



Pathway: Start screen > Attendance Icon > Positive Attendance

Many of the fields on the Student Attendance Information table and in the Positive Attendance Reports are not relevant to StrongStart BC Centres. The **only** fields that are important are the child's name, the date of attendance, and if there is a number greater than zero in the "Current Minutes" column. *Once attendance data is entered for a child, it cannot be deleted:* If you have entered data erroneously, add a negative value to the student's attendance minutes to create total number of minutes equal to 0 (zero) in the "Current Minutes" column.

1 Click on this tab in order to take attendance.

2 Select "Facilitator" from the dropdown list of values next to **Teacher**. Do not select "All Teachers". Facilitators without students will not be visible.

3 Choose the child you would like to take attendance for from the list of values next to **Students**. "All Students" is used for viewing all students on this table. It is **not** used for taking attendance.

7 Enter a number in the Attendance Minutes field. A number of "1" will suffice to create the record.

Student	Subject	Original Minutes	Adjustments	Current Minutes	CA Entry Date	CA Entry Time	Actual Attendance Date	Adj. Date	Adj. Entry Time	Adjuster Name	Adjustment Reason
New, Student	XAT-ELY-1	1	0	1	09-Oct-2007	15:14	09-Oct-2007	09-Oct-2007	15:14	MSIMARD, MSIMARD	Initial entry

4 Set the date that you would like to take attendance for. Defaults to today's date.

5 Click on the Change/Add minutes button to take positive attendance. The currently selected child will appear in Pupil Name field of the **Adding a Modified Record** popup window.

6 Ensure that the correct values are in the Class, Pupil Name, and Attendance Date fields.

8 Click on the save and exit icons. The details of the record will display on the table.

## Steps:

1. Select the **Student Attendance Information** tab.
2. Select "Facilitator" from the Teacher drop down list of values.
3. Choose a student (each student must be chosen individually).
4. Set the date that you would like to take attendance for. Defaults to today's date.
5. Click on the **Change/Add Minutes** button.
6. Select the class, student and appropriate date on this **Adding a Modified Record** popup window.
7. Enter a numeric value in the **Attendance Minutes** field. Any entry is sufficient to create a record of attendance and produce the necessary date stamp for this child (minutes of attendance is not used in Ministry reporting).
8. Press Save and Exit.
9. Continue steps 3-7 for each student.