

Utica College – Banner 9 Attendance Tracking

1. Go to Banner web home page at: <https://bannerweb.utica.edu>
2. Sign in to the secure area.
3. Click on “Faculty and Advisors”.
4. Click on “Track Attendance”.
5. When the Attendance Tracking page opens, you will see your course(s). The screen is divided into two sections, the “Select a Course” and the “Side Detail” section.

Attendance Tracking Course List

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202080	8001	Accounting	201	A	Financial Accounting	S M T W T F S	12:30	01	Take Roll
202080	8418	Film	310	A	The Motion Picture	S M T W T F S	19:00	01	Take Roll
202080	9027	Philosophy	108	Z4	Professional Ethics	S M T W T F S	None	01	Take Roll
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	Take Roll
202110	1001	Physical Education	115	A	Fitness	S M T W T F S	08:30	01	View Students

Course **Getting Started**

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service

Use this page to enter attendance information for the students in your courses.

- Only your courses which are open for attendance tracking are displayed.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar
YourRegistrar@YourInstitution.edu

Select a Course Section

Records on the **Attendance Tracking** page are listed in numerical order by CRN and chronological order by term.

You have the ability to sort your “**Course List**” by clicking on any of the following column headers: **Term, CRN, Subject, Course, Section, Title** or **Session**.

Attendance Tracking • Course List • Take Roll

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202080	8001	Accounting	201	A	Financial Accounting	S M T W T F S	12:30	01	Take Roll
202080	8418	Film	310	A	The Motion Picture	S M T W T F S	19:00	01	Take Roll

Side Detail Section

The Getting Started Tab

The Getting Started tab displays general Information on how to use Attendance Tracking and who to contact for assistance.

Course Getting Started ▶

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service


Use this page to enter attendance information for the students in your courses.

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The Course Tab

Select a course (clicking in the row of the course), then select the “**Course Tab**” to view course detail information.



Course	Getting Started
Financial Accounting Accounting, A	
Term: 202080 CRN: 8001 Course: 201	Session: 01 Campus: Main
Section Dates: 08/31/2020 - 12/18/2020 Meeting Dates: 08/31/2020 - 12/18/2020	
Meeting Occurrences 32	
Meetings Transpired 30	
Attendance Completed 3	
Students Registered: 12 Current Students: 12 Auditing: 0	
Staff Primary: Mr. Howard Howard	

This information is updated as attendance information is entered and saved.

When you are on the “**Course List**” screen you can use the **search box** to locate a specific course. You can enter:

- Partial or complete term code
- Partial or complete CRN
- Partial or complete subject
- Partial or complete course title.



MY COURSES

Search: 202080

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202080	8001	Accounting	201	A	Financial Accounting	S M T W T F S	12:30	01	Take Roll
202080	8418	Film	310	A	The Motion Picture	S M T W T F S	19:00	01	Take Roll
202080	9027	Philosophy	108	Z4	Professional Ethics	S M T W T F S	None	01	Take Roll
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	Take Roll

Course

Welcome to Banner 9.x Student Self-Service

Use this page to enter attendance for your courses.

- Only your courses will be displayed.
- View your course and section.
- Sort your Course List.

If you have questions, please contact YourRegistrar@YourInstitution.edu

6. Select a Course

If your course is available and has started, you will see “**Take Roll**”. If your course has not yet started, you will see “**View Students**.” “**Take Roll**” will become available the first day of class.


Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202110	1001	Physical Education	115	A	Fitness	S M T W T F S	08:30	01	View Students
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	Take Roll

Click on the **“Take Roll”** button for the course you want to enter attendance.

Attendance Tracking • Course List • Take Roll

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202080	9027	Philosophy	108	Z4	Professional Ethics	S M T W T F S	None	01	Take Roll
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	Take Roll
202080	8418	Film	310	A	The Motion Picture	S M T W T F S	19:00	01	Take Roll
202080	8001	Accounting	201	A	Financial Accounting	S M T W T F S	12:30	01	Take Roll
202110	1001	Physical Education	115	A	Fitness	S M T W T F S	08:30	01	View Students



The **“Attendance”** page is divided into two sections, the **“Attendance”** and **“Side Detail”** section.

(Please note: In the screen shots below, student names, ID #s, and photos have been removed for security reasons).

