

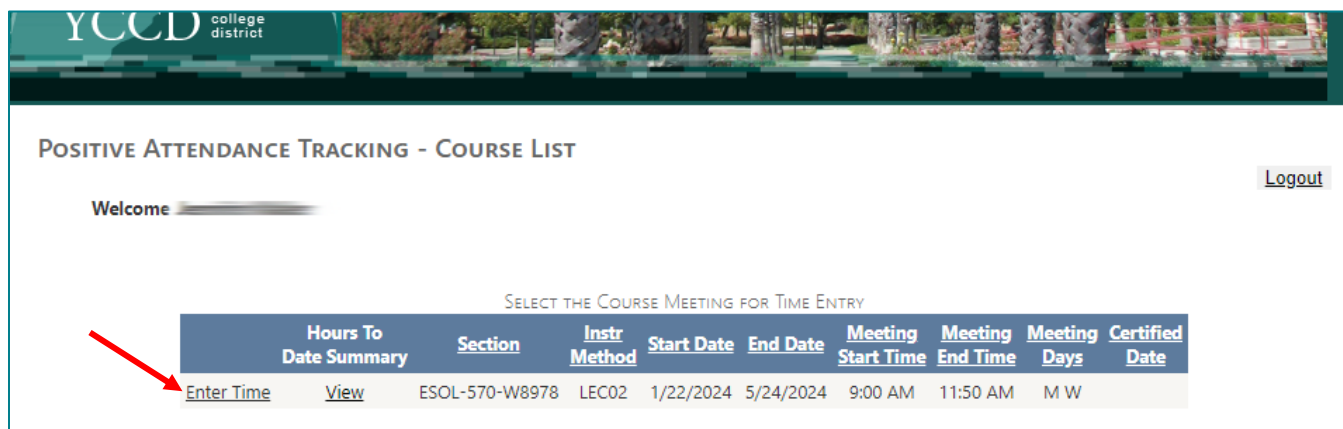
Faculty Guide: Positive Attendance

Positive Attendance is a type of attendance accounting procedure used for state reporting. Positive Attendance is based on an actual count of enrolled students present at each class meeting and is used for the following types of courses:

- Short term credit courses scheduled to meet fewer than five days
- Irregularly scheduled credit courses
- Open entry/open exit courses
- In-service training courses
- Noncredit courses, except those using an alternative attendance procedure
- Other credit courses determined by the district, except for independent study or work experience

Positive Attendance rosters must be certified at the end of the class. Certification must be completed when final grades are due.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Positive Attendance** and log into the system.
2. Click **Enter Time** for the selected class.



YCCD college district

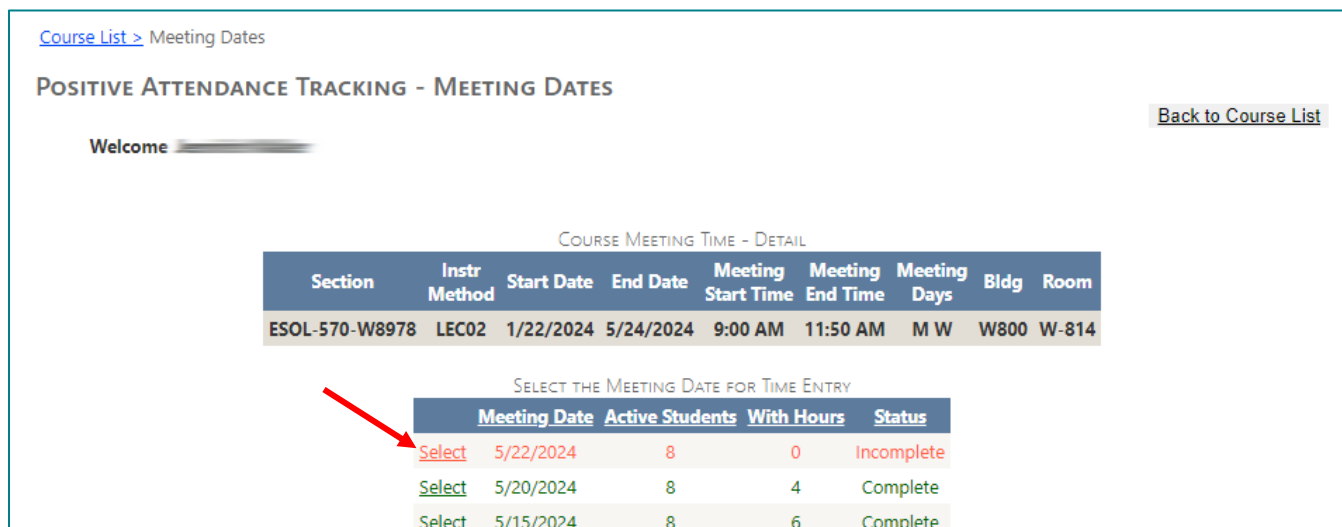
POSITIVE ATTENDANCE TRACKING - COURSE LIST

Welcome _____ [Logout](#)

SELECT THE COURSE MEETING FOR TIME ENTRY

Hours To Date Summary	Section	Instr Method	Start Date	End Date	Meeting Start Time	Meeting End Time	Meeting Days	Certified Date
Enter Time	View	ESOL-570-W8978	LEC02	1/22/2024	5/24/2024	9:00 AM	11:50 AM	M W

3. Select a meeting date to enter the hours. Dates that are incomplete will appear red. Once hours have been entered and completed the date will appear green.



