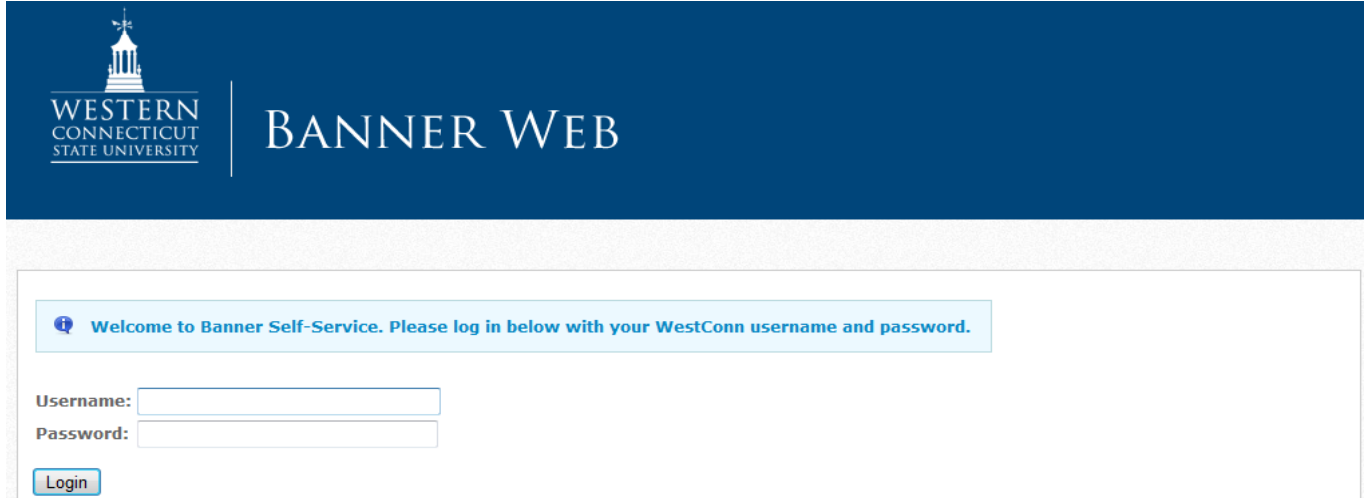# Directions to Report Attendance for Fall or Spring Terms

1. Log into your Banner Web Account with your credentials.

2. Click on More once you have logged in.

3. Scroll down until you get to Midterm Grades. This is where you will report the students' attendance.

Term Selection
Use this to define a term to query for information

Select Student by Name/ID
Search using last name, first name, or middle initial

View Student Schedule Grid
Review a student's weekly schedule

View Student Schedule List
Detailed schedule information in list form

View Student Academic Transcript

View Student Address

View Student Information
View student registered status, degree program, status, residency, etc.

Current Degree Evaluation (CAPP)
Curriculum, Advising and Program Planning - Current Degree Evaluation (CAPP)

GPA Calculator
Calculate current, anticipated, desired, cumulative and semester GPA

Select a Section
Select a section for which you wish to view a class list

Class List Summary
Must select a term and section first from the links above

For Faculty: Your Teaching Schedule Grid
Weekly by day and time

For Advisor: Your Assigned Advisees List
View your own advisees information on list to which you are assigned

Mid Term Grades
Enter/View student mid term grades on courses to which you are assigned

Final Grades
Enter/View student final grades on courses to which you are assigned

Attendance Records
Enter and review Daily Class Attendance

4. Enter the term for which you will be reporting attendance.

RETURN TO MENU | HELP | LOGOUT

WESTERN
CONNECTICUT
STATE UNIVERSITY   BANNER WEB

Home   Faculty/Staff   Misc   Search [ ] Go

Select Term   Lourdes Cruz
                                                   Jul 11, 2013 10:40 am

Select the Term for processing then press the Submit Term button.

Select a Term: [Fall 2013 ▼]

[Submit]
                                                   RELEASE: 8.4

5. Click on drop down arrow and select the course you are teaching for that term and then click Submit.

WESTERN CONNECTICUT STATE UNIVERSITY | **BANNER WEB**

Home   **Faculty/Staff**   **Misc**

Search 🔍 [   ] [Go]

Select Section

Lourdes Cruz
Fall 2013
Jul 11, 2013 10:47 am

ℹ️ **Please select the section you wish to access, or select a different term from the menu.**

CRN: [MAT 100 91: Intermediate Mathematics, 11266 (5) ▼]

[Submit]

Return to Previous

6. In accordance with the attendance policy, enter the appropriate code either: NA for students who Never Attended; SA for students who Stopped Attending.

Faculty Mid-Term Grade Worksheet

Lourdes Cruz
Fall 2013
Jul 11, 2013 11:38 am

🖗 - If the word "Confidential" appears next to a student name, information is to be kept confidential.
    - Click on a student name to view the student address(es) and phone(s).

Course Information

Intermediate Mathematics - MAT 100 91	
CRN:	11266
Students Registered:	5

⚠️ Please submit the grades often. There is a 60 minute time limit starting at 11:38 am on Jul 11, 2013 for this page.

🖗 You have made no changes to the mid-term grades. No changes were made to the database.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black,	5	3.000	**Registered** Jul 10, 2013	Freshman	NA ▼			4
2	Cullens,	5	3.000	**Registered** Jul 10, 2013	Freshman				2
3	Newton	5	.000	**Registered** Jul 10, 2013	Freshman				3
4	Swan,	5	.000	**Registered** Jul 10, 2013	Freshman				1
5	Tanner	50	.000	**Registered** Jul 10, 2013	Freshman				5

Dropdown options: None, A, A-, B, B+, B-, C, C+, C-, D, D+, D-, F, INC, **NA**, **SA**, W

7. For student who you have reported as NA: Never Attended, the Last Attend Date should remain blank.
8.   For students who you have reported as SA: Stopped Attending, the Last Attend Date should be accurately reported.

Mid Term Grades

Record Number	Student Name	ID	Credits	Registration Status	Class	Grade	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Black	5	3.000	**Registered** Jul 10, 2013	man	NA			4
2	Cullens,	5	3.000	**Registered** Jul 10, 2013	Freshman	NA			2
3	Newton,	50	.000	**Registered** Jul 10, 2013	Freshman	SA	09/15/2013		3
4	Swar	5	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/16/2013		
5	Tanner	5	3.000	**Registered** Jul 10, 2013	Freshman	None			5

To Reverse "SA" or "NA"

9. If a student is removed or withdrawn based on the NA (Never Attended) or SA (Stopped Attending) codes you provided, you and will receive an email from the Registrar's Office. This email will include the name of the student and the course they have been removed from.

10. If the student returns to class or reaches out to you regarding the drop/withdrawal, please email requestregistrar@wcsu.edu **immediately** so the student can be reinstated before final exams.

11. More detailed information regarding attendance tracking is distributed at the beginning of each semester by the Registrar's Office. Please make sure you familiarize yourself with the policy. If you have any questions, please email requestregistrar@wcsu.edu.