Attendance Procedure – Teacher Portal

The Online attendance system is reached by going to the BCSD home page (http://bcsd.com) and clicking on the Employees link.

This will take you to the Employee page. Click on Online Attendance under the Teacher Portal heading.

You will be prompted to login. Login using your full BCSD email address and your normal BCSD email password.

The attendance date will automatically set to the current date. Use the drop-down arrow to select the appropriate period. Elementary schools will only set attendance for period 0. Roster information comes from our Student Information System. If the system says you do not have a class, there are students missing, or there are students that are not in your class, please contact your front office so they may correct the roster.
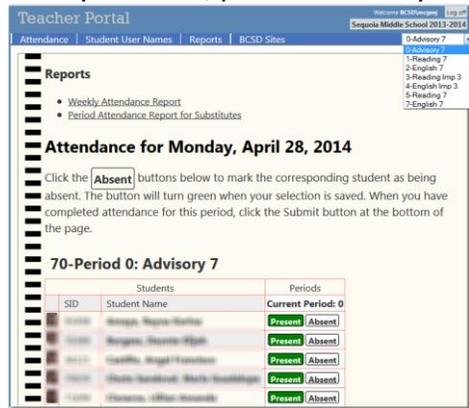

By default, students will be marked present as indicated by the green color of the button. Click the Absent button for each student that is absent. If the student is already marked as absent (missed Advisory period), but the student is there now, click the Present button for the student. Sometimes, there will be attendance codes that cannot be changed and need to be. If this happens contact your front office and let them know of the issue.

Once you have completed attendance, click the Submit button at the bottom of the page. This tells the system you have completed attendance for the period and locks out changes. **This step should be completed within 15 minutes of the start of the period**. The following message will appear. Select OK to complete the process.
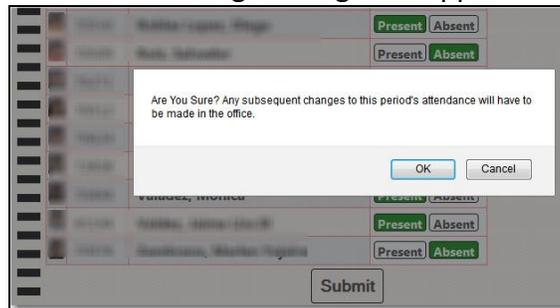
"Attendance has been submitted for this period" will appear when the records have been processed. You will no longer be able to update the attendance for the period.

Each week you will select the Weekly Attendance Report. This will print a weekly certification report that you sign and turn in to the office. This should be accomplished before Monday afternoon following the attendance week.
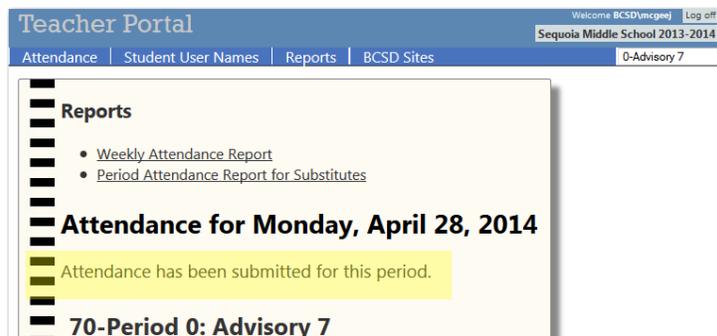
Click on the Log off button in the top right-hand corner in order to exit the program.