[Course List](#) > Meeting Dates

POSITIVE ATTENDANCE TRACKING - MEETING DATES

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COURSE MEETING TIME - DETAIL

Section	Instr Method	Start Date	End Date	Meeting Start Time	Meeting End Time	Meeting Days	Bldg	Room
ESOL-570-W8978	LEC02	1/22/2024	5/24/2024	9:00 AM	11:50 AM	M W	W800	W-814

SELECT THE MEETING DATE FOR TIME ENTRY

Meeting Date	Active Students	With Hours	Status
Select 5/22/2024	8	0	Incomplete
Select 5/20/2024	8	4	Complete
Select 5/15/2024	8	6	Complete

- Enter the Minutes Attended for each student. If all students attended for the default length of time, click **Set Student Minutes to Default** to automatically fill the minutes for all students.

When all students have been entered, check the box and click **Update** at the bottom of the page.

Click **Back to Meeting Dates** to return to the list of dates. Repeat this step for each meeting date until all dates are marked Complete and show green.

POSITIVE ATTENDANCE TRACKING - TIME ENTRY

Welcome [redacted]

[Back to Meeting Dates](#)

SELECTED MEETING DATE FOR TIME ENTRY

Section	Instr Method	Meeting Date	Meeting Start Time	Meeting End Time	Meeting Minutes	Entry Status	Max Hours
ESOL-570-W8978	LEC02	5/22/2024	9:00 AM	11:50 AM	170	Incomplete	108.00

Default Meeting Minutes:

ENTER THE MINUTES ATTENDED FOR EACH STUDENT. HOURS ATTENDED WILL BE CALCULATED.

Student ID	Last Name	First Name	Status	Status Date	Hours To Date	Minutes Attended	Hours Attended
[redacted]	[redacted]	[redacted]	N	12/7/2023	84.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	1/9/2024	27.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	12/1/2023	84.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	11/30/2023	90.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	12/4/2023	90.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	12/20/2023	60.90	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	12/26/2023	75.00	<input type="text" value="170"/>	<input type="text" value="3"/>
[redacted]	[redacted]	[redacted]	N	1/9/2024	27.00	<input type="text" value="170"/>	<input type="text" value="3"/>

Set Meeting Entry Status to 'Complete'

- When all dates are Complete click on the **Back to Course List** link at the top to return to the main page.

[Course List](#) > Meeting Dates

POSITIVE ATTENDANCE TRACKING - MEETING DATES

Welcome [redacted]

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- Click on **Go to Certification Process** to certify the minutes entered for the class.

POSITIVE ATTENDANCE TRACKING - COURSE LIST

Welcome [redacted] [Logout](#)

SELECT THE COURSE MEETING FOR TIME ENTRY

Hours To Date Summary	Section	Instr Method	Start Date	End Date	Meeting Start Time	Meeting End Time	Meeting Days	Certified Date
Enter Time View	ESOL-570-W8978	LEC02	1/22/2024	5/24/2024	9:00 AM	11:50 AM	M W	

[Go To Certification Process](#)

- Click **Select** on the class to certify.


[Course List >](#) Certification List

POSITIVE ATTENDANCE TRACKING - CERTIFICATION LIST

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Welcome [redacted]

SELECT THE COURSE TO CERTIFY. THIS LIST ONLY DISPLAYS COURSES THAT HAVE ENDED.

	Term	Fac ID	Fac Name	Section	Course Title	Section End Date	Certified Date	Certification Status
	2024SP	[redacted]	[redacted]	ESOL-570-W8978	Accel Acad ESOL III	5/24/2024		

- Click **Certify** after confirming the total hours for each student is correct. This will certify the class roster and complete the Positive Attendance process.

[Course List >](#) [Certification List >](#) Certify Section

POSITIVE ATTENDANCE TRACKING - CERTIFY SECTION

[Back to Certification List](#)

Welcome [redacted]

SELECTED COURSE SECTION FOR CERTIFICATION

Section	Faculty Name	Section End Date	Drop Grade Required Date	Instr Method	Instr Max Hours	Section Max Hours	Certified Date	Certified By	Certification Status
ESOL-570-W8978	[redacted]	5/24/2024	2/5/2024	LEC02	108.00	108.00			

Display Students who dropped prior to Drop Grades Required date.
(Hours for these early-dropped students will not be reported.)

NOTE: ALL HOURS FOR INSTRUCTION METHOD L-L WILL BE UNDER LECTURE HOURS.

THE LIST BELOW ONLY INCLUDES STUDENTS WHO HAVE HOURS ENTERED INTO THE PATRACK SYSTEM.

	Student ID	Last Name	First Name	Status	Status Date	Lab Hours	Lecture Hours	Total Hours	Hours Certifiable	Certified Hours
Student Detail	[redacted]	[redacted]	[redacted]	N	12/1/2023		84.00	84.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	12/26/2023		75.00	75.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	12/7/2023		84.00	84.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	12/20/2023		60.90	60.9	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	1/9/2024		27.00	27.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	1/9/2024		27.00	27.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	11/30/2023		90.00	90.0	True	
Student Detail	[redacted]	[redacted]	[redacted]	N	12/4/2023		90.00	90.0	True	

