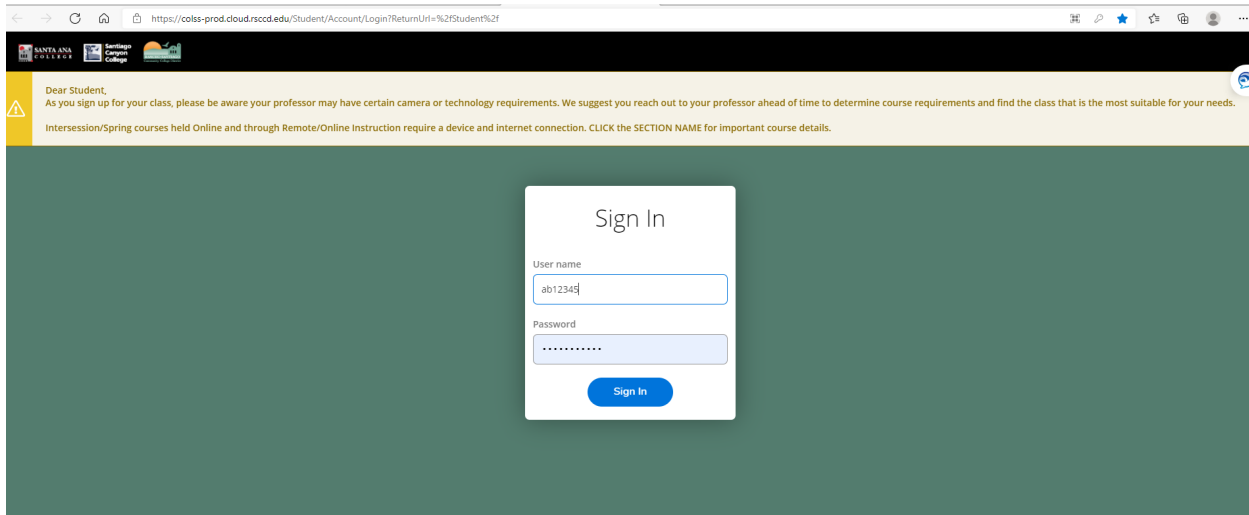


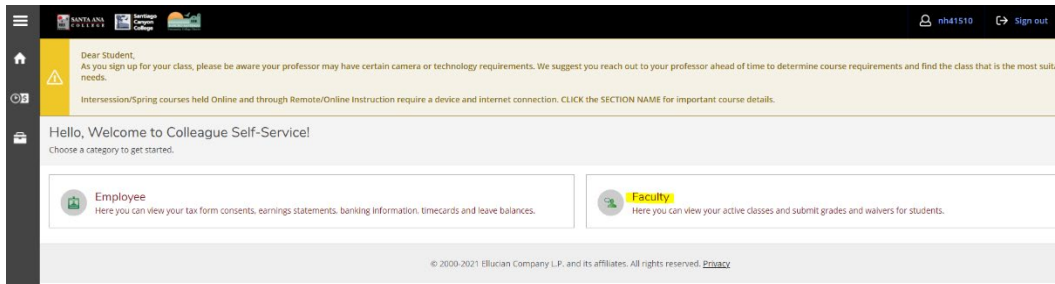
Entering Self-Service Attendance for Noncredit Census-based (NCCB) courses

A “How To” Guide

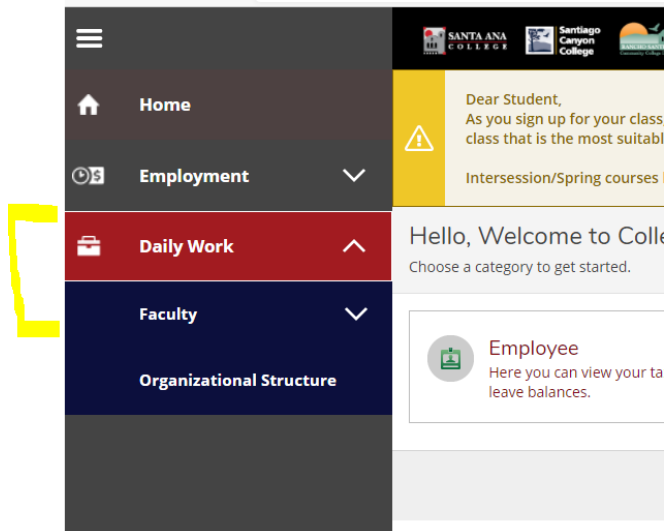
1. Log into Self-Service with your WebAdvisor username and password (i.e. ab12345 & password): <https://colss-prod.cloud.rscdd.edu/Student/>



