

attendance_student_posting_generic_program_body

Table of Contents

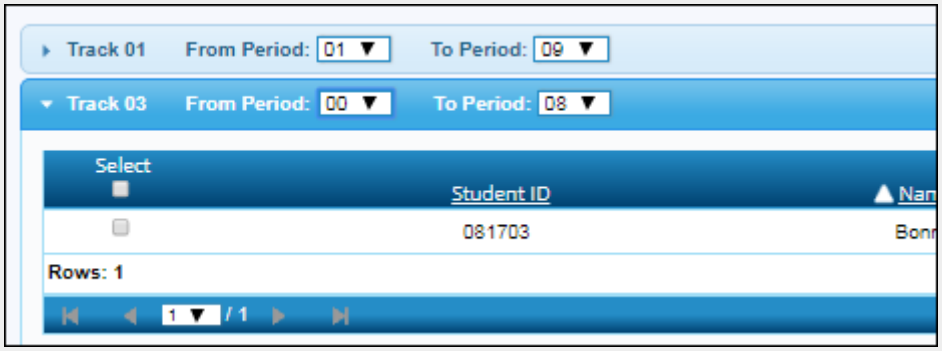
Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Generic Program	Type or click ⋮ to select the local program the students are enrolled in.

Click **Retrieve**. A list of students enrolled in the selected generic 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 more students are retrieved than can be displayed on one page, you can 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.

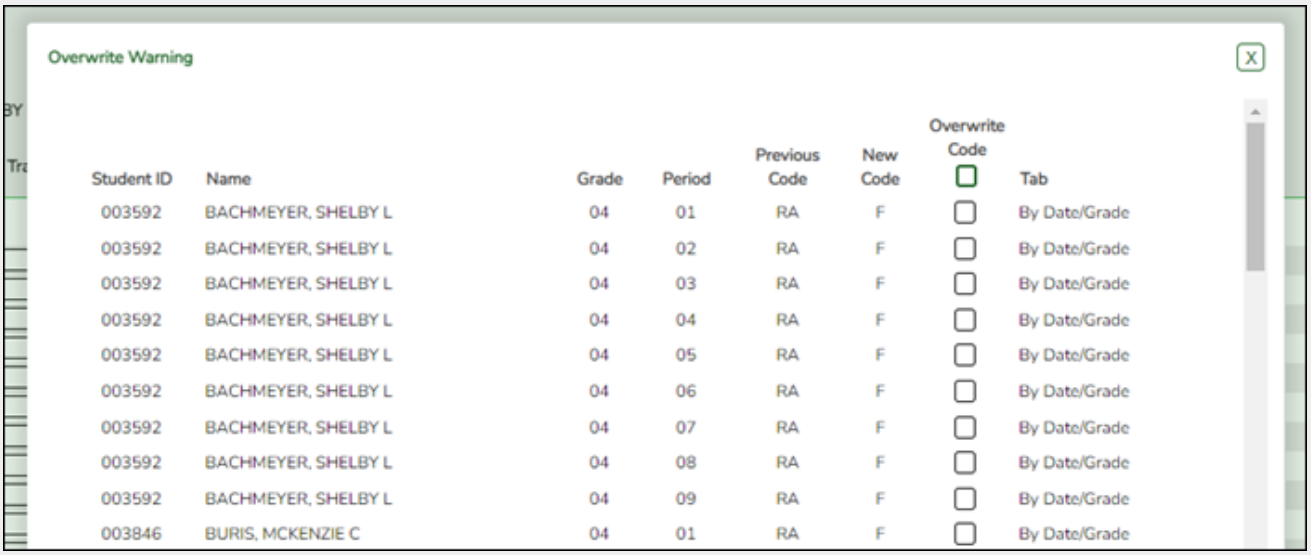
Comments	Click to add attendance posting comments. Type the comment in the space provided, up to 255 characters. The same comment will be applied to all selected students for the range of periods specified. Click **OK** to apply the comment. Click **Cancel** to close the window without making any changes. **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 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:



Student ID	Name	Grade	Period	Previous Code	New Code	Overwrite Code	Tab
003592	BACHMEYER, SHELBY L	04	01	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	02	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	03	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	04	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	05	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	06	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	07	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	08	RA	F	☐	By Date/Grade
003592	BACHMEYER, SHELBY L	04	09	RA	F	☐	By Date/Grade
003846	BURIS, MCKENZIE C	04	01	RA	F	☐	By Date/Grade

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.

