



Class Attendance Tracking

Introduction

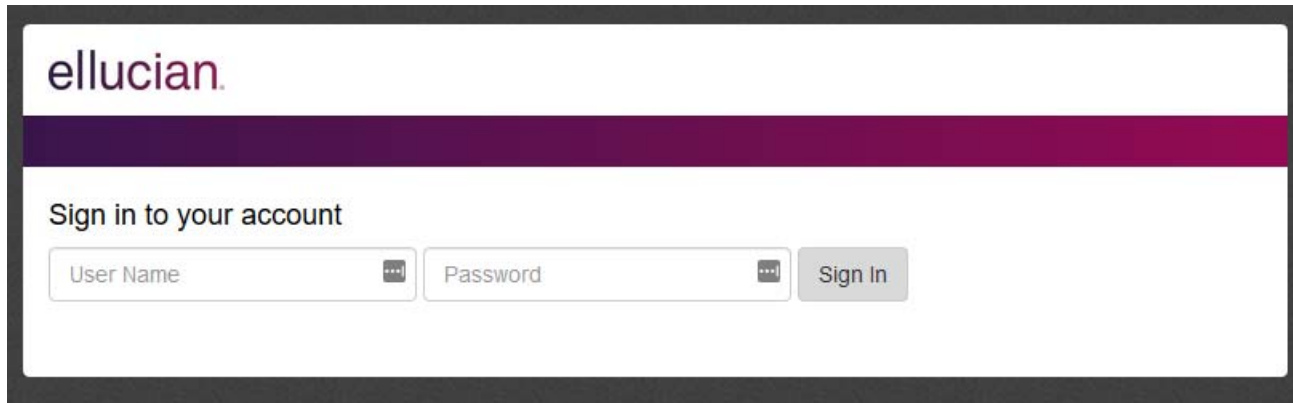
This guide is to introduce you to screens and options for viewing and navigating the class attendance tracking feature. This guide focuses on the basic features for using Banner Self Service screens accessed through a web browser.

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>
- 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)



The image shows a login page for 'ellucian'. At the top left, the word 'ellucian.' is displayed in a dark purple font. Below this is a thick, solid dark purple horizontal bar. Underneath the bar, the text 'Sign in to your account' is centered. Below the text, there are three input fields: a 'User Name' field, a 'Password' field, and a 'Sign In' button. Both the 'User Name' and 'Password' fields have a small icon of three dots on the right side, indicating a dropdown menu. The 'Sign In' button is a simple rectangular button with the text 'Sign In' in a dark font.

Class Attendance Tracking

- 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).

The screenshot shows the 'Attendance Tracking • Course List' page for John Quincy Faculty. The page features a table of courses with columns for Term, CRN, Subject, Course, Section, Title, Schedule, and Time. A 'Take Roll' button is visible next to the first course entry. A sidebar on the right contains a 'Getting Started' section with instructions on how to use the attendance tracking service.

UNIVERSITY OF THE BAHAMAS | John Quincy Faculty

Attendance Tracking • Course List

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201910	10095	Computer Information Systems	100	01	Computer Literacy	S M T W T F S	10:00	Take Roll

Getting Started

Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service

Use this page to enter attendance information for the students in your courses.

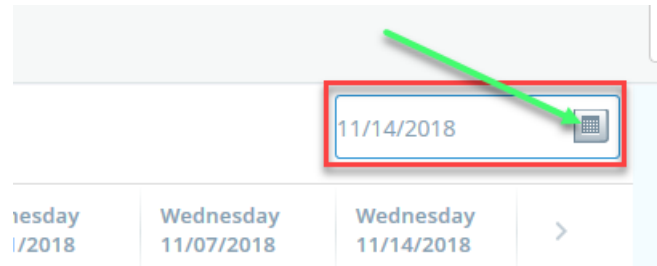
- Only your courses which are open for attendance tracking are displayed.
- View your course and student details.
- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar
YourRegistrar@YourInstitution.edu

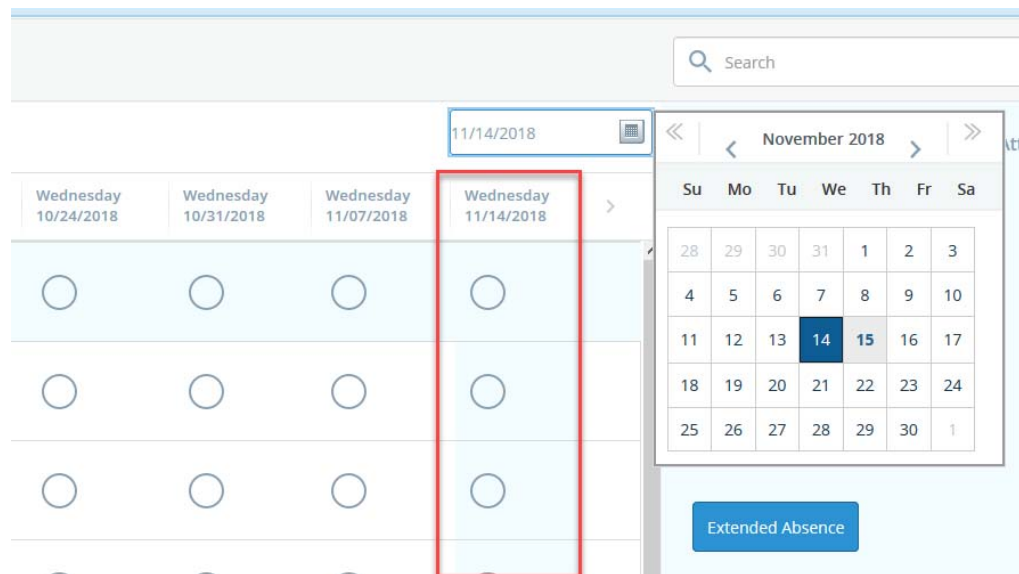
Page 1 of 1 | Per Page 10 | Records Found: 1

Class Attendance Tracking

- 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



Class Attendance Tracking

- You may mark students individually if you wish or select from the “Update All” options to mark students as present or absent.

