Class Attendance Tracking
Introduction

This guide is to introduce you to screens and options for viewing and navigating the class attendance tracking feature. This guide focuses on the basic features for using Banner Self Service screens accessed through a web browser.

The Class Attendance Tracking option is for tracking and recording students’ attendance in each enrolled class.

All class attendance should be verified by the faculty in Banner to ensure they are accurate. Below you will find the steps to connect, view and maintain class attendance using Banner Self Service.
Class Attendance Tracking

- Class Attendance is accessed using Banner Self Service. Self Service pages can be accessed using any web browser over an internet connection. Faculty do not have to be on campus in order to access these pages.

- [https://xess3-prod.ec.ub.edu.bs/FacultyAttendanceTrackingSsb](https://xess3-prod.ec.ub.edu.bs/FacultyAttendanceTrackingSsb)

- You will be presented with a login page similar to the one shown. You must enter your UB assigned (UBNetID) network ID and password (the same used for computer, email, Moodle and wi-fi connections)
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- Once you are successfully logged in to Attendance Tracking page, you will see a list of your courses for the current semester.
- To mark attendance for your students simply click the “Take Roll” button.

(past and future semesters that aren’t open are not displayed in the class list).
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- Select your date of attendance from the calendar option. The default is the current date closest to the actual class date. You may select any valid date within the term.

- Choose your date and enter attendance in that column.
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- You may mark students individually if you wish or select from the “Update All” options to mark students as present or absent.

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Wednesday 10/17/2018</th>
<th>Wednesday 10/24/2018</th>
<th>Wednesday 10/31/2018</th>
<th>Wednesday 11/07/2018</th>
<th>Wednesday 11/14/2018</th>
</tr>
</thead>
<tbody>
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</table>
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- The Update All button will allow the instructor to mark all absent, present, or update empty records. For example, an instructor can mark absences first, then use Update Empty Records to Present to mark the rest of the students as present.

  *Note: There is no submit button. Simply marking attendance saves the change*

- Students who have withdrawn will appear at the end of the attendance roll. Please mark attendance for withdrawn students in your sections. You can mark withdrawn students present or absent for a day prior to the date of the withdrawal.
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- The Class button allows the instructor to cancel a class meeting and notify the students via email that the class has been cancelled. This only cancels individual class meetings; it will not cancel the entire section or course for the term.
Faculty can also enter notes for students who have extended absences beyond that allowed by policy. Select whitespace in a student row and then click “Extended Absence”.
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- Enter a start and end date then save the entry
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- After saving the record, the note appears when the student record is selected by clicking on whitespace in that row.