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By Date and Code (Attendance Posting)

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Attendance > Maintenance > Student > Student Posting > By Date and Code

This tab allows you to post attendance for a group of students who all have the same absence date, track, and period(s). You can specify one posting code that applies to all selected students, or you can select individual codes for each student. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

This tab allows you to quickly pre-post a school-related absence such as a field trip.

Attendance can only be posted for the current school year, and only for tracks that have a calendar set up for the campus.

To view previously entered posting codes and comments for a student, go to Maintenance > Student > Student Inquiry > Attendance Audit.

NOTE: If you post or change a posting code, your user ID and the date-time stamp are saved in the attendance posting table, and an audit record is created in an audit table.

Update data:

<table>
<tr><td>Date</td><td>The current date is selected by default.
Click <i>in</i> the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.</td></tr>
<tr><td>Code</td><td>Select one:
<table>
<tr><td>All</td><td>If selected, the same posting code will be applied to <i>all</i> the students you add to the list.

Click ⋮ to select the posting code that will be applied to all students.

The individual Code fields will be disabled.</td></tr>
<tr><td>Individual</td><td>If selected, you can apply a different posting code for each student using the individual Code fields.</td></tr>
</table></td></tr>
<tr><td>Track</td><td>Select the attendance track. Only tracks established for the campus in the Attendance application are listed.
Attendance should be posted one track at a time, and you must save between tracks. Changing the track without saving will generate message warning you that you have unsaved changes.</td></tr>
</table>

TIP: Use the Directory to select students:

From the By Date and Code tab, you can use the **All/Individual Code** fields, combined with the **Directory**, to easily select a group of students and apply a posting code.

To apply the same attendance posting code to a group of students:

1. Enter the absence date.
2. Select **Code-All** and enter a posting code.
3. Enter the applicable **Track**, **From Period**, and **To Period**.
4. Click **Directory**.

   In the directory, use filters to select students. For example, to select all 10th grade Bil/ESL students, type 10 for **Grade Level**, and select the **Bil/ESL** program.
    1. Click **Search**. All Bil/ESL students in 10th grade are retrieved.
    2. To select all of the retrieved students, click **Select** in the header row. Then, clear the individual check box for any students as necessary who should NOT have an attendance code added.
    3. Click **Select**. The selected students are retrieved to the By Date and Code tab. Update comments for each student as needed, one-by-one.
5. Click **Save**.

To apply different attendance posting codes to a group of students:

1. Enter the absence date.
2. Select **Code-Individual**.
3. Enter the applicable **Track**, **From Period**, and **To Period**.
4. Click **Directory**.

   In the directory, use filters to select students. For example, to select all 11th grade At Risk students, type 11 for **Grade Level**, and select the **At Risk** option.
    1. Click **Search**. All At Risk students in 11th grade are retrieved.
    2. To select all of the retrieved students, click **Select** in the header row. Then, clear the individual check box for any students as necessary who should NOT have an attendance code added.
    3. Click **Select**. The selected students are retrieved to the By Date and Code tab. Update the posting code and comments for each student as needed, one-by-one.
5. Click **Save**.

❑ Indicate the period(s) of the absence in one of the following ways:

From/To Period	Select the range of periods for the absence. Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options.
Period Pattern	Select the pattern that applies to the absence.

A blank row is displayed in the grid.

Code	This field is disabled if you selected to apply one posting code to all students. Otherwise, type or click ⋮ to select the posting code that applies to the student.
Student ID	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) Or, click **Directory** to select the student using the directory.

The student’s name and grade level are displayed.

📅	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
🗑	Click to delete an unsaved row. The row is shaded red to indicate that it will be deleted when you save. Information in that row will not be saved. **NOTE:** If only *one* unsaved row is on the page, and you select the row for deletion and click **Save**, the “No Changes Made” message will be displayed. (You can also click **Reset** to accomplish this function, which is recommended.)
Comments by Period 💬 💬	Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered. The icon does not appear until a student is selected. A pop-up window opens allowing you to view, add, and update comments.

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

Select	Select one or more periods to apply the displayed comment to. To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. All individual period fields are selected by default. Note that this may not include *all* periods at the campus. The individual fields can be unselected as needed. If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.

View Comment 💬 💬	The icon is yellow if comments exist. Otherwise the comment icon is white. Click the icon to add, update, or view existing comments for a particular period. When you click the icon, it is outlined with a black box 💬 to indicate that it is the active comment. The space on the right is enabled allowing you to type a comment.
Comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the “X” to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

☐ Click **+Add** to add a student.

