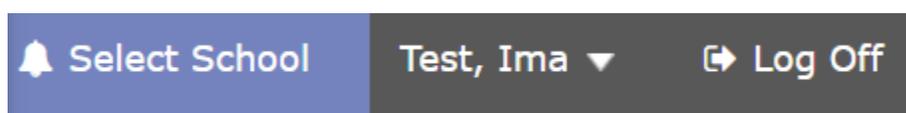# TTOC Attendance
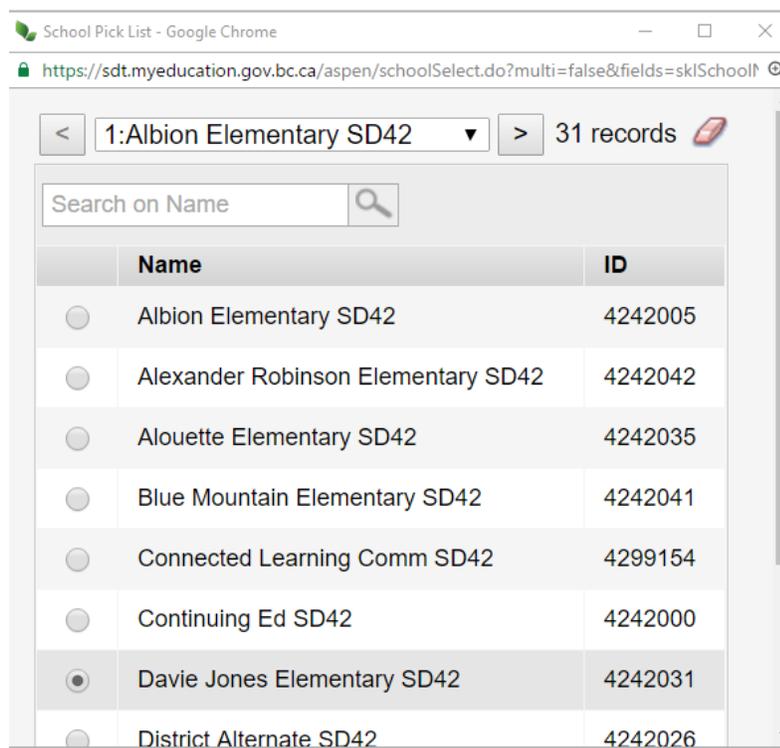
1 LOG IN AND SELECT YOUR SCHOOL

Log in to MyEdBC using your ttoc login id. When you log on to MyEdBC, you must **first select the school** you have been assigned to by going up to the top right corner of your screen and clicking on "Select School"
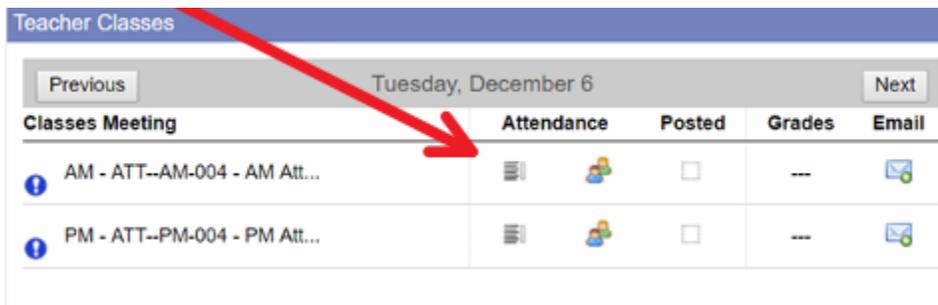

Pick your worksite from the School Pick List. You can search for your school in the search box.

2   SCROLL DOWN TO VIEW THE ATTENDANCE

- Select the attendance for your current class by clicking on the small icon in that row

3   DO YOUR ATTENDANCE

- Click on the "A" if the student is absent.
- Click on the "L" if the student has arrived late to class and before post time
- Click on the "AE" if you were notified that the student would be away today
- When you are finished entering the absences, **click "Post"** to send your attendance to the office.

**Hint: Some teachers may have created a Seating Chart with photos. You can take your attendance from this view as well ☺

Congratulations, you have successfully completed attendance for this period!

myedbc.sd42.ca