

# LLC – LAB ATTENDANCE REPORT – INSTRUCTIONS

1. Go to [MyPortal.mtsac.edu](http://MyPortal.mtsac.edu) 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.”

The screenshot shows the Mt. San Antonio College Banner. At the top, it says "MT.SAC Mt. San Antonio College BANNER". Below the banner, there is a navigation bar with tabs: Home, College Library, Student, Financial Aid, **Faculty**, Employee, Lab Supervisor, and Tutoring. The Faculty tab is selected. On the right side, there are icons for eMail, Calendar, Groups, Logout, and Help. The main content area is divided into several sections: Personal Announcements, Academic Senate, Mt. SAC Faculty Association, My Courses, Faculty Dashboard, Academic Calendar, and Faculty Self Service. The Faculty Self Service section is highlighted with an orange arrow pointing to the "Lab Attendance by Professor" link.

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.

The screenshot shows the "Lab Attendance Query by Instructor" form. At the top, there are tabs: Personal Information, Student, **Faculty Services**, Employee, and Pos. Attend. Below the tabs, there is a search bar. The form has several fields: Term (Summer 2010), From Date (\*\*\*Start of Term\*\*\*), To Date (\*\*\*End of Term\*\*\*), and So. Below these fields, there is a LAB CRNS field with the value 10965. There is a link "Click here for the list of Lab CRNs". Below the LAB CRNS field, there is a section "Please enter Instructor IDs OR Class CRNs:" with an Instructor ID field (A01433435) and several Class CRNS fields. At the bottom, there are Submit and Reset buttons.

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 [here](#) 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

email Calendar Groups Logout

### 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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