

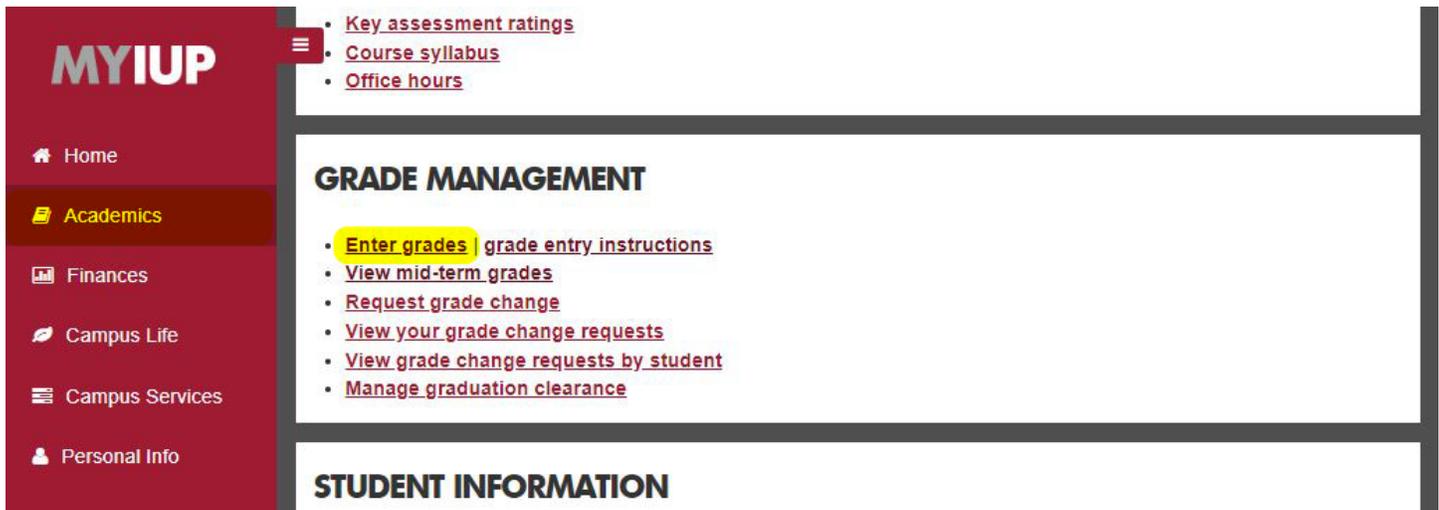
Verification of Attendance Non-Participation (N) Grade

How to ADD an N Grade and Last Known Date of Attendance

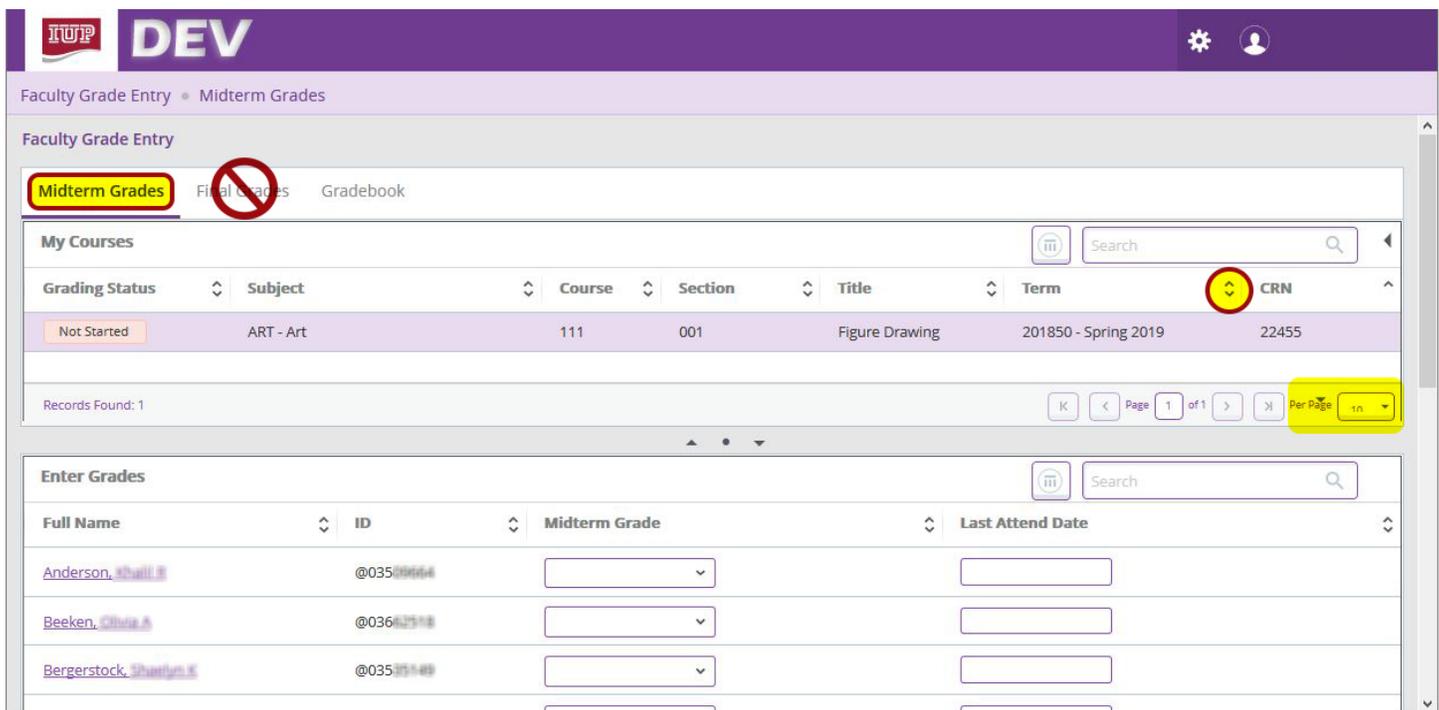
1. Login to MyIUP. Under the Academics Tab select Enter grades.
2. Select the **Midterm Grades** tab to report initial non-attendance at the beginning of the term OR at midterm grade entry. Select the **Final Grades** tab to record as a final grade if it is during final grade entry.

