

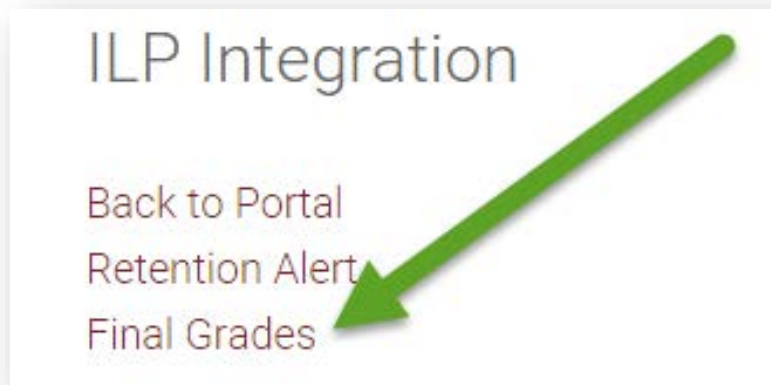
Submitting Never Attended Reports

Moodle has a feature called the **ILP Integration menu** that allows for Moodle to talk to Ellucian. **ILP** stands for Intelligent Learning Platform. This menu allows you to enter Final Grades and Never Attended reports through Moodle.

Once you are in the course for which you want to submit final grades, you can access the ILP Integration menu by going to **Course Tools** on the course home page.



Near the bottom of the page, below **Course Tools**, you will find the the **ILP Integration menu**. Select the **Final Grades** link.



Never Attended Report

NOTE

You will need to complete this report even if all of your students have attended/participated in your class.

For the never attended reports, you will simply check the box for **Never Attended** for those students who have met the criteria set for never attending your class.

ILP Integration

Final Grades ?

Visible groups

Populate final grade from current grade

Click "Clear grades on form" to start over

After the values are cleared, you can repopulate final grades from current grades.

If a Last Date of Attendance or Expire Date is needed, use the following format: mm/dd/yyyy

First name / Last name ↑	Current Grade	Never Attended	
CLT Student001	88.00 (B)	<input checked="" type="checkbox"/>	Retention Alert
CLT Student002	95.00 (A)	<input type="checkbox"/>	Retention Alert

[Grader Report](#)

Once you have marked the students who have never attended, use the **Submit Grades** button to submit your report.

If all students in your section have attended, you must still submit a Never Attended report. This can be done by not checking any **Never Attended** boxes and simply using the **Submit Grades** button. You must use the **Submit Grades** button to meet the qualification for completing this required report for your course. If you have any difficulties completing your Never Attended report or if you need assistance with this process, please feel free to contact the CLT at 405-682-7838.