



MYEDUCATION BC SECONDARY ATTENDANCE MANAGEMENT USER GUIDE

Contents:

Secondary Attendance Introduction	p. 2
Taking Attendance: Office	p. 2
Viewing, Adding, and Editing <u>Individual</u> Student Attendance Records	p. 11
Taking Attendance from the office by Division	p. 12
Daily Batch Side Tab	p. 14
Taking Attendance: From the Classroom	p. 15
Taking <u>Class</u> Attendance from the Office	p. 16
Modifying Class Attendance Records in the Class Office Side Tab	p. 21
Daily History Side Tab	p. 21
Daily Summary Side Tab	p. 22
Class Trends Side Tab	p. 24
Class History Side Tab	p. 25
Staff Roster Side Tab	p. 26
Attendance Reporting	p. 28
Appendix A: Workflow	p. 36
Appendix B: Taking Attendance for a Specific Course Section	p. 39
Appendix C: Querying for Unexcused Absences	p. 43

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.

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.

Be sure to confirm the date!

Enter last name /portion of last name or Student ID

Set desired Code from the drop down menu

Select Show Popup

Click **Add**

The screenshot shows the 'Attendance' tab in the software. The 'Daily Attendance Office Input' section has a 'Name/ID' field, 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 'Show Popup' checkbox to a callout box that says 'Be sure to confirm the date!'.

Or...

Set desired Code from the drop down menu

Select Show Popup

Click **Add** or **Multi-Add**

This screenshot is similar to the previous one but with different annotations. It highlights the 'Code' dropdown menu, the 'Show Popup' checkbox, and the 'Add' and 'Multi-Add...' buttons.

Student Pick List - Google Chrome

1 Addison, Hana 184 records

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

OK

A red arrow points to the 'OK' button at the bottom left of the popup window.

- 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.

Students

- ☐ Section
- ☐ Homeroom
- ☐ Query
- ☐ Snapshot
- ☐ Selection

Duplicate Records

- ☒ Skip
- ☐ Replace

Selected students: 0

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

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.

Confirm the student name.

Confirm or select the date

Select Multiple Dates for entries spanning a date range.

Name: Addison, Hana 1469766

Date: 2/19/2015

Portion: 1.0000

Absent? ☒

Late? ☐

Dismissed? ☐

Excused? ☒

Other codes:

Reason: Illness

Comment: Parent called.

Save Cancel

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.

Name: Adds, Nicoy 1002830

Start date: 6/3/2015

End date: 6/11/2015

Portion: 1.0000

Absent? ☒

Late? ☐

Dismissed? ☐

Excused? ☒

Other codes:

Reason: Vacation

Comment: Family holiday to Disneyland.

Save Cancel

- Select **Portion** of the day (see details below)
- Click appropriate check boxes including **Excused?** If there has been confirmation of the absence.
- Select **Reason** if applicable(Select from the pick list, or begin to type the reason and the system will autofill)

- Enter **Comment** as required
- Click **Save**

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

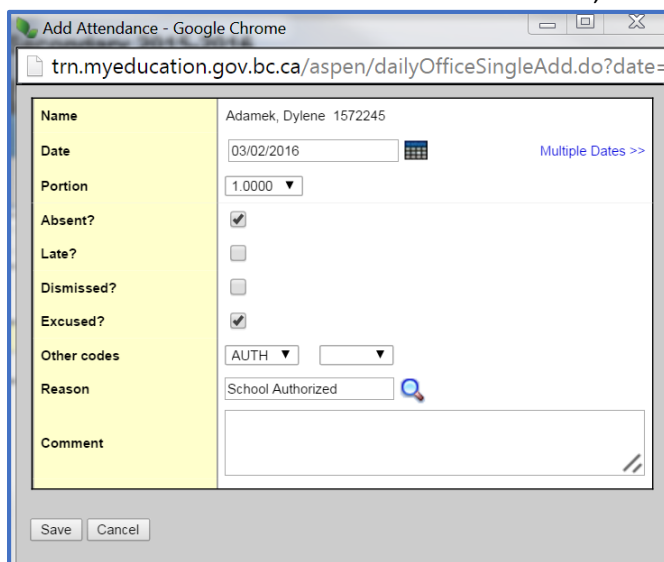


Figure 1 Entering a school authorized absence

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

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

Student	Name	Student > Pupil #	Student > HomePhone	Student > QuickStatus	Student > Grade	Code	Excused?	Reason	Time	Quick Change
Axibal, Sabine		904135	250-555-1234		03	A-E	Y	Parent Excused		A L D P

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

BRITISH COLUMBIA MyEducationBC James Bay Community 2014-2015

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

Options Reports Help

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

Save Cancel

Daily Office Details

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.

