TxEIS Attendance - Student Posting with Comments

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TxEIS Attendance - Student Posting with Comments

There are several options for viewing and posting daily attendance. Use one of the following attendance posting tabs according to your specific needs. All tabs allow you to enter comments for the student by period.

Attendance > Maintenance > Student > Student Posting with Comments

| By Period | By Individual | By Date/Control Nbr | By Date/Grade | By Date and Code | By Date/Course | By Generic Program |

- **By Period** - View attendance as entered by teachers using txGradebook or an external product. Campus staff can modify the posting codes if necessary. The page also allows you to post attendance for any membership date for a group of students who all have the same posting code date and track. Posting codes can vary by student and period. This tab also allows you to quickly see all students who have been marked absent or tardy on a specific membership date.

- **By Individual** - View, post, and modify attendance for an individual student for one or more dates. Posting codes can vary by period. This tab allows you to quickly see absences and tardies for an individual student for a specified date range.

- **By Date/Control Nbr** - Used mainly by elementary campuses to post attendance for a particular date for a group of students who have the same 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 posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed). This page is also useful if campus staff needs to post attendance taken by a substitute teacher.

- **By Date/Grade** - Post attendance for a group of students who are in the same grade level. All students must have the same absence date, grade level, track, and period(s). You can select a different posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

- **By Date and Code** - Post attendance for a group of students who all have the same absence date, track, and period(s). You can specify one posting code that applies to all selected students, or you can select individual codes for each student. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed). This tab allows you to quickly pre-post a school-related absence such as a field trip.

- **By Date/Course** - Post attendance for a group of students in the same course-section. All students must have the same absence date, instructor, course, section, semester, and track. You can select a different posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

- **By Generic Program** - **NEW!** Post attendance for a group of students in the same generic program. All students must have the same absence date and posting code. For example, this

page can be used to post a school-related absence, such as if all Chess Club students attended a chess tournament. All students in the group must be absent on the same date and enrolled in the same generic program, but they may be on different attendance tracks. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

NOTES:

- All students are considered Present, unless posted Absent or Tardy.

- Code P is reserved for Present. This code can be used to delete an absence that was posted in error.

- If attendance has been posted by instructors from txGradebook, or an external product, absences will always be recorded with the campus default code value (**Default Abs Cd** field on Attendance > Maintenance > Gradebook Options > Campus Options). Campus staff must update each posting code appropriately. The By Period tab makes this easy.

- Campus staff must assign a posting code for every tardy and absence. Whether or not an absence is excused depends on the district-level settings for each posting code.

- Some codes are set up to allow pre-posting (i.e., posting prior to the absence date) for school-related events such as a field trip. This is based on the district-level setting.

- A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

  - 2018-2019 Student Calendar Reporting Chart
, provided by ESC-11

By Period

Post attendance by period.

Attendance > Maintenance > Student > Student Posting with Comments > By Period

This tab displays attendance as entered by teachers using txGradebook or an external product, and allows campus staff to modify the posting codes if necessary. The page also allows you to post attendance for any membership date for a group of students who all have the same posting code date and track. Posting codes can vary by student and period.

This tab also allows you to quickly see all students who have been marked absent or tardy on a specific membership date.

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

By default, all students are listed who have an absence or tardy posted for any period on the selected date. If no students have been marked absent or tardy on that date, a blank row is displayed.

- The student's grade level and control number (i.e., instructor ID) assigned to the student are displayed.
- You can re-sort the grid (saved rows only) by clicking an underlined column heading.

- If more absence records are retrieved than can be displayed on one page, you can page through the list.

Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.
From Period To Period	Select the range of periods for which to post attendance. The periods are displayed in the grid according to your selections. Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options.

If you change the **Date**, **Track**, or **From/To Period**, the list of students is re-displayed according to your selections. It is not necessary to click **Retrieve**.

