

attendance_student_posting_course_body

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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.
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 is displayed. The student's grade level and period is also displayed.

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

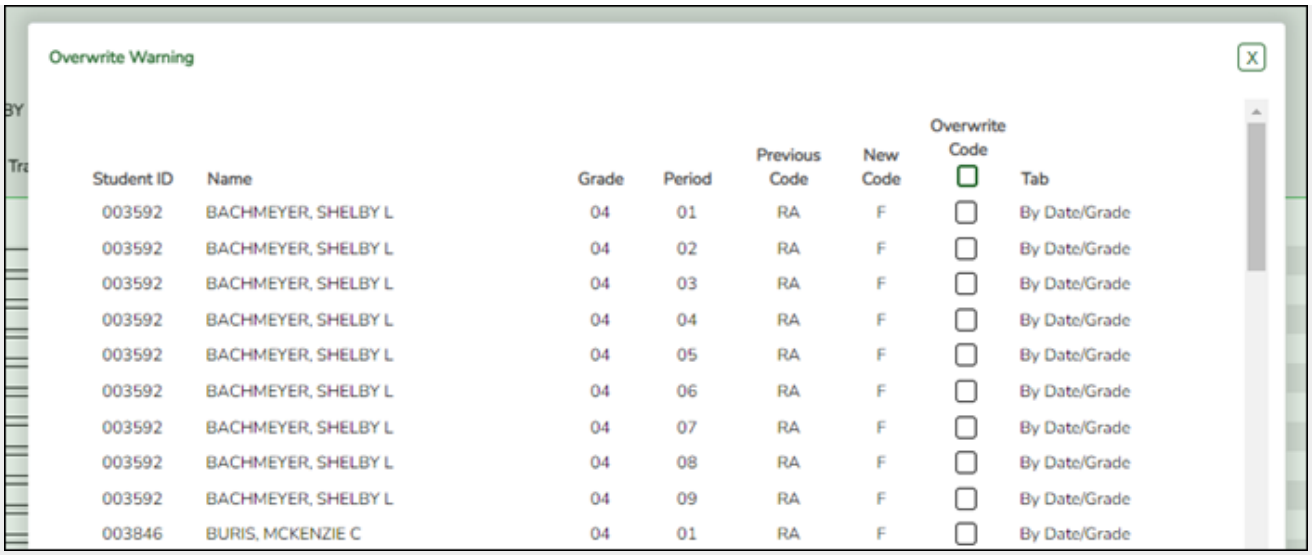
If a course is scheduled for more than one period, the range of periods is displayed, and the absence is posted for all periods in the range. In this case, the posting code and comments are not displayed.

Code	For each student who was absent or tardy, type or click ⋮ to select the posting code. 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. The schedule opens in a pop-up window.

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.

