



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.

January 2016

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 erroneous 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

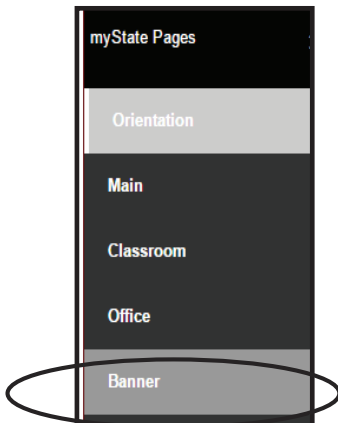
To access the Attendance Tracking Software:

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.



Reports	Registration	Grades and Absences
ment Counts By	★Class Roster	★Attendance Tracking & Absence Reporting
ent	★Class Roster	★Enter Progress Grades
ment Counts By	Prerequisite Check	★Enter Final Grades
Subject Code	★Faculty Class Schedule	★Missing Final Grades
sions Applicants	★Student Course	By Instructor
d Students By	Retakes (Academic Forgiveness)	★Missing Final Grades
fer Student	★Student Registration	By Department
pts	Audit Trail	★Missing Final Grades



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

Select a term to view the sections for which you are assigned as the instructor of record.

Term:

Instructor Options

Select a department, term and instructor ID to view the sections for that instructor.

Department:

Term:

Instructor ID or NetID:

Departmental User Options

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

List Of Classes Term: Fall Semester 2015 Instructor: Tina Green Navigation Options ▾									
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	34238	Full	Starkville	The Far East	M T W R F	12:30pm - 01:45pm	ALLEN 17	N/A	Select Method For Tracking Attendance/Absences
HI 6903 01	34239	Full	Starkville	The Far East	M T W R F	09:30am - 10:45am	DORMAN 134	N/A	Select Method For Tracking Attendance/Absences
HI 4103 01	34240	Full	Starkville	Colonial America	M T W R F	08:00am - 08:50am	PARKER 100	Activated Begin: 0750 - End: 0810	<input type="text" value="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	<input type="text" value="Select Manual Absence Reporting Option"/>



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

Select Method Of Reporting Absences

Navigation Options ▾

Selected Class

Course/Section	CRN	Part Of Term	Campus	Course Title	Days	Times	Location
HI 4103 01	34240	Full	Starkville	Colonial America	M T W R F	09:30am - 10:45am	DORMAN 134

Choose one of the following methods for reporting absences. The method that you choose will apply to ALL classes shown in the list above.

NOTE: This reporting method CANNOT be changed once it has been saved.

☐

NEW 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.

Save

Cancel

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.

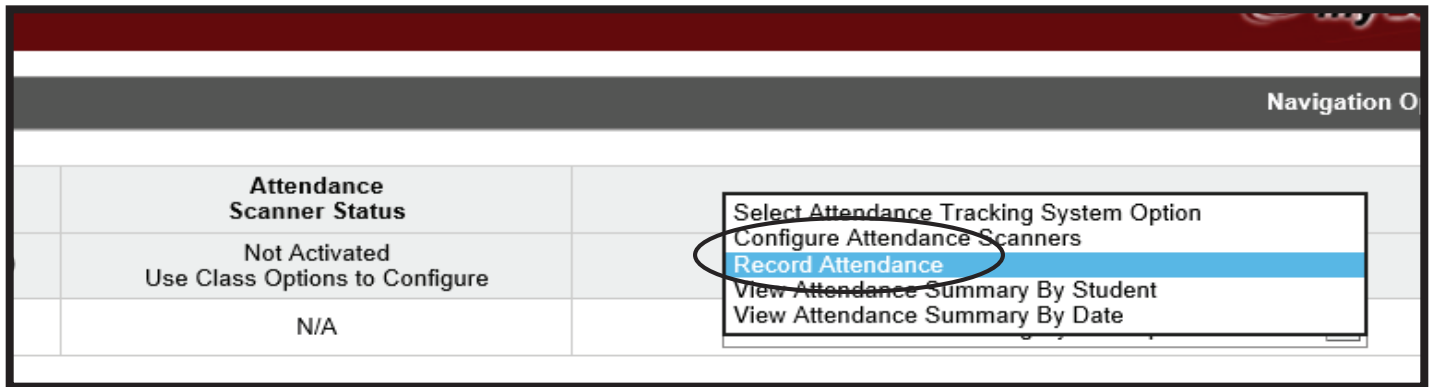
Manual Absence Reporting

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

Term: Fall Semester 2015 Instructor: Tina Green Meeting Time: TR 08:00am - 09:15am ALLEN 17 Navigation Options ▾

