

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.

Faculty Menu

Advisors Menu
View a Student's Transcript and Transfer Articulation; Remove Advisor Hold

Term Selection

CRN Selection

Faculty Detail Schedule


Faculty Schedule by Day and Time

Class List

Summary Waitlist

Submit Final Grades

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

 - Enter changes to final grades and attendance hours, then click Submit Grades.
 - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
 - Click on a student's name to view the student's address(es) and phone(s).

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 03:35 pm on Feb 11, 2016 for this page.

Final Grades

Rec #	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0 - 1	Reg #	
1	Tester Student, Webster	V00338748	4.000	**Registered** Feb 09, 2016	None ▾	N	<input type="text"/>	<input type="text"/>	4	.. swebstertester15@wou.edu
2	Wolf, Transfer-Art	V00326311	4.000	**Registered** Feb 09, 2016	None ▾	N	<input type="text"/>	<input type="text"/>	1	.. tawolf15@wou.edu
3	Wolf, Transfer-Music	V00325570	4.000	**Registered** Feb 09, 2016	None ▾	N	<input type="text"/>	<input type="text"/>	2	.. tmwolf15@wou.edu
4	Wolf, Transfer-Science	V00326083	4.000	**Registered** Feb 09, 2016	None ▾	N	<input type="text"/>	<input type="text"/>	3	.. tswolf15@wou.edu

⚠ Please submit the grades often. There is a 60 minute time limit starting at 03:35 pm on Feb 11, 2016 for this page.

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	Attend Hours	Reg #	Errors
						MM/DD/YYYY	0 - 1		
Tester Student, Webster	V00338748	4.000	**Registered**	X	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	4	This grade requires " Last Attend Date " to be entered. ...
			Feb 09, 2016						

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

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

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 <input type="checkbox"/>	N	<input type="text"/>	<input type="text"/>	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 <input type="checkbox"/>	N	<input type="text" value="01/04/2016"/>	<input type="text" value="0"/>	2	Last date of attendance must be between section start date and section end date.