

How to Retrieve a Last Date of Attendance (LDA)

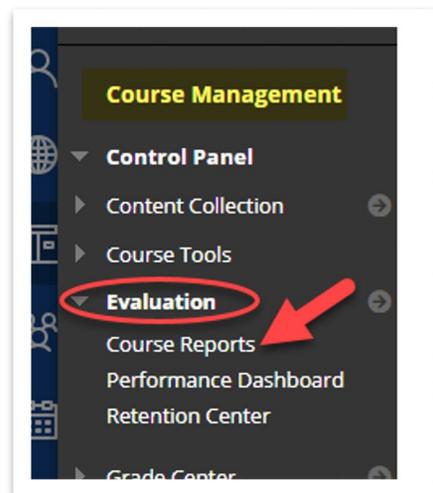
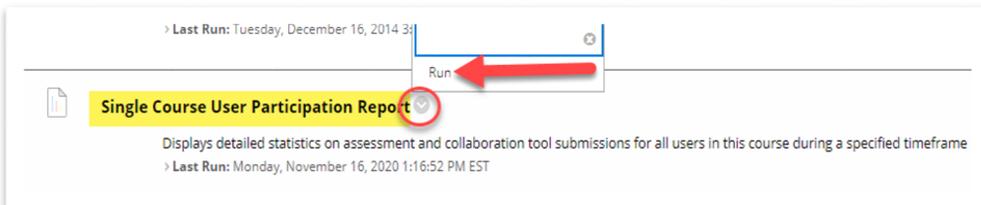
There are 2 ways you can retrieve a LDA. Which method you use depends on how your course is set up. Choose which method you need to use for each of your courses. **Please remember that the LDA MUST be the last date a student participated in a graded activity. NOT the last date that they logged in.**

- **Method #1**– Used for courses that utilize Blackboard for their assignments, tests, etc.
- **Method #2**– Used for courses that utilize 3rd party tools for any of their assignments, tests, etc. (Cengage, McGraw Hill, etc.)

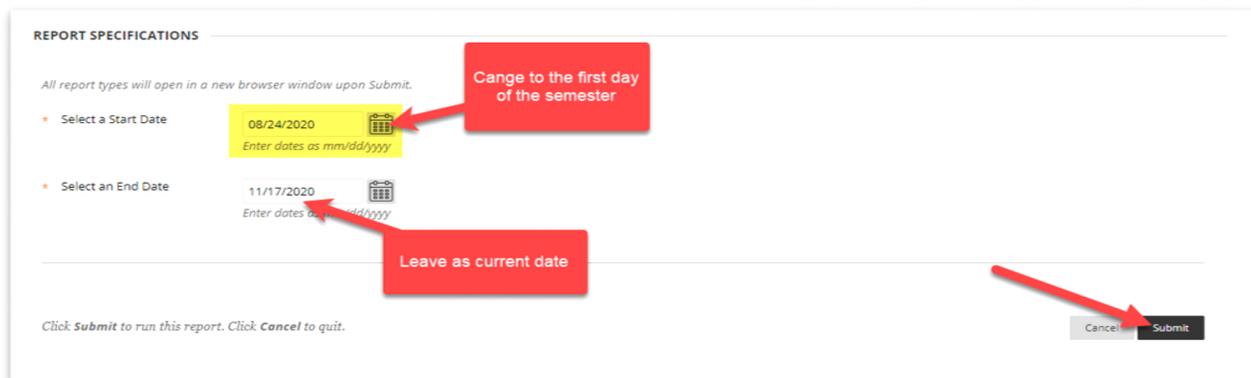
Method #1

- With this method, you will be able to pull a report that will include the last date a student participated in a graded activity. This report will include students who have been disabled (removed) from the course due to withdrawal, therefore, you will not need to put in a request to have the student added back in the course.

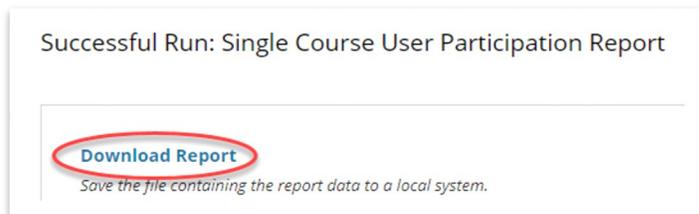
Step 1: Go in to the course which the student was enrolled. Under Course Management, click **Evaluation > Course Reports**. Locate the **Single Course User Participation Report** and click the down arrow to select **Run**.



Step 2: When the report screen opens, change the start date to the **first date of the semester**. Leave the end date as the current date and click **Submit**.



Step 3: Once the report has ran successfully, you will see the option to click **Download Report**. When you click that link, an **Excel file** will open. This file will include all students who have been enrolled in your class regardless of whether they have dropped or not. The next to the last column will show the **MOST RECENT SUBMISSION** for all graded assignments. **Please use this date for your LDA.**



A	B	C	D	E	F	G	H	I	J	K
First Name	Last Name	User ID	Student Batch UID	Available in System	Course ID	Course Batch UID	Most Recent Test Submission	Total Test Submissions	Most Recent Submission	Total Submissions
Big	Bird	bigbird	bigbird	Y	AllySample	AllySample	10/29/2020 18:28:12	3	10/29/2020 18:28:12	3

Method #2

If you use 3rd party resources for any of your graded assignments, then unfortunately you will not be able to run the report mentioned in Method #1. This report does not pull in any graded assignments or tests from these outside resources EVEN IF they are linked to the grade center in Blackboard.

To obtain an accurate LDA:

Please email your Blackboard Administrator (Jessica Edwards jedwards3@edisonohio.edu) asking for the student to be enabled (added) back into the course. You will need to provide the **student ID** and the **course ID including section number** in your email. Once the student has been added back in the course, you can retrieve the LDA. You will then need to email the Blackboard Admin back stating you have retrieved the LDA. The student will then be removed from the course.

****NOTE**** Please do not email until you are ready and available to log in to Blackboard and retrieve the LDA. The student will be disabled again from the course when the data pushes in the evening and again the early am.

****Please complete this process ASAP, this is a time sensitive matter!****