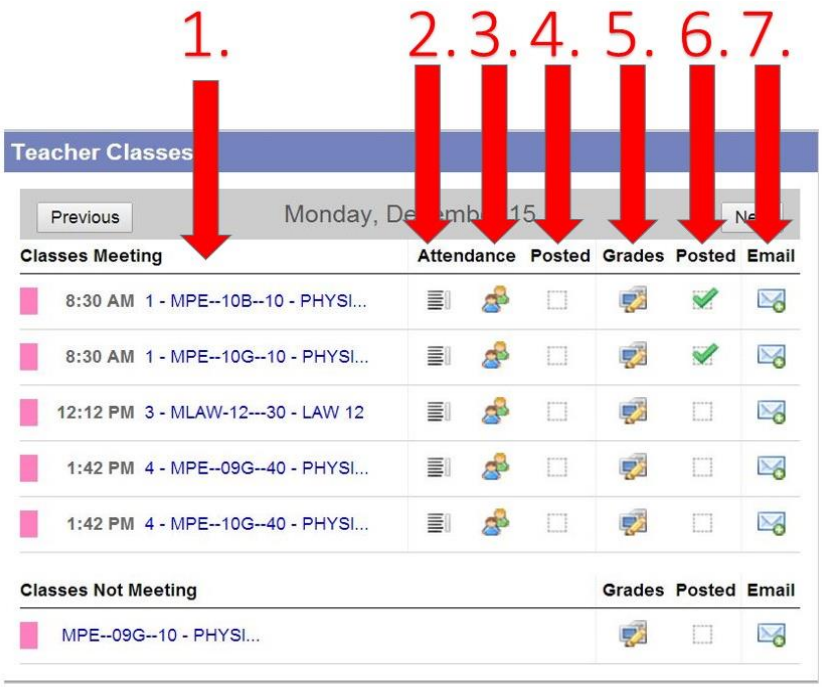
***Remember to verify the period is correct when clicking into an individual class. Depending on your master schedule the classes may or may not rotate from day to day.***

## Appendix B: Taking Attendance for a Specific Course Section

1. **Staff View**

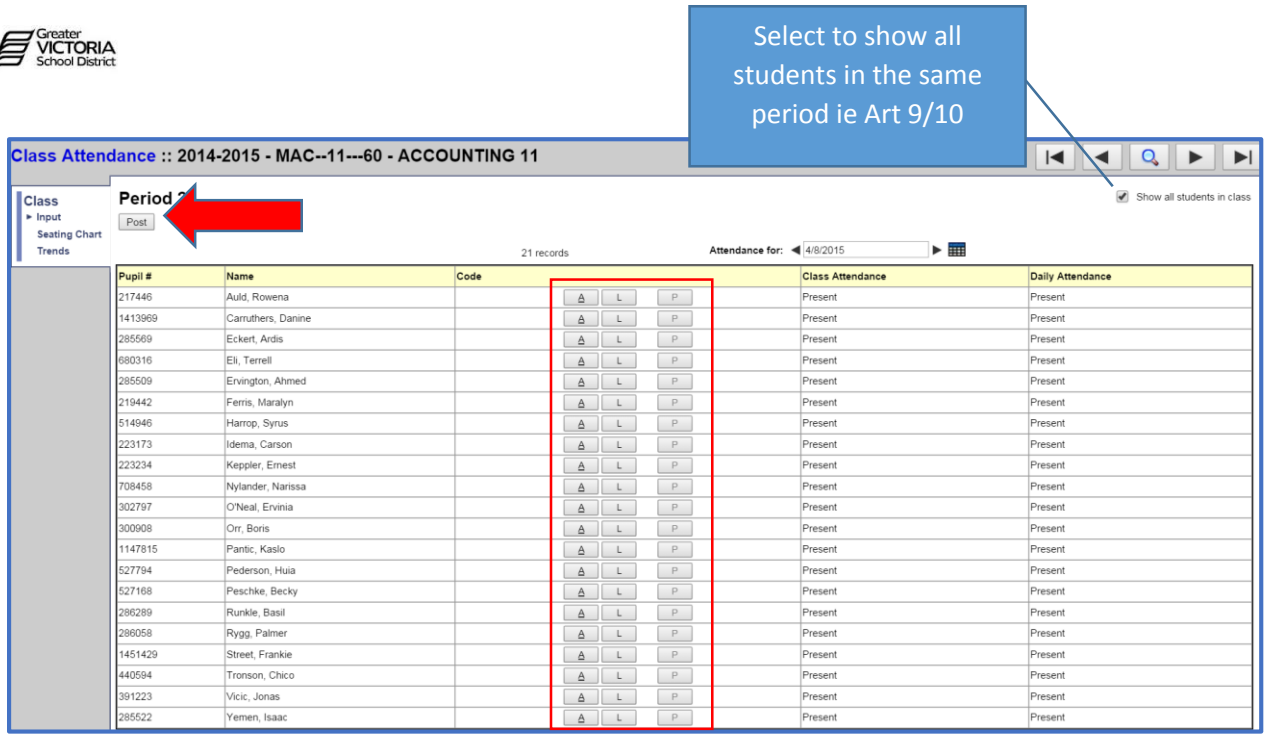
- Click on Change View
- Select Staff View
- Click on Select Teacher
- Select the teacher

