



ATTENDANCE VIA SELF-SERVICE

For faculty members teaching in-person courses for Autumn 2020, attendance-taking will be required due to COVID-19 tracing protocols.

Attendance can be tracked by following the below steps.

1

LOG IN TO SELF-SERVICE

Visit selfservice.csc.edu and enter your username and password. Click on the “Faculty” tab.

2

SELECT YOUR SECTION

Select the necessary section from your course schedule. Then go to the “Attendance” tab.

3

ENTER ATTENDANCE DETAILS

Select the meeting date from the dropdown on the right. Next to the student’s name, select the appropriate response in the dropdown (Present, Absent/No Excuse, Absent/Excused, or Late).

4

REPEAT STEPS AS NEEDED

This process will need to be repeated for every in-person section you are assigned.

NEED HELP?

If you have questions or need assistance completing your attendance tracking, please contact the IT Support Center at 614-287-5050 or by email at helpdesk@csc.edu.