To update an existing posting code:

All Periods (##-##)	If the student was absent all periods, type or click [...] to select the posting code that applies to all periods on that date. Otherwise, use the fields for the individual periods.
	IMPORTANT: If you enter a value for **All Periods**, it will overwrite any existing values in the individual periods when you save.
Period/Code	For each period where the student was absent or tardy, type or click [...] to select the posting code.
	To delete an absence/tardy, type **P** (Present) in the code field and save.
[calendar icon]	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
[trash icon]	The icon is only available if the row has *not* been saved.
	Click to delete an unsaved row. The row is shaded red to indicate that it will be deleted when you save. Information in that row will not be saved.
Comments by Period [comment icons]	Click to enter attendance comments for the student by period. The icon does not appear until a student is selected. Comments can only be entered if a posting code is entered.
	A pop-up window opens allowing you to view, add, and update comments.

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

All Periods (##-##)	Select if you are entering a comment that will apply to the student for *all* periods on that date. Otherwise, you will select individual periods. **IMPORTANT:** If selected, the comment applies to *all* periods, even if the **From/To Period** fields are not set to include all periods. For example, if the campus has 8 periods, but the **From/To Period** fields are set to periods 1-3, the comment will be applied to all 8 periods.
Select	Select one or more periods to apply the displayed comment to. To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. Note that this may not include *all* periods. If you selected **All Periods** or the check box in the heading row, all individual period fields are selected by default. They can be cleared as needed. If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.
View Comment 🗨🗨	The icon is yellow if comments exist. Otherwise the comment icon is white. Click the icon to add, update, or view existing comments for a particular period. When you click the icon, it is outlined with a black box 🗨 to indicate that it is the active comment. The space on the right is enabled allowing you to type a comment.
Comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

If you attempt to apply a new comment over an existing comment, a warning message is displayed.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

To add a student to the list, click **+Add**. A blank row is added to the grid.

Student ID	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) Or, click **Directory** to select a student from the directory.

Add posting codes and comments as necessary.

Click **Save** to post attendance and save comments.

By Individual

Post attendance by individual.

Attendance > Maintenance > Student > Student Posting with Comments > By Individual

This tab allows you to view, post, and modify attendance for an individual student for one or more dates. Posting codes can vary by period.

This tab allows you to quickly see absences and tardies for an individual student for a specified date range.

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

set up for the campus.

	Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) Or, click **Directory** to select a student from the directory.

Select the date range using <u>one</u> of the following two fields:

Semester	By default, the field is set according to the setting of the **Optional Semester** field on Attendance > Maintenance > Campus > Campus Options. Select a semester to view the student's absences for the semester. *1* - View semester 1. *2* - View semester 2. *3* - View semesters 1 and 2. *H* - View the current semester, as determined by the system (i.e., current) date.
From Date	To see a student's absences and tardies beginning with a particular date, click *in* the field to select a date from the calendar. Or, type the date in the MMDDYYYY format.

Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

By default, the student's existing absences and tardies are displayed for the specified semester or date range for all periods.

• A code field is displayed for each period, and the student's course number for that period is

displayed below the field.

- If a student has been marked absent or tardy for the date and period, the code field displays the posting code.
- You can re-sort the grid (saved rows only) by clicking an underlined column heading.

- If more absence records are retrieved than can be displayed on one page, you can page through the list.

From Period To Period	Select the range of periods for which to post attendance. The periods are displayed in the grid according to your selections. Periods are listed according to the settings of the **1st Period Nbr** and **Last Period Nbr** fields on Attendance > Maintenance > Campus > Campus Options.

If you change the **Student**, **Semester** or **From Date**, **Track**, and/or **From/To Period**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve**.

To add an absence or tardy for the student, click **+Add**. A blank row is added to the grid.

Date	Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Period/Code	For each period where the student was absent or tardy, type or click ⬚ to select the posting code. To delete an absence/tardy, type **P** (Present) in the code field and save.
🗓	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
🗑	The icon is only available if the row has *not* been saved. Click to delete an unsaved row. The row is shaded red to indicate that it will be deleted when you save. Information in that row will not be saved.
Comments by Period 💬💬	Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered. The icon does not appear until a date is selected. A pop-up window opens allowing you to view, add, and update comments.

