

Faculty are *required* to submit an LDA (last date of attendance) roster twice a semester, during the 4th and 10th week of classes. These rosters provide information to outreach to those students who have stopped attending their courses. To report any attendance or roster related issue, including unregistered students attending a course, please [e-mail the Office of the Registrar](#).

Note: You must review and submit your roster even if all of your students are attending.

- 1) After logging into the My.hofstra.edu portal, click on the Hamburger icon and select

Faculty Services

- 2) Click the General category and select Last Attend Date Roster

- 3) Select a semester (i.e. TERM) and CRN, as prompted using the drop-down arrow and click Submit

Select Term

Home > Faculty Services > Select Term

Select a Term: Fall Semester 2011

Submit

RELEASE: 8.4

Select CRN

Home > Faculty Services > CRN Selection

Patricia M. Voll
Spring Semester 2011
Jun 30, 2011 01:51 pm
[PRINT](#)

Please enter the CRN you wish to access, or select a different term from the menu or the link below.

CRN: HIST 012 03: (HP) WESTERN CIVILIZATN 2, 24500 (33)

Submit

HIST 012 03: (HP) WESTERN CIVILIZATN 2, 24500 (33)
ITAL 001 03: ELEMENTARY ITALIAN 1, 22203 (22)

The Last Attend Date Worksheet will appear for the CRN (Course Reference Number) chosen.

LDA Confirmation									
Record Number	Student Name	ID	Registration Status	Grade	Last Attend Date MM/DD/YYYY	Never Attended	Email	Photo	
1	Alestra, Arielle R.	700878375	***Web Registered** Nov 01, 2010			<input type="checkbox"/>			
2	Baldwin, Elizabeth V.	701290775	***Web Registered** Nov 08, 2010			<input type="checkbox"/>			
3	Barbagallo, Dominique	701358520	***Web Registered** Jan 28, 2011			<input type="checkbox"/>			
4	Bozsyak, Taylor B.	701362298	***Web Registered** Nov 08, 2010			<input type="checkbox"/>			
5	Brennan, Austin C.	701345252	***Web Registered** Nov 08, 2010			<input type="checkbox"/>			
6	Campagna, Kristina M.	701120121	***Web Registered** Nov 01, 2010			<input type="checkbox"/>			
7	Cantor, Scott J.	701305402	***Web Registered** Nov 08, 2010			<input type="checkbox"/>			
8	Costello, Meghan T.	700953964	***Web Registered** Oct 27, 2010			<input type="checkbox"/>			
9	Cunningham, Ryan G.	701145625	***Web Registered**			<input type="checkbox"/>			

Take note of instructions and course information displayed at the top of the page. Scroll down the LDA Roster to display student information. A **Photo icon** is available to assist with student identification

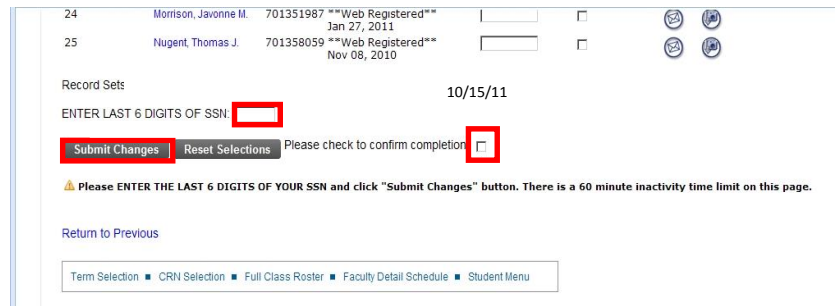
5) To enter LDAs, click into the field under “**LAST ATTEND DATE**” (MM/DD/YYYY)” column.

Leave this field blank if the student is attending the course.

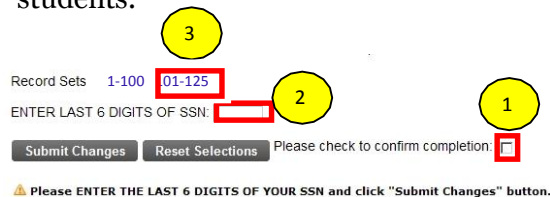
Click NEVER ATTENDED for students who are NO SHOWS.

6) When you are finished reviewing the roster and/or entering LDAs for students on this page:

- Check the “confirm completion” box.
- Enter the last six digits of your Social Security number and click the **SUBMIT CHANGES** box.



If the class consists of more than 100 students, there will be a link to the next sequence of students.



- 1) Check the completion box,
- 2) Enter the last six digits of your Social Security number
- 3) Click on the link to move to the other page(s).

Note: You must review and submit your roster even if all of your students are attending. To submit, leave the “Last Attend DATE” (MM/DD/YYYY)” fields blank, check the “confirm completion” box and enter the last six digits of your Social Security number and click the **SUBMIT CHANGES** box.

For an online course, please use the last active participation in Blackboard as the last date of attendance. If the student has had no participation or coursework submission, please indicate the student as never attended.



To return to the faculty menu, click the Hamburger icon



and select

Faculty Services

OR

Choose an option at the bottom of the page.

Term Selection ■ CRN Selection ■ Full Class Roster ■ Faculty Detail Schedule ■ Student Menu