

How to Enter LDA in MyOCC

Using the New Banner Interface



What is LDA?

From the OCC Distance Education Guidelines, March 2017:

Last Date of Student Attendance

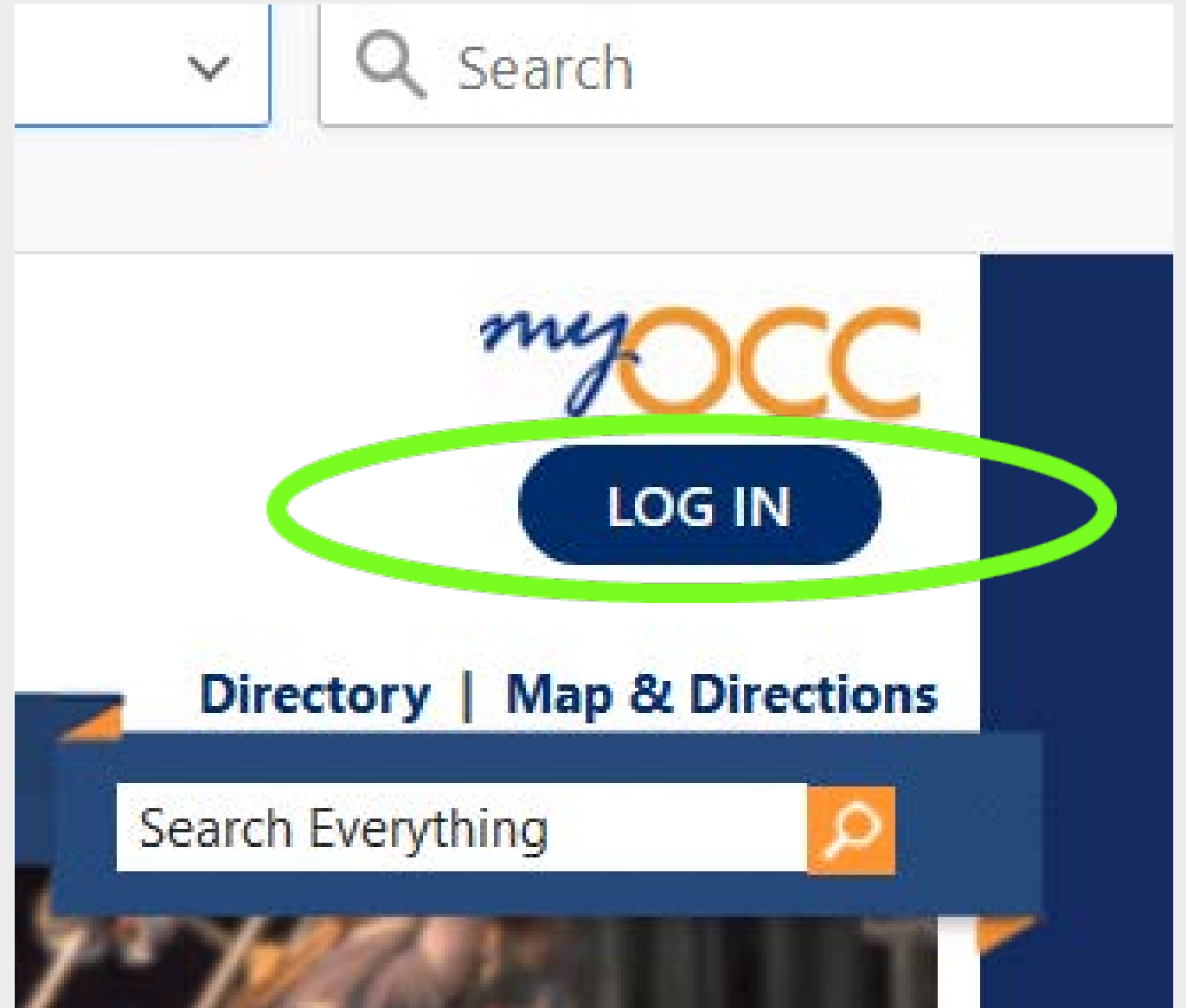
Consistent with federal regulations pertaining to federal financial aid eligibility, each instructor will document and report the last date of attendance for all students who stopped attending class, including students who withdrew themselves. The last date of attendance is the **actual date that a student actively participated in the class activities** that faculty can document in case of an audit.

