

# Retention Data: Entering Graduation Dates

As the year comes to a close, we need to collect very important data, **Graduation Dates**. Graduation date information is one data component utilized by JAG to determine “5 of 5” states and local programs. Not only is the Graduation Data extremely important in the context of JAG data, it is also a very important metric as we report your success as career specialists to JMG stakeholders.

We would like you to collect and enter graduation dates as soon as you know a student will graduate. The Graduation data entry is relatively simple to find, because there is a specific link in eNDMS.

Below is a step by step guide to enter Graduation Dates in eNDMS:

## Steps to enter Graduation Dates in eNDMS:

- 1) Select your **current roster** from the Navigation Sidebar (left hand side of your screen).
- 2) Select the **Enter** heading in the Navigation Toolbar (red banner top of your screen).
- 3) Select the **Graduation** link from drop down menu.
- 4) Enter the **Graduation Date** in the appropriately labeled field.
- 5) Select the **Students** who will be graduating on date entered.
- 6) Select the **Save** button at the bottom of the screen to save graduation dates for all selected students.

**Note:** If you have a student that has left class (or did not graduate) and will be attending and completing their HiSET (GED) outside of the classroom you will need to enter their graduation date separately. To do this follow the same steps above, but select the “Check if entering GED dates” box before selecting the **Save** button.