Student Attendance Time Tracking

Type Arrival

Time 12:00 PM

Is excused? ☒

OK Cancel

Arrivals & Departures

Type	Time	Is excused?
No matching records		

Save Cancel

Click **Save**

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

Options Reports Help

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

Save

Daily Office Details

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

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.

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

Options Reports Help

Daily Attendance Office Input

Daily Office Details

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.

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

Daily Attendance Office Input

Daily Office Details 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
Addison, Hana	1469766	(250)555-1234		KF	A-E	Y	Illness		A L D P
Adema, Nirmal	701033	(250)555-1234		02	L-E	Y	Illness	In: 11:47 AM	A L D P
Angrove, Hannele	700202	(250)555-1234		03	L-E	Y	Parent Excused	In: 12:00 PM	A L D P
Atto, Cyndy	1176907	(250)555-1234		KF	A	N			A L D P
Axibai, 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.

Pages My Info Student Attendance Gradebook Planner Tools Options Reports Help

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

Class Period 1 Post

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
482063	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

Viewing, Adding, and Editing Individual 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.

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:

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

BRITISH COLUMBIA MyEducationBC Colquitz Middle School SD61 2014-2015

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

Options Reports Help

Classes

Day 1 Period 1 Classes

0 of 12 selected

Course	Description	Primary Staff > Name
ATT-AM-DIV0Matthe	AM Attendance	Matthews, Kaarina
ATT-AM-DIV2Piazza	AM Attendance	Piazza, Gayle
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	Ernington, 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 School View

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

Options Reports Help

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

Save

Daily Office

Daily Roster Students

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	
482963	Fuller, Dasha	2020	Present	
491402	Goldstone, Navi	2020	Present	
471904	Higgins, Kurtis	2020	Present	
480083	Kirkland, Callum	2020	Present	
537573	Lambert, Eszter	2020	Present	
480957	Macaulay, Bryon	2020	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	
969775	Shibata, Laina	2020	Present	
473181	Sidhu, Kim	2020	Present	

Buttons: A L D P

- Make the appropriate selections from the popup window

Attendance Details - Google Chrome

Name: Ayrlis, 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 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

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

Save

Daily Office

Daily Roster Students

Attendance for: 6/5/2015

Pupil #	Name	Year of graduation	Attendance	Code
529489	Bodner, Rena	2020	Present	
480073	Brugge, Benson	2020	A-E* (Illness)	
491359	Burbridge, Elin	2020	Present	
482963	Fuller, Dasha	2020	Present	
491402	Goldstone, Navi	2020	Present	
471904	Higgins, Kurtis	2020	Present	
480083	Kirkland, Callum	2020	Present	
537573	Lambert, Eszter	2020	Present	
480957	Macaulay, Bryon	2020	L-E* (9:00 AM)	
473269	Moisey, Rusty	2020	Present	
473234	Murphy, Maurice	2020	Present	
474378	Reinhart, Tannis	2020	Present	
535990	Robek, Marina	2020	A-E* (Parent Excused)	
472073	Rounds, Jaspreet	2020	Present	
497846	Ruse, Susi	2020	Present	

Buttons: 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 Colquhoun Middle School SD61 2014-2015 School View

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

Options Reports Help

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

Attendance for: 6/5/2015

Pupil #	Name	Year of graduation	Attendance	Code
529489	Bodner, Rena	2020	Present	
480073	Brugge, Benson	2020	A-E [Illness] [edit]	
491359	Burbridge, Elin	2020	Present	
482653	Fuller, Dasha	2020	Present	
491402	Goldstone, Navi	2020	Present	
471904	Higgins, Kurtis	2020	Present	
480083	Kirkland, Callum	2020	Present	
537573	Lambert, Eszter	2020	Present	
480957	Macaulay, Bryon	2020	L-E (9:00 AM) [edit]	
473269	Moisey, Rusty	2020	Present	
473234	Murphy, Maurice	2020	Present	
474378	Reinhart, Tannis	2020	Present	
535960	Robek, Marina	2020	A-E [Parent Excused] [edit]	
472073	Rounds, Jaspreet	2020	Present	
497846	Ruse, Susi	2020	Present	
669775	Shibata, Lana	2020	Present	

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.