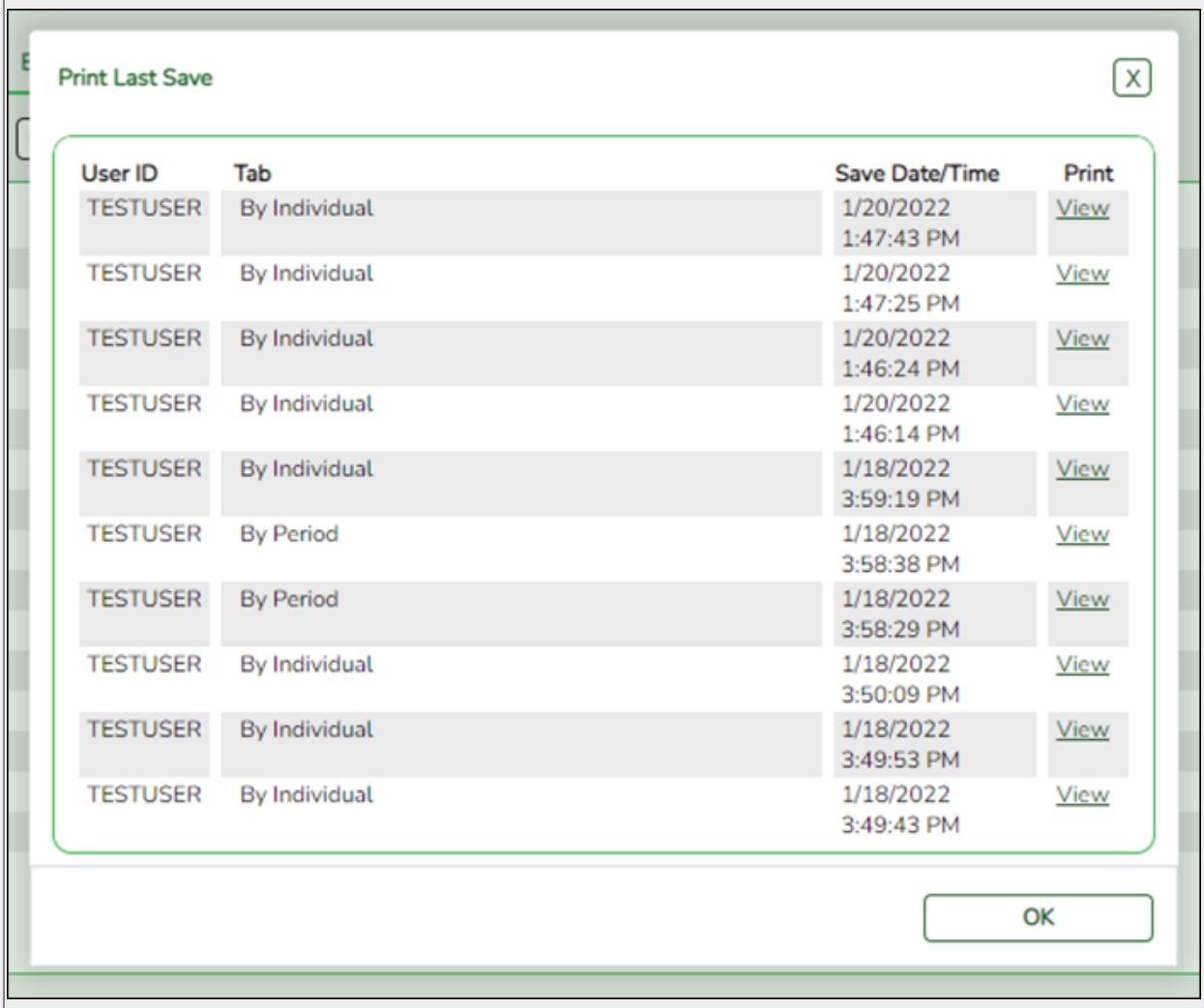
Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

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

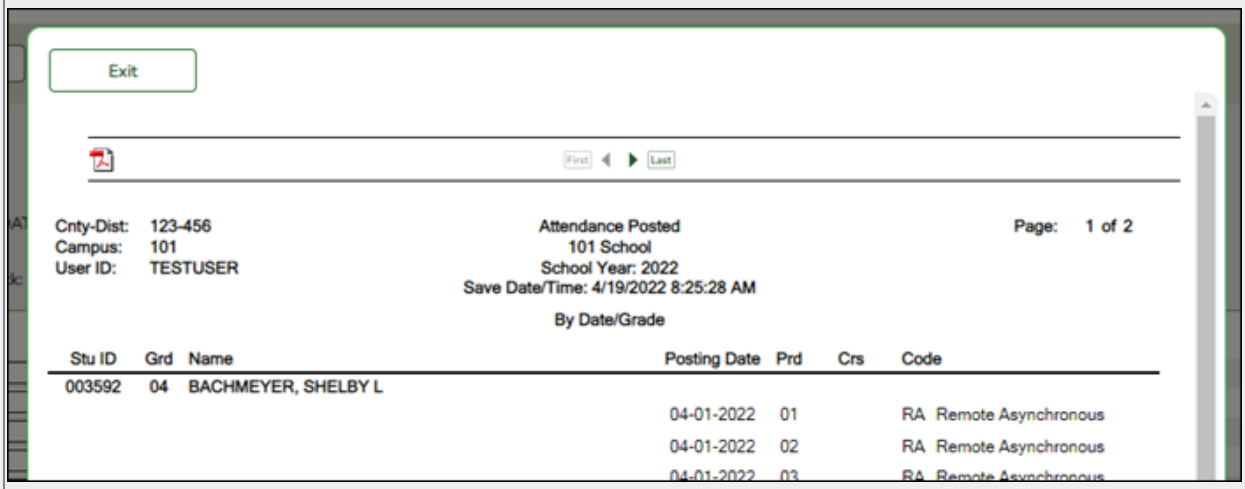
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



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.


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