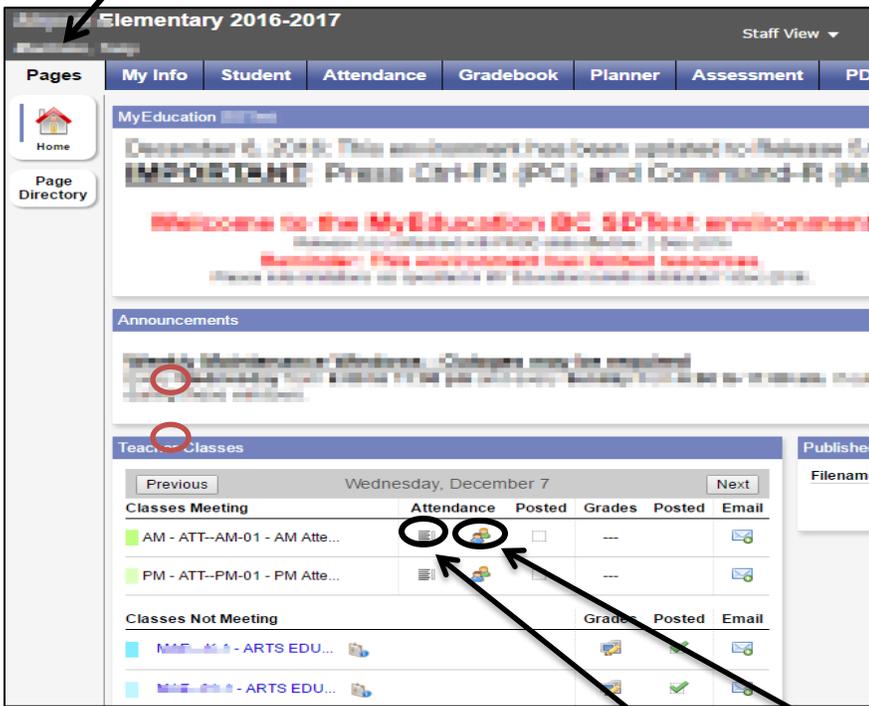


# How to take Attendance

There are two ways to access the attendance screen.

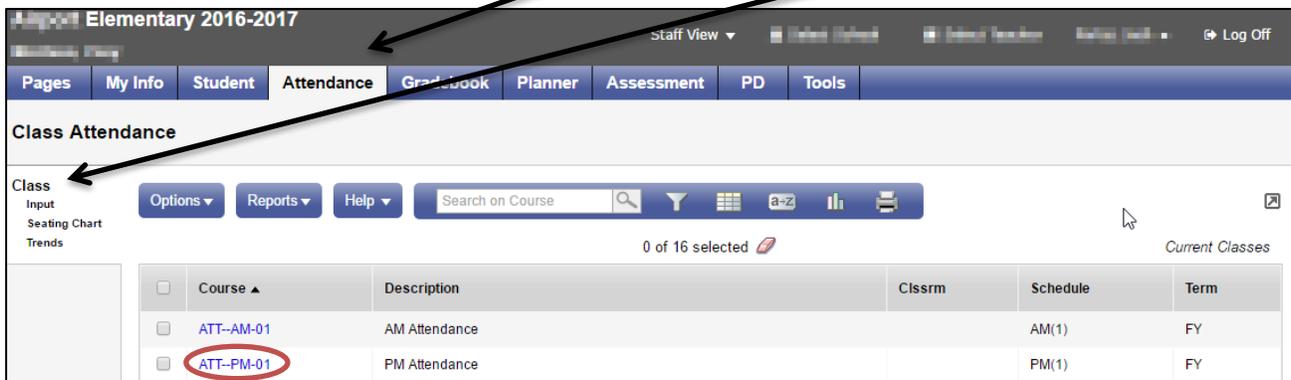
1. Click on **Pages** on the top tab (you will be on your Home page when you open up My Ed BC).



Click on the attendance icon for the course you want for either a **list** option or a **seating chart** option. Elementary teachers, you choose the **AM** or **PM** course for your class under the **Classes Meeting** list.

Or...

2. You can also get to the attendance screen by clicking on **Attendance** on the top tab and **Class** on the side tab.



Click on the course that you need to take attendance for. Elementary teachers, you choose the **AM** or **PM** course for your class. To use the **Seating Chart**, click on the **Seating Chart** sub side tab.

## On the Attendance Screen:

1. Students are present by default. Click on the **A** if student is absent and **L** if the students is late.
2. Repeat for all students that are late or absent.
3. Click **Post** (at the top or bottom of the page) to save your attendance.

The screenshot shows the 'Class Attendance' interface for the 2016-2017 school year, specifically for 'ATT--AM-01 - AM Attendance'. The interface includes a navigation bar with tabs for Pages, My Info, Student, Attendance, Gradebook, Planner, Assessment, PD, and Tools. Below the navigation bar, there are buttons for Options, Reports, and Help, along with a search bar and a sort order dropdown (a-z). The main content area is titled 'Period AM' and features a 'Post' button. A table displays 20 records of student attendance for the date 07/12/2016. The table has columns for Pupil #, Name, Code, Class Attendance, Daily Attendance AM, and Daily Attendance PM. The 'Code' column contains buttons for 'A', 'L', and 'P'. Annotations highlight the 'Post when done' button, the 'A for Absent' button, and the 'L for Late' button.

Pupil #	Name	Code	Class Attendance	Daily Attendance AM	Daily Attendance PM
		A L P	Present	Present	Present
		A L P	Present	Present	Present
		A L P	Present	Present	Present
		A L P	Present	Present	Present