By Date/Course (Attendance Posting)

Table of Contents

By Date/Course (Attendance Posting)

Attendance > Maintenance > Student > Student Posting > By Date/Course

This tab allows you to post a group of students absent by date and course. All students must have the same absence date, instructor, course, section, semester, and track. 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:

As of Date	Type the absence date in the MMDDYYYY format, or click 🗓 to select the date from the calendar.
Teacher	Type or click ⋮ to select the instructor of the course in which the students are enrolled.
Crs	Select the course for which to post attendance.
Sec	Select the section for which to post attendance.
Sem	Select the semester in which the course-section is taught.
Trk	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

Click **Retrieve**. A list of students enrolled in the course is displayed.

- You can re-sort the grid (saved rows only) by clicking an underlined column heading.

If a course is scheduled for more than one period, the range of periods is displayed, and the absence is posted for all periods in the range. In this case, the posting code and comments are not displayed.

Code	For each student who was absent or tardy, type or click ⋮ to select the posting code.
Grade	The student's grade level is displayed.
🗓	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.

Reset	Clear all unsaved changes and start over. The settings of the selection criteria fields will be retained, but all students are cleared.

Back Cover