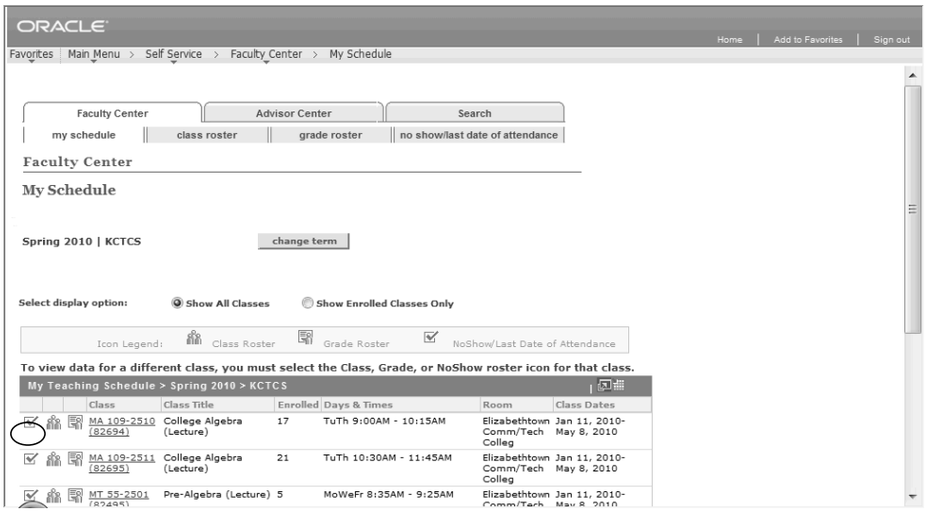
To record last attendance date, follow these steps:

1. The **Faculty Center** should display the **My Schedule** page as soon as you login to PeopleSoft. *If it does not, you may navigate to it by selecting **Main Menu**, **Self Service**, **Faculty Center**, **My Schedule**.*



2. Verify that you are viewing classes from the correct term.

F *To change the term, click the **Change Term** button and select the preferred Term and click **Continue** to view classes for that term.*

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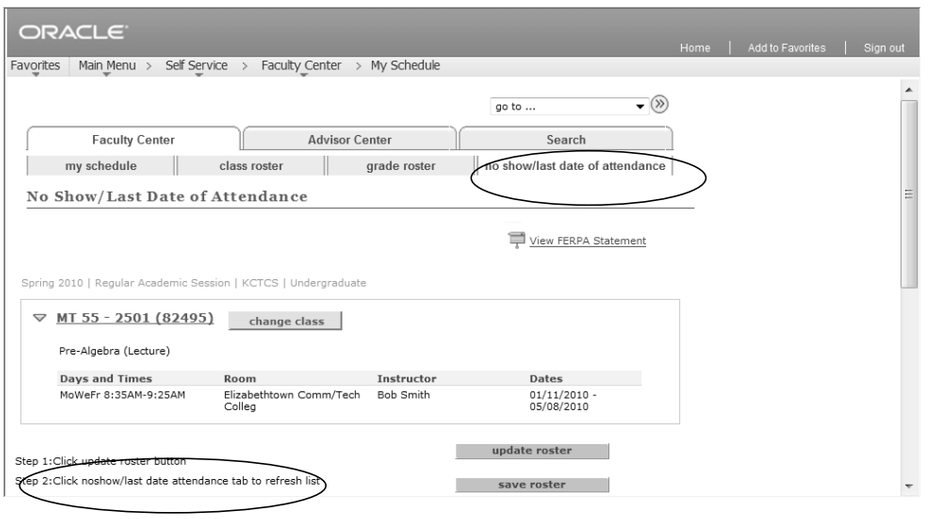
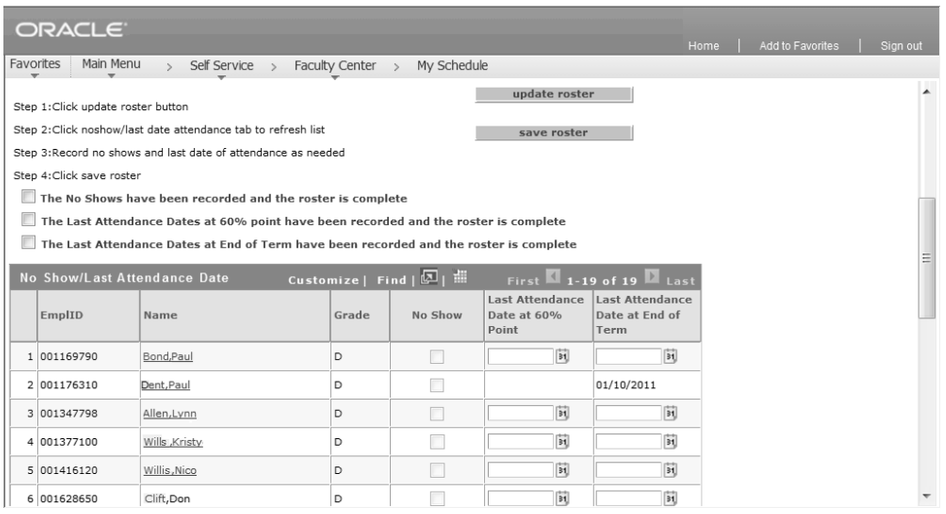
3. To record students that have never attended class at all or to identify those that have stopped attending, click on the **No Show/Last Att Date Roster** icon for the preferred class. *This will take you to the **No Show/Last Date of Attendance** page for the selected class.*



4. To record information on the **No Show/Last Attendance Date** roster, follow the instructions listed in steps on the page to populate the roster.
   - Click the **Update Roster** button. *This will ensure that the roster has the most recent list enrollment data on the roster.*
   - Click on the **No Show/Last Attendance Date** page tab to refresh the page and display the most recent roster data.



- You can record Last Attendance Date information at two times during the term/session for a class:
  - Enter a **Last Attendance Date at 60% Point** for any students that previously attended, but have STOPPED attending at the 60% point in the term or session.
  - Enter a **Last Attendance Date at End of Term** for any students that earned a failing grade at the end of the term. *Instructors will receive a message when a failing grade is posted on the grade roster indicating that they must enter a last attendance date for the student with the failing grade.*
- Once you have entered all of your data, check the appropriate checkbox to indicate the roster is ready for reporting:
  - Check the **The Last Attendance Dates at End of Term have been recorded and the roster is complete** checkbox when finished recording last dates at end of term for students that earned a failing grade.
- Click the **Save Roster** button. *The data entered will be saved and will gray out. However, any students on the roster that do not have data entered will remain active for updates later.*

6. To view a different attendance roster, click the **Change Class** button to return to the **My Schedule** page and click on the **No Show/Last Att Date Roster** icon for a different class to view that roster

7. Click the **Home** link when finished.

F	*If you make a mistake and enter data in error, you may contact your local college registrar to request that the information be corrected.*