UPDATED INSTRUCTIONS ON THE FINAL GRADE ENTRY PAGE:

Before your grade submission can be saved, the Last Attend Date data is required for students to whom you assign a grade of F or U. Click Last Attend Date and Attend Hours for detailed instructions on how to populate the data.

If you enter all of your grades but forget to record the Last Attend Date data for students receiving an F or U, none of the grades on the page will be submitted.

IMPORTANT!!!
The Last Attend Date is required before your grade submission can be saved. If you enter all of your grades but forget to record the “Last Attend Date” for students receiving an “F” or “U”, none of the grades on the page will be submitted.

ADDITIONAL INSTRUCTIONS FOR MASS GRADE ENTRY TOOL USERS:

- After all grades have been loaded to the page, review the grades for accuracy
- Manually enter the Last Attend Date/Attend Hours information for students with grades of F or U
- Select the SUBMIT button to save the grades to Banner
- If you have multiple pages of students to grade, you must select the SUBMIT button on every page
LAST ATTEND DATE / ATTEND HOURS INSTRUCTIONS:

Scenario I – The student attended the entire semester:
- Enter the last day of instruction in the Last Attend Date field
- Leave the Attend Hours field BLANK

Scenario II - The student partially attended (at least one class or day of instruction):
- Enter the last date of class participation in the Last Attend Date field
- Leave the Attend Hours field BLANK

Scenario III - The student NEVER attended class:
- Use the first day of instruction in the Last Attend Date field
- Enter a “0” (ZERO) in the Attend Hours field

Note: If a student never attended class do NOT submit an “ABS” grade as it is defined as “Absent from the Final Exam”.

Determining Last Date of Attendance
Federal regulations indicate that a school that is not required to take attendance may define a student’s last date of attendance as participation in an academically related activity, as documented by the school, for the student’s withdrawal date. Examples of acceptable academically related activities are:
- Examinations or quizzes
- Tutorials
- Computer-assisted instruction (requires more than just logging in)
- Academic conferences
- Completing an academic assignment, paper or project
- Attending a study group required by the university where attendance is taken

LAST ATTEND DATE field:
- Applies ONLY to grades of “F” or “U”
- No date needed for grades other than “F” or “U”
- Enter the date in the format of MM/DD/YYYY
- The last attendance date must fall within the scheduled meeting dates of the term of the class (This is a date between the first and last date of instruction for the term.)

ATTEND HOURS field:
- Should only be “0” or BLANK
- ONLY populate with a “0” if the student NEVER attended class
**ERROR MESSAGES:**
Error message details will appear in the “Errors” column for the specific student record. In addition, an “alert” message displays at the top of the page.

**Error Message: “Last date of attendance required for this grade.”**
This message will display:
- When the *Last Attend Date* was not entered for a grade of “F” or “U”

**Error Message: “You entered a date in an invalid date format.”**
This message will display:
- When the Last Attend Date is not in the MM/DD/YYYY format
- When the Last Attend Date is an invalid calendar date (ie: 02/31/2012)
Error Message: “Last date of attendance must be between section start date and section end date.”

This message will display:
- When the Last Attend Date is NOT within the scheduled meeting dates of the term of the class

Error Message: “Last date of attendance cannot be greater than current date.”

This message will display:
- When the Last Attend Date is after the current date
LOCATING THE SCHEDULED MEETING DATES OF THE TERM OF THE CLASS:

Instructors - Faculty Self-Service - Class List Summary or on the Class List Detail pages:

*Course Information*

CIC 390 Concurrent Reg - CIC 390 B  
CRN: 49492  
**Duration:** Jan 17, 2012 - May 02, 2012  
**Status:** Active

Banner Form Users - SSASECT – Times and Instructors / Meeting Dates:

<table>
<thead>
<tr>
<th>Meeting Time</th>
<th>Meeting Type</th>
<th>Start Date</th>
<th>End Date</th>
<th>Monday</th>
<th>Tuesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLAS</td>
<td></td>
<td>02-MAY-2012</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ERROR RESOLUTION

IMPORTANT!!!!!!
All errors must be resolved. ALL of the grades will be retained on the page HOWEVER none of the grades on the page will be submitted.

VERIFY RECEIPT OF THE SAVED MESSAGE:
When grades have been entered and the SUBMIT button has been pressed, the page will refresh. The page display defaults to the TOP of the page.

To confirm that grades have been successfully submitted look for the confirmation message:

“The changes you made were saved successfully.”

Course Information
CIC 390 Concurrent Reg - CIC 390 B
CRN: 49492
Students Registered: 17

Please submit the grades often. There is a 999999 minute time limit starting at 12:17 pm on Apr 02, 2012 for this page.

✓ The changes you made were saved successfully.

Confirm Grades Were Submitted:
Instructors can review the accuracy of the grades by using: the Class List Summary or the Printable Class List – Summary in Web for Faculty.

Banner Form Users can view grades submitted by instructors on:
• SFASLST – Class Roster
• SFAALST – Class Attendance Roster (Hours Attended and Last Attendance Date data display)

Resources:
Detailed Banner/Faculty Self-Service instructions for last date of attendance are on the Office of the Registrar website (http://www.registrar.illinois.edu/staff/records/grades_instructions.html#08)

Last Attendance Date FAQ (http://registrar.illinois.edu/staff/pdf/records/LDA_FAQ.pdf)

Office of the Provost Communication to faculty and instructional staff, February 29, 2012 (http://www.registrar.illinois.edu/staff/records/policies.html)