1. For face-to-face classes, documentation is based on taking class attendance and the class roster.
2. For distance education classes, documentation is based on participation in academically-related activities such as:
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial, or computer-assisted instruction
 - Attending a study group that is assigned by the institution
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course (See [AP 5070 Attendance](#))

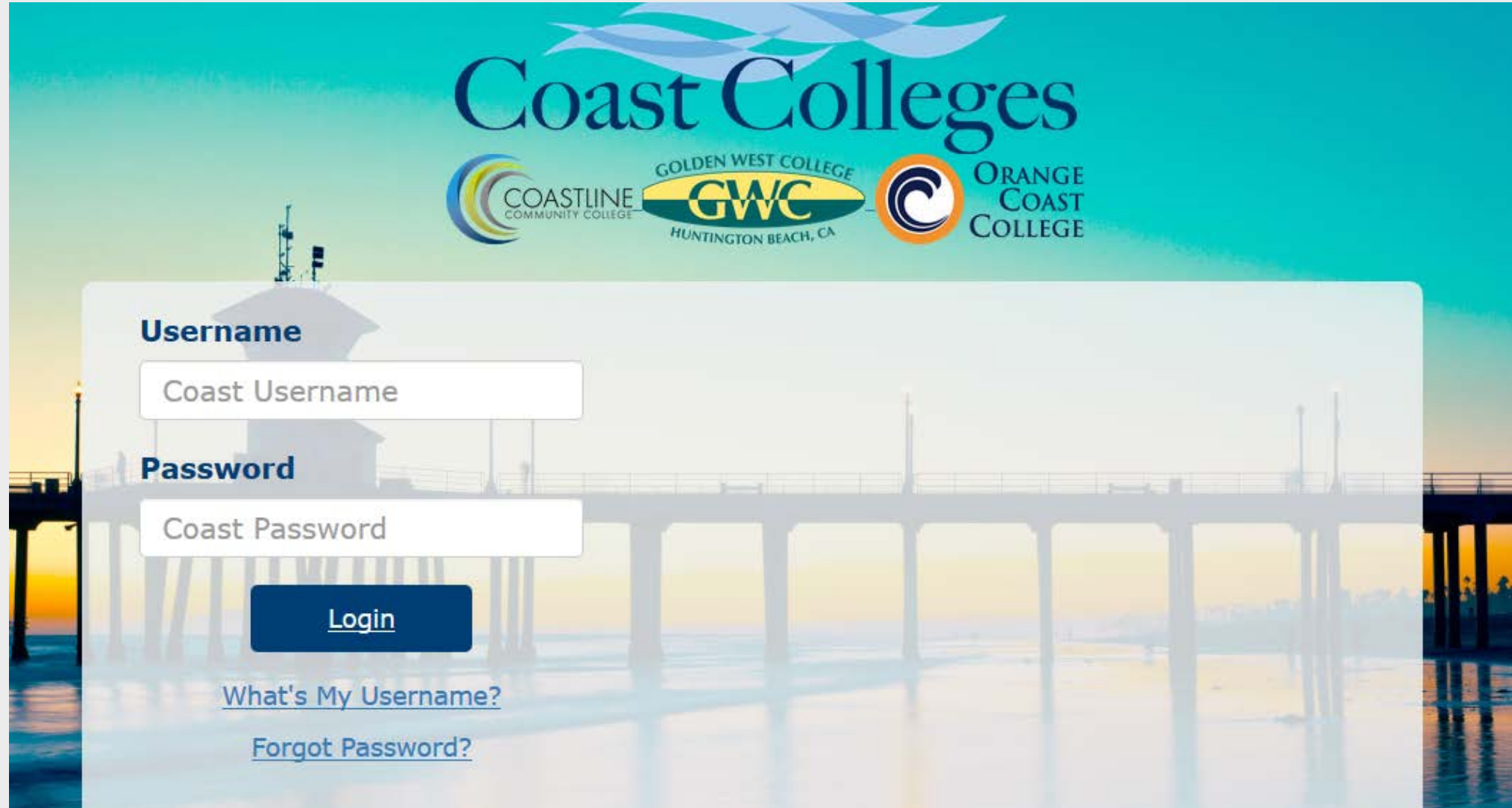
http://www.cccd.edu/boardoftrustees/BoardPolicies/Documents/Student_Services/AP_5070_Attendance.pdf

Login to MyOCC

Select **LOG IN** on
the OCC
homepage.



