

# Attendance Reporting

The following pages provide instructions on how to report students as attended or never attended at the start of each term, how to make changes during the one-time reporting period, and reinstatement procedures should the student's attendance status change.

## Attendance Definitions

**For on ground classes:** If a student has attended at least one class meeting, mark them as 'Attended'. Students not on the class roster should not be permitted to attend your class.

**For online/hybrid classes:** If a student has participated in an academically related activity (assignments, exams, discussions with professor, etc.), mark them as 'Attended'. The student logging in is not sufficient evidence of participation.

**Stopped attending:** Students who started the course, but stopped attending must be reported as 'Attended'. Instructors will report the last date of attendance for a student who stopped out with mid-term grades (see 'Stopped Attending' section of Grade Submission Instructions).

## Access the Class Roster

- Login to <https://login.southernct.edu>
- Click on Banner Web
- Select Faculty Services
- Select Attendance Reporting
- Highlight Course >Submit

## To Report All Students as 'Attended'

All students will default to 'Attended Class' >Submit

Student Attended Class:  Student Never Attended:

79999999 - STUDENT1,TEST	
79999998 - STUDENT2,TEST	
79999997 - STUDENT3,TEST	
79999996 - STUDENT4,TEST	
79999995 - STUDENT5,TEST	
79999994 - STUDENT6,TEST	
79999993 - STUDENT7,TEST	

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Submit 

# Attendance Reporting

Wait for confirmation before moving to the next course (shown below).

## Class Attendance Confirmation

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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---](#)]

### To Report Students as 'Never Attended'

Highlight the student(s) to move them from the 'Attended Class' column to the 'Never Attended' column >Submit. Wait to report another course until you have received confirmation.

<b>Student Attended Class:</b>	<div style="border: 1px solid gray; padding: 5px;"><p>[Student Attended Class]</p><p>79999999 - STUDENT1,TEST</p><p>79999998 - STUDENT2,TEST</p><p>79999997 - STUDENT3,TEST</p><p>79999996 - STUDENT4,TEST</p><p>79999994 - STUDENT6,TEST</p><p>79999993 - STUDENT7,TEST</p><p>79999992 - STUDENT9,TEST</p></div>	<b>Student Never Attended:</b>	<div style="border: 1px solid gray; padding: 5px;"><p>[Student Never Attended]</p><p>79999995 - STUDENT5,TEST</p></div>
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Submit

- 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 class roster and an 'N' will be reported on the transcript.
- Students marked 'Never Attended' will receive an email informing them of their status (cc: Instructor). If they feel they were reported in error, they are instructed to contact their instructor to request reinstatement. Requests received after the reinstatement deadline, must be approved by the Instructor and the appropriate academic Dean.

# Attendance Reporting

## 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'.

Student Attended Class: [Student Attended Class] Student Never Attended: [Student Never Attended]

79999999 - STUDENT1,TEST  
79999998 - STUDENT2,TEST  
79999997 - STUDENT3,TEST  
79999995 - STUDENT5,TEST  
79999994 - STUDENT6,TEST  
79999993 - STUDENT7,TEST

79999996 - STUDENT4,TEST

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Submit

If students are added to your class roster after you initially reported 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'.

79999992 - STUDENT9,TEST

Student Attended Class: [Student Attended Class] Student Never Attended: [Student Never Attended]

79999999 - STUDENT1,TEST  
79999998 - STUDENT2,TEST  
79999997 - STUDENT3,TEST  
79999995 - STUDENT5,TEST  
79999994 - STUDENT6,TEST  
79999993 - STUDENT7,TEST  
79999992 - STUDENT9,TEST

79999996 - STUDENT4,TEST