Student Attendance Verification, Withdrawing a Student & Final Grades

To Verify Student Attendance:
1. Click on My Faculty tab.
2. Under Faculty Grade Assignment, click on the green triangle ▲. NOTE: You may have to click on the “GO” button in the Faculty Grade Assignment Box for the courses to show.
3. The final grade roster will come up and at this point you will need to do the following: If a student HAS NOT ATTENDED class after the add/drop period, enter a 0 (zero) in the “Attend Hours” field. For students who HAVE ATTENDED any of the class days during the verification period, enter a 1 (one) then click submit at the bottom of the screen (you will need to scroll down to see the “Submit”).

To Withdrawal Student:
1. Click on Faculty tab.
2. Under Faculty Grade Assignment, click on the green triangle ▲.
   Note: The green triangle ▲ will change to a yellow triangle with an explanation point ▲ after you login a second time.
3. The final grade roster will come up and at this point you will need to do the following: On the class roster, go to the “Grade Column” and choose a grade of I, F, U, W or WF and type in the “Last Attend Date” in the following format – 2 for the month/2 for the day/4 for the year (e.g. 08/07/2010). No information is needed other than the W/WF and the Last Attend Date. Do not key any information into the Hours Attend field.
4. NOTE: If a student is completely withdrawing for the semester prior to the two-thirds point, the student can drop all but the last course. For the last course, the student will need to contact the instructor and the instructor will enter the grade of W or WF on the Final Grade sheet and last date of attendance.
5. NOTE: If a student is withdrawing after the two-thirds point of the semester, that student will have to go to the course instructor for all course withdrawal. The instructor will enter the grade of W or WF on the Final Grade sheet and the last date of attendance.

To Enter Final Grades:
1. Click on Faculty tab.
2. Under Faculty Grade Assignment, click on the green triangle ▲ (or ▲, see note under WITHDRAW STUDENT #2) next to the course you want to enter the grades for.
3. Go to the Grade Column and click the down arrow to select the final grade. Once all students are graded, click the submit button at bottom of screen.
   ➢ Please note if there are more than 18 students on roll, then you will need to click on the “19-33” to get to the additional students – see screen shot below.

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Must Click on 19-## to grade those students