



attendance_student_posting_generic_program_body

Table of Contents

Date	The current date is selected by default. Click <i>in</i> 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.
Generic Program	Type or click  to select the local program the students are enrolled in.

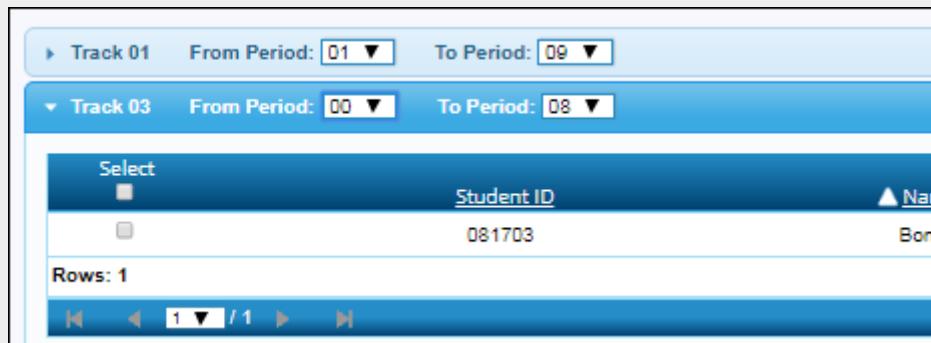
A list of students enrolled in the selected generic program on the specified date is displayed.

- You can re-sort the grid by clicking an underlined column heading.

If you change the **Date** or **Generic Program**, the list of students is re-displayed according to your selections. It is not necessary to click **Retrieve**.

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.



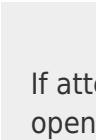
Code	Type or click  to select the posting code to be applied to all selected students across all tracks.
Select all Students	Select this field to automatically select all listed students across all pages and all tracks. Or, clear the field to de-select any selected students across all tracks. TIP: If the posting code applies to <i>most</i> 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 	<p>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.</p> <p>Click OK to apply the comment.</p> <p>Click Cancel to close the window without making any changes.</p> <p>WARNING: Comments are not saved until you click Save.</p> <p>NOTE: Once saved, comments can only be viewed on the By Period or By Individual tab.</p>
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Select 	<p>Within each track, select the students to post attendance for. Or, clear the field for any students the posting code does not apply to.</p> <p>To select/un-select all students on a particular track, select/clear the check box in the heading row.</p>
Grade 	<p>The student's grade level is displayed.</p>

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.

	<p>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:</p>
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Overwrite Warning						
BY	Student ID	Name	Grade	Period	Previous Code	New Code
Tr	003592	BACHMEYER, SHELBY L	04	01	RA	F
	003592	BACHMEYER, SHELBY L	04	02	RA	F
	003592	BACHMEYER, SHELBY L	04	03	RA	F
	003592	BACHMEYER, SHELBY L	04	04	RA	F
	003592	BACHMEYER, SHELBY L	04	05	RA	F
	003592	BACHMEYER, SHELBY L	04	06	RA	F
	003592	BACHMEYER, SHELBY L	04	07	RA	F
	003592	BACHMEYER, SHELBY L	04	08	RA	F
	003592	BACHMEYER, SHELBY L	04	09	RA	F
	003846	BURIS, MCKENZIE C	04	01	RA	F

