





attendance_student_posting_comments_by_date_grade

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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	Only one period is listed. Select the period to apply the comment to the period.
Period	The period for which the comment will apply is displayed.
View Comment 	<p>The icon is yellow if comments exist. Otherwise the comment icon is white.</p> <p>Click the icon to add, update, or view existing comments for a particular period.</p> <p>When you click the icon, it is outlined with a black box  to indicate that it is the active comment.</p> <p>The space on the right is enabled allowing you to type a comment.</p>
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 selected period. The button is not enabled unless the 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](#).



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