

## Multi Add Class Attendance Support Session

**Start time: 10:00 AM**

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You can use the following numbers to dial in:

Victoria: **1-778-401-6245** | Vancouver: **1-604-449-4460**

Kelowna: **1-236-361-9865** | Whitehorse: **1-867-457-0197**

Conference ID: **939 810 022#**

During the calls, press **\*6 to mute** your phone, or **\*7 to un-mute**

To preview the slides: use the *navigation arrows* at the top left and use *click to presenter* when done

# What is Multi Add Attendance?

- MyEducation BC allows you to record Attendance records for multiple students at the same time for one day or multiple days in the same way attendance is entered for individual students.



Student Safety



Student Success

# Did You Know?

Multi Add Button recently added by Follett in version 6.7

BC Multi Add Class Attendance – created for BC specifically

# Who would use it?

- Clerical at the School Level
  - Roles
    - Clerical
    - Teacher
    - District Support (Help Desk/Level 1)
    - School Administrator
  - School View
  - Downstream systems

# Where do I find it?

## Multi Add – Button

- School View > Attendance Top Tab
  - Class Office Side Tab
  - Daily Office Side Tab



## BC Multi Add Class Attendance

- School View > Attendance Top Tab
  - Class Office Side Tab > Options



# Comparison

Multi Add Button	BC Multi Add Attendance
Section Homeroom Query Snapshot Selection	Need to show selected Attendance records before going into screen. Current Selection Student ID's
Duplicate Records – Skip, Replace	Duplicate Records – Replace, Skip
Single Date, Date Range	Single Date, Date Range
Periods	Periods
Absent, Late, Dismissed Excused, Time In , Time Out, Other Code, Other Code 2	Attendance Code
Reason Pick list or type in	Attendance Reason pick list
Can add a comment	
Preview – retains parameters	Preview – shows text file and then have to go in a re run parameters

# Multi Add Button

## Multi Add Button

- Use the Multi-Add button on the Daily Office Attendance Input page to enter the same attendance code for several students at once by section, selection, homeroom, query, or snapshot.
- Daily Office and Class Office Side Tab

The screenshot displays the 'Daily Office Attendance Input' page for 'Abbotsford Middle School'. The page is divided into several sections:

- School:** Abbotsford Middle School
- Students:** A list of categories with radio buttons: Section, Homeroom, Group, Query, Snapshot, and Selection. To the right, under 'Duplicate Records', there are radio buttons for 'Skip' (selected) and 'Replace'.
- Selected students:** 0
- Date:** 12/11/2024, with a calendar icon and a link for 'Multiple Dates >>'
- Periods:** A search icon.
- Absent?:**
- Late?:**
- Reason:** A search icon.
- Comment:** A text input field.
- Buttons:** 'Preview', 'Save', and 'Cancel' at the bottom.

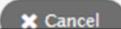
A callout box highlights the 'Multi-Add...' button, which is located below the 'Date' field. The callout also shows the 'Date' field with the value '12/11/2024' and a calendar icon.

# Multi-Add Button

- School users can enter class attendance for several students, for many periods and dates, at once. Use the Multi-Add button on the Class Attendance Office Input page to enter the same attendance code for several students at once by section, homeroom, group, query, snapshot, or selection.
- This is not a BC Specific process.
- School View > Attendance Top Tab > Class Office Side Tab > Multi Add Button

# Multi Add Button Preview Screen

Daily Attendance									
Date	Student Name	Code	Absent?	Tardy?	Dismissed?	Excused?	Reason	Time	
Class Attendance									
Date	Student Name	Course	Description	Period	Code	Absent?	Tardy?	Dismissed?	Excused?
06/12/2024	Achoui, Lenhauyen	MADST07-005	Explorations 7	1	A-E	Y	N	N	Y
06/12/2024	Achoui, Lenhauyen	ATT-AM-002	AM Attendance English First	1,2	A-E	Y	N	N	Y
06/12/2024	Ager, Mujira	MEFLS10-012	Peoples Literary Studies 10 English First	1	A-E	Y	N	N	Y
06/12/2024	Ager, Mujira	MEFWR10-012	Peoples Writing 10	1	A-E	Y	N	N	Y
06/12/2024	Abushalhoub, Vanhien	MPHE-09-006	PE 9	1	A-E	Y	N	N	Y

 Cancel

# BC Multi-Add Class Attendance

## BC Multi-Add Class Attendance

- Need to select students and show selected before you go into the BC Multi Add process
- Preview mode selection is available with current version of BC Multi Add Class Attendance
- All existing parameter selections are still available

The screenshot shows the 'BC Multi-Add Class Attendance' form. The 'School' field is set to 'Abbotsford Middle School'. The 'Students to include' dropdown is set to 'Current selection'. The 'Attendance code' dropdown is set to 'A - Absent Unexcused'. The 'Preview only' checkbox is checked. At the bottom, there are 'Run' and 'Cancel' buttons.

The screenshot shows the 'Class Attendance Office Input' menu. The 'Options' dropdown is open, showing several options. The 'BC Multi-Add Class Attendance' option is highlighted with a red box, and a red arrow points to it from the right. Other options include 'Send Email...', 'Query...', 'Show Selected', 'Omit Selected', 'Attendance Discrepancy- Daily Attendance to Class Attendance', 'Class Attendance To Daily Attendance', and 'Exports'.

# BC Multi-Add Confirmation Pop Up

- School users can enter class attendance for several students, for many periods and dates, at once. BC Multi-Add Class Attendance was created for BC. A confirmation pop-up will appear indicating how many records were updated

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Messages
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Number of student selected : 35
Number of selected periods : 1
Duration of attendance : 1 day.
Attendance code selected : A - Absent Unexcused
Number of records that created : 0
Number of records that updated : 0
Number of records that are affected in total : 0
```

# Questions and Answers



Bring your questions, the brains in the room will share or we will take the question away to get you an answer. We are here to assist.