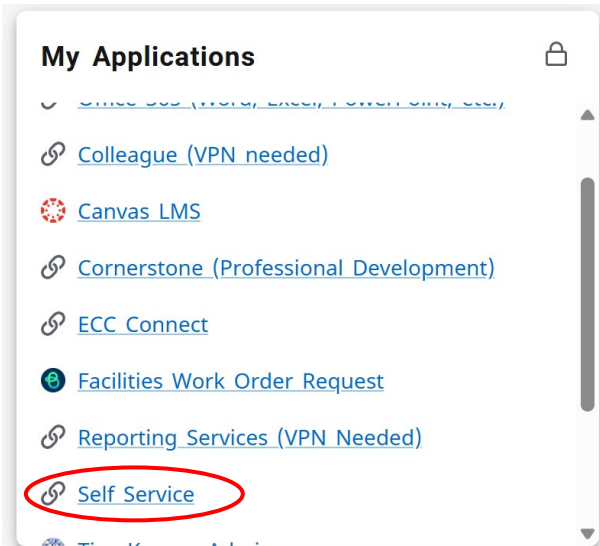


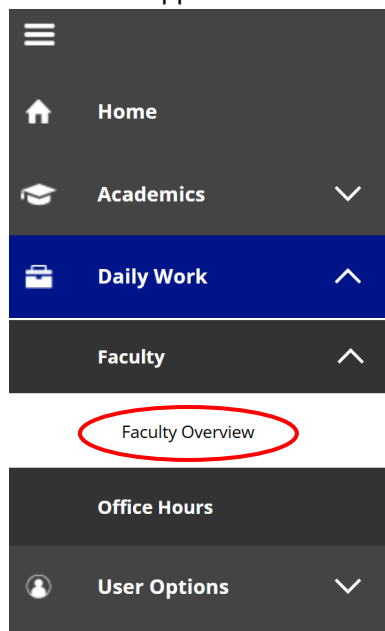
Positive Attendance in Self-Service

The following step-by-step procedure describes how to enter positive attendance hours for a course section. **NOTE:** If the semester has not started you will receive the message “No Section Meetings Exist” at Step 5.

1. Access Ellucian [Self-Service](#) from MyECC, on the My Applications Card (you may need to scroll down on the card)





2. On the left hand menu click on Faculty and then Faculty Overview. If you can't see the menu click on the three lines in the upper left hand corner.



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

LIBR-100-9999: Crtcl Thnkg Info Litrcy	T/Th 9:00 AM - 10:30 AM 2/18/2025 - 6/16/2025	Schauerman Library, 102 Lecture	30 / 30 / 0	FIRST DROP 3/7/2025 Census SEC DROP 5/16/2025 Census
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LIBR-100-9999: Crtcl Thnkg Info Litrcy

Spring Semester 2025
On Campus At El Camino College

T/Th 9:00 AM - 10:30 AM
2/18/2025 - 6/16/2025
Schauerman Library, 102 Lecture

Seats Available ⓘ 30 / 30 / 0

Waitlisted 0 of 10

Roster

Attendance

Census

Permissions

Waitlist













Deadline Dates

No Show/Non-Active Deadline 3/7/2025

Last Day to Drop Non-Active Students 5/16/2025

- Roster
Attendance
Drop Roster
Census
Grading
Permissions
Waitlist

7/14/2021 (Wednesday)
▼

Student	Overall Hours	Hours to (7/14/2021)	8:00 AM	10:00 AM	
 	00:00	00:00	<input type="text"/> 	<input type="text"/> 	
 	03:30	03:30	<input type="text"/> 	<input type="text"/> 	
 	00:00	00:00	<input type="text"/> 	<input type="text"/> 	

The screenshot displays the 'Attendance' tab in a roster management application. The interface includes a top navigation bar with tabs: Roster, Attendance (selected), Drop Roster, Census, Grading, Permissions, and Waitlist. Below the navigation bar, there is a search bar and an 'Update All' button. The main area contains a table with the following columns: Student, Overall Hours, Hours to (7/14/2021), 8:00 AM, and 10:00 AM. A dropdown menu is open for the date 7/14/2021 (Wednesday), showing a list of dates from 5/10/2021 to 7/14/2021. The date 7/11/2021 (Monday) is highlighted in blue. A red circle highlights the date 7/14/2021 (Wednesday) in the dropdown. A blue box highlights the student selection area on the left.

Student	Overall Hours	Hours to (7/14/2021)	8:00 AM	10:00 AM
[Student Icon]	00:00	00:00	[Input Field]	[Input Field]
[Student Icon]	03:30	03:30	[Input Field]	[Input Field]
[Student Icon]	00:00	00:00	[Input Field]	[Input Field]
[Student Icon]	00:00	00:00	[Input Field]	[Input Field]
[Student Icon]	00:00	00:00	[Input Field]	[Input Field]
[Student Icon]	00:00	00:00	[Input Field]	[Input Field]

Dropdown Menu (7/14/2021 (Wednesday)):

- 7/14/2021 (Wednesday)
- 7/11/2021 (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)

7. 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.
- f. Enter positive attendance one by one – simply go to each box and enter the numeric time

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. Below these is a date selector set to '2/17/2021 (Wednesday)' and an 'Export' button. The main table has columns for 'Student', 'Overall Hours', 'Hours to (2/17/2021)', and two time slots: '8:00 AM' and '10:00 AM'. A red circle highlights a dropdown menu for the 8:00 AM slot, showing options like 01:00 and 02:00. A blue box highlights the 'Student' column.

- 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.

This screenshot shows the same 'Attendance' page. A red circle highlights the 'Update All' button and the time input field set to '02:00'. The table below shows the '8:00 AM' and '10:00 AM' slots with empty input boxes. A blue box highlights the 'Student' column.

This screenshot shows the result of the bulk update. The '8:00 AM' and '10:00 AM' columns now show '02:00' for all students. A red circle highlights these values. A blue box highlights the 'Student' column.

- h. For courses that do not have scheduled meeting times (for example, online courses), 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.

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Census', 'Grading', 'Permissions', and 'Waitlist'. Below these is a search bar for 'Student Name or ID' and an 'Update All' button. The main table has columns for 'Student', 'Overall Hours', and 'Hours to (3/1/2019)'. A date picker is open, showing the month of March 2019, with the date 03/01/2019 selected. The date picker is circled in red.

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

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. Below these is a search bar and an 'Update All' button. The main table has columns for 'Student', 'Overall Hours', 'Hours to (2/22/2021)', '8:00 AM', and '10:00 AM'. A date picker is open, showing 2/22/2021 (Monday). A red circle highlights the bubble icon next to the 8:00 AM field.

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.

The screenshot shows the 'Attendance' tab in a software interface. At the top, there are tabs for 'Roster', 'Attendance', 'Drop Roster', 'Census', 'Grading', 'Permissions', and 'Waitlist'. Below these is a search bar and an 'Update All' button. The main table has columns for 'Student', 'Overall Hours', 'Hours to (2/17/2021)', '8:00 AM', and '10:00 AM'. A date picker is open, showing 2/17/2021 (Wednesday). A red circle highlights the bubble icon next to the 8:00 AM field. A comment box is open, showing the text 'at 8:00 AM on 2/17/2021'.