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

All Periods (##-##)	Select if you are entering a comment that will apply to the student for *all* periods on that date. Otherwise, you will select individual periods. **IMPORTANT:** If selected, the comment applies to *all* periods, even if the **From/To Period** fields are not set to include all periods. For example, if the campus has 8 periods, but the **From/To Period** fields are set to periods 1-3, the comment will be applied to all 8 periods.
Select	Select one or more periods to apply the displayed comment to. To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. Note that this may not include *all* periods. If you selected **All Periods** or the check box in the heading row, all individual period fields are selected by default. They can be cleared as needed. If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.

View Comment ⬜🟡	The icon is yellow if comments exist. Otherwise the comment icon is white.
	Click the icon to add, update, or view existing comments for a particular period.
	When you click the icon, it is outlined with a black box ⬜ to indicate that it is the active comment.
	The space on the right is enabled allowing you to type a comment.
comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the ❎ to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

Click **Save** to post attendance and save comments.

⊕ Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency.
	Click to view the student's medical alert information.
Documents	View or attach supporting documentation.

By Date/Control Number

Post attendance by date/control number.

Attendance > Maintenance > Student > Student Posting with Comments > By Date/Control Nbr

This tab is mainly used by elementary campuses to post attendance for a particular date for a group of students who have the same 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 posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

This page is also useful if campus staff needs to post attendance taken by a substitute teacher.

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

Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Ctrl Nbr	Click ... to to select the instructor's ID (i.e., control number) of the students you want to post attendance for.

Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

Indicate the period(s) of the absence in <u>one</u> of the following ways:

| **From/To Period** | Select the range of periods for the absence.

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 (on the specified date and track) is displayed.

If you change the **Date**, **Ctrl Nbr**, **Track**, and/or **From/To Period** and click **Retrieve**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve** if you only change **Track**.

If you retrieve one period, any existing posting codes are displayed for that date, period, and control number. If you select more than one period, posting codes are not displayed.

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

- If more students are retrieved than can be displayed on one page, you can page through the list.

- Changes are not retained across pages; you must save changes on each page.

| Code | For each student who was absent or tardy, type or click ⋯ to select the posting code.
Leave blank for students who were on time and present for the entire class. |
|---|---|
| | Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window. |
| **Comments by Period** | Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered.

A pop-up window opens allowing you to view, add, and update comments. |

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

Select	Select one or more periods to apply the displayed comment to.
	To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. All individual period fields are selected by default. Note that this may not include *all* periods at the campus. The individual fields can be unselected as needed.
	If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.
View Comment	The icon is yellow if comments exist. Otherwise the comment icon is white.
	Click the icon to add, update, or view existing comments for a particular period.
	When you click the icon, it is outlined with a black box to indicate that it is the active comment.
	The space on the right is enabled allowing you to type a comment.

comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

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:

				Previous	New	Overwrite Code ☐	
Student ID	**Name**	**Grade**	**Period**	**Code**	**Code**		**Tab**
082019	Abasta, Daniel	09	01	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	02	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	03	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	04	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	05	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	06	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	07	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	08	1	5	☐	By Date and Code

Overwrite Warning

OK   C

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 *not* selected, the original code will remain. |

Click **OK**. The changes are saved.

By Date/Grade

Post attendance by date/grade.

Attendance > Maintenance > Student > Student Posting with Comments > By Date/Grade

This tab allows you to post attendance for a group of students who are in the same grade level. All students must have the same absence date, grade level, track, and period(s). You can select a different posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

NOTE: To mass update students by grade level for a specific posting code (e.g., field trip, UIL, etc.), use the By Date and Code tab.

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

Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Grade	Select the grade level of the students who were absent.
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed.

Indicate the period(s) of the absence in <u>one</u> of the following ways:

From/To Period	Select the range of periods for the absence. 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 in the selected grade level is displayed.

If you change the **Date** and/or **From/To Period** and click **Retrieve**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve** if you only change **Track**.

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

- If more students are retrieved than can be displayed on one page, you can page through the list.

- Changes are not retained across pages; you must save changes on each page.

Code	For each student who was absent or tardy, type or click ⋯ to select the posting code. Leave blank for students who were on time and present for the entire class.
📅	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
Comments by Period 💬💬	Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered. A pop-up window opens allowing you to view, add, and update comments.

