



**On Site Attendance – Middle & Secondary Schools**

Teaching Staff:

- For each class that is scheduled for the day, staff are expected to mark students “OnSite”
- At Middle and Secondary we are not reporting or recording absences at this time.
- If a student record is marked “OnSite” in error, teacher marks the student “P” and “RE-Posts”

Class Attendance :: 2019-2020 - MPH-12-002 - PHYSICS 12

Class: Input, Seating Chart, Trends

Period 2

Post when finished

Click this button for each student that is physically present

16 records

Attendance for: 27/05/2020

Pupil #	Name	Code	Class Attendance	Daily Attendance
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present
		OnSite P	Present	Present



**On Site Attendance – Middle & Secondary Schools**

Clerical Staff – PLEASE USE CLASS ATTENDANCE ONLY

1. Attendance Top Tab > Class Office Side Tab
2. Select the students that were marked "OnSite."
  - a. Click **Options**, then **Show Selected**
  - b. Click **Options**, then BC Multi Add
  - c. Complete the dialogue box as shown in the screen shot below

The screenshot shows the MyEducation BC interface for South Kamloops Secondary 2019-2020. The 'Attendance' tab is active, and the 'Class Attendance Office Input' screen is displayed. A table lists students with columns for UsualFirst, Name, Homeroom, HR Teacher, Usual Name, Pupil #, and Grade. The table contains one row with the instruction '1. Select the students' and a grade of 08. An overlay dialog box titled 'BC Multi-Add Class Attendance' is open, showing configuration options for the attendance run. The dialog includes fields for School (South Kamloops Secondary), Start Date (27/05/2020), End Date (27/05/2020), Attendance code (OnSite - On Site), and a 'Run' button.

UsualFirst	Name	Homeroom	HR Teacher	Usual Name	Pupil #	Grade
	1. Select the students					08

0 of 4 selected

27/05/2020

7 8

7. Run