

# 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

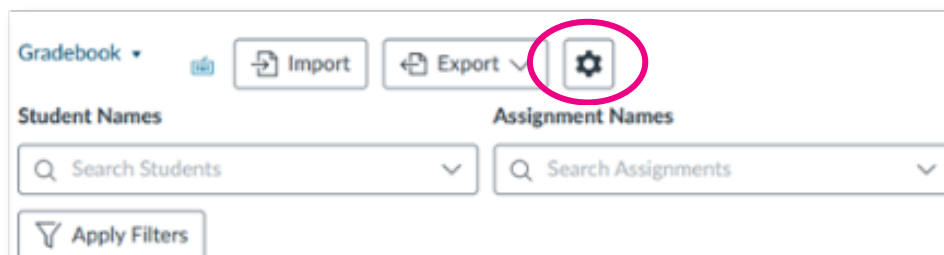
## Locating the Last Completed Course Assignment

1

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.

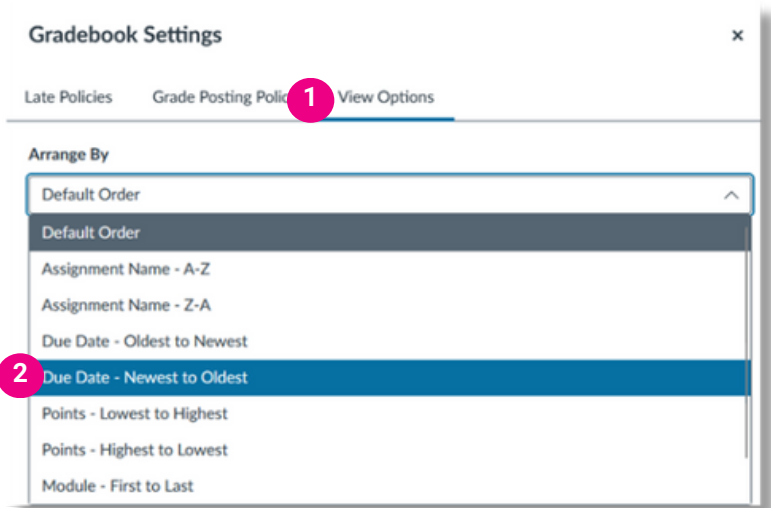
2

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



3

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

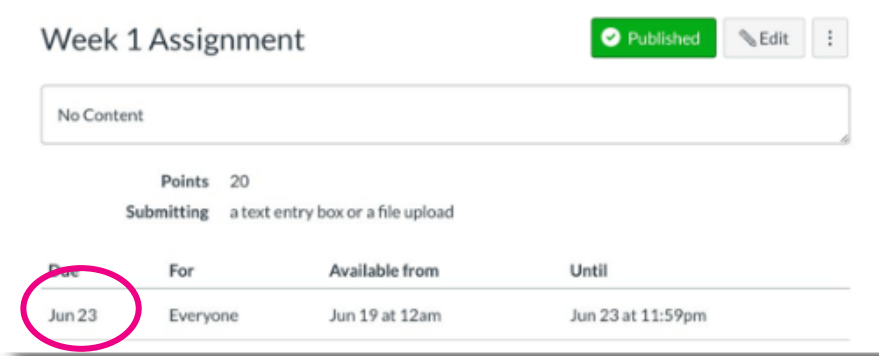


4

Click the title of this assignment to view its details.

5

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



### 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.