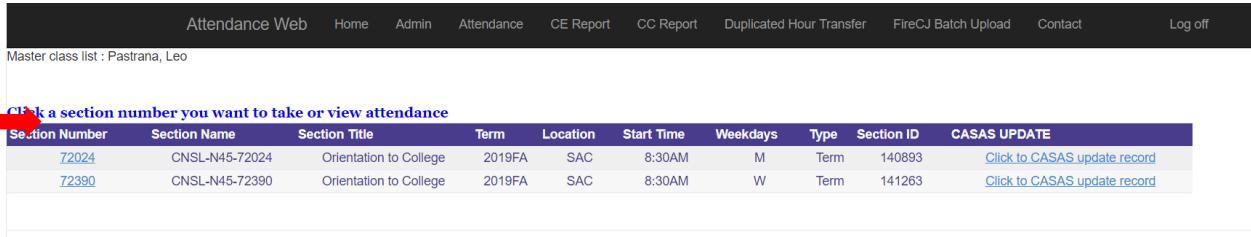# Attendance Web Hours Entry

Log into Self-Service. Please note, the link to attendance reporting is NOT directly from the Section.

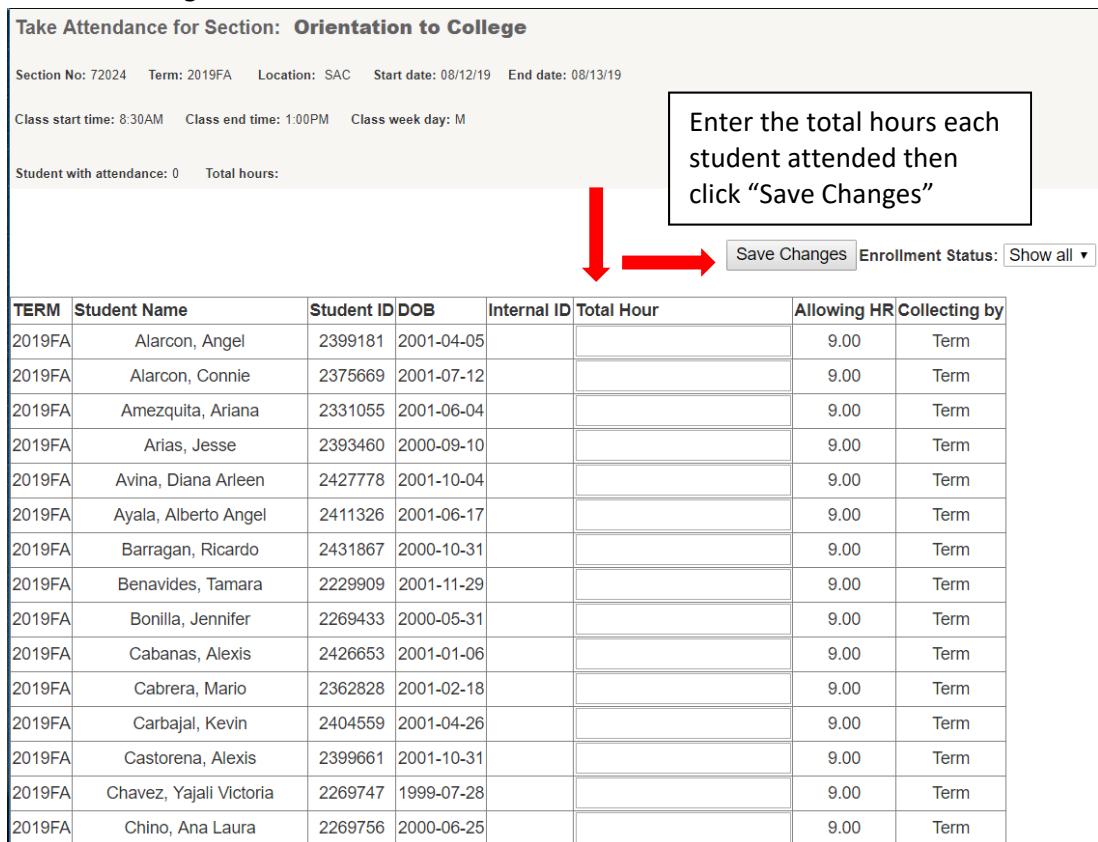Go to "Daily Work" – "Faculty" – and click on "Attendance Web"
This will direct you to a different website (direct access: https://attendance.rsccd.edu/AttendanceWeb/)

1. Click on the "Take Attendance" link at the top. You will see all your relevant sections listed.
2. Click on your Section number.

| | Attendance Web | Home | Admin | Attendance | CE Report | CC Report | Duplicated Hour Transfer | FireCJ Batch Upload | Contact | | Log off |

Master class list : Pastrana, Leo

Click a section number you want to take or view attendance

Section Number	Section Name	Section Title	Term	Location	Start Time	Weekdays	Type	Section ID	CASAS UPDATE
72024	CNSL-N45-72024	Orientation to College	2019FA	SAC	8:30AM	M	Term	140893	Click to CASAS update record
72390	CNSL-N45-72390	Orientation to College	2019FA	SAC	8:30AM	W	Term	141263	Click to CASAS update record

3. In the section roster, see image below, enter your semester hours totals for each student in the Total Hour column (outlined in red).
4. Click "Save Changes" to save.

Take Attendance for Section: Orientation to College

Section No: 72024   Term: 2019FA   Location: SAC   Start date: 08/12/19   End date: 08/13/19

Class start time: 8:30AM   Class end time: 1:00PM   Class week day: M

Student with attendance: 0   Total hours:

> Enter the total hours each student attended then click "Save Changes"

Save Changes   Enrollment Status: Show all ▾

TERM	Student Name	Student ID	DOB	Internal ID	Total Hour	Allowing HR	Collecting by
2019FA	Alarcon, Angel	2399181	2001-04-05			9.00	Term
2019FA	Alarcon, Connie	2375669	2001-07-12			9.00	Term
2019FA	Amezquita, Ariana	2331055	2001-06-04			9.00	Term
2019FA	Arias, Jesse	2393460	2000-09-10			9.00	Term
2019FA	Avina, Diana Arleen	2427778	2001-10-04			9.00	Term
2019FA	Ayala, Alberto Angel	2411326	2001-06-17			9.00	Term
2019FA	Barragan, Ricardo	2431867	2000-10-31			9.00	Term
2019FA	Benavides, Tamara	2229909	2001-11-29			9.00	Term
2019FA	Bonilla, Jennifer	2269433	2000-05-31			9.00	Term
2019FA	Cabanas, Alexis	2426653	2001-01-06			9.00	Term
2019FA	Cabrera, Mario	2362828	2001-02-18			9.00	Term
2019FA	Carbajal, Kevin	2404559	2001-04-26			9.00	Term
2019FA	Castorena, Alexis	2399661	2001-10-31			9.00	Term
2019FA	Chavez, Yajali Victoria	2269747	1999-07-28			9.00	Term
2019FA	Chino, Ana Laura	2269756	2000-06-25			9.00	Term

Please note, if your attendance entry form does not look like the above, but instead has start and end times, please let us know (admissions@sac.edu). It means your section may not have the correct settings. We will adjust that and confirm with you.