

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-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 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.

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.

Comments by 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	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. 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 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.

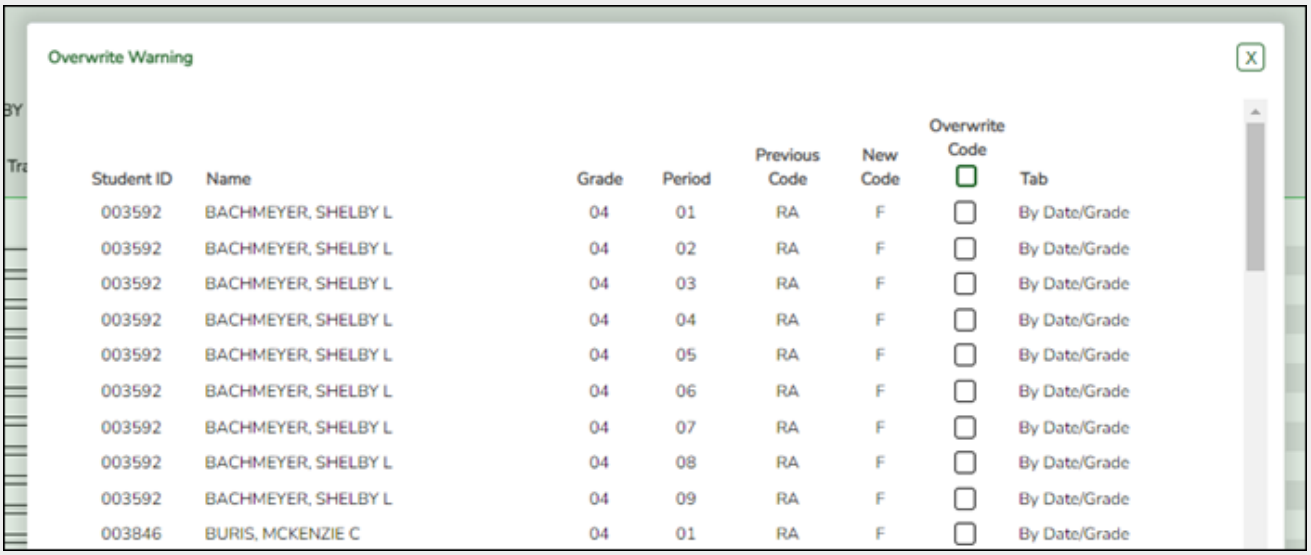
A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

Click 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.

