

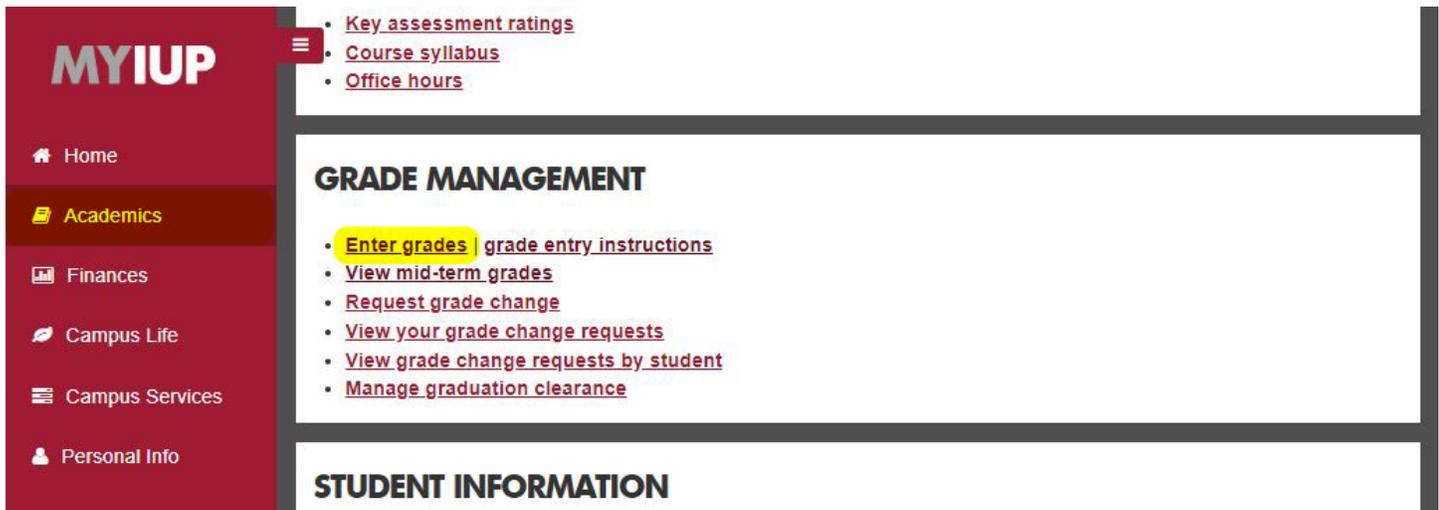
# Verification of Attendance Non-Participation (N) Grade

## How to REMOVE an N Grade and Last Known Date of Attendance

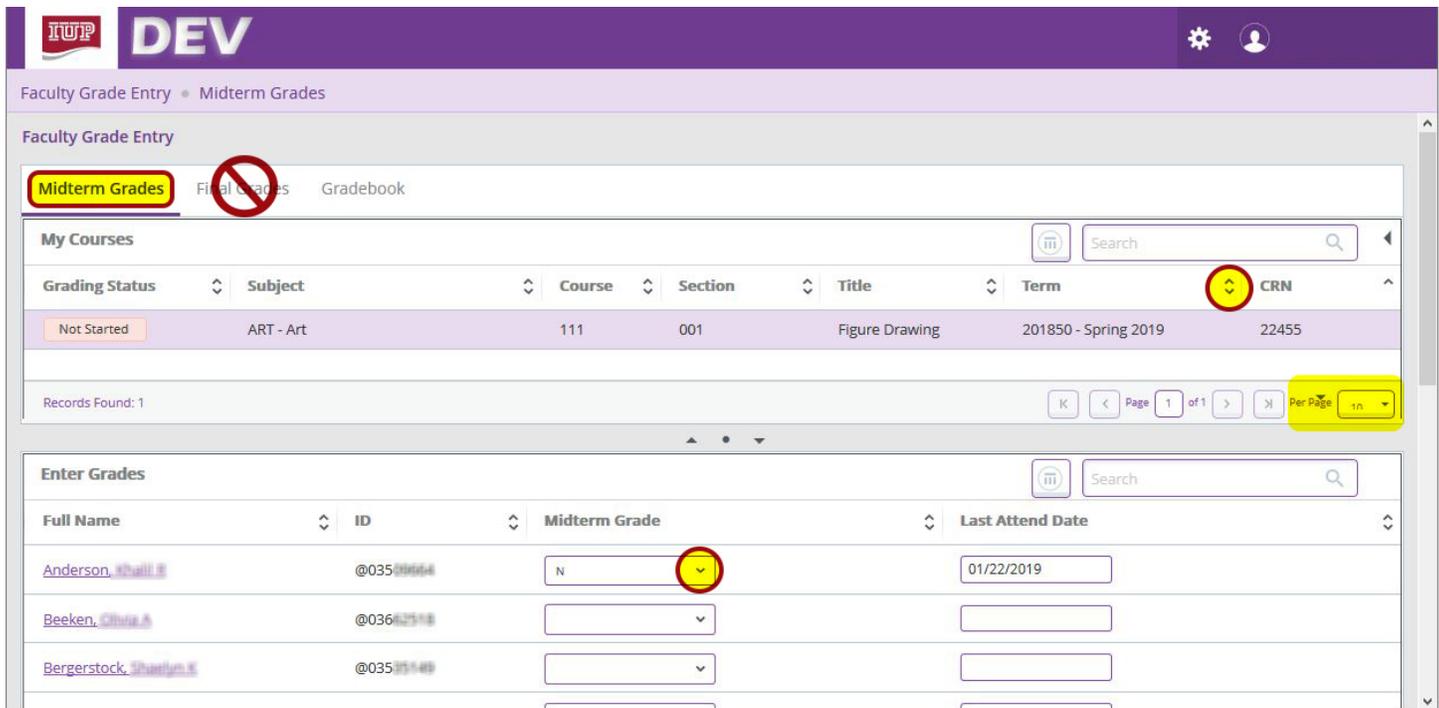
1. Login to MyIUP. Under the Academics Tab select Enter grades.
2. Select the **Midterm Grades** tab to report initial non-attendance at the beginning of the term OR at midterm grade entry. Select the **Final Grades** tab to record as a final grade if it is during final grade entry.

