

Attendance Accounting

Students must attend the course before its unique attendance date (not due date)—there are no exceptions; attendance is measured as follows:

- Physical attendance in a course,
- Submission of an assignment, OR
- Completion of the Blackboard Attendance Accounting Module

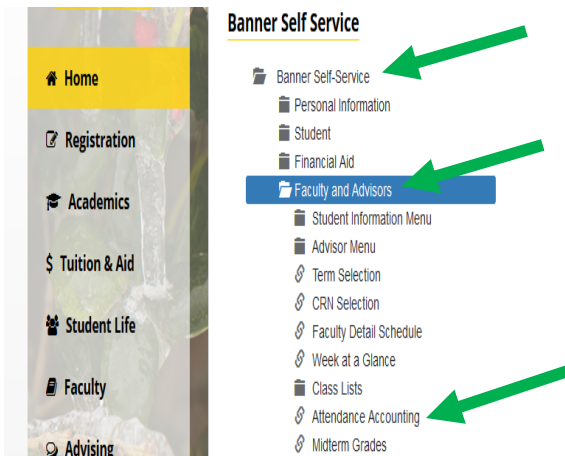
You must report attendance for all students on the attendance roster—students who have already dropped the course will be listed; the reporting of their attendance is also required—you must report whether or not they attended before they dropped.

If a student is attending your class but does not appear on the class list, you must immediately notify (968-0272, registrar@atu.edu), and send the student to, the Registrar's Office.

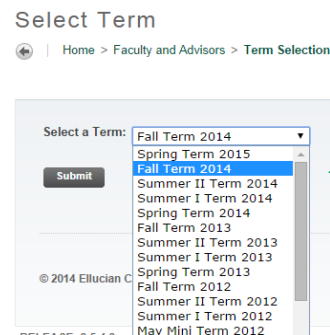
NOTE: Because of changes in Federal Financial Aid regulations, reporting a student as Did Not Attend **DOES** result in the student being administratively dropped from the course by the Registrar's Office; there is no reinstatement for non-attend drops.

Submitting Attendance

1. Log in to OneTech.atu.edu. In the box titled "Banner Self-Service", open the Faculty and Advisors folder, then click Attendance Accounting.



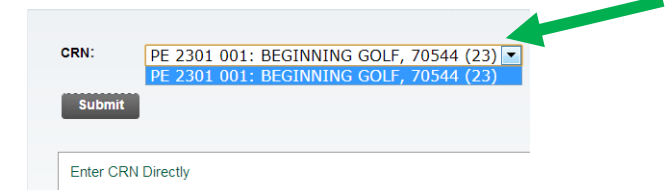
2. Select the current term from the drop-down menu, then click Submit. Note: Any time you can click the Faculty Services tab. to return to the main faculty menu.



3. Select the course from the drop-down menu, then click Submit.

Select a CRN

Home > Faculty and Advisors > CRN Selection



4. If **all students have attended at least once**, and you are reporting all as attended, enter your initials and click submit.

a) If your course(s) uses Blackboard:

	Maximum	Actual	Remaining
Enrollment:	20	16	4
Cross List:	0	0	0

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	16	Bruton, Brittany A.	3.00	Aug 13, 2014	<input type="checkbox"/>	Aug 27, 2014 10:02:09 AM
2	10	Castleberry, Patrick R.	3.00	Jul 14, 2014	<input type="checkbox"/>	Aug 27, 2014 05:12:31 PM
3	8	Cleaver, Hilary G.	3.00	Jun 25, 2014	<input type="checkbox"/>	Aug 27, 2014 05:58:43 AM
4	6	Cothran, Casey A.	3.00	May 30, 2014	<input type="checkbox"/>	Sep 04, 2014 05:26:50 PM
5	20	Deaton, Lacey J.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 04, 2014 07:09:25 PM
6	11	Frazier, Desiree D.	3.00	Jul 15, 2014	<input type="checkbox"/>	Aug 23, 2014 07:55:29 AM
7	4	Harden, Jenny C.	3.00	May 28, 2014	<input type="checkbox"/>	Aug 23, 2014 02:30:21 PM
8	1	Harmon, Janet K.	3.00	Apr 29, 2014	<input type="checkbox"/>	Aug 27, 2014 10:10:22 PM
9	3	Harris, Hannah E.	0.00	May 23, 2014	<input type="checkbox"/>	Aug 27, 2014 08:15:51 AM

If ALL students are attending, please enter your initials and click "Submit" =>

Click Submit.

