LAST DATE OF ATTENDANCE

- The student's Last Date of Attendance and Attendance Hours must be entered when a student is assigned a grade of "F", "X", or "NC"

- The system requires that the Last Date of Attendance be entered in the **MM/DD/YYYY** format.

- If the student **never attended:**
    - For the Last Date of Attendance enter the start date of the section.
        - A date is required and only dates between the section start and end will be accepted by the system.
        - If you are unsure of the exact start and end dates of your section you may click on the hyperlinked course title at the top of the page, which loads a page that displays the section start and end dates.
    - Enter a "0" in the Attend Hours field if the student never attended.
    - This combination will indicate to Financial Aid that the student never attended the course

- If the student **did attend:**
    - Enter the student's Last Date of Attendance
    - Enter a "1" in the Attend Hours field if the student attended the course at all. We do not need the student's actual # of hours attended, just a value of "1" indicating that the student did attend.

Step-by-Step Instructions:

1. Select Submit Final Grades from the Faculty Menu in Wolf Web.

2. Final Grade Worksheet displays and grades can be assigned.

3. If a grade of "F", "X", or "NC" is assigned – the Last Attend Date and the Attend Hours columns must be entered. If left blank, errors will display on the page.
   a. The Last Attend Date must be between the section start and end dates.
   b. To look up your section start and end dates click the title of the course at the top of screen which is hyperlinked to a page that will display the date range of the course.

Course Information
MOBILE TECH IN EDUC - CSE 687 001

CRN:	20885
Students Registered:	13

Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type
Class	TBA		Online Delivery CRS	Jan 25, 2016 - Feb 19, 2016	Lecture

4. Error Statements
   a. An error statement appears above the list of students.

Course Information
INTRO TO LINGUISTICS - LING 210 TST

CRN:	21412
Students Registered:	4

⚠ **Please submit the grades often. There is a 60 minute time limit starting at 05:12 pm on Feb 11, 2016 for this page.**

❗ You have errors on the page. Correct the errors to submit all grades for this record set.

   b. Error statement(s) will appear next to the student needing the additional information.
   c. Error received if Attend Hours entered but Last Attend Date left blank.

Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #	Errors
Tester Student, Webster	V00338748	4.000	**Registered** Feb 09, 2016	X	N		0	4	This grade requires "Last Attend Date" to be entered. ...

   d. Error received if Last Attend Date entered but Attend Hours left blank.

Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #	Errors
Tester Student, Webster	V00338748	4.000	**Registered** Feb 09, 2016	F	N	01/08/2016		4	This grade requires "Attend Hours" to be entered. **Never attended** enter 0 OR **Any Attendance** enter 1

e. Errors received if both Last Attend Date and Attend Hours left blank.

Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #	Errors
Tester Student, Webster	V00338748	4.000	**Registered** Feb 09, 2016	F	N			4	This grade requires **"Last Attend Date"** to be entered. This grade requires **"Attend Hours"** to be entered. **Never attended** enter 0 OR **Any Attendance** enter 1

f. Error received if Last Attend Date is not between the section start and end dates.

Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #	Errors
X	N	01/04/2016	0	2	Last date of attendance must be between section start date and section end date.