

To access your mini-course instructor's account, go to [www.emcp-pmce.ca](http://www.emcp-pmce.ca)

Sign into your account by clicking on the blue login box at the top right of the screen. Enter your username and password and click [SUBMIT]

1 - **Class List** is a detailed list of your students, including who to call in case of an emergency.

2 – **Print Attendance Sheet** lets you enter the attendance day by day on paper. If you decide to use this method, please follow the instructions from your institution's representative.

3 – **Interactive Attendance Sheet (AM)**

We strongly encourage you to use the interactive attendance sheet. Why?

- we get the information as soon as you click “submit”
- in the case of absences, an email is automatically sent to the school board and school representatives
- your job is done in a click, you don't have to contact us to report missing students.

Let's view a sample of the interactive attendance sheet you will use Monday morning.

1. Select the third function "Interactive Attendance Sheet (AM)"

You are prompted to select a day from the drop down menu, select Monday:



### Interactive Attendance sheet

Please choose a day:

May 4-8, 2015

Course: 141 - The Power of One: Global Citizenship in Action

Instructor: Tracy Crowe

	Student Names	Monday
		A.M.
1	Adrain, Kathleen	<input type="text"/>
2	Balderson, Kylie	<input type="text" value="Present"/>
3	Chambre, Cody	<input type="text"/>
4	Hoodbhoy, Sandra	<input type="text"/>
5	Ibrahim, Ayat	<input type="text"/>
6	Khan, Naiifa	<input type="text"/>

2. You must select either "Present" or "Absent" for each student on your list.

3. Scroll down the page and select "SUBMIT MORNING ATTENDANCE".

If you leave one or more blank, the system will not let you submit the attendance, and warning message will inform you that all students must have an attendance value.

#### 4 - Interactive Attendance Sheet (PM)

Attendance is required twice a day. Use the (PM) function to submit the afternoon attendance by following the same step mentioned above.

You can use the interactive attendance functions on a computer, tablet and smart phone.

*Thank you for using this new application, as it will make a world of difference for the staff responsible for the students at school and school board level. Always remember that 65 % of students are in grade 8 and are aged 13 or 14. All participating students are minors, therefore due diligence is paramount.*