Enter your Initials.

If the student has completed the Blackboard Attendance Module, the time and date stamp will appear here.

b) If your course(s) do not use Blackboard:

	Maximum	Actual	Remaining
Enrollment:	16	8	8
Cross List:	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsu B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

If ALL students are attending, please enter your initials and click "Submit" =>

Click Submit.

Enter your Initials.

5. If **ANY** students **HAVE NOT ATTENDED** at least **ONCE BEFORE THE ATTENDANCE DATE HAS PASSED**, click the "Did NOT Attend" box to the right of the student's name(s) and click submit.

a) If your course(s) uses Blackboard:

	Maximum	Actual	Remaining
Enrollment:	20	16	4
Cross List:	0	0	0

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	16	Bruton, Brittany A.	3.00	Aug 13, 2014	<input type="checkbox"/>	Aug 27, 2014 10:02:09 AM
2	10	Castleberry, Patrick R.	3.00	Jul 14, 2014	<input type="checkbox"/>	Aug 27, 2014 05:12:31 PM
3	8	Cleaver, Hilary G.	3.00	Jun 25, 2014	<input type="checkbox"/>	Aug 27, 2014 05:58:43 AM
4	6	Cothran, Casey A.	3.00	May 30, 2014	<input type="checkbox"/>	Sep 04, 2014 05:26:50 PM
5	20	Deaton, Lacey J.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 04, 2014 07:09:25 PM
6	11	Frazier, Desiree D.	3.00	Jul 15, 2014	<input type="checkbox"/>	Aug 23, 2014 07:55:29 AM
7	4	Harden, Jenny C.	3.00	May 28, 2014	<input type="checkbox"/>	Aug 23, 2014 02:30:21 PM
8	1	Harmon, Janet K.	3.00	Apr 29, 2014	<input type="checkbox"/>	Aug 27, 2014 10:10:22 PM
9	3	Harris, Hannah E.	3.00	May 23, 2014	<input type="checkbox"/>	Aug 27, 2014 08:15:51 AM
10	13	Lawson, Rebecca D.	0.00	Aug 27, 2014	<input checked="" type="checkbox"/>	
11	21	Madden, Stedman R.	3.00	Sep 03, 2014	<input type="checkbox"/>	Sep 08, 2014 04:25:58 PM
12	5	Matz, Steven A.	3.00	May 29, 2014	<input type="checkbox"/>	Aug 27, 2014 06:47:42 PM

Click "Did NOT Attend" for students who did not attend.

If the student has NOT completed the Blackboard Attendance Module, the time and date stamp will not appear. Unless this person physically attended class, or completed an assignment, they must be reported as Non-Attending.

If ALL students are attending, please enter your initials and click "Submit" =>

Submit **Reset**

...click Submit.

b) If your course(s) do not use Blackboard:

	Maximum	Actual	Remaining
Enrollment:	16	8	8
Cross List:	16	15	1

Record Number	Registration Number	Student Name	Credits	Registered Date	Did NOT Attend	Blackboard Attendance Policy Completed
1	13	Griffin, Paige L.	3.00	Jun 13, 2014	<input type="checkbox"/>	
2	5	Li, Mengmeng	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
3	7	Moreno, Elijah A.	3.00	Apr 10, 2014	<input checked="" type="checkbox"/>	
4	9	Pan, Zebo	0.00	Sep 08, 2014	<input type="checkbox"/>	
5	8	Patel, Tulsi B.	3.00	Apr 10, 2014	<input type="checkbox"/>	
6	14	Perry, Joshua H.	3.00	Aug 14, 2014	<input type="checkbox"/>	
7	11	Ramos, Marvic L.	3.00	Apr 10, 2014	<input type="checkbox"/>	
8	1	Smith, Bailey N.	3.00	Apr 07, 2014	<input type="checkbox"/>	
9	12	Stecker, Zoe F.	3.00	Apr 15, 2014	<input type="checkbox"/>	

Click "Did NOT Attend" for students who did not attend.

