

STEPS FOR POSTING POSITIVE ATTENDANCE HOURS

Step 1 – Login to WebAdvisor, select Faculty, under Faculty Information select “Positive Attendance Submission”

FACULTY - WEBADVISOR FOR FACULTY MENU

The following links may display confidential information.

IMPORTANT NOTICE:

****ATTENTION PLEASE**** Almost all summer and fall classes will be offered remotely, online, or hybrid. If the class has the days and times listed, the class may meet online during those days and times and you will need to be available. If the class does not have days and times, the class is a traditional online course and will not have set times in which you will need to meet online.

Do **NOT** click on a link or button more than once as this will increase your wait time to view the webpage.

User Account

[My Contact Information](#)
[My Emergency Information](#)

Faculty Information

[Class Roster](#)
[Waitlist Roster](#)
[My Class Schedule](#)
[My Classes](#)
[Grading](#) → Positive Attendance Submission
[SB Valley's SLO Submission](#)
[Crafton's SLO Submission](#)
[SB Valley's Online Scholarship Recommendations](#)
[SB Valley's FlexTrack](#)
[Online Track](#)
[Crafton's FlexTrack](#)
[SBVC Faculty Handbook](#)
[CHC Faculty Handbook Fulltime](#)
[CHC Faculty Handbook Part time](#)

Step 2 – Login to the SBCCD PORTAL

SBCCD PORTAL

Username Format
Username must be:

- if a student, <username>@student.sbccd.edu (j.doe1234@student.sbccd.edu)
- if a faculty or staff, <username>@sbccd.edu (jdoe@sbccd.edu)

Username
ex: jdoe@(student.)sbccd.edu

Password

Login

Step 3 – Click on the arrows, select a term, then click on **Submit**

SBCCD Logout

Positive Attendance Recording

Select a Term below and click on "Submit" to see any sections that still need to be submitted. If the term or section list is empty, that means you have none to submit.

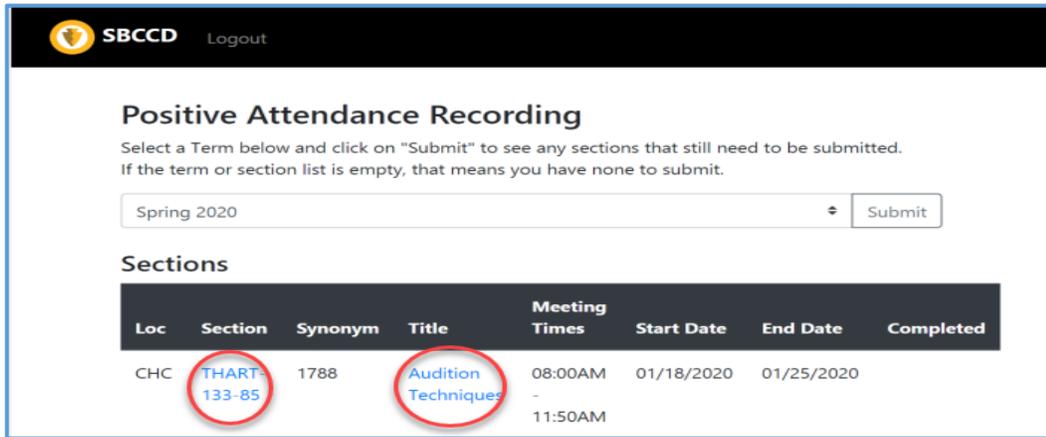
Select Term... Submit

Select Term...

Spring 2020

Summer 2020

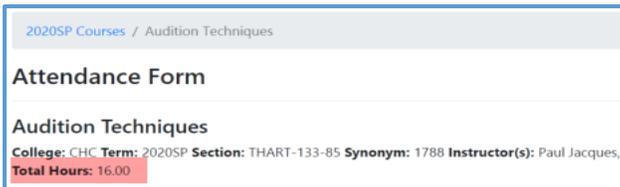
Step 4 – Click on either the Section Name or Title to select the section for posting positive attendance hours



Step 5 – Entering positive attendance hours

- Hours cannot be **Submitted** until section has ended.
- The total possible hours will be listed under the College, Term and Section information (see [screenshot 1](#) below)
- Like the paper document (see [screenshot 2](#) below) **Never Missed**, **Never Attended** can be selected or the actual hours the student attended can be entered.
- Once **Save** or **Submit Attendance** is select an error message will appear if the hours entered are above the possible. (see [screenshot 3](#) below)
- If a student dropped the section, that information will be listed under the **Status** column and **Never Missed** cannot be selected
- If a student is auditing the section, no hours can be entered for that student.
- Select **Save** to save what has been entered but is not ready to be submitted.
- Once all hours have been entered and reviewed, select **Submit Attendance**. Once hours have been submitted, hours cannot be changed. (see [screenshot 4](#) below)

