Guidance on Taking Class Attendance Through Attendance Tracker in Banner
and
Guidance for Doing Required Enrollment Verification Through Attendance Tracker in Banner
Face-to-Face Courses and Courses that are Partially or
Fully Online (Synchronous or Asynchronous)

Recording of student attendance by all faculty who teach 1,000 level courses was mandated by a Faculty Senate resolution in Spring 2020 as an important student success initiative. Recorded attendance is also important for contact tracing purposes, which is why all faculty are asked to take attendance, regardless of teaching modality, using the new Attendance Tracker feature in BANNER. In other words, whether you teach in-person, online, or partially online, it is important to take attendance so it is known when a student is or is not on campus. The new system will also now be used for the requisite student Enrollment Confirmation process that all course instructors are required to do each semester.

Here is the link to a short video on how to do it in a very straight -forward way:
https://www.youtube.com/watch?v=F7LhEE2yJwo&feature=youtu.be

Here is specific guidance for the different teaching modalities:

- **For all fully FTF courses with all students present at once, and all synchronous online courses with all students present at once**, click attended or not attended for each student in the course on the days that correspond to class meetings.

- **For all HYBRID synchronous courses,** click attended for those who came to an on-campus session and not attended for all others. Do the same for all on-line sessions.

- **For all HYBRID asynchronous courses,** click attended for each student who attended an on-campus session and not attended for all others. **For the asynchronous portion,** good practice nationally is to integrate some kind of weekly course engagement expectation such as a comment or question post to a discussion board, a 1-minute essay response to a course topic, etc. and use that to mark attendance on a weekly basis (i.e., they "attended" when you see evidence of an action, otherwise they are marked not attended by the end of the week).

- **For all courses in which there are some students in class and others livestreaming from a distance at the same time (HYFLEX),** click attended for those who attended FTF or via livestream. Click not attended for those who did not attend either FTF or via livestream.

- **For all online asynchronous courses,** good practice nationally is to integrate some kind of weekly course engagement expectation such as a comment or question post to a discussion board, a 1-minute essay response to a course topic, etc. and use that to mark attendance on a weekly basis (i.e., they "attended" when you see evidence of an action, otherwise they are marked not attended by the end of the week). You may select one day out of the week (Fridays, for example) to indicate whether the student has been present in the course over the week since the last time you posted attendance.

- **For individualized lessons, etc.**, similar to online asynchronous attendance tracking, you may indicate on a weekly basis whether or not students enrolled in that section were present over the week. You do NOT need to post individualized attendance by specific lesson times.

Hopefully that provides you sufficient guidance to adapt as necessary for your course, all with the spirit of its value for not only student success but also the health and safety of the campus community. **Because the attendance platform is now being used for enrollment confirmation, a required task of faculty, any faculty not using it for attendance tracking purposes must still log into this platform at least once to complete this federally-mandated process.**

How to Complete Required Enrollment Verification (required once a term):

Go to WPConnect
- Click on the Attendance Tracking link under Faculty and Academic Admin link:
- CLICK on "Take roll" button to start attendance tracking for your course.
- Click on the date header to add attendance by date
- click 1 time in circle = attended (Green)
- click 2 times in circle = absent (red)
  - You can add notes for absence by clicking in the box under "absence" and adding in the notes section.