## **TAKING ATTENDANCE IN MYEDBC**

https://www.myeducation.gov.bc.ca/aspen/logon.do

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

C-CENTRAL OF	My Info Student Attendance G	radebook Planner	PD	Tools								
6	Tab 1 Tab 2											
079	Announcements											
age ictory	Welcome to MyEducation BC! SD Train Environment											
	School Linka						Edit					
	Teacher Classes											
	Previous	Monda	April 2	1			Next					
	LINE METADOLO COMPANY		A	Ittendance	Posted	Grades	Ernail					
	Classes Meeting		101	-	-	-	EA					
	AM - ATT-AMOD2 - AM AD			-								

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.

Previous	Monday, Apr				
asses Meeting		Attendance	Posted	Grades	Emai
AM - ATTAM-002 - AM Att		1 🔗	E.]	1077	
PM - ATTPM-002 - PM Att.			1771		

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 ► Input	Period AM Post									
Seating Chart Trends								30 records	Attendance < 5/30	0/2016 ►
	Pupil #	Name	Cod	е				Class Attendance	Daily Attendance AM	Daily Attendance PM
	619168	Atto, Dave	1	A	L	A-E	Р	Present	Present	Present
	606477	Clair, Shari	1	A	L	A-E	Р	Present	Present	Present
	618826	Cloutier, Alasdair	1	A	L	A-E	P	Present	Present	Present
	822683	Dixon, Trent	1	A	L	A-E	Р	Present	Present	Present
	1521304	Glossop, Sindi	4	A	L	A-E	Р	Present	Present	Present
	619172	Hoffart, Deniese	1	4	L	A-E	Р	Present	Present	Present
	822534	Karbowski Zena		Δ	I	A-F	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.

Pupil #	Name	Code				Class Attendance	Daily Attendance AM	Daily Attendance PM
619168	Atto, Dave	A	L	<u>A-E</u>	Р	Present	Present	Present
606477	Clair, Shari	A	L	A-E		Present	Present	Present
618826	Cloutier, Alasdair	A	L	<u>A-E</u>	Р	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	Α	L	<u>A-E</u>	-	Present	Present	Present
822521	Laughlin, Blanche	A	L	<u>A-E</u>	Р	Present	Present	Present
020005	Novekowski Maria				0	Dracant	Drecent	Dracant

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

ſ	Period	AM

Class attendance posted on 5/30/2016 Post 11:06 AM. Attendance < 5/30/2016 30 records for: Pupil # Code Class Attendance Daily Attendance AM Daily Attendance PM Name 619168 Present Present Present Atto, Dave A L <u>A-E</u> P 606477 Clair, Shari Present Present Present A L <u>A-E</u> Р 618826 Cloutier, Alasdair A L <u>A-E</u> Ρ A [edit] Present Present 822683 Dixon, Trent Present A L <u>A-E</u> Р Present Present 1521304 Glossop, Sindi A L <u>A-E</u> Present Present Present P

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

Class Input	Period AM Post				Class attendance p Attendance fo	oosted on 5/30 r: ◀ 5/30/2016	/2016 11:06 AM
► Seating Chart					Printer F	Friendly Version	Design Mode >>
Inclus	Atto, Dave Present	Cloutier, Alasdair A [edit]	Laughlin, Blanche Present	Novakowski, Maria Present	Paris, Delphia Present	Piper, Jocelyn Present	
			A L AE P	A L AE P	A L A-E P	A L <u>A-E</u> P	
	Clair, Shari	Dixon, Trent	Ormsby,	Paget, Mary-	Pond, Denis	Rickley, Nirmal	
	A L A E P	A L A E P	Present A L A E P	Present A L A-E P	A L A E P	Present	