ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

By Period (Attendance Posting)

Table of Contents

By Period (Attendance Posting) 1

By Period (Attendance Posting)

Attendance > Maintenance > Student > Student Posting > By Period

This tab displays attendance as entered by teachers using TeacherPortal or an external product, and allows campus staff to modify the posting codes if necessary. The page also allows you to post attendance for any membership date for a group of students who all have the same posting code date and track. Posting codes can vary by student and period.

This tab also allows you to quickly see all students who have been marked absent or tardy on a specific membership date.

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

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:

By default, all students are listed who have an absence or tardy posted for any period on the selected date. If no students have been marked absent or tardy on that date, a blank row is displayed.

The student's grade level and control number (i.e., instructor ID) assigned to the student are displayed.

- You can re-sort the grid (saved rows only) by clicking an underlined column heading.

- If there are multiple pages, page through the list.

Date	The current date is selected by default. Click *in* 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.
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

From Period **To Period**	Select the range of periods for which to post attendance. The periods are displayed in the grid according to your selections. Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options.

If you change the **Date**, **Track**, or **From/To Period**, the list of students is re-displayed according to your selections. It is not necessary to click **Retrieve**.

❏ To update an existing posting code:

All Periods (##-##)	If the student was absent all periods, type or click ⋮ to select the posting code that applies to all periods on that date. Otherwise, use the fields for the individual periods. **IMPORTANT:** If you enter a value for **All Periods**, it will overwrite any existing values in the individual periods when you save.
Period/Code	For each period where the student was absent or tardy, type or click ⋮ to select the posting code. To delete an absence/tardy, type PR (Present) in the **Code** field and save.
📅	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
🗑	The icon is only available if the row has *not* been saved. 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.
Comments by Period 🗨 💬	Click to enter attendance comments for the student by period. The icon does not appear until a student is selected. Comments can only be entered if a posting code is entered. 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.

All Periods (##-##)	Select if you are entering a comment that will apply to the student for *all* periods on that date. Otherwise, you will select individual periods. **IMPORTANT:** If selected, the comment applies to *all* periods, even if the **From/To Period** fields are not set to include all periods. For example, if the campus has 8 periods, but the **From/To Period** fields are set to periods 1-3, the comment will be applied to all 8 periods.

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. Note that this may not include *all* periods. If you selected **All Periods** or the check box in the heading row, all individual period fields are selected by default. They can be cleared 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.

If you attempt to apply a new comment over an existing comment, a warning message is displayed.

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.

❏ To add a student to the list, click **+Add**.

A blank row is added to the grid.

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 a student from the directory.

