# Recording Last Date of Attendance and Never Attended with the Grades and Attendance Tool

1. In the Blackboard Course Menu, click on "Course Tools" (in the lower portion of the menu) to expand the Tools menu.



2. From the expanded menu, select "Grades and Attendance"
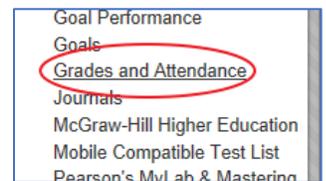


3. On the Grades and Attendance page, click the "Last Date of Attendance" button.
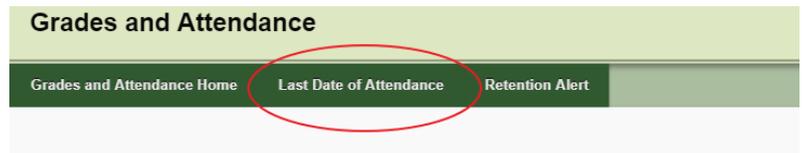


4. Enter the Last Date of Attendance or click the "Never Attended" checkbox if the student never attended class. Once you're done, click the "Submit LDA" button.