### The Teacher Classes Widget on the *Pages* top tab in *Staff View*:




1. Quick link to class ***Roster*** in the ***Gradebook*** top tab
2. Quick Link to ***Input*** list in the ***Attendance*** top tab
3. Quick link to the ***Seating Chart*** leaf in the ***Attendance*** top tab
4. A check mark will appear after attendance is Posted
5. Quick link to the **Scores** side tab in the ***Gradebook*** top tab for marks entry
6. A check mark will appear when terms marks have been posted
7. Quick link to email for students, contacts and teachers

### Taking Attendance – Class List Input

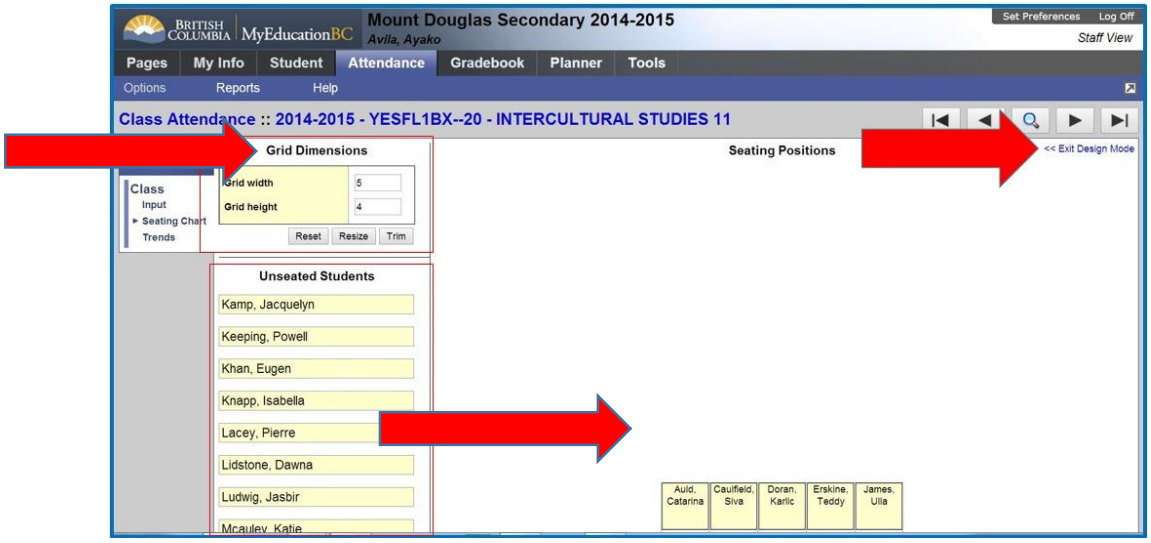



Select ***Show all students in class*** check box to display multiple classes meeting in the same period.

