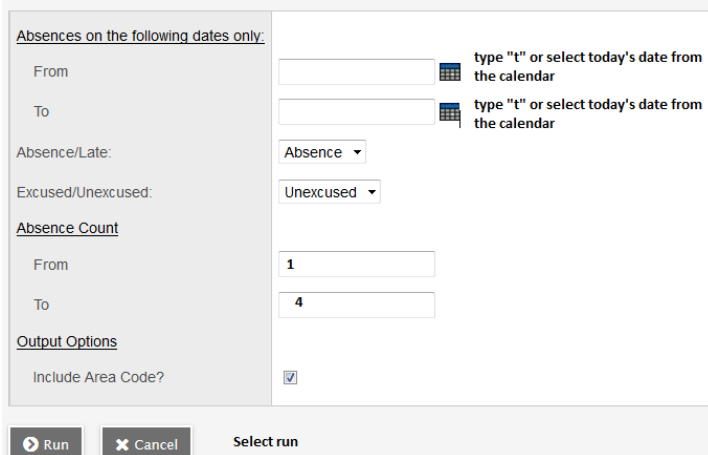


In MyEducation BC in the School view,

1. Click the **Attendance** Top Tab, **Class Office** side Tab.
2. Click **Options > Exports > BC AutoDialer – Synrevoice**. Complete the pop-up  
**BC AutoDialer - Synrevoice**

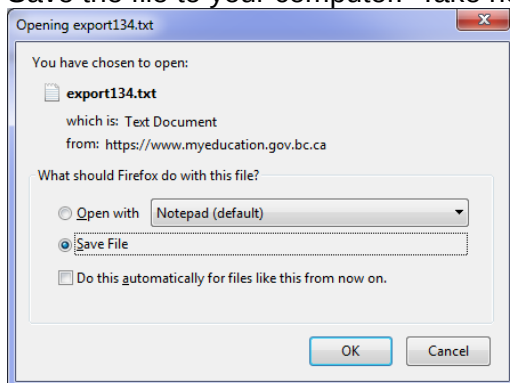


The screenshot shows a web form titled "BC AutoDialer - Synrevoice". It is divided into several sections:

- Absences on the following dates only:**
  - From:** A text input field with a calendar icon and the instruction "type 't' or select today's date from the calendar".
  - To:** A text input field with a calendar icon and the instruction "type 't' or select today's date from the calendar".
  - Absence/Late:** A dropdown menu set to "Absence".
  - Excused/Unexcused:** A dropdown menu set to "Unexcused".
- Absence Count:**
  - From:** A text input field containing the number "1".
  - To:** A text input field containing the number "4".
- Output Options:**
  - Include Area Code?:** A checkbox that is checked.

At the bottom of the form, there are three buttons: "Run" (with a play icon), "Cancel" (with an X icon), and "Select run".

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

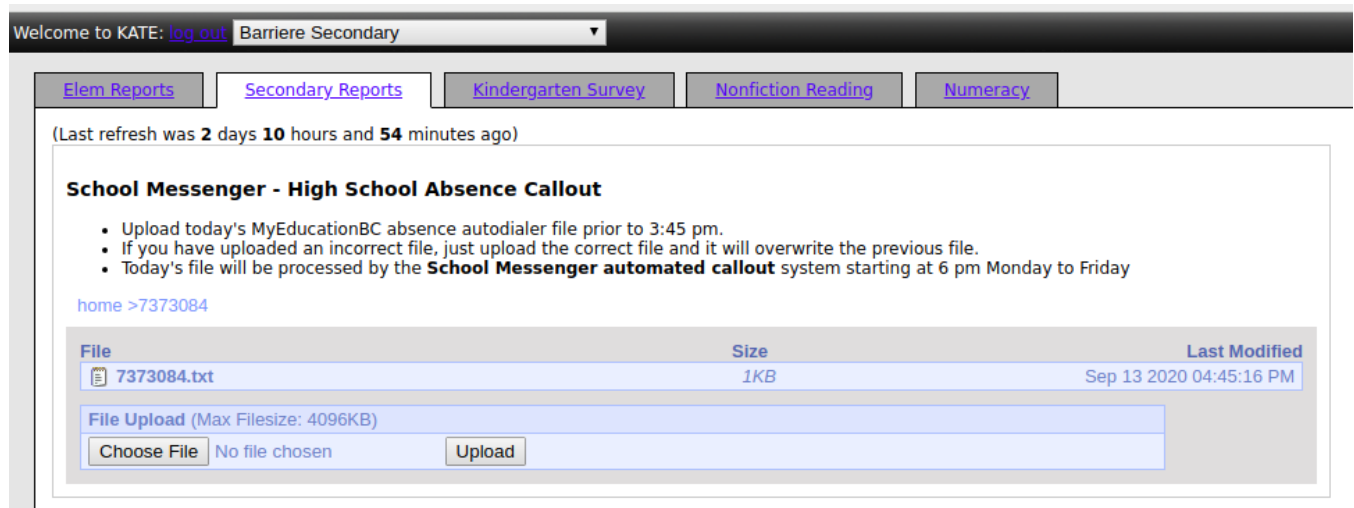


4. Log into KATE
5. Navigate to **Secondary Reports > School Messenger - High School Absence Callout**

## School Messenger - High School Absence Callout

- [File Upload](#)

6. Click on the link File Upload
7. In the new window:



Welcome to KATE: [log out](#) Barriere Secondary


[Elem Reports](#) | [Secondary Reports](#) | [Kindergarten Survey](#) | [Nonfiction Reading](#) | [Numeracy](#)

(Last refresh was 2 days 10 hours and 54 minutes ago)

### School Messenger - High School Absence Callout

- Upload today's MyEducationBC absence autodialer file prior to 3:45 pm.
- If you have uploaded an incorrect file, just upload the correct file and it will overwrite the previous file.
- Today's file will be processed by the **School Messenger automated callout** system starting at 6 pm Monday to Friday

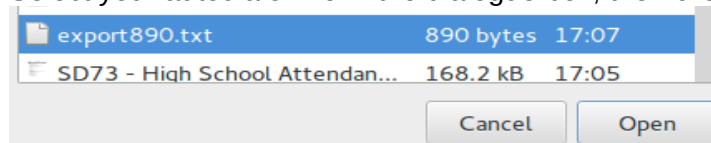
[home >7373084](#)



File	Size	Last Modified
 7373084.txt	1KB	Sep 13 2020 04:45:16 PM

**File Upload** (Max Filesize: 4096KB)

No file chosen

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



 export890.txt	890 bytes	17:07
 SD73 - High School Attendan...	168.2 kB	17:05

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.

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