



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.

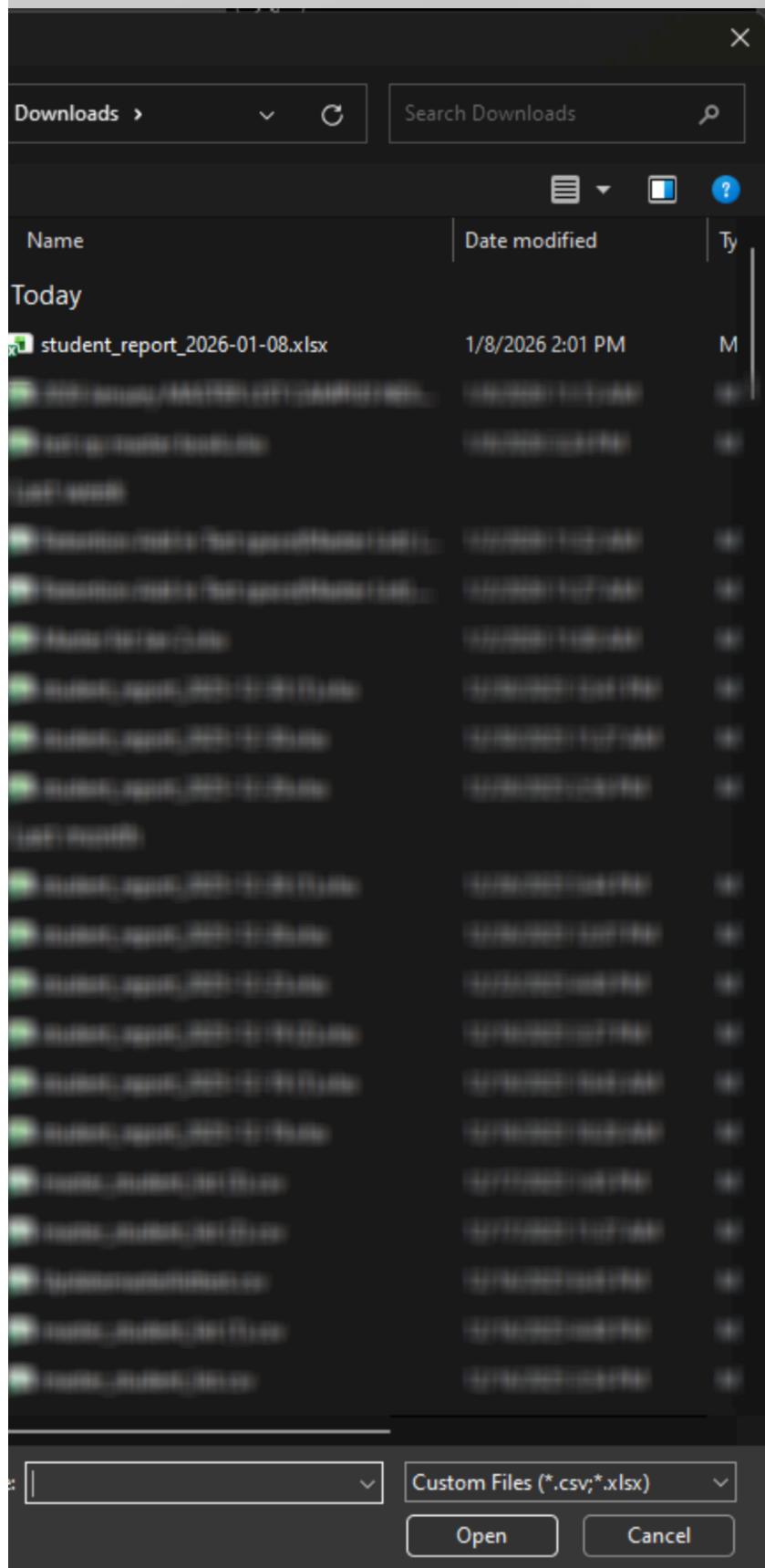
This is where your Master List is stored, containing all the necessary information.

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.



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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.

