Final Grades in OneACCS Online Services: Updating Last Date of Attendance

Final Grades should be entered in the OneACCS Online Services under the Faculty Tab/Courses. The Term Duration dates will vary based on the current term but may be found in Blackboard (under Course Management/Properties). Final Grades (for all courses) are due by 10 a.m. central standard time.

IMPORTANT: All courses are set to the same Term Availability and Term Duration by default. Students will not have access after the last day (after 11:59 p.m.) under Term Duration

- If the student **attended and received an F or I** (Incomplete) **or WP** (Withdraw Passing) grade, the Last Attend Date (LAD) should be changed to the **actual last date of attendance**.

- When a grade of F or WP is selected from the dropdown box for a student the "**Last Attend Date**" MUST be entered for the grade to be submitted successfully. Also, if the Last Attend Date is not entered in the correct format (MM/DD/YYYY) the grade will not be submitted successfully.

- Attendance in Internet and/or Hybrid courses goes beyond course login and is based on documentable participation in class activities. The **Last Attend Date** for a student receiving an F or WP in an Internet course should be the last date that the student participated or submitted coursework for the course (i.e. submitted a paper or homework or wrote on a discussion board).

- **Attendance/participation may include the following academically-related activities, but is not limited to:**

  - Participating in an on-campus class activity.
  - Turning in class assignment.
  - Taking an exam, tutorial or computer-assisted instruction.
  - Attending a study group that is assigned by the College.
  - Participating in an online discussion about the course.
  - Initiating contact with a faculty member regarding the course material.

- If the student has **never attended and is assigned an F** grade, contact Brett Reach (breach@jeffersonstate.edu) in the Financial Aid Office.

- If the student **attended and grades of A, B, C, or D** are entered, you **do not have to change** the initial LAD.