 Use the directional arrows to sort term so most recent gradable courses show first. The number of courses displayed can be modified using the Per Page dropdown.

3. Highlight the course of choice.



The screenshot shows the MyIUP interface. On the left is a dark red navigation sidebar with the MyIUP logo and menu items: Home, Academics (highlighted), Finances, Campus Life, Campus Services, and Personal Info. To the right of the sidebar is a white main content area. At the top of this area is a hamburger menu icon followed by three links: Key assessment ratings, Course syllabus, and Office hours. Below this is a section titled 'GRADE MANAGEMENT' with a list of links: Enter grades (highlighted in yellow), grade entry instructions, View mid-term grades, Request grade change, View your grade change requests, View grade change requests by student, and Manage graduation clearance. Below the 'GRADE MANAGEMENT' section is a section titled 'STUDENT INFORMATION'.



The screenshot shows the 'Faculty Grade Entry' interface. At the top left is the IUP logo and 'DEV' text. On the right are settings and user profile icons. Below the header is a breadcrumb trail: Faculty Grade Entry > Midterm Grades. The main content area has three tabs: 'Midterm Grades' (highlighted in yellow), 'Final Grades', and 'Gradebook'. A red 'X' is over the 'Final Grades' tab. Below the tabs is a table titled 'My Courses' with columns: Grading Status, Subject, Course, Section, Title, Term, and CRN. The table contains one row: Not Started, ART - Art, 111, 001, Figure Drawing, 201850 - Spring 2019, 22455. A yellow circle highlights the 'Term' column header. Below the table is a 'Records Found: 1' label and pagination controls. At the bottom is an 'Enter Grades' section with a search bar and a table with columns: Full Name, ID, Midterm Grade, and Last Attend Date. The table lists three students: Anderson, Khalil B. (@03519664), Beeken, Olivia A. (@03612518), and Bergerstock, Shantyn E. (@03515149). Each student has a dropdown menu for the Midterm Grade and an input field for the Last Attend Date.

4. Select a student from the **Enter Grades** section located below the course list.
5. To report initial non-attendance at the beginning of the term OR at midterm grade entry, be sure to use the **Midterm Grades** tab. Select the **N** grade from the **Midterm Grade** dropdown box. To record as a final grade for the term, use the **Final Grades** tab and **Final Grade** dropdown box.
6. Enter the last date of attendance in **MM/DD/YYYY** format in the **Last Attend Date** field or select the date from the calendar (**F9** or **double click in the field**).
- ❗ **If the student never attended, enter the current term *start date* as the last date of attendance.**
- ❗ **Use caution to make sure grades are entered for all students on all pages (reference Per Page section).**
7. **SAVE.** Save frequently!
 ❗ **30 minutes of inactivity will automatically log out and cause any unsaved changes to be lost.**

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Midterm Grades Final Grades Gradebook

My Courses

Grading Status	Subject	Course	Section	Title	Term	CRN
Not Started	ART - Art	111	001	Figure Drawing	201850 - Spring 2019	22455

Records Found: 1

Enter Grades

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Shaili S	@03509664	N	01/22/2019
Beeken, Chitra A	@03612518		
Bergerstock, Shariya K	@03510149		

Records Found: 14

Page 1 of 1

Save Reset

8. When finished sign out by selecting the **Profile Button** in the top right, then **Sign Out**.
9. Check your work: After submitting grades, Sign Out then Login to verify all changes are displayed. Successfully entered N grades will be displayed.

Faculty Grade Entry • Midterm Grades

Faculty Grade Entry

Sign Out Profile Alt+P

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Shaili S	@03509664	N	01/22/2019