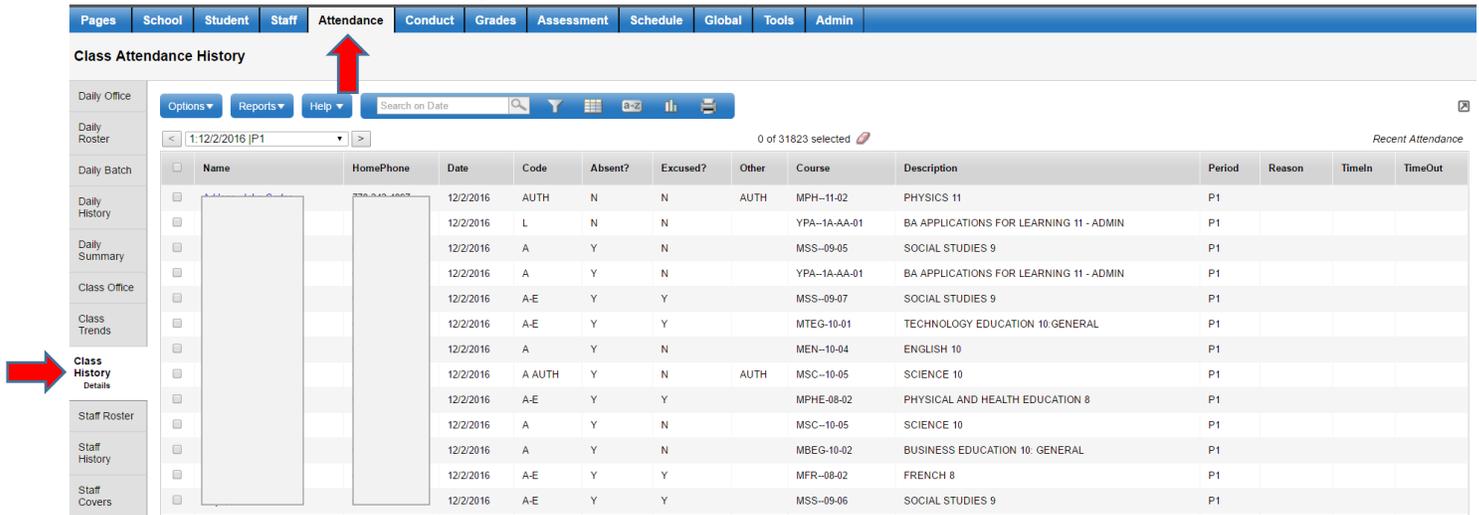


# Attendance by Period

1. School View → Attendance top tab → Class history side tab.



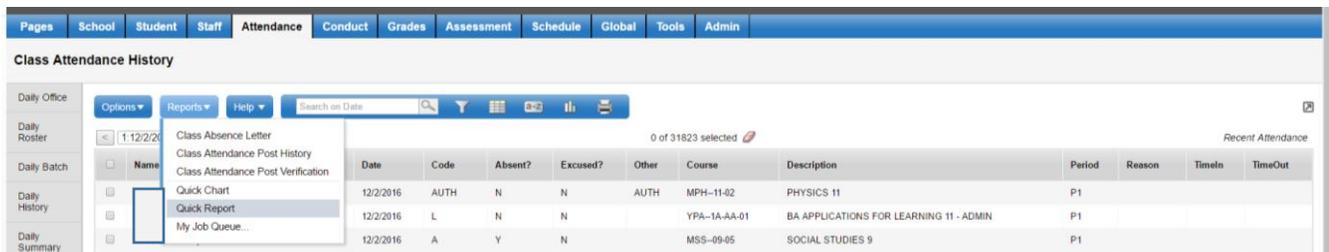
Class Attendance History

Options Reports Help Search on Date

1:12/2/2016 | P1 0 of 31823 selected Recent Attendance

Name	HomePhone	Date	Code	Absent?	Excused?	Other	Course	Description	Period	Reason	TimeIn	TimeOut
		12/2/2016	AUTH	N	N	AUTH	MPH-11-02	PHYSICS 11	P1			
		12/2/2016	L	N	N		YPA-1A-AA-01	BA APPLICATIONS FOR LEARNING 11 - ADMIN	P1			
		12/2/2016	A	Y	N		MSS-09-05	SOCIAL STUDIES 9	P1			
		12/2/2016	A	Y	N		YPA-1A-AA-01	BA APPLICATIONS FOR LEARNING 11 - ADMIN	P1			
		12/2/2016	A-E	Y	Y		MSS-09-07	SOCIAL STUDIES 9	P1			
		12/2/2016	A-E	Y	Y		MTEG-10-01	TECHNOLOGY EDUCATION 10 GENERAL	P1			
		12/2/2016	A	Y	N		MEN-10-04	ENGLISH 10	P1			
		12/2/2016	A AUTH	Y	N	AUTH	MSC-10-05	SCIENCE 10	P1			
		12/2/2016	A-E	Y	Y		MPHE-08-02	PHYSICAL AND HEALTH EDUCATION 8	P1			
		12/2/2016	A	Y	N		MSC-10-05	SCIENCE 10	P1			
		12/2/2016	A	Y	N		MBEG-10-02	BUSINESS EDUCATION 10 GENERAL	P1			
		12/2/2016	A-E	Y	Y		MFR-08-02	FRENCH 8	P1			
		12/2/2016	A-E	Y	Y		MSS-09-06	SOCIAL STUDIES 9	P1			

