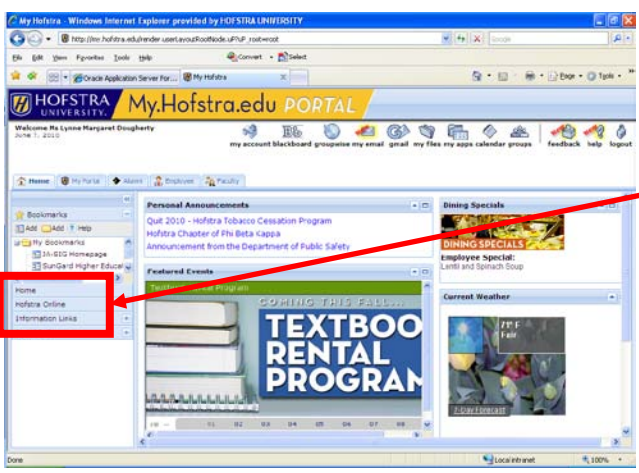
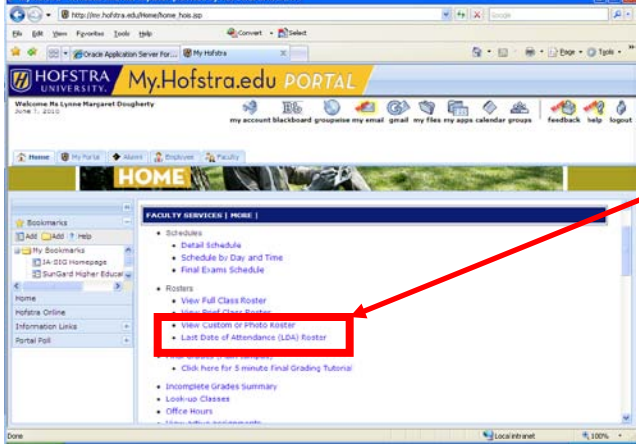
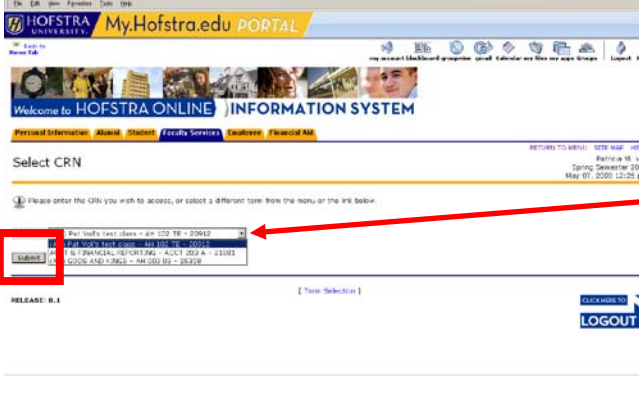
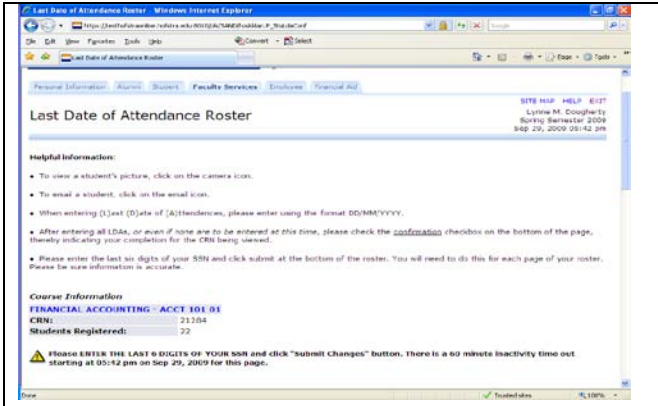


