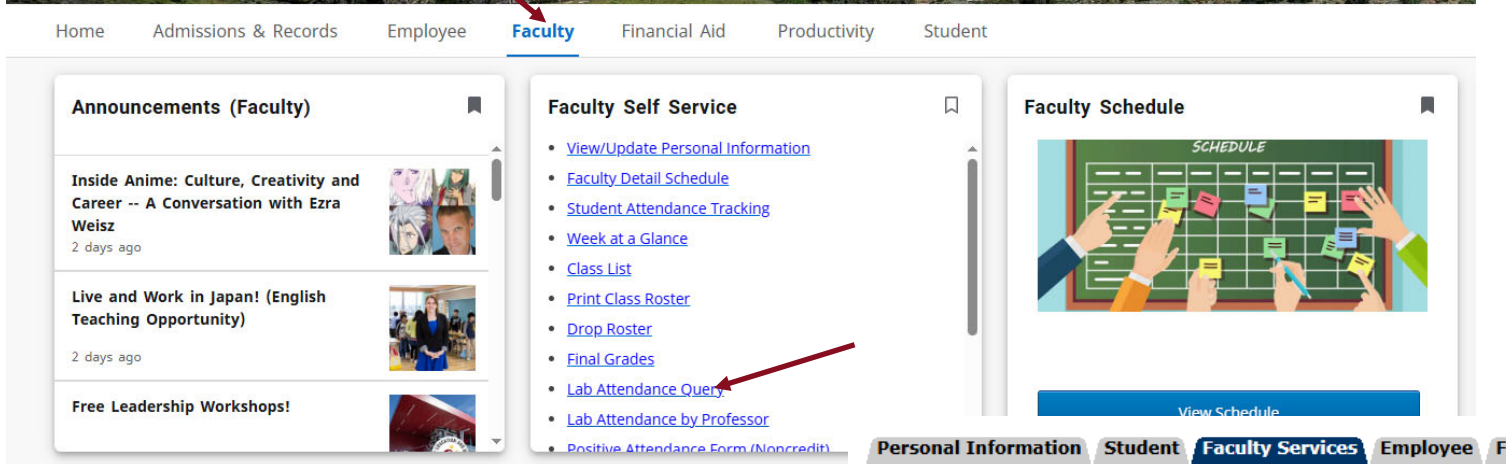


# HOW TO ENTER FEEDBACK/PROGRESS CHECKS FOR STUDENTS

- ⇒ Log onto your portal
- ⇒ Click on the Faculty tab
- ⇒ Under “Faculty Self Service” click on “Lab Attendance Query”
- ⇒ Select “Faculty Services” tab
- ⇒ Click on “Refer Students to Tutoring or Counseling”



Personal Information Student **Faculty Services** Employee Financial Aid

Search  Go

## Lab Attendance Query - Summary

Student ID	CRN	Term	Lab ID
<input type="text"/>	<input type="text"/>	Fall 2025	***All Labs***
<input type="button" value="Submit"/>	<input type="button" value="Reset"/>		

[Return to Lab Attendance Menu](#)

Search  Go

## Faculty

### Term Selection

Select a Term to use for the functions listed below

### CRN Selection

Select a CRN (Course Reference Number) to use for the functions listed below

### Faculty Detail Schedule

View detailed information about the courses you are assigned in the selected term. You

### Week at a Glance

View your class schedule by day and time.

### Summary Class List

View a list of students enrolled in this class. This page displays details about the students

### Print Your Class Rosters

Print class roster for a class

### Faculty Drop Roster

Drop 'no show' Students and drop Students as required prior to Census

### Positive Attendance Form for Noncredit Classes

View or input positive attendance information for a class

### Office Hours

To maintain your office hours for a class

### Refer Students to Tutoring or Counseling

View Student Registration Appointment


Lab Attendance Query by Instructor

Lab Attendance Query - Detail

Query Lab Attendance - Summary

Floating Flex Day Form

## Refer Students to Tutoring or Counseling

 [See instructions on how to "refer students to tutoring"](#)

### List of Courses requiring your Feedback

Select to Enter Feedback	Description	Term	CRN	Course	Registered Students	Number of Monitored Students	Monitored Students that Need Feedback
<a href="#">Provide Feedback between Aug 26, 2016 and Dec 18, 2016</a>	Fall 2016	Fall 2016 (201620)	22523	Intro to Psychology - PSYC 1A-11	46	5	5
<a href="#">Provide Feedback between Aug 26, 2016 and Dec 18, 2016</a>	Fall 2016	Fall 2016 (201620)	22526	Intro to Psychology - PSYC 1A-15	45	1	1

⇒ You will see a list of your courses that require feed back.

