



STUDENT RETENTION KIT

How to Create LDA Sheet

Student Retention Kit

VERSION 10.0



✓
Checker

📞
Call

💾
Data

Open the Chrome Extension for the Student Retention Kit. Next, click on the Data tab.

Search Master List...

Name (A-Z) ▾

Total Students: 0

Last Updated: 1/8/2026, 01:46 PM

Master list is empty.

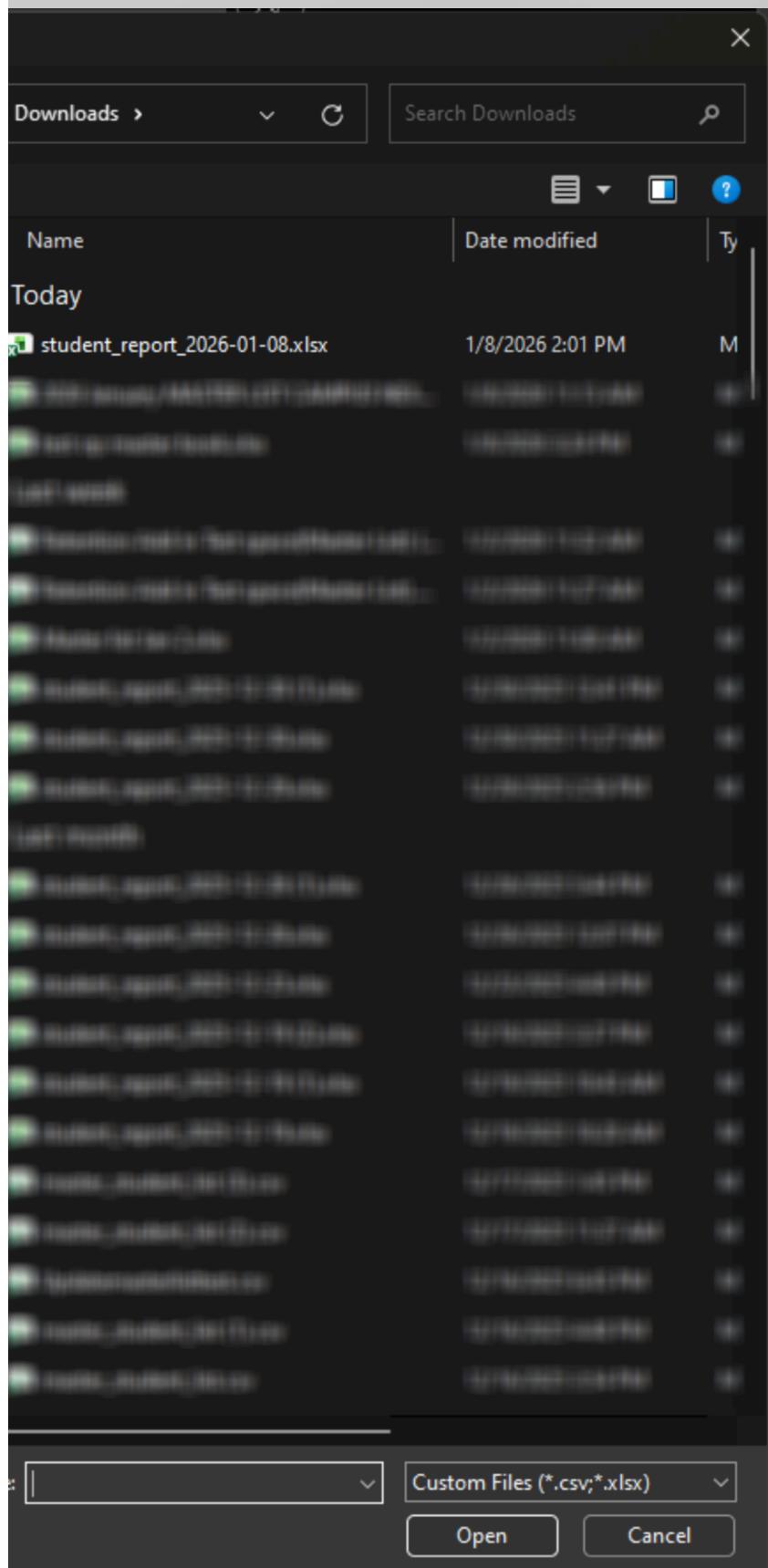
This is where your Master List is stored, containing all the necessary information.

