

Off Site Learning Attendance Code

1.0 Off Site Learning Attendance Code

To assist with tracking students engaged in their learning programs remotely or during a transition phase a new code, *OffSite* is available in both the Class and Daily Attendance Codes.

The *OffSite* attendance code will create an **attendance activity record**, in a standard negative-attendance school, **without recording an absence** for students engaged in their learning program off school premises.

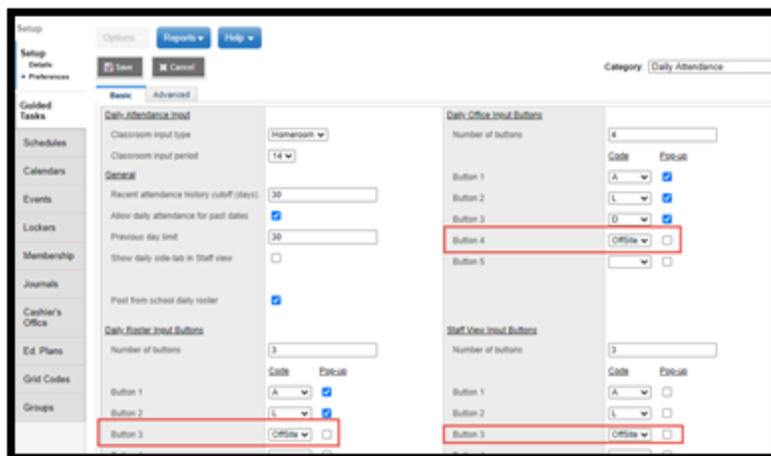
This code allows a record to be created for tracking, without the record displaying on the student PSR or on Report Cards. Data will be reported daily to Ministry via an extract from MyEducation BC and is also available for extraction and analysis by schools and school districts via existing reports in MyEducation BC. For further details on Class and Daily attendance settings and use see the Class and Daily Attendance guides on the MyEducationBC.info site.

1.1 Set up OffSite in School Daily Attendance Preferences

School View>School Top Tab>Set Up Side Tab>Preferences>Category>Daily Attendance

Note: Schools may have additional buttons as needed.

Add the OffSite dropdown selection to Daily Roster, Daily Office Input and Staff View Input Button sections, and remove any buttons that are not being used as required and save.

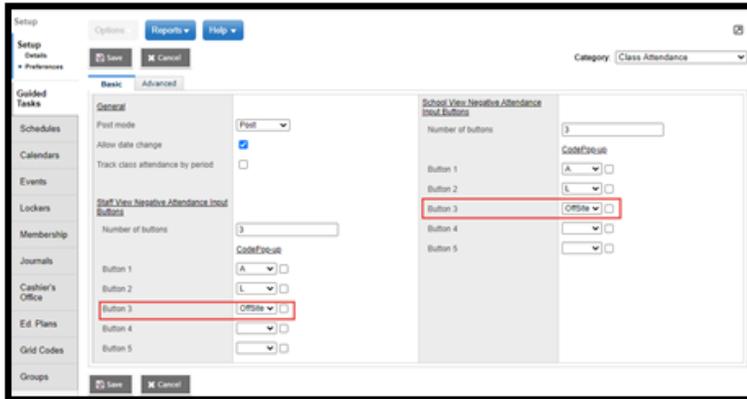


1.2 Set up OffSite in School Class Attendance Preferences

School View>School Top Tab>Set Up Side Tab>Preferences>Category>Class Attendance

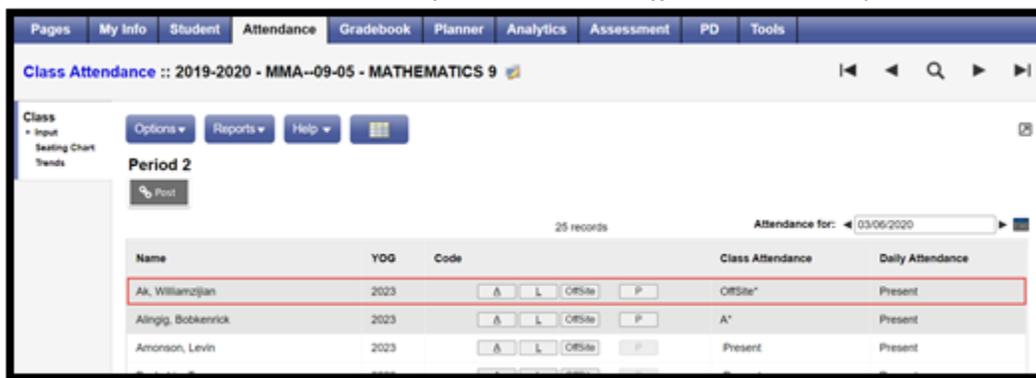
Note: Schools may have additional buttons as needed.

Add the *OffSite* dropdown selection to Staff View and School View Negative Attendance Input Button sections, remove any buttons that are not being used as required and save.



Once added to the school preferences, the *OffSite* button will be visible for use in the School and Staff view. Users will select the appropriate button and post per normal school process.

School > Attendance > Class and Daily side tabs and Staff > Attendance Input Screens



1.3 Use of the Off Site Learning Code

OffSite can be selected by the school in either the Class or Daily Attendance entry screens per standard attendance processes. In all pop-up screens, ensure the Portion is set to 0.0 and the Absent? checkbox is not checked to ensure the student is not marked Absent.

Note: The BC Multi-Add Class Attendance procedure does not include the *OffSite* code at this time.