The screenshot shows a web-based attendance tracking interface. At the top right, there is a date selector showing '11/14/2018'. Below this is a table with the following structure:

Attendance	Wednesday 10/17/2018	Wednesday 10/24/2018	Wednesday 10/31/2018	Wednesday 11/07/2018	Wednesday 11/14/2018
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
0 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

The interface also features a vertical sidebar on the right with labels: 'All Students', 'Print', 'Home', 'Attendance', and 'Classroom'. The current date '11/14/2018' is highlighted in the table, and the 'Attendance' column shows percentages and status indicators (green checkmarks for 100%, orange warning for 0%).

Class Attendance Tracking

- 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.

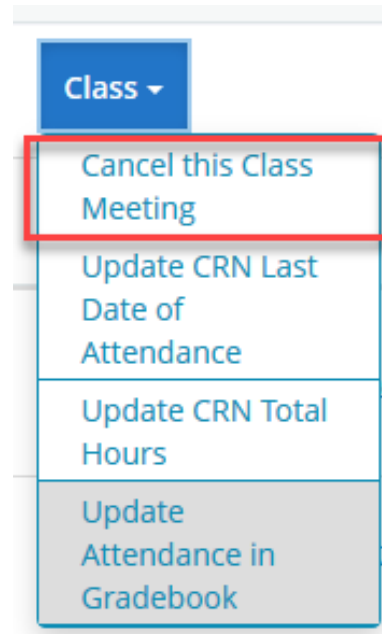
Note: There is no submit button. Simply marking attendance saves the change



- 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.

Class Attendance Tracking

- 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.



Class Attendance Tracking

- 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”.

UNIVERSITY OF THE BAHAMAS

Attendance Tracking • Course List • Take Roll

Computer Literacy

Update All... Class

11/14/2018

Photo	Full Name	ID	Attendance	Wednesday 10/17/2018	Wednesday 10/24/2018	Wednesday 10/31/2018	Wednesday 11/07/2018	Wednesday 11/14/2018
	[Redacted]	[Redacted]	100%	○	○	○	○	✓
	[Redacted]	[Redacted]	100%	○	○	○	○	✓
	[Redacted]	[Redacted]	0% ⚠	○	○	○	○	—
	[Redacted]	[Redacted]	100%	○	○	○	○	✓

Student Details

Attendance

Status: Web Registered

Present

Hours Attended 00:00

Absence

Absence Notified

Extended Absence

Class Attendance Tracking

- Enter a start and end date then save the entry

The screenshot displays the 'Attendance Tracking' interface for the 'Computer Literacy' course. A table lists student records with columns for Photo, Full Name, ID, and Attendance. The student 'Henry Jimmy Mandelle' (ID: 00100085) is highlighted, showing 0% attendance. An 'Extended Absence' dialog box is open over his record, prompting for 'Start Date' (11/05/2018), 'End Date' (11/16/2018), and a 'Note' (This is a sample entry). The dialog has 'Save' and 'Cancel' buttons. The background interface includes a search bar, 'Update All...' and 'Class' buttons, and a 'Student Details' sidebar for Henry Jimmy Mandelle, showing 'Status: Web Registered' and 'Hours Attended' (00/00).

Photo	Full Name	ID	Attendance	11/14/2018
	Stephanie Ionas	000085823	100 %	✓
	Dejon Wellington Jones	000084480	100 %	✓
	Henry Jimmy Mandelle	00100085	0 % ⚠	—
	Alexandria Vanesa Smith	000083766	100 %	✓
	April Antonia B Smith	000082323	100 %	✓

Class Attendance Tracking

- After saving the record, the note appears when the student record is selected by clicking on whitespace in that row.

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Attendance Tracking • Course List • Take Roll

Computer Literacy

Update All... Class 11/14/2018

Photo	Full Name	ID	Attendance	Wednesday 10/17/2018	Wednesday 10/24/2018	Wednesday 10/31/2018	Wednesday 11/07/2018	Wednesday 11/14/2018
	[Blurred]	[Blurred]	100 %	○	○	○	○	✓
	[Blurred]	[Blurred]	100 %	○	○	○	○	✓
	[Blurred]	[Blurred]	100 %	○	○	○	✗	✗
	[Blurred]	[Blurred]	100 %	○	○	○	○	✓
	[Blurred]	[Blurred]	100 %	○	○	○	○	✓
	[Blurred]	[Blurred]	0 % ⚠	○	○	○	○	○

Student Details Attendance

Status: Web Registered

Present Hours Attended 00 00

Absence Absence Notified

Note This is a sample entry

Extended Absence