

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 <u>first select the school</u> 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.

	School Pick	c List - Google Chrome	- 🗆	×			
۵	https://sd	t.myeducation.gov.bc.ca/aspen/schoolSelect.do?multi=fa	lse&fields=sklSchool	Ð			
	< 1	Albion Elementary SD42 V > 31	records 🥖	Î			
	Search on Name						
		Name	ID				
	\bigcirc	Albion Elementary SD42	4242005	1			
	\bigcirc	Alexander Robinson Elementary SD42	4242042	1			
	\bigcirc	Alouette Elementary SD42	4242035	1			
	\bigcirc	Blue Mountain Elementary SD42	4242041	1			
	\bigcirc	Connected Learning Comm SD42	4299154	ł			
	\bigcirc	Continuing Ed SD42	4242000				
	۲	Davie Jones Elementary SD42	4242031				
_		District Alternate SD42	4242026	+			



2 SCROLL DOWN TO VIEW THE ATTENDANCE

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

Previous Tuesday, December 6						
Classes Meeting	Atten	Attendance		Grades	Email	
M - ATTAM-004 - AM Att	EI.	æ			5	
PM - ATTPM-004 - PM Att	E 1	\$			6	

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, <u>click "Post"</u> 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 ©

Class Attend	Class Attendance :: 2016-2017 - ATTAM-004 - AM Attendance 🥩 🛛 🖂 🔍 🕨							
Class - Input Seating Chart	Options •	Reports • Help • Search	n on Name Q a+Z				Ø	
Trends	Period AM							
% Post								
			28 recor	ds.	Attendance for: -	12/6/2016) • 📰	
	Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM		
			A L AE P	Present	Present.	Present		

Congratulations, you have successfully completed attendance for this period!

myedbc.sd42.ca