

LDA and Source Documentation

WHAT, WHERE, WHEN, WHY, AND HOW



What is LDA?

- **Last Date of Attendance** or **LDA** refers to the last date in a semester that a student engaged in an academically-related activity.
- This engagement may include:
 - Virtual or physical attendance in class where there was opportunity for direct interaction between instructor and student
 - Submission of an academic assignment
 - Sitting for an exam, completing an interactive tutorial, or participating in computer-assisted instruction
 - Attending an online study group assigned by the school/instructor
 - Participating in an online discussion about academic course content
 - Student-initiated contact with instructor to ask questions about academic content in the course

When is LDA reported?

At the beginning of the semester:

- All instructors are required to report attendance/engagement at the beginning of the semester.
- Simply note if a student is “*Not Attending*” because there has not been enough time passed to establish a student has “*Stopped Attending.*”
- Do NOT submit source documentation at that time.

At midterms:

- Report students who have stopped attending.
- You may submit updated attendance reporting rosters throughout the semester.

At the end of the semester:

- When submitting final grades in Pipeline you must submit the LDA for the following groups of students:
 - Those earning a grade of “F” or “I” with a default grade of “F”
 - Those who were NOT initially reported as “Never Attending”
 - Those who did not receive a grade of “W” for withdrawing or “NC” for auditing the course.

Why is LDA reported?

- In simple terms, because we're required to for federal audit purposes.
- Collecting LDA has long been required at MTSU; this is not a new practice.
- Recent guidance requires MTSU to gather source documentation for reported LDA to be in comply with federal requirements.
- Although LDA is most often tied to financial aid, we must collect LDA and source documentation for all students regardless of whether they receive financial aid or not.

What is LDA Source Documentation?

- **Source documentation is a copy of what you used to determine the LDA for final grading.**
- Again, LDA is the last date in a semester that a student engaged in an academically-related activity. Enter this date in Pipeline during final grading, and then submit a copy of whatever document you used to make that determination.
- If you do not have such documentation you must provide the pre-determined mid-point date for that part of term as the student's LDA.
 - If you use this mid-point date, no documentation is required. It is better for the student, however, if you can provide a specific date and appropriate documentation.
 - This mid-point date is provided on the **Term Due Dates Calendar** in the **Faculty** menu of Pipeline.

How do I gather LDA Source Documentation?

- Some examples of acceptable documentation used to determine the LDA include:
 - **Screenshots from the D2L Class Progress Tool** showing Discussions, Dropbox, or Quizzes including the latest associated date.
 - **Gradebook** that includes the dates of an assignment/test. You may upload a PDF or screenshot.
 - **Attendance records** (if you take attendance) including dates. You may upload a PDF or screenshot of the actual document.
 - **An email with date** included between student and instructor regarding a substantive course-related activity. You may upload a PDF or screenshot of the email.
 - **A documented phone call** with date and summary of a substantive course-related activity. You may upload or screenshot an email, a saved document, or a note detailing the discussion.
- Some examples of unacceptable documentation used to determine the LDA include:
 - Emails or phone calls requesting late submission for an assignment or inquiring about extra credit opportunities.
 - The date of the last login in D2L alone does not establish engagement. You must provide additional evidence.

Where is LDA Source Documentation submitted?

- Currently you submit this documentation using a Dynamic Form, and the link is on Pipeline underneath the “Final Grades” link. See screenshot below.

Required Reporting/Grading

[Term Due Dates Calendar](#)

[Attendance Reporting](#)

[Mid-Term Grades \(Academic Progress Report\)](#)

[Monitored Student Athletes \(Academic Progress Report\)](#)

[Final Grades](#)

[Last Date of Attendance/Activity \(LDA\) Source Documentation](#) (If HTTP Status 500 error, try clicking Refresh icon one or more times or clear history/cache {CTRL+Shift+Delete} or use [this link to sign in with FSA credentials](#))

- You must submit one form per CRN that included an LDA that requires documentation. If you reported no LDAs for a specific CRN, or only used the mid-point dates, then you do not have to submit a form for that course section.

What are some best practices for reporting LDA?

- Even though you are not required to take attendance at MTSU, keeping an attendance sheet with dates for each in-person class is simple and easy.
- Use a gradebook with assignment due dates to track a student's last assignment submission.
- As you prepare to give final grades, take screenshots in D2L of a student's last academic engagement in the course noting the date for use in reporting LDA. Remember, simply logging in to D2L does not testify to engagement for reporting LDA.
- Document a phone call where you discussed a substantive course related activity by emailing yourself a summary of the call, thus giving you a documented date of activity.
- Note that while the Dynamic Form works best with a PDF, it will also accept JPG, JPEG, TXT, DOC, and DOCX file types. Do not upload Excel spreadsheets or email without first converting them to a PDF format.

How can we make this process less cumbersome?

- We are updating the “Final Grades” page in Pipeline so you can upload the required source documentation when you submit final grades.
- Until this is in place, you need to submit the Dynamic Form on Pipeline.
- It is best to get into the practice of submitting LDA and the required source documentation now using our current process, knowing that integrating LDA with Final Grades in Pipeline is coming soon.

What if I have questions?

- Check out the FAQ page: https://mtsu.edu/one-stop/docs/LDA_D2L.pdf
- Contact your Department Chair
- Contact Dr. Tyler Henson (Tyler.Henson@mtsu.edu)