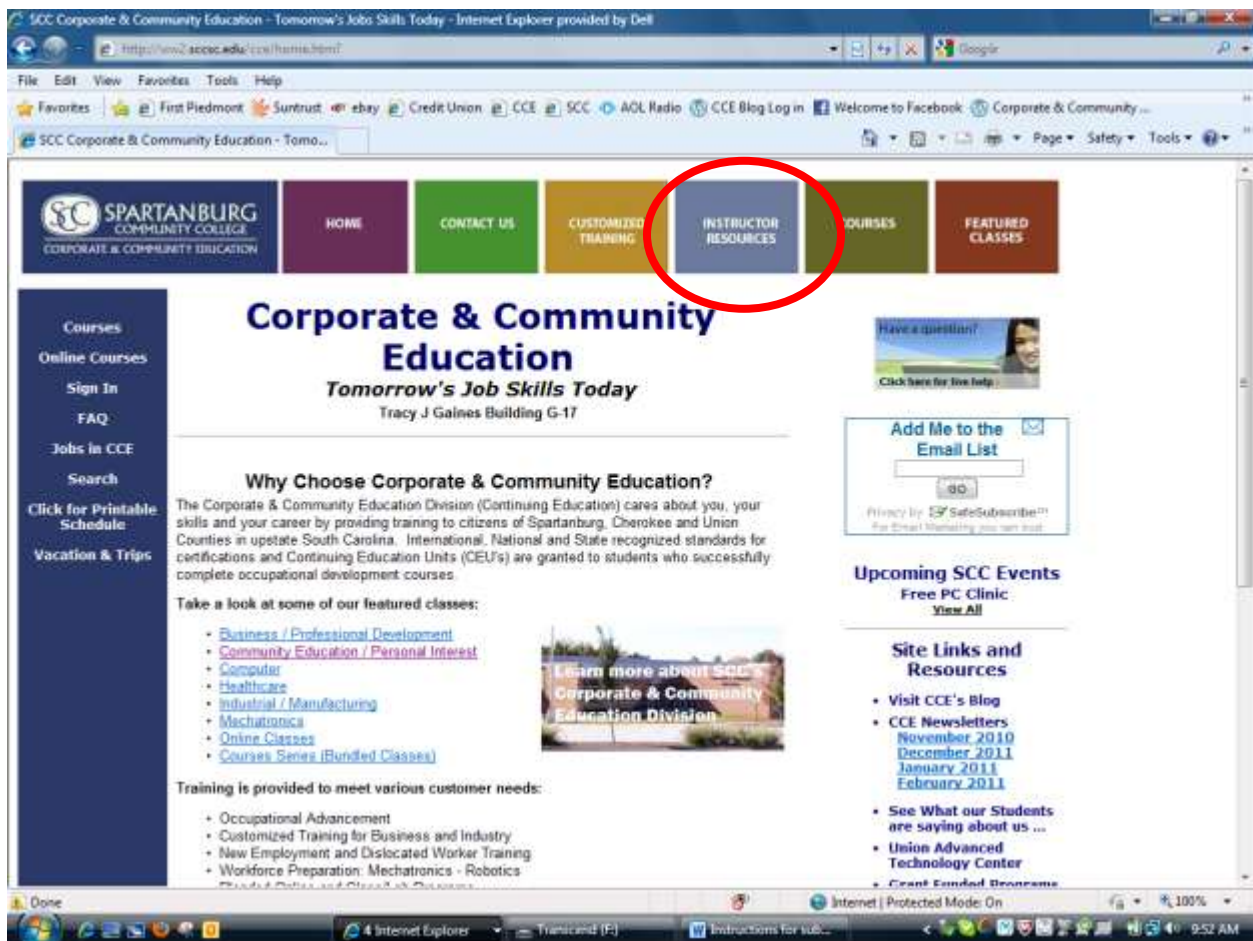


## Saving and submitting Electronic Forms

1. First, retrieve the form from our website. Here's how:
2. Go to [www.sccsc.edu/cce](http://www.sccsc.edu/cce)
3. Click on the **Instructor Resources** tab at the top of the page.



The screenshot shows the website for Spartanburg Community College's Corporate & Community Education division. The navigation menu at the top includes: HOME, CONTACT US, CUSTOMIZED TRAINING, **INSTRUCTOR RESOURCES** (circled in red), COURSES, and FEATURED CLASSES. The main content area features the title "Corporate & Community Education" with the tagline "Tomorrow's Job Skills Today" and the address "Tracy J Gaines Building G-17". Below this, there is a section titled "Why Choose Corporate & Community Education?" followed by a list of featured classes and a list of training options provided to meet customer needs. The right sidebar contains a "Have a question?" section, an "Add me to the Email List" form, "Upcoming SCC Events" (including a Free PC Clinic), and "Site Links and Resources" such as the CCE Blog, newsletters, and student testimonials.

