

## Advisory/Focus Block Scanning Attendance [oakbay.focustime.ca](http://oakbay.focustime.ca)

Why?

- Source of information to promote advising.
- Source of information for counselling/Admin conversations with at-risk students.
- School safety---ability to find students in school or in the event of an emergency.
- Feedback for use of spaces (ie. English spaces oversubscribed...need more open spaces).

How it Works?

### Teachers:

Set-up:

1. Open the website [oakbay.focustime.ca](http://oakbay.focustime.ca) It can be found in the quick links on our school website.
2. Login using your sd61 email address.
3. Password: initially set as your **Last name (1st letter capital)**
4. Change Password after your first login.
5. Browse the different tools available to you.
  - Student Look-Up: find a student and check their schedule.
  - Advisory/Focus: see who is coming to your Focus block today, or see your Advisory students and their plans for the upcoming week/ results from last week.
  - Check-in: allows you to scan students into Focus.

In Advisory:

Talk to your students about successes, failures, stressors, and struggles that they are having at Oak Bay High School. Discuss how appropriate planning and use of Focus Block can help eliminate the pressures they may be feeling, or conversely, allow them to delve deeper into something they are passionate about.

Using [oakbay.focustime.ca](http://oakbay.focustime.ca) students can develop a plan for the upcoming week. Encourage the planning component. For many of us, committing something to 'print' makes it more likely we will stick to it. Knowing that others can view this only strengthens that likelihood.

### In Focus:

Each teaching Focus space will have a barcode reader at the teacher computer.

1. Log on to the computer.
2. Open [oakbay.focustime.ca](http://oakbay.focustime.ca) using the shortcut on the school website.
3. Log in using your credentials.
4. Select the 'Check-In' button and start scanning.
5. The scanner should automatically start reading when a barcode is placed beneath it.
6. After your students have all scanned in, select 'Submit'.
7. Close down App. after a reasonable amount of time.
8. That's it!

### Students:

#### In Advisory:

1. Open [oakbayfocustime.ca](http://oakbayfocustime.ca) using the shortcut on the school website.
2. Login username: student number.
3. Password: student number.
4. Change password after initial login by following the Change Password button and prompts.
5. Create your weekly plan by using the 'Edit Schedule' button.
6. Select a teacher from each drop down list (Tuesday, Wednesday, Thursday, Friday).
7. Click 'OK'

#### In Focus:

Scan your student number barcode as you enter your Focus space.  
No barcode? Type in your student number.