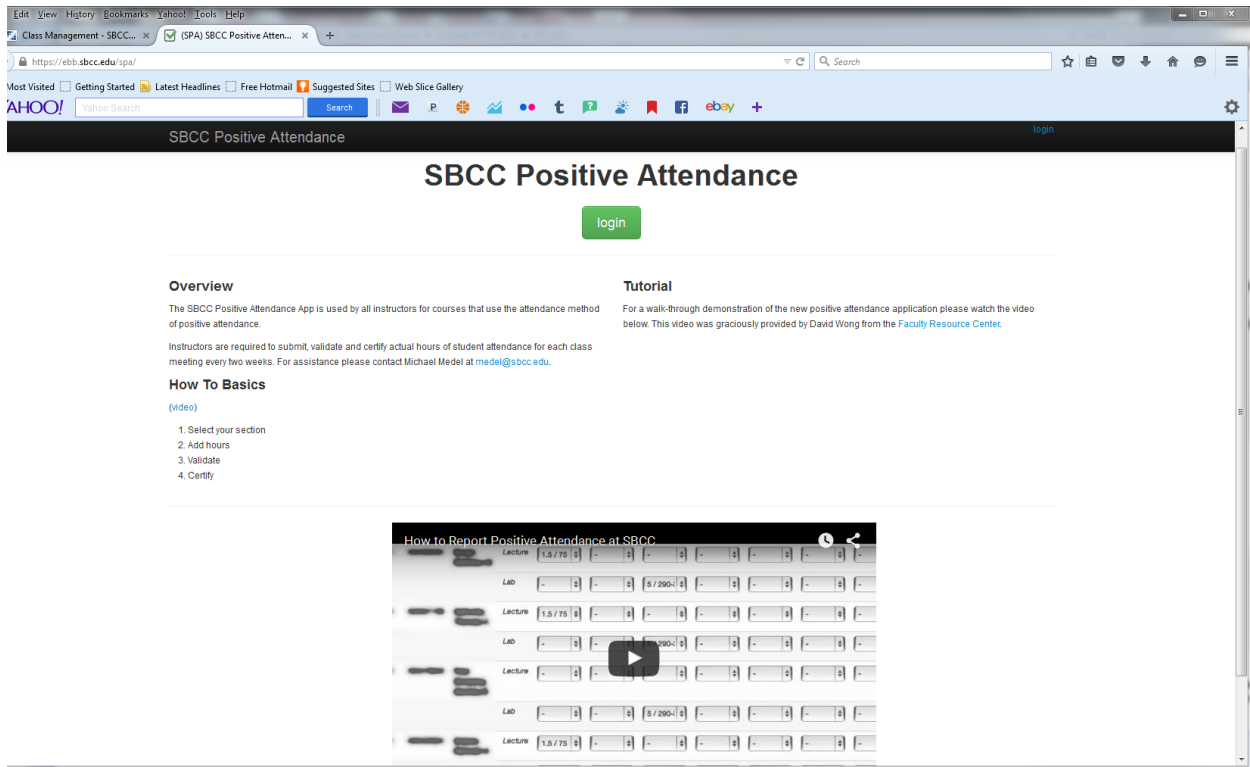**Entering Positive Attendance Hours**

Under the FACULTY tab in pipeline, you will see a link for "Enter Positive Attendance." It is critical that you enter and certify all Positive Attendance hours (for each student at each class meeting) into the Positive Attendance reporting tool for the entire semester PRIOR to entering and submitting your final grades via Pipeline. The cumulative positive attendance hours (tabulated from the Positive Attendance Reporting tool) for each student will be populated on your final course grade and attendance roster in Pipeline once you certify attendance hours in the PA Site. You will not be able to modify the cumulative Positive Attendance hours per student on the Pipeline final grade/attendance hours form.

There is also a direct link to the Positive Attendance system at: https://ebb.sbcc.edu/spa/

To login to the system you would use your Pipeline username and password. On the login page you will also find a short video that will demonstrate how to record and submit attendance hours.



**Once you have validated and certified all the hours for your course, the hours will then populate into your final grade roster in pipeline. Once this process is complete you are now able to submit final grades.**