Last Date of Attendance Reporting via Howdy
Howdy Faculty/Teaching Tab

Utilizes roster structure already present in Howdy
Select the appropriate term

Spring 2015- Qatar
Spring 2015- Galveston
Spring 2015- College Station
Full Yr Professional 2014-2015
## List of Courses

Select: View Roster

### Sections you are teaching or are associated with for the selected term

<table>
<thead>
<tr>
<th>CRN</th>
<th>Typ</th>
<th>Roster</th>
<th>FM</th>
<th>Subj</th>
<th>Crse</th>
<th>Sec</th>
<th>Cred</th>
<th>Title</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem</th>
<th>Date (MM/DD)</th>
<th>Location</th>
<th>Syllabus</th>
<th>Attendance Certification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>50186</td>
<td>A</td>
<td>View</td>
<td></td>
<td>ANTH</td>
<td>201</td>
<td>501</td>
<td>QT</td>
<td>INTRO TO ANTHROPOLOGY</td>
<td>UTR</td>
<td>09:00 am-09:50 am</td>
<td>25</td>
<td>26</td>
<td>-1</td>
<td>08/24-12/14</td>
<td>QENG 211</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Change Term
The Last Date of Attendance (LDA) box
• indicates how many students have a non-passing grade assigned, and
• provides a link (in blue) to the screen to enter specifics on student last date at an academically related activity.
Click on link to go to LDA Entry screen

4 students have non-passing grades assigned.
Instructors (or authorized associates) must select one of three options:

- Attended entire semester
- Never attended/no attendance documented
- Last date of attendance known (specify date, calendar will pop-up)
Each entry will confirm successful submission of a LDA

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Grade</th>
<th>LDA Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field, Kyle</td>
<td>700000000</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Right, Aggie</td>
<td>700000000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Unsubmitted LDA signified by N**

Last Day Of Attendance Entry

LDA Entry for ANTH-201-501(50186)  
Fall 2014

Explanation of Last Date of Attendance Entry (scroll to read all)

Federal aid regulations require the University to calculate financial aid earned by students with non-passing grades. Based on information obtained from course instructors, adjustments to or cancellation of financial aid awards may be necessary. Scholarships & Financial Aid calculates aid earned using a student's last date of attendance for students who receive non-passing (failing, unsatisfactory, or incomplete) grades. The last date of academic activity is used in determining if students have fully earned the aid that was advanced to them for the semester's educational expenses.

In an effort to efficiently and effectively collect last date of academically-related activity, Scholarships & Financial Aid requests that you report last date of academically-related activity for students whom you have assigned non-passing grades (F,I, I).

For each of the students below, please select one of the following:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>ID</th>
<th>Grade</th>
<th>Last Date of Attendance (LDA)</th>
<th>Submitted</th>
</tr>
</thead>
</table>
| Field, Kyle  | T000000000 | F | SUCCESS: Your decision was saved  
Select One:  
- Attended Entire Semester  
- Never attended/no attendance documented  
- Last Date of Attendance Known  
| N       |
| Gig, Em    | T22222222 | F | SUCCESS: Your decision was saved  
Select One:  
- Attended Entire Semester  
- Never attended/no attendance documented  
- Last Date of Attendance Known  
| Y       |
Number of students requiring LDA decreases as information is submitted.
• Messaging confirms that submission was successful
• You can see what was selected/submitted
A message indicates that a LDA has been submitted for all students with non-passing grades. If you need to make revisions, you may do so by clicking on the LDA Entry link. All students with non-passing grades have LDA information.

Once all students have a LDA, you have completed the process.
Summary of Steps

1. Login to the Howdy portal; click on the Faculty/Teaching tab.
2. Select the term from the drop down menu.
3. Click on VIEW under Roster for course.
4. Click on LDA Entry in the Last Date of Attendance (LDA) box.
5. Click on the appropriate radio button for each student. If “Last Date of Attendance Known” is selected, you must choose a date.
6. Click Submit for that student.
7. Repeat steps 5 and 6 for all students on the list.
8. Repeat steps 3 through 7 for all courses.
9. Click on Return to Roster at the top left of page to verify LDA message has updated to “An LDA has been recorded for all students requiring an LDA.”
Information revisions after closing deadline maybe sent to 
faid_attendance@tamu.edu