



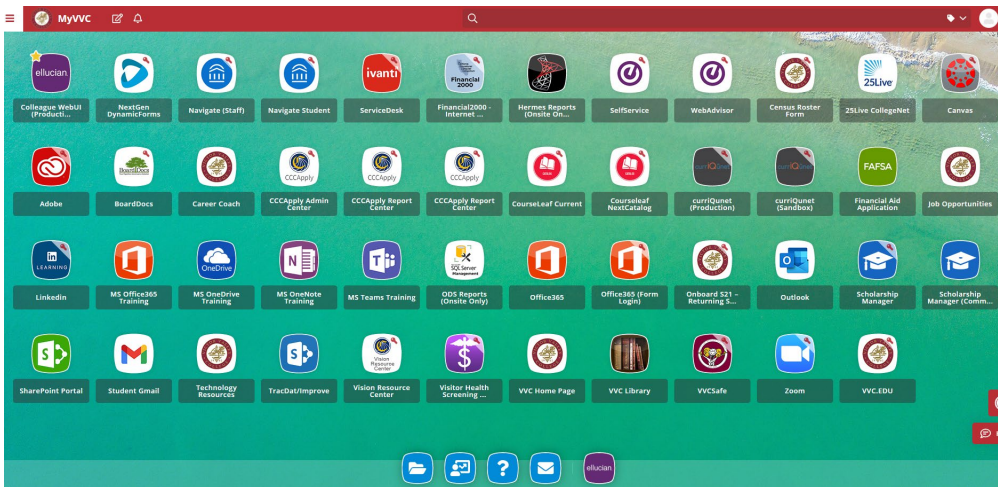
Admissions and Records

Positive Attendance SOP

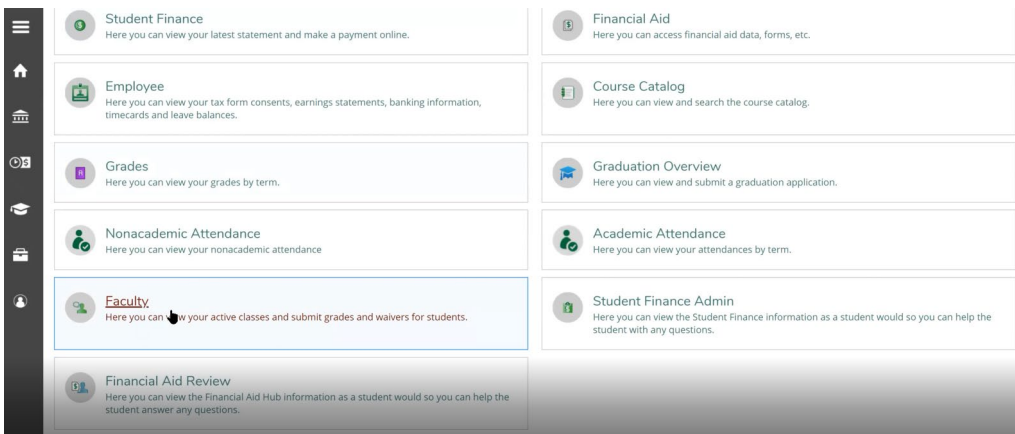
The following step-by-step procedure describes how to enter positive attendance hours for a course section.

Procedure

1. Access Ellucian Self-Service from MyVVC.



2. Click on the faculty link on the Self-Service homepage



3. Select the course you would like to enter your Positive Attendance for.



Admissions and Records

The screenshot shows the 'Manage your courses by selecting a section below' interface. It features two tables of course sections. The first table is for the Spring 2021 Term, and the second is for the Spring 2020 Term. Each table has columns for Section, Times, Locations, Availability, Books, and Census Dates.

