

Concordia University Chicago – Student Attendance Tracker

I. Announcing Banner – Student Attendance Tracker

Banner has a new module **Banner - Student Attendance Tracking** that will allow you to easily record attendance for your face-to-face and/or online synchronous classes. This capability shows every class/section a faculty member is assigned and students currently registered for each class/section, including pictures (if available).

Please note that per the Office of the Provost’s newsletter on April 21, 2023, **faculty are required to take attendance for the first two weeks of each term** (this is applicable for 5, 8, 11, and 16 week sessions).

1. For face-to-face and online synchronous courses attendance must be entered into Banner per the below steps.
2. For asynchronous online and hybrid courses attendance will be tracked through Blackboard, our LMS.
3. Regardless of modality, if there are concerns about attendance, please use Navigate to reach out to the student and submit an alert so Student Success staff can be made aware and assist.
4. Please note that when submitting final grades of F or W faculty are required to submit the last date of attendance/participation.

II. How to access Banner – Student Attendance Tracker

Banner - Student Attendance Tracking For Faculty will be accessible through the portal [CONNECT.CUCHICAGO.EDU](https://connect.cuchicago.edu) on the **Home** tab.

Student Attendance Tracking For Faculty

[Access Student Attendance Tracking](#)

Use Student Attendance Tracking to enter attendance information for the students in your courses.

Please note only face to face courses are open for attendance tracking. Online only courses are not open for attendance tracking.

If you have questions, please email the Registrar a Registrar@CUChicago.edu

View [Attendance Tracking documentation](#).

III. How to take Attendance

After **clicking** the **Access Student Attendance Tracking** link in the portal **the Student Attendance Tracking** module will load and display a list of your courses.

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Attendance Tracking • Course List • Take Roll

MY COURSES

Term	CRN	Subject	Cou...	Sec...	Title	Schedule	Time	Sess...	Meeting T...	
202330	9524	Chemistry	2300	1	Intro Organ & Bio Chemistry	S M T W T F S	10:00	01	Class	Take Roll
202330	9524	Chemistry	2300	1	Intro Organ & Bio Chemistry	S M T W T F S	11:30	01	Class	Take Roll
202330	9525	Chemistry	3312	1	Organic Chemistry II	S M T W T F S	08:00	01	Class	Take Roll
202330	9525	Chemistry	3312	1	Organic Chemistry II	S M T W T F S	09:00	01	Class	Take Roll
202410	10829	MBA Core	6200	2	Economics for Managers	S M T W T F S	18:00	01	Class	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@CUChicago.edu

View Students

-- If you see View Students this means the course is not open for attendance tracking, however, you can see a list of students registered for the course.

Take Roll

-- If you see Take Roll then the course is open for attendance tracking.

1. **Highlighting** and **clicking** one of the course rows will display attendance information related to the course in the **Course** window on the right side of the screen.

Attendance Tracking • Course List • Take Roll

MY COURSES

Term	CRN	Subject	Cou...	Sec...	Title	Schedule	Time	Sess...	Meeting T...	
202330	9524	Chemistry	2300	1	Intro Organ & Bio Chemistry	S M T W T F S	10:00	01	Class	Take Roll
202330	9524	Chemistry	2300	1	Intro Organ & Bio Chemistry	S M T W T F S	11:30	01	Class	Take Roll
202330	9525	Chemistry	3312	1	Organic Chemistry II	S M T W T F S	08:00	01	Class	Take Roll
202330	9525	Chemistry	3312	1	Organic Chemistry II	S M T W T F S	09:00	01	Class	Take Roll
202410	10829	MBA Core	6200	2	Economics for Managers	S M T W T F S	18:00	01	Class	View Students

Course **Getting Started**

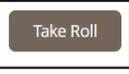
Welcome to Banner 9.X Student Faculty Attendance Tracking Self-Service

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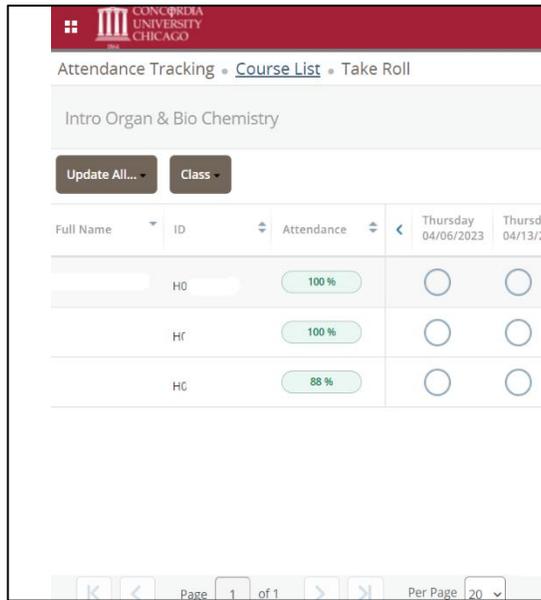
If you have questions, please Email the Registrar Registrar@CUChicago.edu

Take Roll

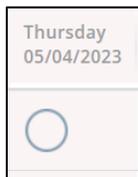
2. To take attendance for a course click the **Take Roll** () button.

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3. The **Mark Attendance** screen will display.



4. Click the date at the top of the column to activate that date for attendance. Click the circle in the **date** columns to mark a student present or absent. Click one for present or twice for absent.



This symbol indicates that no attendance has been taken for the student.



This symbol indicates that the student has been marked present.



This symbol indicates that the student has been marked absent.

5. For large classes it may be inconvenient to mark all students as absent or present. Instead, it may be easier to mark all students as present or absent and then make exceptions. This can be done using **Update / Mark** button on the bottom right of the **Mark Attendance** screen.



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There four options you can choose by clicking the  down arrow on the right side of the button:



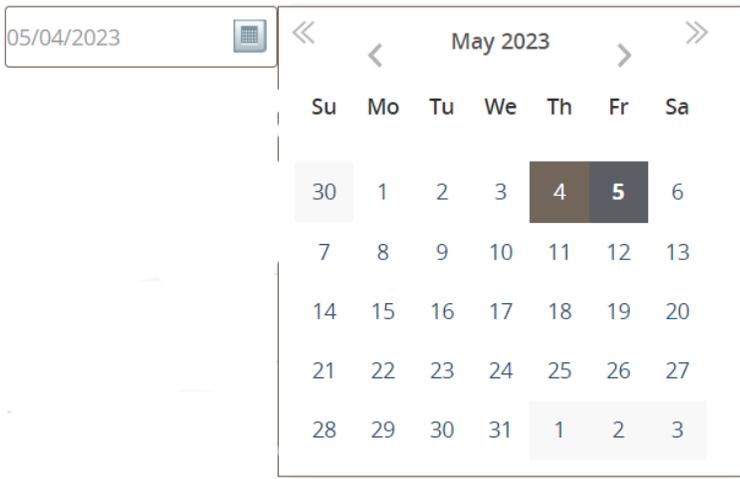
- a) **Update Empty Records to Present:** Marks all empty records  to present .
- b) **Update Empty Records to Absent:** Marks all empty records  to absent .
- c) **Mark All Present:** Marks all records as present .
- d) **Mark All Absent:** Marks all records as absent .

Highlight and click one of the four options. The **Update / Mark** button will now display the text of the option selected. **Click** the **Update / Mark** button to apply the selected action.

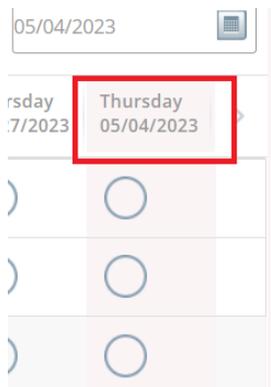


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6. Use the Date Picker to choose which date you will be tracking attendance.



