

#### 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)
- 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

METROPOLITAN STATE UNIVERSITY- OF DENVER
< Faculty & Advisors
Advisors >
Final Grade Entry
Attendance Tracking
Class Lists
Faculty Detail Schedule
Faculty Week-at-a-Glance
Search Students
Student Week-at-a-Glance
Student Registration History
Initiate Grade Change
Petition for Degree Exception Request
Reserve a Computer Lab
Student Ratings of Instruction $>$
Faculty Feedback Administration
Faculty Feedback

# 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	<u>~</u>
Optional	None N	<b>~</b>
Optional	None N	~
Optional	None	~

## 5. Check No Show for non participation.

Select any issues that apply:		
No Show		
nter 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