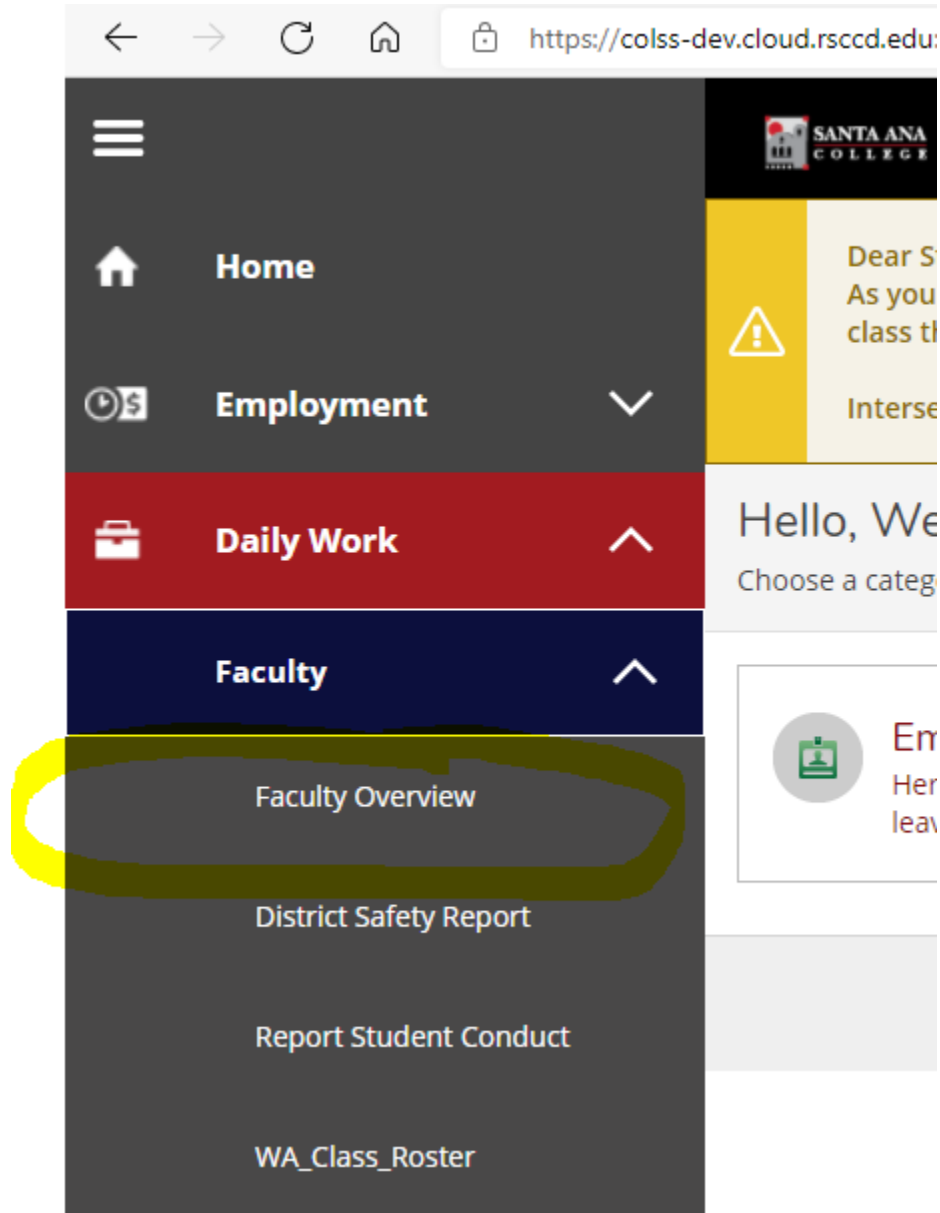
2. Once logged in, navigate to the “Faculty” section of Self-Service. There are two ways to do this:
 - a. From the Home page, click on the “Faculty” tile:



- b. From the left-navigation, click on the briefcase icon to expand the “Daily Work” menu:



Then click on "Faculty" expand the Faculty menu and click on "Faculty Overview":



