



**BANNER FACULTY & ADVISOR SELF-SERVICE**

# Attendance Tracking

**Salt Lake Community College  
Office Of Registrar and Academic Records**

## Overview

This procedure explains how to enter attendance information for a CRN using the **Faculty Attendance Tracking Page** and the **Mark Attendance Page**.

Attendance Tracking is used to track attendance and absence statistics for students by CRN. Faculty members can enter attendance data on a laptop or mobile device in the classroom. Supported Web Browsers for Windows 7/8/10 include; Internet Explorer, Chrome, and Firefox. For Mac OS, use Safari, Chrome, or Firefox.

Tracking is done at the meeting level for sections. A student's attendance can be marked as present or absent; meeting cancellations and notified absences can also be recorded. Optionally, the student's total attended hours or last date of attendance or both can be recorded for all meetings within the CRN.

When students are added to CRNs, student records are added dynamically for each class meeting as the faculty member records attendance. Furthermore, when a student is dropped/removed from a CRN, those attendance tracking records remain in the attendance history for the student.

The following options are available on the **Mark Attendance** page in Faculty and Advisor Self-Service:

- **Hours Absent** — Faculty members enter the hours and minutes a student has been absent from the meeting. The hours present are calculated, based on the expected hours.
- **Hours Present** — Faculty members enter the hours and minutes a student has been present in the meeting. The hours absent are calculated, based on the expected hours.
- **Present/Absent** — Attendance is entered on a Yes/No basis. It is assumed that the student has been present for all of the expected time, unless the faculty member enters information that indicates otherwise.

The **Absence Notified** indicator allows the faculty member to mark a student as absent and to enter comments for the absence. This type of absence can be specified for a single meeting day or a range of dates. This creates the absence information for the student for the specific day or the date range, updating the **Absence Notified** indicator and inserting any notes into the **Notes** field for each section meeting.

It is important to remember the following when using attendance tracking: No section or meeting information can be changed. Only attendance information can be entered or updated.

## View Roster

Instructors can view the roster of a class before the first meeting day. In this case, the **Take Roll** button (used for update mode) will be relabeled **View Students** (used for view mode). The roster that is displayed shows the student information but does not allow any updates.

## Logging On

- Log onto myLane, then access the **Faculty/Advisor** menu.
- Under the Faculty Links, click on the **Attendance Tracking** link.

When the Faculty Attendance Tracking page opens, a list of your available CRNs and sessions is displayed.

The screenshot shows the 'ellucian' Attendance Tracking Course List page. The header includes the ellucian logo, a settings gear, a user profile icon for 'Todd Matson', and the page title 'Attendance Tracking • Course List'. Below the header is a search bar labeled 'MY COURSES' with a 'Search' button. The main content area is a table of courses. A red box highlights the table, and a purple box highlights the 'Getting Started' sidebar on the right.

Term	CRN	Subject	Cour...	Secti...	Title	Schedule	Time	
201720	20885	Skills Development - Ext Lrng	0500D	05	Rd & Wrt English Lng Learner	S M T W T F S	18:00	Take Roll
201720	23062	Psychology	201	8	General Psychology	S M T W T F S	18:00	View Students
201720	23062	Psychology	201	8	General Psychology	S M T W T F S	18:00	Take Roll
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	View Students
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	View Students
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	Take Roll

Page 1 of 1 Per Page 20 Records Found: 17

**Getting Started**

Welcome to the myLane Attendance Tracking Tool

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.

For an overview about how to use the myLane Attendance Tracking Tool, right click on the [Attendance Tracking Overview]

The screen is divided into two sections: the **Select a Course** and the **Side Detail** section. The Side Detail section contains the **Getting Started** and **Course** tabs.

## Select a Course Section

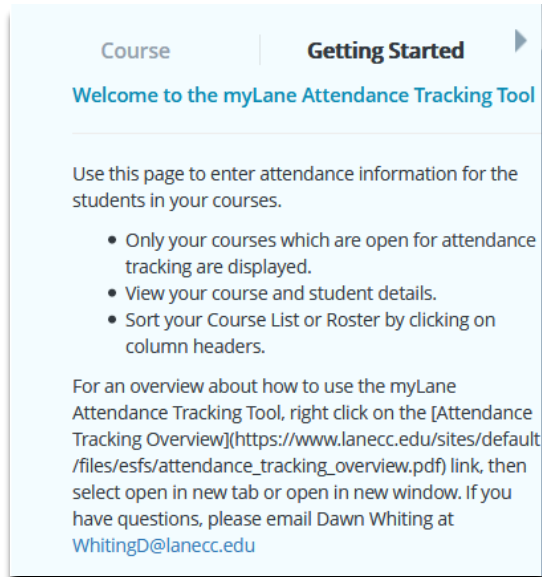
Records on the **Faculty Attendance Tracking** page are listed in numerical order by CRN and chronological order by term. There is a separate row for each student for each CRN/course section.

