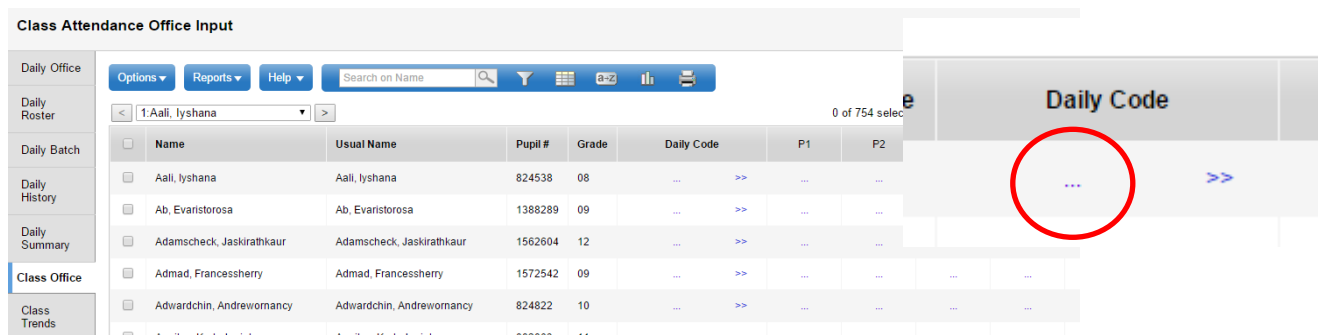


## Secondary Attendance - Office

School View > Attendance TT > Class Office ST

### Individual Students who are absent entire day

1. Find the student whose record you would like to update
2. Click on the ellipsis (...) in the Daily Code column



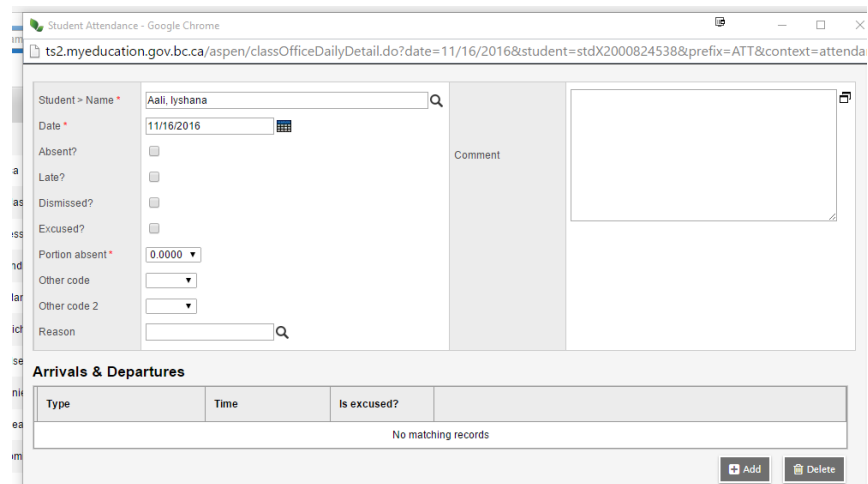
**Class Attendance Office Input**

Options Reports Help Search on Name

1:Aali, Iyshana 0 of 754 selected

Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2
Aali, Iyshana	Aali, Iyshana	824538	08	...	>>	...
Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	...	>>	...
Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12	...	>>	...
Admad, Francessherry	Admad, Francessherry	1572542	09	...	>>	...
Adwardchin, Andrewmancy	Adwardchin, Andrewmancy	824822	10	...	>>	...

3. Fill in the necessary information: absent, excused?, portion absent 1.0



Student Attendance - Google Chrome

ts2.myeducation.gov.bc.ca/aspen/classOfficeDailyDetail.do?date=11/16/2016&student=stdX2000824538&prefix=ATT&context=attenda

Student > Name \* Aali, Iyshana

Date \* 11/16/2016

Absent?

Late?

Dismissed?

Excused?

Portion absent \* 0.0000

Other code

Other code 2

Reason

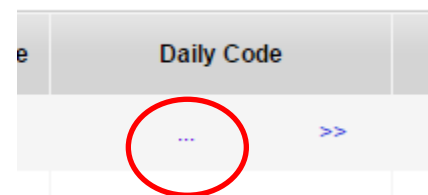
Comment

**Arrivals & Departures**

Type	Time	Is excused?
No matching records		

Add Delete

4. Save
5. Click on the >> in the Daily code column to push the attendance to all Periods



6. A pop up appears – Select Ok

### Class Attendance Office Input

Daily Office											
Options ▾ Reports ▾ Help ▾ Search on Name 🔍											
Daily Roster											
Daily Batch											
Daily History											
1:Aali, lyshana 0 of 754 selected											
Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2	P3	P4	P5	P6	
<input type="checkbox"/>	Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E	A-E	A-E
<input type="checkbox"/>	Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>	...	...	...	...	...	...

### Individual Students that are absent a portion of the day

1. Find the student whose record you would like to update
2. Click the ellipsis in the Period column in which the student will be absent

P1	P2	P3	P4
A-E	A-E	A-E	A-E
...	...	...	...
...	...	...	...