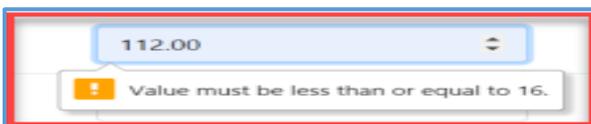
Screenshot 1



Screenshot 2

Positive Attendance Hours Roster										
Coll:	Div:	Dept:	Course:	Sec:	Title:	Syn:	Term:	Pos:	Cred:	Instructor:
CHC	CFIN	CTHA	THART 133	85	Audition Techniques	1788	2020SP	16.00	1.00	Jacques, Paul A.
Bldg:	Room:	Meeting Pattern:	Beg Dt:	Add Dt:	Drop Dt:	Wd Dt:	End Dt:	Instructor's Signature Date		
PAC	316	-----S 08:00AM 11:50AM	01/18/20	01/18/20	01/18/20	01/18/20	01/25/20			
This legal attendance report is required to collect state funding. Sign and return this form to the Records Office within 3 days after the class ends.					D = Drop W = Withdraw I = Instructor					
Example of current paper Positive Attendance Hours Roster										
ID	Name (Chosen Name)	Drop Code	Drop Date	Hours Attended	Check Here If Never Missed	Check Here If Never Attended				
1										
2										
3										
4										
5										
6										
7										

Screenshot 3



Screenshot 4

2020SP Courses / Audition Techniques

Attendance Form

Audition Techniques

College: CHC **Term:** 2020SP **Section:** THART-133-85 **Synonym:** 1788 **Instructor(s):** Paul Jacques, Michelle Testor
Total Hours: 16.00

This legal attendance report is required to collect state funding. Fill in and submit this form within 3 days after the class ends.

If you would like to submit a scanned copy of your filled-in roster, please click upload and select the file. This is optional and you will still have to fill in this entire form to fulfill the PA hour requirements.

[Upload Files](#)

Row	Student ID	Last	First	Status	Total Hours Attended	Never Attended	Never Missed
1			Alissa		16.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2			Ricardo		0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3			Sofia		8	<input type="checkbox"/>	<input type="checkbox"/>
4			David		10.00	<input type="checkbox"/>	<input type="checkbox"/>
5			Allyson		16.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6			Henry		16.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7			John			<input type="checkbox"/>	<input type="checkbox"/>

[Save](#) [Submit Attendance](#)

* Submitting attendance button will be enabled only after Course has ended.

This legal attendance report is required to collect state funding. Sign and return this form to the Records Office within 3 days after the class ends.

EMAILS AND UPLOADING

After submitting your Positive Attendance hours, an email will be sent to you and the A&R office with an attachment of the completed Attendance Form.

From: Testor, Michelle <[redacted]>
Sent: Thursday, June 18, 2020 10:44 AM
To: Testor, Michelle <[redacted]>
Subject: SBCCD Attendance Form Submission

SBCCD Attendance form has been submitted for...

Course: Child Development Practicum
 Term: 2020SP
 Section: CD-205-45
 Synonym: 0292

Attendance Form Sample Attendance Form that will be emailed to faculty submitting the hours and A&R

Submitted by: Testor Michelle (mtestor@sbccd.cc.ca.us)
Submit Date: 06-18-2020 10:06:40 am

Course: Child Development Practicum
College: CHC **Term:** 2020SP **Section:** CD-205-45 **Synonym:** 0292 **Instructor(s):** Meridyth McLaren, Meridyth McLaren, Michelle Testor
Total Hours Attended: 180.00

Student ID	Last	First	Status	Total Hours Attended	Never Attended	Never Missed
		Sarah		180.00		Yes
		Maricella		180.00		Yes
		Maritza	D (2020-01-27)	10.5		
		Melody	D (2020-02-25)	20.5		
		Jessica		180.00		Yes
		Arcelia		180.00		Yes
		Jasmine		0	Yes	
		Melissa		180.00		Yes
		Alexandria		180.00		Yes
		Jasmin Yadira		180.00		Yes

There is also an option to upload a scanned copy of your hard copy filled in roster. This must be a PDF formatted document.

If you would like to submit a scanned copy of your filled-in roster, please click upload and select the file. This is optional and you will still have to fill in this entire form to fulfill the PA hour requirements.

[Upload Files](#)