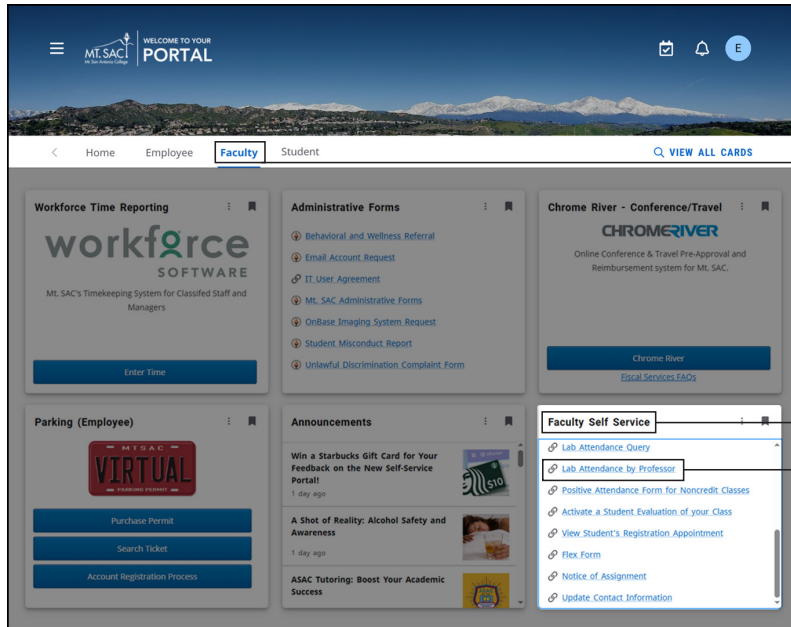


# ACCESSING LAB ATTENDANCE BY PROFESSOR

A Quick Guide on How to Get Student Tutoring Hours



- 1 Log in to your Mt. SAC portal and go to the **Faculty** tab.
- 2 Locate the **Faculty Self Service** window.
- 3 Click **Lab Attendance by Professor**.

The screenshot shows the 'Lab Attendance Query by Instructor' form and its results. The form includes fields for 'Term' (Winter 2019), 'From Date', 'To Date', 'Sort By', 'LAB CRNs', 'Instructor ID', and 'Class CRNs'. The results table displays the following data:

No.	Class	Course	Student	Student Name	Lab	Period	Term	Period Total	Term Total	Enrollment
1	LERN 49	Math Skills Review			31347	14.3	14.3	14.3	14.3	
2	LERN 49	Math Skills Review			31347	9.5	9.5	9.5	9.5	
3	LERN 49	Math Skills Review			31347	6.2	6.2	6.2	6.2	
4	LERN 49	Math Skills Review			31347	0	0	0	0	
5	LERN 49	Math Skills Review			31347	13.1	13.1	13.1	13.1	
6	LERN 49	Math Skills Review			31347	13.5	13.5	13.5	13.5	
7	LERN 49	Math Skills Review			31347	21.3	21.3	21.3	21.3	

Below the table, there is a context menu with options: 'Back', 'Forward', 'Reload', 'Save As...', 'Print...', 'Cast...', 'Translate to English', 'View Page Source', and 'Inspect'.

- 4 Enter term information and the tutoring CRN you are searching.  
[ASAC Tutoring CRNs List](#)
- 5 Enter your instructor ID and class CRN that you would like to generate a lab report for.
- 6 You have the option to print or save the report as a PDF documents by right clicking on your mouse and selecting **Print**. In the print window, click the **Destination drop-down menu** and select your preferred option.