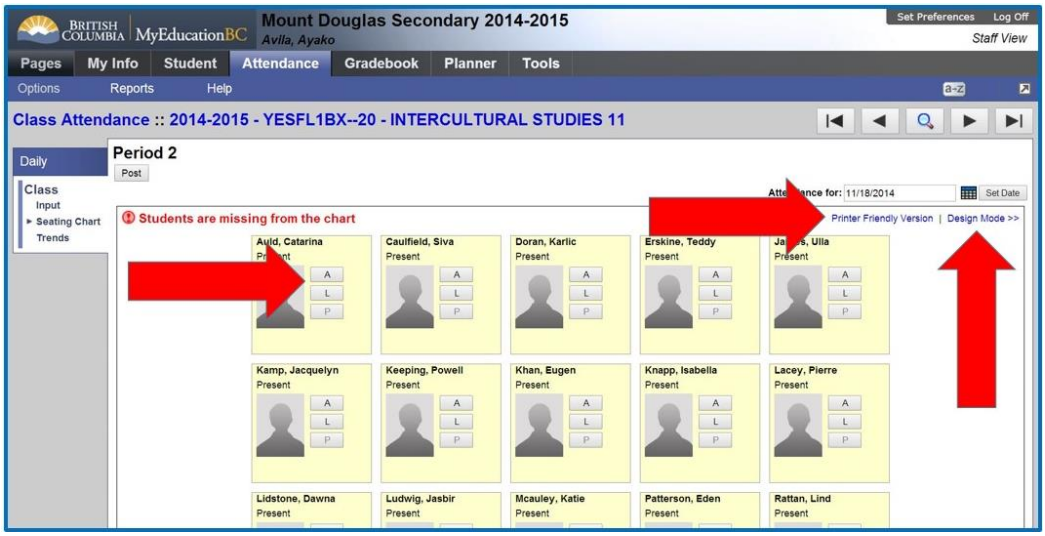
1. Confirm attendance for date
2. View ***Daily Attendance*** records inputted by the office
3. Click "A" for absent
4. Click "L" for late
5. The "P" button becomes active after an absence or late is recorded in order to override the record and set to ***Present***.
6. Click ***Post*** (No attendance record will be recorded to the office until the ***Post*** button is selected.)
7. A check mark will appear in the ***Teacher Classes Widget*** next to the completed class

## Taking Attendance – Seating Chart

## Seating Chart Initial Set-up



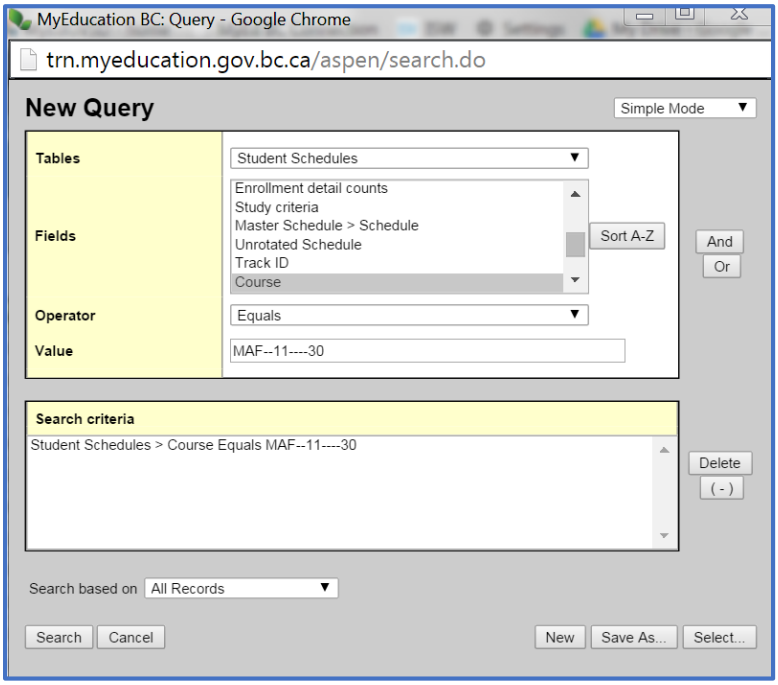
1. In ***Design Mode*** set the grid dimensions
2. Click and drag unseated students to the grid
3. Click ***Exit Design Mode***



