

**Last Date of Attendance for WU grades**  
*This guide is in addition to the Online Grade Roster Guide.*

Effective with the Spring 2017 grading cycle, the Last date of Attendance is REQUIRED for all WU grades. If any WU grades have been assigned, the new “Last Date of Attendance” column will appear once the roster has been saved.\* A default date equivalent to the 50% point of the term will populate. If you know the student’s last date of attendance to be different than the default date, enter the new date.

**Grade Roster**

2017 Spring | Regular Academic Session | CSU Stanislaus | Postbaccalaureate

EDGS 5510 - 002 (20635) [change class](#)

Intro to Educational Research (Seminar)

Days and Times	Room	Instructor	Dates
Th 4:30PM-7:10PM	Dorothy & Bill Bizzini 122		01/26/2017 - 05/24/2017

Leave the Approval Status set to “Not Reviewed”

Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed

Select the grade of WU. The “Last Date of Attendance” column will not appear until “SAVE” is clicked.

ID	Name	Roster Grade	Official Grade	Academic Career	Grading Basis
1		WU		Postbaccalaureate	Letter Grd
2				Postbaccalaureate	Letter Grd
3				Postbaccalaureate	Letter Grd
4				Postbaccalaureate	Letter Grd
5				Postbaccalaureate	Letter Grd

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Display Options: \*Grade Roster Type: Final Grade  Display Unassigned Roster Grade Only

Grade Roster Action: \*Approval Status: Not Reviewed

ID	Name	Roster Grade	Official Grade	Academic Career	Last Date of Attendance	Grading Basis
1		WU		Postbaccalaureate	03/28/2017	Letter Grd
2				Postbaccalaureate		Letter Grd
3				Postbaccalaureate		Letter Grd
4				Postbaccalaureate		Letter Grd
5				Postbaccalaureate		Letter Grd

Once the “Last Date of Attendance” column appears, you can enter the students last date of attendance. If you do not know the date, you can leave the default date.

Once all grades have been entered and dates have been verified, change the approval status to “Approved” and SAVE.

**Please note:** Once grades have been posted, the Last Date of Attendance cannot be changed.

\* The “Last Date of Attendance” column will also appear for F and NC grades, although a date is not required. A date will not default in but, if known, a date may be entered.