

FAQs FOR REPORTING LAST DATE OF ATTENDANCE/ENGAGEMENT (LDA)

View Video Explaining LDA and Source Documentation: [CLICK HERE](#)

View PowerPoint Only of LDA and Source Documentation: [CLICK HERE](#)

- Where can I find the LDA Dynamic Form?
 - The link to the form is in the Faculty section of PipelineMT, under the Required Reporting/Grading section.
- Do I sign in with my MTSU email or my FSA login?
 - With your FSA login, as you do to sign into PipelineMT.
- For whom must I report the LDA?
 - For all students earning a grade of “F” or a grade of “I” that will convert to an “F” if the student does not complete the course.
 - No LDA is needed for students who have withdrawn or who have never attended (so long as faculty have already reported the non-attendance).
- Where will this information be stored and who will have access to it?
 - In a Banner module. Only people in the following organizations with approved Banner access who are involved in the process will have access: Financial Aid, Enrollment Technical Services, Registrar, and state or federal auditors. Department chairs and their staff may also have access to assist with answering questions.
- What if I recognize that I’ve made an error after I’ve submitted the LDA date and Dynamic Form?
 - If grades have not yet been submitted, go back into the system and make the correction. If grades have been submitted, email records@mtsu.edu with a note explaining the error and, if applicable updated documentation to support the LDA.
- How do I take a screenshot?
 - If you’re using a PC, you may use the [Snipping Tool](#). While there’s no Snipping Tool on a Mac, you may follow these [directions](#).
- May I use a screenshot from my phone?
 - Yes. If you’re completing the Dynamic Form on your phone, then just attach the screenshot. If you’re completing the Dynamic Form on your PC, then email the screenshot to yourself, and attach it in the appropriate place in the Dynamic Form.
- What file formats are acceptable?
 - .JPG, .JPEG, .PDF, .TXT, .DOC, and .DOCX. Please do not attach a .TIF file as it takes up too much memory. Easiest thing to do is submit a PDF or screenshot. Excel spreadsheets can be converted to PDFs, but you cannot submit .XLS or .XLSX file types.

- How do I upload an email?
 - Save it as a PDF, and then upload it. Do **NOT** attach as a .MSG file.
- How about using phone calls as documentation? Do I need to keep notes on every student phone call?
 - Yes, or use the term midpoint as the date if you don't have specific notes on a call.
- What information do I need to record other than grades in a non-D2L grade book?
 - Dates the assignments were due or a syllabus providing that information.
- What documentation do I need to provide if I choose to take attendance, other than a notation that the student was present?
 - The date and the class activity or a syllabus providing that information.
- What if graduate students and/or lab assistants are keeping some of these records?
 - All records must be turned over to the Instructor of Record for maintenance.
- Whom can I contact if I need help?
 - Tyler Henson x5814 tyler.henson@mtsu.edu
- What counts as source documentation to record a student's LDA?
 - Physically attending a class in which direct instructor-student interaction has taken place or electronic attendance in a synchronous remote/online class.
 - Submitting an academic assignment
 - Taking an exam or quiz
 - Participating in an interactive tutorial or computer-assisted instruction
 - Attending a study group
 - Substantive participation in an online academic discussion related to the course
 - Initiating contact with a faculty member to ask questions about course content/subject matter
- Can I use my gradebook, either in D2L or in paper?
 - Yes, so long as the gradebook records specific academically-related activities:
 - Each activity is dated and aligns with the syllabus
 - The gradebook is maintained appropriately
 - The information in the gradebook is not altered without documentation—for example, you gave permission for a student to submit a late assignment or recalculated a grade to correct an error.

