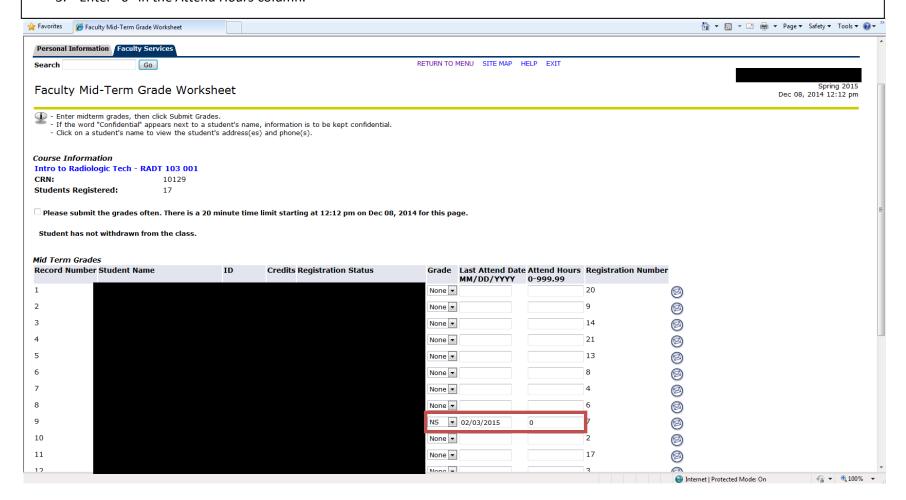Instructions on how to report a student as a **NO SHOW**:
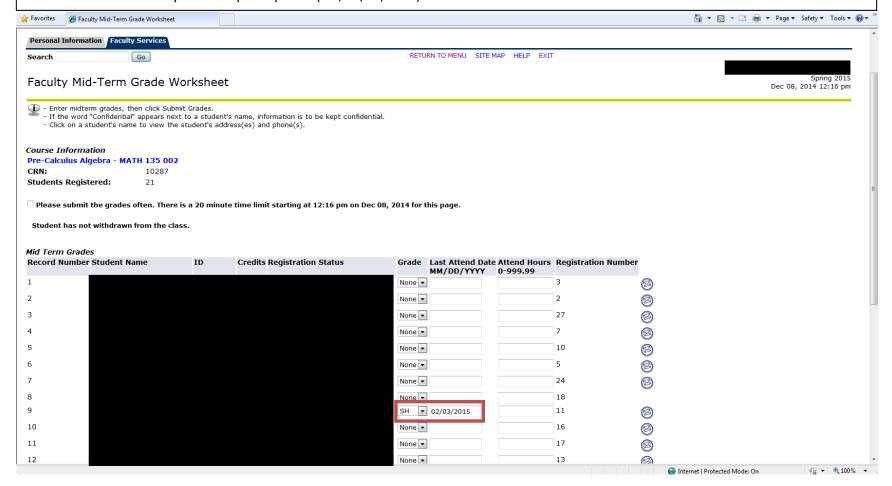
1. Select "NS" in the *Grade* column to report that a student <u>never attended</u> your class.
2. Enter the **<u>first day class</u>** (i.e., 08/18/2014) in the *Last Attend Date* column.
3. Enter "0" in the *Attend Hours* column.

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Faculty Mid-Term Grade Worksheet

Spring 2015
Dec 08, 2014 12:12 pm

ℹ️ - Enter midterm grades, then click Submit Grades.
   - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
   - Click on a student's name to view the student's address(es) and phone(s).

Course Information
Intro to Radiologic Tech - RADT 103 001
CRN: 10129
Students Registered: 17

☐ **Please submit the grades often. There is a 20 minute time limit starting at 12:12 pm on Dec 08, 2014 for this page.**

   Student has not withdrawn from the class.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1					None ▾			20	✉
2					None ▾			9	✉
3					None ▾			14	✉
4					None ▾			21	✉
5					None ▾			13	✉
6					None ▾			8	✉
7					None ▾			4	✉
8					None ▾			6	✉
9					NS ▾	02/03/2015	0	7	✉
10					None ▾			2	✉
11					None ▾			17	✉
12					None ▾			3	

🌐 Internet | Protected Mode: On   🔍 ▾ 🔍 100% ▾

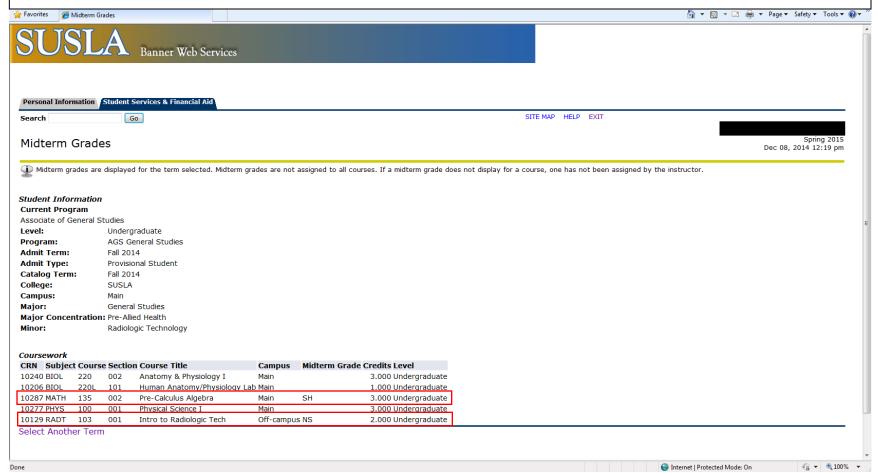Instructions on how to report a student's <u>actual</u> last date of attendance/active participation:

1. Select "SH" in the *Grade* column.
2. Enter the last day of active participation (i.e., 10/16/2014) in the *Last Attend Date* column.

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           ██████████████ Spring 2015
Dec 08, 2014 12:16 pm

Faculty Mid-Term Grade Worksheet

ℹ️ - Enter midterm grades, then click Submit Grades.
    - If the word "Confidential" appears next to a student's name, information is to be kept confidential.
    - Click on a student's name to view the student's address(es) and phone(s).

Course Information
Pre-Calculus Algebra - MATH 135 002
CRN: 10287
Students Registered: 21

☐ **Please submit the grades often. There is a 20 minute time limit starting at 12:16 pm on Dec 08, 2014 for this page.**

    Student has not withdrawn from the class.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number	
1	████████				None ▾			3	✉
2	████████				None ▾			2	✉
3	████████				None ▾			27	✉
4	████████				None ▾			7	✉
5	████████				None ▾			10	✉
6	████████				None ▾			5	✉
7	████████				None ▾			24	✉
8	████████				None ▾			18	
9	████████				SH ▾	02/03/2015		11	✉
10	████████				None ▾			16	✉
11	████████				None ▾			17	✉
12	████████				None ▾			13	✉

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The student can now view the last date of attendance (LDA) reported in the midterm grades portal of Banner Web Services.

NOTE: Students will be directed to the appropriate instructor for missing LDAs, as well as to challenge a NO SHOW he/she feels was incorrectly reported.