If ALL students are attending, please enter your initials and click "Submit" =>

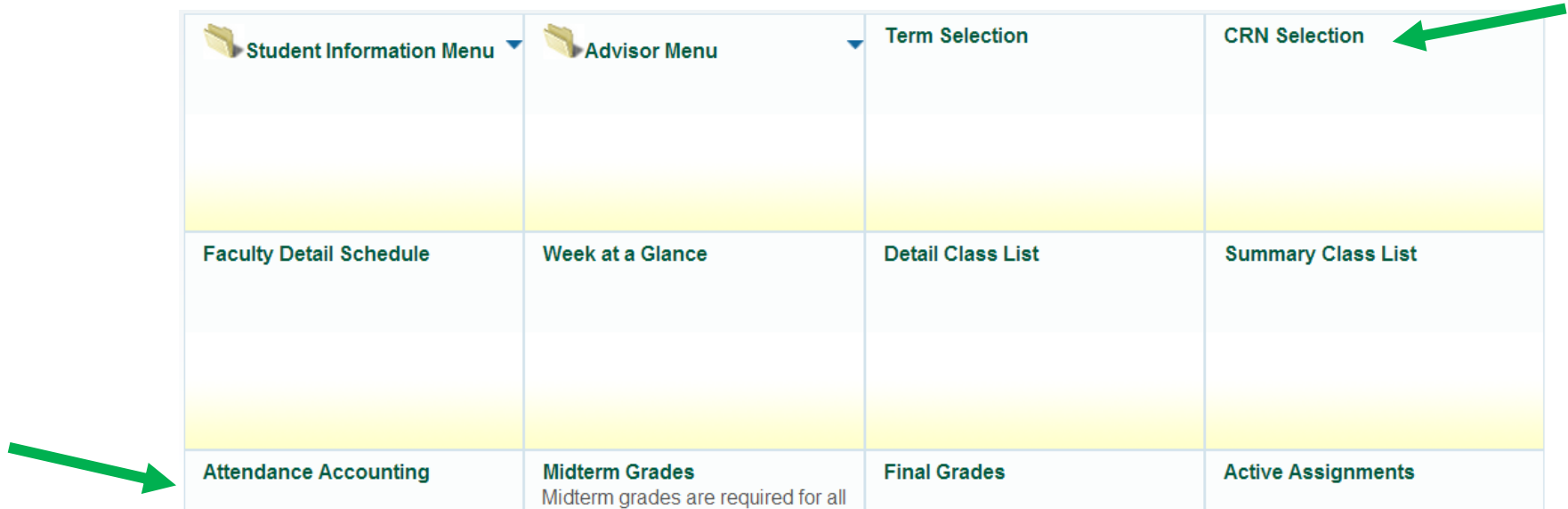
Submit **Reset**



...click Submit.

NOTE: Attendance lists with more than 25 students will have multiple pages; mark the attendance on the first record set, then click Submit. Continue with each additional record set, marking attendance as appropriate, then submit each page separately. If you check students on the first record set but all have attended on the subsequent record sets, you do not need to enter your initials or submit those "blank" record sets.

After successful submission, you should be returned to the top of the page and see "Your changes were saved successfully!" **If you do not see this message**, log out of OneTech then back in again to refresh your session. Return to the Attendance Accounting roster to view your submission.

6. To select another course click the Faculty Services tab at the top of the page, then click CRN Selection from the top right. Select the course from the drop-down menu and click Submit. You will be returned to the Faculty Services menu; click Attendance Accounting on the left, then continue reporting your attendance.



 Student Information Menu	 Advisor Menu	Term Selection	CRN Selection
Faculty Detail Schedule	Week at a Glance	Detail Class List	Summary Class List
Attendance Accounting	Midterm Grades Midterm grades are required for all	Final Grades	Active Assignments