For the best experience using the CCC Lab Tracker, please use the Google Chrome Browser.

FIRST TIME USING LAB TRACKER

1. **If this is your first time using the Lab Tracker, then you will need to "Register. Click** the register link shown below.

If this is not your first time using the Lab Tracker and have added all your CAT/CIS/CSC courses that have lab requirements. Skip to Using Lab Tracker.

2. A register form will appear. Fill out the form including one of the CAT/CIS/CSC courses that you need to track lab for. **Please double check your input, it is your responsibility to make sure the information is correct**

3. When the form is filled out **click** Register. If any information is incorrect an error will explain.

4. If you have more than one course that requires lab tracking, **click** the "Add Course" link on the login page.

Lab Tracker

Student Id

Add Course
Or Register

5. An add class form will appear. Fill out the form with your course section number and your student ID. **Please double-check your input, it is your responsibility to make sure the information is correct.**

Add Course ✕

Section

54321

Student ID

1234567

Add Course

6. When the form is filled out **click** "Add Course". If any information is incorrect an error will explain. Please repeat the "Add Course" step for each of your CAT/CIS/CSC classes which require you to track your lab.

USING LAB TRACKER TO TRACK YOUR HOURS

LOGGING IN TO THE LAB TRACKER

1. Once you have registered for all your CAT/CIS/CSC lab courses. You can type your student ID on the screen below. Once you entered your ID **press enter** to start tracking.

Lab Tracker

Student Id

Add Course
Or Register

2. If you have more than one course, you will be prompted to choose which course to track, otherwise, you will be logged in automatically. If no courses have been entered you will be prompted, then you need to follow the add courses steps.

3. When logged in the zoom link will open in a new tab/window. If one did not open click the zoom link when you log in. The Tracker will not log you out so **<u>please remember to logout</u>**

LOGGING OUT OF THE LAB TRACKER

1. To log out type your student ID and **press enter**. A page will then display how much time you just tracked and how much total time tracked for that course.