Pages My Info Student **Attendance** Gradebook Planner Assessment PD Tools

Options Reports Help

Search on Name

Class Attendance :: 2014-2015 - MCALC12---80 - CALCULUS 12

Class
Input
Seating Chart
Trends

Period 4

Post

1 Adelberg, Sanders 28 records Attendance for: 4/7/2015

Pupil #	Name	Code	Class Attendance	Daily Attendance
215901	Adelberg, Sanders		A [edit]	Present
217069	Ayre, Rolando		Present	Present
518002	Bryson, Amelia		L [edit]	Present
215909	Clack, Cole		Present	Present
1433444	Espinosa, Rochana		A [edit]	Present
878099	Friend, Anatolijus		Present	Present
304205	Harbour, Brodie		A [edit]	Present
215934	Hyman, Erle		Present	Present
1322407	Kaleel, Jorge		Present	Present
259336	Leyland, Anatoli		Present	Present
529366	Lundbek, Mimi		Present	Present
1420353	Mascotto, Thora		Present	Present
223213	Mattice, Alisha		Present	Present

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.

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Tools

Admin

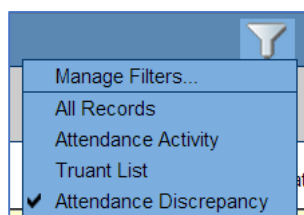
Options

Reports

Help

Search on Name

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.

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Options

Reports

Help

Class Attendance Office Input

Daily Office

Daily Roster

Daily Batch

Daily History

Daily Summary

Class Office

Class Trends

Class History

0 of 9 selected



☐	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.

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Too

Options

Reports

Help

Class Attendance Office Input

Daily Office

Daily Roster

Daily Batch

Daily History

Daily Summary

Class Office

Class Trends

Class History

Staff Roster

Staff History

Staff Covers

0 of 17 selected

☐	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
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

Comment

Save Cancel

Click **Save**

The absence record is recorded in the period selected.



☐	Adamek, Lisa	285680	11	...	>>	A-E	...	...	...
--------------------------	--------------	--------	----	-----	----	-----	-----	-----	-----

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**.

***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 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**

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: 880842, 1492220, 577257

Student IDs:

Date: 6/8/2015

Select period(s): 1

Attendance code: AUTH - Authorized

Attendance Reason: School Authorized

Overwrite existing: ☒

Run Cancel

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.

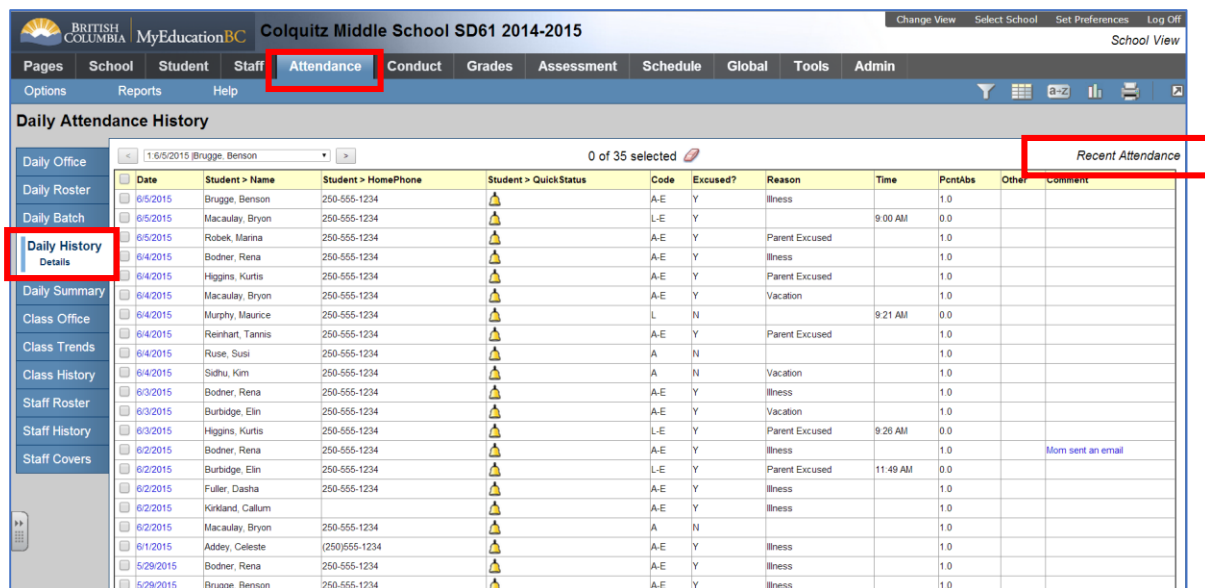
Use the filter to view:

