# Entering a Never Attended Report in Moodle

Moodle has a feature called the ILP Integration menu that allows for Moodle to talk to Ellucian Colleague. ILP stands for Intelligent Learning Platform. This menu allows you to enter Final Grades, Midterm 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 the **Block Drawer** on the right side of the course home page. In the **Block Drawer**, you will find the ILP Integration menu. Select the **Final Grades** link.

NOTE: **Never Attends** will be submitted through the **Final Grades** link.
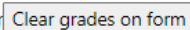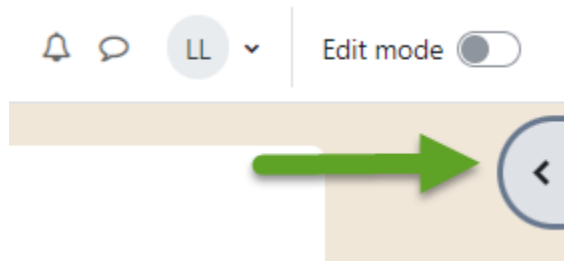

Select the **Final Grades** link.
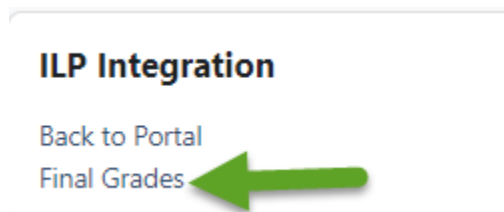
Never Attended Report

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.
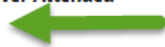
ILP Integration
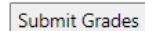### Final Grades⊘

Populate final grade from current grade

Click "Clear grades on form" to start over [Clear grades on form]

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

First name / Last name↑	Current Grade	Never Attended
Proctorio Test	9.00 (A)	☐

[Submit Grades]

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 Center for Learning & Teaching at CLT@occc.edu or 405-682-7838.