

Positive Attendance Roster

1. Sign in to Faculty eServices

Important! If you do not see your classes for the current term, you must select it using 'Change Term'.



2. Click on 'Positive Attendance'

The screenshot shows the Faculty eServices interface with various menu options. A green box highlights the 'Positive Attendance' option, and a red arrow points to it. Other options include 'Class Roster', 'Class Permissions', 'Grade Roster', 'Census Roster', 'Drop Roster', 'Athletics Roster', 'Early Alert', 'FYE Roster', and 'Class Data'. A note indicates that 9/10 users are in 'Availability Mode'. The current term is '2018 Fall | Palomar College'. Below the menu, there is a 'Select display option:' section with radio buttons for 'show All Classes' (selected) and 'Classes Only'. The main content area shows a table of classes with columns for 'Cls', 'Prm', 'Grd', 'Cen', 'Drp', 'Ath', 'Erl', '1Yr', 'Pos', 'Class', 'Class Title', 'Enrolled', 'Days & Times', 'Room', and 'Class Dates'. The first row shows a class titled 'INTRO TO POLITICAL SCIENCE (Lecture)' with 38 enrolled students, scheduled for TuTh 2:20PM - 3:45PM in room MD-315, with class dates from Aug 20, 2018 to Dec 15, 2018.

Cls	Prm	Grd	Cen	Drp	Ath	Erl	1Yr	Pos	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
									POSC 100-2 (72136)	INTRO TO POLITICAL SCIENCE (Lecture)	38	TuTh 2:20PM - 3:45PM	MD-315	Aug 20, 2018- Dec 15, 2018

3. Enter the number of hours that the student attended class in the 'Instructor Contact Hours' column

Attendance Roster

2019 Spring

Class Nbr	Subject	Catlg Nbr	SectionDescription	Units	Course Component	Status
Session: GEN					Avail	Wait
					584	0

Time: Room: Dates:

Day(s): Description: Instructor:

Maximum Instructor Contact Hours is 1104 hours.

Total Students: 189 Attendance Type:

Student ID	Name	Grading Basis	Enrollment Status	Instructor Contact Hours
<input type="text"/>	<input type="text"/>	PNP	E	<input type="text" value="0.717"/>
<input type="text"/>	<input type="text"/>	PNP	D	<input type="text"/>



Notice: Your entries will not be saved until you click on 'Submit Roster'.

Important! You may only submit this roster once. If you have changes after you Submit, please contact Admissions at ext 2164.

4. After you make an entry for each student, click on 'Submit Roster' at the bottom of the page
5. If your submission was successful, the page refreshes and contact hours entries will display with a gray background

Important! You cannot edit a submitted roster. If you need any assistance, please contact Theresa at ext 2891 or Admissions at ext 2164.