



Central Okanagan School District

SD No. 23 | *Together We Learn*



MyEducationBC

ATTENDANCE – CLASS OFFICE

V 1.0 August 2018

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1.0 Attendance

1.1 Overview of Class Attendance in the Class Office Side Tab

If a Daily Attendance record exists the values can be “pushed out” to all the classes. In the **Daily Code** column, there will be a Daily Attendance value, followed by two “greater than” symbols, like so: >>. Click that symbol and it will copy the **A-E** code to each of the student’s classes. This value will push out to all course sections scheduled that day. **If the absence is for a portion of the day only, adjust the class attendance by period as needed.** When the teacher logs in, the teacher will see this value and know that the student has been marked absent for that section.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin													
Class Attendance Office Input													
Daily Office	Options Reports Help Search on Name [filters]												
Daily Roster	1: Aguirrecardenas, Rukmn 0 of 278 selected												
Daily Batch	<input type="checkbox"/>	Name	Usual Name	Pupil #	Grade	Calendar	Daily Code	1	2	3	4	5	6
Daily History	<input type="checkbox"/>	Aguirrecardenas, Rukmn	Aguirrecardenas, Rukmn	238947	11	Standard	A-E [Vacation] >>	A-E	A-E
Daily Summary	<input type="checkbox"/>	Alayoamaya, Tracii	Alayoamaya, Tracii	409686	10	Standard	... >>	L
Class	<input type="checkbox"/>	Album, Muskann	Album, Muskann	295774	12	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E
	<input type="checkbox"/>	Alhit, Hongqi	Alhit, Hongqi	244277	11	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E	...	A-E

Class Attendance can also be entered for an individual by clicking on the ellipsis in the appropriate period column, bringing up a popup. An attendance code and reason can be entered for that class only.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin													
Class Attendance Office Input													
Daily Office	Options Reports Help Search on Name [filters]												
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Daily Summary	<input type="checkbox"/>	Alayoamaya, Tracii	Alayoamaya, Tracii	409686	10	Standard	... >>	L
Class	<input type="checkbox"/>	Album, Muskann	Album, Muskann	295774	12	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E
	<input type="checkbox"/>	Alhit, Hongqi	Alhit, Hongqi	244277	11	Standard	A-E [Field Trip] >>	A-E	A-E	A-E	A-E	...	A-E

Name	Alayoamaya, Tracii	Comment Tracii leaving after period 1 for dental appointment.
Course	MEN--10-04	
Period	2	
Date *	25/04/2017 	
Is absent?	<input checked="" type="checkbox"/>	
Is late?	<input type="checkbox"/>	
Is dismissed?	<input checked="" type="checkbox"/>	
Is excused?	<input checked="" type="checkbox"/>	
Other code	<input type="text"/>	
Other code 2	<input type="text"/>	
Reason	Medical Appointment 	

Any changes you make in this screen will be visible to the teacher when they go to their Staff view > Attendance for this course section

1.2 Attendance – Class Office side tab

1. **School view > Attendance top tab > Class Office side tab**
 - a. Use the Class Office side tab exclusively to enter attendance.
 - b. This section will only cover Class Office attendance in an elementary school with a Twice Daily Attendance set up (AM and PM)
2. Office staff taking attendance can view and take attendance from the Class Office side tab under the Attendance top tab. From here, the filters are very important, as they will save a lot of time finding students, and working with the existing records.
3. The **Class Office** side tab displays both the Daily Code value (if it exists) as well as the individual periods that exist in your school structure where you can add or edit attendance for each period (AM, PM, 1, 2, 3, etc.)
 - a. The Daily Code column represents attendance records created in the office.
 - b. The Period (AM, PM, 1, 2, 3, etc.) represents attendance records generated by **teachers in the classroom**. (these entries are generally not edited in the office in a school that takes twice daily attendance; only in "course-based" schools)



1.2.1 Class Office Filters

The default filter will be **All Records**. This will show you every student in the school, regardless whether they have an existing attendance record or not. This is useful when you will be adding a new attendance record for a student on the given day. If you are looking to filter the list to only students that already have Attendance records assigned, you will use one of the other filters.

The **Attendance Activity** filter will narrow the list of students to those who have any attendance records assigned to them on the given date, regardless of whether they are Daily Attendance or Class Attendance records. This filter is useful when you want to work with only the Attendance Records for a day; perhaps to modify existing ones or to remove the record for a student.

