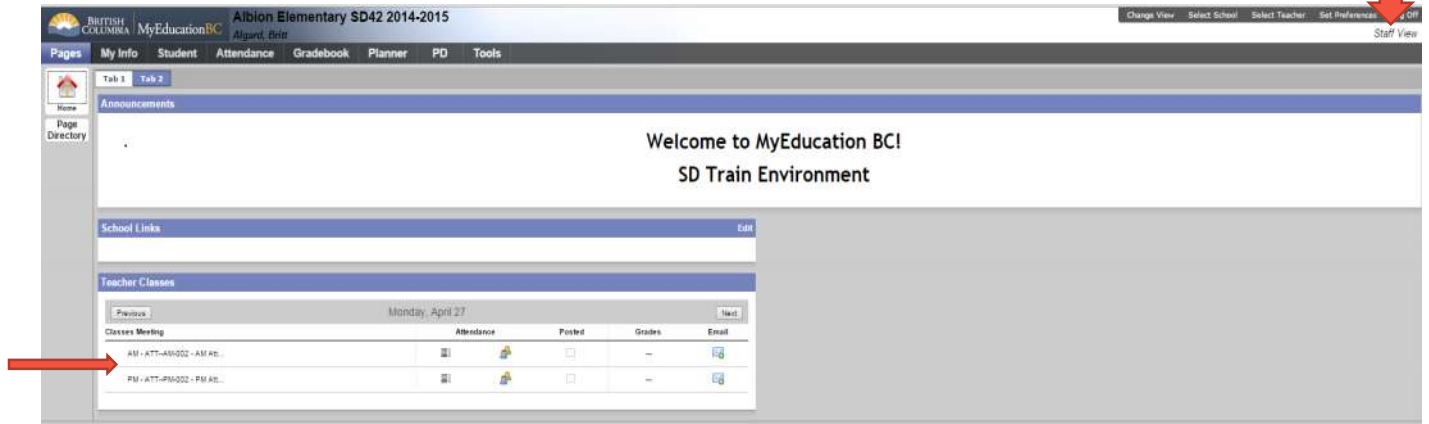


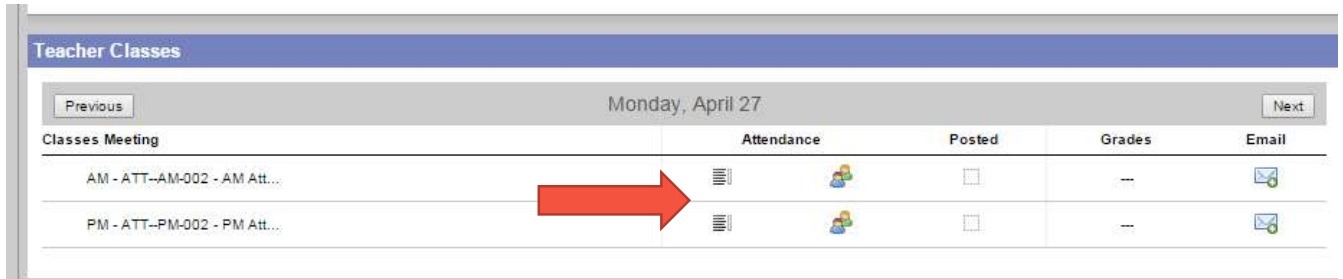
|| TAKING ATTENDANCE IN MYEDBC

<https://www.myeducation.gov.bc.ca/asp/en/logon.do>

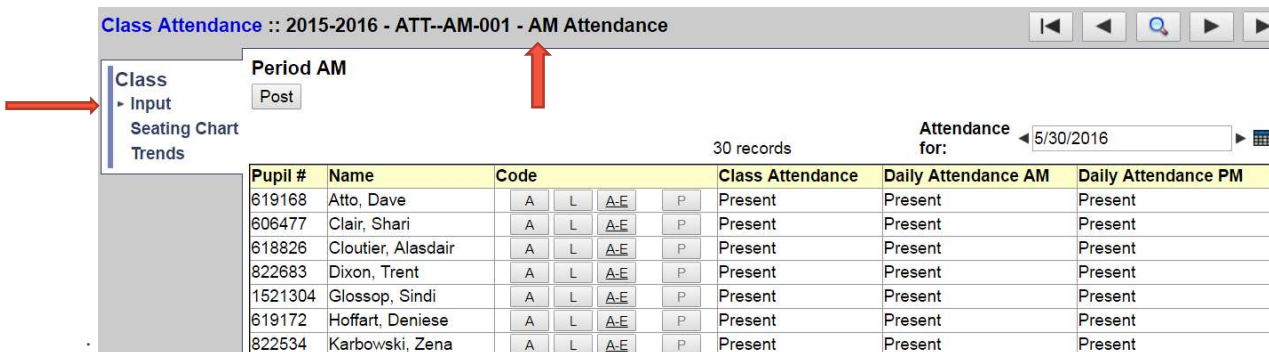
1. Log into your staff view. When on your home screen, you will see you AM and PM attendance.



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.



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



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.

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
619168	Atto, Dave	A L A-E P	Present	Present	Present
606477	Clair, Shari	A L A-E P	Present	Present	Present
618826	Cloutier, Alasdair	A L A-E P	A*	Present	Present
822683	Dixon, Trent	A L A-E P	Present	Present	Present
1521304	Glossop, Sindi	A L A-E P	Present	Present	Present
619172	Hoffart, Deniese	A L A-E P	A-E*	Present	Present
822534	Karbowski, Zena	A L A-E P	Present	Present	Present
822616	Kindermann, Denis	A L A-E P	Present	Present	Present
822521	Laughlin, Blanche	A L A-E P	Present	Present	Present
822005	Novakowski, Maria	A L A-E P	Present	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 5/30/2016 11:06 AM.

Attendance for: 5/30/2016

30 records

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
619168	Atto, Dave	A L A-E P	Present	Present	Present
606477	Clair, Shari	A L A-E P	Present	Present	Present
618826	Cloutier, Alasdair	A L A-E P	A [edit]	Present	Present
822683	Dixon, Trent	A L A-E P	Present	Present	Present
1521304	Glossop, Sindi	A L A-E P	Present	Present	Present

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

Class Input

Seating Chart

Trends

Period AM

Post

Class attendance posted on 5/30/2016 11:06 AM.

Attendance for: 5/30/2016

Printer Friendly Version | Design Mode >>

Atto, Dave
Present

A L A-E P

Cloutier, Alasdair
A [edit]

A L A-E P

Laughlin, Blanche
Present

A L A-E P

Novakowski, Maria
Present

A L A-E P

Paris, Delphia
Present

A L A-E P

Piper, Jocelyn
Present

A L A-E P

Clair, Shari
Present

A L A-E P

Dixon, Trent
Present

A L A-E P

Ormsby, Irwin
Present

A L A-E P

Paget, Mary-Ellen
Present

A L A-E P

Pond, Denis
Present

A L A-E P

Rickley, Nirmal
Present

A L A-E P