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VERSION 10.0



Checker
▼

Call
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Data
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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		Grade Book	32.34		4	1/1/2026	7	Online
3	Advisor 1		Grade Book	67.21		2	1/2/2026	6	Online
4	Advisor 1		Grade Book	45.23		2	1/3/2026	5	Blended Evening
5	Advisor 1		Grade Book	34.53		6	1/4/2026	4	Business
6	Advisor 2		Grade Book	56.56		5	1/5/2026	3	Allied Health
7	Advisor 2		Grade Book	92.12		0	1/6/2026	2	Online
8	Advisor 2		Grade Book	88.99		0	1/7/2026	1	Allied Health
9	Advisor 3		Grade Book	100		0	1/8/2026		Computer
10	Advisor 3		Grade Book	0		18	1/6/2026	2	Medical B
11	Advisor 3		Grade Book	22.21		5	1/1/2026	7	Blended Evening
12	Advisor 3		Grade Book	18.27		5	1/2/2026	6	Business
13	Advisor 3		Grade Book	10.11		4	1/3/2026	5	Computer
14	Advisor 3		Grade Book	77.54		0	1/4/2026	4	Blended Evening
15	Advisor 4		Grade Book	89.21		0	1/5/2026	3	Medical A
16	Advisor 4		Grade Book	60.81		3	1/2/2026	6	Construction

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 circled in blue.

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.

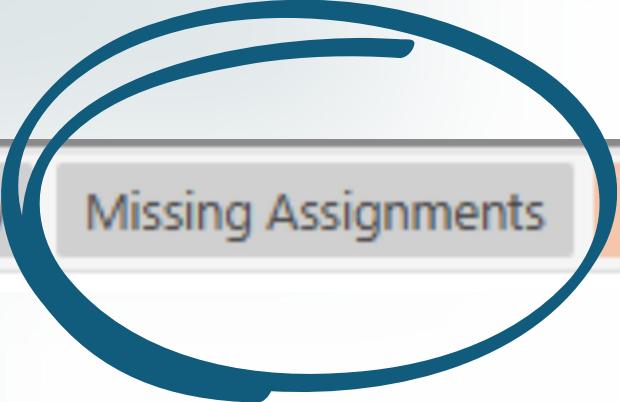
Retention Kit Test Space  Saved  Search for t

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

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H38    

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

Configure

Power Automate
● Not configured

Configure

Canvas
● Connected

Configure

Five9
● Not connected

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 'Retention' tab highlighted. Below the ribbon is a table titled 'Student Retention Add-in'. The table has columns for 'Assigned', 'Student Name', 'Gradebook', 'Grade', 'Missing Assignmen', 'LDA', 'Days Out', 'Shift', and 'ProgramVersion'. The 'Create LDA' button is located in the top-left corner of the table area, with a blue oval highlighting it. The 'Retention' tab is also circled with a blue oval.

A	B	D	E	F	G	H	J		
1	Assigned	Student Name	Gradebook	Grade	Missing Assignment	LDA	Days Out	Shift	ProgramVersion
2	Advisor 1		Grade Book	32.34	4	1/1/2026	7	Online	Medical Billing and Coding
3	Advisor 1		Grade Book	67.21	2	1/2/2026	6	Online	Business Administration
4	Advisor 1		Grade Book	45.23	2	1/3/2026	5	Blended Evening	Medical Assistant Technici
5	Advisor 1		Grade Book	34.53	6	1/4/2026	4	Online	Business Administration
6	Advisor 2		Grade Book	56.56	5	1/5/2026	3	Online	Allied Health Management
7	Advisor 2		Grade Book	92.12	0	1/6/2026	2	Online	Information Technology wit
8	Advisor 2		Grade Book	88.99	0	1/7/2026	1	Online	Allied Health Management
9	Advisor 3		Grade Book	100	0	1/8/2026		Online	Computer Support Technic
10	Advisor 3		Grade Book	0	18	1/6/2026	2	Online	Medical Billing and Coding
11	Advisor 3		Grade Book	22.21	5	1/1/2026	7	Blended Evening	Electrical
12	Advisor 3		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	Phone	Ot
	Grade	Missing	Outreach			
14	32.34	4				
12	67.21	2				
12	45.23	2				
11	34.53	6				
11	56.56	5				
11	92.12	0				
11	88.99	0				
11	100	0				
11	0	18				
11	22.21	5				
10	18.27	5				
10	10.11	4				
9	77.54	0				
9	89.21	0				
9	60.81	3				
9	32.34	4				
9	32.67	2				
9	45.23	2				
9	34.53	6				
9	56.56					
9	92.12					
9	88.99					
9	100					
9	0					
9	22.21	5				
9	18.27	5				
9	10.11	4				

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