- All Records
- Current Month

- Current School Year
- Current Week

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

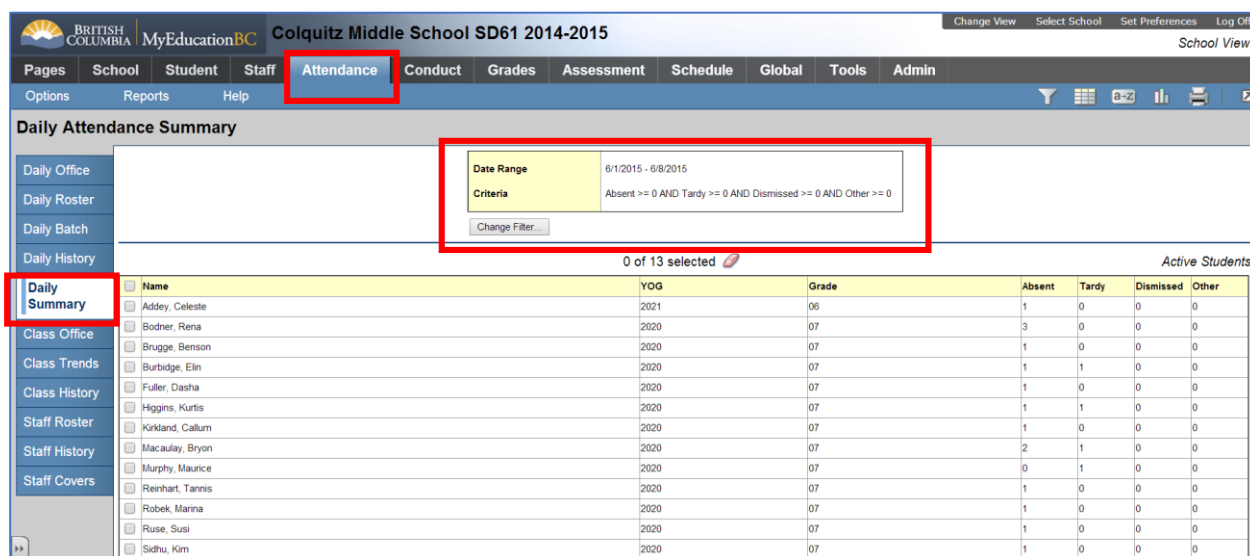
Sort by Student Name field to view all Daily Attendance records grouped by students.



Date	Student > Name	Student > HomePhone	Student > QuickStatus	Code	Excused?	Reason	Time	PctAbs	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	9:28 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		

Daily Summary Side Tab

Allows the user to view daily absence records for the entire school based on criteria set by the user such as date range and number of absences or lates.



Name	YOG	Grade	Absent	Tardy	Dismissed	Other
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**

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

Daily Office
Daily Roster
Daily Batch
Daily History

Daily Summary

Name
Addey, Celeste
Bodner, Rena
Brugge, Benson
Burbidge, Elin
Fuller, Dasha
Higgins, Kurtis
Kirkland, Callum
Macaulay, Bryon
Murphy, Maurice
Reinhart, Tannis
Robek, Marina
Ruse, Susi
Sidhu, Kim

Date Range 6/1/2015 - 6/8/2015
Criteria Absent >= 0 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0
Change Filter

Attendance Details - Google Chrome
trm.myeducation.gov.bc.ca/asp/en/dailySummaryFilterPopup.do?absentCount=0&startDate=6/1/2015&endDate=6/8/2015

Start date 3/23/2015
End date 6/8/2015

Absences Greater than or equal to 3
Tardies Greater than or equal to 0
Dismissals Greater than or equal to 0
Other codes Greater than or equal to 0
Other codes
Reason
Exclude excused ☒

OK Cancel

Active Students

	Absent	Tardy	Dismissed	Other
1	0	0	0	0
3	0	0	0	0
1	0	0	0	0
1	1	0	0	0
1	0	0	0	0
1	1	1	0	0
1	0	0	0	0
2	1	0	0	0
0	1	0	0	0
1	0	0	0	0
1	0	0	0	0
1	0	0	0	0
1	0	0	0	0
1	0	0	0	0

The result is a list of students who match the desired criteria.

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

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

☐ Daily Office
☐ Daily Roster
☐ Daily Batch
☐ Daily History
☒ **Daily Summary**
☐ Class Office
☐ Class Trends
☐ Class History
☐ Staff Roster
☐ Staff History
☐ Staff Covers

Date Range 3/23/2015 - 6/8/2015

Criteria Absent >= 3 AND Tardy >= 0 AND Dismissed >= 0 AND Other >= 0

[Change Filter...](#)

0 of 4 selected

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

Active Students

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

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 Trends

☐ Daily Office
☐ Daily Roster
☐ Daily Batch
☐ Daily History
☐ Daily Summary
☒ **Class Trends**
☐ Class Office
☐ Class History

0 of 19 selected

Course	Description	Classm	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, Hanya	FY	1(1)	1(1)

All Records

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.

