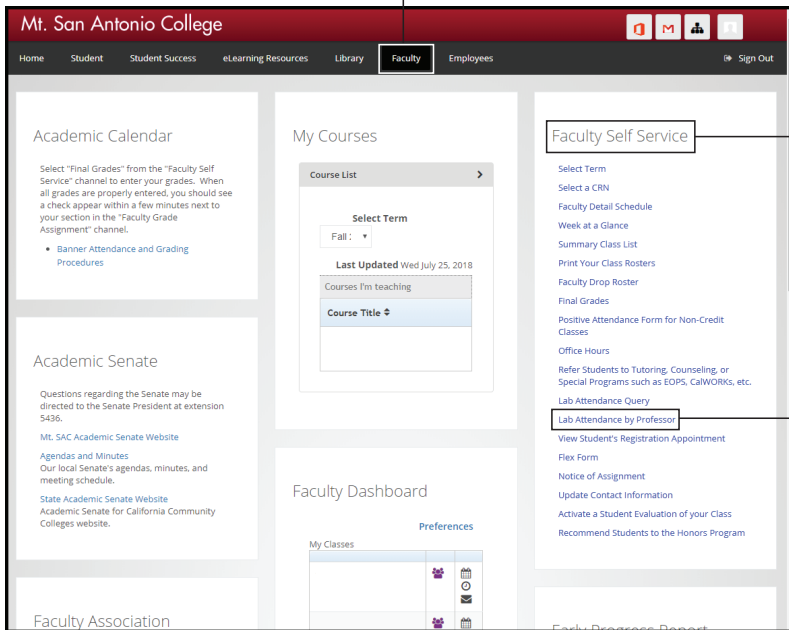


ACCESSING LAB ATTENDANCE BY PROFESSOR

A Quick Guide on How to Get Student Tutoring Hours

1

Log in to your Mt. SAC portal and go to the "Faculty" tab

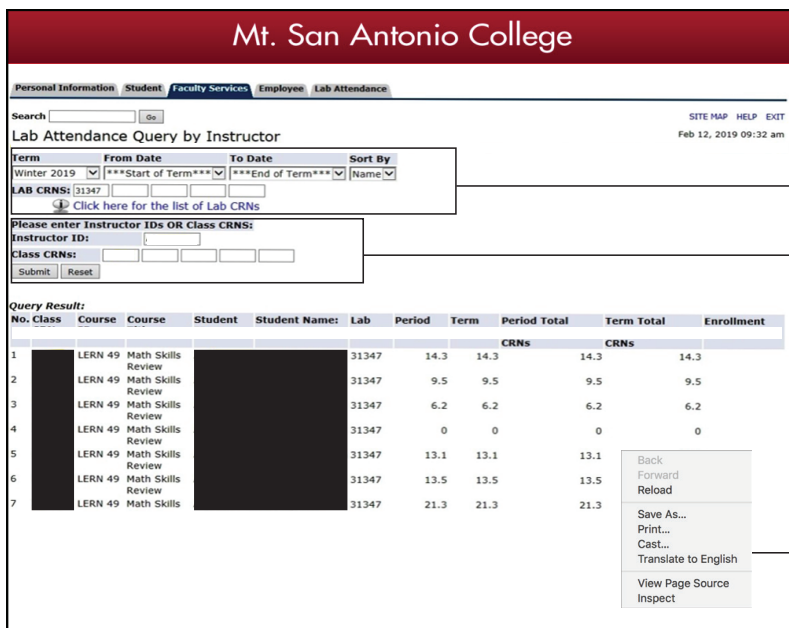


2

Go to the "Faculty Self Service" channel

3

Click on "Lab Attendance by Professor" (a new window will open displaying the Lab Attendance Query by Instructor)



4

Enter term information and the CRNs for the tutoring centers. From the linked list, find the CRNs that correspond to your class (contact the tutoring center/s if you can't find a CRN)

5

Enter your instructor ID and class CRNs that you would like to generate lab reports for

6

You have the option to print or save the report as a webpage html by right clicking on your mouse and selecting "Print" or "Save As" from the options