

## LMC DE Best Practices - Establishing Attendance

### Before the Census Date

We make the following recommendations:

- Inform students in your Welcome Email before the course begins and remind them in your orientation module about what they need to submit (Canvas quiz, assignment, discussion, etc.) in order to count as present on the first days/week and to avoid being dropped as a “no show.” Build these submissions into your orientation module and be clear with students about the due date.
- Before dropping a student before the census date, make at least one attempt to contact the student by email, Canvas Inbox, or Canvas Gradebook (using the “Message Students Who” feature). They may need your help getting started in your course. Allow 24 hours for the student to respond before dropping them.
- Students should not be dropped for failing to attend optional synchronous meetings. Instead of making your synchronous meetings “required” or “mandatory,” make them “optional but encouraged.”

### After the Census Date

The [LMC Catalog](#) states,

*Los Medanos College instructors have the following rights:*

1. *The right to drop students who fail to attend the first meeting of any course.*
2. *The right to deny permission to use an audio/video recorder in class.*
3. *The right to drop the student when he/she is absent during two consecutive weeks of lab or lecture or when students are tardy to the degree that classes and learning opportunities are disrupted.*
4. *The right to drop a student at any point that the instructor concludes that absences have irretrievably affected a student’s progress in a course” (12).*

After the census date, we recommend:

- When students have accumulated more than two weeks worth of missing assessments and activities (Canvas assignments, quizzes, discussions, etc.) in your course, make two attempts to contact the student by email, Canvas Inbox, or Canvas Gradebook (using the “Message Students Who” feature). Allow 24 hours for the student to respond before dropping them.
- The same types of the US Department of Education’s examples of “academic attendance” and “attendance at an academically-related activity” listed above should be used to determine the last day of attendance, not simply the student’s last login.