D2L Class Progress Tool

1. Go to Edit Course to find the Course Administration menu, then select *Class Progress* in the *Learner Management Section*:

The screenshot displays the D2L Course Administration interface. At the top, a navigation bar includes links for Course Home, Content, Discussions, Dropbox, Quizzes, Grades, Competencies, Rubrics, Classlist, and Edit Course. Below this, the 'Course Administration' section is titled. A filter bar at the top of the main content area shows 'Category' and 'Name' tabs. The main content is organized into several sections: 'Site Setup' (including Course Offering Information, Widgets, Homepages, and Navigation & Themes), 'Site Resources' (including Book Management, Course Builder, Forms, Import/Export/Copy Components, Manage Files, Calendar, Course Design Accelerator, Frequently Asked Questions, Instructional Design Wizard, Links, Content, External Learning Tools, Glossary, Learning Activity Library, and Manage Dates), 'Learner Management' (including Attendance, Groups, Class Progress, and Locations), and 'Assessment' (including Awards, Dropbox, Quizzes, Surveys, Checklists, Grades, Rubrics, Competencies, Quick Eval, and Self Assessments). The 'Class Progress' option in the 'Learner Management' section is highlighted with a red rectangular box.

Category	Name
Site Setup	
Course Offering Information	Homepages
Widgets	Navigation & Themes
Site Resources	
Book Management	Calendar
Course Builder	Course Design Accelerator
Forms	Frequently Asked Questions
Import / Export / Copy Components	Instructional Design Wizard
Manage Files	Links
Learner Management	
Attendance	Class Progress
Groups	Locations
Assessment	
Awards	Checklists
Dropbox	Grades
Quizzes	Rubrics
Surveys	Competencies
	Quick Eval
	Self Assessments

2. The Class Progress tool displays each student's name, as well as the percentage of course content completed, number of logins, and grades. To find a grade report with dates, select a student's name to enter their individual Class Progress page (student photos, usernames, and MNumbers redacted):




















Class Progress

[Settings](#) [Help](#)

Search users

Filter to: All Users

Use agents to automate feedback

Name	Content Completed	Objectives	Logins	Grades
	<div><div></div></div> 100 % Completed: 84 / 84	No objectives	 Logins: 71	
	<div><div></div></div> 27 % Completed: 23 / 84	No objectives	 Logins: 123	No grades
	<div><div></div></div> 54 % Completed: 45 / 84	No objectives	 Logins: 44	
	<div><div></div></div> 100 % Completed: 84 / 84	No objectives	 Logins: 42	
	<div><div></div></div> 95 % Completed: 80 / 84	No objectives	 Logins: 6	
 <div>Student Name</div>	<div><div></div></div> 44 % Completed: 37 / 84	No objectives	No logins	
	<div><div></div></div> 52 % Completed: 44 / 84	No objectives	 Logins: 40	

3. To see a summary of all student activity in the course with a date stamp, select the Summary option in the left menu (usually selected by default):

Identifying information redacted

Interdisc Research & Prob Solv - PRST-3995-D04
Spring 2021

Summary

Grades

Objectives

Content

Discussions

Dropbox

Quizzes

Checklist

Surveys

Course Access

Login History

System Access History

Progress Summary

Grades

Final grade not released

Grades Received: 28

Objectives

Learning Objectives Passed

0 % (0/0)

In Progress: 0

Passed: 0

Needs Remediation: 0

Content

Topics Visited	Total Visits	Time Spent
34 / 84	70	0d 4h 41m 49s

44 % Completed: 37 / 84

Topics Visited: 34

Discussions

Posts Read	Threads Created	Replies Posted
28	3	5

Posts Authored: 8

Dropbox

Dropbox Submissions	Late Submissions	Awaiting Grade
100 % (6/6)	2	0

44 %

Graded Submissions: 6

Awaiting Grade: 0

Quizzes

Quizzes Completed	Attempts Awaiting Grade
61.54 % (8/13)	0

96 %

Graded Attempts: 8

4. The instructor will need to expand the individual sections for the learning activities, such as Discussions, Dropbox, or Quizzes, by clicking the small down arrow to the right of the activity type.
- a. Discussions: In the example below, the discussion activity is expanded to show all of the student's discussion posts in the course with a date/time stamp for each. This student's last discussion activity was February 12, 2021 at 12:07 PM.

