How-To: Enter Last Date of Attendance

- 1. Access Colleague Self-Service
 - a. Visit <u>Delta.edu/Employees</u>
 - b. Click on the Tools drop down in the top right corner and select
 Self-Service Faculty
- 2. Select the Faculty icon

≡	Delta College	Delta College Dashboard
A	Hello, Welcome to Colleague Self-Service!	Dynamic Forms Dashboard
	Choose a category to get started.	Email
		Experience
۲	Faculty Here you can view your active classes and submit grades and waivers for students.	Password Management
_		PeopleAdmin
	😭 Student Planning	Self-Service – Employees
۲	Here you can search for courses, plan your terms, and schedule & register your course sections.	Self-Service – Faculty

TOOLS 🔺

25Live

Zoom

Colleague UI

D2L Brightspace (eLearning)

- 3. Select the appropriate Course and Section
- 4. Click on the Grading tab
- 5. Click on the Final Grade tab

Overview Final G	rade								
Student Name 🔥	Student ID	Never Attended a	Last Date of Attendance	< >	Final Grade 🌧 👻	Expiration Date	< >	Class Level	
One, Deltatest	1309884		Midiyyyy]	Select Grad	Widiyyyy)į	Freshman	a.
Twentyeight, Deltatest	1521682		Midiyyyy]	Select Grad	Midiyyyyy		Freshman	4
() Two, Deltatest	1309885		Mrddyyyyy)	Select Grav	M/d/yyyy		Freshman	4

- 6. Enter a **Last Date of Attendance** or mark a student as **Never Attended** by using the available check box.
 - There is no submit button. When entering last date of attendance, just put in the date (MM/DD/YYYY) and then click out of the box. Clicking anywhere on the page saves the data.
 - b. You can verify the information has been recorded by returning to the course and reviewing in the **Grading** and **Overview** tab.

Important Notes:

- Federal Regulations require the last date of attendance to be reported within 14 days of a student dropping a course.
- Submitting an instructor-initiated drop form is still required to drop a non-attending student. Checking the "Never Attended" box reports that a student has not attended for Financial Aid and Enrollment Verification purposes, but it does not drop a student from your class.