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attendance_student_posting_control_number_body

Table of Contents

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.
Ctrl Nbr	Click ⋮ to to select the instructor's ID (i.e., control number) of the students you want to post attendance for.
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

Indicate the period(s) of the absence in one of the following ways:

From/To Period	Select the range of periods for the absence. Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options.
Period Pattern	Select the pattern that applies to the absence.

Click **Retrieve**.

A list of students associated with the control number (on the specified date and track) is displayed.

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

If you retrieve one period, any existing posting codes are displayed for that date, period, and control number. If you select more than one period, posting codes are not displayed.

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

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

- Changes are not retained across pages; you must save changes on each page.

Code	For each student who was absent or tardy, type or click ⋮ to select the posting code. Leave blank for students who were on time and present for the entire class.
📅	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
Comments by Period 🗨 💬	Click to enter attendance comments for the student by period. 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.

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. All individual period fields are selected by default. Note that this may not include *all* periods at the campus. The individual fields can be unselected 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.

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.

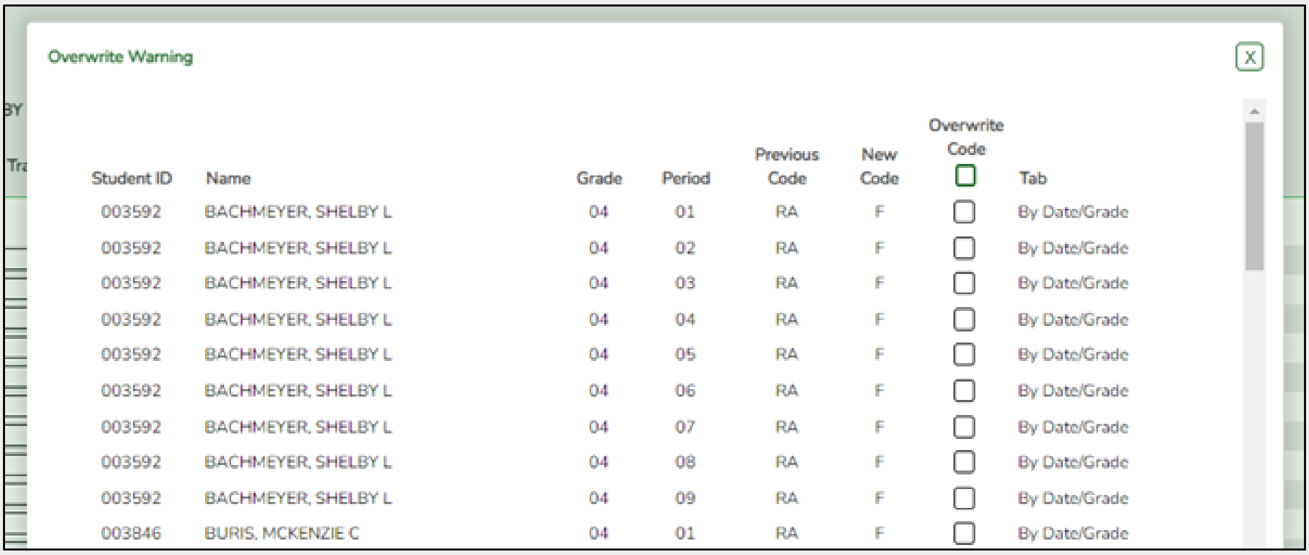
If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

Click **Save** to post attendance.

- You can make changes on multiple tabs to different students and save all changes at once.
- If there are multiple pages of students retrieved, you must save each page individually.

If attendance was previously posted for the same student, date, and period, a pop-up window opens when you save prompting to confirm that you want to overwrite the previous data:



Student ID	Name	Grade	Period	Previous Code	New Code	Overwrite Code ☐	Tab
003592	BACHMEYER, SHELBY L	04	01	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	02	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	03	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	04	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	05	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	06	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	07	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	08	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	09	RA	F	☐	By Date/Grade
003846	BURIS, MCKENZIE C	04	01	RA	F	☐	By Date/Grade

