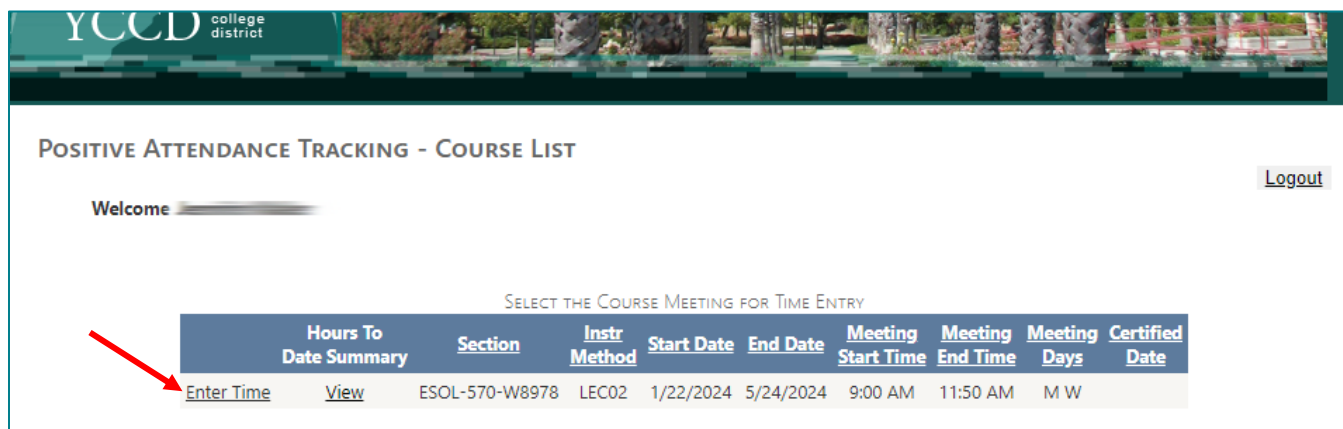# Faculty Guide:
Positive Attendance

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.

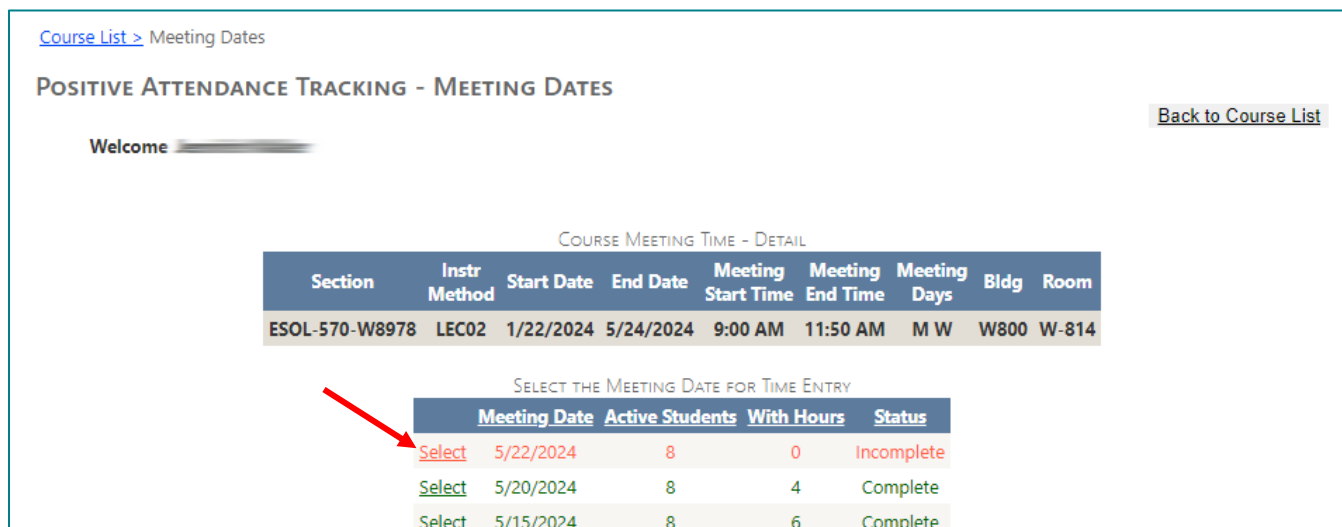2. Click **Enter Time** for the selected class.

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.

4. 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.

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

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

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

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