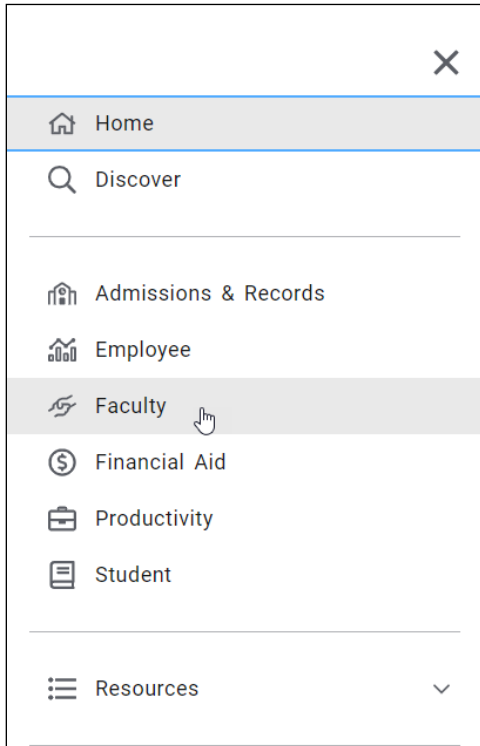
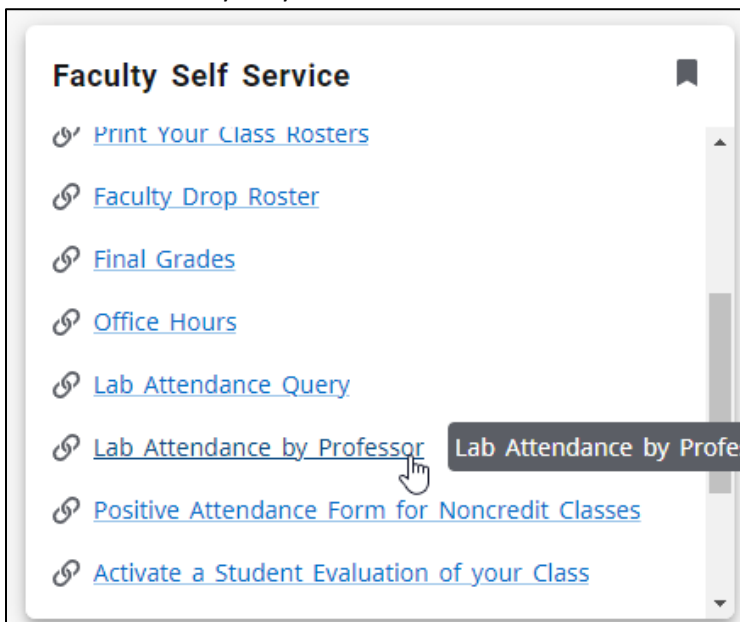


Lab Attendance Report for LLC—Instructions for Professors

1. Go to your portal and log in to your account.
2. Click on the three-line menu icon in the upper-right of your screen. Select the **Faculty** tab.



3. Find the **Faculty Self-Service** card and scroll down to the **Lab Attendance by Professor** link on the ****Be sure to click on the one that says "By Professor."**



4. You will get to the **Lab Attendance Query by Instructor** screen. The **Instructor ID** will be filled in already with your ID. Select the start date and end date of your report by filling in the **From Date** and the **To Date** fields.

Lab Attendance Query by Instructor

Term	From Date	To Date	Sort By
Fall 2024	***Start of Term***	***End of Term***	Name

LAB CRNS:

[Click here for the list of Lab CRNs](#)

Please enter Instructor IDs OR Class CRNs:

Instructor ID:

Class CRNs:

5. In the **Lab CRNs** field, enter the Lab CRN that is associated with your course. (Please note: this first CRN field is NOT your course CRN. The first CRN to enter is the LAB CRN.) You can find the LAB CRNs by clicking where it says **Click here for the list of Lab CRNs** and scrolling down until you find the lab and the course you want.

Lab Attendance Query by Instructor

Term	From Date	To Date	Sort By
Fall 2024	***Start of Term***	***End of Term***	Name

LAB CRNS:

[Click here for the list of Lab CRNs](#)

Please enter Instructor IDs OR Class CRNs:

Instructor ID:

Class CRNs:

6. **Class CRNs** (Optional): Type your Class CRN if you want a report for only one class you teach and **not** all of them.

Lab Attendance Query by Instructor

Term	From Date	To Date	Sort By
Fall 2024	***Start of Term***	***End of Term***	Name

LAB CRNS:

[Click here for the list of Lab CRNs](#)

Please enter Instructor IDs OR Class CRNs:

Instructor ID:

Class CRNs:

7. Click on Submit and get your online report.

Lab Attendance Query by Instructor

Term	From Date	To Date	Sort By
Fall 2024	***Start of Term***	***End of Term***	Name

LAB CRNS:

[Click here for the list of Lab CRNs](#)

Please enter Instructor IDs OR Class CRNs:

Instructor ID:


Class CRNs:

Example of Lab Attendance Report:

Note: The report is sorted by Student Name.

Term	From Date	To Date	Sort By
Summer 2010	***Start of Term***	***End of Term***	Name

LAB CRNS:

 [Click here for the list of Lab CRNs](#)

Please enter Instructor IDs OR Class CRNS:

Instructor ID:

Class CRNs:

Query Result:

No.	Class CRN	Course ID	Course Title	Student ID	Student Name:	Lab CRNs	Period Hours	Term Hours	Period Total Hours for All CRNs	Term Total Hours for All CRNs	Enrollment Status
1	10174	FRCH 1	Elementary French						2.6	2.6	
2	10174	FRCH 1	Elementary French			10965	2.6	2.6	0	0	
3	10174	FRCH 1	Elementary French			10965	0	0	9	9	
4	10174	FRCH 1	Elementary French			10965	9	9	2.7	2.7	
5	10174	FRCH 1	Elementary French			10965	2.7	2.7	0	0	