

Recording Non-Attendance for Classes

At the beginning of each semester, faculty record non-attendance for students who have not reported to class prior to the 5th class day in summer terms or the 11th class day in fall and spring semesters. The University is required to account for non-attendance of students to maintain eligibility for Federal Financial Aid programs. Refer to the Faculty Handbook for further details regarding attendance accounting.

Faculty will receive an electronic reminder to record non-attendance by a certain date. If a student is attending your class but does not appear on the class list, please notify the Registrar's Office immediately.

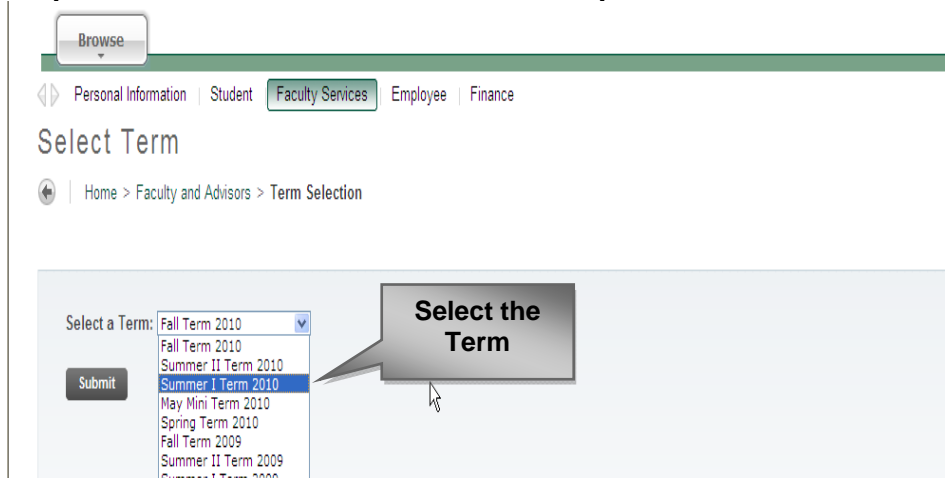
NOTE: Reporting a student as Did Not Attend does not drop the student from your class. The student must be reported by every instructor for classes in which enrolled, to be administratively withdrawn by the Registrar's Office.

Steps for Recording Attendance

Step # 1: Log on to OneTech.atu.edu. At the Welcome tab, open the Banner Self Service folder. Open the Faculty and Advisor folder. Click Attendance Accounting.



Step #2: Select the Term from the drop-down box.



Step #3: Select the Course from the drop-down box and click the Submit button.

CRN: MATH 1113 001: COLLEGE ALGEBRA, 40191 (28)

Submit

Enter CRN Directly

Step #4: If all students have attended at least one class, key your initials in the box shown below and click the Submit button.

At the beginning of each semester, it is important that faculty record non-attendance for students who have not reported to class prior to the 5th students to maintain eligibility for Federal Financial Aid programs.

Jun 10, 2010 at 10:38 AM

Course Information

COLLEGE ALGEBRA - MATH 1113 001
CRN: 40191

Enrollment Counts

	Maximum	Actual	Remaining
Enrollment:	30	28	2
Cross List:	0	0	0

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend
1	5	Agee, Cody L.	3.00	Apr 08, 2010	<input type="checkbox"/>
2	15	Barker, Michael G.	3.00	Apr 16, 2010	<input type="checkbox"/>
3	8	Beck, Ashley M.	3.00	Apr 08, 2010	<input type="checkbox"/>
4	28	Bolda, Angela M.	3.00	Apr 28, 2010	<input type="checkbox"/>
5	37	Brown, Kayla R.	3.00	Jun 03, 2010	<input type="checkbox"/>
6	22	Darter, Hannah C.	3.00	Apr 19, 2010	<input type="checkbox"/>
7	33	Dillard, India R.	3.00	May 12, 2010	<input type="checkbox"/>
27	12	Wilson, Douglas A.	3.00	Apr 13, 2010	<input type="checkbox"/>
28	23	Wooten, James M.	3.00	Apr 21, 2010	<input type="checkbox"/>

If ALL students are attending, please enter your initials and click "Submit" =>

Submit Reset

Step #5: If a student has not attended at least one class meeting, click the Did Not Attend box shown below.