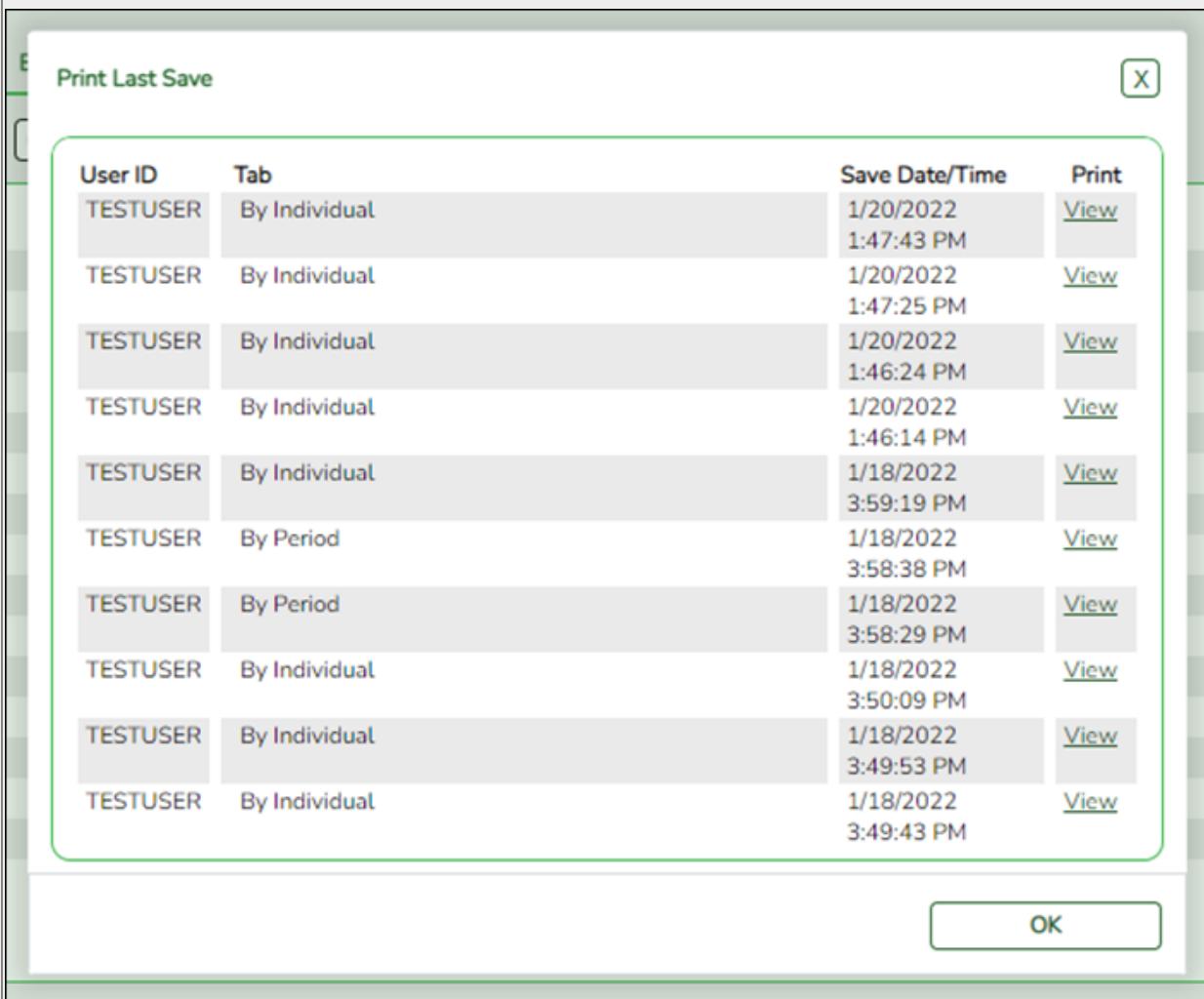
The grid displays the previously posted code and the new code for each period, as well as the tab on which the new code was posted, for the date specified on the main page.

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. <i>If not selected, the original code will remain.</i>
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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.
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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 screenshot shows a pop-up window titled "Print Last Save". It contains a table with the following data:

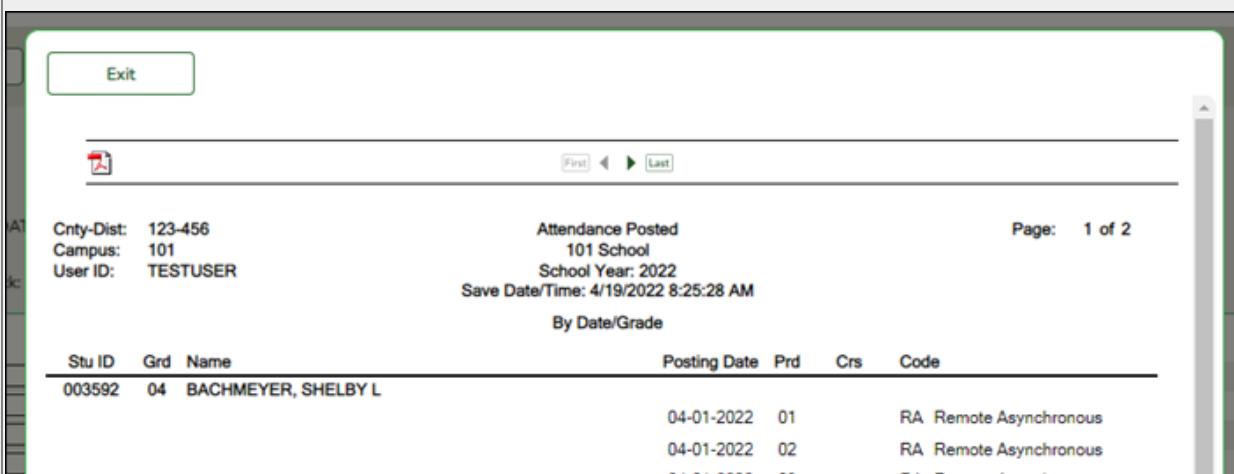
User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022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

At the bottom right of the window is an "OK" button.

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.



The screenshot shows an attendance report window. At the top left is an "Exit" button. Below it is a toolbar with a file icon and navigation buttons (First, Previous, Next, Last). The report header includes:

- 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

The report is titled "By Date/Grade". It contains a table with the following data:

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
			04-01-2022	03		RA_Remote Asynchronous

Click **Exit** to close the report window.



Back Cover