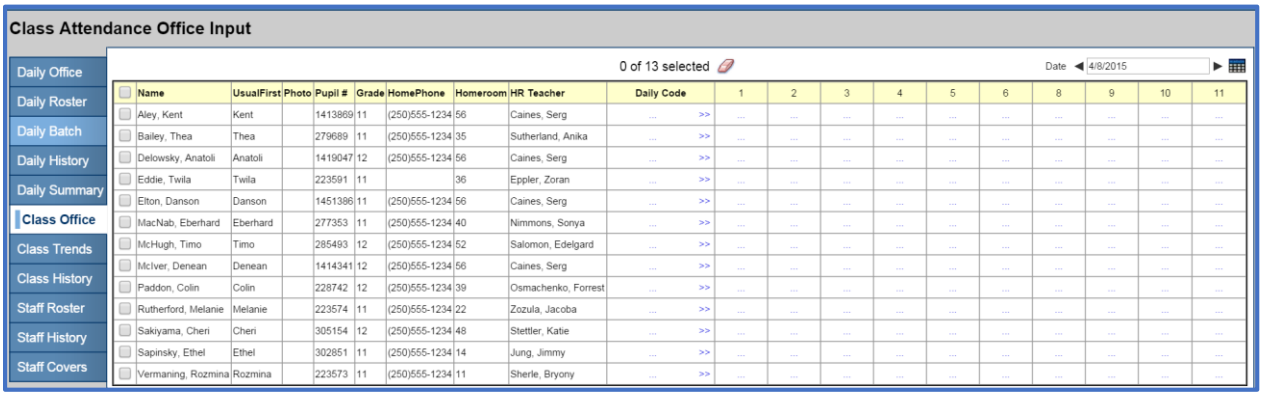

1. Confirm ***Attendance for*** date
2. Click "A" for absent
3. Click "L" for late
4. The "P" button becomes active after an absence or late is recorded in order to override the record and set to ***Present***.
5. Click ***Post*** (No attendance record will be recorded to the office until the ***Post*** button is selected.)
6. A check mark will appear in the ***Teacher Classes Widget*** next to the completed class.
7. Click ***Printer Friendly Version*** to print the class in the seating chart grid.

**2. Query for course section**

***Attendance top tab>Class Office side tab***
Options>***Query***
Table: ***Student Schedules***
Field: ***Course***
Operator: ***Equals***
Value: ***Type in the exact course code***
Click ***Search***




The result is a list of students who are registered in the specified course.




| Name | UsualFirst | Photo | Pupil # | Grade | HomePhone | Homeroom | HR Teacher | Daily Code | 1 | 2 | 3 | 4 | 5 | 6 | 8 | 9 | 10 | 11 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Aley, Kent | Kent | | 1413869 | 11 | (250)555-1234 | 56 | Caines, Serg | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Bailey, Thea | Thea | | 279689 | 11 | (250)555-1234 | 35 | Sutherland, Anika | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Delowsky, Anatoli | Anatoli | | 1419047 | 12 | (250)555-1234 | 56 | Caines, Serg | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Eddie, Twila | Twila | | 223591 | 11 | | 36 | Eppler, Zoran | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Elton, Danson | Danson | | 1451386 | 11 | (250)555-1234 | 56 | Caines, Serg | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| MacNab, Eberhard | Eberhard | | 277353 | 11 | (250)555-1234 | 40 | Nimmons, Sonya | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| McHugh, Timo | Timo | | 285493 | 12 | (250)555-1234 | 52 | Salomon, Edelgard | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| McIver, Denean | Denean | | 1414341 | 12 | (250)555-1234 | 56 | Caines, Serg | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Paddon, Colin | Colin | | 228742 | 12 | (250)555-1234 | 39 | Osmachenko, Forrest | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Rutherford, Melanie | Melanie | | 223574 | 11 | (250)555-1234 | 22 | Zozula, Jacoba | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Sakiyama, Cheri | Cheri | | 305154 | 12 | (250)555-1234 | 48 | Stettler, Katie | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Sapinsky, Ethel | Ethel | | 302851 | 11 | (250)555-1234 | 14 | Jung, Jimmy | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |
| Vermaning, Rozmina | Rozmina | | 223573 | 11 | (250)555-1234 | 11 | Sherle, Bryony | ... >> | ... | ... | ... | ... | ... | ... | ... | ... | ... | ... |

