



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 txGradebook for a specific date and period.

View data:

| Field | Description |
|---------------|---|
| 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 <i>All</i> to view data for all periods. |

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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