

E-GRADES Using Canvas to Establish Student Date of Last Attendance

When an instructor assigns a student an F, I or U grade in eGrades, they are required to supply a last date of attendance for that student. For this purpose, a last date of attendance is defined as "the last date a documented academic related activity was completed by the student for the course." Instructors who use Canvas to deliver course content can look back at a student's activity within the LMS to help establish the last documented academic activity the student completed

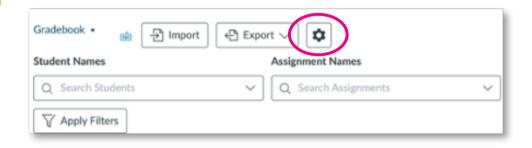
Locating the Last Completed Course Assignment



Navigate to the Grades section of the course in question (i.e. your Canvas course gradebook) by selecting **Grades** from the left-hand sidebar navigation.



Click the cog wheel on the right hand side of the screen.



Arrange the gradebook columns according to assignment due date by clicking, **View Options**(1) then "Arrange By" then **Due Date – Newest to Oldest** (2).

Gradebook Settings					
Late Policies Grade Posting Polic 1 View Options					
Arrange By					
Default Order	^				
Default Order					
Assignment Name - A-Z					
Assignment Name - Z-A					
Due Date - Oldest to Newest					
2 Due Date - Newest to Oldest					
Points - Lowest to Highest					
Points - Highest to Lowest					
Module - First to Last					

4

3

Click the title of this assignment to view its details.



Locate and record the assignment due date or date of the student's submission, as appropriate.

Week 1	Assignme	nt	Published Sedit :		
No Conten	t				
S	Points 20 ubmitting a text e	ntry box or a file upload			
Date	For	Available from	Until		
Jun 23	Everyone	Jun 19 at 12am	Jun 23 at 11:59pm		

2

NOTE

Faculty should be mindful of situations where the submission and/or due date of a student's most recent completed assignment may not reflect their most recent academic related activity in a course. For example, participation in an ungraded Canvas discussion will not be recorded in the course gradebook.

Faculty are encouraged to exercise discretion when establishing a student's last date of attendance. In the event of a federal audit, faculty may be asked to provide documentation (e.g. gradebook entry, exam dates, submission of papers, etc.) to support the last date of attendance reported.