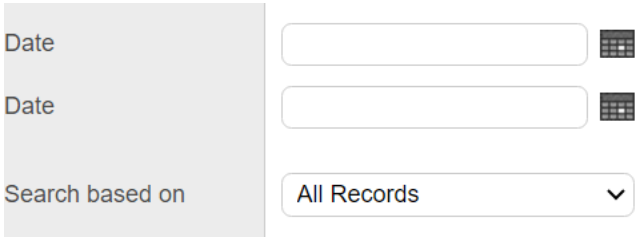
MYEDUCATION BC
SCHOOL VIEW ATTENDANCE FILTERS AND REPORTS

MULTIPLE STUDENTS

NOTE: Use Google Chrome for the best results printing these reports as paper or a PDF.

1. FILTER:

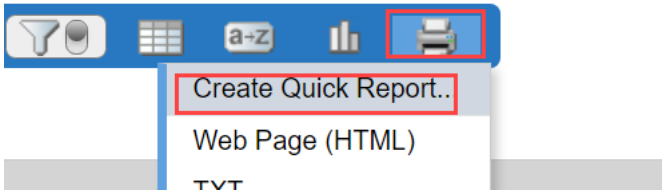
- Attendance TT > Class History ST
- Select one of the following Filters:
  - Date Range bs
  - Date Range/A only bs
  - Date Range/Grade Level/A only bs
  - Date Range/Grade Level =? bs
  - International Attendance date range bs
- Enter your date range and/or grade level
- Search based on = "All Records"



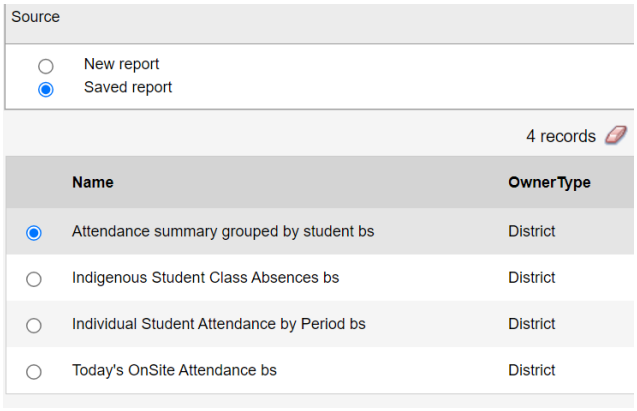
- Submit

2. RUN THE REPORT:

- Attendance TT > Class History ST
- Select Printer Icon
- Create Quick Report



- Select Saved Report >
  - Attendance summary grouped by Student bs
  - International attendance summary date range bs



- Click **Finish** button.

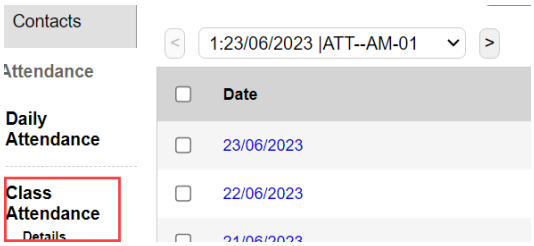
INDIVIDUAL STUDENTS

1. FILTER:

- Student TT > Select Student > Attendance ST > Class Attendance SST
- Select Filter Icon >
    - Date on or after =? bs
- Finish

2. RUN THE REPORT:

- Student TT > Select Student > Attendance ST > Class Attendance Sub ST



- Select Printer Icon
- Create Quick Report
- Select Saved Report >
    - Individual Student Attendance by Period bs
- Click **Finish** button