

## Utica University – Banner 9 Attendance Tracking

1. Go to Banner web home page at: <https://bannerweb.utica.edu>
2. Click on the squares in the top left and then **"Banner"**.
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

Search

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.

- 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](mailto:YourRegistrar@YourInstitution.edu)

## 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
<b>Financial Accounting</b> 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										<input type="text" value="202080"/>
Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session		Course
202080	8001	Accounting	201	A	Financial Accounting	S M T W T F S	12:30	01	<a href="#">Take Roll</a>	<b>Course</b> Welcome to Banner 9.x Self-Service  Use this page to enter attendance for your courses. <ul style="list-style-type: none"> <li>Only your courses will be displayed.</li> <li>View your course and section list.</li> <li>Sort your Course List by CRN, Title, or Session.</li> </ul> If you have questions, please contact <a href="mailto:YourRegistrar@YourInstitution.edu">YourRegistrar@YourInstitution.edu</a>
202080	8418	Film	310	A	The Motion Picture	S M T W T F S	19:00	01	<a href="#">Take Roll</a>	
202080	9027	Philosophy	108	Z4	Professional Ethics	S M T W T F S	None	01	<a href="#">Take Roll</a>	
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	<a href="#">Take Roll</a>	

## 6. Select a Course

If your course is available and has started, you will **“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	<a href="#">View Students</a>
202080	9263	Mathematics	112	Z3	Basic Statistics	S M T W T F S	None	01	<a href="#">Take Roll</a>

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

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
			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"/>

Student Details

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 %			
	[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 %							
	[Redacted]	[Redacted]	67 %							
	[Redacted]	[Redacted]	34 %							

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.

Attendance Tracking • Course List • Take Roll

Financial Accounting

Update All... Class 12/10/2020

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent

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 type="radio"/>	<input type="radio"/>	<input type="radio"/>
	67 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	34 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.

Attendance Tracking • Course List • Take Roll

Financial Accounting

Update All... Class 12/10/2020

Attendance information for 11 student(s) updated successfully.

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 type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			75 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			50 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Student Details Attendance

Status: Web Registered

Present Hours Attended 01 15

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 with a table of student attendance. A blue box highlights the 'Attendance' column, and a red circle with a white line is shown over the green checkmark in the 'Attendance' column for a student. A blue arrow points from the text 'a red circle with a white line' to this red circle. Another blue arrow points from the text 'Click “OK”' to the 'OK' button in the 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 table, there are fields for 'Present Hours Attended' (00:00) and 'Absence' (Absence Notified).

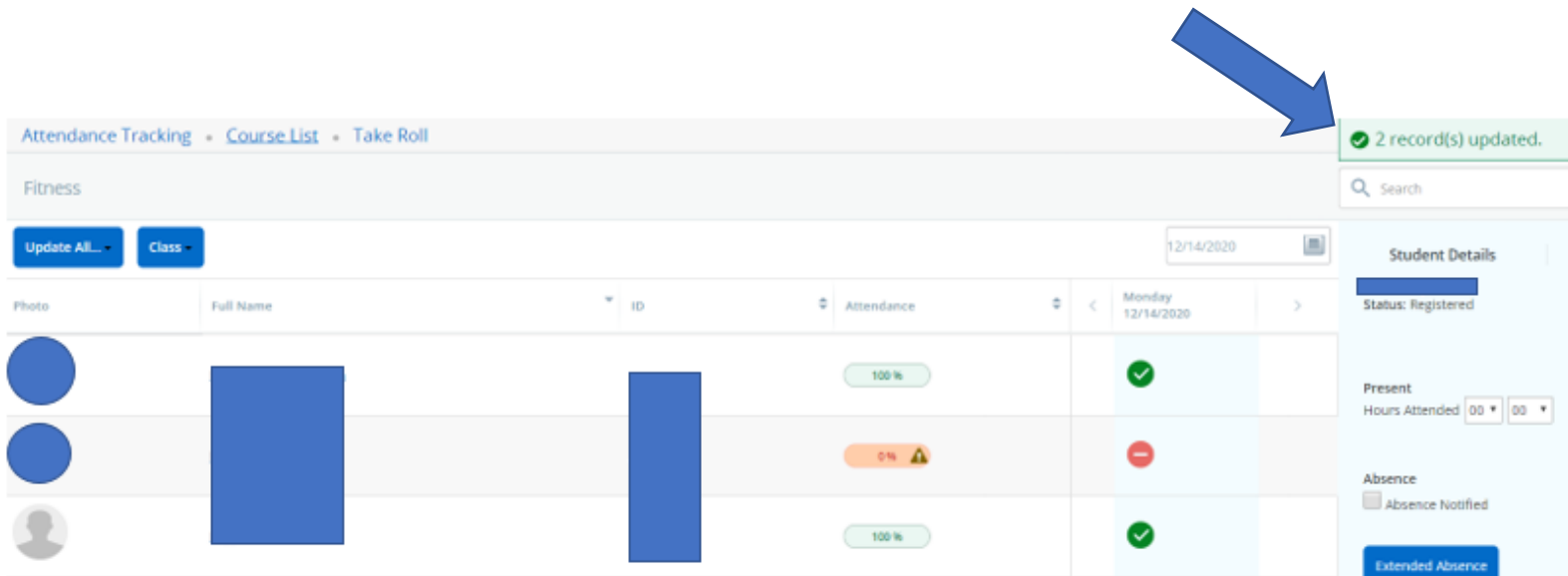
(Please Note: The “Attendance Percentage” is not accurate.)