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3	8	Beck, Ashley M.	3.00	Apr 08, 2010	<input type="checkbox"/>
4	28	Bolda, Angela M.	3.00	Apr 28, 2010	<input type="checkbox"/>
5	37	Brown, Kayla R.	3.00	Jun 03, 2010	<input type="checkbox"/>
6	22	Darter, Hannah C.	3.00	Apr 19, 2010	<input type="checkbox"/>
7	33	Dillard, India R.	3.00	May 12, 2010	<input type="checkbox"/>
8	2	English, Melissa R.	3.00	Apr 05, 2010	<input type="checkbox"/>
9	3	Futterer, Keely L.	3.00	Apr 06, 2010	<input type="checkbox"/>
10	25	Grubbs, Tera N.	3.00	Apr 26, 2010	<input type="checkbox"/>
11	27	Guarino, Lauren R.	3.00	Apr 27, 2010	<input type="checkbox"/>
12	26	Guarino, Meagan N.	3.00	Apr 26, 2010	<input type="checkbox"/>
13	7	Guarino, Tandra K.	3.00	Apr 08, 2010	<input type="checkbox"/>
14	30	Hall, Jayme D.	3.00	Apr 30, 2010	<input type="checkbox"/>
15	39	Hartmann, Cody F.	3.00	Jun 04, 2010	<input type="checkbox"/>
16	38	Haswell, Seth M.	3.00	Jun 03, 2010	<input checked="" type="checkbox"/>
17	6	Hayes, James D.	3.00	Apr 08, 2010	<input type="checkbox"/>
18	21	Keaton, Brandon M.	3.00	Apr 19, 2010	<input checked="" type="checkbox"/>
19	40	King, Kristaja R.	3.00	Jun 05, 2010	<input type="checkbox"/>
20	32	Merino-Mejia, Jennifer V.	3.00	May 12, 2010	<input type="checkbox"/>
21	35	Miguel-Gutierrez, Irais R.	3.00	May 19, 2010	<input type="checkbox"/>
22				Apr 09, 2010	<input checked="" type="checkbox"/>
23				Apr 05, 2010	<input type="checkbox"/>
24				Apr 23, 2010	<input type="checkbox"/>
25				Apr 16, 2010	<input type="checkbox"/>
26				May 17, 2010	<input type="checkbox"/>
27	12	Wilson, Douglas A.	3.00	Apr 13, 2010	<input checked="" type="checkbox"/>
28	23	Wooten, James M.	3.00	Apr 21, 2010	<input type="checkbox"/>

If ALL students are attending, please enter your initials and click "Submit" =>

Submit Reset

NOTE: Large classes may have more than one page. After submitting grades for page one, click on the second set of records to access page two. (Example: Current Record Set 1-55/56-75)

A screenshot of a student list interface. The list shows student IDs (51, 52, 53, 54, 55) and names (Frimps, Jayron J., Pillow, Marcus D., Poynter, Sherry A., Rawls, Robert S., Reed, Bobbie). Below the list are 'Submit' and 'Reset' buttons. A callout box points to the second set of records, labeled 'Current Record Set: 1 - 55 | 56 - 75', with the text 'Large Classes have more than one page'.

NOTE: When the submit button is clicked on the attendance accounting page; the form automatically forwards you to the top of the page. You will get the message: Your changes were saved successfully!

A screenshot of the 'Attendance Accounting - Summer I Term 2010' page. A red checkmark icon and the message 'Your changes were saved successfully!' are visible. A callout box points to this message with the text 'Look for message showing changes saved'. Below the message is a table for 'Enrollment Counts' and a table for 'Did NOT Attend'.

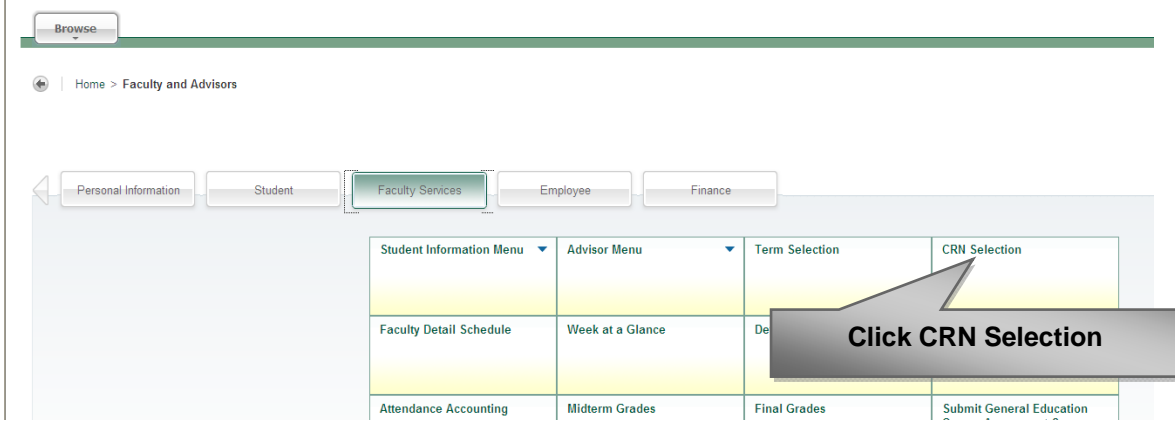
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Steps for Selecting Another Course

Step #1: To select another course, click the back arrow or Faculty Services tab.

A screenshot of the 'Attendance Accounting - Summer I Term 2010' page. Two callout boxes are present: one pointing to the back arrow icon with the text 'Click Return to Menu Arrow', and another pointing to the 'Faculty Services' tab in the navigation bar with the text 'Click Faculty Services Tab'.

Step #2: Click CRN Selection to view another class.



Step #3: Select new course from drop-down box and click submit.



Step #4: Select Attendance Accounting.

