

School Messenger (Safe Arrival) file upload

- 1. In MyEducation BC, complete absences.
 - a. School office personnel <u>may</u> enter previously reported daily attendance <u>or wait</u> until later in the day to enter this attendance.
 - b. In the **Class Office** ST the daily code needs to be **PUSHED OUT** to the AM and PM periods for other absences not from #1.

Daily Code		AM	PM	
A-E	\gtrsim	Click here		

Properly pushed out attendance looks like this:

Daily Code		AM	PM	
A-E	>>	A-E	A-E	

- c. Teachers take attendance in their classrooms and **POST** by the appointed time. Teachers should only post their attendance <u>ONCE</u>.
- d. District GOAL: 15 minutes after the second bell
- In MyEducation BC, create your attendance file by logging into MyEducationBC, choose School View and the Attendance TT, Class Office ST. Then select Options, Exports, BC Autodialer – Synrevoice as shown in the screenshot on the left. Complete the pop up window shown below in the screenshot on the right

BRITISH MyEducationBC					BC AutoDialer - Synrevoice		
Pages Options	School Reports	Stude	ent Staff	Att	Absences on the following dates only: From To Absence/Late:	Absence y	1. Select <u>today's</u> date for the From & To boxes
Delete Send Email Class Atten	 dance To Daily Atte	endance	Input		Excused/Unexcused: Absence Count From	Unexcused -	Do not change
Query Show Select	ted ed		BC AutoDialer - Syr	nrevoice	To <u>Output Options</u> Include Area Code?	3	
Daily Batch Student > Name Student > Usu 3. Click Run							

3. Save the file on your desktop in a folder. Make sure to take note of the file name