


Instructions for Inputting LDA, Administrative Withdrawal and Roster Cleanup


Classes are found in the Faculty tab of MyOTC


**Faculty**
Here you can view your active classes and submit grades and waivers for students.

After clicking the faculty tab, a list of your classes will show. A couple of things to be aware of:

1. All classes assigned to you for all semesters available will be shown in this list.
2. Current classes will be at the bottom of the list. Be sure to select the correct semester. See below, Spring 2024 is before Fall 2023 in the list.

Manage your courses by selecting a section below

SPRING 2024					
Section	Times	Locations	Availability 	Books	Census Dates
AGR-161-201: INTRODUCTION TO HORSES	TBD	TBD	20 / 20 / 0		

FALL 2023					
Section	Times	Locations	Availability 	Books	Census Dates
AGR-160-W01: ANIMAL SCIENCE	TBD 8/21/2023 - 12/15/2023 TBD 8/21/2023 - 12/15/2023	via_CANVAS LECTURE via_CANVAS LABORATORY	9 / 35 / 0		8/30/2023 Census - Certification Opens On 8/30/2023

Select the class you want to work in and then proceed to the following instructions.

Page 2 – LDA updates

Page 3 – Administrative withdrawal

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Last Date of Attendance (LDA) updates – for students who drop themselves out of a class.

When a student drops your class, you will need to provide an LDA or mark them never attended.

1. Last date of attendance is established by determining the last time a student physically attended a seated class or the last time they conducted an academically significant activity.
2. **Last date of attendance** will be placed in the **Final grading** tab of the course.
3. When a student drops, you will need to review the Final grading tab. Any student who has dropped will show the date they dropped (highlighted below)
4. Input the LDA (xx/xx/xxxx format required – NOTE: this is not how the date line indicates and there is no calendar selector)
5. If the student **never attended** the class, go to the **Midterm1** screen and select never attend. No date is required.
6. Once input is entered, no further action is required.
7. Dropped students will not show in any other roster tab.

The screenshot shows a software interface for course management. At the top, there are tabs for 'Roster', 'Administrative Withdrawal', 'Grading' (which is selected), 'Waivers and Student Petitions', and 'Waitlist'. Below these are sub-tabs for 'Overview', 'Final Grade', and 'Midterm 1'. A search bar for 'Student Name' is present, followed by filter buttons for 'Never Attended', 'Last Date of Attendance', 'Final Grade', 'Class Level', and 'Credits'. The main area displays a list of student records. Each record includes a student profile picture, a checkbox, a text input field for 'Mid/yyyy', a 'Select Grade' dropdown menu, the student's 'Class Level', and the number of 'Credits'. Two records are highlighted in yellow: one with '(Dropped 8/27/2023)' and another with '(Dropped 8/24/2023)'. The other records have empty input fields and dropdown menus.

Student Name	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits
[Redacted]	<input type="checkbox"/>	Mid/yyyy	Select Grade	SOPHOMORE	4
[Redacted]	<input type="checkbox"/>	Mid/yyyy	Select Grade	SOPHOMORE	4
[Redacted] (Dropped 8/27/2023)	<input type="checkbox"/>	Mid/yyyy	Select Grade	FRESHMAN	4
[Redacted]	<input type="checkbox"/>	Mid/yyyy	Select Grade	FRESHMAN	4
[Redacted] (Dropped 8/24/2023)	<input type="checkbox"/>	Mid/yyyy	Select Grade	SOPHOMORE	4

Administrative Withdrawal – for students who have met the 14-day absence criterion.

When a student has not been in attendance for 14 consecutive calendar days for a class, they should be administratively withdrawn from the class.

