

Tracking Students On Site Using an Attendance Code

Daily attendance recording in MyEducation BC begins this Monday June 1, 2020 as a requirement set forth by the BC Ministry of Education. The process is slightly different from regular attendance processes we are used to. Prior to Spring Break, attendance was taken by marking students absent. Throughout June, attendance will be only taken for students who are “On Site”. Attendance processes may shift in the Fall and we will update as new information becomes available. These instructions explain how to use the new “OnSite” code to create an attendance activity record, **without creating an absence**.

How to Create an Attendance Activity Record

Attendance activity records are created in School view > Attendance Top tab > Daily Office Side tab. All three levels of school will be using this path. Records can be created manually by searching for an individual student or by using the Multi-Add button and selecting a snapshot.

Creating an Attendance Activity Record Manually

If you want to add a student manually, you can do so by entering the student’s name or Pupil number in the Name/ID field, ensure the code is set to “Onsite”, then click the Add button.

This is what the activity record looks like:

| Student > Name | Student > Pupil # | Student > QuickStatus | Student > Grade | Code | Reason | PntAbs | Time | Quick Change |
|---|-------------------|-----------------------|-----------------|--------|--------|--------|------|---|
| <input checked="" type="checkbox"/> Aaffassa, Aafelia | 2484766 | | 10 | OnSite | | 0.0 | | OnSite <input type="button" value="P"/> |

If the student has been marked as Onsite by mistake, simply click the “P” button in the Quick Change column, then click the OK button to confirm deletion:

myeducation.gov.bc.ca says

Mark Aaffassa, Aafelia present? This will delete the existing attendance record.

OK

Cancel

You may find it more convenient to have snapshots created based on how many times per week the students will be attending. Below are some suggestions on what snapshots you may want to create:

Elementary schools:

- Students attending 5 days/week, students attending in Rotation 1 or students attending in Rotation 2

Middle schools:

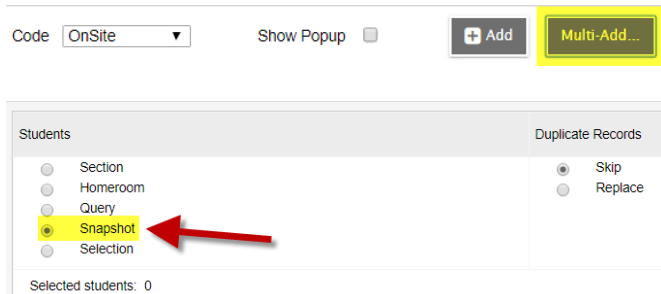
- Students attending 5 days/week, or 4 rotations, 1 each for Monday to Thursday

High schools:

- Students attending 5 days/week, or 4 rotations, 1 each for Monday to Thursday

Creating an Attendance Activity Record from a Snapshot

If you want to create attendance activity records for multiple students in a snapshot, click the Multi-Add button, then select the radio button for Snapshot:



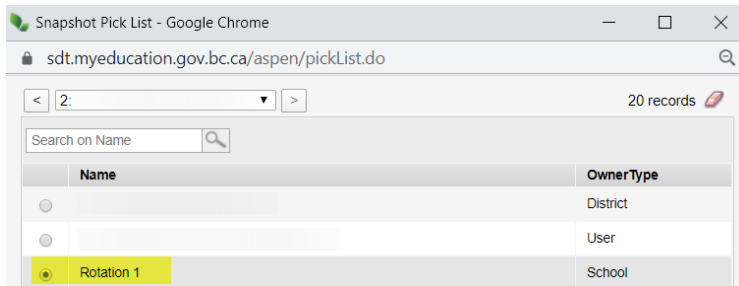
Code: Show Popup:

Students: Section Homeroom Snapshot Selection

Duplicate Records: Skip Replace

Selected students: 0

Select your snapshot from the list and click OK at the bottom of the pick list window:



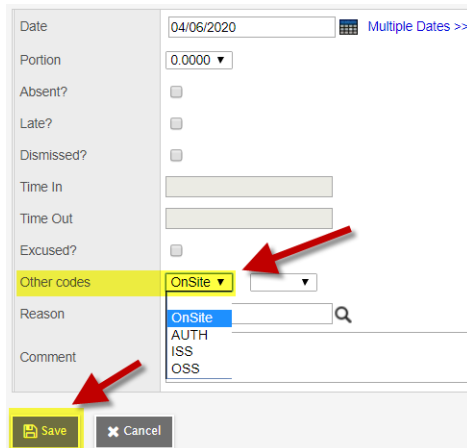
Snapshot Pick List - Google Chrome

sdt.myeducation.gov.bc.ca/aspern/pickList.do

2: 20 records

| Name | OwnerType |
|---|-----------|
| <input type="radio"/> | District |
| <input type="radio"/> | User |
| <input checked="" type="radio"/> Rotation 1 | School |

Click the drop-down arrow for Other codes and select "OnSite". Click Save.



Date: 04/06/2020

Portion: 0.0000

Absent?:

Late?:

Dismissed?:

Time In:

Time Out:

Excused?:

Other codes:

Reason:

Comment:

All of the students in the snapshot appear in the list with a code of “Onsite”. If there are students included in this snapshot who are not onsite that day, simply click the “P” button in the Quick Change column, then click the OK button to confirm deletion:


myeducation.gov.bc.ca says


Mark Aaffassa, Aafelia present? This will delete the existing attendance record.

OK

Cancel

The Attendance Activity Records will show up in the students’ Attendance side tab, Daily Attendance sub side tab:

Student List :: 10 - Aaffassa, Aafelia 

0 of 1 selected  Current Year

| Date | Code | Time | Absent? | Late? | Dismissed? | Reason | Excused? | PcntAbs | Other |
|------------|--------|------|---------|-------|------------|--------|----------|---------|--------|
| 04/06/2020 | OnSite | | N | N | N | | N | 0.0 | OnSite |