The **Attendance Discrepancy** filter will display all students who have a Daily Attendance value of Absent, but have no Absent records for any of their classes. As soon as a student has a single Absent record assigned to one of their classes, they will no longer appear in this filter. That is, it does not consider that they may have an Absent Portion value of 1.0 but have only been marked as missing one class.

1.2.2 Taking Class Attendance in the Class Office side tab

1. If a teacher has Posted attendance for his or her class, the value will appear in the AM or the PM column.
2. To take Class Attendance from this view, click on the ellipsis in the Daily Code column in the appropriate Student. This will open a popup, and you can then assign the attendance codes and reasons for the student in that class.
3. If it is an all-day absence, there must be a Portion absent = 1, AM code (Absent Excused – AE) and Reason, and a PM (Absent Excused – AE) code and Reason.
4. Always check to ensure the date is correct.
5. The period attendance must be modified to reflect the correct portion absent if necessary.



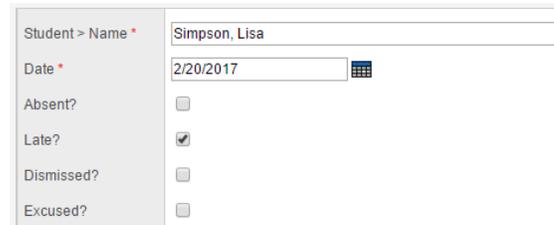
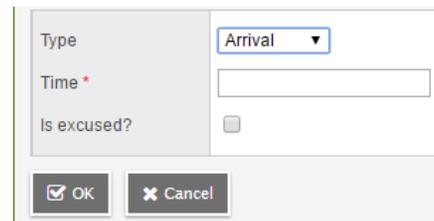
Student > Name *	Simpson, Bart
Date *	2/20/2017
Absent?	<input checked="" type="checkbox"/>
Late?	<input type="checkbox"/>
Dismissed?	<input type="checkbox"/>
Excused?	<input checked="" type="checkbox"/>
Portion absent *	1.0000
Other code	
Other code 2	
Reason	Illness
Absent PM?	<input checked="" type="checkbox"/>
Late PM?	<input type="checkbox"/>
Dismissed PM?	<input type="checkbox"/>
Excused PM?	<input checked="" type="checkbox"/>
Reason PM	Illness

1.2.3 Entering a Late Record from the Office (Class Office)

Attendance top tab > Class Office side tab >  = All Records

To enter a student Late in the **Class Office** side tab, you must enter a time in order to Save the record:

1. Click the ellipses () in the row beside the student's name. A window will open to allow the creation of the Attendance record.
2. Ensure the student's name is correct.
3. Verify the correct date.
4. Check the box beside Late
5. Below the Arrivals & Departures area of the screen, click **Add**.
6. Select **Arrival** for the Type.
7. Enter a **Time** for the "Late" arrival (required).
8. Click the box beside "Is excused?" if relevant.
9. Click **OK**
- 10.** The  does not work to push a Late or L entry out to the AM or Period field. You must

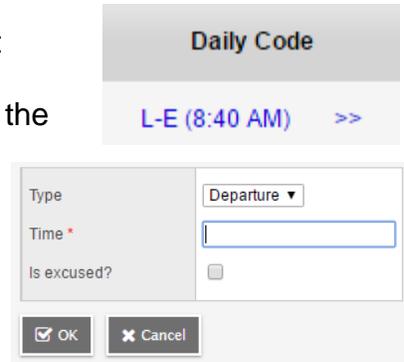
also click the ellipses () in the AM column or the correct Period field and select **L** from the pop-up in order for the teacher to see this value. This is an important step in the "process" around taking attendance; if an "L" is not entered in the Period column the teacher may enter the student A or Absent Unexcused and a parent will get a notification to that effect.