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

Select	Select one or more periods to apply the displayed comment to.
	To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. All individual period fields are selected by default. Note that this may not include *all* periods at the campus. The individual fields can be unselected as needed.
	If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.
View Comment 💬 💬	The icon is yellow if comments exist. Otherwise the comment icon is white.
	Click the icon to add, update, or view existing comments for a particular period.
	When you click the icon, it is outlined with a black box 💬 to indicate that it is the active comment.
	The space on the right is enabled allowing you to type a comment.
comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the ✖ to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

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
082019	Abasta, Daniel	09	01	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	02	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	03	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	04	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	05	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	06	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	07	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	08	1	5	☐	By Date and Code

OK   C

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 *not* selected, the original code will remain. |
|---|---|

Click **OK**. The changes are saved.

By Date and Code

Post attendance by date and code.

Attendance > Maintenance > Student > Student Posting with Comments > By Date and Code

This tab allows you to post attendance for a group of students who all have the same absence date,

track, and period(s). You can specify one posting code that applies to all selected students, or you can select individual codes for each student. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

This tab allows you to quickly pre-post a school-related absence such as a field trip.

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

To view previously entered posting codes and comments for a student, go to Maintenance > Student > Student Inquiry > Attendance Audit.
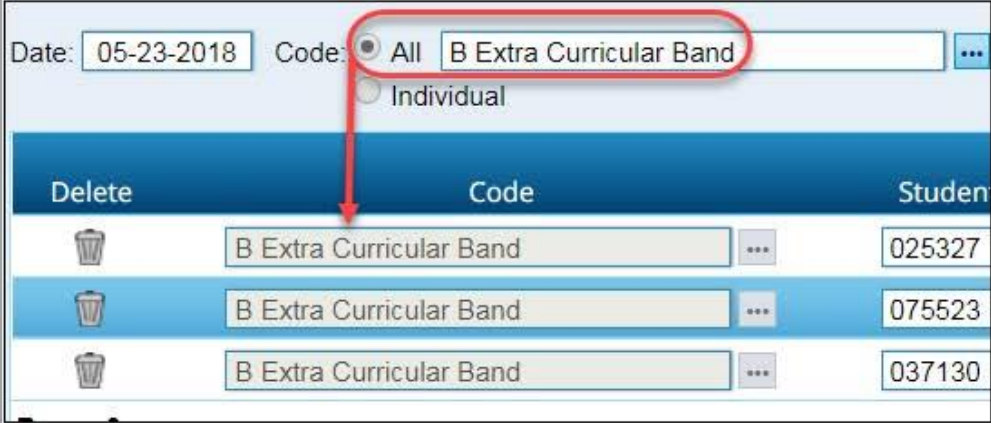

Date	The current date is selected by default.
	Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.

Code	Select one:	
	All	If selected, the same posting code will be applied to *all* the students you add to the list.
		Click ⋯ to select the posting code that will be applied to all students.
		The individual **Code** fields will be disabled.
		Date: 05-23-2018 Code: ● All B Extra Curricular Band ⋯ ○ Individual Delete — Code — Studen 🗑 B Extra Curricular Band ⋯ 025327 🗑 B Extra Curricular Band ⋯ 075523 🗑 B Extra Curricular Band ⋯ 037130
	Individual	If selected, you can apply a different posting code for each student using the individual **Code** fields.
		Date: 05-23-2018 Code: ○ All ⋯ ● Individual Delete — Code — Studen 🗑 B Extra Curricular Band ⋯ 025327 🗑 1 Parent Note Excused ⋯ 075523 🗑 B Extra Curricular Band ⋯ 037130
Track	Select the attendance track. Only tracks established for the campus in the Attendance application are listed. Attendance should be posted one track at a time, and you must save between tracks. Changing the track without saving will generate message warning you that you have unsaved changes.	

Indicate the period(s) of the absence in <u>one</u> of the following ways:

From/To Period	Select the range of periods for the absence. 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.

A blank row is displayed in the grid.

