


# attendance_student_posting_course_body

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| **Date** | The current date is selected by default.<br>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. |
| **Instructor** | Type or click ⋮ to select the instructor of the course in which the students are enrolled. |
| **Course** | Select the course for which to post attendance. |
| **Section** | Select the section for which to post attendance. |
| **Semester** | Select the semester in which the course-section is taught. |
| **Track** | Select the attendance track. Only tracks established for the campus in the Attendance application are listed. |

❑ Click **Retrieve**.

A list of students enrolled in the course-section is displayed. The student's grade level and period are also displayed.

If the student is enrolled in the course-section during multiple periods, the student list listed multiple times.

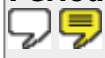
If you change the **Date**, **Instructor**, **Course**, **Section**, or **Semester** and click **Retrieve**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve** if you only change **Track**.

- You can re-sort the grid by clicking an underlined column heading.
- If there are multiple pages, page through the list.

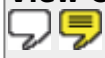
  .
- Changes are not retained across pages; you must save changes on each page.

If a course is scheduled for more than one period, the range of periods is displayed, and the absence is posted for all periods in the range. In this case, the posting code and comments are not displayed.

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| **Code** | For each student who was absent or tardy, type or click ⋮ to select the posting code.<br>Leave blank if the student was on time and present for the entire class. |
|  | Click to view the student's class schedule for the semester of the specified date.<br>The schedule opens in a pop-up window. |

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| **Comments by Period**  | Click to enter attendance comments for the student. Comments can only be entered if a posting code is entered. You can only enter comments for the period of the selected course-section.<br><br>A pop-up window opens allowing you to view, add, and update comments. |

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.

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| **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**  | The icon is yellow if comments exist. Otherwise the comment icon is white.<br><br>Click the icon to add, update, or view existing comments for a particular period.<br><br>When you click the icon, it is outlined with a black box  to indicate that it is the active comment.<br><br>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. |

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| **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.

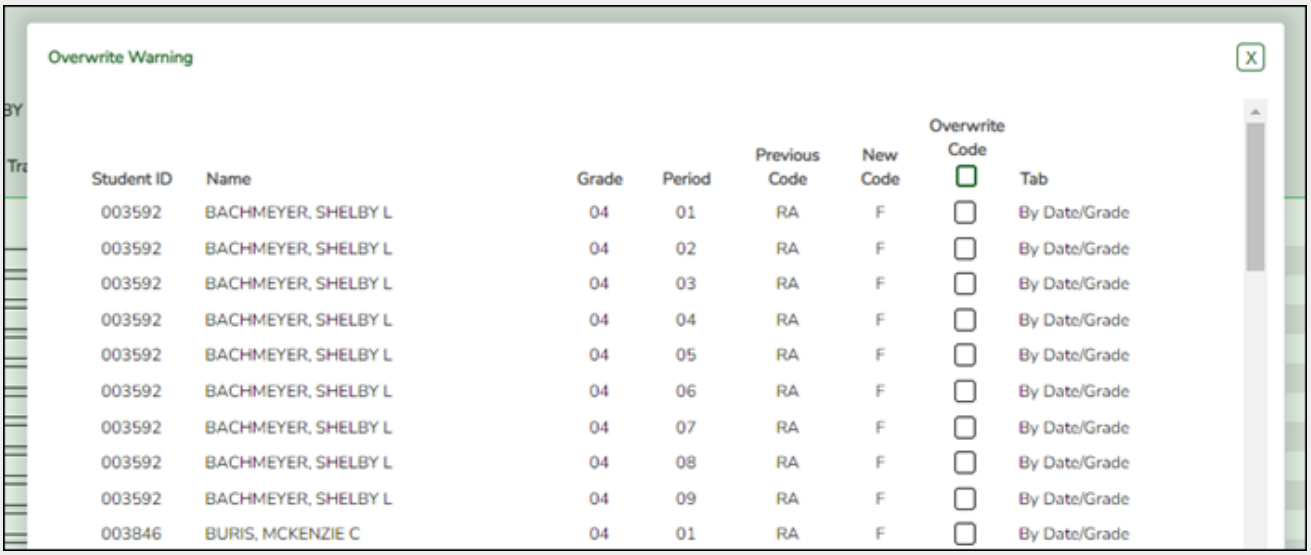
If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

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

❑ 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:




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.

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| **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.<br><br>If *not* selected, the original code will remain. |

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


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