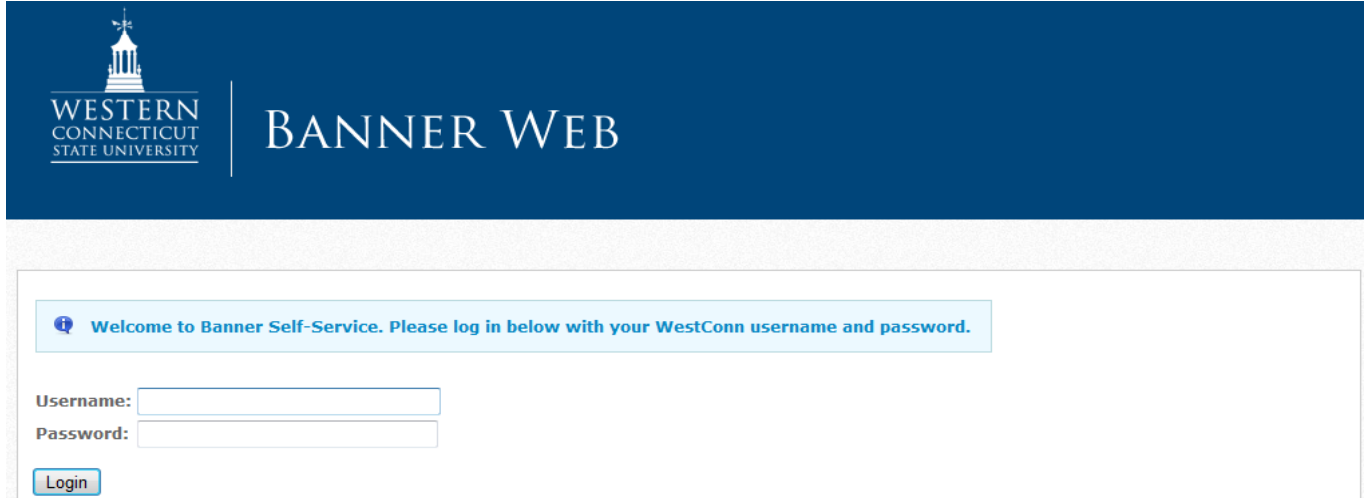


# Directions to Report Attendance for Fall or Spring Terms

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



The image shows the Banner Web login page for Western Connecticut State University. At the top left is the university's logo. To its right, the text 'BANNER WEB' is displayed in a large, white, serif font. Below this, a light blue banner contains the message: 'Welcome to Banner Self-Service. Please log in below with your WestConn username and password.' Underneath the banner are two input fields: 'Username:' and 'Password:'. A 'Login' button is positioned below the password field.

2. Click on More once you have logged in.



The image shows the Banner Web home page after a user has logged in. The top navigation bar is dark blue and contains the university logo, 'BANNER WEB' text, and links for 'HELP | LOGOUT'. Below the navigation bar are tabs for 'Home', 'Faculty/Staff', and 'Misc'. A search bar with a 'Go' button is also present. The main content area is titled 'BannerWeb Home' and includes a welcome message: 'Welcome to Banner Web @ WCSU! Last web access on Jul 11, 2013 at 10:22 am'. A dark blue button labeled 'Faculty & Staff Services' is highlighted. Below it are links for 'My Advisee List', 'Academic Transcripts', 'Lookup a Student', and 'More...'. A large blue arrow points to the 'More...' link. In the bottom right corner, the text 'RELEASE 8.5' is visible.

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:

RELEASE: 8.4

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

Select Section

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

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

CRN:

Submit

[Return to Previous](#)

- 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

<b>Intermediate Mathematics - MAT 100 91</b>	
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	<a href="#">Black, [REDACTED]</a>	5[REDACTED]	3.000	**Registered** Jul 10, 2013	Freshman	NA	<input type="text"/>	<input type="text"/>	4
2	<a href="#">Cullens, [REDACTED]</a>	5[REDACTED]	3.000	**Registered** Jul 10, 2013	Freshman	None	<input type="text"/>	<input type="text"/>	2
3	<a href="#">Newton, [REDACTED]</a>	5[REDACTED]	3.000	**Registered** Jul 10, 2013	Freshman	A-	<input type="text"/>	<input type="text"/>	3
4	<a href="#">Swan, [REDACTED]</a>	5[REDACTED]	3.000	**Registered** Jul 10, 2013	Freshman	B+	<input type="text"/>	<input type="text"/>	1
5	<a href="#">Tanner, [REDACTED]</a>	50[REDACTED]	3.000	**Registered** Jul 10, 2013	Freshman	B-	<input type="text"/>	<input type="text"/>	5
						C	<input type="text"/>	<input type="text"/>	
						C+	<input type="text"/>	<input type="text"/>	
						C-	<input type="text"/>	<input type="text"/>	
						D	<input type="text"/>	<input type="text"/>	
						D+	<input type="text"/>	<input type="text"/>	
						D-	<input type="text"/>	<input type="text"/>	
						F	<input type="text"/>	<input type="text"/>	
						INC	<input type="text"/>	<input type="text"/>	
						NA	<input type="text"/>	<input type="text"/>	
						SA	<input type="text"/>	<input type="text"/>	
						IW	<input type="text"/>	<input type="text"/>	



- For student who you have reported as **NA**: Never Attended, the Last Attend Date should remain blank.
- 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	Freshman	NA			4
2	Cullens	5	3.000	**Registered** Jul 10, 2013	Freshman	NA			2
3	Newton	5	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/15/2013		3
4	Swat	5	3.000	**Registered** Jul 10, 2013	Freshman	SA	09/16/2013		3
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 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](mailto: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](mailto:requestregistrar@wcsu.edu).