

attendance_student_individual_posting_body

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Student Name	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.

Select the date range using one of the following two fields:

Semester	By default, the field is set according to the setting of the **Optional Semester** field on Attendance > Maintenance > Campus > Campus Options. Select a semester to view the student's absences for the semester. *1* - View semester 1. *2* - View semester 2. *3* - View semesters 1 and 2. *H* - View the current semester, as determined by the system (i.e., current) date.
From Date	To see a student's absences and tardies beginning with a particular date, click *in* the field to select a date from the calendar. Or, type the date in the MMDDYYYY format.
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

By default, the student's existing absences and tardies are displayed for the specified semester or date range for all periods.

- A code field is displayed for each period, and the student's course number for that period is displayed below the field.
- If a student has been marked absent or tardy for the date and period, the code field displays the posting code.
- You can re-sort the grid (saved rows only) by clicking an underlined column heading.

- If more absence records are retrieved than can be displayed on one page, you can page through the list.

If you change the **Student**, **Semester** or **From Date**, **Track**, and/or **From/To Period**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve**.

To add an absence or tardy for the student, click **+Add**. A blank row is added to the grid.

Date	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.

Comments by Period

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.

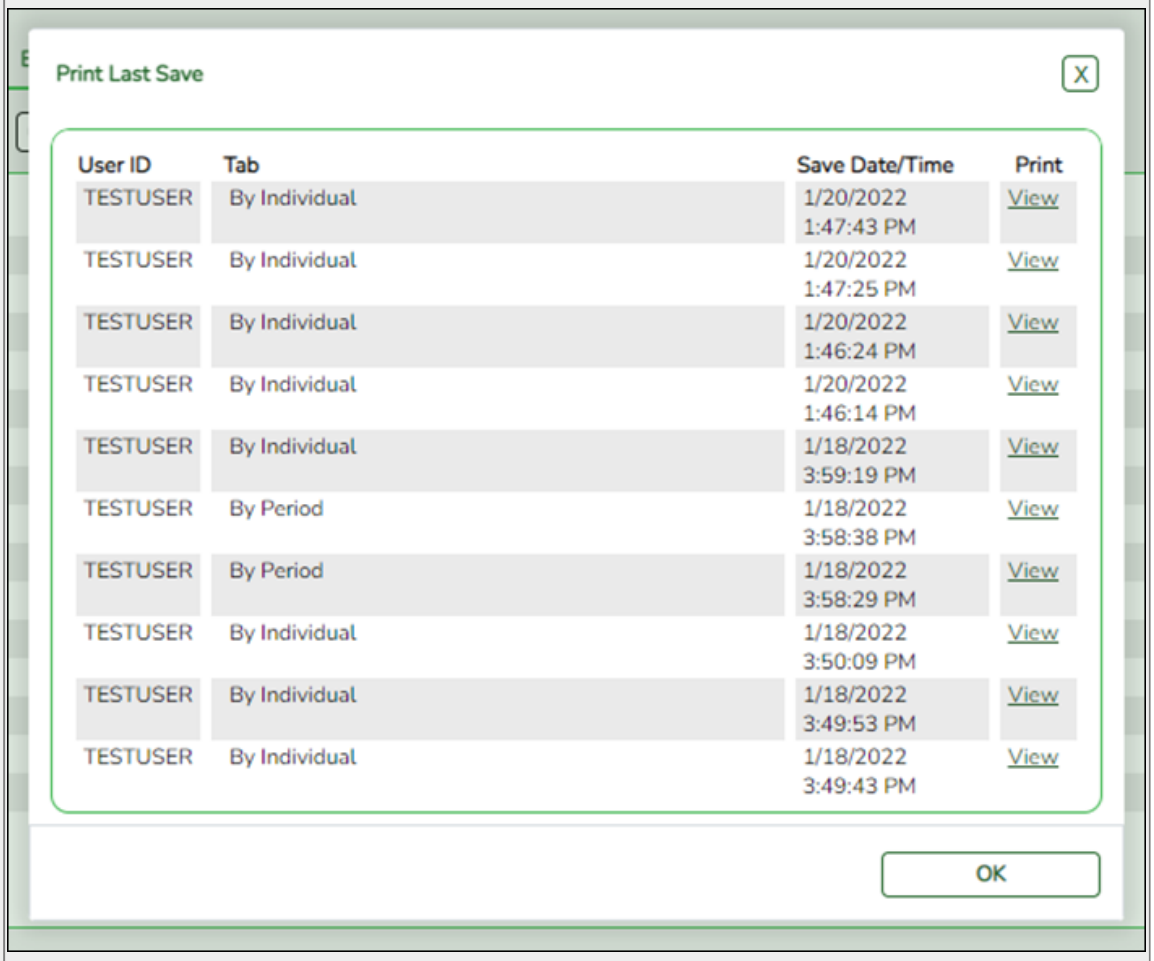
	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
period/code	For each period where the student was absent or tardy, type or click ⋮ to select the posting code. To delete an absence/tardy, type PR (Present) in the **Code** field and save.

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

	Delete a row (i.e., all absences for that date). 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Reset	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained, but all attendance is cleared.

Print Last Save

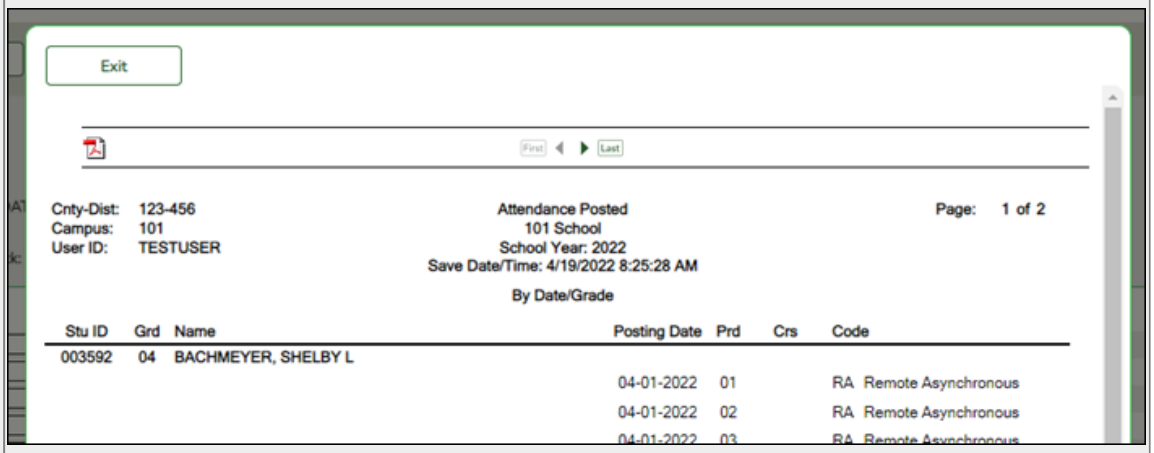
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



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.



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

Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


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