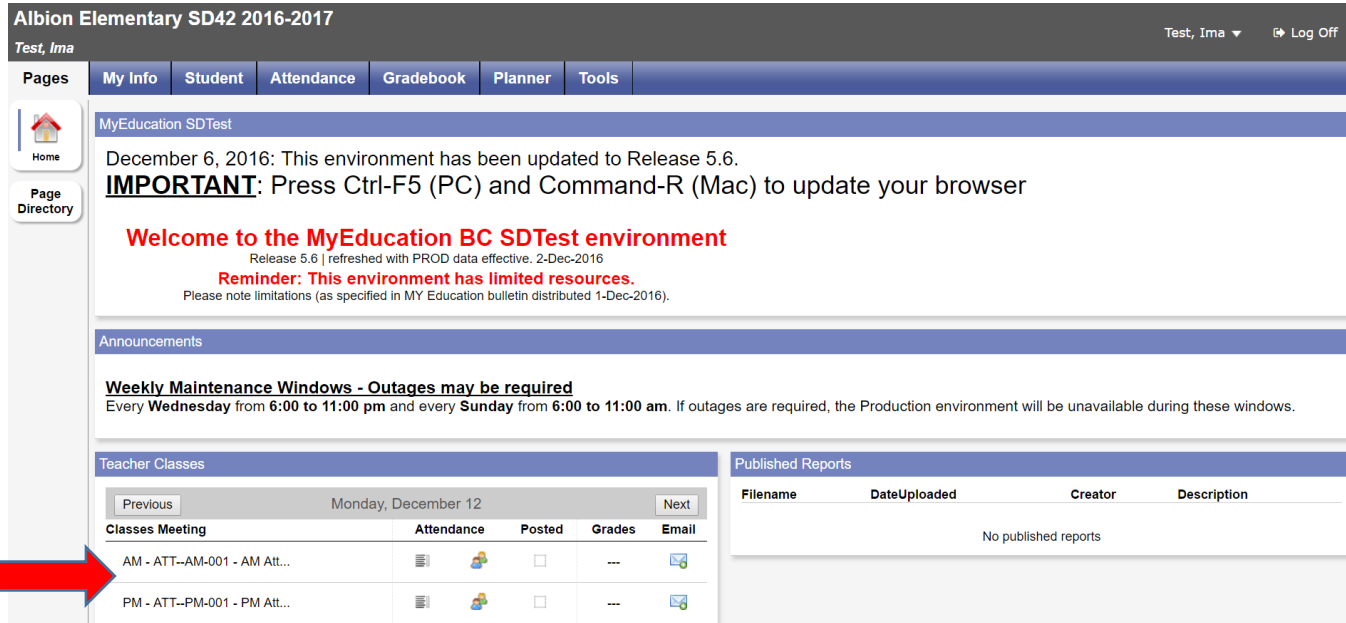


# TAKING ATTENDANCE IN MYEDBC

1. Log into your staff view. When on your home screen, you will see you AM and PM attendance.



Albion Elementary SD42 2016-2017  
Test, Ima

Pages: My Info, Student, Attendance, Gradebook, Planner, Tools

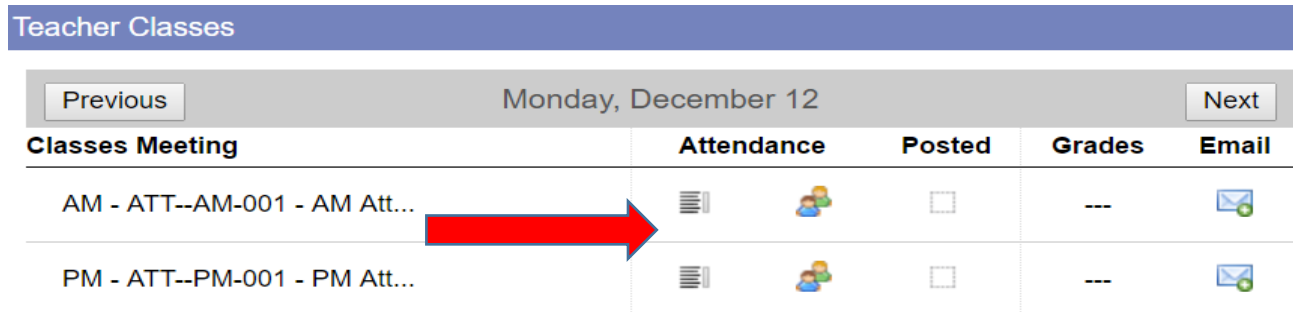
MyEducation SCTest  
December 6, 2016: This environment has been updated to Release 5.6.  
**IMPORTANT:** Press Ctrl-F5 (PC) and Command-R (Mac) to update your browser

**Welcome to the MyEducation BC SCTest environment**  
Release 5.6 | refreshed with PROD data effective. 2-Dec-2016  
**Reminder: This environment has limited resources.**  
Please note limitations (as specified in MY Education bulletin distributed 1-Dec-2016).

Announcements  
**Weekly Maintenance Windows - Outages may be required**  
Every **Wednesday** from 6:00 to 11:00 pm and every **Sunday** from 6:00 to 11:00 am. If outages are required, the Production environment will be unavailable during these windows.

Teacher Classes					Published Reports			
Monday, December 12					Filename	DateUploaded	Creator	Description
Classes Meeting	Attendance	Posted	Grades	Email	No published reports			
AM - ATT--AM-001 - AM Att...			---					
PM - ATT--PM-001 - PM Att...			---					

2. Click on the attendance list icon next to the attendance you wish to take. **NOTE:** this icon will not appear on your home page on a day that is not a school day.



Teacher Classes

Monday, December 12

Classes Meeting	Attendance	Posted	Grades	Email
AM - ATT--AM-001 - AM Att...		<input type="checkbox"/>	---	
PM - ATT--PM-001 - PM Att...		<input type="checkbox"/>	---	

3. It is important to note that you should be on the ATTENDANCE top tab, in the correct class (Attendance AM or PM), and on the "Class input" side tab as seen in the screenshot below



Class Attendance :: 2016-2017 - ATT--AM-001 - AM Attendance

Class: Input, Seating Chart, Trends

Options, Reports, Help, Search on Name

Period AM

Attendance for: 12/12/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		A L AE P	Present	Present	Present

4. Students are present by default. Click on A for absent, A-E for absent excused or L for late if this has not been done at the office. Note the \* beside a student marked absent. This indicates you have not yet posted your attendance.

Class Attendance :: 2016-2017 - ATT--AM-001 - AM Attendance

Class  
Input  
Seating Chart  
Trends

Options Reports Help Search on Name a-z

Period AM

Post

30 records Attendance for: 12/12/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		A L AE P	A*	Present	Present
		A L AE P	L*	Present	Present
		A L AE P	Present	Present	Present
		A L AE P	A-E*	Present	Present

5. It is very important to POST when you are done, even if all students are present.

Period AM

Post

Class attendance posted on 12/12/2016 2:06 PM.

30 records Attendance for: 12/12/2016

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		A L AE P	A [edit]	A	Present
		A L AE P	L [edit]	L (2:06 PM)	Present

6. If you have set up a seating chart, you attendance can be done there. Do not forget to post when finished.

Period AM

Post



Three student attendance cards are shown, each with a student photo and the word 'Present' above it. To the right of each photo are four buttons labeled A, L, AE, and P.