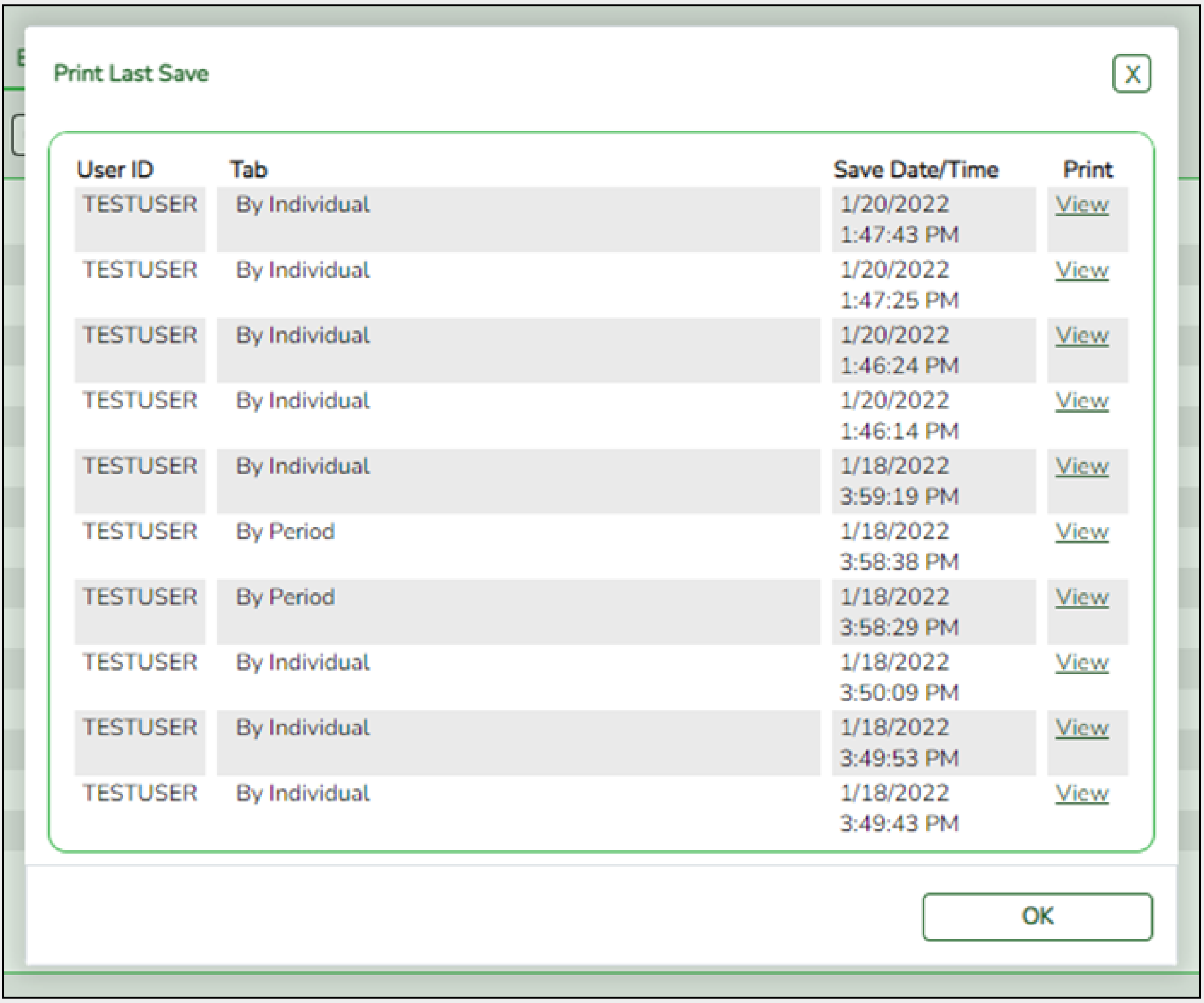
❏ Add posting codes and comments as necessary.

❏ Click **Save** to post attendance and save comments.

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.

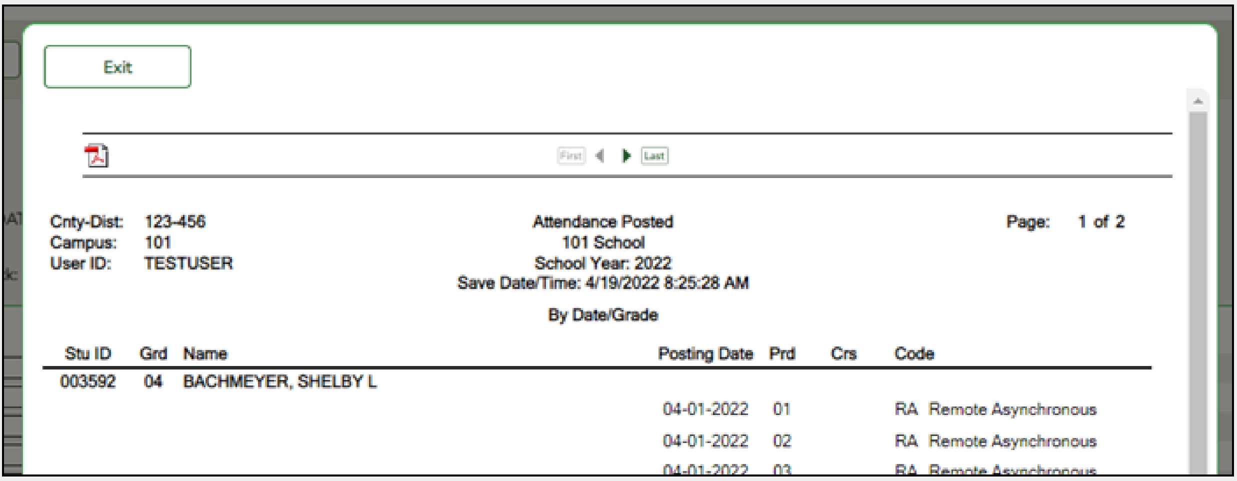


User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022 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.

