

NCCentral Attendance Verification Requirement for Financial Aid **Disbursement/Refund** (Banner 9 SSB Faculty Attendance Tracking)

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> > Fall 2022 University Conference August 9, 2022

Procedures to Access Faculty Attendance Tracking

- 1. Go to <u>www.nccu.edu</u>
 - Click on myEOL in the upper right hand corner

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- Sign in to EOL
- Under All Employee Services, Click on the Faculty Self-Service ICON

Argos	O Banner 9	Banner SSB (New)	BDM	
Eagles' Purch	ECC	Faculty Self-Service	NextGen	



Attendance Tracking

• Under the Faculty Services Main Menu, click on Attendance Tracking





Attendance Tracking – Course List

Attendance Tracking Course List										
MY COURS	SES								٩	Search
Term 🔺	CRN 🖨	Subject 🗘	Course 🖨	Section 🜲	Title 🚦	\$ Schedule	Time			Course Getting Started
202310	42484	Accounting	2400	OL1	Principles of Accounting I	S M T W T F S	00:00	View Students	^	Welcome to Banner 9.x Student Faculty Attendance Tracking Self-Service
202310	42250	Criminal Justice	3000	OL2	Criminal Justice Theory	S M T W T F S	00:01	View Students		Use this page to enter attendance information for the students in your courses.
202310	42024	Elementary Education, General	2600	OL1	Orientation to Teaching	S M T W T F S	00:00	View Students		 Only your courses which are open for attendance tracking are displayed. View your course and student details.
202310	41386	Biology	1000	03	Heredity and Society	SMTWTFS	13:20	View Students		 Sort your Course List or Roster by clicking on column headers. If you have questions, please Email the Registrar
202310	42272	Mass Communication	1250	VG1	Elements of Speech	S M T W T F S	00:00	View Students		YourRegistar@YourInstitution.edu



Attendance Tracking – Viewing Students

Click on <View Students>





Attendance Tracking – Student Listing

Listing of Students





Attendance Tracking – Taking Roll





Attendance Tracking – Enter Attendance & Absences

- To mark attendance for <u>individual students</u>, click once for "Present" (checkmark) or twice for "Absent" (minus).
- 2. To update **all attendance records** for the selected date, click **Update All** and from the dropdown list choose: Update Empty Records to Present, Update Empty Records to Absent, Mark All Present, or Mark All Absent.
- 3. Once attendance is completed, click on **Class**, and from the drop down click on **Update CRN Last Date of Attendance**. This will update the last date of attendance in Banner and the Scholarship and Student Aid Office will now be able to access the attendance of the students.



Attendance Tracking – Posting Attendance for Additional Courses

1. When attendance is completed, click **Course List** to return to the list of courses to continue recording attendance for another class. Attendance information is recorded and saved automatically to student's records.





Attendance Tracking – Posting Absence Notified

- 1. Click the **Absence Notified** checkbox to indicate that the student's absence was communicated to the faculty from the student.
- 2. When clicking on **Extended Absence**, an extended absence for the selected individual may be recorded.





Questions?

Contact the Office of the Registrar Room 102, Shepard Administration Building <u>registrar@nccu.edu</u> (919) 530-6654 http://www.nccu.edu/registrar



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