POSITIVE ATTENDANCE/VARIABLE UNIT/BOTH

1. SSO (https://sso.sjeccd.edu/sso/default.aspx)

SJECCD SECURE LOGIN

Username

test.thisisatest@sjeccd.edu

Password

•••••••••••••

Login

Unlock/Reset Password | Change Password

First time sign-in for students, please visit our ITSS Help Desk Portal Knowledge Base

If you are experiencing login issues where browser is landing back on this page, **PLEASE CLEAR BROWSER CACHE**, close browser and try again.
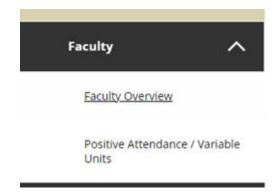
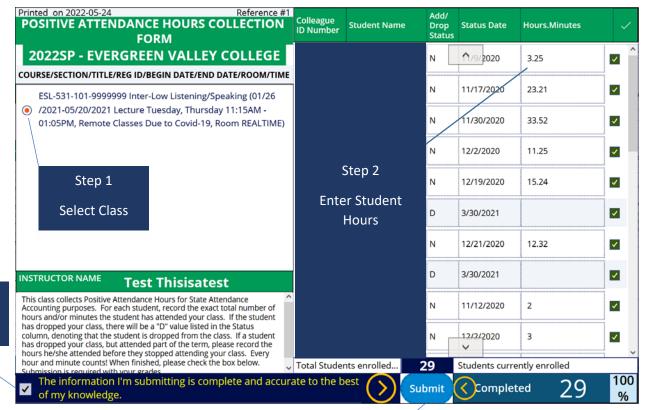2. Click on Self-Service

3. In Daily Work

4. Faculty

5. Windows pop-up

LOADING *please wait...*

POSITIVE ATTENDANCE HOURS COLLECTION FORM
Test Thisisatest

07

6. Follow screen instruction

Printed on 2022-05-24 — Reference #1

POSITIVE ATTENDANCE HOURS COLLECTION FORM

2022SP - EVERGREEN VALLEY COLLEGE

COURSE/SECTION/TITLE/REG ID/BEGIN DATE/END DATE/ROOM/TIME

ESL-531-101-9999999 Inter-Low Listening/Speaking (01/26 /2021-05/20/2021 Lecture Tuesday, Thursday 11:15AM - 01:05PM, Remote Classes Due to Covid-19, Room REALTIME)

Step 1
Select Class

INSTRUCTOR NAME **Test Thisisatest**

This class collects Positive Attendance Hours for State Attendance Accounting purposes. For each student, record the exact total number of hours and/or minutes the student has attended your class. If the student has dropped your class, there will be a "D" value listed in the Status column, denoting that the student is dropped from the class. If a student has dropped your class, but attended part of the term, please record the hours he/she attended before they stopped attending your class. Every hour and minute counts! When finished, please check the box below. Submission is required with your grades.

☑ The information I'm submitting is complete and accurate to the best of my knowledge.

Colleague ID Number	Student Name	Add/ Drop Status	Status Date	Hours.Minutes	✓
		N	11/9/2020	3.25	☑
		N	11/17/2020	23.21	☑
		N	11/30/2020	33.52	☑
		N	12/2/2020	11.25	☑
		N	12/19/2020	15.24	☑
		D	3/30/2021		☑
		N	12/21/2020	12.32	☑
		D	3/30/2021		☑
		N	11/12/2020	2	☑
		N	12/2/2020	3	☑

Step 2
Enter Student Hours

Total Students enrolled... **29** Students currently enrolled

⟨ Completed **29** 100%

Submit

Step 3
Click checkbox

Step 4
Click Submit