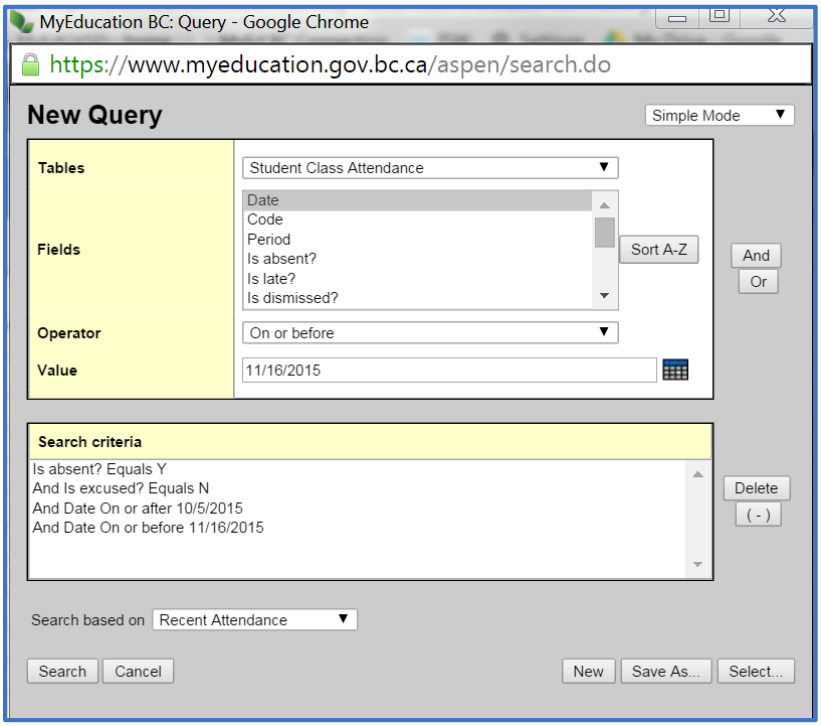
The user may then enter a daily attendance record and push it out to all classes or enter a class attendance record for a specified period, based on the circumstances.

## Appendix C: Querying for Unexcused Absences

### *Class History Side Tab*

Query for unexcused absences in a selected time frame (Recent, Current Month, etc) or delineate a time frame in the query as in the example below.

- Is Absent=Y
- Is Excused=N
- Choose to include a date range or use the ***Search based on*** choices to filter to Recent Attendance (Usually the last 90 days), Current Month, Current School Year, Current week, or Today.
- Choose to save this query for future use.




The resulting spreadsheet contains all unexcused class absence records in the designated time frame. The difficulty then is in identifying the students that have a specified number of absences within the time frame.

