



# Unposted Absences



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## Attendance > Maintenance > Gradebook Options > Unposted Absences

This page displays a report of instructors who have not posted attendance in TeacherPortal for a specific date and period. The report date, period, instructor number and name, course number, section number, and course title are displayed. A total of courses not posted is displayed at the end.

### View data:


<b>Date</b>	The current date by default. To see data for another date, type the date in the MMDDYYYY format, or click  to select the date from a calendar.
<b>Period</b>	Select the period for which to view data, or select <i>All</i> to view data for all periods.

Click **Retrieve**.


[Review, save, and/or print the report.](#)

### Review the report using the following buttons:

Click  to go to the first page of the report.


Click  to go back one page.


Click  to go forward one page.

Click  to go to the last page of the report.

### The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.)  
When a report is exported to the CSV format, the report headers may not be included.

Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.



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