You can Sort your Course List or Roster by clicking on any of the following column headers; Term, CRN, Subject, Course, Section, or Title.

## Side Detail Section

### The Getting Started tab

The Getting Started tab displays general information such as how to use Attendance Tracking and who to contact if you have questions.



The screenshot shows the 'Getting Started' tab selected. It features a welcome message, instructions on how to use the tool, a bulleted list of features, and contact information for Dawn Whiting.

**Course** | **Getting Started** ▶

Welcome to the myLane Attendance Tracking Tool

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.

For an overview about how to use the myLane Attendance Tracking Tool, right click on the [Attendance Tracking Overview](https://www.lanecc.edu/sites/default/files/esfs/attendance\_tracking\_overview.pdf) link, then select open in new tab or open in new window. If you have questions, please email Dawn Whiting at [WhitingD@lanecc.edu](mailto:WhitingD@lanecc.edu)

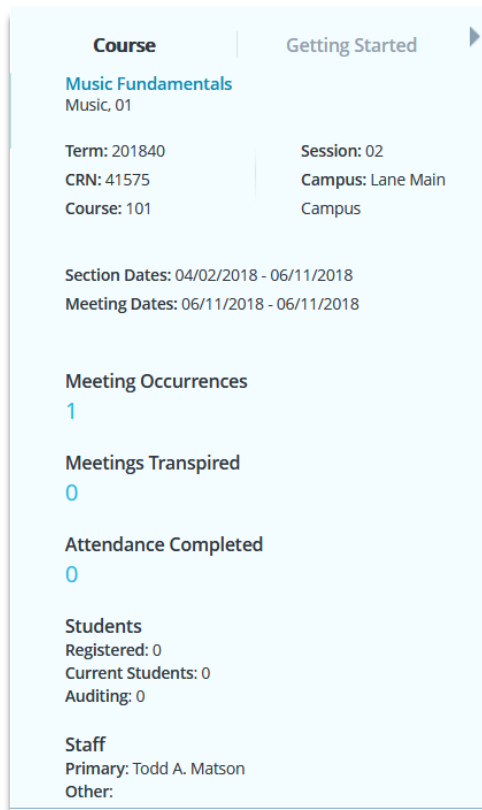
### The Course tab

Select a CRN, and then select the Course tab to view course detail information.

The Course tab provides detail information about:

- Term
- Subject code, course, Section, CRN
- Campus, Section Dates
- # of meeting times
- # of classes already transpired
- # of students registered and how many are auditing
- Instructor's name.

This information is updated as attendance information is entered and saved.



The screenshot shows the 'Course' tab selected for 'Music Fundamentals'. It displays various course details including term, CRN, session, campus, section dates, meeting dates, meeting occurrences, meetings transpired, attendance completed, student counts, and staff information.

**Course** | **Getting Started** ▶

**Music Fundamentals**  
Music, 01

Term: 201840      Session: 02  
CRN: 41575      Campus: Lane Main  
Course: 101      Campus

Section Dates: 04/02/2018 - 06/11/2018  
Meeting Dates: 06/11/2018 - 06/11/2018

Meeting Occurrences  
1

Meetings Transpired  
0

Attendance Completed  
0

Students  
Registered: 0  
Current Students: 0  
Auditing: 0

Staff  
Primary: Todd A. Matson  
Other:

## Using the Search Box to Locate a Meeting


When you are on the Select a Course screen you can use the search box to locate a meeting. You can enter:

- a partial or complete term code
- a partial or complete CRN
- a partial or complete subject
- a partial or complete course title

The display can be sorted on these columns: Term, CRN, Subject, Course, Section, and Title.

## Selecting a Course

From the **Select a Course** section, click on the **Take Roll** button for the course for which you want to enter attendance.



