



# 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. 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>Field</b>	<b>Description</b>
<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, print, and close the report.



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