Selected Date For Recording Attendance: **Tuesday August 18, 2015**


Change Date: 

Options:

Email	Legend	Course: HI 4153 01 U S Hist 1877-1917 CRN: 34237
<input type="checkbox"/>	NT LA AE AU PR	Student Name MSU ID NetID Classification
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Agar, Michael Alan 903226029 mas370 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Allen, Jacob Travis 903516777 jai146 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Anthony, Laura Elizabeth 903948283 la406 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Bell, Mary Lynn 904897941 mb1670 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Bowles, Elizabeth Anne 90444796 eab453 Junior
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Bradley, Michael Scott 903314378 mbb286 Junior
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Bramson, Rabbly Joseph 904723711 rb1256 Junior
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Brooks, Sheronda Frances 903418761 sb402 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Brown, Evan James 903863825 ej4219 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Brown, Colby Gordon 903881177 cb4386 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Campbell, John Parker Monroe 903881144 jpm486 Sophomore
<input type="checkbox"/>	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Cannon, John Thomas 902716635 jc2392 Sophomore

Student Detail

Michael Alan Agar



Major: ADS - Animal and Dairy Science
Conc: MASP - Meat Animal Science & Prod
Email: mas377@msstate.edu [ms377@msstat.og](mailto:mas377@msstat.og)

Present: 0
Late: 0
Absent - Excused: 0
Absent - Unexcused: 0
Attendance Not Taken: 0

Notes (For this meeting date only)

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)

Legend					
NT	LA	AE	AU	PR	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ai
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Al
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Al

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

Legend					
NT	LA	AE	AU	PR	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Air
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Ak
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Ale
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	All
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	An
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	An
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Ar
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Ba
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ba
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ba

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.

Selected Date For Recording Attendance: Wednesday May 06, 2015

Change Date:

Email	Select A Date
<input type="checkbox"/>	Monday January 12, 2015
<input type="checkbox"/>	Wednesday January 14, 2015
<input type="checkbox"/>	Friday January 16, 2015
<input type="checkbox"/>	Monday January 19, 2015
<input type="checkbox"/>	Wednesday January 21, 2015
<input type="checkbox"/>	Friday January 23, 2015
<input type="checkbox"/>	Monday January 26, 2015
<input type="checkbox"/>	Wednesday January 28, 2015
<input type="checkbox"/>	Friday January 30, 2015
<input type="checkbox"/>	Monday February 02, 2015
<input type="checkbox"/>	Wednesday February 04, 2015
<input type="checkbox"/>	Friday February 06, 2015
<input type="checkbox"/>	Monday February 09, 2015

EN 1103 01

Emily Broo

Folasade Cl

Nicholas B

cota Issak



Adding a Note

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

Notes (For this meeting date only)

Excused absence due to athletic event

The screenshot shows a window titled 'Notes (For this meeting date only)'. Inside, there is a text area containing the text 'Excused absence due to athletic event'. In the top right corner of the window, there is a small icon of a notepad with a pencil, which is circled in red. Next to it is a red 'X' icon.

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

Add Note

Notes 974 chars left

Excused absence due to....

Save Cancel

902429727 nca40 Freshman

The screenshot shows a dialog box titled 'Add Note'. Inside, there is a text area with the text 'Excused absence due to....'. To the right of the text area, it says '974 chars left'. At the bottom of the dialog box, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is circled in red. Below the dialog box, there is a status bar with the text '902429727 nca40 Freshman'.

Notes (For this meeting date only)

Excused absence due to....

The screenshot shows a window titled 'Notes (For this meeting date only)'. Inside, there is a text area containing the text 'Excused absence due to....'. In the top right corner of the window, there is a small icon of a notepad with a pencil, which is circled in red. Next to it is a red 'X' icon.