3. Select the section that you want to record attendance for under the Faculty Overview:

Spring 2021 Continuing Ed.		
Section	Times	Locations
VBUS-152-98585: Intro Digital Mktng Analytics	1/13/2021 - 5/27/2021	Orange Education Center, WEB Online
ESL-301-95041: Beginning Low	M/T/W/Th 8:00 AM - 11:00 AM 1/13/2021 - 5/29/2021	Centennial Education Center, RL 1 Lecture
ESL-530-95196: American English Pronunciation	M/T/W/Th 5:00 PM - 8:00 PM 1/13/2021 - 5/29/2021	Centennial Education Center, RL 1 Lecture
OAP-823-91040: Textile Art & Modern Quilting	W 5:00 PM - 8:00 PM 1/13/2021 - 5/29/2021	SCC U Building, RL 1 Lecture

4. From the Section Details page, click on the "Attendance" tab:

Dear Student,
 As you sign up for your class, please be aware your professor may have certain camera or technology requirements to meet your needs.

Intercession/Spring courses held Online and through Remote/Online Instruction require a device and internet connection.

Section Details

[Back to Courses](#)

OAP-823-91040: Textile Art & Modern Quilting

Spring 2021 Continuing Ed.
 SCC Continuing Education

W 5:00 PM - 8:00 PM
 1/13/2021 - 5/29/2021
 SCC U Building, RL 1 Lecture

Seats Available 969 of 999

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Census Grading Add Authorizations/Permissions Waitlist








Student Name	Student ID
 Aborne, Bonnie S.	1071820

- First, select the section meeting date that you want to record attendance for.** By default, the most recent meeting date that is NOT in the future will be the date that opens initially. For example, if today is 6/1/2021 and the next meeting date is 6/2/2021 (a date in the future) but the most recent meeting date that is not in the future is 5/26/21 then this is the date that we open when you access the Attendance tab:

Waitlisted 0

Roster **Attendance** Census Grading Add Authorizations/Permissions Waitlist

hh:mm 5/26/2021 (Wednesday) ▾

Student	Overall Hours	Hours to (5/26/2021)	5:00 PM
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>
 ██████████	00:00	00:00	hh:mm <input type="button" value="⊞"/>

Attendance tab. Select the date that you want to enter attendance for by clicking on the drop-down section meeting date box (highlighted in yellow above). NOTE: Dates in the future will not be available to enter attendance.

6. Enter in attendance for all students that were present in the class on that particular section meeting date (the date you chose in Step #5) by entering in the number of hours and minutes that the student(s) attended class. You will be entering in hours in the format of hh:mm, for example, 1:00 for 1 hour and zero minutes or :50 for 50 minutes.

Student	Overall Hours	Hours to (5/26/2021)	5:00 PM
[Redacted]	03:30	03:30	03:30
[Redacted]	01:15	01:15	01:15
[Redacted]	00:50	00:50	00:50
[Redacted]	00:00	00:00	Min:mn

Student #1 attended class on 5/26/21 for 3 hours 30 minutes, Student #2 attended for 1 hour 15 minutes and Student #3 attended for 50 minutes.

7. Another option is to enter in the same amount of attendance (same number of hours and minutes) for ALL students for that class meeting and then enter the EXCEPTIONS for the students who didn't attend or who didn't attend for the entire class. To do this, enter in the hours and minutes at the top, left-hand corner of your Attendance roster, tab out of the text box and click on the "Update All" button which will now be enabled:

- a. Enter in hours and minutes for ALL students for the section meeting date:

OAP-823-91040: Textile Art & Modern Quilting

Spring 2021 Continuing Ed.
SCC Continuing Education

W 5:00 PM - 8:00 PM
1/13/2021 - 5/29/2021
SCC U Building, RL 1 Lecture

Seats Available 969 of 999

[Deadline Dates](#)

Waitlisted 0

Student	Overall Hours	Hours to (5/26/2021)	5:00 PM
Aborne, Bonnie S. 1071820	03:30	03:30	03:30
Beck, Antoinette T	01:15	01:15	

Enter in the same amount of attendance hours and minutes in the text box, click tab or enter and then click the Update All button

- b. Modify the hours and minutes for those students who didn't attend (delete the hours/minutes) or for those students who didn't attend the entire class time (modify the hours/minutes):

Student	Overall Hours	Hours to (5/26/2021)	5:00 PM
Aborne, Bonnie S. 1071820	03:00	03:00	03:00
Beck, Antoinette T. 1314761	03:00	03:00	03:00
Bennett, Mary 2275508	00:50	00:50	00:50
Benporat, Haya 2559791	00:00	00:00	hh:mm
Calvert, Peggy L. 1508020	03:00	03:00	03:00
Candelaria, Rebecca F. 2075164	00:00	00:00	hh:mm
Conrad, Marilyn 2526612	03:00	03:00	03:00
Cooke, Amy J. 1225515	03:00	03:00	03:00
Davis, Mignon 2445529	03:00	03:00	03:00

