At the beginning of each semester, during a designated time period, instructors will submit their 'Attendance Report' within Banner Web. While the portal is open, instructors can continue to update their report.

Access Course Attendance Roster

- Go to https://login.southernct.edu
- Select Banner Web
- Click Faculty Services
- Select Attendance Reporting
- Highlight Course and Click ‘Submit’

The following pages provide instructions on how to report students as in attendance, not in attendance, how to make changes during the reporting period, and reinstatement procedures after the initial reporting period has closed.
How to Report All Students in Attendance

For on ground classes: If all students listed have attended at least one class meeting, simply click ‘Submit’. Students not on the class roster should not be permitted to attend your class.

For online/hybrid classes: If all students listed have participated in an academically related activity (assignments, exams, discussions with professor, etc.), simply click ‘Submit’. The student merely logging in is not sufficient.

Wait to report another course until you have received confirmation as shown below.

Class Attendance Confirmation

12817 --- ARB 100-01 Arabic I --- Fall 2013

Students changed to marked as having never attended class:
79999996:STUDENT4,TEST

Students changed to marked as having attended at least one class:

[---Return to Class Section Selection page---]
How to Report Students Who Never Attended

**For on ground classes:** If you have a student(s) who *never* attended, highlight the name(s) on the left list, and click ‘Submit’.

**For online/hybrid classes:** If you have a student(s) who *never* participated in an academically related activity, highlight the name(s) on the left list, and click ‘Submit’.

Students marked ‘Never Attended’ will receive an email informing them of their status. If they feel they were reported in error, they are instructed to contact their instructor to request reinstatement. Instructors will also receive a copy of the student notification. After the reinstatement deadline, any approvals for re-registration must come from the appropriate academic Dean.

Students reported as having ‘Never Attended’ a class, will have their registration status changed to ‘Never Attended’ (NA). This will remove the student from the roster of active students and an 'N' will be reported on the transcript.

**Important Note:** Students who started the course, but stopped attending must be reported as ‘Attended’. Instructors will have the opportunity to record a stopped out grade with a required last date of attendance as part of mid-term grade reporting.

**Wait for confirmation before moving to the next course.**
Making Changes During the Reporting Period

To remove a student from ‘Never Attended’ list, highlight the name(s) in the right box and click ‘Submit’.

If students are added to your roster after you have verified attendance, their name(s) will appear in red and they must be verified.

To verify they ‘Attended’, simply click ‘Submit’. To report them as ‘Never Attended’, highlight the name(s) within the left list, and click ‘Submit’.