1.2.4 Entering Arrivals and Departures in the Office

MyEdBC will only allow a single "daily" attendance record to be created for a single student. If a student leaves or comes back to the school within a given day, it is entered as an Arrival or Departure and "appended" to the original entry. For example, if a student arrives "late" in the morning and then leaves the school early for an appointment, it is entered into the same attendance record in the Class Office side tab:

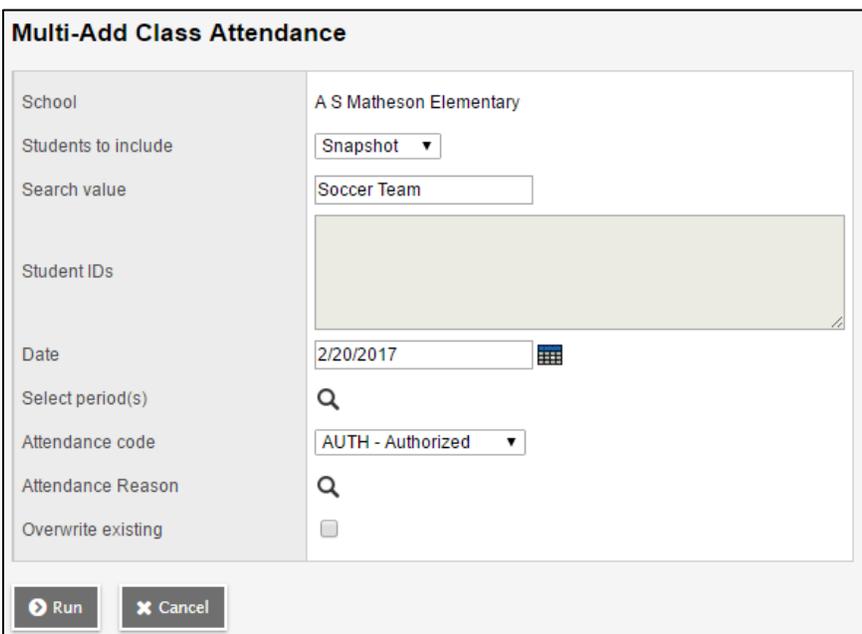
Attendance top tab > Class Office side tab >  = Attendance Activity

1. Click the Daily Code attendance entry for the correct student.
2. Click Add below the Arrivals & Departures portion of the screen.
3. Choose Departure from the Type drop down.
4. Enter the time.
5. Click the box beside "Is excused?".
6. Click OK



1.2.5 Entering Attendance for a "Group of students" using a Snapshot

1. You can create attendance records for a group of students if they are going to be away en masse for a field trip, athletic event, etc.
2. Go to **Student top tab > Snapshot side tab**, select and copy the "name" of your snapshot to your clipboard e.g. Volleyball Team. (If you haven't already created the snapshot, you must create it prior to assigning the attendance.)



3. Click the **Attendance top tab > Class Office side tab > Options > Multi-Add Class Attendance Students to include = Snapshot**

5. **Search value** = "paste" the name of the snapshot here. (it must be exact)
6. Select the correct date.
7. Click the magnifying glass to enter the periods affected (AM, PM, or AM and PM).
8. **Attendance code – AUTH (for field trip)**
9. Click the magnifying glass to enter the Attendance Reason (field trip).

10. Uncheck **Overwrite existing** (checking this box will overwrite a previous attendance record for any student in the snapshot who has already been marked Absent for the day)

1.2.6 Entering Class Attendance for Multiple Students at the Same Time

School > Attendance > Class Office > Options > BC Multi-Add Class Attendance

- **Students to Include** – select the students
 - **Student IDs** – opens the Student IDs entry box for entry of pupil numbers
 - **Current Selection** – uses the Current Selection of students on the Class Office Screen. Filter to the group of students needed
 - **Start and End Dates** – defaults to the current date, enter the correct date or range of dates for the attendance record entry
- **Select period(s)** – select a single or multiple periods from the picklist
- **Attendance code** – The code determines the type of Daily Attendance record created, select the appropriate code for
 - **A** – Absent
 - **AE** – Absent Excused
 - **L** - Late
 - **LE** – Late Excused
 - **AUTH** – **Authorized (this is the code used for Field Trips)**
 - **D** – Early Dismissal
- **Time In** - available for entry when Attendance code of L - Late or LE - Late Excused is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)
- **Time Out** – available for entry when Attendance code of D – Early Dismissal is selected. Time can be entered as a numeric and will be automatically formatted on the student record - HH:MM AM/PM. (10:15 AM)
- **Attendance Reason** – select the appropriate Attendance Reason from the picklist per school or district policy
- **Duplicated Records** - provides options for how the system handles a record if one already exists for a student on that date.
 - **Skip** – will not overwrite the existing class attendance record
 - **Replace** – will overwrite the existing class attendance record with the new information

Ensure you have only the records you want to add Attendance information for, selected and showing on the screen **BEFORE** you proceed!

