

No-Show/Non-Participation

This is the step by step process for adding a No-Show for students enrolled in courses.

Banner Forms Used:

Faculty Feedback – Self Service Banner

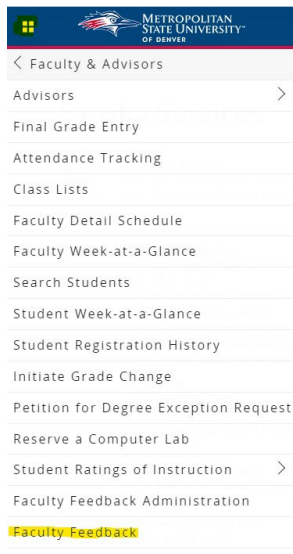
Covers:

- Adding no-show for a student

Process:

Adding No-Show/Non-Participation

1. Log into Self-Service Banner (SSB)
2. In the top left corner, click on the 4 corners -> Menu -> Faculty & Advisors -> Faculty Feedback
 - a. This will bring up the list of courses in which you are assigned as the instructor



3. Select a course
 - a. A course may be unavailable if:
 - i. A class is set for a future date
 - ii. A class has completed

Comparative Fitness Programs - EXS 3841 - 001	Fall 2022	52140	Fall 2022	19	0	0	08/22/2022		Closed
Cultural Aspects of Nutrition - NUT 3300 - 002	Fall 2022	51838	Fall 2022	15	0	0	08/22/2022	12/09/2022	Active
Latin American Cooking - RST 390C - 001	Fall 2022	55749	Fall 2022	14	0	0	08/22/2022	12/09/2022	Active
Human Biology for Non-Majors - BIO 1000 - 099	Spring 2023	35452	Spring Winterim	5	0	0	01/02/2023		Future

4. Locate the student then on the right side, click on Down Arrow

Faculty Feedback Status	Estimated Grade	
Optional	None ▾	▾
Optional	None ▾	▾
Optional	None ▾	▾
Optional	None ▾	▾

5. Check No Show for non participation.

Select any issues that apply:

No Show

Enter Comments:

6. Enter any comments
7. Repeat steps 4-6 for any additional students
8. Click submit at the bottom of the page
9. If the save is successful, it will be indicated at the top right of the page
10. Steps 3-8 can be repeated for additional courses