Documenting Unexcused Absences

For Residential Use Only

1. From the Control Panel, click on the right arrow to expand the Full Grade Center.
2. Next, click Create Column.
3. Name the columns Unexcused Absences.
4. Set the Points Possible to 0.
5. Click Submit.
6. To record an unexcused absence and deduct points from it, double click into the cell for the student in question and enter negative points (-50 for example). Hit Enter.
7. Next, document the absence by clicking on the down chevron, and choosing Quick Comment.
8. In the Quick Comment menu, add a date entry in the Feedback to Student box.
Note: For each additional absence, you will add a new entry to this area and edit the negative points assigned to the student.