Directions to Report Attendance or Remove the Reported Attendance in Error for Fall or Spring Terms.

1. Log into your Banner Web Account with your credentials.

2. Click on More once you have logged in.

3. Scroll down until you get to Midterm Grades. This is where you will report the students’ attendance.
4. Enter the term for which you will be reporting attendance.

5. Click on drop down arrow and select the course you are teaching for that term and then click Submit.
6. In accordance with the attendance policy, enter the appropriate code either: **NA** for students who Never Attended; **SA** for students who Stopped Attending.

7. For student who you have reported as **NA**: Never Attended, the Last Attend Date should be reported as the first day of the class meeting or the first day of the semester. This code is only available for the first 30 calendar days for instructors to use. After that time, it will be removed from the listing.
   
   a. For online and hybrid classes it is implied the first day of class is the first day of the semester.
8. For students who you have reported as **SA**: Stopped Attending, the Last Attend Date should be accurately reported. This code will only be available for the first 60% of the term and then it will be removed.

9. Once you submit, it will indicate the student has not withdrawn from the class. This notification is communicated to the registrar’s office so they can contact the student and find out if the student will be continuing their education at WCSU.

10. If the student shows up to your class several classes later and you believe the student can catch up with the class lectures and assignments, please update the information by going back to the beginning of this document and follow steps 1-5.
11. Then Change the NA: Never Attended or SA: Stopped Attending to NONE and remove the Last Attend Date, this will prevent the student from appearing on the Registrar’s follow-up list.

12. If a student is removed or withdrawn based on the NA: Never attended or SA: Stopped Attending codes you provided, you will receive an email from the Registrar’s Office. This email will include the name of the student and the course they have been removed from. If the student is attending your class, please notify the Registrar’s Office immediately so the student can be reinstated before final exams.

13. If you have any question please call the Registrar’s Office (203) 837-9207.