1. Administrative Withdrawal occurs only after the 14th day of a term. This will open at roster cleanup but should not be used until we get to day 14.
2. Find the student in the administrative withdrawal roster, and include the LDA - See below - One student marked never attend, one provided LDA.
 - a. Date must be in XX/XX/XXXX format.
 - b. Never attend can be selected, if it was missed during roster cleanup.
3. When adding a date, a **drop grade** is required, please **input a W** grade only.
4. If the Roster Cleanup date was missed and you select never attend a W grade will be required.
5. Once date and grade are entered, select “drop” at the right for each student that has been dropped.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade	SOPHOMORE	3	Drop
[Redacted]	[Redacted]	<input checked="" type="checkbox"/>	M/d/yyyy			3	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	08/30/2023	Select Grade		3	Drop
[Redacted]	[Redacted]	<input type="checkbox"/>	M/d/yyyy	Select Grade		3	Drop

6. After clicking Drop, a confirmation will appear to double-check this action. Confirm and select Drop on that pop-up:

Drop Student

Drop student [Redacted] from the section

Cancel Drop

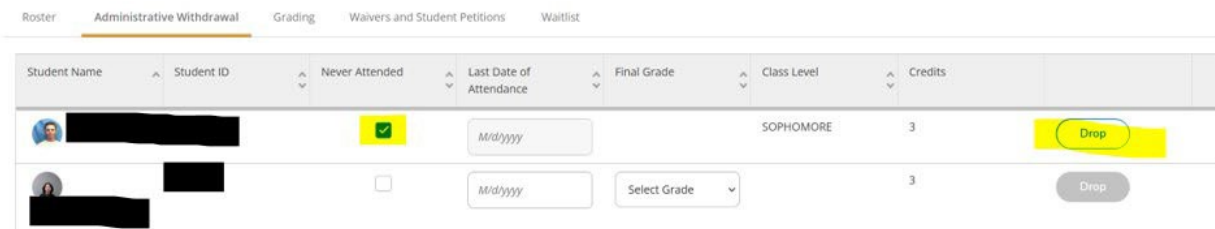
7. This will complete the drop. The next time you open the administrative withdrawal page the withdrawn student will not appear. They will however, show as a dropped student with LDA and drop grade in the grading tabs.

Reenrollment – Unlike the previous process, as an instructor, you do not have a place to reenroll a student who has been withdrawn. If you want to provide them the opportunity to reenroll due to having been administratively withdrawn, you will need to send that information to Gavin O’Connor (oconnorg@otc.edu). If a student drops themselves by accident, they would need to request reenrollment through the Registrar.

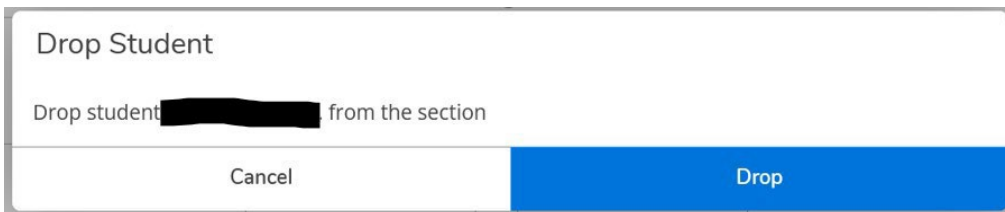
Roster Cleanup – for students who have never attended a class 10 days into the start of class.

After 10 consecutive calendar days of each term, students who have never attended a class must be withdrawn. This allows the college to disburse accurate financial aid. If a student is still on the roster after the Roster Cleanup date, financial aid will be processed and if they are paid out inaccurately, it could have major financial repercussions to the student and the college.

1. Find the student in the Administrative withdrawal roster and check the never attend box next to their name.
2. When selecting never attend – you should not need to but may put a W grade.
3. Never attend has been checked, select “drop” at the right for EACH student’s record.



4. After clicking Drop, a confirmation will appear to double-check this action. Confirm and select Drop on that pop-up:



5. This will complete the drop. The next time you open the administrative withdrawal page the withdrawn student will not appear. These students will not appear anywhere after the never attend has been processed.

Reenrollment – Never attended students are removed from most records completely and you do not have a place to reenroll them. If you want to provide them the opportunity to reenroll due to having been dropped for Roster Cleanup, you can contact Gavin O’Connor (occonnorg@otc.edu) with the student and course to process the reenroll.