### Last Date of Attendance (LDA) Roster

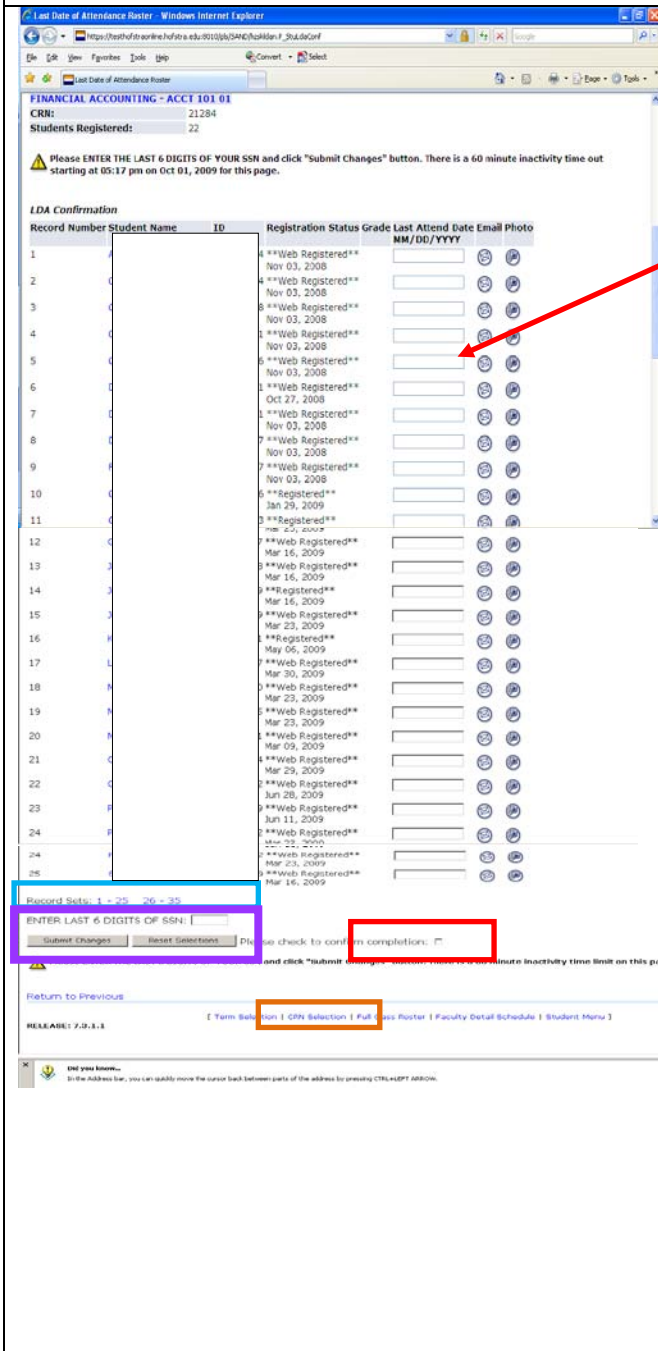
Form/Function	#	Procedure
	1)	<p>To submit your LDA roster, login to the My.Hofstra.edu portal.</p> <p>Click <b>Hofstra Online</b> in the left navigation pane to open the <b>Hofstra Online Information System</b> menu.</p>
	2)	<p>Select the <b>LAST DATE OF ATTENDANCE (LDA) ROSTER</b> option that appears under the Faculty Services menu.</p>
	3)	<p>If you have not already selected a semester and CRN, you will be prompted to do so.</p> <ul style="list-style-type: none"> <li>Click the drop-down arrow,</li> <li>Highlight and click on the appropriate choice and</li> <li>Click the <b>SUBMIT</b> box.</li> </ul>

### Last Date of Attendance (LDA) Roster



4) The Last Date of Attendance (LDA) Roster will appear for the CRN you have chosen.

- You are required to submit your LDA roster twice in the Fall & Spring semester (approximately the 4<sup>th</sup> & 10<sup>th</sup> weeks of the semester) and once during the January & Summer sessions.



5) Scroll down the Last Date of Attendance Roster to display student information.

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.
- Enter the first day of class as the LDA for any student who NEVER attended your class.

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 25 students, there will be a link to the next sequence of students. Check the completion box, enter the last six digits of your Social Security number and click on the link to move to the other page(s).
- To submit another course's roster, click the CRN Selection link at the bottom of the LDA roster.

## **Last Date of Attendance (LDA) Roster**

### **IMPORTANT NOTES:**

- **You are required to submit your LDA roster twice in the Fall & Spring semester (approximately the 4<sup>th</sup> & 10<sup>th</sup> weeks of the semester) and once during the January & Summer sessions.**
- **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.**