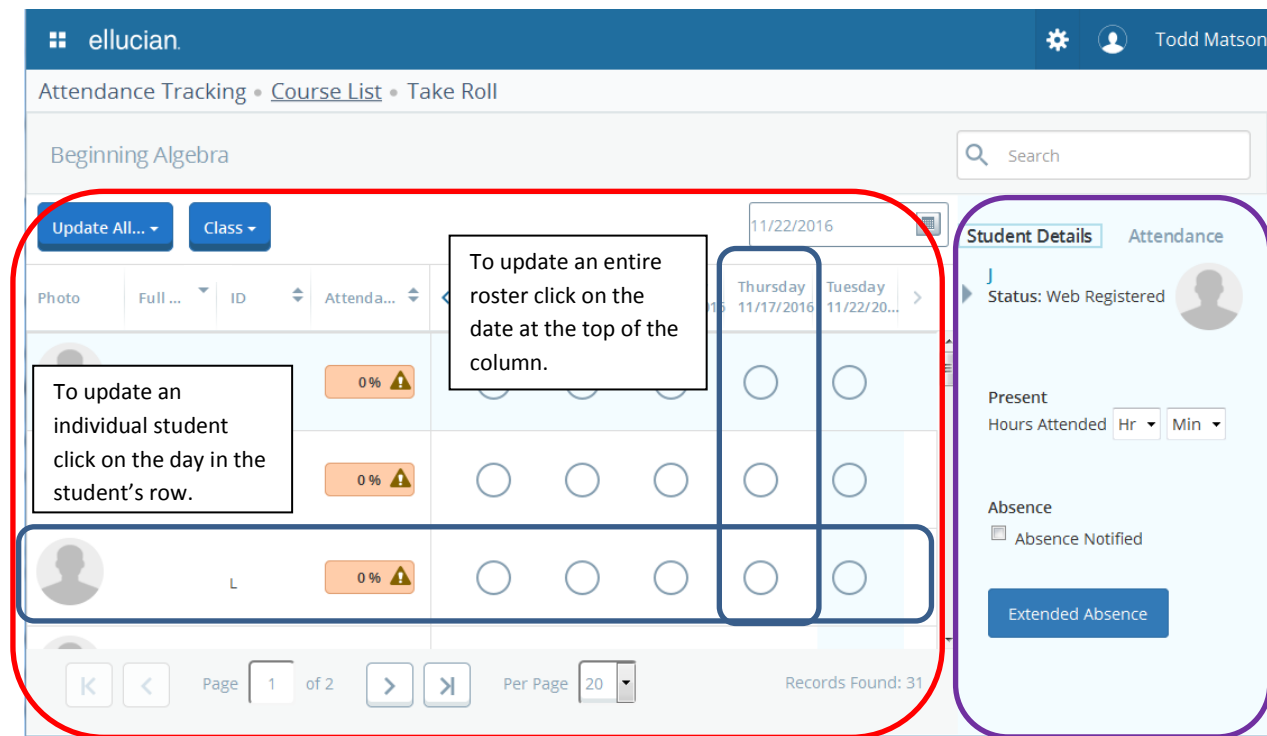
Attendance Tracking • Course List

MY COURSES

Term	CRN	Subject	Course	Section	Title	Schedule	Time	
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	<a href="#">Take Roll</a>
201720	20015	Mathematics	060	04	Beginning Algebra	S M T W T F S	10:00	<a href="#">View Students</a>
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	<a href="#">Take Roll</a>
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	<a href="#">View Students</a>
201720	20017	Mathematics	060	06	Beginning Algebra	S M T W T F S	12:00	<a href="#">Take Roll</a>
201720	20110	Criminal Justice	100	1	Intro to Criminal Justice 1	S M T W T F S	10:00	<a href="#">Take Roll</a>

[K](#) [<](#) Page **1** of 1 [>](#) [>](#) Per Page **20** Records Found: 17

This will take you to the **Mark Attendance** page.



The **Mark Attendance** page is divided into two sections: **Attendance** and **Side Detail**. The Side Detail section in this context contains the **Student Details** and **Attendance** tabs.

## Attendance Section

The Attendance section is used to view or enter attendance tracking information for a student. Records are displayed first for active, enrolled students, then for withdrawn students. Each student is listed on a separate row. Meeting dates are displayed in columns.

The display can be sorted on these columns; Name, ID, or Attendance Percentage.