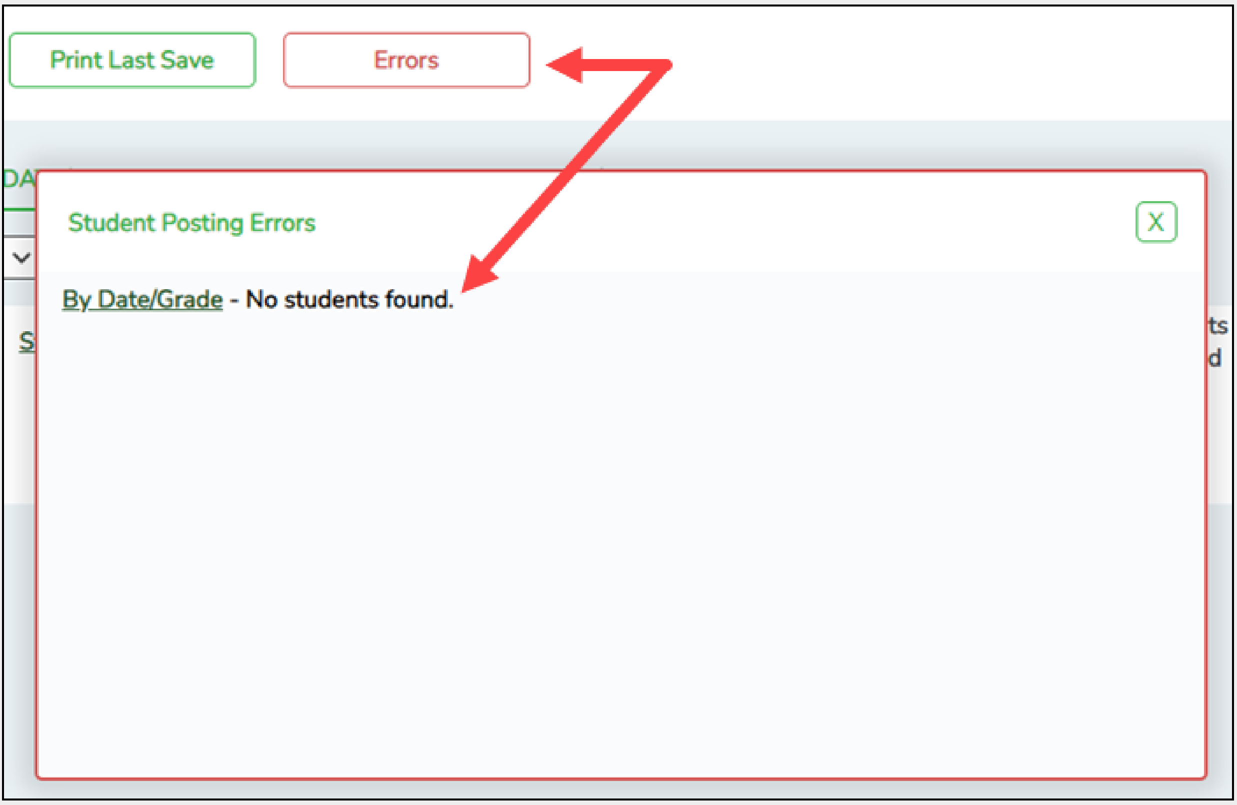


```
Cnty-Dist:   123-456              Attendance Posted                  Page:   1 of 2
Campus:      101                     101 School
User ID:     TESTUSER             School Year: 2022
                          Save Date/Time: 4/19/2022 8:25:28 AM

                                    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.

ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover