

# 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 A withdrawn student will be marked as "Inactive", and hidden in the gradebook.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** Hover over the **Student Name** column header and select the **More Options** menu.

A dropdown menu is open under the 'Student Name' column header. The menu items are: 'Sort by', 'Display as', 'Secondary Info', 'Show', 'Inactive Enrollments', and 'Concluded Enrollments'. A hand cursor is pointing at 'Inactive Enrollments'.

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

**3** Click on the name of the inactive student.

Student Name	Assignment 1 Out of 10	Assignment 2 Out of 10
Sample Student <b>Inactive</b>	9	—

**4** Click on the name of the student again.

The student profile page for 'Sample Student' is shown. It includes a profile picture, the student name, course information (COURSE543), section details, and last login information (June 12, 2019). A 'Grades' button is visible at the bottom.

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

A menu is open in the top right corner of the student profile page. The menu items are: 'Student Grades', 'Interactions Report', 'Access Report', and 'Analytics'. A hand cursor is pointing at 'Access Report'.

**6** View the Student Access Report menu. The Date in **Last Viewed** correlating with the most recent **Times Participated** is your official **LDA**.

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

**7** Hover over the **Actions** menu in the gradebook and **Sync to Banner**. Locate the inactive student and check the box.

The gradebook interface is shown. The 'Sample Student' row is selected, and the 'Sync to Banner' button is visible. The 'Last Date of Attendance' column is highlighted, and a calendar is open showing the date 06/12/2019.

**8** Select **W** from the Grade dropdown menu.

**9** Under **Last Day of Attendance**, enter the date retrieved in Step 6. For no shows enter the first day of class.

**Submit Grades to Banner**

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