

**Guidance on Taking Class Attendance Through Attendance Tracker in Banner
and
Guidance for Doing Federally Required Enrollment Verification Through Attendance Tracker in
Banner for ALL COURSES**

Recording of student attendance by all faculty who teach 1,000 level courses was mandated by a Faculty Senate resolution in Spring 2020 as an important student success initiative. Recorded attendance is also important for contact tracing purposes, which is why all faculty are asked to take attendance, regardless of teaching modality, using Attendance Tracker in BANNER. In other words, whether you teach in-person, online, or partially online, it is important to take attendance so it is known when a student is or is not on campus. The system must also be used for the REQUIRED student Enrollment Confirmation process that all course instructors are required to do each semester for all courses, regardless of modality.

Here is the link to a short video on how to do it in a very straight -forward way:

<https://www.youtube.com/watch?v=F7LhEE2yJwo&feature=youtu.be>

Here is specific guidance for the different teaching modalities:

- **For all in-person courses, and all synchronous online courses**, click attended or not attended for each student in the course on the days that correspond to class meetings.
- **For all asynchronous online courses**, good practice is to integrate some kind of weekly course engagement expectation such as a comment or question post to a discussion board, a 1-minute essay response to a course topic, etc. and use that to mark attendance on a weekly basis (i.e., they “attended” when you see evidence of an action, otherwise they are marked not attended by the end of the week).
- **For individualized lessons, etc.**, similar to online asynchronous attendance tracking, you may indicate on a weekly basis whether or not students enrolled in that section were present over the week. You do NOT need to post individualized attendance by specific lesson times.

Hopefully that provides you sufficient guidance to take regular attendance, and for sure to do your enrollment verification when prompted by the Registrar's Office. **Because the attendance platform is used for enrollment verification, a required task of faculty, any faculty not using it for attendance tracking purposes must still log into this platform at least once to complete this federally-mandated process.**

How to Complete Required Enrollment Verification (required once a term):

Go to WPCconnect

- Click on the Attendance Tracking link under Faculty and Academic Admin link:
- CLICK on "Take roll" button to start attendance tracking for your course.
- Click on the date header to add attendance by date
- click 1 time in circle = attended (Green)
- click 2 times in circle = absent (red)
 - You can add notes for absence by clicking in the box under "absence" and adding in the notes section.