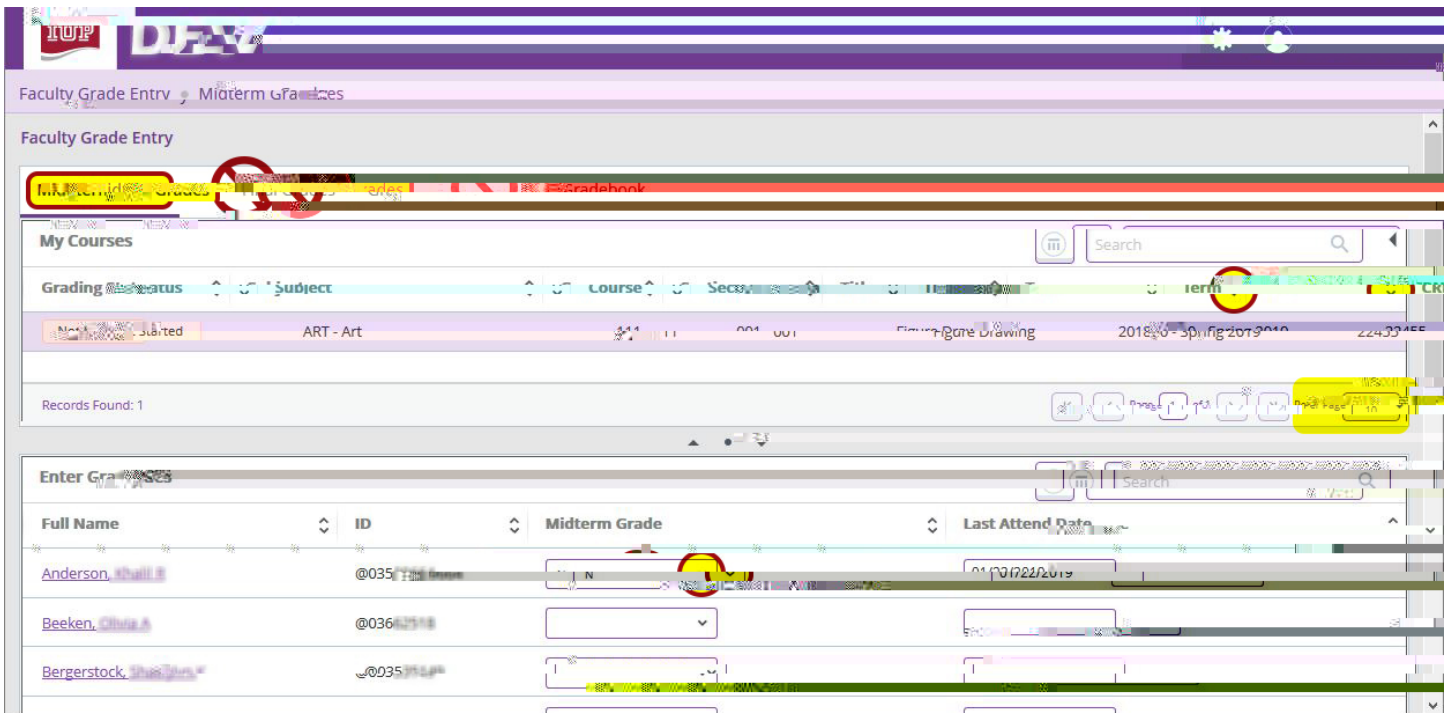
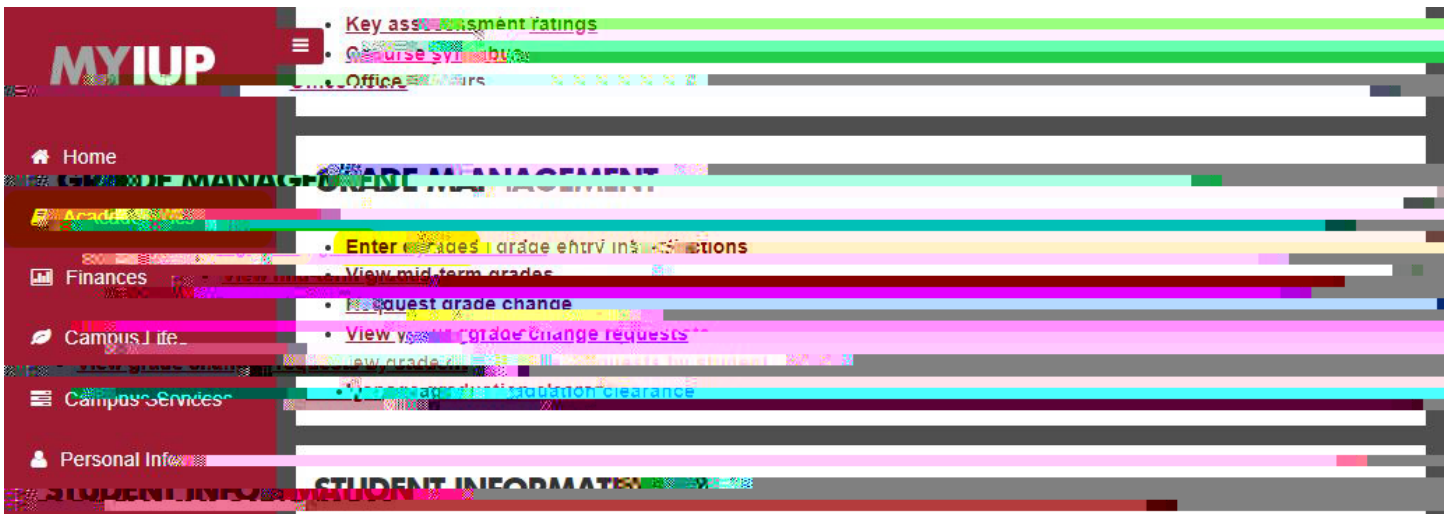


Verification of Attendance NonParticipation (N) Grade

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



4. Select a student to remove the N grade from in the **Enter Grades** section located below the course list.
5. To remove initial N Grade at the beginning of the term OR at midterm grade entry, select the blank grade from the Midterm Grade dropdown box. To record as a final grade for the term, use the Final Grades tab and Final Grade dropdown box.
6. Select the Last Attend Date field to remove the last date of attendance, either backspacing & highlighting the date and selecting the Delete key.
- ❗ The date should no longer be displayed
7. Select **SAVE**

The screenshot shows the 'Faculty Grade Entry' interface. The 'Enter Grades' section is active, displaying a table with columns for 'Full Name', 'ID', 'Midterm Grade', and 'Last Attend Date'. A dropdown menu is open for the 'Midterm Grade' field, showing options A, B, C, D, F, I, and N. The 'N' option is selected. The 'Last Attend Date' field is highlighted. A 'Save' button is visible at the bottom right.

8. When finished sign out by selecting **Profile Button** in the top right, then **Sign Out**
9. Check your work: After removing grades, Sign Out then Login to verify all changes are displayed. Successfully removed N grades will be displayed as blank fields again

The screenshot shows the 'Faculty Grade Entry' interface. The 'Sign Out' button is highlighted in the top right corner. The 'Enter Grades' section is visible below, showing the 'Full Name', 'ID', 'Midterm Grade', and 'Last Attend Date' columns. The 'Midterm Grade' field is currently blank.