Attendance Tracking • Course List • Take Roll

Financial Accounting

12/10/2020

[Update All...](#) [Class](#)

Photo	Full Name	ID	Attendance	Thursday 11/26/2020	Tuesday 12/01/2020	Thursday 12/03/2020	Tuesday 12/08/2020	Thursday 12/10/2020
			100%	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			75%	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			25%	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			75%	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Search

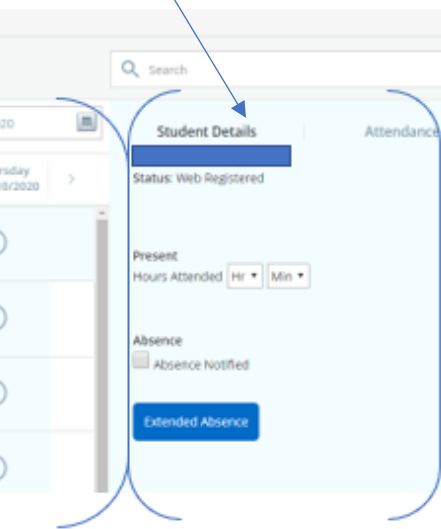
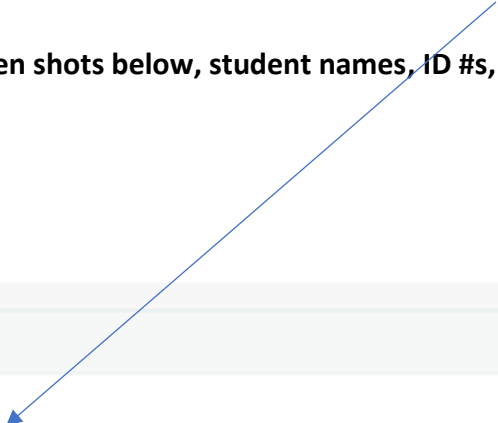
Student Details Attendance

Status: Web Registered

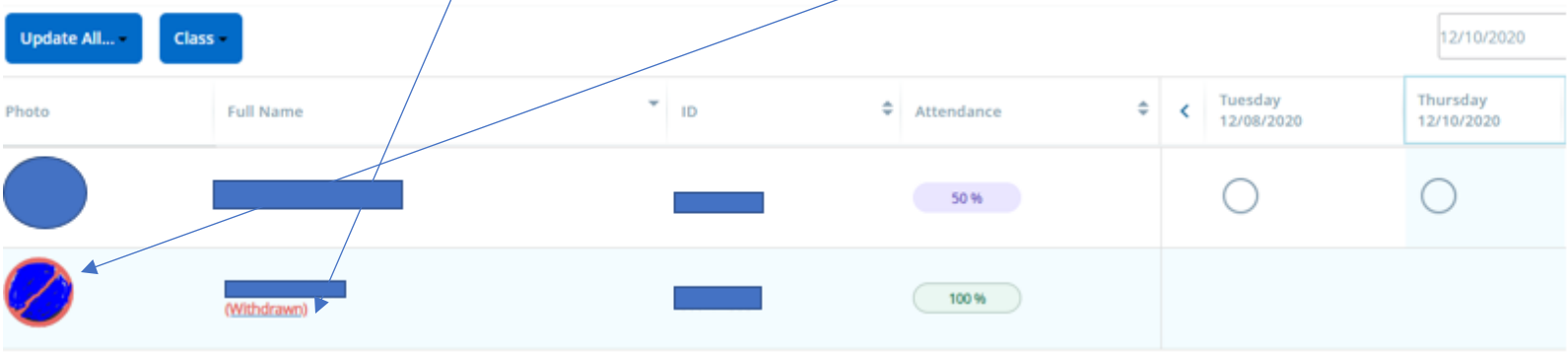
Present
Hours Attended: Hr Min

Absence
 Absence Notified



[Extended Absence](#)



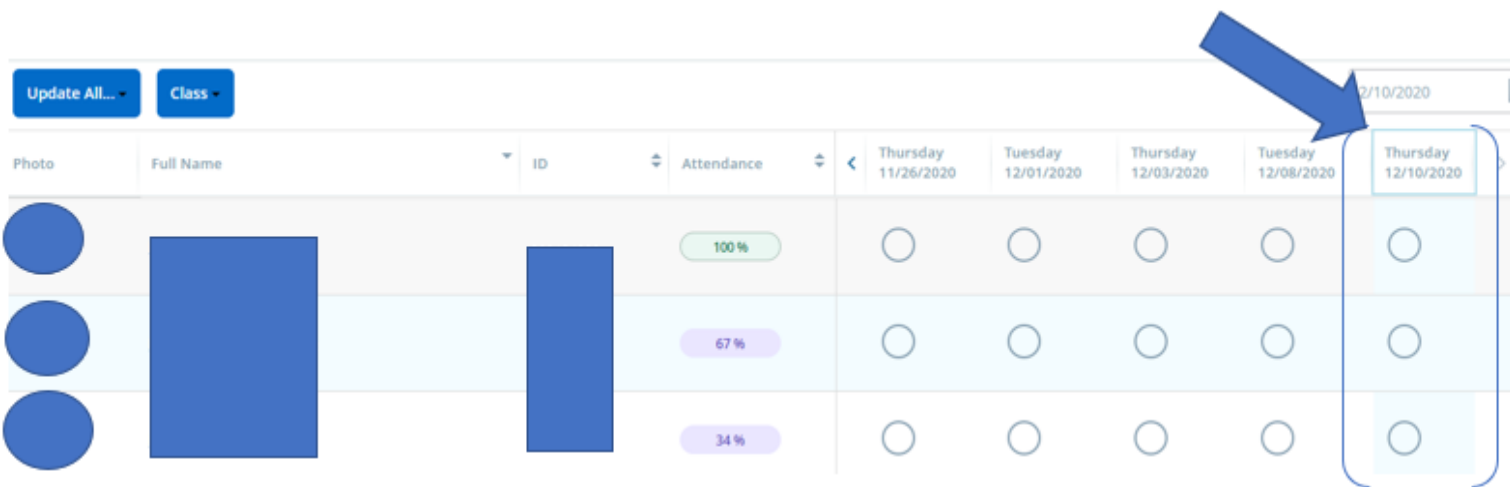
The “**Attendance**” section is where you can view or enter attendance for a student. Any student who has withdrawn from your course will be listed after all the currently enrolled students. You will notice their picture has a **red circle** around it with a line through it. The word “**Withdrawn**” will also appear under their name.






Update All... Class 12/10/2020

Photo	Full Name	ID	Attendance	Tuesday 12/08/2020	Thursday 12/10/2020
	[Redacted]	[Redacted]	50%	<input type="radio"/>	<input type="radio"/>
	[Redacted] (Withdrawn)	[Redacted]	100%		

The current date of the class should be visible. The only days that will appear in your course are the days the class meets. (If you teach a Tuesday and Thursday class, you will only have Tuesdays and Thursdays available). To take “**Attendance**”, select the date of your class. The column will be a light blue.



Update All... Class 12/10/2020

Photo	Full Name	ID	Attendance	Thursday 11/26/2020	Tuesday 12/01/2020	Thursday 12/03/2020	Tuesday 12/08/2020	Thursday 12/10/2020
	[Redacted]	[Redacted]	100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	[Redacted]	[Redacted]	67%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	[Redacted]	[Redacted]	34%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Once you have selected the date, column is light blue, you can click the **“Update All”** button and **“Mark All Present”**. This is located towards the upper left-hand side of the page.

The screenshot shows the 'Attendance Tracking' interface for 'Financial Accounting'. The breadcrumb trail is 'Attendance Tracking > Course List > Take Roll'. The date '12/10/2020' is selected. The 'Update All...' dropdown menu is open, showing options: 'Update Empty Records to Present', 'Update Empty Records to Absent', 'Mark All Present' (highlighted), and 'Mark All Absent'. The table below has columns for 'ID', 'Attendance', and dates: Thursday 11/26/2020, Tuesday 12/01/2020, Thursday 12/03/2020, Tuesday 12/08/2020, and Thursday 12/10/2020. The current date column is highlighted in light blue. The table shows three rows of student data with attendance percentages (100%, 67%, 34%) and empty circles for each date.

All students will now be marked present, except any student who has withdrawn. You will see a green box stating attendance was **updated successfully** and a **green checkmark** will appear for the student.

The screenshot shows the 'Attendance Tracking' interface after the update. A green notification box at the top right states: 'Attendance information for 11 student(s) updated successfully.' The table now shows green checkmarks in the '12/10/2020' column for the three students. The 'Student Details' panel on the right shows 'Status: Web Registered', 'Present Hours Attended: 01 / 15', and 'Absence Absence Notified'.

To **mark a student absent**, click the green check mark, and a **red circle** with a white line will replace it. The student has now been marked as absent. Click **“OK”**.

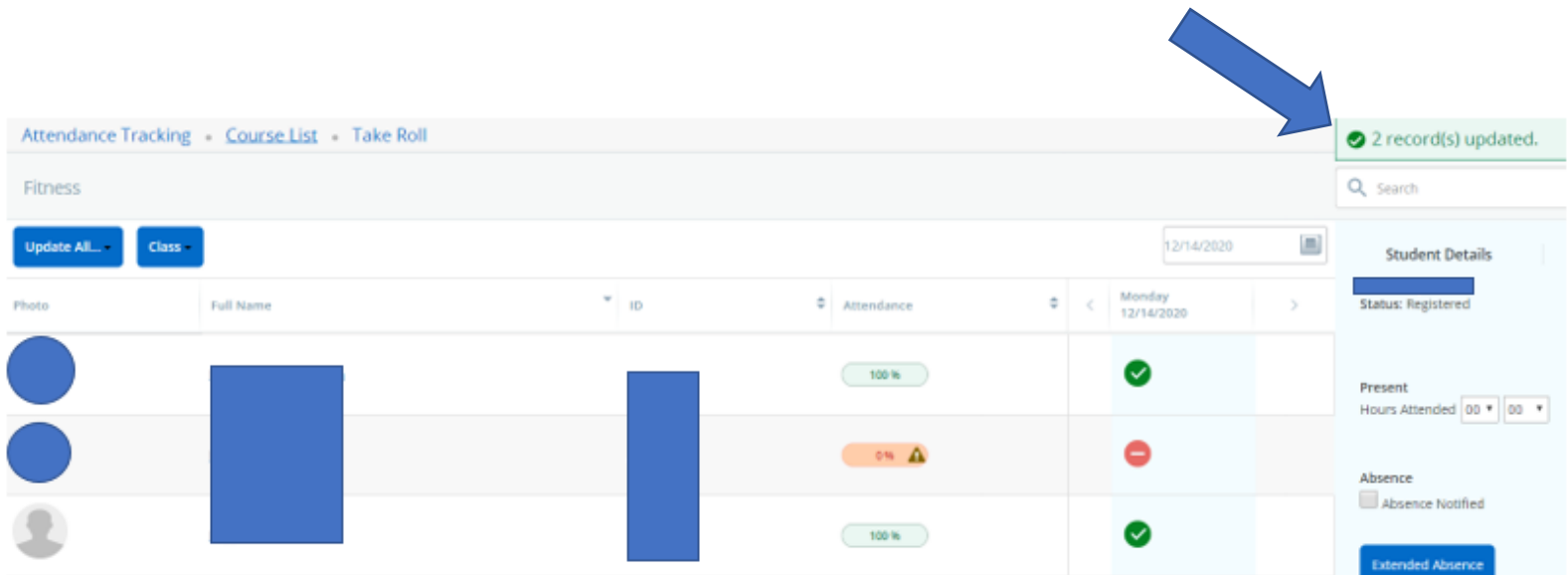
The screenshot shows the 'Attendance Tracking' interface for a 'Fitness' course. A table lists students with their attendance percentages. The middle student's attendance is currently 0% with a warning icon. A green checkmark is visible in the 'Monday 12/14/2020' column for this student. A red circle with a white line is positioned over the checkmark. A blue arrow points from the text above to this red circle. Another blue arrow points from the text above to an 'OK' button in a notification box on the right. The notification box contains the text: 'Attendance information for [redacted] added successfully.' and 'The attendance percentage for [redacted] has fallen below 10%.' Below the notification box, there are fields for 'Present Hours Attended' (00:00) and 'Absence' (Absence Notified). An 'Extended Absence' button is also visible.

(Please Note: The “Attendance Percentage” is not accurate.)

Once you are done updating all the attendance records, go to the **“Class”** button and click the **“Update CRN Last Date of Attendance”**, and this will save it to Banner.

