

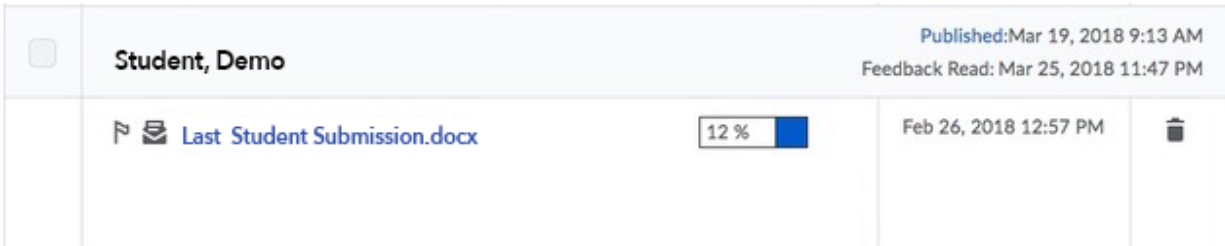
LDA Reporting

Faculty are required to maintain attendance records in online classes and must report Last Date of Attendance (LDA) for all grades that are reported as an unsuccessful attempt. If you assign a student an 'F' or 'I,' you must additionally upload evidence of Last Date of Attendance to the 'LDA Reporting' portal located in your D2L course list. Evidence of LDA might include:

1. submission of an assignment, quiz, or exam;
2. posting to a discussion about academic matters;
3. e-mail from the student asking a question about a course topic.

Files are to be named with the format of {student's last name}{student's first name}-crn.

Example file name: StudentDemo-56789.png



Example Screen Capture

Procedure

Steps to upload your evidence to the "LDA Reporting {term} {year}" D2L section:

1. From the LDA Reporting homepage, select "Course Tools" from the menu at top
2. Select "Assignments"
3. Select the "LDA Reporting" link
4. Select the "Add a File" button
5. Locate the file your wish to upload
6. Select or drag the file into the upload window
7. Confirm your file is listed and select the "Add" button
8. Type any comments your would like to include in the Comments field and select the "Submit" button

Please remember, documenting that a student has accessed D2L is NOT sufficient evidence of LDA.

FAQ

- 1) **When is evidence collected?** Evidence is collected only at the end of term once final grades have been determined.
- 2) **For whom is evidence collected?** Evidence is collected and uploaded only for students who receive an "F" or an "I" as a course grade.
- 3) **Where is evidence reported?** In the D2L/Daylight course section titled "LDA Reporting Summer 2018". Please submit your evidence in the "LDA Reporting" dropbox in the Assignments Tool (as a student would submit an assignment).
- 4) **What evidence is reported?** For purposes of federal financial aid accountability, MGA must report the Last Date of Attendance (LDA) of students. For online courses, the LDA is the date of a student's last meaningful activity. Examples include a) emails from a student to the professor or classmates, b) the submission of a quiz or assignment, or c) posting to a discussion board. The LDA is NOT the last date a student logged into your course.
- 5) **How do I need to capture the evidence?** MGA needs to see who (student's name), what (the activity of the student), and when (the last date of the student's activity). Screen shots do a very good job recording this information. They may be uploaded as image files or pasted into an MS Word document (.docx).