Entering Student Attendance at the Office

There are multiple ways to enter attendance from the office. If you are an attendance clerk in a school office, review the following options and choose a method that you prefer the most to enter attendance. Whatever method you prefer, start in the School view on the **Attendance** top tab.

1. Use the **Daily Roster** side-tab to enter attendance for students by homeroom or classroom input period. This may be a data entry method if, for instance, a TOC is marking attendance manually on homeroom list that you then input into MyEdBC.
    a   Choose a class by checking a check box
    b   Then click on the "students" sub-side tab
    c   Complete the attendance by clicking appropriately on the "A" "L" or "D"
    d   Save
2. Use the **Daily Office** side-tab to enter attendance for students from your "call-in list", your late sign-ins or for those students who are dismissed from school. See details on page 2-3 below.
3. Use the **Daily Office** side-tab to enter attendance for multiple students at once either by section, selection, or homeroom. See details on page 4-5 below.
4. Use the **Class Office** side-tab to enter or edit class attendance from the office.
5. Use the **Daily History** side-tab to view student attendance by date.

> **Note:** There are several student attendance reports available on each side-tab of the **Attendance** tab.**:**

Enter Attendance for Individual Students From the Office

To enter attendance for one student at a time on the Office Input side-tab:
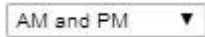
1. Log on to the School view.
2. Click the **Attendance** tab, **Daily Office** side-tab. The Daily Attendance Office Input page appears:

3. In the **Name/ID** field, do one of the following to select the record you want to update:

    - Type the student's full or partial name. A list of students appears, starting with the closest match.

    - Type the student's ID.

4. At the **Code** field, click to select the code you want to update most students to.

> **Note:** If attendance has already been entered and you are preparing to enter students who arrive late to school, select the **Late** attendance code and click in the **Name/ID** field. Then, when late students arrive, you only need to type their name and click **Add** or press **ENTER.**
>
> When a student's calendar is not in session, the student is grayed out and the daily and class attendance codes appear as "Not in session." This helps prevent someone from mistakenly marking students absent who are in a homeroom but on a different calendar from the current day, such as kindergartners or seniors.

5. If you want to enter more detailed information for each code you select for each student, select the **Show Popup** checkbox. Otherwise, deselect this checkbox.

6. If your school collects second daily attendance, an additional drop-down menu ╎AM and PM ▼╎ appears at the top of the page. Click the drop-down and do one of the following:

    - Select **AM and PM** if you want the attendance code you are entering to be applied to both the student's AM and PM daily attendance records.

    - Select **AM** if you want the attendance code you are entering to be applied only to the student's AM daily attendance record.

- Select **PM** if you want the attendance code you are entering to be applied only to the student's PM daily attendance record.

7. Click **Add** or press **ENTER.** If you selected the Show Popup checkbox, the Add Attendance pop-up appears:

Name	Aagor, Kate 29144264	
Date	7/23/2014	Multiple Dates >>
AM Attendance		
Absent?	☐	
Tardy?	☑	
Dismissed?	☐	
Time In	1:41 PM	
Excused?	☐	
Other code	▼	
Reason	🔍	
Comment		
PM Attendance		
Absent?	☐	
Tardy?	☐	
Dismissed?	☐	
Excused?	☐	
Other code 2	▼	
Reason	🔍	
Comment		

8. To enter this same attendance code for more than one day, click Multiple Dates. The Add Attendance pop-up now displays "Start date" and "End date" fields:

Start date	7/23/2014	<< Single Date
End date		

9. Enter the date range. The system creates the attendance record for each date in the range.
10. Enter the appropriate attendance data.

Note: If your school takes second daily attendance, you must specify whether the attendance code you are entering applies to the student's AM daily attendance record, PM daily attendance record, or both by entering information in the appropriate section or sections of the pop-up.

