# My Education BC



**Class Attendance** 

Options-

Course

MDR--09-001

MFNAS11-2

Help -

Reports-

Class

Input Seating Chart

Trends

## Attendance

There are two ways to access the attendance screen.

#### **Teacher Class Widget**

Click on Pages Top-Tab to access the "Teacher Class Widget". (This is the default page that is displayed upon login).



#### **Attendance Rosters**

Additionally, attendance rosters can also be accessed using the **Attendance Top-Tab** and **Class Side-Tab**.

To use the Seating Chart, click on the Seating Chart Sub-Side-Tab.

#### **Taking Attendance:**

Students are **P**resent by default. Click on the **A** if student is absent and **L** is the students is late.

Be sure to click **Post** (at the top or bottom of the page) to save your attendance and send the completed attendance to the office.

*NOTE:* The **A** or **L** can be changed by either clicking the **P** OR clicking on the "Edit" link at the far right of the table.

			1 record	for:	17/09/2019	
Pupil #	Name	Code	LforLate	Class Attendance	Daily Attendance	
2340935	Shrek, Sh-A	or Absent	LP	Not in session	Not in session	

### **Seating Chart**

The seating chart can be used to take attendance and can also use it or organize your classroom. To create a chart, click on **Design Mode**. Options for the grid will be provided – drag and drop the student images located on the left to the assigned seat on the right, to create the actual seating chart. When finished, click on **Exit Design Mode** in the top right.

	Attendance for: < 17/09/2019 Click here to create/edit seating chart								9 Design Mo	▶ 🏛 de >>	
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Attendance can be taken from this view using the above set of directions. This is a great option for TOCs.

#### **Multiple Courses in One Block**

Where a **Classes** (combined class) grouping exists, a checkbox: **Show all students in class** will display at the top right.

Click the *Quick Change* buttons to navigate through each "course" to complete attendance. *NOTE: Be sure to click POST for each Period BEFORE clicking on the next arrow.* 

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