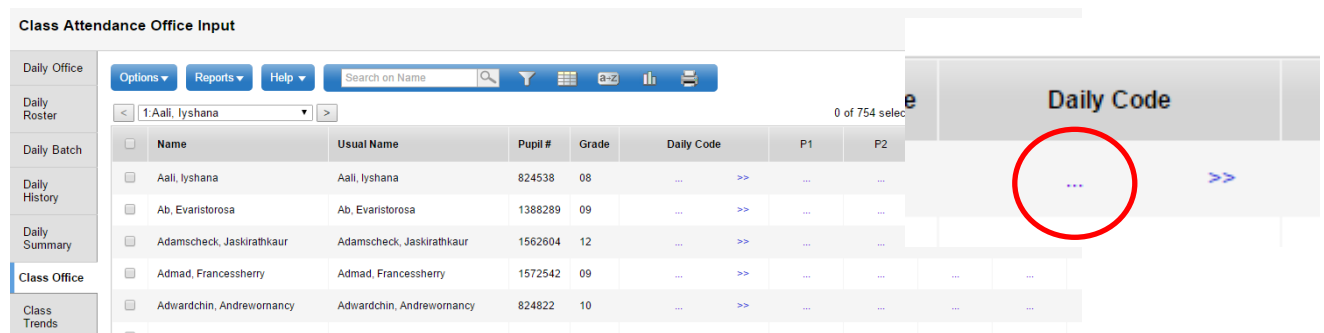


Secondary Attendance - Office

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



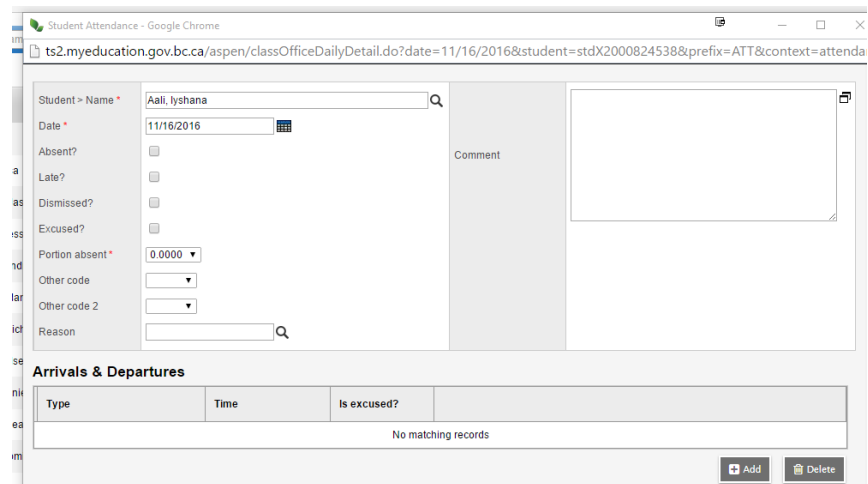
Class Attendance Office Input

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

< 1:Aali, lyshana > 0 of 754 selected

Name	Usual Name	Pupil #	Grade	Daily Code	P1	P2
☐ Aali, lyshana	Aali, lyshana	824538	08	... >>	...	...
☐ Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>	...	...
☐ Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12	... >>	...	...
☐ Admad, Francessherry	Admad, Francessherry	1572542	09	... >>	...	...
☐ Adwardchin, Andrewomancy	Adwardchin, Andrewomancy	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, lyshana 🔍

Date * 11/16/2016 📅

Absent? ☒

Late? ☐

Dismissed? ☐

Excused? ☐

Portion absent * 0.0000 ▾

Other code ▾

Other code 2 ▾

Reason 🔍

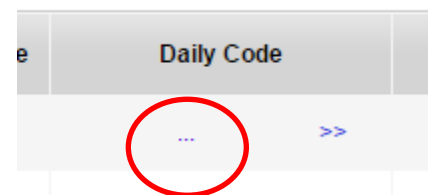
Comment

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



Daily Code

... >>

6. A pop up appears – Select Ok

Class Attendance Office Input

Daily Office
Daily Roster
Daily Batch
Daily History

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
☐	Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E	A-E	A-E
☐	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?	☐	
Is late?	☐	
Is dismissed?	☐	
Is excused?	☐	
Other code	▼	
Other code 2	▼	
Reason	🔍	
Save 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
☐	Aali, lyshana	Aali, lyshana	824538	08	A-E >>	A-E	A-E	A-E	A-E
☐	Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	... >>	...	...	A-E	...
☐	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