11. Click **Save**. The student's attendance record appears on the Daily Attendance Office Input page.

Note: If you enter more than one time for a student's daily attendance (such as one late and one dismissal time), both times appear in the Time column in the Daily Attendance Office Input page. Also, if the student is a secondary student, a red asterisk * appears next to the attendance code to indicate that the daily attendance was entered at another school.

Enter Attendance for Several Students at Once From the Office

Use the Multi-Add button on the Daily Attendance Office Input page to enter the same attendance code for several students at once by section, selection, or homeroom, query, or snapshot. For example, assume an entire homeroom will be absent today because of a field trip. You can use the Multi-Add button to enter the absent code for all students in that homeroom.

To enter attendance for several students at a time on the Daily Attendance Office Input page:

1. Log on to the School view.
2. Click the **Attendance** tab, **Daily Office** side-tab. The Daily Attendance Office Input page appears.
3. Click **Multi-Add.** The Multi-Add Attendance pop-up appears:

Students	Duplicate Records
◉ Section	◉ Skip
○ Homeroom	○ Replace
○ Query	
○ Snapshot	
○ Selection	
Selected students: 9	

Date	7/23/2014 🗓	Multiple Dates >>
AM Attendance		
Absent?	☑	
Tardy?	☐	
Dismissed?	☐	
Excused?	☐	
Other code	▼	
Reason	Field Trip - Present 🔍	
Comment	Museum of Fine Arts	
PM Attendance		
Absent?	☑	
Tardy?	☐	
Dismissed?	☐	
Excused?	☐	
Other code 2	▼	
Reason	Field Trip - Present 🔍	
Comment	Museum of Fine Arts	

4. Select **Section, Homeroom, Query, Snapshot**, or **Selection.** The corresponding pick list appears.

> **Note:** If you select Query or Snapshot, the queries and snapshots available are the saved queries on the Student tab.

5. In the pick list, select the homeroom, section, students, query, or snapshot containing the students you want to enter the same attendance code for.

6. To determine what you want the system to do if students you include already have an attendance record for the date, select **Skip** or **Replace.**

7. To enter this attendance record for the selected students for multiple dates, click **Multiple Dates.** The Multi-Add Attendance pop-up now displays "Start date" and "End date" fields:

8. Enter the date range. The system creates the attendance record for each date in the date range.

> **Note:** To enter attendance for one date, click **Single Date.**

9. Enter any information required for the records.

> **Note**: If your school takes second daily attendance, you must specify whether the attendance codes you are entering apply to the students' AM daily attendance records, PM daily attendance records, or both by entering information in the appropriate section or sections of the pop-up.

10. Click **Save.** The attendance records for the students you selected appear on the Daily Attendance Office Input page:

Note: To quickly change an individual student's record, click the appropriate code in the **Quick Change** column (or **Quick Change AM** and **Quick Change PM** columns, if your school takes second daily attendance), or click the student's name to edit the record. If you click more than one code, or click the same code twice, verify that the correct values appear in the **Code** column. Depending on how your MyEdBC system administrator creates attendance codes, the system either adds or replaces codes you click. For example, if you click **A** (absent), and then click **L** (late) to mark a student late and absent, the system either displays AL or only L in the Code column.

View a Daily Absence Alert

MyEdBC generates a **Daily Absence alert** icon to indicate that a student was marked absent for all or part of a day. The alert appears in the breadcrumbs on student pages, on student pages that have an *Alerts* column in the field set, and in the gradebook (if allowed by System Administration preferences and a teacher's gradebook preferences).

Click to view the details of the student's absence:

Close

Daily Absence Alert

Student	Meyers, Noah
Date	2014-04-03
Daily Attendance	Present

Class Absence(s)

Period	Course > CrsNo	Course > Description	Code
6	805m	Science 8	A

Close

The **Daily Absence Alert** section shows the student's name, the date, and the attendance code entered when daily attendance was taken.

The **Class Absence(s)** section appears if your school also takes class attendance, and a student has at least one class attendance absence record for the current day. It displays the period number, class name, number, and attendance code for each period the student was marked absent.