Reporting Student's Last Day of Attendance

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 A withdrawn student will be marked as "Inactive", and hidden in the gradebook.

1 Open the Gradebook click on the **gear icon**

2 From the drop-down menu, select **Show Inactive Enrollments**

Show Inactive Enrollments

Student Name	Secondary ID	Assignment 1 Out of 10	Assignment 2 Out of 10
Sample Student **Inactive**	S3c0ndaryID	9	—

3 Locate the last assignment submitted by the Student

Hover over the grade cell and click the **Comments icon**

Sync Grades ▼

Export Final Grades to Banner

Student
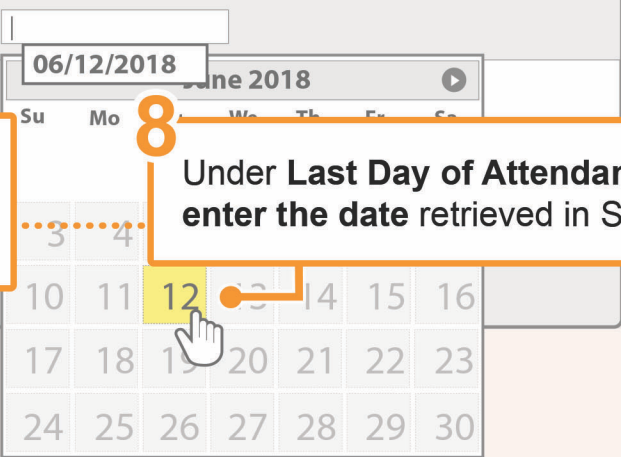
Assignment 1
Grade: 9

More Details in Speedgrader
Submitted: June 12 at 3:18pm

4 Make note of the "Submitted" date, for the assignment

This is the official LDA

Close the window

5 Click on the **Sync Grades button**, and select Export Final Grades to Banner, to record the official LDA

Student	Grade	Grade Source	Last Date of Attendance	Message
Sample Student	▼		06/12/2018	

June 2018
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4					
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6 Locate the Inactive Student's name, and click on the **Checkbox**

7 Select **W** from the Grade dropdown menu

W

8 Under **Last Day of Attendance, enter the date** retrieved in Step 4

Submit Grades to Banner

9 Review the **check mark, grade, and date**
Scroll down, and click on **Submit Grades to Banner**