⇒ Click on “Provide Feedback”

***\*\*If the number of students differs from the number shown on your roster, it is because students that should have been Monitored may have dropped the course.\*\****

⇒ All student athletes will be at the top of your roster marked as “Monitored”


## Faculty Feedback Roster

### Course Information

#### Introduction to Psychology - PSYC 1A 11









CRN: 22523

Students Registered: 46

 Please submit your feedback often. There is a 30 minute time limit starting at 11:09 am on Sep 23, 2016 for this page.

Record Sets: [1 - 25](#) [26 - 46](#)

### Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	Monitored	None ▾
	2	Jaime, Jesse R.	A02718994	Monitored	None ▾
	3	Kelly, Kevin T.	A02822074	Monitored	None ▾
	4	Limon, David	A01601620	Monitored	None ▾
	5	Sandoval, Nicolas A.	A02898736	Monitored	None ▾
	6	Abney, Carson G.	A02925819	Optional	None ▾
	7	Arciniega, Domonique	A02839573	Optional	None ▾
	8	Arriaga, Lucila	A01553745	Optional	None ▾
-					

- ⇒ Click the green “+” under the “Expand” column to display the Feedback content. It will change to a “-”.
- ⇒ Enter the Estimated Grade and Feedback for each “monitored” student athlete.

#### Course Information

#### Introduction to Psychology - PSYC 1A 11







CRN: 22523

Students Registered: 46

⚠ Please submit your feedback often. There is a 30 minute time limit starting at 11:09 am on Sep 23, 2016 for this page.

Record Sets: 1 - 25 26 - 46

#### Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	Monitored	D 
<div> <div>Select any issues that apply</div> <div>Offer one or more recommendations</div> <div> <input type="checkbox"/> Academic Counseling <input type="checkbox"/> Behavior Issues <input type="checkbox"/> Career Counseling <input type="checkbox"/> Foundational Concepts - Math <input type="checkbox"/> Foundational Concepts - Writing <input checked="" type="checkbox"/> Incomplete Homework <input checked="" type="checkbox"/> Low Attendance <input type="checkbox"/> Low Test Score <input type="checkbox"/> Material Review <input checked="" type="checkbox"/> Missing Course Materials <input type="checkbox"/> None <input type="checkbox"/> Personal Counseling </div> <div> <input type="checkbox"/> Visit the American Language (AMLA) Tutoring Center <input type="checkbox"/> Visit the Counseling Center <input type="checkbox"/> Visit the EOPS Tutoring Center <input type="checkbox"/> Visit the Learning Assistance Center (LAC) <input checked="" type="checkbox"/> Visit the Math Activities Resource Center (MARC) <input type="checkbox"/> Visit the Speech and Sign Success Center (SSSC) <input type="checkbox"/> Visit the Transfer-Math Activities Resource Center (T-MARC) <input checked="" type="checkbox"/> Visit the WIN Program <input type="checkbox"/> Visit the Writing Center </div> </div>					
<div>Enter Comments for Student:</div> <div>Student needs to purchase book required for course.</div>					
	2	Jaime, Jesse R.	A02718994	Monitored	None 
	3	Kelly, Kevin T.	A02822074	Monitored	None 

⇒ When you have completed all feedback click “Submit” at the bottom of the list. You should notice the status changed to “Completed”

	20	Fernandez, Ruthie S.	A02822788 Optional	None ▾
	21	Galvan, Beatriz G.	A02758123 Optional	None ▾
	22	Garay, Jeeltzel E.	A01458842 Optional	None ▾
	23	Gopar, Luis	A02677631 Optional	None ▾
	24	Goss, Xavier R.	A01782042 Optional	None ▾
	25	Gutierrez, Filiberto	A01459029 Optional	None ▾

## Faculty Feedback Roster

✓ **The changes have been made successfully!**

### Course Information

**Introduction to Psychology - PSYC 1A 11**

**CRN:** 22523

**Students Registered:** 46

⚠ Please submit your feedback often. There is a 30 minute time limit starting at 11:25 am on Sep 23, 2016 for this page.

Record Sets: [1 - 25](#) [26 - 46](#)

**Faculty Feedback Period from Aug 26, 2016 To Dec 18, 2016**

Expand	Record Number	Student Name	ID	Faculty Feedback Status	Estimated Grade
	1	Flores, Nayelli	A02758384	Completed	D ▾
	2	Jaime, Jesse R.	A02718994	Completed	A ▾
	3	Kelly, Kevin T.	A02822074	Completed	C ▾
	4	Limon, David	A01601620	Completed	C ▾
	5	Sandoval, Nicolas A.	A02898736	Completed	B ▾

⇒ If you have only entered an “estimated grade”, the status will not change to “Completed”. You must click on an issue/recommendation and/or enter comments in order for status to update.