



## Submitting Positive Attendance

### Positive Attendance Requirements

Class sections set up by Academic Affairs with “Positive Attendance” for Attendance Type (instead of Weekly Census, etc.) will require the instructor to submit via mProfessor the actual number of hours the student was present each week the class met. All Emeritus and Noncredit classes are set up as Positive Attendance.

Backup documentation showing the student was present during those weeks must be maintained by the instructor for state audit purposes. Instructors are urged to create an attendance sign-in sheet for each class meeting and have students print and sign their name. Alternatively, instructors may use the class roster to take attendance and record who was present and for how many hours.

### Steps to Submit Positive Attendance on mProfessor

1. Login to **mProfessor** (smc.edu/mp).
2. Select the correct term from the dropdown menu.
3. Click on the **“Online Class Rosters Tasks”** bar. Then click **“View / Edit / Daily Attendance Report.”**

Online Class Roster Tasks

- View / Download Class Rosters
- View Class Active Students Photos
- View / Edit / Submit Daily Attendance Report**
- View Class Waiting Lists
- View / Request Instructor's Authorization Codes
- View / Edit Drop Rosters
- View / Edit / Submit Grade Rosters
- View / Edit / Submit Placement Rosters
- Enter / Update / Submit Students Learning Outcomes

4. Select the relevant class section from the **“Class Roster”** dropdown menu.

Class Roster 9501 - ART E00

Faculty Tasks

5. Under the **“Daily Attendance Rosters”** section, click the **“Edit”** button for the week you will input attendance. Please record attendance once the last class of the week has been held.

Daily Attendance Rosters			
Semester Week	Attendance Period	Attendance Roster Status	View/Submit Attendance Roster
<b>Week 1</b>	<b>DEC 30 to JAN 05</b>	<b>IN PROGRESS</b>	<b>edit</b>
Week 2	JAN 06 to JAN 12	NOT YET AVAILABLE	-

- Read the instructions and familiarize yourself with what you are being asked to do: 1) enter the student's actual attendance hours for the week; and 2) hours must be equal to or less than the **perfect attendance hours** for the week (the number of "perfect hours" will be shown for your class). Recording attendance is a two-step process: you input the hours and save, then you submit. Once you submit, hours cannot be changed.
- Input the number of hours each student attended class for the whole week. Notice the number of perfect attendance hours will be pre-filled for each student by default. If the student was present fewer than those hours, input those instead.

<u>Official</u>	<u>Meeting Week</u>	<u>Attendance Hours</u>
X	12	3
X	12	3
X	12	3
X	12	3

- Once done, scroll to the bottom of the roster and click the **"SAVE Changes"** button. You will get a popup message indicating your data has been saved.
- Scroll further and now click the "Submit" button if you are sure you entered your attendance data correctly. Once you click the submit button, you will not be able to change the number of hours submitted for each student. You will again see a popup message indicating your data has been submitted.

I, the instructor of record, as duly charged by Santa Monica College, certify that the attendance hours submitted here are true and accurate. Selecting "Submit" serves as my signature.

**Submit**

WEEK 12 ATTENDANCE ROSTER

- You are now done for the week!