



# save\_attendance\_posting



# Table of Contents



- You can make changes on multiple tabs and save all changes at once.
- Any changes to previously entered comments are saved.
- If attendance was previously posted for the same student, date, and period, a pop-up window opens prompting to confirm that you want to overwrite the previous data:

attendance\_posting\_overwrite.png

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

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

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



## Back Cover