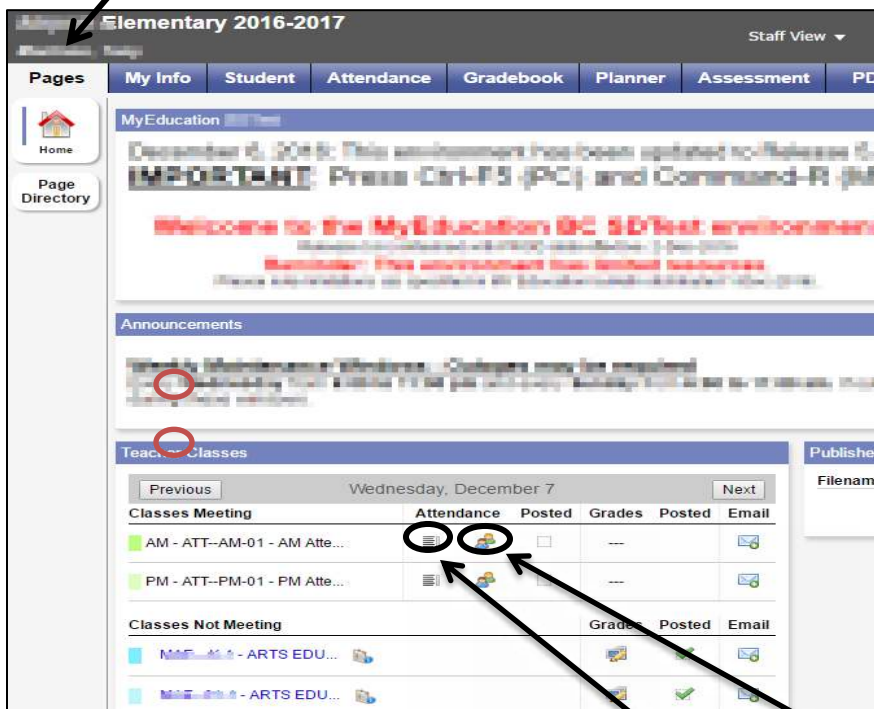


# How to take Attendance

There are two ways to access the attendance screen.

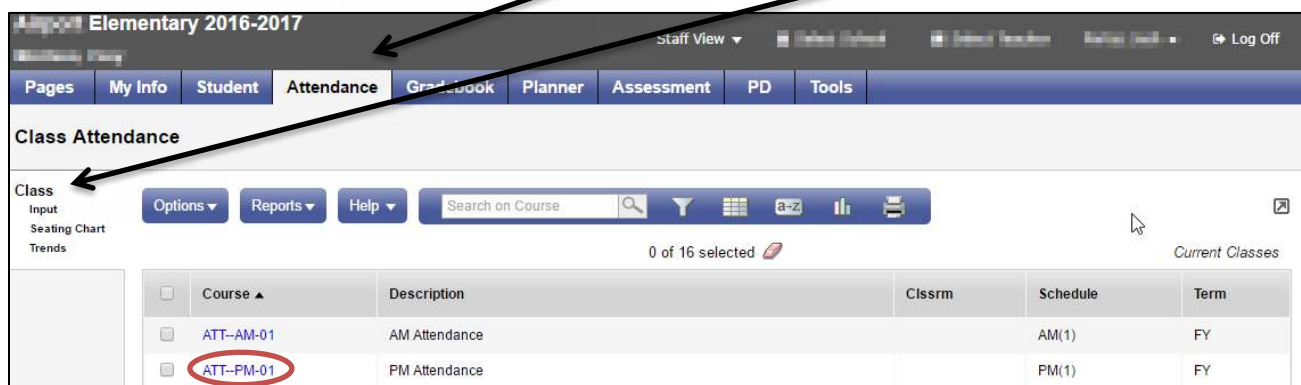
1. Click on **Pages** on the top tab (you will be on your Home page when you open up My Ed BC).



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 top navigation bar with tabs like 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Assessment', 'PD', and 'Tools'. Below the navigation bar, there's a header area with 'Class Attendance :: 2016-2017 - ATT--AM-01 - AM Attendance' and navigation icons. A sidebar on the left shows 'Class' with options like 'Input', 'Seating Chart', and 'Trends'. The main area features a 'Period AM' section with a 'Post' button. A table displays attendance records for 20 pupils. Annotations include a blue arrow pointing to the 'Post' button labeled 'Post when done', a blue arrow pointing to the 'A' button in the 'Code' column labeled 'A for Absent', and a blue arrow pointing to the 'L' button in the 'Code' column labeled 'L for Late'.

Class Attendance :: 2016-2017 - ATT--AM-01 - AM Attendance

Options Reports Help Search on Name a-z

Class  
Input  
Seating Chart  
Trends

Period AM

Post

20 records Attendance for: 07/12/2016

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