Students #4 and #6 on above image did not attend – click in their attendance box and click on your computer’s Delete button or click on the backspace to backspace through the hours and minutes which will remove the hours and minutes. If you’ve deleted all of the attendance time “hh:mm” will displayed in the student’s attendance hours box. Student #3 only attended for 50 minutes of the 3-hour class. Click in the student’s attendance box and change the hours and minutes by either backspacing through or selecting the entire hours/minutes currently entered and typing over the selected attendance text to change it.

- Once you’ve entered in attendance for more than one meeting date, you will see that the **Overall Hours** column and **Hours to <currently opened attendance date>** column will be incremented. These two columns are a running total of attendance that has been entered for your students:

ling Add Authorizations/Permissions Waitlist

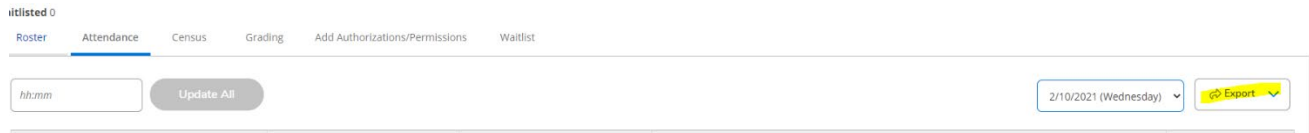
2/10/2021 (Wednesday) Export

Overall Hours	Hours to (2/10/2021)	5:00 PM
06:00	03:00	hh:mm
05:30	02:30	hh:mm
00:50	00:00	hh:mm
03:00	03:00	hh:mm
03:00	00:00	hh:mm
00:00	00:00	hh:mm
00:00	00:00	hh:mm

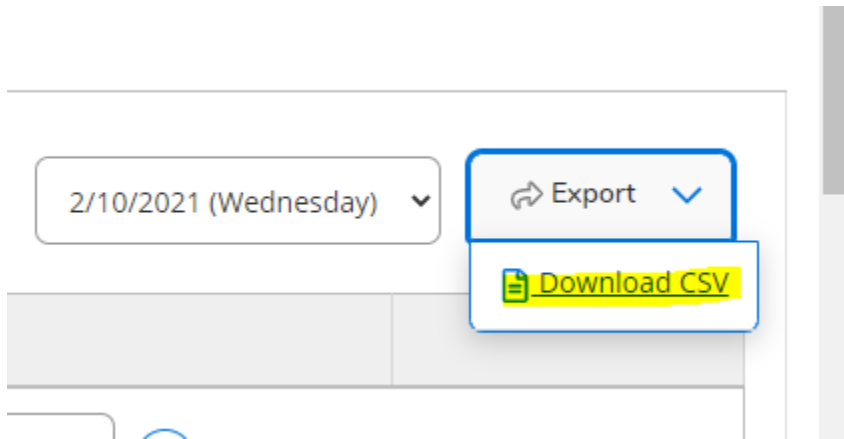
Overall Hours and Hours to <currently opened section meeting date> columns.

The **Overall Hours** column reports the total hours recorded for the student for your section. The **Hours to...** column reports the total hours reported for that student to the section date that is currently opened in Attendance. In the example above, Student #1 has 6:00 hours of overall attendance; but only 3:00 of those hours are as of 2/10/21. Note also that no hours have been entered for 2/10/21. If hours/minutes are entered for 2/10/21 then both the Overall Hours and the Hours to (2/10/21) will be increased by the number of hours and minutes entered for 2/20/21.

9. **Starting July 13, 2021**, after you have recorded your attendance you can then export the Attendance to a .csv (Excel) sheet by selecting the Export button and then clicking on CSV from the Drop-down (it is the only option at this point):



Click on “Export” to download a copy of your recorded attendance



The resulting .csv (Excel) file will contain your section’s name and title, as well as the term and the date and the time you exported your attendance. It will report attendance for each student for each meeting date where at least one student’s attendance has been recorded. NOTE: The .csv file does not contain totals for either the individual section meeting dates nor for overall attendance, but this can easily be accomplished by using the sum functions in Excel.

IMPORTANT NOTE: Dropped students will no longer appear in your Attendance roster once they have been dropped. It is advised to enter or update your attendance prior to dropping students.