


## 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.








**Instructor Self Service**

**Faculty Center** [Online Grade Change Form](#)

Select the grade roster icon next to the appropriate course.

My Teaching Schedule > Fall 2020 > SUNY at Stony Brook

			Class	Class Title	Enrolled	Days & Times	Pe
			<a href="#">BIO 459-T01 (86981)</a>	Write Effectively (Tutorial)	396	TBA	F
			<a href="#">CAR 210-S30 (95920)</a>	Career Planning (Seminar)	39	TBA	C
			<a href="#">CEP 502-S30 (94114)</a>	Principles of Coaching (Seminar)	19	TBA	C
			<a href="#">ENS 101-03 (96030)</a>	Prospects for Planet Earth (Lecture)	71	TuTh 9:45AM - 11:05AM	C

Click on **Class Attendance: End of Term (link)**

**Grade Roster Action**

\*Approval Status

Class Attendance: **End of Term**

The screen below will be displayed for any students on the roster who received a F, U, NC, NR, R or I.

**Grade Roster Action:**

**Posted**

[Request Grade Change](#)    **Class Attendance:** [End of Term](#)

### Class Attendance | End of Term

MKT 580 - 30 (70220)  
Advrtsng and Prmtn Str

- **Student Completed Class:** select this option if the student attended class for the entire term and earned an 'F' or other non-passing grade. Also, select this option if a student received an 'I' and made arrangements to complete the course.
- **Student Never Attended:** select this option if there is no documented attendance or \*academically related activity.
- **Date Student Last Attended:** If attendance is regularly taken for your class, use the last date the student attended class. If you do not take attendance, you should provide the date of the last known \*academically related activity.

Examples of academically related activities are: taking an exam or quiz, tutorials, computer assisted instruction, completing an academic assignment, paper, or project, or attending a study group required by the university where attendance is taken.

#### For Federal compliance....

**Students with Failing Grades**

       [Last Day of Attendance FAQ](#)

Empl ID	Name	Roster Grade	Student Completed Course	Or	Last Date Attended	Or	Student Never Attended
		F	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>
		I	<input type="checkbox"/>		<input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

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.