



# save\_attendance\_posting



# Table of Contents



- 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	<input checked="" type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	02	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	03	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	04	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	05	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	06	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	07	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	08	RA	F	<input type="checkbox"/>	By Date/Grade
003592	BACHMEYER, SHELBY L	04	09	RA	F	<input type="checkbox"/>	By Date/Grade
003846	BURIS, MCKENZIE C	04	01	RA	F	<input type="checkbox"/>	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.

<b>Overwrite Code</b>	<p>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.</p> <p>If <i>not</i> selected, the original code will remain.</p>
-----------------------	---

Click **OK**. The changes are saved.



## Back Cover