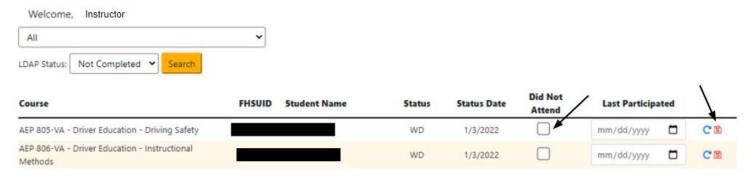Last Date of Attendance Participation (LDAP) Data Submission

Instructors:

1) Log into the Last Date of Attendance Participation at this link https://webapps.fhsu.edu/lastdateofattendanceparticipation/default using your TigerNetID and password (same as Workday login).
2) Data will be loaded to the table daily with the dropped/withdrawn courses from the prior 24 hours.
3) Instructors will see two filters and a table of student's information that have dropped or withdrawn from a course(s).
    Points of clarification:
    a) Only students who have dropped or withdrawn from a course for the current term will be shown in the table. It is not a complete course roster.
    b) Rosters will say unregister but students have a drop option. For this reason, unregister and drop are synonymous for the purposes of LDAP.

4) The filters for instructors can be used to find a specific section and to filter to completed records, not completed records, or all records.
    • You must click on Search after entering the filter selections to see the new data set each time.
5) Each line will require a data input and then the "Save" icon on the right-hand side (see arrow above).
    a. If a student did not participate mark the check box. No date will be entered. "Save" must be clicked after marking the check box. See line 1 in the graphic below.
    b. If a student withdrew from a course, the calendar will not allow a date to be entered before the start date of the course or after the withdraw date. If a student participation after the withdraw date, enter the withdraw date as the last date of participation. "Save" must be clicked after marking the check box. See line 3 and 4 in the graphic below.

c. If a student drops a course the calendar will allow any date to be entered but instructors should enter the last date they participated. If unable to find a last date of participation then you would enter "Did Not Attend". "Save" must be clicked after marking the check box. See line 2 in the graphic below.
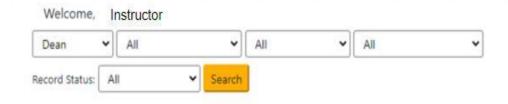
Instructor	Course	FHSUID Student Name	Status	Status Date	Did Not Attend	Last Participated	
▉▉▉▉	LDRS 300-VA - Introduction to Leadership Concepts	▉▉▉▉	WD	12/28/2021	☑	12/dd/2021	C ▉
▉▉▉▉	HIST 111-H - Modern World Civilization	▉▉▉▉	DR	12/13/2021	☐	mm/dd/yyyy ☐	C ▉
▉▉▉▉	PHIL 100-VB - Critical Thinking	▉▉▉▉	WD	12/29/2021	☐	12/dd/2021 ☐	C ▉
▉▉▉▉	IDS 350-VA - Diversity in the United States	▉▉▉▉	WD	12/31/2021	☐	12/dd/2021 ☐	C ▉

6) When all data has been entered the notifications will stop until more data is needed.

Chairs/Deans:

Chairs and Deans will receive email notifications when they have respective faculty who have not submitted LDAP's within a specified number of days. It is the expectation that Chairs and Deans will encourage instructors on the list to submit the missing data promptly so that the Financial Aid can meet the required deadlines for federal regulations.

1) Log into the Last Date of Attendance Participation at this link https://webapps.fhsu.edu/lastdateofattendanceparticipation/default using your TigerNetID and password (same as Workday login).
2) Data will be loaded to the table daily with the dropped/withdrawn courses from the prior 24 hours.
3) Chairs/Deans will see five filters and a table of student's information that have dropped or withdrawn from a course(s).
    a. If a Dean/Chair has multiple roles, they will be shown in the User Role drop-down box.
    b. If entering data for courses they are the instructor for they will choose the role instructor to pull up just their information and not the complete lists.

Welcome, Instructor

| Dean ▼ | All ▼ | All ▼ | All ▼ |

Record Status: All ▼ Search

Instructor	Course	FHSUID	Student Name	Status	Status Date	Did Not Attend	Last Participated		
▉	HIST 111-VA - Modern World Civilization	▉		WD	1/5/2022	☐	12/30/2021 📅	C	🗷
▉	LDRS 300-VA - Introduction to Leadership Concepts	▉		WD	12/28/2021	☐	12/dd/2021 📅	C	🗷
▉	HIST 111-H - Modern World Civilization	▉		DR	12/13/2021	☐	mm/dd/yyyy 📅	C	🗷
▉	PHIL 100-VB - Critical Thinking	▉		WD	12/29/2021	☐	12/dd/2021 📅	C	🗷
▉	SOC 388-VA - Sociology of the Family in America	▉		WD	12/30/2021	☐	12/28/2021 📅	C	🗷
▉	IDS 350-VA - Diversity in the United States	▉		WD	12/31/2021	☐	12/dd/2021 📅	C	🗷
▉	SOC 355-VA - Sociology of Death and Dying	▉		WD	12/29/2021	☐	12/29/2021 📅	C	🗷

4) The filters for deans/chairs are:
   a. Role: Dean/Chair/Instructor
   b. Chair (if Dean)
   c. Instructor
   d. Course Section
   e. Completed/Not Completed/All Records
   f. You must click on Search after entering the filter selections each time.
5) The table will be color coded: Red for missing data, Green for completed data.
6) Chairs/Deans can enter data on behalf of instructors if there are extenuating circumstances but should not be standard practice.
   a. Entering dates on behalf of the instructors will follow the same steps as above.

FHSU has a 14-day window from the date that courses are dropped/withdrawn to complete the file review and submit changes to the federal programs. Prompt attention to data input is greatly appreciated. Detailed information on LDAP definitions, what is considered participation, etc can be found at https://www.fhsu.edu/finaid/Last-Date-of-Attendance-or-Participation/. Questions on the webapp can be sent to fagrants@fhsu.edu or 785-628-4408.