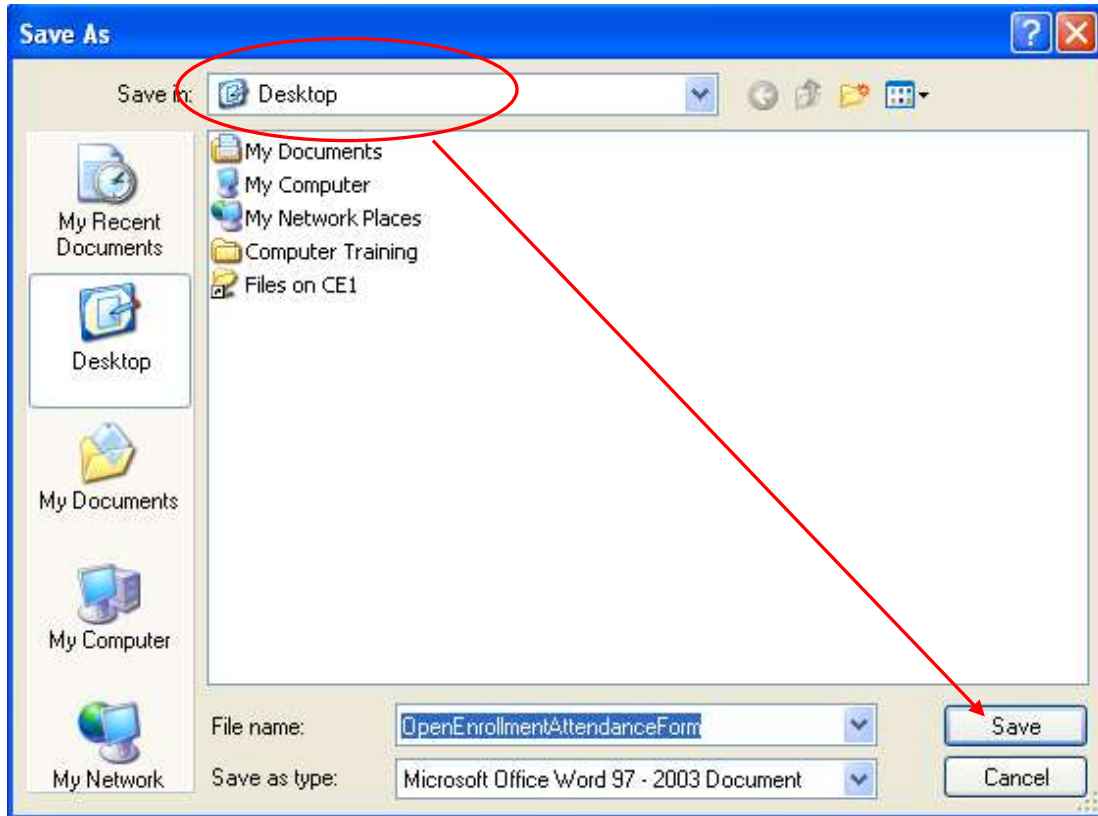
4. Click once on the link that says **Attendance Sheet**.

The screenshot shows the 'Instructor & Staff Resources' page on the Spartanburg Community College website. The page is titled 'Instructor & Staff Resources' and features a navigation menu on the left with links for 'Courses', 'Online Courses', 'Sign In', 'FAQ', 'Jobs in CCE', and 'Search'. The main content area is divided into several sections: 'Student Class Evaluations', 'IT Help Desk', 'Forms Available for Download and Printing', 'Instructor/Class Forms', 'Instructional Documents', and 'Administrative/Staff Documents'. The 'Forms Available for Download and Printing' section contains a table of links, with the 'Attendance Sheet' link circled in red. The 'Instructor/Class Forms' section contains a table of links, including 'Registration/Sign-in Sheet', 'Certificate Sheet', 'Release of Records Form', 'Course Evaluation (Printable)', and 'Community Interest Evaluation (Printable)'. The 'Instructional Documents' section contains a table of links, including 'General Information for Instructors', 'Instructor Online Form Help', 'Class Requirement Checklist', 'Online Evaluation Help', 'Recording attendance online Help', and 'Practice File Location'. The 'Administrative/Staff Documents' section contains a table of links, including 'Instructor Handbook Download' and 'Instructor Handbook Download'.

5. A dialog box will appear that asks you if you want to open or save. Click **SAVE**.

The screenshot shows a 'File Download' dialog box with a blue title bar and a close button in the top right corner. The main text asks 'Do you want to open or save this file?'. Below this, there is a document icon and the following information: 'Name: OpenEnrollmentAttendanceForm.doc', 'Type: Microsoft Office Word 97 - 2003 Document, 204KB', and 'From: www.sccsc.edu'. At the bottom, there are three buttons: 'Open', 'Save', and 'Cancel'. The 'Save' button is circled in red. Below the buttons, there is a checkbox labeled 'Always ask before opening this type of file' which is checked. At the bottom of the dialog, there is a warning icon and the text: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)'

6. A Save As dialog box will open. Save the document to your desktop, or wherever you wish such as in My Documents.



7. You now have a clean copy of the Attendance Form to submit. You can fill in class information at the top, insert the names of students, and record your actual attendance. It is a good idea to save the form by using File, Save as, and then rename to the name of your class and end date. (The screen shots and steps above are using Word 2003)
8. To email the form, simply open your email browser and create a new email message. Attach the file and email to appropriate Program Assistant.  
**Reminder** – your original signature is necessary for payroll submission.

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