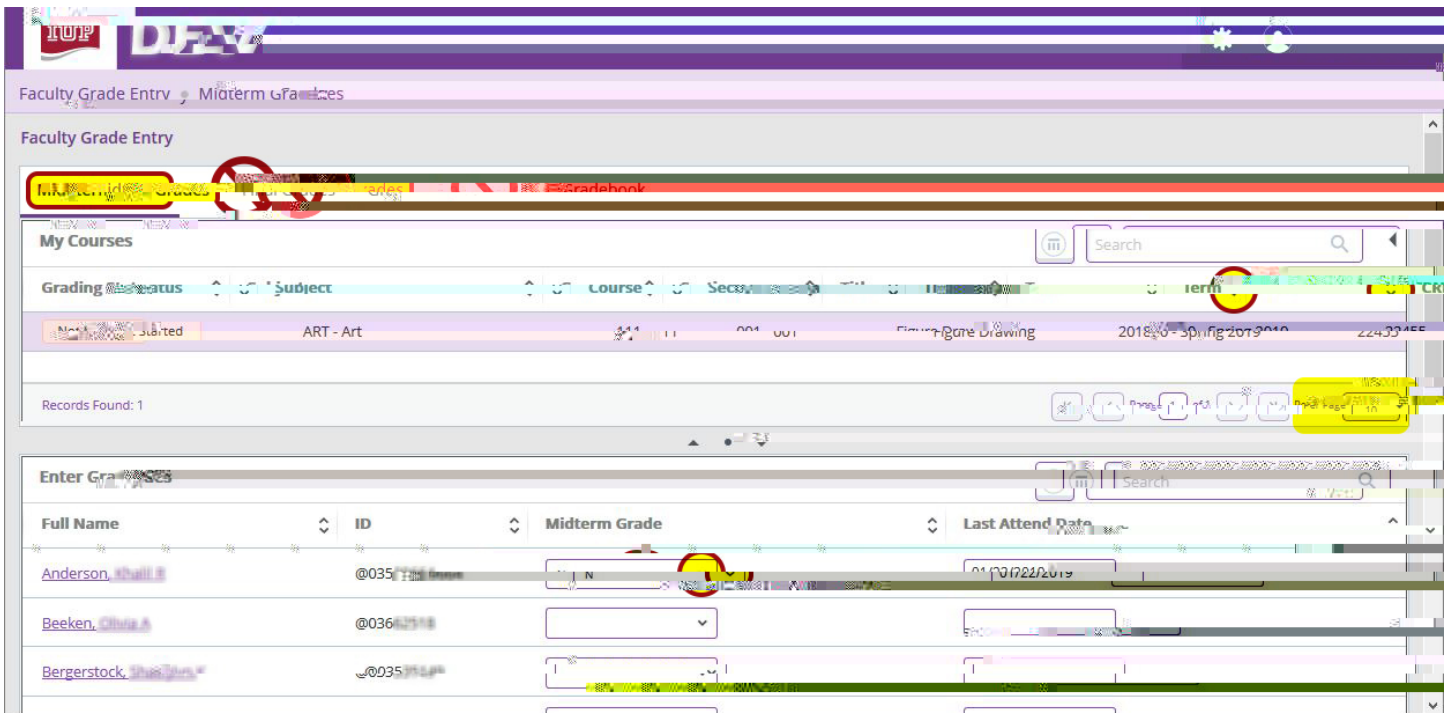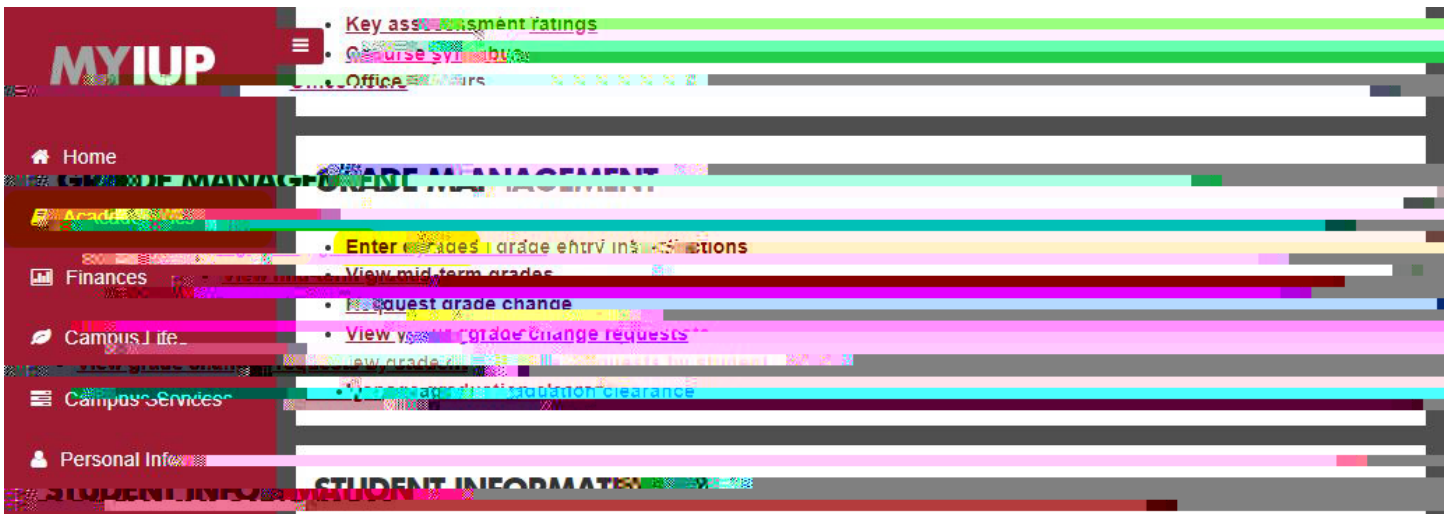# Verification of Attendance Non-Participation (N) Grade

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 by either backspacing OR highlighting the date and selecting the Delete key.
- Ⓠ The date should no longer be displayed.
7. Select SAVE

8. When finished sign out by selecting the **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