

attendance_student_posting_generic_program_body

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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.
Local Program	Type or click ⋮ to select the local program the students are enrolled in.

❑ Click **Retrieve**.

A list of students enrolled in the selected local program on the specified date is displayed. Grade level is also displayed.

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

NOTE: Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.

Within each track, you can specify the range of periods to post attendance for.

Code	Type or click ⋮ to select the posting code to be applied to all selected students across all tracks.
Select all Students	Select this field to automatically select all listed students across all pages and all tracks. Or, clear the field to de-select any selected students across all tracks. **TIP:** If the posting code applies to *most* of the retrieved students, select this field, and then manually clear the field for the individual students the code does not apply to. You also have the option to select all students for each track individually.

Comments 	Click to add attendance posting comments. Type the comment in the space provided, up to 255 characters. The same comment will be applied to all selected students for the range of periods specified. Click **OK** to apply the comment. Click **Cancel** to close the window without making any changes. **WARNING:** Comments are not saved until you click **Save**. **NOTE:** Once saved, comments can only be viewed on the By Period or By Individual tab.

Select	Within each track, select the students to post attendance for. Or, clear the field for any students the posting code does not apply to. To select/un-select all students on a particular track, select/clear the check box in the heading row.
	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 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.


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