Adding a Document

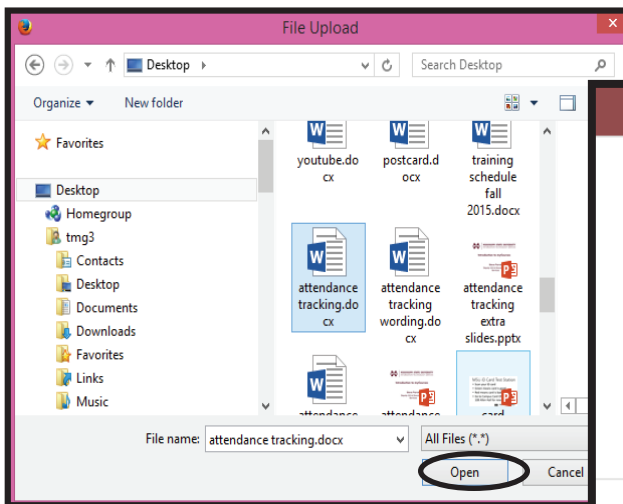
Microsoft Word and Adobe Acrobat documents can be kept for each student for each class. To enter a document, click on the **Attach New** hyperlink.

The screenshot shows a web interface with two sections: 'Documents (For this class only)' and 'Notes (For this meeting date only)'. In the 'Documents' section, a blue hyperlink labeled 'Attach New' is circled with a black oval. The 'Notes' section has a green plus icon in its top right corner.

The Attach Document dialog box will appear, enter a name for the document and click the **Select A File** button.

The 'Attach Document' dialog box is shown. It contains an information icon and text: 'Enter a "friendly" name for the document (NOT the filename, but something that will help you easily identify the contents of the document), then select a file and click the Attach button. NOTE: Documents must be either PDF or Microsoft Word format.' Below this is a text field labeled 'Document Friendly Name' containing 'Document Name', which is circled. A red button labeled 'Select A File' is also circled. At the bottom right are 'Attach' and 'Cancel' buttons.

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 'Attach Document' dialog box is shown again. The 'Document Friendly Name' field contains 'Document Name'. The 'Select A File' button now displays the selected file name 'attendance tracking.docx'. The 'Attach' button at the bottom right is circled with a black oval.

The document will now be stored in this course as a record for this student only.

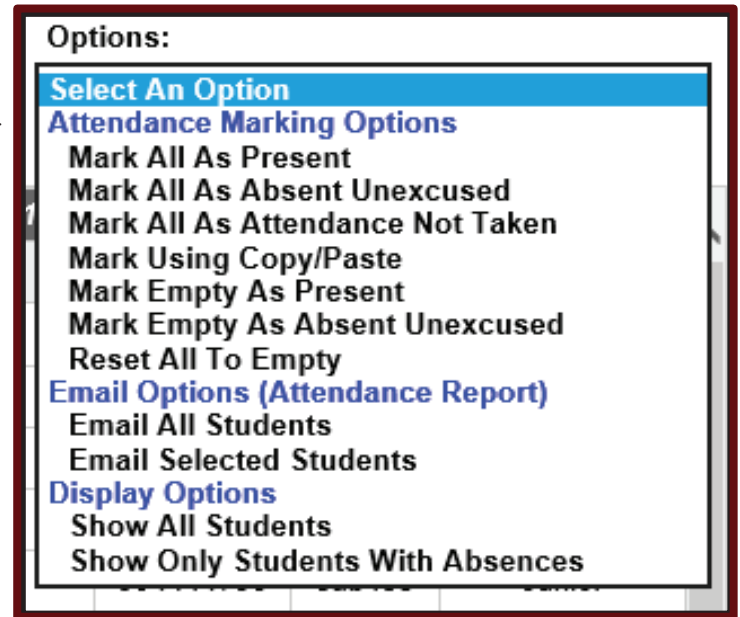
The screenshot shows the 'Documents (For this class only)' section of the web interface. A new entry, 'Document Name', has been added to the list and is circled with a black oval. To the right of the list are hyperlinks for 'Attach New', 'View', and 'Delete'. The 'Notes' section remains empty.



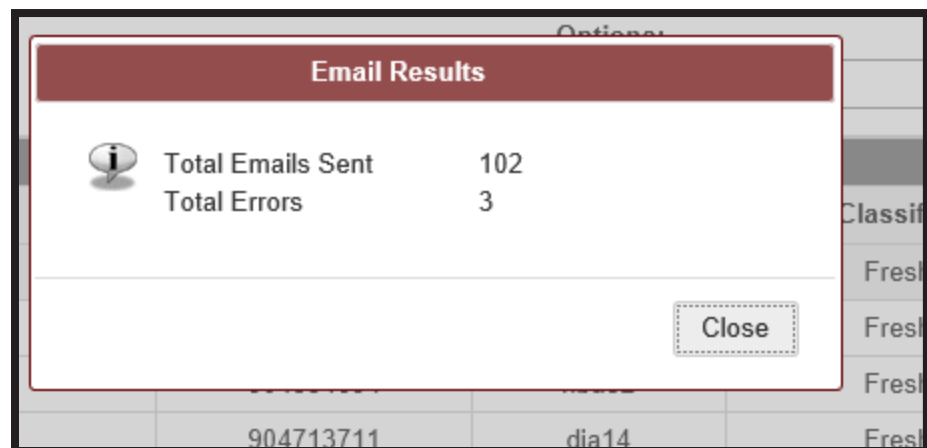
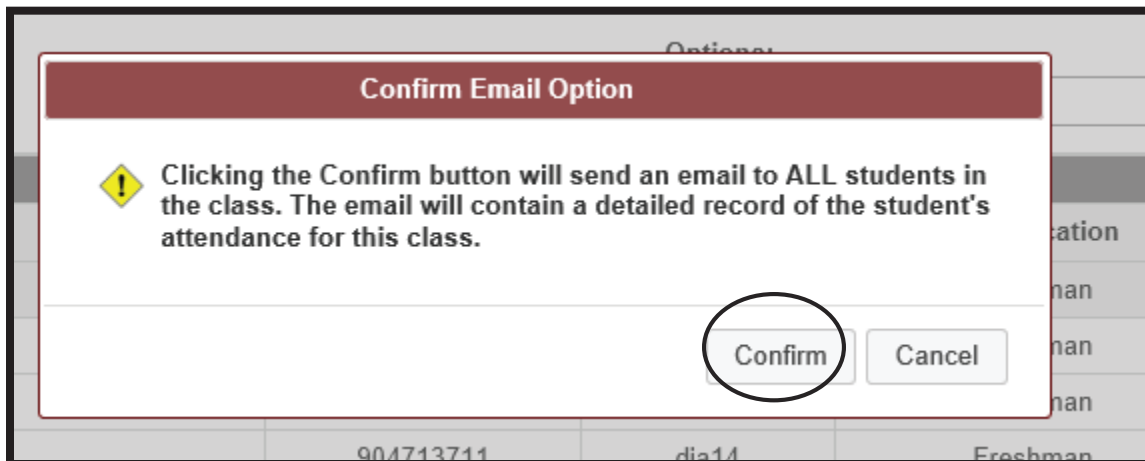
Sending an Email

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

1. Email all students
2. Email selected students



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





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

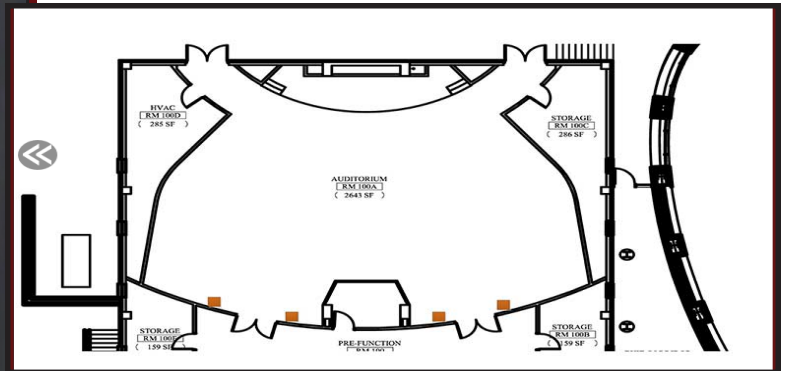


Scanners

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.

Times	Location	Attendance Scanner Status	Class Options
8:00am - 11:15pm	DORMAN 140	Not Activated Use Class Options to Configure	<div>Select Attendance Tracking System Option Select Attendance Tracking System Option Configure Attendance Scanners Record Attendance View Attendance Summary By Student View Attendance Summary By Date</div>
8:00am - 5:00am	SWALM 115	N/A	

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.**

Attendance Scanner Configuration



Select the following options to configure the attendance scanners, then click the Save button at the bottom of the page.

- **Scanner Begin And End Times (Required)**

Choose either the default settings or your own custom settings.

☒ **Use the default settings.** The default window of time for the scanners to be active is 10 minutes before the class starts until 10 minutes after the class starts.

☐ **Use custom settings.** The begin time can be set to no more than 15 minutes before the class starts and the end time can be set to no more than half of the class meeting time after the class starts.

- **Scanner Late Time (Optional)**

Check this box if you want to track students who scan after a specified time as being late.

☐ **Track Late** - The late time (specified based on number of minutes after the start time of the class) must be less than the end time minutes from above.

- **Email Attendance Report (Required)**

At night after each class meeting, a batch process will automatically update the attendance status to Absent Unexcused for all students who do not successfully scan their ID card. This option determines if the batch process also emails a personalized attendance report for this class to each student. Choose one of the following options:

☒ **Automatic Option** - The batch process will automatically email a personalized attendance report for this class to each student at night after each class meeting.

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



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.

Attendance Scanner Configuration

Select the following options to configure the attendance scanners, then click the Save button at the bottom of the page.

- **Scanner Begin And End Times (Required)**
Choose either the default settings or your own custom settings.
 - ☐ **Use the default settings.** The default window of time for the scanners to be active is 10 minutes before the class starts and 20 minutes after the class starts.
 - ☒ **Use custom settings.** The begin time can be set to no more than 15 minutes before the class starts and the end time can be set to no more than 15 minutes after the class starts.
Set the begin time for the attendance scanners to minutes prior to the class start time of 11:00 am.
Set the end time for the attendance scanners to minutes after the class start time of 11:00 am.
- **Scanner Late Time (Optional)**
Check this box if you want to track students who scan after a specified time as being late.
 - ☒ **Track Late** - The late time (specified based on number of minutes after the start time of the class) must be less than the end time.
Set the late time for the attendance scanners to minutes after the class start time of 11:00 am.

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

Before saving, please verify make sure that all of the options that you selected are correct. These settings CANNOT be changed once you save them.

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 A
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.

Tractor: Training-116 Instructor

Navigation Options ▾

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	<div>Select Attendance Tracking System Option Configure Attendance Scanners Record Attendance View Attendance Summary By Student View Attendance Summary By Date</div>

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.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	E
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	E
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	E
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	E
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	E
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	E
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	O
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	E
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	F
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	H
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	J
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	K



Scanning Logs

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

myBanner - CRN Search

Select a term to view the sections for which you are assigned as the instructor of record.

Term:

Search Card Reader Log Navigation Options ▾

i You must enter either a student ID, a Building-Room, or a CRN in order to view the log results. For faster results you should also enter a begin and end date.

MSU ID or NetID: (Leave Blank For All)

Building-Room:

Term:

CRN:

Reader Begin Date: (Leave Blank For All Dates)

Reader End Date: (Leave Blank For All Dates)

Card Status:

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.

Card Status
01 - Successful Read

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.

Card Status
02 - Student Not in Class

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

Card Status
03 - Class Not Found



Downloading Attendance

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

Tructor: Training-116 Instructor

Navigation Options ▾

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	<div>Select Attendance Tracking System Option<ul style="list-style-type: none">Configure Attendance ScannersRecord AttendanceView Attendance Summary By StudentView Attendance Summary By Date</div>

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

Tructor: Training-116 Instructor

12:15 pm PARKER 101

A cell containing * means the student was either not registered in the class or withdrew from the class.

[Export Data To Excel](#) (CSV Format)

Course: EN 1103 01 En Composition I CRN: 31512

Student Name	MSU ID	NetID	PR	LA	AE	AU	NT	Tue Aug 18	Thu Aug 20	Tue Aug 25	Thu Aug 27	Tue Sep 01	Thu Sep 03	Tue Sep 08
--------------	--------	-------	----	----	----	----	----	------------	------------	------------	------------	------------	------------	------------



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**.

Instructor: Training-116 Instructor				Navigation Options ▾
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	<div>Select Attendance Tracking System Option Configure Attendance Scanners</div>

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 attendance report to each class meeting.
- ☐ **Manual Option** - No attendance report will be emailed automatically. The instructor will email 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.

Tractor: Training-116 Instructor Navigation Options ▾

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

Confirm Scanning Disable

⚠ WARNING: If you disable scanning for this class meeting time, you will NOT be allowed to turn scanning back on at a later time.

Confirm Cancel

☒ **Automatic Option** - The batch process will automatically email a personalized attendance report to each student at the end of each class meeting.

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

Disable Scanning Update Email Option Cancel

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

Attendance Scanner Configuration

⚠ The attendance scanner settings for this class meeting time have been disabled and can no longer be configured using this page.

OK



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.

Students

Go

own below.

er 2015

n Sample 6788 sss162

version.

copy.

Course using Attendance Tracking

Course	SC	CRN	Title	Type	Delivery Method	Grade Mode	Credits	Progress Grade	Progress Grade Date	Final Grade	Attendance* AE	AU
HI 4133	01	14396	Civil War 1850-1877	C	F	N	3	C	06-17-2015	N/A	1	1
HI 4153	01	14398	U S Hist 1877-1917	C	F	N	3	N/A	N/A	N/A	0	0
HI 8000	10	14618	Research / Thesis	D	F	P	1	N/A	N/A	N/A	N/A	N/A
OS 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					N/A	06-17-2015	N/A	N/A	N/A
OS 6683	501	13725	FL Education					N/A	N/A	N/A	N/A	N/A

Estimated Semester GPA (Based on Progress Grade)

Attendance

Course using Absence Reporting

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.

MISSISSIPPI STATE
UNIVERSITY

Parent Portal

[Return to Main Page](#)[Logout](#)

i Access to student information is restricted to what is shown below and has been authorized by the student. The student may revoke this access at any time.

Student Name: Lance Carter
MSU ID #: 904650531
Email Address: tep@its.msstate.edu

Curriculum

Courses, Grades, & Absences

GPA Information

Account Information

General Information

Parent Services

Spring Semester 2015 (In Progress)

Title	Credits	Progress Grade	Progress Grade Date	Final Grade	Attendance *			Days	Times
					LA	AE	AU		
Spanish I	3	N/A		N/A		N/A		MTWR	01:00pm - 01:50pm
Hist & Hist Meth	3	N/A		N/A		N/A		W	02:00pm - 04:50pm
Colonial America	3	N/A		N/A	0	0	0	M W F	08:00am - 08:50am
Civil War 1850-1877	3	N/A		N/A	3	1	4	M W F	05:00pm - 06:15pm
Renaissance, Reforma	3	N/A		N/A		N/A		T R	09:30am - 10:45am
Special Topic In HI	3	N/A		N/A		N/A		T R	11:00am - 12:15pm
Philosophy Of Law	3	N/A		N/A		N/A		T R	02:00pm - 03:15pm

Fall Semester 2014

Title	Credits	Mid Term Grade	Final Grade	Absences	Days	Times
Prin Of Microecon	3	D	F	13	T R	02:00pm - 03:15pm
Physical Geography	4	D	C	2	T R	03:30pm - 04:45pm
Hist Mod Civ Rts Mvt	3	F	F	N/A	M W	02:00pm - 03:15pm
Japan Since 1600	3	N/A	B	N/A	M W	12:30pm - 01:45pm

Summer Semester 2014

Term: Spring Semester 2015
Course: Civil War 1850-1877

Monday	January 19, 2015	AU - Absent Unexcused
Wednesday	January 28, 2015	LA - Late
Wednesday	February 04, 2015	AU - Absent Unexcused
Friday	February 06, 2015	LA - Late
Friday	February 20, 2015	AE - Absent Excused
Monday	March 02, 2015	LA - Late
Wednesday	March 04, 2015	AU - Absent Unexcused
Wednesday	May 06, 2015	AU - Absent Unexcused

Close

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