




**attendance\_date**



# Table of Contents



The current date is displayed by default. Type another date in the MMDDYYYY format, or click  to [select a date from the calendar](#).

Courses are only displayed on the days met. For example, if a course meets only on Monday, it is displayed only when the attendance date is a Monday.

You can select a Saturday if Saturday is a valid attendance date, even if the course does not meet on Saturday. This may be used for bad weather makeup days.

**NOTE:** Some campuses may not allow you to post attendance for a prior date. In this case, the **Post** button is not displayed for prior dates.

**NOTE:** You will get an error message, *Attendance posting more than XX days prior not allowed.*, if you try to post a grade beyond the **Days** entered for Grade Reporting > Maintenance > Gradebook Options > Campus **Allow Prior Days Posting**.



## Back Cover