



# Unposted Absences



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# Unposted Absences

**Attendance > Maintenance > Gradebook Options > Unposted Absences**

Include the short page introduction here.

The Unposted Absences page displays a report of instructors who have not posted attendance in txGradebook for a specific date and period. The data is display only.

View unposted absences:

The Date field displays 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.

In the Periods field, click to select the period for which you want to view data, or select All to view data for all periods.

The field is required.

Only valid periods for the campus are listed.

Click Retrieve. The report is displayed. Review, save, print, and close the report.

Notes:

The date and time of inquiry, membership date, and period are displayed in the header.

The instructor number and name, course number, section number, and course title are displayed.

A total of courses not posted is displayed at the end of the report.



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