



By Date/Course (Attendance Posting)

Table of Contents

By Date/Course (Attendance Posting) 1

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 posting code for each student.

Attendance can only be posted for the current school year, and only for tracks that have a calendar set up for the campus.

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.

- 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:

Overwrite Warning							
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 <i>not</i> 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.

User ID	Tab	Save Date/Time	Print
TESTUSER	By Individual	1/20/2022 1:47:43 PM	View
TESTUSER	By Individual	1/20/2022 1:47:25 PM	View
TESTUSER	By Individual	1/20/2022 1:46:24 PM	View
TESTUSER	By Individual	1/20/2022 1:46:14 PM	View
TESTUSER	By Individual	1/18/2022 3:59:19 PM	View
TESTUSER	By Period	1/18/2022 3:58:38 PM	View
TESTUSER	By Period	1/18/2022 3:58:29 PM	View
TESTUSER	By Individual	1/18/2022 3:50:09 PM	View
TESTUSER	By Individual	1/18/2022 3:49:53 PM	View
TESTUSER	By Individual	1/18/2022 3:49:43 PM	View

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.

Exit

PDF icon

First ◀ ▶ Last

Cnty-Dist: 123-456
 Campus: 101
 User ID: TESTUSER

Attendance Posted
 101 School
 School Year: 2022
 Save Date/Time: 4/19/2022 8:25:28 AM

Page: 1 of 2

By Date/Grade

Stu ID	Grd	Name	Posting Date	Prd	Crs	Code
003592	04	BACHMEYER, SHELBY L	04-01-2022	01	RA	Remote Asynchronous
			04-01-2022	02	RA	Remote Asynchronous
			04-01-2022	03	RA	Remote Asynchronous

Click **Exit** to close the report window.



Back Cover