

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 classes scheduled today on top and the classes from other days below. Attendance tabs are only available for classes meeting that day.

2. Click on the attendance tab

Pages My Info Student Attendance Gradebook Planner PD Tools

Home Page Directory

Announcements

Welcome to MyEducation BC!
SD Train Environment

School Links Edit

Teacher Classes

Previous Tuesday, April 28 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
10:30 AM 2 - IH1H-11-01 - IB HIST...					
2:00 PM 4 - MH1-12-01 - HISTORY 12					
2:00 PM 4 - MSJ-12-01 - SOCIAL ...					
7:30 AM 5 - IH1H-2A-01 - IB HIST...					

Classes Not Meeting	Grades	Posted	Email
ITK-11-01 - IB THEO...			
MSS-11-01 - SOCIAL ...			
MSS-11-02 - SOCIAL ...			
MSS-11-03 - SOCIAL ...			

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

Pages My Info Student Attendance Gradebook Planner PD Tools

MyEducation BC Reports Help

Class Attendance :: 2014-2015 - IH1H-11-01 - IB HISTORY (HL) 11

Class Input Seating Chart Trends

Period 2

Pupil #	Name	Daily Attendance	Class Attendance	Code
310284	Alman, Emiko	Present	Present	A L P
1282982	Calandari, Wendel	Present	Present	A L P
402938	Chan, Steve	Present	Present	A L P
429232	Chawen, Ronald	Present	Present	A L P
1432790	Goulding, Beatrice	Present	Present	A L P
870244	Henix, Gailie	Present	Present	A L P
477540	Lehopelle, Alaska	Present	Present	A L P
438808	LeHue, Bernadine	Present	Present	A L P
402084	Lum, Avis	Present	Present	A L P
402824	MacEwan, Bart	Present	Present	A L P
402048	Robitaud, Kinaw	Present	Present	A L P
476985	Ruffo, Abdul	Present	Present	A L P
456730	Satum, Vam	Present	Present	A L P
403110	Selme, Carlo	Present	Present	A L P
243077	Santos, Rene	Present	Present	A L P
470005	Tabant, Johan	Present	Present	A L P
475540	Tobias, Brenda	Present	Present	A L P
1490371	Weth, Travis	Present	Present	A L P
243028	Wolinski, Natalia	Present	Present	A L P

4. Students are present by default. Click on A for absent 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.

Period 2

Post

10 records

Attendance for

Class Seating Chart	Name	Daily Attendance	Class Attendance	Code	
	Alman, Emiko	Present	Present		A L P
	Calendar, Wendell	Present	Present		A L P
	Florian, Steve	Present	Present		A L P
	Flowers, Ricardo	Present	A*		A L P
	Goulding, Beatrice	Present	Present		A L P
	Hyska, Goldie	Present	Present		A L P
	Lachapelle, Alaska	Present	L*		A L P
	LaHue, Bernadine	Present	Present		A L P
	Lum, Avis	Present	Present		A L P
	MacEwan, Bart	Present	Present		A L P
	Robichaud, Kneale	Present	A*		A L P
	Ruffo, Abdul	Present	Present		A L P
	Satrum, Vern	Present	Present		A L P
	Serne, Caleb	Present	Present		A L P
	Suntok, Rana	Present	Present		A L P
	Tabari, Joleen	Present	Present		A L P
	Tobias, Brenda	Present	L*		A L P
	Wirth, Travis	Present	Present		A L P
	Wolinski, Natalia	Present	Present		A L P

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

Period 2

Post

10 records

Attendance for

Pupil #	Name	Daily Attendance	Class Attendance	Code	
310284	Alman, Emiko	Present	Present		A L P
1282562	Calendar, Wendell	Present	Present		A L P
402638	Florian, Steve	Present	Present		A L P
479702	Flowers, Ricardo	Present	A*		A L P
1432795	Goulding, Beatrice	Present	Present		A L P
670244	Hyska, Goldie	Present	Present		A L P
477549	Lachapelle, Alaska	Present	L*		A L P
438808	LaHue, Bernadine	Present	Present		A L P
403084	Lum, Avis	Present	Present		A L P
402624	MacEwan, Bart	Present	Present		A L P
402048	Robichaud, Kneale	Present	A*		A L P
476985	Ruffo, Abdul	Present	Present		A L P
456730	Satrum, Vern	Present	Present		A L P
403110	Serne, Caleb	Present	Present		A L P
243077	Suntok, Rana	Present	Present		A L P
476555	Tabari, Joleen	Present	Present		A L P
475540	Tobias, Brenda	Present	L*		A L P
1496371	Wirth, Travis	Present	Present		A L P
243028	Wolinski, Natalia	Present	Present		A L P

Post

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

Class Attendance :: 2014-2015 - IH11-11-01 - IB HISTORY (HL) 11

Class Input

Seating Chart

Trends

Post