

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:

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 page of the report.

Click 1 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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