

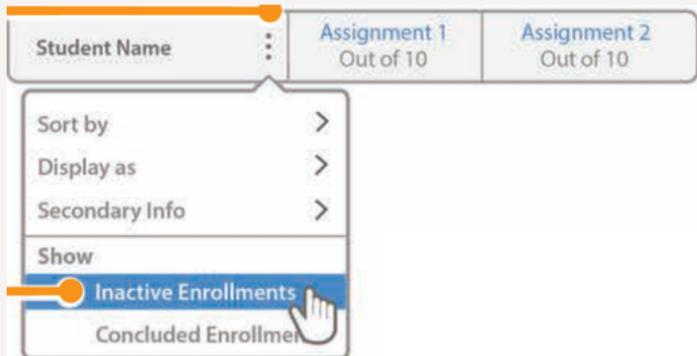
GUIDE TO REPORTING STUDENTS' LAST DATE OF ATTENDANCE [CANVAS & MYVC]



The Department of Education has established regulations for all institutions participating in Title IV federal financial aid programs, requiring faculty to report the "Last Date of Attendance." It is important for faculty members to comply with these requirements, as all institutions participating in Title IV federal financial aid programs are required to follow these regulations. Failure to comply could subject Valencia College to heavy fines and might also compromise our students' ability to access federal financial aid. Faculty are required to complete the following steps.

VIA CANVAS

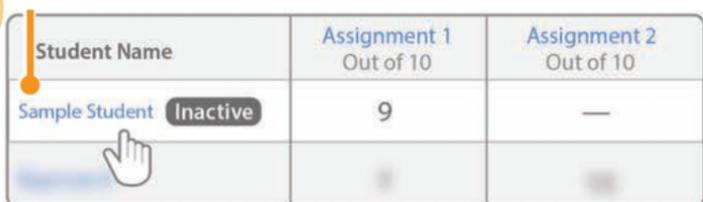
01



Important Note: Before you can use the "Sync Grades" button, the student's last graded assignment must be retrieved from the gradebook. A withdrawn student will be marked as "Inactive" and hidden in the gradebook.

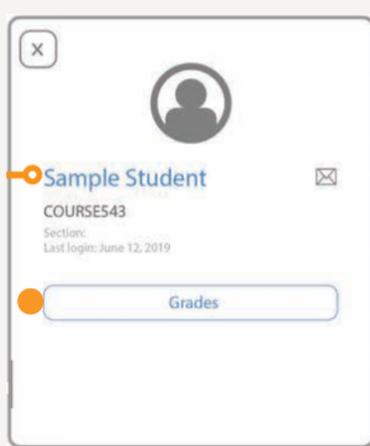
Hover over the **Student Name** column header and select the **More Options** (3 dots) menu. From the drop-down menu, select **Inactive Enrollments**.

02



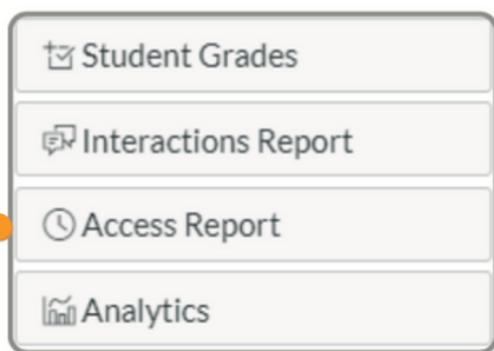
Click on the name of the inactive student.

03



Click on the name of the student again.

04



This will take you to a student's Access Report page. Select **Access Report** from the menu at the top right hand corner.

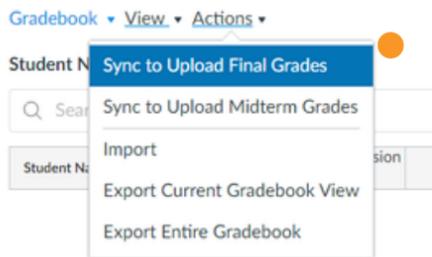
05

Times Participated	Last Viewed
2.0	Apr 8, 2020 11:53am
1.0	Mar 30, 2020 9:27am
	Mar 30, 2020 9:26am

View the Student Access Report menu. The date in **Last Viewed** correlating with the most recent **Times Participated** (a number indicates when a student participated vs viewed only) is your **official LDA**.

Note: Report may not show a Times Participated for courses that utilize publisher material. The last submitted publisher-related activity is the LDA in such cases.

06



1	2	3	
Student	Grade	Grade Source	Last Date of Attendance
<input type="checkbox"/>	F	Canvas	<input type="text"/>
<input type="checkbox"/>	F	Canvas	<input type="text"/>

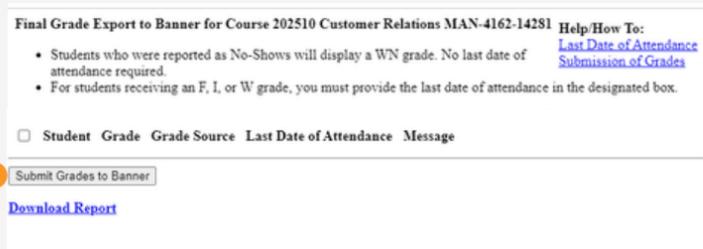
Warning, current grade A in Canvas final grade F in Canvas. Please re-assign grades. Last date required. Grade does not exist in Canvas.

Warning, current grade A in Canvas final grade F in Canvas. Please re-assign grades. Last date required. Grade does not exist in Canvas.