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

Daily Office

Daily Roster

Daily Batch

Daily History

Daily Summary

Class Office

Class Trends

Trends

Details

Class History

Staff Roster

Staff History

Staff Covers

Period 1

Post

Enable Attendance Buttons

25 records

Attendance for: 6/8/2015

	Jun																															Totals																
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	A	T	D	O				
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			LE	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					LE	A-E																										2	1	0	0	
Kirkland, Callum																																													1	0	0	0
Lambert, Eszter																																													0	0	0	0
Macaulay, Bryon																																													2	0	0	0
Mosey, Rusty																																													1	0	0	0
Murphy, Maurice																																													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**.

Pages

School

Student

Staff

Attendance

Conduct

Grades

Assessment

Schedule

Global

Tools

Admin

Options

Reports

Help

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

Bodner, Rena

</

Class History Side Tab

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

Class Attendance History

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.

***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.

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

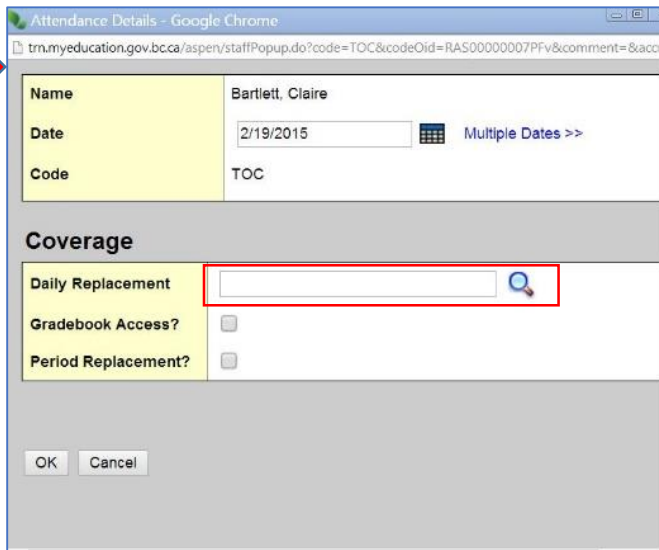
Staff Roster

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
632762	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?** checkbox 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

trn.myeducation.gov.bc.ca/asp/staffPopup.do?code=TOC&codeOid=RAS00000007PFv&comment=&accr

Name	Bartlett, Claire
Date	2/19/2015 Multiple Dates >>
Code	TOC

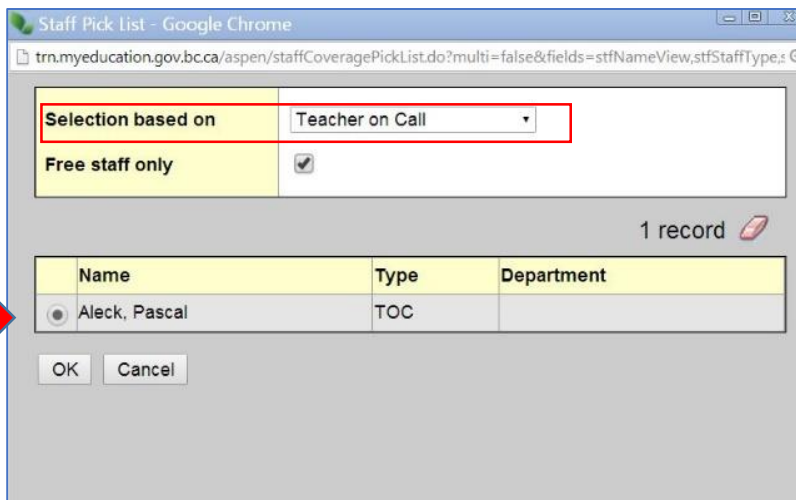
Coverage

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/asp/staffCoveragePickList.do?multi=false&fields=stfNameView,stfStaffType,s

Selection based on	Teacher on Call
Free staff only	☒

1 record

	Name	Type	Department
☒	Aleck, Pascal	TOC	

OK Cancel

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																		
Page 1	Daily Attendance Post Verification for 2/19/2015																		
	February 20, 2015																		
<table border="1"> <thead> <tr> <th>Name</th><th>Time</th></tr> </thead> <tbody> <tr> <td>Bartlett, Claire (Posted by Aleck, Pascal)</td><td>Did Not Post</td></tr> <tr> <td>Hess, Celine</td><td>Did Not Post</td></tr> <tr> <td>Jain, Inga</td><td>Did Not Post</td></tr> <tr> <td>Kant, Endre</td><td>Did Not Post</td></tr> <tr> <td>Reddin, Izabela</td><td>Did Not Post</td></tr> <tr> <td>Walden, Aurora</td><td>Did Not Post</td></tr> <tr> <td>Wardale, Veronique</td><td>Did Not Post</td></tr> <tr> <td>Watch, Buffy</td><td>Did Not Post</td></tr> </tbody> </table>		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
Name	Time																		
Bartlett, Claire (Posted by Aleck, Pascal)	Did Not Post																		
Hess, Celine	Did Not Post																		
Jain, Inga	Did Not Post																		
Kant, Endre	Did Not Post																		
Reddin, Izabela	Did Not Post																		
Walden, Aurora	Did Not Post																		
Wardale, Veronique	Did Not Post																		
Watch, Buffy	Did Not Post																		

