

LLC – LAB ATTENDANCE REPORT – INSTRUCTIONS

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 and/or Tutoring 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. Type your Class CRN if you want a report for only one class you teach and **not** all of them. Experiment with this feature.
6. Click on Submit and you get your on-line report.

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Example of Lab Attendance Report:

It is sorted by Student name

Term: Summer 2010 From Date: ***Start of Term*** To Date: ***End of Term*** Sort By: 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	A01825483	Brown, Chester K.					2.6	2.6
						10965	2.6	2.6			
2	10174	FRCH 1	Elementary French	A02615633	Chang, Nick					0	0
						10965	0	0			
3	10174	FRCH 1	Elementary French	A02092321	Chumpitaz Santos, Milagros M.					9	9
						10965	9	9			
4	10174	FRCH 1	Elementary French	A01448526	Cook, Kevin					2.7	2.7
						10965	2.7	2.7			
5	10174	FRCH 1	Elementary French	A02584077	Corpuz, Megan L.					0	0

Review of Steps:

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