

Recording Never Attended Flag or Last Date of Attendance for a Student

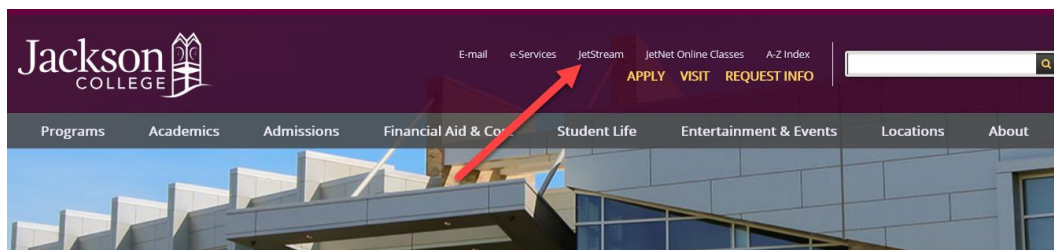
Use this procedure when you have identified that a student has stopped attending class. Entering a Never Attended Flag or Last Date of Attendance will prompt the Registrar's office to drop or withdraw the student from the class.

The Never Attended Flag should be entered before the census date of the class. Enter this flag for students who were absent for the first class meeting/have not logged into JetNet.

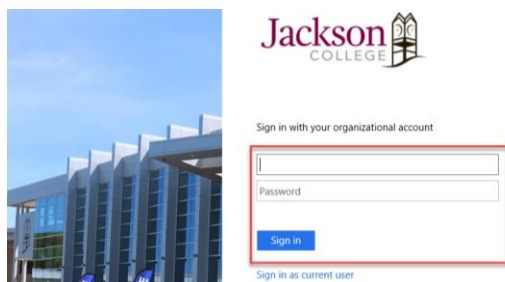
Last Date of Attendance can be entered at any time. It is important that you enter the Last Date of Attendance in a timely manner in order to remain compliant with federal entities.

1. **Navigate** to the **JetStream** site at www.jccmi.edu/jetstream.

Note: There is a link to JetStream at the top of the Jackson College website. JetStream is supported by a wide variety of internet browsers and is compatible with mobile devices.

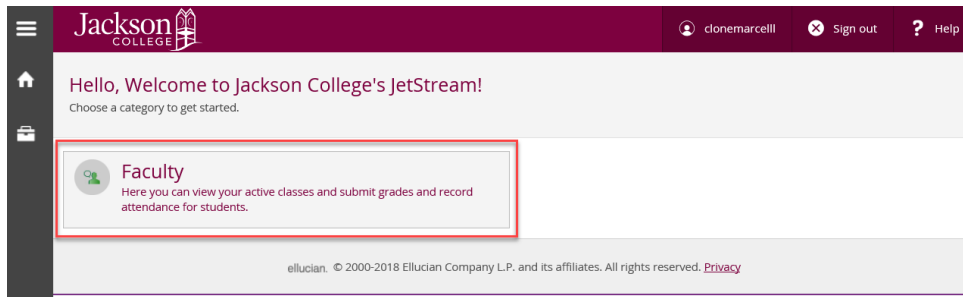


2. **Sign into JetStream** using your Jackson College email address and password.

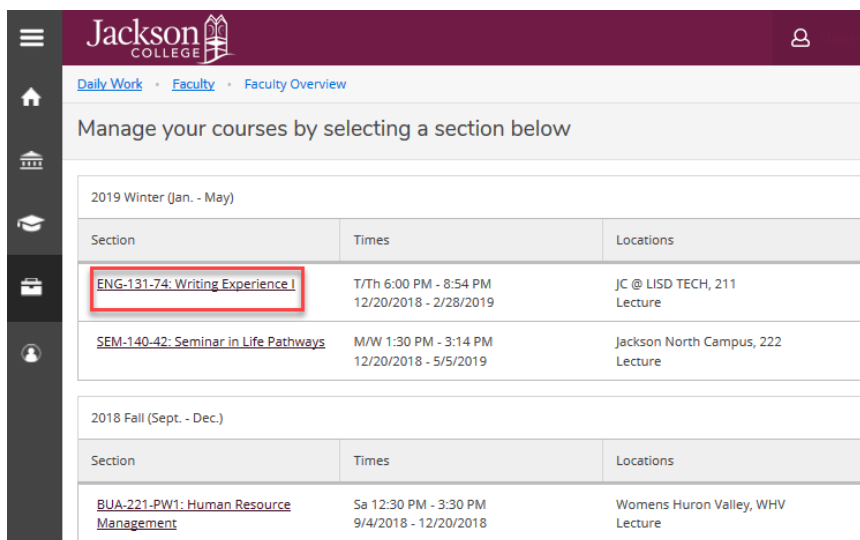


Note: If you are logged in at a Jackson College computer you may click on Sign in as current user to login.

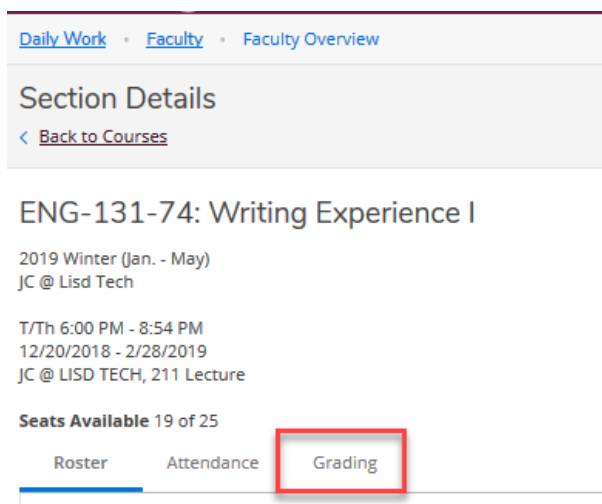
3. Click on the **Faculty** box.



4. Click on the **link** for the class that you would like to enter the Never Attended Flag or Last Date of Attendance.



5. The course roster is displayed. Click on the **Grading** link.



6. A Grading Overview page is displayed. To enter final grades **click on the Final Grade link.**

Roster Attendance **Grading** Waitlist

Overview **Final Grade** Midterm 1 Midterm 2 Midterm 3 Midterm 4

To enter final or midterm grades choose the appropriate link above.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Midterm 1	Midterm 2	Midterm 3	Midterm 4	Class Level	Credits
De Spell, Luna	0409005					3.5				Freshman	3
De Spell, Magica	0403508					2.5				Freshman	3
Duck, Daisy	0407027					1.0				Freshman	3
Duck, Dewey	0394893					3.5				Freshman	3

7. If the student never attended, **click the Never Attended check box.** If the student stopped attending, **enter the appropriate date in the Last Date of Attendance field.**

ENG-131-42: Writing Experience I

2019 Spring (May - Aug.)
W J Maher (North) Campus

W 6:00 PM - 9:38 PM
6/5/2019 - 8/22/2019
Jackson North Campus, 202 Lecture

Seats Available 11 of 25

Waitlisted 0

Roster Attendance **Grading** Waitlist

Overview **Final Grade** Midterm 1 Midterm 2 Midterm 3 Midterm 4

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Beakley, Bentina	0384667	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	3
De Spell, Luna	0409005	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	3
De Spell, Magica	0403508	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select	<input type="text" value="M/d/yyyy"/>	Freshman	3

Note: There is no submit button, your data is saved automatically and you may Logout of JetStream.