Hover over the Actions menu in the gradebook and **Sync to Upload Final Grades**.

For students receiving an F, I, or W grade, you must provide the last date of attendance in the designated box. In the Sync Grades pop-up, (1) **check the box**, to the left of the inactive student, (2) **select F or I** from the drop-down Grade menu (if the student withdrew, the W will appear grayed-out), (3) **enter the Last Date of Attendance** retrieved in Step 05. **Note: Students who were reported as No-Shows will display a WN grade. No last date of attendance required.**

07



Review to ensure you have selected the student (check mark), entered the grade of F or I (if the student withdrew, the W will appear grayed-out), and identified the last date the student participated in class. Once complete, click on **Submit Grades to Banner**.

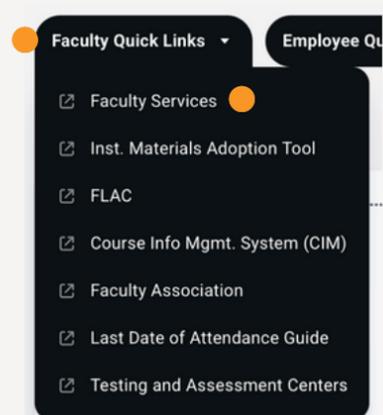


Below are instructions on how to enter the Last Date of Attendance (LDA) using the Faculty Grade Entry page (accessible via Faculty Services in MyVC).

Note: Faculty only need to enter the LDA in either Canvas OR MyVC.

VIA MYVC

01



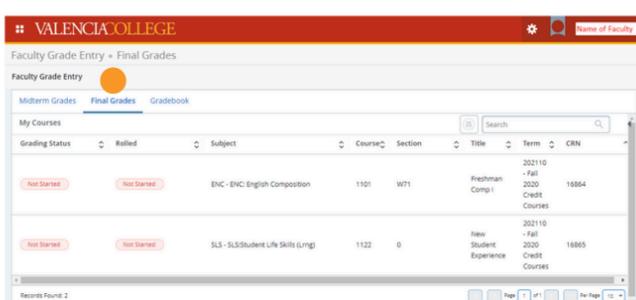
Log into MyVC and click on the **Faculty Quick Links** tab.

Click on the **Faculty Services** link in the drop down menu of the Faculty Quick Links tab.

02

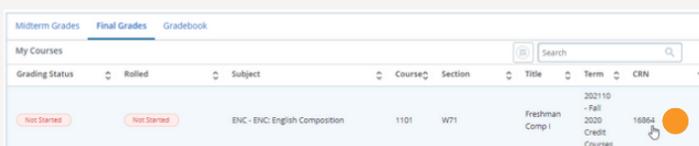
Faculty Grade Entry (Midterm and Final)
Enter midterm and/or final grades.

Click on **Faculty Grade Entry (Midterm and Final)**



You will be directed to the Faculty Grade Entry page. The page should default to **Final Grades**; if it does not, click on the Final Grades tab.

03



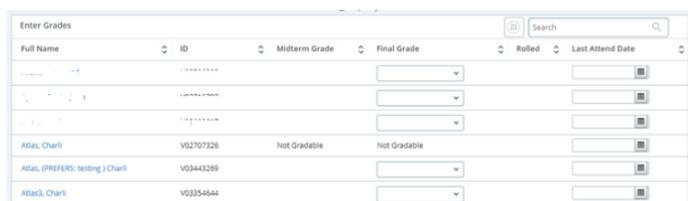
Locate the course you need and click on the **CRN** for the course.



Grading Status Icons:

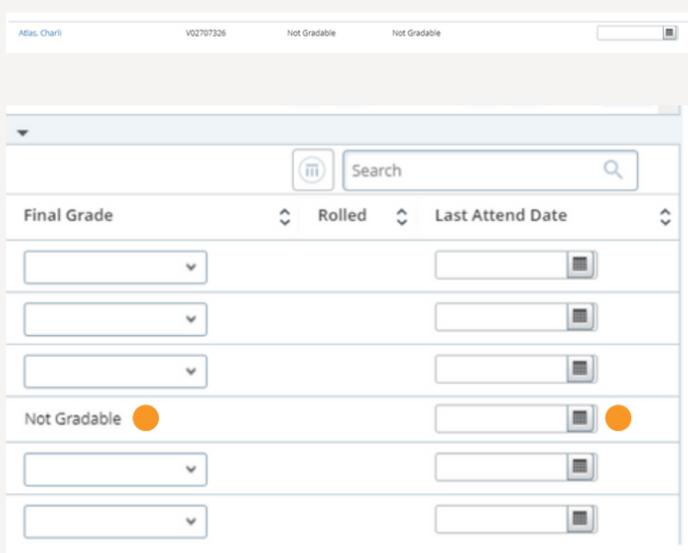
- **Not Started:** No Grades have been entered for students in the course. You may enter the Last Date of Attendance.
- **In Progress:** Some Grades have been entered for students in the course. You may enter the Last Date of Attendance.
- **Completed:** All Grades have been entered for students in the course. You may enter the Last Date of Attendance.

04



The list of students who are registered in the course will appear at the bottom.

05



Locate the student for whom a Last Date of Attendance must be entered; you should see **Not Gradable** in the Final Grade column.

Click on the **calendar icon** to the right of the blank **Last Attend Date** box for the student. This will open the calendar window. Select the Last Date of Attendance for the student.

06



Scroll to the bottom of the page and click **Save**.

07



You should receive a **Save Successful** message on the upper right of the page.