

Faculty Rosters Guide

Self-Service 3.6 Version Update

What is Self Service 3.6?

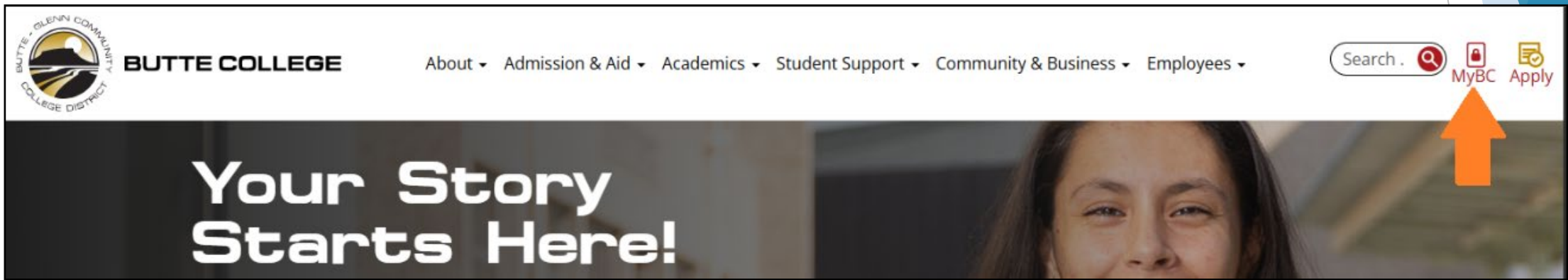
- ▶ Self-Service is the software that manages data entry such as census reporting, drops and withdrawals, positive attendance accounting, and grade entry.
- ▶ Self-Service 3.6 is the same software as everyone is using, just an updated version.
- ▶ Due to policy decisions and the software update, you will notice some changes to your roster beginning August 1, 2025.

Quick Snapshot of What's Changing

- ▶ **Last Date of Attendance** - Beginning Fall 2025, the **Drop Date** changed to **75% point**. Student drops allowed up to the 75% point via Self-Service.
- ▶ **Census Roster**- All No Shows and Pre-Census drops must be reported on the Census Roster.
 - ▶ Census Rosters will close automatically if not certified by the instructor in a timely manner after the census date.
- ▶ **Drop Roster**- The Drop Roster tab will appear as a submenu of the Census Roster tab.
 - ▶ Students who stop participating between the section census date to 75% date can be reported on the Drop Roster. *(No longer may report "Never Attended" or pre-census drops on the Drop Roster).*
- ▶ **Grade Roster**- Can report last date of attendance which will record drops for students who stopped attending prior to the 75% point.

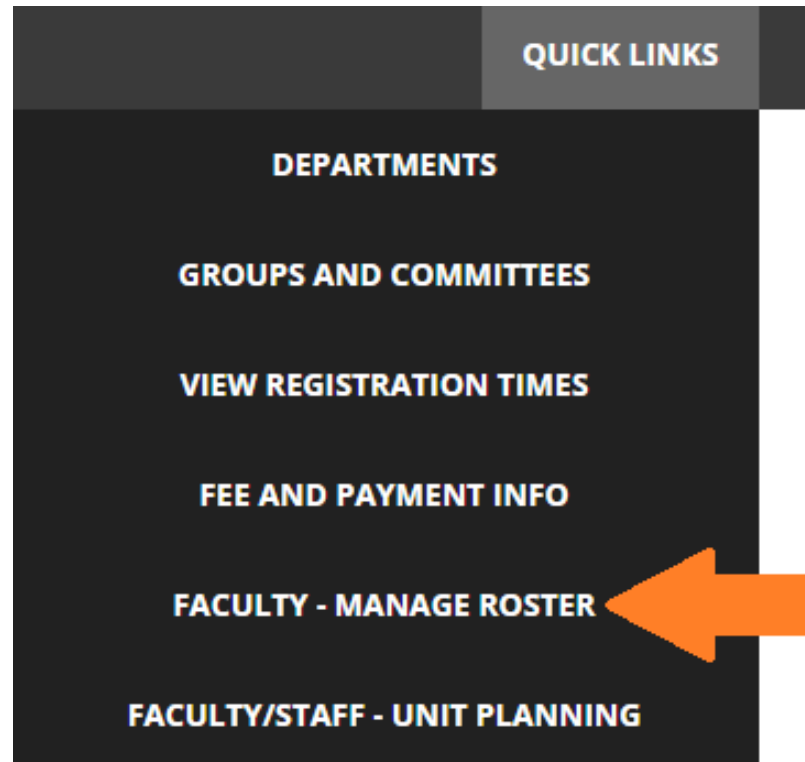
Getting Started

- ▶ Go to the Butte College home page www.butte.edu
- ▶ Click MYBC on the upper right-hand side of the screen & log in.