Code	This field is disabled if you selected to apply one posting code to all students. Otherwise, type or click ▪▪▪ to select the posting code that applies to the student.
Student ID	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j) Or, click **Directory** to select the student using the directory.

The student's name and grade level are 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 to delete an unsaved row. The row is shaded red to indicate that it will be deleted when you save. Information in that row will not be saved.
Comments by Period 💬 💬	Click to enter attendance comments for the student by period. Comments can only be entered if a posting code is entered. The icon does not appear until a student is selected. A pop-up window opens allowing you to view, add, and update comments.

By Date and Code Comments   ✕

Student: 075523: Abate, Edward M

Select ■	Period	View Comment
☐	01	💬
☐	02	💬
☐	03	💬
☐	04	💬
☐	05	💬
☐	06	💬
☐	07	💬
☑	08	💬

Received note from parent that student can leave event with the parent and not on the bus.

255 character limit

Warning: Clicking Apply Checked will apply the last comment for all selected periods.

Apply Checked   OK   Cancel

If the same comment applies to multiple periods, you can type the comment once, and select the periods to apply the comment to. Or, you can enter individual comments for each period.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

Select	Select one or more periods to apply the displayed comment to. To apply the comment to all *displayed* periods (according to the selections of the **From/To Period** fields), select the check box in the heading row. All individual period fields are selected by default. Note that this may not include *all* periods at the campus. The individual fields can be unselected as needed. If you have added, edited, or deleted any comments in the comment space, the changes or deletion will be applied to the selected period(s).
Period	(Display only) Periods are listed according to the **From/To Period** range specified on the main page.
View Comment 💬 💬	The icon is yellow if comments exist. Otherwise the comment icon is white. Click the icon to add, update, or view existing comments for a particular period. When you click the icon, it is outlined with a black box 💬 to indicate that it is the active comment. The space on the right is enabled allowing you to type a comment.
Comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the periods according to your selections. The button is not enabled unless at least one period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the ☒ to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

Click **+Add** to add a student. A blank row is added to the grid.

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
082019	Abasta, Daniel	09	01	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	02	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	03	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	04	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	05	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	06	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	07	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	08	1	5	☐	By Date and Code

OK

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 *not* selected, the original code will remain.

Click **OK**. The changes are saved.

By Date/Course

Post attendance by date/course.

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

This tab allows you to post attendance for a group of students in the same course-section. All students must have the same absence date, instructor, course, section, semester, and track. You can select a different posting code for each student, and/or overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

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

Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Instructor	Type or click ⊡ to select the instructor of the course in which the students are enrolled.
Course	Select the course for which to post attendance.
Section	Select the section for which to post attendance.
Semester	Select the semester in which the course-section is taught.
Track	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-section is displayed. The student's grade level

and period are also displayed.

If the student is enrolled in the course-section during multiple periods, the student list listed multiple times.

If you change the **Date**, **Instructor**, **Course**, **Section**, or **Semester** and click **Retrieve**, the page is re-displayed according to your selections. It is not necessary to click **Retrieve** if you only change **Track**.

- You can re-sort the grid by clicking an underlined column heading.

- If more students are retrieved than can be displayed on one page, you can page through the list.

- Changes are not retained across pages; you must save changes on each page.

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. Leave blank if the student was on time and present for the entire class.
•••	Click to view the student's class schedule for the semester of the specified date. The schedule opens in a pop-up window.
Comments by Period	Click to enter attendance comments for the student. Comments can only be entered if a posting code is entered. You can only enter comments for the period of the selected course-section. A pop-up window opens allowing you to view, add, and update comments.

The icon is yellow if comments currently exist for the student, date, and any of the selected periods. The icon is white if the student has no comments on that date.

Select	Only one period is listed. Select the period to apply the comment to the period.
Period	The period for which the comment will apply is displayed.
View Comment	The icon is yellow if comments exist. Otherwise the comment icon is white.
	Click the icon to add, update, or view existing comments for a particular period.
	When you click the icon, it is outlined with a black box to indicate that it is the active comment.
	The space on the right is enabled allowing you to type a comment.
Comments	The space on the right is where you add or update comments for the student, up to 255 characters. The space is not enabled until at least one period is selected, or until you click a **View Comment** icon.

