Generate the Address Book for SchoolConnects from MyEducationBC

1) Log in to MyEducationBC and go to the **Student** tab. Click on **Report** and select the **Quick Report** option.

2) Select "New" report and add **all** the fields that you need in the Address Book. AT a *MINIMUM* please include the following fields:

   - Pupil #
   - Usual first name
   - Usual last name
   - Grade Level
   - Homeroom
   - Home Phone
   - Cell phone
   - Primary Email
   - Quick Status

   However, try to include **ALL** the fields that you may need to make full and effective contact with the recipients you will be sending messages to.

3) Select the CSV (Comma Delimited) file format and save the report as Address Book (AddressBook.csv). The Owner should be School.

4) Click on the **Finish** button. The report will be opened on a separate page.

5) Click on **File** menu option (or right click your mouse) and save the file as "Addressbook.csv". In the future, you will be using the saved "Address Book" report from the Quick Report option to generate a new export file from MyEducationBC, which will then be used to update the Address Book in SchoolConnects. Overwrite the old, existing file with new file whenever you perform this update.

6) Your Synrevoice Representative will assist you the first time in helping SchoolConnects read the file. In future you can update the address book by logging into SchoolConnects, click on Manage Contacts, click on Address Book, click on Import, BROWSE to your new AddressBook file, and click IMPORT.

Generate Attendance File for SchoolConnects from MyEducation BC

In the school view: select Attendance Tab with the Daily Office Details Side Tab,
Go to Options (above the Side Tab)
Choose Exports
Choose BC AutoDialer Synrevoice
Choose from/to for date range ,
Choose Absence or lates or both;
Reasons: Excused/unexcused or both;
Absence counts from and to (not sure what that means, it might be
the number of absences?)
Output options: make sure area code is selected.

The resulting file is exactly the same format as the BCeSIS attendance file.