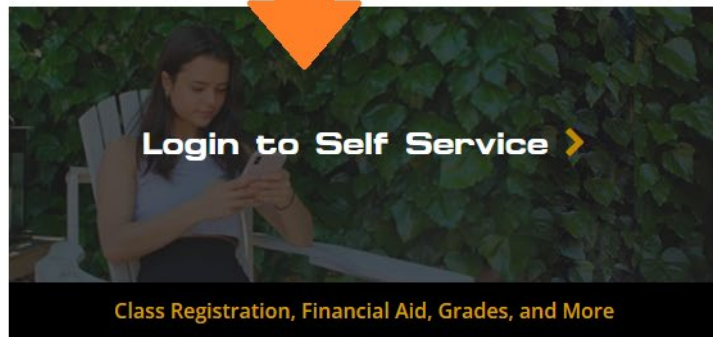
Quick Links

- ▶ Click **Quick Links** and then **Faculty-Manage Roster** to view your Self Service Faculty Rosters.



MyBC Self-Service tile

Or click the Self Service tile which will take you to the Self Service Homepage



Self Service Homepage

You can manage your Faculty Rosters by clicking on the **Faculty Tile** or from the side menu, select **Daily Work** and then **Faculty Overview**.

The screenshot displays the Self Service Homepage interface. On the left is a dark grey sidebar menu with the following items: Financial Information (with a dropdown arrow), Employment (with a dropdown arrow), Academics (with a dropdown arrow), Daily Work (highlighted in yellow and with an upward arrow), Advising (with a dropdown arrow), and Faculty (with an upward arrow). Below the Faculty menu item are two sub-items: Faculty Overview and Faculty Flex Summary Report. A red arrow points from the left towards the Daily Work menu item, and another red arrow points from the left towards the Faculty Overview sub-item. The main content area on the right contains several white tiles with icons and text: a partially visible tile at the top, an Employee tile (with a green icon and text: 'Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.'), a Search For Classes tile (with a green icon and text: 'Here you can view and search the course catalog.'), a Graduation Overview tile (with a blue icon and text: 'Here you can view and submit a graduation application.'), and a Faculty tile (with a green icon and text: 'Here you can view your active classes and submit grades and waivers for students.'). A red arrow points from the right towards the Faculty tile. A blue border highlights the Faculty Overview sub-item in the sidebar and the Faculty tile in the main content area.

Faculty Overview

See all your courses by term. Click on the section link to see the Section Details.

Manage your courses by selecting a section below

Fall 2025					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ART-1-N1718: Art Appreciation	8/25/2025 - 12/19/2025	NET, ONLINE Lec-Internet	0 / 35 / 35 / 5		9/8/2025 Census - Certification Opens On 9/8/2025
ART-1-N1720: Art Appreciation	8/25/2025 - 12/19/2025	NET, ONLINE Lec-Internet	0 / 35 / 35 / 4		9/8/2025 Census - Certification Opens On 9/8/2025
ART-3-M1931: Asian Art Histroy Survey	M/W 2:00 PM - 3:15 PM 8/25/2025 - 12/19/2025	ARTS, 234 Lecture	24 / 21 / 45 / 0		9/8/2025 Census - Certification Opens On 9/8/2025
ART-4-M1955: Renaissance Contemp Art Hist	T/Th 12:30 PM - 1:45 PM 8/25/2025 - 12/19/2025	ARTS, 234 Lecture	8 / 32 / 40 / 0		9/8/2025 Census - Certification Opens On 9/8/2025
Summer 2025					
Section	Times	Locations	Availability ⓘ	Books	Census Dates
ART-2-N9082: Prehistoric to Goth Art Hist	6/30/2025 - 7/17/2025	NET, ONLINE Lec-Internet	4 / 31 / 35 / 11		7/4/2025 Census

Section Details

View rosters, dates and deadlines, course information, and more!

