

# Attendance Tracking

Written explanations appear at the bottom of slides.

The screenshot shows the myMILLIKIN web portal interface. At the top right, there are links for "MY ACCOUNT" and "LOG OFF". Below these are "ACCOUNT BALANCE", "BOOK BALANCE", "MEAL/FLEX BALANCE", and "PRINT BALANCE". The main header features the "myMILLIKIN" logo and a personalized greeting "Good Morning, Maybel!". A search bar contains the text "muonline" with a pink arrow pointing to it. A callout box above the search bar says "Search for messages, people, and features". The "myALERTS" section includes a "Password Reset" alert and a "Millikin Alumni email" notice. The "mySTREAM" section displays a list of messages with filters for "VIEW ALL", "10", "30", and "2". The "myVIP" section provides a link to stay up to date. The right sidebar contains a "FAST ACCESS" menu with icons for "Campus Directory", "MU Online" (highlighted with a pink arrow), "Moodle", "NetStorage", "Campus Calendar", "Bookstore", and "Authorize Prints". Below this are sections for "ACADEMICS", "ALUMNI", "CONNECT", and "TOOLS".

Open muOnline.

# Attendance Tracking

## Faculty & Advisors Self-Service

### [Advisee Profile](#)

View your advisee list and Student Profiles

### [Advisor Menu](#)

View a student's transcript; View a student's grades; Display your security setup.

### [Term Selection](#)

### [CRN Selection](#)

### [Faculty Detail Schedule](#)

View your faculty schedule and view your course evaluation results (Spring 2009 going forward)

### [Final Exam Schedule](#)

View your own personalized final exam schedule for a selected term

### [Faculty Schedule](#)

### [Detail Class List](#)

### [Summary Class List](#)

### [Attendance Tracking](#)

### [Detail Wait List](#)

### [Summary Wait List](#)

### [Grade Entry](#)

### [Student Accolade System](#)

### [Academic Alert System](#)

Enter and view Academic Alerts for a specific term for a specific student.

### [Registration Overrides](#)

### [Course Listings](#)

Look up course listings by term, subject, instructor, and other options.

### [Faculty and Advisor Security Information](#)

### [Faculty Evaluations](#)

Faculty evaluation results for terms prior to and including Spring, 2009. All terms going forward will use the results from the online instructor evaluation site.

### [SurveyDIG Online Evaluation Results \(For Deans and Chairs Only\)](#)

Login to SurveyDig as a Dean or Chair to view summary results for your area. Login with your Novell (or my.millikin.edu) username and password.

### [Student Common Schedule](#)

Report to display the common schedules between multiple students who meet a certain criteria. Can be used for scheduling courses, events, etc.

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Under the Faculty Service Tab is Attendance Tracking.

# Attendance Tracking

MY COURSES Search

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202050	50107	Economics	110	C01	Principles of Microeconomics	S M T W T F S	None	01	Take Roll
202050	50137	Economics	100	C02	Principles of Macroeconomics	S M T W T F S	None	01	Take Roll
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	13:00	01	Take Roll
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	11:00	01	Take Roll
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	Business	260	C01	Business Law	S M T W T F S	None	01	View Students

### Course | 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 registrar@millikin.edu

Classes that have been enabled for Attendance tracking appear

# Attendance Tracking

MY COURSES Search

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202050	50107	Economics	110	C01	Principles of Microeconomics	S M T W T F S	None	01	Take Roll
202050	50137	Economics	100	C02	Principles of Macroeconomics	S M T W T F S	None	01	Take Roll
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	13:00	01	Take Roll
202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	11:00	01	Take Roll
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	Business	260	C01	Business Law	S M T W T F S	None	01	View Students

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**Getting Started**

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

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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.

# Attendance Tracking

Testing Attendance tracking Search

Update All... Class 08/11/2020

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	00814891	0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Student Details** | Attendance

**Maybel Wickline**  
Status: Registered

**Present**  
Hours Attended

**Absence**  
 Absence Notified

Extended Absence

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.

# Attendance Tracking

Testing Attendance tracking Search

[Update All...](#) [Class](#) 08/11/2020

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	00814891	100 %	○	○	○	○	✓

### Student Details

**Maybel Wickline**  
Status: Registered

**Present**  
Hours Attended: 01 | 15

**Absence**  
 Absence Notified

[Extended Absence](#)

00  
01  
02  
03  
04  
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16  
17  
18

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.

# Attendance Tracking

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Attendance Tracking • [Course List](#) • [Take Roll](#)

Testing Attendance tracking

[Update All...](#) [Class](#) 08/11/2020

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	00814891	0%					

Records Found: 1

Page 1 of 1 Per Page 10

Attendance information for Maybel Wickline added successfully.

The attendance percentage for Maybel Wickline has fallen below 40%. [OK](#)

Present  
Hours Attended

Absence  
 Absence Notified

[Extended Absence](#)



Clicking the attendance circle a second time will indicate the student was absent. Percentage of attendance is calculated and warnings may appear when attendance falls below 50% (click ok to continue).

# Attendance Tracking

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Attendance Tracking • [Course List](#) • [Take Roll](#)

Testing Attendance tracking Search

[Update All...](#) [Class](#) 08/11/2020

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	00814891	100%		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

### Student Details

**Maybel Wickline**  
Status: Registered

**Present**  
Hours Attended

**Absence**  
 Absence Notified

**Note**  
Student Notification is entered here for instructor tracking purposes.

[Extended Absence](#)

Page 1 of 1 Per Page 10 Records Found: 1



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

# Attendance Tracking

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Attendance Tracking • [Course List](#) • Take Roll

Testing Attendance Tracking

[Update All...](#) [Class](#) 08/11/2020

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	00814891	100 %	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Student Details

**Maybel Wickline**  
Status: Registered

**Present**  
Hours Attended

**Absence**  
 Absence Notified

**Note**  
Student Notification is entered here for instructor tracking purposes.

[Extended Absence](#)

Page 1 of 1 Per Page 10 Records Found: 1

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

# Attendance Tracking – Additional Features

MY COURSES Search

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	
202050	50107	Economics	110	C01	Principles of Microeconomics	S M T W T F S	None	01	Take Roll
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202050	50156	Interdepartmental	160	0	Testing Attendance tracking	S M T W T F S	11:00	01	Take Roll
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
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**Course** | **Getting Started**

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- Sort your Course List or Roster by clicking on column headers.

If you have questions, please Email the Registrar registrar@millikin.edu

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

# Attendance Tracking – Additional Features

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Attendance Tracking • [Course List](#) • Take Roll

Online Synchronous Course

Update All... Class 07/23/2020

Update Empty Records to Present  
Update Empty Records to Absent  
Mark All Present  
Mark All Absent

ID	Attendance	Thursday 07/09/2020	Tuesday 07/14/2020	Thursday 07/16/2020	Tuesday 07/21/2020	Thursday 07/23/2020
Maybel Wickline 00814891	100%	○	○	○	○	○
Winston Wickline 00899027	0% ⚠	○	○	○	○	○

**Student Details** | Attendance

**Maybel Wickline**  
Status: Registered

Present  
Hours Attended Hr Min

Absence  
 Absence Notified

Extended Absence

Page 1 of 1 Per Page 10 Records Found: 2

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.

# Attendance Tracking – Additional Features

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Attendance Tracking • [Course List](#) • [Take Roll](#)

Online Synchronous Course Search

[Update All...](#) [Class](#) 07/23/2020

Photo	Full Name	ID	Attendance	<	Thursday 07/09/2020	Tuesday 07/14/2020	Thursday 07/16/2020	Tuesday 07/21/2020	Thursday 07/23/2020	>
	Maybel Wickline	00814891	100 %		○	○	○	○	✓	
	Winston Wickline	00899027	100 %		○	○	○	○	✓	

### Student Details

**Maybel Wickline**  
Status: Registered

**Present**  
Hours Attended:

**Absence**  
 Absence Notified

[Extended Absence](#)

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 – Additional Features

Online Synchronous Course

Update All... ▾		Class ▾		08/11/2020						
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	00814891	100%		○	○	○	✓	○	
	Winston Wickline	00899027	100%		○	○	○	○	○	

- Cancel this Class Meeting
- Update CRN Last Date of Attendance
- Update CRN Total Hours
- Update Attendance in Gradebook

Attendance tracking provides the ability to Cancel a class meeting.

# Attendance Tracking – Additional Features

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Attendance Tracking • Course List • Take Roll

Online Synchronous Course

Update All... Class 08/11/2020

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	00814891	100 %	○	○	○	✓	🚫
	Winston Wickline	00899027	100 %	○	○	○	○	🚫

Class has been canceled successfully.

Search

**Student Details** Attendance

**Maybel Wickline**  
Status: Registered

Present  
Hours Attended 00 00

Absence  
 Absence Notified

Note  
Class Canceled (This is a system generated message).

Extended Absence

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.

# Attendance Tracking – Additional Features

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Attendance Tracking • [Course List](#) • Take Roll

Online Synchronous Course Search

Update All... **Class** 08/11/2020

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	00814891	100%	○	○	○	✓	⊖
			100%	○	○	○	○	⊖

**Maybel Wickline**  
BS in Entrepreneurship Program  
Entrepreneurship Major  
jwickline@millikin.edu  
1184 W Main St  
Decatur, IL 62522-2039

**Student Details** | Attendance

**Winston Wickline**  
Status: Registered

Present  
Hours Attended 00 00

Absence  
 Absence Notified

Note  
Class Canceled (This is a system generated message).

Extended Absence

Page 1 of 1 Per Page 10 Records Found: 2

By hovering the mouse over a student's 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.