The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

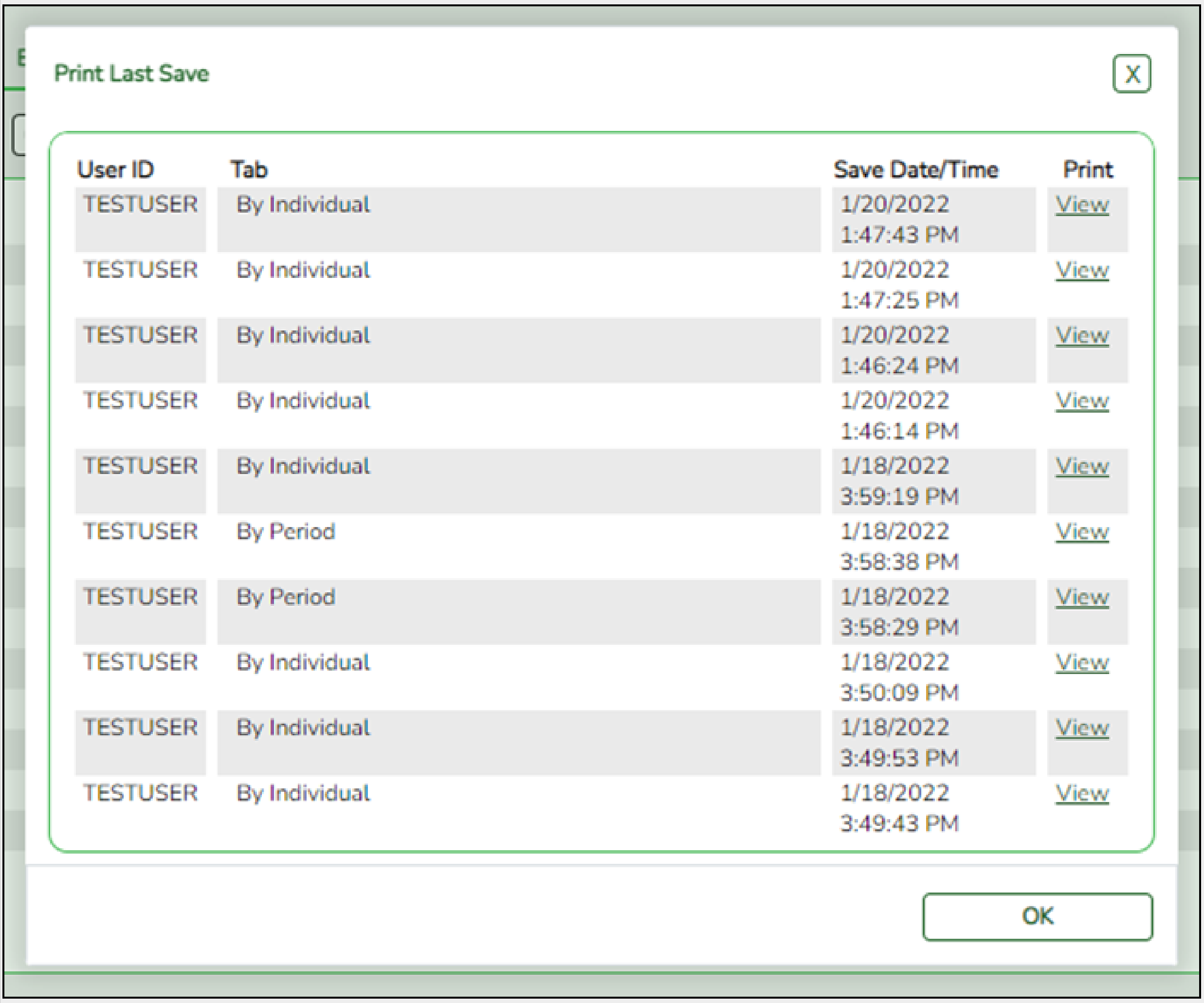
Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

Click **OK**. The changes are saved.

Reset	Clear all unsaved changes and start over. The settings of the selection criteria fields will be retained, but all students are 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.

