

Attendance Activity Records – Q & A

Q. What do we do if working with a snapshot for entering attendance activity records doesn't fit for us?

- A. You can enter a student manually in the **Daily Office** side tab by entering their name in the **Name/ID field**, ensuring the **Code** is set to **Onsite** and clicking the **Add** button. As an alternative, you can click the **Multi-Add** button, click the radio button next to **Selection**, query for and select the students, then click on **OK**. Once you are back in the **Multi-Add** window, ensure the **Portion** field shows **0.0000**, the **Absent?** checkbox is deselected and you have selected **Onsite** as the **Other Code**. Click **Save**.

Q. I work at an elementary school. Can I use the **Daily Roster** side tab to mark students onsite?

- A. Yes you can! The **Onsite** and **P** buttons are available in the **Daily Roster** side tab. Use the **Post** button to update the student records after making the changes.

Q. Is it okay to mark all of the students as being onsite and then on a daily basis change those who don't come in?

- A. Yes.

Q. I work at a secondary school and we don't do daily attendance. It's done per block. Can we continue to do attendance in this manner?

- A. All three levels of school will be using daily attendance during this time.

Q. If we have students coming in for 10 minutes to clean out their lockers, do we have to take their attendance as well?

- A. No, it isn't necessary to create an attendance activity record, however, it is important to track their arrival and departure outside of MyEducation BC.

Q. Do we need to push out attendance or is the daily code sufficient?

- A. The daily code is sufficient. There is no need to push attendance.


Q. Can teachers do their own attendance? Or is it just for the office?

- A. The schools we spoke with advised they will be recording which students have arrived at the school entry point. They may choose to record this on paper, which would then be given to the office staff to record in MyEducation BC.

Q. The e-mail message sent out advises that attendance must be entered by 2:00 pm. Is this a firm deadline?

- A. Yes, this is a firm deadline.

Q. Is there a way to print daily reports showing who is in the school?

- A. The entries are listed in the **Daily History** side tab. You can extract the data by clicking on the **Quick Print**  icon and selecting one of the available print options – **Web Page (HTML)**, etc.