

# Tracking Students On Site: Teacher Entry

## Attendance must be taken and POSTED daily for Ministry Reporting

Class Attendance

Class Input Seating Chart Trends

Options Reports Help Search on Term

0 of 9 selected Current Classes

Course	Description	Clsrm	Schedule	Term
MSS--K-2001	SOCIAL STUDIES K	06		FY
MMA--K-2001	MATHEMATICS K	06		FY
MSC--K-2001	SCIENCE K	06		FY
MEN--K-L-2001	ENGLISH LANGUAGE ARTS K	06		FY
MPHE--K-2001	PHYSICAL AND HEALTH EDUCATION K	06		FY
MAE--K-2001	ARTS EDUCATION K	06		FY
XTC--K-2001	TERM COMMENT K	06		FY
ATT--AM-2001	AM Attendance	06	AM(1)	FY
ATT--PM-2001	PM Attendance	06	PM(1)	FY

Staff view > Attendance top tab > Class > Select Class

- Teaching staff will mark students that are on premises that day using the **OnSite** attendance buttons in Staff view.
- If a student in your class is expected to be in attendance and **IS NOT** present, you **MUST** enter an Attendance Activity Code of **D**. This will ensure the follow up of the student's whereabouts by the office.
- Once attendance for the day has been taken, be sure to click on the **Post** button.
- These codes allow a record to be created for tracking, without the record displaying on the student PSR or on Report Cards. The Ministry will extract the records automatically every evening from MyEdBC to support the Stage 3 daily contact tracking and reporting outlined in "Supporting the K-12 Education Response to COVID-19 in B.C."

19 records Attendance for: 5/25/2020

OnSite	D	P	Class Attendance	Daily Attendance
OnSite	D	P	OnSite*	Present
OnSite	D	P	D*	Present
OnSite	D	P	Present	Present
OnSite	D	P	OnSite*	Present
OnSite	D	P	Present	Present
OnSite	D	P	D*	Present
OnSite	D	P	OnSite*	Present
OnSite	D	P	OnSite*	Present

Pages My Info Student Attendance Gradebook Planner Assessment

Class Attendance :: 2019-2020 - ATT--AM-2001 - AM Attendance

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Options Reports Help

Period AM

Post