

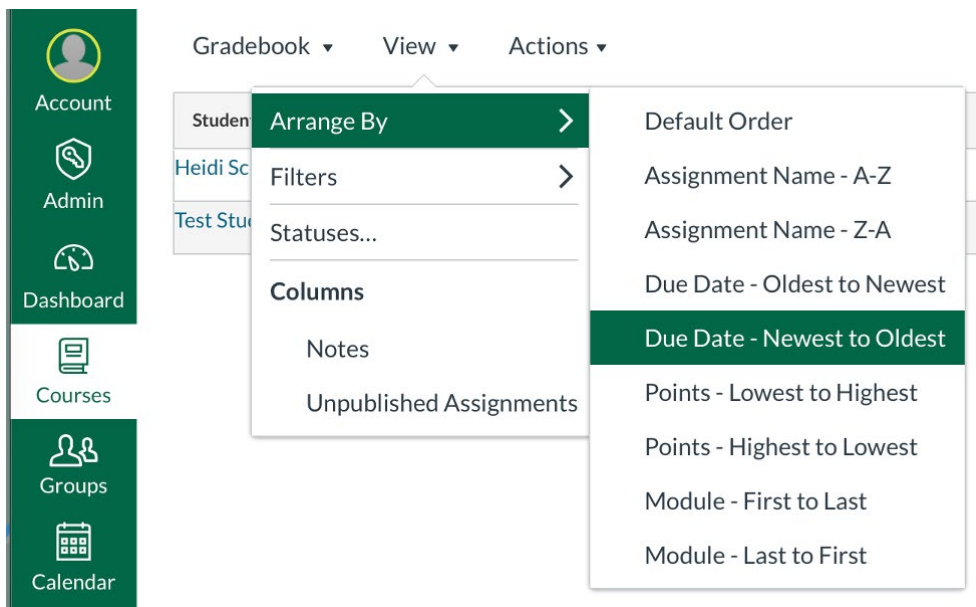
E-GRADES: STUDENT DATE OF LAST ATTENDANCE

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. Arrange the gradebook columns according to assignment due date by clicking, “View” then “Arrange By” then “Due Date – Newest to Oldest.”



3. Locate the right-most (i.e. most recent) assignment for which the student received a grade.
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.

Week 1 Assignment ✔ Published ✎ Edit ⋮

No Content

Points 20
Submitting a text entry box or a file upload

Due	For	Available from	Until
Jun 23	Everyone	Jun 19 at 12am	Jun 23 at 11:59pm

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.