



## **By Date/Course (Attendance Posting)**



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## 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:

Field	Description
<b>As of Date</b>	Type the absence date in the MMDDYYYY format, or click  to select the date from the calendar.
<b>Teacher</b>	Type or click  to <a href="#">select the instructor</a> of the course in which the students are enrolled.
<b>Crs</b>	Select the course for which to post attendance.
<b>Sec</b>	Select the section for which to post attendance.
<b>Sem</b>	Select the semester in which the course-section is taught.
<b>Trk</b>	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.

- [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.

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.

<b>Code</b>	For each student who was absent or tardy, type or click  to <a href="#">select the posting code</a> .
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Click to add comments to the student's absence record. The comment window opens.

1. Add or update comments as needed.
2. Click **OK**.
3. You must click **Save** on the Student Posting page in order to save the updated data. A red comment icon  indicates that comments exist for the student.

Click **Save**.

### Other functions and features:

<b>Reset</b>	Clear unsaved changes and start over.
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