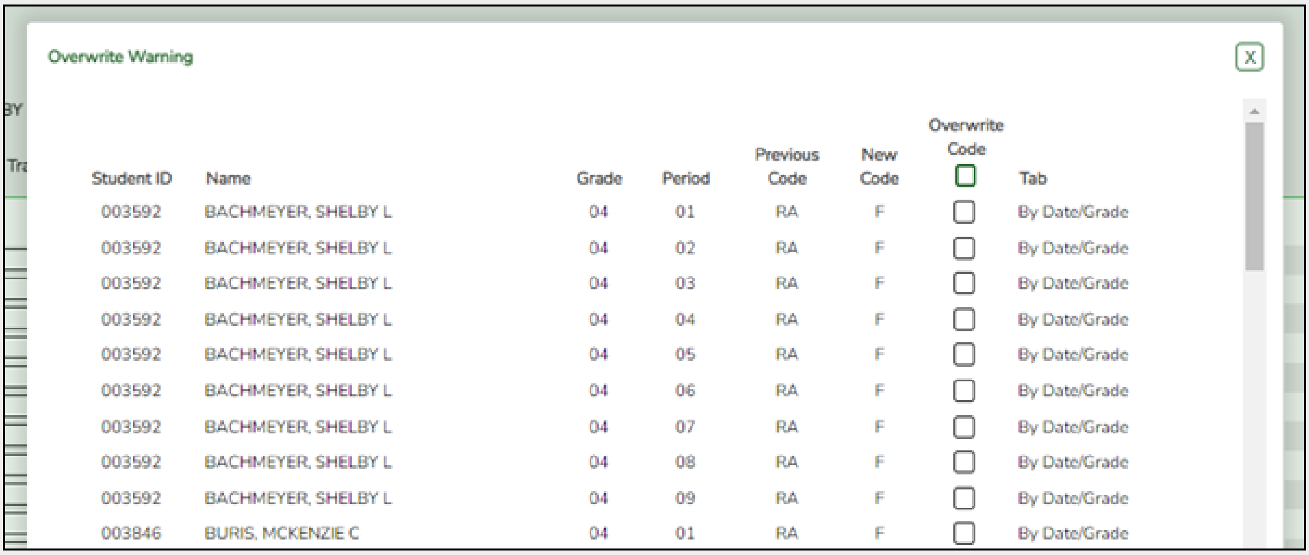
A blank row is added to the grid.

☐ Click **Save** to post attendance.

- You can make changes on multiple tabs to different students and save all changes at once.

- If there are multiple pages of students retrieved, you must save each page individually.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:



Student ID	Name	Grade	Period	Previous Code	New Code	Overwrite Code ☐	Tab
003592	BACHMEYER, SHELBY L	04	01	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	02	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	03	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	04	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	05	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	06	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	07	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	08	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	09	RA	F	☐	By Date/Grade
003846	BURIS, MCKENZIE C	04	01	RA	F	☐	By Date/Grade

