SECONDARY OFFICE ATTENDANCE FAST SHEET V2.0

DAILY TO CLASS ATTENDANCE PROCEDURE*

Throughout this document there is references to PUSH as a step in Attendance processes. This process allows the office staff to accomplish "PUSHing" Daily Attendance to Class Attendance for many students at once.

School View > Attendance TT > Class Office ST >

Filter = Attendance Discrepancy >

Options > Attendance Discrepancy – Daily Attendance to Class Attendance

The purpose of this procedure is to push attendance records from the Daily Code column to the Period Columns in the Class Office side tab to every scheduled period for a student on a specific day avoiding the need to use the chevrons and doing the process one at a time.

1. SINGLE STUDENT (CHOOSE FROM…)

A. FULL DAY ABSENCE WITH PUSH*

Attendance TT > Class Office ST

1. Check Date

2. Select Student
3. Click … under Daily Code (three dots)

4. Enter details on Popup Window

5. Click Save
6. *Click >> (Double arrows) to **PUSH*** out to Class Attendance*

B. FULL OR PARTIAL DAY ABSENCE WITHOUT PUSH* (COPY PUPIL #)

Attendance TT > Class Office ST

1. Search Student, copy Pupil #
2. Options > Multi-Add Class Attendance

3. Students to include = **Student IDs**
4. Student IDs > paste Pupil # (to add multiple students press enter between numbers)

5. Check:
   a. Start/End Dates
   b. Select Periods,
   c. Attendance Code,
   d. Attendance Reason,
   e. Duplicate Records = **Replace**

6. Uncheck **Preview**
7. Run

C. FULL DAY ABSENCE FOR DATE RANGE WITH PUSH*

Attendance TT > Daily Office ST

1. Check Date
2. Type last name or Student number, set Absence Code, Select Popup
3. Click **Add** button

Name/ID		Code	A	Show Popup	☑	➕ Add	Multi-Add…

▮▮▮▮ ▾ | >   0 of 408 selected 🩹   Date ◀ 01/06/2023 ▶ ▦

In Pop up window
- Click "Multiple Dates"
- Add Start/End date
- Add portion
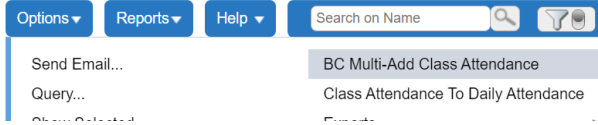- Add code (Absent? Late? Dismissed?)
- Click Save

Attendance TT > Class Office ST > Filter on "Attendance Activity"
1. Click >> (Double arrows) to **PUSH*** out to Class Attendance

D. FULL DAY(S) ABSENCE FOR DATE RANGE WITHOUT PUSH*

Attendance TT > Class Office ST

1. Search Student, copy Pupil #
2. Options > Multi-Add Class Attendance

3. Students to include = Student IDs
4. Student IDs > paste Pupil #

5. Check:
    1. start/end dates,
    2. Select Periods,
    3. Attendance Code,
    4. Attendance Reason,
    5. Select Overwrite existing
6. Run
7. **Repeat steps for each date away**

2. MULTIPLE STUDENTS (CHOOSE FROM…) (NONE OF THESE OPTIONS REQUIRE PUSH*ING)

A. COURSE SECTION - FULL OR PARTIAL DAY ABSENCE

1. Schedule TT > Find Section > Copy section code i.e. MAC--11-01
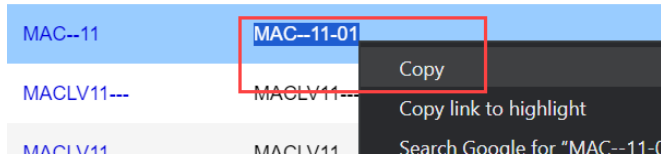
2. Student TT > Filter Course section=? > Paste section code

Search criteria

School Year	2023
Course Code -Section eg MEN--11--S-01	MAC--11-01
Search based on	Primary Active Students

[Submit] [Close]

3. Select any students not attending > Options > Omit Selected
4. Create the Snapshot
    a. Student TT > Options > Snapshot > New >
    b. Name > Paste section code OR Type name and copy it
    c. Cancel to exit popup
5. Attendance TT > Class Office ST > Options > Multi-Add Class Attendance
6. Students to include = Snapshot
7. Paste section code (snapshot name)
8. Check Date, Select Periods, Attendance Code, Attendance Reason, Select Overwrite existing
9. Run

B. SELECTION OF STUDENTS (SNAPSHOT) - FULL OR PARTIAL DAY ABSENCE

1. Student TT > Select Students
2. Create the Snapshot
    a. Student TT > Options > Snapshot > New >
    b. Name > Type name and copy it
    c. Cancel to exit popup

Name	Test Snapshot
Owner	Claremont Secondary ∨
Save as filter	☐
Move to top of my list	☐

Records to Include

○ Current List
○ Snapshot Combination
  Multiple No End bs ∨
  Union ∨
  Multiple No End bs ∨

[Save] [Cancel]

3. Create a Filter from the Snapshot
    a. Attendance TT > Class Office ST > Filter > Manage Filters
    b. New > Change "Saved Query" to "Snapshot"
    c. Choose Snapshot from list > OK
    d. Save
    e. You can now choose the Snapshot from your filter list
    f. Use Omit Selected to remove students

	Name	OwnerT
○	Multiple No End bs	District
○	No Primary No End Date BS	District
○	Open H Designations April 11 23	District
◉	Open R Designations April 6 23	District

4. Attendance TT > Class Office ST > Options > Multi-Add Class Attendance
5. Students to include=Current Selection
6. Check Date, Select Period(s), Attendance Code, Attendance Reason, Select Overwrite existing
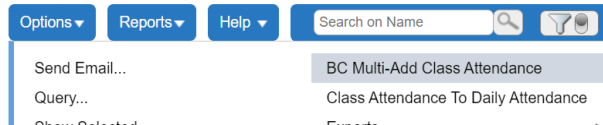7. Run

C. SELECTION OF STUDENTS (STUDENT IDS) - FULL OR PARTIAL DAY ABSENCE

Attendance TT > Class Office ST > Select Students

1. Options > Show Selected
2. Quick Print Icon > CSV
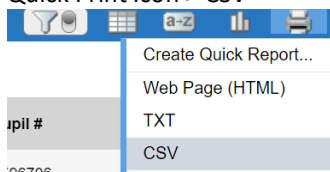
3. Open CSV file in Excel
   a. Highlight column of pupil numbers
   b. Ctrl + C or right click > Copy
4. In MyEd > Attendance TT > Class Office ST > Options > Multi-Add Class Attendance

5. Students to include = Student IDs
6. Paste copied Student IDs

7. Check

- Start/end dates,
- Select Period(s)
- Attendance Code
- Attendance Reason
- Select Overwrite existing

8. Uncheck Preview
9. Run

POST VERIFICATION REPORT

Attendance TT > Class Roster ST > Reports > Class Attendance Post Verification

BC Class Attendance Post Verification

USEFUL FILTERS UNDER CLASS OFFICE

- **Attendance Activity:** Any student who has a Daily or Class attendance value A-E, A, L
- **Truant List:** Any student who has a Class attendance value but no Daily value (Skips)