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

Daily Attendance Totals

Greater Victoria

James Bay Community

Page 1

Daily Attendance Totals

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	-	-	-	-
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

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.

BC Class Student List

School Column One Label Column Two Label Column Three Label Column Four Label Column Five Label Column Six Label Column Seven Label Column Eight Label Column Nine Label Column Ten Label Sections to include Search value Include study sections Sort results by Format	Colquitz Middle School SD61 All ▼ ☐ Course ▼ Adobe Acrobat (PDF) ▼
--	--

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																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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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.

Class Attendance Post History

Start date
11/3/2015

End date
11/17/2015

Select class
MAC--11----30

Sort results by
Date

Ascending order
☒

Format
Adobe Acrobat (PDF)

Run Cancel

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
	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	

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.

The screenshot shows the 'Class Attendance' interface for the 2014-2015 school year, specifically for the class 'MCALC12---80 - CALCULUS 12'. The interface includes a navigation bar with tabs like 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Assessment', 'PD', and 'Tools'. Below the navigation bar, there are sections for 'Options', 'Reports', and 'Help'. The main area displays 'Class Attendance :: 2014-2015 - MCALC12---80 - CALCULUS 12'. On the left, there is a sidebar with 'Class' and 'Input' options. The main table shows a list of students with columns for 'Pupil #', 'Name', 'Code', 'Class Attendance', and 'Daily Attendance'. The table is filtered for 'Period 4' and shows 28 records. The 'Class Attendance' column contains 'A' for Absent and 'L' for Late. The 'Daily Attendance' column shows 'Present' for each student. The interface also includes a search bar, a date selector, and a 'Post' button.

Pupil #	Name	Code	Class Attendance	Daily Attendance
215901	Adelberg, Sanders		A [edit]	Present
217069	Ayre, Rolando		Present	Present
518002	Bryson, Amelia		L [edit]	Present
215909	Clack, Cole		Present	Present
1433444	Espinosa, Rochana		A [edit]	Present
879099	Friend, Anatolijus		Present	Present
304205	Harbour, Brodie		A [edit]	Present
215934	Hyman, Erle		Present	Present
1322407	Kaleel, Jorge		Present	Present
259336	Leyland, Anatoli		Present	Present
529366	Lundbek, Mimi		Present	Present
1420353	Mascotto, Thora		Present	Present
223213	Mattice, Alisha		Present	Present

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**.

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

Options Reports Help Search on Name

Class Attendance Office Input

0 of 4 selected Date: 4/7/2015

Name	UsualFirst	Photo	Pupil #	Grade	HomePhone	Homeroom	HR Teacher	Daily Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Adelberg, Sanders			215901	12	(250)555-1234	22		>>				A																
Bryson, Amelia			518002	12	(250)555-1234	25		>>				L																
Espinosa, Rochana			1433444	12	(250)555-1234	23	Tolhurst, D	>>				A																
Harbour, Brodie			304205	12	(250)555-1234	26		>>				A																

Class Office

Class Trends

Class History

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.

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 17 selected Date: 4/7/2015

Student > Name	Student > Pupil #	Student > QuickStatus	Student > Grade	Code	Reason	Time	Quick Change
Adema, Edlira	1426558		12	A-E AUTH	Team Activity		A L D P
Ahmed, Warren	285846		10	A-E AUTH	Team Activity		A L D P
Akbar, GERALYN	302811		12	A-E AUTH	Team Activity		A L D P
Albertson, Sunny	1334385		11	A-E AUTH	Team Activity		A L D P
Collison, Ellie	216072		10	A-E	Illness		A L D P
Darling, Borje	1504841		10	A-E	Illness		A L D P
Dellert, Con	285680		09	A-E	Illness		A L D P
Devito, Amanjoat	441075		11	A-E	Illness		A L D P
Dinsdale, Rosaria	216877		09	A-E	Illness		A L D P
Doran, Karlic	1319724		11	A-E	Illness		A L D P
Durban, Debborah	339611		11	A-E	Illness		A L D P
Esau, Jeffery	305217		10	A-E	Illness		A L D P
Esford, Blanche	1432210		12	A-E	Illness		A L D P
Evans, Vinod	244237		11	A-E	Illness		A L D P
Fleetwood, Rodger	300161		11	L		In: 9:00 AM	A L D P
Flett, Cayley	228764		12	L		In: 9:00 AM	A L D P
Flintstone, Vanessa	442839		10	L		In: 9:00 AM	A L D P

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 were 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.

