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 A withdrawn student will be marked as "Inactive", and hidden in the gradebook.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.

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

3 Click on the name of the inactive student.

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

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

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

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

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.**

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