Apply Checked	Click to apply the comments to the selected period. The button is not enabled unless the period is selected.
OK	Once you have clicked **Apply Checked**, click to close the pop-up window. Comments are applied but must still be saved.
Cancel	Click to close the window without making any changes.

WARNINGS:

Comments are not saved until you click **Save**.

If you enter comments, click **Apply Checked**, receive an Overwrite Warning message and click **OK**, and then click the ⊠ to close the window, the new comment does not overwrite the original comment until you click **Save** and the Saved Successful message is displayed.

If you entered comments for a posting code, and then clear the posting code, the comment is cleared without notification.

A student's comments can be viewed on Attendance > Maintenance > Student > Student Inquiry > Attendance Audit.

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
082019	Abasta, Daniel	09	01	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	02	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	03	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	04	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	05	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	06	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	07	1	5	☐	By Date and Code
082019	Abasta, Daniel	09	08	1	5	☐	By Date and Code

OK C

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 *not* selected, the original code will remain.

Click **OK**. The changes are saved.

By Generic Program

Post attendance by generic program.

Attendance > Maintenance > Student > Student Posting with Comments > By Generic Program

This tab allows you to post attendance for a group of students in the same generic program. All students must have the same absence date and posting code. For example, this page can be used to post a school-related absence, such as if all Chess Club students attended a chess tournament.

All students in the group must be absent on the same date and enrolled in the same generic program, but they may be on different attendance tracks. You can also overwrite existing posted attendance (an Overwrite Warning pop-up window will be displayed).

> **NOTE:** Students are enrolled in a generic program on Registration > Maintenance > Student Enrollment > Generic.

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

Date	The current date is selected by default. Click *in* the field to select a valid absence date from the calendar. Or, type the date in the MMDDYYYY format. This is the date on which the student will be posted absent or tardy.
Generic Program	Type or click [···] to select the generic program the students are enrolled in.

Click **Retrieve**. A list of students enrolled in the selected generic program on the specified date is displayed. Grade level is also displayed.

- You can re-sort the grid by clicking an underlined column heading.

- If more students are retrieved than can be displayed on one page, you can page through the list.

NOTE: Students are grouped by track. By default, the lowest track is expanded to display students on that track. Click other tracks to expand/hide the list of students.

Within each track, you can specify the range of periods to post attendance for.

Code	Type or click ▪▪▪ to select the posting code to be applied to all selected students across all tracks.
Select all Students	Select this field to automatically select all listed students across all pages and all tracks. Or, clear the field to de-select any selected students across all tracks. **HERE'S A TIP:** If the posting code applies to *most* of the retrieved students, select this field, and then manually clear the field for the individual students the code does not apply to. You also have the option to select all students for each track individually.

Comments 💬	Click to add attendance posting comments. Type the comment in the space provided, up to 255 characters. The same comment will be applied to all selected students for the range of periods specified. **By Generic Program Comments** ⊗ Chess club attended a competition. OK Cancel Click **OK** to apply the comment. Click **Cancel** to close the window without making any changes. **WARNING:** Comments are not saved until you click **Save**. **NOTE:** Once saved, comments can only be viewed on the By Period or By Individual tab.

Select	Within each track, select the students to post attendance for. Or, clear the field for any students the posting code does not apply to. To select/un-select all students on a particular track, select/clear the check box in the heading row.
🗓️	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 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							Overwrite Code ☐	
Student ID	Name		Grade	Period	Previous Code	New Code		Tab
082019	Abasta, Daniel		09	01	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	02	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	03	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	04	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	05	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	06	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	07	1	5	☐	By Date and Code
082019	Abasta, Daniel		09	08	1	5	☐	By Date and Code

OK

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 *not* selected, the original code will remain.

Click **OK**. The changes are saved.

Common Features

View features that exist on all Student Posting with Comments tabs.

Reset	Clear unsaved changes and start over. The settings of the selection criteria fields will be retained.

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.

