

# MISSISSIPPI DELTA COMMUNITY COLLEGE

## ATTENDANCE MODULE INTEGRATED WITH BANNER

Please review the following detailed explanation of the Attendance roll integration with Banner.

- LDA = Last Date of Attendance
- When a student registers for a class on the web (SSB/MyBanner), "RW" status code is assigned. When a student is registered directly in Banner (INB) for a class, "RE" status code is assigned. These codes are displayed on the Attendance roll under the Reg column. When a student is dropped from a class the status code will be changed as follows:
  - The registration status code for any student marked as a no show will be changed to "DD" and the first day of class is used as the status date. Any student marked as Cls WD whose LDA is within the refund period (two weeks) will also be changed to "DD". The student will be removed from the Detail and Summary Class List in SSB/MyBanner but will remain on the Attendance roll. The student will receive a 100% refund for the class.
  - After the refund period, the registration status code for a student marked as Cls WD will be changed to "DC" and the LDA (last date of attendance) will be used as the status date. A "W" grade will be automatically assigned. The student will not receive a refund for the class.
  - The registration status code for a student marked as Exc Abs will also be changed to "DC" and the LDA will be used as the status date. An "F" grade will automatically be assigned, but may be changed to "W" using the Final Grade option on the Faculty Services tab in SSB/MyBanner using established.
  - If a student is readmitted (reinstated) to a class, the "DC" status code will be changed back to "RE". The LDA and grade will also be removed.
  - If a student is withdrawn from school (ALL classes) in Banner, "WS" enrollment status code is assigned to the student term record in Banner. If all classes have been recorded as no shows or dropped within the refund period "WD" is assigned to the student term record.
- Currently VCC class withdrawals are processed directly in Banner (INB).
- **ATTENDANCE REMINDERS:**
  - **All attendance (absences, class withdrawals, no shows) should be up-to-date and complete prior to entering final grades!**
  - **Please do not wait to assign a W grade at grade entry time!** If a student has "cut out" or withdrawn, you should go through the proper steps in the attendance module to record that prior to grade entry time! If you do give a W grade at grade entry time, you MUST enter an LDA!
  - When finished with marking absences for the class, be sure to click on Save Audit Roll or you will lose attendance entered. **\*NOTE: You MUST save attendance before changing weeks. For example, if you enter attendance for Weeks 1-4, and want to then record attendance for Weeks 5-8, you must save Weeks 1-4 before proceeding to the Weeks 5-8 screen.**
- **The information in the Attendance roll will be updated in Banner each afternoon (5:00 pm).**
- The information for a dropped class will only be updated in Banner once. If LDA has been entered incorrectly, the Final Grade option on the Faculty Services tab may be used to make a correction. **A correct LDA is essential for financial aid and state board auditing purposes.**

Contact Computer Services if you have technical issues.

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## Recording Attendance

- Click on **MyBanner** link from the MDCC web site at [www.msdelta.edu](http://www.msdelta.edu)
- Click on **MyBanner Log In**.
- Click on **Enter Secure Area** on the initial Self Service Banner (SSB/MyBanner) page.
- Enter your User ID (Banner ID or SSN) and your PIN (Password).
- Click on **Log In**.
- Click on **Faculty and Advisors** menu item OR the **Faculty Services** tab.
- Scroll to the bottom of the page and click on **Attendance Roll Form**.
- Click on the **down arrow** next to the Class(es) heading, then click on a class to enter attendance.
- Click on the Week in the semester for which attendance is to be entered (Weeks 1-4, 5-8, etc.), if not already selected.
- To mark a student absent, click on the box under the correct class meeting (NOTE: hovering over box will display date).
- After clicking once an **"A"** will be inserted in the box.
- To remove an absence, click on **"A"** and it will be removed.
- If the box is blank, it is assumed that the student was present.
- Continue marking students absent.
- **IMPORTANT!** When finished with marking absences for the class, be sure to click on **Save Audit Roll** or you will lose attendance entered. *\*NOTE: You MUST save attendance before changing weeks. For example, if you enter attendance for Weeks 1-4, and want to then record attendance for Weeks 5-8, you must save Weeks 1-4 before proceeding to the Weeks 5-8 screen.*
- Your initials and date of birth will be automatically saved in the database indicating you certify the attendance entered.

## Recording No Shows

- When instructed to record no shows for the semester, click on the down arrow under the Status column for the student.
- Click on **No Show**.
- Boxes will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished marking no shows click on **Save Audit Roll**.
- When transferred to Banner, the Reg status will be changed to "DD" and the first day of class is used as the status date. The student will be removed from the Detail and Summary Class List in Banner but will remain on the Attendance roll. The student will receive a 100% refund for the class.

## Recording Class withdrawals

- Click on the down arrow under the Status column for the student.
- To officially withdraw a student from class, click on the **Clis WD** in the list.
- Click on the down arrow next to the date box under Clis WD, and select the LDA from the list.
- Boxes after the LDA will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished, click on **Save Audit Roll**.
- When transferred to Banner and the LDA is after the refund period, the Reg status will be changed to "DC" and the LDA will be used as the status date. A "W" grade will be automatically assigned. The students will not receive a refund.
- If the LDA is within the refund period, "DD" will be assigned. The student will be removed from the Detail and Summary Class List in Banner but will remain on the Attendance roll. The student will receive a 100% refund for the class.

## Recording Excessive Absences (Cut Outs)

- Click on the down arrow under the Status column for the student.
- To officially withdraw a student from class due to excessive absences, click on **Exc Abs** in the list.
- Click on the down arrow next to the date box under Exc Abs, and select the LDA from the list.
- Boxes after the LDA will be grayed out and will be automatically marked as absences for the remainder of the semester when saved.
- When finished click on **Save Audit Roll**.
- When transferred to Banner and the LDA is after the refund period, the Reg status will be changed to "DC" and the LDA will be used as the status date. An "F" grade will automatically be assigned, but may be changed to "W" on the Final Grade option under the Faculty Services tab using established grading policies.
- If the LDA is within the refund period, "DD" will be assigned. The student will be removed from the Detail and Summary Class List in Banner, but will remain on the Attendance roll. The student will receive a 100% refund for the class.

## Readmitting (Reinstate) a student

- Click on the down arrow under the Status column for the student to be readmitted to class.
- Click on **Readmit**.
- Students LDA will be removed and all absences will be retained.
- Click on absences from date readmitted to end of semester (through Week 17 - 18) to remove absences.
- When finished, click on **Save Audit Roll**.
- When transferred to Banner, the Reg status will be changed back to "RE". The LDA and "W" grade will also be removed.