Section Details
[Back to Courses](#)

ART-2-N9082: Prehistoric to Goth Art Hist

Summer 2025 Online

6/30/2025 - 7/17/2025
NET, ONLINE Lec-Internet

Seats Available 4 / 31 / 35 / 11
Waitlisted 11 of 15

Subject, Course Number, and Control (Section) Number

Term and Modality

Start and End Dates, Location

Available/Taken/Total/Waitlist Waitlist alone

Last Date Add Authorization will work

Last Date to drop a student without assigning a grade

Last Date a student can be dropped without an FW

Deadline Dates

Last Day to Add 7/3/2025

Last Day to Drop without "W" 7/3/2025

75% Date (Last Day to Drop with "W") 7/13/2025

Census Date 7/4/2025

Date all non-attending students should be dropped by, and due date for the census roster

Roster Attendance Census Grading Permissions Waitlist

Overview Final Grade

Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
--------------	------------	----------------	-------------------------	-------------	-----------------	-------------	---------


Section Details Includes:

- Section Subject
- Course Number
- Control or Section Number
- Modality and/or Location
- Seat Availability
- Waitlist count
- Deadline Dates (Add, Drop, Withdrawal, and Census)
- Rosters: Attendance, Permissions: Add Authorization or Faculty Consent
- Census, Grading
- Waitlist options

Class Roster


Includes name, ID#, and email

Accounting Method	Refund Date	Census Date	Withdraw Date	50% Date	75% Date	Todays Date	Add Card Required
Positive Hours Accounting	7/18/2021	8/3/2021	8/3/2021	9/12/2021	10/16/2021	8/11/2021	Yes

Student Name	Student ID	Pass/Audit	Repeated	Preferred Email
 Scarpelli, Jewel	[REDACTED]			scarpelliju@butte.edu

Print Email All Export

Hover over Student Name to see full profile (phone# & academic program)



Scarpelli, Jewel
[REDACTED]

Liberal Studies

scarpelliju@butte.edu (Primary)

[REDACTED] (Cell Phone)
530-895-2384 (Business)

[View Full Profile](#)

Print or export roster. Email all students

Census Roster

- ▶ To submit your census roster, or complete drops for non-attending students and students that have stopped attending prior to census, click the **Census** option from the Section Details screen.

ART-2-N9082: Prehistoric to Goth Art Hist

Summer 2025
Online

6/30/2025 - 7/17/2025
NET, ONLINE Lec-Internet

Seats Available ⓘ 4 / 31 / 35 / 11

Waitlisted 11 of 15

Roster Attendance **Census** Grading Permissions Waitlist

7/4/2025 Census

Census Certification




Instructors are required to clear their rolls of inactive students as provided by Title 5, Section 58004(c) as of the census date so that the student count is accurate.

You can check “Never Attended” or enter a Last Date of Attendance in your **Census Roster** *as soon as the term begins*. There is no “Submit” button. The data is stored until you Certify your Census.

Dropping Students During Census Period

(The first 2 weeks of a regular-term class or 20% of an irregular class)

- ▶ Use the Census Roster to report students who have never attended or stopped participating prior to the Census Date.

Student Name	Student ID	Never Attended	Last Date of Attendance	Credits
 [REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2
 [REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2
 [REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2

Attendance Definitions

- ▶ For in-person sections, attendance is defined as coming to your lecture or lab and remaining for the instructional period
- ▶ For online sections, attendance is defined as substantive interaction with course material. That means completing an assignment, submitting a project, turning in a quiz, participating in online discussion, or other interactions. A log in to the Canvas shell is not attendance.
 - ▶ *Never Attended will only work until your census roster is certified.*
- ▶ If a student attended but has since stopped attending, enter the last date they were in class, or the last date of the substantive interaction.
 - ▶ *Do not enter dates prior to the section start or future dates.*

When can I certify census?




You can *certify on census* or *shortly after* the **Census Date**. You can find the Census Date on the blue Census button below the Census Roster tabs.

The screenshot shows a software interface with several tabs: Roster, Census, Grading, Books, Permissions, and Waitlist. The 'Census' tab is selected and highlighted with a red underline. Below the tabs, there is a blue button labeled '2/8/2021 Census'. A callout box points to this button with the text: 'Activate the Certify button here on the **Census Date**.' To the right of the interface, there is a gray button labeled 'Certify'. A callout box points to this button with the text: 'The Census Certification Button is gray until activated on or shortly after the Census date.' Below the tabs, there is a table with the following columns: Student Name, Student ID, Never Attended, Last Date of Attendance, and Credits.

