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":

orc http://www.otc.edu/

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



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

Course Availability	What's My User Name?	Continuing Education
ane:	Password:	Sign In
	Course Availability	Course Availability What's My User Name?

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



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



6) Click "Administrative Withdrawal" under Faculty Resources:

My Class Schedule Class Roster Grading Administrative Withdrawal Grade Change Form (Login Moderation)		Faculty Resources
Class Roster Grading Administrative Withdrawal Grade Change Form (Login 2004 prired)	My Class Schedule	
Grading Administrative Withdrawal Grade Change Form (Login Xocpired)	Class Roster	
Administrative Withdrawal Grade Change Form (Login	Grading	
Grade Change Form (Loginc., "red)	Administrative Withdrawal	
	Grade Change Form (Login	

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

Section Name and Title	Term	Start Date	End Date	Meeting Information
CIS-101-W04 (0100811) PERSONAL COMPUTER APPLICATION	SPRING 2014	01/11/14	05/15/14	01/11/2014-05/15/2014 LECTURE Days to be Announced - , W BASED INSTRUCTION, Room WWW
CIS-101-W05 (0100812) PERSONAL COMPUTER APPLICATION	SPRING 2014	01/11/14	05/15/14	01/11/2014-05/15/2014 LECTURE Days to be Announced - , W BASED INSTRUCTION, Room WWW
CIS-101-WD1 (0106610) PERSONAL COMPUTER APPLICATION	SPRING 2014	01/11/14	05/15/14	01/11/2014-05/15/2014 LECTURE Days to be Announced, Tim be AnnouncedWEB BASED INSTRUCTION, Room WWW
CIS-101-WD2 (0106611) PERSONAL COMPUTER APPLICATION	SPRING 2014	01/11/14	05/15/14	01/11/2014-05/15/2014 LECTURE Days to be Announced, Tim be AnnouncedWEB BASED INSTRUCTION, Room WWW
OR: Select a term or date range to ch	nange your cla	ss list Term	SPRING	2014 - Start Date End Date
		-	100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	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:

Status	Last Attend Date	Never Attended	E-mail Add
New			- and seeings
Deserved			LLACCCCCC.

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:

	SIDITE!	
Ø BEN		
THE REAL PROPERTY OF		