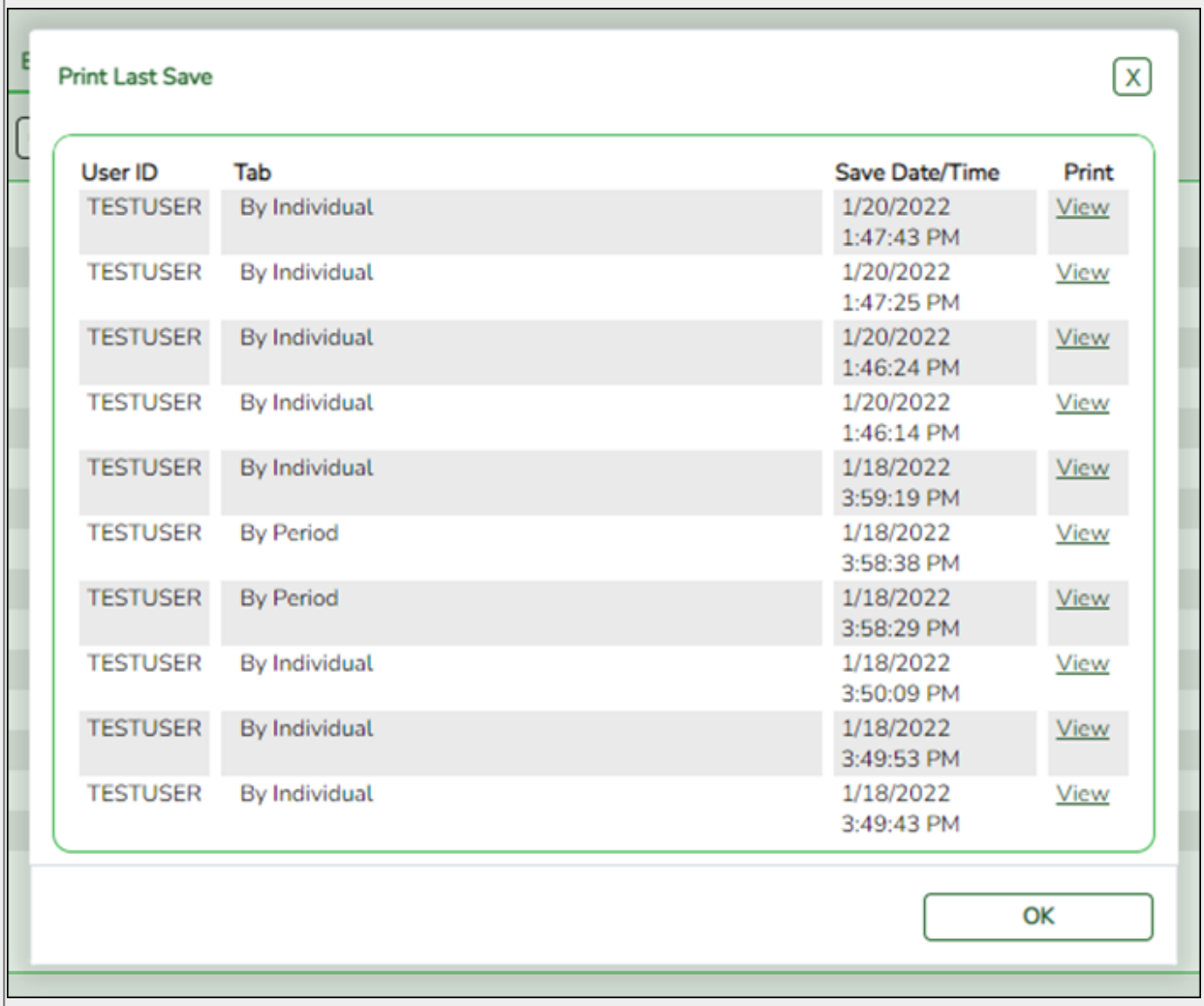
Overwrite Code	For each row, indicate if you want to overwrite the existing posting code for the student, date, and selected period(s). If there are multiple rows, you can select the check box in the heading to overwrite the code for all rows. If *not* selected, the original code will remain.

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

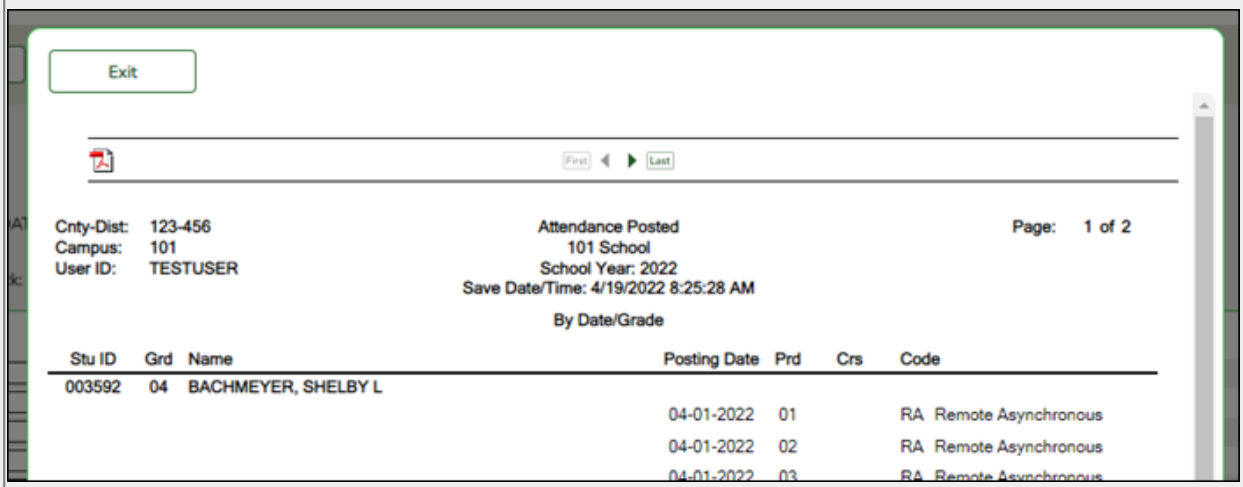
A pop-up window opens which displays a list of the last 10 times attendance was posted from any attendance posting tab, including the user ID of staff who posted attendance, and the date-time stamp indicating when the attendance was posted. The list is retained even if you exit the page or application.



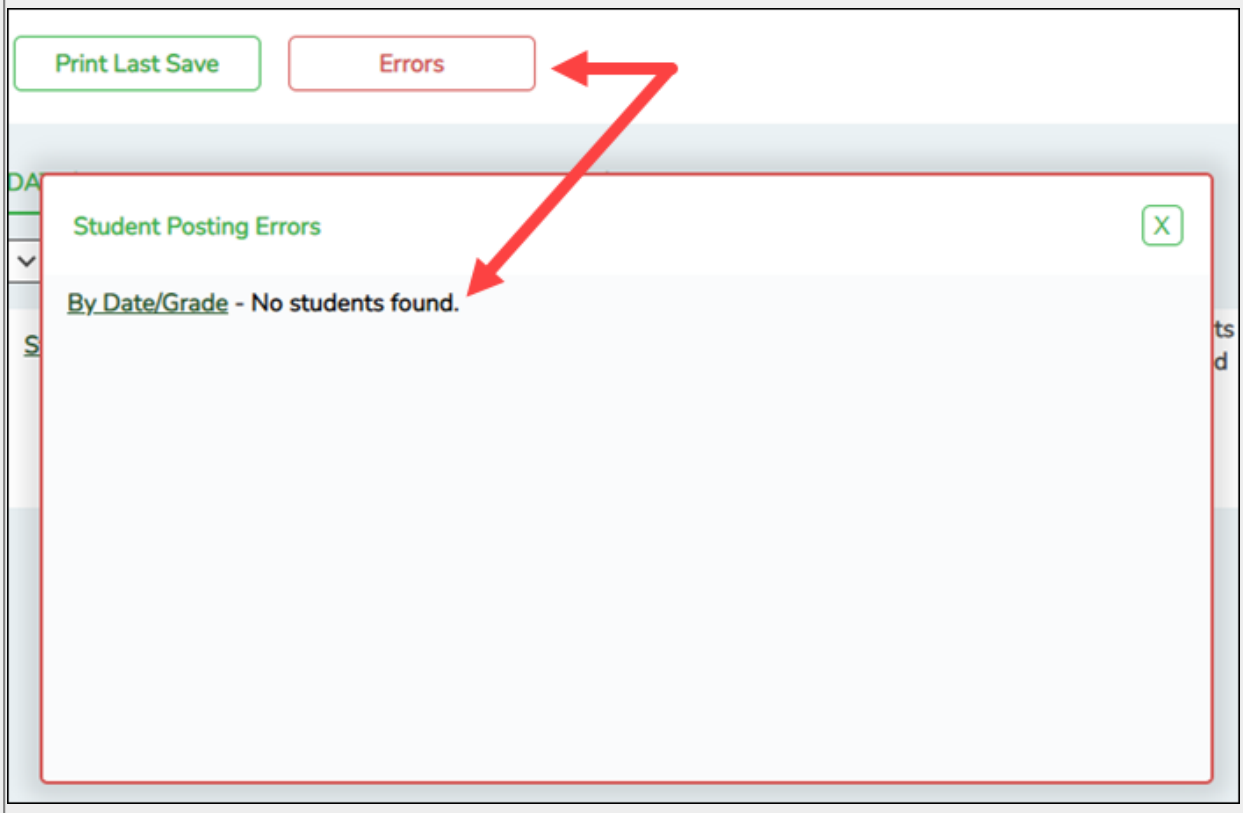
The posted attendance for each save can be viewed and saved as a PDF. Click **View** to open the report.

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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover