Enter Hours and Final Grades

Gavilan College/ Noncredit Program

Martin Rodriguez-Juarez
Recommendations

- Take attendance in class
- Email your attendance to Ana monthly
- Check your roster weekly or biweekly
- Compare your attendance and your roster to make sure all the students are registered
  - If the student(s) is/are not registered please complete the registration form or add slip
- Highlight the students that are registered in your spreadsheet
- Enter hours, final grade and Email them to Ana and start your summer vacation!
• Martin Rodriguez-Juarez
• marodriguez@Gavilan.edu

Muchas gracias!