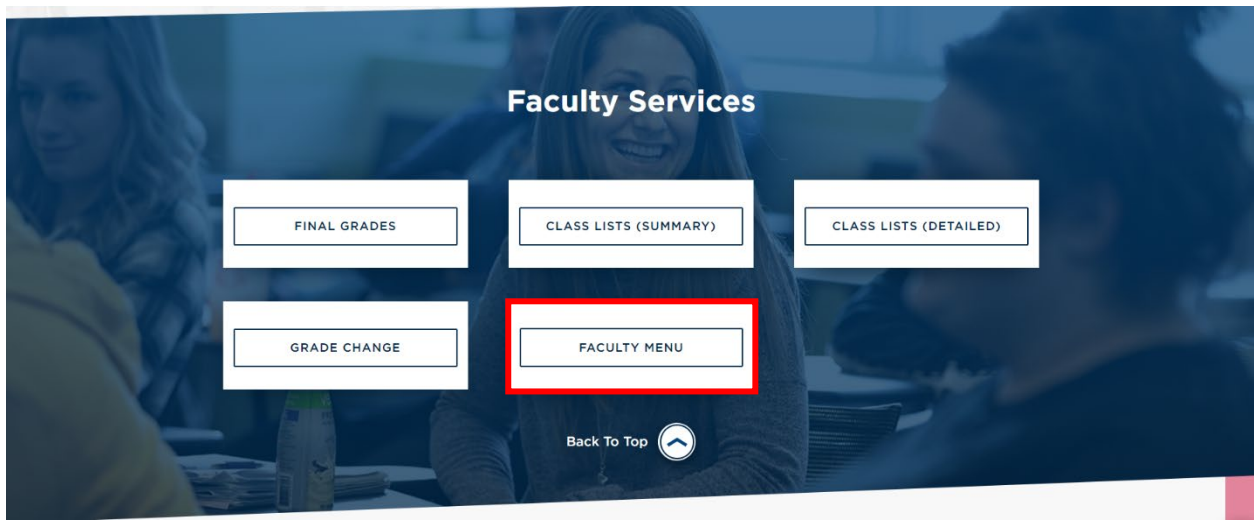
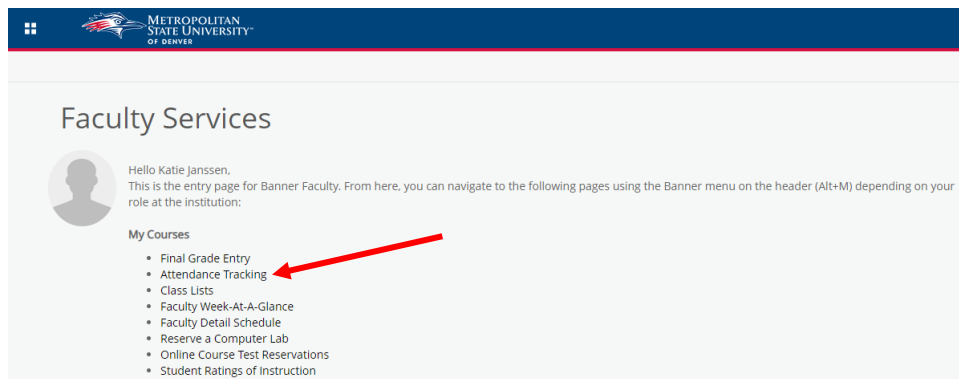


How to Track Attendance in Banner 9

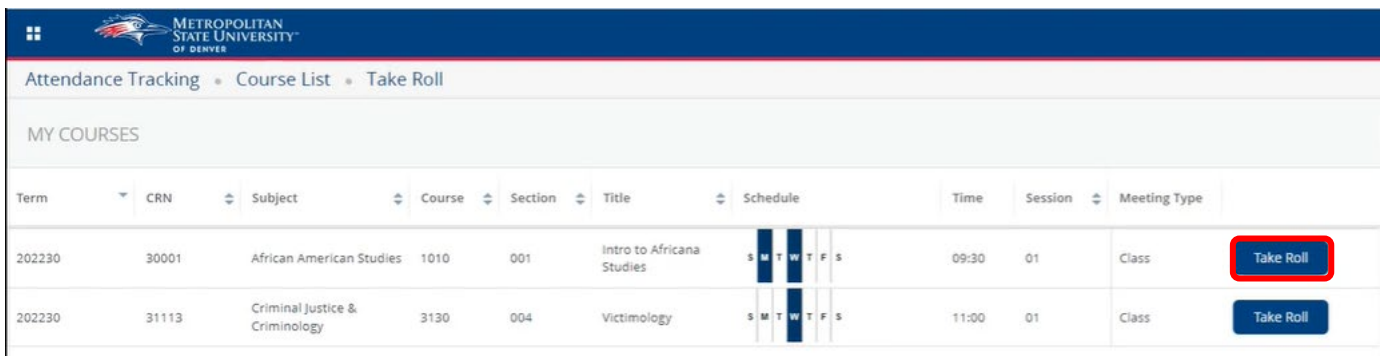
1. Start at the Faculty and Staff Hub. Locate “Faculty Services” and select “Faculty Menu”



2. Click “Attendance Tracking”



3. Select “Take Roll” for the course in which you would like to track attendance



The screenshot shows the 'Attendance Tracking' page with a breadcrumb trail: 'Attendance Tracking > Course List > Take Roll'. Below the breadcrumb, there is a section titled 'MY COURSES'. A table lists the courses, and the 'Take Roll' button for each course is highlighted with a red rectangular border.

Term	CRN	Subject	Course	Section	Title	Schedule	Time	Session	Meeting Type	Take Roll
202230	30001	African American Studies	1010	001	Intro to Africana Studies	S M T W T F S	09:30	01	Class	Take Roll
202230	31113	Criminal Justice & Criminology	3130	004	Victimology	S M T W T F S	11:00	01	Class	Take Roll

4. Select which date you want to take attendance in the top row, then click once for present, and twice for not present. These changes save automatically.
5. To mark all students in attendance, select "Update All", then "Mark All Present"

Attendance Tracking • [Course List](#) • Take Roll

Intro to Africana Studies

04/04/2022

Update All... **Class**

- Update Empty Records to Present
- Update Empty Records to Absent
- Mark All Present
- Mark All Absent

Attendance	Monday 03/21/2022	Wednesday 03/23/2022	Monday 03/28/2022	Wednesday 03/30/2022	Monday 04/04/2022
0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
100%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
0%	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>