2. Go to Reports → Quick Reports → Saved Report → Attendance by Period → Finish.



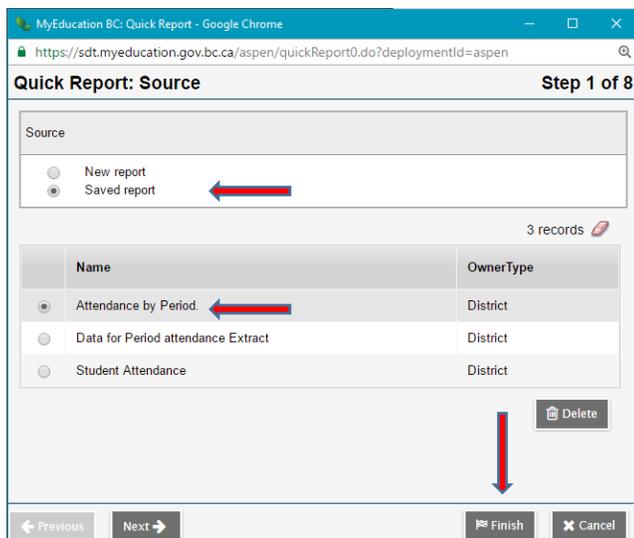
Class Attendance History

Options Reports Help Search on Date

1:12/2/2016 0 of 31823 selected Recent Attendance

- Class Absence Letter
- Class Attendance Post History
- Class Attendance Post Verification
- Quick Chart
- Quick Report**
- My Job Queue...

Date	Code	Absent?	Excused?	Other	Course	Description	Period	Reason	TimeIn	TimeOut
12/2/2016	AUTH	N	N	AUTH	MPH-11-02	PHYSICS 11	P1			
12/2/2016	L	N	N		YPA-1A-AA-01	BA APPLICATIONS FOR LEARNING 11 - ADMIN	P1			
12/2/2016	A	Y	N		MSS-09-05	SOCIAL STUDIES 9	P1			



MyEducation BC: Quick Report - Google Chrome

https://sdt.myeducation.gov.bc.ca/aspn/quickReport0.do?deploymentId=aspn

Quick Report: Source Step 1 of 8

Source

New report

Saved report

3 records

Name	OwnerType
<input checked="" type="radio"/> Attendance by Period	District
<input type="radio"/> Data for Period attendance Extract	District
<input type="radio"/> Student Attendance	District

Delete

Previous Next Finish Cancel

3. This is how to read the report and it will look slightly different school to school. It will depend on how your school has entered attendance at the office level

Name	Student > Grade	Date	Code	Absent?	Excused?	Master > Course	Master > Description	Period	Reason
	08	10/12/2016	A-E	Y	Y	XAT--12-TA-26	ASSIGNED TIME 12 TEACH ADV	TA	Field Trip
	08	11/15/2016	A	Y	N	XAT--12-TA-26	ASSIGNED TIME 12 TEACH ADV	TA	
	08	10/12/2016	A-E	Y	Y	MEN--08-02	ENGLISH LANGUAGE ARTS 8	P2	Field Trip
	08	11/17/2016	AUTH	N	N	MEN--08-02	ENGLISH LANGUAGE ARTS 8	P5	Field Trip
	08	10/7/2016	A-E	Y	Y	MFR--08-01	FRENCH 8	P1	Field Trip
	08	10/12/2016	A-E	Y	Y	MFR--08-01	FRENCH 8	P3	Field Trip
	08	10/12/2016	A-E	Y	Y	MMA--08-02	MATHEMATICS 8	P1	Field Trip
	08	11/3/2016	L	N	N	MMA--08-02	MATHEMATICS 8	P4	
	08	11/17/2016	AUTH	N	N	MMA--08-02	MATHEMATICS 8	P4	Field Trip
	08	10/12/2016	A-E	Y	Y	MSC--08-02	SCIENCE 8	P4	Field Trip
	08	11/29/2016	L	N	N	MSC--08-02	SCIENCE 8	P1	

← This is a summary for 1 student, showing his attendance record.

Summary Name: <input type="text"/>		
Totals	Absent?: N	4
	Absent?: Y	7
	Code: A	1
	Code: A-E	6
	Code: AUTH	2
	Code: L	2
	Master > Description: ASSIGNED TIME 12 TEACH ADV	2
	Master > Description: ENGLISH LANGUAGE ARTS 8	2
	Master > Description: FRENCH 8	2
	Master > Description: MATHEMATICS 8	3
	Master > Description: SCIENCE 8	2

← This is the total number of attendance records. Absent N = total number of non-absences (late, auth...etc.) Absent Y= total number of absences (A. AE...etc.)

← Total number of absences, absences excused, lates, auth..etc. This will reflect the codes you are using when entering attendance.

← Indicates how many absences based on their course.

## NOTES

- 1) If you want to filter for a particular grade, use the  and choose Grade level = and enter the grade you want to run. **Do this before you run the report.**
- 2) If you want to filter for a particular student, use the  and choose Name = and enter the last name, first name of the student. **Do this before you run the report.**
- 3) If you want to filter for a particular student using pupil number, use the  and choose Pupil # = and enter a student's pupil number. **Do this before you run the report.**