Click **Run** to record these absences. A confirmation pop-up will appear **indicating how many records were updated.**

VERY IMPORTANT:

When creating attendance records/entries for multiple students using the **BC Multi-Add Class Attendance** under Options in the Class Office side tab, it is imperative that **ONLY** the students you are creating an attendance record for are displayed on the screen either through:

- Snapshot
- Section
- Selection (and then choosing Options > Show Selected)

If you do not refine the selection to display only the students you want, **you run the risk of creating an attendance record for ALL STUDENTS in your school.** If you forget, the only way to reverse this error is to go into every period entry for every student and click DELETE. (e.g. If you make this error and you have 800 students in your school, and 4 periods per day then you will have to delete 3200 entries manually!)

1.2.7 Entering Paper Based (TOC) Attendance

The quickest and most efficient method of recording paper-based attendance by Class is by changing to the Staff View (or "teacher" view) and adding attendance entries for the course or course section in the Class List.

Staff View > Select Teacher > Classes Meeting > Attendance

In Staff view attendance is accessed through the Today's Classes widget or the Attendance top tab.

Teacher Classes

Previous Wednesday, June 28 Today Next

Classes Meeting	Attendance	Posted	Grades	Posted	Email
2 - MPHE-08-06 - PHYSICA...	 	<input type="checkbox"/>		<input type="checkbox"/>	
2 - XAT--11-05 - TUTORING	 	<input type="checkbox"/>	---		
3 - MPE--10-04 - PHYSICA...	 	<input type="checkbox"/>		<input type="checkbox"/>	

Pages My Info Student Attendance Gradebook Planner Assessment PD Tools

Class Attendance :: 2016-2017 - MPE--10-04 - PHYSICAL EDUCATION 10, Boys

Class: Input Seating Chart Trends

Options Reports Help

Period 3 Post

24 records Attendance for: 13/04/2017

Pupil #	Name	Code	Class Attendance	Daily Attendance
407383	Adili, Facundofelipe	<input type="checkbox"/> A <input type="checkbox"/> L <input type="checkbox"/> P	A-E [edit]	A-E [Parent Excused]
438949	Bermejogurbindo, Sunjun	<input type="checkbox"/> A <input type="checkbox"/> L <input type="checkbox"/> P	Present	A
427682	Bjornsen, Mikal	<input type="checkbox"/> A <input type="checkbox"/> L <input type="checkbox"/> P	Present	Present

Class Attendance is taken for all course sections by selecting the corresponding button (A or L in the screenshot) on a given date and is posted to the student record using the **Post** button. No Daily Attendance value is created by the Staff view class posting in any course section.

1.3 Attendance Codes

Student Attendance codes indicate what type of Attendance Record is created for the student. These six system codes, combined with optional additional settings define the type of attendance record. A Reason code may be assigned to indicate why a student was given the attendance record per school or district policy.

- **A (Absent)** – Absent Excused or Absent Unexcused
 - **Excused** – check the excused checkbox or use the A-E dropdown if available
 - **Unexcused** – leave the checkbox unchecked
- **L (Late)** – Late Excused or Late Unexcused
 - **Excused** – check the *Excused* checkbox
 - **Unexcused** – leave the *Excused* checkbox unchecked
- **Time In** – place to record the time the student arrived (per school or district policy) defaults to the current time, edit as appropriate
- **D (Dismissal)** – Dismissal Excused and Dismissal Unexcused

- **Excused** – check the *Excused* checkbox
- **Unexcused** – leave the *Excused* checkbox unchecked
- **Time Out** – place to record the time the student left (per school or district policy) defaults to the current time, edit as appropriate
- **AUTH (Authorized)** –
 - **Absent?** – determines if the AUTH code day is counted as an absence for the student in summary counts
 - **Checked** will count as an absence for the student
 - **Unchecked** will not count as an absence for the student
- **ISS (In School Suspension)** – can be applied as a standard attendance entry *and* is automatically assigned as *ISS – Excused* to a student given an In School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.
- **OSS (Out of School Suspension)** can be applied as a standard attendance entry *and* is automatically assigned as *OSS – Excused* to a student given an Out of School Suspension with a date range in the Conduct module. The record can be edited to uncheck the Excused checkbox per school or district policy. See the *Conduct Management* guide for details.

