

Establishing Student Date of Last Attendance in Canvas



E-LEARNING SERVICES

University of South Florida Sarasota-Manatee • 8350 N. Tamiami Trail • Sarasota, FL 34243
(941) 359-4295 • elearning@sar.usf.edu • www.usfsm.edu/elearning

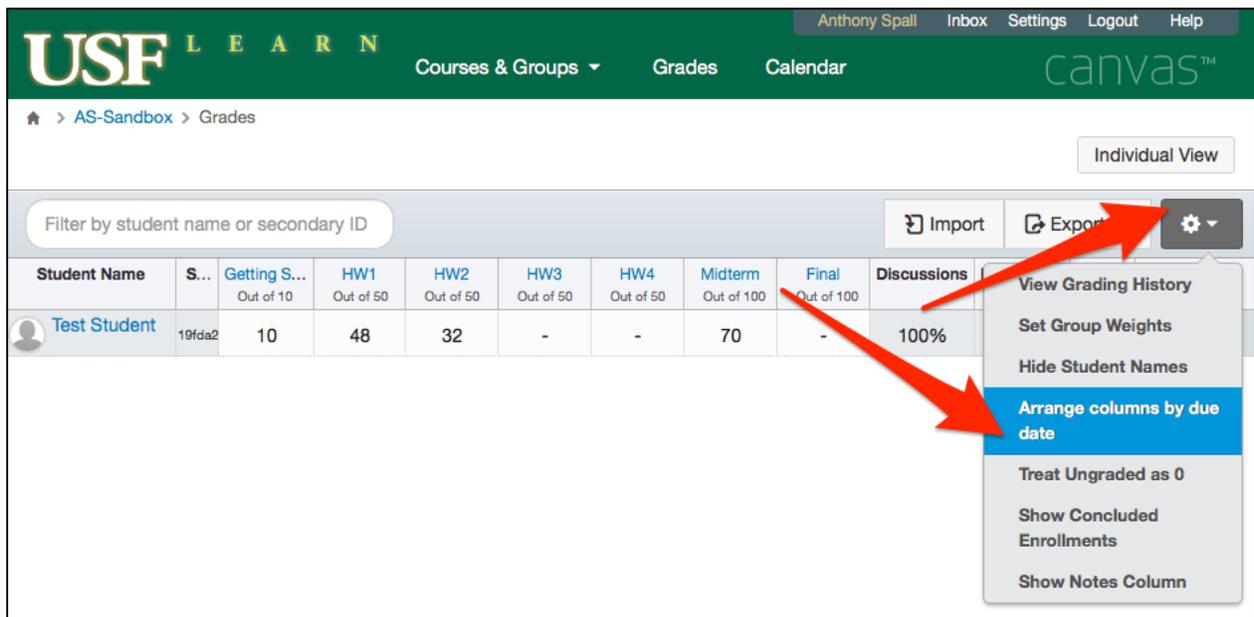
Using Canvas to Establish a Student's Last Date of Attendance

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.

Using the Gradebook to Locate Last Completed Course Assignment

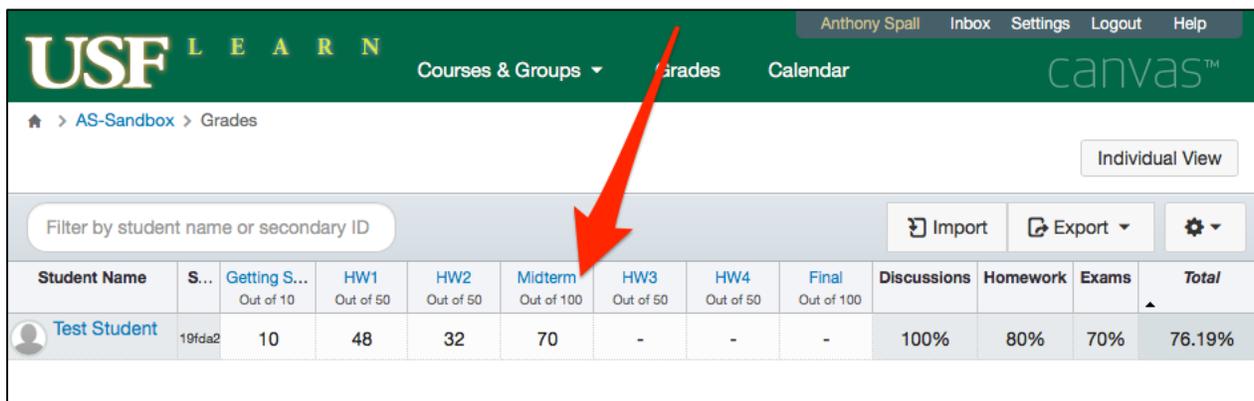
1. Navigate to the Grades section of the course in question (i.e. your Canvas course gradebook) by selecting “Grades” from the left-hand sidebar navigation.
2. Arrange the gradebook columns according to assignment due date by clicking the gear icon towards upper-right hand corner of your screen, then clicking “Arrange columns by due date.”



The screenshot shows the Canvas LMS interface for the 'AS-Sandbox' course. The 'Grades' section is active. A gear icon in the top right corner is highlighted with a red arrow, and a dropdown menu is open, showing the option 'Arrange columns by due date' selected with another red arrow. The menu also includes options like 'View Grading History', 'Set Group Weights', 'Hide Student Names', 'Treat Ungraded as 0', 'Show Concluded Enrollments', and 'Show Notes Column'.

Student Name	S...	Getting S...	HW1	HW2	HW3	HW4	Midterm	Final	Discussions
Test Student	19fda2	10	48	32	-	-	70	-	100%

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.



The screenshot shows the Canvas LMS interface for the 'AS-Sandbox' course. The 'Grades' section is active. A red arrow points to the 'Midterm' column header, which is the right-most assignment with a grade. The table below shows the student's scores for various assignments.

Student Name	S...	Getting S...	HW1	HW2	Midterm	HW3	HW4	Final	Discussions	Homework	Exams	Total
Test Student	19fda2	10	48	32	70	-	-	-	100%	80%	70%	76.19%

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

The screenshot shows the USF Learn interface for a 'Midterm' quiz. The top navigation bar includes 'USF LEARN', 'Courses & Groups', 'Grades', and 'Calendar'. The user is logged in as 'Anthony Spall'. The left sidebar lists various course management options, with 'Quizzes' selected. The main content area displays the quiz configuration for 'Midterm'. A table at the bottom shows the quiz's schedule, with the 'Due' date 'Oct 30' highlighted by a red box and a red arrow.

Due	For	Available from	Until
Oct 30	Everyone	-	-

Below the table is a blue button labeled 'Take the Quiz'.

Important Notes

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.

Policy and compliance related questions should be directed towards Lynn Lynch at lynnlynch@sar.usf.edu (USFSM) or Marquisha Wilson at marquisha@usf.edu (USF Registrar).

Canvas related inquiries may be directed towards E-Learning Services at elearning@sar.usf.edu.