- ▶ If your Census Roster is not submitted in a timely manner, it will close, blocking additional pre-census drops.
- ▶ If you need to drop a student prior to the census date after submitting your census roster, or after the roster has closed, you will need to submit a Late Drop petition to Admissions & Records.

How do I certify Census?

Report “Never Attended” and “Last Date of Attended” to **clear the rolls of inactive students** prior to certifying census. The inactive students will be dropped from your Census Roster after you refresh the page.

Student Name	Student ID	Never Attended	Last Date of Attendance	Credits
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2
 [Redacted]	[Redacted]	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	2

- ▶ Dropped students should be removed from your roster within an hour of completing the entry. You will not see dropped students on your roster once the drop process is complete.
- ▶ If you enter a last date of attendance that cannot be processed, you will receive an email asking you to correct the date entry or use the late drop petition to complete the student drop.

Activate Certify Button

Verify enrollment prior to clicking the Certify Button!

Seats Available 27 of 60

Accounting Method	Refund Date	Census Date	Withdraw Date	50% Date	75% Date	Todays Date	Add Card Required
Positive Hours Accounting	2/3/2021	2/15/2021	2/15/2021	3/17/2021	4/12/2021	8/11/2021	Yes

Roster Attendance **Census** Grading Books Permissions Waitlist

2/8/2021 Census

2/15/2021 Census

Certify

Click the Census Date button to **Activate** the Certify Button.

When the Census Button turns blue, it is **Activated**. Click the button when ready to certify.

Certify Census Attendance

I certify that these students are in attendance, except those marked not in attendance.

Cancel Submit

Click "Submit" to certify census.



Once you certify census you will NOT be able to report pre-census drops and No Shows expect by Late Drop Petition.

Confirmation of Census Certification



After you submit, you will see a green bar

And a blue banner will appear



Drop Roster

Once census certification is complete, you won't have access to the Census Roster. The **DROP Roster** will become available 24 hours after your Census Roster is certified.

Use the **DROP Roster** to **complete drops** for students that stop attending *after* census but before the **75%** point of your section.

NEW Drop Roster Location!!!

- ▶ The **Drop Roster** is now a submenu of the **Census Roster**. To get to **the Drop Roster**, click on the **Census** tab and then click on the **DropRoster** tab below.

ART-2-N9082: Prehistoric to Goth Art Hist

Summer 2025
Online

6/30/2025 - 7/17/2025
NET, ONLINE Lec-Internet

Seats Available ⓘ 5 / 30 / 35 / 11

Waitlisted 11 of 15

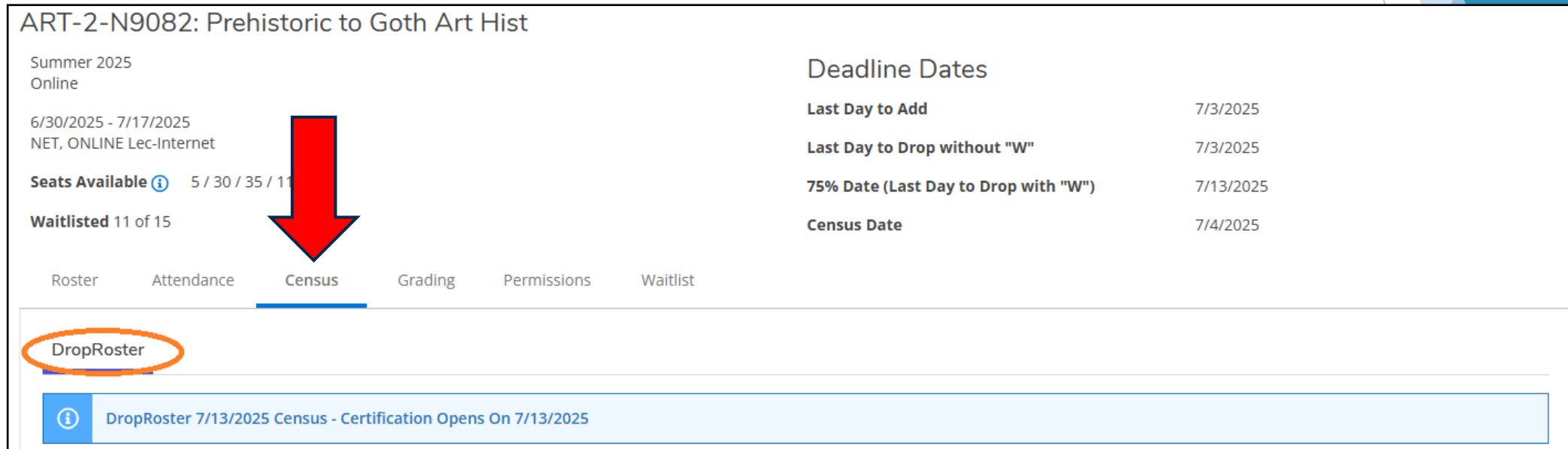
Deadline Dates

Last Day to Add	7/3/2025
Last Day to Drop without "W"	7/3/2025
75% Date (Last Day to Drop with "W")	7/13/2025
Census Date	7/4/2025

Roster Attendance **Census** Grading Permissions Waitlist

DropRoster

DropRoster 7/13/2025 Census - Certification Opens On 7/13/2025



Drop Roster Reporting

- ▶ The **Never Attended** option will display on the **Drop Roster** but may *NOT* be used after the section census date.
- ▶ If a student never attended your course, you need to use the **Late Drop petition** form to drop the student as of your section start date.
- ▶ Drop dates occurring prior to the census date cannot be processed. You will need to enter a date after census, or use the late drop petition to drop the student.
 - ▶ You will receive an email with the incorrect drop information for drop dates prior to census, never attended, and after the 75% point of your section, and will be asked to correct it within 24 hours of submission.
- ▶ Drop dates occurring before the class start date or after the end of the section will display an error message.

The screenshot shows a user interface for a drop roster. At the top, there is a header bar with a user profile icon, a search bar, a square icon, a date input field containing '7/25/2025', a page number '3', and a red warning icon. Below the header, a red-bordered box contains the error message: 'Last date of attendance should be within section start and end date'.

Drop Roster: Census to 75% Point of Section


- ▶ To drop students after census, enter the student's actual Last Date of Attendance.
- ▶ This date should be after your section census date and on or before the date of entry. The student will be removed from your roster within an hour of entry.
- ▶ The **Drop Roster** will be available until the 75% point of the section.
 - ▶ You may drop a student without assigning an FW until the 75% point of the section.
 - ▶ If you need to drop a student prior to the census date after the census roster has closed, you will need to submit a **Late Drop petition** to Admissions and Records.
- ▶ After the 75% point of your section, you will be able to make remaining post-census drops using the **Final Grade Roster**.





Grade Roster


Overview is a **Read Only Screen**. Sort students by categories below.

Roster Census **Grading** Books Permissions Waitlist

Overview Final Grade

 Please enter missing final grade(s).

Student Name	Student ID	Never Attended	Final Grade	Last Date of Attendance	Credits
 [REDACTED]	[REDACTED]				3
 [REDACTED]	[REDACTED]				3
 [REDACTED]	[REDACTED]				3
 [REDACTED]	[REDACTED]				3







Grading: Final Grade tab

Click on Final Grade tab to enter grades

Roster Census **Grading** Books Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Final Grade	Last Date of Attendance	Credits
 [Redacted]	[Redacted]	Select Grade	<i>M/d/yyyy</i>	3
 [Redacted]	[Redacted]	Select Grade	<i>M/d/yyyy</i>	3
 [Redacted]	[Redacted]	Select Grade	<i>M/d/yyyy</i>	3
 [Redacted]	[Redacted]	Select Grade	<i>M/d/yyyy</i>	3

Final Grade tab: Completing Drops

- ▶ Enter a Last Date of Attendance for anyone who is still on your roster but stopped attending the class on or after census.
 - ▶ Students with a last date of attendance between census to 75% point of the section will be dropped automatically from the roster & assigned a “W”.
 - ▶ If a student attended beyond 75% point, they must be assigned a grade.
 - ▶ FW Grades require a last date of attendance.

Click on Final Grade tab to enter grades

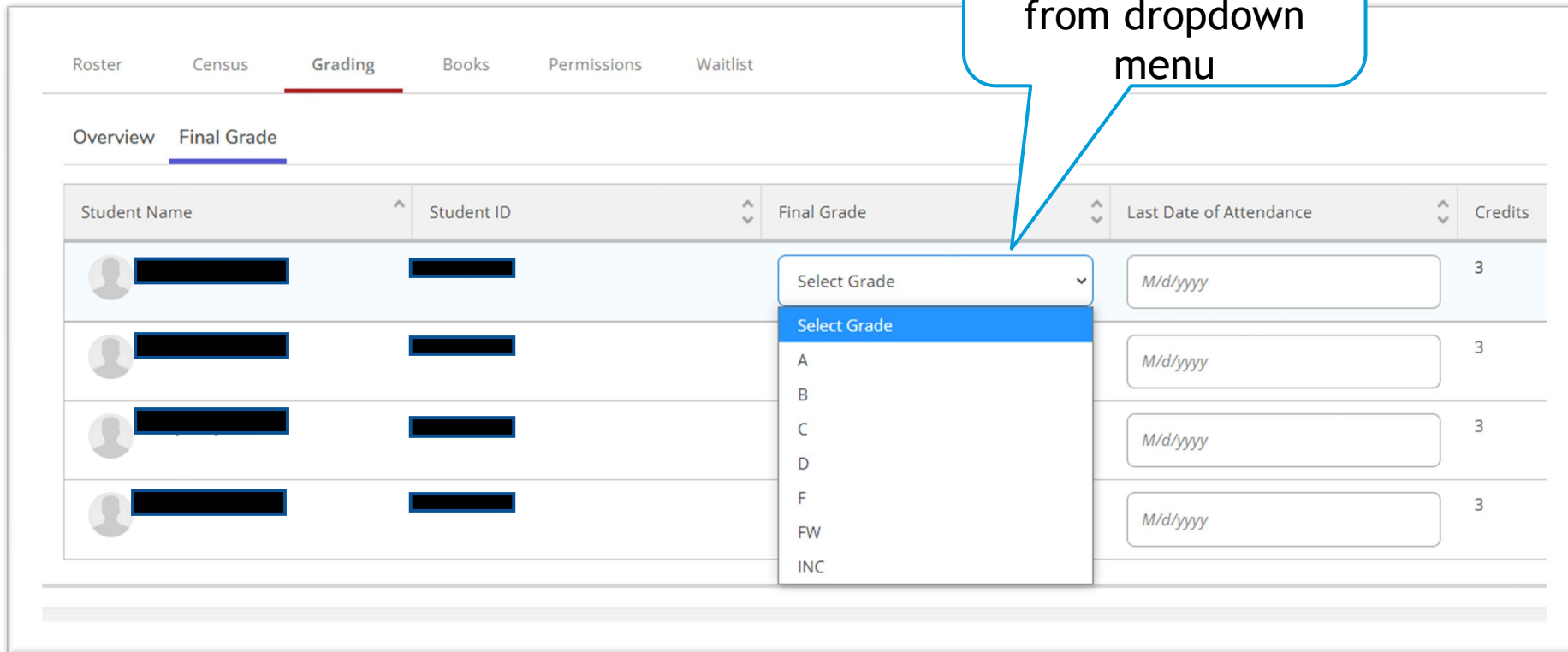
Enter a last date of attendance if a student stopped participating on or after census.

Student Name	Student ID	Final Grade	Last Date of Attendance	Credits
Ludmila Angheluta	3381662	Select Grade	M/d/yyyy	3
Boyes, Louise	3380523	Select Grade	M/d/yyyy	3

Enter Grades

The Grade Scheme from the “Select Grade” menu is based on the course (Graded, Ungraded, Pass/No Pass Only, Satisfactory/Unsatisfactory, etc.)

Select the appropriate grade from dropdown menu



The screenshot shows a web interface for entering grades. At the top, there are navigation tabs: Roster, Census, Grading (selected), Books, Permissions, and Waitlist. Below this, there are sub-tabs: Overview and Final Grade (selected). The main area contains a table with columns: Student Name, Student ID, Final Grade, Last Date of Attendance, and Credits. A dropdown menu is open over the 'Final Grade' column of the first row, showing options: Select Grade, A, B, C, D, F, FW, and INC. A callout box points to this dropdown menu with the text 'Select the appropriate grade from dropdown menu'. The table has four rows of student data, each with a profile icon, a redacted name, a redacted ID, a date field with a placeholder 'M/d/yyyy', and a credit value of 3.

Student Name	Student ID	Final Grade	Last Date of Attendance	Credits
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3

FW Grades - Failure to Withdraw

Enter last date of attendance for FW Grades



The screenshot shows a user interface for entering grades. On the left, there is a profile icon and a redacted name. In the center, a dropdown menu is set to 'FW'. To the right of the dropdown is a date input field with a placeholder 'M/d/yyyy'. Further right, the number '3' is displayed in a small box.

FW Grades affect student's GPA the same as an "F" grade. If you give a student an FW, *you must enter a last date of attendance.*

Note: If the student stopped attending *prior* to the 75% point, but was not dropped before the 75% deadline, you may enter a last date of attendance on the Final Grade Roster, and the student will be dropped and assigned a "W", or you may choose to give them a grade of "FW".

Pass/No Pass

Students who elect Pass/No Pass will only allow you to select P, NP or INC grades

Roster Census **Grading** Books Permissions Waitlist

Overview **Final Grade**

Student Name	Student ID	Final Grade	Last Date of Attendance	Credits
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3
[Redacted]	[Redacted]	Select Grade	M/d/yyyy	3

The dropdown menu for the 'Final Grade' column is open, showing the following options: Select Grade, P, INC, NP.

Pass/No Pass




Students who take a course as Pass/No Pass will also show that designation on the main roster.



Student Name	Student ID	Preferred Email	Pass/Audit
 [REDACTED]	[REDACTED]	anghelutalu@butte.edu	
 [REDACTED]	[REDACTED]	boyesmo@butte.edu	Pass

Audits

Students who elect to audit a course will show zero credits. You will only be able to select “AU” from the grade menu.

Roster	Census	Grading	Books	Permissions	Waitlist
Overview	Final Grade				
Student Name	Student ID	Final Grade	Last Date of Attendance	Credits	
 [Redacted]	[Redacted]	Select Grade	M/d/yyyy	3	
 [Redacted]	[Redacted]	Select Grade	M/d/yyyy	0	
 [Redacted]	[Redacted]	Select Grade AU	M/d/yyyy	3	

Incomplete Grades

Incomplete Contracts must be signed by both student and instructor and only after the 75% point of the class.

Choose "INC" from the "Select Grade" dropdown menu

Incomplete Grades require instructors to enter an expiration date.

Please enter an expiration date. An incomplete form is required when assigning this grade. Please see the Faculty Information section on the A&R page please contact admissions@butte.edu

The instructor can decide on the expiration date depending on what coursework remains. However, the expiration date **cannot** exceed one year from the course end date.

Faculty will receive an email reminder to submit an Incomplete Grade Contract to admissions@butte.edu and to request extended Canvas access via TMI <https://tmi.butte.edu/tmi/student-incomplete/>.



Waitlist

See students who are on the waitlist. It includes name, ID#, rank, status date & preferred email.

Roster	Drop Roster	Census	Grading	Books	Permissions	Waitlist
--------	-------------	--------	---------	-------	-------------	-----------------

[Email All](#)

Active Waitlist

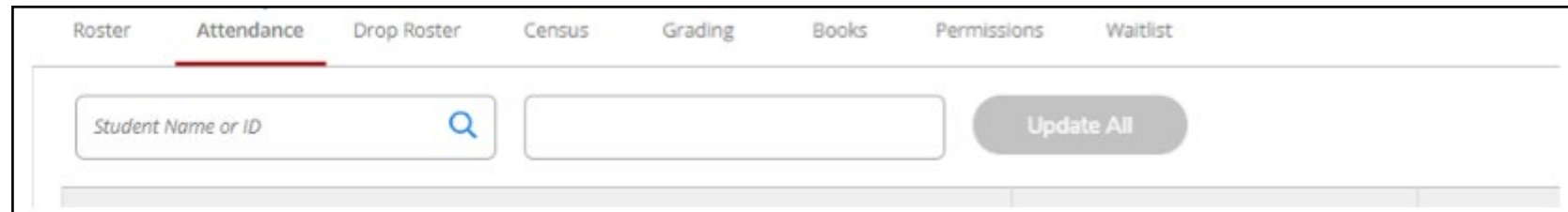
Student Name	Student ID	Rank	Status Date	Class Level	Preferred Email
 [REDACTED]	[REDACTED]	1	10/18/2021		[REDACTED]
 [REDACTED]	[REDACTED]	2	10/18/2021		[REDACTED]

Nonactive Waitlist

Positive Attendance

- ▶ If the accounting method for your section is Positive Attendance, you will need to enter the daily attendance hours in the **Attendance Roster**.

From Section
Details click on the
Attendance tab
















The screenshot shows a navigation bar with the following tabs: Roster, Attendance (highlighted with a red underline), Drop Roster, Census, Grading, Books, Permissions, and Waitlist. Below the navigation bar, there is a search area with a text input field containing the placeholder text "Student Name or ID", a magnifying glass icon, and a grey button labeled "Update All".

Choose the Date



Open Calendar icon
or type in the date

ister **Attendance** Drop Roster Census Grading Books Permissions Waitlist

Student Name or ID 11/01/2021 

Student	Overall Hours	Hours to (11/1/2021)		Date
	71:00	71:00	<input type="text"/> 	11/1/2021
	00:00	00:00	<input type="text"/> 	11/1/2021
	00:00	00:00	<input type="text"/> 	11/1/2021
	00:00	00:00	<input type="text"/> 	11/1/2021
	00:00	00:00	<input type="text"/> 	11/1/2021
	00:00	00:00	<input type="text"/> 	11/1/2021

Calendar View

11/01/2021  [Export](#) 





« < November 2021 > »

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

Choose your date
to enter Positive
Attendance hours

Enter hours for each student

Student Name or ID 11/01/2021

Student	Overall Hours	Hours to (11/1/2021)		Date
 [Redacted]	76:00	76:00	<input type="text" value="05:00"/> <input type="button" value=""/>	11/1/2021
 [Redacted]	05:00	05:00	<input type="text" value="05:00"/> <input type="button" value=""/>	11/1/2021
 [Redacted]	04:00	04:00	<input type="text" value="04:00"/> <input type="button" value=""/>	11/1/2021
 [Redacted]	06:00	06:00	<input type="text" value="06:00"/> <input type="button" value=""/>	11/1/2021

Notice it shows the cumulative hours to date

Enter hours one student at a time

The hours are saved as they are entered. Repeat the process for each day of attendance







Update Hours for All Students

Save time by entering a set number of hours for every student on your roster

Notice that you are entering hours for all students on a specific date

Roster **Attendance** Drop Roster Census Grading Books Permissions Waitlist











Student Name or ID

Student	Overall Hours	Hours to (11/2/2021)	Date
 	76:00	76:00	<input type="text"/> 11/2/2021
 	05:00	05:00	<input type="text"/> 11/2/2021
 	04:00	04:00	<input type="text"/> 11/2/2021

Enter the # of hours here and hit the **enter** or **tab** key

Click the **Update All** button

Everyone on the roster will be assigned the same hours with

10:00		<input type="text" value="05:00"/>		11/8/2021
10:00		<input type="text" value="05:00"/>		11/8/2021
10:00		<input type="text" value="05:00"/>		11/8/2021
10:00		<input type="text" value="05:00"/>		11/8/2021
10:00		<input type="text" value="05:00"/>		11/8/2021









Exceptions to Update All

Hours that were already entered will not change with the **Update All** button.

Hours to (11/8/2021)		Date
81:00	<input type="text" value="05:00"/>	11/8/2021
10:00	<input type="text" value="05:00"/>	11/8/2021
09:00	<input type="text" value="05:00"/>	11/8/2021
12:00	<input type="text" value="06:00"/>	11/8/2021
10:25	<input type="text" value="05:25"/>	11/8/2021
10:00	<input type="text" value="05:00"/>	11/8/2021

You can make corrections or deletions in each cell.

You must use hh:mm format when entering partial hours

(11/8/2021)		Date
NO	<input type="text" value=".25"/>  	11/8/2021
Hours can only contain numbers.		
YES	<input type="text" value="00:25"/> 	11/8/2021
NO	<input type="text" value="5.5"/>  	11/8/2021
Hours can only contain numbers.		
YES	<input type="text" value="05:50"/> 	11/8/2021
NO	<input type="text" value="10.75"/>  	11/8/2021
Hours can only contain numbers.		

View of Downloaded Attendance File

Includes Student ID#'s, Names and Dates of Attendance with Hours

MATH-11-M7305: Math for Liberal Arts
Fall 2021
CSV Generated: 11/08/2021 4:48 PM

Student ID	Student Name	11/8/2021	11/1/2021	10/13/2021	10/12/2021	10/11/2021	10/7/2021	10/6/2021	10/5/2021	10/4/2021
xxxxxx	Joe	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00
xxxxxx	Joyce	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00
xxxxxx	Julie	5:00	4:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00
xxxxxx	Jessica	6:00	6:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00
xxxxxx	Kayla	5:25	5:00	5:00	5:00	5:00	5:00	5:00	5:00	5:00

11/01/2021



Export



Click on Export next to the Calendar icon to see the total attendance hours by student

Questions?

Contact Julie Scarpelli for assistance.

scarpelliju@butte.edu

(530) 895-2384