



## **attendance\_student\_posting\_comments\_by\_individual**



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Click to enter attendance comments for the student by period. The icon does not appear until a date is selected.



A pop-up window opens allowing you to view, add, and update comments.



For example, if the student brings a note from the doctor excusing the absence, you can add a comment to record that a note was provided.

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.

<b>All Periods</b> <b>(##-##)</b>	<p>Select if you are entering a comment that will apply to the student for <i>all</i> periods on that date. Otherwise, you will select individual periods.</p> <p><b>IMPORTANT:</b> If selected, the comment applies to <i>all</i> periods, even if the <b>From/To Period</b> fields are not set to include all periods. For example, if the campus has 8 periods, but the <b>From/To Period</b> fields are set to periods 1-3, the comment will be applied to all 8 periods.</p>
<b>Select</b>	<p>Select one or more periods to apply the displayed comment to.</p> <p>To apply the comment to all <i>displayed</i> periods (according to the selections of the <b>From/To Period</b> fields), select the check box in the heading row. Note that this may not include <i>all</i> periods.</p> <p>If you selected <b>All Periods</b> or the check box in the heading row, all individual period fields are selected by default. They can be cleared as needed.</p> <p>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).</p>
<b>Period</b>	<p>(Display only) Periods are listed according to the <b>From/To Period</b> range specified on the main page.</p>
<b>View Comment</b> 	<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>
<b>comments</b>	<p>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 <b>View Comment</b> icon.</p>

<b>Apply Checked</b>	<p>Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.</p>
<b>OK</b>	<p>Once you have clicked <b>Apply Checked</b>, click to close the pop-up window. Comments are applied but must still be saved.</p>

**Cancel**

Click to close the window without making any changes.

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



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