





Attendance Tracking in MyEducation BC

B. Attendance Top Tab > Class History Side Tab

There are filters for you to use to select data. Two are custom made SD73 filters.

- SD73 Attendance Date filter. Select Absent OR Late (with a toggle) and select a date. This will show you the unexcused (absences or lates) for a specific date
- SD73 Weekly Attendance filter. Provides attendance for a range of dates

Search criteria

Date  End Date

Date  Start Date

Search based on

Manage Filters...

- Recent Attendance
- All Records
- SD73 Attendance Date Filter**
- Course Section
- Current Month
- Current School Year
- Current Week
- Daily by Period
- Today
- Today - Unexcused Abs.
- Date Filter
- Learning Group = ?
- Name Filter
- SD73 Weekly Attendance**

C. Student Top Tab. Built in Analytics

Options Reports Help Search on Name a-z

- Modify List
- Mass Update...
- Send Email...
- Query...
- Snapshots...
- Show Selected
- Analytics**
  - Assign Couriers
  - Assign Student Learning Group
  - Assign Student Programs
  - At Risk
  - BC Create Parent User Accounts
  - Attendance by Student
  - Conduct Incidents by School
  - Conduct Incidents by Student
  - Period Attendance by Student**
  - Period Attendance by Student and Section

- Select the Analytic and then in the next pop up select run.
- Navigate to the **Global Top Tab > Analytics Side Tab**. In click on the magnifying glass in the Analytic Definition box to select the Analytic you used. This shows aggregated attendance data for each student for the current school year.

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin

Results

Analytics Results Options Reports Help Search on ID a-z

Analytic Definition

1-PAT-STD |South Kamloo... 0 of 826 selected

School > Name	Student > Name	Student > Grade	Absent Total	Unexcused Total	Excused Total	Tardy Total	Dismissed Total
South Kamloops Secondary		10	7	7	0	0	0
South Kamloops Secondary		08	66	65	1	3	0
South Kamloops Secondary		12	11	9	2	2	0
South Kamloops Secondary		09	5	3	2	0	0
South Kamloops Secondary		11	4	1	3	1	0
South Kamloops Secondary		09	13	3	10	2	0
South Kamloops Secondary		08	18	0	18	0	0
South Kamloops Secondary		08	2	2	0	0	0
South Kamloops Secondary		11	9	2	7	2	0
South Kamloops Secondary		09	12	0	12	0	0
South Kamloops Secondary		11	14	2	12	0	0
South Kamloops Secondary		10	3	1	2	4	0
South Kamloops Secondary		12	11	4	7	0	0
South Kamloops Secondary		09	9	6	3	1	1



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D. "At Risk" Tool

1. Student Top Tab > "At Risk" > School Name Attendance

Click Run

2. Tools Top Tab > At Risk Side Tab > At Risk Results. Click on the Magnifying Glass in the At Risk Definition Box. Select the Attendance choice & click OK

Sort on the points column to bring the student with the most "points" to the top. The number of points is equal to the number daily absences in the last 10 days.

Pupil #	Name	Points	Grade	Aboriginal Ancestry	Designation	Name	Timestamp
		7.0	12			Attendance - Last 10 Days	11/12/2020 10:31 AM
		7.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM
		7.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM
		7.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM
		6.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	11			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	08			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	09			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	11			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	09			Attendance - Last 10 Days	11/12/2020 10:31 AM
		5.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM
		4.0	08			Attendance - Last 10 Days	11/12/2020 10:31 AM
		4.0	12			Attendance - Last 10 Days	11/12/2020 10:31 AM
		4.0	10			Attendance - Last 10 Days	11/12/2020 10:31 AM

3. Select the students and then print the report.

4. Remove At Risk Results

Student Top Tab > Filter: Primary Active Students. Options > Delete At Risk Results Complete the pop up

Delete At Risk Results

At Risk Definition: Attendance - Last 10 Days

Delete At Risk Alerts Only:

Start date: 01/12/2020

End date: 14/12/2020

Students to include: Current selection

Search value:

Active students only:

Buttons: Run, Cancel