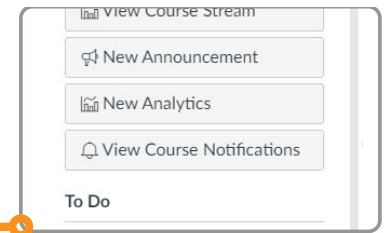


# How to Process a No Show

Students not active in an online class must be withdrawn by the instructor at the end of the first week as a "no show".

- 1 Determine which students did not participate in the first week of the course, as per the Class Attendance Policy for No Show, by clicking on **"New Analytics"** on the course Homepage.



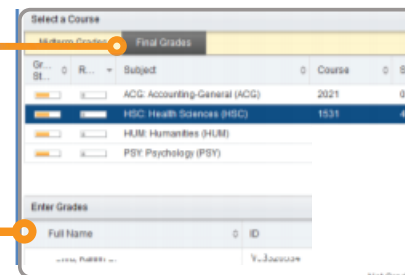
- 2 Select the Students tab. Identify the students that do not have Participations, and /or Submissions. These will be students that did not participate in the online course.

A screenshot of the 'Average Course Grade' page in the 'Students' tab. The page shows a table with columns: Grade, % On Time, Last Participation, Last Page View, Page Views, and Participations. The data row shows: -, -, -, Aug 20, 2021, 5, 0.

Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
-	-	-	Aug 20, 2021	5	0

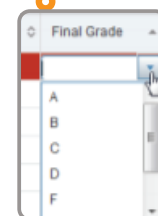
- 3 Navigate and log in to Atlas. Click on the faculty tab and navigate to **Faculty and Advisor Services**.

- 4 Click on Final Grades. You will now see all the courses you have taught in the past. Navigate to the course you are entering a No Show for, make sure you are in the Final Grades Tab



- 5 Select the student you want to withdraw as a no show by clicking on the student's name. Click on the down arrow in the final grade to see all the available grades

- 6 Enter a "W" for the student you are reporting as never attending your class in the final grade roster.

A screenshot of the 'Final Grade' table. The table has columns: Final Grade, Rolled, and Last Attend Date. The data row shows: W, (empty), 06/23/2014.

Final Grade	Rolled	Last Attend Date
W		06/23/2014

- 7 The **LDA** is the **first day of class** when reporting a student as a No-Show.

- ✓ Save successful
- ! Last attendance date must be between section start date and section end date

- 8 Scroll down and click **Save**. You will immediately see a notification of the changes you are trying to make. If you encounter an error, make sure your dates are within the start/end dates of your course.