Select to show all
students in the same
period ie Art 9/10

Class Attendance :: 2014-2015 - MAC--11---60 - ACCOUNTING 11

Class
Input
Seating Chart
Trends

Period 2

Post

21 records

Attendance for: 4/8/2015

Show all students in class

Pupil #	Name	Code	Class Attendance	Daily Attendance
217446	Auld, Rowena		Present	Present
1413969	Canuthers, Darine		Present	Present
285569	Eckert, Ardis		Present	Present
680316	Eli, Terrell		Present	Present
285509	Ervington, Ahmed		Present	Present
219442	Ferris, Maralyn		Present	Present
514946	Hamop, Syrus		Present	Present
223173	Idema, Carson		Present	Present
223234	Keppler, Ernest		Present	Present
708458	Nylander, Narissa		Present	Present
302797	O'Neal, Ervinia		Present	Present
300908	Orr, Boris		Present	Present
1147815	Pantic, Kaslo		Present	Present
527794	Pederson, Huia		Present	Present
527168	Peschke, Becky		Present	Present
286289	Runkle, Basil		Present	Present
286058	Rygg, Palmer		Present	Present
1451429	Street, Frankie		Present	Present
440594	Tronson, Chico		Present	Present
391223	Vicic, Jonas		Present	Present
285622	Yemen, Isaac		Present	Present

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

BRITISH COLUMBIA MyEducationBC Mount Douglas Secondary 2014-2015
Avila, Ayako

Pages My Info Student Attendance Gradebook Planner Tools

Options Reports Help

Class Attendance :: 2014-2015 - YESFL1BX--20 - INTERCULTURAL STUDIES 11

Grid Dimensions

Grid width: 5
Grid height: 4

Reset Resize Trim

Unseated Students

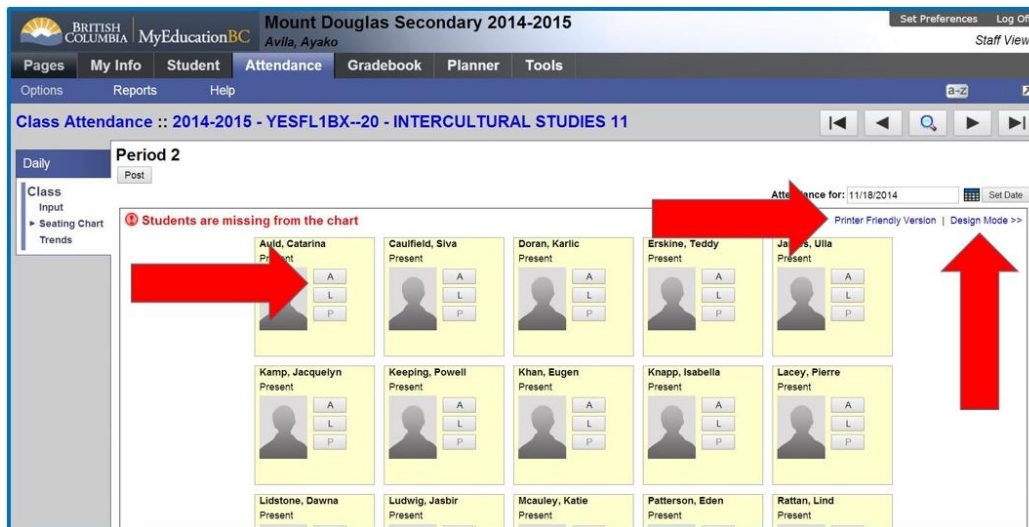
Kamp, Jacquelyn
Keeping, Powell
Khan, Eugen
Knapp, Isabella
Lacey, Pierre
Lidstone, Dawna
Ludwig, Jasbir
Mcauley, Katie

Seating Positions

Auld, Catarina
Caulfield, Siva
Doran, Karlic
Erskine, Teddy
James, Ulla

<< Exit Design Mode

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**

MyEducation BC: Query - Google Chrome

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

New Query

Simple Mode

Tables	Student Schedules
Fields	Enrollment detail counts Study criteria Master Schedule > Schedule Unrotated Schedule Track ID Course
Operator	Equals
Value	MAF--11----30

Sort A-Z

And

Or

Search criteria

Student Schedules > Course Equals MAF--11----30

Delete

(-)

Search based on All Records

Search Cancel New Save As... Select...

