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

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