OEC CI Web Attendance

1. Go to District remote login site at the following link: https://remote.rsccd.org. Log in with the same username and password you would use to check your e-mail. Once you are logged in click on the “CI-Web Attendance” link under the web bookmarks section. (For technical help, please call the Helpdesk at (714) 628-4999).

2. Log in with your RSCCCD Datatel ID number. The first 3 digits are provided for you. (Your ID number is on your paycheck stub or you may lookup your ID by clicking on the “Don’t know Datatel ID?” link.)

3. Your password is the last 4 numbers of your social security number.

4. The first time you log in you will see this screen so that you can change your password to make it more secure.

5. Also, fill in your RSCCD e-mail address and a security question.

6. After logging in, you will see this screen showing all of the active classes which you teach.
7. Click on the section number of the class for which you want to take attendance. Please make sure you select the section in the appropriate Continuing Education term. Note: Continuing Education terms are listed as follows: the year followed by SUN for summer, FAN for fall, and SPN for spring.

8. You can filter the list of students by Active/Show All/Attended. Your roster will automatically filter by “Active” enrollment status.

9. Select the class meeting date for which you want to take attendance.

10. To record attendance, click on the ‘Fill/Clear’ box for any student attending any portion of the class time. (Once clicked, the line will change to yellow.)

11. If you make a mistake and need to clear the attendance for a student, click on the ‘Fill/Clear’ box again.

12. When you have completed the attendance, click on “Save Changes”.

13. To print the Daily Class Sign-In Sheet click on the Sign-In Sheet button at the bottom of the Take Attendance page.