

# Synrevoice Daily Attendance Instructions for MyEducation BC

From the Attendance Top Tab / Daily Office Side Tab  
Select the Filter - Daily Office – Absence Unexcused

This will display the Students to be called

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

0 of 5 selected

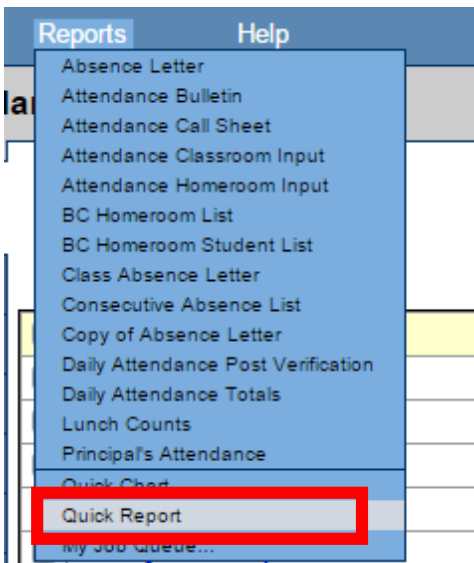
<input type="checkbox"/>	Student > Name	Student > Usual Name	Student > Pupil #	Student > Quick Status
<input type="checkbox"/>	Hussein, Loul	Hussein, Loul	1434867	
<input type="checkbox"/>	Khan, Ena Faisal	Khan, Ena	1520281	
<input type="checkbox"/>	Osman, Ali	Osman, Ali	1434813	
<input type="checkbox"/>	Osman, Mohamed	Osman, Mohamed	1434852	
<input type="checkbox"/>	Webber, Justin	Webber, Justin	1417403	

Search on Name

Manage Filters...

Today - Abs Unexcused

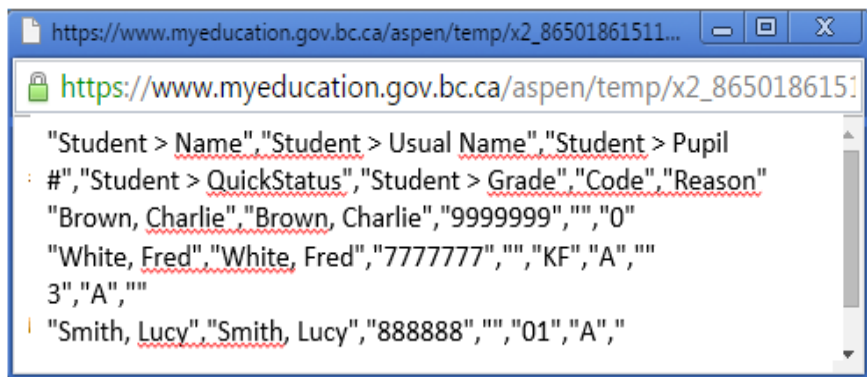
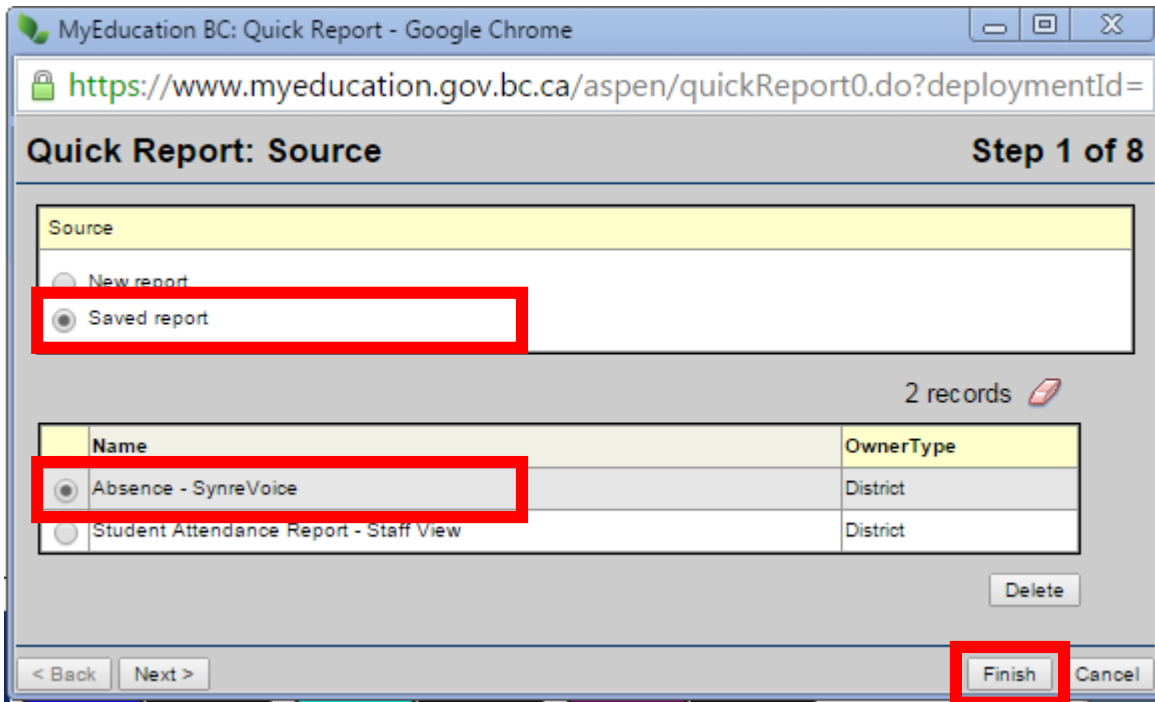
Daily Office - Absence Unexcused



From Reports / Click Quick Report

Select Saved Reports / Absence – Synrevoice

Select Finish



A pop up window will appear showing the students to be dialed. Right Click and Save the File. This creates the file to upload to Synrevoice for the Attendance Callout.