 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 navigation menu on the left with options: Home, Academics, Finances, Campus Life, Campus Services, and Personal Info. The main content area is titled "GRADE MANAGEMENT" and lists several 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 this is a section for "STUDENT INFORMATION".



The screenshot shows the Faculty Grade Entry interface. At the top, there is a "DEV" header and a search bar. Below the header, the page title is "Faculty Grade Entry • Midterm Grades". The main content area is titled "Faculty Grade Entry" and has three tabs: "Midterm Grades" (highlighted in yellow), "Final Grades", and "Gradebook". The "Midterm Grades" tab is active, showing a table of courses. The table has columns for Grading Status, Subject, Course, Section, Title, Term, and CRN. The first row shows "Not Started", "ART - Art", "111", "001", "Figure Drawing", "201850 - Spring 2019", and "22455". Below the table, there is a "Records Found: 1" indicator and a "Per Page" dropdown menu set to "1/1".

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

Records Found: 1

Per Page: 1/1

Below the table, there is an "Enter Grades" section with a search bar and a table of students. The table has columns for Full Name, ID, Midterm Grade, and Last Attend Date. The first row shows "Anderson, Khalil B.", "@03519664", "N", and "01/22/2019". The "Midterm Grade" column has a dropdown arrow next to the "N" grade.

Full Name	ID	Midterm Grade	Last Attend Date
Anderson, Khalil B.	@03519664	N	01/22/2019
Beeken, Chisa A.	@03612518		
Bergerstock, Sharilyn K.	@03515149		

4. Select a student to remove the N grade from in the **Enter Grades** section located below the course list.
5. To remove initial N Grade at the beginning of the term OR at midterm grade entry, select the blank 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. Select the **Last Attend Date** field to remove the last date of attendance by either backspacing OR highlighting the date and selecting the **Delete** key.
- ❗ **The date should no longer be displayed.**
7. Select **SAVE**.

The screenshot shows the 'Faculty Grade Entry' interface for 'Midterm Grades'. The 'My Courses' table lists a course 'ART - Art' with CRN 22455. Below it, the 'Enter Grades' table shows a list of students. The 'Midterm Grade' dropdown for the first student is open, showing options A through N, with 'N' selected. The 'Last Attend Date' field for the same student is highlighted in yellow.

The screenshot shows the bottom of the 'Faculty Grade Entry' interface. The 'Records Found: 14' and pagination controls are visible. The 'Save' button is highlighted in yellow.

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

The screenshot shows the top of the 'Faculty Grade Entry' interface. The 'Profile Button' in the top right corner is highlighted with a red circle. The 'Sign Out' button is highlighted in yellow.