

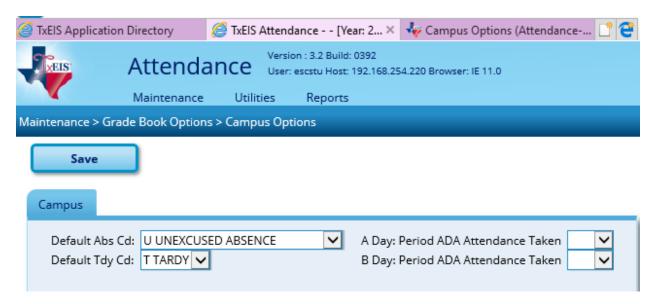
**ESC Region 15** 

Attendance Posting
TxEIS
August 14, 2018

# Campus Options (Attendance-txGradebook)

# Maintenance > Grade Book Options > Campus Options

This page allows the operator to set campus options that affect attendance posting in Gradebook. The page is disabled for prior school years.



#### **Default Abs Cd**

Select the default absence code to be used when absences are posted in Gradebook. Only codes marked as **ADA Code** on **Maintenance** > **District** > **Posting Codes** are listed.

Note: If blank, Gradebook uses A when posting a student's attendance. Therefore, the description set up by the district for posting code A is displayed in Gradebook. This may be inaccurate for districts that do not use code A for excused absences.

### **Default Tdy Cd**

Select the default tardy code to be used when tardies are posted in Gradebook. Only codes with absence type T are listed.

- If blank, Gradebook will not display the Tardy field on the Post/View Attendance page; therefore, instructors will not be able to post the student tardy in Gradebook.
- If a default tardy code is selected, the Tardy field will be displayed in Gradebook on the Post/View Attendance page and instructors will be able to post student's tardy in Gradebook.

Note: The descriptions set up by the districts for posting codes may vary. For example, *T* may not be used for tardies in all districts.

# A Day/B Day

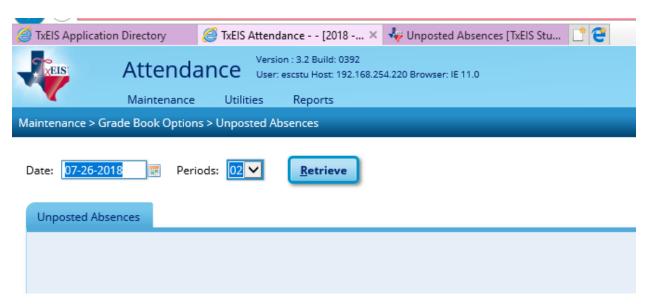
A campus that uses A Day and B Day periods must use the same ADA Posting Period for all tracks on Maintenance > Campus > Campus Options; otherwise an error message is displayed in Gradebook when the instructor attempts to post attendance.

• Select the period that Gradebook will use to post ADA attendance for A days and B days.

Note: These periods must match the period set up for Alternate Days on Attendance > Maintenance > Campus > Campus Options.

### **Unposted Absences**

# Attendance > Maintenance > Gradebook Options > Unposted Absences



This page displays a report of instructors who have not posted attendance in Gradebook for a specific date and period. The report date, period, instructor number and name, course number, section number, and course title are displayed. A total of courses not posted is displayed at the end.

#### View data

### **Date**

The current date by default. To see data for another date, type the date in the MMDDYYYY format, or click on the calendar icon to select the date from a calendar.

#### **Period**

Select the period for which to view data, or select All to view data for all periods.

### **Click Retrieve**

NOTES:	