

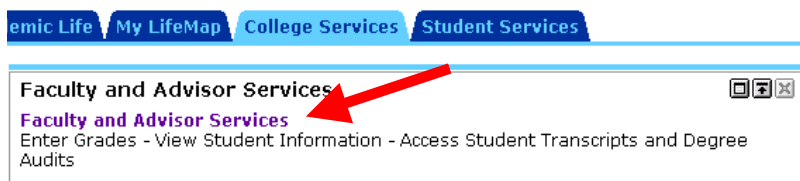
Processing No Show Students

Please follow these procedures for documenting “No Show” students. Each term you will be notified of a date range in which these procedures should be completed. You do not need to enter “Last Date of Attendance” as the system will record the date and indicate the withdrawal as a “WN” which will identify the student as “Withdrawn-No Show”.

1. Access Atlas at <http://atlas.valenciac.edu/>
2. Enter your **User Name** and 6 digit **PIN**
3. Click on the **College Services** tab



4. Click on **Faculty and Advisor Services**




5. Click on **Midterm Grades**

Faculty Services

- Term Selection
- CRN Selection
- Faculty Detail Schedule
- Faculty Schedule by Day and Time
- Office Hours
Post office hours online.
- Detail Class List
- Summary Class List
- Mid Term Grades**
- Final Grades
- Electronic Gradebook by Component
- Faculty Course Assignment History
Faculty can now view course assignments for previous terms, including CRN, class list and grades.
- Student Menu
Display student information; View a student's schedule.
- Advisor Menu
View a student's transcript; View a student's grades.

6. Select the **Term**, then click on Submit


Select Term

 Select the Term for processing, then press the Submit Term button.

Select a Term:

7. Select the course **CRN**, then click on Submit

Select CRN

 Please enter the CRN you wish to access, or [select a different term](#).

CRN:

8. Your class list will appear. Select “W” using the drop-down arrow next to the **Grade** field

Grade



9. Click **Submit Grades**

An automatic process will run to look for “Ws” given to students within the specified date range. These students will be processed as “no shows”. Once this process is complete, the students Registration Status/Date on your Midterm and Final grade lists will change to “Withdrawn-No Show”. The grade will automatically populate as a “W”.

Reg. Status/Date	Grade
Withdrawn - No Show / Aug 15, 2002	<input type="text" value="W"/>