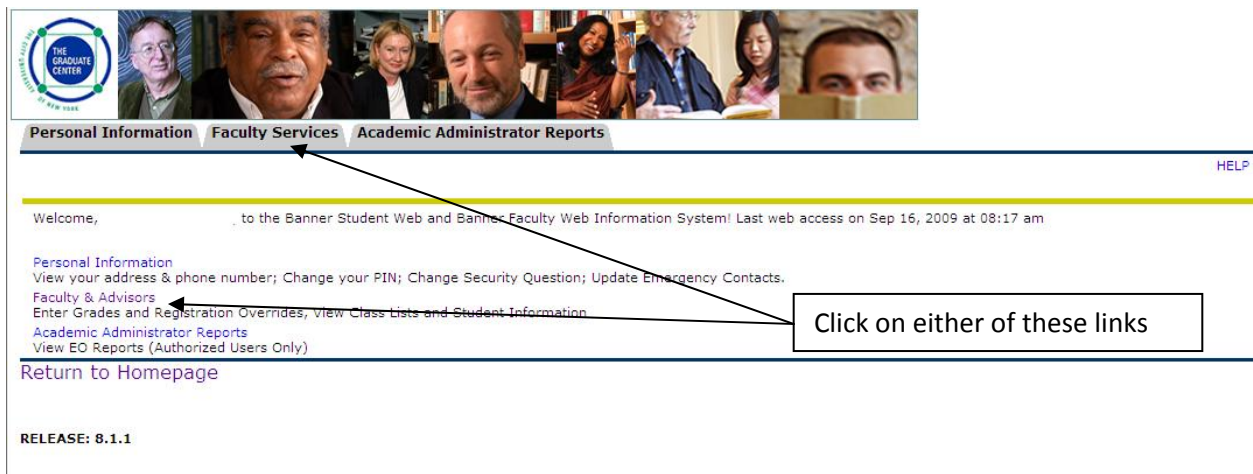


How to Enter Attendance Information

Please review these instructions before entering any attendance information and please remember that the purpose of this process is to identify students WHO NEVER ATTENDED as well as identify students who have attended (even just once) or who are otherwise active and participating in the course.

Upon logging into the faculty web, click on either the Faculty Services tab at the top of the page or the *Faculty and Advisors* link in the menu:



Personal Information Faculty Services Academic Administrator Reports

HELP

Welcome, , to the Banner Student Web and Banner Faculty Web Information System! Last web access on Sep 16, 2009 at 08:17 am

Personal Information
View your address & phone number; Change your PIN; Change Security Question; Update Emergency Contacts.

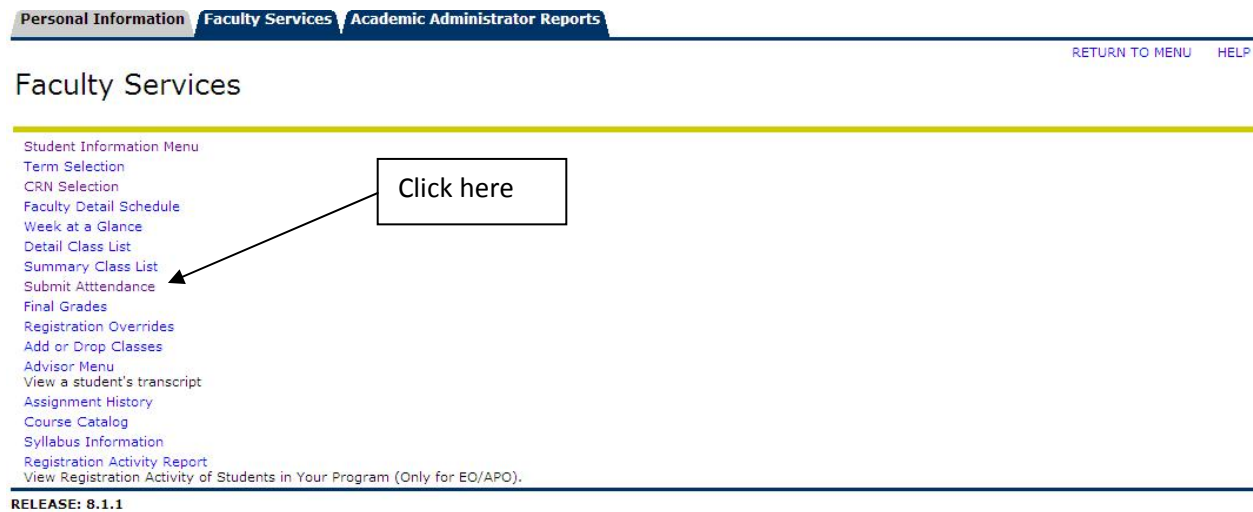
Faculty & Advisors
Enter Grades and Registration Overrides, view Class Lists and Student Information

Academic Administrator Reports
View EO Reports (Authorized Users Only)

Return to Homepage

RELEASE: 8.1.1

At the Faculty Services Menu, click on the *Submit Attendance* link:



Personal Information Faculty Services Academic Administrator Reports

RETURN TO MENU HELP

Faculty Services

Student Information Menu
Term Selection
CRN Selection
Faculty Detail Schedule
Week at a Glance
Detail Class List
Summary Class List
Submit Attendance
Final Grades
Registration Overrides
Add or Drop Classes
Advisor Menu
View a student's transcript
Assignment History
Course Catalog
Syllabus Information
Registration Activity Report
View Registration Activity of Students in Your Program (Only for EO/APO).

