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.

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.

### 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.

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
The Course Tab

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Getting Started</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>Accounting, A</td>
<td></td>
</tr>
<tr>
<td>Term: 202080</td>
<td>Session: 01</td>
</tr>
<tr>
<td>CRN: 8001</td>
<td>Campus: Main</td>
</tr>
<tr>
<td>Course: 201</td>
<td></td>
</tr>
<tr>
<td>Section Dates: 08/31/2020 - 12/18/2020</td>
<td></td>
</tr>
<tr>
<td>Meeting Dates: 08/31/2020 - 12/18/2020</td>
<td></td>
</tr>
</tbody>
</table>

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.

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

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).
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.

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.
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.

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.
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**”.

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

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