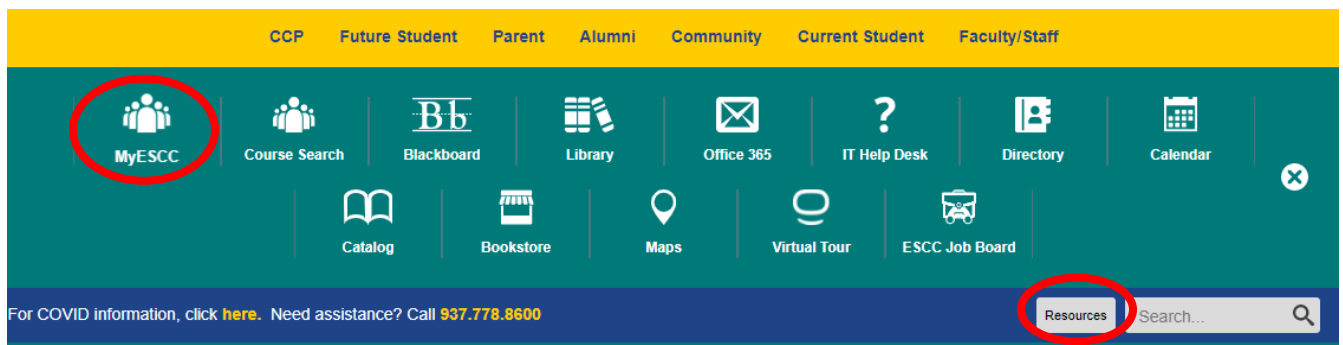# No-Show Reporting Instructions in MyESCC

Before you begin: What is a no-show student?

- A "no-show" is a student who is registered in the course, but has not attended. Attendance must be **"academic attendance"** which means **direct participation/interaction between the instructor and student regarding academic matters.**
- Students who have no academic attendance by the second meeting of the class are no-shows. In online sections, students who have no academic attendance by the second assignment/activity are no-shows.
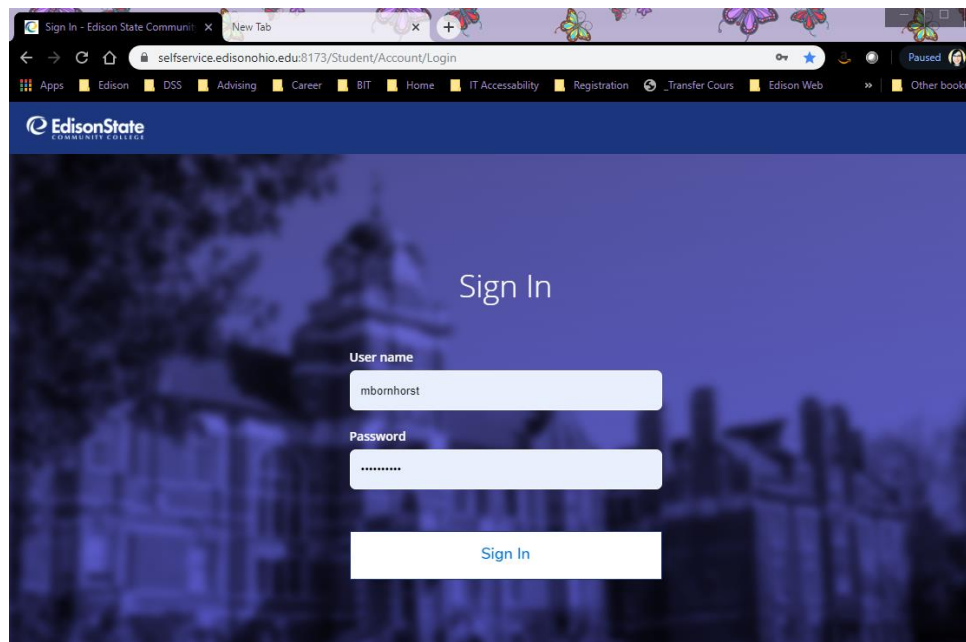
Begin reporting

1. Open **Resources** and select **MyESCC** https://selfservice.edisonohio.edu:8173/Student/Account/Login

2. Log in with your Edison State username and password.

3. Select the **Faculty** menu option.

4. Select the class section you want to report. Be sure you are selecting the course in the correct semester.

5. The roster will display. Select **Grading**.

6. The Grading Overview will display. Select **Final Grade**.

7. Here you will see the Never Attended, Last Date of Attendance "LDA", and Final Grade columns. For each student how qualifies as a no-show, select the check box under Never Attended. For students who have participated, do nothing.

8. There is no submit button.
    1. Go to the **Overview** tab.
    2. Review the Never Attended column to confirm that the grades you submitted for each student saved.
    3. When you are finished with this class section, select **Back to Courses** to select the next section. Repeat the process for every section you teach.

The Registrar's Office will remove the students you report as Never Attended.