

### Completing Failure Grade Information

In order to comply with Federal Aid regulations, the University must report if a financial aid recipient who receives a failing grade (F, NC, U, UN) has ever attended class. This requirement will be collected as the instructor is submitting grades on the grade roster.

First, log onto Enroll & Pay with your KU Online ID and password. Click on the KU Faculty tile on the Instructor Homepage and select an available grade roster from the Faculty Center:

My Teaching Schedule > 2021 Spring > University of Kansas							
Personalize   View All   First 1-20 of 41 Last							
Class Roster	Grade Roster	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
		<a href="#">MATH 101-1150 (41750)</a>	College Algebra: (Lecture)	1	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1200 (41751)</a>	College Algebra: (Lecture)	0	MWF 8:00AM - 8:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1400 (45199)</a>	College Algebra: (Lecture)	3	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1550 (41755)</a>	College Algebra: (Lecture)	1	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1650 (41756)</a>	College Algebra: (Lecture)	2	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1700 (55817)</a>	College Algebra: (Lecture)	0	MWF 9:00AM - 9:45AM	On-line Lawrence	Feb 1, 2021- May 14, 2021
		<a href="#">MATH 101-1710 (55615)</a>	College Algebra: (Lecture)	0	WF 9:00AM - 9:45AM	Malott 1001	Feb 1, 2021- May 14, 2021

Instructors will enter grades as usual-either manually, through the Blackboard grades import, or by uploading a file.

**Display Options**

\*Grade Roster Type Final Grade

Display Unassigned Roster Grade Only

**Grade Roster Action**

\*Approval Status Not Reviewed Save

By Approving and Saving this grade roster, I certify that the grades entered for the students listed on the grade roster are correct.

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**Grade Import**

Last Import Lawrence Blackboard Import Grades

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Personalize | Find | First 1-3 of 3 Last

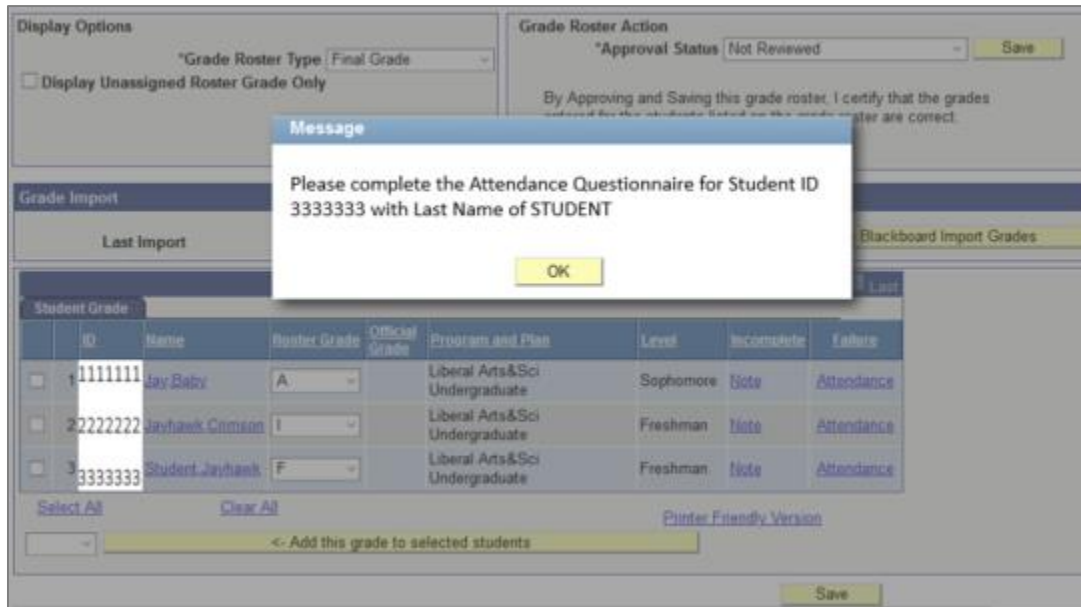
Student Grade	ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure
<input type="checkbox"/>	1 1111111	Jay Baby	A		Liberal Arts&Sci Undergraduate	Sophomore	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/>	2 2222222	Jayhawk Crimson	I		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>
<input type="checkbox"/>	3 3333333	Student Jayhawk	F		Liberal Arts&Sci Undergraduate	Freshman	<a href="#">Note</a>	<a href="#">Attendance</a>

[Select All](#)      [Clear All](#)      [Printer Friendly Version](#)

<- Add this grade to selected students

Save

When submitting grades, Enroll & Pay will alert you if there are students that need additional information added. Instructors can also elect to add in the additional information as they are grading their roster.



For each student with a failing grade, click on the “Attendance” link. Please note that the “Incomplete Note” link is for students that have earned an Incomplete grade.

Student Grade								
ID	Name	Roster Grade	Official Grade	Program and Plan	Level	Incomplete	Failure	
1 1111111	Jay_Baby	A		Liberal Arts&Sci Undergraduate	Sophomore	Note	Attendance	
2 2222222	Jayhawk_Crimson	I		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance	
3 3333333	Student_Jayhawk	F		Liberal Arts&Sci Undergraduate	Freshman	Note	Attendance	

Click on the appropriate radio button for attendance. Comments are optional and will be seen by other KU staff. If you click on the option that says “attended some...,” you will also need to list the last known date of attendance. Click on OK and make sure that you save your grade roster on the main page to proceed.

## ATTENDANCE QUESTIONNAIRE


Student, Jayhawk


**Class Section Information**

Term	2021 Spring		
Subject Area	MATH	Catalog Nbr	101
Class Nbr	45199	Class Section	1400
Description	College Algebra:		

**Failed Grade Attendance Category**

The student:

- attended through the end of the term and earned the grade of 'F', 'NC', 'U', or 'UN'
- did not attend any class sessions or participate in any academically related activities
- attended some of the class sessions and the student's last known date of attendance and/or participation in an academically related activity was:  
**Last Date of Attendance**  

**Comment**  

**last updated by**