1.4 Attendance Reports

1.4.1 Class Attendance Reports

School view > Attendance top tab > Class Office side tab > Reports

1.4.1.1 BC Class Attendance Call Sheet

- Lists students with an Absent (unexcused) attendance record entered on that day, report includes: Name, Grade level, Homeroom, Gender, Attendance Code, and the Name and Phone numbers of the two student contacts with highest priority
 - **Date**
 - **Sort results by** – select Name, Grade Level or Homeroom from the dropdown list
 - **Format** – select the format to print

1.4.1.2 BC Class Attendance Post Verification

- Advises when and if Class Attendance was posted by a staff user on the selected date. The report can be run for a selected course section or for a selected teacher.
 - **Start and End Dates** - enter the range of dates to include on the report
 - **Select class** – select a course section from the picklist
 - **Select teacher** – select a teacher from the picklist
 - **Show non-posts only**
 - **Check** - to only show classes where attendance was not posted
 - **Uncheck** - to show all classes and if they were posted or not
 - **Sort results by** – Name or Time posted
 - **Format** – select the format to print

1.4.1.3 BC Class Attendance Post History

- Provides a historical record of attendance postings by course section or by teacher.
 - **Start and End Dates** - enter the range of dates to include on the report
 - **Select class** – select a course section from the picklist
 - **Select teacher** – select a teacher from the picklist
 - **Sort Results by** – Date, Post Count or Period
 - **Format** – select the format to print

1.4.1.4 BC Class List w. Grid

- Lists students in a course section with fillable column headers in a grid format
 - **Column Labels** – enter the information to print in the Column Headers
 - **Sections to include** – select All or select a Term Code, Course Number, Section, Schedule Expression or Teacher.
 - **Sort results by** - select Course or Teacher
 - **Format** – select the format to print

1.4.1.5 BC Principal's Attendance by Class

- Allows schools to review and analyze student Class attendance using a parameter form with multiple criteria. The tool will return a list of students that meet the specified threshold. If the criteria is to include Absences greater than or equal to 3, the report will include students that have 3 or more absences per section, but will return a complete listing of the student's attendance in their other sections.
 - **Start and End Dates** – enter the range of dates to include on the report
 - **Students to include** – select All, Current Selection or select a YOG, Snapshot, Course Section, Combined Classes ID, Grade or Student Program
 - **Criteria** – enter and combine different criteria to build the report
 - **Absence Code** – use pre filled values or select a code from the dropdown
 - **Reasons** – select from the dropdown
 - **Operator** – select from the dropdown
 - **Exclude Excused** – check to exclude for each criteria line
 - **Connector** – select *And* or *Or* to combine criteria lines
 - **Sort results by** – Name, YOG or Homeroom
 - **Group results by** – Homeroom, House Code, Team Code
 - **Format** – select the format to print

1.4.2 Daily Attendance Reports

School view > Attendance top tab > Daily Office side tab > Reports

1.4.2.1 BC Homeroom List w. Desig

- Lists students in a Homeroom with their grade and birthdate and if they are a designated or aboriginal student
 - **Students to include** – select All or select a Homeroom or Grade.
 - **Students to include** – if you select Homeroom or Grade above, you have to type in just the homeroom number or just the grade you want
 - **Check boxes** - deselect any that you DO NOT want to show on the report
 - **Sort results by** - select Usual Name or Grade
 - **Format** – select the format to print

1.4.2.2 BC Homeroom List w. Grid

- Lists students in a Homeroom with fillable column headers in a grid format
 - **Column Labels** – enter the information to print in the Column Headers
 - **Students to include** – select All or select a Homeroom or Grade.
 - **Students to include** – if you select Homeroom or Grade above, you have to type in just the homeroom number or just the grade you want
 - **Sort results by** - select Usual Name or Grade
 - **Format** – select the format to print

1.4.3 Other Attendance Reports

School view > Student top tab > select student > Attendance side tab > Reports
OR

School view > Student top tab > select student(s) > Options > Show Selected > Reports

1.4.3.1 BC Attendance History

- Prints a list of student's attendance records for the date range chosen
 - **School** – defaults to primary school.
 - **Start and End Dates** – enter the range of dates to include on the report
 - **Students to include** – select All, YOG, Homeroom or Snapshot.
 - **Students to include** – if you select anything other than ALL, type in the information exactly
 - **Check boxes** - deselect any that you DO NOT want to show on the report
 - **Sort results by** - select Name, YOG or Grade
 - **Format** – select the format to print