

How and when do I need to enter an LDA? (Last Date of Attendance)

You need to actively use the LDA **AT LEAST THREE** times during the semester. Once after the first couple of weeks, again after midterm, then again one week prior to final exams. You can do this as often as you like.

1. Log in to **SSB**
2. Click on **Faculty Services**
3. Click on **Attendance Reporting**
4. Select a **Term**.
5. Select a **Course** from the pull down menu.
6. Initially, you will see the list of students in your course with "Not Reported" in the Attendance Confirmation menu. You need to enter an LDA or confirm attendance using the Attendance Pull down menu and the Last Attend Date column.

Attendance Reporting

Student Name	ID	Registration Status	Attendance	Last Attend Date MM/DD/YYYY	Attendance Confirmation Date
About, Student One	T00097417	**Registered** Aug 06, 2008	Y <input type="button" value="v"/>	<input type="text"/>	Not Reported
Binkley, Student Two	T00097418	**Registered** Aug 06, 2008	Y <input type="button" value="v"/>	<input type="text"/>	Not Reported
Copeland, Student Four	T00097420	**Registered** Aug 06, 2008	Y <input type="button" value="v"/>	<input type="text"/>	Not Reported
Dunn, Student Five	T00097421	**Registered** Aug 06, 2008	Y <input type="button" value="v"/>	<input type="text"/>	Not Reported

* **If all students are attending**, simply click the submit button (leaving the "Y" in the Attendance column). This automatically enters the date in the Attendance Confirmation Date column and removes the "Not Reported" statement.

Some other LDA options:

Attendance

Y

Not Reported

Y

N

S

Y: Attending

N: Never Attended
S: Stopped Attending

For a student who has **attended consistently**: Leave a **"Y"** in the Attendance column. The Attendance Column automatically is defaulted to "Y" meaning the student is considered to be attending unless that Y is changed to N or S)... then the Attendance Confirmation Date will convert to today's date. That indicated that as of that date all students with a "Y" were attending.

For a student who has **never attended**: Put an **"N"** in the Attendance column. An LDA of a date prior to the first day of class will be automatically plugged in by default. This will report to the Clearinghouse that this student never attended.

NOTE: For an LDA of N, you need to assign a grade of NF for that student at the end of the term.

For a student who has **stopped attending**: Put an **"S"** in the Attendance column and enter the Last Attend Date (MM/DD/YYYY) you associate that student with the course (attendance, last online posting, whatever date was the last contact with the student for the course). **This date should never be the official first day of classes** of the semester. Putting this date will report to the Clearinghouse that this student never attended. If your first class meeting is the official first day of classes of the semester and a student attended only that meeting, then you should report the second day of the semester as the LDA.

7. Click **Submit**.

8. Once you click submit, the Not Reported changes to the day's date. That is the enrollment confirmation date.

NOTE: There is a 30 minute time limit on this page.

If a student shows up or returns....

To change a student's status from "N" or "S" to a "Y":

Change the Pull down to reflect the correct attendance status (in this case Y), use the space bar to erase the LDA, and click submit. The date will be entered as the Attendance Confirmation Date for that student.

If a student stops attending...

To change from a "Y" to an "S", chose the "S" option in the pull down menu and enter a LDA (MM/DD/YYYY). Remember the date guidelines listed above.

If a student Never Attended...

To change from "Y" to "N", choose "N" option in the pull down menu. The LDA auto defaults to a day prior to the first day of classes.

To enter the LDA for another class, you must go back to the **Faculty Menu** and click **CRN Selection**. Choose another course from the pull down menu. Then click on **Attendance Reporting** to report the attendance for this class.

If a Student has Withdrawn from the class, you are **NOT** required to enter an LDA. The date of withdrawl will be the LDA on the student's record.

NOTE: Make sure to log out of SSB when you have finished your session. Another person who finds the computer unattended will be able to view info intended to be kept confidential (such as your pay stubs, deposit info, student information, etc...).