Discussions

Posts Read	Threads Created	Replies Posted
28	3	5

Identifying information redacted

Posts Authored: 8

▼

Six Word Story - Module 2 Discussion	Replied: Feb 12, 2021 12:07 AM
Module 2 Discussion Module 2 Discussion	Replied: Feb 11, 2021 11:45 PM
Stop thinking about it, just jump. Module 2 Discussion	Created: Feb 11, 2021 11:35 PM
They Say, I Say Module 1 Discussion	Created: Feb 3, 2021 11:21 PM
Introduction Introduction Video Discussion	Replied: Jan 30, 2021 9:05 PM
Introduction - Introduction Video Discussion	Replied: Jan 30, 2021 8:59 PM
Introduction - Introduction Video Discussion	Replied: Jan 30, 2021 8:54 PM
Introduction Introduction Video Discussion	Created: Jan 30, 2021 8:48 PM

- b. Quizzes: In the example below, the quiz activity is expanded to show all of the student's quiz submissions with a date/time stamp for each. This student's last quiz activity was March 9 at 8:53 PM.

Quizzes

Quizzes Completed

Attempts Awaiting Grade

61.54 % (8/13) 0

96 %

Graded Attempts: 8

Attempt 1 Course Introduction Quiz	Submitted: Jan 30, 2021 9:13 PM
Attempt 1 Information Literacy Quiz	Submitted: Feb 1, 2021 10:49 PM
Attempt 1 Academic Writing Quiz	Submitted: Feb 6, 2021 8:16 PM
Attempt 1 Chapter 3 Quiz	Submitted: Feb 13, 2021 1:37 PM
Attempt 1 Chapter 4 Quiz	Submitted: Feb 13, 2021 2:28 PM
Attempt 1 Chapter 5 Quiz	Submitted: Feb 20, 2021 10:39 PM
Attempt 1 Chapter 6 Quiz	Submitted: Feb 20, 2021 11:02 PM
Attempt 1 Chapter 11 Quiz	Submitted: Mar 9, 2021 8:53 PM

- c. Dropbox: The dropbox progress tool appears to work differently in that the date stamp corresponds to the date the instructor returned feedback, not the date the student submitted the assignment. In order to see the date stamp for the student's submission, the instructor will need to select *Dropbox* from the left menu

Identifying information redacted

Interdisc Research & Prob Solv - PRST-3995-D04
Spring 2021

Summary

Grades

Objectives

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Discussions

Dropbox

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Checklist

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Course Access

Login History

System Access History

Dropbox Progress

Dropbox Submissions 100 % (6/6) Late Submissions 2 Awaiting Grade 0

44 %

Dropbox

Module 1 Assignment: Tutorial Certificates and Acknowledgment Form

25 / 25 100 %

Files Submitted: 3

Details

Module 2 Assignment: ePortfolio

92 / 100 92 %

Files Submitted: 1

Details

Module 3 Assignment: Research Topic Exploration

0 / 100 0 %

Files Allowed: unlimited

Details

Module 4 Assignment: Using Sources Activity and Assignment Dropbox

0 / 50 0 %

Files Allowed: unlimited

Details

Module 5 Assignment: Article Reviews

73 / 100 73 %

Files Submitted: 1

Details

Module 6 Assignment: Draft Interdisciplinary Research Proposal

0 / 100 0 %

Files Allowed: unlimited

Details

Identifying
information
redacted

Dropbox Progress

Dropbox Submissions Late Submissions Awaiting Grade
100 % (6/6) 2 0

44 %

Interdisc Research & Prob Solv -
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Spring 2021

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Dropbox

Module 1 Assignment: Tutorial Certificates and Acknowledgment Form

25 / 25 100 %

Files Submitted: 3

Details

Module 2 Assignment: ePortfolio

92 / 100 92 %

Files Submitted: 1

Details

Module 3 Assignment: Research Topic Exploration

0 / 100 0 %

Files Allowed: unlimited

Details

Module 4 Assignment: Using Sources Activity and Assignment Dropbox

0 / 50 0 %

Files Allowed: unlimited

Details

Module 5 Assignment: Article Reviews

73 / 100 73 %

Files Submitted: 1

Details

Feedback

Please review feedback and let me know if you have questions.

[View Graded Rubric](#)

73 / 100 Marginal

Submissions

[Module 5.docx](#)

2 days late • Mar 9, 2021 11:05 PM