

Attendance Management – Strongstart Centers

Taking Attendance

1. Marking Students Present in Staff view
2. Posting Attendance to the Office
3. Making Changes in the School view
4. Using the StrongStart Count filter in the School view
5. Running the StrongStart Attendance Summary report



Strongstart facilitators will log on to MyEducation BC

- Select the **Attendance Top Tab**
- Click on the **XAT—EL** Course code to open the class roster
- Click on the **POS** button next to all student present that day. Click the **A** button to reset the record to Absent (Do not use the **A** button after attendance has been posted).
- Click the **Post** button to post attendance to the office.
- Any changes to the attendance record after posting **MUST** be made from the office.

Taking Attendance

1. Mark all present students with POS button

Class Attendance :: 2014-2015 - XAT--EL-1 - ASSIGNED TIME EL

Attendance for: 02/04/2015

Pupil #	Name	Daily Attendance	Class Attendance	Code
1529570	Avison, Cathryn	Present	POS*	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1529010	Barlee, Mandeep	Present	Absent	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1443074	Beadle, Rolson	Present	Absent	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1531886	Beech, Deborah	Present	POS*	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1372491	Blackman, Giuliana	Present	Absent	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1300490	Bulger, Frederike	Present	Absent	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1529039	Burr, Mary-Anne	Present	POS*	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>
1305512	Canterbury, Sharyn	Present	POS*	<input type="button" value="POS"/> <input type="button" value="A"/> <input type="button" value="P"/>

Strongstart Reporting


Staff View>Attendance Top Tab>Reports Drop Down Menu

Strongstart Attendance Summary

Input the date range for the report.

StrongStart Reporting

In Staff view, run the StrongStart Summary report

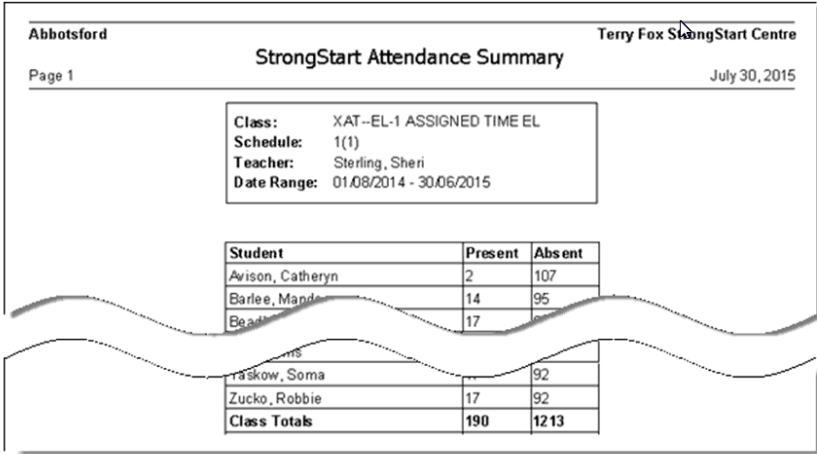


The screenshot shows the StrongStart Reporting interface. The top navigation bar includes 'Pages', 'My Info', 'Student', 'Attendance', 'Gradebook', 'Planner', 'Assessment', 'PD', and 'Tools'. The 'Attendance' tab is selected. A dropdown menu is open under 'Reports', with 'StrongStart Attendance Summary' highlighted by a red arrow. Other options in the menu include 'Class Attendance History', 'Class Attendance Summary', 'Quick Chart', 'Quick Report', and 'My Job Queue...'. The main content area shows 'Class Attendance' for 'XAT--EL-1 ASSIGNED TIME EL'. A date range selector is visible at the bottom right, set to '02/04/2015'. A status message indicates 'Class attendance posted on 30/07/2015 8:35 AM.'.

The result is a list of students with the number of days present and absent.

StrongStart Reporting

Report is ready for printing



The screenshot shows the printout of the StrongStart Attendance Summary report. The header includes 'Abbotsford' and 'Terry Fox StrongStart Centre'. The title is 'StrongStart Attendance Summary' and the date is 'July 30, 2015'. The report details are as follows:

Class:	XAT--EL-1 ASSIGNED TIME EL
Schedule:	1(1)
Teacher:	Sterling, Sheri
Date Range:	01/08/2014 - 30/06/2015

Student	Present	Absent
Avison, Catheryn	2	107
Barlee, Mandee	14	95
Beath...	17	
Taskow, Soma		92
Zucko, Robbie	17	92
Class Totals	190	1213

Strongstart Office Staff will edit attendance records from the **Attendance top tab>Class Office Side Tab**

- Select the record by clicking the blue hyperlink
- Edit the record from the pop up window
- Click **Save**

Taking Attendance

Make all changes in School view

The screenshot shows the 'Class Attendance Office Input' form. The 'Name' field is 'Barlee, Mandeeep', 'Course' is 'XAT-EL-1', and 'Date' is '02/04/2015'. The 'Is absent?' checkbox is checked. The 'Reason' dropdown is set to 'POS'. A 'Save' button is highlighted with a red box. A table on the right shows attendance codes for other students:

Daily Code	>>	Daily Code
POS	>>	POS
A	>>	A
A	>>	A
POS	>>	POS
A	>>	A
A	>>	A
POS	>>	POS

Selecting the **Strongstart Count** filter will display a list of all students who are present for the day.

Student Counts

List now displays only present students

The screenshot shows the 'Class Attendance Office Input' page with a list of present students. The table is as follows:

Name	Pupil #	Grade	Daily Code	1
Avison, Catheryn	1529570	EL	POS >>	POS
Barlee, Mandeeep	1529010	EL	A >>	POS
Beech, Deborah	1531888	EL	POS >>	POS
Burr, Mary-Anne	1529639	EL	POS >>	POS
Canterbury, Sharyn	1365512	EL	POS >>	POS