How to Enter Attendance in Banner

Purpose of Mandatory Attendance Collection:
To prevent the disbursement of financial aid to students no longer attending class, as required by law.

How to Enter Attendance: *Enter attendance AFTER your course census date (20th percent of course).*
Log into Banner self service

- Choose Faculty Services
- Choose Attendance, Withdrawal & Final Grades
- Choose the correct term
- Choose the course you want to complete (only sections you teach will be displayed)

Every student needs to be issued an accurate attendance code. Your options are:

- Enter a '1' in the Attend Hours column if the student is still attending the course
- Enter a '1' in the Attend Hours column if the student attended on or after the census date – even if they have stopped attending after census
- Enter a '0' in the Attend Hours column if the student **NEVER** attended the course
- Enter a last date of attendance (mm/dd/yyyy) in the Last Attend Date column for students who did attend, but stopped attending *before* the census date.
- Then hit the submit button

Students who never attended or stopped attending prior to census *MAY* be dropped from course based on a combination of their attendance and financial status with the college. If a student is not dropped, they must be issued a grade or be withdrawn, regardless of their attendance history.

Be sure to enter attendance for <u>every student</u> enrolled in the section. Approximately 25 students are shown on each page, so if you have a larger class – there will be more than one roster page. Click the next button at bottom of the screen to access the rest of the class roster.

A 3-minute training video showing you how to enter attendance is available on the MCC web site (www.monroecc.edu). This video is located on the Banner home page by following the links below:

- A-Z index
- B for Banner Home Page
- Self Service Documentation
- Banner training videos and documentation
- Enter your name and network password
- Choose Training Videos
- Choose Attendance

What if you made a mistake and reported a student's attendance incorrectly?

- Send me an e-mail with the correct data so the change can be made in Banner. You cannot adjust attendance after it has been submitted in Banner self service. (eripton@monroecc.edu)
- Financial decisions will be made based on your attendance submission.
- Correcting attendance at the end of the term is too late and causes significant financial losses.

F and W Grades issued by Faculty Require a Last Attendance Date:

- Reminder: All W and F grades issued by an instructor must also have a last date of attendance submitted when the grade is entered or the withdrawal is processed.
- Therefore, there may be students who have a 1 code for attendance because they attended through census AND a last date of attendance because they stopped attending before the end of the term. These students did earn their financial aid, but will be evaluated for future aid based on academic progress.

Good luck! E-mail or call me if you need more information or assistance.

Elizabeth (Betsy) Ripton
Director, Registration & Records
eripton@monroecc.edu or 292-2243

Bonus question answer: Enter 1 when completing attendance. Enter last attend date when entering grades.

Final Grade Worksheet

When entering attendance, remember to code every student on the roster:

F and W Grades Issued by Faculty Require a Last Attendance Date:

- Reminder: All W and F grades issued by an instructor must also have a last date of attendance submitted when the grade is entered. Remember to use the following format (mm/dd/yyyy).

Course Information
College Composition-WR - ENG 101 001
CRN: 10712
Course Start/End Date: 09/06/2011 to 12/22/2011

Final Grades

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99
1	Brandon, Kenny M.	M00XXXXX	3.000	**Web Registered** Jun 08, 2011	None	N		1	46
2	Courtright, Parker J.	M00XXXXX	3.000	**Web Registered** Jun 20, 2011	None	N		0	49
3	DiCesare, Kathleen R.	M00XXXXX	3.000	**Web Registered** Mar 31, 2011	None	N	09/16/20	1	8

Submit   Reset

Explanation of Data Entered:
- Student 1 attended after the census date.
- Student 2 never attended the course.
- Student 3 stopped attending before the census date.

Bonus Question:
How would you code a student who attended beyond the census date but stopped attending 4 weeks before the end of the class?

Don't look at the answer. Think about this one. When do you enter attendance? Close to census. When did student stop attending? Well after census had passed.

Answer located at bottom of reverse side of this page in very small letters!