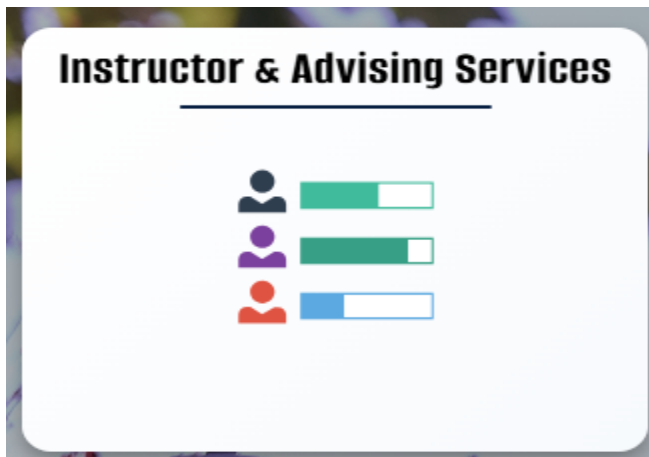


## How to Report End of Term Attendance in SOLAR

Policy information can be found [here](#).

Once a final grade roster has been submitted and posted, faculty will receive an email requesting that they complete the End of Term Attendance.




1. Log into [SOLAR](#).
2. Select the Instructor and Advising Services Tile.



3. Be sure you are on the correct term. If needed, click on the Change Term box.

Change Term

4. Under My Schedule, select the grade roster icon.

			Class	Class Title	Enrolled	Days & Times
			AMS 102-30 (61547)	Elements of Statistics (Lecture)	43	MoWe 9:30AM - 12:55PM

5. Click on End of Term found in the Grade Roster Action box.

**Grade Roster Action**

\*Approval Status  **Posted**

Class Attendance:

6. This information is required for those that have earned a letter grade of F, U, NR, NC, and I. Please check either Student Completed Course, Student Never Attended, or enter the student's Last Date of attendance.

Student Completed Course	Or	Last Date Attended	Or	Student Never Attended
<input type="checkbox"/>		<input type="text"/> 		<input type="checkbox"/>
<input type="checkbox"/>		<input type="text"/> 		<input type="checkbox"/>

7. Click Submit.