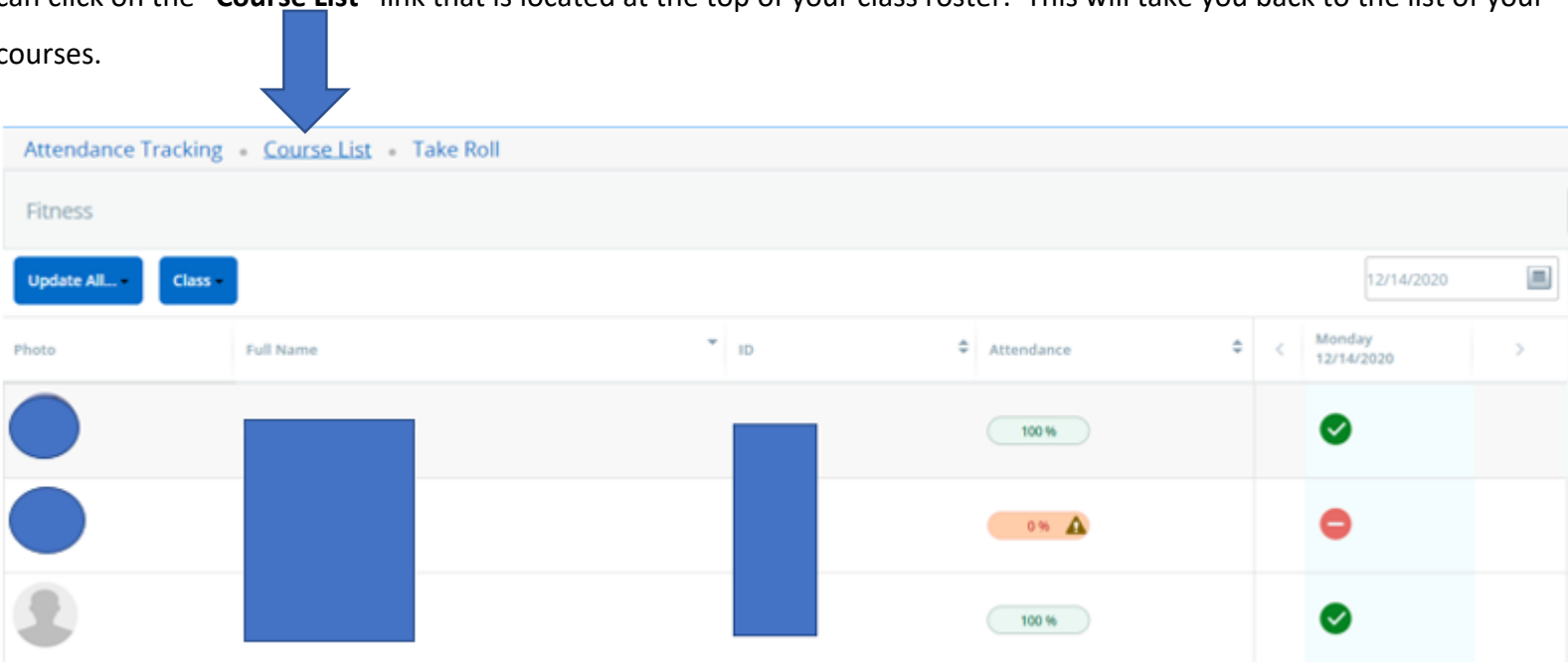
The screenshot shows the 'Attendance Tracking' interface for a 'Fitness' course. The 'Class' button is highlighted in yellow. A dropdown menu is open, showing several options. The option 'Update CRN Last Date of Attendance' is highlighted in yellow. A blue arrow points from the text above to this option. The table below shows the same student as in the previous screenshot, with their attendance percentage now updated to 100% and a green checkmark in the 'Monday 12/14/2020' column.

Please Note: when you click "Update CRN Last Date of Attendance", you will get this message at the top, right hand corner.



The screenshot shows the 'Attendance Tracking' interface for a 'Fitness' course. At the top, there are navigation links for 'Attendance Tracking', 'Course List', and 'Take Roll'. A blue arrow points to a green notification box in the top right corner that says '2 record(s) updated.' Below the notification, there are buttons for 'Update All...' and 'Class', and a date selector set to '12/14/2020'. The main area is a table with columns for 'Photo', 'Full Name', 'ID', 'Attendance', and a date column for 'Monday 12/14/2020'. The table contains three rows of student data. The first row shows 100% attendance with a green checkmark. The second row shows 0% attendance with a warning icon and a red minus sign. The third row shows 100% attendance with a green checkmark. On the right side, there is a 'Student Details' panel showing 'Status: Registered', 'Present Hours Attended' (00/00), and an 'Absence' section with an 'Absence Notified' checkbox and an 'Extended Absence' button.

Once you have finished updating your attendance for a course, and you need to take attendance for another course, you can click on the "**Course List**" link that is located at the top of your class roster. This will take you back to the list of your courses.



The screenshot shows the same 'Attendance Tracking' interface as above, but with the 'Course List' link in the top navigation bar highlighted in blue. A blue arrow points to this link. The rest of the interface, including the table and the right-hand panel, is identical to the previous screenshot.

When you are finished **click** the picture icon located at the top right of the screen. **Click Sign Out.**