Click on Update Master List to feed it the Student Population report.

Update Master List

Download

Click on your file to import. Typically, the file is named "EDUK Operational Master Data Center" from Campus Nexus.



Student Retention Kit

VERSION 10.0

Checker

Call

Data

Update Progress

Make sure it's all green

- Student Population Report
- Pinging Canvas API
- Checking Student's Grade book
- Sending List to Excel

Search Master List...

Name (A-Z)

Total Students: 0

Last Updated: 1/8/2026, 01:46 PM

Master list is empty.

Then wait as it organizes the data and retrieves the student's information from Canvas. Ensure that you are signed into Canvas; otherwise, this step will be skipped.

If it's still not working, check to ensure that your report includes either a "SyStudentId" or a "Student SIS" column.

Update Master List

Download

Once it's completed you will see the Master List fully populated with students.

Student Retention Kit

VERSION 10.0



Checker
▼

Call
📞

Data
📅

Update Progress

- ✓ Student Population Report 1.3s
- ✓ Pinging Canvas API 92.6s
- ✓ Checking Student's Grade book 77.4s
- ✓ Sending List to Excel 0.1s

Total Time: 172.0s

Search Master List...

Name (A-Z)



Total Students: 537

Last Updated: 1/8/2026, 03:31 PM

Clicking their name will open up their grade book.

Deborah Pratt

7 Days Out

Corey Brown

6 Days Out

Leslie Torres

New

5 Days Out

Ignamar Urdaneta-Nunez

New

4 Days Out

Isabella Vigoreaux

3 Days Out

Christopher Anderson

2 Days Out

Ebony Moczo

Update Master List

Download

If you have Excel open with a sheet titled "Master List," it will automatically import there as well.

The screenshot shows a Microsoft Excel spreadsheet titled "Retention Kit Test Space". The table has the following columns:

	A	B	D	E	F	G	H	J	ProgramV
1	Assigned	Student Name	Gradebook	Grade	Missing Assignment	LDA	Days Out	Shift	
2	Advisor 1	Pratt, Deborah	Grade Book	32.34		4	1/1/2026	7	Online
3	Advisor 1	Brown, Corey	Grade Book	67.21		2	1/2/2026	6	Online
4	Advisor 1	Torres, Leslie	Grade Book	45.23		2	1/3/2026	5	Blended Evening
5	Advisor 1	Urdaneta-Nunez, Ignam	Grade Book	34.53		6	1/4/2026	4	Online
6	Advisor 2	Vigoreaux, Isabella	Grade Book	56.56		5	1/5/2026	3	Online
7	Advisor 2	Anderson, Christopher	Grade Book	92.12		0	1/6/2026	2	Online
8	Advisor 2	Moczo, Ebony	Grade Book	88.99		0	1/7/2026	1	Online
9	Advisor 3	Smith, Michael	Grade Book	100		0	1/8/2026		Online
10	Advisor 3	Castor, Krystina	Grade Book	0		18	1/6/2026	2	Online
11	Advisor 3	Diaz, Alexander	Grade Book	22.21		5	1/1/2026	7	Blended Evening
12	Advisor 3	Llaugest, Yumeisy	Grade Book	18.27		5	1/2/2026	6	Online
13	Advisor 3	Madura, Catherine	Grade Book	10.11		4	1/3/2026	5	Online
14	Advisor 3	Iwunze, Ezenwa	Grade Book	77.54		0	1/4/2026	4	Blended Evening
15	Advisor 4	Rivera, Yamilett	Grade Book	89.21		0	1/5/2026	3	Blended Morning
16	Advisor 4	Vega, Carmelo	Grade Book	60.81		3	1/2/2026	6	Online

At the bottom of the screen, there is a navigation bar with tabs: "Student History", "Missing Assignments", and "Master List". The "Master List" tab is highlighted with a blue oval.