Section	Times	Locations	Availability	Books	Census Dates
MATH-120-74688: Introduction to Statistics	M/W 8:00 AM - 10:00 AM 2/16/2021 - 7/15/2021 M/W 10:00 AM - 12:00 PM 2/16/2021 - 7/15/2021	Bldg 21 Advance Technology Joe, 142 Lecture Bldg 21 Advance Technology Joe, 142 Laboratory/Studio/Activity	34 / 40 / 0		6/20/2021 Census

Section	Times	Locations	Availability	Books	Census Dates
BADM-118-73735: Business Law	M/W 9:35 AM - 11:00 AM 2/10/2020 - 6/6/2020	Bldg 41 Library Test, 1 Lecture	35 / 35 / 0		11/16/2020 Census
AHOM-60-73539: Needlecraft and Design	F 12:10 PM - 3:20 PM 2/18/2020 - 6/13/2020	Bldg 80 Complex, 5 Laboratory/Studio/Activity	30 / 30 / 0		11/16/2020 Census

4. You will be presented with your roster of the selected course. You will then select the Attendance tab.

The screenshot shows the 'Attendance' tab selected in the course roster. It displays a list of students with columns for Student Name, Student ID, Class Level, and Preferred Email. There are also buttons for Print, Email All, and Export.

Student Name	Student ID	Class Level	Preferred Email
Alcala, Kevin D. Consent to release	0393217	Block 4 New,returning,continui	kevin8367@student.vvc.edu
Cochran, Bryan	0401866		bryan.cochran@vvc.edu
Hill, Devin T. Do not release anything	0397331	Block 4 New,returning,continui	dthill13@gmail.com

5. You will then see the Attendance tab and list of students and column headers.
- Student – list of students in the course
 - Overall Hours – total hours calculated so far for the student in the course
 - Hours to (Date Selected) - current date selected from the date drop-down field (next to the Export button).
 - If you would like to save your submissions, you can select the Export button.
 - Time (#1) – Time the course starts
 - Time (#2 if applicable) – Time the lab finishes



Admissions and Records

M/W 8:00 AM - 10:00 AM
2/16/2021 - 7/15/2021
Bldg 21 Advance Technology Joe, 142 Lecture

M/W 10:00 AM - 12:00 PM
2/16/2021 - 7/15/2021
Bldg 21 Advance Technology Joe, 142 Laboratory/Studio/Activity

Seats Available 34 of 40

[Deadline Dates](#)

Waitlisted 0

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All 7/14/2021 (Wednesday) Export

Student	Overall Hours	Hours to (7/14/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	00:00	00:00	<input type="text"/>	<input type="text"/>
Cochran, Bryan 0401866	03:30	03:30	<input type="text"/>	<input type="text"/>
Hill, Devin T. 0397331	00:00	00:00	<input type="text"/>	<input type="text"/>

- You will then select the date you want to enter your positive attendance for. (Only the current and past dates will show. You cannot enter hours for future dates)

Roster **Attendance** Drop Roster Census Grading Permissions Waitlist

Update All 7/14/2021 (Wednesday) Export

Student	Overall Hours	Hours to (7/14/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	00:00	00:00	<input type="text"/>	<input type="text"/>
Cochran, Bryan 0401866	03:30	03:30	<input type="text"/>	<input type="text"/>
Hill, Devin T. 0397331	00:00	00:00	<input type="text"/>	<input type="text"/>
Lam, Bao T. 0398536	00:00	00:00	<input type="text"/>	<input type="text"/>
Perkins, Lester G. 0365009	00:00	00:00	<input type="text"/>	<input type="text"/>
Ryder, David L. 0393218	00:00	00:00	<input type="text"/>	<input type="text"/>

7/14/2021 (Wednesday) Export

- 7/14/2021 (Wednesday)
- 7/13/2021 (Monday)**
- 7/7/2021 (Wednesday)
- 7/5/2021 (Monday)
- 6/30/2021 (Wednesday)
- 6/28/2021 (Monday)
- 6/23/2021 (Wednesday)
- 6/21/2021 (Monday)
- 6/16/2021 (Wednesday)
- 6/14/2021 (Monday)
- 6/9/2021 (Wednesday)
- 6/7/2021 (Monday)
- 6/2/2021 (Wednesday)
- 5/31/2021 (Monday)
- 5/26/2021 (Wednesday)
- 5/24/2021 (Monday)
- 5/19/2021 (Wednesday)
- 5/17/2021 (Monday)
- 5/12/2021 (Wednesday)
- 5/10/2021 (Monday)

- You will then enter the hours for the selected date, either a) one by one b) bulk
Reminder: If your course comprises both a lecture and a lab, you will see two-time columns representing each. You will need to enter each separately. Please verify the time slot by referencing the course details at the top of the screen.
 - Enter positive attendance one by one – simply go to each box and enter the numeric time