The class list will be displayed with the course information listed at the top and the most recent date on the right. You can update class rosters for past dates by clicking on the date at the top of the column to highlight that column then perform your update. You will not be able to see future meeting times.

If you have chosen the wrong course or you have finished with updating attendance for the course you can go back to the list of your courses by clicking on [Course List](#).

Scroll through the class dates to view attendance and absence information for section meetings.



You can use the search box to locate a student. You can enter:

- a partial or complete ID
- a partial or complete name

The display can be sorted on these columns: Name, ID, and Attendance Percentage

## Tracking Attendance

Note that when a student is marked as present, it will display a green checkmark. An absence will display a red minus sign.


Photo	Full Name ▾	ID ▴ ▾	Attendance ▴ ▾	< Tuesday 09/26/2017	Thursday 09/28/2017	Tuesday 10/03/2017
	L		100 %	✓	✓	✓
	U		34 % ⚠	—	✓	—

## Updating the Entire Class Roster

Perform actions that affect the entire class roster.

- Use the **Class** pulldown field to cancel the specific class meeting, update the last date of attendance, or update the total hours. Check with your department manager for specific guidelines about when to cancel a class meeting.
- Use the **Update Empty Records to Present** pulldown field to designate all students in the CRN as present or absent or to update empty records to present or absent.
- Select the **Tools** menu, and export the roster and attendance information.
- Select the **Tools** menu, and import the roster and updated attendance information.

To update several students at once, click on the date, at the top of the column, you wish to update. Next, click on the “Update All...” button that appears under the course title.



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

Beginning Algebra

Update All... ▾

Class ▾


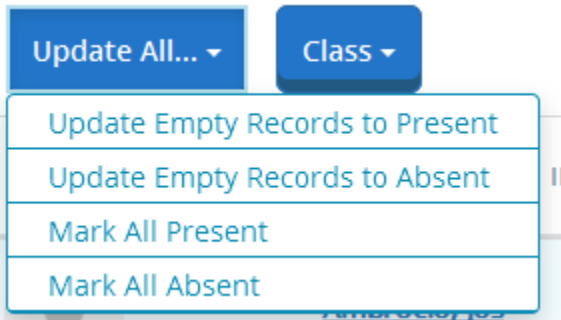
11/22/2016 

Photo	Full ... ▾	ID ▴ ▾	Attenda... ▴ ▾	< Tuesday 11/08/2016	Thursday 11/10/2016	Tuesday 11/15/2016	Thursday 11/17/2016	Tuesday 11/22/20...	>
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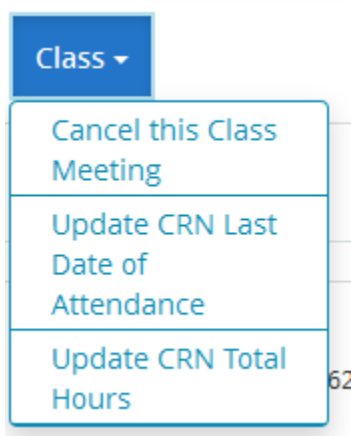
**Update Empty Records to Present** changes only blank entries for the highlighted day to a green checkmark. Any students previously marked as absent will not be changed.

**Update Empty Records to Absent** changes only blank entries for the highlighted day to a red minus sign. Any students previously marked as present will not be changed.

**Mark All Present** changes all the entries for the highlighted day to a green checkmark.

**Mark All Absent** changes all the entries for the highlighted day to a red minus sign.

## Canceling a Class Using the Class Button



If you click on the Class button you will see a list of three options.

1. Cancel this Class Meeting (which will cancel the date and not count in the attendance percentage calculation.) **Note:** The Class Canceled option cannot be undone.
2. Update CRN Last Date of Attendance (updates Banner)
3. Update CRN Total Hours (updates Banner)

**Note:** On the Faculty Attendance page, the Attendance Completed value is not updated for when the meeting is canceled after the withdrawal date.

## Updating an Individual Student

**Perform actions that affect a single student for the chosen date.**

**Note:** Once a presence or absence has been recorded there is no way to change the record back to empty.

- a) Select a student record to view attendance details in the Student Details tab.
- b) When the meeting rules are set up to record student information as Present/Absent:
  - Click on the date for the student to cycle the information from No Attendance, to Present, to Absent, and back to No Attendance.

