

Determining Last Date of Attendance

The college is dedicated to student success and proper utilization and reporting of attendance is part of that dedication. A student's ability to receive financial aid and the college's ability to provide it is directly related to accurate reporting of attendance for students.

The college has a policy on [Attendance Requirements](#) and [Administrative Withdrawal](#). Both are critical aspects of our attendance requirements.


The last day that a student physically attends a seated class or actively participates in an online class must be determined when a student drops a class or deciding when they should be administratively withdrawn. Following are procedures in determining these LDAs.


SEATED/HYBRID/LIVE ONLINE CLASSES


Per policy 2.61 - Attendance in a seated or hybrid course is defined as the state of being physically present during the class meeting. Other specific criteria to be considered "in attendance" is at the discretion of the individual instructor and must be included in the syllabus of the courses.


This also includes Live online courses as they have a scheduled time for class attendance.

1. Attendance for all classes, besides online, must be taken in Canvas attendance located in all seated/hybrid/live online class Canvas sites.
2. Once attendance is taken, LDAs can be easily determined by clicking on "Report" and "Last Day of attendance" in the attendance module:

101-101) ▾ [Students](#) | [Sessions](#) | [Tools](#) | [Reports](#) | [Import](#) | [Codes](#) | [Attendance Setup](#) | [Canvas Sync](#) | 

[Date of Last Attendance](#) | [Contact Hours](#) | [Attendance by Sequence](#) | [Report across this timetable](#) ▾ 

| First Name | Student ID | First Attended | Last Attended |  |
|------------|------------|----------------|---------------|---|
| | 0962551 | 3 Jun 2024 | 24 Jun 2024 | |
| | 0998682 | 3 Jun 2024 | 24 Jun 2024 | |
| IAN | 0938152 | 3 Jun 2024 | 3 Jun 2024 | |
| | 0922241 | 3 Jun 2024 | 24 Jun 2024 | |
| | 0938232 | 3 Jun 2024 | 24 Jun 2024 | |
| | 0962432 | 3 Jun 2024 | 24 Jun 2024 | |
| | | | | |

Note: The third student only attended the first day of class and their LDA would be recorded as June 3 based on the Last Attended column. As with this student, all students who have dropped will be indicated with a small W () to the right of their last name on this list.

ONLINE CLASSES

Per policy 2.61 - Attendance in an online course is defined as active participation in an academically-related activity. At least one academically-related activity should be conducted each week.

Examples of qualifying activities include, but are not limited to, exams, group projects, quizzes, discussion postings, emails (regarding course-related content and/or activities) to instructors and assignment submissions.

Merely accessing course-related materials (such as a course website or web-based platform) does not constitute attendance in an online class.

Online classes can be a bit more challenging to determine LDA. There may be third-party software utilized in class that does not read across to Canvas. If using third-party software, please be sure to check that system for student participation.

LDA for dropping a student

When determining participation for administrative withdrawal, the gradebook is typically the best option. Sorting activities by due date can provide a good clue when a student has not participated for a period of time in a class. If a student then has a series of missed assignments you can review the date of the last activity they participated in. The following shows a student who has missed four assignments in order of due date compared to the first student who has completed all assignments. The date of the last completed activity would be recorded as the LDA.

| | | | | |
|---|----|---|---|----|
| 3 | 15 | 5 | 4 | 25 |
| 4 | 0 | 0 | 0 | 0 |

LDA for student who has dropped the class

When a student drops a class, an LDA must be recorded. Also, after dropping the class they will no longer show up in the grade book.

To determine the LDA:


1. Click on “People” on the list to the left of the Canvas class. A list of all students and instructors will be shown. The last activity column is the last time they logged in. So, this is not always the best date to use.
2. Click on the student’s name (**inactive** will be next to the student name).


- The student's name will come up on the right side of the screen, click on their name there. A more detailed screen appears. Click on Access Report to the right of the screen

More About This User

 **Grades**

 **Send Message**

 **Access Report**

 **User Account Details**

- This page will show all the clicks a student has made into a class. However, again, the top one may not be the LDA. The Times Participated column will indicate when something has been turned in and not just clicked through. In the example below, February 14 should be the recorded LDA. Again, if third-party or other acceptable options are available, the latest date the student participated should be used.

| Times Viewed | Times Participated | Last Viewed |
|--------------|--------------------|----------------------|
| 32 | | Feb 21, 2024 3:37PM |
| 2 | | Feb 21, 2024 3:36PM |
| 4 | | Feb 21, 2024 3:35PM |
| 2 | | Feb 21, 2024 3:32PM |
| 2 | | Feb 21, 2024 3:32PM |
| 2 | | Feb 21, 2024 3:31PM |
| 3 | | Feb 21, 2024 3:31PM |
| 4 | | Feb 21, 2024 3:31PM |
| 1 | | Feb 21, 2024 3:31PM |
| 43 | | Feb 21, 2024 3:31PM |
| 22 | | Feb 21, 2024 3:31PM |
| 12 | | Feb 21, 2024 3:31PM |
| 1 | | Feb 21, 2024 3:00PM |
| 16 | | Feb 21, 2024 2:58PM |
| 4 | | Feb 14, 2024 2:42PM |
| 2 | | Feb 14, 2024 1:01PM |
| 1 | | Feb 14, 2024 12:59PM |
| 3 | 1.0 | Feb 14, 2024 12:59PM |