Print Last Save

User ID	Tab	Save Date/Time	Print
JSTANFORD	By Period	5/23/2018 8:23:43 AM	View
WRIGHT1	By Individual, By Generic Program	5/21/2018 4:37:47 PM	View
WRIGHT1	By Date and Code, By Date/Course	5/21/2018 2:42:42 PM	View
WRIGHT1	By Individual	5/20/2018 1:59:29 PM	View
WRIGHT1	By Individual	5/20/2018 1:58:56 PM	View
WRIGHT1	By Individual	5/20/2018 1:57:50 PM	View
WRIGHT1	By Individual	5/20/2018 1:55:14 PM	View
WRIGHT1	By Individual	5/20/2018 1:47:30 PM	View
WRIGHT1	By Individual	5/20/2018 1:45:01 PM	View
WRIGHT1	By Individual	5/20/2018 1:43:35 PM	View

OK

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

Cnty-Dist:	020-020	Attendance Posted	Page:	1 of 1
Campus:	001	Agarita High School		
User ID:	WRIGHT1	School Year:		
		Save Date/Time:		
		By Individual		

Stu ID	Grd	Name		Posting Date	Prd	Crs	Code
067145	10	Earls, Daisy					
				12-04-2017	01	8904	U Unexcused
				12-04-2017	02	5102	U Unexcused
				12-04-2017	03	9913	U Unexcused
				12-04-2017	04	6820	U Unexcused

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

Errors The button appears if errors are encountered on any attendance posting tab, and the Student Posting Errors pop-up window opens automatically which lists the tab name containing the error, and the error message.
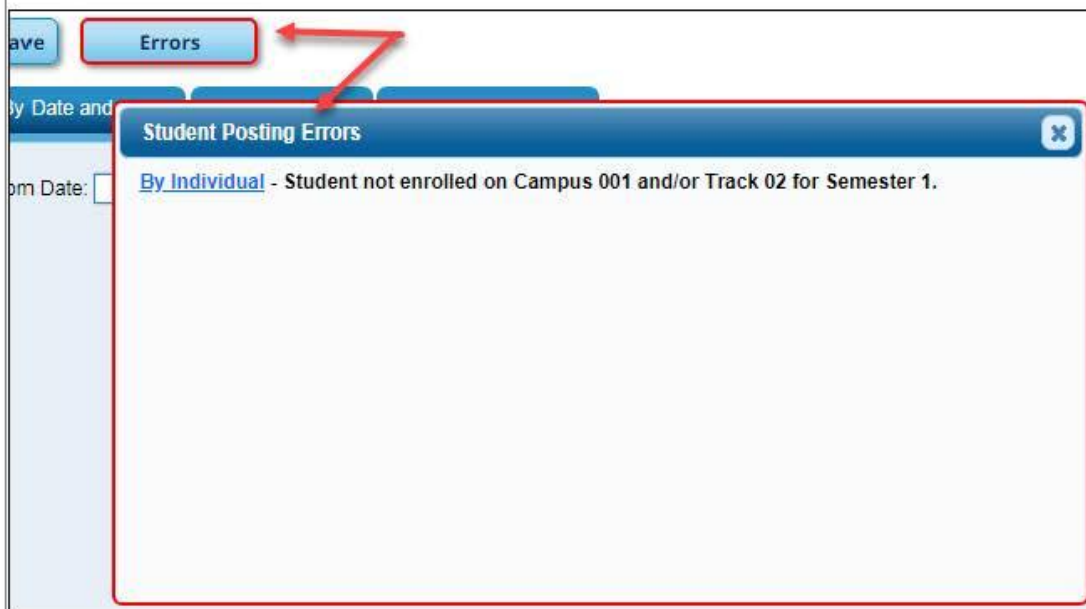
Click the tab name to go to the tab where the error exists. The field(s) containing errors are highlighted red.

The Student Posting Errors pop-up window is updated as errors are corrected.

If all errors are corrected, the Student Posting Errors pop-up window and **Errors** button are no longer displayed.

If you close the Student Posting Errors pop-up window and errors still exist, click the **Errors** button to re-open the pop-up window.

Back Cover