

**Dear Faculty & Staff,**

As part of UM's ongoing efforts to comply with federal financial aid regulations, I write to remind you that all instructors of record must select a method of determining that students began attending their courses in the **first fifteen class days**.

As the Office of the Provost [communicated last spring](#), the University is required to report a last date of attendance (LDA) in certain instances. The Office of the Registrar will contact you when an LDA is required during the semester.

Details for attendance and LDA collection are included below. As always, please contact me or my team if you have questions.

Maria Mangold  
University Registrar

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**Attendance Collection Options** include:

- EAB Navigate [early alert \(overview, definitions, and more info\)](#)
- In-class weekly quiz or weekly assignment
- iClickers
- Moodle attendance module
- Moodle logs (see [Finding Last Date of Attendance from Moodle document](#))
- Banner attendance module (see [Attendance Tracking Tutorial](#) document)  
- this option is not available for asynchronous courses or courses without a schedule meeting time (e.g., internships, independent studies, open labs, etc.)

**Last Date of Attendance (LDA)**

An email from the UM Solutions Center will prompt you to respond with the student's LDA as soon as possible. *We recently migrated the LDA collection platform from Submittable to the UM Solutions Center to make it easier for instructors to respond.*

**How to Determine LDA**

The federal guidelines for determining LDA involves identifying the student's last known academic engagement.

Academic engagement is defined as active participation by a student in an instructional activity related to the student's course of study.

Academic engagement may include, but is not limited to:

- (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- (ii) Submitting an academic assignment;
- (iii) Taking an assessment or an exam;
- (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- (vi) Interacting with an instructor about academic matters; and

Academic engagement **does not include**, for example -

- (i) Logging into an online class or tutorial without any further participation;
- (ii) Participating in academic counseling or advisement;
- (iii) Living in institutional housing; or
- (iv) Participating in a meal plan.

If your student no longer appears in your Moodle shell, please see the following instructions on how to obtain Moodle activity logs for withdrawn students:  
<https://www.umt.edu/registrar/PDF/last-date-of-attendance-from-moodle>.

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Need help? Email us or give us a call Monday-Friday from 8 a.m. to 5 p.m.

**Office of the Registrar**

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