- For the `Present` state, you can record the actual time the student was present by using the side panel.
- c) When the meeting rules are set up to record student information as `Hours Present`:
- Enter the hours and minutes that the student was present.
  - This cannot be more than the defined expected time.
- d) When the meeting rules are set to record student information as `Hours Absent`:
- Enter the hours and minutes that the student was absent.
  - This cannot be more than the defined expected time.
- e) When the student has notified the faculty member of an expected absence, check the **Absence Notified** indicator, and enter a note.
- f) When the student has notified the faculty member of an extended absence, click **Extended Absence** to open the **Extended Absence** window.

Enter the start and end dates and any comments for a student's long term absence

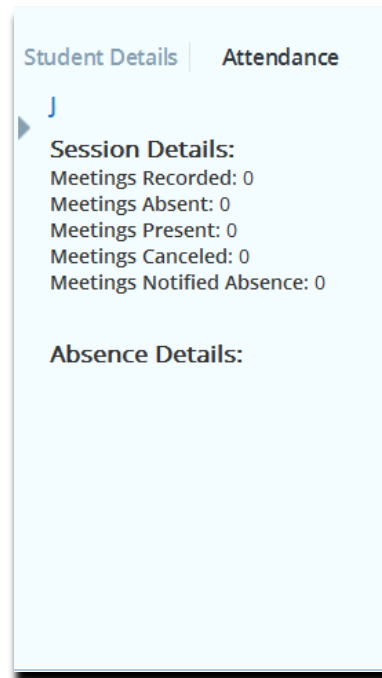
Changes are saved automatically

## Side Detail Section

### Attendance Tab

Student Details are displayed for the selected record.

You can see attendance information for the student by clicking on the Attendance tab.



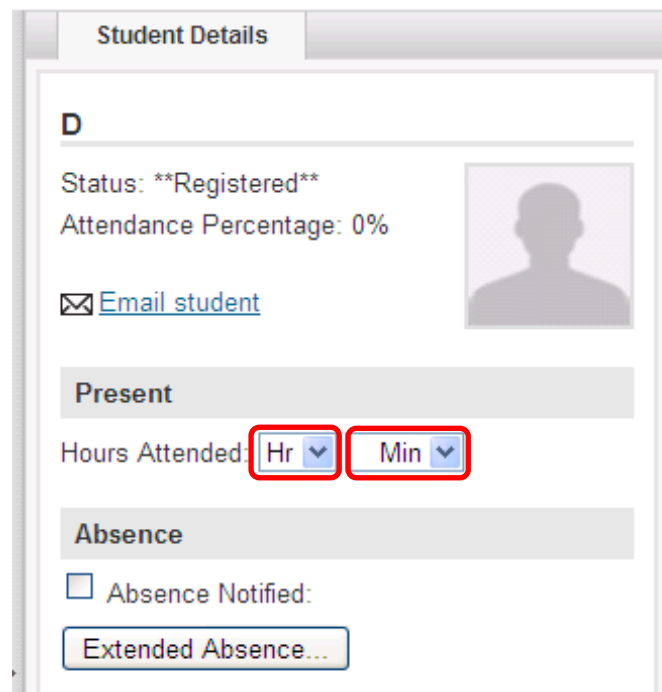
The screenshot shows the 'Attendance' tab selected in the 'Student Details' section. The tab is highlighted in blue. Below the tab, there is a section titled 'Session Details:' with the following information: Meetings Recorded: 0, Meetings Absent: 0, Meetings Present: 0, Meetings Canceled: 0, and Meetings Notified Absence: 0. Below this, there is a section titled 'Absence Details:' which is currently empty.

### Student Details Tab

This tab displays information related to the student's attendance and absence.

On the Right side of the screen is the **Student Details** tab, which displays an individual student's detail information. You can adjust the hours and minutes of attendance by clicking on the list of values button next to the hours and minutes.

Use the **Absence Notified** check box to indicate that the student contacted an administrator or faculty member regarding an absence from class. You can enter additional information in the **Note** field if this box is checked.



The screenshot shows the 'Student Details' tab selected in the 'Student Details' section. The tab is highlighted in gray. Below the tab, there is a section titled 'Student Details' with the following information: Status: \*\*Registered\*\*, Attendance Percentage: 0%, and a button labeled 'Email student' with a checkmark icon. Below this, there is a section titled 'Present' with a button labeled 'Hours Attended' and two dropdown menus labeled 'Hr' and 'Min'. Below this, there is a section titled 'Absence' with a checkbox labeled 'Absence Notified' and a text input field labeled 'Extended Absence...'.

