End of Term Attendance Tracking

Once a final grade roster has been submitted and posted, faculty will receive an email requesting that they complete the End of Term Attendance. Faculty can access this via Faculty Center in SOLAR, Instructor Self Service.

Select the grade roster icon next to the appropriate course.

Click on Class Attendance: End of Term

Grade Roster Action

*Approval Status: Submit Grades  

Request Grade Change  

Class Attendance: End of Term
The screen below will be displayed for any students on the roster who received an F, U, NC, NR, or I.

Instructors should indicate for each student one of the following:

Student completed course

Last date attended if they did not complete the course

Student never attended

Then click submit.