

# 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:** Senate Schedule for 2010-11 Available, Mt. SAC Career & Transfer Events July 2010, Faculty needed for hiring committee of Dean, Instructional Services.
- Academic Senate:** The full Academic Senate will not meet again until September. We hope your summer is pleasant and restful. Should you have any questions regarding the Academic Senate, please contact Eric Kaljumagi at x5436. [Mt. SAC Senate Website](#), [Agendas and Minutes](#), [State Academic Senate Website](#).
- Mt. SAC Faculty Association:** The Faculty Association wishes everyone a great summer. We look forward to working with you starting again on Flex day August 20th.
- My Courses:** Click here to: **Students:** View your course schedule, access your course home pages, email your professors, communicate with classmates, and access many more course-related materials. **Professors:** Access your Course Studio Tools including sending email to your students.
- Faculty Dashboard:** A table listing courses: LLC Lab Supervision for INSTLLC Summer 2009, INSTLLC Summer 2009, INSTLLC Winter 2010, INSTLLC Spring 2010, and INSTLLC Spring 2010.
- Academic Calendar:** Independence Day Holiday -- The campus will be closed on July 4th and 5th.
- Faculty Self Service:** Select Term, Select a CRN, Faculty Detail Schedule, Week at a Glance, Summary Class List, Print Your Class Rosters, Faculty Drop Roster, Final Grades, Positive Attendance Form for Non-Credit Classes, Office Hours, Lab Attendance Query, **Lab Attendance by Professor** (highlighted with an arrow), and View Student's Registration Appointment.

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 is a search bar. The form has the following fields:

- Term:** Summer 2010
- From Date:** \*\*\*Start of Term\*\*\*
- To Date:** \*\*\*End of Term\*\*\*
- LAB CRNS:** 10965
- Instructor ID:** A01433435
- Class CRNs:** Five empty input fields.

Buttons for "Submit" and "Reset" are at the bottom. Arrows in the original image point to the "From Date", "To Date", and "LAB CRNS" 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 [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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