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:

Date	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.
Period	Select the period for which to view data, or select *All* to view data for all periods.

❑ Click **Retrieve**.

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

Review the report using the following buttons:

Click `First` to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click `Last` 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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