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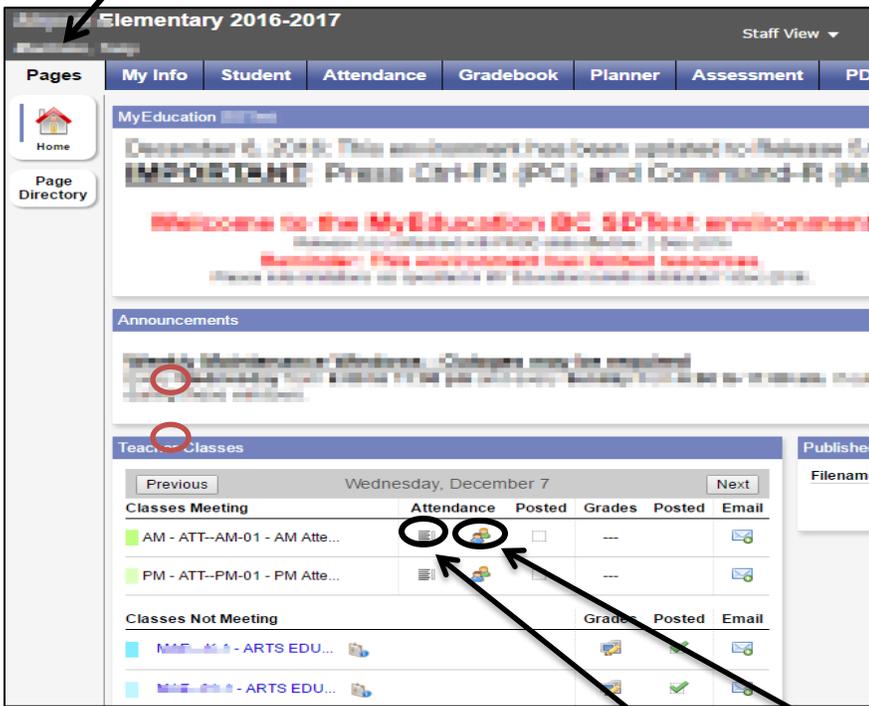
Click on the attendance icon for the course you want for either a **list** option or a **seating chart** option. Elementary teachers, you choose the **AM** or **PM** course for your class under the **Classes Meeting** list.

Or…

2. You can also get to the attendance screen by clicking on **Attendance** on the top tab and **Class** on the side tab.
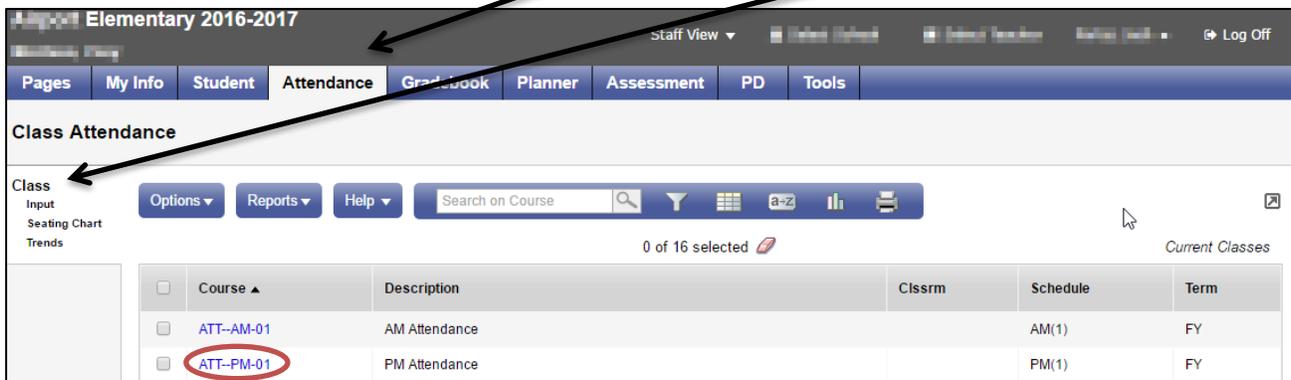
Click on the course that you need to take attendance for. Elementary teachers, you choose the **AM** or **PM** course for your class. To use the **Seating Chart**, click on the **Seating Chart** sub side tab.

On the Attendance Screen:

1. Students are present by default. Click on the **A** if student is absent and **L** is 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.