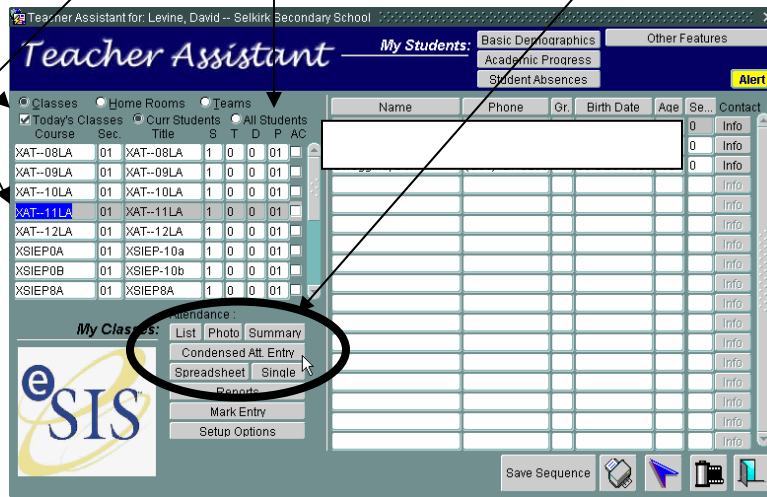


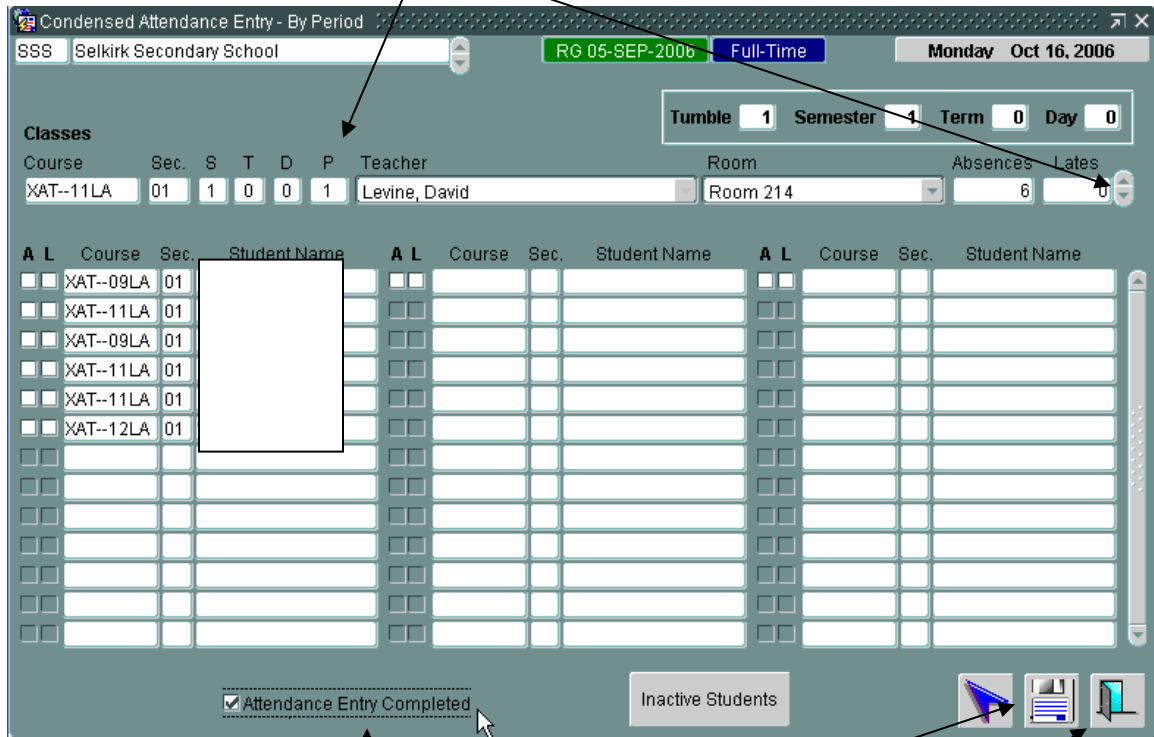
Attendance Taking in BCeSIS

- For attendance taking, select the Condensed Att Entry button once your correct class has been highlighted. Periods 1-? relate to blocks A-?.

Remember:
Default is
"Today's Classes",
Uncheck on
weekends &
holidays.



- In the Condensed Att Entry screen it is just a matter of clicking beside those students that are absent. Late students will/should be entered at the office. By default, students are present until marked absent. **For double blocks be sure to scroll down to the next period.**

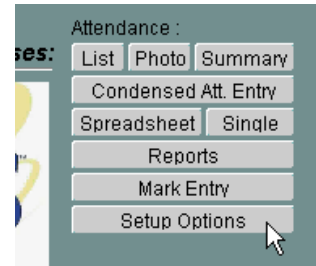


- Check the Attendance Entry Completed when done and save; then exit.
- As shown above, if you have multiple classes in one period they will all come up together in the one screen for attendance purposes.

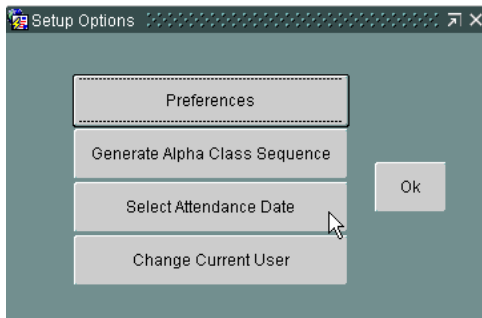
Attendance: Completing Yesterday's Attendance For Teachers

Please be aware that the District set up allows for attendance to be done the next day.

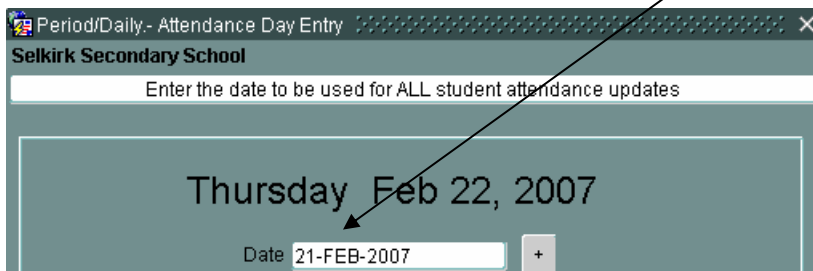
Once you have logged onto the Teacher Assistant go to the Setup Options screen.



In the following screen choose, Select Attendance Date



Change the date to yesterday's date using the format shown below and click Ok. You can only go back one day.



Now when you go into your class to enter yesterday's attendance you will notice the date at the top of the attendance window will be the previous day.