The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

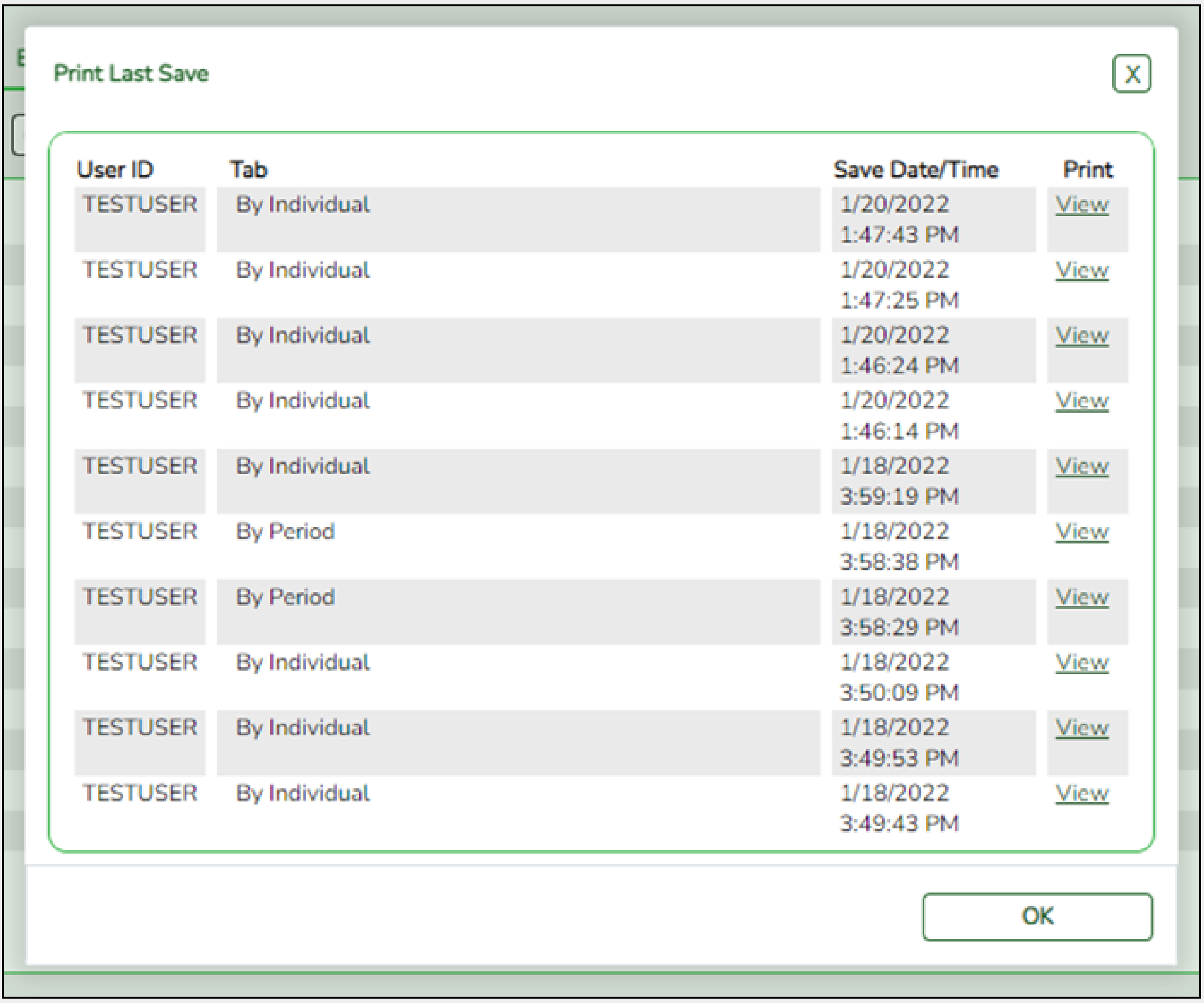
Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

Click **OK**. The changes are saved.

Reset	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained.

Print Last Save

A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.

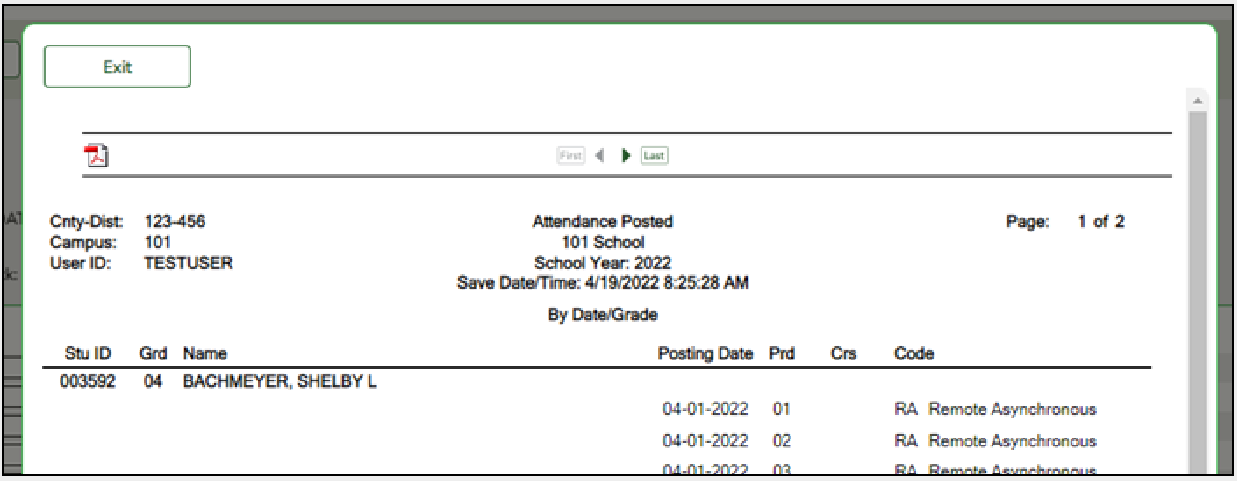


User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022 3:58:38 PM	View
TESTUSER	By Period	1/18/2022 3:58:29 PM	View
TESTUSER	By Individual	1/18/2022 3:50:09 PM	View
TESTUSER	By Individual	1/18/2022 3:49:53 PM	View
TESTUSER	By Individual	1/18/2022 3:49:43 PM	View

The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

The report opens in a new window and includes the student ID, name, grade level, absence/tardy date, period, course (if applicable), district posting code and description.