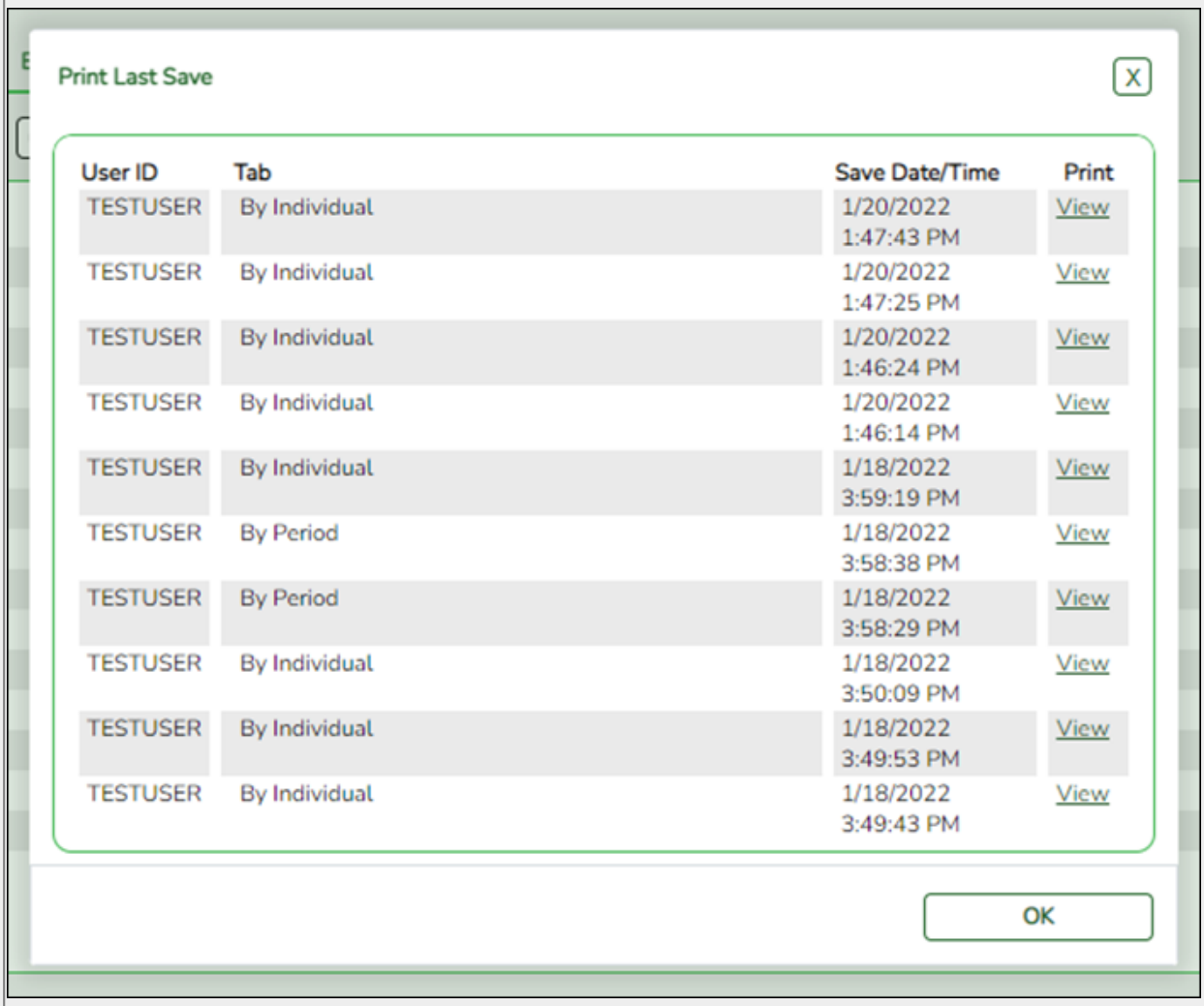
Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

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

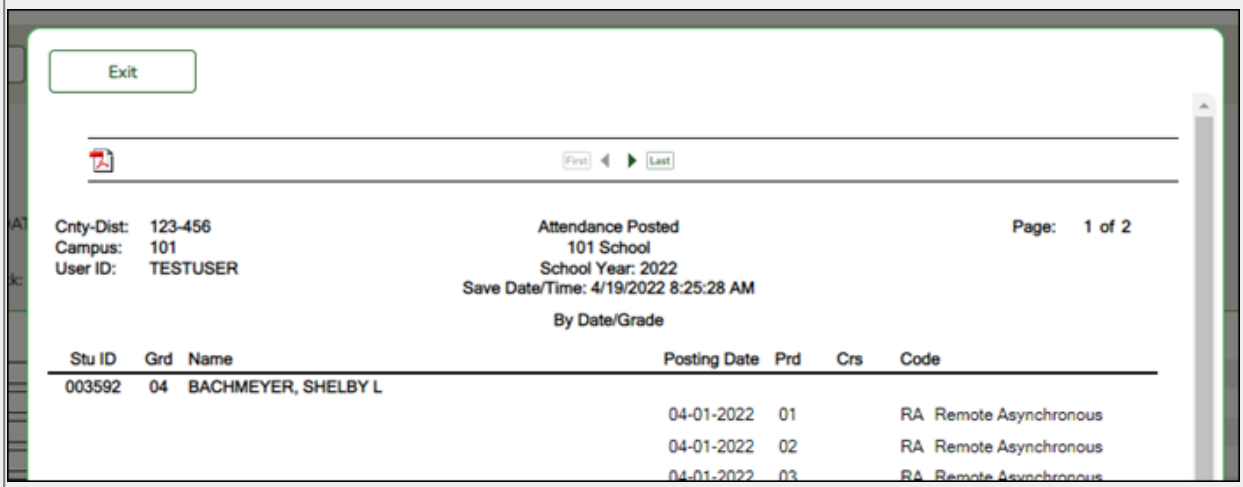
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



