

Secondary Attendance in the Office

School View > Attendance TT > Class Office ST

Individual Students who are absent entire day

1. Find the student whose record you would like to update
2. Click on the ellipsis (...) in the Daily Code column

Class Attendance Office Input

Daily Office: Options Reports Help Search on Name

Daily Roster: 1.Aali, Iyshana 0 of 754 selected

Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2	P3	P4
Aali, Iyshana	Aali, Iyshana	824538	08
Ab, Evaristorosa	Ab, Evaristorosa	1388289	09
Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12
Admad, Francessherry	Admad, Francessherry	1572542	09
Adwardchin, Andrewomancy	Adwardchin, Andrewomancy	824822	10

3. Fill in the necessary information: absent, excused?, portion absent 1.0

Student Attendance - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/classOfficeDailyDetail.do?date=11/16/2016&student=stdX2000824538&prefix=ATT&context=attenda

Student > Name: Aali, Iyshana

Date: 11/16/2016

Absent?

Late?

Dismissed?

Excused?

Portion absent: 0.0000

Other code: [dropdown]

Other code 2: [dropdown]

Reason: [text input]

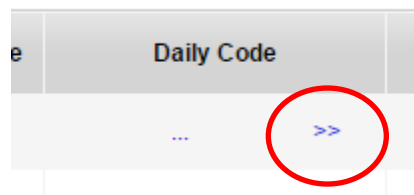
Comment: [text area]

Arrivals & Departures

Type	Time	Is excused?
No matching records		

Add Delete

4. Save
5. Click on the >> in the Daily code column to push the attendance to all Periods



6. A pop up appears – Select Ok

Class Attendance Office Input

Daily Office

Options Reports Help Search on Name

Daily Roster

Daily Batch

Daily History

1:Aali, lyshana 0 of 754 selected

Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2	P3	P4	P5	P6
Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E	A-E	A-E
Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>

Individual Students that are absent a portion of the day

1. Find the student whose record you would like to update
2. Click the ellipsis in the Period column in which the student will be absent

P1	P2	P3	P4
A-E	A-E	A-E	A-E
...
...

3. A popup will appear with the Course Information

Name: Ab, Evaristorosa

Course: MADFS09-03

Period: P3

Date: 11/16/2016

Is absent?

Is late?

Is dismissed?

Is excused?

Other code:

Other code 2:

Reason:

Comment:

Save Cancel

4. Fill in the necessary information
5. Save
6. An absence will appear for only that period

Options Reports Help Search on Name

1:Aali, lyshana 0 of 754 selected

Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2	P3	P4
Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E
Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>	A-E	...
Adamscheck ,Jaskirathkaur	Adamscheck ,Jaskirathkaur	1562604	12	>>				

Lates and Dismissals

1. Find the student whose record you would like to update
2. Click on the ellipsis (...) in the Daily Code column
3. Fill in the necessary information, Absent, Late, Portion absent, excused?
4. Click Add below the Arrivals & Departures

Arrivals & Departures

Type	Time	Is excused?	
No matching records			

5. Select Type, Time arrived or Time dismissed, and if it is excused

Type

Time *


Is excused?

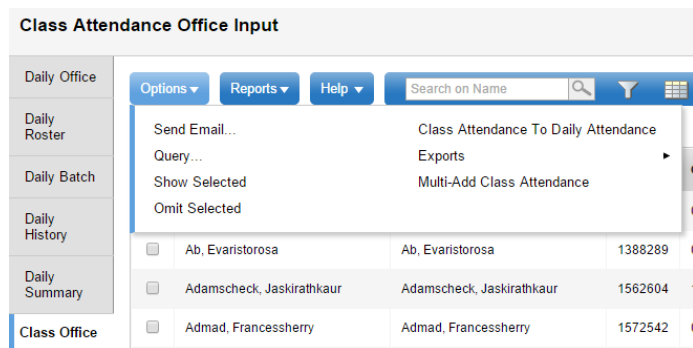
6. Click Ok
7. Click Save

Daily History	<input type="checkbox"/>	Aali, lyshana	Aali, lyshana	824538	08	A-E	>>
Daily Summary	<input type="checkbox"/>	Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	...	>>
Class Office	<input type="checkbox"/>	Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12	L (9:05 AM)	>>
	<input type="checkbox"/>	Admad, Francessherry	Admad, Francessherry	1572542	09	A (12:30 PM)	>>

Multi-Add Attendance

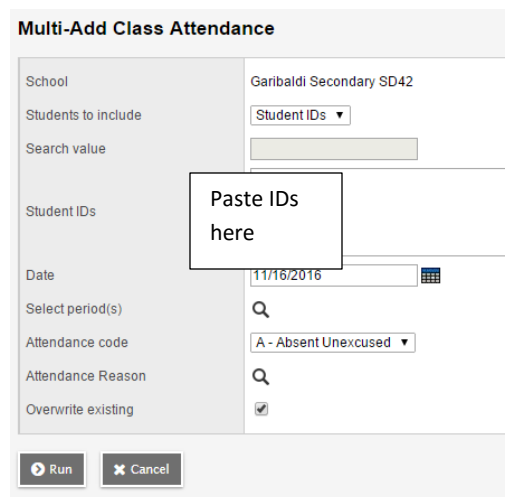
You may like to use this option to enter multiple absences from your call-in sheet (e.g. all students who are absent-excused for the day).

1. Select all of the students you would like to work with by checking the box beside the name of the student. Once you've selected all students who will be absent, go to Options > Show Selected.
2. Go to Quick Reports  and select the CSV option. This will export your students' information to an excel document.
3. In your excel document, highlight the column with Pupil #s. Copy the Pupil #s with Ctrl C or right click and copy.
Now back to MyEdBC
4. Options > Multi-Add Class Attendance



	Ab, Evaristorosa	Ab, Evaristorosa	1388289	0
<input type="checkbox"/>	Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	1
<input type="checkbox"/>	Admad, Francessherry	Admad, Francessherry	1572542	0

5. A pop up appears
Paste your pupil numbers into the box called Student IDs. Select the periods the student will be absent by clicking on the magnifier next to Select Period(s). Select the Attendance code
6. Click Run. All of the students selected will now be marked with the Attendance code you selected



Multi-Add Class Attendance

School: Garibaldi Secondary SD42

Students to include: Student IDs

Search value:

Student IDs:

Date: 11/16/2016

Select period(s):

Attendance code: A - Absent Unexcused

Attendance Reason:

Overwrite existing: