

BCeSIS

British Columbia enterprise Student Information System



Attendance Secretary:
Daily Attendance Start Screen

Pathway: BCeSIS Start Screen → Attendance Module

This is the **Attendance Start** screen. From this screen users can access all types of attendance recording methods.

All methods of recording attendance can be accessed by clicking on **Daily Attendance**

Daily Attendance - Select - Navigate - Lock - Help - Window

Attendance Start Screen Instance: districts4

SELECT STUDENT SELECT SCHOOL SELECT DATE

User Name: ATT_SECRETARY1_99999

Current School Selected: No: ZAE Zz-Alderson Elementary 2005

Date used for Attendance: Monday Apr. 23/2007

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Steps

- 1) From the BCeSIS Start Screen click on the **Attendance** button.
- 2) You will be prompted with the following message '**Exiting Student Information System! Continue?** Click '**Yes**'
- 3) Next you will be prompted to select the date to record attendance for.
- 4) From the **Attendance Start** screen, click **Daily Attendance** and select the type of attendance entry you would like to make.
- 5) You will then be taken to the corresponding screen.

NOTES: