MISSISSIPPI STATE UNIVERSITY™
INFORMATION TECHNOLOGY SERVICES

OBJECTIVES

- **Identify elements of the Attendance Tracking system from the instructor, departmental user and student perspective.**
- **Learn to use the use the Attendance Tracking System.**
- **Configure scanning settings for courses.**

Attendance Tracking

For the Fall 2015 semester, a new attendance tracking system was deployed. This system features included:
- Tracks attendance for each class meeting date
- Records attendance detail including present, unexcused absence, excused absence or late
- Available to instructors of record and departmental users
- Works with or without attendance scanning hardware

MSU has installed card readers in eighteen classrooms around campus. Students will swipe their MSU ID cards and the swipe will read to attendance tracking software that is housed in Banner. Attendance is marked as present with a successful swipe. Class rosters are populated by Banner. When a student has dropped or is removed, the attendance tracking record will remain for that student. Attendance can also be entered manually into the software.

Getting Help

The ITS Help Desk is a service provided to all Mississippi State University students, staff, and faculty. The ITS consultants are available to help with various computer-related problems as well as provide answers to computer and technology-related questions. Visit the Web site at **www.its.msstate.edu** for handouts and resolutions to common computer problems. If you cannot find an answer to your question on the Web or you do not have access to the Internet, please call at 325-0631 (7:30 a.m. to 5:00 p.m. Monday through Friday). You may also contact the ITS Help Desk by email at **helpdesk@ msstate.edu**.

Instructor

Tina M. Green
tgreen@its.msstate.edu

Card Scanning

Students will need to bring their MSU ID cards to each class meeting. The instructor should notify students of this requirement. Default scanning will open for the classrooms 10 minutes before the class is scheduled to begin and will remain open until 10 minutes after the class start time listed in Banner. An instructor can modify a revised time frame if desired. If a student successfully swipes but is not in a class, a separate log file is kept in Banner. When scanning is open, one red light will appear on the scanning mechanism. There are 3 scanning scenarios:

1. **Successful swipe**- a course is found during the time frame the student has scanned their id card and the student is enrolled in that course. The light will turn green and the student will receive a confirmation beep.
2. **No course found**- the light will display double red.
3. **Swipe but erroneousness information**- the light will not turn green
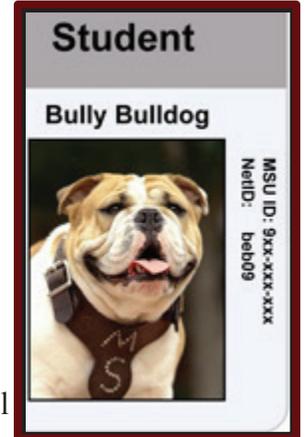
In short, if a student swipes his or her card, but does not receive a green light and confirmation beep, the student should notify the instructor. Students will be able to view their absences for the course(s) by date within Banner.

Accessing the Software

To access the Attendance Tracking Software:

1. Log-in to **myBanner** at my.msstate.edu using your **NetID** and **NetPassword**.
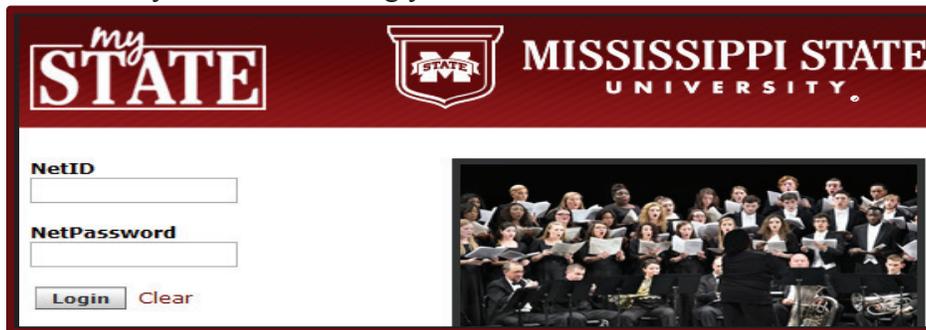
2. Click on the **hamburger icon** to display the options menu**.**

3. The Banner page will appear. From the myBanner for Faculty menu, select **Attendance Tracking & Absences Reporting** under the Grades and Absences column.

4. Instructors select the term for the sections to configure. Departmental users select the department, term and instructor. Then click **View Sections.**

Instructor Options

Departmental User Options

4. Locate the course section and click **Select Method for Tracking Attendance/Absences.**

Course/Section	CRN	Part Of Term	Campus	Course Title	Days	Times	Location	Attendance Scanner Status	Class Options
HI 4153 01	34237	Full	Starkville	U S Hist 1877-1917	M T W R F	08:00am - 09:15am	ALLEN 17	N/A	Select Method For Tracking Attendance/Absences
HI 4903 01 HI 6903 01	34238 34239	Full Full	Starkville Starkville	The Far East The Far East	M T W R F	12:30pm - 01:45pm	ALLEN 17	N/A	Select Method For Tracking Attendance/Absences
HI 4103 01	34240	Full	Starkville	Colonial America	M T W R F	09:30am - 10:45am	DORMAN 134	N/A	Select Method For Tracking Attendance/Absences
HI 4103 02	34241	Full	Starkville	Colonial America	M T W R F	08:00am - 08:50am	PARKER 100	Activated Begin: 0750 - End: 0810	Select Attendance Tracking System Option
HI 4133 01	32316	Full	Starkville	Civil War 1850-1877	M T W R F	11:00am - 11:50am	PARKER 100	Not Activated Use Class Options to Configure	Select Method For Tracking Attendance/Absences
HI 8000 01	34242	Full	Starkville	Research / Thesis	TBA	TBA	TBA	N/A	Select Manual Absence Reporting Option

List Of Classes   Term: Fall Semester 2015   Instructor: Tina Green   Navigation Options ⌄

5.   There are two options, Attendance Tracking System or Manual Absence Reporting. Select one and click the **Save** button.

Options

Attendance Tracking System
    This system allows tracking of student attendance - present, unexcused absence, excused absence, or late - for each class meeting date. It also allows automatic recording of attendance for classrooms equipped with scanners.

Manual Absence Reporting
    Absences are entered manually as a single number per student for the entire term. This has been the only option for reporting absences prior to the new, more flexible and powerful Attendance Tracking System.

Attendance Tracking Interface

Once Attendance Tracking has been selected, the pull-down menu on your class list will have an option to Record Attendance.
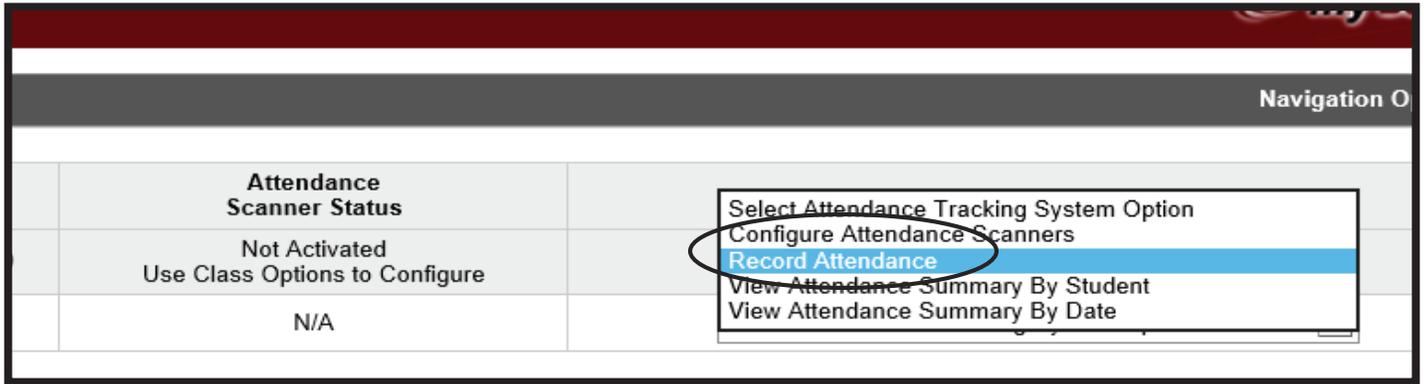
Features of this system include:

1. Works with or without attendance scanners.
2. Provides attendance detail about each student for each class meeting date.
3. Additional information including student photo, major and email address is displayed

Calendar drop-down to change date

Dropdown menu to manipulate data

Student Detail

Attendance Detail

This system allows tracking of student attendance as either:

PR - Present (Green)
AU - Absence Unexcused (Red)
AE - Absence Excused (Blue)
LA - Late (Yellow)
NT - Not Taken (Orange)

Click in the radio bock of the desired column to mark the student's attendance detail.

Changing Dates

The most current class meeting will always display. To easily display a class meeting from past or future, click the Change Date pull-down menu. Please note, only class meeting times will be displayed and university holidays are recognized by the system.

Adding a Note

Notes can be kept for each student for each attendance day. To enter a note, click on the **Edit Note Button.**

Type the note and click the **Save** button.

Adding a Document

Microsoft Word and Adobe Acrobat documents can be kept for each student for each class. To enter a document, click on the **Attach New hyperlink.**

The Attach Document dialog box will appear, enter a name for the document and click the **Select A File** button.
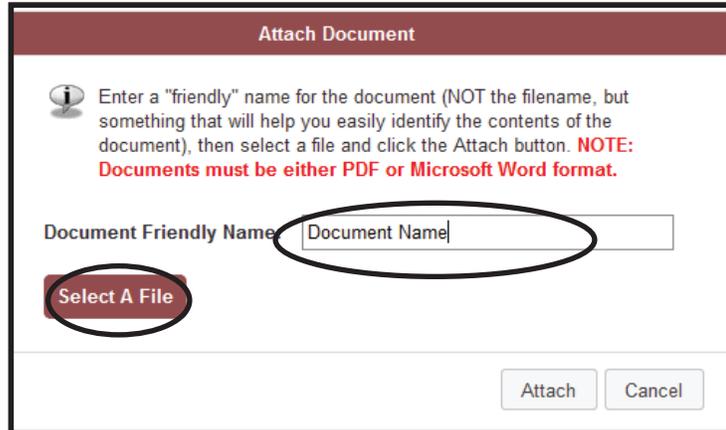
Locate and select the file to upload and click the **Open** button. The Attach Document dialog box will appear, click **Attach** to upload the document.
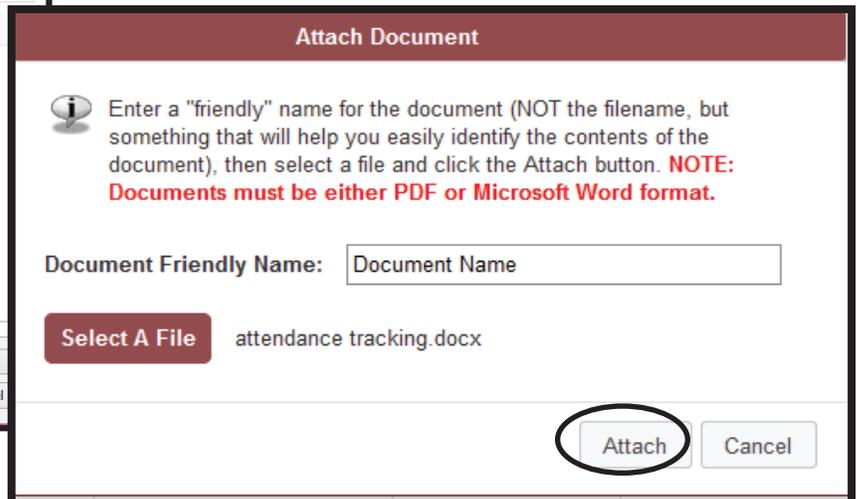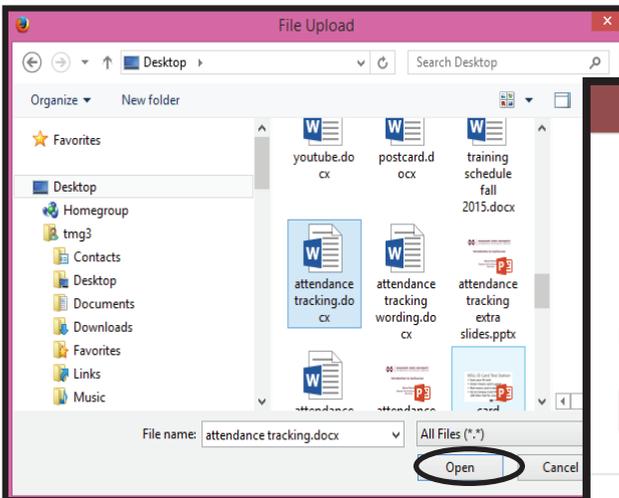
The document will now be stored in this course as a record for this student only.
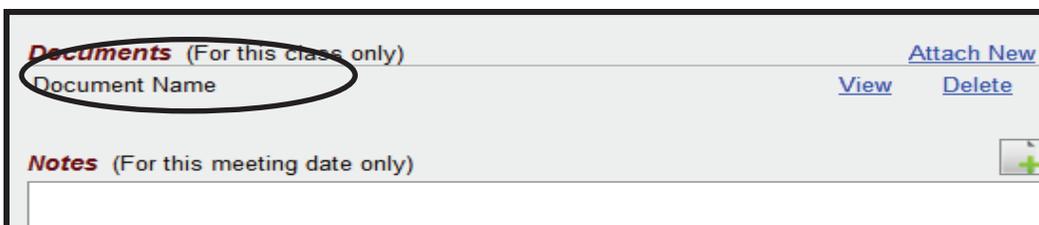
Sending an Email

A personalized email can be sent to students with their
attendance detail. There are two options:

1. Email all students
2. Email selected students

Options:

Select An Option
Attendance Marking Options
Mark All As Present
Mark All As Absent Unexcused
Mark All As Attendance Not Taken
Mark Using Copy/Paste
Mark Empty As Present
Mark Empty As Absent Unexcused
Reset All To Empty
Email Options (Attendance Report)
Email All Students
Email Selected Students
Display Options
Show All Students
Show Only Students With Absences

Confirm to send the email by clicking the **Confirm** button once the emails are sent a confirmation page will
appear..

Confirm Email Option

Clicking the Confirm button will send an email to ALL students in
the class. The email will contain a detailed record of the student's
attendance for this class.

Confirm   Cancel

Email Results

Total Emails Sent   102
Total Errors   3

Close
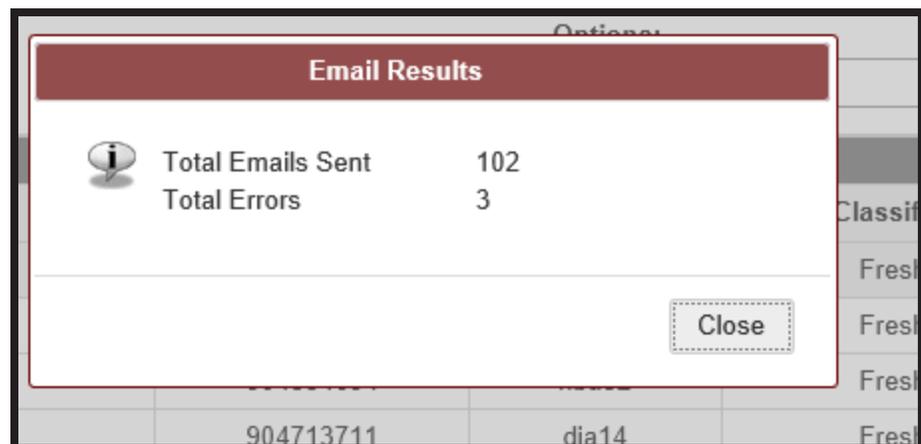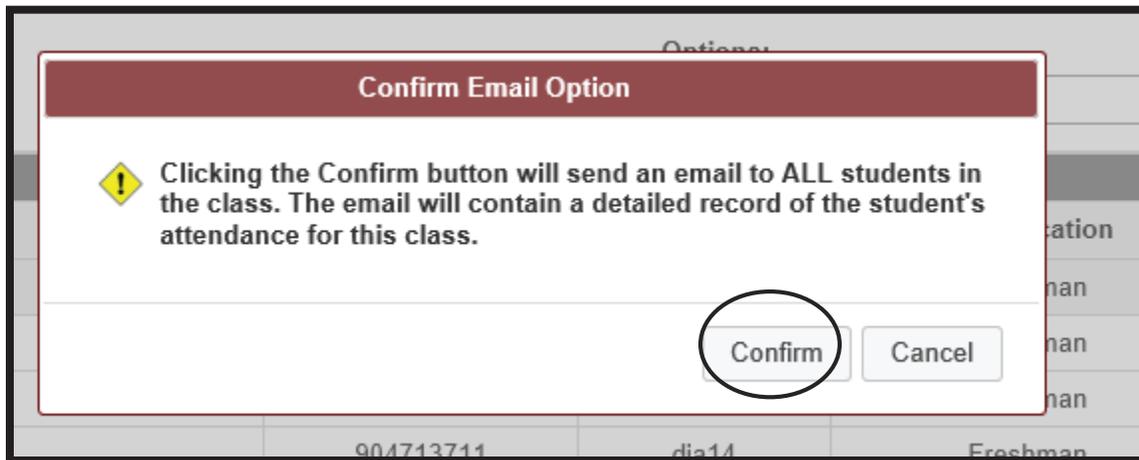
Student Email Sample

| Subject | Attendance Report For HI 4133 01 Spring Semester 2015 |

To: Sample Student
Your attendance report for HI 4133 01 Spring Semester 2015 is shown below.

Instructor: Bully Bulldog
Instructor Email: NetID@msstate.edu

Attendance Summary
Total Present: 5
Total Late: 1
Total Absences Unexcused: 2
Total Absences Excused: 1
Total Attendance Not Taken: 0

Individual Meeting Dates
Friday , Mar 06, 2015   Present
Wednesday, Mar 04, 2015   Absent - Unexcused
Monday , Mar 02, 2015   Late
Friday , Feb 27, 2015   Present
Wednesday, Feb 25, 2015   Absent - Unexcused
Monday , Feb 23, 2015   Present
Friday , Feb 20, 2015   Absent - Excused
Wednesday, Feb 18, 2015   Present
Monday , Feb 16, 2015   Present

Dropdown Menu Options

A drop down menu allows for easy manipulation of data such as changing the display options and students attendance detail.

Options:

Select An Option
Attendance Marking Options
  Mark All As Present
  Mark All As Absent Unexcused
  Mark All As Attendance Not Taken
  Mark Using Copy/Paste
  Mark Empty As Present
  Mark Empty As Absent Unexcused
  Reset All To Empty
Email Options (Attendance Report)
  Email All Students
  Email Selected Students
Display Options
 Show All Students
  Show Only Students With Absences

Scanners

Hardware is available in numerous classrooms to allow students to record their attendance by scanning their ID cards. These scanners work seamlessly with the new attendance tracking system. A video demonstrating how scanners work is available at: **http://mymedia.msstate.edu/viewer.php?mid=53008**

1. Allen 13
2. Ballew 119
3. Bowen 150
4. Dorman 128
5. Dorman 140
6. Hand 1100
7. Hand 1144
8. Hilbun 102
9. Hilbun 150
10. Hilbun 250
11. Hilbun 350
12. Library Auditorium
13. Lloyd Ricks- Watson 50*
14. McCool 100
15. McCool 124
16. McCool 234*
17. McCool 236
18. Simrall 100
19. Swalm 001

   * Indicates new for Spring 2016
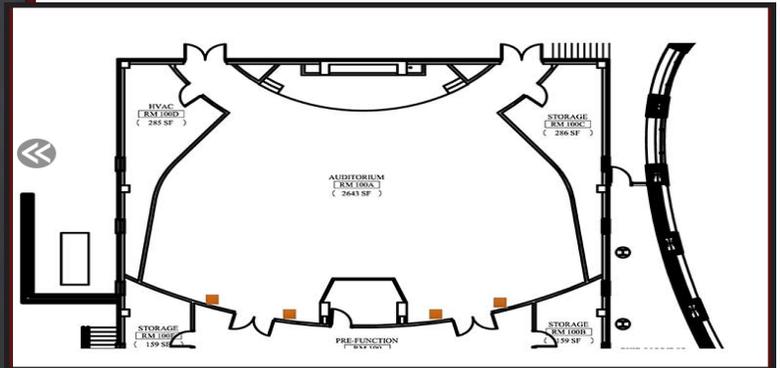
Floor plans are available for all the classrooms identifying scanner locations at:
www.its.msstate.edu/support/documentation/attendance/classrooms/

ID Card Test Stations

Test stations are being installed at four locations on campus. Cards can be tested to make sure they are active and functional prior to the first day of class. Card stations are located in Allen Hall, Mitchell Memorial Library, Colvard Union and the Sanderson Center.

Configure Scanning Settings

Courses that are configured to use attendance tracking and locate in one of the 18 classrooms equipped with scanners must configure their scanning settings.

From the Banner course section list, the instructor of record or departmental user must configure the attendance scanners. Once the Attendance Tracking option is selected for a course in a classroom with scanning hardware, the **Configure Attendance Scanners** option appears.
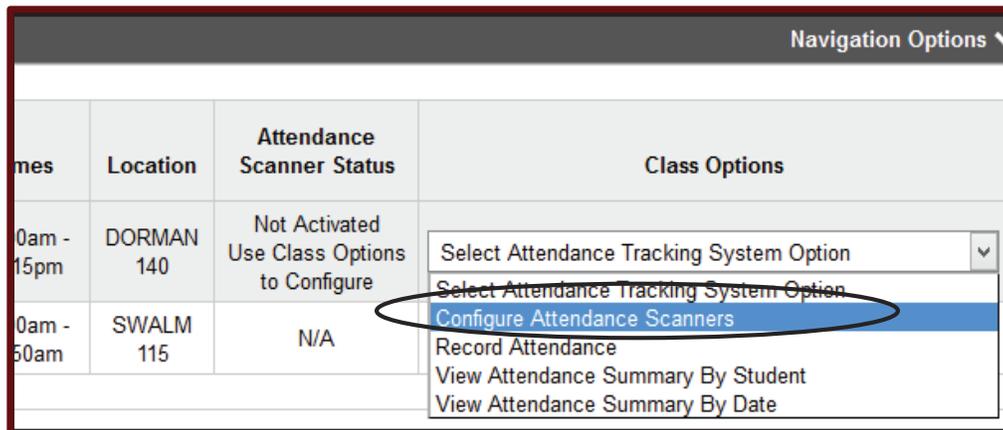
Scanning options include scanning start time, scanning end time, scanning late time, and email attendance report.
- Scanner settings should be configured at the beginning of the term
- Default scanning window is 10 minutes before until 10 minutes after class begins.
- **Settings cannot be changed once they are saved.**

The default scanning window can be changed for each section.
- Scanning start time can be 1-15 minutes before start of class.
- Scanning end time can be up to half the time of the class.
- Late time, if configured, must be between the start of class and the end of the scanning window.

The scanning window settings cannot be modified once they are set. A confirmation page will appear. Click Confirm.

The scanner will now appear as activated in the Attendance Scanner Status column.

Course/Section	CRN	Part Of Term	Campus	Course Title	Days	Times	Location	Attendance Scanner Status	
CO 1003 01	30805	Full	Starkville	Fund Of Public Speak	M T W R F	09:30 am - 10:45 am	MCCOMA 204	N/A	Select
EN 1103 01	31512	Full	Starkville	En Composition I	M T W R F	11:00 am - 12:15 pm	PARKER 101	Activated Begin: 1050 - End: 1110	Select A

The option to manually edit the attendance or modify the email settings are available through the class options pull-down menu.

Immediately upon a successful scan, students are marked Present or Late depending upon configured settings. All students for which there is no attendance detail such as Absence Excused are marked Absence Unexcused via a nightly process. Any student attendance record can be manually changed.

Scanning Logs

Detailed logs of scanning activity can be viewed by instructors and departmental users from the myBanner Term Selection page.

Scan logs are available for all the classrooms.

Three types of scans are recorded:

01 - Successful Read which indicates the student successfully scanned for the class.

02 – Student Not in Class which indicates that the student scanned during an open class but is not enrolled in the class according to Banner.

03 - Class Not found which indicates there was not an open class when the id card was scanned

Downloading Attendance

From the class option pull-down menu, select either View Attendance Summer by Student or View Attendance Summary by Date.

The data table will appear, click the Export Data to Excel link to download the attendance data.

Editing Email Options

The option to automatically send nightly emails can be edited by selecting **Configure Attendance Scanners** from the Class Options menu. Select the desired option and click **Update Email Option**.

Days	Times	Location	Attendance Scanner Status	Class Options
M T W R F	09:30 am - 10:45 am	MCCOMA 204	N/A	Select Method For Tracking Attendance/Absence
M T W R F	11:00 am - 12:15 pm	PARKER 101	Activated Begin: 1050 - End: 1110	Select Attendance Tracking System Option Configure Attendance Scanners

Attendance Scanner Configuration

The attendance scanner settings for this class meeting time have been configured as shown below. If you want to disable scanning for this class meeting time click the Disable Scanning button. WARNING: If you disable scanning, you will NOT be allowed to re-enable it at a later time.

Scanner Configure Date:	08-09-2015 06:29 pm
Scanner Configure User:	Training-116 Instructor
Scanner Begin Time:	10:50 am
Scanner End Time:	11:10 am
Option For Tracking Late Time:	Not Enabled

- **Email Attendance Report (Required)**
  At night after each class meeting, a batch process will automatically update the attendance successfully scan their ID card. This option determines if the batch process also emails a pe student. Choose one of the following options:

  ☑ **Automatic Option** - The batch process will automatically email a personalized attenda each class meeting.

  ☐ **Manual Option** - No attendance report will be emailed automatically. The instructor wil students using the option on the Record Attendance page.

[Disable Scanning] [Update Email Option] [Cancel]

Disabling Scanning

The option to use scanners can be disabled once by selecting **Configure Attendance Scanners** from the Class Options menu. Click **Disable Scanning** button. A warning dialog box will appear to confirm you want to disable.

While scanning is now disabled, the attendance tracking software can still be used to track attendance for this course.

Attendance Detail Student

Students can view their attendance detail in Banner at anytime. If the course is using attendance tracking, there will be detailed columns displayed. If the course is using absent reporting, a numeric value will be displayed with no detail. For courses using attendance tracking, students can click on the hyperlink to view attendance details.

Course using Attendance Tracking

Course using Absence Reporting

Course	SC	CRN	Title	Type	Delivery Method	Grade Mode	Credits	Progress Grade	Progress Grade Date	Final Grade	Attendance*	AE	AU
I 4133	01	14396	Civil War 1850-1877	C	F	N	3	C	06-17-2015	N/A	1	1	0
I 4153	01	14398	U S Hist 1877-1917	C	F	N	3	N/A	N/A	N/A	0	0	0
I 8000	10	14618	Research / Thesis	D	F	P	1	N/A	N/A	N/A	N/A	N/A	
DS 7000	201	15107	Directed Indiv Study	I	F	N	3	N/A	N/A	N/A	N/A	N/A	
N 2283	201	13546	World Literature After 1600	C	O	N	3	N/A	N/A	N/A	N/A	0	
N 4413	201	14069	Hist Of The					N/A	N/A	N/A	N/A	N/A	
R 2013	201	14086	Cultural Ge					N/A	N/A	N/A	N/A	2	
GT 3813	201	14243	Organization					A	06-17-2015	N/A	N/A	N/A	
DS 6683	501	13725	FL Education					N/A	N/A	N/A	N/A	N/A	

Estimated Semester GPA (Based on Progress Grade

Attenda

Term: Spring Semester 2015
Course: HI 4133 01 14396

Friday   May 01, 2015   AE - Absent Excused
Wednesday   May 06, 2015   LA - Late

[Close]

Attendance Detail Parent

Parents can view their attendance detail in Banner at anytime if the student has completed the appropriate waivers. If the course is using attendance tracking, there will be detailed columns displayed. If the course is using absent reporting, a numeric value will be displayed with no detail. For courses using attendance tracking, students can click on the hyperlink to view attendance details.

Please note attendance tracking became available for Fall 2015. Detailed absence information is not available for previous semesters.