If you forgot to open your Excel workbook, you can right-click the "Update Master List" button to attempt the import to Excel again.

Update Master List

Send List to Excel

If you have a “Missing Assignments” sheet, you will see it automatically populated here.

Retention Kit Test Space  Saved

Search for t

File Home Insert Share Page Layout Formulas Data Review View Automate Help Dra

Font Size: 11pt | Font: Aptos Narrow... | Alignment: B | Orientation: A | ... | Cell Style: G | General

H38

	A	B	C	D	E	F	G
1	Student	Grade	Grade Book	Assignment	Due Date	Score	Submission
2	Carmelo Vega	60.81	Grade Book	2.2 Assignment	11/29/2025	0/100	Missing
3	Carmelo Vega	60.81	Grade Book	4.3 Lab	12/17/2025	0/100	Missing
4	Carmelo Vega	60.81	Grade Book	4.4 Final Exam	12/17/2025	0/100	Missing
5	Hien Phan	67.41	Grade Book	1.4 Assignment	11/20/2025	0/64	Missing
6	Hien Phan	67.41	Grade Book	2.1 Discussion Forum	11/24/2025	0/100	Missing
7	Marie Brice	73.99	Grade Book	2.1 Discussion Forum	11/24/2025	0/100	Missing
8	Alexdian Fernandez	67.87	Grade Book	1.2 Lab	12/17/2025	0/80	Missing
9	Alexdian Fernandez	67.87	Grade Book	2.2 Lab	12/3/2025	0/80	Missing
10	Alexdian Fernandez	67.87	Grade Book	3.2 Lab	12/10/2025	0/80	Missing
11	Alexdian Fernandez	67.87	Grade Book	3.3 Lab	12/10/2025	0/80	Missing
12	Alexdian Fernandez	67.87	Grade Book	4.2 Lab	12/17/2025	0/80	Missing

Student History Missing Assignments Master List

Feel free to access the settings to adjust the application's behavior according to your preferences.

Student Retention Kit

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General

Clear Master List

Use Specific Submission Date

Connections

Excel Add-in
Connected

Power Automate
Not configured

Canvas
Connected

Five9
Not connected

Configure

Configure

Configure

Configure



Excel Add-in Settings

Automatic Master List Update

Always

Always: Accepts all master list update requests from the Office Add-in.
Once a Day: Only accepts the first update request each day.
Never: Rejects all automatic update requests.

Sync Active Student



Automatically set the active student in the extension when you select a student in Excel. Supports both single and multiple student selections (automation mode).

Send Master List to Excel



Automatically send updated master list to Excel when importing via CSV/Excel file. This imports the data into the "Master List" sheet in the Office Add-in.

Student Submission Highlight



Automatically highlight student rows in Excel when a submission is detected.

Configure how student rows are highlighted in Excel when a submission is detected.

Start Column

Student Name

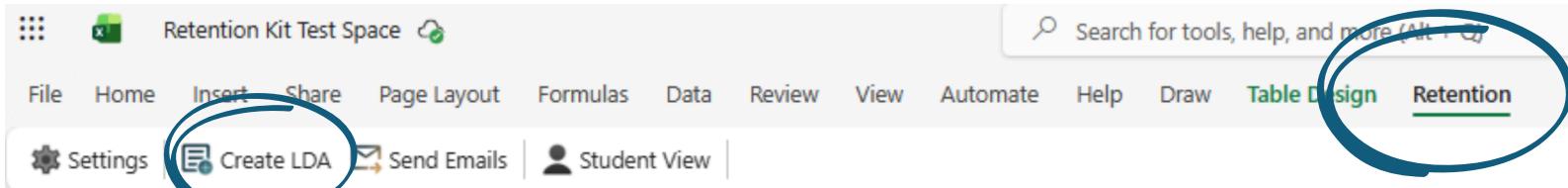
Column name or index (0-based) where highlighting starts

End Column

Outreach

Save Settings

Click on the Retention tab on the ribbon. Then click on Create LDA to open up the setup wizard.



