

## Utica University – Banner 9 Attendance Tracking (Quick Guide)

1. Go to Bannerweb 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. Click on the "**Take Roll**" button for the course you want to enter attendance.
6. To take "**Attendance**", select the date of your class. The column will be a light blue.
7. You can now click the "**Update All**" button and "**Mark All Present**".
8. Or you can mark students present or absent individually.
9. To **mark a student present**, click the circle by the students name for the appropriate date. A green check mark will appear.
10. To **mark a student absent**, click the green check mark, and a red circle with a white line will replace it.
11. Once you are done, go to the "**Class**" button and click the "**Update CRN Last Date of Attendance.**" This will save it to Banner and you will see a message at the top, right hand corner.
12. If 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.
13. When finished click the picture icon located at the top of the screen. Click Sign Out.