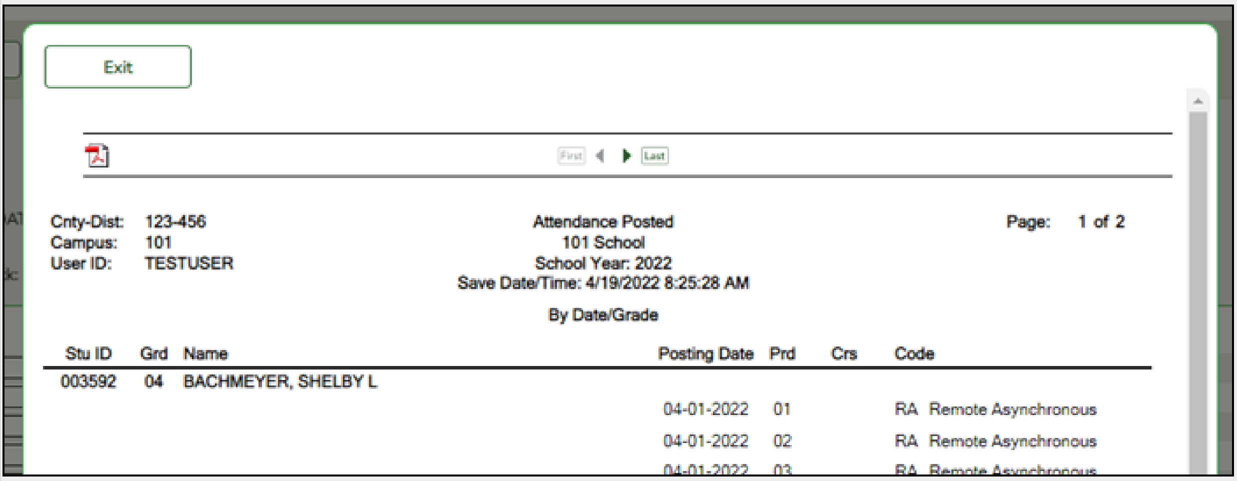


User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022 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
Campus: 101
User ID: TESTUSER

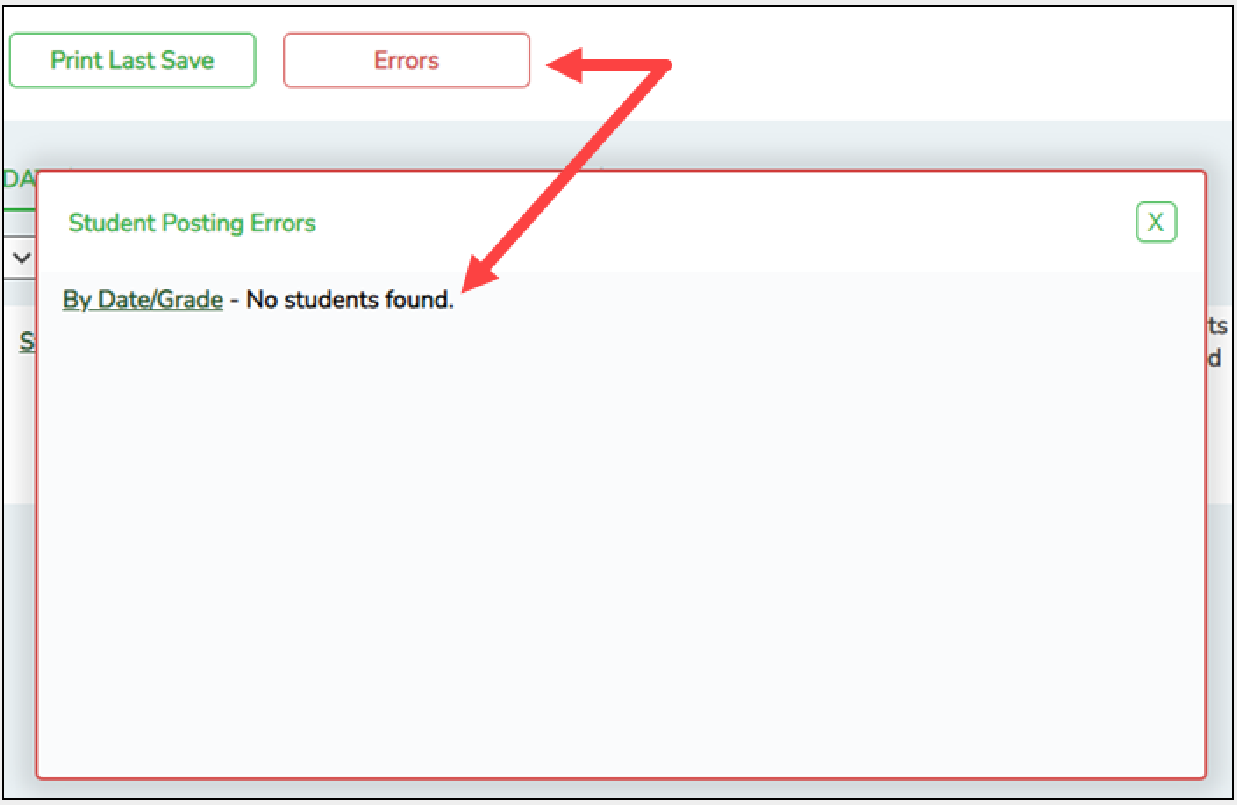
Attendance Posted
101 School
School Year: 2022
Save Date/Time: 4/19/2022 8:25:28 AM

Page: 1 of 2

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

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.  Student Posting Errors 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.

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Back Cover