The screenshot shows the Microsoft Excel ribbon with the "Table Design" and "Retention" tabs circled in blue. Below the ribbon is a table with 12 rows and 10 columns. The columns are labeled A through J. Row 1 contains the column headers: Assigned, Student Name, Gradebook, Grade, Missing Assignmen, LDA, Days Out, Shift, and ProgramVersion. Rows 2 through 12 contain student data. The "Days Out" column for row 10 is highlighted in red, indicating a failing status.

Assigned	Student Name	Gradebook	Grade	Missing Assignment	LDA	Days Out	Shift	ProgramVersion
Advisor 1	Pratt, Deborah	Grade Book	32.34		4	1/1/2026	7 Online	Medical Billing and Coding
Advisor 1	Brown, Corey	Grade Book	67.21		2	1/2/2026	6 Online	Business Administration
Advisor 1	Torres, Leslie	Grade Book	45.23		2	1/3/2026	5 Blended Evening	Medical Assistant Technici
Advisor 1	Urdaneta-Nunez, Ignam	Grade Book	34.53		6	1/4/2026	4 Online	Business Administration
Advisor 2	Vigoreaux, Isabella	Grade Book	56.56		5	1/5/2026	3 Online	Allied Health Management
Advisor 2	Anderson, Christopher	Grade Book	92.12		0	1/6/2026	2 Online	Information Technology wit
Advisor 2	Moczo, Ebony	Grade Book	88.99		0	1/7/2026	1 Online	Allied Health Management
Advisor 3	Smith, Michael	Grade Book	100		0	1/8/2026	Online	Computer Support Technic
Advisor 3	Castor, Krystina	Grade Book	0		18	1/6/2026	2 Online	Medical Billing and Coding
Advisor 3	Diaz, Alexander	Grade Book	22.21		5	1/1/2026	7 Blended Evening	Electrical
Advisor 3	Llaugest, Yumeisy	Grade Book	18.27		5	1/2/2026	6 Online	Business Office Specialist

Configure any settings on how you want your LDA sheet to be created.

Student Retention Add-in

Create LDA

Configure your settings below to generate the report

Days Out (i)

5

Include Failing List (i)

On

Include LDA Tag (i)

On

Include DNC Tag (i)

On

Create LDA

This is how it will look after you initiate the LDA sheet creation.

	J	K	L	M	Oth
	Grade	Missing	Outreach	Phone	
14	32.34	4		786-593-0545	786
12	67.21	2		786-339-6008	786
12	45.23	2		786-875-8297	786
11	34.53	6		786-764-7483	786
11	56.56	5		786-872-1028	954
11	92.12	0		305-733-8750	305
11	88.99	0		786-738-1748	786
11	100	0		786-748-4225	786
11	0	18		305-747-9227	302
11	22.21	5		561-216-4939	786
10	18.27	5		786-304-4421	201
10	10.11	4		786-842-5203	786
9	77.54	0		305-896-0107	757
9	89.21	0		786-650-4723	786
9	60.81	3		954-095-0357	786
9	32.34	4		305-305-3796	305
9	32.67	2		305-926-9485	786
9	45.23	2		954-213-1475	754
9	34.53	6		786-548-8852	305
9	56.56				786
9	92.12				786
9	88.99				786
9	100				305
9	0				786
9	22.21	5		561-608-4149	786
9	18.27	5		813-753-4712	305
9	10.11	4		786-847-9031	786

Student Retention Add-in

Complete

Your LDA report has been generated.

- Validating Workbook Settings
- Reading Master List
- Filtering by Days Out
- Filtering by Grades
- Creating Sheet
- Applying LDA & DNC Tags
- Formatting LDA Table
- Finalizing Report

LDA Generated Successfully!

Start Over

A lot of the formatting is done for you. But you can edit it however you want afterwards, to your liking.



STUDENT
RETENTION KIT

How to Create LDA Sheet

COMPLETED