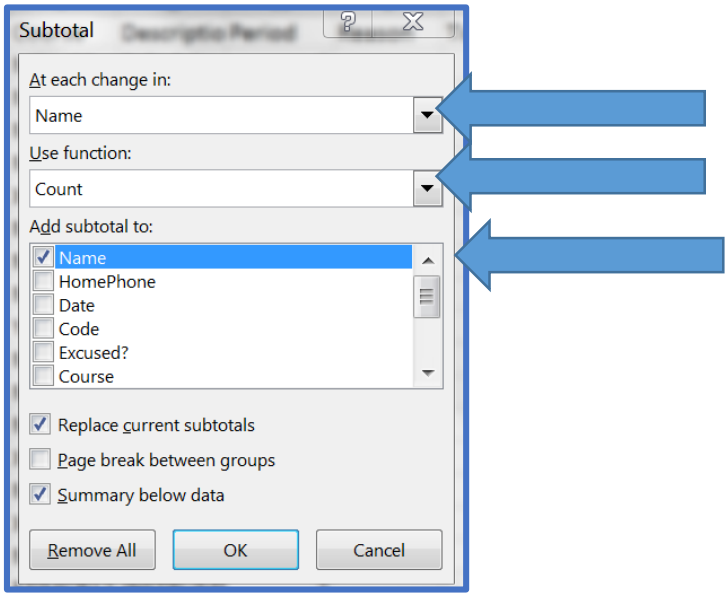
The process in Excel is outlined below.

Export as a CSV file

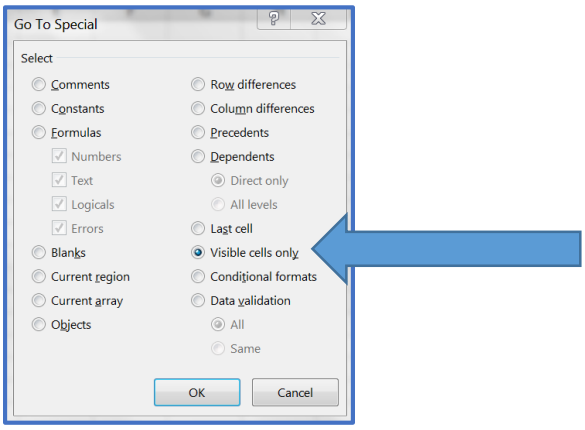
***From Excel:***

- Click ***Data>Select Subtotal***(Top Right)

Enter the following in the pop up window:




- Click ***OK***
- Click the number ***2*** in the left hand side of the screen to collapse the screen to totals for each student.
- Type in ***CNTRL>G***
- Click ***Special***
- And select ***"Visible cells only"***

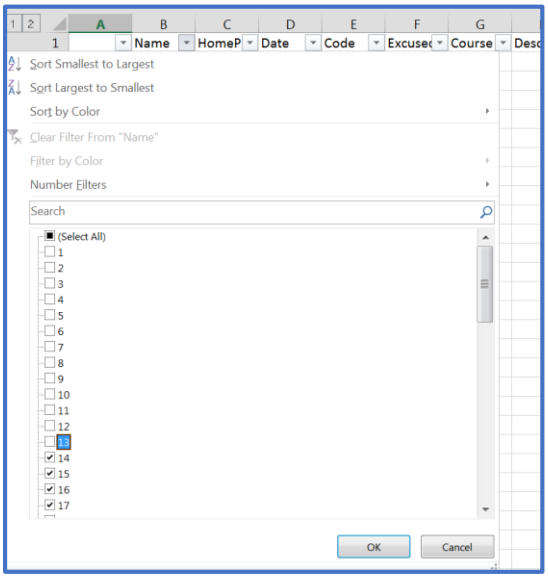



- Click ***OK***
- Type ***CNTL>C*** to copy

Open a new sheet by clicking the ***+ tab*** at the bottom of the XL spreadsheet

Type ***CNTRL>V*** to paste totals on this new sheet.

- Click ***Data>Select Filter***




- Click the down arrow in the name field and deselect the numbers to determine the minimum number of class absences you wish to view.
- Click ***OK***

The result is a spreadsheet with two sheets. Sheet 1 has a list of every class absence for all students who have missed at least one class in the selected time period with totals. Sheet two is customizable to determine the criteria you wish to filter to. ie 20+, or 50+, etc.