

How do I record the last day a user attended a course?

You can record the day a student last attended a course. The last attended date is recorded in the user details page. Dates must be entered for each student individually.

Notes:

- If your institution is using Profiles, this feature is not currently supported.
- The last attended date cannot be removed, but it can be modified if necessary. If the date is deleted, it will automatically revert back to the last entered date.

Open People

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In Course Navigation, click the **People** link.

Locate User

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In the search field [1], enter the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].

Open User Details

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Click the user's **Options** icon [1], then select the **User Details** link [2].

View Memberships

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Locate the Membership Section in the user details page.

If your institution has enabled Profiles, the Membership Section displays directly in the page.

View More User Details

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If Profiles is not enabled for your institution, you can view the Membership Section by clicking the **more user details** link.

Enter Last Date Attended

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Click the **Last Day Attended** field [1] and click the last day the student attended in the calendar [2].

You can also type a date directly in the text field.

View Last Date Attended

View Last Date Attended

View the last attended date in the text field.

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