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

Class Attendance Office Input

0 of 13 selected

Date: 4/8/2015

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	...	...	...	...	...	...	...	...	...	...	...
Vermaing, 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 screenshot shows the 'New Query' window in the MyEducation BC system. The interface is titled 'MyEducation BC: Query - Google Chrome' and the URL is 'https://www.myeducation.gov.bc.ca/aspen/search.do'. The window is set to 'Simple Mode'. It features a 'Tables' section with 'Student Class Attendance' selected. The 'Fields' section lists 'Date', 'Code', 'Period', 'Is absent?', 'Is late?', and 'Is dismissed?'. The 'Operator' is set to 'On or before' and the 'Value' is '11/16/2015'. The 'Search criteria' section shows a list of criteria: 'Is absent? Equals Y', 'And Is excused? Equals N', 'And Date On or after 10/5/2015', and 'And Date On or before 11/16/2015'. The 'Search based on' dropdown is set to 'Recent Attendance'. At the bottom, there are buttons for 'Search', 'Cancel', 'New', 'Save As...', and 'Select...'.

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.

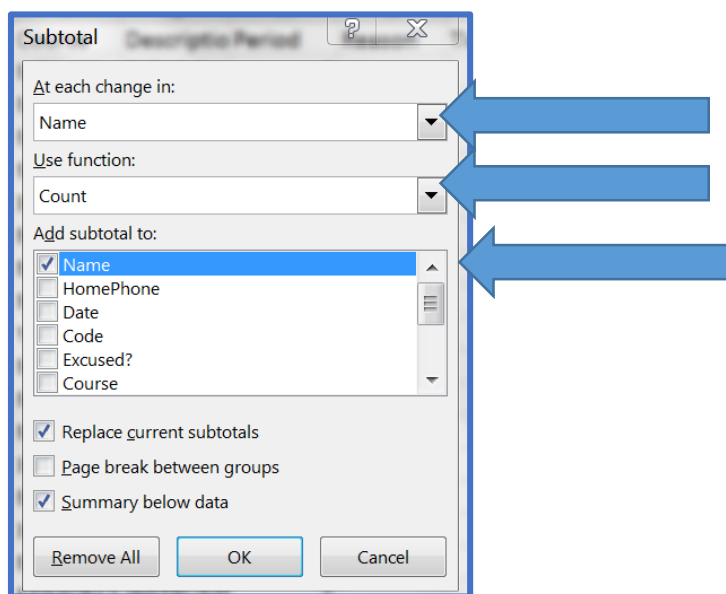
The process in Excel is outlined below.

Export as a CSV file

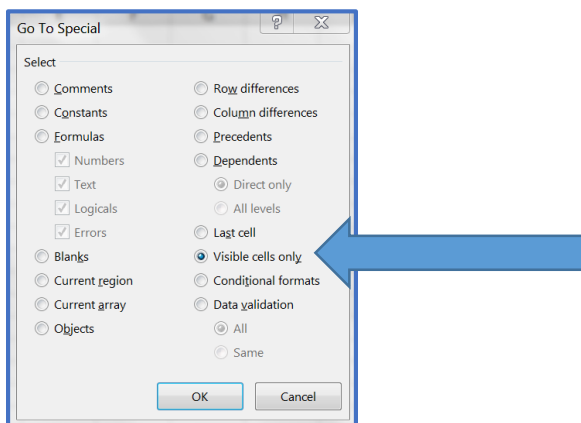
From Excel:

- 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"**



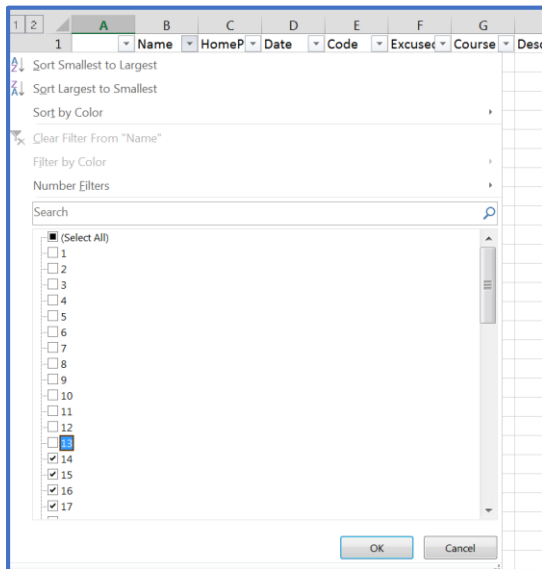
- Click **OK**
- Type **CNTRL>C** to copy

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.