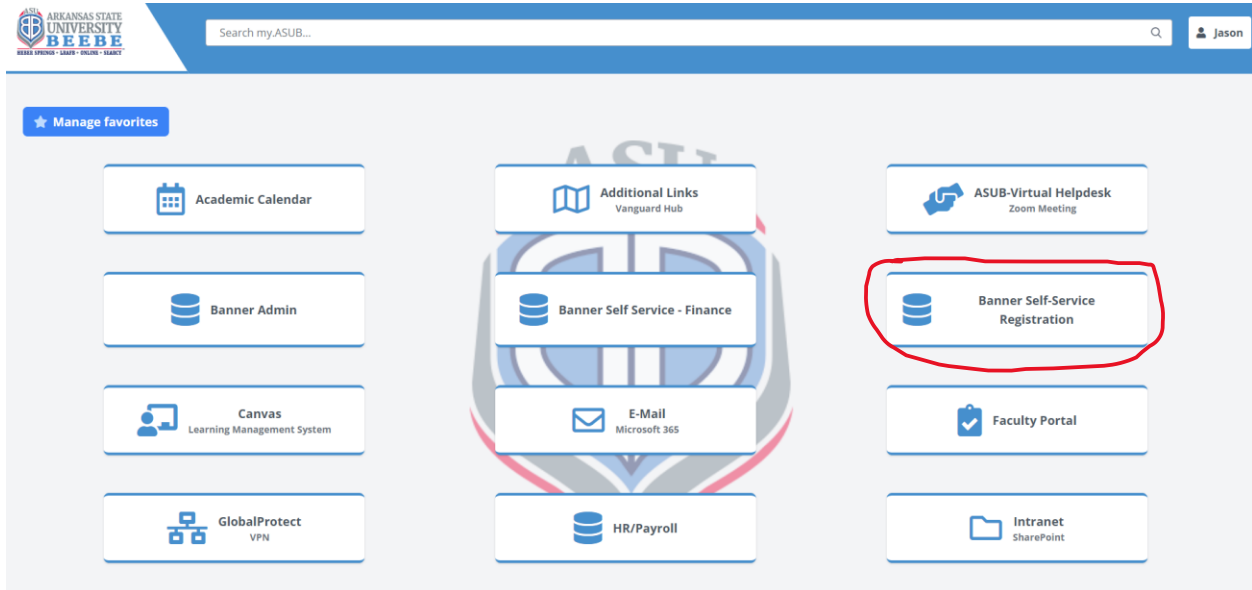


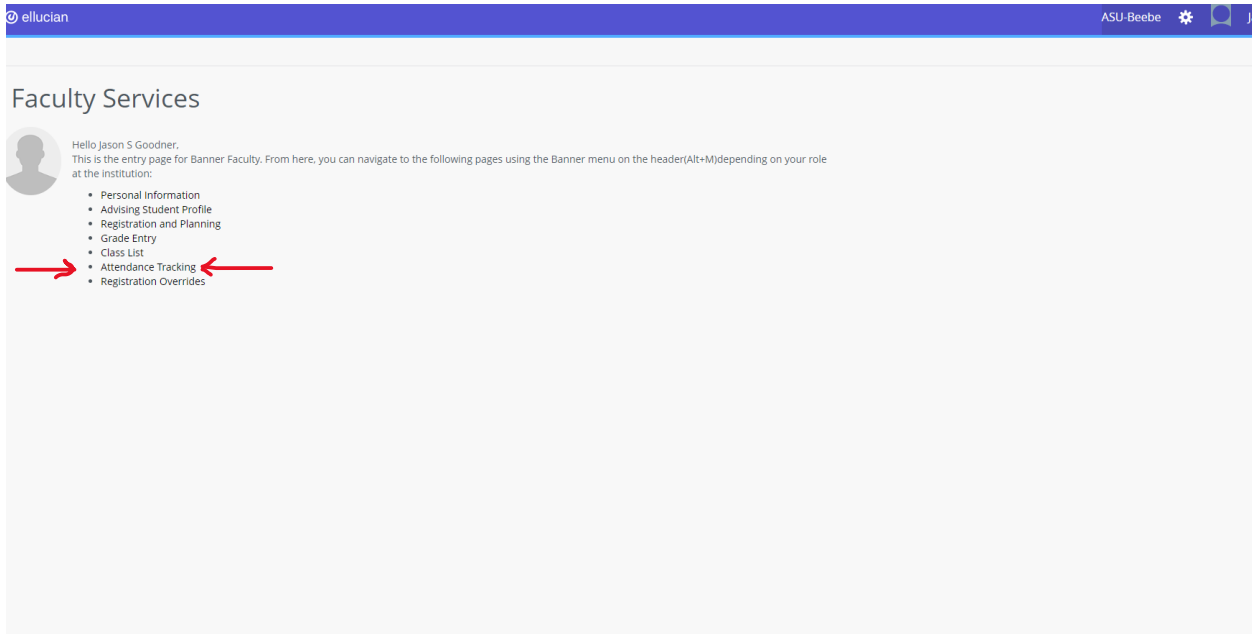
How to post attendance in Banner

Attendance is to be taken and entered for each face to face class meeting.
For 100% online courses, attendance should be entered at least 1 time per week.

1. Login into my.asub.edu using your ASUB login credentials.
2. Click on the Banner Self-Service Registration widget



3. Click on "Attendance Tracking".



- After clicking on Attendance Tracking, your semester teaching schedule will appear by courses. Identify the course you wish to enter attendance and click "Take Roll".

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202260	60291	Sociology	2213	0	Principles of Sociology	S M T W T F S	18:00	01	View Students
202260	60929	Sociology	2213	0	Principles of Sociology	S M T W T F S	18:00	01	View Students
202260	61013	Biological Science	1004	0	Biology for General Education	S M T W T F S	09:30	01	Take Roll

- Your screen will look similar to the screen shot below minus the green and red dots.

Photo	Full Name	ID	Attendance	Thursday 07/28/2022	Tuesday 08/02/2022	Thursday 08/04/2022	Tuesday 08/09/2022	Thursday 08/11/2022
	Kaitlyn, Kaitlyn Shae Blankenship	50452219	84%	✓	○	○	○	○
	Emme, Cameron Huey	50611087	34% ⚠	✗	✓	○	✗	○
	Yan, Vanpuard	50901825	67%	✗	✓	○	✗	○

Student Details | Attendance

Kaitlyn Kaitlyn Shae Blankenship
Status: Registered

Present
Hours Attended:

Absence
 Absence Notified

[Extended Absence](#)

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6. For online classes, see step #10 below.

For all other classes, identify the day/date of which you wish to record attendance. Click on each blank circle. Click once for "green" to record a student as present.