RELEASE: 8.1.1

If you have not done so already, you will be prompted to select the appropriate term:

Personal Information Faculty Services Academic Administrator Reports

RETURN TO MENU

Select Term Sep 10, 201

Select a Term:

RELEASE: 8.1

Select the appropriate term and remember to click on the submit button

Select the appropriate course:

Personal Information Faculty Services Academic Administrator Reports

RETURN TO MENU HELP

Select a CRN Fall
Sep 16, 2009 08:

CRN:

RELEASE: 8.1


Click on the appropriate course and remember to click on the submit button

Your class roster for the selected course will appear. Please enter the number 1 if the student has attended (even if only once) or is otherwise active and participating in the course (most likely appropriate for independent study courses). Please enter the number 0 **IF THE STUDENT HAS NEVER ATTENDED.**

Personal Information Faculty Services Academic Administrator Reports

RETURN TO MENU

Attendance Confirmation Sep 16, 20

 Enter 1 if student has attended the class and enter 0 if the student has **NEVER** attended.

Course Information
Seminar: Diseases of the Nervous System - BIOL 79302 GC
CRN: 96531
Students Registered: 2

Record Number	Student Name	ID	Credits	Registration Status	Registration Number	Enter 1 if student has attended the class and enter 0 if student has NEVER attended
1	Attended, Doing Work	000084530	3.000	**Registered**	Sep 16, 2009	<input type="checkbox"/>
2	Never, Attended	000001974	3.000	**Registered**	Sep 16, 2009	<input type="checkbox"/>

Enter attendance information here. Enter the number 1 if the student has attended (even if only once) and enter the number 0 if the student never attended.

Remember to click on the submit button after you entered the appropriate attendance information:

Personal Information Faculty Services Academic Administrator Reports RETURN TO MENU

Attendance Confirmation

Sep 16, 2009

i Enter 1 if student has attended the class and enter 0 if the student has NEVER attended.

Course Information
 Seminar: Diseases of the Nervous System - BIOL 79302 GC
 CRN: 96531
 Students Registered: 2

Click here to submit attendance information

Record Number	Student Name	ID	Credits	Registration Status	Enter 1 if student has attended the class and enter 0 if student has NEVER attended	Registration Number
1	Attended, Doing Work	000084530	3.000	**Registered** Sep 16, 2009	<input type="text" value="1"/>	1
2	Never, Attended	000001974	3.000	**Registered** Sep 16, 2009	<input type="text" value="0"/>	2

You will receive confirmation that the attendance information was entered:

Personal Information Faculty Services Academic Administrator Reports RETURN TO MENU

Attendance Confirmation

Module Navigation Links

i Enter 1 if student has attended the class and enter 0 if the student has NEVER attended.

Course Information
 Seminar: Diseases of the Nervous System - BIOL 79302 GC
 CRN: 96531
 Students Registered: 2

Confirmation will appear here

The changes you made were saved successfully.


Record Number	Student Name	ID	Credits	Registration Status	Enter 1 if student has attended the class and enter 0 if student has NEVER attended	Registration Number
1	Attended, Doing Work	000084530	3.000	**Registered** Sep 16, 2009	<input type="text" value="1"/>	1
2	Never, Attended	000001974	3.000	**Registered** Sep 16, 2009	<input type="text" value="0"/>	2

If you wish to submit attendance information for multiple classes then follow the instructions on the next page for information on how to select the next class after successfully submitting the attendance information for the first class.

To select another class, first click on the *CRN Selection* link at the bottom of the page:

Attendance Confirmation

5

 Enter 1 if student has attended the class and enter 0 if the student has **NEVER** attended.

Course Information

Methods of Research - ART 70000 0

CRN: 96520

Students Registered: 2

The changes you made were saved successfully.

Record Number	Student Name	ID	Credits	Registration Status	Enter 1 if student has attended the class and enter 0 if student has NEVER attended	Registration Number
1	Attended, Doing Work	000084530	3.000	**Registered** Sep 16, 2009	<input type="text" value="1"/>	2
2	Never, Attended	000001974	3.000	**Registered** Sep 16, 2009	<input type="text"/>	1

Click here

[[Term Selection](#) | [CRN Selection](#) | [Class List](#) | [Faculty Detail Schedule](#) | [Final Grades](#) | [Student Menu](#) | [Summary Class List](#)]

RELEASE: 8.1

Select the next class and remember to click on the Submit button:

Personal Information **Faculty Services** **Academic Administrator Reports**

[RETURN TO MENU](#) [HELP](#)

Select a CRN

Fal
Sep 16, 2009 08:

CRN:

- Methods of Research - 96520
- Neurosciences I: Lecture - 96529
- Animal Behavior I: Lecture - 96530
- Sem Diseased of Nerv System - 96531

Click on the appropriate class and remember to click on the submit button

RELEASE: 8.1

After clicking on the submit button you will be returned to the Faculty Service Menu. Click on the *Submit Attendance* link and repeat the process for submitting attendance:

Personal Information **Faculty Services** **Academic Administrator Reports**

[RETURN TO MENU](#) [HELP](#)

Faculty Services

- Student Information Menu
- Term Selection
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- Week at a Glance
- Detail Class List
- Summary Class List
- Submit Attendance
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- Add or Drop Classes
- Advisor Menu
- View a student's transcript
- Assignment History
- Course Catalog
- Syllabus Information
- Registration Activity Report
- View Registration Activity of Students in Your Program (Only for EO/APO).

Click here and repeat the process for submitting attendance.

RELEASE: 8.1.1