



Description: Federal Financial Aid requires that institutions establish last dates of attendance for all "F" grades. When assigning "F" grades please enter the Last Attend Date.

- ✓ If the student attended the class but stopped out, enter the last day the student was in class.
- ✓ If the student never attended the class, use the first day of class as the Last Attend Date.
- ✓ If the student attended the class and earned an F, use the last day of classes as the Last Attend Date.

MyInfo Faculty Services Final Grading (see **MyInfo for Faculty - Final Grading** for complete web grading instructions)

- Select "F" from grading drop down menu.
- Enter the Last Attend Date. **IMPORTANT:** The date must be in MM/DD/YYYY format. Example: September 8th, 2010 must be entered as 09/08/2010.
- Click *Submit* to finalize grades.

Final Grade Worksheet

Fall 2010
 Nov 29, 2010 03:52 pm
 Your current Institution is BL

- 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

Studio Art for Non-Art Majors - ART 110 005

CRN: 62878
 Students Registered: 3

Please submit the grades often. There is a 30 minute time limit starting at 03:52 pm on Nov 29, 2010 for this page.

Final Grades

Record Number	Student Name	ID	Credits	Registration	Status	Grade	Rolloff	Last Attend Date	Attend Hours	Registration Number
						MM/DD/YYYY	0-999.99			
1			3.000	**Registered** Sep 01, 2010		F	N	09/08/2010		1
2			3.000	**Registered** Sep 01, 2010		F	N	09/15/2010		3
3			3.000	**Registered** Sep 01, 2010		F	N	12/16/2010		2