

## ***Update Attended Last***

This area should be used to specify when a student last attended a course that you are teaching.

- ❖ Click the **Attended Last** link in the **Faculty Course Control** category under **My Tools**.
- ❖ The **Update Attendance** window will display (see below).

**Update Attendance**

**WI 2010 UNDG**

**Select a Course**

Choose one

- CIS150 AA Microcomputer App:Software Pres.
- EDU485C AA Special Topics
- EDU485C AB Special Topics
- EDU485C AC Special Topics
- SED421 AA Edu Technology & Assistive

Submit    Reset Form

- ❖ Click the course for which the **Attended Last** update is to be entered.
- ❖ Click the **Submit** button.
- ❖ The second screen of **Update Attendance** will display.
- ❖ The names of the students in the course will be listed.
- ❖ Click the check box next to the name if the student has never attended the selected course.
- ❖ If the student has stopped attending, input the date of last attendance in the appropriate box.
- ❖ Click the **Submit** button.