


# By Date/Control Number (Attendance Posting)

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# By Date/Control Number (Attendance Posting)

***Attendance > Maintenance > Student > Student Posting > By Date/Control Nbr***

This tab allows you to post a group of students absent by date and control number (i.e., instructor ID). All students must have the same absence date, control number, track, and period(s). You can select a different absence code for each student.

**NOTE:** If you post or change a posting code, your user ID and the date-time stamp are saved in the attendance posting table, and an audit record is created in an audit table.

## Update data:

| Field | Description |
|---|---|
| **Date** | Type the absence date in the MMDDYYYY format, or click to select the date from the calendar. |
| **Ctrl Nbr** | Click to to select the instructor's ID (i.e., control number) of the students you want to post attendance for. |
| **Trk** | Select the attendance track. Only tracks established for the campus in the Attendance application are listed. |

Indicate the period(s) of the absence in one of the following ways:

| | |
|---|---|
| **From/To Period** | Select the range of periods for the absence.<br><br>Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options. |
| **Period Pattern** | Select the pattern that applies to the absence. |

Click **Retrieve**. A list of students associated with the control number is displayed.

- The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

| | |
|---|---|
| **Code** | For each student who was absent or tardy, type or click to select the posting code. |

Click **Save**.

## Other functions and features:

| | |
|---|---|
| **Reset** | Clear unsaved changes and start over. |


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