






# attendance\_campus\_options\_alternate\_days



# Table of Contents



Set up codes and period patterns for alternate days. Each code can have one or more patterns.

<b>Code</b>	Click <b>+Add</b> or press ALT+1 to add a code. A blank row is added to the <b>Code</b> grid.	
	<b>Code</b>	Type the one-character code to use for the pattern. For example, type A or B if you use A-Day and B-Day schedules.  You must create a code for each pattern. For example, create code A and code B.
		Click to select a code for which to add a pattern. A row is added to the <b>Pattern</b> grid allowing you to add a pattern for that code.
		Delete the code if needed.
<b>Pattern</b>	Click <b>+Add</b> or press ALT+1 to indicate the ADA period for the selected code. A blank row is added to the <b>Pattern</b> grid.  You must enter two pattern rows for each <b>Code</b> : <ul style="list-style-type: none"> <li>• Add a row with the ADA period when attendance is taken (e.g., 02 or 05).</li> <li>• Add a row with the “extra” ADA posting period (e.g., 09).</li> </ul> <p><b>IMPORTANT:</b> The “extra” ADA posting period must be the same for all codes, and it must be the same for all tracks at the campus. This period must also be entered in the <b>ADA Posting Period</b> field.</p>	
	<b>Pattern</b>	Type the two-digit ADA period.
		Delete the pattern for that code if needed.

**NOTE:** When using ALT+1 to add a row, you must press the 1 key on the keyboard, not the 1 key on the numeric keypad.



## Back Cover