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

5. Click on drop down arrow and select the course you are teaching for that term and then click Submit.
6. In accordance with the attendance policy, enter the appropriate code either: NA for students who Never Attended; SA for students who Stopped Attending.

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.
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 If a student is removed or withdrawn based on the NA (Never Attended) or SA (Stopped Attending) codes you provided, you and will receive an email from the Registrar’s Office.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.

To Reverse “SA” or “NA”

Last Updated: January 21, 2021