3. A popup will appear with the Course Information

Name	Ab, Evaristorosa	Comment
Course	MADFS09-03	
Period	P3	
Date *	11/16/2016	
Is absent?	<input type="checkbox"/>	
Is late?	<input type="checkbox"/>	
Is dismissed?	<input type="checkbox"/>	
Is excused?	<input type="checkbox"/>	
Other code	▾	
Other code 2	▾	
Reason	🔍	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

4. Fill in the necessary information
5. Save
6. An absence will appear for only that period

Options ▾ Reports ▾ Help ▾ Search on Name 🔍											
1:Aali, lyshana 0 of 754 selected											
Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2	P3	P4	P5	P6	
<input type="checkbox"/>	Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E	A-E	A-E
<input type="checkbox"/>	Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>	...	...	A-E	...	...	...
<input type="checkbox"/>	Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12	>>	...	...	...	...	...	...

## Lates and Dismissals

1. Find the student whose record you would like to update
2. Click on the ellipsis (...) in the Daily Code column
3. Fill in the necessary information, Absent, Late, Portion absent, excused?
4. Click Add below the Arrivals & Departures

**Arrivals & Departures**

Type	Time	Is excused?
No matching records		

5. Select Type, Time arrived or Time dismissed, and if it is excused

Type:  (Dropdown menu open with options: Departure, Arrival, Departure)

Time \*


Is excused?

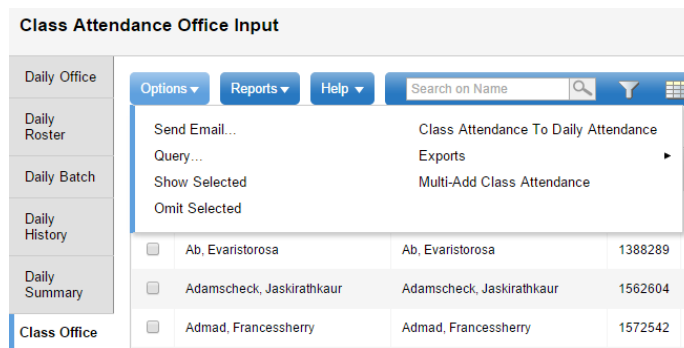
6. Click Ok
7. Click Save

Class Office	Student Name	Student ID	Grade	Code	Action
	<input type="checkbox"/> Aali, Iyshana	Aali, Iyshana	08	A-E	>>
	<input type="checkbox"/> Ab, Evaristorosa	Ab, Evaristorosa	09	...	>>
	<input type="checkbox"/> Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	12	L (9:05 AM)	>>
	<input type="checkbox"/> Admad, Francessherry	Admad, Francessherry	09	A (12:30 PM)	>>

## Multi-Add Attendance

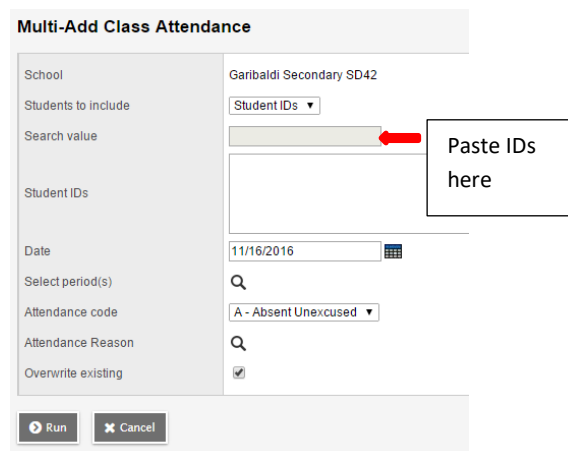
You may like to use this option to enter multiple absences from your call-in sheet (e.g. all students who are absent-excused for the day).

1. Select all of the students you would like to work with by checking the box beside the name of the student. Once you've selected all students who will be absent, go to Options > Show Selected.
2. Go to Quick Reports  and select the CSV option. This will export your students' information to an excel document.
3. In your excel document, highlight the column with Pupil #s. Copy the Pupil #s with Ctrl C or right click and copy.  
Now back to MyEdBC
4. Options > Multi-Add Class Attendance



Class Attendance Office Input			
Daily Office	Options ▾	Reports ▾	Help ▾
Daily Roster	Send Email...	Class Attendance To Daily Attendance	
Daily Batch	Query...	Exports	
Daily History	Show Selected	Multi-Add Class Attendance	
Daily Summary	Omit Selected		
Class Office	<input type="checkbox"/>	Ab, Evaristorosa	1388289 0
	<input type="checkbox"/>	Adamscheck, Jaskirathkaur	1562604 1
	<input type="checkbox"/>	Admad, Francessherry	1572542 0

5. A pop up appears - Paste your pupil numbers into the box called Student IDs. Select the periods the student will be absent by clicking on the magnifier next to Select Period(s). Select the Attendance code



**Multi-Add Class Attendance**

School: Garibaldi Secondary SD42

Students to include: Student IDs ▾

Search value:

Student IDs:

Date: 11/16/2016

Select period(s): Q

Attendance code: A - AbsentUnexcused ▾

Attendance Reason: Q

Overwrite existing:

6. Click Run. All of the students selected will now be marked with the Attendance code you selected.