

Reporting Non-Attendance on Banner

Please remember to keep attendance in your classes in order to accurately report non-attendance.

Any student who is enrolled in a full semester class and misses more than half of the class meetings in the 2nd through the 4th weeks without excuse should be reported as non-attending. Students marked as non-attending will be mailed letters notifying them of their non-attendance reports.

Please let me know if you have any questions.

Non-attendance (entered during fifth week of term):

1. Go the <http://www.usieagles.org>
2. Login using your username and password. If you do not know or have forgotten your password, please visit the computer center (Orr Center, Room 046) with photo ID.
3. click on Self Service tab
4. click on the Faculty link.
5. click on Midterm grades
6. select the Fall 2008 term and click submit
7. select course from drop down box and click submit
8. to give non-attendance mark: select NA from the drop down box in the "grade" column for any student who has missed more than half of the class meetings in the 2nd through the 4th week of a full semester class. You can select the NA value by clicking on the down arrow next to "none" or by using the down arrow on your keyboard.
9. You may press the tab key or use your mouse to navigate to the next student for whom you wish to give an NA (non-attendance) mark
10. Remember to click submit at the bottom of each page to save your changes. Only 30 names are displayed on each page so if you have more than 30 students enrolled in a section, look for "Record Sets" (appears at both the top and bottom of the page) and click on the range you wish to view. For example, if you have 100 students enrolled in a section, you will see "Record Sets" 1-30, 31-60,61-90, 91-100.
11. To view another course section click on CRN Selection at the bottom of the page, select the course from the drop down box and click submit, and click on Midterm grades from the menu.
NOTE: Students who have dropped/withdrawn from your class will not appear on your roster.

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