Enter your log in information

The image shows a login page for Coast Colleges. At the top, the text "Coast Colleges" is displayed in a large, blue, serif font. Below this, three logos are shown: Coastline Community College (a blue and yellow wave logo), Golden West College (a yellow and green oval logo with "GWC" in the center and "HUNTINGTON BEACH, CA" below it), and Orange Coast College (a blue and orange circular logo). The background of the page is a photograph of a pier extending into the ocean at sunset. A white login form is centered on the page. It contains a "Username" label, a text input field with the placeholder "Coast Username", a "Password" label, a text input field with the placeholder "Coast Password", a blue "Login" button, and two links: "What's My Username?" and "Forgot Password?".

Coast Colleges

COASTLINE COMMUNITY COLLEGE

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

ORANGE COAST COLLEGE

Username

Password

[Login](#)

[What's My Username?](#)

[Forgot Password?](#)

OCC Home Page

Select
FACULTY INFORMATION
from the home page
menu.

OCC Home - cccd.edu

Final Grades

https://mycoastportal.cccd.edu/web/orange-coast-college

Most Visited Getting Started

ORANGE COAST COLLEGE

- OCC Home
- Registration
- Financial Aid
- Degree Works
- My Records
- Employee Information
- Faculty Information**
- Quick Links

OCC Home

Orange Coast College / OCC Home

Welcome to the new MyCoast Portal

We hope you enjoy the changes

In this newer version, we added navigation menus on the left side to better help you find what you need.

For a detailed look at all of the changes in this new version, please follow the link below.

[View MyCoast Portal Changes](#)

Events

Week of May 20, 2018

Date	Event
5/23/2018	UCLA Representative Appointments
5/23/2018	OCC Commencement
5/26/2018	OCC Student Repertory performance

Week of May 27, 2018

-  Employee Information
-  Faculty Information
-  Quick Links <

Active Assignments

Faculty Schedule

My Classes (Daily View)

Weekly View

May 21, 2018



Class Time	Course Title	Location	Assigned Hours
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Unassigned Meeting Times:

FSM-A250

FSM-A160


FSM-A160

Faculty Grade Assignment

Preferences

Grade Status

Final Grades

Status	Course Title	Dept	CSN	Term	CRN	Session	Enrolled
	Sanitation & Safety	FSM	A160	OCC Interession/Spring 2018	30674	001	44

Select Preferences

Set Preferences

- Set **NUMBER OF ROWS** to equal the number of courses you are teaching this semester.
- Set **FROM TERM** for current semester
- Click **APPLY**

Faculty Grade Assignment

Preferences

Number of Rows

From Term


Available Views:

- Midterm
- Gradebook
- Final

Back Reset **Apply**

Select a Course

Click on a
course title

Faculty Grade Assignment							
							Preferences
Grade Status							
Final Grades ▼							
Status	Course Title ↕	Dept ↕	CSN ↕	Term ↕	CRN ↕	Session ↕	Enrolled ↕
	Sanitation & Safety	FSM	A160	OCC Intersession/Spring 2018	30674	001	44
				OCC			

LDA Requirements

Date of Last Attendance Update.

You will be prompted to enter the date of last attendance for all **W**'s.

You are also required to enter the date of last attendance for all non-passing (**F or NP**) and incomplete grades (**IF or INP**).

Add Dates for LDA

Add LDA dates for students who have withdrawn, dropped, failed, or have incompletes.

NOTE: use exact date format-**MM/DD/YYYY**

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Roll	Last Attend Date MM/DD/YYYY	Attend Hours 0-14.4	Registration Number
778	3.000	**Web Registered**		None	N			None	
		Jan 22, 2018							
786	0.000	Drop with Refund		Not Gradable	N			None	
		Jan 08, 2018							
327	0.000	Instructor drop with W		Not Gradable	N		02/20/2018	None	
		Jan 30, 2018							
		Apr 02, 2018							

Submit

Record Sets: 1 - 25 26 - 50 51 - 74

Submit

Reset

Clicking SUBMIT will highlight in red any students who require LDA dates.

Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-54.4	Registration Number	
Drop with Refund Jan 30, 2018	Not Gradable	N		None	73	Last date of attendance required for this drop.
Web Registered Nov 20, 2017	None ▾	N		None	22	Last date of attendance required for this drop.
No show drop Feb 10, 2018	Not Gradable	N		None	23	Last date of attendance required for this drop.

Add dates to the **LAST ATTEND DATE** column.