How-To: Enter Last Date of Attendance

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

2. Select the Faculty icon

3. Select the appropriate Course and Section

4. Click on the Grading tab

5. Click on the Final Grade tab

6. Enter a Last Date of Attendance or mark a student as Never Attended by using the available check box.
   a. 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.