**Note:** When an absence notified note is entered for a student, the note is not removed from the **Hours Attended** field in **Student Details** after a student is marked as present. The **Absence Notified** indicator remains checked.

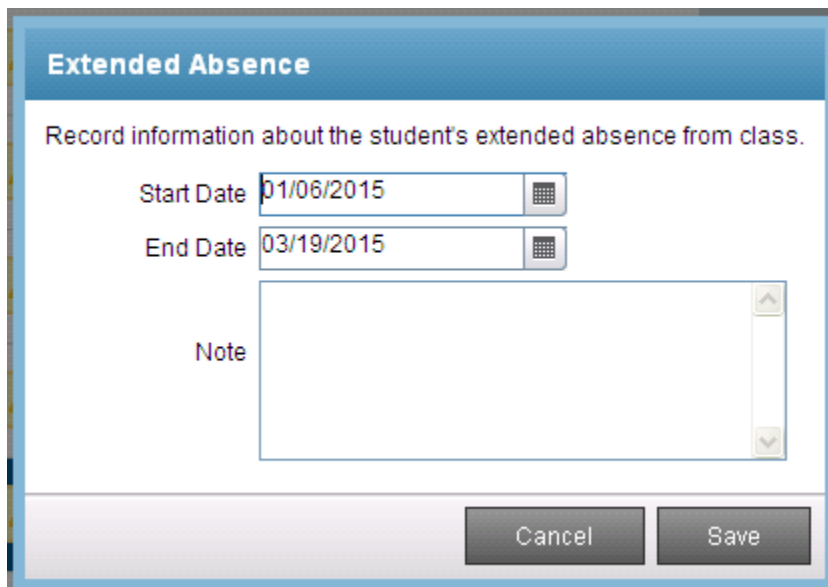
## Extended Absences

The Extended Absence button can be used to open the Extended Absence window. Use this window to enter information about an extended absence, such as start and end dates and any additional comments. The start and end dates of the section must be entered manually. Dates are not validated so be careful to enter dates that fall within the section. You can save these changes or cancel out of the window. Saving the data generates a record for the student with the absence information for the specified start and end dates.

### Entering an Extended Absence

Enter extended absences by clicking on the **Extended Absence** button.

A small window will appear. You can enter the start and end dates for the extended absence and include a note related to the absence. Click on the Save button to save the extended absence information or click on Cancel to close the window and return to the main screen.

A screenshot of a software window titled "Extended Absence". The window has a blue header bar with the title. Below the header, there is a light blue background with the text "Record information about the student's extended absence from class." in a small, dark font. The main area of the window contains three input fields: "Start Date" with the value "01/06/2015", "End Date" with the value "03/19/2015", and a "Note" field which is a large text area. Each date field has a small calendar icon to its right. At the bottom of the window, there are two buttons: "Cancel" and "Save".

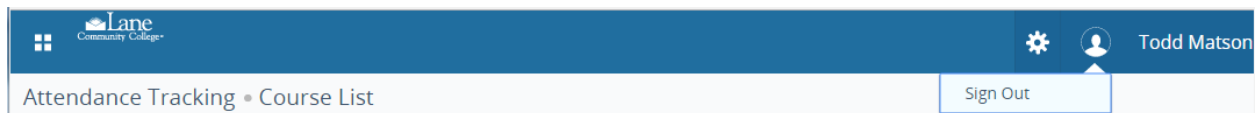
You can send the student an email by clicking on the **Email Student** link.

## Notables:

- Access to Attendance Tracking is given to the instructor listed for the CRN.
- If you are not teaching a course for the term you will not have access to Attendance Tracking.
- The class will be seen in Attendance Tracking to take attendance on the day the class is given – time of day will not be taken into consideration. The faculty member will be able to view the roster before the class time begins.

## Exiting and logging out of Attendance Tracking

When you are done you can click on the Person Icon , then select Sign Out to close your session.



When you exit out of Attendance Tracking, always use the Sign Out button at the top of the page, and then exit out of the browser. This will completely close your session. If you do not sign out completely, the next person who uses that computer may be able to access your attendance tracking records.