7. The closest section date to the date you choose on the calendar will appear as the **rightmost** date column in the Mark Attendance screen.
8. You can select which date to take attendance for by clicking one of **date column headers**.

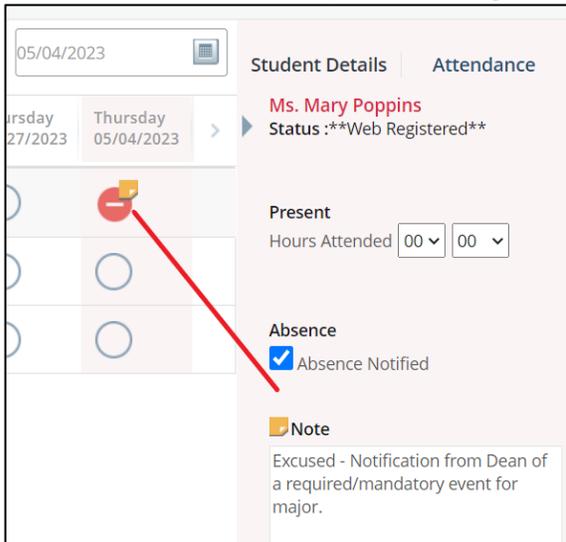


9. Selecting a date column header will move that date column to the **rightmost** date column displayed on the **Mark Attendance** screen. You can only take attendance for the **rightmost date column**.

III. Excused Absence or Class Cancellation

1. There will be times a student will notify you of an Excused Absence or when you may need to cancel the class session. This can be taken care of with the Absence Notified check box. You will then be able to enter the reason for the absence in the Note box.

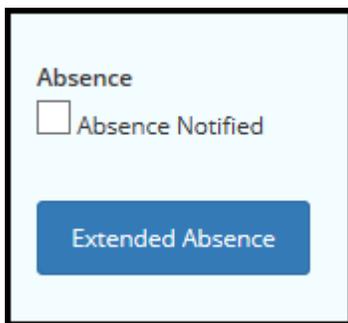
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2. Once you mark the student with an Excused absence you will see they are flagged as absent but there is a note. You can move your mouse over the box and see the note that is attached. An excused absence does not affect the student's attendance percentage.

III. Extended Absence

1. There may be times when a student needs to be gone longer than one class period. You can click on the Extended Absence box and record information about the student's extended absence. You will put in a Start Date, End Date, and Note. Be sure to click Save on this screen.



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Extended Absence Cancel

Record information about the student's extended absence from class.

Start Date

End Date

Note

Save

IV. Temporary Ways to Take Attendance

5. Faculty may use any of the following methods to take attendance during the class session, however, no matter which method is used attendance for each class session must be officially recorded in the attendance tracker via the above steps by Sunday at 11:59 PM Central of each week of the course.
 - a) Roll call – the process of calling out the names of the students on the roster to determine who was present and in attendance for the class session.
 - b) Printed attendance sheet – a piece of paper that lists the names of students on the roster. To comply with FERPA the attendance sheet may only contain names on the sheet and be located and used in the classroom. The attendance sheet may not be posted outside of the classroom for students to sign nor contain the following to comply with FERPA:
 - H numbers.
 - Dates.
 - Past sign-in history.
 - Photos.
 - c) Create a digital sign-in sheet via Google Forms: <https://support.google.com/a/users/answer/9308859?hl=en>
 - d) Create an exit ticket via Google Forms: <https://sites.google.com/a/mail.brandman.edu/edsu-533-classroom-tutorial/create-an-exit-ticket-using-google-forms>
 - e) Create a quiz via Google Forms: <https://support.google.com/a/users/answer/9310255?hl=en>

Faculty can access Google apps and/or request a Google account by following these instructions from CUC's Service Desk: <https://help.cuchicago.edu/solutions/1060121-google-services-provided-through-cuc.portal>.