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 with a table of student attendance. A blue arrow points from the text '“Class”' to the 'Class' button. Another blue arrow points from the text '“Update CRN Last Date of Attendance”' to the corresponding option in the dropdown menu. The dropdown menu also includes options for 'Cancel this Class Meeting', 'Update CRN Total Hours', and 'Update Attendance in Gradebook'. The table shows three students with attendance percentages of 100%, 0%, and 100% respectively.



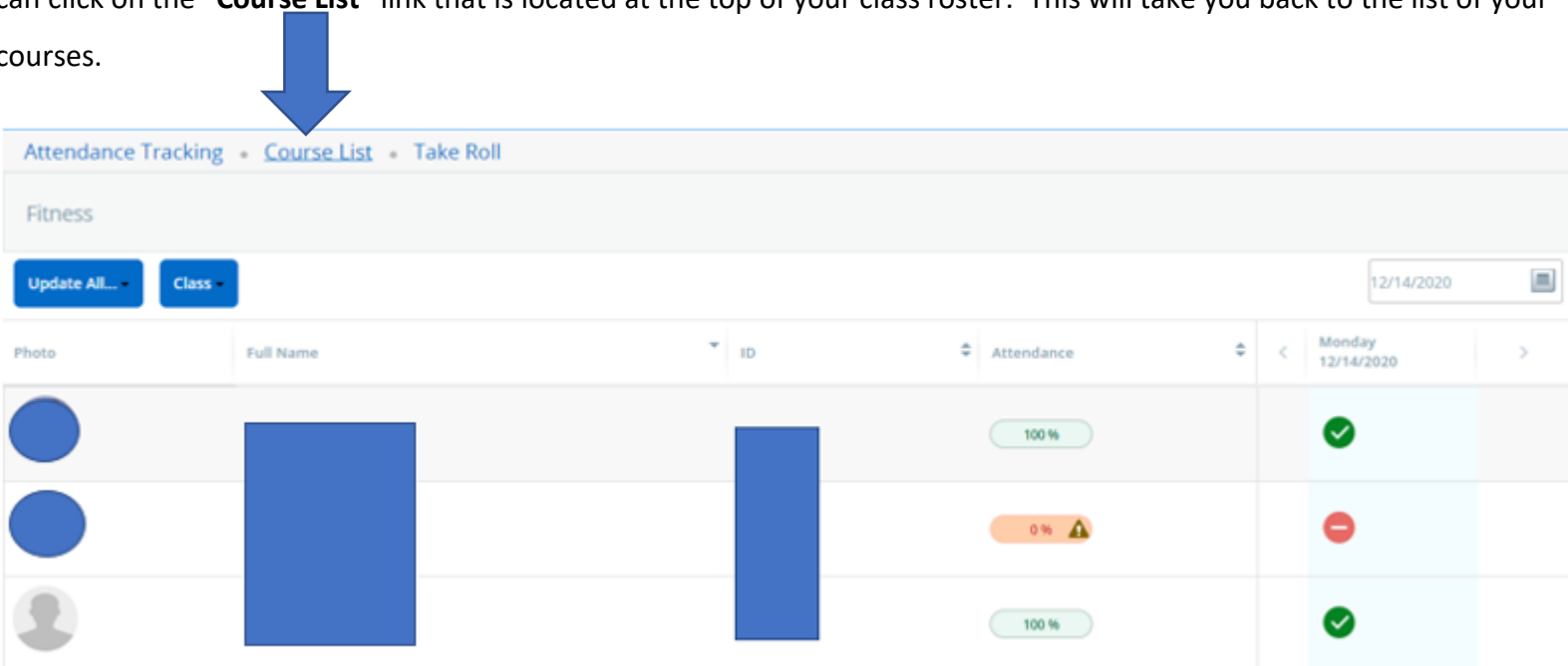
Please Note: when you click “Update CRN Last Date of Attendance”, you will get this message at the top, right hand corner.



The screenshot shows the 'Attendance Tracking' interface. At the top, there are links for 'Attendance Tracking', 'Course List', and 'Take Roll'. Below this is a search bar and a date selector set to '12/14/2020'. A blue arrow points to a green notification box in the top right corner that says '2 record(s) updated.' with a green checkmark icon. Below the notification, there 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. To the right of the table is a 'Student Details' sidebar with a 'Status: Registered' dropdown, 'Present Hours Attended' (00/00), 'Absence' section with an 'Absence Notified' checkbox, and an 'Extended Absence' button.

Photo	Full Name	ID	Attendance	Monday 12/14/2020
	[Redacted]	[Redacted]	100 %	✓
	[Redacted]	[Redacted]	0 % ⚠	✗
	[Redacted]	[Redacted]	100 %	✓

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. A blue arrow points to the 'Course List' link in the top navigation bar, which is highlighted in blue. The rest of the interface, including the table and sidebar, is identical to the previous screenshot.

Photo	Full Name	ID	Attendance	Monday 12/14/2020
	[Redacted]	[Redacted]	100 %	✓
	[Redacted]	[Redacted]	0 % ⚠	✗
	[Redacted]	[Redacted]	100 %	✓

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

