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).

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).

- 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.