LAST DATE OF ATTENDANCE

Instructions
LAST DATE OF ATTENDANCE INSTRUCTIONS

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HIGHLIGHTS:

Final Exam Week

Week of final exams does not count as part of term for Last Date of Attendance purposes. Last Date of Attendance must be within first day of the class to last day of instructional portion of the course. For example, if a student attends the course for the entirety of the term and receives grade of F for the course, faculty preferably enter the last date of the class held before the final exam.

Acceptable Date Format

Format of the date for Last Date of Attendance must be leading zeros (mm/dd/yyyy). For example: 01/10/17. Formatting the date as 1/1/15 will not be accepted by the system.

Y Grades

Y grades will no longer be placed on the student record in advance. If a grade is not reported, the student's course remains in progress. Once grade processing is complete, grading will be re-opened so that missing grades can be reported. This is different from the Y grade process, where missing grades were recorded as Y grades and then changed through the Final Grade-Change Posted Grades process.

Week Zero

For week zero courses, Last Date of Attendance must be entered through the old final grade entry method in Online Services. There has been an accommodation made in Online Services to support week zero dates that are outside of traditional Summer term start. This accommodation does not exist in Faculty Grade XE and entered last date will not be accepted by the system.

Failing Grades

Last Date of Attendance is required for grades of F, N, I/F and I/N.

If the student never attended, record the Last Date of Attendance as the first day of the course. Financial Aid office will assume that any dates that start with the first date of the course will mean that the student never attended.

Abbreviation

Last Date of Attendance will be referred to as LDA in this documentation

Canvas Grades

There is no direct way to upload grades from Canvas. For final grade upload, grades must be downloaded from Canvas to desktop. Upload the grade file to Online Services Final Grade Book or Faculty Grade XE tool. Enter the LDA information into the downloaded file before uploading.

Additional Information

Instructions can be found http://oregonstate.edu/registrar/last-date-attendance-instructions

FAQ’s can be found http://oregonstate.edu/registrar/last-date-attendance-faqs
Enter the grade by typing in or select a grade from the drop-down menu.

Type in the Last Date of Attendance with correct format (mm/dd/yyyy) or click on the calendar icon and select the date from the calendar.

Faculty Grade XE displays multiple notification messages about the grade entry process. Messages communicate errors in the grade entry process or last date of attendance format or warn you of unsaved changes.

**TIP:** Course start date and end date are conveniently located in the Course Details tab in Faculty Grade XE.
## FINAL GRADE ENTRY AND LAST DATE OF ATTENDANCE IN ONLINE SERVICES

Online Services Final Grade Worksheet displays error messages if there is Last Date of Attendance needed for a grade.

The Worksheet displays error messages if the Last Date of Attendance is in incorrect format.

Submit and check your submitted grades leaving the worksheet screen and returning to it.

Online Services does not provide a confirmation message that your grades have been saved.

### Course Information

- Course: [PUBLIC SPEAKING - COMM 111 001](#)
- CRN: 14363
- Students Registered: 10

### Final Grades

<table>
<thead>
<tr>
<th>Record Number</th>
<th>Student ID</th>
<th>Student Name</th>
<th>Credits</th>
<th>Grade</th>
<th>Rolled</th>
<th>Registration Status</th>
<th>Last Attend Date</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>930708521</td>
<td>Fin, Hillary J.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>930576018</td>
<td>FINAID, Garrett M.</td>
<td>3.00</td>
<td>B</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>930505393</td>
<td>FINAID, Preston A.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>931025454</td>
<td>FINAIDx, Adam M.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>930645257</td>
<td>FINAIDXX, Patrick W.</td>
<td>3.00</td>
<td>C</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>930613222</td>
<td>FINAIDXXX, Christina A.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>930579460</td>
<td>FINAIDXXX, Kurt F.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>930707895</td>
<td>FINAIDXXX, Natasha J.</td>
<td>3.00</td>
<td>None</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>930703526</td>
<td>FINAIDxxxxx, Pahoe</td>
<td>3.00</td>
<td>F</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>930539908</td>
<td>Frosc, Registrar, Jack T.</td>
<td>3.00</td>
<td>D</td>
<td>N</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enter the grade by typing in or select a grade from the drop-down menu.**

**Type in the Last Date of Attendance with correct format (mm/dd/yyyy)**

[Please submit the grades often. There is a 60 minute time limit starting at 04:58 pm on May 12, 2014 for this page.](#)
**Final Grade and LDA File Upload Process in Faculty Grade XE**

**Step 1**
Select your grade file and upload.

Click Continue
Step 2

Preview the uploaded file.

Indicate if the grade file has column headers or not.

Click Continue.

Step 3

Map the columns that have Term, Student ID, CRN, Grade, Last Date of Attendance.

Click Continue
Step 4

Validate the grades that you have uploaded. System will communicate any errors and confirm if all uploaded information is correct.

Correct the errors by clicking Go Back.

If information is correct, click Continue.

Step 5

Click Finish.
FINAL GRADE UPLOAD IN FACULTY GRADE XE

Upload grades to Faculty Grade XE by opening the Grade Upload Wizard. Click on the Gear icon located next to the Profile icon. Click Import.

You can add LDA to your spreadsheet, if you track your grades on a spreadsheet. In that case you would need to format excel to allow the leading zeros to remain in place. You may also change the field format to text.

Example of formatting the dates for last date of attendance in Excel spreadsheet.
NOTE: For Online Services, grade file must be in CSV (comma Separated Value) format. Save the Excel file as CVS file before uploading to Online Services.

CHANGE POSTED GRADES
Go to Final Grade Menu, and select Change Posted Grade link to change a grade.

**CANVAS GRADES**

Grades can be downloaded as an Excel spreadsheet. Once grades are downloaded a separate column has to be created to enter last date of attendance information for each student who has a non passing grades F, N, and I/F, once last date of attendance column is created and dates have been entered for non passing students, this excel spreadsheet is ready to be uploaded to Online Services.

Example for exporting grades from Canvas as MS Excel file to your computer.

After downloading, you can enter Last Date of Attendance into the file. First convert the file to excel, enter the date and save as CSV again. Your file is ready to be uploaded.
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Week 4 Assignment</th>
<th>Week 5 Assignment</th>
<th>Week 6 Assignment</th>
<th>Week 7 Assignments</th>
<th>Week 8 Assignment</th>
<th>Event Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out of 100</td>
<td>Out of 100</td>
<td>Out of 100</td>
<td>Out of 100</td>
<td>Out of 100</td>
<td>Out of 100</td>
<td>Out of 20</td>
</tr>
</tbody>
</table>

![Opening Grades dialog box](image)