

How to ADD an N Grade and Last Known Date of Attendance

1. Login to MyIUP. Under the Academics Tab select Enter grades.
2. Select the **Midterm** tab to report initial non-attendance at the beginning of the term OR at midterm grade entry. Select the **Final** tab to record as a final grade if it is during final grade entry.



MYIUP

- Home
- Academics
 - Enter Grades | grade entry instructions
 - View mid-term grades
 - Request grade change
 - View wait list grade change requests
 - View current graduation clearance
- Finances
- Campus Life
- Campus Services
- Personal Information

Faculty Grade Entry

Midterm

My Courses

Grading Status	Subject	Course	Section	Title	Term
Not Started	ART 111-ALL	44000	001	Elementary Drawing	2019-2020 Spring 2019

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Khalil B	@03509664		
Beekman, Chris A	@03602118		
Beckwith, Brock	@03025		

4. Select a student from the **Enter Grades** section located below the course list.
5. To report initial non-attendance at the beginning of the term OR at midterm grade entry, be sure to use the **Not Attended** tab. Select the **N** grade from the **Midterm Grade** dropdown box. To record as a final grade for the term, use the **Final Grade** tab and **Final Grade** dropdown box.
6. Enter the last date of attendance in **MM/DD/YYYY** format in the **Last Attend Date** field or select the date from the calendar (**Start Date**).

7. Save frequently!

The screenshot shows the 'Faculty Grade Entry' page for 'Midterm Grades'. The 'Enter Grades' section is active, displaying a table with columns for 'Full Name', 'ID', 'Midterm Grade', and 'Last Attend Date'. A student record for 'Anderson, Abigail B.' with ID '@03509664' is highlighted. The 'Midterm Grade' dropdown is set to 'N' and the 'Last Attend Date' is '01/22/2019'. A 'Save' button is highlighted in red.

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Abigail B.	@03509664	N	01/22/2019
Beeken, ...	@036...		
Be...	@035...		

A close-up of the bottom right of the interface, showing a yellow 'Save' button and a grey 'Reset' button. The 'Save' button is highlighted with a red border.

The screenshot shows the 'Faculty Grade Entry' page for 'Midterm Grades'. The 'Enter Grades' section is active, displaying a table with columns for 'Full Name', 'ID', 'Midterm Grade', and 'Last Attend Date'. A student record for 'Anderson, Abigail B.' with ID '@03509664' is highlighted. The 'Midterm Grade' dropdown is set to 'N' and the 'Last Attend Date' is '01/22/2019'. A 'Save' button is highlighted in red.

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Abigail B.	@03509664	N	01/22/2019