Written explanations appear at the bottom of slides.

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Faculty & Advisors Self-Service

Advisor Profile Vervour schedule Vervour schedule Rest schedule Status schedule Rest schedule Status schedule	
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Under the Faculty Service Tab is Attendance Tracking.

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Attendance Tracking • Course List • Take Roll

MY COUR	SES									Q Search
Term	▼ CRN ♣	Subject 🗘	Course 🔶	Section 🔶	Title 🜲	Schedule	Time	Session 🔶		Course Getting Started
202050	50107	Economics	110	C01	Principles of Microeconomics	S M T W T F S	None	01	Take Roll	Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service
202050	50137	Economics	100	C02	Principles of Macroeconomics	S M T W T F S	None	01	Take Roll	Use this page to enter attendance information for the students in your courses.
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	13:00	01	Take Roll	 Only your courses which are open for attendance tracking are displayed. View your course and student details. Contracting Course List or Destry by disking an solution booders.
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	11:00	01	Take Roll	 Sort your course List or Roster by clicking on courner neaders. If you have questions, please Email the Registrar registrar@millikin.edu
202050	50159	Interdepartmental	112	05	Online Synchronous Course	S M T W T F S	14:00	01	Take Roll	
202110	10035	Accounting	331	C01	Individual Income Taxation	S M T W T F S	None	01	View Students	
202110	10040	Accounting	413	C01	Advanced Financial Accounting	S M T W T F S	None	01	View Students	
202110	11277	Accounting	230	C01	Intro to Financial Statements	S M T W T F S	None	01	View Students	
202110	11278	Accounting	240	C01	Prin. of Managerial Accounting	S M T W T F S	None	01	View Students	
202110	11279 Page 1	Business of 3 Per Pag	260 ie 10 ~	C01	Business Law	S M T W T F S	None	01	View Students	

Classes that have been enabled for Attendance tracking appear

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Attendance Tracking • Course List • Take Roll



When a class is in progress it will indicate "Take Roll". Courses that have not begun allow class roster to be viewed, "View Students". Getting started guide can be hidden by clicking the arrow.

Jason Brandon Wickline

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Jason Brandon Wickline

Enrolled students with ID picture will appear along with the meeting day/times of the course.

Select the day to enter attendance from the calendar or heading. Active day/time of for attendance taking will appear as last column. Select the circle under the date across from the student name indicate attendance.



Clicking the attendance circle will indicate the student is present with a green check box. Hours of attendance are defaulted to the full class time, but can be updated if student exited class early.

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Attendance T	racking • <u>Course</u>	<u>List</u> • Take Roll	l							Attendance information for Maybel Wickline added successfully.		
Testing Atten	idance tracking	The attendance percentage for Maybel Wicklin										
Update All 🗸	Class -								08/11/2020	has fallen below 40%.		
Photo	Full Name	▼ ID	Attendance	÷	< Tuesday 08/04/2020	Wednesday 08/05/2020	Thursday 08/06/2020	Friday 08/07/2020	Tuesday > 08/11/2020	ОК		
0	Maybel Wickline	00814891	0%		0	\bigcirc	\bigcirc	\bigcirc	•	Present Hours Attended 00 v 00 v		
										Absence		
										Extended Absence		
	Page 1 of 1	> > Per P	age 10 ~						Records Found: 1			
Clicking	the attenda	nce circle	a second tin	ne w	vill indicate	e the stuc	lent was a	bsent. I	Percentage of	attendance is calculated an		

warnings may appear when attendance falls below 50% (click ok to continue).

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Attendance Tracking • Course List • Take Roll



Absence notes can be entered and saved when a student notifies the instructor reason for absence.

Jason Brandon Wickline

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Attendance Tr	acking <u>Course Lis</u>	st • Take Roll											
Testing Attendance acking											Q Search		
Update All Class 08/11/2020											Student Details Attendance	►	
Photo	Full Name	▼ ID	Attendance	\$	Tuesday 08/04/2020	Wednesday 08/05/2020	Thursday 08/06/2020	Friday 08/07/2020	Tuesday 08/11/2020	>	Maybel Wickline Status: Registered		
Ω	Maybel Wickline	00814891	100 %		\bigcirc	\bigcirc	\bigcirc	\bigcirc	đ		Present Hours Attended 00 v 00 v		

Absence

Absence Notified

Note

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Jason Brandon Wickline

Return to your course list by clicking the Course List at top of the screen.

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Attendance Tracking • Course List • Take Roll

MY COURS	ES									Q Sear	rch			
Term 🔻	CRN 🗢	Subject	Course 🜩	Section 🔶	Title 🗢	Schedule	Time	Session 🗘			Course		Getting Started	×
202050	50107	Economics	110	C01	Principles of Microeconomics	S M T W T F S	None	01	Take Roll	Wel Self	lcome to Banner 9 f-Service	.x Student F	aculty Attendanc	e Tracking
202050	50137	Economics	100	C02	Principles of Macroeconomics	S M T W T F S	None	01	Take Roll	Use you	this page to enter a r courses.	ttendance inf	ormation for the st	udents in
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	13:00	01	Take Roll		Only your course displayed.View your course	s which are o and student	pen for attendance details.	tracking are
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	11:00	01	Take Roll	lf yc regi	 Sort your Course bu have questions, p strar@millikin.edu 	List or Rostei lease Email tl	ne Registrar	mn headers.
202050	50159	Interdepartmental	112	05	Online Synchronous Course	S M T W T F S	14:00	01	Take Roll					
202110	10035	Accounting	331	C01	Individual Income Taxation	S M T W T F S	None	01	View Students					
202110	10040	Accounting	413	C01	Advanced Financial Accounting	S M T W T F S	None	01	View Students					
202110	11277	Accounting	230	C01	Intro to Financial Statements	S M T W T F S	None	01	View Students					
202110	11278	Accounting	240	C01	Prin. of Managerial Accounting	S M T W T F S	None	01	View Students					
202110	11279 Page 1	Business of 3 Per Page	260 ge 10 ~	C01	Business Law	S M T W T F S	None	01	View Students					

Jason Brandon Wickline

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Select a course to take attendance, "Take Roll".

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Attendance Tracking • Course List • Take Roll

After selecting the Date of the attendance record needing updated, the "Update All" feature may be used to: Mark all students present, Mark all students absent, Update Student record not Marked to absent or Present.

🔢 🕜 ellucian * Jason Brandon Wickline Attendance Tracking • Course List • Take Roll **Q** Search **Online Synchronous Course** Class -Update All... **Student Details** Attendance Maybel Wickline Thursday Tuesday Thursday Tuesday ▼ ID **\$** < Thursday Attendance Status: Registered Photo Full Name > 07/09/2020 07/14/2020 07/16/2020 07/21/2020 07/23/2020 Maybel Wickline 100 % 00814891 Present Hours Attended 02 V 00 V \bigcirc \bigcirc Winston Wickline 100 % () 00899027 Absence Absence Notified Extended Absence K K Page 1 of 1 > Per Page 10 ~ Records Found: 2

With one selection all students in class were marked present for the class for the date selected.

Attendance Tracking • <u>Course List</u> • Take Roll

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Online Synchr	onous Course	Q Sear	Q Search									
Update All	Class -									08/11/2020		•
Photo	Cancel this Class Meeting	Full Name	ID	♦ Attendance	<	Tuesday 07/28/2020	Thursday 07/30/2020	Tuesday 08/04/2020	Thursday 08/06/2020	Tuesday 08/11/2020	>	
	Update CRN Last Date of Attendance					\bigcirc	\bigcirc	\bigcirc		\bigcirc		
	Update CRN Total Hours	Maybel Wickline	00814891	100 %		\bigcirc	\bigcirc	\bigcirc	V	0		
Ω	Update Attendance in Gradebook	Winston Wickline	00899027	100 %		\bigcirc	\bigcirc	\bigcirc	\bigcirc	\bigcirc		

Records Found: 2

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Jason Brandon Wickline

Attendance tracking provides the ability to Cancel a class meeting.

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Attendance Tracking	g • <u>Course List</u> •	Take Roll							Class has been canceled successfully.
Online Synchronous	Course	Q Search							
Update All 🕶 Class -	·							08/11/2020	Student Details Attendance
Photo	Full Name	ID 🗘	Attendance 🗘	Tuesday 07/28/2020	Thursday 07/30/2020	Tuesday 08/04/2020	Thursday 08/06/2020	Tuesday > 08/11/2020	Maybel Wickline Status: Registered
Ω	Maybel Wickline	00814891	100 %	\bigcirc	\bigcirc	\bigcirc	•	đ	Present Hours Attended 00 v 00 v
Ω	Winston Wickline	00899027	100 %	\bigcirc	\bigcirc	\bigcirc	\bigcirc	e	Absence
									Absence Notified Note Class Canceled (This is a system generated message).
									.e
K K Page	1 of 1	Per Page 10	~					Records Found: 2	

Students are notified by email that the class was canceled. Attendance record for all students is updated to reflect a canceled course. Accidentally canceled classes may be reinstated under the class menu.

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Attendance Tracking • <u>Course List</u> • Take Roll								
Online Synchronous Course							Q Search	
Update All • Class •						08/11/2020	Student Details Attendance	
Photo Full Name ID	Attendance	Tuesday 07/28/2020	Thursday 07/30/2020	Tuesday 08/04/2020	Thursday 08/06/2020	Tuesday 08/11/2020	Winston Wickline Status: Registered	
Maybel Wickline 00814891	100 %	\bigcirc	\bigcirc	\bigcirc	0	đ	Present	
Maybel Wickline BS in Entrepreneurship Program Entrepreneurship Major jwickline@millikin.edu 1184 W Main St	100 %	\bigcirc	\bigcirc	\bigcirc	\bigcirc	đ	Absence	
Decatur, IL 62522-2039							Absence Notified Note Class Canceled (This is a system generated message).	
							Extended Absence	
Page 1 of 1 Per Page 10	×					Records Found	J. Z	

By hovering the mouse over a students name you can see details about the student including email and address information. Selecting the email on the student card, will open up email to send student an email.