Reporting Last Date of Attendance/Never Attended in AccessOTC

Student Self Withdrawal

Note: *Reporting "Last Date of Attendance" or "Never Attended" for students that withdrawal class on their own should be done on a weekly basis.*

1) Open a web browser, and go to "**www.otc.edu**":

OTC http://www.otc.edu/

2) On the OTC homepage, click the "**My.otc**" link as shown below:

MyOTC

3) Login with "OTC **User Name**" and "**Password**". Select "**Sign In**":

Main   Course Availability   What's My User Name?   Continuing Education

OTC User Name: Password: Sign In
Login Help

4) Click the "**AccessOTC**" tab at the top of the page:

Employee Home   AccessOTC   Storage   Resources

5) Make sure you are in the "**Faculty area**":

Students

Faculty

6) Click "*Administrative Withdrawal*" under **Faculty Resources**:

7) Select the *term* and *class* and hit "*SUBMIT*":

Note: Review each course for the current semester.

8) Review the "**Status**" column and highlighted areas, and place the appropriate date for "**Last Attend Date**" or select "**Never Attended**" if the student meets that criteria:

A) Check your attendance records to fill in the correct "**Last Attend Date**".

1) In an online course, the LDA should be recorded as the last time a student participated in the course. Participation is defined as: assignment submission, discussion participation, exam, or a contact email.

2) In a seated course, the LDA is the last date the student attended the class.

B) If you use Blackboard Grade Center to track of attendance, dropped students are shown in the Grade Center with a symbol to the side so you can review the LDA: