Attendance Tracking

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Refer to this tutorial to learn how to enter Attendance into the Banner Attendance Tracking product (ATTR).

Pre-requisites to this tutorial:

- Students must be registered on the Sections (CRNs) you are entering Attendance for
- Sessions must have been set up for the Sections you are entering Attendance for
- You must be assigned as an Instructor to any Sections that you are entering Attendance for
1. LOGGIN IN & SELECTING ENTRY METHOD

Attendance Tracking (ATTR) is part of the Self-Service Banner suite of products, and is accessed through Campus Connect. As a pre-requisite, anyone entering Attendance Tracking must be set up as an active Faculty member in Banner, and must be assigned as an Instructor to the Sections (CRNs) that they need to enter Attendance for. For assistance with this, please contact BannerSupport@rhul.ac.uk

Go to http://campus-connect.rhul.ac.uk and log in with your usual Computer Centre username and password (Figure 1).

Once logged in, click on the Student Information tab (Figure 2, Box 1) and then click the Attendance Tracking link (Figure 2, Box 2).

The first menu has three options but we only use the first – click Term Selection (Figure 3, Box 1) to continue to the next page.
Select the Term you are entering Attendance for from the drop-down menu (Figure 4, Box 1). It will default to the current Academic Term.

There are two entry methods: by Section (CRN) or by Student. The ‘by Section’ entry is the main way to enter Attendance. The ‘by Student’ method can be used to enter Attendance across all courses for a student, or enter long term absences, which is explained in detail in Section 3 of this guide.
2. ATTENDANCE TRACKING BY COURSE SECTION

Click the CRN drop-down list (Figure 5, Box 1) to list all of the CRNs that you are assigned to as an Instructor. The Title displayed here is the Section Title as it appears in SSASECT. Be aware that if you are entering Attendance for both Core Sections and Seminar Group Sections, we advise you to amend the Title in SSASECT to distinguish between them. Select the CRN you want to enter Attendance for, then click the Submit button.

The next page is the Session Selection page. A ‘Session’ is whatever you are tracking attendance for, whether that’s a lecture, a seminar, a lab class or anything else. Multiple Sessions can exist for a single CRN, for example if you want to record 2 lectures each week. Sessions are usually set up with the date (Figure 6, Box 2) set to the Monday of the week the Session takes place in, as Attendance Tracking is not linked to timetabling. Each Session also has a Session ID (Figure 6, Box 3) – 01 for the first Session that week, 02 for the second, 03 for the third and so on. Finally, a Session will have a Session Status (Figure 6, Box 4) – whether the Session has been marked as Complete (Yes), Incomplete (No), or Not Known (Yes – NK).

Click on the drop-down (Figure 6, Box 1) to select the Session for entry, then click the Submit button.

The main Attendance Tracking page is displayed. All the students currently registered to the CRN you selected will be listed in alphabetical order by surname. This order cannot be changed, but you can alter the number of students displayed per page (Figure 7, Box 1), which you may want to do especially if you have large cohorts on a particular CRN. The default number of students listed is 100, so more than this will display on to additional
You then see a brief description of the different Session Statuses. For further clarification - **Complete** - means that you (or someone else assigned as an Instructor to that CRN) has submitted the Attendance data for that Session and designated it complete (you can still go back in and make changes subsequently, but bear in mind the reports available via Infoview depend on a Session being marked Complete to contribute towards attendance.
percentages – an **Incomplete** Session will not count).

Sessions are Incomplete by default – if you submit the Attendance data for a Session but leave it as Incomplete, it is in effect the same as having not submitted anything.

Finally, **Not Known** Status covers situations where the Session was cancelled or did not take place, but you do not want to record the students as being absent (which would be unfair as there was no possibility of them attending) **OR** the register was not taken or not returned, so it is impossible to determine who was present and who was absent. For these situations, from an academic perspective we would assume all students attended the session but from a UK Borders Agency perspective it is not proof of attendance. The Not Known status will count students as having attended, the same as the Complete status for the main reports (but is differentiated on the Session Selection drop-down as Yes – NK rather than just Yes). Specific reports will be available to report physical attendance for UKBA purposes, that exclude Sessions marked as Not Known.

Before changing the Session Status from the drop-down (Figure 7, Box 3) work your way down the student list and for any student that was absent for the Session, click the ‘Attended?’ drop-down (Figure 8, Box 1) and change it to ‘No’. You can then indicate whether the absence was Authorised or not (Figure 8, Box 2). For Authorised or Unauthorised absences, you may also wish to record a free-text Comment (Figure 8, Box 3) for your own records. For students who Attended, you do not need to do anything as Attendance is already defaulted to Yes.

At the bottom of the page is the ‘Submit Changes’ button (Figure 8, Box 4). Once all entries are finished click this to submit. Repeat this process for any additional pages of students, and once you have submitted all the records, update the Session Status.
The current Session Status will be displayed at the top of the page. Click the drop-down to list the other two Statuses available (Figure 9) and choose the appropriate Status (if the Session did not happen or register not returned, choose ‘Not Known’, otherwise ‘Complete’) then click the ‘Update Session Status’ button. The Session Selection page drop-down menu (Figure 10) will then show the Session with the appropriate label (Complete = Yes, Not Known = Yes - NK).

3. ATTENDANCE TRACKING BY STUDENT

This is an alternative entry method you might want to use occasionally. Having submitted the Term you want to use for Attendance Tracking, you can select an individual student to enter Attendance data for, across all the Sessions for each CRN they are registered on over a selected date range (provided they have been set up for Attendance Tracking, and you are assigned as an Instructor to all the CRNs). Enter the Student ID (Figure 11, Box 1) and the Start Date (Figure 11, Box 2) and End Date (Figure 11, Box 3) to represent the date range you want to see Sessions for – you can either use the Calendar icons or type the date in manually but should adhere to the specified date format. Submit.

Enter Attendance (absence) for the student in exactly the same way as if they are on the main ‘by CRN’ entry page. In this example, there is only one CRN the student is registered on that is being tracked, but where there are several the Sessions will be listed in date order. Although not a substitute for full reporting, this page can also be used as a quick ‘at a glance’ look at a student’s current attendance across all CRNs. Bear in mind if the student is Joint with another department who also uses Attendance Tracking, the other department’s Sections/Sessions will be listed here too.
Long Term Absence

The ‘by Student’ option also gives you the ability to enter a long-term absence for the student. Click on the student’s name (Figure 12, Box 1) to go to this page. The Start and End Dates (Figure 13, Box 1) will be defaulted to the dates you entered when you selected the student, but you can change these to enter long-term absence for a different date range.

The ‘Attendance at Sessions?’ drop-down (Figure 13, Box 2) will then be defaulted to ‘No’ for every CRN they are registered to that is being tracked.

If a situation arises where a student will be absent for one of their CRNs but not others, (or all of them except one) – change any CRNs where they will still be attending the Sessions
to ‘Yes’. Then Submit Changes. The screen now displays every Session within the Date Range for each CRN set to ‘No’ as ‘No’ in the ‘Attended?’ column for that student, ‘Yes’ in ‘Authorised’ and a Comment of ‘Long Term Absence’ (Figure 14). You can edit this if you wish, e.g. to change whether the absence is Authorised, or put more detail into the Comment. If you have made changes, you then need to click the Submit Changes button. If you have not made changes there is no need to re-submit.

<table>
<thead>
<tr>
<th>Date</th>
<th>Session No.</th>
<th>CRN</th>
<th>Title</th>
<th>Seq. No.</th>
<th>Attended?</th>
<th>Authorised?</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 Sep, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
<tr>
<td>01 Oct, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
<tr>
<td>08 Oct, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
<tr>
<td>15 Oct, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
<tr>
<td>22 Oct, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
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<td>29 Oct, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
<tr>
<td>05 Nov, 2012</td>
<td>01</td>
<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
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<td>12 Nov, 2012</td>
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<td>60031</td>
<td>Bus Analysis &amp; Decision Making</td>
<td>0</td>
<td>No</td>
<td>Yes</td>
<td>Long Term Absence</td>
</tr>
</tbody>
</table>

Figure 14