

# Attendance Accounting

**Students must attend the course before its unique attendance date (not due date)—there are no exceptions;** attendance is measured as follows:

- Physical attendance in a course,
- Submission of an assignment, OR
- Completion of the Blackboard Attendance Accounting Module

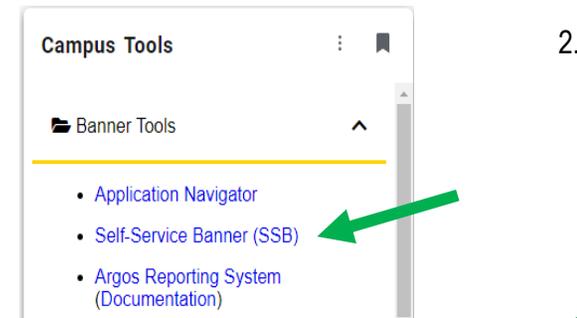
**You must report attendance for all students on the attendance roster**—students who have already dropped the course will be listed; the reporting of their attendance is also required—you must report whether or not they attended before they dropped.

If a student is attending your class but does not appear on the class list, you must immediately notify (968-0272, [registrar@atu.edu](mailto:registrar@atu.edu)), and send the student to, the Registrar's Office.

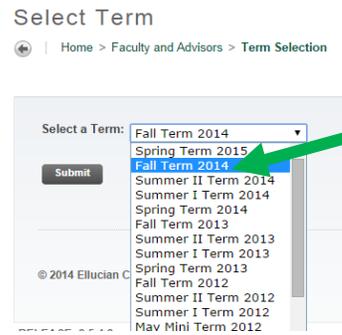
**NOTE:** Because of changes in Federal Financial Aid regulations, reporting a student as Did Not Attend **DOES** result in the student being administratively dropped from the course by the Registrar's Office; there is no reinstatement for non-attend drops.

## Submitting Attendance

1. Log in to OneTech. In the Campus Tools card, open the "Banner Tools" drop-down then click "Self-Service Banner (SSB)", open the Faculty and Advisors folder, then click Attendance Accounting.



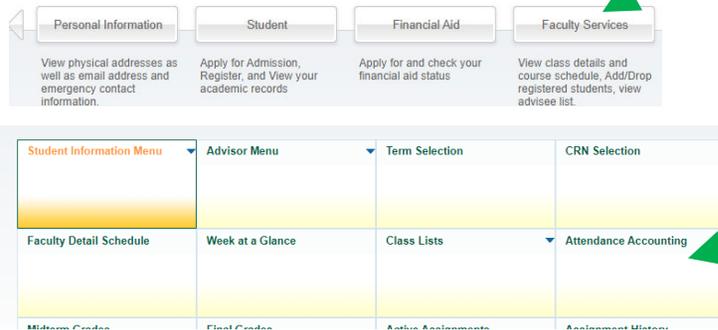
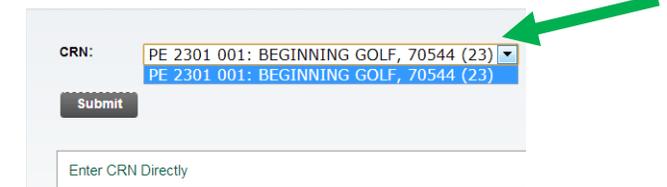
2. Select the current term from the drop-down menu, then click Submit. Note: Any time you can click the Faculty Services tab. to return to the main faculty menu.



3. Select the course from the drop-down menu, then click Submit.

## Select a CRN

Home > Faculty and Advisors > CRN Selection



4. If **all students have attended at least once**, and you are reporting all as attended, enter your initials and click submit.

a) If your course(s) uses Blackboard:

Current Record Set: 1 - 25 | 26 - 50 | 51 - 71 <= You have more than one page

Record Number	Registration Number	Student Name	Credits	Registered Date	Blackboard Attendance Policy Completed	Did NOT Attend
1	7	Atchison, Tyler J.	1.00	Dec 13, 2018	Incomplete	<input type="checkbox"/>
2	12	Austin, Kaia K.	1.00	Dec 13, 2018	Completed on Jan 14, 2019 09:32:14 AM	<input type="checkbox"/>
3	13	Badeaux, Tara N.	1.00	Dec 13, 2018	Completed on Jan 14, 2019 03:14:36 PM	<input type="checkbox"/>
4	2	Bardes, Christina	1.00	Dec 13, 2018	Completed on Jan 14, 2019 06:21:12 PM	<input type="checkbox"/>
5	11	Dwyer, Robert A.	1.00	Dec 13, 2018	Completed on Jan 19, 2019 01:35:19 PM	<input type="checkbox"/>
6	9	Elder, Sarah B.	1.00	Dec 13, 2018	Completed on Jan 13, 2019 08:27:17 PM	<input type="checkbox"/>
7	16	Garner, Rebecca J.	1.00	Dec 13, 2018	Completed on Jan 23, 2019 10:40:33 AM	<input type="checkbox"/>
8					Incomplete	<input type="checkbox"/>

If a student has dropped the course it will show 0.00 credits. Federal regulations state we must account for every student who was enrolled in a class on the first day of courses. Please report attendance accurately.

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

Submit! Reset

tv

Enter your Initials.

Click Submit.

b) If your course(s) do not use Blackboard:

	Maximum	Actual	Remaining
Enrollment:	16	8	8
Cross List:	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsi B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

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

Submit! Reset

Enter your Initials.

Click Submit.

5. If **ANY** students **HAVE NOT ATTENDED** at least **ONCE BEFORE THE ATTENDANCE DATE HAS PASSED**, click the “Did NOT Attend” box to the right of the student’s name(s) and click submit.

	Maximum	Actual	Remaining
Enrollment:	16	8	8
Cross List:	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsi B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

Click “Did NOT Attend” for students who did not attend.

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

...click Submit.

**NOTE:** Attendance lists with more than 25 students will have multiple pages; mark the attendance on the first record set, then click Submit. Continue with each additional record set, marking attendance as appropriate, then submit each page separately. If you check students on the first record set but all have attended on the subsequent record sets, you do not need to enter your initials or submit those “blank” record sets.

After successful submission, you should be returned to the top of the page and see “Your changes were saved successfully!” **If you do not see this message**, log out of OneTech then back in again to refresh your session. Return to the Attendance Accounting roster to view your submission.

6. To select another course click the Faculty Services tab at the top of the page, then click CRN Selection from the top right. Select the course from the drop-down menu and click Submit. You will be returned to the Faculty Services menu; click Attendance Accounting on the left, then continue reporting your attendance.

Student Information Menu	Advisor Menu	Term Selection	CRN Selection
Faculty Detail Schedule	Week at a Glance	Detail Class List	Summary Class List
Attendance Accounting	Midterm Grades Midterm grades are required for all	Final Grades	Active Assignments