1. Go to **Portal Login** and get into your account.

2. Click on the **Faculty tab**. Click on the **Lab Attendance by Professor** link on the Faculty Self Service Column (near the bottom). **Be sure to click on the one that says "By Professor."
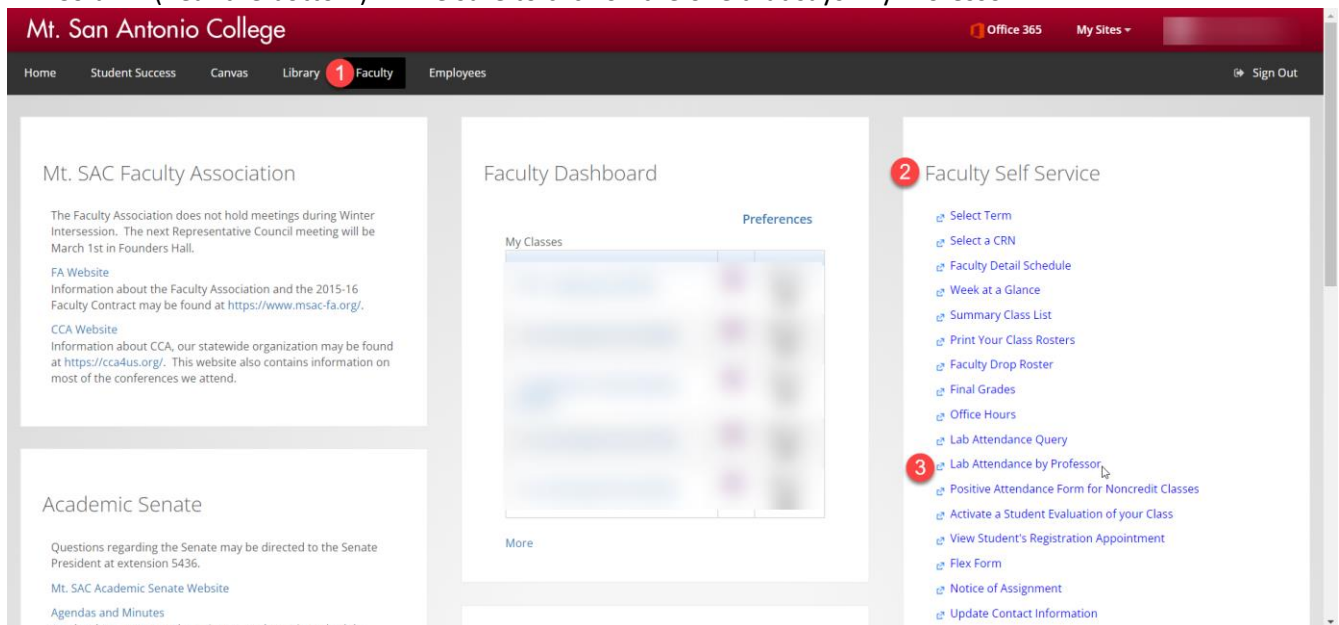
3. You will get to the **Lab Attendance Query by Instructor** screen. The **Instructor ID** will be filled in already with your ID. Select the start date and end date of your report by filling in the **From Date** and the **To Date** fields.

4. 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.

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

6. Click on Submit and get your on-line report.

Example of Lab Attendance Report:

It is sorted by Student name

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

LAB CRNS: 10965 ☐ ☐ ☐ ☐

ⓘ Click here for the list of Lab CRNs

Please enter Instructor IDs OR Class CRNS:

Instructor ID: 999999999

Class CRNs: ☐ ☐ ☐ ☐ ☐

[Submit] [Reset]

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	
						10965	2.6	2.6			
2	10174	FRCH 1	Elementary French						0	0	
						10965	0	0			
3	10174	FRCH 1	Elementary French						9	9	
						10965	9	9			
4	10174	FRCH 1	Elementary French						2.7	2.7	
						10965	2.7	2.7			
5	10174	FRCH 1	Elementary French						0	0	