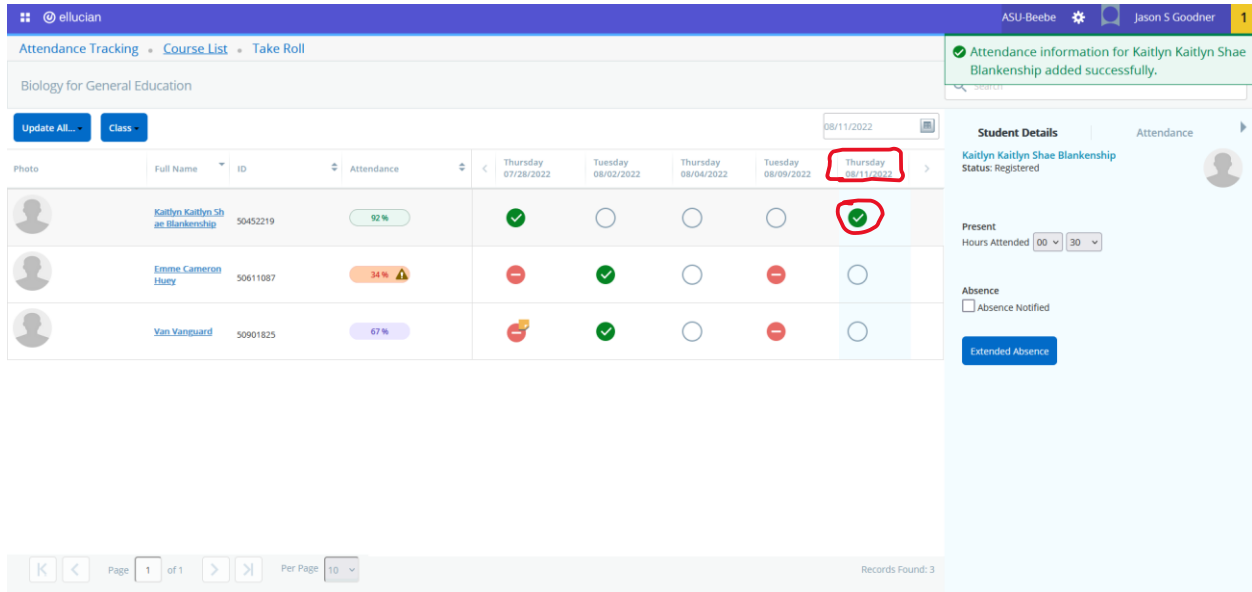


Photo	Full Name	ID	Attendance	Thursday 07/28/2022	Tuesday 08/02/2022	Thursday 08/04/2022	Tuesday 08/09/2022	Thursday 08/11/2022
	Kaitlyn Kaitlyn Shae Blankenship	50452219	92%	✓	○	○	○	✓
	Emme Cameron Huey	50611087	34%	✗	✓	○	✗	○
	Van Vanguard	50901825	67%	✗	✓	○	✗	○

7. Click a circle two times for "red" to record a student as absent.

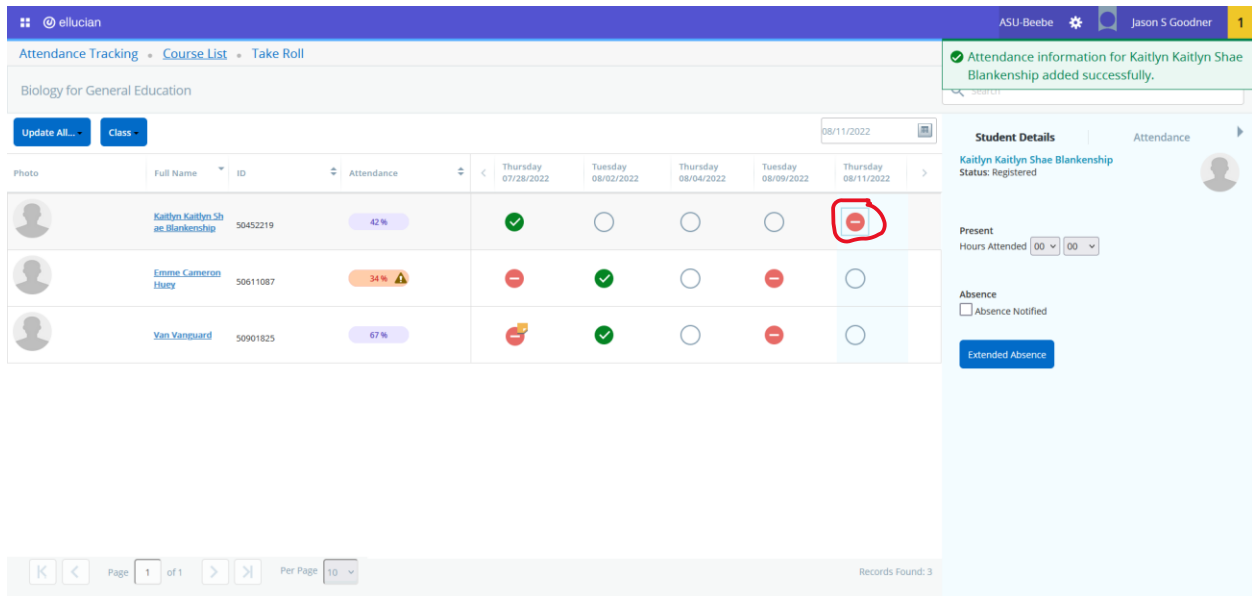


Photo	Full Name	ID	Attendance	Thursday 07/28/2022	Tuesday 08/02/2022	Thursday 08/04/2022	Tuesday 08/09/2022	Thursday 08/11/2022
	Kaitlyn Kaitlyn Shae Blankenship	50452219	42%	✓	○	○	○	✗
	Emme Cameron Huey	50611087	34%	✗	✓	○	✗	○
	Van Vanguard	50901825	67%	✗	✓	○	✗	○

8. If you make a mistake, continue to click on the circle until you reach the correct attendance (green or red). Every circle must be green or red. Do not leave a circle blank.

- There is **not** a submit button. Once you enter your attendance, click on "Course List" to return to your roster of classes to enter attendance for additional course(s).

Attendance Tracking - **Course List** - Take Roll

Biology for General Education

Update All... Class 08/11/2022

Attendance information for Kaitlyn Kaitlyn Shae Blankenship added successfully.

Photo	Full Name	ID	Attendance	Thursday 07/28/2022	Tuesday 08/02/2022	Thursday 08/04/2022	Tuesday 08/09/2022	Thursday 08/11/2022
	Kaitlyn Kaitlyn Shae Blankenship	50452219	92%	✓	○	○	○	✓
	Emma Cameron Hays	50611087	34%	✗	✓	○	✗	○
	Yan Vanguard	50901825	67%	✗	✓	○	✗	○

Student Details: Kaitlyn Kaitlyn Shae Blankenship, Status: Registered

Present: Hours Attended 00 30

Absence: Absence Notified

Extended Absence

Page 1 of 1 Per Page 10 Records Found: 3

- For online classes, identify the day/date of which you wish to record attendance. Click anywhere in the row for the student that you wish to record attendance.

Attendance Tracking - **Course List** - Take Roll

Pharm Med/Drug Term

Class 01/10/2023

Photo	Full Name	ID	Attendance	Monday 01/09/2023	Tuesday 01/10/2023
	[Redacted]	[Redacted]	0%	○	00:00
	[Redacted]	[Redacted]	0%	○	00:00
	[Redacted]	[Redacted]	100%	○	01:00
	[Redacted]	[Redacted]	0%	○	00:00

- On the right side of the screen under **Expected**, use the drop down menus for hour and minutes to enter 1 hour and 00 minutes. The student's attendance will automatically be saved and will display in the Attendance column. For 100% online courses, attendance should be entered at least 1 time per week.

ellucian ASU-Beebe Martin, April M.

Attendance Tracking + Course List + Take Roll

Pharm Med/Drug Term

Class 01/10/2023

Photo	Full Name	ID	Attendance	Monday 01/09/2023	Tuesday 01/10/2023
	[Redacted]	[Redacted]	0%	<input type="radio"/>	00:00
	[Redacted]	[Redacted]	0%	<input type="radio"/>	00:00
	[Redacted]	[Redacted]	100%	<input type="radio"/>	01:00
	[Redacted]	[Redacted]	0%	<input type="radio"/>	00:00


Student Details Attendance

Status: **Web Registered**

Expected
Expected Hours

Absence
 Absence Notified

[Extended Absence](#)



12. If you make an error and need to remove the attendance, change the drop down menu back to **Hr** and **Min**.

Expected
Expected Hours

Absence
 Absence Notified

[Extended Absence](#)