Admissions and Records

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Update All 2/17/2021 (Wednesday) Export

Student	Overall Hours	Hours to (2/17/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	01:00	01:00	01:00	
Cochran, Bryan 0401866	05:30	02:00	02:00	
Hill, Devin T. 0397331	03:00	03:00	03:00	
Lam, Bao T. 0398536	00:00	00:00	01:00	
Perkins, Lester G. 0365009	00:00	00:00		
Ryder, David L. 0393218	00:00	00:00	01:00 02:00	

- g. Enter positive attendance in bulk (updates all if all students have the same hours). Tip: If a majority of your students had the same hours, you can update all and then go back and change individual students.

Roster Attendance Drop Roster Census Grading Permissions Waitlist

02:00 Update All 2/17/2021 (Wednesday) Export

Student	Overall Hours	Hours to (2/17/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	00:00	00:00		
Cochran, Bryan 0401866	03:30	00:00		
Hill, Devin T. 0397331	00:00	00:00		
Lam, Bao T. 0398536	00:00	00:00		
Perkins, Lester G. 0365009	00:00	00:00		
Ryder, David L. 0393218	00:00	00:00		



Admissions and Records

Roster Attendance Drop Roster Census Grading Permissions Waitlist

Update All 2/17/2021 (Wednesday) Export

Student	Overall Hours	Hours to (2/17/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	04:00	04:00	02:00	02:00
Cochran, Bryan 0401866	07:30	04:00	02:00	02:00
Hill, Devin T. 0397331	04:00	04:00	02:00	02:00
Lam, Bao T. 0398536	04:00	04:00	02:00	02:00
Perkins, Lester G. 0365009	04:00	04:00	02:00	02:00
Ryder, David L. 0393218	04:00	04:00	02:00	02:00

- h. For courses that do not have scheduled meeting times, your screen will look like the screen below. You will first select the date, then enter the hours either one-by-one or in bulk.

BRE-142-68839: Real Estate Marketing

Spring 2019 Term
Online Courses

TBD
2/11/2019 - 4/6/2019
Online, LINE Online Lecture

Seats Available 7 of 30

[Deadline Dates](#)

Roster Attendance Census Grading Permissions Waitlist

Student Name or ID Update All 03/01/2019 Export

Student	Overall Hours	Hours to (3/1/2019)	
Agudelo, Sandra L. 0366024	00:00	00:00	
Alvarez, Hector A. 0391013	00:00	00:00	
Anthony, Nicole D. 0193450	00:00	00:00	
Bentley, Bridgette A. 0376369	00:00	00:00	
Covington, Sherriel E. 0366624	00:00	00:00	
Dellavalle, Mary J. 0160296	00:00	00:00	

Calendar: March 2019

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

3/1/2019

8. Once you go to the next day to enter positive attendance hours, you will see the Overall Hours and Hours to (Date) columns will be updated



Admissions and Records

Attendance

Update All

2/22/2021 (Monday) Export

Student	Overall Hours	Hours to (2/22/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	04:00	04:00		
Cochran, Bryan 0401866	07:30	04:00	01:00 02:00	
Hill, Devin T. 0397331	04:00	04:00		
Lam, Bao T. 0398536	02:30	02:30		
Perkins, Lester G. 0365009	04:00	04:00		
Ryder, David L. 0393218	04:00	04:00		

9. If you need to put a note, next to a student, you have that ability using the bubble next to each hour's field.

Waitlisted 0

Attendance

Update All

2/17/2021 (Wednesday) Export

Student	Overall Hours	Hours to (2/17/2021)	8:00 AM	10:00 AM
Alcala, Kevin D. 0393217	12:00			02:00
Cochran, Bryan 0401866	14:30			02:00
Hill, Devin T. 0397331	08:00			02:00
Lam, Bao T. 0398536	06:30	02:30	01:00	01:30
Perkins, Lester G. 0365009	08:00	04:00	02:00	02:00
Ryder, David L. 0393218	08:00	04:00	02:00	02:00

Lam, Bao T. at 8:00 AM on 2/17/2021

Enter a comment up to 50 characters

Comment

Save Cancel