The report heading indicates the tab on which attendance was posted. If multiple tabs were used in one save, the report includes a separate page for each tab.



Cnty-Dist: 123-456
Campus: 101
User ID: TESTUSER

Attendance Posted
101 School
School Year: 2022
Save Date/Time: 4/19/2022 8:25:28 AM

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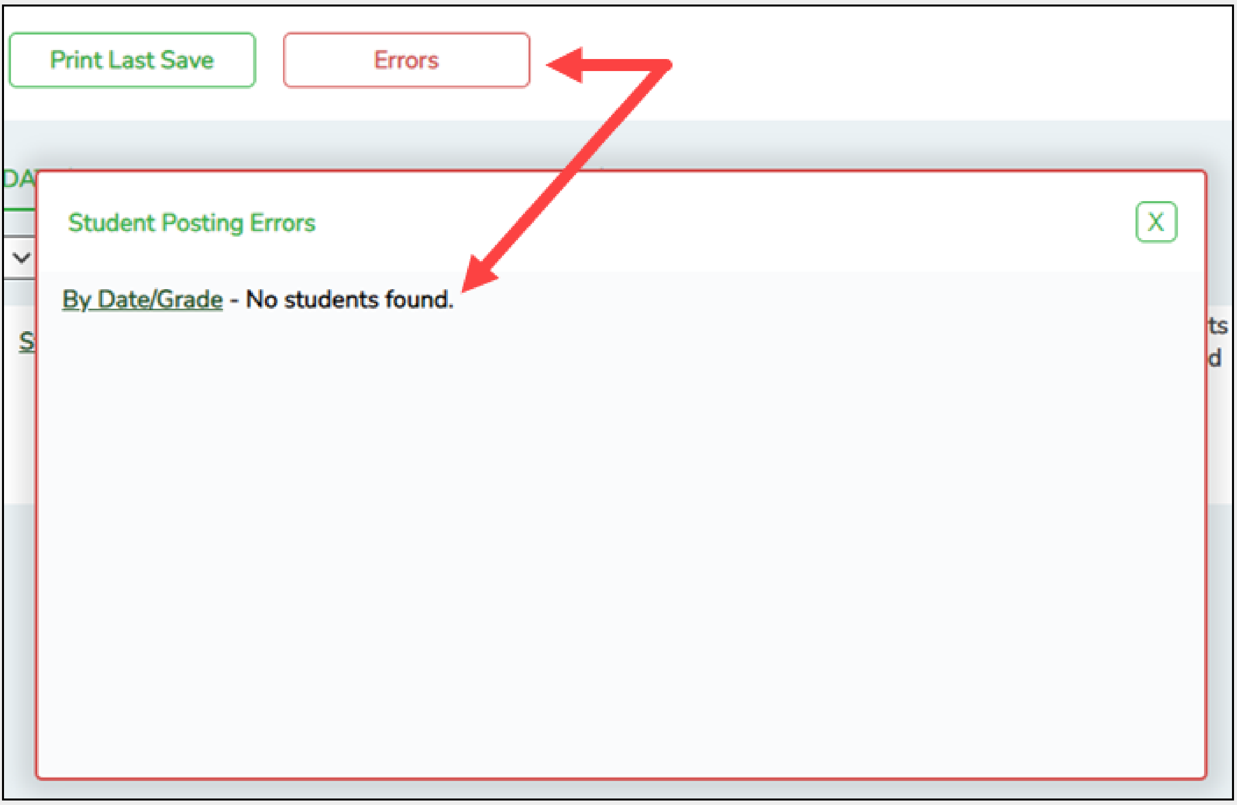
By Date/Grade

Stu ID	Grd	Name	Posting Date	Prd	Crs	Code
003592	04	BACHMEYER, SHELBY L				
			04-01-2022	01		RA Remote Asynchronous
			04-01-2022	02		RA Remote Asynchronous
			04-01-2022	03		RA Remote Asynchronous

Click **Exit** to close the report window.

Errors	The button appears if errors are encountered on any attendance posting tab, and the Student Posting Errors pop-up window opens automatically which lists the tab name containing the error, and the error message.  By Date/Grade - No students found. Click the tab name to go to the tab where the error exists. The field(s) containing errors are highlighted red. The Student Posting Errors pop-up window is updated as errors are corrected. If all errors are corrected, the Student Posting Errors pop-up window and **Errors** button are no longer displayed. If you close the Student Posting Errors pop-up window and errors still exist, click the **Errors** button to re-open the pop-up window.

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