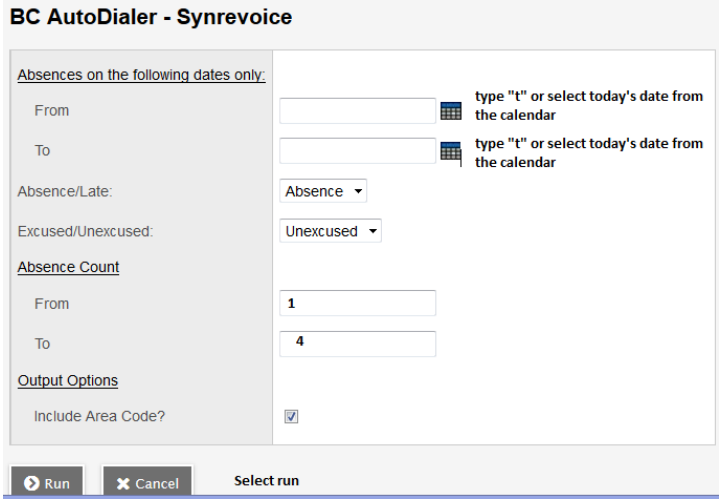
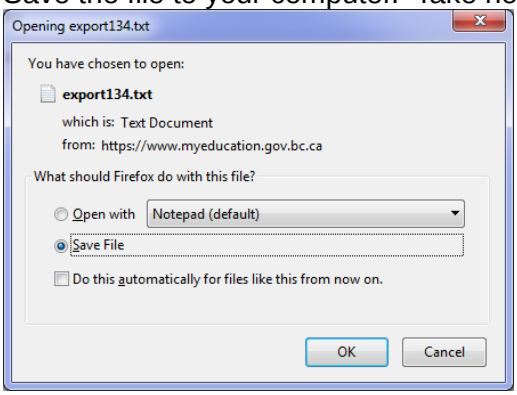
In MyEducation BC in the School view,

1. Click the **Attendance** Top Tab, **Class Office** side Tab.

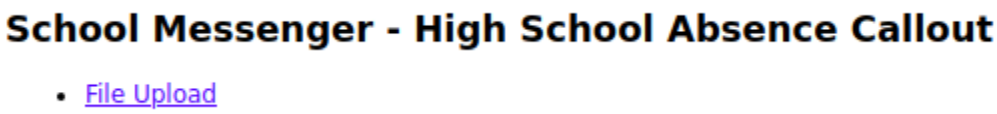
2. Click **Options > Exports > BC Autodialer – Synrevoice**. Complete the pop-up



3. Save the file to your computer. Take note of the filename and location of where you saved the file.

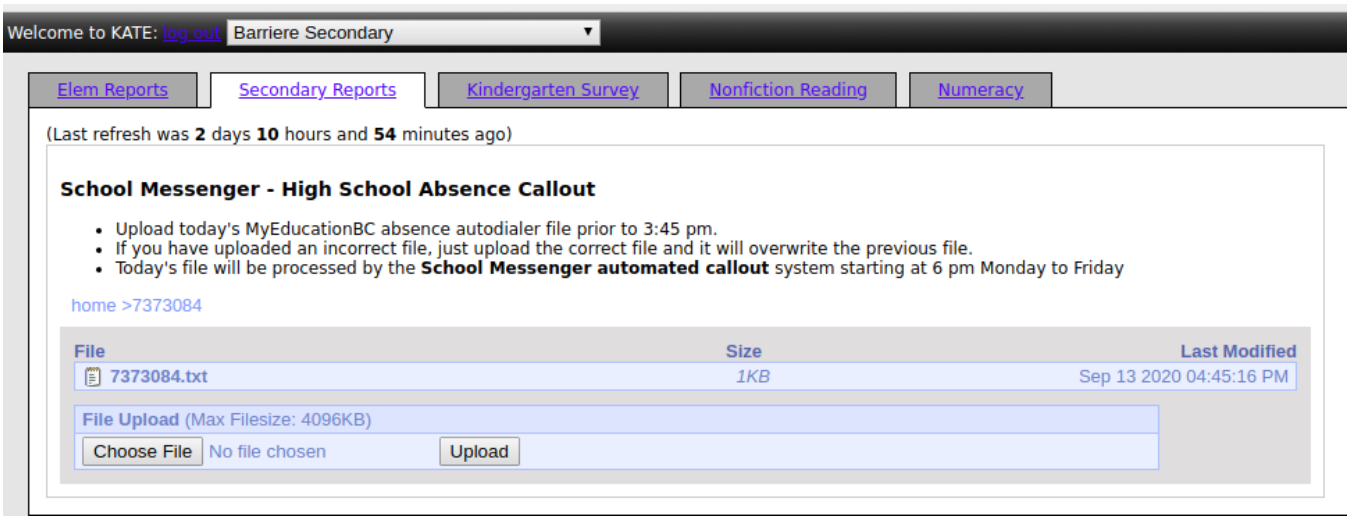


4. Log into **KATE**
5. Navigate to **Secondary Reports > School Messenger - High School Absence Callout**

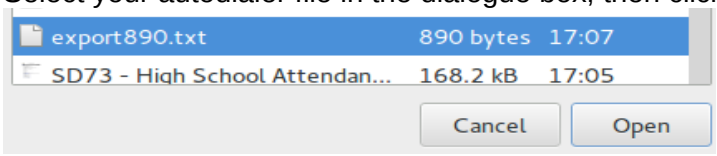


6. Click on the link File Upload

7. In the new window:



8. Click on the button “Choose File”.
9. Select your autodialer file in the dialogue box, then click “Open”.



10. Finally, click on the Button “Upload” to upload the file. The file is renamed to your school's ministry code and you will see the “Last Modified” date update to the current date and time.

Note: If you upload the wrong file (or you suspect that you have), go back to step 1 and redo the process.