Departure ▼
Arrival
Departure

Time *

Is excused?
☐

6. Click Ok
7. Click Save

Daily History	☐	Aali, Iyshana	Aali, Iyshana	824538	08	A-E	>>
Daily Summary	☐	Ab, Evaristorosa	Ab, Evaristorosa	1388289	09	...	>>
Class Office	☐	Adamscheck, Jaskirathkaur	Adamscheck, Jaskirathkaur	1562604	12	L (9:05 AM)	>>
	☐	Admad, Francessherry	Admad, Francessherry	1572542	09	A (12:30 PM)	>>

Multi-Add Class 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).

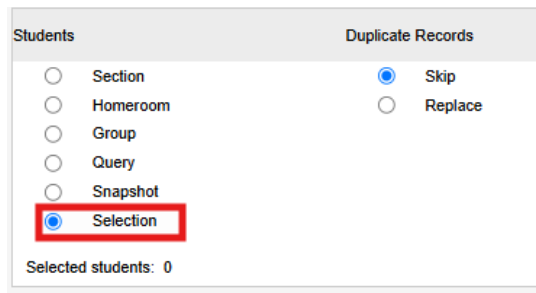
Path: Attendance TT > Class Office ST

1. Click the Multi-Add Button

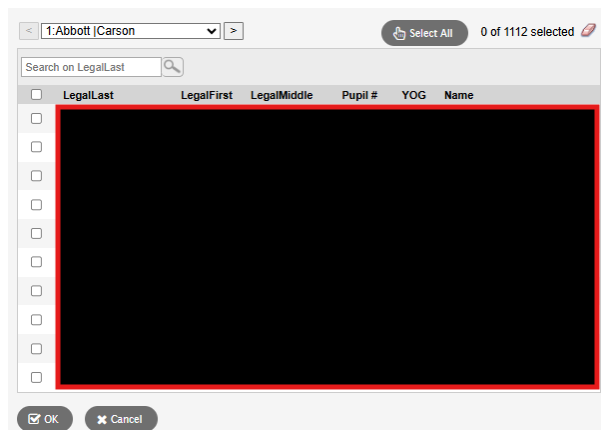


The screenshot shows a date field set to 6/23/2026. A button labeled "Multi-Add..." is highlighted with a red rectangular box.

2. In the pop up, click Selection, which opens another pop to allow you to select multiple students who have the same reason for absence.

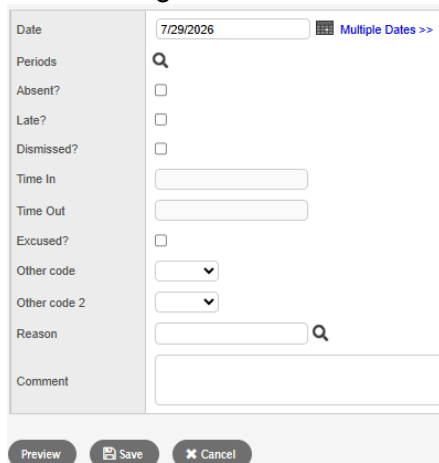


The screenshot shows a dialog box titled "Students" with a "Duplicate Records" section. Under "Duplicate Records", the "Selection" radio button is selected and highlighted with a red box. Other options include Section, Homeroom, Group, Query, and Snapshot. The "Selected students" count is 0.



The screenshot shows a student selection list with columns: LegalLast, LegalFirst, LegalMiddle, Pupil #, YOG, and Name. A search bar at the top shows "1:Abbott | Carson". A "Select All" button is visible. The list contains 1112 students, and 0 are currently selected. The list area is mostly blacked out.

3. After making the selection of the student, enter the absence details appropriately.



The screenshot shows a form for entering absence details. Fields include Date (7/29/2026), Periods, Absent?, Late?, Dismissed?, Time In, Time Out, Excused?, Other code, Other code 2, Reason, and Comment. At the bottom are buttons for Preview, Save, and Cancel.