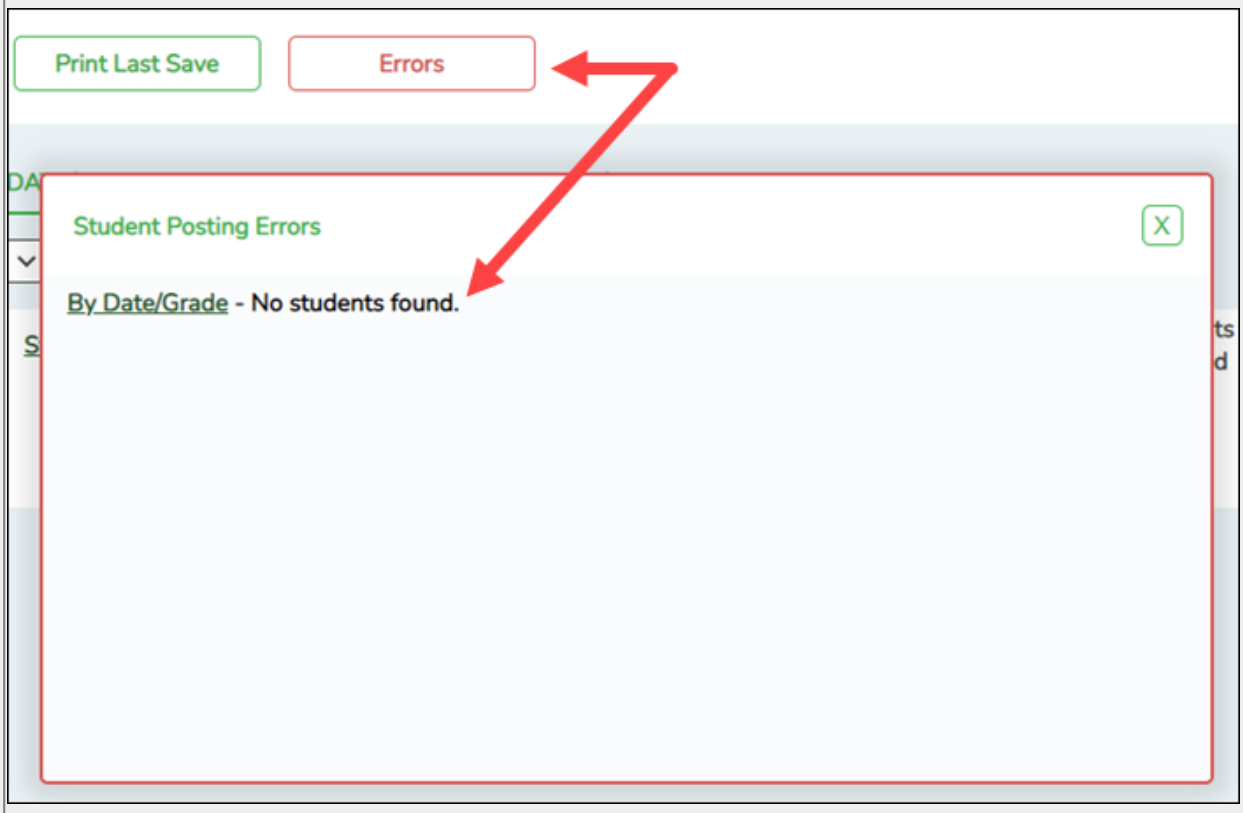
The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

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.

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.  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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