



# Banner - Track Student Attendance

## Faculty Manual

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*Banner system is one of the e-services provided by the Office of IT that allows you to access many features such as: class schedule, syllabus information, office hours, reports, plan ahead, class registration for warned students, grade entry, tracking attendance, etc. This document is a manual for the Tracking Student Attendance feature in Banner.*

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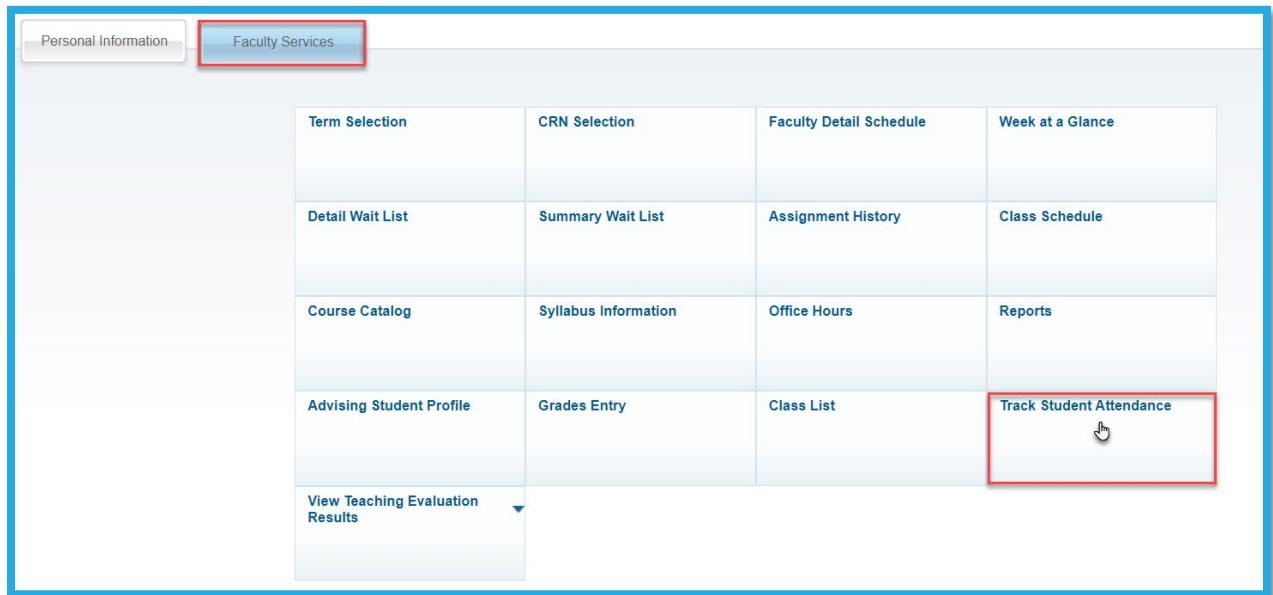
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## 1. Access the Track Student Attendance feature

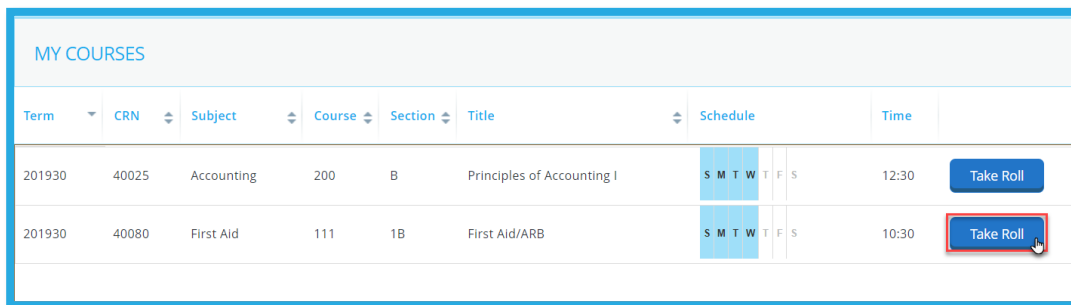
You can access the Track Student Attendance feature through the homepage, once you log in to Banner, as illustrated below:



## 2. Track your students' attendance

You can track your students' attendance by following the below steps:

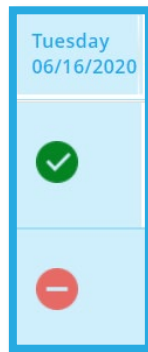
1- Choose the course which you would like to enter the students' attendance to, by clicking on **Take Role**, as illustrated below:



2- For each student, click on the cell that is the meeting point of the session date and the student, as illustrated below:

Photo	Full Name	ID	Tuesday 06/09/2020	Wednesday 06/10/2020	Sunday 06/14/2020	Monday 06/15/2020	Tuesday 06/16/2020
	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	[Redacted]	[Redacted]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Note that one click will mark the student as present (in green), while two clicks mark the student as absent (in red), as illustrated below:



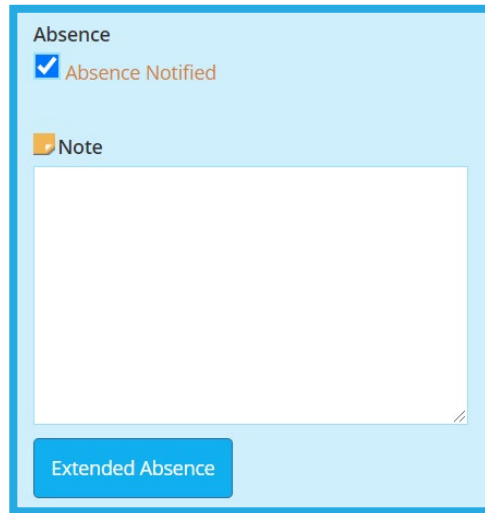
## 2.1 Mark your student as present

You can specify the duration each student attended the class by marking the student present, as explained previously, and then choosing the duration, as illustrated below:

**Present**  
 Hours Attended

## 2.2 Mark your student as absent

If a student has an excuse for being absent, you can mark him/her as absent, as explained previously, check the **Absence Notified** box, and add notes, as illustrated below:



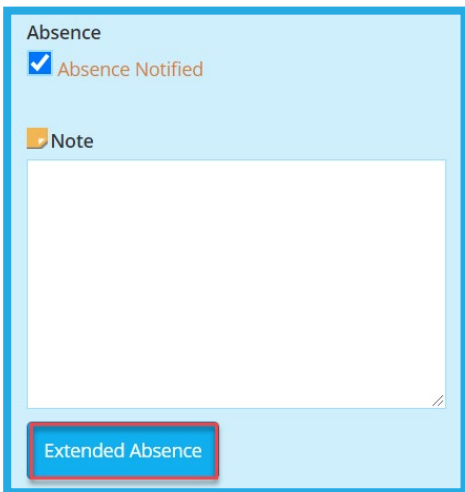
Absence

☒ Absence Notified

Note

Extended Absence

In case your student is absent for multiple classes, instead of marking each session as absent manually, you can click on **Extended Absence**, as illustrated below, then choose the start and end date and specify the reason, as illustrated below:

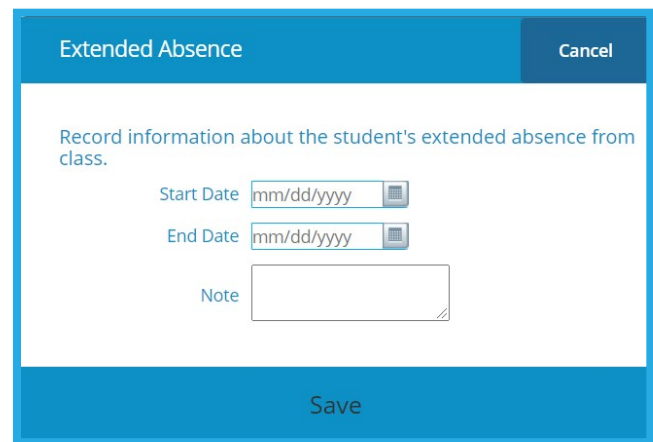


Absence

☒ Absence Notified

Note

Extended Absence



Extended Absence Cancel

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

Start Date

End Date

Note

Save

## 2.3 Update a group of records at once

1- If you have a few absent students, you can mark them, then click on **Update All**, and then on **Update Empty Records to Present**.

2- If you have a few present students, you can mark them, then click on **Update All**, and then on **Update Empty Records to Absent**. Noting that you still need to update the notified absence manually.

3- If all your students attended the class, click on **Update All**, and then **Mark All Present**.

3- If all your students were absent, click on **Update All**, and then **Mark All Absent**.

