

## Faculty Tools-Attended Last

This area should be used to specify when a student last attended a course that you are teaching.

- ✦ Click the **Attended Last** link in the **Faculty Tools** category under **My Tools**.
- ✦ The **Set Options** window will display (see illustration below).

Pick the program, session and year.		
Program	Session	Year
Undergraduate Graduate	Winter Summer Fall	2015

Submit Options

- ✦ If necessary, make changes to the **Program**, **Session**, and **Year**. The options will default to the current semester.
- ✦ The **Update Attendance** window will display (see illustration below).

Update Attendance

SU 2015 UNDG

Select a Course

Choose one

EDU321 AA Technology for Educators

Submit ResetForm

- ✦ Click the course for which the **Attended Last** update is to be entered.
- ✦ Click the **Submit** button.
- ✦ The second screen of **Update Attendance** will display.
- ✦ The names of the students in the course will be listed.
- ✦ Click the check box next to the name if the student has never attended the selected course.
- ✦ If the student has stopped attending, input the date of last attendance in the appropriate box.
- ✦ Click the **Submit** button.